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Probus Breakfast Point Website Help for Website Administrators and Editors

www.probusbp.org

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To open the Dashboard, enter www.probusbp.org/wp-admin into your browser. You will be asked for your user name and password
 Updated 13th December 2021

Dashboard WordPress

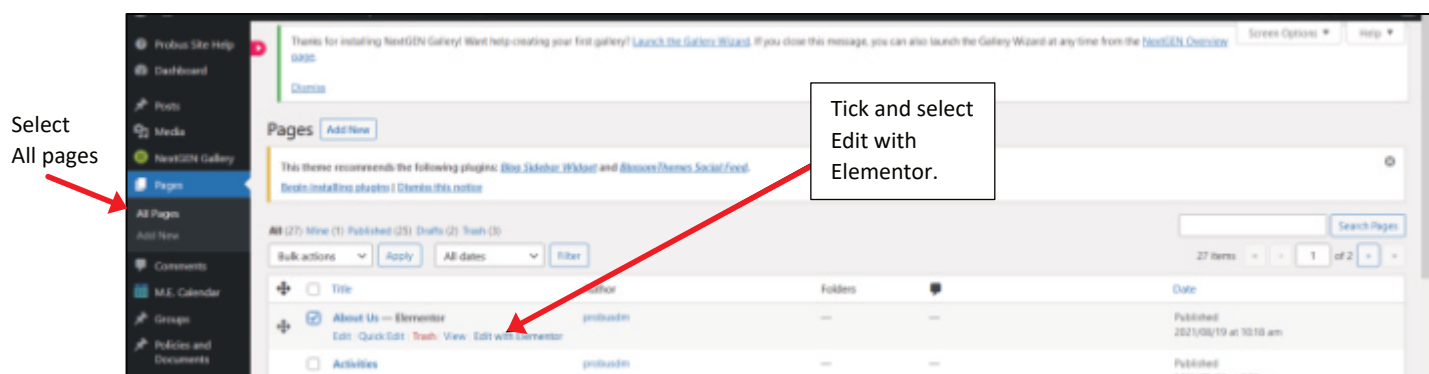
The image shows a screenshot of the WordPress dashboard for the 'Probus Club of Breakfast Point' website. The dashboard is in edit mode, as indicated by the 'Edit group' and 'Edit with Elementor' buttons in the top bar. The top bar also includes a 'Customize' button, a 'New' button, and a 'Purge cache' button. The user's name 'Howdy, Kevin Guest' is visible in the top right corner.

Annotations and their corresponding dashboard elements:

- When in edit mode, Dashboard below shows:** Points to the 'Dashboard' link in the left sidebar.
- Quick access options:** Points to the 'Dashboard', 'Themes', 'Widgets', and 'Menus' links in the top bar.
- Above black bar shows when you are viewing a page from the dashboard:** Points to the top bar area.
- Click to return to Elementor and edit this page:** Points to the 'Edit with Elementor' button in the top bar.
- Leave updates to Admin:** Points to the 'Dashboard' link in the left sidebar.
- Generally Posts are not used:** Points to the 'Posts' link in the left sidebar.
- Standard media and PDF files added here:** Points to the 'Media' link in the left sidebar.
- NextGEN is the Photo Gallery addon:** Points to the 'NextGEN Gallery' link in the left sidebar.
- Pages, click here to edit a page:** Points to the 'Pages' link in the left sidebar.
- The M.E. Calendar tab is where all calendar are created:** Points to the 'M.E. Calendar' link in the left sidebar.
- All Groups are created and edited here:** Points to the 'Groups' link in the left sidebar.
- Policy documents are created and added:** Points to the 'Policies and Documents' link in the left sidebar.
- Probus Galleries used for Photo Gallery page, do not touch:** Points to the 'Probus Galleries' link in the left sidebar.
- Contact All forms are created and edited here:** Points to the 'Contact' link in the left sidebar.
- TablePress creates tables eg. Management Committee:** Points to the 'TablePress' link in the left sidebar.
- MailPoet is where all emails are setup:** Points to the 'MailPoet' link in the left sidebar.
- Ivory Search used to setup searches:** Points to the 'Ivory Search' link in the left sidebar.
- Elementor used to create and edit pages:** Points to the 'Elementor' link in the left sidebar.
- Templates manages site appearance, do not change:** Points to the 'Templates' link in the left sidebar.
- HT Mega Addons, extra plugins for Elementor:** Points to the 'HT Mega Addons' link in the left sidebar.
- Appearance used mainly to edit Menus:** Points to the 'Appearance' link in the left sidebar.
- Additional objects that can be used, do not update:** Points to the 'Plugins' link in the left sidebar.
- Administrator can add and manage Users:** Points to the 'Users' link in the left sidebar.
- Do not change these:** Points to the 'Tools', 'Settings', 'Custom Fields', 'Folders Settings', 'CPT UI', 'XYZ PHP Code', 'Members', 'WP-Optimize', and 'Collapse menu' links in the left sidebar.

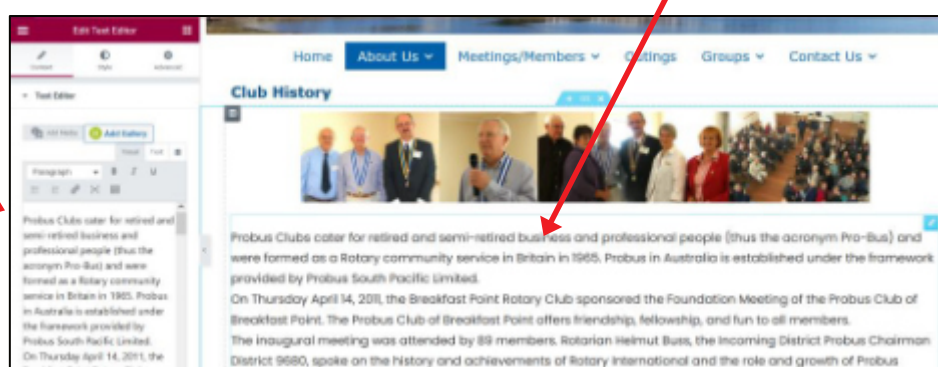
Elementor - Editing existing pages

In the dashboard select Pages and then All Pages. You will see listed all the pages on your website. Tick the box next to page you want to edit and, in the choices, select Edit with Elementor.

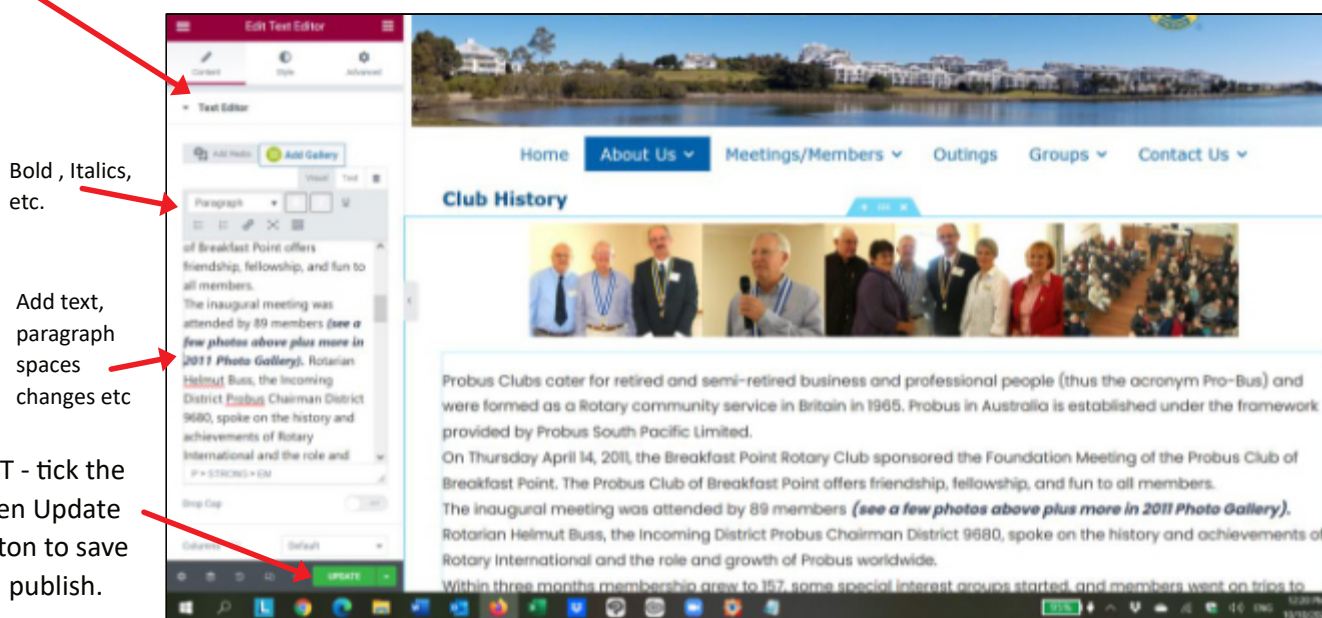


The page opens in editor mode. Don't worry about the list on the left just select the small blue tick box in the text box where you want to make changes. Follow the two steps. **NB don't type on the main page section.**

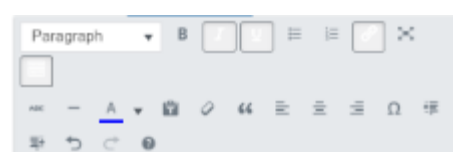
2. Type/alter text in this area not on the page.



The Text Editor column is where any text changes are done. It has the normal editing tools needed.



If toolbar is missing items press here to expand



Publishing the page -To make a page live and accessible you will need to publish it. Click on the green update button in the bottom corner to make it live.

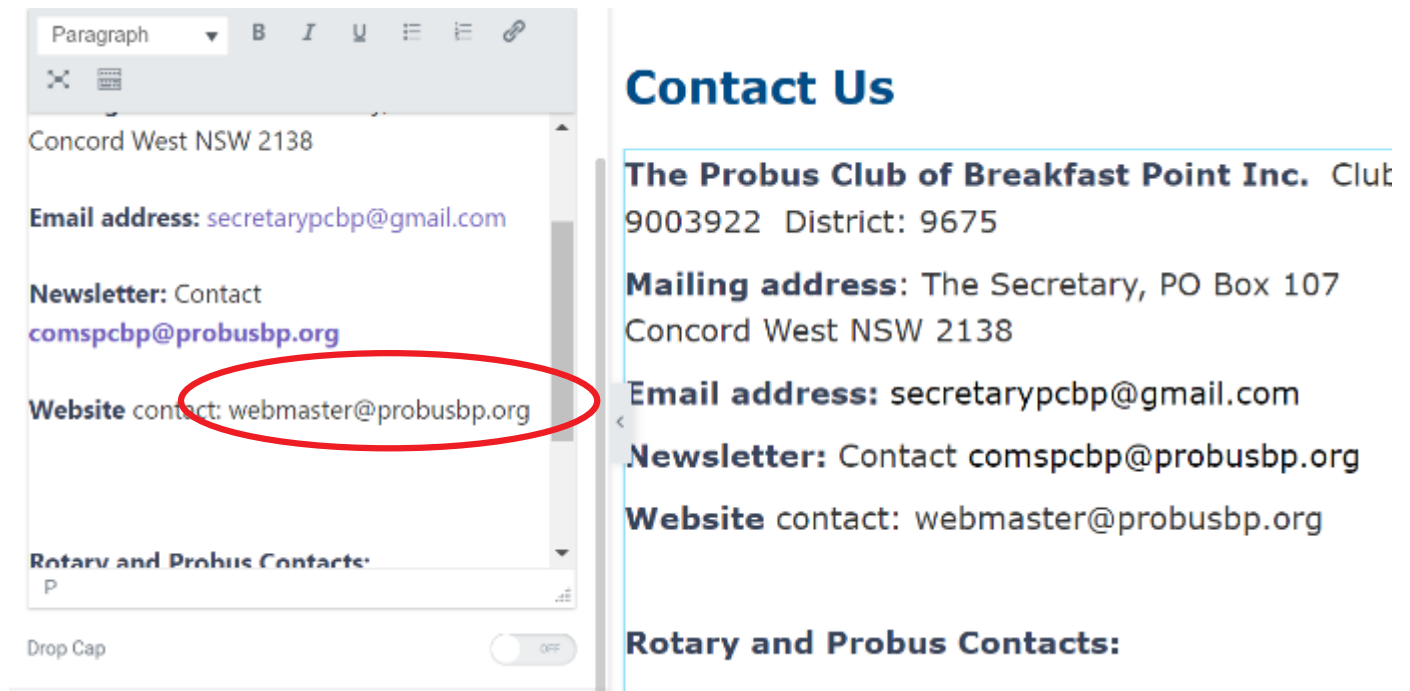
Lyn W

Elementor - Inserting Hyperlinks

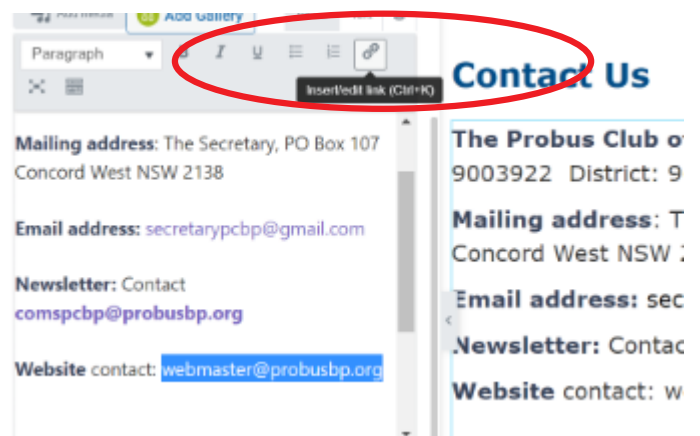
Open the page you wish to work in with Edit with Elementor.

