



Provincial Grand Lodge of Leicestershire & Rutland

Guide to basic duties and updates on Lodge Websites



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1 BRIEF OVERVIEW

This guide will cover adding news articles and basic design changes within Wordpress using the Elementor plugin.

2 ACCESSING WEBSITE

2.1 LOGIN

The Administration portal for the website is not displayed by default and has been changed from the usual address that Wordpress sites use in order to add a level of security. You can access it from the website name with the suffix loginfm which is highlighted in red.

for example: <https://www.granitelodge.2028.org.uk/loginfm>

2.2 FORGOTTEN PASSWORD

If you have forgotten your password, you can reset it by selecting “lost password” at the login page and entering your username or email address. You will then be emailed a link to reset it to something else.

2.3 ACCOUNT LOCKED OUT

After 3 wrong password attempts an account will be locked out for 20 minutes. If this happens reset your password. Any further attempts with the wrong password will increase this lock out timer. Lock outs are reported to the site administrator after 2 lockouts to investigate.

For additional help should you be locked out, please contact one of the contacts listed at the back of this document.



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3 WEBSITE ADMINISTRATION

3.1 ADMINISTRATION INTERFACE

After logging in you will be presented with the basic dashboard. **Ignore any requests for updates, these will be performed by the site administrator after testing to make sure compatibility.**

Managing the website consists of finding a menu item from the left hand side of the dashboard and going to the respective area. You will note that the majority of the screen displayed on the dashboard is taken up by news and updates, these can be ignored, for basic site administration concentrate on the panel on the left hand side.

The sections we will concentrate on for this basic guide are:

Posts: This is where you add and amend news articles.

Pages: This is where you add or amend your basic pages, such as Welcome, or Contact.

Templates: This is where you can amend your header or footer.

Media: This is where you can add images to your library, making it easier to choose from to add to a page.

Users: This is where you can add or remove users to the administration of your website.

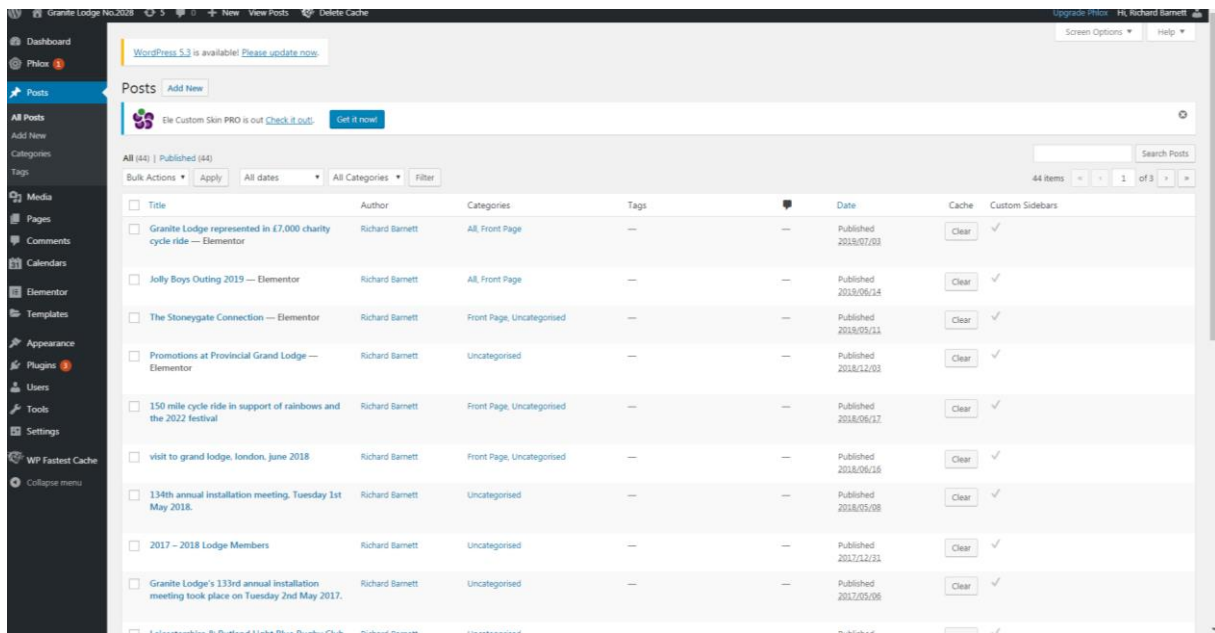


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3.2 POSTS

If you wish to add a news article to your website, we do this via the “Posts” menu. This adds your news article as a blog entry, which means that it is easily displayed in date order, and can appear as a snippet on the front page.

By selecting “Posts” from the menu on the left hand side, you will see a list of all of your news articles, for example:

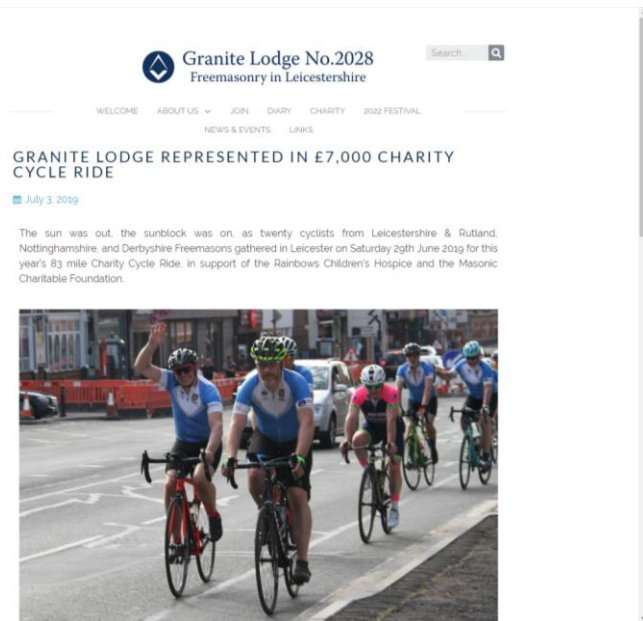
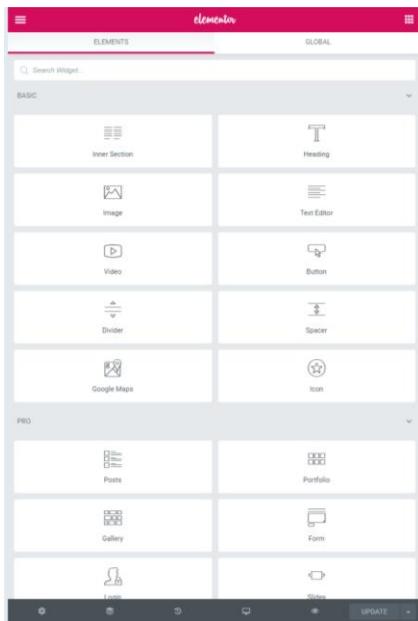


To edit a news article, hover your mouse over the title of the article to amend, and click “edit with Elementor”. This will bring up the news article that you wish to amend. Click on the text to amend, and an edit box will appear, it is here that you should amend your text. Once complete, click the green “update” button at the bottom of the screen. This button will only appear green once a change has been made.

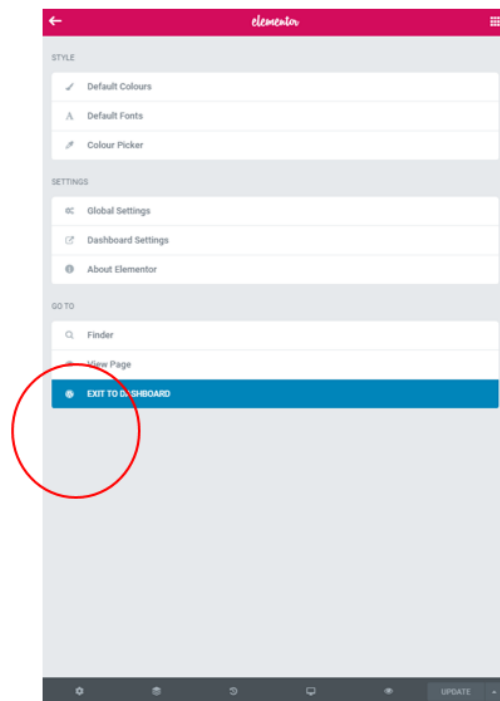
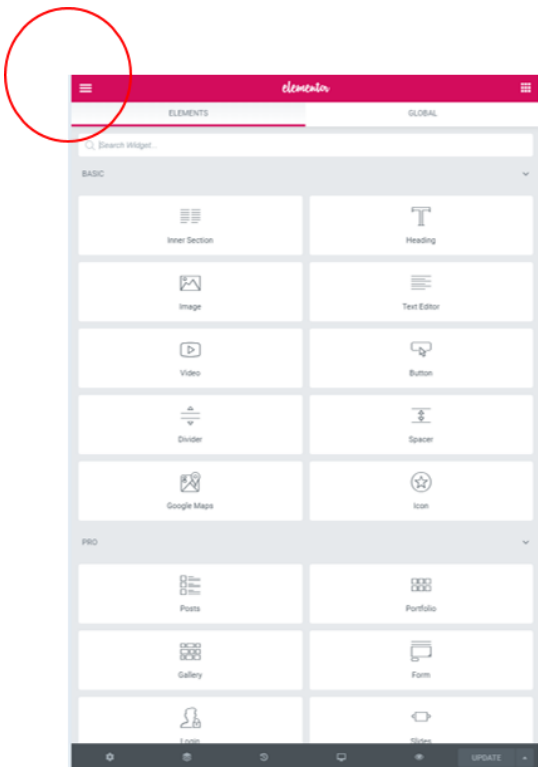
Other changes to the page using “widgets” will be discussed in the section on pages.



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To exit the editing page, click on the three lines on the top left of the screen, and then select “exit to dashboard”



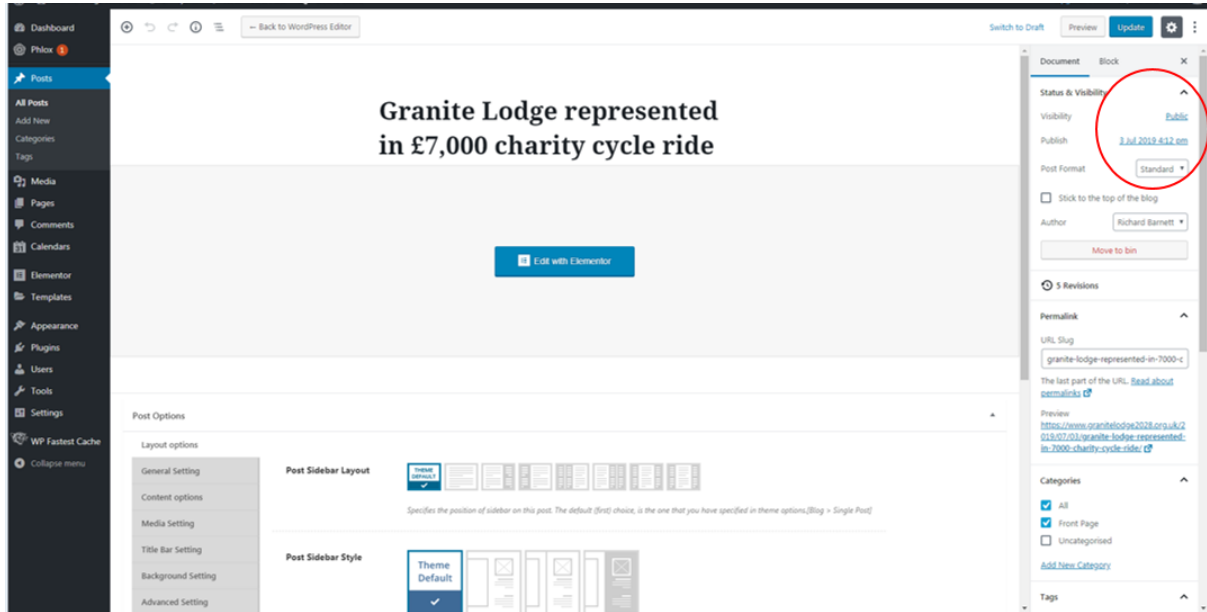
If you wish to amend only the published date of the article, take the following steps. Firstly, click the “Posts” menu item on the left hand side of the main dashboard. However instead of clicking “edit with Elementor” just click on the title of the news article, you will then be presented with a screen like this as shown below. The date is clearly shown on the right hand side, edit this to the correct date, and



