Causeway
Coast & Glens
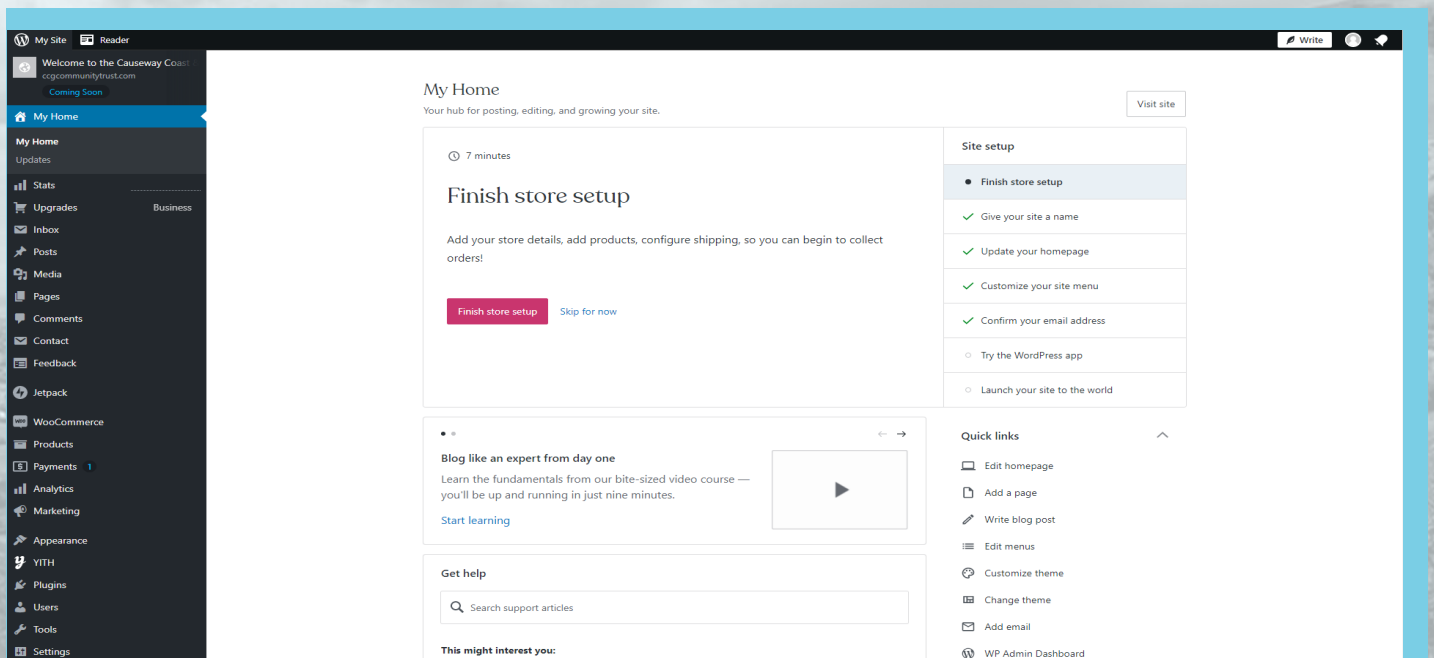## Community Trust

