

Understanding DSRC's Wordpress Site

Wordpress makes it easy to create a website for a blog or organization.

What makes it easy is that the Wordpress framework makes it easy to create “blog Posts”, “Web Pages” and menus to navigate between them.

Wordpress also provides an editing framework for manipulating the webpage appearance.

A typical website only uses a small percentage of the options Wordpress can provide.

This presentation will show how I used Wordpress to begin the David Sarnoff Radio Club website. There's more to do, but it's a start!

What This Presentation Covers

- 1) The Wordpress Operating Model and keywords, the Wordpress Dashboard and the website Theme Frame
- 2) Understanding why we selected our website's "Theme" and what the Theme does for us
- 3) How to create a Blog Post or an Event using the Dashboard
- 4) Roles for modifying and extending the website

The basic “Theme” Model

Wordpress is both a piece of software and a community of people extending it. The basic software is free and open source. It provides the basic model.

A Wordpress website can be used for everything from a personal picture book to a shoe store, and much more.

While the guts are the same for all sites, the look and feel of a Wordpress website comes from customizing software (called the Theme) which adapts Wordpress controls for Blogs, Stores, Clubs, Museums, Resumes... you name it.

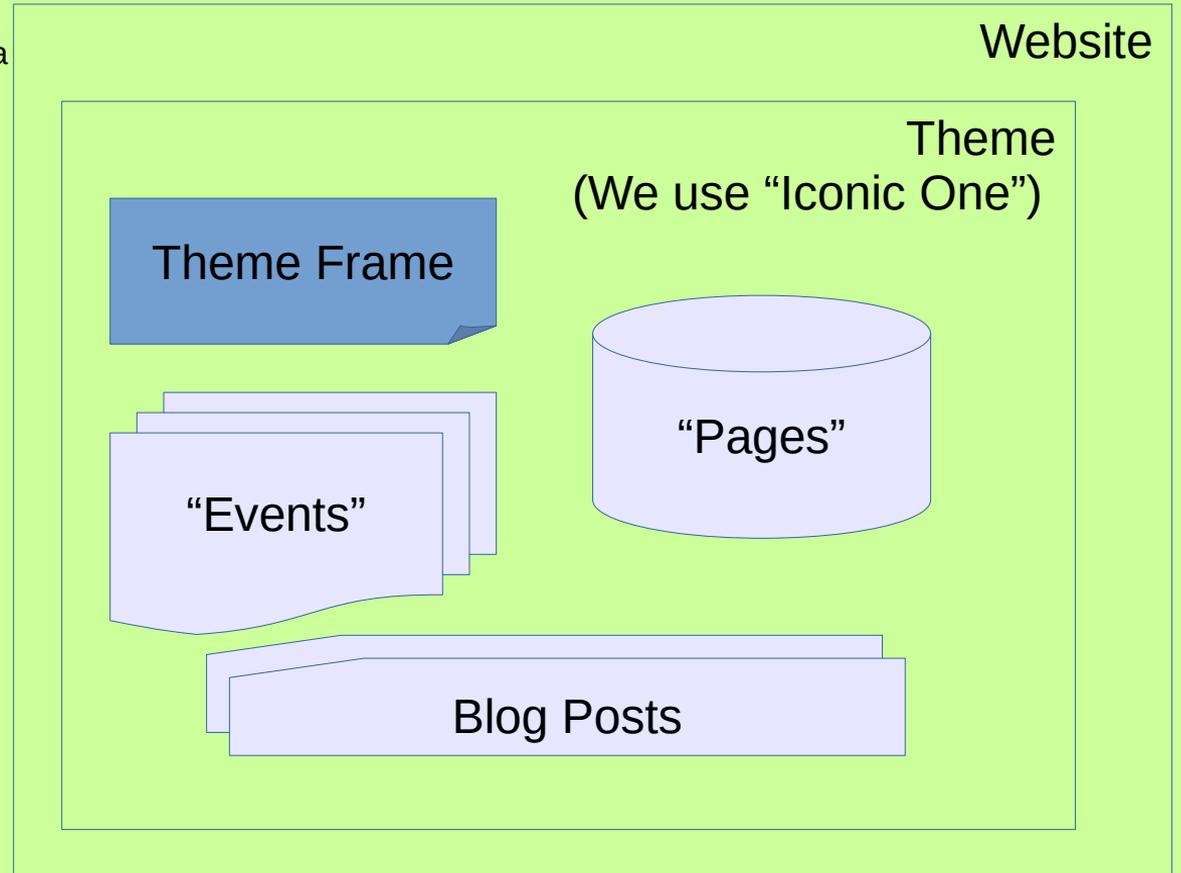
Where do Themes come from?

Community Theme Creators produce classy looking Themes as open source components of Wordpress. Website Administrators select a Theme, then use the rules from that Theme to fill the website with content.

These Creators make money offering deluxe themes and selling support and customization or even implementations using their Theme.

We use a free theme called “Iconic One” selected from Wordpress’s Theme tab. Here’s the creator’s website:

<https://themonic.com/iconic-one/>



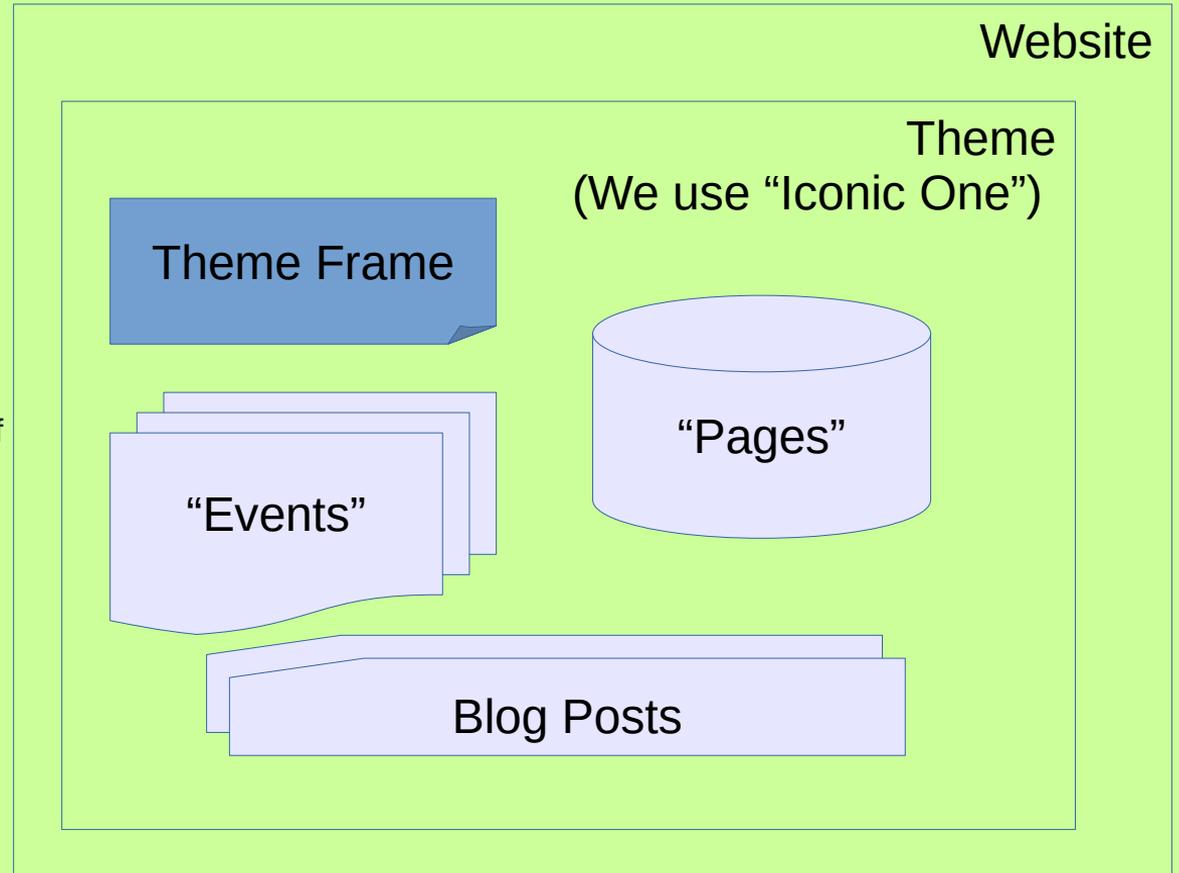
Elements of the “Theme” Model

- The **Theme** defines fonts, menus, layout and how information is displayed in browsers on PCs, tablets and phone displays
- The most visible aspect of a Theme is the **Theme Frame** -- it provides for navigation around the website and automates different tasks.

Wordpress fills the Frame with:

- **Pages** look like HTML web pages, but they are displayed within the Theme's Frame
- **Blog Posts** are like diary entries and are chronological. They appear in a list, with newest first. Old Posts don't vanish, they fade away off of “Recent” lists and are “Archived”. Posts can be sorted using Categories and Tags
- Our Theme adds **Events**. These are calendar entries and can be shown individually or as a list or table or monthly calendar. Events appear to vanish after their event date.

Each type of content can include a mix of pictures and text and audio and video...



From Keywords to Website

- The Wordpress system begins with the **Dashboard**.
- An automobile dashboard shows you the state of the fuel, the headlights, the speed, the radio, and has buttons and knobs for changing fans, lights...
- The Wordpress **Dashboard** has controls for changing Themes, Pages, Events, and Blog Posts. Also downloading Media (pictures, sound, video) and creating photo Galleries.
- Only Administrators and Editors (etc.) can see the Dashboard, and then only when they log-in to the “wp-admin” system.

Selecting a Theme... from the theme marketplace!

The screenshot shows the WordPress theme marketplace interface. At the top, there's a navigation bar with the WordPress logo, site name 'David Sarnoff Radio Club', and various utility icons. The main content area is titled 'Themes' with a '6' badge and an 'Add New' button. A search bar is present with the text 'Search installed themes...'. Below this, several theme cards are displayed. Each card shows a preview of the theme's layout, the theme name, and a 'Customize' button. The themes shown are 'Iconic One', 'Hueman', 'The Bootstrap Blog', 'Twenty Nineteen', 'Twenty Seventeen', and 'Twenty Twenty'. A callout box points to the 'Hueman' theme card.

