



# DOCUMENTATION

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CPTC



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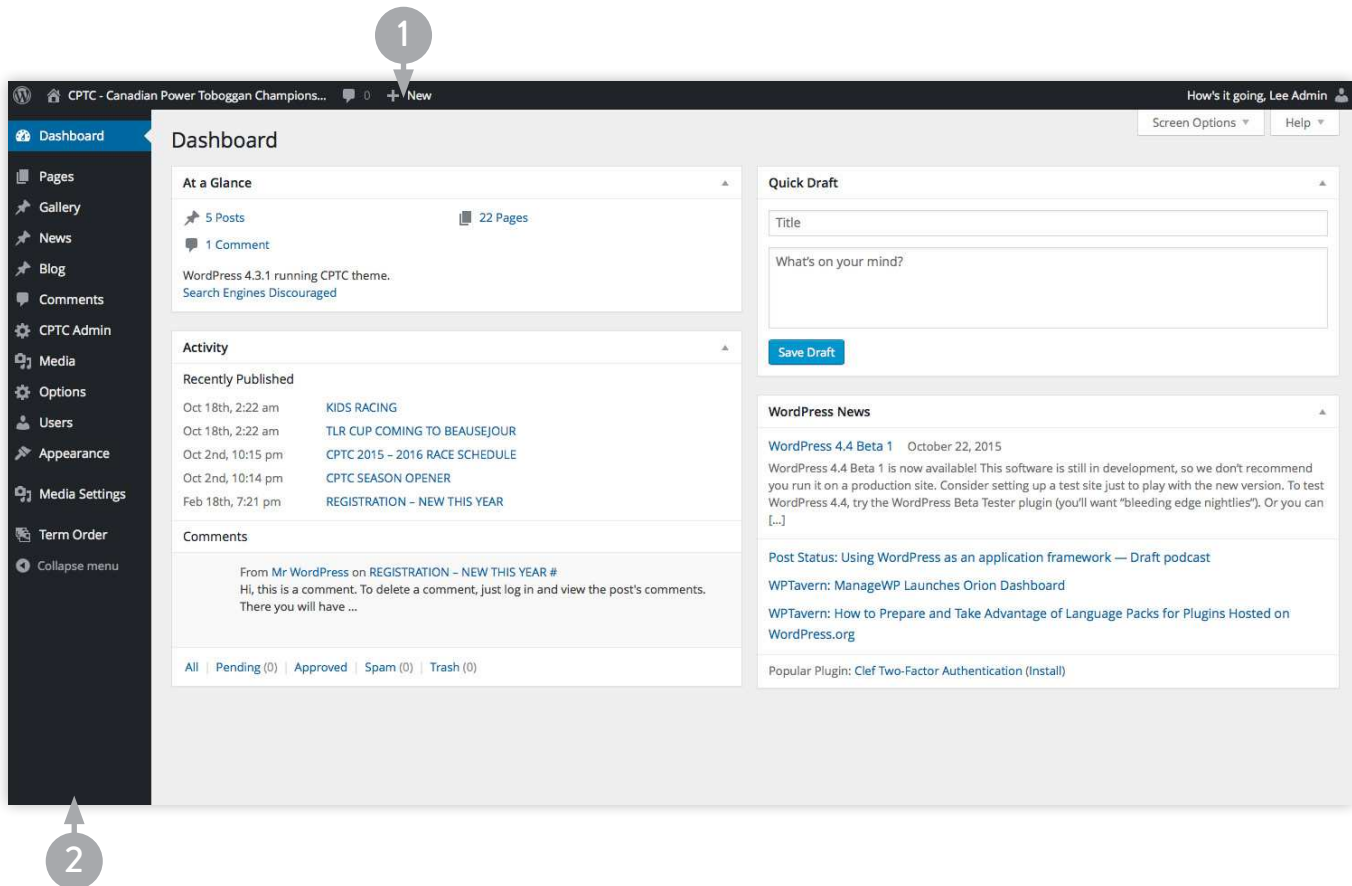
## BASICS

## LOGGING IN

To login to the admin area of the website, go to: <http://cptcracing.com/secure>

## WORDPRESS BASICS

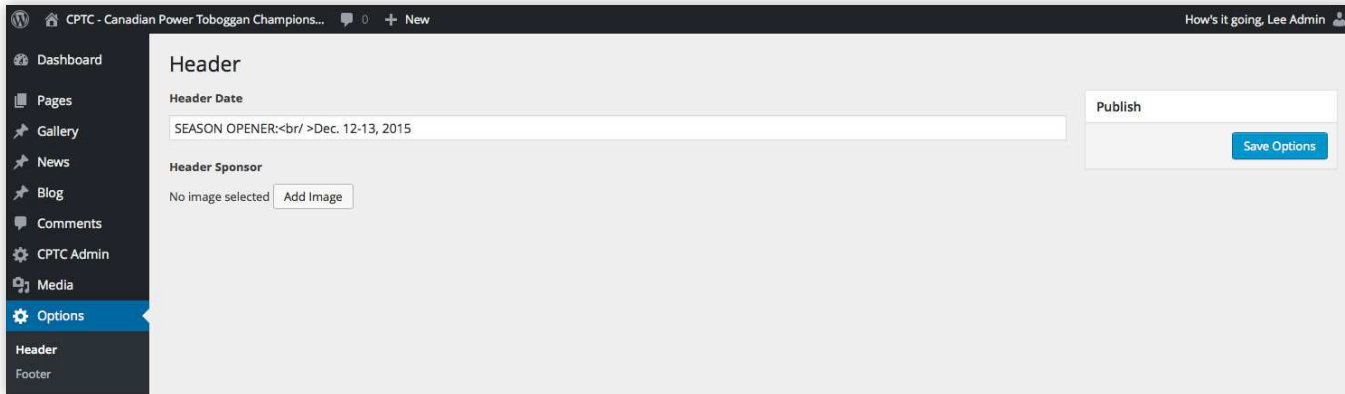
This website uses the WordPress Content Management System. After logging in, you are redirected to the dashboard. Within the admin area, there are two main navigational elements. 1. Admin Bar 2. Admin Menu.



## SITE OPTIONS

## EDITING HEADER ITEMS (DATE, SPONSOR)

Using the Admin Menu, navigate to Options -> Header. Once there, you may enter an event date to feature and a sponsor logo. Place any text into the **Header Date** field. To add a sponsor logo, click the **Add Image** button and either select an already uploaded image from the library, or upload a new one from your computer. Once done editing, click the **Save Options** button to save the changes.



## EDITING FOOTER ITEMS (LOGOS)

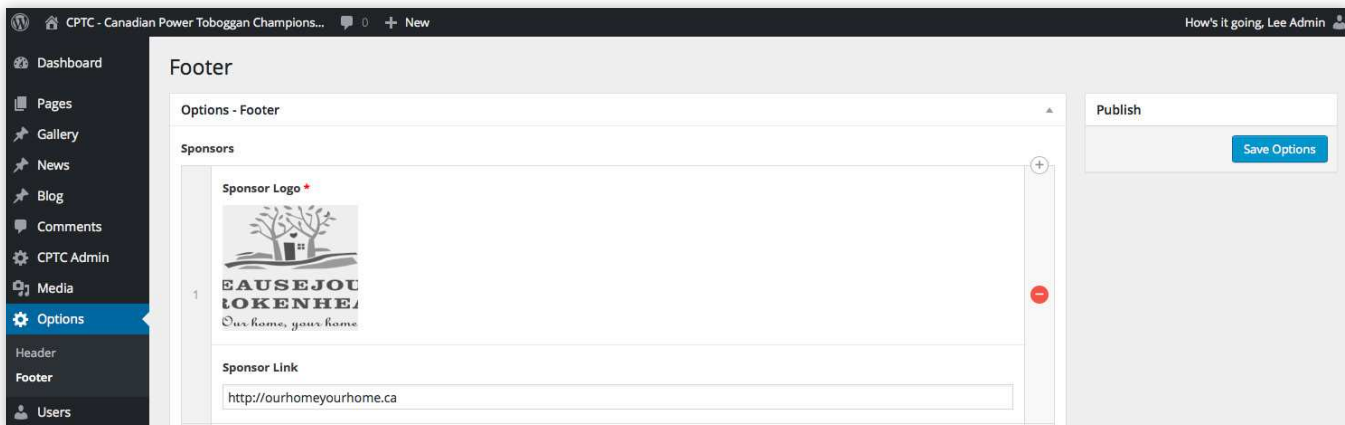
Using the Admin Menu, navigate to Options -> Footer.

**Add a Logo** - add an additional logo by click the **Add Sponsor** button. Select an image from the library or upload a new image. You may also add a link in the **Sponsor Link** field.

**Delete a Logo** - hover your mouse over the logo you want to delete. A minus icon will appear to the right. Click this to delete.

**Reorder Logos** - hover your mouse over the numbers to the left of the logos. Your cursor will change to a cross with arrows. This means that you can drag and drop the logos. Click the number, hold and drag the logo above or below to reorder. Once it's in the correct position, release the mouse.

Once done, save the changes by clicking the **Save Options** button.



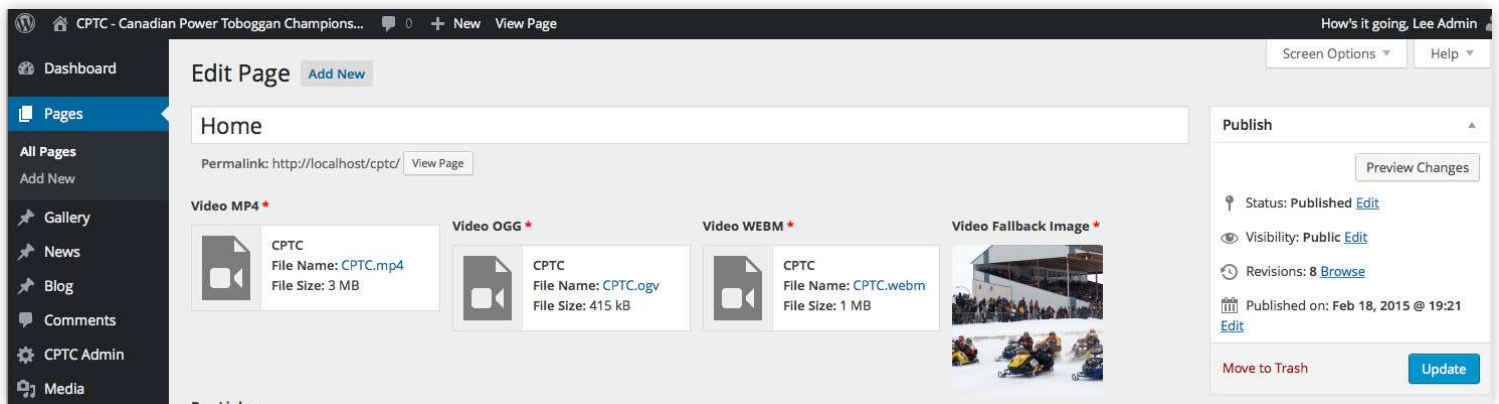
## PAGES

## EDITING THE HOME PAGE

To edit the home page, navigate to **Pages -> All Pages** from the admin menu. Click the home page to edit it.

