**WordPress and Shortcodes**

**What is WordPress?**

WordPress is the world's most popular content management system (CMS) and offers hundreds of thousands of freely available plugins to add nearly any functionality imaginable, as well as many themes to customize the look and feel of your site. We partner exclusively with WP Engine to host our client's WordPress sites.

**The difference between WP-Admin and WP Engine**

There are two places to log in to control your WordPress site, and each serves a different purpose. They do not share login credentials.

1. **WP Engine** – [my.wpengine.com](http://my.wpengine.com/) – This is the web host that provides the managed server for your website. This portal is where you perform tasks like backing up and restoring your site, updating WordPress core, configuring various server options etc. Other than working with backups, you should rarely need to go here or change anything.
2. **WP Admin** – yourdomain.com/wp-admin – This is where you update the content of your site, add pages, menu items, change how the site looks and add plugins etc. This admin site is where you manage your website on a day to day basis and is where most common tasks are performed. This is also where plugin and theme updates are done.

**The IDSTC WordPress Plugin**

The IDSTC WordPress plugin is installed and configured on your site by IDSTC. This plugin handles replication, consultant search, shopping, joining and many other customer functions.

This plugin is maintained and updated by IDSTC, and does not receive updates the same way that most standard plugins do. All HTML/PHP code is contained in the plugin, and any modifications made to this code will be overwritten with each deployment. There may be a second IDSTC plugin installed containing the custom CSS to brand your cart, and any customizations to your cart.

**Our WordPress Shortcodes**

Flight provides a variety of [shortcodes](https://en.support.wordpress.com/shortcodes/) to use on your WordPress website. Most of these shortcodes are pre-configured by IDSTC before you access your site for the first time.

**Functionality Shortcodes**

These shortcodes are often used in the header to display various cart functionality. They are often added as menu items using the 3rd party plugin [Shortcodes In Menus](https://wordpress.org/plugins/shortcode-in-menus/).

**[idstc\_welcome]** This shows the welcome message and consultant's name on a replicated site (including corporate) and is hidden on non-replicated sites. This is usually featured in the header of the website. We recommend linking this to the /consultant-contact/ page which contains information the consultant has shared about them through the consultant portal.

**[idstc\_cartlink]** This shows a cart icon along with the number of items in the cart and links to the /viewcart page where customers can see the items in their cart and check out.

**[idstc\_leadCapturePage shortcodeid="xxxxx″]**Used to place [lead capture forms](https://featuresguide.idstc.com/knowledge-base/lead-capture-forms/) on the website.

**Login/Logout Shortcodes**

These shortcodes are used in conjunction to allow customers to log in, log out and get to their customer portal where they can manage their account. When a customer is logged out, only the log in link is shown and the other two are hidden. Once they are logged in, the log in link is hidden and the log out and My Account links are shown. It is recommended that all three shortcodes are used together and placed adjacent in the same menu.

**[idstc\_singleCustomerLoginLink]** links to the customer login page. This link is hidden if the customer is already logged in.

**[idstc\_singleCustomerLogoutLink]** when clicked logs the customer out. This link is hidden unless the customer is logged in.

**[idstc\_singleCustomerPortalLink]** shows up as "My Account" and links to the customer portal page and logs them in automatically without a password (uses a token instead). This link only appears when a customer is logged in.

**Page Shortcodes**

These shortcodes are placed on pages with specific permalinks to enable shopping, joining and other website functionality. These are usually pre-configured by IDSTC before you access your website for the first time.

**Changing Permalinks**

Changing the permalink on these pages may cause the shopping process to not work as expected and is not recommended.

**[idstc\_CheckoutPage]** Shortcode for /check-out page. This is where the user gets to choose if they want to check out as a new customer, existing customer or guest. One or more of these may be hidden with CSS.

**[idstc\_search\_allTypes]** Shortcode for /consultant-search page. This is the page that users who are on a non-replicated site are directed to to search for and choose which consultant they would like to enroll under. They can also choose to join under the corporate account.

**[idstc\_createEditBillingInfoPage]** Shortcode for /createeditbillinginfo page. This is where existing customers manage billing methods such as credit cards or add new billing methods.

**[idstc\_createEditShippingInfoPage]** Shortcode for /createeditshippinginfo page. This is where existing customers manage their shipping addresses and add new ones.

**[idstc\_createPersonPage]** Shortcode for /createperson page. This is the page where a new customer or consultant enters information to create their account. Depending on configuration in Flight this page can also include custom fields, legal agreements and replicated site info.

**[idstc\_editpersoninformation]** Shortcode for /editpersoninformation page. This page allows returning customers to update information about themselves.

**[idstc\_existingCheckoutPage]** Shortcode for /existingcheckout page. This page allows returning customers to choose from saved billing and shipping options during the checkout process.

**[idstc\_forgotPasswordPage]** Shortcode for /forgot-password page. This page allows customers and consultants to enter their email address to receive a forgot password email to reset their password.

**[idstc\_forgotPasswordConfirmationPage]** Shortcode for /forgot-password-confirmation page. This is the page users are directed to once they have submitted an email address for a forgot password email.

