Ciestra Theme Documentation

Updated on August 20, 2018

Quick Start Guide

1. Install and activate Ciestra WordPress theme.
2. Install and activate required plugins. You may optionally disable unneeded plugins later.
3. Import sample data (if you install a theme on a fresh website).
4. Feature accommodations and enable booking services (work with MotoPress Hotel Booking plugin).
5. Set up and customize the front page.
6. Edit website identity, menus and header in the WordPress Customizer.
7. Customize other website pages.

Installation

1. In your WordPress admin panel, go to **Appearance → Themes** and click the **Add New** button.
2. Click **Upload Theme, Browse** and Choose File; then select the theme's ZIP file. Click **Install Now**.
3. Click **Activate** to use your new theme.
4. You'll be offered to install a number of different plugins that ensure the theme will look like the demo - you can install all of them and later deactivate / uninstall plugins you won't need.
5. Once all plugins are installed and activated, you may want to import sample data to the theme to edit all pages easier and quicker.

Warning! Import sample data only in case it's a fresh website and it doesn't contain any custom content!

Import sample data

When all required plugins are installed and activated, **Import Sample Data** menu should appear under **Appearance** menu on your WordPress website**.** Head over to this menu and run the importer by clicking on the **"Import Demo Data"** button.

If you plan to use your Instagram feed gallery (featured in demo), go to **Settings → Instagram Gallery → Create new gallery** and insert your Instagram username → apply the preferable settings. Using the generated shortcode, you can list your gallery on the website.

Now you can customize your theme!

There are 2 ways you can proceed with the theme customization:

1. General website settings and design customization.

2. Add rental properties with MotoPress Hotel booking plugin and configure the needed settings for the booking system.

We recommend to start with a way 2. This will help you firstly add properties related content and only after that customize theme appearance (as well as appearance of the rest of the theme).

Add rentals and enable booking

We developed our custom hotel room/property booking plugin ([MotoPress Hotel Booking plugin](#)) and integrated it with the Ciestra WordPress theme. When installing the theme, you'll be offered to install and activate the Hotel Booking plugin.

The plugin fulfills several functions: with its help you will present all accommodations, services, details of each accommodation as well as turn on online reservation of the properties.

With Ciestra theme you can rent out multiple rentals as single items or a complex condo bookable by a room/apartment.

Note! This is just a quick guide of how to create accommodations listing with booking service enabled. When you need a step-by-step guide, check out the detailed [Hotel Booking plugin documentation](#).

1. If the MotoPress Hotel Booking plugin is activated, two menus should appear: *Accommodation and Bookings*. You'll need to add apartments available in your property / all properties via Accommodation → Accommodation types → Add New. By default, the property reservation option is enabled (Accommodation → Settings → Disable Booking). If you imported demo data, you should see sample accommodation types which you can customize.
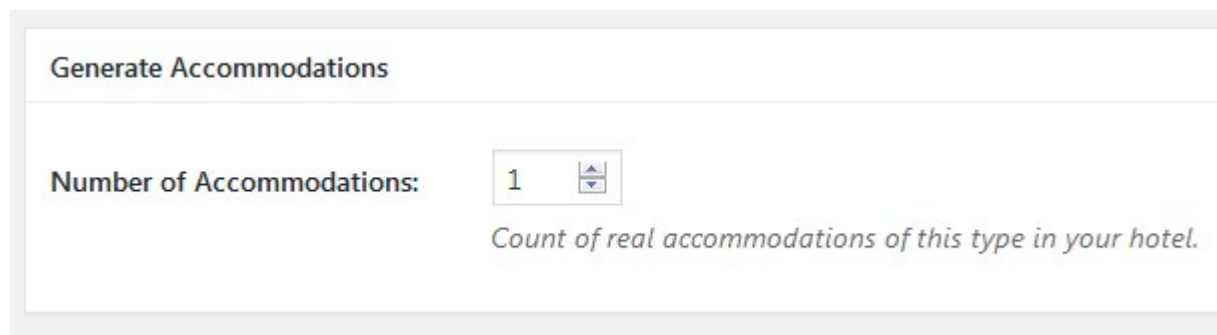
To make it even easier, firstly add the list of available categorized items: *Amenities*, all *Services* available (paid or free, e.g. parking, luggage storage, spa service), and *Bed types* (under Settings → Bed types). Once these are added, you can head over to adding/customizing accommodation types.

The difference between Accommodations and Accommodation Types is the following: accommodations are physical bookable apartments, while Accommodation Types are just the catchall term for the same accommodations. For example, you may have 3 physical bookable *Accommodations* under a "Standard double room" *Accommodation Type*. The number of real rooms is added from the same Accommodation Types screen.

If you rent out multiple vacation rentals as single items, add them all as different Accommodation Types (e.g. villa #1, villa #2).

If you rent out only one rental unit as a single item, add it as one Accommodation Type and set the "number of accommodations" to 1.

Generate Accommodations

Number of Accommodations: 1   ⬍

Count of real accommodations of this type in your hotel.

2. Add Seasons - specific time periods that can come with different pricing (for example, Summer, 2019, April, 2020, weekends, etc.).
3. Add Rates to present the same accommodations with different conditions (e.g. refundable versus non-refundable). Your guests will be able to choose rates when booking a property. From the same screen, you can add variable pricing if you need different pricing options depending on a number of guests and based on the length of stay.

Rate Info

Classic Double Room

Season	Price				Actions

Season *

Nights 1 +

Adults	Children	Price per night
2	0	40

☑ Enable variable pricing

Adults	Children	Price per night	
1		34	🗑

Add Variation

Add New Season Price

Move price to top to set higher priority.

4. Create all needed pages: Search Results, Search Availability, Complete Booking, Booking Confirmation, Booking Cancellation pages with appropriate shortcodes and messages. You should be offered to install these pages automatically.

5. Navigate to configure general plugin *Settings and* Payment gateways. (the plugin supports multiple bookings reservation so you have no limit in setting adults and children number for the search availability form).

6. Configure *Language* settings.

7. Go to *Shortcodes* to get the needed ones and add to the needed pages and posts.

8. Create your booking rules to manage all or individual accommodations: go to *Bookings → Booking rules.* These rules allow you to set minimum and maximum check-in and check-out dates, minimum and maximum stay-in days for all or individual accommodations. Also, using this menu you'll be able to block the booking option for chosen accommodations at specific periods of time.

9. Optionally apply taxes and fees under Bookings → Taxes & Fees.

10. Optionally sync bookings with external calendars via iCal (under Bookings → Sync calendars). [Detailed guide](#).

11. To view, add or delete your real booking requests, go to *Bookings* menu.

The plugin is translated into 14 languages. By default it's set to the language selected in your WordPress global language settings.

This is just a quick guide. Most likely, you'll need more details on how to work with the plugin, so please take a look at the *[Hotel Booking plugin documentation](#)*.

Set up the front page

Here are the steps to set up your front page:

1. Go to Pages → Add New and add a page (if you use sample data, *Home - Front page, Elementor* should already be there and you can customize it without creating a new page).

