EWB UMN Web Resources Guide

Last Updated 02/27/2015

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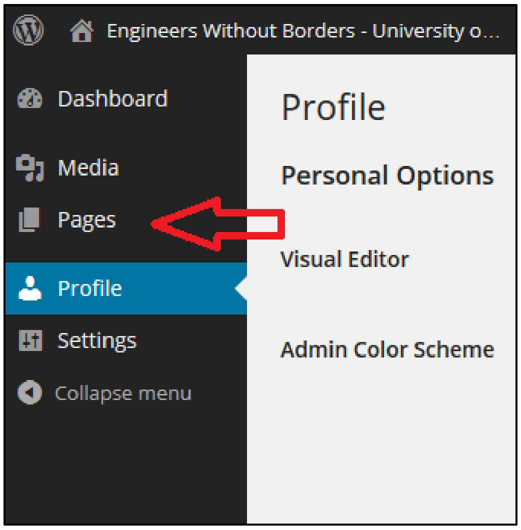
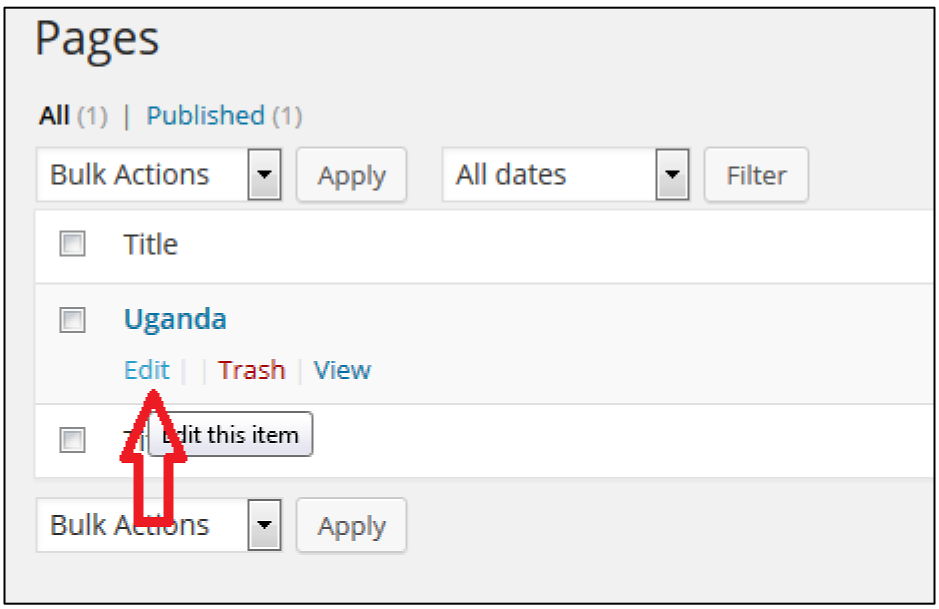
1. Editing a Project Page

To edit the contents of a Project page, you first need to have access to a Wordpress account that has permissions to edit the page. Talk to your project lead or contact the webmaster to get an account and password.

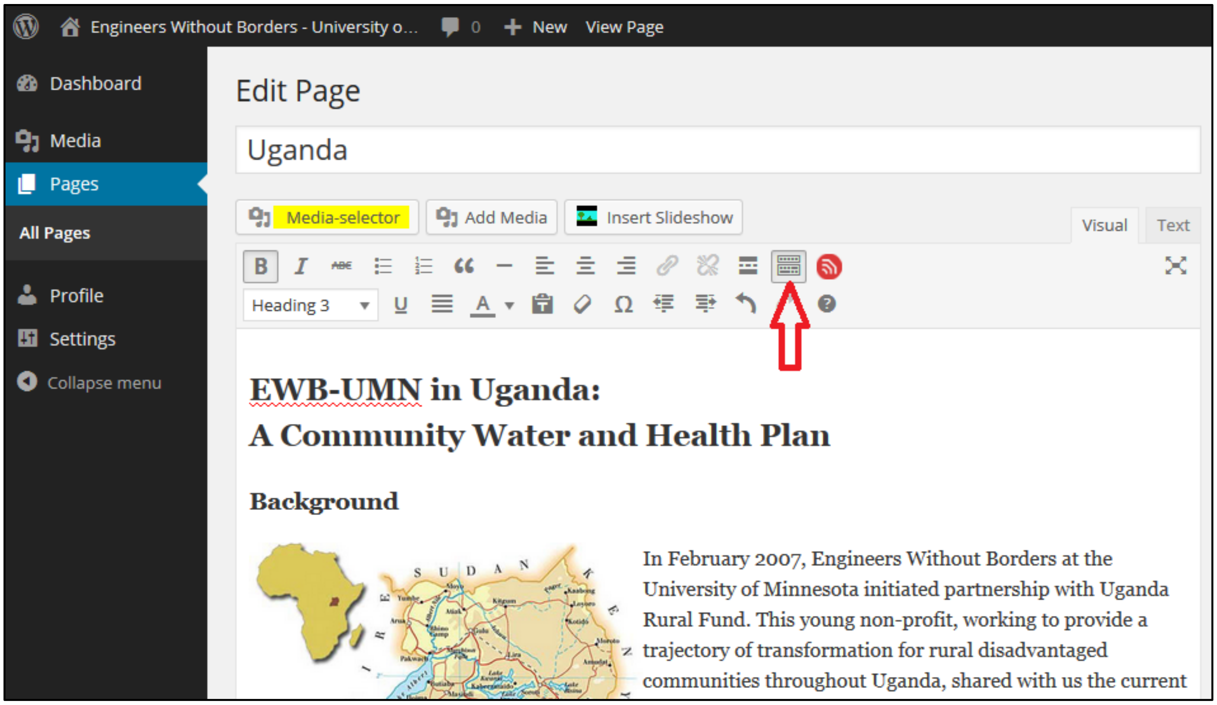
First login to the site by clicking the "Log in" link on the "Meta" sidebar.

