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VENDI

LOGGING IN TO WORDPRESS

1. Go to: https://star.vendi.dev/wp-admin
    (Once site is live, go to: https://www.starcenterlacrosse.org/wp-admin/)

2. Type in your Username or Email Address and password (case sensitive), then select Log In

3. First time logging in: Each user's first password is temporary. Upon first login, new users must click their name in the top (black) navigation bar, then select Edit Profile, then scroll down to Account Management to set a new, confidential password.

Lost password

If you've lost or forgotten your username or password, use the Lost your password option for access to the change password screen

Update password

1. Click your name in the top (black) navigation bar

2. Select Edit Profile

3. Scroll down to Account Management and select it

4. You will be prompted to create a new password
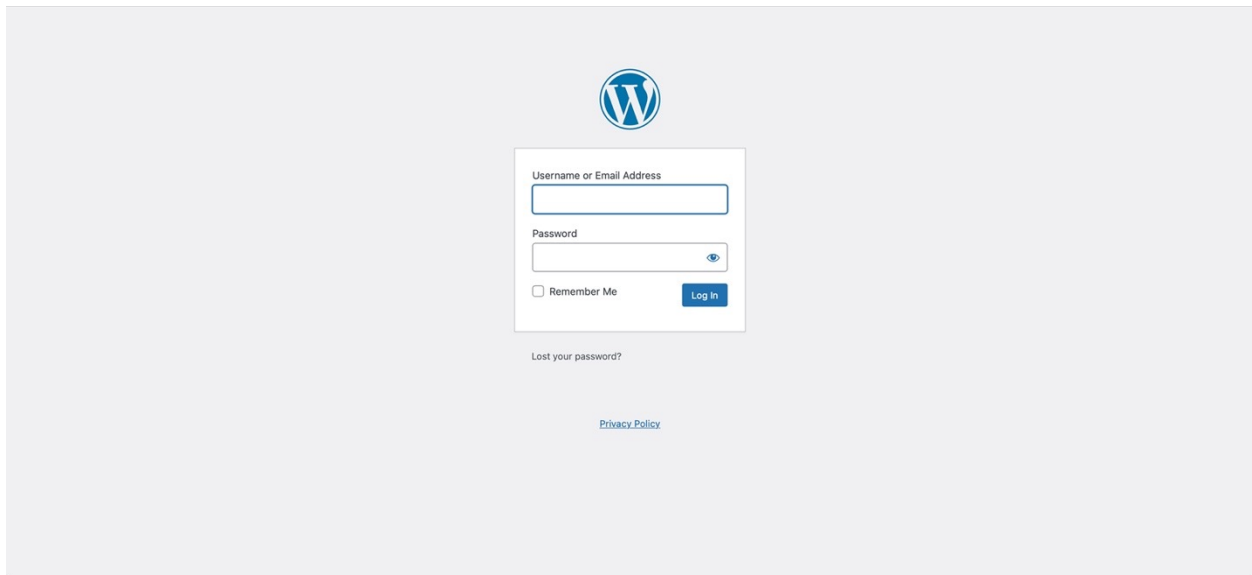
THE DASHBOARD

The Dashboard is your home base. It provides access to editing functions for everything you'll need, including:

• News (news articles)

