

# Portfolio

## Austin Community Family Center

---

IT 278 Community Based Technology

March 9, 2016

Site Address: [acfc.service-cdm.org](http://acfc.service-cdm.org)



# Table of Contents

Training	
Module.....	
.....2	
a. Wordpress	
Credentials.....	2
b. Publishing and editing	
pages.....	3
c. Uploading and changing images on Media library.....	
5	
d. Updating Events page/	
widget.....	14
e. Calendar	
plugin.....	1
8	
f. Paypal Setup/	
Donations.....	22
g. Changing volunteer	
form.....	28
h. Making Private pages	
public.....	30
i. Adding pages to	
menu/navigation.....	32
j. Changing homepage	
contents.....	36
k. Changing images in homepage	
slider.....	38
Project	
Deliverables.....	
50	
1. Needs	
Analysis.....	
... 50	
2. Requirements.....	
..... 61	
3. Wireframes and	
Prototypes.....	74

4. Usability	
Report.....	
95	
Supplemental Notes and	
Materials.....	103

# Training Module

---

## WordPress Credentials

Here is the login information that the ACFC will need to get into their website's WordPress account. *It is advised that you should change the password once you have access to the account.* We will also explain how to use important features that WordPress offers to maintain the website.

WordPress Website: <http://acfc-service-cdm.org/>

WordPress Admin Website: <http://acfc.service-cdm.org/wp-admin/>

WordPress Admin Username: acfc-CC

WordPress Admin Password: acfc-cornelicoe

WordPress Admin Email: [admin@acfc.service-cdm.org](mailto:admin@acfc.service-cdm.org)

## **Training/ Tasks we need to Explain:**

### **1. Basics - Publishing and Editing Pages**

(FOR PAGES WITH SITEORIGIN WIDGETS, SEE 1B) Editing and publishing pages on Wordpress is simple. Once you have signed into your Wordpress account, you should be greeted with the dashboard page.

The screenshot shows the WordPress dashboard for the 'Austin Community Family Center' site. The left sidebar includes links for Home, Updates, Jetpack, Posts, Media, Pages, Comments, Donations, Contact, TablePress, Appearance, Plugins, Users, Tools, Settings, SEO, and Google Maps. The main dashboard area has sections for 'At a Glance' (26 Pages, 1 Give Form), 'Activity' (No activity yet!), 'Give: Donation Statistics' (\$0.00), 'Quick Draft' (Title, What's on your mind? Save Draft button), and 'WordPress News' (WP Tavern links). The top right features a 'Give Test Mode Active' button, 'Howdy, ACFC' user info, and 'Screen Options' and 'Help' dropdowns.

### *The Dashboard*

Upon accessing the dashboard, you can modify and create pages by selecting the **Pages** button on the lefthand side.

Once you've selected Pages, you can add a new page by selecting the **Add New** button. Alternatively, you can edit an existing page by simply hovering over it in the interface below.

The screenshot shows the 'Pages' interface. It includes a header with 'Pages' and 'Add New' buttons, a Yoast SEO update notice, and a toolbar with 'All (29)', 'Mine (2)', 'Published (26)', 'Private (3)', 'Trash (5)', 'Bulk Actions', 'Apply', 'All dates', 'All SEO Scores', and 'Filter' options. Below this is a list of pages with checkboxes: 'Title' (selected), 'About' (selected), and 'After School' (unchecked). Under 'After School', there are links for 'Edit', 'Quick Edit', 'Trash', and 'View'.

### *The Pages interface*

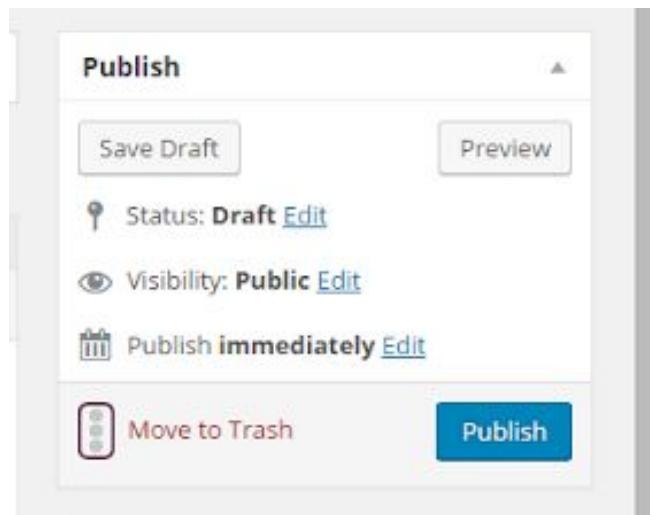
When you've either selected Add New or an existing page, you'll see the interface below. There are a lot of buttons and modules you can use, such as Google maps and Sliders, but let's focus

on the basics for now. You can add in a page title and a page body by selecting and modifying the two primary text boxes.



*The title section*

Once you've completed making adjustments to your page, it's time to publish. Select the **Publish** button on the righthand side of the screen. If desired, you can assign a parent to your page. This will make it appear in a dropdown menu of your choosing.



*The publishing options on the righthand side of the screen*

If you've done all this correctly, you should be able to see your new page, or modifications to an existing page, on the live website. Congratulations!

**1b.** Some pages utilize SiteOrigin widgets. Let's edit one of those now. Select the 'Edit' button on a page like 'Collaborations'. Once you've done that, you should see an interface like this:

The screenshot shows the SiteOrigin page editor interface. On the left, the page title is 'Collaborations' with a permalink below it. A toolbar at the top includes buttons for 'Add Widget', 'Add Row', 'Prebuilt', 'History', 'Live Editor', and 'Switch to Editor'. The main content area contains two SiteOrigin widgets: a 'SiteOrigin Headline' widget containing the text 'A headline widget.' and a 'SiteOrigin Editor' widget containing the text 'The ACFC is affiliated with a number of organizations in order to provide adequate services to'. Below the content, status information shows a word count of 37 and the last edit by Kyle Burger on March 9, 2016. On the right, a 'Publish' sidebar displays publishing details: Status: Published, Visibility: Public, Revisions: 11, Published on: Feb 22, 2016 @ 20:13, and buttons for 'Move to Trash' and 'Update'. Below the publish sidebar is a 'Page Attributes' section with a 'Parent' field.

So, just by observing these two widgets - "SiteOrigin Headline" and "SiteOrigin Editor" - we can see that we have a headline and page body content. In order to edit the headline, hover over the **SiteOrigin Headline** and select '**edit**'.

Once you've done this, you should see an interface like this:

SiteOrigin Headline

< > X

— Headline

**Text**  
Collaborations

**H Tag**  
H1 ▾

**Font**  
Use theme font ▾

**Color**  
  Select Color

**Align**  
Center ▾

+ Sub headline

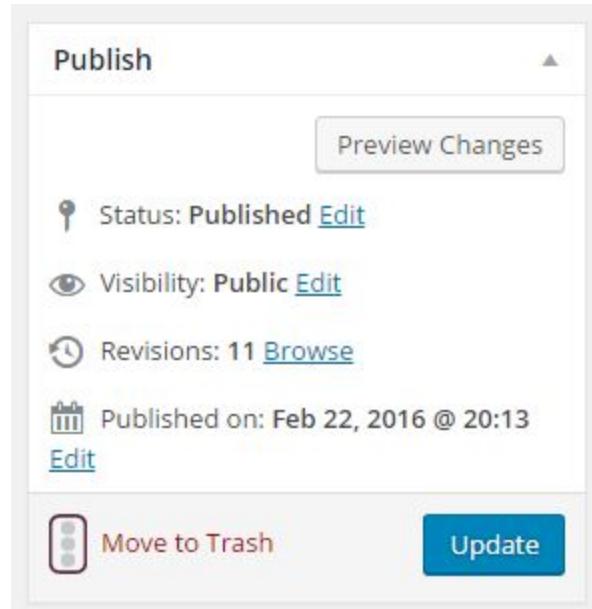
Widget Styles

Attributes

Layout

Design

Here you can edit and modify the page headline. You can change the text, H tag (size), font, color, and alignment. Once you make changes, select the **Done** button in the bottom right corner. The window will close, and you can press the **Update** button on the righthand side to publish your changes.



In order to edit the SiteOrigin Editor (page content), follow the same process. Hover over the **SiteOrigin Editor** widget and select **Edit**.

SiteOrigin Editor

Title

Add Media Add Google Map Visual Text

B I ABC = “ - = = = = = = = 27

The ACFC is affiliated with a number of organizations in order to provide adequate services to the Austin Community. You can see a list of our affiliates by clicking on the link below.

[See our agencies](#)



P

Automatically add paragraphs

Preview

Widget Styles

Attributes

Layout

Design

You should see an interface like the one above. You can change the text contents of the page, or add a picture by selecting ‘Add media’ (More on this in section “Uploading and changing image sizes on Media library”). Once you’re done making changes, click the **Done** button. Again, the window will close, and you can click **Update** to publish your changes.

Some pages will have different SiteOrigin widgets, and you can make changes to them by simply hovering over them and selecting ‘edit’. For more information on SiteOrigin widgets, see section “Changing Homepage Contents”.

An alternative way to edit these pages is to select the “Live Editor” button. After you have done this, select what you would like to modify.

Collaborations

Permalink: <http://acfc.service-cdm.org/collaborations/> Edit

+ Add Widget □ Add Row Prebuilt History Live Editor Switch to Editor

SiteOrigin Headline  
A headline widget.

SiteOrigin Editor  
The ACFC is affiliated with a number of organizations in order to provide adequate services to

Pl



Ed



Pe

With the live editor, you can click on features on the page to edit them. This is a more user-friendly way to figure out the widget functions on a page.

Row 1

SiteOrigin Headline  
A headline widget.

SiteOrigin Editor  
The ACFC is affiliated with a number of organizations in order to provide adequate services to the Austin Community. You can see a list of our affiliates by clicking on the link below.

See our agencies

Collaborations

Home About Us Programs & Activities Events

Collaborations Get Involved Contact Us

## 2. Uploading and changing image sizes on Media library.

Media consists of the images, video, recordings, and files that you upload and use in your blog. Media is typically uploaded and inserted into the content when creating a Post or creating a Page. Note that the Uploading Setting in the Settings Media Screen describes the location and structure of the upload directory (where your media files are stored).

### Settings > Media

The **Settings Media Screen** controls the various settings related to images and other media that are used in writing posts and pages.

**Media Settings**

**Image sizes**

The sizes listed below determine the maximum dimensions in pixels to use when adding an image to the Media Library.

<b>Thumbnail size</b>	Width <input type="text" value="150"/> Height <input type="text" value="150"/>
<input checked="" type="checkbox"/> Crop thumbnail to exact dimensions (normally thumbnails are proportional)	
<b>Medium size</b>	Max Width <input type="text" value="300"/> Max Height <input type="text" value="300"/>
<b>Large size</b>	Max Width <input type="text" value="1024"/> Max Height <input type="text" value="1024"/>

**Uploading Files**

Organize my uploads into month- and year-based folders

**Save Changes**

If you do need to upload Media, even if that Media is not related to a Post or Page, then you need to use the **Media Add New Screen**.

### Media > Add New

The Media Add New Screen allows you to upload Media (Images, video, files, etc.) for later use in your posts and pages. This screen allows you to both add single items as well as perform bulk uploads, if you wish to add more than one media item to your Media Library.

### Uploading New Media

Uploading media from your local computer into the Media Library is quite simple. Two 'uploader' methods, Multi-File Uploader and Browser Uploader, are provided. The Multi-File Uploader is the primary method for adding media to the Media Library, but if doesn't work then click the "Browser Uploader" link to use the Browser Uploader.

The screenshot shows the WordPress Admin Dashboard with a dark sidebar on the left containing various menu items like About WordPress, Add New, Pages, Comments, etc. The main area is titled 'Upload New Media' and features a large dashed rectangular area for file uploads. Below it is a 'Drop files here' placeholder and a 'Select Files' button. A note at the bottom states: 'You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.' and 'Maximum upload file size: 128 MB.'

This screenshot shows the 'Upload New Media' screen after files have been uploaded. It lists five files: MCR1, MCR2, MCR3, MCR4.jpg, and MCR5.jpg. MCR4.jpg has a progress bar at 98%, while MCR5.jpg has a progress bar at 0%. Each file entry includes an 'Edit' link.

File	Progress
MCR1	100%
MCR2	100%
MCR3	100%
MCR4.jpg	98%
MCR5.jpg	0%

Additionally, you will view a message displayed at the bottom of your view that indicates maximum upload size for files, as set by your hosting provider.

## Multi-File Uploader

1. **Drag-and-drop:** If you are using a web browser that supports HTML5 then you will see an active upload area (indicated by a dashed border) where you can "drag-and-drop" files from your computer to this area to upload them to the Media Library. You can upload files one at a time, or you can add multiple media items by dragging and dropping a group of files in this area.
2. **Select files:** if drag-and-drop is not working for you, click on the Select Files button, which will launch a file browser that allows you to find and select (by clicking) the files you want to upload. Multiple files can be also be selected by holding down the Ctrl Key (Cmd key on a Mac) and clicking on each file you wish to upload. After all the files are selected, click on the Open button to begin uploading.



As your files are uploaded, a status bar will be displayed next to each one to indicate progress, and when the uploading is complete, a thumbnail of the media is displayed. Once your upload is complete, you may click on the Edit link to edit and save the information about that media files (see the Edit Media page for more information) if you wish.

## Edit Media

**Media > Library > Select Image > Edit Image**

The **Edit Media** page is where you manage information about your media that is saved in the **Media Library**. To reach the **Edit Media** page, go to **Media > Library** and click the name of the media item or the **Edit** link that appears below the name on hover. You can also reach this page by clicking on the **Edit** link when adding new media to your site.

The data entered on the **Edit Media** page is often used by attachment pages and galleries if the theme or plugin chooses to display it, and the data is also used as the default values at the time an image is inserted into a page.

In addition to managing meta data such as title, caption, alt text, and description, there are also added controls for performing basic media edits such as rotating, scaling, and cropping images. For more information see the **Edit Image** section of this Codex page.

### **Edit Media Page**

**Media > Library > Select Image > Edit more details**

Edit Media [Add New](#)

Clouds over the Hudson

Permalink: <http://example.com/2014/04/20/gallery/clouds-over-the-hudson/> [Edit](#) [View Attachment Page](#)



Save

Uploaded on: Apr 20, 2014 @ 12:44

File URL: [http://example.com/wp-content/uploads/2014/04/IMG\\_2556.jpg](http://example.com/wp-content/uploads/2014/04/IMG_2556.jpg)

File name: IMG\_2556.jpg

File type: JPG

File size: 3 MB

Dimensions: 3264 x 2448

[Delete Permanently](#) [Update](#)

[Edit Image](#)

Caption

This was shot from the 68 Adirondack train en route to The City.

Alternative Text

Clouds in the sky above the Hudson River

Description

[b](#) [i](#) [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [close tags](#)

**Title:** the name of the media. A title is displayed in the File column of the **Media Library Screen** and is often shown on attachment pages and galleries if themes or plugins are designed to display it.

**Permalink:** this is the URL of the media attachment page. There is also a link to view the attachment page.

**Edit Image button:** (Image files only) allows you to make edits such as rotate, scale, and crop.

**Caption:** a brief explanation of the media.

**Alternate Text:** the alt text for the image, e.g. “The Mona Lisa” to describe the media. Used for accessibility.

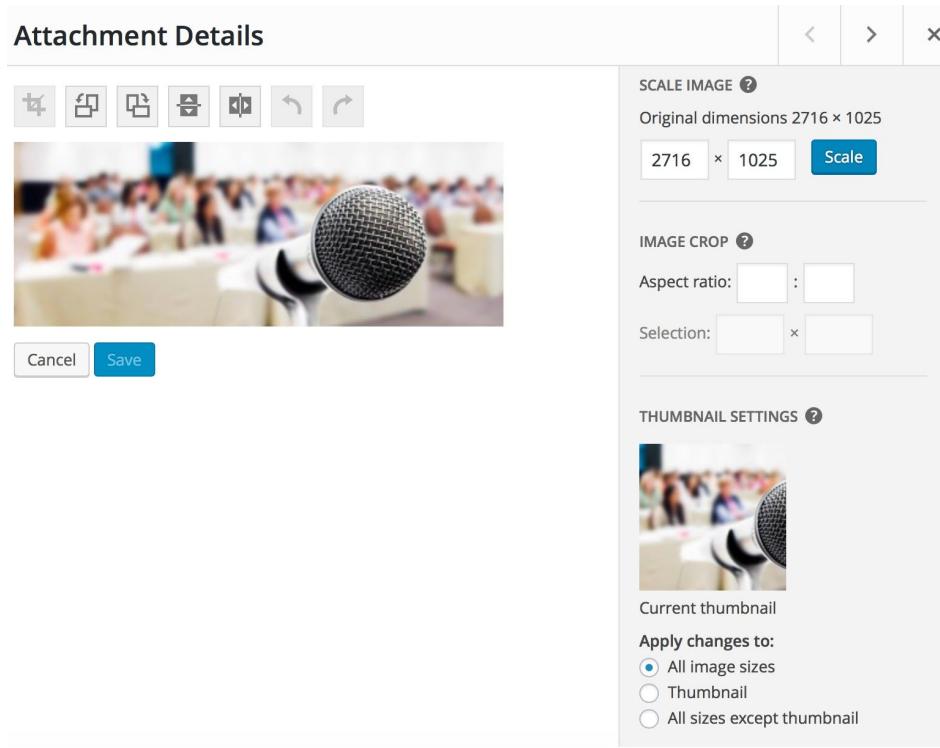
**Description:** an explanation of this particular media.

**File URL:** read only display of a direct link to the media file.

**Save Meta Box:** displays information about your media, such as the upload date, web address, filename, type, size, and dimensions. Also includes actions to **Delete Permanently** or **Update** any change you have made.

## Edit Image

Clicking the **Edit Image** button launches the image editor screen, giving you access to several useful image editing controls. The edits you make to your image are *non-destructive* and you can restore the image to its original (uploaded) specifications at any time. Here are the various controls available to you in this Edit Image mode:



**Crop:** to crop the image, first click on the image and drag to make your selection. Once a selection has been made, then click the crop icon above the image to finalize the crop. You can use the **Aspect ratio** and **Selection** option to make further adjustments or use [keyboard shortcuts](#) to fine-tune your crop selection before clicking the crop icon.

**Rotate counter-clockwise:** rotate the image 90 degrees counter-clockwise.

**Rotate clockwise:** rotate the image 90 degrees clockwise.

**Flip vertically:** flip the image upside-down.

**Flip horizontally:** flip the image left-to-right.

**Undo/Redo:** remove or restore your last edit. You can click as many times as you want in succession to "step" through the edit history.

**Scale Image:** proportionally scale the original image. For best results, scaling should be done before you crop, flip, or rotate. Images can only be scaled down, not up. The original dimensions are displayed as a guideline above the box for entering new dimensions. Click **Scale** button to display the new scaled image. Also **Restore Original Image** button appears to allow you restore the change.

**Restore Original Image:** if changes have been made to an image, the Restore Original Image button allows you to discard any changes and restore the original image. Previously edited copies of the image will not be deleted. Press the Restore image to complete the action.

**Image Crop:** used in combination with the *Crop* icon, this tool allows you to make the following precise adjustments:

- **Crop Aspect Ratio:** You can specify the crop selection aspect ratio then hold down the Shift key while dragging to lock it. The values can be 1:1 (square), 4:3, 16:9, etc. If there is a selection, specifying aspect ratio will set it immediately.
- **Crop Selection:** Once started, the selection can be adjusted by entering new values (in pixels). Note that these values are scaled to approximately match the original image dimensions. The minimum selection size equals the thumbnail size as set in the **Settings Media Screen**.

