



Baobab Editorial Guide

Professional Squash Association

Document Version 1
2022

Prepared by



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1. Introduction

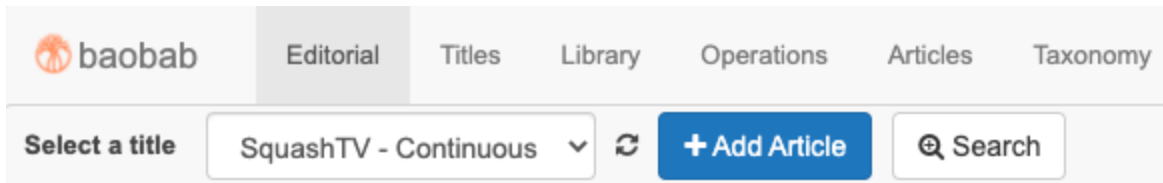
The purpose of this document is to provide the PSA editorial team with a guide to managing content in Baobab.

To log in to your Baobab instance, go to the provided login URL: <https://psa.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.

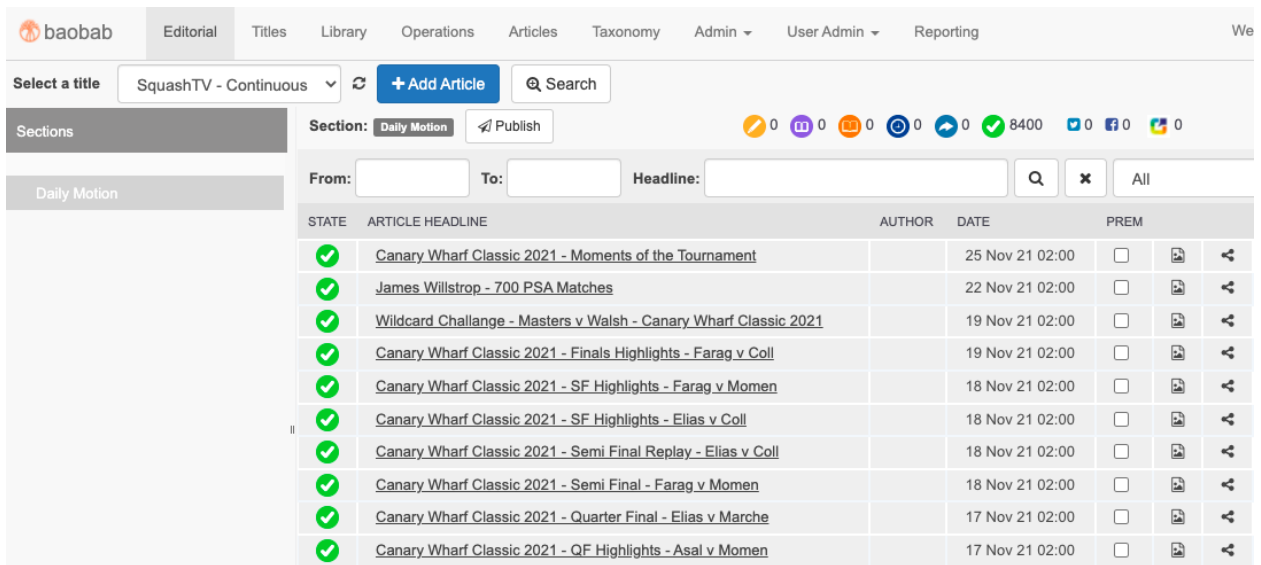
2. View Articles

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 "Squash TV - Continuous" title.



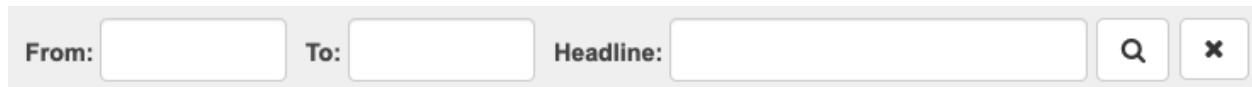
Select a section on the left and content for that section will be displayed to the right of it.



