Anderton Primary School Website Guide

A simple how-to guide for the new Website

Introduction & Context for your website

The website needs filling and updating with content.

Security Tip
- <u>Always</u> log out when you have been editing your website
- If you think that your details may have fallen into the wrong hands email <u>support@blippit.co.uk</u> and we will reset the account.

- The website is secured. This means the website will show a padlock in the address bar. It also means that when you log in your username and password is encrypted for your security.

- Every page has a 'history' that you can recover the previous of your page if it all goes wrong!

Updating
- **This will be a reasonably light job for you.**
- You will have a website user login for each person who has to update the website.
- We <u>strongly recommend</u> using Blippit's pay-as-you-go service when new sections are required for development. This represents high value for money with professional & reliable results that are inline with the rest of your site.

Flexibility
The School website changes to fit and work on any modern mobile device.

Document Management
- The document/download library allows easy organisation & access to documents

    - <u>only</u> ever add PDFs and <u>never</u> use Microsoft applications such as Publisher or Word because visitors may not be able to view them

Getting Started

General Tips

- Keep the school website 'tight' i.e. avoid the temptation to 'just add one more thing!'

- Drive traffic to your site from Facebook by linking to specific resources e.g. Newsletter

- Your main audience is other schools considering your offer as a School, prospective parents & the occasional parent looking for a policy.

- **Website Log In (*Training*)** https://anderton.blippit.co.uk/wp-admin/
  Website Log In (*Official*) https://www.andertonprimaryschool.co.uk/wp-admin

Username	owenj
Password	**april1900**

- **Website Visitor Stats**

Website Stats Log In	_____
Username	_____
Password	_____

Part 1: Updating Pages

Information is mainly kept in Pages.

1. Start with the Dashboard view

2. Click Pages on the side menu

3. Click the title of the Page you need to update e.g. 'Our Curriculum'

4. See the page open up into Edit Mode. Update as you need.

5. Press **Preview Changes** to see the page **before** it goes live

   • it opens in a new window or tab so close this before updating

6. Press **Update** to make your change public.

Part 2: Uploading images to use in a Page

You *shouldn't* need to add images but if you do here's how to do it.

