

Creating A Satori WordPress Site for Kiwanis Clubs

Contents

How to Access Your Site.....	2
The Home Page	3
The About Us Page.....	3
The Events Page	3
The Photos Page.....	4
The Links Page.....	5
Adding Other Pages	5
What is Wordpress?.....	5
Publishing From Your Desktop.....	6

How to Access Your Site

Where Your Site Is Located

While on a demo, your site will be located on a subdomain of our site. We will provide you with the domain name once setup of your demo has been completed. This means that typically, you will find your site at something like <http://subdomain.satoriwebdesign.com> where *subdomain* is the name we provide to you. Note that there is no “www” in the name.

Where is Site Administration?

Site Administration will be located at the location given above followed by “/wp-admin/”. Thus, continuing the example from above, your Site Administration will be at <http://subdomain.satoriwebdesign.com/wp-admin/>.

User Names and Passwords

A user name and password will be provided to you by us at the time we notify you of your site’s location.

Requesting a New Password

Only passwords may be changed, user names cannot be changed. If you need to request a new password, do the following:

1. Click the Lost your Password? link on the login page. If you can't find your site, you can also go to the main Satori Web Design login page at <http://www.satoriwebdesign.com/blogs/wp-login.php>
2. Enter your email address
3. You'll receive an email with your user name and a confirmation link. Click the confirmation link
4. You will receive another email, this one will include your new password.
5. Go to the login page and log in using your user name and the new password you received via email.

Changing Your Password

1. Log in to Site Administration for your site
2. Click on the Users link on the right-hand side of the page
3. Click on the Your Profile link
4. Enter a new password in both password boxes and make a note of the password.
5. Click the Update Profile button

The Home Page

Your Home page is a “posts” page. Every time you add a new post, it will be added to the top of the list. In this way, visitors can always find current information about your club. You may only choose to make one post to your Home page and never visit it again. If that’s the case, please make sure the information is “timeless” and won’t be outdated in a few weeks or months.

To create a post in Site Administration:

1. Go to Site Administration
2. Click on the “Write” link
3. Give your post a title in the “Title” field.
4. Type the content of your post in the “Post” field.
5. You may apply basic formatting using the text editor. You may also upload photos to be included as part of your post.
6. Save and/or Publish the post (only Published posts will appear).

To create a post from your desktop, see the section on Using BlogDesk.

The About Us Page

Unlike the Home page, the About Us page is a “static” page. Static, in this case, means that the content is not intended to change very often. This doesn’t mean that you can’t change the content whenever you want, you can. Include information about how to contact the club on this page, i.e., contact name, telephone, email address, meeting location, etc.

To add content to your About Us page in Site Administration:

1. Go to Site Administration
2. Click on the “Manage” link
3. Click on the “Pages” link
4. Type the content of your page into the “Page” field
5. Apply formatting, if you’d like
6. Save the page.

The Events Page

The Events page is a calendar. Posts made for an event will appear as a post on the Home page when the link in the calendar is clicked.

To add a new event in Site Administration:

1. Go to Site Administration
2. Click on the “Write” link
3. Give your post a title in the “Title” field.
4. Type the content of your post in the “Post” field.

5. You may apply basic formatting using the text editor. You may also upload photos to be included as part of your post.
6. In Advanced Options, open the Event Editor (if it's not already open)
7. Click the "+" under "Start". The date selection fields will appear. Set a start date and a finish date for the event. Be sure to use the correct format (YYYY-MM-DD). If you are using Firefox, you may use the drop-down calendars.
8. Check the Categories area. Make sure that the category selected is "Events".
9. Save and/or Publish the post (only Published posts will appear).

