

# CONTENT MANAGEMENT SYSTEM

## *User Guide*

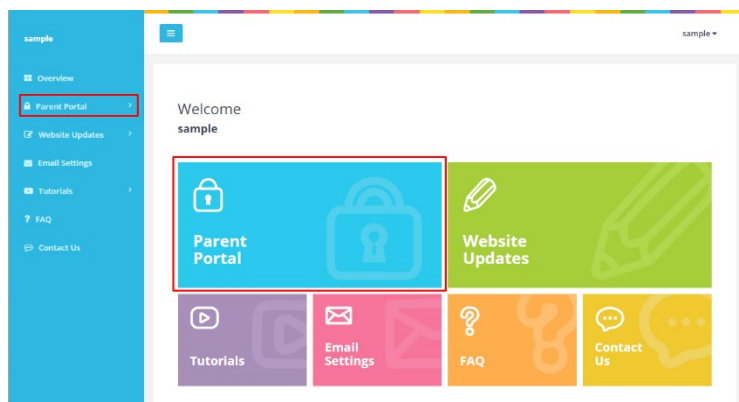


<https://privateaccess.nurseryweb.co.uk/>

**Password:** yourpassword

**STEP 3:** After confirm your Nursery ID and Password, Click **[Login]** button.

Is a private area allow you to post message, photos, or documents with your parents. There have 4 categories which are Bulletin Board, Photo Gallery, Download & Parent Accounts.



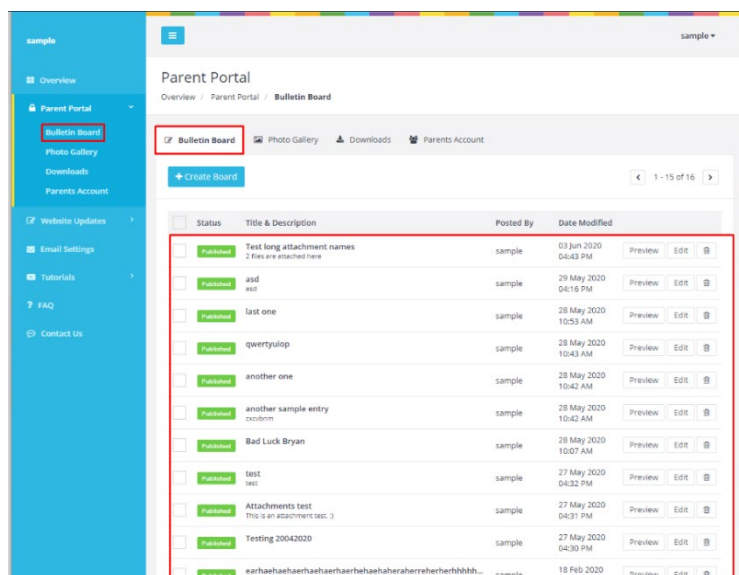
### News for parents:

**STEP 1:** click on the **[Parent Portal]** tab.

**STEP 1:** click on the **[Parent Portal]** tab.

**STEP 2:** click **[Bulletin Board]** and click on **[+Create Board]** button to insert your content.

**STEP 3:** To edit a message, click on the **[Edit]** button. To delete messages, click on the trash bin icon after you've ticked the message that you wish to delete.



## b. (Photo Gallery)

Parents love to watch photo galleries!  
Upload photos in one go.

- **Create Album**

**STEP 1:** click on the **[Parent Portal]** tab.

**STEP 2:** Go to **[Photo Gallery]** tab, click **[+Create Album]** button and upload your single or multiple pictures that you want.