1. Go to the page you want to add your picture to and and click Edit

2. Put your cursor where you want the photo to go

3. Click the **Add Media** button
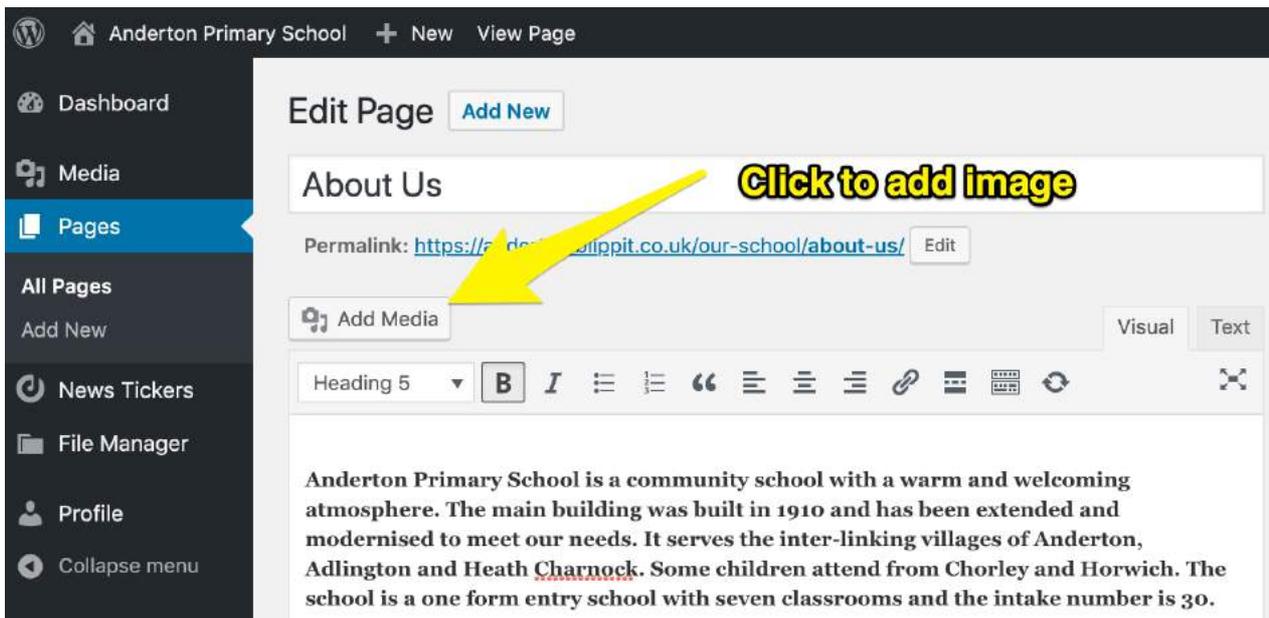
4. *Either* select the image you want from the gallery and insert into the page or upload a new one to add it to the page.
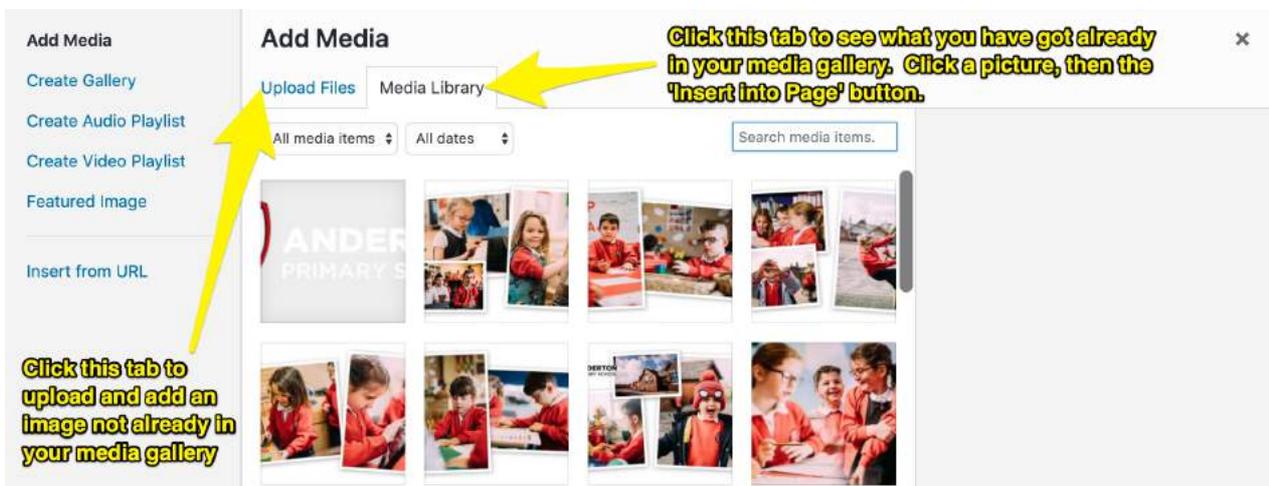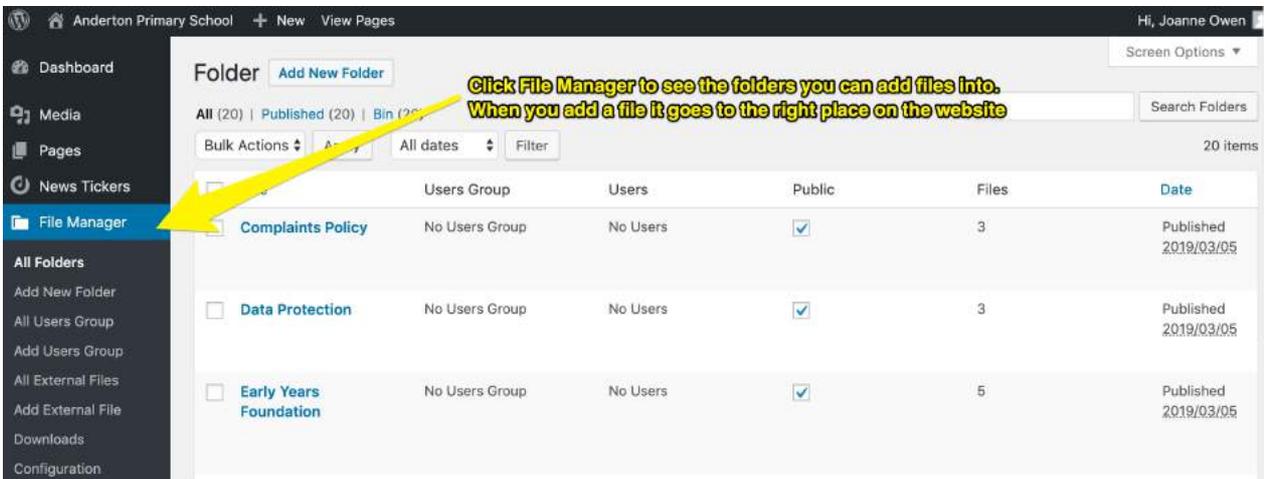
Part 3: Uploading or Updating PDF Files

