



EZCMS Users Guide

Overview:

This document will outline and instruct how to take an existing static website, and import it into EZCMS. It will also serve as a guide for creating new websites in EZCMS. This document will walk you through step by step, in detail, on how to create a website within EZCMS.

Benefits:

The benefits of converting a static website into a dynamic website are many. With a static website, you are forced to manually edit files for each page of your websites. Having a lot of pages means managing a lot of files which gets confusing and is a waste of time. Also you need a FTP program on your computer to download, edit, and then re-upload files to your web server. With a dynamic website system like EZCMS, there is no need to deal with files, downloading and uploading, when creating pages. Pages are stored in a database on the server. This allows anyone from any computer to use their existing web browser to create and edit their website. Although there are many other reasons, this is primarily the main reason people use CMS systems for their websites.

A screenshot of the EZCMS Admin Control Panel. The interface is light gray with a blue header. The EZCMS logo is in the top left, followed by the text 'Content Management System'. Below the header, it says 'Hello admin (Logout) Administrator'. The main heading is 'Welcome to your EZCMS Control Panel Version 1.1.2'. On the left is a sidebar menu with categories: Home, View Website, Pages (Manage Pages, Add New Page, News Manager), Templates (Manage Templates, Add New Template), Administration (Change Password, Manage Admin Accounts, Add New Account, Manage Security Groups, Add New Security Group), and Components (Calendar). The main content area is titled 'Site Statistics and Information' and contains a table with the following data:

# of Pages	# of templates	# of images in Gallery	# of Active News Articles	Current Active Template
6	2	0	3	Bay Area Electric Boaters

Below the table are three sections: 'Latest Gallery Images' (empty), 'Latest News Articles' (listing 'EZCMS 1.1 Release - Sat Mar 03rd, 2007 - 04:39 pm', 'EZCMS 1.1 update - 2007-02-12 08:58:34', and 'EZCMS 1.0 Released - 2007-02-11 21:17:52'), and 'Upcoming Calendar Events' (stating 'There are no events in the calendar').

EZCMS Admin Control Panel

Installation of Template

Install EZCMS:

To begin, you must first install the EZCMS system. Use the provided readme file that was included your EZCMS zip file for instructions on how to install EZCMS. EZCMS installs with a default template so that you can have something to test with and to see how the basics of EZCMS work. If you received EZCMS with a hosting plan, installation has already been taken care of for you.

Gather/Create your template:

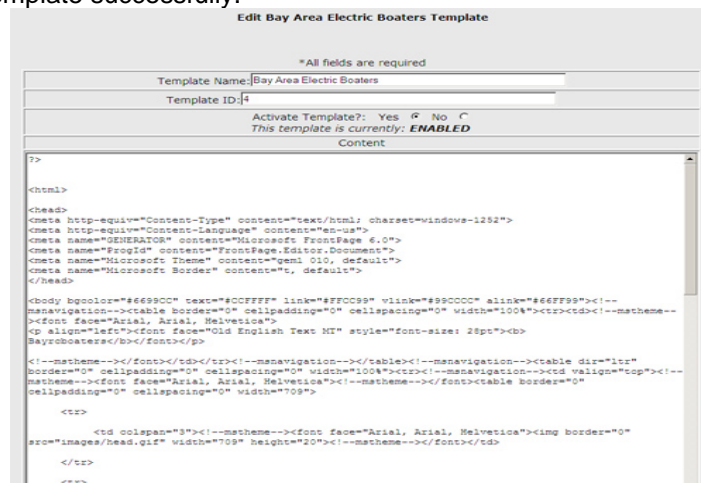
In order to create a site, you must have a template. A template is basically the main design and structure of how your website will look. EZCMS doesn't create the template for you; you must supply the template to EZCMS. If you're converting an existing site into EZCMS, gather up your images/folders/files that you use for your site. In this document, we will be converting the site <http://www.bayrcboaters.com> into EZCMS.

Our existing site has folders called "images" and "_derived". This is where the images are stored for our existing site. Since our template in EZCMS will look at the same location for our images, we must put these folders/files. If you installed EZCMS in the same folder as your existing website, then you won't need to do anything with these folders as they are already there. If not, copy those folders to the root of you EZCMS site (where index.php is). Take note of any other files your existing site uses. For example, if your site uses a style sheet (files with a .css extension), make sure to copy those files over to your EZCMS site as well. If the css file was in the root of your old website, then it goes into the root of your EZCMS site. If it was in a folder called "style sheet" then you must create/move the folder in you EZCMS site.

(Note: To move, copy or upload files, you can use EZCMS's built-in file manager rather than having to use an FTP program.)

Now that we have the files in place, we need to gather the HTML code needed. Most static website have an html file for each page. For example the home page for <http://www.bayrcboaters.com> is the file "index.html", and the page called "About Us" is the file "about_us.html". We don't need the code from each of these files. We only need it from one because remember, each page has same overall design. The content of the page is different, but the overall template and design is the same throughout. It's this design that we need because once plugged into EZCMS, the system can create pages for you with the same design.

So now we are going to grab the code from index.html from our old site. The easiest way is just open the file with a text editor (like notepad). Highlight all of the text, then click edit – copy. Then log into your EZCMS admin center and click on "Add Template" on the right-side menu. Right click on the content box and select "paste". Then in the title field, give the template a name. This name is used as the title of your website which appears in top of visitor's browsers. Only select to enable the template if you have first already disabled the default template. Only 1 template can be enabled at one time. When finished hit the submit button. Now visit your website. Verify that the site looks like your old site's home page. If it does you have added the template successfully.



```
<html>
<head>
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
<meta http-equiv="Content-Language" content="en-us">
<meta name="GENERATOR" content="Microsoft FrontPage 4.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
<meta name="Microsoft Theme" content="qm1 010, default">
<meta name="Microsoft Border" content="", default">
</head>
<body bgcolor="#6699CC" text="#00FFFF" link="#FFCC99" vlink="#990000" alink="#66FF99"><!--
navigation--><table border="0" cellpadding="0" cellspacing="0" width="100%"><tr><td><!--matheme--
<font face="Arial, Arial, Helvetica">
<p align="left"><font face="Old English Text MT" style="font-size: 28pt"><b>
Bayrcboaters</b></font></p>
<!--matheme--></font></td></tr><!--navigation--></table><!--navigation--><table dir="ltr"
border="0" cellpadding="0" cellspacing="0" width="100%"><tr><!--navigation--><td valign="top"><!--
matheme--><font face="Arial, Arial, Helvetica"><!--matheme--></font><table border="0"
cellpadding="0" cellspacing="0" width="709">
<tr>
<td colspan="3"><!--matheme--><font face="Arial, Arial, Helvetica"><!--matheme--></font></td>
</tr>
</tr>
</tr>
```

