

# Getting to Know Your Local Grange Website



The National Grange has created a local grange website for all state and local granges across the country. Each local Grange has its own webpage with basic information which can be edited and updated by a designated member of that Grange to reflect the latest and greatest things that are happening in their community.

This guide will take you through the process of logging into the dashboard of your WordPress website, creating content for your site, adding images, and so much more.

With easy-to-use WordPress plugins installed on your local grange website, you will be able to create a beautiful and informative website for your visitors to enjoy.

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## What is my local grange website?

All state and local grange websites have been created on the grange.org domain. That means that your website will always begin with the URL <http://www.grange.org/> followed by your local Grange name, state abbreviation and Grange number.

For example, if you belong to Super Star Grange #911 located in North Dakota, our grange website would look like this:

<http://grange.org/superstarnd911/>



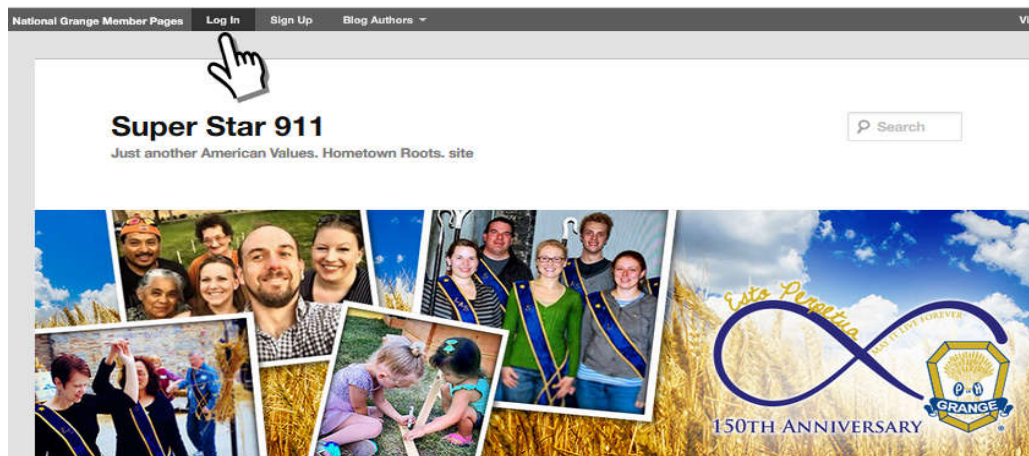
You can always visit the National Grange website and enter your grange zip code in the “Find A Grange” tool to bring up your Grange in the list. Once you find our Grange you can click on the “Visit Website” link which will take you to your website homepage.

## How do I log into my website?

So you’ve made it to your website. Now what!!!!!!

Log into your website by scrolling your page to the very top of the screen where you will find a gray bar with white letters. You will see a link that says, “Log In”.

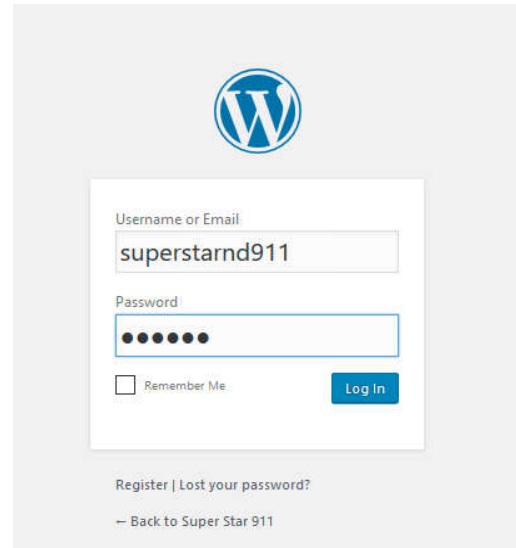
It should look like this:



After you click on the “Log In” link, you will be prompted to enter your WordPress Username and Password which has already been created for each local and state grange.

The username of each website can be found in the URL string of your website web address. In other words, everything that is located between the forward slash marks “/” is your username.

For example, the username for the website address <http://grange.org/superstarnd911/> would be **superstarnd911** and the default password for each website has been set to **update**.



**Note:** We recommend that you change your password to something more secure once you have logged into your dashboard.

Congratulations! You are now logged into your grange website and ready to update your content..... but first, let's change our default password.

## Changing Your Password

After you have logged into your website you will land on the WordPress Dashboard of your website. To change your default password, follow these simple instructions.

Step 1: From the side navigation click on “Users”

Step 2: Click on the name of the user whom you want to change the password for

Step 3: Scroll to the bottom of the page and click on “Generate Password”

Step 4: Type in a strong password in the text field. If your password is weak, you will need to check the box confirming the use of a weak password.

Step 5: Click on the “Update Profile” to accept your changes.

