Quick Start Editors Guide

For Your

MyVFW WebSite

Welcome to your new MyVFW.org website. This guide is intended to provide a quick overview of some of the basic features of your new post website and is, by no means, a complete guide to all of the features of your new site. A more complete guide is in development as well as tutorial videos in the MyVFW HelpCenter at http://myvfw.org/helpcenter

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1. Login

To login to your website, go to your post or district website. To get to your website, you can either visit the department post directory at http://vfwva.org/post-directory and click the link to your site, or type the address into your browser address bar. Your address follows the format http://myvfw.org/va/postxxxx where xxxx is your post number.

When you get to your webpage, scroll down to the bottom of the page and find the META section.

In the META section, click on the LOG IN link. This will take you to the Log In Page.

At the login screen, enter your username and password the click the Log In button.

Your username follows the format postxxxx or distxx where xxxx or xx is your post or district number.

Your temporary password is the same as your username: postxxxx or distxx.

After you click the Log In button, you will be taken to your website dashboard.

2. The Dashboard

Think of your website dashboard in much the same way you think of the dashboard of your vehicle. While you are operating your vehicle, you look at the dashboard for information and controls for the various options. The dashboard of your website is very similar. Your website dashboard gives you all the information and controls you need to operate your website.
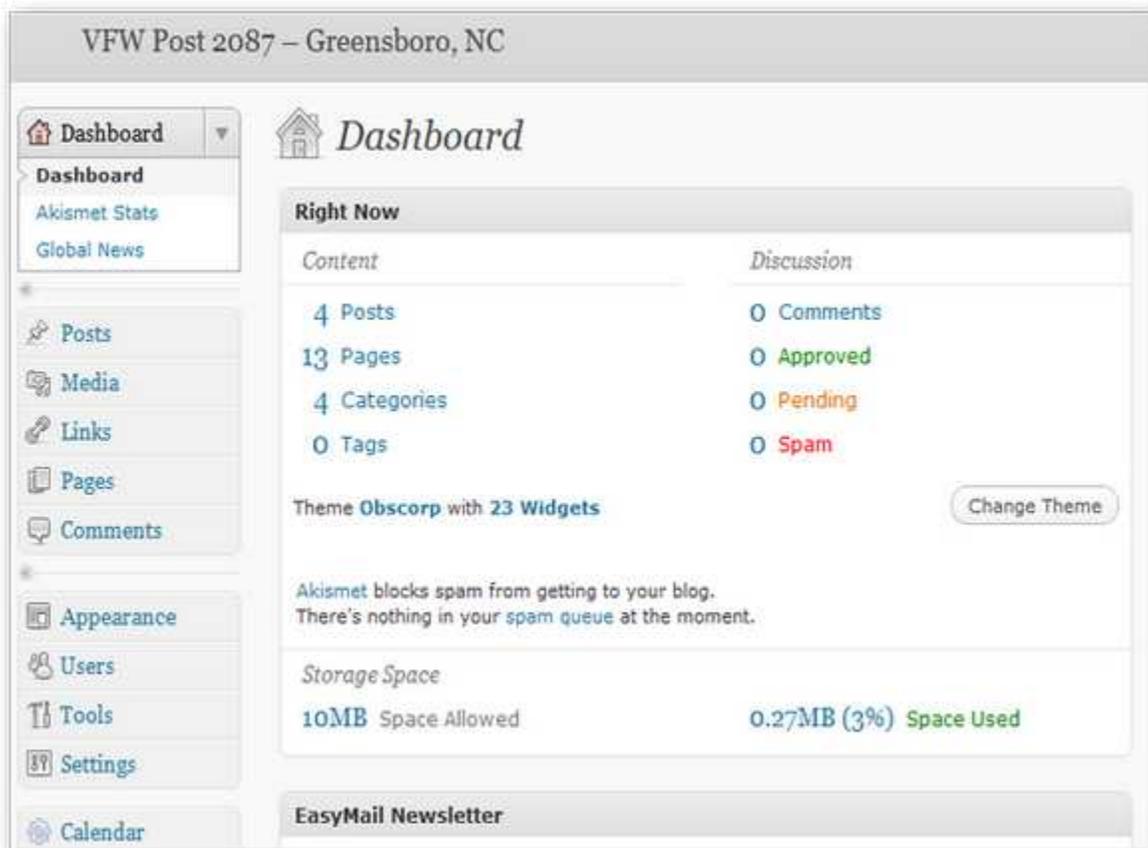
When looking at the dashboard, you can see the website controls are located in the left column while the information about that control is loaded on the right side. By selecting the proper control on the left, you can add new information or make adjustments to your site on the right.

