FAI Website: User Manual

www.fai.org

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Introduction

The FAI website is built using Joomla CMS.
CMS stands for Content Management System.

This guide is not a Joomla guide. It is a guide for webmasters to manage the content of their commission web pages.

In the FAI website, all the web pages are called **articles**. Each article belongs to a specific **category**.

Webmasters have access to the frontend of the CMS. Almost all the content can be managed from the frontend.
However, some more complex parts of the website such as menus can only be modified from the backend by a member of the FAI staff.
Furthermore, the content of some pages such as the lists of commission members or the events calendar is database-driven.

If there is a need for a modification to:

- A list of Commission Members: contact members@fai.org
- The Events Calendar: contact competitions@fai.org
- The list of Records: contact record@fai.org
- The list of Awards: contact members@fai.org
- Pages and Documents related to Meetings: contact sports-comm@fai.org

If you have any other questions, please send an email to communication@fai.org.

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Login

To log in, click on the Login button at the top right of the homepage.
The Login button gives access to functions such as:
- login/logout,
- lost password
- username

User menu

Once logged in, the User menu becomes visible in the top menu bar.
Use the User menu to:
- Create new articles
- Modify your own user information
- Browse the categories to find/edit an article

Article Categories

Each article is assigned a specific category, which allows:
- The content of a commission to be kept separate from that of another.
- The articles to be displayed in specific places such as the commission homepage.

See below an example of a commission homepage. The red boxes show which articles are shown where, depending on which category they belong to.

Articles assigned categories such as "Slide News", "News", "Person", "Frontpage box1", "Frontpage box2", "Frontpage box3" will automatically show in the commission homepage.

The boxes display the articles chronologically (newest first).
Frontpage box1, Frontpage box2, Frontpage box3 can only show 1 article at a time, which means that if you create a new article of one of these categories it will replace the older one.

Example:
If you write an article about a paragliding pilot, assign it to the "CIVL Person" category, it will automatically show in the "People" tab.
If you write a news article, assign it to the "CIVL news" category, it will automatically show in the "News" tab.
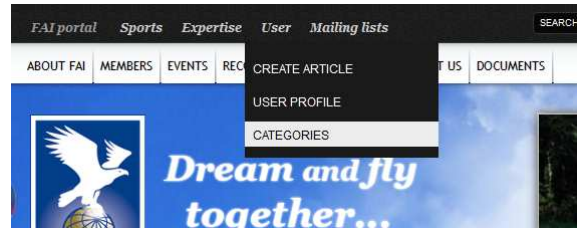
All the categories and subsequently all the articles are accessible from the "User" menu, by the "Categories" menu item, and then by clicking on the relevant category.

The below screenshot shows the categories of articles for CIVA (along with the number of articles in each category).

Click on a category to see all the articles of that specific category.
If you have the editing rights you can click on the article to open and edit it.

CIVA
Article Count:
30

CIVA News tabs
Article Count:
4

CIVA News
Article Count:
155

CIVA frontpage box1
Article Count:
1

CIVA frontpage box2
Article Count:
1

CIVA frontpage box3
Article Count:
2

CIVA person
Article Count:
1

CIVA Presidents
Article Count:
52

CIVA news of events
Article Count:
3

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Articles

Most of the pages are <u>articles containing text</u>. These articles are static pages with information on the sport or news. Depending on which categories they belong to, they can be displayed on the commission homepage or on the FAI main page (see "Article Categories").

The content of some pages such as the lists of commission members or the events calendar is database-driven. If you want to modify such pages, go to page 3 and contact the relevant FAI staff member.

Articles are written in a <u>WYSIWYG editor</u>. The WYSIWYG editor is similar to Microsoft Word with its text entry panel and the different editing features at the top.

The entry panel of the editor can be resized. It can be made bigger to work more easily on an article or narrower to better visualize how the article will look once saved.
Resize the entry panel by grabbing the right lower corner with the mouse (click and hold).

Images, internal and external links, documents modules can be inserted to an article (see below).

There are buttons at the bottom to add document modules, images, page breaks, "Read More", etc.
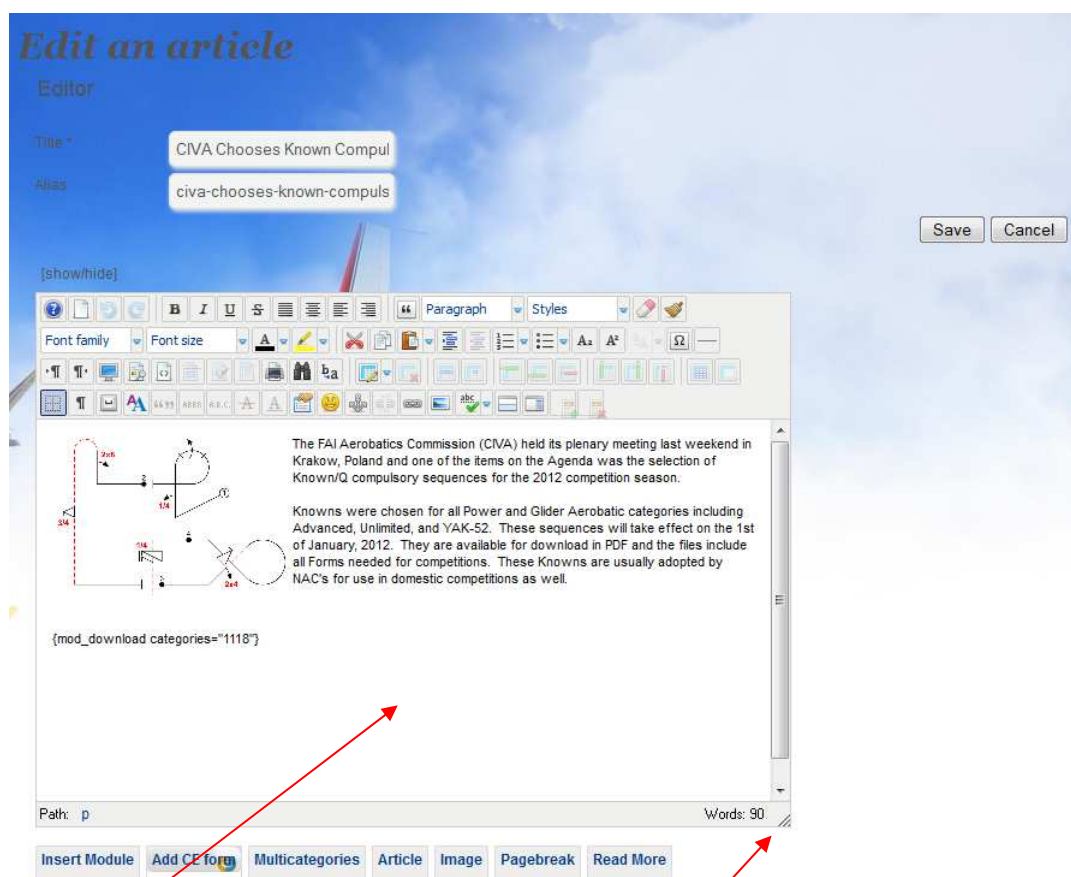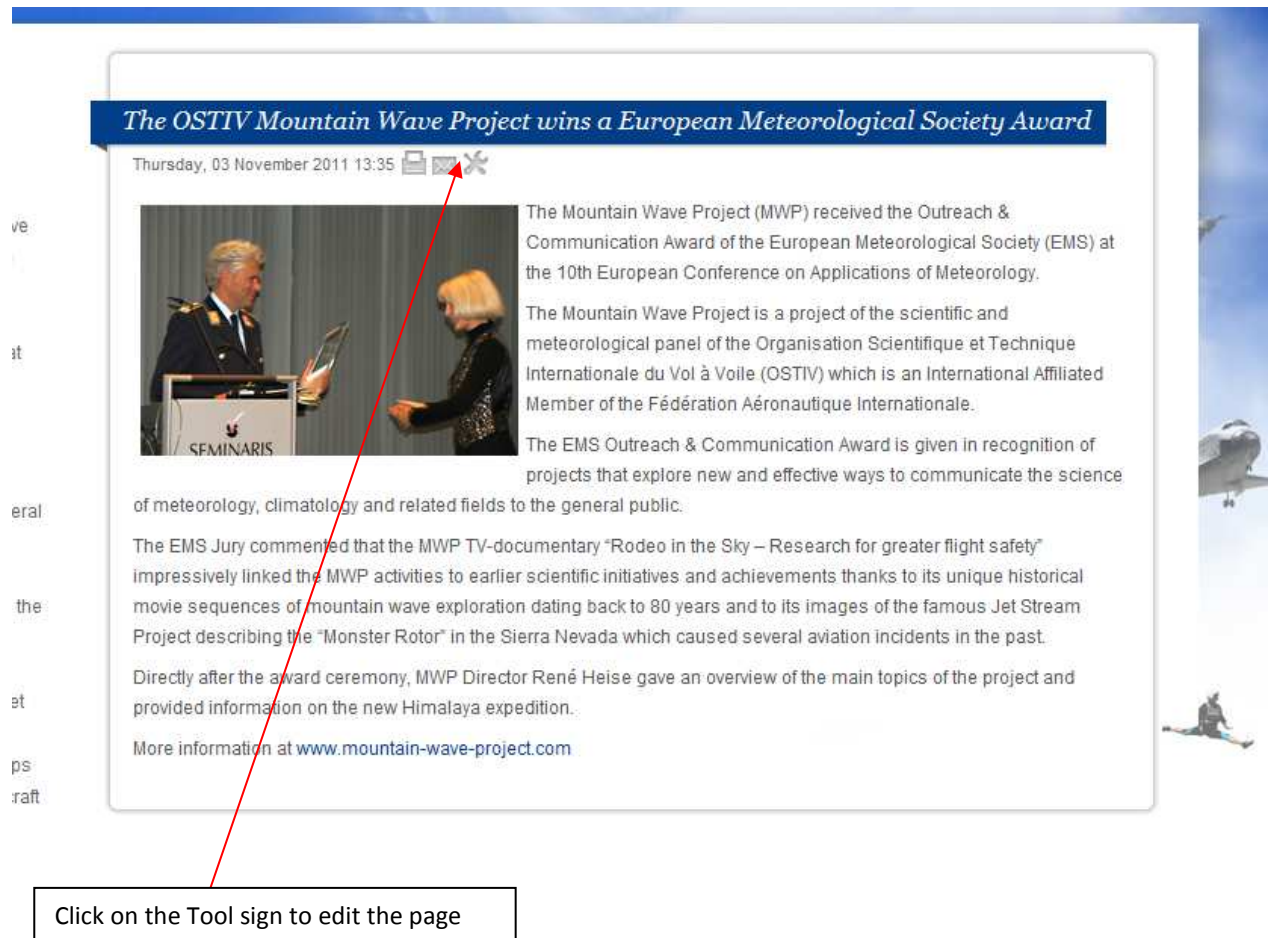
WYSIWYG editor

Click and hold to resize the entry panel

How to edit an existing article

To edit an article, go to the page you want to modify and click on the Tool sign at the top of the page.

