



CUPA-HR Chapters: WordPress Reference Guide

Your chapter's website is the gateway to local events and professional connections for higher ed HR professionals across your chapter area. For many, it may even be their first experience with CUPA-HR.

CUPA-HR chapter websites are hosted on the WordPress platform. This reference guide provides some helpful how-tos for navigating the platform when updating your chapter website.

Table of Contents

How to Log In to WordPress	1
How to Create a Web Page	2
How to Edit a Web Page	4
How to Edit a Sidebar	7
Adding Links	9
Adding Images or Documents	10
Editing the Site Menu	12

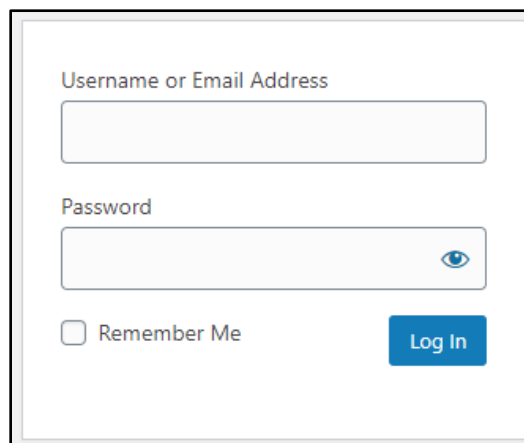
How to Log In to WordPress

The URL you'll use to access the admin panel of your chapter WordPress site is **<https://chapters.cupahr.org/{chapter}/wp-admin>**

Just replace the {chapter} in the URL with your chapter address. For example, to access the Tennessee Chapter site, go to <http://chapters.cupahr.org/tn/wp-login.php>.

It might be helpful to bookmark your site's login URL.

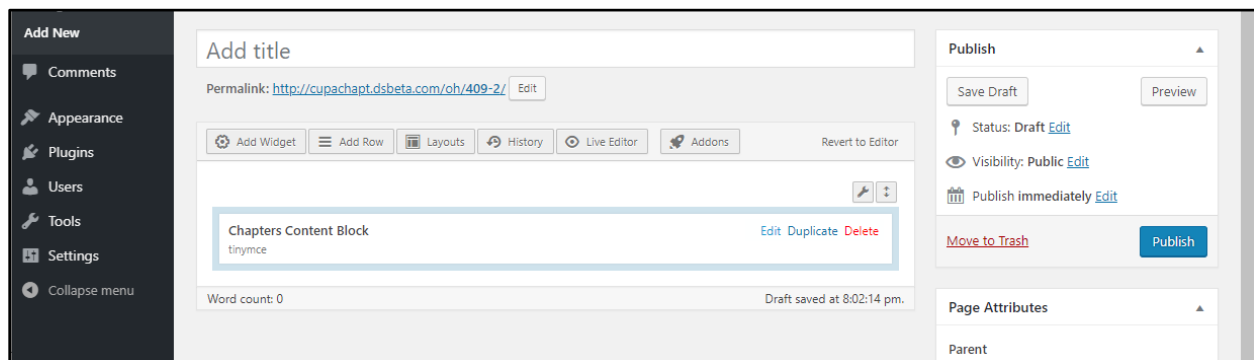
From your WordPress login screen, you'll enter the username and password provided to you by the CUPA-HR national office staff:

A screenshot of the WordPress login form. It features two input fields: "Username or Email Address" and "Password". The "Password" field includes a toggle icon (an eye) to show or hide the password. Below the fields is a checkbox labeled "Remember Me" and a blue "Log In" button.