Template Editor

Integrating the template into EZCMS:

Now that we have added the main template, we can now integrate it with EZCMS. As it is now, any pages you create in EZCMS won't show up in the site. So we have to add a few PHP code snippets to the template. These code snippets are in the readme.doc that came with you EZCMS installation files, and is also located in the help center of the EZCMS admin center. There are 3 code snippets we need to add. They are the search form, navigation menu, and the content area. Let's review each step by step:

Here is the code we pasted into EZCMS from our example site:

```
<html>
<head>
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
<meta http-equiv="Content-Language" content="en-us">
<title>Home Page</title>
<meta name="GENERATOR" content="Microsoft FrontPage 6.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
<meta name="Microsoft Theme" content="gem1 010, default">
<meta name="Microsoft Border" content="t, default">
</head>
<body bgcolor="#6699CC" text="#CCFFFF" link="#FFCC99" vlink="#99CCCC" alink="#66FF99"><!--
msnavigation--><table border="0" cellpadding="0" cellspacing="0" width="100%"><tr><td><!--mstheme--
--><font face="Arial, Arial, Helvetica">
<p align="left"><font face="Old English Text MT" style="font-size: 28pt"><b>
Bayrcboaters</b></font></p>
<!--mstheme--></font></td></tr><!--msnavigation--></table><!--msnavigation--><table dir="ltr" border="0"
cellpadding="0" cellspacing="0" width="100%"><tr><!--msnavigation--><td valign="top"><!--mstheme--
--><font face="Arial, Arial, Helvetica"><!--mstheme--></font><table border="0" cellpadding="0"
cellspacing="0" width="709">
  <tr>
    <td colspan="3"><!--mstheme--><font face="Arial, Arial, Helvetica"><!--mstheme--></font></td>
  </tr>
  <tr>
    <td><!--mstheme--><font face="Arial, Arial, Helvetica"><!--mstheme--></font></td>
    <td><!--mstheme--><font face="Arial, Arial, Helvetica">
      <!--webbot bot="Navigation" S-Type="banner" S-Rendering
      S-Orientation B-Include-Home B-Include-Up U-Page="index.html" S-Target startspan --><!--
webbot bot="Navigation" i-checksum="9741" endspan --><!--mstheme--></font></td>
    <td><!--mstheme--><font face="Arial, Arial, Helvetica"><!--mstheme--></font></td>
  </tr>
  <tr>
    <td colspan="3"><!--mstheme--><font face="Arial, Arial, Helvetica"><!--mstheme--></font></td>
  </tr>
</table><!--mstheme--><font face="Arial, Arial, Helvetica"><!--mstheme--></font><table border="0"
cellpadding="0" cellspacing="0" width="709">
  <tr>
    <td width="147" bgcolor="#0080C0" valign="top"><!--mstheme--><font face="Arial, Arial,
Helvetica">
      <!--webbot bot="Navigation"
      S-Type="top" S-Orientation="vertical" S-Rendering="graphics"
      B-Include-Home="TRUE" B-Include-Up="FALSE" U-Page="index.html" S-Target startspan --
--><script language="JavaScript"><!--
MSFPHover =
(((navigator.appName == "Netscape") &&
(parseInt(navigator.appVersion) >= 3 )) ||
((navigator.appName == "Microsoft Internet Explorer") &&
(parseInt(navigator.appVersion) >= 4 )));
function MSFPpreload(img)
```



```

        <!--mstheme--></font><table border="0" cellpadding="0" cellspacing="0" width="100%"
height="100%">
        <tr>
            <td width="31%"><!--mstheme--><font face="Arial, Arial, Helvetica">An
                <a title="Scale Ship Modelers Home Page"
href="http://www.ssmama.org">SSMA</a> Member Club<!--mstheme--></font></td>
            </center>
            <td width="69%"><!--mstheme--><font face="Arial, Arial, Helvetica">
                <p align="right">Tampa Bay Area's Premier Scale Radio Control
                Model Boat Club<!--mstheme--></font></td>
        </tr>
        <tr>
            <td width="31%"><!--mstheme--><font face="Arial, Arial, Helvetica">&nbsp;<!--mstheme--
></font></td>
            <td width="69%"><!--mstheme--><font face="Arial, Arial, Helvetica">
                <p align="right"><font size="1">The ONLY official web site for
                the Bay Area Electric Boaters</font><!--mstheme--></font></td>
        </tr>
        <tr>
            <td width="31%"><!--mstheme--><font face="Arial, Arial, Helvetica">&nbsp;<!--mstheme--
></font></td>
            <td width="69%"><!--mstheme--><font face="Arial, Arial, Helvetica">
                <p align="right"><font size="1">
                <a href="mailto:webdirector@bayrcboaters.com?subject=Bayrcboaters
Email">Site Master</a></font><!--mstheme--></font></td>
        </tr>
    </table><!--mstheme--><font face="Arial, Arial, Helvetica">
</div>
<!--mstheme--></font></td>
</tr>
</table><!--mstheme--><font face="Arial, Arial, Helvetica">&nbsp;<!--webbot bot="Include" i-
checksum="2981" endspan --> <!--mstheme--></font><!--msnavigation--></td></tr><!--msnavigation--
></table></body>

</html>

```

Don't be intimidated by this. There are only a few areas we need to modify. Let's start with the navigational menu:

Navigation Menu:

Within this code we need to find where we want the navigation menu to go. Since we are converting this template we just need to replace the area where the current navigation code is. Looking through the template below is the navigation code:

```

<!--webbot bot="Navigation"
S-Type="top" S-Orientation="vertical" S-Rendering="graphics"
B-Include-Home="TRUE" B-Include-Up="FALSE" U-Page="index.html" S-Target startspan --
><script language="JavaScript"><!--
MSFPHover =
(((navigator.appName == "Netscape") &&
(parseInt(navigator.appVersion) >= 3 )) ||
((navigator.appName == "Microsoft Internet Explorer") &&
(parseInt(navigator.appVersion) >= 4 )));
function MSFPpreload(img)
{
    var a=new Image(); a.src=img; return a;
}
// --></script><script language="JavaScript"><!--
if(MSFPHover) { MSFPnav1n=MSFPpreload("_derived/home_cmp_gem1010_vbtn_p.gif");
MSFPnav1h=MSFPpreload("_derived/home_cmp_gem1010_vbtn_a.gif"); }
// --></script><a href="." language="JavaScript" onmouseover="if(MSFPHover)
document[MSFPnav1].src=MSFPnav1h.src" onmouseout="if(MSFPHover)
document[MSFPnav1].src=MSFPnav1n.src"></a><br><script
language="JavaScript"><!--
if(MSFPHover) { MSFPnav2n=MSFPpreload("_derived/about_us.htm_cmp_gem1010_vbtn.gif");
MSFPnav2h=MSFPpreload("_derived/about_us.htm_cmp_gem1010_vbtn_a.gif"); }
// --></script><a href="about_us.htm" language="JavaScript" onmouseover="if(MSFPHover)
document["MSFPnav2"].src=MSFPnav2h.src" onmouseout="if(MSFPHover)
document["MSFPnav2"].src=MSFPnav2n.src"></a><br><script
language="JavaScript"><!--
if(MSFPHover) { MSFPnav3n=MSFPpreload("_derived/links.htm_cmp_gem1010_vbtn.gif");
MSFPnav3h=MSFPpreload("_derived/links.htm_cmp_gem1010_vbtn_a.gif"); }
// --></script><a href="links.htm" language="JavaScript" onmouseover="if(MSFPHover)
document["MSFPnav3"].src=MSFPnav3h.src" onmouseout="if(MSFPHover)
document["MSFPnav3"].src=MSFPnav3n.src"></a><br><script
language="JavaScript"><!--
if(MSFPHover) { MSFPnav4n=MSFPpreload("_derived/Photos.htm_cmp_gem1010_vbtn.gif");
MSFPnav4h=MSFPpreload("_derived/Photos.htm_cmp_gem1010_vbtn_a.gif"); }
// --></script><a href="Photos.htm" language="JavaScript" onmouseover="if(MSFPHover)
document["MSFPnav4"].src=MSFPnav4h.src" onmouseout="if(MSFPHover)
document["MSFPnav4"].src=MSFPnav4n.src"></a><br><script
language="JavaScript"><!--
if(MSFPHover) { MSFPnav5n=MSFPpreload("_derived/contact.htm_cmp_gem1010_vbtn.gif");
MSFPnav5h=MSFPpreload("_derived/contact.htm_cmp_gem1010_vbtn_a.gif"); }
// --></script><a href="contact.htm" language="JavaScript" onmouseover="if(MSFPHover)
document["MSFPnav5"].src=MSFPnav5h.src" onmouseout="if(MSFPHover)
document["MSFPnav5"].src=MSFPnav5n.src"></a><br><script
language="JavaScript"><!--
if(MSFPHover) { MSFPnav6n=MSFPpreload("_derived/events.htm_cmp_gem1010_vbtn.gif");
MSFPnav6h=MSFPpreload("_derived/events.htm_cmp_gem1010_vbtn_a.gif"); }
// --></script><a href="events.htm" language="JavaScript" onmouseover="if(MSFPHover)
document["MSFPnav6"].src=MSFPnav6h.src" onmouseout="if(MSFPHover)
document["MSFPnav6"].src=MSFPnav6n.src"></a><!--webbot bot="Navigation" i-
checksum="45437" endspan -->

```

As you can see there is a lot of code. But the code to replace it is much smaller. Below is our new code we want to replace that with:

```
<?php
```

```

if ($row_pages["hidden"] != 1 AND $row_pages["page_id"] == 1){
?> <center><a href="index.php?page=1" class=""><?php echo
$row_pages["p_name"];?></a></center><br />
<?php
}
while ($row_pages = mysql_fetch_assoc($results)){

if ($row_pages["hidden"] != 1){
?> <center><a href="index.php?page=<?php echo $row_pages["page_id"];?>" class=""><?php echo
$row_pages["p_name"];?></a></center><br />
<?php
}

}
?>

```

This will replace the current links with the automatically generated links by EZCMS. In the code notice that class="". If you so desired and know how to work with style sheets, you can specify a class or style to

the links. This is recommended for advanced HTML programmers. This allows you to "dress up" the way the links look, like have roll over effects..etc.

To replace this code, go to manage templates and click on the edit icon for our new template. In the content find the code to replace, delete it, and then paste in the new code. Then click on submit to save.

Content Area:

Now that we have our links we need to add the content code. The content code basically specifies which area of the page will be editable by EZCMS system. Take a look at the code of the template again. The main content area would be where all the text is, since that is what makes that specific page unique. If you were to look at the about us page, that area would have different text specific to that page. So below is that code:

```
<!--mstheme--><font face="Arial, Arial, Helvetica">
  <p ALIGN="LEFT"><font size="3"><font FACE="Arial">The </font><i>
    <font FACE="Arial"><b>Bay
  Area Electric Boaters</b> </font></i><font FACE="Arial">is the
  only Scale Radio Control Model Boat Club in the Tampa Bay Area. We
  are a club awash with members of various occupational backgrounds,
  including men and women of all ages. We hope that
  you enjoy what you've observing today. If you would like more
  information about BAEB, drop us an
    <a href="mailto:member@bayrcboaters.com">email</a>
  for someone to contact you. Model
  boating is a hobby that can be enjoyed by anyone at any age.</font></i></p>
  <h2 ALIGN="center"><!--mstheme--><font color="#99FFFF"><font FACE="Arial" size="3">Brief
  History of our Club:</font><!--mstheme--></font></h2>
  <p ALIGN="LEFT"><font size="3"><font FACE="Arial">The </font><i>
    <font FACE="Arial">Bay
  Area Electric Boaters </font></i><font FACE="Arial">came
  about due to the vision of our first Commodore, Bill Markus. Bill
  did not want to risk his detailed models by sailing with the gas
  powered boaters, since one accidental collision by a fast-moving
  boat could wreak havoc to a highly detailed scale boat. His only
  options were to sail alone, or to attempt to form a club. He
  advertised in a few national model boat magazines and in Tampa Bay
  area hobby shops. At first he received no local response at all (He
  did have three lonely boaters from
  out of state contact him). In time, a handful of model boaters
  responded to the advertisements. A common interest led
  to friendships and talk of forming a club. On January 29th, 1989, we
  elected officers. We had our first official meeting on February 16th
  1989, where we established Bylaws, set dues rates and meeting times.
  Our club's purpose and intent as explained in our Bylaws is:</font></font></p>
  <p ALIGN="LEFT"><font size="3"><font FACE="Arial">&quot;</font><i><font FACE="Arial">to
  promote the hobby of radio controlled model boats and provide
  fellowship with others sharing an interest in radio controlled model
  boats.&quot; </font></i><font FACE="Arial">That is what we
  have been doing since our founding in 1989. Collectively, we have
  well in excess of 100 years of experience with model boats. Our
  members are a great source of support and information. Additionally
  we are nationally chartered with the </font></font><i>
    <font FACE="Arial" size="3">
    <a href="http://www.ssmana.org">Scale
  Ship Modeler's Association of North America.</a></font></p>
  </i>

  <p ALIGN="LEFT"><font FACE="Arial" size="3">Happy Sailing.</font><!--mstheme--></font>
```

