
User Guide

Version **1.1**

CEO Netweavers
Website Re-design

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1 Introduction

1.0.1 Purpose

The purpose of this document is to serve as a user guide for CEON for managing and using the WordPress website developed for the Capstone Project. However, it will not be a user manual on all the intricacies of WordPress.

1.0.2 Scope

This guide covers the topics veered from a typical WordPress installation, and it does not cover general WordPress knowledge such as installing plugins or WordPress file structure.

2 Installing Theme

2.1 Overview

The website for CEO Netweavers was created using a custom WordPress template.

2.2 Manual Installation

2.2.1 Required Plugins

The following is a list of all plugins installed on the site to provide some functionality requested by CEON.

Advanced Custom Fields: This plugin allows the site to have custom fields that are used to manage the textual content of the template.

All-in-One WP Migration: This plugin allows CEON to migrate the current site from the staging site to their production site if they chose our site to be their preferred project.

Forminator The Forminator plugin is used for multiple forms throughout the website.

Modern Events Calendar Lite: This is the plugin we installed in order to manage the events calendar.

Custom Post Type UI (optional): CPT UI provide a UI interface to create Custom Post Types it is not required since all the Custom Post Types are in the functions.php file.

2.2.2 Installing the Theme

Copy the "ceon-theme" folder under the WordPress themes folder:

```
/var/www/html/wp-content/themes/
```

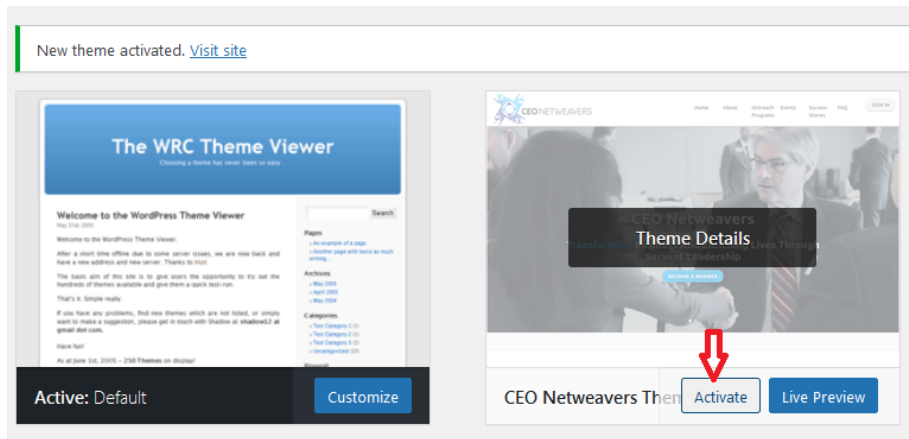
All the custom template files will reside in:

```
/var/www/html/wp-content/themes/ceon-theme/
```

The template files are the necessary files to make the site have a look and feel requested by CEO Netweavers. These files also contain placeholders for the written content. This separation was in order to provide CEO Netweavers with a way to edit the content on the site without having to edit the template files in HTML. This is of course to maintain the essence of a content management system like WordPress.

2.2.3 Activating the Theme

To activate the theme login into WordPress Admin and go to "Appearance" in the left site menu and then click "themes". WordPress will display the CEO Netweavers custom theme and then click on Activate to activate the theme.



2.3 WordPress Migration From Staging to Production

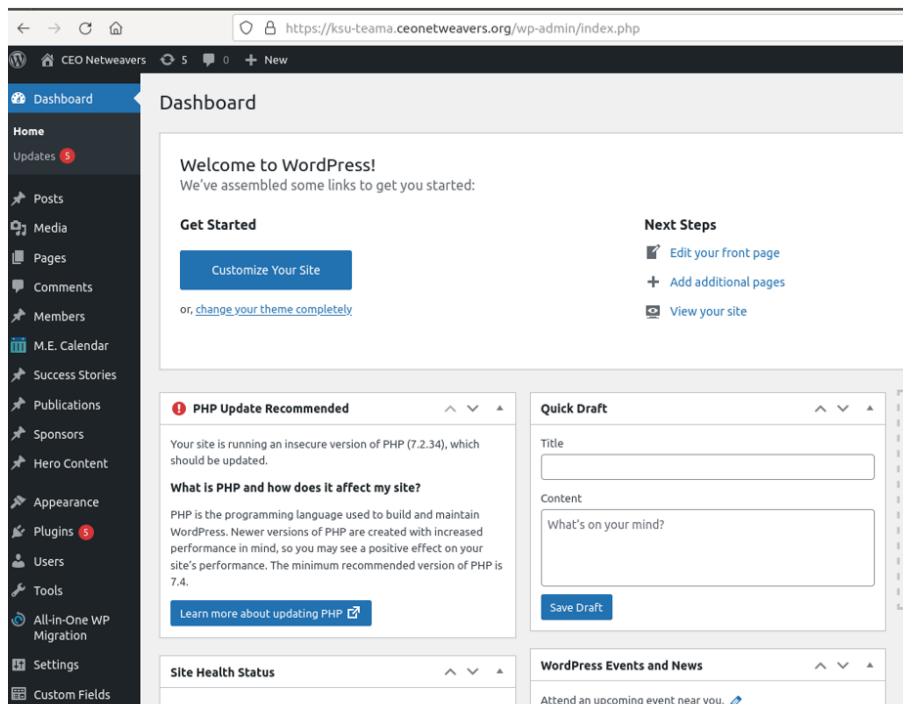
2.3.1 Exporting From Staging

This section explains how to use All in One WP Migration plugin to migrate the WordPress site from the staging site to your production site.

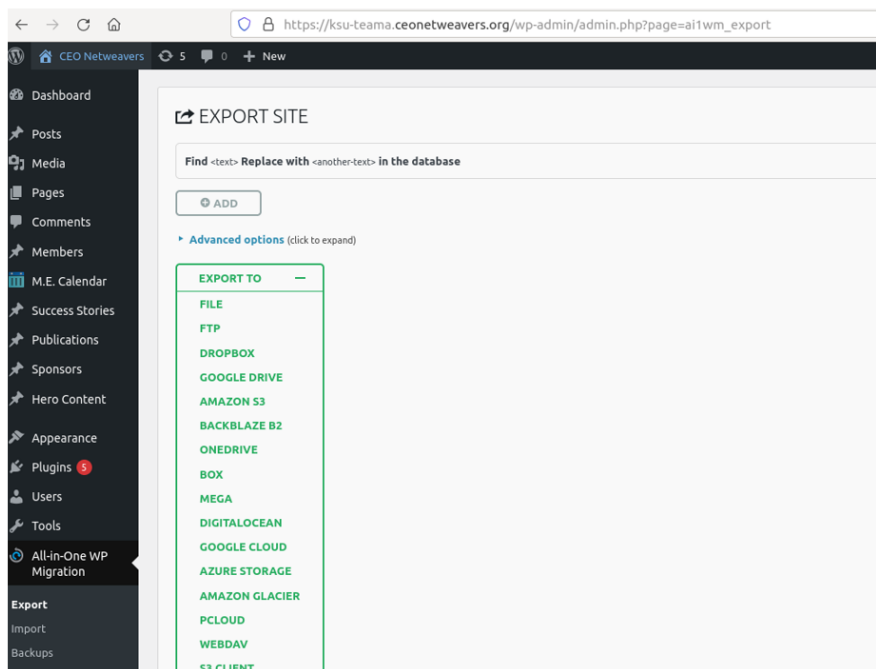
- First navigate to <https://ksu-teama.ceonetweavers.org/admin/>
- Login with the Staging admin credentials.

