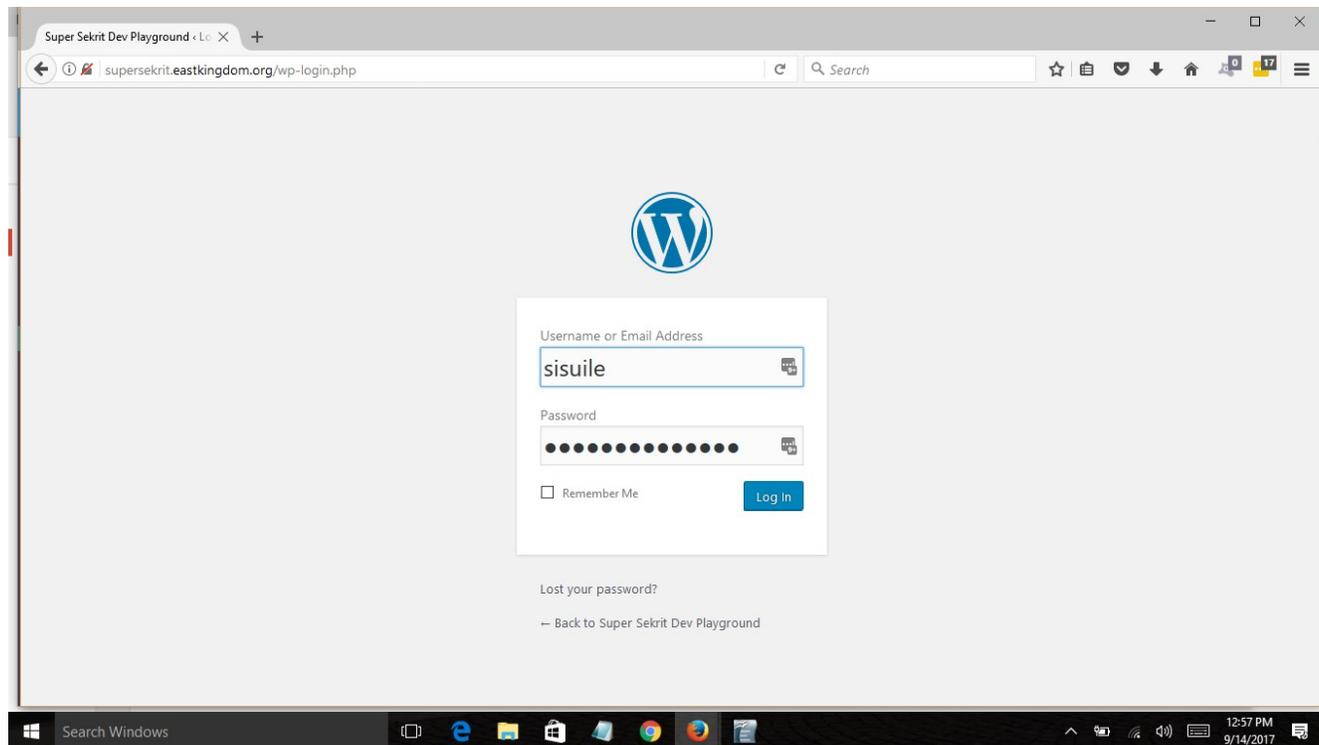


Welcome to the wild world of WordPress!

The Webministry has installed WordPress on your group's website. It is still at group.eastkingdom.org, but this will take you through the process of setting up and customizing your site. We'll make sure you have all the requirements for an EK site, and let you know about things that are Strong Suggestions. The process will take a couple of hours to get everything up and running, but for now, let's make sure your site is not dead.

Go ahead and navigate to <https://group.eastkingdom.org/wp-login.php>, replacing “group” with your group name.

