



# Lake Robbins Ballroom Website Guide

Last Edited 12/2/2022

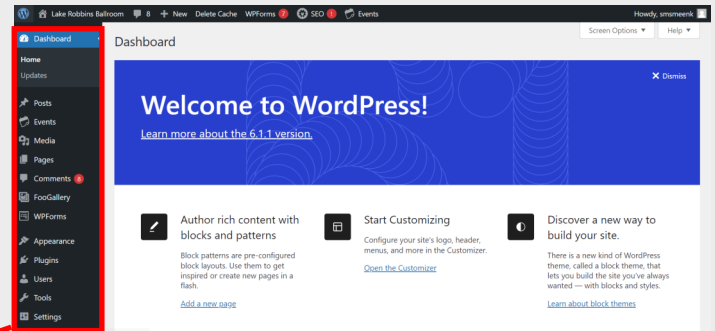
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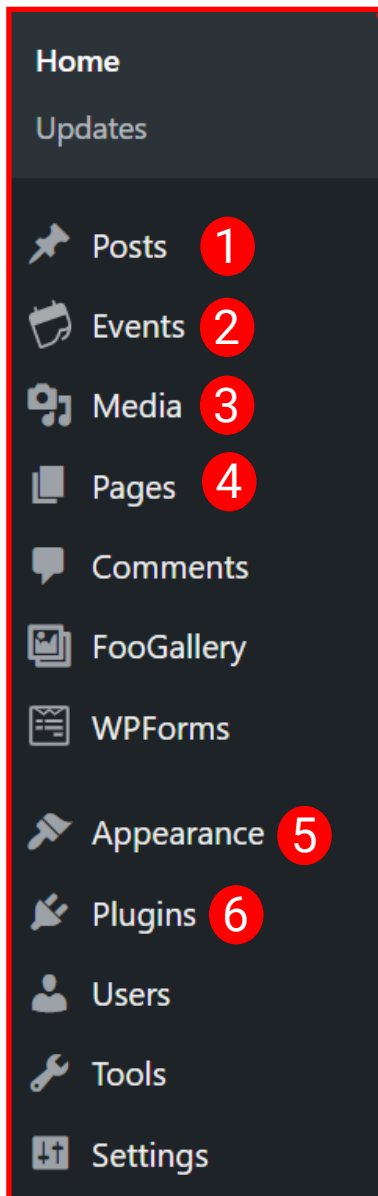
# WordPress Overview

The Lake Robbins Ballroom website runs on a management system called **WordPress**, which is one of the most popular website builders used today.

WordPress uses its software, themes, plugins, and a few other features to generate the website code.



WordPress Dashboard.



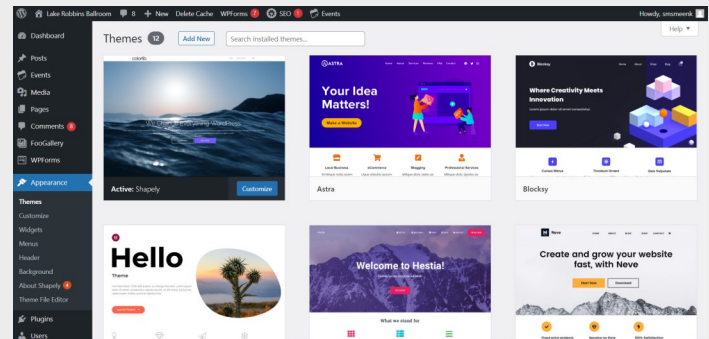
All of the tools to edit the website can be accessed from the WordPress dashboard. Each of these elements has a role in how the site functions.

