



Kentico CMS for .NET User Groups

We have developed a **website template for .NET User Groups**, Windows User Groups and similar groups focused on Microsoft technologies. It uses Kentico CMS for ASP.NET, the flexible content management system for .NET developers.

The website template allows you to:

- **Share information** with your group members
- Inform about user group **meetings**
- Publish articles and **presentations** from the meetings
- Communicate in discussion **forums**
- Send e-mail **newsletters**
- Write **blogs**
- Share files and **photos**
- Create **member-only areas**
- Get feedback through **polls, on-line forms and surveys**
- Share experience in a **knowledge base**
- and others...

The website template can be easily customized with your design and logo, you can change its structure and layout – all through a friendly browser-based interface.

If you wish to add your own web parts, you can easily develop them as user controls in Visual Studio 2005/2008 (C# and VB.NET are both supported).

In this guide, you will learn:

- How to install and configure the website
- How to edit content
- How to customize the design

You can find a **full Kentico CMS documentation** at <http://www.kentico.com/DevNet/Documentation.aspx> and you can get a **free support for .NET User Groups** at <http://www.kentico.com/Support.aspx>.



Table of Contents

Get a Free License and Hosting 3

Introduction..... 4

Installation 5

Documentation and Support 11

Website Overview 12

Changing the Logo 16

Home Page..... 17

Managing Meetings and Booking System..... 18

Member Registration and User Management..... 21

Editor Permissions 24

Articles 26

Library..... 27

Jobs and Community Contributed Content 27

Newsletter 28

Forums..... 31

Blogs 33

Photo Galleries 34

Polls 35

Forms and Surveys..... 36

News 37

Member-only Areas..... 37

Web Analytics 38

Customizing Website Design and Code 38

Support, Documentation and Feedback..... 42

Appendix A - All Kentico CMS Features 43

Get a Free License and Hosting

Kentico Software offers a **free Kentico CMS Ultimate license** with upgrades and support (worth \$4,499) to all .NET User Groups. This free license can be used only for .NET User Group web site. It cannot be provided to any third party. The website must use the Powered by Kentico CMS logos in their original sizes on the top of the home page and in the footer of all pages as well as the text link. The logos and the text links must link back to URL:

http://www.kentico.com/?utm_source=dngsite&utm_medium=link&utm_campaign=dngsite

The text link should be as follows:

This website is powered by [Kentico CMS for ASP.NET](#).



Applied Innovations offers a **free Kentico CMS hosting** (worth \$24.95 per month) to all .NET User Groups. In return for the free hosting, you have to put the **Applied Innovations logo** on the home page linking back to <http://www.appliedi.net> if you host your user group site with Applied Innovations.



Free Registration

In order to get your free license and hosting, register for free at <http://www.kentico.com/dng.aspx>.

1. Introduction

The website template for .NET User Groups addresses the challenges every group faces:

Challenge	Kentico CMS
Easy management of up-to-date content	<p>Kentico CMS provides easy-to-use WYSIWYG user interface that simplifies daily content management tasks.</p> <p>The content can be managed by multiple users with different permission level.</p>
Meeting management	<p>You can easily inform about meetings and allow members to register for the meeting. You can also send an e-mail to all registered users when the meeting date or location changes.</p>
Keeping the community informed	<p>You can publish e-mail newsletters for your community using the Newsletter module.</p>
Involving the community	<p>With flexible permission model available in Kentico CMS, you can easily delegate management of particular site sections to chosen group members.</p> <p>The members can also write their own blogs, upload files or discuss technical questions in forums.</p>
Getting feedback	<p>You can easily create polls, on-line forms and surveys without programming and get feedback from your members.</p>
High flexibility and extensibility	<p>You can easily modify the design, layout, site structure and content types (articles, news, etc.). It can also be extended with custom code and custom modules developed in Visual Studio. Detailed documentation is available at www.kentico.com.</p>
Getting an affordable web hosting	<p>You can get a FREE, high-quality ASP.NET hosting provided by Applied Innovations (www.appliedi.net) for your user group that will allow you to run Kentico CMS.</p>

Installation

First, please register at <http://www.kentico.com/dng.aspx>. You will receive the license key and instructions for getting the free hosting account (if you choose to use the free hosting offer by Applied Innovations).

Installation on Applied Innovations Hosting

If you choose the free Applied Innovations hosting offer during the registration, Kentico and Applied Innovations will set up a ready-to-use website and you will receive its URL. The default user name is *administrator* with password *dngsite1*.

Installation on Your Own Machine

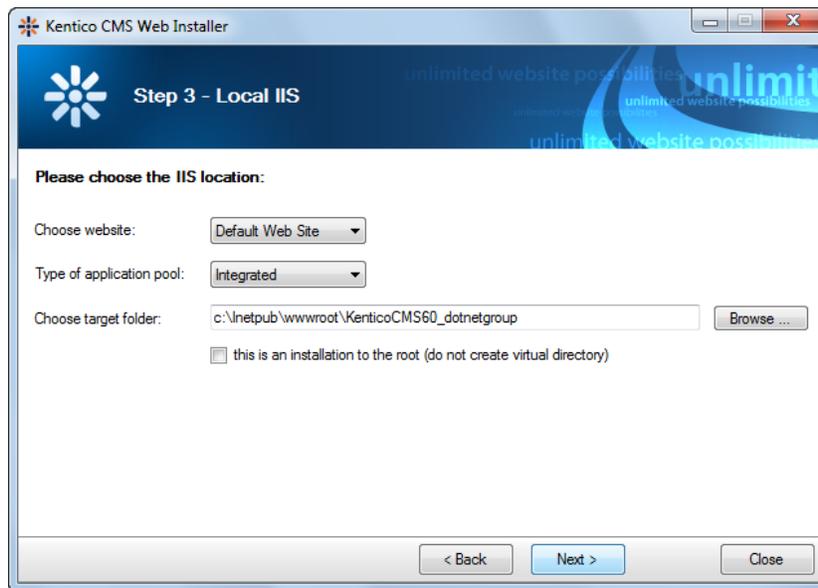
If you decide to install Kentico on your local machine for testing or on your own server, please download Kentico CMS trial version at <http://www.kentico.com/Download.aspx> (you will be able to insert your free full license key later which will turn the application into the full version).

You will need Microsoft IIS (Internet Information Services) 6 or 7 and MSSQL 2000 or 2005 installed on your machine.

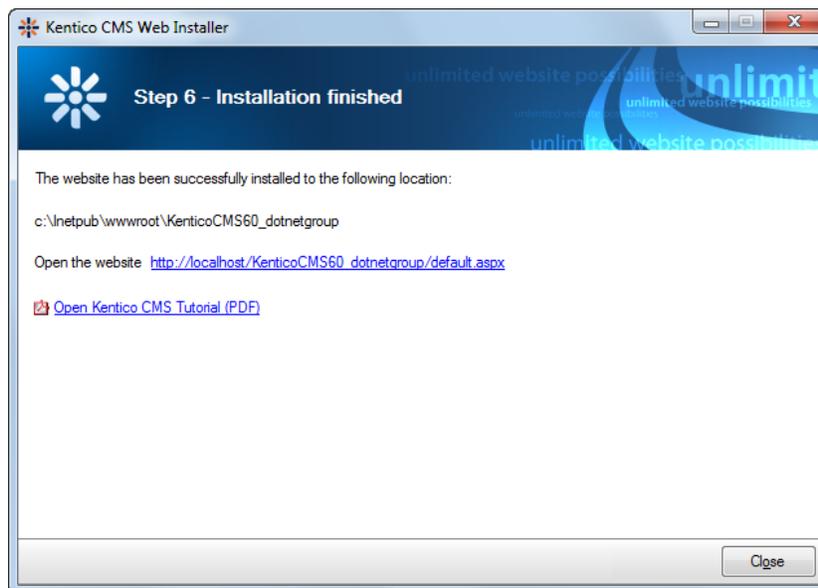
Run the setup and install Kentico CMS into chosen folder.



Then, run **Kentico CMS Web Installer** and create a new site (you can find more details and troubleshooting in Kentico CMS Tutorial (portal engine) - http://www.kentico.com/downloads/kenticocms_tutorial.pdf).

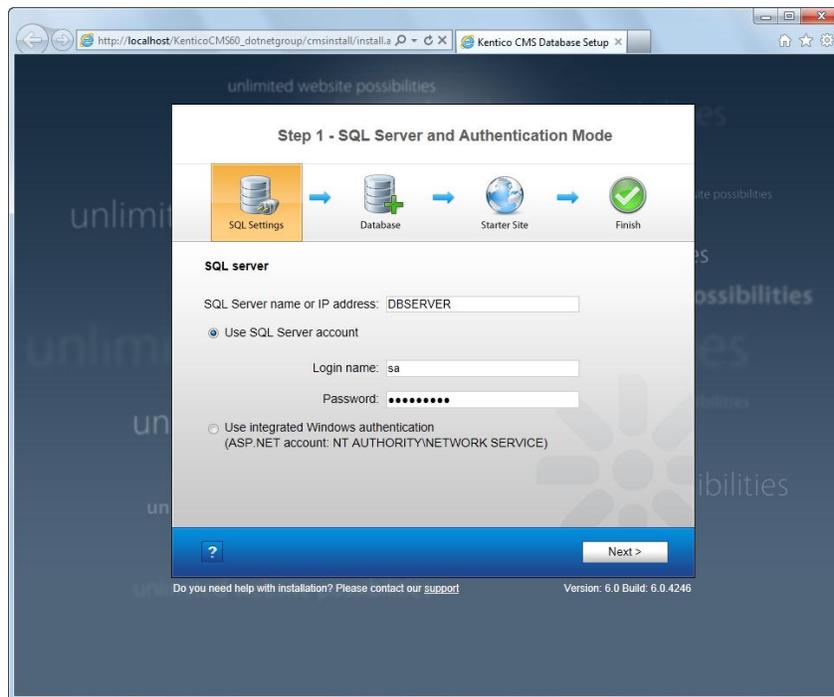


After Kentico CMS Web Installer creates the new project on your disk, you will see this dialog:

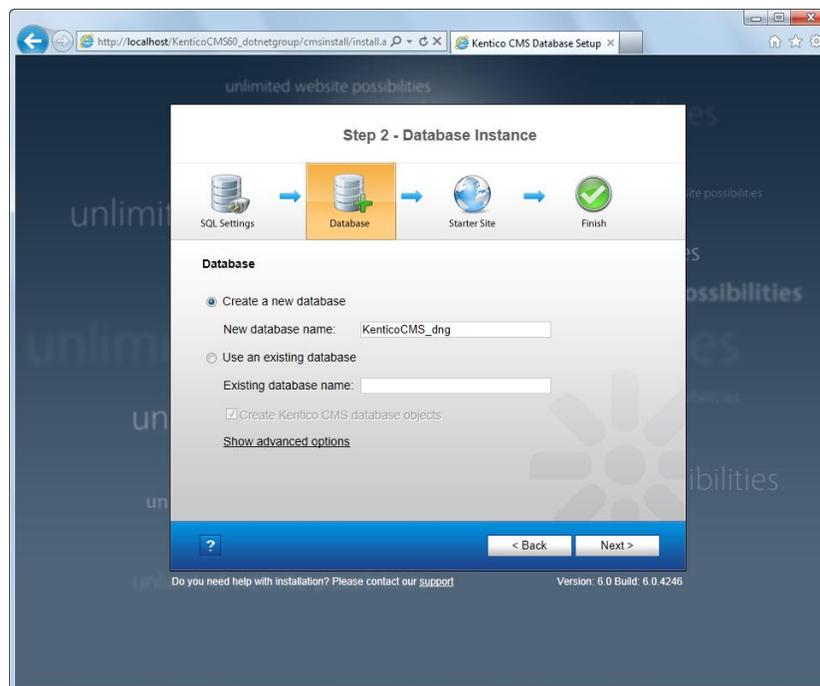


Before you click the link, please download the file <http://www.kentico.com/downloads/dng/DotNetGroupSite.zip> and copy it to folder **<website project folder>\CMSSiteUtils\Import** – typically C:\inetpub\wwwroot\kenticocms\CMSSiteUtils\Import. Please do NOT unzip the file, the CMS will unzip it automatically.

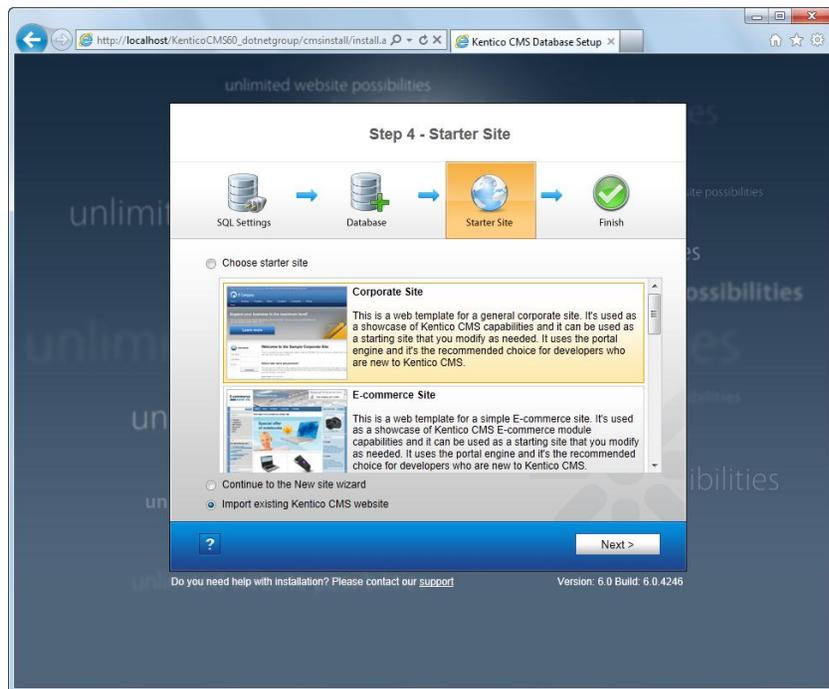
Now click the link to open the new website in your web browser. The **Database Setup Wizard** starts and you can connect to your MSSQL server and create the database. Enter the server name, user name and password and click **Next**.



