PSNC LPC Websites User Guide

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Contents

Quick guide to editing your website

The following gives a quick reference guide on the most common functions for administrating your website. For full instructions, see the following help pages.

Login URL: psnc.org.uk/yourlpcname/login

To create…

- **a webpage:** Pages > Add New
- **a news item:** Latest News > Add New
- **a featured slide:** Featured Slides > Add New Featured Slide
- **an event page:** Events > Add New
- **a form:** Formidable > Forms, then click *Add New*
- **website users (administrator or subscriber):** Users > Add New

To edit…

- **the main navigation:** Appearance > Menus, then select from drop-down list
- **the 'quick links' box:** Appearance > Menus, then select from drop-down list
- **the site description:** Settings > Site description *(where Twitter box currently is)*
- **the footer:** Appearance > Widgets
- **drop-down menu descriptive text and picture:** Dropdown Menu Features
- **website users (administrator or subscriber):** Users > All Users

To upload media (not linked to a news story or webpage): Media > Add New

Please note: *not every user has the same access rights so you may not be able to perform all the functions listed above.*
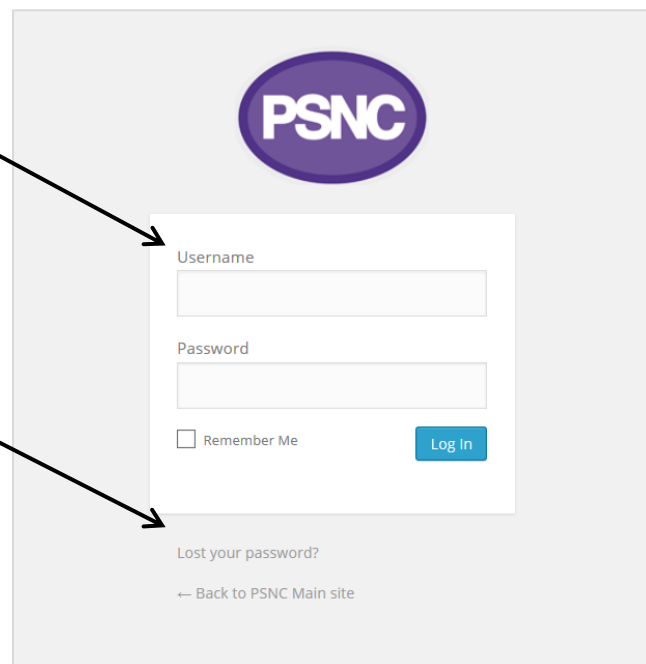
How to login

1. Go to www.yourlpcaddress.org.uk/login

2. Enter your username and password. If you have not been provided with one, contact your LPC's website administrator in the first instance or email info@psnc.org.uk.
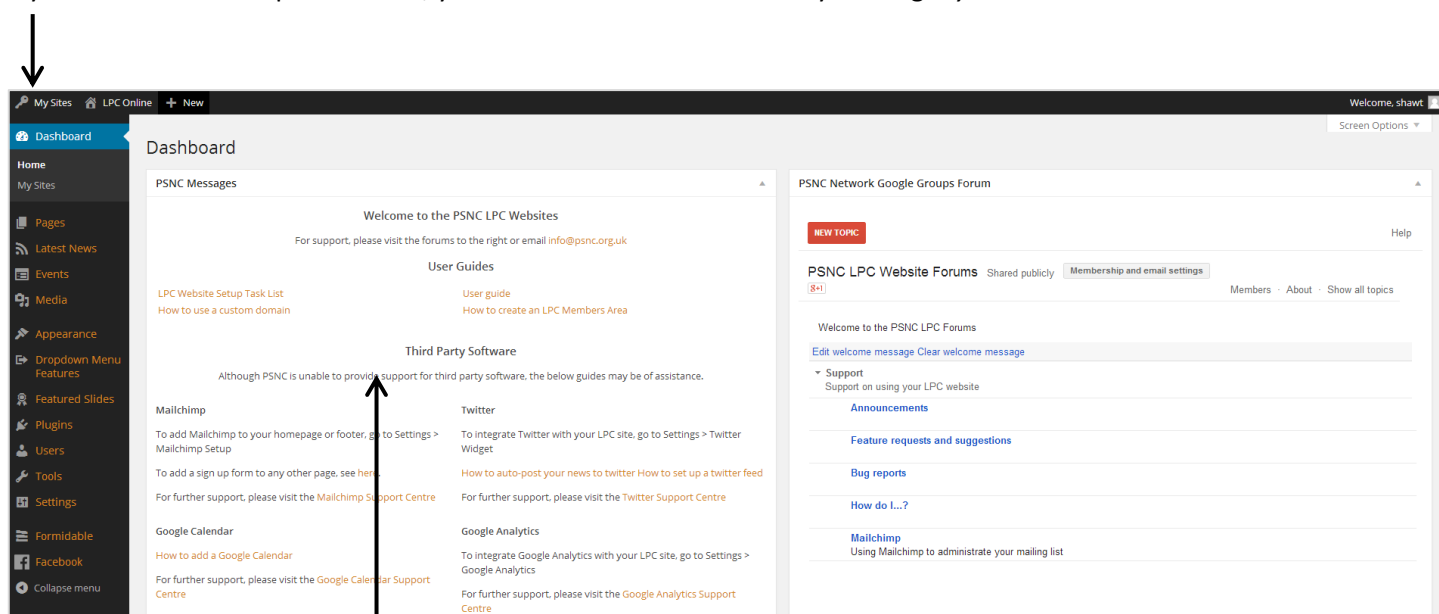
If you have forgotten your password, click *Lost Your Password?* below the login box. You will then be prompted to enter your username or email, and your password emailed will be emailed to you. Please note that PSNC is unable to provide you with your password.

If you have forgotten your username, then ask your LPC website administrator or email info@psnc.org.uk.

3. Click *Log in.* You will then be taken to the dashboard (you may want to bookmark this page).

If you administer multiple LPC sites, you can switch between them by clicking *My Sites.*

This section contains links to a number of help guides.

Use this menu to navigate around the admin site.

How to add, remove and edit pages

Creating a page

1. Go to *Pages > Add New*. This will open up the Page editor.

2. You should add a title in the title box and content in the editor below. In here, you can create formatted text, links, lists, and other standard Word Processing features.

3. Continue to step 4 on the following page.
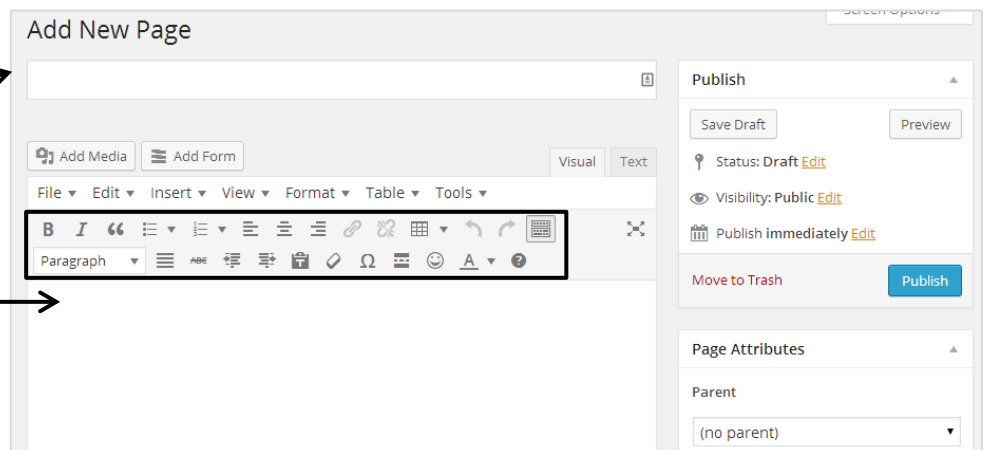
Editing a page

1. Click *Latest News* in the admin menu. You will then see a list of all the news items which have been created, as well as filters to see those which have been Published, which are Draft and which are Trash.

2. To edit a news item, click on its name in the list and you will enter the content editor (see step 2 in **Creating a news item** above).

3. Continue to step 4 on the following page.
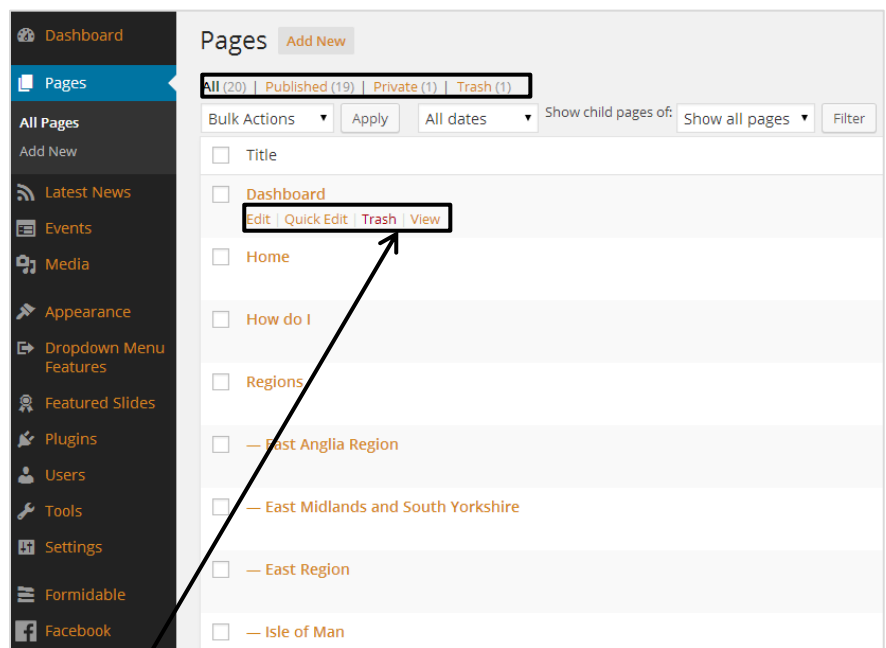
Deleting a page

To delete a page, hover over the name and click *Trash.* It will then be moved to the Trash section, and removed from your site. To restore it, go into the Trash section and click *Restore*.

