

# ASLA SD

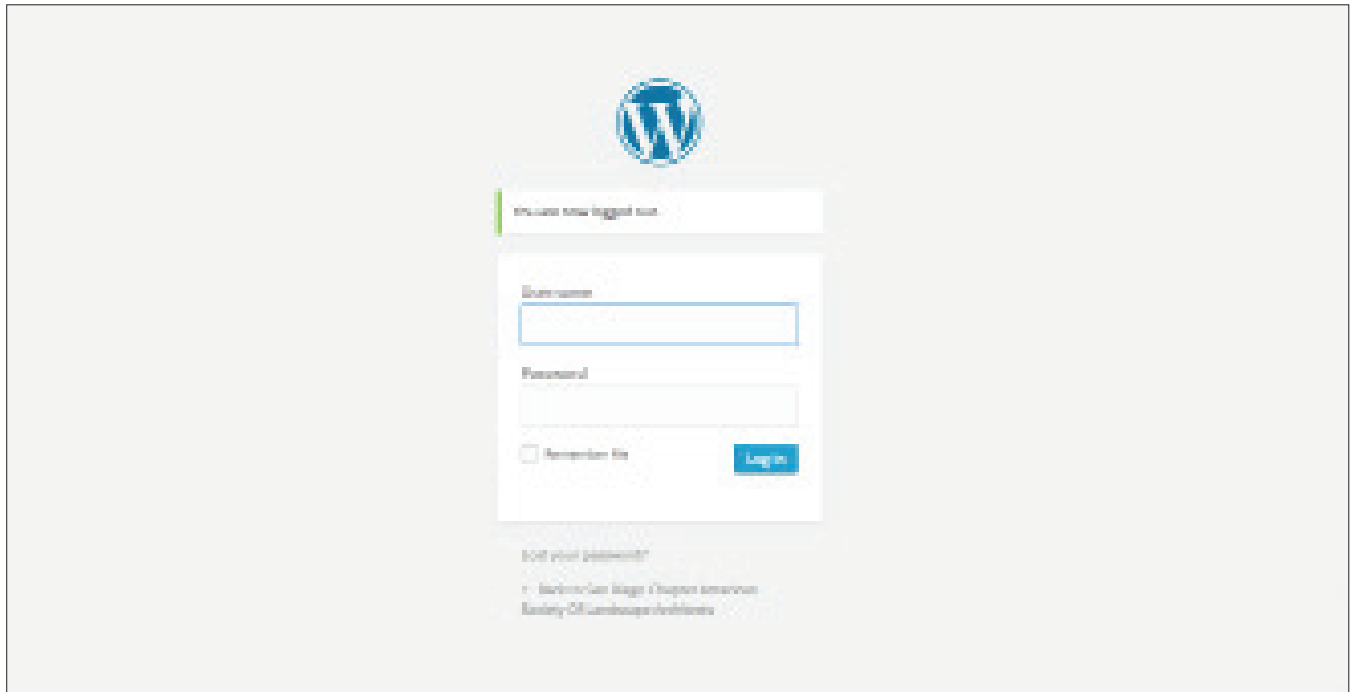
American Society of Landscape Architects / San Diego Chapter

## Website Training Manual

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**LOGIN PAGE:** [www.asla-sandiego.org/aslasdwp/wp-admin](http://www.asla-sandiego.org/aslasdwp/wp-admin)

## Logging into the Website



### **STEPS**

1. Enter in username and password and log into admin panel/"Dashboard"

*\*Note: To add events, log in as yourself, but to add a news post you will need to log in as the person making the post, ie. author.*

## ✓ Dashboard Overview

This is the Wordpress Platform “Dashboard” which is the gateway to perform a task. Below are key areas in blue that you will frequently use. The areas in red are ones you should never access.

The screenshot shows the WordPress Dashboard interface. On the left sidebar, the 'Posts' menu item is highlighted in blue. Other blue annotations include 'View Website' pointing to the top right, 'Account Logout' pointing to the top right, and 'News Post', 'Events', 'Media Library', and 'Do Not Edit' pointing to their respective menu items. A red box highlights the 'Media Library' and 'Do Not Edit' items, with a red arrow pointing to the 'Do Not Edit' label. The main content area shows 'All Posts' with a list of recent posts and a 'Quick Draft' form on the right.

## ✓ Creating a News Post

The screenshot shows the WordPress Dashboard with the 'Posts' menu item selected in the left sidebar. The main content area displays the 'All Posts' section, and the 'Quick Draft' form is visible on the right. The 'Posts' menu item is highlighted in blue.