Website
User Guide

Contents

Introduction

This is the User Guide for the Causeway Coast and Glens Community Trust Website. This website was created using Wordpress version 5.7.2.
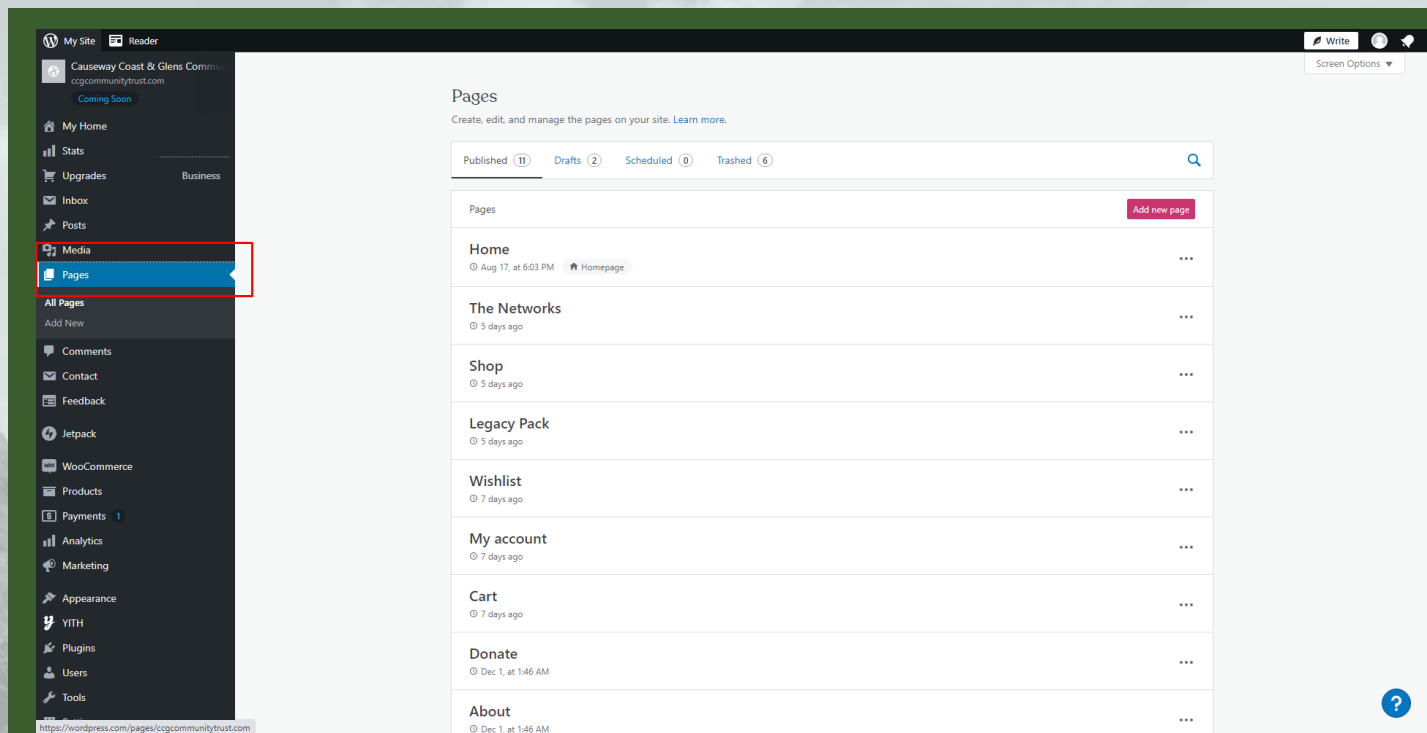
Using Wordpress:

When editing or updating your website, you must sign into your wordpress account dashboard by visiting www.wordpress.com and entering your sign-in credentials.

Once entered correctly, you will be sent to the wordpress dashboard which looks like this:

Editing a Page

To begin editing a page, navigate to the "pages" tab and select the page that you wish to edit.

When editing a page, elements are broken up into "blocks". These blocks are used to add various elements to the webpage or to edit existing elements of the page.

Below is the editing view of the heading on the Home Page. The editor for this block has appeared on the right side of the screen. I can see the type of block and its attributes. I can also change the text by replacing the existing text with my new text.

