SIGBI-HOSTED WEBSITES - CLUB EDITOR’S USER GUIDE - JUNE 2020

Part 3 – Club Menu, Changing the Homepage, Social Media Feeds and Icons

www.sigbi.org
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VERY IMPORTANT – A Word of Warning

The new system has been designed to give club editors much more flexibility in how you present your own website, within the structures of the overall SIGBI navigation and branding etc. This is intended to allow certain changes to be made as described in this section of the Editor’s Guide. However, there are a great many more settings which COULD be changed – but really SHOULDN’T.

Why not?

First and foremost – security!

The website templates need to be updated behind the scenes from time to time, and it simply isn’t possible to check large numbers of permutations of club changes to the template to ensure that the security updates will be applied effectively and that there are no compatibility issues. Security threat levels have escalated quite dramatically in 2020, and we cannot run the risk of a security update to the wider system being jeopardised by changes made by an individual club or clubs.

PLEASE – use your common sense and only make the type of template changes described in this Guide. And if you do make changes which are significantly out-of-step, you may find that they disappear when the next system update takes place.

Secondly – brand consistency and a professional image.

One of the main ideas behind bringing all the club sites into the new system was to ensure brand consistency. All sites need to be easily identifiable and need to look roughly the same to establish your credentials as part of the overall organisation. If a club site is completely different to any of the others running through the SIGBI portal, that is both confusing and bad practice.

In particular, the page colour scheme and page background colour should not be changed, and the Header setting must not be turned OFF.

A lot of professional care has gone into the design and implementation of the system. There will always be aspects which could benefit from improvement, and some of these are already in the pipeline. If there is something you think should be done differently across the board, please send your suggestions to HQ for consideration.

Thank you.
Club Menu

‘Parent’ and ‘Page Order’ settings

Previously, the menu structure for your club website was governed entirely by the options selected in the Attributes for each page ie. selecting a parent for the current page and giving it a number to specify the order of pages within a sub-menu group.

These attributes should still be set (or the Parent option at least) in order for the list displayed under the Pages item on the dashboard to be presented in a logical manner for you to work with them. However, when you publish a new page it will not appear on the website menu until you take some further steps to edit the Club Menu.

Editing the Menu

From the Dashboard left side menu, click on ‘Appearance’ then ‘Menus’.

This opens the Edit Menus screen, where you can make a number of changes including:

- Reorder/move items
- Rename items
- Remove items
- Add new items (pages, posts or post categories)
The indentation displays the live site menu hierarchy eg. in this example “President’s Welcome” is a sub menu item of “About Our Club”, “Management Team” is a sub-item of “Who we Are” which in turn is a sub-item of “About Our Club”. In other words:

- About Our Club
  - President’s Welcome
  - Who we Are
    - Management Team

Once you have made any changes to the menu, to save the new version click the ‘Save Menu’ button (right hand side, top or bottom).

If you make changes but don’t want to save them eg. if you move things around a bit but decide you’re not happy with the result, simply leave this section without saving the changes. You can click on any other option from the left side menu and then click the ‘Leave Page’ button on the warning box.
Reorder/Move Menu Item

To change the order of items in your menu, select the item you would like to move by hovering over the item until a cross arrow icon appears.

To move the item up or down, left click on the item and drag it up or down, release the mouse button when you have it in the right place.

To change the hierarchy ie. to make an item a ‘parent’ or a ‘child’ of another, drag it to the left (for a parent) or to the right (for a child).

Add Menu Item

To add new items into your menu, use the “Add menu item” section (left hand panel) to select a page you would like to add by clicking on the checkbox next to it, then click the “Add to menu” button.
The selected item will be added to the bottom of your menu.

Drag the new item up to where you would like that item to be placed in your menu.

**Edit Menu Item Name**

To edit the name of an existing menu item, locate the item to edit and click the downward arrow on the right.

More options will appear.
Change the menu item name in the “Navigation Label” box, then press the upward arrow at the right to close the box back up.

### Remove Existing Menu Item

To remove an existing menu item, locate the item you would like to remove and click the downward arrow.

Click on “Remove” (in red text), the item will be deleted from the menu although the page will still exist.

### Change the Menu Name

If you have a Region website rather than a Club, you can change the menu name accordingly in the same way as any other item on the menu and by editing the Menu Name at the top.

