Signing In to the Content Manager

The **Content Manager** is where staff update the parts of the website they're responsible for. It runs in your web browser, so there's nothing to install. It has two parts:

- The **Staff workspace** at `https://www.fortadams.org/admin/` is a start page with one card per task and built-in help. You don't need to sign in to view it.
- The **editor** at `https://www.fortadams.org/admin/edit/` is where you make and publish changes. You sign in here.

Before your first sign-in

You need:

1. **A GitHub account.** Create one for free at github.com if you don't have one. Use your work email.
2. **Access to the website repository.** Ask the website administrator to add your GitHub username as a collaborator with write access on `pmgasset/fortadamswebsite`. GitHub will email you an invitation, which you must **accept** before you can sign in.

> The Content Manager uses GitHub to sign in because GitHub is where the website's content is stored. Every change you save is recorded under your name, which makes it easy to see who changed what and to undo mistakes.

Signing in

1. Go to the Staff workspace at **`https://www.fortadams.org/admin/`**.
2. Click the card for what you want to do. The six tasks are: *Add or update an event*, *Update the alert banner*, *Update staff & board*, *Recognize our sponsors*, *Change a booking link*, and *Manage event categories*. To see every editing area, use **Open all editing areas** at the bottom of the page.
3. The editor opens and shows "Opening your editor" while it loads. Then click **Login with GitHub**.

4. A GitHub window opens. Allow pop-ups if your browser asks, sign in if asked, and click **Authorize** the first time.
5. The editor opens directly on the task you picked.

> The Staff workspace also has a **Help when you need it** section with short answers on sign-in, saving events for later, event times, photos, and missing changes. It's a quick reminder of the fuller instructions in this book.

What you'll see in the editor

The editor's left-hand menu has four collections:

Collection	Contains	Guide page
Special Events	*Add or update events*, *Event Categories*	Managing Special Events; Managing Event Categories
Alerts & Booking	*Update the announcement banner*, *Update tour booking links*	Site Alert Banner; Tour Booking Links
Staff & Board	*Update staff & board*, which holds both lists	Staff and Board Directory
Sponsors & Partners	*Update sponsor recognition*	Corporate Sponsors

Click a collection, then click the item inside it to open its form. Each item includes a short description of what it controls, and most fields have a hint underneath.

> The Content Manager doesn't show a preview of the website design. To see how a change looks, open the live page a few minutes after publishing.

> **One editor at a time.** Each item saves the *whole* list when you publish. For example, publishing the events list saves every event, not just the one you changed. If two people edit the same item at once, the last to publish can overwrite the other's changes. Let colleagues know before editing a shared list.

Signing out

Click your profile picture in the top-right corner of the Content Manager and choose **Log Out**. Always sign out on shared computers.

If sign-in doesn't work

See *Admin Troubleshooting → I can't sign in*.

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