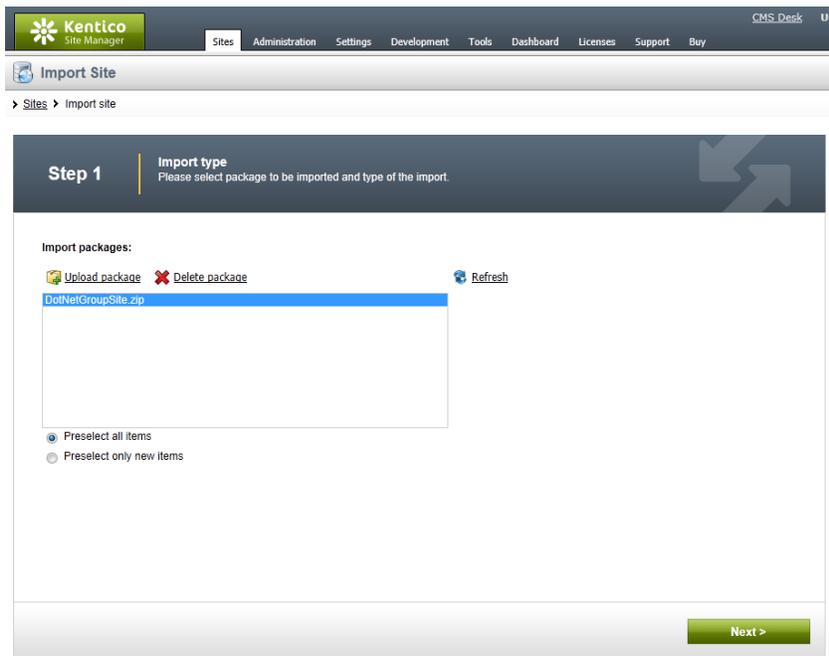
Choose the database name and click **Next**.



You may be asked for a license key at this point. If you do not have a license key for the current domain, please contact our support department at <http://www.kentico.com/Support.aspx>. Now choose to **import an existing Kentico CMS website** and click **Next**:



The Import Site Wizard starts. Choose to import the **DotNetGroupSite.zip** file (if this file is not listed, please make sure you copied the file to `~\CMSSiteUtils\Import` and click Refresh). Click **Next**.



Leave the default values in the next step and click **Next**.

Step 2 | **Site details**
Please enter the site code name, display name and domain or select existing site.

Site display name:

Site code name:

Domain name:

< Previous Next >

In Step 3, leave default values here as well and click **Next**.

Step 3 | **Objects selection**
Please select objects which should be imported.

All objects

- Website
 - Documents
 - Tools
 - Administration
 - Settings
- Global objects
 - Tools
 - Administration
 - Settings
 - Development
 - License keys

Please note: The import process may overwrite your existing objects. The existing objects are marked with * and will be overwritten if checked.

Please select the object type from the tree if you wish to change the default selection. Click **Next** to start the import of selected objects.

Global selection

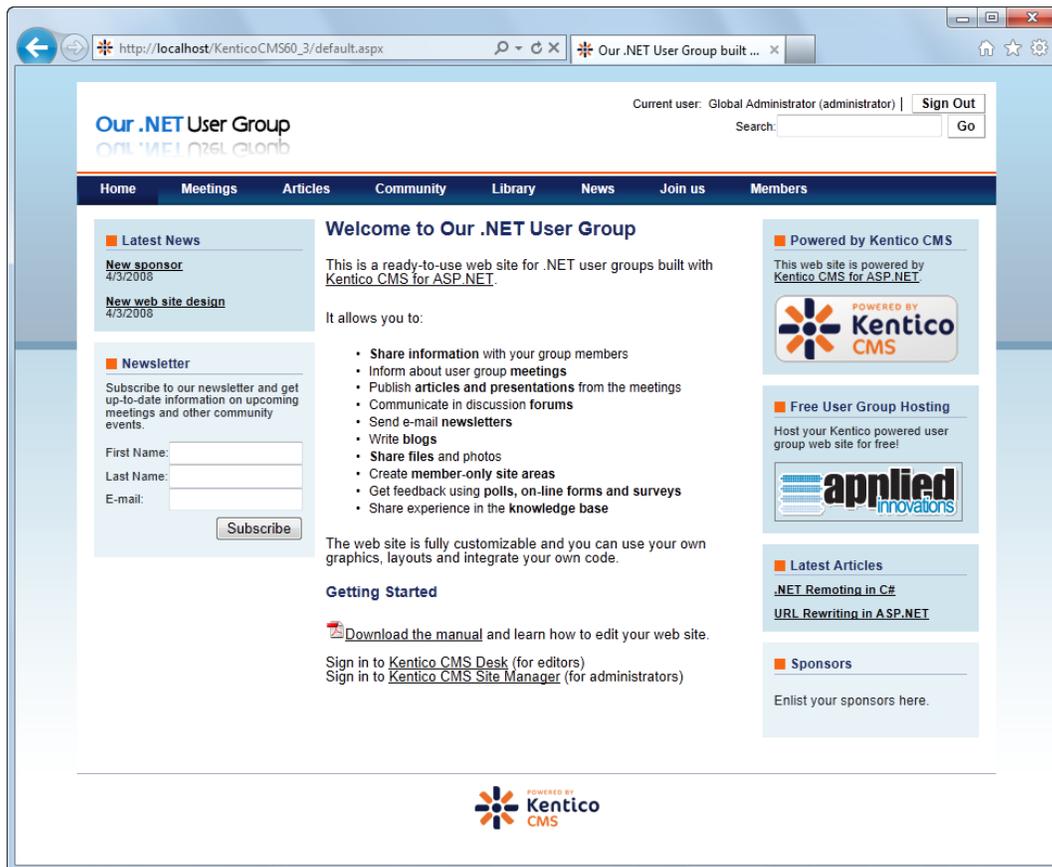
[Load default selection](#) [Select all objects](#) [Select only new objects](#) [Deselect all objects](#)

Import settings

- Assign all objects to the imported site (recommended)
- Run the site after import
- Delete incomplete site when import fails
- Overwrite system queries
- Do not import objects where parent object is missing
- Import tasks (recommended)
- Import files (recommended)
- Import global folders
- Import assembly files
- Import site folders

< Previous Next >

Once the website is imported, click the **Sign Out** button in the upper right corner and you will see your new website:



If you receive an error saying the domain is not configured, you need to follow the on-screen instructions.

Default User Name and Password

If you're using Kentico CMS locally, the default account is:

- user name: administrator
- password: the default password is blank

You can login to the website using these URLs:

- <website>/CMSDesk – the interface for editors
- <website>/CMSSiteManager – the interface for administrators and website developers

Important: Please be sure to change the password as soon as you install the website! You can do that by signing in to CMS Site Manager and going to Administration -> Users.

SMTP Server and E-mail Addresses

If you use Kentico CMS on your own server and your SMTP server address is different from "localhost", please sign in to Kentico CMS Site Manager (<website URL>/cmssitemanager) and click the Settings tab. Now choose the DotNetGroup website in the drop-down list, click the E-mails section and configure the values as you need.

Documentation and Support

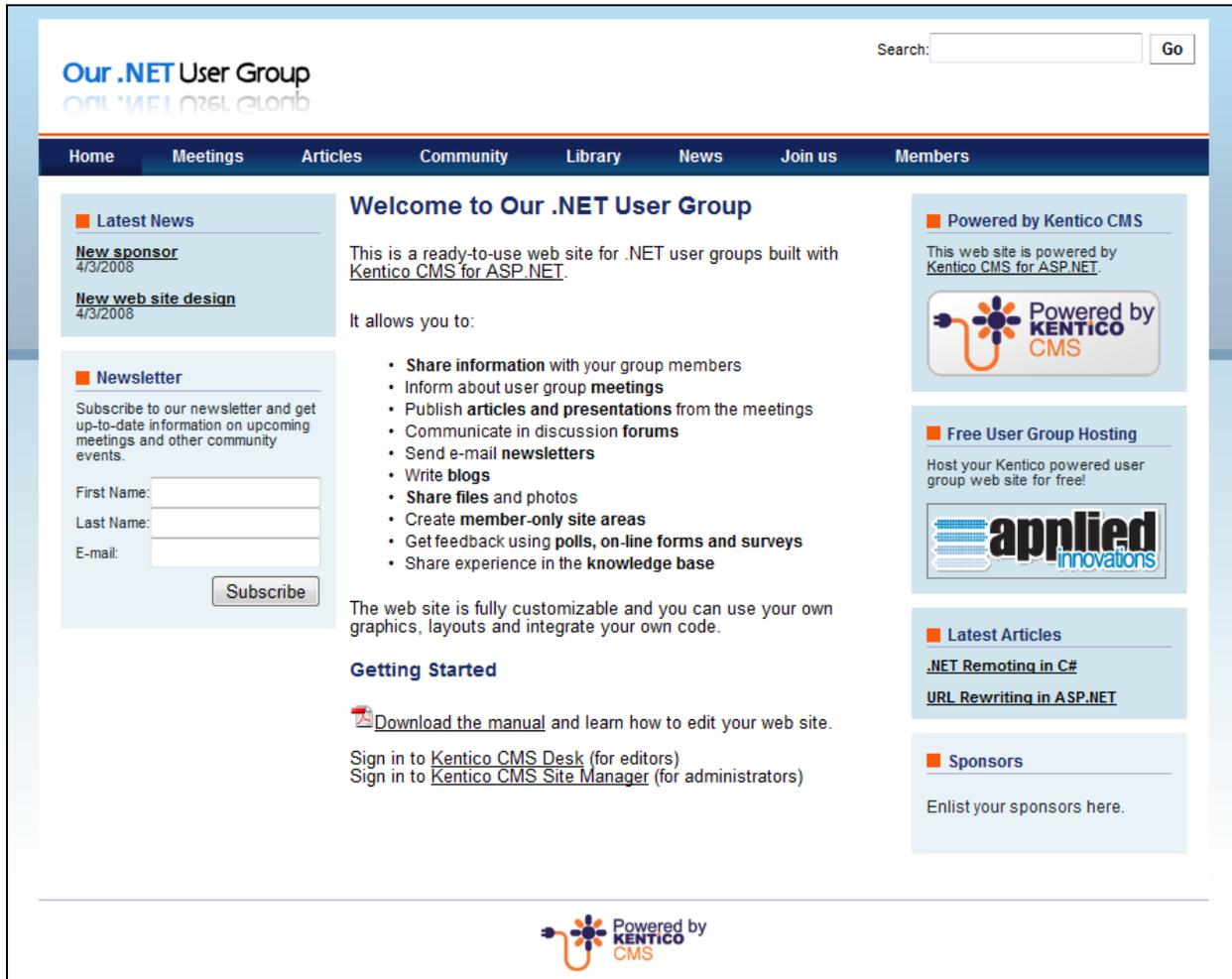
This document provides only basic information for the .NET User Group website template. If you wish to learn more about Kentico CMS, you can download the following documents at <http://www.kentico.com/devnet/documentation.aspx>:

- **Kentico CMS Quick Start Guide** – a short guide describing the major features
- **Kentico CMS Tutorial (portal engine)** – a step-by-step guide explaining how to use Kentico CMS and how to build a website from scratch
- **Kentico CMS Developer's Guide** – a complete documentation of all features and modules
- **Kentico CMS Web Parts and Controls, API Reference, Database Reference** – reference books

If you need any help with website template for .NET User Groups, please feel free to contact our support at <http://www.kentico.com/Support.aspx> or visit forums at <http://www.kentico.com/devnet/forums.aspx> and mention in your e-mail, that you're using the .NET User Group website template.

Website Overview

The figure below shows the default website:



The website structure and design are fully customizable (you can see hundreds of websites that use Kentico CMS at <http://www.kentico.com/Showcase.aspx>). Customization is briefly described at the end of this guide.

Signing in to the administration interface

If you wish to sign in, navigate to URL `http://<your website>/cmsdesk`. The default credentials for Applied Innovations hosted solutions are administrator with password dngsite1. The default credentials for local installation are administrator with blank password.

You can also go to `http://<your website>/cmssitemanager` – this is the administration interface for site admins and developers.

Editing Content

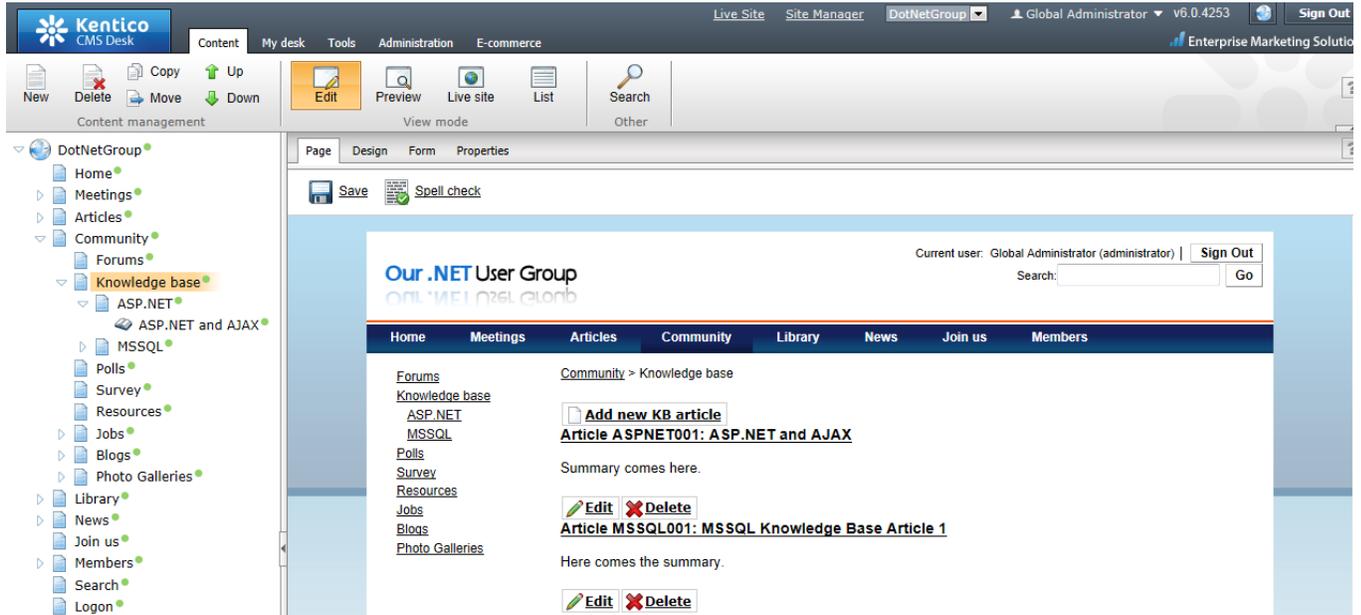
Sign in to CMS Desk (<http://<website>/CMSDesk>) with your user name and password and you can start editing your website.

The screenshot shows the Kentico CMS Desk interface for editing a website. The browser address bar shows `localhost/KenticoCMS60_3/CMSDesk/default.aspx`. The interface includes a navigation menu with options like 'Content', 'My desk', 'Tools', 'Administration', and 'E-commerce'. A toolbar at the top provides actions such as 'New', 'Delete', 'Copy', 'Move', 'Up', 'Down', 'Edit', 'Preview', 'Live site', 'List', and 'Search'. A left-hand tree view displays the site structure, including folders like 'Home', 'Meetings', 'Articles', 'Community', 'Knowledge base', 'ASP.NET', 'MSSQL', 'Polls', 'Survey', 'Resources', 'Jobs', 'Blogs', 'Photo Galleries', 'Library', 'News', 'Join us', 'Members', 'Search', 'Logon', and 'Unsubscribe'. The main editing area shows a preview of the website content, with a 'Home page text' section highlighted in a dashed box. This section contains a welcome message and a list of features. A 'Newsletter' subscription form is also visible. Callouts provide the following information:

- Create/delete/ copy/ move/sort pages**: Points to the 'Content' menu and the tree view.
- Edit/Preview/Live site view**: Points to the 'Edit', 'Preview', and 'Live site' buttons in the toolbar.
- Change font, create link, insert image, etc.**: Points to the rich text editor toolbar.
- Browse web site structure**: Points to the left-hand tree view.
- This is the content of the currently selected page.**: Points to the main preview area.
- This is where you edit the text. The box is called "editable region".**: Points to the dashed box around the 'Home page text' content.