Themes **6** [Add New](#) Search installed themes...

Iconic One BLOG & MAGAZINE THEME
Iconic One has Super PageSpeed score of 95-100
Powerful and Easy To Use Framework
Active: Iconic One [Customize](#)

Hueman

The Bootstrap Blog
Template: Sticky
Block: Image

Twenty Nineteen — The WordPress default theme for 2019
Welcome
Digital strategy for unique small businesses

Twenty Seventeen

Twenty Twenty

Each rectangle shows a different theme, with a Name and representative layout. There are THOUSANDS of themes available on Wordpress. Some are free, some have a yearly cost. Ours is free, though it has a pro version if we wanted to integrate ticket sales, etc.



David Sarnoff
Radio Club

an ARRL affiliated club

WELCOME!

CLUB EVENTS

LINKS

2020-2021

BUSYBOX

READINESS

ABOUT US

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[\[A list of useful pages about our club go here\]](#)

- [About our Ham Radio Club](#), meetings, repeater, name
- [Amateur Radio Links](#) and Resources
- [Year Plan 2020-2021](#) Our Club Planning Calendar
 - [Upcoming Events](#)
- [Emergency Readiness](#) and Organizations

Our club also advertises special events for the Ham Radio community on the site "QRZ.com" Follow: [this link](#).

To learn more about the hobby of Amateur Radio, follow this link: [American Radio Relay League \(ARRL\)](#)

Recent Posts to our Blog...

[Pi Day \(Sunday, March 14\)](#)

November 14, 2020

N2RE Repeater Frequencies:

146.46 MHz output
147.46 MHz input (+1 MHz)
131.8 Hz PL (3B)

Recent Blog Posts

[Pi Day \(Sunday, March 14\)](#)

[President's Blog, Nov. 2020](#)

[Winter Field Day Info 1/30/21](#)

[Working on it](#)

[Hello world!](#)

Upcoming Events

[Digital Modes – Don Corrington AK2S](#)

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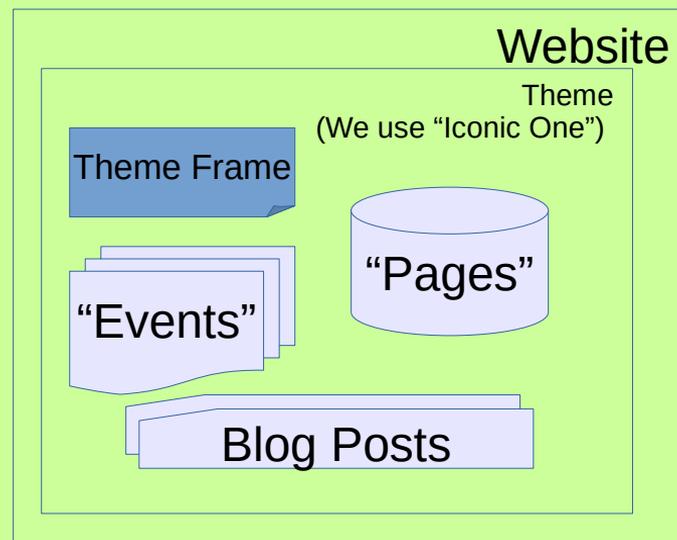
[Two Meter Net](#)

November 24 @ 8:00 pm

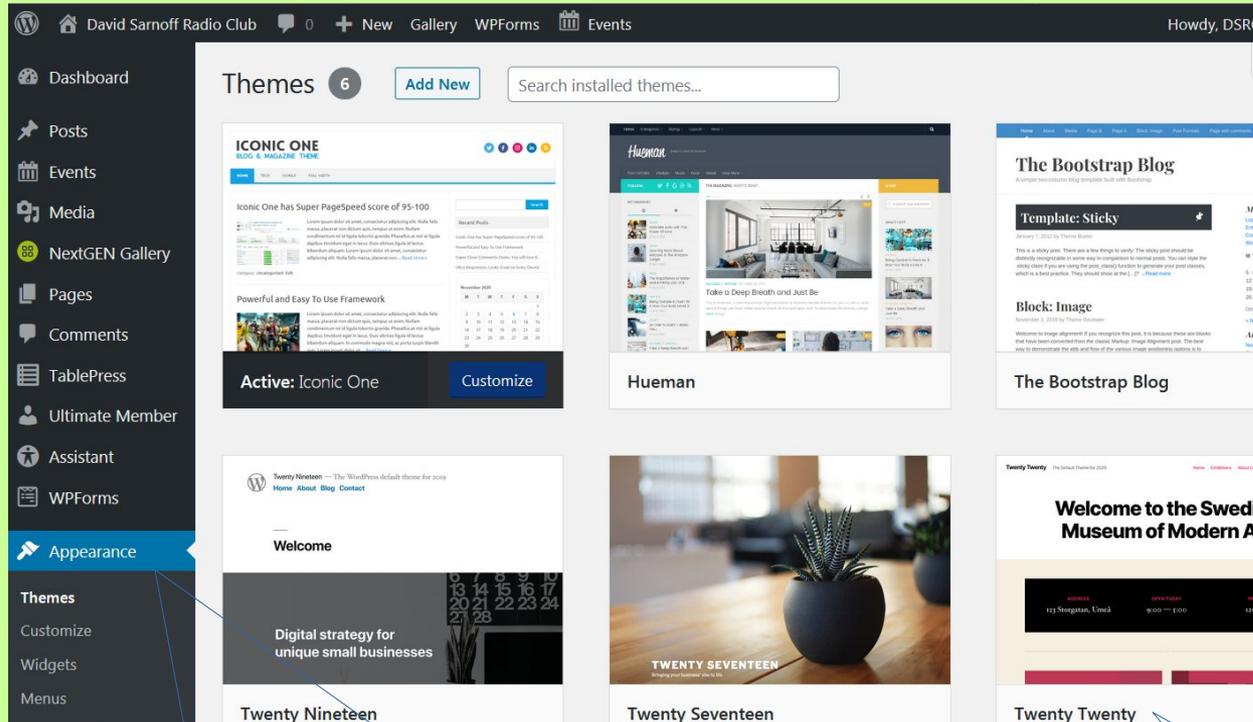
[Club Meeting/Holiday Gathering](#)

December 15 @ 6:00 pm - 9:00 pm

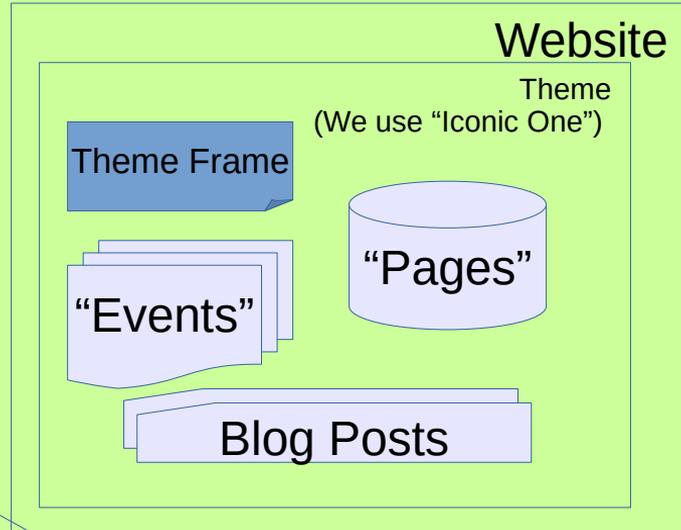
“Home” in our chosen Theme



Home Page N2RE.org



Why I selected this theme



The Appearance of the website is defined by the Theme. Themes can be radically different in appearance, Although they all have the same basic components (widgets and blog posts and pages and events,) Themes have their own particular style.

Above are six themes which I considered for our website. I tried all of these before settling on "Iconic One" which has nice layout, events, galleries and plenty of text display tools.

How to install a theme? It is easy!

