



Order of Malta – American Association

Managing Your Area Website

A Guide for Area Chairs, Hospitallers, and Membership Chairs

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Introduction

WordPress is the hosting service provider used for orderofmaltaamerican.org. Its intuitive platform and simple technology allows Area users to add, edit, or remove content from their section of the website in just a few steps. Updates can be made in real time, with no inconvenience to your Area members. Our custom template guarantees consistency across all pages and all Areas.

All pages on this website are mobile friendly—each page will automatically adapt to fit the screen you are viewing it on (desktop, laptop, tablet, phone, etc.). Members can share any page on Facebook or Twitter, email a link to a friend, and print out an entire page of orderofmaltaamerican.org using the share icons at the top right. 

The purpose of this new website is to provide Areas with an easy to use platform where they can post information about upcoming events, share news about their Area, and spread the mission of the Order to a larger audience. This packet includes step-by-step instructions and helpful tips that will make your Area's site an informative and interactive experience for your members and others online. If you have any questions about WordPress, or would like more information, please contact the NY Office at (212) 371-1522 or mail@orderofmaltaamerican.org.

WordPress Terms

Admin: Admins, or administrators, have the ability to upload files, add, edit, and delete content within their Area's section of the website. All Area Chairs (or members appointed by Area Chairs) are admins on the website.

Category: A category is used to sort and group content into different sections when uploading a post or event. For example, you should use your Area's specific category when uploading an event to ensure that it shows up on your Area's Calendar page.

Excerpt: An excerpt is a brief description of your post and refers to the summary entered in the Excerpt field. The excerpt is used to describe your post in search results and Category views of your posts. Note that if you do not enter information into the Excerpt field when writing a post, WordPress will automatically display the first 55 words of the post's content, which is not ideal. The excerpt should be no more than 2 sentences summarizing your post.

Featured Image: A featured image is an image that will be prominently displayed at the top of your post. Do not use the "Add Media" button to add a featured image. Add a featured image by selecting Set featured image at the bottom right of the page when adding/editing a post.

Form: A form collects information using form fields. Each Area has a Contact Form that allows website visitors to submit a contact form requesting Area-related information. Please contact the NY Office if you would like to create additional forms for your Area.

Hyperlink: A hyperlink will link from a word, sentence, or phrase to another location or file. A hyperlink is typically activated by clicking on a bolded word or words (like "Click Here") on a post, page, or event.

Media: The Media section is used to manage user uploads (images, audio, video, and documents). This section can be accessed by clicking on Add Media whenever you are adding or editing a page or a post, by navigating to Media on the left sidebar, or by the URL <https://orderofmaltaamerican.org/wp-admin/upload.php>. Under the Media menu, there are two options. The first option *Library* lists all the files in the media library. The second option is *Add New*, which allows users to upload files. Remember users can also upload media (images, videos, etc) while writing a post or page by clicking on the Add Media button.

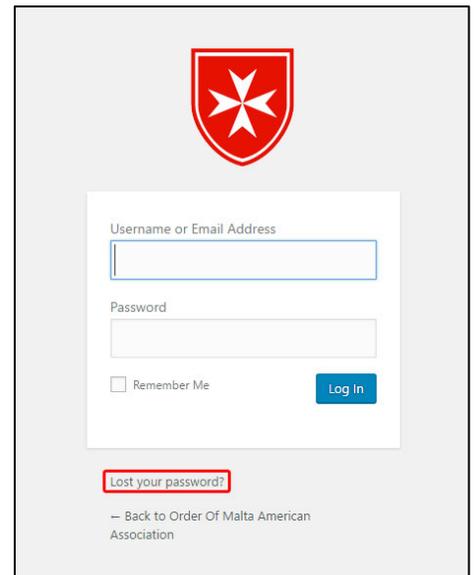
Page: A page is home to Area information, like the Home Page or Leadership page. Pages can also be used to "collect" a specific category of information such as Spirituality in Actions posts or an Area's calendar of events. Pages should be updated frequently to ensure accuracy.