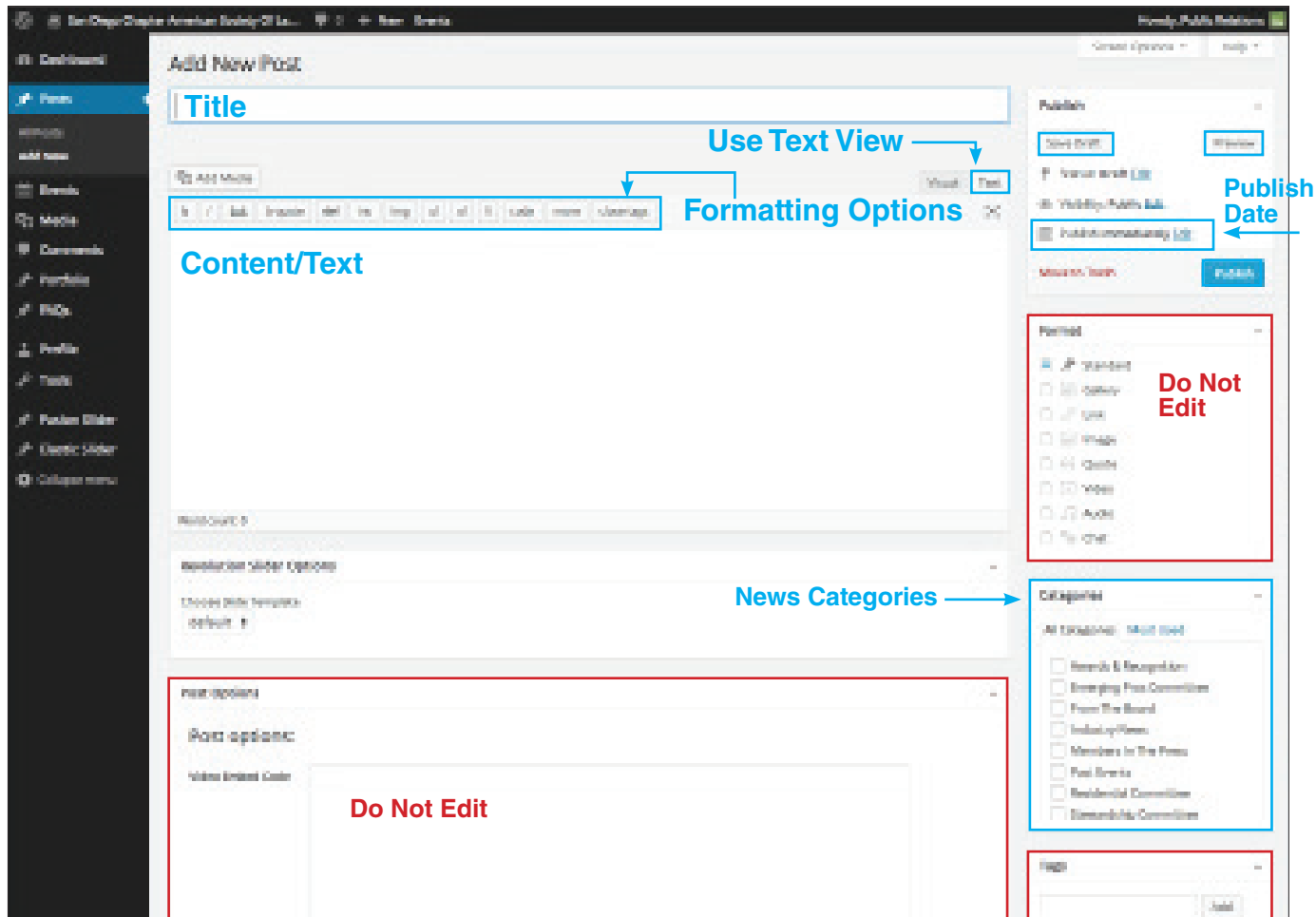
### STEPS

Add news by selecting “Posts” from the lefthand side of the dashboard.

1. Select “Add New”

## Creating a News Post (cont.)

Below are the most important areas when creating a news post. Areas in blue are important, the rest do not touch.



### 2. Add Title

### 3. Insert text for news article using the “Text” tab

- Adding Links: highlight text and select “link” to link to other pages/documents or external websites (note: for linking to documents, first upload to media library - see [page 6](#))

