CMS User Guide

Complete documentation for managing the Kalamantina Foundation website

Pages Management

What is it?

Add and edit pages on the Kalamantina Foundation website with rich content including text, images, videos, and custom layouts.

How to use:

1. **Navigate to Pages in the sidebar**
2. **Click "Add New Page" to add a new page to the website**
3. **Fill in the page title, slug (URL), and meta description for SEO**
4. **Use the rich text editor to add content with formatting, images, and links**
5. **Toggle "Published" to make the page live on the website**
6. **Click "Save" to publish changes**

Tips:

- **Keep slugs short and SEO-friendly (e.g., "about-us" instead of "page123")**
- **Write compelling meta descriptions (150-160 characters) for better search rankings**
- **Use heading styles (H1, H2, H3) to structure content properly**

🧭 Navigation Manager

What is it?

Control which links appear in the Kalamantina Foundation website's navigation menu and their order.

How to use:

1. **Navigate to Navigation in the sidebar**
2. **Click "Add Navigation Item"**
3. **Enter a label (what users see) and choose link type:**
    - **Internal: Select from existing pages**
    - **External: Enter a full URL**
4. **Set the position number to control the order (lower numbers appear first)**
5. **Toggle "Active" to show/hide the link**
6. **Use the Edit/Delete buttons to manage existing items**

Tips:

- **Keep navigation menus simple (5-7 main items)**
- **Use clear, descriptive labels**
- **Test links after saving to ensure they work**

👣 Footer Manager

What is it?

Customize the footer content that appears at the bottom of every page on the Kalamantina Foundation website.

How to use:

1. **Navigate to Footer in the sidebar**
2. **Edit the About Text - a brief description of your organization**
3. **Add Quick Links:**
    - **Link label and URL**
    - **Set display order**
    - **Toggle active/inactive**
4. **Configure Contact Information:**
    - **Email address**
    - **Phone number**
    - **Physical address**
5. **Add Social Media Links**
6. **Set Copyright Text**

Tips:

- **Keep about text concise (2-3 sentences)**
- **Include important legal links (Privacy Policy, Terms)**
- **Ensure contact information is up to date**
- **Test all footer links across different pages**

Dynamic Buttons

What is it?

Create and manage call-to-action buttons that can be displayed throughout the website to drive user engagement.

How to use:

1. **Navigate to Buttons in the sidebar**
2. **Click "Add Button"**
3. **Configure button properties:**
    - **Label: Text displayed on the button**
    - **URL: Where the button links to (internal or external)**
    - **Variant: Visual style (default, secondary, outline, ghost)**
    - **Size: Small, default, or large**
    - **Icon: Optional icon from Lucide icons library**
    - **Page: Which page(s) to display the button on**
    - **Position: Where on the page (header, hero, sidebar, footer)**
4. **Toggle "Active" to show/hide the button**
5. **Set display order if multiple buttons in same position**

Use cases:

- **Donate Now buttons on multiple pages**
- **Sign up for newsletter CTAs**
- **Learn More buttons linking to specific campaigns**
- **Shop Now buttons for merchandise**
- **Volunteer application buttons**

Tips:

- **Use action-oriented text (e.g., "Donate Now" vs "Donations")**
- **Choose colors that stand out from page content**
- **Don't overload pages with too many CTAs**
- **Test button visibility on different screen sizes**

📦 Products & Merchandise

Product Management

Add and manage products for the Kalamantina Foundation online store.

How to add products:

1. **Navigate to Products in the sidebar**
2. **Click "Add Product"**
3. **Fill in required fields:**
    - **Name: Product title**
    - **Description: Detailed product information**
    - **Price: In your selected currency**
    - **Category: For organizing products (e.g., "T-Shirts", "Books")**
    - **Stock Quantity: Available inventory**
4. **Upload product images (multiple images supported)**
5. **Shipping Regions: Select where this product can ship:**
    - **Worldwide: Ships everywhere**
    - **US Only: United States only**
    - **US & Canada: North America only**
    - **US, Canada & UK: North America + UK**
    - **US, Canada, UK & EU: Most developed markets**
    - **Europe Only: European Union countries**
    - **Or select specific countries from the list**
6. **Toggle "Featured" to highlight on homepage**
7. **Toggle "Published" to make visible in store**
8. **Click "Save Product"**

Shipping Region Tips:

- **Match shipping regions with your actual shipping capabilities**
- **Consider customs/import restrictions for international shipping**
- **Heavy/fragile items may need restricted shipping regions**
- **Worldwide shipping works best for lightweight digital/physical items**
- **Customers will only see shipping options compatible with their cart items**

Featured Products

Highlight specific products on the Kalamantina Foundation homepage.

