

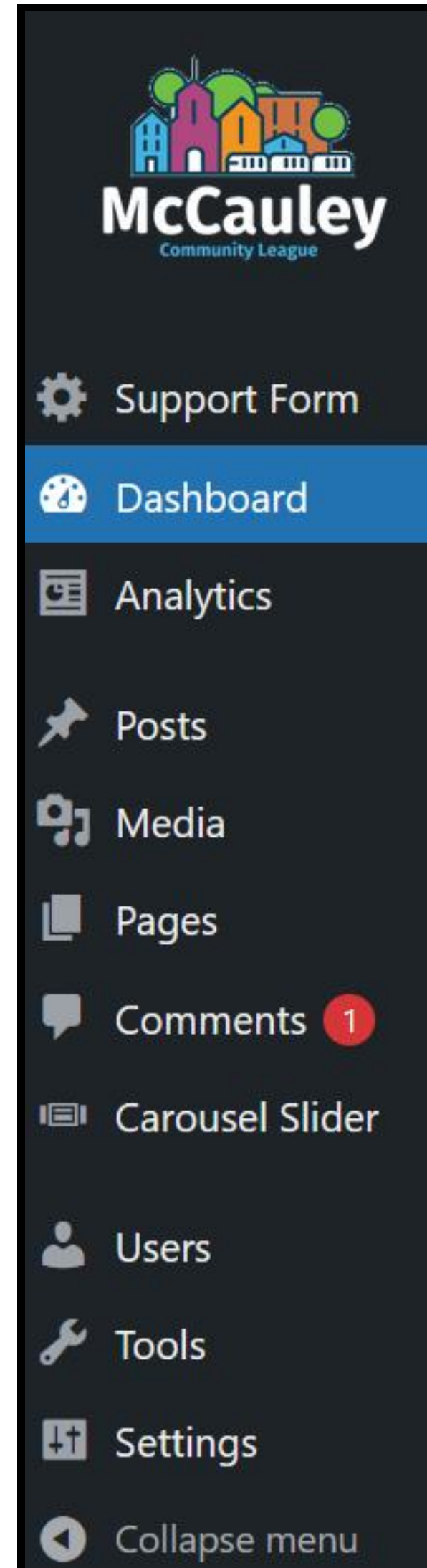
McCauley Community League WordPress Tutorial



Logging In

https://www.mccauleycl.com/wp-admin

- Open your web browser and go to your website's login page which will be **mccauleycl.com/wp-admin**.
- Enter your username and password, then click "**Log In**."



