

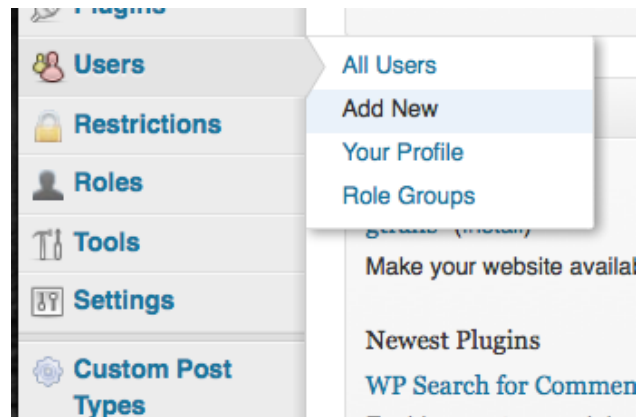
WORDPRESS

CREATING A NEW CERTIFIED SHOP


Log in here: <http://www.quiltworx.com/wp-login>

ADDING THE SHOP AS A USER

Once logged in, you will be brought to the WP Dashboard screen. Hover over “Users” in the left column, then click on “Add New.” You may also hover over the “+ New” button at the top of the screen and then click on “User.”



The “Add New User” screen will appear. Enter the new shop’s information, make sure Role is set to “Subscriber,” and click on “Add New User.”



Add New User

Create a brand new user and add it to this site.

Username <i>(required)</i>	<input type="text" value="TestUser"/>
E-mail <i>(required)</i>	<input type="text" value="testUser@testuser.com"/>
First Name	<input type="text" value="Test"/>
Last Name	<input type="text" value="User"/>
Website	<input type="text" value="testuser.com"/>
Password <i>(twice, required)</i>	<div><input type="password" value="*****"/> <input type="password" value="*****"/></div>
	<div><div>Strong</div><div>Hint: The password s</div></div>
Send Password?	<input type="checkbox"/> Send this password to the new user by email.
Role	<div>Subscriber</div>

Add New User

With the role set to “Subscriber,” the new shop will have very limited capabilities. We want to give them privileges that will enable them to create events. Click on “Users” in the left column of the dashboard.

You will be brought to a screen showing all Wordpress users. There is a search box on the top right. Enter the new user’s name or partial name and click on “Search Users.”

Hover over the name of the new user and an “Edit” link will display. Click on it.

Scroll to the bottom and you will find the “User Groups” panel.

User Groups

Search for Groups

Add >

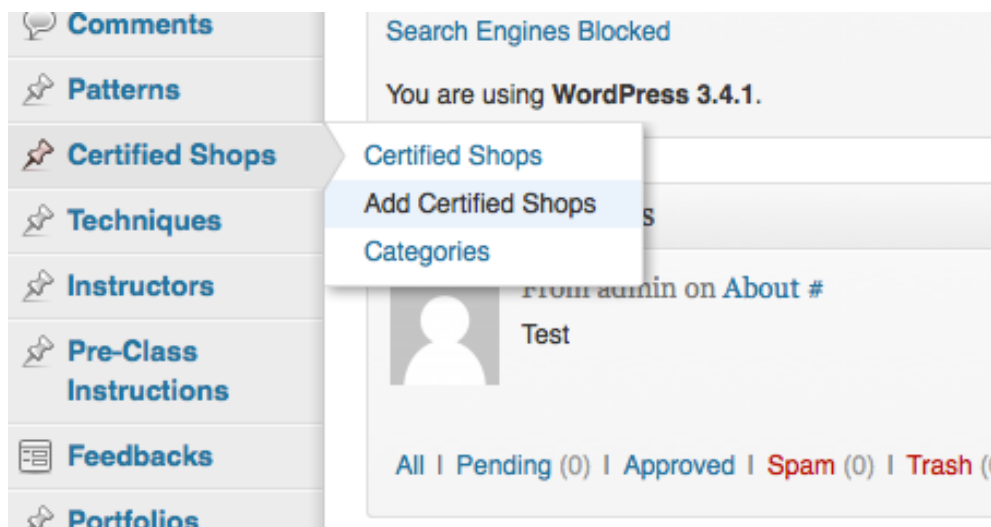
Active Groups

In the field below “Search for Groups,” enter “event” and click on “Search.” The results should include “Event Author.” Click on it and then click on “Add.”

