

THE CREW™

ADMIN USER GUIDE

FANSITE GENERATOR





WELCOME



Ubisoft and **Ivory Tower** are pleased to provide the community with **The Crew FanSite Kit**. In this kit you will find a collection of visual assets along with a web kit that will help you build your FanSite and communicate about The Crew.

We thank you very much for downloading The Crew FanSite kit and are very excited to see your FanSite creations.

Please make sure to drop us an email at community-thecrew@ubisoft.com to let us know when your site is active!



TABLE OF CONTENTS

Revision History.....	
1 How to Install The WordPress Theme	5
2 Introduction.....	6
3 General Settings.....	7
3.1 Set your home page	7
3.2 Set your background.....	8
4 How to Add Content to News Section for Home Page.....	9
5 How to Link Latest News on Home Page to The News Page	13
6 How to Add / Edit Videos for Home Page	15
7 How to Add Videos to News section.....	17
8 How to Add / Edit Pages.....	19
9 How to Customize the Menu.....	20
10 How to Add / Edit a Gallery.....	22
11 How to Add / Edit an Image	27

REVISION HISTORY

Date(*)	Version	Main Amendments	Author	Requester
	V 1.0	Initial version		

HOW TO INSTALL THE WORDPRESS THEME

To start, please click on this link: <http://static9.cdn.ubi.com/resource/en-us/game/thecrew-game/portal/fansite.zip> to download the archive.

The archive contains:

1. Tc starter theme → main WordPress theme
2. Nemo target → custom theme
3. Lenslider.class.php → file updated to fix the video being over the fly-out menu
4. The crew fan is the html template to use if they choose so as another starting point if they want basic html
5. Admin User guide

Now to get you started, **we begin with:**

- Install the theme on a fresh WordPress install
- Go to Appearance → themes → choose responsive
- Go to Appearance → background and load from /core/images/bgcool.jpg
 - Set it to – center – no repeat – fixed
- Go to Appearance → header → upload the image found in /core/images/logo.jpg
- Go to Appearance → menus → Manage Locations tab (up top) and set a menu for the header from the left theme locations. (this is to assign a menu to a particular area, we have more than one option.)
- Install the following plug-ins:
 - Jwplayer for WordPress: <http://wordpress.org/plugins/jw-player-plugin-for-wordpress/>
 - Lenslider: <http://wordpress.org/plugins/len-slider/>
 - Nextgen gallery: <http://wordpress.org/plugins/nextgen-gallery/>
 - Facebook app for WordPress: <https://wordpress.org/plugins/facebook/>
 - Twitter app for WordPress: <https://wordpress.org/plugins/twitter-tools/>
- Go to Widgets → main sidebar –ADD/Drag recent post widget – set number of post to 10
- Go to Widgets → right sidebar – ADD/Drag recent post /archives/ categories widget
- Go to widgets → Gallery sidebar – ADD/Drag lenslider widget
 - For LenSlider we have a template → nemo_target
 - Browse to wp-content\plugins\len-slider\skin and add the nemo template already there with the one downloaded.

The entire process shouldn't take more than 20 min.

GENERAL SETTINGS

3.1 SET YOUR HOMEPAGE

To choose the Homepage of the template, go to **Settings**, and **select the Reading option**.

On the right side of the screen, go to **Front page displays**, and **choose A static page**, with the front page called Homepage. This page contains the HTML basic code for the content available on the home page.



Please note that you should NOT delete this page as it will affect the general design of the homepage.

The screenshot shows the WordPress 'Reading Settings' page. On the left, a dark sidebar contains a menu with 'Settings' highlighted in blue. Below 'Settings', a yellow box highlights the 'Reading' option. A yellow arrow points from this box to the 'Reading Settings' page. On the right, the 'Reading Settings' page is shown. A yellow box highlights the 'Front page displays' section, which includes the radio button for 'A static page' (selected), the 'Front page:' dropdown menu (set to 'Homepage'), and the 'Posts page:' dropdown menu (set to '— Select —'). A yellow arrow points from the 'Front page displays' box to the 'Front page:' dropdown. Below this, other settings like 'Blog pages show at most' (5 posts), 'Syndication feeds show the most recent' (5 items), 'For each article in a feed, show' (Summary selected), and 'Search Engine Visibility' (checked) are visible. A 'Save Changes' button is at the bottom.

3.2 SET YOUR BACKGROUND

To set your background, go to **Appearance** and choose **Background**.

On the right side of the screen, simply choose in the Attachment box, **Scroll or Fix**:

- Scroll – the background stretches when you scroll down
- Fixed – the background is fixed to the size of the background image and won't stretch

The screenshot displays the WordPress Custom Background settings interface. On the left, the 'Appearance' menu is expanded, with 'Background' highlighted. The main content area is titled 'Custom Background' and includes the following sections:

- Background Image:** A preview of the current background image.
- Remove Image:** A button labeled 'Remove Background Image' with a warning: 'This will remove the background image. You will not be able to restore any customizations.'
- Select Image:** Options to 'Choose an image from your computer' (with 'Choose File' and 'Upload' buttons) or 'Choose an image from your media library' (with 'Choose Image' button).
- Display Options:** Radio buttons for 'Position' (Left, Center, Right) and 'Repeat' (No Repeat, Tile, Tile Horizontally, Tile Vertically).
- Attachment:** Radio buttons for 'Attachment' (Scroll, Fixed), with 'Fixed' selected.

Yellow arrows highlight the 'Background' menu item and the 'Attachment' section.

To add the “Read more” tab, click on the button  and a tag will appear on the post.

NEW 3

Permalink: <http://10.18.6.117/fan-kit-site/?p=526> [Change Permalinks](#) [View Post](#)

[Add Media](#) Visual Text

B *I* **ABC**            



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed eleifend urna eu sapien. Quisque posuere nunc eu massa. Praesent bibendum lorem non leo. Morbi volutpat, urna eu fermentum rutrum, ligula lacus interdum mauris, ac pulvinar libero pede a enim. Etiam commodo malesuada ante. Donec nec ligula. Curabitur mollis semper diam.

Duis viverra nibh a felis condimentum pretium. Nullam tristique lacus non purus. Donec vel felis. Etiam et sapien. Pellentesque nec quam a justo tincidunt laoreet. Aenean id enim. Donec lorem arcu, eleifend venenatis, rhoncus mollis, semper at, dui. Praesent velit tellus, adipiscing et, blandit convallis, dictum at, dui. Integer suscipit tortor in orci. Phasellus consequat. Quisque dictum convallis pede.

Path: p > span More...

Word count: 152 Saving Draft... Last edited by Gabriela on April 15, 2014 at 2:45 pm

To add a link into the post, go to **Screen Options**, and check the box **Excerpt**. Here, to add a link, you need to insert it in the brackets and then insert the text where the link should appear as in the example below:

`The Crew Game `

Excerpt

`Lorem ipsum dolor sit amet consectetur adipiscing elit. Sed eleifend urna eu sapien. Quisque posuere nunc eu massa. Praesent bibendum lorem non leo. Morbi volutpat, urna eu fermentum rutrum, ligula lacus interdum mauris, ac pulvinar libero pede a enim. Etiam commodo malesuada ante. Donec nec ligula. Curabitur mollis semper diam.`

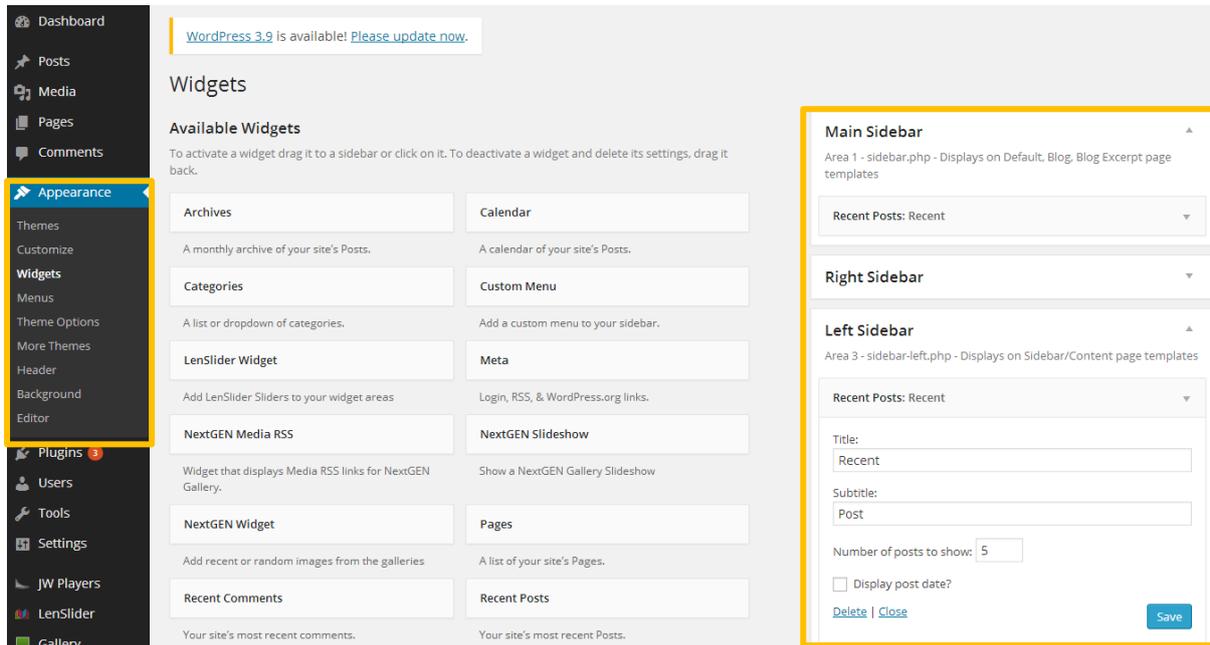
You also have the possibility to choose from a predefined list **two layouts** for your post:

