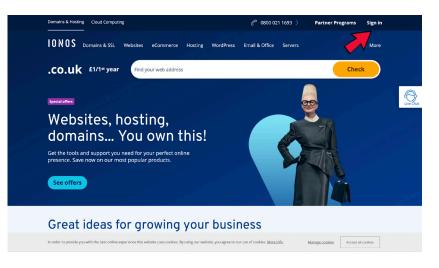
# Website Manual

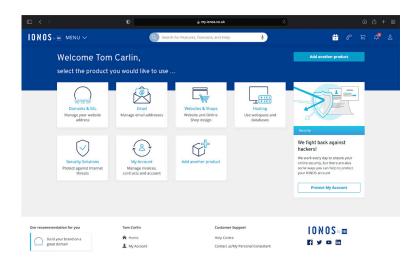


# Log in details for wordpress check email

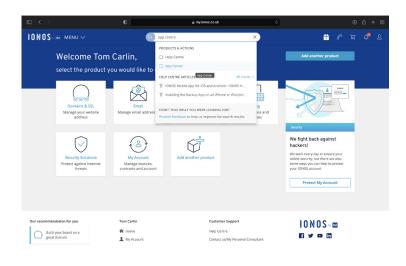
# General

Website Link: https://www.ionos.co.uk/





From the lonos hosting menu use the search tab at top to go to the app centre



# This will then bring up WordPress Click in admin area and enter log in details for admin

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# Plug ins

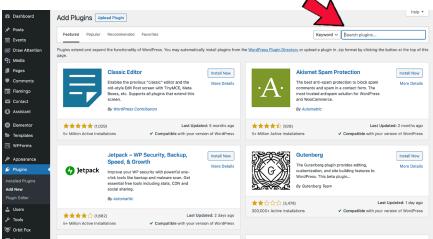
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on the left tab select plug ins and click add new

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On the top right of the screen search for the plug in that you desire Select install now



# Video

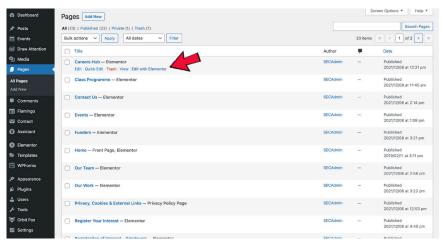
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ols	aue to Pro and get access to the reports.		WordPress Events and News	,	~ ~ <i>i</i>
rbit Fox	Upgrade to WPForms Pro		Attend an upcoming event near you. 🖉		

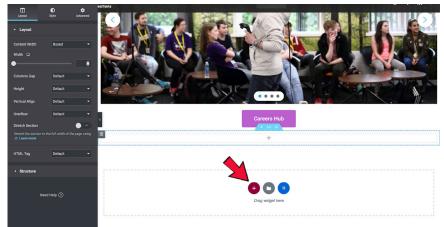
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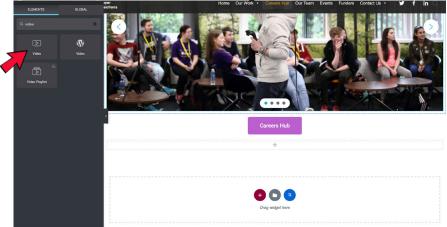
### Select edit with elementor on the page you wish to add a video



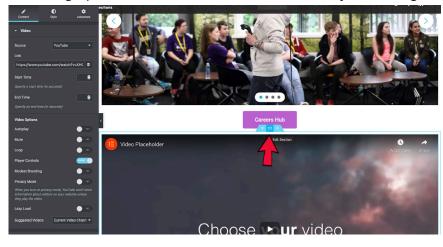
This will bring up a new page To add a new video, click on the plus icon



#### Select this on the left tab and drag video box over



To change position, select the 6 dots that allow you to drag and drop where you want on the page



# Menu

# How to change colour of menu

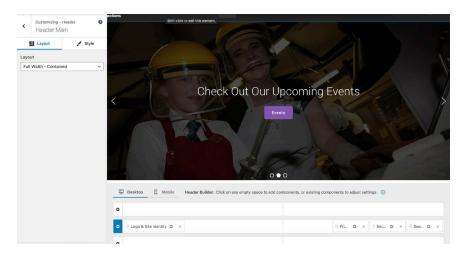
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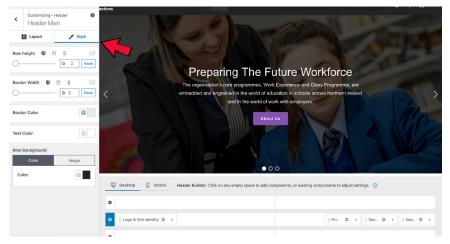
Go the left menu and select appearance > Customise

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Hold shift and left click the menu you wish to edit



# In the left menu select style Here the menu is fully editable



# Pages

From the admin dashboard

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Go to the left menu Select pages and Add new

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# **Events**

# From the admin dashboard

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#### on the left menu select events

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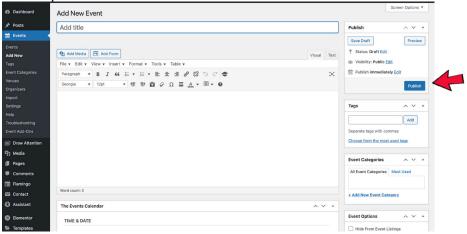
# At the top of the page select add new

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🛗 Events 🔸	Bulk actions 🗸 Apply						1 item
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Add New Tags	Test	SECAdmin		-	-	December 10	December 10
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Venues Organizers Import Settings Help Troubleshooting Event Add-Ons	Bulk actions v Apply						1 item
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# Enter details of the event

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Add title	Publish ^ ~
	Save Draft Prev
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	Tags A Add Separate tags with commas Choose from the most used tage
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	Hide From Event Listings

#### Select publish to save events



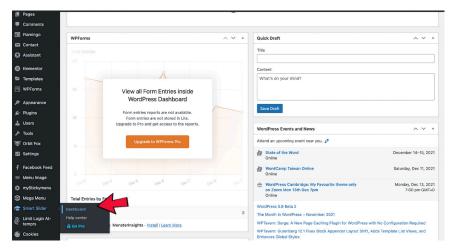
# Sliders

#### To change Slider

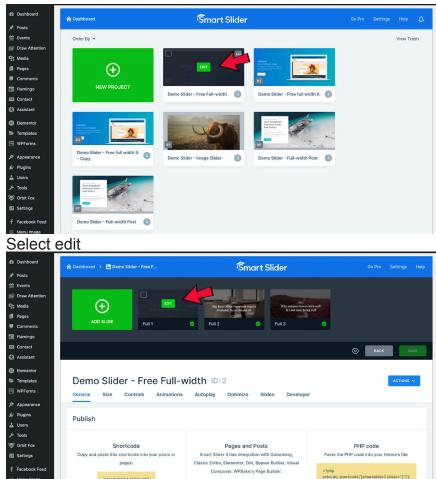
#### From the admin dashboard

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#### Go to the left menu Select 'smart slider'



#### To the slider hover over desired slider



From here you can add slides or change the images

# Add Carousel of images to the website

#### From the admin dashboard

[smartslider3 slider="2"]

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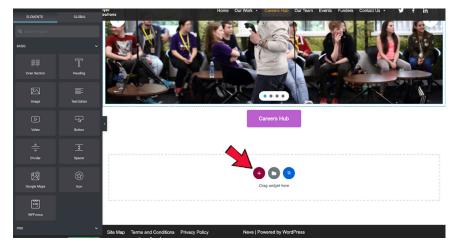
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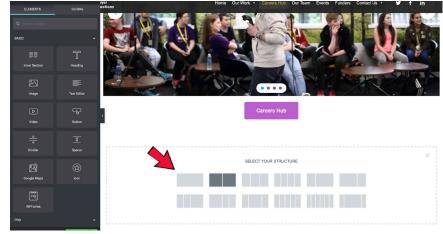
Select edit with elementor on the page you wish to add a slider

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📙 Pages 🔸	Edit   Quick Edit   Trash   View   Edit with Elementor			2021/12/08 at 12:21 pm
All Pages Add New	Class Programme — Elementor	SECAdmin	_	Published 2021/12/08 at 11:45 am
Comments	Contact Us – Elementor	SECAdmin	-	Published 2021/12/06 at 2:14 pm
Flamingo	Events - Elementor	SECAdmin	-	Published 2021/12/08 at 1:08 pm
G Assistant	Funders – Elementor	SECAdmin	-	Published 2021/12/08 at 3:21 pm
<ul> <li>Elementor</li> <li>Templates</li> </ul>	Home – Front Page, Elementor	SECAdmin	-	Published 2019/02/11 at 3:11 pm
WPForms	Our Team – Elementor	SECAdmin	-	Published 2021/12/06 at 2:58 pm
Appearance Plugins	Our Work – Elementor	SECAdmin	-	Published 2021/12/06 at 3:23 pm
👗 Users 🖋 Tools	Privacy, Cookies & External Links — Privacy Policy Page	SECAdmin	-	Published 2021/12/06 at 12:53 pm
Settings	Register Your Interest – Elementor	SECAdmin	-	Published 2021/12/08 at 4:40 pm

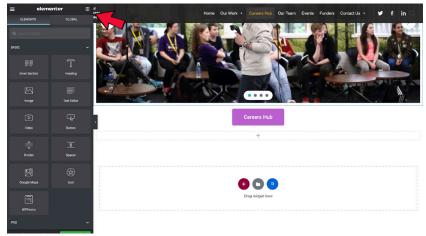
# Scroll to bottom of page Select plus icon