• Programs

• Events

• Pages (all website pages like the Home page, About page, Need/Impact page, etc.)
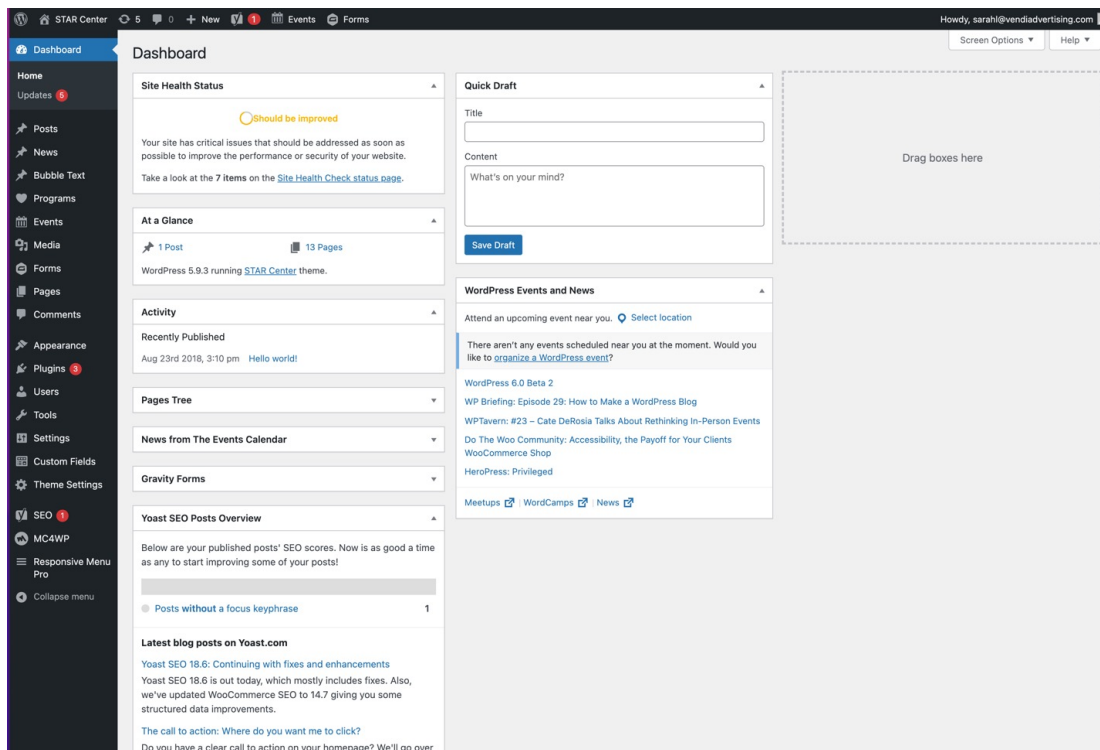
Also on the Dashboard: Menus

1. You may occasionally need to add to or edit website menus. These are also known as the navigation bars.

2. Click the Dashboard's Appearance tab along the left-hand side of the page

3. Underneath Appearance, choose the Menus sub-menu/tab

4. In the Pages grid under Add menu items, find the page or other content you want to add to your menu and click the check box next to it. Then, click Add to Menu.

5. In the Menu Name grid under Menu structure, you can click and drag menu items to reorder or nest them

6. When you're finished making changes, click Save Menu

Individual menu items

You may occasionally need to edit individual items within website menus.

1. Log into the WordPress back end, choose the Dashboard's Appearance tab, then choose the Menus sub-menu/tab

2. Locate the item you wish to edit in the list of items in the Menu Name grid under Menu structure. Click its triangle icon to expand the item entry and reveal editing options.

3. Update text in the Navigation Label field to customize the menu label. Use this option to shorten your menu names. Note: Changing the navigation label does not affect the page's actual title or any other data associated with the page, it only changes what is listed in the navigation bar.

4. When you're finished making changes, click Save Menu

Users

Users can be found in the dashboard, along the left-hand navigation list. You can use this area to add new users and edit other users' account passwords, login information and roles.

Parent/child assignments

Parent/child page relationship: This is how developers describe the organization of the pages on your website. Organizing your pages in a hierarchical structure helps users navigate your site and helps with SEO. Assigning a hierarchy for your pages/posts/content allows for a logical flow of your content and will also be reflected by the breadcrumbs on the front end of your website.

Content components

While each page is built on the foundation/framework of a page template, the site's various content components give a page its design and structure. When editing the site, you will spend the majority of your time in the various components.

Think of content components as building blocks. They are predefined units, but they can be arranged in a variety of ways to customize content and give each page its unique subject matter and look.

