To add a page to the top menu in Wordpress

 click on “Pages” and “Add New” to create the page.  Title it Board of Directors or whatever, and fill in the details.

Once you have the pages built, hover over “Appearance” and click on “Menus”.  Here you will see the hierarchy for your menu...

Healthy Living

-------- WELLNESS CENTER

-------------------- ActivTrax

In the menu that says “Activate Uber Menu Locations” at the top, click on “Pages”.  It will show your most recently created pages first, but you can also click “View All” or “Search”.  Click the check box next to the menu item you want to add, then click “Add to Menu”.

Your newly added items will be added to the very bottom of the page.  Just click and drag them to the spot you want them (make sure they are at the right part of the hierarchy… each tab in is a submenu) and then click “Save Menu”.

To change the hours of operation for the Y:  
1) log into wordpress and hover over the "Appearance" button on the sidebar on the left. Then when the drop down menu appears click on the title called "Widgets"   
2) On the "Widgets" Page look in the far right column for the title "PagesSidebar3" This is the widget that controls the hours and address that is displayed for the Y on the side of any page that uses it.  
3) Click on the title "PagesSidebar3" then select "Text: Hours of Operation" from the drop down menu.  
4) There is some formatting HTML code within this box but all you have to do is change the hours you need to and you can leave the rest as is.  
5) Once you have the hours set as you want just click the "save" button at the bottom of the textbox and anywhere that sidebar is used on the entire site will display the updated hours

**Word Press Instructions:**

To edit the information or links at the bottom of the website you have to navigate to the widgets area in wordpress and pick which bottom column you want to edit. The columns are numbered bottom 1 through 4 and they are numbered left to right. So the column containing the Cook County YMCA address would be "bottom 1" and the last column containing the links for Rent the Y, Membership, Donations, etc is "bottom 4". Here are the steps to get to and edit the information.  
1. From the Dashboard in wordpress mouse over the "appearance" button on the left side menu then click the "widgets" button from the slide out menu  
2. It might take a second to locate but probably near the bottom of the 3rd column there should be buttons labeled "Bottom 1" and "Bottom 2" (Bottom 3 and Bottom 4 could either be at the bottom of the 3rd column or at the top of the 4th column depending on your monitor size).  
3. Once you have found the correct "Bottom" column you want to edit, click it and a small drop down should appear that has another button labeled "Text" on it. Click that as well.  
4. The HTML and plain text that is displayed on the website within that column is now displayed inside the textbox. Anything contained within "<>" are HTML tags and create the bold, next lines, and links for the text. Edit the content as you need and then click the save button at the bottom of the text box.  
  
For the program guide, I created a schedule uploader, just like the Duluth Y has, for you guys if you want to use it. It is only set up at the moment for the program guide but I can easily make it work for all you schedules. If you just go to [cookcountyymca.org/scheduleuploader](http://cookcountyymca.org/scheduleuploader)  (you don’t even need to be logged in to wordpress) you can upload your new program guides and they will automatically overwrite the last one that the button links to. Just be sure to name the file programguide.pdf (all lowercase letters). The other way to upload and change the program guide is:

1.       log in to wordpress and from the dashboard(the main page) click on media then add new.

2.       From there drag and drop the new program guide to upload it. It should show up below the “Drop files here” area.

3.       Then click the edit button to the right of the file you just uploaded.

4.       On the right side of the screen there is a section labeled “File URL:” Select the entire URL contained in that box and copy it.

5.       (Almost done) Then on the left side menu click on Settings then Shortcoder.

6.       Scroll down to the bottom and there are two created shortcodes with similar names listed, Sidebar Buttons and SidebarButtons. Click on SidebarButtons (the one with no spaces. The other is broken and will not work, Still trying to figure out how to delete it).

7.       Once you have clicked on SidebarButtons all the code contained within it will display in the textbox above. Scroll to the button of the textbox and find where it says  <a href="<http://www.cookcountyymca.org/wp-content/uploads/Schedules/programguide.pdf>">

8.       Delete the <http://www.cookcountyymca.org/wp-content/uploads/Schedules/programguide.pdf> and replace it with the URL you copied from the new schedule you uploaded.

9.       Then click update shortcode.

To make a post on the front page “spotlight”

1. Log in
2. From the dashboard screen (should be the screen that comes up when you log in) select “posts”
3. You can either “add new” for a totally new post, OR go to “trash” to find a previous post like “pool schedule” and make changes to it.
   * Add New:
     1. Click “add new”
     2. Write a title for the post
     3. Write a description for the post
     4. To upload a document in the post, go to “add media”
        1. Click “upload files” and select files you’d like to upload
        2. Select the file once it’s loaded and click “insert into post” at the bottom right hand of the screen.
     5. To insert a hyperlink, type the name of the link and then highlight the words you’d like to hyperlink and then select the hyperlink tool which looks like a paper clip. Copy paste the URL and hit ‘Okay’.
     6. On the right, hit the blue “update” button and your changes will be saved.
   * Revise an old post:
     1. Find the old post on the page or in the trash
     2. Hold your curser over the link, some options come up. Choose “edit”
     3. Change information (like the name of the post and any part of the description that is no longer relevant).
     4. Delete any uploaded documents that are no longer relevant
     5. Upload your new document
     6. On the right, hit the blue “update” button and your changes will be saved.
   * Copy and past the link to put on facebook or distribute in other ways if necessary.
   * There’s only room for 5 posts on the front page. If you see something old, go ahead and delete it. However, if a post is still relevant, ask the program director that posted it if it can be removed. If there is not agreement on which should go on the front page, ask Emily, she will have the final say.

The alert/cancellation section of the cook county page should be working. All you have to do is click on the WP Alert button on the side menu on the left after you log in to wordpress. Type in the message you wish to be displayed in the box to the right and then below that you just need to check all of the "yes" boxes below the message. When you want the messages/alerts to no longer be displayed, you just have to log in again and check the "no" boxes on all the settings under the message again.  
let me know if you have any questions on that, otherwise I think you should be set as far as the alerts go.

**Parent List**

The shortcode [sb\_child\_list template="1"] means that the site will display a list of all child pages of that parent. Since Healthy Living is the parent of Aquatics, Dance and Cheer, Group Excerise, etc all those pages are displayed in the list. The pictures and brief description for each of the child pages are pulled from the child’s featured image and it’s excerpt. So if you want to edit the information on this page, for instance you want to add a picture for the Ham Run Half Marathon, you have to go to the Ham Run page and add a featured image.

**Scrolling Images**  
Of course! I reinstalled the revolution slider plugin, (I’m not sure why is was deleted) this is what you will use to create the sliding image tiles. Revolution Slider is a fairly easy to use tool, but it is very dense. There are a lot of things you can do with it. There are some video tutorials out there for it. This guy isn’t super fun to watch, but he does show off the basics. If you want I can make the first one for you while you play around and get familiar with it, it’s really the best way to learn, and then if you have any questions I would be happy to help.

Size: 960 pixles wide by 350 pixles tall. Slide animation to make slides transition in and out. SAVE. Get shortcode under ‘slider…. Go to U-design, front page slider)

When I logged into wordpress and then viewed your site there was a blurb at the top saying ubermenu needed to be activated. So I went Appearance > Customize  and then from there I chose Menu > MainMenu and then I scrolled down to the bottom and checked the UberMenu box