Now that we have identified it, we can replace it with the code for EZCMS. Below is that code:

```
<?php include("includes/content.php"); ?>
```

Now replace the old code by deleting it and pasting in the new code. Then click on submit to save. Now visit your site. You will see the links on the page automatically generated by EZCMS as well as the content of the pages where we put the above code. By default, EZCMS comes with some premade pages for examples. Because those pages were formatted for another template, the content may not line up right or the colors may be off. That is easily changeable by just editing the page in EZCMS to however we want it to look.

*Note: EZCMS will automatically display the title of the page in the browsers title bar. But you may have to remove the current title within the template in order for it to show up. This is easily done by just removing the title code. The title code will be near the very beginning of the template code. In our example it looks like this:

```
<title>Home Page</title>
```

All you need to do is simple just delete this code.

Search Form:

The last step is to add the search form to the template so visitors can use it to search the site. Since there wasn't a search form in the old site, we aren't replacing code but rather adding. Where you add it is a matter of choice here. In this example, we have decided to add it below our navigational menu so it's easy for our visitors to find.

Open your template for editing and find the navigational code we added back in the navigation menu step. Below that code, add the search form code:

```
<form action="index.php" method="get" id="searchform">
<input type="text" name="q" id="searchbox" size="20" maxlength="60" tabindex="2" value="Search"
onfocus="value=" class="text" />
<input type="submit" class="submit" value="Search" />
</form>
```

This code is pure HTML. The style and class can be altered to your preferences just like the navigational code. Once added just hit submit to save. Now visit your site to see the search form underneath the navigation menu. When someone types in something to search and clicks the search button, the results of the search will display in the content area of the template.

That's it! You have now completely added a functional template to EZCMS. The only task now is to edit/add/delete pages to the template how you see fit. Our next section discuss's how to add various pages.

Creating and Modifying Pages

Creating a standard page:

In this example, we will discuss how to create a normal page. Since EZCMS came with pages already made, you have the choice of either deleting those pages and starting fresh, or just editing existing pages. In this example we are going to assume that you just deleted all existing pages and are adding new ones.

To start, in EZCMS admin center, click on Add New Page. Let's walk through the options.

Page Title:

Here is where you will enter the title for the page. This name will appear in the browser's title for that page. This will also determine the name of the link for this page.

Gallery Page:

This option determines whether this page has the gallery system added to it. We will discuss adding a gallery page in detail later but for now this option serves one purpose. That is if we want the gallery to be searchable via the search form, we would select yes, otherwise we would select no. This does not determine whether the gallery displays or not, it ONLY determines whether the gallery on this page is searchable or not.

News Page:

This option determines whether we have the news module added to this page or not. Again it will be discussed in more detail later. The news module has a few options. The first specifies if this page will display news or not. If this was our main news page, we would select "Yes" AND check the box specifying this as our main news page. By doing so, ALL of the news in the news system would display on this page. But if we want to only display a certain number of news articles, select YES and then specify the number of news articles this page will display in the box that appears after selecting YES. If you do not want to display any news on this page, we would select "No".

Hidden Page:

This option is pretty straight forward. It determines whether this page will be accessible via the navigational menu or not. If you select "Yes", the page WILL NOT display in the navigational menu because it's hidden. That does not mean it still cannot be accessed. When EZCMS creates a page, it automatically gives that page an automatic URL. When you click on Manage pages in EZCMS admin center, it lists all the pages in your site. If you click on the name of the page, that is the link for that page. For example: if you wanted to create a page but didn't want it to show up in the main navigation, make it hidden. Then within another page, you can always add the link to that hidden page in the content. Selecting "No" leaves it at the default behavior which is to display the page in the main navigational menu.

Store Page:

This option determines whether this page will display the store or not. If you select "Yes", the complete store will display on this page and nothing else. You can skip entering anything in the content area as it will not display with the store enabled. If you select no, the page will be treated as normal.

Content:


This is the main area where you will be formatting how your page will look. EZCMS comes with an advanced wysiwyg editor (what-you-see-is-what-you-get). Here you format the look of your page just like you were using a word processor such as Microsoft Word. If you need help using its features, click on the "?" icon to display the help menu. For our example site, I wanted to just keep the exact contents of the old

site with all of its same formatting. Remember the content code that we replaced when adding the template? We can take that old code and put it here to exactly replicate the old page. To do that, click on the "HTML" icon. Here we can paste raw code. This is also the place where will paste module code such as the news system, gallery..etc. Just take that code that we replaced and paste it into the HTML window. Then click update. You should then see the formatted contents in the content window. If you wish to change how it looks (ie change font color, add/remove text...etc) You can format how you wish. When you are done just click on the "submit" button to save the new page.

Now visit your site. You should see the newly created page as the home page. Why is it the homepage? If you deleted all pages in your site, then create a new page, that first new page will automatically make itself the home page. Any pages after that will be separate pages.

Now you can go ahead and create other pages, formatting the content how you wish.

Adding Modules:

Only when you are adding a brand new page, you will see PHP icon  in the toolbar underneath the save button and next to the cut button. This will bring up a pop-up window allow you to select an module to add to the page. It will basically add the PHP code for you into the content area.

NOTE: By using the pop-up to add a module, it will clear ANY content in the content editor. If you are adding a module, add the module code FIRST, then proceed to add addition formatting.

Edit Home Page

*All fields are required

Page Title:
The page title will also display in the title of the browser for this page.


Page ID:
This determines the order in which page links display. An ID of "1" makes it the home page.