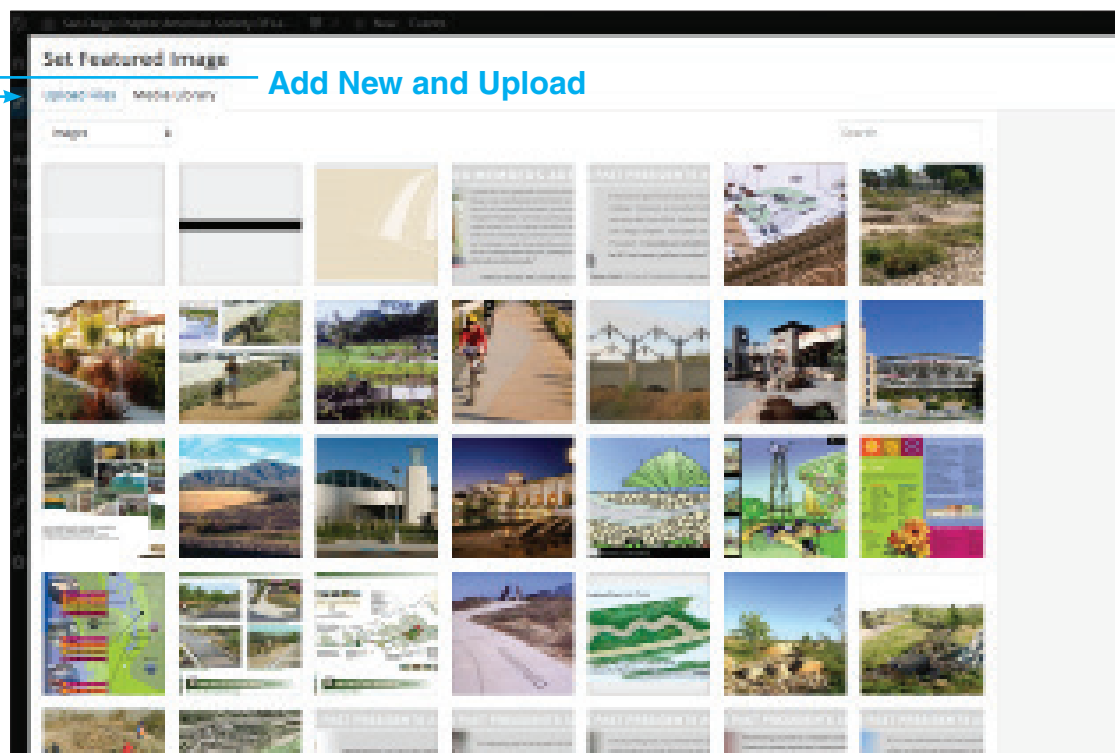
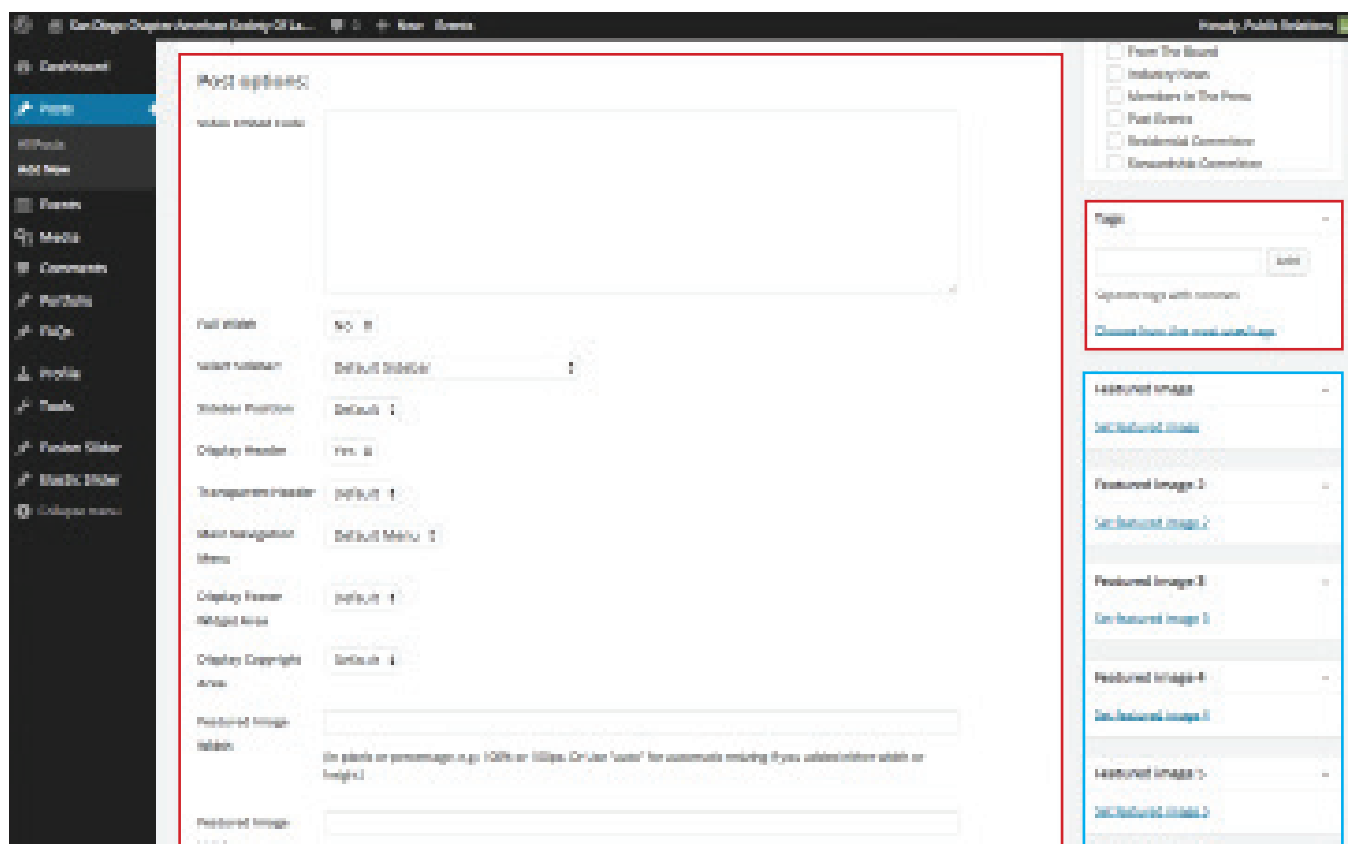
### 4. Publish Date: either publish on that day or you can “edit” to publish at an earlier date

### 5. Select Appropriate Categories: Make sure to set the category (or categories) so that the news appears in the right places. *You can select multiple categories for each news posts.* There are multiple news feeds throughout the site and they will appear on the correct pages based on the category selection. Below are the categories:

- **Awards & Recognition:** Any award in outside media source or ASLASD
- **Emerging Pros Committee:** News and/or past events from this committee
- **From the Board:** News or letters/correspondence from The Board
- **Industry News:** General news from other media sources or ASLASD about the LA profession
- **Members in the Press:** News about members or articles published by members in the media
- **Past Events:** News about past LA events (ASLASD or outside events)
- **Residential Committee:** News and/or past events from this committee
- **Stewardship Committee:** News and/or past events from this committee

