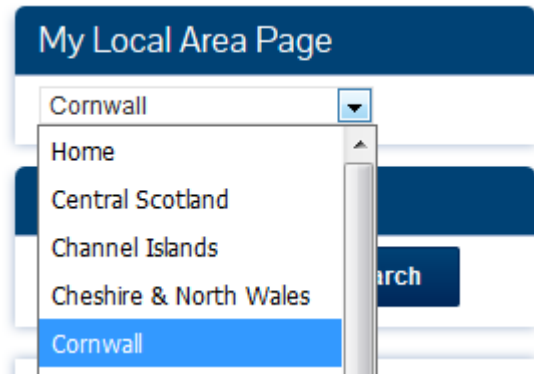


How it works...

The website is split into many sections, most of which are maintained by the web site team. However, each AC (or their nominated member) is responsible for their own dedicated “**My Local Area**” of the site.

To find your Area Homepage, you can pick your area from the side menu under the heading My Local Area Page. In this example I’ve selected Cornwall.



Once you pick an area the screen will update and a new page will be displayed.

Cornwall

- **Cornwall Diary (Future Events)**
- **Cornwall Past Events**
- **Cornwall Area Forum**

Within your section at a minimum there is a...

Area Diary (Future Events) - this is where you can publish forthcoming events.

Past Area Events - this is where you can share stories and photos of your completed events.

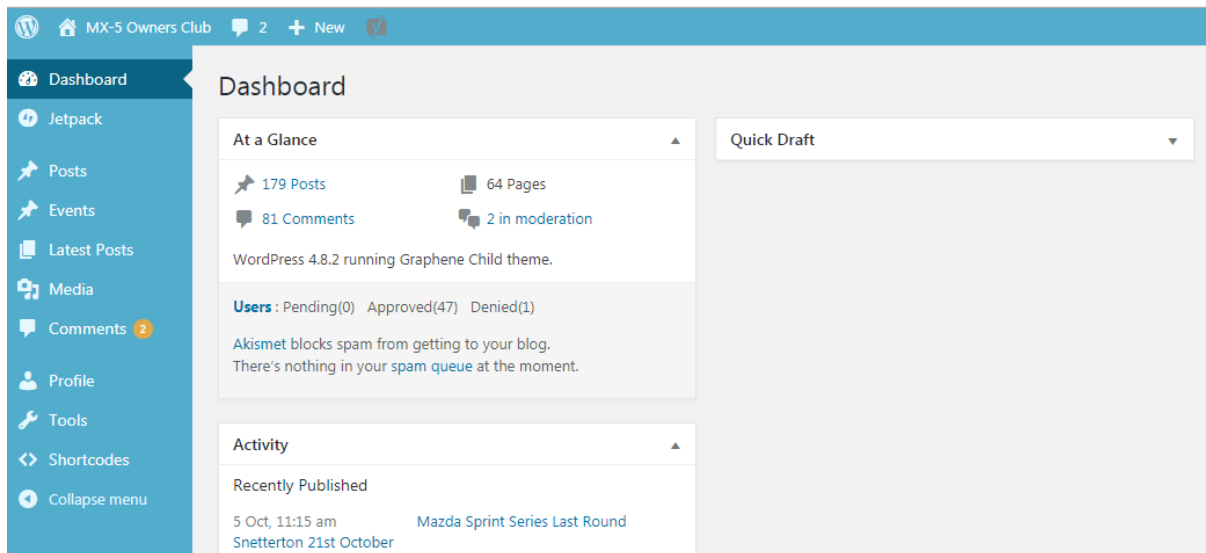
Area Forum - this is a link to your dedicated section on the Forum

There may be additional items on this menu with links to your social media, external website etc.

Terminology

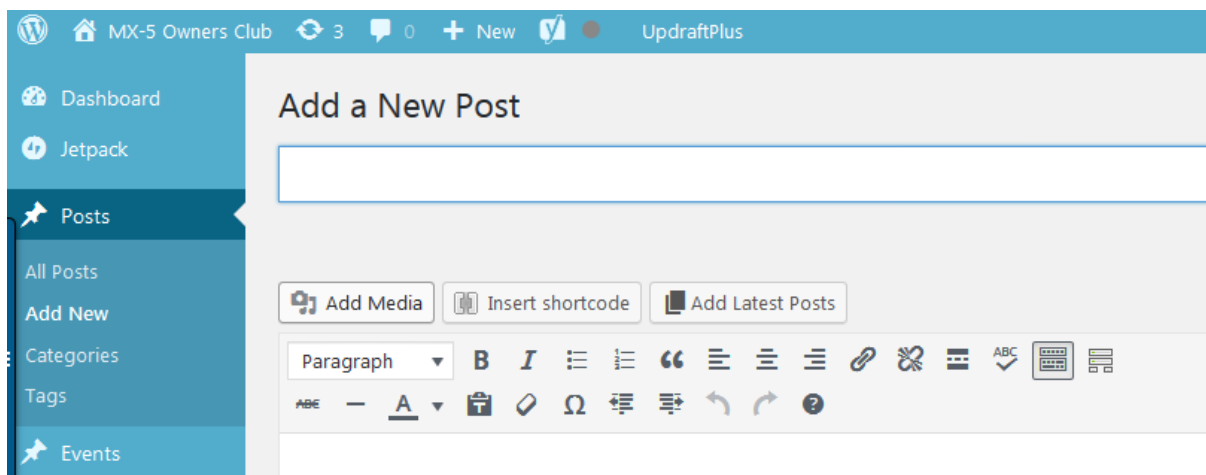
WordPress – The name of the software used to create and maintain the website.

