



# **St Ives Photographic Club**

## **Website Manual**

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**Revision B**

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## 1 Introduction

The St Ives Photographic Club Website is designed used WordPress for ease of maintenance and to achieve a mobile friendly Website.

The site details are:

Website	<a href="https://www.stives-photoclub.org.uk/">https://www.stives-photoclub.org.uk/</a>
Host	<a href="https://account.1and1.co.uk/">https://account.1and1.co.uk/</a>
Account	<a href="mailto:stevejlaws@gmail.com">stevejlaws@gmail.com</a>
Password	Contact Steve Laws or Jonathan Sayer
Domain Registrant	<a href="https://www.123-reg.co.uk/">https://www.123-reg.co.uk/</a>
Account	<a href="mailto:stevejlaws@gmail.com">stevejlaws@gmail.com</a>
Password	Contact Steve Laws or Jonathan Sayer

## 2 WordPress Accounts

The following WordPress accounts are available:

Account Name	WP Role	Purpose	Owner
sipc_admin1	Administrator	Site Admin	Steve Laws
sipc_admin2	Administrator	Site Admin and Interprint	Jonathan Sayer
sipc_prog1	Editor	Programme editor	Anthony Hans
sipc_prog2	Editor	Programme editor	Ian Montgomery
sipc_news	Administrator	News and competition results	Alice Kendrick

It is assumed that the Administrators will cover for editors as required,

To login to the account click on: <https://www.stives-photoclub.org.uk/wp-login> and enter the appropriate username and supplied password.

## 3 WordPress Configuration

The site is based on the free WordPress theme Twenty Eleven with small customisations to the headers and footers. A child theme of Twenty Eleven has been created called "SIPC Theme".

The site is built on WordPress version 4.9.4.

The following free Plugins are used:

Plugin	Details
Akismet Anti Spam	Version 4.0.3   By <a href="#">Automattic</a>   <a href="#">View details</a>
All in One SEO Pack	Version 2.4.6.1   By <a href="#">Michael Torbert</a>   <a href="#">View details</a>
Child Theme Generator	Version 2.1.2.1   By <a href="#">Serafino Corriero</a>   <a href="#">View details</a>
Contact Form 7	Version 5.0.1   By <a href="#">Takayuki Miyoshi</a>   <a href="#">View details</a>
Event List	Version 0.8.1   By <a href="#">mibuthu</a>   <a href="#">View details</a>
Huge IT Google Map	Version 2.2.9   By <a href="#">Huge-IT</a>   <a href="#">Visit plugin site</a>

Photo Gallery	Version 1.4.1   By <a href="#">Photo Gallery Team</a>   <a href="#">View details</a>
Site Offline	Version 1.2.5   By <a href="#">Chandra Shekhar Sahu</a>   <a href="#">View details</a>
Social Icon Widget	Version 1.0.2   By <a href="#">Mostafiz Shamim</a>   <a href="#">View details</a>
WP Gallery Custom Links	Version 1.12   By <a href="#">johnogg</a>   <a href="#">View details</a>

Note version numbers are the starting point and will be updated by admins as newer versions become available to keep in step with updates to WordPress.

#### 4 Theme Customisation

The Site Identity, Colours, Layout, Header Image, Menus, Footer Widgets are all configured from the “Customise” menu option.

From the “Header Image” option one or more headers can be selected. These should be uploaded with an image of size of 1000 x 288 pixels. If more than one header is selected these will be randomly displayed as the user cycles through the Website pages.

A number of default theme styles are modified in the “Additional CSS” tab of the “Customise” options menu.

#### 5 Menus

The site has been designed to have single level menus to make it easy to navigate on mobile devices.

