

#### Causeway Coast & Glens Community Trust

# Website User Guide

#### Contents

Pg. 3 - Introduction

Pg. 4 - Editing a Page

Pg. 6 - Editing the Shop

Pg. 8 - Editing Global Settings

Pg. 10 - Enabling Stripe

#### 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:

W My Site Reader				
Coming Soon	My Home			
😚 My Home	Your hub for posting, editing, and growing your site.	Visit site		
<b>My Home</b> Updates	③ 7 minutes	Site setup		
atl Stats	Finish store setup	<ul> <li>Finish store setup</li> <li>✓ Give your site a name</li> </ul>		
Transformation Transformatii Transformation Transformation Transformation Transf	This store setup			
r Posts	Add your store details, add products, configure shipping, so you can begin to collect orders!	✓ Update your homepage		
9) Media		✓ Customize your site menu		
<ul> <li>Pages</li> <li>Comments</li> </ul>	Finish store setup Skip for now	✓ Confirm your email address		
Sontact				
E Feedback		<ul> <li>Try the WordPress app</li> </ul>		
🚱 Jetpack		<ul> <li>Launch your site to the world</li> </ul>		
WooCommerce	•• (	Quick links		
Products	Blog like an expert from day one			
S Payments 1	Learn the fundamentals from our bite-sized video course —	Edit homepage		
Analytics     Marketing	you'll be up and running in just nine minutes.	Add a page		
	Start learning	Write blog post		
Appearance		:= Edit menus		
<b>у</b> үгтн	Get help	Customize theme		
🖌 Plugins		🖼 Change theme		
🍰 Users ≁ Tools	Q Search support articles	- Add email		
Fill Settings	This might interest you:	WP Admin Dashboard		
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## **Editing a Page**

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Causeway Coast & Glens Commun		
ccgcommunitytrust.com Coming Soon	Pages	
谷 My Home	Create, edit, and manage the pages on your site. Learn more.	
1] Stats	Published 11 Drafts 2 Scheduled 0 Trashed 6	Q
💘 Upgrades Business		
M Inbox	Pages	Add new page
📌 Posts		
97 Media	O Aug 17, at 6:03 PM	
📮 Pages 🔸	C Aug II, at coortin Thromspage	
All Pages	The Networks	
Add New	© 5 days ago	
P Comments	Shop	
Sontact	© 5 days ago	
📰 Feedback		
🕢 Jetpack	Legacy Pack	
	© 5 days ago	
WooCommerce	Wishlist	
Products	© 7 days ago	
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<b>у</b> үгн	© 7 days ago	
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Lusers	© Dec 1, at 1/46 AM	
لله Tools		
	About	
https://wordpress.com/pages/ccgcommunitytrust.com	© Dec 1, at 1:46 AM	State of the second state of the second

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.

_			
Switch to d	raft Preview	Update	🌣 🕢 E
There is an autosave of this post that is more recent than the version below.	Page	Block	×
Viewtheautocne	1.2	Heading	
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$\boxed{00} \boxed{\blacksquare :: \bigcirc \equiv H2 = B \ I \ \odot \ } :$	Color		~
Causeway Coast & Glens	Advar	iced	~
Community Trust			
The three community networks covering the Causeway Coast and Glens Area, the Causeway Rural and			
Urban Network (CRUN), the Northern Area Community Network (NACN) and the Building			
Communities Resource Centre (BCRC) have come together to create The Causeway Coast and Glens Community Trust.			
The creation of the Causeway Coast and Glens Community Trust is our collective response to the need			
for new creative ways of fundraising and generating income in a fundraising world transformed by			
the COVID19 Pandemic.			
Document Container Block Columns Column Heading			

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.