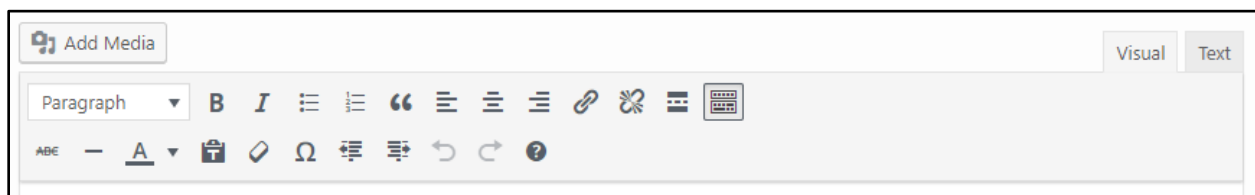
If you've forgotten your WordPress login or password, e-mail Jeremy Longmire at jlongmire@cupahr.org for assistance. **Do not reset the password!**

How to Create a Web Page

1. To get started adding a new page to your WordPress site, find the **Pages** menu in the WordPress dashboard navigation menu. Hover over **Pages** and click **Add New**. Be sure not to click Posts! You want to create a page, not a post.
2. Add the **Title** of the page. This will appear in the URL for the new page.
3. Next, click the **Add Widget** button, and chose the Chapters Content Block widget. With the widget in place, click the small **Edit** link at the top right of the Chapters Content Block box (you need to mouse over it for it to appear).

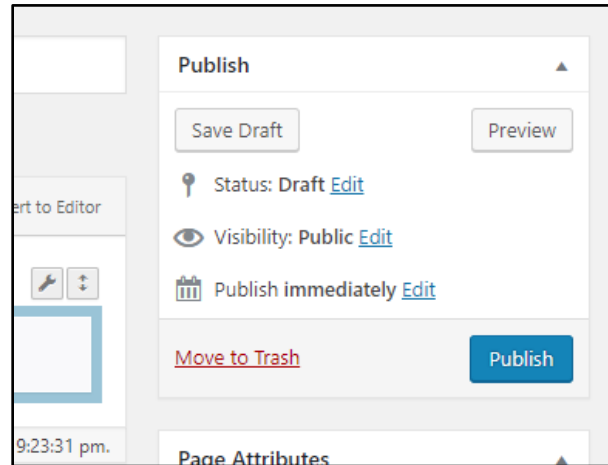


4. Add some content. Be sure to include a heading. CUPA-HR uses **Heading 2** for main headings. Click the drop-down box that says Paragraph and choose Heading 2.
5. The majority of your text formatting options can be found in the **Toolbar** at the top of the content area. If you've ever used a word processing software such as Microsoft Word, most of these icons should look familiar. Hovering over them will tell you what they do.



6. When your text is complete, click the **Done** button at the bottom of the text box.
7. The **Page Attributes** section of the page editor (located below the Publish section) lets you apply a parent page and template to your new page. Use the Parent section to arrange your pages into hierarchies, grouping them together in the All Pages admin view. For example, if this page is related to Events, you can make Events the parent, and “events” will become part of the page URL. In the All Pages admin view, this page will now appear under the Events page. You can change this designation at any time—just remember that your page’s URL will also change. *Note: If you want the page to appear as a sub-item in your website menu, you need to add it manually to the menu.*

8. In the **Publish** section of the screen, you can either publish immediately or save this page as a draft if you want to come back and work on the page later. The page is not “live” on the site until you hit **Publish**.