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.



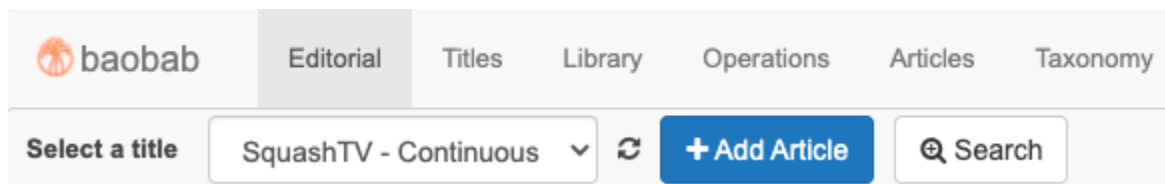
From: To: Headline:

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.



baobab Editorial Titles Library Operations Articles Taxonomy

Select a title SquashTV - Continuous

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.



Categorisation

Primary Section
Daily Motion

Secondary Sections
Select sections...

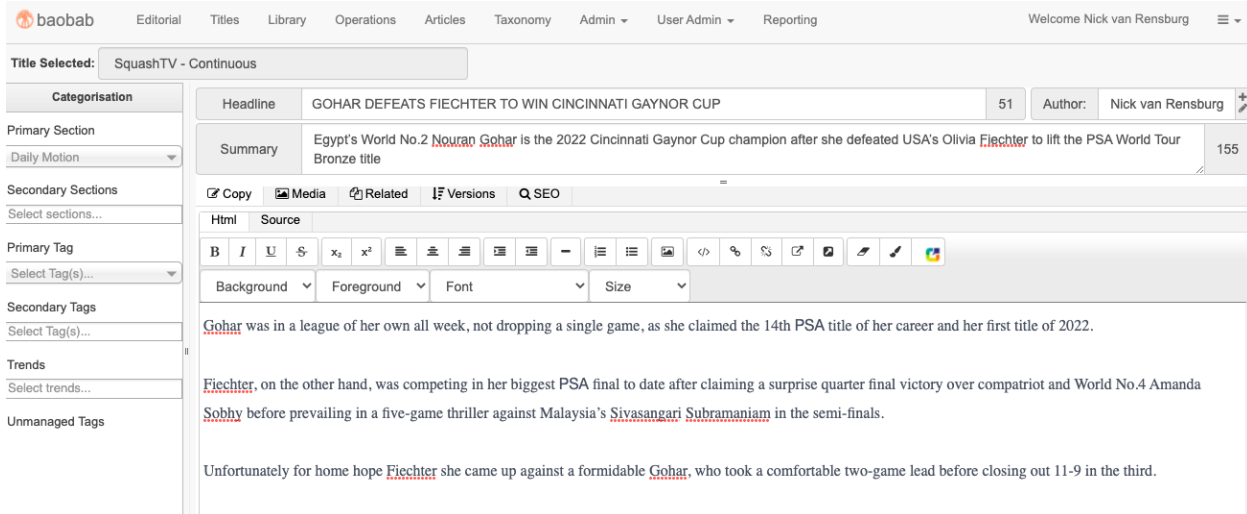
Headline

Summary

Html Source


4.3 Populate Article Content

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



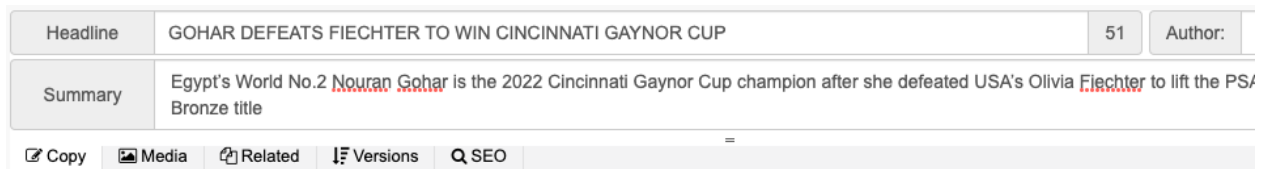
The screenshot shows the Baobab editorial interface. At the top, there's a navigation bar with 'baobab' logo and various menu items like Editorial, Titles, Library, Operations, Articles, Taxonomy, Admin, User Admin, and Reporting. A user greeting 'Welcome Nick van Rensburg' is on the right. Below the navigation, a 'Title Selected' dropdown shows 'SquashTV - Continuous'. The main editing area is divided into sections: 'Categorisation', 'Primary Section' (set to 'Daily Motion'), 'Secondary Sections', 'Primary Tag', 'Secondary Tags', 'Trends', and 'Unmanaged Tags'. The 