

Affiliate System Admin Guide

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Overview

This guide is for PMTNM administrators managing the affiliate content syndication system. It covers creating affiliates, managing members, configuring feed URLs, and troubleshooting.

Access Levels

Super Admin

- Full CRUD access to all affiliates
- Can create, edit, and delete affiliates
- Can assign affiliate admins
- Can manage all affiliate members
- Can view fetch logs and statistics

Admin

- Can view and edit affiliate details
- Can manage affiliate members
- Cannot assign affiliate admins
- Cannot delete affiliates

Affiliate Admin

- Can only edit `feed_url` for their assigned affiliate
 - Cannot access other affiliates
 - Cannot manage members or admins
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Managing Affiliates

Creating a New Affiliate

1. Navigate to `admin/affiliates/index.php`
2. Fill out the "Create New Affiliate" form:
 - **Name:** Full name (e.g., "Albuquerque Music Teachers Association")
 - **Slug:** URL-friendly identifier (e.g., "albuquerque")
 - **Website URL:** Base URL of affiliate website
 - **Contact Email:** Primary contact email
 - **Description:** Brief description
 - **Active:** Check to enable syndication
3. Click "Create Affiliate"
4. After creation, edit the affiliate to set the **Feed URL** (URL containing `#pmtnm-news` container)

Editing an Affiliate

1. Navigate to `admin/affiliates/index.php`
2. Click "Edit" next to the affiliate
3. Update fields as needed:
 - **Feed URL:** Most important field - URL of page with `#pmtnm-news` container
 - **Base URL:** Used to resolve relative URLs in content
 - **Active:** Toggle to enable/disable syndication
4. Click "Save Changes"

Setting Feed URL

The Feed URL is the most critical field. It should point to a publicly accessible page containing the `#pmtnm-news` container.

Examples:

- `https://example.org/` (homepage)
- `https://example.org/news` (dedicated news page)
- `https://example.org/announcements` (announcements page)

Requirements:

- Must be publicly accessible (no login required)
 - Must contain `<div id="pmtnm-news">` container
 - Should use HTTPS when possible
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Managing Affiliate Members

Assigning Members to Affiliates

1. Navigate to `admin/affiliates/members.php?id={affiliate_id}`
2. Enter member email in "Add Member to Affiliate" form
3. Click "Add Member"

Note: The member must already have a PMTNM account. Members can also self-select their affiliate in their profile.

Removing Members

1. Navigate to `admin/affiliates/members.php?id={affiliate_id}`
2. Click "Remove" next to the member
3. Confirm removal

Note: Removing a member also removes their affiliate admin status if they had it.

Affiliate Admins

Creating an Affiliate Admin

1. Navigate to `admin/affiliates/edit.php?id={affiliate_id}`
2. Scroll to "Affiliate Admins" section

3. Enter the member's email

4. Click "Add Affiliate Admin"

Note: The user must already be assigned to the affiliate as a member.

What Affiliate Admins Can Do

- Edit the `feed_url` for their assigned affiliate
- View their affiliate's details
- Cannot manage members
- Cannot access other affiliates

Removing Affiliate Admin Access

1. Navigate to `admin/affiliates/edit.php?id={affiliate_id}`
2. Click "Remove" next to the affiliate admin
3. Confirm removal

Fetching News

Manual Fetch

1. Navigate to `admin/affiliates/fetch_news.php`
2. Click "Fetch All Affiliates" to fetch all active affiliates
3. Or click "Fetch" next to a specific affiliate

Note: Fetches run in real-time and show output. This is useful for testing.

Cron Job

The system is designed to run automatically via cron:

```
0,30 * * * * /usr/bin/php /path/to/scripts/fetch_affiliate_news.php
```

This runs every 30 minutes and fetches all active affiliates with feed URLs.