Use the File Manager to keep everything organised by adding your files into pre-made folders and subfolders.

Finding & Using the File Manager

At first it is a two stage process to get files onto a page. Stage one is to create the folder and upload the files. Stage two is to add the folder to the correct page.

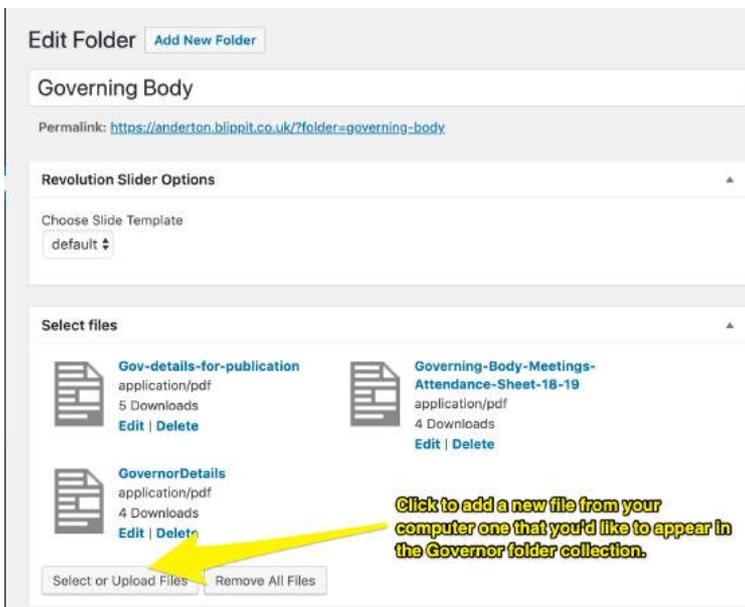### Adding a file to a folder

1. Click **File Manager**

2. As an example, see the **Governing Body** folder, first click **Edit.**

   • Click 'Select or Upload Files' button, pick the file, Save & click update.

How to add a brand new sub folder to an existing folder.

Just follow these steps - the folder will appear by itself on the correct page(s).
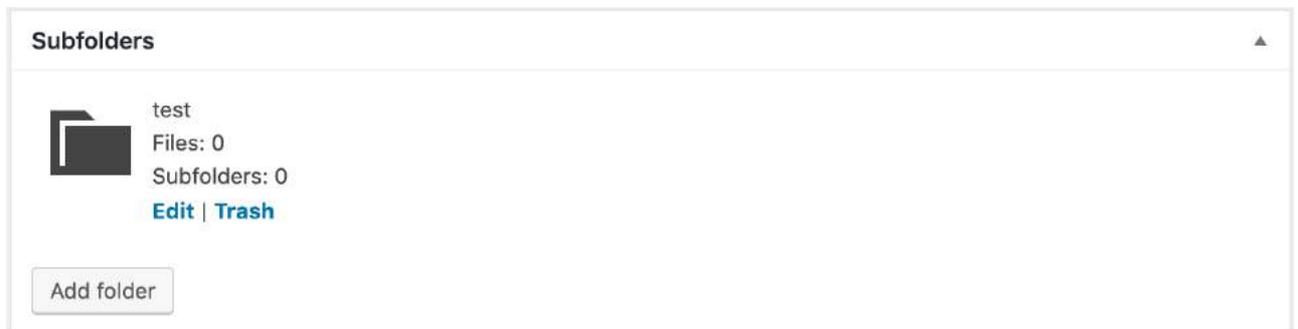
1. Click **File Manager**
2. Click the existing folder you want to add a brand new sub folder.
3. Scroll down to see the Add Folder button
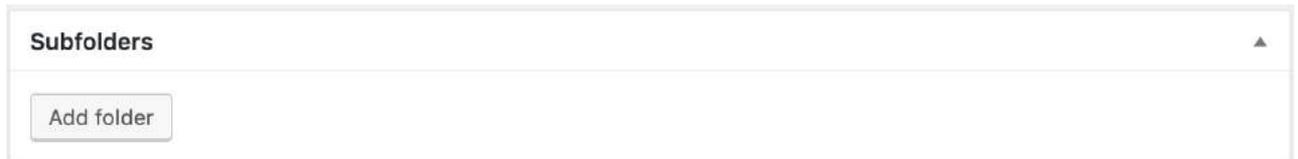
4. Name it and click OK

