Website Training Cheat Sheet (v1.0)

How do I sign in to make a post?

1. Scroll to the bottom of ANY page and click "**Editor Login**" (bottom right)

Exploring Unitarian Universalism before service: Learn about the UU Principles and spiritual sources from 9:30 to 10:15 a.m. in the Fahs Classroom. Nursery care provided, too!

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We are a member of the Unitarian
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UNITARIAN
UNIVERSALIST
ASSOCIATION

Problem with this page or the site? Report it.   © 2015 Unitarian Universalist Society of Sacramento   Editor Login

2. Enter your username (**your email**) and your **password** and click the blue "**Log In**" button. If you forget password just click "Lost your Password?"

This login is for site editors only (those making posts, etc.) If you are just trying to access member files then click here and follow the instructions.
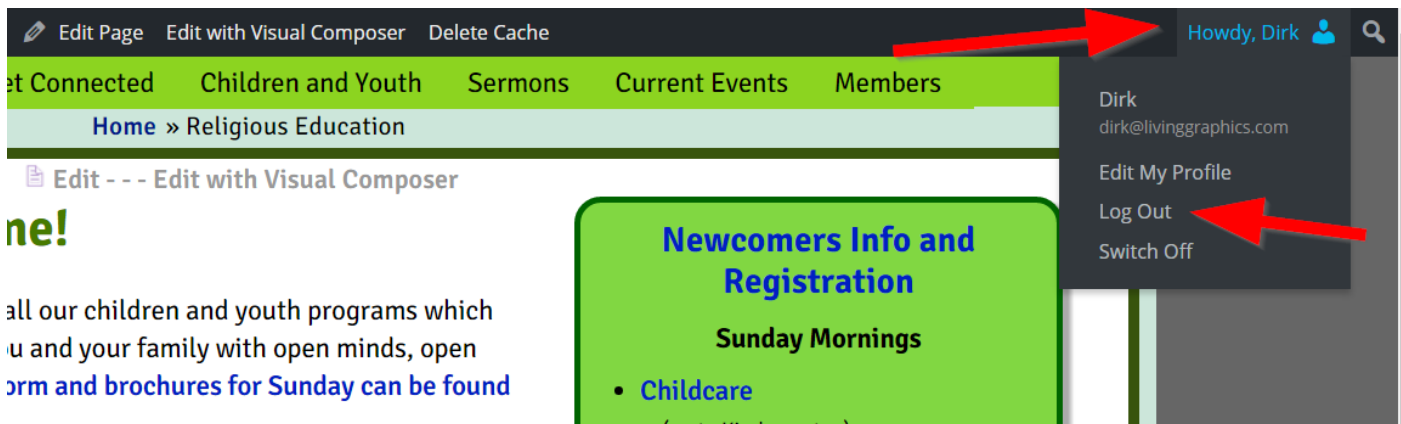
Username

Password

☐ Remember Me   Log In

Lost your password?

← Back to Unitarian Universalist Society of Sacramento

How do I sign out?

*It's a good idea to sign out when not posting because the site is much faster to browse when signed out.

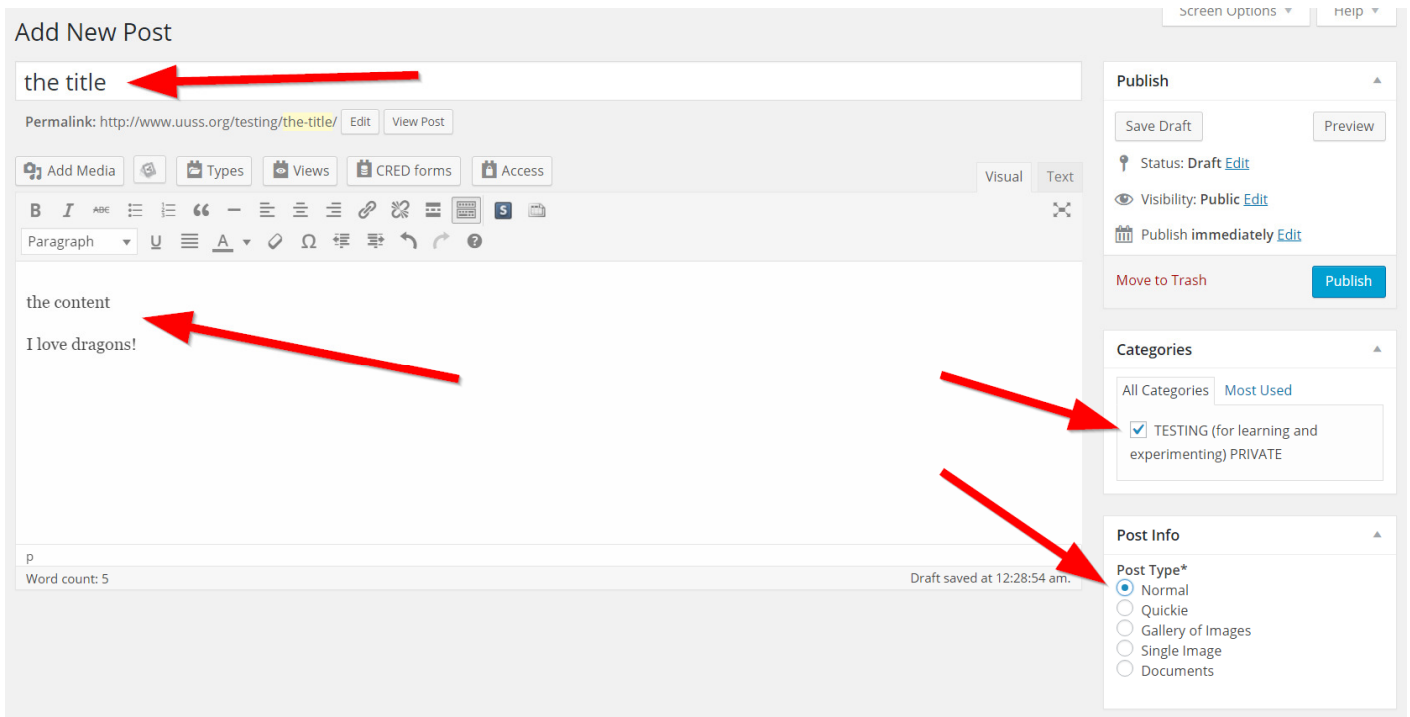On the top right of any page (in the wordpress toolbar) HOVER over "**Howdy, Your Name**" and then click "**Log Out**"


How do I make a post for my group?

