Website User Manual
(Updated May 3, 2013)
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Login Page:

Login with admin Username and Password.
Adding Pages

Select Add New under Pages menu.

Click Publish button.
Editing Pages

Select All Pages under Pages menu.

[Image of a webpage with a table showing various pages like About Us, Camp Facilities, List of District Websites, etc.]

Click here to edit this page
Manage Text in Pages / Posts

Method 1

Select text in the editor and apply **Heading 3** style.

Method 2

Add **h3** tag for the text.

Eg: `<h3>Test Here</h3>`

Also can use **h1,h2,h4,h5,h6**
Front End View

About Us

**Purpose**

The purpose of the Boy Scouts of America, incorporated on February 8, 1910, and chartered by Congress in 1916, is to provide an educational program for young men and women to build character, train in the responsibilities of participating citizenship, and develop personal fitness.

**Programs**

Tiger Cubs: A one-year program for first-grade (Age 6) boys and their adult mentors that stresses leadership, teamwork, community service and family understanding in den meetings and enjoy Day Camp.

Cub Scouting: A family program for boys in second through fifth grade (Ages 7-10). Cub Scouting’s emphasis in quality programming at the local level. Fourth and fifth grade boys are called Webelos (We’ll be loyal Scouts) and participate in more advanced activities that prepares them to become Boy Scouts. Cub Scouts enjoy overnight camp as Bears and Webelos.
Manage Sidebar and Advertisements

Select Widgets under Appearance menu.

Drag and drop this section to "Left Content" area.
Upload an image and enter Advertisement URL.

Click **Save** button.
Ad: Image/Banner Ad

Your ad is ready.

Sealed Visual:

http://wp16.wp.niafmadia.com/wp-content/

Ad Click Destination:
http://www.ssriv.org/home.aspx

Auto Resize to Max Width? [ ]
When you’re ready for a more powerful adserver, visit Broadstreet.

Show/Hide Widget
Hide on checked

☐ Show only for Logged-out users
☐ Show only for Logged-in users

Miscellaneous +/-
☐ Front Page
☐ Blog Page

Delete | Close  Save
Manage Ads for a Single Page

First select **Show on Checked** from the top box and check the pages where the ads should show.

Click **Save** button.
Adding Slides to Home Page

Select **Add New** under **Slides** menu.

Click here to add new slide

Edit Slide

Delete slide
Editing Slides

Upload an image: Click on Set Featured Image, new page will open, drag and drop image and wait for uploading. After uploading Set Featured Image button will be active (right bottom), click on it and close it on top right. Click Publish button.

Title, Content and links are optional.
Image size: 941 X 377 pixels.

Click **Update** button.
Delete Slides
Click on Trash link in listing page.

Adding News / Posts

Select Add New under posts menu.

Select News category from Categories box for example. Otherwise keep it blank.
Enter content and click Publish button.
Editing News / Posts

Select All Posts under posts menu.

Click on Edit link under each posts title for editing.

Update post title, content and image and click Update button.
Deleting News / Posts

Click on Trash link to delete post.
Managing Calendar

Manage Calendar Categories

Select Event Categories under Events menu.

Enter Category name and its color.
Click Add New Category button.
To edit a category, place mouse over a category from the list, click Edit link. Enter all data and click Update button.
Add Events

Select Calendar under Calendar menu.

Add all Event details.  
Click Publish button when complete.
**Edit Events**

Select **All Events** under **Events** menu.
Click **Update** Button.
Select **Widgets** under **Appearance** menu.
Click **Select an image** button and drag and drop an image to the popup window and click **Insert Into Widget** button.

Click on **Save** button in image widget sidebar.