

# NSW ABORIGINAL CULTURE, HERITAGE AND ARTS ASSOCIATION

## **Reference Guide**

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## Logging In

When you first access the site, scroll to the bottom of the page and click on the “Members” link in the footer menu. This will open up a login form where you can fill in your login details.

### MEMBER LOGIN



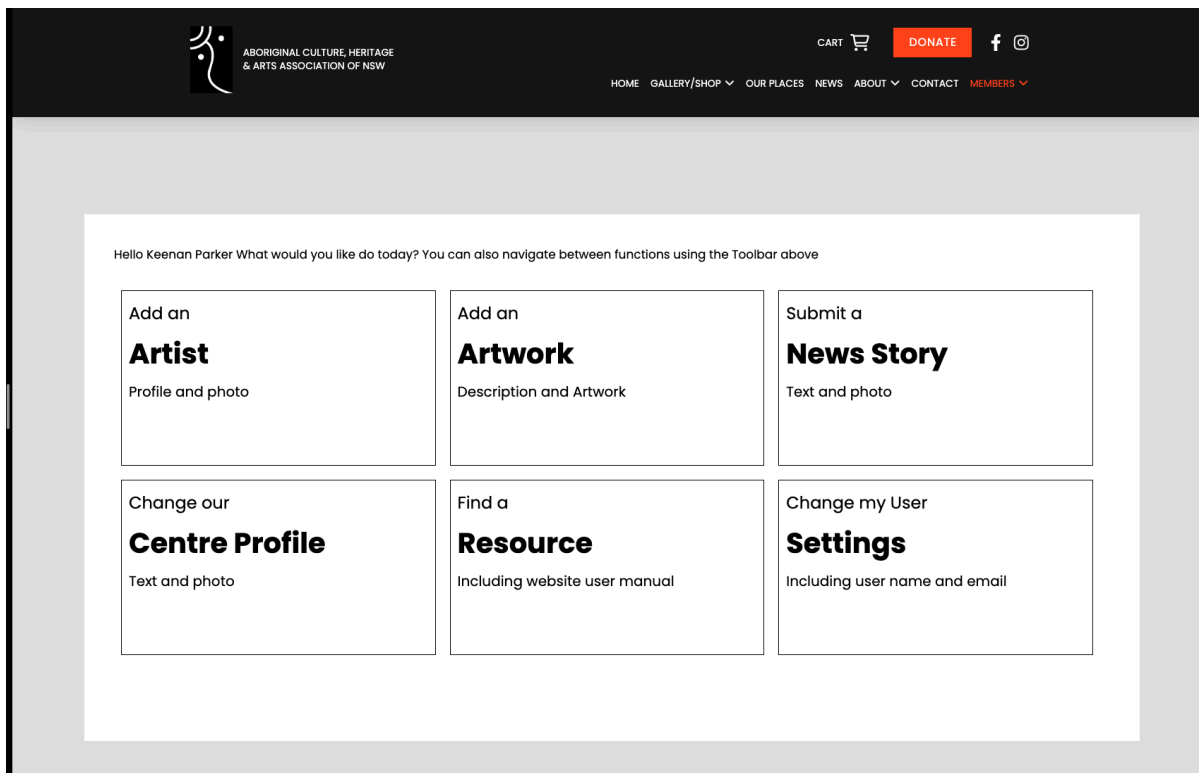
Remember Me

[Lost your password?](#)

## Accessing your member dashboard

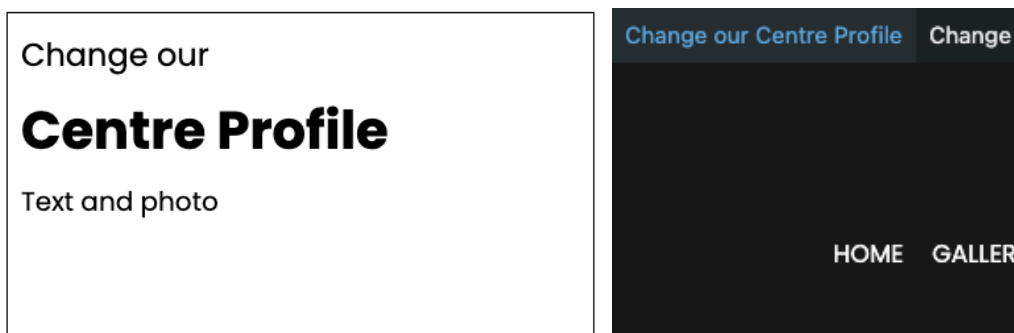
While you are logged in, you can access a dashboard that will allow you to perform actions such as adding an artist to the directory to be associated with an artwork, upload new artworks, or change the listed information for your centre profile.

To access this dashboard, simply click the “MEMBERS” link while logged in, either in the header or footer menus.



## Member Centre Profile

To edit your centre profile, either navigate to the members dashboard as instructed above and click “Change our Centre Profile” there, or click the “Change our Centre Profile” quicklink in the toolbar at the top of the site.



From here, you can update contact information, add a banner image, update the bio of the centre etc. An example of fields that can be filled out:

## MEMBER CENTRE PROFILE UPDATE

### Banner image

No file chosen

Max. file size: 64 MB.




### Right side image

No file chosen

Max. file size: 64 MB.



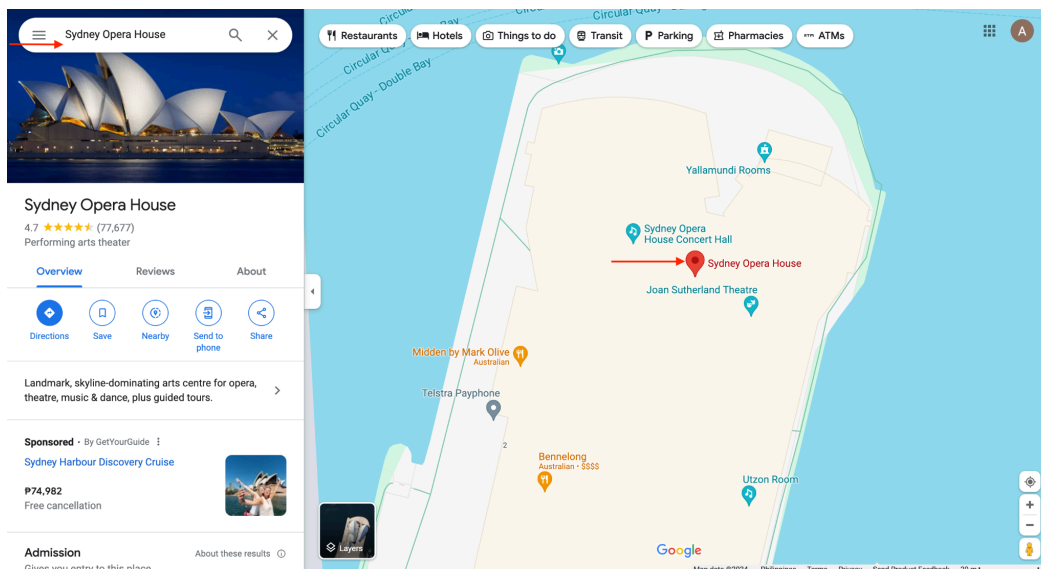
Some particular fields that are of note:

- **Sales email:** This email address will receive a notification when sales for artwork or products from your centre are made via the website.
- **Pull out quote, Right side image, Left side image etc:** These fields are used to highlight imagery or photos tied to your centre and key information to be displayed when people view your profile. To see how these currently look, please navigate to “OUR PLACES” on the ACHAA website and find the listing for your centre.
- **Latitude and Longitude:** With the current functionality of the website, these are required to accurately display your centre on the map found on the Our Places page. If you would like to find the correct latitude and longitude for your centre if you are a newly registered centre or if you have changed location, please follow the “Updating my centre on the map” subsection of this reference guide.

