

Club Web Site

WordPress

What is WordPress?

- WordPress is Open Source software developed to allow people to quickly set up their own web site or Blog pages.
- WordPress.com (commercial) offers free hosting for personal web sites
- WordPress.org (community) also make the software available Open Source, i.e. free of charge. Due to the quality of the software, the ease of maintenance and the ease to write add-ons (called plug-ins) it has become widely adopted.

More Information

- The site at <https://wordpress.org/> has plenty of good information.
- There are many tutorials on how to use Wordpress on youtube.
- Plugins: <https://wordpress.org/plugins/>
- Themes: <https://wordpress.org/themes/>

WordPress Concepts

- There are a number of basic concepts to get to grips with:
 - Pages – These are like normal Web Pages, good for providing information
 - Blogs – These are small postings, usually news or other information
 - Menus/Navigation – Ways to navigate around the site
 - Events/Programme
 - Members/Non-Members – members get access to private areas of the site
 - Plugins – Additional software that extends the basic WordPress functionality

Administering WordPress

- Some users/members have special Administration rights.
- These users can gain access to the WordPress Dashboard and manage the site and its contents.
- WordPress is a type of software called a Content Management system which basically mean that everything can be done through a normal Web Browser like Internet Explorer, Firefox, Chrome or Safari.

Administering the Club Web Site

- My role is to select and configure the WordPress site and the plugins we will be using. I will not be doing the Web Master role.
- Jan and Lorna will be responsible for providing basic content and news.
- Liz will probably update the site as well.
- The various committee posts and Group Leads will be expected to keep their sections up to date.

Purpose of this Talk

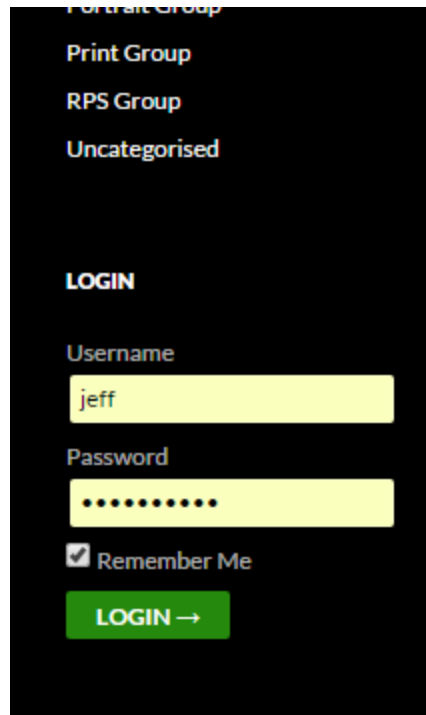
- To provide a brief overview into the administration of the site.
- To show people how to:
 - make simple Blog posts
 - Edit and add a new page
 - upload documents and images
- To explain the Membership database and how to update it.

Timescales

- The aim is to have the site in shape to release before the start of the new season.
- The site is at a temporary location: <http://services.intrinsica.co.uk/ccc/> it will be moved to <http://www.chichestercameraclub.org.uk/>
- We basically have July and August to get familiar with the software and perform a few house keeping tasks (e.g. arrange new hosting provider, transfer domain name from Pete King, etc, etc)

Login as Admin

- This will require your new user name and password:



