



Webmaster guide to manage www.fai.org

The web of FAI is built on Joomla CMS version 1.6.
Joomla is a CMS = Content Management System.

This guide is not a Joomla guide, but a guide for webmasters to manage the content of their commission.

In the old website, each Commission had their own separate websites.
In the new website there is one single instance of web for all the FAI main pages, all commissions pages, events, records and awards.

This is why the webmasters might see in some cases categories and possible other classifications of other commissions.

Almost all the content can be managed with the access to the frontend of the CMS. Some more complex management must be done in the backend and it is assumed to be handled by FAI office webmasters.

The content is written in Articles and each article is classified by its Category.

IF YOU HAVE ANY QUESTIONS, SEND AN EMAIL TO COMMUNICATION@FAI.ORG

Login

To log in, click on Login at the top right of the homepage.

The Login button opens a menu for login, lost passwords and more.



User menu

Once logged in a User menu becomes visible in the top menu bar.

Use the User menu to create new articles, see your own user information and go through all the categories of each commission – the categories contain all the articles of each category and can be edited if the users has the access rights for that.



Categories

Every article is assigned a category of the relevant commission.

This is how the content from a commission is kept separate from another.

The categories are used to display articles in specific places of the commission page.

Here is a sample for one commission main page. The red boxes show the categories used to control where the articles are shown.

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



The screenshot shows the CIVA main page with a navigation bar at the top containing links like 'ABOUT US', 'OUR SPORT', 'EVENTS', 'RECORDS', 'NEWS', 'AWARDS', 'CONTACT US', and 'DOCUMENTS'. A search bar and social media icons are also present. The main content area features a large banner image of a hang glider. Below the banner, there are several article boxes and category filters. Red boxes highlight specific categories used for filtering: 'Category: CIVL Slide News' (top right), 'Category: CIVL News' and 'Category: CIVL Person' (middle left), 'Category: CIVL Frontpage box1' (bottom left), 'Category: CIVL Frontpage box2' (bottom middle), and 'Category: CIVL Frontpage box3' (bottom right). The article boxes contain text about various events and records, such as '6th FAI World Paragliding Accuracy Championship in Kuncice: great event for...', 'Solar-Powered Aeroplanes record', 'Did you know...? Iceland is green and Greenland is white', 'And the World Could Fly', 'WXC World XC Online Contest', and 'Proficiency Badges'. Each article box has a 'READ MORE...' link.



Sample of main commission page categories is shown in the sample screenshot above and also as a list in the screenshot below.

This lists sample of subcategories of CIVA commission (along with the number of articles in each category). This screenshot is actually part of the Category list accessed by User menu Categories. By clicking on the Category name, the articles of that category are listed. If the user has the edit rights, then the article can be edited.

Please edit an article only to correct or enhance it.

New articles should be created for new content, including when changing the commission front page boxes 1..3. The boxes show the latest articles of that category, so a new article will replace the older ones in that particular box.

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

Articles

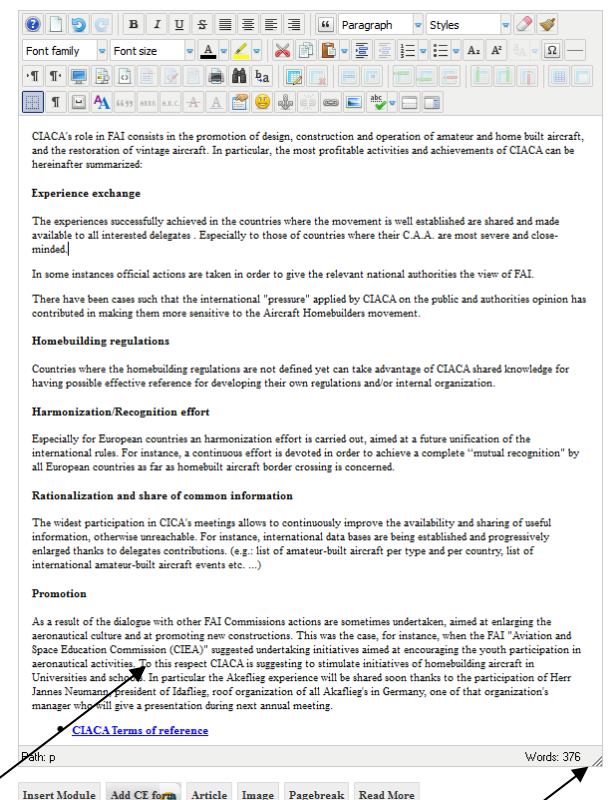
Most of the content pages are articles. They can be static pages with information on the sport or news of different types shown on the main commission page or on the FAI main page.

Articles are written in a WYSIG editor. The WYSIG editor resembles to Microsoft Word with its text entry panel and the editor features in icons 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 like once saved. It is done by grabbing the right lower corner with the mouse (click and hold)..

Images, internal and external links can be inserted to an article. Modules can also be added into the article (see for example the Document module and its features).

There are buttons at the bottom to assist the user to add modules/images/pagebreaks and readmore tags.

