OBLATE PROVINCE OF JAFFNA · WEBSITE CMS

CMS Guide & Map

Where every part of the website is edited, what each screen changes, and how to add text, photos and new entries.

Open the CMS

https://omi-jaffna.netlify.app/admin

Sign in with your CMS account. Ask the administrator for an account. Never share passwords.

The one rule to remember

The CMS menu follows the website menu. Open the page you want to change, edit it, save, then click **View on website** to check it.

What visitors see

Only entries that are **Published**. Changes show on the website straight away (refresh the page).

Photos

Every photo and logo can be replaced. Uploaded photos must be approved in **File Uploads** before visitors can see them.

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1. Quick start: change anything in 6 steps

1. **Find the page** in the left menu under **Website pages** (same order as the website menu). Things that appear on several pages are under **On several pages**.
2. **Open a screen**. The line "Shown on:" at the top says exactly where it appears on the website.
3. **Click the pencil** on an entry to edit it, or **Add …** (e.g. "Add story") to add one.
4. **Change the text or photo.** Each field label says where it shows. Empty text in page sections keeps the original wording.
5. **Set the status**: Publication status = **Published**, Verified by Province = **Verified**, and a **Last verified** date. Then **Save changes**.
6. **Check it**: click **View on website** (or the arrow icon on the row). It opens the exact spot on the page.

> **Tip:** the **Overview** screen has a panel **"Where to edit each page"** with the same map as below. Click any item to jump to it.

2. Map of the CMS menu

WEBSITE PAGES

Home
- Top banner & welcome
- Rest of the Home page
- Calendar events

History
- History page (all sections)

Charism
- Charism page (all sections)

Leadership
- Provincial Superior
- Provincial Council
- Former Provincials
- Oblate Priests

Ministries
- Ministries (cards + each ministry page)
- Parishes
- Schools & Education

Vocations

- Formation Houses

International

- Mission Countries
- Formation Abroad

News · Media · Contact

- News: News stories
- Media: Media page photos, Publications, Historical archive
- Contact: Logos & contact details

ON SEVERAL PAGES

Logos & contact details

- Header logo and Province emblem
- Address, phone, email, map link
- Facebook, Instagram, YouTube, WhatsApp
- Default news photo

Mission map · Our journey

- Mission map: Home and Contact pages
- Our journey timeline: Home and History pages

FILES & MANAGEMENT

File Uploads (approve photos) · Contact Directory · Enquiries (messages from the contact form) · Team & Roles (CMS accounts) · Site Settings.

3. Page by page: what to edit where

Home

On the website	In the CMS	What you can change
Big banner at the top (video, title, quote)	Home › Top banner & welcome	Banner image and video link, small line above the title, main title, years, tagline, quote, line under the quote. The quote and line also show on Media › Homilies and reflections.
Welcome paragraphs	Home › Top banner & welcome	"Welcome paragraphs" (leave a blank line between paragraphs).
Welcome stats + photo, Our calling, Ministries / News headings, the three cards, Media tiles, Oblate family, Join us, Contact us	Home › Rest of the Home page	Every heading, text, card, link, stat and photo of these sections. Lists can be added to, removed and reordered.
Province calendar	Home › Calendar events	One entry per event: name, summary, place, start date, last day, date as shown.
Ministry cards and Latest news on Home	Ministries › Ministries · News › News stories	Come from those screens automatically.

History and Charism

On the website	In the CMS	What you can change
History page: Who we are, stats, Oblate family, commitments, Brief history chapters, Development	History › History page	All text, chapters and lists, plus the photos (top banner, "Oblate family" photo, history background).
"Our journey" timeline	On several pages › Our journey timeline	Eras and their years/events. Shows on Home and History.
Charism page: heading, summary, ways of living it, Who we are, arrival, mission	Charism › Charism page (top fields)	Main heading, small heading, summary, ways (one per line), "Who we are" heading and paragraphs (one per line), arrival sentence, mission paragraph.
Charism page: identity, priorities, motto, photos	Charism › Charism page › "Charism page sections"	Our identity text and quote, the three priorities, motto, "Our identity" photo, mission & vision cross image.

Leadership

On the website	In the CMS	What you can change
Our Provincial Leader	Leadership › Provincial Superior	Name, position "Provincial Superior", term, in office since, appointments (one line per term: `First term | appointed | installed`), biography, portrait.
Provincial Council cards	Leadership › Provincial Council	Name, position (1st–5th Councillor, Bursar), term, photo, photo fit (whole photo or fill the card). The first member's term is the council heading.
Former Provincials timeline	Leadership › Former Provincials	Name, term (e.g. 1984–1991) and photo (shown in a circle).
Oblate priests directory	Leadership › Oblate Priests	Name, where serving (Sri Lanka / outside Sri Lanka / out of province), photo.

