## WHAT IS MY URL/DOMAIN NAME ADDRESS?

a. http://LOCALNAME.ohea.us/wp-login.php

## LOGGING IN



After selecting "log in" you'll be presented with the following menu to enter the provided username and password.



If using a private computer and want to save the entered password and username, check the box circled in red.

## NEWS POSTS VS. PAGES (Key Differences)

- Posts are timely vs. Pages are timeless.
- Posts are social vs. Pages are NOT.
- Posts can be categorized vs. Pages are hierarchical.
- Posts are included in RSS feed vs. Pages are not.
- Pages have custom template feature vs. Posts do not.

(continued next page)

## **NEWS POSTS VS. PAGES**

COLUMBIA L GA Fage to rom	
Sample Post @ July 22, 2019 This is a Post, # Edt	LINKS National Education Association Obio Aducation Association Obio Education Association CATEGORIES Assocurcements ARCHIVES July 2019
	ADMIN Site Admin Log out Entries 825 Comments 855 WordPress.org.

From the +*NEW* drop-down menu, select *Post* (or *Page*)

Add New Post	Screen Option	
the Enter title here	Publish	
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	+ Add New Category	
	Tap	

After logging in you are on the main Administration Screen called the **Dashboard**.

This is where the organization of your site begins.

The differences we list above definitely have exceptions. You can use plugins or code

snippets to extend the functionality of both content types. Like a word processor, enter your story text....

## ADDING IMAGES & CREATING LINKS (media)

Media consists of the images, video, recordings, and files that you upload and use in your blog. Media is typically uploaded and inserted into the content when writing a News Post or writing a Page. Within the black bar of the Dashboard, is a *Media* link.

To upload media, select *Media > Add New* from left side menu.

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<sup>1</sup>Refreshing or Creating You Local's Website | Page 2 of 6 | Michael Straughter, OEA Communications Specialist — <u>straughterm@ohea.org</u>



For an external link to the media to you embed within your News Post or Page, double click the thumbnail or select *Attachment Detail*.

## TWO METHODS TO ADD A CALENDAR

- 1. WordPress Plug-in
- 2. Google Calendar is a free calendar application from Google that makes it easy to keep track of life's important events all in one place. | <u>https://en.support.wordpress.com/google-calendar/</u>

**TIP 1:** Encourage your members to share pictures taken at Local events and upload them to your page or header. Who doesn't like seeing themselves? <u>Pixabay.com</u> is a free, royalty free stock image site.

**TIP 2**: Need to capture an image on your screen, crop an image, or perhaps resize a picture? Consider using *PicPick*. It's free for non-profit organizations. I highly recommend it for those situations that Photoshop or overkill or unavailable. | https://picpick.app/en/

🙆 Dashboard	Plugins						
✤ Posts ♀ Media	All (92)   Active (1)   Inactive (91) Bulk Actions V Apply						
🖉 Links	Plugin	Description					
🔁 Forms 📕 Pages	Add Link to Facebook Activate	Automatically add links to published posts to your Facebook v Version 2.3   By Marcel Bokhorst, Tanay Lakhani   Visit plugin si					
<ul><li>Comments</li><li>Appearance</li></ul>	Advanced Access Manager Activate	All you need to manage access to your WordPress website Version 5.9.2.1   By Vasyl Martyniuk					
Plugins Users	Akismet Anti-Spam	Used by millions, Akismet is quite possibly the best way in the Akismet Settings page to set up your API key. Version 4.1.1   By Automattic   Visit plugin site					
Settings	All-in-One Event Calendar by Time.ly Activate	A calendar system with month, week, day, agenda views, upco Version 2.5.37   By Time.ly Network Inc.   Visit plugin site					
<ul> <li>Calendar</li> <li>Collapse menu</li> </ul>	Allow Word/Powerpoint/Excel file uploads Activate	This is a super simple plug-in that allows for uploading power Version 1.1.1   By yohman   Visit plugin site					

### Method 1

A. From the black bar with the Dashboard, select "Plugins" and then select the existing Calendar plugin by *Time.ly*. Don't forget to activate the plugin.