Note: Please keep in mind that if you change our password and forget what you changed it to, we will not be able to tell you what your password is. However we will be able to reset your password and provide it to you. Contact Stephanie Wilkins at (202) 628-3507 ext. 101 for a password reset.

## Dashboard Navigation at a Glance

The dashboard of your WordPress website may look daunting at first but you will only need to be concerned with a few sections to maintain and personalize your local Grange site. Here is a brief description of the sections you will utilize and the purpose for each.

**Post** > create content that would be categorized under a specific section.

**Media** > add pictures, video or music to a website page or post.

**Pages** > create sections or tabs within your website. Pages are static and are good when for listing contacts or meeting times as they will not be changed frequently.

**Comments** > view comments that your visitors have made on your website.

**Appearance** > change the look and feel of your website.

**Plugins** > list of installed software that provide various functionalities within your WordPress site.

**Users** > update user profile such as passwords and create new users/administrators.

## Posts

When creating a Post, you should first create a Category that you will later assign your Post to. This would be synonymous to a filing system for your site by sorting our content to a section that makes sense to your visitors. For example, if you want feature a section with all the latest news in my Grange, I would create a Category called "News". After creating my "News" Category, I would then create a Post and select the Category called "News".

Step 1: Mouse-over "Posts" and click on "Categories"

Step 2: Type the name of your Category in the text field

Step 3: Click the "Add New Category" box

Step 4: Click "Post"

Step 5: Click "Add New"

Step 6: Create your post (title, content, images, etc.)

Step 7: In the right side panel, put a check mark in the box next to the category you want this post to appear under

Step 8: Click "Publish" to make your changes live on the internet.

## Adding Media to your site

You can make your website beautiful by adding pictures and videos as well as downloadable documents and files that may be useful to your members and visitors.

Step 1: Click on “Media”

Step 2: Click on “Add New”

Step 3: Select your media file to add to your website by clicking on “Select Files” and locating the media you want to upload. You can also drag and drop your file to the gray area to alleviate steps.

The maximum upload file size is 1MB. Please be careful not to upload media files that you do not intend to use in an effort to best utilize the space on the National Grange webhosting server.

## Creating Pages

Think of the sections or groups that you want to have on your homepage such as meeting times, officers, programs, etc. Let create some pages.....

Step 1: Click on “Pages”

Step 2: Click on “Add New”

Step 3: Enter the title of your new page in the very first text box

Step 4: Enter the content of your page in the second or main text box below the title.

You can use the formatting toolbar to help you align text, bold, add links, etc.

Step 5: Click “Publish” located in the right side panel to save your changes and make your page viewable on the internet.

You can view your changes by clicking on the “View page” link at the top of your page. Keep making edits your page until you get desired look you want.

Delete unwanted pages by hovering your mouse over the name of the page and clicking on the link called “Trash”. You can restore pages moved to trash or you can permanently delete them from our site.

## Website Comments

Visitors have the ability to comments on the content that you post. You can view/read these comments, delete them or mark them as spam. You can also turn off the option for your visitors comments on you site completely or on specific pages.

### **Turn off comments on a specific page/post**

Go to your list of pages or posts. After your find the page or post you are looking for, mouse-over it to reveal additional options below it. Choose the option “Quick Edit” and uncheck the box that says “Allow Comments”.

### **Turn off comments on website** (may be override for individual articles)

Click on “Settings” in our dashboard side navigation and click on “Discussion Settings”. Uncheck the article settings box that says “Allow people to post comment on new articles.”

## Editing the appearance of your website

You can easily change the appearance of your grange website to make it your own. We have uploaded a few WordPress themes for you to choose from. To change your theme, simply click on “Themes” and activate the theme you prefer. You can preview a theme before activating it or you activate a theme and choose another if you change your mind.

To change the header image of your theme to make if more suitable for your local Grange, follow these short steps.

Step 1: Go to “Appearance” and then choose “Header”

Step 2: In the left side panel, click “Add new image” where is says Current header (your recommended header image size is 1000 pixels wide and 288 pixels high. You can crop images to your liking after you have added them.

Step 3: Locate the header image that you want to use for your local grange site. (maximum upload file size is 1MB)

Step 4: Click select and crop button and crop if needed or skip cropping.

Step 5: In the left side panel at the very top, click “Save and Publish” for your changes to appear live on the internet.

## Users

If you choose to have more than one person make changes to your website, you can add users that can log-in and update content alike. You can also change the password for a user as described earlier in this guide.

Step 1: Click “Users”

Step 2: Click “Add Existing User”

Step 3: Enter the email address for your user and assign a role (administrator if they are editing content). An email will be sent to the new user which they will have to confirm the invitation as a user of your Grange website.

## YouTube Instruction

You can watch an instructional video on how to use your grange.org website by following this link

<https://www.youtube.com/watch?v=DvMAZK7-EYE>