

Chapter Website Update User Guide

August 2023

WordPress Menu Navigation

The image shows a screenshot of the WordPress dashboard for the site 'APWA Alabama Chapter'. The left sidebar menu is annotated with callouts indicating which items will be used, modified, or not used. The main dashboard area shows a 'Login Lockdown' widget with statistics for failed logins and lockdowns.

Annotations for Menu Navigation:

- Home: Will Not Use or Modify
- WP Activity Log: Will Not Use or Modify
- Theme Settings: Only Use Header or Footer Functions
- Kinsta Cache: Will Not Use or Modify
- Posts: Only Use All Posts and Add New
- Media: Will Use Library and Add New
- Forms: Will Not Use or Modify
- Pages: Only Use All Posts and Add New
- Comments: Will Not Use or Modify
- Branches: Will Only Use to Add a New Branch to the Website
- Events: Only Use All Posts and Add New
- Leadership: Will Use All Leadership and Add New
- Photo Galleries: Only Use All Galleries and Add New
- Appearance: Will Use Only Use Menu
- Users: Will Not Use or Modify
- Tools: Will Not Use or Modify
- Settings: Will Not Use or Modify
- ACF: Will Not Use or Modify
- SEO: Will Not Use or Modify
- WP Mail SMTP: Will Not Use or Modify

Top Bar Annotations:

- New: Shortcut to View Live Site
- SEO: Perfmatters: Shortcut: Create a New Post, Page, Photo Gallery, Media, Event

Login Lockdown Widget Data:

Login Lockdown	
0 Failed logins in last 24h	0 Lockdowns in last 24h
1 Failed logins since plugin installed	0 Lockdowns since plugin installed

View the entire [activity log](#) in the Login Lockdown plugin or change the [login form protection settings](#).

Thanks for creating with [WordPress](#) and hosting with [Kinsta](#)

Chapter Website Image Size Guidelines

- Internal banner images: 1200x800px
- Homepage banner image: 1600x1300px
- Headshots: 1200x1200px
- In Page & Photo Gallery: Long side can be 1200px and the other side can be less based on the shape of the image

Theme Settings - Header

How to Add a Header Banner Message to show at the top of the home page

1. Update the Show Header Message to Show
2. Add Message Text
3. Optional: Call to Action Button – Update the Show Button
4. Publish Area: Click the Update Button to save the change to the website.

The screenshot shows the WordPress admin interface for 'Theme Header Settings'. The left sidebar contains navigation menus for 'Header', 'Footer', 'Banners', 'Misc', 'Kinista Cache', 'Posts', 'Media', 'Forms', 'Pages', 'Comments', 'Branches', 'Events', 'Leadership', 'Photo Galleries', 'Appearance', 'Users', 'Tools', 'Settings', 'ACF', 'SEO', 'WP Mail SMTP', and 'Collapse menu'. The main content area is titled 'Theme Header Settings' and includes the following sections:

- Header Notice:** A 'Show Header Message Notice?' section with a 'Show' button.
- Header Message:** A text area for the message content, with a note: 'This field is required. This field is for the message you want shown at the very top of your homepage. Your message cannot be more than 85 characters.' A yellow arrow points from a text box to this section.
- Show Header Message Button:** A 'Show' button.
- Message Button URL:** A text input field with a note: 'Please add the URL for your message button.' and an example: 'E.g. https://www.site.com'.
- Message Button Label:** A text input field with a note: 'If left empty, the label will be "Learn More".' and an example: 'E.g. Click Here'.
- Message Button Target:** A dropdown menu with 'Blank' selected and a note: 'This option determines if the message button opens on the same page or another tab.'

On the right side, there is a 'Publish' section with an 'Update' button. A yellow arrow points from a text box to this button. The text box contains the message: 'You must Update to Save any Changes and have the website update with the changes.'

Theme Settings - Footer

How to Update the Footer Area at the bottom of the home page.

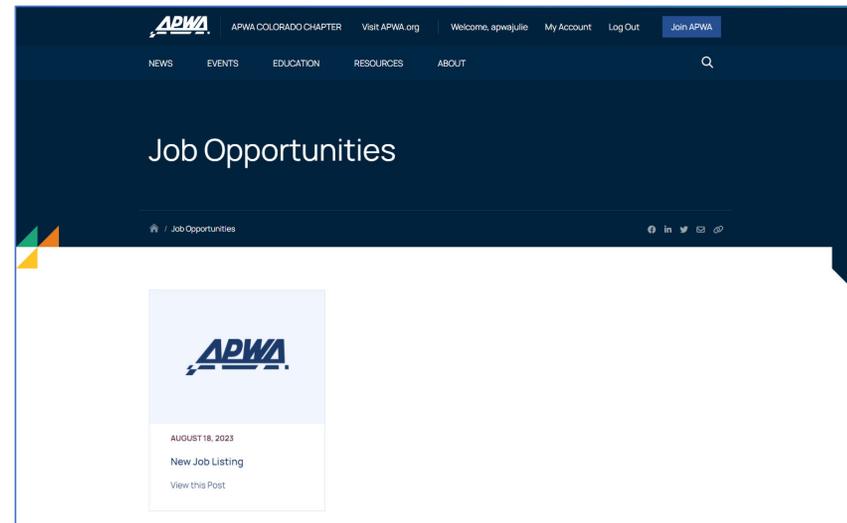
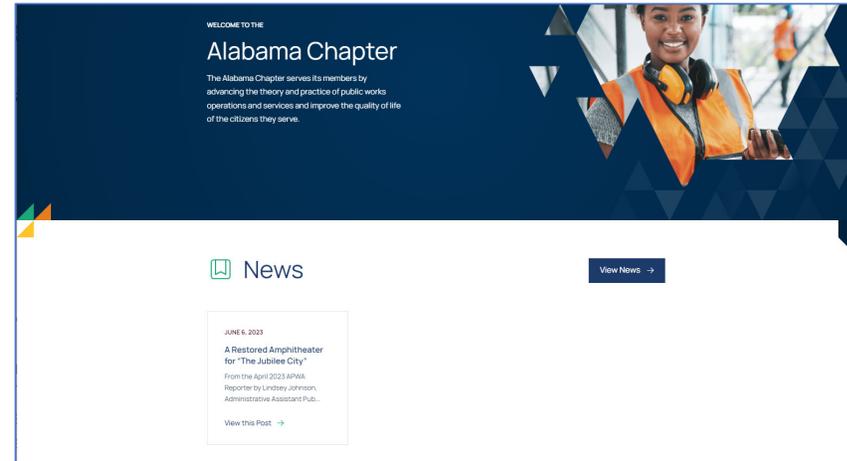
1. Update the Footer Area by following the instructions in the image
2. Publish Area: Click the Update Button to save the change to the website.

