



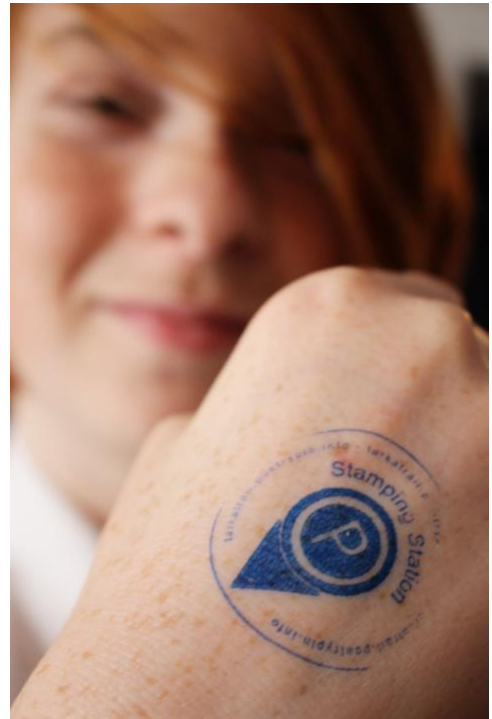
poetrypin.info

Poetry Pin

Administrator Tutorial

Poetry Pin is a simple system which enables anyone to post a text to a specific location with their mobile phone and also find other poems which have already been pinned.

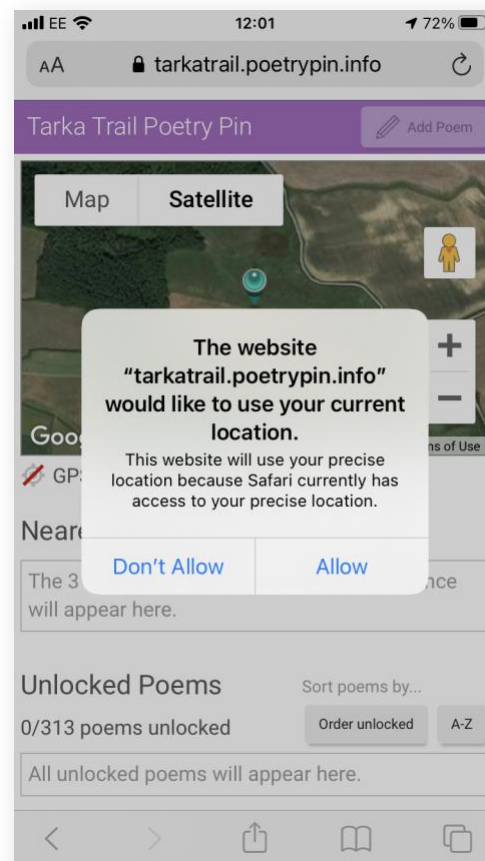
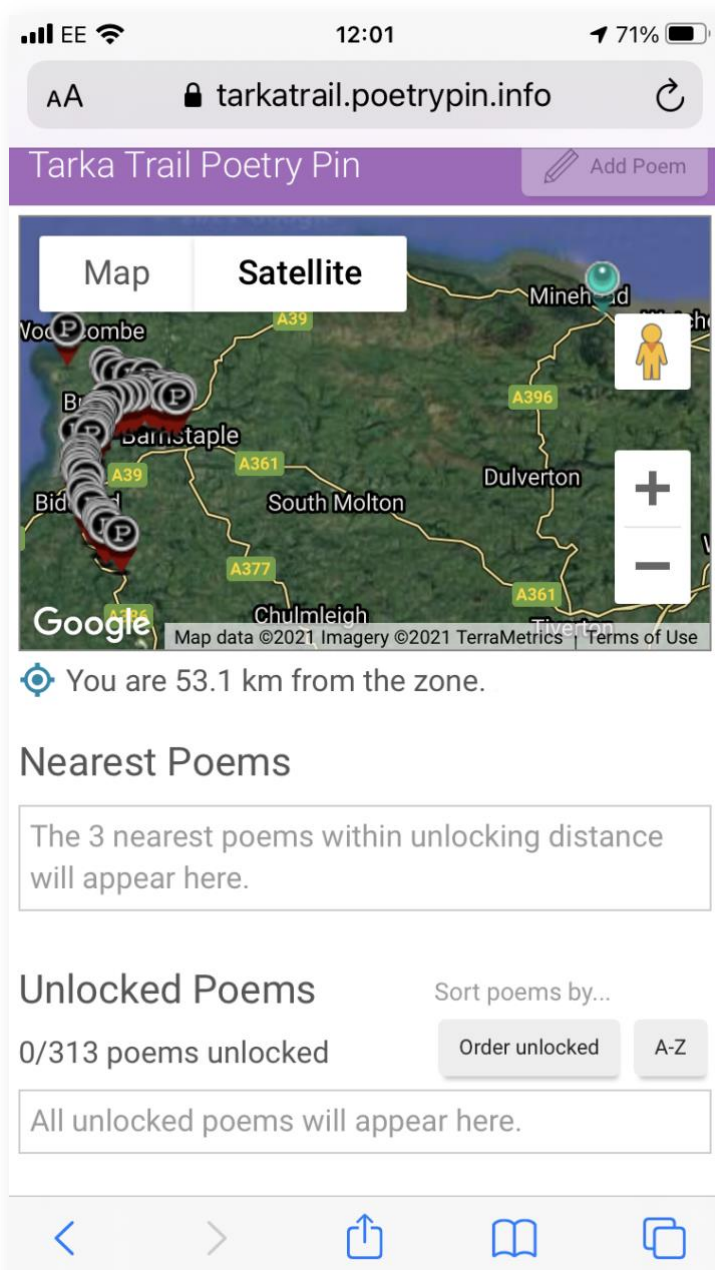
- Pinned poems are live immediately, ready for others to hunt out.
- The area of the channel is set by Poetry Pin and once inside the zone poems can be found and pinned.
- There is no limit to the amount of poetry which can be tagged, although when more poems are tagged to a single location it becomes harder for the user to read.
- There are profanity filters in the system but administrators should be aware that these are not very sophisticated.
- When a poem is pinned it can also be shared through Twitter using a bespoke # set and edited by Poetry Pin.
- All new poems are posted with a footer button enabling the general public to turn the poem off. This enables all participants to police the poetry and keep submissions in order. The administrator can disable this button which secures the visibility of specific poems.



