

Patriots Website - Slideshow Update Procedure

cPanel Login

Use this procedure to upload a new photo to the website for inclusion in the front page slideshow. The procedure assumes you have already cropped/enhanced the photo beforehand.

First you'll need to login to the website main control panel or 'cPanel'. You can get to the login screen by entering <http://cpanel.stlpatriots.org>

The image shows the cPanel login interface. At the top, the 'cPanel' logo is displayed in orange. Below the logo, there are two input fields. The first is labeled 'Username' and contains the text 'stlpatri'. The second is labeled 'Password' and contains a series of dots. Below the password field, there is an orange 'Log in' button, which is circled in red. To the right of the 'Log in' button, there is a link that says 'Forgot your password?'.

HostGator.com Control Panel

This is the main website control panel. It's the main 'foundation' the website is built on. To upload your photo do the following:

- 1) Enter 'file' in the find box
- 2) Click the 'File Manager' icon
- 3) Press 'Go' to open up a new 'File Manager' screen



cPanel File Manager v3

Now that you're in the File Manager screen you need to navigate to the Images directory.


- 1) Type in /public_html/images in the entry box
- 2) Press 'Go'
- 3) Click on the 'Upload' icon

The screenshot shows the cPanel File Manager interface. The top navigation bar includes a search box and a toolbar with icons for New File, New Folder, Copy, Move File, Upload, Download, Delete, Rename, Edit, Code Editor, HTML Editor, Change Permissions, View, Extract, and Compress. The main area is divided into a left sidebar and a right pane. The left sidebar shows a tree view of the file system under the path (/home/stlpatri). The right pane displays a list of files and folders with columns for Name, Size, and Last Modified (CDT). Red circles and arrows highlight the steps: 1. The entry box in the left sidebar is circled in red. 2. The 'Go' button is circled in red. 3. The 'Upload' icon in the toolbar is circled in red.

Name	Size	Last Modified (CDT)
djimages	4 KB	Sep 6, 2012 11:26 PM
fullcourt	4 KB	Aug 6, 2012 10:06 AM
jsn_is_thumbs	4 KB	Mar 24, 2013 10:57 PM
M_images	4 KB	Aug 6, 2012 10:06 AM
._DS_Store	4 KB	Aug 6, 2012 10:06 AM
._Image 1.jpg	4 KB	Aug 6, 2012 10:06 AM
._Patriots_2011_2012_JrHigh.jpg	4 KB	Aug 6, 2012 10:06 AM
._Patriots_2011_2012_JrVarsity.jpg	4 KB	Aug 6, 2012 10:06 AM
._Patriots_2011_2012_JrVarsityLeague.jpg	4 KB	Aug 6, 2012 10:06 AM
._Patriots_2011_2012_Teams.jpg	4 KB	Aug 6, 2012 10:06 AM
._Patriots_2011_2012_Varsity.jpg	4 KB	Aug 6, 2012 10:06 AM
.DS_Store	6 KB	Aug 6, 2012 10:06 AM
1312322394_Clipart_Free.png	42.29 KB	Nov 19, 2012 8:41 PM
2011-2012	739.02 KB	Sep 6, 2012 9:51 PM
2011_Father_Son.jpg	327.42 KB	Sep 1, 2012 10:01 PM
2013_WOL_JH_2nd.jpg	800.04 KB	Jan 23, 2013 6:44 PM
cal_oct22nd.jpg	5.23 KB	Oct 8, 2012 9:39 PM

Upload Files Screen

The Upload Files screen is used to upload a photo from your computer to the website. Click on the 'Choose File' button to continue.

