

# <u>Software</u>

## User's Manual

February 4<sup>th</sup> 2020

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## <u>Start</u>

To open the application, take the following steps:

CSC		
	MEMBER LOGIN	
	EMAIL	
	PASSWORD	
	Sign In New Account →	
Co	opyright 2018 © CSC. All rights reserved. Privacy Policy   Terms & Conditions	

- 1. Enter the email and password login information
- 2. Press Sign In

## **Dashboard**

						(	👰 Welcome Shahid Juma Logout 🕤
CSC	DASHBOARD						
Dashboard	Reneric placeholder image 520 STUDENTS	Pigeneric placeholder image 200 COURSES	PGeneric placeholder image 21 CER	TIFICATIONS	Reneric placety	older image \$8745 TOTAL EAF	NINGS
Manage Users 🔨		c~x					c~x
Home Page ^	SEARCH CHAPTER BY REGION	c~x	CHAPTERS				c~×
College of Fellows	120 Carlton St #312	Millionity Opening (15 Ambal Trading Opening 1 and 1 a	CHAPTERNAME	STATUS	PURCHASED ON	PRICE	STUDENTS
Recognizing Excellence	Toronto, ON M5A 4K2, Connada	Canada O Dominos Pizza Menaporie Pet Shos 🖓	38SD59	Paid	27 Nov 2018	\$99.00	2
Certifications	View larger map	Windhesser Park Knype Daman a	38SD59	Paid	27 Nov 2018	\$99.00	5
Menu ^	August 1 Wellesby 1 Fughter V	mix Concert Theses 🚱	38SD59	Failed	27 Nov 2018	\$99.00	2
Conferences	Weeker St. W E CRews & Tangos Q	Zakkush or Carton	38SD59	Paid	27 Nov 2018	\$99.00	2
	Central VMCA Q	Part and the second sec	38SD59	Paid	27 Nov 2018	\$99.00	2
	Torona Balan	Dollarama 🖓 📮 🔡 d	38SD59	Failed	27 Nov 2018	\$99.00	5
	Se Hospital P Peadquatters Holidge fra Toronto P Loblews	Align Gardena	38SD59	Paid	27 Nov 2018	\$99.00	2
	Catego C Catego C Catego C Catego S. Barnada I D ServiceOmario D/ Windows Terro	Lord Dufferin Junior	385D59	Paid	27 Nov 2018	\$99.00	2
	recerciped and the second seco	Score Main self eccord Goode Terms of Use Report a map error					

#### The elements in the dashboard



These icons represent the number of students, the number of courses, the number of certifications and the total earnings

SEARCH CHAPTER BY REGION	cvx	CHAPTERS				с×х
120 Cariton St #312	Kingen	CHAPTERNAME	STATUS	PURCHASED ON	PRICE	STUDENTS
M Carada Save M Lecture 20 Interctions Save M Lecture 20 Interctio	a herdden Ave	3BSD59	Paid	27 Nov 2018	\$99.00	2
view arger map	tout Irish Pub	3BSD59	Paid	27 Nov 2018	\$99.00	2
Canada's National Ballet School		3BSD59	Failed	27 Nov 2018	\$99.00	2
3 Abadement at wood at a second at second at a second	Dollara	3BSD59	Paid	27 Nov 2018	\$99.00	2
Holiday Inn Toronto Culture Cu		3BSD59	Paid	27 Nov 2018	\$99.00	2
College 12 Cartton St Ramada Plaza	A Contract of the	3BSD59	Failed	27 Nov 2018	\$99.00	2
ServiceOntario	+	3BSD59	Paid	27 Nov 2018	\$99.00	2
This Berych Q Q Marshalls Control St E Google St Mac and St 2019 2000 Terrary of U	- Recort a map error	3BSD59	Paid	27 Nov 2018	\$99.00	2

These displays show the locations of chapters and the statuses of purchases

## <u>Menu</u>

The sidebar menu is on the left-hand side, and features the dashboard tab, as well as 9 other tabs, each with drop down menus linking to important pages. See all menu items below:

		Certifications	~
		Certifications Page	
, CSC		⊞ RSW	
		E CSP	
Dashboard			
Manage Users 🔷 🗸			
🛓 Users			
Home Page 🗸 🗸		H why get Certified?	
Sliders		Certified Members	
📕 Text Under Slides	College of Fellows 🗸 🗸	Menu	~
🖽 Main Topic	田 College Fellows Content	🖽 Menu Management	
🖽 Announcements	🗄 College Fellows	🖽 Footer Menu	
🖽 Education	Vision, Mission and	🗄 AboutUs Menu	
H News	L Values	🖽 Chanters Menu	
📕 Webpage Banners	🖽 Our History		
📕 Magazine Cover	🗄 College Officers	🗄 Certifications Menu	
About us 🗸 🗸	☐ Fellows (FCSC)	🖽 Meta Tags	
🖽 About Us	Nominations	Conferences	~
⊞ History	Chapter 🗸	🗄 Conferences Home	
Executive Councils	m Chapters		
Board of Directors	Executive Committee		
🗄 Past Presidents	🛗 Specifiers	H Speakers	
田 Association Staff	🛗 Specifier Files		
🗄 Strategic Alliances	🛗 Contacts	🖽 Pricing	
Committees	Events	Accomodation &	
ByLaws	🗄 Chapter Logos	Travel	
🖽 Annual Reports	Recognizing Excellence 🗸	Sponsorship 田	
🗄 Life Member Content	🖽 Awards	- opportunities	
🗄 Life Members	🗄 Excellence Awards	Past conferences	

## <u>Users</u>

## Add a User

To add a new user:

1. Press Users in the sidebar menu under Manage Users



You will see the following page appear:

, csc	User: Add User	S r					
	#	Name	Email	Туре	Active		
Dashboard	1	Shahid Juma	shahid@ecnetsolutions.ca	Admin	Yes	1	8
<ul> <li>Users</li> <li>Usertypes</li> </ul>	2	Shahid Juma	shahid.juma@ecnetsolutions.ca	ChapterAdmin	Yes	1	Ħ

- 2. Press the Add User link on the top left of the screen
- **3.** Enter user information into the following fields:

irst Name	
First Name	
.ast Name	
Last Name	
JserEmail	
Email	
Password	
Password	
Jser Type	
Admin	
s Active	
Yes	

- 4. Select the level of **User Type** in the dropdown menu:
- 5. Select the level of Active in the dropdown menu: Yes or No

#### 6. Press Submit

Note: If a User with the same email exists, you see a warning in red say 'User already exists'

## Edit a User

To edit a user's account:

1. Press Users in the sidebar menu under Manage Users



2. Find the user account to edit on the list

# Name Email Type Active	
Osshboard     1 Shahid Juma shahid@ecnetsolutions.ca Admin Yes	Ê
# Usertypes         2         Shahid Juma         shahid Juma@ecnetsolutions.ca         ChapterAdmin         Yes	Û

3. Press edit icon on the right side that looks like a pencil in a box



4. Enter user information into the following fields:

Edit User First Name	
Shahid	
Last Name	
Juma	
UserEmail	
shahid@ecnetsolutions.ca	
Password	
Change Password	
User Type	
Admin	•
Is Active	
Yes	•
Fields with a * are required	
Submit	

## **Delete a User**

To delete a user's account:

1. Press Users in the sidebar menu under Manage Users



2. Find the user account to delete on the list

CSC	User Add Use	'S ar					
	#	Name	Email	Туро	Active		
Dashboard	1	Shahid Juma	shahid@ecnetsolutions.ca	Admin	Yes		Û
<ul><li>Usertypes</li></ul>	2	Shahid Juma	shahid.juma@ecnetsolutions.ca	ChapterAdmin	Yes	1	

3. Press the delete icon on the right side which looks like a trash can in a box



A prompt will appear: 'Do you want to delete User #':

Do you want to delete Milton Wani ?		
	Cancel	ОК

## HOME PAGE

## **Sliders**

## Add a New Slider

To add a slider:

1. Press Sliders in the sidebar menu under Home Page



You will see the following page appear:

H Ad	Home Page > Sliders ENGLISH FREN Add Slider						
#	Image	Title	Subtitle	Active			
1		Welcome to Construction Specifications Canada	Our New Home on the WWW	Yes	ø		
2		CSC Votes 2019: David Graham Elected 4th Vice President		Yes	<b>/</b>		
3		Follow us on Social Media!	@csc-dcc	Yes	<b>#</b>		
4	🔁 🥔	www.SpecMarket.com	Our Online Portal for the National Master Spec & More!	Yes	✓		
5	Jones al	Looking to Hire? Looking for Work? Click Here!		Yes	<b>*</b>		

- 2. Press the Add Slider link on the top left of the screen
- **3.** Enter information into the following fields:

Home Page > Add Sliders
Title
Title
Subtitle
Subtitle
Title (French)
Title (French)
Subtitle (French)
Subtitle (French)
URL
URL
Image Choose File No file chosen
Remove
Is Active
Yes
Sort Order
1 \$
Fields with a * are required
Submit

## **Edit a Slider**

To edit a slider:

1. Press Sliders in the sidebar menu under Home Page



2. Find the slider to edit on the list

H Ad	Home Page > Sliders Add Slider				
#	Image	Title	Subtitle	Active	
1		Welcome to Construction Specifications Canada	Our New Home on the WWW	Yes	<b>A</b>
2		CSC Votes 2019: David Graham Elected 4th Vice President		Yes	
3		Follow us on Social Media!	@csc-dcc	Yes	<b>A</b>
4	🔁 🌾	www.SpecMarket.com	Our Online Portal for the National Master Spec & More!	Yes	Ø
5	John State	Looking to Hire? Looking for Work? Click Here!		Yes	ø



- 4. Edit the slider's information as per the fields in the section above
- 5. Press Submit

## **Delete a Slider**

To delete a slider:

1. Press Sliders in the sidebar menu under Home Page



2. Find the slider to delete on the list

H Ad	Home Page > Sliders Add Slider				
#	Image	Title	Subtitle	Active	
1		Welcome to Construction Specifications Canada	Our New Home on the WWW	Yes	<b>#</b>
2		CSC Votes 2019: David Graham Elected 4th Vice President		Yes	<i>₽</i>
3		Follow us on Social Media!	@csc-dcc	Yes	<b>#</b>
4	🔁 🛷	www.SpecMarket.com	Our Online Portal for the National Master Spec & More!	Yes	<b>#</b>
5	7-1-	Looking to Hire? Looking for Work? Click Here!		Yes	Ø

3. Press the **delete icon** on the right side that looks like a trash can in a box





## **Text Under Slides**

## **Edit Texts Under Slides**

To edit the text under the slides:

1. Press Text Under Slides in the sidebar menu under Home Page



2. Enter information into the following fields:

Home Page > Edit Texts Under Slides
Text 1
EDUCATE
Text 2
COMMUNICATE
Text 3
COLLABORATE
Text 1(French)
EDUQUER
Text 2(French)
COMMUNIQUER
Text 3 (French)
COLLABORER
Fields with a * are required
Submit

## Main Topic

## Add a Message Box

To add a message box to the home page:

1. Press Main Topic in the sidebar menu under Home Page



You will see the following page appear:

Home Page > Main Topic Add Box							
#	Image	Title	Subtitle	Active			
1		Meet the CSC President	President Greg Hofsted	Yes	1	Ð	