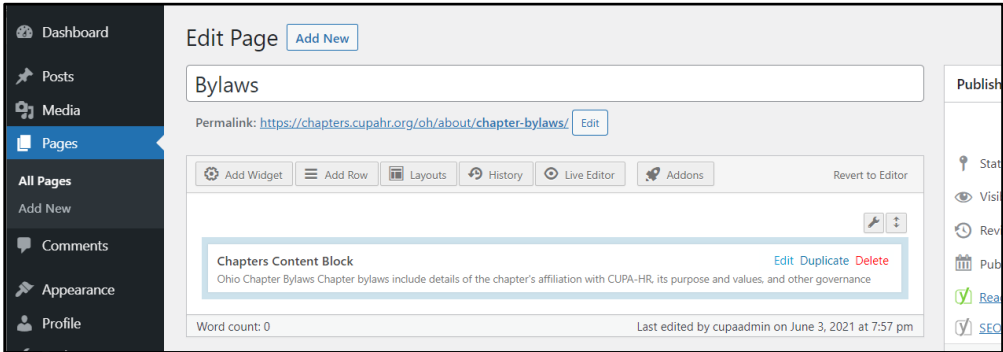


Note: The page has now been added to your site. However, in order for visitors to find the page, you must link to it from one of your other pages (for example, add hyperlinked text to your Events page leading to a new page about an upcoming conference) OR add it as a submenu item (for example, adding a new page about an upcoming conference as a submenu item under Events).

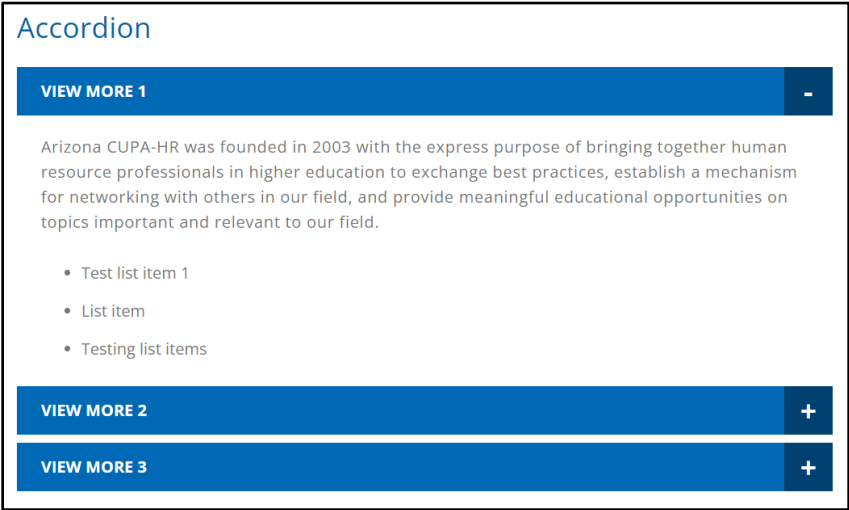
How to Edit a Web Page

To edit a page that has already been created:

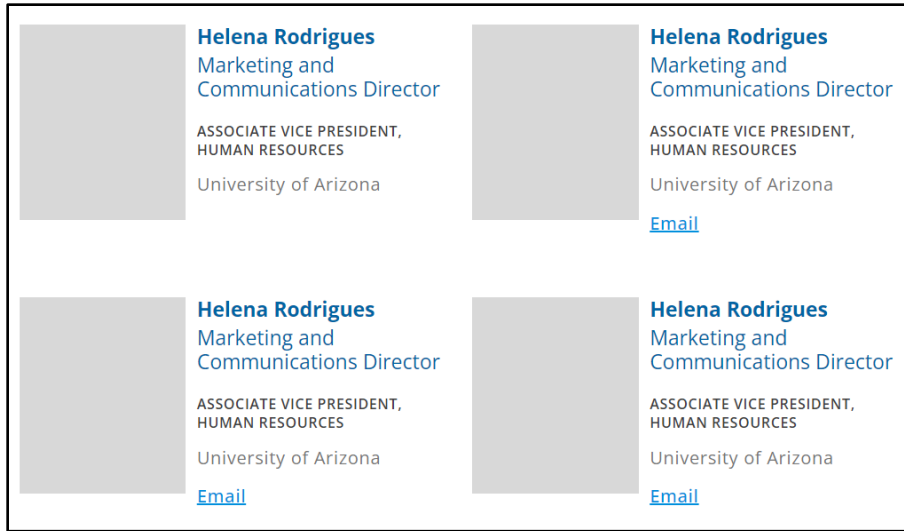
1. From the Dashboard, select Pages > All Pages to see a list of the pages on your site.
2. Click the name of the page you wish to edit to open your page in page-editing mode.
3. To edit existing content, hover over the Chapters Content Block, and select the Edit option. You can then edit the content on that page.



