

Login to CMS

Note: The aim here is familiarize you with the ContACT CMS (ContACT Management System) and operations.

1. Log on to <u>CMS</u> (<u>https://ssl.contact.com.au/CMS/</u>). Request your username and password from the ContACT team on 02 6175 1111.

ie and password to sign in.
Your Password
Sign In
10

2. Click 'Manage site' (At top of your page)

Bulletaite	User Login Your Use	er Name		
ly Details	Client Name Park Nar	me	Contact Person	Contact Person's Name
	Company name		ABN	
	Address1 Your Add	dress	Address2	
	City		State	Your State
	Country Australia	a	Postcode	2010
	Phone Your Pho	one Number	Fax	Your Fax Number
	Email Your Em	ail Address		

3. Click 'Manage Pages' [Manage Pages]

	Hyperanty Hundye Site Metants Coper-	Website Management	
fteneen lite Add / Edit Site	Website URL	itp://www.younvebs/teadress.com.au/	
	Manage Pages View Stats	[Manage Pages] [View Stats]	
	Manage Private Bulk Email	Private Bulk Email unavailable	
	Manage Public Bulk Email	Public Bulk Email unavailable	
	Search Engine Submission	Submitted to Google: 04 Dec 2010 Submitted to Yahoo : 06 Nov 2010 Submitted to Bing : 04 Dec 2010	
		Extra user accounts Add New User Account	
		Privacy Notice Contact Un About Us	

ContACT Internet Solutions

4. Now all of your website pages are displayed. On the right of all your pages is a link that says '<u>Manage Page Contents</u>'. Click on that link to Access the page you want to Change.

	My Details Manage	Site Accounts Logout				
		Web Pa	age Management For	Site - http://ww	w.yourwebsite	address.com.au/
 HanaperFilter 	[Add New Web Page]					
Add / Edit Site	Page Title	Page Type	Parent Page	Sort Order	Is Hidden	Manage Page Contents
Add / Delete Images	GoogleAc	Normal page	Menu Root	1	False	Manage Page Contents
Edit Product	Home	Normal page	Menu Root	10	False	Manage Page Contents
	Paolities	Normal page	Menu Root	20	False	Manage Page Contents
	Local Attractions	Normal page	Menu Root	30	False	Manage Page Contents
	Events Calendar	Event & Calendar	Menu Root	40	False	Manage Page Contents
	Accommodation	Normal page	Menu Root	50	False	Manage Page Contents
	-Studio Units	Normal page	Accommodation	51	False	Manage Page Contents
	-Deluxe Units	Normal page	Accommodation	52	False	Manage Page Contents
	-Family Units	Normal page	Accommodation	53	False	Manage Page Contents
	-Ensuite Sites	Normal page	Accommodation	54	False	Manage Page Contents

Note: If you use Internet Explorer 8 to do the changes, please select '<u>No</u>' in this POP window; otherwise it will not remember all the changes you have done on your website.

Security	ity Warning	×
A	Do you want to view only the webpage content that was securely?	s <mark>delivere</mark> d
	This webpage contains content that will not be delivered using a se connection, which could compromise the security of the entire webp	ecure HTTPS page.
Mo	More Info	No