1. On the top of any page (in the wordpress toolbar) click "**+New**" to start a new post.
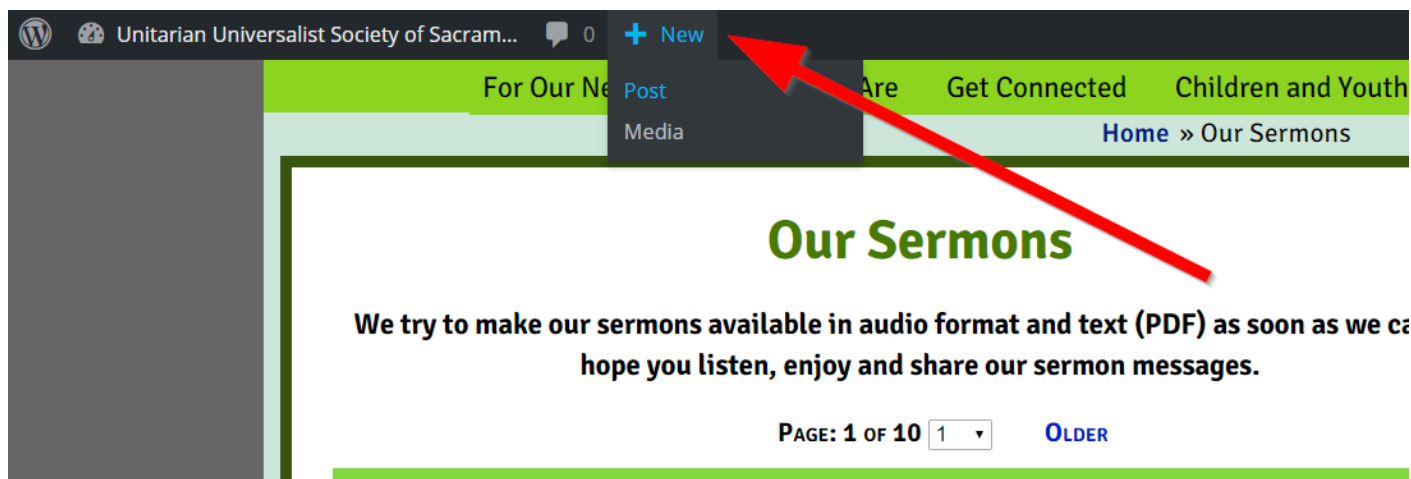
2. Fill in these FOUR things: the **TITLE**, the **CONTENT**, the **GROUP** (category), the **TYPE** of post. If you forget to select some of these it won't let you publish!

