

Admin Website User Guide

1. Adding Users

On the Wordpress Dashboard, click on “Users” in the left side bar

You are brought to the “Users” page

Click on “Add New”

Fill in, username, email address, first name, last name

Username: **email address**

Create temporary password: **first 3 letters last name and house number (All lower-case without spaces)**

Keep the Send User Notification checked if you would like the new user to receive an email with their login information.

Choose a Role for your new user (it defaults to subscriber)

It brings you back to the “User” page, hover over the user’s name and click “edit”

Click on “Profile”

Scroll down and Click on “Membership Level”

Choose the appropriate answer

Click on “Update user”

Click on “Extended Profile”

Scroll down to “Selected Group” and choose appropriate category

(If you have two login users for one household only select the category for the male user and leave the selected category as “---” for the female user. By doing this you will stop duplicates on directory)

Fill in appropriate information in the rest of the areas

Click on “Update Profile” on the right side of page

2. Create Groups

On the Wordpress Dashboard, click on “Groups” in the left side bar

You are brought to the “Group” page

Click on “Add New”

Fill in group name and description

Click on “Create Group and Continue”

Follow the prompts on the screens to complete

Click “Finish”

The group is now available when creating and editing new users

3. How to add members to groups

On the Wordpress Dashboard, click on “Groups” in the left side bar

You are brought to the “Group” page
Hover over the group you would like to add a member to
Click on “Edit”
Scroll down and click on “Add new members”
Type in members name
Click on “Save Changes”

4. Events

On the Wordpress Dashboard, click on “Events” in the left side bar
Click “Add new”
Type in the “Title” of the event and any additional relevant information in the description box
Choose the “Date/Time and Venue”
Choose your category on the right hand side.
Click on “Publish”

RSVP & FEE capabilities

Click on “New RSVP”
Under “Type” type the name for example “RSVP”
Select how many tickets are available
To add RSVP or FEE by click on, “Advanced” and type date in the description
If you want direct to another site, highlight text and bold, click on URL link, click on wrench, enter the URL address and check, “open in new tab”

View Events Attendees

On the Wordpress Dashboard, click on “Events” in the left side bar
Look for the event an hover over event title and click on “Attendees”
You will now see a list of attendees for this event

Add Organizers for Events

On the Wordpress Dashboard, click on “Events” in the left side bar
Click on “Organizers”
Click on “Add New”
Fill out appropriate information
Click on “Publish”

Add Venues for Events

On the Wordpress Dashboard, click on “Events” in the left side bar
Click on “Venues”
Click on “Add New”
Fill out appropriate information
Click on “Publish”

Add Photos to Events

On the Wordpress Dashboard, click on “Events” in the left side bar
Click on the event you wish to add photos to

Click "Add Media"

Click "Create Gallery" (From here you will be able to add multiple photo)

You can set a featured image by clicking "Set Featured Image" on the right of the post

5. **News**

On the Wordpress Dashboard, click on "Posts" in the left side bar

Click on "New"

Choose "category" of "news" on the right (checkbox)

Type you news title in the title field

Add any images/ copy in editor

You can set a featured image by clicking "Set Featured Image" on the right of the post

6. **How to email groups**

On the Wordpress Dashboard, click on "WP Email Users" in the left side bar

Type in your From Name and From Email

In the "Send to" you can type the name of the group if sending a group email

Select all emails you wish to send an email to

Select email template

Type your email subject

Delete all content in the message and type your message to the users

You can also use the template variables available

Click Send

How to add Email Groups

On the Wordpress Dashboard, click on "WP Email Users" in the left side bar

Click on "List Manager"

Click on "Manage Subscriber List"

Click on "Add New List"

How to add Member to Email Group

On the Wordpress Dashboard, click on "WP Email Users" in the left side bar

Click on "List Manager"

Find the appropriate list and Click on "Manage"

Click on "Add New Member"

Follow prompts

To Delete Member from Email Group

On the Wordpress Dashboard, click on "WP Email Users" in the left side bar

Click on "List Manager"

Find the appropriate list and Click on "Manage"

Find the member and click the icon "garbage"

Follow prompts

7. **How to edit Committee & Boards**

On the Dashboard page, click Rosenmiller Farms or Rosenmiller Woods and click on Boards and Committees
On the shortcut bar at the top of the page click on “edit page” (Do **not** click on “Edit with elementor”)
Click on the “pencil” icon
Use your cursor to edit on the lines
Click “update” on the top right

To add or delete rows, change alignment and font

Use the icons and follow the dropdowns
Click “update” on the top right

8. **Forms**

Update email address

On the Wordpress Dashboard page, click on “Ninja Forms”
Click on appropriate form
Click on “Email & Actions”
Click on the “Wrench” to the right of “Email Notifications”
Type the email addresses in the “To” line separated by a coma
Click “Done”
Click “Publish”

View Submissions

On the Wordpress Dashboard page, click on “Ninja Forms” in the left side bar
Click on “Submissions”
Click on “Select Form”
Click on the appropriate form in the drop down

10. **Change Photos on homepage**

To add Photos

On the Wordpress Dashboard page, click on “Pages” in the left side bar
Click on “All Pages”
Click on the appropriate page
Click on “Edit with Elementor”
Click on the gray area
Hover on the top right of gray area, click on the “pencil” edit image carousel
Hover In the red box, under images selected, click on the “pencil” on the top right
On the left side click “Add to Gallery”
Either click on the selected picture or upload the file

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Click on the gray area
Hover on the top right of gary area, click on the "pencil" edit image carousel
In the red box on the left side, click on the" pencil" on the top right
Click on the "Picture" Follow the commands on the right

11. Photo Gallery

On the green dashboard page, click on "Photo Gallery"
On the shortcut bar at the top of the page, click on "edit page" in the shortcut bar
Click the "+" sign on the right side
In the type box, type Image or Gallery
Choose a image from the media library and or upload a picture
Follow the screen to choose the layout