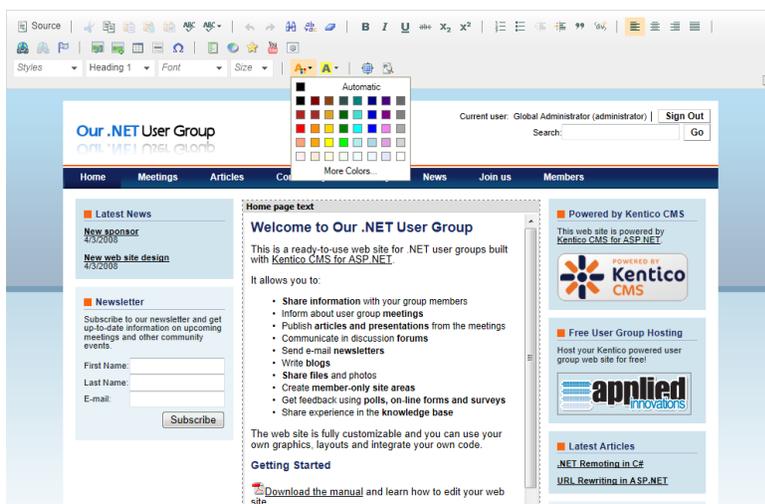
Browsing Website Structure

You can browse the website structure using the content tree on the left. The **content is organized in the same way as your website** which makes it easy to find pages you want to edit. As you can see on the figure below, the **Community** section in the content tree contains sub-pages **Forums, Knowledge base, Polls** and some others. The website on the right contains section **Community** in the main menu and links to **Forums, Knowledge base and Polls** in the sub-menu.



WYSIWYG Editor

You can easily edit the content using WYSIWYG editor. WYSIWYG stands for What You See Is What You Get, which means you can see what your page will look like as you edit the text:



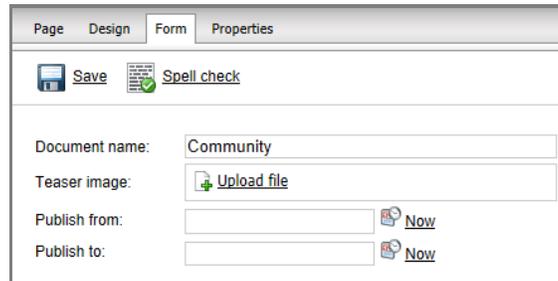
Editor Features

- Bold, Underline, Strikethrough, Italics
- Choose font face, size, color and background
- Choose from predefined font styles
- Align paragraph
- Bulleted and numbered lists
- Create a link to another page or another web site
- Upload and insert image
- Create tables
- Paste from Microsoft Word
- Edit HTML source if necessary
- Integrated spell-checker

The live website changes as soon as you save the page. If you create a new page, it's displayed in the menu automatically.

Changing a Page Name and URL

You can change the page name on the **Form** tab. If you wish to change the page URL, choose the **Properties** tab and change the **Document alias** field or change the whole **Document URL path**.



The screenshot shows the 'Form' tab in the Kentico CMS interface. At the top, there are tabs for 'Page', 'Design', 'Form', and 'Properties'. Below the tabs, there are two buttons: 'Save' and 'Spell check'. The main area contains several fields: 'Document name:' with the value 'Community', 'Teaser image:' with an 'Upload file' button, 'Publish from:' with an empty text box and a 'Now' button, and 'Publish to:' with an empty text box and a 'Now' button.

Content Scheduling

For every page, you can choose the time **when it goes live and when it expires**. It means you can schedule e. g. news to be displayed on your website on Monday morning, at 8:00 a.m. All you need to do is to set the Publish from/Publish to values on the **Form** tab.

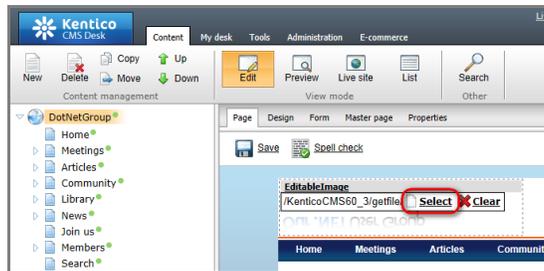
Inserting Images

Images can be inserted directly from your local disk into the text: Click the **Insert image** button in the WYSIWYG editor toolbar and click **Browse server**. Now choose the **Files** folder or some of its subfolders and click **Upload file** in the upper-right corner. Upload the file and then click **Paste image**. Click **OK** in the **Image Properties** dialog and click **Save** to save changes.

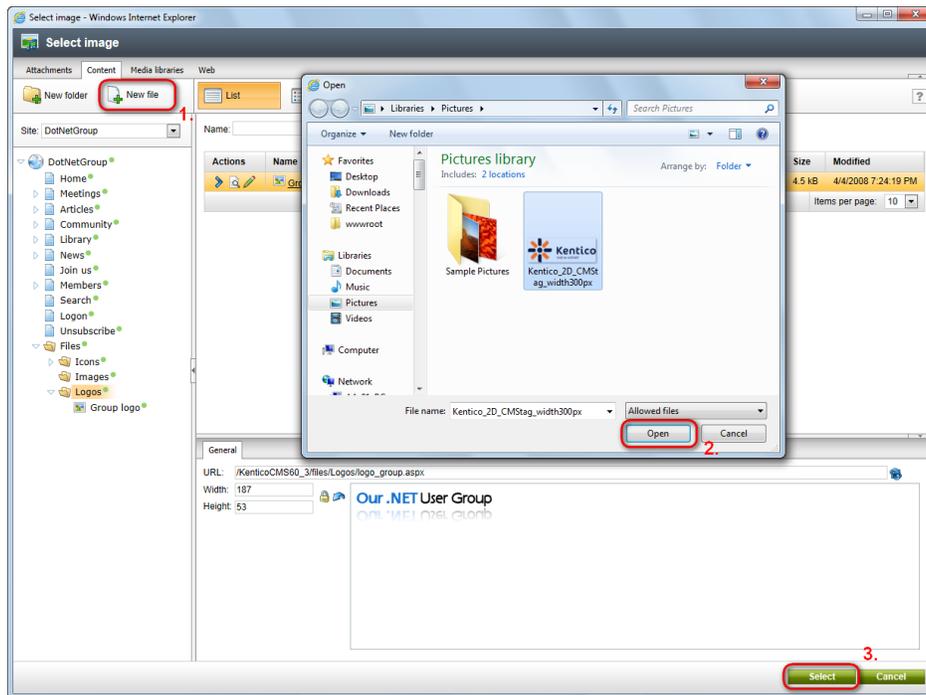
Important: If you cannot upload some type of file, you may need to allow it in CMS Site Manager -> Settings -> <choose DotNetGroup site> -> Files -> Upload extensions.

Changing the Logo

You can easily put your own logo in the website header. Sign in to **Kentico CMS Desk** (<your website>/CMSDesk) and click the **root document** in the **Content** section.



Click the **Select...** button on the logo. Choose the **Files/Logos** folder on the **Content** tab in the pop-up dialog (1.). Browse to your logo image on your local disk, select it and click Open (2.). This action uploaded the file into your content tree. With the file selected, click **Select** to use the image as your new header logo.



Click the **Save** button on the **Page** tab to save the changes:



Home Page

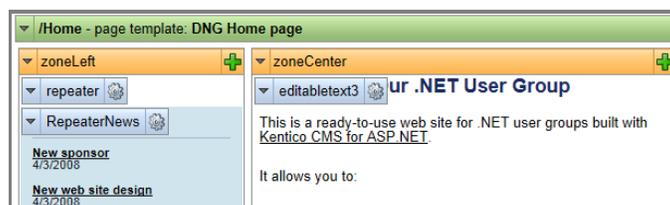
You can edit the home page by selecting the **Home** document in the content tree. On the right, the home page with editable region opens. You can edit the text in the region and save the changes using the **Save** button.



If you wish to organize the home page content differently, click the **Design** tab and you can drag and drop web parts into different areas or add new web parts:



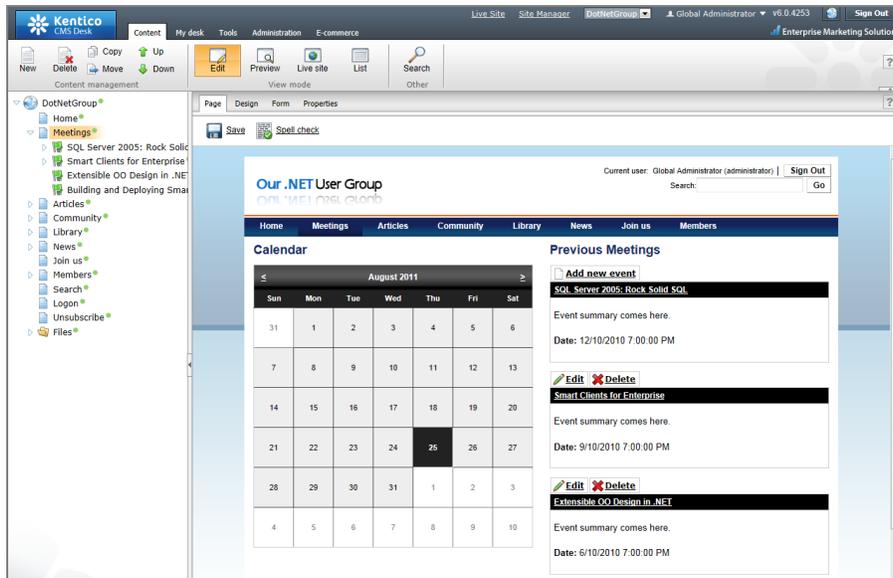
If you do not like the 3-column layout, you can change the HTML layout of the page by choosing **Edit layout** in the page template context menu:



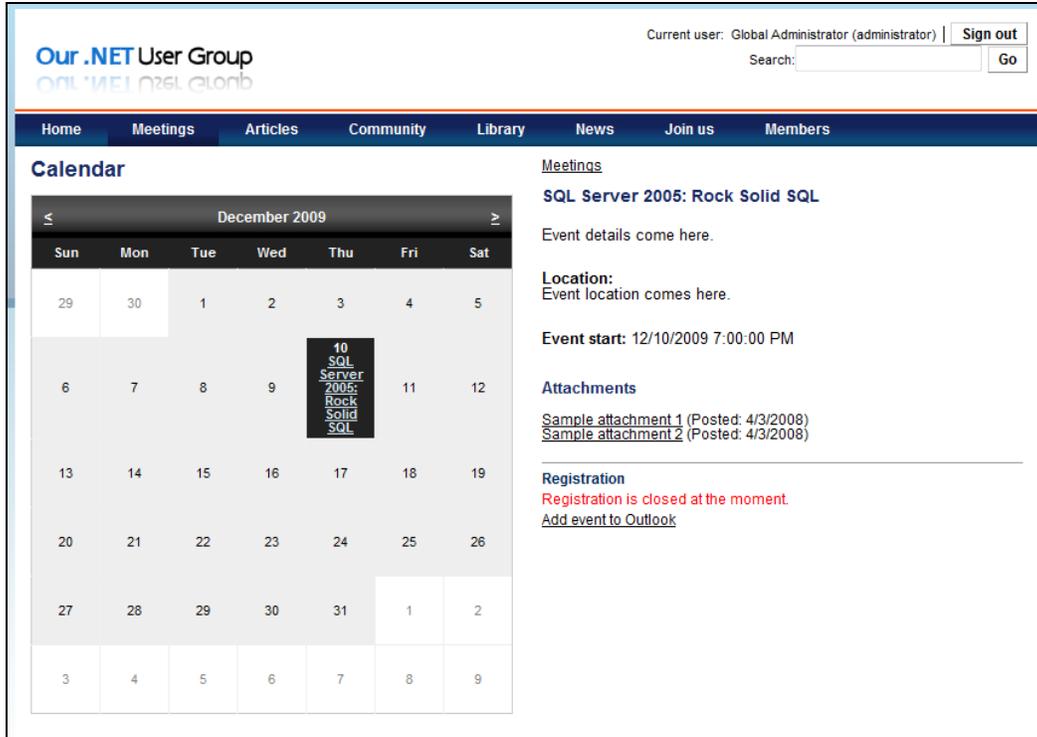
Please note: you can learn more about website customization at the end of this guide.

Managing Meetings and Booking System

The **Meetings** page contains previous and upcoming meetings. Meetings are separate documents placed under the **Meetings** page:



When the visitor chooses some meeting from the calendar or from the list, they can see the meeting name, date, location and attachments and register for the meeting.



When they click the **Add event to Outlook** link, they can also add the event to their **Outlook calendar**.

Creating a new meeting

Click the **Meetings** document in the content tree and click **New**. Choose to create a new **User group meeting**. Fill in the following fields:

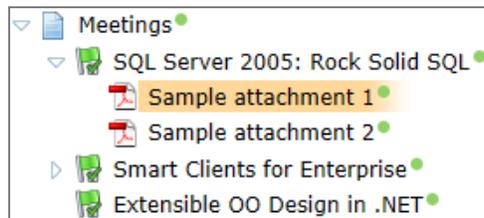
- Event name – the name of the meeting
- Event summary – the summary of the meeting content
- Event details – details on meeting content
- Event location – where you meet
- Event date – date and time when the meeting starts
- Capacity – meeting room capacity
- Allow registration over capacity – if you know there may be more attendees than chairs, you can choose if you allow extra registrations
- Open from – date and time when the registration starts
- Open to – date and time when the registration closes

Then click **Save** or press **CTRL + S** to save the new meeting.

*Tip: if you're preparing the meeting content and you do not want to publish the meeting yet, simply set the **Publish from** value to some future date.*

Attachments

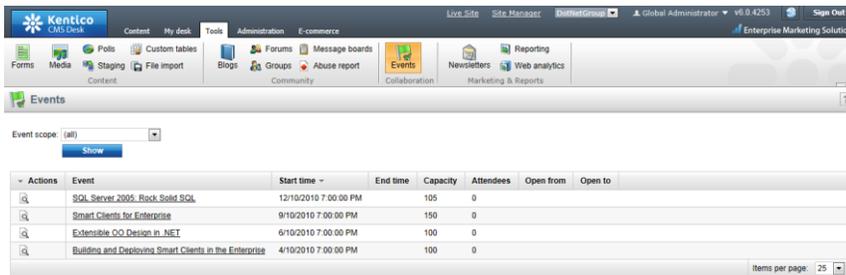
If you wish to add an **attachment** to the meeting information, click the newly created meeting in the content tree and click **New**. Choose to create a new **File** and upload the attachment. All files placed under the meeting document are automatically displayed as a meeting attachment.



