SYstem for Community Liaison: Introduction & First Steps

Dear Colleague,

Welcome, and thank you for choosing to use the SYCL platform for your organization's website or conservation network.

This is what Websites using the SYCL platform may look like, with red borders on the most advanced.

Note that the format at top right is displayed on mobile phones.

European Sustainable Use Group

Our Mission and Objectives

To conduct research in order to enhance understanding of conservation through the use of wild living resources and to influence policy and practice accordingly. See our networking and other activities here and on Facebook.

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SYCL tools are currently available to edit and read sites entirely in 15 languages, as shown below. This capacity will expand to match the 54-language hub of our networks.

The SYstem for Community Liaison has been developed by Anatrack Ltd to provide networks of websites which are:

1) Easy to create and edit even for those who may not be as familiar with IT.
    a. Designed around the simple WYSIWYG (What You See Is What You Get) editor (similar to the functions in Microsoft Word);
    b. Boxes to insert images (and their text, for accessibility);
    c. Choice of top or side menus, and left-to-right or right-to-left languages.
2) Rich in advanced site functions for those who are more confident with IT:
    a. Routes with notes displayed on satellite maps;
    b. A Gallery for displays of images;
    c. Sub-sectional lists for uploaded material, links and text-with-image content;
    d. A comprehensive interactive calendar function;
    e. Ability to email people who register, eg. when website information is updated;
    f. Private or public forums and sub-forums for registrants to help build networks.
    g. A new Carousel template function which allows Home Page banner images to be displayed alternately, with sub-menus and images-as-buttons too.
3) Safer against hacks, malware, and other malicious interference than free or more limited platforms for self-build websites.
4) Without advertisements unless you want to link your own.
5) Furnished with extensive support for editors in the form of:
    a. This "Introduction to SYCL" document is a simple tutorial;
    b. A regularly updated website (SYCL UK) designed to assist you with the functions and provide guidance on using SYCL;
    c. The option to answer any questions via live video chats;
    d. Video tutorials "Using SYCL for beginners" & "Advanced features of SYCL"
    e. A PowerPoint explaining the different settings and functions within SYCL.
6) Host forums for editors and promoters of other websites within the SYCL network including international sites such as IUCN Commission on Ecosystem Management, national sites such as Perdixnet UK, regional sites such as Sakernet hub, conservation networks such as Naturalliance and European Sustainable Use Group.

This written and graphic tutorial will guide you through the process of accessing SYCL, either before a site has been created for you or after you have been added to one as an editor.

Part 1: Access to SYCL

1) The SYCL network will have sent you an email similar to the one depicted below. As indicated in the email, all you have to do is click on the link and set up a password. Your username is the email used for your invitation to the system.

   If you have not received this email, please check your folder for junk mail. As a last resort, go to the SYCL login page (as shown at the end of Page 1) and press "Forgotten your Password". This will take you to Step 2 below.
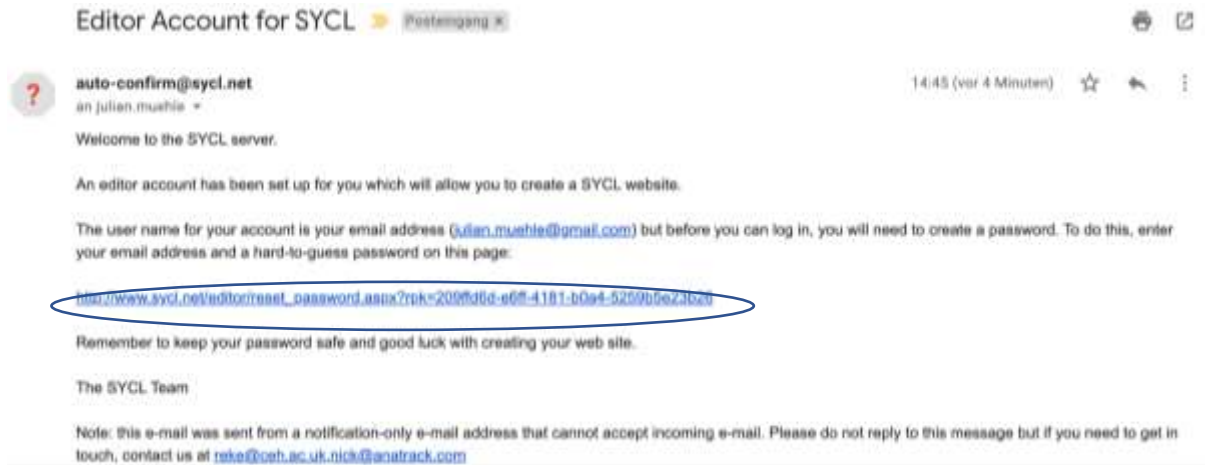