 **Upload files**

Maximum file size allowed for upload: 500 MB

Please select files to upload to **/home/stlpatri/public_html/images**

no file selected

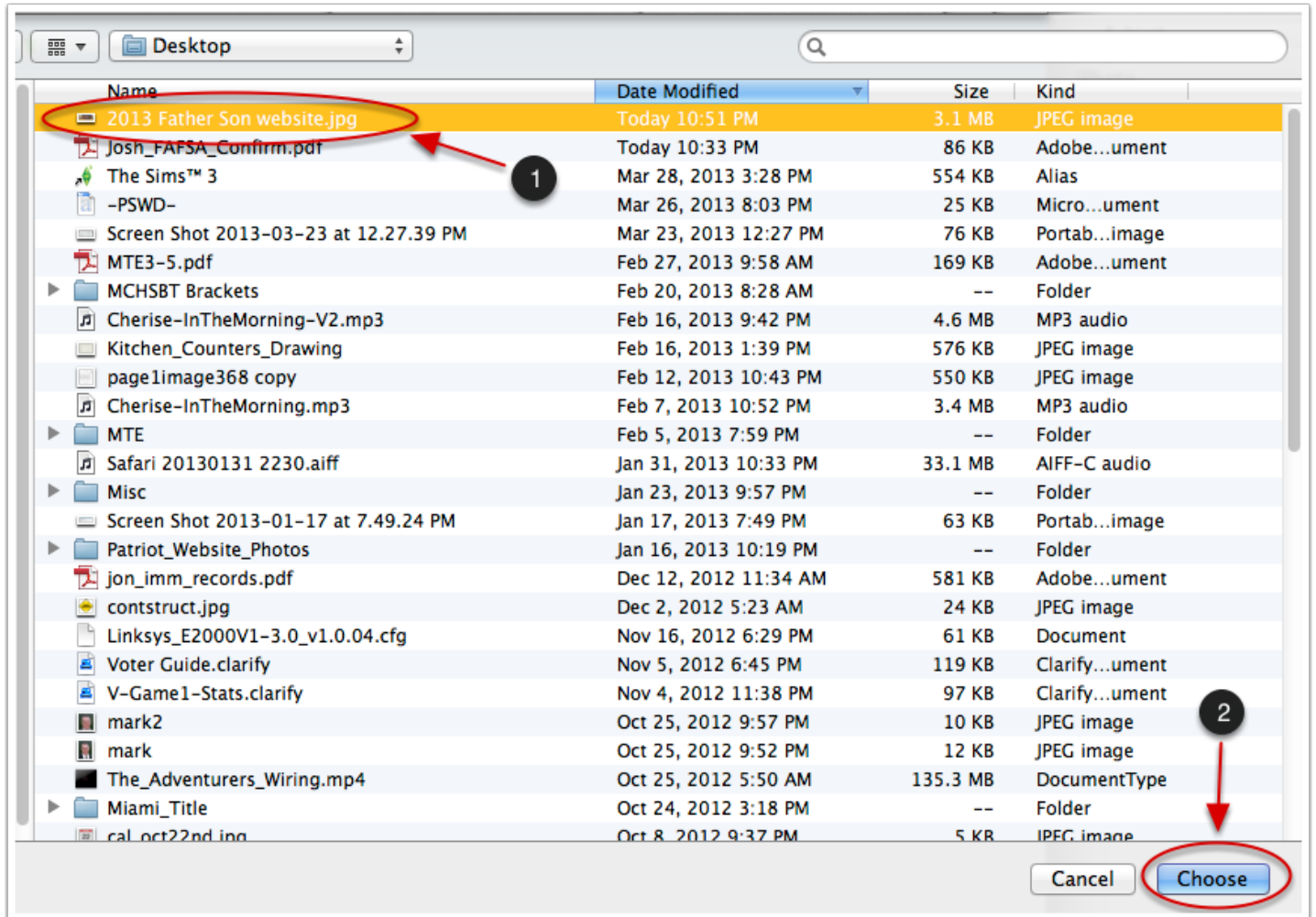
Overwrite existing files: ☐

Mode	User	Group	World
Read	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Write	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Execute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission	<input type="text" value="6"/>	<input type="text" value="4"/>	<input type="text" value="4"/>

[Back to /home/stlpatri/public_html/images](#)

Desktop/PC File List

Locate the file you wish to upload and press Choose (select button may be different on a PC)



Upload Progress

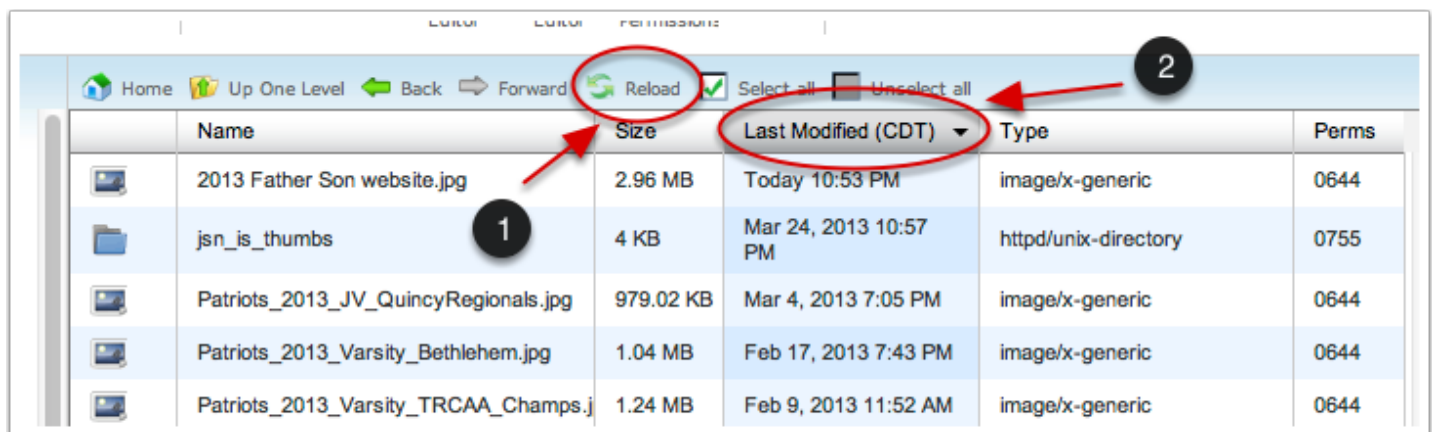
You should see a progress bar similar to the following. Look for the word 'complete' before continuing to the next step.