Page editing options

Publish

Save Draft   Preview

📍 Status: **Draft** Edit ⬅

👁 Visibility: **Public** Edit

🗓 Publish **immediately** Edit ⬅

Move to Trash   **Publish**

Page Attributes

Parent

(no parent) ▾

Template

Default Template ▾

Order

0

Need help? Use the Help tab in the upper right of your screen.

Featured Image

Set featured image

Exclude from Search?

Select whether this page should be excluded from site search results.

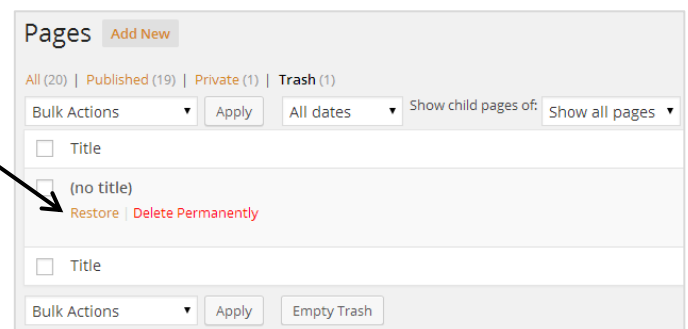No ▾

Content expiration date

Select the date this content will expire.

DD   MM   YYYY

dd   Select month ▾   yyyy

Exclude Pages

☑ Include this page in lists of pages

N.B. This page can still appear in explicitly created menus (explain more)

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9. Once you have edited the options below, click *Publish* to make your page live.

(optional) If you would like to keep your page as a draft to edit later, click *Edit* next to *Status* and choose *Draft*, then click *Save* (where it previously said Publish).

(optional) To save your page to be published in the future, for example after an event, click *Edit* next to *Publish Immediately* and choose the correct date. Your page will be held as a draft until this date.

For more information on the Visibility settings, see the "How to Create an LPC Members Area" guide on the dashboard.

4. Once you have created your page, go to the Page Attributes block on the right and choose the correct page for your new page to sit under. If you choose *(no parent)* then it will be a top level page.

5. *(optional)* To put an image in the right hand corner, choose a featured image by clicking *Set featured image* in the Featured Image block. You will then be taken to the media gallery where you can select an image. Click here for more information on the media gallery.

6. *(optional)* To stop the page from showing in search results, select *Yes* from the Exclude from Search? box.

7. *(optional)* If you would like the content to expire on a certain date, for example 1st April, enter the date here. On this date the page will then be put as a draft.

8. *(optional)* If you would like to remove the page from being listed in the submenu on the left hand side of your website, select this checkbox.

▸ Home
▸ About Us
   ▸ LPC Committee
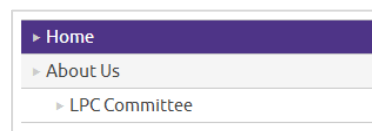
The left hand menu

How to create and edit your main navigation menu and the 'Quick Links' box

Your main navigation menu is the menu at the top of your website, which is on every page. You can have up to seven tabs, and we recommend you set them up as shown below.

The 'quick-links' box is a list of your website's most common pages, which you can change as you need.

Creating a menu

1. Go to *Appearance > Menus*.

2. Click *Create a New Menu*.

3. Name your menu, and click *Create Menu*. We recommend calling your Quick Links box 'Quick Links' and your main navigation menu 'Main Navigation' or 'Main Menu'.

Editing a menu

1. Go to *Appearance > Menus*.

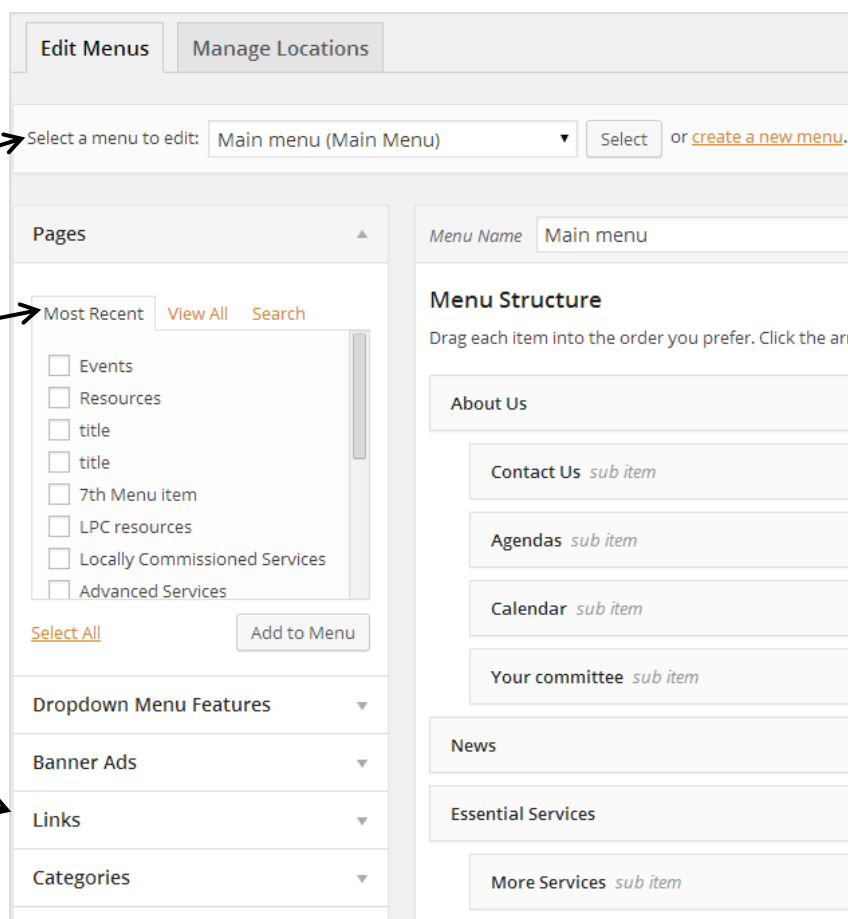**2.** Choose the menu you want to edit from the *Select a menu to edit* drop-down list.

3. Pages to include in the menu can then be chosen by selecting from the *Most Recent* or *View All* lists, or using the *Search* option.
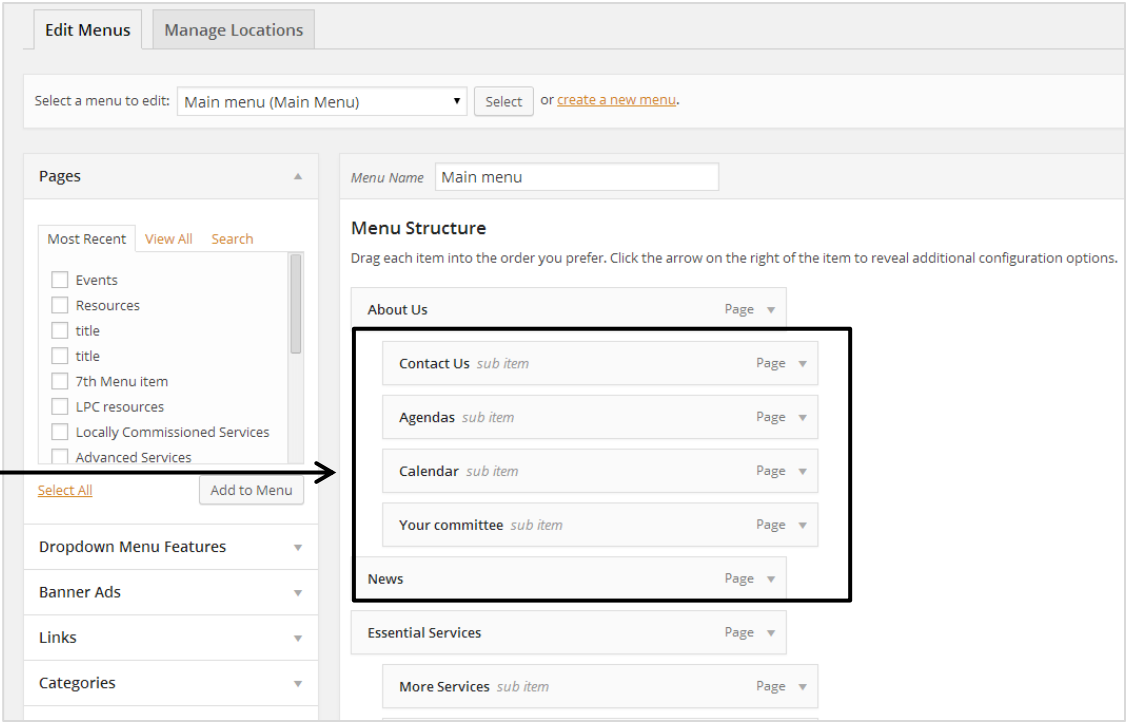
Tick the box next to the page and click *Add to Menu*.

Other website features and external links can also be added using the other options in the left-hand column.

4. The newly added item will appear at the bottom of the list so must be clicked and dragged to the desired place.

Tip: If a page is placed below and slightly to the right of another, it will appear as part of a sub-level underneath (see **How to create the drop down menus** on the following page).

