

loopah

WordPress User Guide



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Congratulations on your new Loopah Website!

We've put together a user-guide to help you get started editing your personal website. If you have any questions please feel free to contact us by calling 1.888.4Loopah or emailing us at info@loopah.com

Let's get started!

1. Type the address you were given into the address bar along the top of your Internet browser, it should look something like this: 'www.baldymountaineagles.loopah.com/' only with *your* organization name in the place of 'baldymountaineagles.' This address will take you to your website.



2. When you are ready to edit your website, enter the same address, but immediately following the forward slash (/) at the end type 'wp-admin' then hit enter.



You will be taken to a login page where you will need to enter your username and password:





3. This screen you see after you have logged in is called the **Dashboard**, your homepage. If you ever want to return to this page, just click 'Dashboard' at the top of the left hand column.

WordPress Basics

Posts are individual events you would like to "post" to your Events Calendar. If you would like an Events Calendar, talk to your Loopah Representative about getting a website upgrade.

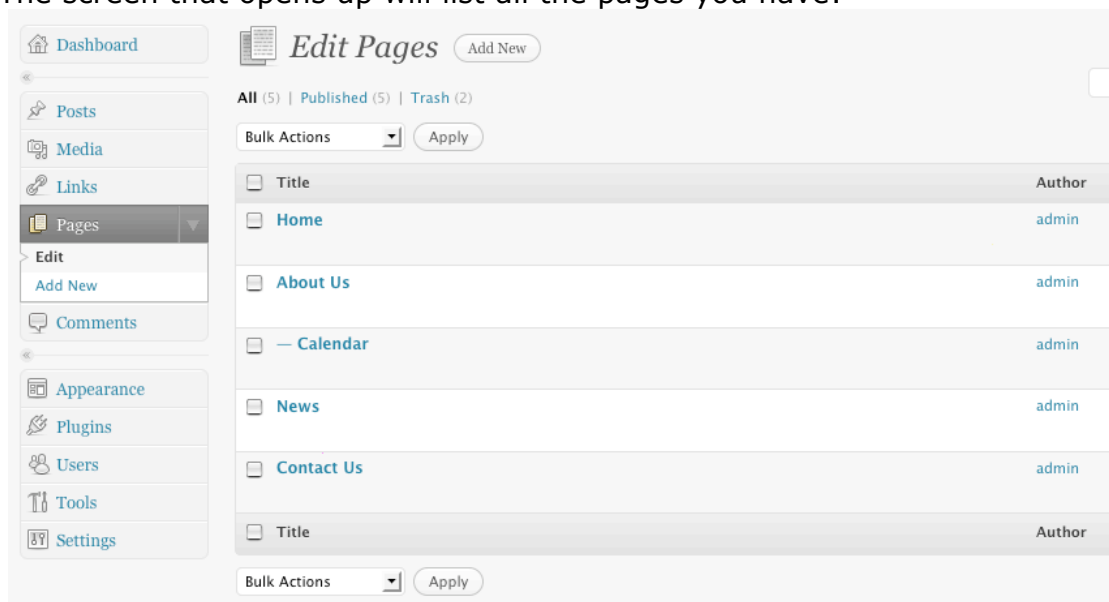
Pages are places for text, pictures, videos, or any other information you wish to include. Common page titles are "Home," "Contact Information," and "About Us." Pages are used to organize and manage information.

About your Pages

1. **Home** – this is your home page, it can include photos or videos and an overview of your organization, but doesn't need to be long; you can have other pages for more specific information.
2. **About Us** – this page is where you describe your organization in more detail.
3. **Calendar** – Adding an events calendar or schedule to your website is one of the add-ons Loopah offers with its Website Package.
4. **News** – this page acts as a blog where you can keep people updated on the latest and greatest within your organization.
5. **Contact** – all your contact information goes here.