Click on the Tool sign to edit the page

How to create an article

To create an article, go to "User", "Create Article".

- Start by setting the article category (ies) to avoid forgetting about it
- Choose a title an alias and type your text (title and alias see page xxxx)
- Choose the status of your article, the publishing date(s), and the type of access
- Click on "Save"

The Category is very important when creating articles. If the article is in the Category „xxx News" (for example "CIVL News tabs") the article will be published on the main commission page in the News tab in the centre. It will show the most recent news article at the top and the older ones below it. If it is in the category „xxx Frontpage box1" then it will be shown in the bottom left box of the main commission page, replacing older articles of that particular category. (see "Note on the Frontpage and Event boxes"

An article can belong to several categories. The Multicategories button at the bottom of the WISYWIG editor (see screenshot below) allows you to select additional categories. Multicategories allows you to display your article in more than one place.

Example:
You want your article to be in CIAM news and also show in the Slide News box on the Commission Frontpage
Selected "CIAM News" as a primary category and use the multicategories button to add your article to "CIAM slide news" category. Thus your article is displayed on the CIAM homepage in the central box and on the slide box.

The status of an article is published by default. But if you want to work on an article in advance you can set it as unpublished until it is ready, or set the publishing date in the future, in which case the article will automatically be published at the set date.

If you create a news article, don't forget to add a "Read more"
after the first paragraph and picture
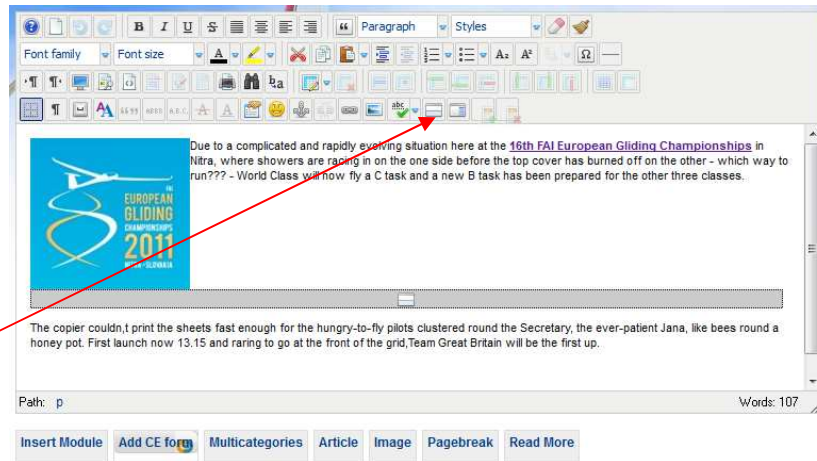
Insert "Read More"

When you are creating or editing an article,
never leave the page by closing your internet browser window -> the page might get locked and you
won't be able to edit it:
and only the FAI webmaster will be able to unlock it in the backend
→ Always use the "Save" or "Cancel" buttons

Title and alias

The Title of an article should be clear but be aware that its length is sometimes limited.

The URL of an article is based on the "Alias" field.

When creating a new article you can either enter the alias of the article or leave the alias field blank.
If you don't enter anything in the "Alias" field the "Alias" will automatically be generated from the Title.
Be careful when letting Joomla automatically create an alias from the title of your article: if the title contains brackets or unusual signs you might have an error message when trying to access your article.

Example:
http://www.fai.org/civa-news/35321-civa-chooses-known-compulsory-sequences-for-2012
The alias of this article is "civa-chooses-known-compulsory-sequences-for-2012" automatically created by Joomla from the article title "CIVA Chooses Known Compulsory Sequences for 2012"

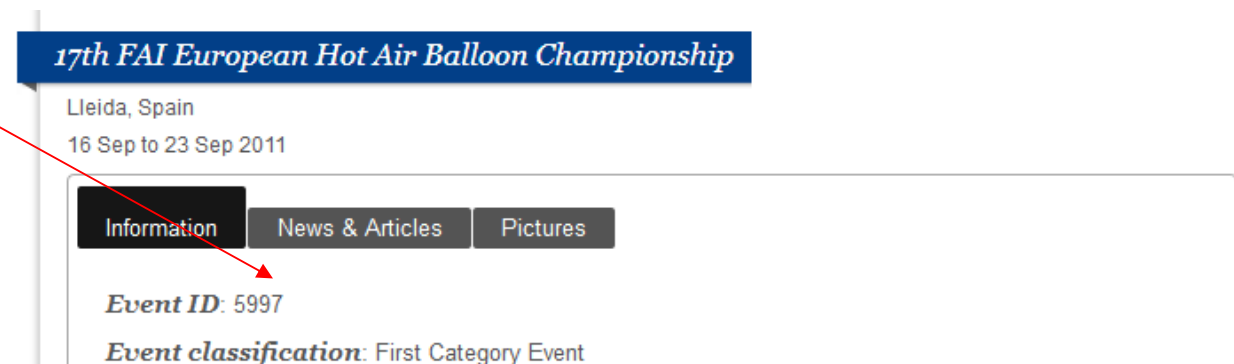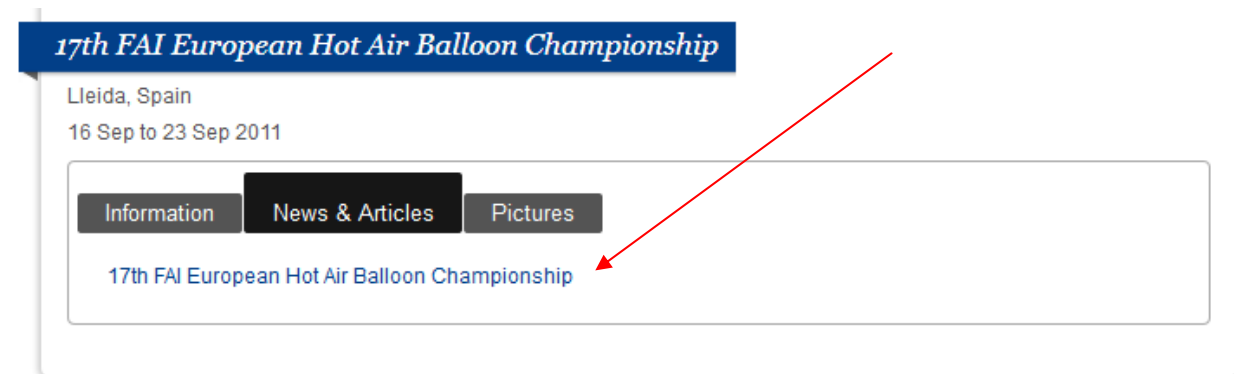If you create a news article on an event, create an alias starting with event+the ID of the event

Example:
You are creating an article about the 17th FAI European Hot Air Balloon Championships.
Type in the "alias" field: event5997-hot-air-balloon-championship
This will automatically link your article with the Events Calendar and create a link to it in the "News & Articles" tab of the event detail (see screenshot below and "Note on the Event Detail page tabs").
To know the ID of an event, go to the Event calendar, find the event, open it and you will find the ID of the event in the general information of the event (see screenshot below).
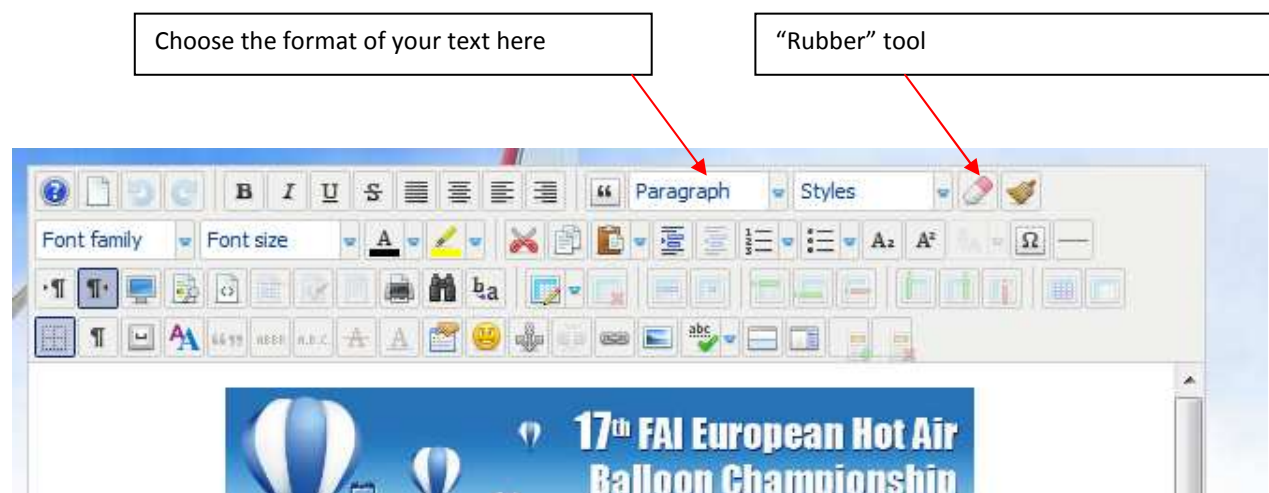
Format

When typing text in the editor, always use:

- The "**Paragraph**" format for the **body of the text**
- The "**Heading 4**" format for the **the headings and titles within an article (the format of the article titles is fixed)**.