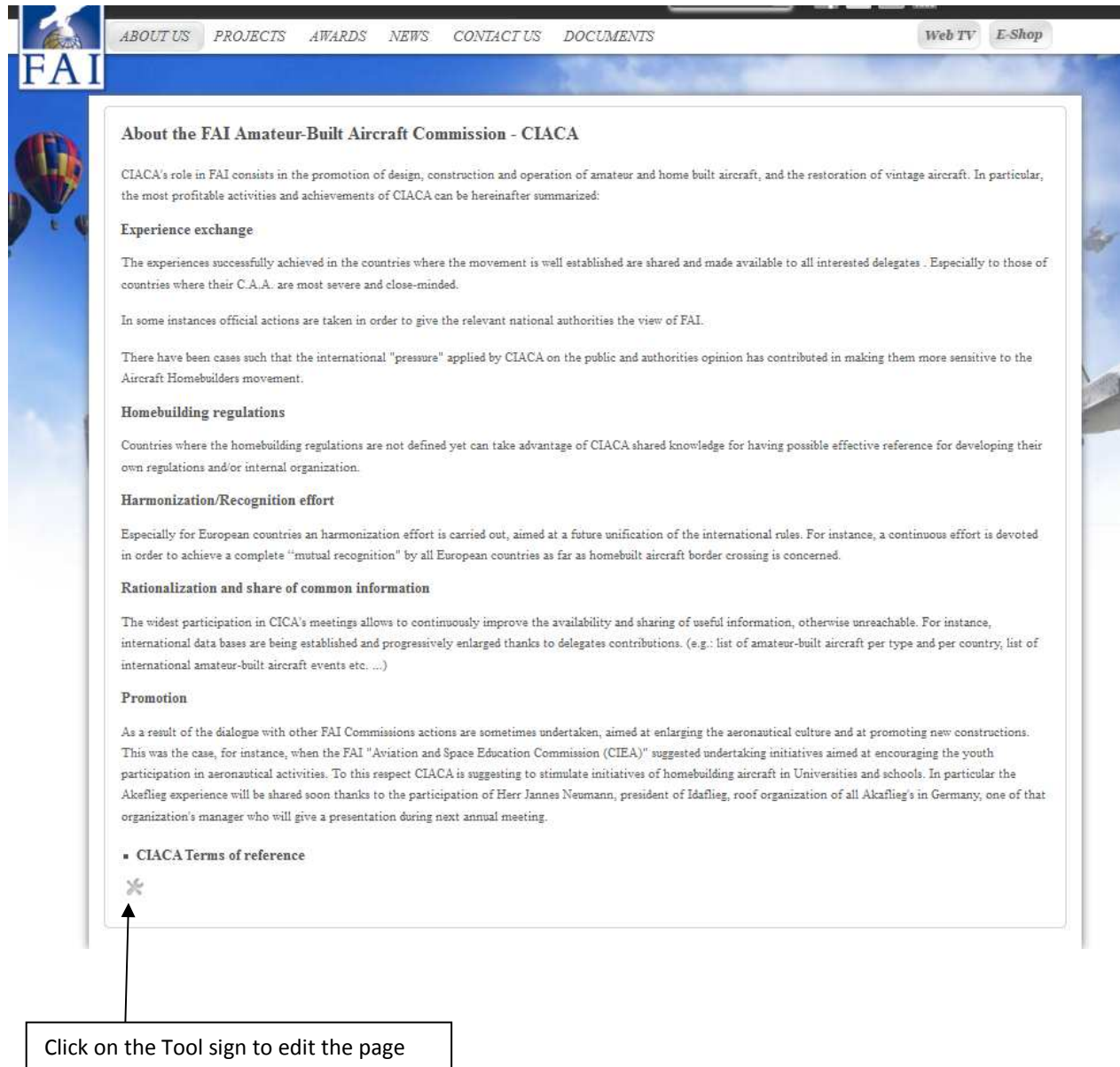


WYSIG editor

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 Tools at the bottom of the page.



About the FAI Amateur-Built Aircraft Commission - CIACA

CIACA's role in FAI consists in the promotion of design, construction and operation of amateur and home built aircraft, and the restoration of vintage aircraft. In particular, the most profitable activities and achievements of CIACA can be hereinafter summarized:

Experience exchange

The experiences successfully achieved in the countries where the movement is well established are shared and made available to all interested delegates. Especially to those of countries where their C.A.A. are most severe and close-minded.

In some instances official actions are taken in order to give the relevant national authorities the view of FAI.

There have been cases such that the international "pressure" applied by CIACA on the public and authorities opinion has contributed in making them more sensitive to the Aircraft Homebuilders movement.

Homebuilding regulations

Countries where the homebuilding regulations are not defined yet can take advantage of CIACA shared knowledge for having possible effective reference for developing their own regulations and/or internal organization.

Harmonization/Recognition effort

Especially for European countries an harmonization effort is carried out, aimed at a future unification of the international rules. For instance, a continuous effort is devoted in order to achieve a complete "mutual recognition" by all European countries as far as homebuilt aircraft border crossing is concerned.

Rationalization and share of common information

The widest participation in CICA's meetings allows to continuously improve the availability and sharing of useful information, otherwise unreachable. For instance, international data bases are being established and progressively enlarged thanks to delegates contributions. (e.g.: list of amateur-built aircraft per type and per country, list of international amateur-built aircraft events etc. ...)

Promotion

As a result of the dialogue with other FAI Commissions actions are sometimes undertaken, aimed at enlarging the aeronautical culture and at promoting new constructions. This was the case, for instance, when the FAI "Aviation and Space Education Commission (CIEA)" suggested undertaking initiatives aimed at encouraging the youth participation in aeronautical activities. To this respect CIACA is suggesting to stimulate initiatives of homebuilding aircraft in Universities and schools. In particular the Akeflieg experience will be shared soon thanks to the participation of Herr Jannes Neumann, president of Idaflieg, roof organization of all Akaflieg's in Germany, one of that organization's manager who will give a presentation during next annual meeting.

■ CIACA Terms of reference

✕

Click on the Tool sign to edit the page

How to create an article

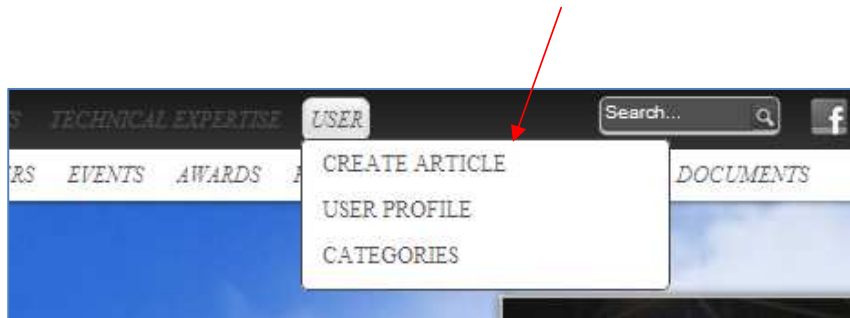
To create an article, go to User, Create Article.

Once you have chosen a title and written the text, **do not forget to choose the category** you want the article to be displayed. It might even be better to set the category before entering the content as setting the category can easily be forgotten after concentrating on the content writing.

The Category is very important when creating articles. If the article is in the Category „xxx News tabs“ (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.

The status of an article is published by default. But if a user wants to work on an article it can be marked as unpublished until ready, or the publishing date can be set in the future, so it will be published when at the set date.

There are other entry fields but are not as important as the ones addressed specifically here.



Path: p

[Insert Module](#) [Add CE form](#) [Article](#) [Image](#) [Pagebreak](#) [Read More](#)

Publishing

Category *

Author's Alias

Status

Featured

Start Publishing

Finish Publishing

Access

Ordering:

Assign a category to your article

Title and alias

The title should be clear but be aware that its length is sometimes limited. When creating a new article the alias of the article can be chosen, but if you don't enter anything into the "Alias" field the "Alias" will automatically be created from the Title.

The Alias will be displayed in the url.

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

Example: event5997-hot-air-balloon-championship

This will automatically associate your article with the event in the event calendar. The articles linked thus with a event will be displayed when an Event is selected in the Event News tab. This means that when older events are viewed, the news associated with that event will still be seen.

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.