How to Edit a Page

1. Login to your WordPress account following the steps listed above. On the left you will see a column like the one we've shown at the top of this page. Click 'Pages.' The screen that opens up will list all the pages you have:

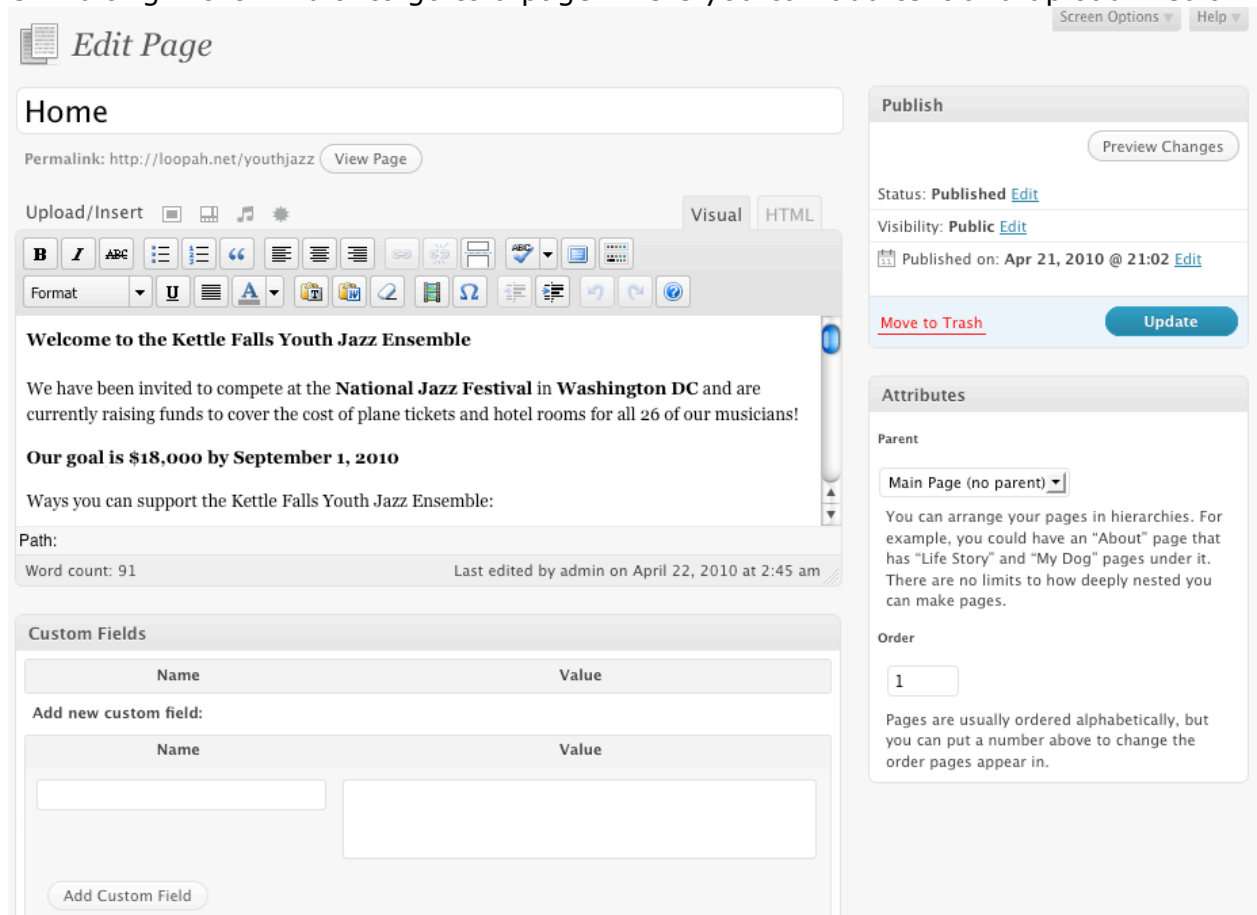


2. When you drag your mouse pointer over any page title, you will see four options pop up: **Edit**, **Quick Edit**, **Delete** and **View**.



