

Getting the most out of CAN's website

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CAN-Do workshop

Whanganui-a-Tara Wellington

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cheatsheet

- Create subscriptions
- Manage subscriptions
- Creating content



create subscriptions

(1) Go to a **Local Group** page

(2) Find the **Subscriptions** box

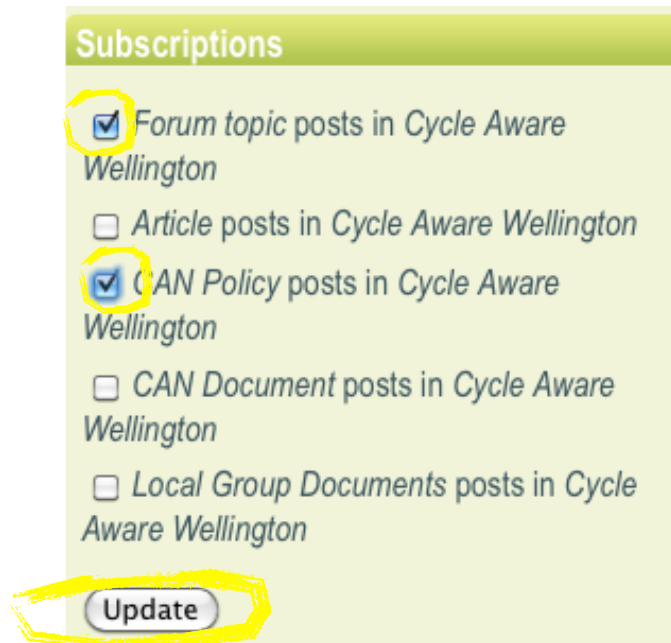


Subscriptions

- ☐ Forum topic posts in Cycle Aware Wellington
- ☐ Article posts in Cycle Aware Wellington
- ☐ CAN Policy posts in Cycle Aware Wellington
- ☐ CAN Document posts in Cycle Aware Wellington
- ☐ Local Group Documents posts in Cycle Aware Wellington

Update

(3) Tick radio buttons of the content types you want subscribe or unsubscribe from



Subscriptions

- ☒ Forum topic posts in Cycle Aware Wellington
- ☐ Article posts in Cycle Aware Wellington
- ☒ CAN Policy posts in Cycle Aware Wellington
- ☐ CAN Document posts in Cycle Aware Wellington
- ☐ Local Group Documents posts in Cycle Aware Wellington

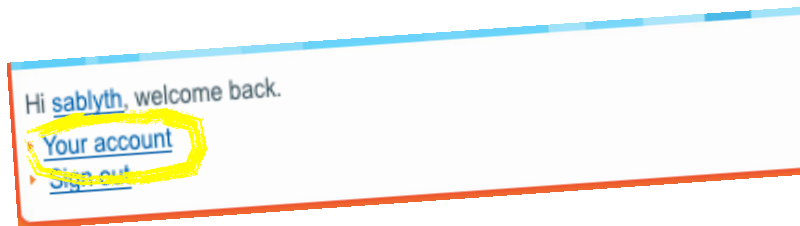
Update

(4) Hit **Update**

(5) **Repeat** at your leisure

manage subscriptions

(1) Go to **My Account**



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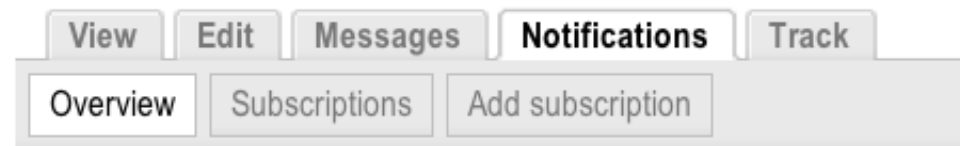
My Recent
My Groups
My Content
Create content
My account
Log out

(2) Open the **Notifications**

View Edit Messages **Notifications** Track

(3) Let the tweaking begin

- Administer** (or finetune) subscriptions for each local group
- Edit** default (global) settings
- Cancel** all subscriptions.



Current status:

- You don't have any subscriptions yet.
- Your default sending method for new subscriptions is Web
- Your default sending interval for new subscriptions is Every hour

You can:

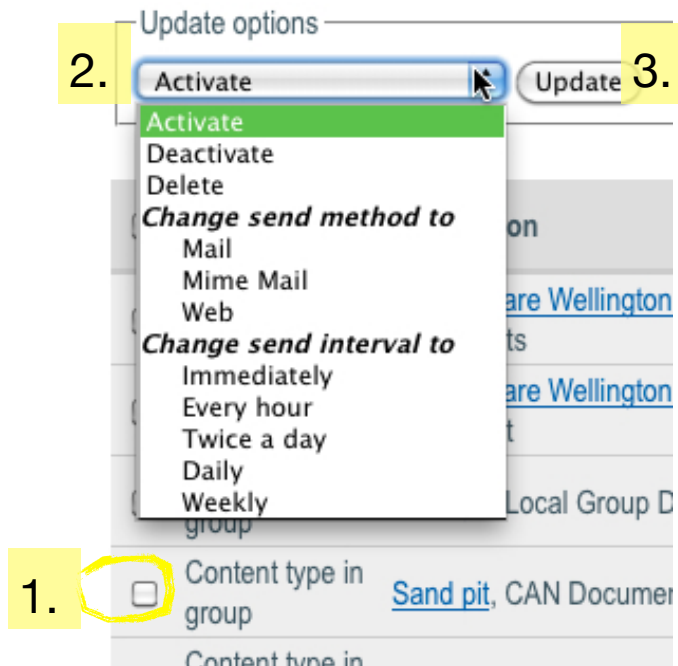
- [Administer your subscriptions](#)
- [Edit your notifications settings](#)
- [Cancel all your subscriptions](#)

manage subscriptions

a) Administer subscriptions

Option 1: Bulk **Update Options**

1. Tick radio box for one or more Content types you want to change settings for.
2. Select option(s) from drop down list under **Activate**.
3. Hit **Update**.



Option 2: **Edit** individual content

1. Click on Edit for individual content type you want to change.
2. Modify settings and **Save**.

1.

<input type="checkbox"/>	Type	Description	Send method	Send interval	Status	Operations
<input type="checkbox"/>	Content type in group	Cycle Aware Wellington , Local Group Documents	Web	Weekly	active	edit , drop

Edit subscription

Content type in group subscription:

2.

Group	Cycle Aware Wellington
Node type	Local Group Documents

Subscribe to specific content within a group.

Send interval:

Weekly

Send method:

Web

Status:

- ☒ active
☐ inactive

You can temporarily disable this subscription for not getting notifications.

[Save](#) [Delete](#)

manage subscriptions

b) **Edit** default (global) notification settings

Unless you are joining a lot of local or portfolio groups, you can ignore this step.

1. Go to My Account **Edit**



2. Find **Messaging and Notification settings**

▼ [Messaging and Notifications settings](#)

Default send method:

Default sending method for getting messages from this system.

Default send interval:

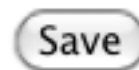
Default send interval for subscriptions.

☐ Autosubscribe
Checking this box allows you to automatically subscribe to any thread you create or post a comment to.

☒ Automatically enable notifications for any groups that I join.
Group notifications can also be [customized](#) in greater detail if required.

3. Adjust settings as preferred

4. **Save**



creating content: 3 steps {the basics}

(Start by) Choosing from **Create content**

(1) Title

Enter your title

Create Article

Title: *

Tags:

A comma-separated list of terms describing this content. Example: funny, bungee jumping, "Company, Inc."

Photo:

(Choose File) No file chosen
Maximum Filesize: 100 MB
Allowed Extensions: png gif jpg jpeg

Upload

Body:

☒ Show summary in full view

Rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, image, video, table, and other formatting options. Below the toolbar is a large text area for the body content.

Path:

[Disable rich-text](#)

→ [Input format](#)

Notifications

☐ Do not send notifications for this update.

Groups

Revision information

File attachments

No attachments

Save Preview

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- My Recent
- My Groups
- My Content
- Create content
 - Create content
 - Article
 - CAN Document
 - Event
 - Forum topic
 - Image
- My account
- Log out

everything else

Add a Tag

Upload a Photo

Find the photo, logo or other image on your computer using **Choose File**, then click on **Upload**. Insert into Body using the **Embed image** icon.

Publish to multiple Groups

Change or add to local or portfolio groups you publish content to. You must be a member of each group to be able to publish to it.

File attachments

Add a file that people can download to view. **Choose File** to find file on your computer then click on **Attach**. Allowable file types are listed, with maximum size 10MB.

Tweak Notifications

If you have made only a minor change or don't want to alert people to an update, tick the radio box. This means no notification will be sent out.

Record Revision info

Make a note of changes so others editing the document can see what's changed. (Definitely optional).

The screenshot shows the 'Create Article' form on the website can.org.nz. The form includes fields for Title, Tags, Photo, and Body. The Photo field has a 'Choose File' button and an 'Upload' button. The Body field has a rich text editor with various formatting options. The form also includes a 'Path' field, a 'Disable rich-text' link, and an 'Input format' dropdown. At the bottom, there are checkboxes for 'Notifications' (Groups, Revision information, File attachments) and a radio button for 'Do not send notifications for this update.' The footer contains copyright information and logos for various organizations.

Annotations from the text blocks point to the following elements in the screenshot:

- Add a Tag** points to the 'Tags' field.
- Upload a Photo** points to the 'Choose File' button in the 'Photo' field.
- Publish to multiple Groups** points to the 'Groups' checkbox in the 'Notifications' section.
- File attachments** points to the 'File attachments' checkbox in the 'Notifications' section.
- Tweak Notifications** points to the 'Do not send notifications for this update.' radio button.
- Record Revision info** points to the 'Revision information' checkbox in the 'Notifications' section.

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