

# Sanders Winery Website

---

## General Information, Login Credentials, Procedures for Editing

By Don Ferris Last Modified 10/20/23

<b>Sanders Winery Website</b>	<b>1</b>
General Information, Login Credentials, Procedures for Editing	1
<b>SANDERS WINERY WEBSITE</b>	<b>2</b>
WORKING WITH/MAKING CHANGES TO THE WEBSITE	2
Logging in to Wordpress	2
The Wordpress Dashboard	2
Understanding/Using Beaver Builder	3
Editing A Page	3
Managing Images in the Media Library	4
Editing the Events Calendar	5
Adding an event to the Events Calendar	7
Comment Moderation	13
Changes to the Following Areas Require Admin (Webmaster) Privileges	15
Editing the Site Header	15
Editing the Main Nav(igation) Menu	17
Editing the Site Footer	18

# SANDERS WINERY WEBSITE

---

## WORKING WITH/MAKING CHANGES TO THE WEBSITE

### Logging in to Wordpress

To make minor changes to the website, go to <https://sanderswinery.com/wp-admin> login using the following credentials:

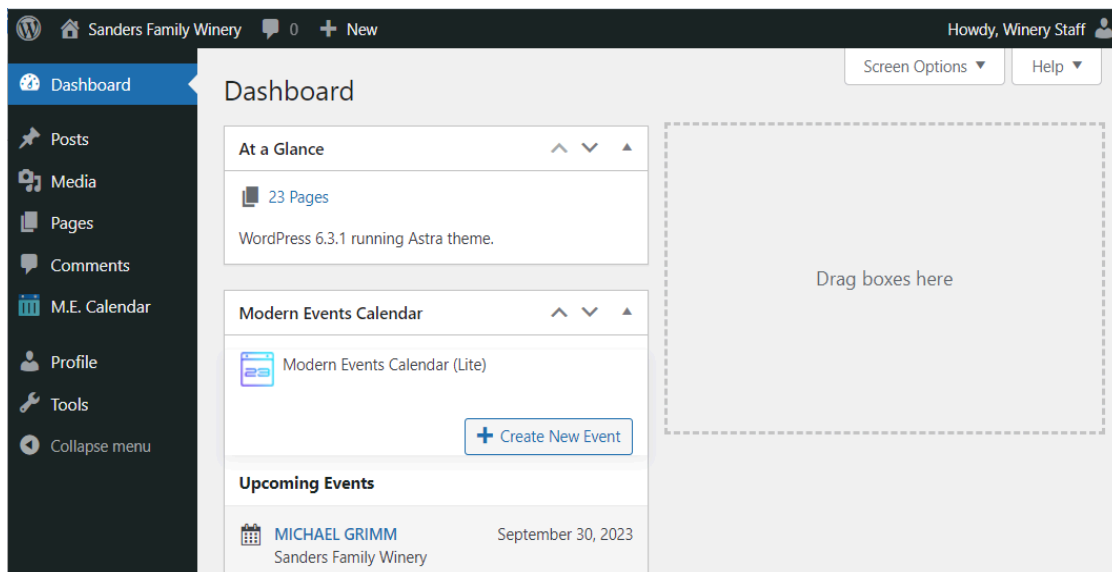
**User:** WineryStaff

**Password:** cX%f6KjpZNETMty2lwS6)aky

The Winery Staff user can make edits to any page, add photos (and other media such as audio or video), create new pages (and add content to them), and create events (e.g. new concerts). For safety's sake, this user cannot delete pages - but they can delete any part of an existing page as well as *unpublish* a page (by changing it to a *draft*) so it will no longer be shown on the website.

For changes beyond those that the WineryStaff user can make - things like deleting pages or making changes to the site navigation (main) menu or footer items, you'll need to login as webmaster. The password is in Jack's Bitwarden vault, so if you need it, ask him to login for you.

### The Wordpress Dashboard



**Posts** - *Not applicable* (Posts are used for blog content. SandersWinery.com isn't a blog and does not use blog features.)

**Media** - Brings up the library of uploaded images and videos used on the website along with the ability to add new images and videos. [Instructions for using the Media Library are here.](#)

**Pages** - Lists all the pages of the website (Home, Our History, Our Wines, etc.)

**Comments** - Here you'll find comments that have been posted by the public. Instructions for moderating comments are here.