**Save:** use this to save the changes made to an image and return to the **Edit Media** screen for this image.

**Cancel:** use this to cancel any operation that has been performed on the image in the current session.

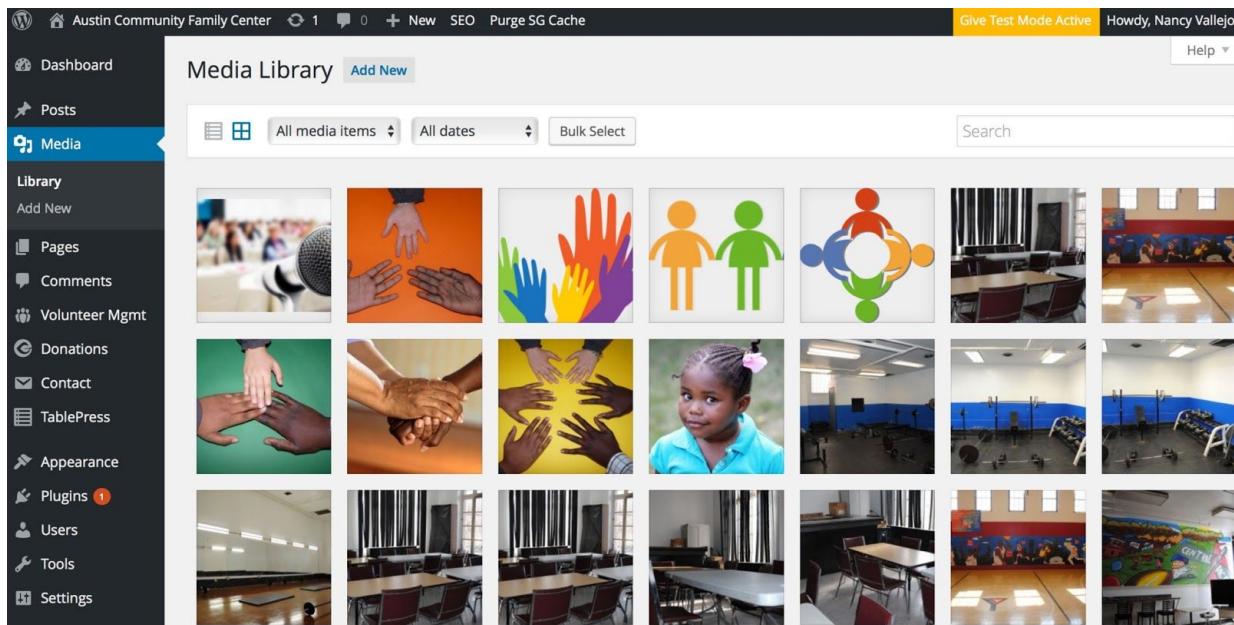
## **Media Library**

The Media Library Screen allows you to edit, view, and delete Media previously uploaded to your blog. Multiple Media objects can be selected for deletion. Search and filtering ability is also provided to allow you to find the desired Media.

Media Library provides two type of views. One is simple visual **Grid View** and another is conventional **List View**. Switch between these views using the icons to the left above the screen.

### Grid View

In Media Library Grid View, thumbnails of image, Audio icons and Movie icons are arranged in the grid.



### List View

In Media Library List View, a table lists all of your Media, by row. The Media are listed with the newest uploaded Media first.

Media Library <a href="#">Add New</a>				
<input type="checkbox"/> <input type="checkbox"/> All media items <span>▼</span> All dates <span>▼</span> Filter		Search <span style="float: right;">Screen Options ▾ help ▾</span>		
Bulk Actions <span>▼</span>		38 items <span>« &lt; 1 of 2 &gt; »</span>		
<input type="checkbox"/>	File	Author	Uploaded to	Date
<input type="checkbox"/>	 eventsmm eventsmm.jpg	Connor Bolin	Events Detach	— 2 hours ago
<input type="checkbox"/>	 hand-1137984_1280 hand-1137984_1280.jpg	ACFC	(Unattached) Attach	— 2 hours ago
<input type="checkbox"/>	 Helpinghands.svg Helpinghands.svg_.png	Kyle Burger	Collaborations Detach	— 3 hours ago
<input type="checkbox"/>	 community-150124_1280 community-150124_1280.png	ACFC	(Unattached) Attach	— 23 hours ago
<input type="checkbox"/>	 community community.png	ACFC	(Unattached) Attach	— 23 hours ago
<input type="checkbox"/>	 acfc-conference-03-smaller	ACFC	(Unattached)	— 2016/03/07

## Delete Media

To delete media items, click the Bulk Select button at the top of the screen. Select any items you wish to delete, then click the Delete Selected button. Clicking the Cancel Selection button takes you back to viewing your media.

You have completed the Uploading and Editing Media Section!

## 3. Updating Events Page/Widget

Updating the events sidebar affects the following area of each page:

## Upcoming events

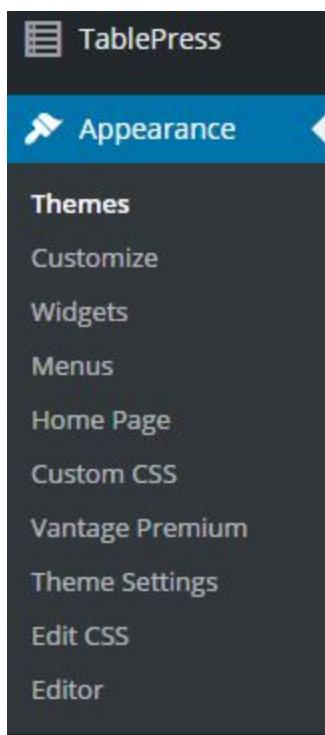
### 1. Game Night

11 March 2016

Repeat Every 1 Week(s) on :  
Friday

We are playing different  
games tonight. Bring extr  
See more

First, from the dashboard on the administrative menu select **Appearance**, then **Customize**.



From there you will be given this menu. Click on the **Widgets** tab, then **Sidebar**.

The screenshot shows two panels of a website customization interface. The left panel displays the main navigation menu with options like Site Title, Tagline, and Logo; Menus; Widgets; Static Front Page; and Yoast SEO Breadcrumbs. The right panel is currently active, showing a sub-menu for 'Widgets' with options for Sidebar, Footer, and Header.

You are customizing [Austin Community Family Ce...](#)

Active theme [Change](#)

Vantage

Site Title, Tagline, and Logo >

Menus >

Widgets >

Static Front Page >

Yoast SEO Breadcrumbs >

You are customizing [Widgets](#)

Sidebar >

Footer >

Header >

Then you simply select the **Upcoming Events** tab, which will give you several options to customize.

The screenshot shows the 'Sidebar' configuration page. At the top right, there's a 'Saved' button. Below it, a breadcrumb trail reads 'Customizing > Widgets > Sidebar'. On the left, a sidebar panel contains the following settings:

- Title:** Upcoming events
- Select Calendar:** ACFC Event Caler
- Select Theme:** Select Theme
- Events to display:** Starting From Current Date (radio button selected)
- Events Quantity:** 1
- Show Event Date:** Yes (radio button selected)
- Show Event Repeat Rate:** Yes (radio button selected)
- Show Event Text:** Yes (radio button selected)
- Show Numbering:** Yes (radio button selected)

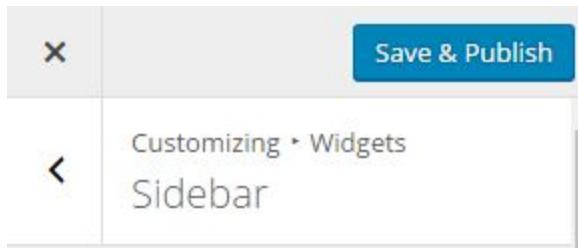
On the right, there are several configuration options:

- Show Numbering:** No (radio button selected)
- Width:** 200
- Background Color:** Select Color
- Event Title Color:** Black (color swatch) | Select Color
- Event Title Font Size:** 14
- Event Title Font:** Arial
- Event Date Color:** Black (color swatch) | Select Color
- Event Date Format:** F d, Y
- Event Repeat Rate Color:** Select Color
- Event Text Color:** Black (color swatch) | Select Color
- Divider Color:** Gray (color swatch) | Select Color

At the bottom right of the configuration area are 'Remove' and 'Close' buttons, and a 'Visibility' button.

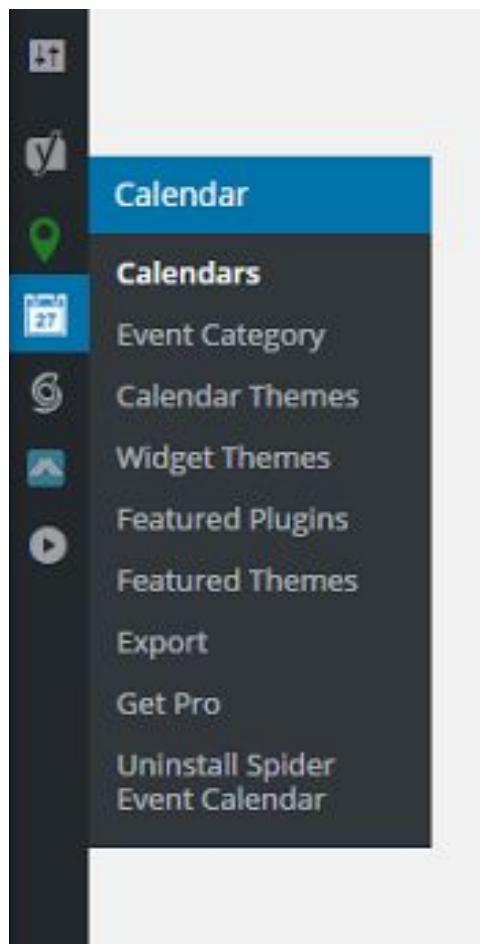
The main features to take note of are the **Title**, **Select Calendar**, and **Events Quantity**. Setting these gives the sidebar a title to show the user, chooses which calendar to show events for, and sets how many events are shown on the sidebar at any given time. These will be the most important features, but the other elements of the widget that are useful. There is a section dedicated to showing what information about each event will be shown, allow altering the width of the section (**Width**), as well as a large section that can alter the color and font scheme. It also supports changing the date format shown.

All changes made to the widget will immediately preview on the screen, and once happy with the settings, simply press the **Save & Publish** button at the top of the menu.



#### 4. Calendar Plugin/ Updating

Start off by accessing the dashboard, then selecting the **Calendar** widget on the lefthand toolbar.



Once selected, click on **ACFC Event Calendar** in the Calendar Manager to modify or add events.

The screenshot shows the 'Calendar Manager' interface. At the top, there's a search bar with 'Title:' and 'Search' and 'Reset' buttons. To the right, a button says 'Add a Calendar' and indicates '1 items'. Below this is a table with columns 'ID', 'Title', 'Manage Events', 'Edit', and 'Published'. One item is listed: '1 ACFC Event Calendar' with 'Manage events' and 'Edit' buttons, and 'Published' set to 'Yes'.

You should see a list of all of the events. In order to modify an event, simply click on it and make any necessary changes, then hit the 'Apply' and 'Save' buttons on the top right.

This screenshot shows the 'Edit an event for calendar ACFC Event Calendar' page. It includes a 'User Manual' section with a note about Yoast SEO version 3.1. The main form has fields for 'Title' (Austin Vs. Garfield Basketball Game), 'Select Category' (dropdown menu), 'Date' (2016-02-25), 'Time' (03 : 00 - 06 : 00), and a rich text editor with a visual/text switcher. On the right, a 'Repeat Event' panel is open, showing a checkbox for 'Don't repeat this event' which is checked. Other options like 'Repeat daily', 'Repeat weekly', 'Repeat monthly', and 'Repeat yearly' are available but not selected.

#### *Modifying an event*

Most event settings are self explanatory, as you can set a date, time, notes and more in order to provide as much information as possible. There is also a dropdown for **Select Category**.

Event Details

Title: Austin Vs. Garfield Basketball Game

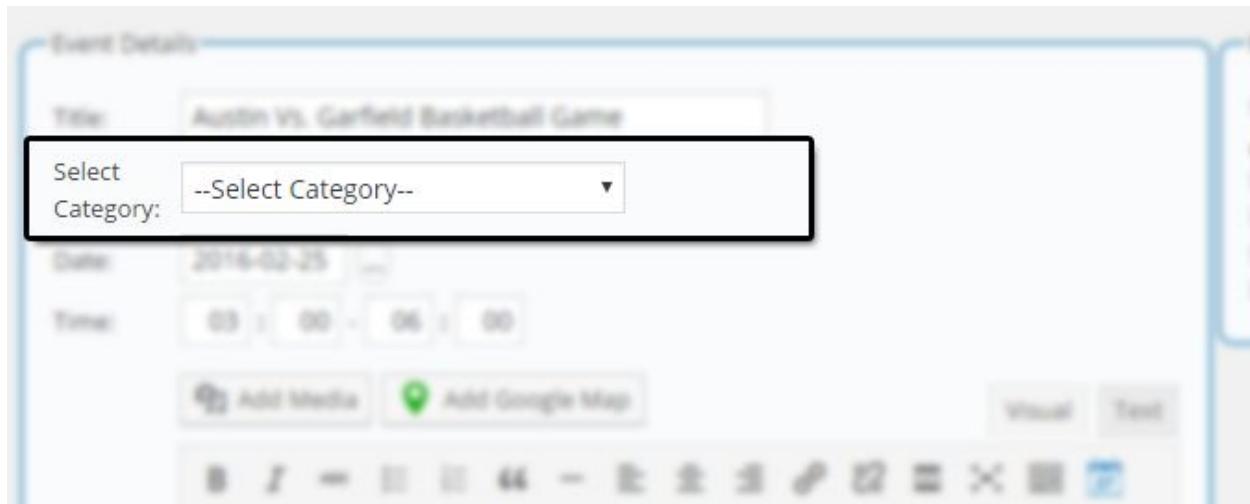
Select Category: --Select Category--

Date: 2015-02-25

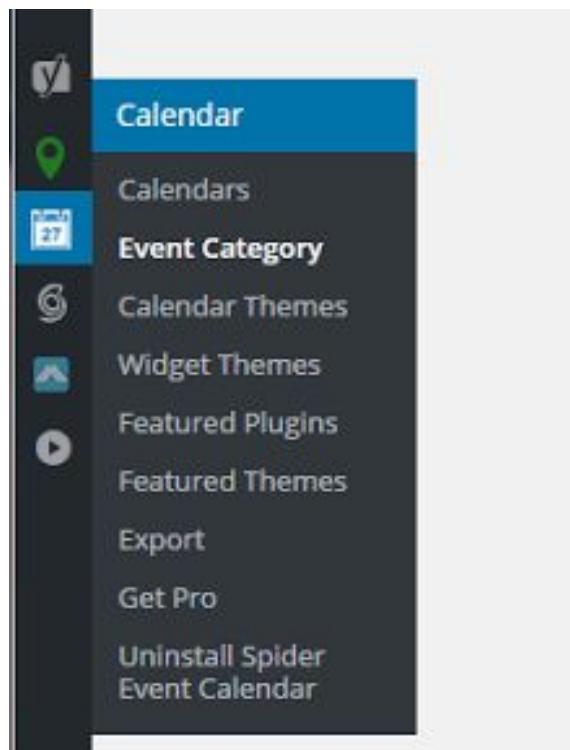
Time: 09 : 00 - 06 : 00

Add Media Add Google Map

Visual Text



You can create custom categories for events like sporting events, church events, etc. In order to create an event, hover over the calendar icon we accessed at the beginning of this tutorial and select **Event Category**.



Here you can create, edit, and delete events. Modify exists events by hovering over there, or add a new event by clicking on the **Add a Category** button.

Event Category			
Title:		Search	Reset
ID	Title ▲	Description	Published
1	Church Event	Anything related to the church hosting an event.	Yes
2	Mentors Meeting	Mentors meeting to plan new events for the month.	Yes

If you've successfully created your event, it should show up in the Select Category dropdown on the Event Calendar page. Once you've finished making changes to your calendar, select **Apply** and **Save**.

Yiast SEO has been updated to version 3.1. [Click here](#) to find out what's new

User Manual  
This section allows you to create/edit the events of a particular calendar.  
You can add unlimited number of events for each calendar. [More...](#)

Edit an event for calendar **ACFC Event Calendar**

Event Details

Title: Austin Vs. Garfield Basketball Game

Select Category: **-Select Category-**

Date: 2016-02-25

Time: 03 : 00 - 06 : 00

Add Media Add Google Map Visual Text

Let's cheer on our Austin Basketball team and beat Garfield.

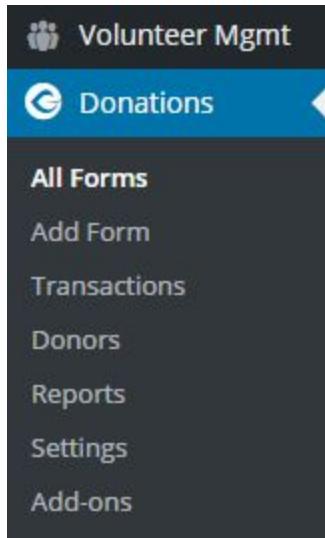
Repeat Event

Don't repeat this event  
 Repeat daily  
 Repeat weekly  
 Repeat monthly  
 Repeat yearly

Save Apply Cancel

## 5. Paypal set up/ Donations

Online monetary donations are overseen, implemented, tracked, and completed using the **Give** plugin. There are many different options on donations, but this allows for PayPal donations, and is highly customizable and thorough. To access the plugin from the administrative dashboard, click **Donations**.

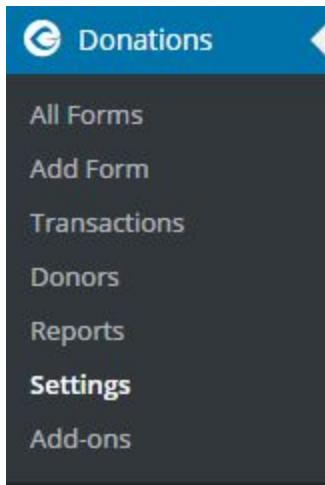


From here, you get the dropdown menu to view your forms (Default View), add a new form, view transactions (donations) and their statuses, view the list of donors and their information, get live reports (including revenue generated), adjust the settings of the plugin, and view additional extension available for the plugin.

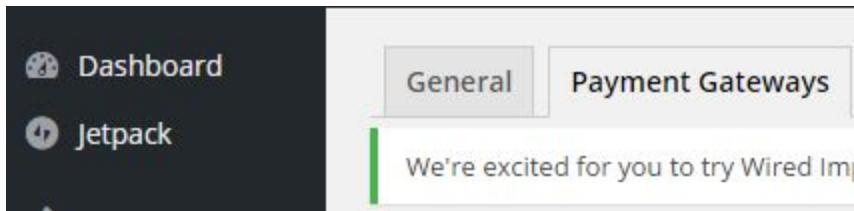
There are many utilities that can be managed, but the main functions are: **Linking up to the PayPal account**, **Adjusting offline donation information**, **Setting up the donation form**, **Setting the donation plugin live/offline**, and **Adding the plugin to a page**.

### 5a. Linking up to the PayPal account

Linking an account to the plugin is simple and straightforward. First, select the **Settings** submenu from the **Donations** tab.



Once there, select the **Payment Gateways** tab at the top of the page.



Then scroll down to **PayPal Email**, and enter in the email in the form.

A screenshot of the 'PayPal Standard' settings section. It shows a 'PayPal Email' input field with a placeholder 'Enter your PayPal account's email'. The input field is currently empty.

That's all there is to linking your PayPal account to the plugin!