Format

When writing text the format listbox should be used for various parts of the text. By using the format listbox the font and other emphasizing features are uniform for the whole FAI web. In the screenshot the content uses the “Paragraph” format and the bottom line in the text uses the „**Heading 4**“ format

Heading 4: use this style for all the headings and titles within an article (main title is fixed)

Paragraph: use this style for the body of the text

Do not change the font family or the font size to keep uniform look of the FAI web !

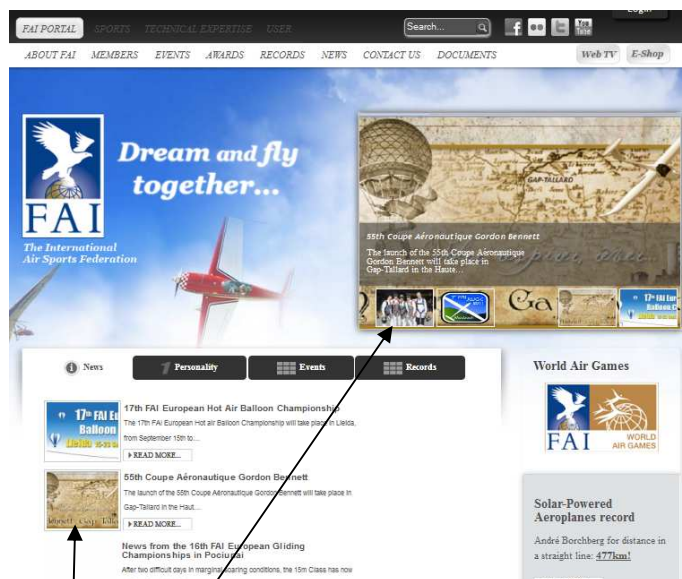
[illegible]

How to add images to an article

Images can be added to an article and is encouraged to give the content more lively and interesting looks.

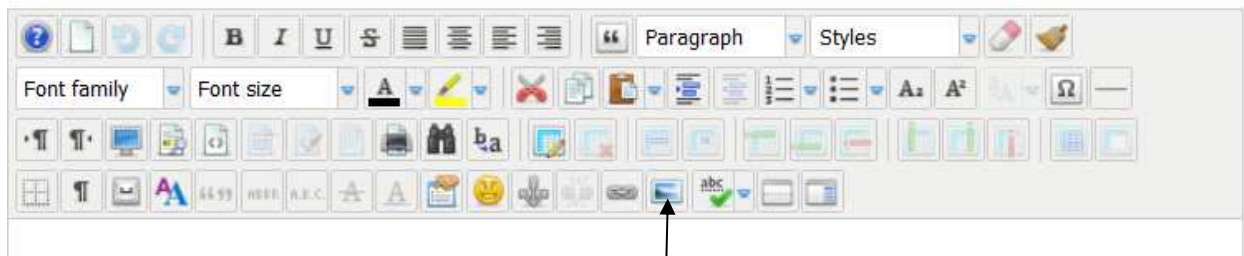
Beware image sizes. An image added in an article will be loaded as it was saved in the CMS. A picture of 2mb will be loaded fully whenever the article is shown or viewed. Large images will slow down the page loading - and internet speed is slow in many countries. It is therefore recommended to resize the images **before** adding them to an article.

Some categories will use the picture that is in the article to show it separately on the side or as a sliding image below intro text of the article, so it is recommended to use rectangular landscape pictures (ideally with the standard 2:3 proportions)



2:3 proportions

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

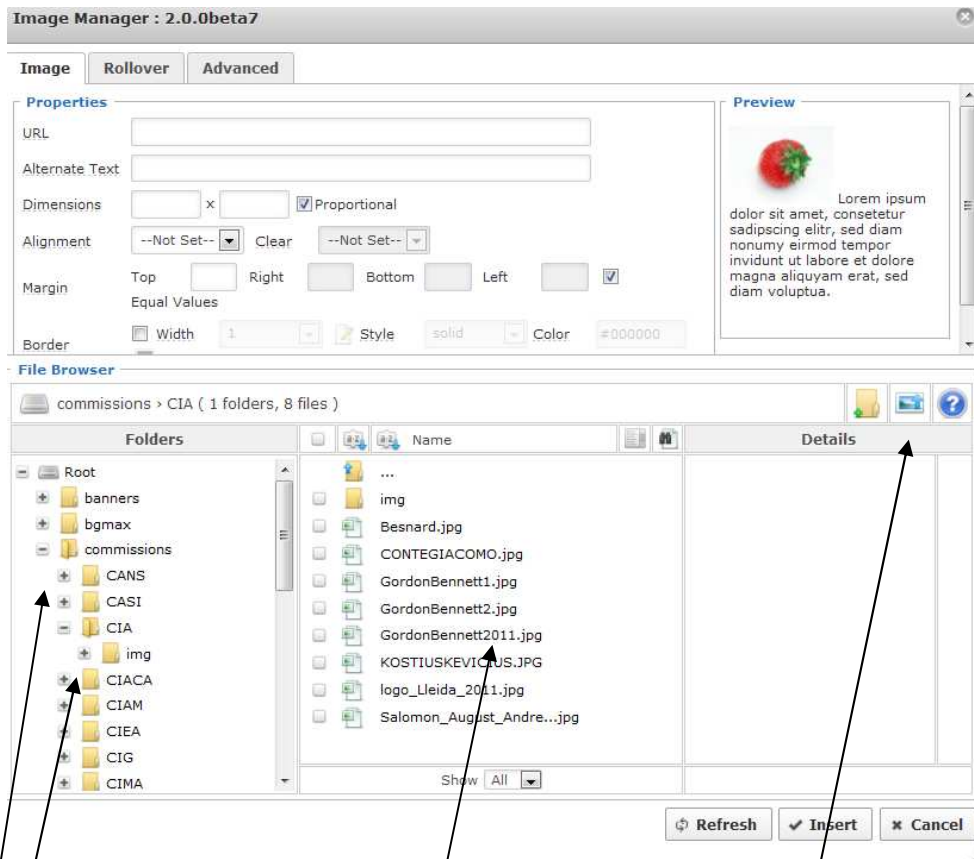


Click on the picture icon

This will open the Image Manager.

Click on “commission” and the name of your commission (in this example, CIA) to open the folder. Then click on “upload” and look in your computer for the picture you will to upload.

Give it an understandable title, not for example img55555.jpg.