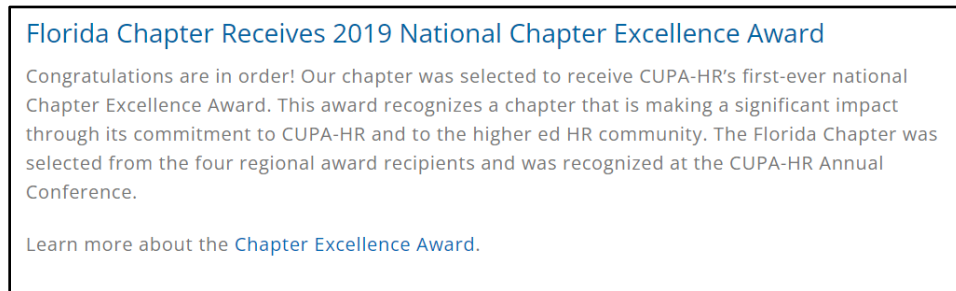
4. From the Edit Page screen, you can also add page widgets to your page. **Widgets** are content building blocks that display content in a specific way. Widget options for chapter website use include:
 - **Chapters Accordion** – For condensing large amounts of text (FAQs, for example)



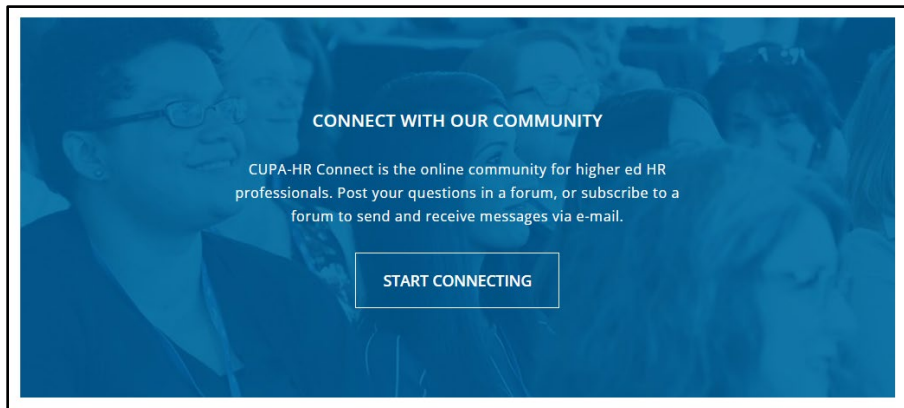
- **Chapters Board Grid** – For displaying listings of board members; use the toggle switch at the top of the widget to indicate whether the listing has photos or not



- **Chapters Content Block** – The fundamental building block for your web page



- **Chapters Image Feature** – A limited-function widget for posting a short blurb and link with an image or solid color block in the background; text always appears white, so choose background accordingly



- **Chapters Image Slider** – For posting featured photos; when multiple images are added, visitors to the site can scroll through them



- **Chapters Sponsor Slider** – Optional way to display sponsor logos; note that this widget is best at displaying logos with a more square footprint; logos that are long and horizontal (or tall and vertical) will not display well



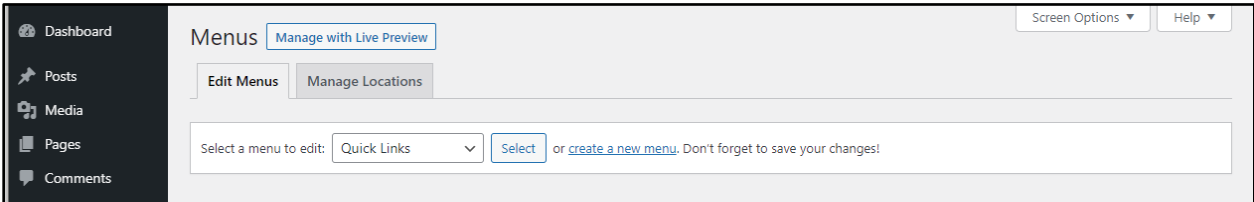
5. When you finish editing, click the **Done** button, which will take you back to the Edit Page screen. Click the **Update** button. Your page has now been updated with the edits you made.