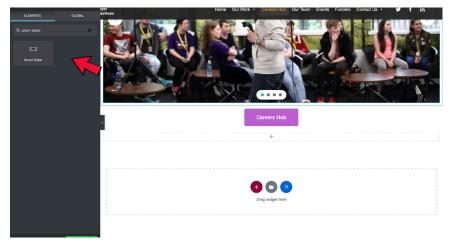
#### Select one column structure



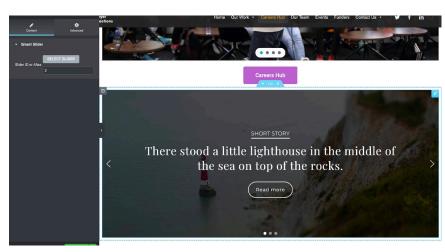
## Go to the left menu and select square icon



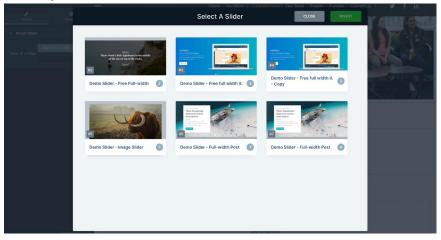
#### in search tab enter smart slider



# drag this on to the page



select your slider



Home Page (include links to each page)

# Carousel

# Changing the images

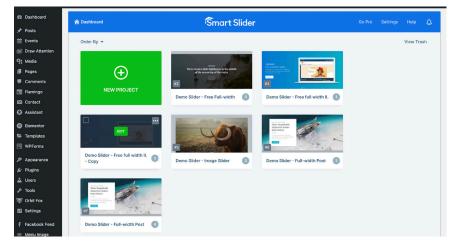
From the admin dashboard

🕅 😤 School Employee	r Connections 🛡 0 🕂 New	Smart Silder WPForms 🇰 Events			Howdy, SECAdmir	n I
🙆 Dashboard 🛛 🔸	Dashboard				Screen Options V Help V	•
Home Updates		Your WordPress is now rea	dy to get going.			
Posts	ATT D	Basics	More Acti	ions		
m Events		Edit your homepage	😤 Gettin	g started		
Draw Attention		+ Add additional pages	A Custo	mize the design		
91 Media	IONOS	View your site	🖌 Manae	ge and add plugins		
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E Flamingo	WPForms		~ × *	Quick Draft	~ × .	
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- Templates				What's on your mind?		1
WPForms		ew all Form Entries inside	~			
Appearance		WordPress Dashboard				1
🕼 Plugins		rm entries reports are not available.		Save Draft		
Lusers		Form entries are not stored in Lite. de to Pro and get access to the reports.				
← ≁ Tools		-		WordPress Events and News	~ Y *	
S Orbit Fox		Upgrade to WPForms Pro		Attend an upcoming event near you. 🖉		

On the left dashboard, a plugin will appear named smart slider

📕 Pages				
Comments				
Flamingo	WPForms	~ ~ *	Quick Draft	~ × *
M Contact			Title	
Assistant				
Elementor			Content	
🗁 Templates	X		What's on your mind?	
WPForms	View all Form Entries inside			
🔊 Appearance	WordPress Dashboard	~		
🖉 Plugins	Form entries reports are not available.		Save Draft	
🛓 Users	Upgrade to Pro and get access to the reports.		WordPress Events and News	A ¥ .*
🖉 Tools				
😻 Orbit Fox	Upgrade to WPForms Pro		Attend an upcoming event near you. Ø	
Settings			State of the Word Online	December 14-15, 2021
f Facebook Feed			WordCamp Taiwan Online Online	Saturday, Dec 11, 2021
Menu Image	ours park park park part par		C WordPress Cambridge: My Favourite theme only	Monday, Dec 13, 2021
myStickymenu			on Zoom Mon 13th Dec 7pm Online	7:00 pm GMT+0
😭 Mega Menu	Total Entries by Form		WordPress 5.9 Beta 2	
😪 Smart Slider 🧹	Dashboard	0	The Month in WordPress - November 2021	
Limit Login At- tempts	Help center			No Configuration Required
🗑 Cookies			WPTavern: Gutenberg 12.1 Fixes Block Appender Layout Shift, Adds Enhances Global Styles	s Template List Views, and

Click on smart slider tab, this will then bring you to its dashboard



Hover over the smart slider you want to edit

Dashboard	🏫 Dashboard	í Ŝmart Slider	
Posts			
Events	Order By 💌		View Trash
Draw Attention			
Media	$\sim$		
Pages	(+)		
Comments			
Flamingo	NEW PROJECT	Demo Slider - Free Full-width   Demo Slider - Free full width	
Contact			
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WPForms	#4		1 million
WFFOIIIS	Demo Slider - Free full width II.	#5	414
Appearance	Demo Slider - Free full width II. - Copy	Demo Slider - Image Slider 3 Demo Slider - Full-width Post	3
Plugins			
Users	1		
Tools	There Remarkable Napowerk Stations From History		
Orbit Fox	MARKAN AND AND AND AND AND AND AND AND AND A		
Settings	W7		
Facebook Feed	Demo Slider - Full-width Post		
Menu Image	Source and Annual Contract		

This will then bring you to another page where you can change the slides or add additional slides.

20 Dashboard		rt Slider	Go Pro Settings Help
📌 Posts			
m Events			
S Draw Attention		e	
9] Media	Image Blank Post Static Overlay	Dynamic Slides	
Pages			
Comments			
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🗁 Templates			
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Appearance			BACK SAVE
🖉 Plugins			
🕹 Users	Demo Slider - Free Full-width ID: 2		ACTIONS V
Ju Tools			
🐨 Orbit Fox	General Size Controls Animations Autoplay Optimize	Slides Developer	
Settings			
f Facebook Feed	Publish		

# Changing the text

From admin dashboard

	Control Partier Workings – Workings – Workings		
🚯 🍙 School Employer	Connections 🛡 0 🕂 New Smart Slider WPForms 🇰 Events		Howdy, SECAdmin 🧾
🙆 Dashboard 🔸	Dashboard		Screen Options V Help V
Home Updates	Your WordPress is now re	eady to get going.	
	Basics E Edit your homepage + Add additional pages View your site	More Actions	
🗐 Flamingo	WPForms	∧ ✓ ▲ Quick Draft	~~ *
Contact		Title	
Elementor		Content	
😂 Templates		What's on your mind?	
WPForms	15 View all Form Entries inside	8	
🔊 Appearance	WordPress Dashboard		
耸 Plugins	Form entries reports are not available.	Save Draft	
🚢 Users	Upgrade to Pro and get access to the reports.	WordPress Events and News	A ¥ .*
🖋 Tools			~ ~ ~
😻 Orbit Fox	Upgrade to WPForms Pro	Attend an upcoming event near you. 🖉	

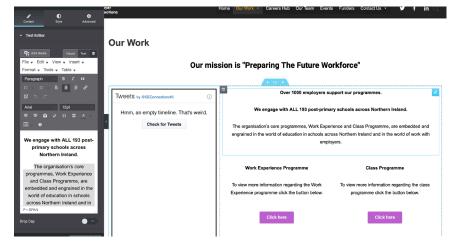
# Go to all pages on the left menu

🔞 🍘 School Employe	er Connections 🛡 0 + New Sr	and Color WDFerme III Franks		<ol> <li>B. payrooard / person employer connections</li> </ol>	- morenteau	SECAdmin 📃
() A school Employe	e connections 🐢 0 🕂 New Si	nart sider WPPolitis mi Events			Screen Options 🔻	Help ¥
Dashboard	Dashboard				Screen Options +	Help *
Home Updates		Your WordPress is now read	dy to get going.			
<ul> <li>➢ Posts</li> <li>im Events</li> <li>im Draw Attention</li> <li>im Media</li> <li>im Pages</li> <li>■ Comments</li> </ul>	All Pages Add New	Basics       If Edit your homepage       + Add additional pages       View your site	🔊 Custo	g started mize the design ge and add plugins		
Flamingo	WPForms		~~ *	Quick Draft	,	~ ~ *
Contact				Title		
<ul><li>Elementor</li><li>Templates</li></ul>				Content What's on your mind?		
<ul> <li>WPForms</li> <li>Appearance</li> </ul>		w all Form Entries inside VordPress Dashboard	~			
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F Tools Orbit Fox		Upgrade to WPForms Pro		Attend an upcoming event near you. 🖉		

