

Dartford and White Oak Triathlon Web Site

1. Overview

The club website www.dartfordandwhiteoaktri.co.uk is developed with the WordPress (WP) content management system.

2. Managing Users

All existing users from the Webcollect membership system were exported and imported to the website and a default password provided which the user had to change. Users were all given the *Subscriber* role except for committee members who have been granted either *Editor* or *Author* permissions.

New members will need to be manually entered to the website as described below as they join the club.

User Roles

Out of the box when you install WordPress, there are five default user roles:

1. **Administrator** – can add new posts, edit any posts by any users on the site, and even delete those posts. They can install, edit, and delete plugins as well as themes. Most importantly an administrator user can add new users to the site, change information about existing users including their passwords as well as delete any user (yes other administrators too).
2. **Editor** – has full control on the content sections your website. They can add, edit, publish, and delete any posts on a WordPress site including the ones written by others.
3. **Author** – can write, edit, and publish their own posts. They can also delete their own posts, even if they are published.
4. **Contributor** – can add new posts and edit their own posts, but they cannot publish any posts not even their own.
5. **Subscriber** – can login to your WordPress site and update their user profiles. They can change their passwords if they want to. They cannot write posts, view comments, or do anything else inside your WordPress admin area.

Creating New Users

Using the Dashboard side menu select Users -> Add New.

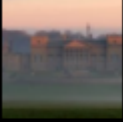
On the Screen enter a Username, Email, First Name, Last Name and a default password “changeme” (or take the system generated one). Confirm use of weak password and check to Send User Notification.

Select a suitable User Role based on the descriptions above. Note that address information is not required to be entered.


3. Posts

A list of most recent posts is shown in the main page footer (latest 3) as well as on the side bar for each page on the site.


LATEST POSTS



[Members 2018 Race Schedule](#)
January 25, 2018 / [0 Comments](#)



[Club Championships 2018](#)
January 23, 2018 / [0 Comments](#)



[Monthly Parkrun – January 2018](#)
January 21, 2018 / [1 Comment](#)

Post Categories

The following Post Categories are currently available, and new ones can be added if required.

Categories ▲

All Categories

Most Used

Club

Club Triathlon

Lake

Social

Training

[+ Add New Category](#)

There are two special pages, both selectable from the main menu, which are configured to filter and show certain categories of Posts:

- **Club News** – this displays posts marked as *Club*;
- **Social** – this displays posts marked as *Social*.

Posts can be assigned more than one category is needed, and could then be shown on both these pages.

Adding a New Post

New Posts are created through Posts -> Add New and allow a means of providing updated content on the site without changing the site structure e.g. through adding a new menu or page.

Follow the steps below for creating new posts.

a) Enter Post Title

Post title.

b) Enter body of post

The body of the post can contain any text including links, tables, images etc. all of which are selectable from the header area using the Visual editor tab. You can even include a YouTube video.

c) Page Options

Ensure that the Title Area is set to “Hide Title Area for this page”

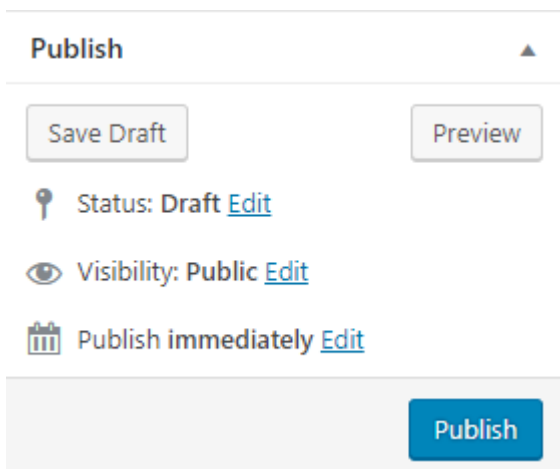
Title Area

- Display Title Area (default)
- Hide Title Area for this page.

d) Featured Image

A featured image should be added to the post which is displayed as a thumbnail in the side bar and footer, and also displayed in full on the post page itself. Try to use an image that isn't too high (maybe 300-400px) otherwise it can take up most of the post page area. The site width is configured as 1080px so images don't need to be any wider than this.

Once you're happy with your post contents then you can Preview it before publishing.



4. Events

Events are very similar to Posts to create and are displayed on the Event Calendar. All members can RSVP for an event and a list of attending members is displayed on the event. This gives us a great way for seeing who is attending any given event.

Follow the steps below for creating new Events.

a) Enter Event Title

Event title.

b) Enter body of event

Same as a Post, the body of the event can contain any text including links, tables, images etc. all of which are selectable from the header area using the Visual editor tab.

c) Date and Time

TIME & DATE

Start/End: to [Timezone: Europe/London](#)

All Day Event

This event is from 8:00am to 12:00pm on March 10, 2018.

Enter the Event Date with Start and End Times (if known).

d) Location

The system maintains a list of Event Venues which you can either select from the list, or create a new one. Keep the Google map checkboxes ticked to enable a Google maps display on the event. If creating a new Venue then supply address and postcode.

e) Event Website

Enter the website link for the event.

f) Event Cost

If a Free event then don't enter anything here. If there's a cost then enter the currency and Cost details:

EVENT COST

Currency Symbol: ▼

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

g) Tickets

There are a couple of important things here. Click on the Settings button to open out the view and select the Show attendee's list checkbox (shown below). Save the settings.

Show attendees list on event page

Now create one or more RSVP. These are displayed against the event and allow members to select that they're intending to attend an event. One gotcha that stumped me for quite a while is that under the *Advanced* ticket area there's a Start and End Sale time. The Start time can default to a time in the near future – so the RSVP won't display on the published Event page until this time is reached.

ADD NEW RSVP

Type:

Ticket type name shows on the front end and emailed tickets

Capacity:

Leave blank for unlimited

h) Event Category

Provide one or more category for the event from the list below.

Event Categories ▲

All Event Categories Most Used

- Aquathon
- Bike
- Club Championship
- Dualathlon
- Run
- Social
- Swim
- Triathlon

[+ Add New Event Category](#)