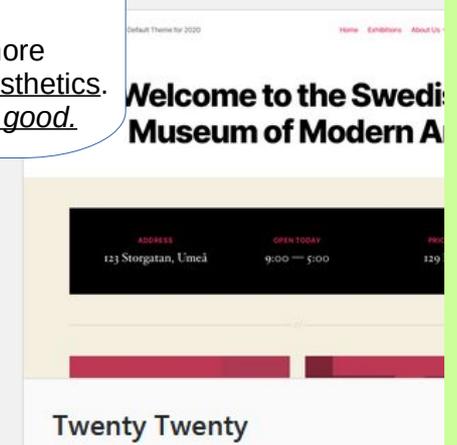
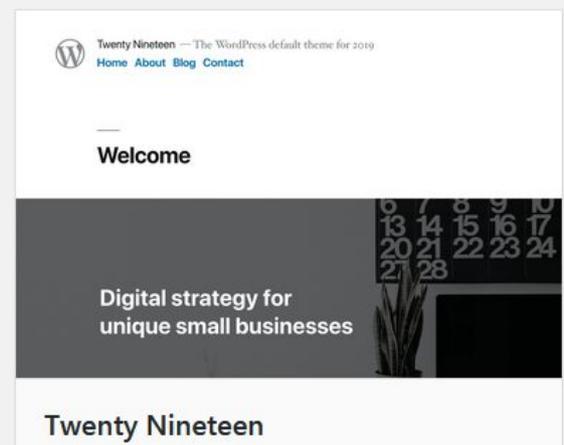
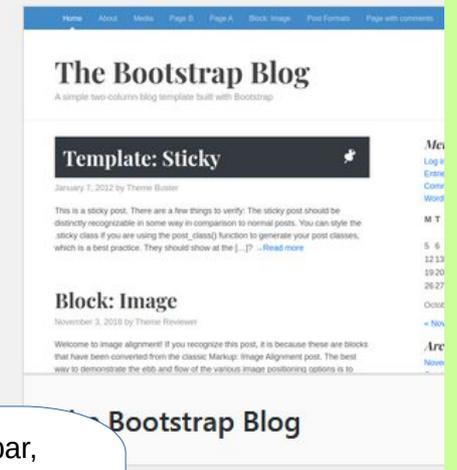
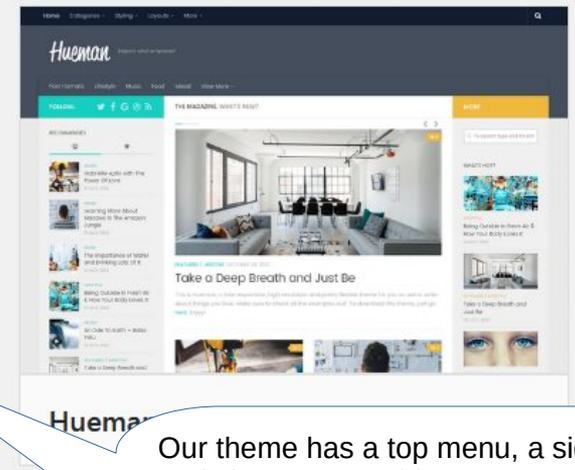
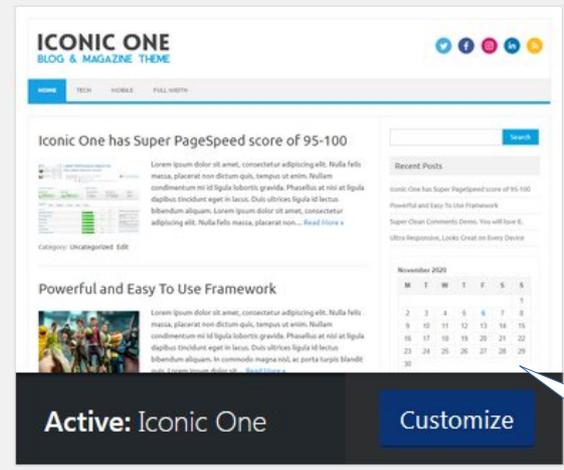
When you click a theme it asks you if you want to activate that theme, which replaces your website's current theme.

(note: content is made up to show off the best features of each Theme)

- Dashboard
- Posts
- Events
- Media
- NextGEN Gallery
- Pages
- Comments
- TablePress
- Ultimate Member
- Assistant
- WPForms
- Appearance
- Themes
- Customize
- Widgets
- Menus

Themes 6 Add New

OUR THEME...



Our theme has a top menu, a sidebar, and shows text or blog posts well. Others show pictures better... or animation, but we don't need that. Our theme will make our website more about content instead of form or aesthetics. ... and it will make our content look good.

Now that we have a Theme

- The “Customize” Menu item under Appearance allows you to select things to put in the “Frame” like a Logo, Menu (and menu items) and “Widgets” for the theme's Sidebar.
- Appearance>Customize offers options to populate the “**Theme Frame**”

Customize: David Sarnoff Radio Club - An ARRL Affiliated Amateur Radio Club - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Customize: David Sarnoff Radio Club

blog.n2re.org/wp-admin/customize.php?return=%2F... Iconic one

Published

You are customizing David Sarnoff Radio Club

Active theme Iconic One [Change](#)

Site Identity >

Logo >

Colors >

Social >

Post Settings >

PRO Version >

Background Image >

Menus >

Widgets >

Homepage Settings >

The Events Calendar >

Additional CSS >

Footer >

Hide Controls

WELCOME! BLOG CLUB EVENTS LINKS 2020-2021 BUSYBOX READINESS

ABOUT US

Welcome!

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Search

N2RE Repeater Frequencies (link):
146.46 MHz output
147.46 MHz input (+1 MHz)
131.8 Hz PL (3B)

Recent Blog Posts

Pi Day (Sunday, March 14)

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The Frame has lots of options!

Clicking on any of the items (like, for example, Homepage Settings) will bring up lots of possible customizations for the homepage.

Because it is free, and because it is a theme.. the options don't let you do ANYTHING. You can only customize in the ways they want to you.

In fact, the homepage has only two settings: Page or Post? and What page or post to use.

Websites Always Start from “Home”

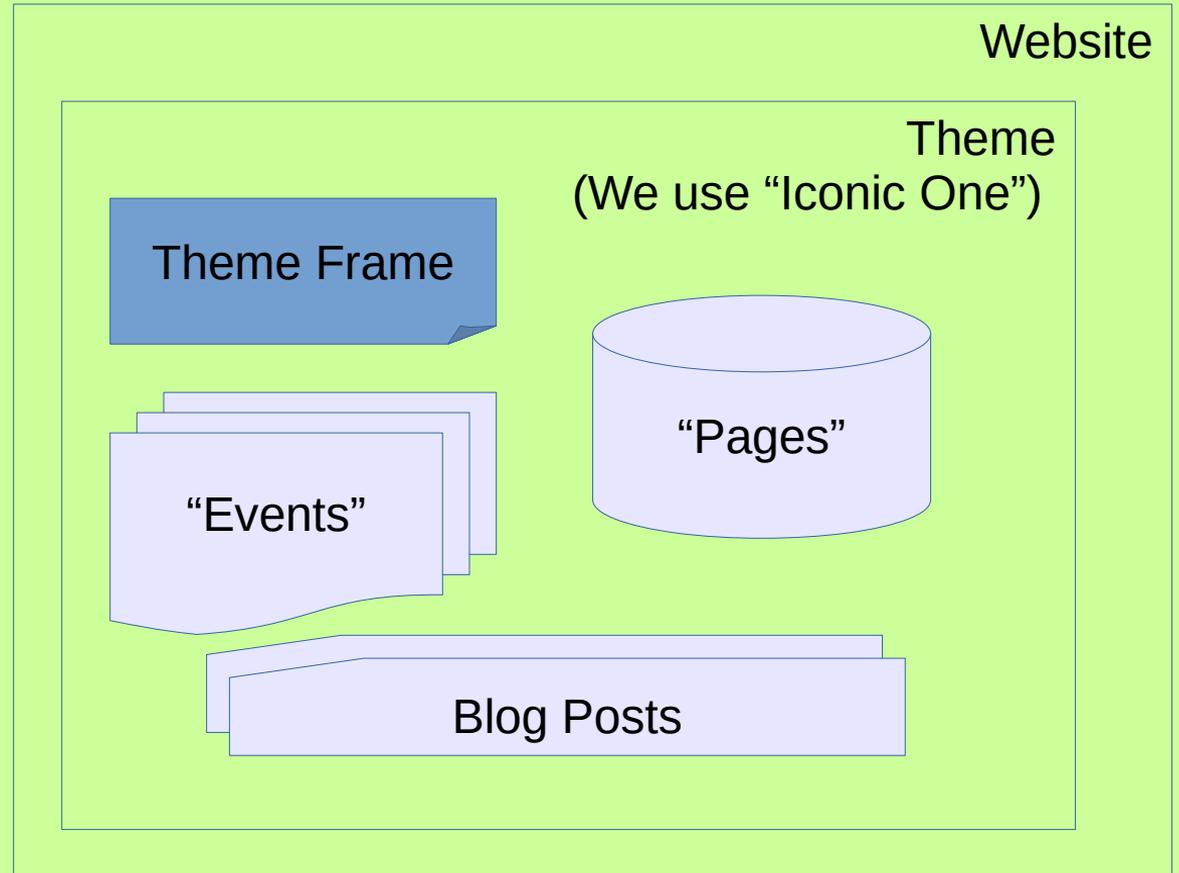
Home [terms are confusing here] is the landing webpage for a website. In the “Iconic One” theme, Home could be:

- A **Home Page*** which is a static webpage with Headers, Text, Images, Links, Lists of the latest Blog Posts and Events and various widgets
(OR)
- A dynamic **Blog List**. The user sees a Theme-formatted list showing the latest blog posts,
(AND)

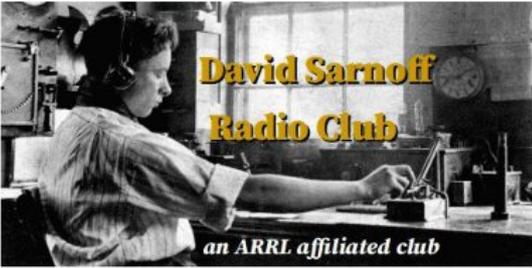
Home always displays:

- The **Theme Frame** area, showing: **Logo** or **Site Identity**, **Menus**, **Sidebar**s and other widgets. The Theme's Frame is consistent for all Pages and Blog Posts, and allows navigation between Pages, Events and Blog Posts.

** We use the static page approach for **Home** because our most important information is unchanging. Blog Posts are not featured on the landing “homepage”. The user can find **Blog Posts** via the list on the right side in the frame.*



N2RE.org



WELCOME! CLUB EVENTS LINKS 2020-2021 BUSYBOX READINESS ABOUT US

Search input field with a blue search button.