## Understanding/Using Beaver Builder

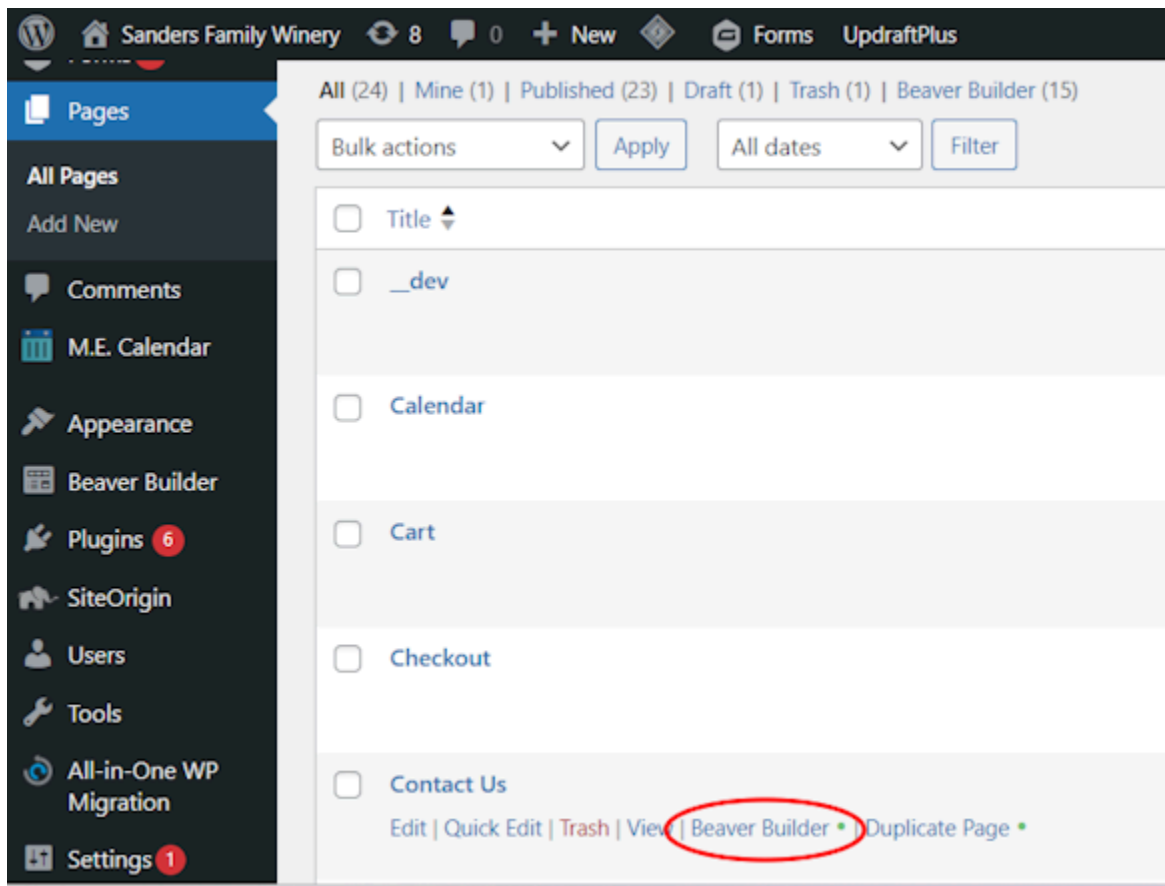
In spite of the fact that WordPress is supposed to be “an easier way” to create a website, pages on a website, a blog, blog posts, etc., WordPress is really **not** easy to use. In fact it’s very complex and difficult. Beaver Builder is an “add-on” for WordPress that tries to address this, making the task of editing web pages and blog posts more like using a word processor or writing an email. If you’re going to make changes to the website, you should absolutely watch [this video on Beaver Builder Basics](#) first.

## Editing A Page

**IMPORTANT: There is a private/unpublished page - [\\_sandbox](#) - on the website that you can use for testing/learning**

To edit a page (any page other than the Event Schedule page which is generated by and must be edited using the Modern Event Calendar plugin):

1. Login to the [Wordpress admin page](#) for SandersWinery.com (login credentials are [here](#))
2. In the dashboard (on the left), scroll down and click on Pages
3. Hover (but don’t click) over any page name.
4. From the options that will appear, click “Beaver Builder” ([Beaver Builder](#) is a plugin for Wordpress that makes editing pages easier.)

