



GGC Website Documentation

Website components and access

The Gifford Golf Club website uses the following components and different groups of people have different access permissions. The tick marks below show which components can be added or changed by the different groups of members.

To gain access to these components it is necessary to log into the website. Details of how to do this will be provided at hand-over.

Component	Administrator	Secretary	Match Secretaries
Events	✓	✓	✓
Posts	✓	✓	✓
Media	✓	✓	✓
Documentation	✓	✓	✗
Pages	✓	✓	✗
Menus	✓	✗	✗
Users	✓	✗	✗
Software and controls	✓	✗	✗

The software we use provides other components that we don't use on our website; including Comments, Links and Forms. If these components are accessible they should be ignored.

Skill level requirements

The skill level requirements increase roughly in the order of the above list, the first two should be straightforward if the documentation is followed.

Posts and Media frequently come together with news stories being supplemented with photos. Photos are only a concern if large images are being uploaded and if a gallery is required then the documentation needs to be followed closely.

Documentation includes the uploading and display of PDF documents (such as this one). Usually this requires access to and updating of Pages.

Pages require familiarity with html and css coding (or frequent reference to w3schools.com) and the shortcodes and standards employed by this website. If new pages are being created then Administrator access is required to include any new pages into the Menu hierarchy.

Software updating and controls frequently requires Wordpress familiarity and sometimes on php coding and cpanel access to Linux.