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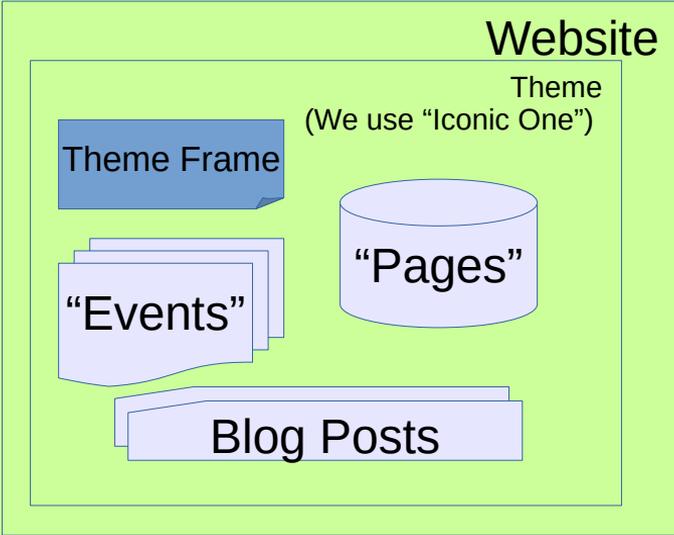
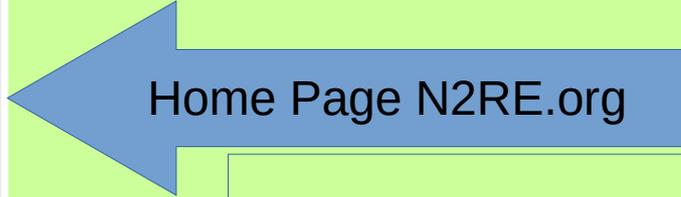
Digital Modes - Don Corrington AK2S
November 18 @ 7:30 pm - 9:30 pm

Two Meter Net
November 24 @ 8:00 pm

Club Meeting/Holiday Gathering
December 15 @ 6:00 pm - 9:00 pm

Content area

The Theme Frame, as customized for DSRC



The Frame always shows:

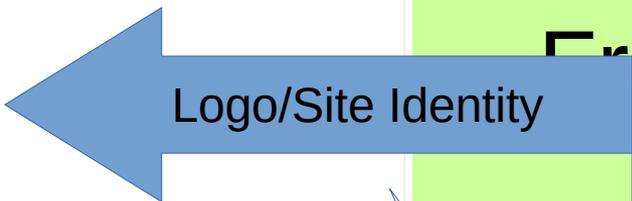
- Identity and Logo
- Menu of Pages
- Quick reference (rptr)
- Lists of Blog Posts
- Lists of Events
- Search, etc.

N2RE.ORG



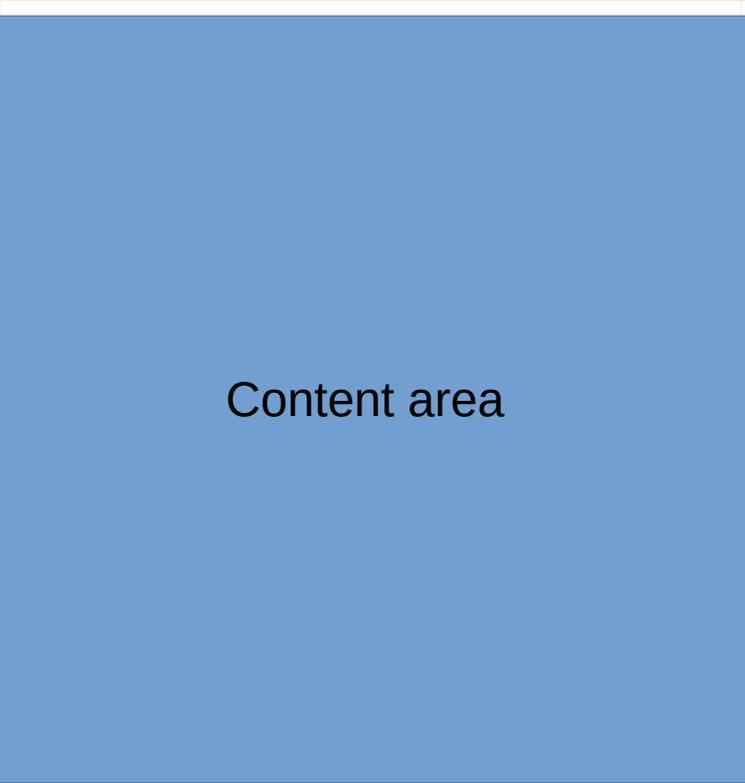
David Sarnoff
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Logo/Site Identity

The Theme Frame: Frame Logo



Content area

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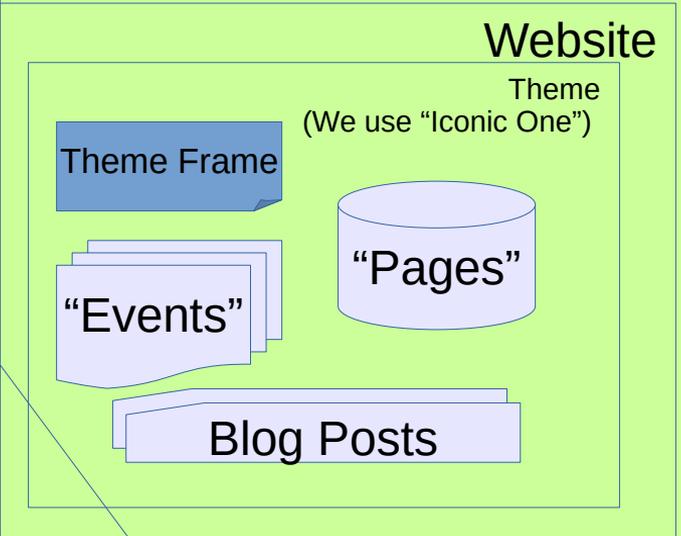
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Our Theme tops the page with either a Logo image Or a Site Identity headline. I wanted both, so I created a Logo image which has text burned into the image.



Content area

Search input field with a blue search button.

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The Theme Frame: Frame Menu

Menu

Website

Theme

(We use "Iconic One")

Theme Frame

"Events"

"Pages"

Blog Posts

The Menu is part of the Theme. Our theme allows only one menu, and it can be displayed here or in the sidebar. We specify what goes in it.



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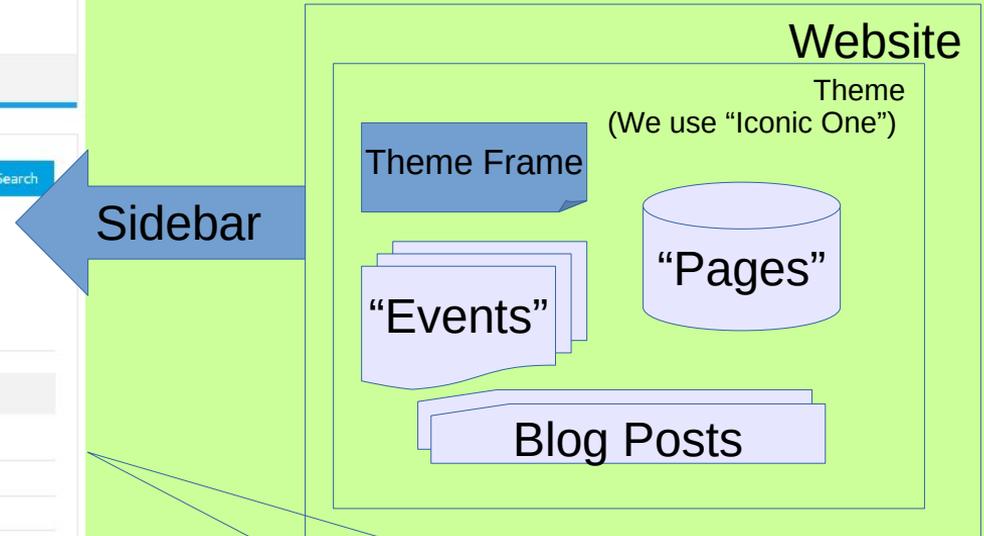
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The Theme Frame: Frame Sidebar



The "Sidebar" consists of widgets.

Widgets we use are:

- Search (our website)
- Custom HTML showing Repeater info
- Recent Blog Post list
- Upcoming Events list



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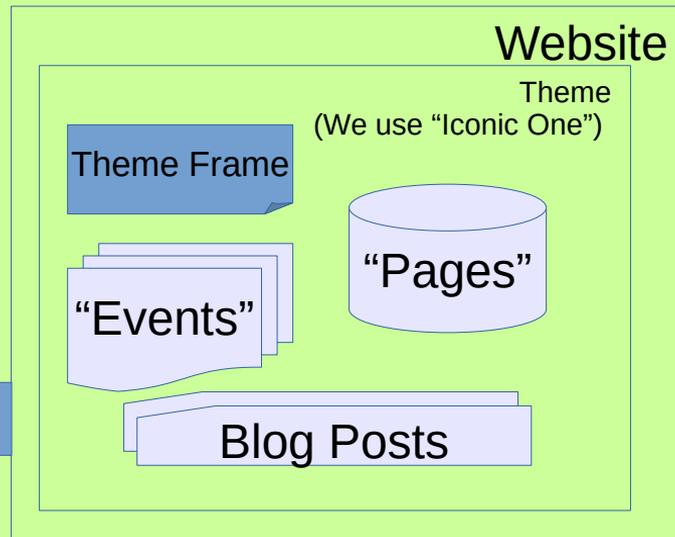
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Content area

The Theme Frame: in the Frame Sidebar

Blog Posts



As contributors add Blog Posts to the website, the list pushes down, so only the latest posts are on the sidebar

Don't worry, the other Blog Posts are still there!



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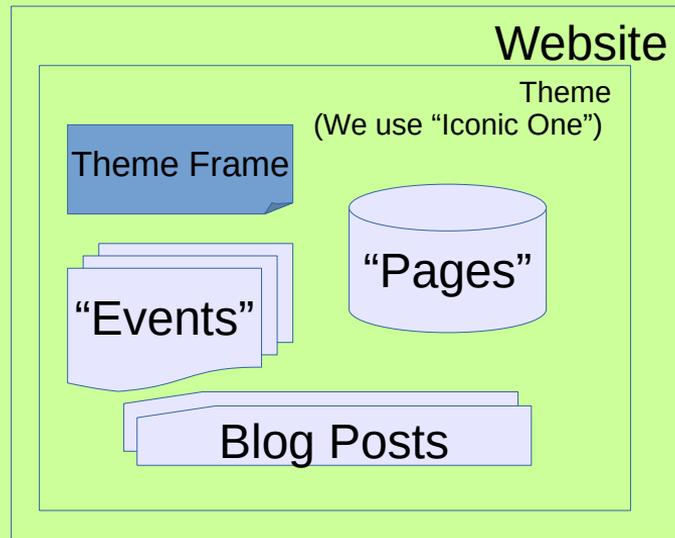
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The Theme Frame: in the Frame Sidebar



Events

Upcoming Events are listed. They are sorted starting from today. Don't worry, a "View All Events" link at the bottom of the list. Allows us to see future and past event listings.



