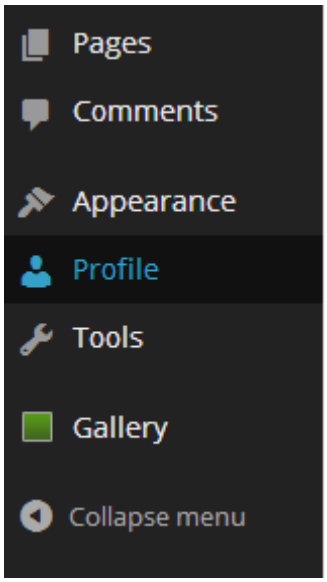
Admin Login:

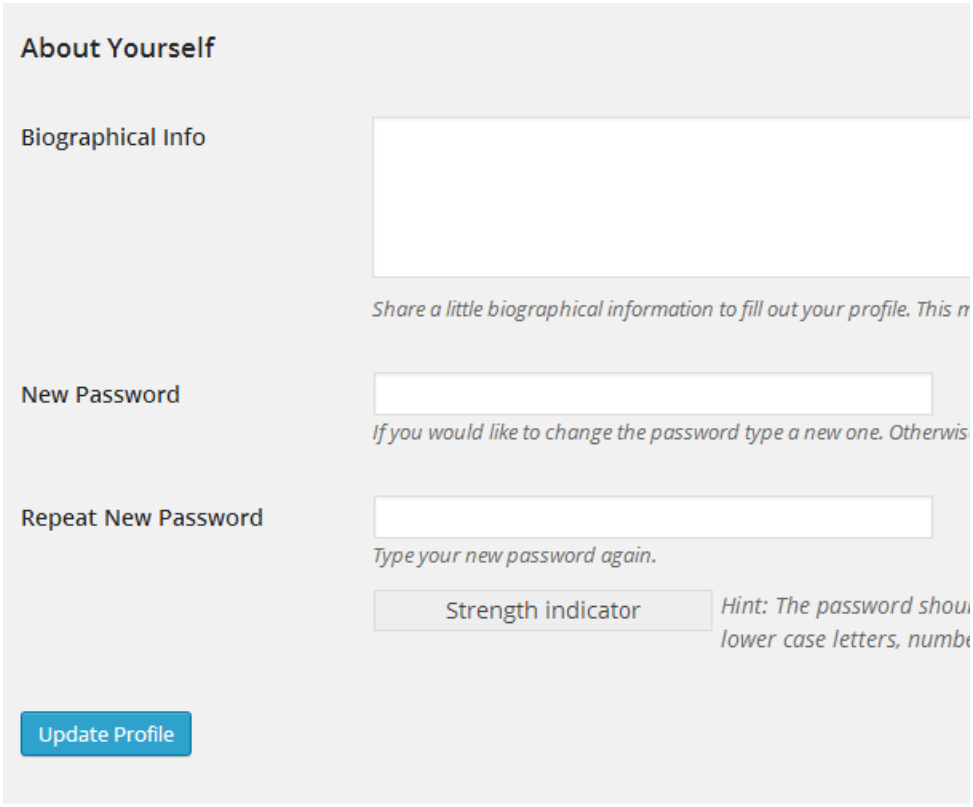
URL: www.geogabriel.com/wp-admin

Username: GeoGabriel
Password: [see email]

