



Website
User Guide for
Members.



Welcome to the Everyman website

The member dashboard area provides you with some powerful ways to interact with Everyman Theatre.

You can:

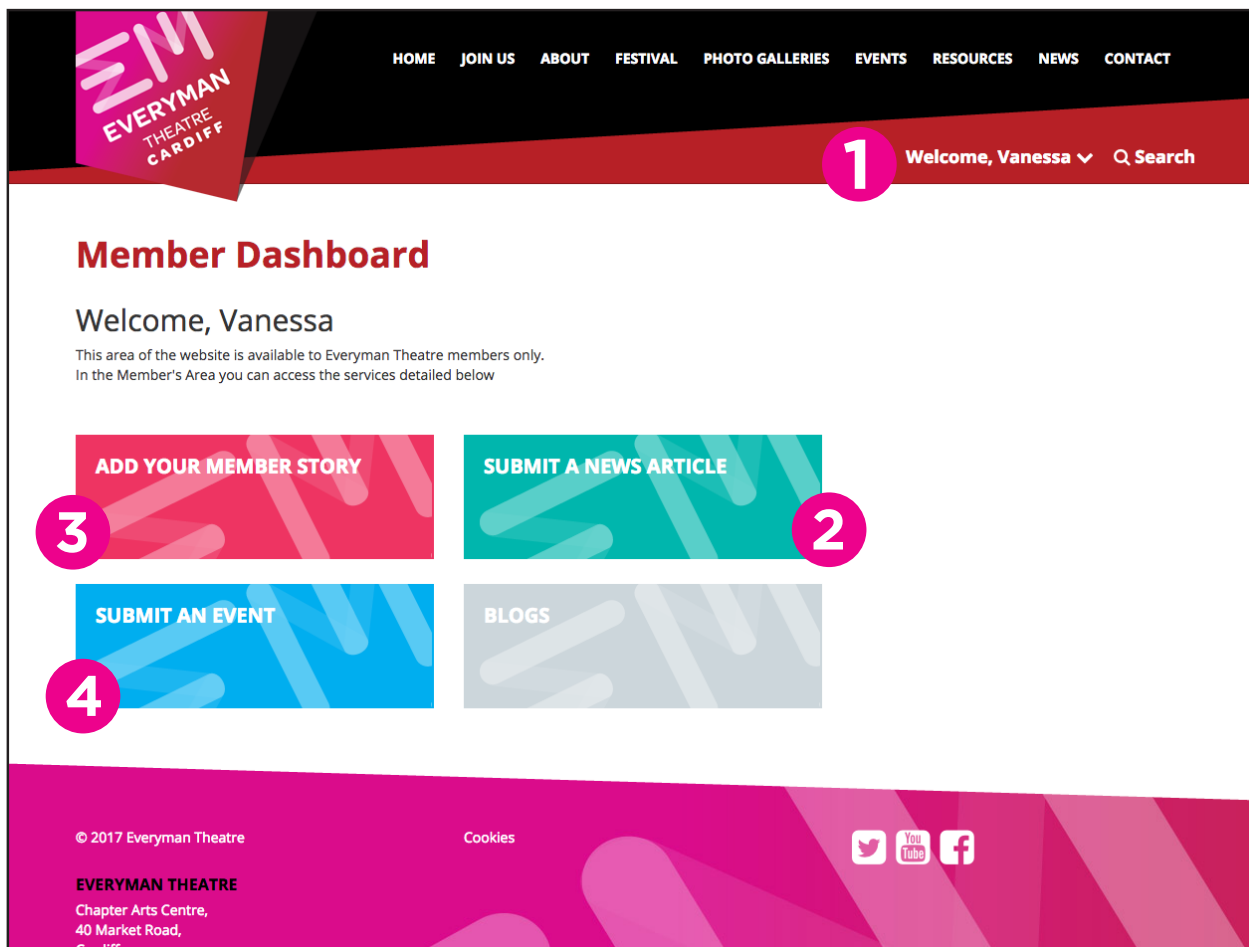
- Update / Change your password to access the member dashboard
- Access Members only areas and dashboard
- Submit news articles
- Submit events
- Submit your 'Member Story' and be featured on the front page of the website

Please take a moment to read the following information to give you an overview of the system and the features available to you.

