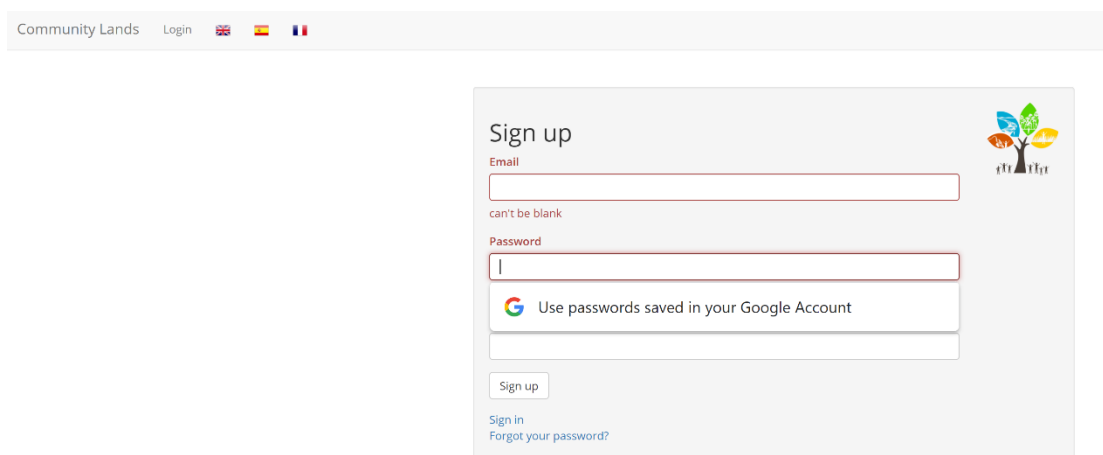


Community lands website manager tutorial

A step by step guide for beginners

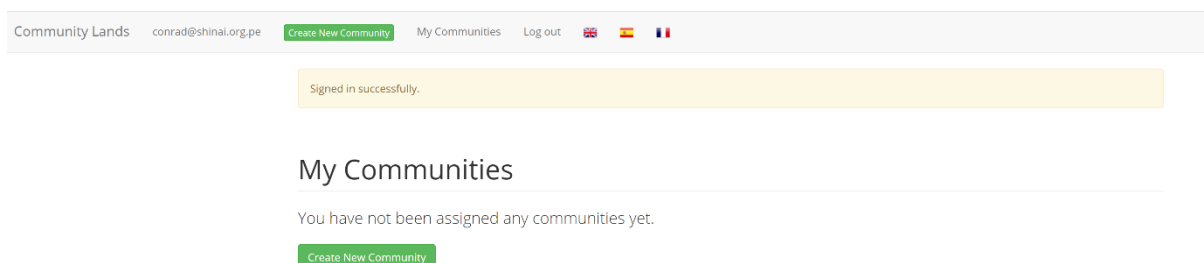
1. Register for community lands at www.communitylands.org

Visit http://www.communitylands.org/en/users/sign_up and sign up



The screenshot shows the 'Sign up' page of the Community Lands website. At the top, there is a navigation bar with 'Community Lands', 'Login', and flags for the UK, Spain, and France. The main content area is a light gray box titled 'Sign up' with a tree icon. It contains an 'Email' input field with a red border and a red error message 'can't be blank'. Below it is a 'Password' input field with a red border. A Google logo and the text 'Use passwords saved in your Google Account' are present. At the bottom of the form is a 'Sign up' button. Below the button are links for 'Sign in' and 'Forgot your password?'.

2. When you login you will be taken to a list of your communities – a user can set up as many communities as you like. A community refers to a single bucket of information, it could be data from a single house, village, town, country or even the world.



The screenshot shows the 'My Communities' page of the Community Lands website. At the top, there is a navigation bar with 'Community Lands', 'conrad@shinai.org.pe', 'Create New Community', 'My Communities', 'Log out', and flags for the UK, Spain, and France. Below the navigation bar is a yellow message box that says 'Signed in successfully.'. The main content area is titled 'My Communities' and contains the text 'You have not been assigned any communities yet.' Below this text is a green button labeled 'Create New Community'.

3. Click the create new community button and choose a name for your community; this will be automatically converted into the name that will appear in your website URL ie www.communitylands.org/test you can choose to change this if you want at any point.

New Community

Name

Uri

[Create Community](#)

- Once you have named your community, it will appear in the following way. The tabs for 'maps' and 'tile layers' are only for those users using our 'monitoring station' software. For the purposes of the website manager tool you will only need to refer to the tabs 'data synchronisation' and 'auth tokens'. These will be explained later. Once you have created a website, an additional button will appear on this page allowing you to publish a website or any changes you have made to it.

Community successfully created

Model

[Edit](#)

[Maps](#) [Data Synchronization Logs](#) [Auth Tokens](#) [Tile Layers](#)

View of the data shared from various agents.

No maps have been uploaded yet.

[← My Communities](#)

- To create your new website you will now need to download the website manager software. To do this you need to visit the following URL and select the latest version of the tool for downloading. <http://www.communitylands.org/en/download>

Community Lands conrad@shinai.org.pe [Create New Community](#) [My Communities](#) [Log out](#) [GB](#) [ES](#) [FR](#)

Windows Mac

Latest Build:

Monitoring Station / 16 Feb 2018
[Download 86.76 MB](#)

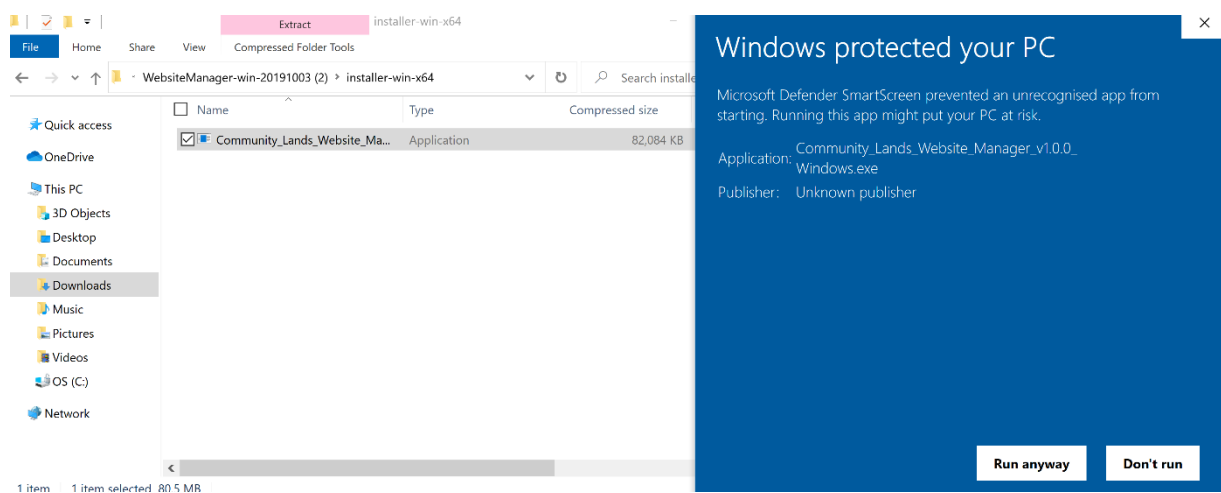
Website Manager / 03 Oct 2019
[Download 80.16 MB](#)

