Crew Manager

WordPress Plugin
Install Procedure

Note: To be superseded when install script written

Version 1.0
20 April 2018

http://crew-mgr.com

Crew Manager - Install Procedure

1. Install Wordpress using cPanel automated installer
2. Set Wordpress Site Address to subdomain root in General Settings
    a. copy /blog/.htaccess and index.php to root
    b. edit index.php in root to add /blog before /wp-blog-header.php
3. Select a Theme - Graphene theme has been used successfully
4. Set Comments Require Users to be Registered in Discussion Settings
5. Install the following plugins and enable them
    a. All in One Event Calendar (AI1EC)
    b. Email Posts to Subscribers (ELP)
    c. User Role Editor
    d. Upload Zip file with Crew Manager to blog directory, that includes changed files for ELP and Graphene child theme (do not extract files yet)
6. Using phpMyAdmin
    a. Import wp_crewmgr_assigned to create the table structure only
    b. Import wp_crewmgr_position to create the table structure and data
    c. Rename table prefix on both table to match WP install prefix
7. Create Crew Administrator - (crew-administrator) in User Role Editor and grant rights per checklist at end of this procedure.
8. Extract Zip file uploaded in wp-content directory
9. Create a Child Theme from Zip file uploaded and activate it.
    a. Upload favicon (J/109 or J/92s)
    b. Upload Crew Manager header image
    c. Configure Site Identity
    d. Set Background Color
    e. Set Header Image to uploaded Crew Manager header image
    f. Set Homepage for latest posts
10. Enable the Crew Manager plugin
11. Import users using formatted CSV file using plugin *Import users from CSV with Meta*, or type in using Wordpress User (Add New) and set Admin (WP Admin) and Crew Administrator roles for designated people.
12. Set the following AI1EC and Post categories
    a. Cruising
    b. Delivery
    c. PHRF
    d. One Design
    e. Social
    f. Training
    g. Pleasure
    h. Slider (Posts only)
13. Configure Crew Manager and save settings
14. Setup hourly CRON using command in Crew Manager *Modify Settings* admin page
15. Configure ELP for Wordpress CRON and create templates AI1EC Scheduled Event for group EventCrew & Wordpress Post Published to group GetNewPosts as immediate send
16. Create the following pages and save with shortcodes indicated
    a. Boat
    b. Results - [results]
    c. Crew
    d. Availability - [availability]
    e. Assignments - [assignments]
    f. Roster - [roster]
    g. Skipper

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   h. Skipper Edit Assignments by Crew - [skippercrewadmin]
   i. Skipper Assign Crew by Event - [skipperassignments]
17. Setup a Wordpress Menu
   a. Home
   b. Calendar
   c. Boat
      i. Results
   d. Crew
      i. Availability
      ii. Assignments
      iii. Roster
   e. Skipper
      i. Skipper Edit Assignments by Crew
      ii. Skipper Assign Crew by Event
   f. Logout / Login
18. Create Test Event in AI1EC with location, upload an image (e.g. J/109 logo) and include the following extra fields
   a. race_results
   b. race_results_link
   c. series_results
   d. series_results_link
   e. uniform
   f. registered
   g. fees_paid
19. Add the following Widgets
   a. AI1EC widget for Upcoming Events
   b. Wind Graph for Borden Flats, Halfway Rock, Rose Island, 1BI
20. Create posts with the following content
   a. Announce new website
   b. Directions to set password
   c. Directions for website
21. Test and make adjustments as required

User Role Editor crew-administrator Rights:

create_posts
create_users
edit_ai1ec_event
edit_ai1ec_events
edit_others_ai1ec_events
edit_others_posts
edit_posts
edit_private_ai1ec_events
edit_private_posts
edit_published_ai1ec_events
edit_published_posts
edit_users
list_users
manage_options
Promote_users
publish_ai1ec_events
publish_posts
read
read_ai1ec_event
read_ai1ec_events
read_private_ai1ec_events
read_private_posts
remove_users
upload_files