



# SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA WEBSITE GUIDELINES

Website URL: <https://ssiomalaysia.org.my/>

Backend URL: <https://ssiomalaysia.org.my/user>

Username: [Will be provided]

Password: [Will be provided]

## 1. Login Screen

**Sathy Sai International Organisation Malaysia**

Home About SSIOM Service Spiritual Education SS Academy for Human Values Mahilas Young Adults SCA Contact Us

### User account

**Username \***

Enter your Sathy Sai International Organisation Malaysia username.

**Password \***

Enter the password that accompanies your username.

[Log in](#)

#### Our Other Websites

- > Sathy Sai International Organisation
- > Sathy Sai Universe
- > Radio Sai Global Harmony
- > Prasanthi Reporter
- > SSS Central Trust
- > SSS Sadhana Trust, Pubs Div
- > SSS Vidya Vahini
- > Accommodation in Prasanthi Nilayam

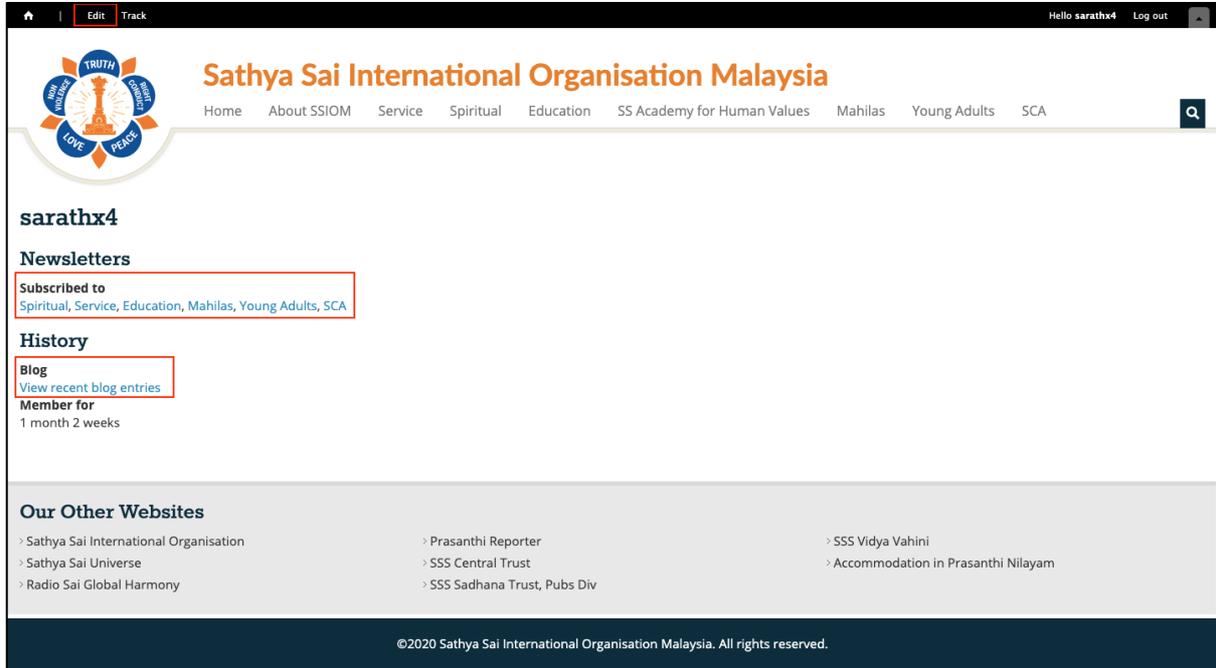
©2020 Sathy Sai International Organisation Malaysia. All rights reserved.

Please key in provided username and password to login.



# SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA WEBSITE GUIDELINES

## 2. Member Screen



Member screen will be shown after you successfully login.



# SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA WEBSITE GUIDELINES

## 3. Change password

The screenshot shows a user profile page for 'sarithx4'. The 'EDIT' button is highlighted. The 'Current password' field is empty, with a note: 'Enter your current password to change the E-mail address or Password. Request new password.' The 'E-mail address' field contains 'sarithx4@gmail.com' with a note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.' The 'Password' field is empty, with a 'Password strength' indicator. The 'Confirm password' field is empty, with a note: 'To change the current user password, enter the new password in both fields.' Below these fields are sections for 'EMAIL SETTINGS' (with 'Plaintext email only' unchecked) and 'CONTACT SETTINGS' (with 'Personal contact form' checked). A 'Save' button is at the bottom.