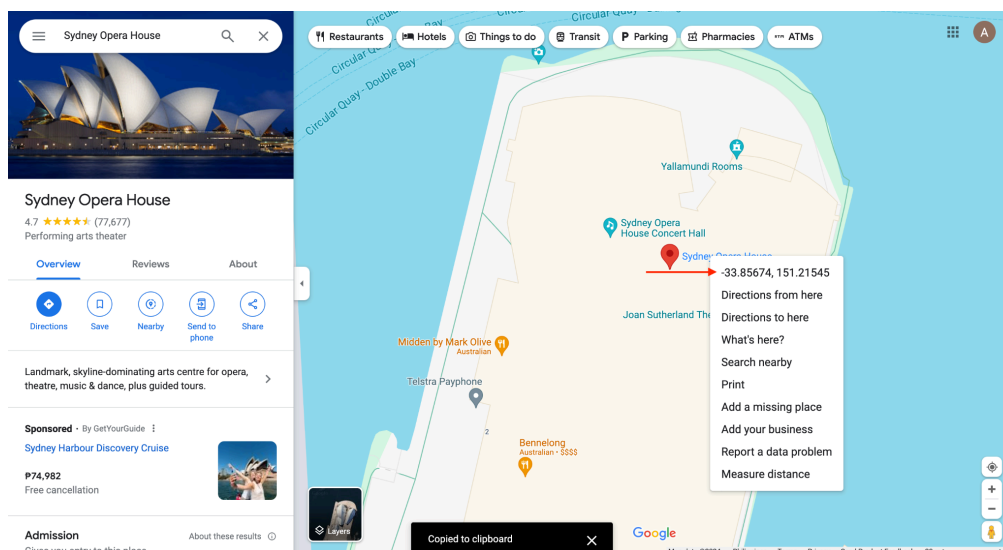
After your changes are made, please click on the SUBMIT button at the bottom of the form to apply your changes to your centre profile.

## Updating my centre on the map

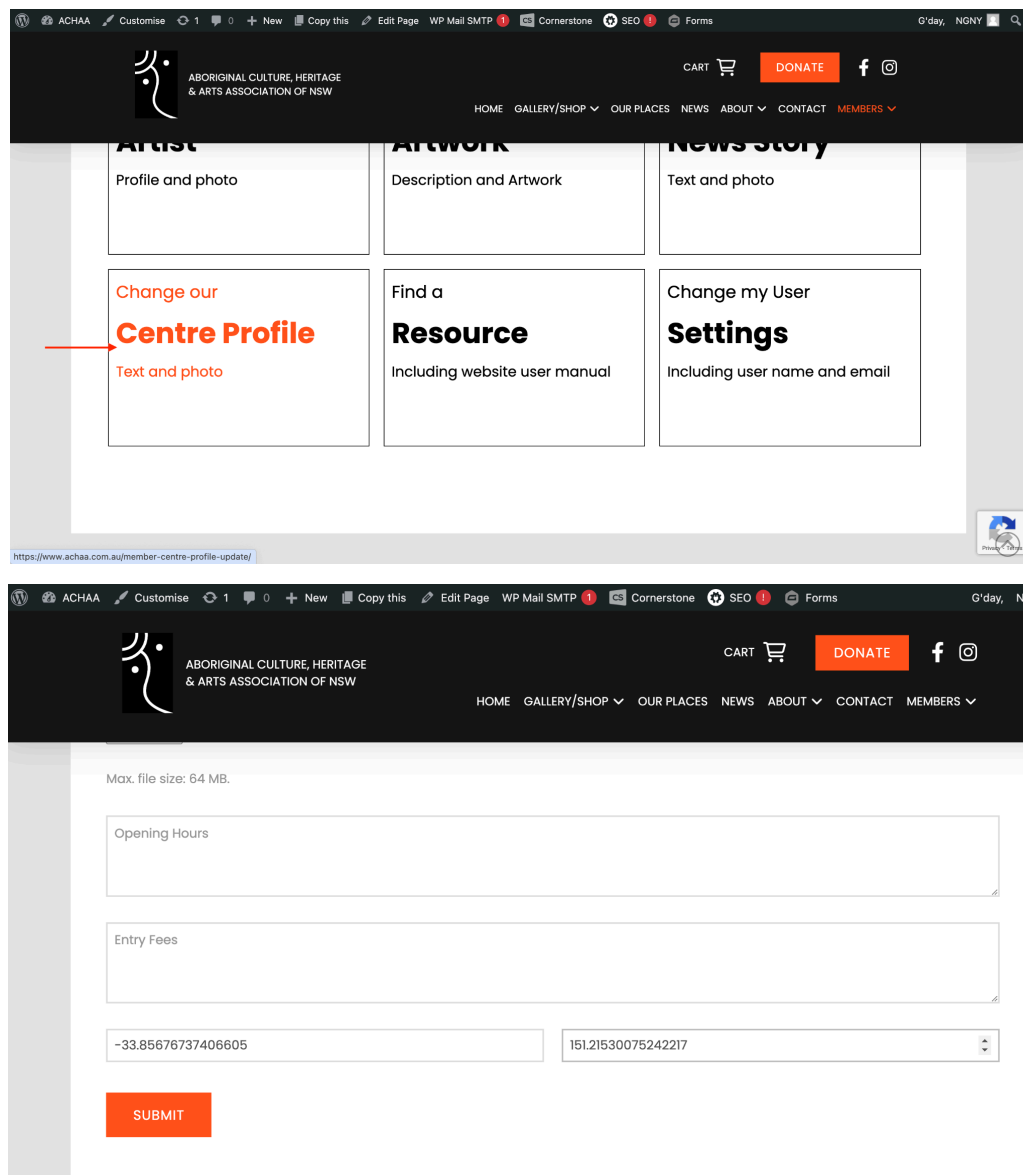
To find the latitude and longitude to assign to your centre when updating your location, start by opening [Google maps](#). From there, either enter your address in the search bar or click it on the map view.