- ① **Posts** - The Lake Robbins site does not use posts right now, but they are a tool to create short articles that are posted on a collective page.
- ② **Events** - The events tool creates and manages the calendar that displays on the website.
- ③ **Media** - The media gallery is a collection of every photo, video, or document that has been uploaded to the site.
- ④ **Pages** - The pages section of the site allows every page on the site to be edited, cloned, or published.
- ⑤ **Appearance** - The appearance controls the menus and the theme: the visual identity of the site.
- ⑥ **Plugins** - Plugins are extra tools to add features to the website without the need to code.

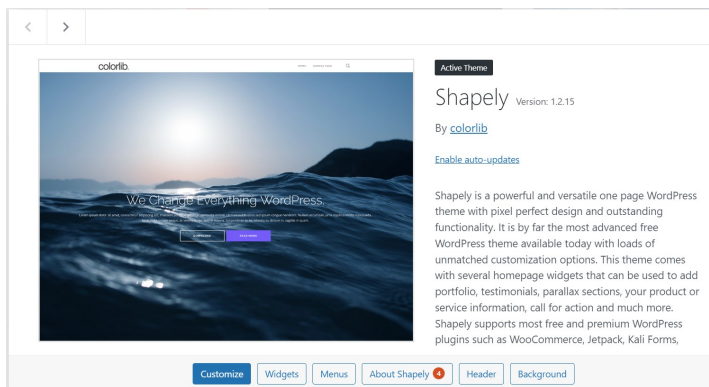
# Themes

The appearance of the website is controlled by the **theme**, which is the package of colors, fonts, and styles that determine how the content is displayed.

Rather than determining fonts, sizing, and colors for each individual section or element, the designer sets those things in the theme so all the elements on the site display the same way.



Different theme options.



The Lake Robbins site uses a theme called **Shapely**, which has a set of styles, elements and capabilities. Many of the things about the theme have been modified to reflect a design that fits the history and atmosphere of the ballroom.

Things like background colors, header size, and link color are fully customizable.

Toolbars allow you to edit different aspects of the site theme. To the left, you can see the settings for the site title and logo and the different options for link and button colors.

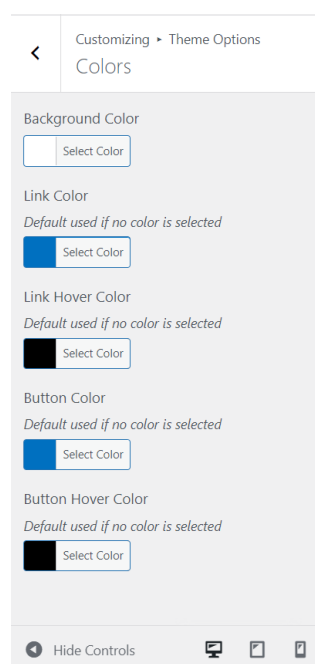
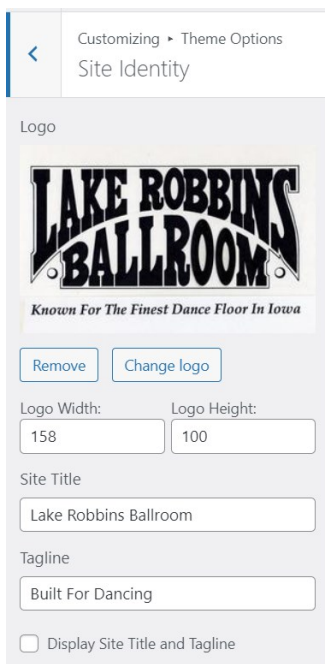
Here are some of the details of the theme:

**Heading 1 is Georgia.**

The site link, button, and accent color is #0070c0.