5. Click Edit and then add your files as needed

6. When you are ready, tick the option to make the folder public & click Update.
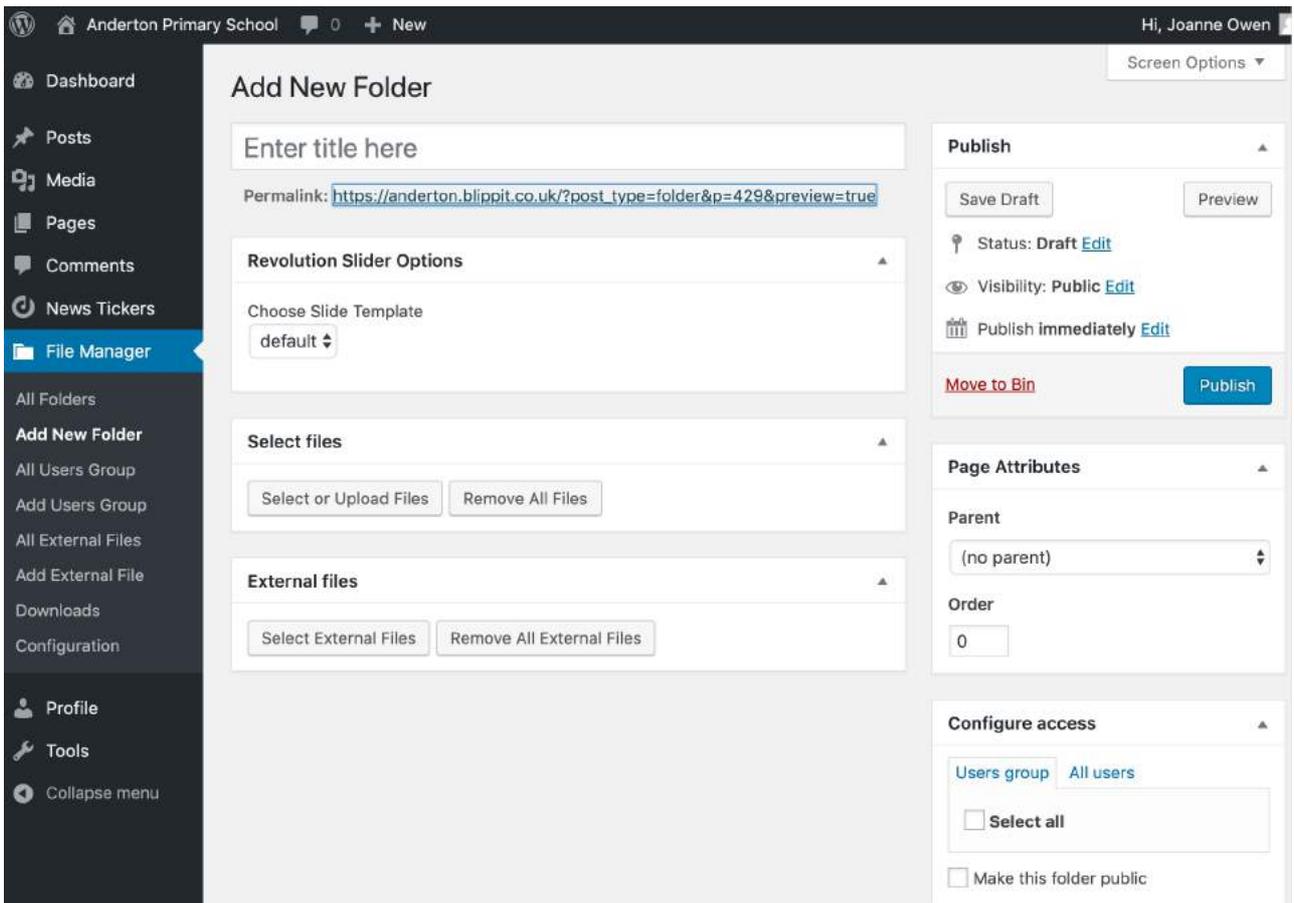
How to add a brand new folder