Username: wordpress

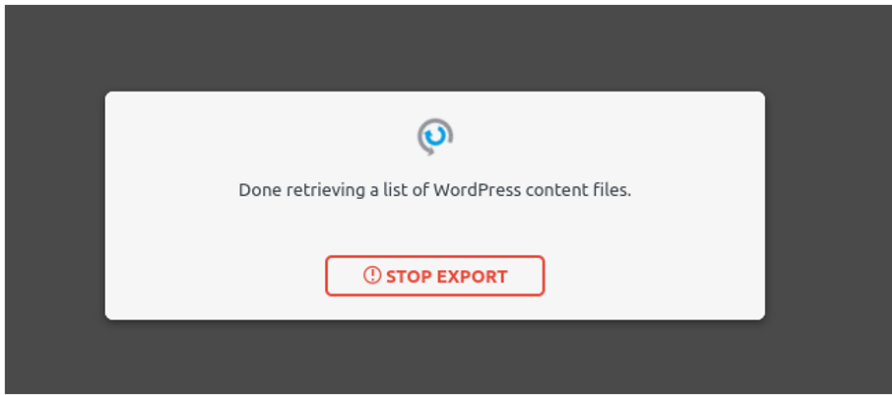
password: wordpressksu7903



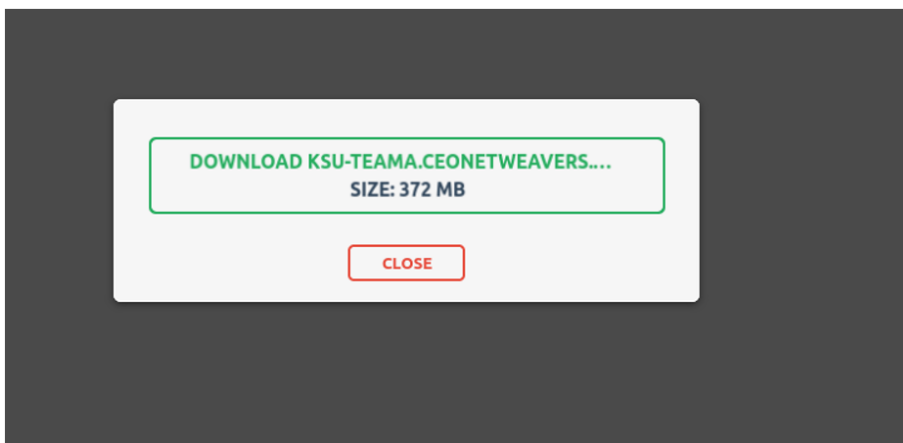
- c. Then click on the All-in-one WP Migration link on the left hand side and click on "export". You should see this following screen.



- d. Feel free to use any of the suggested services, However, the fastest method is to use a file. Once you chose file, you should see this screen.

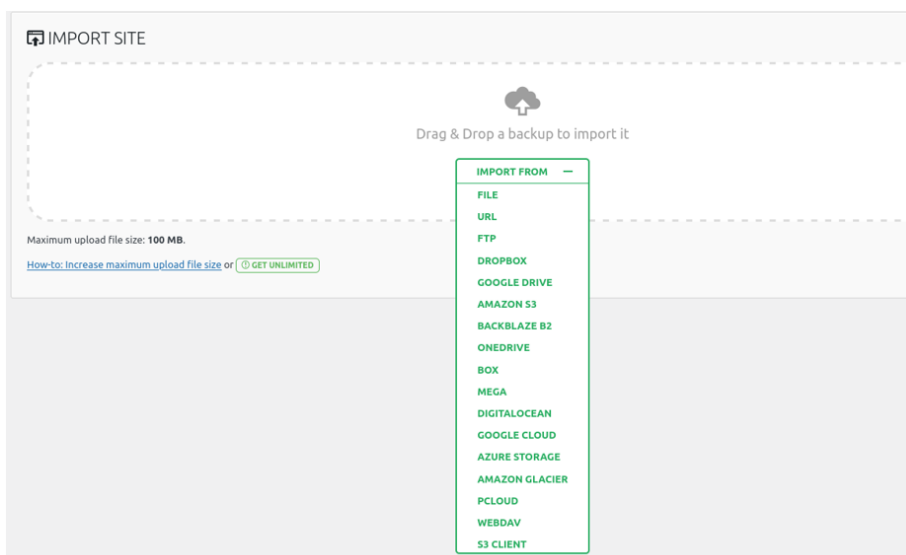


- e. Click to download the file and you should see your OS download dialog. Download the file to your computer. The file will have a ".wppress" extension.



2.3.2 Importing to Production

- a. On your production environment we will be using the All in One WP Migration to import the .wppress file you downloaded to your computer. Login as admin to your production environment, click on the All in One WP Migration plugin and click on import. Select the first option File.



- b. Then select the downloaded .wordpress file you downloaded in the previous step.
- c. Please, update the admin users and passwords after importing they will be replaced by the staging users.