All Available

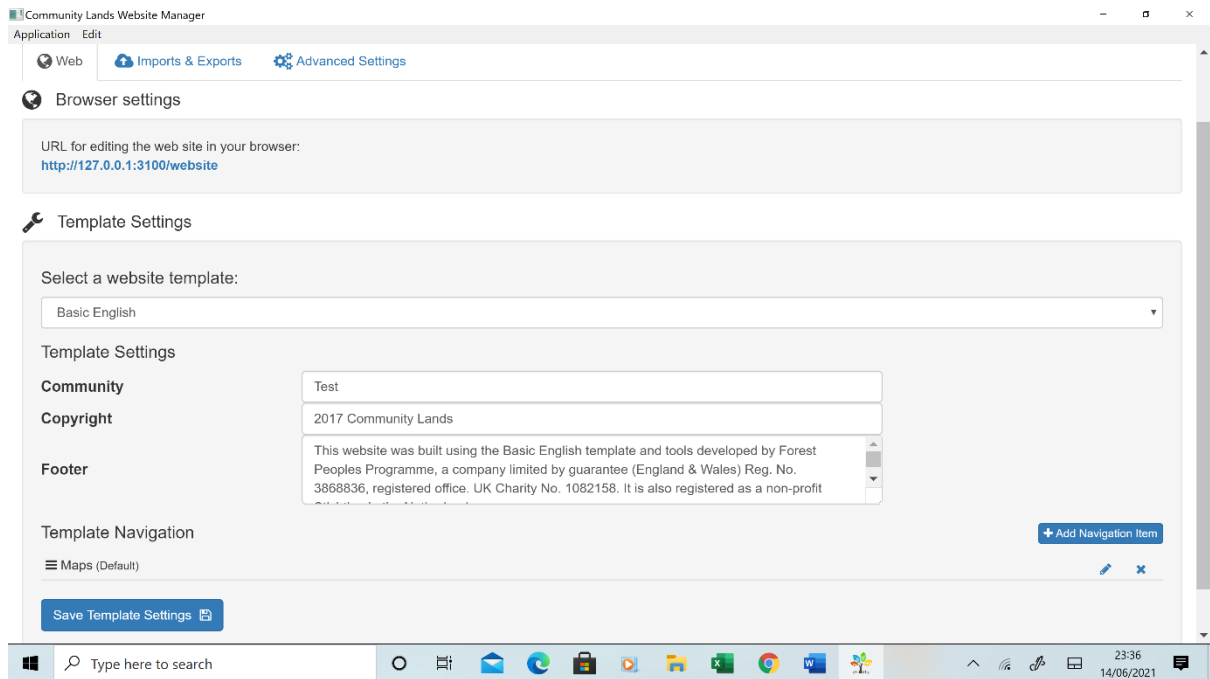
Filter: [Monitoring Station](#) [Website Manager](#)

	Build Date	Size
Website Manager	03 October 2019, 7:25 pm	80.16 MB
Website Manager	27 September 2019, 4:13 pm	78.53 MB
Website Manager	26 September 2019, 6:47 pm	79.09 MB
Monitoring Station	16 February 2018, 6:19 pm	86.76 MB
Website Manager Beta	18 January 2018, 2:49 pm	87.00 MB
Monitoring Station	13 January 2018, 12:15 am	86.74 MB
Monitoring Station Beta	04 January 2018, 4:32 pm	99.64 MB

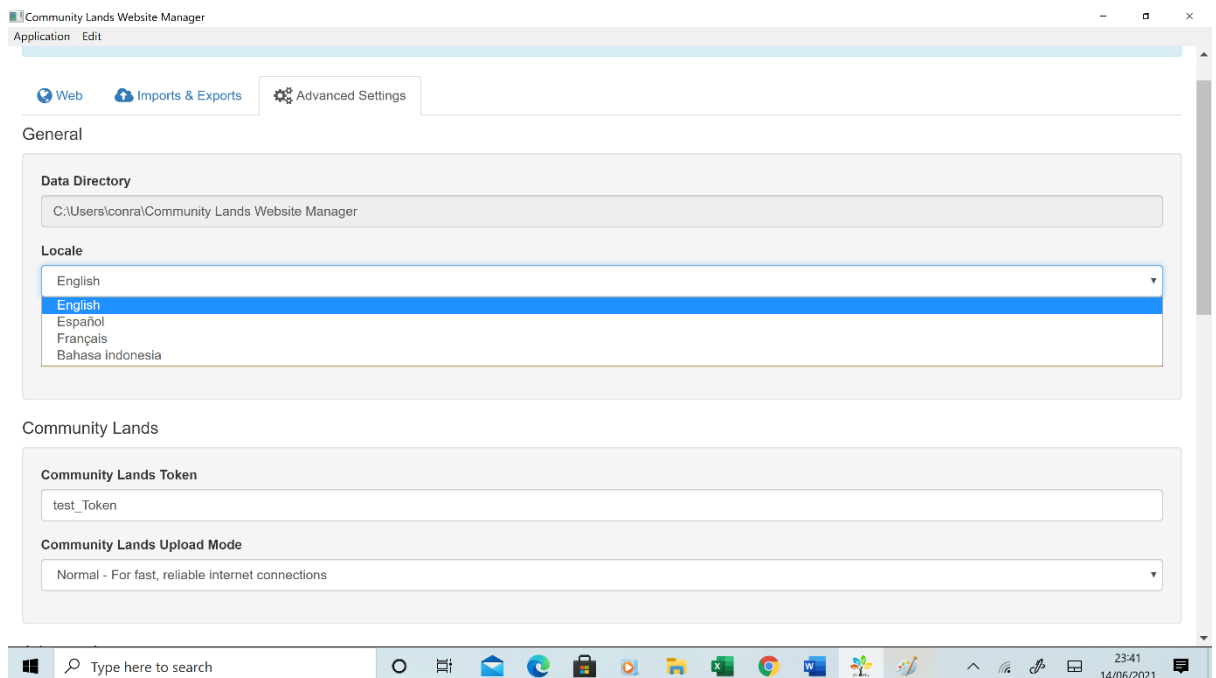
- Once you have selected your download it will be downloaded as a zip file which you can double click to open. You may get a security message when you try to open it asking if you want to override . Click 'run anyway' and your software should open.