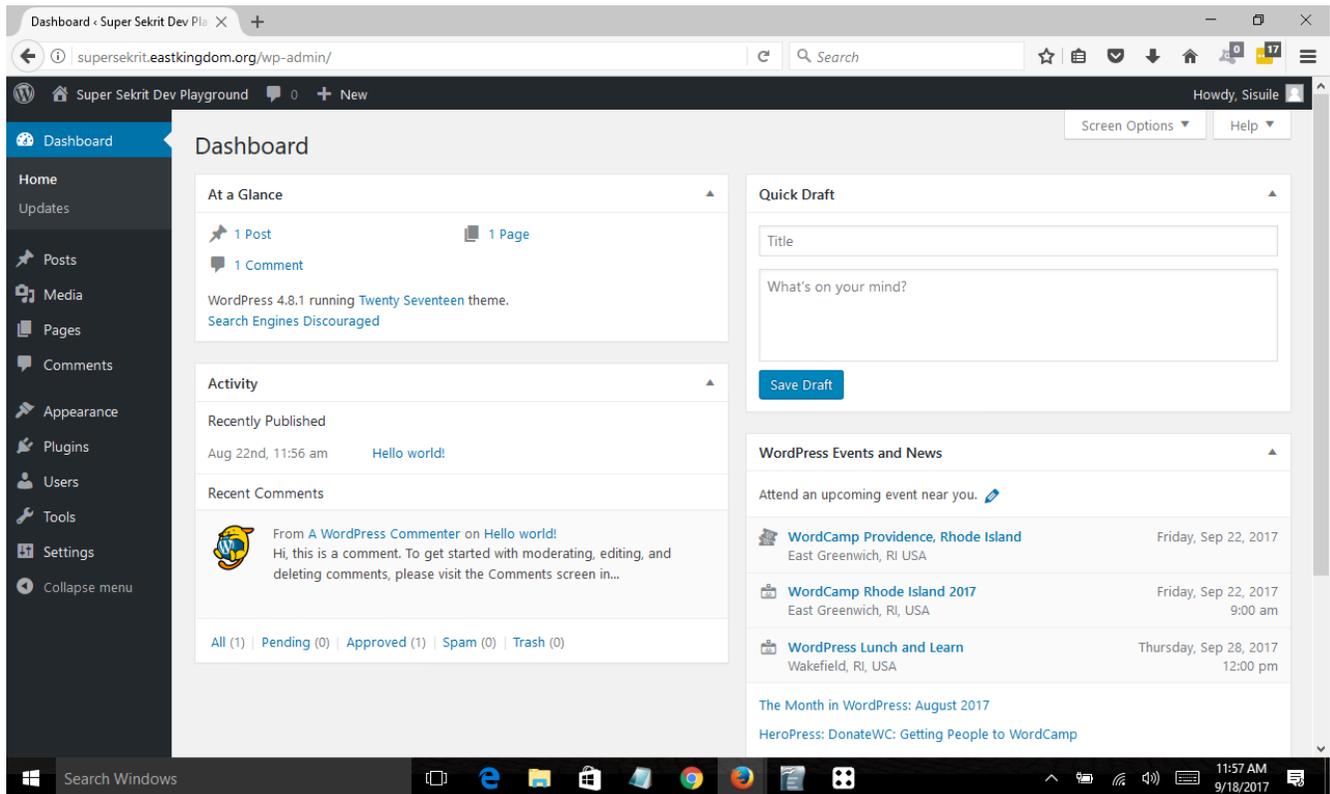


The Webministry will have sent you your user name and log in info. If they forgot, reach out on the email list and someone will have it to you very shortly.

We'll be using the Sandbox on the EK server for our examples, it's one of the playgrounds available to you as a webminister for trying out new things if you don't want to do it on your live site. We strongly suggest if you are going to try out new plug ins, themes, and work arounds to do it in the Sandbox. It'll give you the opportunity to try out a lot of various options and how they work. See Appendix A: Plug Ins for the list of things that your colleagues have tried and found to work well with our usual themes and SCA appropriate uses.

DASHBOARD

Once you log in, you will see your Dashboard. This is your administrative home page for your website.



From here, you can access everything about your website. Let's go over it.

Header (top row):

WordPress logo: will take you to wordpress.org. Hovering will give you the dropdown menus for documentation and support forums.

Sandbox: will take you to your website homepage. This is useful to see the changes you've been making. If you are logged in but on the live site, it will bring you back here.

Comments: Tells you if you have comments pending on your posts or pages.

New: Allows you to easily add new posts, pages, and media

Left sidebar:

Dashboard: where we are now

Home: gets you back here

Updates: Lets you know if you have pending updates to WordPress, themes, and plug ins. Keep this at 0 please, as your vulnerability to attack makes other ek.org sites vulnerable.

Posts: add new or see all posts

Media: add new or see all media – this is pictures, documents, videos, etc.

Pages: add new or see all pages

Comments: moderate and control comments on pages, posts, and media

WordPress uses Posts and Pages. Posts are blog posts, short entries with information, usually in chronological order. Pages are static, and what you'll be using for most of your website.

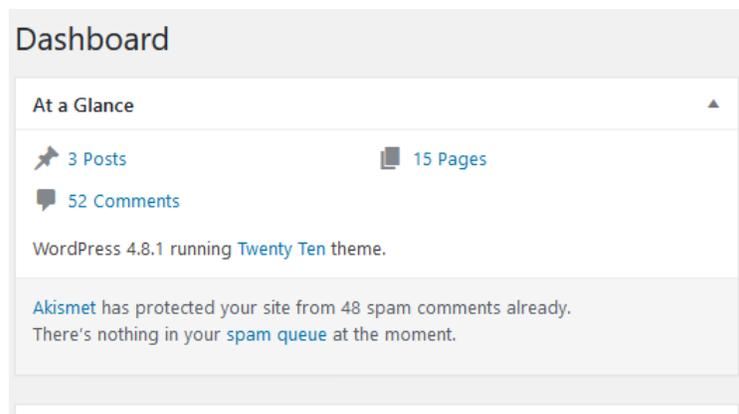
Appearance: This is where we customize theme, headers, colors, backgrounds, fonts, menus, etc
Plugins: The versatility of WP is in the plugins, which can make your website do all sorts of cool things beyond the basic This Is A Website
Users: Who has access to comment, to add material, to edit
Tools: for use when moving things around installs. You will probably never need this menu
Settings: All the basic information and settings for your website.

As you add plugins and other customizations, more items will appear in your side bar to manage them.

Main Section:

For this section, we're going to use a live website, so you can see what it looks like with some actual data on it, and why this is useful.

At a glance:



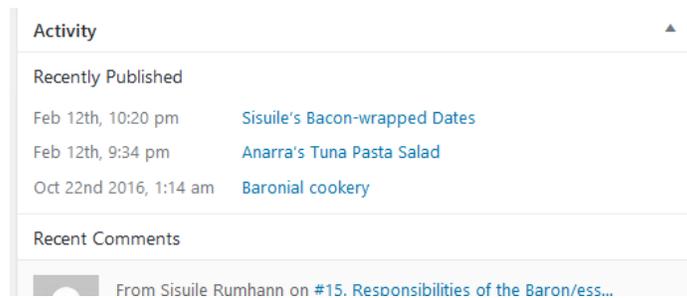
This lets you know some of the basic statistics of your website easily. This is an atypical baronial website, as most don't have nearly that many comments. But! It lets you know if you have spam comments that need to get deleted, and how many pages are actually visible on your website.

Quick Draft:

A screenshot of the WordPress Quick Draft form. The form has a title 'Quick Draft' and a 'Title' input field. Below the title field is a larger text area with the placeholder text 'What's on your mind?'. At the bottom of the form is a blue button labeled 'Save Draft'.