Change Password



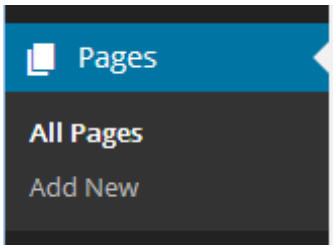
Click **Profile**



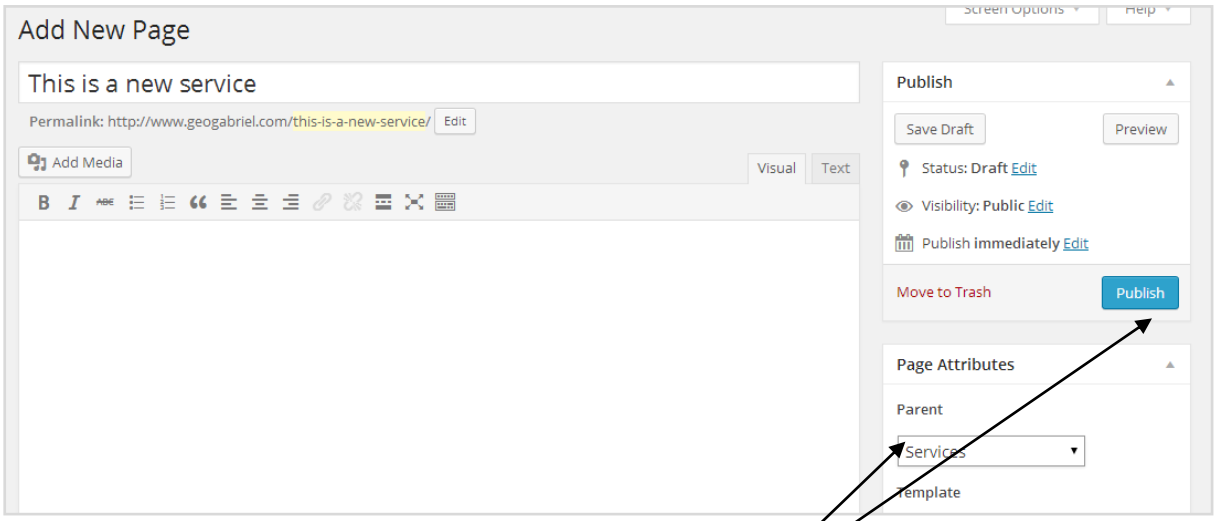
Scroll to the bottom and enter your New Password, then click **Update Profile Button**

Add Service Page

To add a new service Click on **Pages**



Click on **Pages &** Click on **Add New**

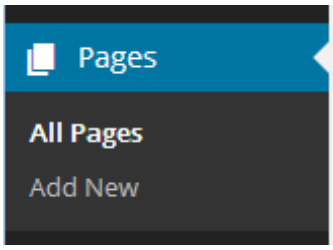


Enter the Service Title & Content

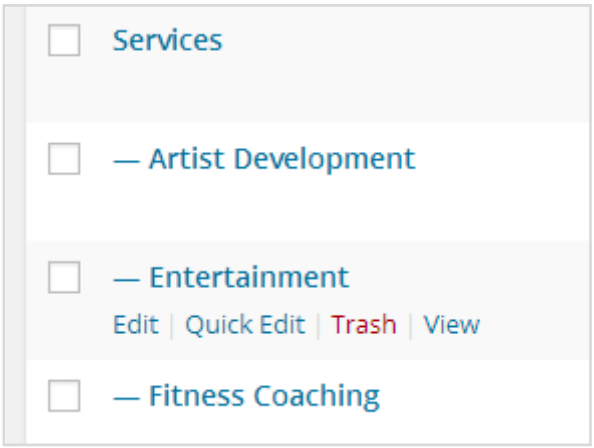
- Select **Services** as the Parent
- Then Click on **Publish**

