Client Document –

Chinatown Transformation Collaborative Society of Edmonton (CTC)   
Website Revamp

# Introduction

This documentation is simply for the CTC’s website administrators to show them how the new website works, how to change the content on the site, and how to implement the site into your current web hosting domain.

# Getting Started

The website is based off a base Wordpress theme that can be implemented into any website hoster that can support it. Currently, its hosted on the NAIT servers with the current credentials:

|  |
| --- |
| nait.ctc |
| pJ&j^uzqxVvkgBECij |
| <https://ctc.web.dmitcapstone.ca/ctcCapstone/wp-admin/> |

Currently the administrator email is my own, so please change it to another email once you import the site over to your own hosting site.

# How the site works

There are two kinds of pages on the CTC site currently.

One being the ones within “Pages”, which contain content that are specifically for one thing. About is for introducing who the CTC are, the event submission page is for anyone who wants to add events in the form on the page (mentioned later), and so on. The pages that have every post for the sections on the side are also included here.

The other kind of page are the custom posts. These would be: Events, Heritages, Historys, Slice of Lifes, Newss, and Highlights (the misspellings are intentional as Wordpress would not work properly otherwise). The pages in those sections currently are simple test posts for styling purposes, so delete those before the page goes live. Each contains the proper styling per the design specs that were shown prior to the website’s development. The names illustrate what those posts would be for, so news would be for the news, history is for the history of Edmonton’s Chinatown, etc.

# What Elements of the Site That Are Missing

Site wide translation available within the header, there is a plugin that is installed on the current instance of Wordpress within the NAIT servers, but I am not 100% if it would work with the menu plugin that is currently being used.  
Events is currently running off The Events Calendar’s plugin defaults. Trying to get the styling to be consistent with the design specs is difficult as finding resources for which functions do what.  
Generally cleaning up the site to load faster than it does currently.  
Content is all filler text, but the overall styling should still be consistent.  
Any social media sections are currently not linking to anything, including the homepage’s Instagram   
section.

# How to add / update Content

For a standard page:

Pages > Add New > put in the content for the page > Publish.

For the custom post pages:

(Events / Heritages / Historys / Slice of Lifes / Newss / Highlights) > Add [whichever post] > put in content > public

If it is for one of the standard pages, simply go:  
Pages > Pick the page > edit what needs to be edited > click update.

If it is for a certain custom post type, then go to that post type and go from there.

On the add/edit pages, there are two options for how the content could be implemented. Text is simple HTML coding and visual is practically any basic word processor with extra functionality.

For pictures:

Go to media > Add New > Upload the picture.

# How to check form submissions

To get submissions for new events:

1. Go to Forminator.
2. Go down to Forms > [Whichever Form] and click “Check Stats”.
3. Click submissions.
4. Go through the submissions.

TO ADD THE EVENT SUBMISSIONS TO “EVENTS”

1. Click Events on a different browser tab.
2. Put in the title for the event.
3. Scroll down to the events calendar portion and add in everything from the submitted form.
4. Click publish when completed.

# Importing the site to your own hosting

To get the base pages off the current Wordpress instance:

1. Go to tools
2. Click export.
3. Make sure that All Content is selected and download export file.

To get the files for the pages themselves and styling:

1. Go on filezilla or any FTP program (ideally filezilla since that’s what NAIT universally uses)
2. Log in to the CTC instance through these credentials:

<https://studentweb2.sicet.ca:10000/> for host  
ctc.web.dmitcapstone.ca for the username  
P@ssword321 as the password

1. Go to public\_html > ctcCapstone > wp\_content > themes
2. Either right click ctc-capstone to download it, or drag it to a local folder on your computer to download it.

Before changing the site from the old version to the new one, **MAKE SURE THAT THE CONTENT IS STORED SOMEWHERE.** Either have the old content in word documents or have the Capstoned website have a temporary website link while content is being carried over.

As I was told that the current site is running off Vultr hosting, this video explains the process of getting the new website hosted.

How to Setup WordPress Site On Vultr VPS Using One Click Installation 2019  
(Kim Codes Monkey)  
<https://www.youtube.com/watch?v=nvZ_C7Ff3g8>

You might need to redownload the plugins on Vultr. If that is the case, make sure that when the plugins are redownloaded, the settings match what the plugins are on the NAIT instance of the site. I am not sure how old the current instance is going to remain live, but it should be more than enough time to get settings carried over to the Vultr instance.