2. Label it appropriately, e.g. *home page, front page*.

3. In the *Page Attributes*, select *Front Page template*.

Publish your page.

5. Go to Settings → Reading: set "Front page displays" to *Static Page.*

6. In Settings → Reading set Front Page to the one you created during the step #2.
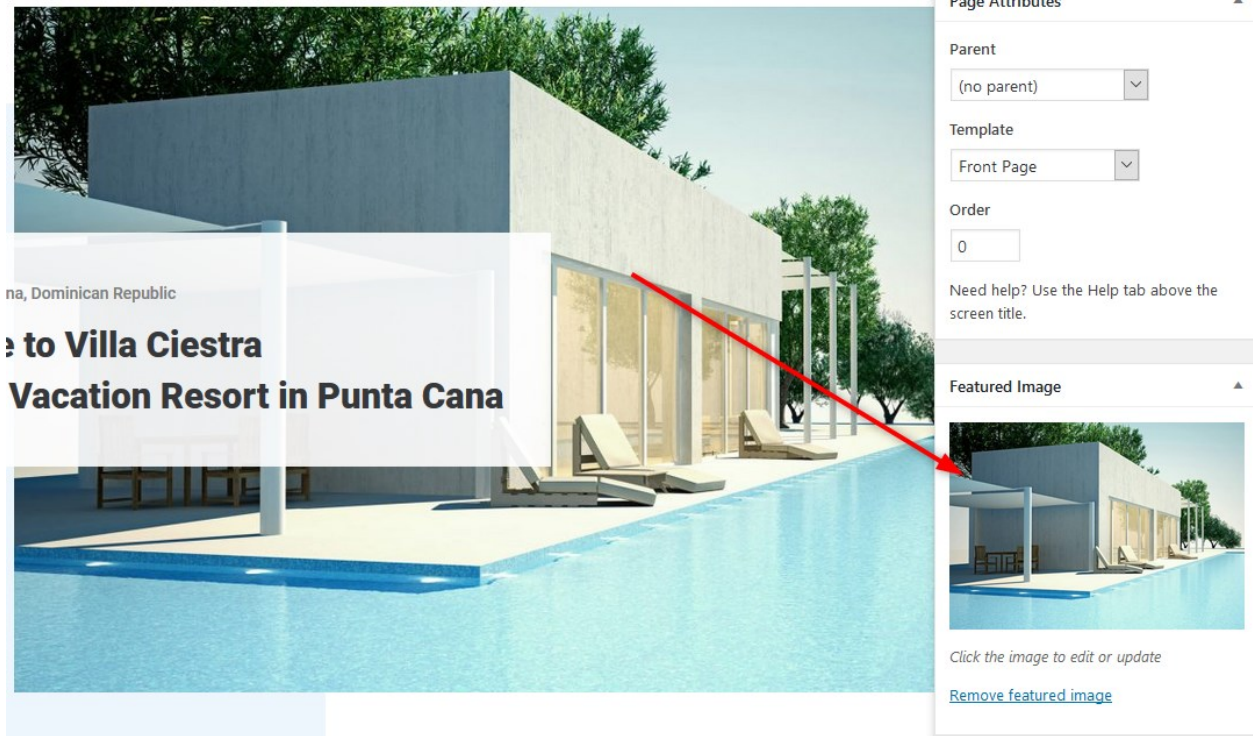
7. Save changes.

Front page customization
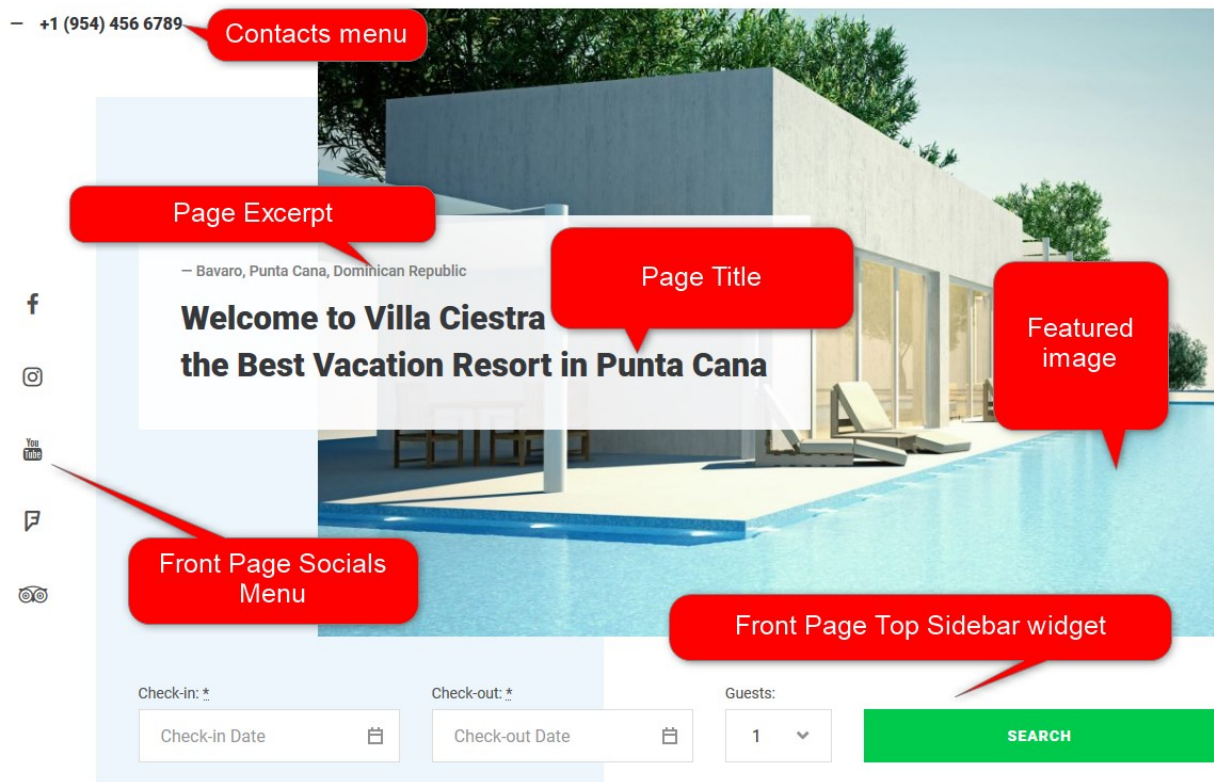
If you are using sample data, all pages, including the front page, should already be installed.

1. Go to **Pages** → choose *Front Page, Elementor* → Edit.
2. Upload a header image → replace a default *Featured image* of the page with yours.

3. To customize *"Welcome to Villa Ciestra the Best Vacation Resort in Punta Cana"* text in header, you need to edit the title of the front page. To customize *"Bavaro, Punta Cana, Dominican Republic"* subtext, you need to edit the page "Excerpt".

If you can't see the Page Excerpt, find "Screen Options" in the upper right WordPress panel and tick the "Excerpt" box.