The main menus are:

Menu	Protected	Linked Page	Sub Pages
Home	No	Home	
News	No	News	
About	No	About	
Programme	No	Programme	
Competitions	No	Competitions	How to Enter an Internal Competition
Club Galleries	No	Club Galleries	
Interprint	No	Interprint	Interprint 201x Galleries
Members	Yes	Members	Club Rules Competition Results (plus pages for each set of results)
Contact	No	Contact	

#### 6 Updating Pages

To edit a page select the “Pages” option from the left hand side

Each page has two modes for editing:

- “Visual” – selected from the “Visual Tab”. This is a Word style editor and hides HTML from the user. However sometimes it is necessary to tidy up whitespace using the “Text” mode

- “Text” – selected from the “Text Tab”. This is a raw HTML editor which is recommended for creating tables which are not supported in the Visual mode. To add tables it is recommended to copy the examples from the Competition pages.

To add images use the “Add Media” button to upload an image.

To add a document link (e.g. a link to a new copy of the Newsletter) use “Add Media” to upload a PDF and this will prompt the user to insert a link.

## 7 Adding a Google Map to a page

From the dashboard select “Google Maps”

To create a new map click “Add New Map”

Under “General Options” give the Map a name and enter the map location under “Center Address”.

Set the desired “Default Zoom”, “Minimum Zoom” and “Maximum Zoom”.

Set the desired “Map Width”, “Map Height” and “Map Align”.

Click “Save”.

Under “Markers” you can add multiple markers.

Select the Page where you want a map and click “Add Google Maps”.

Select the Map name you have just created and click “Insert Map”.

## 8 Programme Updates

The Programme page as a single tag entry [event-list] to display the events from the “Event List” Plugin. The News page displays the next 2 upcoming events using this tag [event-list num\_events=2 show\_filterbar=false].

To add new events select the “Events List” from the dashboard and this displays all the current events. Select “Add New” to add a new event using the current events as examples. For summer events it is recommended to add the location and time of the event plus there is the option to include Google Maps, Images, documents and hyperlinks to external material.

Events can have categories. So far “Winter Programme” and “Summer Programme” have been identified.

There is no need to delete old events as the programme will by default only display upcoming events. It could be useful to review previous events and the programme page already has the option to display all events or events by year.

## 9 Interprint Updates

The Interprint page has subpages for each year’s galleries. The galleries use the “Photo Gallery” Plugin.

The process to add a new set of club images for a new year is as follows:

Create each club gallery:

- Select “Photo Gallery” from the dashboard
- Click “Add New”
- Add the Gallery Title e.g. “Interprint 2019 St Ives PC”
- Click “Import from Media Library”

- Click “Upload”
- Select the images for this club.
- After the images are uploaded to the Media Library Select “Insert”
- Check the Title and Description Fields and then Select “Publish”
- Repeat the above steps for each Club

Create the Gallery Group:

- Select “Gallery Groups” from the Dashboard.
- Click “Add New”
- Add the Gallery Group Title e.g. “Interprint 2019”
- Click “Add”
- Select all the club galleries for that year
- Click “Publish”

Create the Gallery Page:

- Select “Pages” from the Dashboard.
- Click “Add New”
- Add the Page Title e.g. “Interprint 2019 Galleries”
- Click “Add Photo Gallery”
- Click “Gallery Group”
- Select the Gallery Group e.g. “Interprint 2019”
- Theme “Theme 1” and use Default options (I have set the defaults for the site).
- Click “Insert into Page”
- Click “Publish”

Add the Gallery link when you are ready to go live (**not before the Interprint competition**):

- Select “Pages” from the Dashboard.
- Select “Interprint Page”
- Insert Hyperlink to new page with most recent at the top. Hint – it is easier to switch to text mode and copy the previous year’s hyperlink and change the year.
- Click “Update”

Update the News and Winning Image for the current years Interprint.

- Select “Photo Gallery” from the dashboard
- Click “Add New”
- Add the Gallery Title e.g. “2019 Interprint Award Winning Images”.
- Click “Import from Media Library”
- Select the winning images from the media library. Hint use search to find image titles.
- Click “Publish”
- Select “Pages” from the Dashboard.