Once you have finished editing, it is important to click the pink "update" button on the top right hand side of the screen.
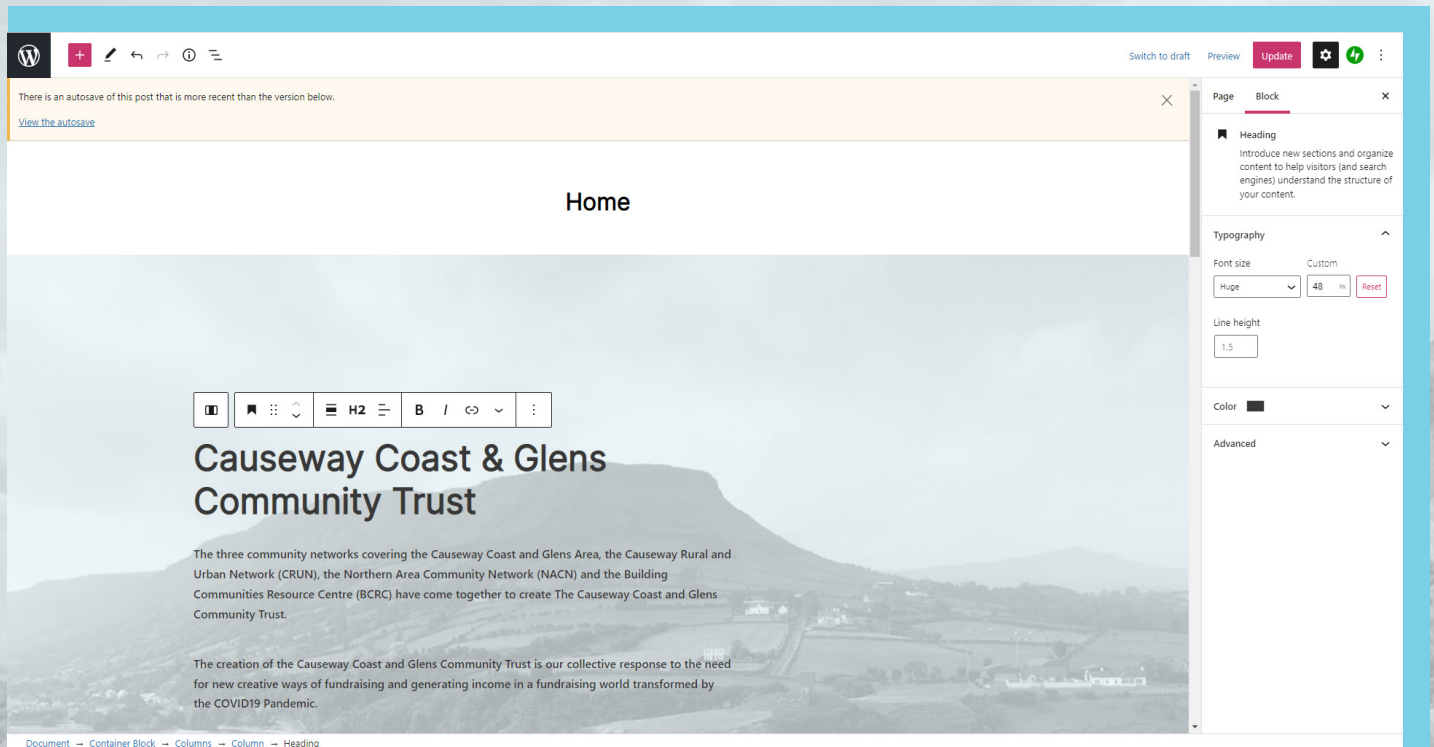

