



Baobab Editorial Guide

Bristol Sport

Document Version 1
2020

Prepared by



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1. Introduction

The purpose of this document is to provide the Bristol Sport editorial team responsible for the mobile app's content a guide to managing content in Baobab.

To login to your Baobab instance, go to the provided login URL: <https://bristol.baobabsuite.com/>. You can login with your Google account. If you get a message saying your email does not exist - send an email to servicedesk@ptsportsuite.com to request access.

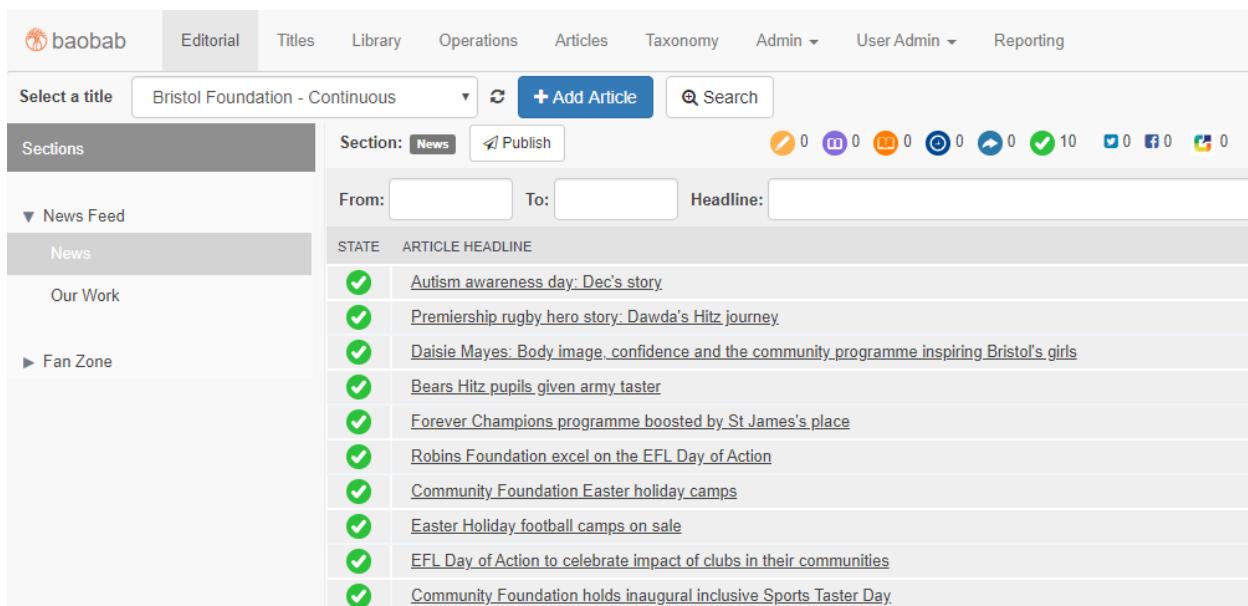
2. View Articles

Click the "Editorial" tab in the top menu bar.

Select your title from the drop-down if it is not selected by default. If you have editorial access to more than one title, you will see more titles in this drop-down. In these screenshot examples, we will be using the "Bristol Foundation - Continuous" title.



Select a section on the left and content for that section will be displayed to the right of it.



STATE	ARTICLE HEADLINE
<input checked="" type="checkbox"/>	Autism awareness day: Dec's story
<input checked="" type="checkbox"/>	Premiership rugby hero story: Dawda's Hitz journey
<input checked="" type="checkbox"/>	Daisie Mayes: Body image, confidence and the community programme inspiring Bristol's girls
<input checked="" type="checkbox"/>	Bears Hitz pupils given army taster
<input checked="" type="checkbox"/>	Forever Champions programme boosted by St James's place
<input checked="" type="checkbox"/>	Robins Foundation excel on the EFL Day of Action
<input checked="" type="checkbox"/>	Community Foundation Easter holiday camps
<input checked="" type="checkbox"/>	Easter Holiday football camps on sale
<input checked="" type="checkbox"/>	EFL Day of Action to celebrate impact of clubs in their communities
<input checked="" type="checkbox"/>	Community Foundation holds inaugural inclusive Sports Taster Day

To view deleted content, click on the 'Show deleted' checkbox located on the top right of the window - which will show all deleted articles in the section (not shown in the above screenshot).

3. Article Section Search

Select a section on the left, then enter a date range to filter articles by publish date OR enter Headline keywords. Then click the magnifying glass to filter / search.