Post: A post is used to upload individual articles or updates such as a recap of an Area event. Individual posts are added to/listed on an Area's page through the use of categories. For example, all of an Area's individual Spirituality in Action posts can be found on the Area's Spirituality in Action page.

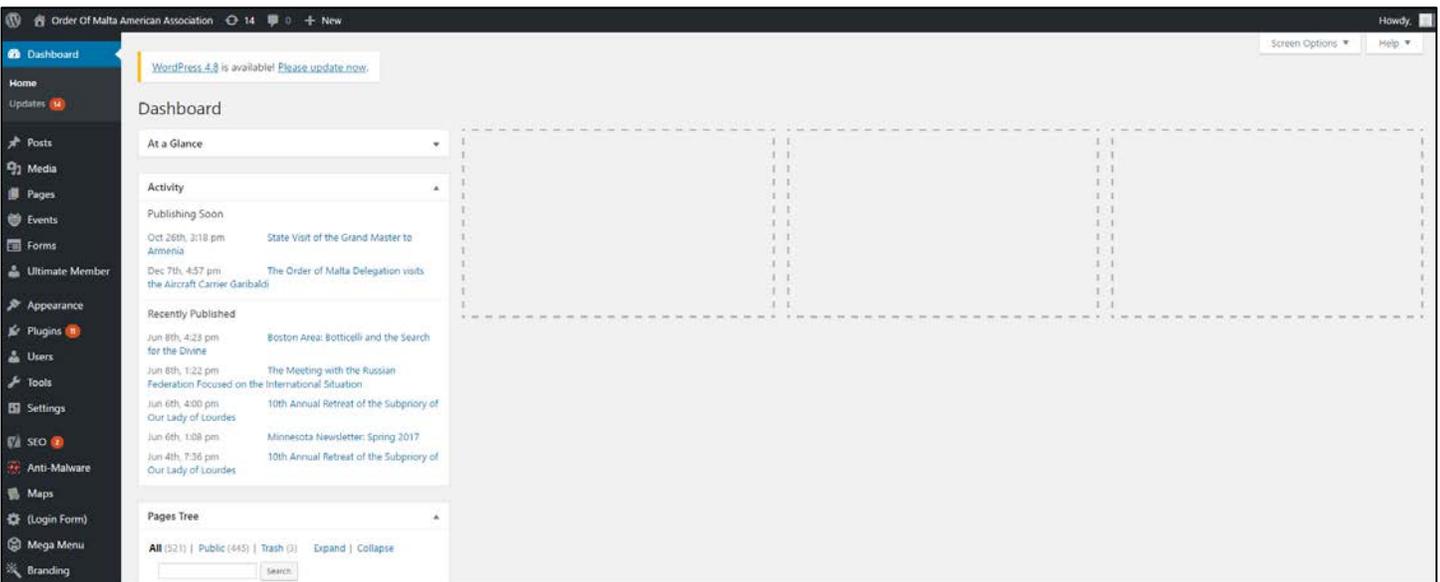
How to Log In as an Admin:

1. Visit <https://orderofmaltaamerican.org/wp-admin/>
2. Log In to the Dashboard using your information
3. If your login information is not working, click on “Lost your password?” to reset

A general Area Account must be used in order to make edits to your Area’s section of the website. If you have not set up a general account for your Area, please contact the NY Office.



Navigating the Dashboard:



1. The Dashboard will keep you informed of all recent activity on orderofmaltaamerican.org.
2. Use the menu on the left to navigate to your Area’s posts, media, pages, events, and forms.
3. Hovering over any of these categories will provide you with several options such as see all and add new. You can also add a new post, media, page, event, or form by hovering over the +New icon at the top.
4. Hovering over the “Home” icon gives you the option to view the website as an Admin

Creating a Post (individual post for Area news, event recap, etc.)

The screenshot shows the WordPress 'Edit Post' interface. At the top left, there are 'Edit Post' and 'Add New' buttons. The title field contains '#2'. Below the title is the permalink. The main content area has a red box around the top (labeled #3) and a rich text editor with a red box around the toolbar (labeled #4). The excerpt field has a red box around the text (labeled #5). The right-hand sidebar contains various settings: 'Publish' (with 'Save Draft' and 'Preview' buttons), 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'Readability: Needs improvement', 'SEO: Not available', 'Move to Trash', 'Format', 'Categories' (with a red box around the list labeled #6), 'Tags', and 'Post Expiration'.