For further information contact the Everyman team:

communications@everymantheatre.co.uk

DASHBOARD OVERVIEW



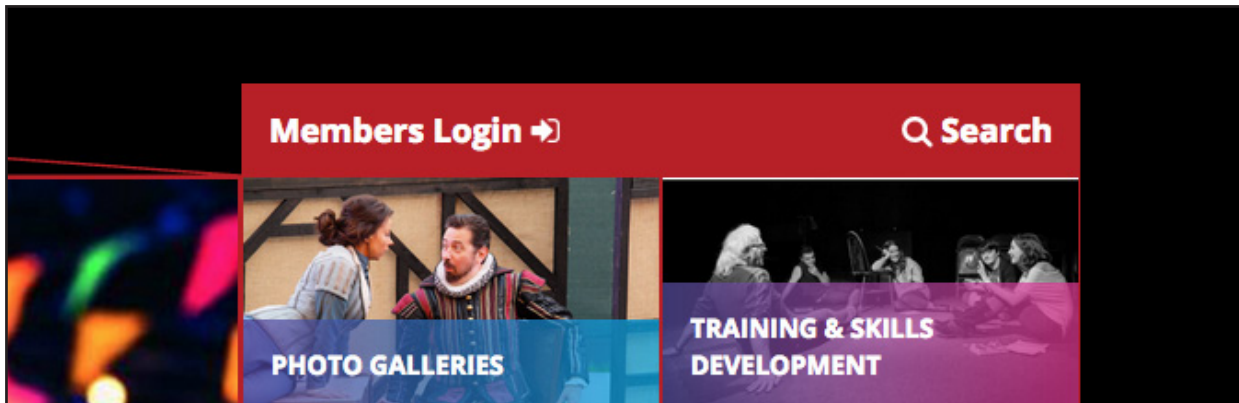
1 Log in / out, and membership dashboard access

2 Submit a news article for consideration

3 Submit a member story and be featured on the front page of the website

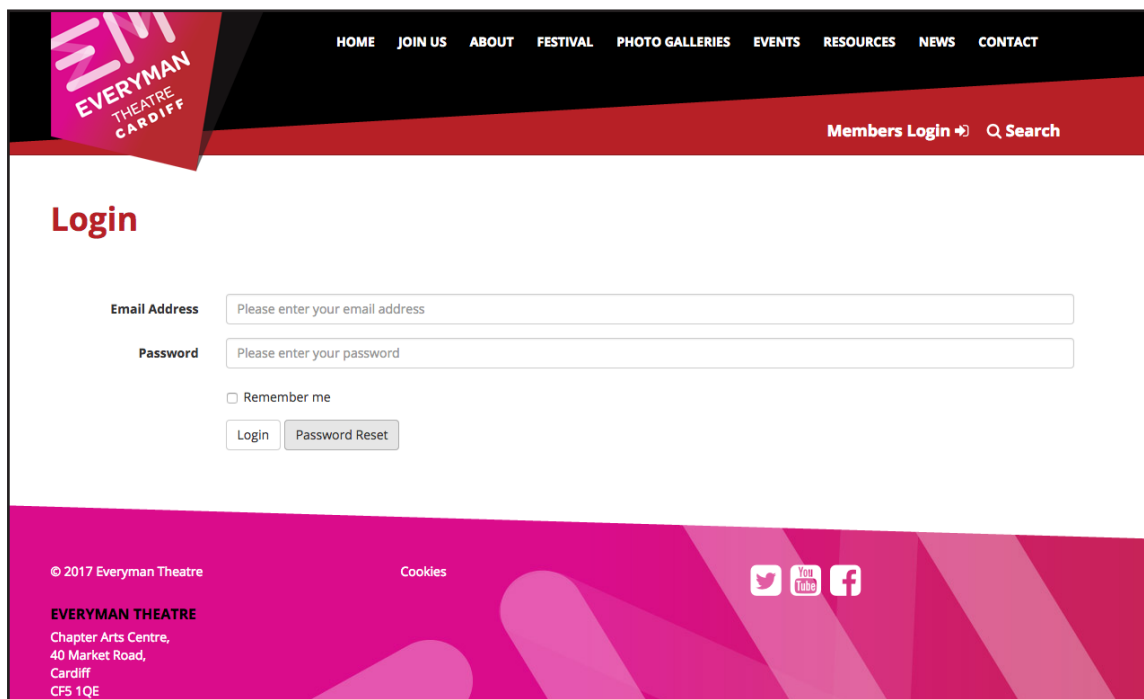
4 Submit an event

1. Member admin control



You can use the member admin control to log in / log out of the website, access the dashboard and update your member account password.