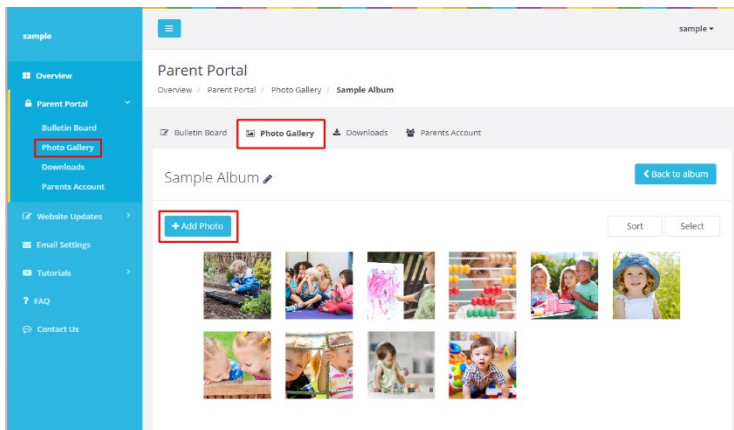
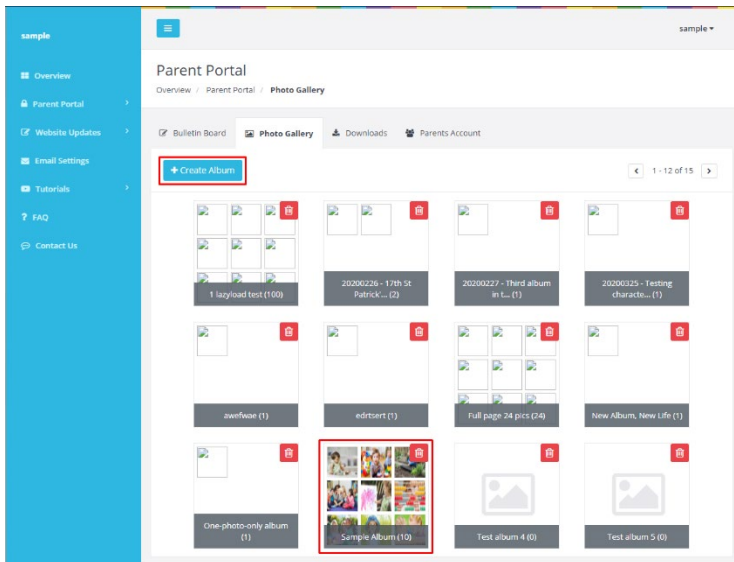
You may delete the album by clicking trash bin icon.

- **Add Photo to exiting album**

**STEP 1:** click on the **[Parent Portal]** tab.

**STEP 2:** Go to **[Photo Gallery]** tab, click **[+Add Photo]** button and upload your single or multiple pictures that you want.

You may also add the photo caption for each photo and delete it by click the **[Delete]** button.



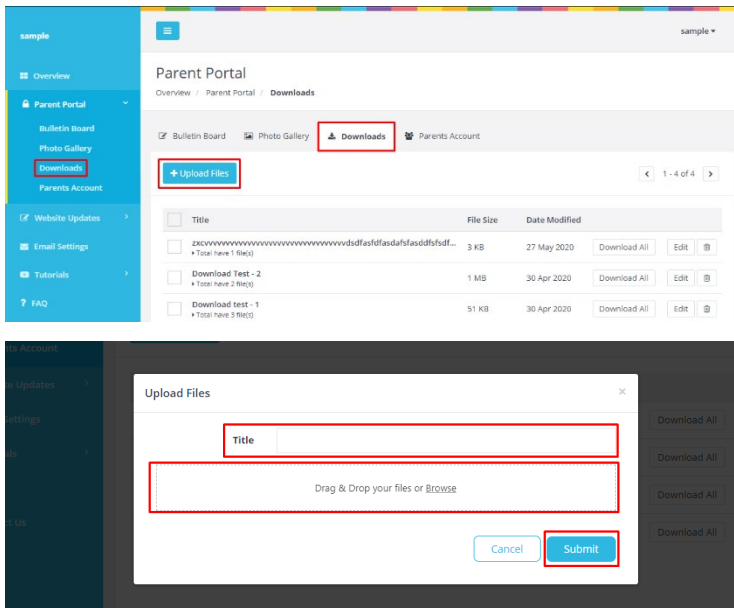
## c. (Downloads)

Share the privacy Documents; for example like Nursery policies & procedures, terms and conditions and etc for parents to view or to download.

**STEP 1:** click on the **[Parent Portal]** tab.

**STEP 2:** click **[Downloads]** tab, click **[+Upload Files]** to upload your document.

**STEP 3:** After finished, click on the **[Submit]** button.



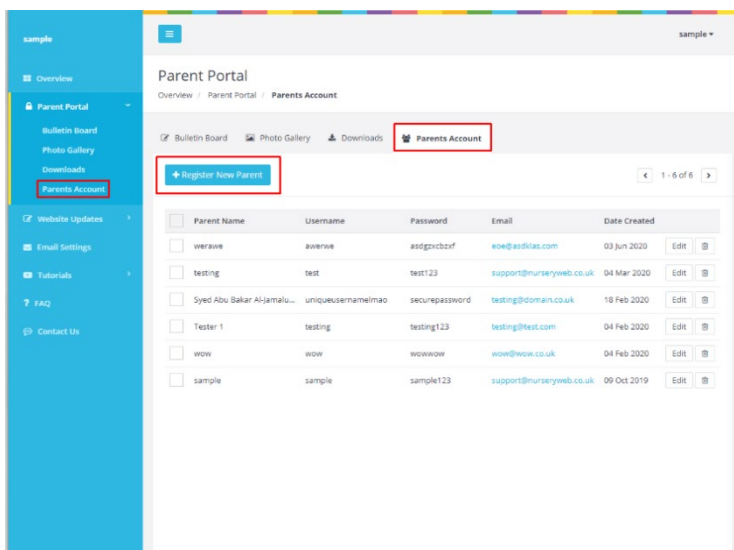
## d. (Parent Account)

You can create unique username and password for all parents to access.

