



**MY COUNCIL  
FRAMEWORK**

# Template Use

## Council Template / Framework

[myparishcouncil.co.uk](http://myparishcouncil.co.uk)







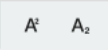



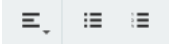


[teec.co.uk](http://teec.co.uk)



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## Introduction

TEEC Ltd provides a free to use template specially created for local government councils.

The template provides all the required functionality to enable a council to publish the required information under the Local government transparency code 2015.

<https://www.gov.uk/government/publications/local-government-transparency-code-2015>

In addition, the template adheres to the latest WCAG 2.2 guidelines for web content accessibility.

<https://www.w3.org/WAI/standards-guidelines/wcag/>

## About this guide

This guide will walk you through the various features of the template as well as how to do a basic setup) assuming you are self-managing). For the latest information please refer to the [training sections](#) on the myparishcouncil website.

If you cannot find what you need feel free to contact us using [myparishcouncil@teec.co.uk](mailto:myparishcouncil@teec.co.uk)

Our intent was to remove the programming requirements normally associated with web site maintenance allowing any clerk to be able to carry out the governance requirements associated with parish councils.

You can find a series of training video on YouTube. Just search for myparishcouncil

<https://www.youtube.com/playlist?list=PLobjFTNrPtXsBvbkzYc15-tcSCOc2V3ol>



## Functions & Features

There are several functions within the template that remove the need to directly manage web pages. The features are intended to automatically build a web page so that anyone can help keep content of the site current without the need for any specific programming skills.

These functions are.

- [Amenities](#)
- [Announcements](#)
- [Calendar](#)
- [Carousel](#)
- [Councillors](#)
- [Events](#)
- [FAQ](#)
- [History](#)
- [Image Gallery](#)
- [News](#)
- [Local Attractions](#)
- [Meetings](#)
- [Notice Board](#)
- [Planning- Auto](#)
- [Policies](#)
- [Reports](#)
- [Virtual Tour](#)
- [YouTube widget](#)

This training covers each of the functions as well as looking at the WYSIWYG functionality associated with adding content.

## Setup & Styling

You can alter the colour scheme, background, logo and other elements of the website from within the clerk's admin area of the site without the need for any special programming skills.

This training has training sections on

Setting the

- [Parish Configurations](#) with things like the navigation orientation, logo, background, telephone number, email google analytics code.
- Page Access type - You can give different users different permission so that a particular user can edit a specific page or pages
- [The contact form](#) emails to be used.
- The [social media configuration](#)
- [Altering the colour scheme](#) through styling

## Amenities function

### Overview

The amenities function is designed to provide an easy-to-use way of adding details on the amenities available within the Parish. As you add each amenity the sub menu grows automatically to allow people to navigate to a page dedicated to that amenity.

### Edit or Add.



To edit or add an amenity first select "Amenities" from the left menu and then either select "List Amenities" to edit an existing one or select "Add Amenity" to create a new one.

The page works best if you provide an image of the amenity. You can upload this to the media library and select using "Image" within the form. This can be changed at any time using the "Edit" button after

using "List Amenities". You can upload the image when first completing the form or directly to the "Media Library" and then selecting it from the form.

### Create an amenity form.

#### New Amenity

Title


Enter A Title ← Add your Amenity Title

The title of the content item. Set empty to generate it using the pattern.

Amenity Details

Enter the copy using this WYSIWYG editor ← Use the WYSIWYG editor to add details about the Amenity

Image

 ← Use "+" to add an image of the amenity (it will appear on the "Amenities" page)

No File Selected

Image alternative text

Add the alt tag for WCAG compliance ← Add the tag for WCAG compliance

Required for WCAG Compliance

Display Position

1 ← This allows you to set the order of the sub menu

Position to display in navigation menu.  
1 at the top.

Publish Save Draft Preview



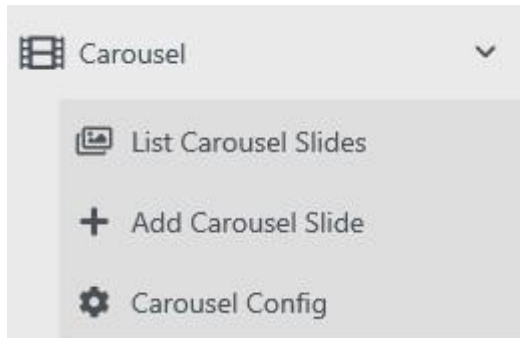


## Carousel Function

### Overview

The carousel function is designed to provide an easy-to-use way of editing the slider that forms the top of the "Home" page.

### Edit or Add.



1st Login and Navigate to "Carousel".

To edit or add a carousel slide first select "Carousel" from the left menu and then either select "List Carousel Slides" to edit an existing one or select "Add Carousel Slide" to create a new one.

The carousel works best if all images have the same dimensions which are suggested as 1920px wide by 768px high.

The order in which the slides appear is set using the "Display Position" for each slide. 1 is the lowest number to use and makes the slide 1st to appear. Setting 2 makes that slide appear 2nd and so on.

### Create a carousel slide form.



#### New Carousel Item

**Title**

Insert a title for the slide ← Add your title

The title of the content item. Set empty to generate it using the pattern.

**Image**

  ← Use "+" to add your image. You can upload direct or if you have already uploaded to the media library then just select.

No File Selected

**Image alternative text**

add the alt tag for the image selected (required for WCAG compliance)

Required for WCAG Compliance

**Text line 1**

Add text for your first line (optional)

**Text line 2**

Add text for your second line (optional)

**Text line 3**

Add text for your third line (optional)

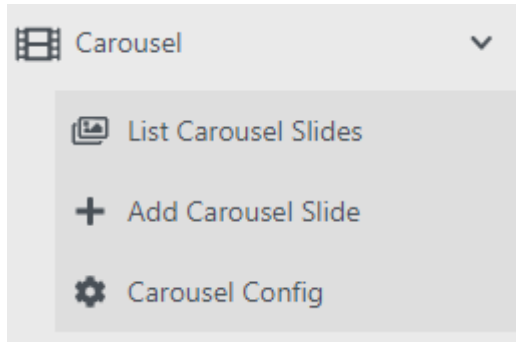
**Display Position**

position with a number ← This allows you to set the order of the slides.

Position in carousel. 1 is first slide.

Publish Save Draft Preview

## Carousel Settings



We have provided some simple options for your carousel. These can be found in "Carousel Config".

The options are to change the speed of the text "Animation Speed" The time between each slide changing "Carousel Speed" and the type of animation. ("Slide" or "Fade")

Here is a screen grab of what the setting screen looks like

## Edit Carousel Config

Animation Type

Animation Speed

Speed of animation between slides (milliseconds 1000 = 1 second)

Carousel Speed

Speed of carousel (Milliseconds 1000 = 1 second)

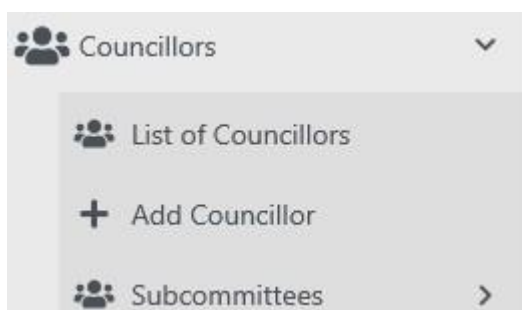



## Councillors Function

### Overview

The councillor's function is designed to allow you to manage all public facing details associated with the clerk and councillors. By simply filling in the form provided and selecting the order in which to display the information for the "Councillors" web page is populated. The information that can be displayed includes. A photo of each person, their name and address, their contact details, their title within the council, their declarations of interest and the subcommittees they belong to.

### Edit or Add.



1st Login and Navigate to "Councillors"

To edit or add a councillor or clerk navigate using the left menu to "Councillors".

There are three options. To "edit" an existing councillor or clerk first select "List of Councillors" and then select the relevant councillor or clerk to edit".

To add a new councillor simply, select "Add Councillor" and complete the form with as many details as available.

## Edit Councillors

Title  
Chairman John Smith

Position on council and full name, e.g Chairman John Smith The title of the content item. Set empty to generate it using the pattern.

Profile Picture  
councillor-image-new.png

Status  
Active

Position on council  
Chairman

Address  
221b Test Street

Office phone number  
0XXXXX XXXXXX

Mobile phone number  
0XXXXX XXXXXX

Email address  
chairman\_john@myparishcouncil.co.uk

Declaration of interests  
No File Selected

Subcommittees  
Type to search  
Select as many subcommittees as appropriate for this councillor. (new subcommittees can be added here ...)

Display Position  
1  
Position councillor information is displayed in the list on the Councillors page starting with position 1 at the top.

[Publish](#) [Save Draft](#) [Preview](#) [Cancel](#)

## Adding a Subcommittee

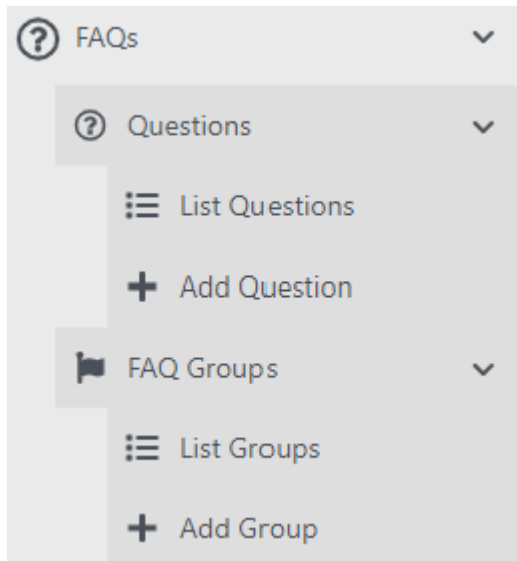
You can amend the list of subcommittees a councillor can belong to by selecting "Subcommittees" from the menu. Then when you are creating or editing a councillor you can add as many as needed for that councillor.

## Declarations of Interest

All councillors are required to declare their interests within the parish. The system provides a way to upload this document to the web so that when any member of the public wants to view them, they simply select that councillor, and the document will be available to view and download.

## FAQ Function

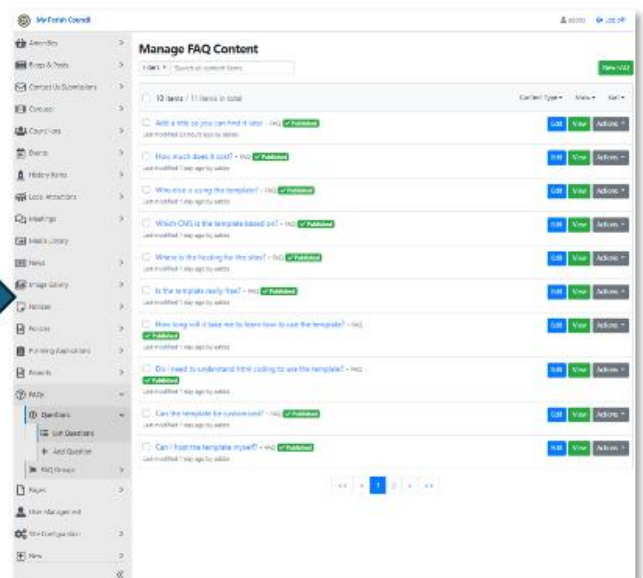
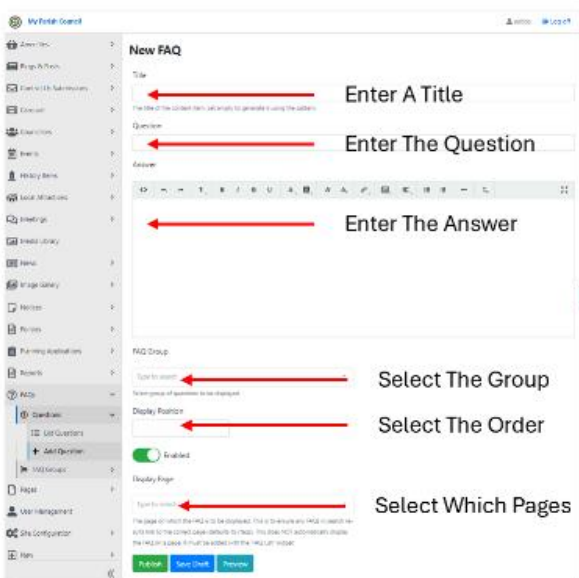
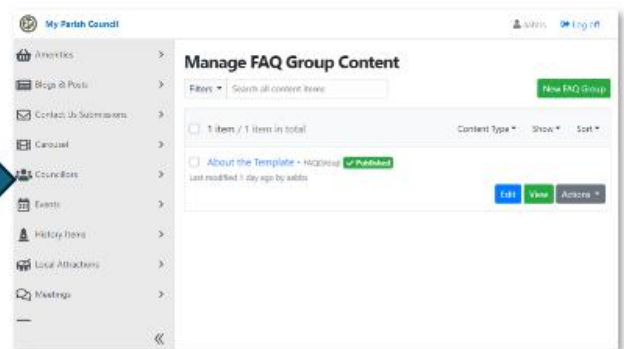
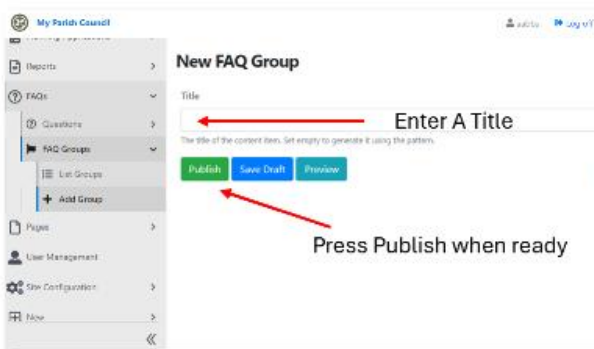
The FAQ feature works in much the same as other features.