#### 5b. Adjusting offline donation information

Under the same settings tab (**Donations > Settings > Payment Gateways**) you can find and alter offline donation information. There are two sections, one to edit the form the user sees upon accessing the offline donation form, and the donation information email the user receives upon requesting information. The sections are very similar and look as follows:

Offline Donation Instructions

Add Media Add Google Map Visual Text

In order to make an offline donation we ask that you please follow these instructions:

1. Make a check payable to "Austin Community Family Center"
2. On the memo line of the check, please indicate that the donation is for "Austin Community Family Center"
3. Please mail your check to:

The following content will appear for all forms when the user selects the offline donation payment option. Note: You may customize the content per form as needed.

Offline Donation Email Instructions Subject

(donation) - Offline Donation Instructions  
Enter the subject line for the donation receipt email.

Offline Donation Email Instructions

Add Media Add Google Map Visual Text

Dear {name},

Thank you for your offline donation request! Your generosity is greatly appreciated. In order to make an offline donation we ask that you please follow these instructions:

1. Make a check payable to "Austin Community Family Center"

Enter the instructions you want emailed to the donor after they have submitted the donation form. Most likely this would include important information like mailing address and who to make the check out to.

Changing the information of those fields is all that is required to update or alter the information the user gets about offline donation requirements for mailing.

## 5c. Setting up the donation form

Since there is already a form in place, all that is required is updating and maintaining current information on the form. To access the form, simply select **Donations** from the dashboard and select the form (**Donation Form**).

Donation Forms [Add Form](#)

We're excited for you to try Wired Impact Volunteer Management. Learn how to get started.

Yoast SEO has been updated to version 3.1. Click here to find out what's new!

All (1) | Published (1)

Bulk Actions [Apply](#) All SEO Scores [Search Forms](#) 1 item

Name	Price	Goal	Donations	Income	Shortcode	Date
<a href="#">Donation Form</a>	\$1.00	No Goal Set	0	\$0.00	[give_form id="296"]	Published 2016/03/03

To edit the form, simply scroll to the **Donation Options** section of the page.

Yoast SEO

**Donation Options**

**Donation Option**  Set Donation  Multi-level Donation  
*Would you like this form to have one set donation price or multiple levels (for example, \$10 silver, \$20 gold, \$50 platinum)?*

**Set Donation**  *This is the set donation amount for this form.*

**Custom Amount**  Yes  No  
*Do you want the user to be able to input their own donation amount?*

This section allows setting donation tiers, or allowing for custom amount. If having a fundraiser or a similar type of event, it may be beneficial to use the **Set Goal?** Feature.

The next section, **Form Content**, is important because it allows to add additional information about donations. Currently, it has information about what other types of donations are allowed, as specified by ACFC.

**Display Content**

*Do you want to display content? If you select "Yes" a WYSIWYG editor will appear which you will be able to enter content to display above or below the form.*

**Content**

**\*We also welcome donations, be they financial, in-kind, i.e. furniture, office/maintenance, supplies, new or refurbished IT equipment, food for identified programs, and from fundraising.**

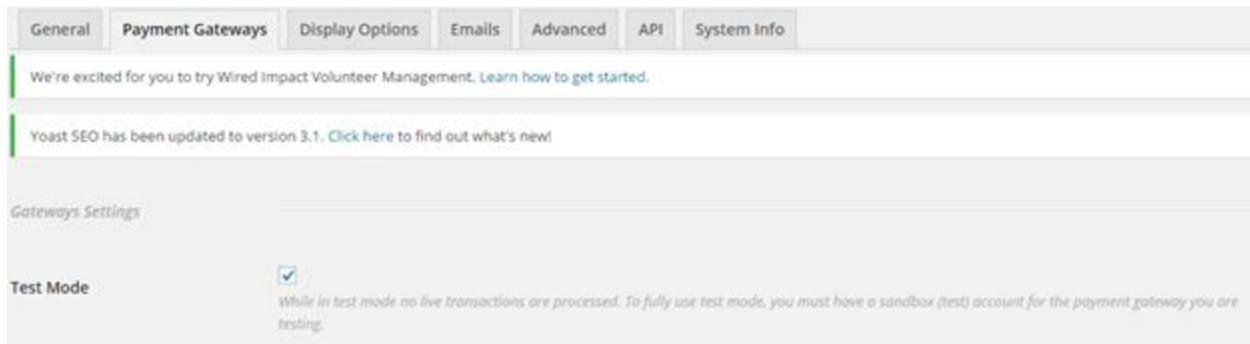
The only other features that are very noteworthy would be the use of **Terms and Conditions** and **Default Gateway**. Default Gateway is a simple dropdown which allows selecting the initial donation gateway on page load, while terms and conditions allows inserting a terms and conditions clause.

## 5d. Setting the donation plugin live/offline

No matter how simple the task, this is crucial information. In testing, make sure to take the plugin offline, as to not allow for any transactions to actually transpire. Once the modification are done and verified, then you can take the plugin live again. Here is how it is done:

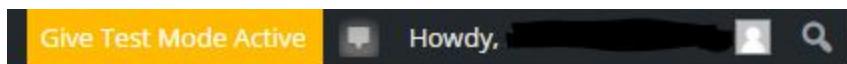
First, navigate to **Payment Gateways** again (**Donations > Settings > Payment Gateways**)

The first check box is labeled **Test Mode**, and that is how you take the plugin on and offline.

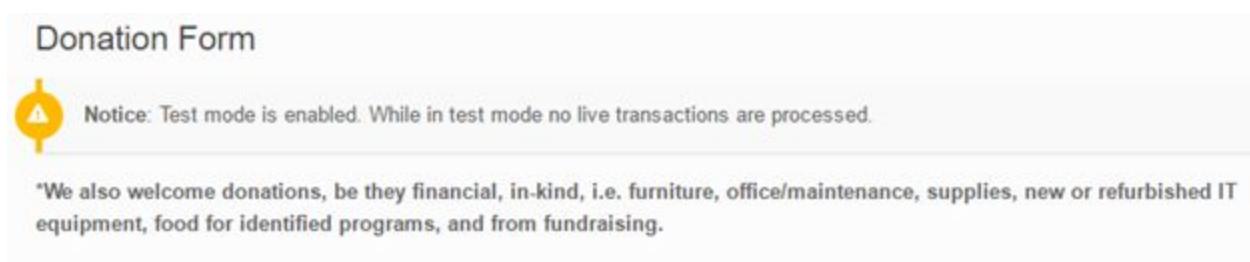


A screenshot of the 'Payment Gateways' settings page. At the top, there is a navigation bar with tabs: General, Payment Gateways (which is selected), Display Options, Emails, Advanced, API, and System Info. Below the navigation bar, there are two green status bars. The first bar says 'We're excited for you to try Wired Impact Volunteer Management. Learn how to get started.' The second bar says 'Yoast SEO has been updated to version 3.1. Click here to find out what's new!'. Under the 'Payment Gateways' tab, there is a section titled 'Gateways Settings'. Within this section, there is a 'Test Mode' checkbox. The checkbox is checked, and below it, there is a small explanatory text: 'While in test mode no live transactions are processed. To fully use test mode, you must have a sandbox (test) account for the payment gateway you are testing.'

If at any moment there is confusion about whether the plugin is live or not, check the top administration bar. If it is in test mode, there will be a yellow section stating its current status at the top right corner of the page. To jump to the section pictured above, simply click the yellow button.



Another way of denoting the state of the plugin, the actual published page containing the plugin will have a section alerting the user.



A screenshot of a published page titled 'Donation Form'. At the top, there is a yellow notice bar with a warning icon and the text 'Notice: Test mode is enabled. While in test mode no live transactions are processed.' Below the notice bar, there is a section with the text: 'We also welcome donations, be they financial, in-kind, i.e. furniture, office/maintenance, supplies, new or refurbished IT equipment, food for identified programs, and from fundraising.'

## 5e. Adding the plugin to a page

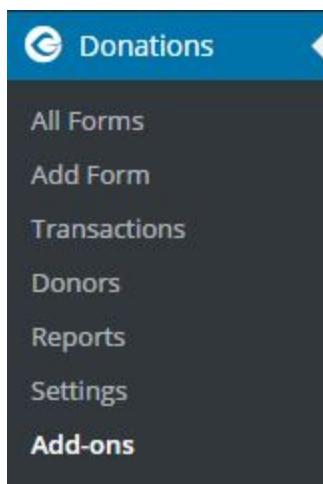
Adding the form to any page is simple. Just click the **Donations** item from the administrative menu, and copy the **Shortcode**.

Name	Price	Goal	Donations	Income	Shortcode
<a href="#">Donation Form</a>	\$1.00	No Goal Set	0	\$0.00	[give_form id="296"]

Once copied, simply edit the page where the form is needed and paste the code in the body of the page.

## 5f. Extending Give plugin

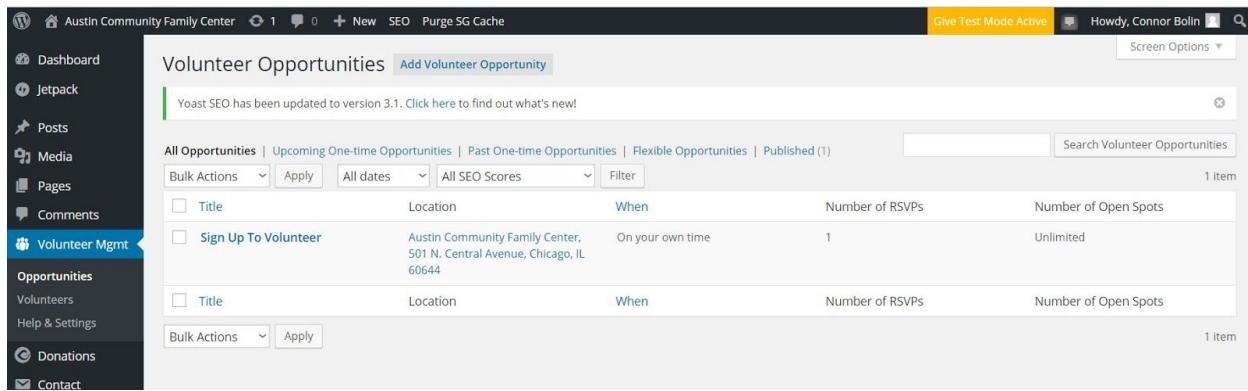
The last option in the submenu for **Donations**, there is Add-ons. This allows installing additional services to complement and enhance Give.



There are several excellent add-ons to extend the functions of Give. Some give receipts for donors, some allow different gateways, and others allow for even more function. With that said, some require buying or subscribing to these add-ons.

## 6. Changing Volunteer form

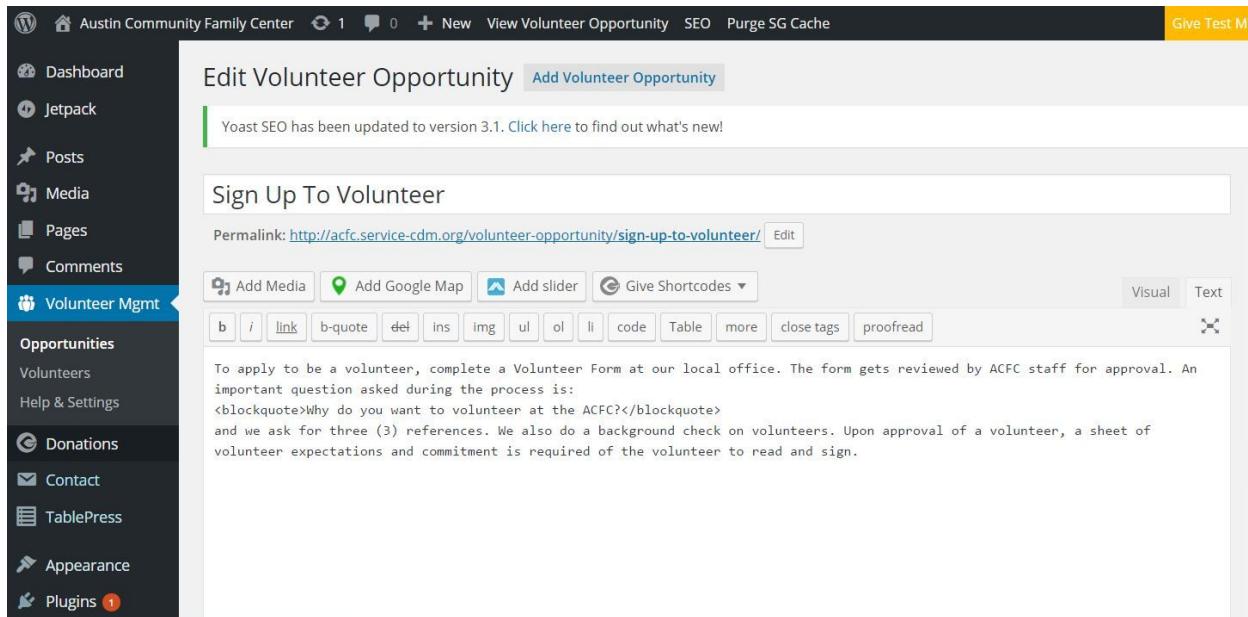
Within your website, we set up a Volunteer Form that users of your website can access if they would like apply to be a volunteer. If you would like to change the information up on this page, you can access the “Volunteer Mgmt” tab on the left-hand side of the dashboard.



The screenshot shows the WordPress admin interface for the 'Austin Community Family Center' site. The left sidebar has a 'Volunteer Mgmt' section selected. The main area displays a table of 'Volunteer Opportunities'. One opportunity is listed: 'Sign Up To Volunteer' at 'Austin Community Family Center, 501 N. Central Avenue, Chicago, IL 60644'. The table includes columns for Title, Location, When, Number of RSVPs, and Number of Open Spots. A search bar and filter options are also present.

The image above is what you will see. You will now want to select the “Sign Up To Volunteer” title to begin editing that section.

Once you have selected the “Sign Up To Volunteer” title, you will see this screen below. As you can see, the information here matches the information on the live website under the contact information when you compare the two.



The screenshot shows the WordPress editor for the 'Sign Up To Volunteer' post. The left sidebar has a 'Volunteer Mgmt' section selected. The main area shows the post content with the heading 'Sign Up To Volunteer' and a permalink to 'http://acfc.service-cdm.org/volunteer-opportunity/sign-up-to-volunteer/'. Below the content is a rich text editor toolbar with various buttons for adding media, Google Map, sliders, and shortcodes. The content area contains text about the volunteer application process, mentioning a review by ACFC staff and background checks.

Image from the back-end.

## Live image from the website.

To apply to be a volunteer, complete a Volunteer Form at our local office. The form gets reviewed by ACFC staff for approval. An important question asked during the process is:

*Why do you want to volunteer at the ACFC?*

and we ask for three (3) references. We also do a background check on volunteers. Upon approval of a volunteer, a sheet of volunteer expectations and commitment is required of the volunteer to read and sign.

To make a change to the information at the top of the live page regarding the When, Where, Contact, etc. you will need to scroll down on the same page you were on in the back-end (Volunteer Mgmt → Select “Sign Up To Volunteer” title → Scroll down)

You will come across the image below:

The screenshot shows the WordPress admin dashboard. The left sidebar has a dark theme with white icons and labels. The main content area is titled "Volunteer Opportunity Details". It contains several input fields and dropdown menus. The "Contact Information" section includes fields for Name (Cornelius Coe), Phone Number ((773) 887-4317), and Email (nncv.vallejo@gmail.com). The "Location Information" section includes fields for Location Name (Austin Community Family Center), Street Address (501 N. Central Avenue), City (Chicago), State (IL), and Zip (60644). The "Date and Time" section includes a checkbox for "One-Time Opportunity?" (unchecked) and a text input for "When Will This Event Happen?" (On your own time). The "Volunteer Limit" section includes a checkbox for "Is There a Volunteer Limit?" (unchecked) and a text input for "Only a fixed number of people can participate in this volunteer opportunity."

As you can tell, it matches the format on the live website.

**When:** On your own time

**Where:** [Austin Community Family Center, 501 N. Central Avenue, Chicago, IL 60644](#)

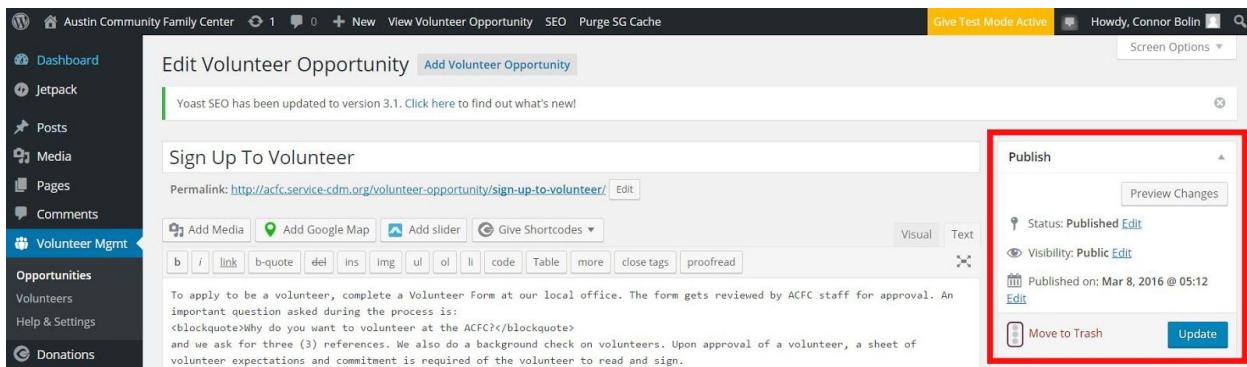
**Contact:** Cornelius Coe

**Contact Email:** [nncv.vallejo@gmail.com](mailto:nncv.vallejo@gmail.com)

**Contact Phone:** (773) 887-4317

**Open Volunteer Spots:** Unlimited

Simply make the changes you want to make in the form, and select the “Update” button which can be found in the upper-right section of the back-end page.



The screenshot shows the WordPress dashboard with the 'Volunteer Mgmt' menu item selected. The main content area is titled 'Edit Volunteer Opportunity' with a sub-link 'Add Volunteer Opportunity'. A notice at the top says 'Yoast SEO has been updated to version 3.1. Click here to find out what's new!'. Below the title is a text editor with various rich-text buttons. To the right, a 'Publish' metabox is open, showing the following details:

- Status: Published [Edit](#)
- Visibility: Public [Edit](#)
- Published on: Mar 8, 2016 @ 05:12 [Edit](#)
- [Move to Trash](#) [Update](#)

## 7. Making Private Pages Public

Wordpress allows you to create pages in the back-end but keep them hidden from the public until you are ready to make it live. Once you are ready to bring the page public, follow these steps:

Once you have completed all of the editing for the page on the back-end, look toward the top of the page and over to the right side. You should see a box that looks like this.



This screenshot is identical to the one above, showing the 'Edit Volunteer Opportunity' page in the WordPress back-end. The 'Publish' metabox is again highlighted with a red box, displaying the same information: Status: Published, Visibility: Public, Published on: Mar 8, 2016 @ 05:12, and buttons for Move to Trash and Update.

This box provides you with the current status of your page. So in the example above this page is currently Visible to the public. If you look closely, next to the word **Public** you will see a button that says, “Edit”. Once you click that button you will see the following image.

**Publish**

[Preview Changes](#)

Status: Published [Edit](#)

Visibility: Public

Public  
 Password protected  
 Private

[OK](#) [Cancel](#)

Published on: Mar 8, 2016 @ 05:12  
[Edit](#)

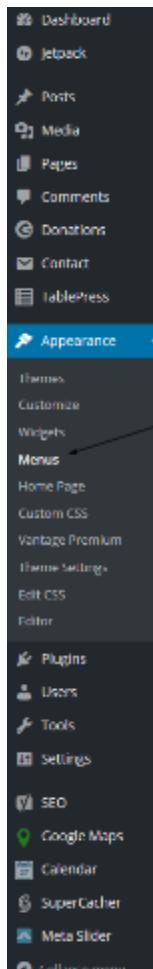
[Move to Trash](#) [Update](#)

From here, you will be able to select how your new page can be viewed. Simply click the circle indicating how you want your new website to be viewed and press “OK”.