Select edit with elementor on the page desired to change

Comments	Contact Us – Elementor	SECAdmin -	Published 2021/12/08 at 2:14 pm
<ul> <li>Flamingo</li> <li>Contact</li> </ul>	Events - Elementor	SECAdmin -	Published 2021/12/08 at 1:08 pm
G Assistant	Funders – Elementor	SECAdmin -	Published 2021/12/08 at 3:21 pm
<ul><li>Elementor</li><li>Templates</li></ul>	Home – Front Page, Elementor	SECAdmin -	Published 2019/02/11 at 3:11 pm
WPForms	Our Team – Elementor	SECAdmin -	Published 2021/12/06 at 2:58 pm
<ul> <li>Appearance</li> <li>Plugins</li> </ul>	Our Work Elementor Edit   Quick Edit   Trash   View   Edit with Elementor	SECAdmin -	Published 2021/12/06 at 3:23 pm
🚢 Users 🖋 Tools	Privacy, Cookies & External Links – Privacy Policy Page	SECAdmin -	Published 2021/12/06 at 12:53 pm
😻 Orbit Fox	Register Your Interest – Elementor	SECAdmin -	Published 2021/12/08 at 4:40 pm
f Facebook Feed	Registration of Interest – Employers – Elementor	SECAdmin -	Published 2021/12/09 at 3:31 pm
	Registration of Interest – Schools – Elementor	SECAdmin -	Published 2021/12/08 at 10:23 pm
🛱 Mega Menu	Site Map – Elementor	SECAdmin -	Published 2021/12/08 at 12:43 am
Limit Login At- tempts	Terms and Conditions – Elementor	SECAdmin -	Published 2021/12/08 at 12:43 am
Sookies	Updates In County Antrim — Elementor	SECAdmin -	Published

## Select the text box you wish to change



# Edit this on the left menu

P D ≎ Contert Style Advanced	ayer ections	Home Our Work - Careers Hub Our Team Events	Funders Contact Us 🔹 У f in 🔍
Test Editor     Add Media     Vanie     Tes     Tes     Test     Test	Our Work Our mis	ssion is "Preparing The Future Wo	rkforce"
E E E E I I Aui I24 T T 0 0 Ω E A We engage with ALL 193 post- primary schools across Norther freiand.	Tweets by ecconnectional () Hmm, an empty timeline. That's weird. Check for Tweets	Over 1000 employers au We engage with ALL 133 post-primar The organisation's core programmes, Work Experi engrained in the world of education in schools acro employ	y schools across Northern Ireland. ence and Class Programme, are embedded and iss Northern Ireland and in the world of work with
The organisation's core programmes, Work Experience and Class Programme, are embedded and engraned in the world of delusation in schools across Northern Ireland and in P - 57% Dep Cap		Work Experience Programme To view more information regarding the Work Experience programme click the button below Click here	Class Programme To view more information regarding the class programme click the button below.

## To save changes select update

Containt Style Advanced	
Test Editor Class Venue tor 0 File x Edit v Venue tor 0 File x Edit v Venue tor 0 Format + Foods + Rible + Persynch 0 z diala	sion is "Preparing The Future Workforce"
Image: Second	Over 1000 employers support our programmes. We engage with ALL 193 post-primary schools across Northern Ireland. The organisation's core programmes, Work Experience and Class Programme, are embedded and engrained in the world of education in schools across Northern Inteland and in the world of work with employers.
Protection relation: programmes, Work: Experience and Class Programme, are embedded and engrained in the work of oducation in schools across Nothern Ireland and in Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Protection Prot	Work Experience Programme         Class Programme           To view more information regarding the Work, Experience programme click the button below.         To view more information regarding the datas programme click the button below.           Click here         Click here

# Links

To change the link on a button, click on the button

5	,
Content Style Advanced	mer Home Our Wolk - Careers Hub Our Team Events Funders Contact Us • 🎔 🕇 İn 🔍
- Button	Our Work
Type Default 👻	Our work
Text Click here	Our mission is "Preparing The Future Workforce"
Link http://s893585232.websitehome.c 🍁 🛢	+ m ×
Alignment 🖓 🗈 🚊 🚍	TWeels ty @SEConnectorable
Size Small •	Hmm, an empty timeline. That's weird. We engage with ALL 193 post-primary schools across Northern Ireland.
Icon S &	Check for Tweets The organisation's core programmes. Work Experience and Class Programme, are embedded and engrained in the world of education in schools across Northern Ireland and in the world of work with employees.
Button ID Please make sure the IO is unique and not used elvenhere on the page this form is displayed. This field alows A-z 0-9 & underscore chars without spanes.	Work Experience Programme     Class Programme     To view more information regarding the Work.     To view more information regarding the class
Need Help ⑦	10 vew moei momanon regatoring ne vroix     Experience programme click the button below.     Click hare     Click hare     Click hare

This will then bring up a pop-up window In the contents section input the link that you want the button to include

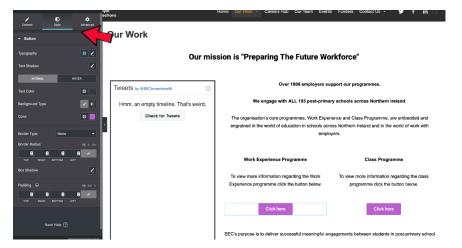
1	Ð	٠	ections	Home Our Work Careers Hub Our learn Evel	
Content					
- Button					
Туре	Default	Dynamic Tags	Our Work		
Text	Click here		Our mis	ssion is "Preparing The Future W	orkforce"
Link					
http://s89358523	32.websitehome	• •			
Alignment 🖵	•		Tweets by @SEConnectionsNI (i)	Over 1000 employers s	support our programmes.
Size	Small		Hmm, an empty timeline. That's weird.	We engage with ALL 193 post-prin	ary schools across Northern Ireland.
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•		- 8		-	cross Northern Ireland and in the world of work with loyers.
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9,070				To view more information regarding the Work	To view more information regarding the class
				Experience programme click the button below.	programme click the button below.
Ne	ed Help 🧿				
				Click here	Click here
	_		1	I	

# Changing the button

Click on the button you want to change

<b>P</b> Content	O ¢ Style Advance		ir tions	Home Our Work  Careers Hub Our Team Even	ts Funders Contact Us 🔹 🎔 🕇 in 🔍
- Button		ľ	Our Work		
Туре			Our mis	ssion is "Preparing The Future Wo	orkforce"
Text	Click here				
Link http://s8935852	32.websitehome.c 🌻 🛢		Tweets by @SEConnectionsNI (i)	Over 1000 employers s	upport our programmes.
Alignment 🖵 Size	E 2 5		Hmm, an empty timeline. That's weird.	We engage with ALL 193 post-prima	ary schools across Northern Ireland.
lcon	Smail C &		Check for Tweets		rience and Class Programme, are embedded and ross Northern Ireland and in the world of work with
lcon Spacing				empl	oyers.
•	[				
Button ID				Work Experience Programme	Class Programme
elsewhere on the pa	e ID is unique and not used ge this form is displayed. This 9 & underscore chars without			To view more information regarding the Work Experience programme click the button below.	To view more information regarding the class programme click the button below.
N				Click here	Click here
				SEC's purpose is to deliver successful meaningful er	ngagements between students in post-primary school

A pop-up window will appear, then select style tab



The button will then be full editable

# Social media

#### Twitter

From the admin dashboard

G School Employe     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G	r Connections 🛡 0 🕂 New Smart Slider WPForms 🗰 Events		Howdy, SECAdmin 🖂
🙆 Dashboard 🗸	Dashboard		Screen Options V Help V
Home Updates	Your WordPress is now		
Posts     Events     Draw Attention     Media     Pages	Basics Edit your homepage LONOS View your site	More Actions	
<ul> <li>Comments</li> <li>Flamingo</li> <li>Contact</li> <li>Assistant</li> </ul>	WPForms Total Entries	∧ ∨ ▲ Quick Draft Title	A V A
<ul> <li>Elementor</li> <li>Templates</li> <li>WPForms</li> <li>Appearance</li> </ul>	<sup>15</sup> View all Form Entries inside WordPress Dashboard	Content What's on your mind?	
Appearance     Plugins     Users     F Tools     Orbit Fox	Form entries reports are not available. Form entries are not stored in Lite. Upgrade to Pro and get access to the reports. Upgrade to WPForms Pro	Save Draft WordPress Events and News Attend an upcoming event near you.	~ ~ *

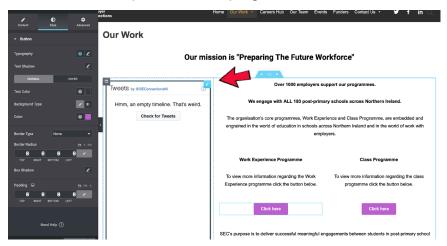
Go to the left menu Select all pages

🕅 🅱 School Employe	er Connections <b>9</b> 0 + New Si	mart Slider WPForms 🏛 Events		Ф. они соли с осног сприут сонта		, SECAdmin 📃
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✤ Posts iii Events III Draw Attention		Basics Edit your homepage + Add additional pages		ions Ig started mize the design		
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Comments	Add New					
<ul> <li>Flamingo</li> <li>Contact</li> </ul>	WPForms		~ ~ *	Quick Draft		~ ~ *
🚯 Assistant				Title		
<ul> <li>Elementor</li> <li>Templates</li> </ul>				Content What's on your mind?		
WPForms		w all Form Entries inside WordPress Dashboard	2			
Appearance Plugins	For	m entries reports are not available.		Save Draft		
🛓 Users		orm entries are not stored in Lite. e to Pro and get access to the reports.		WordPress Events and News		~ × *
Vrbit Fox		Upgrade to WPForms Pro		Attend an upcoming event near you. 🖉		