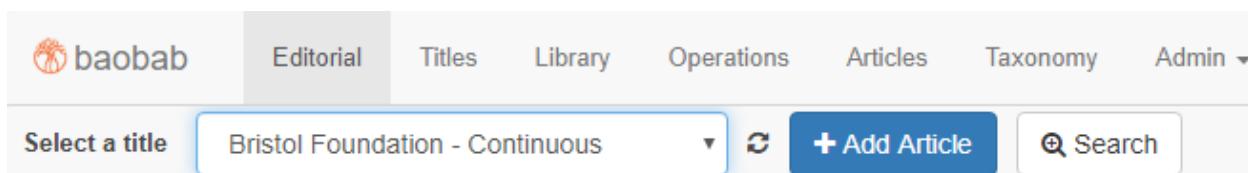


You can clear your search by clicking on the 'X' (Clear) button.

4. Add Articles

4.1 Add Article Window

Click on the blue "Add Article" button in the summary article list view.



4.2 Assign Article Sections

Link the article to **one primary** section. You can also add as many secondary sections as you like if the article is featured in multiple sections.



4.3 Populate Article Content

Enter the article content - headline, summary, author and article body.

baobab Editorial Titles Library Operations Articles Taxonomy Admin User Admin Reporting

Welcome Kevin Waller

Title Selected: Bristol Foundation - Continuous

Categorisation	Headline: Premiership rugby hero story: Dawda's Hitz journey	50 Author
Primary Section	Summary: Seventeen-year-old Dawda Darboe is on a very different path to the one he was treading this time last year.	107
News Feed > News		
Secondary Sections		
News Feed X		
Select sections...		
Primary Tag		
Select Tag(s)...		
Secondary Tags		
Select Tag(s)...		
Trends		
Select trends...		

Originally from Gambia, Dawda moved to Knowle, Bristol at the age of five but was forced to move back to his place of birth after encountering trouble in school and family tragedy. He returned to the UK after two and a half years in 2017 to live in Shirehampton with his sister but had no plan for his future until being introduced to the HITZ programme.

"I wanted to go back into education but because it was easier to be lazy and spend all day playing Fortnite, I didn't do that," Dawda said. He struggled with low self-esteem, which led to his acting up.

"In 2019, I had the opportunity to start up in education again and my support worker Hettie introduced me to the HITZ programme."

The programme works with over 2,000 14-18 year-olds across England's 12 professional rugby clubs every year, helping children not involved in employment or education to get back on track. HITZ offers a relaxed environment for learners to improve their functional English and maths, develop valuable life skills and work towards gaining qualifications and work placements.

Dawda is now completing his Employability Level 1 course with the Bristol Bears branch of the programme, which has also inspired him to join his local rugby club Avonmouth RFC. He is now aiming for a spot in the first XV in his favoured wing position this year and admits that since starting the course in September, he's come a long way professionally and personally.

HITZ is one of Premiership Rugby's Community programmes that together form the Plan to Improve a Million Lives. This ambitious community strategy is Premiership Rugby's commitment to make a positive impact, through rugby, on the lives of one million people by the end of the 2020/21 season. Dawda is one of those people.

NOTE: When pasting body content in from other sources (e.g. websites or Word documents) - be sure to right click and select 'Paste without formatting' to ensure only the plain text is pasted.

If this step is forgotten, the user can click on the 'clear formatting'  button - to clear any source formatting.

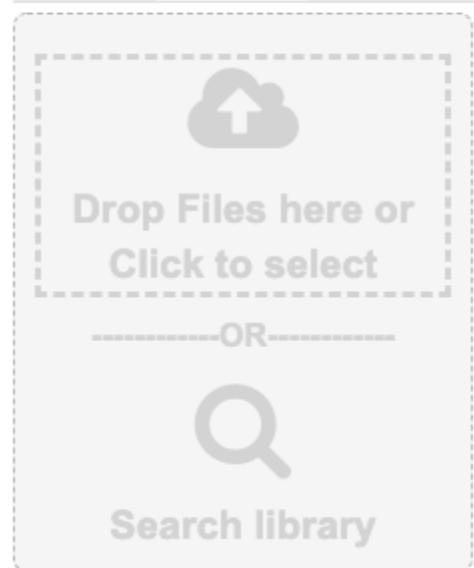
4.4 Managing Images

It is recommended that each article has at least 1 image to ensure content on the app looks good. Click on the "Media" tab to manage the article media.

Headline	Premiership rugby hero story: Dawda's Hitz journey
Summary	Seventeen-year-old Dawda Darboe is on a very different path to the one he was treading this time last year.
<input type="button" value="Copy"/> <input type="button" value="Media"/> <input type="button" value="Related"/> <input type="button" value="Versions"/> <input type="button" value="SEO"/>	

4.4.1 Add Image

Click "Drop Files here or Click to select" to upload a valid image from your computer.



Once the image file has been selected from the dialog box, it automatically uploads and displays in Baobab.

To add media directly from your Media Library (DAM), you can click the “Search library” box and find media from the DAM window to add.