*** If your "Add New Post" screen does NOT look like the above (you have extra boxes, etc.) then follow these instructions: 1. Click "**Screen Options**" (near top right) to open screen options then 2. Make sure ONLY **Post Info** and **Categories** are checked under "Show on screen" and 3. Click "**Screen Options**" again to close it. If your screen looks fine then IGNORE these instructions.
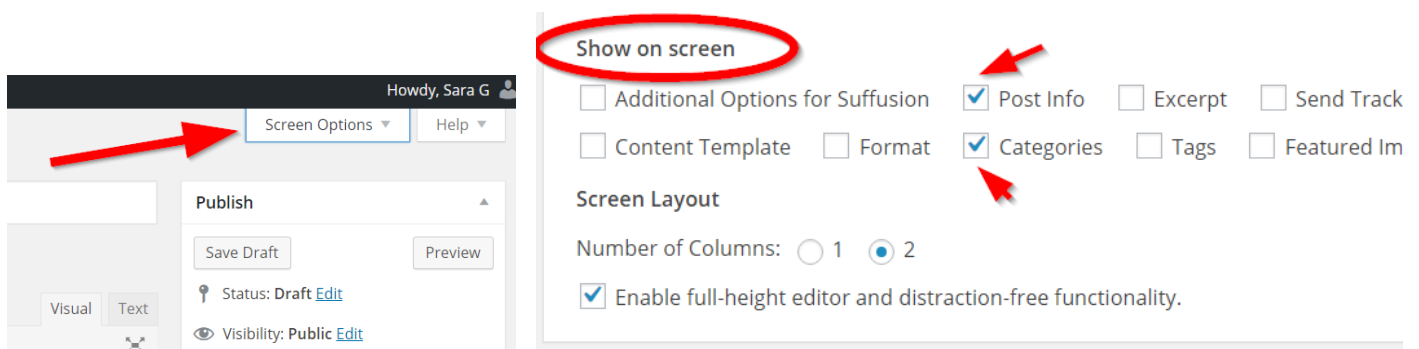
3. Click blue "**Publish**" button (in Publish box):
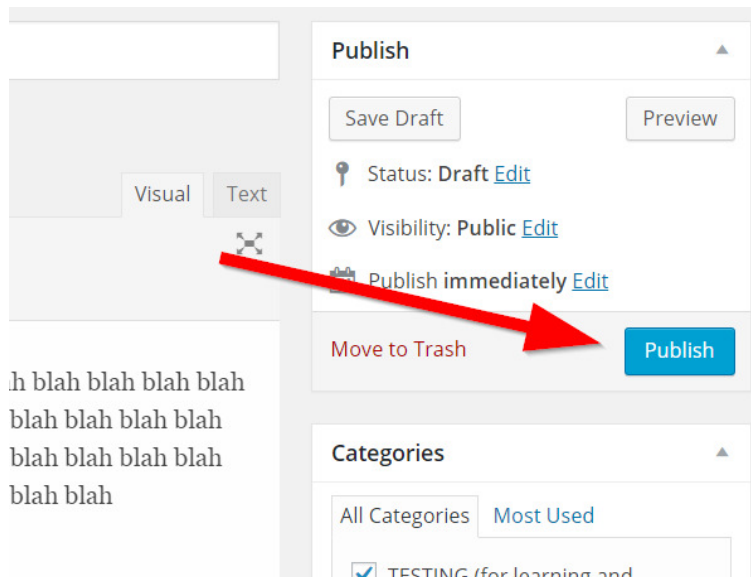
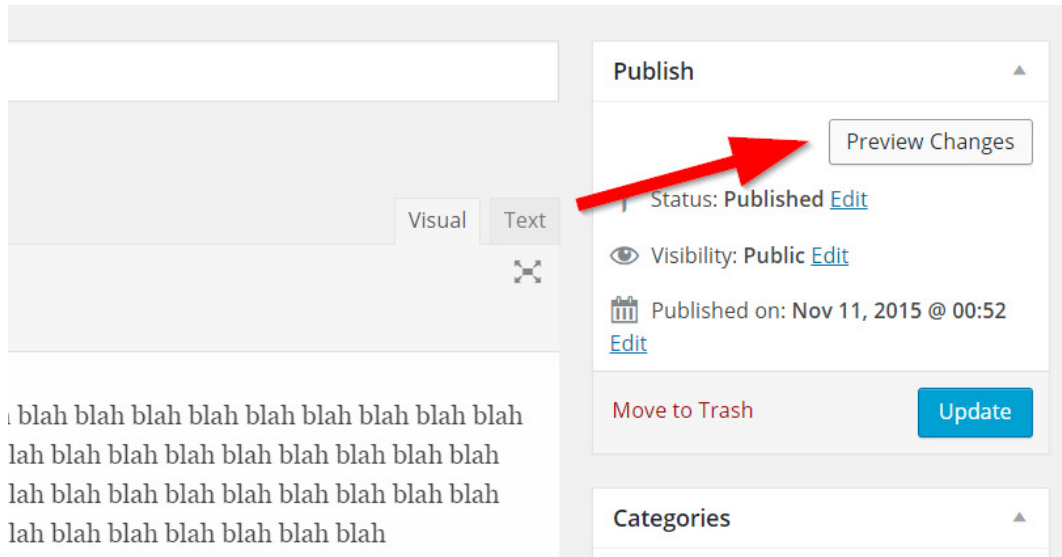That's it! To VIEW your published post click "**View Post**" under title:
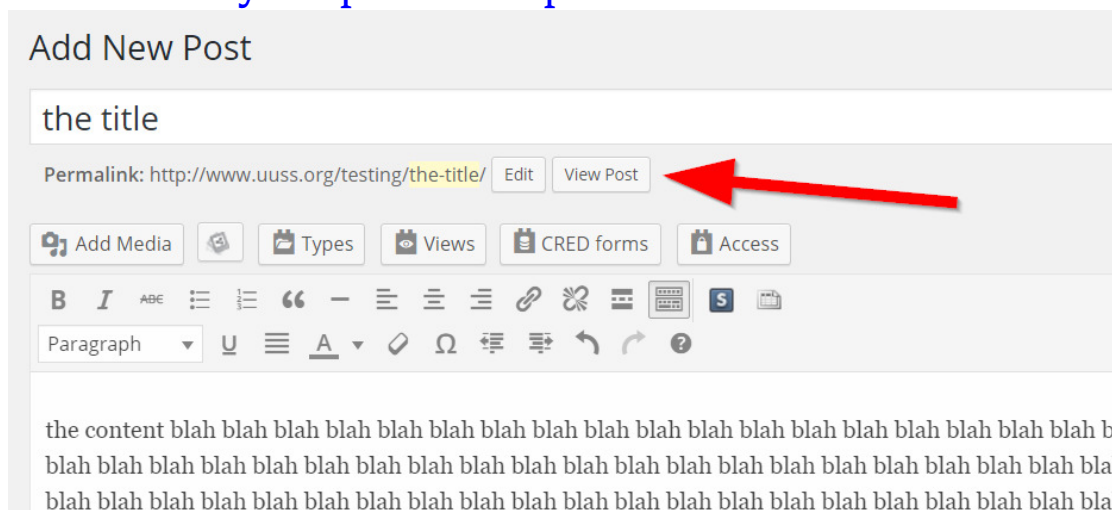
To return to EDITING an existing post just look for the "**Edit**" link near the top of the post's web page and click it:
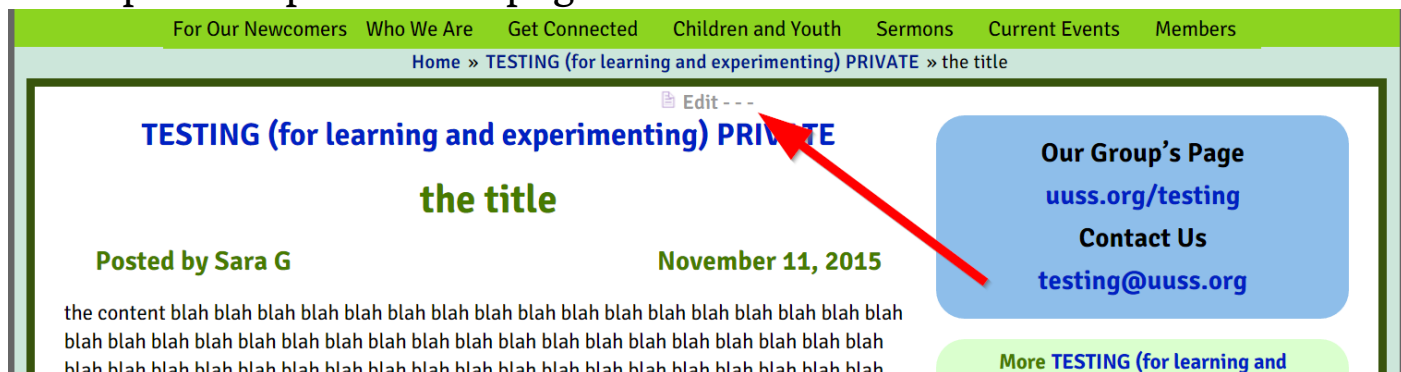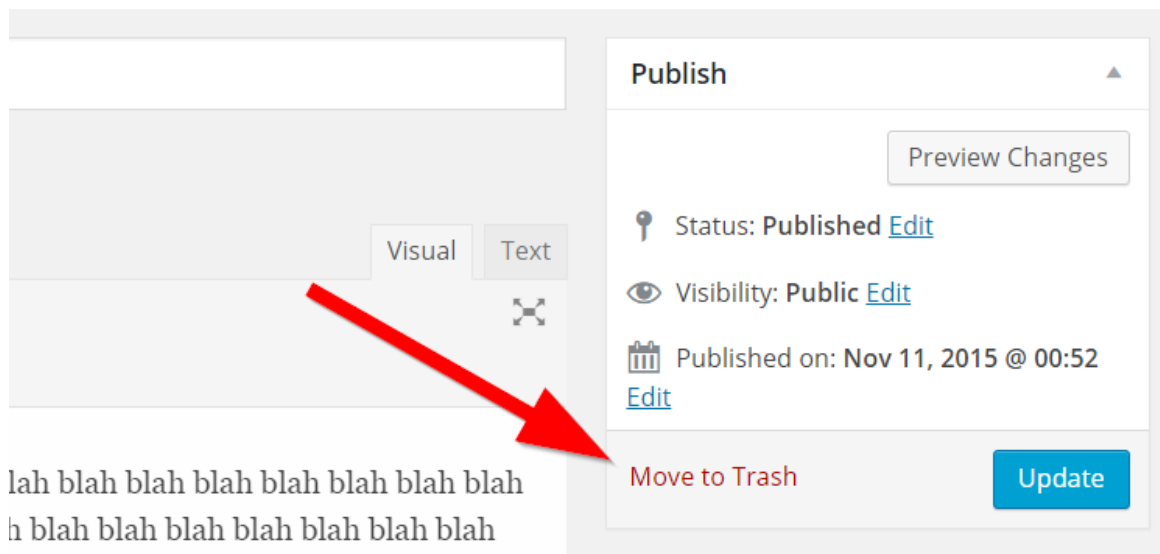
To PREVIEW a post while still editing click "**Preview**" (in Publish box):
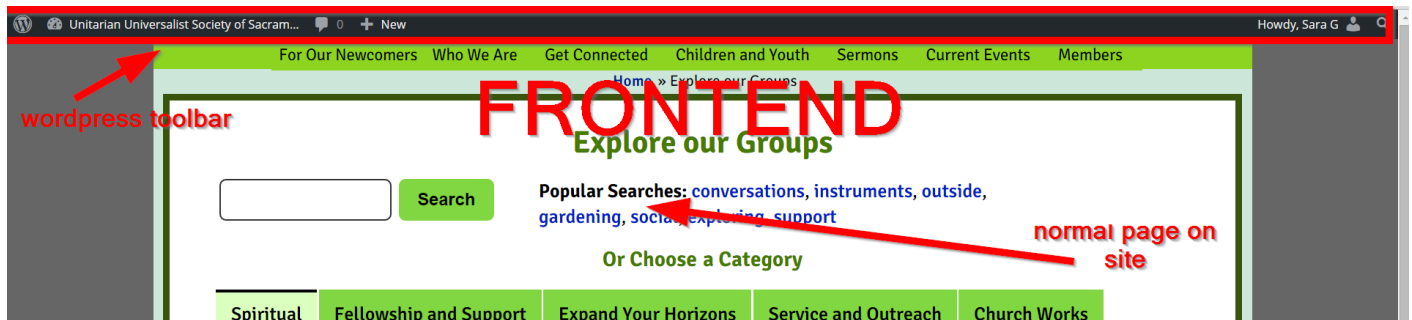
    * not a bad idea before clicking the "Publish" button

