

# EFED MANAGEMENT SUITE

## QUICK START GUIDE

### Contents

QUICK START GUIDE .....	2
Upon first Use .....	2
Add/Edit Templates .....	2
Content Pages .....	2
Bio Config Fields .....	2
Application Fields .....	3
Add/Edit Championships .....	3
Add An Event Name .....	3
Book An Event .....	4
Create a User .....	4
Create a Character .....	4

# QUICK START GUIDE

Some information to help you get started.

## Upon first Use

1. Log in
2. Go to Site Admin > Website Config
3. Update info as needed and click save
4. Go to Site Admin > Feature Toggle
5. Turn on any additional features you'd like to use [Optional]

## Add/Edit Templates

Templates used for the front facing website.

1. Log in
2. Go to Site Admin > Templates
3. If Creating a New Template, click 'Create New Template' and enter template/folder name
4. If new template has been created OR editing a current template, click 'Edit' beside the template in the list
5. You may edit in Raw HTML or use a drag and drop page builder
6. Make edits and click 'Save Changes'

## Content Pages

Content pages for the front facing website (IE: <https://URLURL.com/CONTENTPAGESLUG>)

1. Log in
2. Go to Site Admin > Content Pages
3. Here you can create a new content page or edit a current one. You can also set the page's template here.

## Bio Config Fields

The fields shown on the main portion of your character bios.

1. Log in
2. Go to Site Admin > Bio configs
3. Beside the bio config you are wanting to change, click 'Fields'
4. Edit or add new bio config fields. These will show on every bio with that bio config style

## Application Fields

Fields shown on applications.

1. Log In
2. Go to Fed Admin > Application Manager
3. Click 'Edit' beside the application bio config style you want to edit
4. Drag and drop to/from the available fields to create your application

## Add/Edit Championships

Must be done before you can have championship matches or assign champions.

1. Log in
2. Go to Fed Admin > Title Management
3. Click 'Add New Title' (or edit, if titles exist)
4. Complete information and update image
5. Click Save

## Add An Event Name

Must be done before you can book events. Categories is not needed unless you are also booking and posting shows from different feds.

1. Log in
2. Go to Booking > Event Names
3. Click 'Add New Event'
4. Complete information and update image
5. Click Save

## Book An Event

1. Log in
2. Go to Booking > Event Booking
3. Click 'Add New Booking'
4. Fill out information
5. Click 'Add Booking Sheet'
6. Return to Event Booking
7. Click 'Card' to add matches
8. Click 'Edit' to fill out preview intro and conclusion
9. Set Booking Status to 'Booking'
10. Observe booked event on your dashboard

## Create a User

1. Log in
2. Go to User Admin > Create User
3. Fill out top information and set usergroup (most will be handlers, unless you have fellow admins. Do not give out webmaster permissions unless you absolutely trust the person)
4. Click 'Create user'

## Create a Character

The application process creates users and characters for you. However, if you are like me, you'll want to just create everything manually.

1. Log in
2. Go to Character Admin > Character Management
3. Click 'Add New Character'
4. Fill out information and select handler(s) the character is assigned to
5. Click Create Character