



URL: <http://www.teensrc.ca>

Admin Area: <http://www.teensrc.ca/admin>

Username: Assigned by the Program Coordinators

Password: Assigned by the Program Coordinators

1. To get to the Admin Area, type in <http://www.teensrc.ca/admin>
2. You will get to a "Teen SRC Admin Login" page, Fig.1
3. Beside Username, type your Username.
4. Beside Password, type your Password.
5. Click "submit".
6. You will then get to an index page called "Admin : Main Menu" (Fig.2) with a list as follows. Click on a topic and away you go!

- Books
- Reviews
- Contests
- Prize Draw
- User Groups
- Update Account

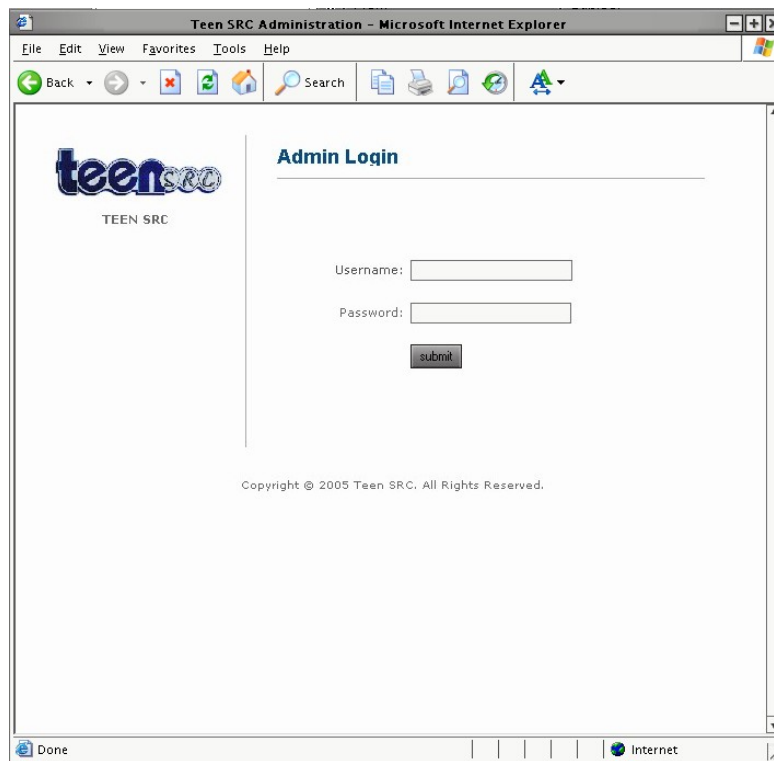


Fig.1 – Login Page

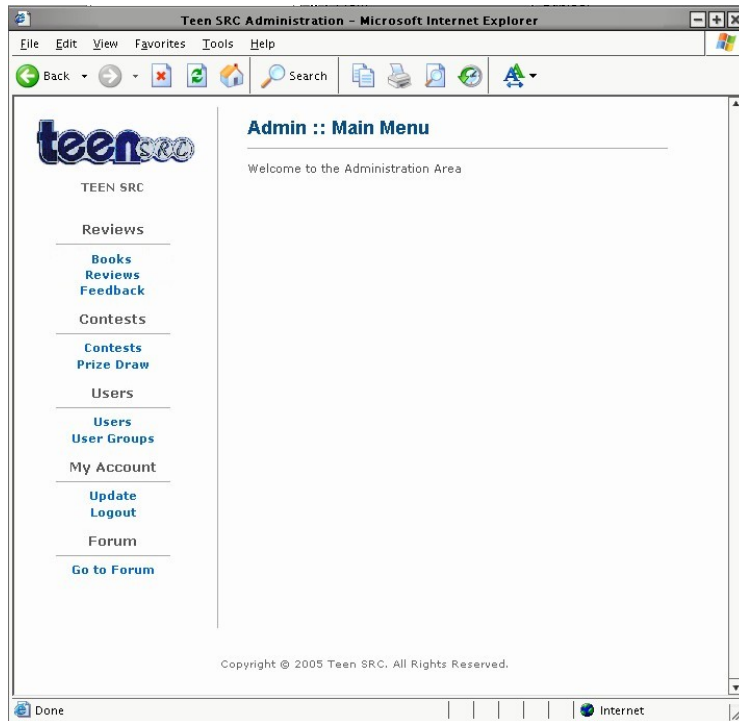


Fig.2 – Admin : Main Menu

Books

Administrators (Moderators) have the ability to **Add, Edit** and **Delete** books from the main categories of the booklists. See Fig 3.