- **Content/Sidebar**
- **Full Width Page (no sidebar)**

Layout

- Default
- Default
- Content/Sidebar
- Sidebar/Content
- Content/Sidebar Half Page
- Sidebar/Content Half Page
- Full Width Page (no sidebar)

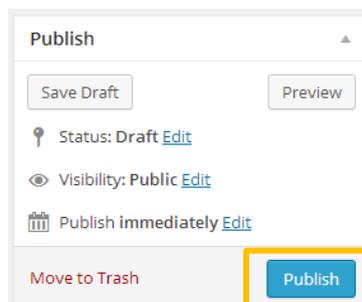
In case you decide to choose another layout, please make sure you fill the relevant widget (Appearance>Widgets>Left Sidebar) see the layout you want, and fill in with the relevant information.



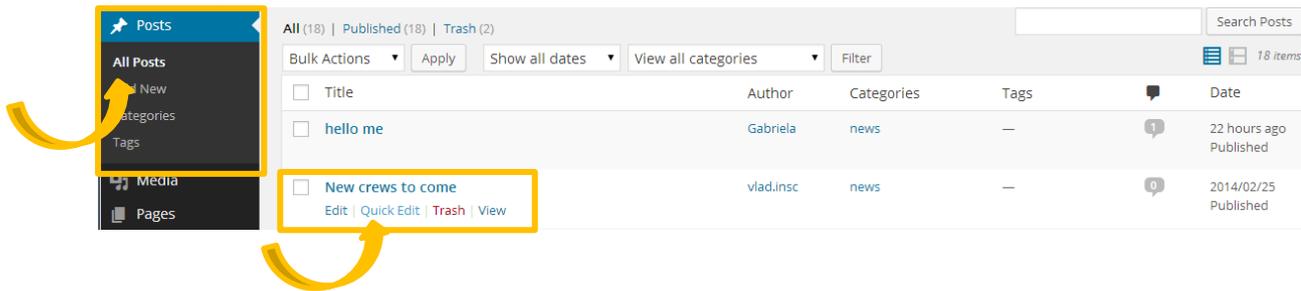
Finally go to **Featured Image** in the lower right part of the screen to upload a cover image for your post.



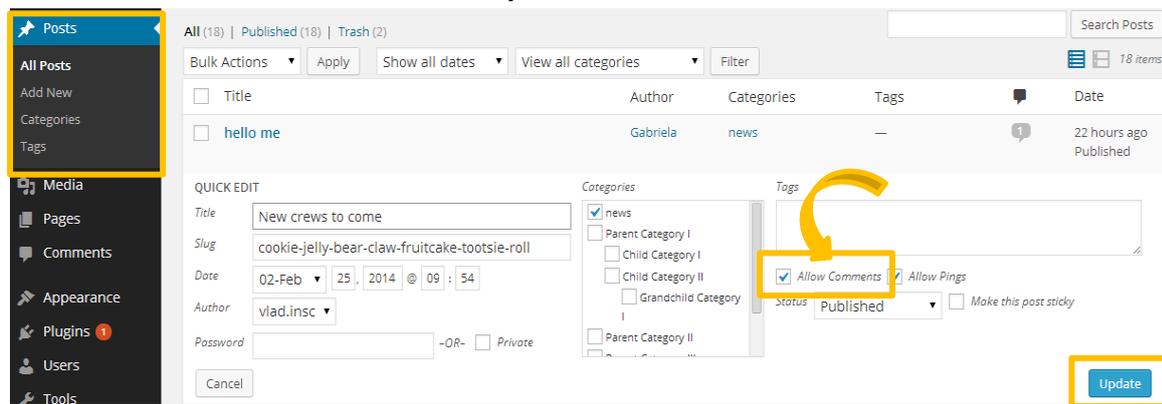
To **publish your post**, simply click on the **Publish button** on the right side of the screen under the following section:



To edit any of the articles already created, click on **All Posts**, choose your article and **click Quick Edit**.

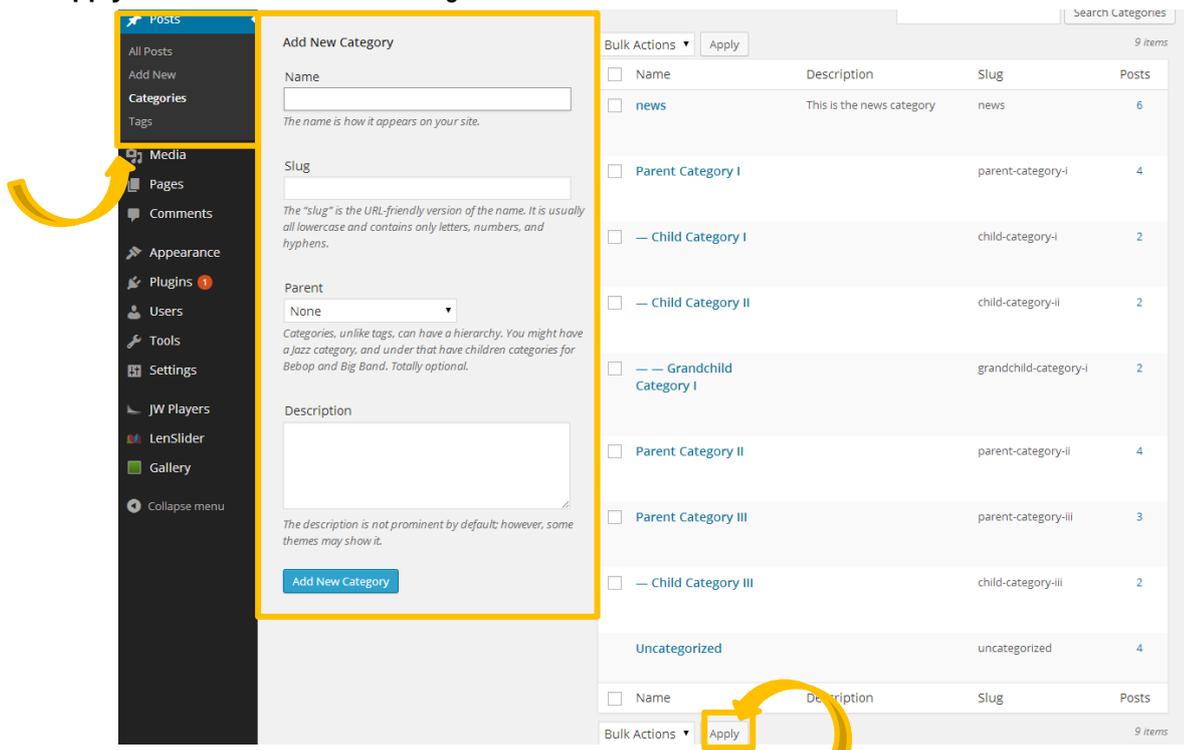


On this page (Posts>All Posts), you can find all information related to your article. One important option is to **Allow Comments or not**. To do that, just check or uncheck the relevant box.

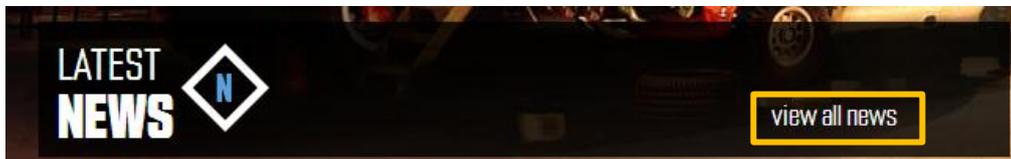


Once you made all changes, simply click on the **Update** button.

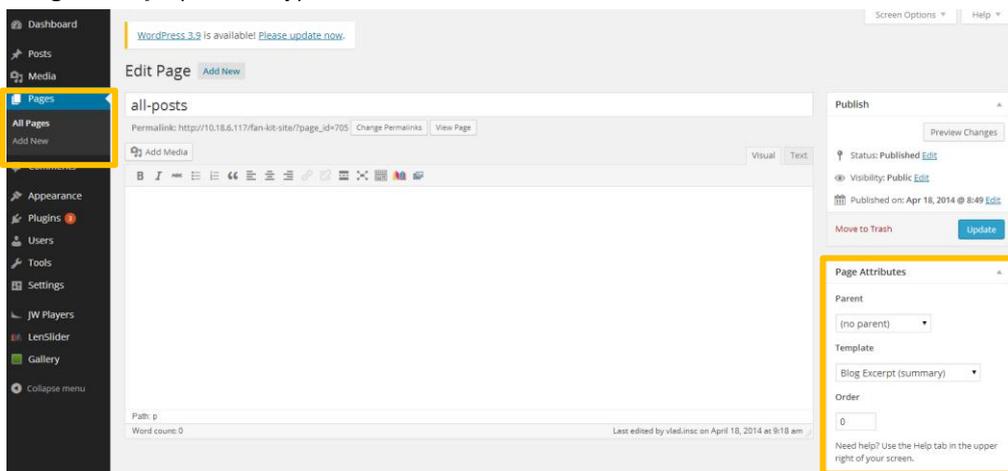
You can also **add a new category** to place your posts. To do that, **go to Posts, Categories**, and on the left side of the screen you have the possibility to **add a new category**, or place it as a **sub-category**. After you insert the category, click on **Add New category**, and to see it in the list, click on **Apply** under the entire list of categories.



