Resources:

Creating a new Parent Topic and its sub-categories:

1. Create a new page with the name of the topic (do this step for Parent Topics only).
   1. Type the name of the new Resource Topic in the title box at the top of the “add new page” screen.
      1. Add in a brief description in the content box which will show over the header on the new Parent Topic page. An example would be to use:
         1. <h1>Community Impact</h1>   
            Lorem ipsum dolor. Additional descriptive text on our topic.
   2. Check off private page, and Resource Topics in the Categories section. If you do not see Categories, click Screen Options and make sure Categories is Checked off.
   3. Go to Page Attributes; choose the Template Client Resources Page. If you cannot see Page Attributes, click Screen Options and make sure Page Attributes is checked off.
   4. Upload your Featured Image – find the Featured Image section and click set featured image then either upload the approved image, or select the image from the Media Library tab. This image should be 234 (width) x 165 (height). If you cannot see Featured Image, click Screen Options and make sure Featured Image is checked off.
   5. Click Publish on the right to save the new Resource Parent Topic.
2. Add the new topic to the menu (do this step for Parent Topics only).
   1. Hover over Appearance, and click on Menu.
   2. Under Edit Menus select the drop down and choose Resources Menu. After clicking on it click the select button.
   3. Under Pages (on the left, and if you do not see Pages click on Screen Options at the top of the page and then check off the Pages option) check off the title of the new parent topic. If you just created the page it will be under Most Recent, if not go under either View All or Search. After checking it off, click Add to Menu.
   4. If you need to reorder the menu, it is drag and drop so order it as you need, then click Save Menu on the right at the top.
3. Setup the Categories.
   1. Hover over Client Resource Content and then click on Client Resource Categories.
   2. Create a new Parent Category (skip to c. if you already have a Parent Category for your new Category)
      1. Type the Name as you want to see it appear on the site, this should be the same as what you used for the menu if a Parent Category.
      2. Enter the Slug with the same name, but you have to replace any spaces with hyphens ( - ) using all lowercase letters. An example is Community Impact would have a slug of community-impact.
      3. Leave the Parent as “None”.
   3. Create a new sub-category **other than Featured Resources** which are covered in part d. R*epeat whenever you have an existing Parent Category*
      1. Make sure you have created the Parent Category before creating any sub-categories such as videos.
      2. Type the Name as you want to see it appear on the site.
         1. Once ready to create sub-categories do not include the Parent in the Name field. i.e Community Impact Video would just be called Video
      3. Enter the Slug in lowercase and start the slug with a unique abbreviation of the parent. I.E. Community Impact Video should be saved as ci-video. If you have any spaces replace them with hyphens (-).
      4. Choose the Parent (i.e. Community Impact) from the drop down.
   4. Creating a Featured Resource.
      1. Type the Name of the Parent Category – Featured Resource. I.E. “**Community Impact – Featured Resource**”. This is important.
      2. Enter the Slug with the same name, but you have to replace any spaces with hyphens ( - ) using all lowercase letters. In the above example of Featured Resource Community Impact would have a slug of ci-featured-resource.
      3. Leave the Parent as “None”.
   5. Click Add New Item.
4. Adding in a Resource/Post or Adjusting an existing Resource/Post
   1. Add new Resource/Post
      1. On the left admin menu – Click on Client Resource Content and then on the next page, click “Add Client Resource Content”
      2. Add the title and description to the post and then for categories, add both the Parent & Child category. (IE: Community Impact & CI-Video)
      3. Set the Featured Image on the post in order for the thumbnail to show up on the site.
      4. Click Publish to finish creating the post and to make it public on the site.
   2. Edit current Resource/Post
      1. On the left admin menu – Click on Client Resource Content and then on the next page, click on the post that you want to edit.
      2. Once inside the post, make sure that the Parent & Child categories are assigned and that the featured image is showing before updating the post
5. Expected Behavior – Resources Portal
   1. Homepage – The homepage shows the Resources Menu on the Header and Footer of the page. Whenever that menu is changed, it will change in both of those places.

The Homepage also has a set of Featured Resources that are called from a category under “Client Resource Content”. The category where those posts are originated is called: Featured Home.

* 1. Resource Topic Pages: (IE: Community Impact)
     1. This page shows two sections, the first is the featured resources for that Parent Topic. The posts are being called from a Parent category under “Client Resource Content”. The format of that category is: Parent Topic Name – Featured Resource. It pulls all of the post in a slider that shows 4 at a time.
     2. The bottom section shows all of the sub category for that parent. (IE: Fact Sheets..etc) They are display in groups of 5 posts per section with a link to view all on the top right of each section.
  2. Single Resource Pages
     1. These pages are shown when you click on a specific resource on any of the Resource Topic Pages. It shows the content from that resource and a list of similar items in that child category underneath.