You navigate using the admin menu, then open and see a list of the existing Q&A's where you can edit, add etc. or you can simply choose to add a new Question. The feature supports multiple "FAQ groups" so you can support subject-specific groups and place each group wherever you want on a web page.

An easy example of what the result can look like can be [found on this site's FAQ page.](#)

It may be easier to watch the short [YouTube training Video which can be found using this link.](#)

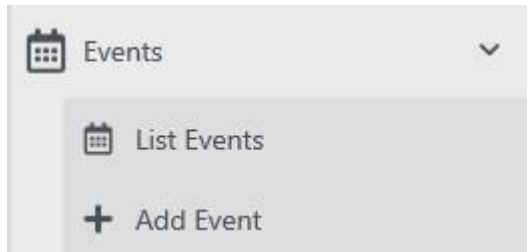


## Events Function

### Overview

The events function is intended to allow parish or community events to be published and appear on the dedicated events page.

### Edit or Add.



To edit or add an Event first go to the "Events" in the left menu and then either select "List Events" to edit an existing one or select "Add Event" to create a new one.

The screen grab of the form below shows the layout of the "Add Event" form. Simply complete the form and then "Save Draft" or "Publish". The Event will then appear on the Events web page which is a

sub-menu of the "News" main navigation.

The "+" symbol under the "Image" text allows you to select from the "Media Library" (if you had already uploaded the document there) or to upload the image and select at the same time.

### Create an Events entry using this form.

#### New Event

**Title**

Add a Title ← Add your event title

The title of the content item. Set empty to generate it using the pattern.

**Location**

Add a Location ← Add the event location

**Start Date**

mm/dd/yyyy ← Set the event date

**Start Time**

--:-- ← Set the event start time

**End Date**

mm/dd/yyyy ← Set the event end date

**End Time**


--:-- ← Set the event end time

**Image alternative text**

Add image alt tag for WCAG compliance (mandatory) ← The image alt tag is required

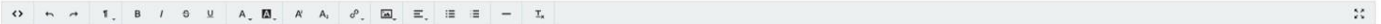
Required for WCAG Compliance

**Image**

 ← Use the "+" symbol to select an image file from the media library

No File Selected

**Content**

 ← Add the event copy using this WYSIWYG editor

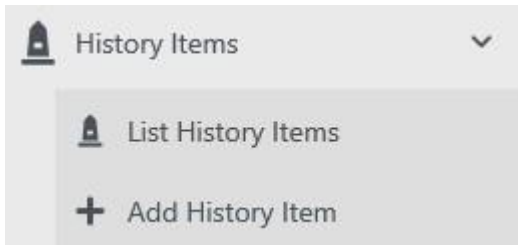
Add your event content in this WYSIWYG editor

Publish Save Draft Preview

## History Function

### Overview

The history function is designed to provide an easy-to-use way of adding details of the history of the parish that appears on the "Home" page, as an individual sub-menu selection under the main "History" and on the history page itself.



### Edit or Add.

1st Login and Navigate to "History"

To edit or add a history item first select "History Items" from the left menu and then either select "List History Items" to edit an existing one or select "Add History Item" to create a new one.

The solutions works best if all images have the same dimensions which are suggested as 1024px wide by 664px high.

### Create a history item form.

#### New Carousel Item

Title

The title of the content item. Set empty to generate it using the pattern.

Image



No File Selected

Image alternative text

Required for WCAG Compliance

Text line 1

Text line 2

Text line 3

Display Position

Position in carousel. 1 is first slide.

Publish

Save Draft

Preview



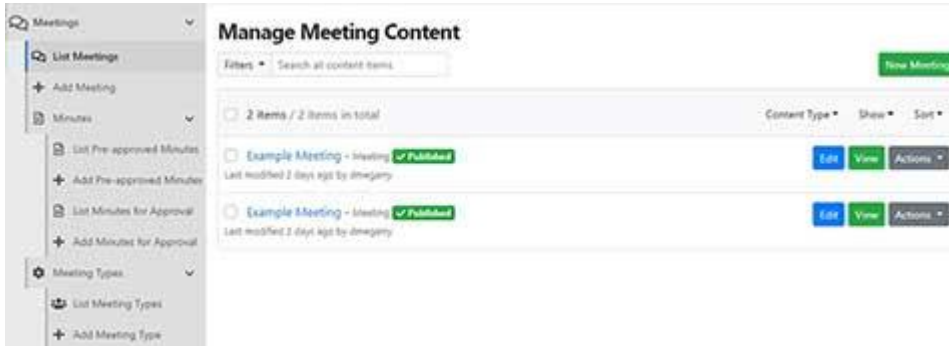




## Meetings, Agendas and Minutes Functions

### Overview

The meeting function is designed to achieve several things. 1st to ensure that the next meeting is automatically placed on the "Home" page. The 2nd purpose is to provide a way to insert Agenda for meetings to be held and to add Minutes for those that have been held. The 3rd purpose is to provide a searchable archive by year and month.

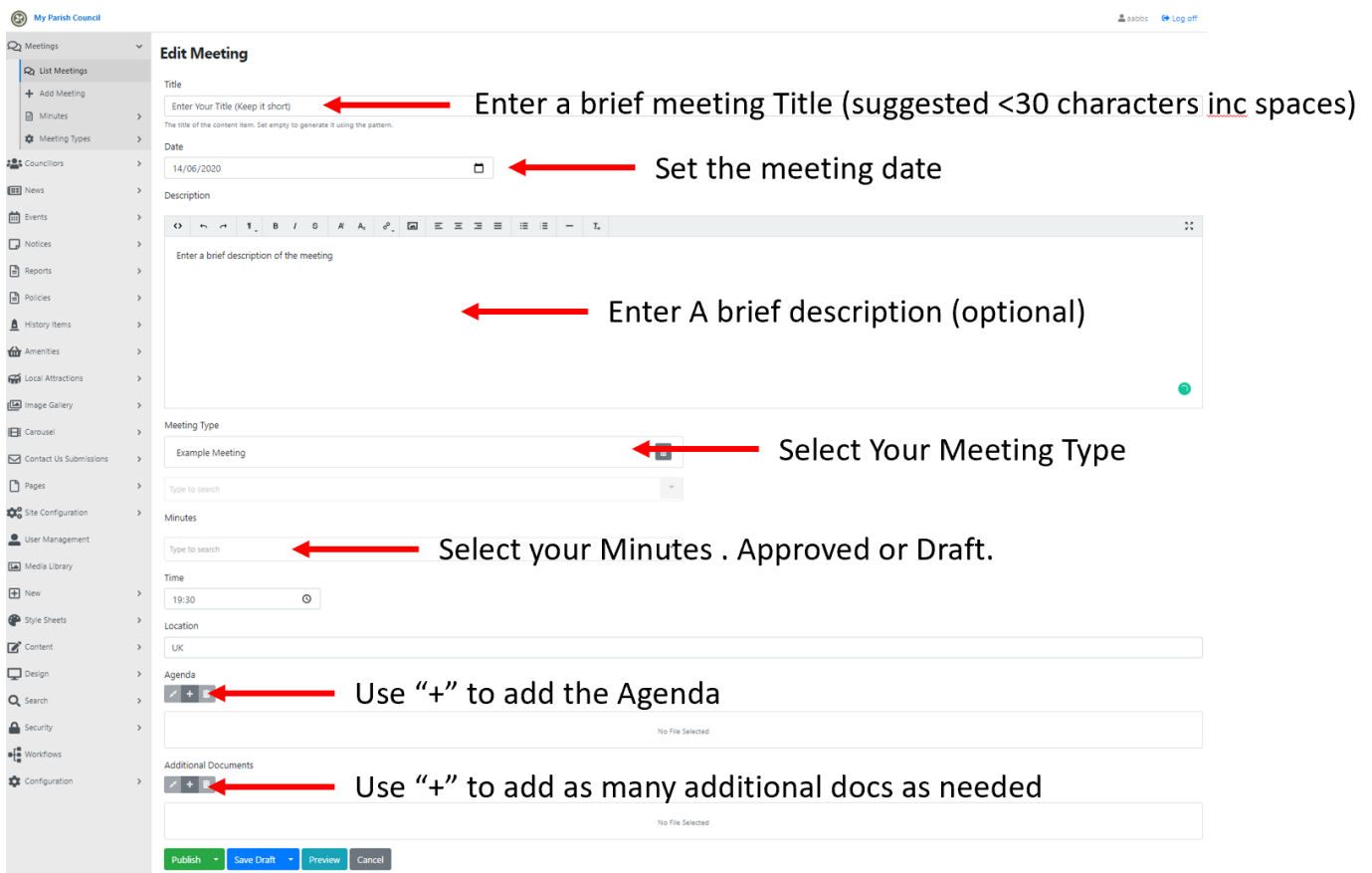


The meeting function now support an easier way to insert as many additional files as needed by simply using the "Additional Documents" feature. The feature allows you to browse the media library and select documents which are added as links.

The simplest way to find a meeting is to select "List Meetings" and then use the search filter by typing whatever you know about the title of the meetings.

Please note the additional functions of "Meeting Type" and "Minutes". "Meeting Type" allows you to create a drop-down list to select from when creating a meeting. The minute's function allows for an approval workflow or the adding of pre-approved minutes from meetings.

### Create a Meeting Form



**My Parish Council** raabos Log off

**Meetings**

- List Meetings
- + Add Meeting
- Minutes
- List Pre-approved Minutes
- + Add Pre-approved Minutes
- List Minutes for Approval
- + Add Minutes for Approval
- Meeting Types
- List Meeting Types
- + Add Meeting Type

**Councillors**

- News
- Events
- Notices
- Reports
- Policies
- History Items
- Amenities
- Local Attractions
- Image Gallery
- Carousel
- Contact Us Submissions
- Pages
- Site Configuration
- User Management
- Media Library
- New
- Style Sheets
- Content
- Design
- Search
- Security
- Workflows
- Configuration

**Edit Meeting**

Title ← Enter a brief meeting Title (suggested <30 characters inc spaces)

Date ← Set the meeting date

Description ← Enter A brief description (optional)

Meeting Type ← Select Your Meeting Type

Minutes ← Select your Minutes . Approved or Draft.

Time

Location

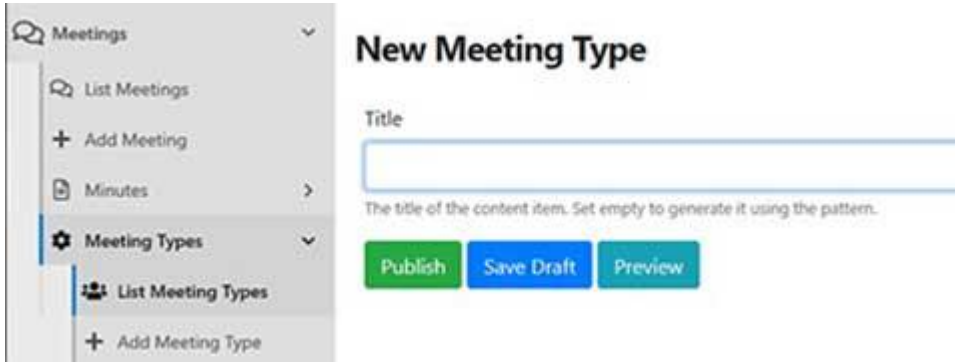
Agenda ← Use "+" to add the Agenda

Additional Documents ← Use "+" to add as many additional docs as needed

**Buttons:** Publish, Save Draft, Preview, Cancel

1. Select "Add Meeting" from the menu on the left or if you have already listed meetings then you can use the "New Meeting" button.
2. The "New Meeting" form will appear, and you simply fill in the blanks. (it's best to have the Agenda ready but is not a requirement)
3. You set the date, time, location and a brief description of the meeting in the appropriate fields.

### Create a Meeting Type



Select "Meeting Types" from the menu and then select "Add Meeting Type". A very simple form appears asking you to add a "Title". Do this and publish. You can edit the title later if needed.

### Adding an Agenda

An agenda can be added at any time to the "Media Library" but can also be adding during the creation or editing of a Meeting. The "+" symbol opens up the Media Library for you to select or upload your agenda. Most document types are supported but Adobe .pdf or Microsoft Office documents are most common.