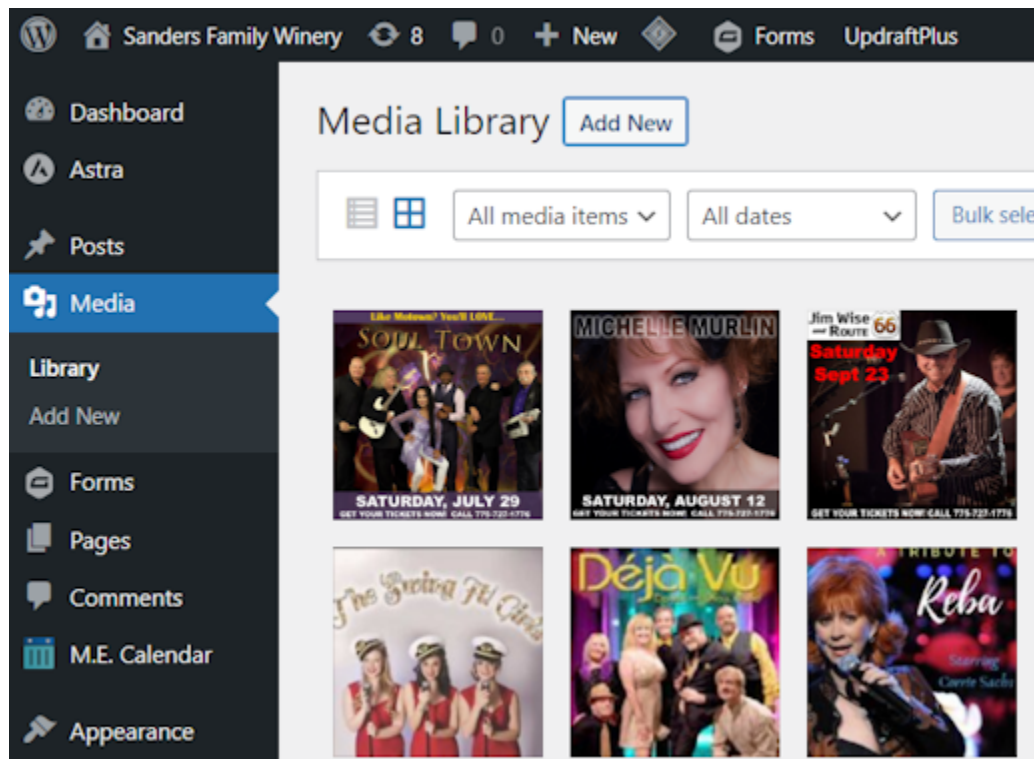


5. Once Beaver Builder launches, click on whichever page element you want to edit.
  - If it’s a text element, a window will pop up that looks and functions similarly to a standard word processor or email composer.

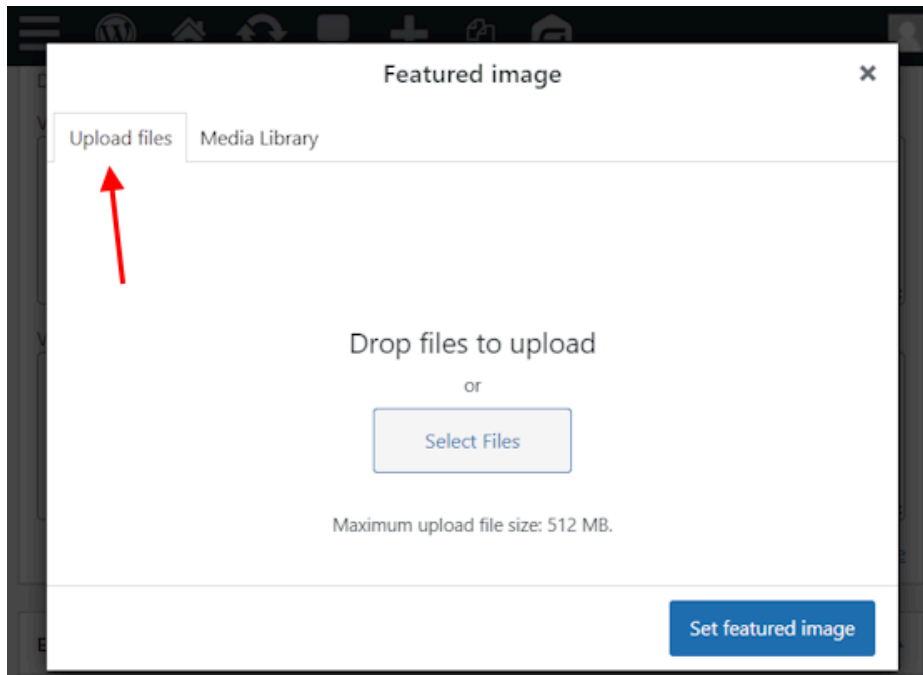
- If it's a picture element, a different window will pop up. Chances are you either want to remove the picture (you'll see a "Remove" link) or replace it with a different image (you'll see an "Edit" menu). If the latter:
  - Click on the picture you want then click "Select Photo" in the bottom right of the popup window.
  - If you don't see the picture you want, you'll need to upload it to the Media Library. Instructions for doing so are in the next section.
- 6. Click Save
- 7. Click Done (blue button, top right)
- 8. Click Publish from the popout menu to the left

## Managing Images in the Media Library

In order to *use* an image anywhere on the website, it has to be in the Media Library. If you're changing/replacing the Featured Image for an event, all you have to do is click the current featured image and it will take you directly to the Media Library window. Otherwise, you can access it via the Dashboard by clicking "Media".



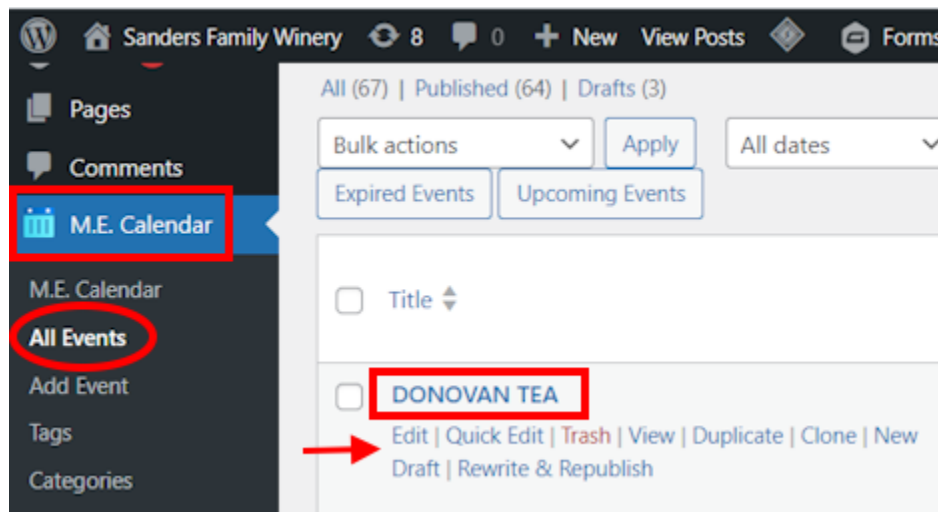
To add a new image, click the "Add Image" button (if you got there via the Dashboard) or the "Upload Images" tab (if you got there by clicking the Featured Image for an event.)