Username: wordpress

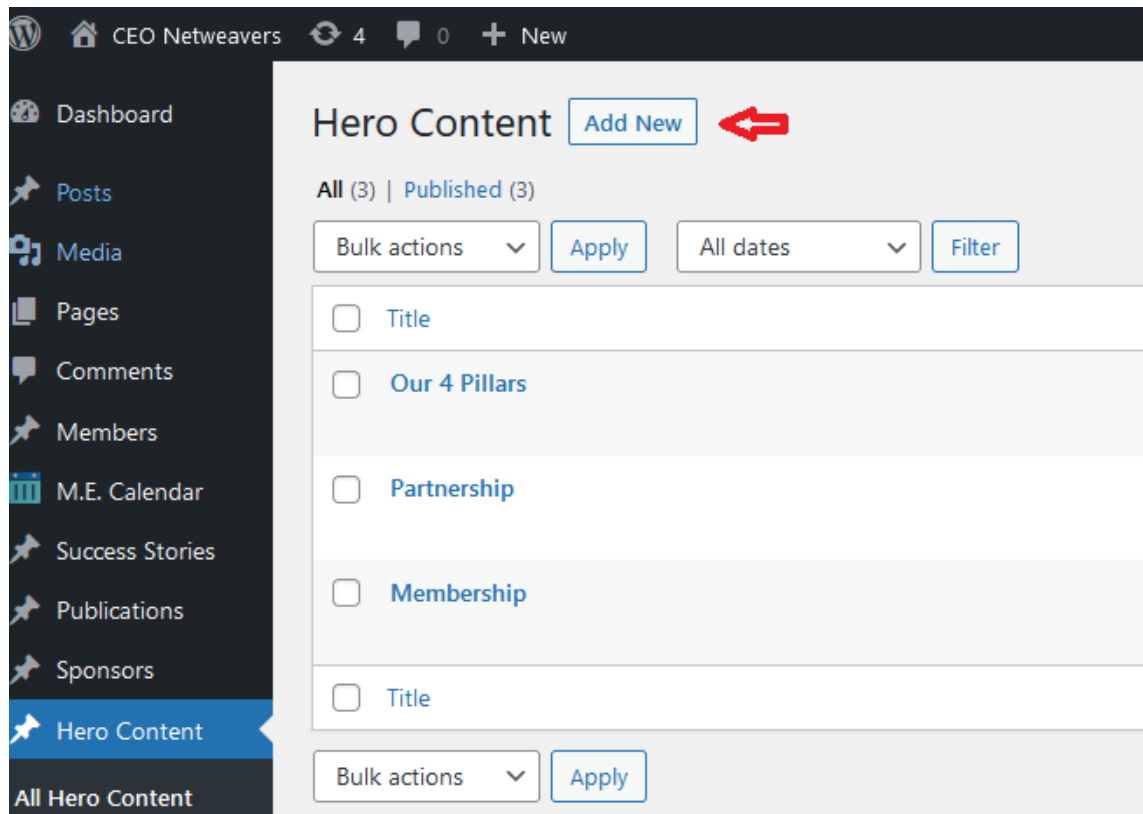
password: wordpressksu7903

3 How Update the Website Content

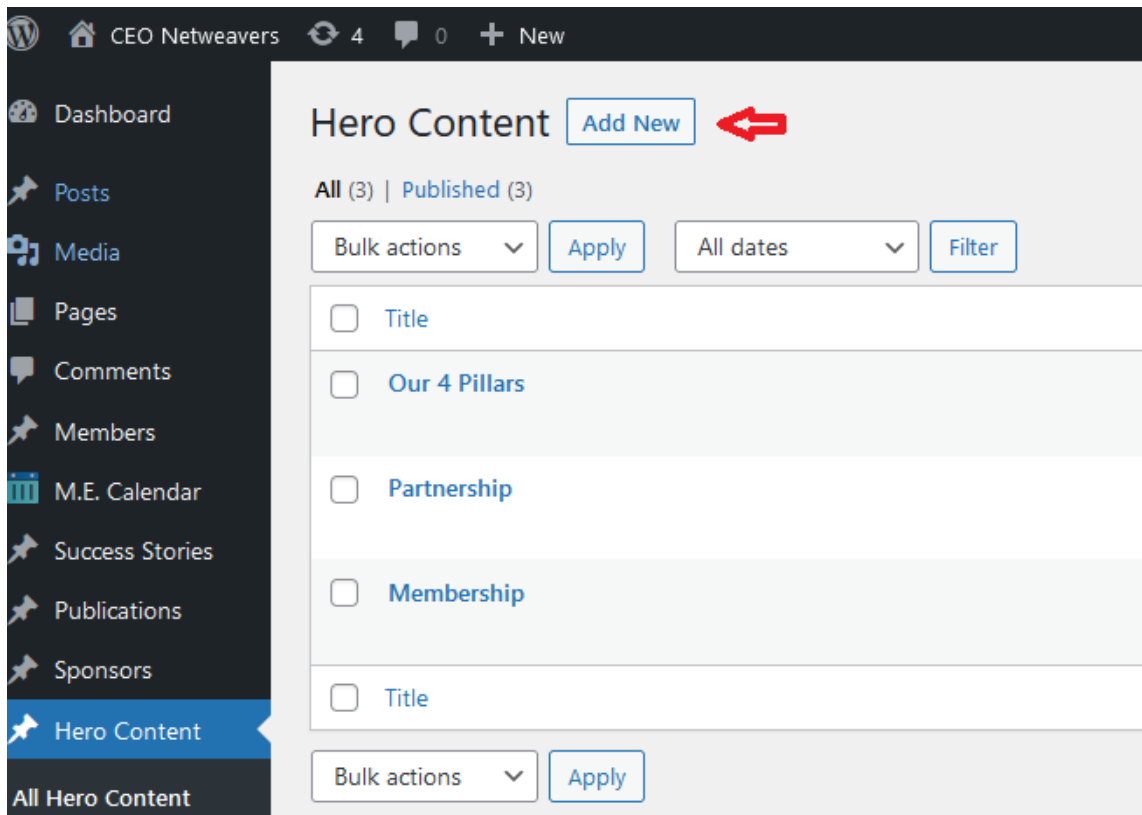
3.1 Landing Page

3.1.1 How to Add New Hero Content

To add a new Hero content in the landing page, go to the admin section of the site and on the left-hand menu, select "Hero Content" and then click "Add New".



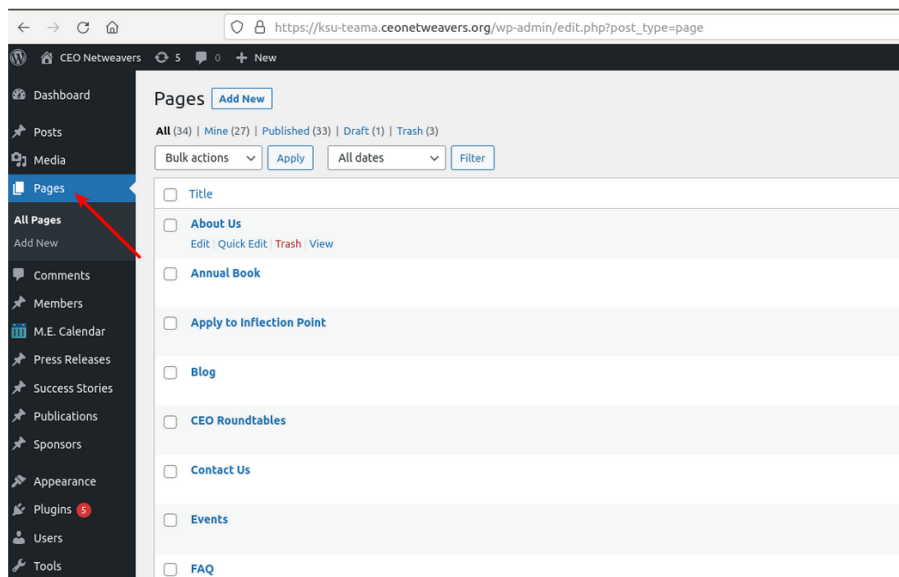
Complete the required information and click on "Publish".



