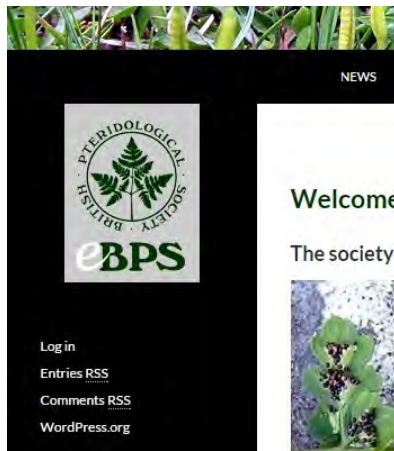


Introduction and Logging In

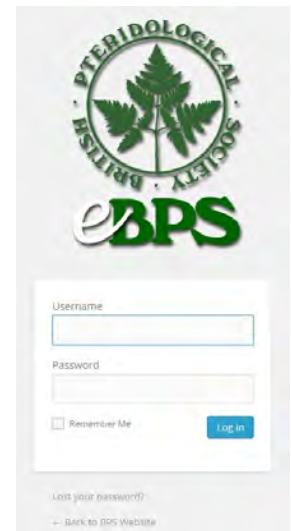
There are a few different levels of “log in” clearance - for example, there is a basic level for people who wish to use the forum or order from the spore list. A slightly higher level of log in clearance must be requested in order to add and edit blog posts, events, and pages.

Once you have been sent your username (usually your email address, for ease of remembering) and your randomly generated password, you can log in to the Admin part of the website. To do this, go to the website. In the left hand panel, just under the eBPS logo, you should see “Log in”.



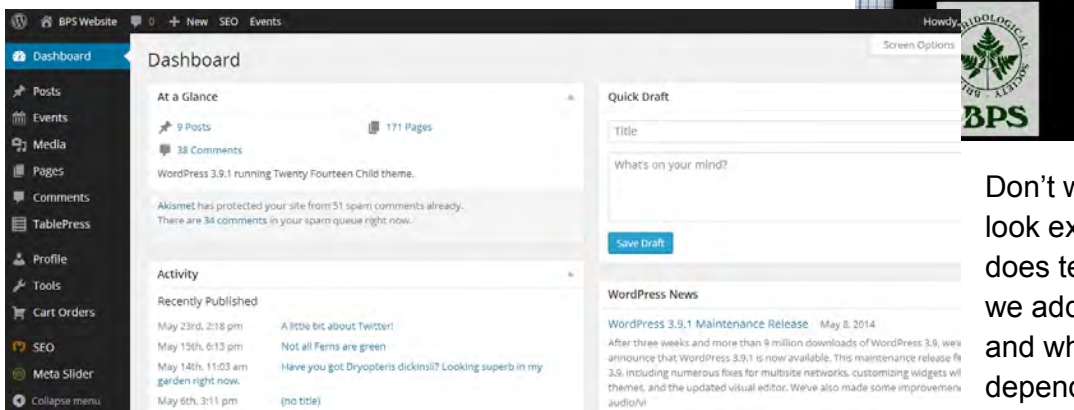
Click on “Log in” and you will be taken to the next screen, where you will enter your username and password. The first time you do this, it is easiest to copy and paste your randomly generated password into the box - you can change this to something more memorable once you have logged in.

You can always change to a new password if you forget it again, so don't worry!



You will then return to the “front page” of the website, but you will notice there are now extra icons in the top navigation bar. Hover the mouse pointer over where it says “BPS website” and you will be able to click through to the Dashboard.

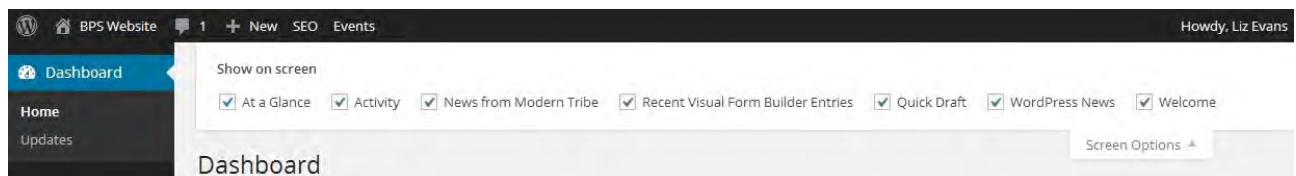
You should then find yourself on a screen that will look something like this:



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Don't worry if it doesn't look exactly like this - it does tend to change as we add new things, and what you see may depend on your clearance level.