Once there, click Select Files. A “file picker” window will pop up. Navigate to the folder of the image you want to upload then double-click the image. It will upload automatically and you’ll then be able to insert it wherever you like.

## Editing the Events Calendar

1. In the Dashboard, click “M.E. Calendar” then “All Events” (or just click [here](#))



2. Hover over any event and an action menu will appear. Clicking “Edit” will display:

Edit Event

Add Event

DONOVAN TEA

Permalink: <https://sanderswinery.com/events/donovan-tea-2023-10-21/> Edit

Add Media

VisualText

FileEditViewInsertFormatToolsTable

ParagraphBIL“≡≡≡≡≡≡≡≡≡≡↶↷✕

M.E. Calendar

Georgia12pt≡≡≡≡≡≡≡≡≡≡≡≡≡≡?

Lettermen singer performs a little bit of everything

Doors open at 5PM, show starts at dusk.

Free wine tasting! Food truck will be present or you may bring your own food.

Tickets are \$25 per person. Call (775) 727-1776 NOW to reserve your tickets and table!

Publish

Preview Changes

Status: Published Edit

Visibility: Public Edit

Published on: Jul 6, 2023 at 14:10 Edit

Copy to a new draft

Rewrite & Republish

Move to Trash

Update

Tags

Add

Separate tags with commas

Choose from the most used tags

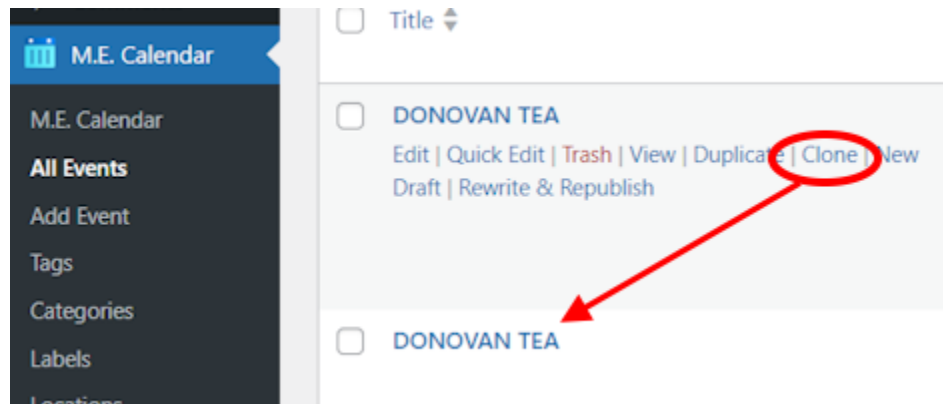
Categories

(There's a lot more than what's shown above, you'll need to scroll.)

## Adding an event to the Events Calendar

The easiest way to do this is to clone an existing event then make the necessary changes.

1. Start by hovering over any event then click “Clone”. You’ll then see a duplicate right below.



Refer to the image below to make the necessary changes.

1. Change the performer name
2. Edit the Permalink. It should say /events/performer-name-year-month-day

Example: <https://sanderswinery.com/events/michael-grimm-2024-05-11>

***This is especially important since we have performers doing more than one date per season.***

A screenshot of the event editing form. Red boxes and text annotations highlight key fields: 1. A red box around the 'DONNIE FONTAINE' performer name is labeled '1. Performer Name'. 2. A red box around the permalink 'https://sanderswinery.com/events/donnie-fontaine-2023-11-11/' is labeled '2. Permalink (needs to reflect performer name and date of event)'. 3. A red box around the description text is labeled '3. Description, show time (if different), food truck?'. The description text includes: 'Crooner/comedian/magician performs standards, jazz, and R&B classics.', 'Doors open at 5PM, show starts at dusk.', and 'Free wine tasting! Food truck will be present or you may bring your own food.' The form also includes a title field, a media add button, a rich text editor toolbar, and a footer with ticket information.

3. Enter description text. Be sure to include (copy below and paste) the standard boilerplate text:

Doors open at 6PM. Concert begins at dusk.

***Free wine tasting!***

Food truck will be present or you may bring your own food.

Tickets are \$25 per person. **Call (775) 727-1776 NOW** to reserve your tickets and table.

*Season tickets available – Support the arts and save 20% when you buy tickets for 10 shows!*

Click here or scan the QR code below to add this event to your calendar.