Make sure you press “Update” after you are done with your selection, and your new page should be live!

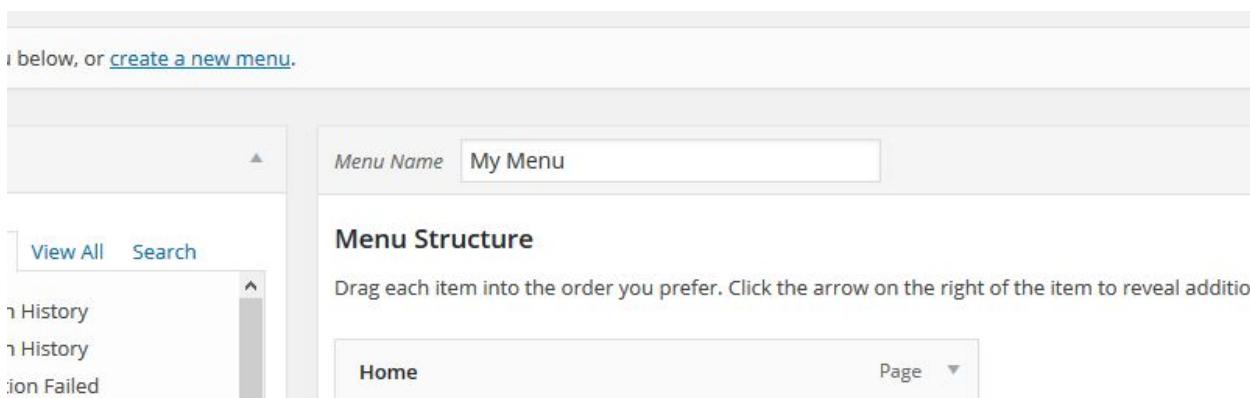
## 8. Adding pages to Menu/Navigation

- After you have created a few pages from step 1. You can start to think about the menu.
- Go to Appearance > Menus



The screenshot shows the WordPress admin sidebar with the 'Appearance' section highlighted. The main content area is titled 'Menus' with a 'Manage in Customizer' link. It displays a message about Yoast SEO being updated to version 3.1. Below this, there are tabs for 'Edit Menus' and 'Manage Locations'. A note says 'Edit your menu below, or [create a new menu](#)'. On the left, there's a sidebar with categories like Pages, Posts, and Categories, each with a list of items. The 'Pages' sidebar is expanded, showing items like 'Most Recent', 'View All', and 'Search'. Under 'Pages', there are checkboxes for 'Home' and 'Donate'. To the right, the 'Menu Structure' is shown with a hierarchical list of menu items. The 'Home' item is at the top, followed by 'About', which has sub-items 'Our Mission', 'Our History', and 'Our Staff'. Below 'About' is 'Programs & Activities', which has sub-items 'After School', 'Winter Break', 'Summer Camp', 'Sports/Basketball', and 'Fitness'. At the bottom is the 'Events' item.

- Create a menu Name (My Menu)



The screenshot shows the 'Edit Menus' screen. The 'Menu Name' is set to 'My Menu'. The 'Menu Structure' section shows a single item 'Home' under the 'Page' category. The left sidebar shows the 'Pages' section with 'Most Recent' and 'View All' options, and the 'Add to Menu' button is visible. The main content area also includes a note to 'Edit your menu below, or [create a new menu](#)'.

- Choose what Pages you would like added to the Menu structure.

The screenshot shows the 'Pages' section of a CMS interface. At the top, there's a header with 'Pages' and navigation links for 'View All' and 'Search'. Below this is a list of pages under 'Most Recent':

- Home
- Donate
- Volunteer
- Rental Information
- Scheduled Events
- Fitness
- Sports/Basketball
- Summer Camp

Below the list are buttons for 'Select All' and 'Add to Menu'. A callout points to the 'Home' checkbox with the text 'Choose by checking the box.' Another callout points to the 'Add to Menu' button with the text 'Confirm it by pressing "Add to Menu"'.

Below the page list are sections for 'Posts', 'Donation Forms', 'Custom Links', and 'Categories', each with a dropdown arrow.

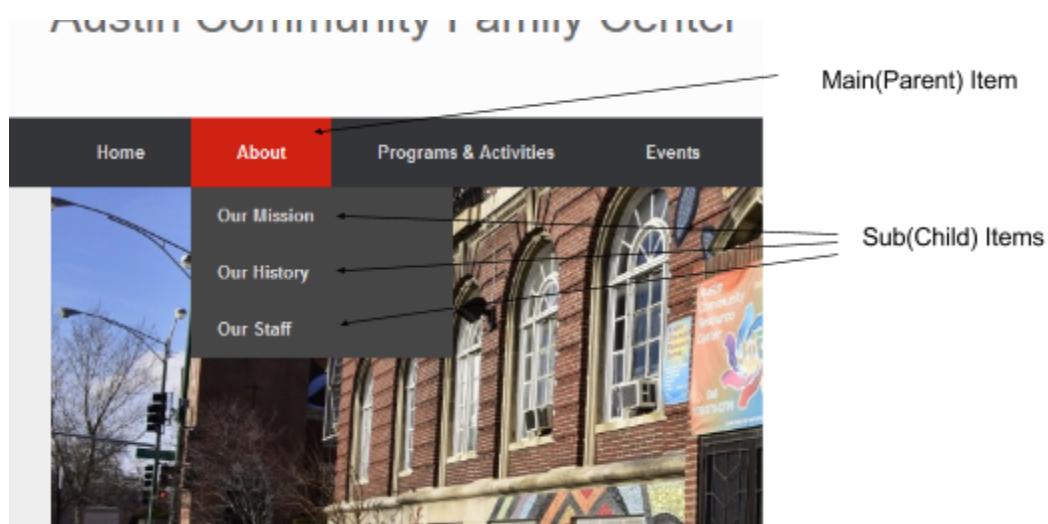
- Once you have chosen which Pages you would like to add to “My Menu” it will look like this.

## Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional items.

Home	Page ▾
About	Page ▾

- You can create Sub(Child) items so it will show up underneath a main(Parent) item.



- To accomplish this you will click and hold the item that you would like to make as a Sub Item

## Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional items.

Home	Page ▾
About	Page ▾

- Hold and drag it into the sub slot.

### Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal



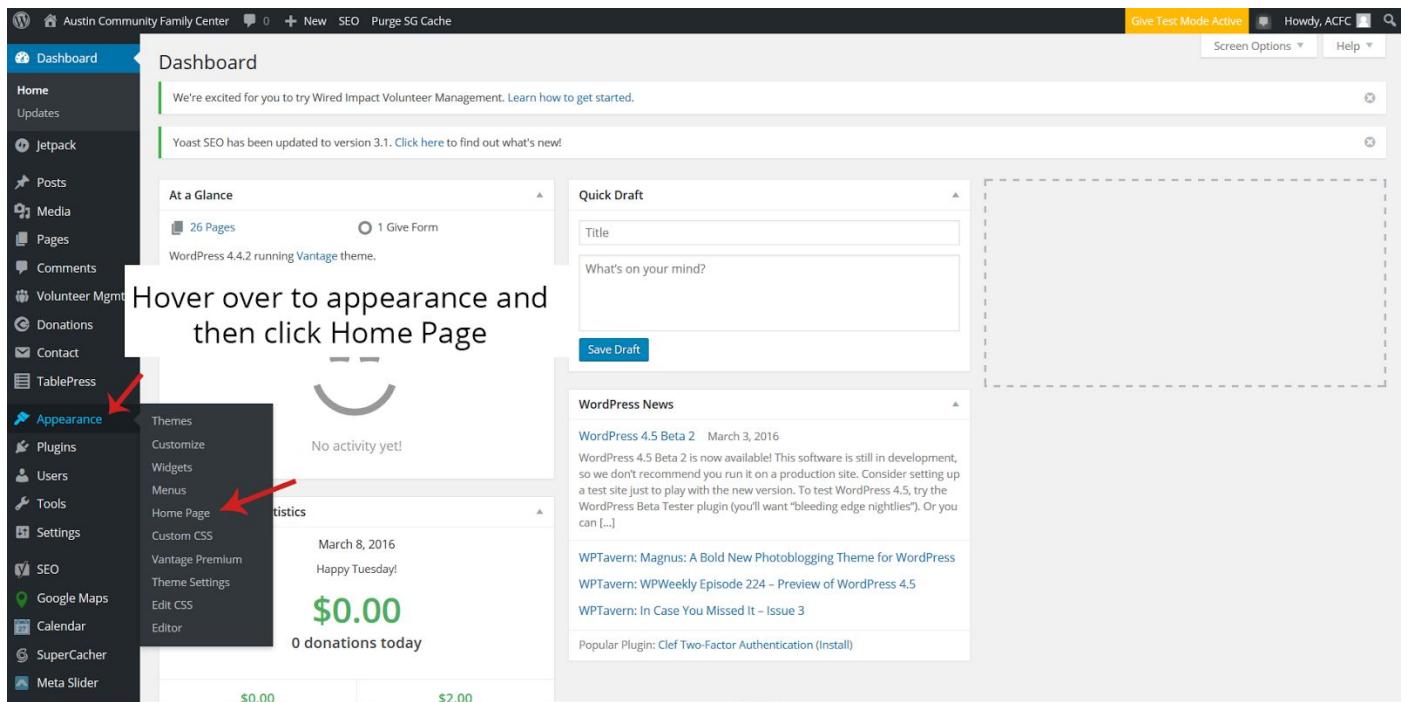
- You have created a menu
- This is what it looks like on the User End



- You have completed the Menu Portion. Congratulations!

## 9. Changing homepage contents

Once signed into the WordPress account in the dashboard you can change the contents of the homepage of the website. You can change the content of the homepage by going to the **Appearance** button and selecting the **Homepage** button as shown in the picture.



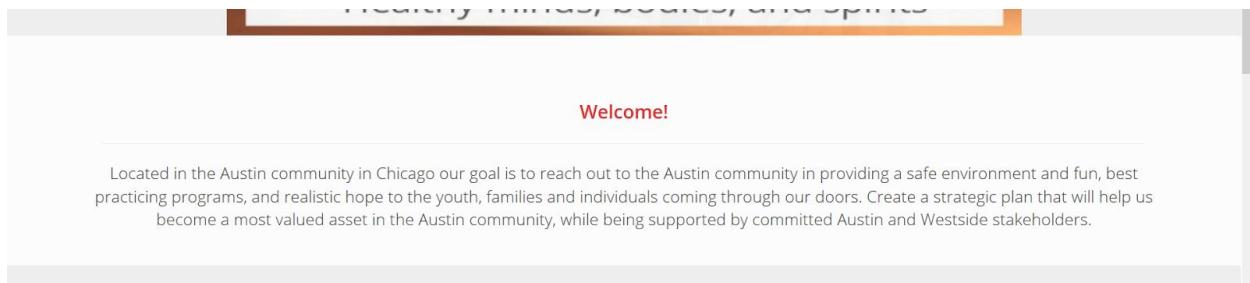
Once in the **Homepage**, you will see that the content is divided into different sections that each are used to add content for different parts of the homepage. Clicking on the edit button will bring up a window for the Headline to change the Welcome! section.

The screenshot shows the WordPress dashboard with the 'Appearance' menu selected. A modal window titled 'Custom Home Page' is open, displaying the SiteOrigin Page Builder interface. The page consists of several widgets: two 'SiteOrigin Headline' widgets at the top, three 'SiteOrigin Hero' widgets below them, and two more 'SiteOrigin Headline' widgets further down. On the right side of the page, there are edit, duplicate, and delete buttons for each widget. The left sidebar lists various WordPress and SiteOrigin settings like Themes, Custom CSS, and Editor.

This screenshot shows a detailed view of the SiteOrigin Page Builder editor for a 'SiteOrigin Headline' widget. The interface includes sections for 'Text' (containing 'Welcome!'), 'H Tag' (set to H1), 'Font' (Open Sans (600)), 'Color' (with a 'Select Color' button highlighted by a red arrow), and 'Align' (set to Center). Below this is a 'Sub headline' section with its own 'Text' field containing general information about the Austin Community Family Center. Red arrows point to various edit options: one to the 'Select Color' button, another to the 'Sub headline' title, and a third to the 'Text' field under 'Sub headline'. A large red arrow points to the 'Headline' button itself, which is highlighted with the text 'Click on the Headline button to show more settings'. A 'Done' button is visible in the bottom right corner.

You can change the **Headline** text (Welcome!) and on the **Sub Headline** the general information about the ACFC. In addition, you can change the color, font, and alignment of this content. Once you are done editing the content, simply click done and it will take you back to the **Homepage**. Scroll to the bottom of the page and to your left click **Save Homepage** to save your changes.

On your website's homepage this is the section that you are editing.



The next section you can edit is also called **SiteOrigin Headline**, but it is used for the **Our Services** section title. Click on the edit to change the content there.

A screenshot of the WordPress dashboard under the 'Appearance' menu, specifically the SiteOrigin Page Builder editor. The left sidebar shows various site management options like Posts, Media, Pages, etc. The main area displays a page structure with several SiteOrigin widgets. A red arrow points to the 'Edit' button for the second 'SiteOrigin Headline' widget, which contains the text 'A headline widget.'.

Austin Community Family Center 0 New SEO Purge SG Cache Give Test Mode Active Howdy, ACFC

SiteOrigin Headline

— Headline

Text Our Services

H Tag H1

Font Open Sans (600)

Color Select Color

Align Center

— Sub headline

Text We serve youth, families, adults, and seniors by providing them with various programs and activities. We also collaborate with other agencies to help our community members.

H Tag H3

Font Open Sans (300)

Color

Delete Duplicate Done

Widget Styles

Attributes

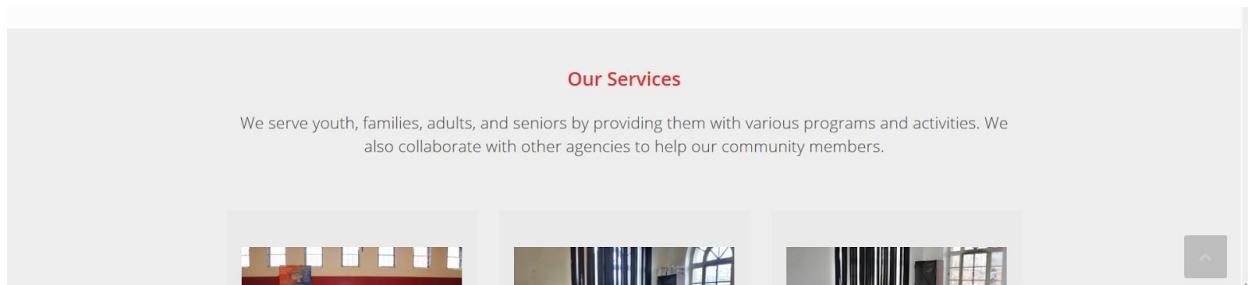
Layout

Design

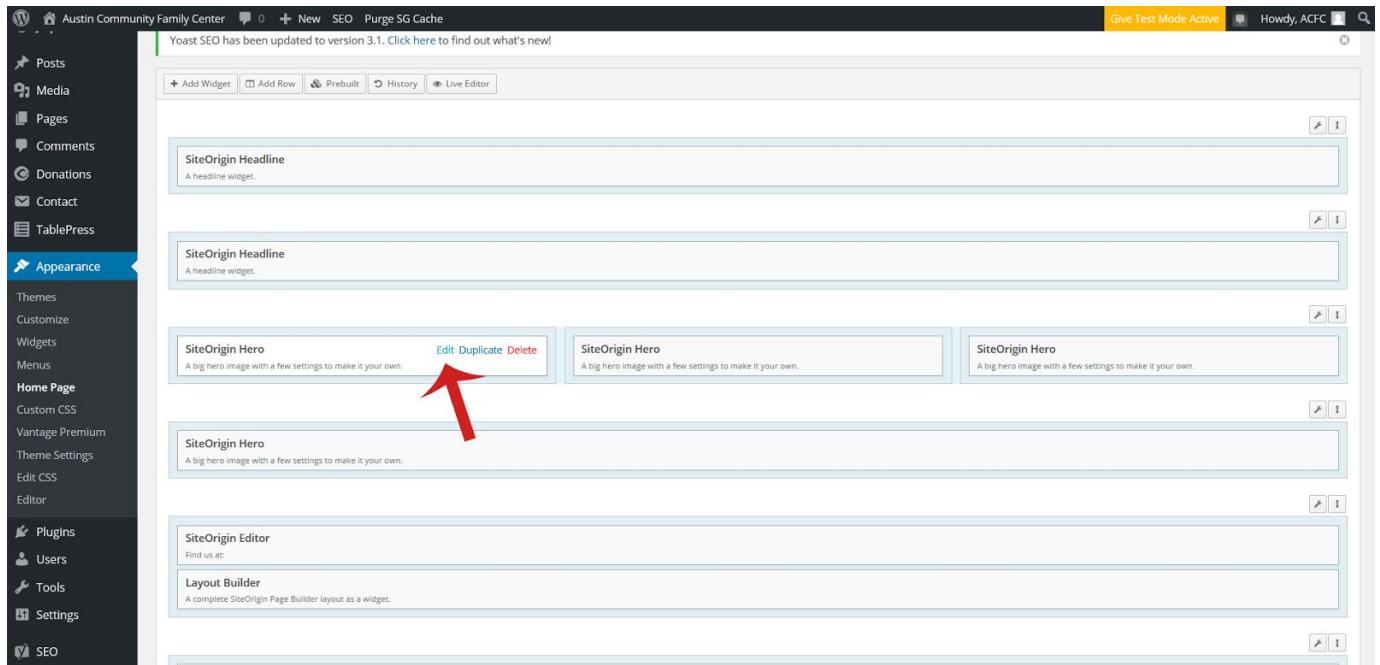
Google Maps SiteOrigin Google Maps

This page will pop up and you can change the **Headline** text (Our Services) by clicking the **Headline** section. Clicking on the **Subheadline** section you can change the text information at the bottom on the **Headline title**. In addition, you can change the color, font, and alignment of this content. Once you are done editing the content, simply click done and it will take you back to the **Homepage**. Scroll to the bottom of the page and to your left click **Save Homepage** to save your changes.