HOW TO LINK LATEST NEWS ON HOME PAGE TO THE NEWS PAGE



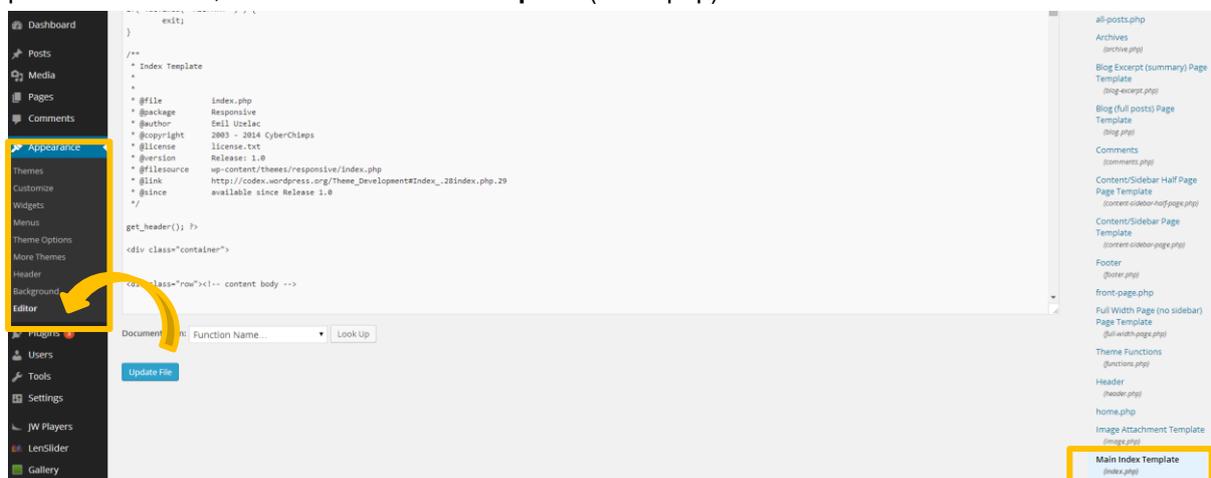
Go to the back-office, **click on Pages** and select **Add New**. Pick a title, and on the Template, always choose **Blog Excerpt (Summary)**.



Now below the title, you will see a **Permalink**:



Take this part **?page_id=705**, copy it, and go to Appearance, and click on **Editor tab**. And in the right part of the screen, choose **Main Index Template** (index.php).



Now, within the code, find the area called “**view all news**”. Once you found it, **paste the permalink** over the existing permalink

```
<span class="view-all-news"> <a href=?page_id=705>view all news</a></span>
```



Once you do that, simply click on Update file [Update File](#) and your link is created.

HOW TO ADD / EDIT VIDEOS FOR HOMEPAGE

To insert a video on the Home page, go to **LenSlider, Sliders** and click on **"Tc Slider"** to see all videos added to the Home Page.

The screenshot shows the WordPress dashboard with the 'LenSlider v2.0.11: Sliders list' page. The sidebar on the left has 'LenSlider' highlighted in blue, with a yellow arrow pointing to the main content area. The main content area shows a table with columns: Slider, Skin, Shortcode, and Preview. The first row is highlighted in yellow and contains the following data: 9497f2848b (Tc slider), nemo_target, [lenslider id="9497f2848b"], and Preview. The second row contains: 777e4f27b1 (Title not provided), vania_fit, [lenslider id="777e4f27b1"], and Preview. Below the table are 'Bulk Actions' and 'Apply' buttons.

The screenshot shows a 'Manage' section with a '+ Add new banner' button and a 'Save' button.

On the bottom of the page, click on **Add new banner**:

On this page, choose what **type of file** you want to insert: image, text, video from YouTube or Vimeo. Next, **copy the link** to the specified box (YouTube link) and then **click on load** to upload your video.

The screenshot shows the 'BANNER 6 MAIN CONTENT' form. It features a video player with the title 'E3 2013: The Crew Trailer (HD 1080p)'. Below the video player is a 'YOUTUBE LINK:' field containing the URL 'http://www.youtube.com/watch?' and a 'load' button. Below the link field is a 'WIDTH x HEIGHT (PIXELS):' field with '618' and '318' entered. At the bottom of the form are icons for image, text, YouTube, and Vimeo. A yellow arrow points from the 'load' button to the 'YOUTUBE LINK' field.

You can also **choose a thumbnail for your video** if you want to.



Simply **click inside the box** and the Media Library should open. Here you can choose from your library or you can add a new image from your computer. After you insert the image, it should look like this:



On the right side of the screen, you have multiple possibilities as to how to insert your video: as a link, post, category, etc.

LINK # javascript: MANUAL POST PAGE CATEGORY

#

TITLE MANUAL POST PAGE CATEGORY

The Crew Trailer

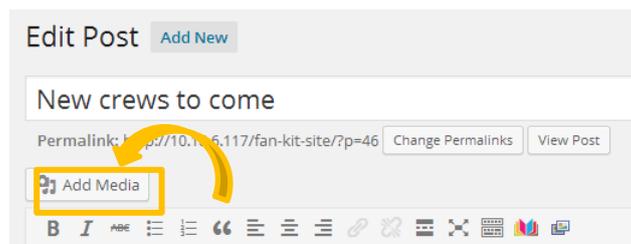
If you want nothing to be inserted, **simply choose # in Link** and write your Title.

HOW TO ADD VIDEOS TO NEWS SECTION

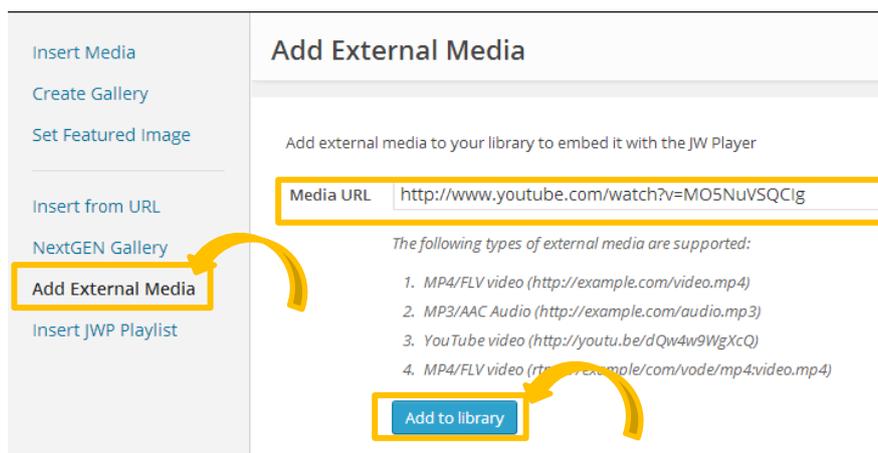
To attach a video to one post, go to Posts>All Posts and choose the post desired.



Next, click on **Add Media**:



Go to **Add External Media**, insert your link (YouTube or Vimeo) and click on **Add to library**.



On this page, you can add a title; you can choose a poster image or pick a thumbnail from the media library.



Please note that for Embed with, always choose the template: **2: this is a short description of the video.**

 E3 2013: The Crew Trailer (HD 1080p)

 File name: watch?v=MO5NuVSQCig
File type: video/mp4
Upload date: March 26, 2014

Title

Caption

Description

Link URL

Poster image
or [pick a thumbnail from the media library.](#)

Embed with
Player template to use.