You may decide to have a group blog, detailing research or events or activities of interest to your group or possible newcomers. This is where you can dash off a quick text based post.

Recent Activity:



The screenshot shows the 'Recent Activity' widget. It has a title 'Activity' and a 'Configure' link. Under 'Recently Published', there are three entries: 'Feb 12th, 10:20 pm' for 'Sisuile's Bacon-wrapped Dates', 'Feb 12th, 9:34 pm' for 'Anarra's Tuna Pasta Salad', and 'Oct 22nd 2016, 1:14 am' for 'Baronial cookery'. Under 'Recent Comments', there is one entry: 'From Sisuile Rumhann on #15. Responsibilities of the Baron/ess...'.

This is a very useful field if you are not the only one updating the website. This shows the three recent posts, and the recent comments. We do suggest that you are not the only one managing the content of your group website – your job as webminister is to facilitate there *being* an active, attractive website, not necessarily filling it.

Site Stats:



Exactly what it says on the tin. Tracking for you as to when people are visiting your website and what they are looking at. Data, crunchy data. This is an easy section to drill down in, to see what people were looking at on what day, and where they came from. If we were running a for-profit enterprise, this is where we start to tune our content. As it is, it's often helpful to know if the push came from a facebook link or the kingdom website or somewhere else entirely, to know who we are reaching.

All the sections of the main page can be moved around. More may appear based on your plugin choices

Now we've looked at your home admin page, aka Dashboard. It is always accessible from group.eastkingdom.org/wp-admin. Time to start actually building this website, and changing from the defaults.

SETTINGS:

We're going to start at the bottom of the sidebar and work our way up.

Settings>General:

Site Title: always your group name, be it East Kingdom Tribble Marshal or Shire of Loch Stochenbarrel

Tag Line: You don't have to have a tag line, but if you do, it needs to be informative. So, “the group within the Society for Creative Anachronism covering Cape Cod” or “Of the East Kingdom, Of the Society for Creative Anachronism.”

WordPress Address: Don't touch this, it should be your group.eastkingdom.org

Site Address: Don't touch this either

Email Address: should be webminister@group.eastkingdom.org. Do not change this to a “personal” email, you will be inundated with spam.

Membership: Leave this unchecked for now. Unless you decide to run a forum on your website, you don't particularly want just anyone to be able to sign in.

New User Default: Subscriber is fine.

Site Language: Groups based in Tir Mara should change this – it has English (Canada) and Francais du Canada, and will change the spell check dictionaries accordingly.

Timezone: Please change this to your appropriate time zone.

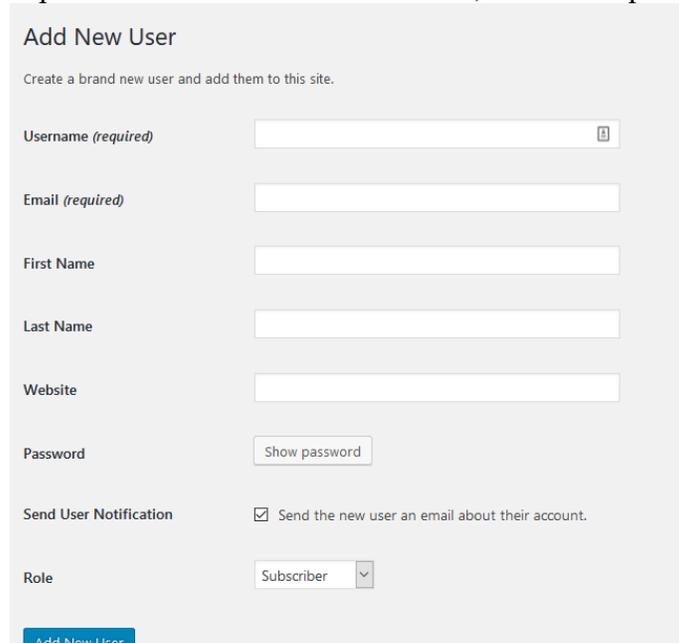
Writing/Reading/Discussion/Media/Permalinks

These settings will be dependent on your use for your website, and the defaults will do for now. Come back later if it interests you.

USERS:

There will, by default, be two users. You as local webminister, and ekwebadmin. **Do not delete ekwebadmin, it is REQUIRED.** If you run into something you can't handle, or, your local site is the victim of an attack or hacking, the EK Webministry will need to get in to fix it.

Because you are not generating all the content for your local group, it's probably a good idea to set some people up as other users. Local groups are **REQUIRED** to have a log in for the seneschal, and guilds & other official groups should have one for their heads, so at the top of the page, Add User.



Add New User
Create a brand new user and add them to this site.

Username *(required)*

Email *(required)*

First Name

Last Name

Website

Password

Send User Notification Send the new user an email about their account.

Role

Fill in the fields, and use their official email if they have one. The WP generated passwords are complex, but yes, people can change them once they log in. Most people are going to be Contributors, but make sure that your Emergency Deputy, if you have one, is an Admin.