🔞 🗥 My Sites 🔗	Strongsville Education Association 📮 0 🕂 New View Page		
, 🍪 Dashboard	Edit Page Add New		
🖈 Posts	Calendar		
9 Media	Permalink: http://strongsvilleea.ohea.us/?page_id=55 Change Permalinks		
🖉 Links			
Forms	I Add Media Add Form	Visual	Text
📙 Pages	Paragraph 🔻 B I 🗄 🗄 🖆 🖆 🖉 🚍 🧱		×
f <b>All Pages</b> Add New	[calendar]		
Comments			
🔊 Appearance			
🖉 Plugins			
📥 Users			
🌮 Tools			
Settings			
🔅 Calendar			
Collapse menu			
	Word count: U Last edited by admin on July 2	:3, 2019 at 2:4	4 pm

- b. Then create a new page, enter a name for your calendar in the Header Bar and in the paragraph field type the following: [Calendar] and then *Save/Publish*.
- c. Note how "Calendar" now appears as a menu option on your front page.

<sup>1</sup>Refreshing or Creating You Local's Website | Page **4** of **6** | **Michael Straughter, OEA Communications Specialist** — <u>straughterm@ohea.org</u>

### d. To Add an Event...

....from the black bar of the Dashboard, Calendar >> Manage Calendar. Enter your *Event Title* and brief description. I recommend no more than 2 sentences.

If you have an event flier, pause and upload it to your site's *Media Folder* (also in the Dashboard's black bar).

Copy the provided URL link of the flier and enter it into the *Option Event Link* field.

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Dashboard	Add Event										
🖈 Posts											
93 Media	Event Title										
e Unixs	Event Description										
Forms											
🖉 Pages											
P Comments											
Appearance	Event Category	General 👻									
🖉 Plugins	Event Link (Optional)										
📥 Users	Start Date	2019-07-24									
🔎 Tools											
ED Settings	End Date	2019-07-24									
🗘 Calendar 🔹	Time (hhonn)	12:21 Optic	21 Optional, set blank if not required. Current time difference from GMT (s -di hour(s)								
Manage Calendar	Recurring Events	Repeats for 0 No	geats for 0 None ~								
Manage Categories	Entering © means forever. Where the recursore interval is left at none, the event will not rescruz.										
Calendar Options											
Collapse menu	Save +										
	Manage Events										
	ID	Title	Start Date	End Date	Time	Recurs	Repeats	Author	Category	Edit	Delete
	1	School Bd Candidate Training	2019-07-27	2019-07-27	19:33:00	Never	N/A	admin	General	Edit	Delete

#### METHOD 2 – Adding an Existing Google Calendar

- a. Please click here or review the attached Google document
- b. After completing step 3, copy and email the Embed Code to Darren Clum in OEA Computer Services at <u>ClumD@ohea.org</u>.
- c. Please include your name and Local Affiliate name in the body of your email.

TIP: Consider using <u>JotForm</u> to create online event registrations and similar forms. Best of all, it's free. https://www.jotform.com/

## **ADDITIONAL RESOURCES**

### WordPress Glossary Terms for Beginners

Are you puzzled by strange WordPress terms or abbreviations? Are you looking for a WordPress dictionary that explain these WordPress terms in plain English? Then you are at the right place. WPBeginner's WordPress Glossary lists and explain the most commonly used terms in WordPress tutorials. This is the best place for WordPress beginners to start and familiarize themselves with the WordPress lingo

>>> <a href="https://www.wpbeginner.com/glossary/">https://www.wpbeginner.com/glossary/</a>

### WordPress Support: Basic Usage & Getting Started

• <a href="https://wordpress.org/support/">https://wordpress.org/support/</a>