

Website Management — User Guide

How to log in and manage your school's website content | Sunday Gospel Foundation | 17 June 2026

1. Logging in

Each portal has its own login page. Open the address in any browser and sign in with the username and password provided to you.

Portal	Login address	Username
Management (main site)	smfcsn.org/admin/login.php	superadmin
Holy Family High School	smfcsn.org/school1/admin/login.php	hfhs_admin
Holy Family HSS	smfcsn.org/school2/admin/login.php	hfhs_admin
St. Mary's GHS	smfcsn.org/school3/admin/login.php	ghs_admin
Holy Family LPGS	smfcsn.org/school4/admin/login.php	lp_admin

Important: passwords were shared separately. Please change the default password after your first login (Settings → Change Password). Never share your login with others.

2. The Dashboard

After logging in you land on the Dashboard, which shows totals (news, events, gallery, faculty) and recent items. The menu on the left opens every section you can manage.

3. Managing News

- Open **News** from the left menu. To add: fill **Title**, **Date**, choose a **Category**, set **Status** to *Published*, write the **Content**, and optionally attach an **Image** (JPG/PNG/WEBP, up to 5 MB).
- Click **Add News**. The item appears on the website immediately.
- To change an item, click **Edit** beside it in the list; to remove it, click **Delete**.
- Use *Draft* status to save something without showing it on the site yet.

4. Managing Events

Works exactly like News: open **Events**, add a Title, Date and Description (and an image if you wish), then Save. Events show on the school's Events page.

5. The Academic Calendar

- Open **Academic Calendar** from the left menu.
- To add a date: enter the **Event Title** and **Date**, choose a **Type** — Examination (gold), Holiday (red), School Event (school colour) or PTA / Meeting (purple) — add an optional description, and click **Add Event**.
- The date instantly appears, colour-coded, on the school's public **Calendar** page.
- Use **Edit** / **Delete** in the list to change or remove dates.

6. Managing the Gallery

- Open **Gallery**, upload a photo (JPG/PNG/WEBP), add a caption and an optional display order, then Save.
- Photos appear in the school's Gallery page; lower order numbers show first.

7. Managing Faculty / Staff

- Open **Faculty**. Add a teacher's **Name**, **Designation**, **Subject / Qualification** and **Department**, with an optional photo.
- The **Department** you choose decides which group they appear under in the Staff filter and the Staff menu.
- Edit or Delete any record from the list. Add each teacher only once.

8. School Information

Open **School Info** to edit the details shown across the website:

- School name, established year, principal / headmistress name and message, and photo.
- Address, phone, email and office hours (these appear on the Contact page).
- About / History text, and the Vision & Mission statements.
- The four statistics shown on the home page (students, teachers, years, achievements).
- **Staff Departments** — one per line; these become the Staff menu and the filter on the staff page.
- **Online Admissions** — switch the admission form ON or OFF, with an optional notice when closed.

9. Page Photos

Open **Page Photos** to replace the temporary placeholder images (home, about and facility photos) with real photographs of the school.

10. Navigation Menu (management portal only)

In the management portal, **Navigation Menu** lets you edit the top menu of the main website using a simple “Label | link” list (two spaces in front of a line make it a drop-down item).

11. Enquiries

Open **Enquiries** to read messages submitted through the website's contact / admission forms. New messages are highlighted.

12. Good practice & tips

- Use clear, reasonably sized photos (JPG or PNG, under 5 MB). Very large images slow the page down.
- Changes save instantly, but the public page may take a few minutes to refresh due to website caching.
- Always keep **Status = Published** for items you want visible.
- Change default passwords, and use a strong password for each portal.
- If something looks wrong after editing, check the item again in the admin list — the data is always safe in the database.

For any help, contact **Savio Jose — Sunday Gospel Foundation**.