If it really doesn't look the same, click on the "Screen Options" tab at the top right, and check all the boxes that appear in the drop down box like this:



(This is a handy tip to remember later on - always check what Screen Options are available if you think you might be missing something.)

You can now **change your password** and add a **photo** to your profile if you wish! At the top right hand side of the screen, you will see it says "Howdy (your name)". All you need to do is click on this and it will take you to your profile, which you can edit as you please! Scroll right down to the bottom of the page to find the password reset box.

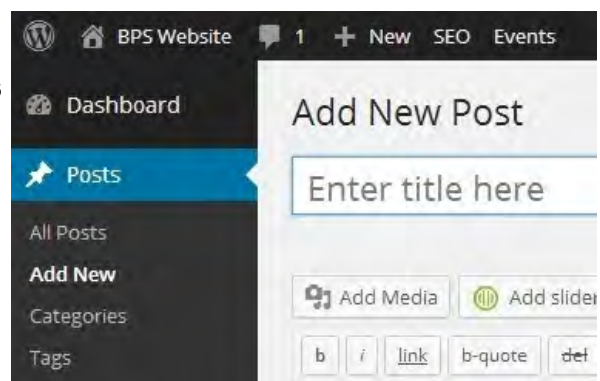
Adding a blog post

Bear in mind that there is more than one way to do most things - this guide will show you step by step, but as you get used to the way the site works, you may find your own way of doing things. This is fine! The following is just a guide for if you get stuck.

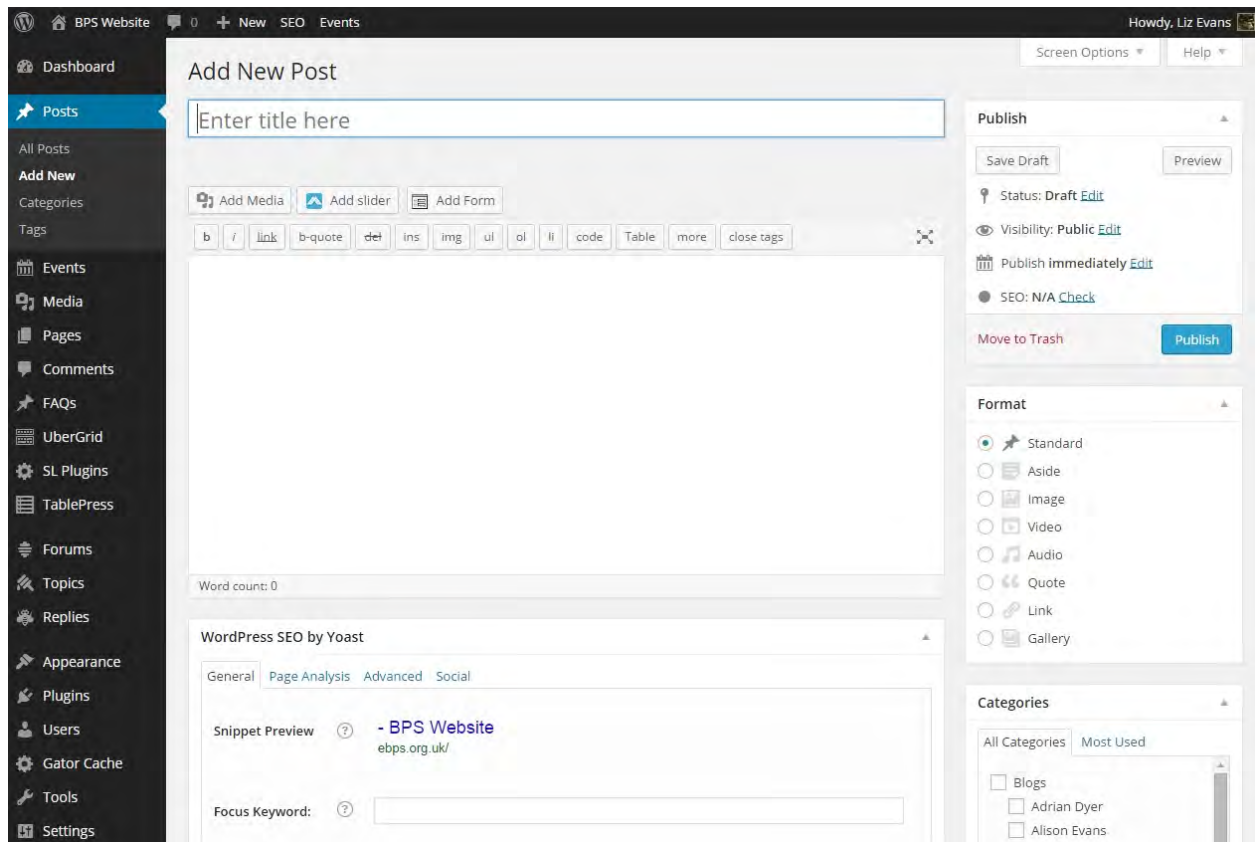
"Blogging" is where you write a small article about anything that you want to share with other people. It could even just be some photos you have taken of something that is growing in your garden, maybe a reminder about a field meeting that is coming up, or a link to an interesting piece of fern news you have discovered. Basically, it can be about anything! (Anything fern related, of course!)