How to use:

1. **Go to Featured Products section**
2. **Click "Add Featured Product"**
3. **Select a product from the dropdown**
4. **Set the Display Order (1, 2, 3, etc.)**
5. **Lower numbers appear first on the homepage**

🚚 Orders & Shipping

Order Management

View and manage customer orders from the Kalamantina Foundation store.

Order workflow:

1. Navigate to Orders in the sidebar
2. View all orders with details: customer, items, total, status
3. Update order status as you process them:
    - Pending: Just received, needs processing
    - Processing: Being prepared for shipment
    - Shipped: On the way to customer
    - Delivered: Successfully delivered
    - Cancelled: Order cancelled
4. Click "View Details" to see full order information
5. Use "Refund Order" if needed (processes through Stripe)

Shipping Options

Configure shipping methods and rates for customer checkout.

How to set up shipping:

1. Go to Shipping in the sidebar
2. Click "Add Shipping Option"
3. Enter shipping details:
    - Name: e.g., "Standard Shipping", "Express Delivery"
    - Price: Shipping cost
    - Estimated Days: Delivery timeframe

4. Available Regions: Select where this option applies:
    - Worldwide: Available for all regions
    - US Only: US domestic shipping
    - US & Canada: North American shipping
    - Europe Only: EU countries
    - Or select specific countries
5. Toggle "Active" to enable/disable
6. Click "Save"

Shipping Region Logic:

- Smart Filtering: Customers only see shipping options compatible with ALL items in their cart
- Example: If cart has "US Only" and "Worldwide" products, only US shipping options show
- If no compatible shipping exists, customers see a warning to contact you
- Set up multiple shipping tiers (Standard, Express) for each region you serve

Best Practices:

- Offer at least 2 shipping speeds (Standard & Express) when possible
- Price international shipping realistically (use carrier calculators)
- Match shipping option regions with your product shipping regions
- Test checkout with different product combinations

💚 Campaigns

What is it?

Create and manage fundraising campaigns with specific goals, timelines, and dedicated landing pages.

How to create campaigns:

1. **Navigate to Campaigns in the sidebar**
2. **Click "Add Campaign"**
3. **Fill in campaign details:**
    - **Title: Compelling campaign name**
    - **Slug: URL-friendly identifier (e.g., "clean-water-2025")**
    - **Description: Brief overview (detailed content goes in Campaign Editor)**
    - **Goal Amount: Fundraising target**
    - **Start Date: When campaign launches**
    - **End Date: Campaign deadline**
    - **Category: e.g., "Education", "Health", "Environment"**
4. **Toggle "Active" to publish the campaign**
5. **Toggle "Featured" to highlight on homepage**
6. **Click "Open Campaign Editor" to add detailed content, images, and videos**
7. **Configure donation settings and view supporters**

Managing campaigns:

- View real-time donation progress towards goal
- See list of donors who chose to be public
- Track campaign-specific donations vs general donations
- Update campaign content via Campaign Editor
- Configure suggested donation amounts per campaign
- Close campaigns when goal is reached or deadline passes

Tips:

- Use compelling storytelling and visuals to engage donors
- Set realistic but ambitious fundraising goals
- Include specific impact metrics (e.g., "$100 = 5 textbooks")
- Update campaigns with progress reports and thank you messages
- Share campaign URLs on social media and email newsletters
- Feature urgent or time-sensitive campaigns on homepage

🌟 Campaign Showcase

What is it?

Control the "Current Campaigns" section that appears on your homepage, showcasing active fundraising campaigns.

How to configure:

1. Navigate to Campaigns in the sidebar
2. Access Campaign Showcase settings
3. Toggle "Show Showcase" to enable/disable the section
4. Edit the Section Title (e.g., "Current Campaigns", "Active Initiatives")
5. Configure display options:
    - Max Campaigns: How many campaigns to show (1-6)
    - Auto-rotate: Enable carousel rotation
    - Display Order: Featured first, or newest first

6. Click "Save Settings"

Tips:

- Show 2-3 campaigns on homepage for best visibility
- Mark your most urgent campaigns as "Featured"
- Update showcase settings seasonally or for special events

📋 **Campaigns Listing Page**

What is it?