Boxes

☐ Revisions ☑ Excerpt ☐ Custom Fields ☐ Discussion ☐ Comments ☐ Slug ☐ Author ☑ Page Attributes ☑ Featured Image

Layout

○ 1 column ⦿ 2 columns

Additional settings

☑ Enable full-height editor and distraction-free functionality.

Screen Options ▲

Edit Page Add New

Welcome to Villa Ciestra
the Best Vacation Resort in Punta Cana

Permalink: https://themes.getmotopress.com/ciestra/
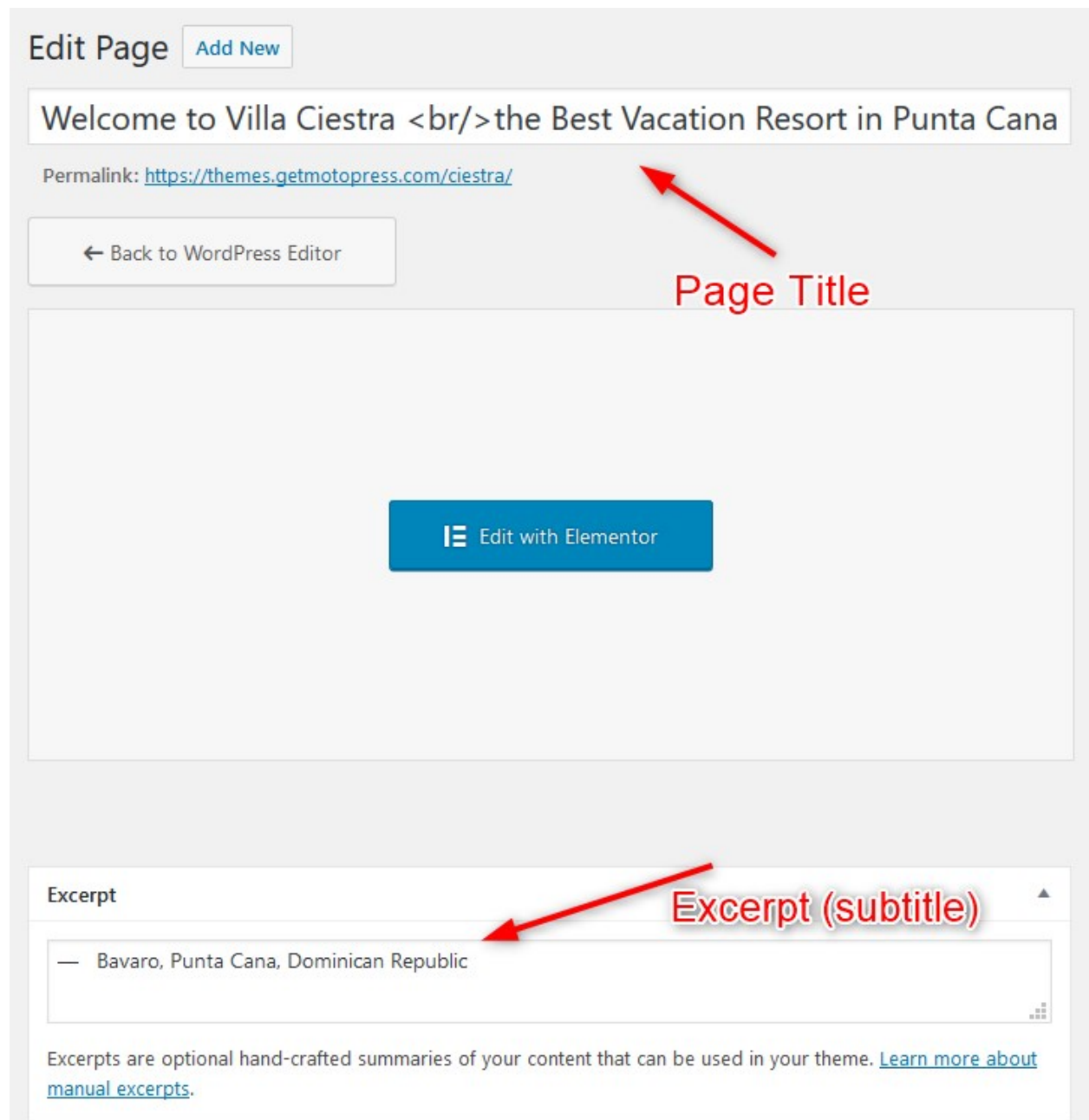
← Back to WordPress Editor

Publish

Preview

📍 Status: **Published** Edit

4. To edit the **phone number and social menu icons,** go to the WordPress Customizer *via Appearance* → Customize → *Menus* → *View All locations*. The phone number can be edited via the Front page Contacts menu (click "Edit menu"→ click on "Custom link"):

Customizing ▸ Menus

❮ Contacts menu

Menu Name

Contacts menu

+1 (954) 456 6789   Custom Link ▲

URL

`tel:+19544566789`

Navigation Label

+1 (954) 456 6789

Remove

➕ Add Items

✏️ — **+1 (954) 456 6789**

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the B**

To update social menu links and icons, go back to *Menus → Front Page Socials Menu → update the links* and add the appropriate names of the social media platforms.

Socials menu

Menu Name

Socials menu

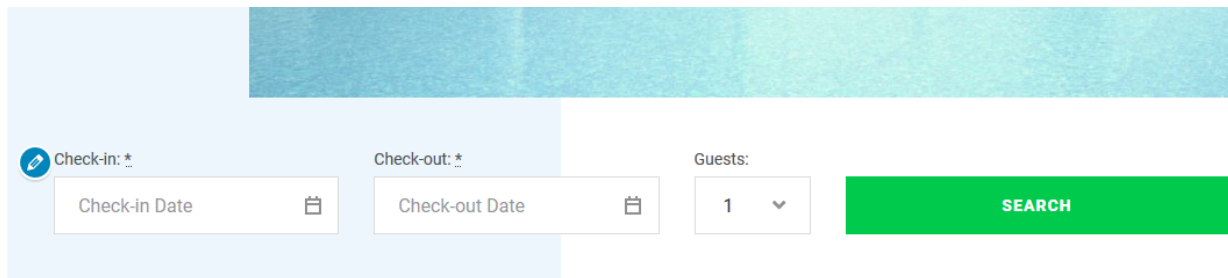| Facebook	Custom Link ▼
Instagram	Custom Link ▼
YouTube	Custom Link ▼
Foursquare	Custom Link ▼
Tripadvisor	Custom Link ▼