**STEP 1:** To create a new parent account, click on the **[Parent Portal]** tab.

**STEP 2:** click **[Parents Account]** tab, click **[+Register New Parent]** button to add a new parent account.

**STEP 3:** To edit an account, click on **[Edit]** button. To delete parent account, click on the trash bin icon after you've ticked the parent that you wish to delete.



## Website Updates

Widgets on website, upload the information here will also show to the website. There have four categories which are Latest News, Calendar, Photo Gallery and Downloads.

### a. (Latest News)

**STEP 1:** To create a new post, click on the **[Website Updates]** tab.

**STEP 2:** click **[Latest News]** tab, and click on **[+Create News]** to insert your content.

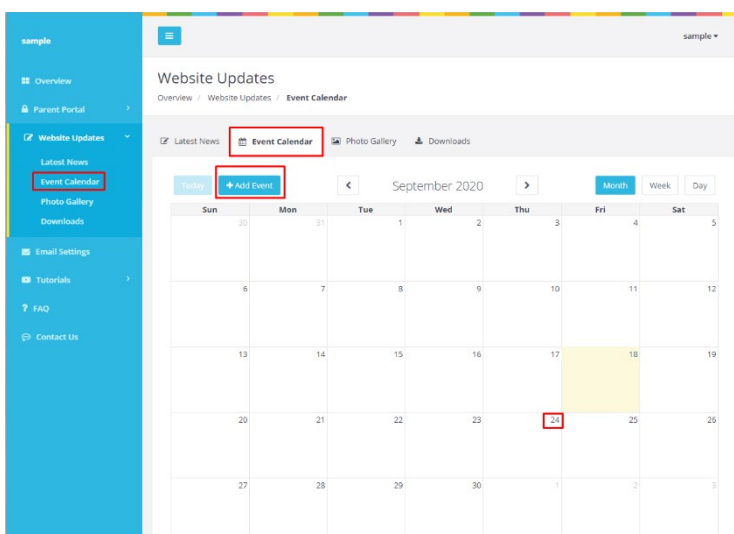
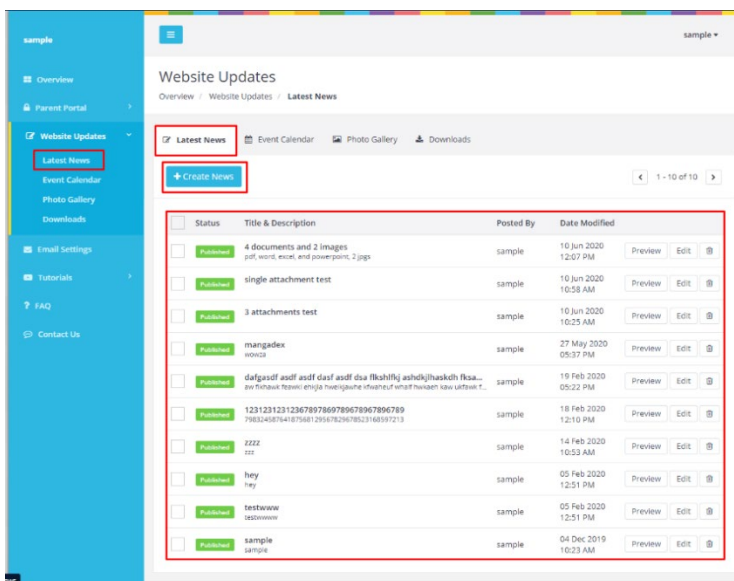
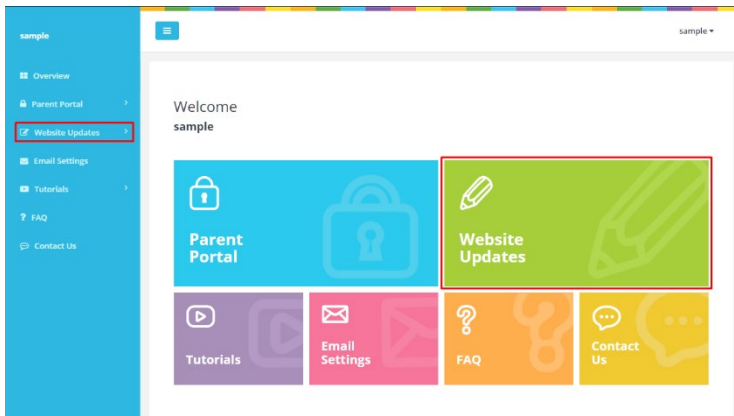
**STEP 3:** To edit a message, click on the **[Edit]** button. To delete messages, click on the trash bin icon after you've ticked the news that you wish to delete.