# Go to the page you wish to add/edit Select edit with elementor

Add New				2021/12/08 at 11-45 am
Comments	Contact Us - Elementor	SECAdmin	-	Published 2021/12/06 at 2:14 pm
<ul> <li>Flamingo</li> <li>Contact</li> </ul>	Events – Elementor	SECAdmin	_	Published 2021/12/08 at 1:08 pm
Assistant	Funders – Elementor	SECAdmin	-	Published 2021/12/08 at 3:21 pm
<ul><li>Elementor</li><li>Templates</li></ul>	Home – Front Page, Elementor	SECAdmin	-	Published 2019/02/11 at 3:11 pm
WPForms Appearance	Our Team - Elementor	SECAdmin	-	Published 2021/12/06 at 2:58 pm
🖉 Plugins	Our Work Elementor Edit   Quick Edit   Trash / View   Edit with Elementor	SECAdmin	-	Published 2021/12/06 at 3:23 pm
🚢 Users 🖋 Tools	Privacy, Cookies & External Links - Privacy Policy Page	SECAdmin	- 1	Published 2021/12/06 at 12:53 pm
<ul><li>Orbit Fox</li><li>Settings</li></ul>	Register Your Interest — Elementor	SECAdmin	-	Published 2021/12/08 at 4:40 pm
f Facebook Feed	Registration of Interest – Employers – Elementor	SECAdmin	-	Published 2021/12/09 at 3:31 pm
	Registration of Interest – Schools – Elementor	SECAdmin	-	Published 2021/12/08 at 10:23 pm
😂 Mega Menu 🕿 Smart Slider	Site Map – Elementor	SECAdmin	-	Published 2021/12/08 at 12:43 am
Limit Login At- tempts	Terms and Conditions – Elementor	SECAdmin	-	Published 2021/12/08 at 12:43 am
🏐 Cookies	Updates In County Antrim — Elementor	SECAdmin	-	Published

On the page hover over the social media feed Select the blue square in the top right of the feed



This will then bring up a menu on the left named 'html code' Paste your code in this boz

Compet Advanced	yyer ections	Home Our Work • Careers Hub Our Team Events Funders Contact Us • У 🕇 in 🔍
HTML Code	Our Work	
1 ko class="twitter-timeline" data-height="850" href "https://twitter.com /SEConnectionsNI?ref_src -tws:rdSEtfri*JTmets by SEConnectionsNI	Our mis	ssion is "Preparing The Future Workforce"
://platform.twitter.com /widgets.js" charset="utf -8">	Tweets by @SEConnectionsNI	Over 1000 employers support our programmes.
	Hmm, an empty timeline. That's weird.	We engage with ALL 193 post-primary schools across Northern Ireland.
Need Help 🕜	Check for Tweets	The organisation's core programmes, Work Experience and Class Programme, are embedded and engrained in the world of education in schools across Northern Ireland and in the world of work with employers.
		Work Experience Programme Class Programme
		To view more information regarding the Work To view more information regarding the class Experience programme click the button below. programme click the button below.
		Click here Click here
		SEC's purpose is to deliver successful meaningful engagements between students in post-primary school

## How to get the live social media feed code

Go to https://publish.twitter.com/#

What would you like to embed?	
what would you like to embed	
Enter a Twitter URL	<ul> <li>Image: A second s</li></ul>

Or browse your options below

# Paste the url of the twitter account you wish to insert

What would you like to embed?	
https://witter.com/SEConnectionsNI	→
Here are your display options	

# Select embed timeline

 Y Tweet

# Select copy code

<a class="twitter-timeline" hr<="" th=""><th>af="https://twitter.com/SEConnectionsNI?ref_src=t</th><th>wsrc%5Etfw*&gt;Tweets by SEC Copy Code</th><th></th></a>	af="https://twitter.com/SEConnectionsNI?ref_src=t	wsrc%5Etfw*>Tweets by SEC Copy Code	
Tweets by @SE	ConnectionsNI	0	
	Hmm, an empty timeline. That's	weird.	
	Check for Tweets		
Embed		View on Twitter	

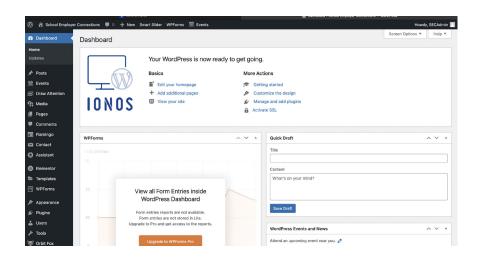
8 ANA Volto be their lists Young Phone. Parties Plan Advantis Participant Hade Participant Participant

Return to WordPress and paste the code in the box on the left side

/ \$		
Content Advanced	Our Work	
1 <pre><pre>dta-height="Stop" hef</pre></pre>	Our mis	ssion is "Preparing The Future Workforce"
<pre>script async src="https ://platform.twitter.com /widgets.js" charset="utf -8"s</pre>	Tweets by @SEConnectionsNI (1)	Over 1000 employers support our programmes.
	Hmm, an empty timeline. That's weird.	We engage with ALL 193 post-primary schools across Northern Ireland.
Need Help 🕥	Check for Tweets	The organisation's core programmes. Work Experience and Class Programme, are embedded and engrained in the world of education in schools across Northern Ireland and in the world of work with employers.
		Work Experience Programme Class Programme
		To view more information regarding the Work To view more information regarding the class Experience programme click the button below. programme click the button below.
		Click here
		SEC's purpose is to deliver successful meaningful engagements between students in post-primary school

#### How to change images

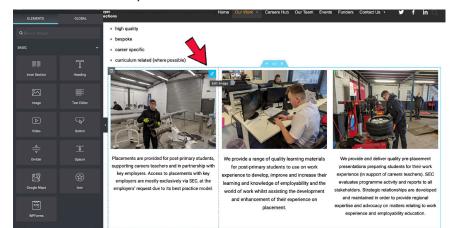
From the admin dashboard



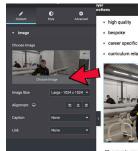
#### Go to all pages Edit with elementor

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Hover over the image you wish to change Select the blue square



In the left menu hover over the image Select chose image





Placements are provided for post-primary students, supporting careers teachers and in partnership with key employers. Access to placements with key employers are mostly exclusively via SEC, at the employers' request due to its best practice model.



We provide a range of quality learning materials for post-primary students to use on work experience to develop, improve and increase their learning and knowledge of employability and the world of nork whilst assisting the development and enhancement of their experience on ulacement



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We provide and deliver quality pre-placement presentations preparing students for their work experience (in support of careers teachers). SEC evaluates properties and advantment and the stakeholders. Strategic relationships are developed and maintained in order to provide regional expertise and advances or matters relating to work experience and employability education.

Select upload files

Actions	Insert Media	×
Insert Media	Upload files Men Ty	
Insert from URL	Drop files to upload or Select Files Maximum upload file size: 128 M8.	
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# How to change the form

From the admin dashboard

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	opgrade	to the una get access to the reports.		WordPress Events and News		~ ¥ .*
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Use the left menu select contact> contact form

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ॐ Orbit Fox 盟 Settings	8.	Upgrade to WPForms Pro		Attend an upcoming event near you.	December	14-15, 2021

#### Hover over the form Select edit

shboard	Contact Forms Add New		Sc	reen Options * Help
vsts vents	Bulk actions V Apply			Search Contact For 4 i
araw Attention	Title	Shortcode	Author	Date
a S	Contact form 1 Edit Duplicate	[contact-form-7 id="967" title="Contact form 1"]	SECAdmin	2021/12/07 at 10:09 p
ments	Register Interest Form	[contact-form-7 id="1331" title="Register Interest Form"]	SECAdmin	2021/12/08 at 6:01 pr
ingo act	Register Interest Form 2	[contact-form-7 id="1433" title="Register Interest Form 2"	SECAdmin	2021/12/08 at 10:05 p
orms	Register Interest Form 3	[contact-form-7 id="1444" title="Register Interest Form 3"	SECAdmin	2021/12/08 at 10:40
on	Title	Shortcode	Author	Date
istant	Bulk actions V Apply			4
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The form will then be fully editable (The email template data can be changed in the mail tab)

# How to add a form

From the admin dashboard

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🔞 😤 School Employe	er Connections 🛡 0 🕂 New Smart Slider WPForms 🛗 Events		Howdy, SECAdmin 📃
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Tools ع	opgrave to Pto and get access to the reports.	WordPress Events and News	~ ~ *
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#### Use the left menu Select contact> contact forms

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😻 Orbit Fox	5/	Upgrade to WPForms Pro		Attend an upcoming event near you. Ø	
E Settings				A State of the Word	December 14-15, 2021

# Select add new at the top of the page Save changes

Dashboard	Contact Forms Add New		Sc	creen Options 🔻	Help ¥
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ntact Forms d New	Register Interest Form 3	[contact-form-7 id="1444" title="Register Interest F	Form 3" SECAdmin	2021/12/08 at	10:40 pr
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# How to insert a form on to website

From the admin dashboard

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É Plugins	10 C F	m entries reports are not available. orm entries are not stored in Lite.				
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Orbit Fox		Upgrade to WPForms Pro		Attend an upcoming event near you. 🔗		

use the left menu Select pages > all pages

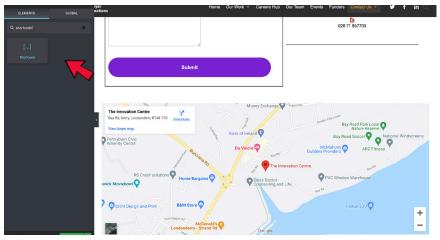
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Select edit with elementor on page you wish to edit

