

shorebirdsfestivals.com

User guide

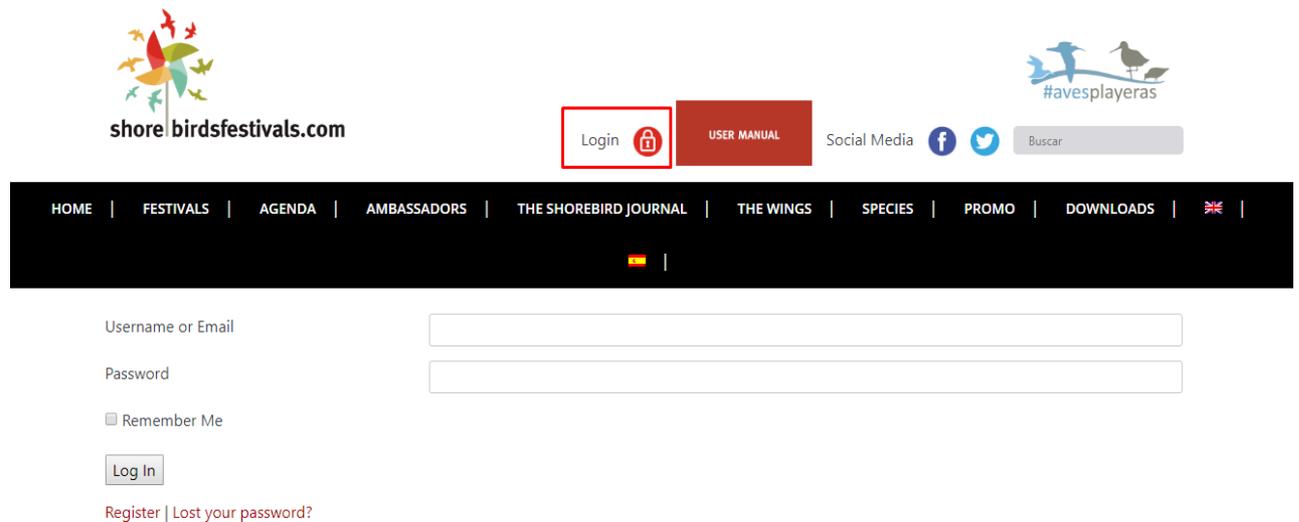


WHOOO 

LOG IN INTO THE SYSTEM

In order to log in into the system, go to Home (<http://shorebirdsfestival.net>) and click the Login button at the top of the navigation bar.

Once in the Login page, enter your username or e-mail account along with the given password.



The screenshot shows the website's header and navigation bar. The logo for shorebirdsfestival.com is on the left. The navigation bar includes links for Home, Festivals, Agenda, Ambassadors, The Shorebird Journal, The Wings, Species, Promo, and Downloads. A search bar is on the right. The login page is displayed below the navigation bar, featuring a 'Login' button with a lock icon, a 'USER MANUAL' link, and social media icons for Facebook and Twitter. The login form consists of two input fields for 'Username or Email' and 'Password', a 'Remember Me' checkbox, and a 'Log In' button. Links for 'Register' and 'Lost your password?' are also present.

shorebirdsfestival.com

Login USER MANUAL Social Media Buscar

HOME | FESTIVALS | AGENDA | AMBASSADORS | THE SHOREBIRD JOURNAL | THE WINGS | SPECIES | PROMO | DOWNLOADS |

Username or Email

Password

Remember Me

Log In

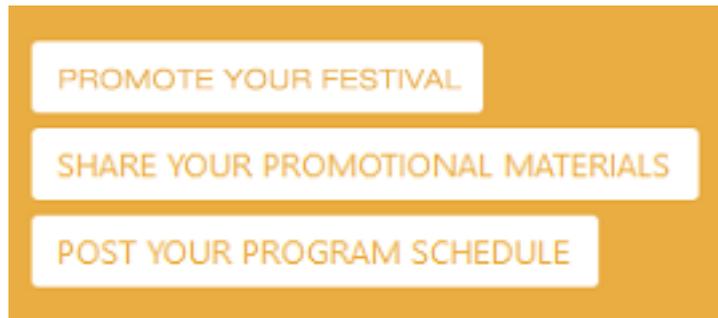
Register | Lost your password?

FESTIVAL UPLOAD

The upload of a festival is done in the page “Promote your festival”, which can be accessed to from Home. The URL address is:

<http://shorebirdsfestivals.com/inicio/promueve-tu-festival/?lang=en>

There are the buttons that will open the corresponding pop-up:



Once the form appears in the screen, it is time to fill it out. Pay attention to the required fields (marked with a *) for they must be filled in.

