How to Access and Edit Chapter Websites

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A Brief Overview

The Amangamek Wipit website team has decided to implement chapter webpages, as a means for chapters to put out information about their chapters, have a place to point people to for information that goes along with the new inductions communications through lodgemaster, and have information about scheduling unit elections.

While the lodge website team will assist and provide support to chapters, the expectation is for chapters to maintain and update the content on their sites. This guide exists as a means to help teach chapters how to create and edit content on their websites independently.

While at this point the lodge is not requiring chapters to update their websites with all chapter events and meetings, this serves as a useful tool so please take advantage of it. At the very least, input some information about your chapter, your inductions process, when you typically meet, and how to get in touch with your chapter leadership.

For more questions or help, please email website@wipit470.org and someone will be in touch.

Logging In

- To log in to your chapter page, enter your chapter website into a browser with "/wp-admin" at the end. It should look something like this: chaptername.wipit470.org/wp-admin

- You should be presented with a page that looks like this:
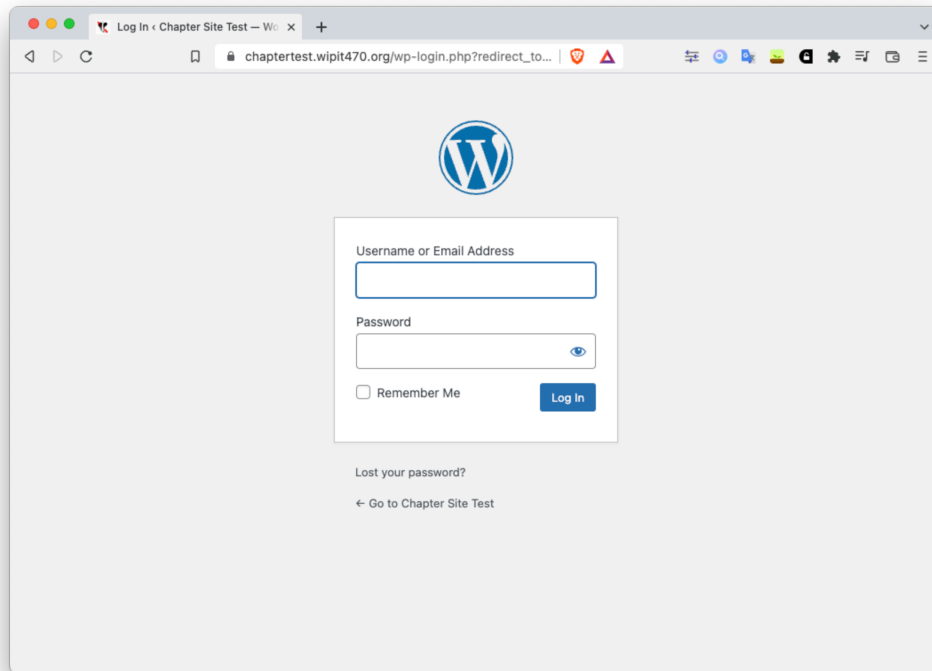
- It may ask you to login with wordpress.com; don't click this, just press "login with username and password" below it.
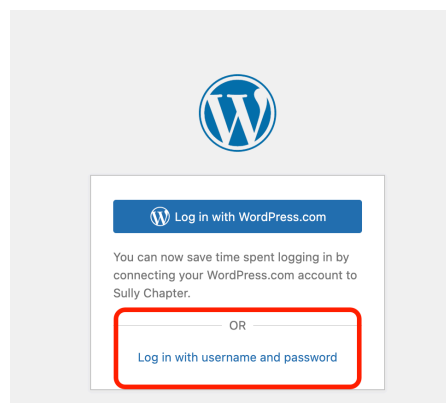
- Note that it is important to use google chrome, as all features may not function properly in other browsers.
- From there, you can enter your chapter login information.
  - The default email is your chapter email; i.e. goosecreekchapter@wipit470.org.
  - The password should be the one distributed by the website team, unless your chapter chose to change it. If you need help with your password, or need it reset, please contact website@wipit470.org.
- Once logged in, you will be presented with a page that looks like this:
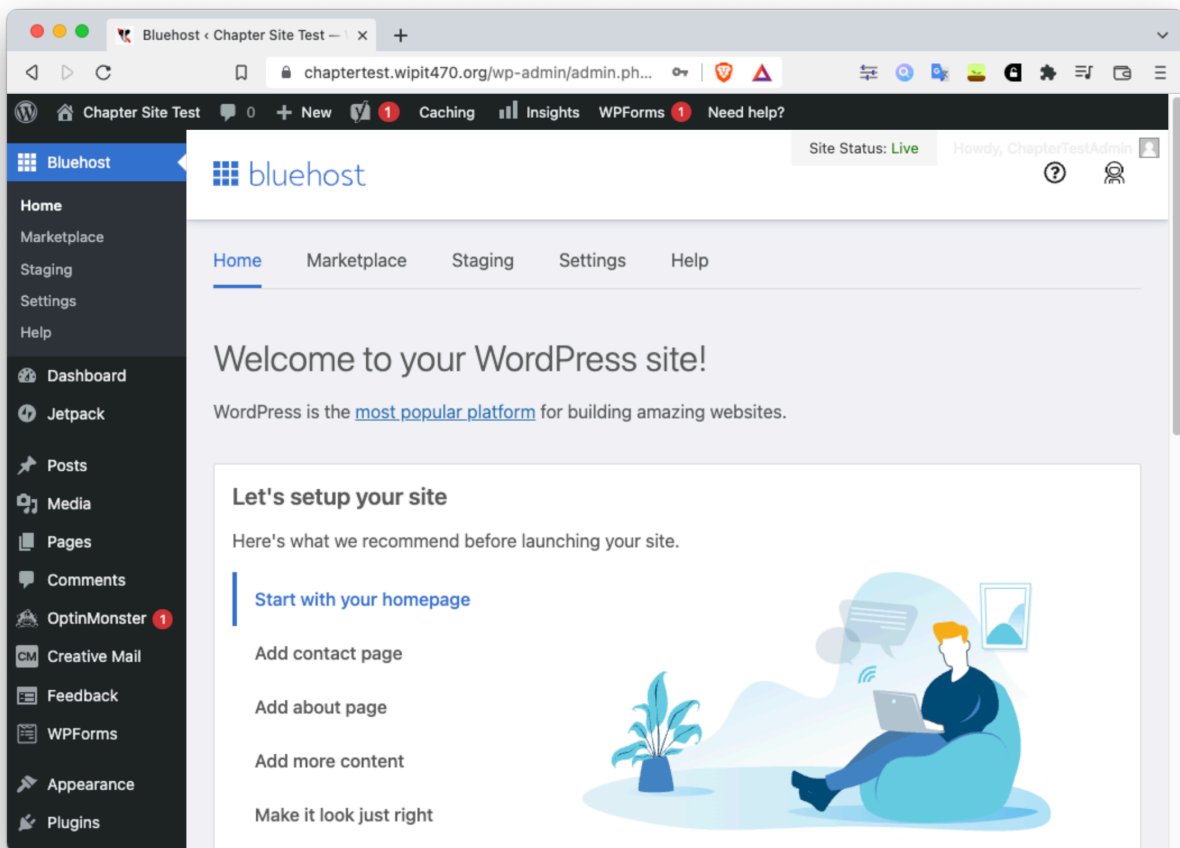
- This is the main website dashboard. For the most part, you will only need to use three menus: the appearance menu, located along the left hand side; the visit site button, located by hovering over the site title (chapter name) in the top left; and the "new" button, located in the center of the top bar. We will discuss the functionality of these menus later on.

Editing a Page

- To start, begin by opening the website in editor mode. From the dashboard, hover over the chapter name in the top left corner, and then press "visit site".
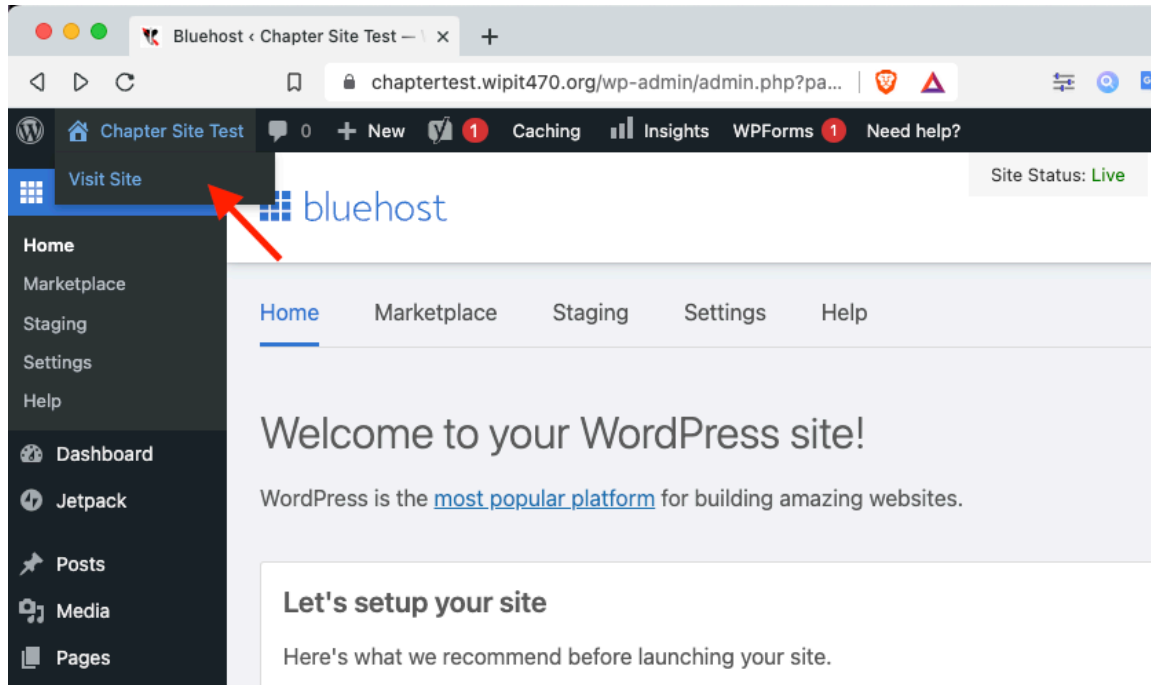