To change existing password, you need to click on Edit link (Top left with black background). **Please refer to Member Screen.**

Now, you need to key in current password which was provided to you earlier and also key in new password by following password strength.

If you need to update email, you may do so at email address field.

Finally, please click on submit button to save the changes.



# SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA WEBSITE GUIDELINES

## 4. Newsletter

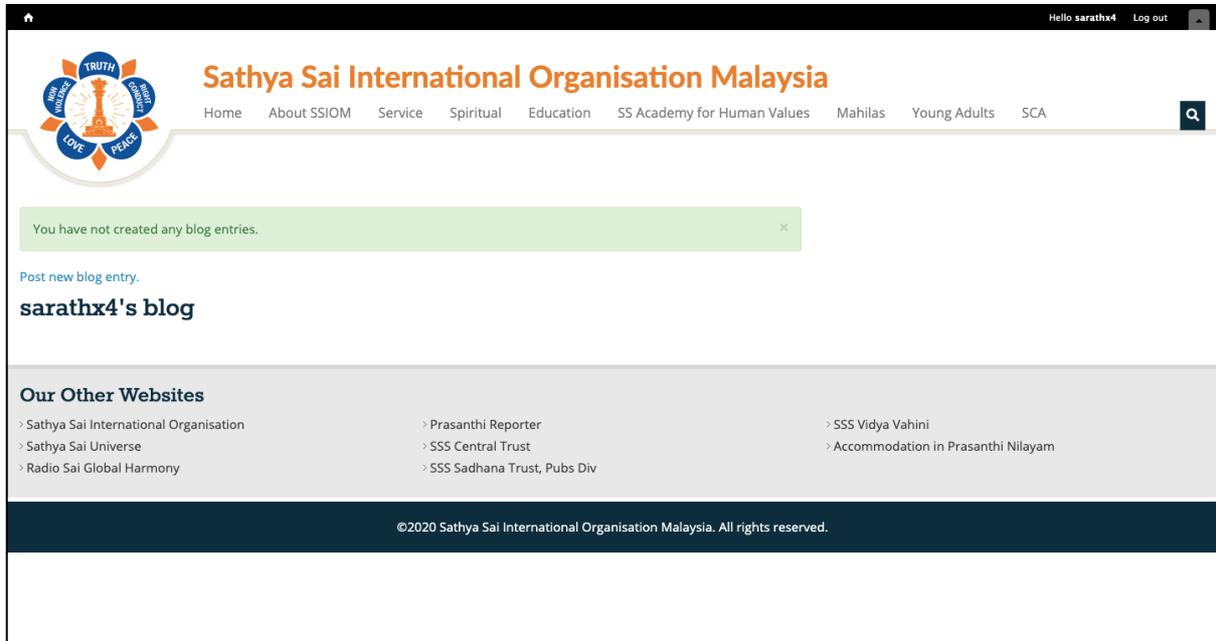
The screenshot shows the website header with the logo and navigation menu. The main content area features a newsletter post titled "Online Global Guru Poornima Celebrations - July 2020" with a date of 03/07/2020. Below the title is a graphic for "Guru POORNIMA 2020" with the tagline "MANASA BHAJARE GURU CHARANAM" and "Worship the feet of the Guru". The text of the newsletter reads: "Dear Brother and Sisters, With Swami's infinite blessings, the First Global Online Guru Poornima Celebration will take place at: 8 PM 4th July 2020 (Los Angeles Time) - Please check your local time. 9 AM 5th July 2020 (Los Angeles Time) - Please check your local time. Participants are welcome to attend either or both sessions. Read more". At the bottom, there is a section for "Our Other Websites" with links to various Sathya Sai related sites. The footer contains the copyright notice: "©2020 Sathya Sai International Organisation Malaysia. All rights reserved."

To view existing newsletter, you may click on newsletter category (Spiritual, Service & etc) below “Subscribed to” text. **Please refer to Member Screen.**



# SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA WEBSITE GUIDELINES

## 5. View Blog Entry/Article



To view own created blog entries, you need to click on “View recent blog entries”. **Please refer to Member Screen.**

To create new blog entry, you need to click on “Post new blog entry”.



# SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA WEBSITE GUIDELINES

## 6. Post new Blog Entry/Article

Home » Add content

### Create Blog Entry

Blog Title \*

REPLACEMENT PATTERNS

Tags

SEO Purpose

Blog Image

Choose file No file chosen Upload

Files must be less than 5 MB.  
Allowed file types: png gif jpg jpeg.  
Images must be larger than 640x480 pixels.

Summary (Hide summary)

Format - B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [Rich text editor toolbar]

Leave blank to use trimmed value of full text as the summary.

Body

Format - B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [Rich text editor toolbar]

Switch to plain text editor

Text format CKEditor [More information about text formats](#)

- Allowed HTML tags: <a> <b> <blockquote> <br> <code> <div> <dl> <em> <h2> <h3> <h4> <h5> <h6> <hr> <i> <img> <li> <ol> <p> <pre> <respaudio> <resping> <respinggal> <respvide> <small> <span> <strong> <sub> <sup> <table> <tbody> <td> <tfoot> <th> <thead> <thumbcarousel> <thumbentry> <thumblist> <tr> <u> <ul> <view>
- Allowed Style properties: background, background-attachment, background-color, background-image, background-position, background-repeat, border, border-bottom, border-bottom-color, border-bottom-style, border-bottom-width, border-collapse, border-color, border-left, border-left-color, border-left-style, border-left-width, border-right, border-right-color, border-right-style, border-right-width, border-spacing, border-style, border-top, border-top-color, border-top-style, border-top-width, border-width, bottom, caption-side, clear, clip, color, cursor, direction, display, empty-cells, float, font, font-family, font-size, font-size-adjust, font-stretch, font-style, font-variant, font-weight, height, left, letter-spacing, line-height, list-style, list-style-image, list-style-position, list-style-type, margin, margin-bottom, margin-left, margin-right, margin-top, max-height, max-width, min-height, min-width, outline, outline-color, outline-style, outline-width, overflow, padding, padding-bottom, padding-left, padding-right, padding-top, position, right, table-layout, text-align, text-decoration, text-indent, text-transform, top, unicode-bidi, vertical-align, visibility, white-space, width, word-spacing, z-index, zoom

Featured  
Show at featured article section

Newsletter category \*

Education

Mahilas

SCA

Service

Spiritual

Young Adults

Save Preview



## SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA WEBSITE GUIDELINES

### ***Blog Title***

Key in title for your article.

### ***Tags***

Tags required for grouping articles. System will show choices of existing tags when you start typing. If the tag is new, no choices will be shown.

### ***Blog Images***

Click on choose file and browse for image in your pc/laptop. Then click on upload to view the image. Following are image criteria required for successful image upload.

- Files must be less than 5 MB.
- Allowed file types: png gif jpg jpeg.
- Images must be larger than 640x480 pixels.

Upon upload the image, you will have button to remove uploaded image and also button to crop thumbnail image. Cropped thumbnail image is required to show approved article at homepage under Featured Articles/Announcements/Upcoming Events section.

### ***Summary***

This field will be hidden by default. Click on Body ([Edit Summary](#)) link for the summary field to appear. This summary is required to show approved article mini-description at homepage under Featured Articles/Announcements/Upcoming Events section.



Click on this icon and paste article content to remove text formatting from source. (recommended)

### ***Body***

Body field is similar to summary field. However here you can style your content to be more attractive by exploring available toolbar icons.



Click on this icon to browse image from pc/laptop and upload to system and then select the image.

### ***Featured***

This box checked by default which will show your approved article at homepage under Featured Articles section.

If you uncheck the box, then your approved article will be shown at homepage under Announcements/Upcoming Events section.

### ***Newsletter Category***

You're required to select your article category for system able to send newsletter in future.



## SATHYA SAI INTERNATIONAL ORGANISATION OF MALAYSIA WEBSITE GUIDELINES

### *Preview & Save*

Click on preview to preview your article. Once satisfied, please click on save to submit the article.

### **Important**

The article will only be visible at homepage upon grammar checking and approval by admin. Please find sample article thumbnail and mini-description below.

**Online global guru poornima 2020**



The First Global Online Guru Poornima Celebration will take place at 11 AM 5th July 2020 and 12 AM 6th July 2020. Participants are welcome to attend either or both sessions.