CLI Fetch

You can also run fetches from the command line:

```
# Fetch all affiliates
php scripts/fetch_affiliate_news.php

# Fetch specific affiliate by slug
php scripts/fetch_affiliate_news.php --affiliate=albuquerque

# Verbose output
php scripts/fetch_affiliate_news.php --verbose
```

Monitoring & Troubleshooting

Viewing Fetch Logs

1. Navigate to `admin/affiliates/fetch_news.php`
2. View recent fetch attempts in the log table
3. Check status, items found, items stored, and response times

Common Issues

No Content Found

Symptoms: Status shows "no_content" in fetch log

Possible Causes:

- Feed URL doesn't contain `#pmtnm-news` container
- Container exists but has no items
- Page structure changed

Solutions:

1. Verify Feed URL is correct
2. Check that page contains `<div id="pmtnm-news">`
3. Verify items have correct classes (`pmtnm-news-item` , `pmtnm-news-title` , etc.)
4. Test URL in browser to confirm it's publicly accessible

Connection Errors

Symptoms: Status shows "error" in fetch log

Possible Causes:

- Website is down
- URL is incorrect
- Network timeout
- SSL certificate issues

Solutions:

1. Verify URL is correct and accessible
2. Check if affiliate website is online
3. Try accessing URL in browser
4. Check response time in logs (may indicate slow server)

Items Not Appearing on Homepage

Symptoms: Fetch succeeds but items don't show

Possible Causes:

- Affiliate is inactive
- Items don't have required fields (title or description)
- Display component not included on page

Solutions:

1. Verify affiliate is active (`is_active = 1`)
2. Check that items have title or description
3. Verify `affiliate_news_feed.php` component is included
4. Check database for stored items: `SELECT * FROM affiliate_news_items WHERE affiliate_id = ?`

Content Outdated

Symptoms: Old content still showing after affiliate updates

Possible Causes:

- Cron job not running
- Fetch failed silently
- Cache issues (if any)

Solutions:

1. Manually trigger fetch via admin interface
2. Check fetch logs for errors
3. Verify cron job is running
4. Check database for latest `fetches_at` timestamp

Statistics Dashboard

The affiliate management page shows key statistics:

- **Total Affiliates:** All affiliates in system
- **Active:** Affiliates with `is_active = 1`
- **With Feed URLs:** Affiliates configured for syndication
- **Members Assigned:** Total members assigned to affiliates
- **Affiliate Admins:** Total users with affiliate admin status

Database Queries

Check Affiliate Status

```
SELECT id, name, slug, feed_url, is_active,  
       (SELECT COUNT(*) FROM affiliate_news_items WHERE affiliate_id = affiliates.id) as item_count  
FROM affiliates  
ORDER BY name;
```

View Recent Fetch Logs

```
SELECT a.name, l.status, l.items_found, l.items_stored,  
       l.response_time_ms, l.fetched_at  
FROM affiliate_fetch_log l  
JOIN affiliates a ON a.id = l.affiliate_id  
ORDER BY l.fetched_at DESC  
LIMIT 20;
```

View Current News Items

```
SELECT a.name, n.title, n.fetched_at
FROM affiliate_news_items n
JOIN affiliates a ON a.id = n.affiliate_id
WHERE a.is_active = 1
ORDER BY n.fetched_at DESC;
```

Check Affiliate Members

```
SELECT a.name, u.email, u.name as user_name, u.is_affiliate_admin
FROM users u
JOIN affiliates a ON a.id = u.affiliate_id
WHERE a.id = ?
ORDER BY u.email;
```

Best Practices

1. **Test Feed URLs:** Always test feed URLs in browser before adding
2. **Monitor Fetch Logs:** Regularly check fetch logs for errors
3. **Keep Affiliates Active:** Only set `is_active = 0` if affiliate is no longer participating
4. **Document Changes:** Note any feed URL changes in affiliate description or comments
5. **Regular Audits:** Periodically review affiliate list and remove inactive ones
6. **Member Management:** Encourage affiliates to self-select in their profiles
7. **Affiliate Admins:** Assign affiliate admins to reduce administrative burden

File Locations

- **Admin Interface:** `admin/affiliates/`
- **Fetch Script:** `scripts/fetch_affiliate_news.php`
- **Manager Class:** `includes/AffiliateManager.php`
- **Display Component:** `includes/components/affiliate_news_feed.php`
- **Database Migrations:** `database/migrations/`

Support

For issues or questions:

1. Check fetch logs first
 2. Review this guide
 3. Check technical documentation
 4. Contact system administrator
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