The difference between a blog post and a new web page is that the blog post is likely to be more transitory in nature - something that has just happened or something that is going to happen. The information on a main page is less likely to change as often - although that doesn't mean that it is set in stone or static.

To start a new post, you can either go to the left hand menu on the Dashboard and click on **Posts > Add New** or you can reach the same page from the top of the screen where it says **+ New**.



Whichever way you choose, you will find yourself on a screen which looks something like this:



For anyone who has done any kind of blogging before, this page will probably look quite familiar. Whatever you type into **Enter title here** will be the display title of the blog post.

For now, you will probably only use **Add Media** to add pictures etc, although **Add slider** will make a slideshow if you have a group of photos you wish to display together. (**Please refer to the section below for more information on “Adding Media”**). **Format** (right hand side of screen) allows you to choose what type of post you are creating. You will probably be using **Standard** most of the time, but feel free to experiment with different formats.

The large box below this is where you add your text and images, or the main body of the blog post. You will notice that any text you enter appears in a **code** format. It is set up like this because it is easier to spot when something goes wrong in the coding - and it is good practice for if and when you want to edit a **page**. (You can always **Preview** what your post will look like once it is finished by clicking **Preview** on the right hand side of screen.) It may look odd at first, but you will soon get used to it. For example, this is what the code will look like when you put something in italics:

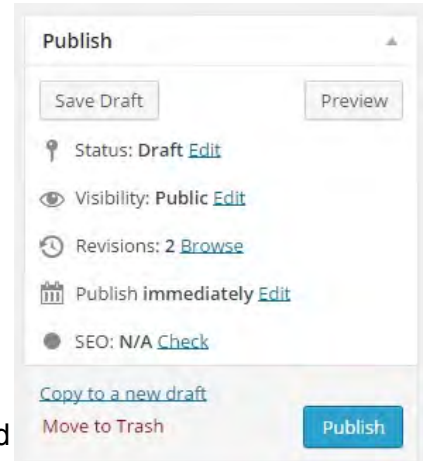
```
<em>This line will appear in italics in the post.</em>
```

This is useful when putting species names in etc. All you need to do is highlight the section in question (click the mouse cursor at the start of the word or sentence, and drag it until all desired text is highlighted blue) and then click the *i* in the row of icons at the top of the text box. You can either type directly into the text box, or copy and paste from a Word document.

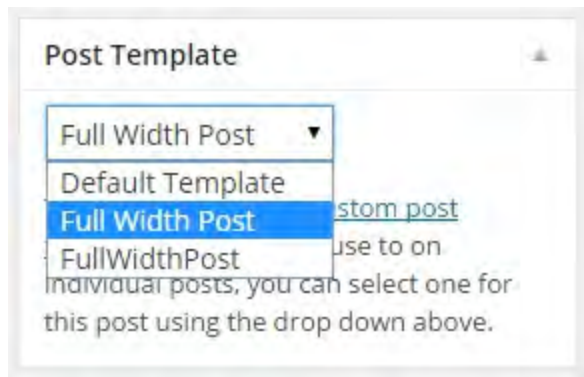
If you look over to the right hand side of the screen, you will see the **Publish** box. This is where you can **Preview** what your post will look like once published.

As soon as you make any revisions to your post, these will be stored under **Revisions**. If anything goes really wrong, or you just decide to go back to an earlier version, you can find a list here of all the edits you have made.

You can also **Save Draft** and come back to it later on. If you have navigated away from your draft post, you can always find it again by going to the **Dashboard** then clicking **Posts > All posts** and then go to **Drafts**. You should then be able to find your draft post.