When you wish to add a new block to a webpage, for example a video, then first you would scroll to the bottom of the page and find the black plus button or the pink button at the top left of the screen. This will open a menu that you can choose blocks to add to the website by dragging them on to the webpage.
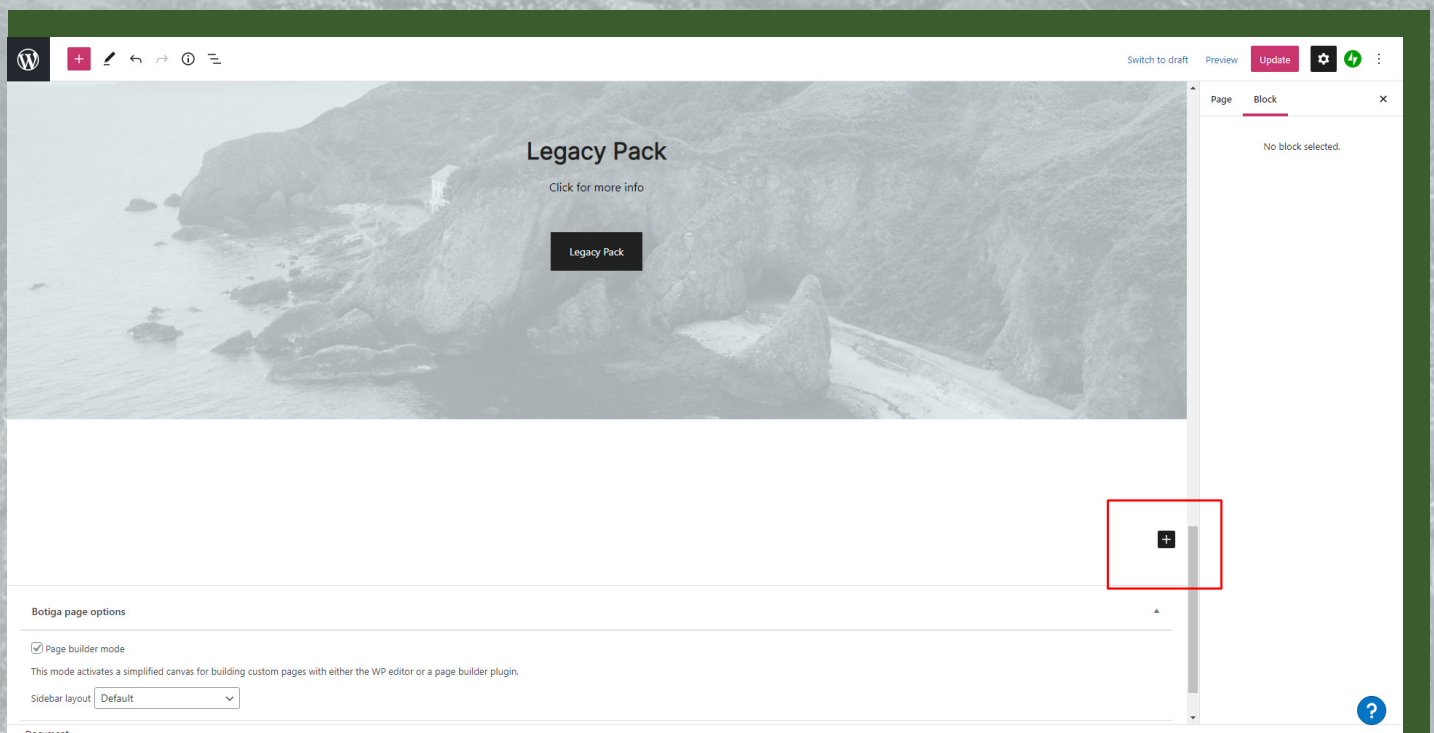