To insert a hyperlink into the page

1. In the left hand text box, type the address eg below webmaster@probusbp.org

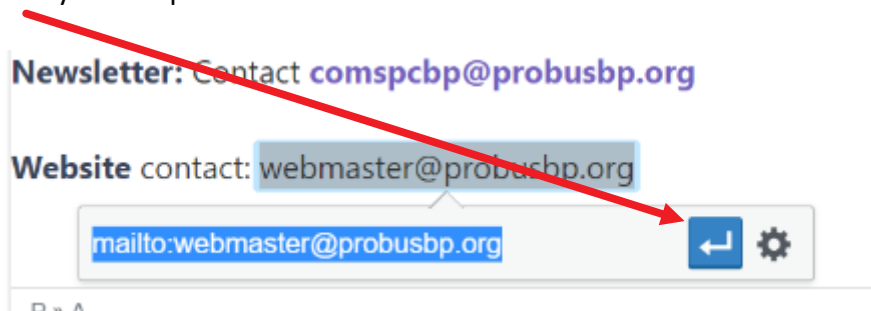


2. Highlight the address and click link button.



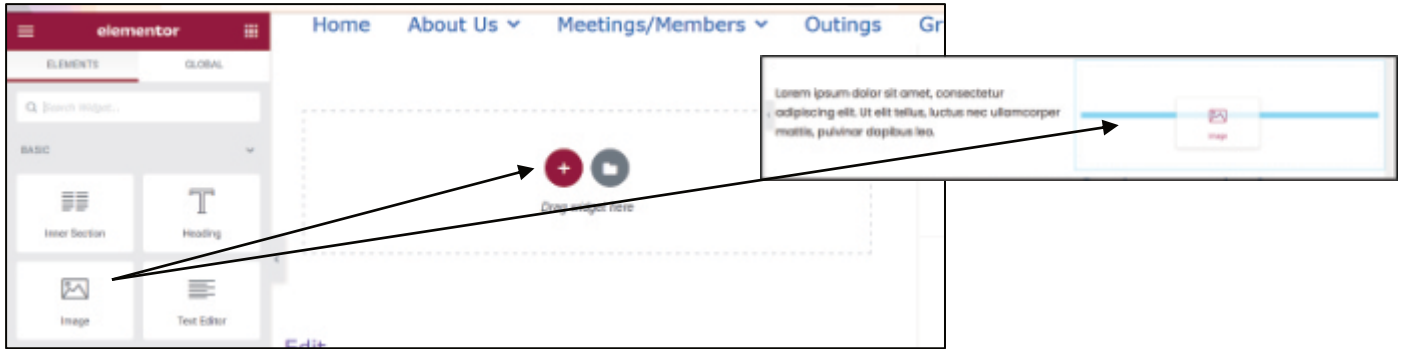
4. In the link box popup, note for Mail add Mailto: before email address, for Internet links just enter the address.

5. Click on the blue key to complete link.



Elementor Insert an Image

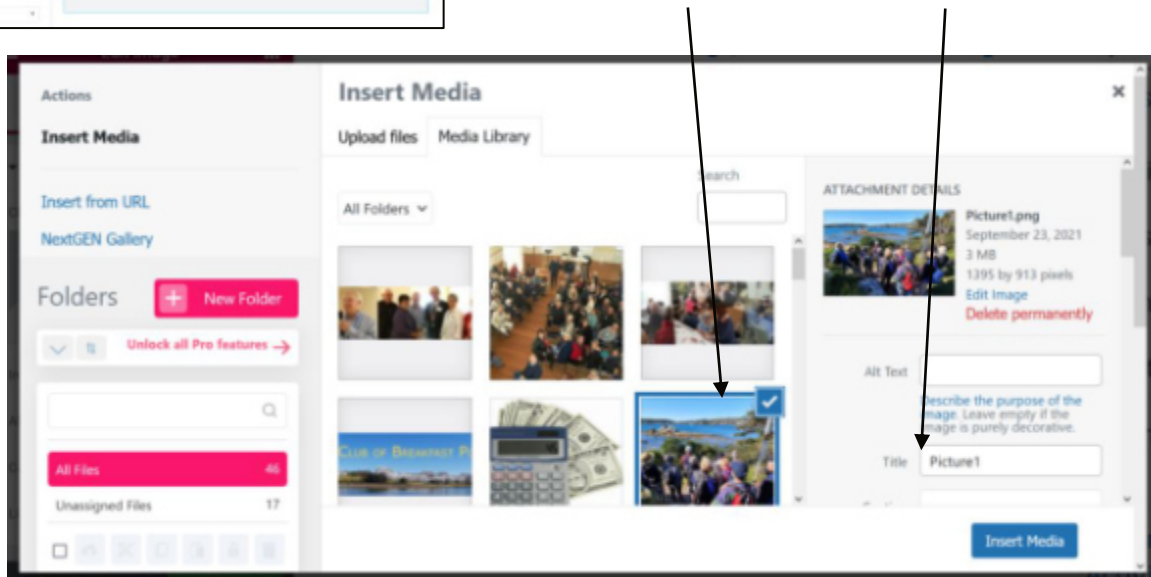
Open the page you wish to work in and choose Edit with Elementor. To insert an image into the page, either drag the Image widget into the box identified or onto the blue bar inside an editing frame.



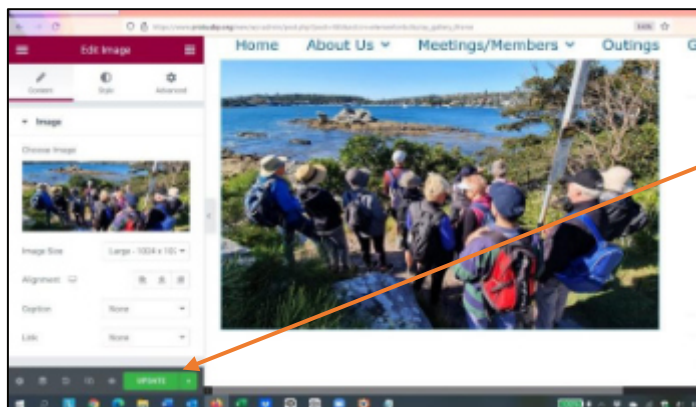
In the edit image click 'Choose image' (dark bar below the grey graphic).

This opens the Wordpress Media Library where all imported photos, pdfs are stored before being used in the site.

Select the photo you want. Click Insert Media



The selected image is inserted into your page.



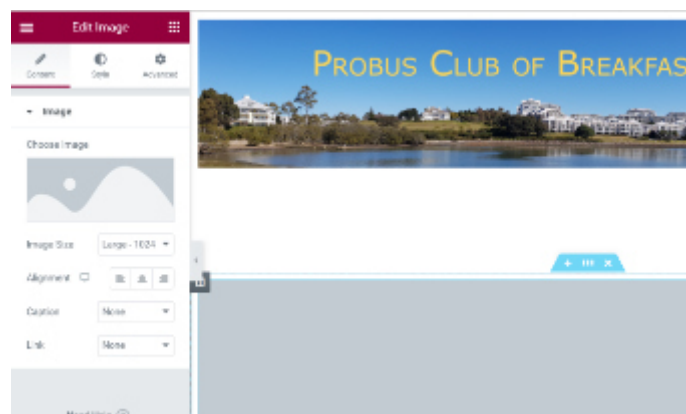
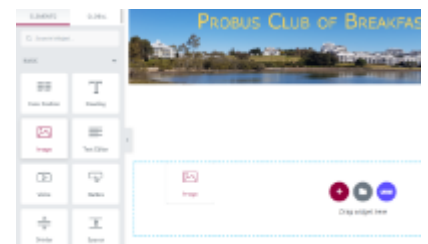
Finally UPDATE your page from the green box in the bottom left of the screen to save and publish your photo.

The MEDIA LIBRARY will eventually hold many photos and files. Folders are used to manage them.

Elementor - Inserting PDF file

To insert (embed) a PDF into an Elementor Web page following the following steps.

1. Once installed and Activated, click Add Media from any page or post, just like adding an image, but drag and drop a PDF file instead.
- 2.
3. When you insert into your post, it will appear in the editor as a 'shortcode' as follows:
- 4.
5. `[pdf-embedder url='https://mysite.com/wp-content/uploads/2015/01/Plan-Summary.pdf']`
- 6.
7. You can change the default appearance – e.g. width, and toolbar position/appearance through Settings -> PDF Embedder.Open an elementor page and a blank box
8. Drag an image from the sidebar into elementor the same as adding an image.



Elementor - Usage Tricks

Click + and select layout options

Click folder and select from your and available templates layout options

Drag widget here

3 column layout

1 column layout

Just drag object into Elementor object and drop when blue line appears

Right click here for this menu

Right click here for this menu

There are another 166 objects that can be added to a Elementor object

NAME	TYPE	STATUS	LAST MODIFIED	ACTIONS
Header from pro	Page	Archived	2021-03-20	W. Prosser & David
Header	Single Post	Archived	2021-03-20	W. Prosser & David
Header Registration	Page	Archived	2021-03-20	W. Prosser & David
Footer Page Template	Section	Archived	2021-03-20	W. Prosser & David
Footer	Single Post	Archived	2021-03-20	W. Prosser & David

BASIC	
Inner Section	Heading
Image	Text Editor
Video	Button

Add Your Heading Text Here	
Edit Column	
Duplicate	A+D
+ Add New Column	
Copy	A+C
Paste	A+V
Paste Style	A+Q+V
Reset Style	
Navigator	
Delete	

Edit Heading	
Copy	A+C
Paste	A+V
Paste Style	A+Q+V
Reset Style	
Save as a Global	
Navigator	
Delete	

Emails - Introduction

At initial setup the following accounts were created.

All emails will be forwarded automatically to your personal email address.

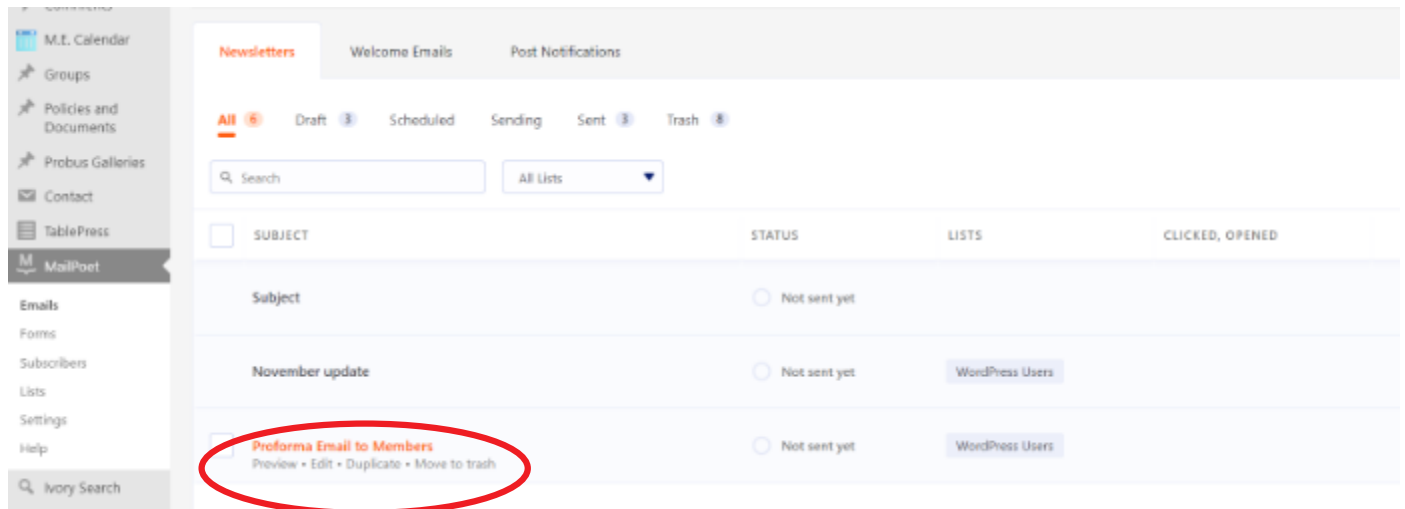
Your email can also be added to your existing email program, accessed directly from your browser or

Role	Name	Email Address
President	Rick	president@probusbp.org
Vice President/President Elect	Maria	servicepres@probusbp.org
Immediate Past President	Tanya	pastp@probusbp.org
Vice-President	Michael	vicepres@probusbp.org
Secretary	Jane	secretary@probusbp.org
Treasurer	Bernadette	treasurer@probusbp.org
Membership	Laurel	members@probusbp.org
Outings & Activities	Tony	outings@probusbp.org
Guest Speakers	Rod	speakers@probusbp.org
Groups	Jan	groups@probusbp.org
Communication	Lyn	coms@probusbp.org
Care & Support	Aileen	cands@probusbp.org