- This will open the site in editor mode. This will look like the regular site, with the exception of the editor bar at the top of the page:
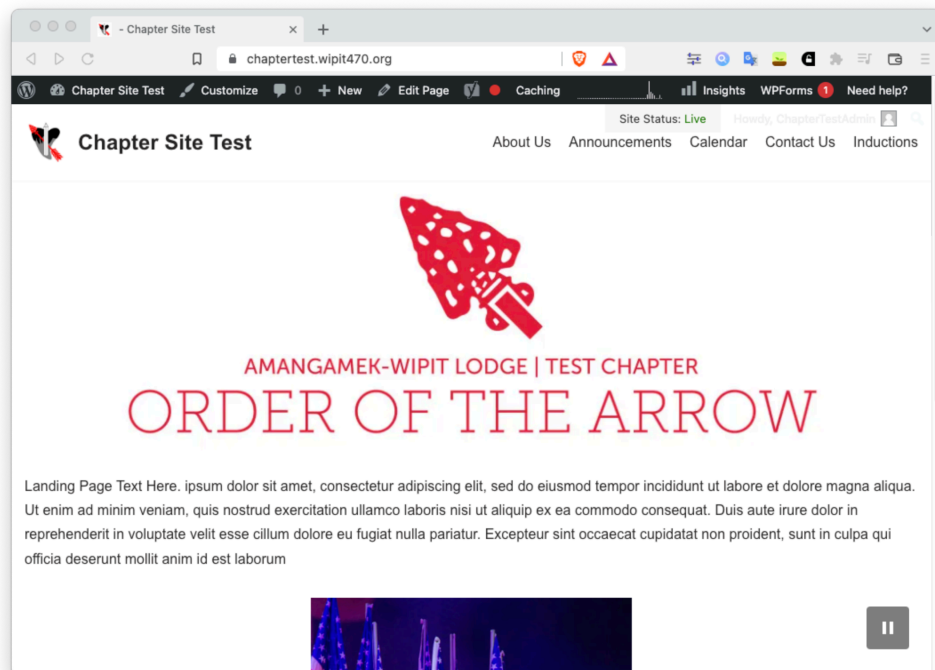
- In order to edit a page, start by navigating to that page the same way you would on a regular site.
    - For instance, if you wanted to customize the "About Us" page, click on the "about us" button in the menu at the top to go to that page.
    - For this example, we will edit the main home page.
- Next, select the "Edit Page" button at the center of the top editor bar.
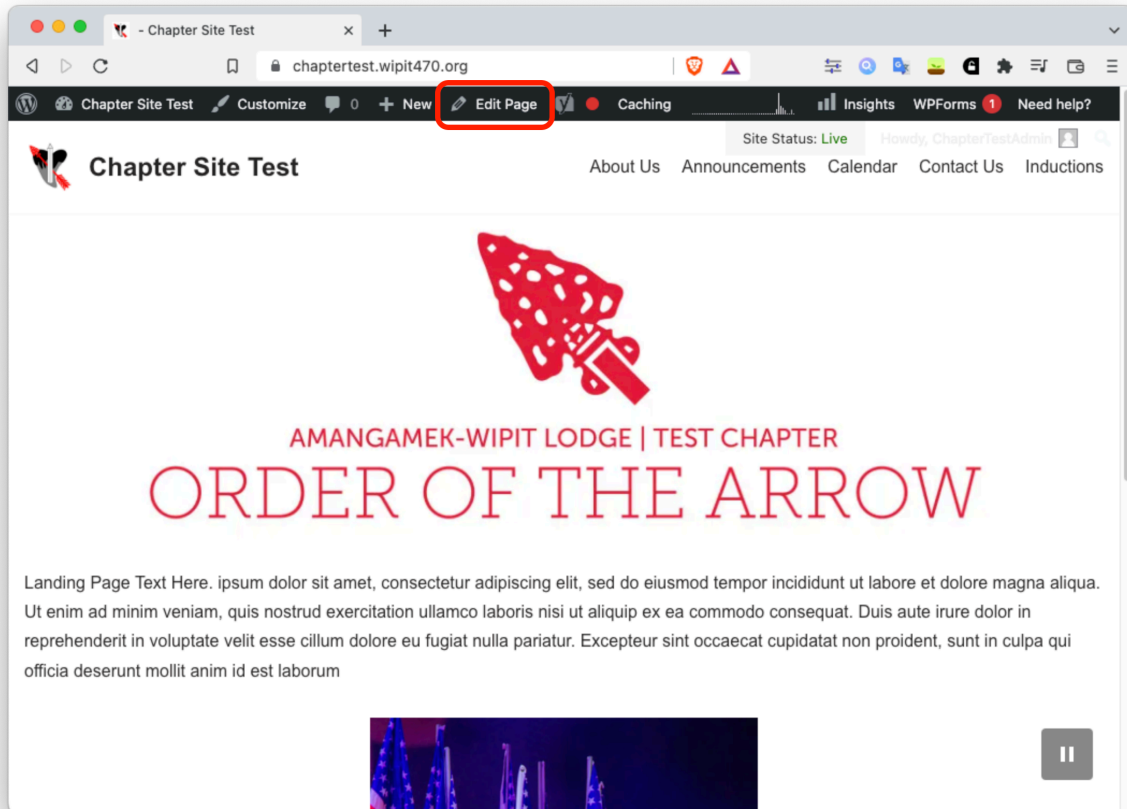
- This will bring up the edit menu, which looks like this:
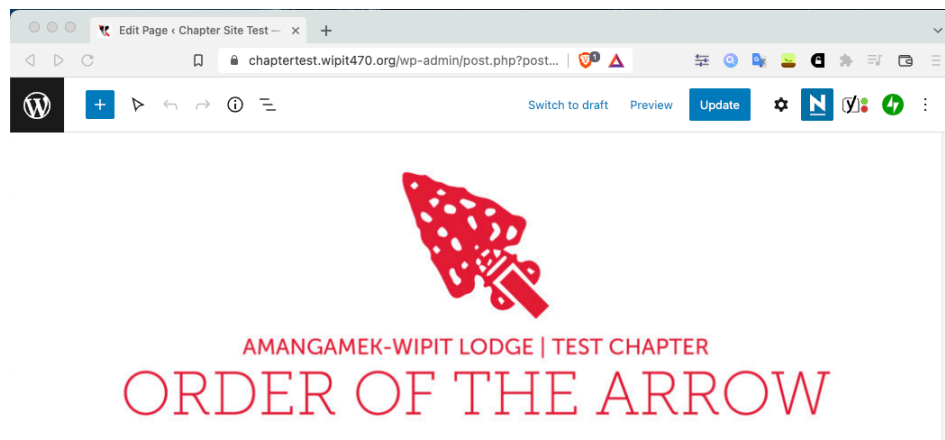
- From here, making changes is pretty simple!
- **The site is organized into "blocks", with each block containing a differnt kind of content.** For instance, there are text blocks, photo blocks, form blocks, and many more.
    - **To edit a text block**, simply click on the text you want to change and begin typing