- 2. Press the Add Box link on the top left of the screen
- 3. Enter information into the following fields:

Home Page > Add Main Topic	Image SubTitle
Title	SubTitle
Title	Image Red Text (French)
Title (French)	Red Text (French)
Title (French)	Image Text Title (French)
Subtitle	Text Title (French)
Subtitle	Image SubTitle (French)
Subtitle (French)	SubTitle (French)
Subtitle (French)	URL
Image Choose File no file selected	URL
Remove	Is Active
Image Red Text	Yes
Red Text	Fields with a * are required
Image Text Title	
Text Title	submit

## Edit a Message Box

To edit a message box on the home page:

1. Press Main Topic in the sidebar menu under Home Page



2. Find the message box to edit on the list

Home Page > Main Topic Add Box						
#	Image	Title	Subtitle	Active		
1		Meet the CSC President	President Greg Hofsted	Yes	Ø	



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## **Delete a Message Box**

To delete a message box on the home page:

1. Press Main Topic in the sidebar menu under Home Page



2. Find the message box to delete on the list

Ho Add	Home Page > Main Topic Add Box					
#	Image	Title	Subtitle	Active		
1		Meet the CSC President	President Greg Hofsted	Yes	<b>*</b>	

3. Press the **delete icon** on the right side that looks like a trash can in a box



Do you want to delete Meet the CSC Preside	ent ?	
	Cancel	ОК

## **Announcements**

## Add an Announcement Box

To add a new announcement box to the home page:

1. Press Announcements in the sidebar menu under Home Page



You will see the following page appear:

Ho Add I	<b>me Page &gt; Annound</b> Box	ements			ENGLISH	FRENCH
#	Image	Title	Subtitle	Active		
1	The second secon	SpecMarket	www.SpecMarket.com	Yes	Ø	⊞
2	Regina	Conference	Opportunity - Conference 2019	Yes	ø	Ð

- 2. Press the Add Box link on the top left of the screen
- **3.** Enter information into the following fields:

Home Page > Add Announcements	lass to Ded Tast (French)
Title	Image Red Text (French)
Title	Red Text (French)
Title (French)	Image Text Title (French)
Title (French)	Text Title (French)
Subtitle	Image SubTitle (French)
Subtitle	
Subtitle (French)	SubTitle (French)
Subtitle (French)	URL
Image Choose File no file selected	URL
Remove	Is Active
Image Red Text	Yes
Red Text	Sast Order
Image Text Title	
Text Title	v v
Image SubTitle	Fields with a * are required
SubTitle	Submit

## **Edit an Announcement Box**

To edit an announcement box on the home page:

1. Press Announcements in the sidebar menu under Home Page



2. Find the announcement box to edit on the list

<b>Ho</b> I Add E	me Page > Annound	ements			ENGLISH	FRENCH
#	Image	Title	Subtitle	Active		
1	A Constraint of the second sec	SpecMarket	www.SpecMarket.com	Yes	ø	Ē
2	Regina	Conference	Opportunity - Conference 2019	Yes	Ø	



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## **Delete an Announcement Box**

To delete an announcement box on the home page:

1. Press Announcements in the sidebar menu under Home Page



2. Find the announcement box to delete on the list

<b>Ho</b> Add E	me Page > Annound <sup>Box</sup>	ements			ENGLISH	FRENCH
#	Image	Title	Subtitle	Active		
1	A A A A A A A A A A A A A A A A A A A	SpecMarket	www.SpecMarket.com	Yes	ø	Ĩ
2	Regine	Conference	Opportunity - Conference 2019	Yes	<i>ø</i> *	Ð

3. Press the **delete icon** on the right side that looks like a trash can in a box



Do you want to delete Conference ?		
	Cancel	ОК

## **Education**

## Add an Education Box

To add a new education box to the home page:

1. Press Education in the sidebar menu under Home Page

#### **Education**

You will see the following page appear:

<b>H</b> e Ado	DIME Page > Education				E	NGLISH FRENCH
#	Title	Subtitle	Box ID	Multimedia Type	Active	
1	Certified Construction Contract Administrator	Education	Box2	Image	Yes	
2	Certified Technical Representative	Education	Box3	Image	Yes	<b>#</b>

- 2. Press the Add Homepage Box link on the top left of the screen
- **3.** Enter information into the following fields:

Home Page > Add Education	Text 2
Box ID	Text 2
Boxi	URL 2
Title	Text 2
Title	Text 2 (French)
Title (French)	Text 2 (French)
Title (French)	Text 3
Subtitle	Text 3
Subtitle	URL 3
Subtitle (French)	Text 3
Subtitle (French)	Text 3 (French)
Multimedia Type	Text 3 (French)
image \$	Text 4
Multimedia Name	Text 4
Multimedia Name	URL 4
Multimedia URL	Text 4
Multimedia URL	
Text 1	Text 4 (French)
Text 1	lext 4 (Prench)
URL1	Is Active
Text 1	Yes
Text 1 (French)	Fields with a * are required
Text 1 (French)	Submit

## **Edit an Education Box**

To edit an education box on the home page:

1. Press Education in the sidebar menu under Home Page



2. Find the education box to edit on the list

<b>Hc</b> Add	Home Page > Education Add Homepage Box				E	NGLISH F	RENCH
#	Title	Subtitle	Box ID	Multimedia Type	Active		
1	Certified Construction Contract Administrator	Education	Box2	Image	Yes	ø	
2	Certified Technical Representative	Education	Box3	Image	Yes	<b>B</b>	Ē



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## **Delete an Education Box**

To delete an education box on the home page:

1. Press Education in the sidebar menu under Home Page



2. Find the education box to delete on the list

<b>Hc</b> Add	Homepage Box				E	IGLISH FRENCH
#	Title	Subtitle	Box ID	Multimedia Type	Active	
1	Certified Construction Contract Administrator	Education	Box2	Image	Yes	✓
2	Certified Technical Representative	Education	Box3	Image	Yes	<b>₽</b>

3. Press the **delete icon** on the right side that looks like a trash can in a box



Do you want to delete Certified Construction Contract Administrator ?	
Cancel	ОК

## <u>News</u>

## **Add News**

To add news:

1. Press News in the sidebar menu under Home Page



You will see the following page appear:

H Ad	ome Page > News d News			ENG	LISH FR	ENCH
#	Title	Subtitle	Chapter	Active		
1	Best-in-class commercial Canadian content is coming to SpecLink Cloud.	BSD partners with DIALOG	Vancouver Island	Yes	ø	Ē
2	Free Electronic Access to Codes!	NRC Offers Online & PDF Access to Codes	Toronto	Yes	ø	đ

- 2. Press the Add News link on the top left of the screen
- **3.** Enter information into the following fields:

	News Text (French)										
Home Page > Add News Title	B I ⊻ ℝ ± ± ≡ ≡ ⊨ ≡ A Ti H ✓ ⊇ ⊕ ■ % Ⅲ O φ										
Title											
Subtitle											
Subtitle											
News Text											
B     I     U     ≥     ≥     ≡     ≡     A     Ti     H     ✓     ≅     ≅     ●     ●       Φ     Φ											
	5 C	0									
	Date (28 \$) (Jan \$) (2020 \$)										
	Author										
	Author										
	Chapter										
	Vancouver	\$									
	Image (380px x 288px) Choose File no file selected										
5 C 0	Remove										
Title (French)	Is Active										
Title (French)	Yes	÷									
Subtitle (French)	Fields with a * are required										
Subtitle (French)	Submit										

## **Edit News**

To edit news:

1. Press News in the sidebar menu under Home Page



2. Find the news to edit on the list

H Ad	ome Page > News d News			ENGL	ISH FRENCH
#	Title	Subtitle	Chapter	Active	
1	Best-in-class commercial Canadian content is coming to SpecLink Cloud.	BSD partners with DIALOG	Vancouver Island	Yes	<b>#</b>
2	Free Electronic Access to Codes!	NRC Offers Online & PDF Access to Codes	Toronto	Yes	<b>#</b>



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## **Delete News**

To delete news:

1. Press News in the sidebar menu under Home Page



2. Find the news to delete on the list

H Ad	ome Page > News d News			ENGLISH FRENCH
#	Title	Subtitle	Chapter	Active
1	Best-in-class commercial Canadian content is coming to SpecLink Cloud.	BSD partners with DIALOG	Vancouver Island	Yes 🖋 🛍
2	Free Electronic Access to Codes!	NRC Offers Online & PDF Access to Codes	Toronto	Yes 🖉 🗎

3. Press the **delete icon** on the right side that looks like a trash can in a box





## Webpage Banners

## Add a Webpage Banner

To a banner:

1. Press Webpage Banners in the sidebar menu under Home Page



You will see the following page appear:

Hom Add Bar	ne Page > Webpage Banr	iers			
#	Image	Page Name	Active		
1	la l	About CSC	Yes	<b>A</b>	圓
2	Court to Callerton and	Atlantic Chapter	Yes	ø	圓

- 2. Press the Add Banner link on the top left of the screen
- 3. Enter information into the following fields:

Home Page > Add Webpage Banners	
Page Name	
About CSC	\$
Image Choose File no file selected           Remove	
Is Active	
Yes	\$
Fields with a * are required	
Submit	

## Edit a Webpage Banner

To edit a banner:

1. Press Webpage Banners in the sidebar menu under Home Page



#### 2. Find the banner to edit on the list

Hom Add Bar	e Page > Webpage Bann	ers			
#	Image	Page Name	Active		
1	Acres (11)	About CSC	Yes	di se	圃
2	Could be The best manual of	Atlantic Chapter	Yes	- Cart	Đ



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## Delete a Webpage Banner

To delete a banner:

1. Press Webpage Banners in the sidebar menu under Home Page



2. Find the banner to delete on the list

Hom Add Bar	e Page > Webpage Bann	ers			
#	Image	Page Name	Active		
1		About CSC	Yes	di	圓
2	Charles Day of the Antonio Association	Atlantic Chapter	Yes	<b>S</b>	圃

3. Press the **delete icon** on the right side that looks like a trash can in a box



Do you want to delete About CSC Banner ?		
	Cancel	ОК

## Magazine Cover

## **Changing the Magazine**

To change the magazine:

1. Press Magazine Cover under Home Page in the sidebar menu



The following page will appear

Home Page > Edit Magazine Cover
Image Choose File no file selected
URL
https://www.constructioncanada.net/publications/de/201906/index.html
Fields with a * are required
Submit

- 2. Press Choose File to upload the cover image, and enter the new URL
- 3. Press Submit

## About Us

#### **Edit About Us Text**

To edit the About Us text:

1. Press About Us in the sidebar menu under About Us



2. Enter information into the following fields:



## **History**

## **Edit History page**

To edit the history page:

1. Press History in the sidebar menu under About Us



#### 2. Enter information into the following fields:

bo	utU	ls >	His	tor	У													
story	Text																	
В	I	U	≡	±	≡	≡	¦≡	=	Α	Tl	н					ø	⊞	
٥																		
dire	ction	for	the A	ssoci	ation	to fo	llow i	in ma	rking	, mer	nbers	hip, p	oublic	atior	ns and	đ		
edu	catio	nal p	orogra	ams.	Strat	egic	plann	ing is	a re	gular	activ	ity of	the	csc	Board	l of	~	
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nage	Choo	ose Fi	ile no	o file s	select	ed												
PACE R	lemo	ve																
Activ	/e																	
Yes																		\$
elds v	with a	a*are	e requ	ired														
Sub	mit																	
## **Executive Council**