BIBLIODAM

Showing about 349 results (0.105 seconds)

Filters premiership

Image Search

Selection

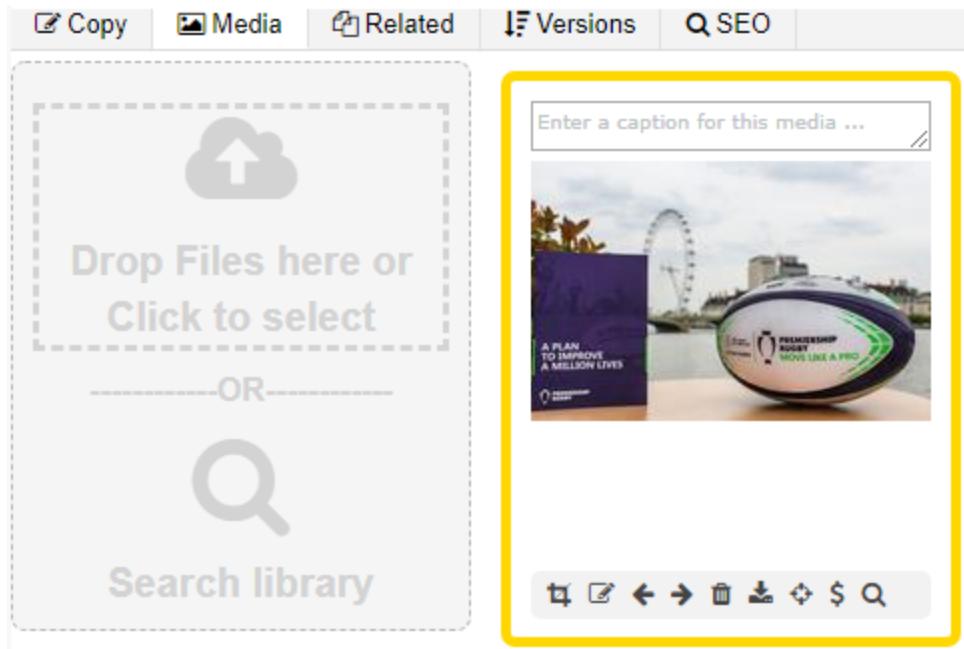
Clear Selection

→

Once you've selected the media, click the blue arrow to add the media directly to the article as seen above.

4.2 Add Image Caption

Once your image is uploaded, you can enter a caption by clicking on the Caption field above the uploaded image.



4.4.3 Image Ordering

Click on the left or right arrows below the image to change the order that the images appear in the article.

4.4.4 Image Removal

Click on the 'Bin' icon to remove the image from the article, note this cannot be undone.

4.4.5 Image Cropping

To crop an image, select the crop button below the image - .

A popup window will appear, allowing you to select a fixed or variable aspect ratio.

Crop image



- 1:1
- 4:3
- 3:2
- 16:9
- None

OK

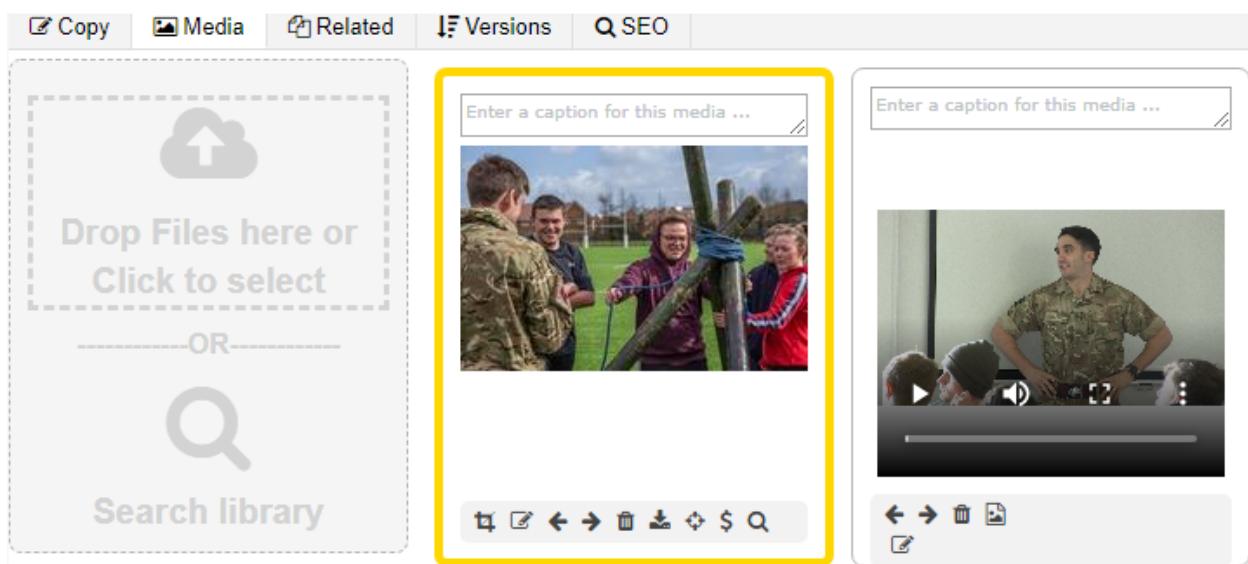
Cancel

4.5 Upload Video

Similar to uploading an image, you can click on the 'Add Media' box and upload a video file.