Is this a gallery page?
If you select "Yes", the image gallery on this page will be searchable when the gallery module is added to it.
If you select "No", the image gallery can still be displayed when the module is added to this page but it will not be searchable.
Yes No

Is this a news page?
If you select "Yes", this page will display FULL news when the news module is added to it.
If you select "No", this page will display the "Read More" link to news when the news module is added to it.
Yes No

Is this a hidden page?
If you select "Yes", this page will NOT display in the navigation links but is still accessible by manually entering the link or url.
If you select "No", this page will display in the navigabon links.
Yes No

Content
If you are adding a contact form, news module, gallery module or newsletter module, make sure you select the "HTML" option and paste the code. You know you pasted it correct when you see the "php" icon appear.



The **Bay Area Electric Boaters** is the only Scale Radio Control Model Boat Club in the Tampa Bay Area. We are a club awash with members of various occupational backgrounds, including men and women of all ages. We hope that you enjoy what you've observing today. If you would like more information about BAEB, drop us an [email](#) for someone to contact you. Model boating is a hobby that can be enjoyed by anyone at any age.

[Brief History of our Club](#)

The Bay Area Electric Boaters came about due to the vision of our first Commodore, Bill Madock. Bill did not want to

Page editor

Editing Pages:

Now that you have created a page, you will undoubtedly want to be able to edit that page often. Click on "Manage Pages" in the EZCMS admin center. Here it will list all of the pages you have created. Simply click the edit icon to open up the editor for that page. This page will look familiar to the add page procedure above. There is one difference however and that is one new option.

Page ID:

When you create a new page, EZCMS automatically assigns a page an ID. Think of the ID as a list number. If the page you are editing was the 3rd page you created, it would be an ID of 3. The ID stays with this page always unless you change it. For example, if you deleted page number 2, page number 3 would remain ID 3 and not change to 2 just because you deleted it. This ID determines the order in which pages are displayed. For example, if you have a page called "about us" with a page number of 5, it would show as the fifth page in the navigational menu. Say you wanted it to be the second page. Since you already have a page with an ID of 2, you first need to change the page ID of page 2 to a number not already in use, then you can change page 5 to 2. What about the home page? The system automatically makes the page with an ID of 1 the homepage. So if you wanted another page in your site to be the homepage, set its ID to number 1.

Adding a Calendar/Events Page:

The calendar system allows you to add events with Title and description. When you add the calendar module to a page, it will display a calendar on that page with the current day highlighted. Visitors can browse days and months. If there is an event you entered on a certain day, it will show up on the calendar. When visitors click this, it will bring up a pop-up with details on that event. The first step is to create some events in the calendar. In the EZCMS admin center, click calendar under the components section of the right-side menu. There are 3 options to pay attention to. Add event, list events, and edit variables.

Click on add event to create a new event. Here you set the date, title and details for your event and click on Add Event. Then when you click list events, you will see ALL events you have added into the system. From here you can edit or remove the event. When you click on edit variables, you are presented with various options that control how the calendar will look. You can change colors, size and whether or not to use pop ups for events.

Once you have added your events and saved them, you need to add the calendar to a page. You can edit an existing page or create a new page. It does not matter what page you put it on and you can put it on as many pages as you wish. For our example we are going to create a new page and give it the name "Events"

In order to add the calendar to a page, you must add some code to the HTML of that page. On the page click the HTML icon to open it up in HTML mode. Then copy and paste the calendar code below into the window:

```
<CENTER><IFRAME src="admin/calendar/calendar.php" frameBorder=0 width=500 scrolling=no  
height=400></IFRAME></CENTER>
```

This code is pure HTML. There are some aspects of it you can change. You can change the width and height of the calendar window that shows on the page as well as whether to show a border or not. Leaving the way it is will work just fine. Once you add the code to the HTML window and click update, you will probably see a red x in the box where the calendar will show up or some other error. Pay no attention to this as once you save the page and view the calendar page, it will show up fine. You can continue to add text/images/tables around the calendar in the editor as you see fit.

Adding a Contact Page:

A contact page allows you to display a form to your visitors that they can fill out and submit. When submitted, an email will be sent to one you specify containing the information the visitor entered. Under components click on contact form in the EZCMS admin center. Here is where you can customize and create your contact form. Note that you can only have 1 contact form at any given time. If you come back to this page and submit a new contact form, it will replace any you have already created. Let's run through the fields:

Email and Email CC:

This is where you will enter the email address's you wish for the submitted contact form to be sent. Only one field is required. If you have 2 email addresses' you would like the form to be sent to, just add another email address in the email cc field. This field can be blank, but the first Email field cannot.

Subject Prefix:

Here you can specify a title for emails that get sent to you. For example lets say we enter "My site" in this field. When a user submits the contact form, you will get an email address and in the message subject will be "My site" at the beginning.

Title:

This field does not provide any real function but rather just allows you to specify a name for the contact form for identification. The title will appear in large text above the contact form. This name will also appear in the email address you receive when visitors submit the form. This can be left blank.


Custom Fields:

Here is where you can add fields to your liking. If you want visitors to have an address field available to them in the form, just click the checkbox under Add. If you want a specific field to be required (visitors cannot submit form unless that field is filled in) then click the checkbox under Required.

In the subject field, you can add multiple subjects that your visitors can choose from. Separate each subject by a comma in this box. A visitor will see a drop down menu of subject choices. When they submit the form, the subject they selected will appear in the subject of the email sent to you AFTER any subject prefix you entered above. Once you have built your contact form how you wish, just click Generate Form.

You will now see a window that shows you the code you will need to put into the page where you want the contact form to appear. Copy that code. Then either create a new page, or edit an existing page. Once the page editor is open, click on the HTML icon to open the page's HTML code. Then paste the code you copied where you wish for it to appear and click update. The code is as below:

```
<?php include("admin/contact.php");?>
```

Once you click update, you will notice in the editor window a PHP icon.  This icon represents the contact code you just pasted. You can proceed to edit the page more as you wish, including move around the PHP icon to suite you needs, however do not delete this icon as it will delete the contact code you entered. Save the page and visit it on your site. You may wish to fill in the form and submit it to test to make sure you receive the message it sends.

If you wish to recreate the form values as outlined above, just run through the steps to create the form again. However you do not need to re-add the code to the page where your contact form is as it will update automatically.

Adding News to a page:

This module allows you to submit articles by date. It could be used as a kind of personal blog for the webmaster as well. First we need to create some news. In the EZCMS admin center, under pages click on News Manager. EZCMS by default comes with some news already entered. Most likely it would be best to just delete these. Then click on Add News. There are 3 fields that we need to discuss:

News Title:

Self explanatory. Just gives the article a title that you specify.