    - **To delete a block**, select it, press the 3 dots, and hit "remove". Additionally, you can insert a new block above or below the selected block from this menu. (See below)
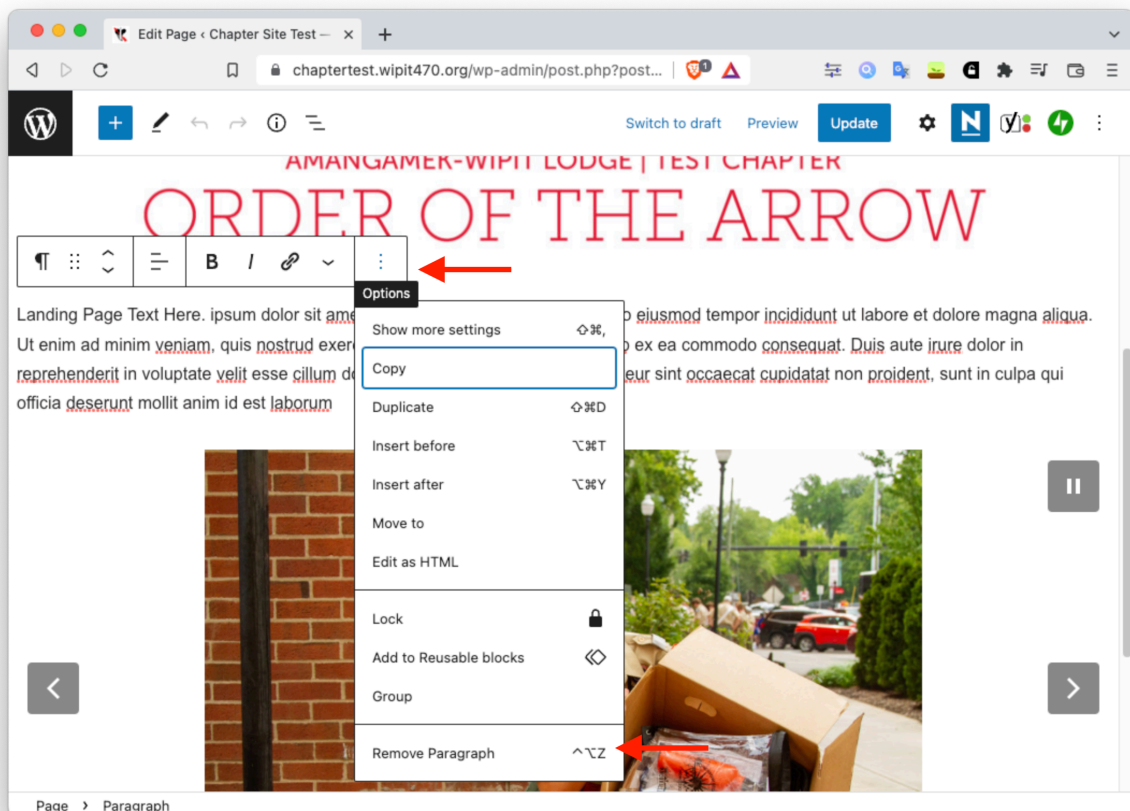
- **To add a new block**, press the blue "+" in the upper left. This will bring up all the different kinds of blocks, and from there you can drag and drop them onto the page. The different kinds of blocks are discussed below in the "*Basic Types of Blocks*" section.
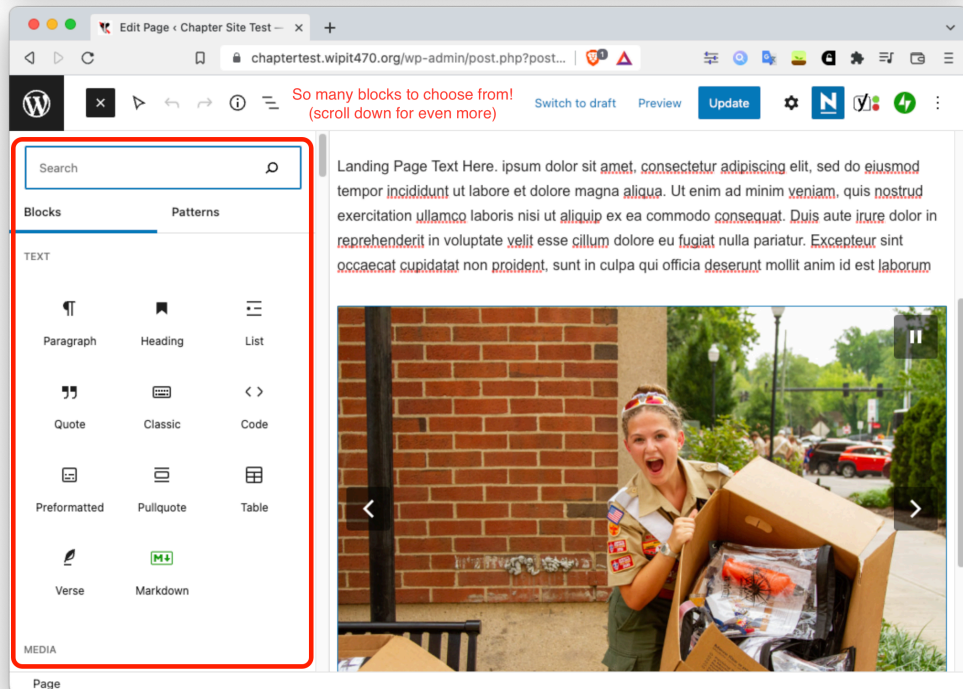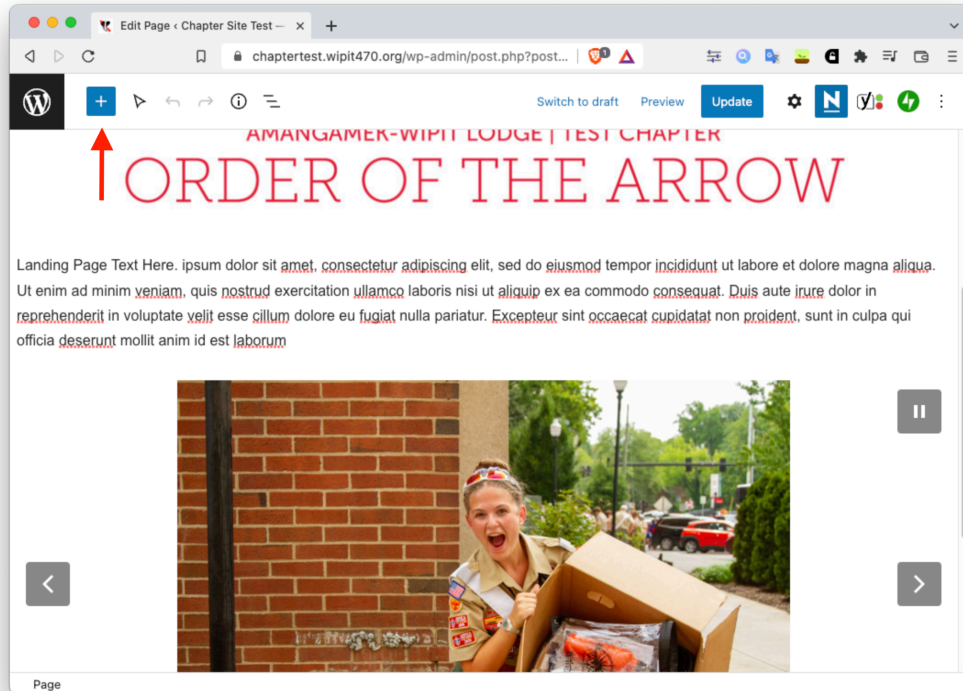
- **To save your changes,** Press the blue "update" button in the upper right. **Pressing the update button is critical, as there is no autosave. If you don't press update when you are finished editing a page, your changes will not be saved.**
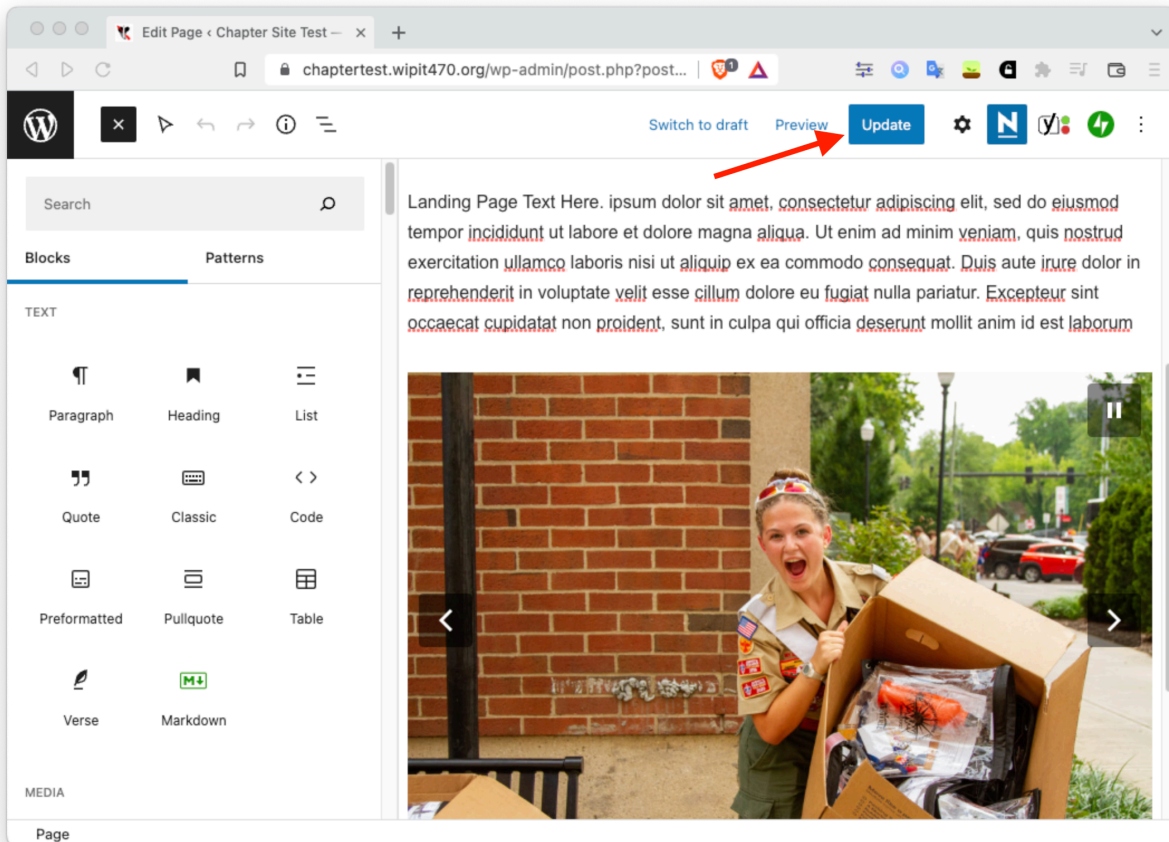
- To edit another page once you finish editing the page you're on; press the save/ update button as seen above. Then click the black Wordpress icon in the top left to return to the site dashboard.

