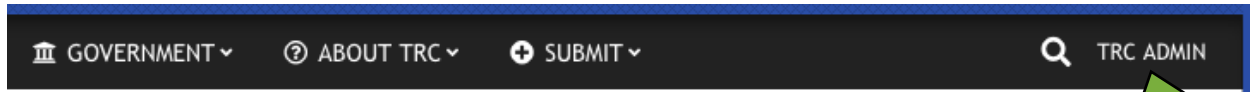


Admin How-To: Directory

This document will instruct you how to submit and manage Directory Listings on TRC. You will first need to sign up for an account, and then have Seth grant you the proper admin privileges. If you have any questions, email Seth at sethen@trcmaine.org.



ADMIN LINKS

Calendar: [Add Event](#) | [Edit Event](#)
Holidays: [Add Holiday](#) | [Edit by Month](#)
Memoriam: [Add Obit](#) | [Edit Obit](#)

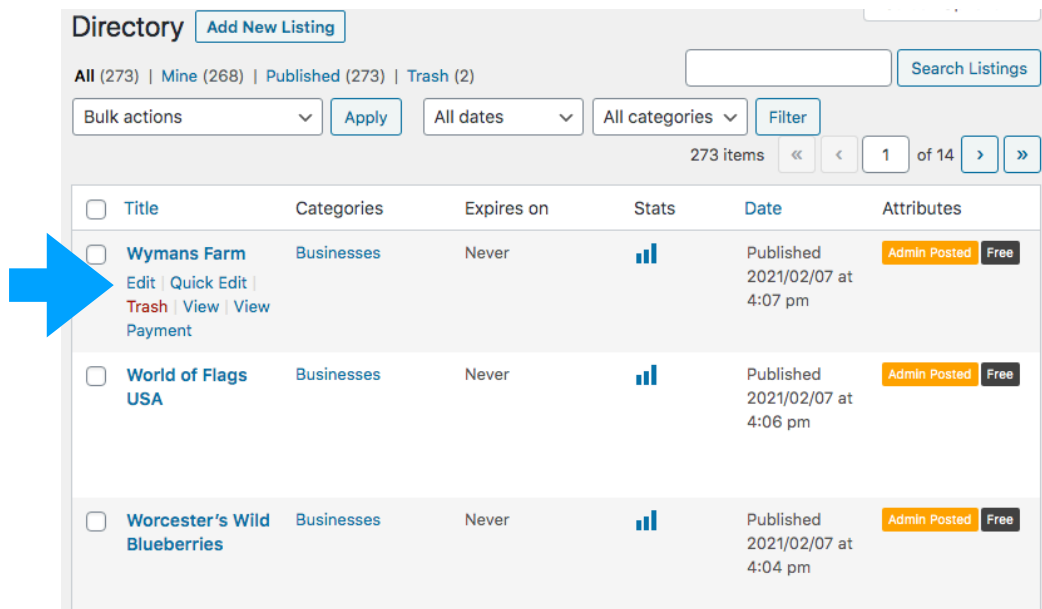
[View Directory Listings](#)
[Add Directory Listing](#)

Once logged into TRC with admin privileges, you will see a **TRC Admin** option in the main site menu (pictured above)

On the Admin page, you will see a block named ADMIN LINKS that has some Directory links at the bottom.

VIEW DIRECTORY LISTINGS

This link will take you to an admin page where you can see all the listings. It has options to search, as well as filters for the categories or any tags. You can use this to access entries to edit them.



<input type="checkbox"/>	Title	Categories	Expires on	Stats	Date	Attributes
<input type="checkbox"/>	Wymans Farm Edit Quick Edit Trash View View Payment	Businesses	Never		Published 2021/02/07 at 4:07 pm	Admin Posted Free
<input type="checkbox"/>	World of Flags USA	Businesses	Never		Published 2021/02/07 at 4:06 pm	Admin Posted Free
<input type="checkbox"/>	Worcester's Wild Blueberries	Businesses	Never		Published 2021/02/07 at 4:04 pm	Admin Posted Free

EDIT LISTING

This is where you edit the entry. The first image sows the name of the entry, and below it the content area.