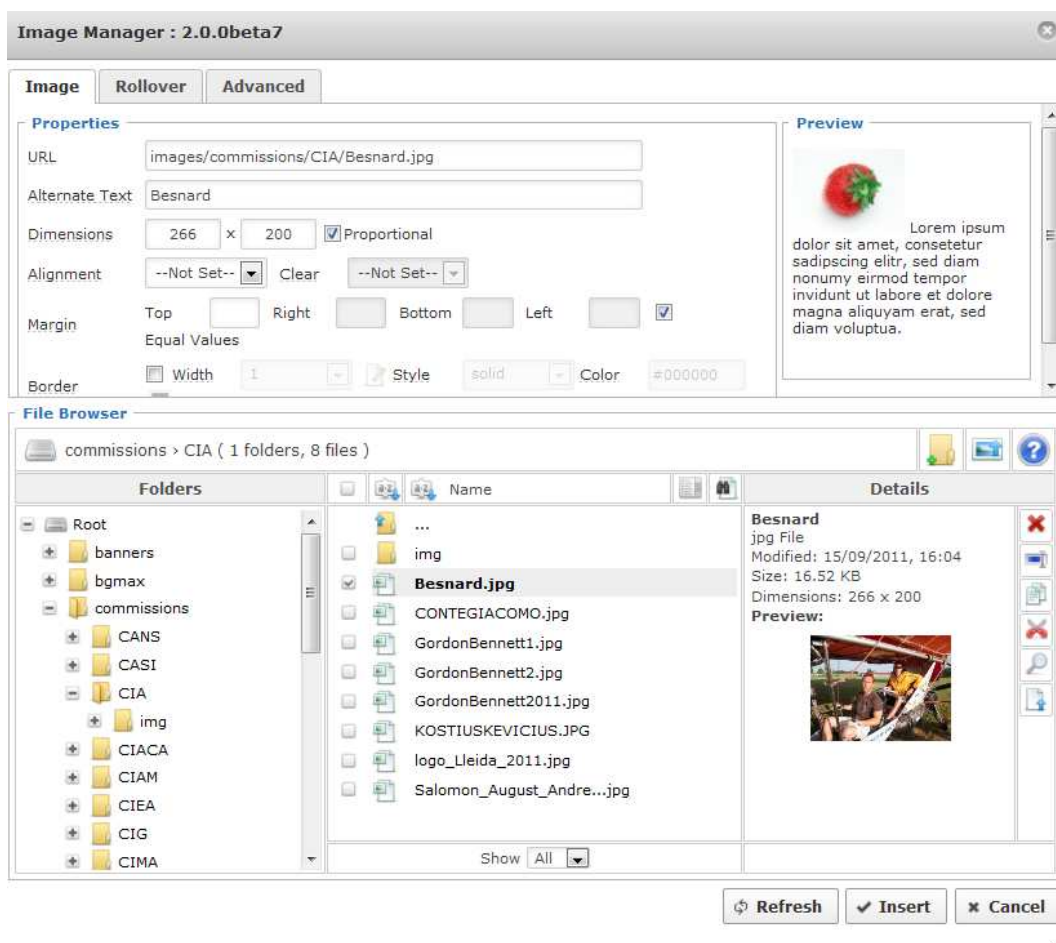
Click on “commissions” and then the name of your commission

Click on this sign to upload your picture

Understandable titles

Your picture will then appear in the folder.

Click on it, then add a value in the “Dimensions” field – this will be the size of the picture displayed in the article.

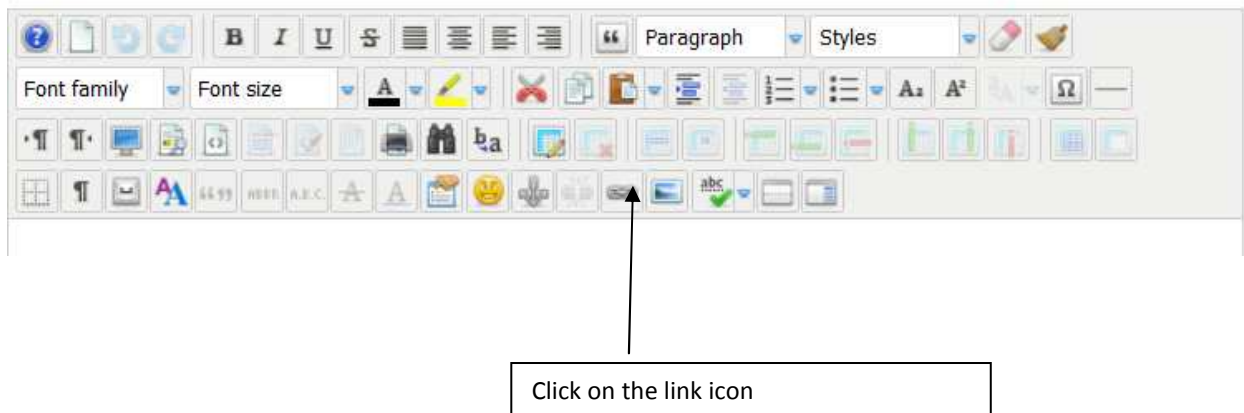


If you want to add a caption to the picture, click on the “Advanced” Tab and add the caption in the “Title” field. The caption doesn’t appear in the WYSIG editor but is shown below the picture once the article is saved. The caption can give a description and/or the photographer’s name.

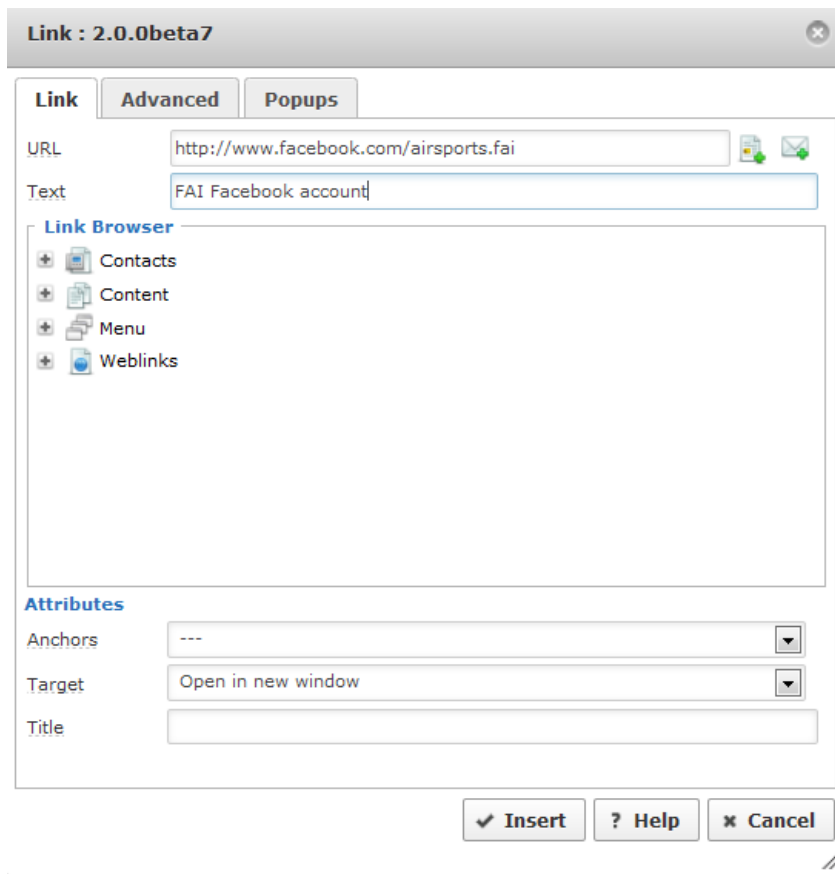
To add the picture to your article, click on “Insert”.