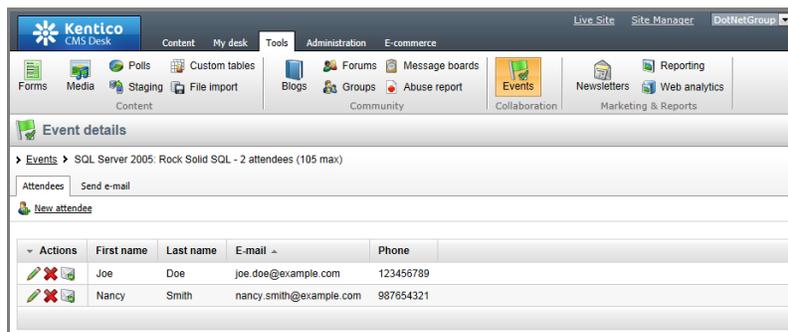
Managing Meeting Attendees – the Booking System

When the group members register for the meeting, they receive an e-mail invitation. You can modify the e-mail template in **Site Manager -> Development -> E-mail templates -> Booking event invitation**. The subject and e-mail address used for sending the invitation can be configured in **Site Manager -> Settings -> Booking system**.

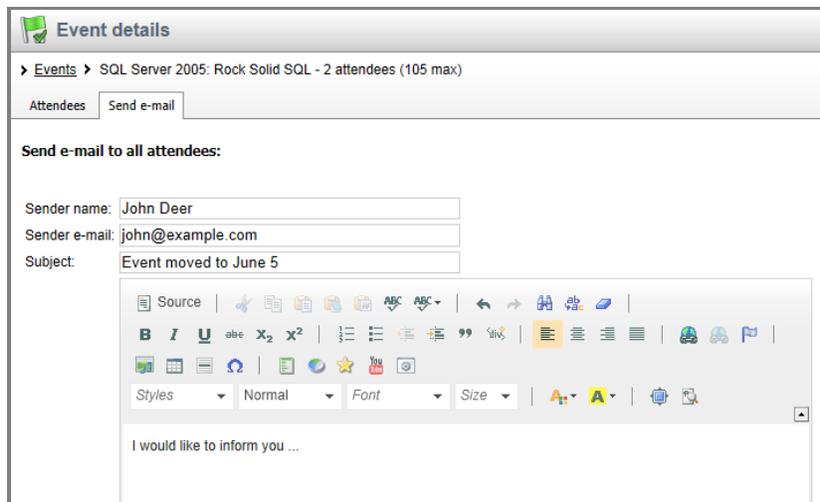
You can manage the registered attendees in **CMS Desk -> Tools -> Events**.



Click the **View** icon next to the given meeting and you will see the list of attendees:



You can **resend a single invitation** using the e-mail icon or you can send a mass e-mail to all registered attendees using the **Send e-mail** dialog in case the meeting date changes:



How to remove the booking system from the website

If you do not wish to use the booking system and you prefer to only publish the meeting information, you can easily remove the registration form. Go to **CMS Desk -> Content**, choose the **Meetings document** in the content tree, click the **Design** tab, find the **EventRegistration** web part and remove it using the **Remove** command in the context menu.

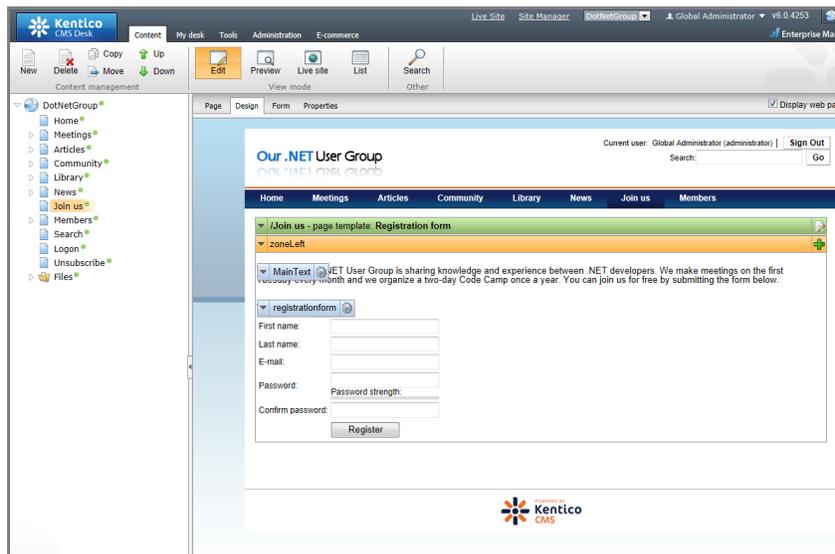


Member Registration and User Management

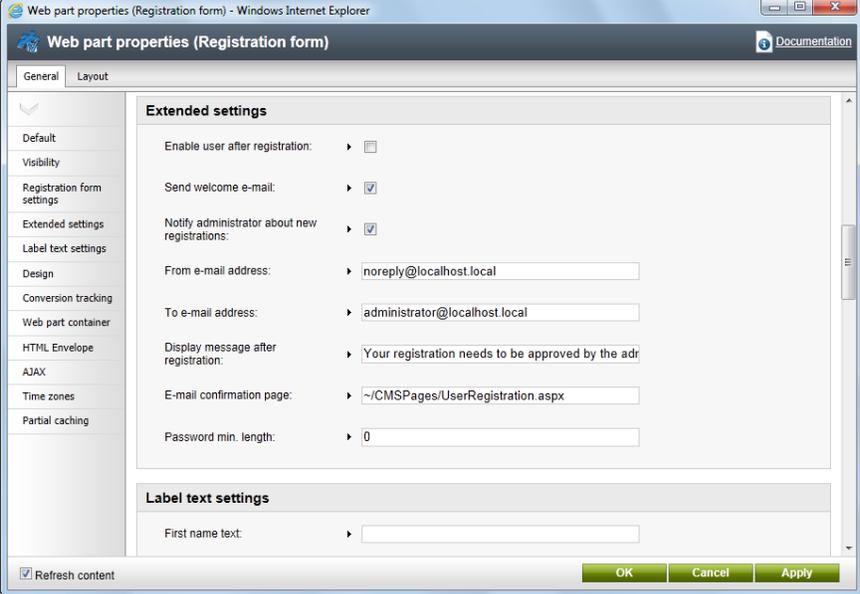
Members can register on the **Join us** page. When they register, they can access the **Members** section of the website.

The screenshot shows the 'Join us' page of the 'Our .NET User Group' website. The page has a blue header with the site logo and a search bar. Below the header is a navigation menu with links for Home, Meetings, Articles, Community, Library, News, Join us, and Members. The main content area contains a paragraph about the group's goal and a registration form. The form includes fields for First name, Last name, E-mail, Password, and Confirm password, with a Register button below. The footer features the Kentico CMS logo.

You may want to review member registrations before you give them access to the Members section. In such case, you need to modify the registration form configuration. Sign in to **CMS Desk** -> **Content**, choose the **Join us** page in the main menu and click **Design**.



Click the **Configure** icon of the **registrationform** web part and locate the **Extended settings** section:



The screenshot shows the 'Web part properties (Registration form)' dialog box in Internet Explorer. The 'Extended settings' section is expanded, showing the following configuration options:

- Enable user after registration:
- Send welcome e-mail:
- Notify administrator about new registrations:
- From e-mail address:
- To e-mail address:
- Display message after registration:
- E-mail confirmation page:
- Password min. length:

Below the 'Extended settings' section is the 'Label text settings' section, which includes:

- First name text:

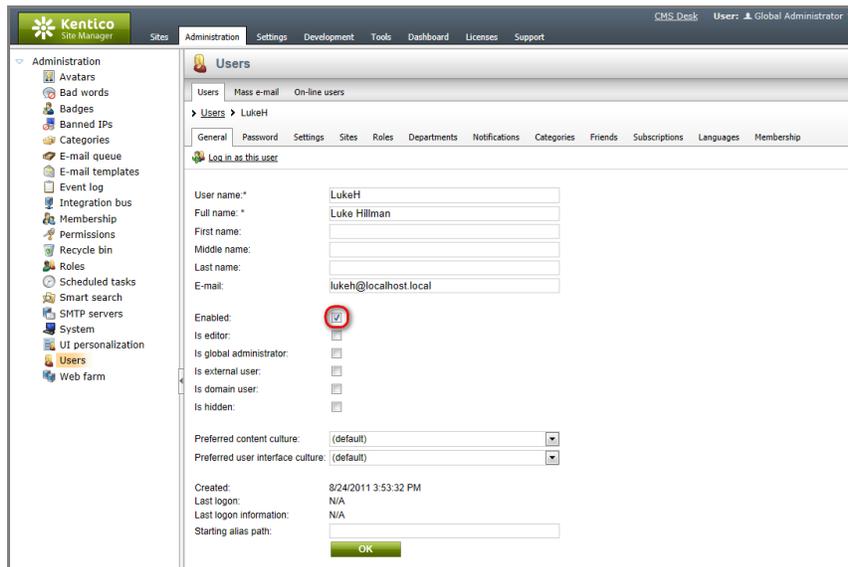
At the bottom of the dialog box, there are three buttons: 'OK', 'Cancel', and 'Apply'. A 'Refresh content' checkbox is also visible at the bottom left.

Configure the following values:

- **Enable user after registration** – uncheck the box; the administrator will need to review user registration and enable the user
- **Notify administrator about new registrations** – check the box so that the administrator receives an e-mail notification
- **From e-mail address** – e-mail address the notification will be sent from
- **To e-mail address** – e-mail address of the administrator
- **Display message after registration** – put some explanation here so that the user is informed that their registration needs to be reviewed.

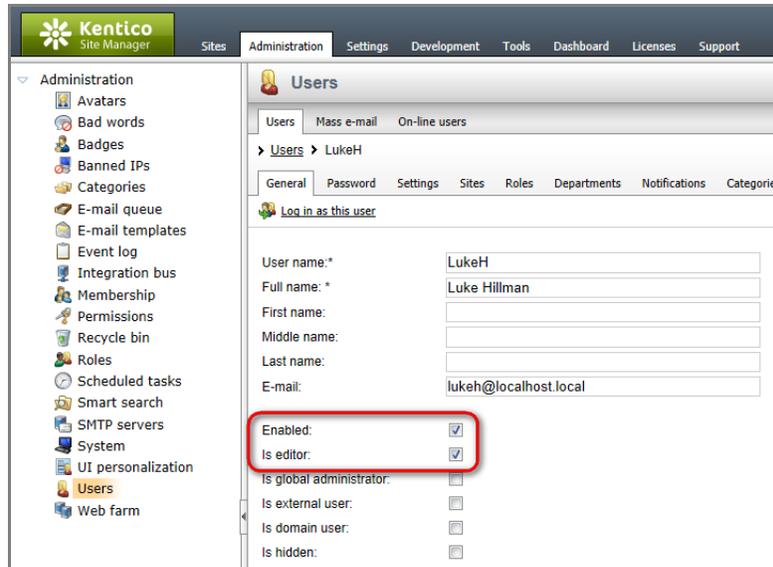
Click **OK** to save the changes.

Now, whenever a new member registers, the administrator receives an e-mail and they need to sign in to **Kentico CMS Site Manager -> Administration -> Users**, edit user properties and enable the account:



Editor Permissions

You can delegate the administration of the website or its sections to particular group members. All you need to do is to create a new user in **Site Manager -> Administration -> Users** and check both **Enabled** and **Is editor** boxes. The **Is editor** attribute enables site members to access the CMS Desk interface.



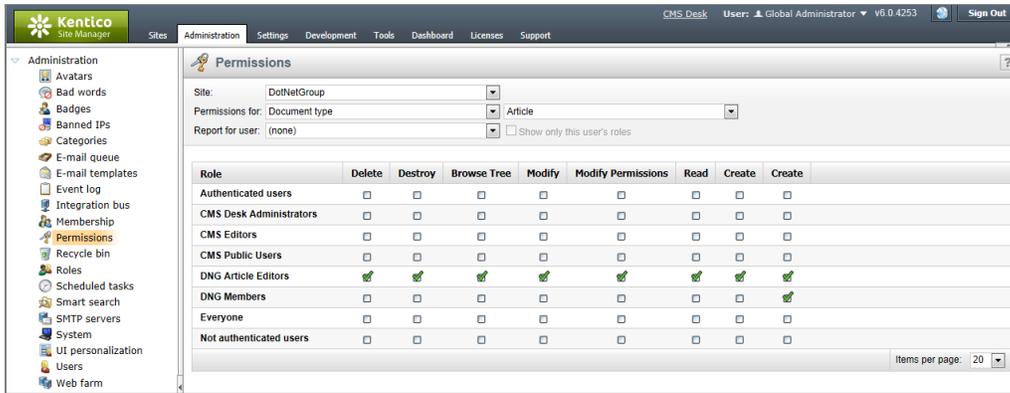
Then, you can choose from these options (or you can mix them):

- Add user to the **CMS Desk Administrators** role on the **Roles** tab – this gives the user editing access to **all content in CMS Desk**.
- or**
- Add user to the **CMS Editors** role which gives them full editing permissions and you can keep the control over the website by configuring an **approval process** (please read chapter **Workflow and versioning** in Kentico CMS Developer's Guide for more details).
- or**
- Grant user with **permissions for particular site section** (see details in the following paragraphs).