cPanel File Manager v3

Switch back over the the cPanel File Manger page and then:

- 1) Press the Reload button to reload the list
- 2) Press the 'Last Modified' heading a couple of times to bring the latest uploaded file to the top of the list
- 3) Rename the file replacing any spaces with underscore characters
- 4) Close the cPanel File Manager window when you're finished by pressing 'Logout' (upper right hand side).

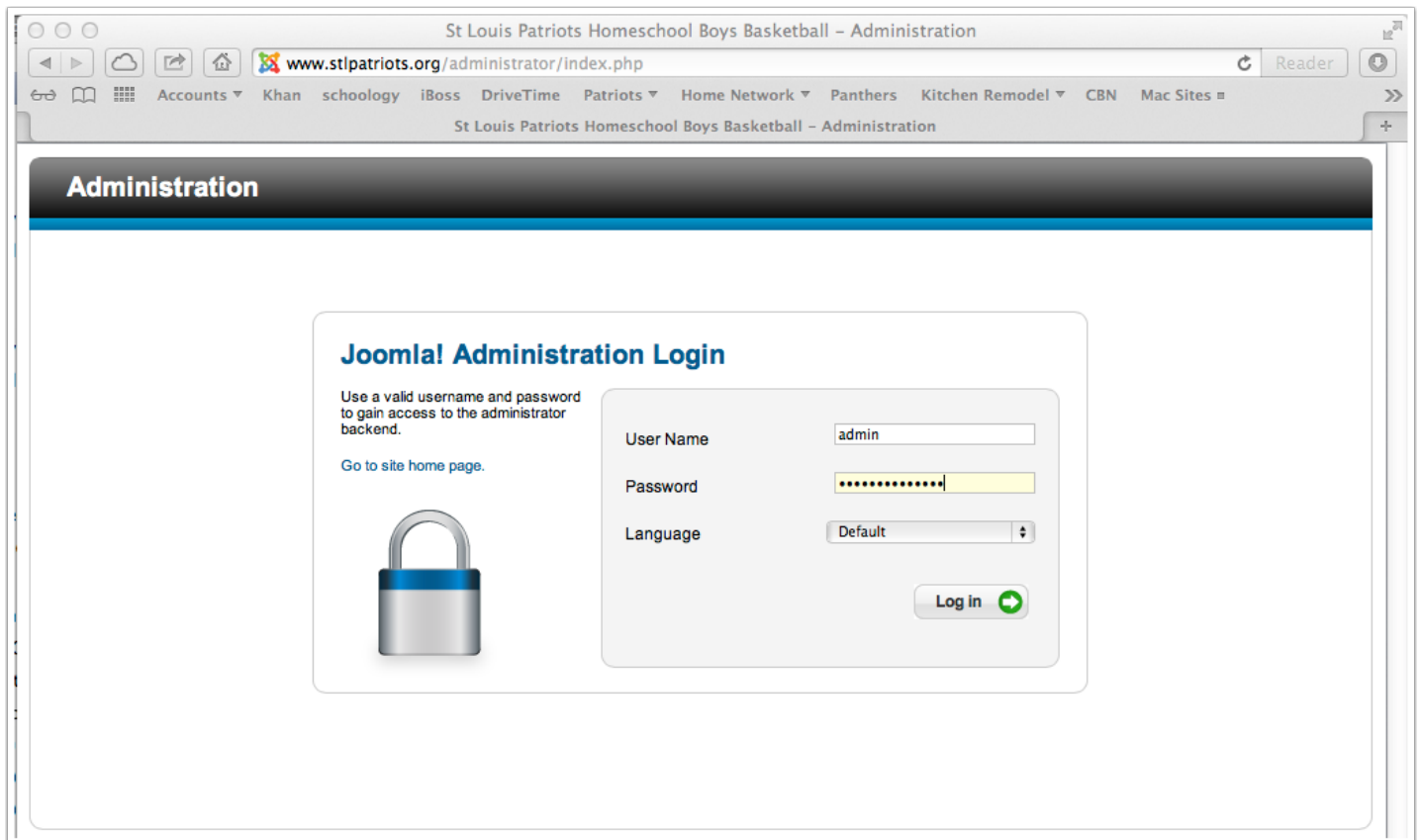


	Name	Size	Last Modified (CDT)	Type	Perms
	2013 Father Son website.jpg	2.96 MB	Today 10:53 PM	image/x-generic	0644
	jsn_is_thumbs	4 KB	Mar 24, 2013 10:57 PM	httpd/unix-directory	0755