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click

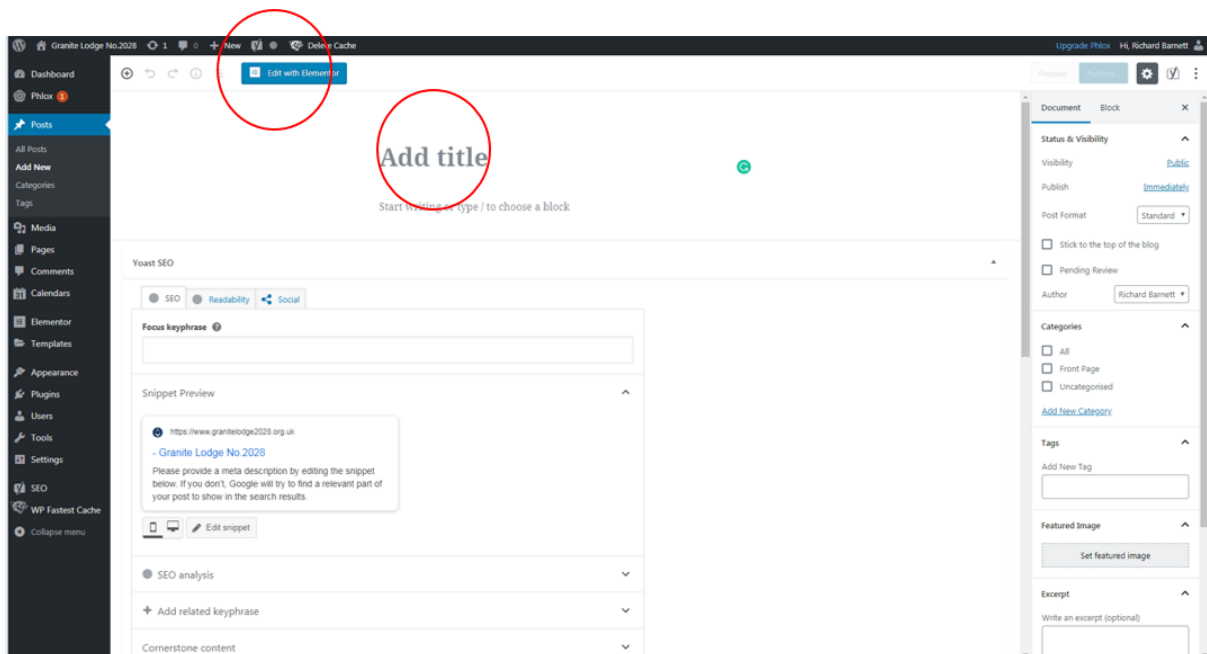
save.



Your news article will now be updated, and available on your news page.

To add short articles to your Welcome page, please see the section on pages.

To add a new news article, follow a similar format to what has been described in amending an article. However in this instance, click “Add New” which appears within the “Posts” menu. The first step is to add a title, this is what will appear at the top of your news article. Once a title has been added, click “Edit with Elementor”, as shown in the image below.



Then follow the instruction to add text and images via the widgets, more information on this can be found in the “pages” section of this guide. Once complete, click save and publish.



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To delete a news article, press “Posts” in the main dashboard to see the list of your news articles, highlight the one you wish to delete by hovering your mouse above it, and select “bin” which will appear in red. This will remove the post from your website.

3.3 PAGES

This is where you will amend and add new pages to your website. To add a new page into your menu, please see the section on “Appearance”.

To add a new page, on the main dashboard menu click “Pages”, this will bring up a list of all of your website pages, as shown below.

<input type="checkbox"/>	Title	Author	Date	Cache	
<input type="checkbox"/>	2022 FESTIVAL — Elementor	Richard Barnett	Published 2019/03/07	Clear	0
<input type="checkbox"/>	ABOUT US — Elementor	Richard Barnett	Published 2019/03/07	Clear	
<input type="checkbox"/>	Centenary Year — Elementor	Richard Barnett	Published 2019/03/09	Clear	
<input type="checkbox"/>	CHARITY — Elementor	Richard Barnett	Published 2019/03/07	Clear	
<input type="checkbox"/>	DIARY — Elementor	Richard Barnett	Published 2019/03/07	Clear	
<input type="checkbox"/>	Founders Jewel — Elementor	Richard Barnett	Published 2019/03/09	Clear	
<input type="checkbox"/>	Frequently Asked Questions — Elementor	Richard Barnett	Published 2019/03/09	Clear	
<input type="checkbox"/>	History — Elementor	Richard Barnett	Published 2019/03/07	Clear	
<input type="checkbox"/>	JOIN — Elementor	Richard Barnett	Published 2019/03/07	Clear	
<input type="checkbox"/>	LINKS — Elementor	Richard Barnett	Published 2019/03/07	Clear	
<input type="checkbox"/>	NEWS & EVENTS — Elementor	Richard Barnett	Published 2019/03/07	Clear	