Editing The Shop

To begin editing the shop, head back to the main dashboard and select "Products"
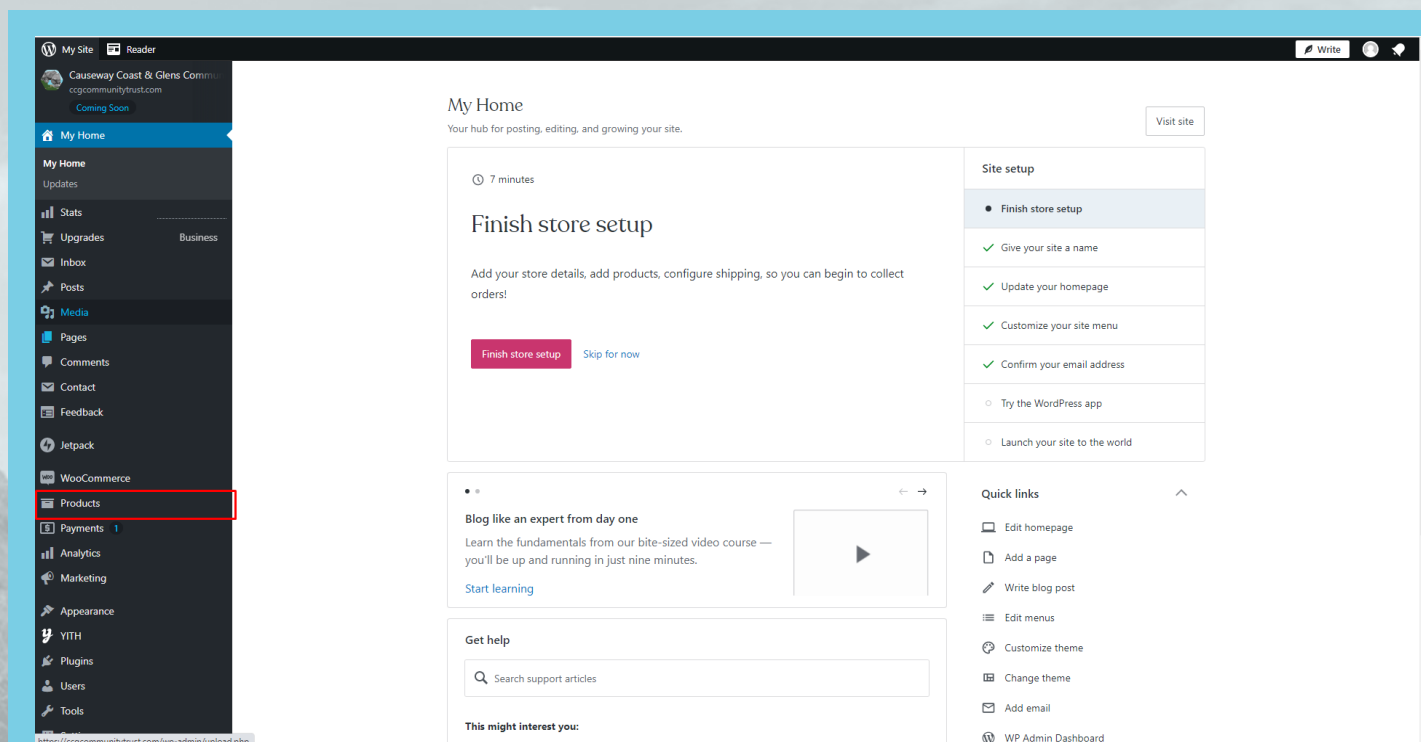
To begin, mouse over a product and select "edit". From here you can edit elements such as price, description, product image and gallery. When finished editing, be sure to press the pink update box from inside the "publish" box.