The log in area is located in the bar at the top right section of the site.



2. Submitting a news article

The screenshot shows the 'Submit a news article' form on the Everyman Theatre Cardiff website. The page has a black header with a pink logo on the left and navigation links (HOME, JOIN US, ABOUT, FESTIVAL, PHOTO GALLERIES, EVENTS, RESOURCES, NEWS, CONTACT) on the right. Below the header is a red bar with 'Welcome, Vanessa' and a search icon. The main content area is white with a red title 'Submit a news article'. Below the title is a question: 'Have you got a news story you would like to showcase on the website?' followed by instructions: 'Complete the form below and one of the the team will review it and if suitable will publish it in the news section.' The form consists of three main sections: 'Article Title' with a text input field containing the placeholder 'Please enter the title of your news article'; 'Article Content' with a rich text editor containing a toolbar with icons for bold, italic, underline, list, link, and unlink, and a large text area with a placeholder 'p'; and 'Image for your article' with instructions 'Please upload a image for your article (optional)' and 'Size: No Smaller than 780px(w) x 440px(h), landscape .jpg RGB format, no bigger than 1MB.', a 'Browse...' button, and the text 'No files selected.'. A blue 'Submit' button is at the bottom of the form. A blue button labeled 'Return to dashboard' is located to the left of the form. The footer is pink with copyright information '© 2017 Everyman Theatre', a 'Cookies' link, and social media icons for Twitter, YouTube, and Facebook.

We would like to know the latest news from our members.

If you have an interesting news story let us know by completing the news article submission form.

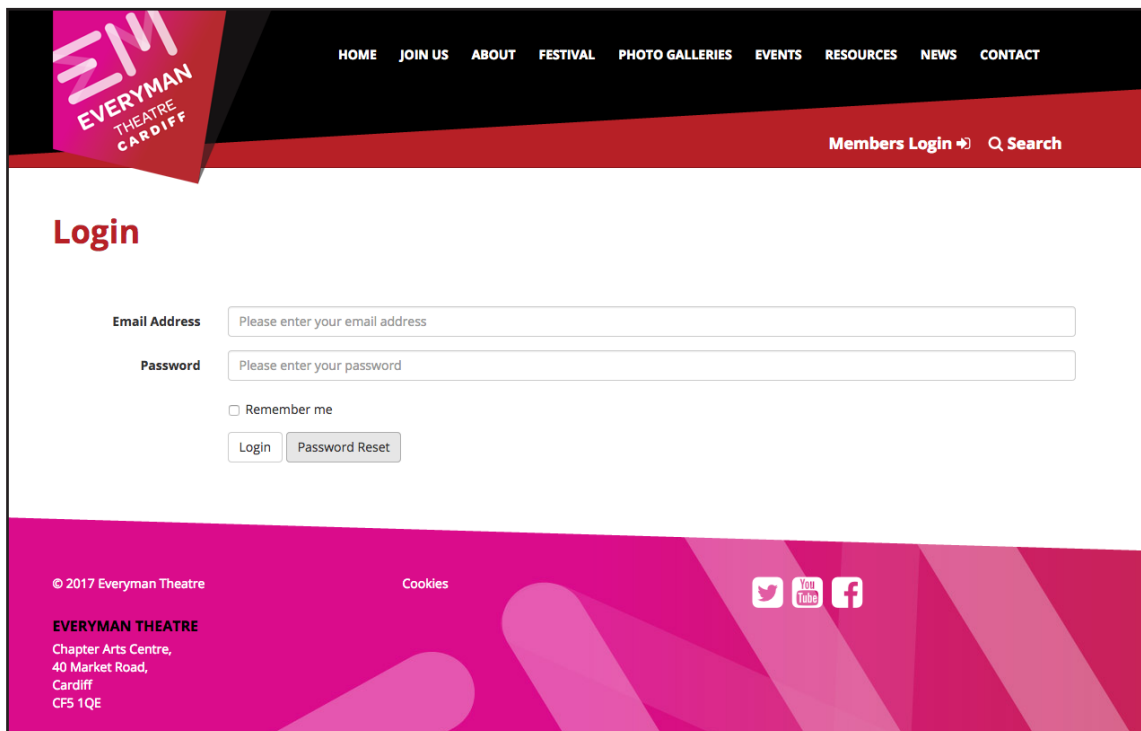
Please note advertising is not permitted in this section and only news stories deemed newsworthy and suitable by the editor will be published.

