

## **New SSHAC Wix Website - Design and Administration Notes**

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### **Design Notes:**

The new website is designed using Wix Editor and is hosted in SSHAC's existing Wix account.

Most of the design is based on the standard Wix templates and design suggestions.

The website is designed to be viewable on PC at a range of screen sizes. And on mobile platforms in portrait mode. Note, Wix Editor does not support mobile landscape view, this simply displays the same as a zoomed-in and scrollable version of portrait mode.

Design intentions: To provide a less cluttered and more visually appealing, modern display. With a priority on bringing in new members and volunteers. These, and the majority of topics are accessible by single click from the home page menus and various buttons. The header, menu and footer sections are repeated on every page.

Note: Wix Editor is a relatively simple, user friendly design tool, and as such does not have a great deal of technical flexibility. So before anyone suggests "could we have ... instead?", be aware there were a number of nice to have and fancy features I also wanted to implement but Wix Editor does not support. So the answer may be no.

The website has been designed to minimise the need to directly edit and re-publish the website. Text that is likely to change, and collections of documents and images to list, are all pulled from the Wix CMS (Content Management System) which can be edited and added to without edit of the website. Some regularly edited resources (results and club records)) are pulled directly from a new club Google Drive account.

The draft website has been developed on a free Wix plan. This displays a Wix advert at the top of all pages. This will disappear once the website is moved on to the paid plan and [www.solihullac.co.uk](http://www.solihullac.co.uk) domain.

## **Website Administration Notes:**

### **Admin access from website**

Various admin screens are now accessible directly from the website.

Click the button at the bottom of the “Club Documents” page.

Enter the password. (For password please contact Steve Howes or Dave McLeod)

This then opens an admin page.

Buttons are available to open the Wix account dashboard and the website CMS.

The website Media Manager (file storage) is also accessible from the Wix dashboard.

Buttons are also provided to open the clubs Google Drive account to access Club Records and Fixtures List spreadsheets.

Note. The Admin page password is fixed, but this only provides a first level of security anyway – the Wix dashboard and Google Drive accounts each provide their own access permission control.

### **Lists stored in Wix CMS:**

#### **Committee, Welfare Officers, Team Managers, Training Sessions and Vacant Roles.**

These lists are stored in collections in Wix CMS to make them easy to manage and edit without having to re-publish the website.

The Committee and Welfare Officers collections define the content of the “Committee” page.

The Training Sessions collection defines the content and layout of the table on the “Training” page.

The Vacant Roles collection manages vacant committee roles listed on the bottom of the “Volunteering” page.

#### **To Edit:**

- Open the Wix CMS. (e.g. via button on website Admin page)
- Select e.g. “Committee” to open a collection.
- Double click a field to edit.
- Then click away from the edit box to close it and save the changes.
- Or, click the “Open” button to edit all fields for a record. Edit then select “Save”.

The appearance of these lists on the website – bold, italic etc - is controlled within the CMS editor, not by the website design. The text format controls are across the top when in the edit window.

Note: You have to select the text first before you change its format (e.g. use Ctrl+A for all). The text formats (e.g. text in bold) don’t appear to show within the table view, but will show on the website.

#### **Adding new entries:-**

- Click “Add Item” at bottom of existing list.
- Click each field and type in new text.
- New entries appear at the bottom of the list.
- Use the dotted handle on LHS of entry to drag to the required position in the list..
- The list order is duplicated on the website.

#### **Deleting entries:-**

- Hover over the line to be deleted.
- Tick the box that appears on the left hand side. (Select multiple lines if required).
- Select “Delete” at top right of window.
- Exit the collection by clicking the “CMS >” path at top of page.

Note: If all entries are deleted from the Vacant Roles collection, this display disappears from the website and a message “No roles available at present” appears instead.

#### **“Editable Website Text” collection:**

This collection includes various texts that are used within the website, that are likely to need occasional editing. Putting them in a CMS collection means they can be updated without having to re-publish the website.

Note: This includes the Home page Tickertape text.

Texts are identified by “page name : text location”. These include:

Home: Tickertape      Membership: Fees      About: Leagues

Clothing: Club Vests      Clothing: Other Clothing.

Other texts could be moved here if found they need regular updating.

#### **To edit:**

- Open collection.
- Click the text you want to edit.
- Click “Save”.
- Exit the collection by clicking the “CMS >” path at top of page.

#### **Document Collections:**

These include:      AGM Minutes      Club Policies  
Club Documents      Newsletters

Each collection defines which documents are to be listed as an array of buttons on the relevant website page. The “Title” is the text displayed on the button. The “Document” field contains a link to the document.