Either way, once the marker on the map is accurately placed where your centre is, place your mouse over that marker and right click it. In the menu that appears, the first option should be two numbers, eg. “-33.85676737406605, 151.21530075242217”. Click on this menu item to copy those numbers to your clipboard.



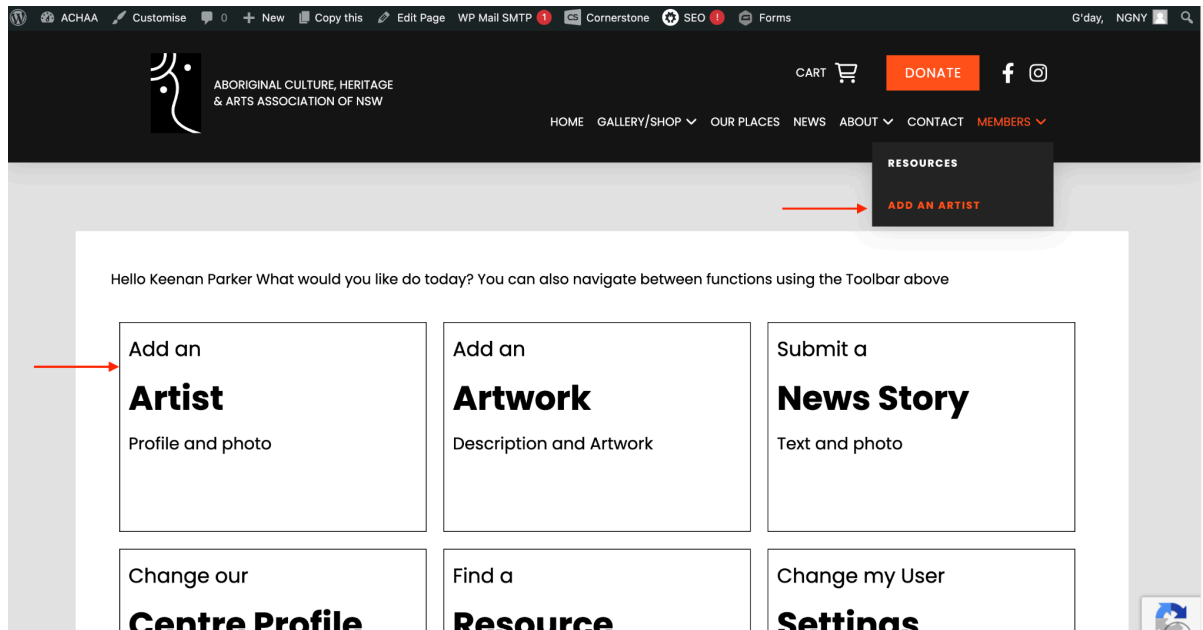
Once you paste these numbers somewhere, simply copy the first of the two, for example with the example coordinates above that are centred on the Sydney Opera House this would be “-33.85676737406605” and paste that into the Latitude field of the centre profile update form, and paste the second number (in the same example scenario, “151.21530075242217”) as the longitude.



**Please note** the - before the latitude in the given example is important to include, if you haven't worked with coordinates previously.

## Create an Artist Profile

If an Artist is not already listed as an option to assign to artwork that you are uploading, either use the Add an Artist link seen when hovering the Members link in the menu, navigate to the members dashboard and follow the Add an Artist link there, or use the Add a new Artist quicklink in the toolbar at the top of the site.



This will take you to the Add an Artist form that the member centre can fill out.

A screenshot of the 'ADD AN ARTIST' form. The form has a title 'ADD AN ARTIST' and several input fields. The first row contains two text boxes: 'Keenan' and 'Parker'. The second row contains an email address 'developer@ngny.com.au'. Below this is a 'Profile picture' section with a 'Choose File' button and the text 'No file chosen'. Underneath, it says 'Accepted file types: jpg, gif, png, Max. file size: 8 MB.' The form continues with a text box for 'NGNY', a dropdown menu for 'Country', and a text area for 'Bio'.

### First Name & Last Name

**Email:** this will only be available on the backend for the member's centre

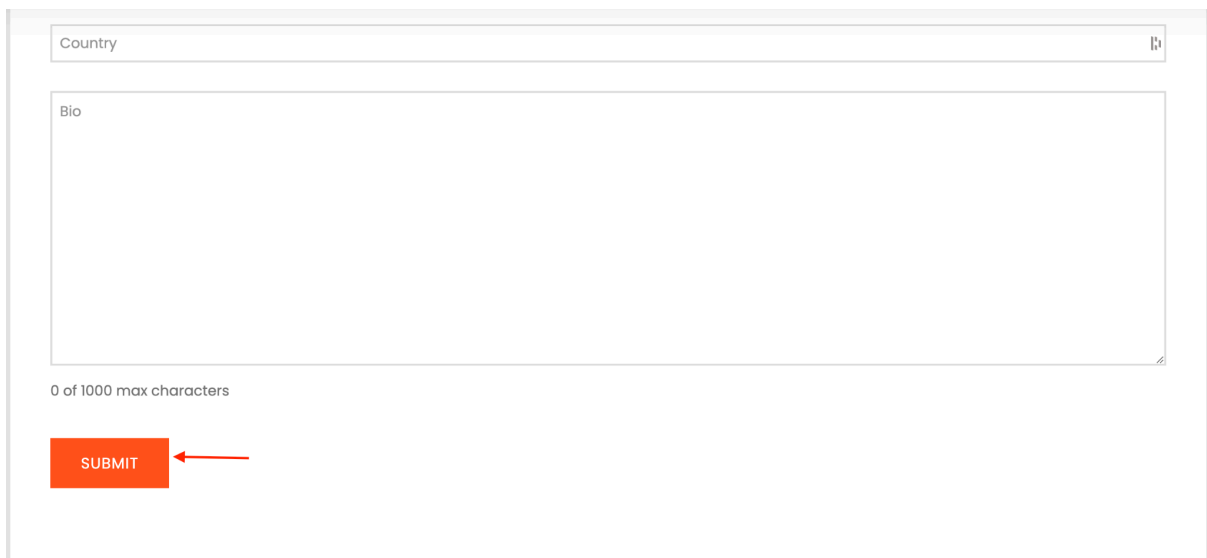
**Profile picture:** image of the artist.

**Display name:** If an artist has a handle, otherwise it will take the default of the artist's name.

**Country:** The language group and country the artist is from.

**Bio & Artist Profile:** These will then become available in the artist directory.

After the fields are filled in, hit Submit and then it will add the artist directory as well as the list of artists that can be assigned to an artwork.