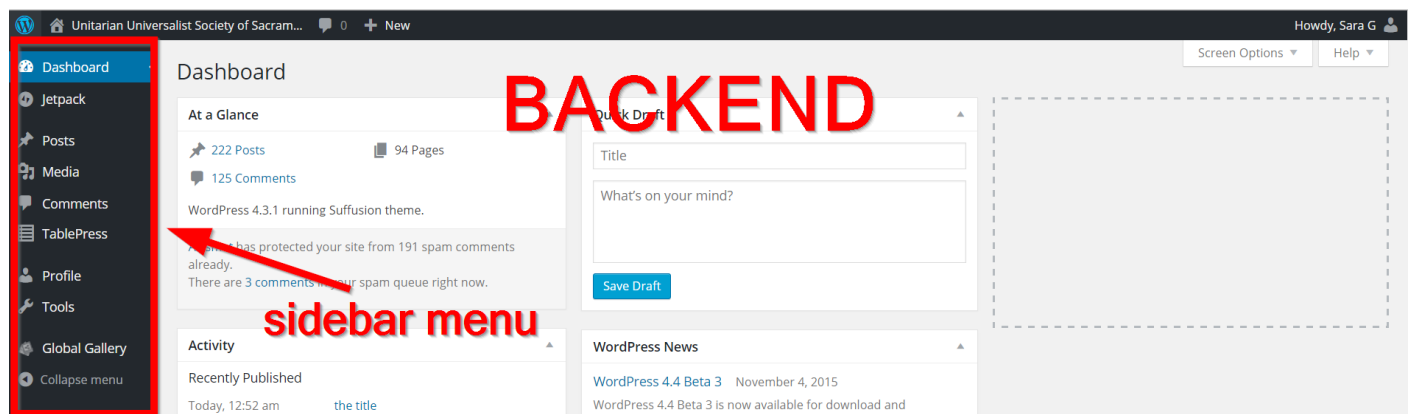To DELETE a post click "**Move to Trash**" (in Publish box):

BACKEND and FRONTEND

The FRONTEND of the site is when you are logged in and viewing our normal UUSS pages with the added wordpress toolbar along the top. The FRONTEND looks something like this:

The BACKEND looks, well, backendish. It has a sidebar menu among other things. The BACKEND looks something like this:
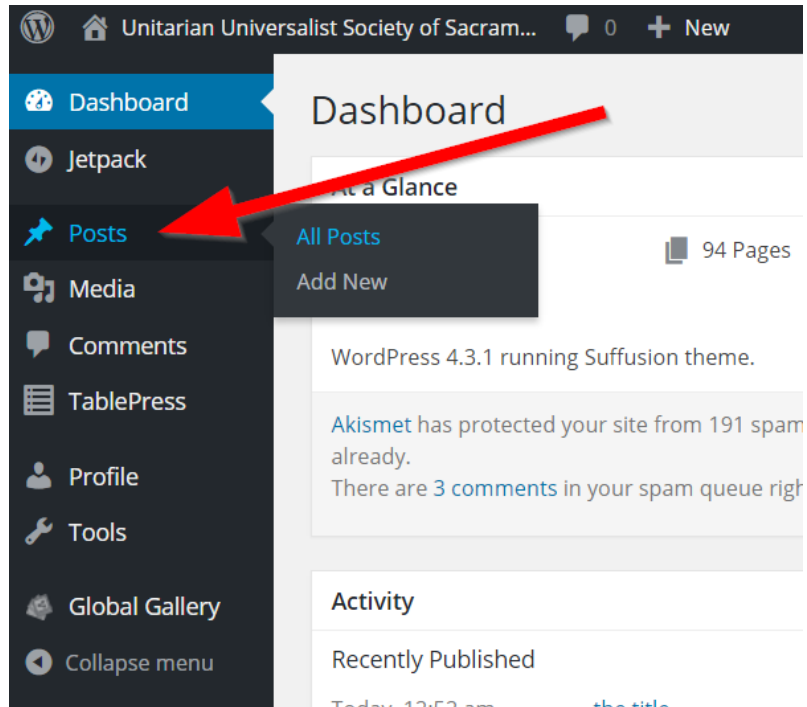