To amend the page you wish to, select it from the menu by hovering your mouse over the title of the page, waiting for the menu below to appear, and click “edit with elementor”. You will then be presented with the page as it is shown on your website, along with an elementor panel on the left hand side, this is where the widgets are displayed. A widget is a tool that is used to add content to your website, for example to add text, use the “text editor” widget, or to add an image, use the “image” widget. It is recommended that you use only the basic widgets at this time, the more advanced ones are available, but should be practiced before being used.

To edit a page, simple click on the text that you wish to edit, and in the same way as shown in editing a news article, the editing box will appear on the left hand side, make your changes here, and click update. Your website will now be updated. Once finished, click on the three lines on the top left of the page, and then exit to dashboard, as described in the editing posts section.

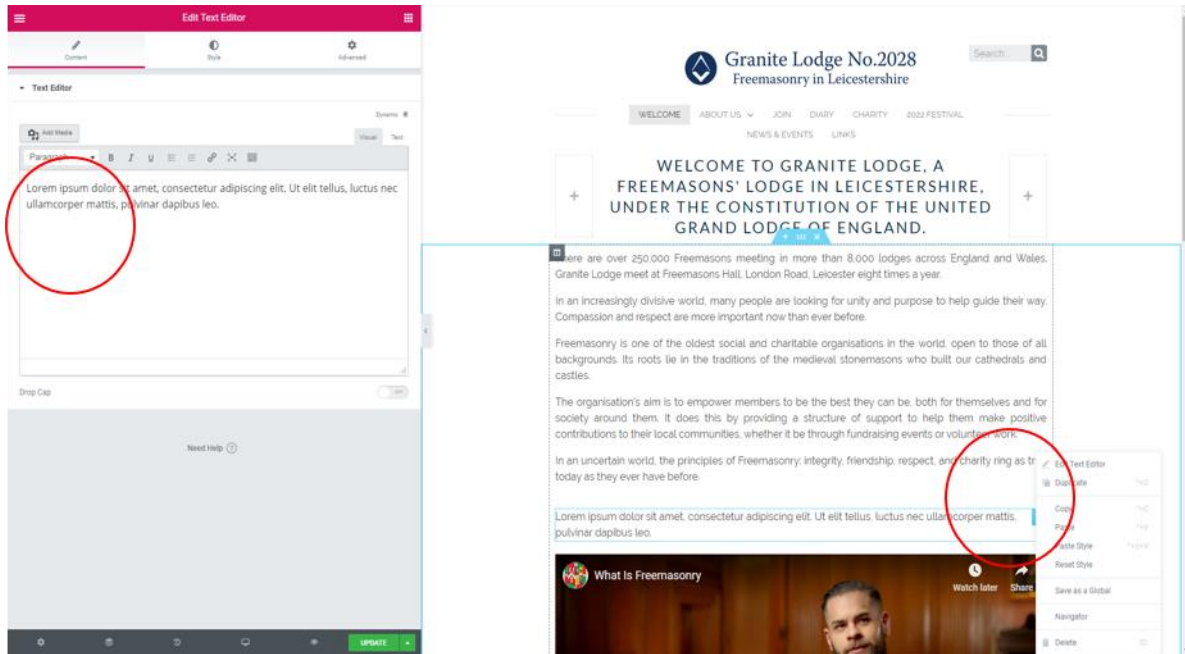
If you wish to add a new widget, for example a new block of text, click on the three lines, and then the arrow, this will bring the widget menu back into view. Here you can select your widget, for example “Text editor” by clicking and holding your left mouse button down, and dragging the widget to your website page.



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In the next image, you will see how this page looks. The red circle on the left hand side shows where to edit your text, within this panel you can select “style” to change the way your text looks, for example to centre align it, or to change the font and colour.

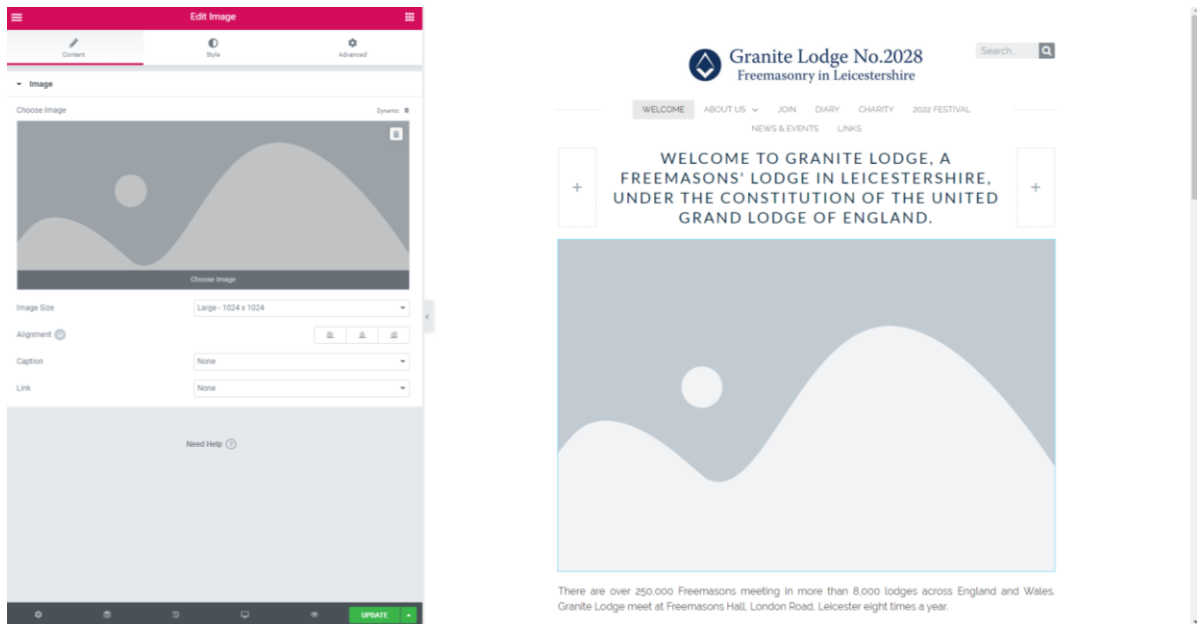
In the second red circle on the right hand side, this is where your new text will appear, on the top right is an icon that if you **right click with your mouse**, a small menu appears, allowing you to delete the widget that you have just inserted.



