

CYBERMARK

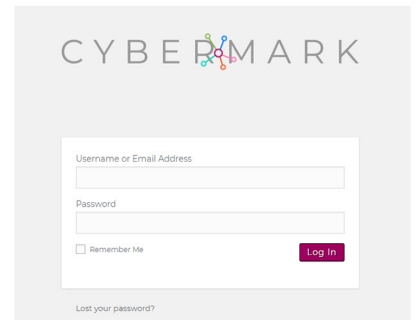
CyberMark Franchise Platform

CONTENT MANAGEMENT SYSTEM GUIDE

HOW TO LOG IN

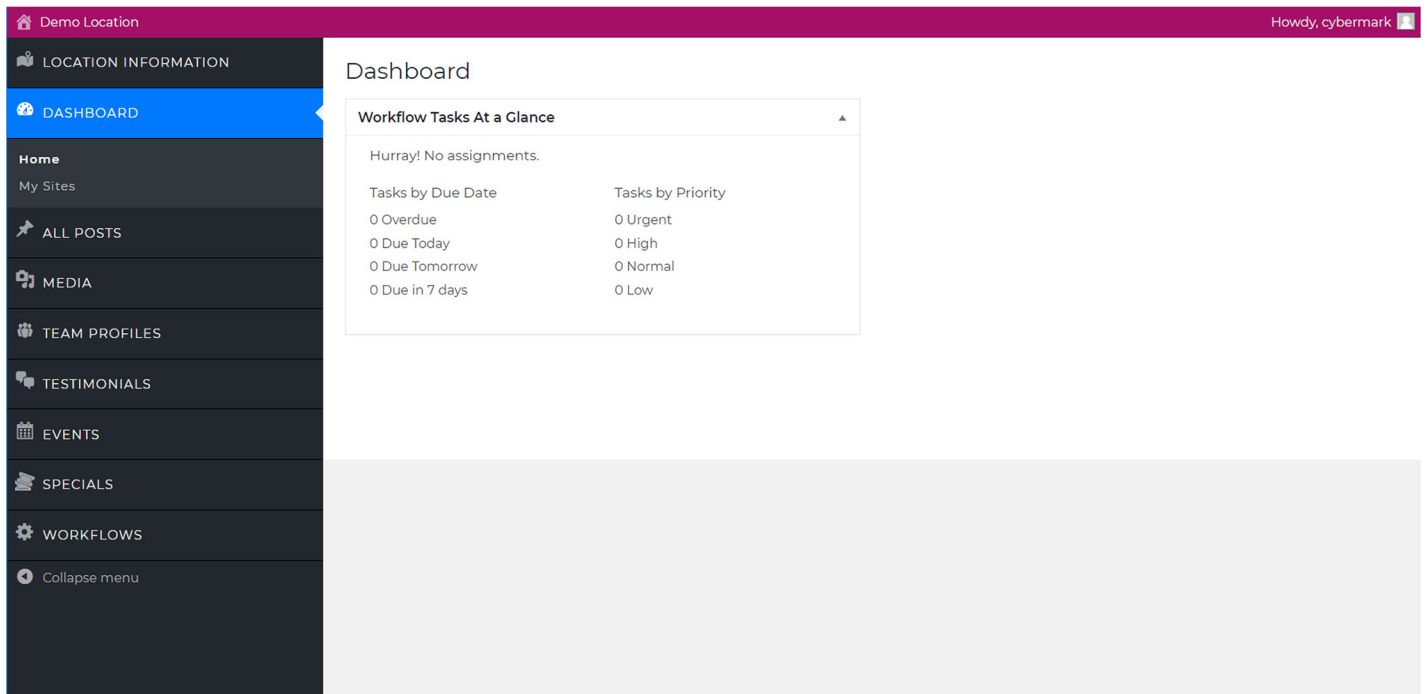
How to Log In

1. Open your web browser (we recommend using Google Chrome)
2. Enter the URL given to you (domain.com/administrator)
3. Enter the username and password given to you