**IMPORTANT:** Do not insert an image in the Description field. You will be adding a Featured Image in step 8. If you insert an image in the description field, the image will be displayed twice.

5. Create the “Add to Calendar” text/link (this allows people to very easily add the event to their calendar on their smartphone) by going to <https://my.calendarlink.com/events/create>

5.1. Click “Login with Google” and use the [sanderswinery@gmail.com](mailto:sanderswinery@gmail.com) account.

5.2. Fill out the form using the permalink you created in step 3:



Organization name

Sanders Family Winery

Website

[https://sanderswinery.com/events/artist\\_name-2024-04](https://sanderswinery.com/events/artist_name-2024-04)

Role

Operations

Event timezone

America/Los\_Angeles

Date and time format

03/14/2024 07:42 PM

☐ I would like to receive updates and other related news

Next

Click Next



5.3. On the next screen, for “Choose a package”, click Skip:

**Startup**  
yearly

Save 20%  
19 / month  
228 / year

**Business**  
monthly

Most popular  
47 / month


**Business**  
yearly

Save 20%  
39 / month  
468 / year

Start with 14-day trial

Skip

5.4. On the next (Calendar) screen, click “Add Event”:

  
Dashboard  
Calendar  
Collections  
Page design  
Analytics  
Settings

Welcome to Calendarlink! Create your first event here

Calendar - March

Upgrade Add event Sanders Family Winery JS

No events found in March

March

M	T	W	T	F	S	S
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Add event

5.5. Fill out the form as shown below, including the standard text about the show starting at dusk, free wine tasting, etc. *The date and time is a little tricky - once you've selected the desired date, you have to click a little clock icon right below the calendar/date.*

Single event

Smart link

Event information

Save & publish

Save as concept

Collection

Default collection

Event Name

The Carpenters Legacy

Start date & Timezone:

time

America/Los\_Angeles

Location

(address)

Switch to Online event

04/05/2024 18:00

3780 East Kellogg Road, Pahrump.

Duration

30m

1h

2h

4h

Custom

RSVP

Enable

Reminder

1 hour

before start

Description

B

I

☰

🔗

⌂

↶

↷

Doors open at 6PM. Concert begins at dusk. **Free wine tasting!** A food truck will be present or you may bring your own food.

P

POWERED BY TINY

Page preview

Edit

This is what your page looks like

collection design

The Carpenters Legacy

4

Saturday, May 4

06:00 PM - 08:00 PM

3780 E Kellogg Rd.

📍 Pahrump, NV 89061, USA

Doors open at 6PM. Concert begins at dusk. **Free wine tasting!** A food truck will be present or you may bring your own food.

Add to Calendar

Click Save & Publish

5.6. On the next page, scroll down to “Direct Links” and click the “Copy” button for “iCal”:

### Direct links

Add event to a specific calendar directly

Google	<a href="https://my.calendarlink.com/event/kWBQL/r">https://my.calendarlink.com/event/kWBQL/r</a>	Copy
Apple	<a href="https://my.calendarlink.com/event/kWBQL/r">https://my.calendarlink.com/event/kWBQL/r</a>	Copy
Office 365	<a href="https://my.calendarlink.com/event/kWBQL/r">https://my.calendarlink.com/event/kWBQL/r</a>	Copy
Outlook	<a href="https://my.calendarlink.com/event/kWBQL/r">https://my.calendarlink.com/event/kWBQL/r</a>	Copy
iCal	<a href="https://my.calendarlink.com/event/kWBQL/r">https://my.calendarlink.com/event/kWBQL/r</a>	Copy
MS Teams	<a href="https://my.calendarlink.com/event/kWBQL/r">https://my.calendarlink.com/event/kWBQL/r</a>	Copy
Yahoo	<a href="https://my.calendarlink.com/event/kWBQL/r">https://my.calendarlink.com/event/kWBQL/r</a>	Copy

5.7. Back in Wordpress, create the link text and add the link (see the picture below for clarification):

1. At the bottom of the concert description, add a new line (centered text): "Click here or scan the QR code below to add this event to your calendar."
2. Highlight the word "here"
3. Click the "Add Link" button
4. In the input box that pops up below the highlighted word "here", paste the link you copied in the step above.
5. Click the Apply button

**Saturday, May 4, 2024**

Doors open at 6PM. Concert begins at dusk. **Free wine tasting!** Food truck will be bring your own food.

**Call (775) 727-1776 NOW to reserve tickets and table.**

Tickets are \$25 per person. **Season tickets available. Save 20% when you buy tick shows!**

Click here or scan the QR code below to add this event to your calend

<https://my.calendarlink.com/event/kWBQL/redin>

6. Create the "Add to Calendar" QR code by going to <https://qr-creator.com/calendar.php>

6.1. Fill in the form. Note that in order to get to the Location and Description fields, you may have to click the "+" button (to the right of the gray bar where it says "Text (optional)").

6.2. Click the Download button. Give the download a clear name (like "[artist\_name]-QR" and take note of the folder you're saving it to.