TOP TIP FOR IMAGES:

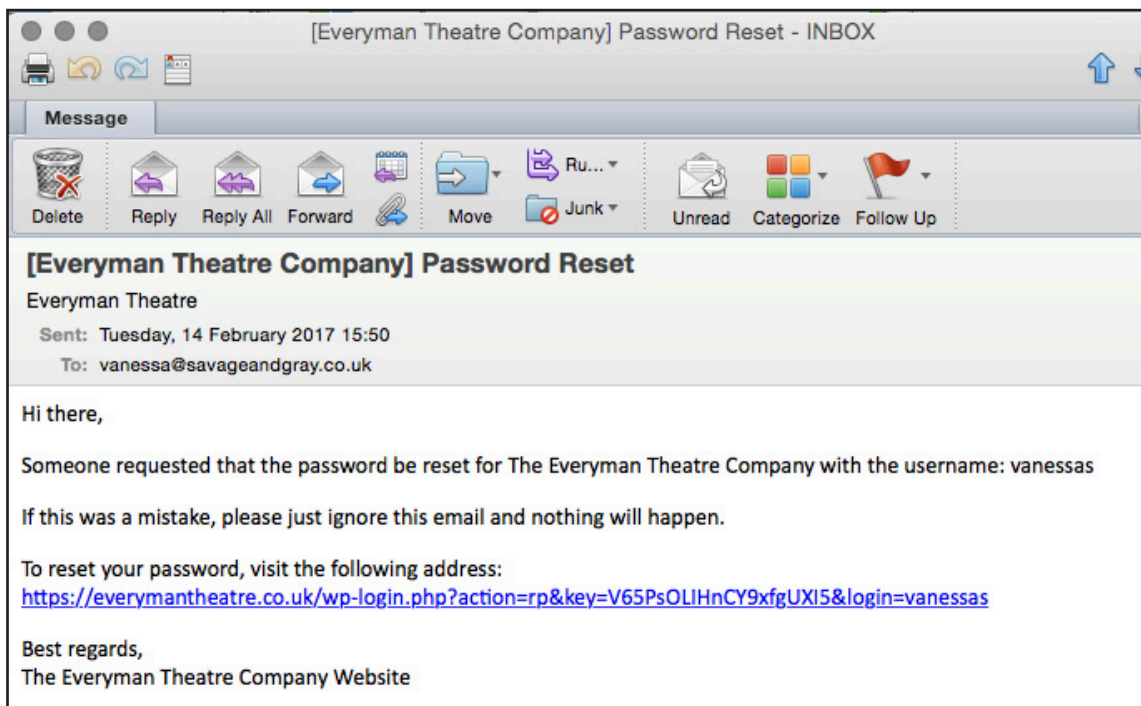
Images must be optimised for web in .jpg format but must be no smaller than 780px (w) x 440px (h) at 72dpi.

No hi res images please as they will be rejected by the system.

