FOR CLUSTER EDITORS

Manage the site with confidence.

A practical guide to updating Cape AgriFuture content in Payload CMS.

This installation uses explicit status fields for public visibility. A record is public when its relevant status is set to the published or active value.

Cape AgriFuture content editor guide

Use this guide when you need to update the public website. The screenshots use sanitized test content and show the fields used by the current installation.

Before you begin: open /admin and sign in. Make one change at a time, check required fields, save, and open the public page afterwards.

1. Sign in and work safely

Open **/admin** and sign in with your administrator account. This installation uses explicit status fields for public visibility rather than Payload's native drafts and versions workflow.

2. Add or update an event

Open **Events**, choose **Create New** or select an existing event, then complete the title, category, date, location, summary, description, registration link, and status. Set **Featured** when the event should lead the Events page. Use **upcoming** for future activities, **past** for completed activities, and **cancelled** when an event should remain visible but clearly marked.

3. Publish news and event recaps

Open **News**, create or edit the article, and add a unique slug, category, publication date, excerpt, body, and optional image. Set status to **published** only after checking the title, links, and image. Open the article from the public News page to confirm the result.

4. Manage programmes and partners

Use **Programmes** for cluster initiatives and challenges. Update the summary, audience, format, frequency, call to action, and order. Use **Partners** for founding members, sponsors, collaborators, funders, and managing organisations. Set order and published status deliberately because both affect public display.

5. Edit pages and site-wide settings

Use **Pages** for the main public pages. The hero controls the page introduction and layout blocks control rich content, feature grids, statistics, calls to action, and logo strips. Use **Site Settings** for contact details and **Navigation** or **Footer** for shared links and calls to action.

6. Upload and reuse media

Open **Media**, upload an image or logo, enter useful alt text, and save it. When editing an event, news article, partner, or page SEO settings, select an existing media item instead of uploading duplicates. Use clear filenames and crop images before uploading when possible.

7. Review membership applications

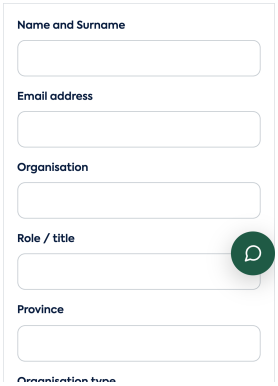
A membership application starts on the public site. An administrator reviews it, and approval sends the applicant an email with their invoice and a link to set their password. The approved organisation appears in the public directory.

Before testing. Arrange the test with Cape Codes and confirm where application notices should arrive. Use a fictional organisation prefixed with TEST and an unused inbox you can open. Keep your administrator email separate from the applicant email.

1. Apply as a member

Open the membership form on a phone or computer. Enter the applicant's name and surname, email, organisation, role, province, organisation type, address and employee tier. Choose a primary sector if applicable. Message is optional. Tick the consent box and select Submit membership application. The confirmation should say that the team will review the application.

Open the membership form

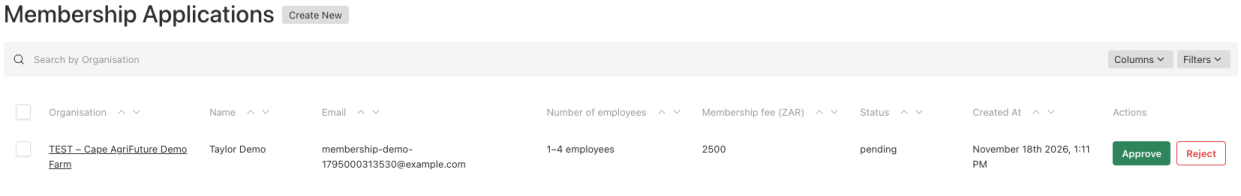


The membership form on a phone

2. Review and approve the application

For a test, check the agreed team inbox for the new application notice. In the Admin Portal, open Membership Applications and match the pending organisation and email. Check the tier and fee, then click Approve in that row. Scroll across the table if the action is off-screen. The status should change to Approved. For an application you decide to decline, use Reject.