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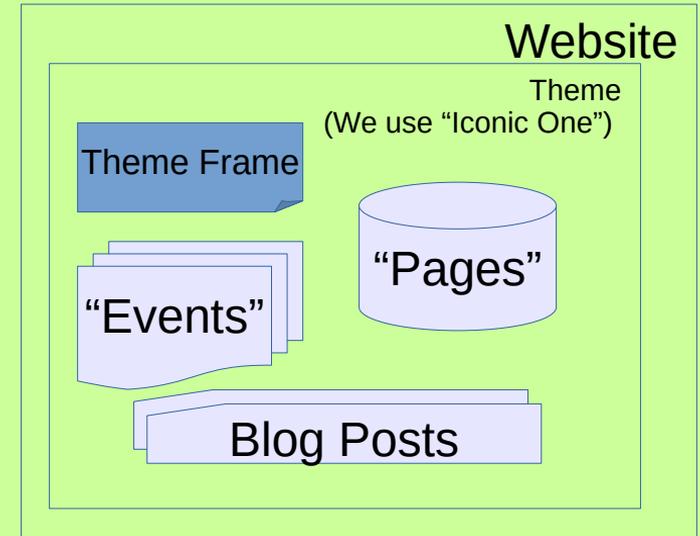
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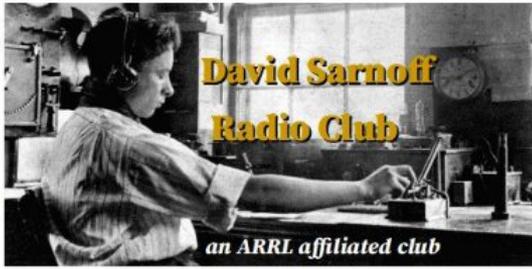
Frame is filled with "Content" (Pages, etc.)



"Content" fills the non-Frame region. Each page has a custom arrangement. On our **Home Page** ("Welcome!") I put:

- A short paragraph about us,
- A set of internal links to learn about us, and
- A list of recent blog posts with summaries

The Frame has other timely information.



DSRC Amateur Radio Links

Current Band Conditions:

Solar-Terrestrial Data = <http://www.jm44.com>

Item	Status	HF Conditions	HF Conditions
Band	Day	Night	Day
Aurora	Band Closed	80n-40n	Good Good
6n	EsEU Band Closed	30n-20n	Fair Fair
4n	EsEU Band Closed	17n-15n	Poor Poor
2n	EsEU Band Closed	12n-10n	Poor Poor
2n	EsNR Band Closed	Geog Field	IMACTIVE
HUF	Deg	Sig Noise Lvl	80-31
HUF	ES-SEASON BHEAT	HUF US Boulder	9.40
HS	6	Solar Flare Prb	1%

The Content Area

More about the David Sarnoff Radio Club and Amateur Radio:

- Past DSRC Events and Meetings
- General Information about Amateur Radio from the [American Radio Relay League \(ARRL\)](#)
- The ARRL [Atlantic Division](#) (including Mercer County and southern NJ)
- The ARRL [Hudson Division](#) (including Middlesex and Somerset Counties and northern NJ)
- The ARRL [Hudson Loop Newsletter](#) published weekly by the ARRL Hudson Division
- The ARRL [Northern New Jersey Section](#)
- The [FCC Part 97 Regulations](#)
- Information about "hams in space" from the [Radio Amateur Satellite Corporation \(AMSAT\)](#)
- **Look up services for Amateur Radio Callsigns:**
 - The [HamCall](#) amateur radio callsign server
 - The [ARRL](#) amateur radio callsign server
 - The [USA](#) amateur radio callsign server
- Our neighbor club [VARA](#) (Delaware Valley Radio Association)
- Our sister club [VARA](#) (Victor Amateur Radio Association)
- Schedule of area [hamfests](#)

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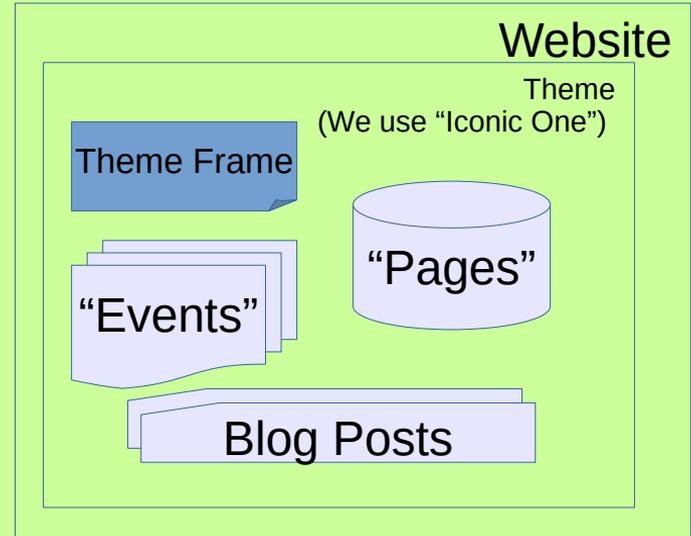
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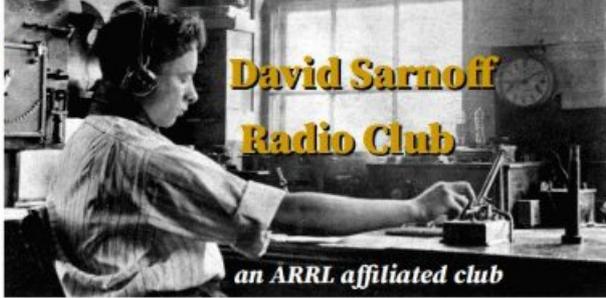
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Frame & Content (a different page)



I wrote this "LINKS" page to transfer the many links from our original site. Notice that the Frame doesn't change other than the blue highlighting of "LINKS" in the top menu. This page has lots of links and an external "Bug" for propagation conditions, implemented as an HTML snippet I inserted using a Wordpress "widget"



David Sarnoff
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an ARRL affiliated club

Frame & Content (Showing Blog Posts)

WELCOME! **BLOG** CLUB EVENTS LINKS 2020-2021 BUSYBOX READINESS ABOUT US

Most Recent Blog Posts

[Pi Day \(Sunday, March 14\)](#)

No details yet, but officers have begun planning.

[President's Blog, Nov. 2020](#)

By Don Corrington, AK25

This is the result of a meeting of the club officers. The purpose of the meeting was to define the requirements for each officer. In addition to other duties I decided the President would write a blurb for the newsletter that John, NU3E, puts out monthly. I have titled it "Presidents Blog".

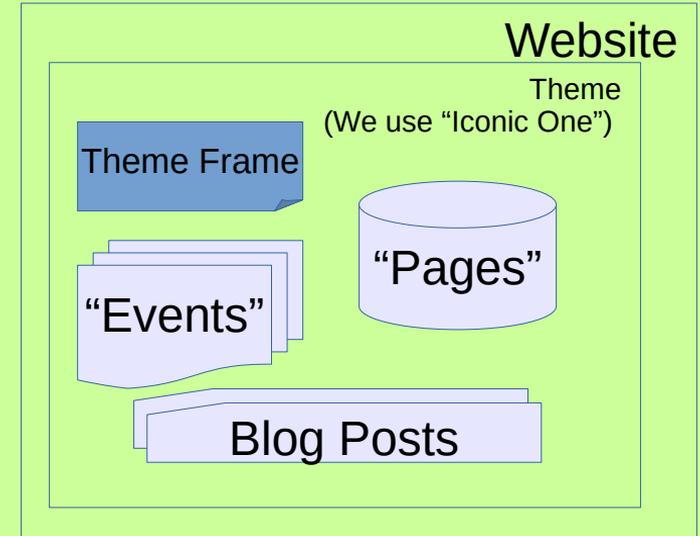
My first article will be about volunteering for club functions. I call it "Just Say Yes". If you "Just

N2RE Repeater Frequencies

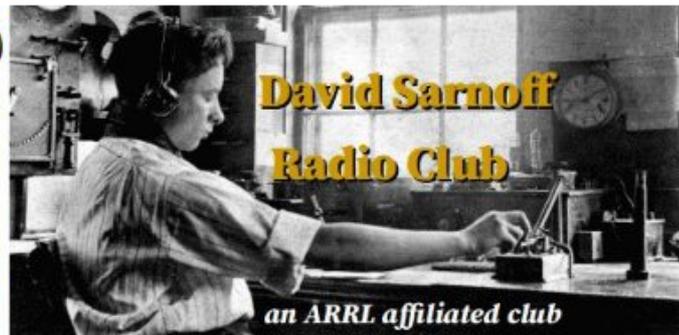
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Although Blog Posts are not prominent on the homepage, they can be found via the Menu... This Special Page includes a Headline ("Most Recent Blog Posts" and a list of the latest blog posts. The list can be customized to have the entire Blog Post (title and content) shown, or it can be set to show the title and a short excerpt from each Blog Post, or it can be set to show only the title of each Blog Post (the way the list is shown in the sidebar) I set up this page to show the entire content of the last 5 blog posts, which can make for a very long page.



« All Events

Two Meter Net

November 24 @ 8:00 pm

Held the 1st, 2nd, and 4th Tuesday of each month at 8:00 PM local time on the N2RE repeater. The net is open to all radio amateurs.