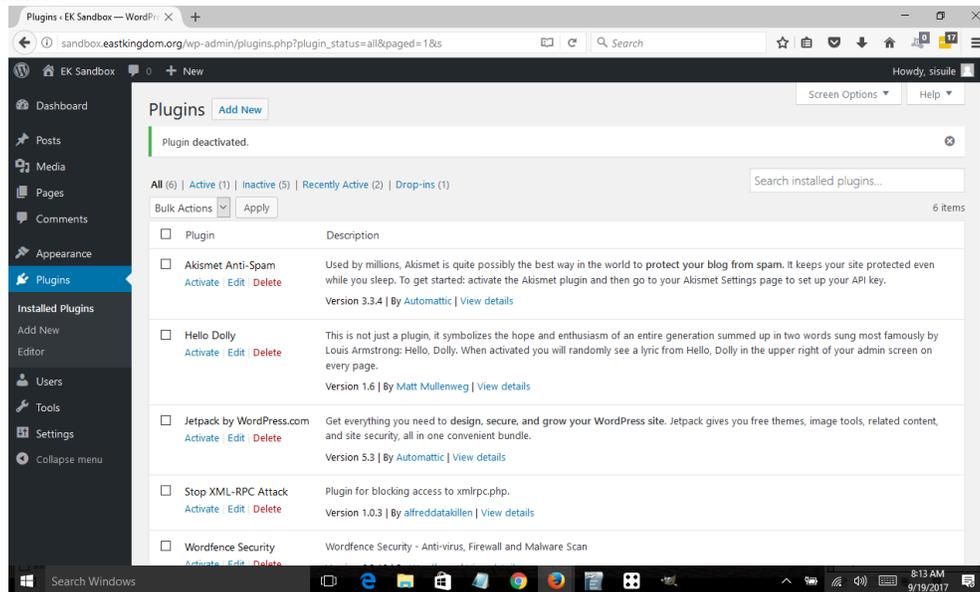
Remember to save.

For Seneschals, please use Seneschal as their username
& seneschal@group.eastkingdom.org as their email.
Their role will be as Administrator.

PLUGINS

On the plugin page, you will see a set of standard plug ins. You are going to want to add some of your own as we go. See Appendix A for lists of Recommended and Optional plugins

Your required plugins are: Akismet, Jetpack, Stop XML-RPC Attack, Wordfence. They will all need to be activated to start working, but trust us, you want them working. Just click the ACTIVATE link under the plug in name.



Aksimet & Jetpack require some setup. Create accounts using your webminister@ email address for them.

To add new plugins:
Click Add New

Search by Keyword, for exact names of plugins off of Appendix A, or for the vague kind of thing that you're looking to do. We generally suggest a google search to see reviews and descriptions of various plugins that you're looking to install. If you have a variety of options and are not sure if they will do what you need, use the Sandbox to experiment, rather than your live site. Getting the basics of your site will not require any other plugins beyond what comes with your install.

Once you have satisfied yourself that this is the correct thing, click Install Now, and once it has installed, Activate.

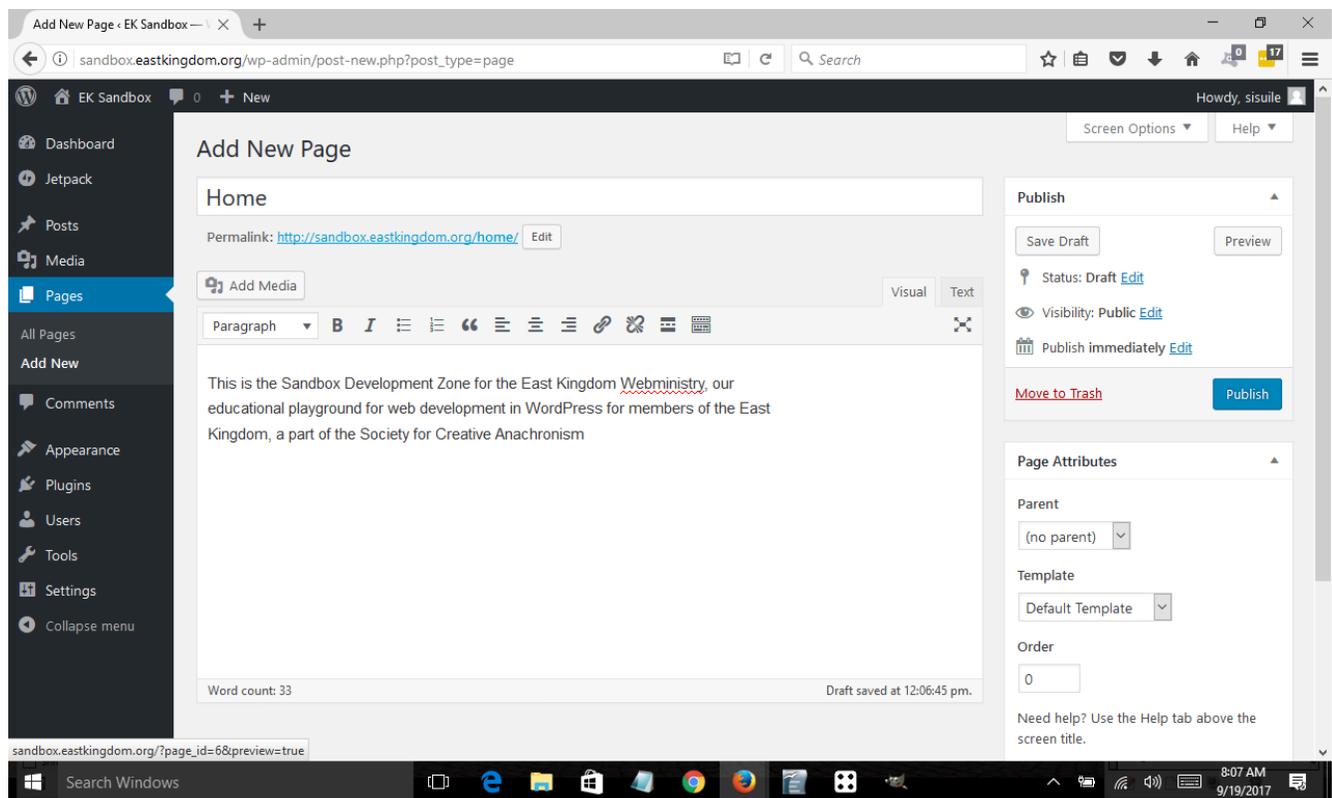
WordPress is pretty good about guiding you through the steps to make sure whatever plugins you choose are up and running after you click Activate.