NOTE: the following formats are supported: "mpg", "mpeg", "mp4", "wmv", "avi", "mov", "m4v", "mv4"

The video will appear in the list of media in Baobab once uploaded - allowing you to add a caption, reorder or remove.



It is possible to playback the video within Baobab to ensure all is working as expected before publishing the article.

4.6 Embed Media in Article Body

To embed an external or linked article media:

- Go to the 'Copy' tab to edit the article body
- Select the HTML view and select where in the body the article should be inserted
- Click on the 'Insert Media' icon 

Copy | Media | Related | Versions | SEO

Html Source

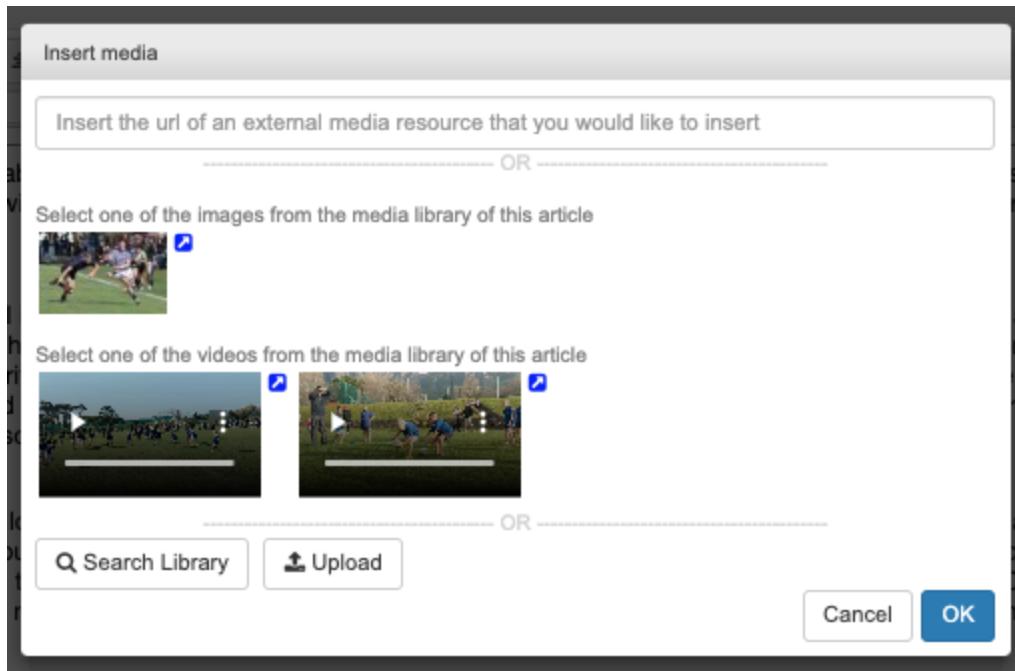
B I U S x_2 x^2 $\frac{1}{x}$ $\frac{x}{y}$ $\frac{1}{x^2}$ $\frac{1}{y^2}$ $\frac{x}{y^2}$ $\frac{x^2}{y}$ $\frac{x^2}{y^2}$ $\frac{1}{x^3}$ $\frac{1}{y^3}$ $\frac{x}{y^3}$ $\frac{x^2}{y^3}$ $\frac{x^3}{y}$ $\frac{x^3}{y^2}$ $\frac{x^3}{y^3}$ $\frac{1}{x^4}$ $\frac{1}{y^4}$ $\frac{x}{y^4}$ $\frac{x^2}{y^4}$ $\frac{x^3}{y^4}$ $\frac{x^4}{y}$ $\frac{x^4}{y^2}$ $\frac{x^4}{y^3}$ $\frac{x^4}{y^4}$ $\frac{1}{x^5}$ $\frac{1}{y^5}$ $\frac{x}{y^5}$ $\frac{x^2}{y^5}$ $\frac{x^3}{y^5}$ $\frac{x^4}{y^5}$ $\frac{x^5}{y}$ $\frac{x^5}{y^2}$ $\frac{x^5}{y^3}$ $\frac{x^5}{y^4}$ $\frac{x^5}{y^5}$ $\frac{1}{x^6}$ $\frac{1}{y^6}$ $\frac{x}{y^6}$ $\frac{x^2}{y^6}$ $\frac{x^3}{y^6}$ $\frac{x^4}{y^6}$ $\frac{x^5}{y^6}$ $\frac{x^6}{y}$ $\frac{x^6}{y^2}$ $\frac{x^6}{y^3}$ $\frac{x^6}{y^4}$ $\frac{x^6}{y^5}$ $\frac{x^6}{y^6}$ $\frac{1}{x^7}$ $\frac{1}{y^7}$ $\frac{x}{y^7}$ $\frac{x^2}{y^7}$ $\frac{x^3}{y^7}$ $\frac{x^4}{y^7}$ $\frac{x^5}{y^7}$ $\frac{x^6}{y^7}$ $\frac{x^7}{y}$ $\frac{x^7}{y^2}$ $\frac{x^7}{y^3}$ $\frac{x^7}{y^4}$ $\frac{x^7}{y^5}$ $\frac{x^7}{y^6}$ $\frac{x^7}{y^7}$ $\frac{1}{x^8}$ $\frac{1}{y^8}$ $\frac{x}{y^8}$ $\frac{x^2}{y^8}$ $\frac{x^3}{y^8}$ $\frac{x^4}{y^8}$ $\frac{x^5}{y^8}$ $\frac{x^6}{y^8}$ $\frac{x^7}{y^8}$ $\frac{x^8}{y}$ $\frac{x^8}{y^2}$ $\frac{x^8}{y^3}$ $\frac{x^8}{y^4}$ $\frac{x^8}{y^5}$ $\frac{x^8}{y^6}$ $\frac{x^8}{y^7}$ $\frac{x^8}{y^8}$ $\frac{1}{x^9}$ $\frac{1}{y^9}$ $\frac{x}{y^9}$ $\frac{x^2}{y^9}$ $\frac{x^3}{y^9}$ $\frac{x^4}{y^9}$ $\frac{x^5}{y^9}$ $\frac{x^6}{y^9}$ $\frac{x^7}{y^9}$ $\frac{x^8}{y^9}$ $\frac{x^9}{y}$ $\frac{x^9}{y^2}$ $\frac{x^9}{y^3}$ $\frac{x^9}{y^4}$ $\frac{x^9}{y^5}$ $\frac{x^9}{y^6}$ $\frac{x^9}{y^7}$ $\frac{x^9}{y^8}$ $\frac{x^9}{y^9}$ $\frac{1}{x^{10}}$ $\frac{1}{y^{10}}$ $\frac{x}{y^{10}}$ $\frac{x^2}{y^{10}}$ $\frac{x^3}{y^{10}}$ $\frac{x^4}{y^{10}}$ $\frac{x^5}{y^{10}}$ $\frac{x^6}{y^{10}}$ $\frac{x^7}{y^{10}}$ $\frac{x^8}{y^{10}}$ $\frac{x^9}{y^{10}}$ $\frac{x^{10}}{y}$ $\frac{x^{10}}{y^2}$ $\frac{x^{10}}{y^3}$ $\frac{x^{10}}{y^4}$ $\frac{x^{10}}{y^5}$ $\frac{x^{10}}{y^6}$ $\frac{x^{10}}{y^7}$ $\frac{x^{10}}{y^8}$ $\frac{x^{10}}{y^9}$ $\frac{x^{10}}{y^{10}}$