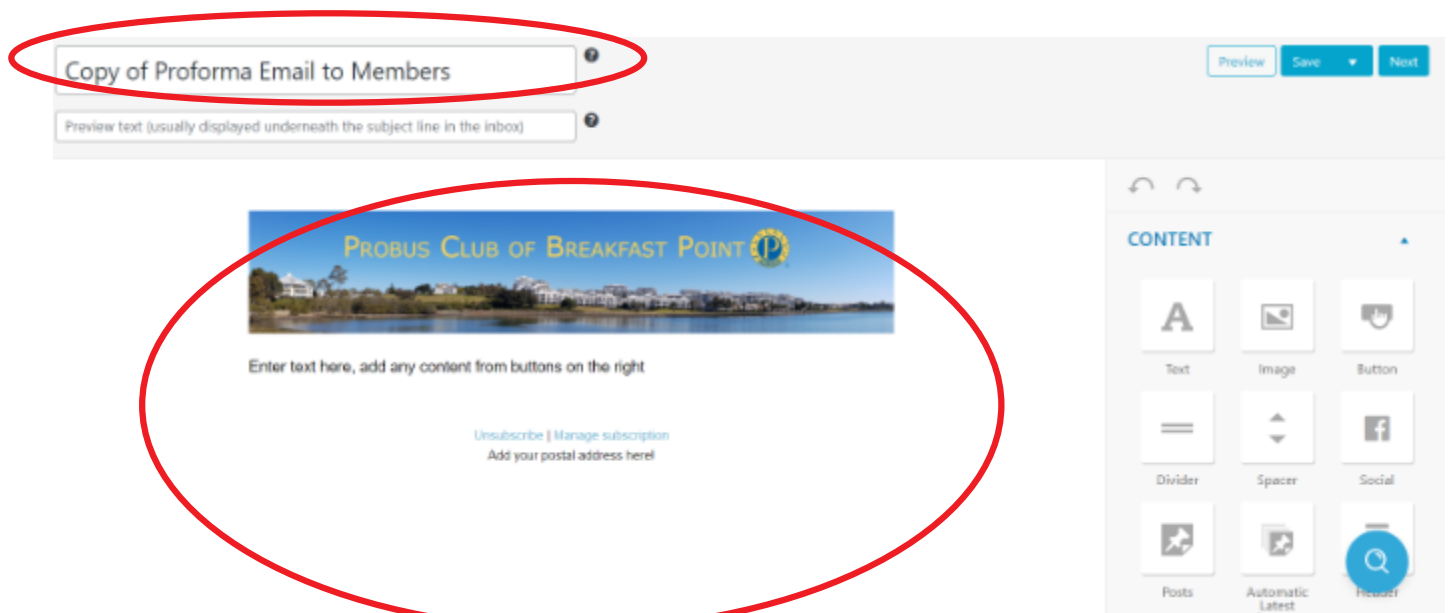
Emails - Sending to all members

To send an email to all members

1. Open MailPoet and select Duplicate under Proforma Email to Members. This will created a new "Newsletter, actually not a newsletter but an email)



2. Give newsletter a new name and add content to proforma document



3. Press Save Next

4. To send Email to Members

A) This is optional

Copy of Proforma Email to Members

Type preview text (usually displayed underneath the subject line in the inbox)

B) Select all member or other lists.

C) You can schedule when to send email

Lists

Subscribers in multiple lists will only receive one email.

× WordPress Users 5

Sender

Your name and email

Laurel

members@probusbp.org

Reply-to

When your subscribers reply to your emails, their emails will go to this address.

Laurel

members@probusbp.org

Schedule it

☐

Google Analytics Campaign

For example, "Spring email".

[Read the guide.](#)

monthly-newsletter-statement-re-vaccination_75

[Save as draft and close](#)

[Send](#)

or simply [go back to the Design page.](#)



Lists Expanded

Lists

Subscribers in multiple lists will only receive one email.

× WordPress Users 5

Members 208

Newsletter mailing list 2

Webmasters 2

WooCommerce Customers 0

D) Select Send when ready

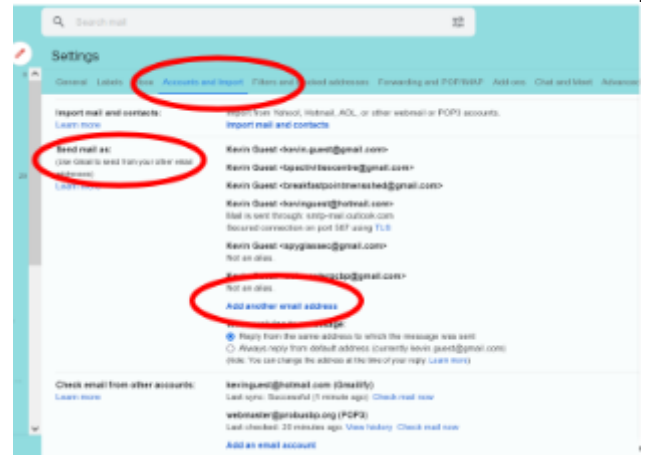
Email - Adding to Gmail Account

Adding Probus email to a Gmail account

1. Go to settings select the gear icon and select see all settings.

2. Open *Accounts and import*

3. Select *Send Email as* and *Add another Email address*



4. Complete details below

 A screenshot of the 'Add another email address that you own' form in Gmail. The form asks for 'Name' and 'Email address'. The 'Name' field contains 'webmaster@probusbp.org' and the 'Email address' field contains 'webmaster@probusbp.org'. There is a checkbox for 'Treat as an alias' which is checked. At the bottom, there are 'Cancel' and 'Next Step >' buttons.

 A screenshot of the 'Send emails through your SMTP server' configuration page. It shows fields for 'SMTP Server' (mail.probusbp.org), 'Port' (587), 'Username' (webmaster), and 'Password' (masked with dots). There are radio buttons for 'Secured connection using TLS (recommended)' and 'Secured connection using SSL'. At the bottom, there are 'Cancel', 'Back', and 'Add Account >' buttons.

5. A confirmation email is sent to the Webmaster@probusbp.org, email, enter code or click link in email.

 A screenshot of the 'Confirm verification and add your email address' page. It shows a message: 'Congratulations, we've successfully located your other server and verified your credentials. Just one more step!'. Below this, it says 'An email with a confirmation code was sent to webmaster@probusbp.org.' and provides a 'Resend email' link. There are two options to verify: 'Click the link in the confirmation email' or 'Enter and verify the confirmation code'. The 'Enter and verify the confirmation code' option has a text input field and a 'Verify' button. At the bottom, there is a 'Close window' link.

When sending an email, dropdown arrow lists all emails

 A screenshot of the 'New Message' form in Gmail. It shows fields for 'From', 'To', and 'Subject'. The 'From' field is pre-filled with 'Kevin Guest <webmasterpcbp@gmail.com>'. A red circle highlights a dropdown arrow next to the email address in the 'From' field.

Email - Webmail Access

1. From website, select Committee Webmail Link from Contact Use Menu.

Meetings ▾

Outings ▾

Groups ▾

Contact Us ▾

Committee Webmail Link

2. Enter your Probus Email address and supplied password

3. If the box below opens, click the blue box so in future logins, go directly to the webmail.

Your IP address has changed. Please log in again.

Webmail

Email Address

Enter your email address.

Password

Enter your email password.

Log in

OR

Log in via cPanelID

Webmail

Open your inbox

roundcube open source webmail software

Change your webmail client

Manage Your inbox

Edit Your Settings

Fight Spam

Other Webmail Features

Set up email on your device

Enter an email address that you can access from your device:

Example: user@domain.com

Select the connectivity that you would like to set up:

Push

Calendar

Contacts

None

Automatically configure the device

Email Account being used

Options

Email options

Compose Mail

Display Mail

Display Contacts

Display Calendar

Mail Settings

Back to home screen

RoundCube Details

Log out

webmaster@probusbp.org

Select Threads Options Refresh

Inbox

Drafts

Sent

Junk

Trash

Archive

Folders

Search

Kevin Guest Tue 21:14

My mistake

Gmail Team Tue 07:57

Gmail Confirmation - Send Mail as webmaster@probus...

Kevin Guest Mon 18:36

test to gmail

cPanel on probusbp.org 2021-10-19 20:37

[probusbp.org] Client configuration settings for "webm..."

My mistake

From Kevin Guest on 2021-11-23 21:14

Details Plan text

Sorry I sent that earlier email to old webmaster address

Kevin Guest (412674400)

Selected email displayed here

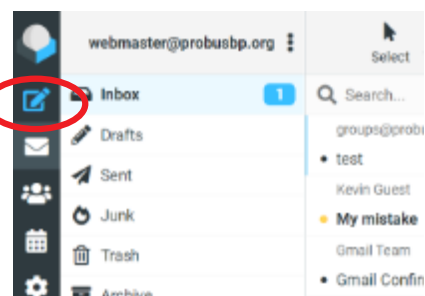
Emails, bold unread


Messages 1 to 4 of 4

Email - Send emails from Webmail

Committee emails can be used to send an email to other committee members of all committee members.

1. Log in to your Webmail account
2. Select Create a new message icon
3. Enter subject and write Email message



4. Select who to send to by entering Email address into To: box, or select  to select from contacts.

5. Plus sign is to select CC or BCC address boxes.
6. Committee addresses

Role	Email Address
President	president@probusbp.org
Vice President/President Elect	servicepres@probusbp.org
Immediate Past President	pastp@probusbp.org
Vice-President	vicepres@probusbp.org
Secretary	secretary@probusbp.org
Treasurer	treasurer@probusbp.org
Membership	members@probusbp.org
Outings & Activities	outings@probusbp.org
Guest Speakers	speakers@probusbp.org
Groups	groups@probusbp.org
Communication	coms@probusbp.org


Email - Setup Mail Client

Set Up Mail Client for "webmaster@probusbp.org"

When you access an email account through a desktop email application such as "Microsoft Outlook 2010® for Windows®", the email application will require specific information about your email account. You can use the auto-configure options below to attempt to automatically configure your email application. If the available options are not compatible with your application, you will need to use the **Manual Settings** information.

Mail Client Automatic Configuration Scripts

Listed below are the available mail client automatic configuration scripts. Select the script for your mail client and operating system.

Application	Protocols
Mail for Windows® 10	Auto Discovery
Microsoft Outlook 2010® for Windows®	Auto Discovery
Windows Live Mail® 	IMAP over SSL/TLS POP3 over SSL/TLS IMAP POP3 (Post Office Protocol v3)
Microsoft Outlook 2007® for Windows®	Auto Discovery
iOS for iPhone/iPad/iPod and MacOS® Mail.app®	IMAP over SSL/TLS IMAP
Mozilla Thunderbird®	Auto Config
KDE Kmail	Auto Config

Mail Client Manual Settings

If you do not see an auto-configuration script for your client in the list above, you can manually configure your mail client using the settings below. We recommend that you use [IMAP](#) and [SMTP](#) for your email account rather than ActiveSync unless you are on Android and need calendar and contacts support or push updates.

Secure [SSL/TLS](#) Settings (Recommended)

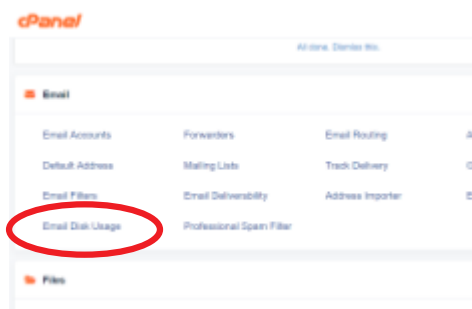
Username:	webmaster@probusbp.org
Password:	<i>Use the email account's password.</i>
Incoming Server:	mail.probusbp.org IMAP Port: 993 POP3 Port: 995
Outgoing Server:	mail.probusbp.org SMTP Port: 465

IMAP, POP3, and SMTP require authentication.

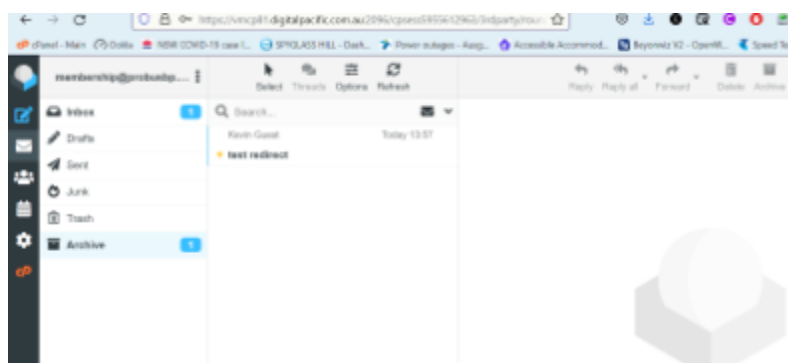
Emails - cPanel redirect (Admin only)

1. Login to cPanel

2. Select Email filters



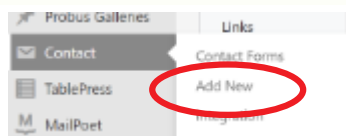
4. Create new filter



You can also check what mail is received from RoundCube webmail.

Forms - Create New Contact form

These forms are used to send Meeting Apology, EOI, Outing Registration etc directly from the website to the appropriate committee member.



Selecting add new will open the default form shown on the right.

The blue test is an enlargement of the code that is automatically added to the form. This can be edited as required with help available on the form.

Enter a name for the form and press Save, a shortcode will appear under the name.

If you copy this shortcode into a page the blank form to the right will be displayed and is ready to accept information.

