

This document set out the steps required to customise the “starter kit” website. It is assumed that the reader has access to the document *Webmasters guide to Joomla* which explains in more detail how to make the updates required.

Create email accounts

Although not essential, it is good practice to create one or more email addresses for your group, eg secretaryxxxramblers.org.uk, webmaster@xxxramblers.org.uk. For each of these can you can then create a “redirection” to the appropriate “real life” equivalent. In this way, the generic email can be used in the website configuration (see below), on website publicity pages, and also on other business cards, posters etc. As and when the post holder changes, all that is needed is a simple change to the redirection.

Creation of the email accounts and redirections is done from the “Host Control Panel”.

Update of system details

Step	✓	
1		System/Global Settings / Site Settings Update the name of your Group
2		Global Configuration / Server / Mail Settings Update “From Email” - this can be name of your Group
3		Update User record The site will have been delivered with a temporary User and password, given to you over the phone. As soon as possible, from Users / Manage, update this user by giving your email address as both “Name” and “Login name”, and specify a new, secure password.

Update of Article text

The text of following Articles must be updated (these are all assigned to Category=Internal):

Step	✓	
4		Our walks programme Update the preamble for your Group
5		Local Group Update the text as required to tell visitors about the attractions of your particular Group
6		Nearby Groups Update the text and the links to include nearby Groups and Area(s) relevant to your members
7		Committee Many Groups find it useful to include a list of their Committee members, usually with emails and/or phone numbers, and sometimes with photos
8		Cookies This is generic wording but may need to be adjusted.

Update of Articles for Walks

The Ramblers

Checklist for customisation

A number of Articles are present to provide the different formats of the walking programme, all assigned to Category=Walks. They contain PHP code (accessible from the “Code” tab of the editor) which must be updated to select the appropriate Group or Groups.

For the first four, replace the single Group-code with that for your own Group. The remainder are designed to select walks from your own group plus those of adjacent groups so you will first need to decide which other Groups should be included, and replace the whole series of codes. For example, you might replace

?groups=CH01,CH02,CH03,DE04,MC50,NS01,NS02,NS03,NS11,NS12,SS03

with

?groups=LI01,LI02,LI03,LI04,LI06,LI07,LI08,LI09,LI10,LI507

The codes for Groups are listed on the website www.ramblers-webs.org.uk (available as a link from the page footer)

Step	✓	
9		Our walks – with filters
10		Our walks programme
11		Printable list
12		Map of our walks (will be unpublished)
13		Friday walks for the next 28 days
14		Map of local walks
15		Monday walks for the next 28 days
16		Saturday walks for the next 28 days
17		Show walks leaders (will be unpublished)
18		Sunday walks for the next 28 days
19		Thursday walks for the next 28 days
20		Tuesday walks for the next 28 days
21		Wednesday walks for the next 28 days

Update of Modules

The following Modules must be updated from Extensions / Modules:

Step	✓	
22		RA Header Update the name of your Group (you can also change the colours of the header, but see steps 30-32 below)
23		RA Footer Update the name of your Group
24		Our next walks Update with the code for your Group

25		Our walks calendar Update with the code for your Group (will be unpublished, see below)
26		Local walks This describes the surrounding Groups for which walks are included in the composite programmes.
27		Local walks calendar Update the list of Groups as appropriate
28		Walks menu This is used on pages other than the Home page – update the link to Walksfinder with the code for your Group.
29		Walks menu – home This particular module is only used on the Home page – update with your Group code

Update of Contacts

A simple “Request information” form has been provided that will allow any visitor to the site to securely send an email. If the recipient of such emails is to be other than you (i.e. to an email address other than that specified in step 3 above, you must create a new User record with the appropriate email address, and then update the “Contacts”.

Optional further customisation

Two calendar modules are included, one (Our walks Calendar), showing walks for just a single group, the other (Local walks calendar) with a list of local Groups. Initially the second of these is published, but if you prefer to show just walks for your own Group, you can set the Status of the first one to “Published”, and un-publish the second.

Several elements of the standard Page Headers can be customised:



From Extensions / Modules, select “RA Header”.

Step	✓	Element	
30		1	Title You will have changed the wording in step 22, but you can also select a different colour
31		2	Sub title You can change the wording, and choose a different colour
32		3	Step Various alternative logos are available for selection

Similarly, by editing the module “RA Footer”, you can choose a different background colour for it.

Functions present but published

Various Menu items and Articles have been included with status of “Unpublished” so they do not appear. Please seek further help if you require further information about them.