



Aggie Moms' Club Website Workshop

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The purpose of this workshop is to outline the steps required to create and maintain a WordPress website for your Aggie Moms' Club. Your basic website will look similar to SampleMoms.AggieNetwork.com and from this template you will customize and personalize to make a website for your club. We will also discuss the steps required to edit and customize an existing Aggie Moms' Club website.

The websites we will be discussing today are hosted by the **AggieNetwork.com Hosting Service**. This free program from The Association of Former Students provides WordPress-powered Websites and @AggieNetwork.com Email accounts for 100+ Aggie Constituent organizations including local A&M and Aggie Mothers' Clubs, Constituent Networks (including the Federation of TAMU Mothers' Clubs), and Class websites.

WordPress is a popular piece of software that allows you build a website completely from your web browser. With WordPress, you do not need to know how to write code or use a sophisticated software program like DreamWeaver or FrontPage in order to create a powerful and attractive website. Content Management Systems like WordPress do all the behind the scenes work for your website and allow you to focus on managing the content of your site.

The Web Team at The Association of Former Students keeps the Aggie Moms' Club WordPress websites up-to-date with security updates and bug fixes so you can focus completely on the site information without worrying about all the technical details.

To request an Aggie Moms' Club Website:

To request a website for your Club through the AggieNetwork.com Hosting Service, have your Club President (or Kari Roush) complete the [New Account Request Form](#) on the AggieNetwork.com Hosting website at hosting.aggienetwork.com/newaccount . You will receive your website login information via email within approximately 2 weeks of the completed form submission. Please contact Kari if you have any questions or problems with this process.

To Log In to your Club Website:

Before you can make any changes to your Club's website, you must first "Log In" as the site Administrator.

To Log In to your Website:

- Enter the Username and Password you received from the AggieNetwork Web Team at <https://YourClubName.aggienetwork.com/wp-admin>, then
- Check the "I'm not a robot" box and complete the Captcha process. Wait for the green arrow to appear, then
- Click the "Log In" button.

Anyone with your site's username and password can go to this page and login as Administrator. This will allow more than one club member to create pages or content. It will also allow Kari to access your site if you need help. Later, you can change the password and/or give more than one user permission to act as Administrator. The Association web team has a hidden account to access your site for limited technical support purposes. Always Log Out when you have finished your edit session.

WordPress Dashboard Screen:

The WordPress Dashboard screen will appear once you have successfully logged in. The Dashboard is the main administration homepage for your WordPress website. It allows easy access to customize, edit, and add information to your website. The Dashboard screen also summarizes information about the site and provides a link to the most current version of the AggieNetwork WordPress Website Users Guide.

Editing Text Content on your Website:

You can now EDIT information on any page of your website by clicking on the "Pages" link in the left-hand column and selecting the Page you wish. Pages are listed in alphabetical order by Page Name. Hover over the Page you want and click the "Edit" button. The page will appear with the Visual Editor available.

The Visual Editor is much like a regular word processor and allows you to easily enter or change your Page content. For more experienced users, click the **Text Editor** tab at the top right-hand side of the editor and the HTML code is visible and editable.

Click the **Preview Button** in the right-hand column to view your changes. Once you are happy with the changes you have made, click the **Update Button** to publish the edited page.

Adding a New Page:

To Add a New Page to your website, hover your cursor over the Pages menu option in the left-hand column of the Dashboard screen and click the **Add New** link that appears in the fly-out menu. A blank page will appear.

To Create the Page:

- Enter the Page **Title**,
- Enter the Page **Permalink** address,
- Use the Editor to **Enter Text** information for your page,
- From the Editor, **Add HTML Links** to other pages or external websites (see below),
- From the Editor, **Add Documents**: forms, invitations, etc. (see below),
- From the Editor, **Add Photographs** (see below),
- **Preview** the Page and if you are happy with it,
- Click the **Save Draft** or **Publish** button in the right-hand column.

Adding HTML Hyperlinks:

To add a link to a section of text in your page:

- Click and drag the cursor to **Highlight the Text** that you want turned into a link,
- **Click the “Insert/Edit Link” Button** in the upper row of the editor menu (it looks like two links of chain),
- A box will appear and you can **Fill in the URL** of the link you want the text to go to.
- If the URL is to a page outside your Club Website, **Check the “Open in New Tab” box**,
- If the URL is to a page within your Club Website, Do Not check the Open in New Tab box,
- Click the **“Add Link” Button** at the bottom of the box.