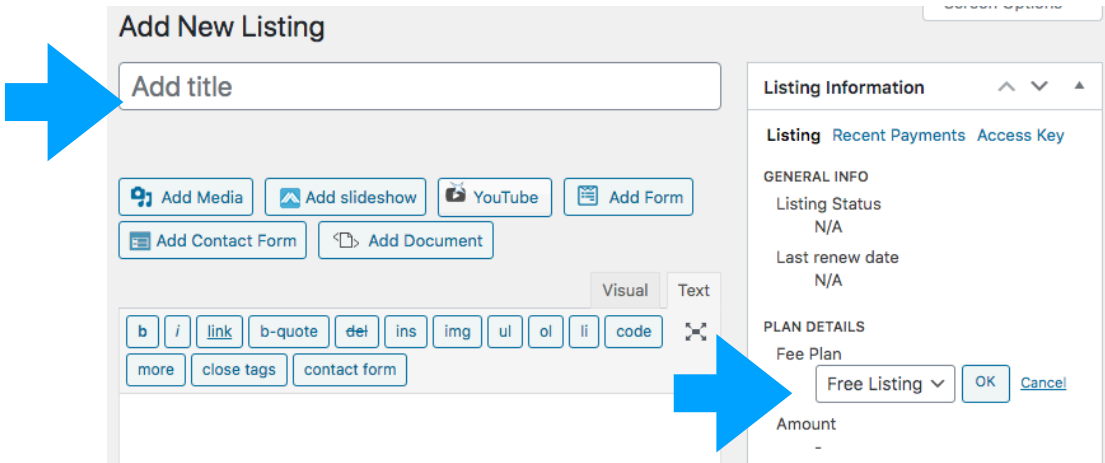
The screenshot shows the 'Edit Listing' interface for 'Wymans Farm'. At the top, there is a title field containing 'Wymans Farm' and a button 'Add New Listing'. Below the title is a checkbox for 'Edit listing permalink'. A row of buttons includes 'Add Media', 'Add slideshow', 'YouTube', and 'Add Form'. Below that are 'Add Contact Form' and 'Add Document'. A rich text editor toolbar is visible with options for bold, italic, link, quote, delete, insert, image, list, ordered list, code, and more. The right sidebar shows 'Listing Information' with tabs for 'Listing', 'Recent Payments', and 'Access Key'. Under 'GENERAL INFO', 'Listing Status' is 'Complete', and 'Last renew date' is 'N/A'. Under 'PLAN DETAILS', 'Fee Plan' is 'Free Listing' (with a 'Change plan' link), 'Amount' is 'Free', and 'Expires On' is empty.

Below this you fine the Fields for the Listing. You can also choose the category and tags.

This screenshot shows the 'Directory Listing Fields / Images' and 'Publish' sections. The 'Fields / Images' section contains input fields for: Sub-Title, Website URL (https://www.facebook.com/Wy), Link Text (optional) (Facebook Page), Phone (207.943.2605), Fax, Facebook Page (https://www.facebook.com/Wy), Email, Address (226 Medford Road, Milo, ME), and ZIP Code (04463). Four blue arrows point to the Website URL, Phone, Facebook Page, and Address fields. The 'Publish' section includes a 'Preview Changes' button, status 'Published' (with 'Edit' and 'Customize' links), visibility 'Public' (with 'Edit' link), and published date 'Feb 7, 2021 at 16:07' (with 'Edit' link). It also has 'Move to Trash' and 'Update' buttons. Below is the 'Directory Categories' section with a 'Most Used' tab and a list of categories: 'Businesses' (checked), 'Churches', 'Education', and 'Organizations'. A blue arrow points to the 'Businesses' checkbox. At the bottom is the 'Directory Tags' section with an input field and an 'Add' button, with a blue arrow pointing to the 'Add' button. A note says 'Separate tags with commas'.