**Links change color and get bold when you hover over them.**

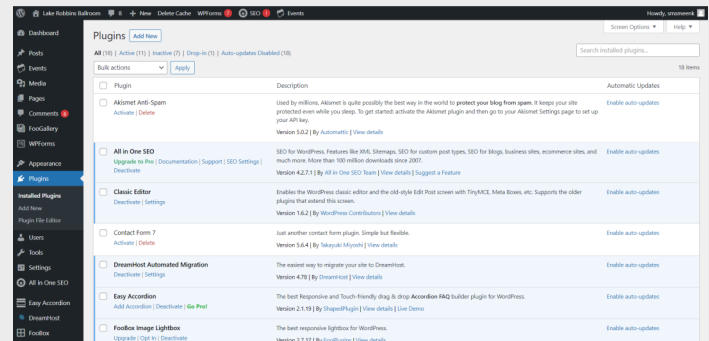
The site icon is two tiny dancers.



# Plugins

Just like a cellphone has apps, programs that do different things, WordPress has **plugins**.

Plugins are installed on your WordPress website like apps are installed on your phone. They allow you add extra features to your site without needing specialized code.



Part of the list of site Plugins.

Here are some of the Plugins that the Lake Robbins WordPress uses.

☐ **Easy Accordion**  
[Add Accordion](#) | [Deactivate](#) | [Go Pro!](#)

**Easy Accordion** - This allows you to add accordions to your site. An accordion is a question or statement that expands to an answer when clicked. (e.g. FAQ)

☐ **FooGallery**  
[Upgrade](#) | [Opt In](#) | [Deactivate](#) | [Settings](#)

**Foo Gallery** - This creates galleries within the plugin using selected photos or video and generates a shortcode, which can be pasted into any page to display the gallery. (e.g. Gallery)

☐ **FooBox Image Lightbox**  
[Upgrade](#) | [Opt In](#) | [Deactivate](#)

**Foo Image Lightbox** - This works with the gallery to display larger versions of the pictures or videos when they are clicked.

☐ **The Events Calendar**  
[Opt In](#) | [Deactivate](#) | [Settings](#) | [Calendar](#)

**The Events Calendar** - Events calendar is the system this site uses to create, manage, and display a site calendar and events. More information on events is included on page XX.

☐ **WPForms Lite**  
[Get WPForms Pro](#) | [Settings](#) | [Docs](#)

**WP Forms** - This plugin allows you to create and manage the different contact forms the site uses, including the general contact and wedding request.

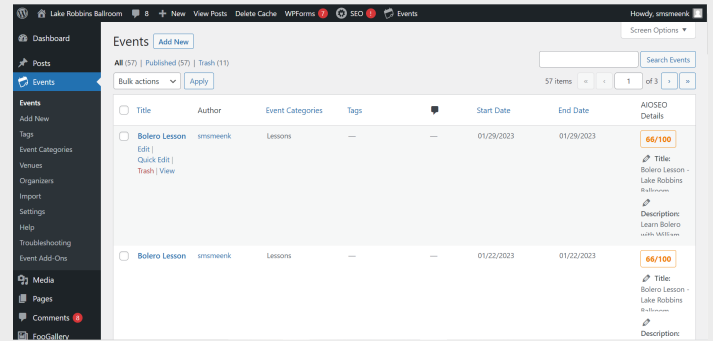


Be cautious when installing new Plugins. Some may have security issues, and some plugins may conflict with each other.



# Adding Events

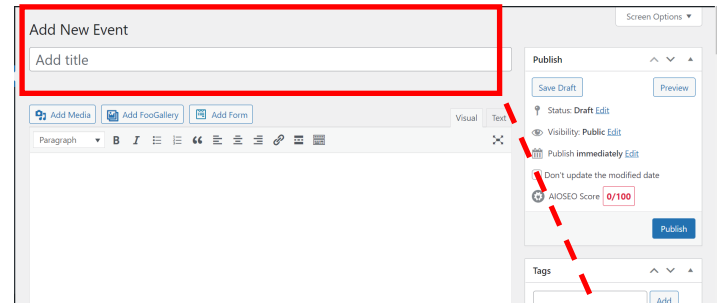
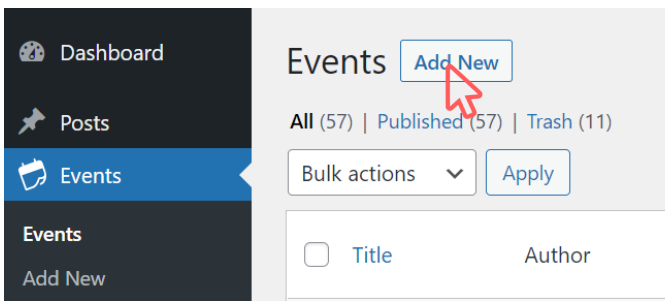
The most important and most frequently updated section of the website is the “Events” page. The calendar and events for the Lake Robbins website run on a plugin called *The Events Calendar*.