The Photos Page

The Photos page lets you display your photos in galleries, which are contained in an album. Here's an example of this hierarchy:

Album 1		
Club Meetings	Pancake Breakfast	Service Projects
Photo 1	Photo 5	Photo 9
Photo 2	Photo 6	Photo 10
Photo 3	Photo 7	Photo 11
Photo 4	Photo 8	

Step 1: Create the Gallery

1. Go to Site Administration
2. Click on Gallery
3. Click the Add Gallery link (if you have not already created one)
4. Give the Gallery a name in the New Gallery field
5. Click Add Gallery

Step 2: Upload Photos

1. In Site Administration, click on Gallery
2. Click on the Gallery sub-tab
3. Click on Upload Pictures
4. Click on Upload Images
5. Click "Browse", then find the photo to be uploaded on your computer

Step 3: Create the Album and Assign Galleries to Album

1. In Site Administration, click on Album
2. Select the album or create the album by adding one
3. Drag the galleries to be included in the album to the album area

The Links Page

The Links page displays the links of your choice. The site comes preconfigured with the main Kiwanis links. You only need to add links to your district, division and any other clubs you'd like to include. When adding any link, it is advisable to always go to the website address first, copy the link from your browser's address bar, then paste the link rather than typing it to avoid typographical errors.

1. In Site Administration, click on Write
2. Click on Link
3. Type the name of the link, i.e., the text that will display in the Name field
4. Type (or, preferably, paste) the link into the Web Address field
5. You may add an optional description for the link (this does not display on the site)
6. Check the "Kiwanis" category
7. Set the "target" option to "blank". This will open the link in a new window.
8. Save the link.

Adding Other Pages

You may wish to add more pages to your site. These pages will be "static" pages, like the About Us page. Once created, you may publish or unpublish them at will and make changes to their content at any time.

1. In Site Administration, click on Write
2. Click on Page
3. Enter a Page Title (keep this short because long titles do not display well in the menu)
4. Enter your page content
5. Set the page order. If you want your new page to appear in between two existing pages, you may need to renumber those pages also.
6. Save and/or publish your new page (only published pages show on the site)

What is WordPress?

WordPress has become an industry-standard publishing platform. It can also be used as a Content Management System (CMS) and has millions of users. We have created a WordPress theme, complete with preconfigured pages and data that is specific to Kiwanis. Because WordPress is used worldwide, there are quite a few resources to help you learn how to work with WordPress. The best place to begin is with something like the *WordPress for Dummies* book. As with many of the other books in this series, it has been designed to help beginners, but can also be of help to advanced users (though those will probably benefit more from online resources).

If you would like to learn more about WordPress, look for the “Help” link in the upper right-hand corner of Site Administration. There are also WordPress forums where you can learn more about what others are doing with their sites and what problems they might be experiencing.

Because this is a third-party application, we cannot make modifications to it as we can with our ContentManager solutions. However, we’ve been very impressed by how smoothly everything seems to work in WordPress, how few bugs we have found and how there are so many helpful users out there in the community. That’s why we chose this as the platform for this application.

Publishing From Your Desktop

BlogDesk is a program that you install on your PC that will let you manage your *posts* from your desktop. It will not let you manage page content, links, the photo gallery or other pages, only the posts on your site. However, if you want an easy way to create a new post so that you can update your Home page without hassle, this is a great solution.

1. Go to your blog admin site and copy the URL (the address of the blog. This will be <http://MYBLOGNAME.satoriwebdesign.com/blogs/> Replace MYBLOGNAME with the name of the folder where your blog is located. Be sure to use lowercase letters. (Not uppercase as we’ve done here to make the folder name more obvious).
2. Go into Site Admin in your blog, click on “Settings” (this should put you on General Settings)
3. Click on “Writing” (This should put you on Writing Settings)
4. In the Remote Publishing section, check the checkbox to enable XML-RPC
5. Download a “web log client” (a program that makes publishing a blog possible). We’d suggest either BlogDesk (<http://www.blogdesk.org/en/download.htm>) or Post2Blog (<http://bytescout.com/post2blog.html>). You can try them both or either, since both are free.
6. Install your web log client by following the instructions. Check the email that you received when your blog was created for your blog ID and any other necessary information.
7. Happy blogging!