4 How to Update Page Content

The content for the pages is under the pages section of the site. If you navigate to: <https://ksu-teama.ceonetweavers.org/wp-admin/> and login (see below for credentials)








You should see this following screen:



Once you click on pages, you should see all the pages that make up the content of the site.

4.1 Committee Information

Lets say that you want to edit the about us page in order to remove a governance member. You would click on the About Us page, and you would arrive at the following edit page.



About Us

<h5 style="font-size:2em;font-family:Arial">Atlanta Chapter</h5>






President	Dave Walen
Past President	Chris Ruttle
Treasurer	Jim Kelly
Membership Chair	Eric Anderson
Program Committee Chair	Mike Blake
CEO Inflection Point Chair	Zahir Ladhani
Sponsorship Committee Chair	Open
Marketing and Media Chair	Scott Scredon
Mentoring Chair	Barry Robbins
CEO Roundtable Co-Chairs	Mark Bachmann
Governance Member	Dave Walens
	Chris Ruttle
	Jim Deupree



<h5 style="font-size:2em;font-family:Arial">Houston Chapter</h5>

President	John Vandy
Past President	Bodene Orr
Secretary/Treasurer	Les Kelso
Membership Committee Chair	Lawrence Jacobs
Program Committee Chair	Trisha Barita
CEO Inflection Point	Open
Mentoring Chair	John Nguyen
Book Club	Lawrence Jacobs
Marketing/Media/Sponsorship	Open


Add caption

You would make the edits necessary to the page and then click the update button on the upper right corner:



[Switch to draft](#) [Preview](#) [Update](#)  

Page Block X

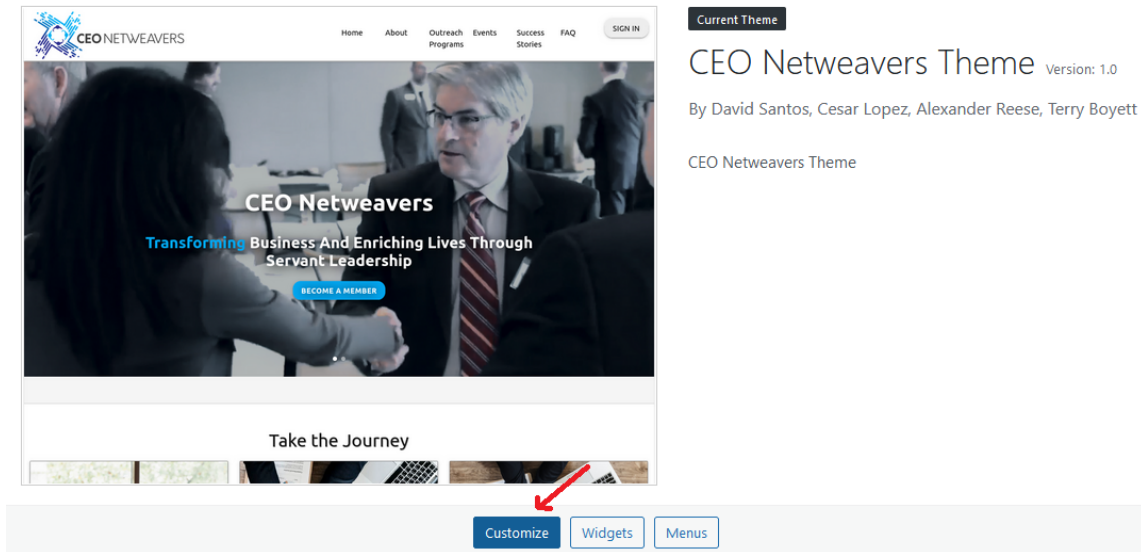
 **Table**
Insert a table — perfect for sharing charts and data.

This would update the content with the changes and would publish the changes to the site. We selected the most relevant content on the site that is subject to change and provided a mechanism in the pages section to allow CEON to make changes to the content quickly.