### Adding Minutes

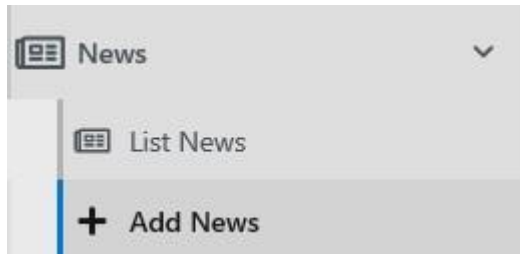
Minutes are not normally available when creating the meeting and are required to be signed off by the relevant committee or council.

They can be associated with the relevant meeting by selecting from the "Minute's drop down". For the minutes to exist in this drop down they have to have already be added. To do that use the "Add Minutes for Approval" link in the menu or "Add Pre-approved minutes" if already approved.

## News Function

### Overview

The news function is intended to allow parish or community news to be published and appear on the home page as well as on the dedicated news page. The latest 2 news articles appear on the "Home" page.



#### Edit or Add.

1st Login and Navigate to "News"

To edit or add news first go to the "News" in the left menu and then either select "List News" to edit an existing one or select "Add News" to create a new one.

The screen grabs of the forms below show the layout of the "Add News" form. Simply complete the form and then "Save Draft" or "Publish". The News will then appear on the News web page as well as the Home page.

The "+" symbol under the "Files available to download" text allows you to select from the "Media Library" (if you had already uploaded the document there) or to upload the document and select at the same time.

### Create a News entry using this form

#### New News

**Title**


Add a Title ← Add the title for the News article

The title of the content item. Set empty to generate it using the pattern.

**Date**

mm/dd/yyyy ← Set the date of the News

**Image**

 ← Use "+" to select an associated image from the "Media Library"

No File Selected

**Image alternative text**


Add the alt tag for WCAG compliance (Mandatory) ← The image alt tag is required

Required for WCAG Compliance

**Location**

Add a Location ← Enter the associated location of the News

**Content**

 ← Use this WYSIWYG editor to write a news article.

Add the content

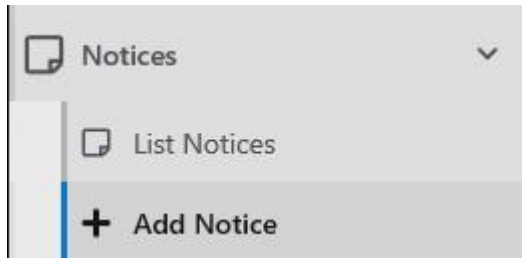
Publish Save Draft Preview ← These buttons allow you to save and publish the document



## Noticeboard Function

### Overview

The Notices function is designed to provide an easy-to-use way of creating a parish Notices Board for the public to be able to review. They appear on the sub-menu page called "Notice Board" under the main "Parish Council" navigation.



### Edit or Add.

1st Login and Navigate to "Notices"

To edit or add a Notice item first select "Notices" from the left menu and then either select "List Notices" to edit an existing one or select "Add Notice" to create a new one.

The form below shows the layout of the "Add Notice" form. Simply complete the form and then "Save Draft" or "Publish". The Notice will then appear on the Notice Board web page.

The "+" symbol under the "Files available to download" text allows you to select from the "Media Library" (if you had already uploaded the document there) or to upload the document and select at the same time.

### Create a Notice using this form.

#### New Notice

Title

Add a Title

The title of the content item. Set empty to generate it using the pattern.

Category

General Notice ← Set Notice Category from this drop down list

Notice Date

mm/dd/yyyy ← Set Notice Date

Notice Details

Add details about the notice using his WYSIWYG editor

Files available to download

← Select Document from "Media Library" associated with the notice (if applicable)

No File Selected

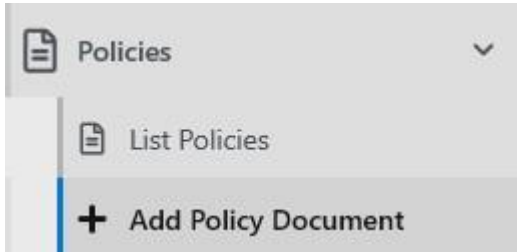
Publish Save Draft Preview

## Policies Function

### Overview

The Policies function is designed to provide an easy-to-use way of adding parish Policies for the public to be able to review and download. They appear on the sub-menu page called Policies under the main "Parish Council" navigation.

### Edit or Add.



1st Login and Navigate to "Policies"

To edit or add a Policy item first select "Policies" from the left menu and then either select "List Policies " to edit an existing one or select "Add Policy Document" to create a new one.

The form below shows the layout of the "Add Policy Document" form. Simply complete the form and then "Save Draft" or "Publish. The policy

will then appear on the Policies web page.

The "+" symbol under the "Document File" text allows you to select from the "Media Library" (if you had already uploaded the document there) or to upload the document and select at the same time.

Create a Policy entry using this form.

### New Policy document

Title

The title of the content item. Set empty to generate it using the pattern.

Description

Document file





No File Selected

## Planning – Auto

This paid feature is essential automatic once deployed. It is linked you your district council planning portal and pulls relevant planning applications onto a block you place on a web page of your choice. There are two views – List View and Map View.

To place on a page simply insert the “Planning Application List” function onto the web page you want. Then give it an ID. “1” will do. Set the Map Zoom Level. Do this to ensure all your apps are shown on the map view. Then just decide if you prefer it to default showing a List or Map view. The user can switch between them.

+

Planning Application List

✕

Search ID

1

Map Zoom Level

14

0 to 18 ( 18 is most "zoomed" in)

Default Application Status

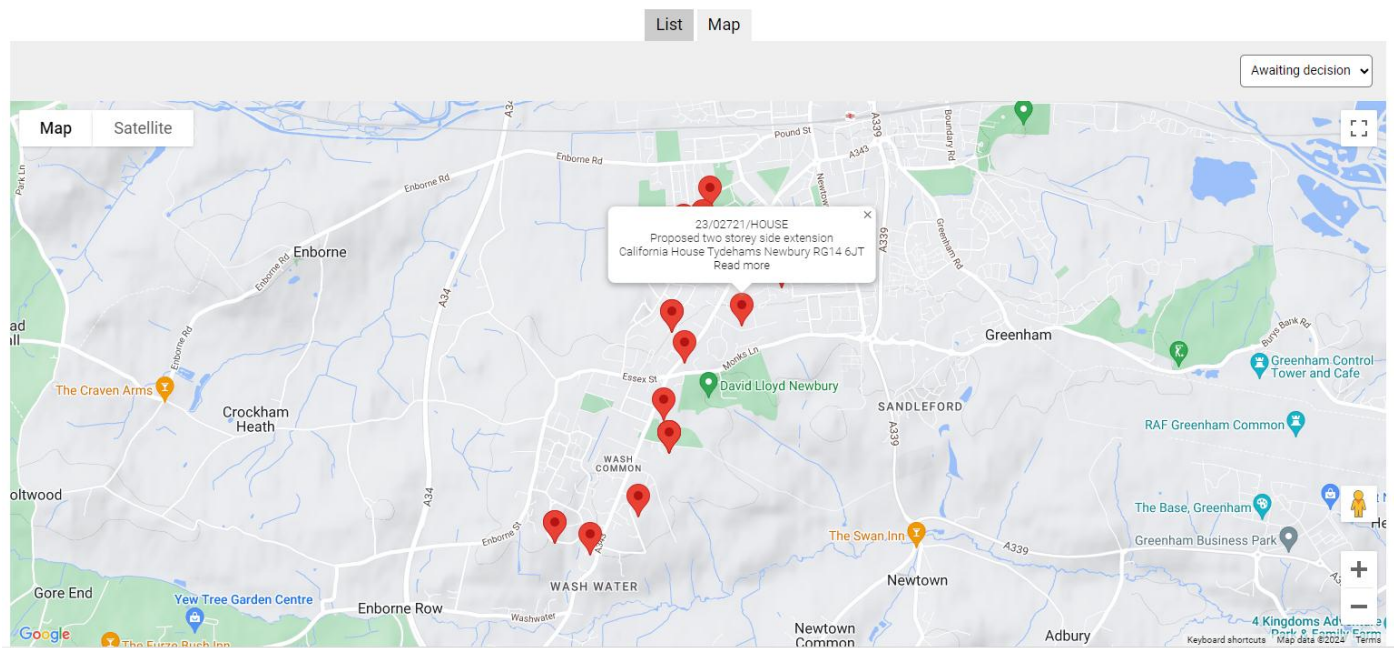
Awaiting decision

Optional. Set the planning application status for applications to be prefiltered to the top of the list and to be marked on the map when it first loads. Note: this setting is case sensitive

Default Display

☐ List
 ☒ Map

The result will look something like this



Each pin on the map (when clicked with offer some brief details and a read more link which takes you to your districts planning portal and the relevant app.

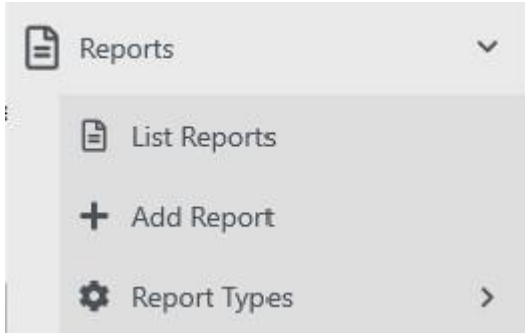
## Reports & Audits Function

### Overview

The Reports function is designed to provide an easy-to-use way of adding parish reports. They appear on the sub-menu page called Reports & Audits under the main "Parish Council Navigation". The "Report Types" sets if the report is an Audit report or any other type of report.

[Edit or Add.](#)





### 1st Login and Navigate to "Reports"

To edit or add a Report item first select "Reports" from the left menu and then either select "List Reports " to edit an existing one or select "Add Report" to create a new one.

Set the "Reports Type" from the drop-down menu" - You can add to this drop-down list by using "Add Report Types". Next select your report you want using the "Report File" "+" symbol. This which allows you to select from the "Media Library". Set the publication and the

report coverage range if needed. Then just "Save Draft" or "Publish".

Create a Report or Audit using this form.

## New Reports and Audits

Title

The title of the content item. Set empty to generate it using the pattern.

Report Type

Report File

No File Selected

Publication Date

Report Coverage Start

Report Coverage End

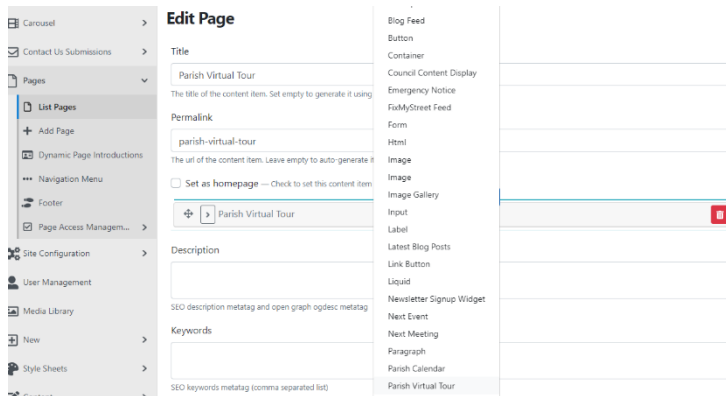
## Virtual Tour widget

The virtual tour widget allows you to create a map for your site where you can then place pins that in turn allow site users to click on the pins and be taken to a street view of that location.

It uses Google Street view and maps as a backend to do this.

The widget can be placed on any page but the example below dedicates a page to the widget

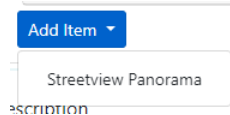
Having created the page (any name can be used) using the normal process edit the page.



The screenshot shows the 'Edit Page' interface for a page titled 'Parish Virtual Tour'. The left sidebar contains a navigation menu with options like 'Circusell', 'Contact Us Submissions', 'Pages', 'List Pages', 'Add Page', 'Dynamic Page Introductions', 'Navigation Menu', 'Footer', 'Page Access Management', 'Site Configuration', 'User Management', 'Media Library', 'New', 'Style Sheets', and 'Feedback'. The main content area is divided into two columns. The left column contains fields for 'Title' (Parish Virtual Tour), 'Permalink' (parish-virtual-tour), 'Set as homepage' (unchecked), 'Description', 'SEO description metatag and open graph ogdesc metatag', 'Keywords', and 'SEO keywords metatag (comma separated list)'. The right column contains a list of widgets: Blog Feed, Button, Container, Council Content Display, Emergency Notice, FixMyStreet Feed, Form, HTML, Image, Image Gallery, Input, Label, Latest Blog Posts, Link Button, Liquid, Newsletter Signup Widget, Next Event, Next Meeting, Paragraph, Parish Calendar, and Parish Virtual Tour. The 'Parish Virtual Tour' widget is highlighted with a red square.

Step 1 Insert the Widget called Parish Virtual Tour.

