**Changes for the “Coaches corner” admin**

We need to make the admin simple or for users who are not very tech savvy. Some of these are small changes to the interface, but we have to make it less confusing for them to use.

1. If a user goes to this page and is not logged in, display a message that says “You must logged in as an administrator to use this page.” (Right now I believe we end up going to a different page when the person is not logged in) **DONE**
2. The title inside the gray bar should read “Coaches Corner Administrative Tool” instead of just “Coaches Corner”. **DONE**
3. Archived messages
   1. I clicked on the Archive link for an entry, and it removed it from the list that shows in the admin. But it is still being displayed on the website. The entry was: “Important updated County championship information”
   2. We can leave out Archived messages until the end (so we can get this done sooner). When we do included “Archived messages”, have a radio button near the top that shows:
      1. “Display: ( ) Only active entries ( ) Active and Archived entries” **DONE**
      2. The “Only active entries” should be the default **DONE**
      3. “Only active entries” has to show both currently displayed and entries where the start date is not yet reached. We should show the “Start date” in the grid that shows the entries. If there are entries where the start date is not yet reached then we should show those at the bottom in a section with a sub head above it that reads “Entries that are not yet displayed” **DONE**
4. The “Add New” should be a big button that appears in the upper right area **DONE**
5. We mentioned showing a “preview” box today, but I don’t think that is necessary right now.
6. The label “Short Title” on the main listing grid should read “Home Page Title”. **DONE**
7. The label “Title” on the main listing grid should read “Inside Page Title”. **DONE**
8. Show more entries in this main listing grid. If the user selects “only active entries” we should show all entries on this same page. If the user selects active and archived entries **DONE**
9. When adding or editing an entry, the current label says “Add to New Record”. Change this to read: “Add/Edit a Coaches Corner Entry” **DONE**
10. Short title:
    1. Rename this to “Home page title” **DONE**
    2. make this text field longer so that it fits across the page so that more text is visible. **DONE**
    3. Put italicized explanatory text under the field that reads: *“(This is the title that appears on the homepage)”* **DONE**
11. Main Title:
    1. Rename this to “Inside page title” **DONE**
    2. make this text field longer so that it fits across the page so that more text is visible. **DONE**
    3. Put italicized explanatory text under the field that reads: *“(This is the title that appears on the page that displays when the user clicks)”* **DONE**
12. Body
    1. Changes this label to read “Body text” **DONE**
    2. Put italicized explanatory text under the field that reads: *“(This is the main text that appears on the page that displays when the user clicks. You can put your entire message here and eliminate the need for users to click through to a second page.)”* **DONE**
    3. Remove the “click here” from inside the body text of the admin. Have the link appear it automatically on the page that is generated. (So I assume we will have to store in this separately in the table.) **DONE**
13. Change the text to read: ‘**Add a “Click here” file to show on the page**’. Note: This label will crossover in to the second column of the form and will look like a separate ‘section’ of the form. **DONE**
    1. Can the “Browse” button be labeled “Upload your document”?
    2. Label on the left can read “Upload file”. **DONE**
    3. Put italicized explanatory text under the BROWSE button that reads: *“(This will automatically create a link at the bottom of the page that reads “Click here to view document”.)* **DONE**
    4. If an uploaded file exists, put a link at the bottom of the page when the user views the web page. It should be 2 lines under the body text and read: *“Click here to view document”.)* (Note the entire line is underlined.)
    5. Note that this section is now placed below the body text field. **DONE**
14. Created another ‘section’ of the form for the beginning and end dates. The section heading should read: ‘**Specify *WHEN* this entry will be visible on the site**. Note: This label will crossover in to the second column of the form and will look like a separate ‘section’ of the form. **DONE**
    1. Change the name of “Create date” to be “Display date”. Put italicized explanatory text under the field that reads: *“(This entry will appear on the website beginning on this date.)”* **DONE**
    2. Put the End date next in this section. Put italicized explanatory text under the field that reads: *“(This entry will automatically be removed from the website AFTER this date.)”* **DONE**
15. Created another ‘section’ of the form for the highlight dates. The section heading should read: ‘**Specify whether this entry should be *EMPHASIZED*on the site**. Note: This label will crossover in to the second column of the form and will look like a separate ‘section’ of the form. **DONE**
    1. The “Highlight From Date” label should be reformatted to “Highlight start date”. (all labels on the left should be consistent where only the first letter is upper case). Put italicized explanatory text under the field that reads: *“(The entry on the home page will be emphasized as* ***BOLD*** *beginning on this date.)”* **DONE**
    2. The “Highlight ToDate” label should be reformatted to “Highlight end date”. (all labels on the left should be consistent where only the first letter is upper case). Put italicized explanatory text under the field that reads: *“(The entry on the home page will be stop being emphasized on this date.)”* **DONE**
16. Created another ‘section’ of the form for the positioning. The section heading should read: ‘**Specify *THE POSITION* of this entry in the Coaches Corner section**. **DONE**
    1. I’m not sure how the priority and sort levels are working right now in the Coaches corner, but I think there may be an error. Let’s simplify the system by only including the sort order field. We can ignore the priority and not show it in this admin. **DONE**
    2. Label on the left should say “Sort order”. Put italicized explanatory **bulleted text**under the field that reads:
       1. *\* Enter a number to control the position of this entry in the Coaches Corner section.*
       2. *\* Lower numbers will display at the top. Leaving this blank will sort it to the bottom.*
       3. *\* TIP: Use any number, but big numbers such as 100, 200, 300 … are good because later you can insert entries in-between by entering numbers such as 140, 170 … )”* **DONE**