If you copy and paste text from Word or another word processor and you cannot get rid of the old formatting, use the "rubber" tool to remove all formatting.
If even the "rubber" tool doesn't work, try to copy your Word text into "Notepad" to clear the formatting.
Copy your Notepad text and paste it in the WYSIWYG editor.

Do not change the font family or the font size
to keep an uniform look throughout the whole FAI website !

Choose the format of your text here

"Rubber" tool

"Heading 4" Format

"Paragraph" Format

22/09/2011 AM (PM is reserve): Last competition flight
23/09/2011: Closing ceremony

Officials

Competition Director: Claude Weber (LUX)
Deputy Director: Zoltan Palhegyi (HUN)

How to add images to an article

.

You must add a picture to all articles belonging to categories such as "xxx News", "xxx News of Event", "xxx Slide News", etc, because the system automatically create thumbnails from the images of your article and display them in homepages or the events pages.

Beware of the size of your images. An image added to an article will be loaded as it was saved in the CMS. This means that a 2MB picture will be loaded fully whenever the web page containing the article is shown or viewed, even if it looks small on the page. Therefore large images will considerably slow down the page loading.

➔ Please resize the images **before** uploading them in the system.

Recommended size: 600px wide or 250 Ko

As some categories will use the picture that is in the article to create a thumbnail or a sliding image on the homepage for example, it is recommended to use rectangular landscape pictures (ideally with the **standard 2:3 proportions**)

If you want to use a portrait picture (for example the picture of a person), the automatically generated thumbnail might show only a part of that person, so please check the thumbnail when using portrait pictures.
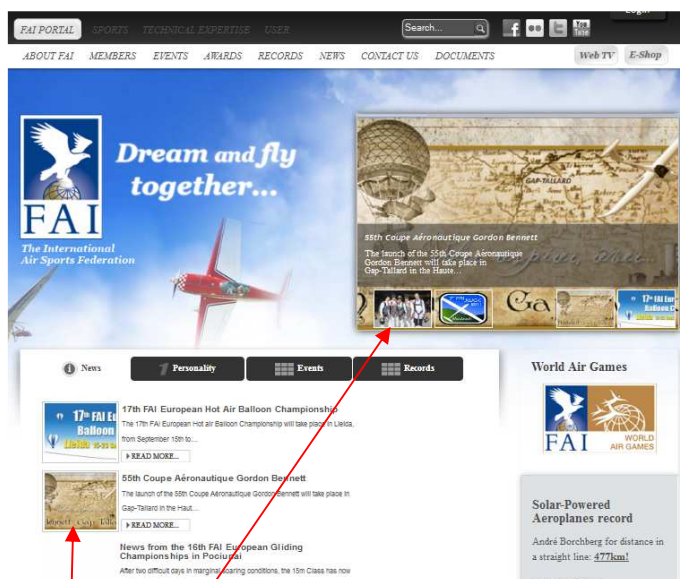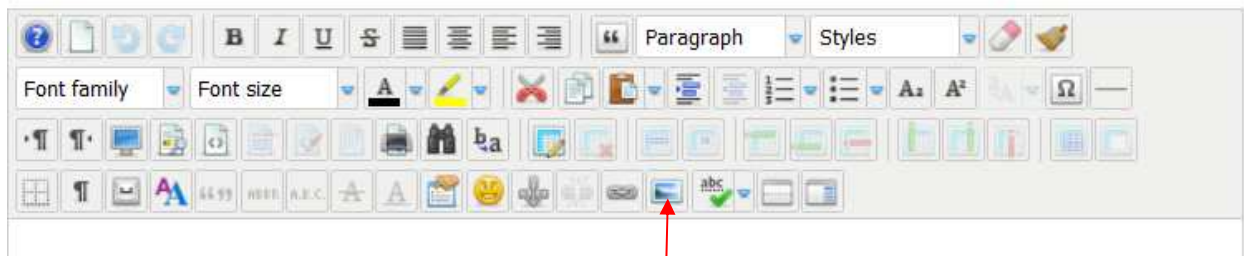

2:3 proportions

The system displays the thumbnail of the image of the article

To add an image to your article, click on the picture icon in the WYSIG editor.

Click on the picture icon

This will open the Image Manager.
- Click on "commission" and the name of your commission (in this example, CIA) to open the folder
- Click on "upload" and look in your computer for the picture you want to upload.
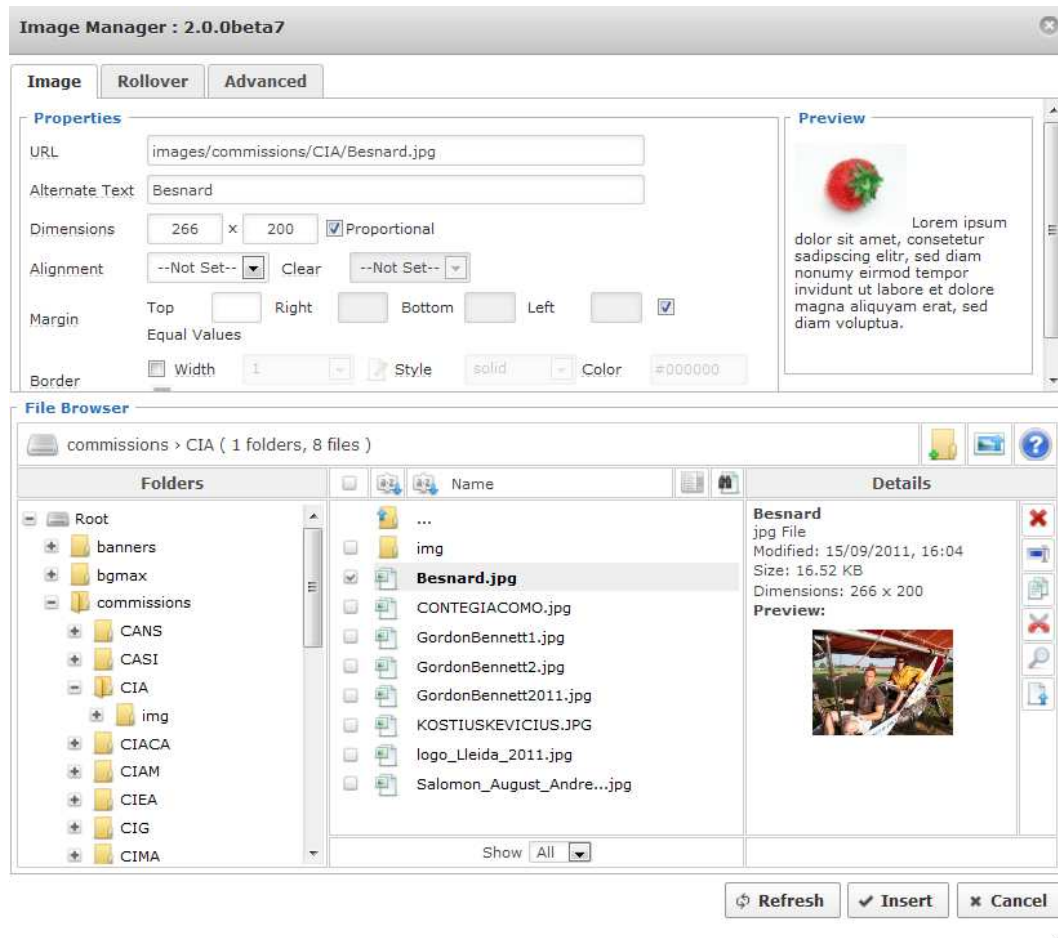- Give it an understandable title, not something like img55555.jpg.
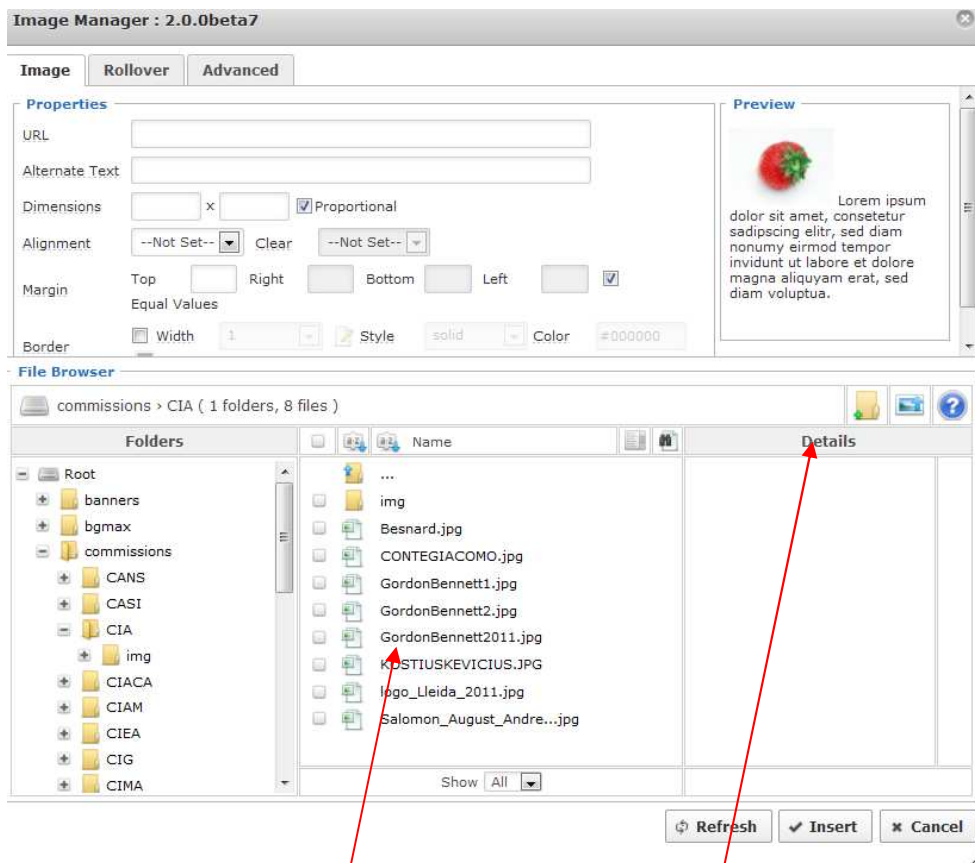
Click on "commissions" and then the name of your commission