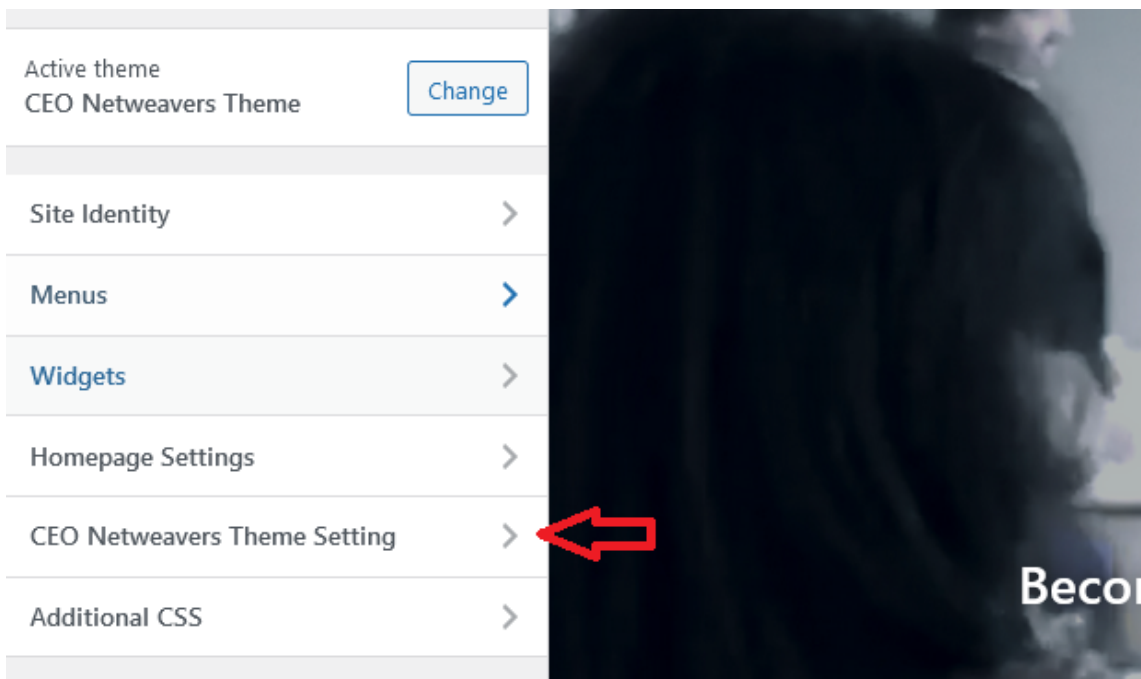
5 Contact Email

5.1 How to change the Website Contact Email (footer)

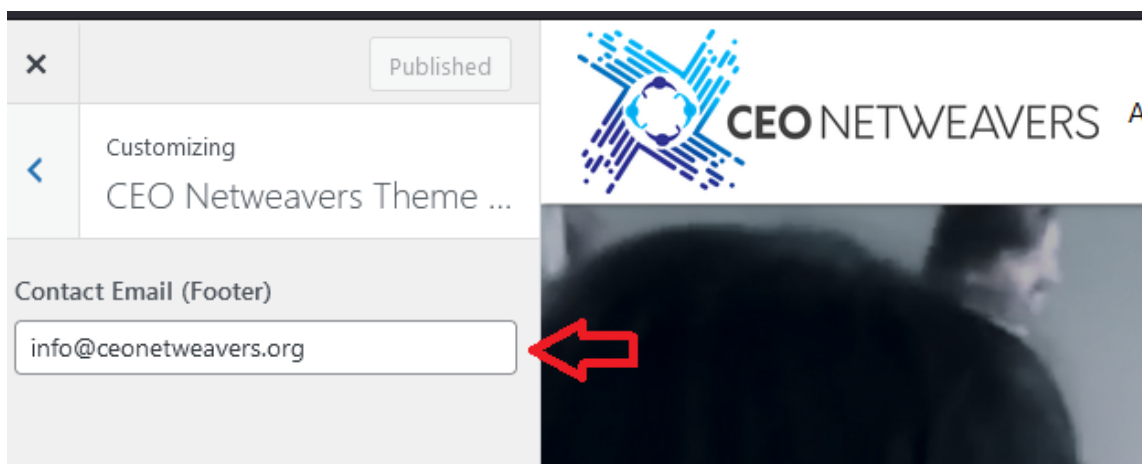
To update the contact email on the footer of the site. First, go to the admin section of WordPress. Then on the left-hand pane, find the link to "appearance", then select the theme and click on "Customize".



This redirects to a page with left-hand navigation, which allows for editing different aspects of the theme. One of these menu items is labeled "CEO Netweavers Theme Settings."



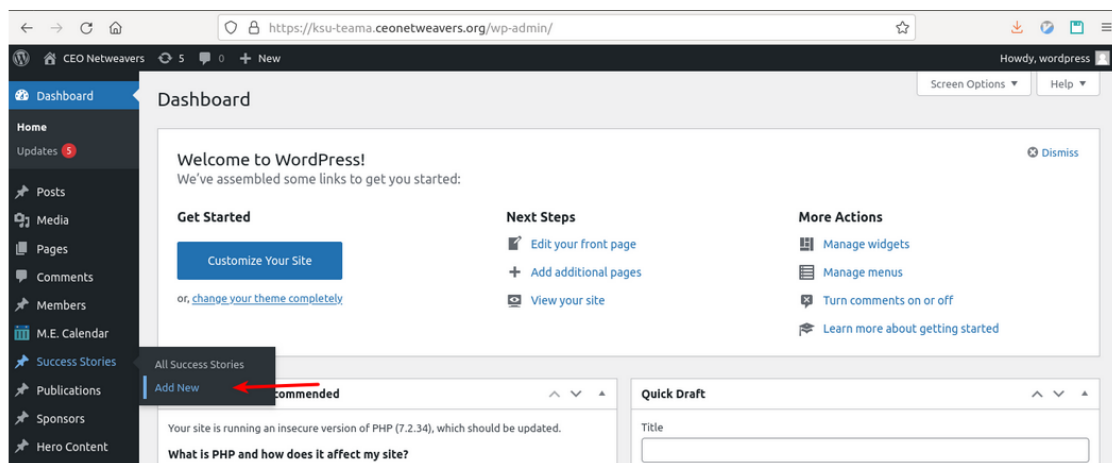
This section contains the text field for updating the contact email.



6 Success Stories

6.1 How to add Success Stories

To add a success story, go to the admin section of the WordPress site, and on the left-hand menu, click on the "Success Stories" item and then Add new.



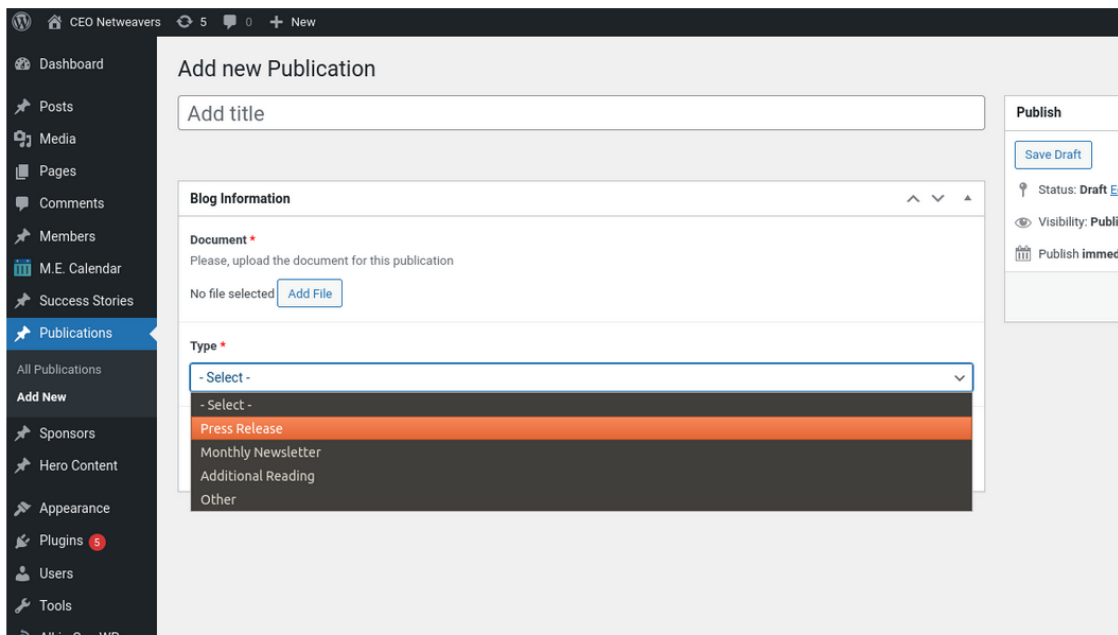
There you get to add a title and the content of the success story. Also, please remember to add an image to the success story at the top of the content. This image will be automatically added as the header image for the success story on the success story page. If in doubt, take a quick glance at the success stories already on the site. After finish, the content, click the "Publish" button.