	Patriots_2013_JV_QuincyRegionals.jpg	979.02 KB	Mar 4, 2013 7:05 PM	image/x-generic	0644
	Patriots_2013_Varsity_Bethlehem.jpg	1.04 MB	Feb 17, 2013 7:43 PM	image/x-generic	0644
	Patriots_2013_Varsity_TRCAA_Champs.j	1.24 MB	Feb 9, 2013 11:52 AM	image/x-generic	0644

Joomla! Administration Login Window

Now that the photo has been uploaded, you need to login to the Joomla Administration area to add the photo to the slide show (aka showlist).

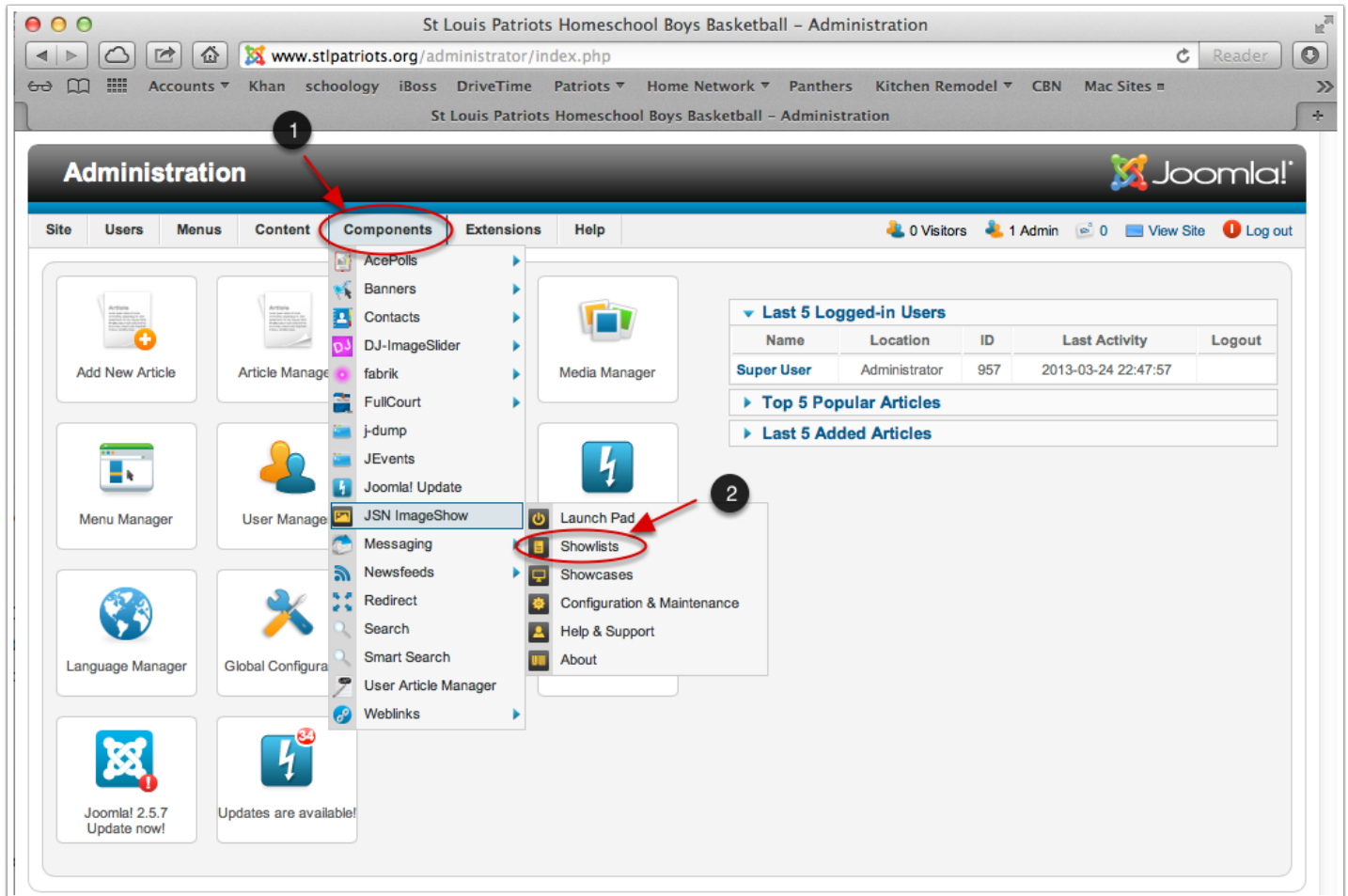
- 1) Bring up the 'Joomla! Administratoion Login' screen - <http://stlpatriots.org/administrator/index.php>
- 2) Login as admin (same password as the scheduler id).