[Delete](#)

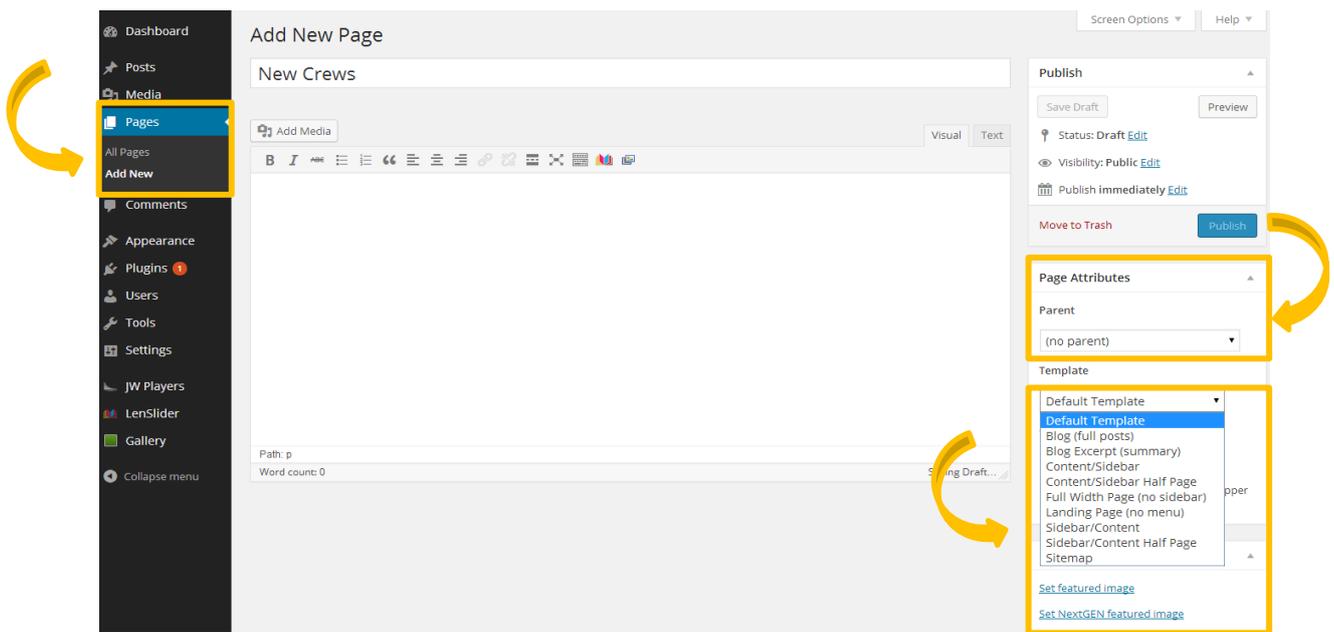


After you finished, simply click on **Insert with JW Player** to add your video to the post; and in the end, **Save all changes**.

HOW TO ADD / EDIT PAGES

To add a new page, go to the back-end page and follow the next steps:

- Go to Pages and select **Add New**
- Give your page a **Title** and a **description**, and go to **Featured Image** in the lower right part of the screen to upload a new image



Be sure you select the Parent of the page or, in case it does not fall under any category, just leave the box to “no parent”.

To edit a page already created, roll over the name of the page and click **Quick Edit**:



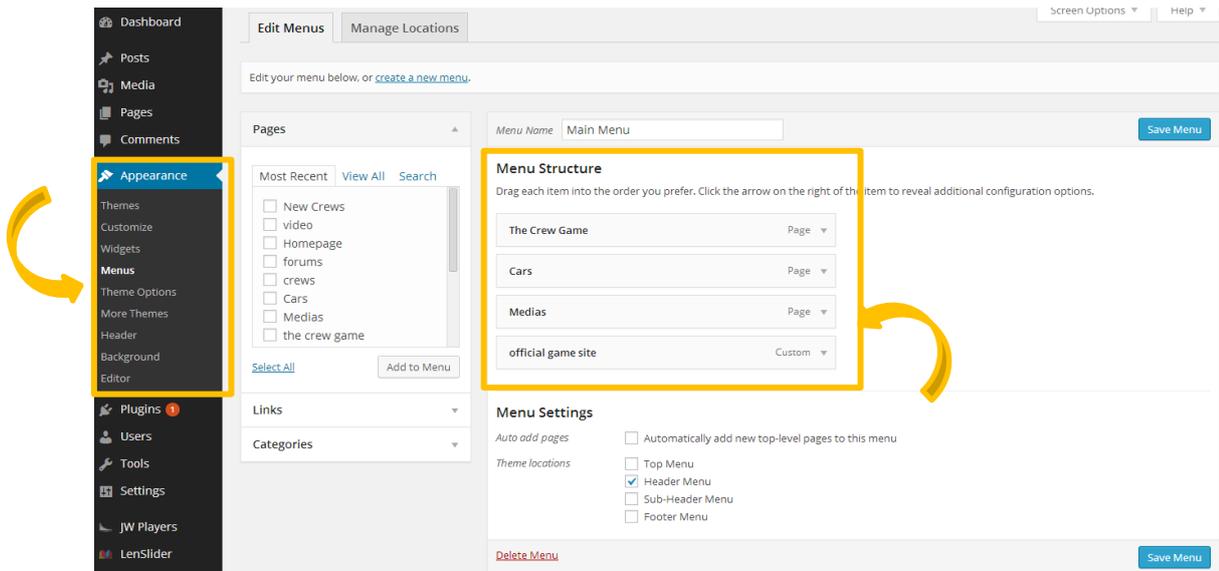
On this page you can find all information related to your page.

One important option is to Allow Comments or not. To do that, just check or uncheck the relevant box.

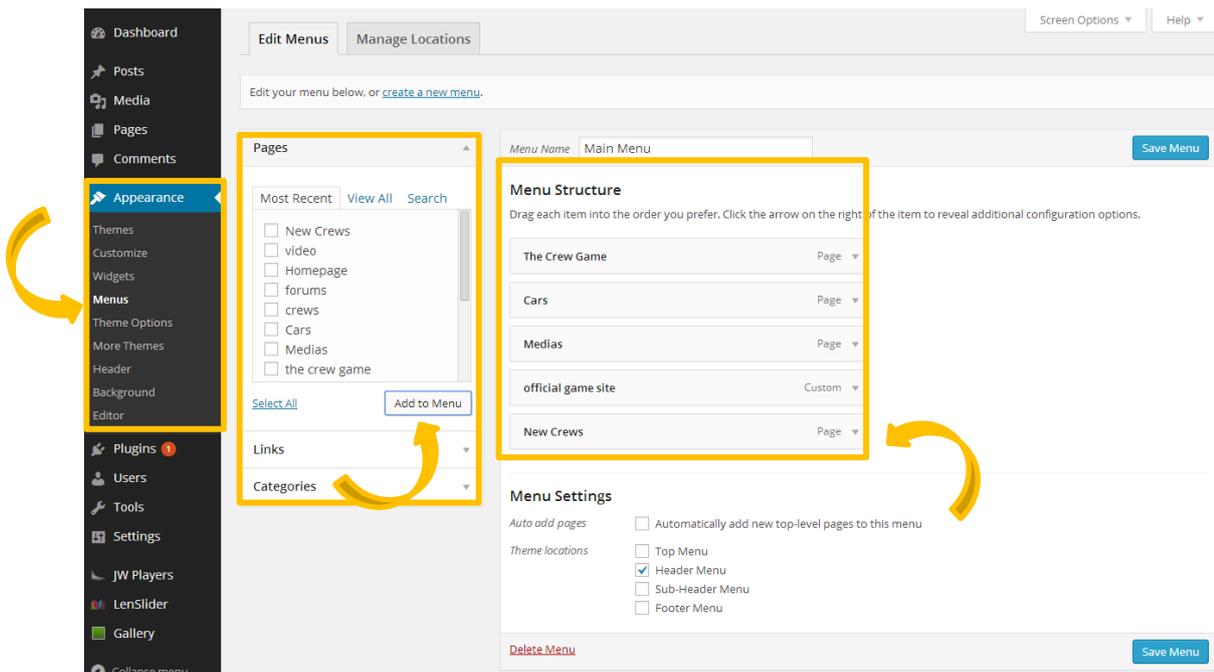


HOW TO CUSTOMIZE THE MENU

To customize the main menu on the site, go to **Appearance** and click on **Menus**. All menu pages will appear and you can drag and drop the pages to the positions you need.



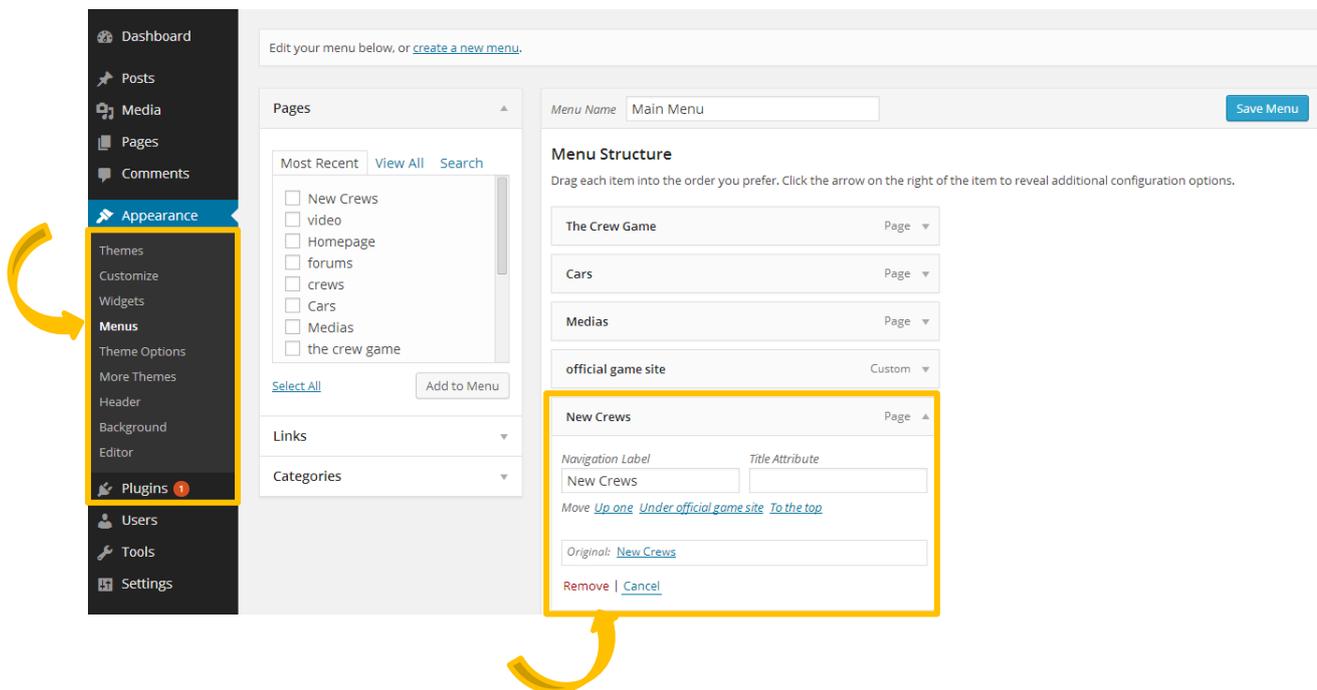
To add a newly created page to the Main Menu, go to **Appearance, Menus**. On the left side of the screen, you can choose the desired page and click on the **Add to Menu** button. Now you should see your page in the Menu Structure on the left side of the screen.