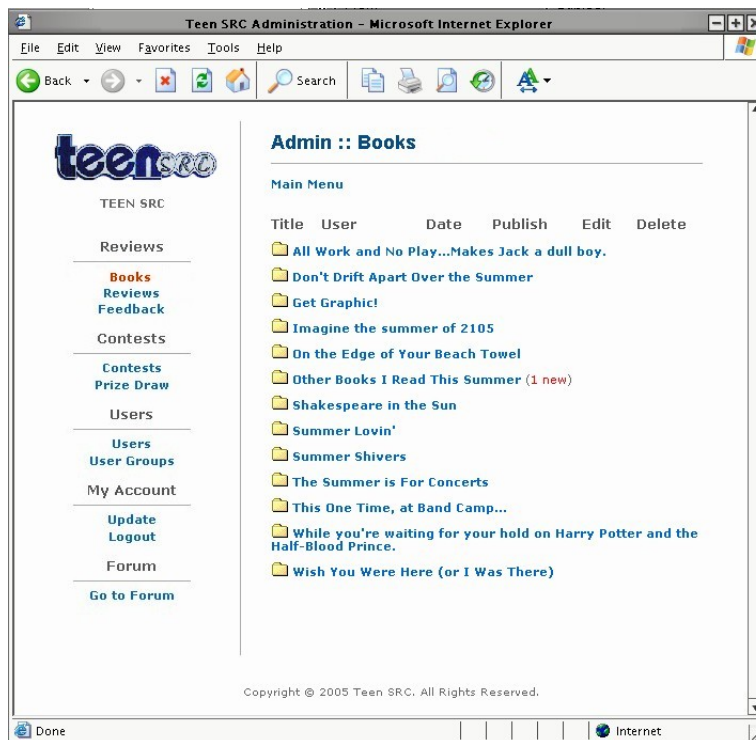


Fig.3 – Admin : Books

This component of the Administration Area will be important for when Administrators are approving books that Teen Users submit through the front-end review section. Therefore, before proofing book reviews, Administrators should first approve books in the '**Other books I read this summer**' category.

Adding a New Book

1. Click on the Add New Book hyperlink at the top of the window.
2. Enter in the Title, Author, Book Description and Category that the book should be in.
3. Ensure that Active is selected if you wish to make the book live on the website.
4. Click Submit and review the newly added book by going to the live website to check for any typos.

Editing an Existing Book

1. Click on the category where the book can be found and select the associated Edit link in the right hand column.
2. Make any changes to the book listing and click Submit.
3. If editing a book review by a Teen Reader, the book will be missing its description — you may need to find a brief description online.

Deleting an Existing Book

1. You can either click on the Delete hyperlink on the main page or delete the book after selecting Edit.
2. It is recommended that rather than deleting a book you simply deactivate it by clicking on the icon in the Active column. You should only delete a book if a Teen User has added it falsely or after the club has finished for the year.
3. Note that if you delete a book you will remove any reviews associated with that book.

Reviews

When you first click on the Reviews section you can tell at a glance which book list has new reviews; this will greatly reduce the time it takes for Administrators to edit and then publish the book reviews. In order for reviews of a new book to be viewable in the Reviews section, Administrators must first approve those books.

Approving a Review:

1. Select the book review you wish to approve by clicking on the Edit link in the right hand column.
2. Read through the review carefully to ensure there are no typos or obscene language.
3. To approve the review, select the Approved box and if you wish to post the review to the website click Publish.

4. For reviews to be eligible for the provincial prize draws, aim to be caught up on approving the reviews by the end of each week (i.e. Friday evening).

Publishing a Review:

1. If a book is starting to get too many reviews and is cluttering up the front-end of the site you can choose not to publish them on the site.
2. To quickly remove a review from the site, click on the green tick in the Publish column and it will change to a red X and will no longer display.
3. Note that reviews will still count towards prizes if they are not published.

NOTE: If you are in a hurry and want book reviews to be eligible for the weekend prize draws, simply approve the book reviews and go back to review/edit and publish later. Similarly, if there are a lot of book reviews and you don't want to flood the list at one go, you could choose to approve now and stagger the publishing later.

Contacts

If you have any questions about the Administration Area please email
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