The second tab on the form is called mail and here you determine where the form is sent and what data is included in the form. The fields in the form eg [your-message] can be added to the mail details.

test for Doc

Copy this shortcode and paste it into your post, page or text widget content:
[contact-form-7 id="12345" title="test for Doc"]

Form

you can edit the form template here. for details, see [idrive form shortcode](#)

Form

your name
[text* your-name] </label>

your email
[email* your-email] </label>

Subject
[text* your-subject] </label>

Your message (optional)
[textarea your-message] </label>

[submit "Submit"]

Your name

Your email

Subject

Your message (optional)

Submit

Enter the address of the committee member who should receive this form, eg outings@probusbp.org

Form Mail Messages Additional Settings

To

[_site_admin_email]

From

[_site_title] <wordpress@probusbp.org>

Subject

[_site_title] "[your-subject]"

Additional headers

Reply-To: [your-email]

Message body

From: [your-name] <[your-email]>
Subject: [your-subject]
Message Body:
[your-message]
--
This e-mail was sent from a contact form on [_site_title] ([_site_url])

Forms - Creating - Advanced

Below is an example of a complex form code and output

Form

You can edit the form template here. For details, see [Editing form template](#).

```

<label> Your name [or names if booking is for more than one person]
  [text* your-name] </label>
<label> Your Email <sup><FONT COLOR="#FF0000">*Required</FONT> </sup>
  [email* your-email] </label>

<label> Outing or Event
  [text* your-subject] </label>

<label> Date[date* Outing date placeholder] </label>

<label> Other Info eg special dietary req. (optional)
  [textarea Message rows:2 maxlength:100]</label>

<label> CONDITIONS- THE PAYMENT AND REFUND CONDITIONS are listed on the OUTINGS PAGE.

<label>Payment. Cheque, cash or EFT payment accepted.</label>
[checkbox checkbox-834 use_label_element "Single " "Single inc. SS" "Double"]

<label> TOTAL AMOUNT TO PAY.
  [text* your-subject] </label>
[submit "Submit"]
  
```

Outing Registration

Your name [or names if booking is for more than one person]

Your Email *Required

Outing or Event

Date

Other Info eg special dietary req. (optional)

CONDITIONS- THE PAYMENT AND REFUND CONDITIONS are listed on the OUTINGS PAGE.

Payment. Cheque, cash or EFT payment accepted.

☐ Single
☐ Single inc. SS
☐ Double

TOTAL AMOUNT TO PAY.

Submit

Forms HTML codes

<label> Other Info eg special dietary req. (optional)
[textarea **Message** rows:2 maxlength:100]</label>

To insert into Email enter Additional information (optional)- **[Message]**

<label> Number attending^{*Required}
[text* your-subject] </label>

<label> Complete the following, if you want to register your interest in a Outing or Trip
</label>

<label> Your name or names <sup>*Required
</sup>

[text* your-name] Your Email <sup>*Required
FONT> </sup>

[email* your-email] Outing or Event <sup><FONT
COLOR="#FF0000">*Required </sup> [text* your-event] </label>

Forms - HTML Complex example

<label> Outing Registration Form </label>

<label>Your Name ^{(or names if for more than one person) *Required}
[text* **your-name**] </label>

<label>Your Email ^{*Required}
[email* **your-email**] </label>

<label> Outing or Event ^{*Required}
[text* **your-outing**] </label>

<label> Event start date
[date **date-713**] </label>

<label> Other Info eg special dietary req. (optional)
[textarea* **otherinfo** rows:2 maxlength:100 placeholder "Enter any extra detail here"]

<label> <sup> [count otherinfo down] Characters remaining </label>

<label> Conditions- Payment and Refund conditions are below form. Payment -
Cheque, cash or EFT payment accepted.</sup> </label>

<label>[acceptance **acceptance-148**] I/We accept terms and conditions [/acceptance] </label>

<label> Select type of Accommodation required </label>

[checkbox **checkbox-22** use_label_element "Single" "Single SS" "Double" "Twin"]

<label> Total payment due:

[text* **your-payment**] </label>

[submit "Submit"]

The red bold text labels above are used to pass information to the mail box below. The field, for example **your-outing** is a text fields quoted in [] eg [your-outing] that is used in the mail program. Note these fields are placed is [your-payment]

Mail

You can edit the mail template here. For details see [Setting up mail](#).

In the following fields, you can use these mail-tags:

[your-name] [your-email] [your-outing] [date-713] [otherinfo] [acceptance-148] [checkbox-22] [your-payment]

To: kevin.guest@gmail.com,lyn.wendtmann@gmail.com

From: [_site_title] <wordpress@probusbp.org>

Subject: [_site_title] "[your-outing]"

Additional headers
Reply-To: [your-email]

Message body
From: [your-name] <[your-email]>
Subject: [your-outing]

Message Body:

This is an Outing registration for [your-name] for Probus event named: [your-outing]

Date: [date-713]

Email from: [your-email]

Additional information (optional): [Message]

Payment type selected: [checkbox-22]

Payment amount due: [your-payment]

[your-name]

--

This e-mail was sent from a contact form on [_site_title] ([_site_url])

Outing Registration Form

Your name (or names if booking is for more than one person) *Required

Your Email *Required

Outing or Event *Required

Event start date
dd/mm/yyyy

Other Info eg special dietary req. (optional)
Enter any extra detail here

100 Characters remaining

Conditions- Payment and Refund conditions are in first column.
Payment. Cheque, cash or EFT payment accepted.

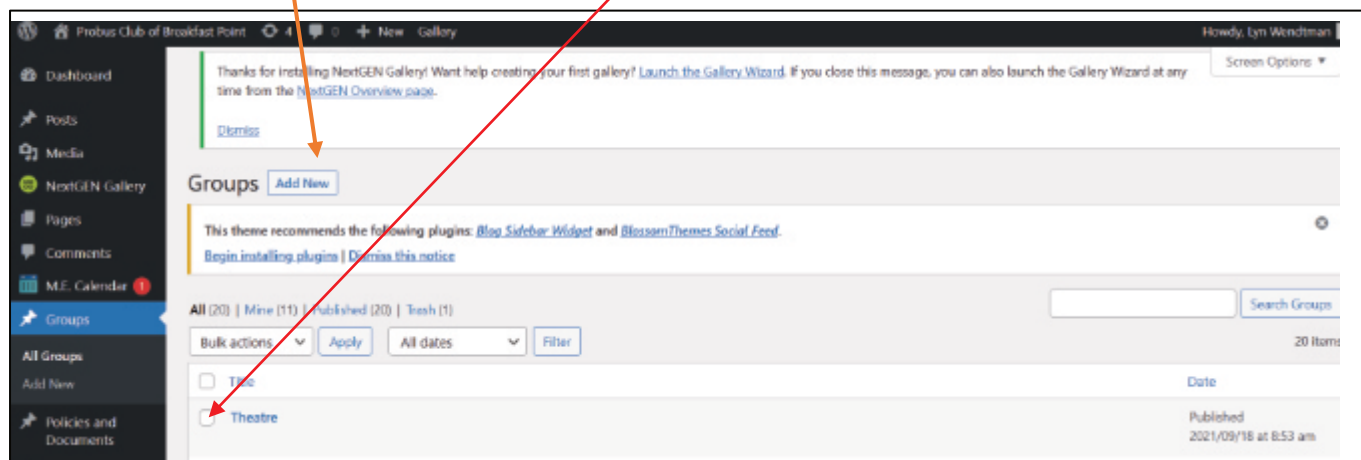
☐ Single
 ☐ Twin share
 ☐ Single+SS
 ☐ Double

TOTAL PAYMENT DUE:

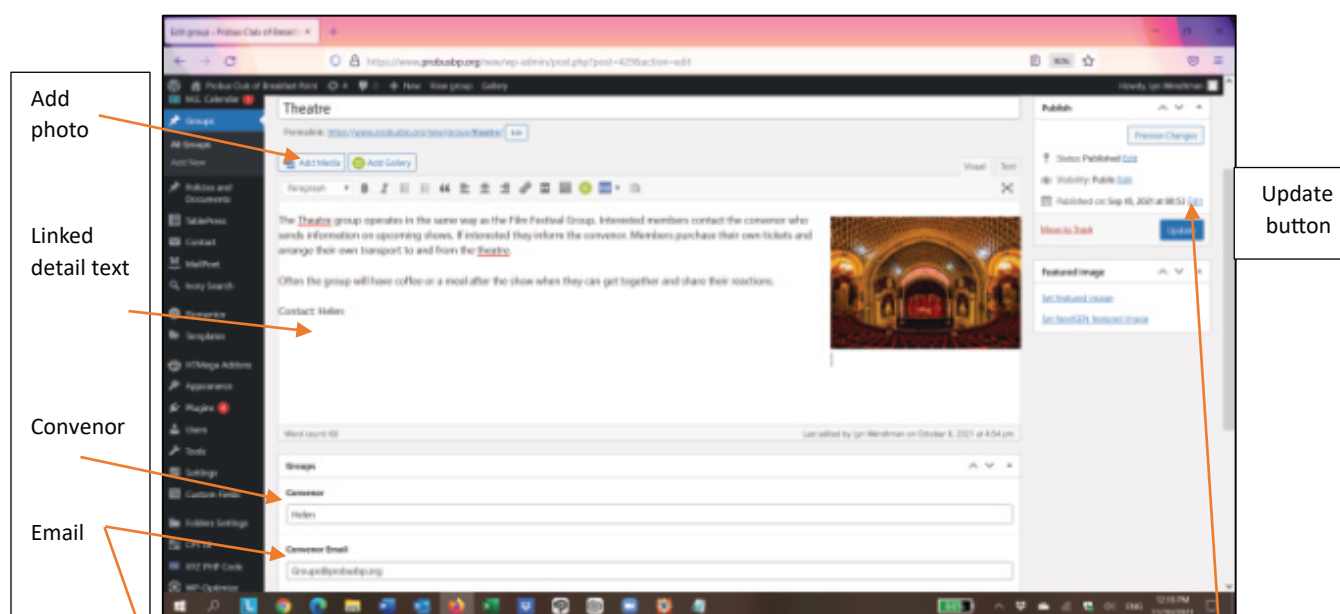
Submit

Groups - Add or Edit a Group

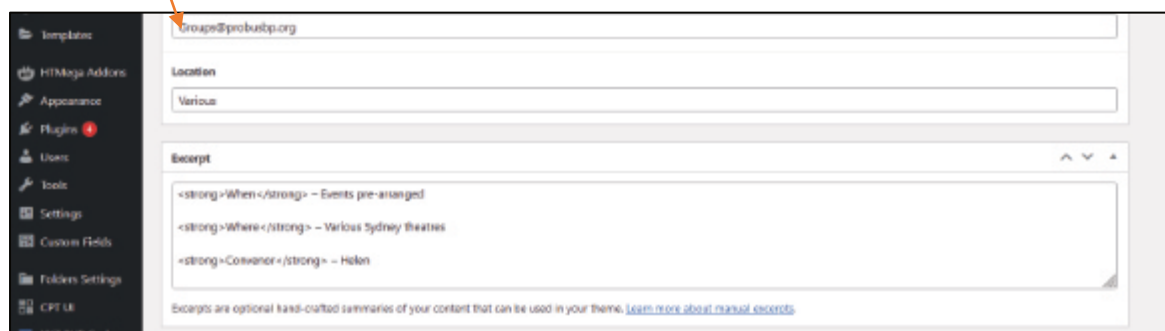
OPEN Groups from the Dashboard. Select the group to be edited to open the editing page. Or Add New group by clicking [here](#)



Edit the text in relevant boxes. This image shows only the top half of the form. The text box contains the additional details about the group published. You can include an image if you want.



Scroll down to complete the form. Edit the Short Excerpt (what appears in the box on the page)



IMPORTANT NOTE: to bold a word insert this code: `Convenor`

Finally select the BLUE Update button on the top right of the screen to publish.

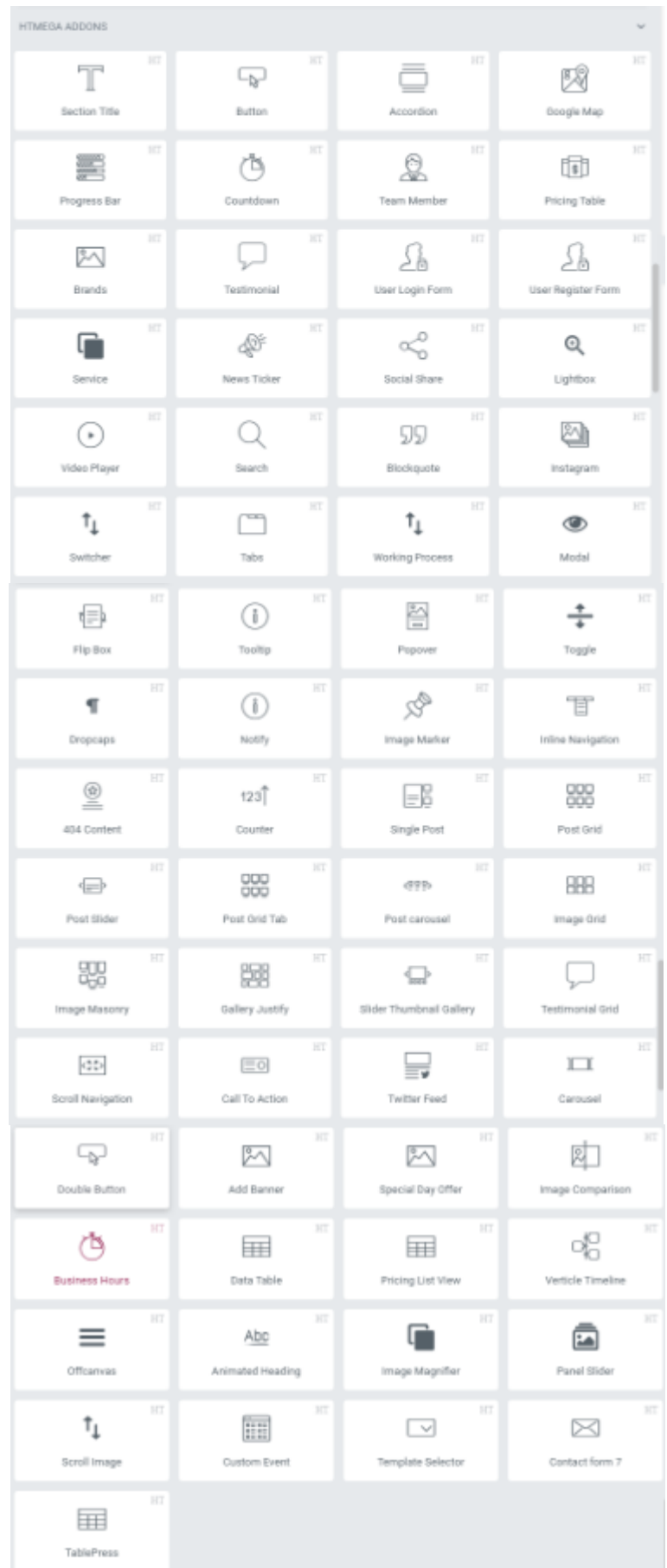
See box above.

