

SCWCLUBS.COM

Websites are a very important forms of communication.

- People thinking about Arizona are comparing communities.
- People in SCW are comparing clubs.
- Club members are checking information.

Keep you site up to date. If you club doesn't have anything 2016 it looks like your club is not active.

Post your General and Board meeting dates. This gives members over 30 days' notice for meetings.

Create a test page to for practice to test different options for your webpages.

This is a work in progress and from time to time I'll be updating it. Things are not in a particular order, they are just notes and tips. It includes instructions for both the old and new themes. Soon all sites will be on the DIVI theme.

Some Included topics

Dashboard	Page Editor	Events Calendar
DIVI structure	DIVI modules	DIVI new page
Menu structure	Media Library	Create Links

Go to mitofsky.com and click to enter the site, then click on HELP PAGES. Scroll down to the bottom and you will find 4 choices for DIVI information.

DIVI lesson WORKSHEET This is the lesson workshop to create a test page in DIVI

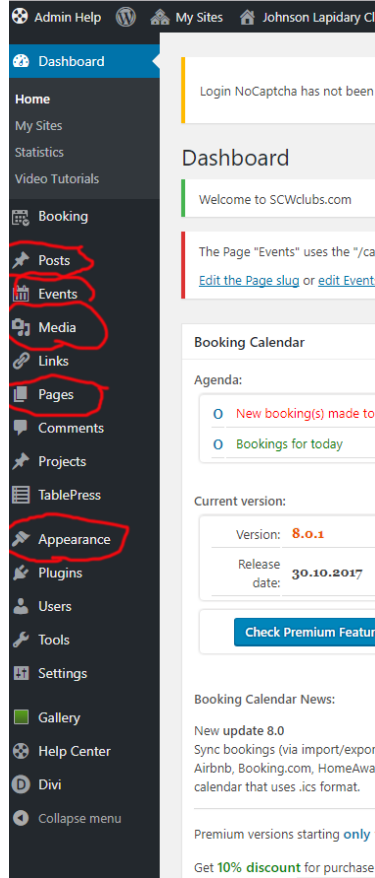
SCW Website Instructions This is a 9 page PDF I created which includes introduction to Dashboard, Events, Media Library, Menus, Links and DIVI information, continually updated

SCW DIVI instruction videos pdf This is a 4 page PDF where I list YouTube DIVI instructional videos, many show using a visual editor, but are very good and learning what each module does

Divi written documentation This is a 16 page PDF written by a school for their students and contains information about DIVI

Gene Mitofsky

DASHBOARD



Posts – aging content, what being updated

Events – your calendar page

Media - upload pictures, pdfs

Pages – edit and new

Appearance – for menu structure

EVENTS

These will appear in the event calendar. Especially good for general and board meeting times. Official notification of meetings.

1=New event

2= Give it a Name, suggestion – put the date in the name making it easier to edit or delete

3= enter a short description or copy event title

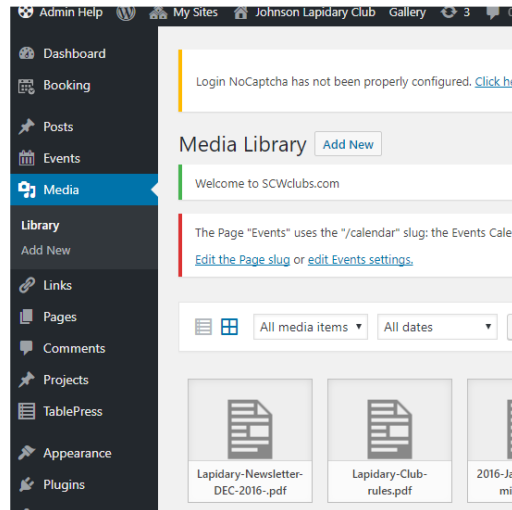
4= Enter the date, starting and ending times

5= Enter the venue and if you want google maps showing (default is yes)

6= Publish

MEDIA

click Media then click add new to upload picture or PDF



The Media library is where PDFs and photos are located

Tables – good for officers

Go to Tablepress (dashboard) and create a new table, name it

Then go to a page, add a section, add text module and open to edit

There will be an icon to insert tablepress, click and choose the table you want. Be careful not to choose the table icon, use the tablepress icon.