Background | Foreground | Font | Size

Youngsters from the Community Foundation programme were joined by counterparts from Bath Rugby and Exeter Chiefs, to t British Army.

HITZ is Premiership Rugby's award-winning education and employability programme which works with over 2,000 14-18 year-

A popup window will appear allowing you to paste in an external image URL or select any media that has already been attached. Click 'OK' to embed the image tag within the article body.



A preview of the embedded image will be displayed in the article body as follows:

Categorisation

Primary Section
News Feed > News

Secondary Sections
News Feed, Select sections...

Primary Tag
Select Tag(s)...

Secondary Tags
Select Tag(s)...

Trends
Select trends...

Headline Premiership rugby hero story: Dawda's Hitz journey

Summary Seventeen-year-old Dawda Darboe is on a very different path to the one he was treading this time last year

50 Author: 107

Copy Media Related Versions SEO

HTML Source

B I S x x² 

Background Foreground Font Size

Originally from Gambia, Dawda moved to Knowle, Bristol at the age of five but was forced to move back to his place of birth after encountering trouble in school and family tragedy. He returned to the UK after two and a half years in 2017 to live in Shirehampton with his sister but had no plan for his future until being introduced to the HITZ programme.

"I wanted to go back into education but because it was easier to be lazy and spend all day playing Fortnite I didn't do that," Dawda said. He struggled with low self-esteem, which led to his acting up.