How to insert a link to another article or another url

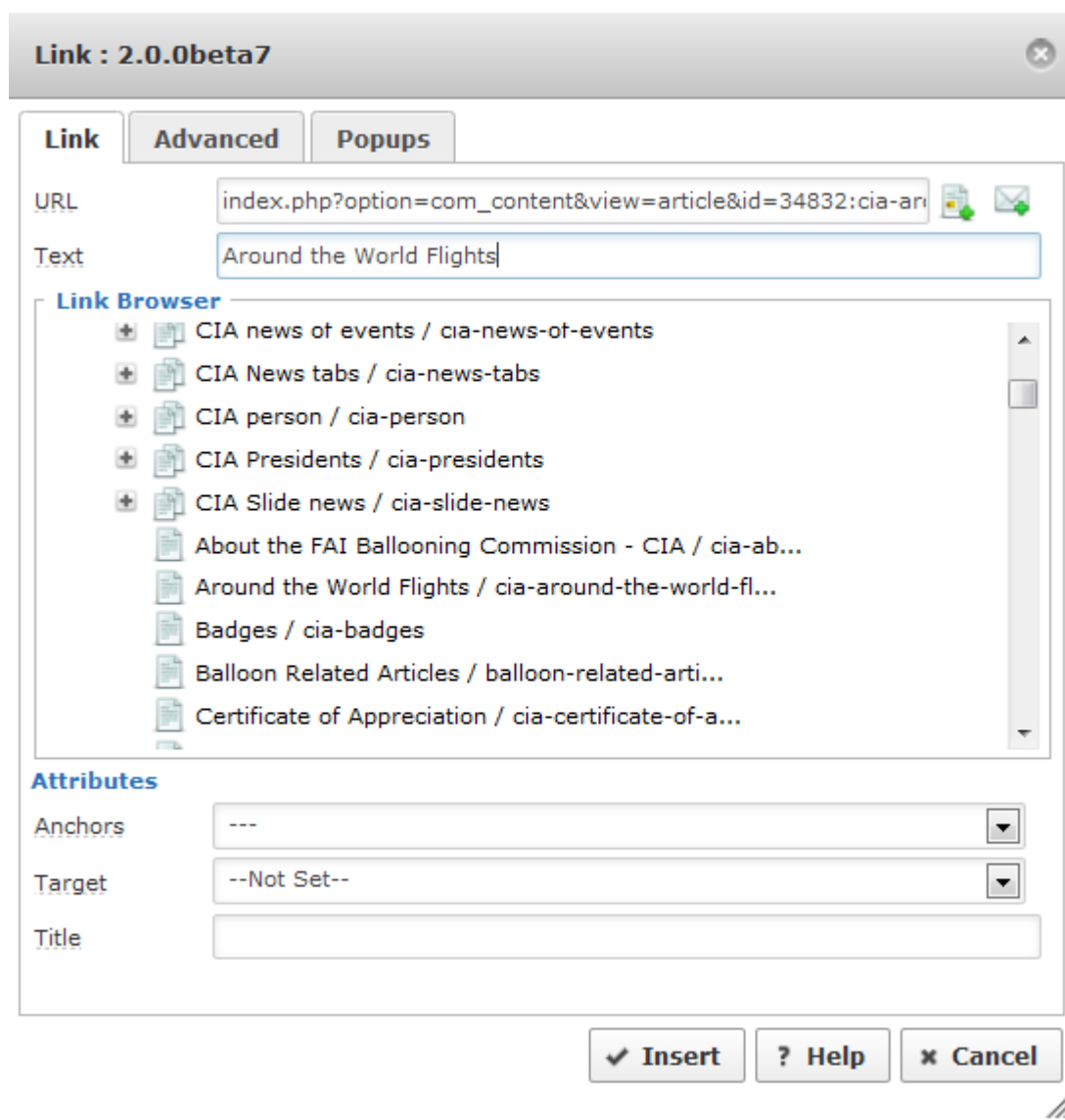
To insert a link to an article, click on the link icon of the WYSIG Editor.



If you want to add a link to an external website, type in the whole URL (including http:...) of that website, and change the "Target" to "Open in new window". Open in new window should be used as standard for external websites. It keeps user in the FAI page in the original tab/window. Type in the text you would to appear in the article for the link. Then click on Insert.



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. The “Target” should show “—Not Set—”. Then click on “Insert”

The image shows a software dialog box titled "Link : 2.0.0beta7". It has three tabs: "Link", "Advanced", and "Popups", with "Link" currently selected. The "URL" field contains the text "index.php?option=com_content&view=article&id=34832:cia-ar". The "Text" field contains "Around the World Flights". Below these is a "Link Browser" section showing a list of files and folders with expandable icons. The list includes: "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...", and "Certificate of Appreciation / cia-certificate-of-a...". Below the link browser is an "Attributes" section with three fields: "Anchors" (set to "---"), "Target" (set to "--Not Set--"), and "Title" (empty). At the bottom right are three buttons: "Insert" (with a checkmark icon), "Help" (with a question mark icon), and "Cancel" (with an 'x' icon).



Document module of the FAI web site

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

Categories have been created in the document module for each commission using the abbreviation of the commission (CIVA, CIMA, CIVL, ...)

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

The Document categories can be viewed as the document folders. So any category can have subcategories (subfolders) or documents in that category (folder).

The structure of document categories is almost identical for all the commissions.