Configure the public directory page at /campaigns that displays all your active campaigns.

How to configure:

1. Navigate to Campaigns in the sidebar
2. Access Campaigns Listing Page settings
3. Toggle "Enable Listing Page" to show/hide the campaigns directory
4. Configure display settings:
    - Page Title: Main heading (e.g., "All Campaigns", "Our Initiatives")
    - Description: Brief introduction text
    - Layout: Grid or list view
    - Sort Order: By date, progress, or alphabetically
    - Show Filters: Let visitors filter by category or status
5. Click "Save Settings"

Tips:

- Enable this page if you run multiple campaigns simultaneously
- Add a link to this page in your main navigation
- Use filters if you have campaigns in multiple categories
- Show both active and completed campaigns to demonstrate impact

💰 Donations & Transparency

Donation Management

Configure donation options and view donation history.

How to use:

1. Navigate to Donations in the sidebar
2. View all received donations with donor information (if provided)
3. See donation amounts, dates, and payment status
4. Process refunds if necessary
5. Configure preset donation amounts for quick selection

Financial Transparency

Share financial reports and transparency information with donors.

How to use:

1. Go to Transparency section
2. Add financial reports, annual statements, or impact reports
3. Include year, title, and upload PDF documents
4. These appear on your public Transparency page

👥 Users & Roles

User Management

Manage user accounts and customer information.

How to use:

1. Navigate to Users in the sidebar
2. View all registered users (customers and admins)
3. See user emails, join dates, and roles
4. Search for specific users
5. View user order history and activity

Role Management

Assign admin and moderator roles to users for CMS access.

Available roles:

- User: Regular customer (default)
- Moderator: Limited admin access
- Admin: Full CMS access

How to assign roles:

1. Go to Roles section
2. Click "Assign Role"
3. Enter the user's email address
4. Select the role to assign
5. Click "Assign"

Security note:

Only assign admin roles to trusted team members. Admins have full control over your website and store.

Security Audit Log

Track admin actions and monitor system security.

What's logged:

- Login attempts (successful and failed)
- Content changes (pages, products, etc.)
- User role modifications
- Configuration changes

🖼️ **Media Library**

What is it?

Upload and manage images, PDFs, and other files for use across your website.

How to use:

1. **Navigate to Media in the sidebar**
2. **Click "Upload Files" or drag and drop files**
3. **Supported formats: images (JPG, PNG, SVG), PDFs, videos**
4. **View all uploaded media in the library**
5. **Click on any file to copy its URL for use in content**
6. **Delete unused files to save storage space**

Tips:

- **Optimize images before uploading (compress for web)**
- **Use descriptive filenames (e.g., "blue-tshirt-front.jpg")**
- **Recommended image sizes: 1200px wide for featured images**

⚙️ Settings & Configuration

Payment Settings

Configure Stripe payment integration for accepting donations and processing orders.

How to set up:

1. Create a Stripe account at stripe.com
2. Navigate to Payment Settings in CMS
3. Enter your Stripe API keys (from Stripe Dashboard)
4. Configure payment options and currencies
5. Test payment flow before going live

Important:

You must configure payment settings before accepting donations or selling products.

Social Media Settings

Add social media links that appear in your website footer.

How to configure:

1. Go to Social Media settings
2. Enter full URLs for your social profiles
3. Supported platforms: Facebook, Twitter, Instagram, LinkedIn, YouTube
4. Leave fields blank for platforms you don't use
5. Icons will automatically appear in your footer

Footer Configuration

Customize footer content and links.

How to use:

1. **Navigate to Footer settings**
2. **Edit footer text and copyright information**
3. **Add/remove footer links**
4. **Configure footer columns and layout**
5. **Changes appear site-wide immediately**

Live Events

Display upcoming events or announcements on your website.

How to add events:

1. **Go to Live Events section**
2. **Click "Add Event"**
3. **Enter event title, date, time, and description**
4. **Add location or link for virtual events**
5. **Toggle visibility on/off as needed**

🔍 Search Engine Settings

What is it?

A powerful, customizable search engine that helps visitors find content across your entire website including pages, products, and campaigns.