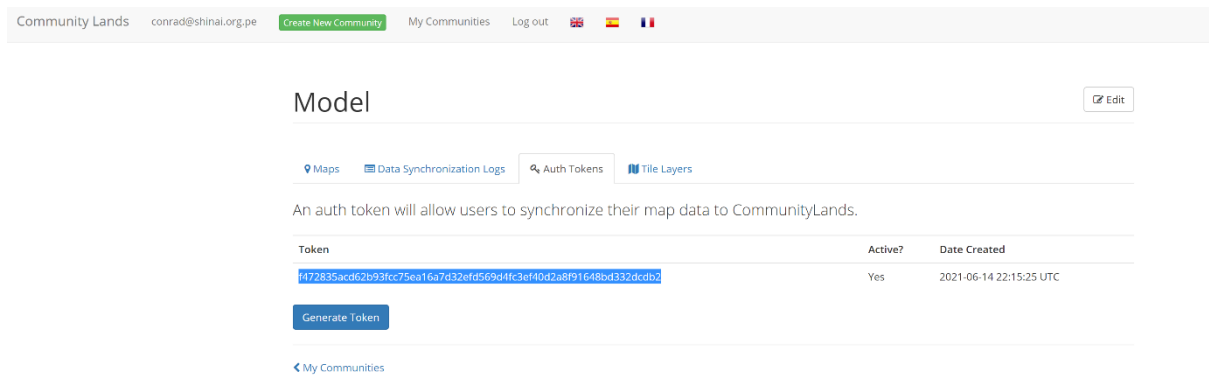
- You will now see a settings page where you can name your website and choose the number and type of pages that it holds as well as allowing you to input an authentication token that associates this website with the community you created on the community lands platform.



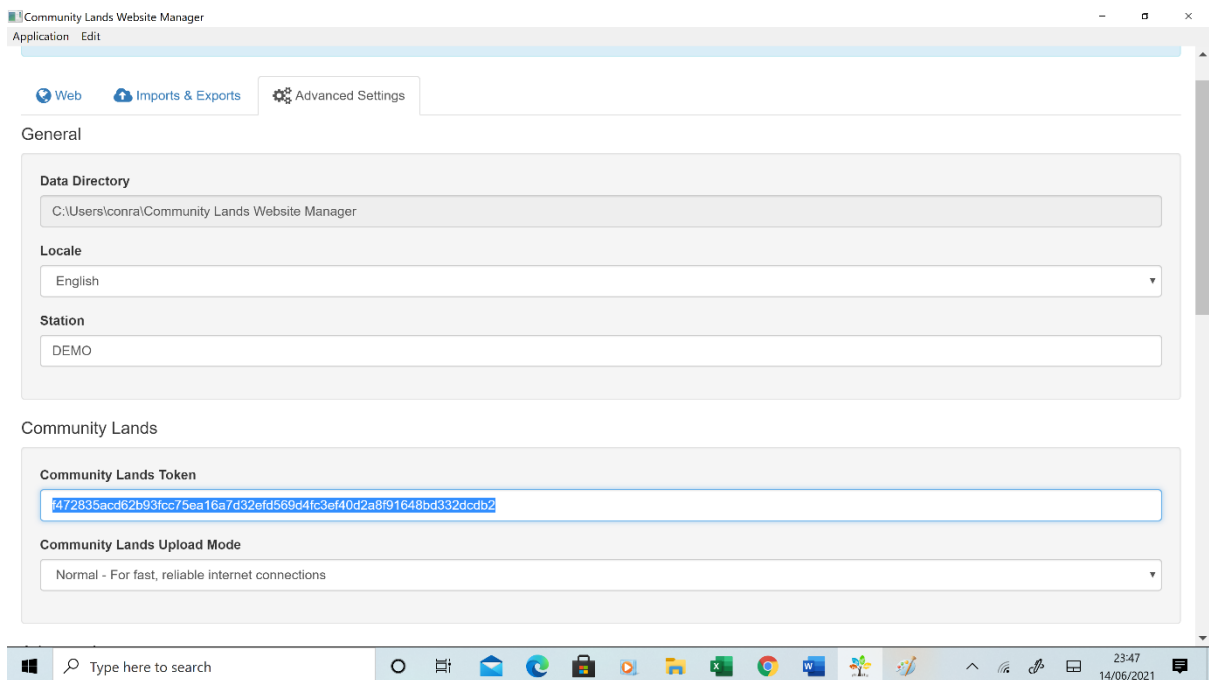
8. The first thing to do is to input your preferred language and authentication token under the 'Advanced Settings' tab



9. Input your authentication token by copying and pasting the token automatically generated on the page you generated on the community lands platform for your new community. This tells website manager to associate your website with any data you add or change to your community page and means that only you or anyone else with the authentication token can make edits.



10. Paste the authentication token into the relevant field under 'advanced settings'.



11. Once you have made these changes or any other changes to your settings you always need to hit the 'update settings' button at the bottom of the page.