Click on the “Update User” button at the very bottom of the page.

ADDING A NEW CERTIFIED SHOP

Once you are back to the WP Dashboard screen. Hover over “Certified Shops” in the left column, and then click on “Add New.” You may also hover over the “+ New” button at the top of the screen and then click on “Certified Shops.”



The “Add New Certified Shops” screen will appear. Enter the new Certified Shop’s information; populate as many fields as you have information for. If you don’t have anything to enter in a specific field, just leave it blank.

CERTIFIED SHOP INFO

Add the new Certified Shop’s name and information.

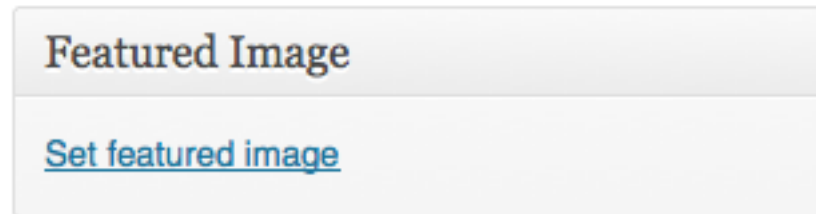
Next, add all of the information to the fields below

Certified Shop Info	
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>

The facebook album ID and facebook page link are optional.

CERTIFIED SHOP LOGO

Adding the certified shop photo is easy. Find the “Featured Image” section below Categories and Attributes in the right column, and click on the “Set featured image” link.



The file uploader will appear. Locate the image file and check to see if there are any spaces or instances of “%20” in the filename. If there are, rename it to “firstname-lastname.jpg” or whichever image file format the picture is. Wordpress supports PNG, JPG, and GIF files for images.

Drag the image file where directed. Once it has been uploaded completely, Wordpress will process it and display its metadata values. Find the link at the bottom that says “Use as featured image,” and click on it.

After you have entered in the Certified Shop information and chosen your image, you’ll need to choose the User in the Editors category. You will have set up your User before the Certified Shop was created.

Editors

☐ Restrict for Certified Shops (only selected users/groups are Editors) [top](#)

[Groups](#) **[Users](#)**

☒ show eligible users (45)

filter: [select](#) [unselect](#)

<input type="checkbox"/> /admin/	<input type="checkbox"/> BatiksGalore	<input type="checkbox"/> /billy/	<input type="checkbox"/> BrendaHall
<input type="checkbox"/> BrendaHallTest	<input type="checkbox"/> /Carrie/	<input type="checkbox"/> CatherineErickson	<input type="checkbox"/> CathieBoucherSollman
<input type="checkbox"/> /Cindi/	<input type="checkbox"/> delniemeyer	<input type="checkbox"/> DeniseGreen	<input type="checkbox"/> DianaSimkins
<input type="checkbox"/> EileenUrbanek	<input type="checkbox"/> FranSargent	<input type="checkbox"/> Giantsource	<input type="checkbox"/> /Janie/
<input type="checkbox"/> JannilouCreations	<input type="checkbox"/> JerrineKirsch	<input type="checkbox"/> JudyNiemeyer	<input type="checkbox"/> JulieArrowood
<input type="checkbox"/> /Keith/	<input type="checkbox"/> LindaTellesbo	<input type="checkbox"/> LucilleAmos	<input type="checkbox"/> MaureenWood
<input type="checkbox"/> MicheleFiolleau	<input type="checkbox"/> PinwheelsandPosies	<input type="checkbox"/> QuiltersAttic	<input type="checkbox"/> QuiltersGetaway
<input type="checkbox"/> QuiltersStash	<input type="checkbox"/> Quiltfabric.com	<input type="checkbox"/> QuiltGallery	<input type="checkbox"/> QuiltingBytheBay
<input type="checkbox"/> QuiltingFromTheHeart	<input type="checkbox"/> QuiltingOntheSquare	<input type="checkbox"/> /rick/	<input type="checkbox"/> RogerKerr
<input type="checkbox"/> ScrapAppleQuilts	<input type="checkbox"/> SeawatchFabrics	<input type="checkbox"/> StitchinHeaven	<input type="checkbox"/> SueWilson
<input type="checkbox"/> TennesseeQuilts	<input type="checkbox"/> TestInstructor	<input type="checkbox"/> testShop	<input type="checkbox"/> /ward/
<input type="checkbox"/> /Will/			