How to Edit a Sidebar

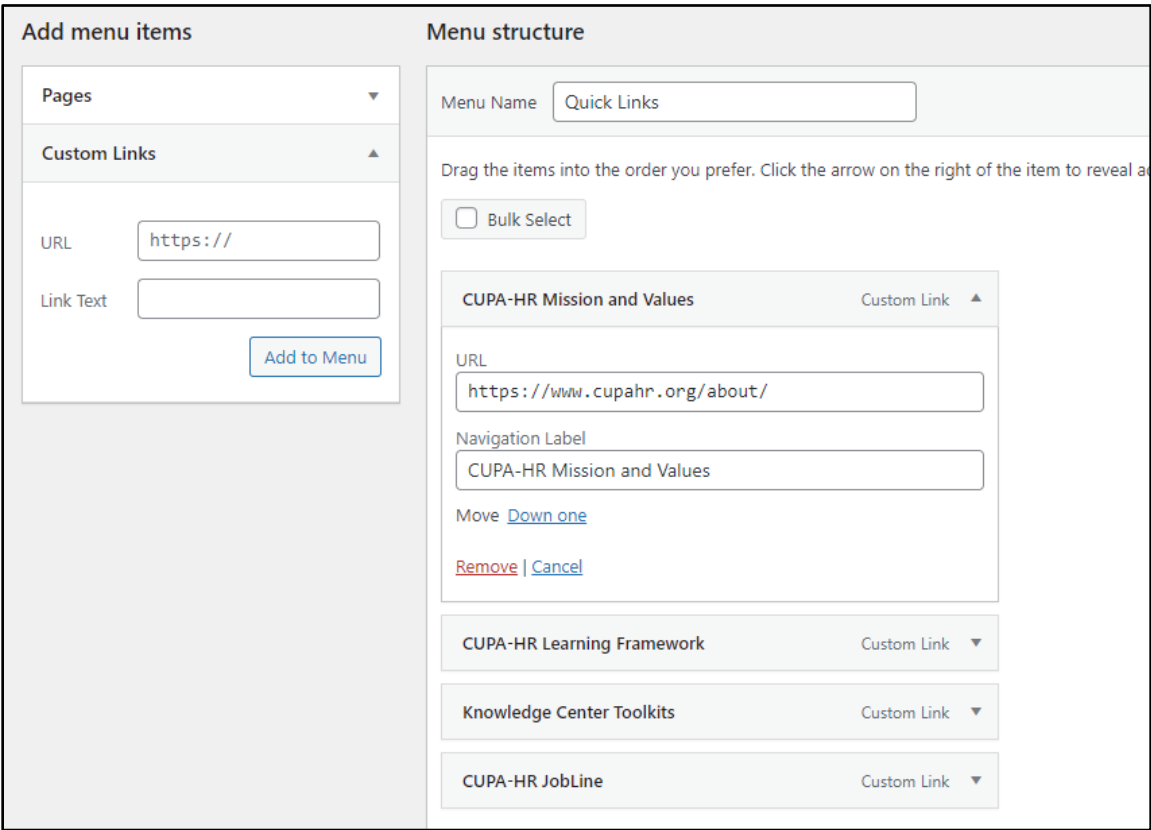
Chapter websites have been set up with two sidebars that appear on every page: A Quick Links box (a menu-style widget) and an Upcoming Events box (a text-style widget).