Community Lands Port

80

Community Lands Host

www.communitylands.org

Port

3100

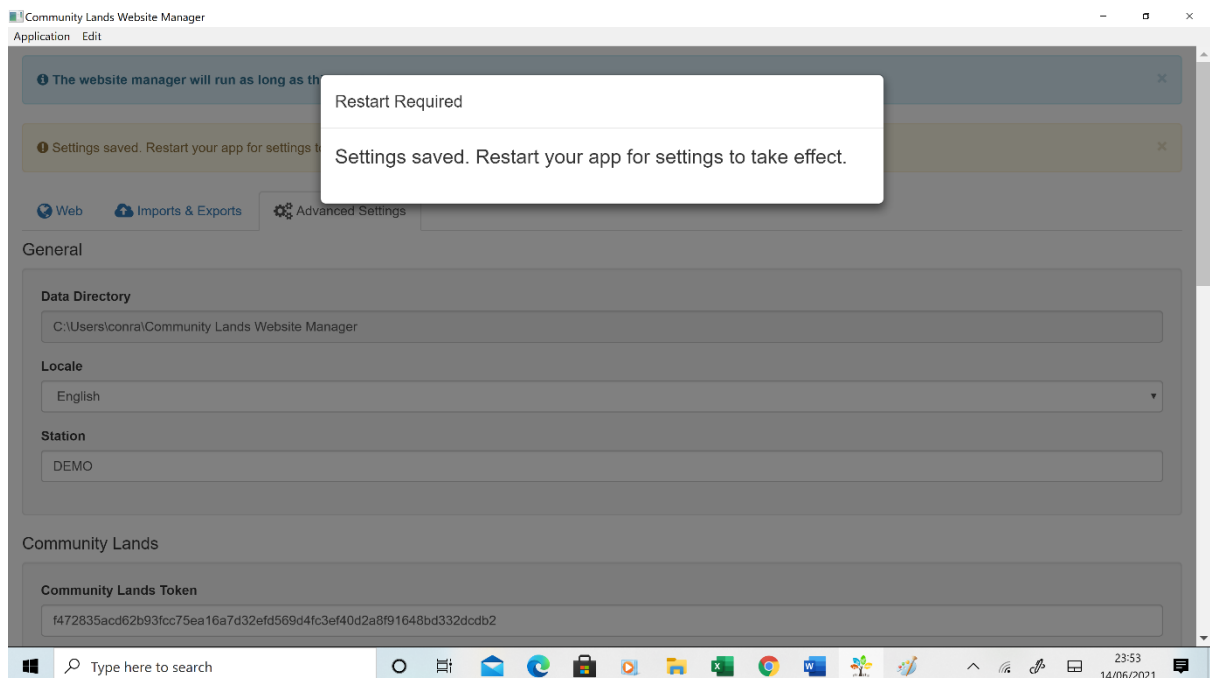
Update Settings 

Workspace

This is where your data lives. You can create more workspaces if you have additional data you wish to

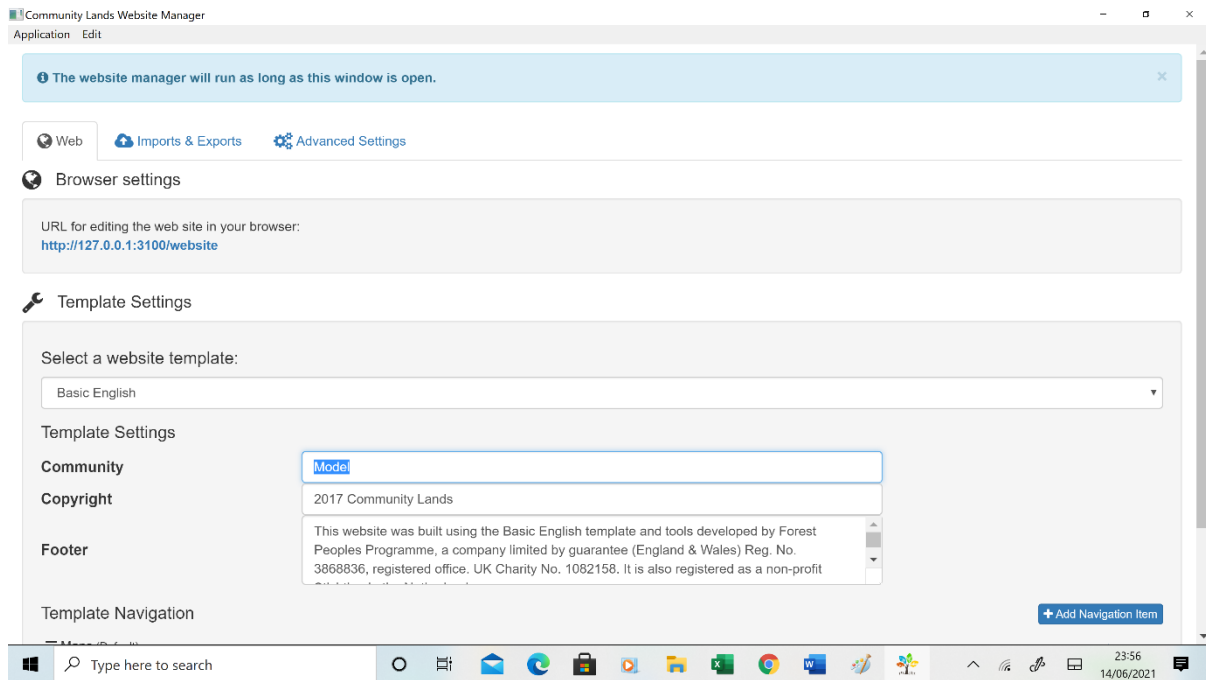
Name	Directory
------	-----------

- Once you hit the button you need to open the application again for the changes to take effect.