The event editing home page.

① To add an event, click “Add Event” at the top of the page.

② Add the event title and description.

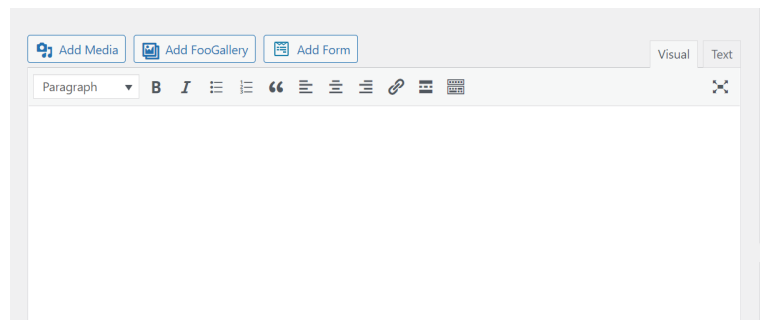


③ For regular music on Saturday and Sunday, the event title is the name of the band. For special events, the title is the event title.

### Add New Event

Add title

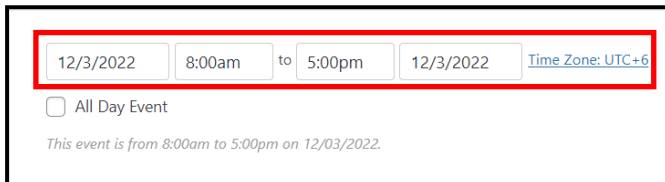
④ Next, add the description. That includes the type of music (big band, country western, etc.) along with any other specialty details about food and cost.



# Adding Events cont.

6 Next, scroll down to add the starting and ending time and date.

**Note:** Make sure that the start day is the same as the end day and the time zone is UTC +6.

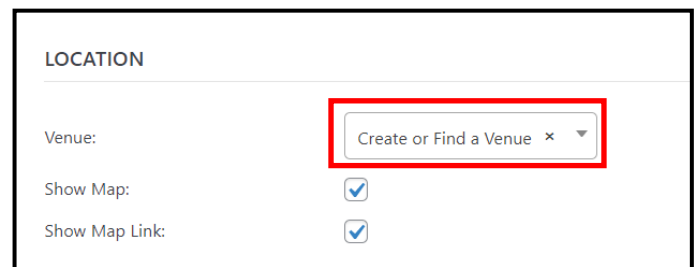


A screenshot of a form for selecting event dates and times. The form includes input fields for the start date (12/3/2022), start time (8:00am), end time (5:00pm), and end date (12/3/2022). A dropdown menu for the time zone is set to 'UTC+6'. Below these fields is a checkbox for 'All Day Event' and a summary line stating 'This event is from 8:00am to 5:00pm on 12/03/2022.'.

The event that has the earliest start time will display at the top unless there is a featured event.