Edit Menus	Manage Locations

Select a menu to edit: Main menu (Main Menu) ▼ Select or create a new menu.

Pages ▲

Most Recent View All Search

☐ Events
☐ Resources
☐ title
☐ title
☐ 7th Menu item
☐ LPC resources
☐ Locally Commissioned Services
☐ Advanced Services

Select All   Add to Menu

Dropdown Menu Features ▼

Banner Ads ▼

Links ▼

Categories ▼

Menu Name Main menu

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

About Us	Page ▼
Contact Us sub item	Page ▼
Agendas sub item	Page ▼
Calendar sub item	Page ▼
Your committee sub item	Page ▼
News	Page ▼
Essential Services	Page ▼
More Services sub item	Page ▼

5. *(optional)* Clicking the small triangle next to a page will display a box allowing you to change its name or *Remove* it.

The name that appears for a page in a menu can be changed using the *Navigation Label* box. For example, if you wanted to change from 'Feedback on our website' to 'Contact Us', you would simply change the text in that box to match what you would like it to say.

Contact Us *sub item*   Page ▲

Navigation Label   Title Attribute

Contact Us

Move Up one Down one Out from under Contact Us

Original: Feedback on our website

Remove | Cancel

6. Click the *Save Menu* button in the top right-hand corner of the screen to save your changes and make them live.
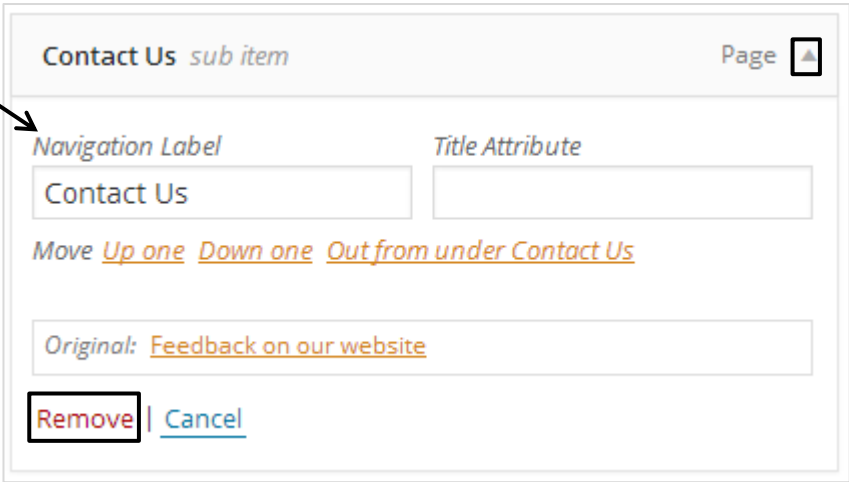
How to create the drop-down menus

The drop-down menus are part of your main navigation menu. They appear when you hover over the navigation tabs at the top of your site when on any page.

1. Go to *Appearance > Menus*.

2. Choose the menu you want to edit from the *Select a menu to edit* drop-down list (this is the name you have given to your 'Main Navigation' menu).

3. Menu items can be clicked and dragged to the desired place.

Different levels of pages can be created by placing menu items below and slightly to the right of others.

In the example opposite, 'About Us' is a top-level menu item (and so a main navigation tab), whilst 'Calendar' is a second-level menu item and 'Agendas' is a third-level item. See below for how these are displayed on the frontend of your website.
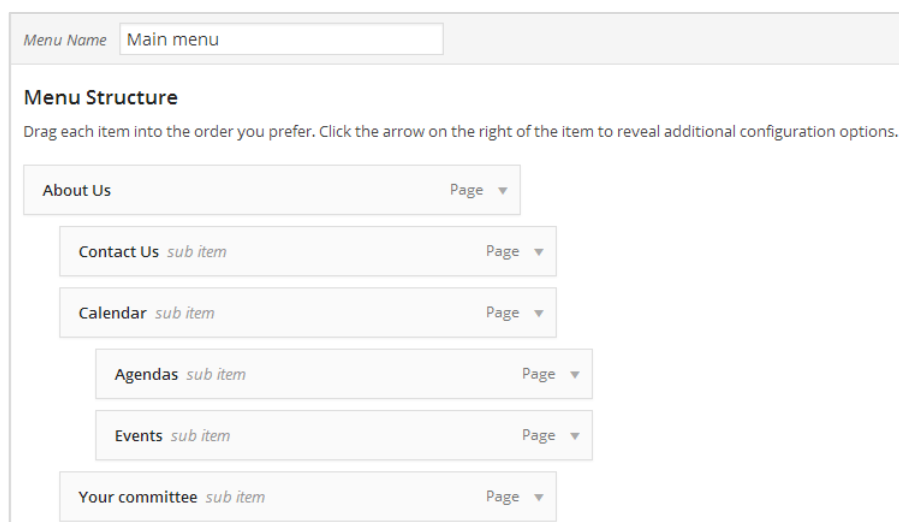
4. Click *Save Menu* in the top right-hand corner of the screen to make your changes live.
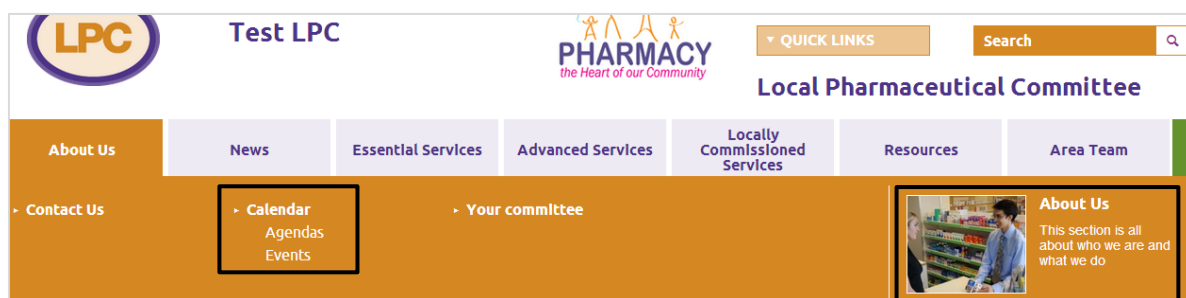

Optional

5. The small picture and descriptive text highlighted above can be added from *Dropdown Menu Features*. Text and images are added in a similar way to pages and featured slides.

Tip: Whilst images for drop-down menus will automatically be resized to fit, for complete control of how they appear, only use pictures that are 110 x 110 pixels.

6. To determine which drop-down menu the text and picture will appear on, add a number in the *Order* box in the Attributes block. The numbers are related to the order in which the main navigation tabs appear – for example, 'About Us' is in position 1, 'News' is in position 2, etc.

7. Below the text editor box, you will find the *Link to Page* box. If this is not filled in, the picture and title will link to the homepage. However, you may wish to link to the same place as the main navigation tab or another page which you can do by adding in the link in this box (we recommend copying and pasting the link from the frontend of your site).

8. Click the *Publish* button to make the changes live.
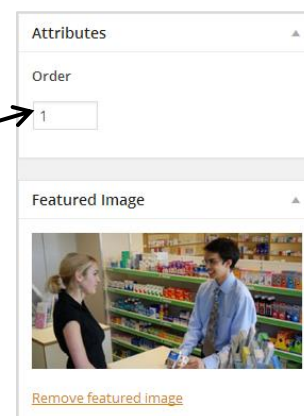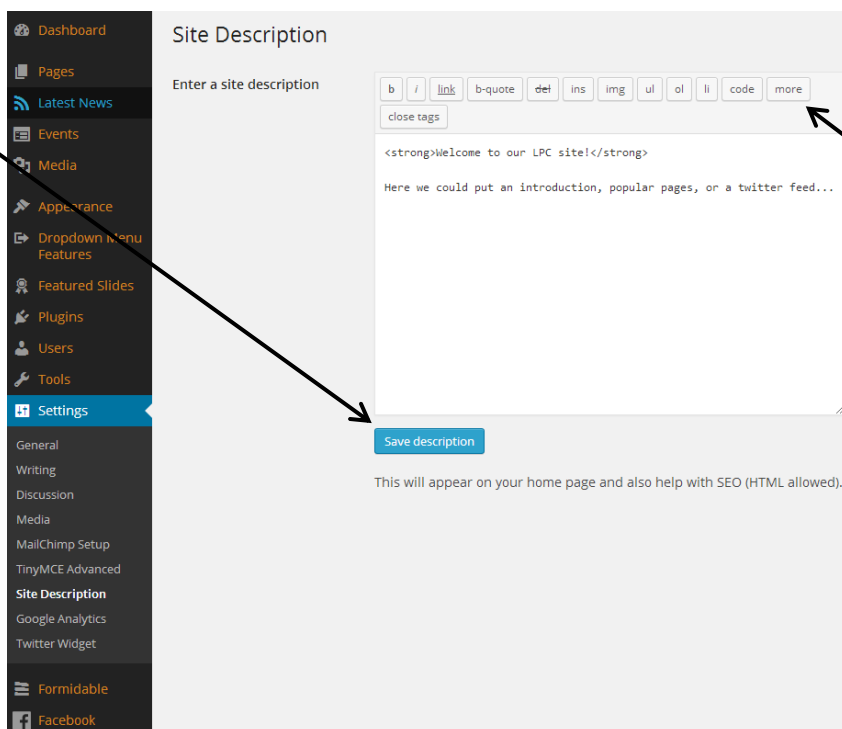
How to edit your site description

The site description is the section of text to the left of the featured slides on your home page.