This is a 2 step process of creating and then inserting the new folder.

Step 1 of 2

1. Click File Manager -> Add New Folder
2. Give it a title & add some files using Select or Upload Files
3. Tick the 'Maker this Folder Public' option & then Publish

Step 2 of 2 – Get your new Folder to appear on the right page

1. Click Pages in the main menu -> Click the Page where your folder needs to be
2. Click your mouse in the place where you want the new folder to appear
3. Click the File Manager dropdown menu -> Select the folder you need
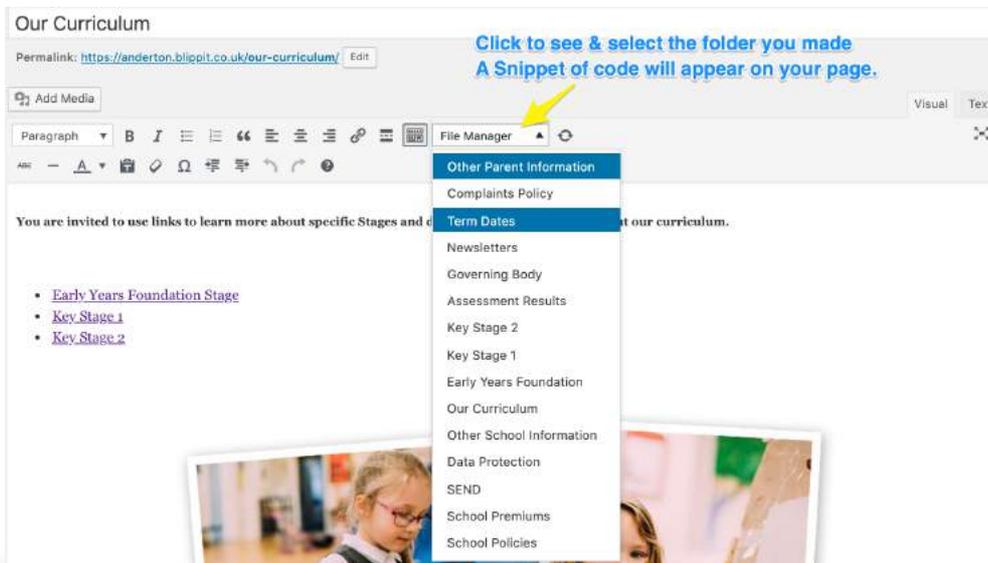
4. In the page *you* will see a snippet of code *not* the folder.
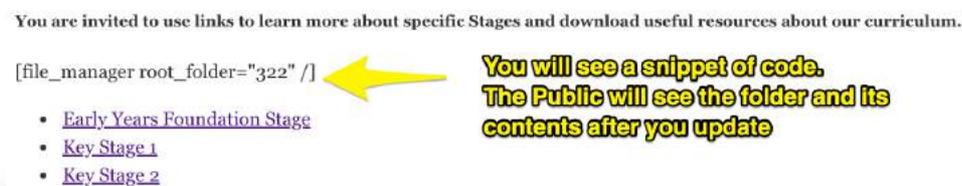
5. Click Update. The public will see your new folder and it's contents.
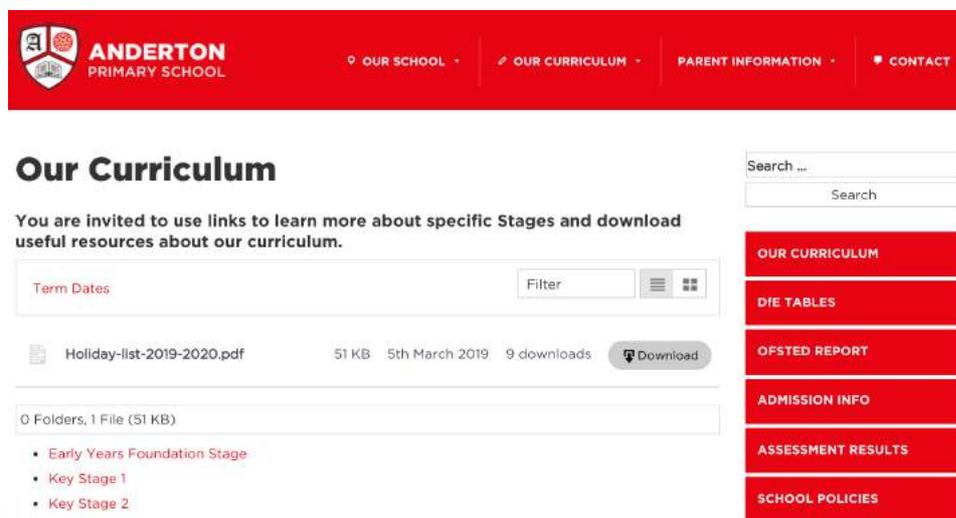
Part 4: Messed up your page? Roll it back in time!