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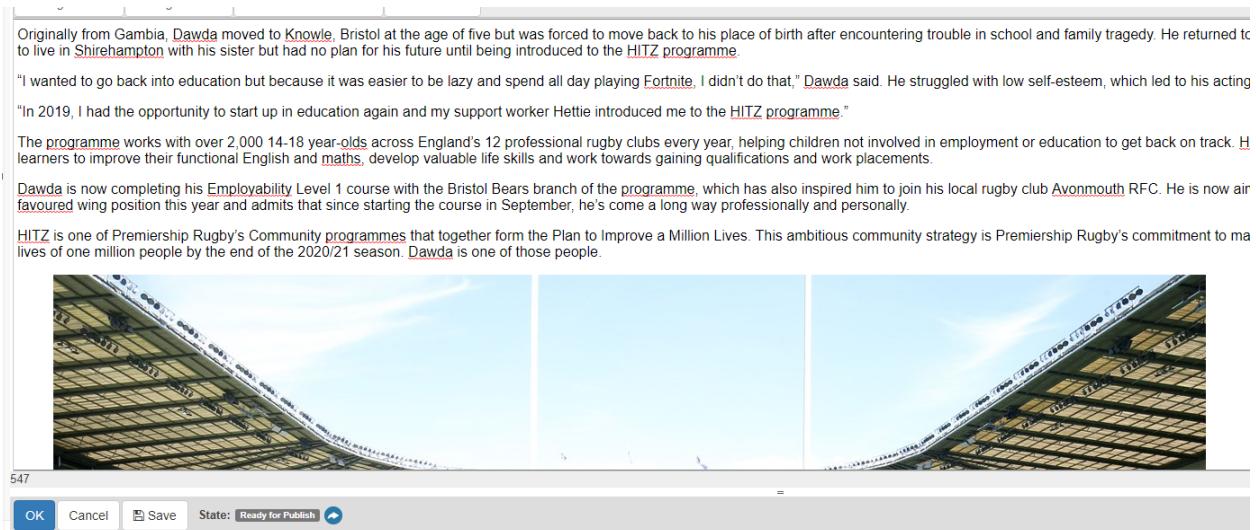
5. Editing Articles

Editing an article will follow the same process as the 'Add article' workflow described above, however edited articles are selected for editing via the content grid.

Click on the article headline link in the content grid to open up the Edit window.

Section:	News	Publish	0	0	0	0	0	0	0	0	0	0
From:	To:	Headline:										
STATE	ARTICLE HEADLINE	AUTHOR DATE PREM										
<input checked="" type="checkbox"/>	Autism awareness day: Dec's story										06 Apr 20 10:10	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Premiership rugby hero story: Dawda's Hitz journey										17 Mar 20 12:25	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Daisie Mayes: Body image, confidence and the community programme inspiring Bristol's girls										16 Mar 20 12:40	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bears Hitz pupils given army taster										13 Mar 20 12:50	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Forever Champions programme boosted by St James's place										11 Mar 20 13:25	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Robins Foundation excel on the EFL Day of Action										11 Mar 20 13:05	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Community Foundation Easter holiday camps										09 Mar 20 13:40	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Easter Holiday football camps on sale										09 Mar 20 13:35	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EFL Day of Action to celebrate impact of clubs in their communities										05 Mar 20 13:40	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Community Foundation holds inaugural inclusive Sports Taster Day										03 Mar 20 13:40	<input type="checkbox"/>

Click on the “OK” button to save and close the article or “Cancel” to revert unsaved changes.

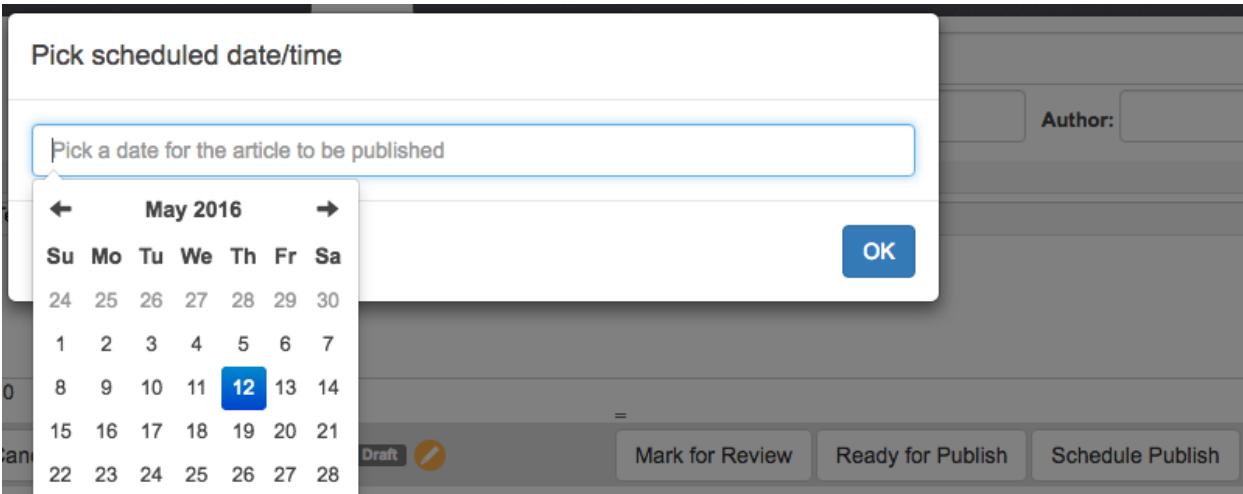


NOTE: Ensure the article is in the ‘Ready to Publish’ state to ensure changes are published.

