Adding and Updating an Award Item

You can use the Awards page to highlight any of your award winners, from your state OTFY to Inspectors to volunteers.

Currently, the Awards page is not visible on your state homepage. However, if you log into the CMS (www.treefarmsystem.org/cms), you will see this page in preview mode (the CMS/Edit button will be green). If your state is interested in featuring your award winners, then you can publish this content so it is visible to everyone.

Publishing Your Awards Page

The first step in developing your Awards page is to discuss with your committee which awards you would like to highlight and what content you need. For example, you may want to create a page for each award winner that includes photos, biographical information and a description of why they won.

Once you gather this information, you will want to go into the CMS to publish your Awards page. You don't want to turn on this page if you don't have any information. This would mean that visitors would only see a blank page. As you add Award Items (see instructions below), they will automatically appear on your main awards page.

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To add an award, first click on the Do Button (top left button) and then select Add State Award.
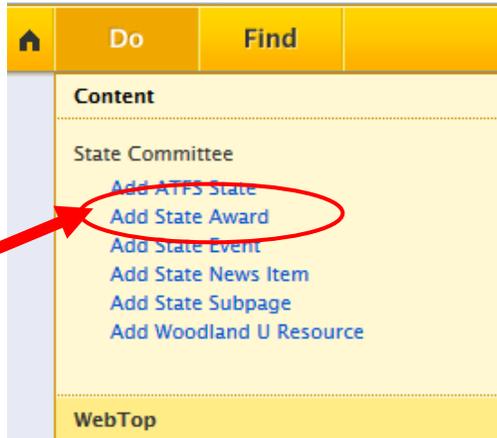
When you select Add State Award Item (as shown above), the CMS will create a new State Award Item and open a special Content Editor window. This has all the fields you need to create a new Award Item.
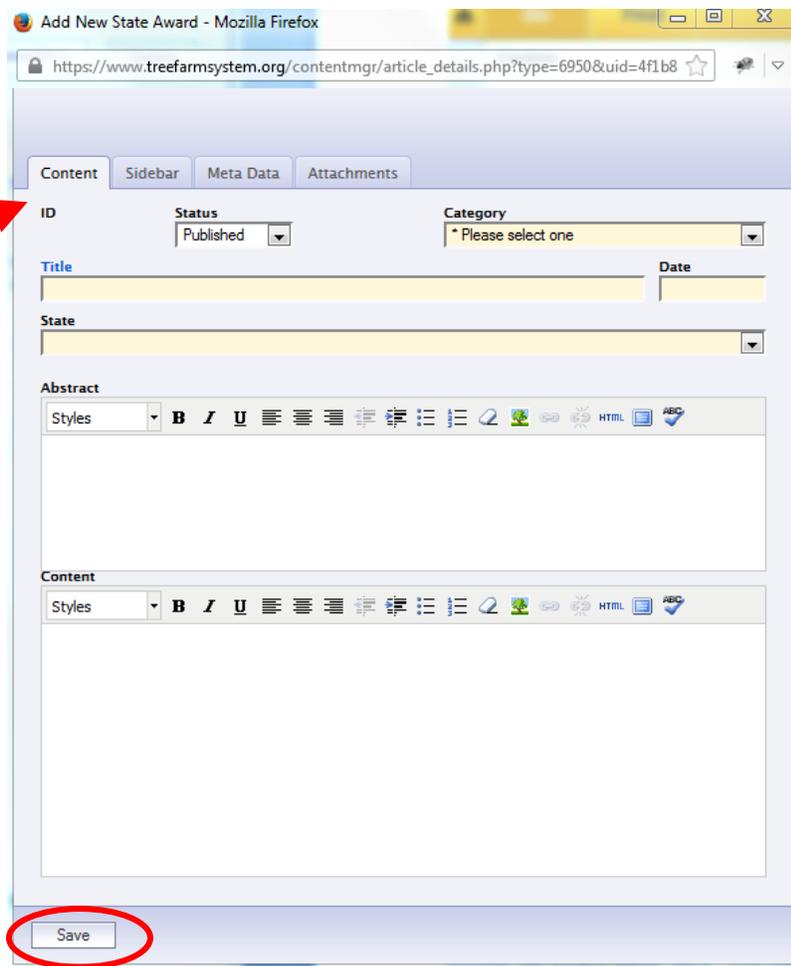
Content Tab
This is all of the information that identifies and organizes your Award Item

- **ID:** This number identifies your Award Item. If you have many Awards, you can take note of this number to make finding them easier. You use the ID number to do a quick search through the CMS's "Find" menu.

- **Status:** You can select if you want to **publish** or **preview** the Award Item. When you select publish, your post will be live on the site and visible to all visitors.

- **Category**: This is the place where you categorize your award. For example, for all your state OTFY awards, you would select this category. Currently, there is a limited selection of categories. If you need a new category created, please contact our Web Manager, Emily Patterson at epatterson@forestfoundation.org.

- **Title:** For this, think about how you want the award listed on the main Awards page. Because the awards will be grouped by category, you don't need to include the award type here. You could have something like: *2013 winner - Name of Winner* or even just the *Name of the Winner*.

- **Date:** This date will show on the main Awards page and should be the date the award was presented. Please use the MM/DD/YYYY format.

- **State: <u>Vital</u>**! If you do not choose the correct state here, your award item will not appear on your award page.

*For the **Abstract** and **Content** sections, see the tutorial on the Content Editor for more information on how to add links, photos and other formatting.*

- **Abstract:** This is a summary that appears on the main Awards page. It is just a teaser to get the reader to click the link and read the complete page content, which you enter in the Content section. You can leave this blank or include one or two sentences about the award winner.

- **Content:** This is where you post the full description of the award winner. You can include photos, links and text.

Updating an Award Item
To update an award item that you have previously published, find the item either on the webpage or in the CMS and click edit. It will bring you back to the Award Item Content Editor, which allows you to make changes.

Make sure you save after adding or editing content