



LISA LASHES
SCHOOL of MUSIC
IN ASSOCIATION WITH PTS TRAINING ACADEMY

CMS User Guide

Managing students & content on the website

Introduction

This document is for LLSOM staff members who would like to understand how the website application process works and how to carry out common tasks in the CMS.

If you still need assistance, please contact Robbie via email: robbielewis@me.com

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Application process

All students must sign up via the website:

<https://www.lisalashesschoolofmusic.com/apply-now/>

When a student completed the application form, three things happen:

1. The student receives an email asking them to fill out more information using the following form:
https://docs.google.com/forms/d/e/1FAIpQLSf0tNCyy2sLwpEucqrkCEzYDIs5xKSGBKIZ-2_OTVrMcYQ0Qg/viewform?c=0&w=1
2. LLSOM admin team and management receive an email notification with all of the information entered into the form by the applicant.
3. The student's details are saved in Wordpress ready for processing.

Processing students

To view students in Wordpress, log into the CMS:

<https://www.lisalashesschoolofmusic.com/wp-admin>

Students can be found in **Students > All Students** on the menu.

<input type="checkbox"/>	Student Name	Email address	Phone	Disposition
<input type="checkbox"/>	Aaron Barlow	aaron.barlow86@googlemail.com	07850472942	Waiting to processed
<input type="checkbox"/>	Aaron Bergman	aaron.bergman@hotmail.co.uk	07939499502	PB 00 60 72 A
<input type="checkbox"/>	aaron mcleod	aaronm5196@gmail.com	07703791107	Waiting to processed
<input type="checkbox"/>	Aaron Nolan	twcav@mail.com	07913955966	Signed In House
<input type="checkbox"/>	Aaron Smith	aaronsmith715@hotmail.com	07395573561	Waiting to processed

When new students are added, their status is "Waiting to be processed".

Updating student records

Click on a student's name to edit the record. To update any information, change the contents of the field and click the blue "Update" button.

Once a student has been confirmed as eligible and has completed all of the paperwork, the status should be updated to "Signed in house" and the student assigned to a cohort.

To update the status, click the "Pre-qualification" tab and update the drop down box. To assign a student to a cohort, tick the relevant box in the "Groups" panel on the right column.

The screenshot shows the 'Edit Student' interface. At the top, there is a 'Screen Options' dropdown. Below it, there are four tabs: 'Student information', 'Pre-qualification', 'Eligibility', and 'Contact Information'. The 'Pre-qualification' tab is selected. The main area is titled 'Disposition' and contains a dropdown menu with the following options: 'Waiting to processed', 'Waiting to processed', 'No answer', 'Evening Call Back', 'Wrong Number', 'Not Interested', 'Weekend call back', 'Underage', 'Attended Induction', 'In house interest', 'Online only', 'Pack Sent', 'Signed Online', 'Signed In House' (highlighted in blue), 'More personal info needed', 'Curiosity', 'Medical Issues', 'Failed Criteria', 'Screening Process', 'Passed Online', and 'Full Graduated'. On the right side, there is a 'Publish' panel with the following information: 'Status: Published Edit', 'Visibility: Public Edit', 'Published on: 27 Nov 2018 @ 13:25 Edit', 'Duplicate This', and 'Move to Bin' with an 'Update' button. Below the 'Publish' panel is a 'Groups' panel with two tabs: 'All Groups' and 'Most Used'. The 'Most Used' tab is selected and shows a list of cohorts with checkboxes: 'Applicants', 'Cohort 1 Evening Northampton', 'Cohort 1 Manchester', 'Cohort 1 Northampton', 'Cohort 1 UPs', 'Cohort 10 Northampton', 'Cohort 11 Northampton', and 'Cohort 12 Northampton'. There is also an '+ Add new Group' button at the bottom of the 'Groups' panel.

If the cohort you are looking for is not in the list you will need to create it.

Adding new cohorts

As new cohorts are created in the school, they will need to be added to the CMS (Cohort 12, Cohort 13, etc). To do this, go to **Students > Groups** on the menu.

The screenshot shows the 'Groups' management interface. On the left is a form to 'Add new Group'. The form includes fields for Name, Slug, Parent Group, and Description, and checkboxes for 'Days of the week' (Monday through Sunday). On the right is a table listing existing cohorts with columns for Name, Description, Slug, and Count.