Click the ‘Save Menu’ button when you’ve finished.
Club Homepage

Homepage Key Elements

At the transfer point from the old SIGBI Sites system, a new Homepage was created for each club site which will have varied slightly depending on what your club had done on the old site, but which contains some standard elements across all clubs.

Soroptimist International - The Fylde

Soroptimist International of The Fylde is part of a worldwide organisation of women, which is linked to the United Nations.

Welcome to SI The Fylde

Recent Activity

Soroptimist International of the Fylde has been in existence in St Annes for 83 years. It was chartered as a club in 1937 and celebrates its anniversary on 21st April – St George’s Day. If you would like any further information or wish to know more about our group, please contact us via this website and we shall be delighted to help.

MEMBERSHIP

If you’re a woman with an interest in helping women and girls and you find this website of interest, we’d be very happy to hear from you, especially if you feel you have both time and energy to help make a difference. Just get in touch via the contact page and arrange to come to one of our meetings – either a business meeting held on the first Tuesday of each month or one of our social gatherings (both at the Glencoe Hotel, Lytham St Annes, FY8 2NQ). (See the programme within this website – What’s On in 2020/21). We look forward to welcoming you!

Recent Club News

Version published: 1 June 2020
A - Header Block

This contains a standard heading including your club name together with a default background image. The image can be changed using the instructions given in Part 2 - Images.

B – Intro Title and C – Intro Text

These may be together in a single block, or split into two as shown here. Instructions for editing are on page 12.

D – Recent Activity

If present, this will be a media grid featuring a selection of photos from your club/region. If you previously had a collection of images on your homepage or a Royal Slider, these will have been converted into the Media Grid shown. If you did not have a similar feature previously then there was nothing to convert and so this section may be blank or missing entirely. You can edit or add this using the instructions on page 12.

E – Recent Club News

If your old site included blog posts, then you will have the most recent four posts featured on the homepage under this section. If the posts have a usable Featured Image then that will be displayed with the post summary, otherwise it will be a default blue SIGBI logo. This section can be changed or added (p. 12).

F – Club Menu

This will always appear in the same spot at the top of the right hand section. The navigation shown here is based on the structure transferred over, but you can make a lot of changes to it using the instructions on page 3.

G – Social Media block

If you had previously linked your club Facebook page to your website, the item here will reflect your most recent posts. If not, it will show the SIGB Facebook feed by default. Instructions to change this and add different feeds are on page 17.

H – Recent Posts

The final section at the bottom right simply gives the titles of the last few blog posts on your site.

Items in the right hand panel (F. Club Menu, G. Social Media, H. Recent Posts) can be adjusted for content but overall positioning etc should remain the same. Items B. Intro Title to E. Recent News can be fully edited, added, removed and moved around.
Editing the Homepage

From your dashboard, open the Pages list and then click to edit the page which is designated as the ‘Front Page’.

Make sure that you are using the Backend/WPBakery Editor. (see Part 1 – Using the Editors)

The sections you can edit on your own page will be shown as a list of elements.

For example:

Here we have the Intro Title and Text in one text box in one row.

Next is another row containing two elements for the Recent Activity heading and then the Media Grid.

Finally another row containing two elements for the Recent News heading and a Posts Grid.
All of these elements can be edited, moved, added to etc. Your own club Homepage may have them in a different order, or may show the Intro Title and Intro Text in two separate elements, or may have additional sections with further Text Boxes etc. The same principles apply no matter the configuration.

**Intro Title and Intro Text**

Hover over the Intro section and click on the edit icon in the green Text Block tool bar.

The Text Block Settings screen will appear, where you can add and delete content, apply formatting etc in the normal way. When you have finished editing, click the ‘Save Changes’ button.

*(Don’t forget to use Heading 2 format for the Intro Title.)*

**Recent Activity and Recent News Headings**

These two sections probably show a separate ‘Liquid Fancy Heading’ element for each. Again, hover over the item you want to change then click the edit icon in the green Liquid Fancy Heading tool bar.
A similar settings screen will appear where you can change the heading you want to appear for this section, and click ‘Save Changes’ when finished.

Media Grid

To edit the pictures or the way your media grid is displayed, hover over the element and then click the edit icon in the green Media Grid tool bar.

The Media Grid Settings box will appear.

To delete individual photos from the grid, click the X in the middle of the image.
To add new photos, click the + sign in the empty photo square, then select images from the Media Library and click the ‘Add Images’ button.