Components are generally autonomous and don't interact with each other. For example, a "testimonial" component within a STAR Center page will display identically regardless of where it is located on the page. Components on this website are not dependent on each other and do not interact with each other.

These examples illustrate different components and how they are used to build a page.

Home page
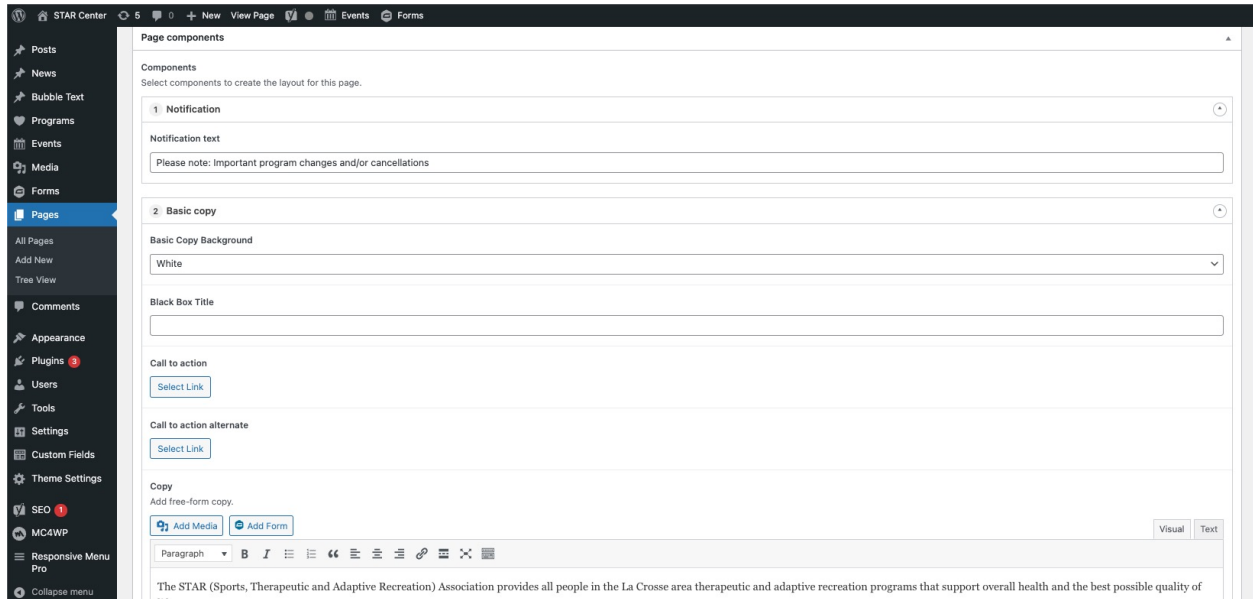
Programs page
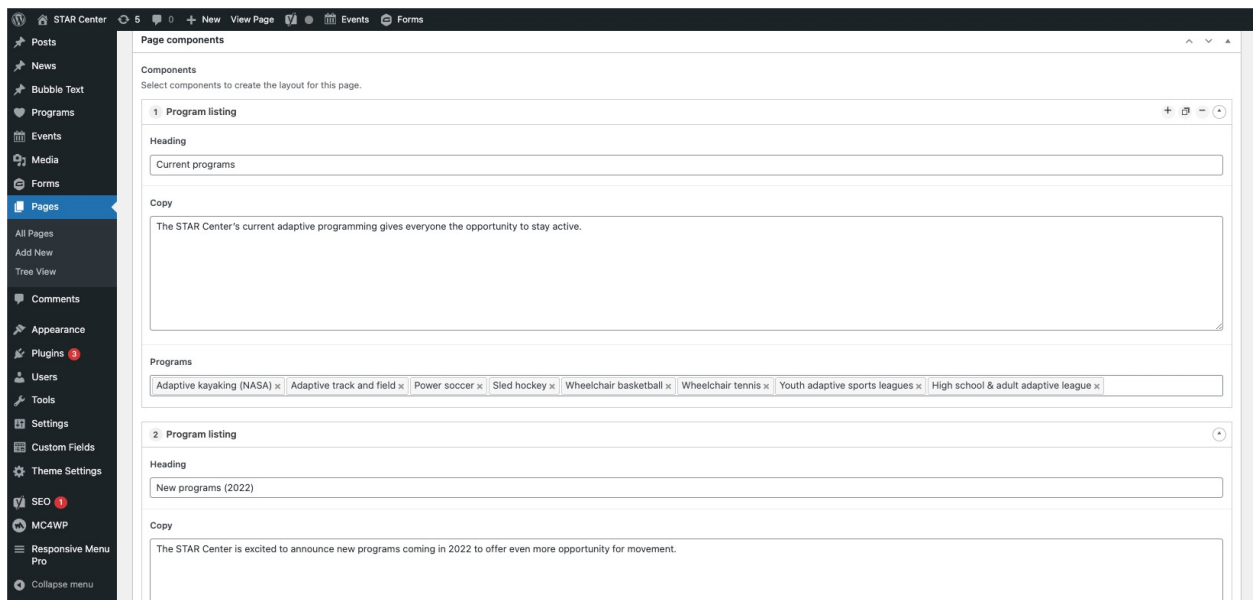
STAR Center website components include: Basic copy, Bubbles, Call to action, Fact callout, FAQs, Form, Gallery, Heading, Intro, Notification, Program listing, Recent news, Testimonial, Text left image right (text paired with an image in this order) and Upcoming events.