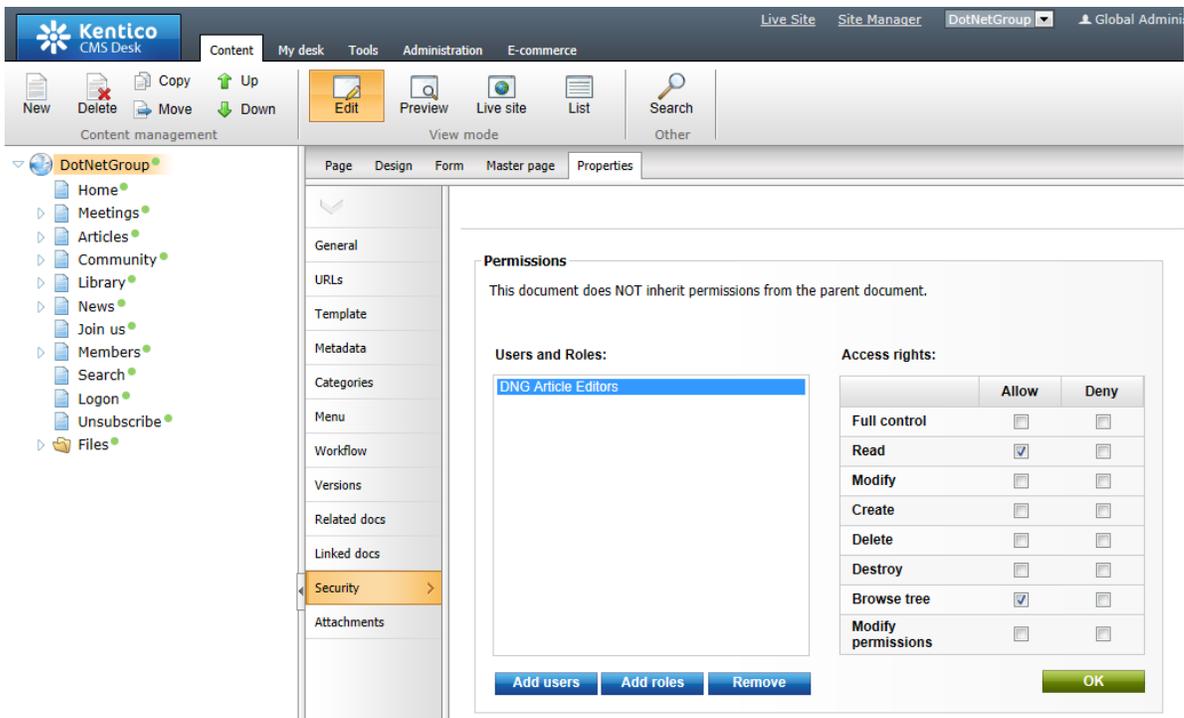
Permissions for Particular Document Type and Site Section

It's recommended that you create roles and assign document permissions to roles rather than particular users. If you wish to allow the user to edit only the **Articles** section, follow these steps:

1. Go to **Site Manager -> Administration -> Roles** and create a new role called **DNG Article Editors**.
2. Add the user to the newly created role.
3. Go to **Site Manager -> Administration -> Permissions** and choose the **Document type: Article** matrix in the drop-down list. Allow **DNG Article Editors** perform all actions with articles. It will ensure that they can create only articles and no other document types.



- Go back to the **Content** tab, click the root of the website in the content tree and choose **Properties -> Security**. Add the **DNG Article Editors** role to the list and grant them with **Read** and **Browse tree** permissions:



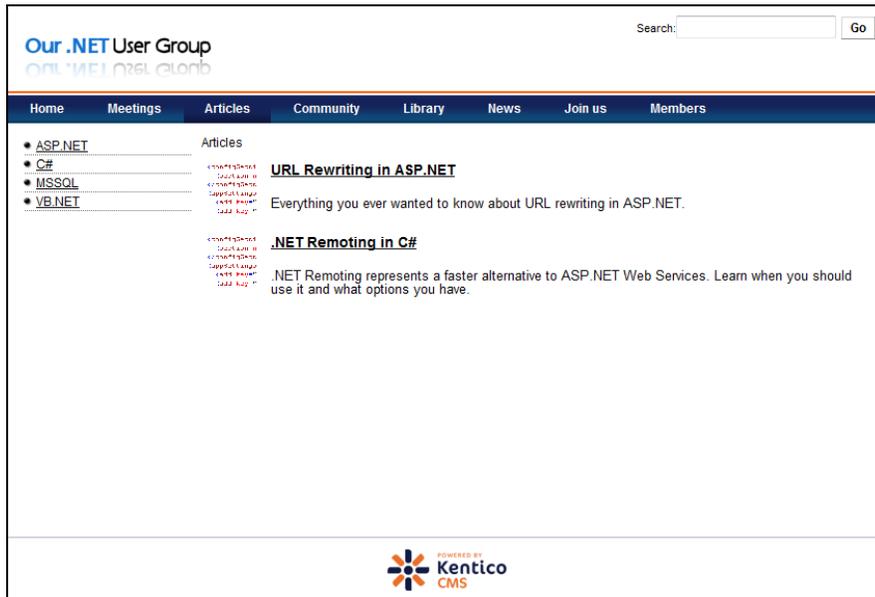
- Now choose the **Articles** document in the content tree and grant the role **DNG Article Editors** also with **Modify, Create and Delete** permissions.
- The user can now sign in and create, modify and delete articles.

Permissions for Particular Modules

You can configure the permissions for particular modules in **CMS Desk -> Administration -> Permissions**. You need to organize your users into roles first since the module permissions can be assigned only to roles. You can find more details on permissions for particular modules in Kentico CMS Developer's Guide.

Articles

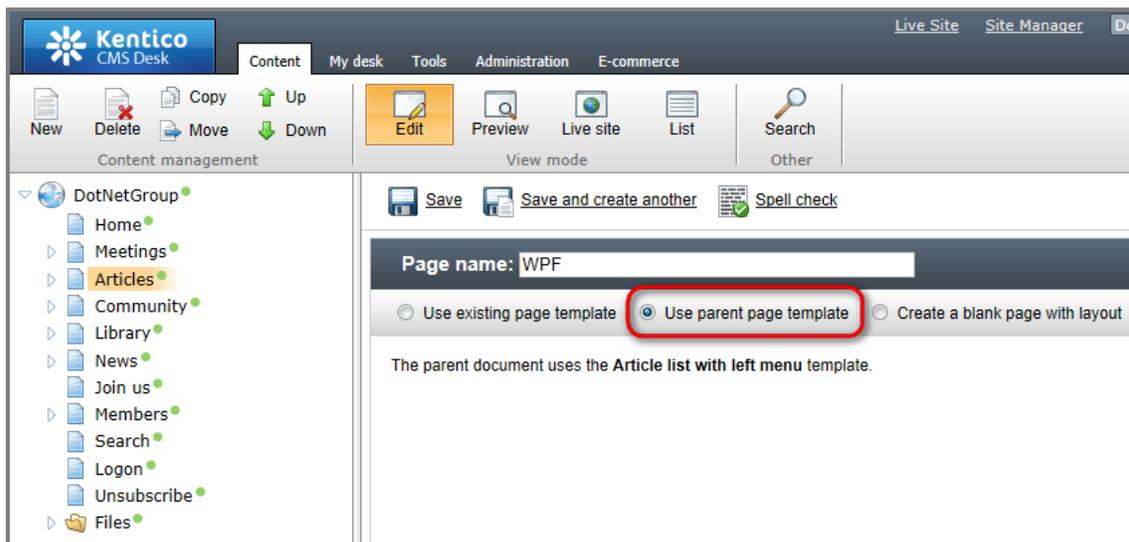
The **Articles** section allows you to publish articles and organize them in categories.



If you want to add a new article, sign in to **CMS Desk -> Content**, click **Articles** or some subpage (category) in the content tree and click **New**. Choose to create a new **Article** document, enter the content and click **Save**.

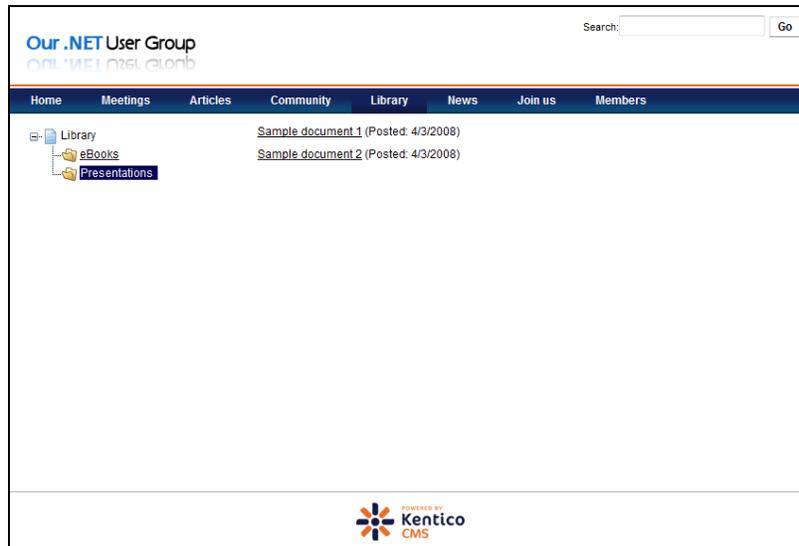
Adding a new category

The categories in the Articles section are actually pages. All you need to do is to create a new **Page (menu item)** document, enter the page name and choose **Inherit from parent page**. It ensures that the category uses the same page template as the **Articles** section. You can create nested categories as you need.



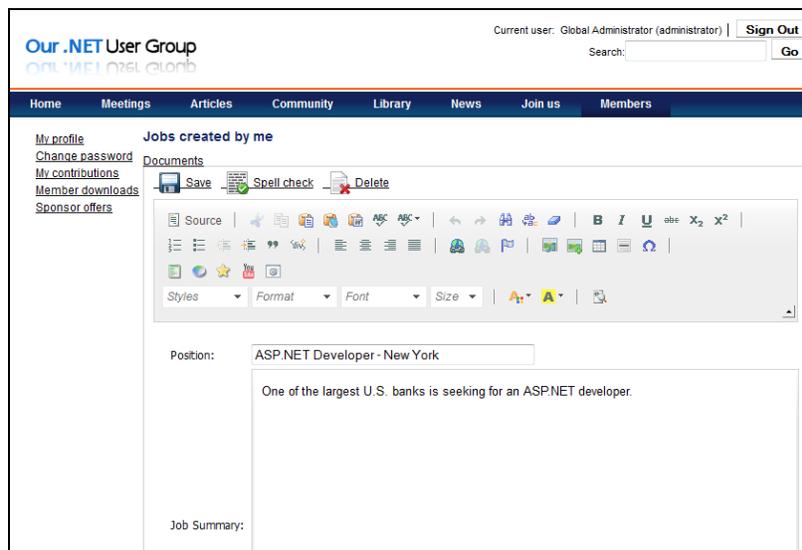
Library

You can easily create a library of downloadable documents, such as e-books, tutorials, sample code or meeting presentations. The documents are of type **File** and the categories are of type **Folder**:



Jobs and Community Contributed Content

Jobs can be created either by site editors through **Kentico CMS Desk** or they can be created directly on the live site by site members that do not have access to CMS Desk. The second option is an example of how you can configure Kentico CMS for user contributed content. When the site member signs in and goes to **Members -> My contributions**, they can create a new document of a configured type, in the configured section of the website (e.g. Job opening in the Community/Jobs section):

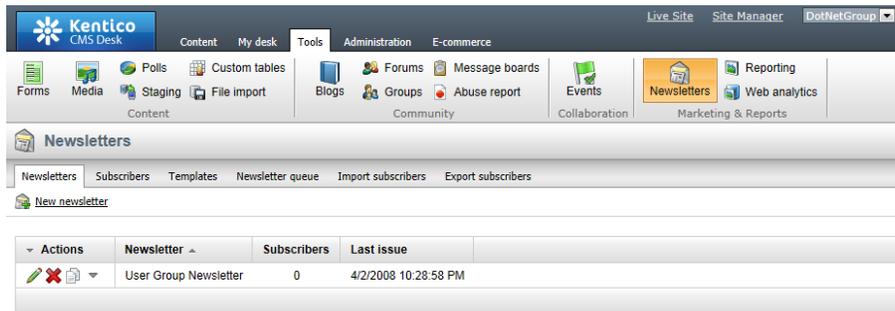


If you wish to enable user meetings or Wiki on your website, please read **Kentico CMS Developer's Guide -> Modules -> User Contributions (Wiki)**.

Newsletter

Your user group members can easily sign up for the e-mail newsletter on the home page and you can send them a newsletter with information on upcoming meetings, group activities, etc.

Sign up for the newsletter on the home page using your e-mail address. Then sign in to **CMS Desk** and go to **Tools -> Newsletter**. You can manage multiple newsletters (i.e. multiple lists of subscribers) with different focus. The default website contains the ready-to-use **User Group Newsletter**:

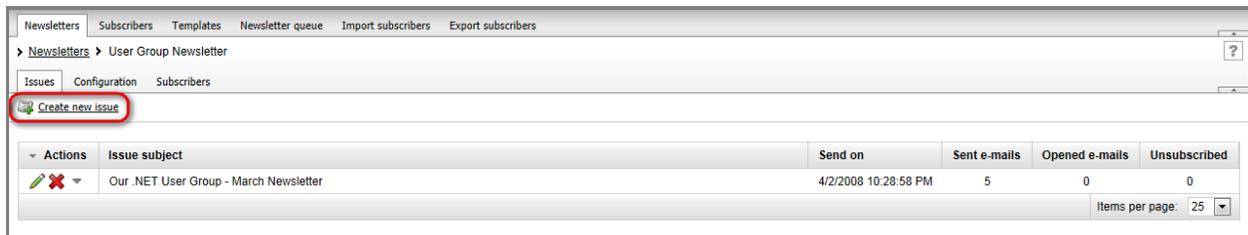


Configuring the newsletter

Before you send your first newsletter issue, please check the configuration of the newsletter. Edit the **User Group Newsletter**, switch to the **Configuration** tab and update the **Sender name** and **Sender e-mail** values.

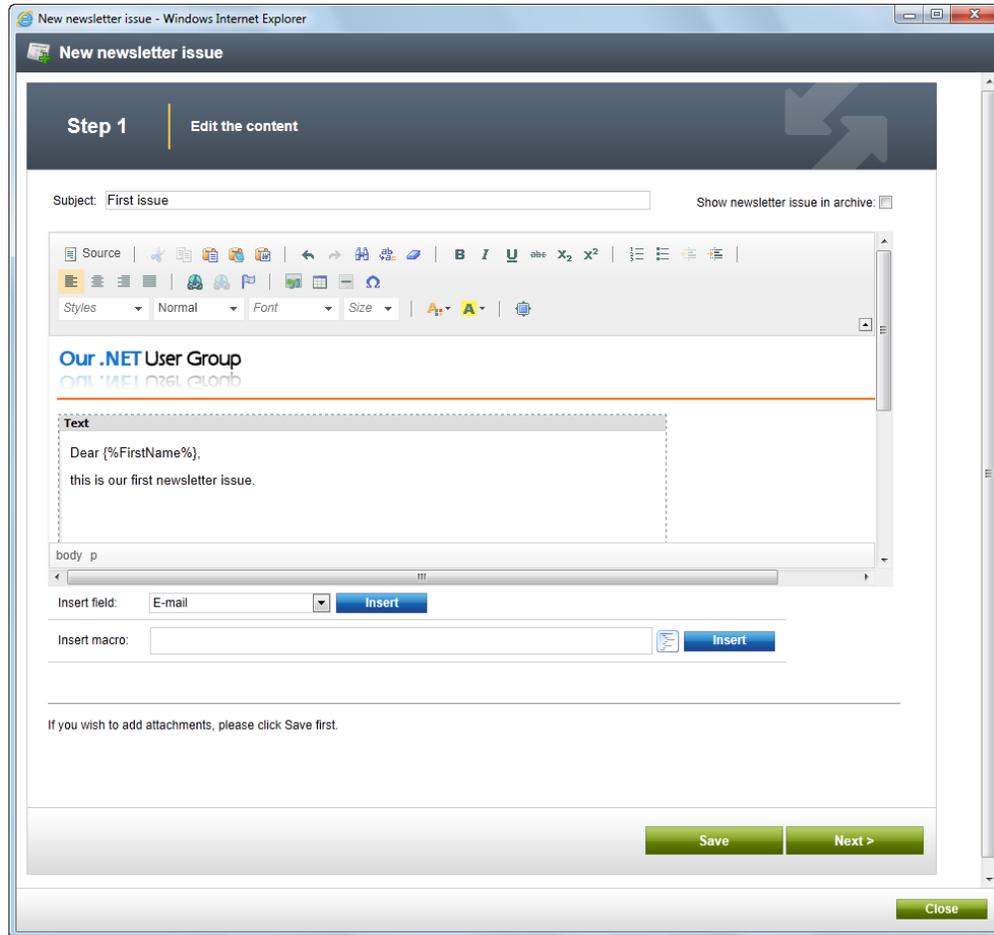
Creating a new issue

When you want to send a new e-mail to your subscribers (i.e. a new newsletter issue), edit the **User Group Newsletter** and click the **Create new issue** button.