Dashboard Overview

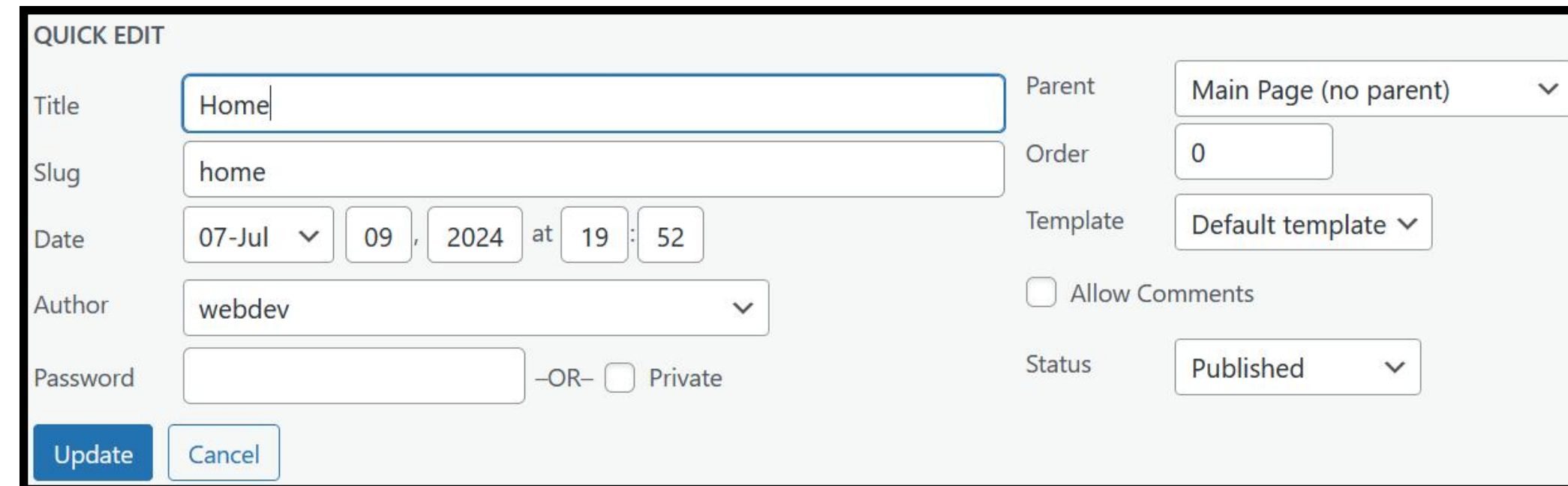
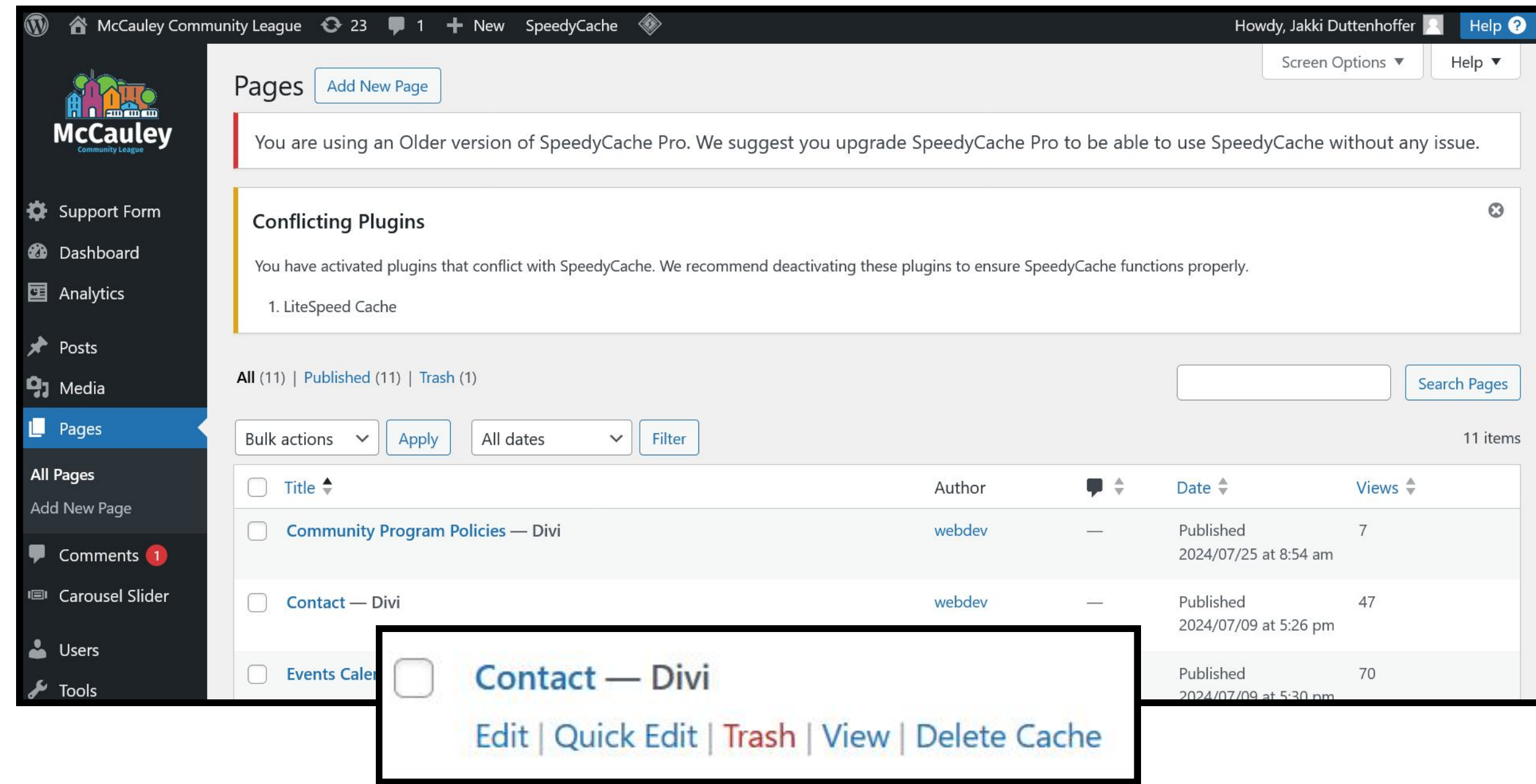
Once logged in, you'll see the WordPress **Dashboard**. This is your control center for managing your website.