Media

The media library contains the various media files that live on the site. If you upload media to a component, it will also save automatically within the library. You can also add media directly to the library, then select it from the library while in a component.
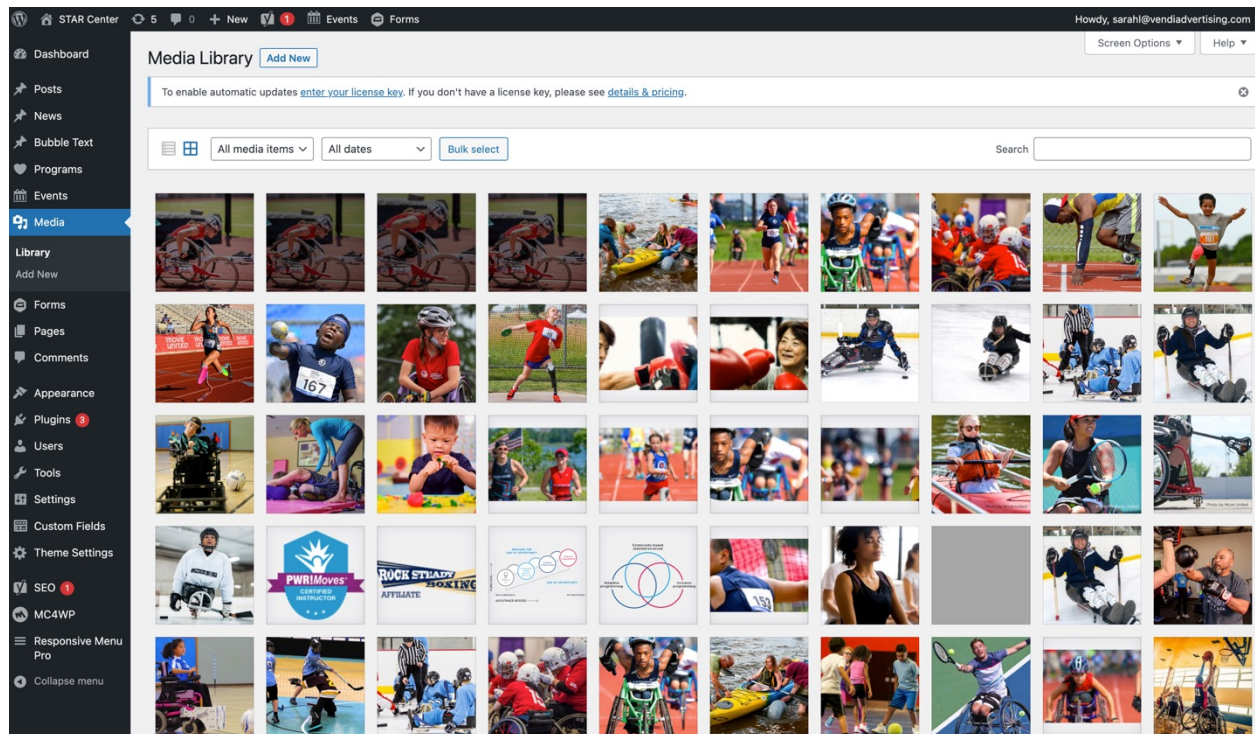
Custom content types