APPEARANCE

Before we get into Appearance too much, a decision needs to be made. WP has an options for dynamic, blog-like content or a static front page that doesn't change. What kind of webminister are you going to be?

If you will be someone who is good at generating content, or getting others to generate content, consider the blog format. It will show off your group, and emphasize your activity level. Fair warning, though: you want something new on the website at least every couple of weeks if you go this route.

However, if you want to keep it the same all the time, (and this is going to be the option that makes the most sense for many people) head up to the header and create a new page. Call it Home. It needs one paragraph, but this will be the front page of the site. Get it up, we'll worry about reworking the wording later. Group name, mundane location, part of the East Kingdom of the SCA. See below.



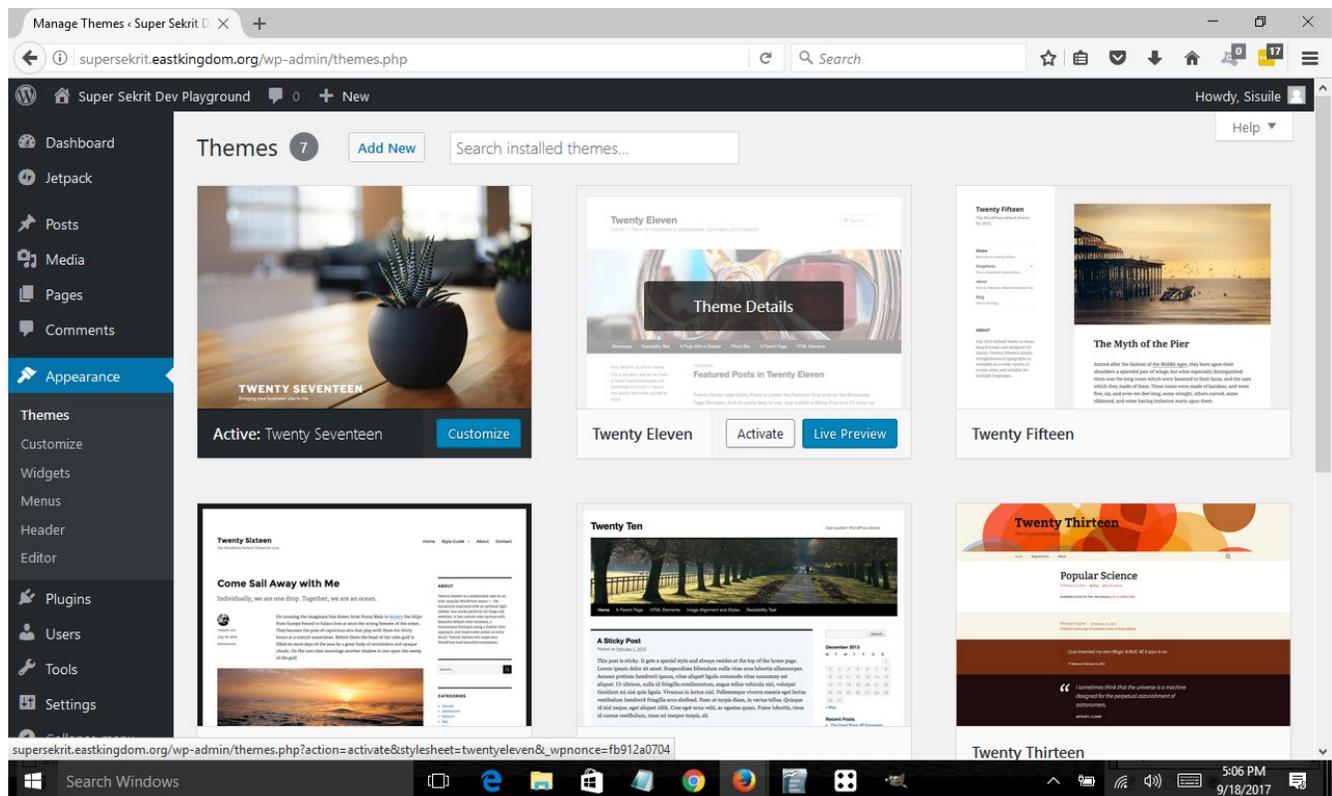
Hit publish.

Ok, *now* go to Appearance.

Appearance > Themes

WordPress has an enormous library of free and paid themes to choose from. If you have never worked in WP before and are creating your group site as an experiment, we suggest choosing one of the themes, that are preloaded into your install. 2010-2016 are all nice themes that work well as websites, conveying the information that needs to be available on your site.

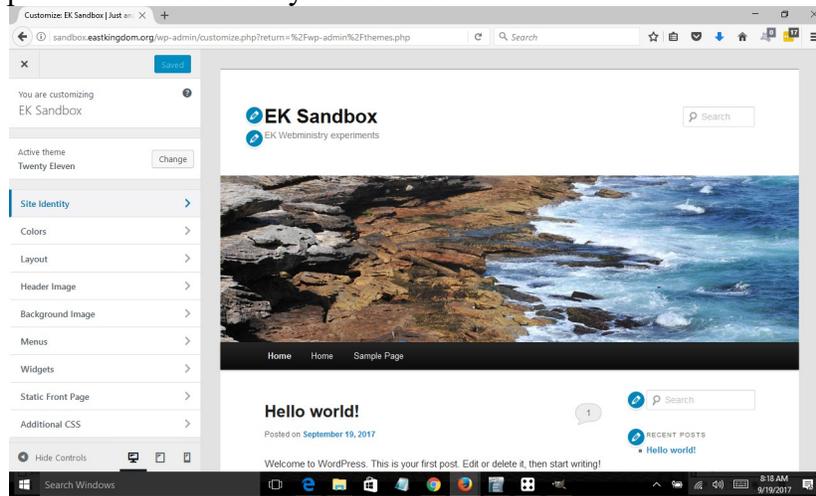
We're going to use TwentyEleven as our theme, but feel free to experiment a bit. Live Preview will give you a good idea about layout, and you can always search for new themes that better suit your vision.