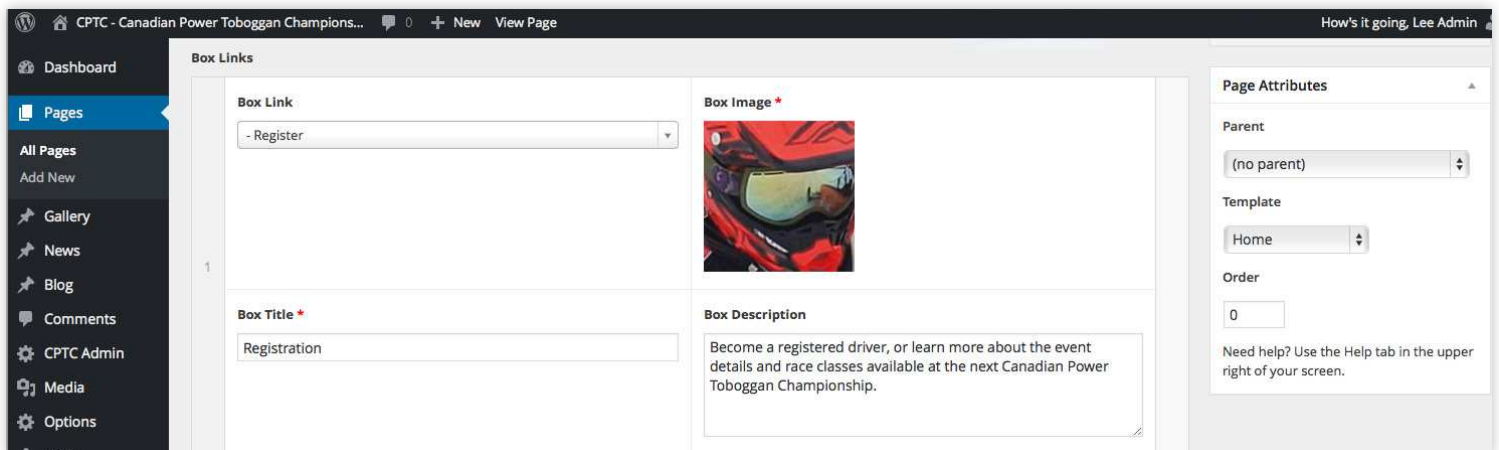
**Video Background**

- It is recommended to have a 15-30 second edited video in 720p or 1080p resolution.
- The video must be save in three different formats: MP4 (using H.264 codec), OGV, and WEBM.
- Each video file should be under 5MB in file size.
- The video should have no sound.
- Also provide a fallback image for mobile devices that don't autoplay video. Image size approximately 1600px wide X 900px high.

**Box Links**

You may edit the four box links on the home page to change the features from time to time. It is recommended to follow the existing format, size and length of the existing links.

- In the **Box Link** dropdown, choose a page on the site that you want to link to.
- Next upload an image or select an existing one from the library for the **Box Image**. Recommended size of 300px wide by 240px high.
- Give the box a title in the **Box Title** field. Keep titles as short as possible.
- Lastly, you may enter a description in the **Box Description**.




## PAGES

## EDITING THE HOME PAGE - CONT'D

For the home page to display properly and to have the proper fields in the admin area, ensure the page is using the [Home](#) template.

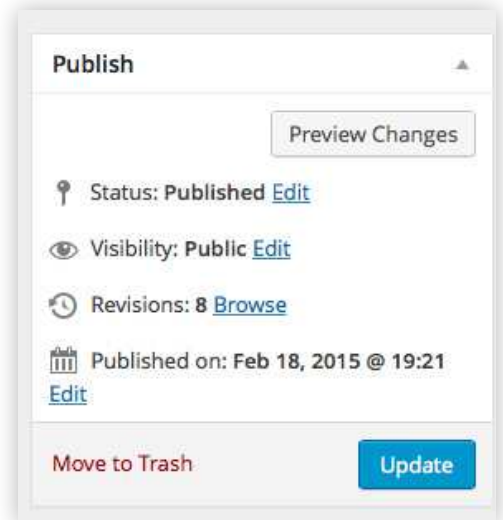
Once done editing the page, ensure to click the [Update](#) button to save your changes. If you made a change but want to go back in time, click the [Browse](#) link beside Revisions. You may select a different version of the page by using the blue slider at the top of the page. Compare the revisions and click [Restore this Revision](#) once you've found the version you want to make live. Revisions can be used on all posts and pages of the site.



**Page Attributes**

Parent  
(no parent)

Template  
Home



**Publish**

[Preview Changes](#)

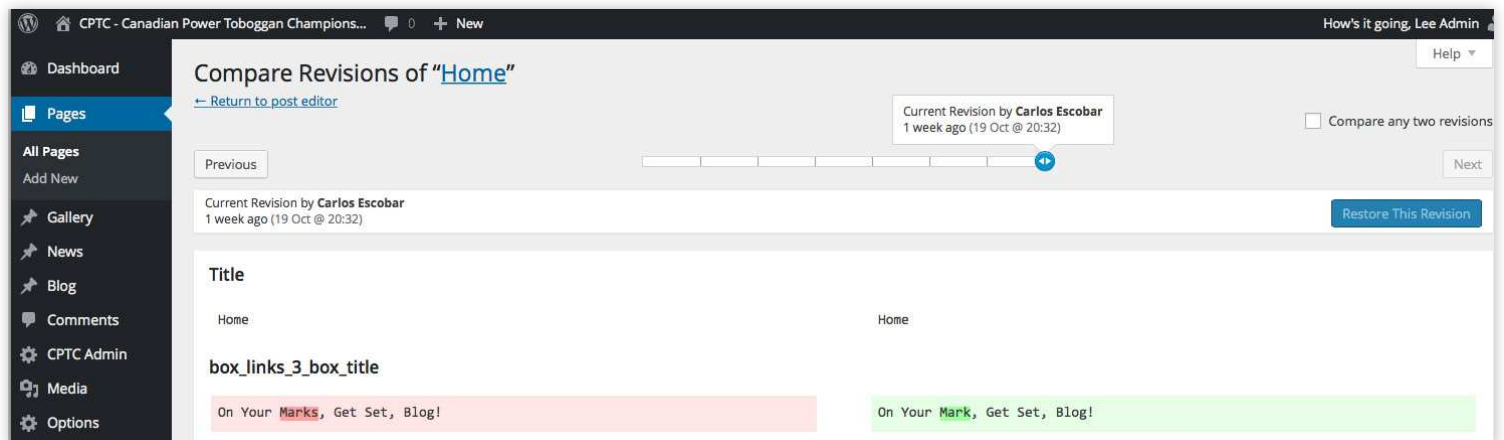
Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **8** [Browse](#)

Published on: **Feb 18, 2015 @ 19:21** [Edit](#)

[Move to Trash](#) [Update](#)



WordPress - CPTC - Canadian Power Toboggan Champions... 0 New

How's it going, Lee Admin

Dashboard

**Pages**

All Pages

Add New

Gallery

News

Blog

Comments

CPTC Admin

Media

Options

## Compare Revisions of "Home"

[Return to post editor](#)

Current Revision by **Carlos Escobar**  
1 week ago (19 Oct @ 20:32)

☐ Compare any two revisions

[Previous](#) [Next](#)

Current Revision by **Carlos Escobar**  
1 week ago (19 Oct @ 20:32)

[Restore This Revision](#)

**Title**

Home Home

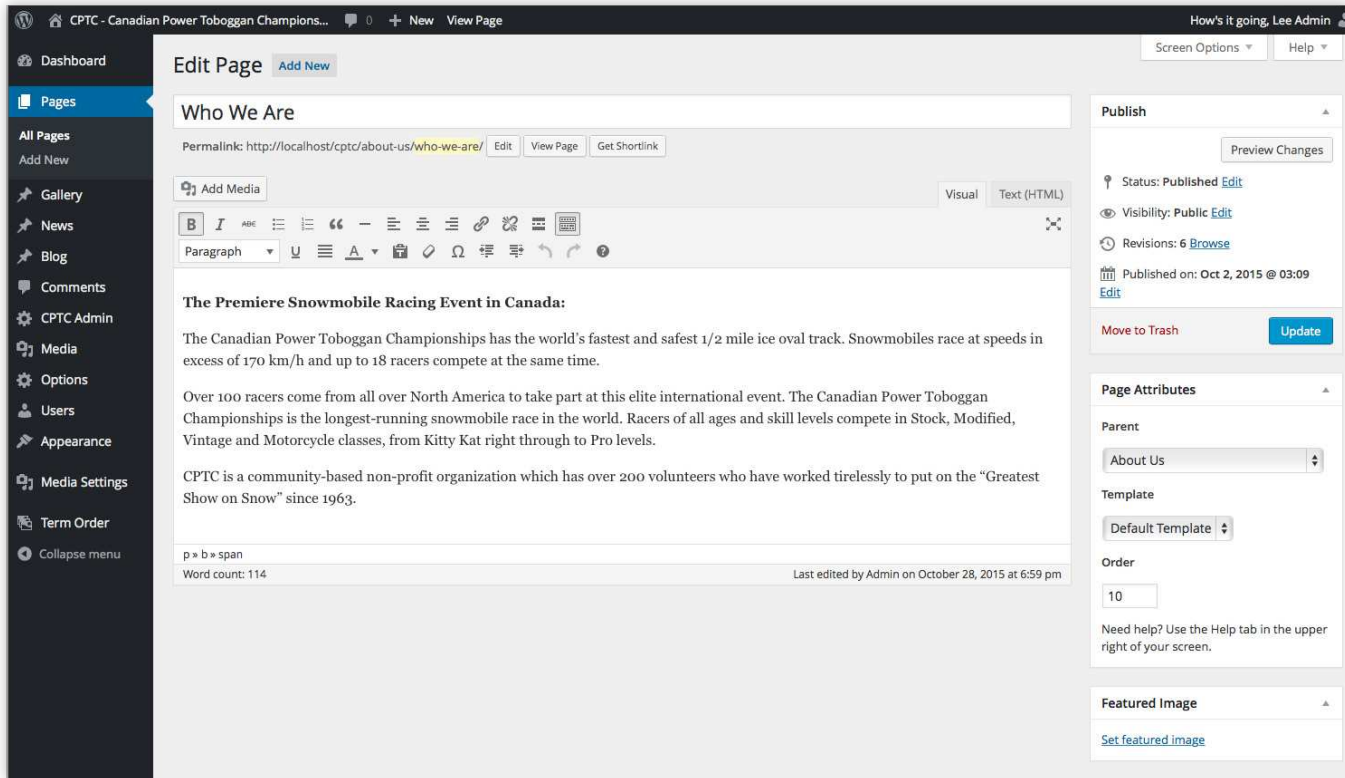
**box\_links\_3\_box\_title**

On Your **Marks**, Get Set, Blog! On Your **Mark**, Get Set, Blog!



## PAGES

# ADDING & EDITING GENERAL PAGES

To add a new page, use the admin menu and go to Pages -> Add New. To edit a page, go to Pages -> All Pages and click on the page you want to edit.



**Main Content** - for further text editor information, visit <https://en.support.wordpress.com/visual-editor/>

- Enter any text, images, or videos into the content editor. It has similar functionality to MS Word and allows you to style text (bold, italic, heading styles), link content, align content, add lists, etc.
- If pasting from MS Word, used the strip formatting button. 
- If you don't see the full toolbar, toggle it using  button.

**Featured Image** - the large hero image at the top of the web page.

- If no feature image is set, a default one is displayed.
- Recommended image size of 1200px wide X 400px high minimum.
- You may add an existing image from the library, or upload a new one by clicking [Set Featured Image](#).

**Page Attributes** - the [Page Attributes](#) box allows you to organize and order pages.

- In the [Parent](#) dropdown, you can select which page you want to be the parent of the current page. This is useful for pages that have sub-pages. For example: About has a Who We Are sub-page.
- In the [Order](#) field, you can give add a number to order the pages within the admin page listing.