The screenshot shows the WordPress admin interface for the 'Theme Footer Settings' page. The left sidebar contains navigation options like Dashboard, WP Activity Log, Theme Settings, Header, Footer, Banners, Misc, Kinsta Cache, Posts, Media, Forms, Pages, Comments, Branches, Events, Leadership, Photo Galleries, Appearance, Users, Tools, Settings, ACF, SEO, WP Mail SMTP, and Collapse menu. The main content area is titled 'Theme Footer Settings' and includes a 'Footer Chapter Information' section with a rich text editor. The editor contains the text 'Contact the Alabama Chapter' followed by an email link 'Email: chapterservices@apwa.org' and a phone link 'Phone: 303-970-2190'. A callout box points to the phone link with the text: 'Main Information Contact for the Chapter Information. Update any field. Add Hyper link. Select the Button in the Publish Field'. Another callout box points to the rich text editor with the text: 'To Add Hyper Link. Highlight the text that you would like to link to. Click on the chain image. Add the URL to link to. Phone Numbers: Need to have a Tel: in front of the phone number Example: Type Tel: XXX-XXX-XXXX. Email Links: Need to have a Mailto: in front of the email address Example: Mailto:chapterservices@apwa.org'. Below the editor is the 'Footer Social Account Options' section with input fields for Facebook URL, Twitter URL, LinkedIn URL, and YouTube URL. A callout box points to this section with the text: 'Can be updated as social media accounts are created, updated or deleted.'. On the right side, there is a 'Publish' button and an 'Update' button. A callout box points to the 'Update' button with the text: 'You must Update to Save any Changes and have the website update with the changes.'

Structured Content - Posts

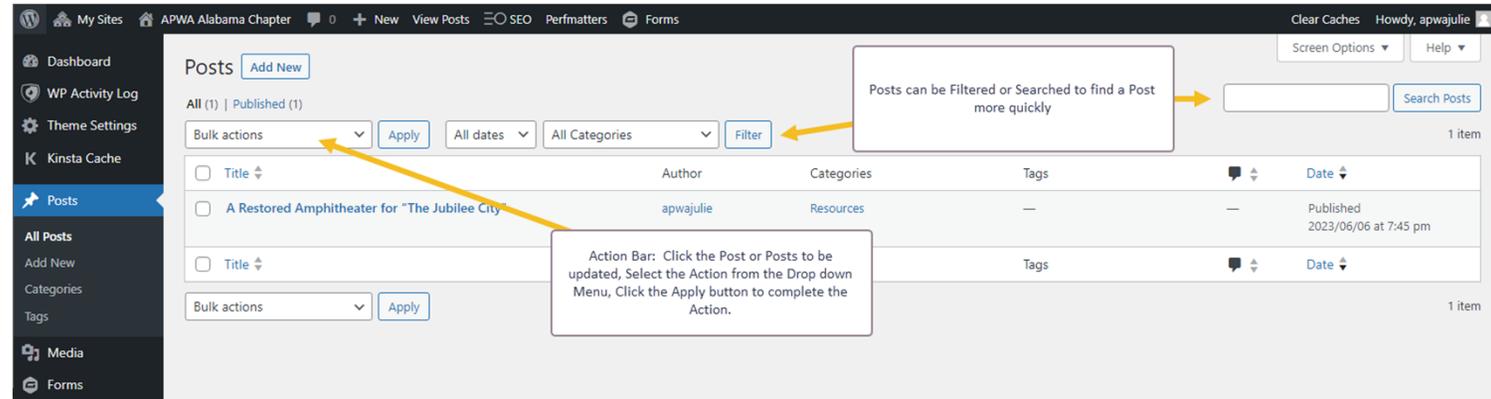
There are 2 Types of Posts used with the chapter website

1. News & Announcements Post: When a New News & Announcements Post is published, the Post will show up automatically on the Main Page under the News Section.
2. Job Opportunity Post: When a New Job Opportunity Post is Published, the new job listing will show up automatically on the Job Opportunities Listing Menu Item



Structured Content Posts – Manage Posts

1. You can edit, create new or delete a post from this main screen.
2. To Edit: Select the Title of the post to open the post and follow the Edit Post Instructions
3. To Create New: Select the Add New and Follow the New Post Instructions
4. To Delete (Trash): Select Post and Select Move to Trash in the Action Drop Down
5. Publish Area: Click the Update Button to save the change to the website.