Sometimes you may want to replace the current version of page content with what was there days, weeks or even months ago.

1. Find your page then click 'Browse' to see past versions of this page.

2. See the Page Revision timeline feature below.
3. Use the slider to find the saved version of the page you need.
4. Click the 'Restore This Revision' button

Blippit's Web Service - Annual Agreement (Pt 1)

Ongoing Support

The school can contact us anytime via email support@blippit.co.uk or phone during office hours on 01772 657 100 with any inquiry you might have regarding the website. We will always help and provide your school with alternative solutions if required. Your website is hosted in London (UK) and is included in the annual hosting management costs quoted.
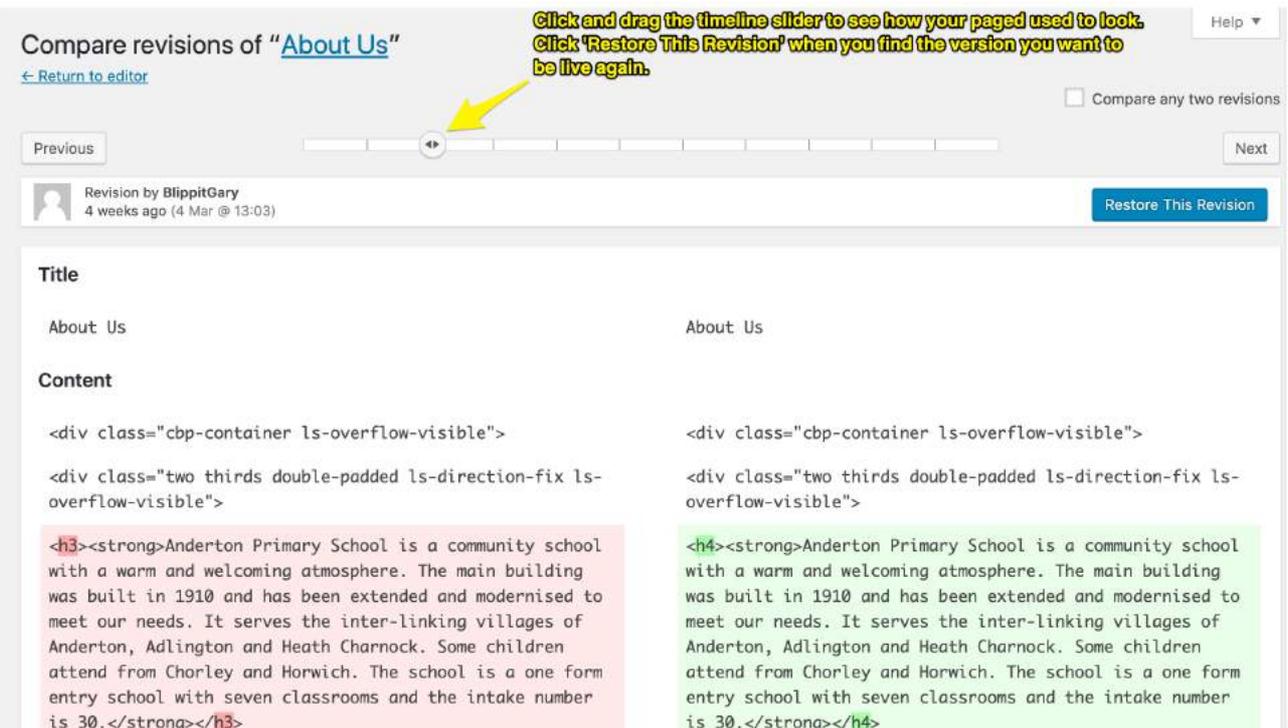
Ongoing Development

