

Electronic Communications Sub-Committee
Alcoholics Anonymous GB

How to Guide for Editing Region/Intergroup Micro-sites.

Version 0.1 July 2013

Default Pages

Each Micro-site has two Default Pages.
A Description Page which is Editable.

The screenshot shows the top navigation bar with the AA logo and 'Alcoholics Anonymous Great Britain'. The main content area is titled 'Ayrshire & South West Scotland Intergroup'. It includes a breadcrumb trail: 'You are here > Home > Members > Regional & Local Websites (new) > South West Scotland Region > Ayrshire & South West Scotland Intergroup'. The page features a welcome message, a description of the intergroup's coverage area (from Troon to Dumfries and Lockerbie), and meeting details: 'Intergroup meetings are every two months at 8 Green Street Lane, Ayr on the first Sunday of January, March, May, July and September holding the AGM in November.'

And a Meetings list page which is auto generated from the GSO Where to Find Database of Meetings for that intergroup.

The screenshot shows the 'Meetings' page for the Ayrshire & South West Scotland Intergroup. It includes a breadcrumb trail: 'You are here > Home > Members > Regional & Local Websites (new) > South West Scotland Region > Ayrshire & South West Scotland Intergroup > Meetings'. The page lists several meetings in a grid format:

Ayr Thursday 8 Green Street Lane. Time: 20.00 Postcode: KA8 8BH	Ayr Friday 8 Green Street Lane Time: 20.00 Postcode: KA8 8BH	Ayr : Living In Today Monday 8 Green Street Lane. Time: 20.00 Postcode: KA8 8BH
Ayr 12 Step Dvd Recovery Saturday 8 Green Street Lane Time: 11.00 Postcode: KA8 8BH	Ayr County Buildings Wednesday County Buildings, Wellington Sq Time: 20.00 Postcode: KA7 IDR	Ayr: 12 & 12 Tuesday 8 Green Street Lane. Time: 11.00 Postcode: KA8 8BH

Logging On

The editor for your micro-site can be accessed via
<http://www.alcoholics-anonymous.org.uk/microsites.do?Login>
Use the user id and password provided for your Micro-site.



The screenshot shows the login interface for the AA Micro-sites Editor. At the top, it says "AA Micro-sites Editor" in blue. Below that, a message reads "You must login to access this area of the website". There are two input fields: "User name" with the text "SouthAyrInt" and "Password" with masked characters. A blue "Login" button is positioned below the password field. At the bottom of the page, there is a footer that says "For assistance using this editor please contact the GSO at gso@alcoholics-anonymous.org.uk".

Select the Page to Edit/Create New Page

The drop down menu will allow you to select the Page you wish to edit.
Or you can create a new page.
New Pages will automatically be added to the micro-sites menu on the left hand side.



The screenshot shows the main interface of the AA Micro-sites Editor. It features the title "AA Micro-sites Editor" and a user greeting "Welcome Ayrshire & South West Scotland Intergroup" with a "Log out" link. A prompt says "Select a section to edit from the list below". A dropdown menu is open, showing options: "Select..", "Image", "Description", "Portsmouth Convention", and "Create New..". The footer contains the same contact information as the previous screenshot: "For assistance using this editor please contact the GSO at gso@alcoholics-anonymous.org.uk".

Editor Page Layout

The editor page allows either a WYSIWYG (What you see is what you get) editor. Alternatively you can switch to the HTML Source editor by selecting the “Source” Tab at the bottom of the page.

Once your changes are complete click on “Save Changes” at the bottom of the page.

See the next page for details of the toolbar

AA Micro-sites Editor Welcome Ayrshire & South West Scotland Intergroup [Log out](#)

Select a section to edit from the list below

Description ▾

Welcome to Ayrshire & South West Scotland Intergroup

Ayrshire & South West Scotland Intergroup covers the area from Troon in the north down through Prestwick, Ayr and Girvan to Stranraer in the south. Across through Dalbeattie and Kirkcudbright to Dumfries and Lockerbie. Up through Thornhill in to Cumnock.