Edit Service Page

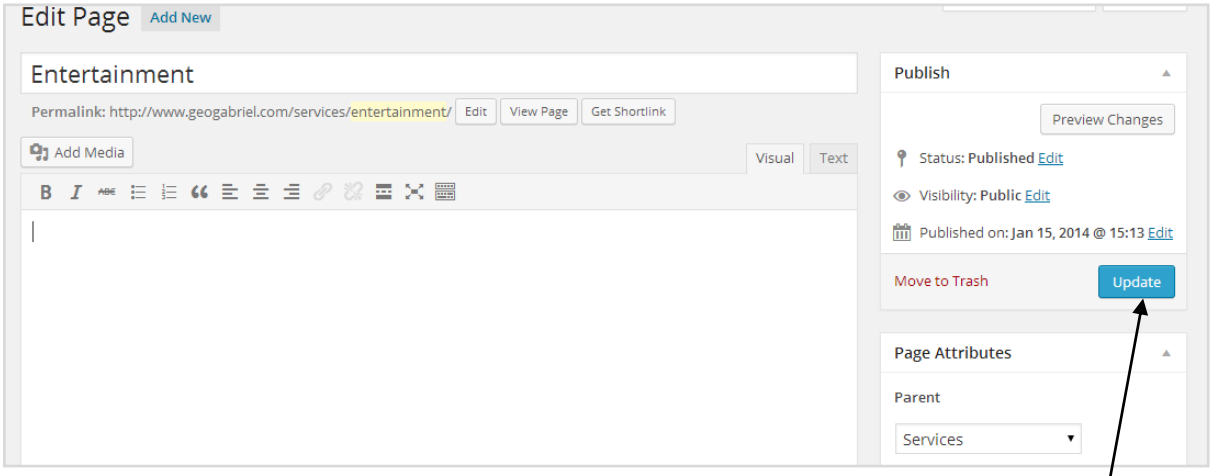
To Edit the Services Click on **Pages**



Click on **Pages**



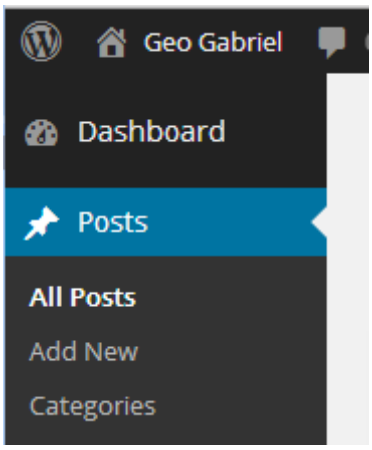
Hover the Service Page you want to edit and click on **Edit**