- **Home:** A quick overview of your website's activity.
- **Pages:** Create and manage static pages.
- **Media:** Manage your images, videos, and other media files.
- **Carousel Slider:** Manage the gallery on the **Photos** page.
- **Users:** Manage user accounts.
- **Settings:** Adjust your site's settings.

Creating or Editing a New Page

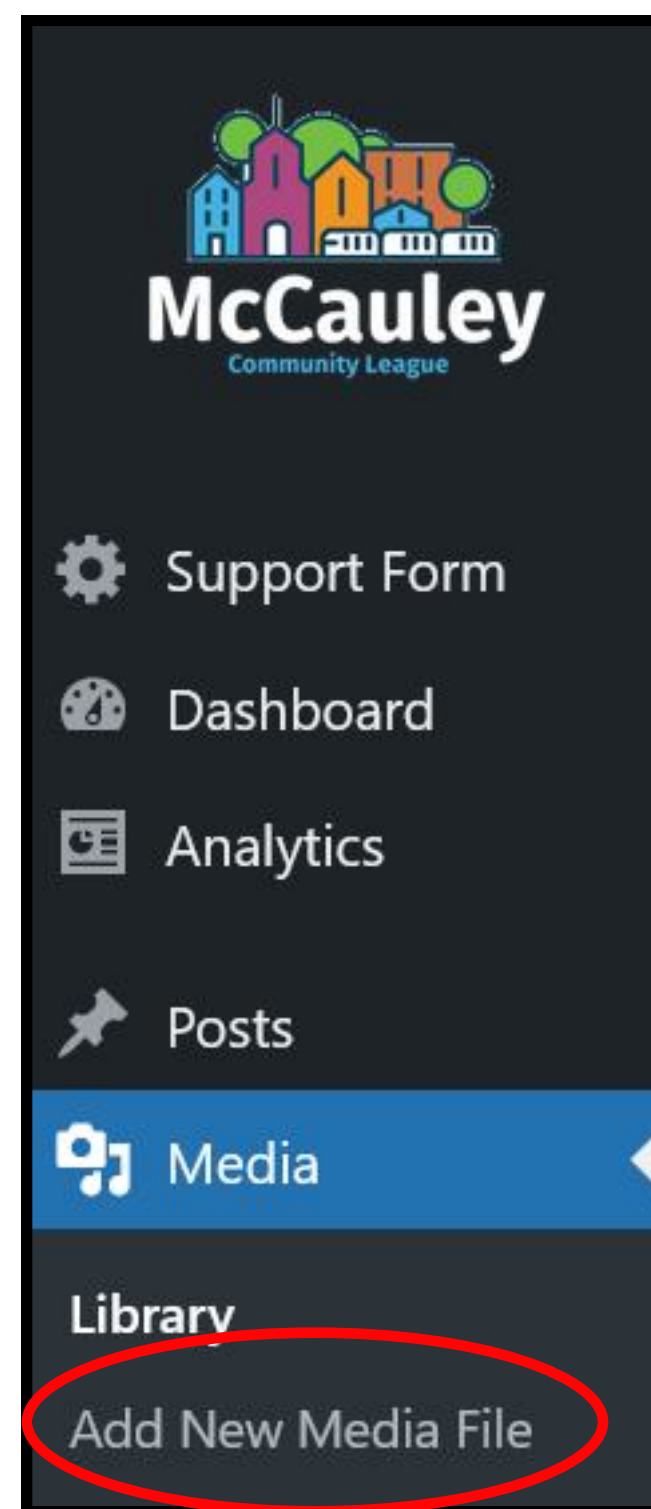
In the left-hand sidebar, click on **Pages** to view a list of all your pages. Hover your mouse over a page name to open a submenu with several options. From “**Quick Edit**” you can manage publishing settings.

- **Title:** Change the title of the page.
- **Slug:** Modify the URL slug for the page.
- **Date:** Set the publication date.
- **Status:** Change the status of the page (e.g., Published, Draft, Pending Review).
- **Password:** Protect the page with a password.
- **Parent:** Set a parent page to organize your pages hierarchically.
- **Order:** Set the order of the page if you have a custom page order.