Then you can highlight the link and change the text size, color, etc.

To avoid scrolling sideways (not good for phones) only to a table 2 or 3 columns wide.

People in DIVI

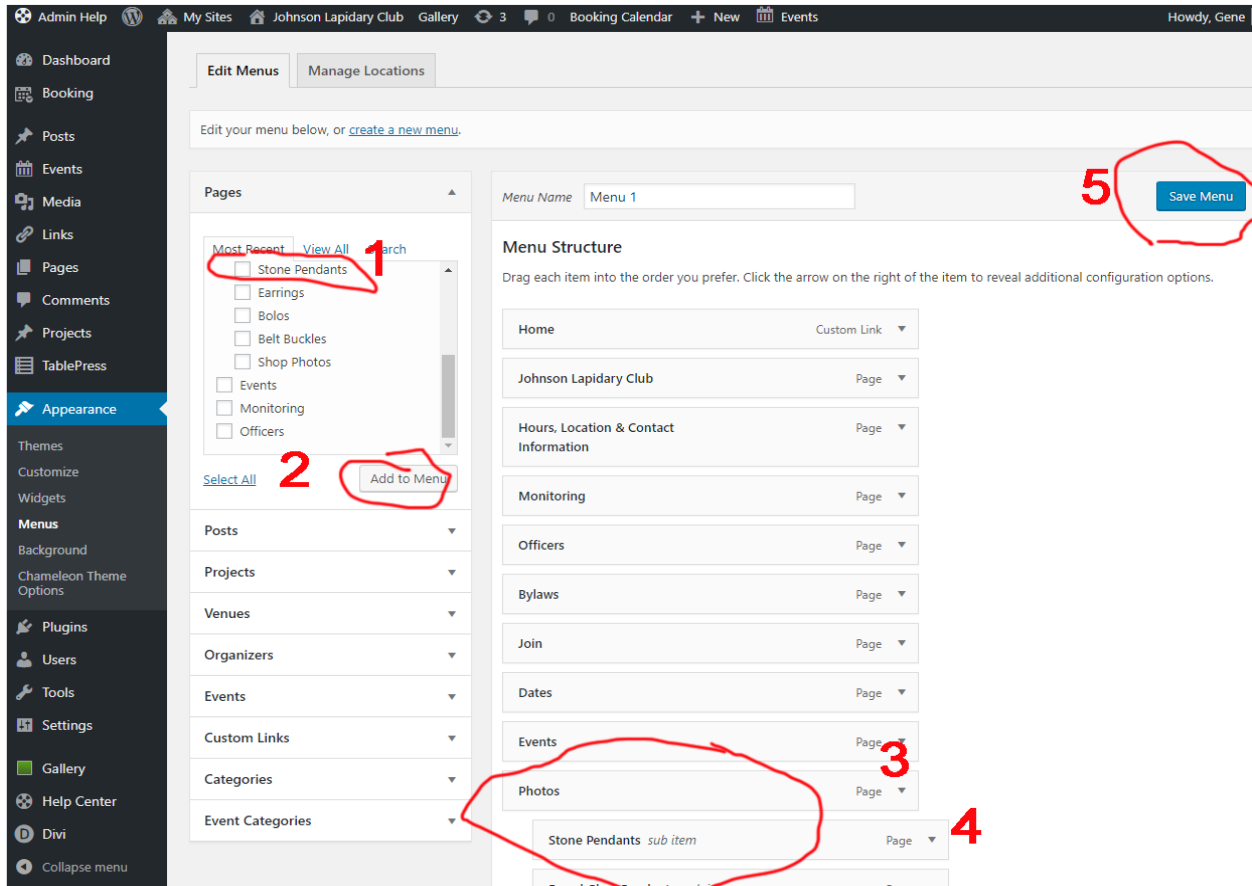
Create a section and choose number of columns

Add the people module and fill in the information

boxes with photo, name and title

Do not do a second row in the same section, if you have more people, add a new section. Otherwise the reading might be out of order

MENU



1= any new page will show in this area

2= check the new page, then #2 add to menu, it will always go to the bottom of the menu

3= Pages with no indent will show as Main Menu headings on the website.