To SWITCH between the frontend and the backend click the name of the site "Unitarian Universalist Society of Sacram..." in the very top left:
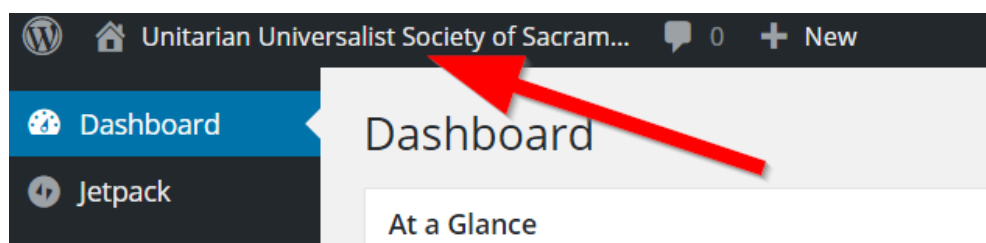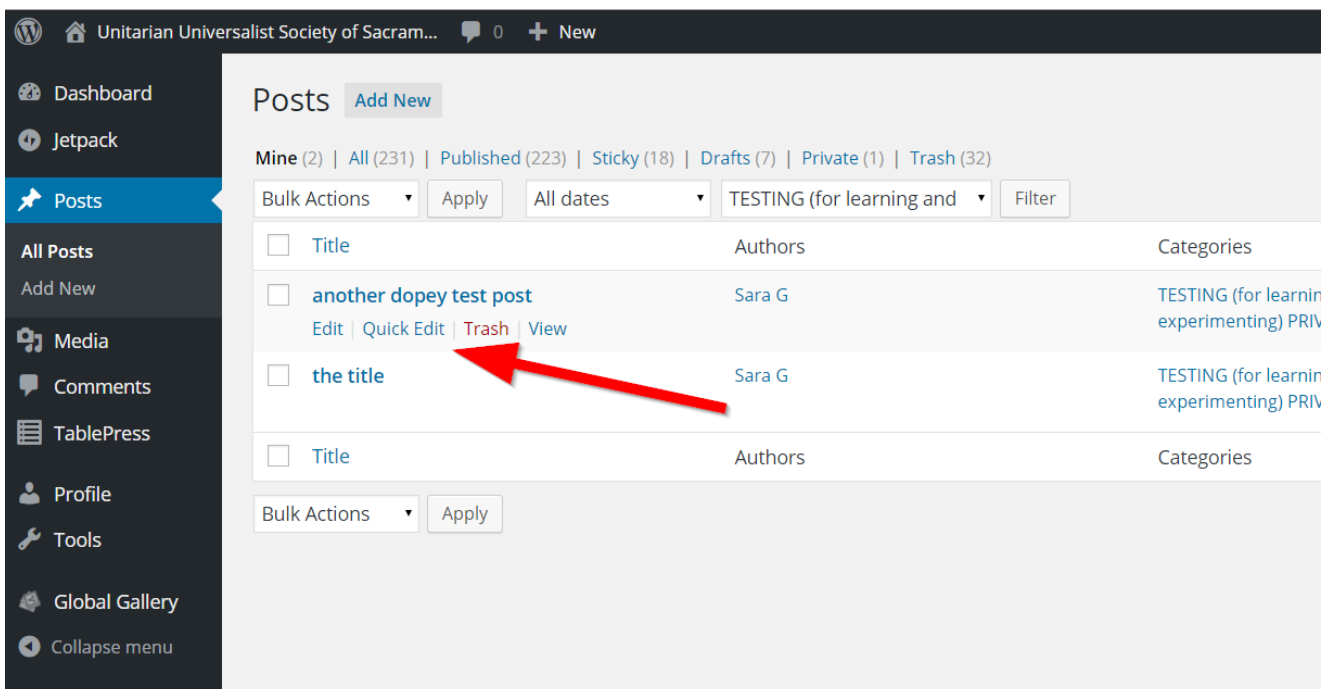
How do I SEE ALL my posts?

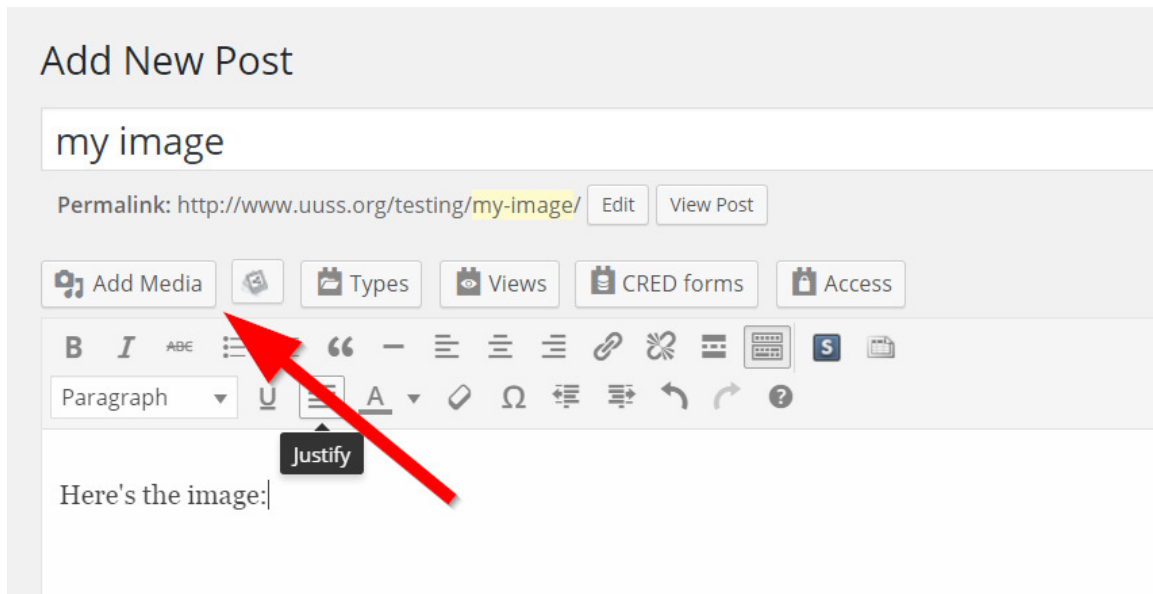Make sure you are on the **BACKEND** (see above). On the sidebar menu (left side of screen) click "**Posts**":