3. Your Profile

The first step you will want to take after logging in for the first time is to make adjustments to your profile and password.

To adjust your profile, Click on the Users link in the controls in the left column.

A list of all of the users for your site will appear on the right side.

Find your account and hover your mouse over your username.

An edit link will appear below your username. Click Edit and your account information will appear.
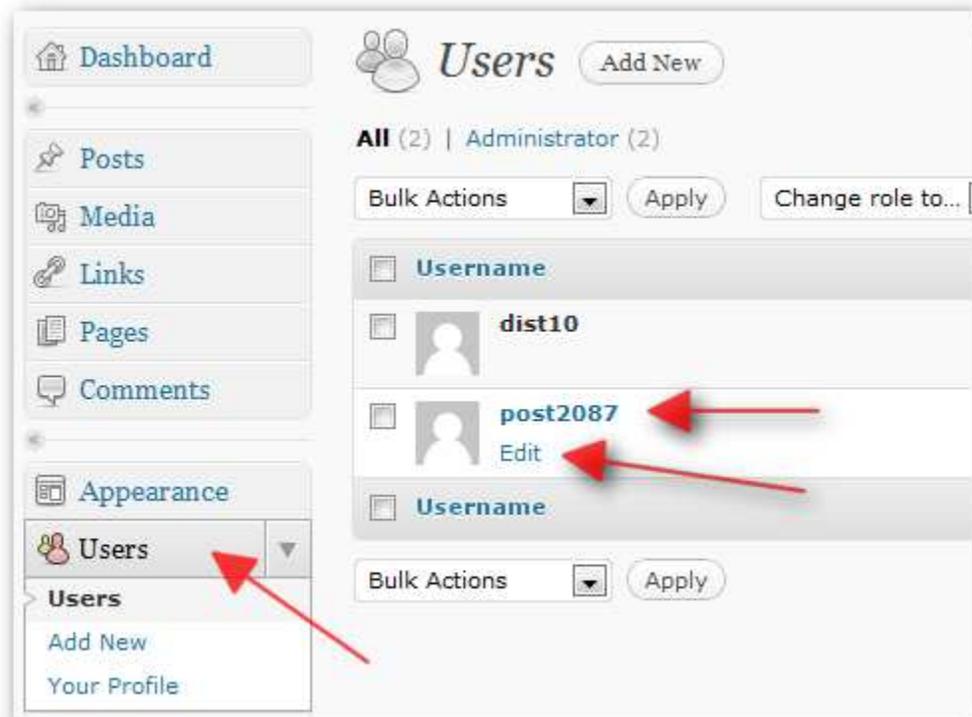
On the profile page, update your name and nickname. After typing in a new nickname, you will then be able to select your new nickname to appear as the author of articles you post on your Latest News page.   (see image next page)

After adjusting your nickname, scroll down lower on the page and change your password. Enter the new password twice in the spaces provided. The password strength indicator will give you an indication of the strength your new password. The stronger your password, the more difficult it will be for someone else to guess your password. Also, please make a note of your new password for future use. (see image next page)

When you are done editing your profile, click the Update Profile link at the bottom of the page.

Name

Username   post2087

First Name   [   ]

Last Name   [   ]

Nickname *(required)*   Quartermaster

Display name publicly as   post2087   [▼]
                           post2087
                           Quartermaster

Contact Info

New Password   [   ]   *If you would like to change the password type a new one.*

                    [   ]   *Type your new password again.*

                    Strength indicator   *Hint: The password should be at least se*
                                          letters, numbers and symbols like ! " ? $

4. Posts vs Pages

The admin system provides two ways of creating content for your website:
• A page, or
• A post.

