Elyk Innovation

Elder Section Member Portal Project

Training Document for Committee

Committee Chair Instructions

* + Login with the credentials provided.
  + 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.