All of these documents live in folders within the Wix website Media storage. To access this, type “Media Manager” in the search bar on the Wix Dashboard. These folders may contain more documents than are listed in the collections. Only those listed in the collections are shown on the website.

Files should preferably be saved as PDF. These will open to view when the user clicks the relevant button. Other files types (e.g. Word documents) may only download and not display.

#### **Adding documents:-**

- Open the Wix CMS. (e.g. via button on website Admin page)
- Select the relevant collection to open.
- Click “Add Item” at bottom of the list.
- Type the document name to be displayed on the new button.  
(The new button is added to the array automatically).
- Select the “Document” field, then the “+” icon.
- The Media Manager window should reappear.
- Open the relevant folder.
- Drag and drop the new document into here, or use the “+ Upload Media” button.
- Select the document.

- Click “Add to Item” in bottom right hand corner.
- New entries appear at the bottom of the list. The list order is duplicated on the website so use the dotted handle on LHS of entry to drag to the required position in the list.  
E.g. any new Newsletter add to the list should be moved to the top of the lists so it appears first on the web page.
- Exit the collection by clicking the “CMS >” path at top of page.
- Test on the website. The changes should go live on the website within a couple of minutes.

#### **Removing documents:-**

- Open the Wix CMS.
- Select the relevant collection to open.
- Hover over the document to be deleted.
- Tick the box that appears on the left hand side.
- Select “Delete” at top right of window.
- Confirm “Delete Item?” query.
- Exit the collection by clicking the “CMS >” path at top of page.

I suggest you also deleted the actual file in the Media Manager so the website storage doesn’t get clogged up.

- In the search bar at top of the Wix Dashboard type “Media Manager”
- Press Enter and select “Media Manager” in the dropdown list.
- Open the relevant folder.
- Select the file to be deleted.
- Use the menu button (...) to select “Move to Trash”.
- Close “Media Manager” with the “X” at top right hand corner.

#### **Gallery**

Photos for display on the website Gallery page are managed by the “Gallery” folder in the Media Manager, and the “Gallery” collection in the Wix Dashboard CMS.

To Add Photos:

- Open the Wix CMS.
- Select the Gallery collection to open.
- Hover over “Gallery” line and Click the Open button.
- Hover over the pictures and select “Manage Media”.
- Click “Add Media”
- Open the Gallery folder.
- Drag and drop the new photos into here, or use the “+ Upload Media” button.
- Select the new files (Ctrl+C to select multiple).
- Click “Add to Item” in bottom right hand corner.
- Back in the “Manage Gallery Media” window, select the new photos one by one.
- Edit “Title” fields.
- Select “Save”.
- Select “Save” on Gallery Collection window.
- Check photos appears on website.

## **Fixtures & Results**

For the “Fixtures and Results” pages the new website links directly to Excel spreadsheets stored on a new club Google Drive account. This allows easy editing (adding in results links etc) without having to edit the website directly.

For the current season, the website links to a spreadsheet called “SSHAC Current Season Fixtures”. At start of the season this “Current Season Fixtures” spreadsheet would be filled with the upcoming fixture list. Then as the season progresses new events and links to results can be added. The website will pick these up automatically. Then at the end of the season a copy is taken of this spreadsheet and renamed e.g. “SSHAC 2025 Summer Results”. The original “SSHAC Current Season Fixtures” is then cleared and the new season fixtures can be entered.

A simple step-by-step process is given below.

Note: The spreadsheet includes a table with alternating coloured lines. The table ends at row 90. (See notes below about adding lines). Formatting of the cells is mirrored on the website, so please leave the font type and size as is. Column widths should also be left as they are.

### **Process to create fixture list for new season:**

- Open the club’s Google Drive account (e.g. via button on website Admin page)
- Right click the “SSHAC Current Season Fixtures” file and select “Make a Copy”
- A new file is created named “Copy of SSHAC Current Season Fixtures”.
- Right click this and select “Rename”.
- Enter new name as, e.g. “SSHAC 2025 Summer Results.xlsx”.
- (Note: It must be the new file that is renamed, please do not rename the original “SSHAC Current Season Fixtures” file or the website link will be broken).
- Double click the original “SSHAC Current Season Fixtures” file to open it.
- Clear the title in cell A1.
- Select rows 3 to the end of data and delete the contents (don’t delete the table)
- Acquire Rob P’s new fixture list (from wherever).
- Save as a word document, if not already.
- Open the word document and press Ctrl+A to select all, then Ctrl+C to copy.
- Open a blank Excel form.
- Select cell A1.
- Right click - Paste Special. Select “Text”. Ok.
- Now edit the Excel sheet to bring the data into three columns: Dates, Fixture, Location.
- Insert blank lines between months.
- Select and copy the header (cell A1).
- Go to the empty “SSHAC Current Season Fixtures” file.
- Right click cell A1. Select “Paste Special” then “Values Only”
- Select and copy all the fixture data from the new spreadsheet.
- (e.g. click and drag from cell A3 to bottom right hand limit of data. Then copy).
- Go to the empty “SSHAC Current Season Fixtures” file.
- Right click cell A3. Select “Paste Special” then “Values Only”
- Set month markers to bold. Clear any other bold text.
- Close the “SSHAC Current Season Fixtures” file to save it. Discard the other excel file.
- Check the data looks ok in website