4= Indented items will be Sub-Headings in the Menu

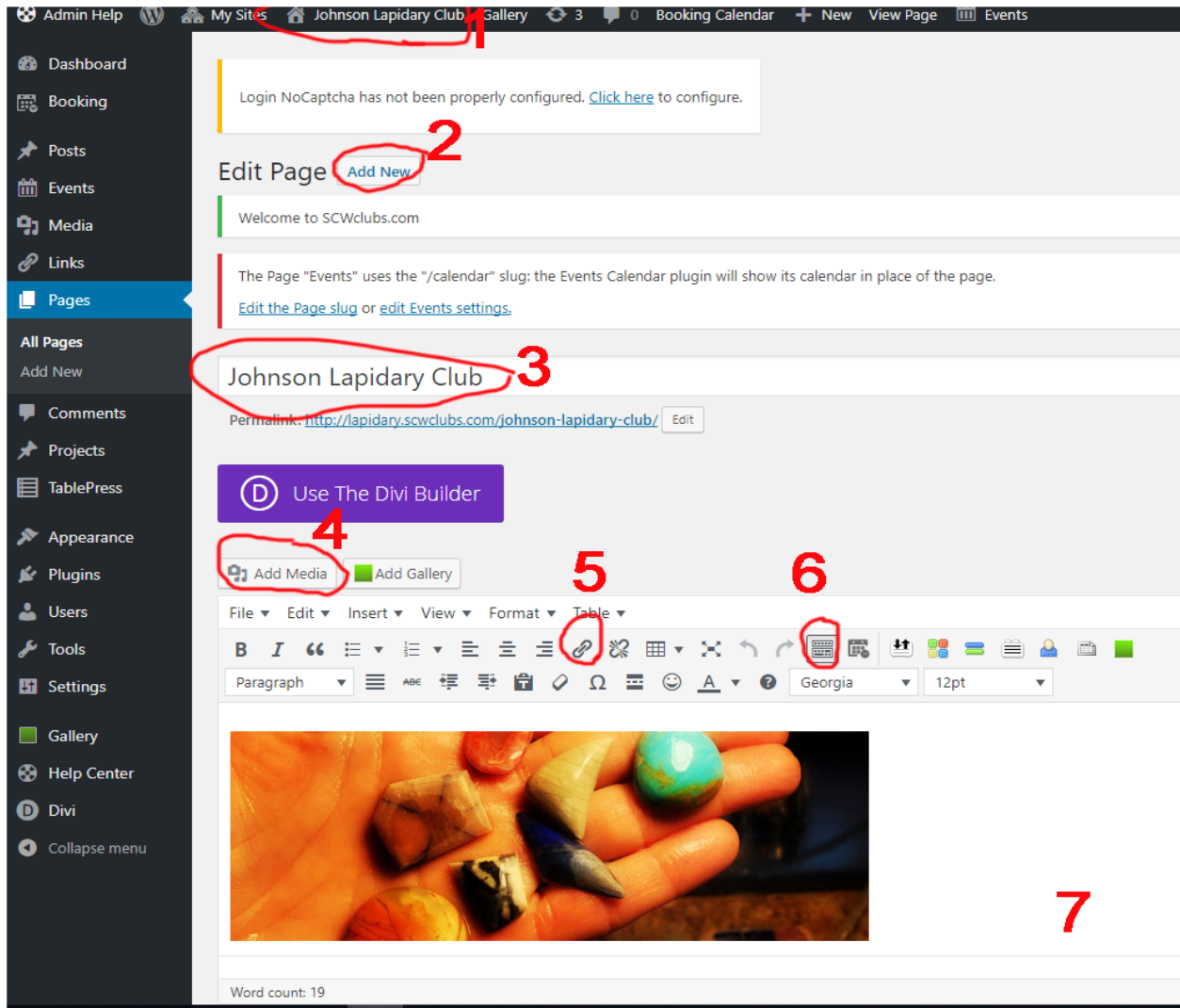
5= after dragging any page to where you want it, save the menu

DELETE A PAGE

You can 1) remove a page from the MENU (it will still be in Pages) or if you remove it from Pages, make sure to also remove it from MENU

PAGE EDITOR

This is similar to a word processor and is used in both themes.