Custom content types are categories of content unique to the STAR Center. Content within these categories allows the STAR Center to communicate its message and fulfill its specific goals.

- Programs

- Events

- News

Custom content types are incorporated into the site's components. Data must be entered into these content types before they can display in components (more about components in the "Content components" section below).

Programs (custom content type)

Each STAR Center program exists as its own complete, separate piece of content (think of each program as a standalone book on a shelf). Once you've added a program to the STAR Center site, you can select it for display on a page via the Programs listing component (which acts as the "bookshelf" holding the individual program "books"—as many programs as you'd like displayed and in whichever order you'd like them displayed).

To add an individual program:

1. Click Programs in the Dashboard left-side menu.

2. Click Add New under Programs in the same menu, or click the Add New button at the top left of the Programs screen.

3. Type the program name in the Add title field.

4. In the Page components grid, click the Add Component button to start creating your layout, then choose your desired component type from the drop-down menu.

5. Within the box for your selected component, you may be asked to choose a background color. Type in a title, your desired call(s) to action and their associated link(s), and any other content you'd like to include in that component.

6. Add more components by clicking the Add Component button at the bottom of the component box. Repeat steps 5 & 6 until you've added all your desired components.

7. Click the Publish button after adding your first component. This will then change to an Update button, which you should click regularly (especially after adding a component) to ensure your changes are saved.

8. In the Yoast SEO grid at the bottom of the page, enter in a focus key phrase (i.e. the program name), as well as an SEO (page) title (fewer than 60 characters) and a meta description that describes page contents (fewer than 155 characters).

9. If you wish to add a featured image, use the box at lower right. Click the Set featured image link to choose a file from your media library or upload a media file.

10. Click Update to save your changes/content.

11. View your changes on the actual page by clicking View Page in the black bar at page top. If you wish to make further edits, click Edit Page in the same black bar at page top to return to the editing screen.

To place an individual program you have already added (above) on the program page:

1. Click Pages in the Dashboard left-side menu.

2. Click Programs within the Pages list.

3. Scroll down to Programs within the Program listing box in the Page components grid. Click in the field listing all the programs currently displaying on the site. Select the program you wish to add from the drop-down menu that appears. Your selection should then appear in the field. You can drag and drop the program name anywhere within the listing to customize it.

    a. If you wish to delete any programs, simply click the "x" to the right of each individual program name in the gray programs boxes.

    b. If you wish to reorder the existing displayed programs, simply drag and drop them into your desired order.

4. Scroll up to the Update button and click it to ensure your additions/changes are saved.

5. View your changes on the actual page by clicking View Page in the black bar at page top. If you wish to make further edits, click Edit Page in the same black bar at page top to return to the editing screen.

Events (custom content type)

Similar to programs, each STAR Center event exists as its own complete, separate piece of content (think of each event as a standalone book on a shelf). Once you've added an event to the STAR Center site, it will display on the Events page (calendar), and you can also select it for display in the Upcoming Events component (most prominently featured on the home page).