## Creating a News Post (cont.)

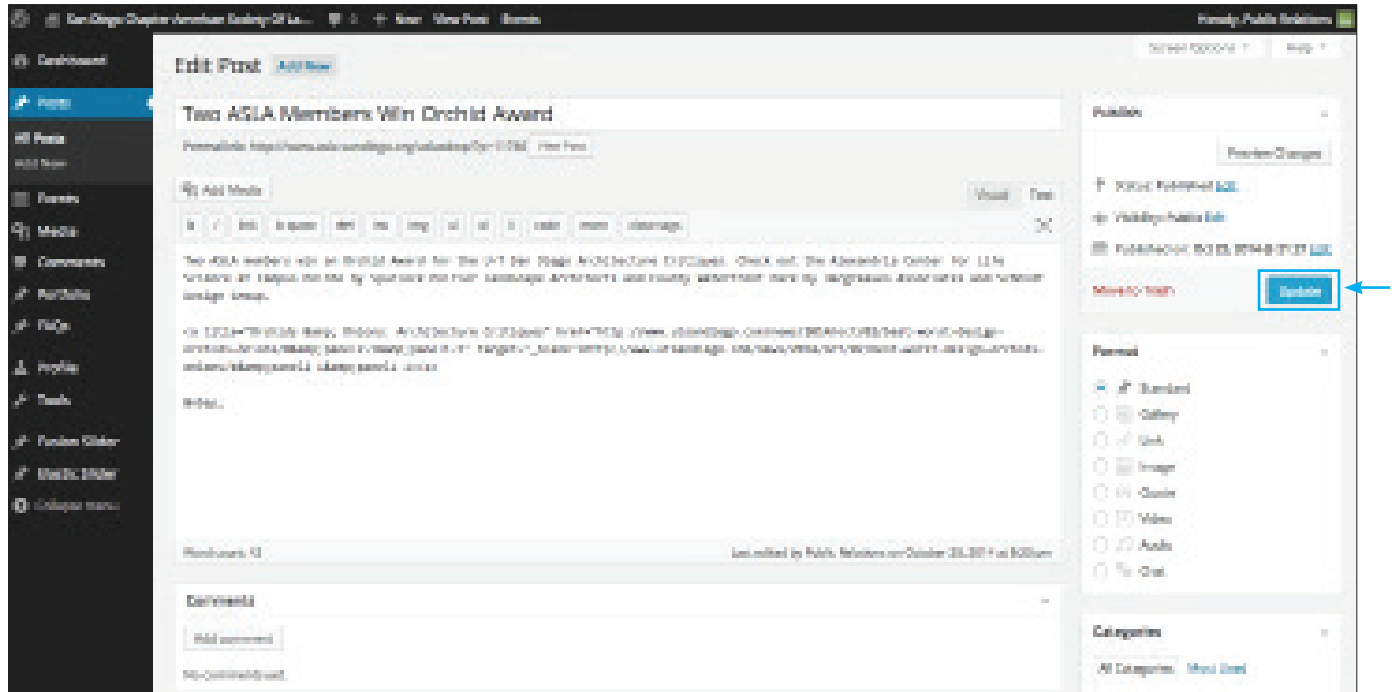
- 6. Add Featured Images:** Each featured image will show up in the feed as well as above the news article in a slider. To set the featured image(s) click on the link “Set featured image” link and either upload to the media library or select one already in the media library.



**\* NOTE: DO NOT REMOVE ANY IMAGES ALREADY IN THE LIBRARY.**



## Editing a News Post (cont.)



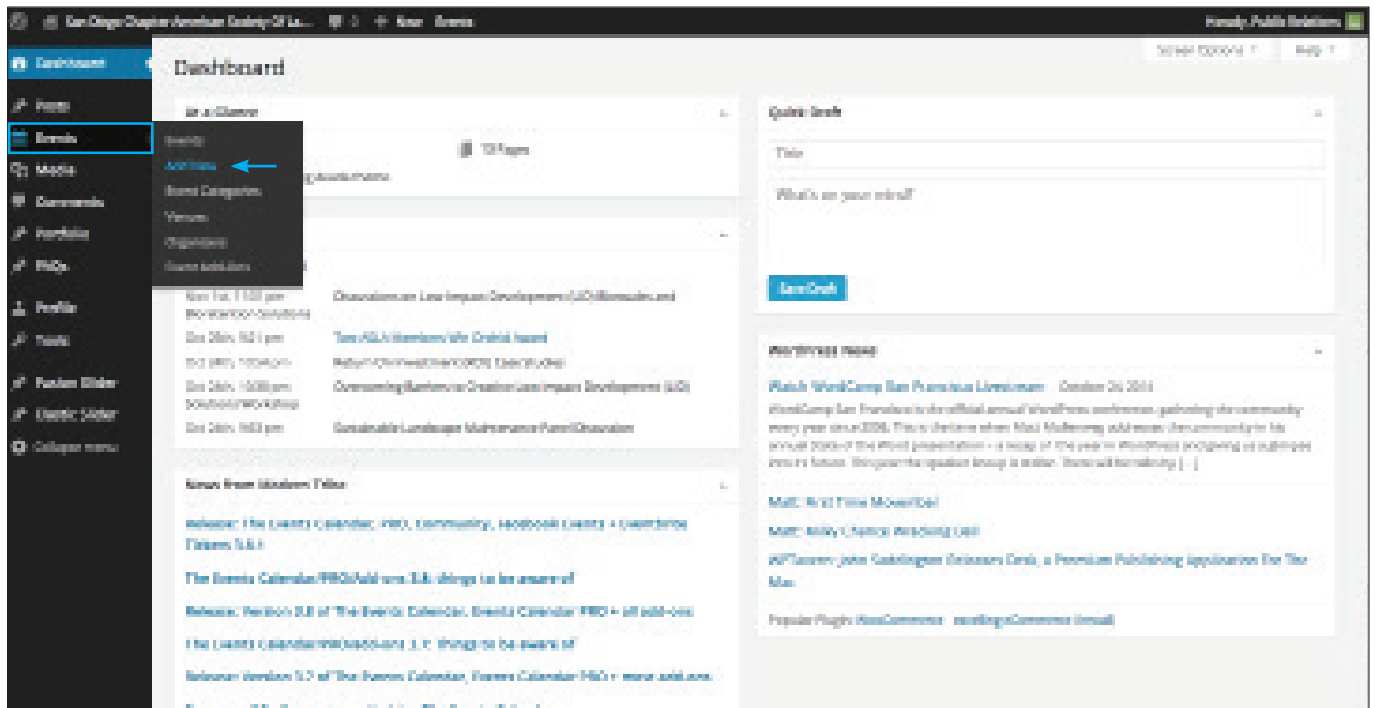
Click “Update” when you are done editing.