6.3. Back in Wordpress,

7. Set the date and time

Date And Time
Event Repeating
Event Data

Date And Time

Start Date

10/21/2023
7
:
00
PM

7. Double-check the show time and ticket price in case they're different than the show you cloned:

mec\_comment

Doors open at 5PM. Show starts at dusk.

Delete
Update

mec\_cost

25

Delete
Update

8. Scroll down and look for **mec\_start\_date** and **mec\_start\_datetime** and update them to the correct date and time for the new show.

9. Upload a new Featured Image:

Howdy, Sanders Winery Webmaster

Select

Sticky Header

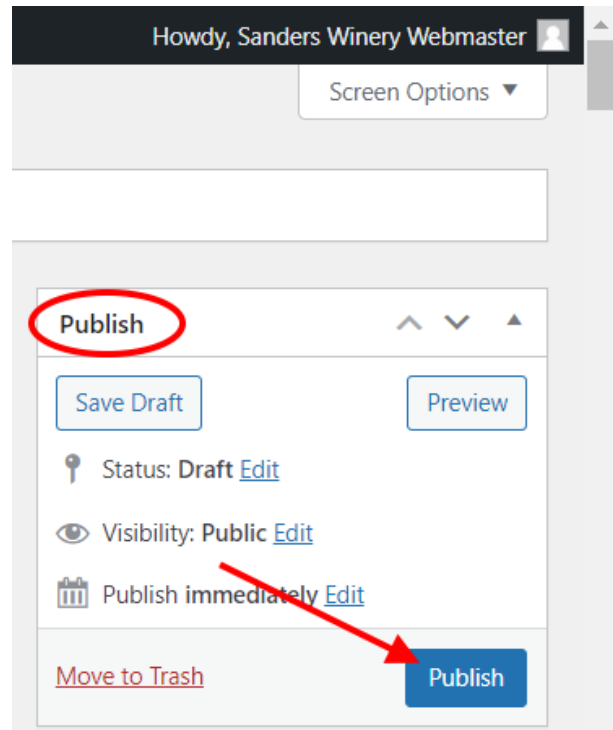
Customizer Setting

Featured image

Click the image to edit or update
Remove featured image

8.

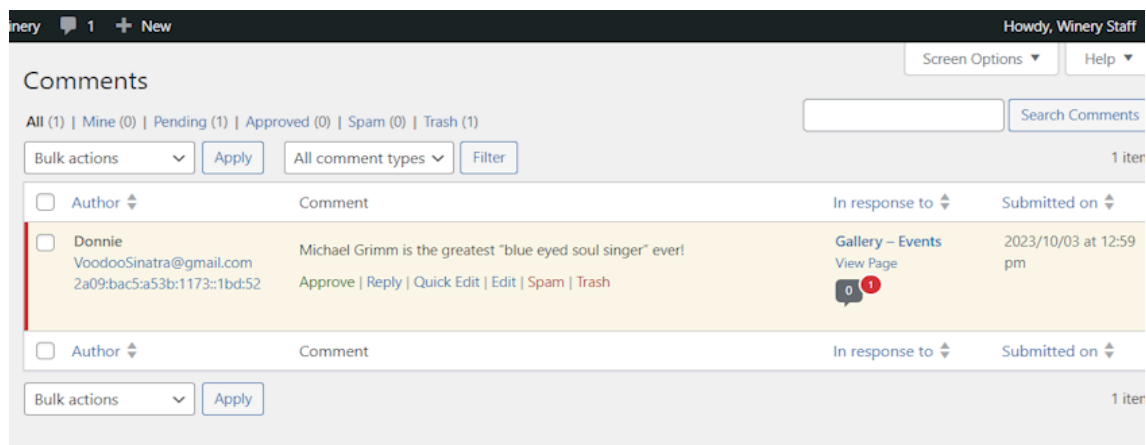
9. When you're all finished, publish the new event:



## Comment Moderation

Currently, comments are only enabled on the Gallery-Events page, the intended purpose of which is to allow people to upload photos taken at concerts. Comments are *moderated* to ensure that no one posts any offensive language/images as well as to prevent spam posts (which are very common in this scenario.)

You get to the comments by going to the Dashboard and clicking “Comments”.



From there, hover over any comment to display the menu of options:

- **Approve** allows the comment/photos to be shown on the page for the public to see.
- **Reply** lets you post an official response on behalf of the winery.

- You can optionally use **Edit** or **Quick Edit** if there's a glaring issue with the comment that needs to be corrected.
- **Spam** and **Trash** will remove (effectively delete) the comment.