To determine which is the best option for your content, you need to first understand the difference between the two.

Page

A page includes an overall structure for presenting information on your website. For example: a page will include the header, (top part of the page usually containing a logo and navigation menu), a section for the main content of the page and a footer (the bottom part of the page usually containing some legal information, copyright notices and other links).
A page may also include a sidebar on the left or right hand side containing links to other sections of the site Pages are not generally updated or changed on a regular basis, however some of the content on a page, including posts, may be updated regularly. These are also known as Static Pages.
Think of a page as you would if you were reading a newspaper. The one page can be broken up into many different sections for a feature article, related stories and advertisements. Pages are generally accessed by the main navigation menu on your website.
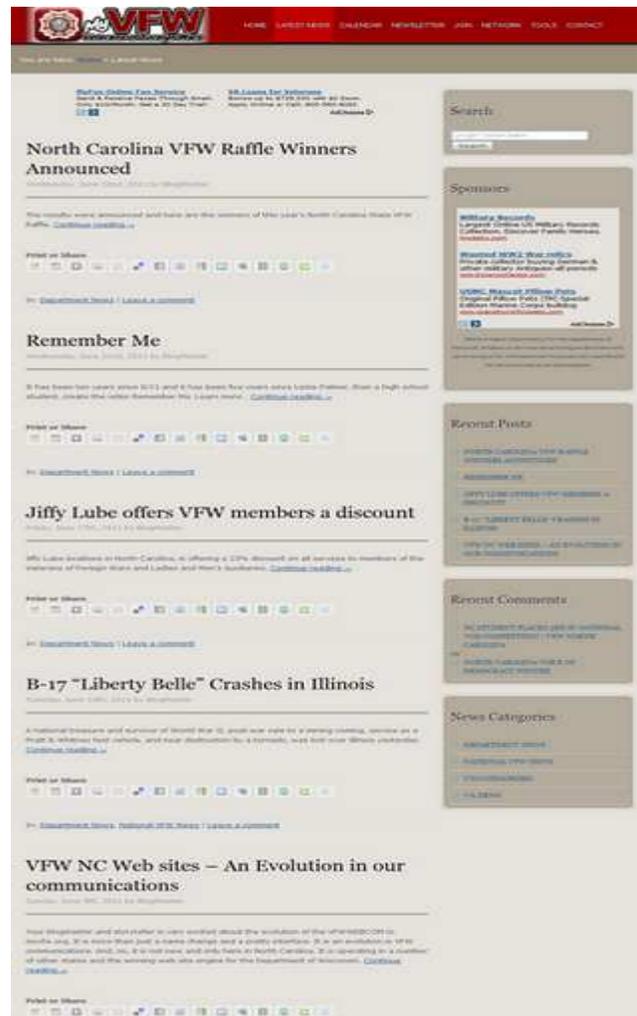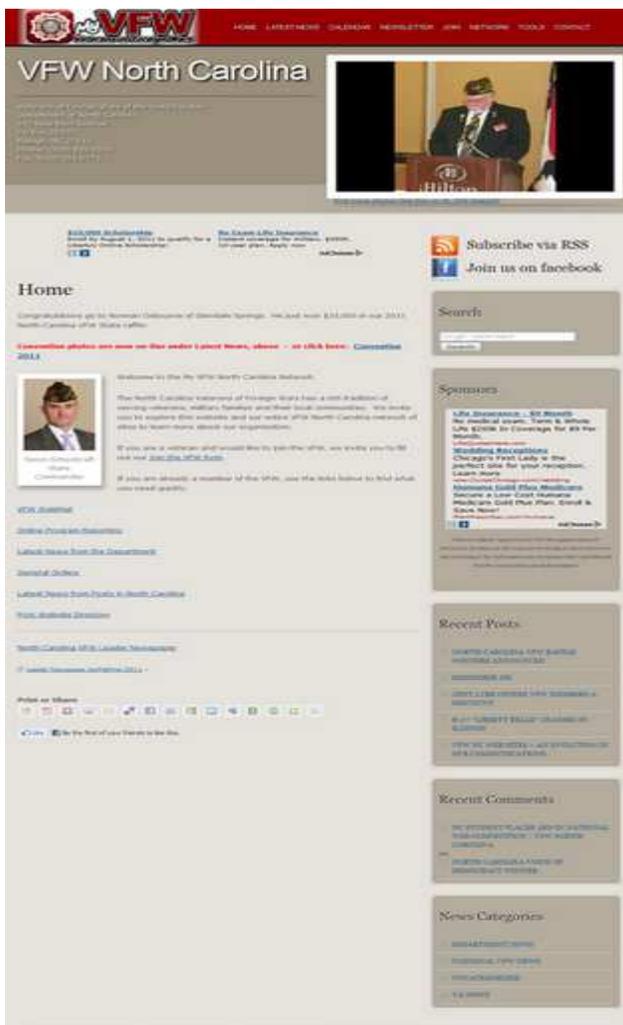
Post

