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1. ADD ADMIN USERS

In order to add Admin Users to the 1 Student at a Time (1ST) website, the must be given the admin property in the Firebase backend. This also gives rise to the need for adding and maintaining members of the Firebase project. These two accounts are separate, so adding permission in one will not add permission for the other.

1.1. Firebase Members

In order to add a member to the Firebase project, you must login to the firebase project at [https://console.firebase.google.com/](https://console.firebase.google.com/) and select the 1-student-at-a-time project. Once logged in to the project, from the left-hand side hover over the gear box to open a context menu. From the context menu select **Users and permissions**.

![Firebase Members](image)

This opens the Users and permissions page where new member can be added, and old member may be removed. There are two options for adding new members. First is selecting the **Add Member** button in the top right corner of the member list.

![Add Member](image)

Here you provide the email address(es) of the new member(s) and select the role they will be filling. The second method is adding a new user based off a current user.

This is done by selecting the ellipses on the far right of a user in the list.
From the context menu that is displayed, select **Invite new member with same access**.

The same menu is displayed where you provide the email address(es) of the new member(s) and select the role they will be filling, but in this case the role is prefilled. The role may still be changed if desired.

To remove a member, follow this same process, but select **Remove member** from the context menu.

**1.2. Adding Admin to Website Users**

Adding admin privileges to a user of the 1ST website is simply adding the admin = true Boolean value to their user data. Logged in to the Firebase project, you must select **Cloud Firestore** from the left-hand navigation bar.

The Cloud Firestore page defaults to the Data tab which is where the user data is stored. From the content table, in the left-hand column, scroll down and select the **users** collection. From the middle column you may select the desired user, however, the data is listed by account ID, thus it is recommended to filter for the desired user. Filtering can be done by selecting the filter icon at the top of the middle column.
From the filter menu, a desired field by which to filter, and the condition to look for, can be selected.

Once filter options are selected, you select **Apply**, and the list is filtered down by the selected parameters.

When the desired user is select, in the right-hand column, to add Admin privileges, select **+ Add Field**, in Field enter **admin**, from type pull down select **Boolean**, and in value, select **true**, then select add.
Removing privileges is simply deleting the admin field from the desired user. With the user selected, hover over the field, then select the trash can symbol (Delete Field). This displays a Delete Data confirmation prompt. Select Delete to remove the field and admin privileges.

2. UPDATE INFORMATION PAGES
For each page on the website, there are various options to edit text, linked resources, and videos. The following sections will go through all available options for editing the website when signed in as an Admin User.

2.1. Website Agreement
When logged in as Admin User, the user agreement for the webpage may be edited by selecting the Admin Users avatar from the top right corner of the webpage, just right of the donate button. This will open the context menu where the Admin User can select Edit Website Agreement.

This will open the Agreement window, which displays the current website agreement in a text editable format. Any desired changes may be made here then saved by selecting Submit Changes.
If changes have been made, a notification will display at the top center of the webpage above the Agreement window stating the changes were successfully made.

![Successfully updated user agreement!]

The Agreement page should then be closed by selecting Cancel or the X button in the top right corner. If the Agreement page is closed before the changes are submitted, the changes will be saved locally until the page is refreshed, allowing a user to reopen the Agreement page and recover the changes if desired.

### 2.2. Welcome Page

On the welcome page there is a carousel of slides which can be added to, edited, and removed. All except the first slide can be deleted.

#### 2.2.1. Adding Slides

To add a slide to the carousel on the welcome page, the Admin User then selects Add slide from the options on the left-hand side of the page.

![Adding New Slide menu]

This opens the **Adding New Slide** menu
- **Text URL**: The URL that will navigated to if the user selects the slide.
- **Title**: The large bold font of the slide
- **Content/Details**: The smaller body text of the slide
- **Background URL**: The URL for the image displayed in the background of the slide
- **Upload**: The option of uploading a local image to use as the background. This overrides the Background URL.

The Admin User enters desired information, including any URLs to direct the user to other resources, then selects Confirm to save and add the slide to the carousel.

When adding a slide to the carousel, the new slide is added to a random position in the slide except for the first slide.