Reorder   **+ Add Items**

Menu Locations

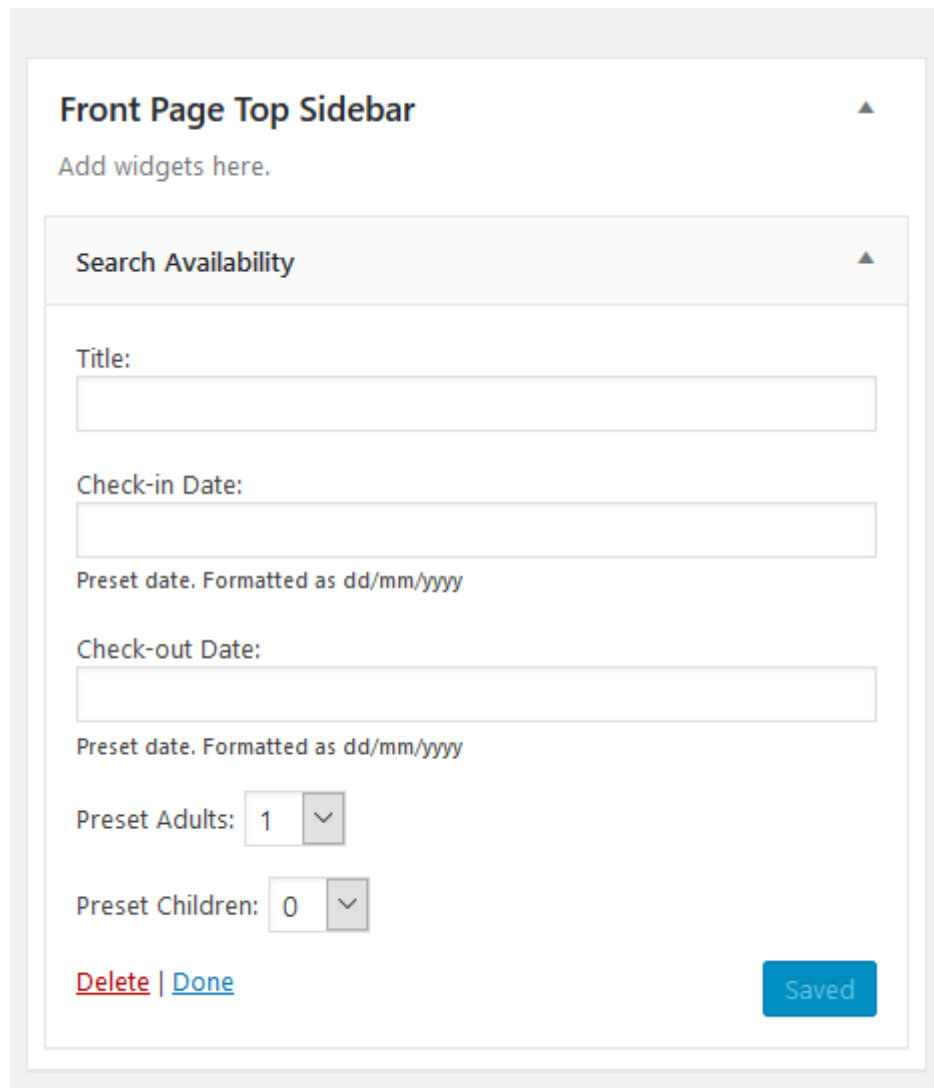Here's where this menu appears. If you'd like to change that, pick another location.

☐ Primary (Current: Primary menu)

☐ Footer (Current: Primary menu)

☑ Socials (Current: Socials menu)

☑ Front Page Socials (Current: Socials menu)

☐ Front Page Contacts (Current: Contacts menu)

Menu Options

☐ Automatically add new top-level pages to this menu

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You Tube

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Moreover, it's not a fixed position for the menu, so you can display these social icons in any of the available menus:

Socials menu

Menu Name

Socials menu

Facebook   Custom Link   ▲

URL

http://facebook.com

Navigation Label

Facebook

Remove

Instagram   Custom Link   ▼

YouTube   Custom Link   ▼

Foursquare   Custom Link   ▼

Tripadvisor   Custom Link   ▼

Reorder   ✚ Add Items

Menu Locations

Here's where this menu appears. If you'd like to
change that, pick another location.

☐ Primary (Current: Primary menu)

☐ Footer (Current: Primary menu)

☑ Socials (Current: Socials menu)

☑ Front Page Socials (Current: Socials menu)

☐ Front Page Contacts (Current: Contacts menu)

5. To add and /or edit the **Search availability form** widget on the front page (automatic search for the property according to guest's search parameters), go to *Appearance → Widgets → Front Page Top Sidebar.*

Here you can customize the widget or totally delete it.

To edit/remove the fields of this widget, go to Accommodation → *Settings → Guest Management:*

You can optionally use any other available widget in this section if you don't need the search availability form.

6. The rest of the blocks can be edited via Elementor page builder. You need to go back to the front page → *click Edit with Elementor.*
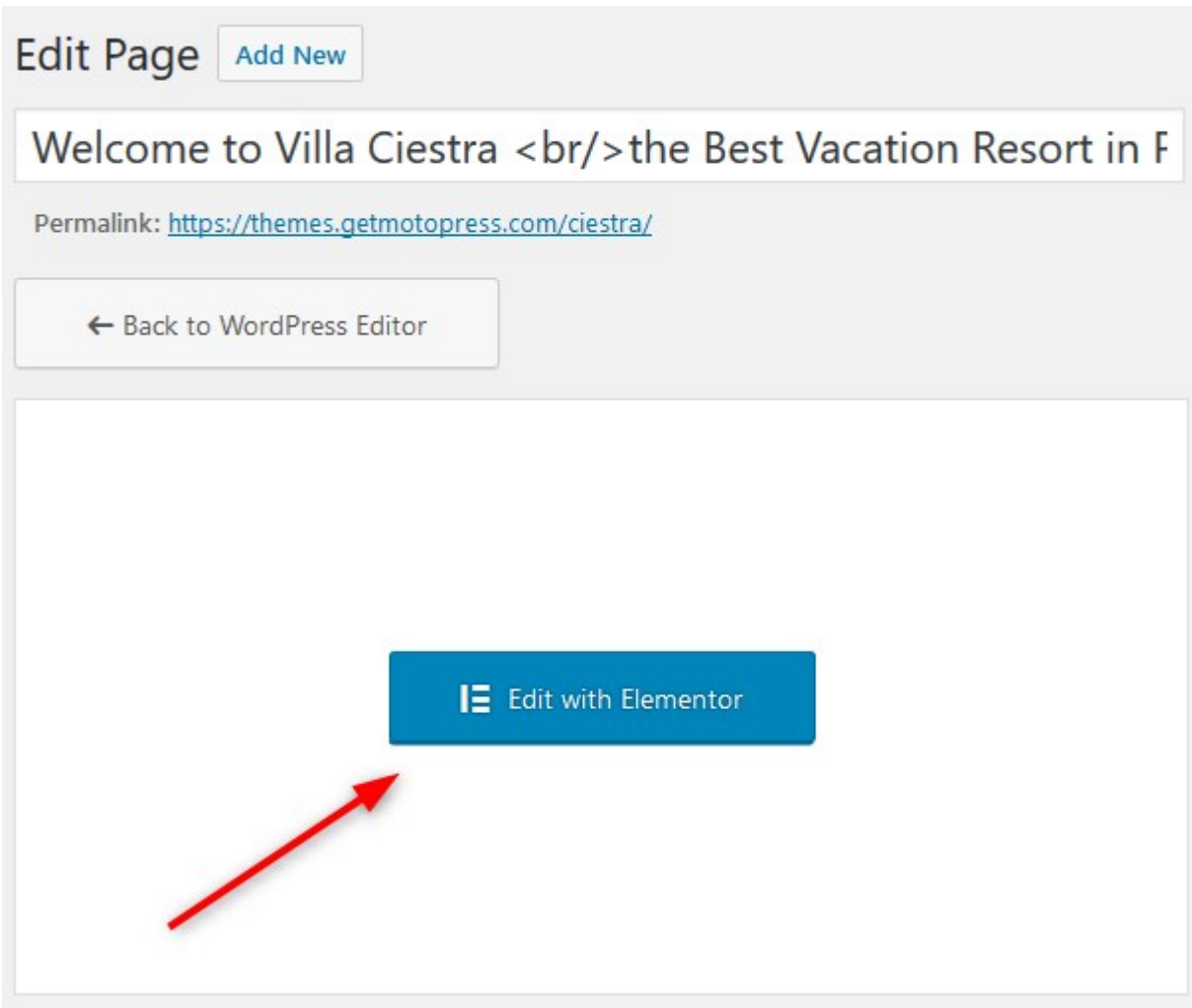
You can visually update content in blocks and change their layouts:

- **Intro section is designed with Elementor -** edit titles, images, shape divider and the rest of he elements.
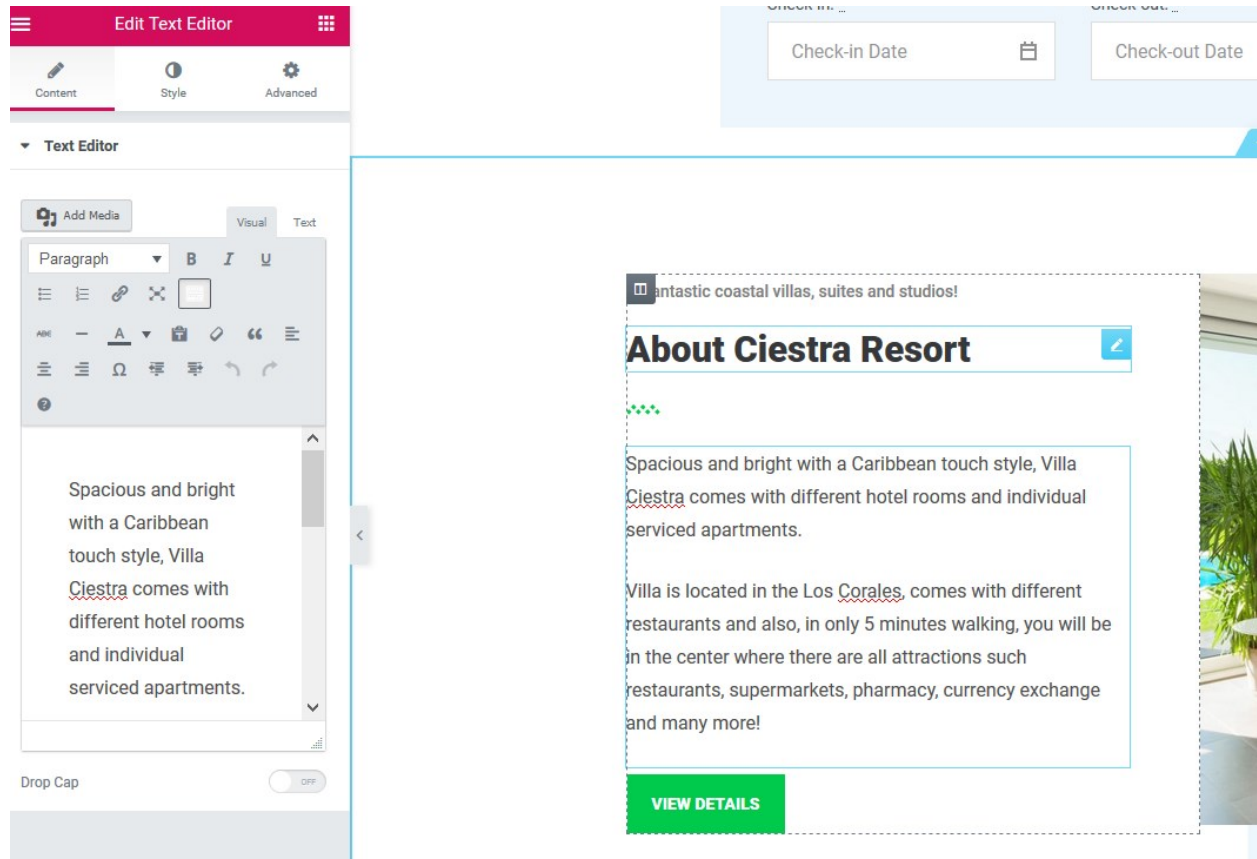
- The **properties directory** added via MotoPress Hotel Booking shortcode **[mphb_rooms]** and specifically designed Elementor widget to help you display the needed info in clicks: you can feature a gallery in a slider, amenities, price, etc. Simply click on the Edit element button and configure the settings.

- **Amenities slider** is a custom post type for Ciestra theme that you can add via *Amenities → Add new* in your WordPress dashboard and then customize its appearance in Elementor. You can feature any services or advantages of your properties in this slider.