Considering the newspaper model, a post can be thought of as essentially one article.
It is written and published at a given point in time about a particular subject in a specific category and posted on a certain page.

The sports page, for example may contain several posts from the sports category. Posts are primarily written as part of a blog (web based log of events - or journal). However posts have multiple functions and using them creatively can give you greater control over the management of your websites content.

On your MyVFW site, an example of a static page would include the Home page shown below, while post would be the story "B-17 "Liberty Belle" Crashes in Illinois".
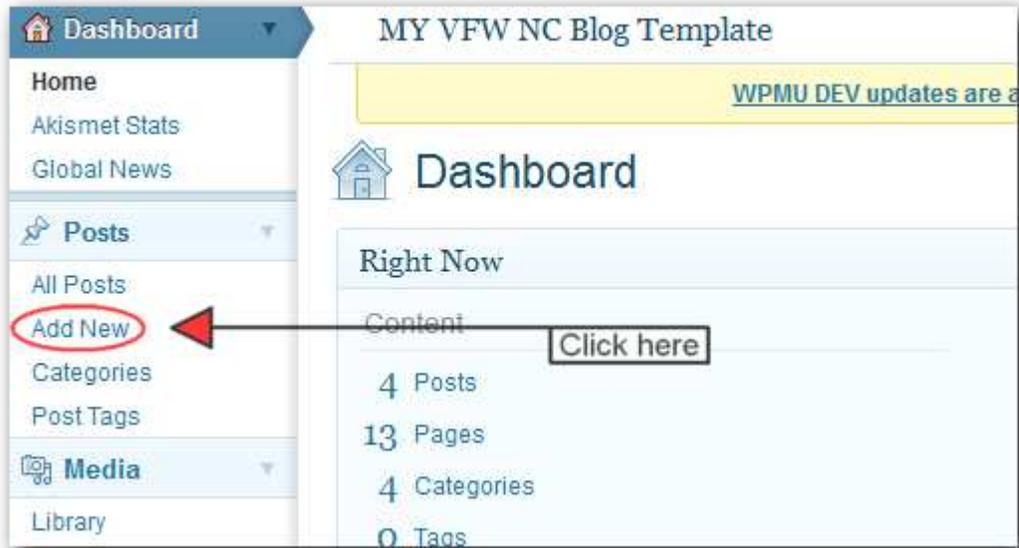
**Example Page**   **Example Posts**

5. Creating a blog entry

Now that your account is set up, it's time to start publishing. To get started publishing a story, go to the left hand column of the dashboard and scroll down until you see the Posts section. Click the small down arrow next to Posts and open the submenu. On the submenu, click "Add New".