#### Add an Executive Council Member

To add an executive council member:

1. Press Executive Councils in the sidebar menu under About Us



You will see the following page appear:

Ab Add	ADOUTUS > EXECUTIVE COUNCIIS Add Executive Council						
#	Image	Name	Designation		Company		
1		Greg Hofsted	President		Kawneer	8	Î
2	-	Don Shortreed, FCSC, RSW	Secretary/Treasurer		DGS Consulting Services Inc.		Ŵ

- 2. Press the Add Executive Council link on the top left of the screen
- 3. Enter information into the following fields:

AboutUs > Add Executive Council
Name
Designation
Designation
Company
Company
Phone
Phone
Email
Email
Image Choose File no file selected
Remove
Sort Order
1
Fields with a * are required
Submit

## **Edit an Executive Council Member**

To edit an executive council member:

1. Press Executive Council in the sidebar menu under About Us



2. Find the member to edit on the list





- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## **Delete an Executive Council Member**

To delete an executive council member:

1. Press Executive Council in the sidebar menu under About Us



2. Find the member to delete on the list

Ab Add	outUs Executive C	> Executive Coun	cils			
#	Image	Name	Designation	Company		
1		Greg Hofsted	President	Kawneer	Ø	Ē
2	<b>E</b>	Don Shortreed, FCSC, RSW	Secretary/Treasurer	DGS Consulting Services Inc.	ø	

3. Press the **delete icon** on the right side that looks like a trash can in a box



Do you want to delete Greg Hofsted ?		
	Cancel	OK

### **Board of Directors**

#### Add a Member to the Board of Directors

To add a member to the board of directors:

1. Press Board of Directors in the sidebar menu under About Us



You will see the following page appear:

Abo Add Bo	utUs > Board of ard of Director	Directors			
#	Image	Name	City		
1		Scott Cunning, CCCA	Atlantic	ø	
2		Kevin Osborne	Edmonton	ø	

- 2. Press the Add Board of Director link on the top left of the screen
- **3.** Enter information into the following fields:

AboutUs > Add Board of Director
Name
City
City
Phone
Phone
Email
Email
Image Choose File no file selected
Remove
Sort Order
1
Fields with a * are required
Submit

## Edit a Member of the Board of Directors

To edit a member of the board of directors:

1. Press Board of Directors in the sidebar menu under About Us



2. Find the member to edit on the list

AboutUs > Board of Directors Add Board of Director							
#	Image	Name	City				
1		Scott Cunning, CCCA	Atlantic	ø			
2		Kevin Osborne	Edmonton	ø			



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## **Delete a Member of the Board of Directors**

To a delete member of the board of directors:

1. Press Board of Directors in the sidebar menu under About Us



2. Find the member to delete on the list

AboutUs > Board of Directors Add Board of Director							
#	Image	Name	City				
1		Scott Cunning, CCCA	Atlantic	Ø			
2		Kevin Osborne	Edmonton	Ø			

3. Press the **delete icon** on the right side that looks like a trash can in a box





# Past Presidents

#### Add a Past President

To add a Past President:

1. Press Past Presidents in the sidebar menu under About Us



You will see the following page appear:

Aboutus Management  About Us  History	Past Add Pas	Presidents					
Past Presidents	#	Name	Term Year	Title	Location	Deceased	
ByLaws	1	W. Harper	1954/55	Art	Toronto	Yes	<b>♂</b>
■ College Fellows Content	2	Dennis H. Brough	1955/56	FCSC, RSW	Toronto	Yes	♪
College Fellows	3	Orton.E. Letherland	1956/57	FCSC	Toronto	Yes	1

- 2. Press the Add Past Presidents link on the top left of the screen
- **3.** Enter information into the following fields:

AboutUs > Add Past President
Term Year
Term Year
First Name
First Name
Last Name
Last Name
Title
Title
Location
Location
Is Deceased
No
Sort Order
1
Fields with a * are required
Submit

### **Edit a Past President**

To edit a Past President:

1. Press Past Presidents in the sidebar menu under About Us



2. Find the president to edit on the list

Aboutus Management About Us History	Pas Add Pa	Past Presidents Add Past President						
Past Presidents	#	Name	Term Year	Title	Location	Deceased		
ByLaws	1	W. Harper	1954/55	Art	Toronto	Yes	<b>₽</b>	
College Fellows	2	Dennis H. Brough	1955/56	FCSC, RSW	Toronto	Yes	1	
E College Fellows	3	Orton.E. Letherland	1956/57	FCSC	Toronto	Yes	1	



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## **Delete a Past President**

To delete a Past President:

1. Press Past Presidents in the sidebar menu under About Us



2. Find the president to delete on the list

Aboutus Management About Us History	Pa	Past Presidents Add Past President						
Past Presidents	#	Name	Term Year	Title	Location	Deceased		
ByLaws	1	W. Harper	1954/55	Art	Toronto	Yes	<b>₽</b>	
■ College Fellows Content	2	Dennis H. Brough	1955/56	FCSC, RSW	Toronto	Yes		
E College Fellows	3	Orton.E. Letherland	1956/57	FCSC	Toronto	Yes	<b>₽</b>	

3. Press the **delete icon** on the right side that looks like a trash can in a box





# **Association Staff**

### Add a Staff Member

To add a staff member:

#### 1. Press Association Staff in the sidebar menu under About Us



You will see the following page appear:

Abo Add Sta	AboutUs > Association Staff Add Staff						
#	Name	Email	Designation	Active			
1	Nick Franjic	nfranjic@csc-dcc.ca	CAE	Yes	<b>S</b>	圃	
2	Clafton A. Fiola	clafton@csc-dcc.ca	CAE	Yes	Ø	Đ	

- 2. Press the Add Staff link on the top left of the screen
- **3.** Enter information into the following fields:

irstName		
FirstName		
astName		
LastName		
Designation		
Designation		
itle		
Title		
Title (French)		
Title (French)		
mail		
Email		
Phone		
Phone		
mage Choose File no file selected		
Remove		
s Active		
Yes		
Sort Order		
4		
ields with a * are required		

## **Edit a Staff Member**

To edit a Staff Member:

1. Press Association Staff in the sidebar menu under About Us



#### 2. Find the staff member to edit on the list

<b>Abou</b> Add Sta	AboutUs > Association Staff dd Staff					
#	Name	Email	Designation	Active		
1	Nick Franjic	nfranjic@csc-dcc.ca	CAE	Yes	ø	Đ
2	Clafton A. Fiola	clafton@csc-dcc.ca	CAE	Yes	Ø	



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## **Delete a Staff Member**

To delete a staff member:

1. Press Association Staff in the sidebar menu under About Us



2. Find the staff member to delete on the list

Abo Add Sta	AboutUs > Association Staff dd Staff						
#	Name	Email	Designation	Active			
1	Nick Franjic	nfranjic@csc-dcc.ca	CAE	Yes	<b>B</b>	Đ	
2	Clafton A. Fiola	clafton@csc-dcc.ca	CAE	Yes	<b>BAD</b>	匬	

3. Press the **delete icon** on the right side that looks like a trash can in a box





### **Strategic Alliances**

#### **Edit Strategic Alliances**

To edit the strategic alliances page:

1. Press Strategic Alliance's in the sidebar menu under About Us



The following page will appear:



- 2. Edit the information in the fields shown above
- 3. Press Submit

## **Committees**

#### Add a Committee Member

To add a committee member:

1. Press Committees in the sidebar menu under About Us



You will see the following page appear:

Ab Add (	outUs <sup>Committee</sup>	> Committee	9S			
#	Image	Name	Email	Designation	Company	
1	Ω	Gary Hartman	hartmang@shaw.ca	CCDC	Contraspec Ltd.	<b>/</b>
2	R	Mila Legge	mila.legge@norr.com	CCDC	NORR Architects & Engineers Ltd.	<b>₽</b>

- 2. Press the Add Committee link on the top left of the screen
- **3.** Enter information into the following fields:

AboutUs > Add Committee
Name
Email
Email
Designation
Designation
Company
Company
Image Choose File no file selected
Remove
Sort Order
1
Fields with a * are required
Submit

## **Edit a Committee Member**

To edit a committee member:

1. Press Committees in the sidebar menu under About Us



2. Find the committee member to edit on the list





- 4. Edit the information as per the fields in the section above
- 5. Press Submit

### **Delete a Committee Member**

To delete a committee member:

1. Press Committees in the sidebar menu under About Us



2. Find the committee member to delete on the list

Ab Add (	outUs Committee	> Committee	es			
#	Image	Name	Email	Designation	Company	
1	R	Gary Hartman	hartmang@shaw.ca	CCDC	Contraspec Ltd.	<b>@</b>
2	R	Mila Legge	mila.legge@norr.com	CCDC	NORR Architects & Engineers Ltd.	<b>₽</b>

3. Press the **delete icon** on the right side that looks like a trash can in a box



Do you want to delete Gary Hartman ?		
	Cancel	ОК

## <u>Bylaws</u>

## **Change Bylaws Document**

To change the PDF Bylaws document:

1. Press ByLaws in the sidebar menu under About Us



The following page will appear:

AboutUs > ByLaws	
PDF file Choose File no file selected	
View pdf	
Is Active	
Yes	\$
Fields with a * are required	
Submit	

- 2. Upload the new file by clicking on the Choose File button
- 3. Press Submit

## **Annual Reports**

### **Change Annual Report Files**

To change the annual report files:

1. Press Annual Reports in the sidebar menu under About Us



The following page will appear:



2. Edit the information. The links can be edited by clicking this 'chain' icon



# Life Member Content

#### **Edit Life Member Content**

To edit the life member content:

1. Press Life Member Content in the sidebar menu under About Us

🔠 Life Member Content

The following page will appear:

Edit	Co	onte	ent																
в	I	U	≡	±	≘	=	l≡	:=	Α	Τl	н	1	1	Ð		œ	⊞	0	
Life Quai adva	Mer lifica	mbers ations ement	ship is s for t t of t	s the this a ne go	highe ward als of	est av are l CSC	vard ong-t	which erm i	ı can mem	be be	estow lip in	ed u CSC	pon a and a	CSC	men part	nber. icipat	ion ir	n the	
C	C																		0
ontent	t (Fr	ench)																	
В	I	U	≞	±	Ξ	≡	I	=	Α	Tl	Η	1				ø	⊞	٥	
С	C																		0
age ? R	Cho emc	ose Fi	ile n	o file s	electe	ed													
Activ	e																		
es																			
lds v	vith	a*ar	e requ	ired															
Subi	mit																		

- 2. Edit the information in the fields shown above
- 3. Press Submit

## **Life Members**

#### Add a Life Member

To add a new life member:

1. Press Life Members in the sidebar menu under About Us



You will see the following page appear:

Life Add Life	Members Members					
#	Name	Title	Region	Deceased		
1	A.L. Boddy	FCSC	Toronto	Yes	ø	Ĩ
2	A.P. Wedding	FCSC	Winnipeg	No	ø	圃