To edit the **Quick Links** box:

- 1. In the admin view, choose Appearance > Menus.
- 2. Use the dropdown box to select the Quick Links menu and click **Select**.

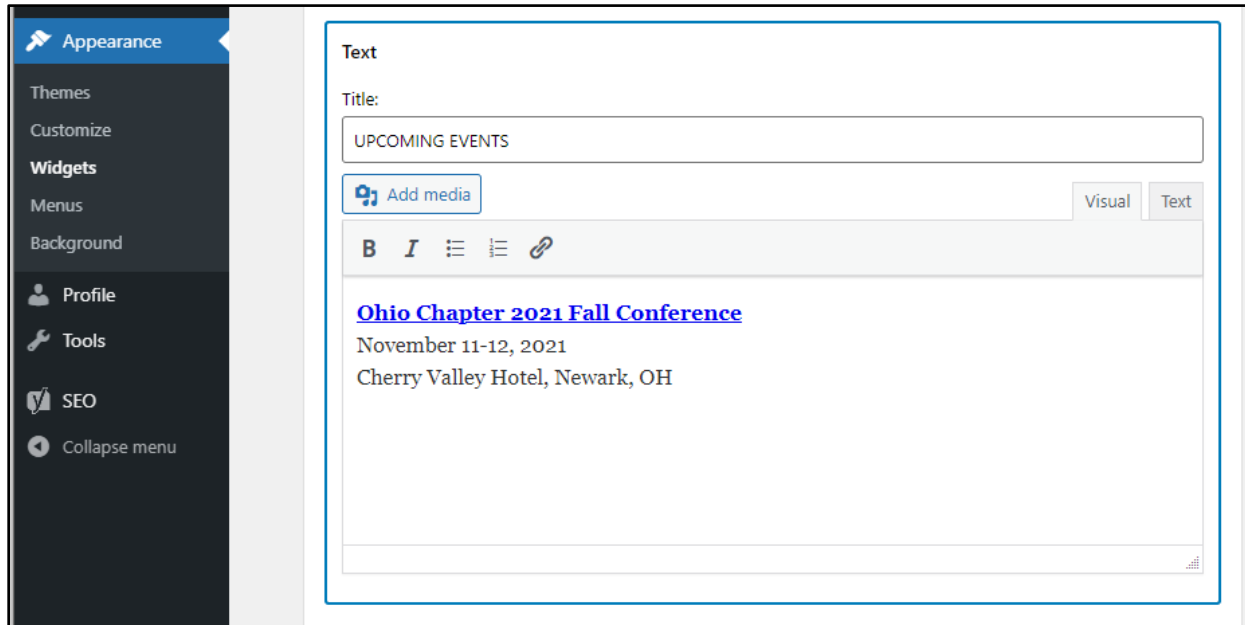


- 3. To edit or remove an existing link, click the arrow next to the heading to expand and update as needed, or click the **Remove** link. To add a new link, expand the Custom Links box on the left, add the URL and the name of the link, and click **Add to Menu**. To change the link order, click and drag the menu item you want to move. Click **Save Menu**.



To edit the **Upcoming Events** box:

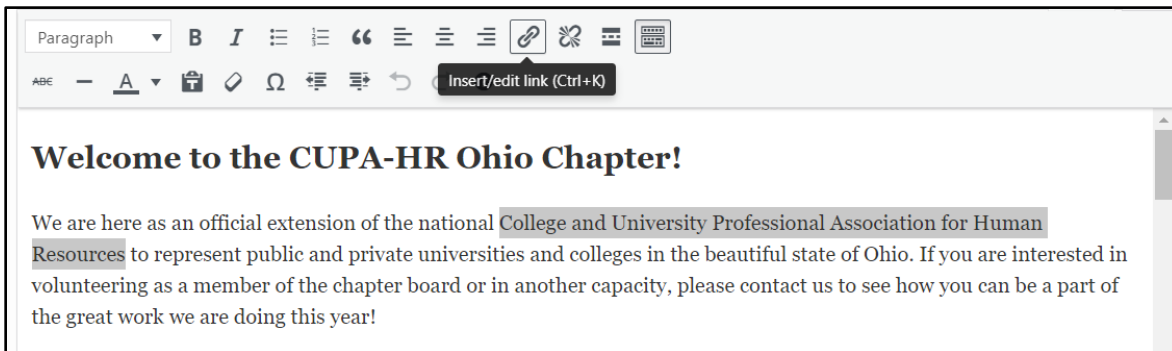
1. In the admin view, choose Appearance > Widgets.
2. In the Upcoming Events box, use the editing tools to change the text. *Note: This box can have any title and text the chapter chooses.*



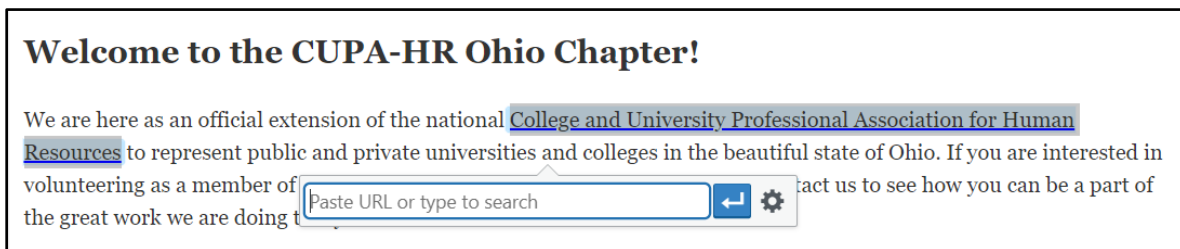
3. Click the **Update** button in the upper right corner to save your changes.

Adding Links

1. On the Edit Page screen, open a Content Block and select the text that you want to hyperlink.
2. Once you have that text selected, click the **hyperlink button** in the toolbar.



3. This will bring up a box where you can enter the URL of your hyperlink. Click the arrow icon to apply the link. Now your selected text will have a link.

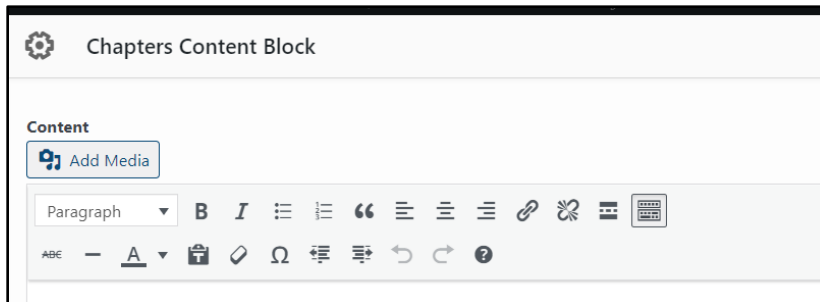


4. If you'd rather link to existing content on your website instead of inserting a URL, click on the gear icon. You'll see a search bar to search your site and a list of existing pages. Click on the page on your site you want to link to and then click the **Add Link** button. Now your selected text will have a link.
5. To remove the link, select your text again and click the unlink button.

Adding Images or Documents

To add an image:

1. From the Edit Page screen, open the Content Block and place your cursor where you want the image to go.
2. Above the Page editor toolbar, in the upper left-hand corner, click the **Add Media** button to open the Add Media box.



3. In the Add Media box, upload a new file or click a file you've already uploaded (just click the image, and a check mark will appear in the upper right corner). Click the **Insert into page** button to add the item to your page.
4. Now you can edit the image. To make it smaller, click the image and then click and drag one of the small corner boxes. To change the alignment with your text, click the appropriate icon. To link the image, click the link icon and add the URL. To delete the image, click the **X** or use the Delete key on your keyboard.