You can add plain text or a list of links, or add a twitter feed code. For inspiration, check how other LPC sites use it by going to lpc-online.org.uk

1. Go to *Settings > Site Description.*

2. Enter your text in the box and click *Save description*.

3. To add formatting such as bold, click the buttons at the top of the text box. To add a link, click the *Link* button.

How to create and edit your home page utility content area (the third column on the homepage)

There is a column on your homepage, to the right of the 'Latest PSNC News' and 'Events' columns, which you can edit how you like. It can be used to display any of a number of different things: links, forms, social media information or even just plain text.

The way to add things to this column is by using the 'Home Page Utility' function box in the *Widgets* area.

Widgets are editable function commands so you can easily add different types of content to a section of your site.

1. Go to *Appearance > Widgets.*

2. Choose from the 'Available Widgets' and drag-and-drop those you want to use into the 'Home Page Utility' box.

3. Once dragged into the box, you may be given a few options to choose from to configure the widget to your liking, a *Delete* link and a *Save* button (**Note**: as soon as the widget is saved, it will immediately appear on the frontend of the website).

For more advanced widgets, such as Twitter and Mailchimp, you may need to configure the related settings in the *Settings* area.

Tip: If you want to save the settings for a widget so you can remove it and then use again later, simply drag it into the 'Inactive Widgets' section.

How to create and edit your footer

Your site has a footer which appears at the bottom of every page. It is made up of four columns which you can edit to display a number of different things: links, forms, social media information or even just plain text.
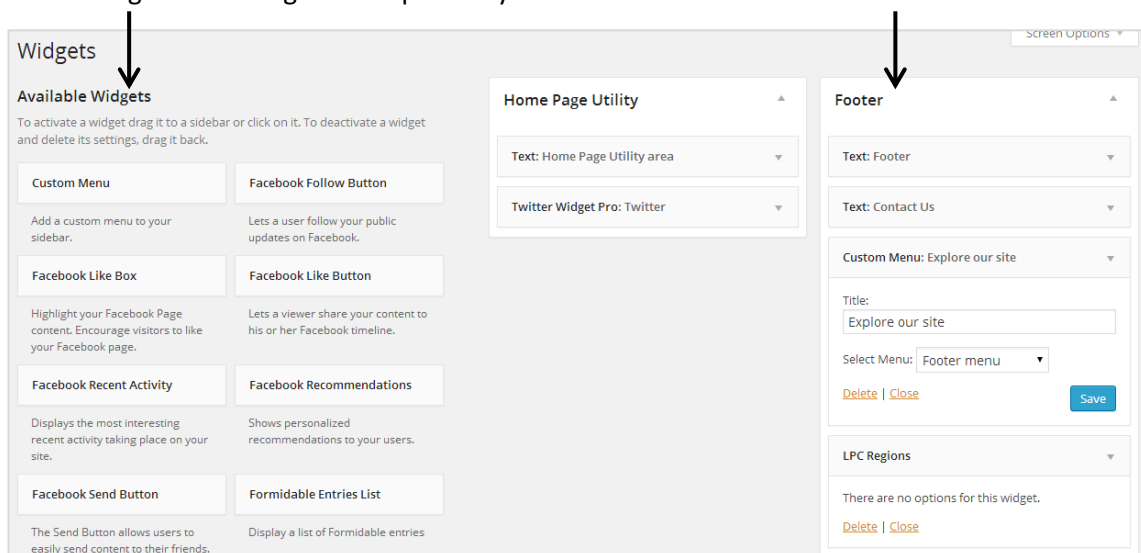

The way to add things to the footer is by using the 'Footer' function box in the *Widgets* area. Widgets are editable function commands so you can easily add different types of content to a section of your site.

1. Go to *Appearance > Widgets.*

2. Choose from the 'Available Widgets' and drag-and-drop those you want to use into the 'Footer' box.

3. Once dragged into the box, you may be given a few options to choose from to configure the widget to your liking, a *Delete* link and a *Save* button (**Note**: as soon as the widget is saved, it will immediately appear on the frontend of the website).


For more advanced widgets, such as Twitter and Mailchimp, you may need to configure the related settings in the *Settings* area.

Tip: If you want to save the settings for a widget so you can remove it and then use again later, simply drag it into the 'Inactive Widgets' section.

How to create and edit your featured slides

You can have up to five featured slides which appear to the right of your site description box.
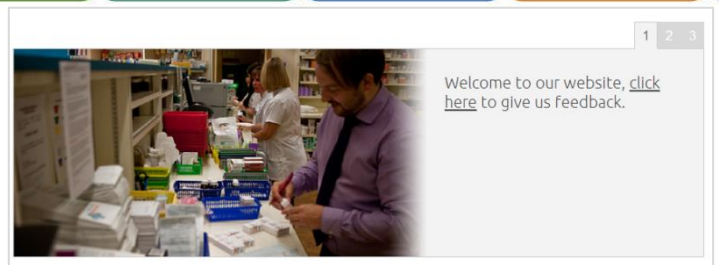
1. Click *Featured Slides* in the admin menu. You will see a list of all the slides which have been created, as well as filters to see those which have been Published, which are Draft and which are Trash.

2. To edit a slide, click on the name of the slide in the list.

3. To delete a slide, hover over the name and click *Trash.* It will then be moved to the Trash section, and removed from your site. To restore it, go into the Trash section and click *Restore*.

4. To add a new slide, click *Add New*. This will open up the Page editor. You should add a title in the title box* and content in the editor below. In here, you can create links, lists, format text and other standard Word Processing features.

*Note that the 'Title' of the slide will not be published on the site – it is for your internal reference only.
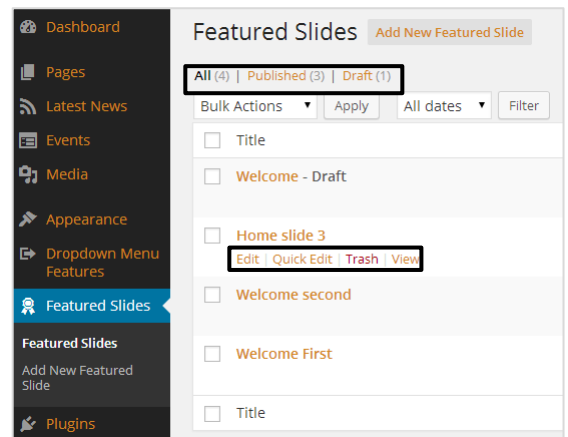
5. Adding an image is important on featured slides as they appear on the front page. Choose an image by clicking *Set featured image* in the Featured Image block. You will then be taken to the media gallery where you can select an image. Click here for more information on the media gallery.
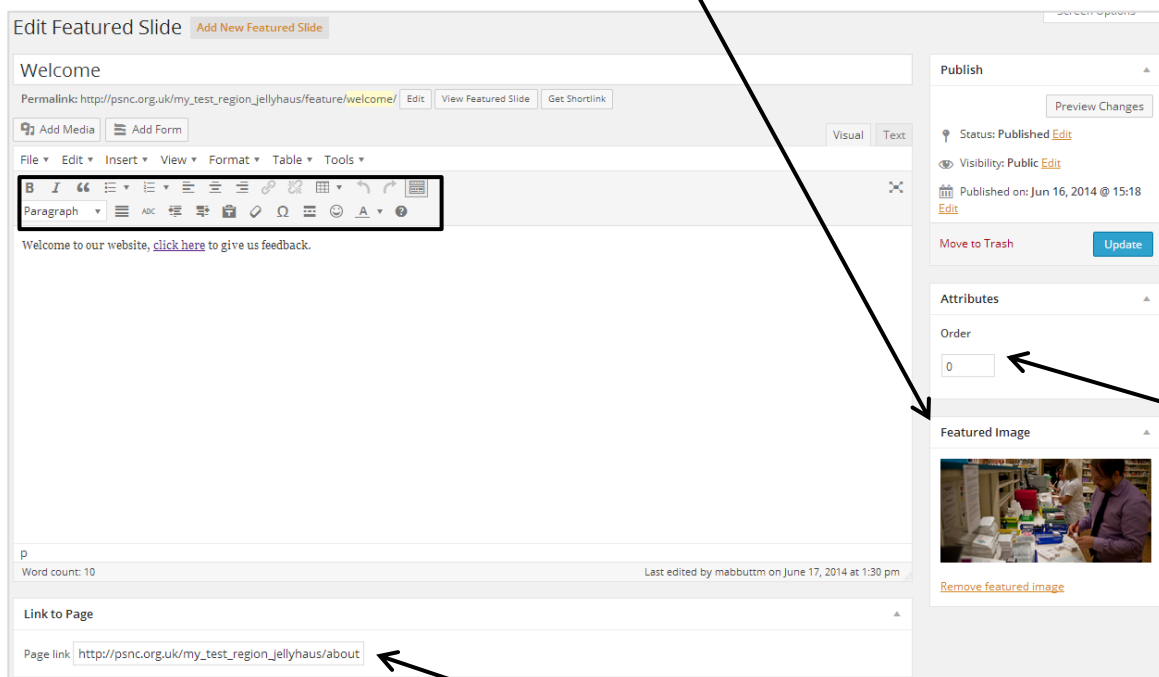
Tip: Whilst images for featured slides will automatically be resized to fit, for complete control of how they appear, use pictures that are 530 x 260 pixels.

6. To determine the order in which the slides show, add a number in the *Order* box in the Attributes block. The slides will show in ascending order, starting with 0.

7. *(optional)* Below the text editor box, is the *Link to Page* box. You can link the slide image to a specific page by adding the link in this box (we recommend copying and pasting the link from the frontend of your site).