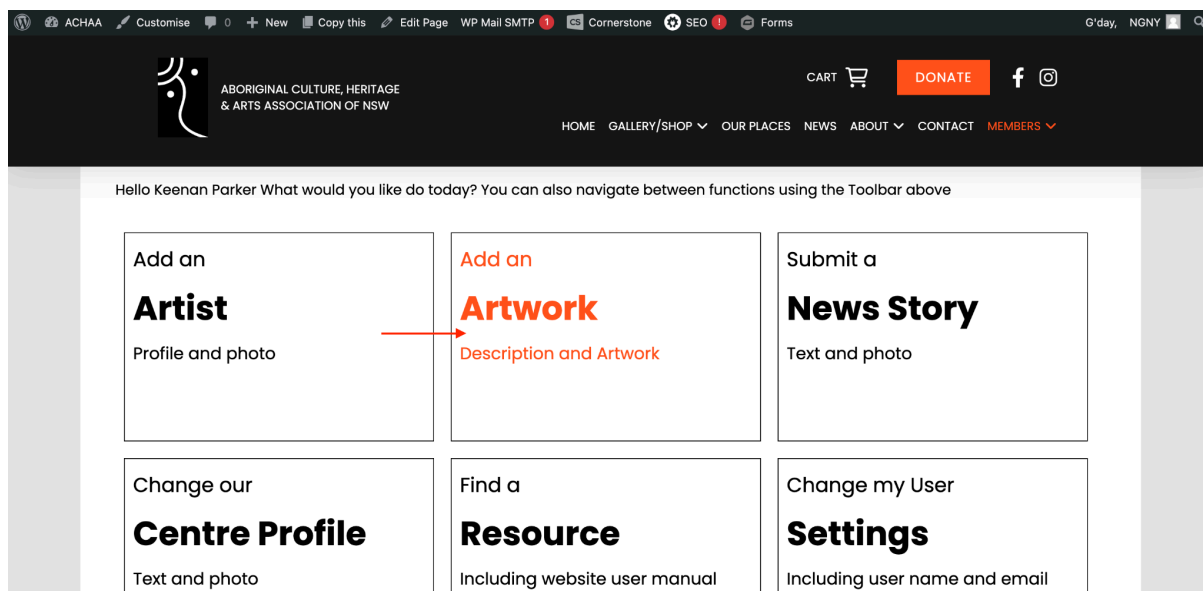
The image shows a screenshot of a web form. At the top, there is a text input field labeled "Country". Below it is a large text area labeled "Bio". Underneath the "Bio" field, it says "0 of 1000 max characters". At the bottom left of the form, there is an orange button labeled "SUBMIT". A red arrow points to the "SUBMIT" button.

Artists with no available artworks for sale, will still be available in the directory.



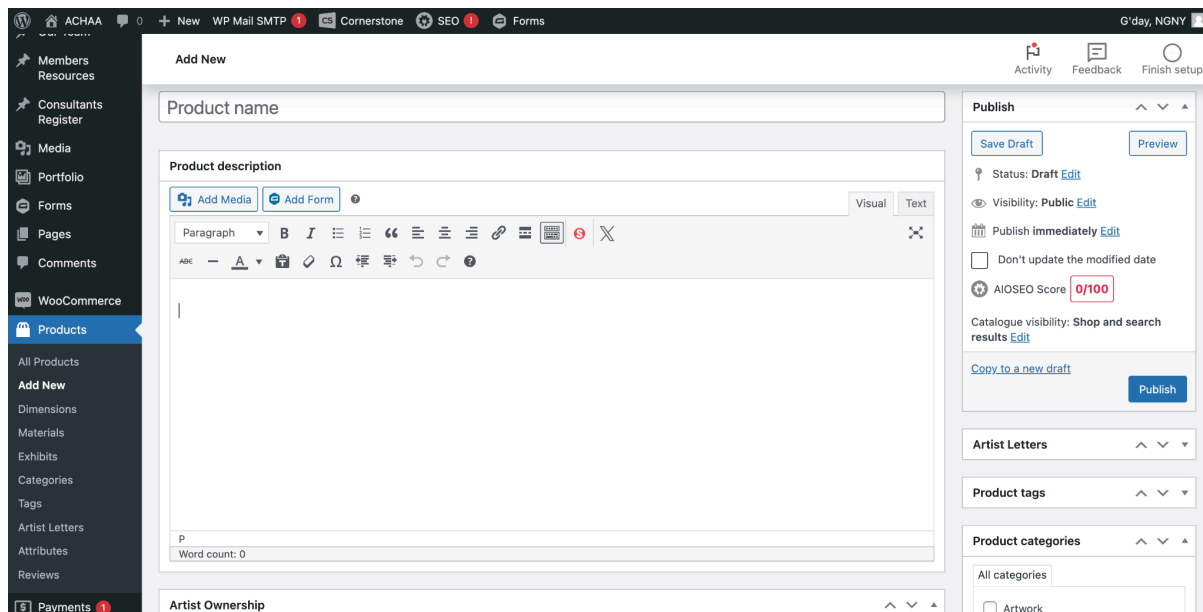
# Uploading a Product/Artwork

To upload a product to sell on the website, either navigate to the members dashboard as instructed above and click “Add an Artwork” there, or click the “Add an Artwork” quicklink in the toolbar at the top of the site.



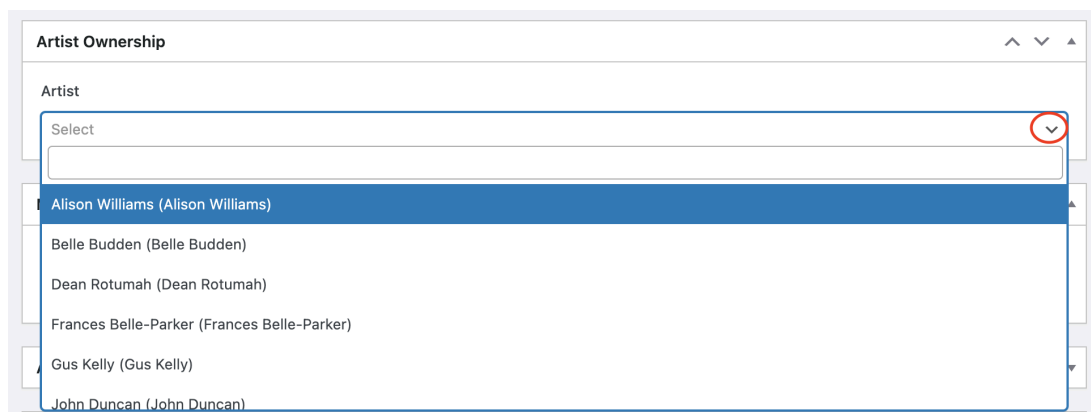
This will take you to the area of the admin dashboard used to add a new product/artwork. Please find below a list of some of the key fields to take note of when uploading a new product.

## Product Name



## Artist

From the dropdowns, select the artist this work belongs to. You will see a dropdown of added artists that can be assigned, and you can type into the top of this dropdown to search for an artist by their name.



The screenshot shows a dropdown menu titled "Artist Ownership". The menu is open, displaying a list of artists. The top of the menu has a search bar with the text "Select" and a red circle around the dropdown arrow. The list of artists includes: Alison Williams (Alison Williams), Belle Budden (Belle Budden), Dean Rotumah (Dean Rotumah), Frances Belle-Parker (Frances Belle-Parker), Gus Kelly (Gus Kelly), and John Duncan (John Duncan).