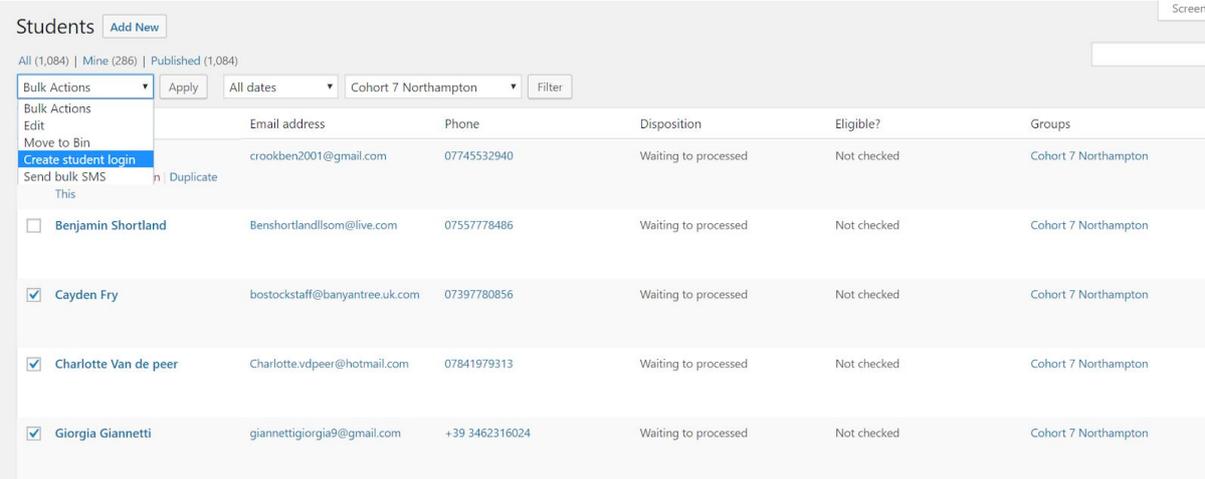
<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Applicants	—	applicants	0
<input type="checkbox"/>	Cohort 1 Evening Northampton	—	cohort-1-evening-northampton	9
<input type="checkbox"/>	Cohort 1 Manchester	—	cohort-1-mcr	68
<input type="checkbox"/>	Cohort 1 Northampton	—	cohort-1	32
<input type="checkbox"/>	Cohort 1 UPS	—	cohort-1-ups	6
<input type="checkbox"/>	Cohort 10 Northampton	—	cohort-10	0
<input type="checkbox"/>	Cohort 11 Northampton	—	cohort-11	0
<input type="checkbox"/>	Cohort 12 Northampton	—	cohort-12	0
<input type="checkbox"/>	Cohort 13 Northampton	—	cohort-13	0
<input type="checkbox"/>	Cohort 14 Northampton	—	cohort-14	0

Use the form on the left to add new Cohorts, be careful to name them correctly so that the names are not confusing. **You must also set which days of the week the Cohort will attend the school. This information is important because it is used to drive the attendance system.**

The table on the right shows all the existing cohorts. The numbers in the last column tell you how many students are assigned to each cohort.

Creating student logins

The website can automatically create logins and email details to the students using their initial application. Student logins can be created in bulk.



The screenshot shows a web interface for managing students. At the top, there's a header 'Students' with an 'Add New' button. Below it, there are filters for 'All (1,084)', 'Mine (286)', and 'Published (1,084)'. A 'Bulk Actions' dropdown menu is open, showing options like 'Bulk Actions', 'Edit', 'Move to Bin', 'Create student login' (highlighted), 'Send bulk SMS', and 'Duplicate'. The main table has columns for 'Email address', 'Phone', 'Disposition', 'Eligible?', and 'Groups'. The table lists four students: Benjamin Shortland, Cayden Fry, Charlotte Van de peer, and Giorgia Giannetti. The 'Cayden Fry', 'Charlotte Van de peer', and 'Giorgia Giannetti' rows have checkboxes in the left margin.