Ministries, Vocations, International

On the website	In the CMS	What you can change
Ministry cards (Ministries page and Home)	Ministries › Ministries	Name, where, summary, card photo. "Order on the website" is the ministry number (1 = 01).
Ministry page (click a card, e.g. /ministries/03-hospital-and-prison-chaplaincy)	Same entry › "Ministry page"	Tagline, overview, focus points, highlights, scripture, and "History & details" (sections with a heading and paragraphs). When history is filled in, it replaces the overview.

On the website	In the CMS	What you can change
Parish directory	Ministries › Parishes	Parish name and place.
Schools list	Ministries › Schools & Education	School name (optionally "Name — District") and place.
Formation houses	Vocations › Formation Houses	House name and place.
Countries where Oblates serve / Formation abroad	International › Mission Countries / Formation Abroad	Country or place name. The "List" field decides which of the two lists it joins.

News, Media, Contact

On the website	In the CMS	What you can change
News page and each article	News › News stories	Headline, summary, article (blank line between paragraphs), place, date, category, date as shown, cover photo, extra gallery photos. The latest also show on Home and Media.
Media page photos	Media › Media page photos	Top photo, video tile photo, and the photo gallery (add, remove, reorder, captions).
Publications (Yazha-Thoni, Zeal)	Media › Publications	Title written as `Title — Subtitle`, description, link to the latest issue (PDF or web address).
Historical archive tab	Media › Historical archive	Year (or "Year or date shown") and what happened.
Contact page (address, phone, email, WhatsApp, social buttons, Provincial Superior)	Contact › Logos & contact details; Leadership › Provincial Superior	Contact details and social links; the Superior's name comes from Leadership.

On several pages

On the website	In the CMS	What you can change
Header logo, Province emblem (header, footer, sign-in page, news articles)	Logos & contact details	Upload new logos. Default news photo for stories without a cover.
Address, phone, email, map link, social buttons	Logos & contact details	Used by the footer, Contact page, Home "Contact us", News and Media.
Mission map (Home and Contact pages)	Mission map	Name — District, address, shown as (house / parish / ministry / formation), what happens here, contact, phone, email, latitude and longitude.

4. How to …

Replace a photo or logo

1. Open the entry and find the photo field (it shows a small preview).
2. Click **Upload a new image** (JPEG, PNG or WebP, up to 12 MB).
3. Go to **File Uploads** and **approve** the new image.
4. Come back, set Published + Verified and **Save**.

Add a new item

Open the screen (e.g. News stories, Parishes, Oblate Priests) and click **Add …** (e.g. "Add story", "Add parish"). Fill the fields, choose Published + Verified with a date, and save.

Hide an item without deleting

Set Publication status to **Draft** and save. It disappears from the website but stays in the CMS.

Delete an item

Use the bin icon on the row. This cannot be undone.

Change the order

Each entry has **Order on the website (1 = first)**. The CMS list is shown in the same order as the website.

Edit lists inside page sections

In page sections (Home, History, Charism, journey, Media photos, ministry pages), each list has **Add**, **Move up / down** and **Remove** buttons. Click a list item to open it.

See your change

Click **View on website** in the editor, or the arrow icon on any row. Map locations open the map with that pin selected.

Who can publish

Editors can write and save drafts. **Publishers** and **Admins** can publish. Admins manage accounts in Team & Roles.

5. Field rules worth knowing

Field	Where	Rule
Paragraphs	Welcome, articles, biographies	Leave one blank line between paragraphs.
"One per line" fields	Ways of living it, Who we are	Each line becomes one item or paragraph.
Position	Leadership	Exactly "Provincial Superior", "Former Provincial", or a council role such as "2nd Councillor" or "Bursar".
Name — District	Map locations, schools	Use a long dash with spaces: `St Patrick’s College — Jaffna`.
Latitude / Longitude	Mission map	Right-click the place in Google Maps and copy the numbers (e.g. 9.6615, 80.0255).

Field	Where	Rule
Phone link	Logos & contact details	Starts with `tel:+94`.
Links	Cards and buttons	Website pages start with `/` (e.g. /charism). Outside sites start with https://.
Verification	Parishes, map, leadership, international, formation, timeline	These need Verified + a Last verified date before they can be published.

6. Not in the CMS yet

Media page wording (desk descriptions, FAQ), Vocations and International page wording, the Join us form questions, page colours and fonts. Ask the developer to change these. Uploading a new banner **video** file also needs the developer (the CMS takes a link to the video).