### b. (Calendar)

**STEP 1:** To create a new event, click on the **[Website Updates]** tab.

**STEP 2:** Click on the **[Event Calendar]** tab, click **[+Add Event]** to add a new event.

**STEP 3:** Insert the event title, event date, event time and description, then click **[Submit]** button when finished.



## c. (Photo Gallery)

### • Create Album

**STEP 1:** click on the **[Website Updates]** tab.

**STEP 2:** Go to **[Photo Gallery]** tab, click **[+Create Album]** button and upload your single or multiple pictures that you want.

You may delete the album by clicking trash bin icon.

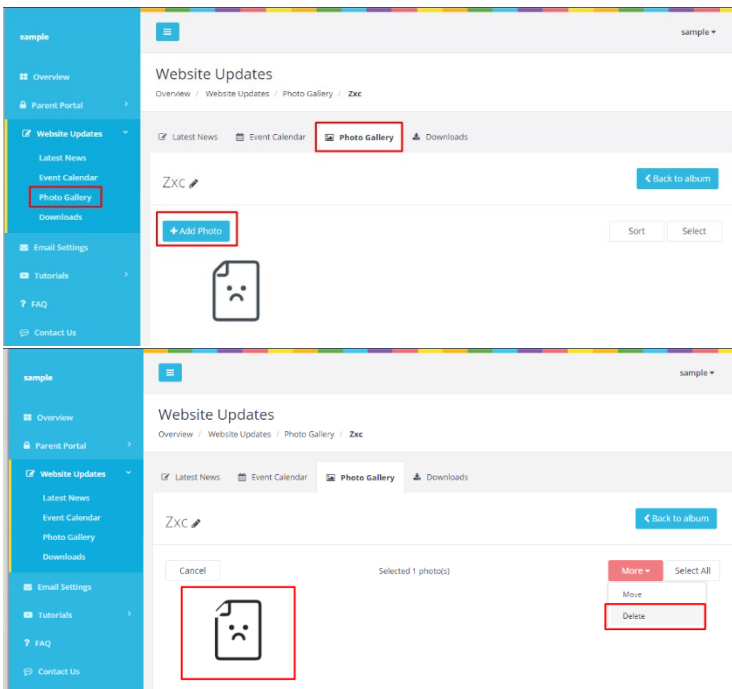
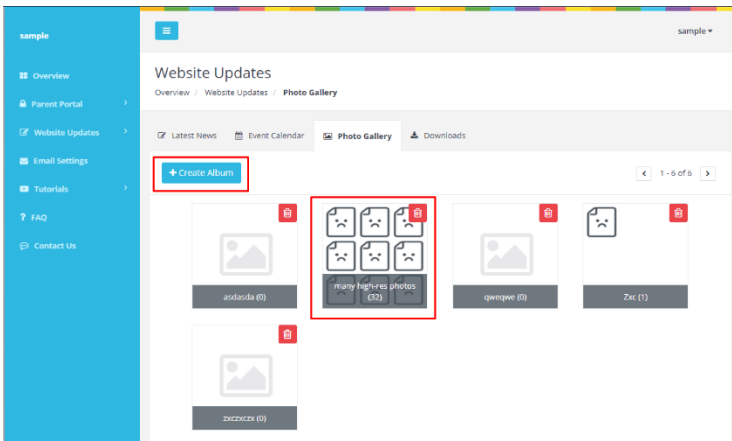
### • Add Photo to exiting album

**STEP 1:** click on the **[Website Updates]** tab.

**STEP 2:** Go to **[Photo Gallery]** tab, click the album that you would like to add photo.

**STEP 2:** Click **[+Add Photo]** button and upload your single or multiple pictures that you want.

You may also add the photo caption for each photo and delete it by click the **[Delete]** button.