## ✓ Creating a New Event

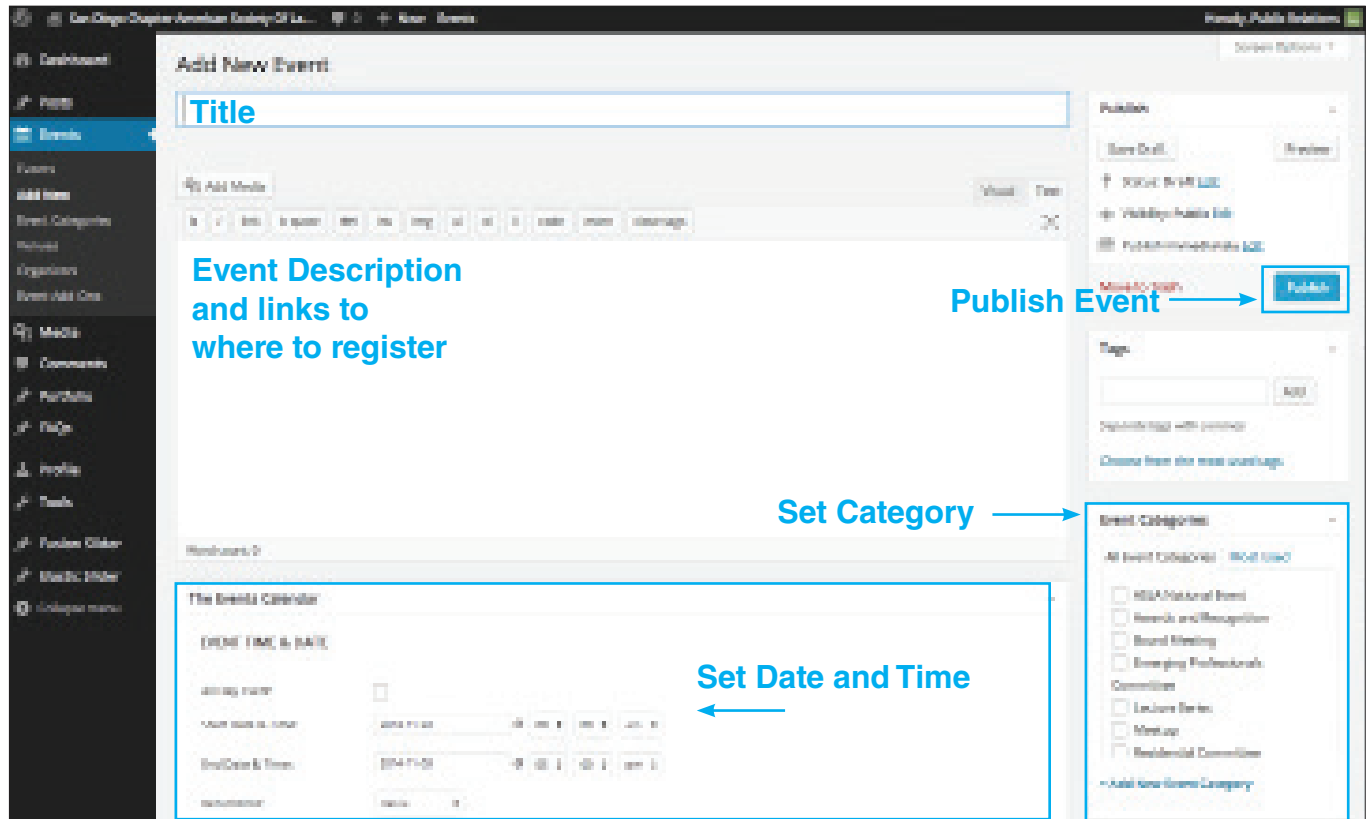
Events post to the Events Calendar and to other events feed on the website. It is important that they are categorized correctly.