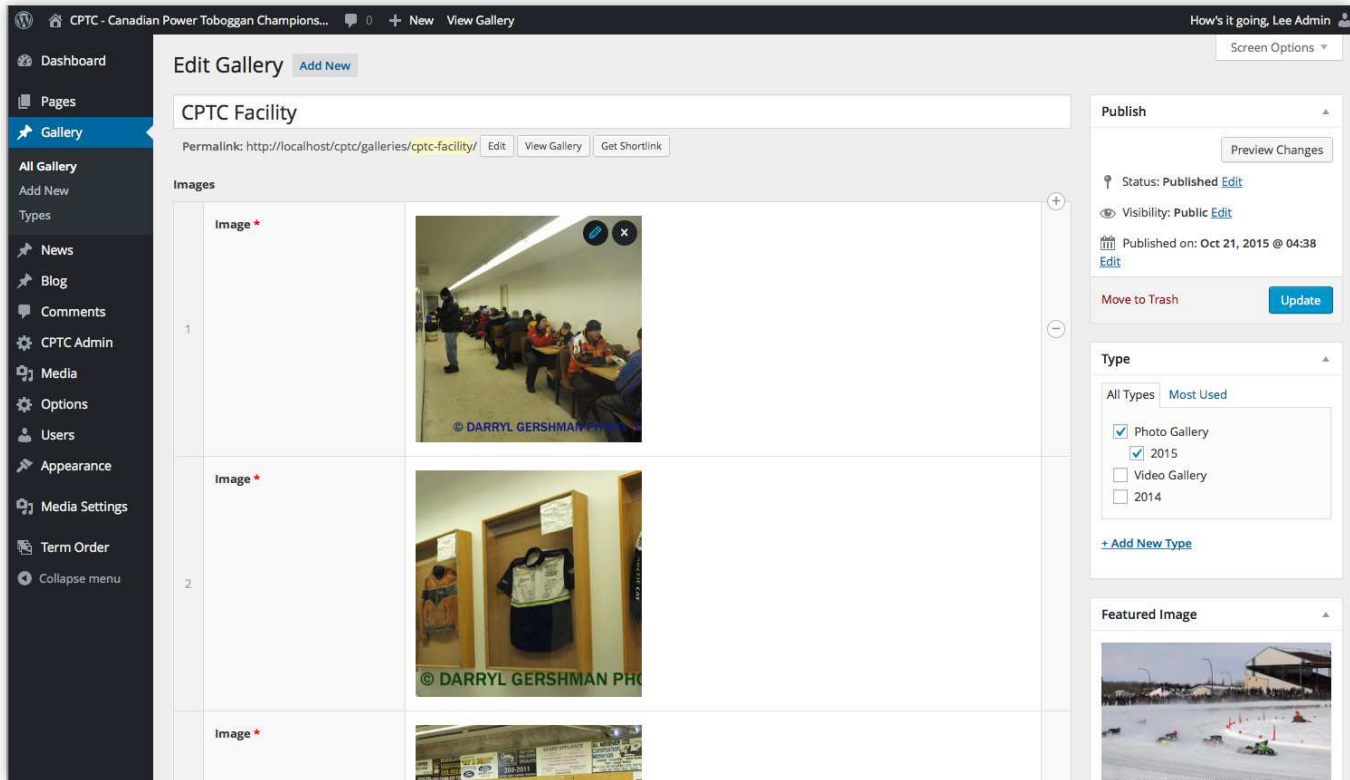
## Publish

- Pages may have a [Status](#) of Draft, Pending Review, or Published. Published posts will display on the site.
- Pages can also have different [Visibilities](#) set. Public - anyone can see, Private - logged in users can see, Password Protected - requires a password to view.

## GALLERIES

## ADDING & EDITING GALLERIES

To add a new gallery, use the admin menu and go to **Gallery -> Add New**. To edit a gallery, go to **Gallery -> All Gallery** and click on the one you want to edit.



### Gallery Type

- Choose the type of gallery you want. Check either the Photo Gallery or Video Gallery Type, along with the year to add the gallery too.

### Images

- Add or upload an images by clicking the **Add Image** button at the bottom.
- Edit any images by hovering over the image and clicking the **Pencil** icon. Delete the image by clicking the **X**. To completely remove an image row, click the minus icon to the right.
- You may also reorder image by using drag and drop. Hover over the number of the image you want to move and click, hold and drag the image row to the appropriate position.

### Videos

- If a Video Gallery type is chosen, you will see a YouTube URL field to enter the url of the videos you want to add. YouTube is used as it is the most popular video site and makes video hosting easy.

### Featured Image

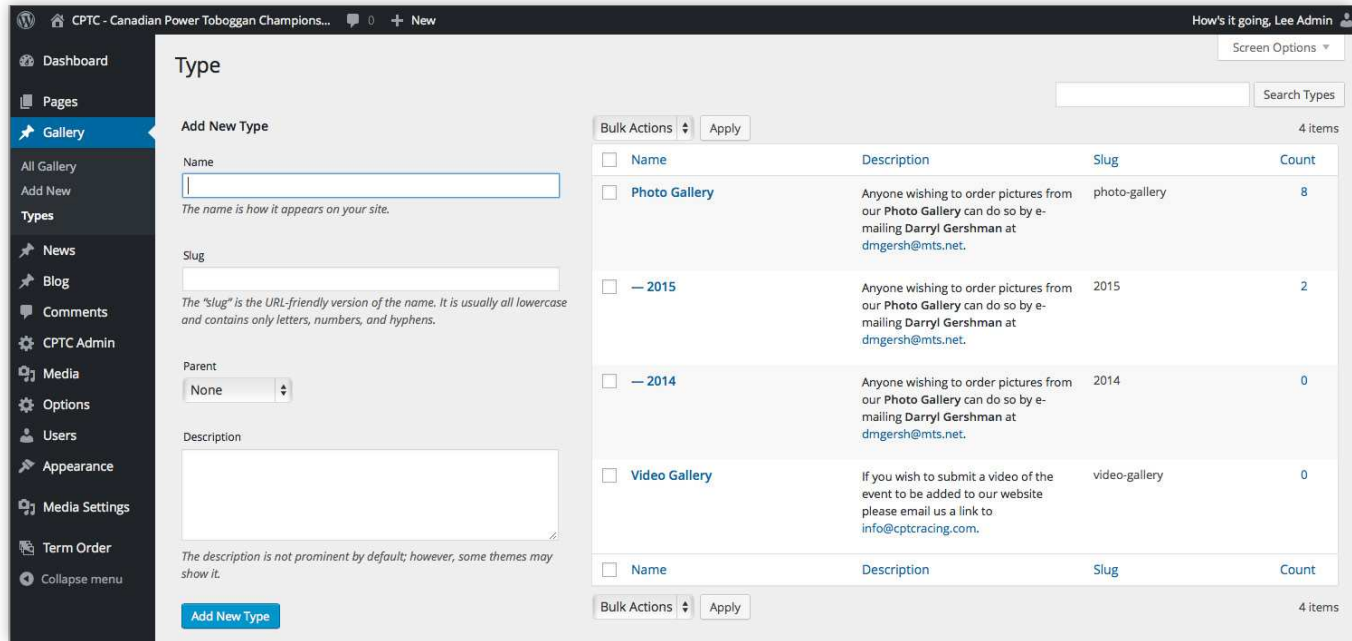
- The large hero image at the top of the web page. If no feature image is set, a default one is displayed.
- Recommended image size of 1200px wide X 400px high minimum.
- You may add an existing image from the library, or upload a new one by clicking **Set Featured Image**.



## GALLERIES

## ADDING GALLERY TYPES

You may add additional years to each Gallery Type (Photo or Video). Using the admin menu, navigate to Gallery -> Types.



Name	Description	Slug	Count
<input type="checkbox"/> Photo Gallery	Anyone wishing to order pictures from our Photo Gallery can do so by e-mailing Darryl Gershman at <a href="mailto:dmgersh@mts.net">dmgersh@mts.net</a> .	photo-gallery	8
<input type="checkbox"/> — 2015	Anyone wishing to order pictures from our Photo Gallery can do so by e-mailing Darryl Gershman at <a href="mailto:dmgersh@mts.net">dmgersh@mts.net</a> .	2015	2
<input type="checkbox"/> — 2014	Anyone wishing to order pictures from our Photo Gallery can do so by e-mailing Darryl Gershman at <a href="mailto:dmgersh@mts.net">dmgersh@mts.net</a> .	2014	0
<input type="checkbox"/> Video Gallery	If you wish to submit a video of the event to be added to our website please email us a link to <a href="mailto:info@cpctracing.com">info@cpctracing.com</a> .	video-gallery	0

## Add New

- Enter the year into the Name field that you want to add.
- Set the Parent dropdown to the type you want to add a Year to. This should be either Photo Gallery or Video Gallery.
- You may also enter a description that is to be displayed on any galleries you add to the type.
- Click the Add New Type button once done.

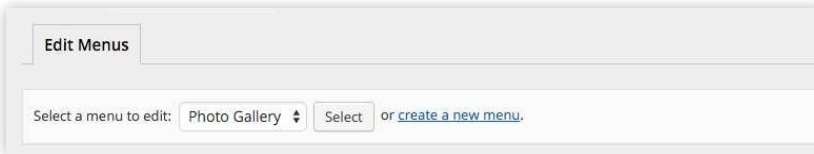
## Edit

- You may also edit any existing type by clicking it's title.

## GALLERIES

## ORDERING GALLERY TYPES

You may order the different gallery types for display on the website, specifically for display in the sidebar navigation on gallery pages. This is currently relevant for the Photo Gallery. To add or edit the years in the menu, go to **Appearance -> Menus** using the admin menu. Ensure that the **Photo Gallery** menu is selected.




## Adding Items

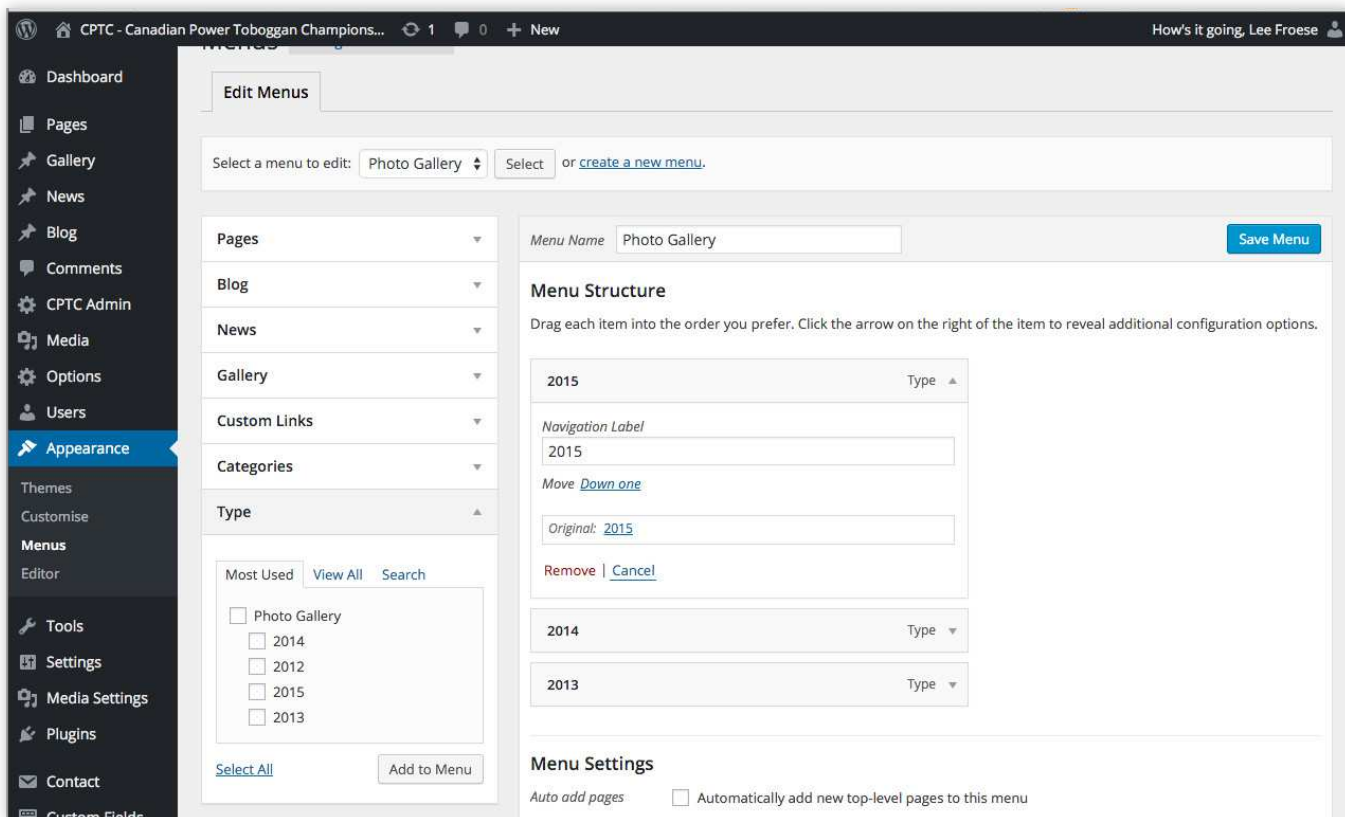
To add a new item, use the panels to the left. The years for the photo galleries will be under the **Type** panel. Check off any of the items you want to add and click **Add to Menu**. If you don't see the **Type** panel, use the **Screen Options** tab in the top right corner and ensure the **Type** checkbox is checked.

## Editing Items

You may re-order the items by dragging and dropping them. You can also rename them by expanding the item and updating the **Navigation Label**.