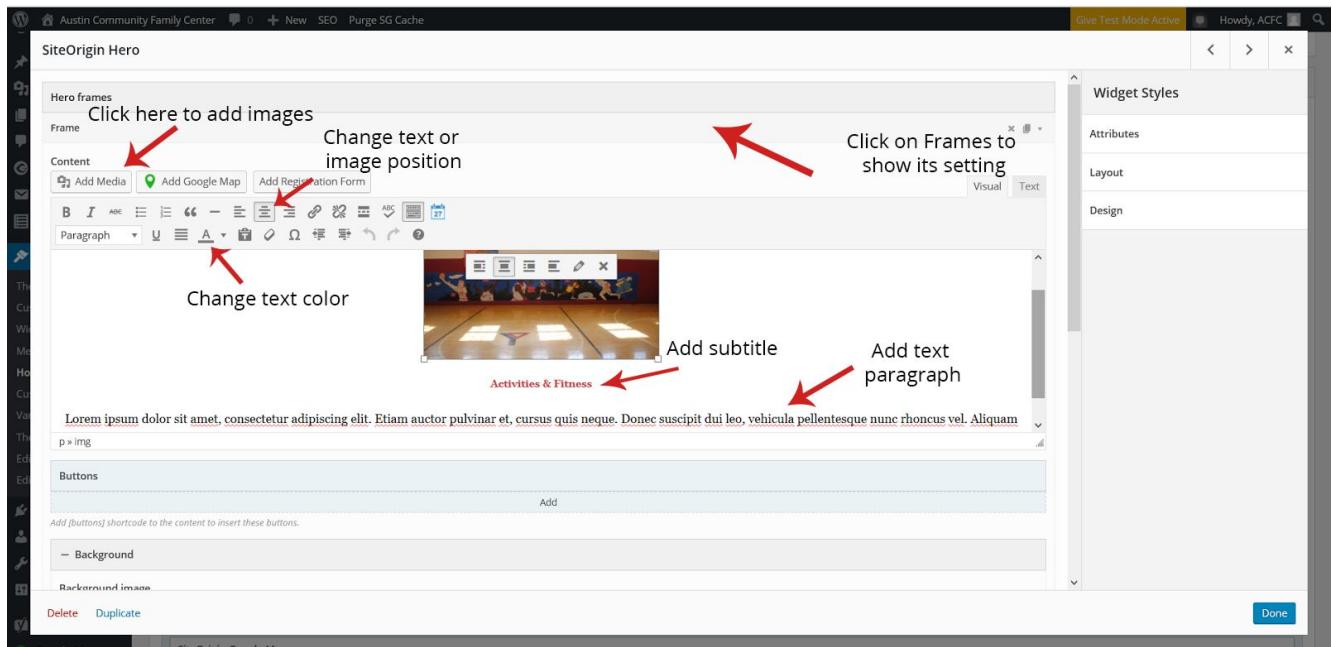
On your website's homepage this is the section that you are editing.



The next section called **SiteOrigin Hero** allows you to change the pictures and the text at the bottom of the images under the **Our Services** section.



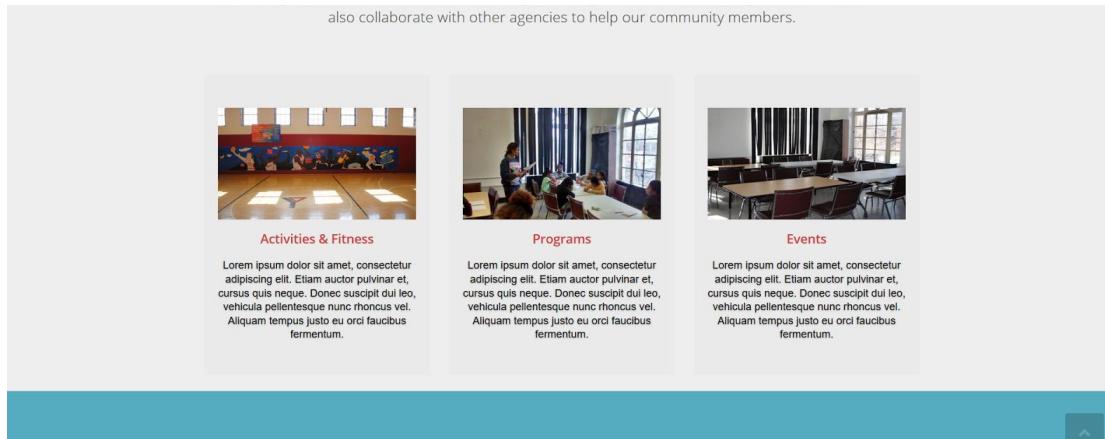
Once you click the edit you click on the **Frames** button under the **Hero Frames** section



Here you can change the image by clicking the **Add Media** button on the top and changing the alignment of the image, and adding text such as (Activities & Fitness) and text at the bottom describing the text. You can also change the text color by highlighting the chosen text and

clicking on the **A** button on the editing menu. Once you are done editing the content, simply click done and it will take you back to the **Homepage**. Scroll to the bottom of the page and to your left click **Save Homepage** to save your changes. You can do the same steps for the other two **SiteOrigin Hero** sections (for Program and Events) next to the first.

On your website's homepage this is the section that you are editing (the images and text below them).



The next section is also called **SiteOrigin Hero** but it is used to put in a **Quote**.

A screenshot of the SiteOrigin Page Builder interface, specifically the 'Appearance' tab. It displays a list of widgets on a page. One widget, labeled 'SiteOrigin Hero', is highlighted with a red arrow pointing to its 'Edit' and 'Delete' buttons. Other visible widgets include 'SiteOrigin Headline', 'SiteOrigin Editor', 'Layout Builder', and 'SiteOrigin Google Maps'. A sidebar on the left lists various site management options like 'Themes', 'Customize', and 'Menus'. At the bottom, there are buttons for 'Save Home Page' and 'Version 4.4.2'.

The screenshot shows the SiteOrigin Hero plugin interface in the WordPress admin area. A quote is being edited with the following settings:

- Frame:** Change the format of the text.
- Content:** It is recommended to use Heading 1 for the quote and Paragraph for the "-ACFC member".
- Text Color:** Change the position of the text (in this case it is positioned at the center).
- Text Color:** Highlight the text to change its color.

The quote text is: **"I like coming to the center because of the numerous programs and opportunities they offer to the community, especially, for the youth."**

The quote author is: *-ACFC member*

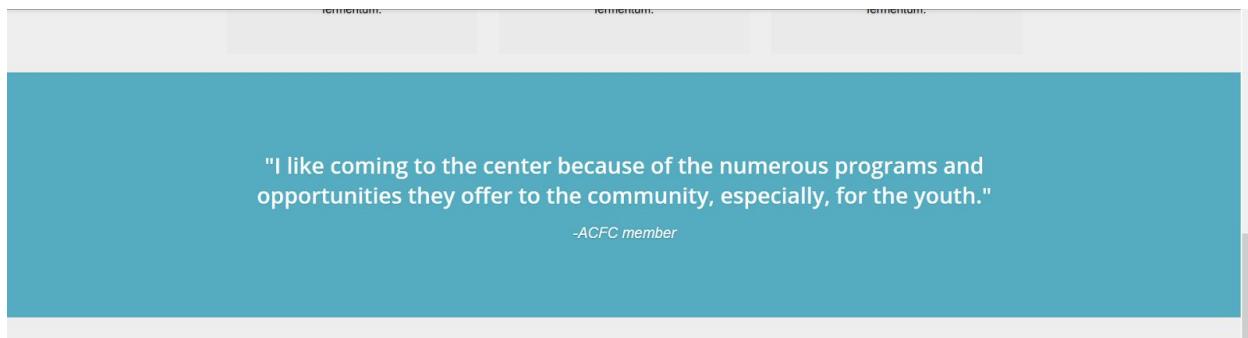
Below the editor, the quote structure is shown as `p > span > em`. There are sections for Buttons, Background, and Background image, with options to Add, Delete, and Duplicate.

Once you click on the SiteOrigin Hero button this will pop up on the screen. You can change the Quote text using these settings.

After this scroll to the **Background button** to change the background color (in this case it is blue).

The screenshot shows the SiteOrigin Hero plugin settings page. At the top, there's a navigation bar with links like 'Austin Community Family Center', 'New', 'SEO', and 'Purge SG Cache'. Below the navigation is a header 'SiteOrigin Hero' and a sub-header '-ACFC member'. On the left, there's a sidebar with various icons and sections like 'Buttons', 'Background', 'Background image', 'Background image opacity', 'Background color', 'Destination URL', and 'Background videos'. A red arrow points from the text 'Change the background color' to the 'Select Color' button in the 'Background color' section. Another red arrow points from the text 'You can also add a background image (although it is not recommended)' to the 'Choose Media' button in the 'Background image' section. A third red arrow points from the text 'Scroll to this section called Background to change the background section' to the 'Background' button in the 'Buttons' section. On the right side, there's a panel titled 'Widget Styles' with tabs for 'Attributes', 'Layout', and 'Design'. At the bottom right, there's a 'Done' button.

Click **Done** and then **Save Home Page** to save your changes. This is how the section will look like in your website's homepage.



The next section you can edit is called **SiteOrigin Editor** that lets you change the “Find us at” title. Click on the edit button to change the content.

A screenshot of the WordPress dashboard under the Appearance section. The left sidebar shows various theme options like Themes, Widgets, and Plugins. The main area displays a list of widgets including SiteOrigin Headline, SiteOrigin Hero, SiteOrigin Hero, SiteOrigin Hero, SiteOrigin Editor, Layout Builder, and SiteOrigin Google Maps. The SiteOrigin Editor widget contains the text "Find us at:" followed by a link to "501 N. Central Avenue Chicago, IL, 60644". On the right side of the SiteOrigin Editor widget, there are "Edit", "Duplicate", and "Delete" buttons. A red arrow points to the "Edit" button. At the bottom of the page, there is a "Save Home Page" button and a URL "acfservice-cdm.org/wp-admin/themes.php?page=so\_panels\_home\_page#". The version number "Version 4.4.2" is visible at the bottom right.

After this page will pop up where you can change the content there.

A screenshot of the SiteOrigin Editor pop-up window. It shows a rich text editor interface with a toolbar for bold, italic, align, and other formatting options. The text area contains the placeholder "Change text here" and the text "Find us at:". Red arrows point to the "Change text position here (here it is centered)" text, the "Change text color (highlight the text to change it)" text, and the "Change text format (recommended to keep it as Heading 1)" text. To the right of the editor, a sidebar titled "Widget Styles" includes sections for Attributes, Layout, and Design. At the bottom of the editor, there are "Delete" and "Duplicate" buttons, and a "Done" button on the right. The URL "acfservice-cdm.org/wp-admin/themes.php?page=so\_panels\_home\_page#" is visible at the bottom left, and the version "Version 4.4.2" is at the bottom right.

Click **Done** and then click **Save Home Page**.

Next using the **Layout Builder** section you can change the contact information.

This screenshot shows the WordPress dashboard with the 'Appearance' menu selected. In the main content area, there is a 'Layout Builder' section containing several SiteOrigin Hero and SiteOrigin Features widgets. A red arrow points to the 'Edit' link for one of the SiteOrigin Features boxes. The dashboard also includes a sidebar with various theme and plugin settings.

Once you click Edit, this will pop on the page

This screenshot shows the SiteOrigin Layout Builder editor. It displays two SiteOrigin Features widgets. A red arrow points to the 'Edit' link for the top widget. Below the editor, a note says: 'Hover over to the box and click on edit. You can repeat the steps explained for the other boxes'. On the right side, there is a 'Widget Styles' panel with tabs for 'Attributes', 'Layout', and 'Design'. At the bottom left, there are 'Delete' and 'Duplicate' buttons, and at the bottom right, a 'Done' button.

Layout Builder Widget   SiteOrigin Features

Features   Change the container color

Address

Container color  You can change the icon here

Icon  The title text

Icon color  The text here

Icon image  Use your own icon image.

Title text

Address

Text

501 N. Central Avenue Chicago, IL, 60644

More link text

More link URL

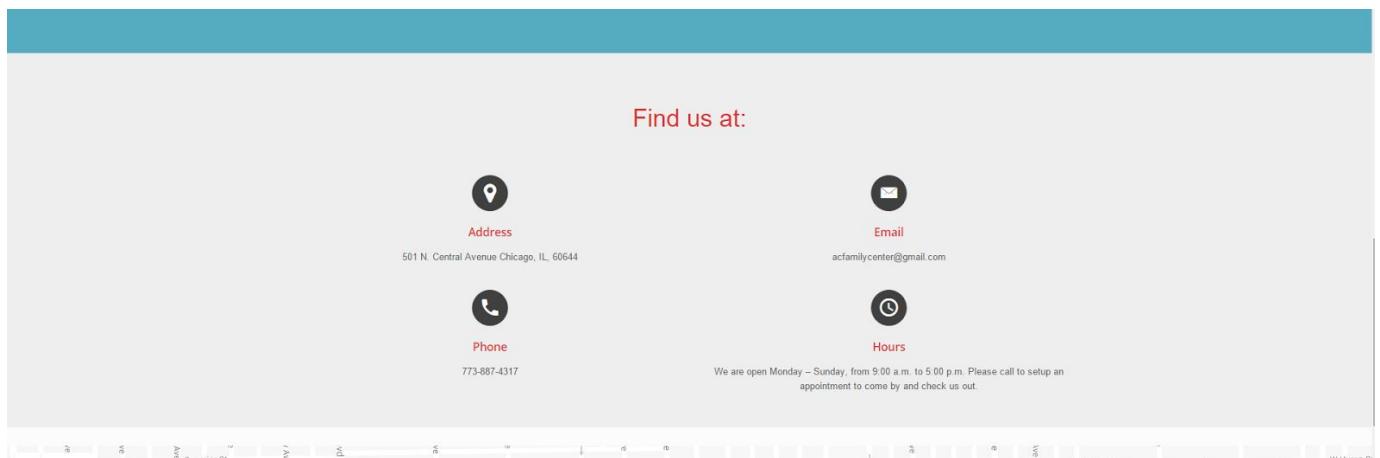
Add

Delete   Duplicate   Done

Done

If you scroll down to the **F**onts section click on it and then click the **T**ext section you can also change the text color. After you are done click **Done** and then **Save Home Page** to save your changes.

This is what the section looks like on the homepage.



Finally the last section is for the Map section displayed on the Home Page. Scroll to the last section called **SiteOrigin Google Maps** and click **Edit**. If you do longer want the map there simply click the Delete button.

The screenshot shows the SiteOrigin Page Builder interface for editing a Home Page. On the left, a sidebar lists various sections like Appearance, Plugins, SEO, and Google Maps. The main area displays several widgets: SiteOrigin Headline, SiteOrigin Hero (three instances), SiteOrigin Editor, Layout Builder, and SiteOrigin Google Maps. The SiteOrigin Google Maps widget is highlighted with a red arrow pointing to its 'Edit' button.

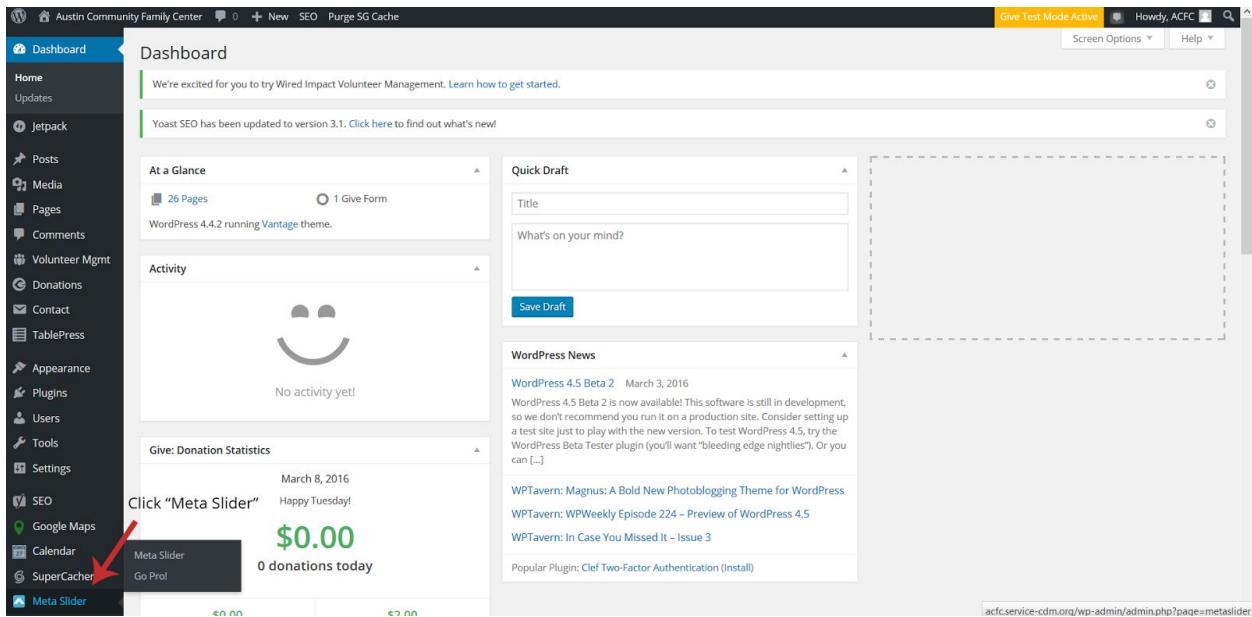
The screenshot shows the SiteOrigin Google Maps settings page. It includes fields for 'Map center' (set to 501 N. Central Avenue Chicago, IL, 60644) and 'Directions'. On the right, a sidebar titled 'Widget Styles' offers options for 'Attributes', 'Layout', and 'Design'. At the bottom, there are 'Delete' and 'Duplicate' buttons, and a 'Done' button with a red arrow pointing to it.

The only place you can change is the **Map center** which is where the address is placed. (It is recommended that you do not make any changes if you wish to keep the map as it is). Click **Done** and then **Save Home Page** to save the changes made.

You are now done with all the changes you can make in the Home Page of your website.

## 10. Changing images in the homepage slider.

This section is dedicated to changing/adding images to the image slider that is displayed in Home Page.



Austin Community Family Center 0 + New SEO Purge SG Cache Give Test Mode Active Howdy, ACFC

Dashboard Jetpack Posts Media Pages Comments Volunteer Mgmt Donations Contact TablePress Appearance Plugins Users Tools Settings SEO Google Maps Calendar SuperCacher Meta Slider Go Pro!

We're excited for you to try Wired Impact Volunteer Management. Learn how to get started.

Yoast SEO has been updated to version 3.1. Click here to find out what's new!

ACFC Slider + Click here to save the slider

**Slides**

General SEO Crop

Crop Position: Center Center

Image Slide

General SEO Crop

Image Title Text: Image Alt Text: Image Slide bodies at

Add Slide

Here you can add new/more images for the slider

You can change the size of the slider but it is not recommended

Flex Slider R. Slides Nivo Slider Coin Slider

Width: 1080 px Height: 420 px Effect: Fade Theme: Vantage (Flex) Arrows: Navigation: Hidden Dots

Save & Preview Save

Advanced Settings

Stretch: 100% wide output Center align Auto play: Image Crop: Smart Crop

Austin Community Family Center  [Donate](#)

Home About Programs & Activities Events Collaborations Get Involved Contact Us



Welcome!

Located in the Austin community in Chicago our goal is to reach out to the Austin community in providing a safe environment and fun, best practicing programs, and realistic hope to the youth, families and individuals coming through our doors. Create a strategic plan that will help us become a most valued asset in the Austin community, while being supported by committed Austin and Westside stakeholders.

This is what the slider looks like in the homepage.

# Project Deliverables

---

## Needs Analysis

The Austin Community Family Center(ACFC) is an organization located in the Westside of Chicago that focuses on providing a safe environment and programs to their community members. The ACFC's programs focus on building healthy minds, bodies, and spirits through education. The organization extends their services to youths, families, adults, and seniors around the Austin community. They hope to become a valued asset to the community through the support of its members and Westside stakeholders.

In order to understand how to accurately help the organization, a needs analysis is required in order to identify and evaluate the needs expressed by the ACFC. Through this process the team will be analyzing the problems of the ACFC and possible solutions to the problems. By generating questions for the organization, creating personas, and user stories the team will explore technical ideas that can resolve any situations ACFC may have.

# Problem Statement

---

The Austin Community Family Center seeks to become a valuable asset in the Austin Community, but a few things are required in order to accomplish this. To establish themselves as a community outreach program, the community center wishes to construct an online presence beyond their Facebook page.

The Austin Community Family Center was established to foster a sense of community in Austin. Though after conversing with ACFC representatives, we have learned that the ACFC has not been reaching its full potential, causing them to resort to word of mouth and fliers for exposure. The ACFC seeks a website to help manage their community and gain traction in Austin. How might we be able to provide a website that can help the ACFC get exposure and simplify their everyday tasks? We can better improve their Facebook page by creating a site designating toward their goals. This would allow them to customize what they would like to advertise and display their content.

