



# "CHAPTER PAGE" MANUAL V1.0

**Canadian Parents for French**

**"CHAPTERS" Version**

Submitted to:

**Canadian Parents for French**

Suite 310, 176 Gloucester St.

Ottawa, ON K2P 0A6

Tel: (613) 235-1481

Prepared by:



[www.underscoresolutions.com](http://www.underscoresolutions.com)

Suite 42, 3581 McCartney St.

North Gower, ON K0A 2T0

Tel: (613) 258-2285

September 11<sup>th</sup>, 2013

## CONTENTS

Chapter Login .....	3
Manage Account .....	4
Change Password.....	5
Edit Chapter Information .....	6
Activate Chapter Page .....	7
News.....	8
Events.....	9
Resource Files.....	11
Chapter Webpage .....	12

## CHAPTER LOGIN

Chapters may login here: <http://cpf.ca/en/account>

You may access this link at [cpf.ca](http://cpf.ca) under "About Us">"CPF across Canada">"Chapter Login"

An approved/active chapter will be found in the "Chapter" dropdown list on this page.

- Click on the dropdown to find the chapter.
- You may also type to search/find the appropriate chapter.
- Enter the password provided by the branch and click "Login".



*Note that because the e-mail address is not a required field for a chapter, that there is no password retrieval method. As such, if a chapter loses their password, they will have to contact the branch in order to have them reset the password for them.*

## MANAGE ACCOUNT

Once a chapter has logged-in they will be taken to the main landing page that enables them to access all editable information for their Chapter.

### MANAGE ACCOUNT

You are logged in as: Airdrie

[Logout](#) [Change Password](#)

#### Chapter Information

Chapter Name	Branch	Contact Name	Last Modified
Airdrie	Alberta		2013-08-07 13:02:47

[Edit Chapter Information](#)

#### Activate Chapter Page

Set this to "Yes" to activate the Chapter Page

Yes  
 No

[Save](#)

#### News

[Update News](#)

#### Events

[Submit an Event](#)

#### Resource Files

- Click "Browse" and then "Save" to upload a file
- Click "Add More" to add more fields to the form.

Resource Files  No file selected.

[+ Add More](#)

Allowable formats: .pdf, .docx, .doc, .xls, .xlsx, .ppt

[Save](#)

## CHANGE PASSWORD

When logged-in as a chapter, you may change your password at any time by clicking “Change Password”.

You are logged in as: **Airdrie**

[Logout](#) [Change Password](#)

Password  (required)  
(min. 8 chars)

Re-Type Password  (required)

[Change Password](#)

## EDIT CHAPTER INFORMATION

Chapter information is the basic contact information and the name of the Chapter. Any information entered here will be made public on the branch website, the chapter page, and the national CPF website.

[: Back](#)

**Chapter Title**  *(required)*

Contact Information

**Contact Name**

**E-mail**

**Phone**

Location

**Address 1**

**Address 2**

**City/Town**

**Province**

**Postal Code**

[Cancel](#)

## ACTIVATE CHAPTER PAGE

Switching this toggle to yes, will make the “Visit Chapter Webpage” button appear on the branch site, and on the national cpf.ca website.

### Activate Chapter Page

Set this to "Yes" to activate the Chapter Page

Yes  
 No

Save

The screenshot shows the website for the CPF Alberta Branch. At the top, there is a navigation bar with links for 'CPF National Site', 'Sitemap', 'Join Us', and 'Contact Us', along with a search bar. Below the navigation bar, the page title is 'Alberta Branch' and there is a 'Chapters' button. The main content area features a map of Alberta with a pin in the southern region. To the left of the map, the text reads: 'ALBERTA BRANCH', 'P.O. Box 34094, Kingsway Postal Outlet, Edmonton, Alberta T5G 3G4', 'Tel: (780) 433-7311 or 1 (888) 433-6036', 'Fax: (403) 265-0194', and 'info@cpfalta.ab.ca'. To the right of the map, under the heading 'Chapters', there is a list of chapter locations: 'Airdrie' (with email 'cpfairdiechapter@gmail.com' and a 'Visit Chapter Webpage' button), 'Ardrossan' (with email 'cpfardrossan@gmail.com'), 'Athabasca', 'Barrhead' (with a 'Visit Chapter Website' button), and 'Bonnyville' (with a 'Visit Chapter Website' button'). At the bottom of the page, there is a footer navigation bar with links for 'About Us', 'Activities', 'FSL Resources', 'Research & Advocacy', 'Members', and 'Media & Promotion'.





