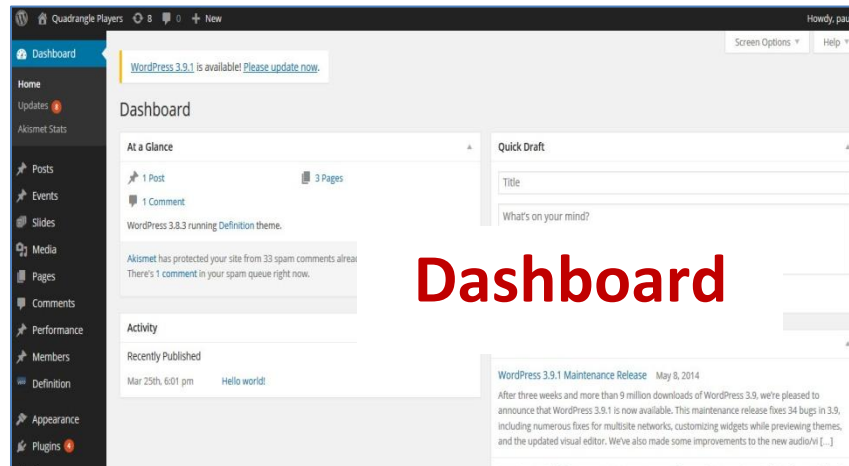


ADMINISTERING THE QUADRANGLE PLAYERS WEBSITE

10/22/2014

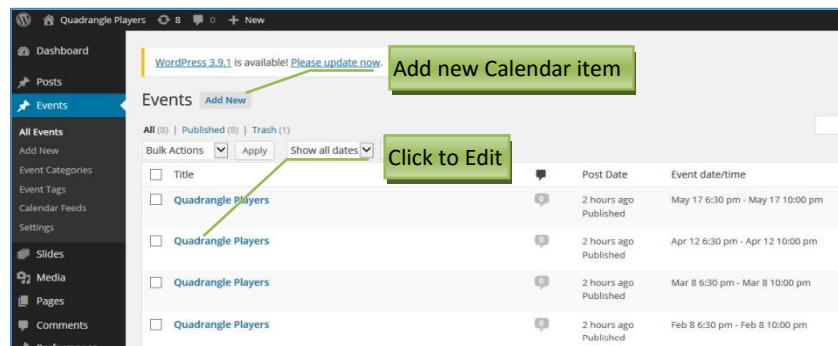
1. Logging in

- Go to <http://www.quadrangleplayers.com/wp-admin>
- Login in
- Follow the instructions carefully. Be precise. This is a live site!



2. CALENDAR: Adding/Editing/Deleting Calendar Item (Event)

- Click on “Events” in left menu



b. Add a New Item

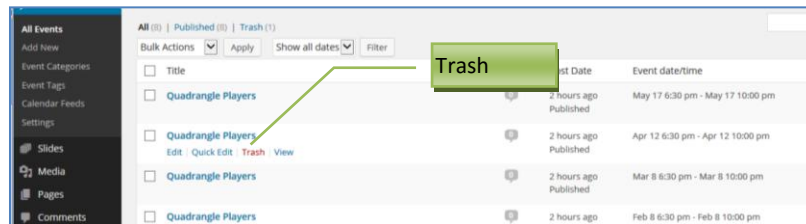
- Click on “Add New” at the top
- Complete the form – see Appendix I
- Click “Publish” button at the right to save it

c. Edit an Item

- Click on one of the calendar entries listed
- Edit
- Click “Update” button at the right to save it