1. Click Events in the Dashboard left-side menu.

2. Click Add New under Events in the same menu, or click the Add New button at the top left of the Events screen.

3. Type the event name in the Add title field.

4. In the Event details grid:

    a. Under the Register Button heading, click the Select Link button to add a CTA button that allows people to register for the event.

    b. If you wish to add another registration button for the event, click the Select Link button under the Secondary Register Button headings.

    c. Type in an event description in the What You See is What You Get (WYSIWYG) editor field. Use the formatting buttons atop the editing box to format your description as desired.

5. In The Events Calendar box, specify an event time & date, location, website, cost and additional details as necessary.

6. In the Excerpt box, add a short description/summary of your event.

7. In the Discussion box, choose whether to allow comments on your event listing and whether to allow trackbacks and pingbacks on the page.

8. If you haven't yet, click the Publish button to save your changes. This will then change to an Update button, which you should click regularly to ensure your changes are saved.

9. The right column includes important event features/criteria for you to specify:

    a. Use the Tags box to add tags to your event, if desired.

    b. Use the Event Categories box to select the categories that fit your event. You can also add a new category if necessary.

    c. Use the Event Options box to hide this event from overall listings, prioritize it in monthly view or make it a featured event on the Events page.

    d. Use the Events Status box to mark your event scheduled, postponed or cancelled.

10. In the Yoast SEO grid at the bottom of the page, enter in a focus key phrase (i.e. the event name or theme), as well as an SEO (event) title (fewer than 60 characters) and a meta description that describes the event (fewer than 155 characters).

11. Click Update to save your changes/content.

12. View your changes on the actual page by clicking View Event in the black bar at page top. If you wish to make further edits, click Edit Event in the same black bar at page top to return to the editing screen.

To place an individual event you have already added (above) on the home page:

Remember, any event you add to the site automatically displays in the calendar. You can also add an event to the home page using the Upcoming Events component. Once you've added the individual event:

1. Use the Pages tab in the dev site Dashboard to navigate to the home page.

2. Scroll down to the Upcoming Events grid.

3. Click in the Upcoming Events field to display a list of events you've already added. Select your event from that list. Your selection should then appear in the field.

4. You can drag and drop the event name anywhere within the listing to customize it.

    a. If you wish to delete any event(s), simply click the "x" to the right of each individual event name in the gray programs boxes.

    b. If you wish to reorder the existing displayed events, simply drag and drop them into your desired order.

5. Click Update to save your changes/content.

6. View your changes on the actual page by clicking View Page in the black bar at page top. If you wish to make further edits, click Edit Page in the same black bar at page top to return to the editing screen.

To place an individual event you have already added (above) on the program page:

Remember, any event you add to the site automatically displays in the calendar. You can also add an event to an individual program page using the Upcoming Events component. Once you've added the individual event:

1. Use the dev site Dashboard to go to the program page you'd like to add it to. Click Programs in the left-side menu, then choose the specific program from the list of All Programs.

2. In the Edit Program screen for your selected program, you'll use the Upcoming Events component to add your event.

   a. In the Page components grid, choose your location for displaying the event. We recommend adding it after the Basic copy component that contains "Dates, times, locations and fees."

   b. Once you've found the right spot, click the "+" in the heading of the next component to add a layout. Then, choose Upcoming Event from the menu that then displays. This will add the Upcoming Events component.

3. If you haven't yet, click the Update button to save your changes. Click this button regularly.

4. In the Upcoming Events grid:

   a. Type in your upcoming events title

   b. Choose a link for your event

   c. Click in the Upcoming Events field, then select your event from the list that appears.

5. Click the Update button to save your changes.

6. View your changes on the actual page by clicking View Program in the black bar at page top. If you wish to make further edits, click Edit Program in the same black bar at page top to return to the editing screen.

7. You can add more events to an individual program page using the Upcoming Events component you already added. Simply scroll to the component within the Edit Program page, click in the Upcoming Events field and select the appropriate event(s) from the list that appears.

News (custom content type)

Similar to events, each STAR Center news item exists as its own complete, separate piece of content (think of each news item as a standalone book on a shelf). Once you've added a news item to the STAR Center site, it will automatically display on the Home page, along with the two other news items you've added most recently. Older news items automatically move to and display in the site's news archive.