Key Features:

- **Real-time search suggestions as users type**
- **Searches across all content types (pages, products, campaigns)**
- **Keyboard shortcut support (⌘K / Ctrl+K)**
- **Fully responsive for all devices**
- **Categorized results for better organization**
- **Customizable appearance and placement**

Display Options

Display Types:

- **Icon Only: Minimal search icon that opens a dialog**
- **Button with Text: Search button with label and keyboard shortcut**
- **Full Search Bar: Always-visible search input field**

Placement Options:

- **Navigation Bar: Appears in the main navigation (recommended)**
- **Hero Section: Prominent placement in page headers**
- **Floating Button: Fixed position button that follows scrolling**

Search Behavior Settings

Show Suggestions: Enable/disable live search suggestions

Max Suggestions: Control how many results appear (1-10)

Show Categories: Display content type labels (Page, Product, Campaign)

Keyboard Shortcut: Enable quick search with ⌘K (Mac) or Ctrl+K (Windows/Linux)

Search Placeholder: Customize the text shown in the search input

How to Configure

1. **Navigate to Search Engine in the admin sidebar**
2. **Toggle Enable Search Engine on or off**
3. **Select your preferred Display Type**
4. **Choose where the search should appear (Position)**
5. **Customize the search placeholder text**
6. **Configure search behavior settings (suggestions, categories, etc.)**
7. **Use the Live Preview to see how it will look**
8. **Click Save Settings to apply changes**

Tip: Changes are reflected immediately on the live site after saving.

Search Coverage

The search engine automatically searches through:

- Pages: All published pages and their content
- Products: Active merchandise items in the shop
- Campaigns: Published and active fundraising campaigns

Note: Only published and active content appears in search results. Draft or inactive items are automatically excluded.

Accessibility Features

- Fully keyboard navigable
- Screen reader compatible
- Proper ARIA labels and roles
- Responsive design for all screen sizes
- Works on all modern browsers
- Touch-friendly on mobile devices

Best Practices

- Keep page titles and descriptions clear and descriptive
- Use relevant keywords in product names and descriptions
- Enable categories to help users identify result types
- Test the search regularly to ensure it's working properly
- Monitor which searches users perform to improve content
- Keep the max suggestions between 3-5 for best UX

📥 Data Importer

What is it?

Bulk import content from JSON files for initial setup or migrations.

When to use:

- **Setting up a new website with lots of content**
- **Migrating from another platform**
- **Importing product catalogs**
- **Bulk updating existing content**

How to use:

1. **Navigate to Data Importer**
2. **Prepare your JSON file with the correct format**
3. **Upload the JSON file**
4. **Review the import preview**
5. **Confirm import to add all items**

Warning:

Data import is a powerful tool. Always backup your data before importing to avoid accidental overwrites.

🎥 Live Events

What is it?

Configure and showcase upcoming and past live events with streaming links, dates, and descriptions.

How to use:

1. **Navigate to Live Events in the sidebar**
2. **Click "Add Event" and enter title, date/time, description**
3. **Add Streaming URL (YouTube, Twitch, etc.) and optional thumbnail**
4. **Toggle Featured to promote on homepage**

🔗 **Social Media**

What is it?

Manage social profiles, sharing metadata, and site banners that link to your channels.

How to use:

1. **Go to Social Media in the sidebar**
2. **Add profile links (Facebook, Instagram, X, LinkedIn, YouTube)**
3. **Configure Open Graph image defaults for better sharing previews**
4. **Optionally add a Social Banner to display across pages**

💳 **Payments**

What is it?

Manage payment provider settings (Stripe) used for donations, orders, and subscriptions.

How to use:

1. **Open Payments in the sidebar**
2. **Configure Stripe keys and webhooks if needed**
3. **Set currency and receipt settings**
4. **Test in Stripe test mode before going live**

🛍️ **Merchandise Settings**

What is it?

Global ecommerce settings affecting products and checkout.

Key settings:

- **Default Currency and formatting**
- **Tax & Regions (if applicable)**
- **Storefront toggles (show/hide merchandise modules)**

Need More Help?

If you encounter any issues or need assistance:

- **Check this guide for detailed instructions**
- **Test changes on a staging environment first**
- **Keep your payment and security settings up to date**
- **Regularly backup your content and data**
- **Contact Kalamantina Foundation's administration for critical issues**