DASHBOARD

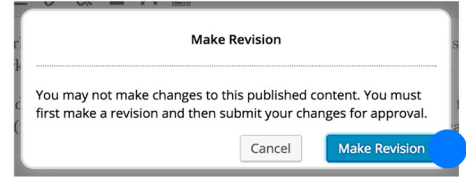
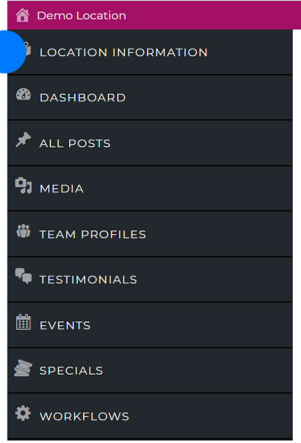
The dashboard is your main navigation window where you can return at any time after saving your work by clicking "Dashboard in the upper left corner"



LOCATION INFORMATION TAB

Access your location information to update the following:

- Location Name
- About Page BIO and Gallery
- Address
- Phone Number
- Location Hours
- Social Media Links
- Home Page Banner
- Offer Details



Click make revision to edit your location information page

How to update your location information

Location Name

Enter the name of your location. This is the name that will appear across your site

Location Name

Contact Email

This will be the email address you want the website forms to send to

Contact Form Email

This will be the email address you want the website forms to send to

Location Phone Number *

Location Address *

Location City *

Location State *

Location Zip Code *

Location Served

This will be your primary location. The other three options will be determined by CyberMark. DO NOT CHANGE THESE

Location Served

This is your Primary Location

Location Served 2

Location Served 3

Location Served 4

Hours Monday

Format like this: 5:30AM - 10:00PM

Hours Tuesday

Format like this: 5:30AM - 10:00PM

Hours Wednesday

Format like this: 5:30AM - 10:00PM

Hours Thursday

Format like this: 5:30AM - 10:00PM

Hours Friday

Format like this: 5:30AM - 10:00PM

Hours Saturday

Format like this: 5:30AM - 10:00PM

Hours Sunday

Format like this: 5:30AM - 10:00PM

Social Media Links

Using the editor, enter your social media URL's here

Location Details	Facebook URL	Twitter URL
Social Media	<input type="text"/>	<input type="text"/>
Home Page Banner	You Tube URL	Instagram URL
About Page	<input type="text"/>	<input type="text"/>
Offer Details		

LOCATION INFORMATION TAB

Home Page Banner

Using the editor, select ONE IMAGE to be displayed on the header of your Home Page. You can also change the heading verbiage for the banner here as well

Location Details
Social Media
Home Page Banner
About Page
Offer Details

Home Image
Please select ONE IMAGE to be displayed on the header of your home page

Home Banner Heading

About Page

Using the editor, you can type out your location bio to be displayed on the About Page of your location.

Location Details
Social Media
Home Page Banner
About Page
Offer Details

About Bio
This section will appear on your about page

Add Media

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon]

Visual Text

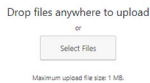
About Us Gallery

Add to gallery

Bulk actions

About Us Gallery

Click "Add to Gallery" button. A pop up window will display. You can select existing images from the media gallery, or upload new ones from your computer.



Offer Details

Using the editor, you can select which promotional offer you want to run. If you select the Free Class offer, you do not need to do anything else. This will populate the correct data across the site.

Triple Play Offer

If you select this option. Please enter the Headline, Sub Headline and Offer Button details. The button will display the content and the link will be the page you want to direct users to.

Location Details
Social Media
Home Page Banner
About Page
Offer Details

Current Offer *
Please select your participating offer. Only one selection is allowed.

Free Class Triple Play

Location Details
Social Media
Home Page Banner
About Page
Offer Details

Current Offer *
Please select your participating offer. Only one selection is allowed.