Open Membership Applications



A fictional application with Approve and Reject actions

Membership email and profile

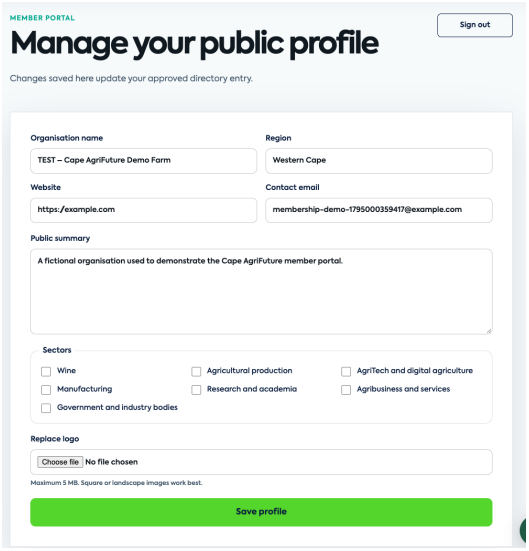
3. Check the approval email and set a password

In the applicant inbox, look for “Your Cape AgriFuture membership has been approved” from noreply@capeagrifuture.co.za. Open the attached invoice and check the amount against the chosen tier. For a paid-tier test, check the EFT reference and leave the invoice unpaid. Select Change Password in the email, choose a password of at least 12 characters, then select Activate account and Continue to sign in. The private setup link can be used once within 72 hours.

4. Add company details in the Member Portal

Sign in with the applicant email and new password. Under Manage your public profile, update the organisation details and public summary. Add a website or use Replace logo to upload an image up to 5 MB. Select Save profile and check the updated entry in the member directory in a separate tab.

Open Member Login



The Member Portal with a fictional company profile

Open the member directory

After the test

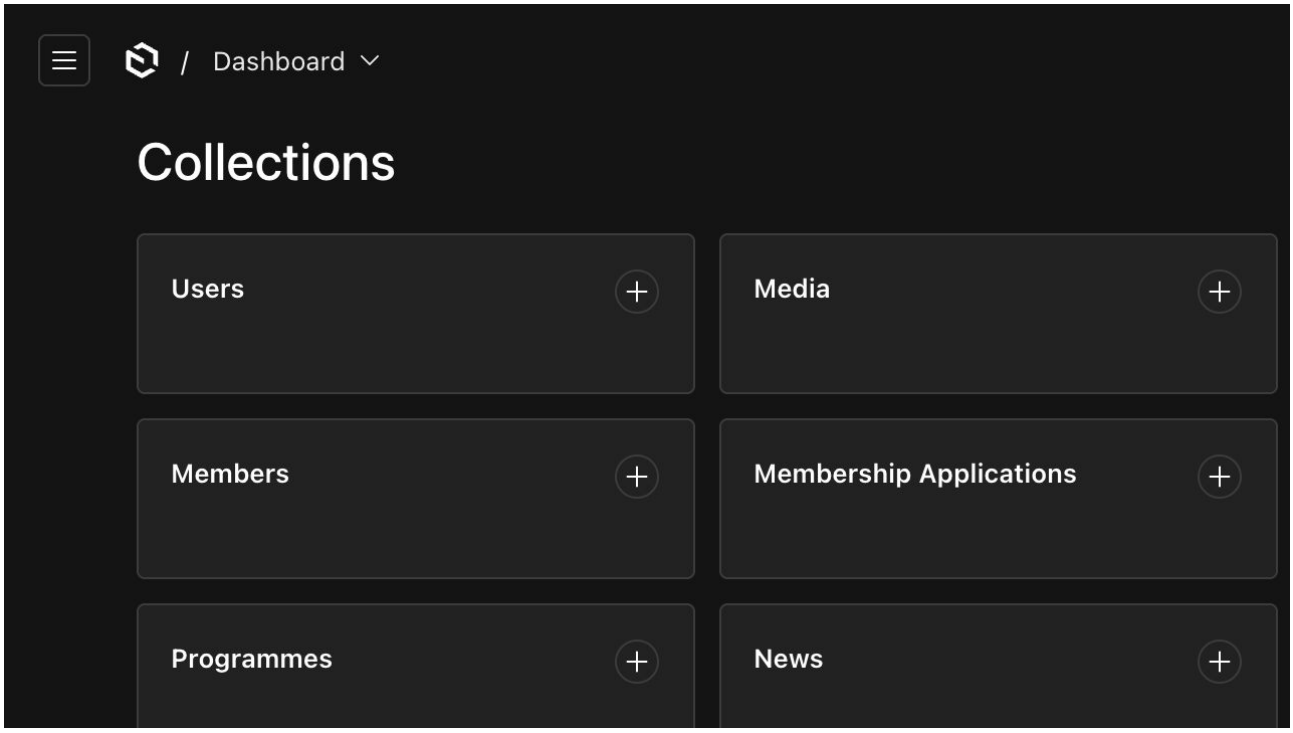
Ask the site administrator to remove the demo entry from public view and deactivate the test login. If either email is missing, check Spam or Junk, then send Cape Codes the test organisation name, time and any error message. Keep passwords, setup links and invoice details private.