Portrait Group
Print Group
RPS Group
Uncategorised

LOGIN

Username
jeff

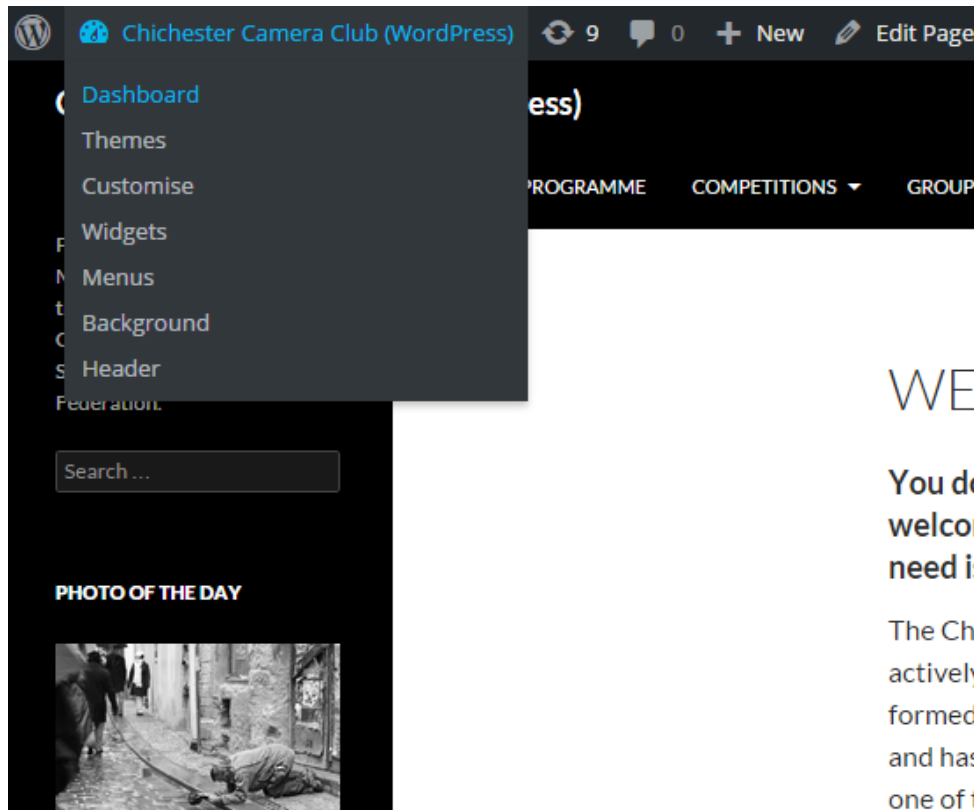
Password
••••••••

Remember Me

LOGIN →

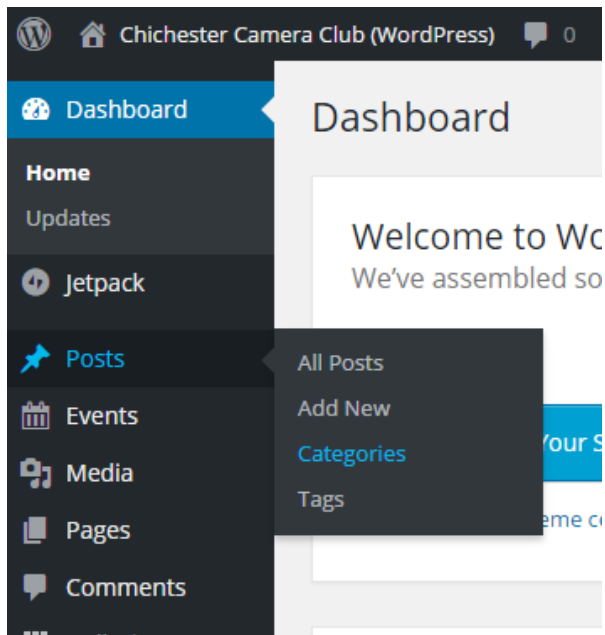
Access to Dashboard

- You can then get access to the Dashboard:



Making a Blog Post

- Let's have a look at Categories
- You can assign your post to a category. This tells WordPress how to present it.



Categories

The screenshot shows the WordPress admin interface for 'Chichester Camera Club (WordPress)'. The top navigation bar includes links for 'New', 'Photo Albums', 'Memberships', and 'Events', along with a user profile 'How are you, Jeff Owen?'. The left sidebar contains a menu with 'Posts' selected, and sub-items like 'All Posts', 'Add New', 'Categories', 'Tags', 'Events', 'Media', 'Pages', 'Comments', 'Galleries', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'BWS Plugins', 'Newsletter', 'Memberships', 'Photo Albums', and 'Collapse menu'.

The main content area is split into two sections. On the left is the 'Add New Category' form, and on the right is a list of existing categories.

Add New Category Form:

- Name:** A text input field. Below it, a note states: "The name is how it appears on your site."
- Slug:** A text input field. Below it, a note states: "The 'slug' is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens."
- Parent:** A dropdown menu currently set to 'None'. Below it, a note states: "Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional."
- Description:** A large text area. Below it, a note states: "The description is not prominent by default; however, some themes may show it."
- Buttons:** A blue 'Add New Category' button at the bottom.

Categories List:

The list has a search bar at the top right and 'Bulk Actions' and 'Apply' buttons at the top left. It shows 10 items. Each row includes a checkbox, the category name, a description, the slug, and the count.

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Chairman	Used to identify posts made by the Chairman for the Chairman's blog	chairman	3
<input type="checkbox"/>	Competition News	For news about competitions	competition-news	1
<input type="checkbox"/>	Developers Group		developers-group	1
<input type="checkbox"/>	Digital Imaging		digital-imaging	3
<input type="checkbox"/>	News		news	13
<input type="checkbox"/>	PAGB Group		pagb-group	1
<input type="checkbox"/>	Portrait Group		portrait-group	1
<input type="checkbox"/>	Print Group		print-group	1
<input type="checkbox"/>	RPS Group		rps-group	2
<input type="checkbox"/>	Uncategorised		uncategorised	3

At the bottom of the list, there are 'Bulk Actions' and 'Apply' buttons, and a note that says '10 items'.

Add the Post

The screenshot shows the WordPress 'Add New Post' editor for a post titled 'Last RPS Group Meeting'. The interface includes a left-hand navigation menu, a main content area with a rich text editor, and a right-hand sidebar with various settings.