Nb. If this process is too complicated, I can easily do it on request each season.

### **Adding results links:**

- Open the "SSHAC Current Season Fixtures" file on Google Drive (e.g. via button on website Admin page).
- Copy or type the results link into column D. Press Enter.
- Reselect the cell, then the "Edit Link" icon.
- Type "Results" in the first box then press Enter.
- This doesn't clear the url link to the results but looks better on the website.
- Close the spreadsheet and test on the website.

### **To add additional events to the Current Season Fixture List during the season:**

- Open the "SSHAC Current Season Fixtures.xlsx" file on Google Drive.
- Click the row number you want to add below to select that row.
- Right click. "Insert 1 Row Below".
- Enter data etc.
- BUT: The table must not extend beyond row 90 (otherwise we get scaling issues on the website). So for every row added, please delete one of the blank rows at the bottom of the table. The last row of the table needs to stay on row 90.
- Close the spreadsheet and test on the website.

### **Previous Season's Results**

The website also has pages to display the results from previous season, basically by displaying the completed fixture spreadsheets with the results links added.

### **Method to add previous season spreadsheet to Previous Season's Results page:**

- Open the Wix CMS.
- Open the "Previous Results List" collection.
- Click "Add Item".
- Type the season description into Title field e.g. "2025-2026 Winter Results".
- Select the "HTMLBlock" field of a previous line. Right click and Copy.
- Select the "HTMLBlock" field of the new line. Right click and Paste.
- Open the club's Google Drive account (e.g. via button on website Admin page).
- Open the spreadsheet of the season to be added to the Previous Season's Results list.
- Select menu "File" then "Share" then "Publish to web".
- Select the "Embed" tab on right.
- Click Publish, then Ok.
- Select the box of text in middle, starting "<iframe src="
- Ctrl+A to select all code, then Ctrl+C to copy.
- Close this window and close the spreadsheet.
- Back in the Wix Dashboard CMS "Previous Results List" collection.
- Double click the HTMLBlock field of the new line.
- Select "Edit HTML".
- Delete the existing code and paste in the new code.
- Click the code immediately after the word "<iframe" add a space and type height="2200"
- Select all the code from the word "widget" to the end and replace with  
widget=false&headers=false&chrome=false"></iframe>

- Click Save.
- Close the HTMLBlock window.
- Close Wix dashboard window.
- Test on website.

Nb. Again, if this process is too complicated, I can easily do it on request each season.

### **Club Records:**

The “Club Records” page the new website links directly to an Excel spreadsheet called “SSHAC – Club Records Latest” stored on the club’s new Google Drive. Any changes to this spreadsheet automatically appear on the website. (Note this is based on but is not the same spreadsheet as the master Club Records spreadsheet held on the OneDrive account. Any changes to the master Club Records data will need to be copied over here.

To edit:

- Open the “SSHAC – Club Records Latest” file on Google Drive (e.g. via button on website Admin page).
- Select a cell and enter or edit text.
- Please do not change the cell format, font, column width or row heights.
- If copying data from the master Club Records spreadsheets on OneDrive – when pasting to the website spreadsheet, use right click, “Paste Special” and “Values only” to ensure formatting is not copied over.
- Close the spreadsheet and check on website.

If replacing the whole website spreadsheet with data from a new Club Records spreadsheet:

- Open the OneDrive spreadsheet.
- Select all cells covering the table (currently A4 to N15).
- Ctrl+C to copy.
- Close OneDrive spreadsheet.
- Open the “SSHAC – Club Records Latest” file on Google Drive.
- Select cell A1.
- Right click, “Paste Special” and “Values only” to ensure formatting is not copied over.
- Close the spreadsheet and check on website.

Nb The website and spreadsheets will need to be modified when the age groups change in April 2026.

End of document.