Lyn W

HT Mega Addons

For details go to their website at <https://wordpress.org/plugins/ht-mega-for-elementor/>

This is the free version of this addon that adds 88 extra objects that can be added to Elementor.



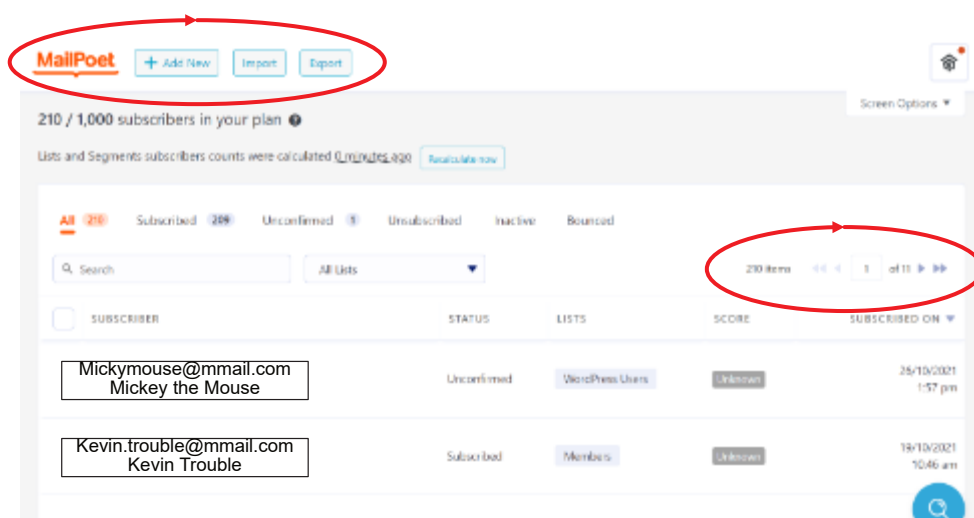
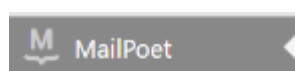
MailPoet Editing Email contacts

MailPoet stores and controls mailing lists

To remove a members email from list,

1. Select Subscribers
2. Note there are in the example below, 210 members in 11 pages
3. Find the member you want to remove or change
4. Place mouse over the name
5. Select Edit or Move to Trash from options that pop up eg

Statistics • Edit • Resend confirmation email • Move to trash



The edit mailing list, at step 5 above, select either Edit (to update information) click save when finished

The create new member, select Add New from top of page and complete form below, click save when finished

MailPoet + Add New Import Export

Subscriber [Back](#)

E-mail

First name

Last name

Status

Lists
This subscriber will receive Welcome Emails if any are active for your lists.

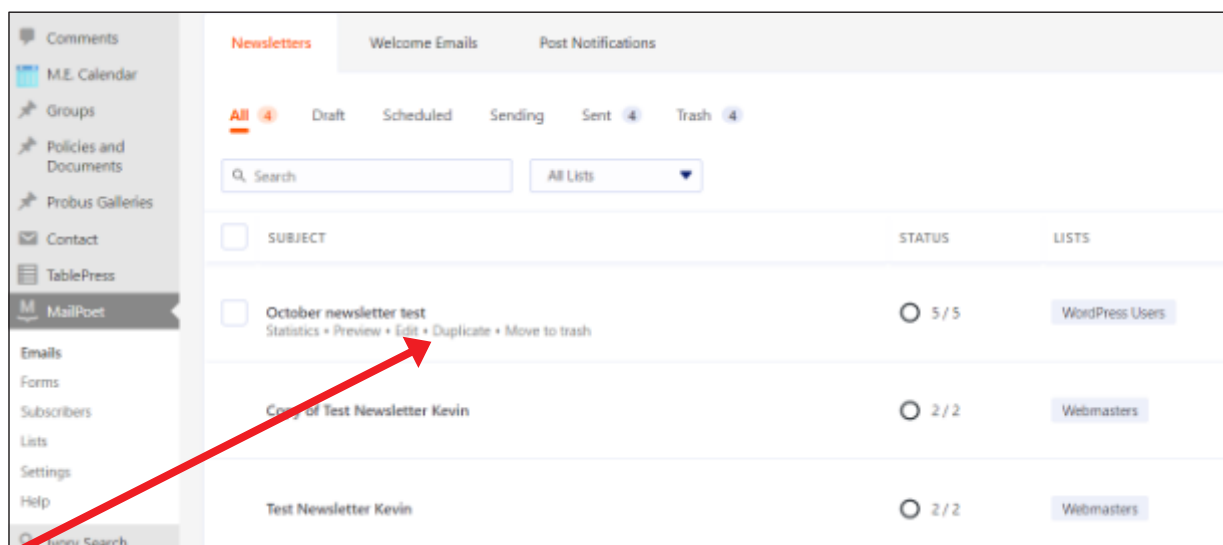
Select a list

[Save](#)

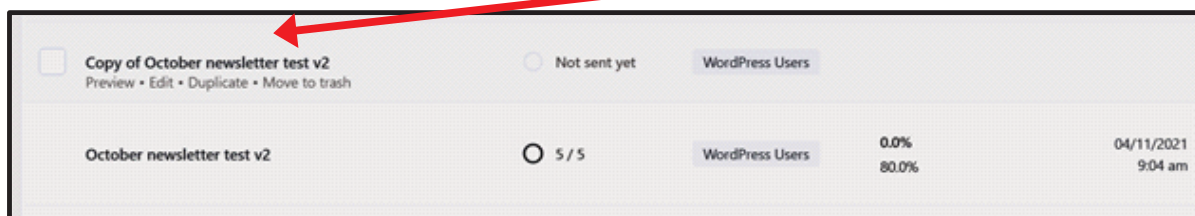
Tip: Need to add new fields, like a telephone number or street address? You can add custom fields by editing the subscription form on the Forms page.

MailPoet - Create a newsletter

On the Dashboard menu, click MailPoet > Emails



Hover cursor over one already done/sent and click duplicate to make a template to edit and save.



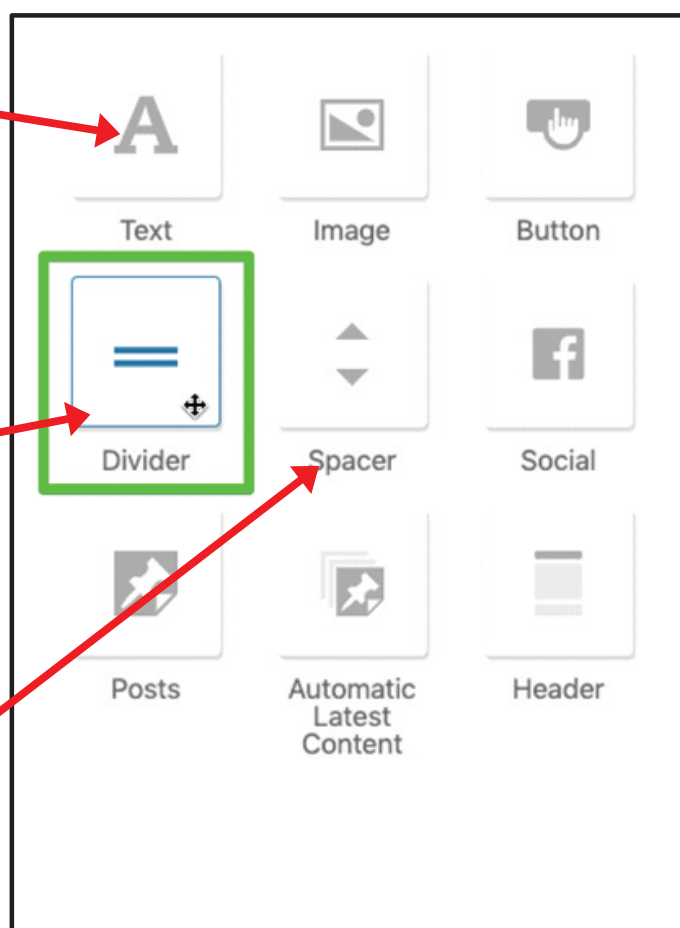
On the right side of the screen you'll find the content types that can be added to your newsletter such as Text, Image, Button etc. **Click and drag to add these to your newsletter.**

Text tool: Drag and drop on the bar to add, edit text.

- Make the text bold or italic
- Change the text color
- Add or remove a hyperlink
- Align the text left, right, centre, or justified
- Use a bullet or numbered list
- Add quoted text
- Add newsletter shortcodes
- Directly modify the HTML of the text block

Divider: The divider separates content blocks. Use as many dividers as you like! You can increase top and bottom margin of the divider, relative to the content above and below it. Simply hover over the divider block to see the ruler then drag up or down to change the margin value in pixels:

Spacer: The spacer works much the same way. . The only difference is the lack of a visible image (there is no visible divider bar.) It is useful for adding empty spaces or margins between your newsletter content.

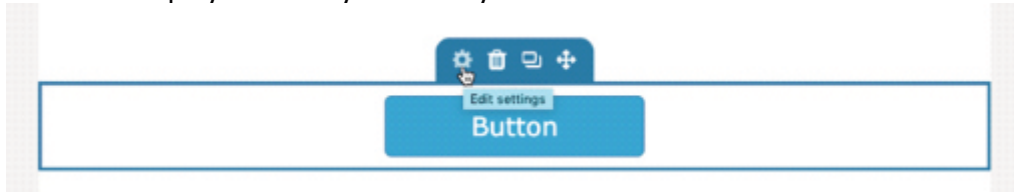


Adding Photos to a Newsletter The image button allows you to insert an image saved in the Media Library

MailPoet does not embed images instead it *links* to images already on your website. This saves space and speeds up email delivery.

Button is used to insert and design different buttons.

When you drag the button tool into your newsletter, you'll need to click on the small gear icon to edit its settings. This icon is displayed when you hover your mouse over the button block.



Footer

The footer tool automatically adds the Unsubscribe and Manage Subscription links to your newsletter. **The Unsubscribe link is mandatory when using the MailPoet Sending Service.**

If you don't add the Unsubscribe link to the editor, you will see the message below and you'll be unable to progress to the next step of the newsletter creation process:

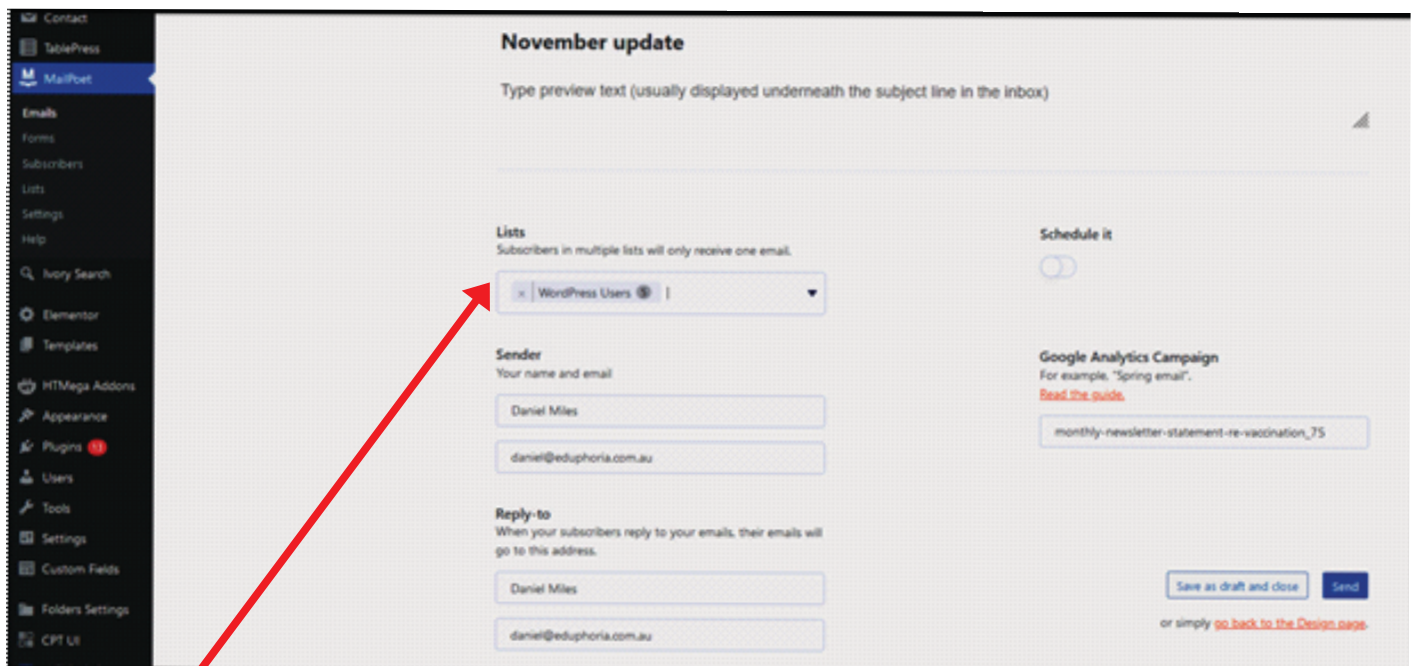
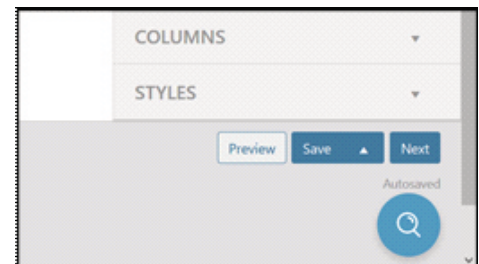


Save your newsletter. Save often. You can return to edit later.