A login screen will popup. After entering the user and password, the site will take you to a dashboard. Click on "Pages" to view the list of pages you can edit.





Click "Edit" on the page you wish to edit, and it will take you to the editor. Here you can click on "Visual" to edit the site just like a Word document. Click on the "Toolbar Toggle" button to show more editing options.



NOTE! So far the formatting for all pages is as follows:

- **Make page title HEADING 2 and BOLD**
- **Make category titles HEADING 3 and BOLD**
- **Make rest of the text PARAGRAPH**

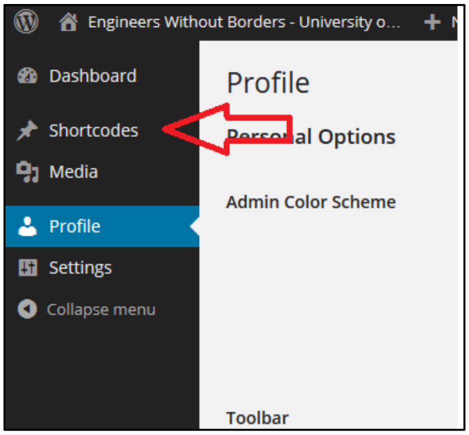
Please follow this to make all formatting consistent!

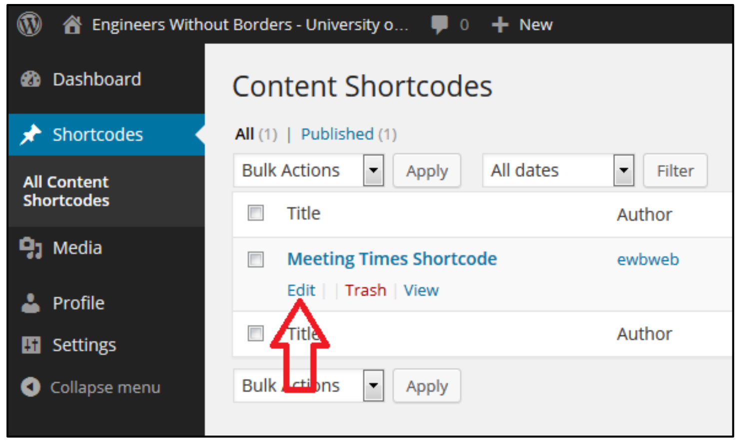
You can also insert pictures by clicking on “Add Media”. Once pictures are added, click on them, and select “Align left” or “Align right” if you want the pictures to blend in with the text.

Once all changes have been made, click on “Preview Changes” to make sure everything looks good. You can then click on “Update” to publish the page.

2. Editing Meetings Time

The process for editing meeting times is almost the same as for editing a page. Only difference is you need to edit the Meeting Times Shortcode instead of a page. You can access this by clicking on “Shortcodes” in the dashboard, and then editing “Meeting Times Shortcode”.





You can add/edit emails to a name in the Shortcode by highlighting a name and then clicking on "Insert/Edit" link. For the link, simply type in "mailto:" followed by the email address,

3. Using the Donor Database

You can access the donor database through the link seen in the "Member Resources" section of the website. After doing so, you will need to create a new account if you haven't done so already.

After typing in your username, email and captcha, you need to wait for the webmaster to approve your account.

NOTE: @umn.edu email accounts will be granted access to the site by the webmaster. If an email with another domain is used, contact the webmaster so he/she knows who is trying to get access.

Also note that the account will only be able to VIEW donor contacts once verified. If you need permissions to ADD or EDIT contacts on the database, email the webmaster to have your permissions elevated.

The database keeps records of individuals and organizations contacts. The sidebar has options, for viewing, adding, and editing these contacts

- **To View a Contact**: Simply search for the contact and click on the Contact Name.

- **To Add an Individual**: Click on "Add a New Contact" in the sidebar, then click on "Add Individual". Fill in all known information and click on "Save Individual".
- **To Add an Organization**: Click on "Add a New Contact" in the sidebar, then click on "Add Organization". **Note that the Organization name needs to be typed in both the "Organization Name" and "First Name" field!** Fill in rest of the known information and click on "Save Organization".

- **To Edit/Delete a contact**: Click on "Edit Contacts" on the sidebar. The operations row on the table will have options for editing or deleting a contact.

4. Using the Equipment Checkout Site:

Coming soon! Equipment is currently being catalogued and we hope to have the site fully working by the end of March 2015.

Contact the webmaster if you have any other questions!