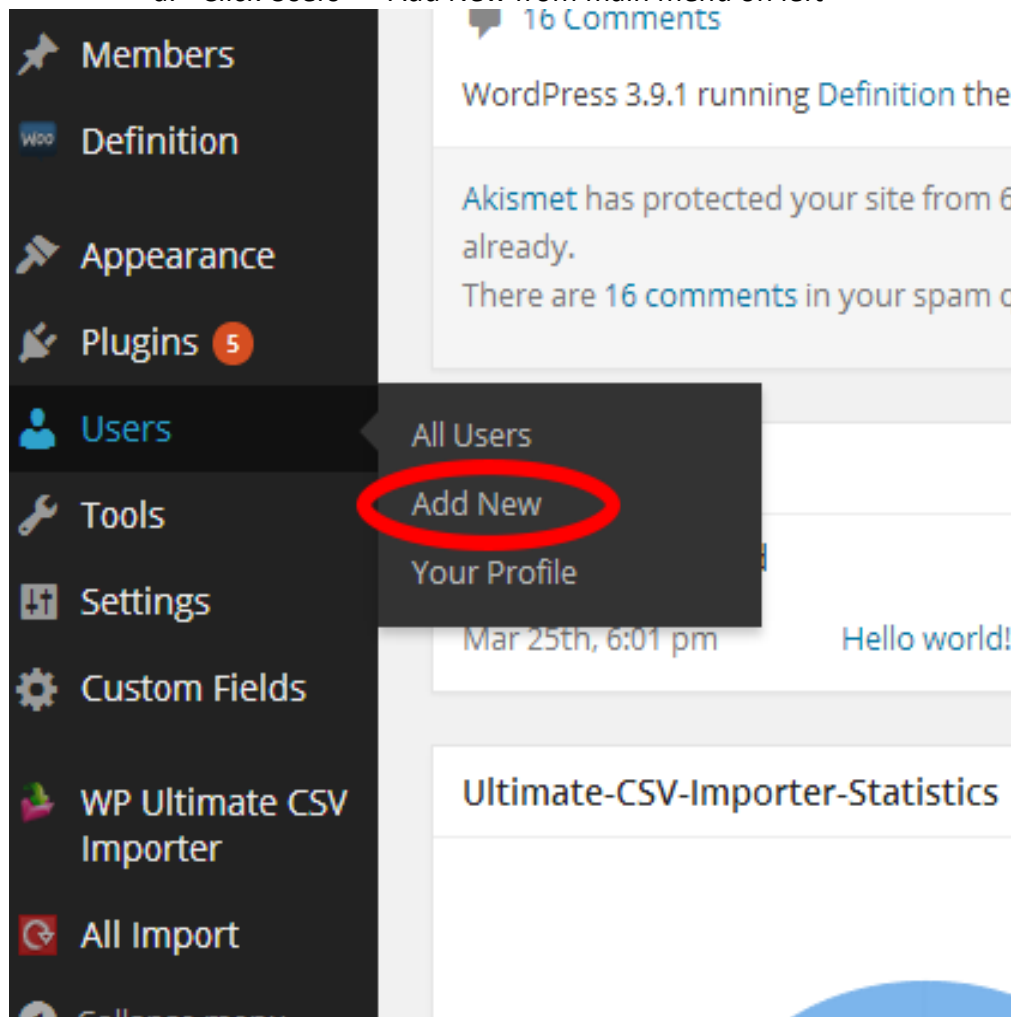
d. Delete an Item

- i. Hover over the item until a list shows
- ii. Click “Trash”



3. Adding a New User

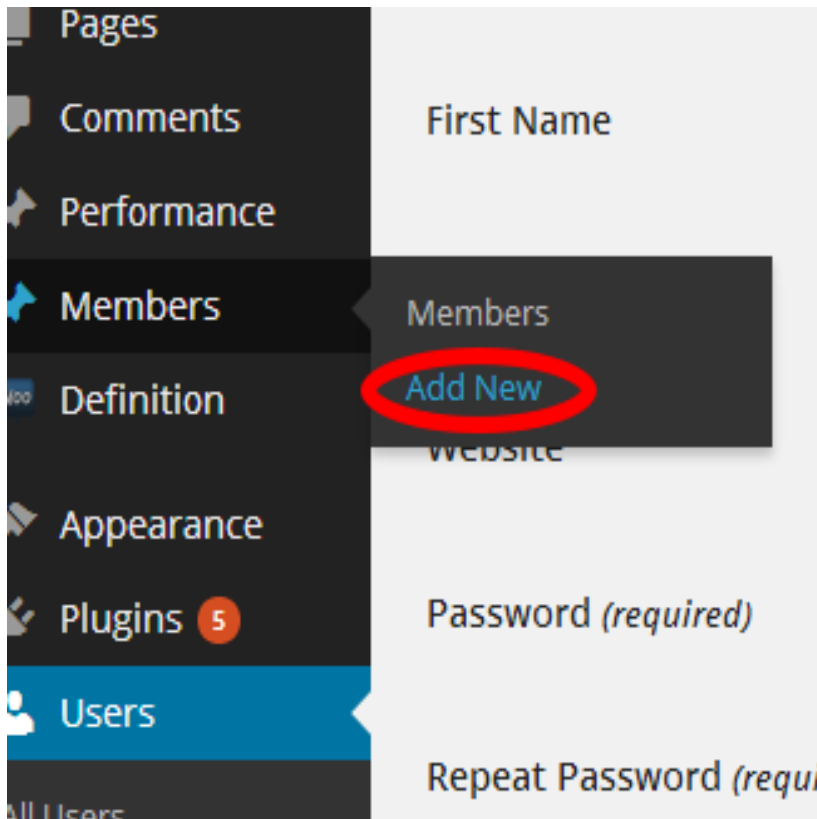
- a. Click Users -> Add New from main menu on left



- b. Fill out required fields on subsequent page – username, email address, password
- c. Under ROLE, select Administrator
- d. Click Add New User button