Basic Types of Blocks

In this section, we will be discussing a few of the common blocks, as well as their basic settings. This will include text, photos, custom HTML code (for embed code), files, and spacer blocks.

Photo slideshows, creating posts, creating contact forms, buttons, and linking a google calendar will be covered in their own sections, as these are a little bit more in depth.

Text Blocks

Probably the most common block, the text block has very few settings. Officially called a "paragraph" in Wordpress, begin by dragging one from the blocks menu out onto your page. From here, you are able to edit the text, change text size, indent, alignment, and basically anything you could do in a regular word processor. Note that in order to access some of the more advanced settings, you will need to press the 3 dots, and then select the button labeled "show more settings"

Photo Blocks

To add a photo block, drag the block titled "image" onto the page. From there, you can press the blue "upload" button to add a new image; or if it is an image you have already uploaded elsewhere on the site, you can select the button labeled "media library" and select your image from there.

Files

Have a PDF or other document you want easily downloadable by site visitors? Use a file block! Similar to the photo block, drag a file block onto your page. You will then get the option to upload a new file or to select an existing one from your media library. After that, you're done.

HTML Embed Code

Useful for embedding content from elsewhere on the web, such as videos or calendars, embed code is also relatively simple to implement. Simply drag the block titled "Custom HTML". After doing this, you can copy-paste your embed code from whatever you are trying to embed.

Spacer Blocks

Need some extra space on your page? Adding a spacer block can help. All this block does is add some white space. You can adjust the size of it by dragging the white circle at the bottom center of the spacer block.

Creating and Editing Photo Slideshows
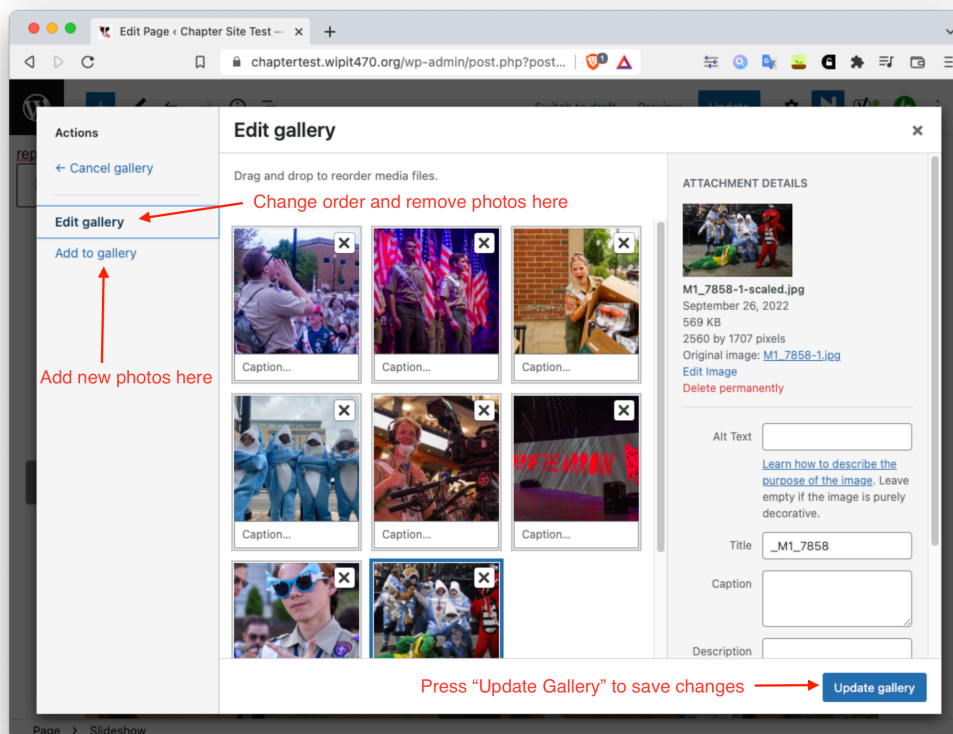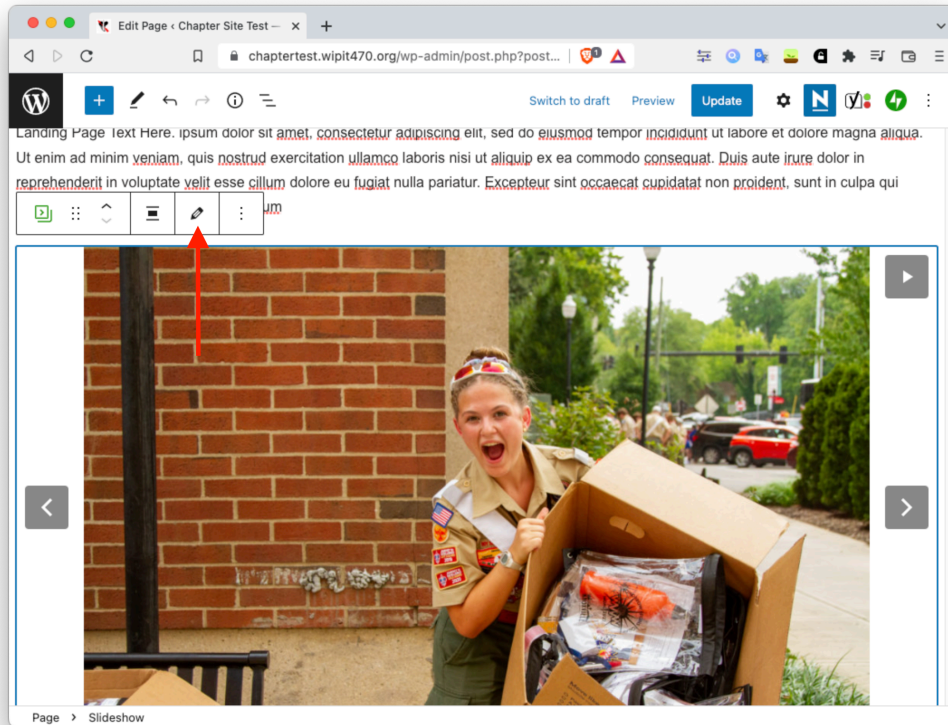
Creating a Photo Slideshow

- Start by dragging a slideshow block out onto your page. It should present you with two buttons, an "Upload" or a "Media Library" button. If you have new images to upload, select the upload button; or if you have already uploaded images to the site in the past, you can choose these images from the media library.
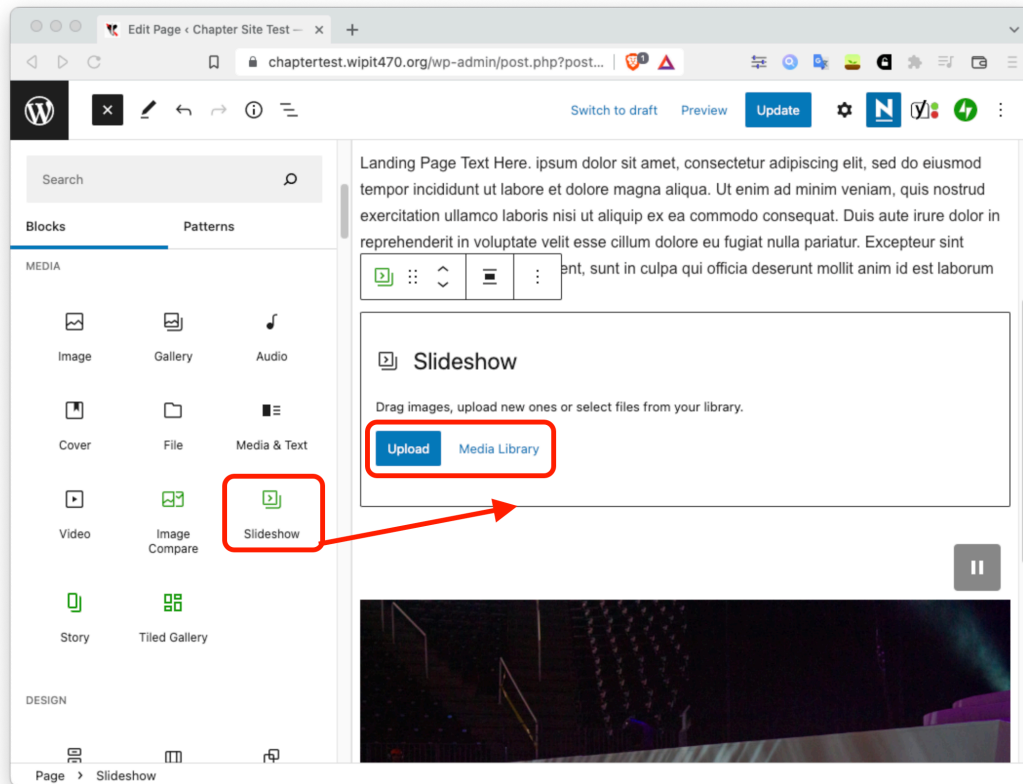

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Editing an existing photo slideshow

- To edit the photos in an existing slideshow, click on the slideshow to bring up the separate menu. After that, press the pencil icon to open the edit menu. From here, you can add/remove photos from the slideshow.