The screenshot shows a web browser window with the address bar displaying www.stlpatriots.org/administrator/index.php. The browser's title bar reads "St Louis Patriots Homeschool Boys Basketball - Administration". The page content features a dark blue header with the word "Administration" in white. Below the header, the main content area is white and contains a login form titled "Joomla! Administration Login". The form includes a lock icon on the left and a text input area on the right. The text input area contains the following fields: "User Name" with the value "admin", "Password" with masked characters "*****", and "Language" with the value "Default". A "Log in" button with a green arrow is located at the bottom right of the form. To the left of the form, there is a link that says "Go to site home page." and a small instruction: "Use a valid username and password to gain access to the administrator backend."

Select the JSN Showlists Menu

- 1) Click on the 'Components' pulldown menu
- 2) Select 'Showlists' under the 'JSN ImageShow' item.



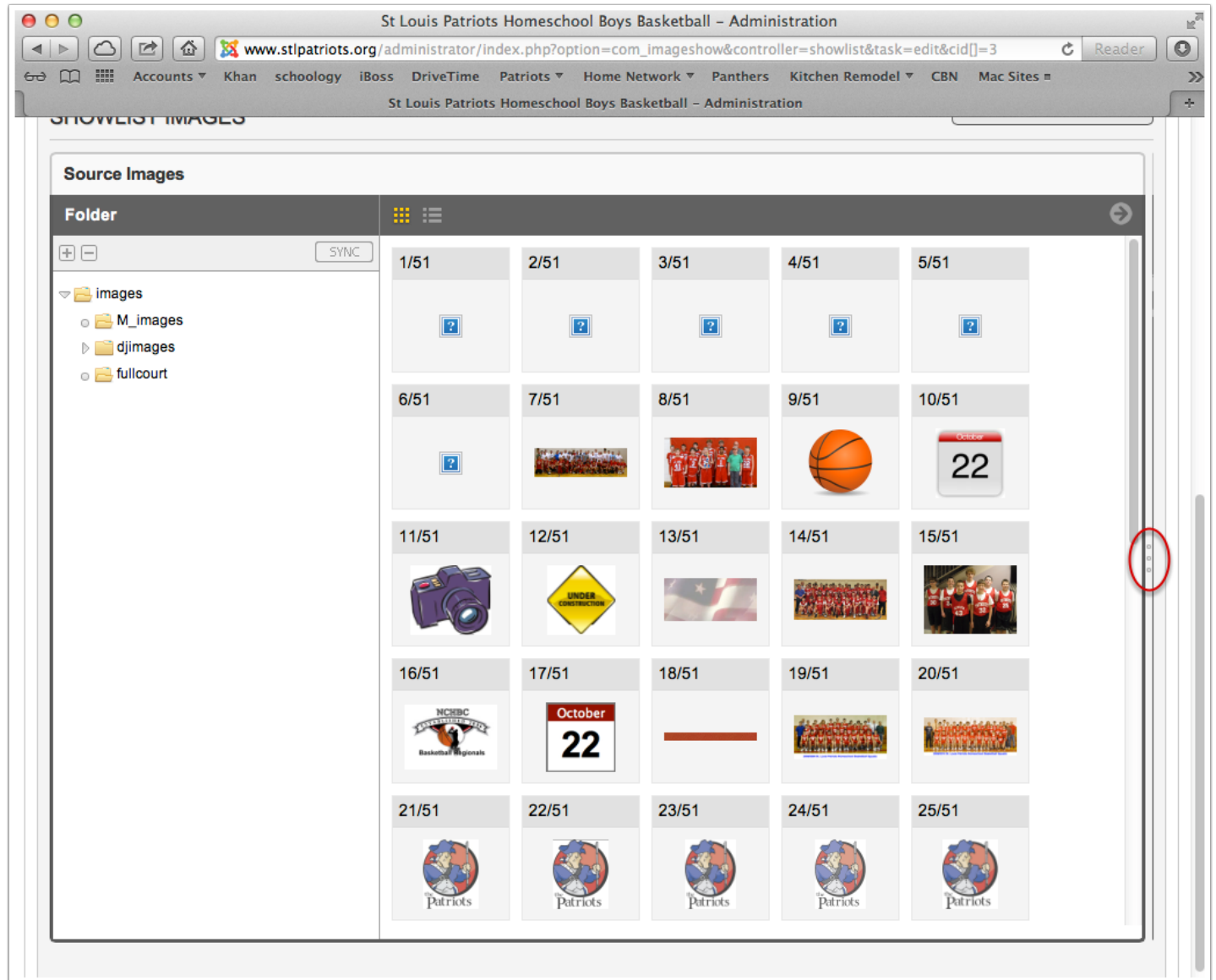
Show List Selection Window

Click on 'Patriots Images' to edit the show list for the website's front page.