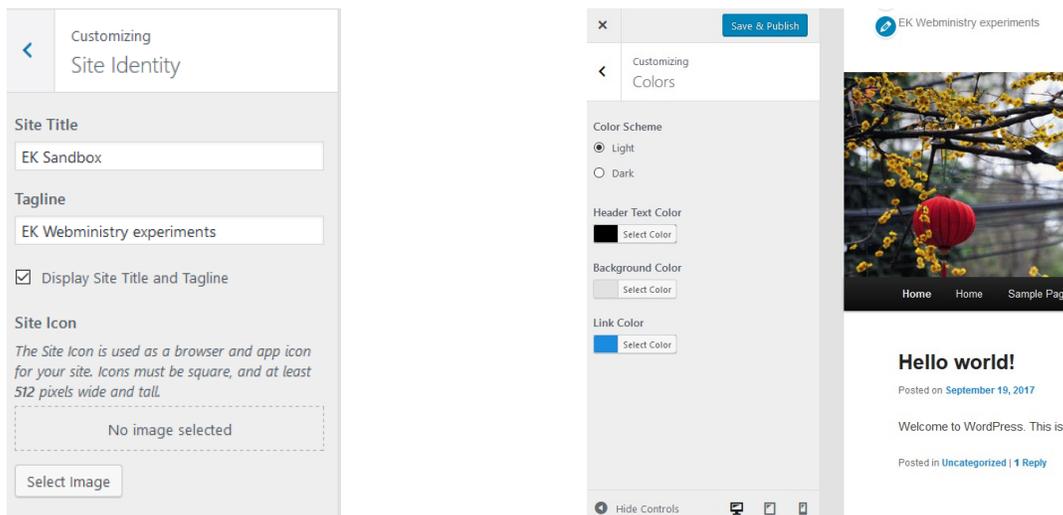
Go ahead and activate TwentyEleven, and if you want to change things later, WP makes that as simple as possible.

Appearance > Customize

Customization is the way we make everything pretty. You'll get a live preview of everything you do in the main window as we go through the frames. Before going wild and crazy with color, we suggest looking through Appendix B: Accessibility Guidelines.

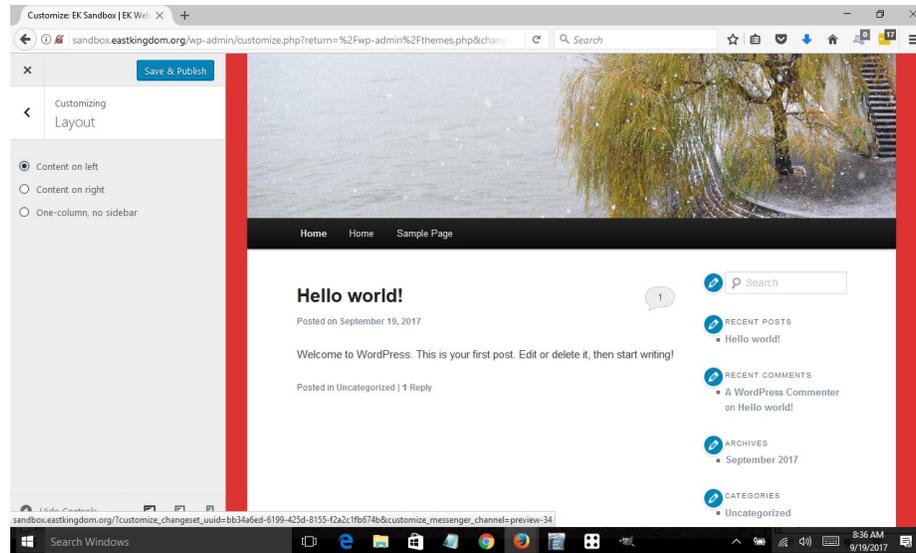


Site Identity gives you another opportunity to change your site title and tagline. If your group has a badge, you can upload it here, and it will show up next to the site name on web browsers and as an icon if someone bookmarks the site on their mobile device.



Twenty Eleven defaults to black and white for the words, grey for the background, and blue for the links. This is where you have the opportunity to change that. We suggest keeping the black and white for the text, but your links can be any color, as can your background. What are your group's colors on their heraldry, and can they be incorporated here? After you've changed your preferences here, remember to save and publish at the top of the page.