### 2.2.2. Editing Slides

To edit a slide, the Admin User selects the desired slide to be edited, then selects the **Edit Slide** button from the left-hand side of the page.
This opens the **Editing Selected Slide** menu.

This menu is identical in function to the **Adding New Slide** menu, but is populated with all information from the existing slide.

The Admin User makes any desired changes to the text or URLs then selects **Confirm** to save the changes. After selecting **Confirm**, changes to the slide are applied immediately.
2.2.3. Deleting Slides
To delete a slide, the Admin User selects the desired slide to be deleted, then selects the Delete Slide button from the left-hand side of the page.

This opens the Delete Selected Slide? confirmation window.

Selecting Confirm will delete the slide from the carousel.

2.2.4. Editing the Quote
In the middle of the welcome page there is an editable quote. To edit the quote, an Admin User scrolls down to where the quote is visible and selects the Edit Quote on the right-hand side of the quote.
This opens the Basic Modal menu for editing the quote. The following options can be customized for the quote.

- **Content**: This is the text of the quote
- **Background Color**: The hexadecimal RGB color value which fills the background of the quote
- **Font Color**: The hexadecimal RGB color value for the text of the quote
- **Font Family**: A string name of the desired font style selected from Google Fonts
- **Font Weight**: Weight of the fonts, 400 is normal, 700 is bold, not all fonts support all weights, check Google Fonts for more information
  [https://fonts.google.com/](https://fonts.google.com/)

Once desired options have been filled in, select **Submit** to save the changes.
2.2.5. Motivation

At the bottom of the welcome page there is a section of text stating the motivation of why 1st was started. If this text needed to be edited for any reason, it can be updated through the Firebase interface. A Firebase project user must login to the Firebase project and select the Cloud Firestore option as described in Section 1.2.

From the content table, in the left-hand column, scroll down and select the homInfo collection. From the middle column select motivation. Here the content, picURL, and title may be edited as desired. Any desired changes should be made in a text edited then copied into the desired fields to achieve the appropriate spacing.

2.3. About Us

Under About Us there are two pages, Who We Are and Our Team, each with their own sections that can be edited.

2.3.1. About Us – Who We Are: Missing Statement

The Who We Are Mission Statement can be edited by selecting Edit Statement which opens the Admin mode -editStatement menu.

Here the Admin User can change the text and background picture of the Who We Are Mission Statement.
2.3.2. About Us – Who We Are: Our Campus
Under Our Campus, the Admin User can add additional campuses, edit existing campuses, or delete a campus.

2.3.2.1. Adding a campus
To add a campus, the Admin User selects the + Add Campus button from the Who We Are page.

This will open the Admin mode -add menu, where the Admin User can enter the Campus Name and a Picture URL. As with other pages, a picture may also be selected from local memory for upload.
2.3.2.2. Editing a campus
To edit a campus, the Admin User selects the Edit button under the campus they want to edit from the Who We Are page.
This will open the **Admin mode - edit** menu, with the current values loaded. Here the Admin User can edit the Campus Name and Picture URL. As with other pages, a picture may also be selected from local memory for upload.

2.3.2.3. **Deleting a campus**
To delete a campus, the Admin User selects the **Delete** button under the campus they want to delete from the Who We Are page.
2.3.3. About Us – Our Team: Our Team

From the Our Team page, the Admin User can add additional team members, edit existing team members, or delete a team member.

2.3.3.1. Add Member

To add a team member, the Admin User selects the + Add Member button from the Our Team page.

This will open the Admin mode - add menu, where the Admin User can enter the name, position, Description, email, and a picture URL. As with other pages, a picture may also be selected from local memory for upload.
2.3.3.2. Edit Member

To edit a team member, the Admin User selects the **Edit** button under the desired team member from the Our Team page.

This will open the **Admin mode -edit** menu, with the current values loaded. Here the Admin User can edit the name, position, Description, email, and a picture URL. As with other pages, a picture may also be selected from local memory for upload.
2.3.3.3. Delete Member
To delete a team member, the Admin User selects the Delete button under the team member they want to delete from the Our Team page.