Click on this sign to upload your picture

Understandable titles

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- Your picture will then appear in the folder.
- Click on it and add a value in the "Dimensions" field – this will be the size of the picture displayed in the article.
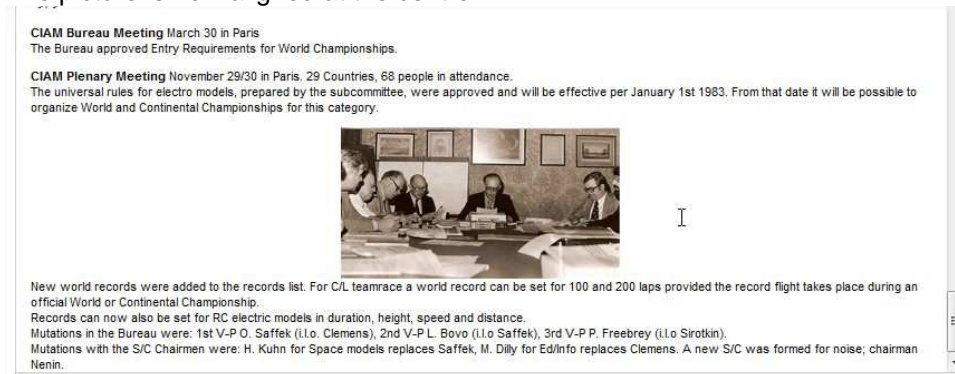
How to add a caption to an image

- Select the image you would like to add a caption to
- If you want your image to be aligned at the center: Select Text Alignment: Centre
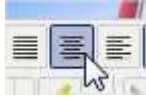
The picture is now aligned at the centre.

- Select the image again and click on the image caption icon.

- On the Text tab, select « Alignment : Center »
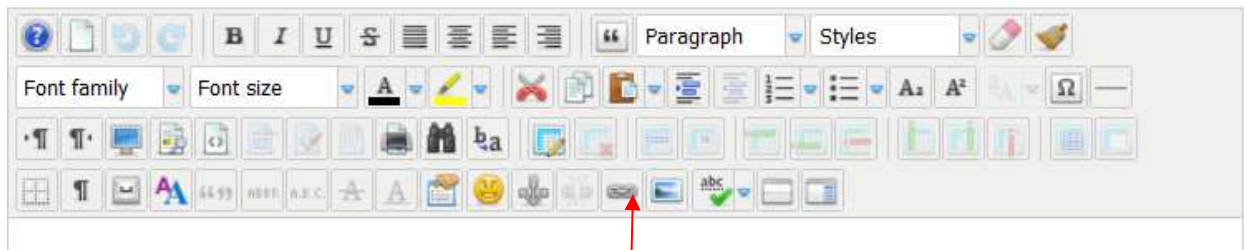- On the Tab Container tab, select « Middle »

Click on « Insert » and then on "Save".

How to insert a link to another article or an external website

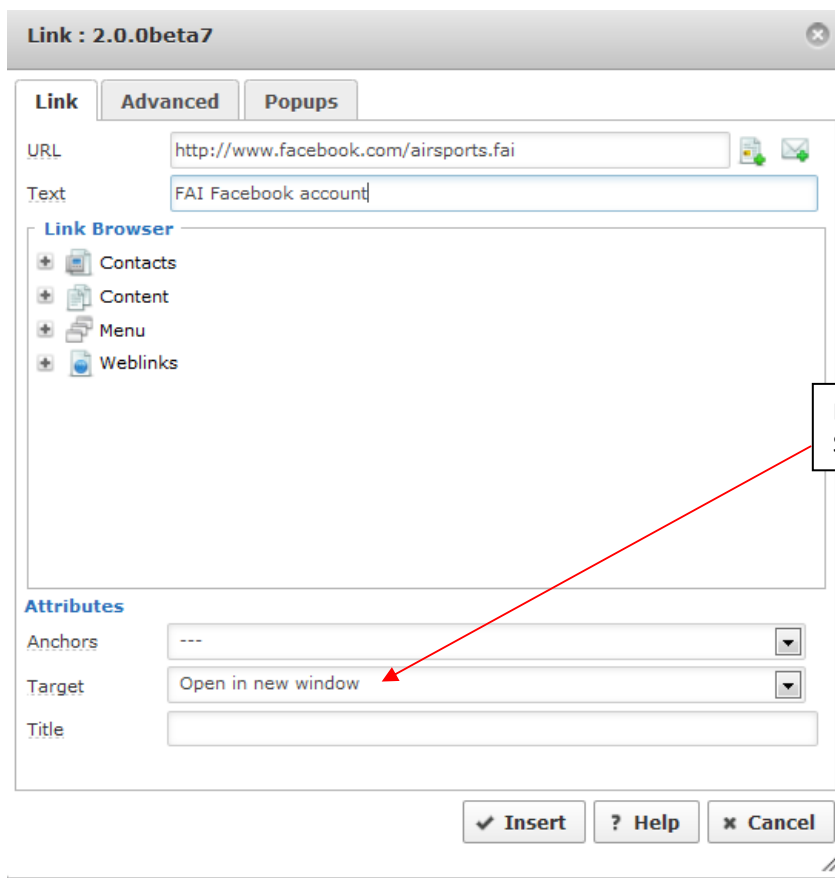To insert a link to an article, click on the Link icon of the WYSIG Editor.

Click on the Link icon

If you want to add a link to an <u>external website</u>, type in the whole URL (including http:…) of the external website, and change the "Target" to "Open in new window".

"Open in new window" should **always** be selected for links to external websites, as it is a way to keep users in the FAI page in the original tab/window while opening a new Internet window.

Type in the text of your link in the "Text" field.
Click on "Insert".

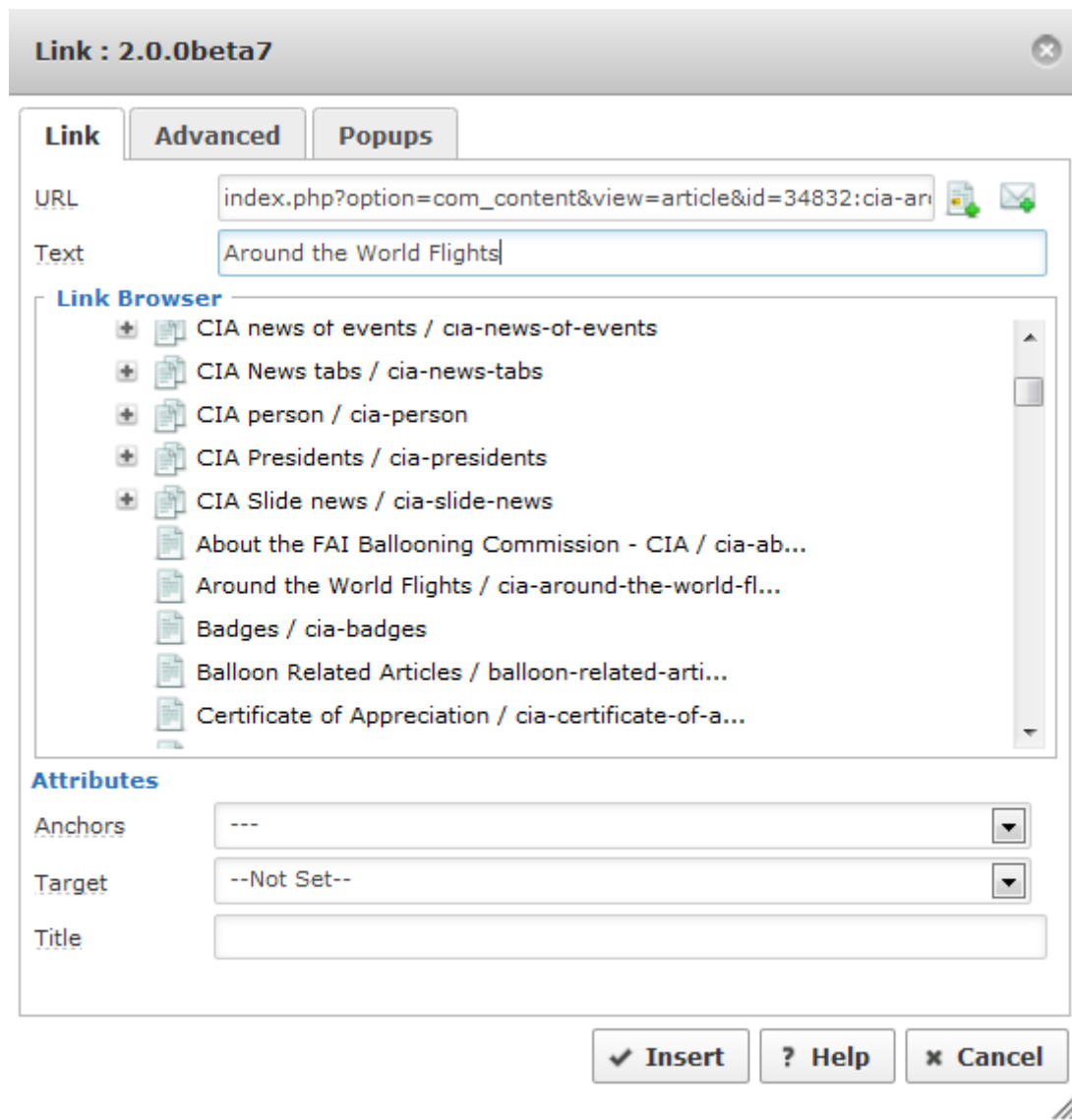Links to External Websites:
Select Target: Open in new window

If you want to insert a link to another page of the FAI website:

- Click on "Content" in the Link Browser and browse the folder until you find the correct page.
- Click on the page to select it.

The URL of the page will automatically be displayed in the "URL" field.