News Preview:

Here is where you can enter a short preview for visitors to see. The purpose of this relates back to when we add pages. Remember that we could specify a page as a news page or not. If we elected to say no to that option and proceed to add the news module to the page, when visitors view the page, they will only see this field along with the title and data of the article. In order to see the entire article and not just the preview, visitors would click on the "Read More" link that is presented to them. Alternatively if we said yes to the news page option and added the news module to the page, the page would display the entire news article including the title, data added, preview and full content.


News Full Body:

This is where you would put the main content of the news article. As you can see the editor allows you to format the look of the content much like when you are creating and editing site pages.

Once you are finished click on the submit button. It will present to you the code you will need to enter into the page where you want the news to display. Highlight the code and copy it. Once you do this the news article is not live or visible. Proceed to click on "Edit News". It will list the news article you added. Take note of the Active field however. It is set to "0" meaning that the news article is not active or visible. To activate it, click the edit icon. On the edit page at the bottom, you will see an option called "Status" Select activate and then click submit. Now the news article is published and active.

To add news to a page, create a new page or edit an existing one. If you want to only show preview of news on this pag, select yes on the News Page option and proceed to enter the amount of news you wish to display on the page, otherwise if you wish this page to show the full content of news, select Yes and check the box specifying this is our main news page. In the content area, click on the HTML icon to open the page's HTML code. Then paste the code you copied. The code is below:

```
<?php include("admin/news/news.php"); ?>
```

. Once that is finished, click the Update button. Again you will notice in the content editor the small PHP icon.  This represents the code you just added. Don't delete it, but you can move it around the page to your liking. Click save on the page and check the page on your site to see the news displayed.

Adding a Gallery Page:

A gallery page allows you to display a photo gallery of images that you upload to EZCMS. The gallery works with a category system. You can create categories that once clicked, displays images you have assigned to that category. You can give a title and a description for each image you upload.

To start, in the EZCMS admin center under components, click on image gallery. By default there are no images in the gallery. You are presented with a form that you can fill out and upload an image to. But first, click on categories. The system comes with one category called "default" This category is hidden and cannot be edited or deleted. Visitors will not see this category. If you upload an image and assign it to this category, the image will not be displayed. This is a handy place to put images that you want to upload, but are not yet ready to make visible to the public. On the categories page, fill out the form to specify a title and description for a new category of your choice and click submit. Once the category is added, click on "Images"

In the images upload form, specify a Title for the image. Then select a category in the drop down menu. Then click on browse to browse your computer for the image to upload. Then fill out the description field for that image and click on upload. Once you do that and it is successful, you will see the image listed on the page. You have the option to edit the image or delete it. If it's assigned to any category other than default, it will be visible in the gallery to site visitors. Continue to add images and categories as you need. You may also click on "Bulk Upload" to upload a maximum of 9 images at one time for time saving purposes.

Now in order to add the gallery to a page, add a new page or edit an existing one. Take note of the page option "Is this a gallery page"? As mentioned before this has no effect on whether the gallery will display on this page or not, but rather it determines whether the gallery on this page will be searchable via the site's search engine. It is recommended that you select yes to this option. In the content area click on the HTML icon to open the page's HTML code. Then paste the gallery module's code as below:

```
<?php include("admin/galleryview.php"); ?>
```

Then click on update. You again will see the PHP icon where you pasted the code. Continue editing the page as you wish and click save. Then visit the page on your site to view the gallery. When you first visit the page, it will display only categories you have created. Click on a category to see images you have assigned to it.

Image*	Name	Category	Description	Edit	Delete
	TheGrooveSite.com	Portfolio	The Groove Site The Groove is a band in Kentucky with an outstanding blend of musical talent, experience, professionalism, and just plain fun.		

EZCMS Gallery

Adding a Newsletter form:

The newsletter system allows you to mass email articles to subscribers. You can create separate lists so that you can have visitors subscribe to different news lists. When users sign up and select a list, an email is sent to them with a validation link. They must open their email and click on the link to complete the sign up. This validation helps reduce spammers. Also, users can unsubscribe to any newsletters with the form by simply selecting the option unsubscribe and select the list they wish to be removed from.

To begin in the EZCMS admin center under components, click Newsletter manager. The main page should show you how many people are subscribed to your newsletters. By default it should be 0. Let's walk through the options.

Email Settings:

This is the first and most important step. In the first field, enter the complete URL of your site. This is needed so that when users sign up, the correct link shows up in their validation email. For example with our example site I would enter (without quotes): "<http://www.bayrcboaters.com>". A trailing slash is not needed. The second field specifies the FROM email address that subscribers will see when they receive newsletters. Best to put an address here that people can reply to if they have questions about a letter you sent out.

Add Email List:

Here you can add a newsletter list. Give it a name. When you add lists, it will show up as a drop down selection for visitors to choose from.

Delete Email List:

Here you can remove newsletter lists you created. WARNING, deleting a list removes any email address's that are subscribed to the lists. It is usually best to send out a letter to this list explaining that it is going to be removed so people know why they aren't getting letters anymore.

Clear Queue:

When you send a newsletter, it marks each email address in the system as being "sent". This prevents users from getting multiple emails. Once you have sent all of your newsletters that you wish to send. Come here and click clear queue. If you do not and try to send other newsletters, your subscribers will not receive them.

Send Newsletter:

Here is where you create the letters that you send to your subscribers. First select the newsletter list you are sending to. When you click send, it will only send to people who subscribed to that list. Give the letter a title and format the letter how you wish. When you are ready to send click submit.

Delete Email Address's:

If you wish to manually remove an email address from the system for whatever reason, type in the email address and click submit. If the address exists it will give you the option to delete it.

Add Email:

If you wish to manually add an email to a specific list you can do so here. This is helpful if you have someone you know that cannot receive the validation email when signing up, perhaps because his email system blocks the validation email. Just put in his email address and the list to assign him to and click submit.

List Emails:

This will display a list of all subscribers of your newsletters. Here you can delete any manually if you wish. This will not display people who have not been validated but only validated subscribers.

In order to add the form to a page for visitors to subscribe to your newsletter lists, you must add the newsletter module to a page or pages. Create a new page or edit an existing one. In the content area click on the HTML icon to open the pages HTML code. In that code paste the below newsletter form code where you wish it to appear:

```
<?php include("newsletter.php"); ?>
```

Once pasted, click on update. You will see the PHP icon in the content area where you pasted the form. Continue to format the page as you see fit and click submit. Now visit the page you create to see the newsletter sign up form. If you created some newsletter lists, they will show up in the drop down selection of the form.