Dashboard



The Dashboard is the backend or the behind the scenes mode that only Website editors can see. It's from this screen that you add/change content or upload images.

Post

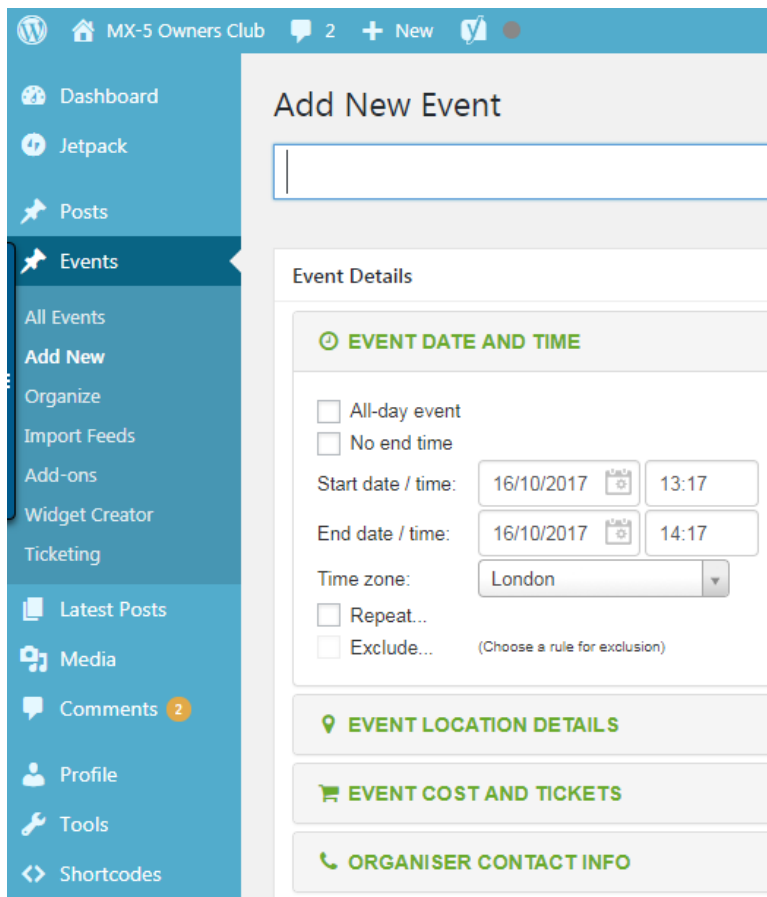


A post is the WordPress name for all the articles and write ups that ACs and Website Administrators create. When you want to do a new write up for your area you need to create a new Post.

Categories

In WordPress each post or event should be tagged with one or more category. Categories are a way for WordPress to filter information so only relevant information is displayed. This is how the “My Local Area Page” works – it filters information based on the categories selected by the original author.

Event



The screenshot shows the WordPress dashboard for 'MX-5 Owners Club'. The left sidebar menu is open to the 'Events' section, with sub-options: All Events, Add New, Organize, Import Feeds, Add-ons, Widget Creator, Ticketing, Latest Posts, Media, Comments (2), Profile, Tools, and Shortcodes. The main content area is titled 'Add New Event' and contains a text input field. Below this is the 'Event Details' section, which includes several expandable panels: 'EVENT DATE AND TIME' (with options for All-day event, No end time, Start date / time: 16/10/2017 13:17, End date / time: 16/10/2017 14:17, Time zone: London, Repeat..., and Exclude...), 'EVENT LOCATION DETAILS', 'EVENT COST AND TICKETS', and 'ORGANISER CONTACT INFO'.

We refer to Events as Diary entries and these are used for club activities which are happening at a specific time and/or location. When you create a new event be sure to select the correct category.

Media

The term media refers to all photos that are uploaded to the site.