More Slideshow Settings

- To view additional slideshow settings, such as time per photo, transition type, autoplay, and more, select the slideshow block, press the 3 dots, and then choose "show more settings".
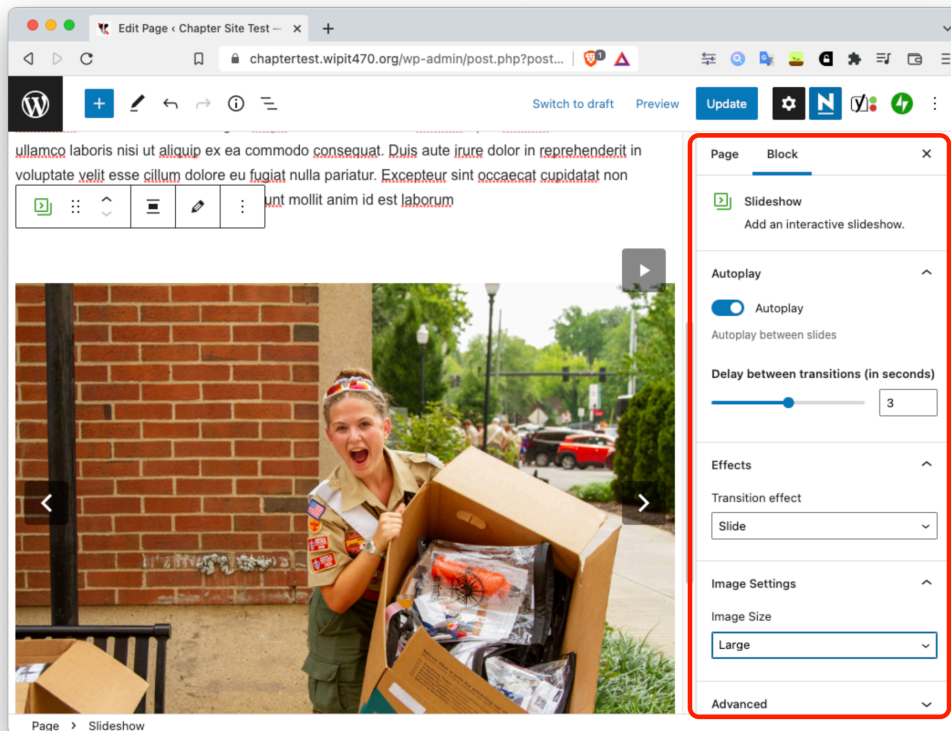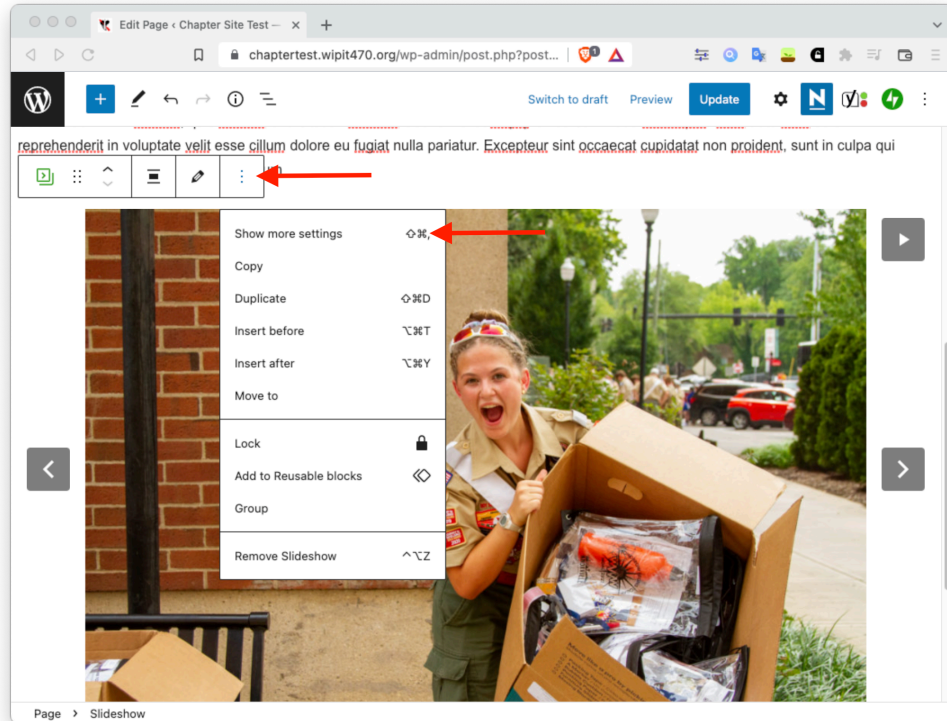
Creating a Post

Creating a Post

Posts are useful for announcements and other information that you want to get out, but perhaps don't want to create a dedicated new page for. They are also useful as all your posts will appear on one page, making it easy to look back and see information from a wide spread of time. By default, posts will appear under the "announcements" page, which can be found in the top menu bar.

• To create a post, press the "new" button on the top edit bar, and then press post.
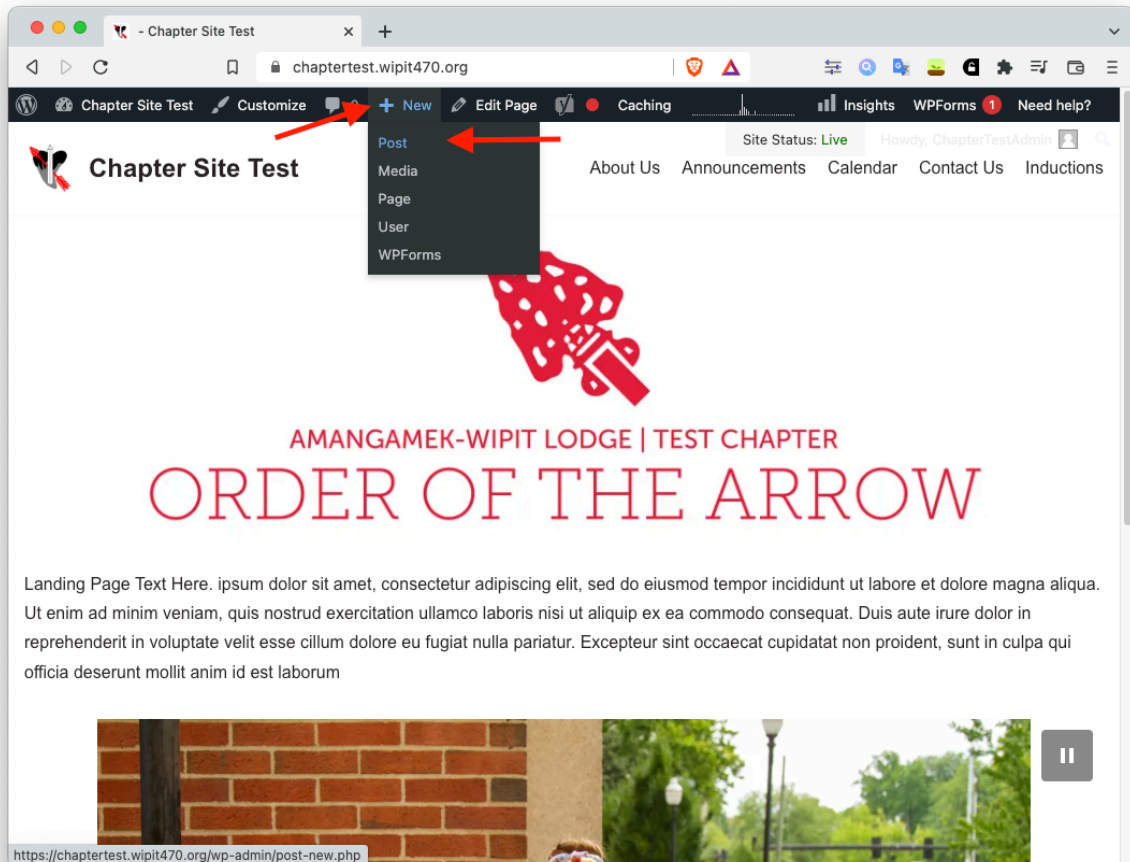

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- From this page, you can add a title, and also add any blocks you may want, similar to editing a page. Typically, you'd start with a paragraph block, and then can also add images, files, or whaterver else you may want to include in your post.
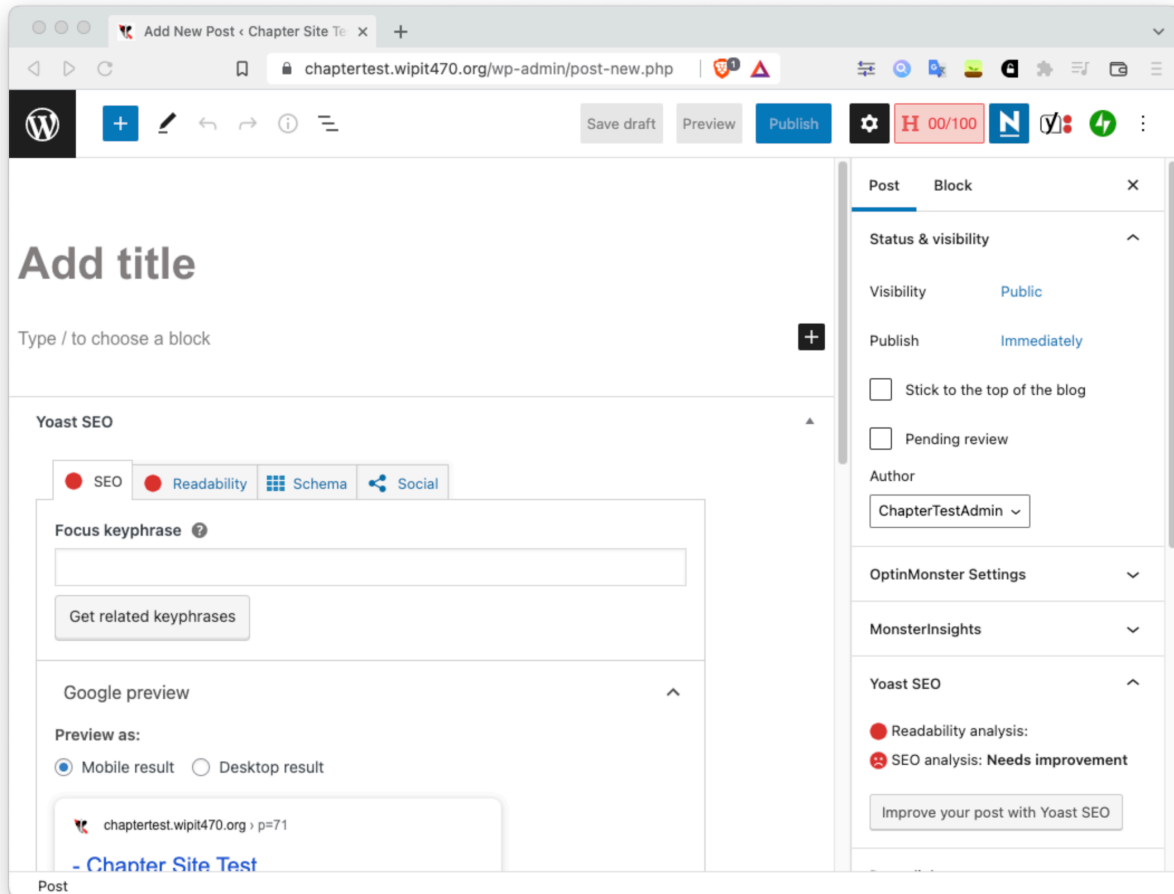

- On the right side are some additional settings. These will allow you to schedule a post, require a password to view the post, or change many more items about your post.
- When you are finished with your post, press the "publish" button at the top of the page. This will publish your post and it will become visible on the announcements page.
- If you would like to preview what your post would look like before publishing it, you can press the "preview" button. This will show you what the post would look like before you go live with it.
- Something else you can do is press the "save draft" button. This will allow you to save your work and return later to finish your post before publishing.