8. Click *Publish* to make your slide live. *(optional)* You can keep the slide as a draft by clicking *Edit* next to *Status* and choosing *Draft*. *(optional)* You can save your slide to be published in the future by clicking *Edit* next to *Publish Immediately* and choosing a date. Your slide will be held as a draft until this date.

How to upload your LPC logo and change your header text

You can upload your own LPC logo to display on your website. If you don't have your own logo, your site will display the standard oval LPC logo. You can also amend your 'header' text. This is the text that is displayed at the top of a person's browser when they are on your home page and whenever someone bookmarks your site.

Upload your LPC logo
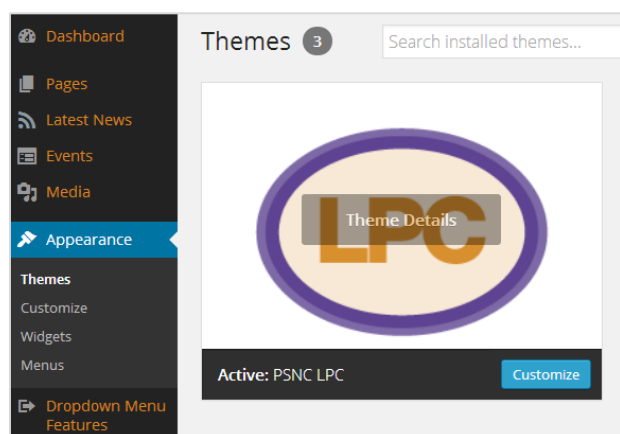
1. Go to *Appearance > Themes*.

2. Under the standard oval LPC logo, click the *Customize* button. This will open a preview window. Any new logo you upload and see here will not be applied until you click *Save & Publish*.

3. On the left, click *Custom logo* and then *No Image*. This opens the file dropper/selector. You can either drag-and-drop a file across into the box or else click *Select a File* to find the relevant file from your computer.

Tip: Whilst images for custom logos will automatically be resized to fit, for complete control of how they appear, only use pictures that are 240 x 140 pixels.

4. Once selected, your logo will appear in the preview pane. If you are happy, click the *Save & Publish* button at the top of the screen to make the logo live on your site.

Please note: Don't change the theme of your website as this is the site template which controls the appearance and functionality of the site.
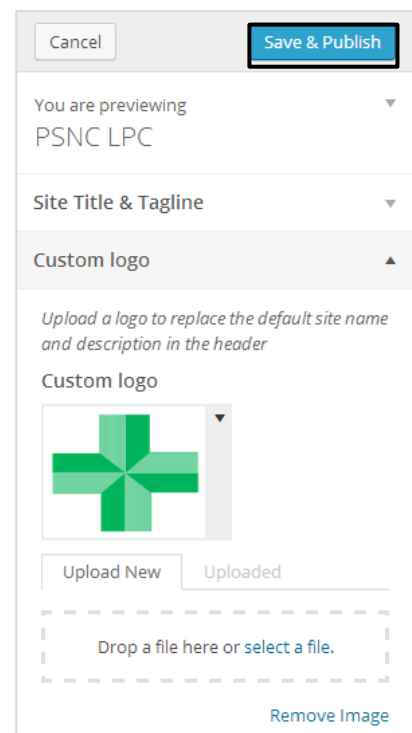
Change your header text

1. Go to *Settings > General*.
2. Change the text that appears in the *Tagline* box to the text you wish to use.
3. Click the *Save Changes* button at the bottom of the screen.

Please remember to amend your 'header' text otherwise whenever someone is looking at your site, the name in their browser tab will read "Just another PSNC Networks Site" (i.e. the default text).
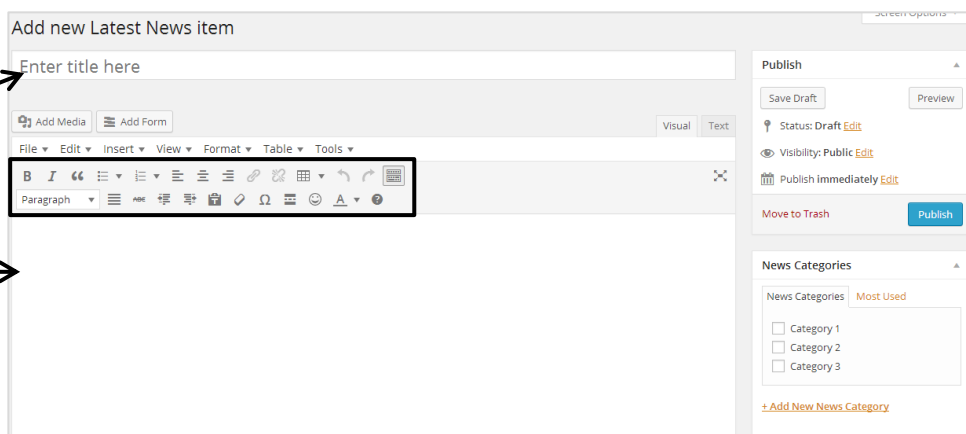
How to create and edit news items

Creating a news item

1. Go to *Latest News > Add New*. This will open up the content editor.

2. You should add a title in the title box and content in the editor below. In here, you can create formatted text, links, lists, and other standard Word Processing features.

**3.** Continue to step 4 on the following page.

Editing a news item

1. Click *Latest News* in the admin menu. You will then see a list of all the news items which have been created, as well as filters to see those which have been Published, which are Draft and which are Trash.

2. To edit news item, click on its name in the list and you will enter the content editor (see step 2 in **Creating a news item** above).
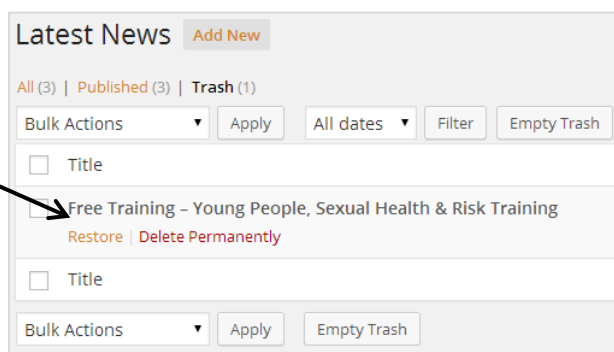
3. Continue to step 4 on the following page.
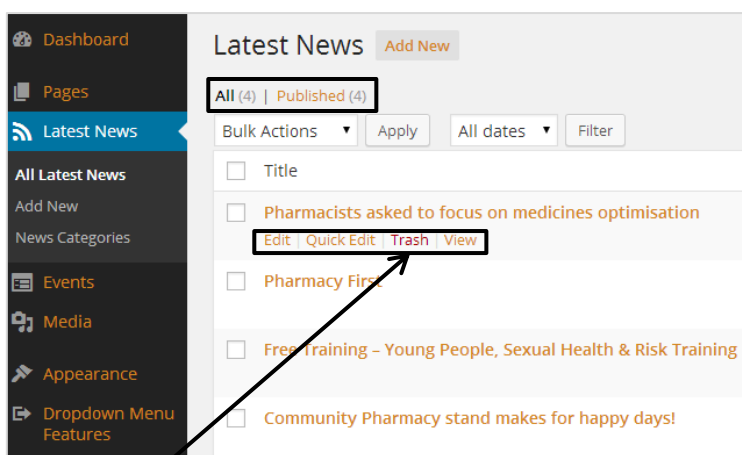
Deleting a news item

To delete a news item, hover over the name and click *Trash.* It will then be moved to the Trash section, and removed from your site. To restore it, go into the Trash section and click *Restore*.

News item editing options

Publish

Save Draft | Preview

📍 Status: Draft Edit

👁 Visibility: Public Edit

📅 Publish immediately Edit

Move to Trash | Publish

News Categories

News Categories | Most Used

☐ Category 1
☐ Category 2
☐ Category 3

+ Add New News Category

Exclude from Search?

Select whether this page should be excluded from site search results.

No ▼

Content expiration date

Select the date this content will expire.

DD | MM | YYYY
dd | Select month ▼ | yyyy

Featured Image

Set featured image

9. Once you have edited the options below, click *Publish* to make your news item live.

(optional) If you would like to keep your news item as a draft to edit later, click *Edit* next to *Status* and choose *Draft*, then click *Save* (where it previously said Publish).

(optional) To save your news item to be published in the future, for example after an event, click *Edit* next to *Publish Immediately* and choose the correct date. It will be held as a draft until this date.

For more information on the Visibility settings, see the "How to Create an LPC Members Area" guide on the <u>dashboard</u>.

4. Once you have created your news item, go to the News Categories block on the right and choose the correct category for your news item to sit under (see **Creating news categories** below). News items can sit in more than one category if required.

5. *(optional)* To stop the news item from showing in search results, select *Yes* from the Exclude from Search? box.

6. *(optional)* If you would like the content to expire on a certain date, for example 1st April, enter the date here. On this date the news item will then no longer be visible.

7. Adding an image is important on news stories as they appear on the front page. To put an image in the right hand corner, choose a featured image by clicking *Set featured image* in the Featured Image block. You will then be taken to the media gallery where you can select an image. <u>Click here for more information on the media gallery.</u> **Tip**: Whilst images for news items will automatically be resized to fit, for complete control of how they appear, only use pictures that are 300 x 115 pixels.

Creating news categories

News categories allow your news stories to be easily searchable.

1. Go to *Latest News > News Categories*.

2. Add the name for your news category in the box.

3. If you want to make it a sub-category, choose the correct category for your new page to sit under in the *Parent* drop-down.