- 2. Press the Add Life Members link on the top left of the screen
- **3.** Enter information into the following fields:

Add Life Members First Name
First Name
Last Name
Last Name
Title
Title
Region
Region
Is Deceased
No
Is Active
Yes 🗘
Sort Order
1
Fields with a * are required
Submit

### Edit a Life Member

To edit a life member:

1. Press Life Members in the sidebar menu under About Us



2. Find the life member to edit on the list

Life I Add Life	Members Members					
#	Name	Title	Region	Deceased		
1	A.L. Boddy	FCSC	Toronto	Yes	di	圁
2	A.P. Wedding	FCSC	Winnipeg	No	<b>S</b>	圃



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## **Delete a Life Member**

To delete a life member:

1. Press Life Members in the sidebar menu under About Us



2. Find the life member to delete on the list

Life I Add Life	Members Members					
#	Name	Title	Region	Deceased		
1	A.L. Boddy	FCSC	Toronto	Yes	ø	Ĩ
2	A.P. Wedding	FCSC	Winnipeg	No	ø	圃

3. Press the **delete icon** on the right side that looks like a trash can in a box



Do you want to delete A.L. Boddy ?		
	Cancel	ОК

## **COLLEGE OF FELLOWS**

### **College Fellows Content**

### **Editing College Fellows Content**

To edit the college of fellows content:

1. Press College Fellows Content in the sidebar menu under College of Fellows



#### 2. Edit content on this page:



## **College Fellows**

### **Add College Fellows**

To add college fellows:

1. Press College Fellows in the sidebar menu under College of Fellows



You will see the following page appear:

Colle Add Coll	e <b>ge Fellows</b> lege Fellows						
#	Name	Year	Title	Region	Deceased		
1	A.L. Boddy	1967		Toronto	Yes	<b>B</b> <sup>1</sup>	圃
2	A.P. Wedding	1970		Winnipeg	Yes	<b>A</b>	Ē

- 2. Press the Add College Fellow link on the top left of the screen
- **3.** Enter information into the following fields:

Add College Fellows	
First Name	
First Name	
Last Name	
Last Name	
Title	
Title	
Region	
Region	
Year	
Year	
Is Deceased	
No	\$
Is Active	
Yes	\$
Sort Order	
1	
Fields with a * are required	
Submit	

# **Edit College Fellows**

To edit college fellows:

1. Press College Fellows in the sidebar menu under College of Fellows



2. Find the fellow to edit on the list

Colle Add Coll	e <b>ge Fellows</b> lege Fellows						
#	Name	Year	Title	Region	Deceased		
1	A.L. Boddy	1967		Toronto	Yes	<b>A</b>	Ē
2	A.P. Wedding	1970		Winnipeg	Yes	Ø	Ē



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

# **Delete College Fellows**

To delete college fellows:

1. Press College Fellows in the sidebar menu under College of Fellows



2. Find the fellow to delete on the list

Colle Add Coll	e <b>ge Fellows</b> lege Fellows					
#	Name	Year	Title	Region	Deceased	
1	A.L. Boddy	1967		Toronto	Yes	<b>ø</b>
2	A.P. Wedding	1970		Winnipeg	Yes	

3. Press the **delete icon** on the right side that looks like a trash can in a box



Do you want to delete A.L. Boddy ?		
	Cancel	ОК

### Vision, Mission and Values

### **Edit Vision, Mission and Values Content**

To edit the vision, mission and value content:

1. Press Vision, Mission and Values in the sidebar menu under College of Fellows



#### 2. Edit the information

Colleg	je of	Fell	ows>	> Visi	on, M	lissio	on an	d Va	lues									
B	t I	U	=	÷	=	=	1	:=	А	Ti	н	1	1	B		<b>9</b> 0	Ⅲ	0
	1	-	_				,—			1.		•				Ũ		
The Asso cert cons Exec and	miss pociat ificat struc cutiv ope	sion o ion ir tion, ction re Co ratior	of the n its e public comn uncil ns of	e Colle endea cation nunit and E CSC	ege o ivour ns an y. Fur 3oard on an	f Fell to re d pro therr of D as r	ows is main fessio nore, irecto equire	s to s comi onal r the ( ors an ed ba	treng mitte netwo Colleg nd pro isis.	jthen d to o orking ge of ovide:	and delive fopp Fello s inpu	reinfo ering ortun ws ac ut and	prce e progr ities f its as d guid	effort ressiv for th a res dance	s of t re edu re des sourc e in th	he ucatic sign + e for ne dir	on, + the rection	n
C	C																	Ø
Conten	t (Fre	ench)																
<b>B</b> >	I	U	≞	±	≞	≡	Ħ	≣	A	Τl	Н	1		Î		œ	⊞	0
The Asso cert cons Exec and	mis: ociat ificat struc cutiv ope	sion o ion ir tion, ction re Co ratior	of the n its e public comn uncil ns of	e Colle endea catior nunit and E CSC	ege o ivour ns an y. Fur 3oard on an	f Fell to re d pro therr of D as r	ows i main fessic nore, irecto equire	s to s com onal r the ( ors an ed ba	atreng mitte netwo Colleg nd pro isis.	othen d to o orking ge of ovide	and delive roppo Fello s inpu	reinfo ering ortun ws ac ut and	progr ities f ts as d guid	effort ressiv for th a re dance	s of t re edu ne des sourc e in th	he ucatic sign - e for ne dir	on, F the rection	n
C	C																	0
Is Activ	e																	
Yes																		÷
Fields v	with a mit	a * are	e requ	ired														

## **Our History**

# **Edit Our History Content**

To edit the content on this page:

#### 1. Press Our History in the sidebar menu under College of Fellows



#### 2. Edit the information

Colleg	ge of	Fell	ows	> Our	Hist	ory													
Conter	nt																		
B >	Ι	U	≞	±	≡	≡		≣	Α	Τĭ	Н	1				ø	⊞	0	
Foll of F imp ass ded con	Following the growth of the Association, in 1967, the association established the College of Fellows to formally recognize outstanding contribution by members towards the improvement of the design + construction community, and the enhancement of the association. Fellowship is an honour conferred on members singled out for their dedication, service and long-standing contribution towards the betterment of the design + construction community.																		
In i elec ind	ts ina cted ucteo	augu to the l into	ration e Coll the (	ege o Colleg	r, A.L. of Fell ge of	Bod lows. Fellov	dy, R. Since ws.	W. Co ther	ornw n, mo	all, D ore th	.G. H an 1(	elmei 00 inc	r and lividu	I.H. Ials h	Lave ave t	nder been	were		
Ċ	C																	•	0
Conter	nt (Fre	ench)																	
B >	I	U	≡	±	≡	≡	1	≣	Α	Τĭ	Н	1		Ê		ø	⊞	٥	
5	C																		2
-5	G																		9
Is Activ	/e																		
Yes																			Ŧ
Fields Sub	with a	a * are	e requ	ired															

## **College Officers**

### Add a College Officer

To add a college officer:

1. Press College Officers in the sidebar menu under College of Fellows



You will see the following page appear:

Col Add (	llege of Fel College Officer	lows > College Officers			
#	Image	Name	Designation	Company	
1		John Lape,FCSC, FCSI, CCS, AIA	Chancellor	Architect	

- 2. Press the Add College Officer link on the top left of the screen
- **3.** Enter information into the following fields:

College of Fellows > Add College Officers Name
Name
Designation
Designation
Company
Company
Phone
Phone
Email
Email
Image Choose File no file selected  Remove
Sort Order
1
Fields with a * are required
Submit

# Edit a College Officer

To edit a college officer:

1. Press College Officers in the sidebar menu under College of Fellows



2. Find the officer to edit on the list

Col Add (	College of Fellows > College Officers Add College Officer										
#	Image	Name	Designation	Company							
1		John Lape,FCSC, FCSI, CCS, AIA	Chancellor	Architect	<b>e</b>						



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

# Delete a College Officer

To delete a college officer:

1. Press College Officers in the sidebar menu under College of Fellows



2. Find the officer to delete on the list

Col Add C	College of Fellows > College Officers Add College Officer									
#	Image	Name	Designation	Company						
1		John Lape,FCSC, FCSI, CCS, AIA	Chancellor	Architect	<b>*</b>					

3. Press the **delete icon** on the right side that looks like a trash can in a box



Do you want to delete John Lape,FCSC, FCS	I, CCS, AIA ?	
	Cancel	ОК

# Fellows (FCSC)

## Add Fellows (FCSC)

To add fellows:

1. Press Fellows (FCSC) in the sidebar menu under College of Fellows



You will see the following page appear:

Colle Add Fel	College of Fellows > Fellows (FCSC) Add Fellows									
#	Name	Term Year	Title	Location	Deceased					
1	R.H. Ball	1985	RSW	Saskatoon	No	Set.				
2	G. Duchesneau	1987		Québec	No	Ø				

- 2. Press the Add Fellows link on the top left of the screen
- **3.** Enter information into the following fields:

College of Fellows > Add Fellows(FCSC) Term Year	
Term Year	
First Name	
First Name	
Last Name	
Last Name	
Title	
Title	
Location	
Location	
Is Deceased	
No	\$
Sort Order	
1	
Fields with a * are required	
Submit	

# **Edit Fellows (FCSC)**

To edit fellows:

1. Press Fellows (FCSC) in the sidebar menu under College of Fellows



#### 2. Find the fellow to edit on the list

Colle Add Fel	College of Fellows > Fellows (FCSC) Add Fellows									
#	Name	Term Year	Title	Location	Deceased					
1	R.H. Ball	1985	RSW	Saskatoon	No	<b>A</b>	圁			
2	G. Duchesneau	1987		Québec	No	ø	甸			



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

# **Delete Fellows (FCSC)**

To delete fellows:

1. Press Fellows (FCSC) in the sidebar menu under College of Fellows



#### 2. Find the fellow to delete on the list

College of Fellows > Fellows (FCSC) Add Fellows									
#	Name	Term Year	Title	Location	Deceased				
1	R.H. Ball	1985	RSW	Saskatoon	No	Sal .	圃		
2	G. Duchesneau	1987		Québec	No	Ser .	圃		

3. Press the delete icon on the right side that looks like a trash can in a box



Do you want to delete R.H. Ball ?		
	Cancel	ОК

# **Nominations**

#### **Edit Nominations Content**

To edit the content on this page:

1. Press Nominations in the sidebar menu under College of Fellows



#### **2.** Edit the information

College of Fellows > Nomination of Members for Fellowship																
в	1	U	=	Ξ	Ξ	=	; <b>=</b>	=	Α	TI	н		Ĩ	Ś	₩	0
<ul> <li>The requirements for election to the College are as follows:</li> <li>An individual must have been a member for CSC for a continuous period of 10 years.</li> <li>He or she must have made an outstanding contribution to the enhancement of CSC.</li> <li>He or she must be nominated by at least seven members from 3 chapters of which 3 must be members of the College of Fellows.</li> <li>Letters of support for the candidate's nomination to the College provided by each of the seven CSC members who have signed the nomination form.</li> </ul>																
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<ul> <li>The requirements for election to the College are as follows:</li> <li>An individual must have been a member for CSC for a continuous period of 10 years.</li> <li>He or she must have made an outstanding contribution to the enhancement of CSC.</li> <li>He or she must be nominated by at least seven members from 3 chapters of which 3 must be members of the College of Fellows.</li> <li>Letters of support for the candidate's nomination to the College provided by each of the seven CSC members who have signed the nomination form.</li> </ul>																
Ċ	C															0
Is Activ	/e															
Yes																\$
Fields with a * are required																