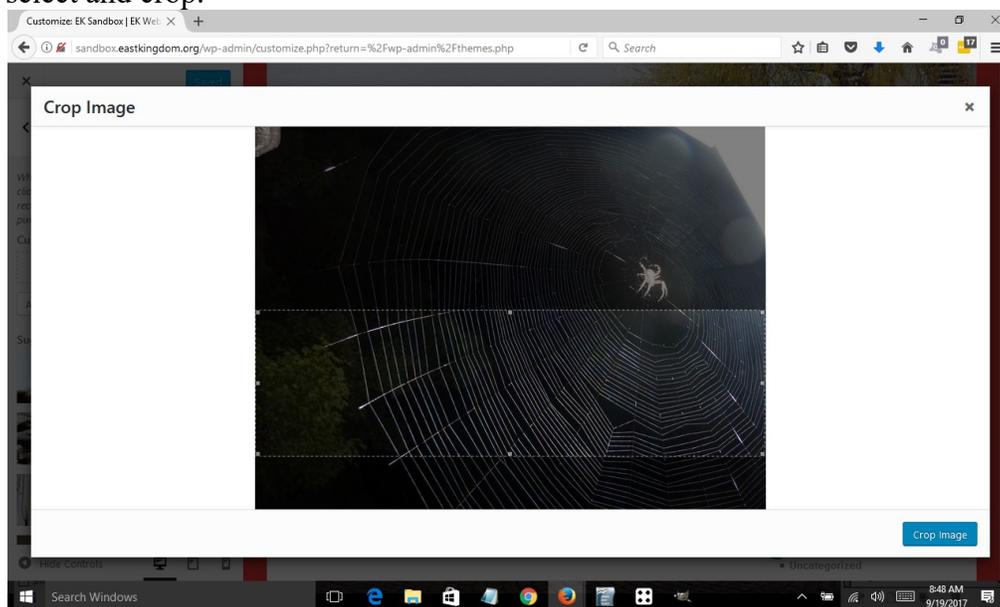
Layout:



Twenty Eleven allows to put the sidebar left or right or not at all. You may find the sidebar useful for the site tree, a search bar, and a calendar, but its your choice. I'm going to leave the sidebar left.

Header Image

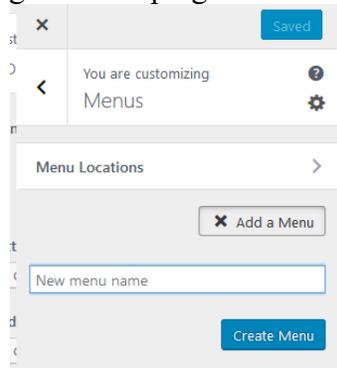
Do you have a picture of your group or group activity that you like? What does your group facebook header look like, and can you steal that? We ask that your header image does not contain text for accessibility reasons, but other than that, pick something. Upload the file, and then select and crop.



You can see how short/narrow the visible space on the photo is, so try for something with a strong horizontal line. When you like what is inside the frame, crop image. It is now your header. If you have more than one image, you can upload several and set it to Randomize Uploaded Headers for it to cycle through every time people switch pages. Save & publish!

Background Image: If you want, you are welcome to find a repeating tile or texture to serve as your background image. Not a lot of it is visible on our websites, but it does give a little bit more definition and professionalism to off set where your text sits.

Menu: Menus are used for navigation and plug ins and all sorts of interesting options in WP.

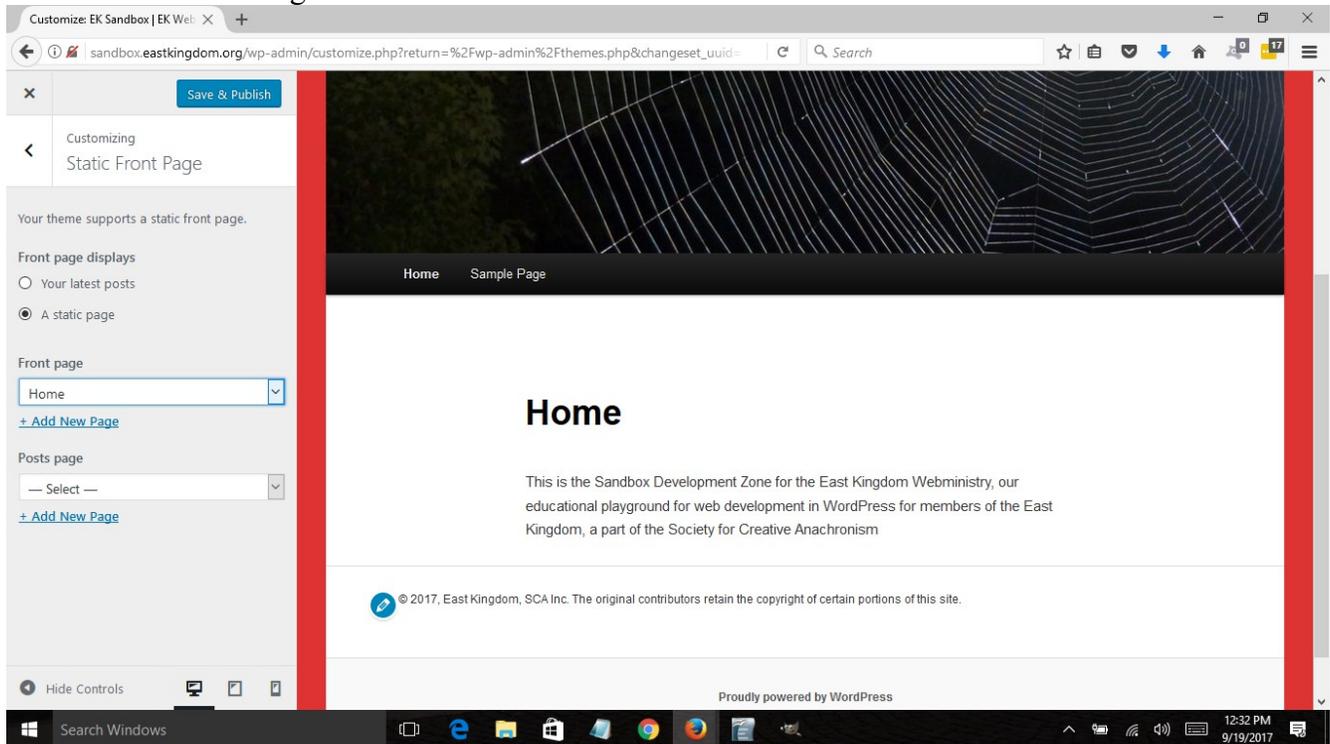


Add a menu, and probably call it Header. This will be one way to organize that bar right under your header image, so the links are in an order that makes sense for your group. When you click add items, you can add things to this menu. As we don't have many pages yet, this is mostly for a later time. The display location of this one will be as a Primary Menu, but uncheck that box for the mean time. Adding more menus is beyond the scope for this walkthrough, but you are welcome to play with it later.