2) Clicking the encircled link above will take you to the screen below, where you may set your password. . To protect your future work and reputation, please choose a hard-to-guess password, be sure to remember it, and do not share this with anyone else.
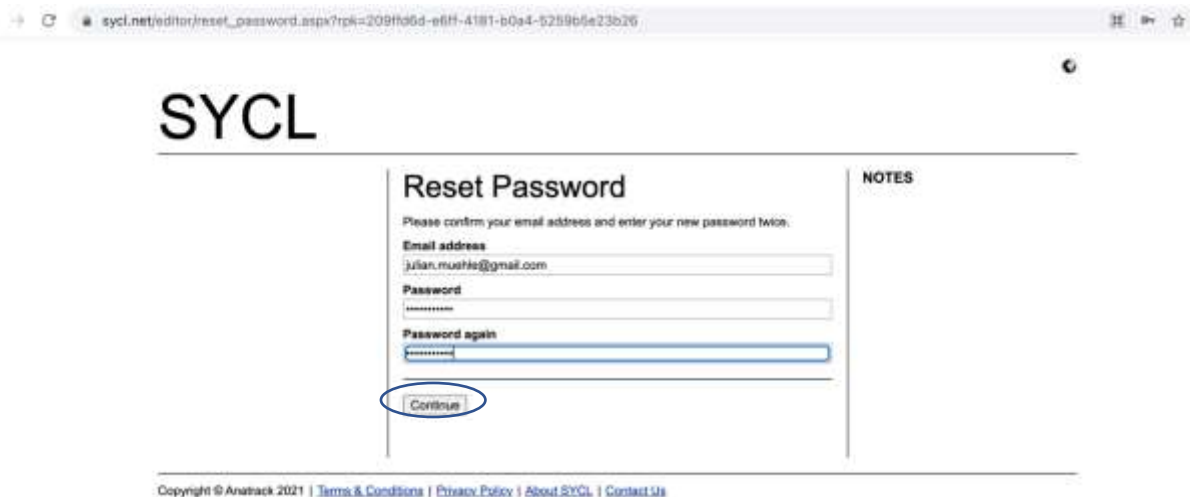

3) The image below will display if your password was successfully set. Do 'Continue'.