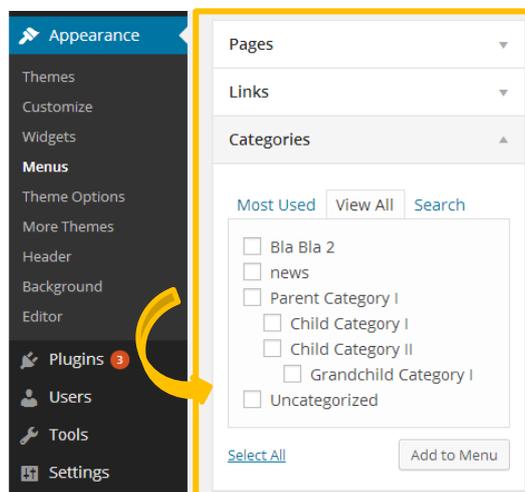
The main menu should now look like this:



Also, if you want to remove a page from the menu, go to **Appearance, Menus** and in the Menu Structure expand on of the pages, and **simply click on Remove**.

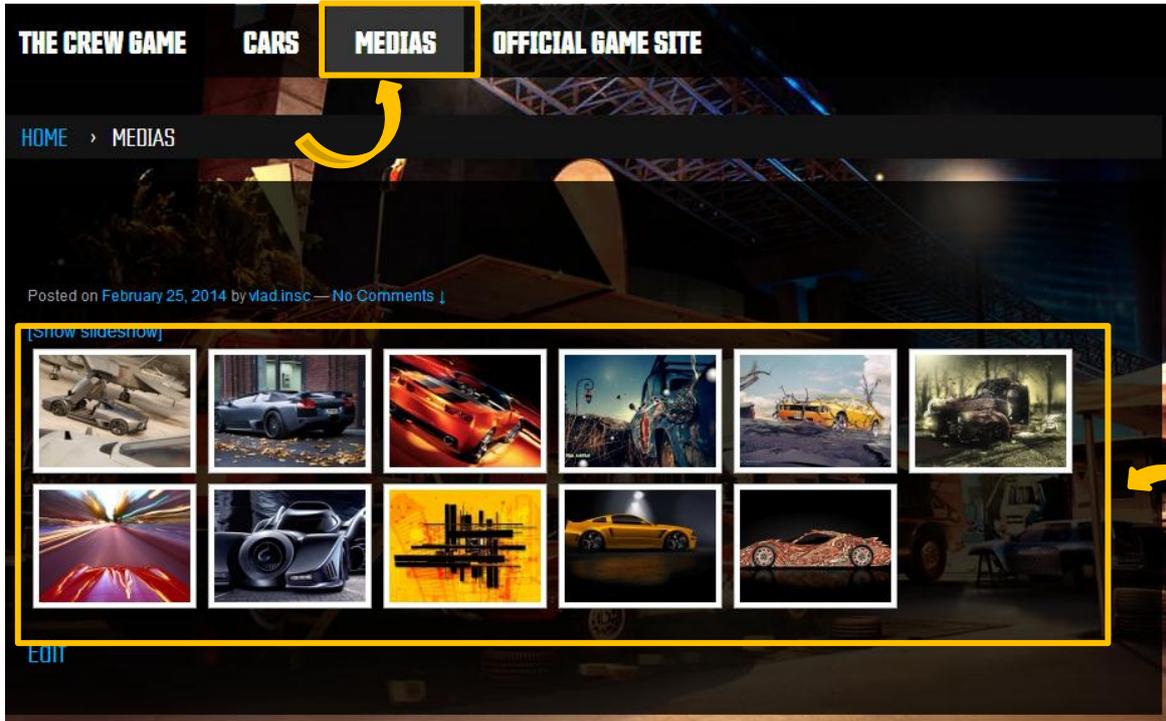


Here, you can also see the categories:

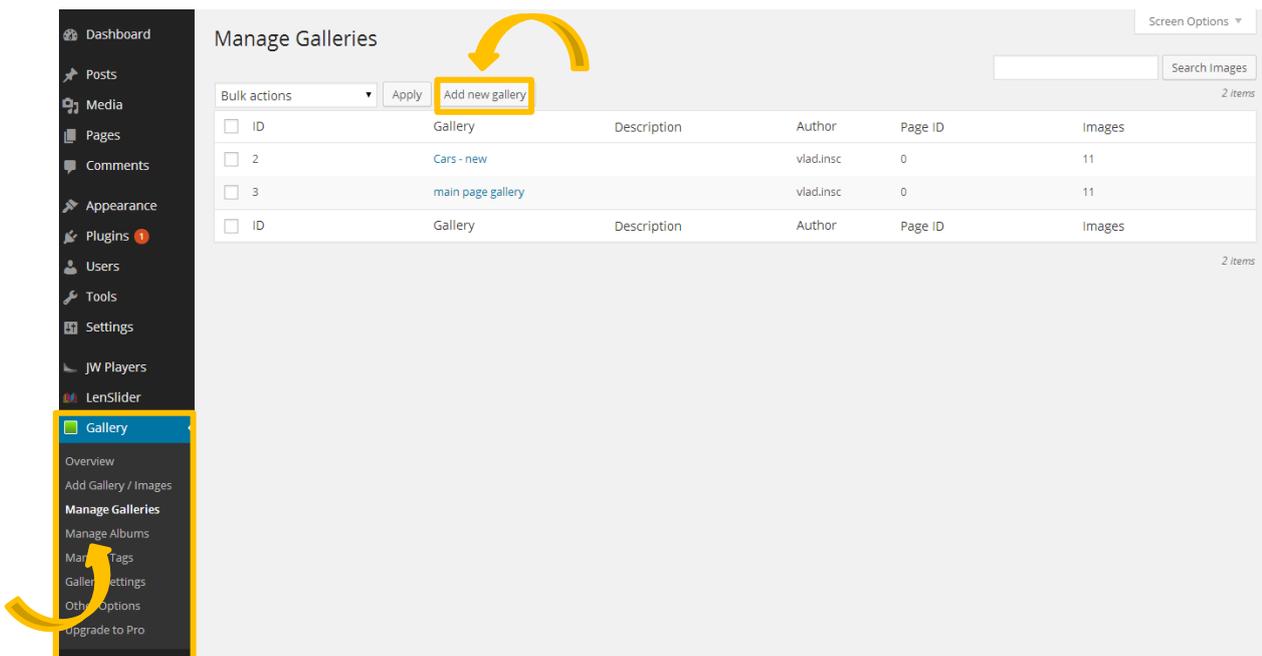


HOW TO ADD / EDIT A GALLERY

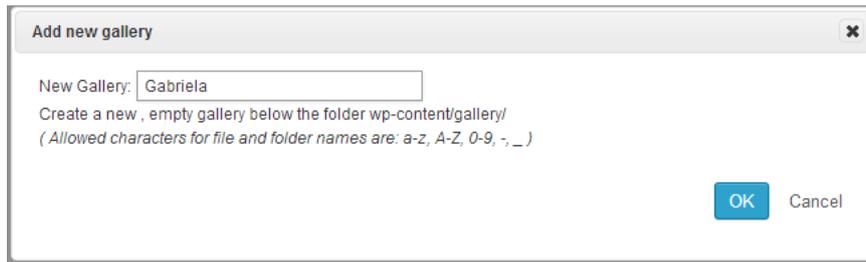
The Gallery you create on the administration interface is the **Medias** category on the Home page.



To add a new Gallery, go to **Manage Gallery** and click on **Add new Galley**.