- Edit** takes you to the page over-view where you can change text, upload photos and videos and choose to allow comments, among other things. Don't hesitate to play around with different options to get a feel of what you can do with WordPress.
- Quick Edit** lets you make quick changes to title, date, author and the parent page.
- Delete** does just what it sounds like it does. Click this button if you wish to delete your page.
- View** is for when you wish to view this particular page as it appears to an average person visiting the website.

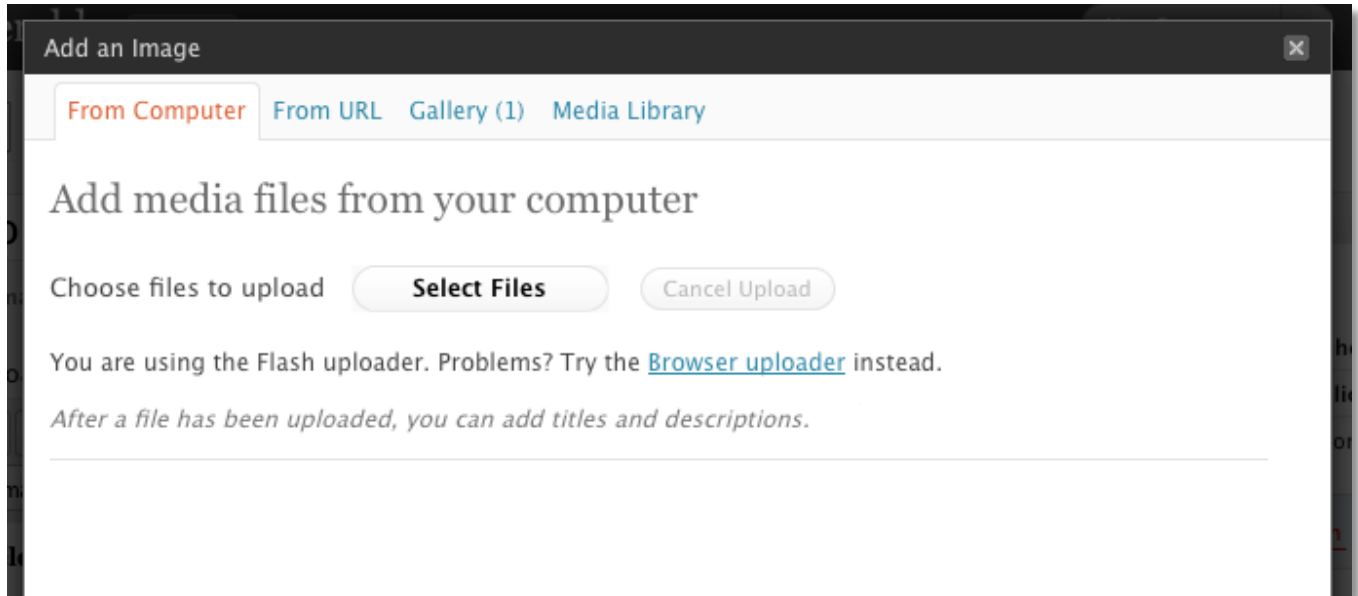
3. Editing – click "Edit" to go to a page where you can add text and upload media.

A screenshot of the WordPress 'Edit Page' interface for the 'Home' page. The page title is 'Home'. The permalink is 'http://loopah.net/youthjazz'. The page content includes a heading 'Welcome to the Kettle Falls Youth Jazz Ensemble' and text about competing at the National Jazz Festival in Washington DC. The page is published and public. The 'Publish' section shows 'Status: Published', 'Visibility: Public', and 'Published on: Apr 21, 2010 @ 21:02'. The 'Attributes' section shows 'Parent: Main Page (no parent)' and 'Order: 1'. The 'Custom Fields' section is empty.