Categories helps to file and locate your post - click "Blogs" so it can be found in the site map.



Just below categories on the right hand side you will see **Post Template**. Default Template is what it is set to as standard, but if you click on the drop down arrow, you can change this to **Full Width Post**. This just means that the PayPal advert banner will not show up on the right hand side of the screen when you publish your post.

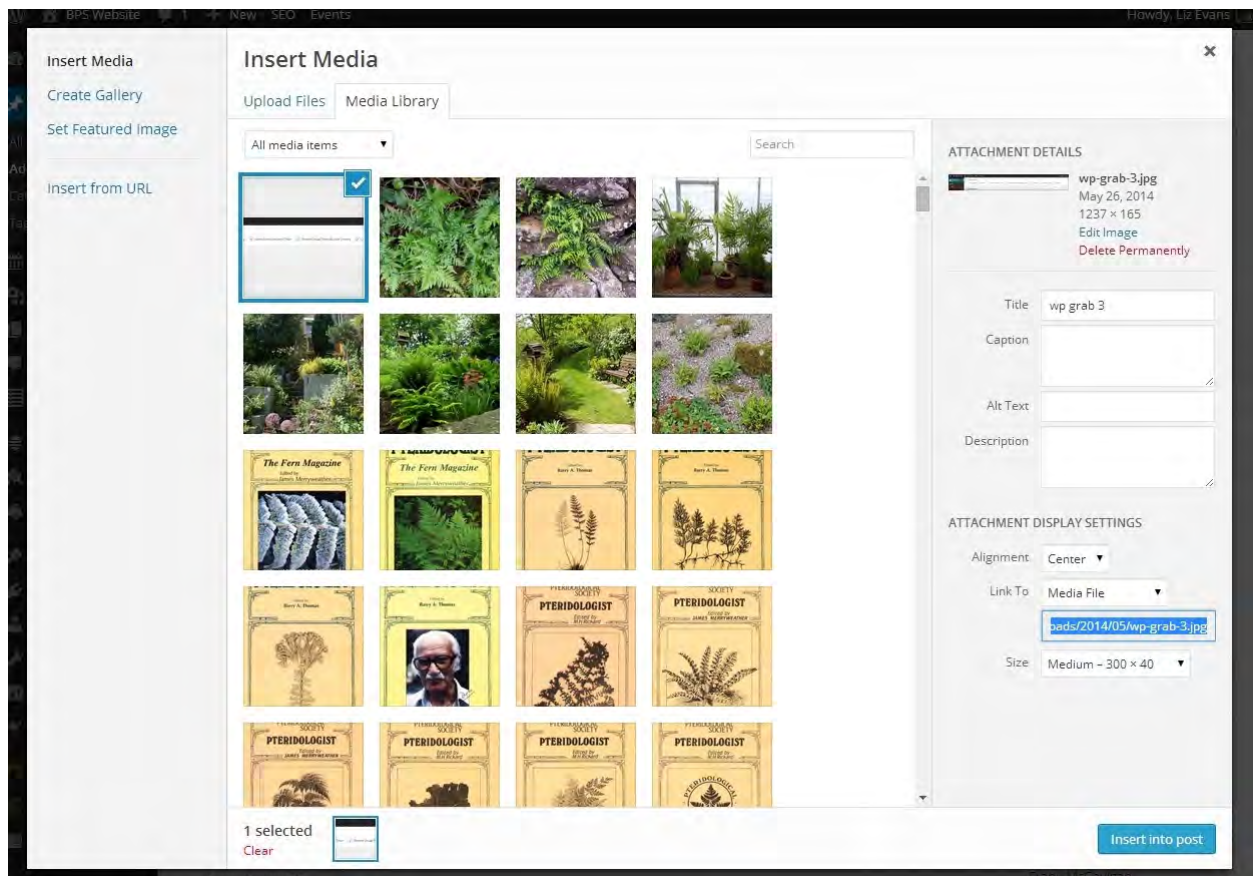
Once you are happy with how your post looks, all you need to do now is hit **Publish!**

Adding Media

We would ask that you don't upload anything larger than **1000 x 600** pixels. If you need to know how to resize your image, please check the section further down about **Resizing Images**.

After you click "**Add Media**" you can either browse the existing Media Library or choose **Upload Files** to select something from your computer. You can either "drag and drop" the image to the

dialogue box that opens, or click “Select files” to find the image that you want. You should then see a screen that looks something like this:



As you can see, at the right of the screen are the various options for naming your picture (this will not show up in the post) or adding a **Caption**, which will be displayed in italics under the picture in a lighter font.