Edit Show List Window

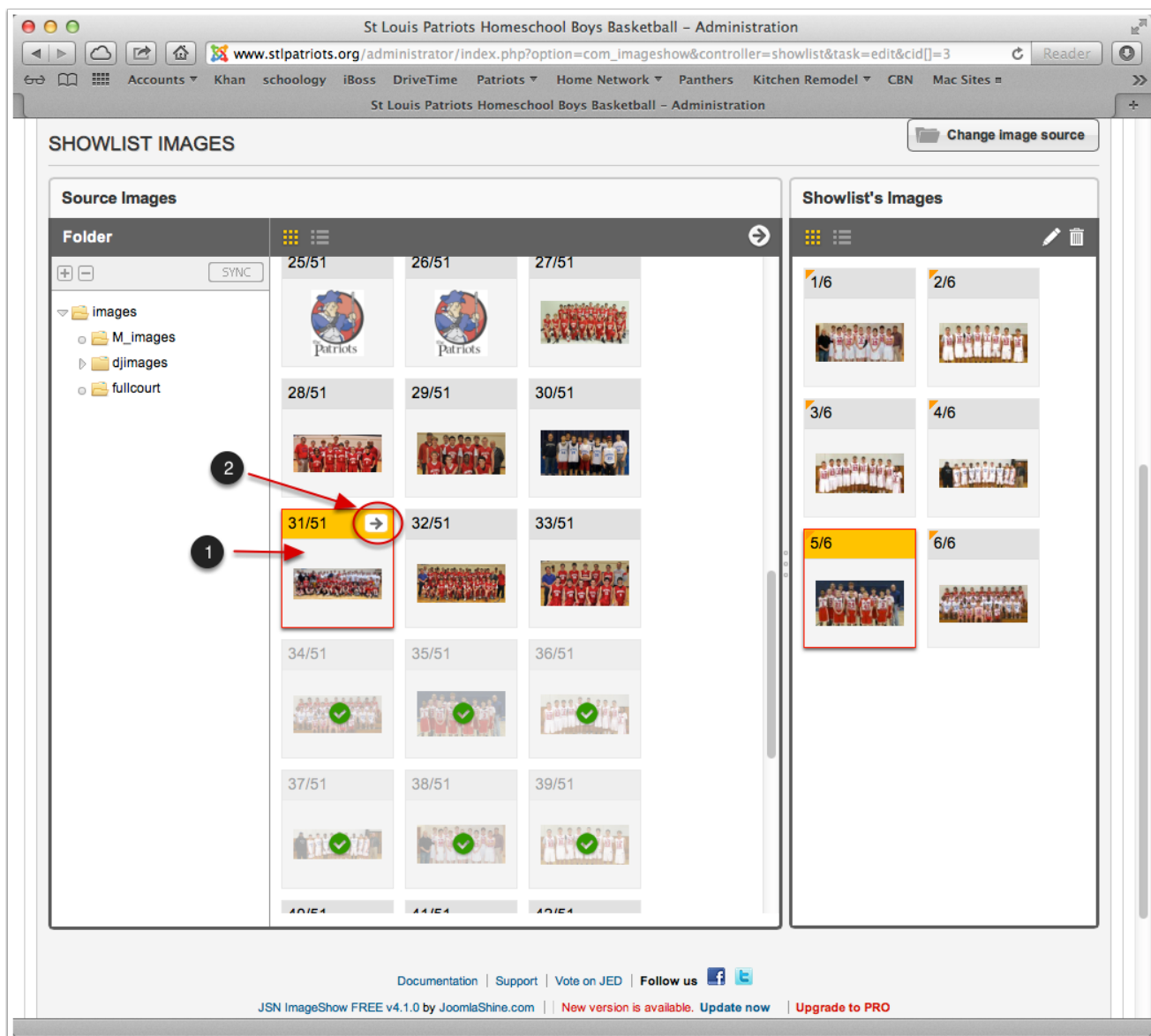
If you scroll down you'll see the 'Source Images' section as displayed below. This is a list of images available to include in the showlist (slide show). To see what's in the list, drag the separator (circled below) to the left.