## Deleting Items

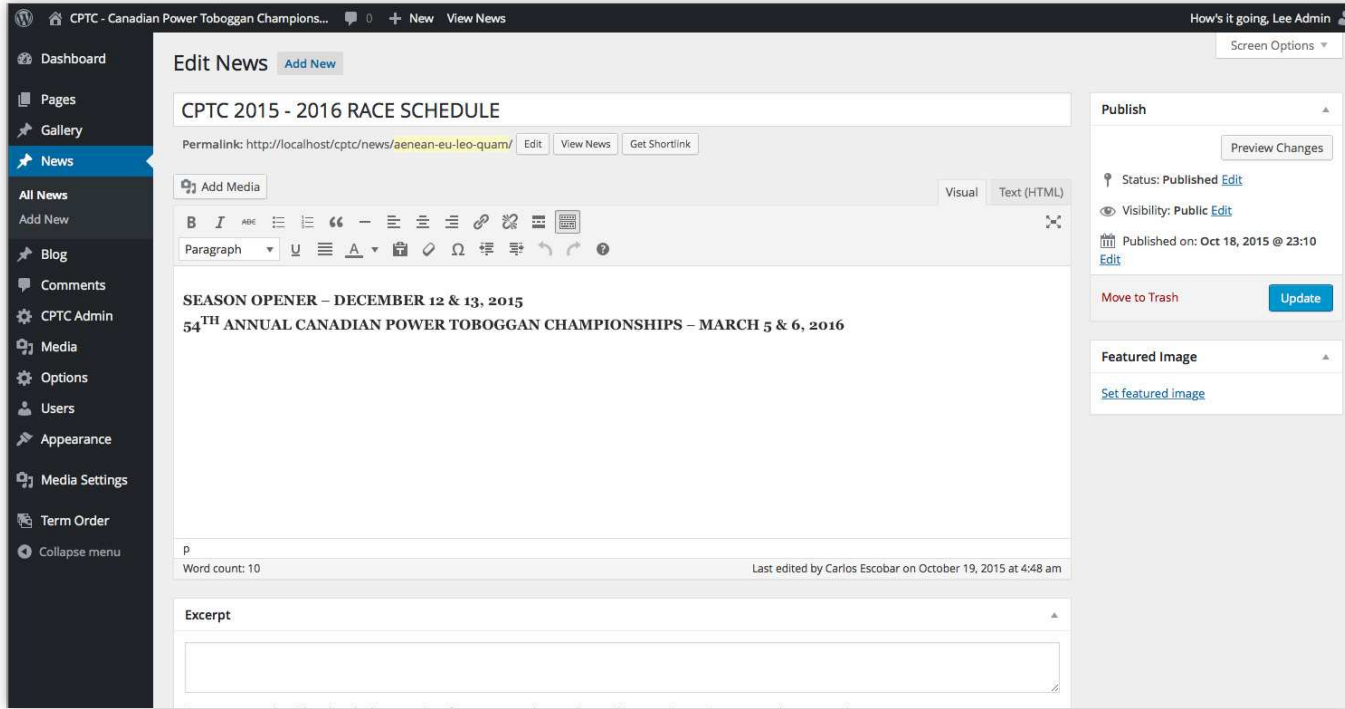
To delete an item, expand the item using the arrow and click **Remove**.





## NEWS

## ADDING & EDITING NEWS

To add a new post, use the admin menu and go to **News -> Add New**. To edit a post, go to **News -> All News** and click on the item you want to edit.



**Main Content** - for further text editor information, visit <https://en.support.wordpress.com/visual-editor/>

- Enter any text, images, or videos into the content editor. It has similar functionality to MS Word and allows you to style text (bold, italic, heading styles), link content, align content, add lists, etc.
- If pasting from MS Word, used the strip formatting button. 
- If you don't see the full toolbar, toggle it using  button.

**Featured Image** - the large hero image at the top of the web page.

- If no feature image is set, a default one is displayed.
- Recommended image size of 1200px wide X 400px high minimum.
- You may add an existing image from the library, or upload a new one by clicking **Set Featured Image**.

### Excerpt

- Optionally, you can add an excerpt or short description that is displayed on the home page and main news page. If one isn't set, the main content will be used and automatically shortened.

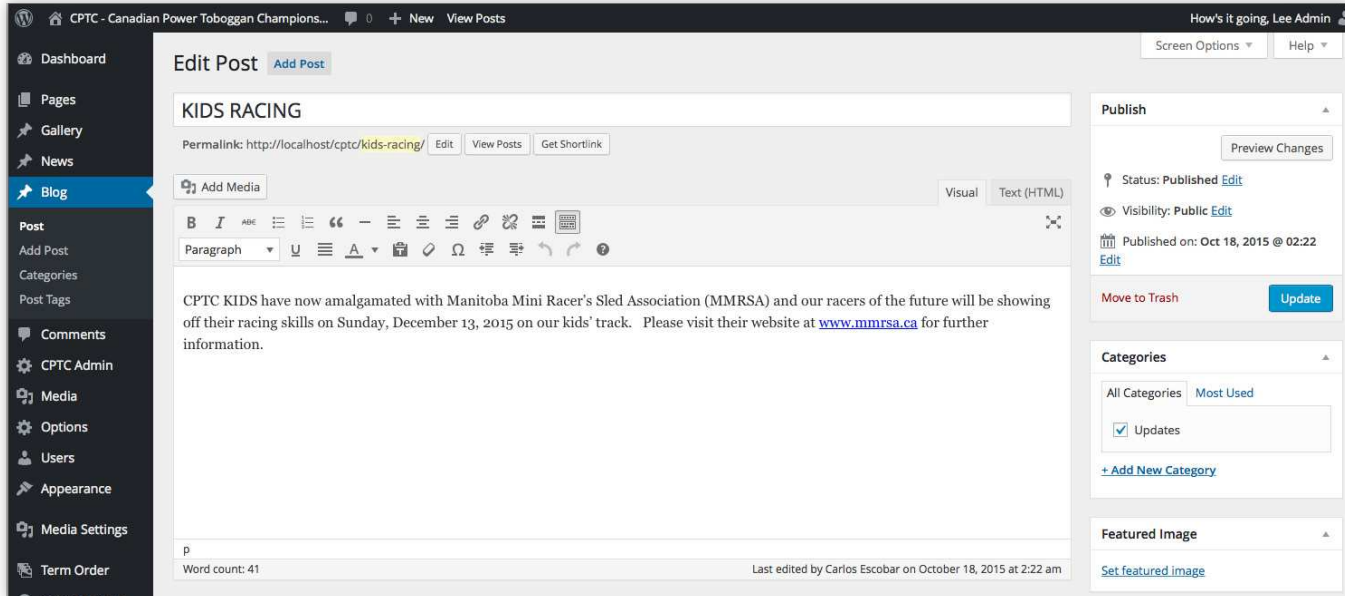
### Publish

- Posts may have a **Status** of Draft, Pending Review, or Published. Published posts will display on the site.
- Posts can also have different **Visibilities** set. Public - anyone can see, Private - logged in users can see, Password Protected - requires a password to view.
- You can also set when a post should be published. Setting a date in the future will schedule the post to be published then.



## BLOG

## ADDING & EDITING BLOG POSTS

To add a new post, use the admin menu and go to Blog -> Add New. To edit a post, go to Blog -> Post and click on the item you want to edit.



**Main Content** - for further text editor information, visit <https://en.support.wordpress.com/visual-editor/>

- Enter any text, images, or videos into the content editor. It has similar functionality to MS Word and allows you to style text (bold, italic, heading styles), link content, align content, add lists, etc.
- If pasting from MS Word, used the strip formatting button. 
- If you don't see the full toolbar, toggle it using  button.

**Featured Image** - the large hero image at the top of the web page.

- If no feature image is set, a default one is displayed.
- Recommended image size of 1200px wide X 400px high minimum.
- You may add an existing image from the library, or upload a new one by clicking **Set Featured Image**.

### Categories

- Select a category for the blog post to go into. You may also add a new category by clicking the **Add New Category** link. Try to use existing categories if possible.

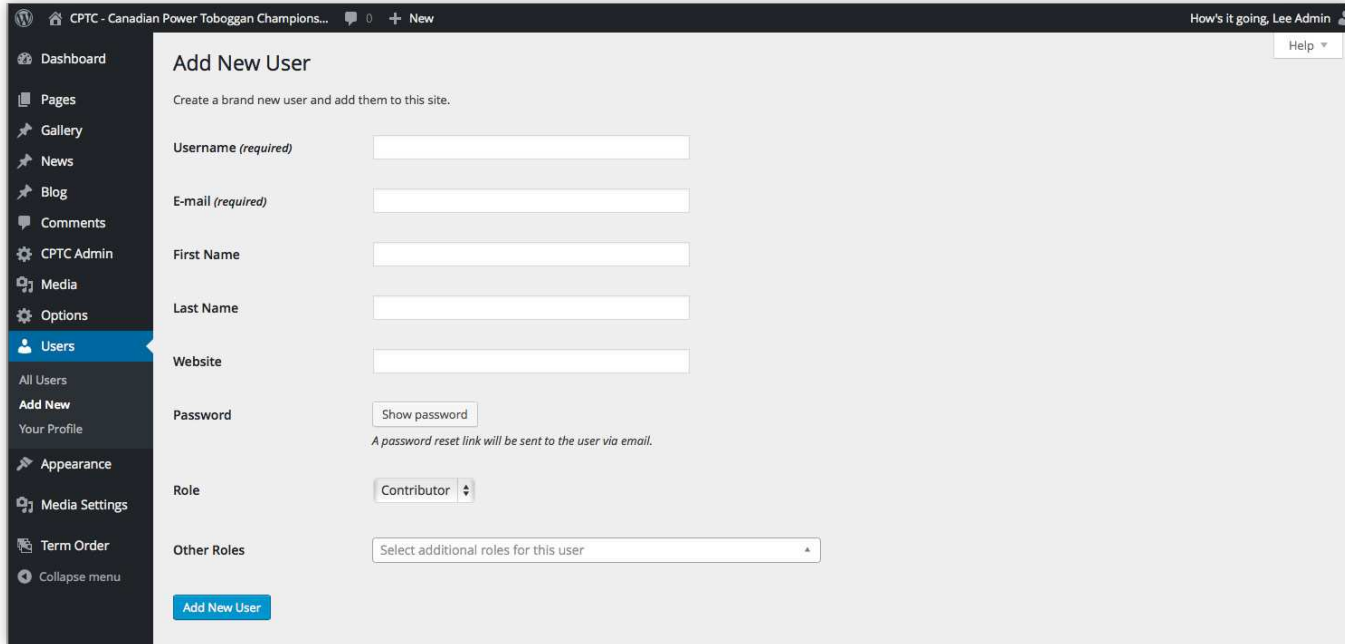
### Publish

- Posts may have a **Status** of Draft, Pending Review, or Published. Published posts will display on the site.
- Posts can also have different **Visibilities** set. Public - anyone can see, Private - logged in users can see, Password Protected - requires a password to view.
- You can also set when a post should be published. Setting a date in the future will schedule the post to be published then.

## BLOG

## ADDING BLOG CONTRIBUTORS

Blog contributors are people that are allowed to create blog posts, but must have an admin approve and publish their posts. To add a blog contributor, use the admin menu and go to [Users -> Add New](#).



The screenshot shows the 'Add New User' form in the WordPress admin dashboard. The left sidebar contains the 'Users' menu, with 'Add New' selected. The form fields include:

- Username (required)**: Text input field.
- E-mail (required)**: Text input field.
- First Name**: Text input field.
- Last Name**: Text input field.
- Website**: Text input field.
- Password**: Text input field with a 'Show password' button. Below it, a note states: 'A password reset link will be sent to the user via email.'
- Role**: A dropdown menu currently set to 'Contributor'.
- Other Roles**: A dropdown menu with the text 'Select additional roles for this user'.

At the bottom left of the form is a blue button labeled 'Add New User'.

- Give the new user a **Username**. This can be their email address.
- Enter their email address so they will have login details emailed to them.
- Enter the users **First** and **Last Name**.
- Ensure their **Role** is set to **Contributor**.
- Click the **Add New User**.

## PUBLISHING & REVIEWING CONTRIBUTOR POSTS

To publish or review a contributor post, go to [Blog -> Post](#). Any post marked as Pending has been submitted by a contributor and requires a CPTC admin to publish the post to the site.