Getting Started - How to Find a Poem

Opening the webpage will trigger a pop up asking to use your location.

Please click 'allow' as without this your proximity to poems cannot be calculated. Note - iPhone illustrated, Android permissions are different but also essential.



Navigation

The blue pin is your location.

The red pins are poems.

Notice the 'Add Poem' button top right is grey since I was outside the area of the channel at the time.

Nearest poems are listed first below the map, with the total of unlocked poems (being the ones which you have already visited) beneath them.

Note – Once poems have been found they can be read at any time.

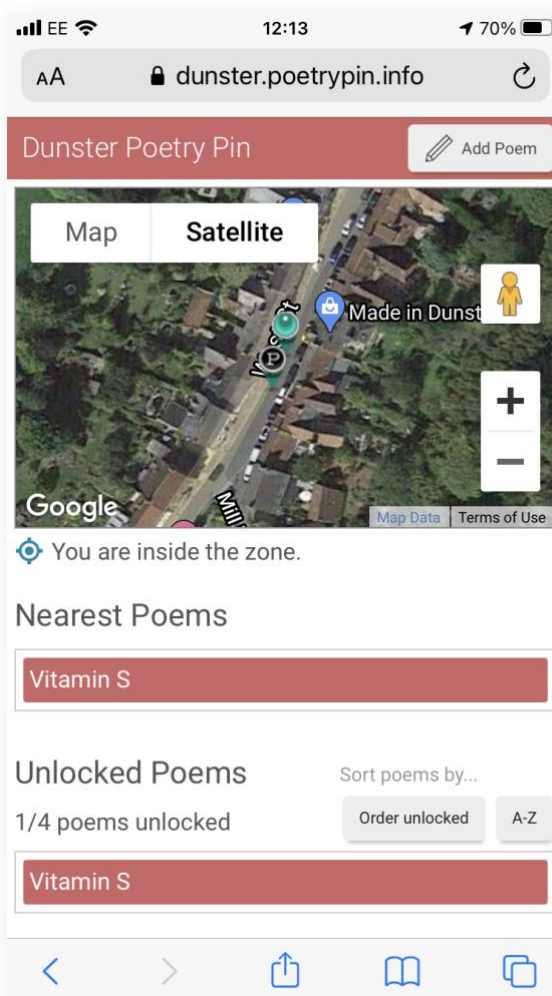
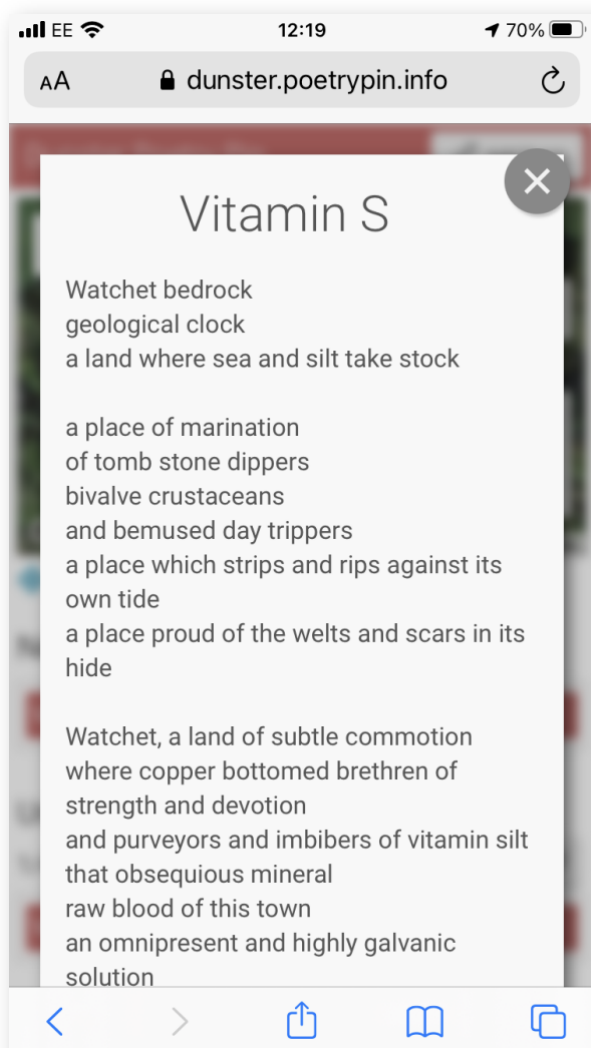
To Unlock Pins and Poems

Walk to a pin to reveal the poem.

Here, I was near a poem called Vitamin S in Dunster.

Notice there are only 4 poems in this trail, of which I have found just 1 of them.

When I walk away from this pin, it will drop off the 'Nearest Poems' list but still remains on the 'Unlocked Poems' list.