'Headline' field contains 'GOHAR DEFEATS FIECHTER TO WIN CINCINNATI GAYNOR CUP' with a character count of 51 and an 'Author' field with 'Nick van Rensburg'. The 'Summary' field contains 'Egypt's World No.2 Nouran Gohar is the 2022 Cincinnati Gaynor Cup champion after she defeated USA's Olivia Fiechter to lift the PSA World Tour Bronze title' with a character count of 155. Below these fields is a rich text editor with a toolbar containing options for Copy, Media, Related, Versions, and SEO. The editor shows the article body text with some words highlighted in red, indicating a link or formatting issue.

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

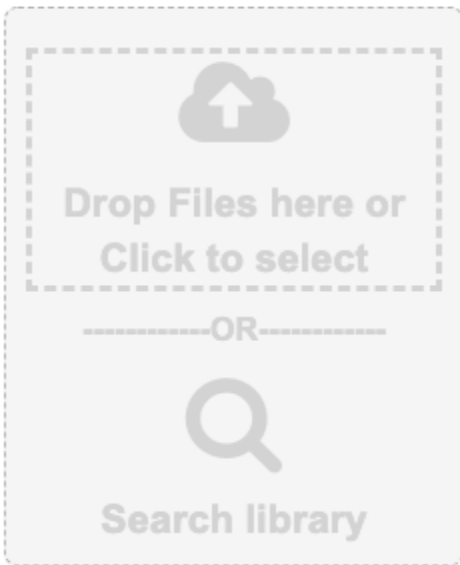
It is recommended that each article has at least 1 image to ensure content on the app looks good. Click on the "Media" tab to manage the article media.



This screenshot is a close-up of the article editing interface, focusing on the toolbar. The 'Media' tab is highlighted, indicating it is the active section for managing images. Other tabs visible include Copy, Related, Versions, and SEO. The background shows the same headline and summary fields as in the previous screenshot.