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✓ Page builder mode							
This mode activates a simplified canvas for building custom pages with either t Sidebar layout Default ~	te WP editor or a page builder plugin.						
Document							?
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### **Editing The Shop**

To begin editing the shop, head back to the main dashboard and select "Products"

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Causeway Coast & Glens Commun					
ccgcommunitytrust.com Coming Soon	My Home				
😤 My Home	Your hub for posting, editing, and growing your site.		Visit site		
My Home		Site setup			
Updates	⊙ 7 minutes	one occup			
II Stats	Finish store setup	Finish store setup			
The second secon	Philsh store setup	✓ Give your site a name			
M Inbox	Add your store details, add products, configure shipping, so you can begin to collect	,			
🖈 Posts	orders!	<ul> <li>Update your homepage</li> </ul>	✓ Update your homepage		
91 Media		✓ Customize your site menu			
📮 Pages	Finish store setup Skip for now				
Comments		<ul> <li>Confirm your email address</li> </ul>			
Contact		Try the WordPress app			
Jetpack		<ul> <li>Launch your site to the world</li> </ul>			
WooCommerce	••	Quick links	~		
Products	Blog like an expert from day one	QUICK IINKS			
⑤ Payments 1	Learn the fundamentals from our bite-sized video course —	Edit homepage			
II Analytics	you'll be up and running in just nine minutes.	Add a page			
P Marketing	Start learning	Write blog post			
Appearance		≔ Edit menus			
<b>у</b> үлтн	Get help	Customize theme			
🖆 Plugins	Q Search support articles	Change theme			
Sers Users	Search support articles	-			
Tools	This might interest you:	Add email			
https://ccgcommunitytrust.com/wp-admin/upload.php		WP Admin Dashboard			

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.

		Name	SKU	Stock	Price	Categories	Tags	*	Date	Stats	*
		Polo Shirt with Embroidered Logo ID: 376   Edit   Quick Edit   Trash   View   Duplicate	-	In stock	£16.00	Clothing	-		Published 2021/07/18 at 8:41 am	al	0
		12 Month Calandar	-	In stock	£14.00	Office Supplies	-		Published 2021/07/18 at 8:40 am	al	0
	<u>i</u> .	Jacket	-	In stock	£21.00	Clothing	-	☆	Published 2021/07/18 at 8:40 am	al	0
		Pen	-	In stock	£14.00	Office Supplies	-	☆	Published 2021/07/18 at 8:40 am	al	0
	9	Water Bottle	-	in stock	£14.00	Travel	-	습	Published 2021/07/18 at 8:40 am	al	0
	趣	Hoodie	-	in stock	£14.00	Clothing	-	습	Published 2021/07/17 at 10:42 am	al	0
	$\mathbb{R}$	Umberella	-	in stock	£21.00 £18.00	Travel	-		Published 2021/07/17 at 10:39 am	al	0
		Gilet	-	In stock	£14.00	Clothing	-		Published 2021/07/17 at 9:49 am	al	0
$\bigcirc$		Name	SKU	Stock	Price	Categories	Tags	*	Date	Stats	*

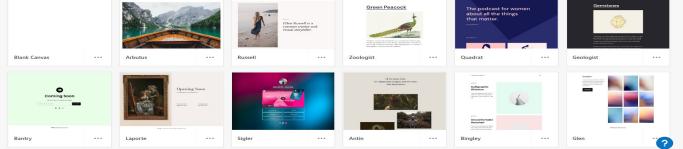
#### When finished editing, be sure to press the pink update box from inside the "publish" box.

Edit Product						Inbox	O Finish setup
Edit product Add New						Screen Options 🔻	Help 🔻
Polo Shirt with Embroider	red Logo					Publish	~ ~ *
Permalink: <u>https://ccgcommunitytrust.com</u>	n/product/eternal-sunset-c	with-jojoba-oil/ Edit				Prev	iew Changes
91 Add Media	l				Maria Terra	Status: Published <u>Edit</u>	
	, " = = <i>■ ₽</i>				Visual Text	Visibility: Public Edit	
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Word count: 71				Draft saved at 4:09:07 pm. Last edited by ccg	trust on December 4, 2021 at 12:42 pm	Travel     Add new category	
Product data — Simple product	Virtual:	Downloadable:			~ ~ .	<u>. , rad new category</u>	
						Product tags	~ ~ *
General	Regular price (£)	16					Add
Inventory	Sale price (£)			Schedule		Separate tags with commas	
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& Linked Products						choose from the most used to	
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# **Editing Global Settings**