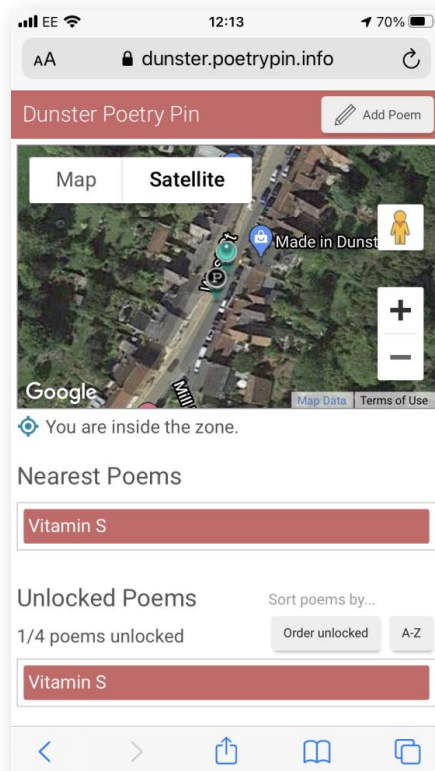


To Read Poems

To read this poem, I need to tap on its title, here it is called Vitamin S. This opens a pop up for you to read and scroll as needed.

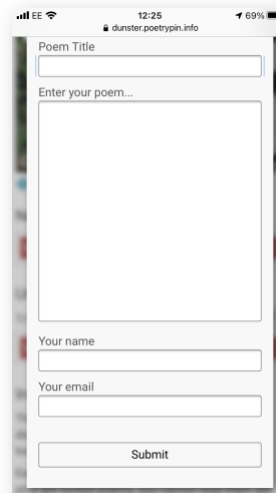
To close just touch the cross top right.

To Add a New Poem



In this Dunster Poetry Pin, I was inside the zone and so I was able to add a new poem. The 'Add Poem' button is at the top right of the screen.

Click on this to add your poem. Note your location is copied from your phone GPS automatically.

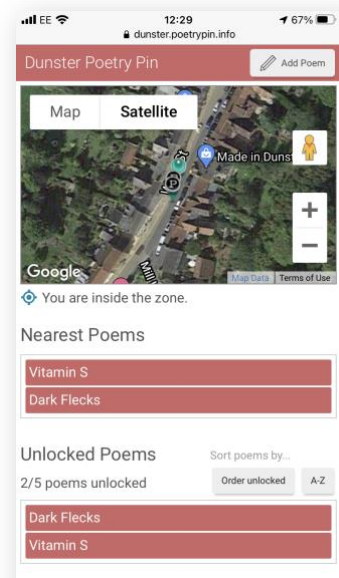
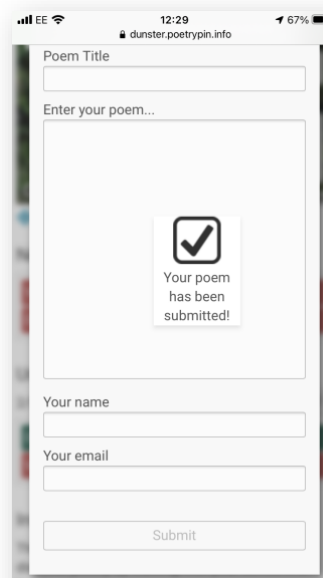
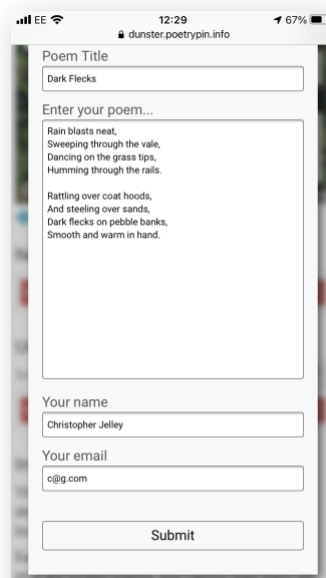


Add the fields required (email is optional).

New poems only please which you have permissions to post.

Click submit to add this new pin to the map.

Sequence of Images - Adding a new Poem and Pin.



To Read Your Poem

Click on the title and a pop up will reveal.

Currently the poem cannot be edited by the author once pinned, but we as administrators can.

Deleting a Pin and Poem

Notice the 'Report as Offensive' button at the foot of the poem. This is added to all new poems to assist in live moderation by the community.