The screenshot shows the 'Blog' post list in the WordPress admin dashboard. The left sidebar contains the 'Blog' menu, with 'Post' selected. The table displays the following data:

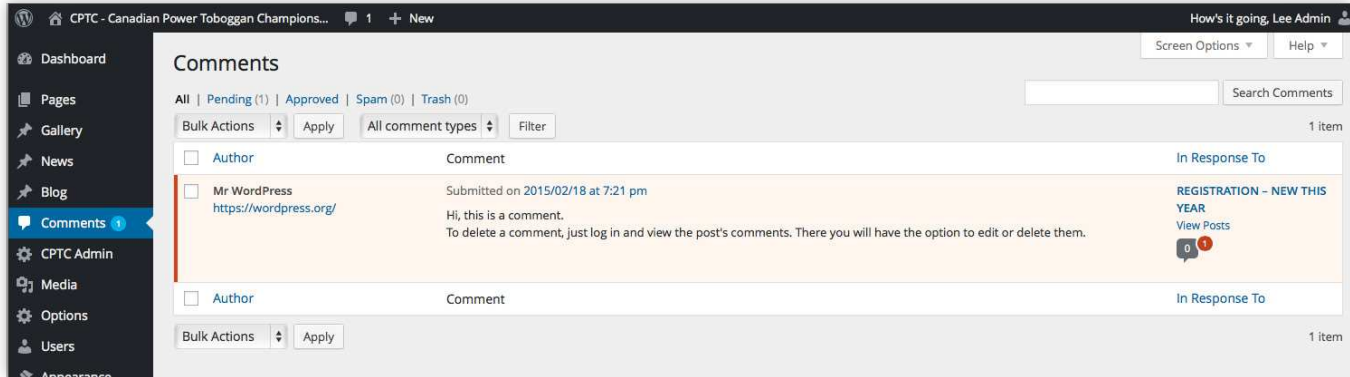
Title	Author	Categories	Tags	Date
<input type="checkbox"/> KIDS RACING - Pending	Carlos Escobar	Updates	—	2015/10/18 Last Modified

At the top of the table, there are filters for 'All (5)', 'Published (4)', and 'Pending (1)'. There are also buttons for 'Bulk Actions', 'Apply', 'All dates', 'All categories', and 'Filter'. A search bar is located at the top right of the table area.

## BLOG

## MODERATING COMMENTS

When comments need approval, the Comments link will have a number beside it in the admin menu. To approve and delete comments, go to [Comments](#).

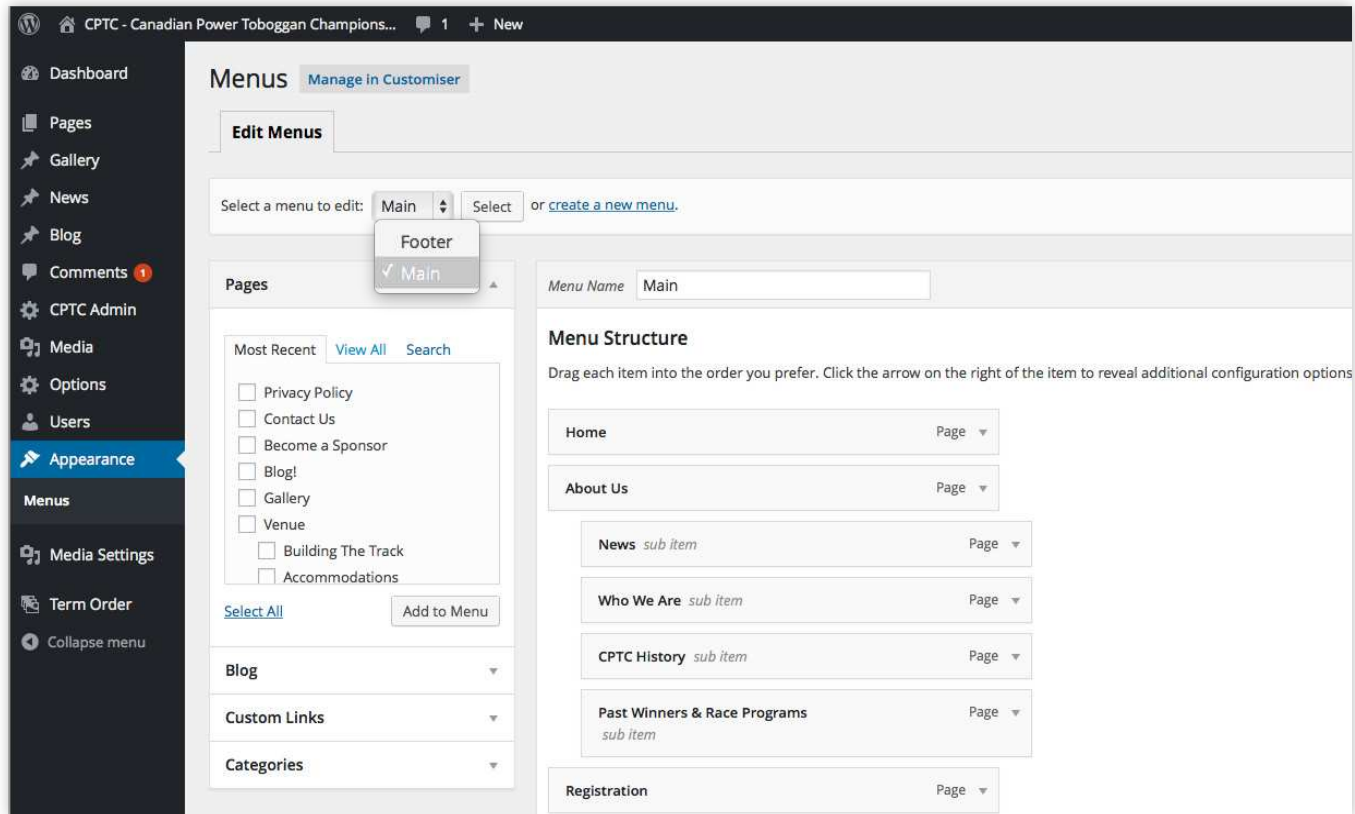


- You may approve any comments that are highlighted in red.
- If a comment appears to be SPAM you can mark it as SPAM either by checking the checkbox and using the [Bulk Actions](#) dropdown, or by hovering the comment and clicking the [SPAM](#) link.
- If you want to remove any inappropriate comments, you may check off the comments and use the [Bulk Actions](#) dropdown or hover the comment and click the [Delete](#) link.

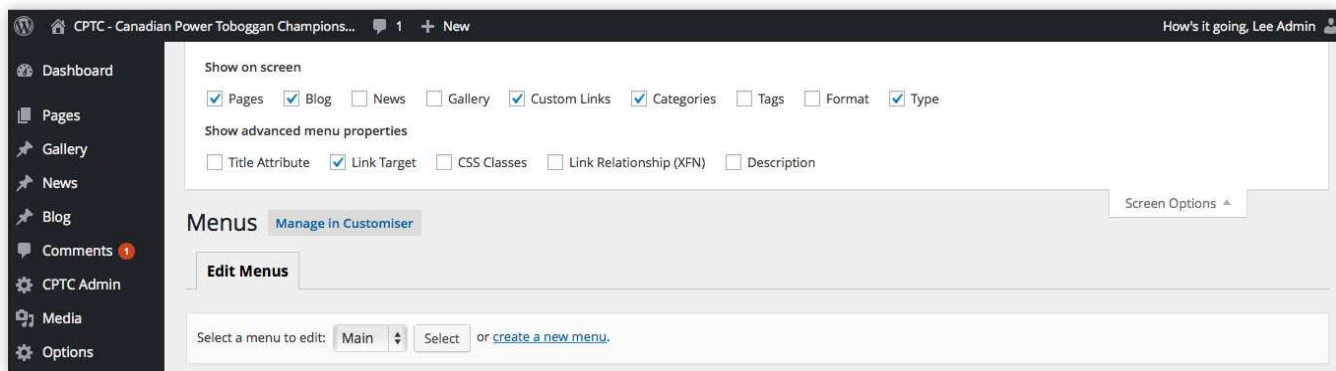
## MENUS

## EDITING MENUS

There are currently three menus that are editable on the site consisting of: the header or main menu, the footer menu and the photo gallery menu. To edit the menus, go to **Appearance** then **Menus** using the admin menu. You can select a different menu to edit using the dropdown and clicking the **Select** button.



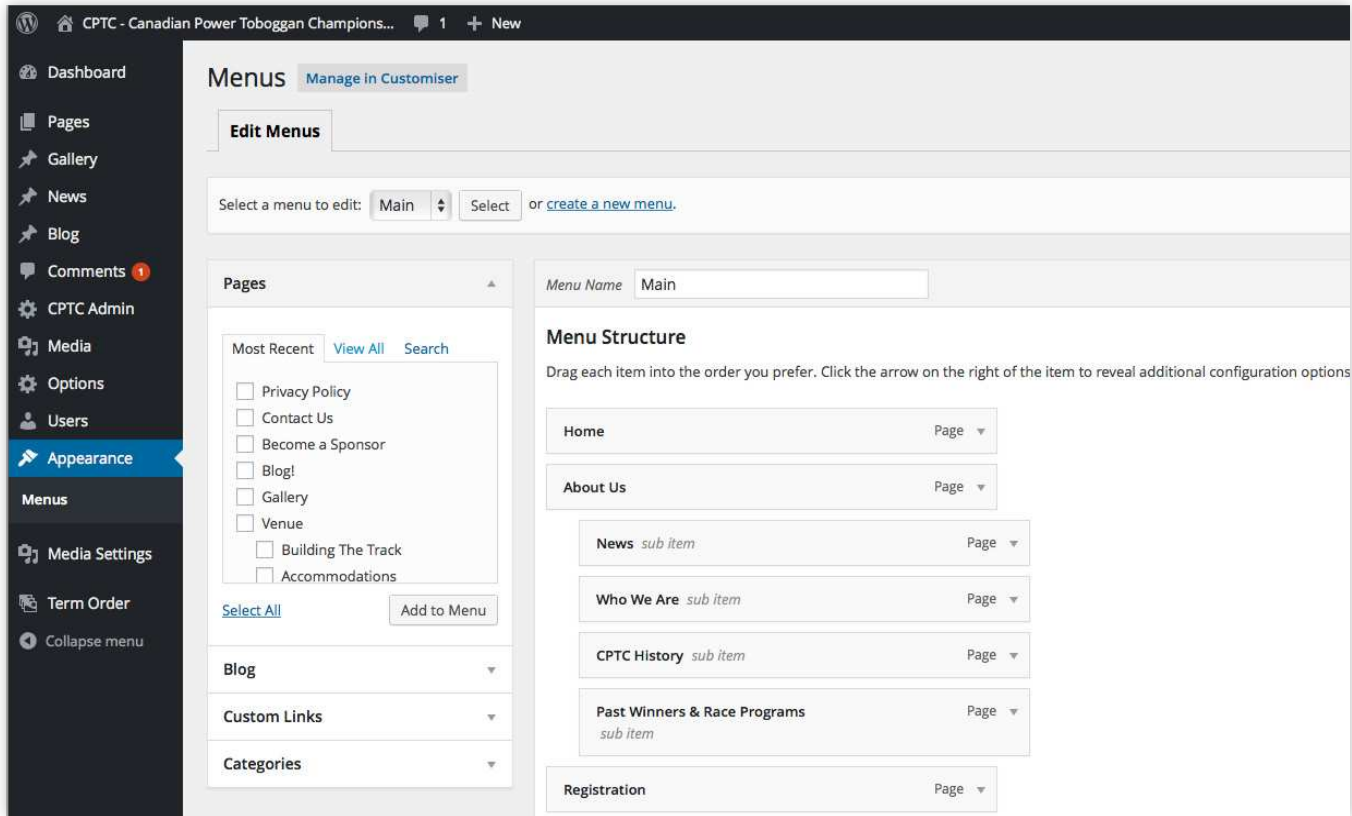
You should also make sure to enable a couple of Screen Options if you haven't already. Click **Screen Options** in the top right corner to begin. The ones to enable are: **Type** and **Link Target**.