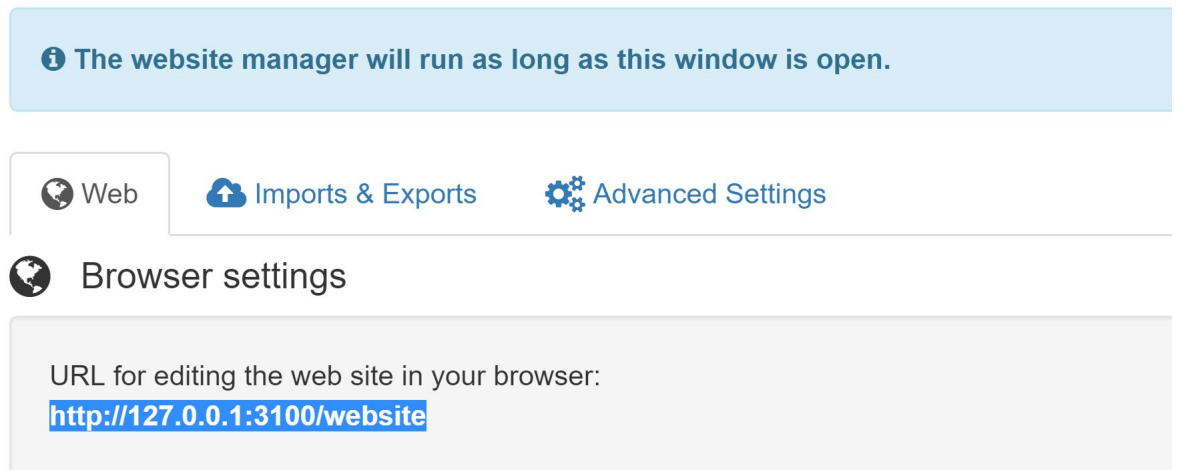


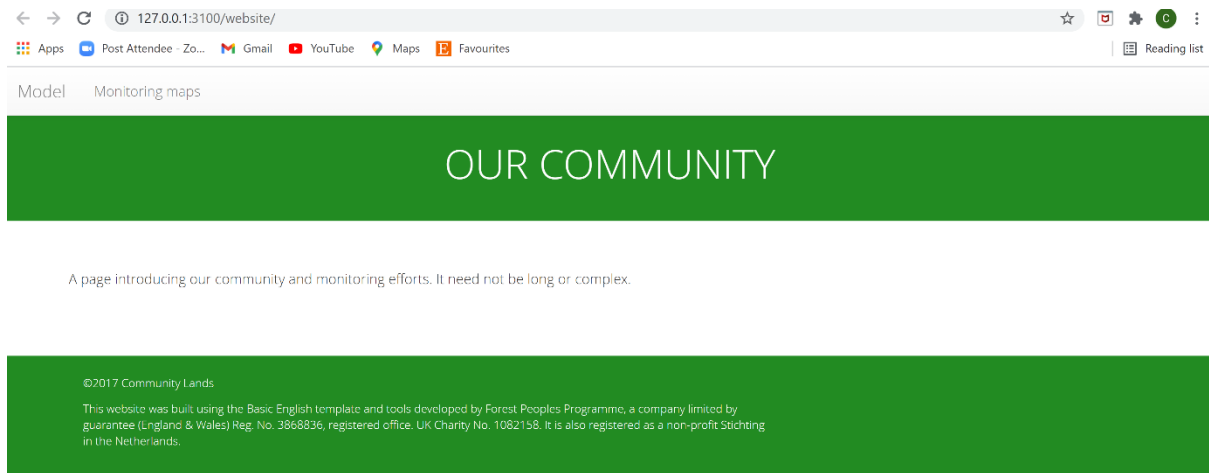
- Now return to the 'web' tab on the settings page and change the name of your community. This name will be used to name the landing page on your website. The text under copyright

and footer can also be changed if you want to associate it with your own organisation. Again, don't forget to hit 'save template settings' once you have made any changes.

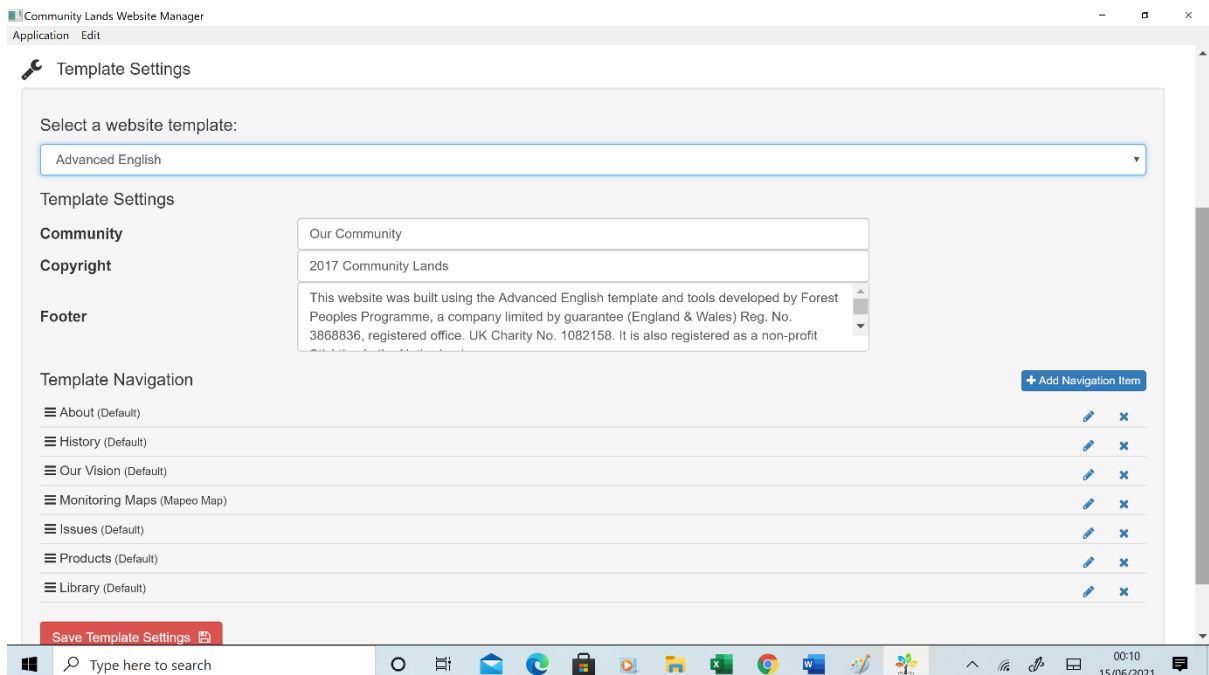


14. Once you have saved your settings click the ***url for editing the website in your browser*** to see how the website appears.

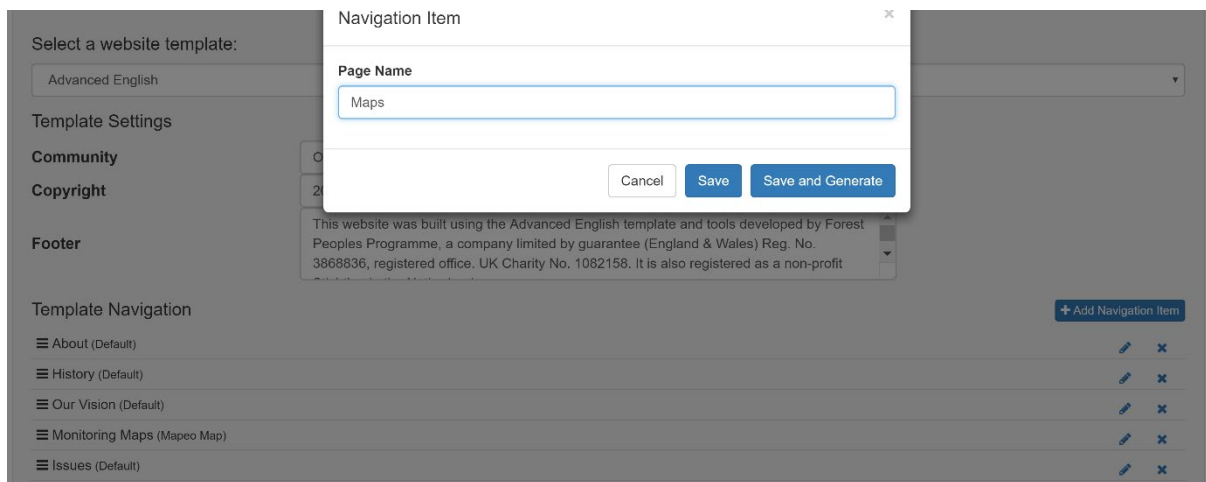




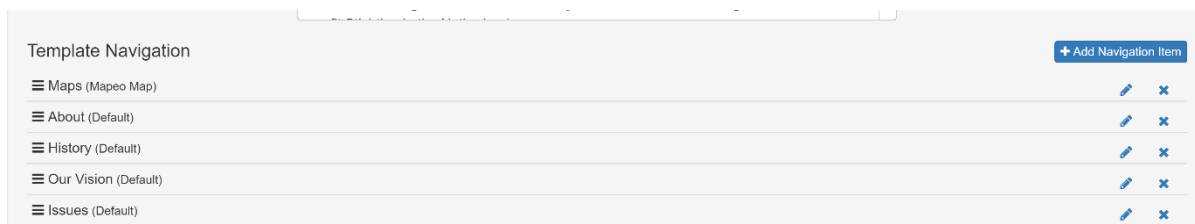
15. This website was created with just two pages, your landing page and a dedicated page for the maps that you will generate with the Mapeo desktop app or another application. A user can create more content pages by clicking the button 'add navigation item' under 'template Settings'. The example shown below is a set of 8 pages which were used by one of our partner communities and is available by selecting 'advanced english' under template settings. You can then delete or edit these pages individually. The 'advanced English' page also comes with some example photos and text which can give the first time user a ready to go example.