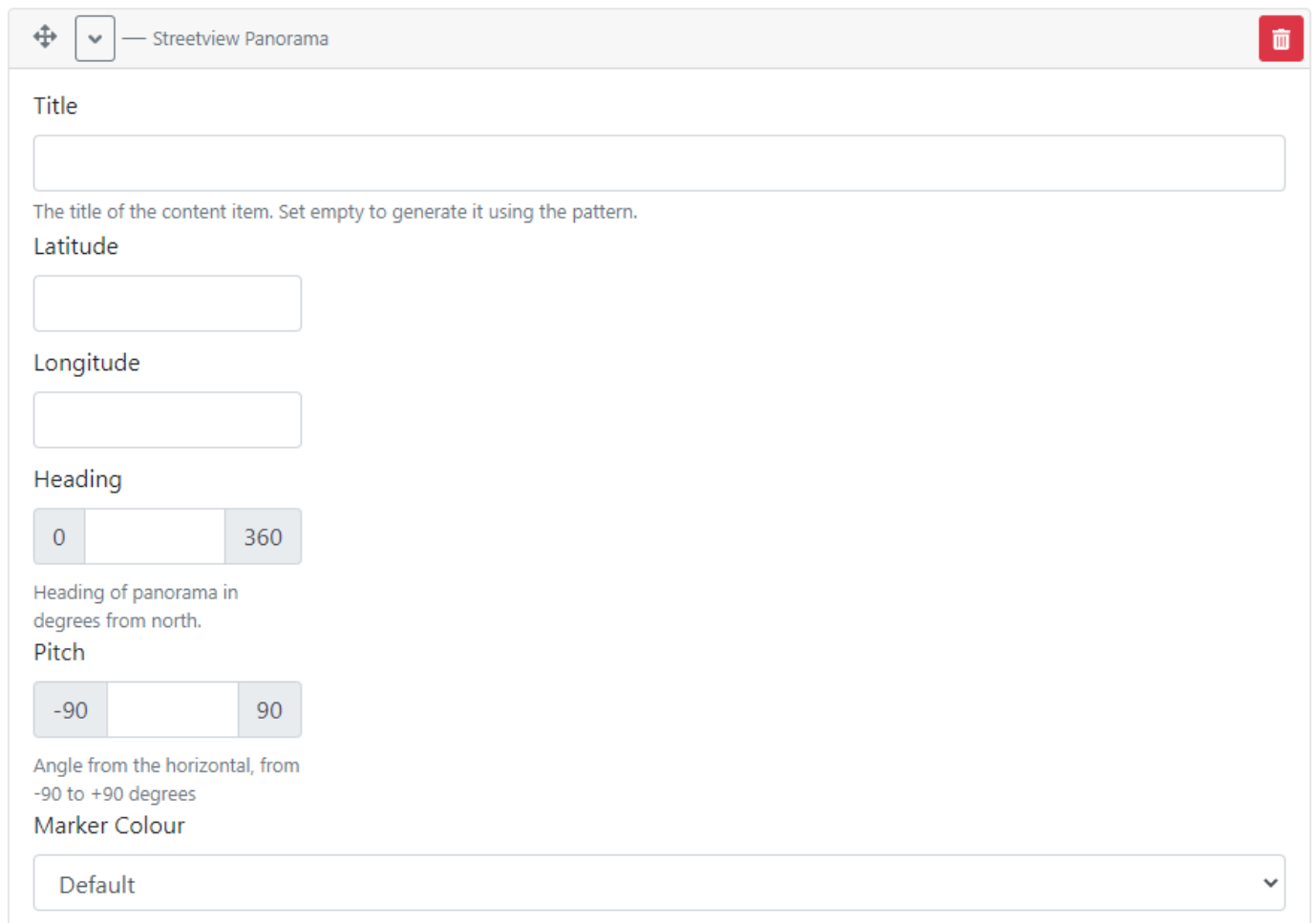
Step 2 Select "Add Item"



The screenshot shows a blue 'Add Item' button with a dropdown arrow. Below the button, a dropdown menu is open, showing the option 'Streetview Panorama' with a description field next to it.

Step 3 Fill in the Blanks – The lon and Lat can be obtained from Google Maps

You can also select the colour of the marker that will appear on the map.



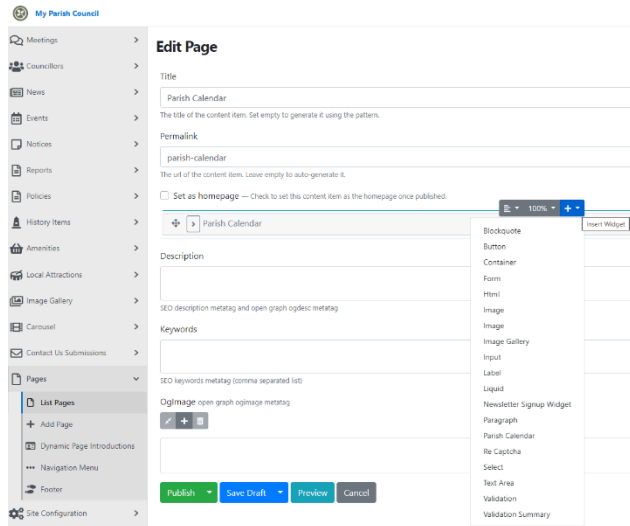
The screenshot shows the 'Streetview Panorama' widget configuration form. At the top, there is a header bar with a zoom icon, a dropdown arrow, and the text 'Streetview Panorama'. Below the header, the form contains several fields: 'Title' (a text input field), 'Latitude' (a text input field), 'Longitude' (a text input field), 'Heading' (a range input field with values 0 and 360), 'Pitch' (a range input field with values -90 and 90), and 'Marker Colour' (a dropdown menu with 'Default' selected). Below the 'Heading' field, there is a description: 'Heading of panorama in degrees from north.' Below the 'Pitch' field, there is a description: 'Angle from the horizontal, from -90 to +90 degrees'.

Step 4 publish and add to the navigation menu so people can access the page.

## Calendar Function

### Overview

The calendar function works by monitoring both the meetings and events functions. You can place a calendar on any page. As you add new events and meetings they will automatically appear as link within the calendar which when clicked takes you to the detail of that event or meeting.



### Adding a Calendar to a page


You can add the calendar to any page by editing the page and then inserting the “Parish Calendar” widget. The function has been tested using 100% width, but it may be possible to use other widths.

If you choose to do this, check the page across many browsers and on your smartphone to ensure you can still read the links that get embedded.

The example on the left used a dedicated page. This is not a requirement but allowed a menu link to be added easily.

The result will look like the screen grab below.

01635 282361
myparishcouncil@leec.co.uk



PARISH COUNCIL

FREE TO USE TEMPLATE






Home
History
Parish Council
News
Amenities
Local Attractions
Training
Contact Us

Parish Calendar

<
JUNE 2020
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
<div>14</div> <div>Village Fair</div> <div>Parish Council Meeting</div>	<div>15</div> <div>Test Meeting C</div> <div>Test Meeting B</div> <div>More...</div>	16	17	18	19	20
21	22	23	24	25	<div>26</div> <div>Test Event A</div>	<div>27</div> <div>Test Event A</div>
<div>28</div> <div>Test Event A</div>	29	30				

Copyright © My Parish Council 2020

[Privacy Policy](#)
[Customise Cookies](#)
[Accessibility statement](#)

[Sitemap](#)
[myparishcouncil.co.uk](#)

## Image Gallery

### Overview

There is both a main Image gallery function and an Image gallery widget. The difference is that the Image gallery function is built using the menu on the left (it is singular) and allows for every image selected to have a Title and description associated with it.

The Image Gallery Widget allows you to just browse the media library and create a gallery from the images you select.

### Menu Image Gallery

My Parish Council

Meetings
Councils
News
Events
Notices
Reports
Policies
History Items
Amenities
Local Attractions
Image Gallery
List Gallery Images
Add Gallery Image

Edit Image Gallery Item

Title
Country House

Image

Image alternative text
Country House
Required for WCAG Compliance

Description
Country House

Publish
Save Draft
Review
Cancel

Enter a title for that Image

Use "+" to browse the media library and select your image

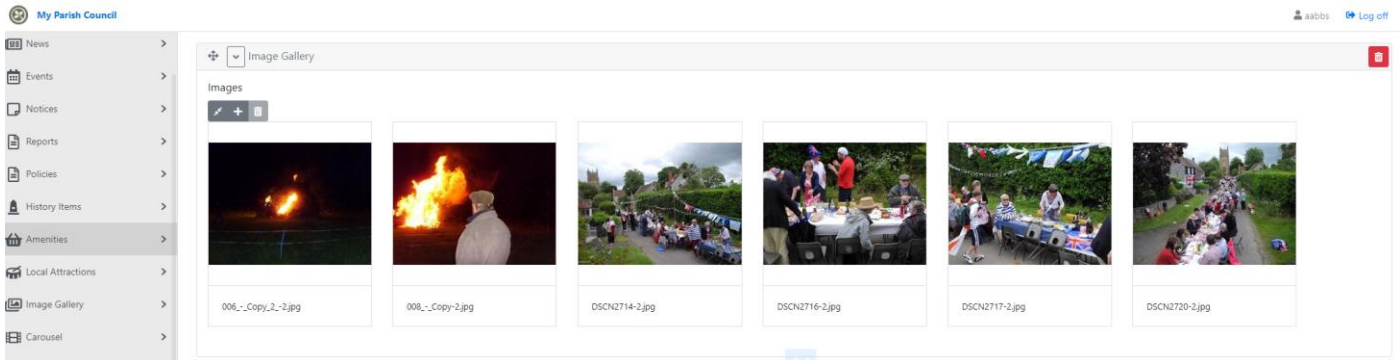
Set the alt tag for compliance

Enter a very brief description

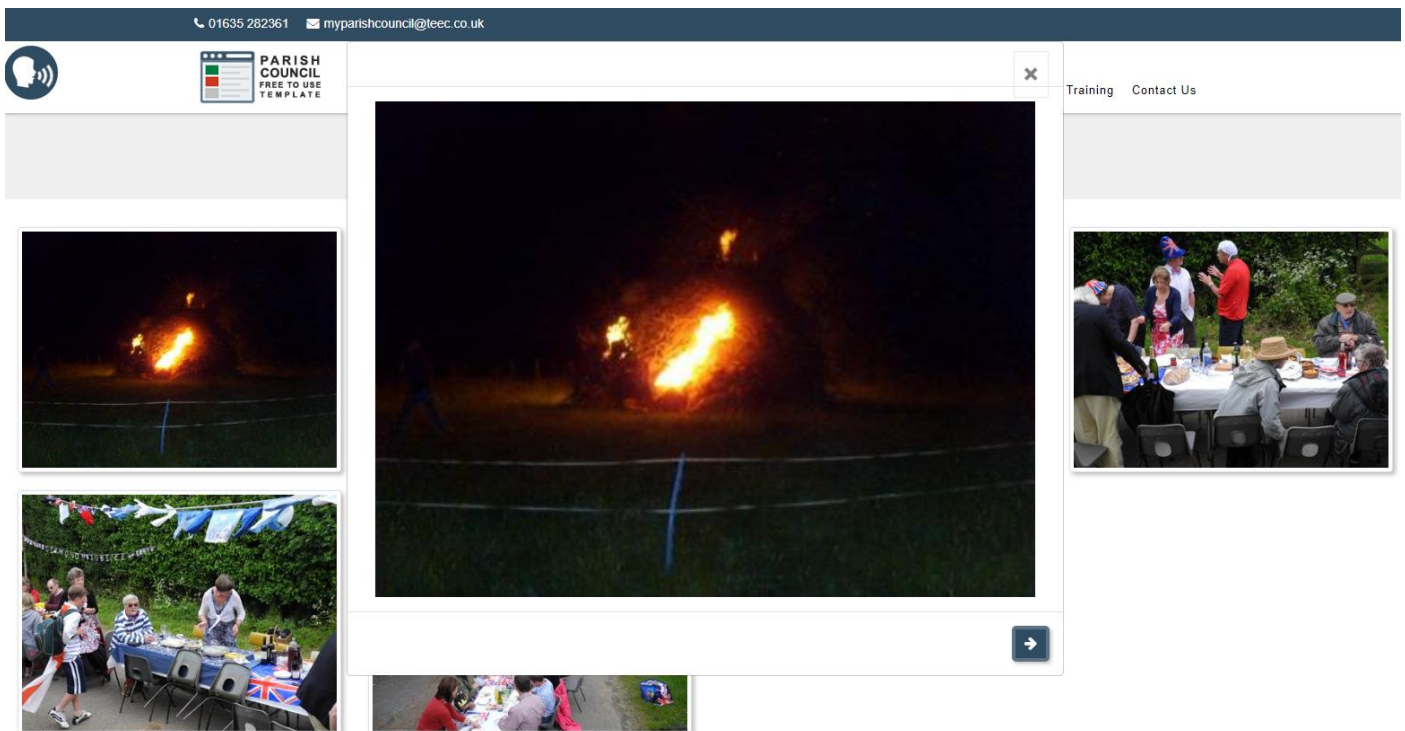
This feature creates a gallery by adding an image at a time and ensuring it is labelled so details can be displayed in the gallery.