4) This screen will appear if you have not yet been assigned a website to work on, however in most cases this should already have been done for you, in which case, please move on to Step 5. Should you get a screen like the one below, please let us know and we will ensure that you are assigned as an editor to the correct website.
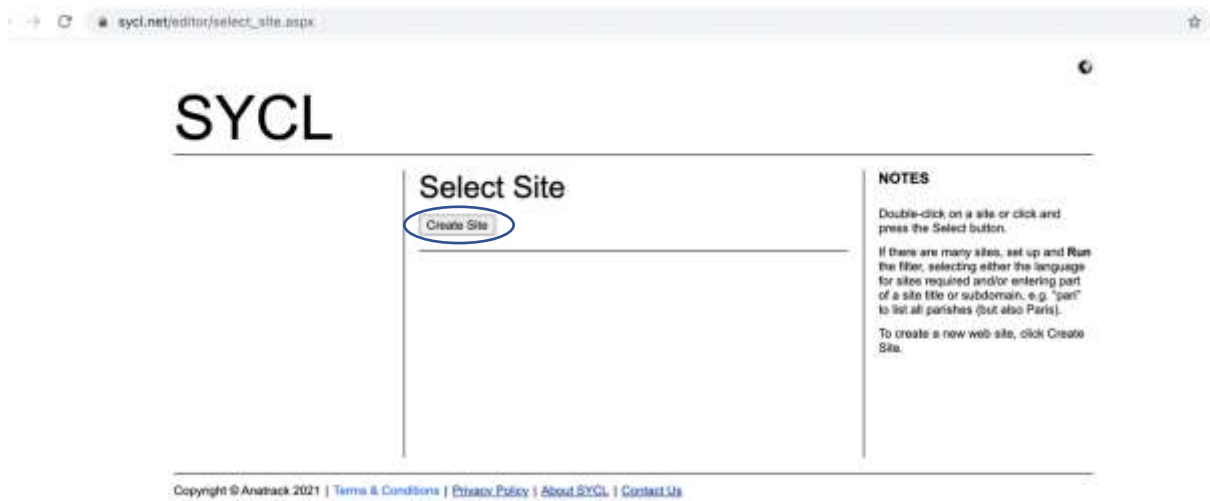
5) The screen below shows the screen which you should see if you have been assigned one or more websites to work on. Note that if you have been given editorial access to several websites they will appear listed below and you will have to choose which one to work on by clicking on the select button, or by double-clicking the name of the site.
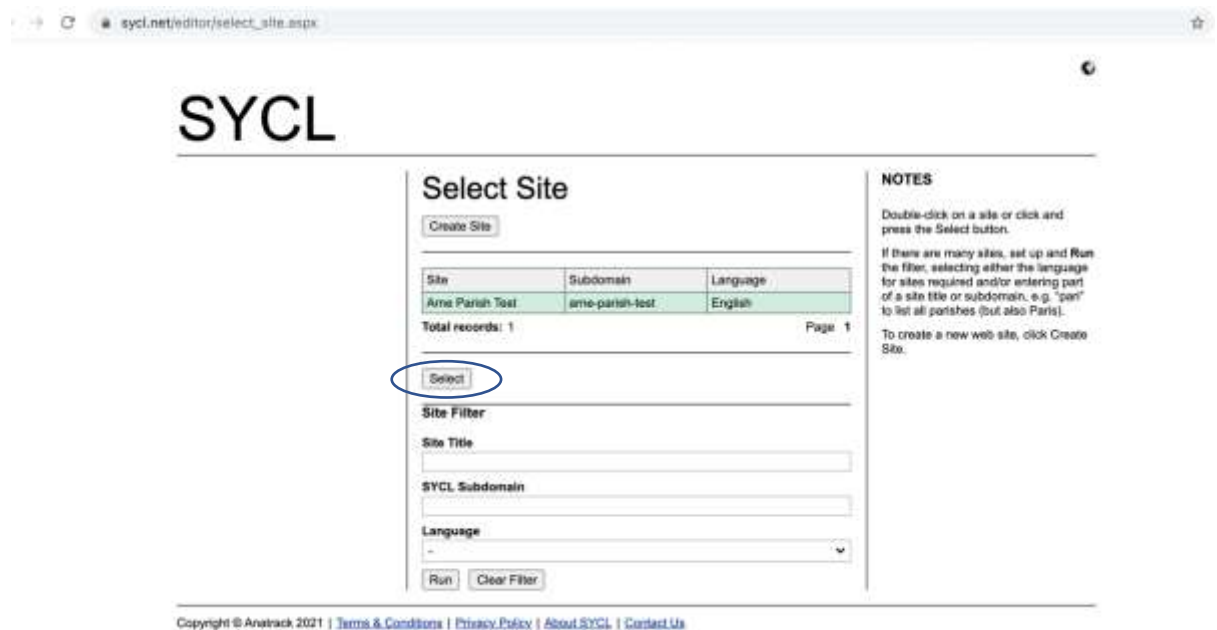

You now know how to access SYCL sites for editing.
Well done. You are ready for the following Part 2 of this tutorial, on Basic Editing, and then Parts 3-5 in the Advanced Tutorial that gives more Advanced guidance for setting up sites. You will learn to make sites more and more exciting as you become a SYCL-expert!