8. Final public check

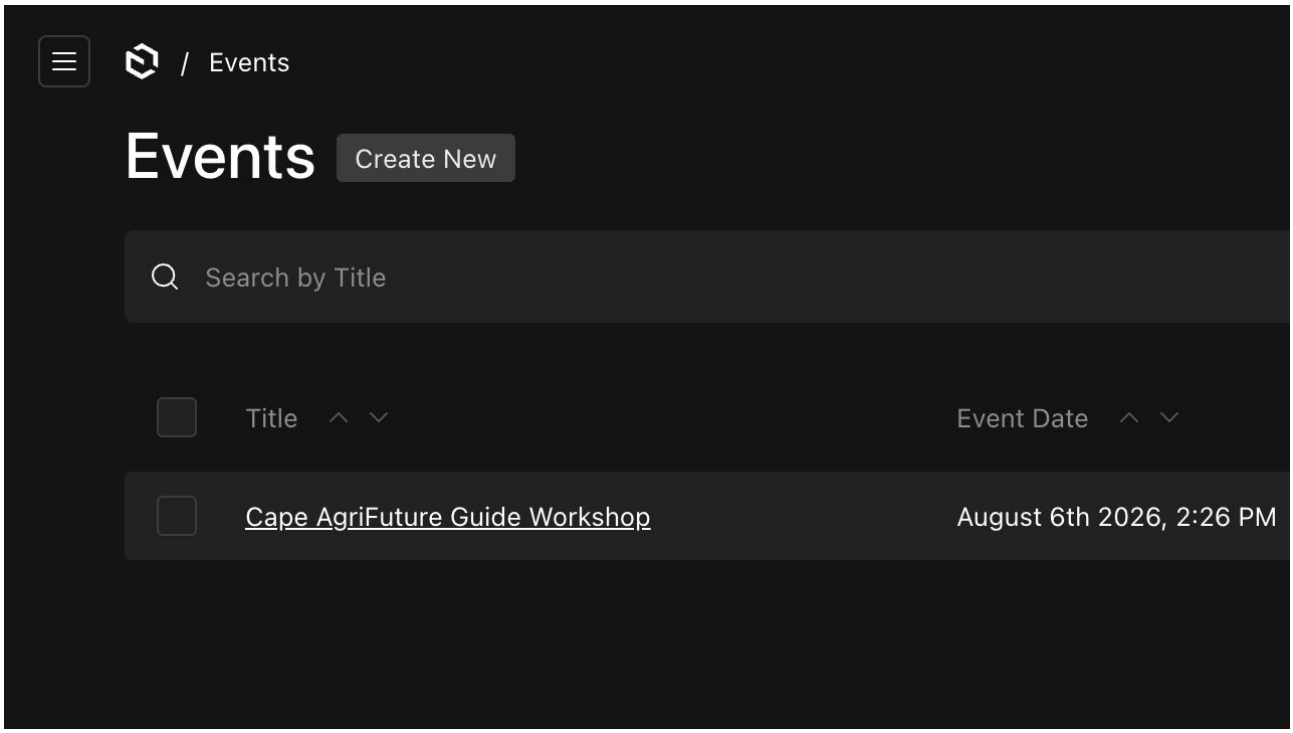
After saving, open the relevant public route in a new tab. Check the heading, date, location, link, image, status, and mobile layout. If the item is missing, first confirm its status and required fields, then refresh the public page.

