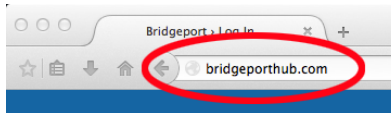


Diocese of Bridgeport App/Web Content Management System - Training:

The Diocese of Bridgeport App's content is generated and managed through the use of a website Content Management System or "portal". This portal provides the user the tools for entering and editing information and content for the app/web. This portal is accessed through the web and your web browser. To access the portal open up your favorite browser (Safari, Firefox, Chrome or Internet Explorer) and point to: **bridgeporthub.com**



Once at the site you will be prompted with a login screen (see below). Please note: as a function of registering your email address with the class today, we have created an account for you based on the email address supplied.

Note we have setup an initial temporary password for you to access the system. But, your first task is to create your own password. To create your own password, perform the following steps:

Create your own password:

From the login screen, select "Lost your password"

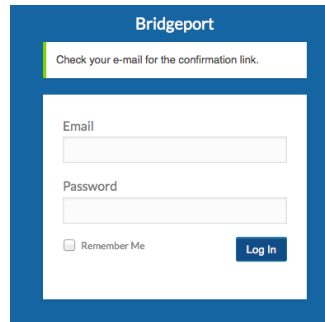
A screenshot of the Bridgeport login screen. The screen has a blue background with a white login form in the center. The form contains fields for 'Email' and 'Password', a 'Remember Me' checkbox, and a 'Log In' button. At the bottom of the form, there is a link labeled 'Lost your password?' which is circled in red.

You will be prompted with the following dialog box:

A screenshot of the Bridgeport password reset dialog box. The dialog box has a blue background with a white text area. The text area contains the message: 'Please enter your username or email address. You will receive a link to create a new password via email.' Below the text area is a text input field labeled 'Username or E-mail:' and a 'Get Now Password' button. At the bottom left of the dialog box, there is a 'Log In' link.

Enter the email you used to register for this training and we have used to register you in the system. Once entered, select "Get New Password".

A confirmation dialog box will appear:



The image shows a confirmation dialog box titled "Bridgeport". At the top, it says "Check your e-mail for the confirmation link." Below this, there are two input fields: "Email" and "Password". There is a "Remember Me" checkbox and a "Log In" button.

You will be sent an email with the following subject:

[Bridgeport] Password Reset

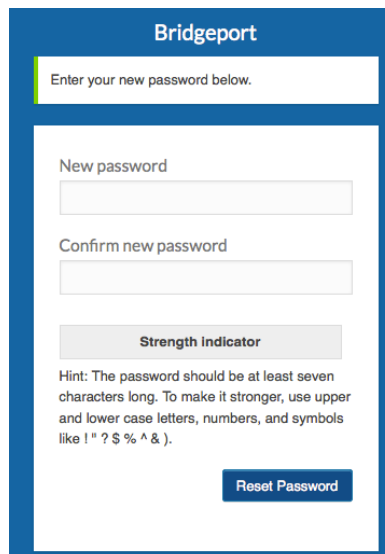
The body of the email states:

**Someone requested that the password be reset for the following account:
<http://bridgeporthub.com/> Username: linda@magtype.com**

If this was a mistake, just ignore this email and nothing will happen.

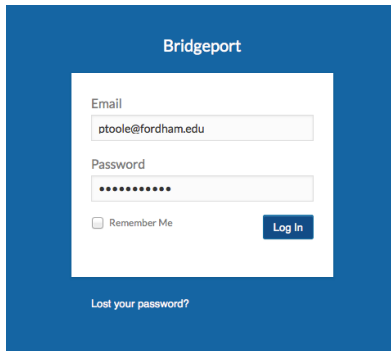
To reset your password, visit the following address: <<http://bridgeporthub.com/wp-login.php?action=rp&key=gRiWpuW835uFOFIX8DGC&login=linda%40magtype.com>>

The link will open up your browser and take you to the following dial box to reset your password. Note your password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols. The "strength indicator" will provide feedback as to the strength of the password.

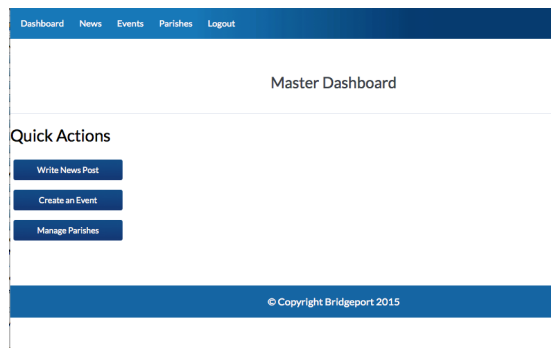


The image shows a password reset dialog box titled "Bridgeport". It says "Enter your new password below." There are two input fields: "New password" and "Confirm new password". Below these is a "Strength Indicator" section with a hint: "Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &)." There is a "Reset Password" button.