Name of Festival: *	Cover image or festival logo * No image selected Add Image
Organization	Additional photo * No image selected Add Image
Location (town, city, province, region, country) *	Facebook URL
Start date *	Twitter URL
End date	Instagram URL
Species	PDF No file selected Add File
Tourist attractions	Please review what you've written to make sure all the information is correct. Once you submit, the information will be posted automatically. Thank you. * <input type="checkbox"/> Yes, I have reviewed the information and it is correct. Update

About images:

Display image is the one that will be used when displaying the list of festivals. On the other hand, *Article image* will be the one used when opening the festival in order to see the whole information.

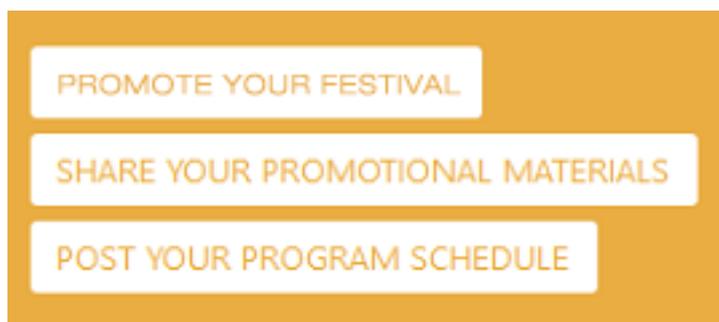
After the images' uploads, it is optional to fill in the corresponding fields of social networks related to the festival. These URLs will be later shown, so whoever visits the website can go to them for further information.

PROGRAM SCHEDULE UPLOAD

The upload of a program schedule is done in the page “Promote your festival”, which can be accessed to from Home. The URL address is:

<http://shorebirdsfestivals.com/inicio/promueve-tu-festival/?lang=en>

There are the buttons that will open the corresponding pop-up:



Once the form appears in the screen, it is time to fill it out. Pay attention to the required fields (marked with a *) for they must be filled in

Event title

Image *

No image selected

File (PDF)

No file selected

Date

Location

Facebook

Instagram

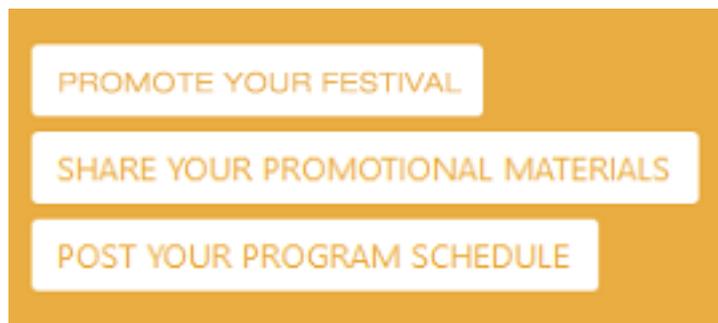
Apart from the title and the image, some other information can be added too; such as place, date, social networks as well as a PDF file.

PROMOTIONAL MATERIALS UPLOAD

The upload of promotional materials is done in the page “Promote your festival”, which can be accessed to from Home. The URL address is:

<http://shorebirdsfestivals.com/inicio/promueve-tu-festival/?lang=en>

There are the buttons that will open the corresponding pop-up:



In this case, the only fields to fill in will be the title of the promotional materials, the image that goes along with it, and the PDF file.

Title (poster, merchandise, etc.)

Image *

No image selected Add Image

File (PDF)

No file selected Add File

Please review what you've written to make sure all the information is correct. Once you submit, the information will be posted automatically. Thank you. Yes, I have reviewed the information and it is correct.

Sí, he revisado la información y es correcta.

Update

UPLOAD YOUR PHOTO WITH THE WINGS

The upload of these items is done in the page “The wings”. The URL address is:

<http://shorebirdsfestivals.com/sumate/alas/?lang=en>

Click in “Upload your photo”. This will open a pop-up with the form to upload the photo along with a field for both a title and a description.

Title

Post content or file description

Your Media Files

Examinar...

Ningún archivo seleccionado.

Submit

MAXIMUM SIZE OF FILES AND FILE EXTENSIONS ACCEPTED

The maximum size accepted is 2MB. The accepted file types for images are JPG and PNG.

MINIMUM DIMENSIONS OF IMAGES

Festivals:

Display image (thumbnail that will be shown in the page "Festivals"): 290x128px
Article image (image in the headline of the festival): 800x400px

Promotional materials:

Image: 400x300px

Program schedule:

Image: 350x240px

The wings:

Image: 520x388px

NOTES

The files uploaded must not have special characters such as accent marks, punctuation marks, etc.