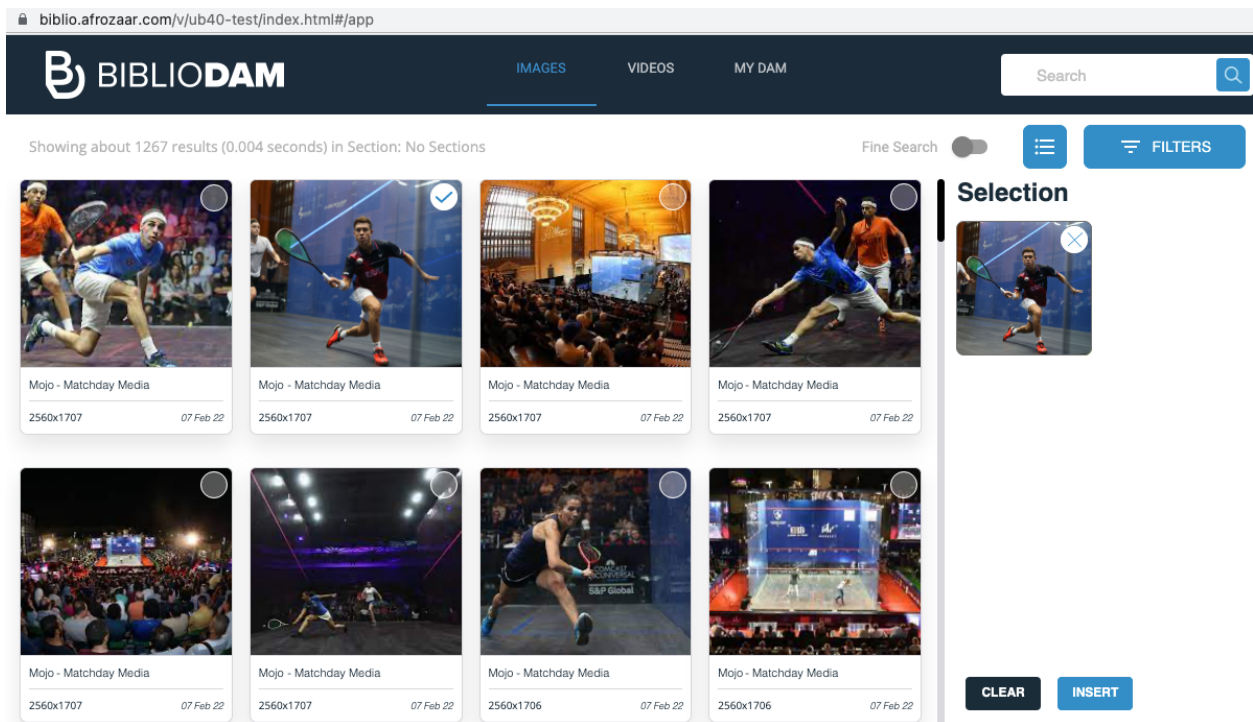
4.4.1 Add Image

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.

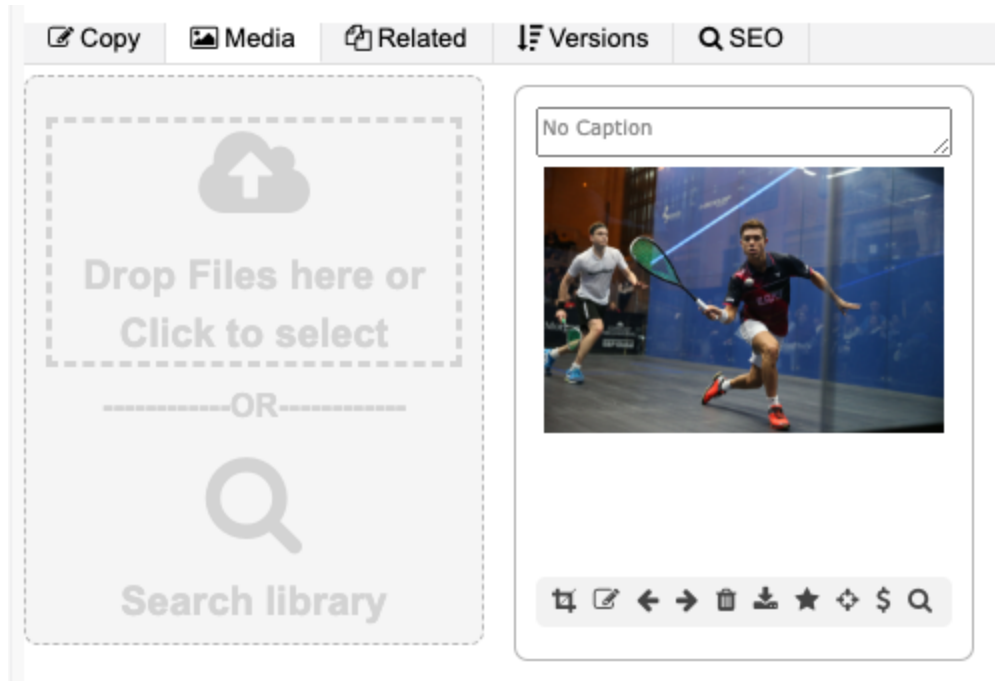
To add media directly from your Media Library (DAM), you can click the “Search library” box and find media from the DAM window to add.