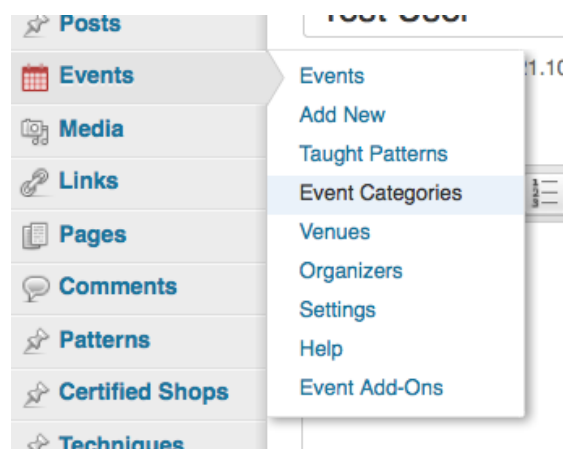
Key:
// has via other scope

PUBLISH

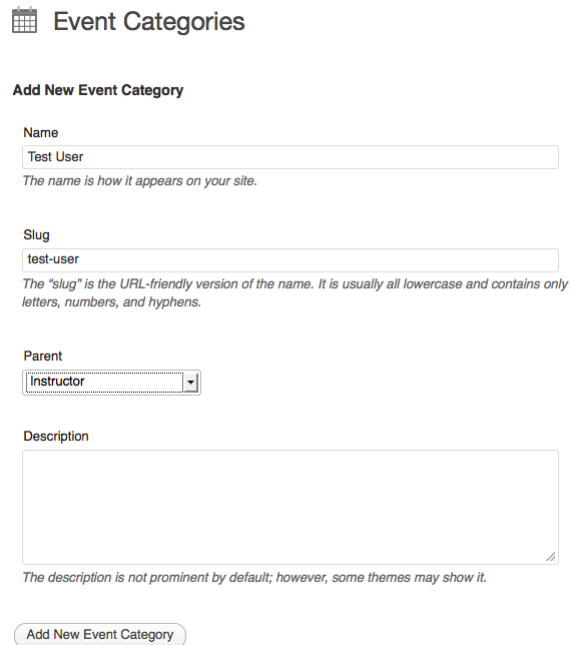
To publish the new certified shops post, click on the “Publish” button on the top right. You may also change the visibility to private or save the pattern as a draft if it needs approval before becoming publicly accessible.

EVENT CATEGORY

The site has the ability to filter the items that appear in the events calendar and the events list widget on the individual certified shop post, but in order for it to work, the certified shop must first be added as an Event Category. From the Wordpress dashboard, hover over “Events” and click on “Event Categories.”



From the “Event Categories” screen, enter the instructor name and slug exactly as they appeared on the Instructor post.



The screenshot shows the 'Event Categories' interface. At the top, there is a calendar icon and the title 'Event Categories'. Below this is a section titled 'Add New Event Category'. The form contains four fields: 'Name' with the value 'Test User' and a note 'The name is how it appears on your site.'; 'Slug' with the value 'test-user' and a note 'The “slug” is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.'; 'Parent' with a dropdown menu set to 'Instructor'; and 'Description' with an empty text area and a note 'The description is not prominent by default; however, some themes may show it.' At the bottom of the form is a button labeled 'Add New Event Category'.

Choose “Instructor” from the “Parent” drop-down menu.

You do not need to enter anything into the Description text box.

Click on “Add New Event Category.”

Note: You must set the author as the instructor/shop in order for the instructor/shop to be able to edit their information. If they don't appear in the author drop-down menu, consult the section of the documentation that deals with adding the instructor/shop as a user.