Your story editor page will now open. (You will probably see more things on your page than what you are seeing below. You can eliminate those unnecessary items from your editor by clicking the "Screen Options" area at the top right of the page and unchecking the boxes you don't need.)
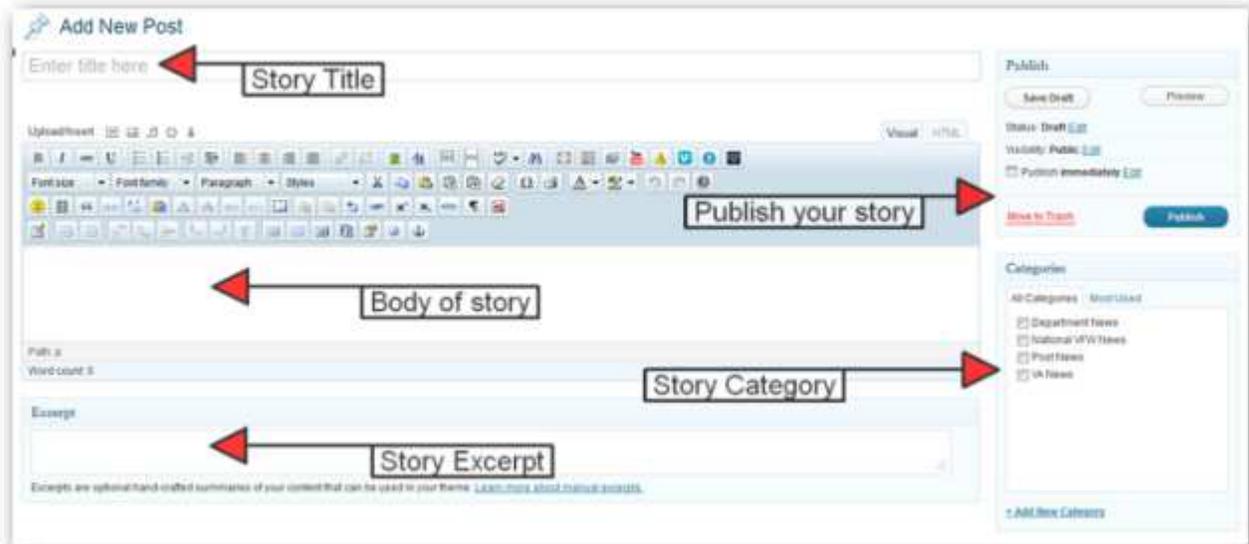
There are five steps you need to complete in order to successfully publish a story to your blog. They are as follows:

1. **Title.**

Give your story a title. Be brief but descriptive. The better your title, the better chance you have of being found by someone looking for you in a search engine like Google or Bing. "VFW Post 2087 Raises $5k for United Way" will get better placement and more attention than "Post Picnic for Charity".

2. **Body of Story**

This is where you enter the story information you want to get out to your readers. You can write as long or short of a story as you'd like. Remember your basic writing rules. Use correct punctuation and separate your information into logical paragraphs. Add photos (more on adding pictures can be found in the next section) and videos to enhance your stories. Wherever possible, try to make your members and your community the stars on your website.

The visual editor has a lot of available tools that can be used to enhance your writing. But don't feel obligated to use them if it's not necessary. A simple rule of thumb is that plain text and a photo will get your point across to the reader much better than a story with several different text colors and font sizes. Keep it simple.

3. **Story Excerpt**

Your new website uses an "Excerpt" format on the Latest News (Blog) page. If you look at your latest news page, you'll notice that under each new story, you see only a brief sentence or two of what the story is about and then an invitation to the reader to click through to read the entire story.   Unlike the old WebCOM blogs, this gives the reader the opportunity to preview each story quickly without having to scroll through every story on the site.

What you see on that page is controlled by what you put into the excerpt area in your editor. A quick trick is to copy the first sentence or two from your story and paste it into the excerpt box. Or, you can write a completely new sentence or two describing your story. Either way, put something into the excerpt box.

4. **Story Category**

Before you publish, take a moment to put your story into some type of category. Just check a box next to an existing category or feel free to create one of your own if none of the pre-existing categories meet your needs. Assigning a category also helps with both search engine placement and keeps your stories organized so your readers can find their information faster.

5. **Publish your Story**

When you have finished all of the steps above, it's time to publish. We recommend that you click the "Preview" button first to see how it will look on the website and to see if any changes need to be made. Once you've previewed the story and everything appears the way you want it to, press "Publish" and your story will be published to the website.