Choose a name for your new gallery:



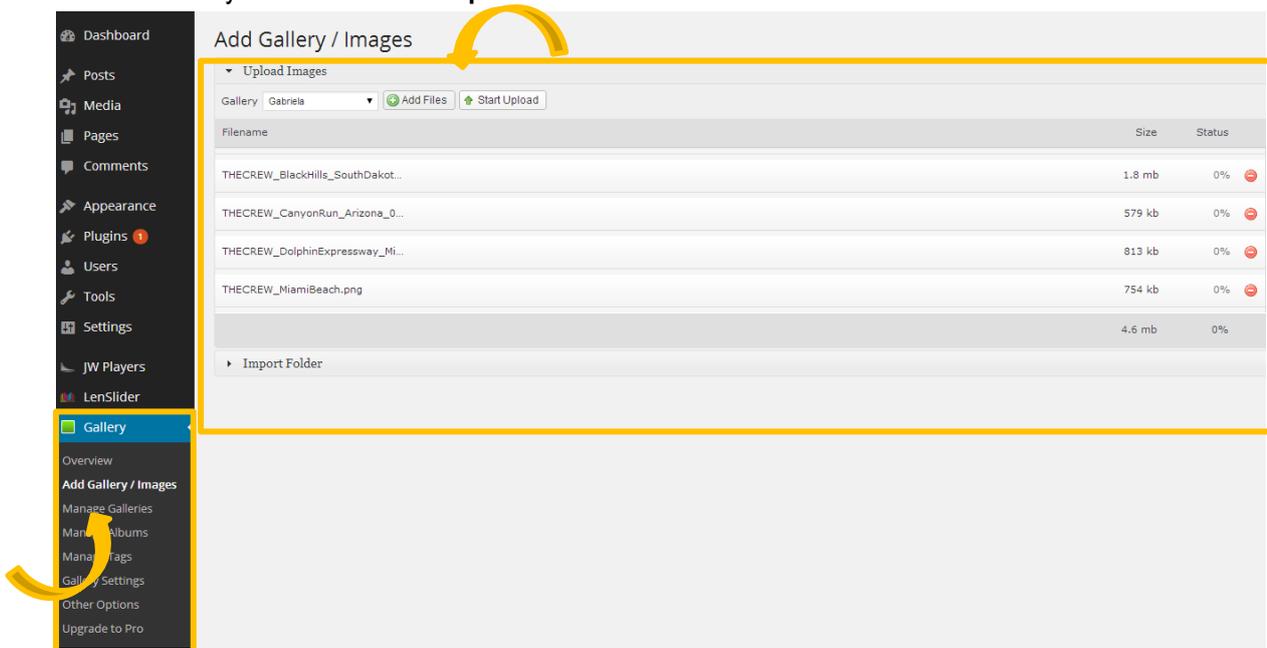
Add new gallery

New Gallery:

Create a new, empty gallery below the folder wp-content/gallery/
(Allowed characters for file and folder names are: a-z, A-Z, 0-9, -, _)

OK Cancel

Now click on **Add Gallery/Images**, choose your gallery, click on **Add Files** to select the images you want and finally click on the **Start upload** button.



Dashboard

Posts

Media

Pages

Comments

Appearance

Plugins 1

Users

Tools

Settings

JW Players

LenSlider

Gallery

Overview

Add Gallery / Images

Manage Galleries

Manage Albums

Manage Tags

Gallery Settings

Other Options

Upgrade to Pro

Add Gallery / Images

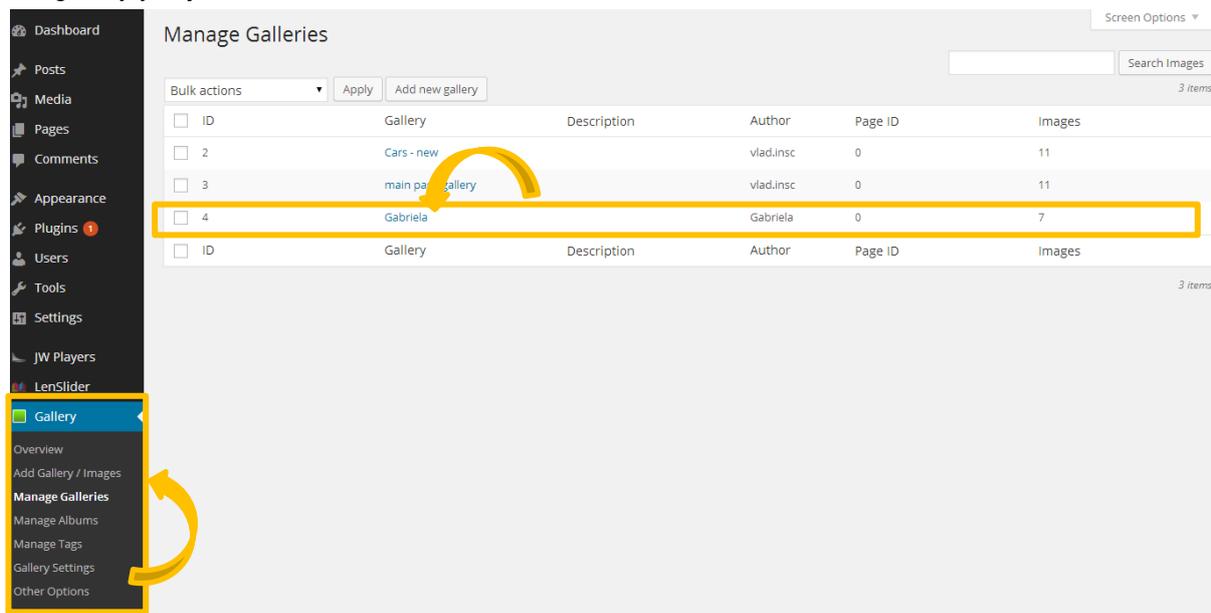
Upload Images

Gallery: Gabriela

Filename	Size	Status
THECREW_BlackHills_SouthDakot...	1.8 mb	0% <input type="button" value="x"/>
THECREW_CanyonRun_Arizona_0...	579 kb	0% <input type="button" value="x"/>
THECREW_DolphinExpressway_Mi...	813 kb	0% <input type="button" value="x"/>
THECREW_MiamiBeach.png	754 kb	0% <input type="button" value="x"/>
4.6 mb 0%		

Import Folder

Now you need to upload the gallery in the relevant page. Go to **Gallery, Manage Galleries** and choose the gallery you just created.



Dashboard

Posts

Media

Pages

Comments

Appearance

Plugins 1

Users

Tools

Settings

JW Players

LenSlider

Gallery

Overview

Add Gallery / Images

Manage Galleries

Manage Albums

Manage Tags

Gallery Settings

Other Options

Upgrade to Pro

Manage Galleries

Bulk actions

3 items

<input type="checkbox"/>	ID	Gallery	Description	Author	Page ID	Images
<input type="checkbox"/>	2	Cars - new		vlad.insc	0	11
<input type="checkbox"/>	3	main page gallery		vlad.insc	0	11
<input type="checkbox"/>	4	Gabriela		Gabriela	0	7
<input type="checkbox"/>	ID	Gallery	Description	Author	Page ID	Images

3 items

This is how your gallery looks like.

The screenshot shows the 'Gallery : Gabriela' settings page in WordPress. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins (1), Users, Tools, Settings, JW Players, LenSlider, and Gallery (highlighted). The main content area is titled 'Gallery settings (Click here for more settings)'. It includes fields for Title (Gabriela), Description, Gallery path (wp-content/gallery/gabriela), Author (Gabriela), Link to page (Not linked), Preview image ([31] prop1.jpg), and Create new page (Main Page (no parent)). There are buttons for 'Scan Folder for new images' and 'Save Changes'. Below the settings is a table of gallery items:

ID	Thumbnail	Filename	Alt & Title Text / Description	Tags
31		prop1 March 27, 2014 1920 x 1080 pixels <input type="checkbox"/> Exclude ?	prop1	
32		prop2 March 27, 2014 1920 x 1080 pixels <input type="checkbox"/> Exclude ?	prop2	
33		prop3 March 27, 2014 1920 x 1080 pixels <input type="checkbox"/> Exclude ?	prop3	

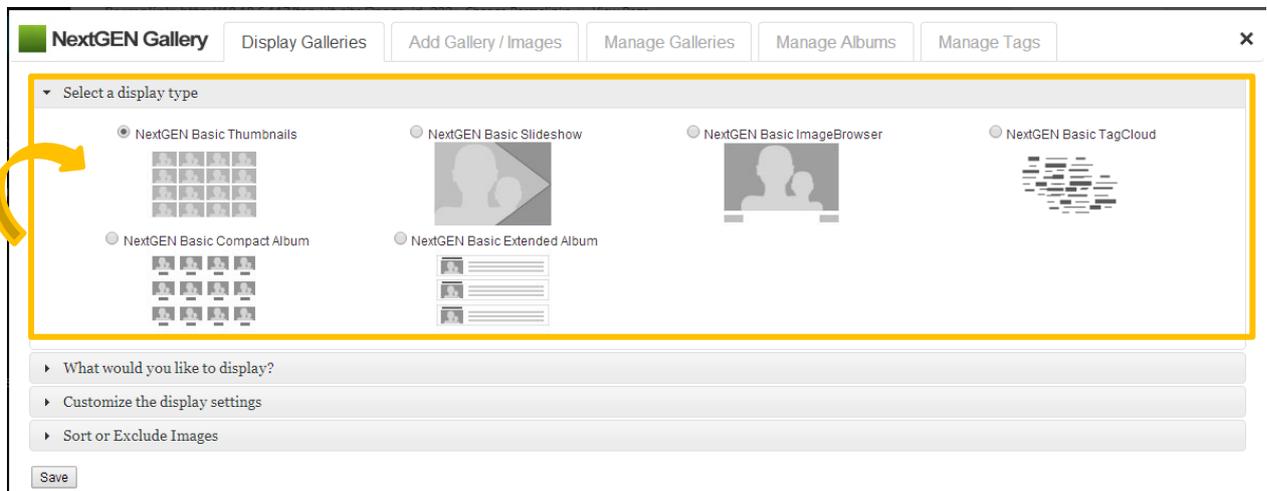
To add the gallery you just created, go to **Pages** and select the desired page. In the Content area, click on the icon  called "Add NextGEN Gallery".