This is also where you can edit the **Alignment** of your image within your post and alter the **Size** at which the image will be displayed. Then click the blue button at the bottom right to **Insert into post**.

You will need to make sure that the code for the picture is on a new line in the post, or you may find that your formatting will go wrong and the picture will not appear where you want it to. For example:

Below is an advert for a Victorian Fernery:

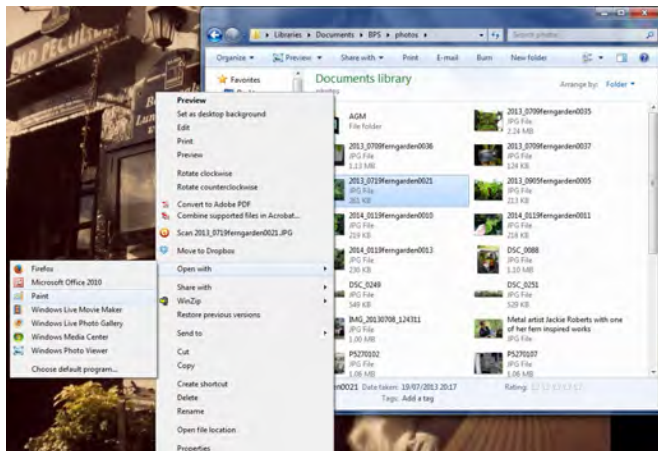
```
[caption id="attachment_8718" align="aligncenter" width="490"]<a href="http://ebps.org.uk/wp-content/uploads/2014/10/advertisement.jpg"></a> An advertisement for Edmund Gill's Victoria Fernery in Lynton, north Devon. [/caption]
```

The line of text “Below is an advert for a Victorian Fernery” will appear above the photo. The rest of the text is the code for the photo, including the caption that will appear underneath it in grey italics - in this case, *An advertisement for Edmund Gill's Victoria Fernery in Lynton, north Devon.*

Resizing Images

You only need to refer to this section if you don't already know how to resize your images.

Again, there are a number of programs available in which you can resize your photos, for example Photoshop. But working on the basis that not everyone may have this software, we will show you how to use **Microsoft Paint** to resize your image, as this comes as standard with Windows.

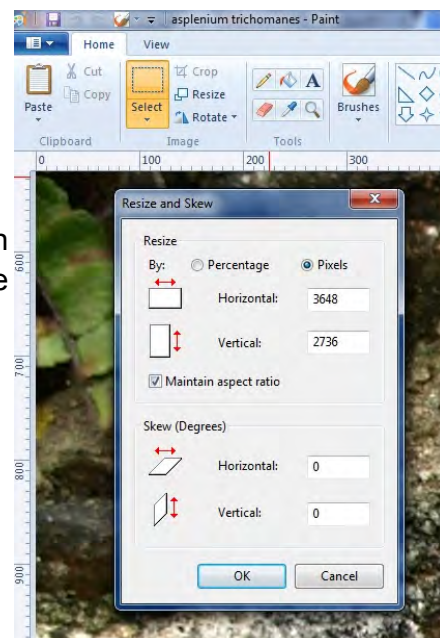


The easiest way to do this is to **Right click** on the image you wish to resize; hover over **Open with** and then choose **Paint**.

You will then probably see that your photo is very large! Although the blog website will automatically resize the picture to a more manageable viewing size, it will still be a large file size on the server.

So the next thing you need to do is click **Resize**, then select **Pixels**, then enter **1000** into the longest side. Then you need to make sure you save it as a different file name to your computer, so you don't write over your original full size image!

And now you can go back to **Add Media** and add your resized image to the **Media Library** for use in your post.