Document categories

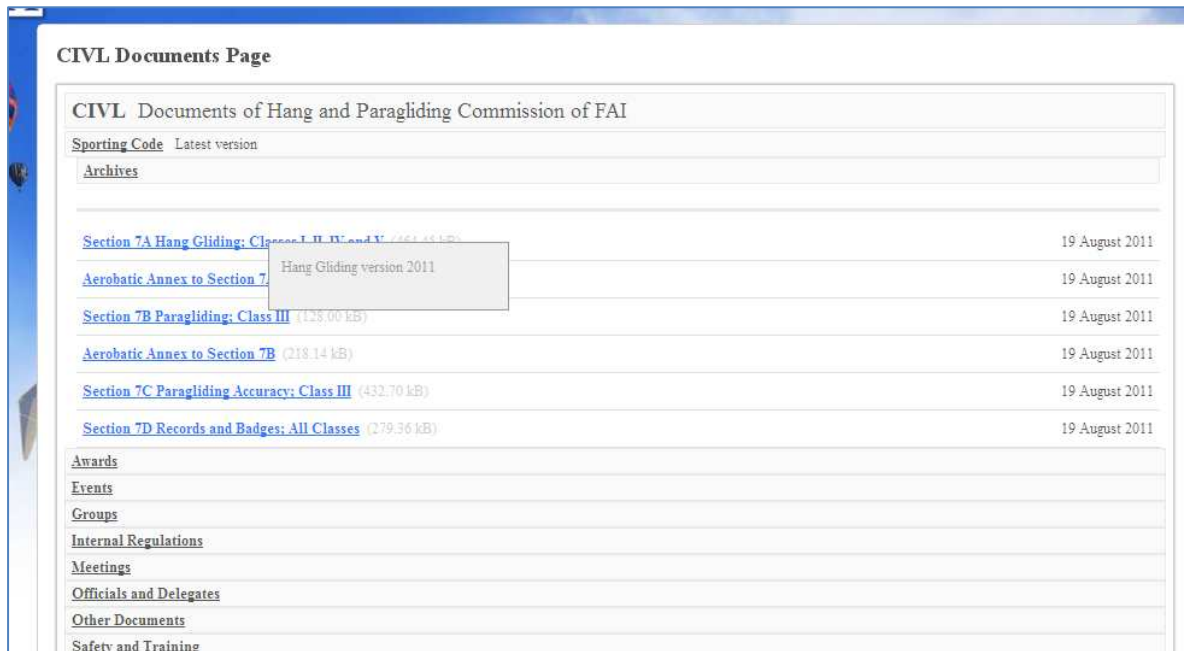
Here is the structure for the CIVL documents, which is similar to all the other commissions.

CIVL (commission name)

- Sporting code
- Meetings
 - o 2011
 - Plenary
 - Bureau
 - o 2010
 - Plenary
 - Bureau
 - o 2009
 - Plenary
 - Bureau
 - o Archive
- Events
- Groups
 - o Bureau
 - o PG subcommittie
 - o HG subcommittie
 - o Software WG
 - o Officials and Delegates
- Internal Regulations

.... and so forth

When clicking on the “Documents” page of a commission a screen similar to this is shown that reflects the document structure. It will show all the documents accessible for that user (logged in users might see more than public access)



Each category has a unique ID, Title, Description and Order.

Here the Title of the top Category shown is „CIVL“ and its description is „Documents of the Hang and Paragliding Commission of FAI“.

The next category is „Sporting Code“ and its Description is „Latest version“

Then the Archive category and documents of the Sporting Code category are listed.

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

If you hover over the file title you will see the Description of the file (optional).

If you hover over the filesize you will see show the filename, file size, and file type.

Example:

On the above screenshot the Description „*Hang Gliding version 2011*“ is the description of the file title „*Section 7A Hang Gliding: Classes I,II,IV and V*“ where the actual filename is „*s7a-hg2011.pdf*“.

How to edit a file/document

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.

For edit rights of files there is an Edit link for each file.

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

The ordering can also be changed so the webmasters can sort the files in any order they wish.

CIVL Documents of Hang and Paragliding Commission of FAI		Edit	Upload
Sporting Code	Section 7	Edit	Upload
Archive		Edit	Upload
Section 7A Hang Gliding: Classes I, II, IV and V	(464.45 kB)	Edit	19 August 2011
Aerobatic Annex to Section 7A	(202.36 kB)	Edit	19 August 2011
Section 7B Paragliding: Class III	(128.00 kB)	Edit	19 August 2011
Aerobatic Annex to Section 7B	(218.14 kB)	Edit	19 August 2011
Section 7C Paragliding Accuracy: Class III	(432.70 kB)	Edit	19 August 2011
Section 7D Records and Badges: All Classes	(279.36 kB)	Edit	19 August 2011
Awards		Edit	Upload
Events		Edit	Upload
Groups		Edit	Upload
Internal Regulations		Edit	Upload
Meetings		Edit	Upload
2012	Plenary meeting Yilan Province, Chinese Taipei from 16th to 19th February 2012	Edit	Upload
2011	Plenary meeting Lausanne (Switzerland), 24 - 27 February 2011	Edit	Upload
2010	Plenary meeting Lausanne (Switzerland), 18-21 February 2010	Edit	Upload
Archive		Edit	Upload
Officials and Delegates		Edit	Upload
Other Documents		Edit	Upload
Safety and Training		Edit	Upload

A file can be moved to other categories if needed. A file can be unpublished, which means that it will not show on the web.

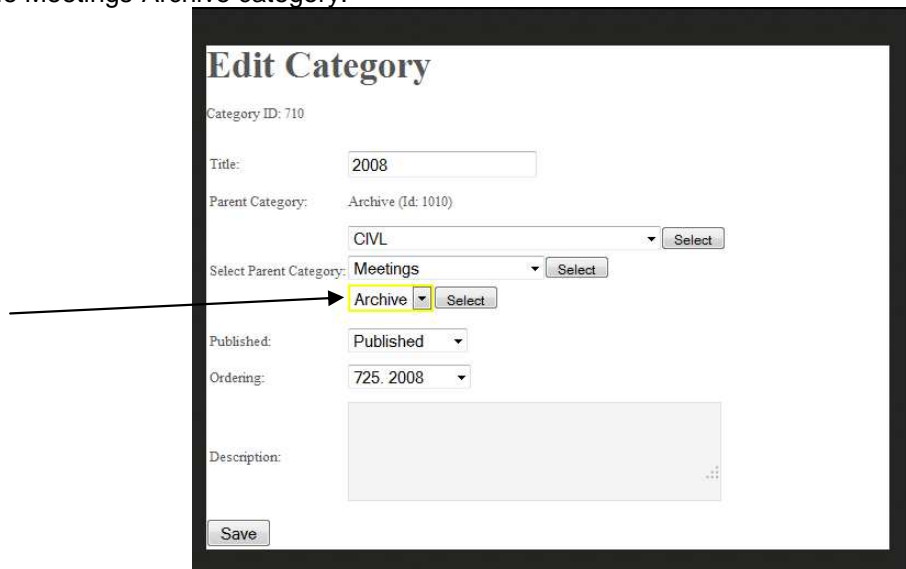
The same applies to Edit in categories. The Title, Description of categories can be changed. The parent category can be changed and a category can be Unpublished. Unpublishing a category will stop it from being shown – **unpublish a category or a document if you want to delete a file.**

Example:

If you would like to move the category “2008” inside the “Meetings” category in the Archive category, click on edit at the right side of “2008”.