Visual walkthrough

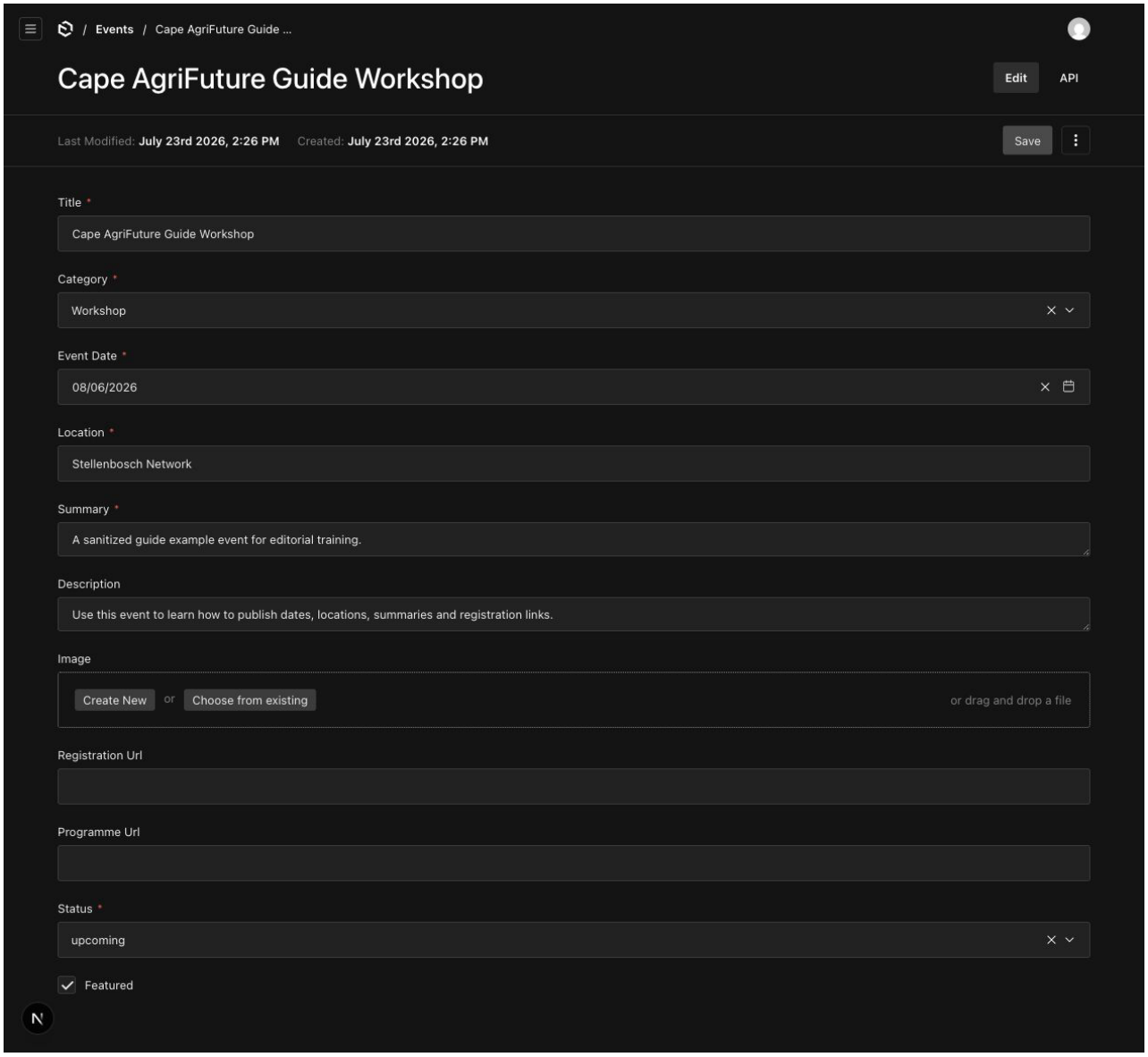
These sanitized screenshots show the main editor surfaces and the public result after saving.