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



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"

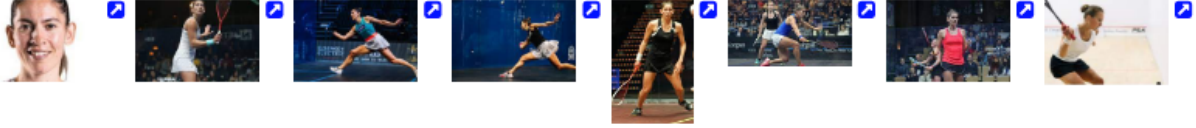
The video will appear in the list of media in Baobab once uploaded - allowing you to add a caption, reorder or remove.

Insert media

Insert the url of an external media resource that you would like to insert

OR

Select one of the images from the media library of this article



OR

Q Search Library

Upload

Cancel

OK

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

Headline: Premiership rugby hero story: Dawda's Hitz journey
50 Author: []

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

Copy Media Related Versions SEO

HTML Source

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.

"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.

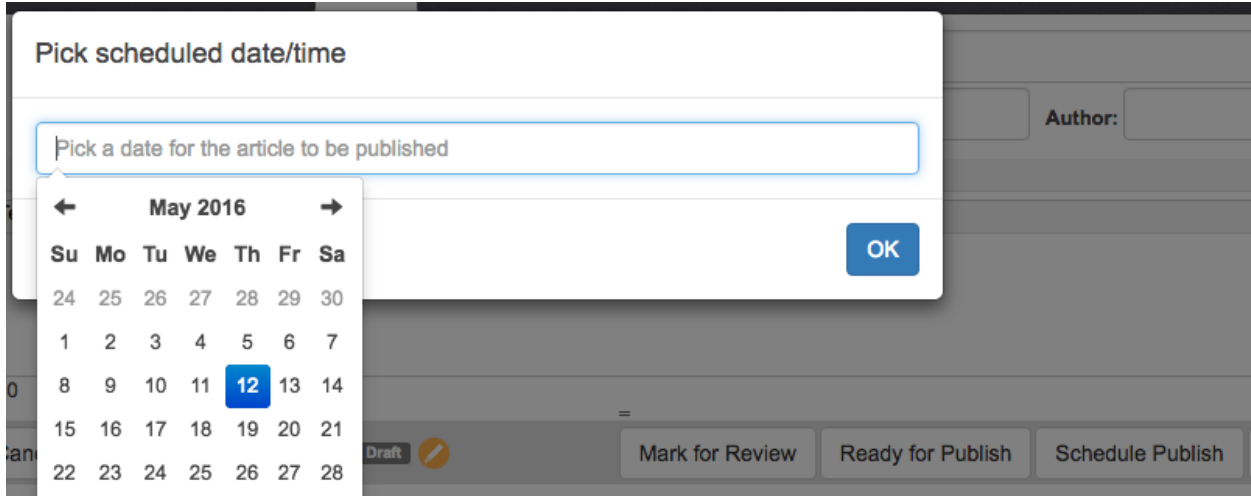
HITZ is one of Premiership Rugby's Community programmes that together form the Plan to Improve a Million Lives. This ambitious community strategy is Premiership Rugby's commitment to make a positive impact, through rugby, on the lives of one million people by the end of the 2020/21 season. Dawda is one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



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.