Editing or deleting an existing post

- Once you have your website set up, be sure to delete the default posts!
- To edit or delete an existing post, start by returning to the Wordpress dashboard. (If you are in edit mode, you can press the black Wordpress logo in the upper left to return to the dashboard)
- From the dashboard, press the "posts" button on the left side
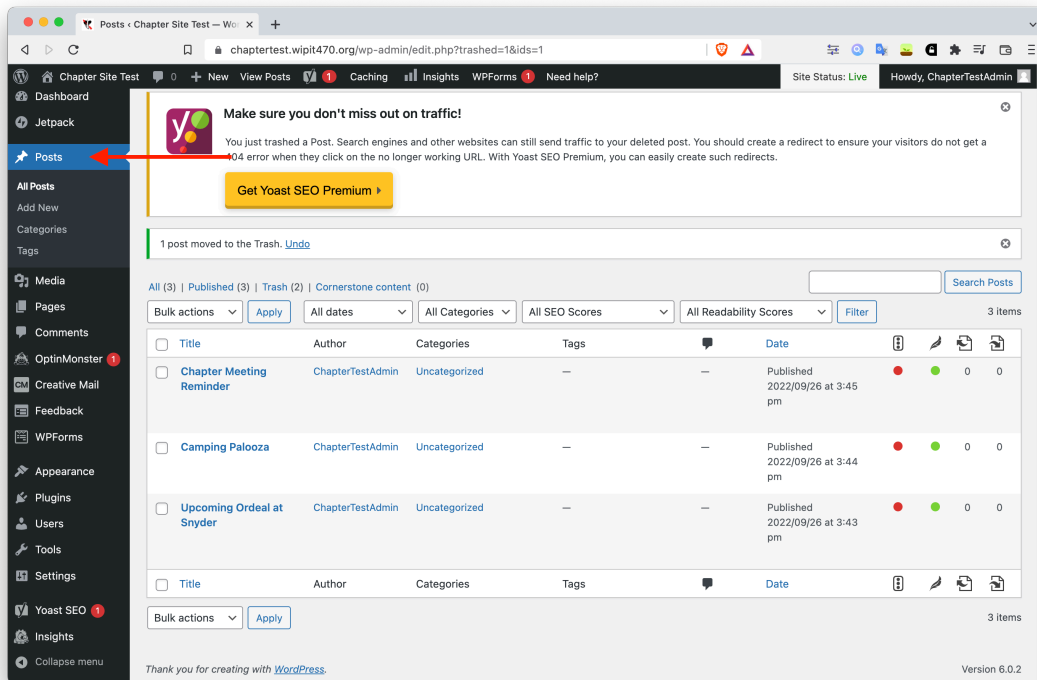
- After this, to edit or delete a post, hover over the post title. You will then get options to edit or delete the post.
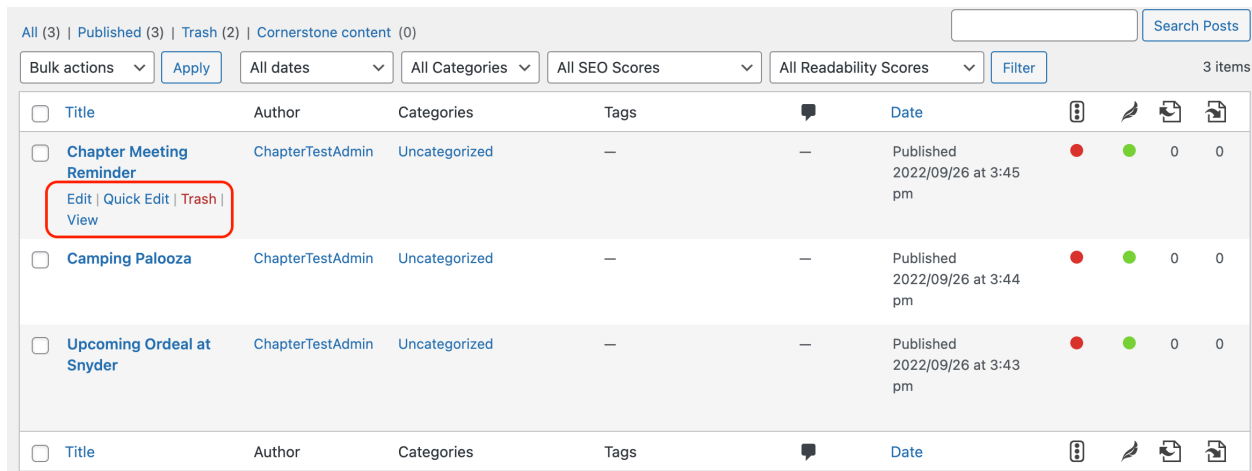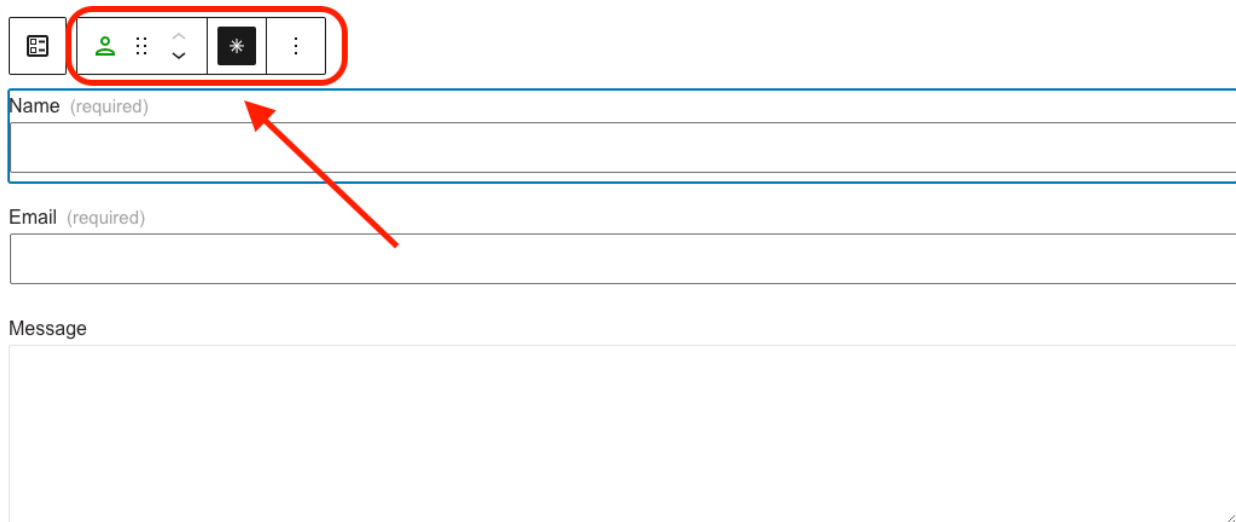
Creating and Editing Forms

Creating a form

- To create a form, drag a form out from the blocks menu the same way you would with any other block.

Editing a Form

- To edit a form field, click on the field. You will get some options in the menu bar that pops up such as if it is required or not, and the type of information it collects.


- To edit the form as a whole, select the form button on the far left of this small menu.