## EVENTS

Chapters also have the ability of list chapter events. If the branch sees fit, they may also list these events on the branch calendar.

The form is titled "EVENTS" and is used for creating chapter events. It contains the following sections and fields:

- Event Name:** A text input field containing "Test Event" with a "(required)" label.
- Date:** Two date and time pickers. The first is labeled "Start (yyyy-mm-dd)" with "(required)" and shows "2013-09-12" and "9:00 pm". The second is labeled "End (yyyy-mm-dd)" and shows "2013-09-14" and "9:00 pm".
- Description:** A large text area containing "Test Event Description" with a "(required)" label.
- Category:** A dropdown menu.
- Location:** A section header followed by several input fields:
  - Location:** Text input field with a hint "(Ex: Various Locations)".
  - Address:** Text input field.
  - City/Town:** Text input field.
  - Province:** Dropdown menu.
  - Postal Code:** Text input field.
- Contact Information:** A section header followed by four input fields:
  - Contact Name:** Text input field.
  - E-mail:** Text input field.
  - Phone:** Text input field.
  - Website:** Text input field.

At the bottom right of the form are two buttons: "Save" and "Cancel".

Once an event is created the chapter may update/delete them as they see fit.

## Events

<i>Event</i>	<i>Start Date</i>	<i>End Date</i>	
<a href="#">Test Event</a>	2013-09-12 21:00:00	2013-09-14 21:00:00	<a href="#">[Edit]</a> <a href="#">[Delete]</a>

[Submit an Event](#)

## RESOURCE FILES

Chapters may upload files to their chapter page. Adding a resource file will create a list of downloads. We highly recommend PDF as the preferred format for online downloads.

- Click "Browse" to select the file from your computer
- To add another file, click "Add More"
- Repeat as needed
- Click "Save"

### Resource Files

- Click "Browse" and then "Save" to upload a file
- Click "Add More" to add more fields to the form.

Resource Files

<input type="button" value="Browse..."/>	CPFWordpressManual.pdf
<input type="button" value="Browse..."/>	CPFWordpressManual-AB_v1.0.pdf

---

*Allowable formats: .pdf, .docx, .doc, .xls, .xlsx, .ppt*

## CHAPTER WEBPAGE

Chapter web pages will be formatted as in the screenshot below:

*Note "Chapter" in "Airdrie Chapter" is added automatically, and not part of the "Chapter Title"*

The screenshot shows a webpage for the Airdrie Chapter. At the top, there is a navigation bar with a 'Chapters' dropdown menu and a home icon. Below the navigation bar is a large banner image of a lake and mountains. The main content area is divided into several sections:

- AIRDRIE CHAPTER**: A large heading for the chapter.
- CHAPTER NEWS**: A section containing two paragraphs of placeholder text (Lorem ipsum).
- CONTACT**: A section with the email address [cpfairdriechapter@gmail.com](mailto:cpfairdriechapter@gmail.com).
- RESOURCES**: A section listing two PDF documents: 'cpfwordpressmanual.pdf' and 'cpfwordpressmanual-abv1.0.pdf'.
- UPCOMING CHAPTER EVENTS**: A section with a sub-heading 'TEST EVENT' and details:
  - Chapter:** Airdrie
  - Starts:** Sep 12th, 2013 9:00 pm
  - Ends:** Sep 14th, 2013 9:00 pm
  - Event Type:** Test Event Description