Structured Content – New Post

How to Create a New Post:

1. Select New Post
2. Add content following the quick tips on the sample.
3. If the area is not highlighted, it will not be used to create a New Post.
4. Publish Area: Click the Update Button to save the change to the website.

The screenshot shows the WordPress 'Add New Post' editor interface. The left sidebar contains navigation options like Dashboard, WP Activity Log, Theme Settings, Kinsta Cache, Posts, All Posts, Add New, Categories, Tags, Media, Forms, Pages, Comments, Branches, Events, Leadership, Photo Galleries, Appearance, Users, Tools, Settings, ACF, SEO, WP Mail SMTP, and Collapse menu. The main content area is titled 'Add New Post' and includes a title field, a rich text editor with a toolbar, and a 'Publish' sidebar on the right. Several callout boxes with yellow arrows point to specific elements:

- Title Field:** "Add a Title for the Post. You want to use a short phrase to have the title be most attractive on the site."
- Rich Text Editor:**
 - "Add the content, images and pictures to the Post. Most times for a Post, you will want to use the Paragraph Text. Georgia 12pt is the standard text type and style across the site. There are also standard designed headings. You would want to not use the Heading 1 or 2 as that could have an impact on Search Optimization across the chapter site."
 - "This button needs to be selected if you are using a cut/paste feature from a different program. This will strip out the hidden formatting that you don't see and can cause text formatting frustrations."
 - "To Add Hyper Link: Highlight the text that you would like to link to. Click on the chain image. Add the URL to link to. Phone Numbers: Need to have a Tel: in front of the phone number. Example: Type Tel: XXX-XXX-XXXX. Email Links: Need to have a Mailto: in front of the email address. Example: Mailto:chapterservices@apwa.org"
- Publish Sidebar:**
 - "Manage the Post based on your needs. Save Draft: Saves a draft of the post. Preview: Allows to preview the post prior to making it live (published). Visibility: Will always be public. Publish Calendar: Publish Immediately or Time an Update. Use the Publish Button to save any changes"
 - "Check either the Job Opportunities or News & Announcement Box. One Box must be checked to show up on the site. You will not use the add a New Category Option"
 - "You will not use this area as part of a chapter website."
 - "Select an image from the Media Library to add a photo to the post and in the header. An APWA logo will show up as the default on the news post archive if the image is not adjusted."
- Limit Access to This Content:**
 - "It would be rare that a News or Job Post would be restricted to only be able to be seen to one of these roles. But it could be restricted if needed."

Structured Content – Edit Post

How to Update a Current Post:

1. Select the Post to be edited by clicking on the Title to open in Edit Mode
2. Edit information needed in the post
3. Publish Area: Click the Update Button to save the change to the website.

The screenshot shows the WordPress 'Edit Post' interface for a post titled 'Colorado Backhoe Champions'. The post content includes a paragraph about the annual backhoe championship and a link to an 'attached document'. The interface features a left sidebar with navigation options, a central editing area with a rich text editor, and a right sidebar with publication settings. A yellow arrow points to the 'Update' button in the right sidebar. A text box with an arrow points to the 'attached document' link in the post content.

Make any changes as needed to the content, images, videos or hyperlinks

Manage the Post based on your needs.
Save Draft: Saves a draft of the post
Preview: Allows to preview the post prior to making it live (published)
Visibility: Will always be public
Publish Calendar: Publish Immediately or Time an Update
Move to Trash: Deletes the Post
Use the Publish Button to save any changes

Media Library - How to Manage

The screenshot displays the WordPress Media Library interface for the 'APWA Colorado Chapter' site. The left sidebar shows the 'Media' menu selected. The main area is divided into 'Folders' and 'Media Library' sections. The 'Folders' section lists various categories like 'All Files', 'Documents', 'Forms', etc. The 'Media Library' section shows a grid of document thumbnails with titles such as 'Newsletters_2023-Spring-Newsletter.pdf' and '2023-Awards-Nomination-Submittal-Form-Individual.docx'. Several callout boxes provide instructions: one points to the '+ New' button in the Folders section, another to the 'Add New' button in the Media Library, a third to the 'Bulk select' button, a fourth to the search bar, and a fifth to a specific document thumbnail. A sixth callout points to the 'Uncategorized' folder in the Folders list.

Create New Folders to Organize. Highlight the Folder if a subfolder needs to be made prior to clicking on the + button

Select this button to upload a new photo or document to the media library

Different ways to review and search for files in the Media Library

Double Click to open the file to manage the properties of the item and also to get the item unique URL.

It is important to organize the media library. Uncatagorized Items can be dragged into the correct folder.

Media Library – Item Detail

Attachment details



Uploaded on: August 18, 2023
Uploaded by: [apwajulie](#)
File name: APWALogo-400.jpg
File type: image/jpeg
File size: 22 KB
Dimensions: 400 by 250 pixels

Alternative Text:
[learn how to describe the purpose of the image.](#)
Leave empty if the image is purely decorative.

Title:

Caption:

Description:

File URL:
[Copy URL to clipboard](#)

[View attachment page](#) | [Edit more details](#) | [Download file](#) | [Delete permanently](#)

It is important to add text here for viewers that are using Accessibility Readers

The Caption and Description fields can be filled out but are not required.