This will open the Admin mode - delete confirmation window. Here the Admin User can confirm the deletion of the selected slide by again selecting Delete.

2.4. Resources
Under resources there are two types of resource cards that can be added, edited, and deleted. Resources and Recipes. All pages except the Cooking corner use the Resource card. The Cooking corner uses the Recipe card.

All Resource cards can be managed by following the steps provided in this section. To perform any action, the Admin user must first navigate to the desired page they wish to edit, then follow the process for the resource card on that page.
2.4.1. Resource Cards

2.4.1.1. Adding

To add a Recourse card, select the + Add Resource button at the top right of the resource list.

This will open the New Resource window where the Admin User can enter the title, select a category, enter description, and add a URL link for the resource.

Selecting Add will add the new resource to the top of the list in the selected category.

2.4.1.2. Editing

To edit a resource, select the edit symbol in the top right corner of the resource card to be edited.
This will open the **Update Resource** window for the selected resource. Here the Admin User can update the title, change the selected category, update the description, and update the URL. Selecting **Update** will apply the changes to the resource.

2.4.1.3. **Deleting**
Selecting the **Delete** icon will remove the resource card from the resource list.

![Delete Icon]

Care should be taken as this will not ask for a confirmation before deleting the resource.

2.4.1.4. **Categories**
Each page that uses the Resource card allows the Admin User to add categories to sort the resource cards under. To add a category, navigate to the desired page and select the **+ Add Category** button above the resource list on that page.

![Add Category]

This will open the **New Category** window where the category title can be added and the category type may be selected. Category types are either Resources or Volunteer.
To edit or delete a category, an Admin User must login to the Firebase project and select the Cloud Firestone option as described in Section 1.2.

From the content table, in the left-hand column, select the categories collection. From the middle column the Admin User can select the group of categories they wish to edit. At this time, the groups IDs correspond with the following resource pages.

<table>
<thead>
<tr>
<th>PaZLOAgSYxWQ3jBmvaNE</th>
<th>Mental Health and Wellness</th>
</tr>
</thead>
<tbody>
<tr>
<td>QFOe75xv0ZTk6RjbbZhX</td>
<td>Food and Nutrition</td>
</tr>
<tr>
<td>f9zZPOonliMZS0oMstGM9</td>
<td>Higher Education</td>
</tr>
<tr>
<td>xkfB6N3JF77zIVQrbUJP</td>
<td>Housing</td>
</tr>
</tbody>
</table>

To edit, the Admin User simple selects the desired category and makes changes to the name field. To delete, the Admin User hovers over the number corresponding to the category and selects the delete icon, then confirms the deletion.

2.4.2. Recipes
If desired, the ordering of recipes may be changed by selecting from the dropdown menu on the hosting page.

2.4.2.1. Adding
To add a recipe, select the Add button at the top of the recipe list.
This will open the **Admin mode - recipeAdd** menu where the Admin User can enter Title, Description, Recipe Link, YouTube Video ID and Picture URL. There is also an option to upload an image from local storage.

![Admin mode - recipeAdd](image)

How to get YouTube video IDs is described in [Section 2.6 Get Involved](#).

### 2.4.2.2. Editing

To edit a resource, hover over the recipe, and select **Edit** on the resource card.

![Edit](image)

This will open the **Admin mode – recipeEdit** menu for the selected resource with existing information populated. Here the Admin User can update Title, Description, Recipe Link,
YouTube Video ID and Picture URL or uploaded image. Selecting **Submit** will apply the changes to the resource.

![Admin mode - recipeEdit](image)

2.4.2.3. **Deleting**
To delete the recipe, hover over the desired recipe, and then select **Remove**.

![Lemon Garlic Angel Hair](image)

This will display the **Admin mode – recipeRemove** confirmation prompt. Selecting **Remove** on this prompt will delete the resource from the list.
2.5. Events
On the Events page, the Admin user can add new events, update existing events, and delete events.

2.5.1. Adding Events
Adding events is as simple as selecting the + Add Event button on the Events page. This opens the New Event menu where the Admin User can enter the title of the event, select the date of the event, select the time of the event, enter a location, fill in a description, and enter a URL or upload a picture to represent the event.