- Type in the text of the link that will appear in the article in the "Text Field
- The "Target" field should show "—Not Set—".
- Then click on "Insert"

Always use this method to create internal links
If you just copy the URL of a page (for example: http://www.fai.org/cia-documents),
and paste it in the "URL" field,
the link will be broken when the URL changes

Link : 2.0.0beta7

Link	Advanced	Popups

URL: index.php?option=com_content&view=article&id=34832:cia-ar

Text: Around the World Flights

Link Browser

- ⊞ CIA news of events / cia-news-of-events
- ⊞ CIA News tabs / cia-news-tabs
- ⊞ CIA person / cia-person
- ⊞ CIA Presidents / cia-presidents
- ⊞ CIA Slide news / cia-slide-news
- About the FAI Ballooning Commission - CIA / cia-ab...
- Around the World Flights / cia-around-the-world-fl...
- Badges / cia-badges
- Balloon Related Articles / balloon-related-arti...
- Certificate of Appreciation / cia-certificate-of-a...

Attributes

Anchors: ---

Target: --Not Set--

Title:

✔ Insert   ? Help   ✖ Cancel

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Related articles: How to link articles together

Articles which are related to each other can be linked together by entering a keyword in the "Keywords" field of at least 2 articles.

The related articles will automatically appear at the bottom of the article.

Web Cup is an International competition in the events of the Canopy Formation discipline, i.e. 2 and 4-way sequential and 4-way rotation.

The competition has been launched on **10th May 2011.**

_____

Related Articles

- Judging Panel
- The Draw - Now Posted 10.05.2011
- Canopy Formations Web Cup - How to enter the competition
- Canopy Formation History
- Canopy Formations Web Cup - Performance Criteria

- Edit the first article and type in a keyword (here: CanpyformationswCup). Save.
- Edit the second article and type in the same keyword (here: CanpyformationswCup). Save.

Status	Published
Featured	No
Start Publishing	2011-08-19 15:21:51
Finish Publishing	0000-00-00 00:00:00
Access	Public

Language

Language	All

Metadata

Meta Description	
Keywords	CanpyformationswCup

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Document module

Introduction

The aim of the document module is to handle all documents of the FAI website in a structured way.
It makes the listing of documents on web pages much easier and minimizes the manual maintenance of the pages listing documents.

Please note that the Document Categories are not related to the Article Categories in any way.

Document categories can be viewed as <u>document folders</u>. This means that categories can have subcategories (subfolders) or documents in that category (folder).

Categories have been created in the document module for each commission using the abbreviation of the commission (CIVA, CIMA, CIVL, …)
The structure of document categories is almost identical for all of the commissions.

Document categories

Here is the structure for the CIVL documents, which is similar to all the other commissions.

CIVL (commission name)
- Approved Cat 1 Local Regulations & Entry Requirements
- Event OrganisersHelpful information for competition organizers and pilots
- Internal Regulations
- Meetings
  - 2012
  - 2011
  - 2010
  - Archive
- Officials and Experts
- Safety
- Sporting CodeSection 7: Hang Gliding & Paragliding
  - Archive
- Training
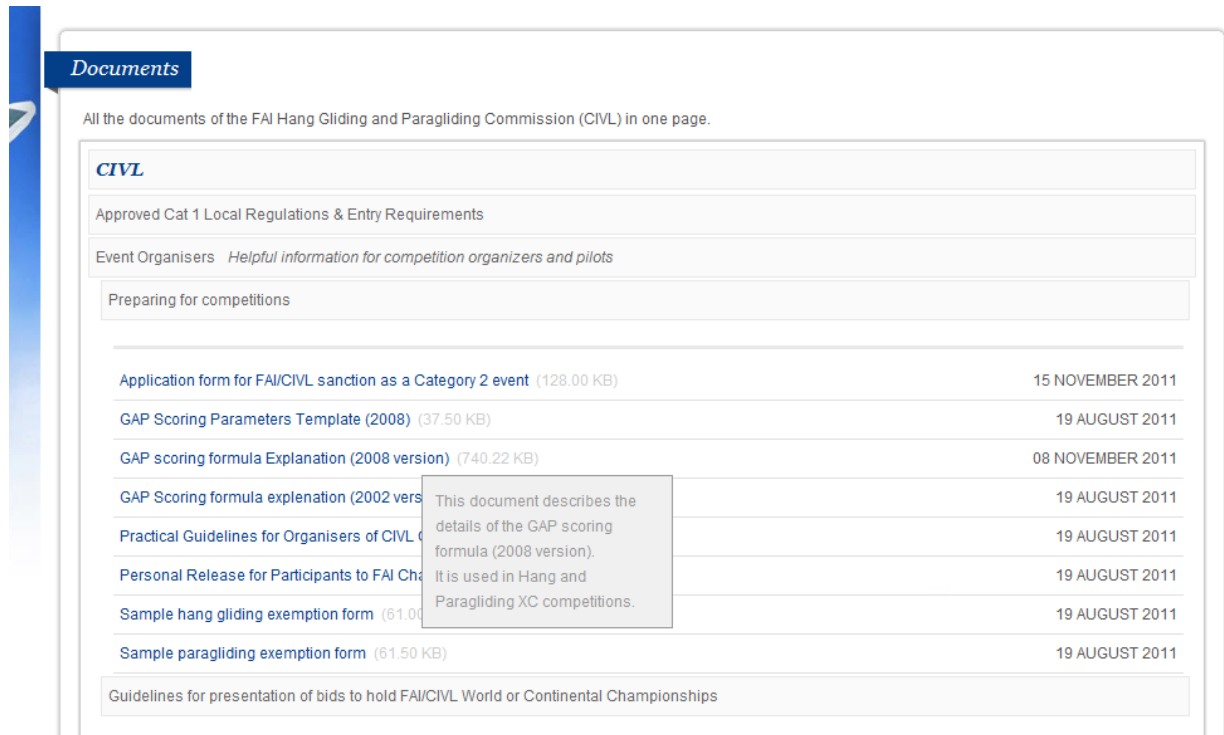
.... etc

Document categories are currently created by the FAI webmaster.
If you want to create new categories, please contact the FAI webmaster.

When clicking on the "Documents" page of a commission, a screen similar to the one below appears. It reflects the document structure. It will show all the documents accessible for that user (logged in users might see more than what the general public can see)

In this example, „Event Organisers" is a subcategory (subfolder) of the "CIVL" category (folder); its description is „Helpful information for competition organizers and pilots "
 "Preparing for competitions" is a subcategory (subfolder) of the "Event Organisers" category (folder).

Documents are in blue.

The uploaded files (documents) have all a Title, which is the name that will be displayed (here in blue) and the size of the file is in grey. The date that is displayed is the upload date.

If you hover over the file title you will see the Description of the file (optional).
If you hover over the file size you will see the filename, the file size and the file type.

Example:
On the above screenshot the document title is "GAP scoring formula explenations (2008 version), the description is „This document describes the details…" where the actual filename is „gap2008_explained_v150211.pdf" and the fileID is 4326.

How to edit a file/document or a category/folder

If a user is logged in and has upload/edit rights, Edit and Upload buttons/links will appear beside each category where the user has the rights to upload documents.

Event Organisers *Helpful information for competition organizers and pilots*		Edit Upload
Preparing for competitions		Edit Upload
Application form for FAI/CIVL sanction as a Category 2 event (128.00 KB)	Edit	15 NOVEMBER 2011
GAP Scoring Parameters Template (2008) (37.50 KB)	Edit	19 AUGUST 2011
GAP scoring formula Explanation (2008 version) (740.22 KB)	Edit	08 NOVEMBER 2011
GAP Scoring formula explenation (2002 version) (187.41 KB)	Edit	19 AUGUST 2011
Practical Guidelines for Organisers of CIVL Competitions (305.59 KB)	Edit	19 AUGUST 2011
Personal Release for Participants to FAI Championships (22.00 KB)	Edit	19 AUGUST 2011
Sample hang gliding exemption form (61.00 KB)	Edit	19 AUGUST 2011
Sample paragliding exemption form (61.50 KB)	Edit	19 AUGUST 2011
Guidelines for presentation of bids to hold FAI/CIVL World or Continental Championships		Edit Upload

Edit a file (document) means editing and updating the Title, the Description and the Category of the file.

The ordering can also be changed (see screenshot on the following page).

Files can be moved to other categories if needed. Files can be unpublished, which means that they will no longer show on the web.

The same applies when **editing categories (folders)**.
Title, Description of categories can be changed. The parent category can be changed and a category can be Unpublished. Unpublishing a category will stop it from being shown.

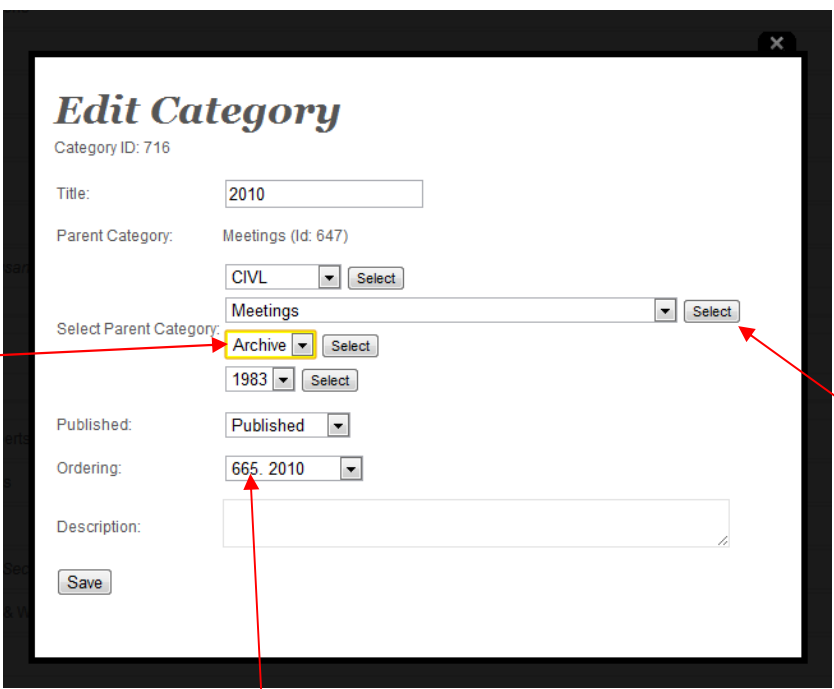**Unpublish a category or a document if you want to delete a file.**

Example:
You would like to move the "2010" category into the "Archive" category.
Click on edit at the right side of "2010".
Browse the selected Parent category until "Archive" is underlined selected in yellow. Click on "Save".
The whole category including subcategories and files will be moved from the main Meetings category into the "Archive" category.