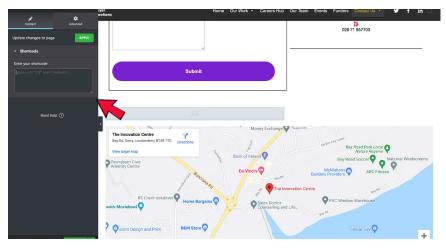
Dashboard	Pages Add New		Scr	Help *
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vents	Bulk actions V Apply All dates V Filter		23 items	« < 1 of 2 > »
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Aedia Pages	Careers Hub Elementor	SECAdmin	- 1	Published 2021/12/08 at 12:21 pm
iges lew	Class Programme — Elementor	SECAdmin	-	Published 2021/12/08 at 11:45 am
omments	Contact Us - Elementor Edit ; Quick Edit : Trash View   Edit with Elementor	SECAdmin	-	Published 2021/12/06 at 2:14 pm
mingo ntact	Events – Elementor	SECAdmin	-	Published 2021/12/08 at 1:08 pm
stant	Funders – Elementor	SECAdmin	-	Published 2021/12/08 at 3:21 pm
ntor ates	Home — Front Page, Elementor	SECAdmin	-	Published 2019/02/11 at 3:11 pm
ms ance	Our Team - Elementor	SECAdmin	-	Published 2021/12/06 at 2:58 pm
s	Our Work – Elementor	SECAdmin	-	Published 2021/12/06 at 3:23 pm
	Privacy, Cookies & External Links — Privacy Policy Page	SECAdmin	-	Published 2021/12/06 at 12:53 pm
Fox	Register Your Interest – Elementor	SECAdmin	-	Published 2021/12/08 at 4:40 pm

On the left menu select 'shortcode'

Drag and drop the element on to the page where you desire



Paste the shortcode into the left menu



# How to get the shortcode for the form

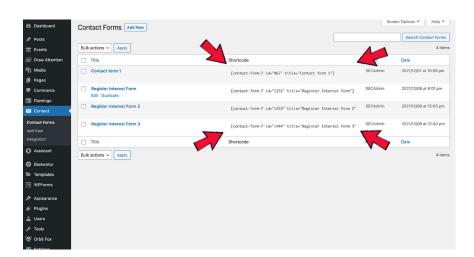
From the admin dashboard

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#### Use the left menu Select contact > contact form

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Settings					State of the Word Online	December 1	14-15, 20	121

The shortcode can be found to the right of the form



# To add more Team Members

From the admin dashboard

School Employer Connections	P 0 + New Smart Slider WPForms 🗰 Even		Howdy, SECAdm
Dashboard Dashboa	ard		Screen Options V Help
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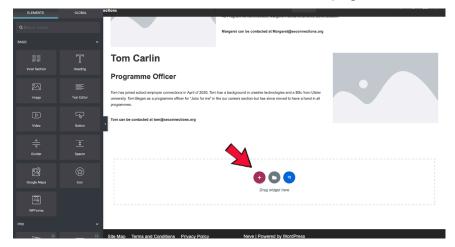
Use the left menu to select the 'all pages' tab

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On our team select the edit with elementor

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9) Media	Careers Hub — Elementor	SECAdmin	-	Published 2021/12/08 at 12:21 pm
All Pages Add New	Class Programme Elementor	SECAdmin	-	Published 2021/12/08 at 11:45 am
Comments	Contact Us - Elementor	SECAdmin	-	Published 2021/12/06 at 2:14 pm
Flamingo Contact	Events - Elementor	SECAdmin	-	Published 2021/12/08 at 1:08 pm
Assistant	Funders – Elementor	SECAdmin	-	Published 2021/12/08 at 3:21 pm
<ul> <li>Elementor</li> <li>Templates</li> </ul>	Home – Front Page, Elementor	SECAdmin	-	Published 2019/02/11 at 3:11 pm
WPForms	Our Team - Elementor Edit: Quick Edit: Trash: View   Edit with Elementor	SECAdmin	-	Published 2021/12/06 at 2:58 pm
🖌 Plugins	Our Work – Elementor	SECAdmin	-	Published 2021/12/06 at 3:23 pm
🛓 Users	Privacy, Cookies & External Links — Privacy Policy Page	SECAdmin	-	Published 2021/12/06 at 12:53 pm
😻 Orbit Fox 🔟 Settings	Register Your Interest Elementor	SECAdmin	-	Published 2021/12/08 at 4:40 pm
	Bagistration of Interest - Employees - Elementer	SECAdmin		Dublichad

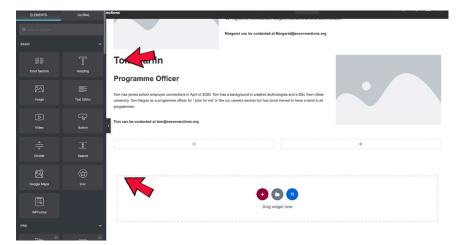
To add more scroll down to the bottom of the page and select the plus icon



# Chose the layout of your columns Select the plus icon within the column

Layout	D Style	Advanced	Из Горганто Аспилатија, и из улисти на изго са опосе са и на осол.
- Layout			Marganit can be contacted at Marganet@asconnections.org
Content Width	Boxed		
Width 🖵			Tom Carlin
Columns Gap	Default	-	Programme Officer
Height Vertical Align	Default Default		Tom has joined soluce employee connections in April of 2020. Tom has a background in creative lexhnologies and a BSc from Ulater university. There layers as a programme officer for "Joss forme" in the our careers section but has since moved to have a hand in all programmes.
Overflow Stretch Section	Default	•	Tem can be contacted at tom@seconnections.org
Stretch Section Stretch the section to I JS. Learn more.			
HTML Tag	Default		
Structure			
Nee			😌 💽 3 Drg wight have

Use the left menu to drag and drop your desired item to add (images, text, videos)



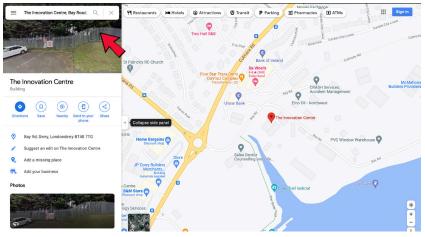
# **Contact Us**

# How to change the map

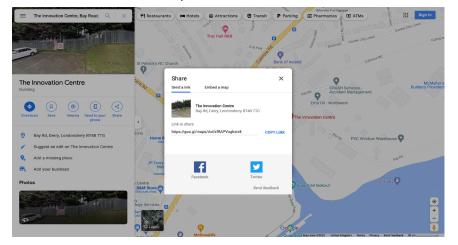
## Search on a browser google maps

About Store		Gmail Images III Sign in
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	Q google maps	
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	<ul> <li>google maps street view</li> <li>google maps ireland</li> </ul>	
	google maps ireland     google maps directions	
	<ul> <li>google maps directions</li> <li>google maps derry</li> </ul>	
	google maps no directions	
	Q google maps app	
United Kingdom	Google Search I'm Feeling Lucky	
onited rengeon	Report Inappropriate predictions	
Advertising Business How Search	works Carbon neutral since 2007	Privacy Terms Settings

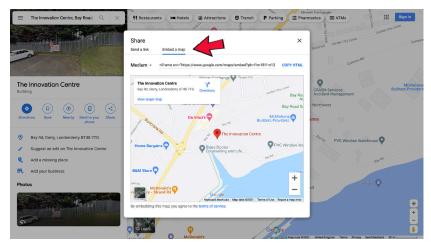
#### Search desired location



## When shown on the map, select the left menu and click on share



# Select the embed a map tab & Copy the html code



# Return to the admin dashboard Go to contact us page

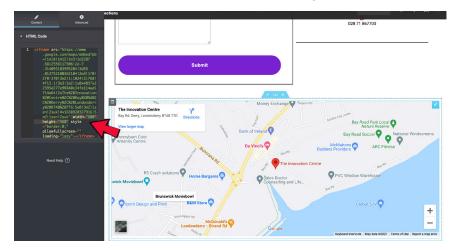
ELEMENTS	GLOBAL	
Q Bearch Widget		
BASIC		Contact Us
Inner Section	T Heading	Catalyst Inc The incrvation Centre
image		Your Email Derry Londonderry
D Video	Button	B148 7TG
Divider	 Spilcer	United Kingdom
E Google Maps		Your Message Hours Monday-Friday 09:00-17:00
WPForms		info@seconnections.org
PR0		028 71 65700

#### Search for a HTML Element in the left menu. Drag and drop this in the desired location. Paste code in the right box

Q. html	Contact Us	
<b>—</b>	Name	Catalyst Inc The Innovation Centre Bay Road
	Your Email	Derry-Londonderry
	subject	BT48 7TG
		United Kingdom
	Your Message	Hours
		Monday-Friday 09:00-17:00
		info@seconnections.org
		028 71 867700
/ \$	ections	
Content Advanced		
Content Advanced		
	Contact Us	
← HTML Code	Contact Us	
← HTML Code	Contact Us	Catalyst Inc The Innovation Centre Bay Road
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• HTML Code	Contact Us	The Innovation Centre Bay Road Deny-Londondeny BIT48 7TG United Kingdom
• HTML Code	Contact Us	The Innovation Centre Bey Road Denry-Londondeny BIT48 7TG United Kingdom Hours

# Change size of map

Scroll to the bottom of html code that was pasted into the box



The height and width can be adjusted from here (measured in pixels)

# Email

From the admin dashboard

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m Events		Edit your homepage	<b>(</b>	Setting started		
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∱ Tools				WordPress Events and News	~	× *
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#### Go to the left menu Select contact >forms