The screenshot shows the 'Edit Page' interface for a page titled 'New Crews'. The left sidebar has 'Pages' highlighted with a yellow box and a yellow arrow pointing to it. In the main content area, the 'Add Media' toolbar is visible, with the 'Add NextGEN Gallery' icon (a small gallery icon) highlighted with a yellow box and a yellow arrow pointing to it. The right sidebar contains 'Publish' and 'Page Attributes' sections. The 'Publish' section shows 'Status: Published', 'Visibility: Public', and 'Published on: Mar 26, 2014 @ 15:51'. The 'Page Attributes' section shows 'Parent: (no parent)', 'Template: Default Template', and 'Order: 0'. At the bottom, there are links for 'Set featured image' and 'Set NextGEN featured image'.

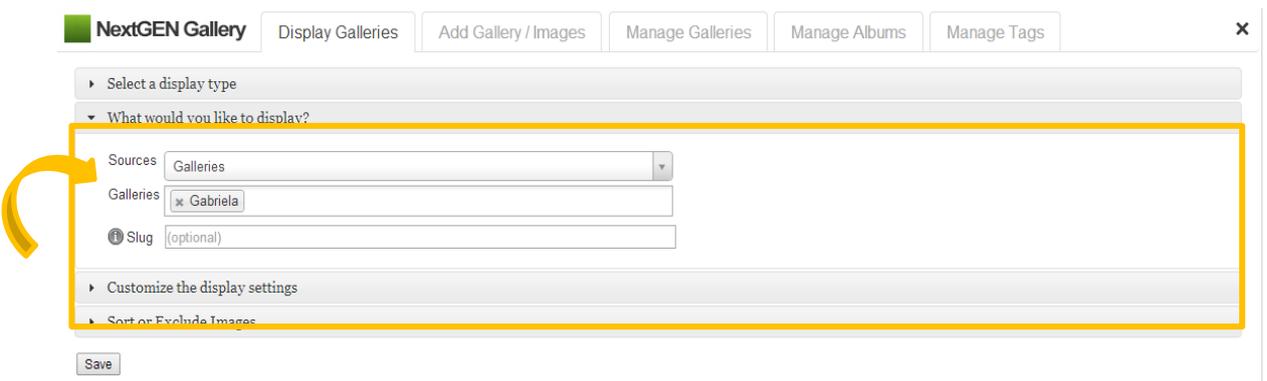
A new window will appear.

Here you have multiple possibilities for customization:

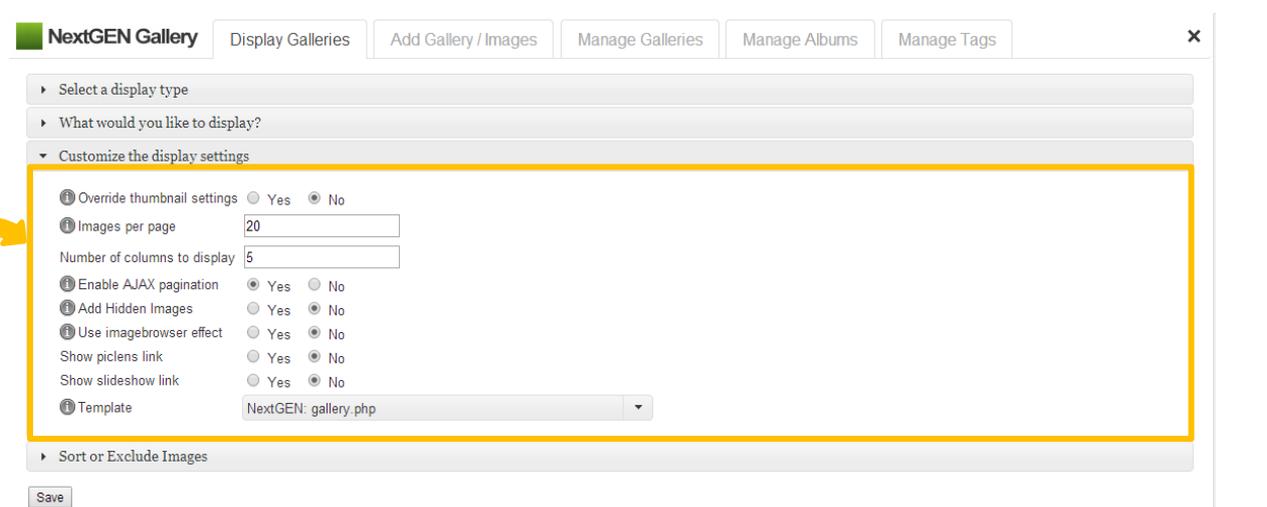
■ You can select a **display type**



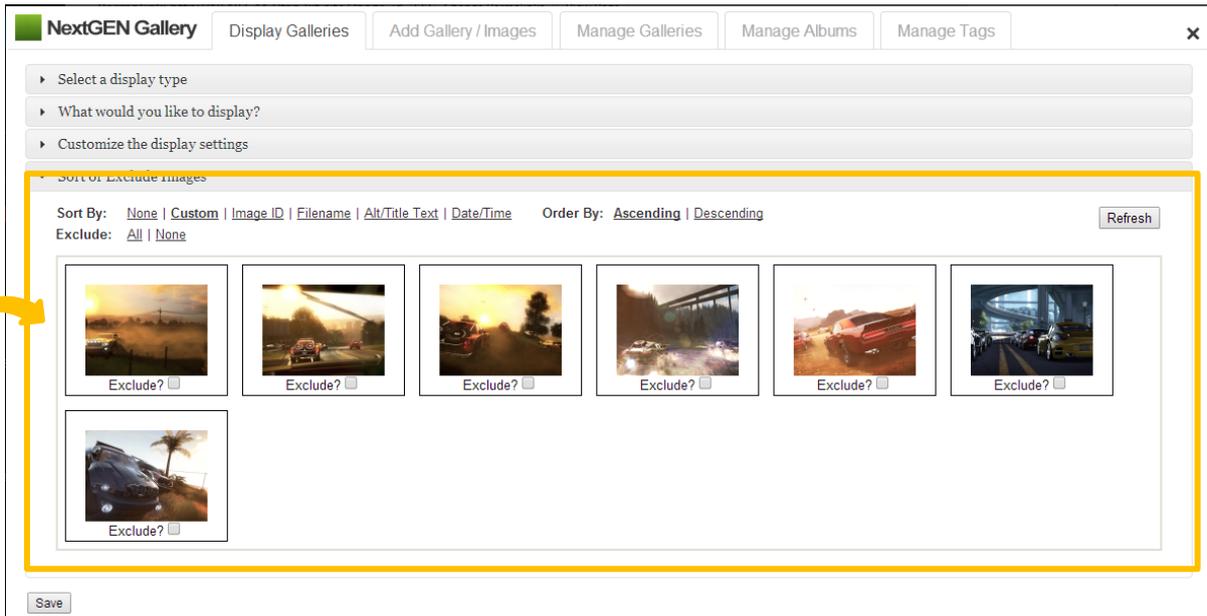
■ You can select what you would like to **display**: gallery, images, etc.