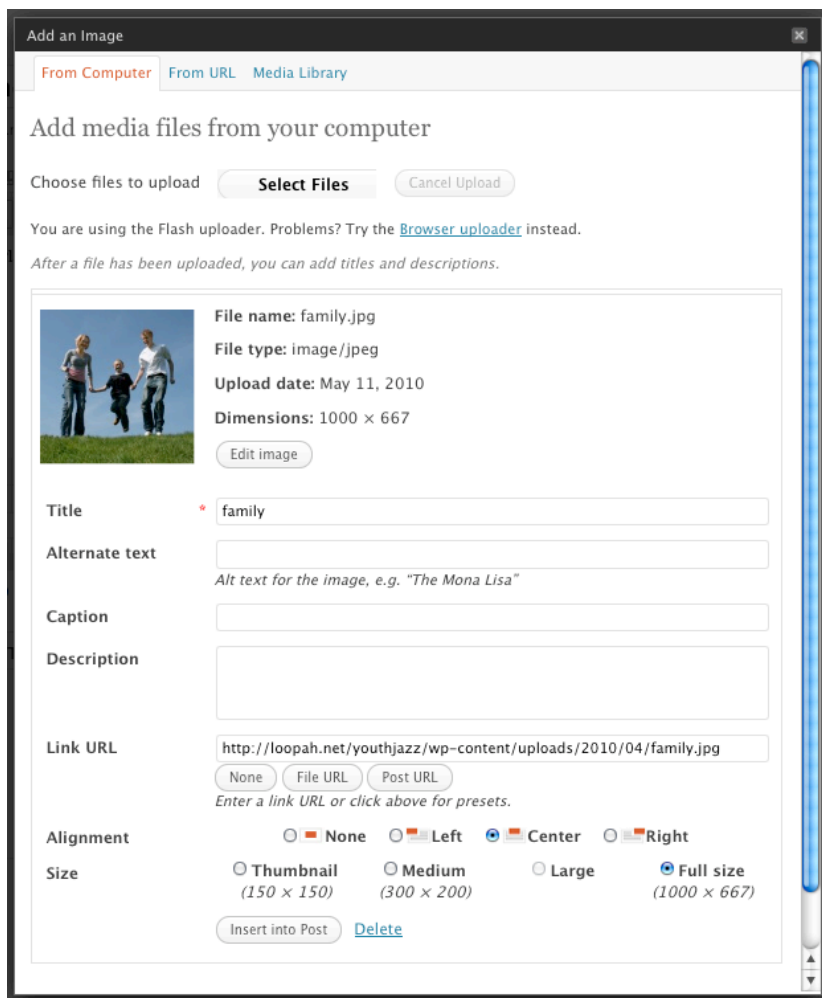
4. Uploading a photo – to add photos to your page, click the little square at the top of your toolbar next to "Upload/Insert" It looks like this:



- a. Once you've clicked that button a window will pop up:



- b. Click "Select Files" to find the file you'd like to upload on your computer.
c. After your photo is uploaded, a window will open where you can make changes before inserting your photo into your page.



d. Here you can change your *Photo Title*, include *Alternate Text*, add a *Caption* that will appear under your photo and write a *Description*.

