

BeerEngine Quick Start Guide

Here is a quick start guide to updating your branch website using BeerEngine.

The first and most important thing to say is that BeerEngine was designed to enable a branch/regional website to be maintained by anyone with a working knowledge of how to use a web browser, i.e. zero specialist IT knowledge and experience is required. That means that branches which use BeerEngine have the opportunity to distribute the task of updating the branch website amongst the entire branch committee, rather than dump what can be an onerous task on to the shoulders of one volunteer (the high turnover of branch webmasters in branches who have a single dedicated webmaster role highlights the benefits of sharing this task).

Here are step by step instructions for some of the more common update tasks.

1. To add news: a. Choose Add Content from the main menu; b. Choose Add News from the sub menu; c. Fill in the News form: click on Add news. d. If you want different news categories, e.g. pub news, brewery news, please send an email to support@beerengine.camra.org.uk
2. To add an event: a. Choose Add Content from the main menu; b. Choose Add Event from the sub menu; c. Fill in the Event form: include the pub name and location in the title; choose the correct category; enter the event details itself in Body; click on Add Event
3. To add a page: a. Choose Add Content from the main menu; b. Choose Add Page from the sub menu; c. Fill in the Page form: click on Add Page
4. To update an existing page: a. Navigate to the page; b. Click on Edit this; c. Update the page form including the title and the body: click on Update Page. Please note: do NOT update pages that include a `[[list:type=xyz...]]` unless you have a full understanding of how lists work.

To access the documentation on BeerEngine, please go to beerengine.camra.org.uk and in particular:

- The How To ... guides which will provide more step by step instructions like those above (beerengine.camra.org.uk/howto),
- A reference guide to all BeerEngine content tags e.g. `[[link:id=xyz]]`, `[[image:id=xyz]]` and `[[list:type=xyz ...]]` (beerengine.camra.org.uk/contenttags),
- How to change the appearance of your website (beerengine.camra.org.uk/appearance),
- A one-hour online tutorial/introduction can also be provided by Andy Shaw (on Zoom or Google Meet). This is strongly recommended.

For email client configuration documentation please see <https://hosting.camra.org.uk/userguide/>

If you need help with using BeerEngine:

- a. please sign up to the BeerEngine Discourse Group (register for Discourse by going to discourse.camra.org.uk and then send an email to support@beerengine.camra.org.uk to ask to be added to the group) or
- b. send an email to support@beerengine.camra.org.uk with your question.

Please do not use any other method to attempt to get support, e.g. do not contact staff at HQ who will not be able to help you, and please do not send emails to individual members of the BeerEngine support team (always use support@beerengine.camra.org.uk).