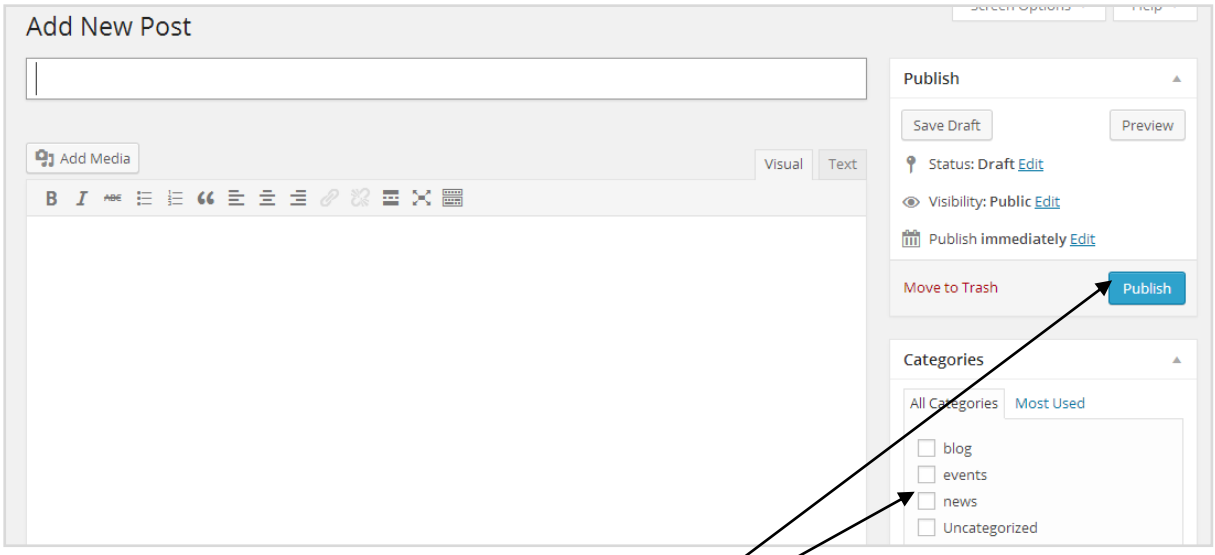
Upon Completion, Click on **Update**

Add / Edit Blog & News

To Add or Edit a blog post and News,

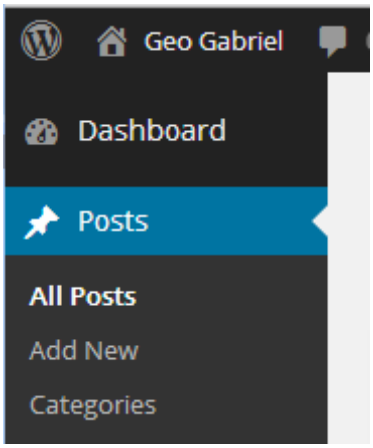


Click on **Posts &** Click on **Add New**

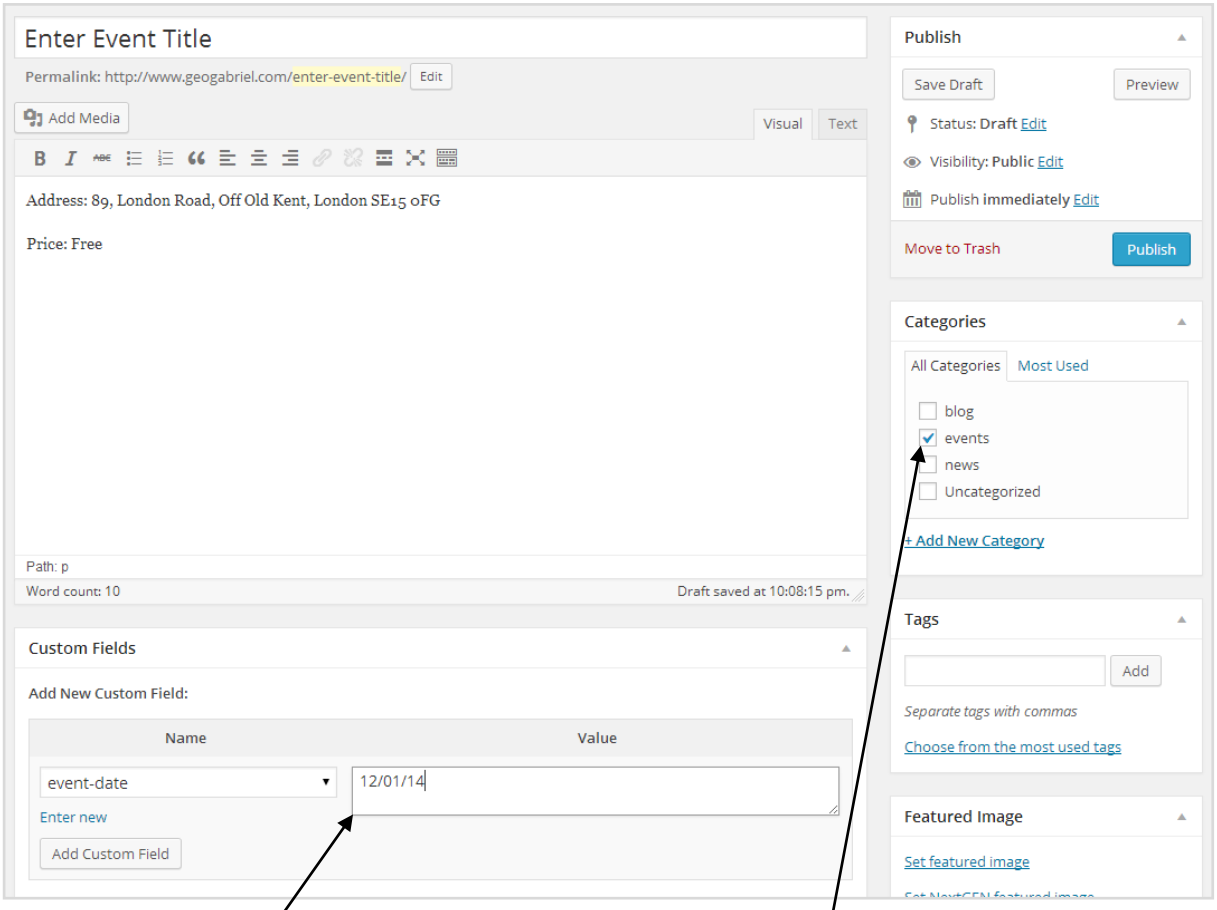


Enter the Title.