Widgets

Control the contents of your sidebar and footer here. The default is for blog-relevant categories. If you are not running this blog style, you will want to remove recent posts, comments, archives & categories, and add the widget for pages. Use the footer for your copyright notice: “© 2017, <insert group name>. The original contributors retain the copyright of certain portions of this site.”

Static Front Page



This is where you change from a blog format to a static website. If this is your choice, move the radio button to “A static page” and select Home for your front page.

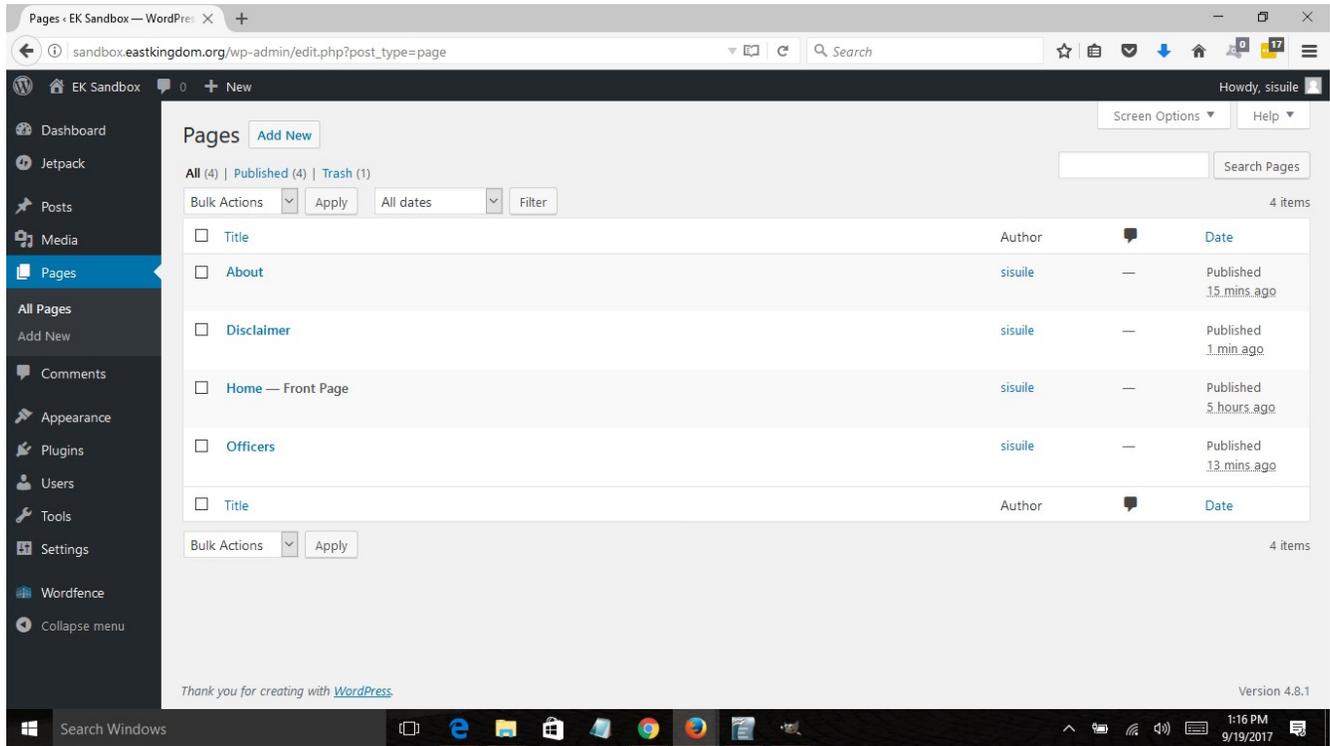
The other options under appearance are alternate ways to get to and manage items on the customization menu. It is worth being aware of the options here, and you may be more comfortable managing the widgets and menus using these links – Slightly different format makes more sense to some people.

One of the available widgets lets you put together a list of links. It is strongly suggested that you have this link list, with links to:

- your group Facebook page
- Group mailing list
- Eastkingdom.org
- sca.org
- Neighboring or related groups

PAGES

This is where you should take a look at your old website and see what pages you used to have, versus what pages you need. We consider that all websites on the East Kingdom server should have: Home, About, Officers, Disclaimer. Go ahead and add the other three, and delete Sample Page.



THE DISCLAIMER PAGE IS REQUIRED ON ALL EAST KINGDOM HOSTED WEBSITES WITH THE FOLLOWING TEXT:

This is the recognized web site for <INSERT GROUP> of the Society for Creative Anachronism, Inc. and is maintained by <INSERT YOUR NAME HERE>. This site may contain electronic versions of the group's governing documents. Any discrepancies between the electronic version of any information on this site and the printed version that is available from the originating office will be decided in favor of the printed version. For information on using photographs, articles, or artwork from this web site, please contact the Webminister at webminister@GROUP.eastkingdom.org. He or she will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors.

Copyright © 2017, <INSERT GROUP>. The original contributors retain the copyright of certain portions of this site.

We also strongly suggest the following pages for local groups:

- New to the SCA?
- Local Activities

Hopefully, this is the point where you can now start copy & pasting the content from your old website, and making sure everything is up to date and accurate. But! You have built your group a website!