Left-hand navigation menu:

- Dashboard
- Jetpack
- Posts (selected)
- All Posts
- Add New
- Categories
- Tags
- Events
- Media
- Pages
- Comments
- Galleries
- Appearance
- Plugins
- Users
- Tools
- Settings
- BWS Plugins
- Newsletter
- Memberships
- Photo Albums
- Collapse menu

Main Content Area:

- Title: Last RPS Group Meeting
- Permalink: <http://services.intrinsica.co.uk/ccc/last-rps-group-meeting/>
- Buttons: Add Media, Visual, Text
- Rich Text Editor: File, Edit, Insert, View, Format, Table, Tools. Includes bold, italic, quote, list, link, image, video, audio, quote, link, gallery icons.
- Text: This was held on Tuesday 16th June and was well attended. Graham Sergent and John Bradshaw cast their critical eyes over peoples work.
- Word count: 23
- Draft saved at 2:14:23 pm.

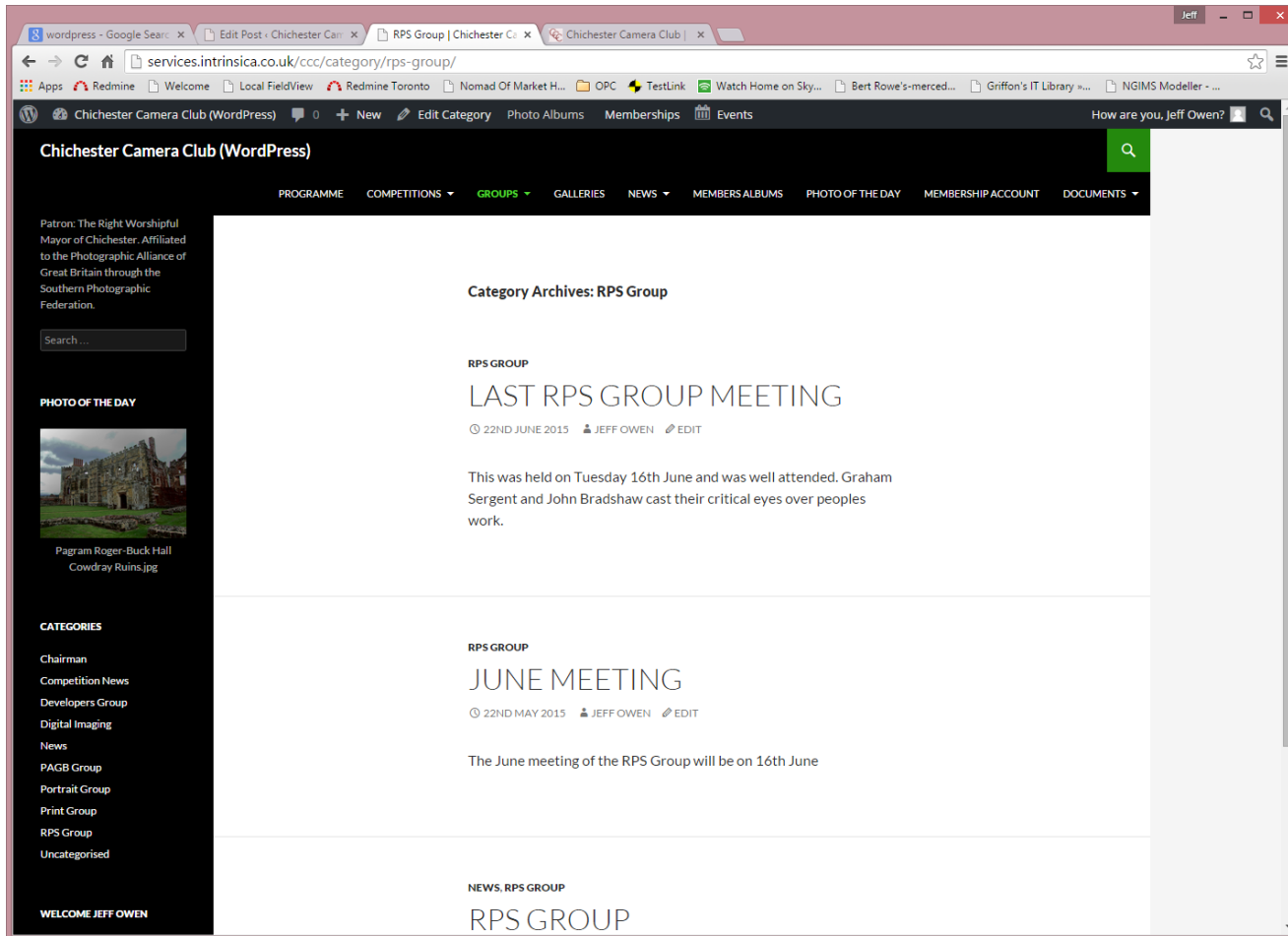
Discussion Section:

- Allow comments.
- Allow [trackbacks and pingbacks](#) on this page.