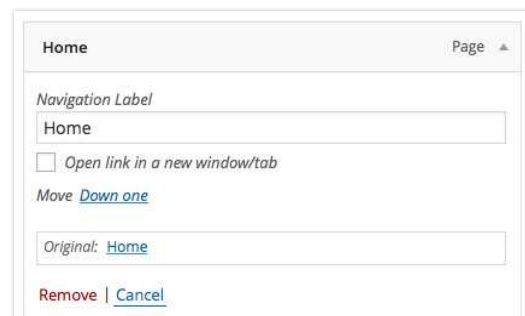


## MENUS

## EDITING MENUS - CONT'D



- As a rule of thumb the main navigation should not have more than 7-8 top level links. There are currently 8, so any additional links should be added as a sub-page. You may also revise the top level links.
- You can add additional items by using the panels on the left such as Pages, Blog Post, Custom Links, Categories, or Types. Check the items that you want to add and click **Add to Menu**.
- To remove an item, expand the item by clicking the arrow on the right side. Click the **Remove** link to delete the item.
- Any links to external websites should open in a new tab or window by checking the box.
- Lastly, you may reorder menu items by dragging and dropping them.

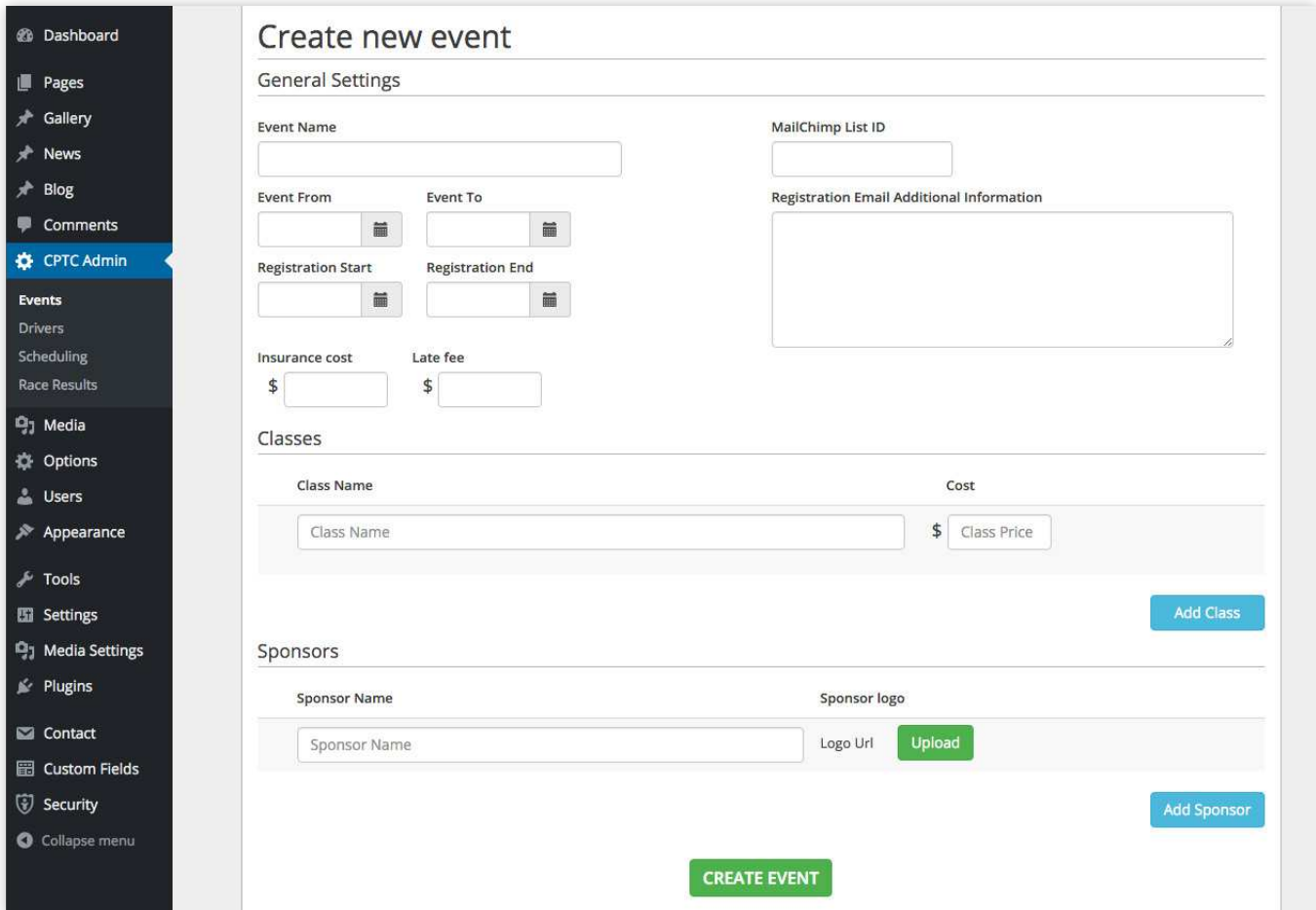




## EVENTS

# ADDING & EDITING EVENTS

To add a new event or edit an existing event, use the admin menu and go to CPTC Admin -> Events.



**Create new event**

**General Settings**

Event Name

MailChimp List ID

Event From

Event To

Registration Start

Registration End

Insurance cost \$

Late fee \$

Registration Email Additional Information

**Classes**

Class Name	Cost
<input type="text"/>	\$ <input type="text"/>

[Add Class](#)

**Sponsors**

Sponsor Name	Sponsor logo
<input type="text"/>	Logo Url <input type="text"/> <a href="#">Upload</a>

[Add Sponsor](#)

[CREATE EVENT](#)

- Fill in or edit the relevant information. Ensure that the event is given the following:
  - **Event Name**
  - **Event From and To dates**
  - **Registration Start and End dates**
  - **Insurance Cost**
  - **Classes with Costs**
- The following fields are optional:
  - **Late Fee** - an extra fee for registering drivers after the registration date has closed using the CPTC Admin -> Drivers interface.
  - **MailChimp List ID** - the id of the list created for the event in MailChimp. See the [MailChimp](#) section for more information.
  - **Registration Email Info** - an additional message to display in the email sent to a driver upon registering.
  - **Sponsors** - ability to add Sponsor Names and Logos which are displayed within the Schedule and Race Results.
- Click the Create Event button when finished.

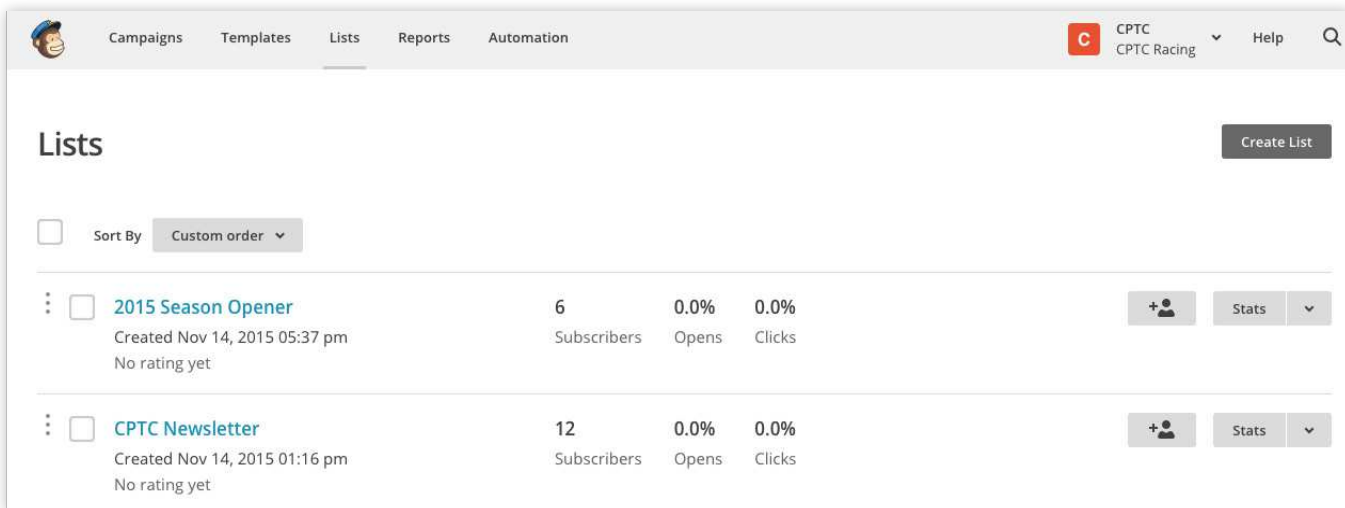
## EVENTS

## MAILCHIMP

MailChimp adds the ability to send out email newsletters to drivers.

To login, visit [mailchimp.com](http://mailchimp.com). Username: cptcracing Password: t9W7YB793!

Once logged in, go to **Lists** to view the current lists. There's a general CPTC Newsletter list which contains email address for anyone who has signed up on the website. There are also lists specific to events, allowing newsletters to be sent with information specific to that event. These lists contain only drivers that have registered for the event.



The screenshot shows the MailChimp 'Lists' interface. At the top, there's a navigation bar with 'Campaigns', 'Templates', 'Lists', 'Reports', and 'Automation'. The 'Lists' tab is active. On the right, it says 'CPTC CPTC Racing' and 'Help'. Below the navigation bar, the title 'Lists' is on the left, and a 'Create List' button is on the right. A 'Sort By' dropdown menu is set to 'Custom order'. The main area contains a table of lists:

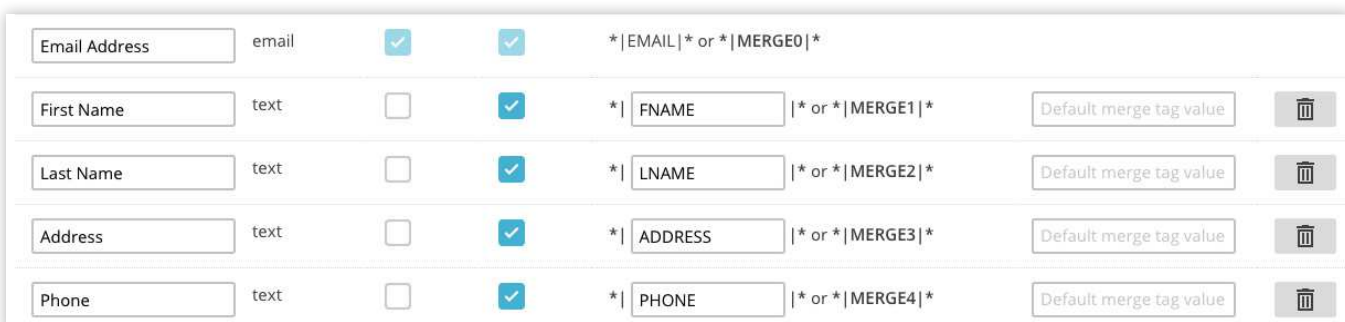
Sort By	Custom order					
<input type="checkbox"/>	2015 Season Opener	6	0.0%	0.0%	+ [person icon]	Stats [dropdown]
	Created Nov 14, 2015 05:37 pm	Subscribers	Opens	Clicks		
	No rating yet					
<input type="checkbox"/>	CPTC Newsletter	12	0.0%	0.0%	+ [person icon]	Stats [dropdown]
	Created Nov 14, 2015 01:16 pm	Subscribers	Opens	Clicks		
	No rating yet					

If you're adding a new event to the site, you'll want to create a new list for that event. Click the **Create List** button in the top right.

- List Name - use the same name as the new event.
- Default From Email - set to [info@cptcracing.com](mailto:info@cptcracing.com)
- Default From Name - set to CPTC Racing
- Reminder - set a reminder or re-use one from another list

Once you've saved the list, go to **Settings** -> **List Fields** and **\*|MERGE|\*** Tags. Here you'll need to add the Address and Phone Number fields to the list.

- Click the **Add Field** button
- Choose the **Text** field type
- Rename the field i.e. Address or Phone
- Change the tag from **MMERGE** to the same name as the field i.e. **ADDRESS** or **PHONE**
- Repeat as necessary and click **Save** when finished.