6. Schedule Publish

It is possible to set a future publish date for an article not yet published. How to set an article for scheduled publish:

- Edit imported article / add new article and make necessary content updates
- Click the 'Schedule Publish' button in the bottom right
- Select the date and time you wish the article to be ready for publish



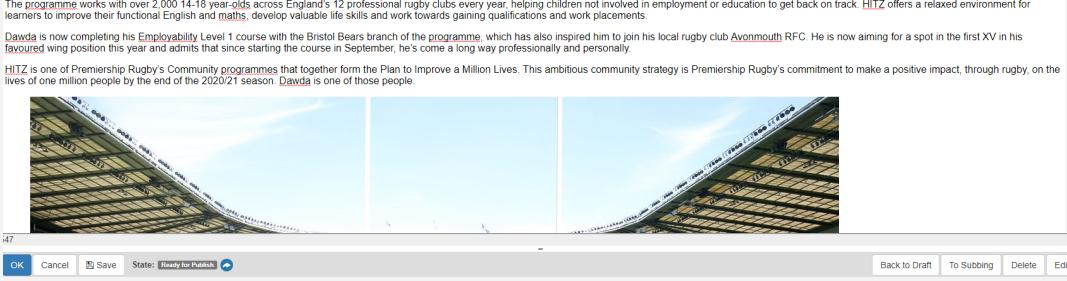
- Save - you will notice a clock icon next to the article in the grid

Once done, tap on the “OK” button to save the article as “Scheduled for publish”. This article status will be indicated by the clock icon.

NOTE: The article will auto-publish once the scheduled publish time arrives.

7. Deleting an article

There are two states to be aware of when deleting an article, ‘Published’ and ‘Unpublished’. When deleting ‘Published’ articles, the articles will be **marked** to be deleted only when the next publish has been run. Deleting ‘Unpublished’ articles, will remove the article immediately.

Step 1	Select the headline of the article on the content grid to go into Edit mode.
Step 2	<p>Click the ‘Delete’ button at the bottom of the article view.</p>  <p>The programme works with over 2,000 14-18 year-olds across England's 12 professional rugby clubs every year, helping children not involved in employment or education to get back on track. HITZ offers a relaxed environment for learners to improve their functional English and maths, develop valuable life skills and work towards gaining qualifications and work placements.</p> <p>Dawda is now completing his Employability Level 1 course with the Bristol Bears branch of the programme, which has also inspired him to join his local rugby club Avonmouth RFC. He is now aiming for a spot in the first XV in his favoured wing position this year and admits that since starting the course in September, he's come a long way professionally and personally.</p> <p>HITZ is one of Premiership Rugby's Community programmes that together form the Plan to Improve a Million Lives. This ambitious community strategy is Premiership Rugby's commitment to make a positive impact, through rugby, on the lives of one million people by the end of the 2020/21 season. Dawda is one of those people.</p>
Step 3	Click the ‘OK’ button to confirm you would like to delete the article.
Step 4	The article will be deleted or marked for deletion depending on if it has been published or not.

8. Reordering articles

It is possible to reorder articles within sections by making use of ‘drag and drop’.

1. Click and hold the article to be reordered in the section list.
2. Drag the article to where it needs to be placed.
3. A black line will show where the article will be placed when the button click is released.