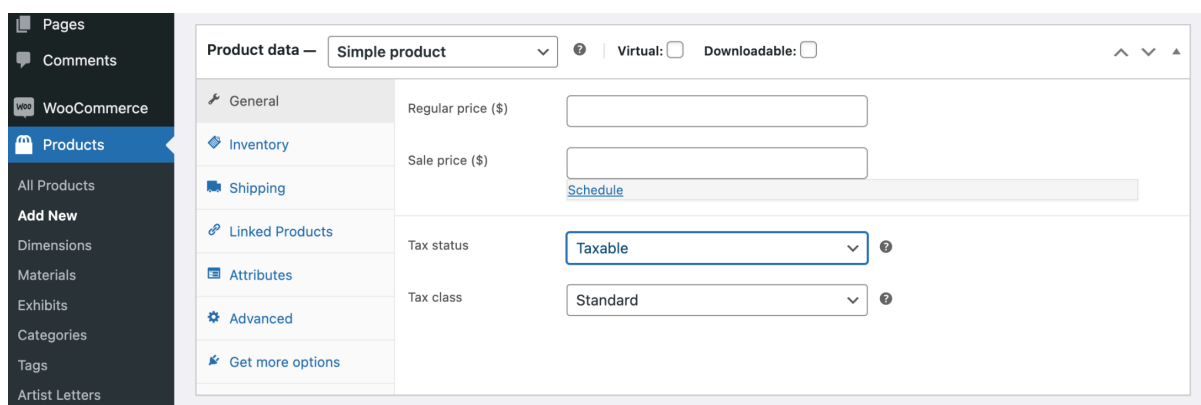
**Ensure you have assigned an artwork to an artist.**

## Product Data:

General >

This contains **“Regular price”**, which is the standard price of the product, and an optional **“Sale price”** for merchandise that can be set to apply to the product at a particular time. These prices should be entered exclusive of GST.

If you will not be applying GST to your sale, please change the **“Tax class”** to “Zero rate”



The screenshot shows the WooCommerce Product Data form. The form is titled "Product data" and has a dropdown menu set to "Simple product". There are checkboxes for "Virtual" and "Downloadable". The form is divided into several sections: General, Inventory, Shipping, Linked Products, Attributes, and Advanced. The "General" section includes fields for "Regular price (\$)" and "Sale price (\$)". The "Inventory" section includes a "Schedule" link. The "Linked Products" section includes a "Tax status" dropdown menu set to "Taxable" and a "Tax class" dropdown menu set to "Standard".

**Inventory** >

These fields should be used to manage the stock of any products you add to the site. **“Manage stock?”** should be checked, **“Stock quantity”** should be set to the limit on how many of this product you would like to sell on the store currently (1 for artwork, with the potential of more for merchandise), **“Allow back-orders”** can be allowed for merchandise if you would like people to be able to pre-order new stock of the product when the quantity has run out for merchandise, and **“Sold individually”** should be checked if you would like to only allow users to purchase a single stock of the product at a time.

The screenshot shows the 'Inventory' tab selected in the product edit interface. The 'Stock management' section includes a checked checkbox for 'Track stock quantity for this product'. Under 'Stock status', 'In stock' is selected. In the 'Sold individually' section, 'Limit purchases to 1 item per order' is checked. A tooltip points to this checkbox with the text: 'Check to let customers to purchase only 1 item in a single order. This is particularly useful for items that have limited quantity, for example art or handmade goods.'

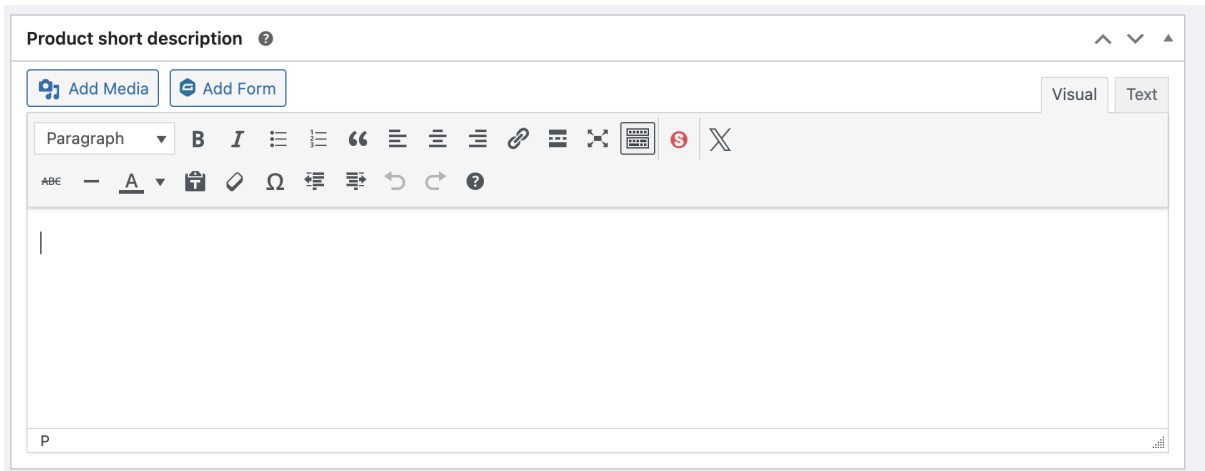
**Shipping** >

**Weight** and **Dimensions** should be filled out when possible, and are important to determine how items are shipped if shipping is ever calculated on the site for things like overseas shipments.

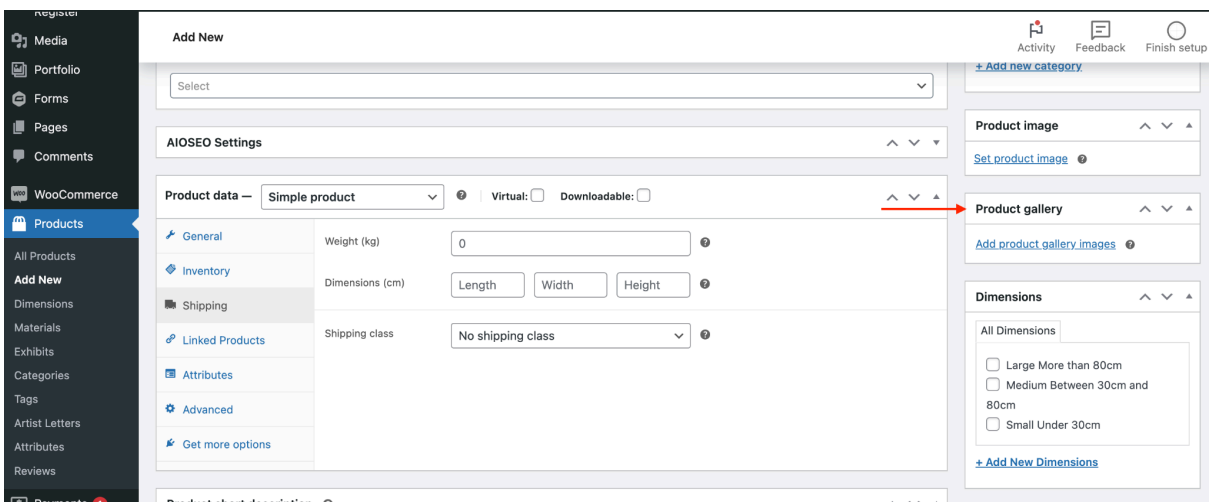
The screenshot shows the 'Shipping' tab selected in the product edit interface. The 'Weight (kg)' field contains the value '0'. The 'Dimensions (cm)' section has three input fields for 'Length', 'Width', and 'Height'. The 'Shipping class' dropdown menu is set to 'No shipping class'.