## Changes to the Following Areas Require Admin (Webmaster) Privileges

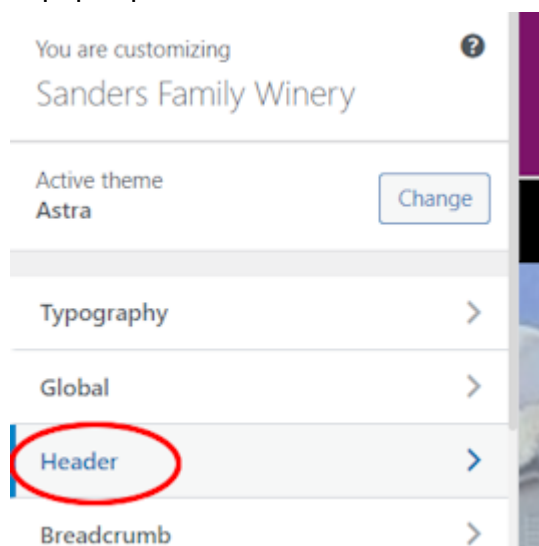
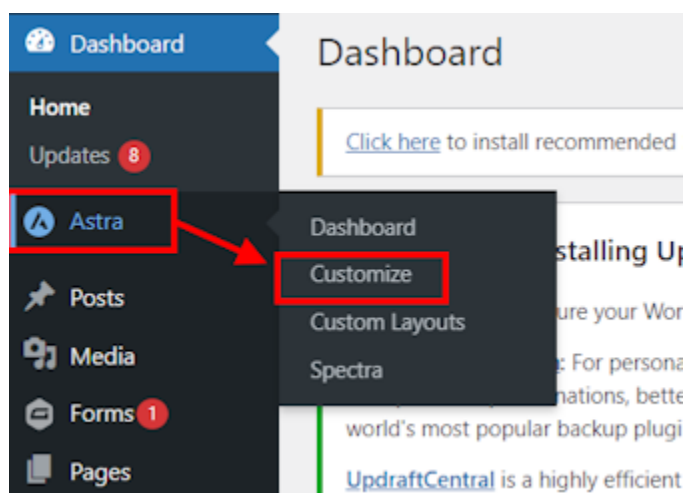
**IMPORTANT: Editing the Site Header, Nav(igation) Menu, and the Site Footer is more involved and requires more experience/expertise than the procedures above. You'll need to login as Webmaster rather than Winery Staff. Additionally, they should be regarded as critical site elements. Changes to these areas are best left to someone who knows what they're doing.**

### Editing the Site Header

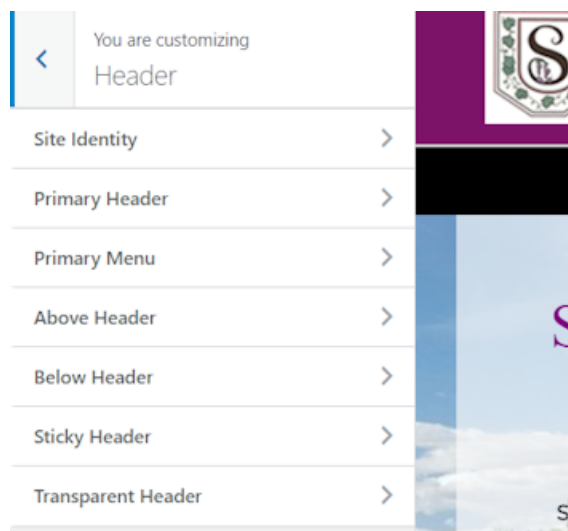
The site header is the purple section at the top (with the logo and the site menu) along with the white banner above that.

To edit the site header, hover (don't click) over Astra in the Dashboard on the left then click Customize in the menu that will appear.

Then click Header in the menu that pops up over the Dashboard



That will bring up several options. (If you don't understand what to do from here, you really shouldn't be messing with the site header.)

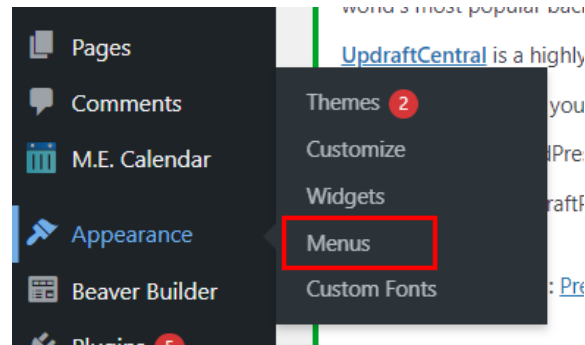






## Editing the Main Nav(igation) Menu

To edit the main menu, hover (don't click) over Appearance in the Dashboard on the left then click Menus in the menu that will appear:



That will take you to the menu editing page:

A screenshot of the WordPress 'Add menu items' and 'Menu structure' pages. The left panel, 'Add menu items', shows a list of pages with 'Shop' selected. A red arrow points from the 'Add to Menu' button to the right panel. The right panel, 'Menu structure', shows the 'Main Menu' with items 'Home' and 'About Us'. A red arrow points to the 'About Us' item. A blue arrow points to the 'Remove' button. A green arrow points to the 'Save Menu' button. Annotations include: 'ADD A PAGE TO THE MENU' (red), 'TO REORDER MENU ITEMS CLICK THE ITEM (GRAY BAR) THEN DRAG TO DESIRED POSITION' (purple), 'REMOVE MENU ITEM' (blue), 'NEW MENU ITEM WILL BE AT THE BOTTOM ON THE RIGHT PANEL' (red), and 'DON'T FORGET' (green).