The screenshot shows the 'EZCMS Newsletter Manager' interface. It is divided into two main sections. On the left, under 'Newsletter Options', there is a list of administrative actions: Main Control, Email Settings, Add Email list, Delete e-mail list, Clear Queue, Send Newsletter, Delete Email Addresses, Add Email, and List emails. On the right, under 'Send Newsletter', there is a form for sending a newsletter. It includes a 'Subject:' text box, a 'List to send to:' dropdown menu, and a 'Letter to send:' text area with a rich text editor toolbar. The toolbar contains icons for font selection, size, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent. A 'Submit' button is located at the bottom left of the 'Send Newsletter' section.

EZCMS Newsletter Manager

Store Administration

EZCMS comes with a complete built-in ecommerce solution. The store allows you to create groups, categories and list products to sell with full description, picture and custom options. The system comes with full payment integration with Paypal and Google Checkout, plus you can add your own customer payment options. The shop is fully configurable to your needs. Visitors to your can sign up for their own customer account, purchase items and have the ability to track their orders and keep a record of their receipts.

NOTE: Only EZCMS admin accounts that are part of the root "Administrators" group can access the store administration area.

From the control panel under "Components", click on "Store administration".

Here we will discuss the various store admin options.

Orders:

Here is where you can administer customer orders. If a customer purchases an item through paypal, the order status automatically updates to payment received after they complete the payment process. For other payment modules, you may need to come here to update status of orders. When an order is shipped and complete, you can mark it as such here. You can also choose to email the customer when you change the status of an order.

Customers:

Here is where you can manage your customers account data. You can change their shipping details and/or login password. You can also view any orders that they have placed in the past or have in their cart.

Groups and Categories:

Before you can add products to your shop, you need to make product groups and categories. This system uses the following structure:

```
-GROUP 1
|
+--CATEGORY 1
|
+--CATEGORY 2

-GROUP 2
|
+--CATEGORY 3
```

So first you should make product groups.

MANAGING GROUPS:

Click the 'Groups&Categories' icon in the administration screen.

In this next screen you can add, rename, move and remove groups. Use the 'Add group' to add your groups. You'll notice that while you are adding them, the product menu on the left is starting to fill itself with your groups.

The rest of the group functions are simple to use, so try to rename a group, or remove it to get a feel of how this screen works.

Next thing we need to do is add some categories to our new groups.

MANAGING CATEGORIES:

Click the 'Groups&Categories' icon in the administration screen.

Find the 'Add category' option. Now select a group to which you want add a category from the pulldown menu. Enter a name for this category and press the 'Add category' button. Do this for all the categories you need. When you have your shop structure ready, you can add products.

Add Products:

Select a group and category from the pull down menu in which you want the product to appear.

Product Name

Next enter a product name.

NOTE: If you have chosen (in the settings screen) to use the product name to be used for the picture names, then please keep in mind not to use any characters that are not allowed in filenames. You'd better stick with a-z, 0-9. If you have the default setting (Database ID), then ignore this note

Description

The next field is the description. Here you can describe the product, and use HTML-code to format the text or the provided rich text editor to style the description as you like.

Price

Next up is the price of your product. If you don't use tax (see settings) then you just fill in the price. If you do however use tax, the screen will tell you if you need to enter the price including or excluding tax.

Features

The product features is a bit more complicated. It allows you to add certain features of the product, so that the customer has to choose between them. For example, you are selling T-Shirts in 3 colors and in different sizes.

You can just add 1 product, and let the customer choose the color and size. To do so, use the following syntax in the Features field:

Feature1:Value1,Value2,Value3|Feature2:Value1,Value2,Value3,Value4

So, the T-shirt example would be something like this:

Color:Red,White,Blue|Size:S,M,L,XL,XXL

Be sure not to use white spaces in the features. The chosen features are shown in the shopping cart and in the confirmation email.

Stock

If you use stock amounts (see settings) then here you have to enter how many items of this product are in stock. If you use stock status, then you need to enter one of the following values:

0 = Out of stock

1 = In stock

2 = In backorder

Frontpage

To give a product extra attention, check this checkbox. The product will then appear on your shops frontpage. Multiple products on the frontpage are allowed.

New

If a product is new, you can check this checkbox. The product will then appear in the list of new products (by default the New products link is shown in the shop nav menu)

Screenshot

After saving the information you can optionally add a screenshot (or, change it later from the productlist). Just browse your hard disk for the correct picture and select it to start the upload. The script will (if this feature is enabled) automatically create a thumbnail with the correct dimensions.

Edit/Manage Products:

Here you can browse current groups/categories and manage the products in them. You can edit, delete or change the picture for each order. The edit form is the same as the add product form explained above.

Payment Options:

Here you can modify, delete or add different payment options. When a customer completes a purchase in the store, the last screen they see is a order review/receipt. On that receipt will contain the payment information depending on the payment option they selected during checkout. You can create custom payment modules and enter your own html for each. The html will output on the order review/receipt at the end of checkout.

Paypal:

Paypal is fully integrated into the store. Click on edit. You only have one option to edit and that is the email address where payments will be sent using paypal. If a customer chooses paypal, they will get a paypal link on the last screen of checkout. When clicking it, it will send them to a paypal payment screen to pay for the items. Once they have completed purchase, paypal will send them back to your site with a receipt. Once they are sent back to your site, their order status is automatically updated to "payment received". Only paypal ordering has this functionality. It is very important to enter your shop URL in the shop administration settings area (explain further in this document).

Google Checkout:

There is only one option to edit for this payment method as well. Enter the merchant ID of your Google checkout merchant account. If a customer selects this payment, they will get a Google checkout link on the last screen of checkout. When clicking it, it will send them to Google for payment. Customers must have a Google account (which is free) to pay with Google. They are not send automatically back to your site after payment. It would be good to make sure payment notifications are turned on in your Google merchant account so that you know when a payment is received and you can update the customers order accordingly. Each order through Google checkout contains the customers order ID, so that you know which order it came from.

Shipping Options:

Here you can modify, delete or add different shipping options. You can specify how much each costs as well as which payment methods you will allow which each shipping type. For instance if you have a shipping option for in store pickup; you may chose only to allow payment at the store.