The default template places the Image gallery as the last sub menu under the main "Parish Council" tab. The result looks like the screen grab below.



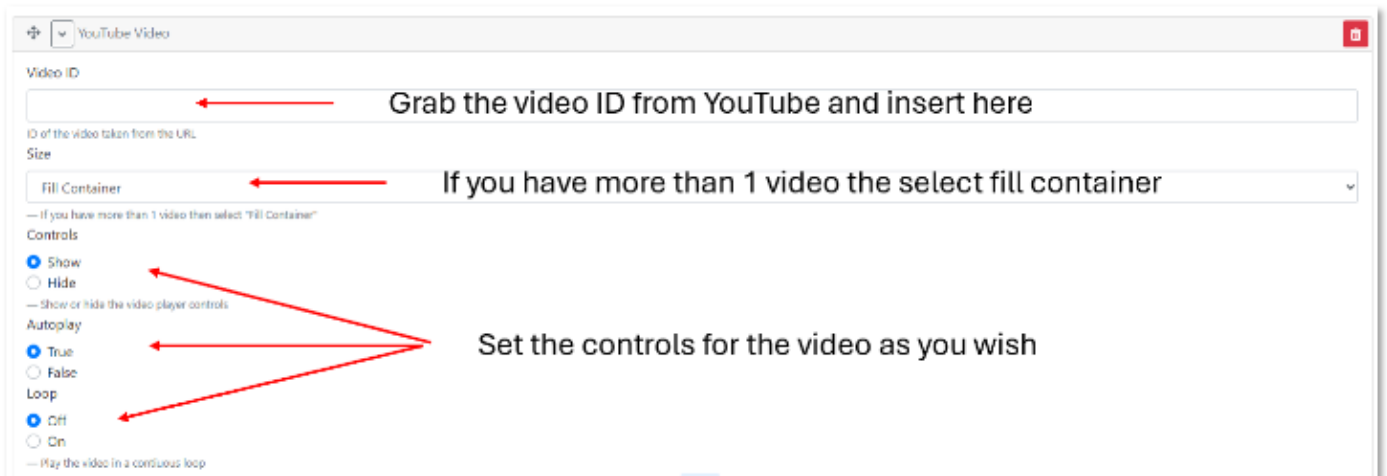


The gallery ends up looking like this.



## YouTube Widget

The widget allows you to easily place a YouTube video on a page. All you need is the video's ID.



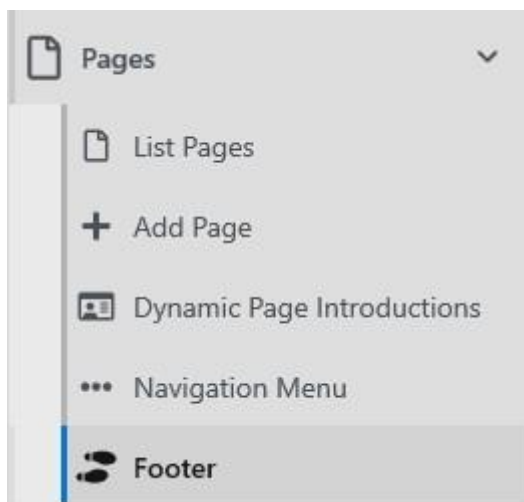
See editing a page training for details on selecting and [placing widgets on a page](#).

## Pages Training

### Overview

Pages is the most complex of the functions provided, mainly because it provides the most functionality. Once you have browsed to the "Pages" menu on the left you will see several options all related to the general operation of web pages. When creating a page, you need to set what is called a "Permalink" This is the address of the page within the web site. All pages must also have a unique permalink!

Once you have set the "Title" for the page and the "Permalink" you are able to create the page using the layout and other tools provided. The main tools appear as your mouse hovers over the area on the screen just below the text "Set as homepage". You can set the width of the content block, its alignment, and the type of blocks you wish to insert.



### Pages sub-menu's

Let's take a look at each sub menu in turn starting with the "Footer" which is common to all pages on the web site.

1. If you select the sub-menu "Footer" a form will open containing the html code that is used to generate this part of all pages. You can edit this code, but it is not advised unless you are an advanced user! It is provided to allow expert users to add additional social media or links that are not provided as standard.
2. The "Dynamic Page Introductions" is a form that allows you to insert custom copy at the top of pages that are populated automatically for you (such as the "Councillors, Meetings, Reports, Notice Board, Policies, Image gallery, News & Events pages. They can be blank if

required but a WYSIWYG editor is provided for you to add any content you require.

3. The "Navigation Menu" is the tool used to alter the main navigation and its submenus. It is intended that you only place your additional pages within the existing navigation. These should be done as 1st level sub-menu's not at the main navigation level. If you place pages at this level it may mean the navigation may not work correctly in all web page sizes.

4. "List Pages" allows you to list and search all existing pages and to the edit, clone, unpublish and other functions that may be required to create the web pages exactly as you need.

5. "Add Page" provides a quick link to the form that allows you to design and build a new page. This page can be linked into the navigation using the "Navigation Menu" sub menu.



## Basic New Page Form

### New Page

Title

← Add your page title

The title of the content item. Set empty to generate it using the pattern.

Permalink

← Add your Permalink (don't forget the "/" at the start and don't use spaces in the link)

The url of the content item. Leave empty to auto-generate it.

☐ Set as homepage — Check to set this content item as the homepage once published.

Container You can delete a block using this →

← This allows you to manage content blocks

← Use these controls to preview your page, save it as a draft or publish

## Page Templates

To help you create pages of different formats we have provided 26 different page templates. These provide you with a ready to go layout for pages you may wish to create yourself. Use **the clone feature** to make a copy before you edit so you always retain the original for future use.

They all start with the word Template so when in "List Pages" you can just type "Template" into the Search filter to find them.

They are several labelled as "x-x-x" after the word template. This refers to the number of columns in each row.

So "1-2-1" Would consist of a first row of 1 column 100% wide, second row of 2 columns of 50% each and a 3<sup>rd</sup> row of 1 column again 100% wide.

Another set are labelled "xx-xx". These templates have 3 rows, but the columns are XX% and XX% wide. Those with the word "alternate" in its name have alternating rows of %. For example, if a template was "33-66" it would mean 3 rows of 33% and 66% width in each row. The alternate version would have row 1 as 33% and 66%, row 2 as 66% and 33% and the final row as 33% and 66% again.

There are 2 templates that are 25% and 75% widths and another 2 that provide 4 rows of 100% width or 50/50 width.

Example of "Template 1-2-1"

Edit Page

Title

Template 1-2-1

The title of the content item. Set empty to generate it using the pattern.

Permalink

https://www.myparishcouncil.co.uk/template-1-2-1

The url of the content item. Leave empty to auto-generate it.

☐ Set as homepage — Check to set this content item as the homepage once published.

Paragraph

Paragraph

Paragraph

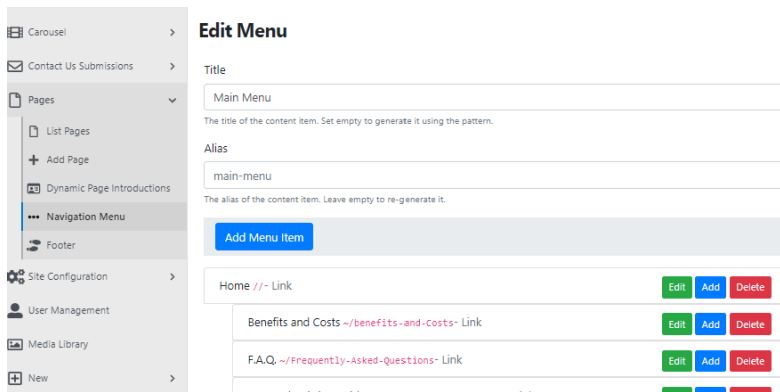
Row 1 100%

Row 2 50/50 %

Row 3 100%

## Navigation Menu management





You can manage the navigation menu by selecting the sub menu under pages called Navigation menu.

The overall navigation is optimised to work within certain limits. These differ slightly depending on if you have selected the horizontal structure or vertical structure.

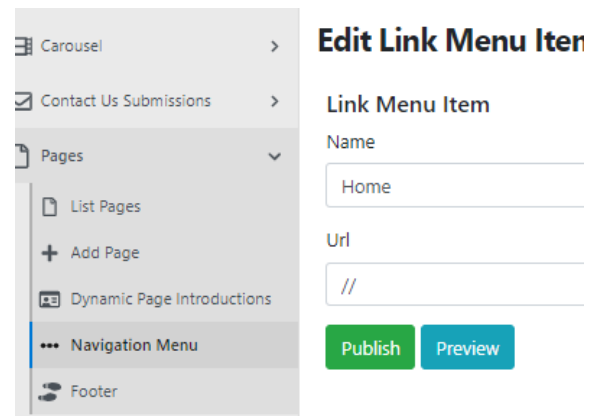
For a horizontal menu we suggest up to 8 top level links and up to 8 sub menu items per page.

More sub menu can be added, but this leads to scrolling when using the navigation in mobile modes, so no more than 12 is recommended. So, 96 navigation items

For the vertical menu there can be up to 12 top level items 4 sub menu layers each also containing 12 items making a max maximum of 20,736 menu items.

Items are group into sub menu by the use of “//” as shown in the image to the right. Sub menu are added by using the “Add” button associated with the top-level navigation menu item (see below)

This can be repeated up to 4 sub levels and so allows you to create simple and complex navigation structures. Remember to publish changes to the navigation menu after you have made them otherwise, they will not display.

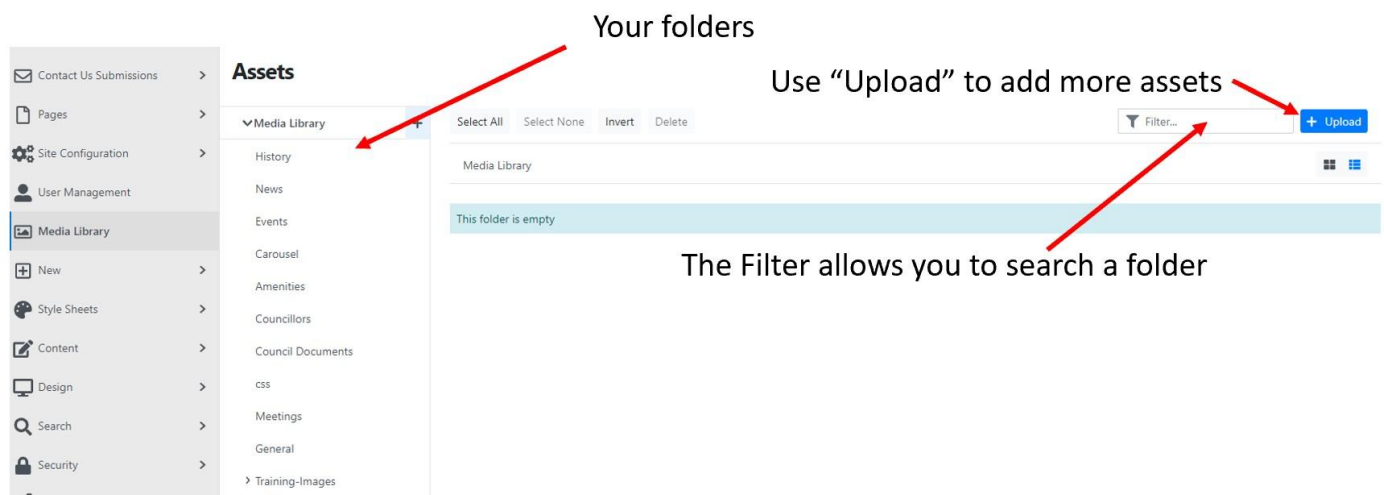


## Media Library

### Overview

All your images and documents are held in the media library. We have prepopulated a set of folders which are there to help you keep things organised, so they are easier to find as your site grows.

Once you have selected “Media Library” in the left-hand navigation the folders will appear and you can search, edit and upload new assets to the library.



## Uploading

When you want to upload a new asset to the library just use the Upload button after selecting the folder you want to upload to. A new window will open allowing you to select the asset from your desktop or you can drag and drop the asset or assets into the pop-up window.

## Views

You can select list or grid view when browsing the library. You can also change the number of assets show at once (see the next image for where on the screen to do this).

**Assets**

Media Library +

History

News

Events

Carousel

Amenities

Councillors

Council Documents

css

Meetings

General

Training-Images

icons +

Training-documents

Select All Select None Invert Delete

Media Library / Training-Images / icons

Change view between "List View" and "Grid View"

Filter...

+ Upload

amenities.jpg

attractions.jpg

audit-and-reports.jpg

carousel.jpg

events-icon.jpg

history.jpg

meeting.jpg

news-and-events.jpg

Change the number of assets displayed on the page at once

First Previous 1 2 Next Last

Page Size 10

Page: 1/2

Total items: 15

## Changing labels for self-build pages

(contact TEEC to do this as not available to parish admin)

- 1) Go to "Content" and sub menu "Content Items".
- 2) Search for "Meetings"
- 3) "Edit".
- 4) Alter Title as needed

## Recommended Image Sizes

Dimensions to use.