### **CHAPTER**

## **Chapters**

### Add a Chapter

To add a chapter:

1. Press Chapters in the sidebar menu under Chapter



You will see the following page appear:

Chapter > Chapters Add Chapter								
#	Name	Friendly Url	Active					
1	Atlantic	Atlantic	Yes	ø	圓			
2	Calgary	Calgary	Yes	(and the second	圃			

- 2. Press the Add Chapter link on the top left of the screen
- **3.** Enter user information into the following fields:

Chapter > Add Chapter	
Chapter Name	
Chapter Name	
Friendly URL	
Friendly URL	
Is Active	
Yes 🗘	
Fields with a * are required	
Submit	
# Edit a Chapter

To edit a chapter:

1. Press Chapters in the sidebar menu under Chapter



2. Find the chapter to edit on the list

Chapters Management	Chapt	ers				
Executive Committee	Add Chapt	Name	Friendly Url	Active		
Specifiers	1	Atlantic	Atlantic	Yes	<b>e</b> *	ê
<ul><li>Specifier Files</li><li>Contacts</li></ul>	2	Calgary	Calgary	Yes	<b>ø</b>	Î



- **4.** Edit the information as per the fields in the section above:
- 5. Press Submit

# **Delete a Chapter**

To delete a chapter:

1. Press the Chapters on the sidebar menu



2. Find the chapter to delete on the list

Chapters Management	Chapt	ters				
Executive Committee	Add Chapt	Name	Friendly Url	Active		
<ul> <li>Specifiers</li> <li>Specifier Files</li> </ul>	1	Atlantic	Atlantic	Yes		ê
<ul><li>Specifier Files</li><li>Contacts</li></ul>	2	Calgary	Calgary	Yes	ø	Ê

3. Press the delete icon on the right side that looks like a trash can in a box





## **Executive Committee**

#### Add an Executive Member

To add an executive committee member:

1. Press Executive Committee in the sidebar menu under Chapter



You will see the following page appear:

Chapter > Executive Committee Add Member						
#	Name	Email	Designation	Active		
1	Steve Gusterson	s.gusterson@alumicor.com	CTR	Yes	<i>#</i>	
2	Michelle Wood	michelle.wood@jm.com		Yes	<b>#</b>	
3	Allan Taylor	ATaylor@London.ca		Yes	<b>#</b>	

- 2. Press the Add Member link on the top left of the screen
- **3.** Enter information into the following fields:

Chapter > Add Executive Committee Member	Email
FirstName	Email
FirstName	Twitter User
LastName	Twitter User
LastName	Chapter
Designation	Vancouver
Designation	Image Choose File no file selected
Title	Remove
Title	
Title (French)	Yes Active
Title (French)	
Employer	Sort Order
Employer	
Phone	Fields with a * are required
Phone	Submit

## **Edit an Executive Member**

To edit an executive member:

1. Press Executive Committee in the sidebar menu under Chapter



#### 2. Find the member to edit on the list

Chapter > Executive Committee Add Member						
#	Name	Email	Designation	Active		
1	Steve Gusterson	s.gusterson@alumicor.com	CTR	Yes	<b>A</b>	圃
2	Michelle Wood	michelle.wood@jm.com		Yes	<b>A</b>	圃
3	Allan Taylor	ATaylor@London.ca		Yes	(Sala)	



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## **Delete an Executive Member**

To delete an executive member:

1. Press Executive Committee in the sidebar menu under Chapter



2. Find the member to delete on the list

Chapter > Executive Committee Add Member						
#	Name	Email	Designation	Active		
1	Steve Gusterson	s.gusterson@alumicor.com	CTR	Yes	ø	圃
2	Michelle Wood	michelle.wood@jm.com		Yes	ø	圃
3	Allan Taylor	ATaylor@London.ca		Yes	ø	Û

3. Press delete icon on the right side that looks like a trash can in a box



Do you want to delete Steve Gusterson ?		
	Cancel	ОК

# **Specifiers**

## Add a Specifier

To add a specifier:

1. Press Specifiers in the sidebar menu under Chapter



You will see the following page appear:

Chapter > Specifiers Add Specifier					
#	Title	Chapter	Active		
1	Esquire	Quebec	Yes	ø	Ē
2	Specifier 2011/2012	Toronto	Yes	ø	圓

- 2. Press the Add Specifiers link on the top left of the screen
- **3.** Enter information into the following fields:

Add Specifier Title	
Title	
Title	
Title (French)	
Title (French)	
Chapter	
Vancouver	*
Is Active	
Yes	\$
Sort Order	
1	\$
Fields with a * are required	
Submit	

# **Edit a Specifier**

To edit a specifier:

1. Press Specifiers in the sidebar menu under Chapter



#### 2. Find the specifier to edit on the list

Chapter > Specifiers Add Specifier					
#	Title	Chapter	Active		
1	Esquire	Quebec	Yes	Ø	圃
2	Specifier 2011/2012	Toronto	Yes	Ø	Ĩ



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

# **Delete a Specifier**

To delete a specifier:

1. Press Specifiers in the sidebar menu under Chapter



2. Find the specifier to edit on the list

Chapter > Specifiers Add Specifier					
#	Title	Chapter	Active		
1	Esquire	Quebec	Yes	Ø	圃
2	Specifier 2011/2012	Toronto	Yes	Ø	圃

3. Press the **delete icon** on the right side that looks like a trash can in a box





# **Specifier Files**

## Add a Specifier File

To a specifier file:

1. Press Specifier Files in the sidebar menu under Chapter



You will see the following page appear:

Chapter > SpecifierFiles Add Specifier File						ENGLISH	FRENCH
#	Title	Specifier	Chapter	Active			
1	April 20, 2019	Esquire	Quebec	Yes	Q	di n	圃
2	April 2012	Specifier 2011/2012	Toronto	Yes	Q	SAN .	圃

- 2. Press the Add Specifier Files link on the top left of the screen
- **3.** Enter information into the following fields:

Add Specifier File	
Title Date	
Title Date	
Title Date (French)	
Title Date (French)	
Specifier	
Specifier 2018/2019	\$
File (pdf) Choose File no file selected	
Is Active	
Yes	\$
Sort Order	
1	\$
Fields with a * are required	
Submit	

# **Edit a Specifier File**

To edit a specifier file:

1. Press Specifier Files on the sidebar menu under Chapter



#### Find the file to edit on the list

Chapter > SpecifierFiles Add Specifier File								
#	Title	Specifier	Chapter	Active				
1	April 20, 2019	Esquire	Quebec	Yes	Q	<b>B</b>	圃	
2	April 2012	Specifier 2011/2012	Toronto	Yes	Q	ø	圃	



- 3. Edit the information as per the fields in the section above
- 4. Press Submit

# **Delete a Specifier File**

To delete a specifier file

1. Press Specifier Files in the sidebar menu under Chapter



Find the specifier to delete on the list

Chapter > SpecifierFiles Add Specifier File								
#	Title	Specifier	Chapter	Active				
1	April 20, 2019	Esquire	Quebec	Yes	Q	<b>B</b>	圃	
2	April 2012	Specifier 2011/2012	Toronto	Yes	Q	di la	Ē	

2. Press delete icon on the right side that looks like a garbage bin





## **Contacts**

## Add a Contact

To add a contact:

1. Press Contacts in the sidebar menu under Chapter



You will see the following page appear:

Chapter Contacts Add Contact									
#	Address	City	Province	Postalcode	Phone	Email	Chapter		
1	31 Adelaide Street East, P.O Box 36	Toronto	Ontario	M5C 2H8	1 844 427 2867	admin@csctoronto.ca	Toronto	ø 🗎	
2	120 Carlton Street, Suite 312	Toronto	Ontario	M5A 4K2	416-777-2198	info@csc-dcc.ca	Toronto	<b>#</b>	

- 2. Press the Add Contact link on the top left of the screen
- **3.** Enter information into the following fields:

Add Chapter Contacts	
Address	
Address	
City	
City	
Province	
Province	
Postalcode	
Postalcode	
Phone	
Phone	
Email	
Email	
Chapter	
Vancouver	\$
Fields with a * are required	
Submit	

### **Edit a Contact**

To edit a contact:

1. Press Contacts in the sidebar menu under Chapter



Find the contact to edit on the list

Ch Add	Chapter Contacts Add Contact										
#	Address	City	Province	Postalcode	Phone	Email	Chapter				
1	31 Adelaide Street East, P.O Box 36	Toronto	Ontario	M5C 2H8	1 844 427 2867	admin@csctoronto.ca	Toronto	<b>A</b>	Ô		
2	120 Carlton Street, Suite 312	Toronto	Ontario	M5A 4K2	416-777-2198	info@csc-dcc.ca	Toronto	<b>B</b>			



- 3. Edit the information as per the fields in the section above
- 4. Press Submit

## **Delete a Contact**

To delete a contact:

1. Press Contacts in the sidebar menu under Chapter



Find the contact to delete on the list

Ch Add	Chapter Contacts Add Contact										
#	Address	City	Province	Postalcode	Phone	Email	Chapter				
1	31 Adelaide Street East, P.O Box 36	Toronto	Ontario	M5C 2H8	1 844 427 2867	admin@csctoronto.ca	Toronto	<b>♂</b>			
2	120 Carlton Street, Suite 312	Toronto	Ontario	M5A 4K2	416-777-2198	info@csc-dcc.ca	Toronto				

2. Press the **delete icon** on the right side that looks like a trash can in a box





## **Events**

### Add an Event

To add an event:

1. Press Events in the sidebar menu under Chapter



You will see the following page appear:

Chapter > Events     ENGL       Add News and Event     ENGL						
#	Title	Subtitle	Chapter	Active		
1	Best-in-class commercial Canadian content is coming to SpecLink Cloud.	BSD partners with DIALOG	Vancouver Island	Yes 🔊 🛍		
2	CSC Building Expo	Resilient Design	Toronto	Yes 🥒 🛍		

- 2. Press the Add News and Event link on the top left of the screen
- **3.** Enter information into the following fields:

Add News and Event	News Text (French)				
Title	Justify U E ± ± = = = A Ti H / B + % = 0				
Title	45				
Subtitle					
Subtitle					
News Text					
B I U E ± = = = A TI H I = • • • • •					
42					
	9 C				
	Date 31 ¢ Jan ¢ 2020 ¢				
	Author				
	Author				
	Chapter				
	Vancouver \$				
	Image (380px × 288px) Choose File no file selected				
	2 Remove				
5 0	Is Active				
	Yes				
Title (French)	Show on Homepage				
Title (French)	Yes t				
Subtitle (French)	Fields with a * are required				
Subtitle (French)	Submit				

## **Edit an Event**

To edit an event:

1. Press Events in the sidebar menu under Chapter



#### Find the event to edit on the list

Cl	Chapter > Events     ENGLISH FRENCH       Add News and Event     ENGLISH FRENCH						
#	Title	Subtitle	Chapter	Active			
1	Best-in-class commercial Canadian content is coming to SpecLink Cloud.	BSD partners with DIALOG	Vancouver Island	Yes	<b>₽</b>		
2	CSC Building Expo	Resilient Design	Toronto	Yes	<i>i</i>		



- 3. Edit the information as per the fields in the section above
- 4. Press Submit

### **Delete an Event**

To delete an event

4. Press Events in the sidebar menu under Chapter



Find the event to delete on the list

CI Add	Chapter > Events     ENGLISH FRENCH       Add News and Event     ENGLISH FRENCH							
#	Title	Subtitle	Chapter	Active				
1	Best-in-class commercial Canadian content is coming to SpecLink Cloud.	BSD partners with DIALOG	Vancouver Island	Yes	<b>ø</b>			
2	CSC Building Expo	Resilient Design	Toronto	Yes	<i>i</i>			

5. Press the delete icon on the right side that looks like a trash can in a box





# **Chapter Logos**

### Add a Logo

To add a logo:

1. Press Chapter Logos in the sidebar menu under Chapter



You will see the following page appear:

Chapte Add Logo	Chapter Logos Add Logo									
#	Image	Chapter								
1	Torento Chapter	Toronto	ď	甸						

- 2. Press the Add Logo link on the top left of the screen
- 3. Enter information into the following fields:

Add Chapter Logo	
Chapter	
Vancouver	\$
Image Choose File no file selected	
Fields with a * are required	
Submit	

## Edit a Logo

To edit a logo:

1. Press Chapter Logos in the sidebar menu under Chapter



Find the logo to edit on the list

Chapter Logos Add Logo					
#	Image	Chapter			
1	Toponto Chapter	Toronto	ø	Ē	



- 3. Edit the information as per the fields in the section above
- 4. Press Submit

# Delete a logo

To delete a logo:

1. Press Chapter Logos in the sidebar menu under Chapter



Find the logo to delete on the list

Chapter Logos Add Logo					
#	Image	Chapter			
1	Tennola Chapter	Toronto	ø	Í	

2. Press the **delete icon** on the right side that looks like a trash can in a box





# **RECOGNIZING EXCELLENCE**

## **Awards**

#### Add an Award

To add an award:

1. Press Awards in the sidebar menu under Recognizing Excellence



You will see the following page appear:

Recognizing Excellence > Awards Add Award					
#	Name	Active			
1	Chapter Award of Merit	Yes	ø	Ē	
2	Eureka Club Award	Yes	<b>B</b>	Ē	

- 2. Press the Add Award link on the top left of the screen
- **3.** Enter information into the following fields:

Add Awards	
Award Name	
Award Name	
Award Description	
Award Description	
	11
Is Active	
Yes	÷
Fields with a * are required	
Submit	
Submit	

## **Edit an Award**

To edit an award

1. Press Awards in the sidebar menu under Recognizing Excellence



Find the award to edit on the list

Recognizing Excellence > Awards Add Award					
#	Name	Active			
1	Chapter Award of Merit	Yes	ø	Ĩ	
2	Eureka Club Award	Yes	Ø	Ŵ	



- 3. Edit the information as per the fields in the section above
- 4. Press Submit

## **Delete an Award**

To delete an award:

1. Press Awards in the sidebar menu under Recognizing Excellence



Find the award to delete on the list

Recognizing Excellence > Awards Add Award					
#	Name	Active			
1	Chapter Award of Merit	Yes	Ø	Ĩ	
2	Eureka Club Award	Yes	ø	Ĩ	

2. Press the delete icon on the right side that looks like a trash can in a box



C	Do you want to delete Chapter Award of Merit	?	
		Cancel	ОК

## **Excellence Awards**

#### Add an Excellence Award

To add an Excellence award:

1. Press Excellence Awards in the sidebar menu under Recognizing Excellence



You will see the following page appear:

Recognizing Excellence Awards Add Excellence Award							
#	Name	Chapter	Year	Award			
1	Brian Colgan	Atlantic	2019	Life Membership Award	<b>A</b>	圃	
2	Michael Schneider	Edmonton	2019	Life Membership Award	<b>B</b>	圃	

- 2. Press the Add Excellence Award link on the top left of the screen
- **3.** Enter information into the following fields:

Add Excellence Award	
First Name	
First Name	
Last Name	
Last Name	
Year Of Award	
Year Of Award	
Chapter	
Vancouver \$	
Award	
National Award of Merit	
Fields with a * are required	
Submit	

## **Edit an Excellence Award**

To edit an excellence award

1. Press Excellence Awards in the sidebar menu under Recognizing Excellence



#### Find the Excellence award to edit on the list

Recognizing Excellence Awards Add Excellence Award							
#	Name	Chapter	Year	Award			
1	Brian Colgan	Atlantic	2019	Life Membership Award	<b>A</b>	圓	
2	Michael Schneider	Edmonton	2019	Life Membership Award	<b>A</b>	圃	



- 3. Edit the information as per the fields in the section above
- 4. Press Submit

## **Delete an Excellence Award**

To delete an excellence award:

1. Press Excellence Awards in the sidebar menu under Recognizing Excellence



Find the excellence award to delete on the list

Recognizing Excellence Awards Add Excellence Award							
#	Name	Chapter	Year	Award			
1	Brian Colgan	Atlantic	2019	Life Membership Award	e de la companya de	Ŵ	
2	Michael Schneider	Edmonton	2019	Life Membership Award	ø	圓	

2. Press the **delete icon** on the right side that looks like a trash can in a box



Do you want to delete Brian Colgan ?			
	Cancel	ОК	

## **CERTIFICATIONS**

### **Certifications Page**

#### **Edit Certifications Page Content**

To edit this content:

1. Press Certifications Page in the sidebar menu under Certifications



#### 2. Edit the information



## <u>RSW</u>

# **Edit RSW Page Content**

To edit this content:

#### 1. Press RSW in the sidebar menu under Certifications



#### 2. Edit the information

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												Ţ							
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Dan cons dévé mat de c eng prof Le p spée proc	stitu elop ière ces a ager fessi orogr cifica	secte e un pée p d'acl agent ment onne ramm	eur co élém pour a hat de s à ui à pro lle gra ne RS s de c RSW o	omple ent es atteste trav n sect oduire âce à W est constr et le o	xe de ssent aux c ceur d une une t disp	a la co le con le con docun confia onible n. Le ètent	e l'équ mbin nstru isieur ment ance e pou SCC t.	uction aisor ction rs mil ation accru ir ceu offre	n, en de co et po liards exac le de ux qu des	plein ncept conna our do s de c cte, ro vos p vos p i prép progr	e mu ison. I issan onner lollars enfor oairs, oaren amm	tatior La dé ces, o de la s. De çant a empl t ou s es éd	n, un signa expér a créc venir ainsi v loyeu super lucati	prese tion l ience dibilit RSW votre rs et visen fs qu	cripte RSW e et ju é à la dém créd clien t la p i s'int	eur co a été ugem part ontre ibilité ts. prépa	ent e icipat era vo ratior nt au	ent in ion otre	Ø
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Yes																			;
elds	with	a*ar	e requ	ired															
Sub	mit																		
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### <u>CSP</u>

#### **Edit CSP Page Content**

To edit this content:

#### 1. Press CSP in the sidebar menu under Certifications



#### 2. Edit the information



# <u>CCCA</u>

# **Edit CCCA Page Content**

To edit this content:

#### 1. Press CCCA in the sidebar menu under Certifications



#### 2. Edit the information

<b>rtif</b> nten	icat t	ions	> Cei	rtifie	d Coi	nstru	ictio	n Co	ntra	ct Ac	Imini	stra	cor						
в	I	U	≞	±	≘	=	1 2 3	≡	Α	Τl	Η	1				ø	⊞	٥	
The prov proj the und cons	Cer vide ect sho erst	tified profe to fol tage and t	Cons essior low th of tra he pr proje	atructi al rec he rec ained ocess cts.	ion Co cognil quirer and o ses in	ontra tion t ment exper volve	ct Ad o ind s of a ience d wit	minis ividus cons ed con h cor	strato als w struct nstru nstruo	or (CC ho ac ion c ction ction	CA) Iminis ontra contr docur	desig ster c ct. It ract a ment	nation onstr was dmin prepa	n was uctor also istrat aratic	s dev rs on devel tors, on an	elope a cor oped who d its	ed to hstruc to ac know usage	ction Idres and e on	5
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В	I	U	≞	±	≡	■	12 3	≣	Α	Τl	Н			Ê		ø	⊞	٥	
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es																			
elds v	vith	a*ar	e requ	ired															
Sub	mit																		

## <u>CTR</u>

# **Edit CTR Page Content**

To edit this content:

#### 1. Press CTR in the sidebar menu under Certifications



#### **2.** Edit the information

							-p											
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The Cer professi the con	tified ional i struct	Techr recogr ion in	nical nition Idustr	Repre to ir y.	esenta Idivid	ative uals	(CTR who	.) des mark	signat et an	ion w d dist	as de	eveloj e pro	ped t ducts	o pro s and	vide mate	erials	to	
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C C																		
ntent (Fr	ench)																	
B I	$\underline{\mathbf{U}}$	≡	±	≞	≡	Ĵ≣	≣	Α	Τl	Н					90	⊞	٥	
La désiç	gnatio	n de i	repré	senta	nt te	chnic	nue a					,						
reconna et des r Pour su clients o connais jamais. constru- techniqu aualité o D C	natéri rvivre des fo sance Lorsc ction ue. La de rei	ce pro iaux a dans nctior des p ue ce et de désig oréser	ofessi au seo s l'env nnalit produ es cor ses p gnatio ntatic	ionne cteur vironr és à uits et npéte partic on CT on du	lle au de la neme valeu c les c ences ipant: R att prod	nt co r ajo comp sont s, elle ceste uit.	mme utée étenc asso es off de l'a	gree nes qui ion. rcial à cha ces do ciées rent adhés	(CTR ui cor actue ique e e prés à un claire sion ir	) a ét nmer !, les étape senta e cor ment ndépe	clien clien de le tion s naiss un a	ee po ent e ts do eur in sont p sance vanta	ivent terac olus i du p age a obje	appo tion. mpor proces u rep	ne ent de Drter La tante ssus prései à la	ès pro à leu s que de ntant plus l	oduits rs e haute	•
reconna et des r Pour su clients o connais jamais. constru- techniqu aualité D C Active	nissan natéri rvivre des fo sance Lorsc ction ue. La de rei	ce pro iaux a dans nctior des p jue ce et de désig oréser	ofessi au sec s l'env nnalit produ es cor ses p gnatic ntatic	ionne cteur vironr is à uits el mpéte partic on CT on du	lle au de la neme valeu cles c ences ipant: "R att prod	nt co r ajo comp sont s, elle reste uit.	mme utée étence asso es off de l'a	gree nes qui ion. rcial à cha ces do ociées frent adhés	(CTR ui cor actue ique e e prés à un claire sion ir	) a ét nmer l, les étape senta e cor ment ndépe	clien clien de le tion s nais: un a ndar	ee po ent e ts do eur in sont p sance vanta ite et	ivent terac olus i du p age a obje	appo tion. mpor proces u rep	orter La tante ssus òrései à la	ès pro à leu s que de ntant plus l	oduits rs e haute	•