This will take you to a list of ALL your posts. When you hover over a particular post you can then click "**edit**", "**trash**", or "**view**" to EDIT, DELETE, or VIEW that post.

How do I post an image?

* if you want to create a photo gallery see below

Start a post (see above) and then <mark>1.</mark> Click "**Add Media**"

<mark>2.</mark> Make sure you are in the "**Upload Files**" section. If not click "Upload Files" to switch to it. <mark>3.</mark> Now **drag and drop your JPG image(s)** OR click "Select Files" to get a standard system file browser where you can select your image(s).
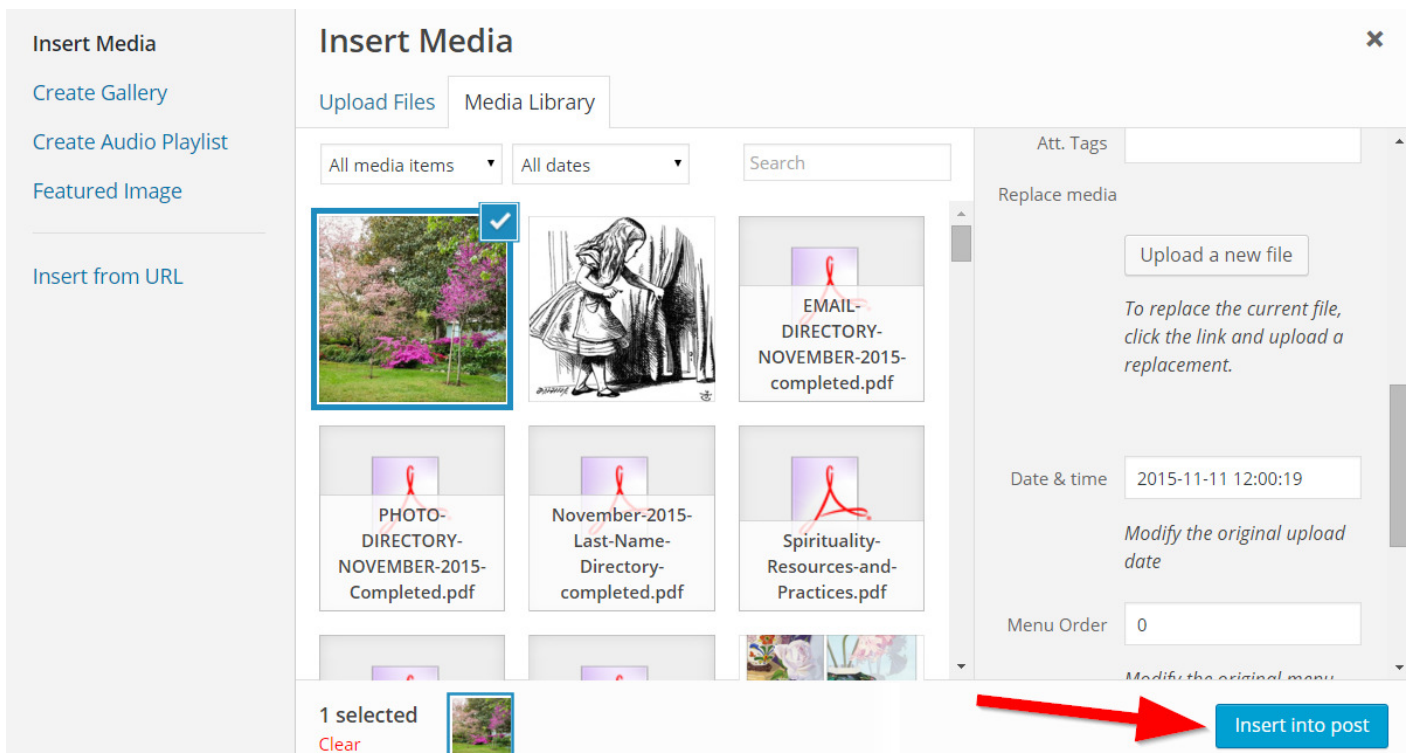
4. Once you drop or select your images you will automatically be switched to the "**Media Library**" and the image(s) will be uploading - be patient it might take a few minutes!
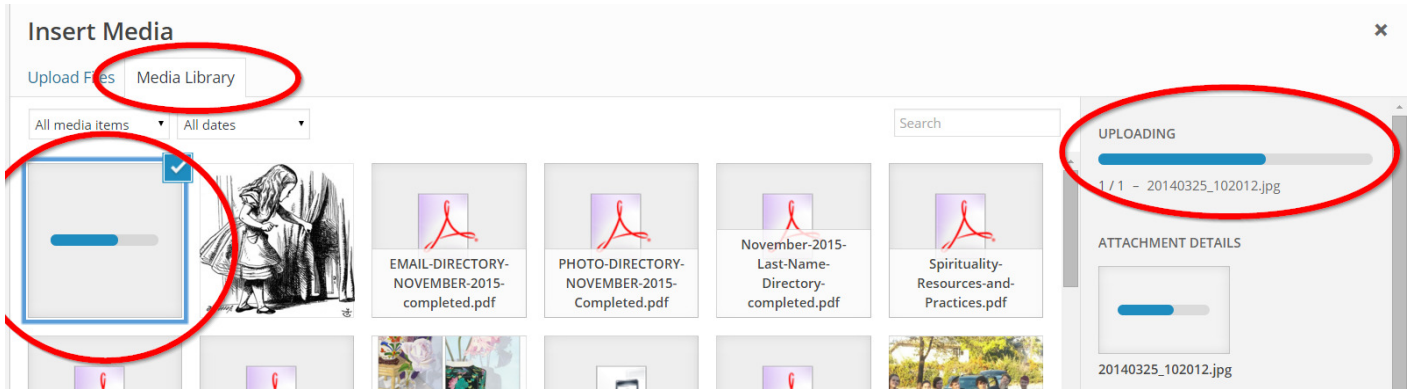
5. The uploaded images should be automatically selected after upload, just click the blue "**Insert into post**" button!