Note: You can also "pre-publish" your stories and have them appear later date or time. Just go ahead and complete the steps above as usual, but before you publish, click the "Edit" link next to "Publish immediately". You can then set the date and time when you'd like the story to appear on the site. Use this trick to write several stories at one time and have them appear over the upcoming days.

6. Adding an Image to a Post or Page

"A picture is worth a thousand words." While that may or may not be true, there's no denying that adding pictures from your post events will enhance your website and draw more visitors (and new members).

Adding a photo to a post or page involves just a few simple steps. But before we get started, we recommend you take a few moments to resize your photos before you upload them. This can be done with any photo editing software. We recommend Picasa (available for free from www.picasa.com) but any photo editor will do. Resize the photos to about 600 pixels wide and save them on your computer. This will cut the file size dramatically and help your pages load faster for your visitors.

When you are ready to add add your photo, open the Add New Post or Add New Page editor and place your cursor in the text area where you would like your photo to appear. Then, at the top of the edit area, you will find the words Upload/Insert and several icons. If you hover your mouse pointer over the first icon, the words "Add an Image" will appear. Click that icon as shown below.
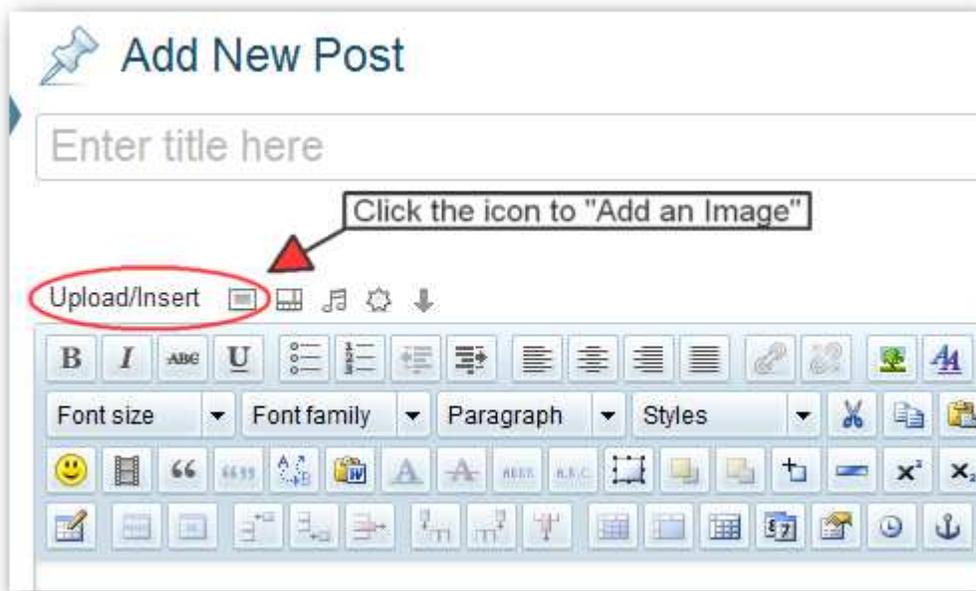
Clicking the Add an Image icon brings up a new window where you can select where your image is stored.   Click the "Select Files" button and another window will open showing you the files on your computer. Locate the picture you want to upload, select it and click the "Open" button.   Your upload will start automatically.

After your file uploads, you will see a window like the one below. The Title, Alternate Text, Caption and Description boxes are all optional boxes but we recommend you fill them in when you can. The Title, Alternate Text and Description boxes are used for search engine purposes. Filling in the Caption area actually ads a caption below the image, much like the captions you see beneath a photo in a newspaper.