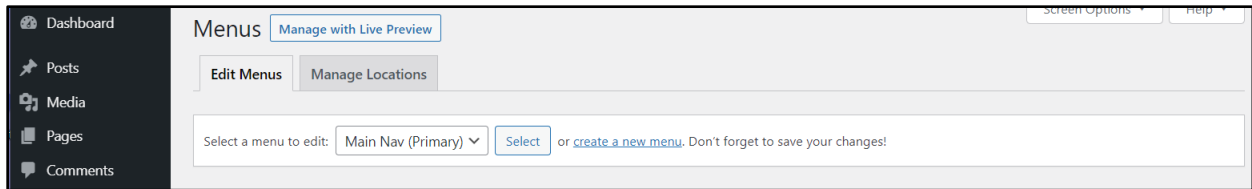
To add a PDF or other document:

1. From the Edit Page screen, open the Content Block and place your cursor where you want the document URL to go.
2. Above the Page editor toolbar, in the upper left-hand corner, click the **Add Media** button to open the Add Media box.
3. In the Add Media box, upload a new file or click a file you've already uploaded (just click the file, and a check mark will appear in the upper right corner). Click the **Insert into page** button to add the item to your page.
4. The hyperlinked text that appears in the Content Block will match the name of the file it's linked to. To make it easier to read, change the hyperlinked text with a more clear name or call to action (for example, "Explore the agenda.")

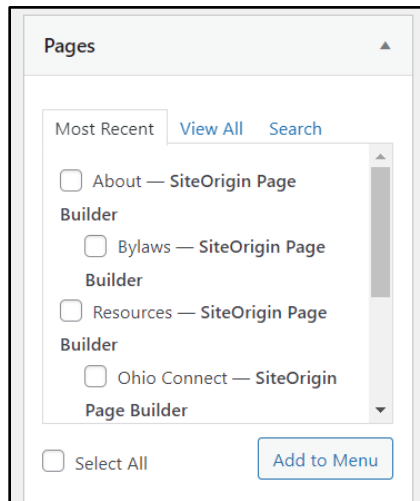
Editing the Site Menu

To maintain consistency across CUPA-HR sites, the four top-level items in your website’s navigational menu (Home, Events, Resources, About) should not be changed. However, you can add or edit submenu items under those four headings to link to new pages you create.

1. To add to or edit your site menu, go to the **Appearance > Menus** panel.
2. Be sure that the menu selected for editing is the **Main Nav (Primary)** menu.



3. Find the page you want to add in the Pages box. If you are locating a relatively new page, it should appear in the Most Recent tab. If not, click to the View All or Search tab. Click the box next to the page, and then click **Add to Menu**.



4. The page will now appear in the **Menu Structure** box. To change the link order, click and drag the menu item you want to move. Because you are creating a submenu item, you will need to move it under the parent page and over to the right (see the indented Corporate Partners and Ohio Connect below).

Be sure to keep menu labels short. To shorten the menu label without shortening the title of the page itself, expand the menu item by clicking on the arrow to the right of it; then, revise the Navigation Label.

Menu structure

Menu Name

Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Bulk Select

- Home Front Page, SiteOrigin Page Builder ▼
- Events SiteOrigin Page Builder ▼
 - Corporate Partners *sub item* SiteOrigin Page Builder ▼
- Resources SiteOrigin Page Builder ▼
 - Ohio Connect *sub item* SiteOrigin Page Builder ▼
- About SiteOrigin Page Builder ▼
 - Bylaws *sub item* SiteOrigin Page Builder ▼

Bulk Select [Remove Selected Items](#)

[Delete Menu](#) [Save Menu](#)

5. When you have your menu items arranged in order, click **Save Menu**.

Need Help?

Contact CUPA-HR's website coordinator Jeremy at jlongmire@cupahr.org.