Then browse the selected Parent category until “Archive” is selected in yellow. Click on “Save”.

The whole category including subcategories and files will be moved from the main Meetings category to the Meetings-Archive category.



How to display a category of documents in an article

You only have to add a line like this `{mod_download categories="xxx"}` to an article to display any category or subcategory of documents in an article. Replace XXX with the correct document category ID (see below to find out the document category ID). If more than one category is to be shown it can be done by adding comma separated list of categories, like "12345,4321".

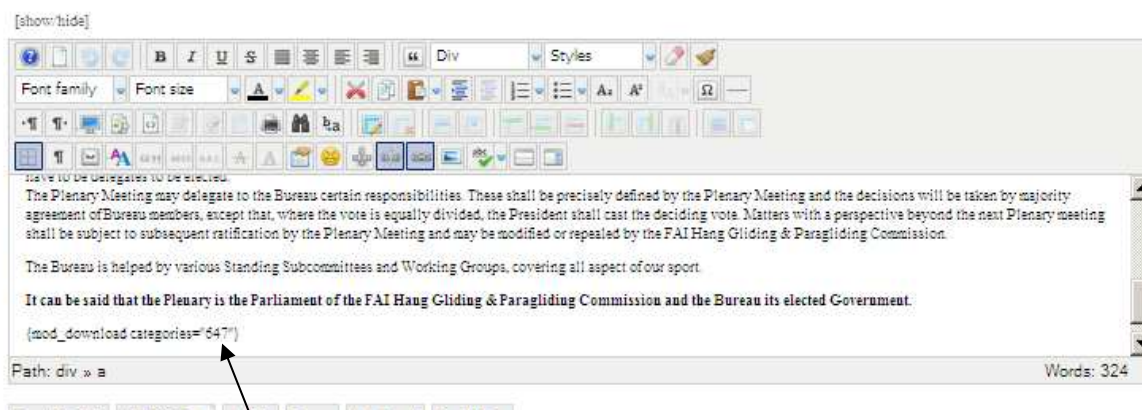
You can display on the same article text, links or images and categories of documents.

When a top level category is listed, all subcategories and all documents in that document tree that the user has access to see will also appear, but only the first level is expanded. This means that public users that are not logged in can see Public documents. For logged in users their access can be controlled and their upload rights are also controlled.

A subcategory like "Meetings>2011" can be displayed directly without showing other sections of the document structure or the top level category. It is done by using the line `{mod_download categories="xxx"}` of the relevant category "Meetings 2011".

The Category description is displayed in the line of the category. It can be used for example to state the dates of the annual Plenary meetings. In the following example a document category is shown at the bottom of an article about meetings.

The line of `{mod_download categories="647"}` is a directive to show the Meetings category of CIVL documents.



Add this line with the correct document category ID to any article to display a document category



And it will show like this on the web page where the one document line created the meeting document box:

Bureau members, except that, where the vote is equally divided, the President shall cast the deciding vote. Matters with a perspective beyond the next Plenary meeting shall be subject to subsequent ratification by the Plenary Meeting and may be modified or repealed by the FAI Hang Gliding & Paragliding Commission.

The Bureau is helped by various Standing Subcommittees and Working Groups, covering all aspect of our sport.

It can be said that the Plenary is the Parliament of the FAI Hang Gliding & Paragliding Commission and the Bureau its elected Government.

Meetings	
2012	Plenary meeting Yilan Province, Chinese Taipei from 16th to 19th February 2012
2011	Plenary meeting Lausanne (Switzerland), 24 - 27 February 2011
2010	Plenary meeting Lausanne (Switzerland), 18-21 February 2010
Archive	

Description of a category

And by clicking on the Plenary category you will see all the files available at the time the page is shown. So when new files are uploaded they will show right away in any place where the category is shown on a page.

Here is a sample of Meeting page where the Meeting category of CIVL is shown. The page does not need to be changed as it shows the Meeting category as it is any time, so with new years and meeting places the relevant meeting categories are created and documents uploaded to the relevant category. The documents will be shown directly when published so both for preparation and for minutes, it will always be accessible as soon as the document has been uploaded. This makes the maintenance of the pages much easier. Just manage the documents and the relevant pages will always show the latest information without need to maintain the actual pages.

Private documents

This is of course based on the access rights of the logged in user. For workgroup private documents the workgroup members would all have access and possibly upload rights, but the public would not see the documents.

Sample Meeting page with document module showing Meeting category:

Bureau members, except that, where the vote is equally divided, the President shall cast the deciding vote. Matters with a perspective beyond the next Plenary meeting shall be subject to subsequent ratification by the Plenary Meeting and may be modified or repealed by CIVL.

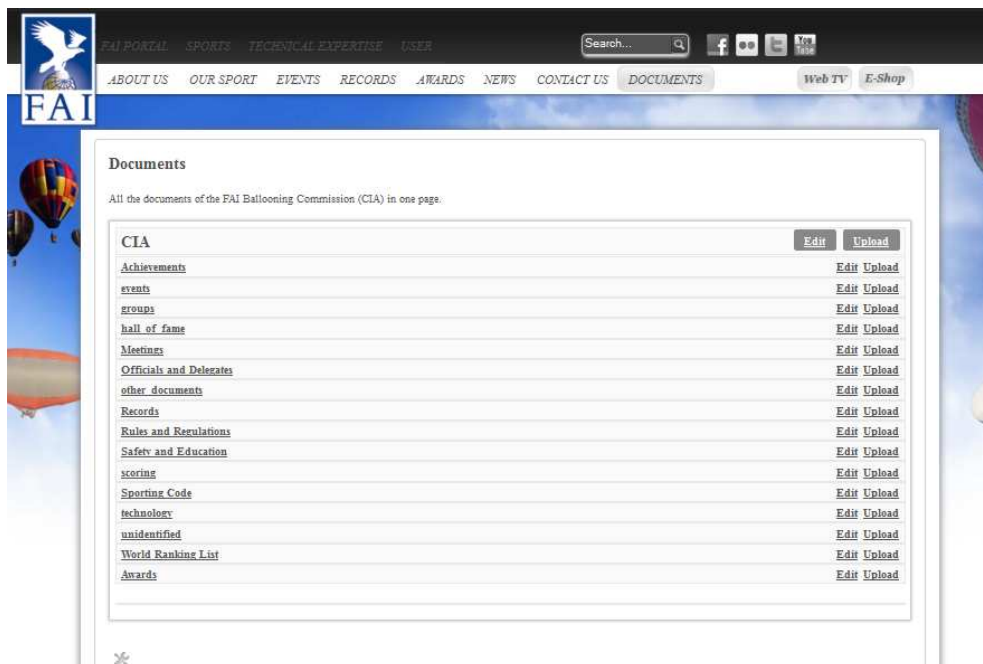
The Bureau is helped by various Standing Subcommittees and Working Groups, covering all aspect of our sport.