- **Recent news** - if you want to feature recent news, in Elementor you can specify the number of posts you want to display.
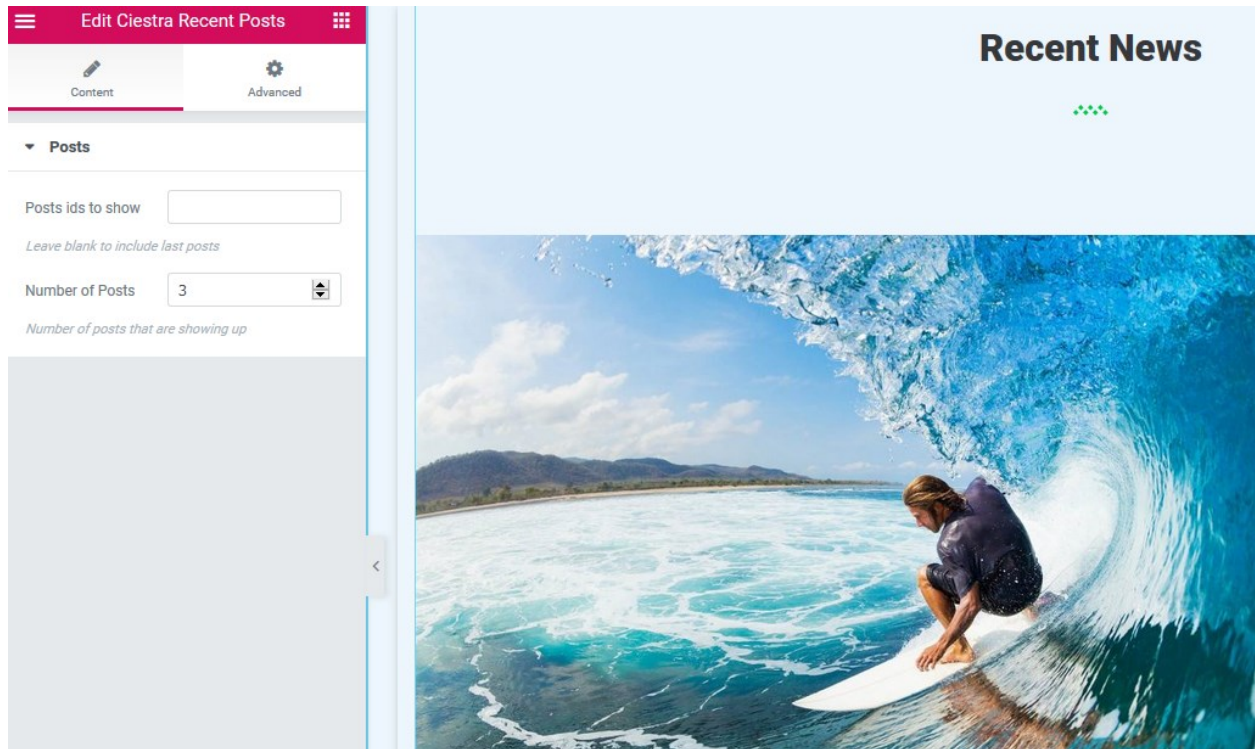
- **Testimonials** is a custom post type for Ciestra. To properly display the Testimonials slider, you should make sure that you've added the acutial reviews under *Testimonials → Add new.* This custom post type is editable via Elementor.
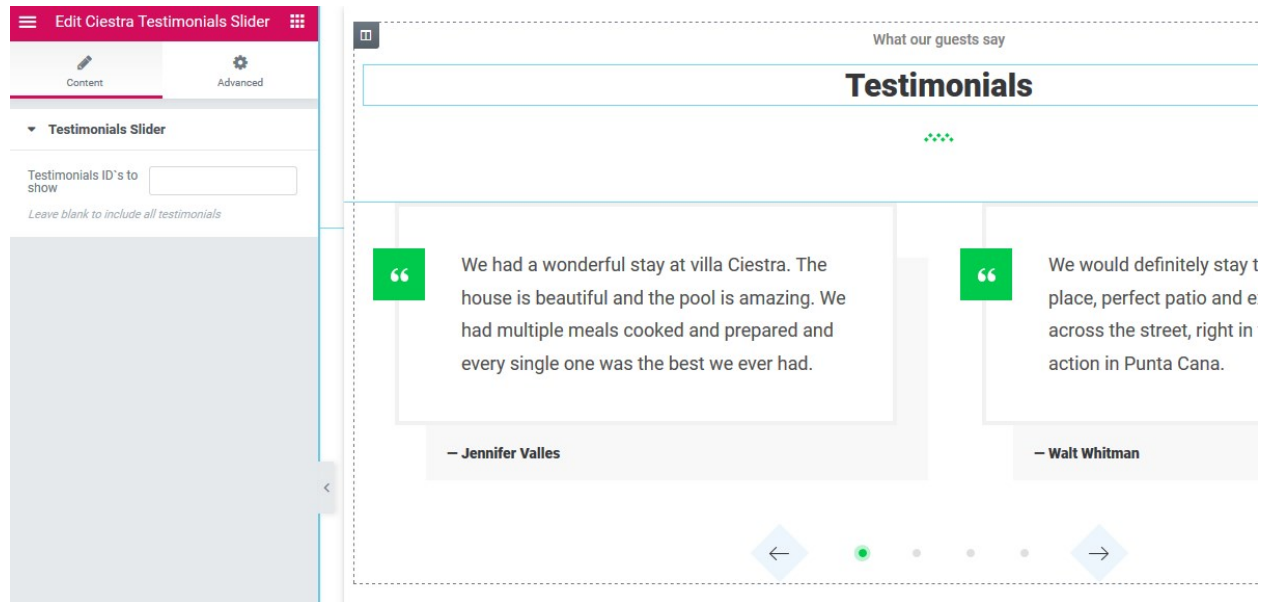
- Customize the block with the **Instagram Gallery** powered by the Instagram Gallery plugin (*see Installation section for details*). The title, subtitle and button of this block are customizable.
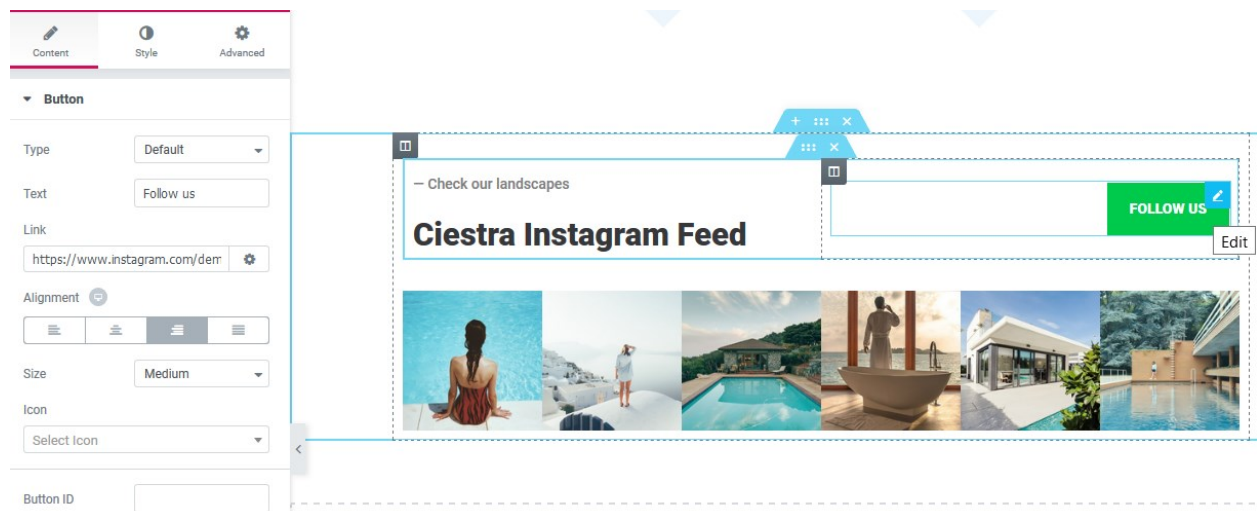
If you want to change the look and parameters of the gallery itself, go back to WordPress **Settings → Instagram Gallery → Edit** and change the initial gallery settings.

You can create different galleries and use them on different pages by copying / pasting a gallery shortcode.

If you want to add any other section, simply click "Add template" or "Add section" in Elementor.
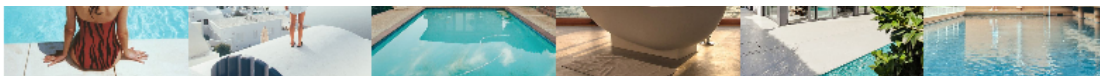
WordPress Customizer Settings

Go to **Appearance** → **Customize** to edit the following theme sections:

Site identity

Upload your logo, input a title, tagline and add a favicon. The theme supports SVG vector logos.