URL to use to link to content when the item is a document

Download or Delete Image Options

Structured Content Page- How to Manage

1. You can edit, create new or delete a Page from this main screen.
2. To Edit: Select the Title of the page to open the post and follow the Edit Page Instructions
3. To Create New: Select the Add New and Follow the New Page Instructions
4. To Delete (Trash): Select Post and Select Move to Trash in the Action Drop Down
5. Publish Area: Click the Update Button to save the change to the website.

The screenshot shows the WordPress 'Pages' management screen. The left sidebar contains navigation options like Dashboard, WP Activity Log, Theme Settings, Kinsta Cache, Posts, Media, Forms, Pages (selected), All Pages, Add New, Comments, Branches, Events, Leadership, Photo Galleries, Appearance, Users, Tools, Settings, and ACF. The main content area displays a list of pages with columns for Title, Author, and Date. Annotations include: a yellow arrow pointing to the 'Add New' button with the text 'Add New to Create a New Page'; a yellow arrow pointing to the 'Filter' button with the text 'Posts can be Filtered or Searched to find a Post more quickly'; a yellow arrow pointing to the 'Bulk actions' dropdown with the text 'Action Bar: Click the Page or Pages to be updated, Select the Action from the Drop down Menu, Click the Apply button to complete the Action.'; and a text box at the bottom stating 'Don't forget that once you have a page published that you also need to confirm that it is located in the overall menu structure that you are expecting'.

Title	Author	Date
About	apwajulie	Published 2023/06/30 at 11:22 am
— Officers	apwajessica	Published 2023/07/10 at 10:33 am
— Past Presidents	apwajessica	Published 2023/07/10 at 10:22 am
— Sponsors	apwajessica	Published 2023/07/10 at 10:19 am
Education	apwajulie	Published 2023/06/30 at 11:21 am
Events	apwajulie	Published 2023/07/09 at 2:37 pm
Homepage — Front Page	apwajulie	Published 2023/05/24 at 11:03 am
News	apwajulie	Published 2023/06/30 at 11:21 am
Resources	apwajulie	Published 2023/06/30 at 11:21 am

Structured Content – New Page

How to Create a New Page:

1. Select New Post
2. Add content following the quick tips on the sample.
3. If the area is not highlighted, it will not be used to create a New Post.
4. Publish Area: Click the Update Button to save the change to the website.

Add title
Add a Title for the Page. You want to use a short phrase to have the title be most attractive on the site.

Use the Insert feature
Use the Insert feature to add a photo from the Media Library or a video that is hosted on a cloud platform such as YouTube. Any photo needs to be uploaded to the Media Library in order to add to the website.

Add content, images and pictures
Add the content, images and pictures to the Page. Most times for a Page, you will want to use the Paragraph Text. Georgia 12pt is the standard text type and style across the site. There are also standard designed headings. You would want to not use the Heading 1 or 2 as that could have an impact on Search Optimization across the chapter site.

Hyperlink formatting
This button needs to be selected if you are using a cut/paste feature from a different program. This will strip out the hidden formatting that you don't see and can cause text formatting frustrations.

To Add Hyper Link
Highlight the text that you would like to link to
Click on the chain image
Add the URL to link to
Phone Numbers: Need to have a Tel: in front of the phone number
Example: Type Tel: XXX-XXX-XXXX
Email Links: Need to have a Mailto: in front of the email address
Example: Mailto:chapterservices@apwa.org

Call to Action Button
You are able to put a Call To Action Button within the Header and also provide a sub header information if needed

Manage the Page
Manage the Page based on your needs.
Save Draft: Saves a draft of the page
Preview: Allows to preview the page prior to making it live (published)
Visibility: Will always be public
Publish Calendar: Publish Immediately or Time an Update
Use the Publish Button to save any changes

Parent Page
You will want to attach the new Page to Parent Page which are the main heading menu items
You will always use the Default Template
You can also order it to show up at a particular order on the menu bar

Restricting Content
If the content needs to be restricted to a particular audience, you can manage that here. You always want to have the administrator selected if you are restricting content

Structured Content – Edit Page

How to Update a Current Page:

1. Select the Page to be edited by clicking on the Title to open in Edit Mode
2. Edit information needed in the page
3. Publish Area: Click the Update Button to save the change to the website.

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Events'. The page content includes text about educational opportunities. A yellow box highlights the 'Update' button in the 'Publish' sidebar. A yellow arrow points from the 'Update' button to a text box that says 'Update any items needed on the page and then publish the new updates'. Another yellow arrow points from the 'Update' button to a text box that says 'Manage the Page based on your needs. Save Draft: Saves a draft of the page. Preview: Allows to preview the page prior to making it live (published). Visibility: Will always be public. Publish Calendar: Publish Immediately or Time an Update. Use the Publish Button to save any changes'.

Events – How to Add (Part 1)

Add a new event to show on the event calendar

- 1. Create a new post
- 2. Update the areas shown in the image
- 3. Publish Area: Click the Update Button to save the change to the website.