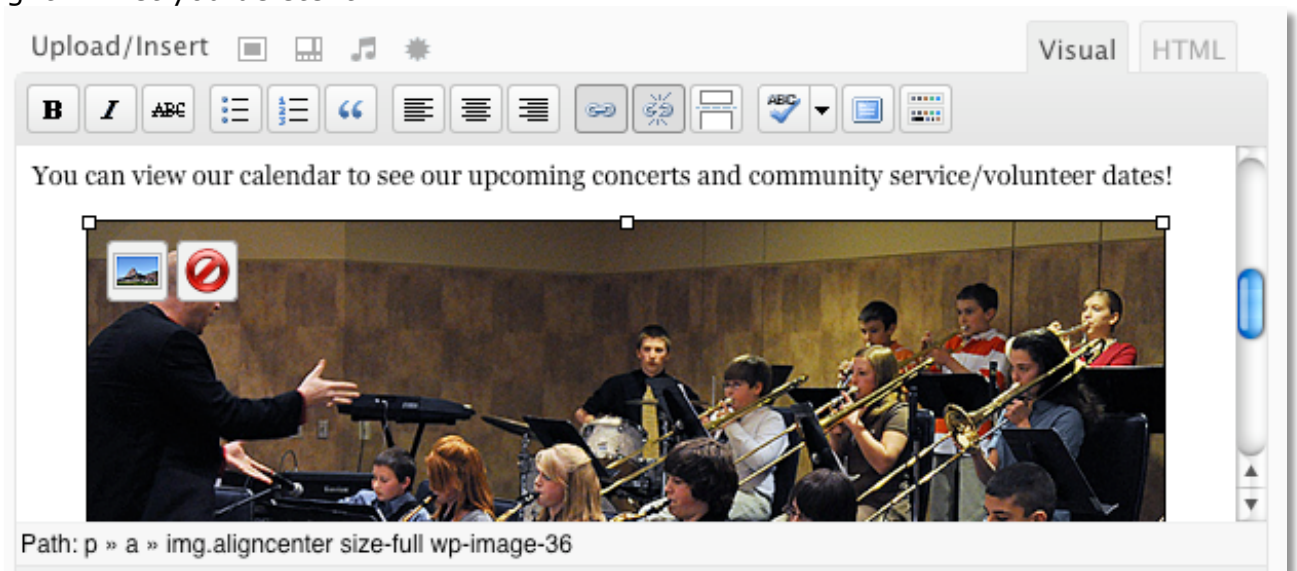
e. You can also add a *Link URL* if you wish which will link your photo to another webpage. If you decide to leave the link as it is, it will simply open a window with the full size image.

f. Decide where you would like your photo to be placed, and select corresponding button under *Alignment*.

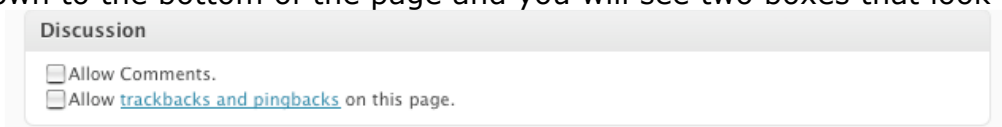
g. To change the *Size* of your photo, choose from four different options: Thumbnail, Medium, Large or Full Size.

When you are done click 'Insert into Post.'

If you wish to edit your photo once it has been placed, just click on it, you will see two boxes in the upper left corner. The one on the left will let you edit the photo. The one on the right will let you delete it.



5. Scroll down to the bottom of the page and you will see two boxes that look like this:



Make sure these boxes are unselected. If you leave them checked, *anyone* can comment on your page. It is important on all pages that you uncheck these boxes *unless* you wish to leave the comment section open to the public, in that case, check the box that says 'Allow Comments.'

6. When this is done, you can choose to preview the page by clicking the 'Preview' button in the upper right corner, or you can select the 'Publish' button to automatically add your updates to your website. It's that simple!

Other Features



Let's go back to the Dashboard (you remember how to do that right? Just select 'Dashboard' in the upper left corner.)

We're going to talk about a few of the other features of your Loopah website. We've already covered 'Dashboard,' 'Posts,' and 'Pages.' So what's next?

1. **Media** – this page will show all the media (photos, video and audio) you have uploaded to your site.
2. **Links** – this shows all the links you have within your site, for example, if you post a web address to a national competition's website, this link will show up here.
3. **Comments** – if you choose to check the "Allow Comments" box that we talked about earlier, people may comment on your pages. You will be emailed when someone posts a

comment and will have the opportunity to screen it and either accept it, mark it as spam or delete it.

4. **Profile** – allows you to change information including email and password, you cannot change your username.
5. **Tools** – tools includes back office technical add-ons and applets; you're welcome to look around this section if you are tech-savvy, but for basic use of WordPress, you won't need this section.

These are the basics of your Loopah WordPress website! If you have questions or would like to learn more about a topic, please feel free to email us at info@loopah.com.