## Product Short Description

Fill this in with information about the product and/or relevant notes about the artist, to be displayed when a user views the full details of the product.

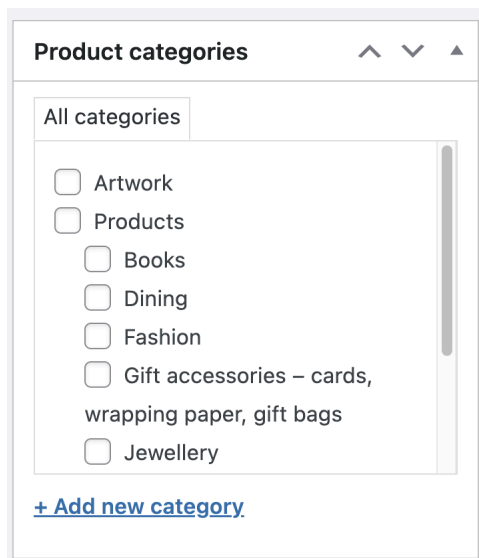


## Product Images - Sidebar



### Product Categories – Sidebar

This should be used to set the product as either an Artwork or Merchandise, and if it is a Merchandise product a sub-category can be chosen for the specific type of merchandise.



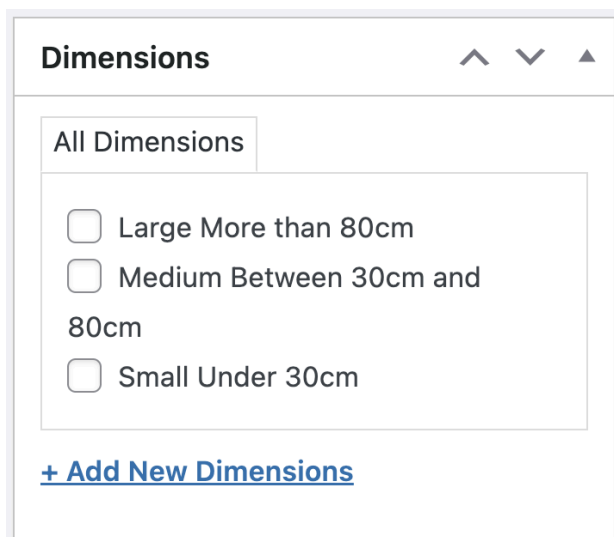
The screenshot shows a sidebar titled "Product categories" with a close button (X) and a scroll indicator. Below the title is a tab labeled "All categories". The sidebar contains a list of categories, each with an unchecked checkbox:

- Artwork
- Products
  - Books
  - Dining
  - Fashion
  - Gift accessories – cards, wrapping paper, gift bags
  - Jewellery

At the bottom of the sidebar is a blue link: [+ Add new category](#).

### Dimensions – Sidebar

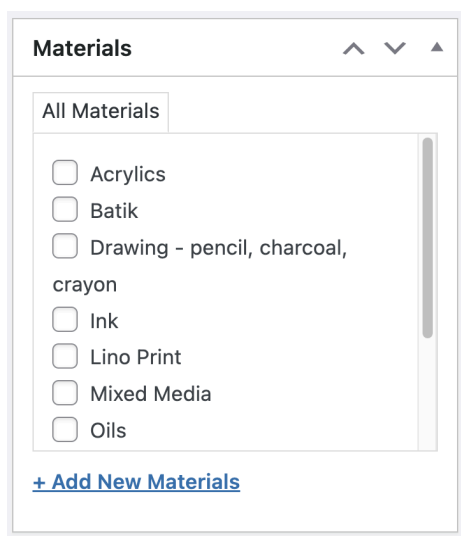
Please note, an option should be chosen here based on where the largest of the three dimensions given for the product falls into the listed ranges. This is used for filtering purposes within the store for customers.



The screenshot shows a sidebar titled "Dimensions" with a close button (X) and a scroll indicator. Below the title is a tab labeled "All Dimensions". The sidebar contains a list of dimension ranges, each with an unchecked checkbox:

- Large More than 80cm
- Medium Between 30cm and 80cm
- Small Under 30cm

At the bottom of the sidebar is a blue link: [+ Add New Dimensions](#).

**Materials - Sidebar**


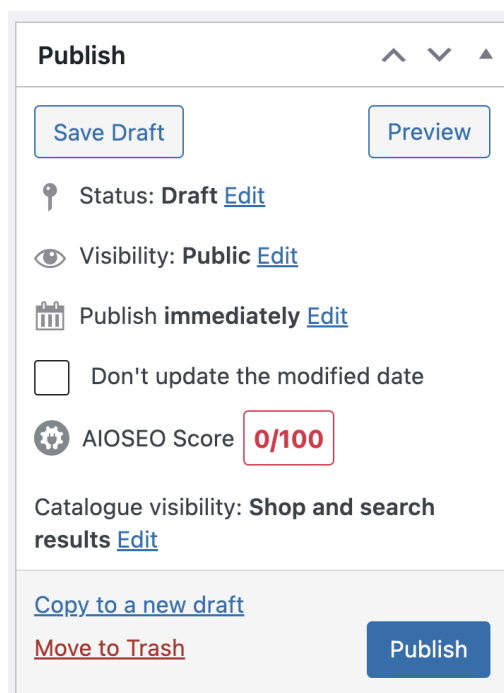
**Materials** ^ v ▲

All Materials

- Acrylics
- Batik
- Drawing - pencil, charcoal, crayon
- Ink
- Lino Print
- Mixed Media
- Oils

[+ Add New Materials](#)

After filling in all the above information, scroll back to the top



**Publish** ^ v ▲

[Save Draft](#) [Preview](#)

🔑 Status: **Draft** [Edit](#)

👁️ Visibility: **Public** [Edit](#)

📅 Publish **immediately** [Edit](#)

Don't update the modified date

⚙️ AIOSEO Score **0/100**

Catalogue visibility: **Shop and search results** [Edit](#)

[Copy to a new draft](#)