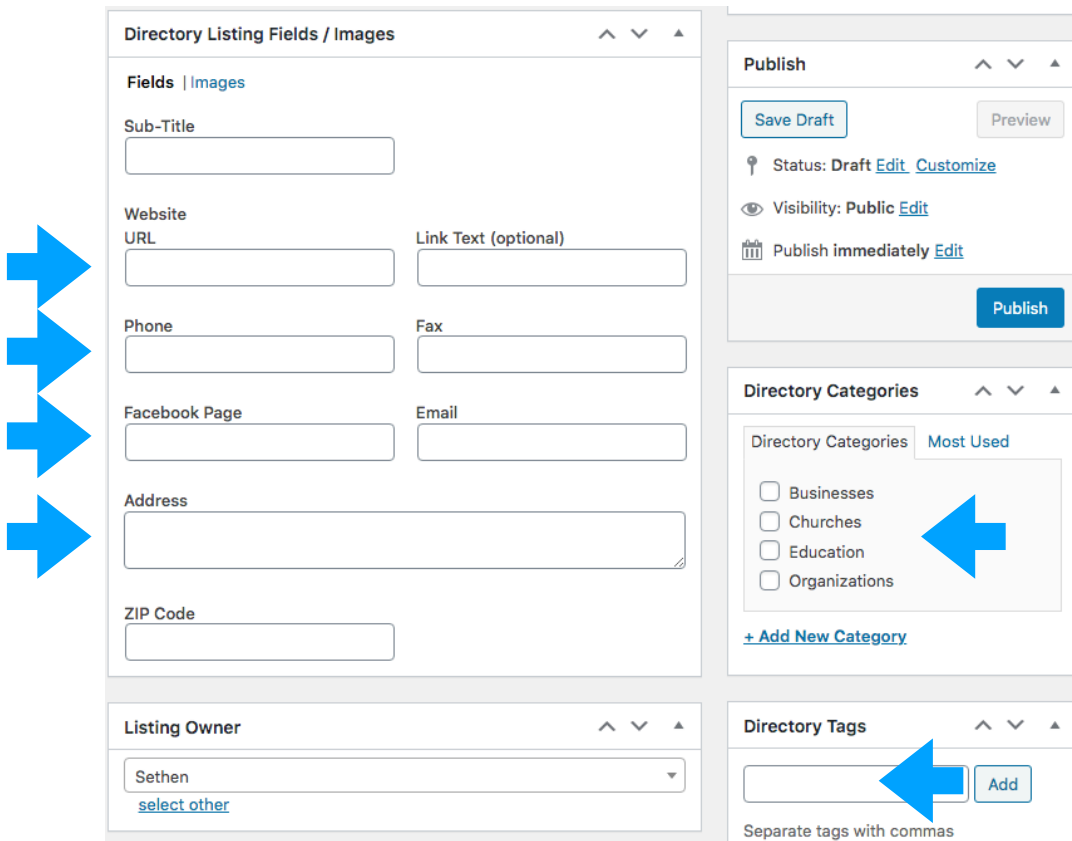
ADD DIRECTORY LISTING

Here you want to add a title, and make sure you assign a Fee Plan on the right side.



The screenshot shows the 'Add New Listing' interface. On the left, there is a text input field labeled 'Add title' with a blue arrow pointing to it. Below this are several buttons for adding media: 'Add Media', 'Add slideshow', 'YouTube', 'Add Form', 'Add Contact Form', and 'Add Document'. A rich text editor toolbar is visible with options like 'b', 'i', 'link', 'b-quote', 'del', 'ins', 'img', 'ul', 'ol', 'li', 'code', 'more', 'close tags', and 'contact form'. On the right side, under 'Listing Information', there are tabs for 'Listing', 'Recent Payments', and 'Access Key'. Below these are sections for 'GENERAL INFO' (Listing Status: N/A, Last renew date: N/A) and 'PLAN DETAILS' (Fee Plan: 'Free Listing' with 'OK' and 'Cancel' buttons, and Amount: '-'). A blue arrow points to the 'Free Listing' dropdown menu.

Then you can fill out fields for URL, Phone, Fax, Facebook, Email, and Address. Choose the Category on the right, and assign tags below it. Then Publish! You will need to publish it a second time, as all entries need to be “approved”.



The screenshot shows the 'Directory Listing Fields / Images' and 'Publish' sections. On the left, under 'Fields | Images', there are input fields for 'Sub-Title', 'Website URL', 'Link Text (optional)', 'Phone', 'Fax', 'Facebook Page', 'Email', 'Address', and 'ZIP Code'. Blue arrows point to the 'URL', 'Phone', 'Facebook Page', 'Address', and 'ZIP Code' fields. On the right, the 'Publish' section includes 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options, with a 'Publish' button. Below this is the 'Directory Categories' section with a 'Most Used' tab and a list of categories: 'Businesses', 'Churches', 'Education', and 'Organizations'. A blue arrow points to the 'Organizations' checkbox. At the bottom right, the 'Directory Tags' section has an input field and an 'Add' button, with a blue arrow pointing to the 'Add' button. Below the tags section, it says 'Separate tags with commas'.