1 = after each change view site

2 = for adding new pages

3= title of page that will show on website

4= to insert picture or pdf

5= link tool

6= if you don't see both editing lines, this will show both

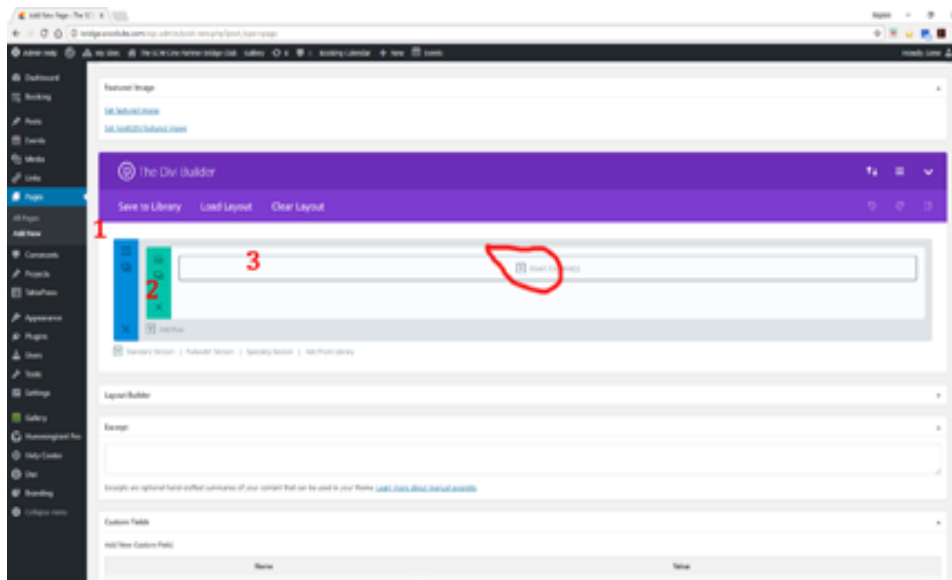
7= upload command (not shown on picture.

NEW PAGE WITH DIVI

Click ADD NEW PAGE, give it a title, choose Use The DIVI Builder

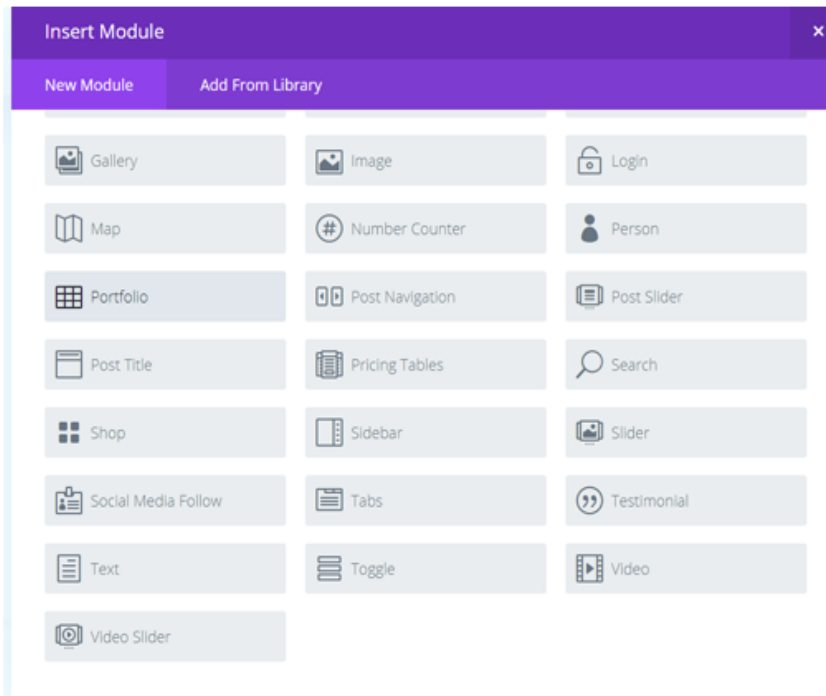
Scroll down and you will see.....