4. Click *Add New News Category*.

5. If you wish to edit or delete a news category, hover over the name and click *Edit* or *Delete*.

News Categories

Add New News Category | Bulk Actions ▼ | Apply

Name
_____ | ☐ Name

The name is how it appears on your site. | ☐ Category 1

Slug
_____ | ☐ Category 2

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens. | ☐ Category 3

Parent | ☐ Name
None ▼

| Bulk Actions ▼ | Apply

Description
_____

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

Add New News Category

How to create and edit event posts

Creating an event post

1. Go to *Events > Add New*. This will open up the content editor.

2. You should add a title in the title box and content in the editor below. In here, you can create formatted text, links, lists, and other standard Word Processing features.

**3.** Continue to step 4 on the following page.
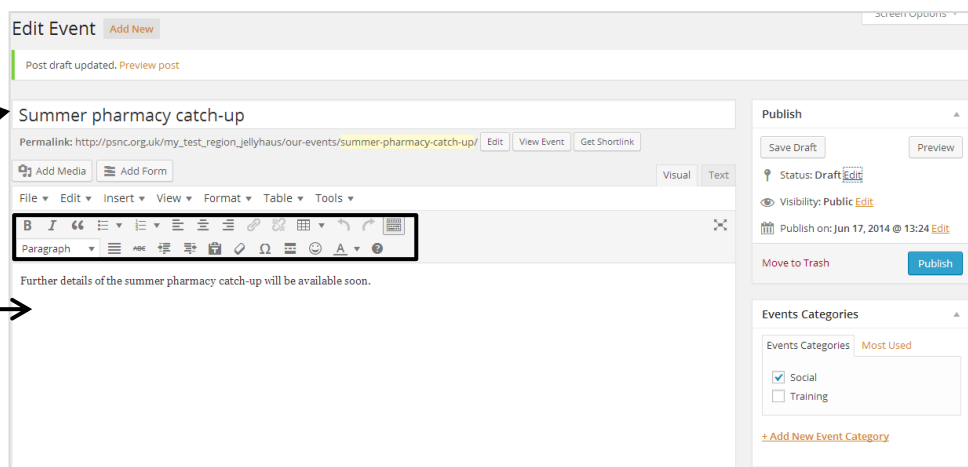
Editing an event post

1. Click *Events* in the admin menu. You will then see a list of all the event posts which have been created, as well as filters to see those which have been Published, which are Draft and which are Trash.

2. To edit an event post, click on its name in the list and you will enter the content editor (see step 2 in **Creating an event post** above).

3. Continue to step 4 on the following page.
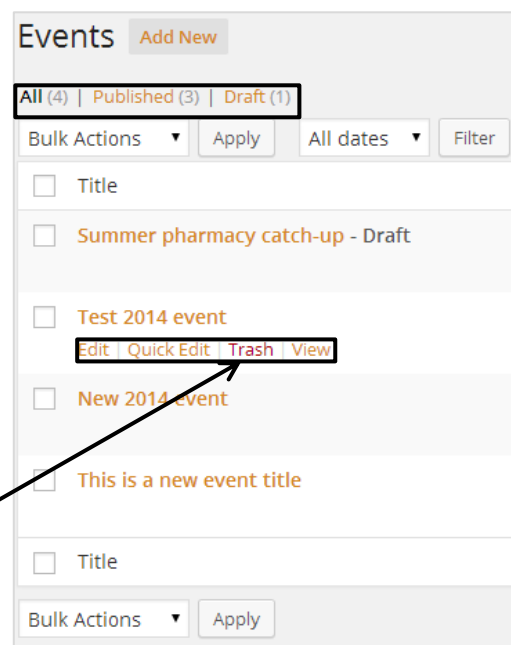
Deleting an event post

To delete an event post, hover over the name and click *Trash.* It will then be moved to the Trash section, and removed from your site. To restore it, go into the Trash section and click *Restore*.
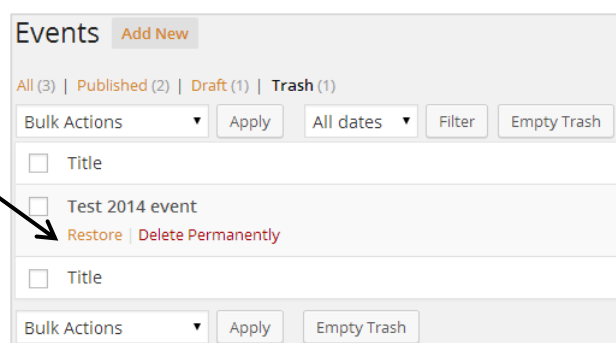
Event post editing options

9. Once you have edited the options below, click *Publish* to make your event post live.

(optional) If you would like to keep your event post as a draft to edit later, click *Edit* next to *Status* and choose *Draft*, then click *Save* (where it previously said Publish).

(optional) To save your event post to be published in the future, for example once booking is open, click *Edit* next to *Publish Immediately* and choose the correct date. It will be held as a draft until this date.

For more information on the Visibility settings, see the "How to Create an LPC Members Area" guide on the dashboard.

4. Once you have created your event post, go to the Events Categories block on the right and choose the correct category for your event post to sit under (see **Creating events categories** below). Event posts can sit in more than one category if required.

5. *(optional)* To stop the event post from showing in search results, select *Yes* from the Exclude from Search? box.

6. *(optional)* If you would like the content to expire on a certain date, for example 1st April, enter the date here. On this date the event post will then no longer be visible.

7. To put an image in the right hand corner, choose a featured image by clicking *Set featured image* in the Featured Image block. You will then be taken to the media gallery where you can select an image. Click here for more information on the media gallery.

Creating events categories

Events categories allow your event posts to be easily searchable.

1. Go to *Events > Events Categories*.

2. Add the name for your event category in the box.

3. If you want to make it a sub-category, choose the correct category for your new page to sit under in the *Parent* drop-down.

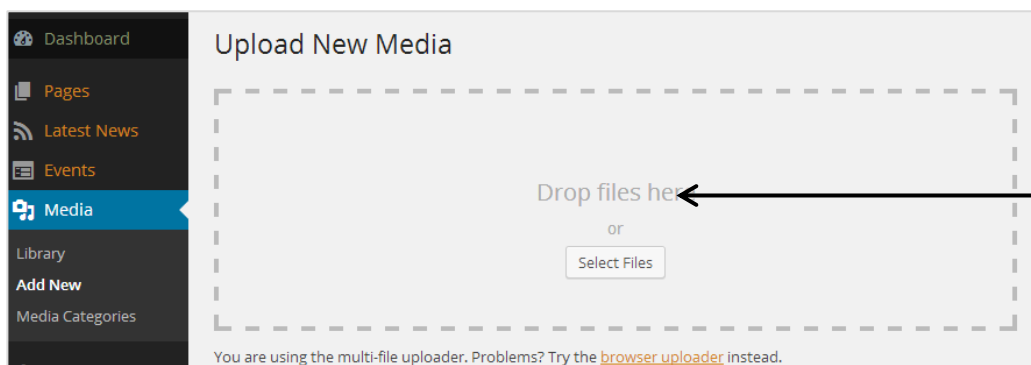**4.** Click *Add New Event Category*.

5. If you wish to edit or delete an event category, hover over the name and click *Edit* or *Delete*.

How to upload media and insert it into a page

The Media Library is where all your files are stored. You can upload image files, Microsoft Office files (Word, Powerpoint, etc.), PDFs, Audio and Video.

Uploading several files at once

1. Go to *Media > Add New.*

2. You can either drag-and-drop a file across into the box or else click *Select Files* to find the relevant file from your computer.

3. You will be able to view the progress of file uploading below.

4. These files will just sit in your media gallery ready for you to select to use on a specific part of your site at a later time.

File uploading tips

a) Whilst all images will automatically be resized to fit the part of the site you select them to appear in, for complete control of how they appear, please bear in mind the pictures sizes listed opposite.

Where you want image to appear	Best size picture to fit
Page, news item or event post	300 x 115 pixels
Featured slide	530 x 260 pixels
Drop-down menu	110 x 110 pixels
Custom LPC logo	240 x 140 pixels

b) Please consider the file types that your visitors will be able to open. For example, even if you have Microsoft Word 2010, not everybody does so you may wish to save the file as a Microsoft World '97-2003 document or a PDF document before uploading to your site.

Uploading and attaching an image to a specific place your site

1. Whenever you are adding content to your site, there will be a Featured Image box on the right-hand side of the content editor with a *Set featured image* link to click.

2. This will take you to a pop-up version of the media gallery where you can find (or upload) and select an image.
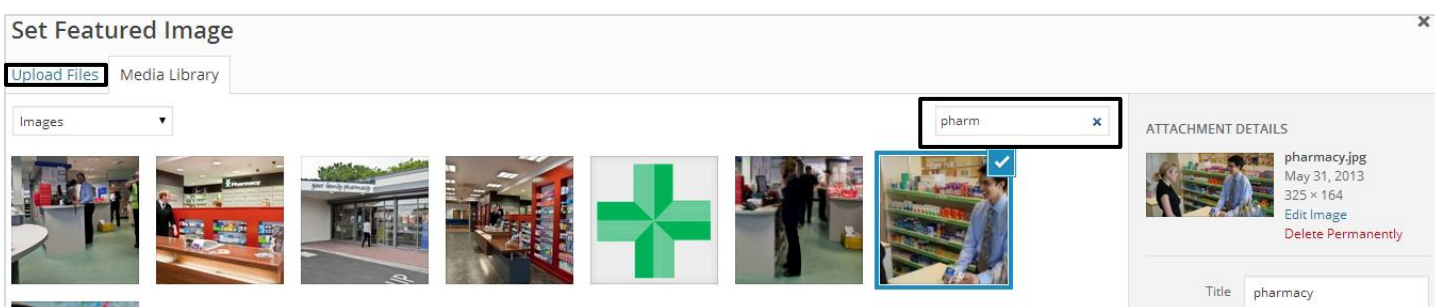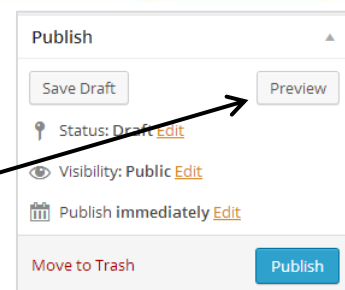

3a. If the image has already been uploaded to the media gallery, you can either scroll through all the images you have uploaded or else use the search box to filter them down.