It can be said that the Plenary is the Parliament of CIVL and the Bureau its elected Government.

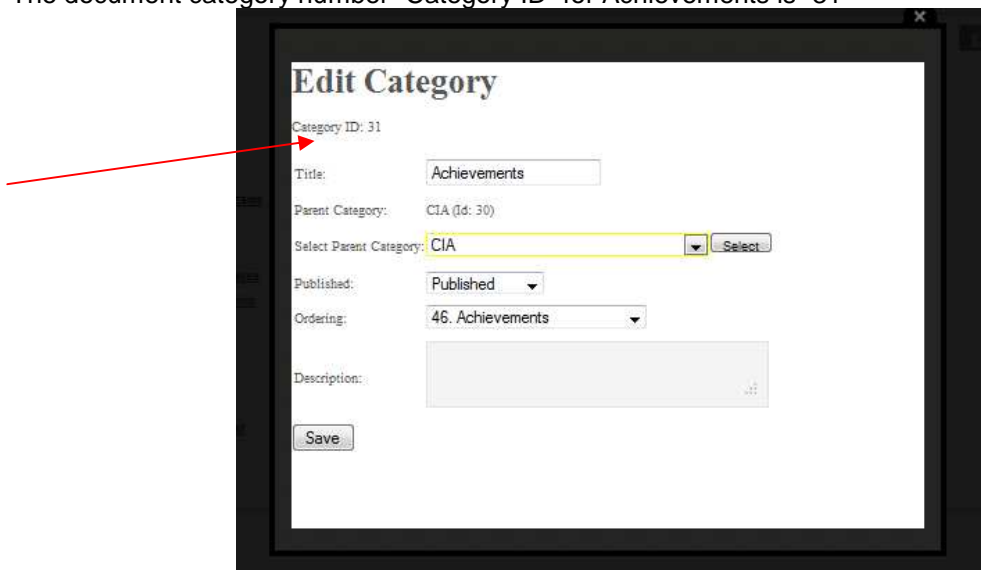
Meetings		Upload
2012	Plenary meeting Yilan Province, Chinese Taipei from 16th to 19th February 2012	Upload
2011	Plenary meeting Lausanne (Switzerland), 24 - 27 February 2011	Upload
2010	Plenary meeting Lausanne (Switzerland), 18-21 February 2010	Upload
Archive		Upload

Where to find the ID of a document category

Open the Commission Documents page. Click on edit on the category in question.



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 and write the following line: `{mod_download categories="31"}`

Click on "Save" and the document category "Achievements" will be displayed with its contents.


How to upload a document

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

The category can be changed later if needed.

The Title is what will be shown on the web page so it should be well chosen. If more information is needed then a description of up to 1000 characters can be written about the file. The description will be shown in a small popup window when users mouse is over the file title.

Please do not upload Documents of future Meetings yourself
All the documents related to future Meetings must be sent to sports-comm@fai.org
A member of the FAI staff will upload them

A screenshot of a web form for uploading a document. The form is titled "Upload File [Max Size: 3.00 MB]". Below the title, the category is set to "IGC > Meetings > 2011 > plenary > agenda". The "Filename:" field has a "Choose File" button, the text "No file chosen", and a "Start Upload" button. Below this is a "File Title:" text input field. Underneath the title field is a large, empty text area for the "Description:". At the bottom of the form, it says "Characters written 0 and left for description 1000".

How to edit properties of a category or a document

Users having Edit rights will see Edit button/link beside the Upload button/link.

Clicking on edit of Category the category title can be changed, the Description text can be written or edited, the category parent can be changed (moving a category to Archive for example) and the category can be unpublished (not to be shown anymore).

The same applies when clicking on Edit of a Document, the document Title can be changed, a Description can be written or updated, the Category of the document can be changed, the ordering can be changed and the document can be unpublished.

How to insert a link to a file in an article

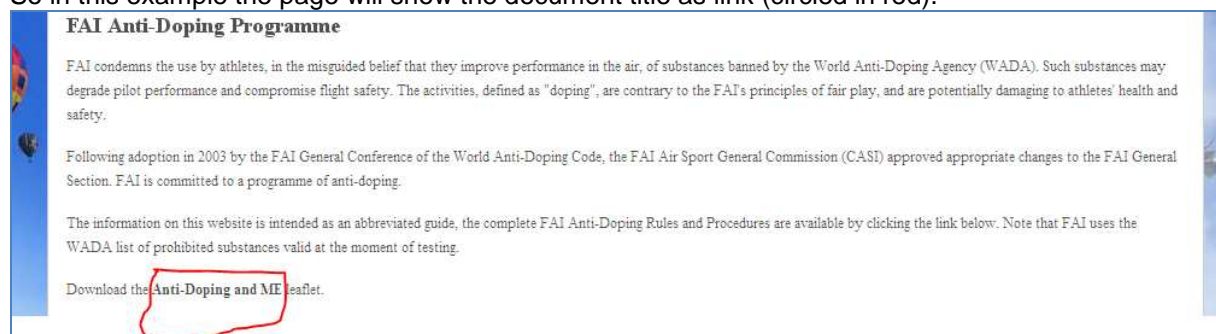
Any article or web page can have a direct link to a document.

It can be done by referring to the unique file ID by using „fileid= "2235"

{mod_download fileid="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 in question. Either click edit for that file or

Edit File

File ID: 2742

Title:

Category:

Published:

Ordering:

Description:

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

2010	Plenary meeting Lausanne (Switzerland), 18-21 February 2010	Edit	Uplo
bureau		Edit	Uplo
plenary	Lausanne (Switzerland), 18-21 February 2010	Edit	Uplo
Awards	(98.00 kB)	Edit	19 August 201
civl_meeting_2010_information	(194.85 kB)	Edit	19 August 201
civl_plenary_2010_agenda_pack1	(3.10 kB)	Edit	19 August 201
civl_plenary_2010_agenda_pack4	(46.58 kB)	Edit	19 August 201
civl_plenary_2010_agenda_pack5	(274.4 kB)	Edit	19 August 201
civl_plenary_2010_minutes	(1016.89 kB)	Edit	19 August 201
Plenary bid 2011	(77.00 kB)	Edit	19 August 201

File Name:
civl_meeting_2010_information.zip
File ID: 2742
File Size: 194.85 kB
File Type: zip