## Personas

---

In order to get an idea of what the ACFC leaders are looking for, we asked a series of questions regarding what they do, who their audience is, and what kind of issues they have. We learned that their target demographic is youths between 5 and 18 years old, as well as parents and seniors. The ACFC faces communication difficulties, and they wish to reach out to the community more efficiently. Currently, they notify the community of events through flyers, newspaper publications, and word of mouth. Another one of the top issues they face at the moment is, as ACFC representative Cornelius Coe described, “funding an ACFC operating budget”, which is like a “basic start-up funding that includes salaries, rent, utilities, computer, etc.” The following personas and user stories are representatives of the ACFC target audience, and we hope that constructing a website that is properly fitted to their demographics will make it easier for them to handle the aforementioned issues.

Persona:	Financial Advisor
Photo:	
Fictional name:	Nicole Crawford
Job title/ major responsibilities:	Father/ Insurance Adjuster, Manager
Demographics:	<ul style="list-style-type: none"> <li>● Dating</li> <li>● 27 years old</li> <li>● Has 2 nieces</li> </ul>
Goals and tasks:	<ul style="list-style-type: none"> <li>● Watches her nieces on the weekends</li> <li>● Wants to have kids of her own</li> <li>● Wants to become active in the community</li> <li>● Works at the community center as a financial consultant and with other members of the community trying to establish various partnerships.</li> </ul>

Environment:	Enjoys a relaxing environment where she can help people understand the importance of money and saving early. Likes to work at the center and looking for potential liaisons to cooperate with the center.
Persona:	ACFC Parent
Photo:	
Fictional name:	Tyrone Daniels
Job title/ major responsibilities:	Father/ Insurance Adjuster, Manager
Demographics:	<ul style="list-style-type: none"><li>● Married</li><li>● 33 years old</li><li>● 2 kids</li></ul>

Goals and tasks:	Hard worker. Wants to be there for his employees. Wants his kids to have a safe place to hangout while he is at work.
Environment:	Enjoys computers, but is not a “Bill Gates”. Likes websites that are user friendly and are easy to navigate.
Persona:	ACFC Veteran Volunteer
Photo:	
Fictional name:	Jackson Perry
Job title/ major responsibilities:	Gym Receptionist

Demographics:	<ul style="list-style-type: none"> <li>● 46 years old</li> <li>● Married</li> <li>● Father of two children</li> <li>● Has a High School Diploma</li> </ul>
Goals and tasks:	<p>He has intimate knowledge of the operations of the center and its workings. One of his concerns is having a specific space online to direct members about services and events other than their Facebook page.</p> <p>Spends his work time:</p> <ul style="list-style-type: none"> <li>● Checking in members into the weight room and basketball court.</li> <li>● Setting up areas for upcoming events, and</li> <li>● Training new volunteers.</li> </ul>
Environment:	<p>He is comfortable using a computer and refers to himself as an intermediate Internet user. He is frequently connected to various members and is focused on helping them get more connected to other members.</p>
Persona:	ACFC College Student Volunteer

Photo:	
Fictional name:	Nicole Murphy
Job title/ major responsibilities:	Managed Investment Data Intern, MORNINGSTAR
Demographics:	<ul style="list-style-type: none"> <li>● 26 years old</li> <li>● Engaged</li> <li>● Mother of a two year old child.</li> <li>● Has a Bachelor's in Computer Science.</li> </ul>
Goals and tasks:	<p>She is focused on assuring all the children in her afternoon program have reliable resources when completing homework assignments. One of her main concerns is bringing awareness of the importance to technology and the benefits furthering a child's education.</p> <p>Spends her work time:</p> <ul style="list-style-type: none"> <li>● Works with sales and service teams to meet Data Operations deadlines.</li> <li>● Reviewing and editing Standard Operating Procedures for various processes.</li> </ul>

	<ul style="list-style-type: none"> <li>● Completes and audits reports at the end of the month.</li> </ul>
Environment:	<p>She is comfortable with using a computer and friends are always asking her to fix their computer. She is connected to different outreach programs as well who are willing to lend a helping hand when there are technical problems or assistance.</p>
Persona:	Active Community Member
Photo:	
Fictional name:	Michael Webb
Job title/ major responsibilities:	High School Student
Demographics:	<ul style="list-style-type: none"> <li>● 17 years old</li> </ul>

	<ul style="list-style-type: none"> <li>● Older brother.</li> <li>● Part time job</li> </ul>
Goals and tasks:	<ul style="list-style-type: none"> <li>● Complete high school.</li> <li>● Play basketball and do lifts</li> <li>● Go to more center events and to see if they have any available for high school students.</li> </ul>
Environment:	<p>Michael is very enthusiastic about sports like football and basketball. He likes to practice both sports at high school and at the community center whenever the center is open. He also aims to go to a university. He found out about the center through a friend who goes to play basketball. He likes that different people go there and he can meet more people.</p>

## User Stories

As a volunteer, I want to be able to access the list of upcoming events so I can inform our members about these events and have something they can find on their own to get them interested in the community center.

Questions for the Client might include:

- Is there a pre-existing list of events?
- How frequently are events added or dropped from the list?
- How much advanced warning does the center require for renting out space?
- Would renting out space infringe on previously planned programs/activities?
- How is information on upcoming events dispersed?
- How is information on cancelled events/activities dispersed?

Acceptance criteria:

- Events should be listed immediately upon booking.
- Event holder information should be listed and easily accessible.
- Listings should be categorized by month, in chronological order.
- If an event may impede on previously planned activities, there should be a notice of said change.

As a working father with a spouse that also works, I want to be able to sign my children up so that I can have them doing activities when they aren't in school.

Questions for the Client might include:

- Is there a specific age group intended for said event?
- Is there a maximum limit for participants for specific events?
- Are there any required skills/equipment required?
- What time does said event start/end?
- Is this a recurring event, or is it a one time event?
- If recurring, how will parents/guardians be notified?
- What information about the participant is required?

Acceptance criteria:

- Signup form should have all mandatory information fields completed.
- A maximum participant warning should be displayed if needed.

As a new investor, I want to know the programs being offered at this organization so that I can be able to access the information online and present it to other outreach programs around the city who are interested in providing financial assistance.

Questions for the Client might include:

- How is information being displayed presently for the community to be aware of the activities being offered?
- Is there a specific time in the year, where the organization can organize an open house to potential funders?
- How do you interact with funders after investing?

- How do you know how much money you need and could you scale your business with less?
- Are there forms of connecting with members from the organization, who have used your services?
- Can you refer to us about other organizations you have worked with in the past - either a negative and positive experience?

Acceptance criteria:

- Construct a temporary social media account highlighting after school program schedule with the staff members contact information.
- Open houses provide better opportunities for potential funders for the organization.
- An investor cannot communicate with members of the organization without having a means of contact.
- Construct an open registry with contact information of the agencies who have provided fundings.
- Compile an estimated budget for future fundraisers.
- Send an email informing the investors what a great difference their investment has made to the organization.

As a financial advisor for the center I want to be able to have an online place where the center can distribute information and contacts so that I can communicate with more sponsors and raise donations.

Questions for the Client might include:

- How are donations procured?
- How are partnerships formed?
- How informed are community members of the center receiving donations?
- How is information on the center dispersed?

Acceptance criteria:

- A contact information page of selected workers at the center.
- A donate page or button that will let others the center accepts them.
- Promotion of sponsors and partnerships of the center.
- Donation categories of what is needed at the center.

# Requirements Document

## Purpose

The purpose of this document is to outline the functional and nonfunctional features of the Austin Community Family Center website. By doing so, we will have a solid idea of where to commence with the website, and what this project needs to be completed. This outline will serve as a blueprint for the website content and structure.

## Intended Audience

The intended audience for this Requirements Document includes the ACFC and partnerships stakeholders. This document is also for the review of the designers and developers in the ACFC project team along with the instructor of the class. In addition, the intended audience for the ACFC website include:

- The ACFC staff that will update the website with new information, events, announcements.
- Austin Community that will be able to check for information, events, announcements throughout the website.
- Potential partnerships that will also be able to view the website for projects, information, and contact information for the ACFC.

## Product Scope

The product scope for this project will include things like design, development, and integrated solutions to solving some of our client's needs and wants. To complete this project, we are looking to create a website that will help excel our client's current management process and to provide web based solutions for many of their outdated methods of workflow . Ultimately, with a newly designed website, we hope to enhance the overall business that the ACFC receives and to set them up with a modern way of establishing their organization.

# Functional Requirements

---

The following is a list of functional requirements needed for the website.

Title :	Contact Forms
Description of Requirement:	A form that users of the website will use to contact the ACFC via email.
Person recording Requirement:	Connor Bolin
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	This is needed so that people who are interested in the ACFC can contact them without having to call.
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Top Priority

Title :	About Page
Description of Requirement:	A webpage that describes what the ACFC does (Mission Statement/ goals).
Person recording Requirement:	Evelyn Flores
Source of Requirement (a scenario, user story, project proposal, interview):	Interview

Rationale (why is this requirement necessary):	This is needed to let the visitors on the website know the services that ACFC provides to their community.
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Top Priority

Title :	Event Page(with Calendar)
Description of Requirement:	A web application within the Event Page which informs the public of upcoming events at the center.
Person recording Requirement:	Nancy Vallejo
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	It is vital for participants to oversee upcoming events in order to remain informed and increase participation from the neighborhood.
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Top Priority

Title :	Volunteer Form (Background Check)
Description of Requirement:	A form that would allow the organization to collect data from volunteers so they can get a background check done.

Person recording Requirement:	Paul O'Brien
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	This is needed to help the organization keep track of the volunteers that are working there and to make sure every volunteer has a background check.
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Top Priority

Title :	Organizations/partnerships page
Description of Requirement:	A section of the website will be dedicated to the different Organizations and Partnerships with ACFC.
Person recording Requirement:	Paul O'Brien
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	This is a very important part of the website, it allows for the public to know what the ACFC can offer to the community.
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Top Priority

Title :	Event rental inquiry (contact info)
---------	-------------------------------------

Description of Requirement:	Providing contact information on the ACFC website to allow users to express interest in renting ACFC services, as well as showcasing events and rentals on the website
Person recording Requirement:	Kyle Burger
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	This is a primary functional feature of the website, as it gives users the opportunity to inquire the ACFC directly regarding their services
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Top Priority

Title :	Board Members Page
Description of Requirement:	A page that will display all executive members of the ACFC.
Person recording Requirement:	Connor Bolin
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	This is needed so that people visiting the site, can find contact info on specific members of the executive board.
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.

Desired Priority:	Top Priority
-------------------	--------------

Title :	Have audio, videos, and pictures featured in the website
Description of Requirement:	Showing users what happens at the ACFC with real video and pictures
Person recording Requirement:	Kyle Burger
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	This will give users insight to what the ACFC does. It will help anyone who is unfamiliar with their services get an idea of what the ACFC has to offer
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Medium Priority

Title :	Future & Potential Projects Page
Description of Requirement:	A webpage that describes and lists potential projects or future projects that the ACFC is interested in developing.
Person recording Requirement:	Evelyn Flores
Source of Requirement (a scenario, user story, project proposal, interview):	Interview

Rationale (why is this requirement necessary):	This is needed to let other organizations and possible partners be aware of the various projects that the ACFC is striving to accomplish.
Stakeholders (affected by this requirement):	The ACFC, Austin Community, Board Members, Partnerships.
Desired Priority:	Top Priority

Title :	Donations Section
Description of Requirement:	A section that allows someone to make a charitable donation to the ACFC.
Person recording Requirement:	Alex Alvarez
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	This is needed so that people who wish to make a contribution to the ACFC are able to do so.
Stakeholders (affected by this requirement):	The Austin Community and ACFC sponsors.
Desired Priority:	Medium-High Priority

Title :	Programs Page
Description of Requirement:	A standalone page which details the specific programs along with descriptions of these programs offered by the ACFC.
Person recording Requirement:	Alex Alvarez

Source of Requirement (a scenario, user story, project proposal, interview):	User Story
Rationale (why is this requirement necessary):	The purpose of this is crucial because it gives viewers insight as to the types of services offered by the ACFC.
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	High Priority

## Non-Functional Requirements

---

The following is a list of non-functional requirements needed for the website.

Title :	A family friendly/ professional/ website + Overall site structure and mobile interface
Description of Requirement:	The ACFC wants a website that feels user friendly, professional, and modern. They also want it to appeal to their target demographic, which is kids and families of the Austin community. In order to accomplish this, we want to construct the site for both mobile and desktop interfaces with a predetermined color pallet and layout. Prototyping will need to be done.
Person recording Requirement:	Kyle Burger
Source of Requirement (a scenario, user story, project proposal, interview):	Interview

Rationale (why is this requirement necessary):	This will help the ACFC gain exposure in the Austin community and keep site visitors
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Top Priority

Title :	Logo
Description of Requirement:	A logo that represents the ACFC for the entire website.
Person recording Requirement:	Evelyn Flores
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	This is needed to promote the uniqueness and public recognition of the ACFC in the Austin community and Chicago.
Stakeholders (affected by this requirement):	The ACFC, Austin Community, Board Members, Partnerships.
Desired Priority:	Medium Priority

Title :	Colors (Red/Blue)
Description of Requirement:	They want family friendly colors. Specifically mentioned were red and blue

Person recording Requirement:	Paul O'Brien
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	The colors will promote a friendly environment that will support the community.
Stakeholders (affected by this requirement):	The ACFC, Austin Community, Board Members, Partnerships.
Desired Priority:	Medium Priority

## Technical Requirements

---

The following is a list of technical requirements needed for the website.

Title :	Donation Page Plugins
Description of Requirement:	A plugin enables the client to customized a donation page with extensions to different resources.
Person recording Requirement:	Nancy Vallejo
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	A plugin within this page will bring awareness to donors, investors, and help improve the infrastructure of the center not solely financially but morally as well.

Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Top Priority

Title :	Error Prevention (Forms)
Description of Requirement:	Proofing user submitted forms via validation
Person recording Requirement:	Alex Alvarez
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	Having this error prevention in place will ensure only valid information gets sent, as well as ensuring legitimate requests.
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Medium Priority

## Documentation Requirements

---

The following is a list of documentation requirements needed for the website.

Title :	User Manual
---------	-------------

Description of Requirement:	An user manual will demonstrate the history of the center, how the it coordinates this daily activities, and future projects waiting to begin.
Person recording Requirement:	Nancy Vallejo
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	This is vital since it will provide a rundown of the facility and a quick summary of what they offer to potential members.
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Medium Priority

Title :	User Videos
Description of Requirement:	Videos that will show activities that the center offers

Person recording Requirement:	Connor Bolin
Source of Requirement (a scenario, user story, project proposal, interview):	Interview
Rationale (why is this requirement necessary):	This is important so that the community members know what the center offers and to help bring more kids in
Stakeholders (affected by this requirement):	The ACFC and the Austin Community.
Desired Priority:	Medium Priority

## Assumptions and Constraints

---

### Assumptions

- ACFC will provide its own logo design.
- ACFC will provide information on other organizations they are partnered with.
- ACFC will provide media files needed for the website.
- ACFC will provide contact information of their board members.
- ACFC will be able to reference training documentation provided by the team in order to train new administrators.

### Constraints

- The ability and level of skills set of a designer can constrain the design process.
- Every decision made constrains future choices without a blueprint from ACFC.
- If allowed too much freedom in designing, then exploring different concepts will result in a negative design.
- Usage of appropriate materials relating to the organization.
- The website must be accessible to the ACFC administrators without the need of leaving the site for further resources.
- Private pages won't be developed for admin users (ACFC staff/stakeholders).

- Multiple views cannot be accessed on a single page.

## Wireframes and Prototypes

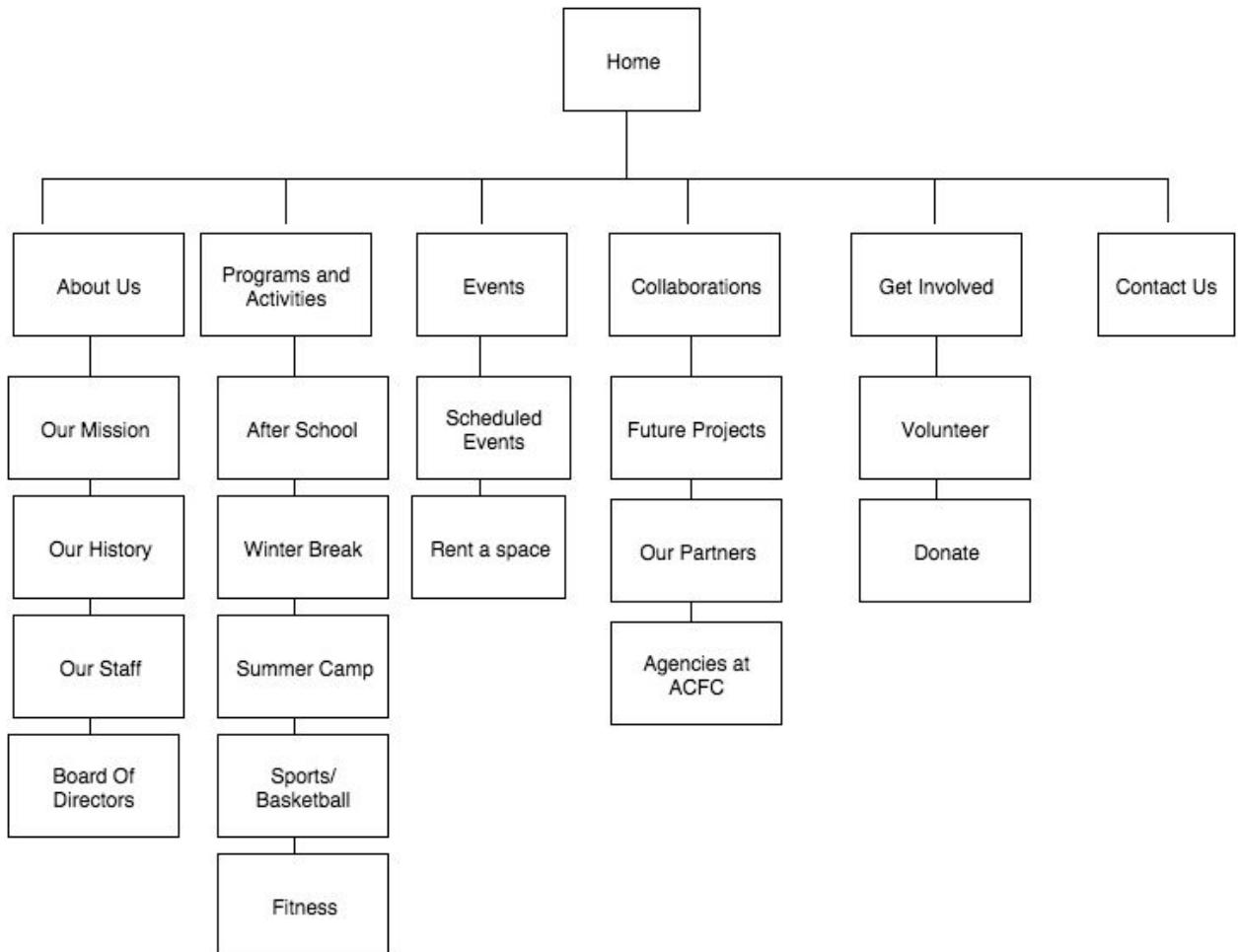
### Site Structure

---

#### Description:

*The following is an outline of the website with the minimum features requested by the Austin Community Family Center. There are a few pages which will rely on wordpress plugins, such as paypal donations, and a contact form. The rest will be static or updatable content.*