Change the order of the document in a folder

How to display a document category in an article

It is possible to display a category of documents not only in the Documents page but in any page you want.

You can upload documents in a document category when you are on the Documents page or in any webpage where the category is displayed.

This gives you the opportunity to have documents categories displayed in specific web pages and also to have all your documents of all the commission categories regrouped in the Documents page.

Example:
The CIVL Meeting page displays the "Meetings" document category
If you upload documents in the "Meetings" category, the documents will also show in the CIVL Documents page, in the "Meetings" category.

To display a category or subcategory of documents in an article, add a line like this one *{mod_download categories="xxx"}* to an article.
Replace XXX with the correct document category ID (see below how to find out the document category ID).

If you want to display more than one category, add commas between the category IDs.

Example:
To display several document categories in a web page and show the subcategory categories (document categories expanded):
{mod_download categories="26,157,818"}
To display several document categories in a web page and not show the subcategory categories (document categories not expanded):
{mod_download categories="26-,157-,818-"}
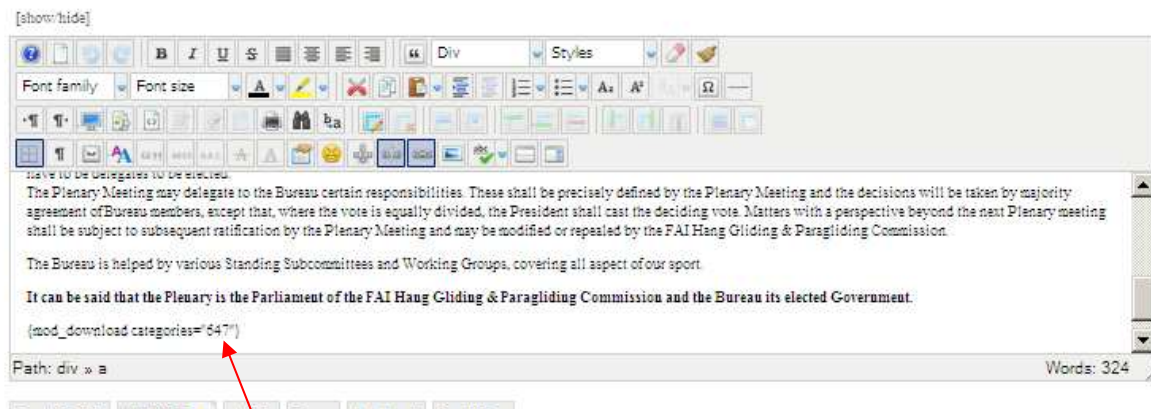
Add this line with the correct document category ID to any article to display a document category

Where to find the ID of a document category

- Open the Commission Documents page
- Find the category you are looking for
- Click on "Edit"
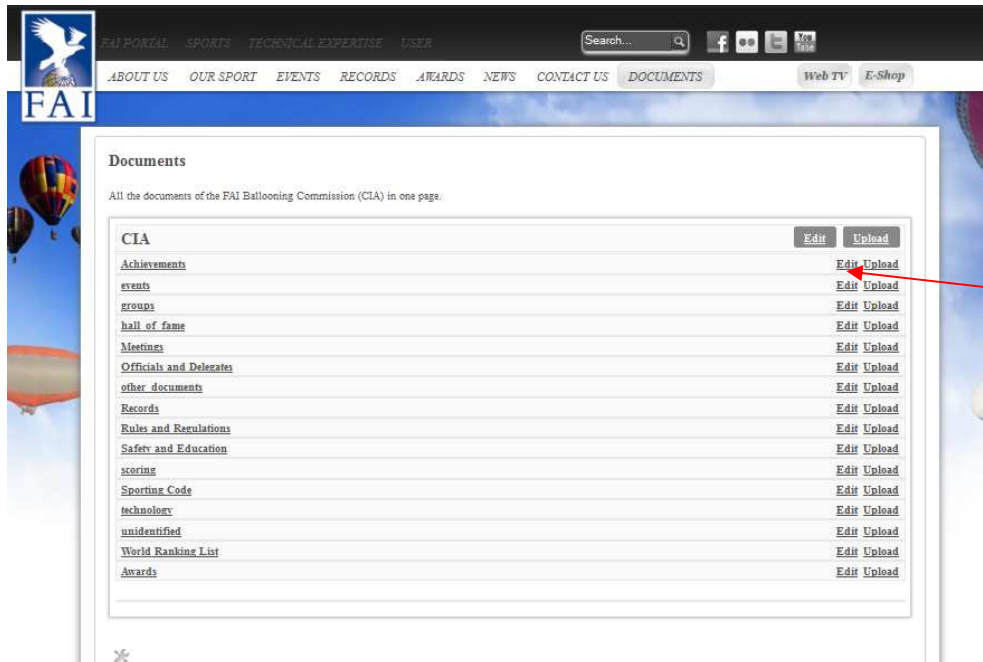
Example:
The Category ID of Achievements can be found by clicking on "Edit".
The document category number "Category ID" for Achievements is "31"
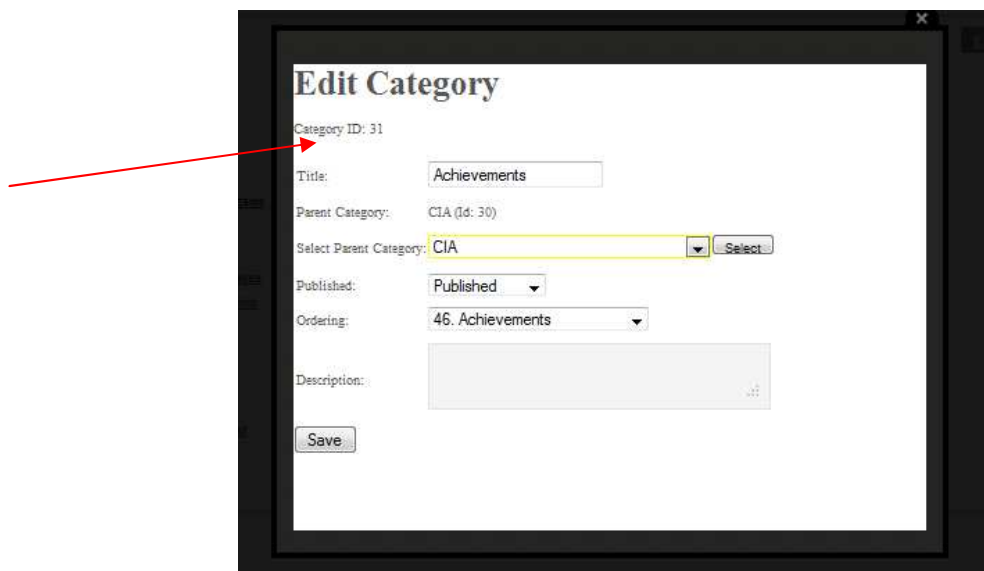
- Go to the article where you would like to insert this category of documents,
- Edit the page
- Write the following line: {mod_download categories="31"}
- Click on "Save" and the document category "Achievements" will be displayed with it contents.

How to upload a document

To upload a document, go to the Documents page of your Commission and click on "Upload" in the category where you would like your document to be located.

The <u>File Title</u> is what will be shown on the web page so it should be well chosen. If you want to add more information on the file, type in a description of up to 1000 characters in the "Description" field. The description will be shown in a gray popup window when users hover over the file title.

Direct Download link
http://www.fai.org/downloads/ciam/CIAMFlier_06_2011

Up to now, links looked like this:
http://www.fai.org/component/phocadownload/category/?download=1248:ciam-flyer3-2011-email

You can now choose the link you want, for example:
http://www.fai.org/downloads/ciam/**CIAMFlier_06_2011**

When you upload a document, fill in the "Direct Download link" field (<u>without spaces or hyphens</u>)

You can also choose a link to a document that you have already uploaded.
Click on "Edit" and fill in the "Direct Download" field.

New versions of documents:

If you try to give the same link to 2 different documents (for example when you want to upload an updated version of a document), you will get a warning message.

Tick the "overwrite" box if you want to give this link to your new document.
The old document will then lose the customised link and get the usual automatically created link such as the following one:
http://www.fai.org/component/phocadownload/category/?download=1248:ciam-flyer3-2011-email).

Upload File [Max Size: 953.67 MB]

Category: CIAM > CIAM Flyer > 2011

Filename: F:\Commissions\CIAM\C [Parcourir_] [Start Upload]

File Title:

Direct Download
link: **CIAMFlier_06_2011**

                 This name already exists in this commission.

Overwrite?   ☑

Description:

Warning message

How to insert a link to a file in an article

There are two methods to add a link to a file in a article:

A.-
Right-click on the document and select the equivalent of "Copier l'adresse du lien" (= Copy this link")
and then paste the link in the page you are editing.
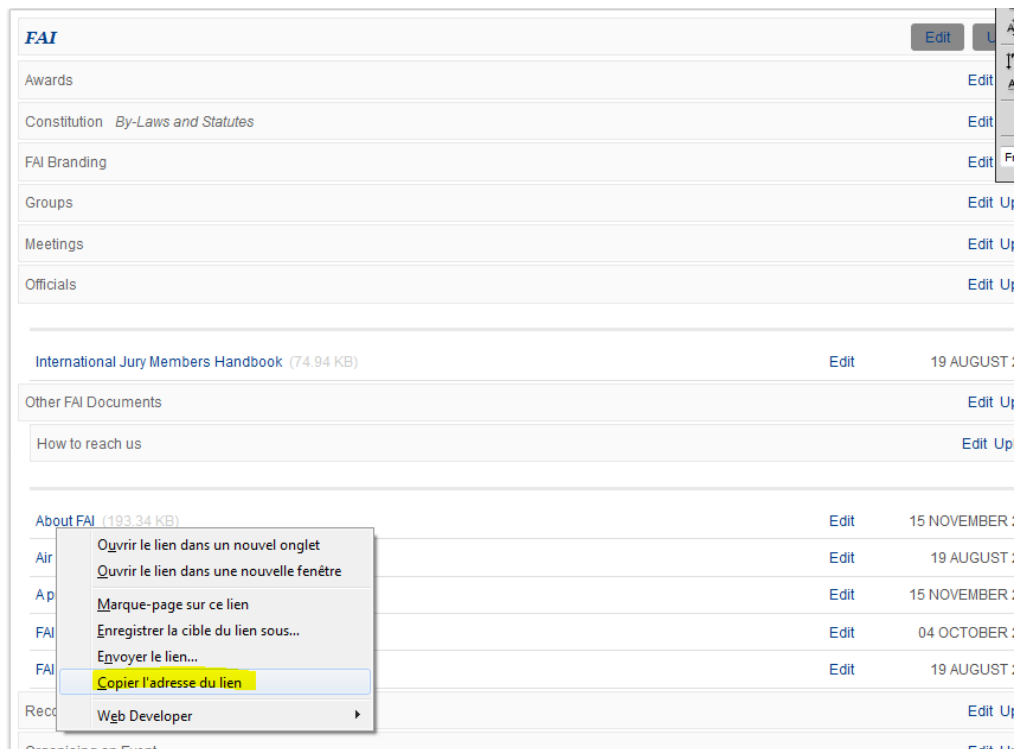
B.
It can also be done by referring to the unique file ID by using „fileid="2235"
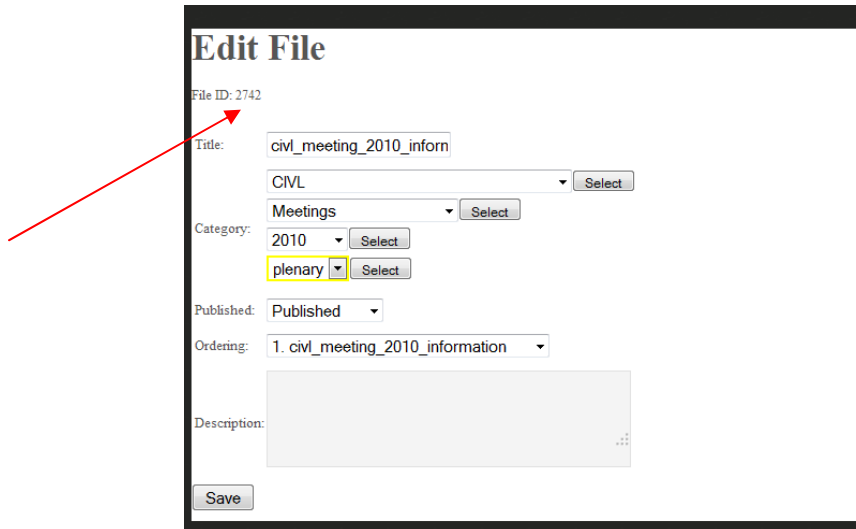*{mod_download file="2235"}*
The file will be a clickable download link showing the **Title** (i.e. Anti-Doping and Me) of the file (not the
actual filename of anti_doping_and_me_72_jan10.pdf).
So in this example the page will show the document title as link (circled in red).
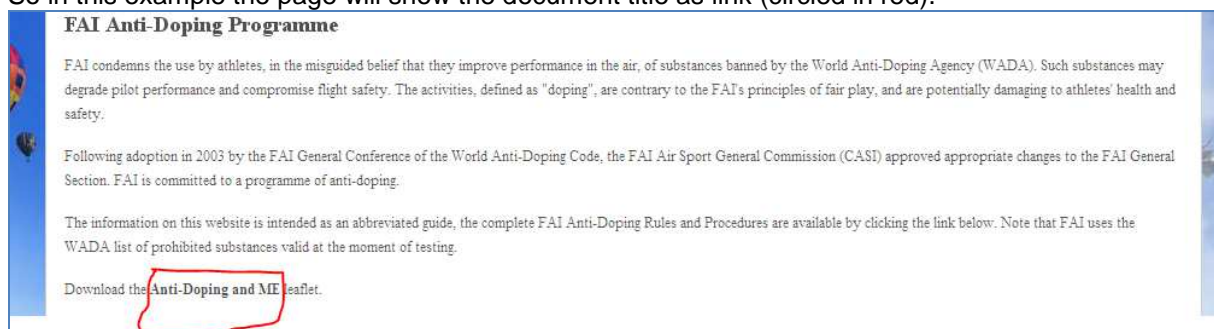
How to find the ID of a document

Open the Commission Documents page. Find the document. Either click edit for that file or

just hover over the Size of the document and a grey box will appear showing the file ID.

Document categories only accessible to logged-in users

Document categories (and subsequently all the Documents in those categories) only accessible to logged-in users are only visible to these users, whether the document categories are displayed in the Documents page or in any other web page.

Contact the FAI webmaster if you need to change the access of specific document categories.

Example:
Some document categories of the Aeromodelling Commission are only visible to Bureau Members once they are logged-in.
The Bureau category/folder includes documents that can only be visible to the CIAM Bureau members.

The Bureau document category is only visible to CIAM Bureau Members

Note on the Event Detail page tabs

There are potentially 6 tabs in the event detail pages:
1. Information
2. Results
3. News & Articles
4. Documents
5. Pictures
6. Videos
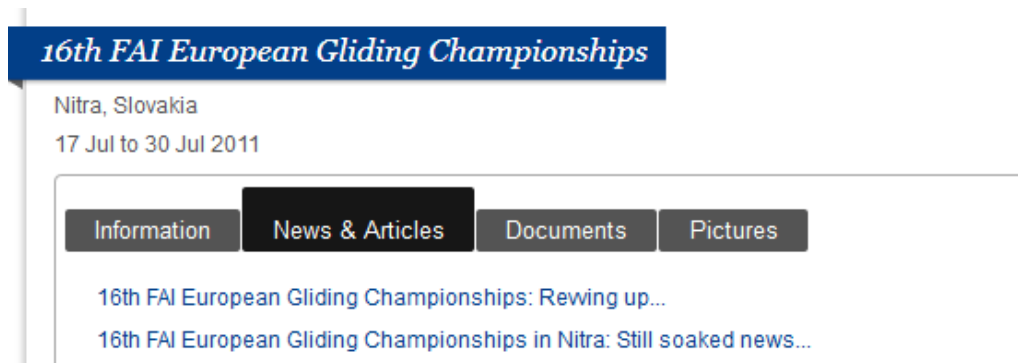
1. Information
The information displayed on this tab is database-driven.
Contact: competitions@fai.org

3. Results
The results displayed on this tab are database-driven.
Contact: competitions@fai.org

3. News & Articles
This tab displays in chronological order (most recent articles at the top) articles whose alias start with the event ID. (see also "Title and Alias")

Example:
http://www.fai.org/news/31692-event6717-16th-fai-european-gliding-championships-revving-up

4. Documents
The documents displayed on this tab are database-driven.
Contact: competitions@fai.org

26th FAI World Aerobatic Championships

Foligno, Italy

31 Aug to 11 Sep 2011

Information | Documents | Pictures | Videos

Event ID: 6991

Event classification: First Category Event

Type of event: World Championship

5. Pictures

The "Pictures" tab displays pictures that have been uploaded on the FAI Photostream on Flickr and have been tagged with the Event ID (here: 6991)

26th FAI World Aerobatic Championships

Par Federation Aeronautique Internationale
Pas de vrai nom indiqué   + Ajouter un contact

Cette photo a été prise le 29 août 2011.

25 vues

Cette photo fait partie de

▸ Galerie de Federation...

Cette photo est également visible dans

26th FAI World Aerobatic Championships (album: 21)

première photo →

Tags

26th FAI World Aerobatic Championships · 6991 · CIVA · Foligno · Aerobatics · Italy · 2011

Event ID

6. Videos

The "Videos" tab displays pictures that have been uploaded on the FAI Air Sports Channel on Youtube and have been tagged with the Event ID (here: 6991)
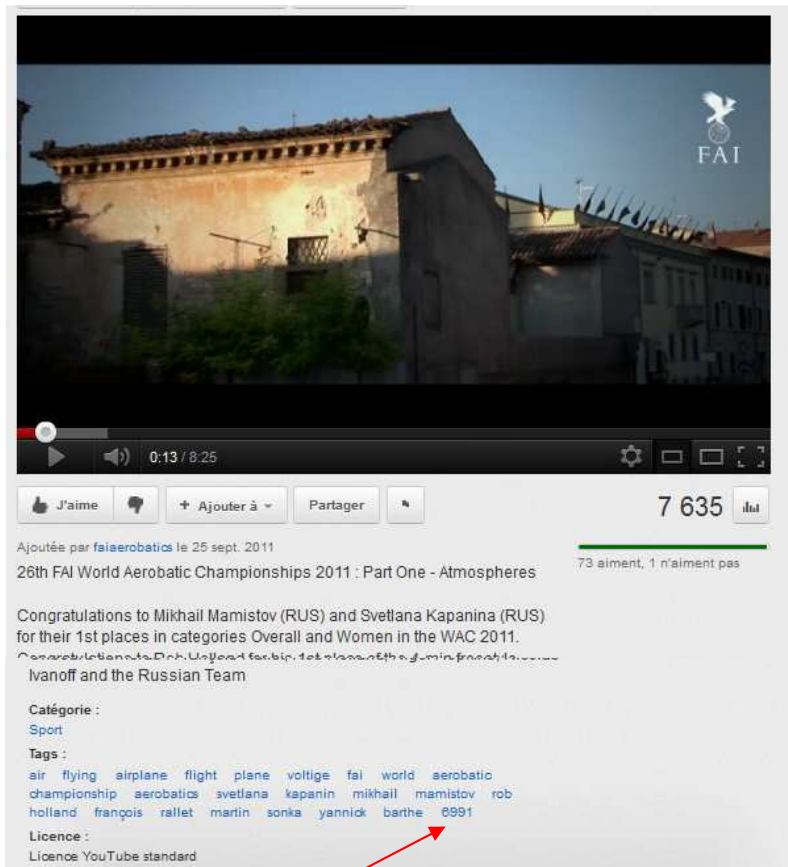
Event ID