1. Section (little or none to do)
2. Row (little or none to do)
3. Insert columns – click the + choose column

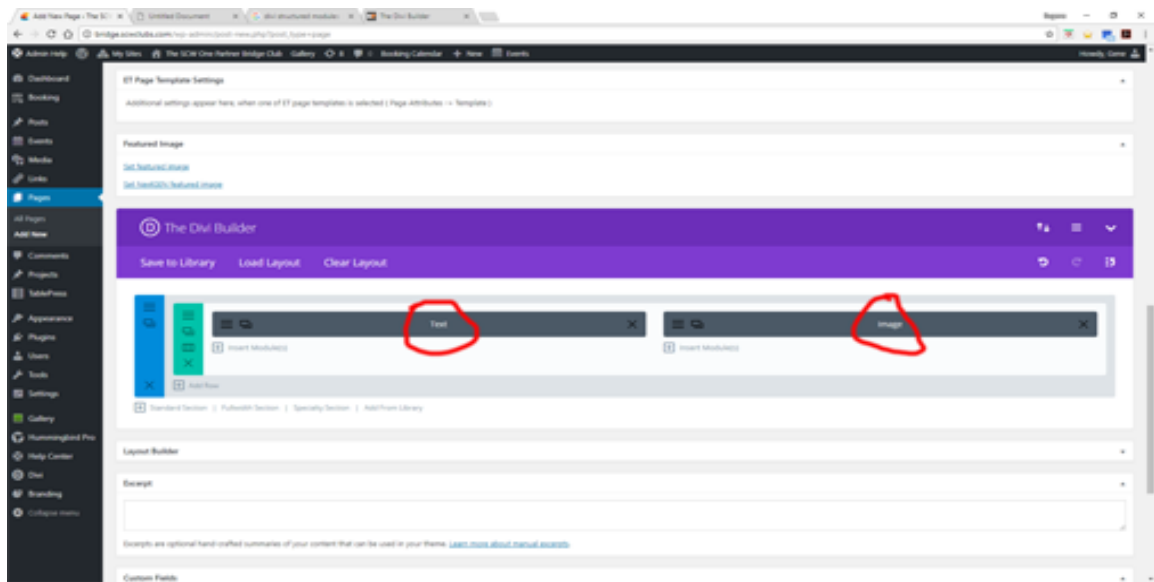


4. Click = to add modules
5. Scroll down to TEXT and click, this will bring up the editor you are familiar with, like a word processor
 - a. When done click SAVE & EXIT, then UPDATE or PUBLISH If new page
6. Click + add module, choose image then click upload and choose from media library
7. The Slider holds images, text, and a colored background.
8. The Fullwidth Header can have image and text

DIVI modules

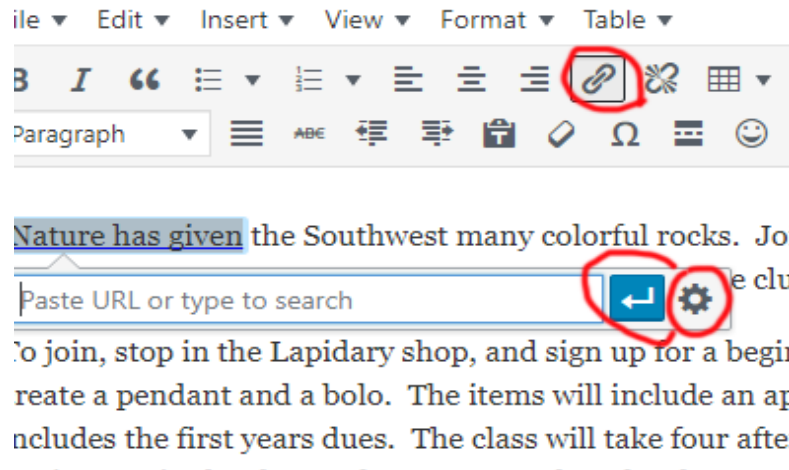


Your LAYOUT will look like this.....



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LINKS



To create a link You can also put in link in a button for easy of using.

1. Highlight the text
2. Click the link icon
3. Click the gear icon to locate the page you want to link to or insert URL address

BUTTONS in DIVI

1. Insert a button, this is another MODULE choice
2. Enter the BUTTON TEXT – example Button 1
3. Enter BUTTON URL (either external or media on the site)
4. URL OPENS - IN A NEW TAB
5. In Design, you can choose box style and shadow color

Adjust empty spaces

Modified the 'Row' on the design tab for all rows to be 5px for top and bottom under both Custom Margin and Custom Padding. You can adjust it here to remove white space between rows.