- After selecting the "form" button, you will then be presented with a pencil icon. Clicking on this pencil icon will allow you to change a variety of settings, but probably most importantly, which email you would like the form responses to go to. We would reccomend using your chapter email for this.
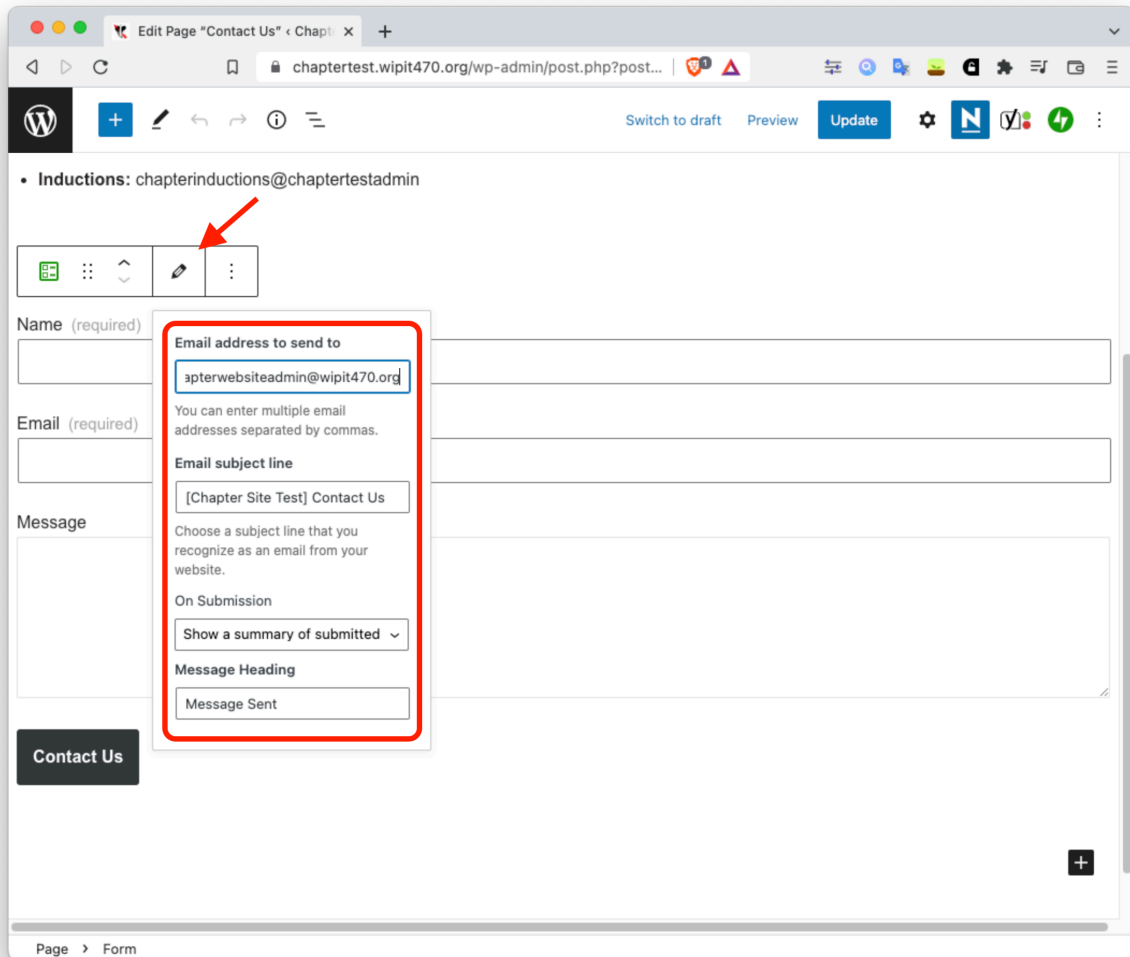
Buttons

- Buttons are useful when you would like to link to a website, but don't want just a plain hyperlink
- To create a button, start by dragging a button block out from the blocks menu.
- From here, you will be able to change the button text
- Click on the button to bring up the button menu, where you can change a variety of settings including justification, bold/italics, and what link the button will go to.
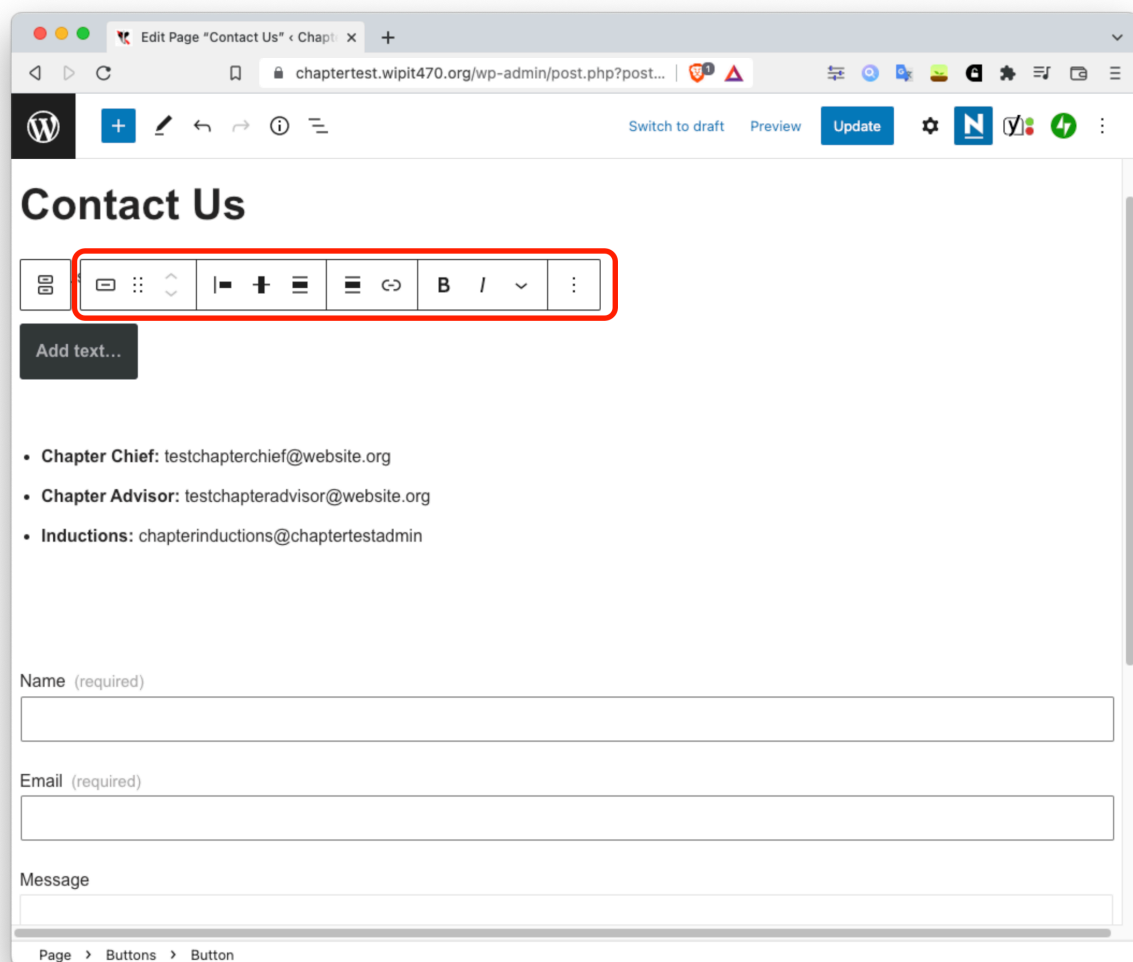
Linking Google Calendar

- Linking a google calendar is pretty simple, it's just a matter of copy-pasting some embed code
- Start by getting the embed code for your google calendar. Instructions for how to do this are at the following link, and are also shown below.
    - https://support.google.com/calendar/answer/41207?hl=en

Add a Google calendar to your website

You can add an interactive version of your calendar to your website, and add buttons for your website visitors to save your calendar events.

Embed a calendar on your website

1. On a computer, open Google Calendar ⧉ . You can only get the code to embed in your website from a computer, not the Google Calendar app.
2. In the top right, click Settings ⚙ > **Settings**.
3. On the left side of the screen, click the name of the calendar you want to embed.
4. In the "Integrate calendar" section, copy the iframe code displayed.
5. Under the embed code, click **Customize.**
6. Choose your options, then copy the HTML code displayed.

Your embedded calendar will only be visible to people you've shared it with. To allow all visitors to see your calendar, you'll need to make it public.

- After copying your embed code, drag a "custom HTML" block out onto your page.
- From here, all you have to do is paste your google calendar embed code.
- Note that the calendar will not show up in the edit view, and will only display the HTML code. Don't worry, it's still there, but can only be viewed by pressing the "update" button and viewing the calendar page on the actual website.
- To change the calendar example on the template, delete the embed code of the existing calendar and replace it with your own.
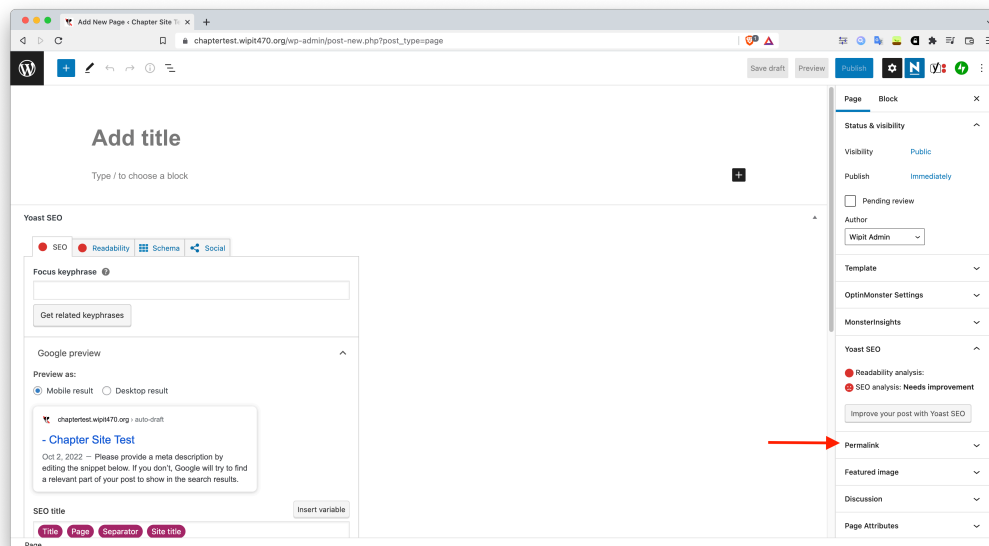
Adding a New Page