OR

3b. If you need to upload a new image to the media gallery, click the *Upload Files* tab which will allow you to either drag-and-drop an image file across into the box or find the relevant file from your computer by clicking *Select Files*.

**4.** Click on the desired image. The chosen image will have a tick in the top right corner.

5. Click *Set featured image* at the bottom right of the screen. Once back in the content editor, you may wish to check how your image looks by using the *Preview* button.

Uploading and attaching a document or other file to a specific place your site

1. Find (or create) the page/news item/event post you want the file to sit on.

2. Click the *Add Media* button between the title and content box to go to a pop-up version of the media gallery where you can find (or upload) and select a file.
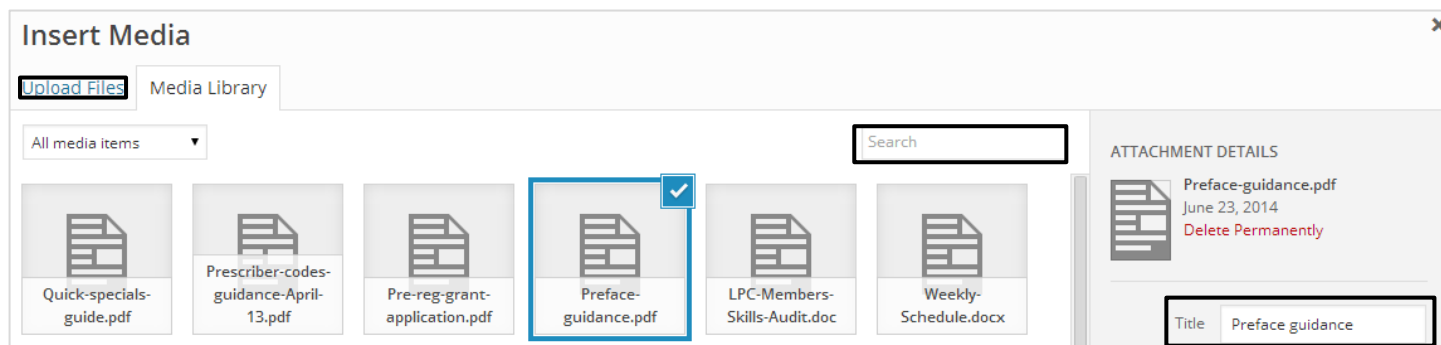
3a. If the file has already been uploaded to the media gallery, you can either scroll through all the files you have uploaded or else use the search box to filter them down.
OR
3b. If you need to upload a new file to the media gallery, click the *Upload Files* tab which will allow you to either drag-and-drop a file across into the box or find the relevant file from your computer by clicking *Select Files*.

4. Click on the desired file. The chosen file will have a tick in the top right corner.

5. To change the wording of the link that is inserted into the page, amend the wording in the *Title* box.

6. Click *Insert into post* at the bottom right of the screen, then proceed to publish the page/news item/event post as usual.

Creating media categories

Media categories allow your event posts to be easily searchable from in your main media library.

1. Go to *Media > Media Categories*.
2. Add the name for your media category in the box.

3. *(optional)* If you want to make it a sub-category, choose the correct category for it to sit under in the *Parent* drop-down.

4. Click *Add New Media Category*.

5. If you wish to edit or delete a media category, hover over the name and click *Edit* or *Delete*.
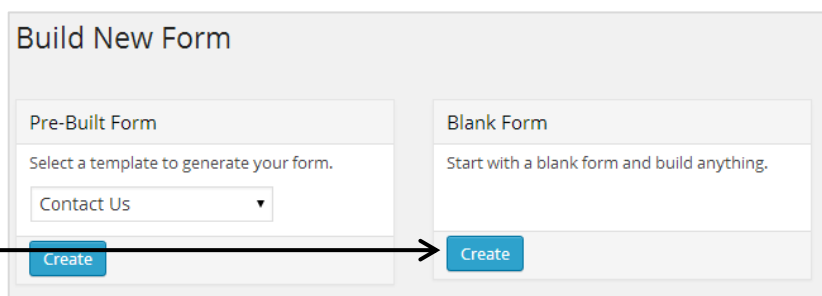
How to build a form and insert it into a page

Creating a form

1. Go to *Formidable > Forms*.

2. Click *Add New* button at the top of the screen.

3. You can use a pre-built form template to help you get started, but for complete freedom choose *Create* in the Blank Form box.

4. Enter the title of the form in the box at the top.
(optional) You can also add a description by clicking the link below this box.

5. To add fields to the form, simply drag-and-drop the desired field from those listed on the right-hand side of the screen to the central part of the screen.

6. To amend the wording used in any part of the field (i.e. names/questions or possible answers), click on the text, type your preferred wording and then press the 'Enter' key.

7. (optional) For more options, click on the field name, then click *Field Options* which enables you to do things such as making it a 'Required' field, limit its visibility to only certain users, or change the position of the label (i.e. the field name or question).

Tip: You may wish to check how the form looks by using the *Preview Form* link at the top right of the screen.
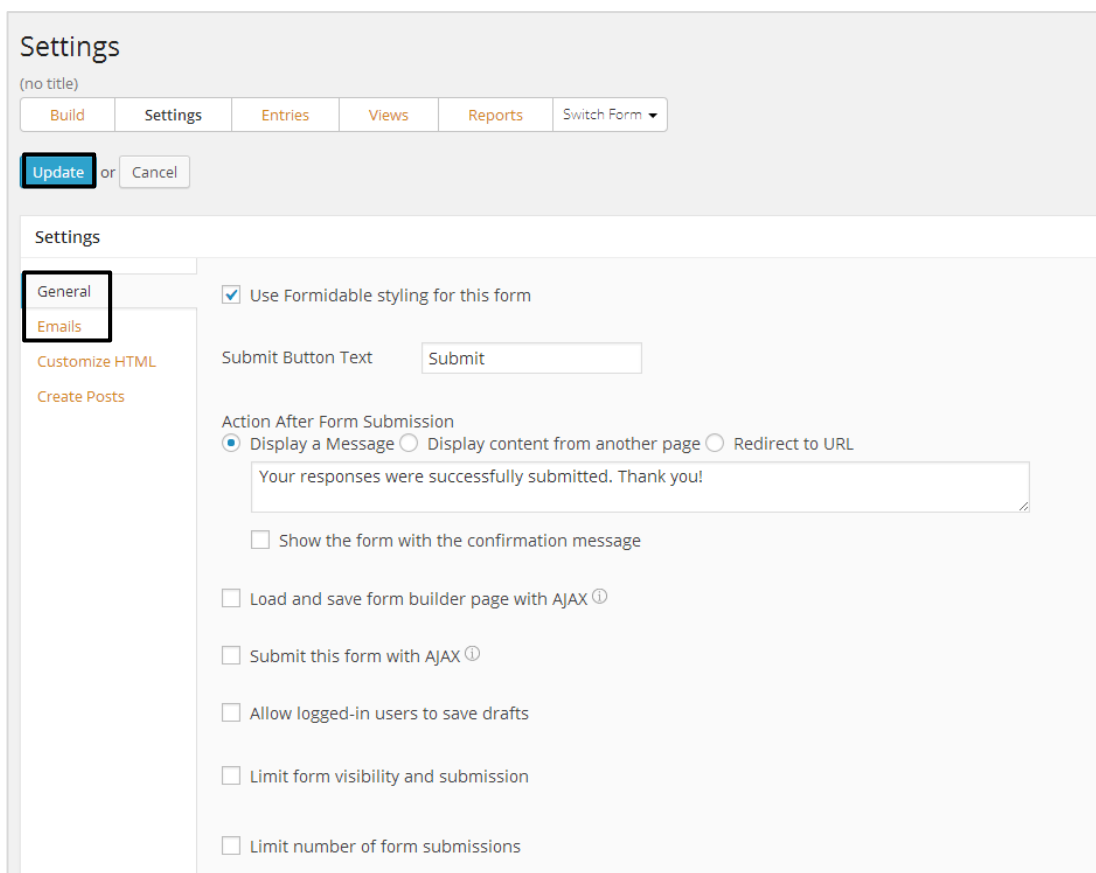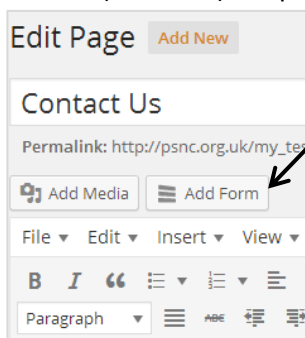
8. To delete a field, click on the field name, then click the rubbish bin icon which appears to the right.

9. Click the *Create* button at the top of the screen. This will take you to the *Settings* stage of creating your form.

10. Using the *General* and *Emails* tabs on the left of the screen, you can amend the wording used after a form has been submitted or that is sent by email to the person who needs to review the form submissions.

Tip: If you are unsure whether or not to change a setting, it is best to leave on the default.