Select the post type before you Publish

Add New Events



Click on **Posts &** Click on **Add New**

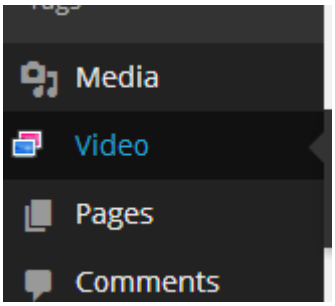


Select **[event-date]** from the dropdown options, and type in the date

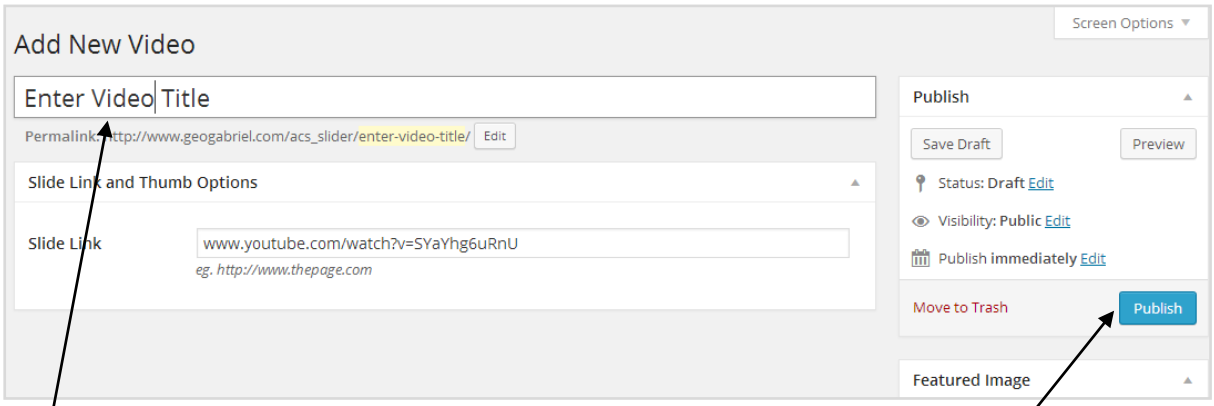
Select Event Category

Click on **Publish**, to publish the event.

