

## Website instructions

Using the Wordpress site is a fairly simple process. To access the control panel in order to add content, simply go to Link > Staff Only > Site Login and enter your username and password.

### 1. Creating a Post

Creating a post requires virtually no coding knowledge unless you intend to create a table or do something more advanced than simply generating text.

First, click on the Posts tab on the menu bar, then click “Add New”, near the top of the window. From there, you can write whatever you would like. Be sure to pick a category before posting, found on the right-hand side of the window. The “Publish” button is also found on the right.

If you want the link to show on the main page of the website, you will need to code it with a hyperlink. Otherwise, a link to the post will appear on the left-hand side of the site.

### 2. Media Folder

In the media folder you will find everything you have uploaded, from PDF documents to images. It can be sorted alphabetically, by author, and by date uploaded. To add a new item, click “Add New” at the top of the window. From here, you can either select files individually or you can “drag and drop” them from your desktop. Maximum file size is 10MB. If you have larger files, you will need to upload them directly to the server.

To find the link for the file itself, simply click on the file and look on the far right, the file URL will be listed. **You will need this link if you intend to display images or file links anywhere on the site.**

### 3. Pages

This is where the meat and potatoes of the site can be found. Create your pages in the same way you would create a post. Additional menu tabs can be created this way as well; just leave the page blank and we’ll cover the process of creating the menu tab itself later in this document.

#### 4. Comments

Comments are disabled.

#### 5. Photo Galleries

Adding a photo gallery is much the same as creating a post. You can enter whatever text you would like, then click the upload button at the bottom to start adding photos to the gallery. Make note of the shortcode on the far right if you wish to insert it into a page.

#### 6. Contact

This is the online request form itself. Going into coding the form would take too much space, so it is sufficient to say that you should not modify the code without creating a backup first. Don't break what isn't broken!

#### 7. Appearance

Within this section you can customize the appearance of the website. The "Customize" button found upon clicking "Appearance" allows you to change the site title and tagline along with what can be found on the front page. If you wish to adjust the front page to display all the posts in chronological order instead of the static page, this is where you would change it.

In the widgets area you can select what will go on the website itself in certain areas. Feel free to tweak this as necessary to suit your needs. Certain apps will create additional widgets for your use.

Next is the "Menus" section. To create a custom link, enter the URL and a label for the item on the left. A list of pages is below that. Every item available is in the main area of this page, organized into parents and children items. Simply drag items around to change their locations. To create an item which does not link to a page, such as the "About Us" tab, create it as a custom link, filling in the URL with a pound sign # and then labeling with whatever you want. This is a good way to organize your menus.

Theme options is an area you should largely stay away from unless modifying the skin extensively. However, the option to change what is written in the footer is about halfway down the page.

The editor allows you to modify the CSS stylesheet. I don't recommend changing anything in there unless you really know what you're doing.

## 8. Plugins

This is the fun part about building the website. In here you can search for all kinds of applications to increase the functionality of the site. The contact form, calendar, and kit shop all came from here. If any of the plugins need to be updated, you'll need to come here as well to do it.

## 9. Users

Because the website has user creation disabled, all new users will need to be created via this panel. Administrators have full access to the site and should be in a limited quantity. Editors have the ability to write and edit posts as well as upload photos. The majority of users should be Editors unless they have a decent knowledge of website operations, if only to prevent damage/vandalism.

## 10. Tools

A largely useless section.

## 11. Settings

In here most of the site's setting with regards to posting can be adjusted, along with some formatting options. You largely shouldn't need to go into here except to change the email address listed to whomever the primary administrator is.

## 12. Calendar

This is a fairly tricky thing to get used to but it adds an enormous visual detail to the website which needs to be updated upon issues of the MROs. With any luck data entry should only take about five minutes. There are six categories: Optional training, parade nights, weekend training,

staff only, adults only, and general. General should only be used for items that don't fit into the remaining five; if you accidentally select General your entry will be in bright yellow in the panel.

**For adding items, look to existing ones for formatting** since the box which appears on the site is quite small. Times entered must be in 24 hour time.

### 13. Simple eCommerce

This is the kit shop. To add/edit products, go to the "Add/Edit Products" tab.

Add the product details, such as the name of the item, the price, and a sales pitch. In the "Additional Product Details" tab, add a description of the item, a picture, then select a category for the item. If there is more than one version of said item, go to the "Product Variations" section and enter those details.

The remaining tabs will likely not be used unless PayPal payment is enabled.

To change any settings, go to the "Settings" tab. From here, product categories can be created and PayPal enabled, amongst other things.

This concludes the section on Wordpress. Next we will go into Webmail.

To access webmail, go to Links > Webmail and enter your login information. From here, you can change your password (recommended using a combination of letters, numbers, and special characters), create an auto-responder, or configure your email client. Roundcube is probably the easiest of the three email programs to use but the choice is yours.

Now on to Server-side stuff.

To access the server, simply add /cpanel to any URL from the website. This will bring you to the login page. There is only a single username/password for this.

Our website is based on the cPanel administration system. Most of the options will never need to be touched.

#### 1. Email accounts

From here you can create/modify/delete email accounts in the system. It is recommended you provide unlimited storage space for officers and up to 1GB for cadets, although we have no limit on storage space altogether. Below, to the right of the accounts you can opt to change the account's password, which is very useful when someone vacates their position and it's time to give the account to someone else.

#### 2. Forwarders

In here you can add an email forwarder so that any email coming into a particular account on the website can be redirected elsewhere.

#### 3. Site Backup Pro

Site Backup Pro allows you to customize backup options for the site or backup specific items as well as restore them. This is an extremely important tool if you intend to do any upgrading of the site or modify it in any major way.

#### 4. File Manager

Should you have any files you wish to upload which are too big for the "Media" tab on Wordpress, this is the place to upload them. If you wish to install a new skin for the site, upload it to `public_html/wp-content/themes`

#### 5. Subdomains

While it is unlikely you will ever need to expand the website beyond its current format, should you decide to add a second page this is the way to do it. URLs will appear as `mycustompage.354invincible.com`. This is a good way to create forum or other content management system if you so choose.

## 6. MySQL Database Wizard

If you decide to add a forum to the website or change the content management system to something other than WordPress, this is where you will need to go in order to configure its database. Just follow the steps and it should create the database file for you. Then, find the configuration file of the add-on and modify it to include the MySQL database information. You will then need to configure a sub-domain in order to complete the process.

## 7. PhpMyAdmin

While it is doubtful you will ever need to access this, should you create a MySQL database and need to modify anything in the database itself this is where you will go to do it.

That covers the basics of managing the website. Should you have any questions, JustHost has a decent-sized library of topics covering cPanel and a web search should cover the rest. If you have any questions, don't hesitate to email me at [drewflav@hotmail.com](mailto:drewflav@hotmail.com)