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🖈 Posts	All (23)   Published (22)   Private (1)   Trash (7)			Search Pages
🛗 Events	Bulk actions V Apply All dates V Filter		23 items	« < 1 of 2 > ×
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) Media	Careers Hub - Elementor	SECAdmin	-	Published
Pages				2021/12/08 at 12:21 pm
<b>ll Pages</b> dd New	Class Programme – Elementor	SECAdmin	-	Published 2021/12/08 at 11:45 am
Comments	Contact Us - Elementor	SECAdmin	-	Published 2021/12/06 at 2:14 pm
Flamingo	Contact Forms	SECAdmin	-	Published 2021/12/08 at 1:08 pm
Assistant	Add New mentor Integration	SECAdmin	-	Published 2021/12/08 at 3:21 pm
Elementor	Home - Front Page, Elementor	SECAdmin	-	Published 2019/02/11 at 3:11 pm
WPForms	Our Team – Elementor	SECAdmin	-	Published 2021/12/06 at 2:58 pm
Plugins	Our Work – Elementor	SECAdmin	-	Published 2021/12/06 at 3:23 pm
Users Tools	Privacy, Cookies & External Links — Privacy Policy Page	SECAdmin	-	Published 2021/12/06 at 12:53 pm
Crbit Fox	Register Your Interest — Elementor	SECAdmin	-	Published 2021/12/08 at 4:40 pm
	Deviatestian of Interest Employees Elementer	SECAdmin		Dublished

# Select edit on the form you wish to change

Dashboard	Contact Forms Add New		Sci	reen Options V Help V
📌 Posts				Search Contact Forms
🛗 Events	Bulk actions ~ Apply			4 items
🔊 Draw Attention	Title	Shortcode	Author	Date
9) Media	Contact form 1	[contact-form-7 id="967" title="Contact form 1"]	SECAdmin	2021/12/07 at 10:09 pm
📕 Pages	Edit Duplicate			
Comments	Register Interest Form	[contact-form-7 id="1331" title="Register Interest Form"]	SECAdmin	2021/12/08 at 6:01 pm
E Flamingo	Register Interest Form 2	[contact-form-7 id="1433" title="Register Interest Form 2"	SECAdmin	2021/12/08 at 10:05 pm
Contact Forms Add New	Register Interest Form 3	[contact-form-7 id="1444" title="Register Interest Form 3"	SECAdmin	2021/12/08 at 10:40 pm
Integration	Title	Shortcode	Author	Date
🚯 Assistant	Bulk actions V Apply			4 items
Elementor				
🗁 Templates				
WPForms				
Appearance				
⊯ Plugins				
🚢 Users				
😻 Orbit Fox				

## Select the mail tab

Dashboard	Edit Contact Form Add New	Screen Options V Help V
<ul> <li>≁ Posts</li> <li>iiii Events</li> <li>iiiii Draw Attention</li> </ul>	Contact form 1 Copy this shortcode and paste it into your post, page, or test widget content: [Contact-form=7] id="\$7" title="Contact-form 1]	Status
9) Media	keys switch panels	Delete Save
<ul> <li>Comments</li> <li>Flamingo</li> </ul>	Form Mail Messages Additional Settings	Do you need help? Here are some available options to help
Contact Contact Add New	Mail You can edit the me for destails, see <u>Betting up mail</u> in the following fields, you ain use these mail-tage: [your-name] [your-enail] [your-subject] [your-message]	solve your problems. 1. EAQ and docs 2. Support forums 3. Professional services
Integration	To [_site_admin_email]	
Elementor	From [_site_title] <pre>dwordpress@s893585232.websitehome.co.uk&gt;</pre>	
Templates WPForms	Subject [_site_title] "[your-subject]"	
Appearance	Additional Reply-To: [your-email]	
Lusers ≁ Tools ♥ Orbit Fox	Message body From: [your-name] <(your-encil]> Subject: [your-subject]	

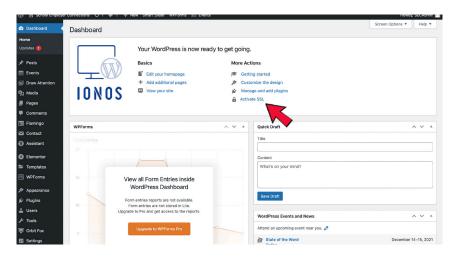
In the email template customise the 'to' section by writing the desired email address of the person/account that you wish to recieve the data Save at bottom of page

Dashboard	Edit Contact F	Form Add New	Screen Options   Help   Help
Posts m Events	Contact form		Status
Draw Attention		nd paste it into your post, page, or text widget content:	Duplicate
	[contact-form-7 io	i="967" title="Contact form 1"]	_
9; Media			Delete Save
Pages Comments	Form Mail	Messages Additional Settings	Do you need help?
Flamingo			Here are some available options to help
🗠 Contact		iil template here. For details, see <u>Setting up mail</u> .	solve your problems.
Contact Forms Add New		ds, you can use these mail-tags: our-enaîl] [your-subject] [your tag	1. FAO and docs 2. Support forums 3. Professional services
Integration	То	[_site_admin_email]	
🔂 Assistant			
Elementor	From	[_site_title] <wordpress@s893585232.websitehome.co.uk></wordpress@s893585232.websitehome.co.uk>	
Templates	Subject	[_site_title] "[your-subject]"	
WPForms			
Appearance	Additional	Reply-To: [your-email]	
Plugins	inclucio		
Lusers		- A	
Corbit Fox	Message body	From: [your-name] <[your-emoil]> Subject: [your-subject]	

# **SSL Security Certificate**

This can't be added with our temporary domain however once the domain has switched over this can be enabled with ease.

Go to the Admin dashboard and select Activate SSL



lonos will have step by step instructions on how to enable this feature.

# How to view from a Phone perspective

#### Go to the dashboard

Dashboard	Edit Contact	Form Add New	Screen Options V Help V
📌 Posts	Contact form	11	Status
m Events	Copy this shortcode	and paste it into your post, page, or text widget content:	Duplicate
Draw Attention	[contact-form-7	id="967" title="Contact form 1"]	
9] Media	♦ keys switch pane	le .	Delete Save
📗 Pages			
Comments	Form Mail	Messages Additional Settings	Do you need help?
Flamingo	Mail		Here are some available options to help
🗠 Contact 🗸		nall template here. For details, see Setting up mail,	solve your problems.
Contact Forms Add New	In the following fie	hds, you can use these mail-tags: your-enoil] [your-subject] [your-message]	FAQ and docs     Support forums     Professional services
Integration	То	[_site_admin_email]	
G Assistant			
Elementor	From	[_site_title] <wordpress@s893585232.websitehome.co.uk></wordpress@s893585232.websitehome.co.uk>	
🗁 Templates	Subject	[_site_title] "[your-subject]"	
WPForms			
🔊 Appearance	Additional headers	Reply-To: [your-email]	
⊯ Plugins			
🛓 Users			
🖋 Tools			
Torbit Fox	Message body	From: [your-name] <[your-email]> Subject: [your-subject]	

Using the left menu navigate to the all pages tab

	Control Pa	ner det		- Пр. разпроато к зелиот стриотел солнастить.		_
	er Connections 🛡 0 🕂 New S	imart Slider WPForms IIII Events			Howdy, Screen Options V	SECAdmin 🖸
2 Dashboard	Dashboard				Screen Options *	Help *
Home						
Updates		Your WordPress is now rea	dy to get going.			
📌 Posts	ATT A	Basics	More Acti	ons		
m Events		Edit your homepage	😤 Gettin	g started		
Draw Attention		+ Add additional pages	🔊 Custo	nize the design		
91 Media		View your site	F	e and add plugins		
📕 Pages 👘	All Pages		Activat	e SSL		
Comments	Add New	•				
🗐 Flamingo	WPForms		~ × *	Quick Draft		~ ~ *
Contact				Title		
G Assistant						
Elementor				Content		
🗁 Templates				What's on your mind?		
🖽 WPForms	15 Vie	ew all Form Entries inside	8			
Appearance		WordPress Dashboard				
j≦⁄ Plugins	For	m entries reports are not available.		Save Draft		
Lusers		orm entries are not stored in Lite. le to Pro and get access to the reports.				
J Tools	Opgrau	to to the get decess to the reports.		WordPress Events and News		~ ~ *
Vorbit Fox		Upgrade to WPForms Pro		Attend an upcoming event near you. 🖉		

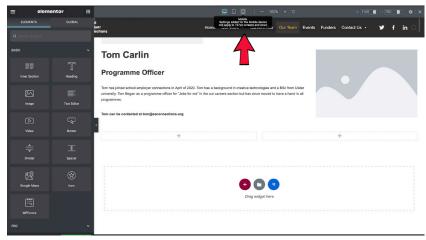
# Select edit with elementor on the desired page you wish to view