■ You can **customize the display settings**

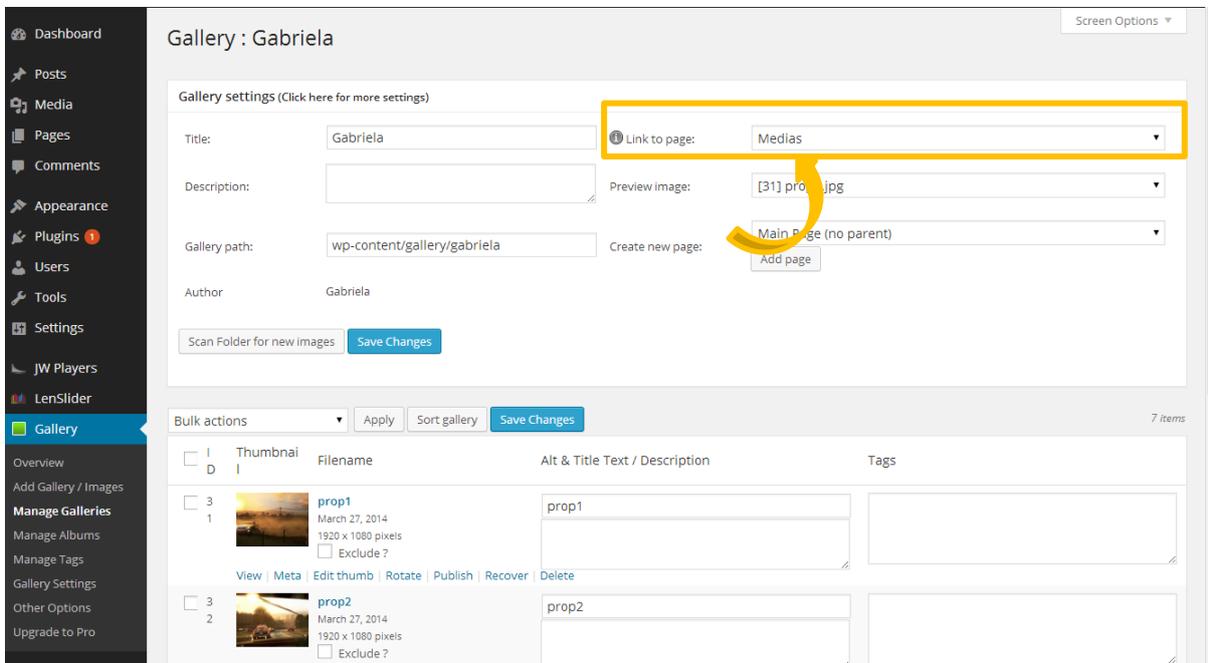


- And, of course, you can **sort or exclude images** from the gallery



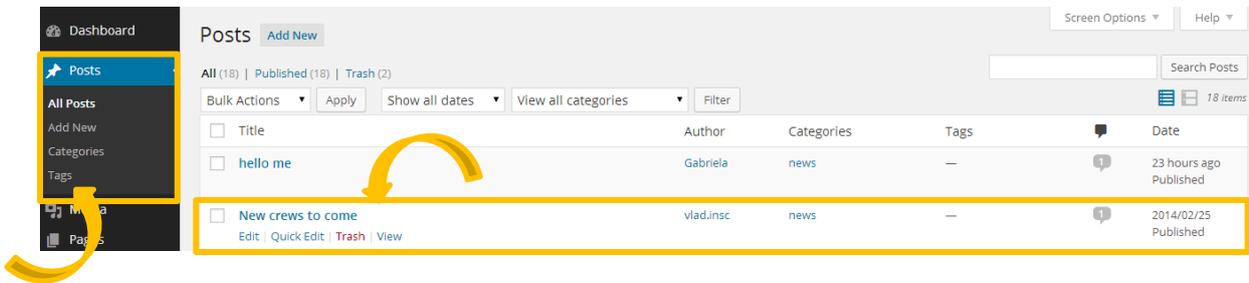
When you are done, simply click on **Save**.

Now you **must link your gallery to the desired page**. To do this, go to **Gallery, Manage Gallery** and in the field "Page Link to", select the desired page this gallery should belong to.

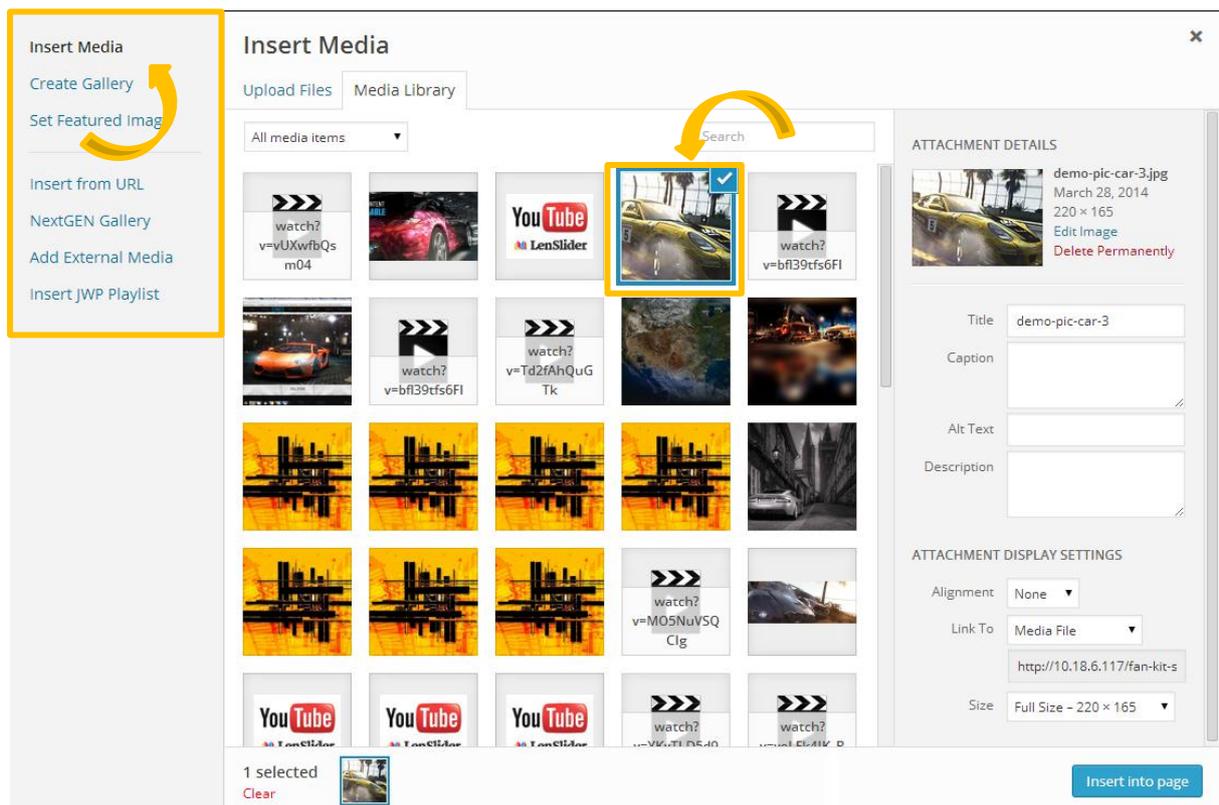


HOW TO ADD / EDIT AN IMAGE

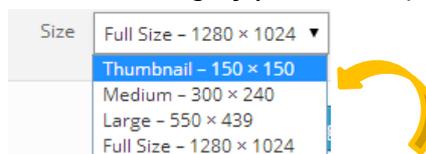
To attach a simple image to one post, go to **Posts, All Posts** and choose the post desired.



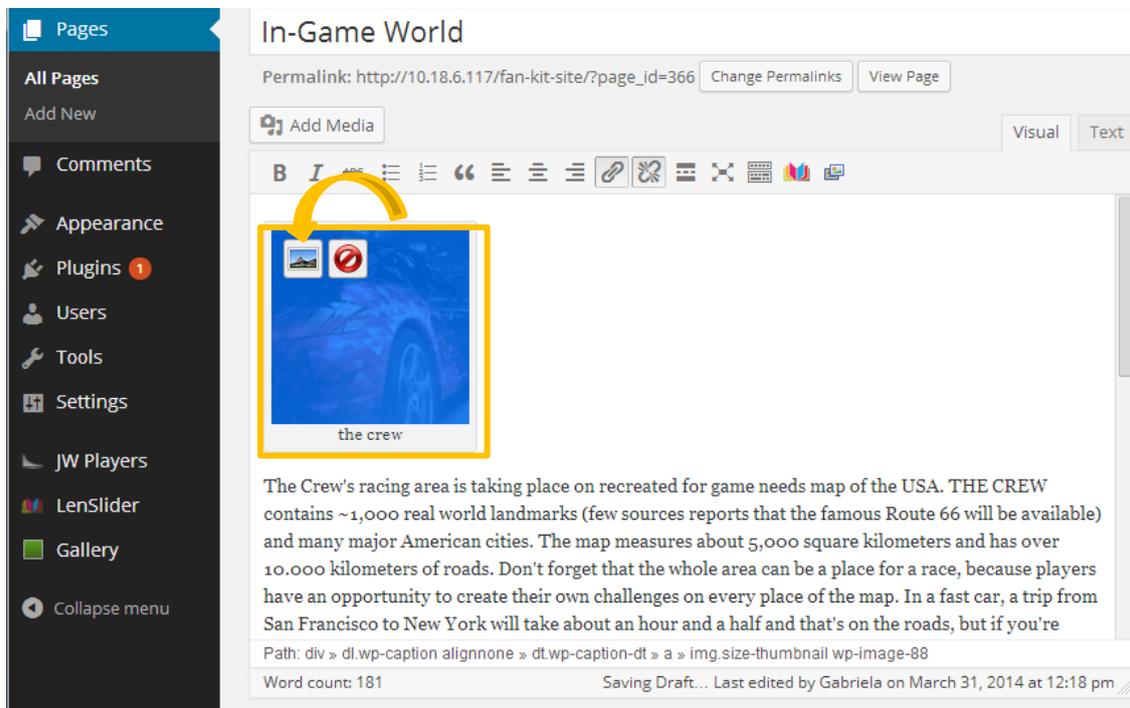
To add an image, go to **Add Media, Insert Media** and you will see all available images, and click on **Insert into page**.



Here, choose the image desired, and in the **Size category** you have 4 options on the image size.



Once inside the post, in case you realize these options are not good enough for you, **click on the image** and then on **Edit** symbol  on the image.



A new window appears; here, go to **Advanced Settings** and change the Size box as you need, and click on **Update** to save your image or **Cancel**.