Right-hand Sidebar:

- Publish:** Save Draft, Preview, Status: **Draft** (Edit), Visibility: **Public** (Edit), Publish **immediately** (Edit), Move to Bin, Publish
- Format:** Standard (selected), Aside, Image, Video, Audio, Quote, Link, Gallery
- Categories:** All Categories, Most Used. List includes: Developers Group, Digital Imaging, News, PAGB Group, Portrait Group, Print Group, **RPS Group** (checked), Uncategorised. + Add New Category

The result



The screenshot shows a web browser window displaying the 'Chichester Camera Club (WordPress)' website. The browser's address bar shows the URL 'services.intrinsic.co.uk/category/rps-group/'. The website's navigation menu includes 'PROGRAMME', 'COMPETITIONS', 'GROUPS', 'GALLERIES', 'NEWS', 'MEMBERS ALBUMS', 'PHOTO OF THE DAY', 'MEMBERSHIP ACCOUNT', and 'DOCUMENTS'. The 'GROUPS' menu item is highlighted in green. The main content area displays 'Category Archives: RPS Group' with three posts:

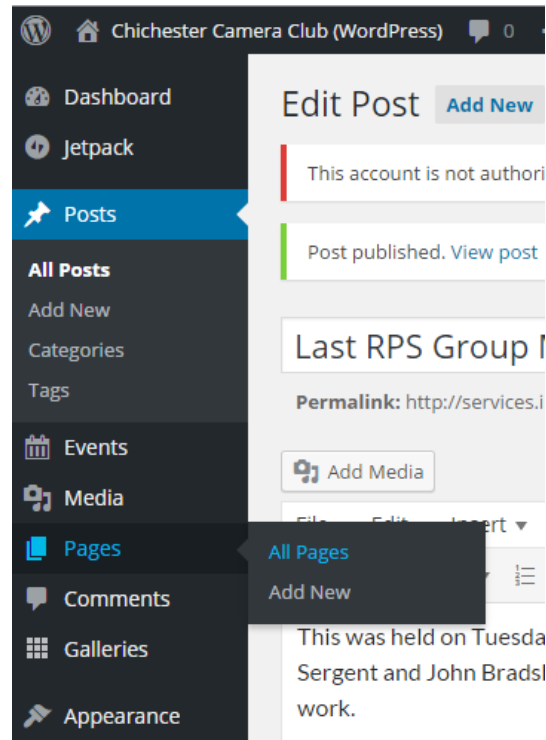
- RPS GROUP**
LAST RPS GROUP MEETING
22ND JUNE 2015 | JEFF OWEN | EDIT
This was held on Tuesday 16th June and was well attended. Graham Sergent and John Bradshaw cast their critical eyes over peoples work.
- RPS GROUP**
JUNE MEETING
22ND MAY 2015 | JEFF OWEN | EDIT
The June meeting of the RPS Group will be on 16th June
- NEWS, RPS GROUP**
RPS GROUP

The left sidebar contains the following elements:

- Patron: The Right Worshipful Mayor of Chichester. Affiliated to the Photographic Alliance of Great Britain through the Southern Photographic Federation.
- Search bar
- PHOTO OF THE DAY**
Image: Pagram Roger-Buck Hall Cowdray Ruins.jpg
Caption: Pagram Roger-Buck Hall Cowdray Ruins.jpg
- CATEGORIES**
 - Chairman
 - Competition News
 - Developers Group
 - Digital Imaging
 - News
 - PAGB Group
 - Portrait Group
 - Print Group
 - RPS Group
 - Uncategorised
- WELCOME JEFF OWEN**