11. Click the *Update* button at the top of the screen. The form is now ready to attach (see **Attaching a form to a specific place on your site** below).

Tip: You may wish to check how the form operates by using the *Preview Form* link at the top right of the screen.

12. If you wish to edit or delete a form, go to *Formidable > Forms* then hover over the name and click *Edit* or *Delete*.
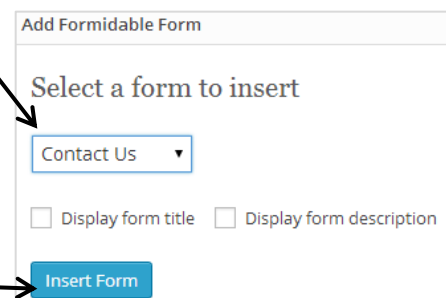
Attaching a form to a specific place on your site

1. Find (or create) the page/news item/event post you want the form to sit on.

2. Click the *Add Form* button between the title and content box to go to a pop-up window where you can select a pre-existing form to insert.

3. Select the relevant form using the drop-down box. *(optional)* Tick the boxes below if you wish to display the form title and/or description above the form.

4. Click *Insert Form* at the bottom of the screen, then proceed to publish the page/news item/event post as usual.

Viewing form submissions

Viewing form reports

These are best used only as a quick reference, particularly if you have yes/no or other multiple option fields.

1. Go to *Formidable > Reports*.

2. Make sure you are looking at the correct form by choosing the relevant one from the *Switch Form* drop-down list.

Viewing and downloading form entries

These are useful for more detailed analysis of form submissions.

1. Go to *Formidable > Entries*.

2. Make sure you are looking at the correct form by choosing the relevant one from the *Switch Form* drop-down list.

3a. To view an individual form entry, click on the answer to the first question.

OR

3b. To download all form entries, click the *Download CSV* button at the top of the screen. This will download a CSV file which can be opened in Microsoft Excel.

4. If you wish to edit or delete a form entry, hover over on the answer to the first question and click *Edit* or *Delete.*

How to create, edit and delete new website users

You can create users with different access rights for your website. The different user types are as follows:

User type	Access rights	Recommend for
Administrator	Somebody who has access to all the administration features within a single site.	The main person/people responsible for your site.
Editor	Somebody who can publish and manage posts including the posts of other users.	Anyone who maintains your site but who doesn't need control of all site settings.
Author	Somebody who can publish and manage their own posts.	Someone who only occasionally adds things to your site.
Contributor	Somebody who can write and manage their own posts but cannot publish them.	Someone whose work needs authorising by others before publication.
Subscriber	Somebody who can only manage their profile.	Those who you wish to be able to access your privately published pages (i.e. a 'Members Only' Area*). See the "How to create an LPC Members Area" guide on the [dashboard](#).*

Creating a user

1. Go to *Users > Add New.*

2a. If the user has an LPC Members Area login with PSNC, add their Email or Username to the 'Add Existing User' section. Change their 'Role' using the drop-down menu. Click *Add Existing User*.

Tip: If you are unsure whether the user has an account with PSNC, try this option. If they don't, you will get an error message when you click Add Existing User saying that the user doesn't exist. You are then able to set them up as a new user as per step 2b.

OR

2b. If the user doesn't have an LPC Members Area login with PSNC, add their Username and Email address to the 'Add New User' section. Change their 'Role' using the drop-down menu. Click *Add New User*.

3. For both options, the user will receive a confirmation email which contains an **activation link**. This link must be clicked in order to activate the account, and must be done within **three days** otherwise it will expire. If it does expire, you will need to repeat step 2a/2b.

If they are a new user then they will be given a password when they click their activation email; they can change this or request a reminder by clicking the links below the login box.
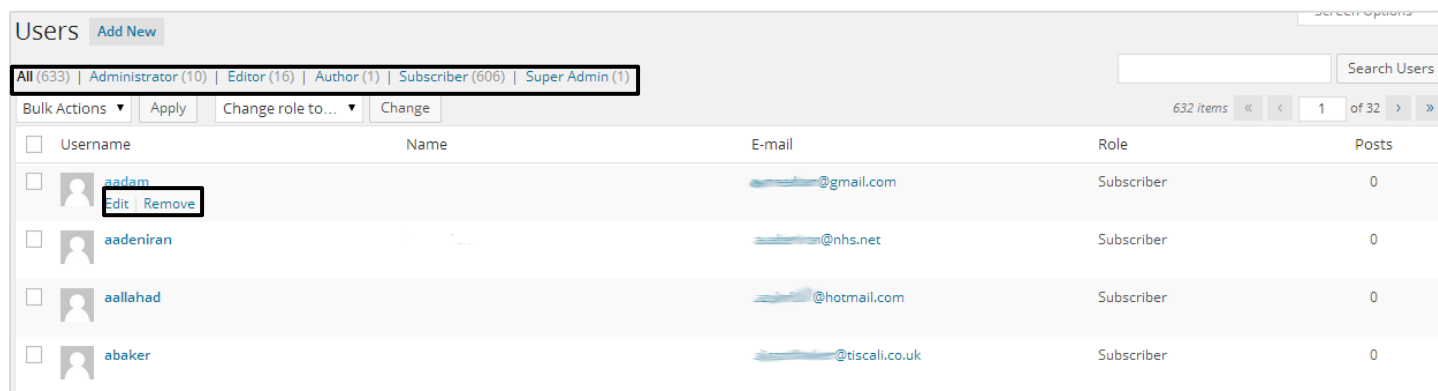
Editing or deleting a user

1. Click *Users* in the admin menu. You will see a list of all the users of your site, as well as filters to see those which have been assigned to different user types.
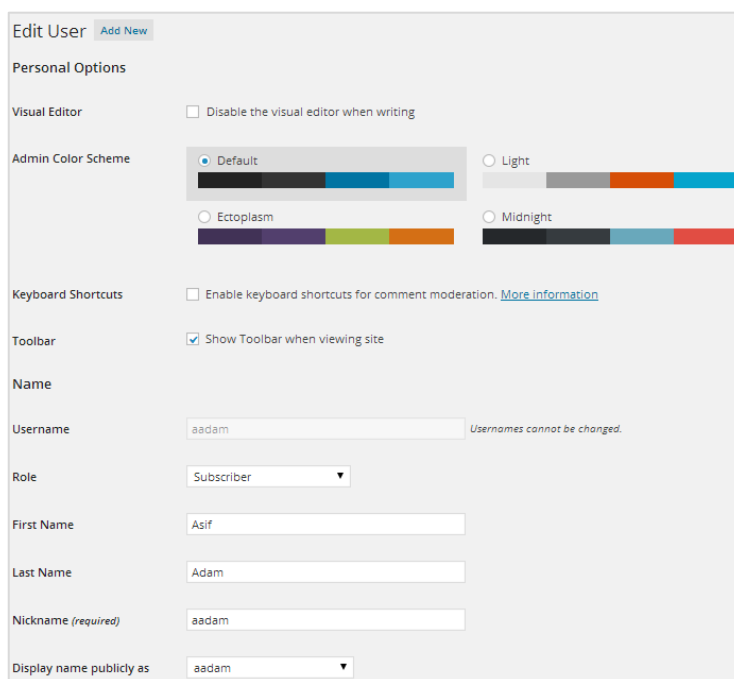

2. To edit a user, click on the name of the user in the list and you will be presented with their profile settings. You can add/remove/amend lots of data relating to the user here, including giving them a new password. Click *Update User* at the bottom of the screen to save the changes you have made.

3. To delete a user*, hover over the name and click *Remove.* A page will appear to confirm that you want to remove the user – if you are sure, click *Confirm Removal*.

*Note: only administrators are able to delete other website users.

Website checklist

☐ **Add other users**

Add other LPC members or support staff as website users ASAP so there are more people able to set the site up.

☐ **Create your key pages**

You need to set up your pages before you can create your menus. We recommend that you create your pages with your site map already in mind. The easiest way to get started would be to add pages just with titles but no other content until your navigation menus are in place. You may wish to create a 'Contact Us' page with a form for visitors to fill in.

☐ **Set up your main navigation menu**

You can have up to seven main navigation tabs, and we recommend you set them up as shown below.

☐ **Set up your drop-down menus**

These will make it quick and easy for visitors to your site to jump straight to the pages they want.

☐ **Create your footer**

Important: Please enter the LPC's contact details in the first column and add the 'LPC Portal Widget' in the next column (so visitors can navigate to other LPC sites if they need to). You can choose what to put in the remaining two columns.

☐ **Add your site description**

You can use the area to the left of the featured slides on your home page to add plain text or a list of links, or add a twitter feed code. For inspiration, check how other LPC sites use it by going to lpc-online.org.uk

☐ **Make use of your home page utility content area**

You can use the area to the right of your events column on your home page to add plain text or a list of links, or add a twitter feed code. For inspiration, check how other LPC sites use it by going to lpc-online.org.uk

☐ **Create some featured slides**

Important: As this is quite a prominent area of your home page, we would recommend adding a 'welcome' slide to start with to prevent this area from appearing blank.

☐ **Create the 'quick links' menu**

This is another way to help visitors navigate your site more quickly. You could add popular pages or useful external links.

☐ **Change your LPC logo and header**

Important: Please change your 'header' text otherwise the name given for your site in a person's browser tab will read "Just another PSNC Networks Site". The LPC logo only needs changing if you have your own unique logo.

☐ **Add some news items**

We would recommend adding a 'welcome to our new website' news story (or similar) to start with to prevent this area from appearing blank. You can then start adding some news categories ready to assign future stories to.

For further information on how to start your website from scratch, see "LPC Website Setup Task List" on the dashboard.