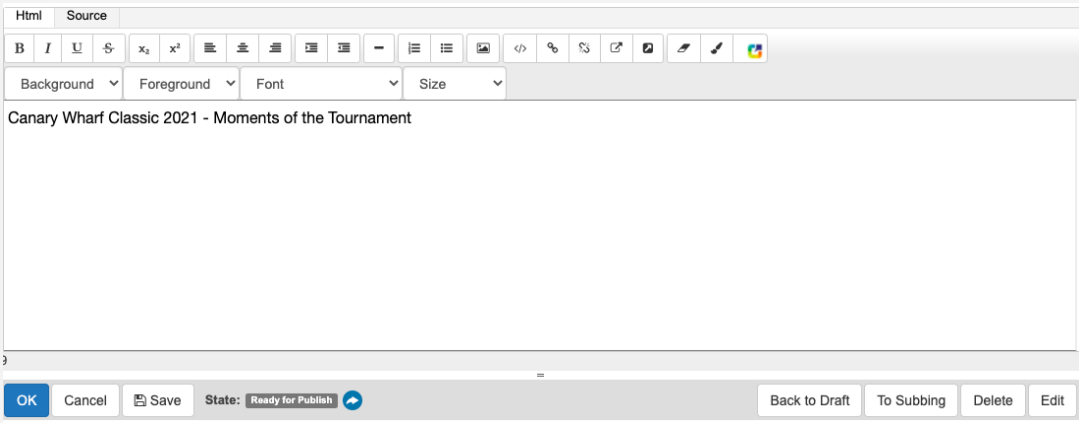
- Save - you will notice a clock icon next to the article in the grid

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> 

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'.

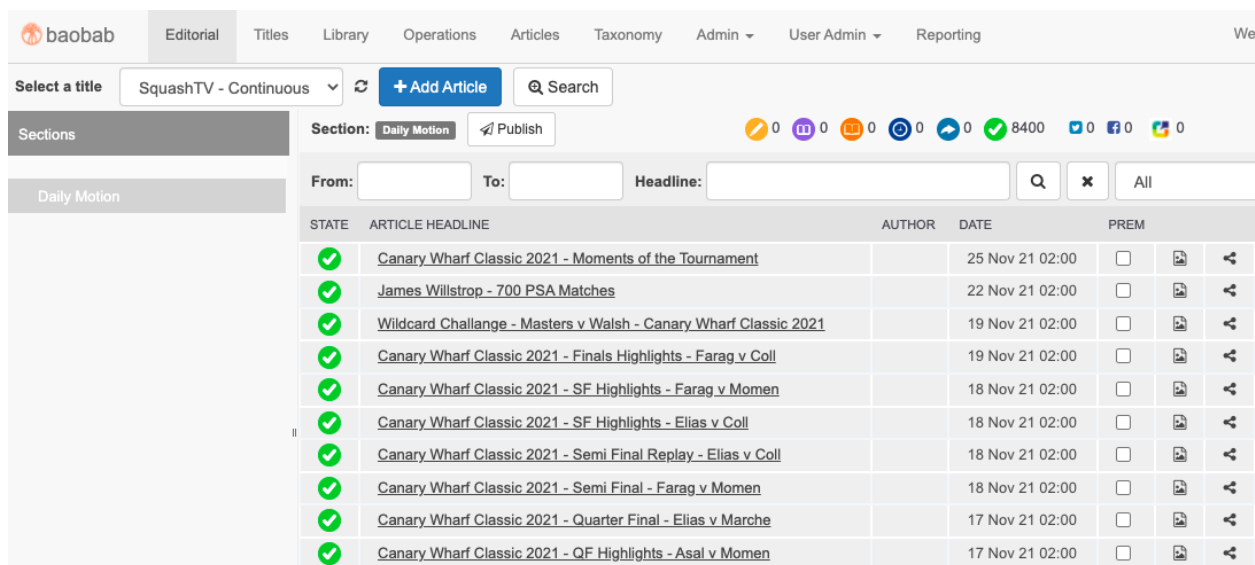
1. Click and hold the article to be reordered in the section list.
2. Drag the article to where it needs to be placed.
3. A black line will show where the article will be placed when the button click is released.