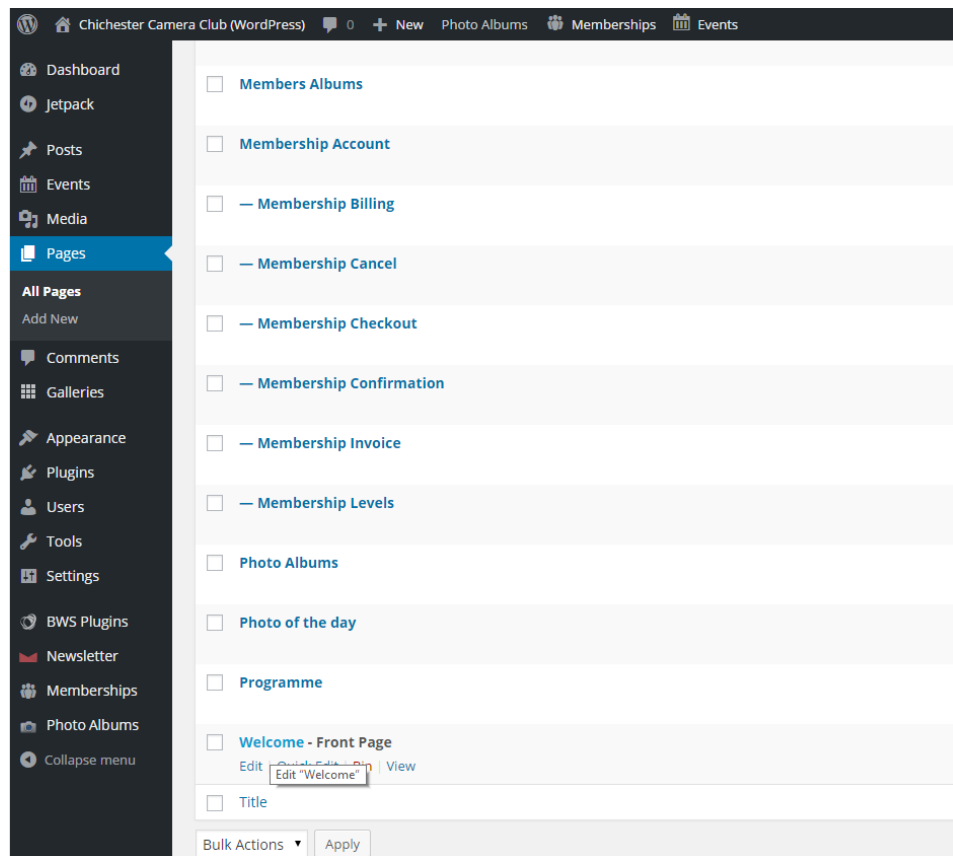
Editing A Page

- Select All Pages from the Dashboard:



Edit a Page (continued)

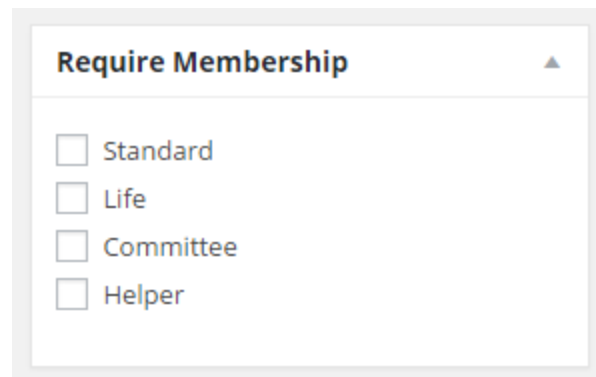
- Then select the page, e.g. Welcome and Edit:



The screenshot displays the WordPress admin interface for 'Chichester Camera Club (WordPress)'. The left sidebar contains a navigation menu with 'Pages' highlighted. The main content area shows a list of pages, including 'Members Albums', 'Membership Account', 'Membership Billing', 'Membership Cancel', 'Membership Checkout', 'Membership Confirmation', 'Membership Invoice', 'Membership Levels', 'Photo Albums', 'Photo of the day', 'Programme', and 'Welcome - Front Page'. The 'Welcome - Front Page' entry is selected, and its 'Edit' link is highlighted with a red box. Below the list, there are 'Bulk Actions' and 'Apply' buttons.

Membership Options

- We can restrict who can visit a page according to their membership options:
- Just tick the ones you want to allow (none ticked means everyone can see them)

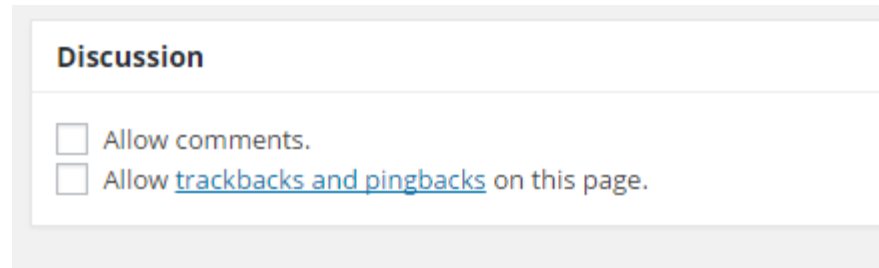


Require Membership ▲

- Standard
- Life
- Committee
- Helper

Discussion

- We don't normally want people to comment on most things, so clear these boxes:



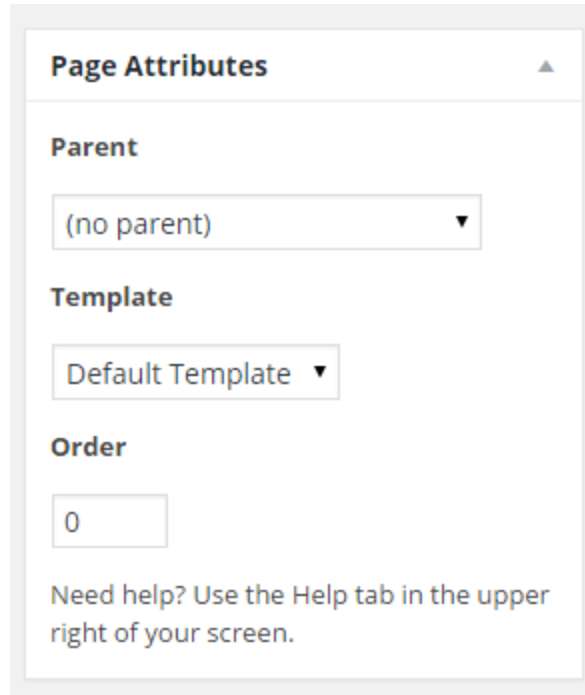
Discussion

Allow comments.

Allow [trackbacks and pingbacks](#) on this page.

Page Attributes

- We can group pages together:



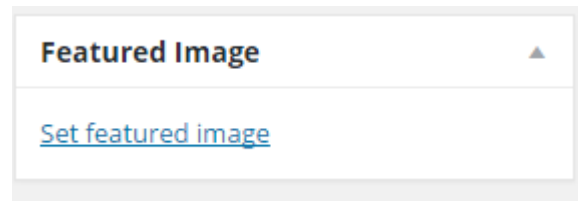
The image shows a 'Page Attributes' panel with the following fields:

- Parent:** A dropdown menu with the selected value '(no parent)'.
- Template:** A dropdown menu with the selected value 'Default Template'.
- Order:** A text input field containing the number '0'.

At the bottom of the panel, there is a help message: 'Need help? Use the Help tab in the upper right of your screen.'

Featured Image

- We can put a featured image on the page:



Uploading Images and Documents

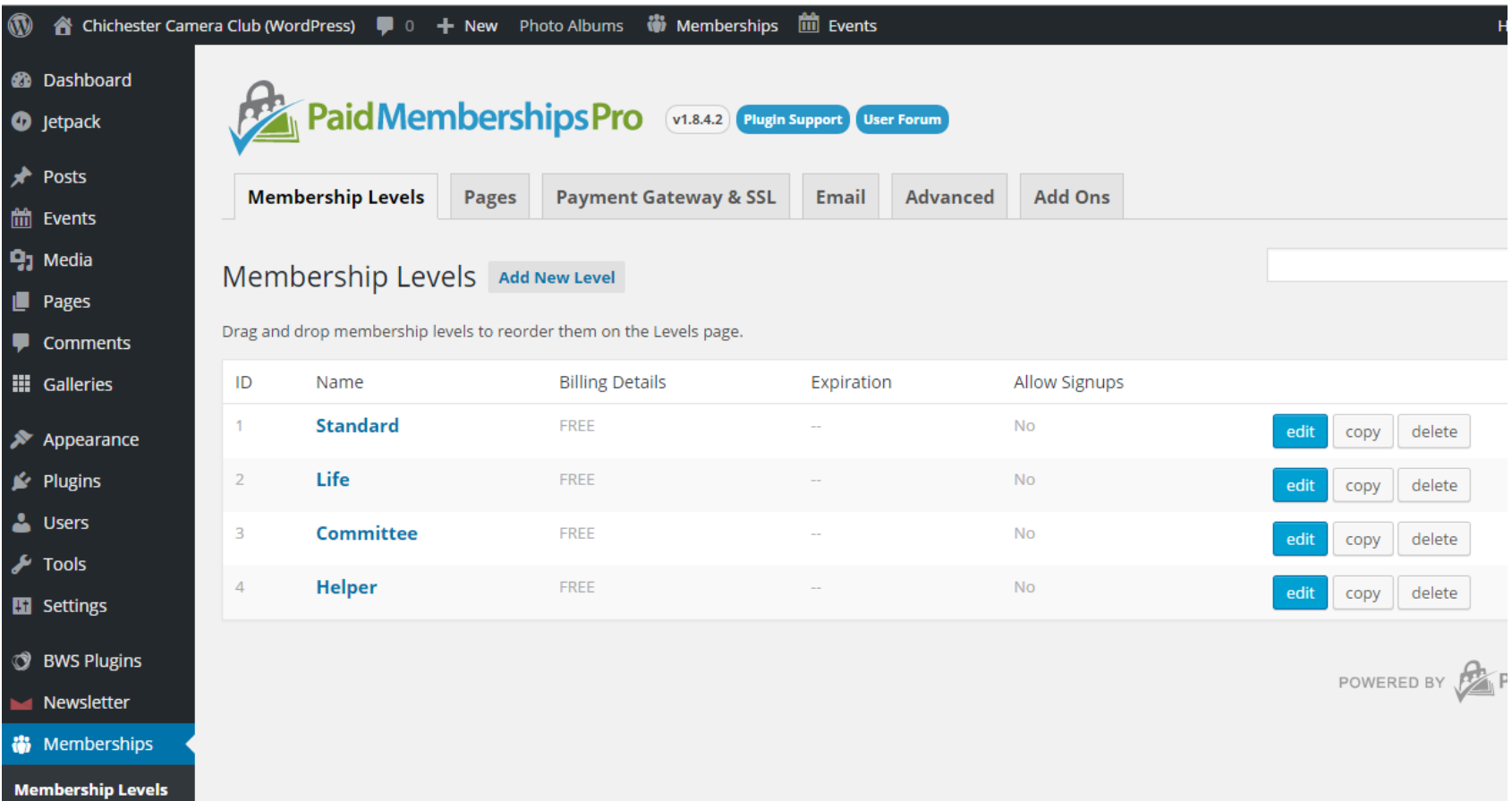
- Demo

Membership database

- The Database in the Web Site is the master database.
- It is vitally important that we keep the members information up to date.
- This is primarily done by Vanessa and it is needed for the Competitions and other activities

Membership Levels

- These are the currently defined levels:




The screenshot shows the WordPress dashboard for Chichester Camera Club (WordPress). The main navigation menu on the left includes Dashboard, Jetpack, Posts, Events, Media, Pages, Comments, Galleries, Appearance, Plugins, Users, Tools, Settings, BWS Plugins, Newsletter, and Memberships. The Memberships menu is currently selected, and the Membership Levels sub-menu is active.

The PaidMembershipsPro plugin interface is displayed, showing the version v1.8.4.2 and links for Plugin Support and User Forum. The Membership Levels tab is selected, and the Add New Level button is visible. The interface includes a search bar and a table of membership levels.

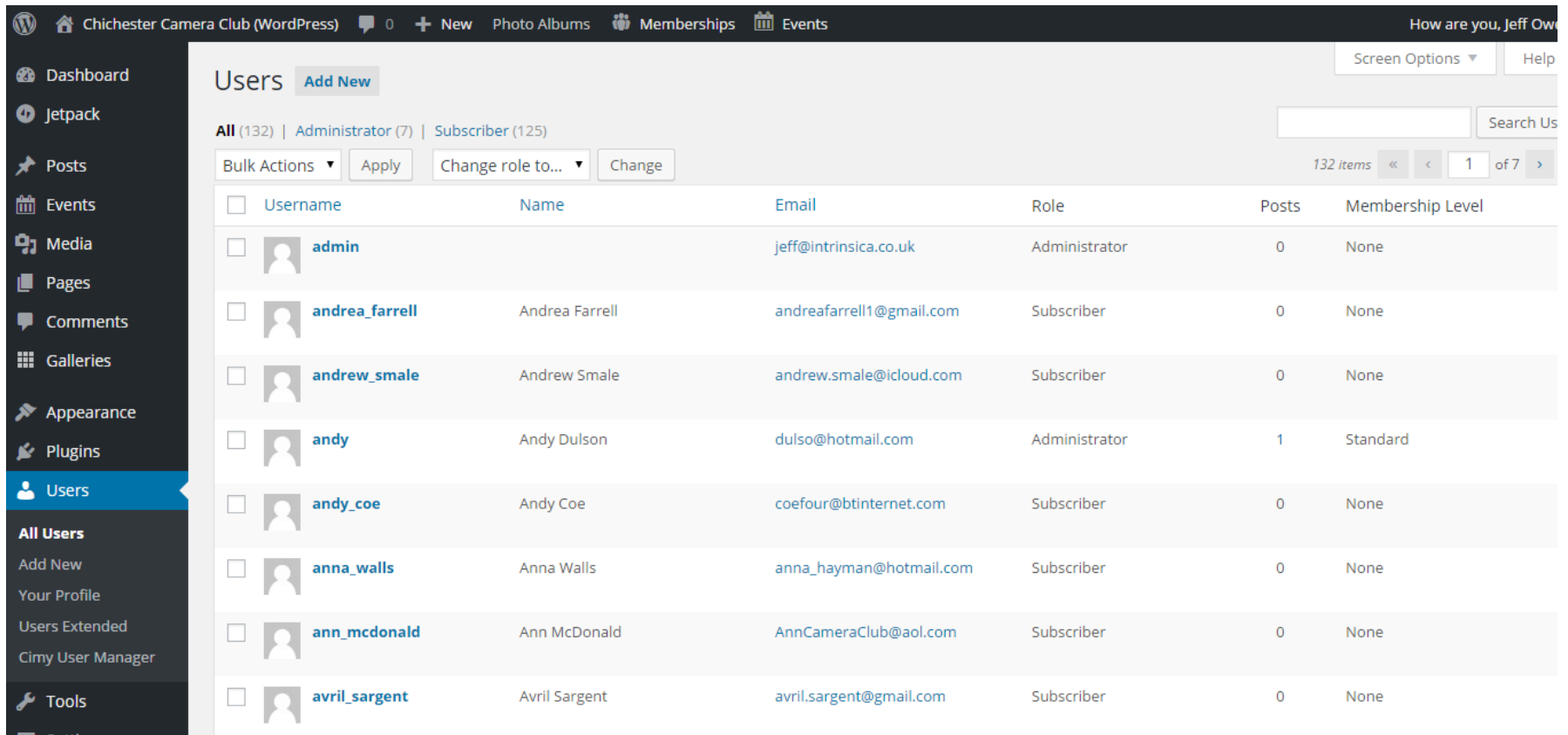
Drag and drop membership levels to reorder them on the Levels page.