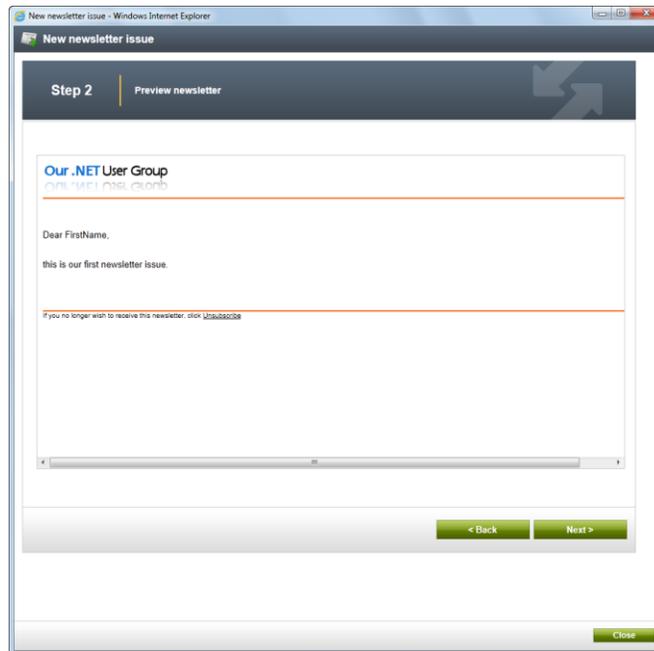


The newsletter issue wizard starts.

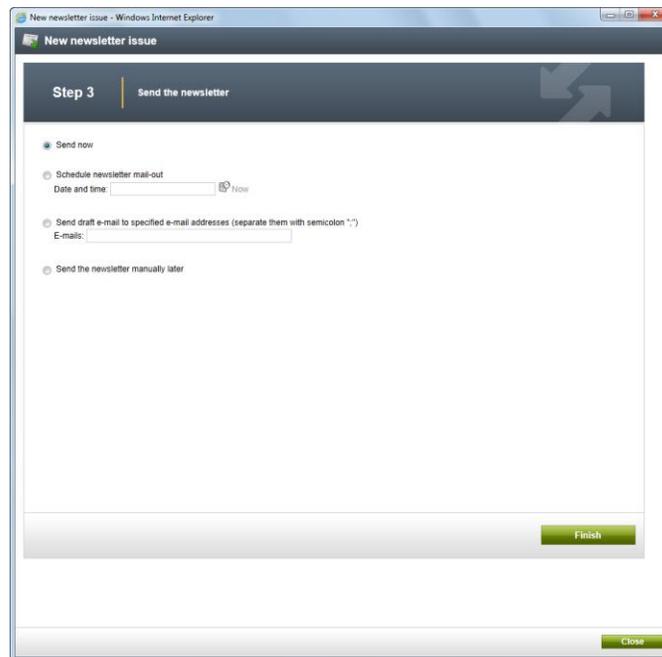
Enter the **Subject** and then enter the text into the predefined e-mail template (the templates can be managed in Templates section of the Newsletter module). You can insert fields or macros that are resolved when the e-mail is sent – e.g. "Dear {*%FirstName%*}" will be displayed as "Dear Mark". Macros and fields can be inserted using the drop-down lists at the bottom, highlighted in the screenshot below. You can also add attachments to the e-mail.



Click **Next** and preview the content for all subscribers in Step 2:



Click **Next**. Now you can choose if you wish to send the newsletter now, schedule it for later or send the newsletter later manually. Choose **Send now** and click **Next**.

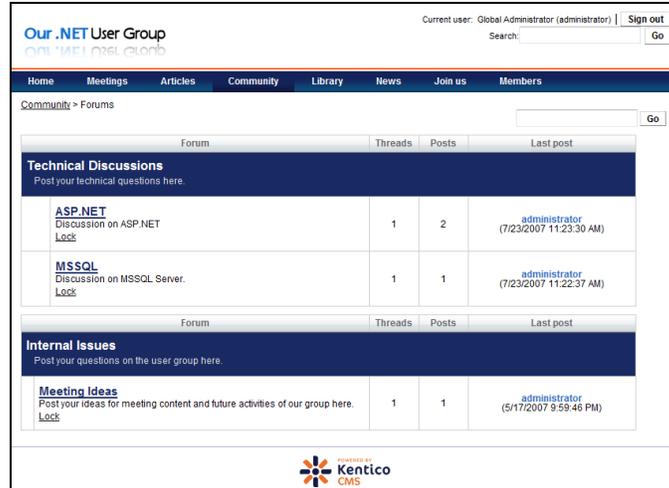


Now the e-mails are being sent. This may take a while. You can see the number of sent e-mails in the list of newsletter issues or you can check if there are any failed or waiting e-mails in the **Newsletter queue**.

You can learn more about the Newsletter module in **Kentico CMS Developer's Guide -> Modules -> Newsletter**.

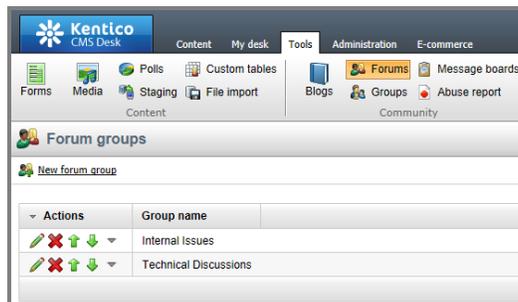
Forums

The forums allow you to communicate on technical topics or on internal user group issues. Forums are organized into **Forum groups**. Forum groups contain **forums** and forums contain **threads**. Users can subscribe to receive e-mail notifications when a new post is added.

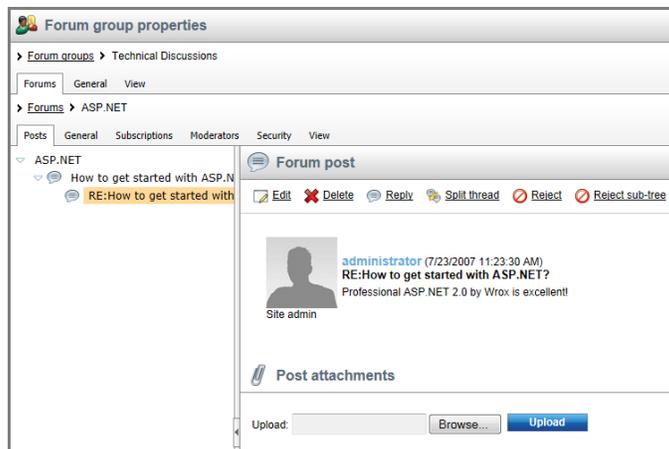


Managing Forum Groups and Forums

Go to CMS Desk -> Tools -> Forums, here you can manage the **forum groups**:



When you edit the forum group, you can manage particular **forums**:



Posts

Here you can edit, delete, reply and moderate posts.

General

Here you can configure the Forum settings.

Important: Please configure the Forum base URL according to your website URL – e.g. <http://mydomain.com/community/forums.aspx> - this must be the complete URL of the page that contains the forums.

Subscriptions

Here you can manage all subscriptions of users who want to be notified when a new post is added.

Moderators

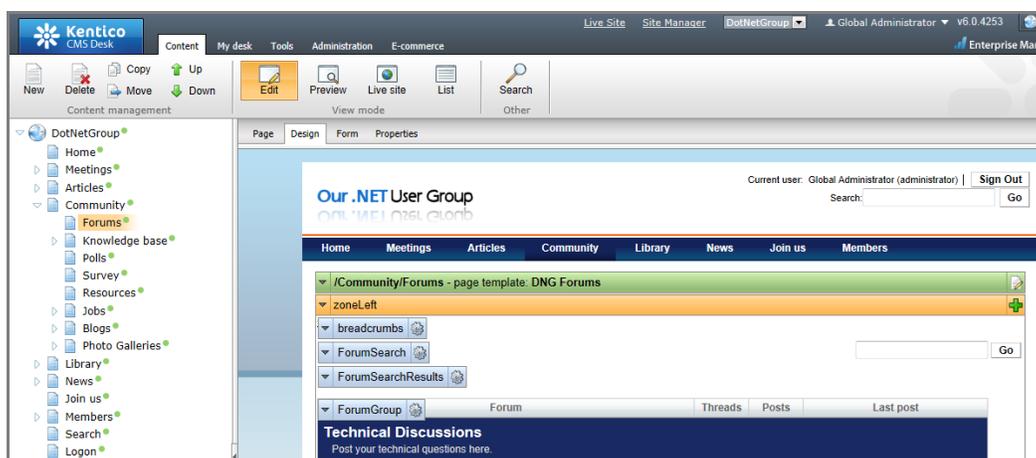
You can choose to moderate the forum and specify the users who are authorized to moderate the given forum.

Security

Here you can choose who can post to the forums – all users (including anonymous users), authenticated users or only authorized users.

Adding a new Forum Group

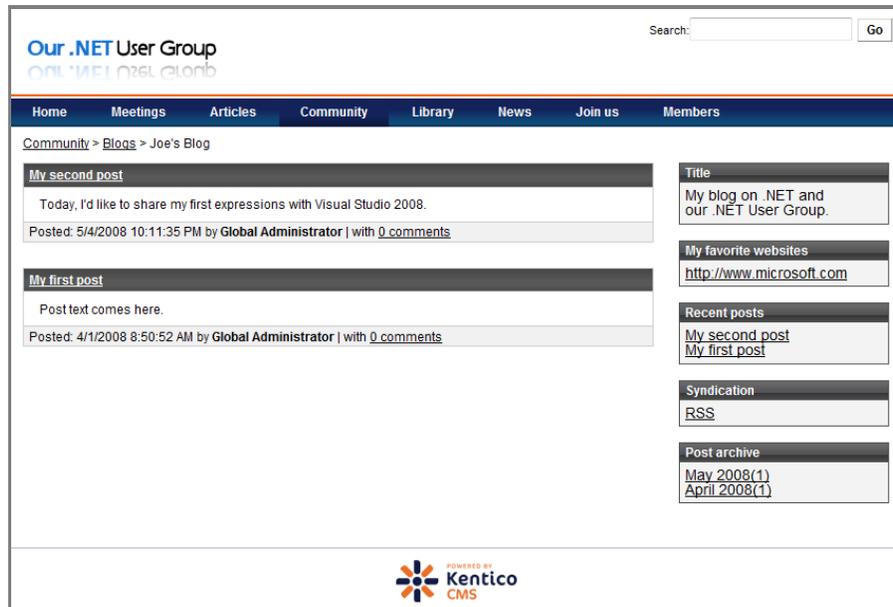
When you're adding a new forum group in the Forums module, you also need to update the website so that the forum group is displayed. Create the new forum group and go to **CMS Desk -> Content**, select the **/Community/Forums** page in the content tree, switch to the **Design** mode and add a new **Forums/Forum group** web part to the page and set its **Group name** value to the name of the newly created forum group.



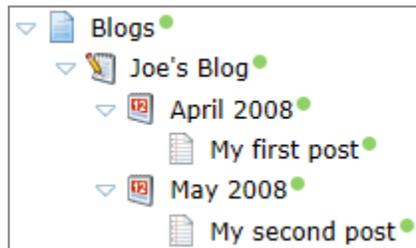
Please note: You can configure the e-mail address of forum notifications in **Site Manager -> Settings -> Forums**. The forum may use WYSIWYG editor for posts, signatures and avatars depending on particular configuration of forums and its web parts. The nickname can be edited by user in the **Members -> My profile** section. You can learn more about forums in **Developer's Guide -> Modules -> Forums**.

Blogs

You can create a blog on your website for chosen members. The blog posts can be edited in the CMS Desk as any other document type.



Blog Organization and Authoring a New Post



The **blogs** section contains a list of all **blogs**. Each **blog** contains **months** and months contain **posts**. When you want to add a new post, you need to click the blog in the content tree and choose to create a new **Blog post**. The system automatically organizes the posts into months. Every blog has its main **author** (although there may be multiple people contributing to a single blog) that is specified as the document **owner** of the **Blog** document. You can change the document owner in the **Properties -> General** dialog.

The blog owner can also create blog posts in the **CMS Desk -> My Desk -> My Blogs** section where they can also **moderate blog comments** (if moderation is required).

Comments Configuration

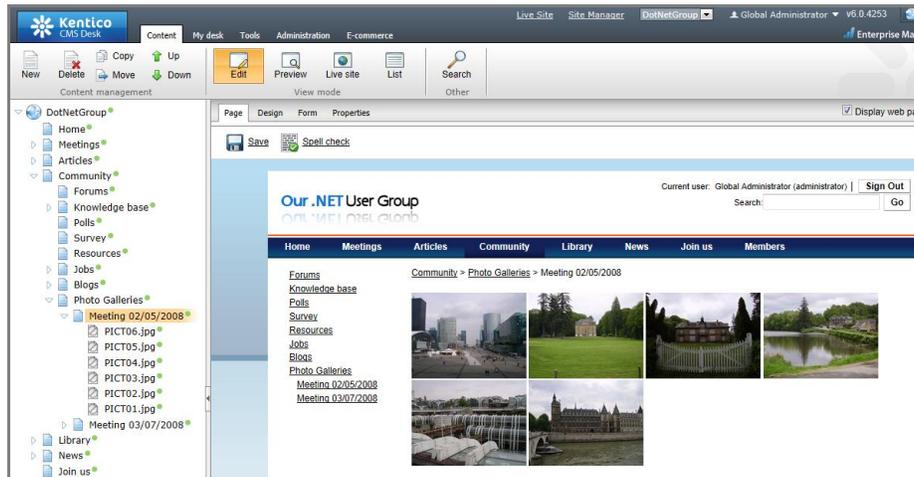
The comments can be configured on a blog level. Click the blog document in the **content tree** and click **Form**. You can find comment settings at the bottom of the editing form.