POSTS

A post contains aging content. Posts are automatically inserted into BLOGS which are modules added to the page LAYOUT or you can add a CATEGORY as a menu item. .

Posts can be classified as CATAGORIES and a BLOG can be limited to one or several CATEGORY POSTS

Showing the post 2 ways either in a blog or as a Sub-Heading under a CATEGORY in the MENU*.

Make sure you are on the DASHBOARD of your website.

1. Click on POSTS, then ADD NEW
2. Give it a TITLE
3. Similar to a page, add a module (text, image) then add text
4. On the right side, click which CATEGORY the POST is, (you can add a new CATEGORY
5. Click PUBLISH

Go to your page.

1. In your LAYOUT click INSERT MODULE and choose BLOG
2. Click to edit the BLOG
 - a. Choose the CATEGORY(S) you want your POSTS to automatically be inserted
 - b. Optional – I prefer CONTENT – SHOW CONTENT (rather than a excerpt
 - c. Optional – I Prefer SHOW AUTHOR – NO
 - d. Optional – I Prefer SHOW DATE - NO
 - e. Optional – I Prefer SHOW CATEGORY - NO
3. SAVE & EXIT
4. Remember to UPDATE your page.

*Or you can add a CATEGORY as a menu item.

BLOGS Is where you can put posts. You can choose which type of posts you want (categories)

BLURBS Is like a mini page in a box. You can put a picture and words inside the Blurb.

DIVI suggestions

Tables –Tables do not always show well on cell phones or tablets. Go to Tablepress (dashboard) and create a new table, name it Then go to a page, add a section, add text module and open to edit. There will be an icon to insert tablepress, click and choose the table you want. Be careful not to choose the table icon, use the tablepress icon. Then you can highlight the link and change the text size, color, etc. Us tables only 2 or 3 columns wide to avoid sideways scrolling.

People boxes with photo, name and title
Create a section and choose number of columns
Add the people module and fill in the information

Sections

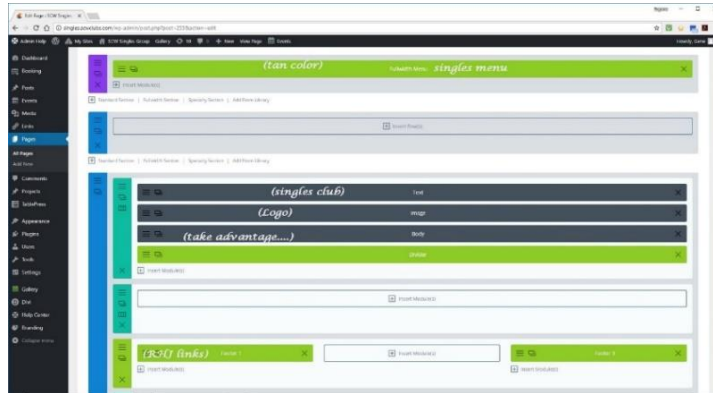
Standard (choose number of columns) Specialty (preset columns and photos)
Full width

View on mobile devices Divi, theme customizer, mobile styles then you can change the text size, etc for each tablet, phone, computer.

Navigation menu Full with section, full width menu has the navigation (page links)

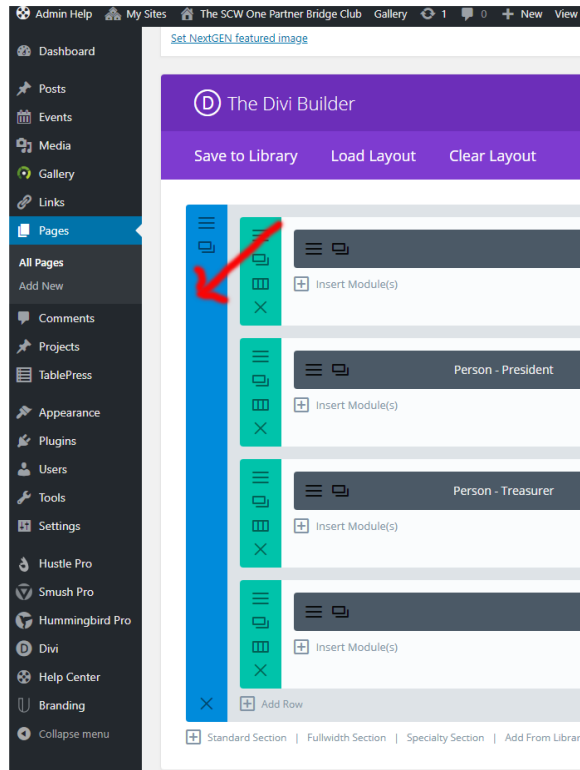
Custom Links are created from the Menu page. Put in the title, and in the URL put in only #, then add to menu and put where you want it. This is good for parent menu items with subpages below. Put a URL if you want to go to and external from the main directory items.