	Email address	Phone	Disposition	Eligible?	Groups
<input type="checkbox"/>	crookben2001@gmail.com	07745532940	Waiting to processed	Not checked	Cohort 7 Northampton
<input type="checkbox"/>	Benshortlandllsom@live.com	07557778486	Waiting to processed	Not checked	Cohort 7 Northampton
<input checked="" type="checkbox"/>	bostockstaff@banyantree.uk.com	07397780856	Waiting to processed	Not checked	Cohort 7 Northampton
<input checked="" type="checkbox"/>	Charlotte.vdpeer@hotmail.com	07841979313	Waiting to processed	Not checked	Cohort 7 Northampton
<input checked="" type="checkbox"/>	giannettigiorgia9@gmail.com	+39 3462316024	Waiting to processed	Not checked	Cohort 7 Northampton

To create logins for students:

1. Use the “Show All Groups” drop down to filter by Cohort
2. Tick the box next to each student that you would like to create a login for
3. Use the “Bulk Actions” drop down and select “Create student login”
4. Click apply
5. It may take 10-20 seconds and then the page will reload. There is no success message. As long as you don't see an error then it worked.

Students will receive an email to the address they provided on their application. Sometimes the email might go into the spam or junk folder. If the student can't find the email then you can either change their email address and create a new login (same process above) or you can manually their password in the **Users** section on the menu.

Manually reset a password

If someone cannot find the email with their login details, you can manually set the password for any user of the website.

1. Go to Users > All users
2. Use the search field top right to search for the email address
3. Edit the user and scroll down half way to "Account Management"
4. Click "Generate password", set the password
5. Scroll to the bottom and click **Update Profile**



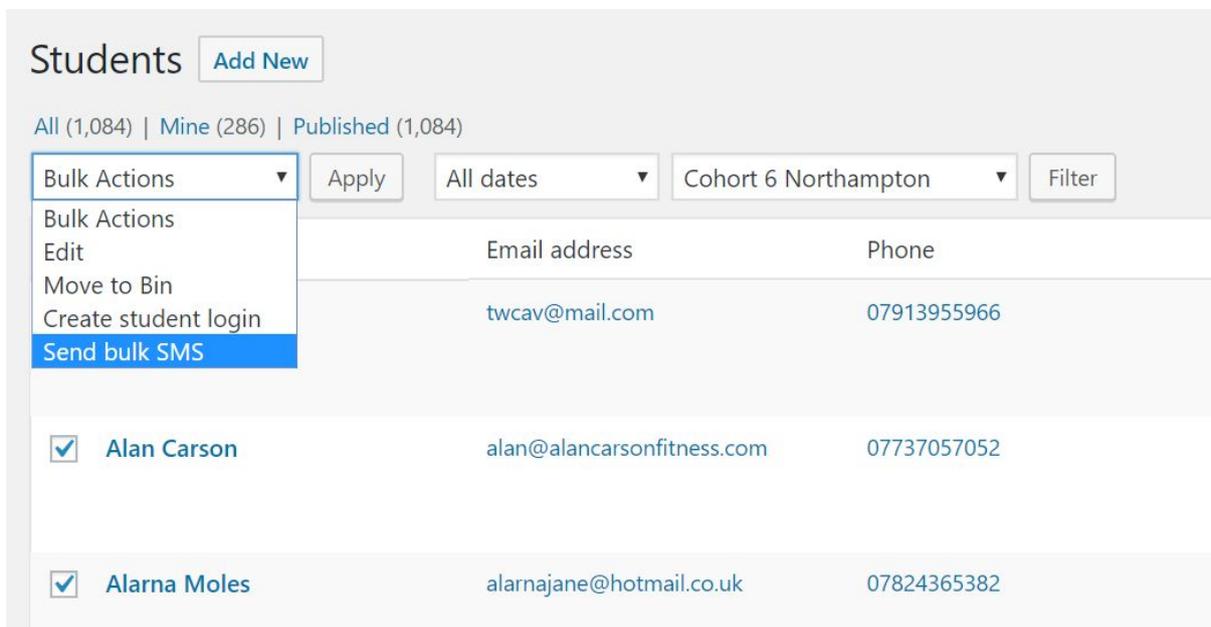
The screenshot shows a section titled "Account Management". Below the title, there is a label "New Password" followed by a text input field. The input field contains a generated password: "4)hvJWJpqPCUpX\$Yfy9TFQwy". Below the input field, there is a green bar with the text "Strong". To the right of the input field, there are two buttons: "Hide" (with an eye icon) and "Cancel".