When you're ready, click "Insert into Post" to add the picture to your story.
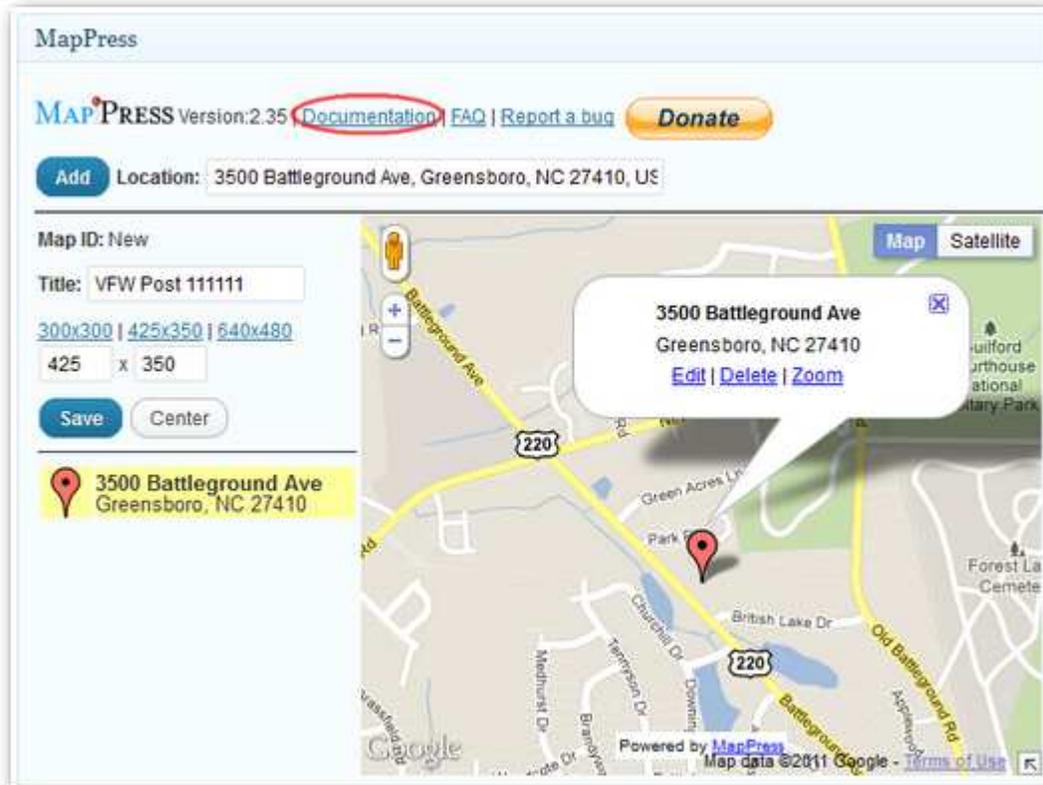
7. Editing your Post Information Page