### STEPS

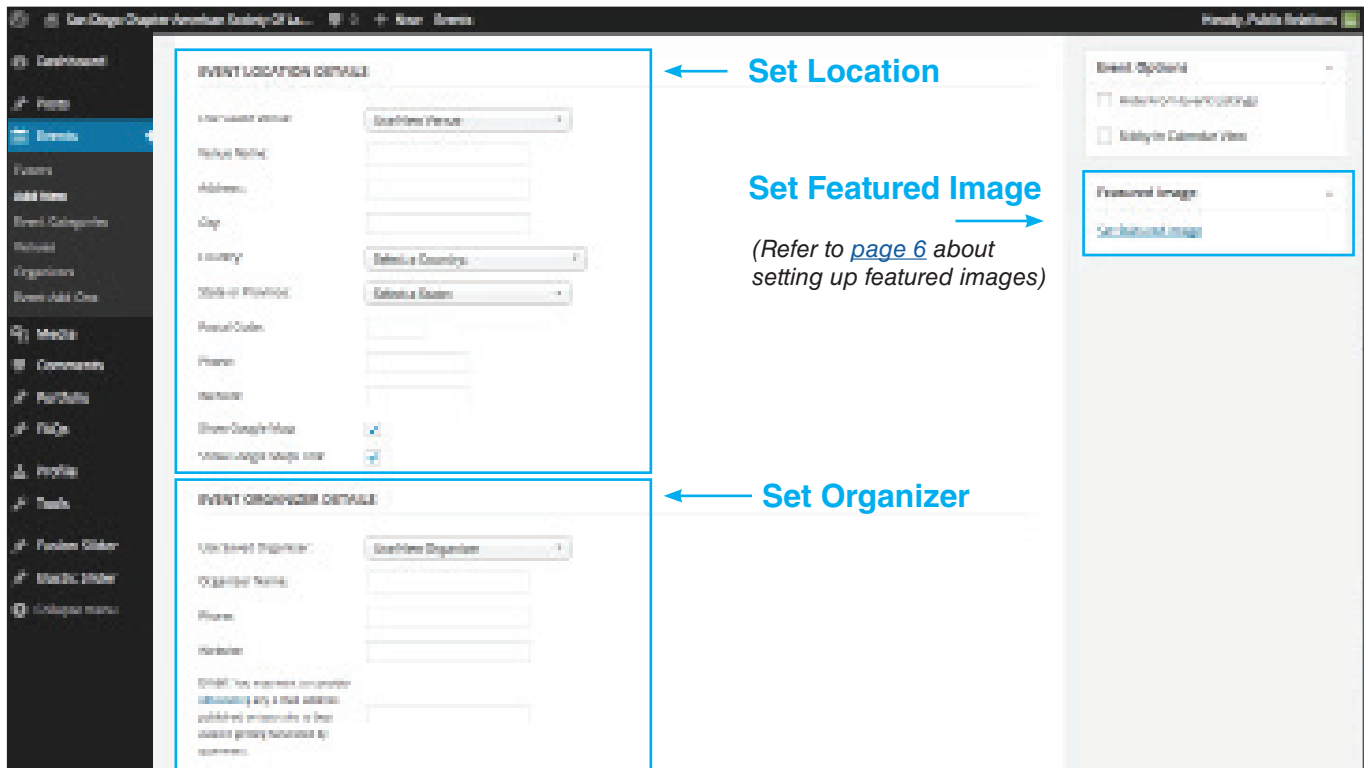
1. Select “Event” from the side tool bar and from the drop down menu select “Add New”



2. Title your Event
3. Add a Description
4. Set date, start and end time
5. Select Appropriate Category *(make sure to set this correctly so the feeds are accurate)*



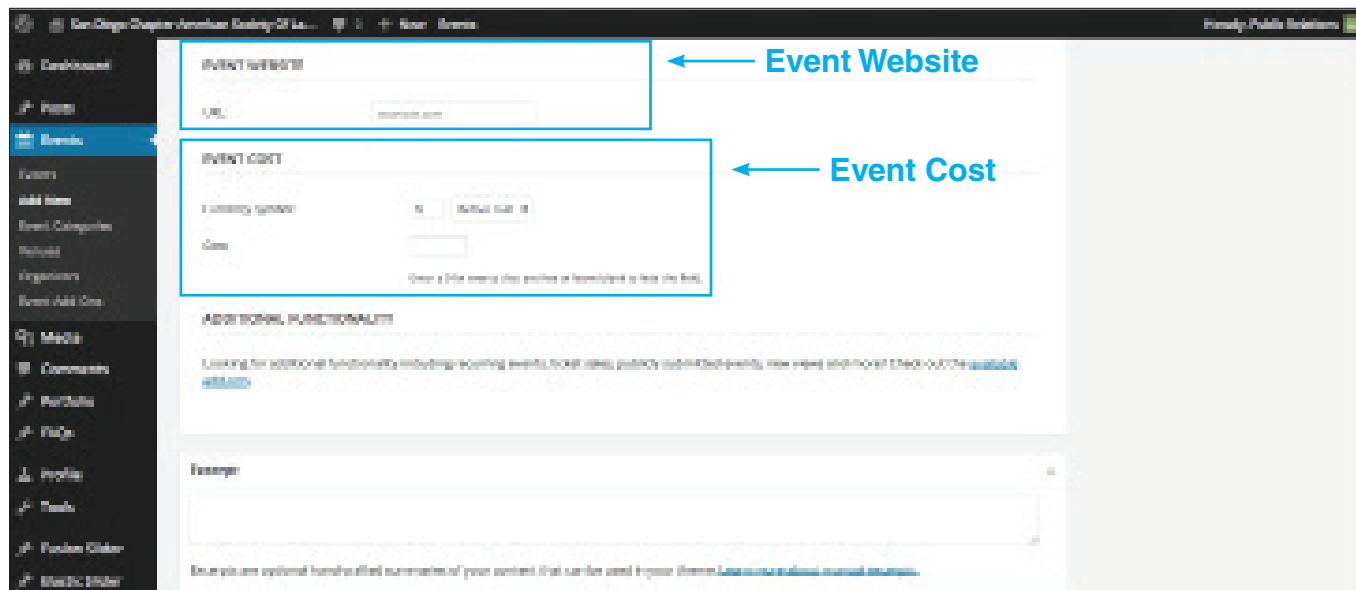
6. Add Location Details from dropdown or add to the venue list.
7. Set Featured Image. Could be of a flier or custom graphic.
8. Select Appropriate Organizer if applicable from drop down menu or create a new one if necessary.