Adding Documents:

To add any type of file (PDF, Docx, Doc, XLS, etc... Max size 32MB) to your Page:

- **Name the File** without spaces or special characters (except dash or underscore),
- **Save your File** where you can find it easily,
- Click the **“Add Media”** button at the upper left-hand side of the Editor,
- A popup window will appear showing your Media Library. Click the **“Upload Files”** button,
- Click the **“Select File”** button OR **“Drag your File”** to add your file to the Media Library,
- Once the file is uploaded, ensure the file is **“Checked”** and Click the **“Insert into Page”** button.
- The file name will appear where your Cursor is located or where the text is Highlighted.

Re-Size Your Photos for the Website:

Photographs saved directly from a digital camera will be too large for the website and will prevent your page from loading or will make your page load very slowly. For our sites, your image should generally be no wider than 800 pixels and no larger than about 250 KB in file size. To re-size and optimize your image for the web, use a photo-editing software program. If you have PhotoShop or another photo editing software, use it to re-size and compress your image for the web. If you do not have a photo editing program, go to picmonkey.com, a free photo editing website.

At PicMonkey.com, **“UPLOAD”** the saved image by clicking the **“Edit a Photo”** blue box on the left hand side of the page. I usually **“EDIT”** in just three steps:

1. **“Crop”** (to center the subject and eliminate unnecessary background) and
2. **“Re-Size”** (size to make the image fit the page). Then, click
3. **“Save”** at the top of the screen. A box will open to let you choose photo quality and file size. Once you are happy with the image properties, rename the photo file and save it back to my computer.

Adding Photos:

To add an Image (JPG, JPEG, gif, etc... Keep the size small about 250KB) to your Page:

- **Name the Image/Photo File** without spaces or special characters (except dash or underscore),
- **Save your Image/Photo File** where you can find it easily,
- Click the **“Add Media”** button at the upper left-hand side of the Editor,
- A popup window will appear showing your Media Library. Click the **“Upload Files”** button,
- Click the **“Select File”** button OR **“Drag your File”** to add your file to the Media Library,
- Once the file is uploaded, ensure the file is **“Ticked”** and Click the **“Insert into Page”** button.
- The photo will appear where your Cursor is located.

***Remember to Delete any uploaded file or photo from your Media Library when you no longer need it.**

Adding your Page to the Menu:

To add the new Page as a Menu item:

- From the Dashboard, hover your cursor over “**Appearance**” and a dropdown list will appear,
- From the dropdown list, Click on “**Menus**”,
- Your Menu Structure will appear as well as a List of your Pages (on the left-hand side),
- **Check the Page box** you wish to add and then Click the “**Add to Menu**” button,
- **Hover the cursor** over the new item which appears at the bottom of the Menu Structure,
- Then **Click and Drag** the new item to the position you wish,
- Click the **Down Arrow** next to the new item to **Edit the Navigation Label** (Menu Title),
- Click the “**Save Menu**” button at the bottom of the screen to complete the process.

Hints and Help:

Please don't work on any one problem too long. Feel free to email or call Kari if you have a question or problem that you cannot resolve fairly quickly. Please do not contact The Association's Web Team directly. They do not have a help desk or end user support staff. If your problem is something technical that Kari cannot help you with, she will contact the Web Team through a procedure that has been set up.

Google Chrome is the recommended browser for creating, editing and viewing WordPress sites.

We have found using WordPress to create websites a very straightforward process, and when whenever we have issues, we searched WordPress.org or the AggieNetwork.com Hosting Manual (formerly WordPress Guide) and found the answer.

For help with basic file management, text editing or photo editing type questions, search a site like google.com or ehow.com.

Remember the best help may be your Aggie or your nephew or a neighborhood teenager! They will roll their eyes and be very superior but they probably can help you in seconds.

Remember, if you don't like what has just happened, “Ctrl z” will undo what you just did...or the last several steps if you repeat it.

If you don't like the way the page looks after an edit session, you don't have to “Update” it. “Preview” the page before you click “Update” or “Publish” and if what you had before is closer to what you want, just leave the page without saving and you will have the page you started the session with.