To change the ordering of the photos, hover over the one you want to move until the four headed arrow cursor appears, then drag the image to the desired location.

You can change the number of images displayed by default by typing a number in the ‘Items per page’ box.

And the number of images in a row by clicking on the arrow at the end of the ‘Grid elements per row’ box.

Or the gap between them by clicking on the arrow at the end of the ‘Gap’ box.

When you’re happy, click the ‘Save changes’ button.
**Posts Grid**

To edit the posts (Recent News) grid, hover over the element and then click the edit icon in the green Post Grid tool bar. The Post Grid Settings box will appear.

There are lots of options in these settings, but these are the main ones you may be interested in.

If you wish to change the number of posts displayed on the homepage, type the number you want into the ‘Total items’ box (current default is 4).

To change the number of columns for the posts grid, select a number by clicking on the arrow at the end of the ‘Grid elements per row’ box.

Or change the gap between them by clicking on the arrow at the end of the ‘Gap’ box.

When you’re happy, click the ‘Save changes’ button.
**Change the Order**

If you have several elements and rows on the Homepage, you can change the order in which they are displayed by dragging and dropping the sections around in Backend editor.

For example, you may want the ‘Recent News’ (Posts) to appear BEFORE the ‘Recent Activity’ (Media Grid).

Hover over the left top corner of the row which includes the Recent Activity heading and Media Grid, so that the cursor changes to a four-headed arrow.

Click and drag the whole block down to below the Post Grid row, then release the mouse.

You can add additional rows and elements to the Homepage if you wish in the same way as any other page, so just follow the relevant instructions for the type of item you wish to include – you will probably need to stick with using the Backend/WPBakery editor for this work.

*If your old site didn’t have any blog posts*, once you have created some posts you can then add a new row and two elements for a Liquid Fancy Heading and a Post Grid in order to have this section added to your Homepage.

*If your old site didn’t include a collection of photos* on the Homepage, you can again insert a new row and two elements for a Liquid Fancy Heading and a Media Grid in order to include this section on your new Homepage.
Social Media Icons and Feeds

Every club web page has a Facebook feed in the right hand side panel, underneath the Club Menu. If your old site was linked to your own Facebook page then this may show your own feed, otherwise it will by default show the main SIGBI Facebook Page feed. You may also find that you have a ‘share to Facebook’ icon at the bottom of the right hand section.

You can easily change the default feed or add additional Social Media links etc.

Change the Default Social Feed

From the club dashboard left side menu, click on ‘Appearance’ and then ‘Widgets’.

The central section on the Widgets screen is a block headed ‘Club’. Click the down pointing triangle next to the line for ‘Facebook Page Like and Feeds’.
Click into the box for ‘Facebook Page Url’ and either type your own page address, or do a copy and paste from the address bar in Facebook.

The link must be a valid URL, so if you get it wrong the widget won’t work and you will end up with a white space under the Facebook heading in this part of your website!!

When you’ve made the change, click the ‘Save’ button (no other items need to be changed).

Then click the little triangle pointer again to close the box up.

**Add additional Social Media Feed**

To add another feed eg. Twitter to this area, you need to add another Widget from the large selection in the left hand section of the page. Scroll down until you can see “Twitter Tweets with Follow Button”, click the little triangle to get the options.

Make sure that there is a tick on the line for ‘Club’, then click the ‘Add Widget’ button.
You now need to enter your twitter username, and again it will only work with a valid name.

You may also want to put a tick in the box for ‘Visible Follow Button’.

When finished, click the ‘Save’ button at the bottom and click the small triangle to close the box up.

**Move Social Media Feed**

Your new section for Twitter will now be at the very bottom of the right side panel on all pages. To move it up so that it follows straight on from Facebook, you can move your mouse over the box until it changes to a four-headed arrow, then drag and drop it into place.
Add or Change Social Link Buttons

To add or change the Social Links (small Follow Us buttons at the bottom of the screen)

Stay in the central Club block of widgets and click the down pointing triangle next to the line for ‘LiquidThemes: Social Site Links’.

There are five slots by default, you can use as many or as few as you like.

Click on the box under each ‘Social Site:’ to select the type you want from a long list of options. Then type or paste the full link to your Facebook, Twitter, Instagram etc page as appropriate.

When you’ve finished, click the ‘Save’ button at the bottom of the box.