9. Add URL to venue or other website pertaining to event

10. Add Event Cost if applicable

11. Publish Event at the top of the page on the right.



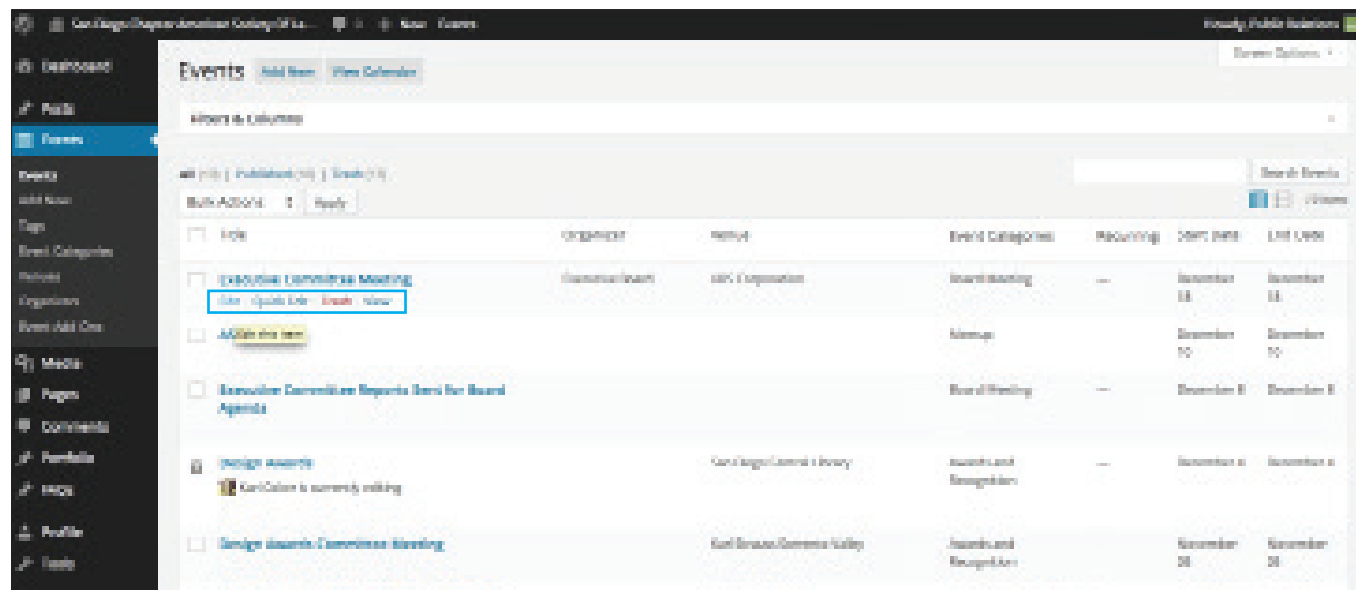
## Editing an Event

Only if you have created the event can you edit the event.