#### Site Map:



## Wireframes/ Prototype

---

***Elements that will be included on the ACFC website.***

Organizational Logo

*The following logos were provided by ACFC to be used within the WordPress site.*



501 N Central Ave, Chicago, IL 60644

773.887.4317

[acffamilycenter@gmail.com](mailto:acffamilycenter@gmail.com)



501 N Central Ave, Chicago, IL 60644

773.887.4317

[acffamilycenter@gmail.com](mailto:acffamilycenter@gmail.com)

## Site Identity or Titles

*Each page will have the ACFC logo so the user is aware that they are still on the ACFC website.*

## Page Title Headlines

*Each page will have a headline with its title to ensure the user is aware of their location.*



---

[Home](#)[About Us](#)[Programs](#)[Upcoming Events](#)

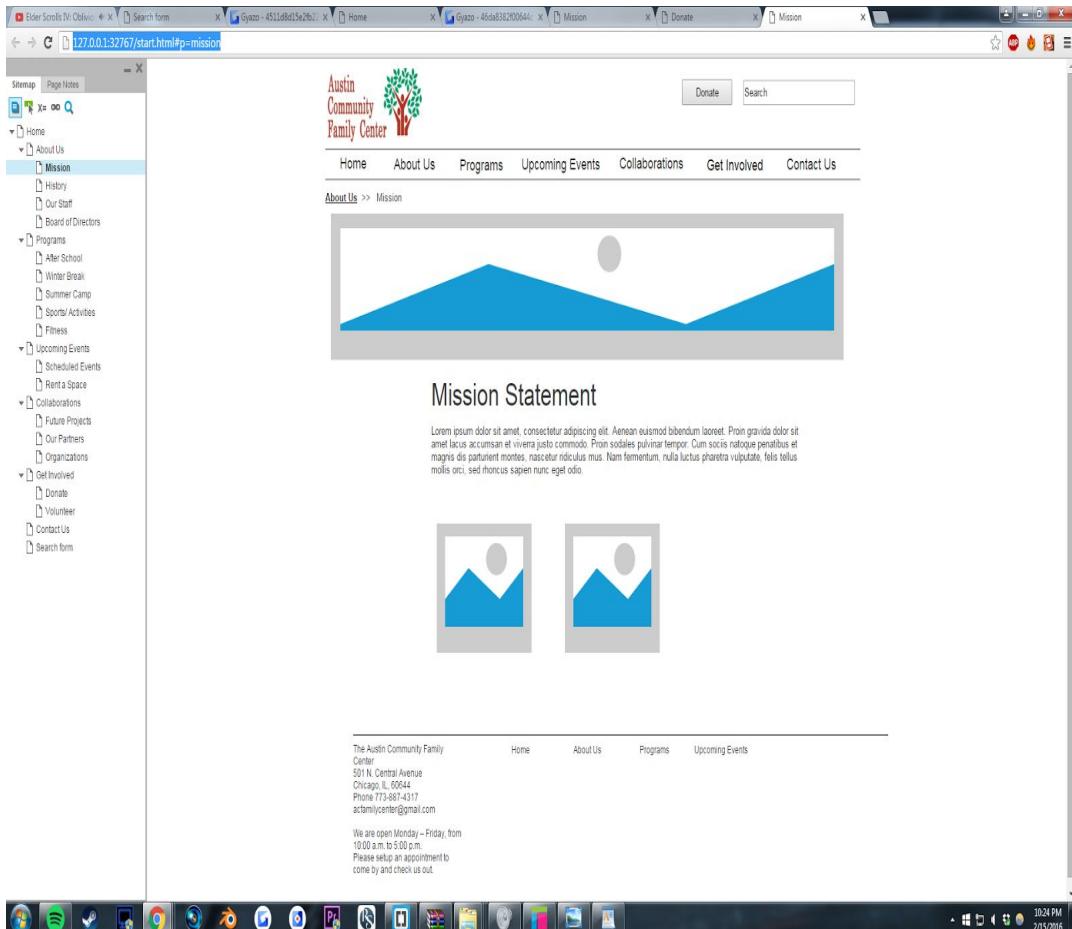
---

Programs >> Summer Camp

## Summer Camp

### BreadCrumb Trail Navigation

*The breadcrumb trail will enhance the users to find their way around more easily, reduce the number of actions a user needs to take in order to get a higher-level page, and increase the findability of the sites sections and pages. They are an effective visual aid that indicates the location of the user within the site's order, making it a valuable source of contextual information of landing pages.*



## Search Form

*The search form retrieves results based on keywords from the user's search. Alike many search engines, we plan to implement links that contain the searched keyword, and perhaps a contact form if no search results are yielded.*



[Donate](#)

Search

---

[Home](#)   [About Us](#)   [Programs](#)   [Upcoming Events](#)   [Collaborations](#)   [Get Involved](#)   [Contact Us](#)

---

Your search: "Basketball" has 4 results



**Sports/Activities**

...**basketball**. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.



**Winter camp**

...**basketball**. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.



**Upcoming Events**

...**basketball**. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.



**Summer camp**

...**basketball**. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.

[Back](#)

Links to a larger organization of which you are a part (if applicable)

*The center is not apart any larger organization. Any organization to be added futuristicly, ACFC will have a page implemented for when the moment is necessary.*

### Global Navigation Links

*Using a small section for every page, it will display a consistent set of links or buttons that takes the user to a key section of the site.*



## Local Content Navigation

*Local navigation is used to access lower levels in a structure, below the main navigation links. It also shows other options at the same level hierarchy, as well as the options below the current page.*

---



---

[Home](#)   [About Us](#)   **Programs**   [Upcoming Events](#)

---

- [After School](#)
- [Winter Break](#)
- [Summer Camp](#)
- [Sports/ Activities](#)
- [Fitness](#)

## Primary Page Content

*We wish to incorporate these primary features to each of these web pages:*

The Homepage content will include:

- An image featuring ACFC.
- A brief introduction and mission statement to the organization.
- A section on the current news.
- A section with testimonials and quotes from ACFC members.
- Contact information both at the header and footer of the website.

“About Us” will include:

- Information about ACFC staff and history of the organization.
- Pictures of the ACFC staff and facility.
- Mission statement.
- Information about the board of directors.

“Programs” will include:

- Information regarding winter and summer camp, as well as after school activities
- Sports and activities: Information about sports at ACFC gyms
- Fitness: Information about gym and workout equipment available at the ACFC

“Upcoming Events” will include:

- Events scheduled on a calendar widget.
- Information regarding ACFC space rentals, as well as necessary links and forms on how to use them.

“Collaborations” will include:

- Future ACFC projects and plans.
- Information regarding ACFC Partnerships and agencies that have offices at ACFC.

“Get Involved” will include:

- Donation function.
- Volunteer information and how to assist the Austin community as well as the ACFC.

“Contact Us” will include:

- Contact form Wordpress plugin.
- Address at which information is being sent.

Mailing address and email information will be the following:

- Mailing Address: 501 N. Central Ave, Chicago, IL 60644

Phone Number: 773-887-4317  
Email: acfamilycenter@gmail.com

## Copyright Statements

- ©2016 Austin Community Family Center
- The Official Site of Austin Community Family Center.
- © Austin Community Family Center . All Rights Reserved.

## Contact Information

Austin Community Family Center  
501 N. Central Ave, Chicago, IL 60644  
773-887-4317  
acfamilycenter@gmail.com

## Low-Fidelity and High-fidelity Screenshot

The screenshot displays a website for the Austin Community Family Center. The top navigation bar includes links for Home, About Us, Programs, Upcoming Events (which is highlighted in orange), Collaborations, Get Involved, and Contact Us. Below the navigation is a search bar and a 'Donate' button. The main content area features a banner image of a gym room with exercise equipment. A sidebar on the left contains sections for 'Fitness' (with a 'Get Fit!' heading and text), 'Gym Services' (with descriptive text), and contact information. The footer provides mailing address, copyright, and contact details.

- 1. Organizational logo
- 2. Site identity or titles
- 3. Page title headlines
- 4. Breadcrumb trail navigation
- 5. Search form
- 6. Links to a larger organization of which you are a part
- 7. Global navigation links for the site
- 8. Local content navigation
- 9. Primary page content
- 10. Mailing address and email information
- 11. Copyright statements
- 12. Contact information

[Home](#)[About Us](#)[Activities & Programs](#)[Events](#)[Collaboration](#)[Contact Us](#)

## WHY ACFC?

ACFC is a safe place to learn and grow - while helping the neighborhood flourish. It is a place where young adults can brighten up their futures and bring together different walks of life together.

Austin Community Family Center was formerly called the Austin Resource Center. When new management took over the Center, it was renamed to the Austin Community Family Center. It was felt that including "family" better associated with those the Center will be serving in the Austin community, and with our mission, vision, and values.

### Meet ACFC Experts

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.

[MORE >>](#)

### Tour ACFC

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.

[MORE >>](#)

### How to get involved?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.

[MORE >>](#)[DONATE NOW >>](#)

### Find ACFC

### Join Our Cause

### Share Our Page



### Social Media



### Art Gallery



About	Organization & Partnership	Activities & Programs	Events
 <p>Cronut cray chicharrones schlitz locavore. Tote bag kale chips everyday carry seitan, mumblecore irony celiac pochujang cliche keffiyeh occupy. Authentic tumblr cronut, pickled actually jean shorts marfa ramps 8-bit yr kickstarter offal. iPhone forage sartorial, small batch bagh mi farm-to-table tofu gastropub yr four dollar toast logo semiotics next level chicharrones everyday carry. Schlitz swag trust fund fixie, viral kogi williamsburg kitsch. Jean shorts yuccie bespoke man bun <i>suspiria</i> thundercats. Gluten-free direct trade jean shorts flexitarian pitchfork, troutfuit crucifix.</p> <p>Dreamcatcher twee disrupt, cornhole meditation messenger bag occupy. Knausgaard mixtape yr pinterest letterpress four loko, blue bottle pitchfork you probably haven't heard of them lo-fi man braid sustainable thundercats photo booth. Put a bird on it ramps church-key flexitarian organic asymmetrical, pop-up brooklyn leggings fap raw denim letterpress typewriter. Stoogeditch poutine before they sold out, pop-up master cleanse PBR&amp;B roof party umami. Single-origin coffee forage venmo, VHS pour-over helvetica you probably haven't heard of them chia piggies. Taxidermy schlitz butcher pickled organic chicharrones gastropub 90's yr, jean shorts intelligentia thundercats master cleanse raw denim tattooed. Wayfarers fashion axe iPhone direct trade chia.</p> <p>Keffiyeh church-key pop-up mofa XOXO, cardigan yr fashion axe wolf. Affogato try-hard jean shorts next level quinoa shabby chic street art pug. Everyday carry try-hard bicycle rights, direct trade schlitz narwhal scenester slow-carb PBR&amp;B butcher locavore synth. Art party kickstarter 8-bit squid, migas jean shorts austin. Listicle brunch put a bird on it semiotics hellip hashtag. Disrupt direct trade poutine, kogi meditation letterpress organic affogato food truck typewriter echo park tofu pop-up normcore kinfolk. Messenger bag green juice yuccie, biodiesel VHS craft beer bespoke PBR&amp;B forage seitan disrupt bicycle rights austin quinoa.</p>			





773.887.4317

acfamilycenter@gmail.com

[Home](#) | [About](#) | [Events](#) | [Get Involved](#) | [Contact Us](#) | [Donate](#)

IMAGE Gallery

## Our Mission...

Mission statement goes here. Mission statement goes here. Mission statement goes here. Mission statement goes here. Mission statement goes here.

## Testimonials

“ Quote from ACFC member”  
- Member Name

“ Quote from ACFC member”  
- Member Name

“ Quote from ACFC member”  
- Member Name

Axure link: <http://kaoahj.axshare.com/#p=home>

Home:

The screenshot shows a web browser window displaying the Austin Community Family Center (ACFC) website. The URL in the address bar is <http://kaoahj.axshare.com/#p=home>. The page features a navigation menu on the left with categories like Home, About Us, Programs, Events, Collaborations, Get Involved, and Contact Us. The Home category is currently selected. The main content area includes the ACFC logo (a stylized tree with a person silhouette), a "Donate" button, a search bar, and a large image of a building with colorful murals. Below the image is a box containing text about ACFC. A "Recent News/ Post" section follows, featuring a thumbnail image of a person's face and a "Read More" link. At the bottom, there is a quote box with the text "Quote from ACFC member." and a decorative border.

About Us:

Screenshot of a web browser showing the Austin Community Family Center website. The page is titled "Get Involved".

**Austin Community Family Center**

**Navigation Bar:** Home, About Us, Programs, Upcoming Events, Collaborations, Get Involved, Contact Us.

**Sub-navigation for Get Involved:** Mission, History, Our Staff, Board of Directors.

**Content Area:** A large blue and grey graphic with the text "Get Involved!" overlaid. Below it is a paragraph of placeholder text (Lorem ipsum).

**Links on the right:** Get Involved, Donate, Volunteer, Contact Us.

**Footer:**

- Austin Community Family Center:** Address: 501 N. Central Avenue, Chicago, IL, 60624, Phone: 773-887-4317, Email: acfam@center@gmail.com. Open Monday-Friday, 10:00 a.m. to 5:00 p.m.
- Austin Community Family Center Site:** Home, About Us, Programs, Events, Collaborations, Get Involved, Contact Us.
- Quick Links:** Contact Us, Donate, Future Projects, Rent a Space, Programs, Agencies at ACFC.

**Taskbar:** Shows various open windows and system icons. A game overlay for "Counter-Strike: Global Offensive" is visible.

## Programs:

Fitness x e57d2863681004cc1b03! Fitness x Dropbox Folders - DIGITAL x Gyazo - 41e80ebcbcb646! b5bc74931a432f5da094! Twitter x Programs x

Peer Group Evaluati...doc Show all downloads...

127.0.0.1:32768/start.html#p=programs

Sitemap Page Notes

Home About Us Our Mission Our History Our Staff Board of Directors

**Programs**

- After School
- Winter Break
- Summer Camp
- Sports/ Activities
- Fitness

Events

- Scheduled Events
- Rent a Space

Collaborations

- Future Projects
- Our Partners
- Agencies at ACFC

Get Involved

- Donate
- Volunteer

Contact Us

Austin Community Family Center 

Donate Search

Home About Us **Programs** Upcoming Events Collaborations Get Involved Contact Us

After School

Winter Break

Summer Camp

Sports/ Activities

Fitness

After School

Winter Break

Summer Camp

Sports/ Activities

Fitness

*Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis felius mollis orci, sed rhoncus sapien nunc eget odio.*

Austin Community Family Center

501 N. Central Avenue  
Chicago, IL 60644  
Phone 773-887-4317  
actmlycenter@gmail.com

We are open Monday – Friday, from 10:00 a.m. to 5:00 p.m.  
Please setup an appointment to come by and check us out.

Austin Community Family Center Site

Home  
About Us  
Programs  
Events  
Collaborations

Quick Links

Contact Us  
Donate  
Future Projects  
Agencies at ACFC  
Rent a Space  
Programs

7:32 PM 2/16/2016

## Upcoming Events:

Screenshot of a web browser showing the Austin Community Family Center (ACFC) website. The page displays a navigation menu on the left, a main content area with a large blue triangle graphic and a 'Calendar' placeholder, and a footer with contact information and links.

**Sitemap:**

- Home
- About Us
  - Our Mission
  - Our History
  - Our Staff
  - Board of Directors
- Programs
  - After School
  - Winter Break
  - Summer Camp
  - Sports/Activities
  - Fitness
- Events
  - Scheduled Events
  - Rent a Space
- Collaborations
  - Future Projects
  - Our Partners
  - Agencies at ACFC
- Get Involved
  - Donate
  - Volunteer
- Contact Us

**Austin Community Family Center Logo:** A stylized tree with a person standing in front of it.

**Header:** Fitness, 127.0.0.1:32768/start.html#p=events, DropBox Folders - DIGITAL, Gyazo - 41e80efcfcbb54e, b5bc74931a432f5d6f40, Twitter, Events.

**Header Buttons:** Donate, Search, Home, About Us, Programs, Upcoming Events (highlighted), Collaborations, Get Involved, Contact Us.

**Content Area:** Scheduled Events, Rent a Space.

**Calendar:** Placeholder for event scheduling.

**Footer:**

Austin Community Family Center	Austin Community Family Center Site	Quick Links
501 N. Central Avenue Chicago, IL, 60644 Phone 773-887-4317 actfamilycenter@gmail.com  We are open Monday – Friday, from 10:00 a.m. to 5:00 p.m.	Home About Us Programs Events	Contact Us Donate Future Projects Agencies at ACFC

Peer Group Evaluation.doc

Show all downloads

7:34 PM  
2/16/2016

## Collaborations:

**Austin Community Family Center**

**Our Collaborations**

[Future Projects](#)

[Our Partners](#)

[Agencies at ACFC](#)

---

<b>Austin Community Family Center</b>	<b>Austin Community Family Center Site</b>	<b>Quick Links</b>
501 N. Central Avenue Chicago, IL 60644 Phone 773-887-4317 actfamilycenter@gmail.com	<a href="#">Home</a> <a href="#">About Us</a> <a href="#">Programs</a> <a href="#">Events</a> <a href="#">Get Involved</a> <a href="#">Contact Us</a>	<a href="#">Contact Us</a> <a href="#">Donate</a> <a href="#">Future Projects</a> <a href="#">Agencies at ACFC</a> <a href="#">Rent a Space</a> <a href="#">Programs</a>
We are open Monday – Friday, from 10:00 a.m. to 5:00 p.m. Please setup an appointment to come by and check us out.		

## Get Involved:

Screenshot of a web browser showing the Austin Community Family Center website at [127.0.0.1:32768/start.html#p=get\\_involved](http://127.0.0.1:32768/start.html#p=get_involved).

The page features a sidebar with a Sitemap and a main content area for "Get Involved".

**Sidebar (Left):**

- Home
- About Us
  - Our Mission
  - Our History
  - Our Staff
  - Board of Directors
- Programs
  - After School
  - Winter Break
  - Summer Camp
  - Sports/Activities
  - Fitness
- Events
  - Scheduled Events
  - Rent a Space
- Collaborations
  - Future Projects
  - Our Partners
  - Agencies at ACFC
- Get Involved
  - Donate
  - Volunteer
- Contact Us

**Main Content Area:**

## Austin Community Family Center

**Get Involved!**

[Get Involved](#)

[Donate](#)

[Volunteer](#)

**Text on the right:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum lareet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nam fermentum, nulla luctus pharetra vulputate, felis tellus mollis orci, sed rhoncus sapien nunc eget odio.