[Move to Trash](#) [Publish](#)

**Save Draft:** Option can be if the item needs to be reviewed.

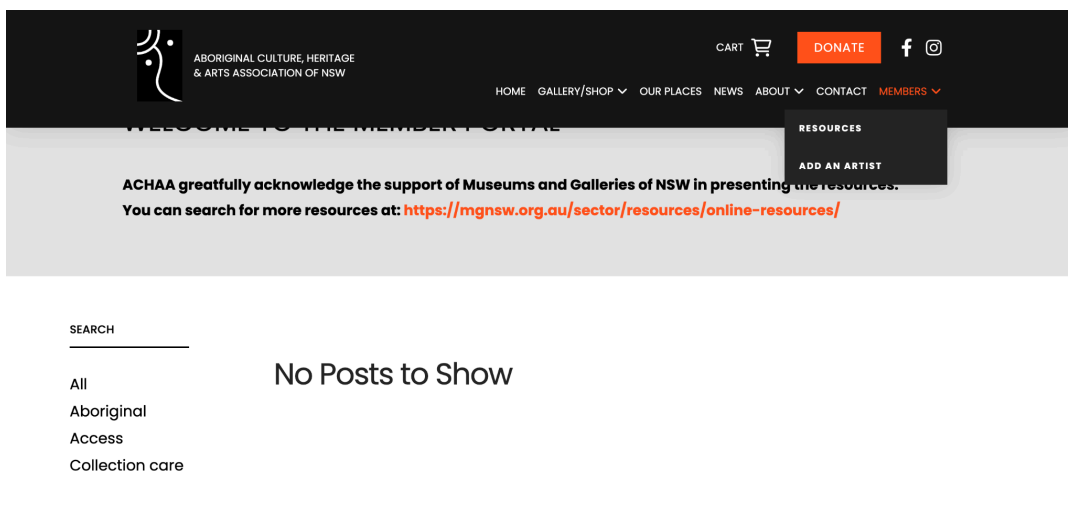
**Publish:** This will save and then push it out to the public; if this item is already set to public, then all the changes will be saved over the top.

**Schedule:** This can set a time for an item to be published at the date and time specified.

Hit the blue button to save the changes.

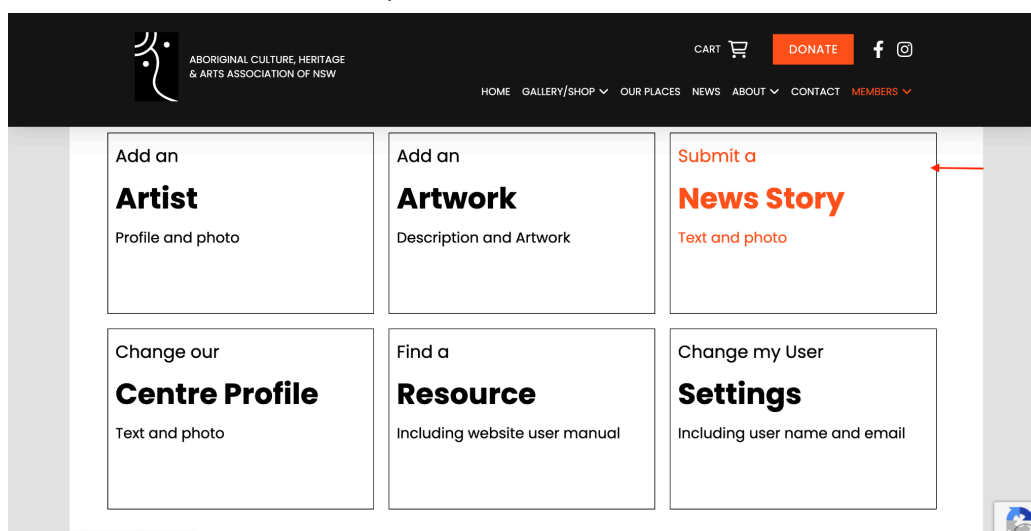
## Finding members resources

We have a portal that will hold any resources that we would like to be readily available to our members, such as this reference guide. To find this library, either use the Resources link seen when hovering the Members link in the menu, navigate to the members dashboard and follow the Find a Resource link there, or use the Find a Resource quicklink in the toolbar at the top of the site.

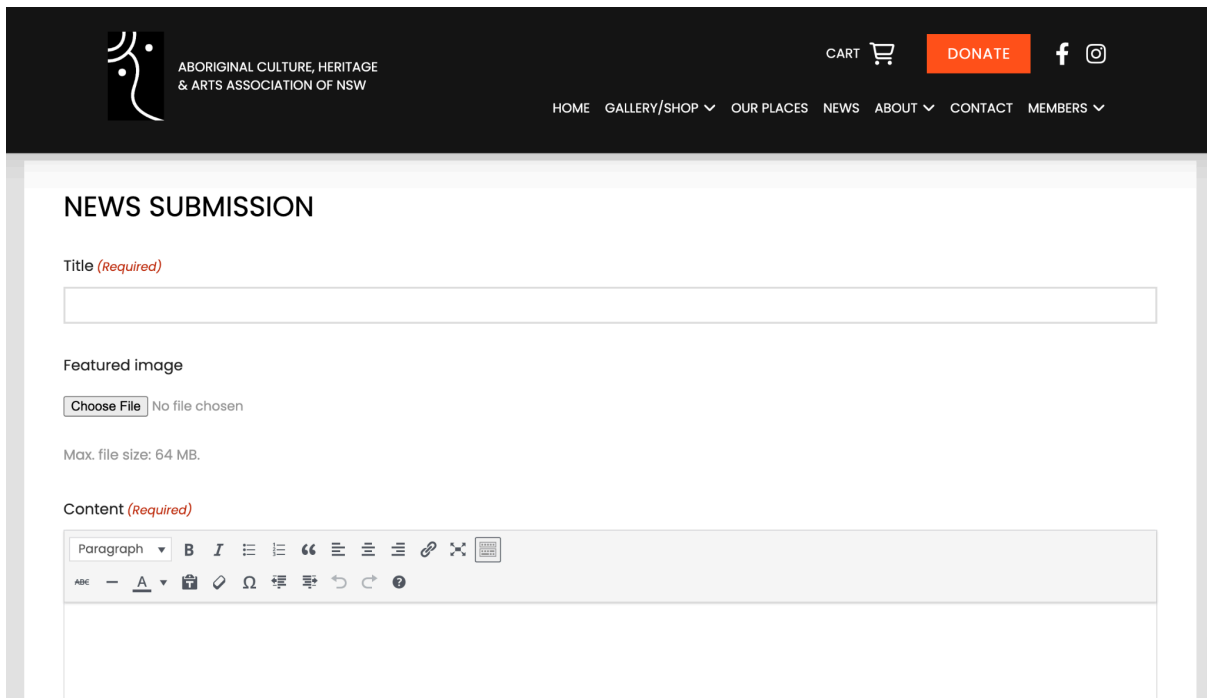


## Submitting a news story

If you would like to submit a news article that you have written to be displayed on our News feed, start by either navigating to the members dashboard and following the Submit a News Story link there, or use the Submit a News Story quicklink in the toolbar at the top of the site.