ID	Name	Billing Details	Expiration	Allow Signups	
1	Standard	FREE	--	No	edit copy delete
2	Life	FREE	--	No	edit copy delete
3	Committee	FREE	--	No	edit copy delete
4	Helper	FREE	--	No	edit copy delete

POWERED BY 

User Management

- All current users have been imported:



The screenshot shows the WordPress user management interface for Chichester Camera Club. The top navigation bar includes links for Dashboard, Jetpack, Posts, Events, Media, Pages, Comments, Galleries, Appearance, Plugins, Users, All Users, Add New, Your Profile, Users Extended, Cimy User Manager, Tools, and Settings. The main content area displays the 'Users' section with a search bar and a table of users. The table has columns for Username, Name, Email, Role, Posts, and Membership Level. The users listed are: admin (Administrator), andrea_farrell (Subscriber), andrew_smale (Subscriber), andy (Administrator), andy_coe (Subscriber), anna_walls (Subscriber), ann_mcdonald (Subscriber), and avril_sargent (Subscriber).

<input type="checkbox"/>	Username	Name	Email	Role	Posts	Membership Level
<input type="checkbox"/>	admin		jeff@intrinica.co.uk	Administrator	0	None
<input type="checkbox"/>	andrea_farrell	Andrea Farrell	andreafarrell1@gmail.com	Subscriber	0	None
<input type="checkbox"/>	andrew_smale	Andrew Smale	andrew.smale@icloud.com	Subscriber	0	None
<input type="checkbox"/>	andy	Andy Dulson	dulso@hotmail.com	Administrator	1	Standard
<input type="checkbox"/>	andy_coe	Andy Coe	coefour@btinternet.com	Subscriber	0	None
<input type="checkbox"/>	anna_walls	Anna Walls	anna_hayman@hotmail.com	Subscriber	0	None
<input type="checkbox"/>	ann_mcdonald	Ann McDonald	AnnCameraClub@aol.com	Subscriber	0	None
<input type="checkbox"/>	avril_sargent	Avril Sargent	avril.sargent@gmail.com	Subscriber	0	None

User data

Username	<input type="text" value="jeff_owen"/>	<i>Usernames cannot be changed.</i>
Role	<input type="text" value="Subscriber"/>	
First Name	<input type="text" value="Jeff"/>	
Last Name	<input type="text" value="Owen"/>	
Nickname (required)	<input type="text" value="jeff883"/>	
Display name publicly as	<input type="text" value="Jeff Owen"/>	
Contact Info		
Email (required)	<input type="text" value="mrjeffowen@gmail.com"/>	
Website	<input type="text"/>	
About the user		
Biographical Info	<input type="text"/>	
	<i>Share a little biographical information to fill out your profile. This may be shown publicly.</i>	
New Password	<input type="text"/>	<i>If you would like to change the password type a new one. Otherwise leave this blank.</i>
Repeat New Password	<input type="text"/>	

User data (2)

Extra Fields

Member Id	<input type="text" value="883"/>	
Distinctions	<input type="text" value="LRPS"/>	<i>Member's photographic distinctions</i>
Address 1	<input type="text" value="14 Millington Drive"/>	
Address2	<input type="text" value="Selsey"/>	
City	<input type="text" value="Chichester"/>	
Postcode	<input type="text" value="PO20 0FF"/>	
County	<input type="text" value="West Sussex"/>	
Telephone1	<input type="text" value="01243 763154"/>	
Telephone2	<input type="text"/>	
PDI Category <i>(required)</i>	<input type="text" value="Intermediate"/>	<i>Unclassified, Beginner, Intermediate or Advanced</i>
Print Category <i>(required)</i>	<input type="text" value="Intermediate"/>	<i>Unclassified, Beginner, Intermediate or Advanced</i>
Membership Level		
Current Level	<input type="text" value="-- None --"/>	<i>Not paying.</i>
Expires	<input type="text" value="No"/>	