150670	2021 - Moments of the Tournament	25 Nov 21 02:00	<input type="checkbox"/>		
PUBLISHED	PSA Matches	22 Nov 21 02:00	<input type="checkbox"/>		
PUBLISHED CONTAINS_MEDIA	2021 - Finals Highlights - Farag v Coll	19 Nov 21 02:00	<input type="checkbox"/>		
0: Media Library - Elastic Search7	Masters v Walsh - Canary Wharf Classic 2021	19 Nov 21 02:00	<input type="checkbox"/>		
	Canary Wharf Classic 2021 - SF Highlights - Farag v Momen	18 Nov 21 02:00	<input type="checkbox"/>		
	Canary Wharf Classic 2021 - SF Highlights - Elias v Coll	18 Nov 21 02:00	<input type="checkbox"/>		
	Canary Wharf Classic 2021 - Semi Final Replay - Elias v Coll	18 Nov 21 02:00	<input type="checkbox"/>		

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 Baobab Editorial interface. At the top, there are navigation tabs: Editorial, Titles, Library, Operations, Articles, Taxonomy, Admin, User Admin, and Reporting. Below the tabs, there's a search bar and a '+ Add Article' button. The 'Section:' dropdown is set to 'Daily Motion'. A 'Publish' button is visible. Below this, there are fields for 'From:', 'To:', and 'Headline:'. A table of articles is displayed with columns for STATE, ARTICLE HEADLINE, AUTHOR, DATE, and PREM. The table contains 10 rows of article data, each with a green checkmark in the STATE column and a date in the DATE column.

STATE	ARTICLE HEADLINE	AUTHOR	DATE	PREM
	Canary Wharf Classic 2021 - Moments of the Tournament		25 Nov 21 02:00	<input type="checkbox"/>
	James Willstrop - 700 PSA Matches		22 Nov 21 02:00	<input type="checkbox"/>
	Wildcard Challenge - Masters v Walsh - Canary Wharf Classic 2021		19 Nov 21 02:00	<input type="checkbox"/>
	Canary Wharf Classic 2021 - Finals Highlights - Farag v Coll		19 Nov 21 02:00	<input type="checkbox"/>
	Canary Wharf Classic 2021 - SF Highlights - Farag v Momen		18 Nov 21 02:00	<input type="checkbox"/>
	Canary Wharf Classic 2021 - SF Highlights - Elias v Coll		18 Nov 21 02:00	<input type="checkbox"/>
	Canary Wharf Classic 2021 - Semi Final Replay - Elias v Coll		18 Nov 21 02:00	<input type="checkbox"/>
	Canary Wharf Classic 2021 - Semi Final - Farag v Momen		18 Nov 21 02:00	<input type="checkbox"/>
	Canary Wharf Classic 2021 - Quarter Final - Elias v Marche		17 Nov 21 02:00	<input type="checkbox"/>
	Canary Wharf Classic 2021 - QF Highlights - Asal v Momen		17 Nov 21 02:00	<input type="checkbox"/>

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):

	Canary Wharf Classic 2021 - Moments of the Tournament		25 Nov 21 02:00	<input type="checkbox"/>		
	James Willstrop - 700 PSA Matches		22 Nov 21 02:00	<input type="checkbox"/>		
	Canary Wharf Classic 2021 - Finals Highlights - Farag v Coll		19 Nov 21 02:00	<input type="checkbox"/>		
	Wildcard Challenge - Masters v Walsh - Canary Wharf Classic 2021		19 Nov 21 02:00	<input type="checkbox"/>		
	Canary Wharf Classic 2021 - SF Highlights - Farag v Momen		18 Nov 21 02:00	<input type="checkbox"/>		
	Canary Wharf Classic 2021 - SF Highlights - Elias v Coll		18 Nov 21 02:00	<input type="checkbox"/>		
	Canary Wharf Classic 2021 - Semi Final Replay - Elias v Coll		18 Nov 21 02:00	<input type="checkbox"/>		

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

Push to all mobile devices

Canary Wharf Classic 2021 - Moments of the Tournament

Share

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.