Once you have your new password – login:

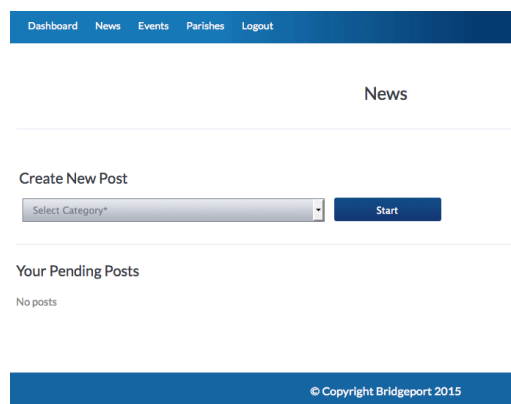


The system takes you to your “Master Dashboard”. This is the homepage for the portal. From here you can access those options available to you as well as “Quick Actions” – shortcuts to the main features of the system:



News:

The “News” option allows to you create a news item for the app/web. When you select “News,” you see the following screen:



Under “Create New Post” select the pull-down and select a category for the Post. News items are organized within the website and app in categories, for example: Local News, Youth News, etc. All categories available to you are listed from within the pull-down. Select a category and select “Start”. You should see the following options:

Create a New Post - Local News

[Back to List](#)

Add a Post Photo (Optional, Max size: 10 MB)

No file selected.

[Submit For Approval](#)

[Cancel](#)

You have the option to assign a photo with the article. Each post needs a “title”. The main data field is for the content of the new item. Once completed, select “Submit For Approval”.

Note: news items submitted for the app/web are submitted to the Communication Department of the Diocese for approval. Once approved, they are released to the app/web.

Once submitted, you will see the entry in the “Pending Posts” section of the page and you can edit the post as necessary.

Dashboard
News
Events
Parishes
Logout

News

Create New Post

Your Pending Posts

Demo Post1
Local News
Posted by Thomas Aquinas

[Edit Post](#) [Delete](#)

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Events:

The events section of the portal works just like a news portion, select a category for the event from the pull-down and select “Start”:

[Back to List](#)

Add a Banner Photo (Not Required)

No file selected.

Select Start Time and Date Select End Time and Date

Recurring?

Never Recurring
 Recurring Daily
 Recurring Weekly
 Recurring Monthly

Add Another Time

[Submit For Approval](#)

[Cancel](#)

Parish:

All relevant parish information can be added and maintained within the portal. Select portal and select your parish:

St. Thomas Aquinas Parish	Mass Time(s)
Fr. Victor T. Martin	07:00 am Sunday English Remove
203-255-1097	09:00 am Sunday English Remove
stthoaq@aol.com	10:30 am Sunday English Remove
1719 Post Rd.	12:00 pm Sunday English Remove
Fairfield	07:00 am Monday English Remove
CT 06824	12:10 pm Monday English Remove
http://www.stthomasfairfield.com	07:00 am Tuesday English Remove
203-255-1984	12:10 pm Tuesday English Remove
School Phone	07:00 am Wednesday English Remove
Convent Phone	12:10 pm Wednesday English Remove
Fax	07:00 am Thursday English Remove
Second Parish Email	12:10 pm Thursday English Remove
Facebook Page	07:00 am Friday English Remove
Comments	12:10 pm Friday English Remove

Staff		
Dcn. Daniel J. Ianniello	Deacon	Remove
Dcn. Patrick Toole	Deacon	Remove
Fr. Roger McDonough	Retired Resident Priest	Remove
Sr. Monica Leonard, C.	D.R.E.	Remove
Sr. Catherine Leonard,	Pastoral Assistant	Remove
Catherine T. Lopata	Parish Secretary	Remove
David Harris	Music Director	Remove
Jessica Harris	Youth Minister	Remove
Mary Jo Dunn	Religious Education As	Remove
Jean Correa	Parish Accountant	Remove
Patricia Grassi	RCIA Coordinator	Remove
Add Staff		

[Add Mass Time](#)

Adoration Time(s)
No adoration times listed

[Add Adoration Time](#)

Confession Time(s) Before Mass After Mass
04:00 pm 04:45 pm Saturday [Remove](#)

[Add Confession Time](#)

Holy Day Mass Time(s)

Holy Day Vigil	English	5:00 pm	Remove
Holy Day	English	7:00 am	Remove
Holy Day	English	8:30 am	Remove
Holy Day	English	12:10 pm	Remove
Holy Day	English	5:30 pm	Remove

[Add Holy Day Mass Time](#)

Thank you for your time this morning. If you have any questions or issues please email them directly to support@magtype.com.