7 Publications

7.1 How to add Publications

To add a publication, go to the admin section of the site and on the left-hand menu, select "Publications" and then Add New. This should bring to the publication editing page:

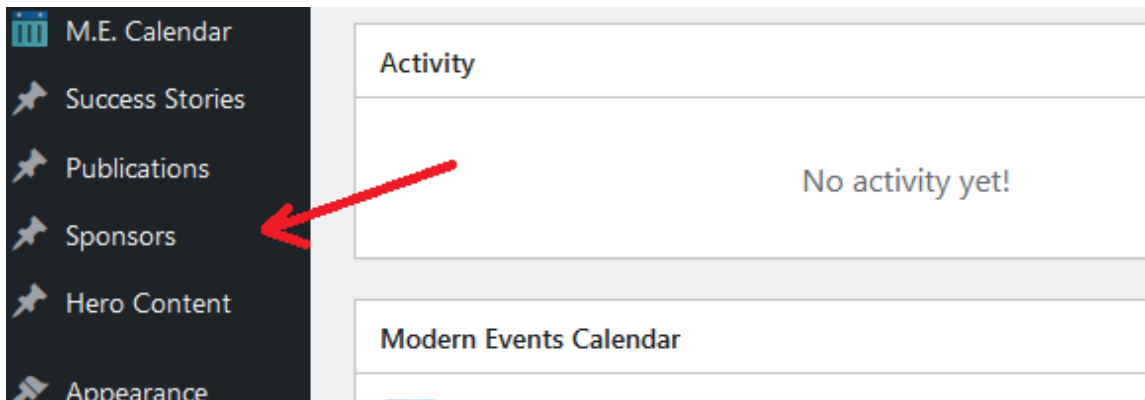
Here you get to add the publication title, as well as to upload the pdf document with the publication content. You must also select the type of publication so it can be placed in the correct location (Press release, monthly newsletter, etc.).



8 Sponsors

8.1 How to add Sponsors

To add a sponsor, go to the admin section of the site and on the left-hand menu, select "Sponsors" and then Add New. This should bring you to the sponsor editing page:



And then click to the "Add New" to complete the required information.

Add new Sponsor

Sponsor Information

Sponsor Logo *

No image selected [Add Image](#)

CEO Chapter *

Atlanta

Sponsor Website *

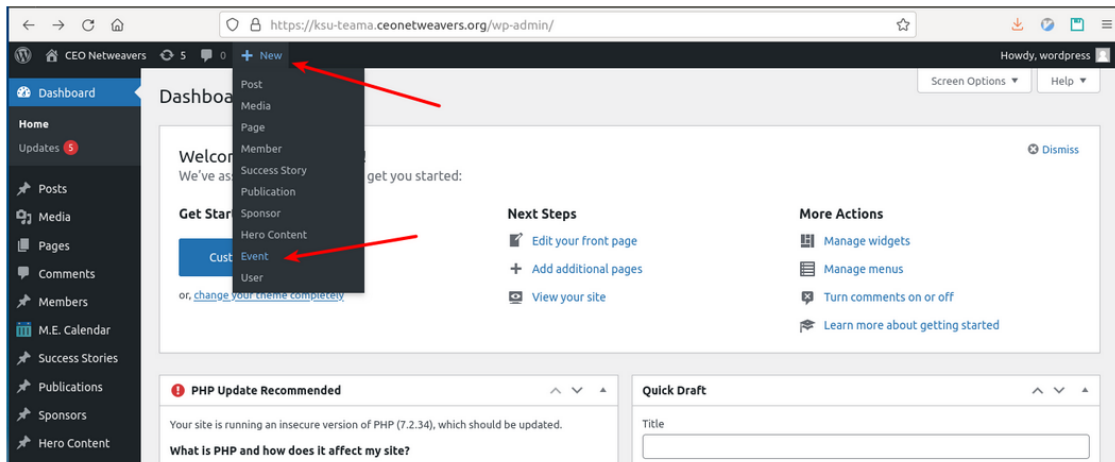
9 Events and Calendar

9.1 How to add Calendar Events

In order to edit add a calendar event on the site, go to the admin section of the site at

<https://ksu-teama.ceonetweavers.org/wp-admin/>

Click the + sign on the top menu bar and click down on Events



Here you get to write a title, description, and time of the event.

As well as the event date and time

10 Membership Section

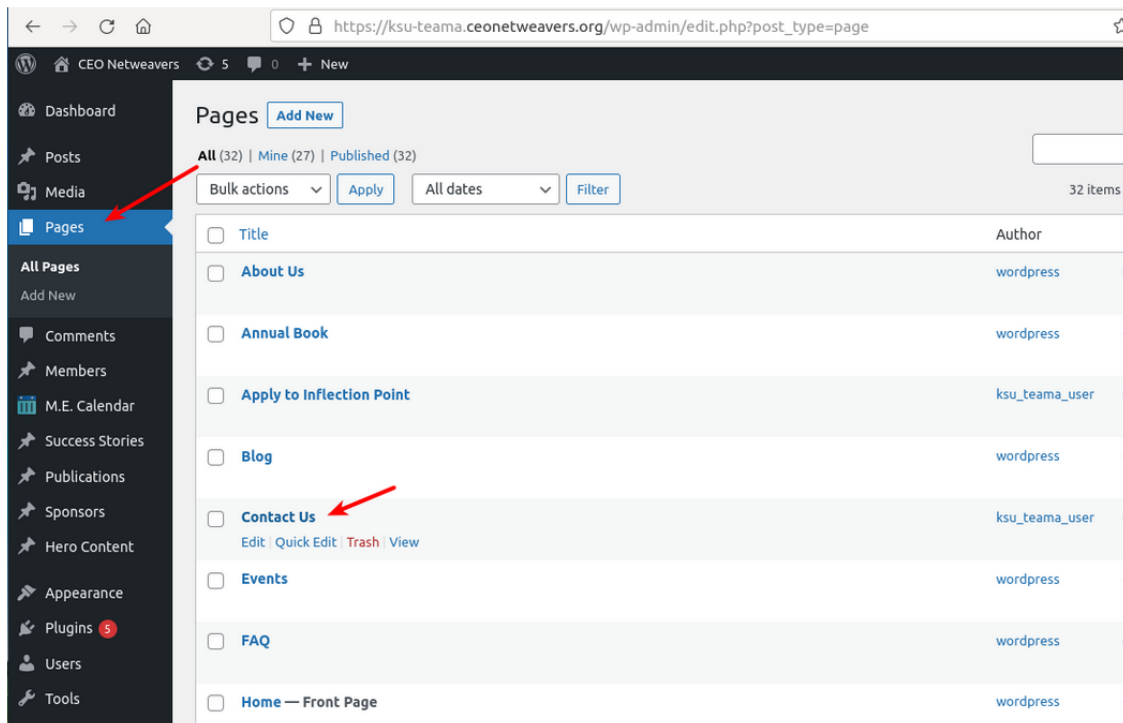
10.1 User security

Since CEO Netweavers stated that there are no individual identities on the site (i.e., individual logins for every user), they requested that a shared password be used as the mechanism to keep certain portions of the site private, we implemented WordPress' protected pages functionality.