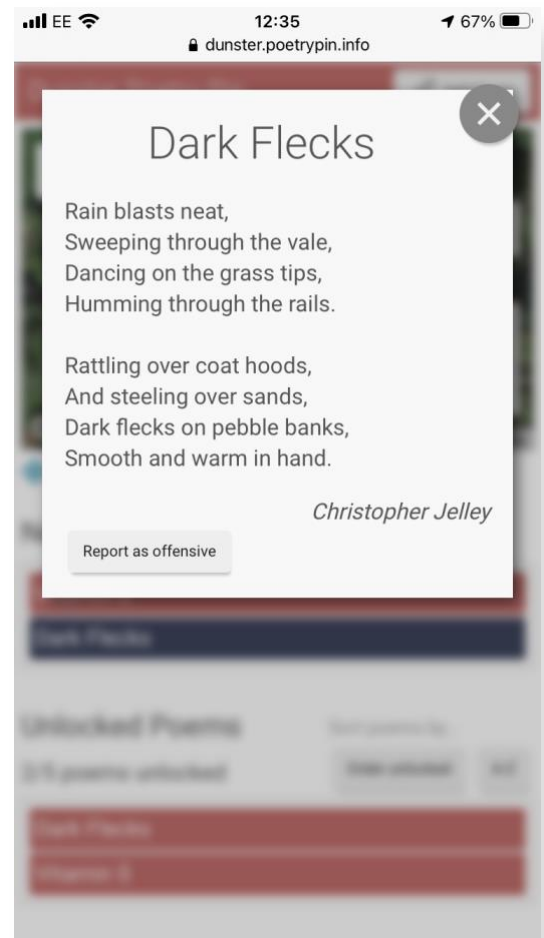
Anyone can click this button to immediately remove a pin and poem from the map without having to log in to the back end.

Inappropriate Poem!

If you are unhappy with a poem, then hit the 'Report as Offensive' button and it will disappear from public view. At a later point you can log in to review your decision and re publish or delete completely if need be.

Note - Administrators can change the visibility (hide and reveal pins) and also delete poems. Administrators can also edit locations and all field content of poems including title, name and body text.

Mark-up of page cannot be edited.



Back End Administration of Pins and Poems

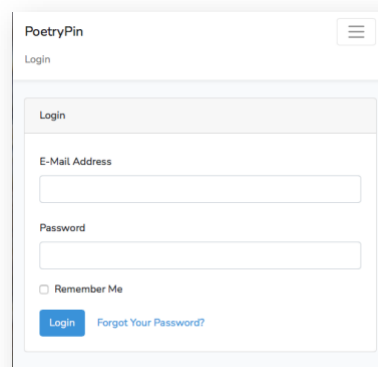
Subjects covered

- Logging in
- Changing the visibility of a poem
- Moving a poem
- Delicate details – maintaining a list of names
- Managing
- Twitter

Logging in

Log on of poetry pin is here with login, top right. - <https://cms.poetrypin.info>

