

## Adding a new Package

- (1) To add a new package, go to the 'Packages' tab, and choose 'Add New'. You will see the following screen:

The screenshot shows the 'Add New Package' form in the WordPress dashboard. The left sidebar contains a menu with 'Packages' selected, showing 'Add New' (1) and 'Package Category'. The main content area is titled 'Add New Package' and contains several fields: 'Add title' (2), 'Package price' (3), 'Number of photographers' (4), 'Package duration' (5), 'Package description' (6), and 'Order Number' (1) with a note 'The order in which packages will be shown on-site'. The right sidebar contains a 'Publish' section with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options, and a 'Package Categories' section with 'All Package Category' and 'Most Used' tabs, showing 'Extras' (7) and 'Packages' options, and a '+ Add New Package Category' link.

From here you can fill in information about the pricing package, including (2) price, (3) number of photographers, (4) the duration, and (5) an overall description.

(6) There are also a few organizational fields that need to be filled in. The Order Number field will determine which order the package will be shown on site, in ascending order. Keep in mind, the first two packages will be shown side by side, and all subsequent packages will stretch across the screen and be organized vertically. It is advised to make sure any changes look good with the site layout!(6)

(7) There is also a 'Package Categories' section on the right side, for specifying if the new item is a package or an extra. Packages must be categorized to show up on the packages page. Packages categorized as 'Packages' will show up with the other packages. Packages categorized as 'Extras' will show up after the other packages, in their own section, in a list format.