Menus

Here you can add menu items, change their location and content. Use "Add items" button to add add menu items to a particular menu and choose the location for this menu: primary, contact, socials, footer, footer page socials and front page contacts.

To add social icons to the menu, navigate to *WordPress Customizer → Menus → Add Menu → Choose location Socials → Add Custom links* with the appropriate names (e.g. Twitter, Tripadvisor) and links to your social media accounts. The social icons will appear once you add the links.

You can also customize, move or delete other menu items as well as change their positions.

Primary menu

Menu Name

Primary menu

Home	Custom Link ▼
Our Rooms	Page ▼
Pages	Custom Link ▼

Book Online	Page ▼
Amenities	Page ▼
Services	Page ▼
What Our Guests Say	Page ▼
About Ciestra	Page ▼

| Features | Custom Link ▼ |

HTML Elements	Page ▼
Typography	Page ▼
404 page	Custom Link ▼

| News | Page ▼ |
| Contact | Page ▼ |

Reorder   ✚ Add Items

Menu Locations

Widgets

Here you can select the appropriate widgets for the following widget areas: **Sidebar** (will display the chosen widgets if you opt for displaying the sidebar on the blog), **Footer sidebar** and **Front Page Top Sidebar** (by default, the search availability form).

Theme Options
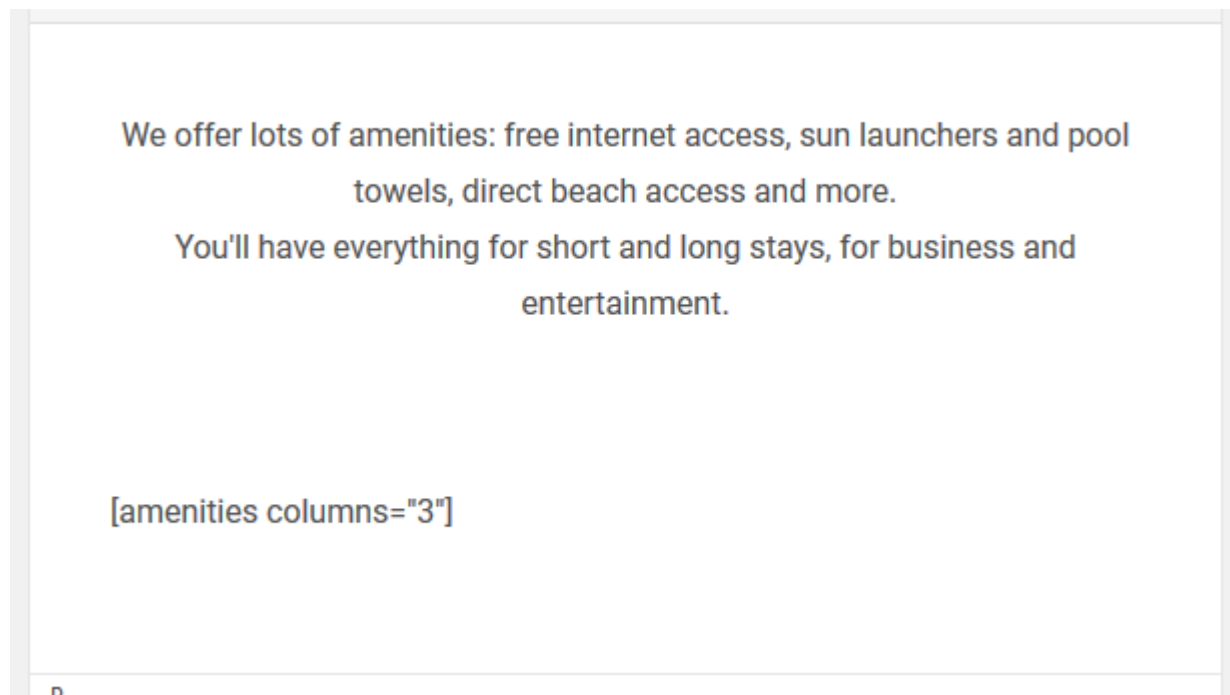
Here you can set the preferable blog layout: with or without sidebar. To set the individual post layout (with or without sidebar), edit the post page template (left editor panel). By default, the blog and individual post pages are displayed without sidebar.

Amenities page

If you want to display your Amenities/Services/Special offers, etc. in the normal grid layout (like the Amenities demo page) on a separate page, you should firstly add all items via *Amenities →* *Add new* in your WordPress dashboard.

Then create a new page and paste [amenities] shortcode. Change the number of columns with the following parameter: [amenities columns="3"] where 3 is a desirable number of columns.

We offer lots of amenities: free internet access, sun launchers and pool towels, direct beach access and more.
You'll have everything for short and long stays, for business and entertainment.

[amenities columns="3"]

D

Use "Wide" page template for a professional page look.

Magnificent Amenities

We offer lots of amenities: free internet access, sun launchers and pool towels, direct beach access and more.
You'll have everything for short and long stays, for business and entertainment.

Swimming Pool

The 15-metre exercise pool is delightful to sit in overlooking the ocean. Cool down in the crystal clear pool, enjoy marvels of Punta Cana.

READ MORE

Our Restaurant

We serve delicious food from the local cuisine made with natural ingredients from local farms, including vegetarian-friendly items!

READ MORE

Conference Room

Meeting room is fully equipped to make your meetings as comfortable as possible. Plenty of natural light and a peaceful view of the ocean.