+ Google Calendar + iCal Export

Details

Date:
November 24

Time:
8:00 pm

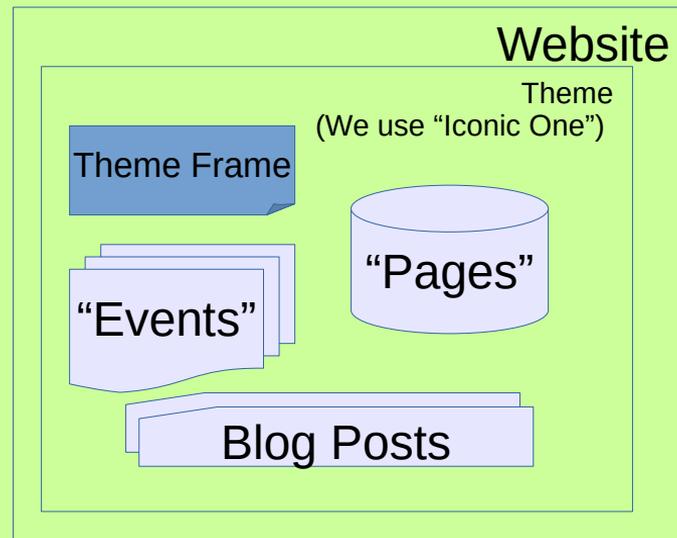
Event Categories:
[2 Meter FM Net](#), [Club Activity](#), [On-Air Net](#), [Operating Event](#)

Event Tags:
[Club Activity](#), [Operating Event](#)

Venue

146.46 MHz

Events



Our Theme is especially good at creating calendars of **Events**. Each **Event** has a title, date and time, description, Venue (in this case it is the repeater frequency), and lists of Event Categories and Event Tags assigned when the Event was created. An Event can be exported using iCal format or Google Calendar.

Search for events

Find Events

List Month

< > Today Now onwards ▾

November 2020

WED
18
■ **Featured** November 18 @ 7:30 pm - 9:30 pm
Digital Modes – Don Corrin

Online - link from DSRC Email Group

Our November 2020 meeting presentation software to operate the various digital modes AK2S will lead.

Free

TUE
24

November 24 @ 8:00 pm

Two Meter Net

146.46 MHz

The Special “Events Page”

Website

Theme

(We use “Iconic One”)

Theme Frame

“Events”

“Pages”

Blog Posts

The-Events-Calendar has a special pre-formatted page with options for viewing **Events**.

The “List” display format is shown,

The “Month” calendar format shows a grid one month long

And “Find Events” uses the “Search for Events” box to find events by keyword ... for example, searching for “meter” would find the Nov 24 “Two Meter Net”.

This pre-formatted page covers most “Event” related needs.

At the bottom of the page there is even a way to export the website calendar...

Note: this pre-formatted special page does not have the sidebar!!

Also note that I scrolled the header off-screen to show more content.

Copyright

Do you want to open or save david-sarnoff-radio-club-1fb2a1c37d1.ics from blog.n2re.org?

Open

Save

Cancel

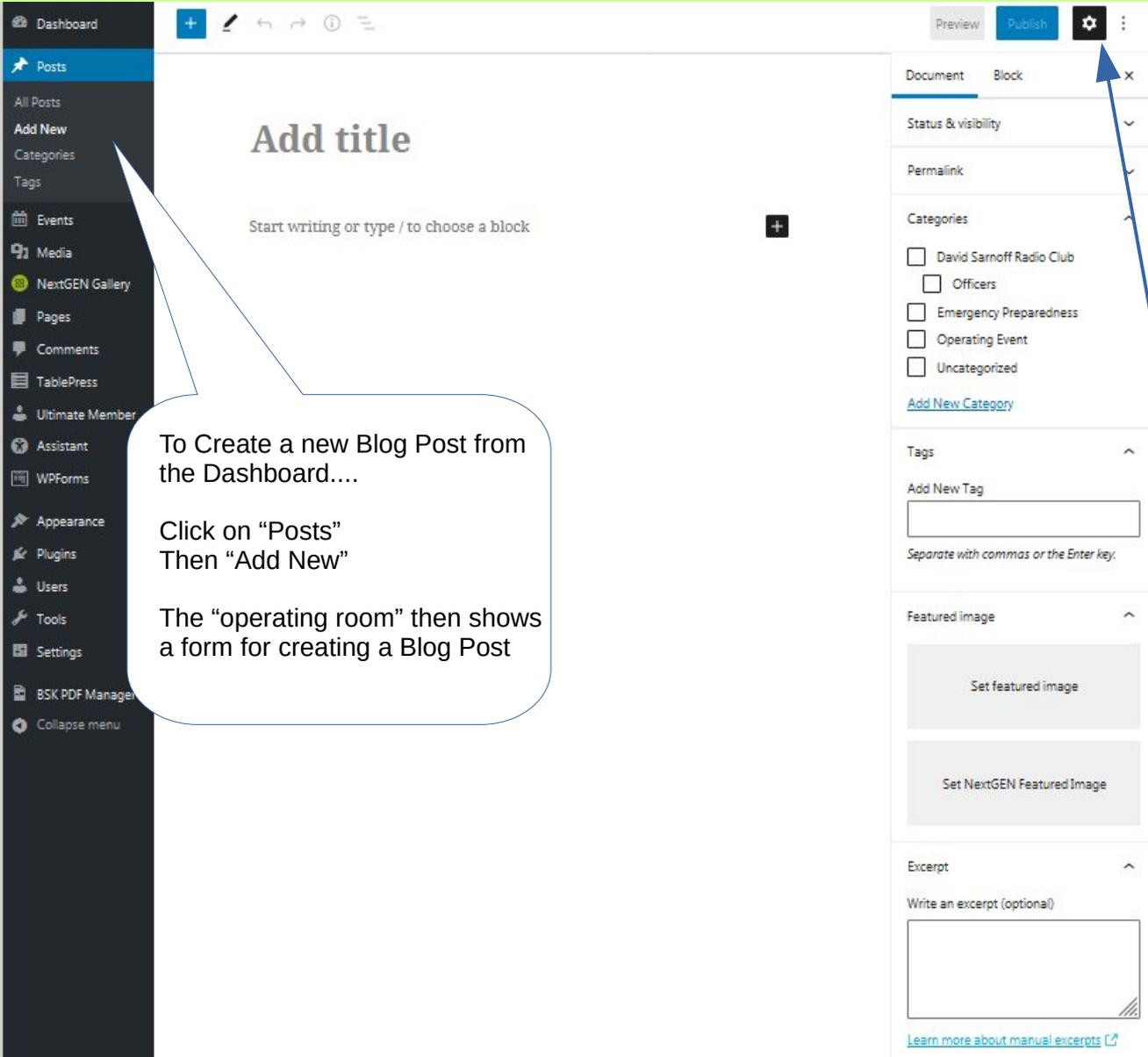
Posts and Events

The Iconic One Theme is especially good at creating a website full of
Events and Blog Posts.

Where do those Blog Posts come from?
Where do those Events come from?

We have to create them!

Wordpress has tools to make this task relatively simple.



To Create a new Blog Post from the Dashboard....

Click on "Posts"
Then "Add New"

The "operating room" then shows a form for creating a Blog Post

How to create a Blog Post

A Blog Post has:

- A title
- **Blocks:** Text, Headers, Images, Tables, Audio, and other Block types, [click on the "+" square] and...

[CLICK GEAR and DOCUMENT to see:]

- Categories (multi-select)
- Tags
- A "Featured Image" which is shown in the list of Posts
- A short Excerpt when the first few words of the first paragraph would not be a good summary.
- And YOU are the author (depending on who logged in to the session)

Adding a Post to the Blog 2

A Blog Post has:

- A title
- **Blocks:** Text, Headers, Images, Tables, Audio, and other Block types, and...

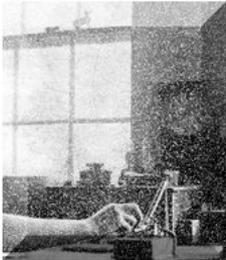
[CLICK GEAR and DOCUMENT to see:]

- Categories (multi-select)
- Tags
- A "Featured Image" which is shown in the list of Posts
- A short Excerpt when the first few words of the first paragraph would not be a good summary.
- And YOU are the author (depending on who logged in to the session)

board

Switch to draft Preview Update

Winter Field Day Info 1/30/21



- Winter Field Day (WFD) will be January 30-31, 2021. Details to follow but save the date
- Because of the COVID-19, operations will be from home individually instead of groups. Like summer FD we will credit our scores to the club.

Pic + List Block

Club Event – Winter Field Day (WFD)

On the of the last weekend in January a popular winter event Winter Field Day (WFD) will be held. This event is based on the Red Cross saying that "Disasters never occurs at convenient time". WFD is very similar to the ARRL' FD as it has different classes and similar exchange and runs from 2:00 PM on Saturday to 2:00 PM Sunday. As with summer FD there are bonus point for things like emergency power, etc.

The DSRC will be discussing how we might participate in the event. Club president Don AK2S is coordinating club participation.

WFD is not an ARRL event, but is run by the Winter Field Day Association, with their stated purpose:

This is a "Quote" Block

We believe as do those entities of ARRL Organizations like ARES & RACES that maintaining your operational skills should not be limited to fair weather scenarios. The addition of Winter Field Day will enhance those already important skills of those that who generously volunteer their time and equipment to these organizations. This is why WFD is open to all licensed amateur radio operators worldwide.

<https://www.winterfieldday.com/>

Permalink

Categories

- David Saroff Radio Club
- Officers
- Operating Event
- Emergency Preparedness
- Uncategorized

Add New Category

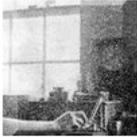
Tags

Add New Tag

- Club Activity
- Contests
- Operating Event

Separate with commas or the Enter key.

Featured image



Replace Image

Remove featured image

Set NextGEN Featured Image

Excerpt

Write an excerpt (optional)

A chance to practice operating skills. Winter Field Day (WFD) Jan. 30-31, 2021. We are investigating club participation in the event.

[Learn more about manual excerpts](#)



Here is the Finished Blog Post

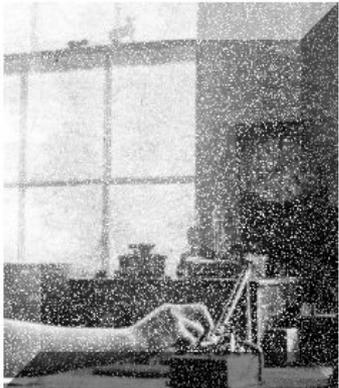
You are done! It looks like this!