3. Resetting your account password

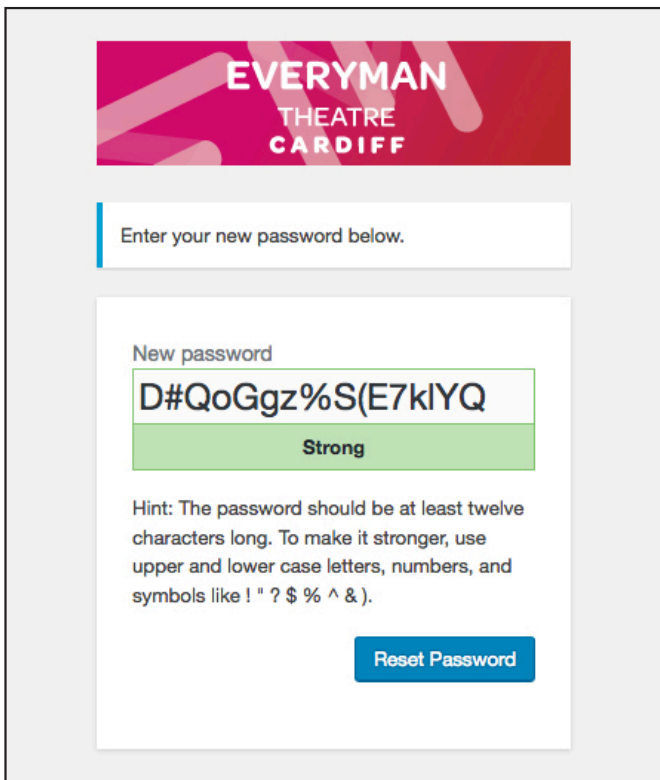


To reset your account password select 'Password reset' on the Log in screen. You will be sent a link to the reset password area via email (Depending on your IT setup some email clients might filter the message into your junk folder).

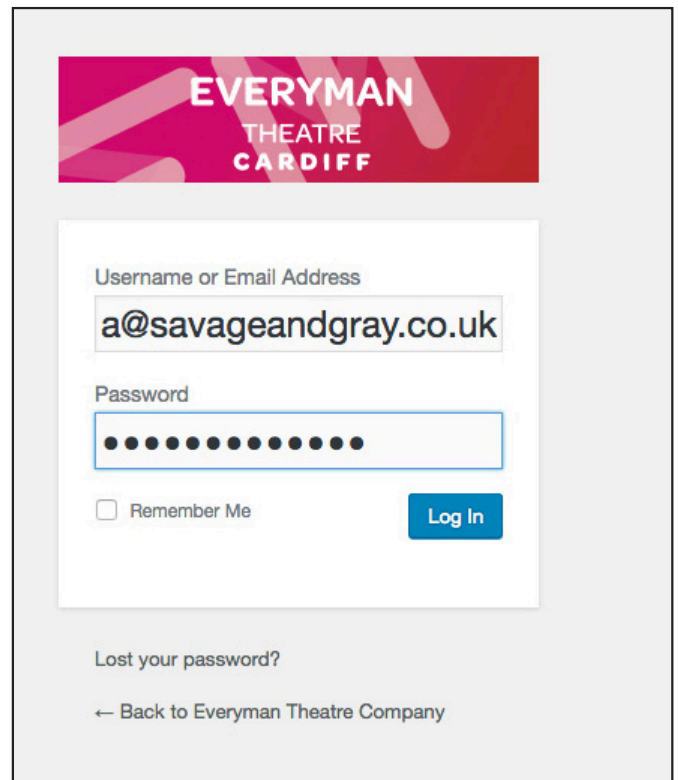


Follow the instructions in the email and click the link. You will then be directed to the password reset area.