The screenshot shows the WordPress 'Add New Event' interface. The left sidebar contains navigation options like Dashboard, WP Activity Log, Theme Settings, Kinsta Cache, Posts, Media, Forms, Pages, Comments, Branches, Events, All Events, Add New, Event Topics, Event Types, Leadership, Photo Galleries, Appearance, and Users. The main content area has a title field 'Add title' with an annotation: 'Add Title which will show on the Event Calendar'. Below the title are 'Add Media' and 'Add Form' buttons. A rich text editor follows with a menu (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with various formatting options. An annotation points to the editor: 'Add additional event information and upload the images or website links for the Event. The content section is optional but will be helpful to add details on the event'. On the right, the 'Publish' section includes 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', and 'Publish Immediately Edit' buttons, with a 'Publish' button at the bottom. An annotation explains: 'Manage the Event based on your needs. Save Draft: Saves a draft of the event. Preview: Allows to preview the event prior to making it live (published). Visibility: Will always be public. Publish Calendar: Publish Immediately or Time an Update. Use the Publish Button to save any changes'. Below the publish section is the 'Event Topics' section with a list of topics: Accreditation, Model Practices, ADA, Advocacy, Canada, United States, Asset Management, and Certification. An annotation says: 'Select event topics so that viewers can search for specific types of events.' At the bottom of the list is a '+ Add New Event Topic' link with an annotation: 'You will not add any new event topics.'

Events – How to Add (Part 2)

4. Update the areas shown in the image for the remaining of the demographics.
5. Publish Area: Click the Update Button to save the change to the website.

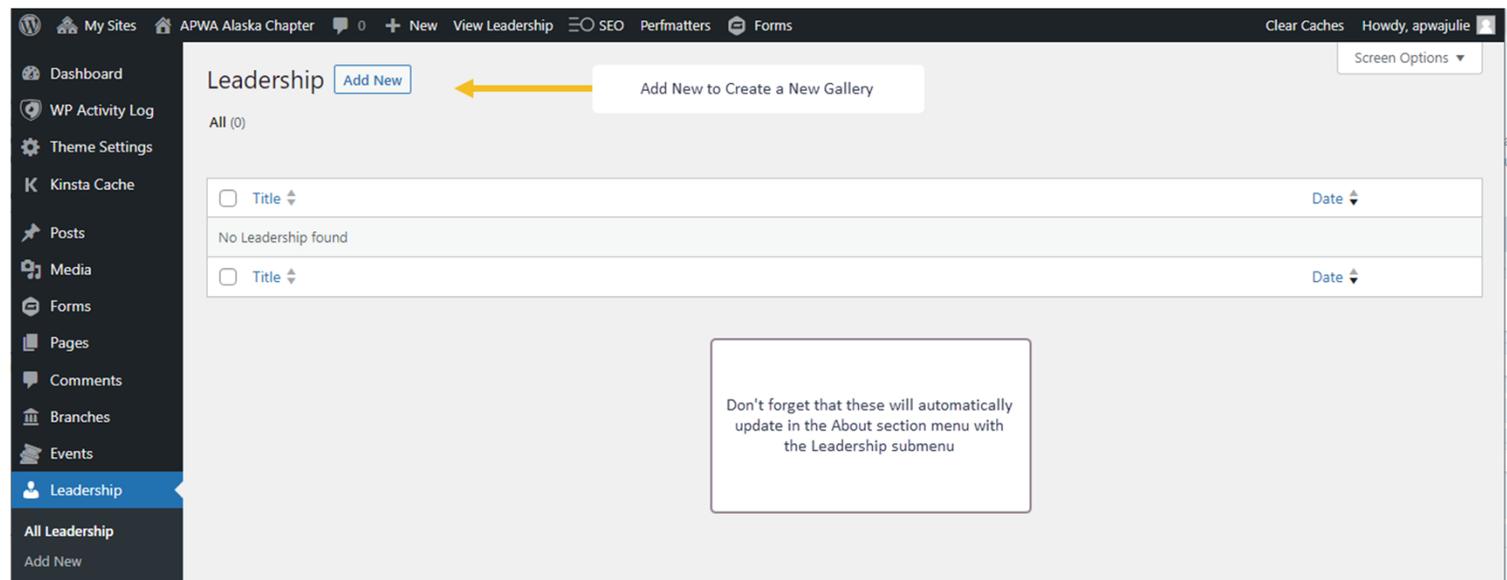
The screenshot shows the 'Add New' form for an event in the Events Manager plugin. The form is divided into several sections: 'Event Details', 'Venue Information', and 'Event Specifics'. Annotations with yellow arrows point to specific fields and sections:

- Event Details:** A note states, "It is important to provide this information for filtering purposes. You will not add any new event types." An arrow points to the 'Event Types' section on the right.
- Event Types:** A list of event types is shown, including Chapter Events, Committee Event, Conference, Education, Other Event, Technology, Webinar, and Workshop. A note below it says, "Can be added if there is one for the event pic or a logo." An arrow points to the 'Set featured image' link.
- Featured Image:** A note says, "Don't forget to Publish (Save) at the top of the page." An arrow points to the top right of the form.
- Event Specifics:** A note says, "Update all details for your event. If you do not have a particular item, it can be left blank." An arrow points to the 'Event Logo' field.
- Event Logo:** A note says, "Make sure to pay attention to Time Zones." An arrow points to the 'Time Zone' dropdown menu.
- Excerpt:** A note says, "This will show as a special note on the main summary event item." An arrow points to the 'Excerpt' text area.