Add Videos



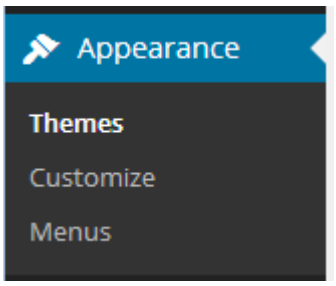
Click on **Video** & click **Add New**



Paste in the Youtube Video URL

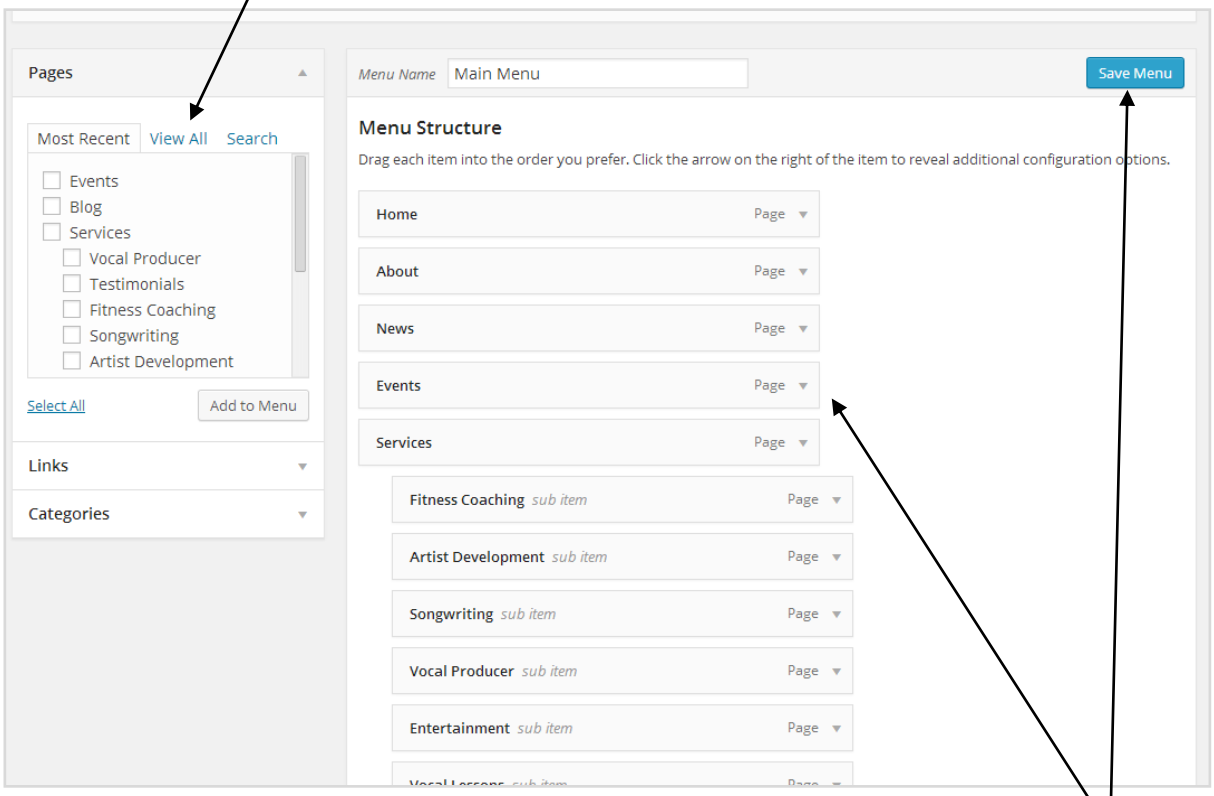
And then **publish**

Change Menu



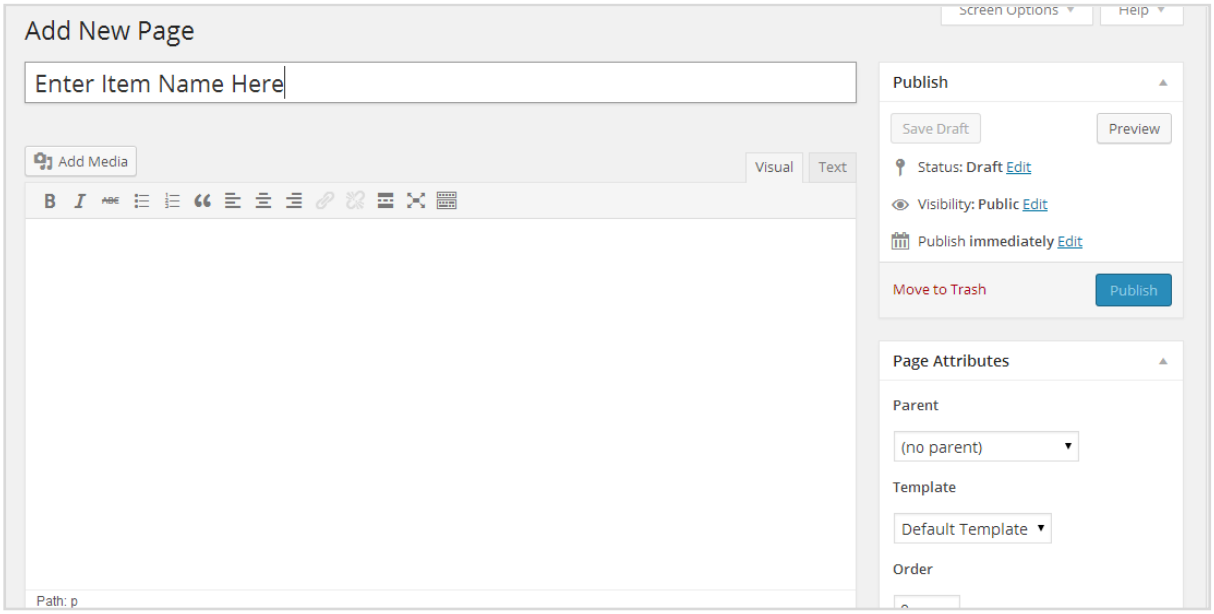
Click on **Appearance & then Menus**