1. Select Add New under Posts button from the menu on the left side of the Dashboard or +New from the dark gray admin bar at the top
2. Add a title to your post
3. Begin typing in the text box below the title where it says Text.
4. Hyperlink text, add media (photos, videos, or documents) and/or a featured image. (See Appendix)
5. Add an excerpt or a “preview” of your post that will appear before people click to read more.
6. Select the category this post belongs to using the Categories menu on the right
 - a. Example: Connecticut – Eastern
If you do not see your Area’s category in this dropdown menu, please contact the NY Office.
7. Save your work by pressing Save Draft in the top right corner
8. Preview the post to see what it will look like
9. If you are happy with the results, go back to edit post and select the blue Publish button. This may take more than a few seconds to publish.

Creating an Event

The screenshot shows the 'Add New Event' form. At the top left, there is a text input field labeled 'Enter title here' with a red '#2' next to it. Below this is a rich text editor with a toolbar and a large text area containing a red '#3'. On the right side, there is a 'When' section with a red '#4' next to it, containing 'From' and 'to' fields, a time selection (12:00 AM), and an 'All day' checkbox. Below the 'When' section is a 'Publish' section with a red '#6' next to the 'Save Draft' button and a red '#7' next to the 'Preview' button. At the bottom of the 'Publish' section is a blue 'Publish' button with a red '#8' next to it. Below the 'Publish' section is an 'Event Tags' section and an 'Event Categories' section with a red '#5' next to it. The 'Event Categories' section shows a list of categories with checkboxes, including 'Area Events', 'Boston', 'Connecticut - Eastern', 'Connecticut - Southern', 'Western & Northern', 'Florida - Naples', and 'Florida - Northeast'. A link '+ Add New Event Category' is at the bottom of the 'Event Categories' section.

1. Select Add New under Events button from the menu on the left side of the Dashboard or +New from the dark gray admin bar at the top
2. Add a title to the page where it says Enter Title Here
3. Begin typing in the text box below the title where it says Text.
4. Fill in the When details (An all-day event, like a holiday, will read as 12:00 AM – 12:00 AM)
5. Find and select your Area in the Event Categories.
If you do not see your Area's category in this dropdown menu, please contact the NY Office.
6. Save your work by pressing Save Draft in the top right corner.
7. Preview the event to see what it will look like.
8. If you are happy with the results, go back to edit page and select the blue Publish button.
This may take more than a few seconds to publish.

Forms

Home / Area Web Sites / Boston / **Contact Us**

Contact Us

Knights and Dames: To update your address or contact information, please [click here](#). You will be linked to the **Members Only Section** where you can submit the correct information. **You will need your username and password.**

Auxiliary: If your address or contact information has changed, please submit the correct information in the form below. Your changes will be forwarded to the Boston Area Order of Malta.

Visitors: If you are interested in learning more about the Boston Area Order of Malta, please use the form below to provide us your contact information and to tell us the areas you are interested in.

Fields marked with an * are required

Name *

Email *

Comments or Questions *

Boston
Area Home
Area News
Calendar of Events
Contact Us
Leadership
Mass Cards
Newsletters
Prayer Line
Spirituality in Action