Showlist Images Page

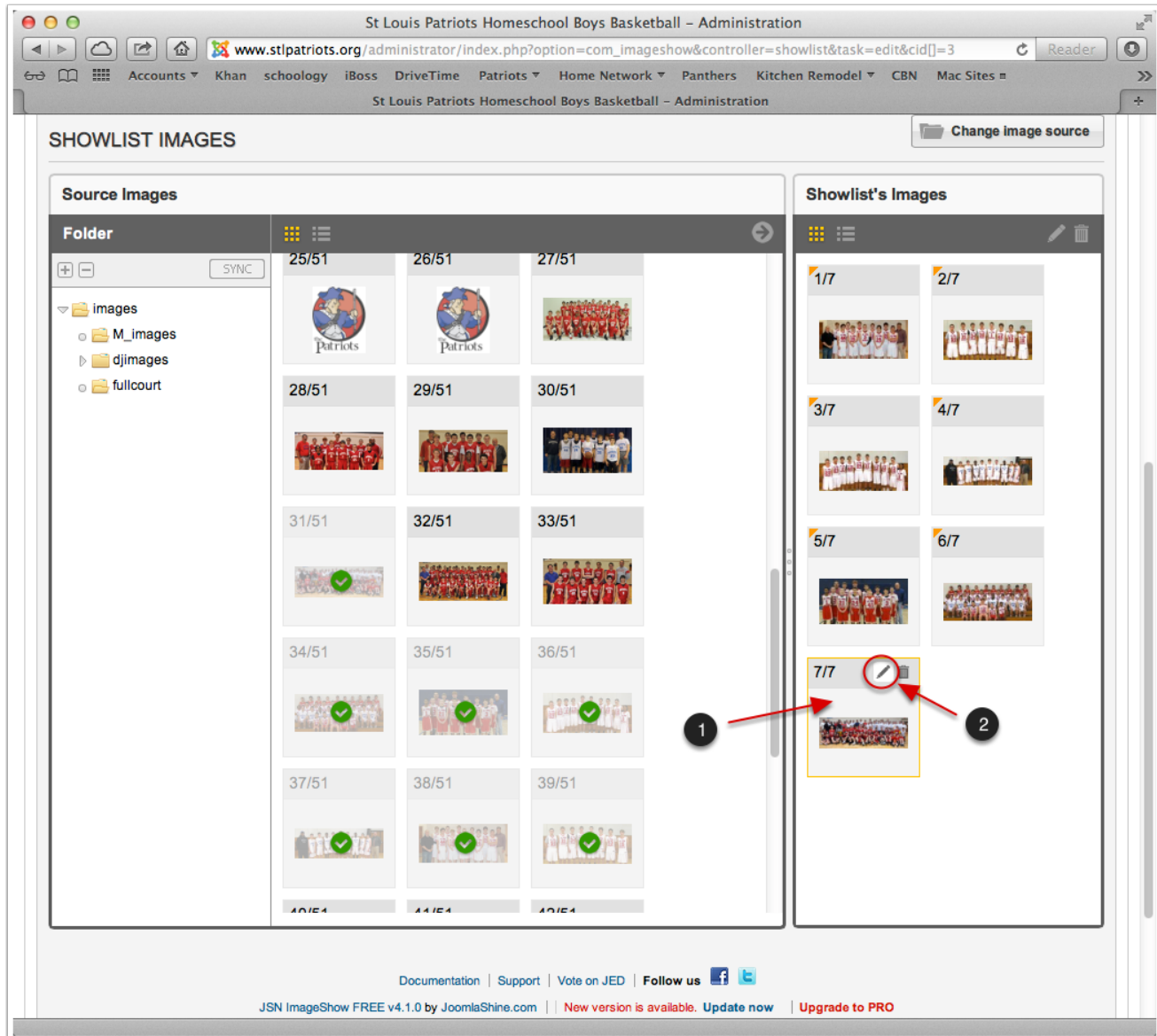
Now you can see the 'Showlist's Images' section (what images are in the slideshow and the order of the images. To add a new image:

- 1) Click on the image icon box so the header is yellow
- 2) Click on the 'right arrow' in the box to place it in the 'Showlist's Images' on the right