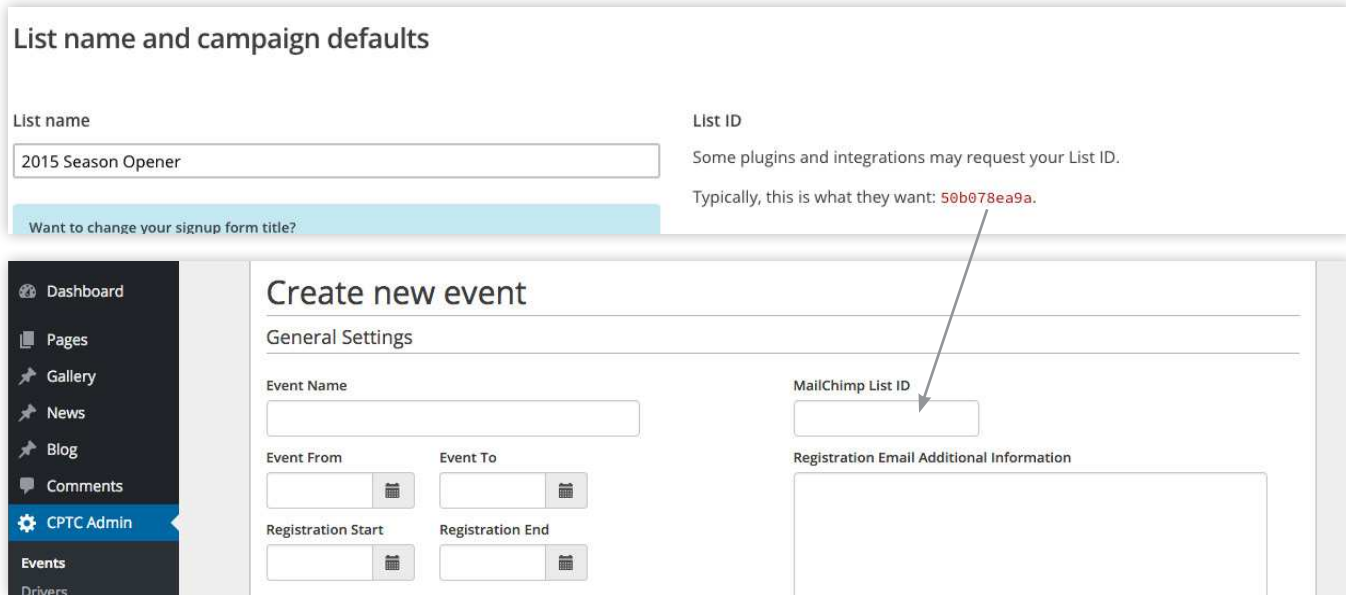
The screenshot shows the 'List Fields' settings page. It has a table with columns for field name, type, status, and tag. The fields are:

Field Name	Type	Status	Tag	Default merge tag value	Actions
Email Address	email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	* EMAIL * or * MERGE0 *	
First Name	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	*  FNAME  * or * MERGE1 *	Default merge tag value [trash icon]
Last Name	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	*  LNAME  * or * MERGE2 *	Default merge tag value [trash icon]
Address	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	*  ADDRESS  * or * MERGE3 *	Default merge tag value [trash icon]
Phone	text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	*  PHONE  * or * MERGE4 *	Default merge tag value [trash icon]

## EVENTS

## MAILCHIMP CONT'D

Now that the list is setup, get the list's ID and add it to the event on the CPTC website. Go to Settings -> List Name and Defaults. Copy the ID under the List ID section. Within the admin area of the CPTC website, paste the MailChimp List ID into the field within the event.



The screenshot shows two parts of the CPTC Admin interface. The top part is a 'List name and campaign defaults' section with a 'List name' field containing '2015 Season Opener' and a 'List ID' section. The 'List ID' section contains the text: 'Some plugins and integrations may request your List ID. Typically, this is what they want: 50b078ea9a.' An arrow points from this ID to the 'MailChimp List ID' field in the 'Create new event' form below. The 'Create new event' form has a 'General Settings' tab and fields for 'Event Name', 'Event From', 'Event To', 'Registration Start', 'Registration End', and 'MailChimp List ID'. There is also a 'Registration Email Additional Information' text area. A sidebar on the left shows navigation links: Dashboard, Pages, Gallery, News, Blog, Comments, CPTC Admin (highlighted), Events, and Drivers.

### Sending a Newsletter

To send a newsletter, login to [mailchimp.com](http://mailchimp.com). Username: cptcracing Password: t9W7YB793!

Go to Campaigns and click Create Campaign to begin setup.

- Choose the list that you want to send to
- Fill in the related information such as Name, Subject, etc.
- Select a template to use and add any related content to it such as text or images.
- Once completed, you can either schedule when to send the newsletter or send it right away.

For more in-depth information about using MailChimp see their video section at

<http://kb.mailchimp.com/video-index>

## EVENTS

## DRIVERS

The drivers area allows you to add drivers, edit driver information, register drivers for an event, and issue refunds. This is where you can register a driver for an event after registration has closed. Go to [CPTC Admin](#) -> [Drivers](#) to see the list of current drivers.

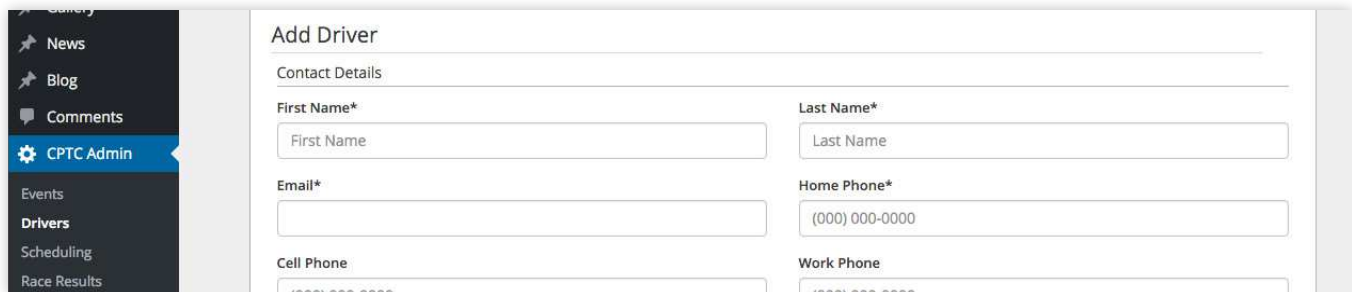


The screenshot shows the 'Drivers' section of the CPTC Admin interface. On the left is a sidebar with navigation links: Dashboard, Pages, Gallery, News, Blog, Comments, CPTC Admin (highlighted), Events, Drivers, Scheduling, and Race Results. The main content area is titled 'Drivers' and includes an 'Add New' button. Below the title is a table listing existing drivers.

<input type="checkbox"/>	Username	Name	E-mail
<input type="checkbox"/>	andybaker@highspeedcrow.ca	Andy Baker	andybaker@highspeedcrow.ca
<input type="checkbox"/>	andy@highspeedcrow.ca	Anthony Baker	andy@highspeedcrow.ca
<input type="checkbox"/>	carlos@escobarcreative.com	Carlos Escobar	carlos@escobarcreative.com
<input type="checkbox"/>	joeblow@letitsnow.com	Joe Blow	joeblow@letitsnow.com
<input type="checkbox"/>	janbaker@live.ca	JOHN DOE	janbaker@live.ca
<input type="checkbox"/>	test@1916514.com	John Smith	test@1916514.com

## Adding a Driver

Click the Add New button to add a new driver. Fill out all of their relevant information and click Add Driver once complete.



The screenshot shows the 'Add Driver' form in the CPTC Admin interface. The sidebar is the same as in the previous screenshot. The main content area is titled 'Add Driver' and contains a 'Contact Details' section with the following fields:

- First Name\***: Input field with placeholder 'First Name'
- Last Name\***: Input field with placeholder 'Last Name'
- Email\***: Input field
- Home Phone\***: Input field with placeholder '(000) 000-0000'
- Cell Phone**: Input field with placeholder '(000) 000-0000'
- Work Phone**: Input field with placeholder '(000) 000-0000'

## EVENTS

## DRIVERS CONT'D

**Registering a Driver for an Event.**

Once a driver has been added, you can register them for an event (if there's any event's open for registration or the event date hasn't passed). Select the classes to register them for and the relevant machine. If registration is closed, but the event hasn't happened yet, the late fee for the event will be displayed along with the total. Click the Register button to add the driver to the event. Payment is to be taken manually.

Comments
CPTC Admin
Events
Drivers
Scheduling
Race Results
Media
Options
Users
Appearance
Tools
Settings

### Register Now

#### 2015 Season Opener

Event Date: December 12, 2015 - December 13, 2015

Registration Open Until: December 09, 2015

Select Classes

Select	Class Name	Machine	Class Price
<input type="checkbox"/>	IFS 340X - SATURDAY	Select...	\$60
<input type="checkbox"/>	IFS 340X - SUNDAY	Select...	\$60
<input type="checkbox"/>	IFS 440X - JERRY BUNKE CUP	Select...	\$160
<input type="checkbox"/>	JR. NOVICE STOCK FAN 380 (10-14) Paid by DC Accounting	Select...	\$0

**Refunding a Driver**

You may also refund a driver from a class or an entire event. Scroll down to the Orders section. You may issue a refund if the event date hasn't passed. A notice will be sent to [refunds@cptcracing.com](mailto:refunds@cptcracing.com) for them to issue a cheque.

Blog
Comments
CPTC Admin
Events
Drivers
Scheduling
Race Results
Media

### Orders

#### 1. 2015 Season Opener

Details

Order Date: Nov 15, 2015

Order No: 4914

Order Total: \$105

Classes Registered For

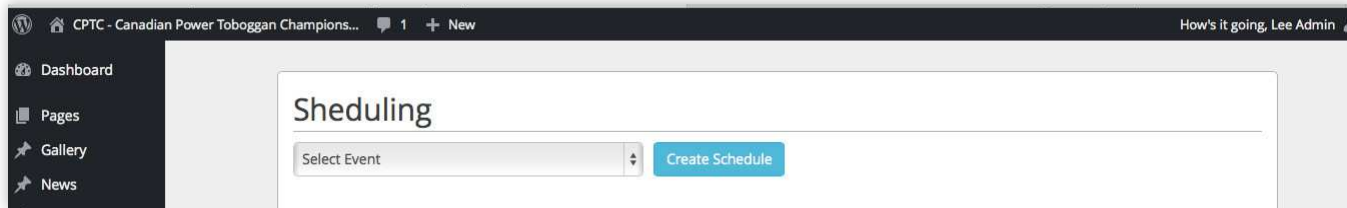
SUPER MOD 300 FA/LC - SATURDAY	<a href="#">Refund Class</a>
SUPER MOD 340 FA/LC - SATURDAY	<a href="#">Refund Class</a>

[Refund Order](#)

## EVENTS

## SCHEDULING

To add generate or edit an existing schedule, use the admin menu and go to CPTC Admin -> Scheduling.



## Classes

You can adjust the class name, set the number of drivers per race, laps and date. The date is based off of the event dates set when creating the event. You can also re-order the classes by drag and drop.



## Races

Within each class, you can setup the races by clicking on the expand arrow.

- Ordering - you can re-order the drivers by drag and drop and move them from one race to another.
- Duplicate Race - allows you to duplicate a race if there's multiple races with the same drivers.
- Duplicate Class - allows you to copy a whole class with races.

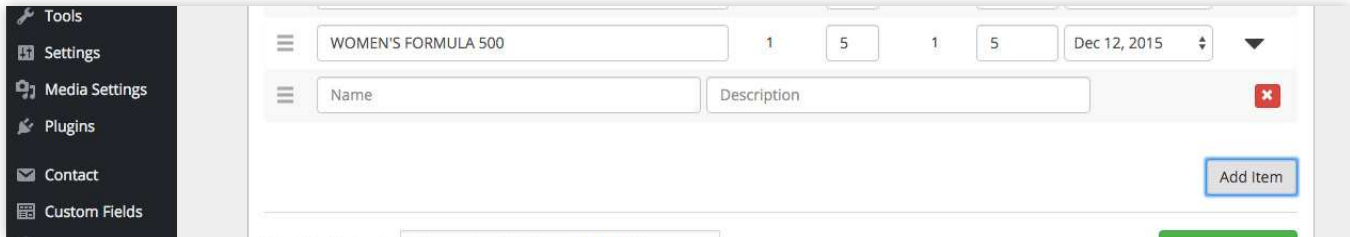


## EVENTS

## SCHEDULING CONT'D

**Custom Items**

You can also add a custom item, such as an intermission by click the gray Add Item button at the bottom. Ensure that a Name and any relevant fields are entered.