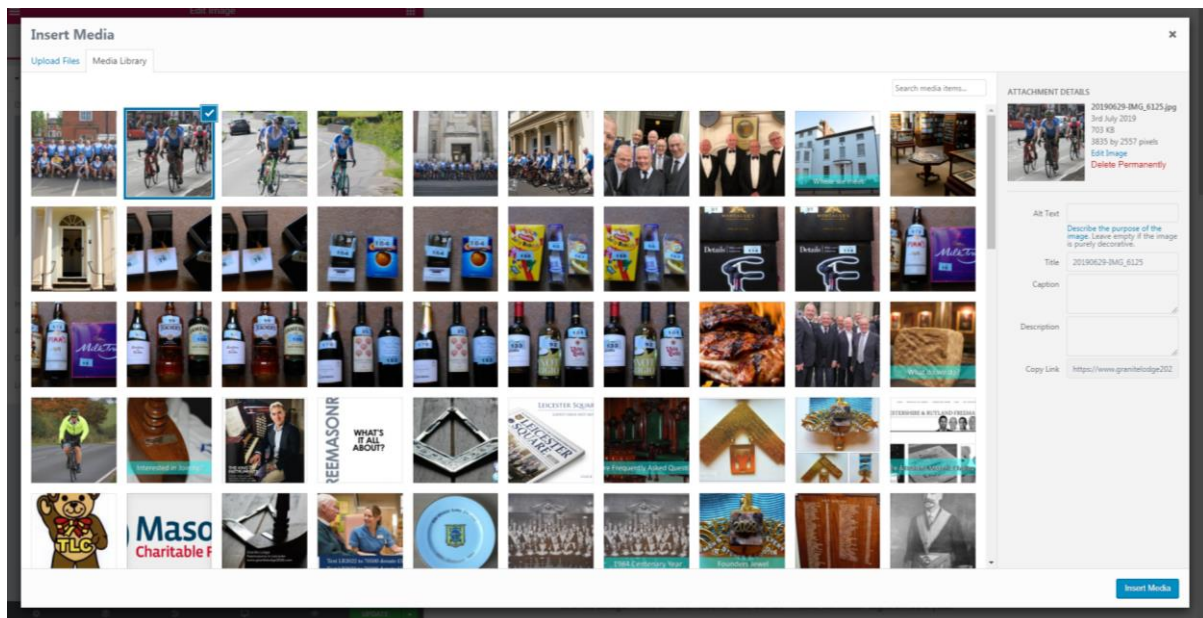
To add an image, follow the same process as above, this time dragging the “image” widget to where you would like it to appear on your screen. You will be presented with a similar menu, however this time instead of editing text, you can choose an image. This action is completed using the menu on the left hand side of the screen.



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First of all, click the “choose image” wording on the left of the screen, this will then show a new menu, where all of your images are stored (see section on “media” for more information). Here you can choose an image that is already within your library, or add a new one from a file you have stored on your PC. To add a new image, click “upload files” and select the file you wish to use. Once you have selected your image, click “insert media” on the bottom right hand side of the screen as shown in the next image.



The image will then be shown on your screen, in the position that it will be seen on your website, you can move this easily by clicking and dragging the image.

It is recommended however, that before updating, you select from the panel on the left hand side several options:



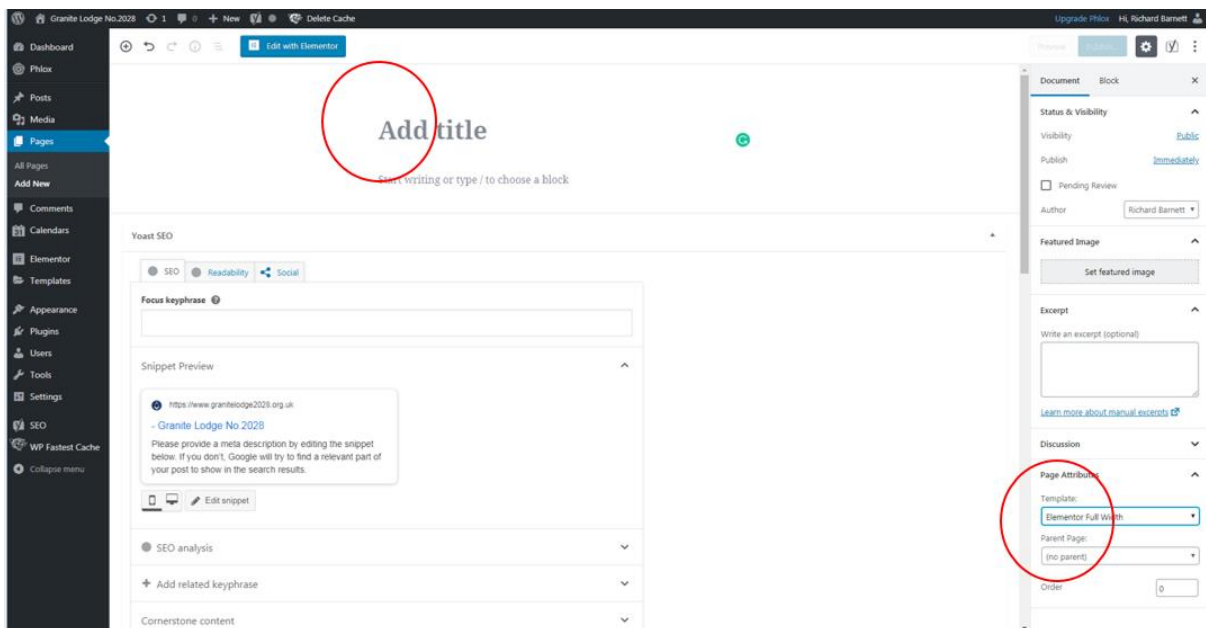
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1. Image size: choose “Full” if you want all of your image to be shown
2. Alignment: choose where on the page the image will be shown (left, right, middle)
3. Caption: you can choose to add a title of the image, this will be shown on the website
4. Link: if you wish your image to be active, for example, if the user clicks on it, then something happens, choose this option. The media option will allow for example a movie to be played, or custom URL will allow a web page to be opened.

Once finished, click on the green update button.

To add a new page, follow a similar process. First of all click “Pages” on the main menu, and then click “add new”. In a similar method to adding a new Post (news article), add a title, remember that this is how it will appear on your website menu, so make sure that it is short and formatted the same as the other page menus (i.e. all capitals or not). Before clicking edit with elementor, make sure that the page template is changed. you can do this by changing the default page template to “Elementor Full Width”. If you do not do this, you will not be able to add new content to your page.

Where to do this can be seen in the image below.



Then edit your page by adding widgets for text and images and click update once done.

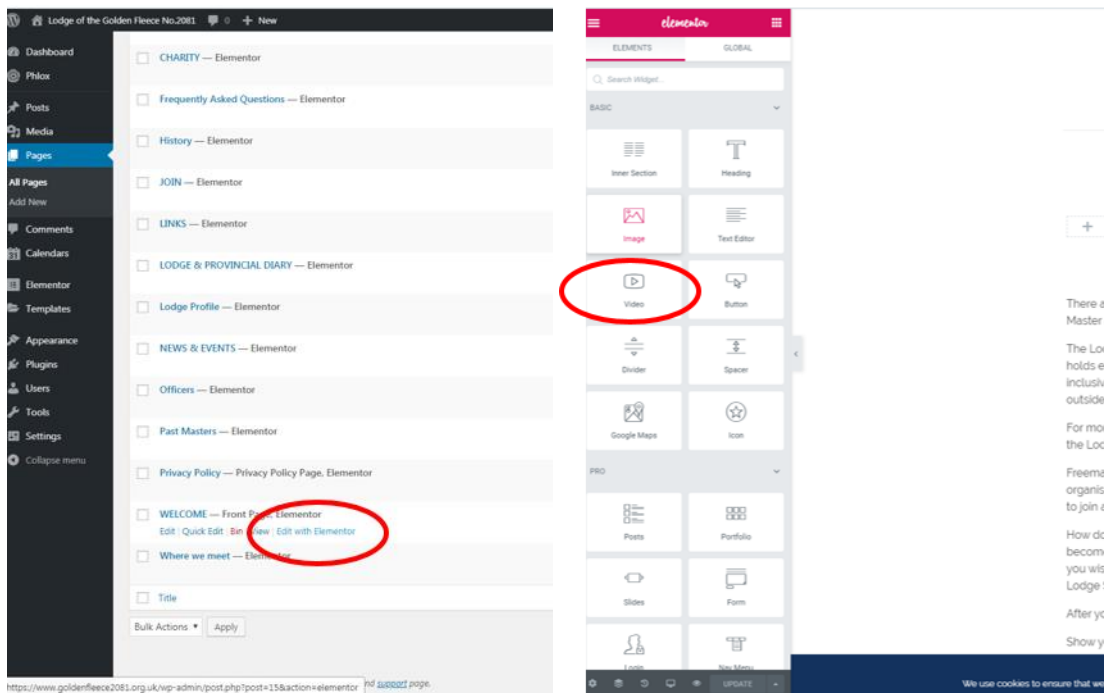
To add this page to your website, please see the section “Appearance”

To add a video to your website, the easiest way to do this is to add it as a YouTube video.