To add an individual news item:

1. Click News in the Dashboard left-side menu.

2. Click Add New under News in the same menu, or click the Add New button at the top left of the News screen.

3. Type the news headline in the Add title field.

4. In the Page components grid:

   a. Click the Add Component button and choose the Heading component from the menu that displays. Here, you can add a featured (hero) image and headline.

   b. Next, click Add Component and choose the Basic copy component from the menu.

5. In the Basic copy box:

   a. Select white for your Basic Copy Background color.

   b. Leave the Black Box Title field blank.

   c. Set CTA(s) if you wish.

   d. Add your news item content in the Copy box. Use the WYSIWYG editor to format content as you desire.

6. If you haven't yet, click the Publish button to save your changes. This will then change to an Update button, which you should click regularly to ensure your changes are saved.

7. In the News fields box, type a news item summary into the Excerpt field.

8. The right column includes important news features/criteria for you to specify:

   a. Use the News Categories box to specify the categories into which your news item falls.

   b. Use the Featured Image box to select a hero image for your news item.

9. In the Yoast SEO grid at the bottom of the page, enter in a focus key phrase (i.e. the headline or story subject matter), as well as an SEO (headline) title (fewer than 60 characters) and a meta description that describes the news item (fewer than 155 characters).

10. Click Update to save your changes/content.

11. View your changes on the actual page by clicking View News in the black bar at page top. If you wish to make further edits, click Edit News in the same black bar at page top to return to the editing screen.

Other pages (not based on custom content types)

You can easily add a page to your website anytime you wish. For example, in the future, you'll likely want to add a page to highlight/preview features of the actual facility as it nears completion. To add a page:

1. Click Pages in the Dashboard left-side menu.

2. Click Add New under Pages in the same menu, or click the Add New button at the top left of the Pages screen.

3. Type the page title in the Add title field.

4. In the Hero image box Primary settings tab:

   a. Click the Add image button to upload a new image or select an existing media library image.

   b. Type in a headline to be placed atop the hero image, if desired.

5. Use the Page components grid to add as many or as few components as you desire. Simply click the Add Component button to add different types of components one at a time.

6. If you haven't yet, click the Publish button to save your changes. This will then change to an Update button, which you should click regularly to ensure your changes are saved.

7. The right column includes important page features/criteria for you to specify:

   a. Use the Page Attributes box to specify whether the page has a Parent page. If so, and if the parent page has other child pages, you may wish to specify the order for the page to display in the parent page's drop-down menu in navigation.

   b. Use the Featured Image box to select a featured image for your page, if desired.

8. Click Update to save your changes/content.

9. When you're finished adding page components and setting page criteria, use the Yoast SEO grid at the bottom of the page to enter in a focus key phrase (i.e. the page subject matter), as well as an SEO (page) title (fewer than 60 characters) and a meta description that describes the page contents (fewer than 155 characters).

10. Click Update to save your changes/content.

11. View your new page by clicking View Page in the black bar at page top. If you wish to make further edits, click Edit Page in the same black bar at page top to return to the editing screen.

Alerts

Inclement weather and other situations will inevitably affect program times, locations and/or availability. In these cases, you can add alert information to the Home page to communicate breaking news in a highly visible spot. This Home page "alert," called a "Notification" in the dev site, is located directly underneath the hero image.

To add or edit/update an alert:

1. Scroll to the Notification box in the larger Page components grid.

2. In the Notification text field, type in your new or updated alert information.

3. Click the Update button to save your changes.

4. View your updated page by clicking View Page in the black bar at page top. If you wish to make further edits, click Edit Page in the same black bar at page top to return to the editing screen.

Online training guide

Visit training.starcenterlacrosse.org for an accompanying online training resource containing:

• An index of all site components with descriptions of:

 o What a component can be used for

 o What a component can contain and look like

 o Available optional variations, and illustrations of those variations

• Details on global settings available on the dashboard under Theme Settings

• Page hero options and variations