Part 2: Basic Editing in SYCL

6) Below is the editor-screen which should appear once you have accessed your site. This is the main editorial overview. Important aspects are marked with 6 ellipses.

   a. On the top left of the image you will see "Preview" (in red ellipse). If you click on this, you will see what the page you are editing currently looks like.

   b. Next along on the top is the "Site Settings" (green ellipse). Click this to display the editor page (below), where you can change site name, language & display template, or add a site logo & links for Twitter, Facebook and Google-Analytics. If the site was created before you were added as an editor, these aspects will have been set up already and you will not need to engage with Settings. If your work is on a new site, then they are simple to edit by clicking in the different boxes.

   c. The third option at the top, "Change Site" (yellow ellipse) may be used if you have access to several sites and wish to switch between them. By clicking on this you are taken to the menu seen in Step 5.

   d. You may disregard the next and the last menu items on the top. "Edit User" is not necessary for you and "Admin" is a function which is only enabled for administrators. The second-last option, "Logout", is important because you should log out of SYCL every time you have finished editing, to ensure site security. The SYCL system will automatically log you out after a few minutes of inactivity, but it is best to do this straight away when you finish editing.
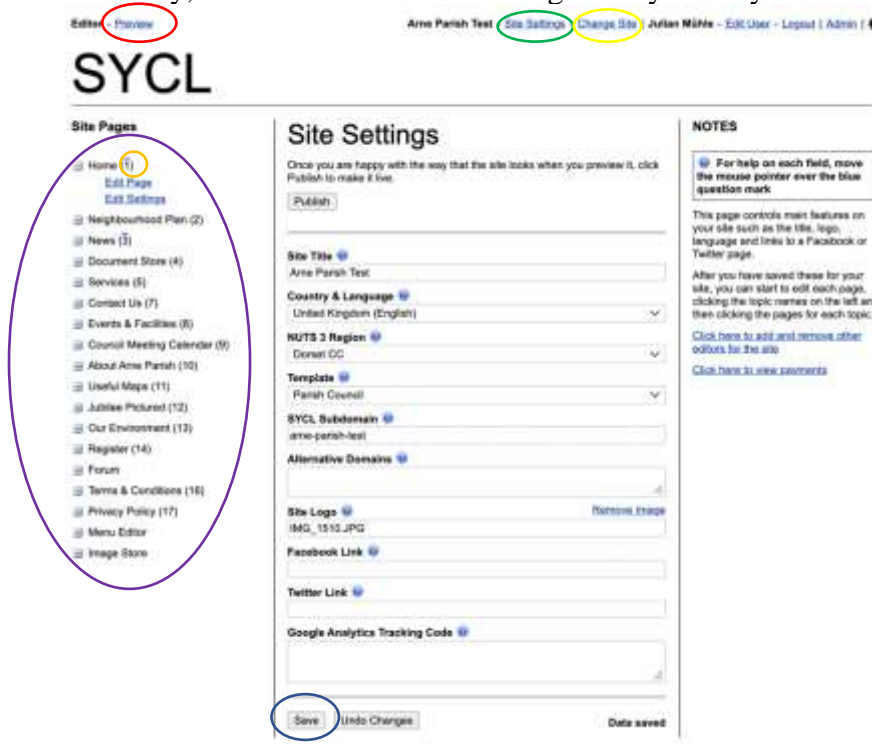
   e. On the right-hand side of the menu is a list of "Pages" available on your site (purple ellipse). You may rename these, and you may also reconfigure them. Note the number and the little blue bar over or on the side of the number.

      i. The number (orange circle) indicates the page order in the editor, which is helpful if you rename and rearrange the page in the display menus (although "Home" is always the first item that displays on a live site).

      ii. The display of a live site is based on two menus: one top menu and one side menu. When editing each page, you can choose whether it appears on

the top menu or the side menu or remains hidden. The little blue bar indicates where each page is featured. If the bar is on top it is a top menu page, if it is on the side it is a side menu page, if it is absent the page is either hidden or is part of a sub-menu structure.

 f. The last (blue) ellipse shows a "Save" button present on each page (Section 9).

7) Editing a page may be done by clicking in the fields and text boxes below and typing in the content which you wish to display. To capture the interest of site visitors, try to use short phrases and sentences (as seen in the blue ellipse), supported by images, and to avoid long paragraphs. Inserting links can be important too, and is easy.


8) WYSIWYG stands for "What you See is What you Get". The WYSIWYG editor contains functions similar to those in MS Word and other common document editors. You can easily edit different font sizes and colours, characteristics such as bold and italics, or add features such as links and images, simply by clicking the correct buttons on the icon-bar, so you don't need to write in the Hyper-Text Markup Language (HTML) used by the internet to transmit displays. However, you can if you wish inspect the HTML and change it directly by pressing the button at bottom right of the icon bar. Hovering your mouse over each box will tell you what it does.