4. Adding a Member

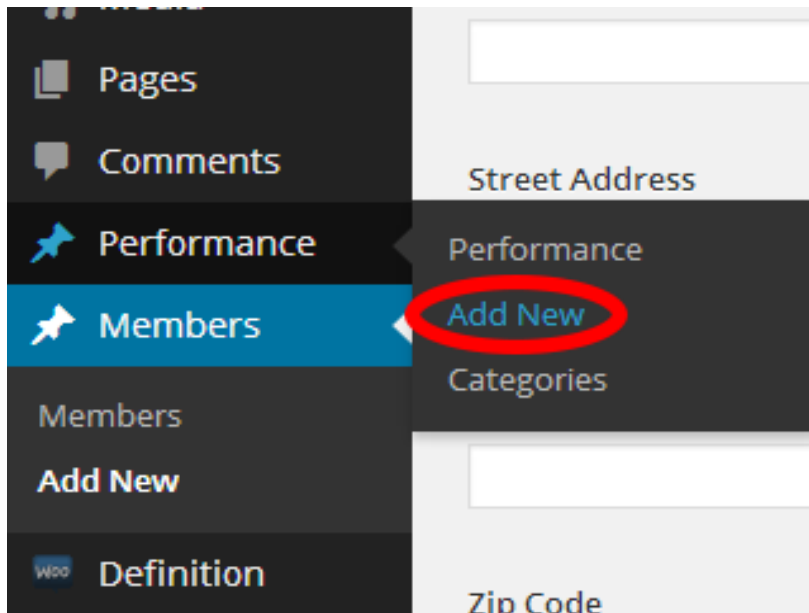
- a. Click Members -> Add New from main menu on left



- b. Fill out as many fields as possible.
- c. Title Field is for last name
- d. Click Publish button in upper right to submit the new member

5. Adding a Performance

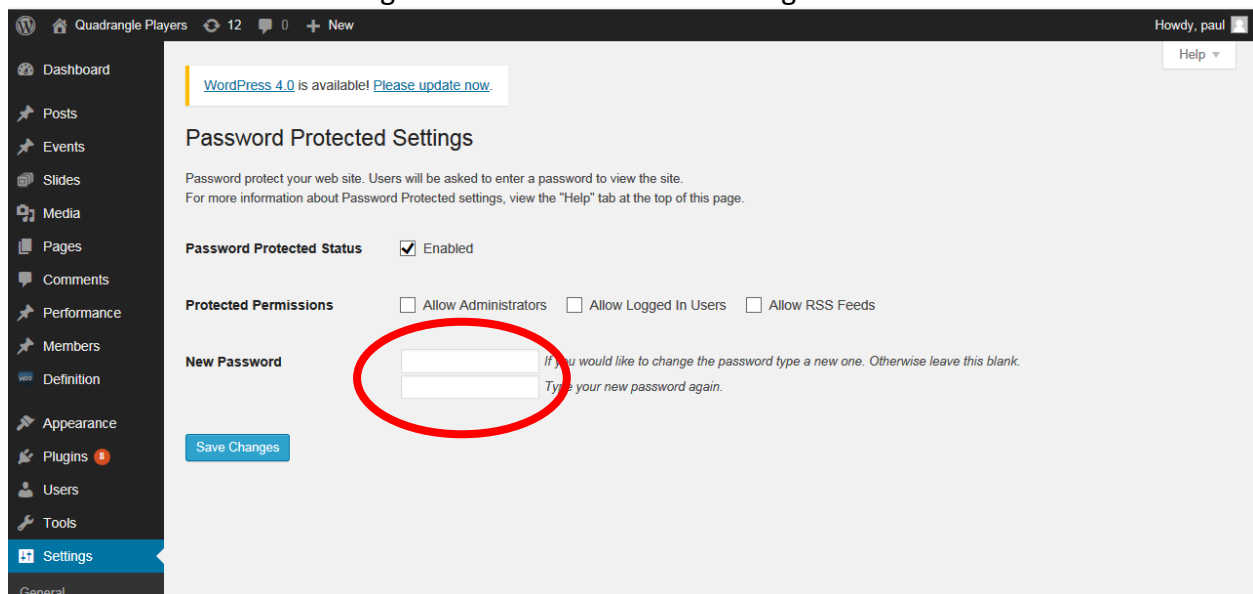
- a. Click Performance -> Add New in main menu on left



- b. Fill out all fields.
- c. Title field is for the Title of the performance
- d. A PDF document may be uploaded using the Add File button in the PDF field
- e. Click publish button in the upper right corner to publish the performance.

6. Change the Password that is used to open the website:

- a. Click on Settings > Password Protected Settings in the left menu



The screenshot shows the 'Edit Event' page in WordPress. The event title is 'Quadrangle Players'. The event date and time are set for 5/17/2015 from 6:30pm to 10:00pm (GMT-5:00). The address is 1221 East 56th Street, Chicago, IL 60637. The event is published and visible to the public. The page includes sections for Event Details, Event Location Details, Custom Fields, Discussion, Comments, and Definition Custom Settings. Numbered annotations highlight the following elements:

1. title: Points to the event title 'Quadrangle Players'.
2. type in: Points to the 'Add Media' button.
3. date/time: Points to the 'Start date / time' field.
4. address: Points to the 'Address' field.
5. check: Points to the 'Show Google Map' checkbox.
6. publish/update: Points to the 'Publish' button.