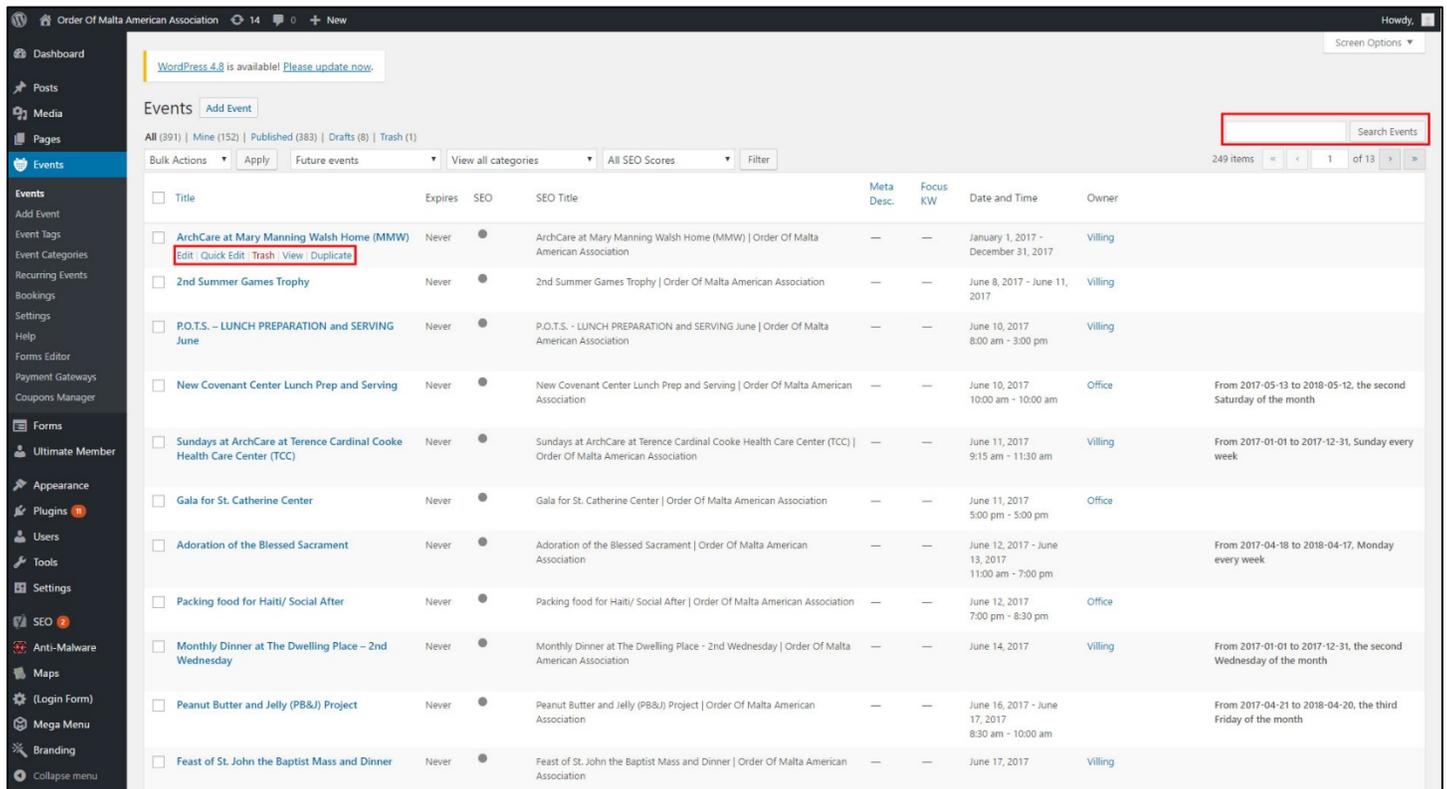
Every Area has a Contact Us form already set up in their section of the website.

The NY Office will review each submission before forwarding to the Area Chair or other Leadership member, if specified.

Please contact the NY Office if you would like to confirm who receives your Area's submissions or edit your Contact Us form.