- Select “Interprint Page”
- Click the “Photo Gallery” icon
- Change the Gallery to the “2019 Interprint Award Winning Images”.
- Click “Update”
- Update the year references and news
- Click “Update”

Note that the TITLE and AUTHOR metadata uses the IPTC and EXIF tags which if not set in the image can be configured either using Adobe Bridge or Exiftool. Exiftool is freely downloaded from the Internet. The options for Exiftool are:

```
exiftool.exe -f -iptc:by-line="AUTHOR" -iptc:by-lineTitle="TITLE" -
exif:ImageDescription="TITLE" <filename>
```

## 10 Club Galleries Updates

The Club Gallery has a hyperlink to the image of the month.

To update the Club Gallery Images:

- Select “Photo Gallery” from the dashboard
- Select “Gallery “Club Gallery”
- Add /Remove Images from Media Library as required
- Click “Update”

## 11 Media Library

To select the Media Library select “Media”/Library” from the left hand menu. New items (images and PDF documents) can be uploaded from here using the “Add New” button.

If removing links to media from the Website pages it is recommended that the media items are also removed from the Media Library to keep the site tidy and avoid wasted storage space.

## 12 Security

The site is SSL encrypted and this is controlled from <https://account.land1.co.uk/>.

The Members page is password protected with a fixed password for all users. It is recommended that the site Admins change this at least every 6 months. To change the members password edit the “Members” page and select edit from this option on the right hand side: “Visibility: **Password protected** Edit”

## 13 Search Engine Optimisation

This is handled by the package “All in One SEO Pack” and is configured from the “All in One SEO” menu option on the left hand side.

## 14 Email Accounts

The following email accounts are configured on the 1&1 servers

POSITION	NAME	EMAIL
President	Ray Houghton	<a href="mailto:president@stives-photoclub.org.uk">president@stives-photoclub.org.uk</a>
Vice President	Mike Smith	<a href="mailto:vice.president@stives-photoclub.org.uk">vice.president@stives-photoclub.org.uk</a>
Treasurer	Peter Wills	<a href="mailto:treasurer@stives-photoclub.org.uk">treasurer@stives-photoclub.org.uk</a>
Secretary	Stephen Laws	<a href="mailto:secretary@stives-photoclub.org.uk">secretary@stives-photoclub.org.uk</a>
Information	Stephen Laws	<a href="mailto:info@stives-photoclub.org.uk">info@stives-photoclub.org.uk</a>
Programme Secretary	Ian Montgomery	<a href="mailto:programme@stives-photoclub.org.uk">programme@stives-photoclub.org.uk</a>
Competition Secretary	Steve Eeley	<a href="mailto:competitions@stives-photoclub.org.uk">competitions@stives-photoclub.org.uk</a>
Interprint Secretary	Richard Berridge	<a href="mailto:interprint@stives-photoclub.org.uk">interprint@stives-photoclub.org.uk</a>
Equipment Officer	Jonathan Sayer	<a href="mailto:equipment@stives-photoclub.org.uk">equipment@stives-photoclub.org.uk</a>

Access to the email can be either through the following Webmail link: <https://webmail.1and1.co.uk/>

Or using a local email client configured for the following server settings. POP3 and IMAP are supported but it is recommended to use IMAP.

Server Details	IMAP (Recommended)	POP
Incoming Server	imap.1and1.co.uk	pop.1and1.co.uk
Incoming port (SSL must be activated)	993	995
Outgoing server (SMTP)	auth.smtp.1and1.co.uk	auth.smtp.1and1.co.uk
Outgoing port (TLS must be activated)	587	587
Outgoing server requires authentication	Yes	Yes

Our hosting package includes a limited 2GB storage for email so emails should be deleted to free space. There is a paid option to increase this limit if required.

## 15 Tips for updating Website

It should only be necessary to take site off line for significant changes as WordPress has an option to preview changes before making them live.

It is also recommended for new pages or significant changes to existing pages (e.g. a new Summer Programme) that a new page is prepared and when it is tested and ready to be active it is either linked to the Website using a Hyperlink or the contents are copied to the active page it replaces.



To take the site off line for major changes click on the “Site Offline” plugin from the dashboard and select “Enable Site Offline Mode”. After completing all the changes to the Website, set the “Enable Site Offline Mode” to Disabled.

## **16 Site Analytics**

A comprehensive set of visitor statistics are available from <https://analytics.1and1.co.uk/>