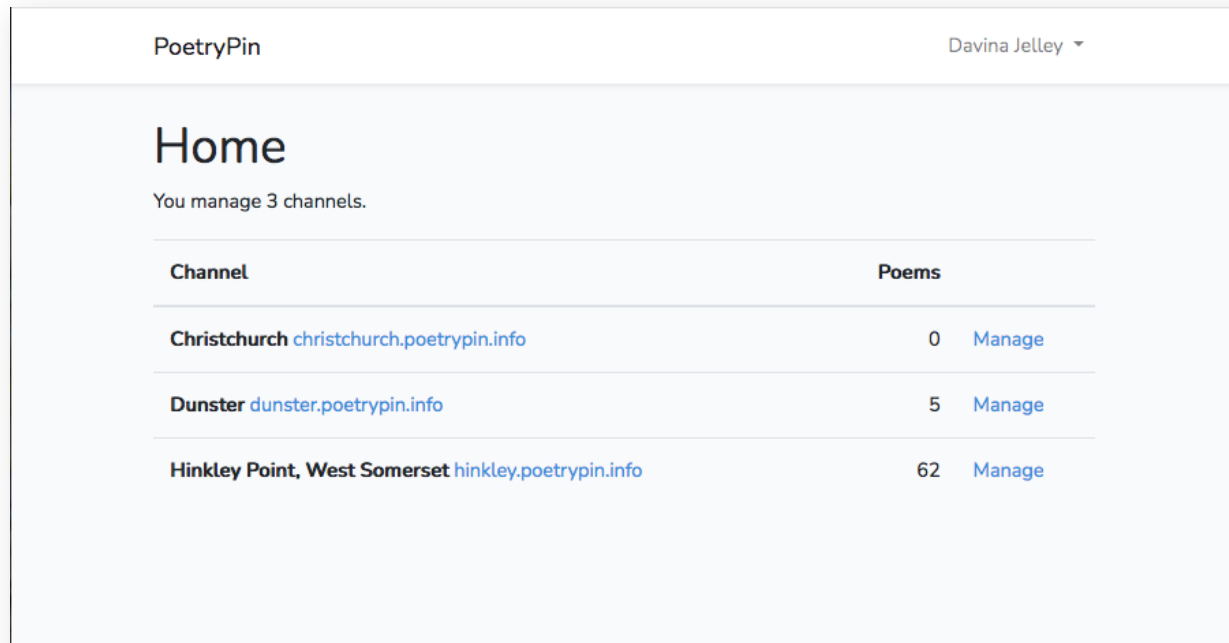
Initial invite to create logon to Poetry Pin CMS can only come from Poetry Pin direct.

A screenshot of a web browser showing the PoetryPin login page. The page has a white background with a light blue header bar. The header bar contains the text "PoetryPin" and a hamburger menu icon. Below the header, the word "Login" is displayed. The main form area has a light blue border and contains the following elements: a "Login" label, an "E-Mail Address" label with a text input field, a "Password" label with a text input field, a "Remember Me" checkbox, a blue "Login" button, and a "Forgot Your Password?" link.

Back End Navigation

Once logged in you will land at the Poetry Pin poetry management page.

Poetry channels you can edit are listed; here there are three, the first of which doesn't have any poems yet.



The screenshot shows the PoetryPin back end interface. At the top, the header includes the 'PoetryPin' logo on the left and the user name 'Davina Jelley' with a dropdown arrow on the right. Below the header, the main content area is titled 'Home' and includes the text 'You manage 3 channels.' Below this is a table with two columns: 'Channel' and 'Poems'. The table lists three channels: 'Christchurch' with 0 poems, 'Dunster' with 5 poems, and 'Hinkley Point, West Somerset' with 62 poems. Each channel entry includes a blue URL link and a blue 'Manage' link.

Channel	Poems
Christchurch christchurch.poetrypin.info	0 Manage
Dunster dunster.poetrypin.info	5 Manage
Hinkley Point, West Somerset hinkley.poetrypin.info	62 Manage

To log out, go to your name at the top right.

To go to the front / public end of the channel, select the blue URL links on the left

To edit the poems of a channel, select 'Manage', this opens the page below.

Managing Poems

All poems in your channel are listed here.

Visibility of poems listed can be toggled by their status through the radio buttons at the top.

A new poem can be added by an administrator from this page by clicking the green 'New' button top right. A new poem will be added by default at the centre of zone unless new GPS co-ordinates are added. Location co-ordinates can be edited later as well.