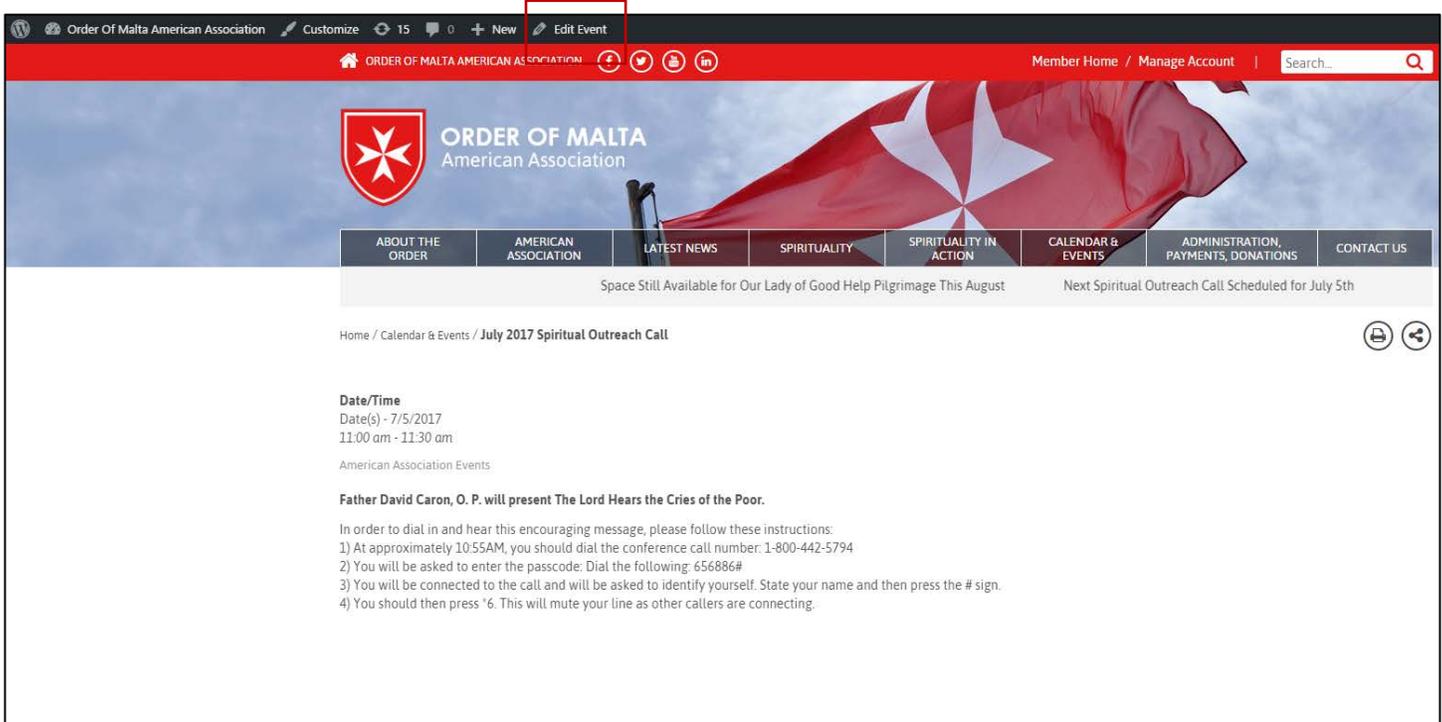
Editing a Post, Page, or Event

From the Backend (Dashboard View):



1. Select “All” from your Post, Page, or Event using the left dropdown menu
2. Find your post, page, event, or form from the list or by using the search bar at the top right
3. Hover over the desired post, page, or event and select edit

From the Frontend (Public Website View):