Creating a New Page

• To create a new page, start by selecting the "new" menu on the top of the page. From this menu, select "page"
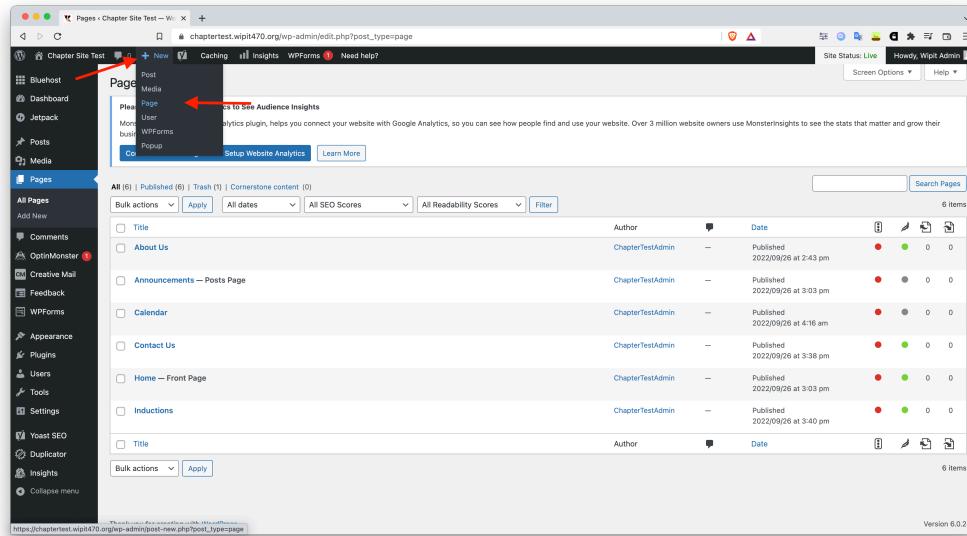
• From this page, you will be able to create a new page using the block editor from before
• To add a permalink, i.e. chaptername.wipit470.org/PERMALINK, click on the right side and select "permalink".


• You can link to this page you have created by putting it's permalink into a button or text link elsewhere on your site

Adding a Page to the Menu Bar

While not neccesary for most pages, you may want to add a page to the menu bar at the top of your website (the about, announcements, calendar, contact, inductions area), or as a sub-item under one of the items in the menu bar. To do this, follow the steps below.

- Start by selecting the "appearances", and then "menus" option on the left hand side of the dashboard.
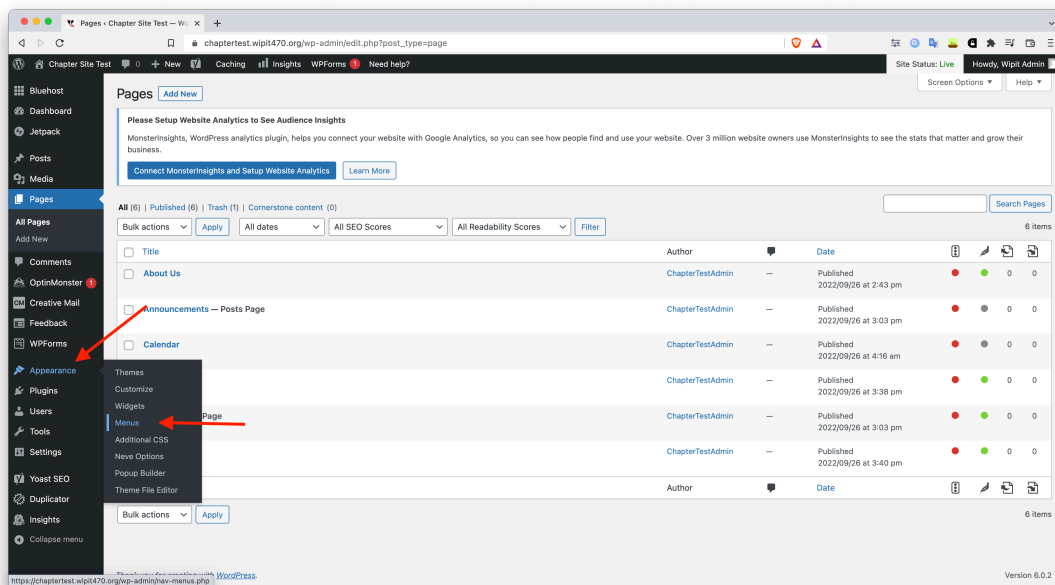
- From here, select the "view all" tab of the pages menu on the left. You can then select any page, and click "add to menu"
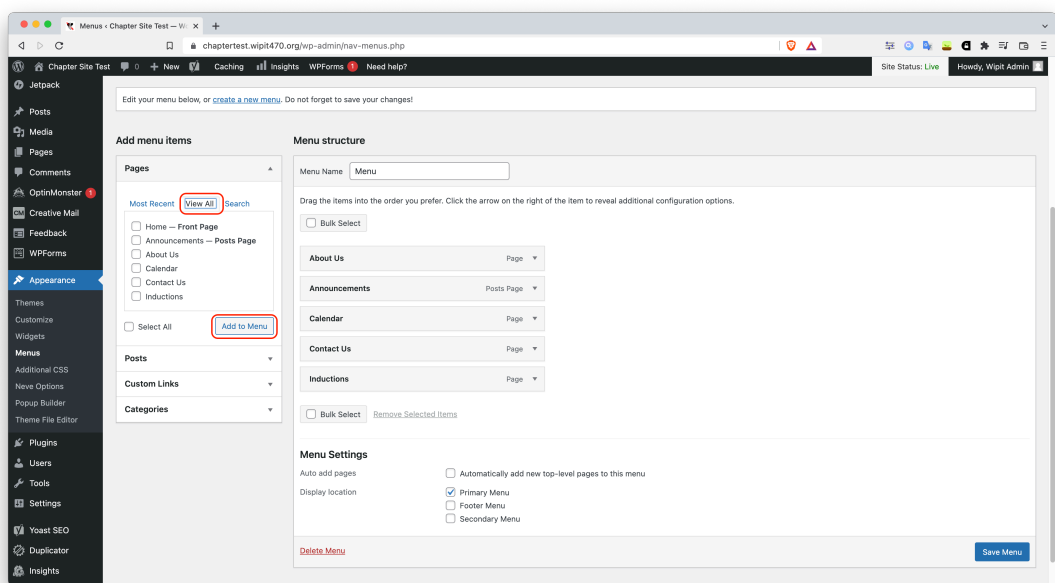
- You can also add a link to an external site in the menu. To do this, press "Custom Links", enter your link and the text you want displayed, and press "add to menu"


- Additonally, you can have sub menus as well. For instance, you could have an "events" tab on your menu, with a separate page for each chapter event. To do this, simply drag a menu item to the right, underneath the menu item you want to be the primary text. It will end up looking indented like this:

- Don't forget to click "save menu" when you are done

Publishing Your Site

You will notice that when visiting your site, by default it is in a "New wordpress site coming soon" state. This is to allow you to make edits and build your site for the first time. You will see a "Site Status: Coming Soon" in the upper right corner.

When you are ready to make your site live for the first time, click on "Bluehost" and then "settings"
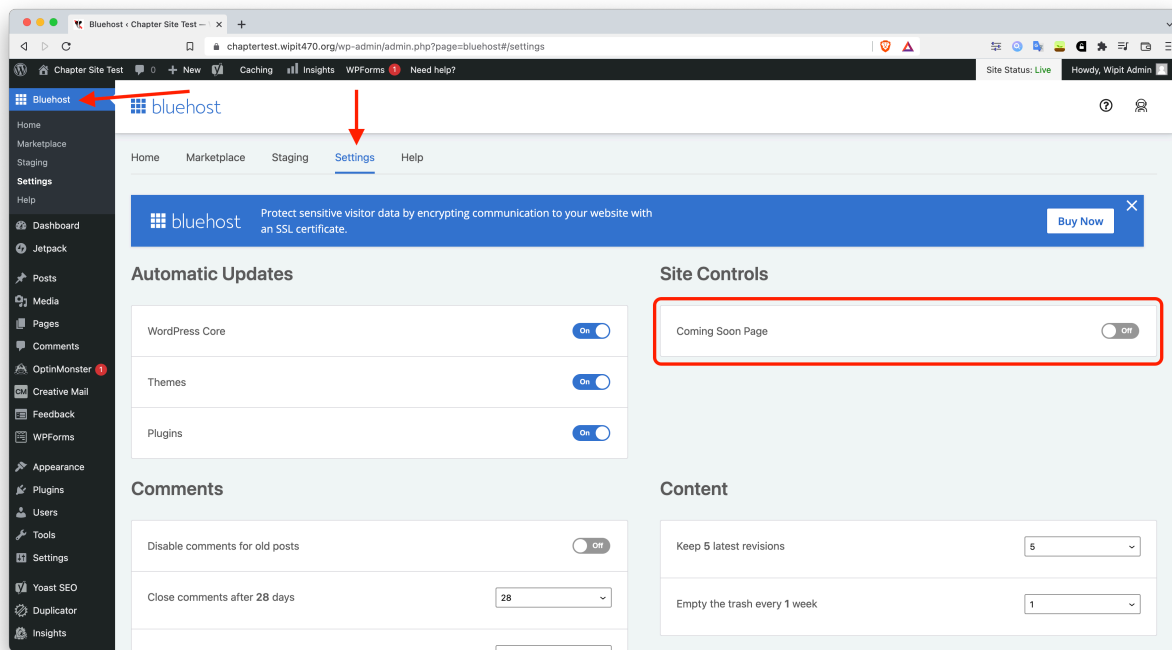
From this page, you are able to toggle the coming soon page on and off. Once you toggle it off, the site is live and will be visible by anyone.