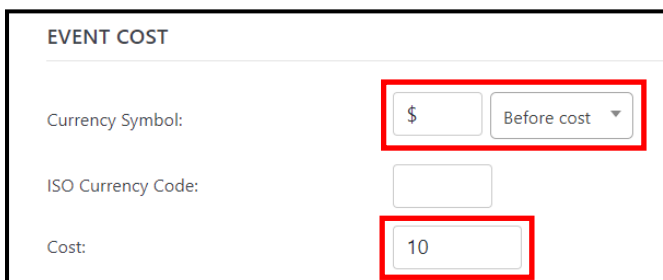
7 Then, add in the location. This is almost always “Lake Robbins Ballroom,” but new locations can be added as needed.

**Note:** Make sure that “Show Map” and “Show Map Link” are both checked.



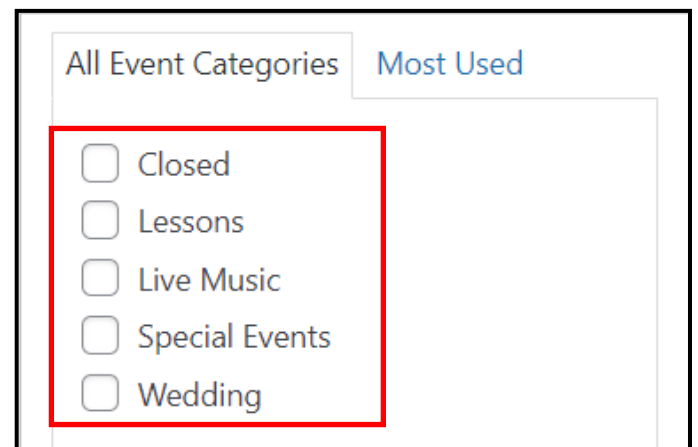
A screenshot of a form for selecting a venue. It has a section titled 'LOCATION' with a 'Venue:' label and a dropdown menu that says 'Create or Find a Venue'. Below this are two checkboxes: 'Show Map:' and 'Show Map Link:', both of which are checked.

8 Scroll even further down to get to the cost. The event needs both a currency symbol (\$) and a cost. For free events, enter a zero (0).



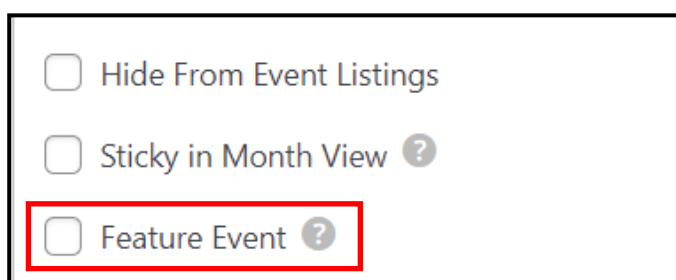
A screenshot of a form for selecting event cost. It has a section titled 'EVENT COST' with fields for 'Currency Symbol:' (set to '\$'), 'Before cost' (a dropdown menu), 'ISO Currency Code:', and 'Cost:' (set to '10').

9 Next, scroll back up and go to the right side of the screen. There is a section called event categories. Check all applicable boxes.



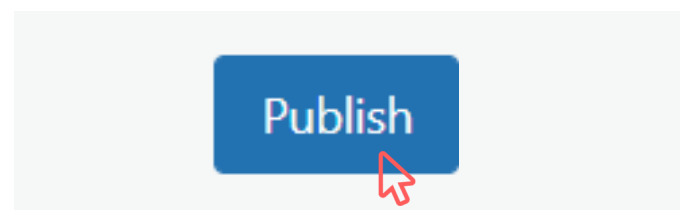
A screenshot of a form for selecting event categories. It has two tabs: 'All Event Categories' and 'Most Used'. Below the tabs is a list of categories with checkboxes: 'Closed', 'Lessons', 'Live Music', 'Special Events', and 'Wedding'. All checkboxes are checked.

10 Below the categories, there is a section called “Event Options.” If you check the “Feature Event” box, it will display with a blue banner.



A screenshot of a form for selecting event options. It has three checkboxes: 'Hide From Event Listings', 'Sticky in Month View', and 'Feature Event'. The 'Feature Event' checkbox is checked and highlighted with a red box.