SAVE when finished before you move to the mailing page

NEXT

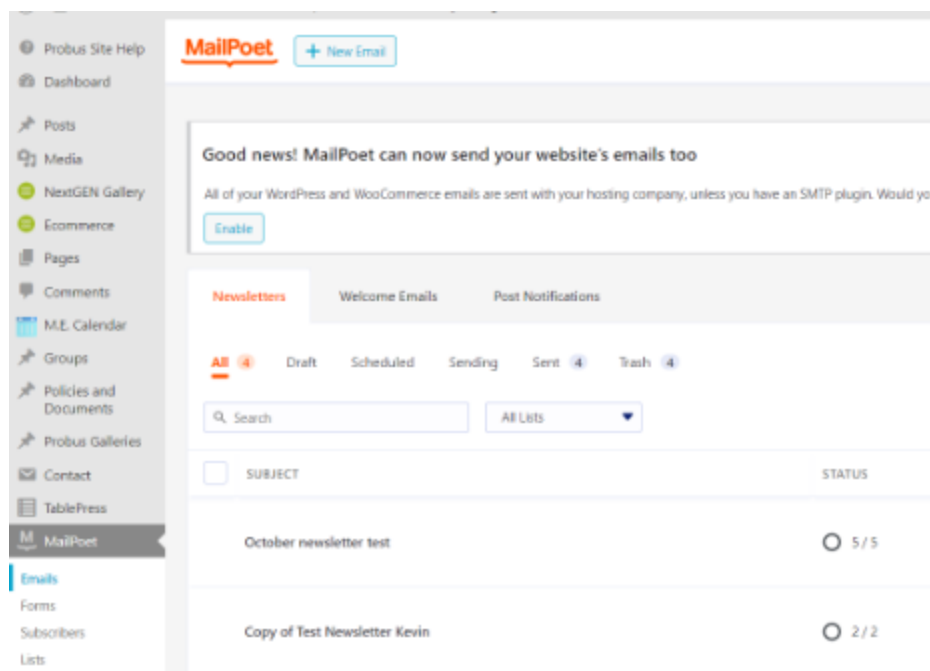
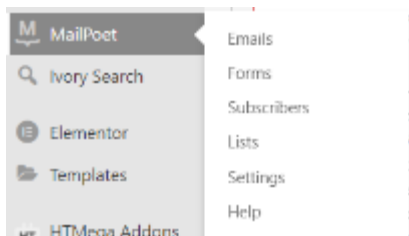
Click this to go to directly to the mailing page as shown below.



Lists: contains your various subscriber lists to choose from. Fill in the relevant details, then schedule or not, save as a draft and close or SEND to your subscriber list.

MailPoet Group or individual mail

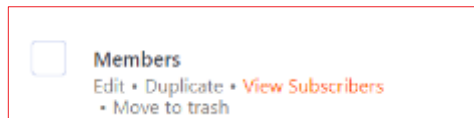
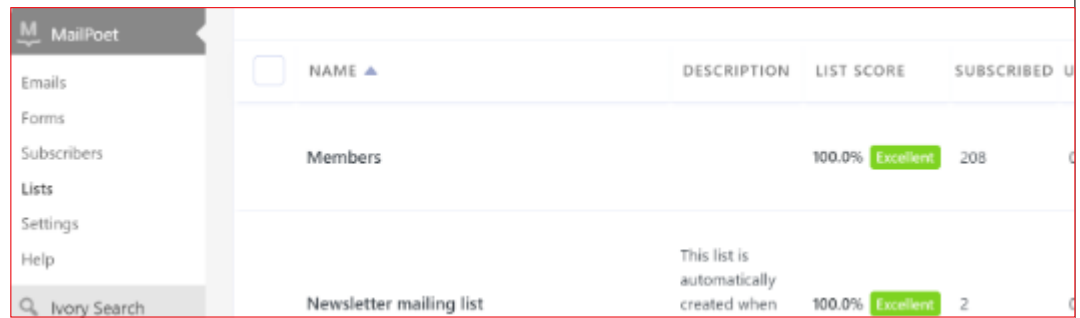
MailPoet is the plugin used to manage all emails sent from the website



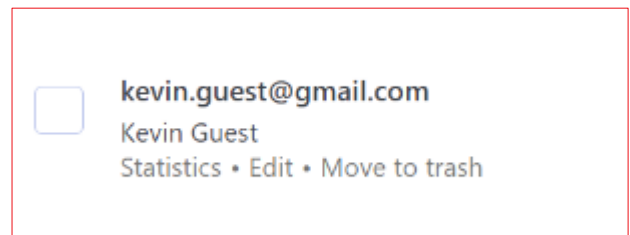
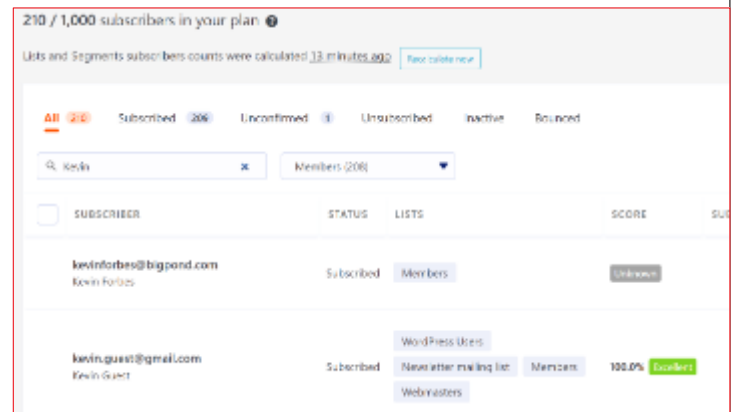
MailPoet Membership Management

MailPoet is used to manage membership emails. To edit membership details

1. Open MailPoet and select Lists
2. Select Members by placing mouse over members and then view subscribers



3. Search for Members name, eg Kevin



4. Move mouse over name to and select edit.

5. Edit details and select save when complete

Shop now

This subscriber is a registered WordPress user. [Edit his/her profile](#) to change his/her email.

E-mail

First name

Last name

Status

Subscribed

Lists

This subscriber will receive Welcome Emails if any are active for your lists.

Members (208)

Newsletter mailing list (2)

Webmasters (2)

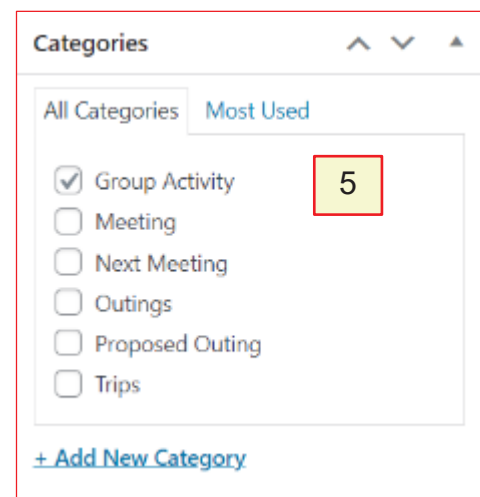
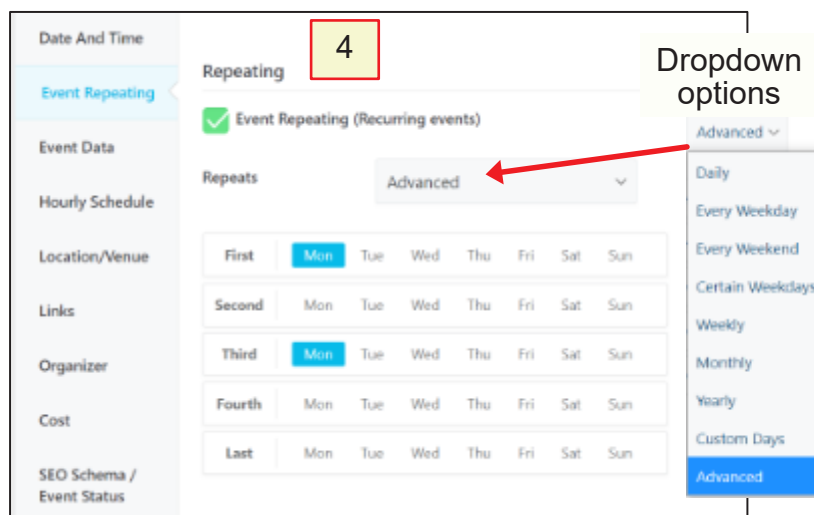
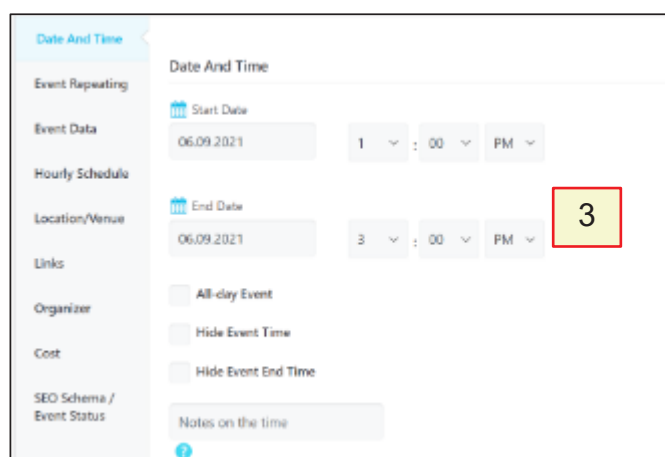
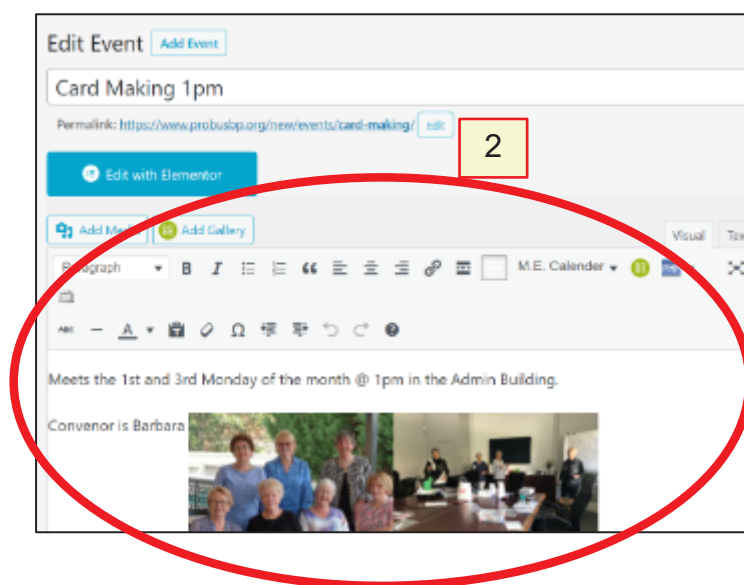
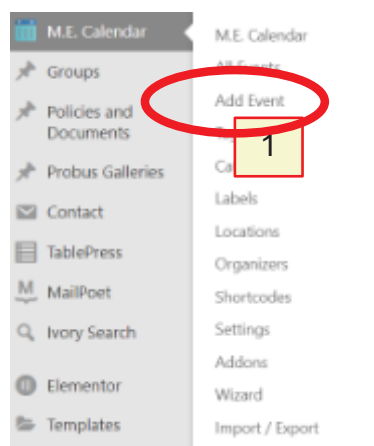
Save

ME Calendar Managing Outing or Event

Events can be added to any of the calendar.

Add new event to M.E. Calendar

1. Create new ME Calendar Event.
2. Add event details
3. Add
4. Set starting date
5. Set event repeat schedule
6. Set Categories where even will display



Event repeating

There a many options here

Managing User Dashboard (Admin only)

The administrator can determine the items a user sees on its dashboard.

The screenshot displays the 'Menu Editor Pro' interface within a WordPress admin dashboard. The left sidebar shows the 'Settings' menu expanded, with 'Menu Editor Pro' selected. The main content area is titled 'Menu Editor Pro' and shows the 'Admin Menu' configuration for the 'All' user role. The interface includes a list of menu items on the left, a central list of items to be added to the menu, and a right-hand panel with 'Save Changes' and 'Undo changes' buttons. The 'General' section on the right shows 'Show the admin menu' and 'Show the Toolbar' both checked. The 'How To' section provides instructions on how to manage the menu, including 'Hide a Menu...', 'From a Role', 'From a User', 'From Everyone Except You', 'Without Preventing Access', 'Show a Menu', 'Move and Sort Menus', and 'Add a New Menu'.