**ADD A PAGE TO THE MENU**

**TO REORDER MENU ITEMS  
CLICK THE ITEM (GRAY BAR)  
THEN DRAG TO DESIRED POSITION**

**REMOVE MENU ITEM**

**NEW MENU ITEM WILL BE AT THE BOTTOM ON THE RIGHT PANEL**

**DON'T FORGET**

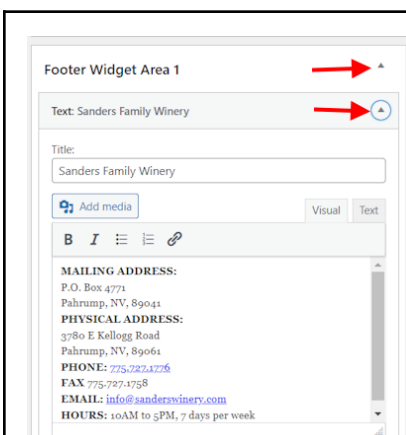
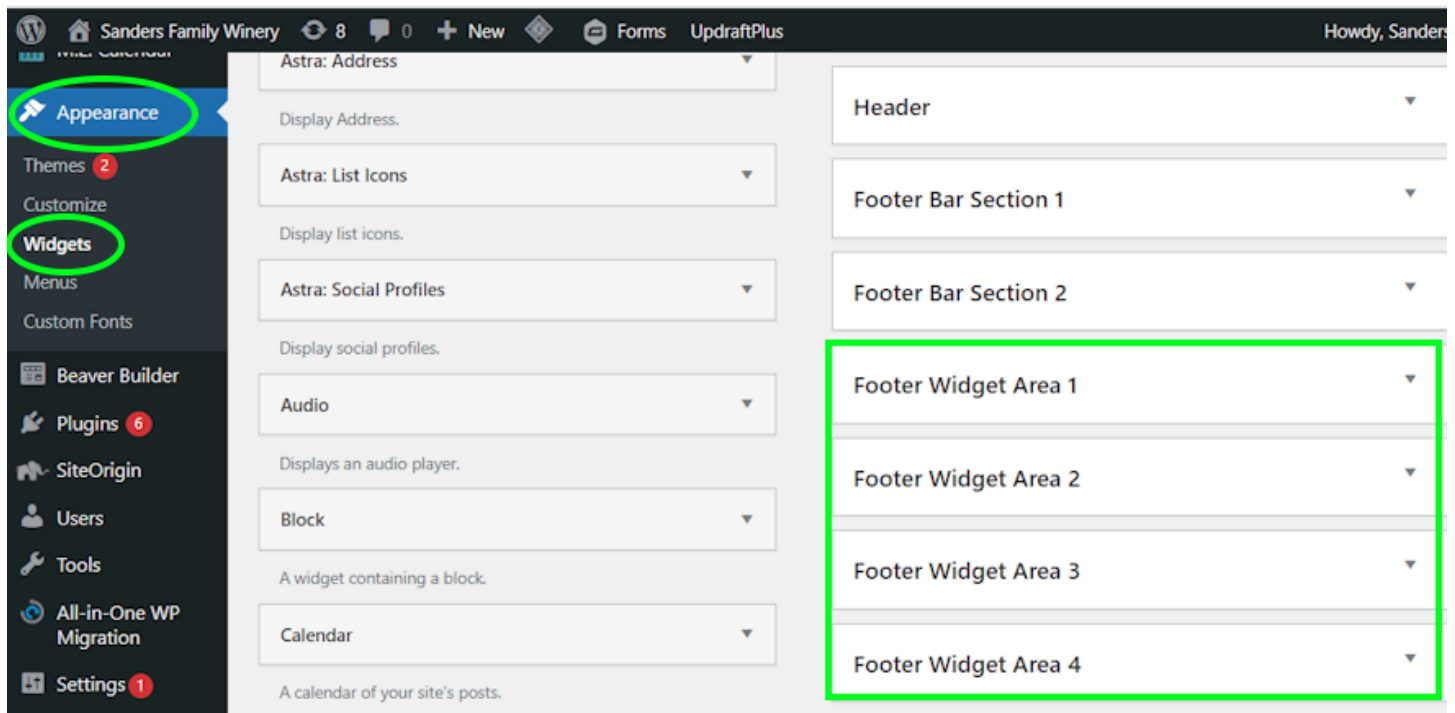
*If this is confusing and/or you can't figure it out, you probably shouldn't be messing with the site menu.*

## Editing the Site Footer

The site footer is the section at the bottom that looks like:



As the site was created, the footer consists of 4 “widgets”. To get to them, click “Appearance” on the Dashboard, then click Widgets:



Click the little down arrows to expand the widget details. (They become up arrows once you do.)

Footer Widget Area 1 contains the information you see in the first column of the footer (as shown to the right.)

Footer Widget Area 2 contains the Event calendar in the 2nd column of the footer. This is filled in automatically by the Modern Events Calendar (MEC) and cannot be edited.

	<p>Footer Widget Area 3 contains the info in the 3rd column of the footer - social media and Newsletter links.</p> <p>Footer Widget Area 4 is the Find Us (4th column of footer)</p>
--	--