# Why Get Certified?

## **Edit Why Get Certified? Page Content**

To edit this content:

1. Press Why Get Certified? in the sidebar menu under Certifications



#### 2. Edit the information

Certif	ica	tions	: > Wh	ny get	t Cer	tified	1?												
В	Ι	U	≡	±	≘	≡	1	=	Α	Τl	Н	1				ø	▦	٥	
Reg	jist	ered	Spec	ificat	tions	Writ	ter												
CSC judo crea	C's F gme dibil	RSW o ent re ity to	lesigr lated a spe	to con to con	is a f nstru 's pai	testa ction rticipa	ment procu ation	to th urem in the	e hig ent a e con	spec struc	el of ifier p tion p	know bosse broce:	ledge sses. ss.	, exp The	oerier desig	nce a Inatio	nd on len	ıds	
The specification	pro cific udir	ogram ation	n is de s. The	esigne e RSV	ed for V desi	thos ignati	e who ion pi	o prej rovide	pare es the	or su e spec	pervi cifier	se the with	e prej a nur	barat nber	ion o of be	f con enefit	struc s,	tion	
•	A	great	er und	dersta	anding	g of c	onstr	ructio	n spe	ecifica	tions	;							
C	C																		0
onten	t (F	rench)	)																
В	I	U	≣	±	≡	≡	12 23	≔	Α	Τl	Н					ø	⊞	٥	
2	2																		
5	C																		Ø
Activ	/e																		
res																			÷
ields v Sub	mit	a * ar	e requ	lired															

## **Certified Members**

#### Add a Certified Member

To add a certified member:

1. Press Certified Members in the sidebar menu under Certifications



You will see the following page appear:

Certi Add Cert	fied Members					
#	Name	Chapter	FCSC Year	CCCA Year		
1	Abigail MacEachern	Atlantic	0	2013	ø	圃
2	Adam Strachan	Atlantic	0	2013	ø	

- 2. Press the Add Certified Member link on the top left of the screen
- **3.** Enter information into the following fields:

First Name	
First Name	
Last Name	
Last Name	
FCSC Year	
FCSC Year	
CCCA Year	
CCCA Year	
Chapter	
Vancouver	
Member Type	
Registered Specifications Writer	
Sort Order	
1	
Fields with a * are required	
and with	

# **Edit a Certified Member**

To edit a certified member:

1. Press Certified Members in the sidebar menu under Certifications



#### Find the member to edit on the list

Certi Add Cert	fied Members					
#	Name	Chapter	FCSC Year	CCCA Year		
1	Abigail MacEachern	Atlantic	0	2013	di	圃
2	Adam Strachan	Atlantic	0	2013	<b>A</b>	圃



- 3. Edit the information as per the fields in the section above
- 4. Press Submit

## **Delete a Certified Member**

To delete a certified member

1. Press Certified Members in the sidebar menu under Certifications



#### Find the member to delete on the list

Certi Add Certi	fied Members					
#	Name	Chapter	FCSC Year	CCCA Year		
1	Abigail MacEachern	Atlantic	0	2013	<b>B</b> <sup>1</sup>	圃
2	Adam Strachan	Atlantic	0	2013	ø	圃

2. Press the **delete icon** on the right side that looks like a trash can in a box



Do you want to delete Abigail MacEachern ?		
	Cancel	ОК

### <u>MENU</u>

### Menu Management

### Edit Menu Management

To edit the menu:

1. Press Menu Management in the sidebar menu under Menu



2. Edit the information in the following fields:

Edit Menu	Main Menu
Top Menu	B I <u>U</u> ≡ ≡ ≡ ≡ ≡ A Ti H ✓ ⊠ ≡ % ⊞ ◊
B I U ≅ ≅ ≅ ≡ ≡ A T. H I ⊡ ⊕ % ⊞ ↔	About CSC
ENGLISH     FRANCAIS Search Search BECOME A MEMBER     HOME     Document store	CSC     Vision, Mission and Values     Vision, Mission and Values     Our History     Cure during the second
• CONTACT	Main Menu (French)
9 C	
Top Menu (French)	4>
B I U ≞ ≞ Ξ ≡ ≡ A Ti H I ⊡ ⊡ № % ⊞ O	• csc
ENGLISH     FRANÇAIS Chercher Search DEVENIR MEMBRE     ACCUELL     MAGASIN DE DOCUMENTS     CONTACT	
D C 0	Submit
# Footer Menu

#### Add a Footer Menu Item

To add a footer menu item:

1. Press Footer Menu in the sidebar menu under Menu



You will see the following page appear:

Foot	Footer Menu					
Add Men	u					
#	Menu Name	Menu Name (In French)				
1	Home	Accueil	Ø			
2	About CSC	À propos du CSC	1 de la companya de la compa	圃		

- 2. Press the Add Menu link on the top left of the screen
- **3.** Enter information into the following fields:

Add Footer Menu		
Menu Name		
Menu Name		
Menu Name (In French)		
Menu Name (In French)		
Fields with a * are required		
Submit		
Subilit		

### Edit a Footer Menu Item

To edit a footer menu item:

1. Press Footer Menu in the sidebar menu under Menu



#### Find the menu item to edit on the list

Footer Menu Add Menu				
#	Menu Name	Menu Name (In French)		
1	Home	Accueil	ø	Ē
2	About CSC	À propos du CSC	ø	Ē



- 3. Edit the information as per the fields in the section above
- 4. Press Submit

## Delete a Footer Menu Item

To delete a footer menu item:

1. Press Footer Menu in the sidebar menu under Menu



2. Find the menu item to edit on the list

Add Menu				
#	Menu Name	Menu Name (In French)		
1	Home	Accueil	ø	Đ
2	About CSC	À propos du CSC	Ø	Ē

3. Press the delete icon on the right side that looks like a trash can in a box



Do you want to delete Home ?		
	Cancel	ОК

## AboutUs Menu

#### Add an About Us Menu Item

To add a menu item:

1. Press AboutUs Menu in the sidebar menu under Menu

#### 🗄 AboutUs Menu

You will see the following page appear:

AboutUs Menu Add Menu				
#	Menu Name	Menu Name (In French)		
1	About Us	À propos de nous	<b>A</b>	Ĩ
2	Vision, Mission and Values	Vision, mission et valeurs	<b>A</b>	Ē

- 2. Press the Add Menu link on the top left of the screen
- **3.** Enter information into the following fields:

Add AboutUs Menu
Menu Name
Menu Name
Menu Name (In French)
Menu Name (In French)
Parent Menu
None
Fields with a * are required
Submit

## Edit an About Us Menu Item

To edit a menu item:

1. Press AboutUs Menu in the sidebar menu under Menu



2. Find the menu item to edit on the list

Abc Add M	AboutUs Menu Add Menu				
#	Menu Name	Menu Name (In French)			
1	About Us	À propos de nous	<b>B</b>	Ē	
2	Vision, Mission and Values	Vision, mission et valeurs	(A)	Ē	



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

### Delete an About Us Menu Item

To delete a menu item:

1. Press AboutUs Menu in the sidebar menu under Menu



2. Find the menu item to edit on the list

Abc Add M	AboutUs Menu Add Menu				
#	Menu Name	Menu Name (in French)			
1	About Us	À propos de nous	Ø	Ŵ	
2	Vision, Mission and Values	Vision, mission et valeurs	<b>B</b>	Ē	

3. Press the delete icon on the right side that looks like a trash can in a box



Do you want to delete About Us ?		
	Cancel	ОК

# **Chapter Menu**

### Add a Chapter Menu Item

To add a menu item:

1. Press Chapter Menu in the sidebar menu under Menu



You will see the following page appear:

Chapters Menu Add Menu				
#	Menu Name	Menu Name (In French)		
1	Executive Committee	Comité exécutif	<b>A</b>	圃
2	News & Events	Nouvelles et événements	(gar)	圃

- 2. Press the Add Menu link on the top left of the screen
- **3.** Enter information into the following fields:

Add AboutUs Menu	
Menu Name	
Menu Name	
Menu Name (In French)	
Menu Name (In French)	
Parent Menu	
None	
Fields with a * are required	
Submit	

# Edit a Chapter Menu Item

To edit a chapter menu item:

1. Press Chapter Menu in the sidebar menu under Menu



2. Find the menu item to edit on the list

Chapters Menu Add Menu					
#	Menu Name	Menu Name (In French)			
1	Executive Committee	Comité exécutif	e de la companya de l	Ē	
2	News & Events	Nouvelles et événements	Ø	圁	



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

# Delete a Chapter Menu Item

To delete a chapter menu item:

1. Press Chapter Menu in the sidebar menu under Menu



2. Find the menu item to delete on the list

Chapters Menu Add Menu					
#	Menu Name	Menu Name (In French)			
1	Executive Committee	Comité exécutif	ø	圃	
2	News & Events	Nouvelles et événements	ø	圃	

3. Press the delete icon on the right side that looks like a trash can in a box





## **Certification Menu**

#### Add a Certification Menu Item

To add a menu item:

1. Press Certification Menu in the sidebar menu under Menu



You will see the following page appear:

Certifications Menu Add Menu					
#	Menu Name	Menu Name (In French)			
1	Registered Specifications Writer	Rédacteur de spécifications certifié	a contraction of the second se	Ĩ	
2	Certified Specification Practitioner	Praticien de spécification certifié	and the second s	Đ	

- 2. Press the Add Menu link on the top left of the screen
- 3. Enter information into the following fields

Add Certifications Menu
Menu Name
Menu Name
Menu Name (In French)
Menu Name (In French)
Fields with a * are required
Submit

# **Edit a Certification Menu Item**

To edit a menu item:

1. Press Certification Menu in the sidebar menu under Menu



2. Find the menu item to edit on the list

Certifications Menu Add Menu						
#	Menu Name	Menu Name (In French)				
1	Registered Specifications Writer	Rédacteur de spécifications certifié	ø	Ē		
2	Certified Specification Practitioner	Praticien de spécification certifié	<b>A</b>	甸		



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

# Delete a Certificate Menu Item

To delete a menu item:

1. Press Certification Menu in the sidebar menu under Menu



2. Find the menu item to delete on the list

Certifications Menu Add Menu					
#	Menu Name	Menu Name (In French)			
1	Registered Specifications Writer	Rédacteur de spécifications certifié	<b>A</b>	Ē	
2	Certified Specification Practitioner	Praticien de spécification certifié	ø	Ē	

3. Press the delete icon on the right side that looks like a trash can in a box



Do you want to delete Registered Specifica	ations Writer ?	
	Cancel	ок

### Meta Tags

### Edit a Meta Tag

To edit a meta tag:

1. Press Meta Tags in the sidebar menu under Menu



2. Find the meta tag to edit on the list

Meta Tags					
#	Page	Titletag	Keywords		
1	Homepage	TEST	TEST	ø	
2	About Us	About Test	About Test	<b>3</b>	

3. Press the edit icon on the right side that looks like a pencil in a box



**4.** Edit the information as per the fields below:

Edit Meta Tags
Title Tag
TEST
Title Tag (French)
TEST
Meta Desc
TEST
Meta Desc (French)
TEST
Meta Keywords
TEST
Meta Keywords (French)
TEST
Twitter Desc
TEST
Twitter Desc (French)
TEST
Page
Homepage ¢
Fields with a * are required
Submit