9) Changing Information:

a) Data Changed: When you change the information or text on a page by typing it in in the WYSIWYG editor, you will immediately see changes take place on your screen. If you look at the bottom of the image (red ellipse), you can also see that the SYCL system notes that you have made changes and will remind you of this. It is important for you to click on the "Save" button (green ellipse) at the bottom of the page being edited before previewing or moving to another page.
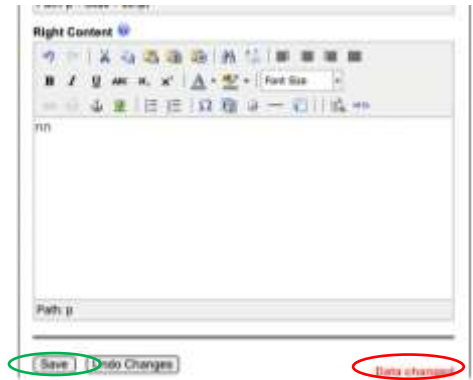
b) Data Not Saved Warning: Should you forget to save the work which you have done, the system triggers most browsers to send a message reminding you that you have not saved your work and asking you to confirm whether you wish to move on to a different page (see the blue ellipse).
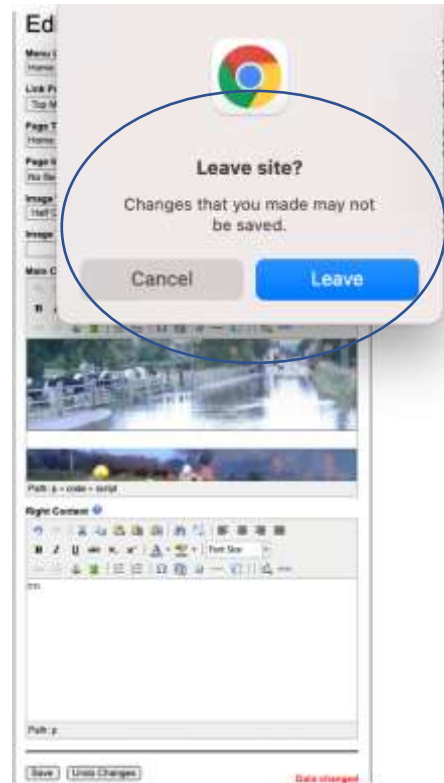
c) Data Saved Successfully: If the changes have been saved successfully, a message at the bottom will appear in green to let you know that the data was successfully saved (see the green writing).
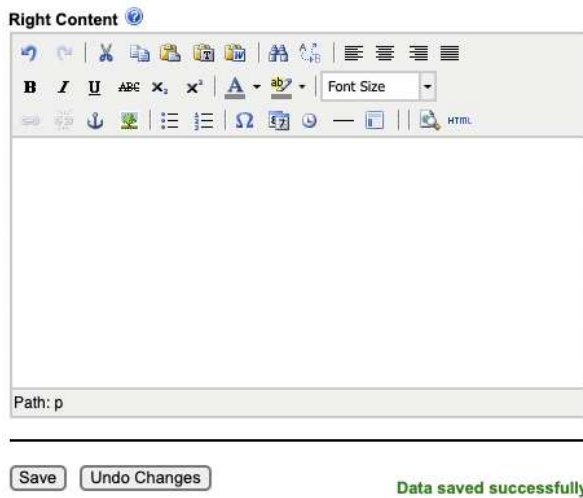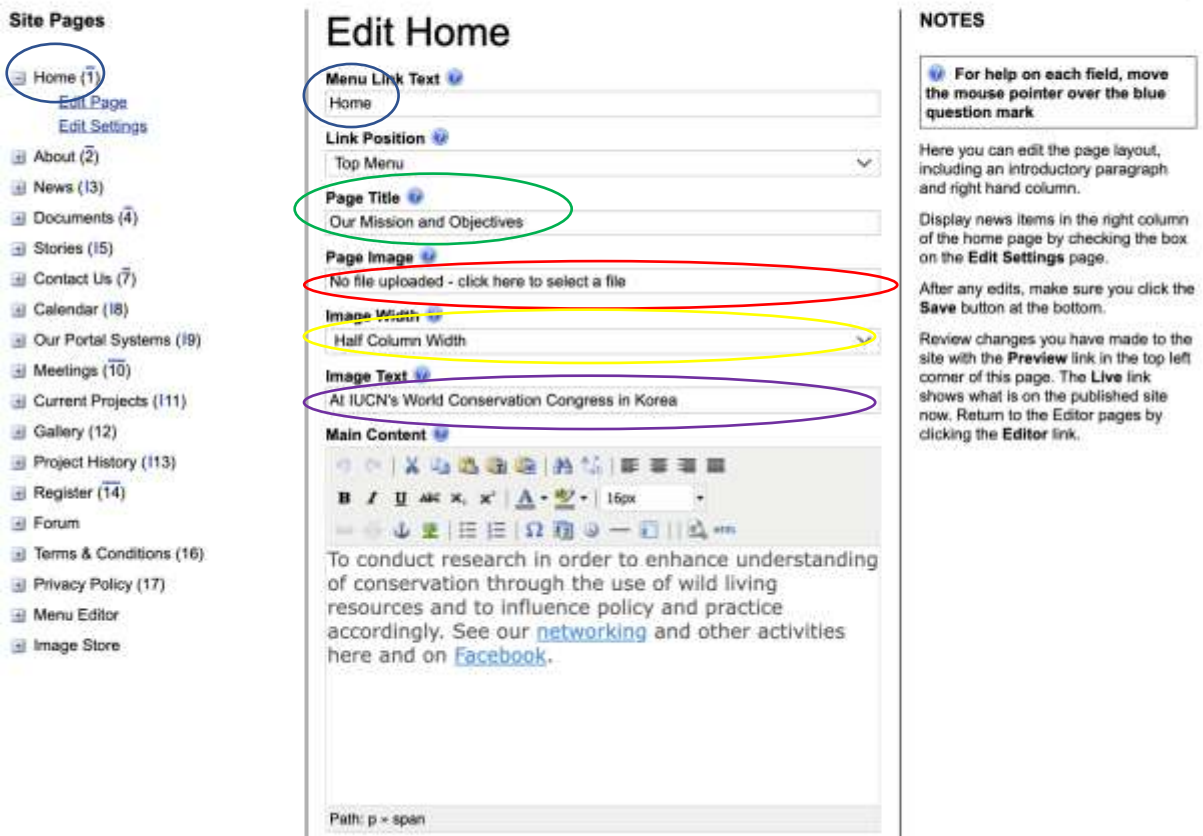
10) Page Editing has a similar basis throughout. In the left column is a menu that will take you to a page, which will be edited in the middle column. The top box of that column is for a link-title, which should be descriptive but short in order to fit well within tabs and sub-menus, especially for a top-menu item which is the option selected in the second box. This image shows editing the "Home" page (blue ellipses, both in the middle column and on the left in the page menu). The third box (green ellipse) is for

the title to be displayed in large font on the page, ideally not more than a line long. You can then select the image to head a page (red ellipse) and decide in the next box whether to have the image the full width of the column or just half-width with text alongside (yellow ellipse). Size and shape of these header images will need adjusting before uploading, in order to create an attractive and informative display. The final box is for text to describe the image, which is important for access by visually impaired people who use software to read the content for them (see purple circle).

Well done! By studying how the text relates to ellipses on the images as far as this point in Tutorial Part 2, you have gained the knowledge to edit a simple website. With a simple practical tutorial it is then easy to create a website like the first ones in the Naturalliance network. That website could be in any language. You are also ready to run a Forum team for helping to create and publicise a site: go to Part 6C for that.

Part 3, the first part of an Advanced Tutorial will give you knowledge to create more sophisticated websites, such as the second generation of Naturalliance satellite sites, for which you can also download a practical tutorial. Part 4 and Part 5 are there to help you become expert in the extra features that make SYCL so special, if you wish.

SYCL is just like other software, such as for creating documents or analysing data. A little study of the first three parts in this Basic Tutorial gets you started as a useful contributor, after which you can gradually become a leading expert through practise.