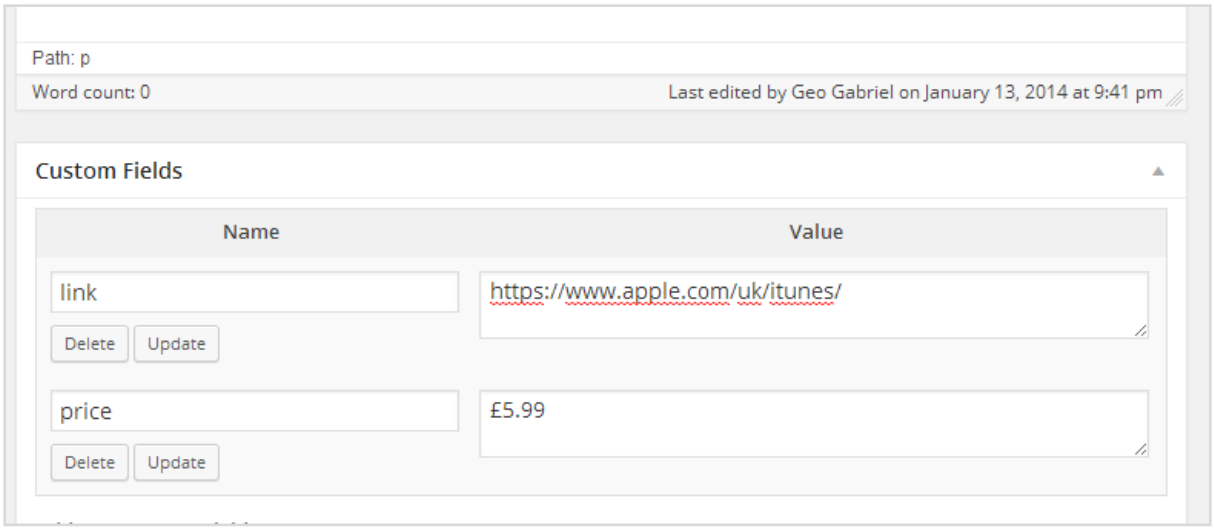
To Add a Page to the Page, Click on **View All** to view all the pages and tick the box of the pages, then Click on **Add to Menu**.



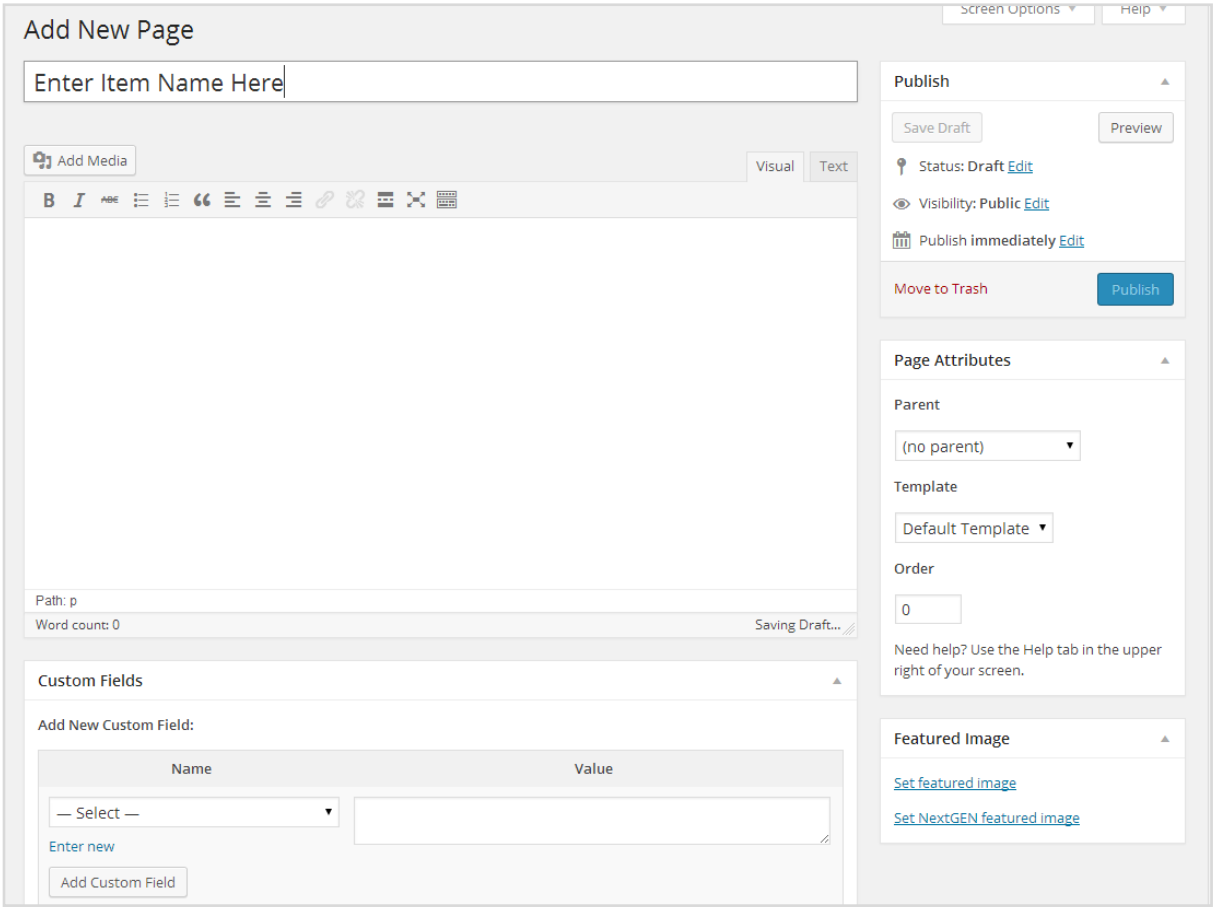
You can drag the Menu to sort the order to your preference, click **Save Menu** to publish