The form includes fields for: Content analysis, Limit Access to This Content, Event Display Name, Start Date/Time, End Date/Time, Time Zone (set to America/New_York GMT-5:00), Venue Name, Street Address, City, Country (United States), State (Alabama), Website, Ticket Sales Start Date, Registration Link, and Event Logo. The 'Event Types' section on the right has a 'Most Used' filter and an 'Add New Event Type' link. The 'Featured Image' section has a 'Set featured image' link. The 'Excerpt' section has a note: "Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)"

Leadership – Manage

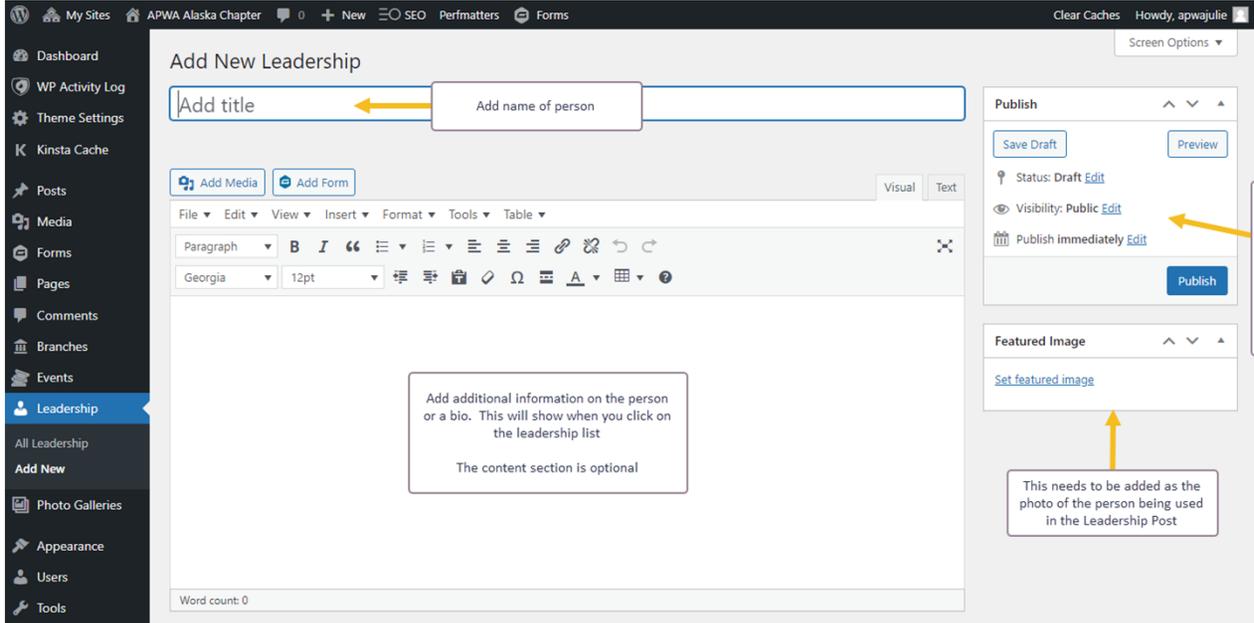
1. You can edit and create new entries for the Leadership Directory
2. This Leadership Directory automatically updates the submenu under the About section of the website
3. To Edit: Select the Title of the gallery to open the post and follow the Edit Gallery Instructions
4. To Create New: Select the Add New and Follow the New Gallery Instructions
5. To Delete (Trash): Select Gallery and Select Move to Trash in the Action Drop Down



Leadership – How to Add

You can add new leadership posts to update on the About section

- 1. Create a new post
- 2. Update the areas shown in the image
- 3. Publish Area: Click the Update Button to save the change to the website.



Manage the Post based on your needs.
Save Draft: Saves a draft of the post
Preview: Allows to preview the post prior to making it live (published)
Visibility: Will always be public
Publish Calendar: Publish Immediately or Time an Update
Use the Publish Button to save any changes

This needs to be added as the photo of the person being used in the Leadership Post

Photo Gallery – Manage

1. You can edit, create new or delete a photo gallery from this main screen.
2. To Edit: Select the Title of the gallery to open the post and follow the Edit Gallery Instructions
3. To Create New: Select the Add New and Follow the New Gallery Instructions
4. To Delete (Trash): Select Gallery and Select Move to Trash in the Action Drop Down.