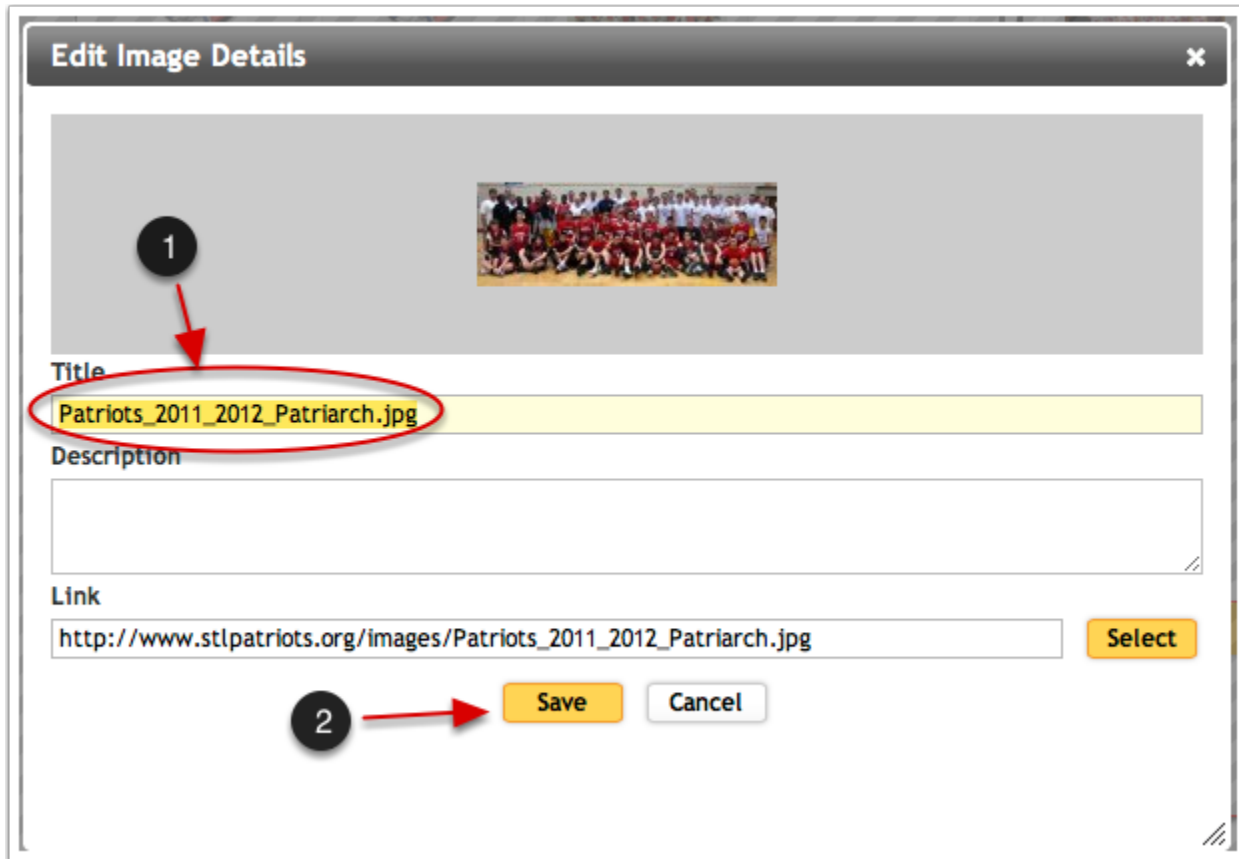
Select New Image

- 1) Click on the newly added image (on the right)
- 2) Click on the pencil (edit icon) for the image



Change Image Title

- 1) Change the title that will be displayed in the lower left corner of the image (e.g. in this case you would type over the file name with '2011/2012 Patriaarch Game')
- 2) Press 'Save'



Edit Image Details

Title
Patriots_2011_2012_Patriarch.jpg

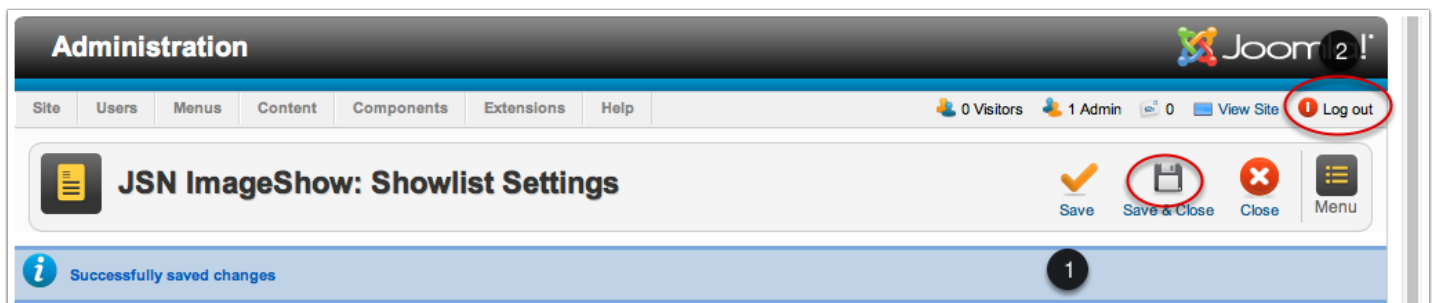
Description

Link
http://www.stlpatriots.org/images/Patriots_2011_2012_Patriarch.jpg **Select**

Save **Cancel**

Save Updated Showlist and Logout

- 1) Click on the 'Save & Close' button to complete the update of the Showlist.
- 2) Click on the 'Log Out' button to logout of the Joomla Administration screen.



Administration

Site Users Menus Content Components Extensions Help

0 Visitors 1 Admin 0 View Site **Log out**

JSN ImageShow: Showlist Settings

Save **Save & Close** **Close** **Menu**

Successfully saved changes