Elyk Innovation

Elder Section Member Portal Project

Training Document:

1. Admin
	* Login with admin credentials (Use the Member Login link in header).
		1. elder\_section\_admin
		2. 8IGV$a80Tb#B
		3. Once logged in you should land on the admin dashboard.
	* How to add / edit a Resource
		1. Click “Committee Resources” on the left side of the Wordpress Admin.
		2. Click “Add New” next to “Committee Resources” at the top of this page.
		3. If you see AIOSEO Settings, Please ignore that section. You can minimize it by clicking at the top right of that box.
		4. Begin editing the fields underneath “Committee Resource Fields”:
			1. Committee - determines which committee the resource shows on.
			2. Resource Category - Determines which type of resource this is.
			3. Link - Adds a link to the resource.
			4. File - Adds a file to the resource (overwrites link).
			5. Link Text - Replaces the title of this resource.
			6. Archive - sets as archived or not.
		5. Click the blue “update” button on the top right to save all changes.
		6. You can click “Library” at the top to view changes.
	* How to edit a Committee Bulletin Page.
		1. Hover the Committee tabs and select the committee you would like to edit.
		2. Click “Edit Committee Bulletin” at the top and review the fields that appear.
			1. The “Committee Information” field displays in the member content area of the committee page.
			2. The “Blocks” are displayed in order on the right side of the member content area of the committee page.
			3. The “Division” drop down option should only be used when you create a new Bulletin page.
			4. The Committee Administrators section is only used when creating admin accounts.
			5. Finally at the bottom you have the standard Themify/Wordpress page editor. Please avoid editing shortcodes. For example: [committeeleaders]
		3. Click the blue “update” button on the top right to save all changes.
		4. You can click “View Committee Bulletin” at the top to view changes.
	* How to add a new set of users: (We can do this for you)
		1. You can send us an excel sheet that has a list of their names and emails and we can set them up ourselves.
			1. The same thing goes for Committee admins.
	* How to add a committee admins: (We can do this for you)
		1. Click Users on the left admin bar and then “Add New” at the top.
		2. Fill out the form and for “role” select “Committee Admin”.
		3. Click add new user at the bottom.
		4. To allow the new admin to edit a bulletin, you have to edit that bulletin and add them to the “Committee Administrator” field.
2. Committee Admin
	* Login with these credentials
		1. jbetbeze2@elykinnovation.com
		2. CeroqSYZUtr0$02Z0MYBMpDT
	* Create / Edit Resources (same as above)
	* Edit Committee Page (same as above)