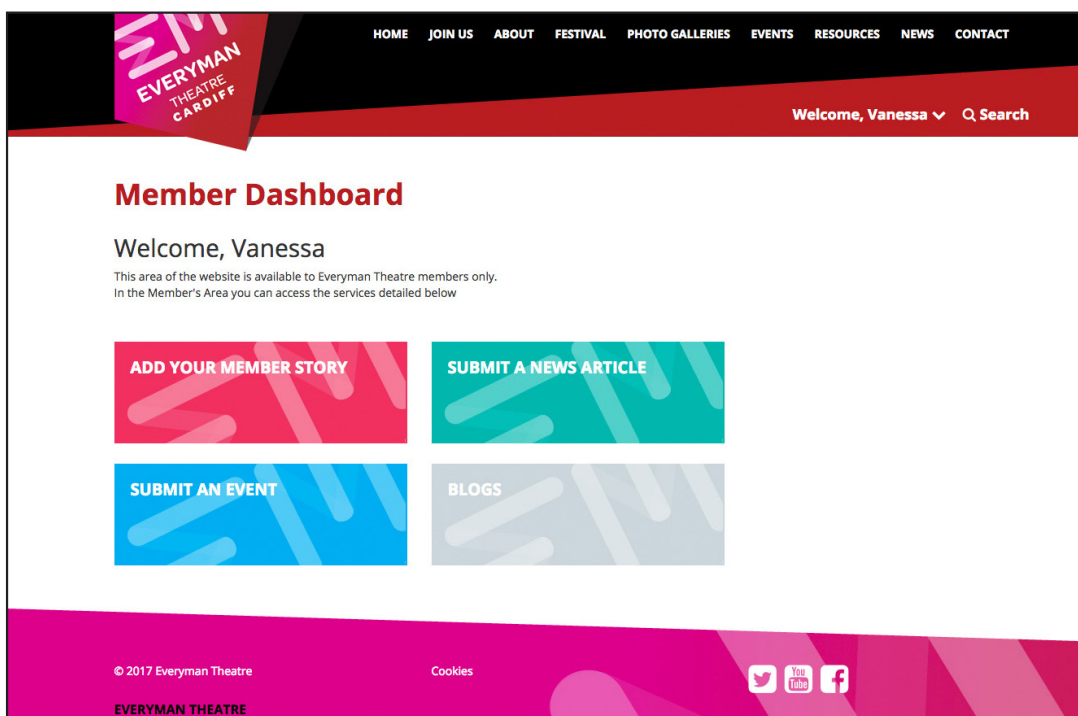
Resetting your account password



Once the password reset screen has loaded, you can either use the password selected for you or type in your own.



Once your new password is set, you will then be taken to the log in screen



You will then be redirected to your user dashboard.

4. Submit a Member Story

The screenshot shows a web form titled "Add your member story" on the Everyman Theatre Cardiff website. The form is set against a dark blue header with navigation links: HOME, JOIN US, ABOUT, FESTIVAL, GALLERIES, EVENTS, RESOURCES, NEWS, CONTACT. A user is logged in as "Corin" and there is a search bar. The form itself has a light blue background and contains the following sections:

- Your Name:** A text input field.
- Your Role at Everyman:** A text input field with "Actor, Designer, Set Builder Etc" as a placeholder.
- Quick quote: What being a member means to you:** A rich text editor with a toolbar (bold, italic, underline, list, link, unlink, undo, redo) and a "No files selected" message.
- Your Picture:** A section with instructions: "Please upload a portrait photo to accompany your article. Minimum size 780px wide x 440px high (jpg format rgb), no bigger than 1MB." It includes a "Browse..." button and "No files selected" message.
- Question 1: How long have you been a member of Everyman?:** A rich text editor with a toolbar.
- Question 2: What is your favourite memory of being a member of Everyman?:** A rich text editor with a toolbar.
- Question 3: What would you recommend to others about being a member?:** A rich text editor with a toolbar.

At the bottom of the form is a blue "Submit" button and a "Return to dashboard" link. The footer contains copyright information: "© 2017 Everyman Theatre", "EVERYMAN THEATRE Chapter Arts Centre, 40 Market Road, Cardiff", a "Sitemap Cookies" link, and social media icons for Twitter, YouTube, and Facebook.

Let other visitors know what it's like to be an Everyman Theatre Member, tell your story.

Complete and submit a member story for review by the admin team and if it's suitable, we will showcase it on the front page.

5. Submit an Event

The screenshot shows the 'Submit an event' form on the Everyman Theatre Cardiff website. The page has a blue header with the logo and navigation links: HOME, JOIN US, ABOUT, FESTIVAL, GALLERIES, EVENTS, RESOURCES, NEWS, CONTACT. A user is logged in as 'Welcome, Corin'. The form is titled 'Submit an event' and includes the following fields:

- Event Name:** A text input field with a red asterisk indicating it is required. The placeholder text is 'Full Name'.
- Event Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, and other formatting options. The placeholder text is 'p'.
- Writer / Author:** A text input field with the placeholder text 'Event author or writer'.
- Director:** A text input field with the placeholder text 'Event Directory'.
- Theatre Company:** A text input field with the placeholder text 'Theatre company'.
- Venue:** A text input field with the placeholder text 'The venue's address of where this event is hosted...'.
- Event Image:** A 'Browse...' button with the text 'No file selected.' next to it.
- Date and Time:** Two date and time pickers. The first has the placeholder text 'Please pick a date' and the second has 'Please pick a time'.

At the bottom of the form is a green 'Submit Event' button. The footer of the page contains the copyright information: © 2017 Everyman Theatre, Chapter Arts Centre, and links to Sitemap and Cookies. Social media icons for Twitter, YouTube, and Facebook are also present.

Let other visitors know about upcoming events

Complete and submit an event form for review by the admin team and if it's suitable, we will showcase it on the events page.



EVERYMAN
THEATRE
CARDIFF