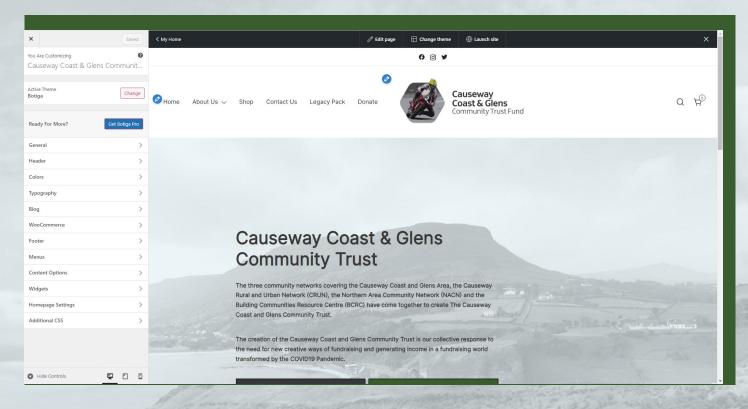
To adjust global website settings such as page icon and elements that show on every page, you must go to the "Theme" settings and customise the theme elements. To do this, head back to the main dashboard and select "Appearance" and then select "theme" from the dropdown menu.

To My nome						
My Home Updates		③ 7 minutes		Site setup		
•,		Pinish store estur		Finish store setup		
The second secon		Finish store setup		✓ Give your site a name		
☑ Inbox ★ Posts		Add your store details, add products, configure shipping, so you	can begin to collect	✓ Update your homepage		
9 Media		orders!		✓ Customize your site menu		
📕 Pages		Finish store setup Skip for now				
<ul> <li>Comments</li> <li>Contact</li> </ul>				<ul> <li>Confirm your email address</li> </ul>		
E Feedback				<ul> <li>Try the WordPress app</li> </ul>		
🚱 Jetpack				<ul> <li>Launch your site to the world</li> </ul>		
wooCommerce	ſ	••	$\leftarrow \rightarrow$	Quick links	^	
Products		Blog like an expert from day one				
Payments     Analytics		Learn the fundamentals from our bite-sized video course —		<ul> <li>Edit homepage</li> <li>Add a page</li> </ul>		
Marketing		you'll be up and running in just nine minutes.				
🔊 Appearance	Themes	Start learning		Write blog post		
<b>у</b> үпн	Theme Dashboard	Get help		i≡ Edit menus		
😰 Plugins	Customize			Customize theme		
👗 Users	Starter Sites Widgets	Q Search support articles		🖼 Change theme		
🖋 Tools	Menus	This might interest you:		Add email		
Settings	Header	Do I Need a Website, a Blog, or a Website with a Blog?		WP Admin Dashboard		
Smart Slider	Background Additional CSS	Uploading custom plugins and themes		Create a logo with Fiverr	C <sup>2</sup>	
Add new site     https://wordpress.com/themes/ccgcommunitytre	Theme Editor	All About Domains		🔊 Create a podcast with Anchor	2	
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	My Themes All Themes					
	• • • • • • • • • • • • • • • • • • •	The second secon	en Peacock	The podcast for women	Gemstone	



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.

🕼 My Site 📼 Reader		
My Home		<ul> <li>Confirm your email address</li> </ul>
Updates		
11 Stats		<ul> <li>Try the WordPress app</li> </ul>
📜 Upgrades Business		<ul> <li>Launch your site to the world</li> </ul>
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🖈 Posts	• •	
91 Media		← → Quick links
📕 Pages	Blog like an expert from day one	Edit homepage
Comments	Learn the fundamentals from our bite-sized video course — you'll be up and running in just nine minutes.	Add a page
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-	Start learning	Write blog post
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Products	Q Search support articles	🖽 Change theme
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Analytics	Do I Need a Website, a Blog, or a Website with a Blog?	<b>0 0 1 1 1 1 1</b>
🕐 Marketing	Uploading custom plugins and themes	G Create a logo with Fiverr
✗ Appearance	All About Domains	Mr Create a podcast with Anchor
<b>у</b> үтн	Quick-Start Guide	
🖌 Plugins	Privacy Settings	WordPress app
🛓 Users		Make updates on the go.
F Tools	Managing Purchases	App Store
-	Contact support	Google Play
Settings		Get a download link via email — click it
Smart Slider		on your phone to get the app.
Add		Send my download link
G Add new site		
Collapse menu https://ccgcommunitytrust.com/wp-admin/update	core.php	

# **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.



Monthly

Yearly

Connect