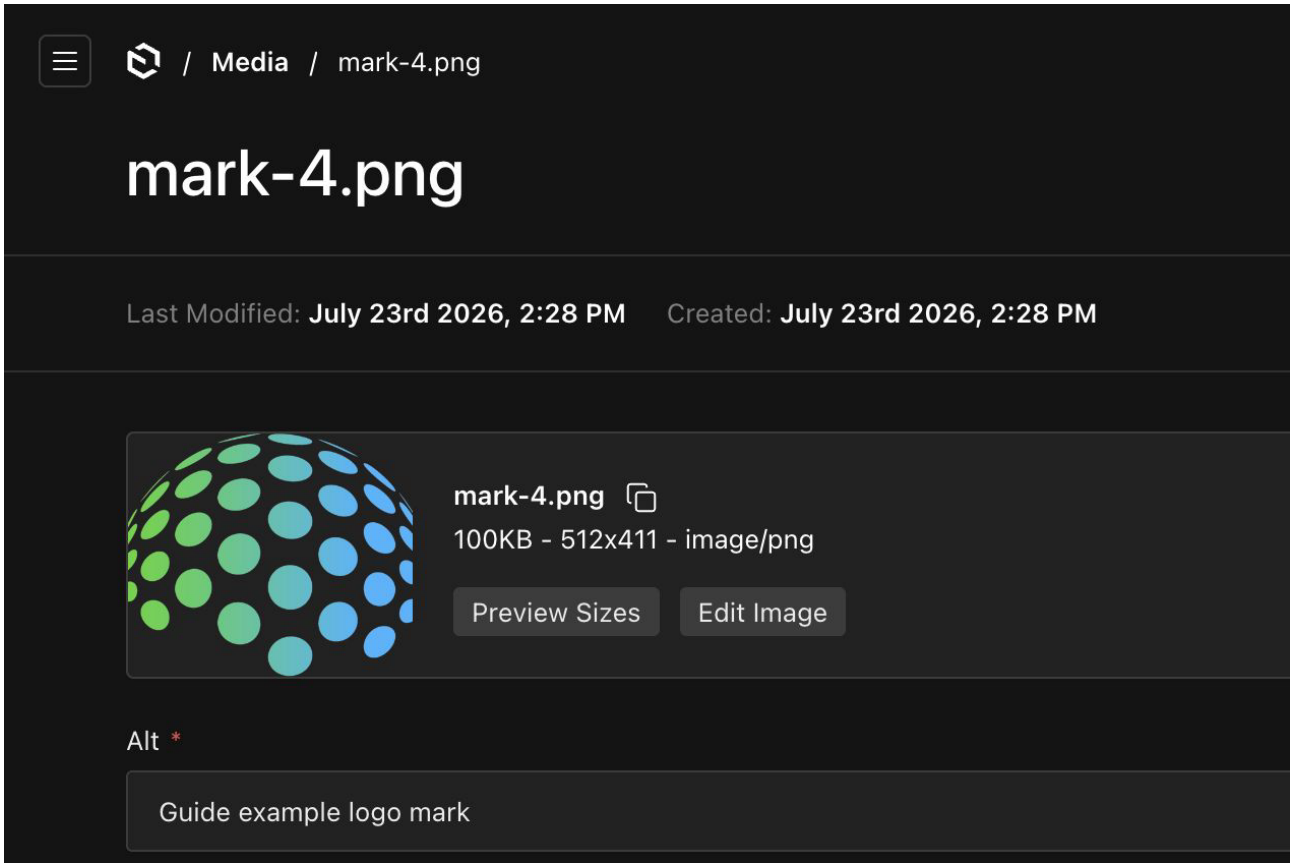
Payload dashboard and collection navigation