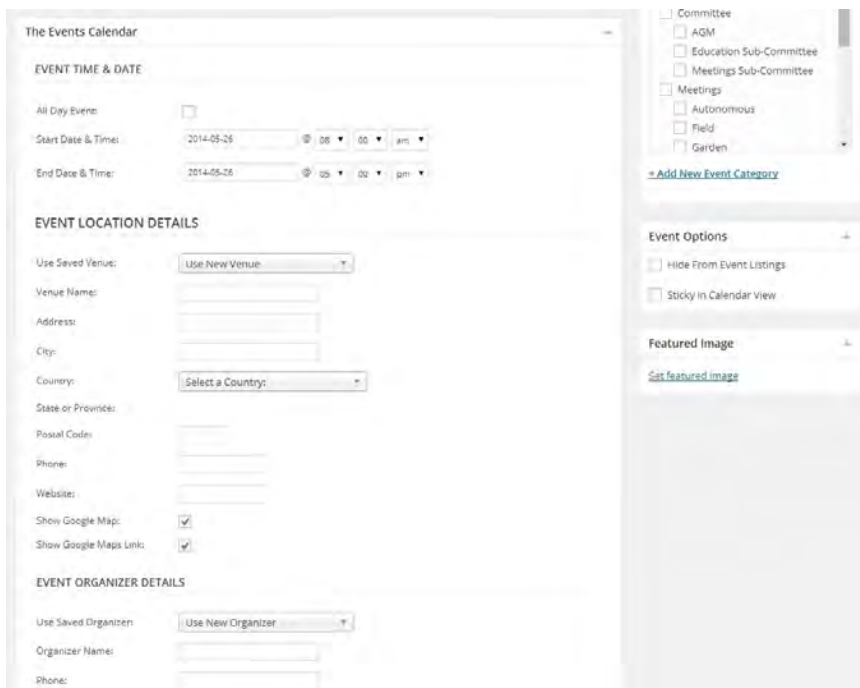
Adding and modifying events

The Wordpress calendar plug-in offers so much more than just a list of dates and events. We can now add Google maps showing the meeting location, links to websites giving more information such as opening times etc, and searchable information categories - so for example, you would be able to look up all garden visit events in the Scottish Group, if you wanted!

This section will mostly apply to **Regional Group Leaders** who want to be able to keep their own group meetings calendar up to date with the latest information. It is very easy to do once you know how!

Again, you can either click on **Events > Add New** in the left hand side-bar, or you can do this from the heading at the top of the page that says **+ New**.

You will land on a page that looks very much like the one for making a **Blog**, but further down on this page you will see the following form:



The screenshot shows the 'The Events Calendar' form. It is divided into several sections:

- EVENT TIME & DATE:** Includes 'All Day Event' (checkbox), 'Start Date & Time' (2014-05-26 08:00 am), and 'End Date & Time' (2014-05-26 02:00 pm).
- EVENT LOCATION DETAILS:** Includes 'Use Saved Venue' (dropdown), 'Venue Name', 'Address', 'City', 'Country' (dropdown), 'State or Province', 'Postal Code', 'Phone', 'Website', 'Show Google Map' (checkbox), and 'Show Google Maps Link' (checkbox).
- EVENT ORGANIZER DETAILS:** Includes 'Use Saved Organizer' (dropdown), 'Organizer Name', and 'Phone'.
- Event Options:** Includes 'Hide From Event Listings' (checkbox) and 'Sticky in Calendar View' (checkbox).
- Featured Image:** Includes a 'Get featured image' button.
- Event Categories:** A list of categories with checkboxes: Committee, AGM, Education Sub-Committee, Meetings Sub-Committee, Meetings, Autonomous, Field, and Garden.

So, in the main box that we are already familiar with from making a blog post, you can post as much textual or visual information as you like about the details of the meeting.

The more information you can include, the better!

Where we would have put a **Title** for a blog, this is where you put the group name (if you like) and a few words to name the event, e.g.

Yorkshire Group - Moonwort Survey. This is helpful if people are browsing the events calendar as a monthly view, rather than as a list.

Adding the **Event Time & Date** should be self-explanatory - a calendar view will pop up and simply select the appropriate day and time.

Event Location Details is the fun part! Some venues that are regularly frequented, for example The Natural History Museum, will already be stored in the drop down menu, so all you will need to do is click this and scroll down until you find it. If you are adding a **New Venue**, type in as much of the address as you can, select United Kingdom from the **Select a Country** drop down menu (unless it is an **International Meeting**, of course!) and make sure the **Show Google Map** and **Show Google Maps Link** boxes are highlighted, and it will automatically add a map widget to your event!

Event Organizer Details (American spelling!!) is where you can put as much contact information as you like about the meeting leader.

Once you have got all the details in, before we **Publish** the event, the really useful feature of this calendar comes into its own. You can add the event to as many relevant **Categories** as you like by clicking boxes in the **Event Categories** box on the right of the screen. For example, the Yorkshire Group Moonwort Survey could be listed as: Meetings; Regional; Yorkshire; Field.

Once you have published your event, it is still possible to go back in and edit it, if say the meeting time or place were to change for example.