#### Last reviewed May 2017

## The Basics

* The website is hosted at [www.codefortampabay.org](http://www.codefortampabay.org)
* <http://codefortampabay.org> redirected to [www.codefortampabay.org](http://www.codefortampabay.org)
* The domain is owned by Code for Tampa Bay
  + The domain registration is in Google Domains and owned by the Google account [CodeForTampa@gmail.com](mailto:CodeForTampa@gmail.com)
  + The current chairman has the password to [CodeForTampa@gmail.com](mailto:CodeForTampa@gmail.com)
  + The Google Drive for [codefortampa@gmail.com](mailto:codefortampa@gmail.com) contains a disaster recovery document with all usernames and passwords for various social media accounts.
* The Website is hosted on Wordpress.
  + Hosting is provided by Germinal Resources: Michael@GerminalResources.com
  + Site colors and logo conform to <https://style.codeforamerica.org/>
  + The site has the following categories
    - **Events** : Displays on the Blog, Events page, & Bottom right of the Home Page
    - **Latest-News** : Displays on the Blog page & bottom left of the Home page
    - **Featured** : Displays on the Blog page and is a rotating banner on the Home page (Requires a Featured Image - bottom right of the edit post page)
    - **Projects** : Displays on the Blog page, the Projects page, & in the center bottom of the Home page.
  + [www.codefortampabay.org/news](http://www.codefortampabay.org/news) is the blog and displays all posts
  + [www.codefortampabay.org/events](http://www.codefortampabay.org/events) is a page that has links to all posts in the “Events” category
  + Home page slider (the big images across the top) are the last 3 posts in the “Featured” category. An image must be supplied when editing the post.

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## Approach

Wordpress is organized around posts (pieces of content) rather than whole pages. The website is built from the approach of posts (not pages). There are a couple of static pages on the website (About, Contact, Partners, Resources). The static pages can be edited as needed. **Most new content should be a post not a page**. Posts have a publish date and newer posts are at the top of the list. The website has a plugin that allows you to automatically publish to social media (no double posting required).

So, if you are posting the following types of content, this is how you should do it:

### An Event

* Publish the event on our meetup page.
* Create a post for the event.
  + Enter content and include a link named “Register Here” back to the Meetup Event.
  + Select the publish date which you want the content to appear (not the day of the event).
  + Select social media sites you want to publish to
  + Select the “Events” category
  + If you the event to appear as a big banner image on the homepage, add the image at the bottom right of the post edit page. (only the last 3 Featured posts will be displayed)
  + Save the post

### A Project

* Create a post for the Project
  + Enter content
  + Select the publish date which you want the content to appear.
  + Select social media sites you want to publish to
  + Select the “Projects” category
  + If you the project to appear as a big banner image on the homepage, add the image at the bottom right of the post edit page. (only the last 3 Featured posts will be displayed)
  + Save the post

### General Information (News)

* Create a post for the News.
  + Enter content
  + Select the publish date which you want the content to appear.
  + Select social media sites you want to publish to
  + If you want the news to appear under Latest News on the homepage, select the “latest-news” category
  + If you the content to appear as a big banner image on the homepage, add the image at the bottom right of the post edit page. (only the last 3 Featured posts will be displayed)
  + Save the post

### Video Content

* Post to our YouTube account
* Copy the embed link from the video
* Follow the instructions above for General News

### Guidelines for Editing Existing Content

* Link to dashboard for editing: <http://codefortampabay.org/wp-admin/index.php>
* Formatting: Avoid changing colors and fonts. 99% of the time if you enter the text and use common formatting (headings, paragraphs, bullet lists, bold, italics, etc…) the site style will format the text and the overall look of the website will be professional and consistent.
* If you are linking to another website, click on the Gear Icon when entering the URL and check Open link in a new tab This will open the page in a new tab or window.
* If you are making a small correction to a post, edit the post and don’t change the original publish date.
* If you are adding new relevant material to a post, edit the post and change the publish date to today’s date. This will move the post to the top of it’s category.
* Avoid changing the Permalink on an existing post. This will break any links from other websites to that post and hurt SEO.
* There are no comments or contact us forms on the website. Readers are directed to the Meetup.com group or social media. This is by design to funnel questions, etc… where the reader is more likely to get a response.

## Social Media Accounts

YouTube URL:https://www.youtube.com/channel/UCisLdsoX5UwU1jCifXzSe4g

Facebook URL:https://www.facebook.com/CodeforTampaBay

Twitter URL:https://twitter.com/CodeForTampaBay

LinkedIn GRP:https://www.linkedin.com/groups/12046127