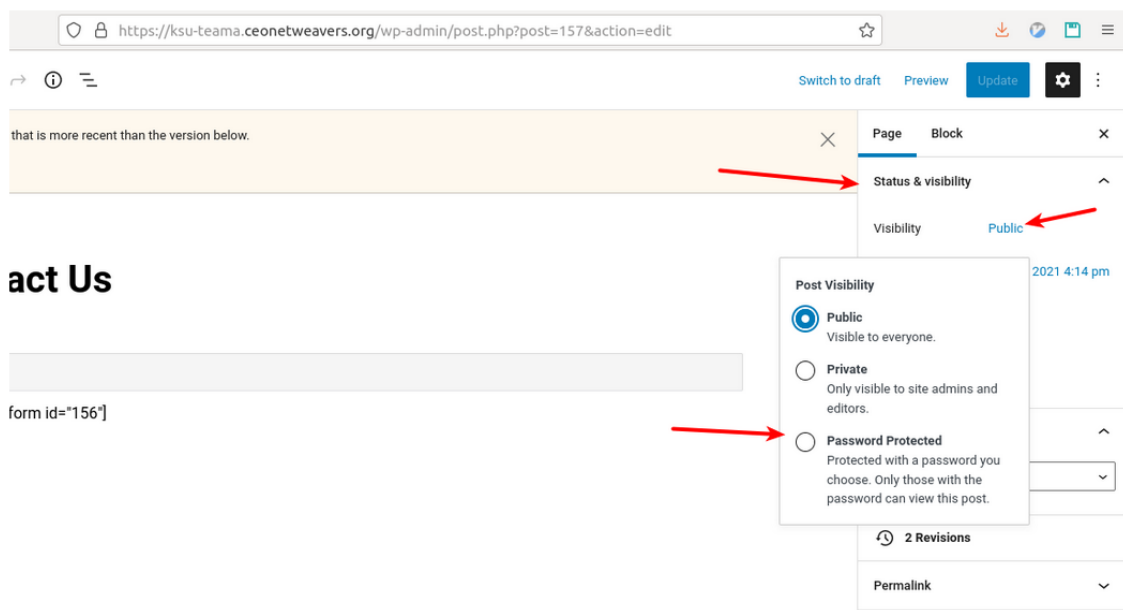
The entire membership section is password protected. The current password on the testing site for all these pages is set to:

	Password
Testing Environment	ceon123

If in the future you would like to mark another page as password protected simply go to the pages' admin menu:



On there, click on the page's "settings" then "status" and set "visibility" to "password protected" in order to set the page is password protected. WordPress will prompt for the desired password.



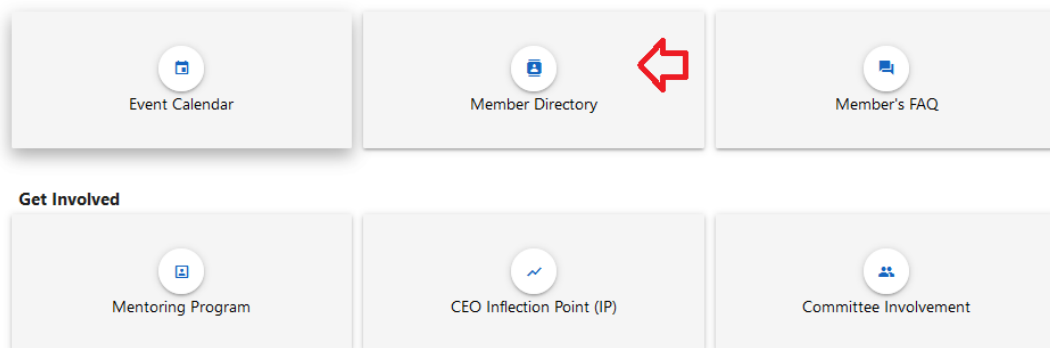
10.2 Member's Contact Information

10.2.1 How to Search For a Member in the Directory

Login into the Member's Area of the website and click "Member's Directory."

Welcome!

We Have Awesome opportunities to get involved.

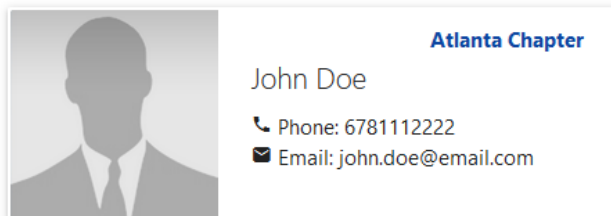


Type the term or terms to filter the member directory in the search input.

Member's Directory

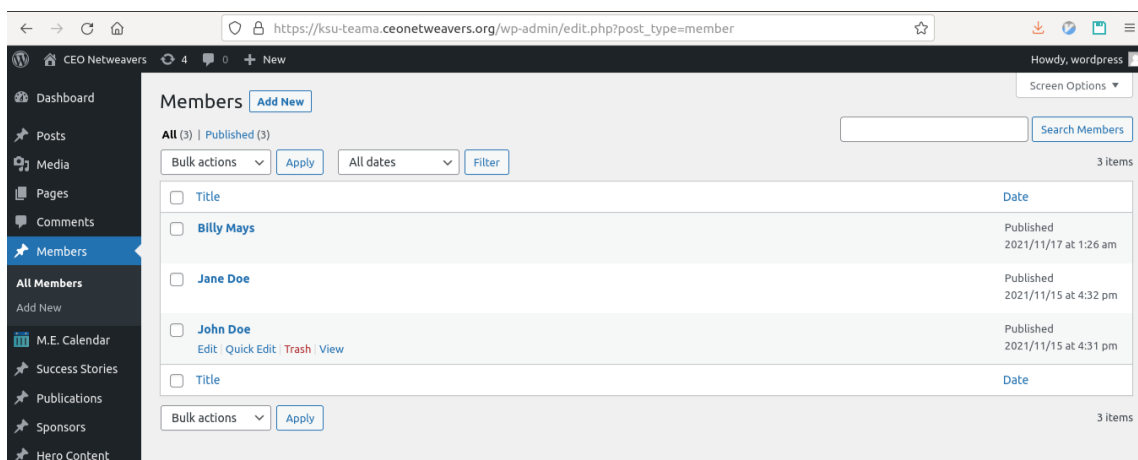
Contact Information

Search contact
Atlanta John



10.2.2 How to add a member to the member's contact list

To add a member to the member's contact list, go to the WordPress admin page and click on the members link on the left-hand menu. Once there, click the add new button on top. This redirects to the add members form, fill out the name, email, and phone number for the new member. It is possible to upload an avatar image for the member. These members will appear on the member list in the member's section.



