Jewcology™

Author User Guide for Jewcology 2.0

Welcome to the new Jewcology! Here are some tips to help you get started on the new site.

As an author on Jewcology, you can create blog posts, add resources, create and manage initiatives, and promote events. You can also manage your own profile and post comments on any content on Jewcology without moderation.

Login and Password:

- When you first come to the Jewcology site, please log in. You can use either your username or email address to log in.
- If you cannot remember your password, follow the steps on the "lost password" screen. You will receive an email enabling you to reset your password.
- **NOTE: For security reasons, the first time you use the new Jewcology, you will need to create a new password. Please use the "lost password" screen to do this.**

Using the Author Dashboard

- Once you log in, you will be directed to your Author Dashboard page. From this page, you can manage all your content on Jewcology.

Use the options in the green box to:

- Add a new blog post
- Add a new resource
- Add a new initiative
- Add a new event
- Edit your profile

These links will automatically take you to the right place to take these actions.

- From the other boxes on this dashboard, you can review and edit all of your recent content.
  - Note: if you do not have a specific type of content, some of these boxes may not display.
- Using the box on the bottom left, you can also view and edit comments on your content.
  - If you see a comment that you feel is inappropriate, you can edit it and change its status to spam, or you can delete it.

Creating or Editing Content

When creating or editing any content on Jewcology, please consider the following:

- **Tags** are a critical way to make sure that you content can be found easily on Jewcology.
  - Tags are used to select featured content on the home page, for the explore pages, and for filtering using search. When you create content, please tag it appropriately.
  - Only add a specific tag to your content if you think someone will be searching for this content using that tag.

- o As a best practice, try to add no more than 5 and no more than 12 tags to each piece of content.
- **Add images or PDFs** to your content on the site with the following procedure:
  - o Go to the side menu called Media and click "add new."
  - o You can drag items directly into the grey dashed box or you can select the files using your browser.
  - o Once uploaded, you can edit the file details including title, description etc. You can also see the URL generated for the file.
  - o When creating or editing a post or resource, you can then add the image or PDF by clicking the button to "add media." For images, you will have the option for what size and alignment.
    - ▪ Tip: You can also add items directly to the media library from here, using the "Upload Files" option on this screen.
  - o You can also link directly to PDFs and/or images using their URL.
  - o NOTE: if you upload a nice image, it may be posted on Jewcology's home page in the slider on the top right. This is a great way to get extra promotion for your content.
- When you are creating or editing a resource or post, you can **set the publication date**. You can set it for the future, so it doesn't display until a later time. Or you can set it back to the past, so that it doesn't show up under "recent content." If you don't do anything, it will be set to the day/time that you actually post.
  - o To do this, while editing the content (or creating it), scroll to the bottom of the screen below the long list of tag options.
  - o You will see a box called Publish. This box enables you to determine the status, visibility, and publish date of the content.
  - o If you leave it as it is, the third option will say "Publish immediately" (if it's a new piece of content) or will tell you when the item was originally published (if it's something you are editing).
  - o Click "edit" next to this publish date and you can set it to any date/time you like. Click OK.
  - o When you publish or update, the content will now have the publication date you provided.

Using the Front Side of the Site

Go to the link on the top left that says "Jewcology" and click the option to "Visit site" to be directed to the front end of the site, which is where all your content displays.

From the home page, you can browse:

- **The Map of Jewish Environmental Initiatives.**
- **"Now on Jewcology":** Utilizes images submitted in recent blog posts and resources.
- **Featured content:** Posts and Resources which relate to specific themes of interest at this time of year.
- **Recent content:** The most recently added posts and resources.
- **Upcoming events:** The next upcoming events shared with Jewcology.
- **Featured initiatives:** selected initiatives which are periodically changed.
- **Featured tags:** Browse topics of specific interest at this time of year.

From the menus at the top of every page, you can browse:

- **About:** From this menu you can learn about Jewcology history, partners, contact form, and past projects.
  - o Note that you can also access Eco-Jewish Jobs from this menu.
- **Blog posts:** Intended for timely ideas to share with the field.

o From this menu, you can browse all posts, your own posts, or add a new post.
- **Resources:** Timeless resources that have been created by others and are shared for your use.
  o From this menu, you can browse all resources or add a new resource.
- **Events:** Both upcoming and past events are available.
  o Click "Events" to see upcoming events and select "add a new event" to create your own.
- **Initiatives:** Displays the Map of Jewish Environmental Initiatives, which can be filtered by type of initiative, location and size. You can also link to any individual initiative from this page.
  o From the drop-down menu you can also add a new initiative from this screen.
- **People:** The full list of authors like you.
  o From the drop-down menu, you can also view or edit your own profile.
- **Explore:** From this page you can see the full set of Jewcology topics and browse to see the most recent content on any specific topic.

Search from any page:

- From the footer of any page, you can search any topic on Jewcology.
- The search page also allows you to filter content by tag.
- Please note that Events are not included in search. They may be searched directly from the Events page.

Posting and Managing Comments

Please read, share and comment on other people's content! As an active Jewcology user and supporter, it's important not just to add content, but to let other people know you have read theirs.

- You can **share content** by clicking on the various share icons (including facebook, twitter, etc.) which occur on the left side of almost every piece of content.
- You can **add your own comment** by scrolling to the bottom of any piece of content.
  o NOTE: If you comment while logged in, your comment will be posted immediately (recommended). If you comment while logged out, your comment may be held for moderation.
- You can also **edit comments which have been added to your own content** by others.
  o You can do this directly from the post or resource on the front end of the site, by clicking "Edit." (It's also available from the author dashboard.)
  o When you are viewing your own content on the live site, the edit button only shows on your own content.