Please note: You can configure the e-mail address of blog notifications in **Site Manager -> Settings -> Blogs**.

You can learn more about blogs in **Developer's Guide -> Modules -> Blogs**.

Photo Galleries

Photo galleries are also created within standard content tree.

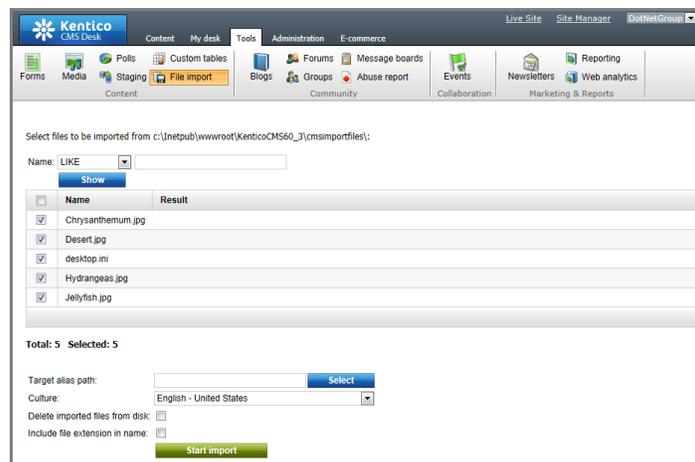


The galleries are grouped under the Photo Galleries page that uses the page template **List of galleries with left menu**. If you wish to create a new gallery under this section (or anywhere else in the site structure), you need to create a new **Page** document using the page template **Lightbox gallery with left menu**. The pictures are placed under the gallery page. You can upload them either manually one-by-one by creating a new document of type **File** or you can use the bulk import described below.

The galleries may have a **thumbnail** that is used in the list of galleries and can be edited in the **Teaser image** field when you choose the gallery page and click the **Form** tab.

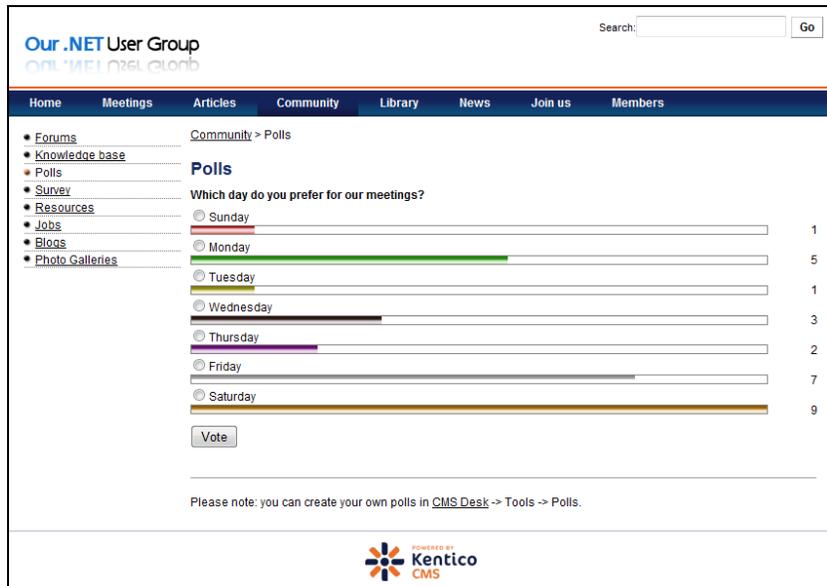
File Import

Go to **CMS Desk -> Tools -> File Import**. This module allows you to import files from disk to the content tree as new **File** documents. You need to copy your files on the server disk (e.g. through FTP) to the folder mentioned in the **File import** dialog (generally `~\CMSImportFiles\`). Then you choose where you wish to import the files (e.g. under the new gallery page) and click **Start import**.

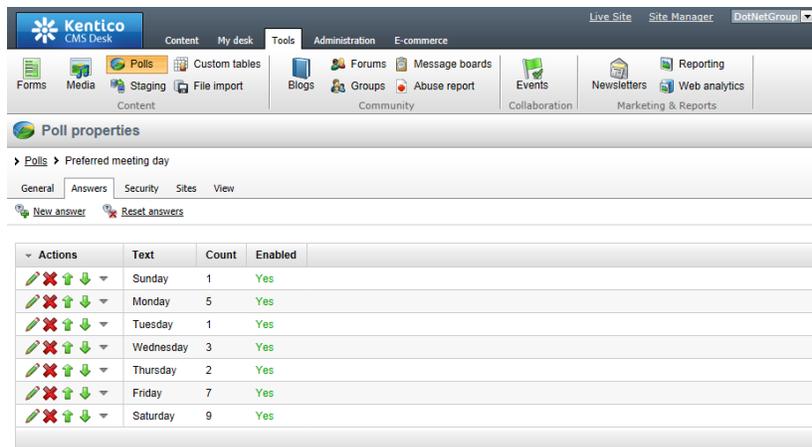


Polls

The Polls module allows you to create and publish polls on your website and get feedback from your group members.



Go to **CMS Desk -> Tools -> Polls**. Here you can create a new poll and specify available answers. You can also choose who can vote – anybody, only authenticated users or only chosen roles.

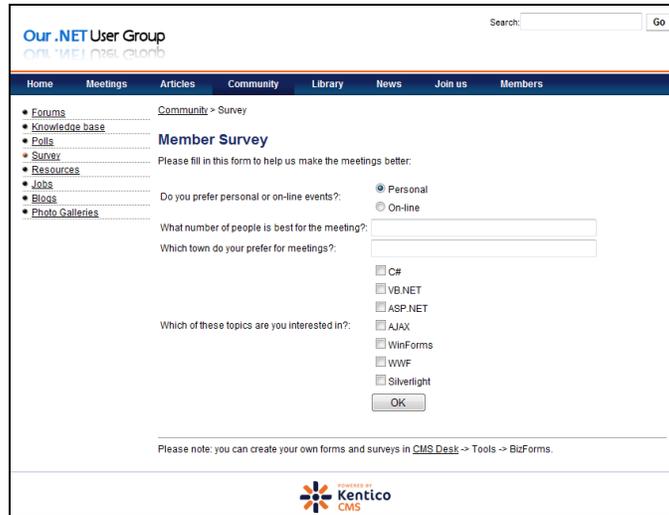


Once you create your new poll, you can publish it by adding the **Polls/Poll** web part to the page or in the editing mode, by clicking the **Insert Poll** button in the WYSIWYG editor toolbar:



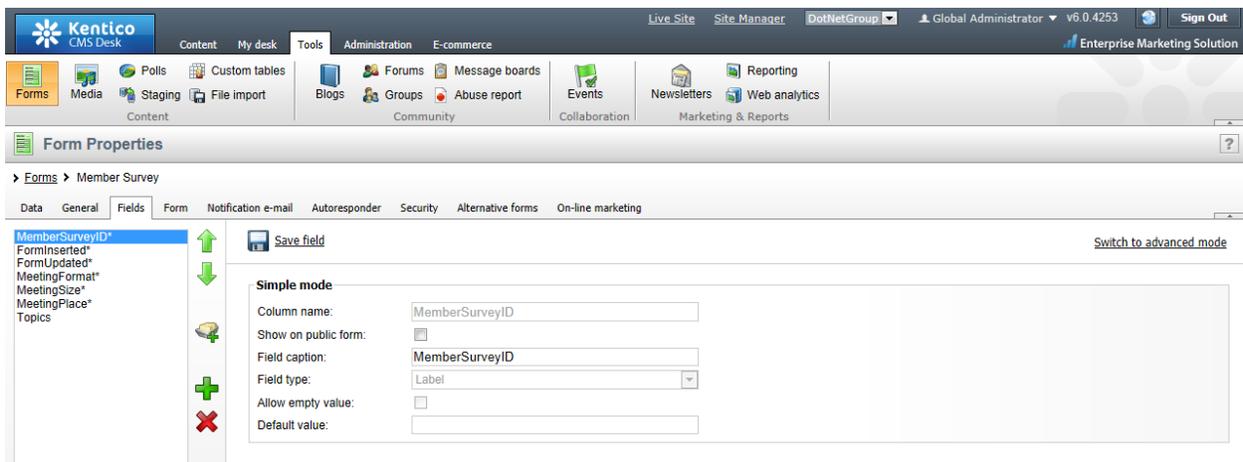
Forms and Surveys

The **BizForms** module allows you to create forms and surveys without programming – you can simply design the database columns, fields and their types, form layout and e-mail notifications through the friendly user interface and publish them on the website.



Creating a new form

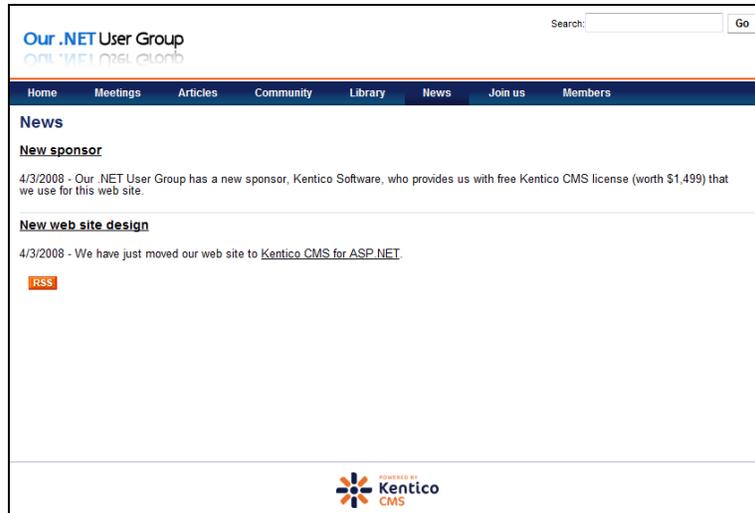
Go to **CMS Desk -> Tools -> BizForms**. Click **New form**. Enter the display name, code name and table name – this is the name of the database table where the records will be stored. The system will create the table automatically. Then, switch to the **Fields** tab and create your own attributes (fields) – the system will automatically create a column in the database table. You can choose from a **variety of field types** and many configuration options – if you need help, please see **Kentico CMS Developer's Guide -> Modules -> BizForms**.



Again, you can publish the form on the website using a **BizForms/BizForms web part** or using the **Insert BizForm** button in the editor toolbar.

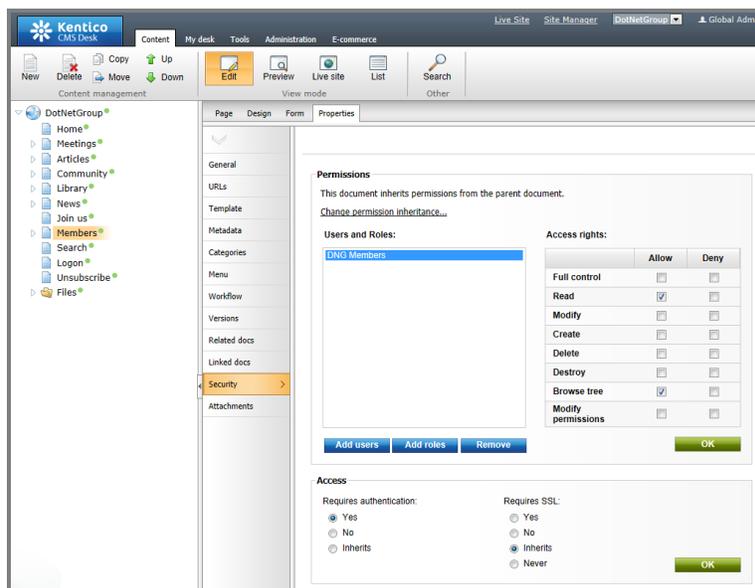
News

News are just another document type in Kentico CMS database. You can create the news items in the **/News** section in **CMS Desk -> Content**. The **Release date** field is only for informative purposes, if you wish to publish the news later, please use the **Publish from** field.



Member-only Areas

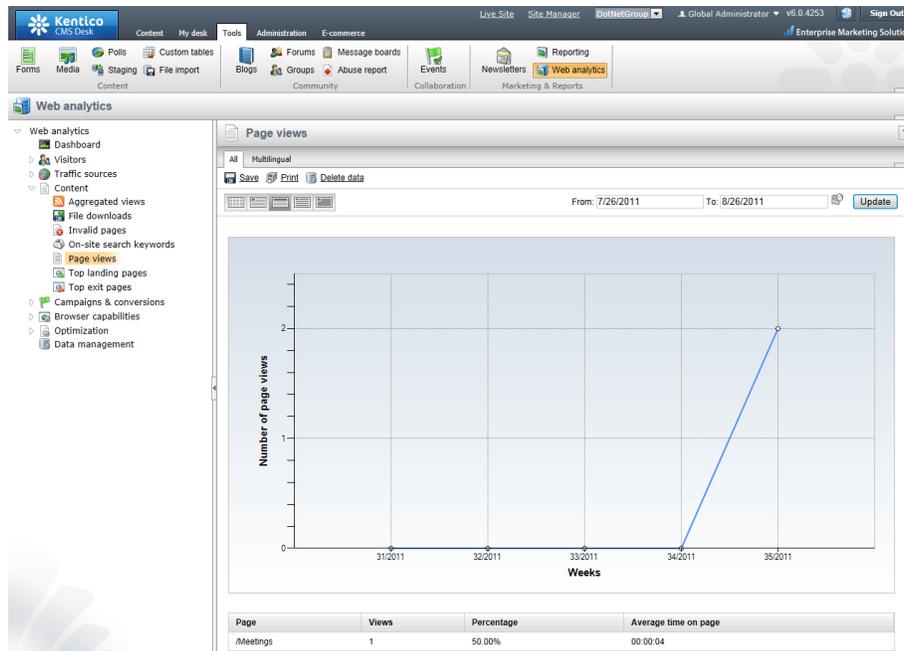
By default, there is one member-only area on the .NET User Group website – the **Members** section. The visitors need to log on before they can see its content. The member area may contain member-only information as well as user-related content – user profile, user contributions, "Change password" dialog, etc. If you wish to create another member-only area, you need to select the appropriate page in **CMS Desk -> Content**, choose the **Properties -> Security** dialog and change the value **Requires authentication** to **Yes**. Also, you need to grant the role **DNG Members** with Read permission for this section since all content in secured areas is displayed only to users with Read permission.



Web Analytics

If you wish to track the visits on your website and see which pages are most favorite, you can use the built-in Web Analytics module. However, you need to configure the module first. Go to **CMS Site Manager -> Settings -> Web analytics**, check the box **Enable Web Analytics** and click **Save**.

Close the browser and visit the website or try to visit the website from another computer. When you go to **CMS Desk -> Tools -> Web Analytics** after a few minutes (the results are not displayed immediately), you will see the visit in the Visits and Page views statistics:



Customizing Website Design and Code

Important: This section contains only basic information on customization and development of Kentico CMS. If you wish to modify the site design or structure, it's highly recommended that you go through Kentico CMS Tutorial (portal engine) that is available at <http://www.kentico.com/DevNet/Documentation.aspx>.