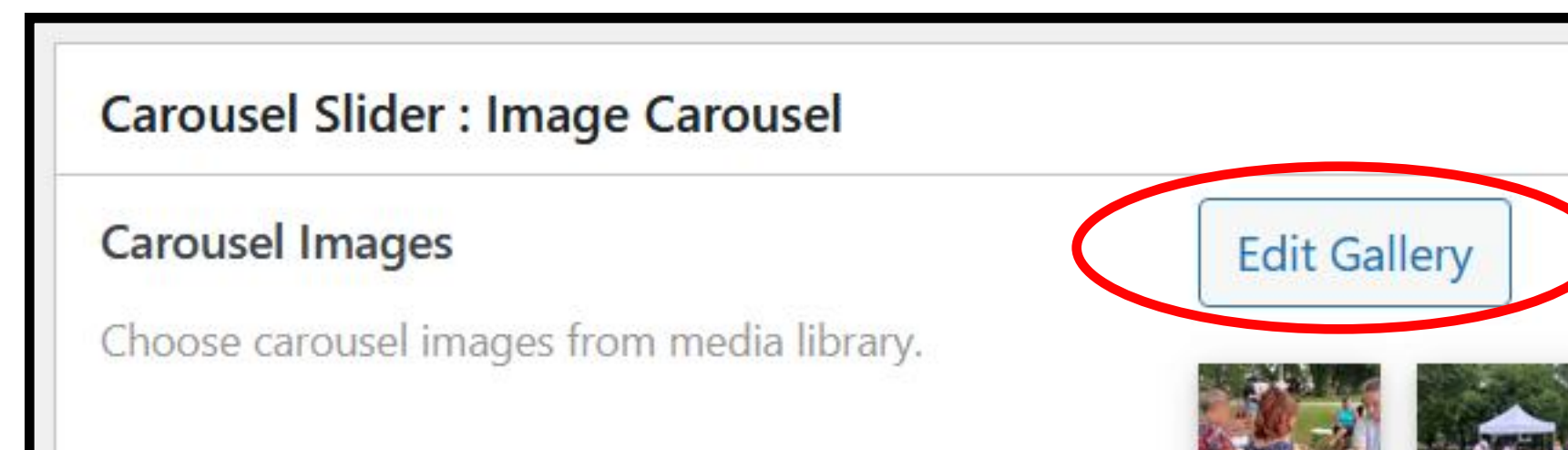
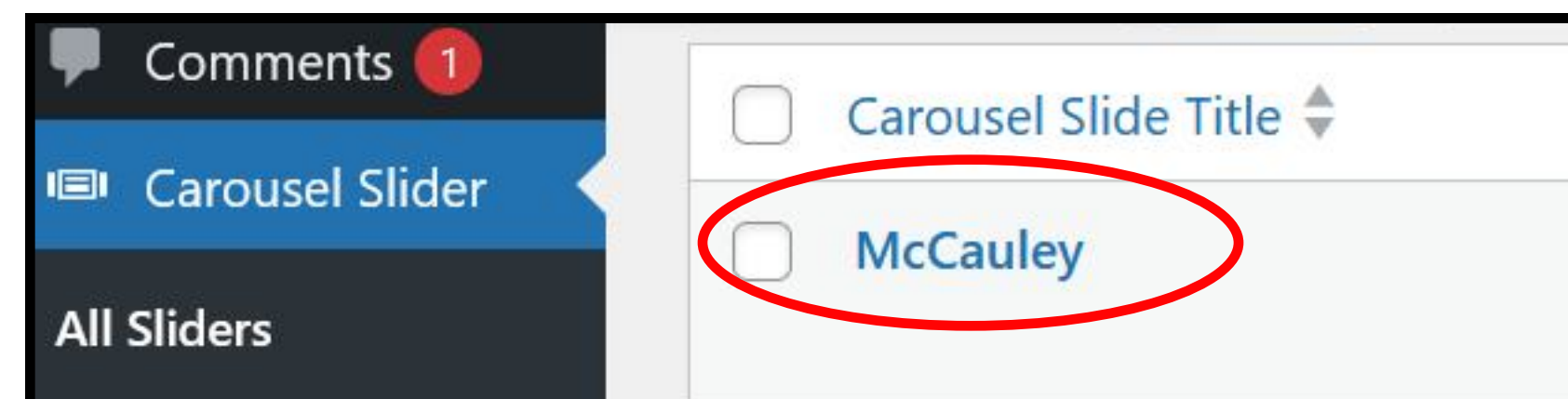
Adding Media

1. Go to Media > Add New.
2. Drag and drop your files into the upload area, or click "Select Files" to upload from your computer.
3. Once uploaded, you can insert media into your posts or pages by clicking the "Add Media" button in the editor.