When finished editing, be sure to press the pink update box from inside the "publish" box.

Editing Global Settings

To adjust global website settings such as page icon and elements that show on every page, you must go to the "Theme" settings and customise the theme elements. To do this, head back to the main dashboard and select "Appearance" and then select "theme" from the dropdown menu.
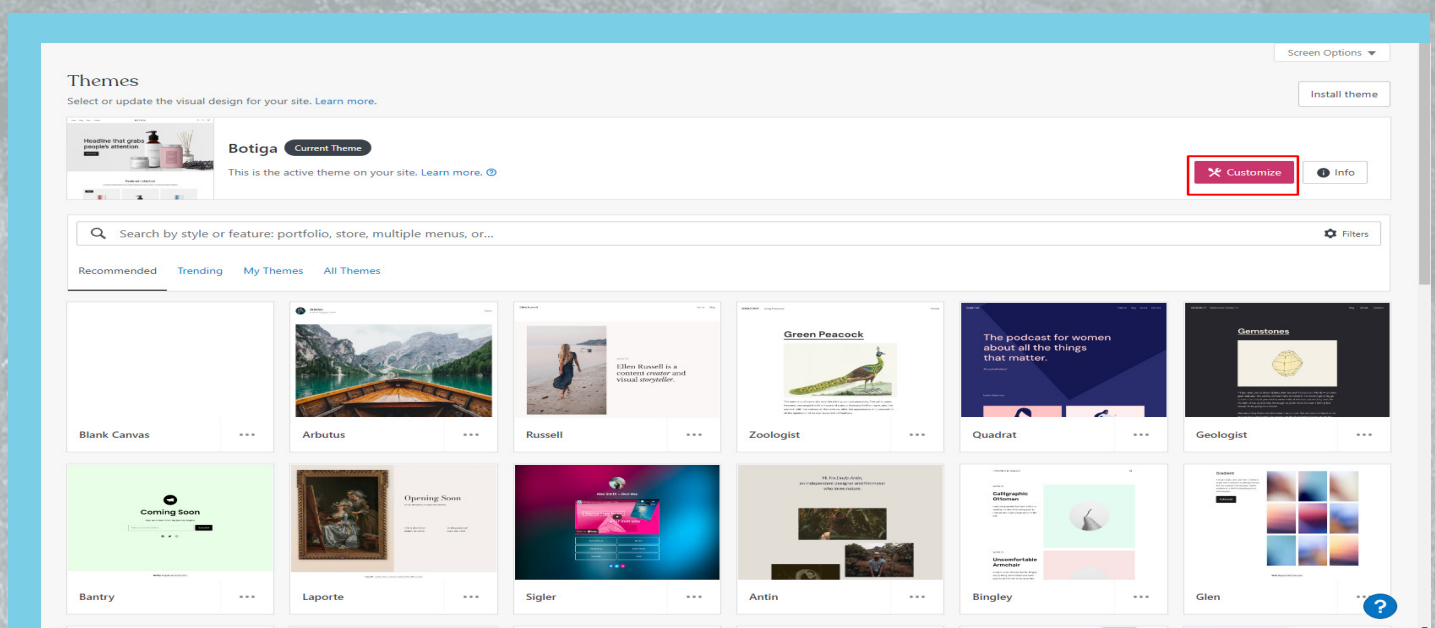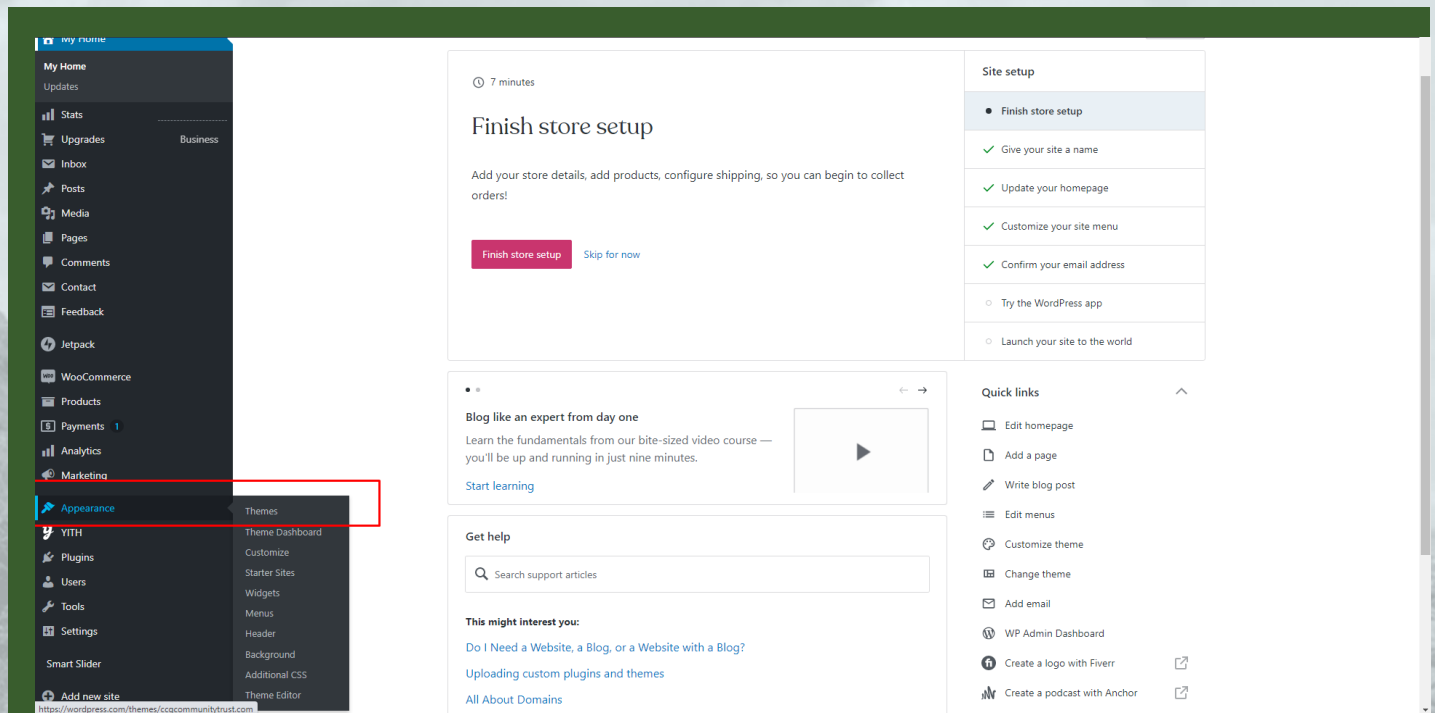
After Selecting the theme tab, click the pink "Customise" button. Then navigate through the menu to change elements such as menus, site icons, navigation bar and Homepage settings.