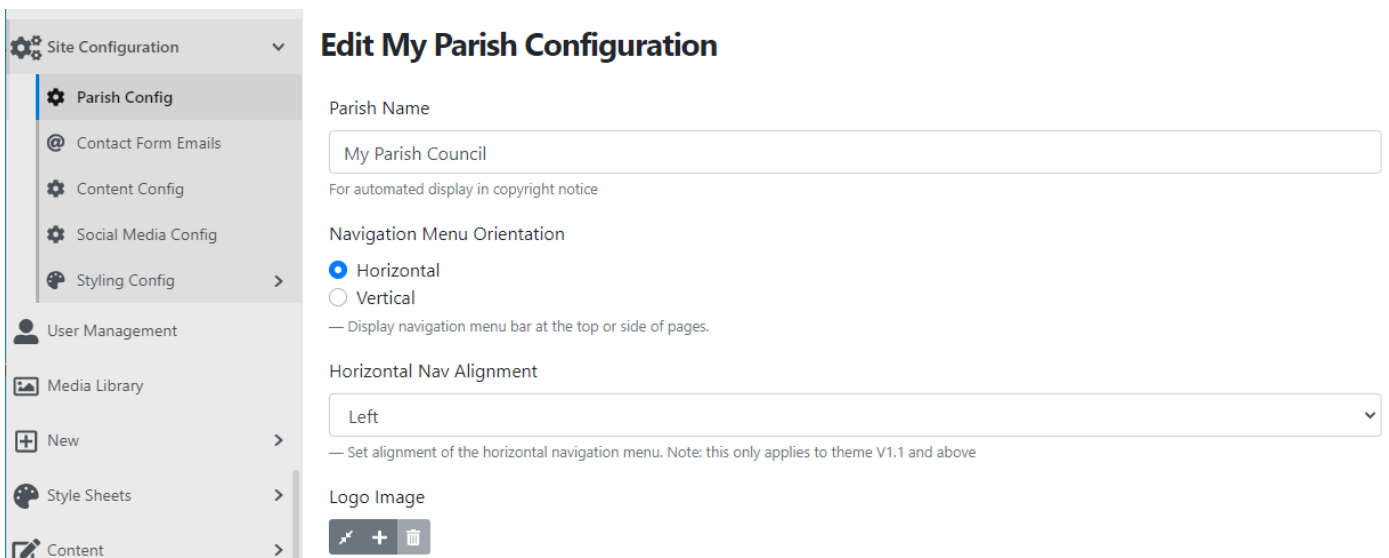
- Logo – H 82px & W 200px
- Carousel – W 1920px & H 768px
- History – W 1024px & H 664px
- News – W 1200px & H 442x
- Councillors – H 150px & W 150px
- Image Gallery – Any physical size but try and make each image < 1Mbyte.
- Events – H 291px & W 960px
- Any other image – If full width of screen then W 1920px & H 768px

*If unsure about any image we suggest using W 1920px & H 675px*

*This works well right up to Full HD screens*

## Site Configuration

Once you have logged in go to the left-hand menu and open “Site Configuration”



Here you will be able to change many of the base elements that make the website applicable to your town or parish.

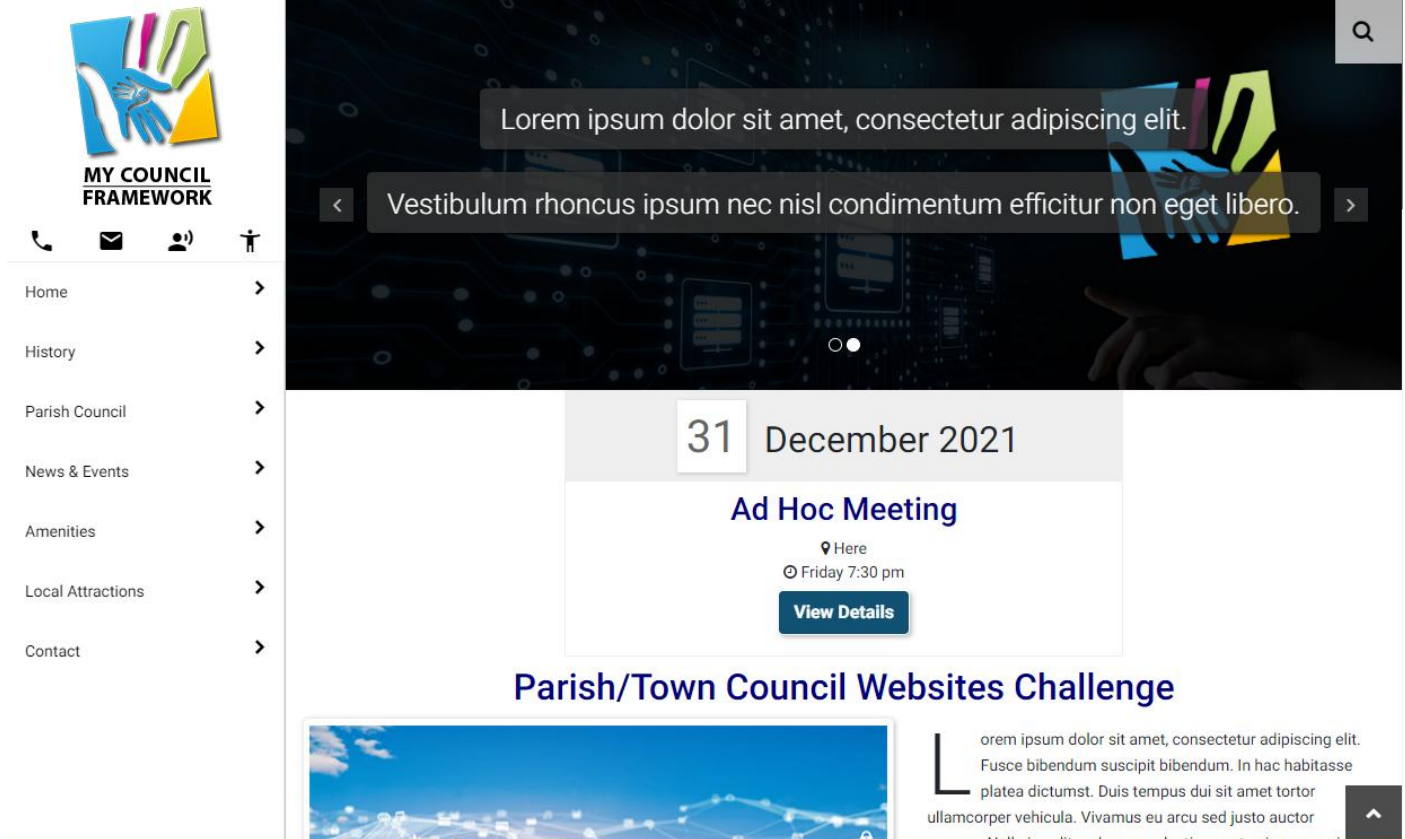
Select the sub-menu you need, and the centre area of the browser screen will show you all the options you can alter.

### Parish Config

In the “Parish Config” sub menu you can edit the following elements of the site.

- The “Parish Name” this alters the copyright notice at the bottom of all web pages.
- “Navigation Menu Orientation” This allows you to have your navigation along the top (Horizontal) or along the left side (Vertical)

This is what it looks like when “Vertical” is selected.



This is what it looks like if “Horizontal” is selected



- “Horizontal Nav Alignment” This lets you set the alignment to be “Left”, “Centred” or “Right”

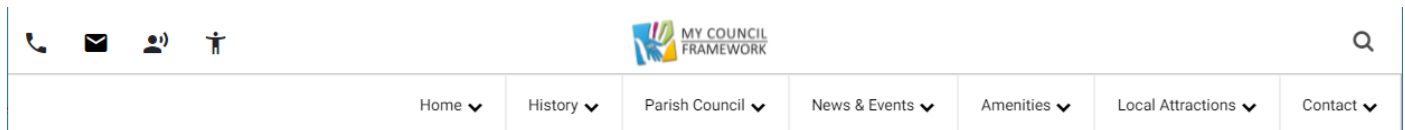
“Left”




“Centred”



“Right”



- “Logo Image” & “Mobile Logo Image” – This allows you to provide different shaped logo’s for display on desktop type displays and on mobile type displays.
- The “Background Image” used to give interest to what would be blank areas of the screen on very large screens Ones greater than 1600px wide)
- “Email Address” Which appears at the very top of the website and is always visible.
- “Document Approver Email” used on document approval workflows when needed by a parish.
- “Phone Number” which also appears at the very top of the website and is always visible.
- The “Logo Image” Used if the Parish has a logo.
- “Email Header Image” Used at the top of emails sent from the website.
- “Latitude” and “Longitude” This allows you to place the centre of the map where you want within the parish. It also forms the location for which the weather information is based. The Lat & Long are entered in XX.XXXXXXX format with “-” used to denote locations west of datum.
- “Parish Boundary Data” This creates the red boundary line that overlays the map shown at the bottom of the home web page.
- “Boundary Map Zoom Level” This sets the zoom level for the start of the map displayed.
- “Google Analytics” This allows you to add your google analytics code to the site (UA-XXXXXXXX-X)

Most of the fields are simply text fields you can update and then save as draft or Publish. The “Background”, “Logo” and “Email Header” are images that you select from the media library using the  “+” symbol which opens up a pop-up window so you can browse to what you want.

## Content Config

Here you can control 3 elements of the site. The default image used for news and events and the “Additional Information” section of the “Contact Us” page.

The Additional information section is a WYSIWYG box so you can change the copy to exactly what you need.

## Contact Form Emails

For GDPR compliance and other information requests coming from web forms you can set the same or different emails for each purpose. Most parishes have just one contact for handling this (the clerk), but some larger ones have separate members and clerks for this task.

### Edit Contact Us Form Emails

General Queries  
  
semi-colon separated list

Request Details  
  
semi-colon separated list

Deletion Request  
  
semi-colon separated list

Alternative Format Download Request  
  
semi-colon separated list

[Publish](#) [Save Draft](#) [Preview](#)

You can set separate emails for "General Enquiries", "Request Details" used by the form that allows a person to request what details are held by them. "Deletion Request" used to request deletion of a person's details from the parish system, "Alternative Format Download Request" used to cover of all other types of request.

## Social Media Config

### Edit Social Media Config

Facebook  
  
Full URL of Facebook page. e.g. https://www.facebook.com/BillGates/

LinkedIn  
  
Full URL of LinkedIn page.

Twitter  
  
Full URL of Twitter page e.g. https://twitter.com/mickeymouse

Instagram  
  
Full URL of Instagram page. e.g. https://www.instagram.com/donaldduck/?hl=en

YouTube  
  
Full URL of YouTube video. e.g. https://www.youtube.com/watch?v=2n7UgwWGUeQ

[Publish](#) [Save Draft](#) [Preview](#)

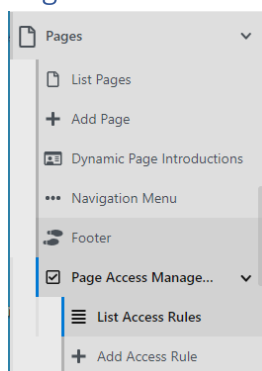
There are 5 different social media types supported as standard. These are Facebook, LinkedIn, Twitter, Instagram & YouTube.

To have the social media icon appear in the footer of every page on the website simply add the URL you wish people to go to when the icon is selected.

If blank the social media icon will not appear. With all 5 selected the footer will contain the 5 links and appear like this.



## Page Access management



You will find "Page Access Management" under the Pages part of the menu on the left.

Here you can "Add" rules and the list pages that have restricted access to them.

Follow these steps to create the access management you need.

We suggest going to "User Management" before you try and create a rule. Make a note of the username (which is case sensitive).