The screenshot shows the 'Custom Items' form. On the left is a sidebar with menu items: Tools, Settings, Media Settings, Plugins, Contact, and Custom Fields. The main form area has a header with a hamburger menu, a text input field containing 'WOMEN'S FORMULA 500', and four numeric input fields with values 1, 5, 1, and 5. To the right of these is a date dropdown set to 'Dec 12, 2015' and a downward arrow. Below the header is a section with a 'Name' input field, a 'Description' input field, and a red 'X' icon. At the bottom right of the form is a blue 'Add Item' button.

**Numbering Races**

Once you have the order of classes and races setup, you'll want to rename the Races as the numbers in the race names won't correspond with the new order.

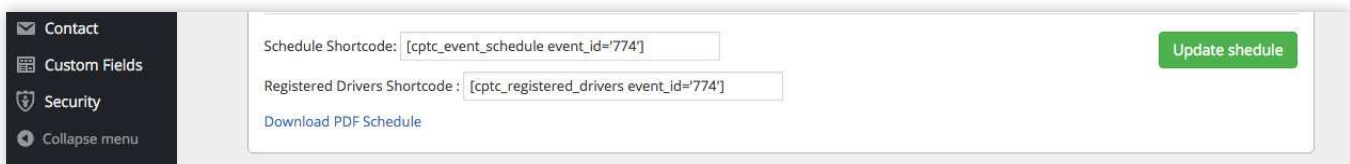


The screenshot shows the 'Numbering Races' form. The sidebar on the left includes: Events, Drivers, Scheduling (highlighted), Race Results, and Media. The main form area has a header with a hamburger menu, a text input field containing 'IFS 340X - SUNDAY', and four numeric input fields with values 2, 5, 1, and 5. To the right is a date dropdown set to 'Dec 12, 2015' and an upward arrow. Below the header is a table with the following structure:

	Race 1	Bib Number	Location	Machine	Duplicate Race
	Jan Baker	59	Beausejour, MB	1987 Arctic Cat Panther - 340	
	Reid Baker	33	Beausejour, MB	2007 Polaris IQ - 600	

**Generate Schedule**

Once you're finished creating or editing the schedule, click the Create or Update Schedule button. This will regenerate the schedule. If you've already placed the schedule and driver registration shortcodes into the relevant pages, there is no need to re-do this unless this is a new event schedule.

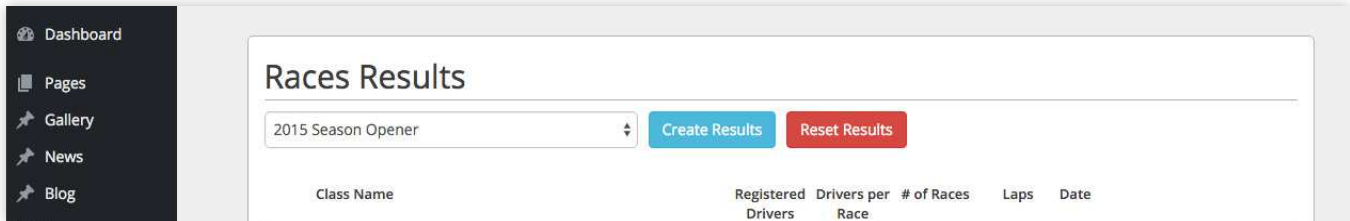


The screenshot shows the 'Generate Schedule' form. The sidebar on the left includes: Contact, Custom Fields, Security, and Collapse menu. The main form area has a text input field for 'Schedule Shortcode:' containing '[cptc\_event\_schedule event\_id="774"]', a text input field for 'Registered Drivers Shortcode:' containing '[cptc\_registered\_drivers event\_id="774"]', and a blue 'Download PDF Schedule' link. A green 'Update schedule' button is located at the bottom right.

## EVENTS

## RACE RESULTS

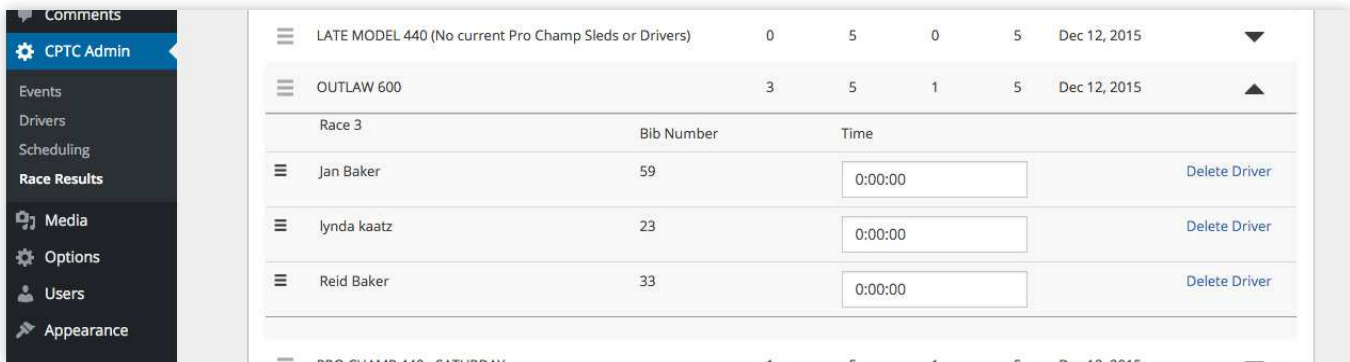
On race day, an admin can update the race results and display them on the site. Go to **CPTC Admin -> Race Results** and select the appropriate event. The race results are based on the schedule, so ensure that scheduling is completed first.



Class Name	Registered Drivers	Drivers per Race	# of Races	Laps	Date
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Expand the class that you want to enter results for by click the expand arrow.

- Ordering - you can re-order the drivers by drag and drop.
- Time - enter the times the drivers finished in.
- Delete - remove any drivers that didn't finish or were disqualified.



Race 3	Bib Number	Time	Delete Driver
Jan Baker	59	0:00:00	Delete Driver
lynda kaatz	23	0:00:00	Delete Driver
Reid Baker	33	0:00:00	Delete Driver

## Generate Race Results

Once you're finished creating or editing the results, click the Create or Update Results button. This will regenerate the race results. If you've already placed the race results shortcode into the relevant page, there is no need to re-do this unless this is for a new event.



Race Results Shortcode	Bib Number	Time	Update Results
[cptc_event_results event_id='774']	1	0:00:00	Update Results



## EVENTS

## SHORTCODES

Once you've generated a schedule or created race results, the shortcodes need to be places into relevant pages.



### Schedule Page

Copy the Schedule Shortcode and go to Pages -> All Pages. Find the Race Schedule page and edit it. Paste the shortcode into the content editor. When you view the page, you should now see the schedule you created.

### Registered Drivers Page

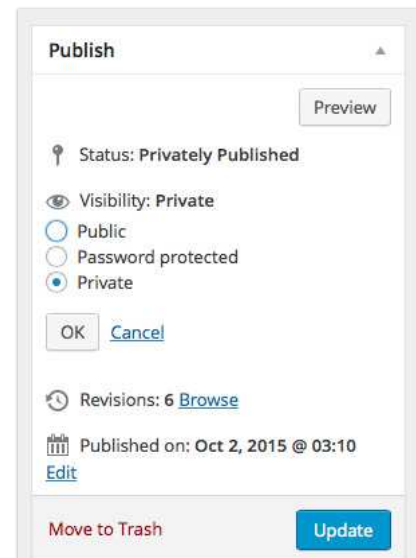
Copy the Registered Drivers Shortcode and go to Pages -> All Pages. Find the Registered Drivers page and edit it. Paste the shortcode into the content editor. When you view the page, you should now see the schedule you created.

### Race Results Page

Copy the Race Results Shortcode and go to Pages -> All Pages. Find the Race Results page and edit it. Paste the shortcode into the content editor. When you view the page, you should now see the schedule you created.

### Publishing the Pages

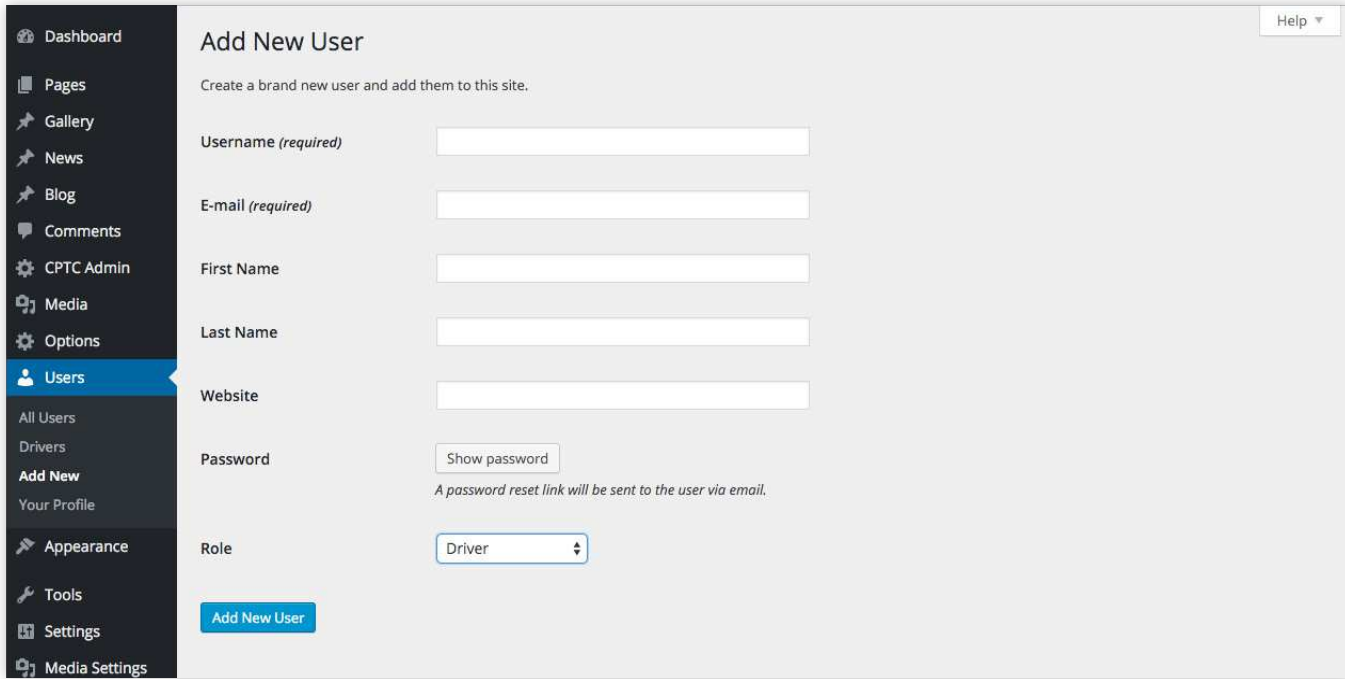
By default, the Schedule and Registered Drivers pages are set to private until they're ready to be published onto the site. Go to the page you're ready to publish and edit it. In the Publish box, edit the Visibility and change it to Public. Update the page and it will now be published. You may also want to [add the page to the main navigation](#).



## USERS

## CREATING USERS

To add users, use the admin menu and go to Users -> Add New.



The screenshot shows the 'Add New User' form in the CPTC Admin interface. The left sidebar contains a menu with options: Dashboard, Pages, Gallery, News, Blog, Comments, CPTC Admin, Media, Options, Users (highlighted), All Users, Drivers, Add New, Your Profile, Appearance, Tools, Settings, and Media Settings. The main content area is titled 'Add New User' and includes a 'Help' button. Below the title is a subtitle: 'Create a brand new user and add them to this site.' The form contains several input fields: 'Username (required)', 'E-mail (required)', 'First Name', 'Last Name', 'Website', and 'Password'. The 'Password' field has a 'Show password' button and a note: 'A password reset link will be sent to the user via email.' There is also a 'Role' dropdown menu currently set to 'Driver'. At the bottom left of the form is a blue 'Add New User' button.

Fill in the required information and set the correct Role. There are currently 4 different user roles used on the website to accomplish different functions. The current roles are:

- **Administrator** - highest level of access. These users have access to everything.
- **CPTC Admin** - suitable access for editing the site, creating events, scheduling, and moderating the blog.
- **Blog Contributor** - suitable access for creating blog posts. The users can't publish a post, this must be done by a CPTC admin.
- **Driver** - users who have signed up and registered for CPTC events. They have no access to the admin area of the site.

Once done, click [Add New User](#). The user will receive their login information by email.