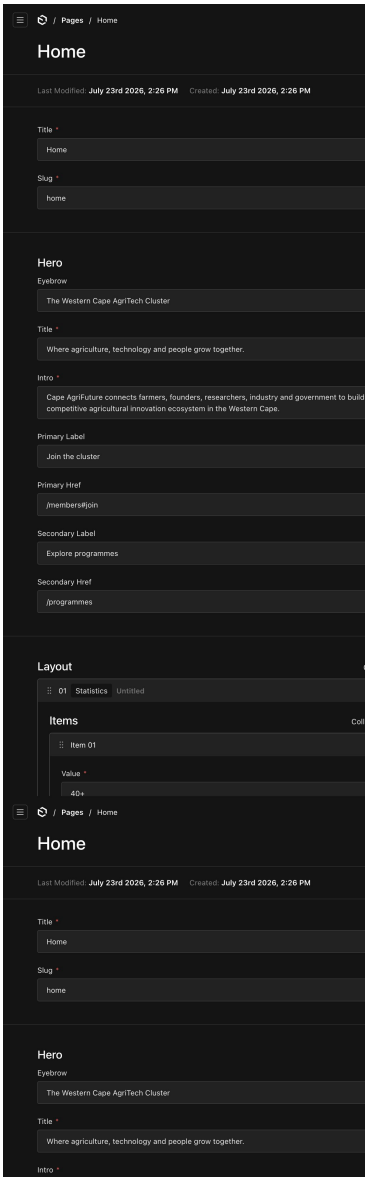
Events collection list



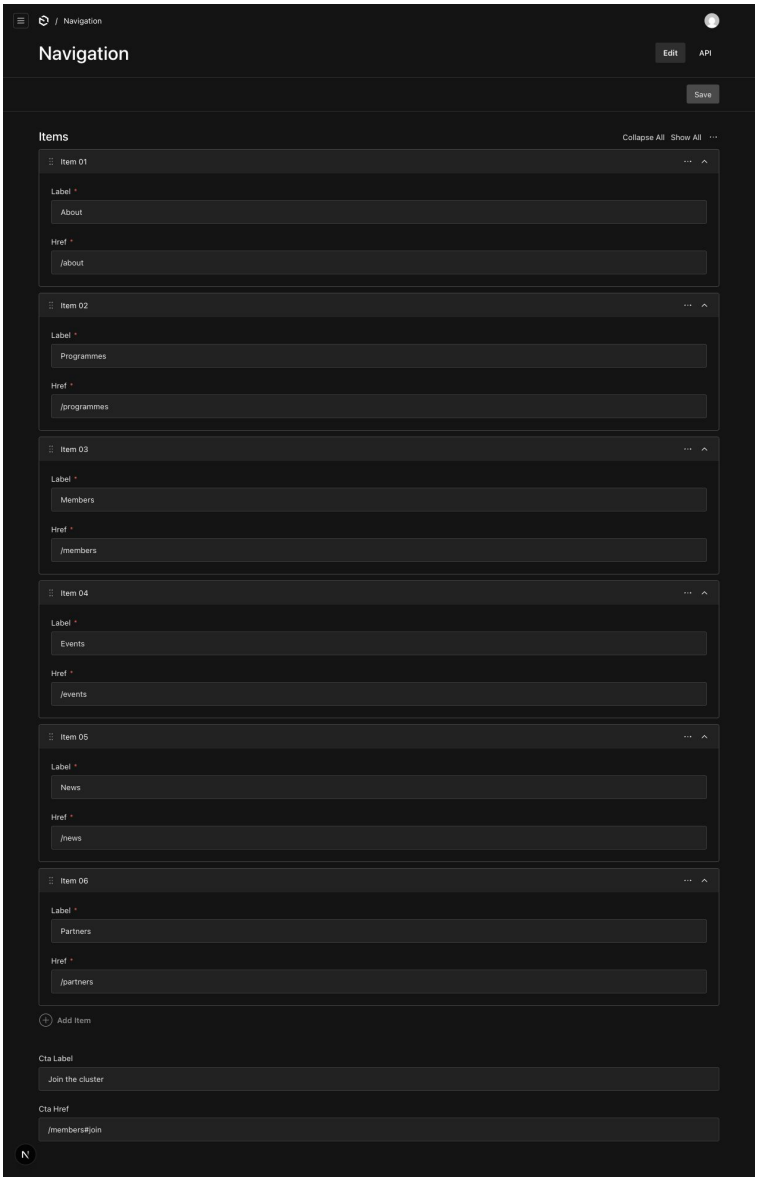
Event editor with publishing fields



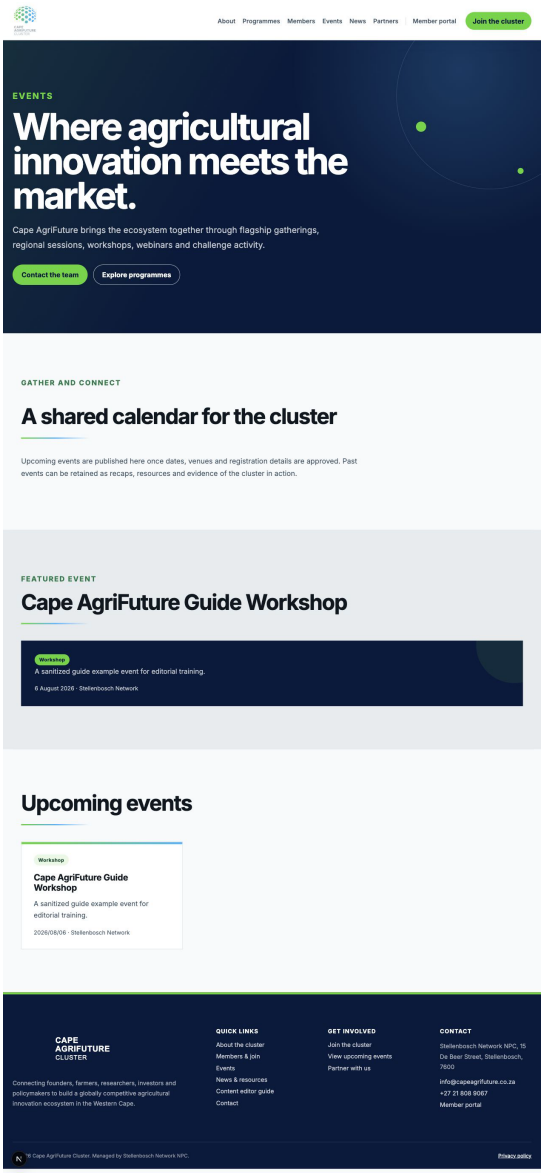
Media upload and alt text



Page editor and layout blocks



Site-wide navigation and footer settings



Public event listing after publishing

Official Payload references

These links explain the platform concepts behind the current editor experience:

- Admin Panel - signing in and navigating the CMS.
- Access Control - why different users see different actions.
- Uploads - managing images and media.
- Collections - how content types are structured.
- Drafts and Versions - Payload's native draft workflow for reference.

If a saved item is not visible, check its status, required fields, date, and public route first. Then refresh the page or ask the site administrator to check access and deployment health.