6. Now you are back at the post editor. Make sure you have selected "**Single Image**" as the post type before you publish (in Post Info box).

When you publish a "Single Image" type of post it **looks like this in the feed:**
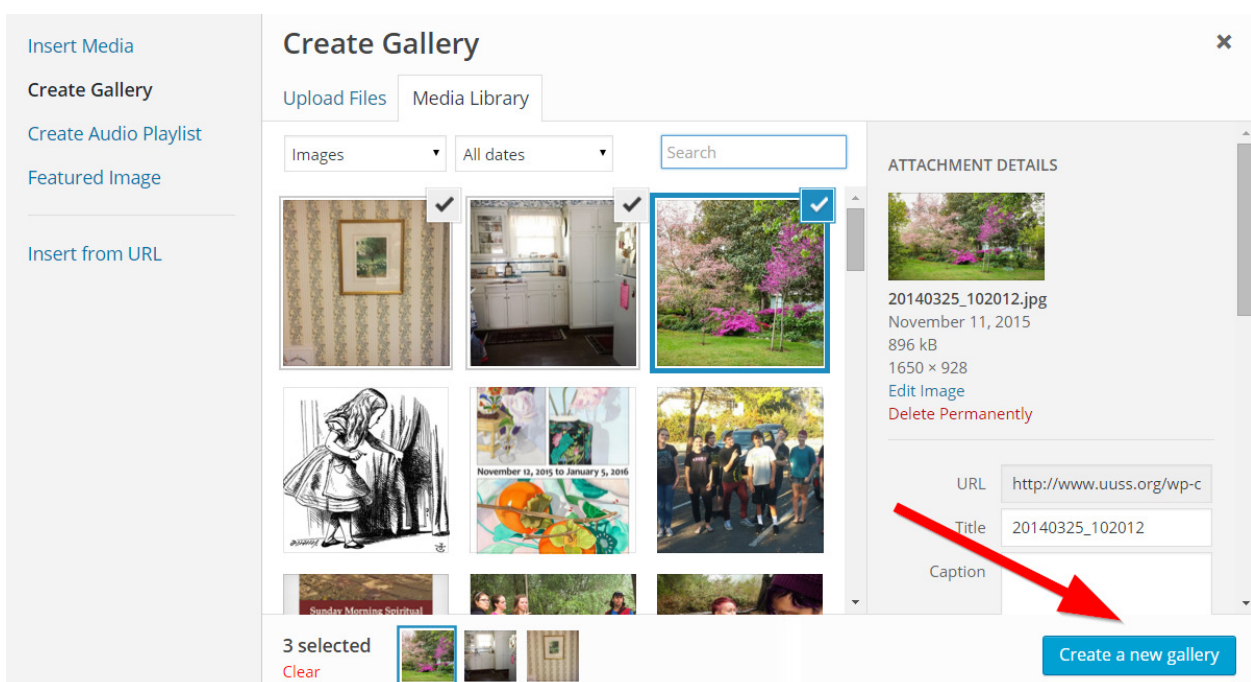

Spiffy, eh?

How do I post a photo gallery?

First follow steps 1-4 in "How do I post an image" (see above) - instead of one image you can drag and drop multiple JPG images at a time.