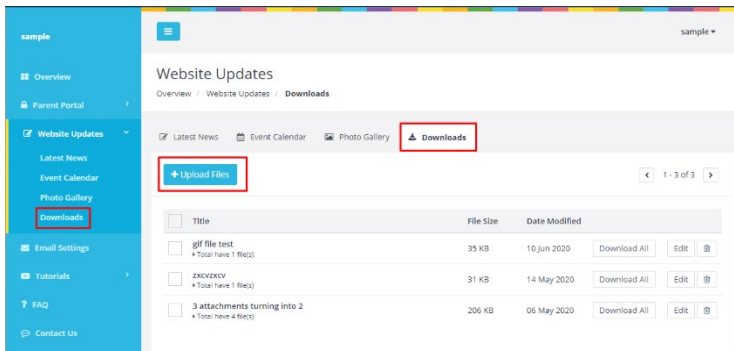


## d. (Downloads)

**STEP 1:** click on the **[Website Updates]** tab.

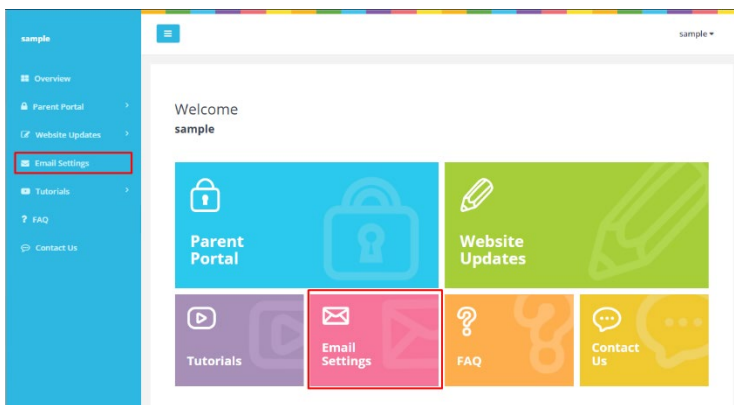
**STEP 2:** click **[Downloads]** tab, click **[+Upload Files]** to upload your document.

**STEP 3:** After finished, click on the **[Submit]** button.



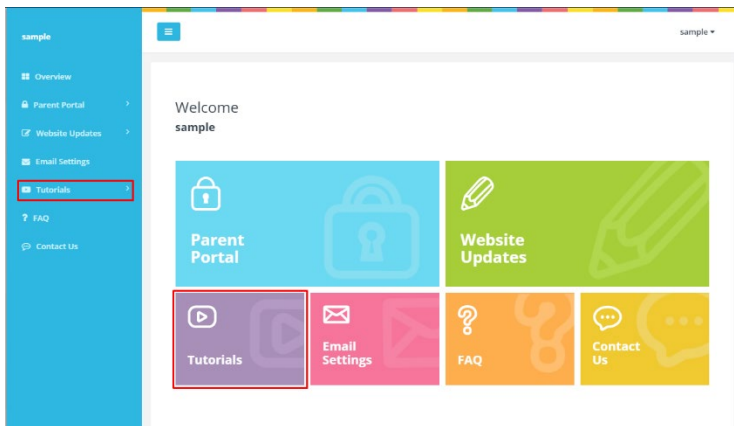
## Email Settings

Coming Soon...



## Tutorials

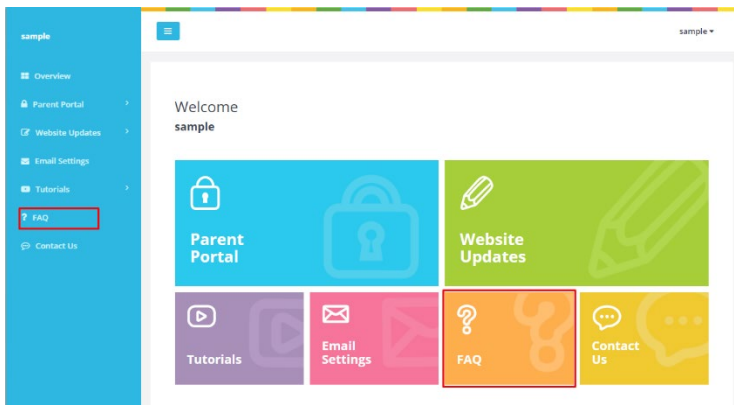
Coming Soon...



## FAQ

If you want have another query, you can launch our NurseryWeb website by clicking the **[FAQ]** tab and it will redirect you to

<https://www.nurseryweb.co.uk/faqs/>





## Contact Us

**STEP 1:** If you have any question or request for your website, you can raise a support ticket by clicking the **[Contact Us]** tab.

**STEP 2:** If you are first time to raise ticket, you will need to fill in your email address.

**STEP 3:** After finished, click on the **[OK]** button, it will redirect you to our Support Portal.