You can create & edit content as you see fit. We help you to manage the site menu system as this is invariably the aspect that is the most difficult to Support/fix if when it goes awry. For a professional helping hand with enhancing or creating new showcase areas on your site for a very special occasions perhaps, we provide a ***Pay-As-You-Go** model of website development which offers fantastic graphic design as standard!

Ongoing Monitoring & Working with Facebook

We want to help your school keep it's website under control and streamlined as opposed to a many-armed chaotic and difficult to navigate site. Softer communications and so on will be driven via Blippit Social's Facebook service which is integrated with the website both ways. *e.g. Facebook & Twitter is flagged on the site and school can direct link to PDF latest documents etc from Facebook pointing to the website.*

Backup

Your website is backed up daily and in case of any hardware failure your site will be fully recovered from the previous day's backup and typically be back up online again within the same hour.

Uptime Guarantee

Blippit (Get Logged In Ltd), through it's London (UK) hosting data centre, provides a 99.9% uptime guarantee on all hosting hardware and on availability to the web.

Limitation of Liability

The school acknowledges that the service provided is of such a nature that service can be interrupted for many reasons other than any implied negligence from Blippit and that damages resulting from any interruption of service are difficult to ascertain. T*he website address management, https:// andertonprimary.co.uk , is under the management control of Blippit.* School acknowledges that Blippit''s liability for its own negligence may not in any event exceed an amount equivalent to charges payable by subscriber for services during the period damages occurred. In no event shall Blippit (Get Logged In Ltd) be liable for any special or consequential damages, loss or injury. Blippit (Get Logged In Ltd) is not responsible for any damages your school may suffer. Blippit (Get Logged In Ltd) does not make implied or written warranties for any of our services. Blippit (Get Logged In Ltd) denies any warranty or merchantability for a specific purpose. This includes loss of data resulting from delays, non-deliveries, wrong delivery, and any and all service interruptions caused by Blippit (Get Logged In Ltd).

Blippit's Web Service - Annual Agreement (Pt 2)

Ending and renewing this annual agreement

We don't want to imagine that your school would want to end this agreement and service level however we recognise that circumstance, needs and leadership change. If after discussing your requirements with us you feel that we cannot meet them then the school needs to give 60 days notice that it will not be renewing the ongoing support, hosting and backup service. Blippit will provide a complete backup of the current website to whichever service provider the school is going to work with. The service will renew annually automatically unless the school notifies Blippit 2 months before it intends to end the service. At which time a migration plan will be implemented to minimise interruption of service.

School Representative _____
(Signature)

Date _____

Blippit Director _____
(Signature)

Date _____

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*Pay As You Go Maintenance Package
This covers an **hourly rate of artwork chances including any text/photo updates, PDF uploads, new graphics designed for promotions/celebrations and website development work i.e. coding. We work fast & always aim to advise well & over-deliver where possible.

Main advantages of the PAYG Service
- the school website will look as good as the day you first got it with the same designers and skills being used for continuity and focus
- school staff can focus on the need for the development and we focus on how to deliver it so everyone does what they're best at
- very good value for money; we work quickly and efficiently to the highest standards which means you're not paying for anything over and above what's needed

**Your max budget will be discussed before any PAYG work is done so there's never any nasty surprises. The hourly rate is £35.