### STEPS

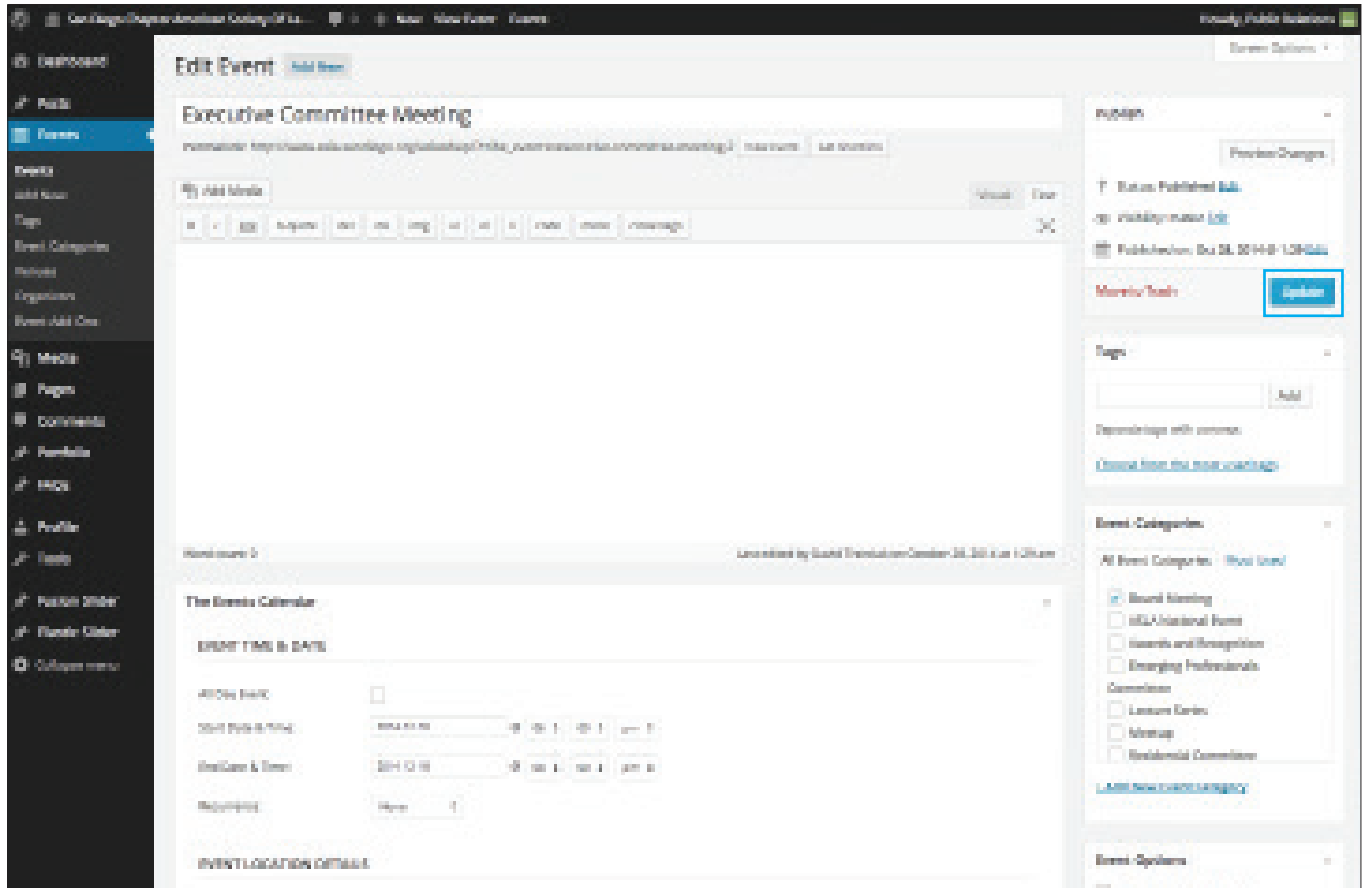
1. Select "Event" from the side tool bar

2. Move your cursor over the event you want to edit and select "Edit" underneath the title.



## Editing an Event (cont.)

3. Make all the edits necessary and click “Update” when done.



## Image Formats & Sizing

Below are the best image formats to use for upload to the site:

1. **JPG** - set to 72 or 150dpi not to exceed 500kb
2. **PNG** - set to 72 or 150 dpi not to exceed 500kb (pngs have transparent backgrounds)

**To keep the formatting consistent in the feeds and on the pages, please keep the images to the following size: 640px x 410px.**

You can edit most of the images by going into the Media Library and cropping them. However, the best way is to use Photoshop or some other image editing software and then uploading to the site.



## Checklist for Managing Job + Resume Listings

### Job Listings

1. Instructions for requesting and account are on the 'Post a Job' Page. Employer goes to contact form and selects 'Job Posting Account' and submits request.
2. If member in good standing, go to 'Add New' under Users. **BE SURE TO SELECT 'EMPLOYER' ROLE**, add their email as username AND email fields, select show password and leave send user notification selected and click Add New User.
3. New Employer can no go back to 'Post a Job' page and fill out and submit a listing which will then trigger a notification which will be forwarded to executive director to go in and review the listing in 'All Jobs' section of Job Listings. If it is acceptable the job can then be approved to go live.
4. If employer wants to edit their listing, or remove listing, they can login to site again on the 'Edit Job Post' page to take these actions. Have listings currently set to not require approval if edited after first approval.

### Resume Listings

1. Those 'Candidates' looking to post a resume listing can find instructions on 'Submit a Resume' page. They will go to contact form and select 'Candidate Account' option and send request.
2. If Candidate can be validated with ASLA ID# and it does not look suspicious (same thing with job listing requests as we are giving account level access to site) then Go to 'Add New' User, except select 'Candidate' Role, Username AND Email fields will both be the Candidate's email address, Click Show Password and keep 'Send the new user an email about their account' checked and click Add New User. **BE SURE TO DOUBLE CHECK USER ROLE IS CANDIDATE.**
3. Candidate can then go back to 'Submit Resume' page to login and submit a resume for approval. This will trigger an admin notification.
4. Go to 'All Resumes' under Resumes and click on the listing to review and approve it meets chapter guidelines.
5. Candidates will have their resume up for 120 days but can go to 'Resume Dashboard' page to login again to edit their resume or remove it for any reason. Currently have it set to not require re-approval if edited after initial approval.

### IMPORTANT NOTES:

1. **Be on the lookout for suspicious people trying to get an account as we are targets of hacking and phishing regularly.**
2. **Triple check that the correct role 'Candidate' or 'Employer' is selected when creating new account. THIS IS VERY IMPORTANT.**
3. **When in doubt, ask for help from Web Master.**

# Questions & Support

**For questions and support please contact the webmasters below.**



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