**[idstc\_joinPage]** Shortcode for /join page. This is the page that displays the join options configured in Flight which allow users to join the organization and become a consultant.

**[logInPage]** Shortcode for /log-in page. This shows a unified login page with login boxes for both customers and consultants.

**[idstc\_logInCustomerPage]** Shortcode for /log-in-customer page. This page shows a login form for customers. When they log in the login link shortcode is hidden, and the logout shortcode and My Account links shortcodes are shown. The My Account link logs them into their customer portal.

**[idstc\_logInConsultantPage]** Shortcode for /log-in-consultant page. This page displays a login form which immediately logs the consultant into their consultant portal.

**[idstc\_productDetailPage]** Shortcode for /productdetail page. This page shows the details of an individual product. There is only one product detail page, and which product is shown depends purely on the URL configured for that product in Flight. This URL defaults to the SKU of the product, but can be overridden with a custom SEO friendly or easier to read URL in Flight. To link to a specific product, you must link to the absolute URL of that product.

**[idstc\_productPage]** Shortcode for /order page. This is the beginning of the shopping cart which shows a list of product categories, and the products in the default product category. There is only one order page, and when changing categories the URL is changed to display the category and subcategory which is configured in Flight. To link to a specific product category, you must link to the absolute URL of that product category.

**[idstc\_promotionalRewardSelectionPage]** Shortcode for /promotional-reward-selection page. This is the page the user gets directed to in the checkout process if a promotion the user qualifies for offers multiple selections that must be made.

**[idstc\_shopSuccessPage]** Shortcode for /shop-success page. This is the page that users are directed to upon a successful transaction. The success type "join" or "shop" are appended depending on what kind of account was created and this can be used to track how many successful accounts of each type were created.

**[idstc\_editSubscriptionPage]** Shortcode for /subscriptionedit page. This page allows logged-in customers to view their subscriptions and edit their active subscriptions.

**[idstc\_subTotalPage]** Shortcode for /subtotal page. This is the page that is shown in the checkout process once the user has entered their account, shipping and billing information to confirm the order details before charging their billing method. This is also where customers can set a party to shop under and which shipping method they would like.

**[idstc\_viewCartPage]** Shortcode for /viewcart page. This page displays any items that are in the customer's cart, as well as which promotions are available and which they have qualified for. This page is linked from the viewcart icon shortcode, and contains the checkout button which allows the customer to create their account and complete their purchase.

**[idstc\_leadCapturePage]** Shortcode for /lead-capture page. This is the default lead capture page.

**[idstc\_upcomingEventsPage]** Shortcode for /upcoming-events page. This page shows any upcoming events for corporate or parties for an individual consultant.

**Consultant Information Shortcodes**

These shortcodes can be used to show specific consultant information on replicated sites. This is the same information shown on the /consultant-contact/ page which contains information the consultant has shared about them through the consultant portal.

[idstc\_consultant key="PersonID"] The consultant's unique id (within IDSTC).

[idstc\_consultant key="DisplayID"] The consultant's unique display id.

[idstc\_consultant key="DisplayName"] The consultant's display name.

[idstc\_consultant key="DisplayName2"] The consultant's second display name.

[idstc\_consultant key="Url"] The consultant's replicated site url (for example "robertg").

[idstc\_consultant key="ProfileMessage"] The custom message on consultants profile page.

[idstc\_consultant key="EmailAddress"] The email address to display.

[idstc\_consultant key="PhoneNumber"] The phone number to display for consultant on profile page.

[idstc\_consultant key="ImageURL"] The fully qualified URL pointing to the location of consultant's profile image.

[idstc\_consultant key="Address.City"] The city on the display profile.

[idstc\_consultant key="Address.ProvinceName"] The state/province name on the display profile.

[idstc\_consultant key="Address.CountryName"] The country name on the display profile.

[idstc\_consultant key="Address.Street1"] The first street line on the display profile.

[idstc\_consultant key="Address.Street2"] The second street line on the display profile.

[idstc\_consultant key="Address.Street3"] The third street line on the display profile.

[idstc\_consultant key="Address.Street4"] The fourth street line on the display profile.

[idstc\_consultant key="Address.PostalCode"] The postal code on the display profile.

**Other Plugins**

IDSTC may install a few other plugins to assist with the site. Please do not uninstall or disable these plugins without contacting IDSTC as this could lead to broken functionality on your site.

[**Shortcode In Menus**](https://wordpress.org/plugins/shortcode-in-menus/) – This plugin allows the IDSTC shortcodes to work in menu items for easy positioning in the header or footer of your website.

[**Polylang Pro**](https://polylang.pro/downloads/polylang-pro/)**–**Polylang is a translation and internationalization plugin which is integrated with IDSTC's plugin to support multiple languages, countries and currencies. For any of these to be supported, this plugin must be installed and enabled.

[**ManageWP**](https://managewp.com/)**–** This plugin is used to monitor and maintain your website by IDSTC.

[**Classic Editor**](https://wordpress.org/plugins/classic-editor/) – This plugin maintains compatibility with many theme editors which were affected by the change in the default WordPress editor introduced in WordPress 5.0.