The blog post can be **Published** immediately, or you can schedule the posting for a future date.

Winter Field Day Info 1/30/21

By DSRC_wp_1975 | November 14, 2020

0 Comment



- Winter Field Day (WFD) will be January 30-31, 2021. Details to follow but save the date
- Because of the COVID-19, operations will be from home individually instead of groups. Like summer FD we will credit our scores to the club.

Club Event – Winter Field Day (WFD)

On the of the last weekend in January a popular winter event Winter Field Day (WFD) will be held. This event is based on the Red Cross saying that "Disasters never occurs at convenient time". WFD

Search

N2RE Repeater Frequencies:

146.46 MHz output
147.46 MHz input (+1 MHz)
131.8 Hz PL (3B)

Recent Blog Posts

Pi Day (Sunday, March 14)

President's Blog, Nov. 2020

Winter Field Day Info 1/30/21

Working on it

Hello world!

Upcoming Events

Two Meter Net

November 24 @ 8:00 pm EST

For example, you may publish a Blog Post called "*Final Prep for Field Day*" immediately, and also schedule "*Thank You to all who participated in Field Day*" to be posted on the evening after the event. (Because you will be too tired to log on and post it!)

The latest published Post is always on top of "Recent Blog Posts".

Adding an Event is more complicated

The screenshot shows the 'Add New Event' form in WordPress. The form is divided into several sections:

- Title:** A text input field with the placeholder 'Add title'.
- Rich Text Editor:** A text area with a toolbar containing buttons for 'Add Media', 'Add Form', 'Add Gallery', and various text formatting options (bold, italic, link, quote, delete, insert, image, underline, list, code, more, close tags).
- Word count:** A small box showing 'Word count: 0'.
- The Events Calendar:** A section with a 'TIME & DATE' sub-section. It includes input fields for 'Start/End' (11/18/2020 8:00am to 5:00pm 11/18/2020) and a 'Time Zone' dropdown (America/New York). There is also an 'All Day Event' checkbox and a preview text: 'This event is from 8:00am to 5:00pm on November 18, 2020.'
- Publish:** A section with 'Save Draft', 'Preview', and 'Publish' buttons. It also shows 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options.
- Tags:** A section with an 'Add' button and a link to 'Choose from the most used tags'.
- Event Categories:** A section with a list of categories under 'All Event Categories' and 'Most Used'. The categories listed are: Club Activity, Meeting, Annual Meeting, Special Meeting, On-Air Net, 2 Meter FM Net, News, and Operating Event.

- To add an Event
 - Select “Events” on the Dashboard
 - Select “Add New” under “Events”
 - Add an Event title (Keep is short, but descriptive)
 - Add a description (a few lines of text explaining what it is, and who is invited, what to bring, etc.)
 - Add Time & Date
 - Add Tags
 - Add Categories (by clicking menu items)
 - Preview
 - Publish

Example of Adding an Event

The screenshot shows the 'Add New Event' form in WordPress. The title is 'Two Meter Net'. The description is 'Held the 1st, 2nd, and 4th Tuesday of each month at 8:00 PM local time on the N2RE repeater. The net is open to all radio amateurs'. The 'TIME & DATE' section shows the start/end date as 12/1/2020, time as 8:00pm to 9:00pm, and time zone as America/New York. The 'Event Categories' section shows 'Club Activity', 'On-Air Net', and '2 Meter FM Net' selected. The 'Tags' section is empty. The 'Publish' section shows 'Save Draft', 'Preview', and 'Publish' buttons. The 'The Events Calendar' widget is visible at the bottom.

- To add an Event
- Select “Events” on the Dashboard list
- Select “Add New” under “Events”
- Add an Event title (Keep is short, but descriptive)
- Add a Description (a few lines of text explaining what it is, and who is invited, what to bring, etc.)
- Add Time & Date (etc.)
- Add Tags (in the box) (Delete by clicking “x”)
- Add Categories (by clicking menu items)
- Preview
- Publish

Adding an Event (MORE STUFF!)

The screenshot shows the WordPress 'Add New Event' form. A dark sidebar on the left contains navigation links such as 'Dashboard', 'Posts', 'Events', 'Media', 'Pages', 'Comments', 'Users', and 'Settings'. The main form area is divided into several sections:

- Event Information:** Fields for 'Phone', 'Website', and 'Email'. Below the 'Email' field is a button labeled 'Add another organizer'.
- EVENT WEBSITE:** A field for 'URL' with the placeholder 'examples.com'.
- EVENT COST:** A 'Currency Symbol' dropdown set to '\$', a 'Before cost' dropdown, and a 'Cost' input field. A note below reads: 'Enter a 0 for events that are free or leave blank like the field.'
- ADDITIONAL FUNCTIONALITY:** A section with a paragraph of text and a link: 'Looking for additional functionality including recurring events, ticket sales, publicly submitted events, new views and more? Check out the [available add-ons](#).'
- Excerpt:** A text area for an excerpt. Below it is a note: 'Excerpts are optional hand-drafted summaries of your content that can be used in your theme. [Learn more about manual excerpts](#).'
- Custom Fields:** A section for adding custom fields. It includes a table with 'Name' and 'Value' columns, a dropdown menu, and an 'Add Custom Field' button. A note below reads: 'Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).'
- Discussion:** A section with checkboxes for 'Allow comments' and 'Allow [trackbacks and pingbacks](#) on this page'.
- Comments:** A section with an 'Add Comment' button and the text 'No comments yet.'
- Author:** A dropdown menu for selecting the author.

Blue arrows point from the text on the right to the following fields in the form: 'Website', 'URL', 'Cost', 'Excerpt', and 'Custom Fields'.

Down below Time & Date there are MANY more things that can be set

Location/Venue can even have a map link

Organizers including their website (if this is helpful.)

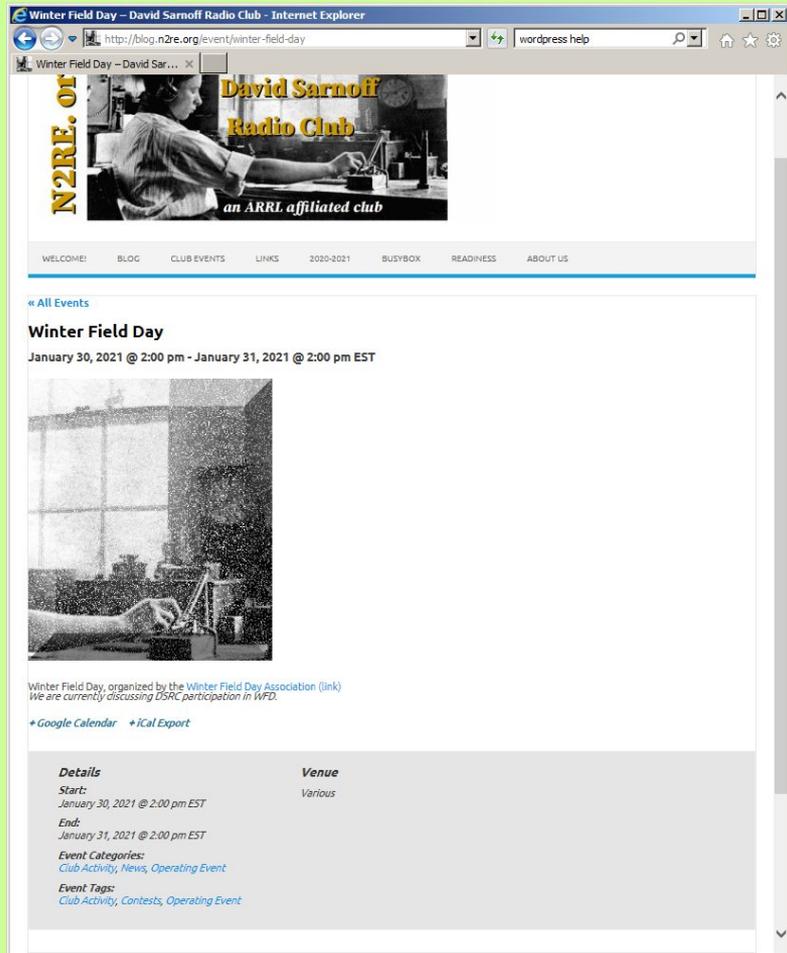
The Event's Website

The Event's Cost (\$0 =free, or leave blank)

Excerpt: If the full description won't make sense when truncated, put in alternate text which can be shown as an excerpt of perhaps 40 characters or so.

and.. Comment settings, Author, Featured Image, Featured/Hidden Event....

Adding an Event (Final Product)



The screenshot shows a web browser window displaying a WordPress event page. The page title is "Winter Field Day - David Sarnoff Radio Club". The main content area features a large featured image of a person operating a radio in a snowy environment. Below the image, the event title "Winter Field Day" is displayed, followed by the dates "January 30, 2021 @ 2:00 pm - January 31, 2021 @ 2:00 pm EST". A description follows, mentioning the Winter Field Day Association and a link to discuss participation. There are also links for "Google Calendar" and "iCal Export". At the bottom, a "Details" box provides specific information about the start and end times, categories, and tags.

Winter Field Day, organized by the [Winter Field Day Association](#) (link)
We are currently discussing [DSRC participation in WFD](#).

[+ Google Calendar](#) [+ iCal Export](#)

Details	Venue
Start: January 30, 2021 @ 2:00 pm EST	Various
End: January 31, 2021 @ 2:00 pm EST	
Event Categories: Club Activity , News , Operating Event	
Event Tags: Club Activity , Contests , Operating Event	

Before I took this screenshot off my PC I scrolled down on the web page to actually display the Event's "Details" box.

It's not a very good Event entry! Clearly, the photo of Sarnoff sending Morse Code in the snow takes up too much space as the "Featured Image"

Event creation involves balancing the artistic with the practicality of display.