Media Plugin

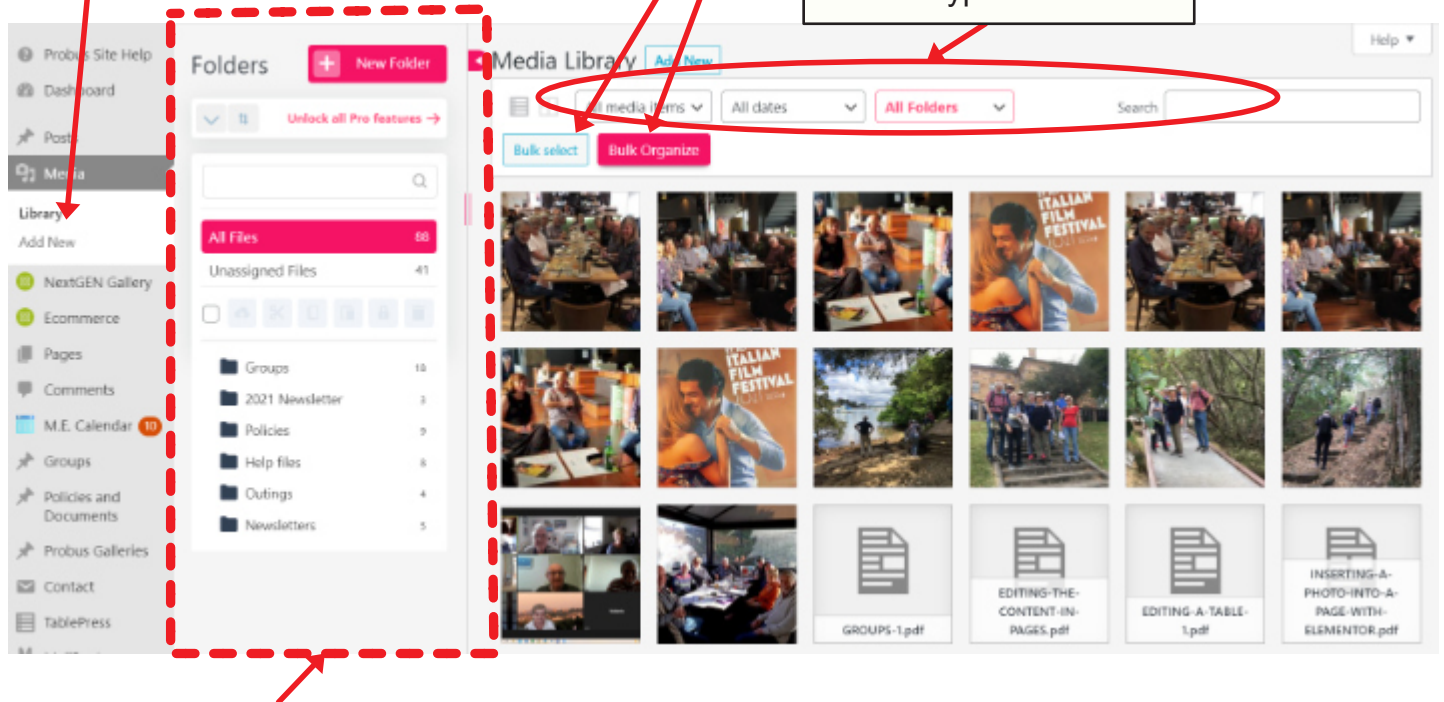
Media, pictures and PDF files

Add new media

To select multiple files click **Bulk select** button

To drag multi files use **Bulk Organize** button..

Use these buttons to filter file type and dates



Folders are an addition to WordPress to allow media to be grouped in folders. Without Folders all media is in the one folder and hard to manage.

To upload new media click **Add New** button.



And drag file from your computer or select folder on your computer

To add a folder click **+ New Folder** button.

Single click on an image to open image and show image details



Edit Button

Media Library. Adding all file types

1. From the Dashboard open the Media Plugin, 'Add New'

To upload new media click **Add New** button.

2.

select the image/s or pdf you want to load.

They may be on desktop, a file or in Cloud storage (eg Dropbox).



3 Load image/s by the "Select Files" button or else drag & drop your selected image/s into the window

Once uploaded your media is available to use in pages, newsletters, policies etc.

ALL media files remain in the main library as 'unassigned files' which will become hard to manage the more that are loaded. BUT by creating individual folders your photos etc may be held in subgroups in different subject areas.

FOLDERS. To add a folder click **New Folder** button.

LIBRARY management.

The various buttons help filter media file type, dates and folders to locate individual files.

To select multiple files click **Bulk select** button

To drag multi files use **Bulk Organize** button..

Single click on an image to open it and show image details.

Media - NextGen Gallery

This is an addon that is mainly used to display images in different formats.

The three areas that are used are

1. Add Gallery/Images Self Explanatory
2. Add Galleries - A collection of images related to the same topic or event
3. Manage Albums - A collection of galleries that can be grouped into an Album.

ID	GALLERY	DESCRIPTION	AUTHOR	PAGE ID	IMAGES
1	BREAKFAST POINT *8		probusdm	0	8
5	2011 FIRST MEETING *22		Lyn Wendtman	0	20
6	2013 PROBUS CRUISE *55		Kevin Guest	0	55
7	2016 NORFOLK ISLAND *396		Kevin Guest	0	312

Add Gallery/Images

1. Select new or existing Gallery
2. Drag files from computer to centre box area
3. Save changes

Manage galleries

Select Gallery you want to edit

See next page

ID	GALLERY	DESCRIPTION	AUTHOR	PAGE ID	IMAGES
1	BREAKFAST POINT *8		probusdm	0	8
5	2011 FIRST MEETING *22		Lyn Wendtman	0	20
6	2013 PROBUS CRUISE *55		Kevin Guest	0	55
7	2016 NORFOLK ISLAND *396		Kevin Guest	0	312
13	2015 JAN BBQ *57		Kevin Guest	0	57
14	2015 AGM *44		Kevin Guest	0	44

Media NextGen Gallery Editor

Bulk actions ▼
APPLY
SORT GALLERY
SAVE CHANGES
Images per page: 50 8 items

ID	THUMBNAIL	FILENAME	ALT & TITLE TEXT / DESCRIPTION	TAGS	ECOMMERCE
1		wp7a1b2343_05_06.jpg 16/09/2021 979 x 509 pixels <input type="checkbox"/> Exclude ?	wp7a1b2343_05_06 View over the water		Use gallery's pricelist ▼
View Meta Edit thumb Rotate Recover Delete					
17		IMG_6393.jpeg 16/09/2020 1600 x 1200 pixels <input type="checkbox"/> Exclude ?	IMG_6393		Use gallery's pricelist ▼
View Meta Edit thumb Rotate Recover Delete					

Albums



MANAGE ALBUMS

2 - 2020 ▼

Select album

UPDATE

EDIT ALBUM

DELETE

After you create and select an album, you can drag and drop a gallery [Show all](#) | [Maximize](#) | [Minimize](#) or another album into your new album below.

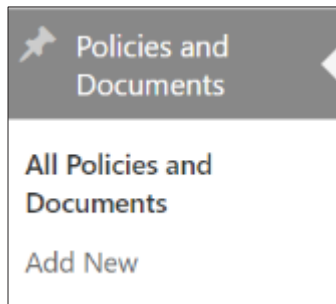
ALBUM ID 2 : 2020	SELECT GALLERY	SELECT ALBUM
ID: 69 2020 Feb [+]	ID: 1 Breakfast Point [+]	ID: 1 Photo Gallery [+]

Gallery Display options

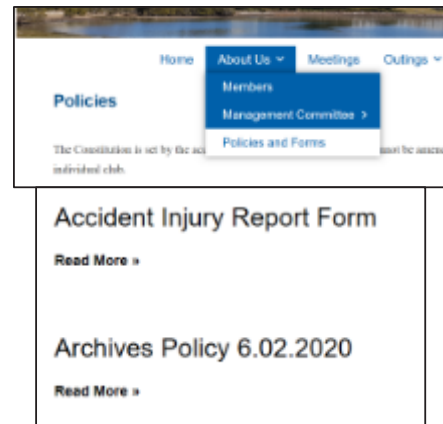
 Basic Thumbnails	 Basic Slideshow	 Basic ImageBrowser	 Basic TagCloud	 Pro Tile	 Pro Thumbnail Grid	 Pro Slideshow
 Pro ImageBrowser	 Pro Horizontal Filmstrip	 Pro Slidescroll	 Pro Film	 Pro Blog Style	 Pro Masonry	 Pro Mosaic

Policies and Documents Adding

This is where Policy documents are stored to be displayed on the Policies page

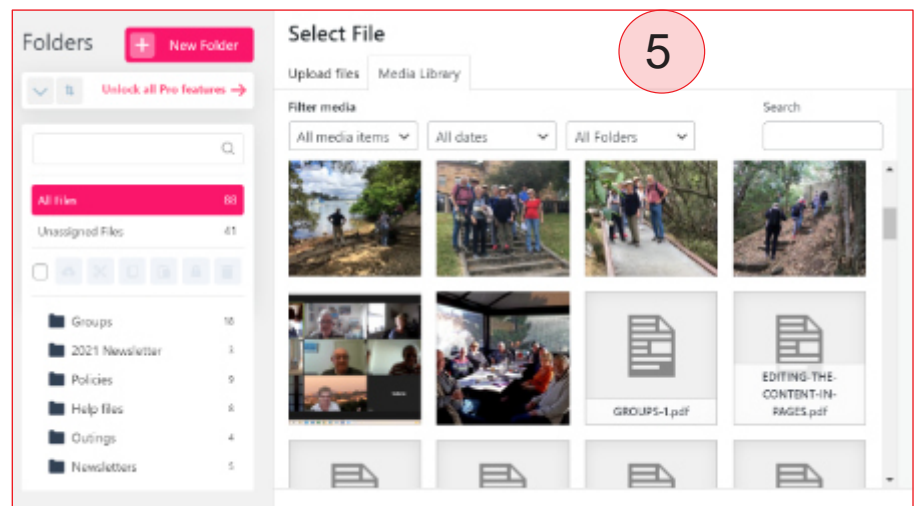
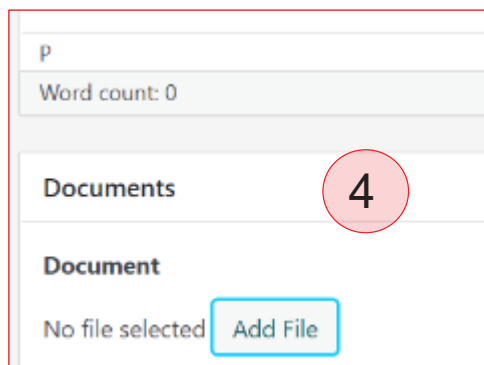
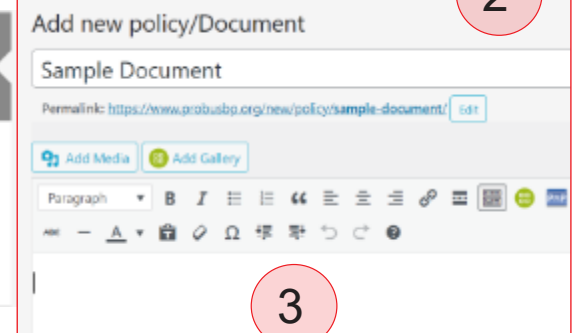
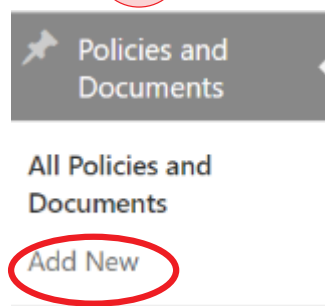


Documents added to the Policies and documents tab on the left automatically are added to the documents displayed on the website under Policies and Forms



How to Add a document or form

1. Select Add New from Policies and Documents.
2. Give document a name
3. Leave text area empty
4. Scroll down and select Add File
5. Select file from media
6. Select blue publish button
7. Check website to see document has been added.