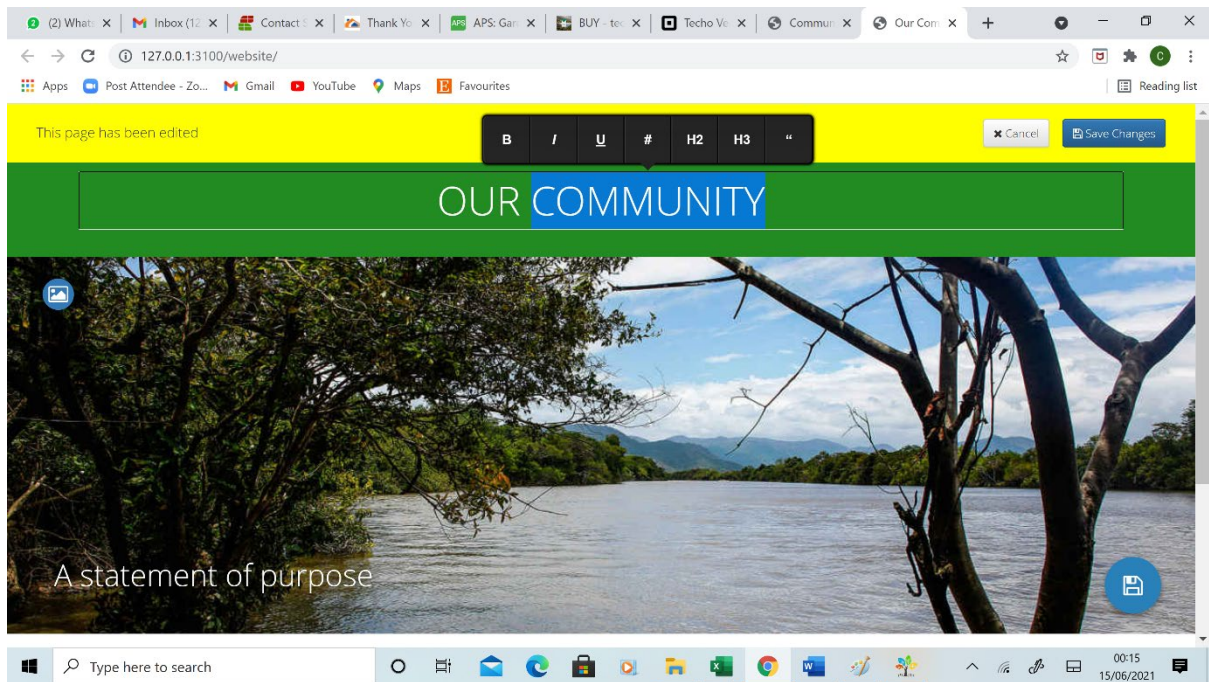
16. For example in the following screenshot I have changed the name of the page 'monitoring maps' to 'maps'.



17. You can also change the order in which the pages appear on your webpage by dragging the pages under template navigation. In the following example I have moved 'maps' to be the first page.

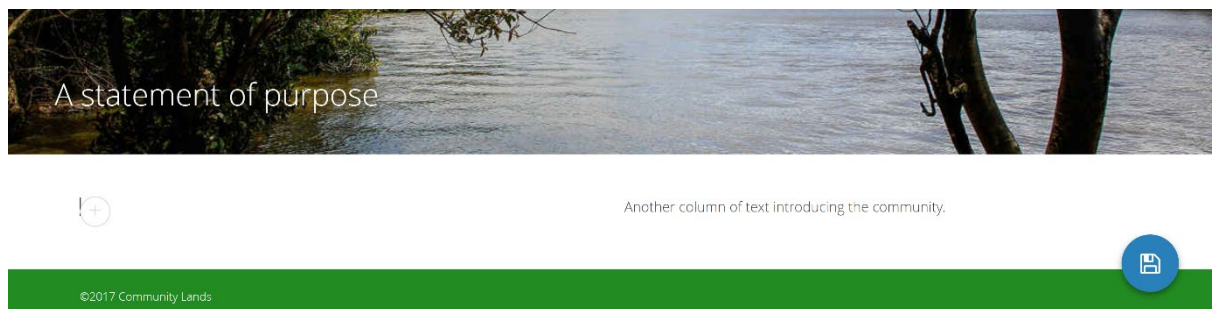


18. You are now ready to edit your website. Edits are made in line and you can see the options by hovering over the text or photo you wish to change. You can add, delete and edit text, photos and links to documents less than 1mb in size.



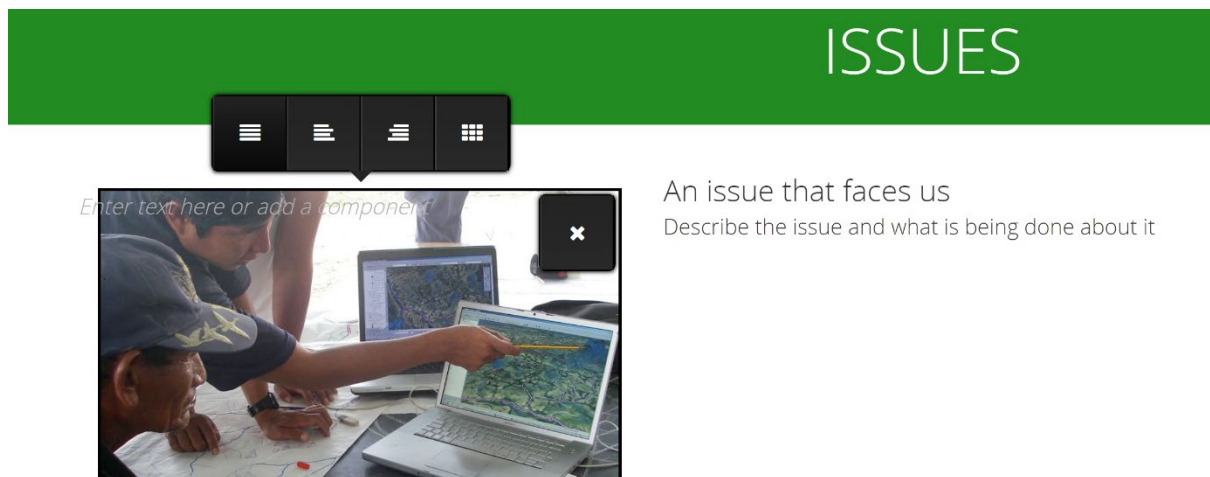
19. When you click in an empty area or delete existing text or photo a plus button will appear allowing you to select from a range of options including:

- Photo
- youtube link
- double column structure for text
- a new page (this page will not appear on the navigation menu at the top of your website) including an option of a 'news' page with a specific format
- a pdf document
- option to add maps generated by the monitoring station software. For almost all users now using mapeo all maps will need to go on the dedicated 'maps' page. More info at paragraph 28

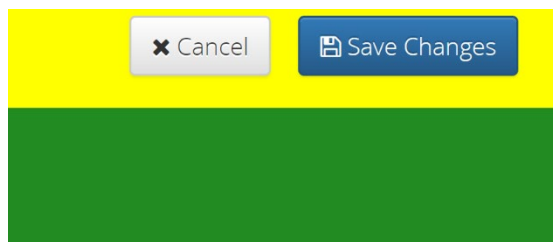




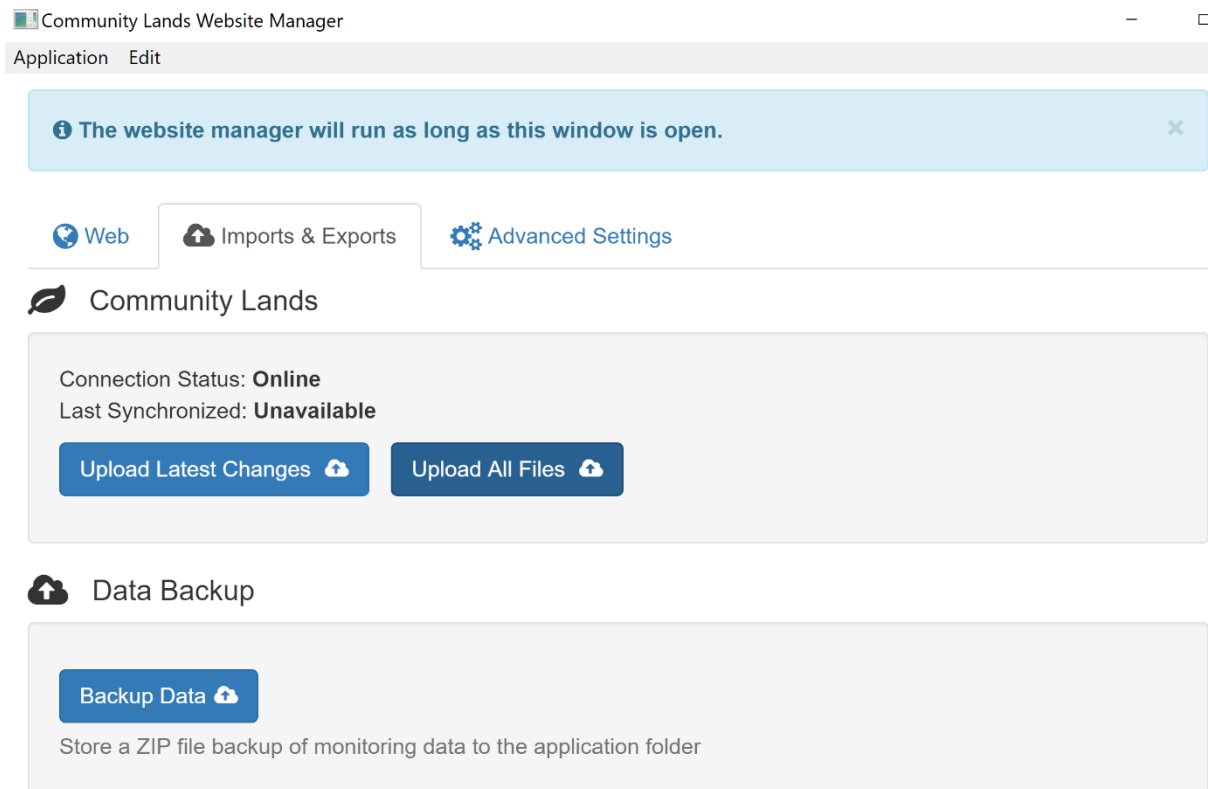
20. When text or a photo is selected a small range of style and formatting options will appear to allow you to change its appearance.



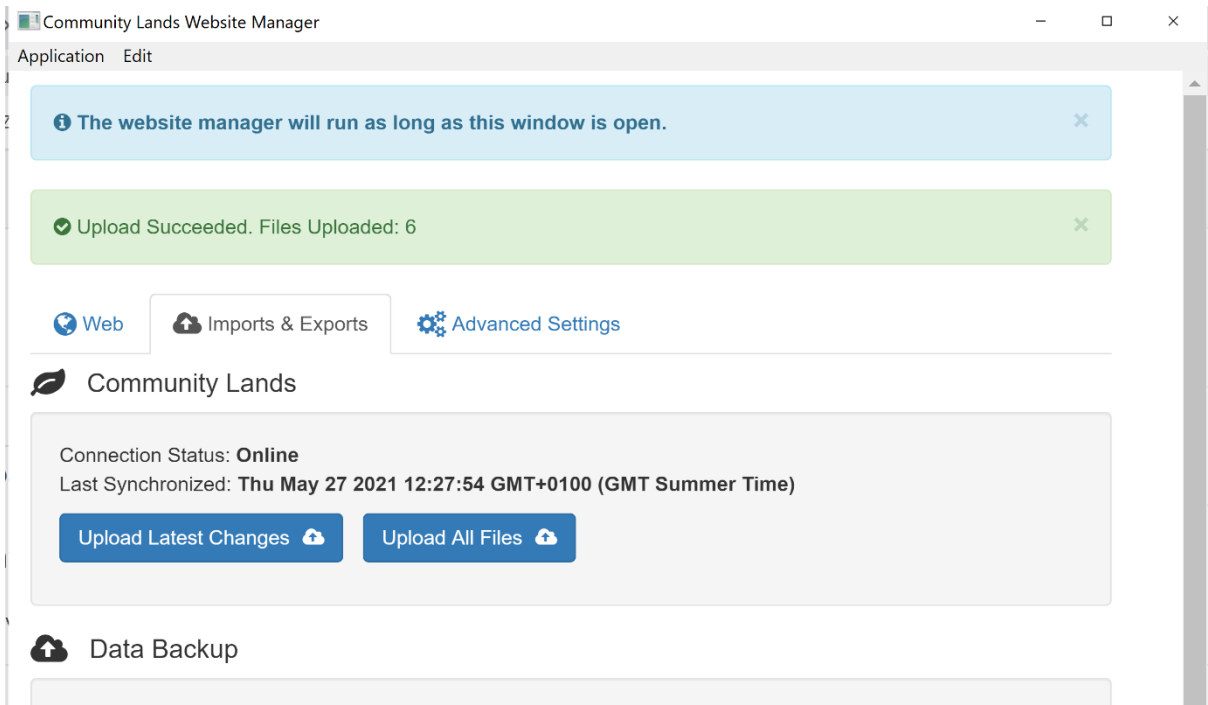
21. Select 'save changes' when you are ready to save.