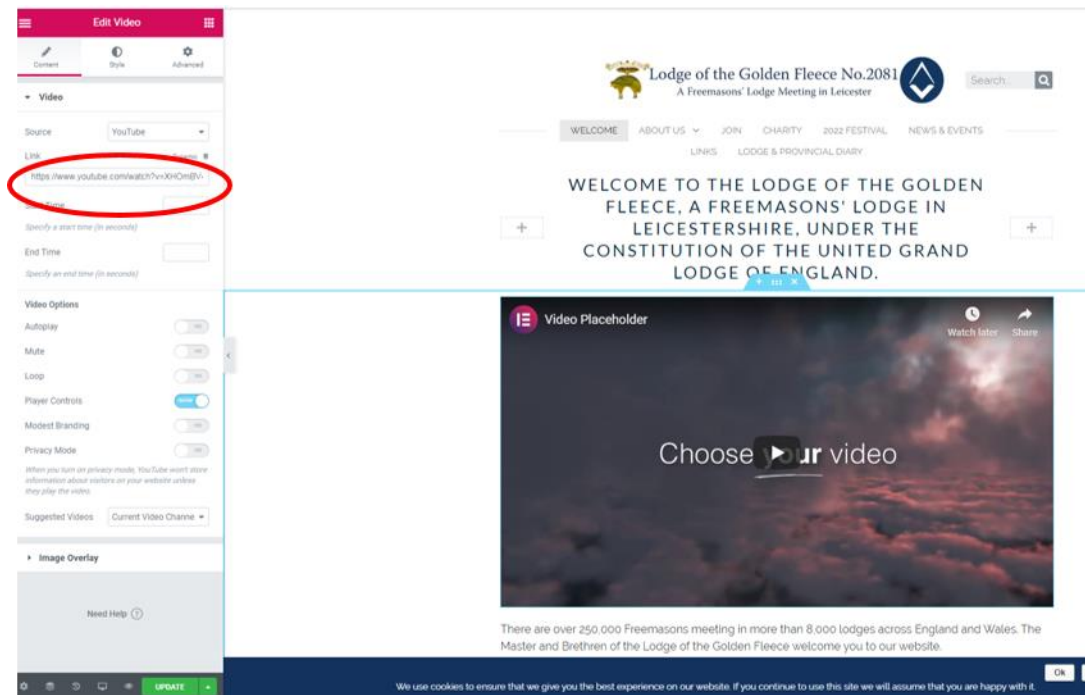
1. In your dashboard, select “Pages” and then chose the page that you want to add a video too, ensure to click “edit with elementor”
2. When the elements menu appears on the left of the screen, drag the “video” element to the right, and put it in the page where you want it to appear



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Then follow a similar method to how to add a link to a picture as shown previously in this section. Highlight the movie on the left hand hand side of the page, and change the link. Under “link” (circled red in the diagram below), delete all of the text which is in the box, and replace it with the link of the youtube video you want to show, in the case of the UGLE video, insert <https://youtu.be/8jNa5UJ9IXE>





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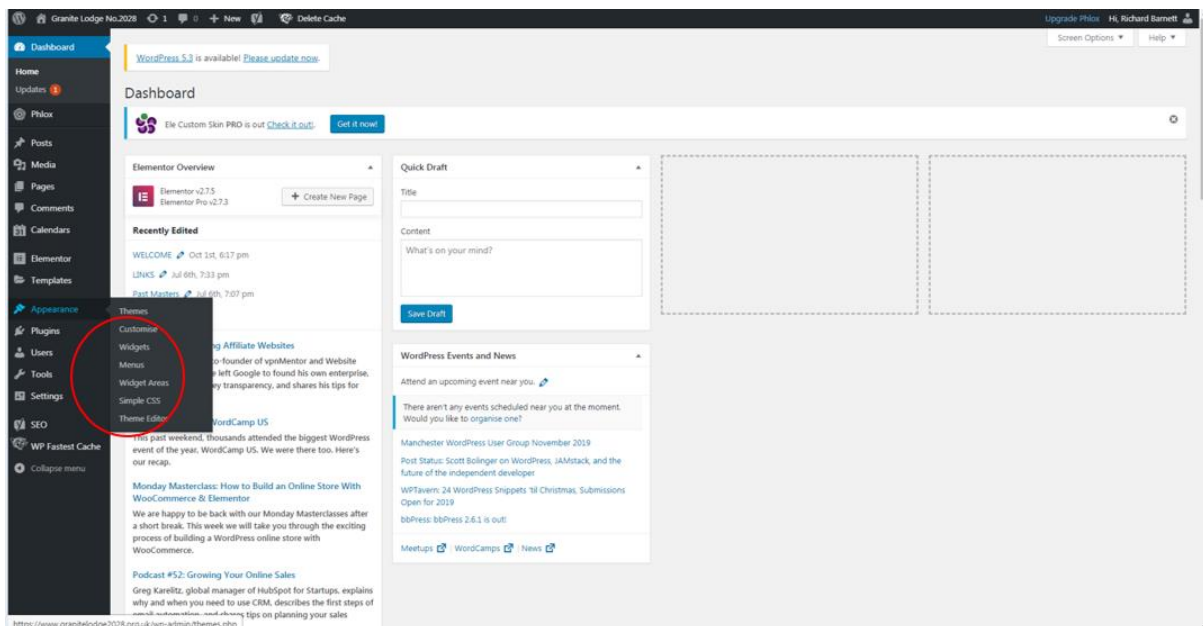
The link file shown above is an example, if you have another YouTube video to add, open YouTube and find the video you want to play, on the screen will be an option for “share”, press this and a link will appear for you to copy. Use this link in the steps described above.

The video will appear in the screen on the right hand side.

Click “update” in the menu at the bottom of the left hand side (green button), your video will now appear on your website.