## **CONFERENCES**

### **Conferences Home**

### **Edit Conferences Home Page**

To edit the page:

1. Press Conferences Home in the sidebar menu under Conferences



2. Edit the information in the following fields:



# **Schedules**

#### Add a Schedule

To add a schedule:

1. Press Schedules in the sidebar menu under Conferences



You will see the following page appear:

Schedules Add Schedule						
#	Date	Time	Active			
1	Wed, May 20 2020	6:00 pm	Yes	ø	Ŵ	
2	Thu, May 21 2020	9:00 am	Yes	<b>BA</b> A	Ē	

- 2. Press the Add Schedule link on the top left of the screen
- **3.** Enter information into the following fields

Add Schedule	Description (French)
Date 04 + Feb + 2020 +	B I U ≡ ± ≡ ≡ ≡ A T! H I ⊡ ■ % ⊞
Time	
Time	
Description	
B I U E ± Ξ Ξ Ε Ε Ξ Α ΤΙ Η I Ε ⊡ Μ % Π Ο φ	
	o د
	Is Active
	Yes
	Fields with a * are required
9 0	Submit

# **Edit a Schedule**

To edit a schedule:

1. Press Schedule in the sidebar menu under Conferences



2. Find the schedule to edit on the list

Schedules Add Schedule						
#	Date	Time	Active			
1	Wed, May 20 2020	6:00 pm	Yes	ø	创	
2	Thu, May 21 2020	9:00 am	Yes	ø	甸	



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

## **Delete a Schedule**

To delete a schedule:

1. Press Schedules in the sidebar menu under Conferences



2. Find the schedule to delete on the list

Schedules Add Schedule						
#	Date	Time	Active			
1	Wed, May 20 2020	6:00 pm	Yes	ø	Ŵ	
2	Thu, May 21 2020	9:00 am	Yes		Ĩ	

3. Press the delete icon on the right side that looks like a trash can in a box



Do you want to delete Wed, May 20 2020 ?		
	Cancel	ОК

# **Speakers**

## Add a Speaker

To add a speaker:

1. Press Spreakers in the sidebar menu under Conferences



You will see the following page appear:

Sp Add	<b>eakers</b> <sub>Speaker</sub>					
#	Image	Name	Title	Designation	Company	
1		Rob Adamson		Principal	Architect, DIALOG	<b>e</b>
2		Kazim Kanani		CSP, CCCA, CDT, Assoc. AIA, ACIArb	Quadrangle Architects Limited	<b>e</b>

- 2. Press the Add Speaker link on the top left of the screen
- **3.** Enter information into the following fields

Add Speaker
Name
Name
Title
Title
Designation
Designation
Company
Company
Image Choose File no file selected
Remove
Sort Order
1
Fields with a * are required
Submit

# Edit a Speaker

To edit a speaker:

1. Press Speakers in the sidebar menu under Conferences



2. Find the speaker to edit on the list

Sp Add	<b>eakers</b> <sub>Speaker</sub>					
#	Image	Name	Title	Designation	Company	
1		Rob Adamson		Principal	Architect, DIALOG	✓
2		Kazim Kanani		CSP, CCCA, CDT, Assoc. AIA, ACIArb	Quadrangle Architects Limited	▲



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

# Delete a Speaker

To delete a speaker:

1. Press Speakers in the sidebar menu under Conferences



2. Find the speaker to delete on the list

Sp Add	<b>eakers</b> <sub>Speaker</sub>					
#	Image	Name	Title	Designation	Company	
1		Rob Adamson		Principal	Architect, DIALOG	
2		Kazim Kanani		CSP, CCCA, CDT, Assoc. AIA, ACIArb	Quadrangle Architects Limited	

3. Press the delete icon on the right side that looks like a trash can in a box



Do you want to delete Rob Adamson ?		
	Cancel	ОК

# **Sessions**

#### Add a Session

To add a session:

1. Press Sessions in the sidebar menu under Conferences



You will see the following page appear:

Se Add	<b>Ssions</b>				
#	Title	Speakers	Presentations		
1	Sample Title	Kazim Kanani	This presentation will cover the following: a) akjfkadjfdakjfdalkfjd b) adflkdafkjdafkdajflkdsajfldakj c)kjfakjflkdajflkdajfjdsafldsa.	<b>B</b>	Ê
2	Session 1A	test	test	di s	Ŵ

- 2. Press the Add Session link on the top left of the screen
- 3. Enter information into the following fields

Add Session
Title
Title
Speakers
Speakers
Presentations
Presentations
Fields with a * are required
Submit

### **Edit a Session**

To edit a speaker:

1. Press Sessions in the sidebar menu under Conferences



2. Find the session to edit on the list

Se: Add	ssions Session			
#	Title	Speakers	Presentations	
1	Sample Title	Kazim Kanani	This presentation will cover the following: a) akjfkadjfdakjfdalkfjd b) adflkdafkjdafkdajflkdsajfldakj c)kjfakjflkdajflkdajfjdsafldsa.	<b>₽</b>
2	Session 1A	test	test	<b>ø</b>



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

### **Delete a Session**

To delete a session:

1. Press Sessions in the sidebar menu under Conferences



2. Find the speaker to delete on the list

Se: Add	<b>SSIONS</b> Session				
#	Title	Speakers	Presentations		
1	Sample Title	Kazim Kanani	This presentation will cover the following: a) akjfkadjfdakjfdalkfjd b) adflkdafkjdafkdajflkdsajfldakj c)kjfakjflkdajflkdajfjdsafldsa.	<i>.</i>	圃
2	Session 1A	test	test	<b>A</b>	Ŵ

3. Press the delete icon on the right side that looks like a trash can in a box



Do you want to delete Sample Title ?		
	Cancel	ОК

# **Pricing**

## **Add Pricing**

To add a pricing:

1. Press Pricing in the sidebar menu under Conferences



You will see the following page appear:

Pricing Add Pricing Individual Tickets						
Date of Purchase	Package	Member Price	Non-Member Price	Student Price	Companion	
June 1, 2019 to April 14, 2020	Full Conference	\$525	\$625	\$250	\$475	<i>s</i>
April 15, 2020 to May 14, 2020	Full Conference	\$595	\$695	\$295	\$525	<b>ø</b>

- 2. Press the Add Pricing link on the top left of the screen
- 3. Enter information into the following fields

Add Pricing
Date of Purchase
Date of Purchase
Package
Package
Member Price
Member Price
Non-Member Price
Non-Member Price
Student Price
Student Price
Companion
Companion
Fields with a * are required
Submit

# **Edit Pricing**

To edit pricing:

1. Press Pricing in the sidebar menu under Conferences



2. Find the price to edit on the list

Pricing Add Pricing Individual Tickets						
Date of Purchase	Package	Member Price	Non-Member Price	Student Price	Companion	
June 1, 2019 to April 14, 2020	Full Conference	\$525	\$625	\$250	\$475	<i>ø</i>
April 15, 2020 to May 14, 2020	Full Conference	\$595	\$695	\$295	\$525	✓



- 4. Edit the information as per the fields in the section above
- 5. Press Submit

# **Delete Pricing**

To delete pricing:

1. Press Pricing in the sidebar menu under Conferences



2. Find the price to delete on the list

Pricing Add Pricing Individual Tickets						
Date of Purchase	Package	Member Price	Non-Member Price	Student Price	Companion	
June 1, 2019 to April 14, 2020	Full Conference	\$525	\$625	\$250	\$475	<i>ø</i>
April 15, 2020 to May 14, 2020	Full Conference	\$595	\$695	\$295	\$525	<i>I</i>

3. Press the delete icon on the right side that looks like a trash can in a box



Do you want to	delete June '	1, 2019 to	April 14, 2020 ?	*40
			Cancel	ОК

# Add an Individual Ticket

To add an individual ticket:

1. Press Pricing in the sidebar menu under Conferences



You will see the following page appear:

Pricing Add Pricing Individual Tickets						
Date of Purchase	Package	Member Price	Non-Member Price	Student Price	Companion	
June 1, 2019 to April 14, 2020	Full Conference	\$525	\$625	\$250	\$475	Ø
April 15, 2020 to May 14, 2020	Full Conference	\$595	\$695	\$295	\$525	<b>#</b>

2. Press the Individual Tickets link on the top left of the screen

You will see the following page appear:

Individual Tickets Add Individual Ticket			
Package	Price		
Fun Night	\$150	Ø	
President's Ball	\$95	ø	筪

3. Enter information into the following fields

Add Individual Ticket	
Package	
Package	
Price	
Price	
Fields with a * are required	
Submit	

# **Edit an Individual Ticket**

To edit an individual ticket:

1. Press Pricing in the sidebar menu under Conferences



2. Press the Individual Tickets link on the top left of the screen

Pricing Add Pricing Individual Tickets						
Date of Purchase	Package	Member Price	Non-Member Price	Student Price	Companion	
June 1, 2019 to April 14, 2020	Full Conference	\$525	\$625	\$250	\$475	<i>i</i>
April 15, 2020 to May 14, 2020	Full Conference	\$595	\$695	\$295	\$525	<b>#</b>

3. Find the individual ticket to edit on the list

Individual Tickets Add Individual Ticket			
Package	Price		
Fun Night	\$150	ø	
President's Ball	\$95	ø	圃



- 5. Edit the information as per the fields in the section above
- 6. Press Submit

# **Delete an Individual Ticket**

To delete an individual ticket:

1. Press Pricing in the sidebar menu under Conferences



2. Press the Individual Tickets link on the top left of the screen

Pricing Add Pricing Individual Tickets						
Date of Purchase	Package	Member Price	Non-Member Price	Student Price	Companion	
June 1, 2019 to April 14, 2020	Full Conference	\$525	\$625	\$250	\$475	<i>ø</i>
April 15, 2020 to May 14, 2020	Full Conference	\$595	\$695	\$295	\$525	<i>ø</i>

3. Find the individual ticket to delete on the list

Individual Tickets Add Individual Ticket			
Package	Price		
Fun Night	\$150	8	Đ
President's Ball	\$95	Ø	通

4. Press the delete icon on the right side that looks like a trash can in a box





## **Accommodation & Travel**

#### **Edit Accommodation & Travel Page**

To edit the page:

1. Press Accomodation & Travel in the sidebar menu under Conferences



2. Edit the information in the following fields:



## **Sponsorship Opportunities**

#### **Edit Sponsorship Opportunities Page**

To edit the page:

1. Press Sponsorship Opportunities in the sidebar menu under Conferences



2. Edit the information in the following fields:



## Past Conferences

# **Edit Past Conferences Page**

To edit the page:

1. Press Past Conferences in the sidebar menu under Conferences



2. Edit the information in the following fields:

Past Conferences Content																		
В	Ι	U	2	±	Ξ	≡	123	≣	A	Τl	Н	1			œ	⊞	٥	>
Past Conferences																		
C	C																	0
Content (French)																		
В	I	U	≞	ŧ	≡	≡	12 3	≡	Α	Τl	Η	."		Ê	ø	Ⅲ	0	
Pasi	t Coi	nferer	nces															
Ċ	C																	0
Is Activ	/e																	
													Ŷ					
Sub	mit	a * are	e requ	ired														