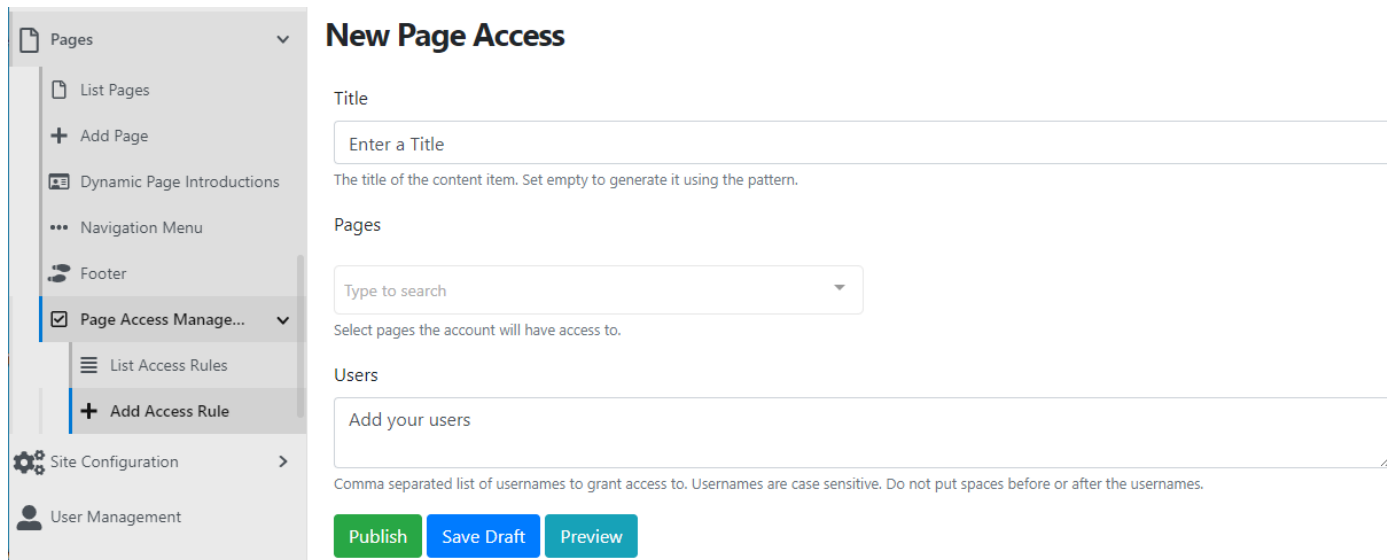
You will also need at least 1 page to have been created to apply the rule to. More can be



added later.

Step 1 create the access rules.

Simply select “Add Access Rule” from the left menu



**New Page Access**

Title

Enter a Title

The title of the content item. Set empty to generate it using the pattern.

Pages

Type to search

Select pages the account will have access to.

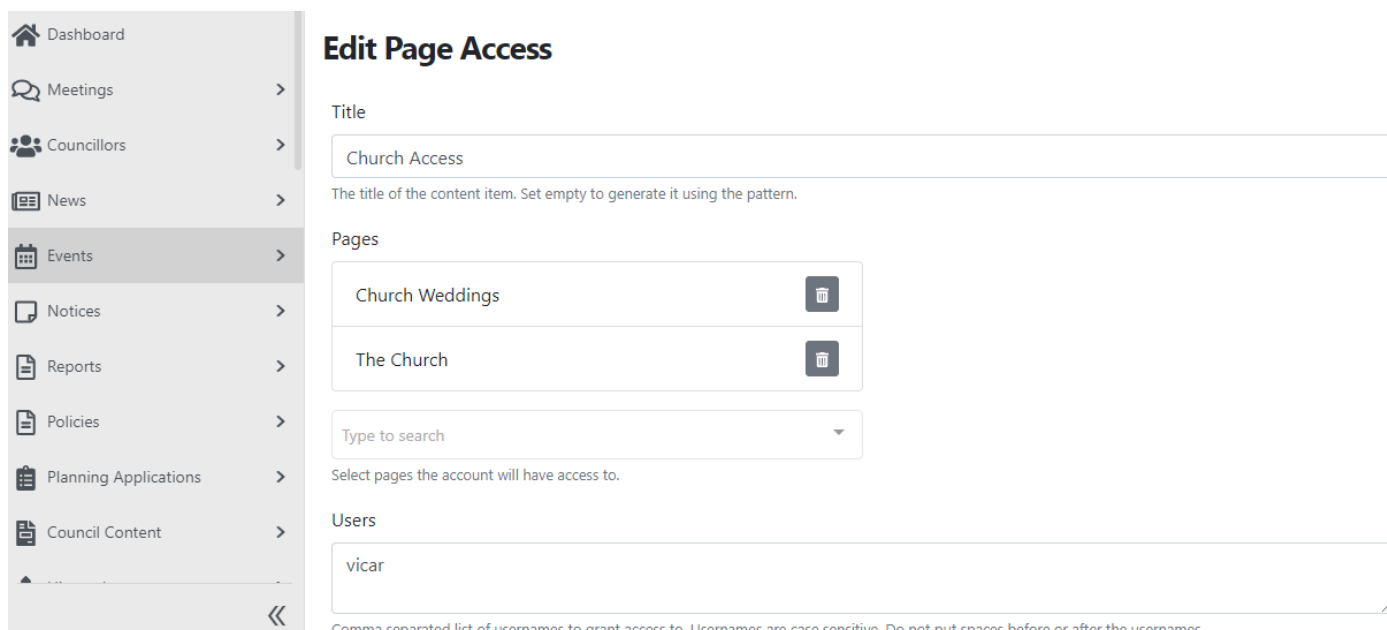
Users

Add your users

Comma separated list of usernames to grant access to. Usernames are case sensitive. Do not put spaces before or after the usernames.

Publish Save Draft Preview

You can alter the pages associated with the rule by selecting List Access Rules and then “Edit” the rule you want.



**Edit Page Access**

Title

Church Access

The title of the content item. Set empty to generate it using the pattern.

Pages

Church Weddings

The Church

Type to search

Select pages the account will have access to.

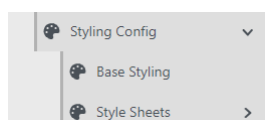
Users

vicar

Comma separated list of usernames to grant access to. Usernames are case sensitive. Do not put spaces before or after the usernames.

Publish Save Draft Preview

## Styling Config



Styling Config

Base Styling

Style Sheets

### Base Styling

When styling the site, you have two sets of options available to you. The first called “Base Styling” gives you control of many of the main colours used in the site. Simply select “Base styling to show the options in the centre panel of your browsers.

The annotated screen grab below shows which colours can be altered without the need for any programming skills.

Other changes can be made by overwriting the provide cascading style sheet with your own SEE Style Sheets



h1 to h6 tags are used for different size and style of headings throughout the site.

You can set a colour for each.

Sets the background colour of the main navigation

Sets the link colour

Sets the background colour

Sets the hyperlink colour

Sets the hyperlink hover colour

Sets the button background colour

Sets the button font colour

Sets the button background colour when mouse hover over button

- Set the font colour on hover



When working with style sheets it is helpful to understand some basic html programming language.

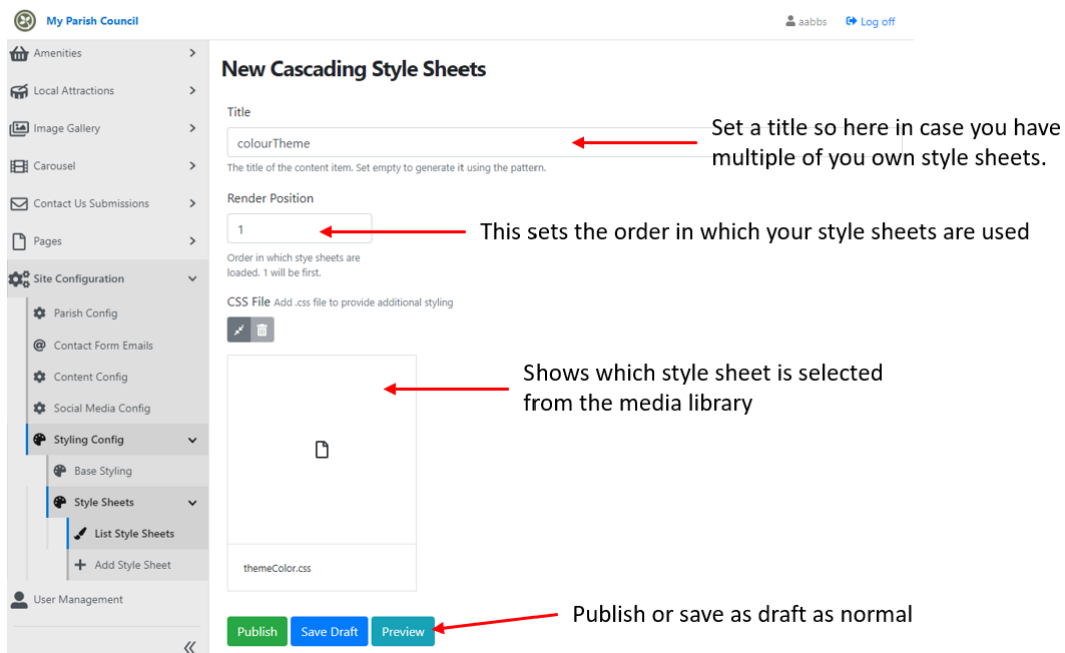
**Definition:** - Cascading Style Sheets (CSS) is a style sheet language used for describing the presentation of a document written in a markup language like HTML. CSS is a cornerstone technology of the World Wide Web, alongside HTML and JavaScript. CSS is designed to enable the separation of presentation and content, including layout, colours, and fonts.

To allow a Parish the most flexibility we have provided a “Style Sheet” function that means you can upload your own. We have also moved other areas where you might wish to alter the colour into a themeColour.css which is installed when we deploy your site. You can alter this to make even finer adjustments to the site colour theme.

You can find the colourTheme.css in the media library under the “CSS” folder. You can view and update this in the normal way with files held in the “Media Library”.

The image below shows how to add your own style sheet.





**New Cascading Style Sheets**

Title  
colourTheme  
The title of the content item. Set empty to generate it using the pattern.

Render Position  
1  
Order in which style sheets are loaded. 1 will be first.

CSS File Add .css file to provide additional styling  
themeColor.css

Buttons: Publish, Save Draft, Preview

Annotations:

- Set a title so here in case you have multiple of you own style sheets.
- This sets the order in which your style sheets are used
- Shows which style sheet is selected from the media library
- Publish or save as draft as normal

Parts of the colourTheme.css that tend to get altered are explained below.

Colours can be represented in two ways.

- 1) By name ([see here for a list of options available](#))
- 2) By hex code represented as hex values “#XXXXXX”. The named colours are available as hex value ([see here](#)) but you can also set any hex value colour you wish.

“.gdprcookie” This style controls the colour of the cookie pop up. Some people prefer to change the colour of the background to match other colours set in the base styling.

“.floatTopMenu” This style alters every top bar of the website across all pages.

“.btn:before” This style controls the colour that surrounds the buttons used throughout the site. You can also alter how thick the border is and styling associated the border ([see WC3 School for options](#))

“.textToSpeechInactive” This style allows you to alter the inactive colour associated with the text to speech feature of the site.

Default style sheet code

/\*-----start of code-----\*/

```
.active {
  background-color: #375f19;
  color: #FFFFFF ;
}
.footer .active {
  background-color: white;
}
.floatTopMenu {
  background: #515151;
}
.gdprcookie {
```

```

background: #375f19;
}
.parishCouncilLinksWrp .fa {
color: #375f19;
}
.div-table-col.secondcolumncolour {
background-color: #375f19 ;
}
div#divHomeHistoryGalleryWrp {
background-color: #375f19;
}
div#divHomeHistoryGalleryWrp h2 {
color: white !important;
}
#mainNav .navbar-nav .nav-item .nav-link.active, #mainNav .navbar-nav .nav-item .nav-link .active, #mainNav
.navbar-nav .nav-item .nav-link:hover, #mainNav .navbar-nav .nav-item .dropdown-menu .nav-item.active .nav-link {
background-color: #375f19;
color: #FFFFFF !important;
}
#divEmergencyNoticeWrp a {
color: #FFFFFF !important;
}

.footer .social-buttons a {
color: #FFFFFF !important;
}
ul.social-buttons li a {
background-color: #212529;
}
.nav-item .dropdown-menu {
border-top: 3px solid #375f19;
}
li.nav-item.active > a {
color: white !important;
}
li.nav-item.active .dropdown-menu a {
color: #000000 ;
}
.textToSpeechInactive
{
background-color:#375f19!important;
}
.btn:before
{
border: #b8cf3e solid 4px!important;
}
/*-----web form-----*/
.field-name-contacts-general-query-full-name {
position: relative;
width: 80%;
padding-top: 2%;
margin: 0 auto;

```

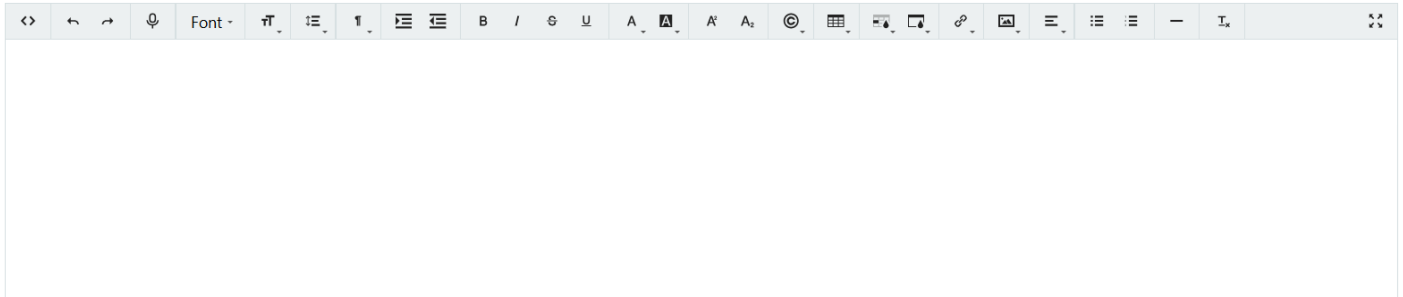
```
font-weight: 800;
font-size: x-large;
}
.field-name-contacts-general-query-email-address
{
    position: relative;
    width: 80%;
    padding-top: 1%;
    margin: 0 auto;
}
.field-name-contacts-general-query-message
{
    position: relative;
    width: 80%;
    padding-top: 1%;
    margin: 0 auto;
}
@media only screen and (max-width: 991px)
{
    #navbarResponsive.navbar-collapse
    {
        background: transparent;
    }
}
/*-----end of code-----*/
```