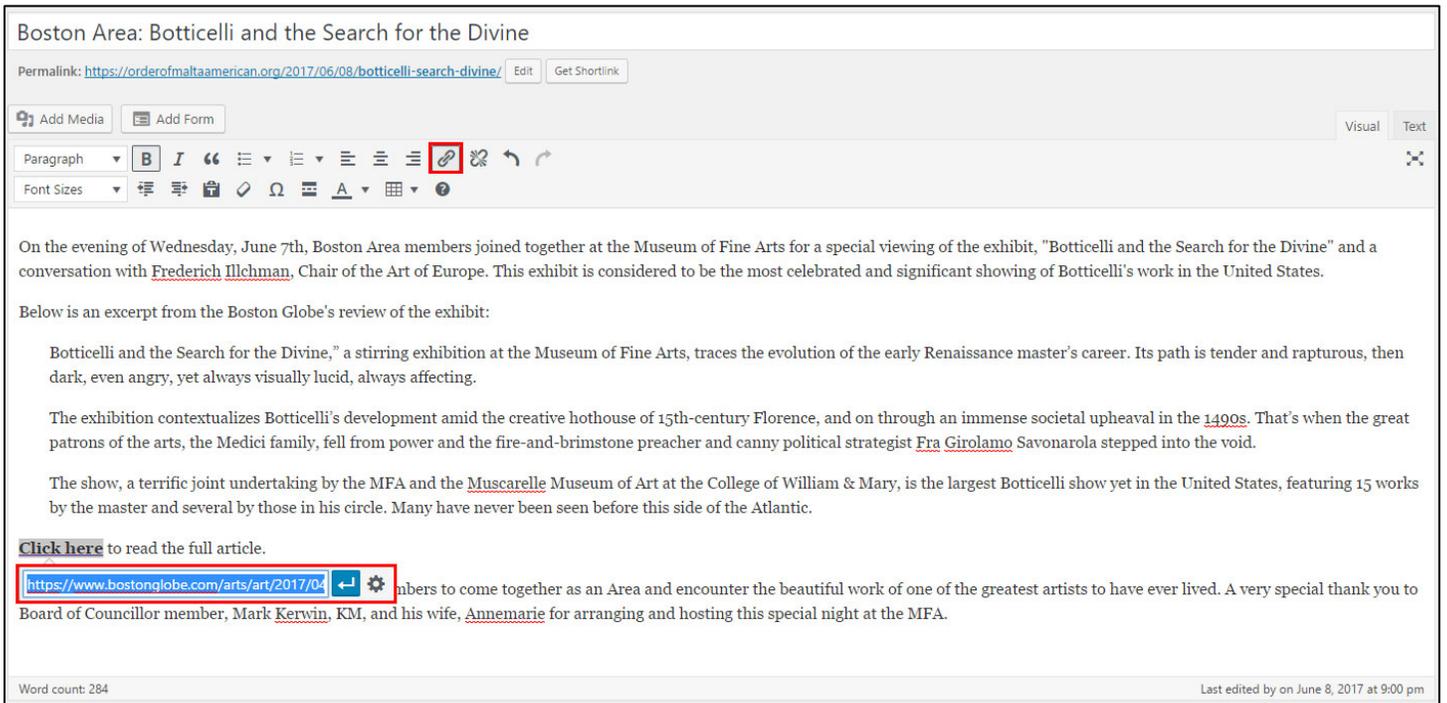


The screenshot shows the public website view of the Order of Malta American Association. At the top, a dark gray admin bar contains the text "Order Of Malta American Association", "Customize", "15", "0", "New", and "Edit Event" (which is highlighted with a red box). Below this is a red navigation bar with the association's logo, name, and social media icons. The main content area features a banner with the association's flag and a navigation menu with categories like "ABOUT THE ORDER", "AMERICAN ASSOCIATION", "LATEST NEWS", "SPIRITUALITY", "SPIRITUALITY IN ACTION", "CALENDAR & EVENTS", "ADMINISTRATION, PAYMENTS, DONATIONS", and "CONTACT US". Below the menu, there are two news items: "Space Still Available for Our Lady of Good Help Pilgrimage This August" and "Next Spiritual Outreach Call Scheduled for July 5th". The main content area displays the event details for "July 2017 Spiritual Outreach Call", including the date and time (7/5/2017, 11:00 am - 11:30 am) and the speaker, Father David Caron, O. P. The event description includes instructions for dialing in to the call.

1. Log in as an Admin
2. Go to orderofmaltaamerican.org (public website view) and navigate to the post, page, event, or form that needs editing.
3. Select Edit from the dark gray admin bar at the top and begin making your edits