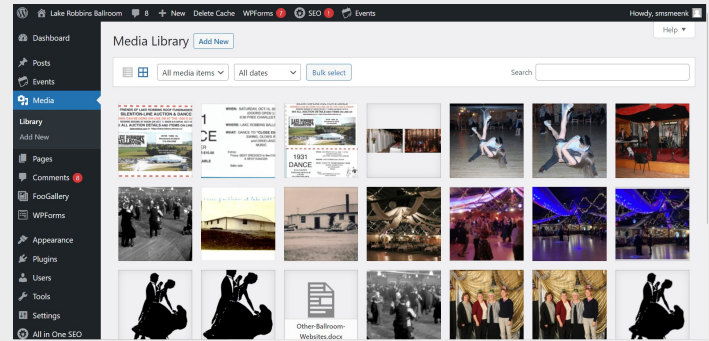
11 Finally, scroll back up to the top of the page and hit “Publish”!



A screenshot of a large blue button with the word 'Publish' in white text. A red mouse cursor arrow is pointing at the button.

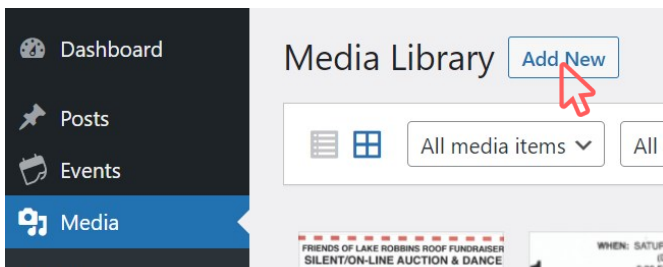
# Adding Photos

All of the photos, videos, and documents that get used on the website are stored in the **media center**. Media can also be uploaded directly to the center or added to any page in the website.

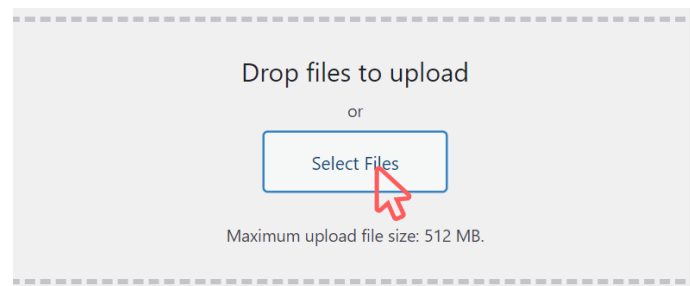


Photos and documents in the media center.

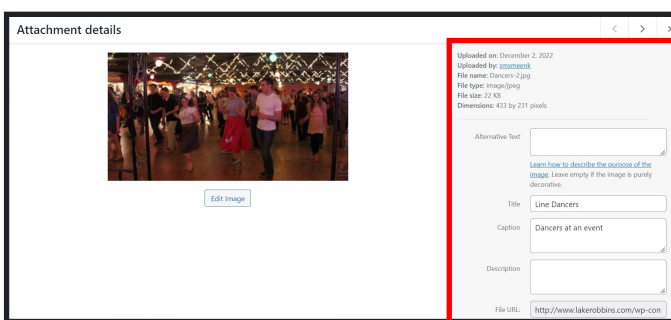
1 Click "Add Media" at the top of the page.



2 Drag a photo into the upload box or click "Select File."



3 Open the uploaded file and view the media details.



4 Change the title, caption, and alternative text to reflect the photo details.

Uploaded on: December 2, 2022  
Uploaded by: [smsmeenk](#)  
File name: Dancers-2.jpg  
File type: image/jpeg  
File size: 22 KB  
Dimensions: 433 by 231 pixels

Alternative Text

[Learn how to describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

Caption

Description



When photos, etc. are deleted from the media center, they are deleted **everywhere** on the site.