Store

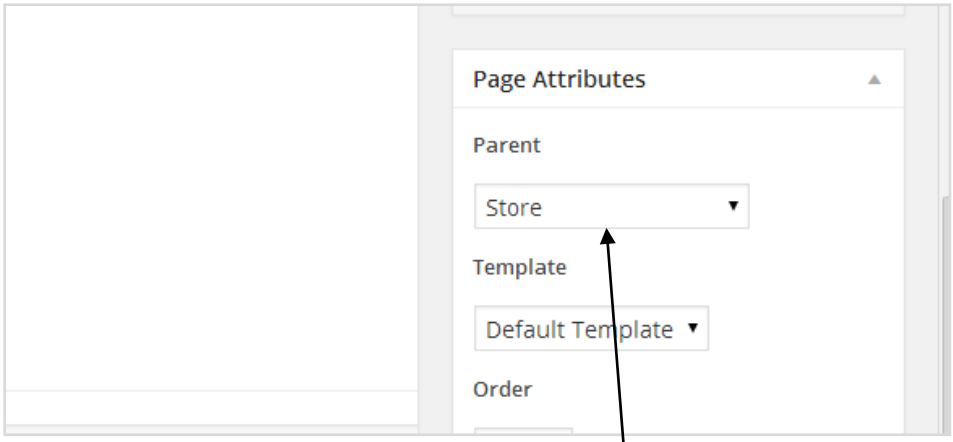




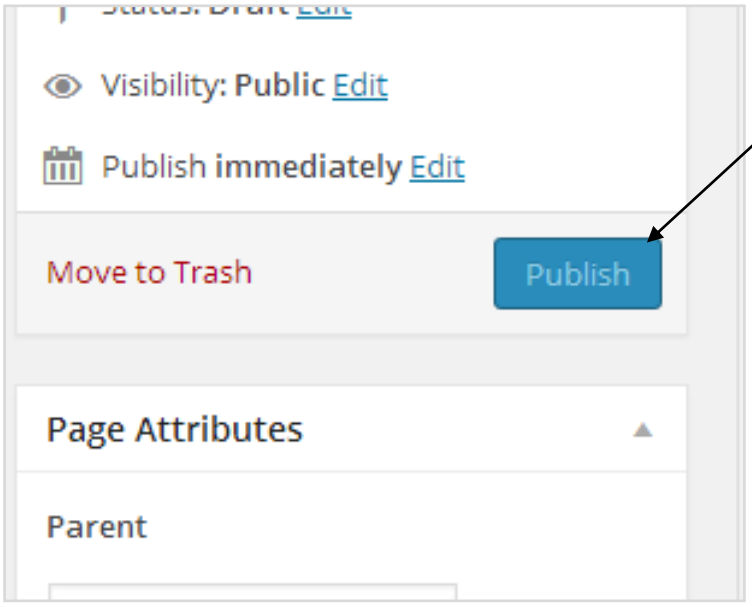
1. From the dropdown select **[link] &** the paste the URL to the product in value section
2. From the dropdown select **[price] &** enter the price in value section



Click **[Set Featured Image]** to upload the product image



Set the **Parent to Store**



And then Click on **Publish** to publish on the website