Appendix

How to Hyperlink Text



The screenshot shows a WordPress editor interface for a post titled "Boston Area: Botticelli and the Search for the Divine". The URL bar shows the permalink: <https://borderofmaltaamerican.org/2017/06/08/botticelli-search-divine/>. The text editor contains several paragraphs of text. The first paragraph is: "On the evening of Wednesday, June 7th, Boston Area members joined together at the Museum of Fine Arts for a special viewing of the exhibit, "Botticelli and the Search for the Divine" and a conversation with [Frederich Illchman](#), Chair of the Art of Europe. This exhibit is considered to be the most celebrated and significant showing of Botticelli's work in the United States." The second paragraph is: "Below is an excerpt from the Boston Globe's review of the exhibit:" followed by a quote: "Botticelli and the Search for the Divine," a stirring exhibition at the Museum of Fine Arts, traces the evolution of the early Renaissance master's career. Its path is tender and rapturous, then dark, even angry, yet always visually lucid, always affecting." The third paragraph is: "The exhibition contextualizes Botticelli's development amid the creative hothouse of 15th-century Florence, and on through an immense societal upheaval in the [1490s](#). That's when the great patrons of the arts, the Medici family, fell from power and the fire-and-brimstone preacher and canny political strategist [Fra Girolamo Savonarola](#) stepped into the void." The fourth paragraph is: "The show, a terrific joint undertaking by the MFA and the [Muscarella](#) Museum of Art at the College of William & Mary, is the largest Botticelli show yet in the United States, featuring 15 works by the master and several by those in his circle. Many have never been seen before this side of the Atlantic." Below the text, there is a link: [Click here](#) to read the full article. The URL field is highlighted with a red box, and the gear icon is also highlighted with a red box. The URL field contains: <https://www.bostonglobe.com/arts/art/2017/04/>. The text after the URL field is: "members to come together as an Area and encounter the beautiful work of one of the greatest artists to have ever lived. A very special thank you to Board of Councillor member, Mark [Kerwin](#), KM, and his wife, [Annemarie](#) for arranging and hosting this special night at the MFA." The word count is 284 and the last edited time is June 8, 2017 at 9:00 pm.

1. Highlight the words you want to hyperlink
2. Click on the Link icon in the Text toolbar
3. Add the URL in the URL field
4. Click on the gear symbol to check that your Link Text matches the words you want to hyperlink and to choose to open link in a new tab.
5. Click on the blue arrow button (or Add Link)

Tips

1. Bold the hyperlinked text to draw attention to this link.

Add a Photo or Video to a Post or Page

1. Select Add Media above the Text box
2. Upload a new file or choose from photos/videos in the American Association's Media Library
3. Fill in the details (Title and Caption) and adjust settings (Alignment and size)
4. Select Insert into post

Tips:

1. Videos should be between 15 seconds and 3 minutes.
2. Featured images are required for posts
3. The quality of featured images should be 800 x 470
4. The quality of regular images should be at least 300 x 200 (horizontal) or 200 x 300 (vertical)
5. The quality of professional photos/headshots for Area Leadership should be at least 100 x 145
6. Images should be properly resized before uploading them to the Media Library in WordPress. Please contact the NY Office if you need help resizing or editing your photo(s).

Add a Document to a Post or Page

1. Select Add Media above the Text box
2. Upload a new file or choose from the American Association's Media Library
3. Fill in the details (Title and Caption) and Select Insert into post
 - a. The Title is what members will see when you insert the document into your post or page.
 - b. You can also hyperlink to this document by copying the URL from the Attachment Details and adding it as a hyperlink in the post or page.

Other: Please contact the NY Office if you would like to do one of the following tasks

1. Add an image gallery to a page
2. Add an image slideshow to a page or post
3. Redirect a page to a PDF or other document file

Miscellaneous Tips:

1. **Spacing:** Pressing the enter key will automatically add a double space between lines. To single space, hold down the shift key and then press the enter key.
2. **URL:** WordPress will automatically generate a URL based on the **FIRST** title you input. Select Edit (option is available under the Title next to the newly generated URL) if you would like to customize the URL.
3. **Draft Mode:** Always save your post, page, or event in Draft Mode **before** publishing. Draft mode allows you to preview your work and make any corrections before the page goes live.
4. **Adding Media:** When uploading a photo to a post, you are given four “Link to” options.
 - a. None: Choose this option when you are including a photo in your post.
 - b. Media File: Choose this option when you want the photo to enlarge when someone clicks on it.
 - c. Attachment Page: Choose this option when you want the photo to open in a new tab when someone clicks on it.
 - d. Custom URL: Choose this option when you want the photo to link to a different page on the website or off of orderofmaltaamerican.org when someone clicks on it.
5. **Featured Images:** A featured image should be added to all posts that your Area uploads. The photo should be related to the content you are posting.