Free Class Triple Play

Offer Headline

Offer Sub-Headline

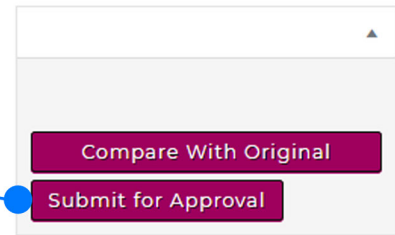
Offer Button
Ex: 3 Class & Gloves for \$19.99

Offer Button Link
This will be your Club Ready link

SUBMITTING FOR APPROVAL

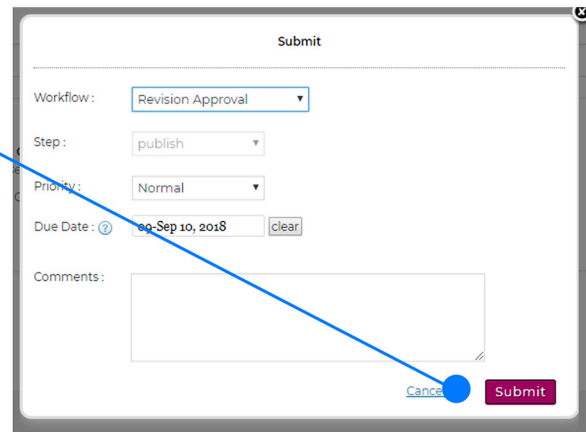
Submitting changes for Approval

When your done making all of your location changes. Click the link in the upper right hand corner "Submit for Approval"



Submitting changes for Approval - cont.

A pop up will appear. The fields will populate automatically. Enter any comments you wish here for the approval team. When your done click the submit button.



Awaiting Approval

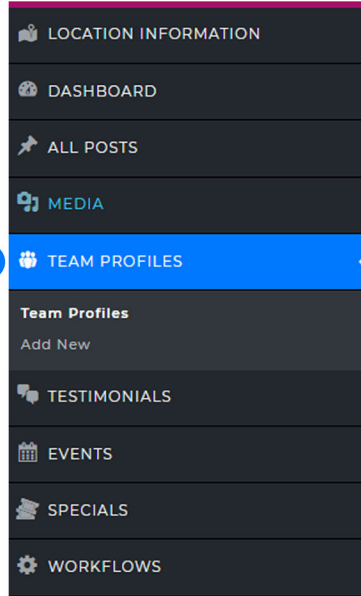
Once you have made your changes and submitted them for approval. A member of CyberMark SMART Support and the approval team at your Corporate office will received the request. Once the request has been reviewed, the changes will be approved and implemented on the site immediately.

TEAM PROFILES

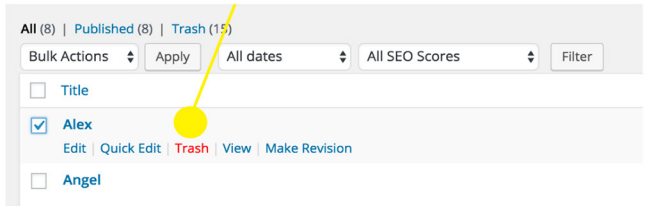
The team profiles tab allows you to view your existing employees, remove employees or add new ones

Remove existing employees

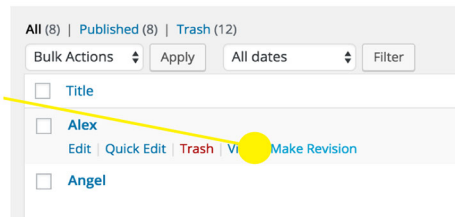
From the Dashboard hover on Team Profiles and click Team Profiles



Check the box next to the employee you wish to remove, then click Trash.



Click Make a Revision on the employee you wish to edit.

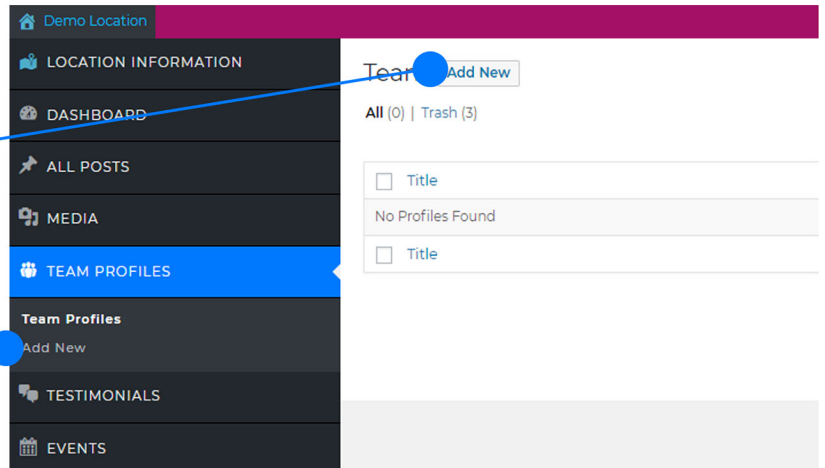


Edit an existing employee

From the Dashboard hover on Team Profiles and click Team Profiles

Add a new employee

From the Dashboard, you can add a new employee in two areas.