Upload Pricelist:

If you have a high volume of products and prices to import, you can use this field to upload .sql files. This is recommended only for advanced users. Below is an example to show the database field structure your upload file would need:

```
"INSERT INTO `category` (`ID`, `DESC`, `GROUPLD`) VALUES ('11', 'Intel Pentium Mobile LGA479 for PCI-Express', '2');  
INSERT INTO `product` (`ID`, `PRODUCTID`, `CATID`, `DESCRIPTION`, `PRICE`, `STOCK`, `FRONTPAGE`, `NEW`) VALUES ('29', '02A101', '11', 'AOpen I915Ga-HFS, Intel 915G, ATX, FSB533, ATA100, SATA, DDRII533, VGAob, 3xPCI, 1xPCI Express, 1xPCI-E16x, 1394, Marvell Gb LAN, USB2.0, Audio 7.1', '212,87', '99999', '0', '0');"
```

Settings:

This is where the main shop settings are configured.

Finance:

This is where you setup your currency options including tax percentage. You can also change the order prefix and suffix of each generated order number to your liking.

Store:

It is very important that you enter the correct email address and webshop URL for your specific store. The webshop url should be the URL of your EZCMS site. You don't have to put the "index.php?page=x", just the main url to your site will work fine. The URL is included in signup emails and order receipts. It is also used by paypal to know where to send the customer after payment. The email address specify where to send notifications to and where customers can contact you if they have questions about their orders. The webmaster email address is the one customers will see when they get their automatic order receipts.

Bank Details:

The bank payment method is not a recommended one, but it is provided for specific needs. The customer can see your bank information on their order review/receipt at the end of checkout if they selected the bank option for payment. This allows them to transfer money directly to your bank. USE WITH CAUTION!!!

Layout:

Here you can modify various settings that deal with the stores display. The question mark helpers should explain each option effectively.

Optimize Database:

This option allows you to a cleanup operation on your entire database (not just the store). This is helpful if you have a lot of products and need to optimize your database for performance.

Edit Files:

Here you can modify store pages. It would be good to set a good guarantee and conditions page for your customers. Each page is self explanatory and some allow you to use rich text editing. Some of these pages can be hidden from the shop navigation via the Store settings as outlined above.

Error Log:

This is more for webmasters or advanced users. If you ever need support, EZCMS support personnel may need this for troubleshooting purposes as well.

Managing Control Panel Access

Add/Edit/Delete Accounts:

EZCMS comes with a secure admin control panel. You have the ability to add alternative login accounts to the control panel, so that others can access the system do help you update, create, and manage your website. You also have the ability to restrict what these accounts can access.

By Default, EZCMS comes with 1 admin account. The username is "admin" and the password is "password". Once you have EZCMS installed, it is important that you change the password right away for security reasons. Once logged in, under Administration, click on Change Password. Here you can change the password of the account you are logged in as.

To add a new account, under Administration, click Add New account. Assign the account a unique username and password. You will notice you can select a group for this account to be a member of. By default, there is only 1 group called "Administrators". This group has access to everything in EZCMS. Select a group and click add account.

To modify accounts, under Administration, click Manage Admin Accounts. Here it lists all the accounts currently added to EZCMS. Clicking on Edit allows you to change usernames, passwords, and groups for those accounts. You can delete accounts until there is only 1 left. You cannot delete all the accounts in the system as you will be unable to access it.



Manage Admin Accounts

*Administrators - Full access to EZCMS system.

Current Admins

User ID*	Username	Group	Edit	Delete
1	admin	Administrator		
4	joe	Editors		

Manage Admin Accounts

Add/Edit/Delete Groups:

EZCMS permission system allows you to customize what login accounts are able to access. For example, if you wanted to have someone only be able to update news articles for you, you can create a group that only has access to the news section, then assign their user account to that group. You can add as many groups as you wish. You cannot delete the administrator group.

Under Administration, click Add New Security Group. Assign the group a unique name. Here each option is explained to you. Basically each option specifies access to specific pages in the EZCMS control panel. Once you are finished, click on submit.

Under Administration, click Manage Security Groups. Here it displays all groups currently added to the system. You can edit groups to change their name, or permission level. You can also delete groups. The only group you cannot remove is the administrators group.

Add New Group

*Group Name is required

Group Name: Make sure the name does not conflict with another group. <input type="text" value="Editors"/>
Can this group manage site pages? If you select "Yes", members in this group can edit and delete site pages. Yes <input checked="" type="radio"/> No <input type="radio"/>
Can this group add site pages? If you select "Yes", members of this group can create new site pages. Yes <input type="radio"/> No <input checked="" type="radio"/>
Can this group manage news articles? If you select "Yes", members of this group can create,edit,enable and delete news articles. Yes <input checked="" type="radio"/> No <input type="radio"/>
Can this group manage site templates? If you select "Yes", members of this group can create,edit,enable and delete site templates. Yes <input type="radio"/> No <input checked="" type="radio"/>
Can this group manage user accounts? If you select "Yes", members of this group can edit and delete user accounts. Yes <input type="radio"/> No <input checked="" type="radio"/>
Can this group add new users? If you select "Yes", members of this group can create new users and assign groups to them. Yes <input type="radio"/> No <input checked="" type="radio"/>
Can this group manage security groups? If you select "Yes", members of this group can edit, delete and modify permissions of security groups . Yes <input type="radio"/> No <input checked="" type="radio"/>
Can this group add new security groups? If you select "Yes", members of this group can add and assign permissions to new security groups. Yes <input type="radio"/> No <input checked="" type="radio"/>
Can this group manage the site calendar? If you select "Yes", members of this group can create, edit, and delete calendar events. Yes <input checked="" type="radio"/> No <input type="radio"/>
Can this group create contact forms? If you select "Yes", members of this group can create contact forms that will override any existing forms created. Yes <input type="radio"/> No <input checked="" type="radio"/>
Can this group manage site files? If you select "Yes", members of this group can create,edit,move,copy,upload and delete files from the site. Yes <input type="radio"/> No <input checked="" type="radio"/>
Can this group manage the gallery? If you select "Yes", members of this group can upload, delete and edit gallery images. Yes <input checked="" type="radio"/> No <input type="radio"/>

Security Group Editor

Technical Support

Free online support forums:

Our online support forums are a great place to look for help and advice on using EZCMS. Also user contributed modules and other modifications may be added from time to time.

Visit: <http://www.eztechhelp.com/EZCMS-Software-Support-f106.html>

You will need to sign up with a member account but don't worry it's completely free.

Submit a trouble ticket:

If you are looking for more personalized support, you may submit an online support ticket to our support center. A technician will get back with you as soon as possible. Please note that there is no guarantee as to when a technician will respond, but we will try to get back with you within 1 business day. If you have not heard from a technician, it is best to post your issue in the free online support forums.

Visit: <http://ezcms.eztechhelp.com/index.php?page=9> for details.