22. Once you have created the page or your made edits you need to upload to the community lands server. To do this return to the website manager settings page and select the 'imports and exports' tab.






23. Click 'upload latest changes' if you have just made a few small changes or upload all files if you have changed a large amount of data.



24. If you now return to your community page on the community lands platform you will see that your upload has been registered under the 'data synchronisation log' and that an

orange button 'review publication' has appeared allowing you to review and approve or edit your website enabling you to publish it live on the internet.

Community Lands conrad@shinai.org.pe [Create New Community](#) My Communities Log out   

Model

[Review Publication](#) [Edit](#)




[Maps](#) [Data Synchronization Logs](#) [Auth Tokens](#) [Tile Layers](#)

A listing of dates that data for this community was collected.

Submission Date	Type	Number of Files Collected
2021-06-14 23:32:13.555278	Website	5

[My Communities](#)

25. If you select 'review unpublished changes' you see a staging publication of your website. once you are happy with these changes click 'approve unpublished changes'

Community Lands conrad@shinai.org.pe [Create New Community](#) My Communities Log out   

Model

[Review Publication](#) [Edit](#)

[Review Unpublished Changes](#)
[Approve Unpublished Changes](#)

[Maps](#) [Data Synchronization Logs](#) [Auth Tokens](#) [Tile Layers](#)

A listing of dates that data for this community was collected.

Submission Date	Type	Number of Files Collected
2021-06-14 23:32:13.555278	Website	5

[My Communities](#)

26. To view your website click 'view publication'

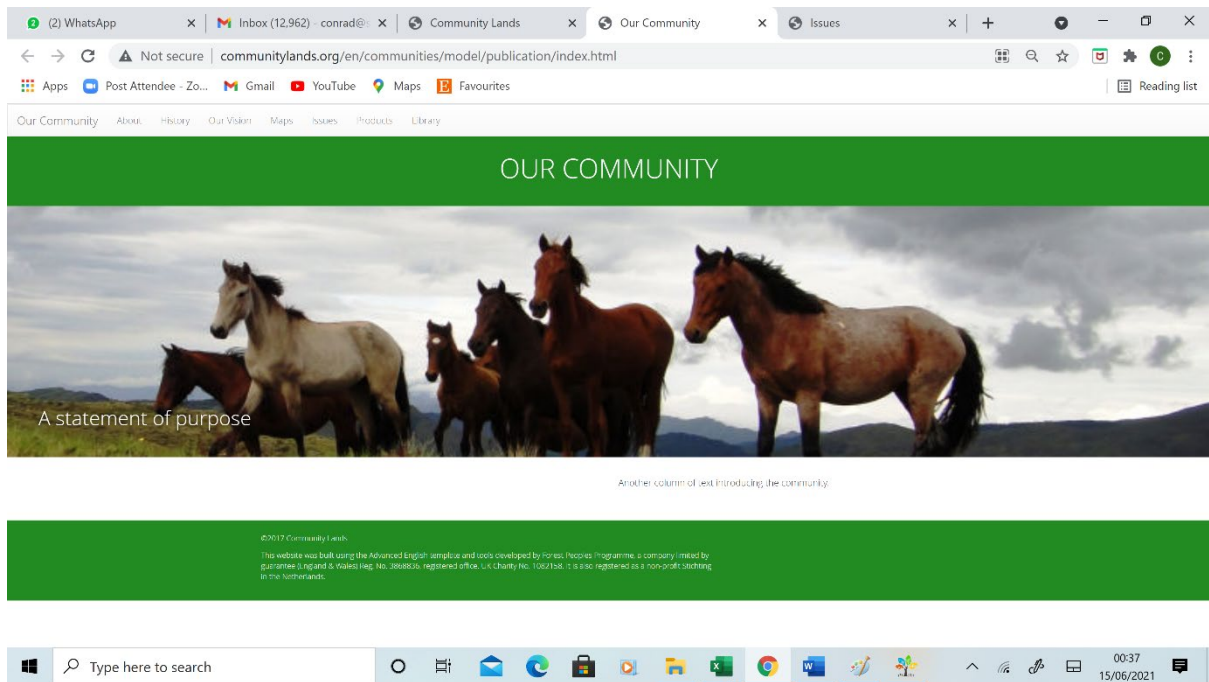
Community successfully published

Model

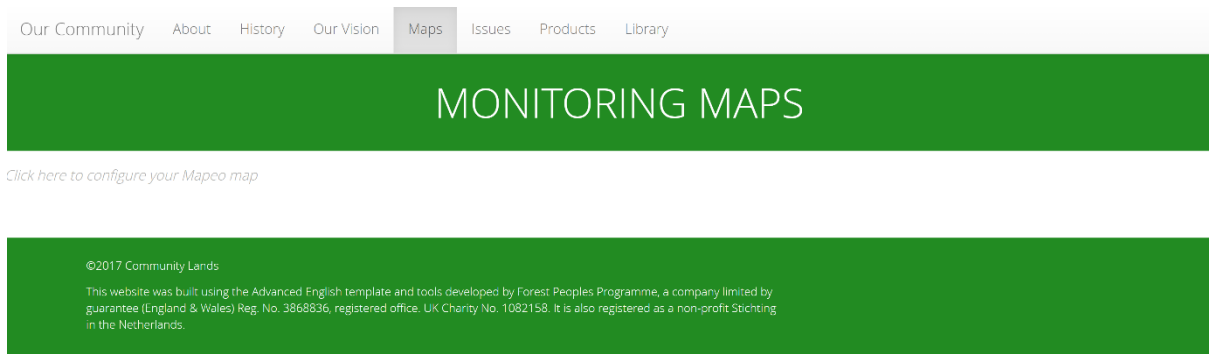
[View Publication](#) [Edit](#)

[Maps](#) [Data Synchronization Logs](#) [Auth Tokens](#) [Tile Layers](#)

27. The website is now available live at
<http://www.communitylands.org/en/communities/model>



28. For inserting maps generated by mapeo, users will need to select the map page on your website and insert the URL of your mapeo webmap. For instructions on how to generate your mapeo web map on <https://maps.mapeo.app/> please visit: [add link to export web maps guide – I only seem to have a Spanish version but I assume you have it in english as well?](#)



We hope this has been helpful, we wish you great success in creating your websites. For any questions please write [to us at:....](#)