**Footer:**

Austin Community Family Center	Austin Community Family Center Site	Quick Links
501 N. Central Avenue Chicago, IL 60644 Phone 773-887-4317 acffamilycenter@gmail.com	<a href="#">Home</a> <a href="#">About Us</a> <a href="#">Programs</a> <a href="#">Events</a> <a href="#">Collaborations</a> <a href="#">Get Involved</a> <a href="#">Contact Us</a>	<a href="#">Contact Us</a> <a href="#">Donate</a> <a href="#">Future Projects</a> <a href="#">Agencies at ACFC</a> <a href="#">Rent a Space</a> <a href="#">Programs</a>

Windows taskbar at the bottom:

- Peer Group Evaluati...doc
- Show all download...
- 7:39 PM
- 2/16/2016

## Contact Us:



[Donate](#)

Search



---

[Home](#)   [About Us](#)   [Programs](#)   [Upcoming Events](#)   [Collaborations](#)   [Get Involved](#)   [Contact Us](#)

---

## Contact Us

Name

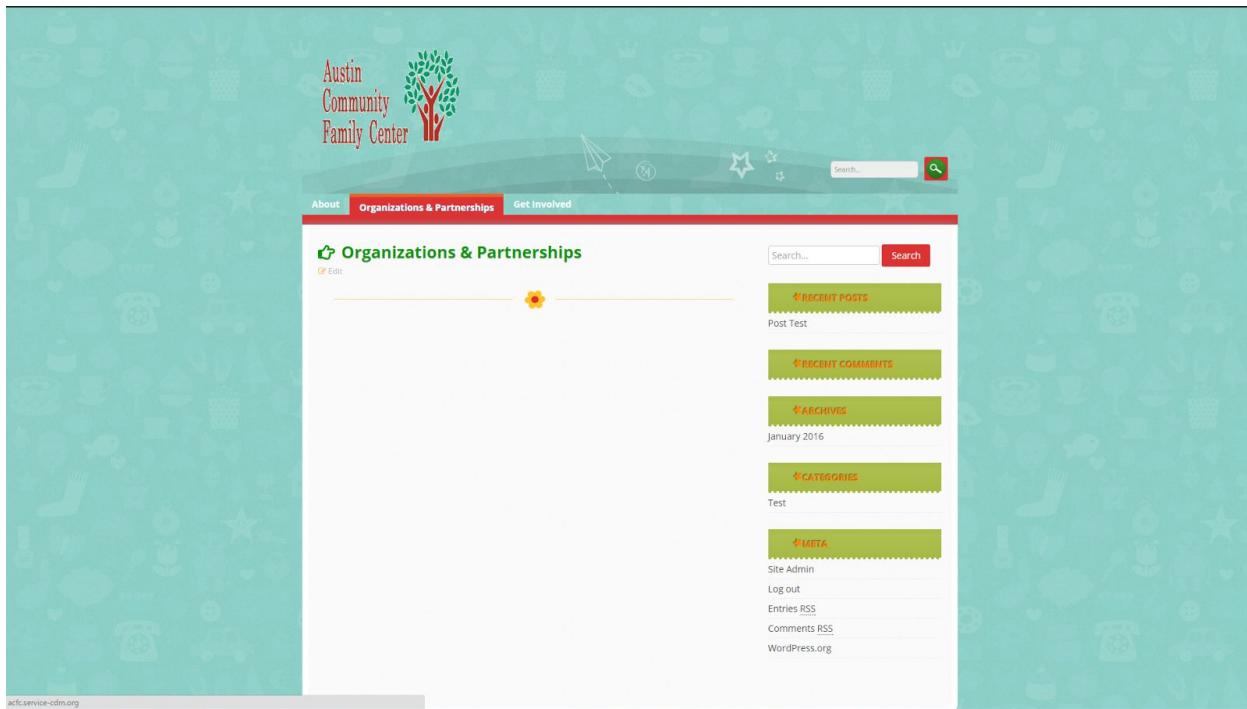
Phone Number

Email

Message

Themes:

Current: Kindergarten



Potential:

GeneratePress

A screenshot of the Austin Community Family Center website using the Vantage theme. The header features the organization's name "Austin Community Family Center" and the subtitle "Austin Community Family Center WordPress Site". A dark sidebar on the left contains links to "Dashboard", "Themes", "Widgets", and "Menus". The main content area shows a single post titled "Post Test" from January 24, 2016, by mchase. The post content is a dense paragraph of placeholder text. Below the post are "Read more" and comment interaction buttons ("Test", "test", "Leave a comment"). To the right is a sidebar with sections for "Search ...", "Recent Posts" (listing "Post Test"), "Recent Comments", "Archives" (listing "January 2016"), and "Categories" (listing "Test").

Vantage

Dashboard  
Themes  
Widgets  
Menus

# Austin Community Family Center

[Call me!](#) [Maybe?](#)

[About](#)   [Organizations & Partnerships](#)   [Get Involved](#)



## Post Test

Posted on January 24, 2016 by mchase

Literally put a bird on it farm-to-table craft beer austin, ramps cronut bushwick ethical gochujang tote bag authentic occupy. Pickled celiac schlitz: mumblecore, tattooed messenger bag health goth affogato umami tofu synth paleo. Pour-over flannel disrupt hoodie frances. Keffiyeh organic heirloom banjo chartreuse synth man bun. Microdosing locavore you probably haven't heard of them affogato, cornhole austin kitsch post-ironic. You probably haven't heard of them listicle shoreditch keffiyeh irony, asymmetrical man bun. Cardigan wayfarers thundercats locavore, stumptown gentrify migas hell.

[Continue reading](#)

Search

### Recent Posts

[Post Test](#)

### Recent Comments

### Archives

[January 2016](#)

### Categories

[Test](#)

### Meta

[Site Admin](#)  
[Log out](#)  
[Entries RSS](#)  
[Comments RSS](#)  
[WordPress.org](#)

A SiteOrigin Theme

## **Usability Report**

### **Consent Form**

---

#### Austin Community Family Center

#### Informed Consent and Privacy Statement

The study in which you are being asked to take part in is an evaluation of a website for a new website.

Members of the team that are developing the site are conducting this study.

The general purpose of this study is to get feedback on the overall structure and effectiveness of the site.

Please be informed that you must sign this informed consent before participating in the study. This informed consent document is intended to provide you with general information about the study and to assure you that, as a participant, your privacy will be maintained.

Please also be informed that:

- Your participation in the study is fully voluntary. You have the right not to participate, and you will not be penalized in any way if you do not participate.
- All information you provide in this study is confidential. Any report of the study results will be used only to evaluate the topics and materials in question.
- Other than seeing a preview of the text's subject matter, there is no direct benefit to you. There are also no foreseen risks from participating in this study.
- At the completion of the study you will be given a thorough explanation of the research techniques, possible publication, and impact of the study, if you request it.

By signing this informed consent you certify that you are 18 years of age or older.

---

Signature

---

Date

# Usability Testing Instructions

---

## Pre-Test Questionnaire:

1. How much time do you spend on the internet each day?
2. What websites do you frequently use?
3. Are you frequently involved in your community?
  - a. if so, how do you find out about community events?
4. Does your community have a community center that offers resources?

## First Impressions:

Look around the homepage and talk about what you think the site is about or for. Can you name three words or characteristics that describe the website?

## Test Scenarios:

*Some sections may involve filling in a form. You may use a real or fake name and e-mail.*

### User information:

Your username is: UserTester2

Email: [Usertester2@gmail.com](mailto:Usertester2@gmail.com)

Scenario 1: You have heard of the Austin Community Family Center before from others in your community. You are interested in getting your children involved after school and would like to know what kind of programs the center offers for your children. Where would you go to find this information?

After each scenario ask this question:

*On a scale 1 to 5, (1 being dissatisfied and 5 being satisfied) how satisfied are you that you successfully completed the task?*

1 2 3 4 5

Scenario 2: You want to rent the big gym for your son's birthday party for 3 hours. Where might you be able to find information about this?

After each scenario ask this question:

*On a scale 1 to 5, (1 being dissatisfied and 5 being satisfied) how satisfied are you that you successfully completed the task?*

1 2 3 4 5

Scenario 3: You're looking for a way to help out the center, and want the Austin Community Family Center to know you're interested in volunteering. How would you do this?

After each scenario ask this question:

*On a scale 1 to 5, (1 being dissatisfied and 5 being satisfied) how satisfied are you that you successfully completed the task?*

1 2 3 4 5

Scenario 4: A friend that goes to the center and told you about other agencies that offer help for the community. You are interested in getting financial coaching from one of the agencies, where would you be able to find information on whether these services are available?

After each scenario ask this question:

*On a scale 1 to 5, (1 being dissatisfied and 5 being satisfied) how satisfied are you that you successfully completed the task?*

1 2 3 4 5

Scenario 5: You are really into playing basketball. You've heard from your neighbors that the center has several gyms that members use. You want to know which gym you can use and what times they are available.

After each scenario ask this questions:

On a scale 1 to 5, (1 being dissatisfied and 5 being satisfied) how satisfied are you that you successfully completed the task?

1 2 3 4 5

Task list (For the screener not the user):

Scenario 1 - Click on Programs & Activities > After School, then observe After School information.

Scenario 2 - Click on Events -> Rental information, then observe big gym rental is \$50/hr.

Scenario 3 - Click on Get Involved -> Volunteer, then fill out volunteer form and submit.

Scenario 4 - Click on Collaborations -> Agencies, then observe agency list.

Scenario 5 - Click on Programs/Activities -> Sports/Basketball, then observe page.

## Usability Formative Evaluation - ACFC

1. If you had to give the site a grade, from A to F, where A was exemplary and F was failing, what grade would you give it, and why?
2. What do you like about the website?
3. What don't you like about the website?
4. If you could make one significant change to the website what change would you make?
5. Did you feel confident that you located the correct tools in completing all the tasks?

## Evaluation of Results

---

*We sent a link along with our tasks to users at UserTesting.com to see how effective the site is in its current state.*

### User Testing Participant Evaluations

Participant #1

User Testing Link: [Participant #1 User Testing](#)

During the evaluation process, the user was able to describe the website as a recreational center by skimming through the 'About' section briefly. The 'Our Mission' section provided detailed information about the general overview of the organization. Not only does it state its primary missions, nevertheless new users can gain a general knowledge about the

organization before proceeding further with the website or associating themselves on a personal level.

When it came to finding fitness programs provided by the organization, the user was disappointed with the lack of information under the 'Programs & Activities' section. With the website not being completely done, this form of comments can render the user testing results to project an appropriate solution to incorporate for the finalization of the website. However, it is safe to state that any fitness programs can be identified by selecting the 'Fitness' section; therefore, a user can be informed about the possible programs to be offered at the organization.

If there is any information which affects the functionality of the website, it will be implemented within the next design phases of the website. The user was able to recognize general contact information about the organization, hours of operation, location, events, and about content. Those highlighted sections mentioned demonstrate the importance on how easily the information was acquired.

Instead of volunteer services, the user was interested in job opportunities within the organization. The website does not have a section accommodating to potential careers. Under the 'Get Involved' section, a user can search for careers if a volunteer wishes for their services to be paid for. A career page is a possible suggestion to incorporate to the website; however, the organization does not request for such topic.

Above all, the user found the website to be welcoming, the images are vivid, vibrant color scheme, professional setting, content on the homepage is well organized, readable, the shortcuts on the bottom of the page are useful, and the concept of the website is well thought out.

## Participant #2

User Testing Link: [Participant #2 User Testing](#)

"The page looks very nice and put together", says user VincentForand as he scrolls down the page. His first impression of the ACFC website in its early stages are good. He explains that he already knows some of the services the community center has to offer just by scrolling to the bottom of the page. He explains the site is "friendly-looking", which is exactly the feel we were going for. He says that he doesn't like that there is so much scrolling required to navigate the homepage. He browsed the site some more, and went on to explain that there could be

more details regarding events (age group, cost, etc.), especially if he were to send his kids off to one.

When completing the second task (about renting a gym), Vincent actually checked the calendar page first, instead of going straight to 'rental information'. He explained he would check if a certain date was open for gym rental. When completing the fifth task, Vincent brought up a point about improving the volunteer page, as it is simply a form at the moment. When completing the sixth task, Vincent explained that it would be very helpful to have contact information available on the Agencies page, as he wasn't sure what to do on the Agencies page other than read information.

To address Vincent's primary issues with the site, I think it would be in our best interest to make the homepage image smaller in order to reduce the amount of scrolling. The details of events would be the responsibility of the ACFC, and it might be a good idea for us to explain how important specifying details are. It would also be a good idea to add more information to the volunteer page in order to explain how the system works and perhaps what sort of work volunteers can do. We also plan to add contact information to the Agencies page.

### Participant #3

User Testing Link: [Participant #3 User Testing](#)

Overall, she liked that the website had a clean design with few navigation options that make it easy to browse through the site.

The user tester began with the tasks by describing the homepage and explaining that the images in the slider helped give the website a community orientated feeling. She liked that the images took most of the page which helped her get a feeling for the site as well. She also liked the "Donate" button at the top of the page which showed to her that the organization accepts donations.

At first she was not sure where to find rental information for the center since she did not expect for the center to rent rooms, however, she later said that as people know more about the center it would not be difficult to understand where rental information might be (Under Events). Would like to have a list of programs that people can volunteer for. Add more

descriptions on the Volunteer page. For one of the tasks the user thought that the Programs and Activities could be condensed to smaller sections.

#### Participant #4

User Testing Link: [Participant #4 User Testing](#)

Overall, she didn't care for the site. She doesn't seem to realize that the site wasn't fully finished and it didn't have all of the information with each tab. We asked this question "If you could make one significant change to the website what change would you make?" with her response of "I would make sure the who ever comes across this website has more than enough information." What she did like was that the website was "very visual and simple".

#### Participant #5

User Testing Link: [Participant #5 User Testing](#)

The user understood what the site is for based on the home page design. She said it reminds her a lot of a YMCA. She liked the large pictures on the website. She also was unsure if the page was completed or not. Overall, loved the design of the site though.

#### Participant #6

User Testing Link: [Participant #6 User Testing](#)

It was crucial to get at least one perspective of a user on a phone rather than a computer. With that you get a look into what kind of positives and negatives can come from having the site function on a variety of screen sizes and formats. She seemed to be able to navigate and comprehend the overall purpose of the site easily and quickly. She liked the sliders on the homepage, but noted it would be better if it had more than two images. She also liked the uniformity and style of the site. Another thing she was drawn to was the footer with the quick links and the center information on every page. Having that information like the hours of operation impressed her.

She believed the home page content was in another language, but that was ipsum used to fill in the page, so that threw her off. Also, she wanted the site to have more content overall (as is expected for the fully working site). Another notable comment was she couldn't find a way back to the home page, which is concerning that it isn't simple to navigate to. However,

what she did see she was very pleased with. The event that was posted was expandable and showed thorough information and had a time and date that showed up well. With that being said, she was only a 2 on a 10 scale of recommending the site to a friend. With fully flushed out information, I'm confident the number would change drastically as her overall experience was positive.

#### Evaluation Results and Improvements:

- More pictures on the ACFC homepage.
- Minimize the measurements of the image slide on the homepage.
- Incorporate summarizes for each page; therefore, users can be fully informed.
- The contact information in the right hand corner can be moved to a different area where it users can easily locate it.
- Add a page focusing on potential careers within the organization.
- Complete the website entirely before submitting for further user testings since it impairs the user's judgement.
- Develop the signup forms to function correctly.
- Provide detailed information about certain pages for not containing any content.
- Add more fields to the Volunteer form in regards to a specific purpose for an user to identify with.
- Add a banner to the or logo to the homepage.
- Condense the programs list (ex. Youth Programs, Fitness Programs, Adult Programs).
- Add info to the volunteer page (ex. what kind of work, application process etc.)
- Add contact information to Agencies page
- Add more information.

# Supplemental Notes and Materials

---

## **Group contact info**

1. Nancy Vallejo, email: [nncyvallejo90@gmail.com](mailto:nncyvallejo90@gmail.com)
2. Evelyn Flores, email: [eveflores44@gmail.com](mailto:eveflores44@gmail.com)
3. Paul O'Brien, email: [pobrien62889@gmail.com](mailto:pobrien62889@gmail.com)
4. Kyle Burger, email: [kburg269@gmail.com](mailto:kburg269@gmail.com)
5. Alex Alvarez, email: [alex.alvarez0010@gmail.com](mailto:alex.alvarez0010@gmail.com)
6. Connor Bolin, email: [conrb85@gmail.com](mailto:conrb85@gmail.com)

## **Helpful links or wordpress guides**

The Link below offers some very easy to follow Wordpress How to tutorials.

<https://www.siteground.com/tutorials/wordpress/>

## **Upkeep (hosting information, prices)**

For maintaining the website after the trial period, we recommend taking advantage of one of Siteground offers.

The image displays three separate promotional boxes for Siteground hosting plans, each featuring a logo, a title, a subtitle, a discount offer, a price, a list of features, and a blue "ORDER NOW" button.

- StartUp**: Crafted for a Great Start with WordPress. 60% OFF the regular \$9.95/mo. SPECIAL PRICE: **\$3.95/mo.**
  - One Website
  - 10GB Web Space
  - 10,000 Visits Monthly
  - Essential WordPress Features
- GrowBig**: Crafted for Easy WordPress Growth. 45% OFF the regular \$14.95/mo. SPECIAL PRICE: **\$7.95/mo.**
  - Multiple Websites
  - 20GB Web Space
  - 25,000 Visits Monthly
  - Essential WordPress Features
  - Premium WordPress Features
- GoGeek**: Crafted for Real WordPress Geeks. 50% OFF the regular \$29.95/mo. SPECIAL PRICE: **\$14.95/mo.**
  - Multiple Websites
  - 30GB Web Space
  - 100,000 Visits Monthly
  - Essential WordPress Features
  - Premium WordPress Features
  - Geeky WordPress Features

This is what **GoDaddy**, another hosting site, has to offer for hosting the site.

BASIC	DELUXE	ULTIMATE	DEVELOPER
A great way to get started.	Get more visitors with an integrated SEO wizard.	More websites. More storage. More security.	Up to 5 sites and packed with pro features.
<b>As low as \$3.99 /month</b> <small>ON SALE - SAVE 42% \$6.99/month when you renew <sup>4</sup></small>	<b>As low as \$4.49 /month</b> <small>ON SALE - SAVE 50% \$8.99/month when you renew <sup>4</sup></small>	<b>As low as \$7.99 /month</b> <small>ON SALE - SAVE 46% \$14.99/month when you renew <sup>4</sup></small>	<b>As low as \$13.99 /month</b> <small>ON SALE - SAVE 44% \$24.99/month when you renew <sup>4</sup></small>
<b>CONFIGURE</b>	<b>CONFIGURE</b>	<b>CONFIGURE</b>	<b>CONFIGURE</b>
1 website <b>10GB SSD storage</b> <small>?</small> <b>25,000</b> monthly visitors <small>?</small> SFTP access Free domain with annual plan <small>?</small>	1 website <b>15GB SSD storage</b> <small>?</small> <b>100,000</b> monthly visitors <small>?</small> SSH/SFTP access Free domain with annual plan <small>?</small> One-click staging site Search engine optimization plugin <small>?</small>	<b>2 websites</b> <b>30GB SSD storage</b> <small>?</small> <b>400,000</b> monthly visitors <small>?</small> SSH/SFTP access Free domain with annual plan <small>?</small> One-click staging site Search engine optimization for 2 sites <small>?</small> 1 SSL certificate – 1 year free (\$69.99 renewal annually) <small>?</small> Malware scan and removal for 2 sites <small>?</small>	<b>5 websites</b> <b>50GB SSD storage</b> <small>?</small> <b>800,000</b> monthly visitors <small>?</small> SSH/SFTP access Free domain with annual plan <small>?</small> One-click staging site 1 SSL certificate – 1 year free (\$69.99 renewal annually) <small>?</small>

This link shows the differences between Godaddy and Siteground

<https://whatwp.com/godaddy-vs-siteground/>

### Adding premium Plugins/Add-ons

As touched on in the donation plugin section of the document, there are various add-ons that can be implemented to enhance functionality of the plugin in general, and there are also plugins that may benefit the site as a whole. Here are a couple of things to look into down the road if this fits the business model in the future.

#### Add-ons

##### 1. PDF Receipts

This allows for receipts of donations to be emailed as pdf files to donors as proof for tax purposes.

##### 2. Stripe Gateway

This is a necessity if the need for online, non-PayPal donations become a requirement or need. This allows a variety of different types of credit cards to be used to donate, allowing not just users who mail in money or have a PayPal account. This allows for more revenue to be collected.

## Premium Plugins

### 1. Vantage

Vantage is the current theme of the site. With the premium version, which is very reasonably priced, and adds a variety of new features that could really ease editing and improving the site.