This will take you to a form used to submit the relevant information for your article.



The screenshot shows the top navigation bar of the website with the logo and name 'ABORIGINAL CULTURE, HERITAGE & ARTS ASSOCIATION OF NSW'. It includes links for 'HOME', 'GALLERY/SHOP', 'OUR PLACES', 'NEWS', 'ABOUT', 'CONTACT', and 'MEMBERS'. There are also icons for 'CART', 'DONATE', 'Facebook', and 'Instagram'. The main content area is titled 'NEWS SUBMISSION' and contains a 'Title (Required)' text input field. Below it is a 'Featured image' section with a 'Choose File' button and the text 'No file chosen'. A note indicates 'Max. file size: 64 MB.'. The 'Content (Required)' section features a rich text editor with a toolbar containing options for paragraph style, bold, italic, list, quote, link, unlink, and table. The editor is currently empty.

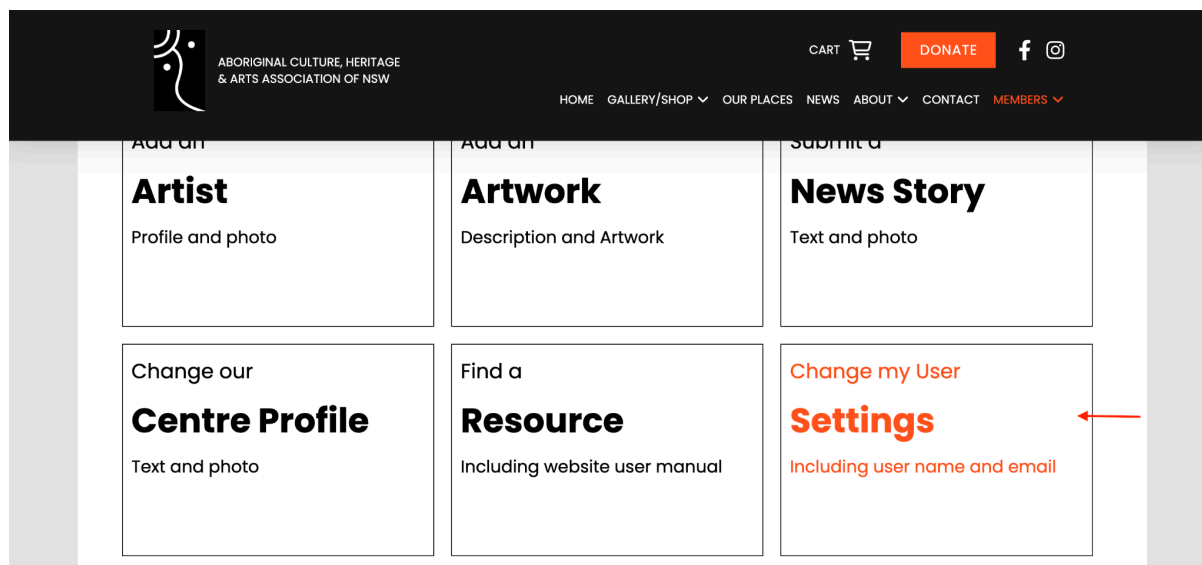
Once you have filled out the available fields, press the Submit button. This will create a draft version of your story to be reviewed and published by an ACHAA administrator.



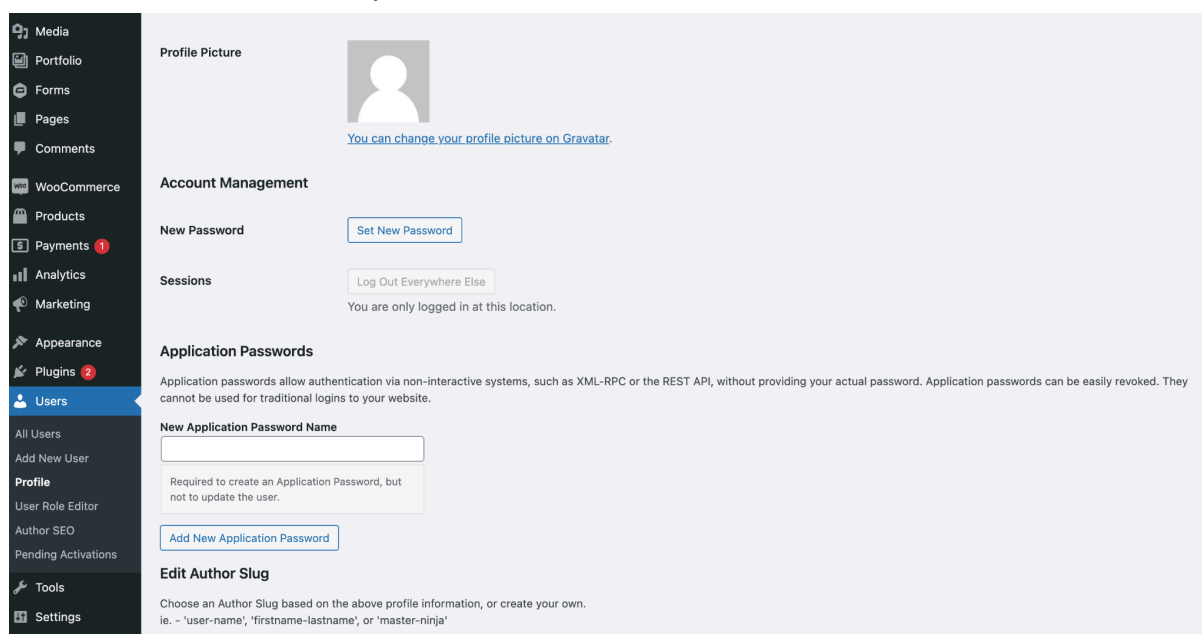


## Updating my user settings

If you would like to update key information related to your account, such as your centres primary contact name, primary contact email, or set a new password, start by either navigating to the members dashboard and following the Change my User Settings link there, or use the Change my User Settings quicklink in the toolbar at the top of the site.



From here you will be presented with a form within the website backend, where this information can be updated as needed.



Once you have entered your new information, scroll down to the bottom of the form and click the Update Profile button to apply your changes.

The screenshot shows the WordPress user profile update interface. On the left is a dark sidebar with a menu. The 'Users' menu item is highlighted in blue. The main content area contains a form with the following fields:

- Last name:
- Company:
- Address line 1:
- Address line 2:
- City:
- Postcode / ZIP:
- Country/Region:
- State / County:
- Phone:

At the bottom of the form is a blue button labeled "Update Profile" with a red arrow pointing to it from the left. Below the form, there is a footer that reads "Thank you for creating with [WordPress](#)." and "Version 6.5.2" in the bottom right corner.