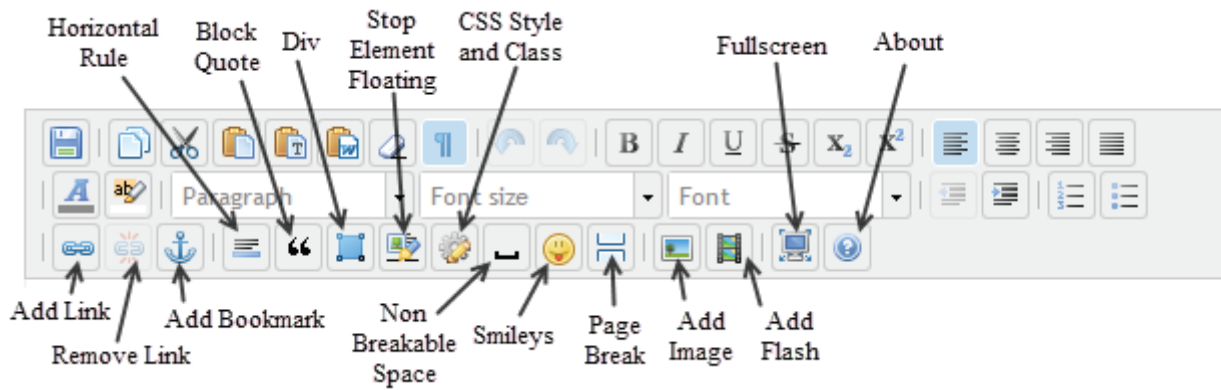
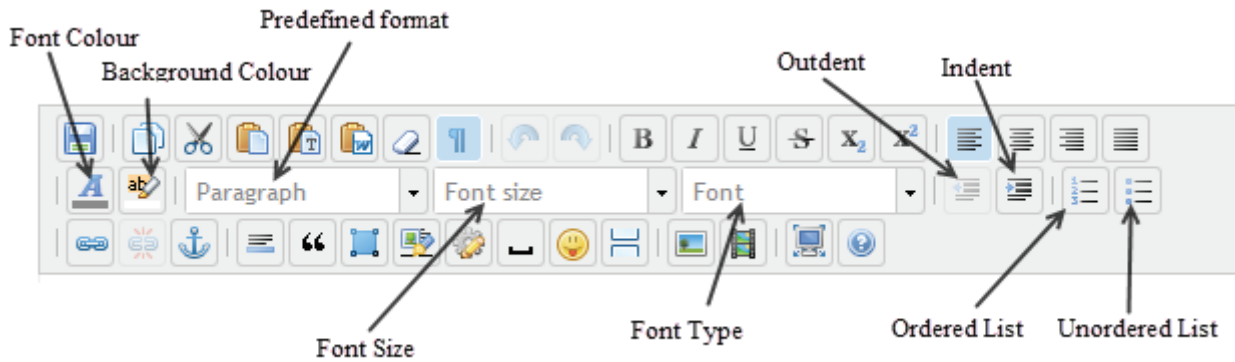
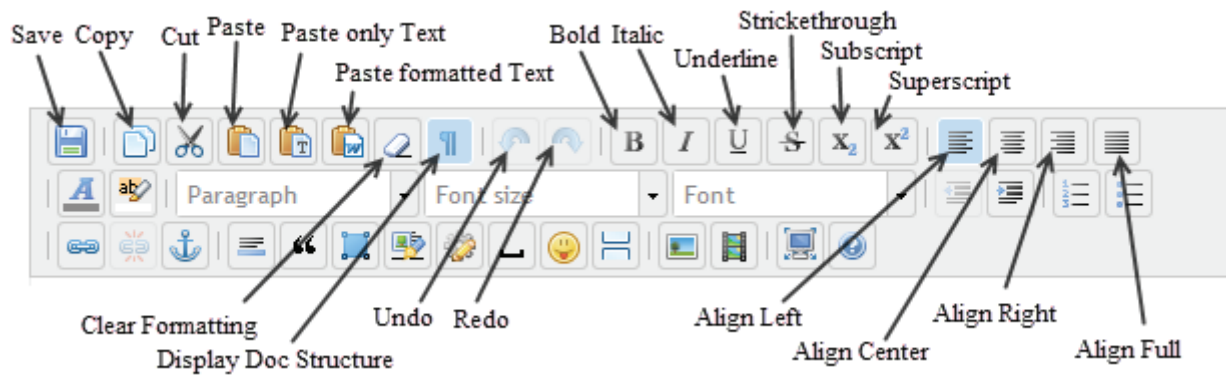
Intergroup meetings are every two months at 8 Green Street Lane, Ayr on the first Sunday of January, March, May, July and September holding the AGM in November.

Editor Source

[Save Changes](#)

For assistance using this editor please contact the GSO at gso@alcoholics-anonymous.org.uk

Toolbar Layout



Hints and Tips

When copy and pasting text into the WYSIWYG editor from another web-page or an MS Word document to remove existing formatting either :-

Paste it first into notepad and copy from notepad into the editor in the web-browser

Or to paste directly from the source document into the editor in the web-browser paste using the “Paste only Text” button

In the WYSIWYG editor

The Enter key will start a new Paragraph.

Shift + Enter Key will start a new line, same as a `</br>`

Site compatability works best with Firefox or Chrome.

Current Limitations

Unable to attach pictures/documents.

Description Field for Regions/Intergroups limited to 256 characters.