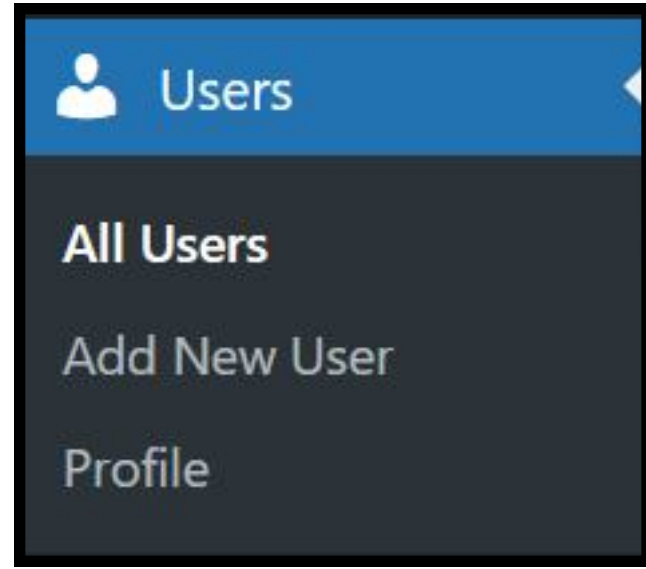


Carousel Slider (Photo Gallery)

To add more photos to the sliding gallery, click on **Carousel Slider** on the left sidebar, navigate to **McCauley**, then **Edit Gallery**. You can either upload new images, or pull from your Media library.

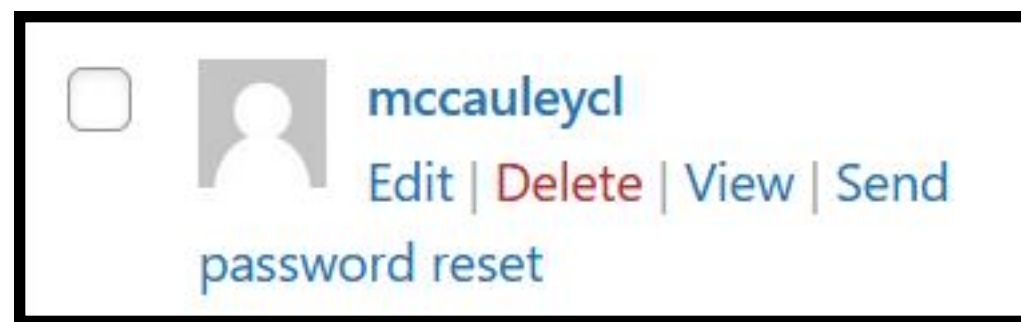


Managing Users



Go to **Users** > **All Users** to see all registered users.

To add a new user, go to **Users** > **Add New**, fill in the required details, and assign a role (e.g., Subscriber, Contributor, Author, Editor, Administrator).



To send a password reset, hover over the user and click "**Password Reset.**"

Adding Events to Spreadsheet/Calendar

The **Start Date** and **End Date** have to be entered in the proper format which is:

yyyy-mm-dd hh:mm a.m./p.m.
ex. **2024-10-05 12:28 p.m.**

Both the date and time need to be entered in the same cell. The '**Processed**' column will auto-generate to let you know the event has been successfully added to the calendar.

If you delete an event from the spreadsheet, it will not automatically delete from the calendar, you have to manually delete from the google calendar.

A screenshot of a Google Sheet titled 'McCauley League Events Calendar'. The spreadsheet has columns for Event Name, Start Date, End Date, Description, Location, and Processed. The first row is a header, and the second row contains data for an event named 'MCL Safe Halloween' on 2024-10-31 from 16:00:00 to 19:00:00, located at 'The R MCL Rink'. The 'Processed' column for this event is empty, with the date '2024-10-15' visible in the bottom right corner of the sheet.

	A	B	C	D	E	F
1	Event Name	Start Date	End Date	Description	Location	Processed
2	MCL Safe Halloween	2024-10-31 16:00:00	2024-10-31 19:00	Annual Safe Halloween @ The R	MCL Rink	2024-10-15