New events are added at the top of the events list.
2.5.2. Editing Events

In order to edit an event, simply select the edit icon in the top right corner of the event you wish to edit.

This opens the Update Event menu with the event details populated. Here the Admin User can edit the title of the event, select a new date, select a new time, update the location, edit the description, and change the picture or URL representing the event.
2.5.3. Deleting Events
To delete an event, select the trashcan icon on the desired event to delete. This will remove the event from the events list.

2.6. Carousels
Each of the resource pages listed in Table 2-1 have a carousel of pictures and text implemented to easily customize the page. An Admin User can add, edit, or delete the slides in the carousel by navigating to the desired resource page and following the guide below.

<table>
<thead>
<tr>
<th>Table 2.5-1: List of Carousel Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Us – Who We Are</td>
</tr>
<tr>
<td>About Us – Our Team</td>
</tr>
<tr>
<td>Resources – Higher Education</td>
</tr>
<tr>
<td>Resources – Housing</td>
</tr>
<tr>
<td>Resources – Food and Nutrition</td>
</tr>
<tr>
<td>Resources – Cooking Corner</td>
</tr>
<tr>
<td>Mental Health and Wellness</td>
</tr>
<tr>
<td>Events</td>
</tr>
<tr>
<td>Contact</td>
</tr>
<tr>
<td>Get Involved</td>
</tr>
</tbody>
</table>

2.6.1. Add Slide
To add a slide to the carousel, the Admin User selects the Add button at the bottom of the desired carousel on the slide where the new slide will be positioned.
This opens the Admin mode – addCarousel menu where the Admin User can fill in the title, description, and a picture URL. As with other pages, a picture may also be selected from local memory for upload.

2.6.2. Edit Slide
To edit a carousel slide, the Admin User selects the Edit button on the desired slide.

This opens the Admin mode – editCarousel menu populated with the details of the selected slide. Here the Admin User can edit the title, description, and picture URL. As with other pages, a picture may also be selected from local memory for upload.
2.6.3. Delete Slide
To delete a slide, the Admin User selects **Delete** on the desired slide.

This will open the **Admin mode - deleteCarousel** confirmation window. Here the Admin User can confirm the deletion of the selected slide by again selecting **Delete**.
2.7. Get Involved
On the Join page, the Admin User can update the linked YouTube video highlighting the 1ST organization. To update the video, the Admin user selects the **Edit Video** button on the Join page at the top-left corner of the video.

This opens the **Youtube Video Update** menu when the Admin User inputs the YouTube Video ID and selects **Submit**.
In order to get the YouTube video ID, you must first navigate to the desired video on YouTube, and then select share.

This opens YouTube’s Share menu which defaults to the sharable link.
The video ID is all the text after https://youtu.be/. In this example the video ID is r5T5V0ygweI.

If it is

Desired that the video starts at a specific timestamp, before selecting Share, navigate to the desired starting point, then in the Share menu, select the **Start at <Time>** checkbox and the video ID is updated so it will link to the desired starting point.

In this example the new video ID is r5T5V0ygweI?t=16.
3. Managing Comments
An Admin User, may remove any comments posted on the 1ST website. Simply navigate to the desired comment and select remove.

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
</table>
| destiny123 8 days ago  
Hello!  
Reply 0  Remove |
| John Denton 13 days ago  
First comment under education resource  
Reply 3  Remove |

Table 3-1 list all pages that have a comments section. Comments are lazy loaded; in order to see the desired comment, comments must be loaded. Sub-comments are loaded separately, but will be removed if the main comment is removed.

<table>
<thead>
<tr>
<th>Table 3-1: List of Comment Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources – Higher Education</td>
</tr>
<tr>
<td>Resources – Housing</td>
</tr>
<tr>
<td>Resources – Food and Nutrition</td>
</tr>
<tr>
<td>Resources – Cooking Corner</td>
</tr>
<tr>
<td>Mental Health and Wellness</td>
</tr>
<tr>
<td>Version</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>New</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>1.0</td>
</tr>
</tbody>
</table>