Note on Slide News homepage box

"XXX Slide News" article category
The articles belonging to this category are displayed in the Slide news box in the Commission Homepages.
Joomla automatically displays in the slide box the first picture that you have added to the article.
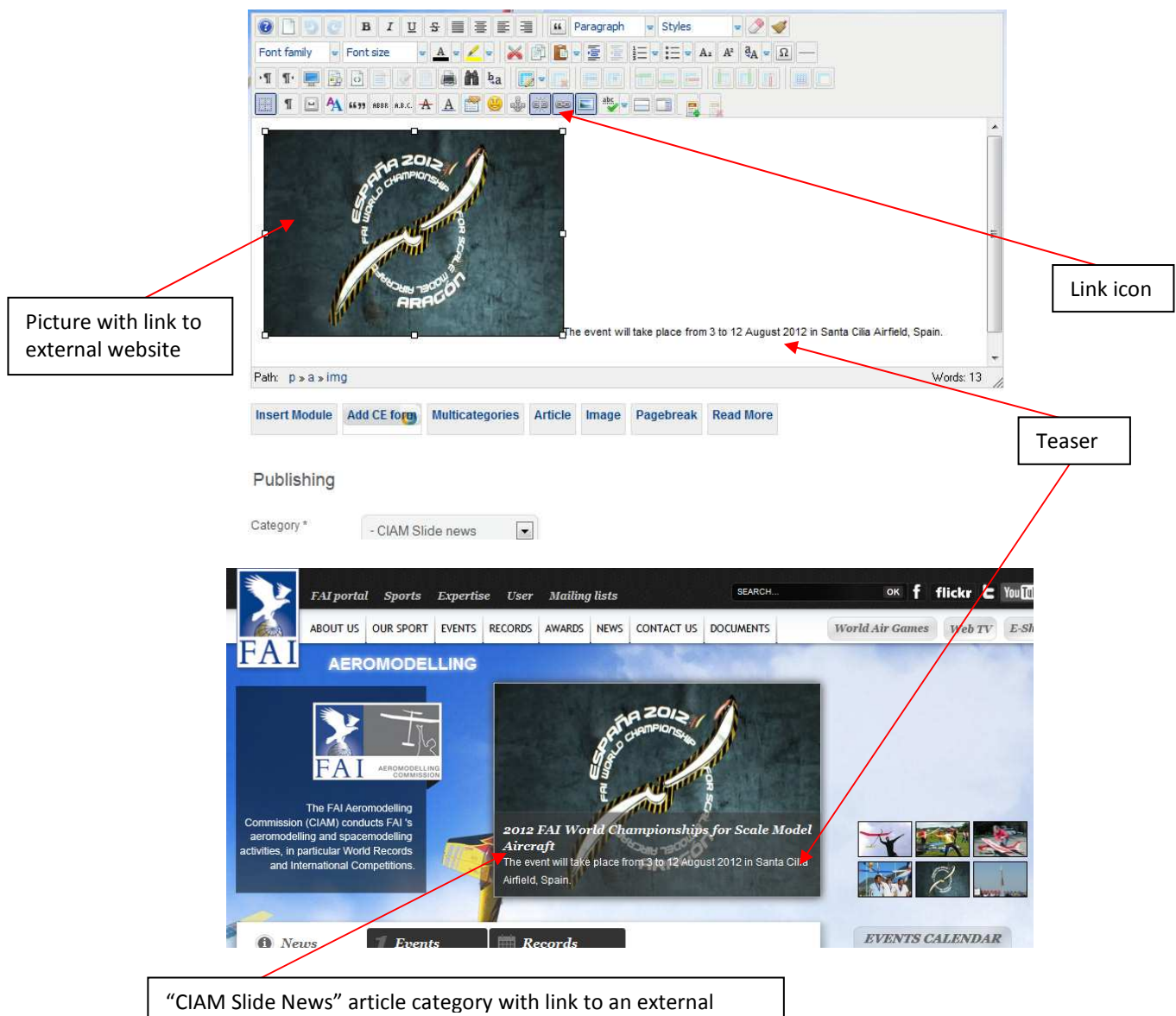
A.- You want one of your articles to show in the "XXX Slide News" box:
Assign the article to the "XXX Slide news" category using the "Multicategories" tool (see "How to create an article")

B.- You want to create a link to an external website (for example, a link to a competition website):
- Create an article with a picture, a title and a teaser.
- Click on the picture and then on the Link icon
- Enter the URL of the external website
- Select "Open in New Window" (see "How to insert a link to another article or another URL")

Link icon

Picture with link to external website

Teaser

"CIAM Slide News" article category with link to an external

Note on the Frontpage and Event boxes
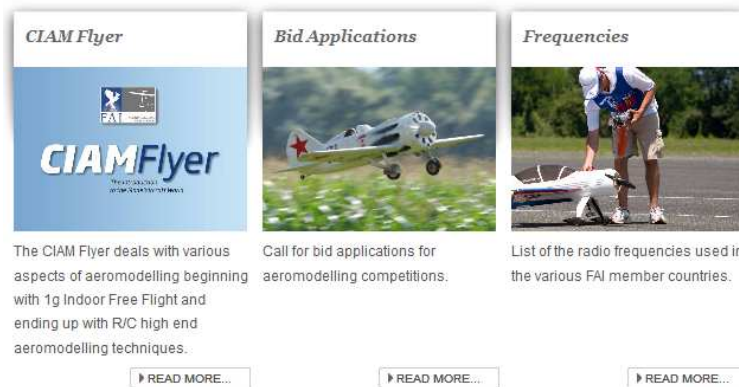
The 3 boxes at the bottom of the Commission Homepages belong to the "XXX frontpage box 1", "XXX frontpage box 2", "XXX frontpage box 3" categories (the same applies for the "XXX event box1, 2, 3").

To modify one of these boxes, you need to find the article by clicking on "User", "Categories", and then on the appropriate "XXX frontpage x" category.
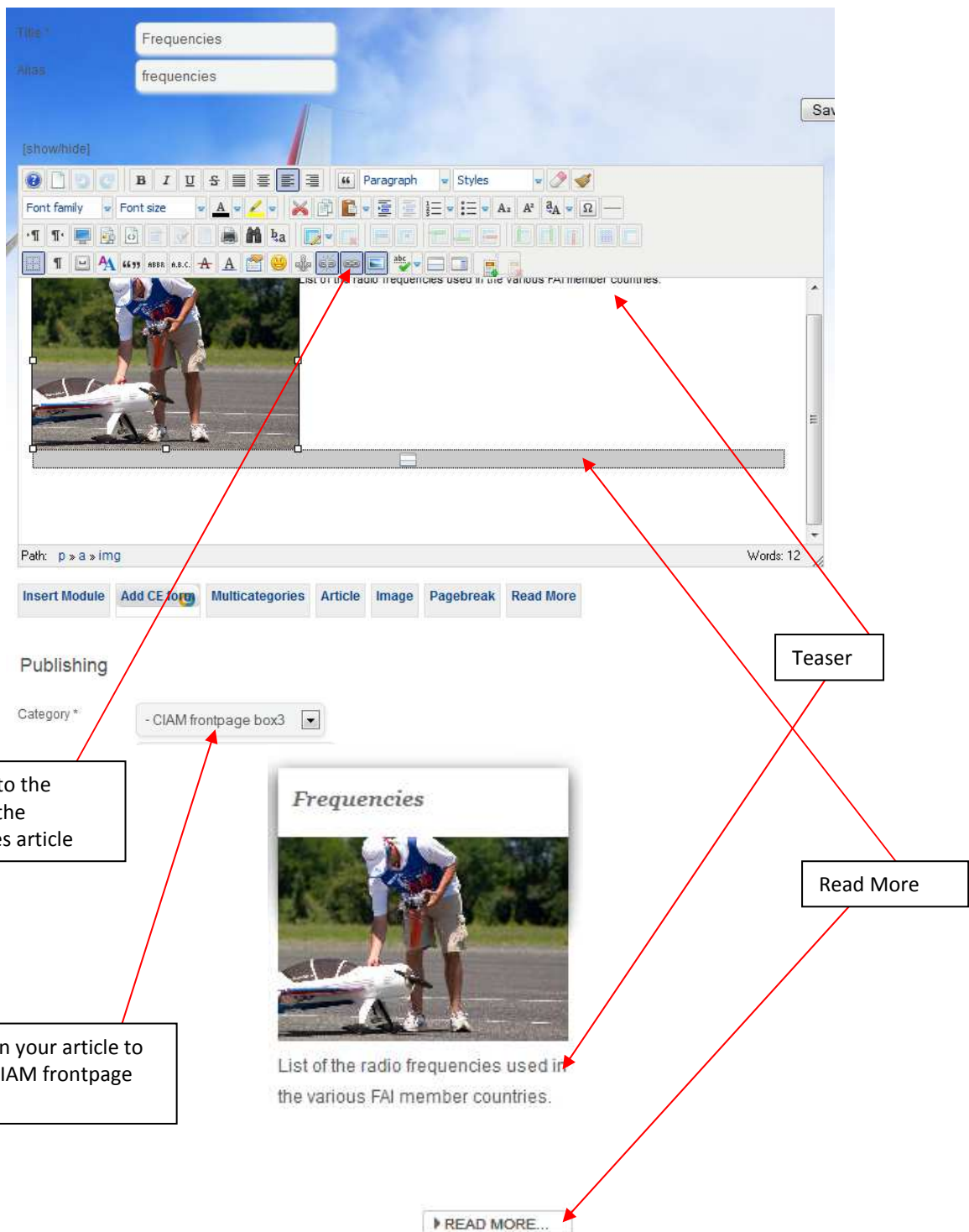

To create a new box, create an article and assign it to "XXX frontpage box 1", "XXX frontpage box 2" or "XXX frontpage box 3". You need then to insert a picture and create a link to the article in the picture.

Example:
You want to create a box on the CIAM homepage with a link to the "Frequencies" page.

- *Create an article*
- *Assign it to the "CIAM frontpage box 3" category*
- *Give it a Title*
- *Insert a short text that will be the teaser*
- *Insert a picture*
- *Add a link to the picture: link to the Frequencies page*
- *Insert a "Read More" below the picture and the teaser*
- *Save*

Add a link to the picture to the Frequencies article

Assign your article to the CIAM frontpage box3

Teaser

Read More

SOFTVERK