Dashboard	Pages Add New		Screen Options * Help *
📌 Posts	All (23)   Published (22)   Private (1)   Trash (7)		Search Pages
m Events	Bulk actions V Apply All dates V Filter		23 items 《 < 1 of 2 > >
🔝 Draw Attention	Title	Author	P Date
9) Media	Careers Hub - Elementor	SECAdmin	<ul> <li>Published</li> <li>2021/12/08 at 12:21 pm</li> </ul>
All Pages Add New	Class Programme — Elementor	SECAdmin	<ul> <li>Published</li> <li>2021/12/08 at 11:45 am</li> </ul>
Comments	Contact Us - Elementor	SECAdmin	<ul> <li>Published</li> <li>2021/12/06 at 2:14 pm</li> </ul>
<ul><li>Flamingo</li><li>Contact</li></ul>	Events Elementor	SECAdmin	<ul> <li>Published</li> <li>2021/12/08 at 1:08 pm</li> </ul>
Assistant	Funders – Elementor	SECAdmin	<ul> <li>Published</li> <li>2021/12/08 at 3:21 pm</li> </ul>
<ul><li>Elementor</li><li>Templates</li></ul>	Home - Front Page, Elementor	SECAdmin	<ul> <li>Published</li> <li>2019/02/11 at 3:11 pm</li> </ul>
WPForms Appearance	Our Team – Elementor Edit   Quick Edit   Trash   View   Edit with Elementor	SECAdmin	<ul> <li>Published</li> <li>2021/12/06 at 2:58 pm</li> </ul>
🖉 Plugins	Our Work - Elementor	SECAdmin	<ul> <li>Published</li> <li>2021/12/06 at 3:23 pm</li> </ul>
👗 Users 🖋 Tools	Privacy, Cookies & External Links – Privacy Policy Page	SECAdmin	<ul> <li>Published</li> <li>2021/12/06 at 12:53 pm</li> </ul>
Settings	Register Your Interest — Elementor	SECAdmin	<ul> <li>Published</li> <li>2021/12/08 at 4:40 pm</li> </ul>
	Peoletration of Interest - Employers - Elementor	SECAdmin	- Published

From here select the responsive mode button

ELEMENTS		actions	
Q Search Widget		Tom Carlin	
Inner Section	T Heading	Programme Officer Ton has binde shots environmentors in April of 2020. Ton has a background is creative technologies and a BSs from Ulter whereas, Tom Bagin as a programme officer for "side for ms" in the our carever section but has anno revent to have a hand in all programme. Tom care to contracted at temBesconnections any	
imsge		ion ain er conscise it congeccontectors of	+
<u>م</u> تع Divider			
E Google Maps	icon	Drag vidget here	
PRO Responsive M	ode 🗸	Site Map Terms and Conditions Privacy Policy Neve   Powered by WordPress	
¢ © 0 40	····	Site Map Terms and Conditions Privacy Policy Neve   Powered by WordPress Contact Us  f in	

Finally click the mobile phone icon to enable viewing in this setting, this will be fully editable .



# How to add a page to the navigation Menu Go to the admin dashboard

	Control Parter		ingeoyer connections - motor reas
G School Employe     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G     G	r Connections 📮 0 🕂 New Smart Slider WPForms 🇰 Even	nts	Howdy, SECAdmin 🔟
Dashboard	Deabharad		Screen Options * Help *
	Dashboard		
Home			
Updates	Your WordPress is no	ow ready to get going.	
* Posts	Basics	More Actions	
		Wore Actions	
m Events	Edit your homepage	Getting started	
Draw Attention	+ Add additional pages	Customize the design	
91 Media	IONOS 🖾 View your site	Manage and add plugins	
I Pages	101000	Activate SSL	
Comments			
Flamingo	WPForms	∧ ∨ ▲ Quick Draft	~ ~ *
M Contact		Title	
G Assistant		litte	
-			
Elementor		Content	
🖶 Templates		What's on your mind?	
WPForms	15 View all Form Entries inside	8	
	WordPress Dashboard		
Appearance	Wordt ress Bushbourd	Save Draft	
岸 Plugins	Form entries reports are not available.	- Save Dratt	
👗 Users	10 Form entries are not stored in Lite. Upgrade to Pro and get access to the repo	orts.	
 ⊮ Tools		WordPress Events and News	~ ¥ *
-	Upgrade to WPForms Pro	Attend an upcoming event near you.	
😻 Orbit Fox	Opgrade to WPPoints Pio		

In the left menu select Appearance > Menu

2 Dashboard	Dashboard					Screen Options *	Help ¥
Home Updates ฤ		Your WordPress is now re	ady to get g	oing.			
♪ Posts 前 Events		Basics	1		ng started		
Draw Attention The dia Pages	IONOS	<ul> <li>Add additional pages</li> <li>View your site</li> </ul>	مر بد 6		mize the design ge and add plugins te SSL		
<ul><li>Comments</li><li>Flamingo</li></ul>	WPForms		~ ~		Quick Draft		~ ~ *
Contact					Title		
<ul><li>Elementor</li><li>Templates</li></ul>		0			Content What's on your mind?		
WPForms  Appearance  Plugins	Customize V Widgets	w all Form Entries inside VordPress Dashboard			Save Draft		
👗 Users	Neve Options Upgrade	rm entries are not stored in Lite. e to Pro and get access to the reports.			WordPress Events and News		^ ~ *
😻 Orbit Fox 🔝 Settings	Adobe Fonts Theme Editor	Upgrade to WPForms Pro	Å		Attend an upcoming event near you.	December	14-15, 2021

Select the menu you wish to add to or edit

② Dashboard	Menus Manage with Live Preview	Screen Options *	Help ¥
📌 Posts	Edit Menus Manage Locations		
🛗 Events	Footer (Footer Mer	nu)	
Draw Attention	Select a menu to edit ✓ main-menu-onboa		
9] Media	Social-Media (Sec	ondary Menu)	
Pages	Add menu items	Menu structure	
Comments			
Flamingo	Max Mega Menu Settings 🔺	Menu Name main-menu-onboarding	
Sontact	Q Primary Menu ✓	Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.	
Assistant	Enable	Bulk Select	
Elementor	Event Hover Intent 🗸		
😂 Templates	Effect Fade Up 🗸 Fast 🗸	+ Home Front Page, Elementor *	
WPForms	Effect (Mobile) None 🗸 Fast 🗸	+ Our Work Elementor v	
🔊 Appearance	Theme Default V		
Themes <b>(</b> )	Save	+ Overview sub-item Elementor *	
Customize	Pages v	Class Programme sub Item Elementor *	
Widgets		+ Class Programme sub Item Elementor *	
Menus	Posts v		
Neve Options	Draw Attention *	+ Work Experience Programme subitem Elementor *	
Adobe Fonts	Custom Links v		
Theme Editor	Categories v	L Virtual Mace Dronramma cub itam Elamantor v	

Navigate to the left menu and select pages > View all

📅 Events	
Draw Attention Select a menu to edit: main-menu-o	onboarding (Primary Menu) V Select or create a new menu. Don't forget to save your changes!
1 Media	
Pages Add menu items	Menu structure
Comments	
Flamingo Max Mega Menu Settings	Menu Name main-menu-onboarding
Contact Pages	Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Assistant	Bulk Select
Elementor	
Templates     Home – Front Page, Elementor     Privacy, Cookies & External Links	
WPForms - Privacy Policy Page	
Appearance     Careers Hub – Elementor     Class Programme – Elementor	-+ Our Work Elementor V
Contact Us - Elementor	+ Overview sub-item Elementor *
Ustomize Events – Elementor	
ridgets Select All Add to Mer	Class Programme sub Item Elementor *
fenus	
eve Options Posts	Work Experience Programme subitem Elementor
dobe Fonts Draw Attention	*
neme Editor Custom Links	+ Virtual Class Programme sub itom Elementor *
Plugins	
Categories	Careers Hub Elementor
F Tools Event Categories	Pointe Menu

Tick the boxes of the pages you desire to add to your menu and select save

m Events		
S Draw Attention Select a	menu to edit: main-menu-onboa	rding (Primary Menu) V Select or create a new menu. Don't forget to save your changes!
🗣 Media		
Pages Add me	nu items	Menu structure
Comments		
Flamingo Max M	ega Menu Settings v	Menu Name main-menu-onboarding
Contact Pages		Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Assistant		Bulk Select
Elementor	Recent View All Search	
	ome — Front Page, Elementor rivacy, Cookies & External Links	+ Home Front Page, Elementor V
🖽 WPForms – Pr	vacy Policy Page	- Our Work Elementor
	areers Hub — Elementor lass Programme — Elementor	Our Work     Elementor
	ontact Us - Elementor	+ Overview subitem Elementor *
· · · · · · · · · · · · · · · · · · ·	vents — Elementor unders — Elementor	
Widgets Set		+ Class Programme sub /tem Elementor V
Menus		
Neve Options Posts	×	+ Work Experience Programme sub item Elementor *
	v v	
Theme Editor	n Links v	+ Virtual Class Programme sub item Elementor *
j⊈ Plugins		
Lusers Categ	v v	+ Careers Hub Elementor *
✗ Tools Event	Categories v	Delete Menu

To make the page a sub menu arrange the page slightly to the right as shown in the screenshot

m Events		
Draw Attention	Select a menu to edit: main-menu-onboar	rding (Primary Menu) V Select or create a new menu. Don't forget to save your changes!
9] Media		
📕 Pages	Add menu items	Menu structure
Comments		
Flamingo	Max Mega Menu Settings v	Menu Name main-menu-onboarding
Sontact	Pages A	Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Assistant		Bulk Select
Elementor	Most Recent View All Search	
Templates	Home — Front Page, Elementor Privacy, Cookies & External Links	+ Home Front Page, Elementor V
WPForms	- Privacy, Cookies & External Links	
Appearance	Careers Hub — Elementor Class Programme — Elementor	Our Work     Elementor
	Contact Us - Elementor	
Themes 1	Events - Elementor	
Widgets	Funders – Elementor	+ Class Programme sub item Elementor *
Menus	Add to Menu	
Neve Options	Posts v	+ Work Experience Programme sub item Elementor *
Starter Sites     Adobe Fonts	Draw Attention v	
Theme Editor		+ Virtual Class Programme subitem Elementor *
⊯ Plugins	Custom Links v	
≜ Users	Categories v	+ Careers Hub Elementor *
	Event Categories v	Dalete Menu