Be clear in the description.

Be complete in the information.

And write it as if you were encountering the information for the first time.

- Don't use acronyms without explaining them
- Don't use informal names for places, people, events.
- Be accurate and not ambiguous.

Roles for Website Modification

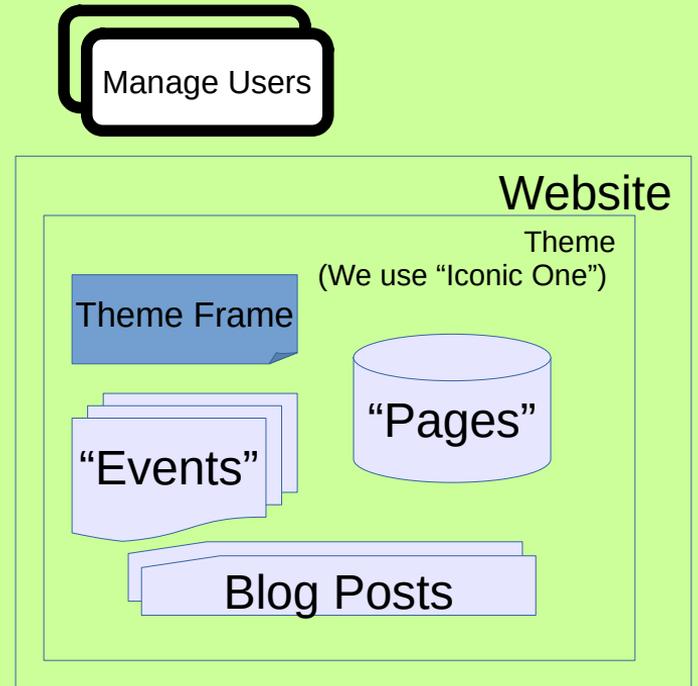
The Administration of the website

There are many tasks involved in creating and maintaining a website. These tasks can be divided into **Roles for Users**.

Some roles have access to the guts of the system, other roles only have access to a few Dashboard tools. (e.g. New Event, New Post, Edit Post or Event)

Users are given one of five levels of ability:

- Site Owner
- Administrator
- Editor
- Author
- Contributor (we won't use this one)



Roles for Website: Administration

Site Owner and Administrator

An **Administrator** has full power over the site and can do everything related to site administration*....

Administrators can create more Administrators, invite new users, remove users, and change user roles.

They have complete control over posts, pages, uploaded files, comments, settings, themes, imports, exports, other users.

Nothing related to site-administration is off-limits for Administrators, including deleting the entire site*.

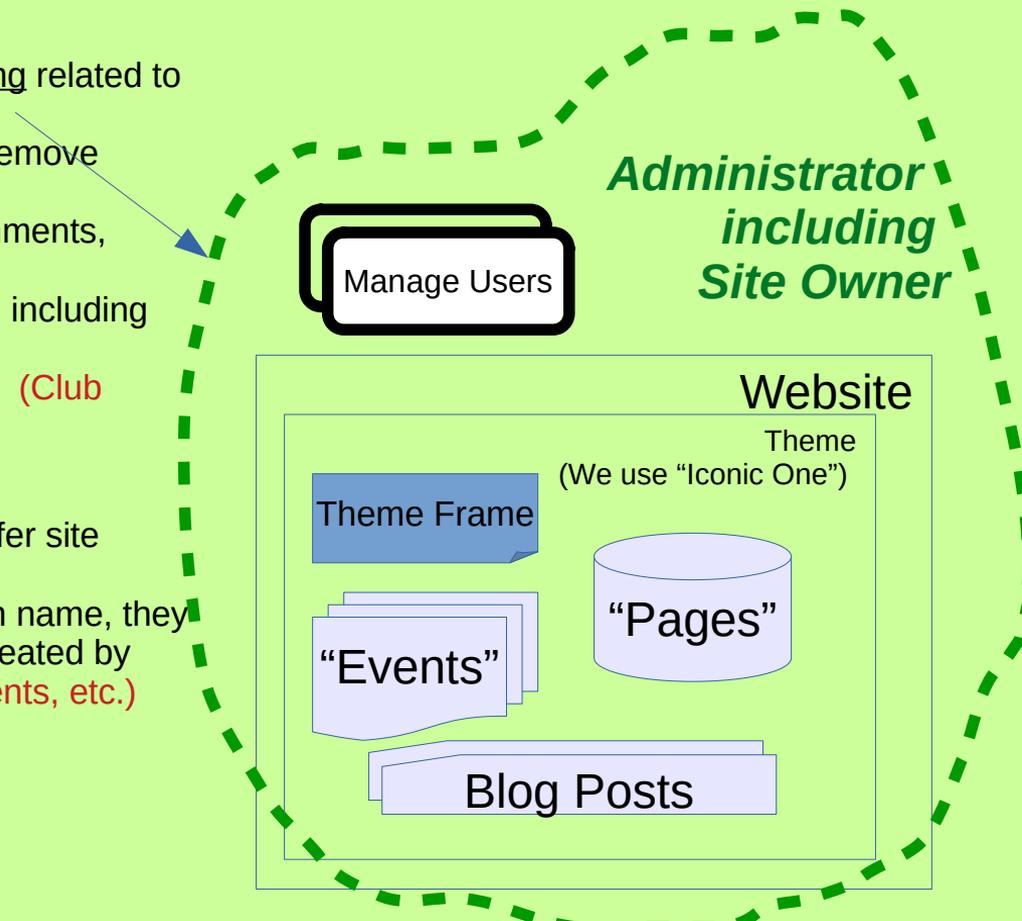
This is why we recommend having only one administrator per blog. (Club needs at least two Administrators... to be "bus-safe")

* Some Limits on Administrators

Only the **Site Owner** (the user that created the site) can transfer site ownership to another administrator.

While Administrators can upgrade a site and register a domain name, they cannot access the purchases and stored payment methods created by other administrators or the site owner... (we won't have payments, etc.)

From: "<https://wordpress.com/support/user-roles/>"



Simpler Roles: Editor, Author, Contributor...

Editor

An Editor can create, edit, publish, and delete any **post** or **page** (not just their own), as well as **moderate** comments and manage **categories, tags, and links**.

Author

An Author can **create, edit, publish, and delete only their own posts**, as well as upload files and images. Authors do not have access to create, modify, or delete pages, nor can they modify posts by other users.

Authors can edit comments made on their posts. *(I believe an Event is a custom type of Post, so Authors can create, edit, publish and delete their own Events.)*

Contributor

A Contributor can create and edit only their own posts, but cannot publish them. ... a Contributor's post is approved and published by an Administrator...

Contributors do not have the ability to upload files or images, ...

Other roles

"Follower" and "Viewer" are consumers who can see a bit more and comment more easily...

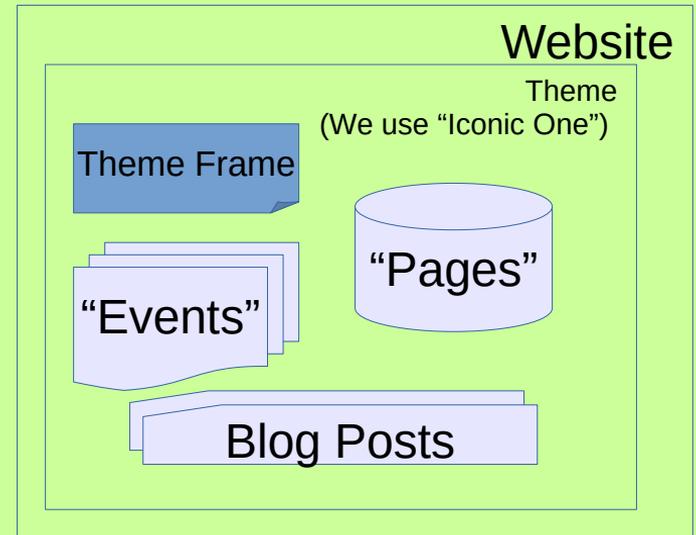
I don't think we have any use for these roles.

Text from: "<https://wordpress.com/support/user-roles/>"

We probably can get by with making everyone either an Editor or an Administrator.

Author and Contributor Roles are more for commercial websites.... or ones where you don't trust workers.

We could make someone an Author if they only want to only do one thing, like add Blog Posts without the distraction of other Dashboard controls.



Abilities: Editor, Author, Contributor

Editor (abilities outlined in green dashes)

An Editor can create, edit, publish, and delete any **post** or **page** (not just their own), as well as **moderate** comments and manage **categories, tags, and links**.

Author (abilities outlined in red lines)

An Author can **create, edit, publish, and delete only their own posts**, as well as upload files and images. Authors do not have access to create, modify, or delete pages, nor can they modify posts by other users.

Authors can edit comments made on their posts. (I believe an Event is a custom type of Post, so Authors can create, edit, publish and delete their own Events.)

Contributor (no publishing abilities, but can create content.)

A Contributor can create and edit only their own posts, but cannot publish them. ... a Contributor's post is approved and published by an **Administrator**...

Contributors do not have the ability to upload files or images, but they can see your site's stats.

Other roles

"Follower" and "Viewer" are consumers who can see a bit more and comment more easily...

I don't think we have any use for these roles, but the web page below lists them.

Text from: "<https://wordpress.com/support/user-roles/>"

We probably can get by with making everyone either an Editor or an Administrator.

Author and Contributor are more for commercial websites.... or ones where you don't trust workers.



Things I haven't covered

How to make a Page:

Pages use something called the Block Editor.

Imagine every paragraph, heading, list, image is a wooden block, and the page shows all the blocks piled on top of each other.... There are videos to explain this!

How to make a photo gallery

(NextGen Gallery has a good “Overview” menu item on the dashboard.)

How to reference outside web addresses

How to manage users

How to back up the website/version control (I don't know how!)

How to make the page layout obvious to the user

How to get other people to help with the website.

and lots of other things.... The “Busy Box” page is good for experimenting.

The End... ?