PoetryPin

Davina Jelley ▾

Dunster

Poems

public_unapproved ☒ public_approved ☒ flagged_offensive ☒ denied ☒

New

Title	Status	Poem	Author
Dark Flecks	? Approve	Rain blasts neat, Sweeping through the vale, Dancing on the grass tips, Humming through the rails. Rattling over coat hoods, And steeling over sands, Dark flecks on pebble banks, Smooth and warm in hand.	Christopher Jelley c@g.com 2021-03-26 12:29:19 Edit
Star Parts	? Approve	lie back in our heather bright look up look up and let in the night patience patience let it spill and bloom uncloak the eye exhale exhume first the bats will leather the eves and sweep out the last of this hanging dusk for this night is ripe with midnight musk then lonely stars will coyly come watch them one by one by one and far away foxes will call for more splendour and nightjars trill out to countless constellations recline recline for your empirial ascension out across eons of unfathomable mile darkness accrues slow in the weft of this pile and then at last the float will begin first lifted by whortleberries on white bracken wings the tilt of the hour coalesces like dew all milky eyed we are pinned and caught part black peppered moth part astronaut	Mr Jelley c@g.com 2021-03-26 11:22:09 Edit
The Leat		Watch the leat, the sluice keeper is at the ratchet Sharpening his teeth Burying that hatchet Down and over the double shot wheel All timber talk all down heels When in lunge of the leat Never suck breath or dangle your feet The eels un-pick and knot their beds ready for the grinder to straighten their threads	Christopher c@g.com 2020-08-17 10:32:03 Edit
Schools Out	✓	No kids in the playground to be carried on the breeze No kiss or chain catchings Just empty halls and Thursday night hand clapping No contrails inching across the heavens No flour nor yeast in the house And the podium terrifies with virus cat and mouse	Sophie cgjelley@gmail.com 2020-08-17 10:23:48 Edit
Vitamin S	⊘	Watchet bedrock geological clock a land where sea and silt take stock a place of marination of tomb stone dippers bivalve crustaceans and bemused day trippers a place which strips and rips against its own tide a place proud of the welts and scars in its hide Watchet, a land of subtle commotion where copper bottomed brethren of strength and devotion and purveyors and imbibers of vitamin silt that obsequious mineral raw blood of this town an omnipresent and highly galvanic solution although never enough for the ferryman's absolution Watchet a slow swooning land for the sea will sculpt what it likes with its hands	Chris cgjelley@gmail.com 2020-08-17 10:06:33 Edit

Poems can be in four different states.

- 1 **Public Approval** – These poems will be posted with the button 'report as offensive'
- 2 **Public Approved** – These poems will now be shown without the 'report as offensive' button
- 3 **Flagged as Offensive** – These poems have had the button pressed 'report as offensive' and so are hidden from public display.
- 4 **Denied** – These are poems which are hidden from display, they may be 'parked' here to be pushed live at a later date.

Edit Poem

Click on 'Edit' to open a poem and edit the attributes and content.

All fields can be edited, title, author, email, body, location and status.

PoetryPin

Davina Jelley ▾

Dunster

Poem

Title

Dark Flecks

Author name

Christopher Jelley

Author email

c@g.com

Body

Rain blasts neat,
Sweeping through the vale,
Dancing on the grass tips,
Humming through the rails.

Rattling over coat hoods,
And steeling over sands,
Dark flecks on pebble banks,
Smooth and warm in hand.

Location

51.1816940,-3.4466732

Status

public_unapproved

public_approved

flagged_offensive

denied

Cancel

Delete

Save

The poem can also be deleted if required, this is usually when multiple versions of the same poem are posted.

Note - Poem can be in only one state at a time, toggle as required and click save.

Location Adjustment

Integration of this functionality is planned in future developments but in the mean time to change the GPS co-ordinates and move a pin you will need to copy and paste GPS co-ordinates.

Consistency in format is essential for GPS to work - ie 51.1816940,-3.4466732

To gather new GPS co-ordinates we recommend - <https://www.latlong.net>

The new location must be inside the channel zone, this area is not editable by administrators.

After saving, check the live site to see the pin has now moved to where you expect! Tip - on a desktop, when you hover the mouse pointer over a pin, the title will pop up. This helps identify which poem is attached to which pin.

Further Help, Support and Contact

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E - info@poetrypin.info

F - facebook.com/poetrypin

T - twitter.com/poetrypin

B - <https://poetrypin.info/news/>

W - <https://poetrypin.info>