# How to customise the pages on the interactive map Go to the admin dashboard

	Control Par	101		B. pasilogila ( School Entholie) connections -	- wordpress
🚯 😤 School Employee	r Connections 🛡 0 🕂 New Sr	nart Slider WPForms 🏛 Events			Howdy, SECAdmin 📃
🙆 Dashboard 🔸	Dashboard				Screen Options * Help *
Home Updates		Your WordPress is now rea	ady to get going.		
	(TT)	Basics	More Act		
Draw Attention		<ul> <li>Edit your homepage</li> <li>Add additional pages</li> </ul>		g started mize the design	
91 Media	IONOS	View your site	🖌 Mana	ge and add plugins	
Pages			Activa	U SSL	
Comments					
🖃 Flamingo	WPForms		~ ~ *	Quick Draft	~ ~ *
Contact				Title	
Elementor				Content	
🗁 Templates				What's on your mind?	
WPForms		w all Form Entries inside	8		
Appearance		VordPress Dashboard		Save Draft	
🖉 Plugins		n entries reports are not available. rm entries are not stored in Lite.			
🚢 Users	Upgrade	e to Pro and get access to the reports.		WordPress Events and News	~ × *
F Tools Orbit Fox		Upgrade to WPForms Pro		Attend an upcoming event near you. 🖉	

# Select Pages > All pages

Dashboard	Dashboard					Screen Options V Help V
Home Updates 🜖		Your WordPress is now rea	ady to get goi	ng.		
<ul> <li>✓ Posts</li> <li>✓ Events</li> <li>✓ Draw Attention</li> <li>Media</li> <li>Pages</li> <li>✓ Comments</li> </ul>	LI Pages Add New	Basics ■ Edit your homepage + Add additional pages ↓ View your site	x≫ c Marina	iettin iustoi lanaş	ons g started mize the design e and add plugins 6 SSL	
Flamingo Contact	WPForms		~ ~ 4		Quick Draft	^ ¥ *
G Assistant					Title	
Elementor					Content	
👺 Templates					What's on your mind?	
<ul> <li>WPForms</li> <li>Appearance</li> <li>Plugins</li> </ul>	V	v all Form Entries inside /ordPress Dashboard entries reports are not available. m entries are not stored in Lite.	<b>~</b>		Save Draft	
👗 Users		to Pro and get access to the reports.			WordPress Events and News	~ ~ *
Vrbit Fox	5	Upgrade to WPForms Pro			Attend an upcoming event near you. 🤌	
Settings					State of the Word Online	December 14-15, 2021

Look for the pages names Job Bulletins "Location" and select edit with elementor

<ul> <li>Flamingo</li> <li>Contact</li> </ul>	Events – Elementor	SECAdmin	-	Published 2021/12/08 at 1:08 pm
Assistant	Funders – Elementor	SECAdmin	-	Published 2021/12/08 at 3:21 pm
<ul> <li>Elementor</li> <li>Templates</li> </ul>	Home – Front Page, Elementor	SECAdmin	-	Published 2019/02/11 at 3:11 pm
WPForms	Job Bulletins – Elementor	SECAdmin	-	Published 2021/12/10 at 10:37 am
Appearance	Job Bulletins In County Antrim - Elementor	SECAdmin	-	Published 2021/12/07 at 9:01 pm
Lusers チ Tools	Job Bulletins In County Armagh — Elementor	SECAdmin	-	Published 2021/12/07 at 9:02 pm
Crbit Fox	Job Bulletins in County Down - Elementor	SECAdmin	-	Published 2021/12/07 at 9:02 pm
f Facebook Feed	Job Bulletins in County Fermanagh – Elementor	SECAdmin	-	Published 2021/12/07 at 9:00 pm
Menu Image myStickymenu	Job Bulletins In County Tyrone — Elementor	SECAdmin	-	Published 2021/12/07 at 9:01 pm
😭 Mega Menu	Job Builetins in Derry/Londonderry – Elementor	SECAdmin	-	Published 2021/12/07 at 8:59 pm
Smart Slider Elmit Login At- tempts	Our Team - Elementor	SECAdmin	-	Published 2021/12/06 at 2:58 pm
Cookies	Our Work - Elementor	SECAdmin	-	Published 2021/12/06 at 3:23 pm
Flexy Bread- crumb	Privacy, Cookies & External Links - Privacy Policy Page	SECAdmin	-	Published 2021/12/08 at 12:53 nm

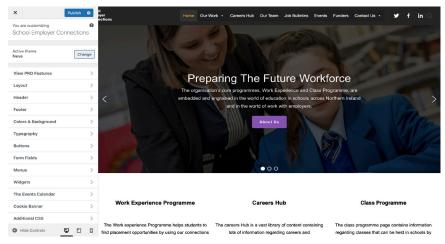
**General** - When editing any pages always use elementor as if the normal wordpress editor is used it can break the page as they don't intergrate

# To undergo general customisation

Go to the dashboard and select appearence > Customise

🔹 Dashboard 🔹	Dashboard				Screen Options 🔻 He	elp 🔻
Home	Dashboald					
Updates <b>()</b>		Your WordPress is now rea	dy to get goin	g.		
📌 Posts	ATT Ω	Basics	More A	ctions		
m Events		Edit your homepage	🎓 Ge	tting started		
S Draw Attention		+ Add additional pages	🔊 Cu	stomize the design		
91 Media	IONOS	View your site	-	nage and add plugins		
Pages	101100		Acti	vate SSL		
Comments						
Flamingo	WPForms		~ × *	Quick Draft	~ ~	
Contact				Title		
Assistant						
Elementor				Content		_
Templates			Å	What's on your mind?		_
WPForms	Themes 🕦	II Form Entries inside				
		WordPress Dashboard				
Appearance	Widgets			Save Draft		
ý Plugins		rm entries reports are not available. Form entries are not stored in Lite.				
Users		de to Pro and get access to the reports.		WordPress Events and News	~ ~	
F Tools				Attend an upcoming event near you.		
🖇 Orbit Fox	Adobe Fonts Theme Editor	Upgrade to WPForms Pro				
Settings				A State of the Word	December 14–15,	2021

Once this is clicked it will take you to a view of the website home page with a menu along the left side.



General customisation can be done here and if a specific part of the website is needing edited, you can hold shift and click this element and the menu on the left will change to show editing capabilities for this element.

# How to add other users/admins to the website

Start from the dashboard and select Users > All Users

🗊 😤 School Employ	rer Connections 😌 1 👎 0 🕂	New Smart Slider WPForms III Events YOUP WORDPRESS IS NOW REACH			Howdy, SECAdmin
Posts Events Draw Attention Draw Attention Hegia Pages Comments		Basics Edit your homepage + Add additional pages View your site	More Act Gettin Custo	ng started mize the design ge and add plugins	
Elamingo	WPForms		~ ¥ *	Quick Draft	~ ~ *
Contact	Total Entries			Title	
Elementor				Content	
Templates WPForms	15	/iew all Form Entries inside		What's on your mind?	
Appearance Plugins	~ ~ ~	WordPress Dashboard		Save Draft	
Users d	All Users Upg	Form entries are not stored in Lite. rade to Pro and get access to the reports.		WordPress Events and News	~ ~ *
Orbit Fox	Profile	Upgrade to WPForms Pro		Attend an upcoming event near you. 🖉	
Settings				State of the Word Online	December 14-15, 2021
Facebook Feed Menu Image				WordCamp Taiwan Online Online	Saturday, Dec 11, 2021
Menu image	OND <sup>3</sup> OND <sup>A</sup>	Dec <sup>6</sup> Dec <sup>6</sup> Dec <sup>7</sup> Dec		MordPress Cambridge: My Favourite theme only	Monday, Dec 13, 2021

Select "Add new" at the top of the page to add a new user

Dashboard	Users Add New			Screen Opt	ions • Help •
Posts	All (1)   Administrator (1)				Search Use
Events	Bulk actions V App	ly Change role to V Change			17
Draw Attention	Username	Name	Email	Role	Posts
Media Pages	SECAdmin	-	tom@seconnections.org	Administrator	4
Comments	Username	Name	Email	Role	Posts
Flamingo Contact Assistant Elementor Templates WPForms Appearance Plugins	Bulk actions v App	iy Change role to v Change			11
Users					

Enter the new user's details and this will allow them to login

🚯 😤 School Employ	er Connections 😳 1 👎 0 🕂	New Smart Slider WPForms 🛗 Events
Dashboard	Add New User	
📌 Posts	Create a brand new user and ad	d them to this site.
m Events		
🔊 Draw Attention	Username (required)	
91 Media	Email (required)	
📕 Pages		L
Comments	First Name	
📰 Flamingo		
Contact	Last Name	
Assistant	Website	
Elementor	TTEDSILE	
🖶 Templates	Password	Generate password
WPForms		bGQ8YyuVx0zCx8&6kachx8Dh
Appearance		Strong
🖌 Plugins		
🚢 Users ┥	Send User Notification	$\checkmark$ Send the new user an email about their account.
All Users	Role	Subscriber V
Add New	NOTE	outperformer -
Profile	Add New User	
ℱ Tools		
😻 Orbit Fox		
E Settings		