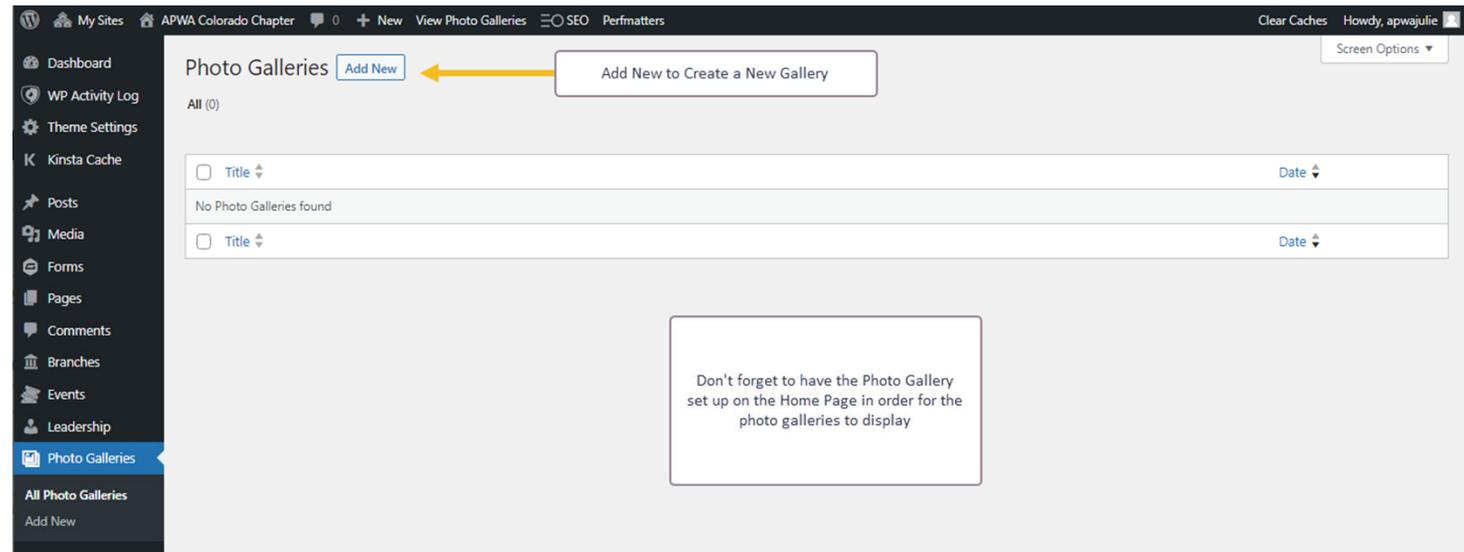


Photo Gallery – Add

You can Manage and Add a Photo Gallery to show on the Home Page

1. Create a Photo Gallery
2. Upload Pictures to the Gallery
3. Publish Area: Click the Update Button to save the change to the website.

The screenshot shows the WordPress 'Add New Photo Gallery' editor. The interface includes a sidebar with navigation options like Dashboard, WP Activity Log, Theme Settings, Kinsta Cache, Posts, Media, Forms, Pages, Comments, Branches, Events, Leadership, and Photo Galleries. The main content area is titled 'Add New Photo Gallery' and contains several sections: 'Add title' (with a callout: 'Add Title which will show on the Home Page Album'), 'Photo Gallery Settings' (with a 'Gallery Subtitle' field and a callout: 'Text entered here will display in the page banner, just beneath the title.'), and 'Gallery Images' (with a table for 'Gallery Image', 'Gallery Image Date', and 'Gallery Image Description', and an 'Add New Image' button). Below these is a rich text editor with a toolbar and a 'Word count: 0' indicator. On the right side, there is a 'Publish' section with buttons for 'Save Draft', 'Preview', 'Publish immediately', and 'Publish', along with status and visibility options. A callout box explains: 'Manage the Photo Gallery based on your needs. Save Draft: Saves a draft of the gallery. Preview: Allows to preview the gallery prior to making it live (published). Visibility: Will always be public. Publish Calendar: Publish Immediately or Time an Update. Use the Publish Button to save any changes'. Below the 'Publish' section is a 'Featured Image' section with a 'Set featured image' link and a callout: 'A featured image is not used in this section'. At the bottom right, another callout says: 'Add additional gallery information and upload the images for the Gallery. The content section is optional'.

Home Page – Banner Options

The Banner header can be updated to show different messages based on the chapter's needs.

1. Update the areas shown in the image
2. Optional add a Call to Action button and the appropriate click to location
3. Publish Area: Click the Update Button to save the change to the website.

The screenshot shows the WordPress dashboard for 'APWA Colorado Chapter'. The 'Pages' menu is selected, and the 'Homepage Banner Options' settings page is displayed. The settings are as follows:

- Banner Title:** Colorado Chapter (Maximum of 40 characters)
- Banner Subtitle:** Welcome To (This is for the subtitle, which appears in small text above the title. Maximum of 30 characters.)
- Banner Description:** Providing education & training opportunities for APWA members in Colorado since 1962. (Appears below the banner title. Maximum of 175 characters.)
- Banner Image:** A photo of three construction workers wearing hard hats and safety vests.
- Show Banner Button?:** Hide (with an input field)

Callout boxes provide instructions:

- Don't forget to Publish (Save) at the top of the page
- Update both fields to add a title and a brief description for the Area
- Use the image guidelines to upload a picture from the Media Library to update this home page image
- If you would like an action button to drive to a different part of the site, you can show this button and update button label and link accordingly.

Home Page – Event Settings

The Events Section will highlight the next upcoming event and allow to click to the entire event calendar button.

1. Update the highlighted in the image
2. Publish Area: Click the Update Button to save the change to the website.

The screenshot shows the WordPress 'Events Settings' page for the 'APWA Colorado Chapter' site. The left sidebar contains navigation options like Dashboard, WP Activity Log, Theme Settings, Kinsta Cache, Posts, Media, Forms, Pages, All Pages, Add New, Comments, Branches, Events, Leadership, Photo Galleries, Appearance, Users, Tools, Settings, ACF, SEO, WP Mail SMTP, and Collapse menu. The main content area is titled 'Events Settings' and includes the following sections:

- Events Title:** Maximum of 40 characters. The text 'Upcoming Events' is entered in the text box.
- Events Description:** Maximum of 175 characters. The text 'E.g. Lorem ipsum dolor sit amet, consectetur adipiscing elit ut aliquam, purus sit amet luctus venenatis, lectus...' is entered in the text area.
- Show Events Button?:** A toggle switch labeled 'Show' is currently turned on.
- Button URL *:** Please add the URL for your events button. The text 'https://colorado.apwa.org/event/' is entered in the text box.
- Button Label:** If left empty, the label will be "View Event Calendar". The text 'E.g. Click Here' is entered in the text box.
- Button Target:** This option determines if the message button opens on the same page or another tab. The dropdown menu is set to 'Blank'.

Yellow arrows point from text boxes on the right to the corresponding input fields in the settings. The text boxes contain the following instructions:

- Don't forget to Publish (Save) at the top of the page (with an arrow pointing to the top of the page).
- Update both fields to add a title and a brief description for the Area (with arrows pointing to the Events Title and Events Description fields).
- These areas should already be set up on the website and would not typically need to be updated and/or altered. Changing this could impact the access to the Event Calendar Menu Item (with arrows pointing to the Button URL, Button Label, and Button Target fields).