Navigate through the menu to change elements such as menus, site icons, navigation bar and Homepage settings.
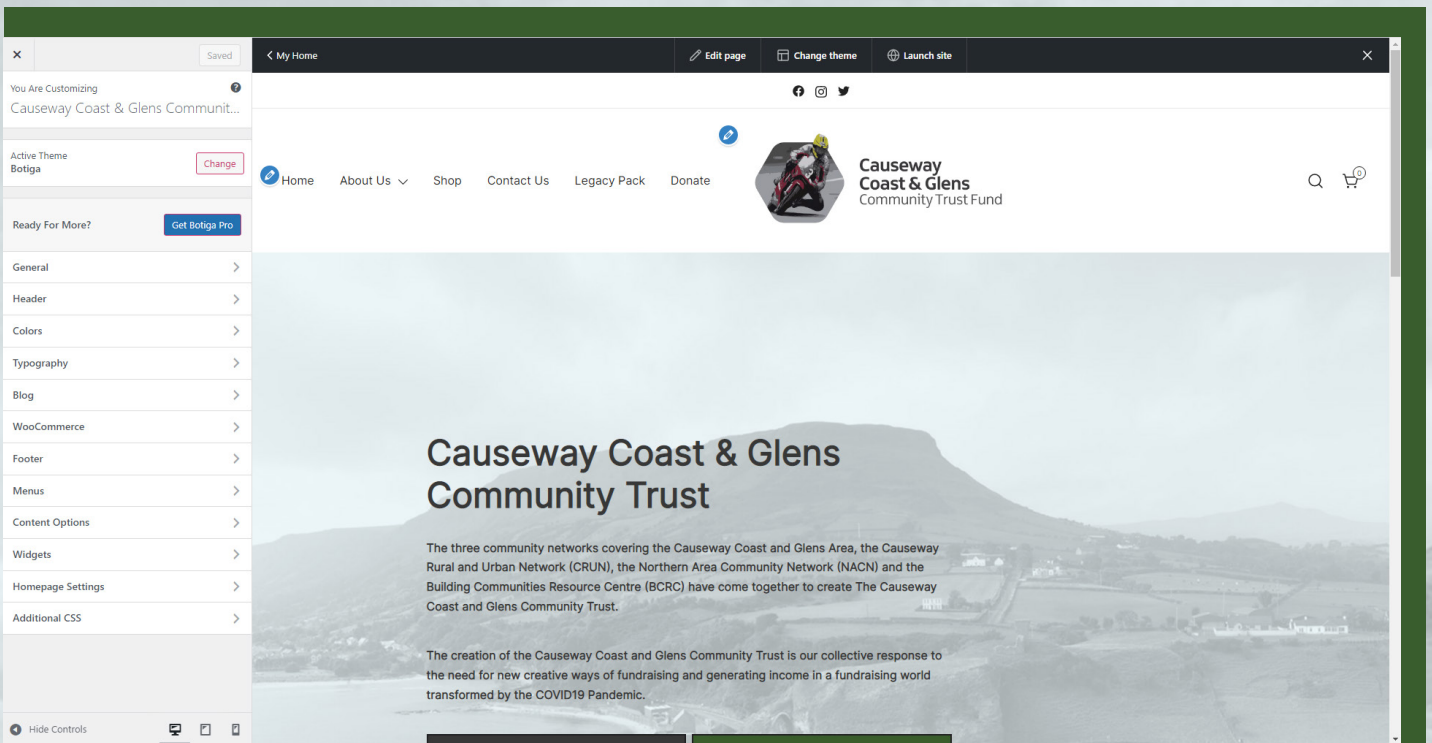
Lastly, to add new elements that are not supported by vanilla wordpress, you may need to install a plugin that enables the feature that you are looking for. To begin, head back to the wordpress dashboard. Select "Plugins". From here, you can choose to view currently installed plugins, add new plugins or remove plugins. We would recommend doing some research before installing or removing plugins as they may damage the site if you are not sure what you are doing.
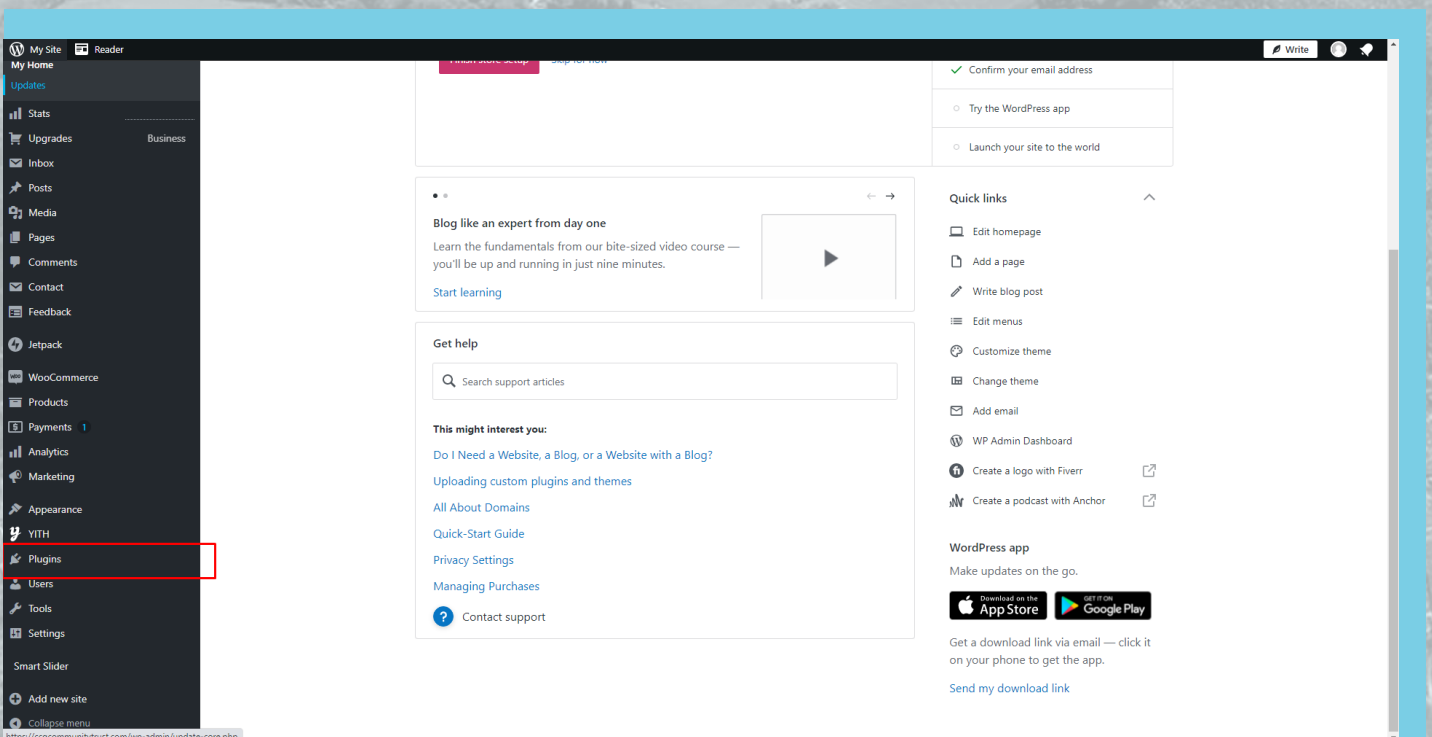
Enabling Stripe

To Enable donation on your website, you must link a card to the Stripe. To do this, head to the Donations page through the wordpress dashboard. Then click on the "connect" button. This will open another window which you must then follow the onscreen instructions and fill in the relevent data.

Donate

Donate to help us collectively engage with individuals and organisations, be they local, regional, national or international, who, whatever their charitable motivation, wish to directly financially invest in the people and/or community living within our geographically-defined catchment area.

⭐ **Connect to Stripe to use this block on your site**
This block will be hidden from your visitors until you connect to Stripe.

[Connect]

One-Time	Monthly	Yearly