READ MORE

Services page

The Services page is created with the MotoPress Hotel Booking plugin shortcode [mphb_services] for the services list. If you added all available services via *Accommodation → Services*, you can list all of them on any page by simply pasting [mphb_services] shortcode:
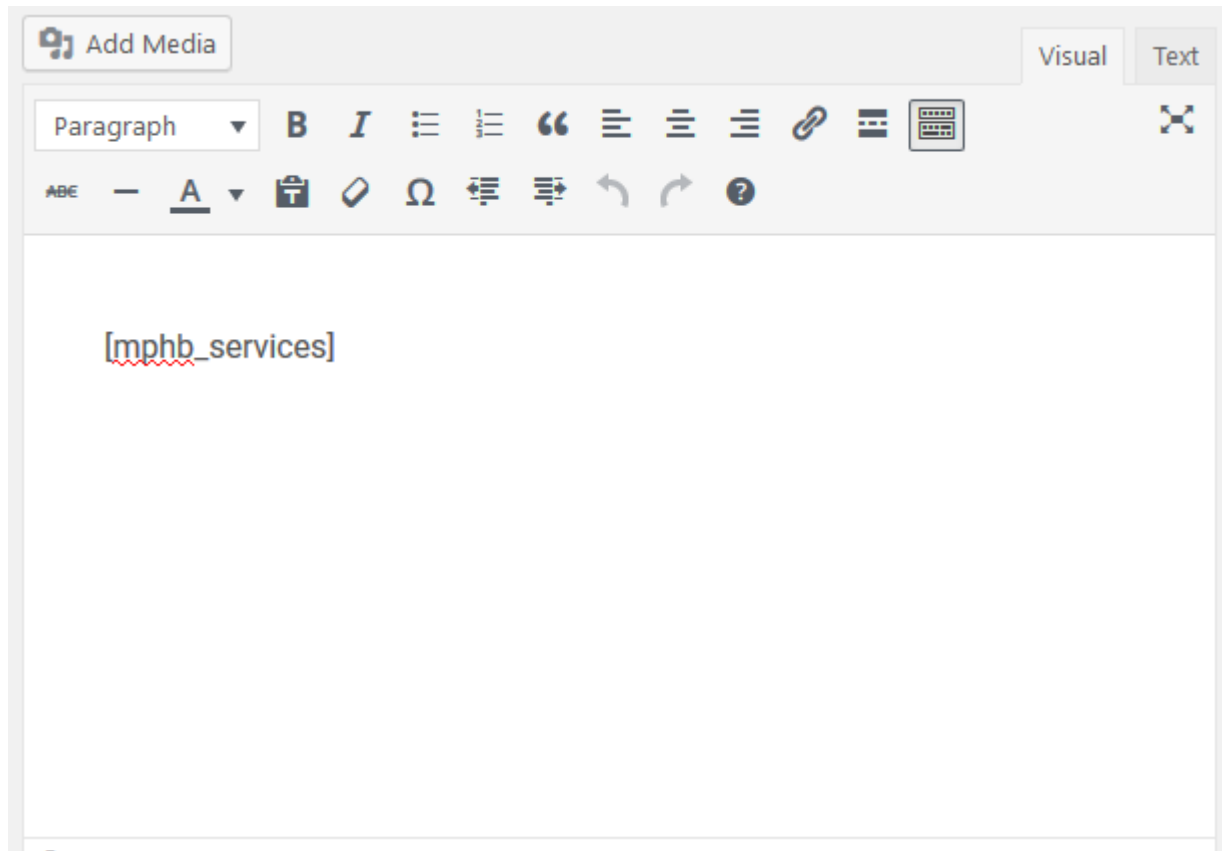
View all available parameters for this shortcode via *Accommodation → Shortcodes*. Use "without sidebar" page template for a professional page look.

Our Services

Spa Treatments

Villa opens the door to one of the most professional spa worlds: we've created an entire small spa center inside our hotel to deliver unique and popular spa services for men and women. We offer various types of relaxing massages, facials, exfoliation treatment, exclusive body wraps with different oils. Only luxury spa treatments and only best professionals in Punta Cana.

Contact page

The layout of the Contact page is designed with Elementor page builder so you can update it visually just like the front page or "About us" page.

The contact form is powered by the Contact Form 7 plugin. To properly display the form on the page / edit fields, you should firstly create a form via WordPress dashboard → *Contact → Add new (or Contact forms)*

Create or edit your form and insert the shortcode into Elementor:
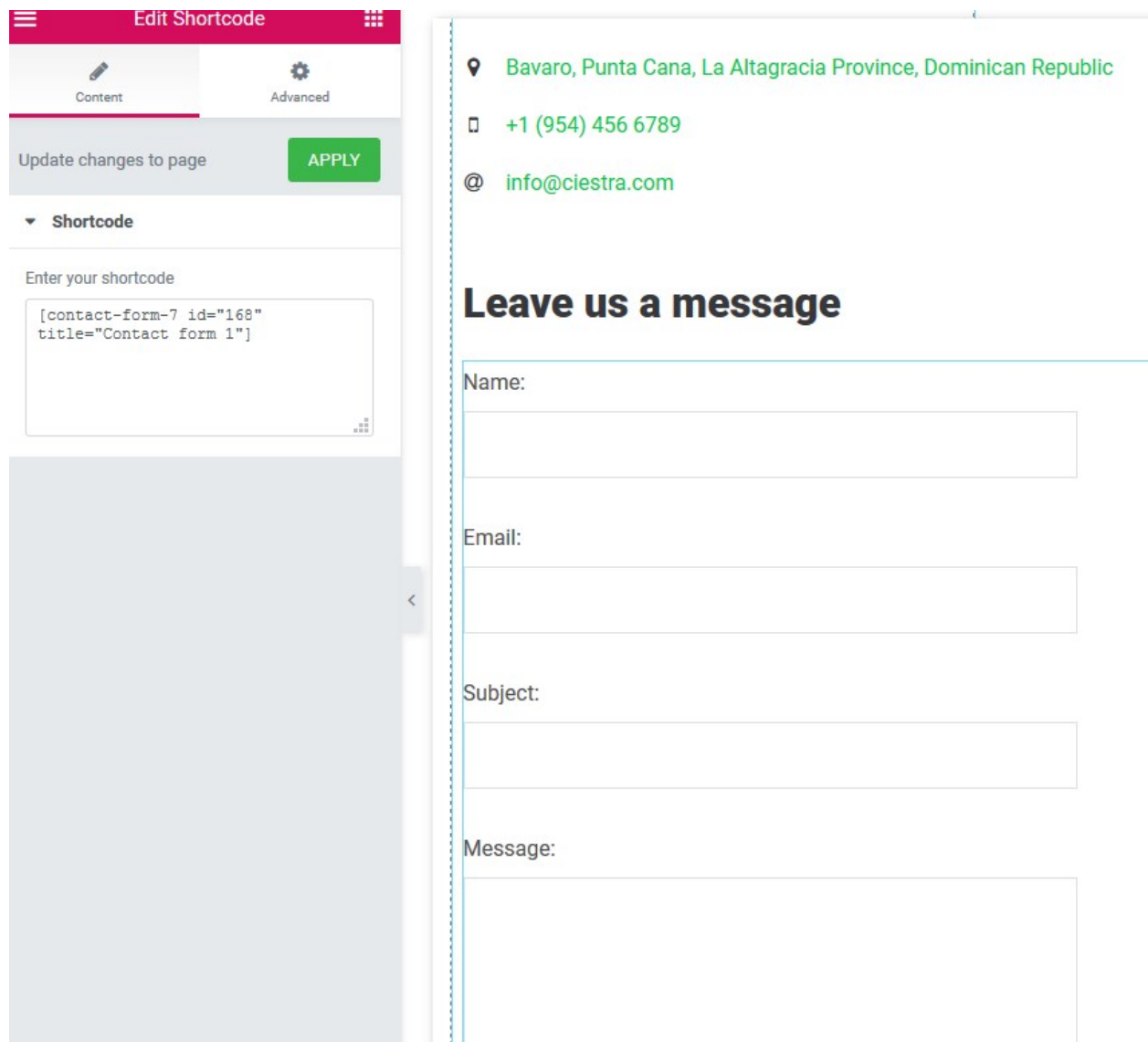
You can use any other WordPress contact form plugin instead.

Page templates

The theme provides a variety of page layouts. You are able to set the following page layouts which could be found at the right panel of the page editor:

- Front Page
- With Sidebar
- Without Sidebar

- Wide

The blog layout can with or without sidebar (editable in WordPress Customizer) and the individual post can be displayed either with or without sidebar as well (editable in page template).