

The content on the TVs are split into two sections, Tiles and Schedules. Tiles, display upcoming events or advertisements and take up about 75% of the screen space. The Schedules display the daily classes and activities that occur at your location. These two section are built in different ways and use different means to update.

To update the schedules section go to: cookcountymca.org/tv

To login use the username: ccadmin and the password: Pa\$\$w0rd

The interface is divided into 3 sections; the daily schedule, add class, and create class. The daily schedule will default to the current day when you log in. To change the day click the drop down menu that displays the name of the current day and select the day you wish to view. To remove items from the schedule click the check box by each of the classes you want to remove and click the delete checked button. To make changes to the classes, such as changing the start or end time or name of the class, click on the item you want to change and a drop down will appear with all other options. You can change more than one class at once and when you the schedule looking the way you want click Update Schedule.

To add classes to the daily schedule select the class from the class drop down and set the start and end time for the class and click Submit. The page will reload and your class should now be visible on the daily schedule. If you need to create a new class fill out the Create New Class form, be sure not to go over the character limit for the Description, there is a counter to let you know how many characters you are currently at. After clicking create your class will be added to both the Class dropdown menu in the Add Class section and the dropdowns under the name column in the Daily Schedule section.

To edit the Tiles it is recommended to first create your tile in Publisher. Attached is a template set to the dimensions of the tiles. Once you have created your tile save it as a .PNG file. To upload your tile log into your cookcountymca.org wordpress account. On the menu on the left side and select 'Slider Revolution'. Under the heading 'Revolution Sliders' find the slider titled 'TV Slider', it should be the 2nd one in the row. Mouse over the slider and click on the pencil icon to edit the slider. In the slide editor each slide is displayed along the top. To create a new slide, mouse over the Add Slide button and select 'add blank slide' from the dropdown menu. If you wish to replace an existing slide, select it by clicking on it and then in the 'Main Background' section just below the list of tiles select the 'Main / Background Image' and choose the 'Media Library' Option. You can drag and drop your tile into the Media library and select it as the background for the slide. Click the Green Icon with the Disk icon on it to save your changes and the TVs will automatically update with the new slides within an hour.

I tried to be pretty detailed but if you need any further help or instruction or having any questions please let me know.