3.4 APPEARANCE

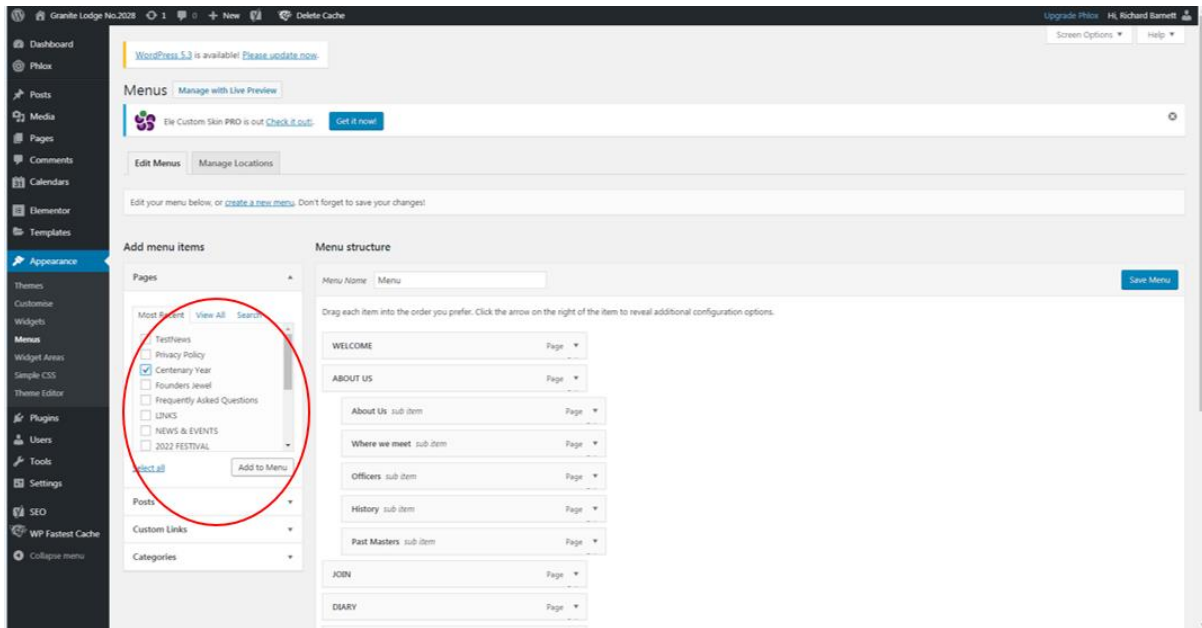
This section of the main menu is how to add your new page to your website menu. To do this, highlight the word “Appearance” in the main menu, this will show a sub menu, please select “menus”.





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The page now shows you the menu structure of your website. Your new page will be shown in the smaller table on the left, to add it to your site, highlight the page to be added (this will put a tick next to it) and then click “add to menu”. Your new page will now be shown in the Menu Structure which is shown on the right hand side of the page, here you can drag and move it to the position you would like, either as a full menu item or as a sub menu item.



Finally, click the blue “save menu” button, this will now be live on your website.

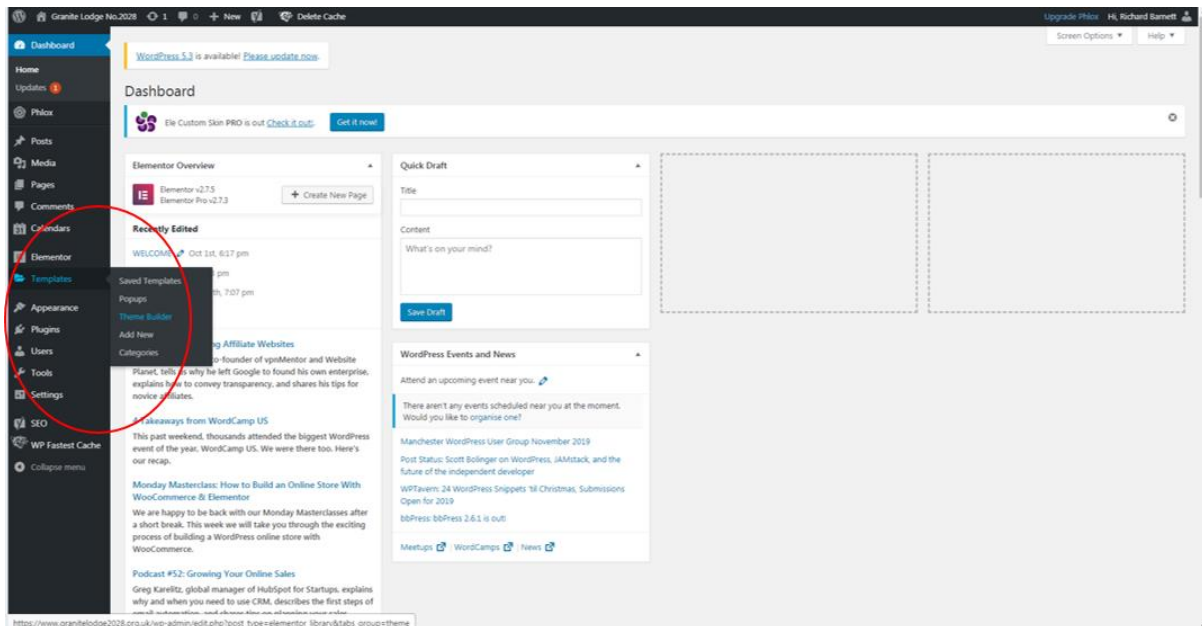
It is in the appearance menu that you can change the look of your website by choosing a new theme, however we advise that you do not do this until you are more confident with the website.

3.5 TEMPLATES

Templates are used to change your header and footer. Highlight the Template menu item in your main dashboard, and click the sub menu “Theme Builder”.



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A menu will appear with several options, for example to change your website footer highlight the option for “footer” (but do not click it) and choose “edit with elementor”.

You will then be able to add and amend your widgets as shown in the section on how to change pages. Once complete, click the green update button, press the three lines in the top left of the screen, and exit to dashboard.

3.6 MEDIA

The media section is where you can add new items, such as pictures, that are then available for you to choose and add to a page. This has also been covered in the “pages” section.

3.7 USERS

By choosing “users” from the main dashboard, you can add a new administrator to your website. To do this, click “add new” and follow the instructions. Please remember to change the role to whatever you require, for example “administrator”.

4 CONTACTS

For further help and assistance please contact:

Richard Barnett barnettrichard1@gmail.com

Jason Lock: dyason@dyason.com