Sample Document is added to website alphabetically listed with read More automatically added

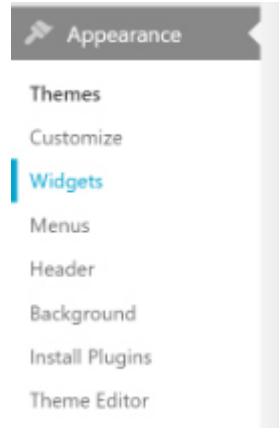
6

Sample Document

[Read More »](#)

Menus - Adding or Editing

1. Access Appearance for Dashboard.
2. Select Menu



3. The menu options will appear as shown below

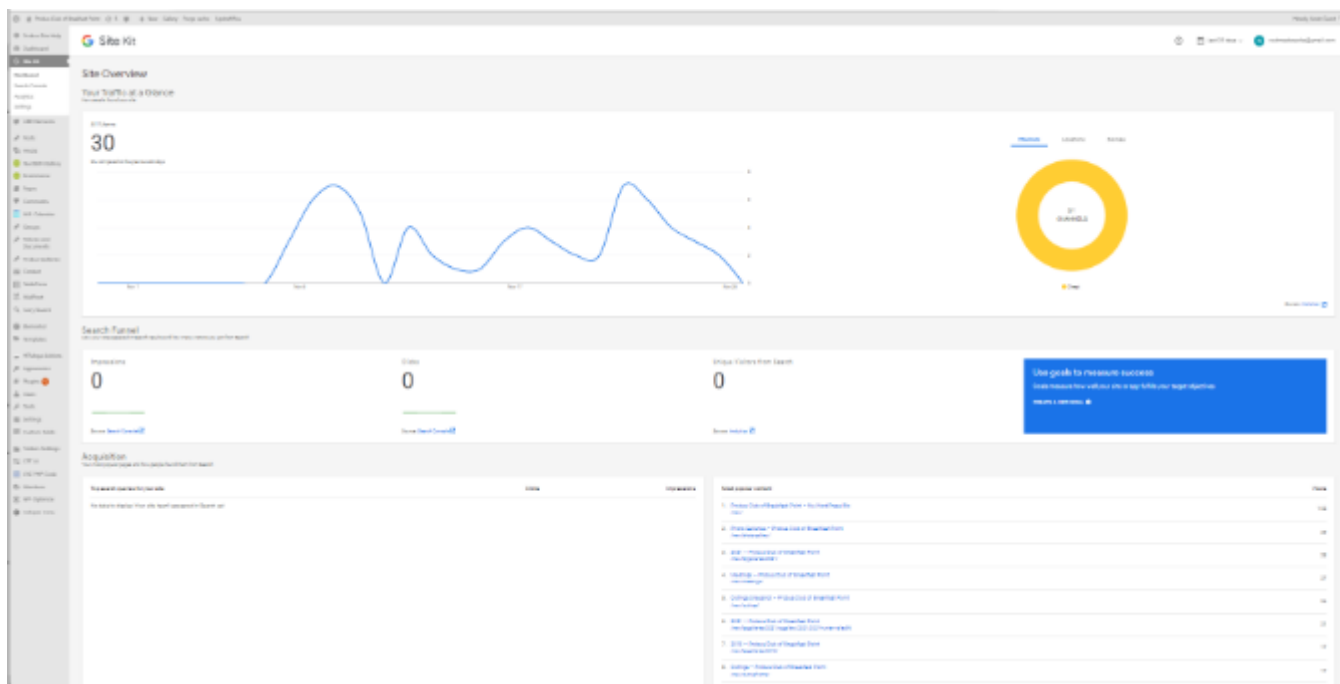
Choose correct Menu and click on select

Menu that is displayed

All available pages, select required new menu item and click add to Menu button.
New item will appear at bottom of the menu list, drag to where you want it

Site Kit (Admin only)

The Site Kit provides information about site usage using Google Analytics



All Users

30

0% compared to the previous 28 days

Users



Page visits

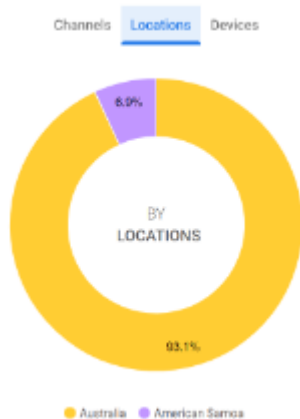
Most popular content

Views

1.	Probus Club of Breakfast Point – My WordPress Blo /new/	102
2.	Photo Galleries – Probus Club of Breakfast Point /new/photo-gallery/	29
3.	2021 – Probus Club of Breakfast Point /new/bpgalleries/2021/	28
4.	Meetings – Probus Club of Breakfast Point /new/meetings/	27
5.	Outings Snapshot – Probus Club of Breakfast Point /new/outings/	24

Locations

Note overseas location may be from Australia using VPN



Devices used

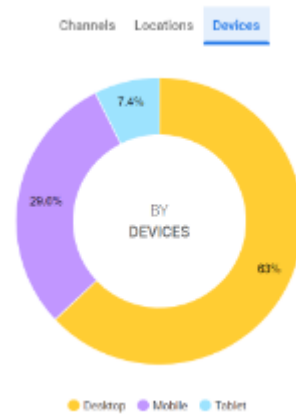


Table - Management Committee

The Management Committee list was created in the TABLEPRESS Plug in.

To edit or change names or details in the table from the DASHBOARD open TablePress.

In the Name column delete unneeded names, copy/paste others or type a new name in the relevant cells (eg Maria will move up to replace Rick next year).

Preview changes

Select SAVE CHANGES blue button above Table Information to save and publish.

The screenshot shows the TablePress interface. In the 'Table Information' section, the 'Table ID' is 1, 'Table Name' is 'Management Team', and 'Description' is empty. The 'Table Content' section shows a table with 5 rows and 3 columns: Role, Name, and Email Address. The 'Name' column is highlighted with a red arrow. The 'Save Changes' button is also highlighted with a red arrow.

	A	B	C	
1	Role	Name	Email Address	1
2	President	Rick	president@probusbp.org	2
3	Vice President/President Elect	Maria	serviceprespcbp@gmail.com	3
4	Immediate Past President	Tania	pastppcbp@gmail.com	4
5	Vice-President	Michael	viceprespcbp@gmail	5

Position titles and email addresses do not change.

Check on the real site to make sure everything is OK

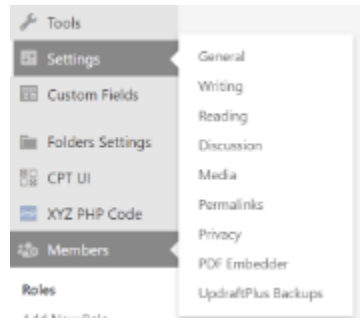
If an Email address is changed, Administrators only, select edit from bottom of list and the correct format is

Communication	Lyn	coms@probusbp.org
Care & Support	Aileen	cands@probusbp.org
Edit		

`president@probusbp.org`

where the new address is entered twice to replace old address

User Backup



UpdraftPlus.Com | Premium | News | Twitter | Support | Newsletter sign-up | Lead developer's homepage | FAQs | More plugins - Version: 1.16.63

Backup / Restore | Migrate / Clone | Settings | Advanced Tools | Premium / Extensions

Next scheduled backups:

Files: Wed, November 10, 2021 11:24 Time now: Tue, November 9, 2021 21:21	Database: Wed, November 10, 2021 11:24	Backup Now Add changed files (incremental backup)...
--	--	---

Last log message: [Download most recently modified log file](#)

Adding batch to zip file (UpdraftPlus_ZipArchive): over 131 MB added on this batch (131.3 MB, 13242 files batched, 260 (5370) added so far); re-opening (prior size: 134249.4 KB) (Nov 09 13:27:50)

Existing backups 1

Web-server disk space in use by UpdraftPlus: 3.7 GB [refresh](#)

More tasks: [Upload backup files](#) | [Browse local folder for new backup parts](#) | [Browse remote storage](#)

<input type="checkbox"/>	Backup date	Backup data (click to download)	Actions
<input type="checkbox"/>	Nov 09, 2021 12:25	Plugins Themes Uploads Others	Restore Upload Delete View Log

Actions upon selected backups: [Delete](#) [Select all](#) [Deselect](#) Use ctrl / cmd + press to select several items, or ctrl / cmd + click + press to select all in between

To edit groups popup go templates groups

To take over screen www.splashtop.com

Upload files for Website

Choose who to share with

On your computer, go to drive.google.com.

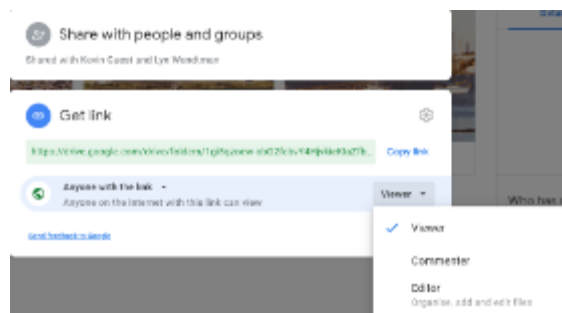
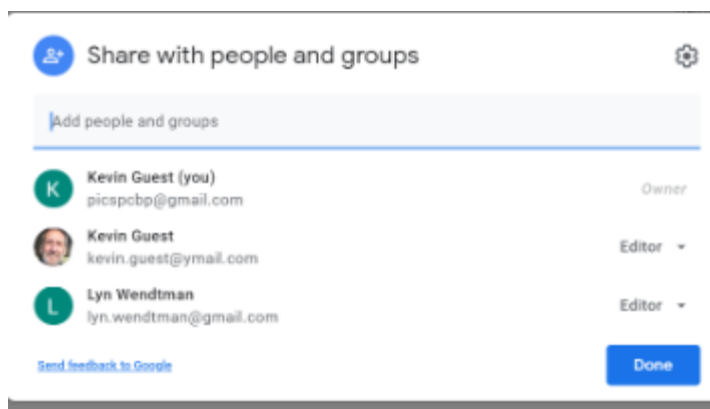
Click the folder you want to share.

Click Share .

Under "People," type the email address or Google Group you want to share with.


To choose how a person can use the folder, click the Down arrow .

Click Send. An email is sent to people you shared with.



Add New User

Create a brand new user and add them to this site.

Username (required)	<input type="text" value="Membership"/>
Email (required)	<input type="text" value="members@probus.org"/>
First Name	<input type="text" value="Members"/>
Last Name	<input type="text" value="Convenor"/>
Website	<input type="text" value="www.probusbp.org"/>
Password	<div><div>Generate password</div><div><input type="text" value="membersBP2021"/><div>Medium</div></div><div>Hide</div></div>
Send User Notification	<input type="checkbox"/> Send the new user an email about their account.
Role	<div>Author </div>

User Roles

What Users can do on a WordPress Website is defined by their roles.

1. Administrator Role

On a regular WordPress website, the administrator role is the most powerful user role. Users with the administrator role can add new posts, edit posts by any users, and delete those posts.

Plus, they can install, edit, and delete plugins and themes.

Most importantly, admin users can add and delete users, and change information about existing users, including their passwords.

This role is basically reserved for site owners and gives you the full control of your WordPress blog. If you are running a multi-user WordPress site, then you need to be very careful who you assign an administrator user role.

2. Editor Role

Users with the editor role in WordPress have full control on the content sections your website.

They can add, edit, publish, and delete any posts on the site, including the ones written by others. An editor can moderate, edit, and delete comments as well.

Editors do not have access to change your site settings, install plugins and themes, or add new users.

3. Author Role

Users with the author role can write, edit, and publish their own posts. They can also delete their own posts, even if they are already published.

When writing posts, authors cannot create new categories, but they can choose from existing ones. They can also add tags to their posts.

Authors can view comments even those that are pending review, but they cannot moderate, approve, or delete any comments.

They do not have access to site settings, plugins, or themes, so it is a fairly low-risk user role. The only exception is the ability to delete their own published posts.

4. Contributor Role

Users with the contributor role can add new posts and edit their own posts, but they cannot publish any posts.

When writing posts they can choose from existing categories and create their own tags.

The biggest disadvantage of the contributor role is they cannot upload files, so they can't add images to their posts.

Contributors can also view all website comments, but they cannot approve or delete comments.

Finally, they don't have access to website settings, plugins, or themes, so they cannot change any settings on your site.

5. Subscriber Role

Users with the subscriber role can login to your WordPress site, update their user profiles, and change their passwords.

They can't write posts, view comments, or do anything else inside your WordPress admin area.

This user role is particularly useful if you have a membership sites, online store, or another site where users can register and log in. If you want to create a custom login experience for your visitors, then see our guide on how to add a front-end login page and widgets in WordPress.

WordPress Glossary

Back End- is where authorised users can sign into to add, remove and modify content on the website. This may also be referred to as “WordPress”, “admin” or “the administration area”.

Content Management System, or CMS- is software for facilitating the maintenance of content on a web site. A blogging tool is an example of a Content Management System.

Dashboard- is the main administration screen for a site, or for a network of sites. It summaries information about the site or network, and external information, in one or more widgets that the Dashboard user can enable, disable, and move around.

Draft- The draft post status is for posts which are saved, but as yet unpublished. A draft post can only be edited through the Administration Panel.

Elementor- is a plug- in drag-and-drop page builder. It helps create pages using a visual editor. It is an all-in-one solution. It provides a live frontend editor to work in your website live, without having to switch between the editor and the preview mode.

Front End- is what your visitors see and interact with when on the live website.

Page- is often used to present “static” information about yourself or your site. A good example of a Page is information you would place on an About Page. A Page should not be confused with the time-oriented objects called posts. Pages are typically “timeless” in nature.

Plugin- is a software add-on that extends the functionality in a standard WordPress weblog eg, if you wanted to watch a video on a website, you may need a plugin to do so. If the plugin is not installed, your browser will not understand how to play the video.

Post- is blog content that shows the newest content on top. You can add and edit your WordPress posts from the ‘Posts’ menu in your dashboard. Posts encourage conversation. They have a built-in comment feature that allows users to comment on a particular topic.

Shortcode - is a technique for embedding a snippet of PHP code into the body of a page or other content item.

Sidebar- is a vertical column provided by a theme for displaying information other than the main content of the web page. Themes usually provide at least one sidebar at the left or right of the content. Sidebars usually contain widgets that an administrator of the site can customise. In a theme, sidebars are generated by a template file, typically named *sidebar.php*.

Slug - In WordPress, a slug is the bit of text that appears after your domain name in the URL of a page. Essentially, it’s the part of your site’s URL that identifies every single page on your site (except for the homepage).

Weblog- is the full form of blog. Wordpress began life as a blog too but now you can use WordPress to create a website and a blog.

Widget- is a self-contained area of a web page that performs a specific function, or the code that generates such a self-contained area. For example, WordPress has a built-in widget that displays a list of pages in a weblog’s sidebar, and it has another built-in widget that displays a list of recent comments in the Dashboard. Plugins and themes can provide additional widgets.

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