## Quick Guide to WYSIWIG

WYSIWYG stands for “What You See Is What You Get”

## Introduction

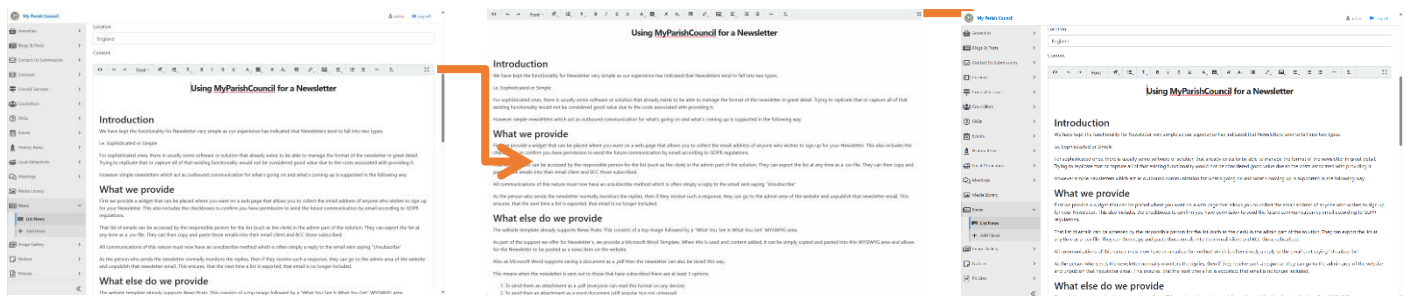
Many of our features offer a content block (like the one shown below) where you can add and style copy in much the same way as with any document editor like Microsoft word.



Each Icon in the top ribbon has a function to help with that task. Using these functions avoids needing to understand HTML (Web Code).

## Full Screen Icon

This icon maximises the editing area to fill the browser window you have open. When clicked again it returns to the normal screen.

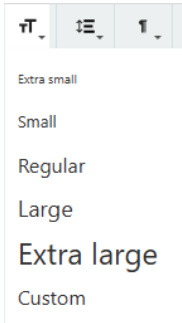


## Managing your Font



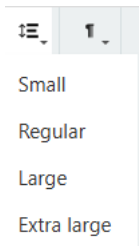
When the “Font” drop down is clicked your available font types can be selected. Just highlight the text you wish to set to a specific font and then use the “Font” drop down icon.

## Font Size



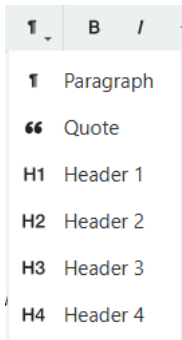
The Icon that looks like a small and Large T allows you to set font sizes from “Extra small” to “Extra Large”. Be careful when using this and check what you do works well on smartphones, tablets and desktop. We would only recommend using from “Regular” upwards.

## Line Height



This Icon, when clicked, provides you with line height choices (more space above and below the text) (Be careful and check what you do works well on smartphones, tablets and desktops.)

## Font Tags H1, H2 etc



This drop-down icon allows you to set text tags that denote if the words are a certain type. H stands for Heading and H1 is. The reversed p symbol means paragraph.

Just highlight the text you wish to tag and then use the drop down to apply that tag.

## Text Decoration



The next 4 icons control “text decoration”

From left to right they do the following to any text you have highlighted.

- **B** Makes the text “**Bold**”
- *I* Makes the text “*Italic*”
- ~~ABC~~ “Strikes” through the text
- U “Underlines” the text

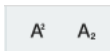
Example → **Example**

Example → *Example*

Example → ~~Example~~

Example → Example

## Superscript and Subscript

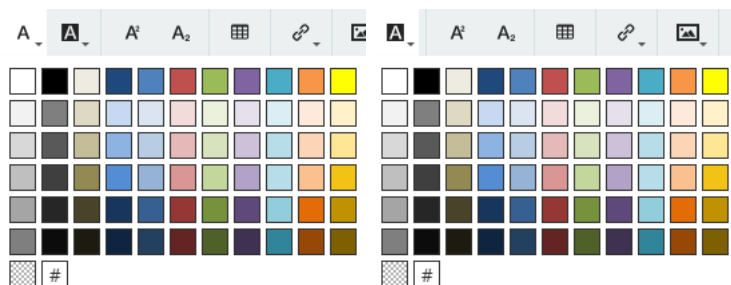


Superscript moves you text slightly higher compared to other text **Exam<sup>p</sup>le**

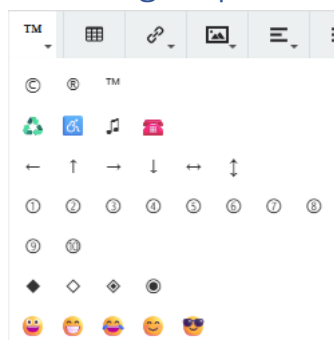
**A<sub>2</sub>** Subscript moves the selected text slightly lower **Example**

## Font colour and Font background colour

Just highlight the text you wish to colour and then using the dropdown icons choose the colour you want.



## Inserting a Special Character

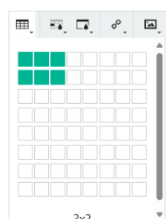


This drop down icon allows you to select from special characters not on your normal keyboard.

We can customise this list for you if needed.

## Inserting a Table and setting colour

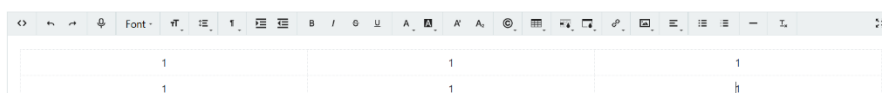
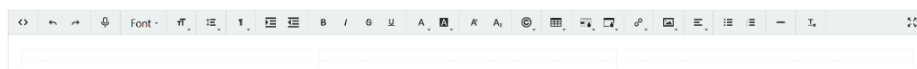
This icon allows you to insert a table up to 8 columns wide and 8 rows deep.



To use it simply place your cursor on the main content area where you wish the table to go and then click the icon. Once clicked you can then move your cursor again and the number of columns and rows that you are selecting to insert will appear in green. If you click again on the bottom right green highlighted box that table size will then be inserted.

Note a faint grey border is shown for each cell.

Now use your cursor to select the cell and add the content you wish.



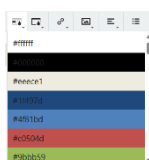
**Tip:** You can use Microsoft word to create and add content to your table first. Then copy and paste into the content block. Just keep in mind not all formatting is copied across.

Once you have the table inserted and some content you can then set the background and font colours for each cell.

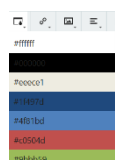
These two drop down icons do that



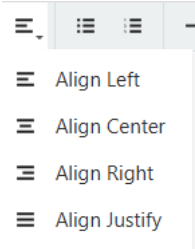
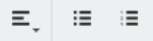
 Sets the background colour of the cell



Sets the table border colour

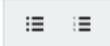


## Alignment and bullets



This drop down icon allows you to align content with the options shown in the dropdown.

Just highlight the content and then click on the icon and select the alignment required.



These two icons allow you to create either an unordered list (bullets) or ordered list which number each bullet point.

## Converting text or inserting a hyperlink.



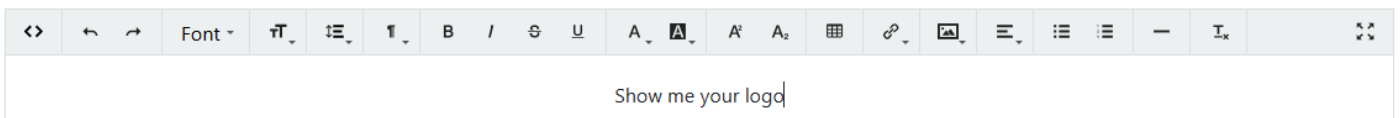
Hyperlinks take you to other places on the web, within your own website or allow you to open documents or email.

To use simply highlight the words you wish to turn into a hyperlink.

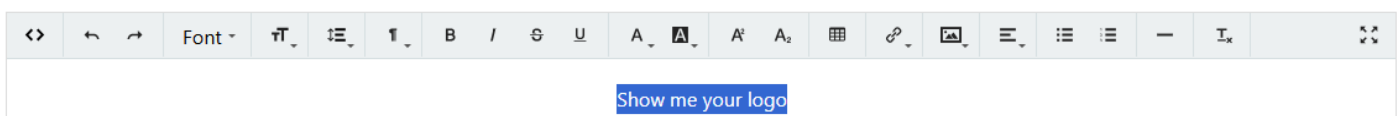
**Tip 1:** It is highly recommended that you use enough words so that if they were to be read out by a screen reader they would make sense. For instance “Click Here” would not be recommended as it means nothing. “Click Here to go to the councillors page” makes sense as a standalone statement and helps accessibility.

**Tip 2:** If you are going to be adding links to documents then it speeds things up a lot by having a 2<sup>nd</sup> tab open in your browser to the admin back end. You can do that by using the right click on your mouse over the “Media Library” in the admin menu. Then select “Open Link In New Tab”. Now you can browse around the media library and select view on the assets you want to link to. That url can be copied and pasted into the insert link function.

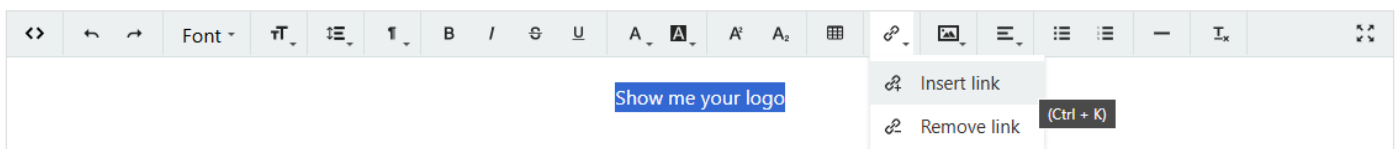
Example – Converting the text “Show me your logo” into a hyperlink.



Step 1 highlight the text



Step 2 Click icon and select “Insert Link”



Note the text you highlighted becomes the text to Text in the small form

## Assets

Media Library

+

▲

Amenities

Audio

business logos

Carousel

Chatbot

Council Documents

Councillors

css

Default

email-images

Events

General

History

Select All

Select None

Invert

Delete





Filter...

+ Upload

Media Library / business logos

Grid

Table

Image	Name	Size	Type
	Brand_logo.jpg	9 KB	image/jpeg
	brandIgniter-logo-200.png	59 KB	image/png
	<div>KickFire-ltd.png</div> <div>Edit Delete View</div>	20 KB	image/png
	powered-by-TEEC.png	7 KB	image/png

brandlgnter-logo-200.png

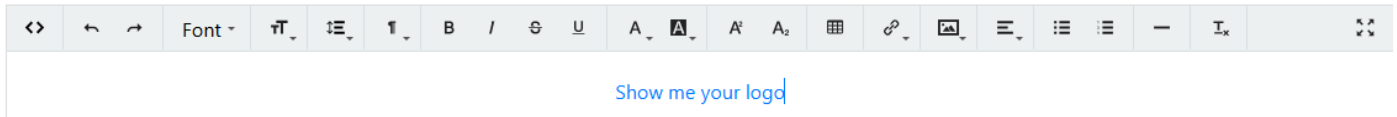
← ↻ 🔒 <https://myparishcouncil.co.uk/media/business%20logos/brandIgniter-logo-200.png>

It is best practice to copy the text into the “Title”.



Finally just set “\_blank” if you want the hyperlink to open in a new tab in the browser when clicked or “\_self” if you want your current tab to switch to the new page selected.

Most times if you are opening a document or going to an external site you use “\_blank”.

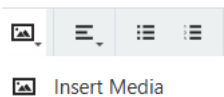


The hyperlink is now complete. You can edit it by highlighting the text again and using “Insert Link”

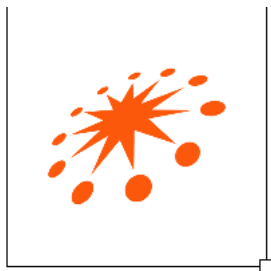
“Remove link” will remove any hyperlink that is part of the text you have selected.

## Inserting Media (Images)

This features allows you to select images from the media library for use within the content block you are creating.



When you click the icon and select “Insert Media” you can then browse around your media library and choose the image or images you want to insert. Once that is done you can click on the image and resize by placing your cursor over the small square that will have appeared on the bottom right of the image.



By using the left click on your mouse and keeping it pressed you can then move the cursor adjusting the size of the image as you go.