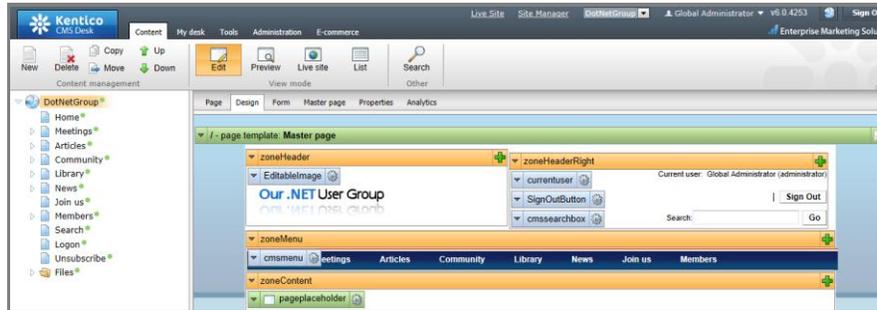
Design and CSS styles

The web design is fully customizable. Most of the design can be changed in the CSS stylesheet. Go to **CMS Site Manager -> Development -> CSS Stylesheets** and edit the **DNG Stylesheet**. Here you can edit the CSS styles.

If you need to use some images for background or design elements, it's recommended that you save them on the server disk (over FTP), into folder `<website>\App_Themes\dotnetgroup\images`. Here you can also replace the standard design images used in the .NET User Group website.

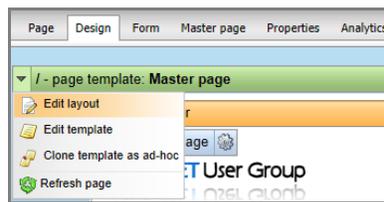
Master page

Kentico CMS uses the concept of **master page** (similar to ASP.NET master pages) that contains site header and footer. Go to **CMS Desk -> Content** and click the root document. This document specifies the master page. Click the **Design** tab and you can configure the web parts contained in the header, such as main menu or search box:

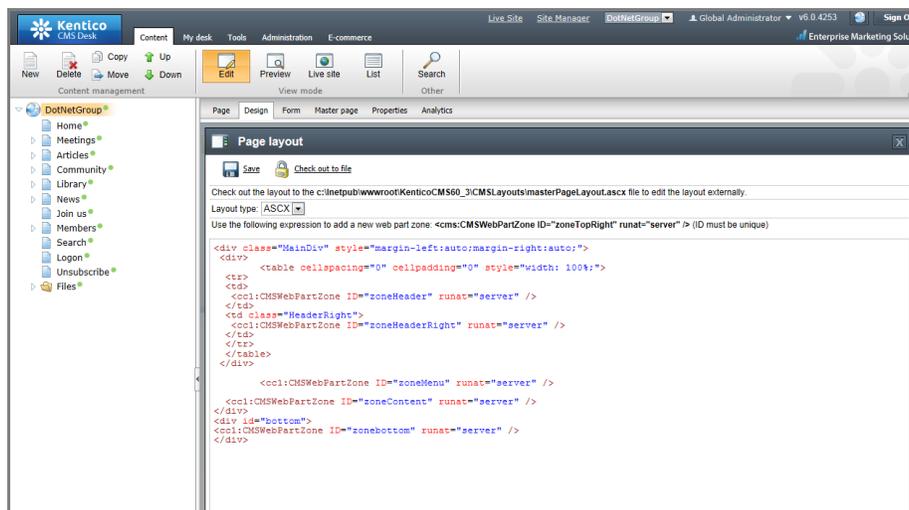


Please note that the master page must always contain a **page placeholder** web part that loads subpages into the master page.

If you wish to change the layout of the master page, click **Edit layout** in the page template context menu:



Now you can edit the HTML code of the page. The HTML contains special controls called web part zones (e.g. `<cc1:CMSWebPartZone ID="zoneMenu" runat="server" />`). These controls specify the places where you can put web parts in the **Design** mode. As you can see, you have full control over HTML layout code.

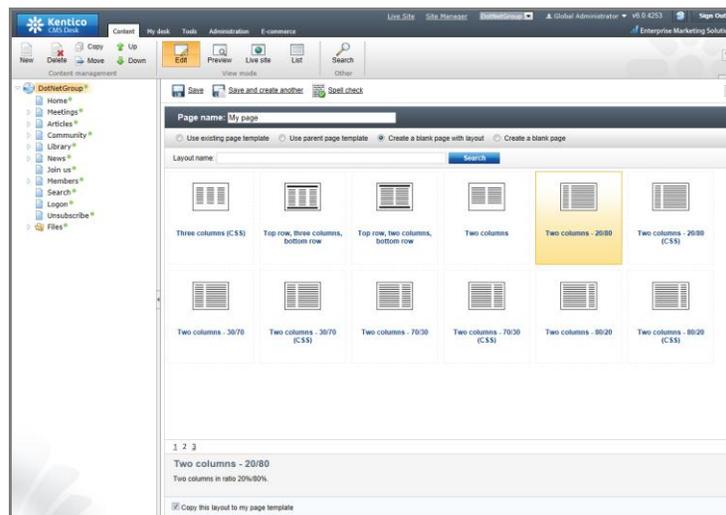


Changing Website Title

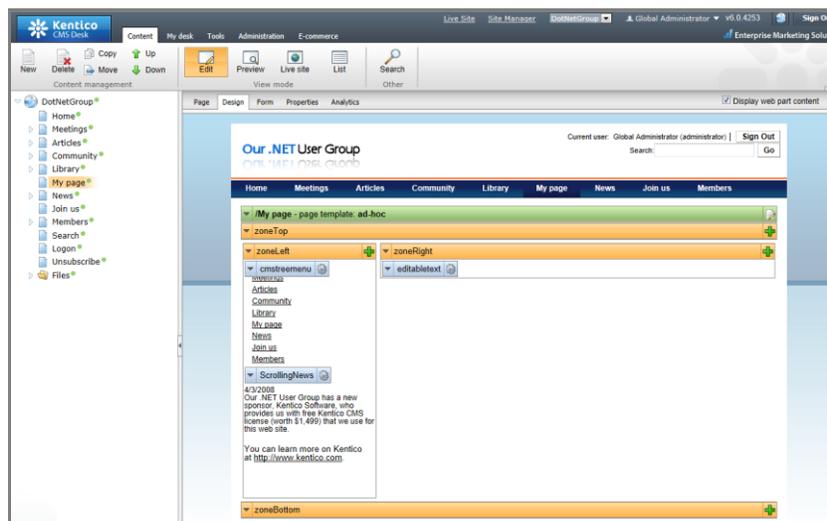
You can change website title in **CMS Site Manager -> Settings -> Website**. Choose **DotNetGroup** site in the drop-down list and now you can change the **Page title prefix** and **Page title format** values. By default, the page title for particular pages is taken from the document **Properties -> Metadata** dialog or the document name is used if no page title is specified.

Creating Your Own Pages

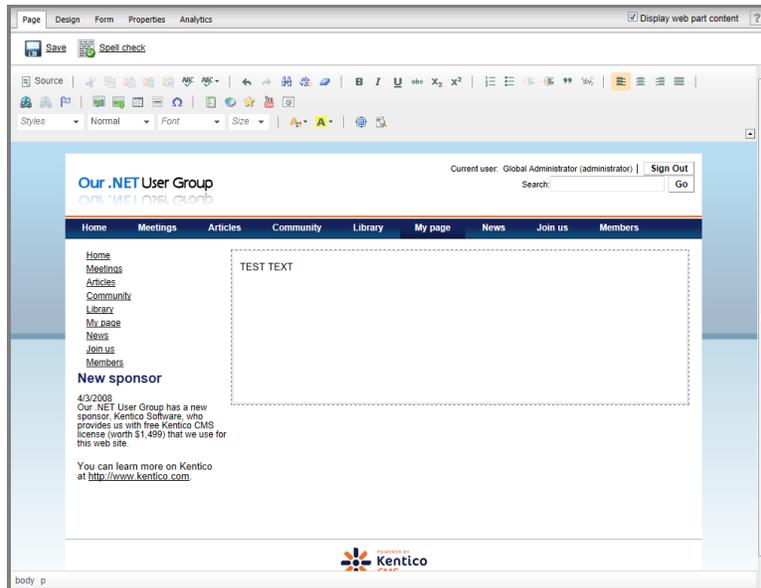
You can create your own page from scratch instead of using an existing page template. Go to **CMS Desk -> Content**, click **New** and choose to create a new page. Enter the some **page name** and choose to **create a blank page**. Select the page layout **Two columns – 20/80** and click **Save**.



You have just created a new page without any content. Switch to the **Design** mode. Add the **Navigation/Tree menu** web part to the zoneLeft zone and set the **Path** value to **/%** (you could use **{0}/%** to display the sub-pages). Add the **News/ScrollingNews** web part under it and add the **Text/Editable text** web part to the right zone:



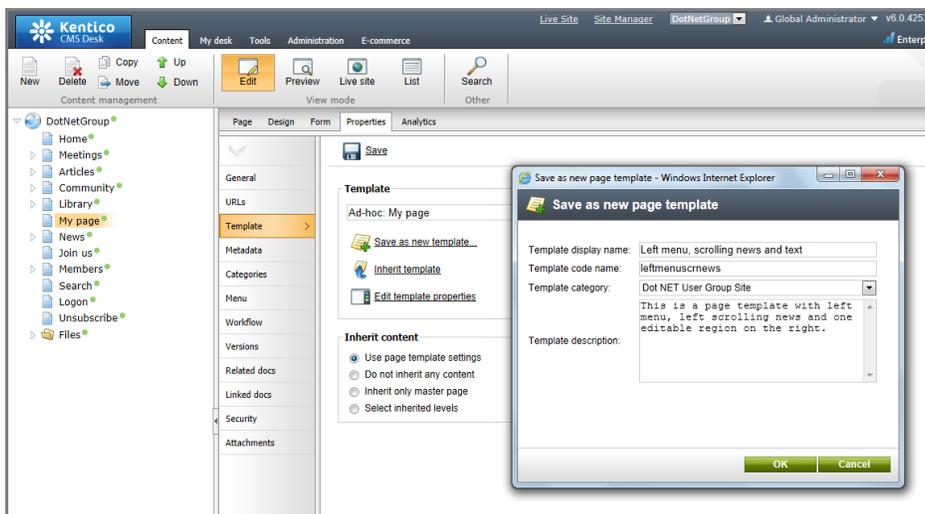
When you switch to the **Page** tab now, you will see your new page in the editing mode:



You can enter some text into the editable region and save changes.

Page Templates

The page templates allow you to re-use the same page design on multiple pages. If you wish to convert your new page into a re-usable page template, go to **Properties -> Template** and click **Save as new template**. Enter the display name, code name, category and click **OK**. You have just created a new page template. Now click the **Save** button on the Template dialog so that the page is associated with your new template.



When you try to create a new page now, you will be offered with this new page template and you can create another page with **the same design, but different text content**.

Important note: Moving Pages

Please note: if you move some page to a different section of the website, you may need to configure the Path property of the web parts used on this page or on other pages since some web parts take content from specific site sections. The path value in format **/News/%** means that all documents under the /News section should be displayed.

Adding custom code, development of custom web parts

So far, you were using the built-in functionality of Kentico CMS. You can however easily modify the CMS behavior and add custom functionality using **C# or VB.NET**. There are several ways how to do that:

- **Adding your own user control (ASCX) to the page** - see Developer's Guide -> Development -> Development with Portal Engine -> Adding custom code to the portal page template.
- **Developing custom web parts** – see Developer's Guide -> Development -> Web parts -> Developing web parts.
- **Developing custom modules** – see Developer's Guide -> Modules -> Developing custom modules.
- **Using Kentico CMS API and event handlers** – see Developer's Guide -> API programming and Kentico CMS internals.
- **Creating custom document types and writing your own transformations** – Developer's Guide -> Development -> Document types and transformations.

Kentico CMS is delivered with **source code of the administration interface** and all web parts. You can learn how to open the project in Developer's Guide -> Installation and deployment -> Visual Studio Integration.

Support, Documentation and Feedback

If you haven't found some information in this brief document, don't give up. You can still:

- see the full **documentation** at <http://www.kentico.com/DevNet/Documentation.aspx>.
- use Kentico CMS **forums** at <http://www.kentico.com/DevNet/Forums.aspx>.
- contact Kentico **support** at <http://www.kentico.com/Support.aspx>

Please note: you get a **free, unlimited support for your .NET User Group website**, so please feel free to contact us if you need any help.

If you'd like to **suggest a new feature or report a bug**, please contact our support at <http://www.kentico.com/Support.aspx>.

Appendix A - Kentico CMS Features

What is a Web Content Management System?

A Web Content Management System (CMS) is a software that allows you to manage content of your web site. Unlike static web sites, CMS-driven web sites (also called "dynamic web sites") allow you to edit text and images using a graphical user interface, without technical knowledge. Once your web site design is prepared by developer, you can manage it by yourself. An important feature of a CMS is that it stores content in a structured format separated from design, so you can reuse it when you decide to change your site look.

Content Management

- Browser-based WYSIWYG editor similar to Word
- The web site changes dynamically as you save the changes
- Customizable workflow, versioning and unlimited rollback
- Schedule content for publishing in future
- Content/design separation
- Customizable document fields and metadata
- Multiple languages, UNICODE and RTL support
- Multiple sites sharing content and settings
- File management

Security and Membership

- Forms, Windows (Active Directory) and mixed mode authentication
- Membership management
- Customizable roles
- Document-level permissions
- Secured areas with personalized content for members
- SSL support
- Windows LiveID support
- Registration approval and double opt-in
- Mass e-mails to site members
- UI personalization

Web Site

- Fully customizable design
- Flexible, dynamically generated navigation
- Full-text search
- Web standards: XHTML, table or CSS layout, WAI
- Search Engine Optimization
- WEB 2.0 features for building on-line communities

Built-in Modules

- Blogs
- Booking system
- Content rating
- Content staging
- E-commerce (shopping cart)
- Event calendar
- Forums
- Friends
- GeoMapping (Google Maps)
- Groups
- Image gallery
- Media library
- Message boards
- Messaging
- Newsletter
- On-line forms
- Polls
- Reporting
- Taxonomy
- Wiki (user contributed content)
- Web farm support
- Web analytics

Development

- Portal engine based on web parts
- Browser-based development
- Easy integration of custom code written in C# or VB.NET, modules and web parts developed with Visual Studio 2005/2008
- Custom ASPX pages
- Page templates and master pages
- Open and well-documented API
- Detailed documentation and tutorials

Robust Platform

- Runs on Microsoft ASP.NET 2.0, 3.0 and 3.5
- Uses Microsoft SQL Server 2000/2005/2008 database (including Express Editions)
- You do not need to have your own server, you can install Kentico CMS on shared hosting
- Tested by 2000+ web sites in 74+ countries