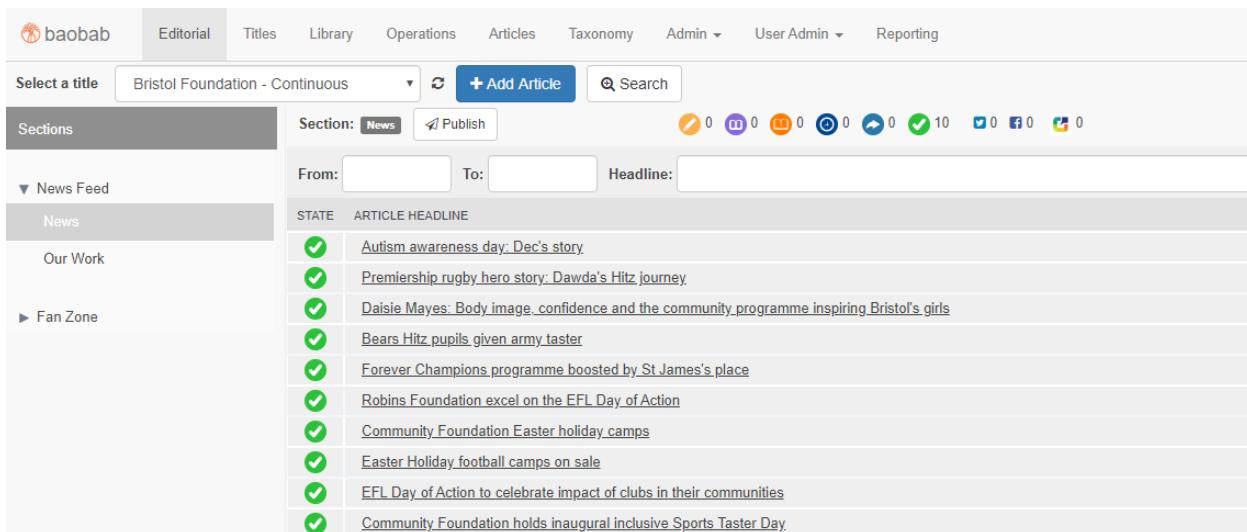
<input checked="" type="checkbox"/>	Autism awareness day_ Dec's story
<input checked="" type="checkbox"/>	Premiership rugby hero story_ Dawda's Hitz journey
<input checked="" type="checkbox"/>	Bears Hitz pupils given confidence and the community programme inspiring Bristol's girls army taster
<input checked="" type="checkbox"/>	Bears Hitz pupils given army taster
<input checked="" type="checkbox"/>	Forever Champions programme boosted by St James's place
<input checked="" type="checkbox"/>	Robins Foundation excel on the EFL Day of Action
<input checked="" type="checkbox"/>	Community Foundation Easter holiday camps
<input checked="" type="checkbox"/>	Easter Holiday football camps on sale
<input checked="" type="checkbox"/>	EFL Day of Action to celebrate impact of clubs in their communities
<input checked="" type="checkbox"/>	Community Foundation holds inaugural inclusive Sports Taster Day

9. Publishing articles

Publishing of articles so that they appear in the app feed is done on the Editorial tab, simply by



selecting the “Publish” button.



The screenshot shows the Bristol Baobab Editorial interface. At the top, there are tabs for Editorial, Titles, Library, Operations, Articles, Taxonomy, Admin, User Admin, and Reporting. A dropdown menu 'Select a title' is set to 'Bristol Foundation - Continuous'. Below this, a search bar and a 'Publish' button are visible. The main area is titled 'Sections' and shows a list of articles under the 'News' section. Each article has a status indicator: a green checkmark for 'Published' and a blue pencil for 'Ready for Publish'. The articles listed are:

- Autism awareness day_ Dec's story
- Premiership rugby hero story_ Dawda's Hitz journey
- Daisie Mayes: Body image, confidence and the community programme inspiring Bristol's girls
- Bears Hitz pupils given army taster
- Forever Champions programme boosted by St James's place
- Robins Foundation excel on the EFL Day of Action
- Community Foundation Easter holiday camps
- Easter Holiday football camps on sale
- EFL Day of Action to celebrate impact of clubs in their communities
- Community Foundation holds inaugural inclusive Sports Taster Day

Any articles marked as “Ready for Publish” will then be published. An automatic publish cycle runs every 10 minutes, so any articles that are ‘ready for publish’ will be published when this happens.

10. Article Statuses



= Ready for Publish (will be published on next cycle)



= Draft



= Published

11. Push Notifications

It is possible to send push notifications to mobile app users. This functionality is linked to articles - so tapping on a push notification on the users device will open up the linked article immediately in the app.

To make use of this engaging feature - select the share button  on a published article, as seen below (not available for articles in draft state):

<input checked="" type="checkbox"/>	Autism awareness day: Dec's story	06 Apr 20 10:10	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Premiership rugby hero story: Dawda's Hitz journey	17 Mar 20 12:25	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Daisie Mayes: Body image, confidence and the community programme inspiring Bristol's girls	16 Mar 20 12:40	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Bears Hitz pupils given army taster	13 Mar 20 12:50	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Forever Champions programme boosted by St James's place	11 Mar 20 13:25	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Robins Foundation excel on the EFL Day of Action	11 Mar 20 13:05	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Community Foundation Easter holiday camps	09 Mar 20 13:40	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Easter Holiday football camps on sale	09 Mar 20 13:35	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	EFL Day of Action to celebrate impact of clubs in their communities	05 Mar 20 13:40	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Community Foundation holds inaugural inclusive Sports Taster Day	03 Mar 20 13:40	<input type="checkbox"/>			

The following modal window appears, with the push message defaulting to the article headline:

Share Article

No Connected Social App Credential Found on title so no share is possible

Push to all mobile devices

Premiership rugby hero story: Dawda's Hitz journey

 Share

 Close

It is possible to change the push message text as required - before clicking on the 'Share' button. Once done, a confirmation message will appear saying that the push notification has been sent. All app users will immediately receive the push alerts - tapping on this alert takes them into the app into the relevant article.