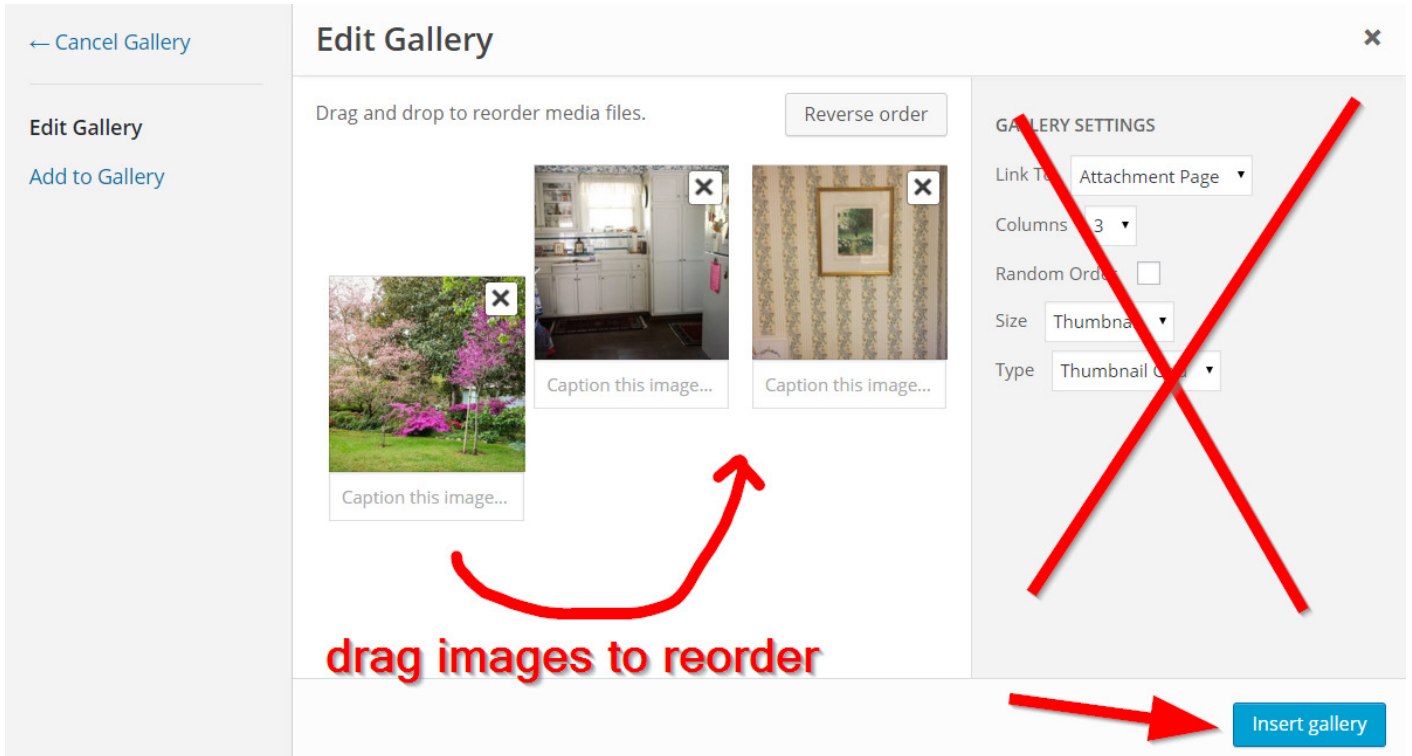5. Now INSTEAD of clicking "~~Insert into post~~" click "**Create Gallery**"
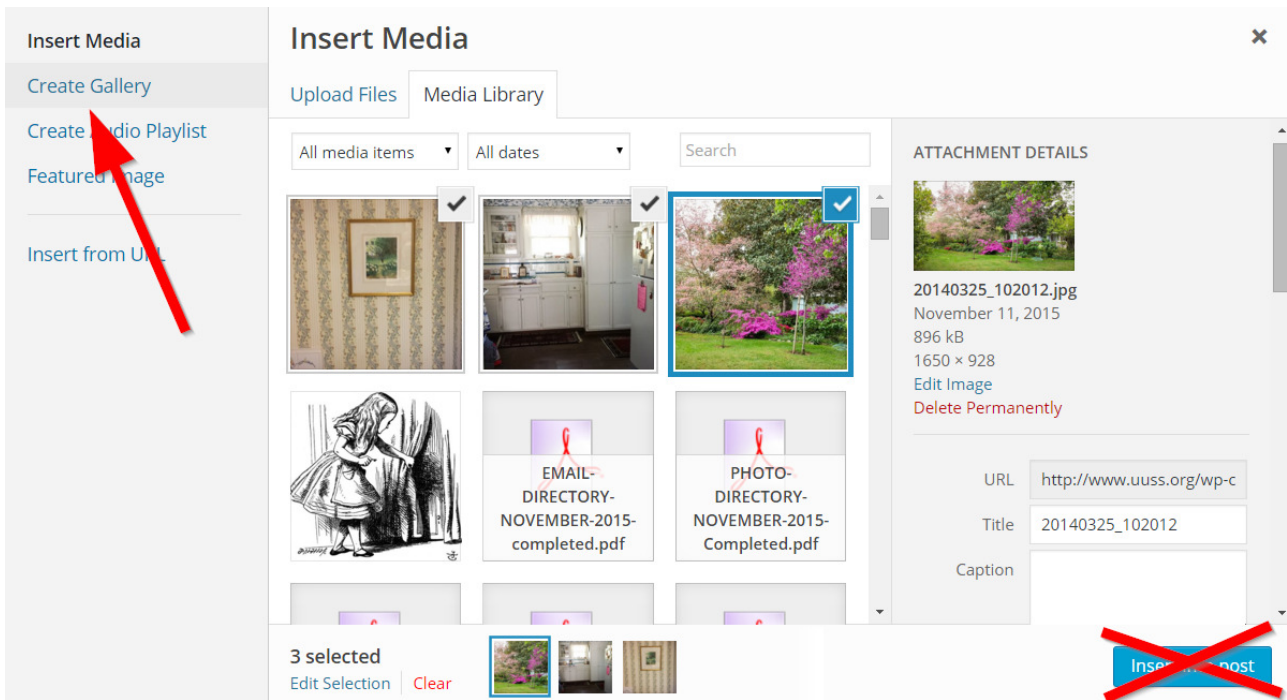

6. Click blue "**Create a new gallery**" button.

7. **Reorder the** images if you want (just drag them around). IGNORE the gallery settings on the right side* and just click "**Insert gallery**" to finish.
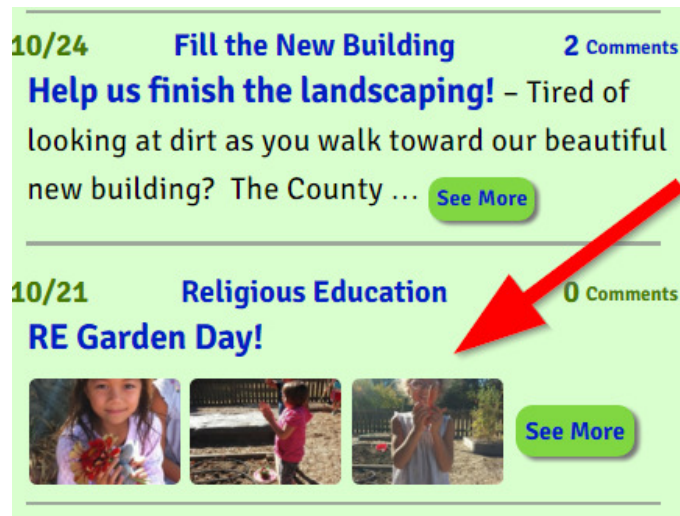
* the gallery settings aren't used on our site because a gallery plugin overrides them

8. Now you are back at the post editor. Make sure you have selected "**Gallery of Images**" as the post type before you publish (in Post Info box).
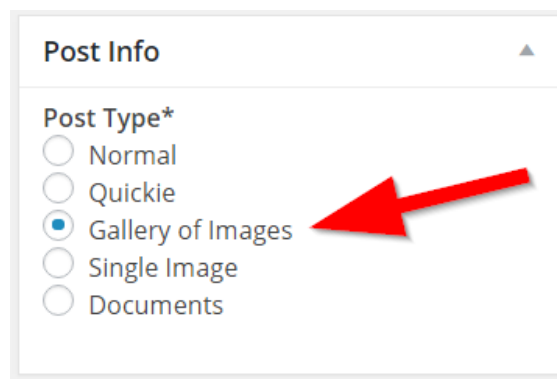
When you publish a "Gallery of Images" type of post it **looks like this in the feed:**

How do I upload a picture of one of our ministers and grumpy cat?

Just find one of the **many** pictures of Roger with Grumpy Cat and upload it.

THE END