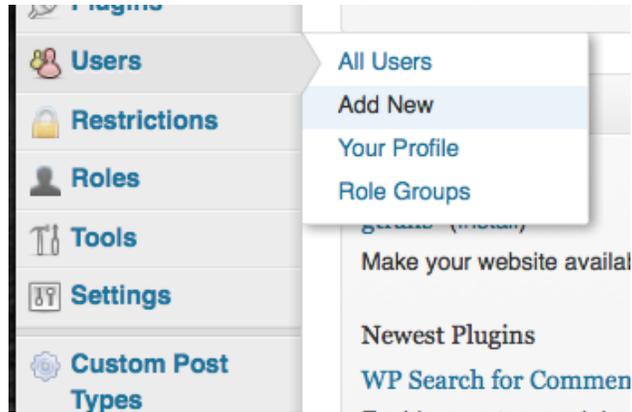


WORDPRESS

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

ADDING THE INSTRUCTOR 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 instructor’s information, make sure Role is set to “Subscriber,” and click on “Add New User.”

A screenshot of the 'Add New User' form in WordPress. The form is titled 'Add New User' and includes the following fields and options:

- Username (required):** Text input field containing 'TestUser'.
- E-mail (required):** Text input field containing 'testUser@testuser.com'.
- First Name:** Text input field containing 'Test'.
- Last Name:** Text input field containing 'User'.
- Website:** Text input field containing 'testuser.com'.
- Password (twice, required):** Two text input fields for password confirmation, both containing '*****'.
- Password Strength:** A green bar indicating 'Strong' strength. A hint reads: 'Hint: The password s'.
- Send Password?:** A checkbox labeled 'Send this password to the new user by email.' which is currently unchecked.
- Role:** A dropdown menu with 'Subscriber' selected.
- Submit Button:** A blue button labeled 'Add New User'.

With the role set to “Subscriber,” the new instructor 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.



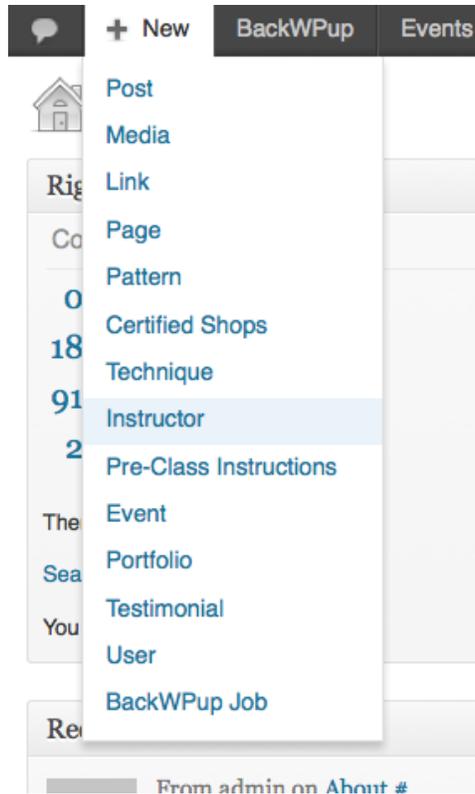
In the field below “Search for Groups,” enter “event” and click on “Search.” The results should include “Event Author.” Click on it and then click on “Add.”

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

ADDING THE INSTRUCTOR POST

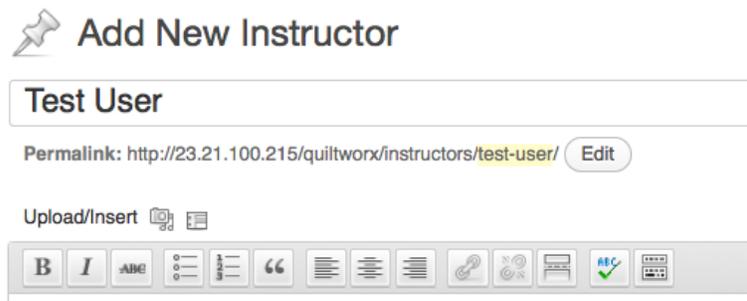
From the dashboard, either hover over the “+ New” button, then select “Instructor” from the drop-down menu.

An alternative way to create a new Pattern post is to hover or click on Instructors in the left sidebar, then click on “Add Instructor.”



NAME AND SLUG

Add the instructor's name in the first field. When you click outside of the field, the slug will automatically be generated. Check to make sure it is identical to the name of the instructor, but with "-" instead of spaces between the words. This is important for the cross-referencing functions that many of the templates execute.



INSTRUCTOR BIO & INFO

Add the instructor's biography to the post editor text box below the formatting bar.

Next, add all of the information to the fields below



Instructor Info

Teaching Area

Email

Phone

Fax

The facebook album ID and facebook page link are optional.

PATTERN CERTIFICATIONS

Next, click the boxes next to each pattern that the instructor is certified to teach.

INSTRUCTOR PHOTO

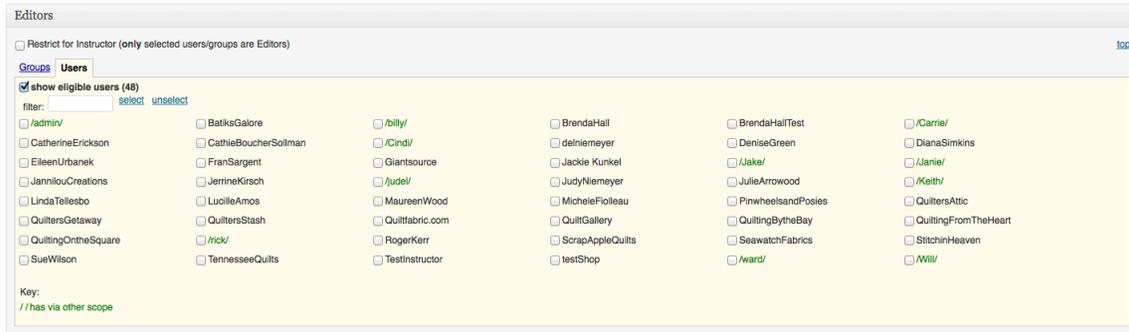
Adding the instructor's photo is easy. Find the "Featured Image" section below Categories and Attributes in the right column, and click on the "Set featured image" link.



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 Instructor 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 Instructor post was created.

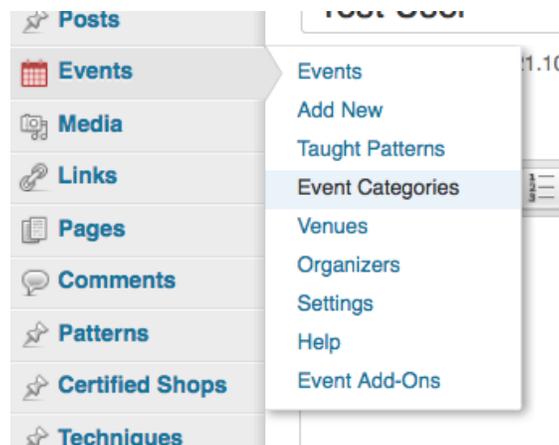


PUBLISH

To publish the new Instructor 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 instructor post, but in order for it to work, the instructor 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.

Event Categories

Add New Event Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

Description

The description is not prominent by default; however, some themes may show it.

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.