The user will not be notified by email, you'll need to email them yourself.

Sending text messages to students

You can send bulk text messages to students using the CMS. Messages will be sent to the phone number they provided during the application process.

1. Go to Students > All Students
2. Filter by cohort
3. Tick in all students that should receive the text message
4. Use the “Bulk Actions” drop down and choose “Send Bulk SMS”
5. You’ll be taken to a screen where you can enter a message to the students.



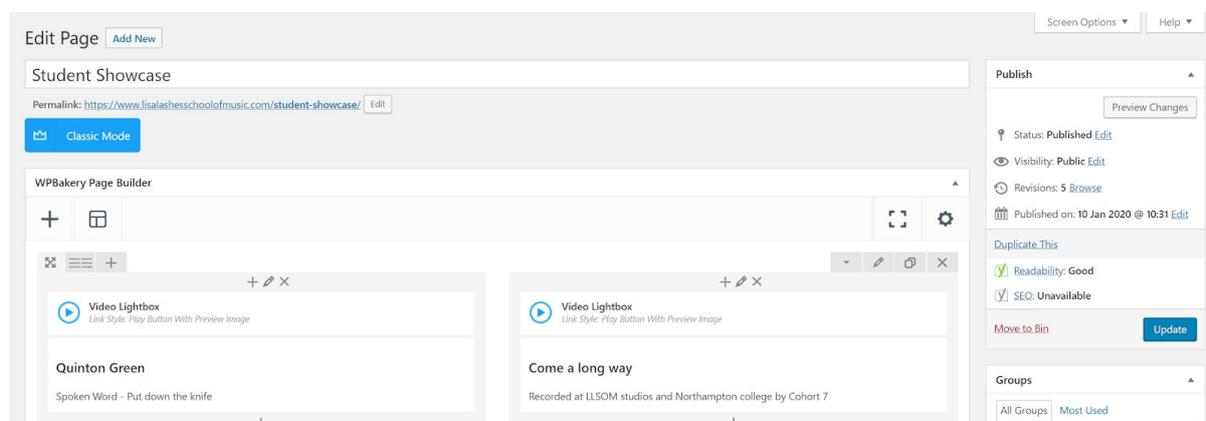
The screenshot shows the 'Students' management interface. At the top, there is a header with 'Students' and an 'Add New' button. Below this, there are filters for 'All (1,084)', 'Mine (286)', and 'Published (1,084)'. A 'Bulk Actions' dropdown menu is open, showing options: 'Bulk Actions', 'Edit', 'Move to Bin', 'Create student login', and 'Send bulk SMS' (which is highlighted in blue). To the right of the dropdown are buttons for 'Apply', 'All dates', 'Cohort 6 Northampton', and 'Filter'. Below the filters is a table with columns for 'Email address' and 'Phone'. The table contains three rows of student data, each with a checked checkbox in the first column.

	Email address	Phone
<input checked="" type="checkbox"/>	twcav@mail.com	07913955966
<input checked="" type="checkbox"/> Alan Carson	alan@alancarsonfitness.com	07737057052
<input checked="" type="checkbox"/> Alarna Moles	alarnajane@hotmail.co.uk	07824365382

Adding content to the Student Showcase

The student showcase is a page in the CMS that can be edited easily using the drag-and-drop editor.

1. Go to Pages > All Pages
2. Find “Student Showcase” and click it to edit
3. The large section on the left is the drag-and-drop-editor. You can use this to create multi column layouts on pages.



4. Pages are split into rows and rows are split into columns. Above is a single row with two columns. The tabs on the right can be used to edit, delete or duplicate the row.



5. Each column contains a “Video Lightbox” element and a “Text Block” element. Each time you add a new video, you need to duplicate the row and edit these elements.
6. When editing the “Video Lightbox” element, you need to paste in the Vimeo URL and upload a screenshot from the video.

Video URL

The URL to your video on Youtube or Vimeo e.g.
<https://vimeo.com/118023315>
<https://www.youtube.com/watch?v=6oTurM7gESE>

Video Preview Image



Select image from media library.

7. When you’ve finished, click the blue “Update” button to apply your changes to the website.