Example from one club.....



VIEWING

You can preview how your page will look on different devices. When you are editing a page, if you right click on the blue section and choose PREVIEW you will see a popup giving you viewing choices for desktop, tablet or cellphone.



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If you are editing a page, and are in a module, you can also view that module but clicking the eye icon in the middle just left of SAVE & EXIT



OOPS..... If you delete something by mistake (we all have), you can scroll down and go to a previous saved version of the page – make sure to save or publish often.

A screenshot of the WordPress dashboard. On the left is a dark sidebar menu with 'Pages' highlighted. The main content area shows the 'Custom Fields' section with a form to add a new field, and the 'Revisions' section displaying a list of saved versions of a page. The revisions list includes timestamps and links to each version, such as 'Gene, 4 mins ago (June 14, 2018 @ 09:01:30) [Autosave]' and 'Gene, 2 months ago (April 24, 2018 @ 08:40:43)'.

Excerpts are optional hand-crafted summaries of your content that c

Custom Fields

Name

Add New Custom Field:

Name

— Select —

Enter new

Add Custom Field

Custom fields can be used to add extra metadata to a post that you c

Revisions

Gene, 4 mins ago ([June 14, 2018 @ 09:01:30](#)) [Autosave]

Gene, 2 months ago ([April 24, 2018 @ 08:40:43](#))

Gene, 2 months ago ([April 15, 2018 @ 14:54:19](#))

Gene, 2 months ago ([April 15, 2018 @ 09:35:53](#))

Gene, 2 months ago ([April 15, 2018 @ 09:35:07](#))

Gene, 2 months ago ([April 15, 2018 @ 09:33:34](#))

Gene, 2 months ago ([April 15, 2018 @ 09:31:41](#))

Gene, 2 months ago ([April 13, 2018 @ 09:08:38](#))

Gene, 2 months ago ([April 13, 2018 @ 08:55:51](#))

Gene, 2 months ago ([April 13, 2018 @ 08:51:57](#))

Gene, 4 months ago ([February 7, 2018 @ 10:12:39](#))

Gene, 4 months ago ([February 7, 2018 @ 09:56:28](#))

Gene, 4 months ago ([February 7, 2018 @ 09:48:01](#))

Gene, 4 months ago ([February 7, 2018 @ 09:44:38](#))

Gene, 4 months ago ([February 7, 2018 @ 09:41:26](#))

Gene, 4 months ago ([February 7, 2018 @ 09:39:51](#))

Gene, 4 months ago ([February 7, 2018 @ 09:37:48](#))

Gene, 4 months ago ([February 7, 2018 @ 09:30:30](#))

DO NOT CLICK ON any ads or advanced settings that might appear on the top of your screen. These are handled by our Rec center website administrator **ONLY**.

Welcome to SCWclubs.com

Akismet & Privacy.

To help your site be compliant with GDPR and other laws requiring notification of tracking, Akismet can display a notice to your users under your comment forms. This feature is disabled by default, however, if you or your audience is located in Europe, you need to turn it on. Please [enable](#) or [disable](#) this feature. [More information](#).

You have venues for which we don't have Geolocation information. [Click here to generate it](#).

The Page "Events" uses the "/calendar" slug; the Events Calendar plugin will show its calendar in place of the page.

[Edit the Page slug](#) or [edit Events settings](#).

Thanks for installing NextGEN Gallery! Want help creating your first gallery? [Launch the Gallery Wizard](#). If you close this message, you can also launch the Gallery Wizard at any time from the [NextGEN Overview page](#).

Check you site often to make sure it is up to date and working properly.

Check the Rec Center's Content manager's website for updates and tips.

<https://cmc.scwclubs.com/>

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