To make update your Post Information page, navigate to the Pages section in the left column of the dashboard navigation, and select "All Pages". This will bring up a listing of all the pages currently on your website. Scroll down to the Post Information page and hover your mouse on the title. This will bring up a submenu under the title. Select "Edit".
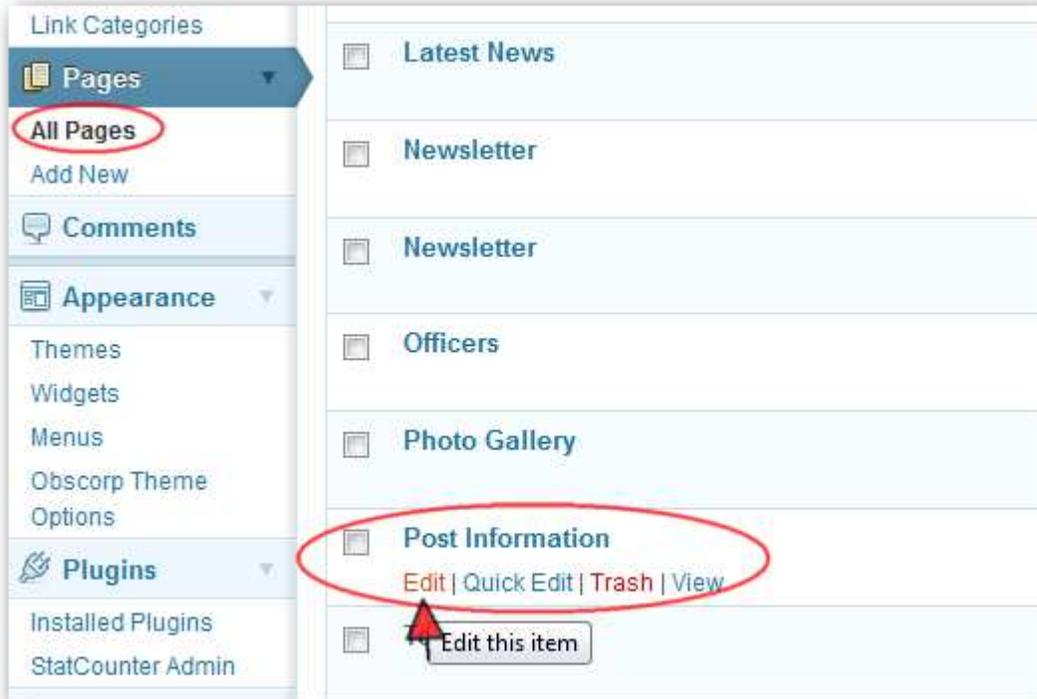
Use the instructions on previous pages to insert your post home photo. Type in the other information
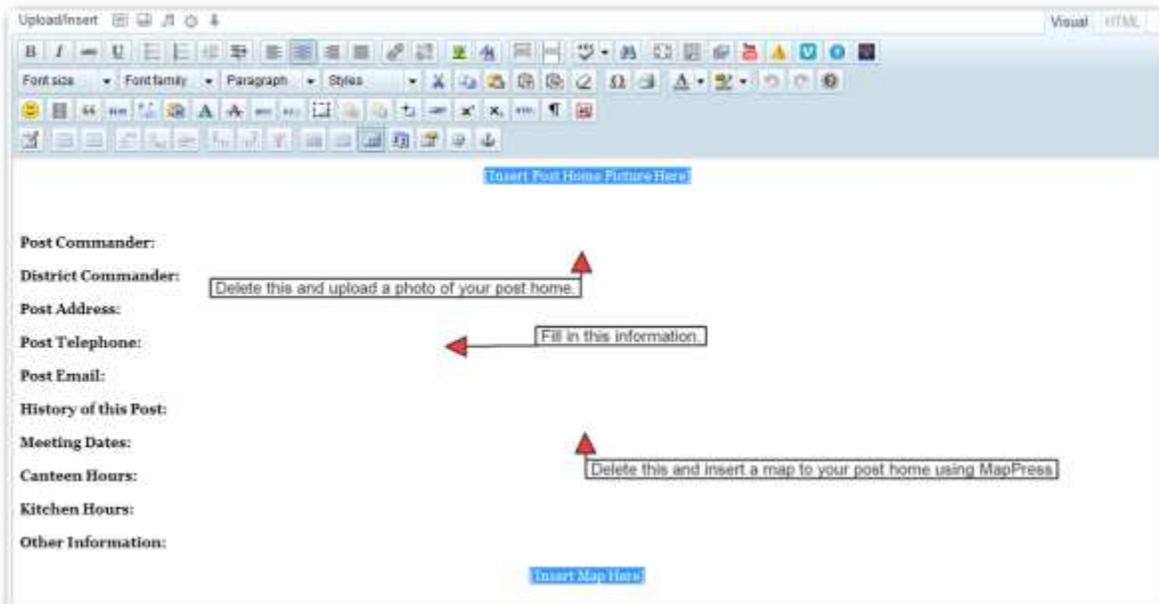
and use the MapPress map editor to insert a Google Map to your post home. If you need help with the MapPress Editor, click the Documentation link shown below. This will open a new browser window with the documention to add a map to your page.

When you're finished editing your page, preview it to check for accuracy, the click the "Update" button in the publishing box to save your changes to the website.

8. Where to get more help

We understand that this is a lot of information to digest at one time if you've never used WordPress before, but help is available if you need it.

Your first stop should be http://myvfw.org/helpcenter This site has a collection of video tutorials covering many specific areas of wordpress as well as how to use some of the more advanced plugins like the Event Calendar, Photo Gallery and more.

Several of our state VFW Departments have designated Webmaster/Blogmasters. Check the Contact page on your Department website to get help.

Or you can contact us at support@myvfw.org and we will also assist you with your website. Enjoy!

-The MyVFW Network Team