11 Modifying Other Content

11.1 How to change a static template (expert)

The website is built on a custom template. If it is required to make changes to the template in the future, It is necessary to make edits to the template PHP files themselves. In order to do this, our best advice is to have somebody familiar with making HTML changes to a WordPress site. The template files are in the `/var/www/html/wp-content/themes/ceon-theme` folder. The first set of files on that folder are the actual template files that build the site's structure. For example, the site's footer is in `footer.php` on that folder. However, we have a separate set of files under:

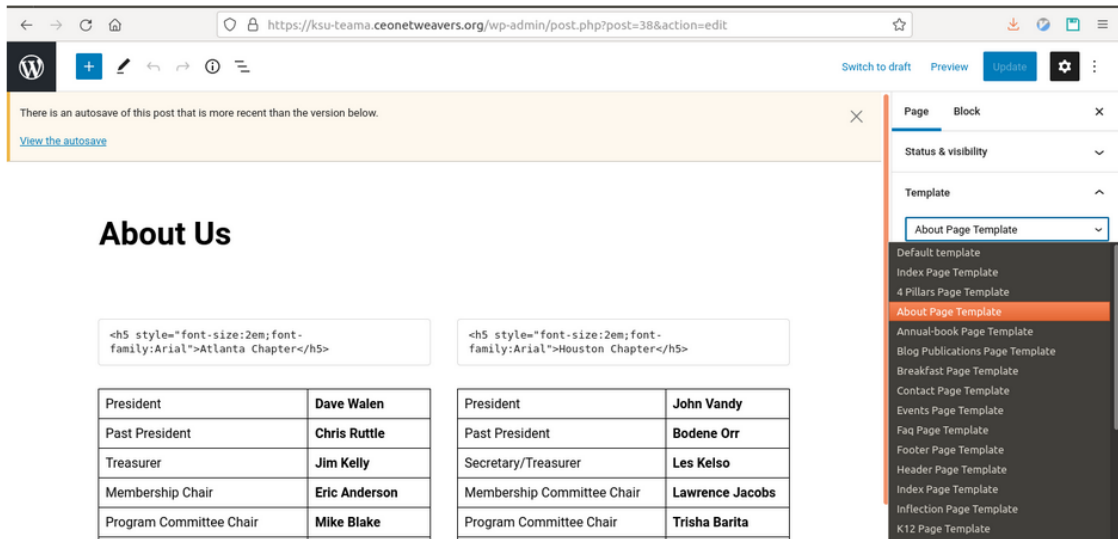
`/var/www/html/wp-content/themes/ceon-theme/templates`

which actually match the pages setup under the pages section in the admin section of WordPress.

For instance, to change a particular WordPress page, it is required to edit the corresponding template file. Example: The About Us page uses the following template.

`/var/www/html/wp-content/themes/ceon-theme/templates/template-about.php`

This one-to-one relationship from pages in WordPress to template files is determine by the template settings on the page:



So in order to make changes to the template, you would edit the

`/var/www/html/wp-content/themes/ceon-theme/templates/template-about.php`

because this file is the template file behind this page.

11.2 List of Theme Template and Related Pages

11.2.1 Public Site

Page	Template File	Location
About Us	template-about.php	ceon-theme/templates/
Annual Book	template-annual-book.php	ceon-theme/templates/
Publications - Blog	template-blog.php	ceon-theme/templates/
Monthly Speaker Series	template-speaker.php	ceon-theme/templates/
Contact Us	template-contact.php	ceon-theme/templates/
Events	template-events.php	ceon-theme/templates/
FAQ	template-faq.php	ceon-theme/templates/
Inflection Point	template-inflection.php	ceon-theme/templates/
K-12 Entrepreneurship	template-k12.php	ceon-theme/templates/
Lunch with a Purpose	template-lunch.php	ceon-theme/templates/
Membership	template-membership.php	ceon-theme/templates/
Mentoring	template-mentoring.php	ceon-theme/templates/
Outreach Programs	template-outreach.php	ceon-theme/templates/
Partnership	template-partnership.php	ceon-theme/templates/
Insight Plu	template-insightplus.php	ceon-theme/templates/
Success Stories	template-success.php	ceon-theme/templates/

11.2.2 Protected Members Area

Page	Template File	Location
Member's Monthly Speaker Series	template-member-speaker.php	ceon-theme/templates/
Member's Event Calendar	template-member-calendar.php	ceon-theme/templates/
Member's Committee Involvement	template-member-committee.php	ceon-theme/templates/
Member's Directory	template-member-contact.php	ceon-theme/templates/
Member's FAQs	template-member-faq.php	ceon-theme/templates/
Member's Area Homepage	template-member-home.php	ceon-theme/templates/
Member's Inflection Point	template-member-inflection.php	ceon-theme/templates/
Member's Lunch with a Purpose	template-member-lunch.php	ceon-theme/templates/
Member's Mentor Feedback	template-member-mentor-feedback.php	ceon-theme/templates/
Member's Mentoring Program	template-member-mentoring.php	ceon-theme/templates/
Member's Publications	template-member-publications.php	ceon-theme/templates/
Member's Insight Plus	template-member-insightplus.php	ceon-theme/templates/
Membership	template-membership.php	ceon-theme/templates/

11.2.3 Other Template Files

Section	Template File	Location
Header	header.php	ceon-theme/
Footer	footer.php	ceon-theme/
Member Header	header-member.php	ceon-theme/
Member Footer	footer-member.php	ceon-theme/
Success Stories Single Page	single-success-stories.php	ceon-theme/

12 Document Versions

Version	Detail	Date
Version 1.0	Initial Version	Dec 3, 2021
Version 1.1	Added Migration Section	Dec 9, 2021
	Updated Required Plugins	