Home Page – Sponsor Information

The Sponsor Section can highlight and recognize chapter sponsors. If there are no sponsors listed, this area will not show on the home page.

1. Update the highlighted in the image
2. Publish Area: Click the Update Button to save the change to the website.

The screenshot shows the 'Sponsor Information' page in a WordPress dashboard. The page is divided into three main sections: 'Sponsor Information', 'Sponsor Description', and 'Sponsors List'. The 'Sponsor Information' section has a 'Sponsor Title' field (maximum 75 characters) and a 'Sponsor Description' field (maximum 200 characters). The 'Sponsors List' section is a table with columns for 'Sponsor Name', 'Sponsor URL', and 'Sponsor Logo'. Each row in the table has an 'Add Image' button. An 'Add Row' button is located at the bottom right of the table. Callout boxes with arrows point to these elements, providing instructions: 'Don't forget to Publish (Save) at the top of the page' points to the top right; 'Update both fields to add a title and a brief description for the Area' points to the title and description fields; 'Here is where you manage the Sponsor logos that are scrolling on the screen. Fill out the Sponsor Name, website and upload an Image. When the image is clicked on, it will take it out to the website that is' points to the 'Add Image' buttons; and 'Add as many rows that are needed' points to the 'Add Row' button.

Don't forget to Publish (Save) at the top of the page

Update both fields to add a title and a brief description for the Area

Here is where you manage the Sponsor logos that are scrolling on the screen. Fill out the Sponsor Name, website and upload an Image. When the image is clicked on, it will take it out to the website that is

Add as many rows that are needed

	Sponsor Name	Sponsor URL	Sponsor Logo
1	<input type="text"/>	<input type="text"/>	No image selected <input type="button" value="Add Image"/>
2	<input type="text"/>	<input type="text"/>	No image selected <input type="button" value="Add Image"/>

Home Page – About APWA Chapter

The About Section can be used to highlight additional information on the chapter. It can be turned off or on based on the chapter's need.

1. Update the highlighted in the image
2. Publish Area: Click the Update Button to save the change to the website.

The screenshot displays the WordPress dashboard for the 'APWA Colorado Chapter' site, specifically the 'About APWA Chapter' settings page. The left sidebar shows the 'Pages' menu highlighted. The main content area contains several settings sections, each with a text input field and a callout box providing instructions:

- About APWA Chapter Title:** The input field contains 'About Colorado Chapter'. A callout box points to it with the text: 'Update both fields to add a title and a brief description'.
- About APWA Chapter Description:** The input field contains 'The Colorado Chapter supports public works professionals across the state of Colorado. The chapter also includes the West Slope Branch.' A callout box points to it with the text: 'Update both fields to add a title and a brief description'.
- APWA Chapter Image:** The input field contains 'No image selected' and an 'Add Image' button. A callout box points to it with the text: 'Optional but can be added to showcase the chapter'.
- Show About APWA Chapter Button?:** A dropdown menu is set to 'Show'. A callout box points to it with the text: 'Needs to be selected to Show in order for this section to show on the Home Page'.
- About APWA Chapter Button URL:** The input field contains 'https://colorado.apwa.org/about'. A callout box points to it with the text: 'Update this button to the About Section URL. The URL can be found on the page to copy/paste in this section'.
- About APWA Chapter Button Label:** The input field contains 'Learn More'. A callout box points to it with the text: 'Update Text on Button that is seen on this'.
- About APWA Chapter Button Target:** A dropdown menu is set to 'Blank'. A callout box points to it with the text: 'Does not need to be updated and can be kept on the default'.

At the top right of the page, a callout box points to the 'Publish' button with the text: 'Don't forget to Publish (Save) at the top of the page'.

Appearance – Menu Management

The only area that you will use under the Appearance section is Menu. This will be used to attach any pages or links to the Menu header. The title is completed

1. Update the Section Header and Description
2. Save: Click the Save Button to save the change to the website.

The screenshot shows the WordPress 'Menu' management interface. The left sidebar contains the 'Appearance' menu, with 'Menu' selected. The main content area is titled 'Menu' and includes a 'Manage with Live Preview' button. Below this are 'Edit Menu' and 'Manage Locations' tabs. A text box at the top right states: 'You will always use the Main Menu and do not create a New Menu.' The interface is divided into two main sections: 'Add menu items' and 'Menu structure'. The 'Add menu items' section has a search bar and a list of items with checkboxes. A text box points to the 'Add to Menu' button, stating: 'You will want to select the check box of the page that you want to add to the website menu and then select Add To Menu. The page will show up at the end of the menu listing'. The 'Menu structure' section shows a tree view of the menu items. A text box explains: 'The Items on the far left are Menu Headers. Pages under the Menu Headers are indented to the right. You can add another layer of a sub page by drag/drop the sub page another indent to the right'. Another text box points to the 'Custom Link' section, stating: 'If you want to have a menu item go straight to another website, you can create a custom link under the Custom Link section on the left Add Menu Items area. You will add the URL information and then add it to the menu like a page.' At the bottom right, a text box says: 'Make sure to save your changes.' and a 'Save Menu' button is visible.

For Questions

- Contact by email at chapterservices@apwa.org
- Please provide as much information as possible
- If you would like a 1-1 training session, please also reach out to the chapterservcies@apwa.org email to set up a time.