Enter the Employee Information

Employee Name

Add New Profile

Enter title here

Employee Picture

Team Member Page

Instructor Image

Image must be cropped to a square. No larger than 600px X 600px and no less than 300px X 300px

No image selected Add Image

Employee Position

Instructor Name

Instructor Position

Employee BIO

Instructor Bio

Visual Text

Publish

Save Preview

Status: Draft

Visibility: Public Edit

Publish immediately Edit

Submit for Approval

XML Sitemap

Once your edits are complete. Submit for Approval following the same steps as referenced on page 5

Adding a new testimonial

Add New Testimonial

The image shows a user interface for adding a new testimonial. It features a main text editor with a rich text toolbar (Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Link, Unlink, Table) and a 'Visual'/'Text' toggle. Below the editor is a 'Word count: 0' indicator. To the right is a 'Publish' sidebar with 'Save', 'Preview', 'Status: Draft', 'Visibility: Public', and a 'Publish' button. Below the editor is a 'Testimonial Details' section with a 'Member's Name (optional)' input field. Three blue callout boxes with lines pointing to specific elements provide instructions: 'Publish' points to the 'Publish' button, 'Description' points to the main text editor, and 'Customer Name' points to the 'Member's Name' input field.

Publish
Click publish to directly publish your post on the website

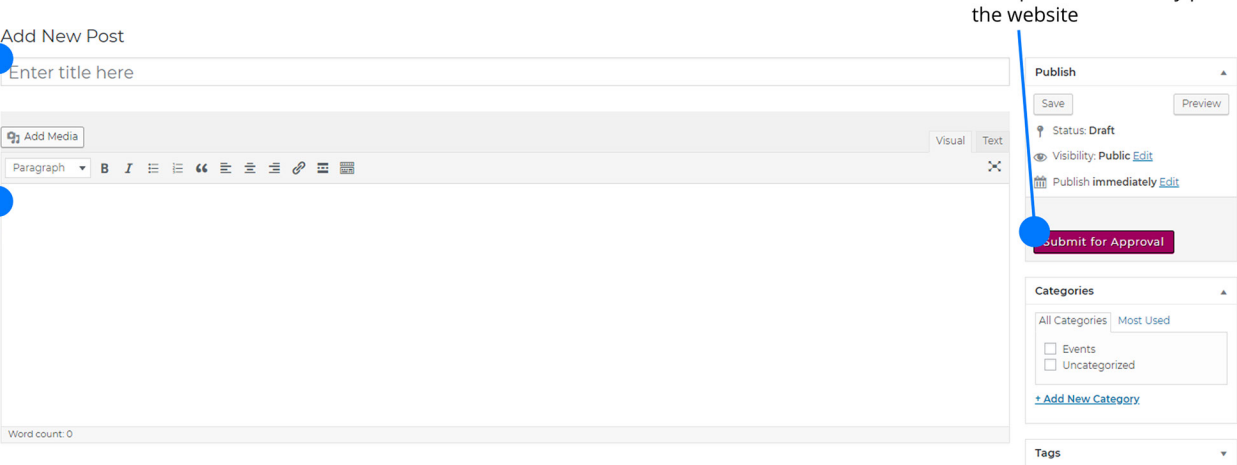
Description
Enter testimonial here

Customer Name
Enter the name of the person leaving the testimonial

The following process can be used to add new events, specials or posts to your website. Your events and specials will show up on those pages, where your posts will be displayed on your blog page.

Title
Enter the title of the event, special or post


Submit for Approval
Click publish to directly publish your post on the website



Description
Enter the description of your post here.

Delete Event, Special or Post

To delete, hover over the event with your mouse and click "Trash"

<input type="checkbox"/>	Title	Date	
<input type="checkbox"/>	Test Edit Quick Edit Trash View	Published 1 min ago	0
<input type="checkbox"/>	Title	Date	