Affiliate Website Content Management

This document outlines how to upload and manage content inside an affiliate website. For example purposes, I'm using the subdomain https://beta.learningforward.org. For production websites, simply change "beta" with whatever the real URL is. (e.g. https://oh.learningforward.org)

Posts

Press releases, blog posts, articles, and all other content are created as "posts." To add a new posts, please follow these steps:

- Log into https://beta.learningforward.org/learn-every-day (Remember to swap out "beta" with whatever your real URL is. E.g. https://oh.learningforward.org/learn-every-day) (Please note: please keep this URL confidential as we don't want to publicize it on social media or anywhere else a hacker can get access to it.)
- Go to Posts
- Click the Add New button
- Type the title
- Enter your content in the post's body
    - If needed, click on the YouTube button to insert a video
    - Also, click on the Add Media button to insert a picture or .pdf
- Enter in the author
- Add the category of the post; if needed, click Add New Category to create a new category for your post
- Click Set featured image to upload an image for the post; please always put an image for each post
- Click Publish to save your edits.
- The post will now appear in three areas: the homepage blog feed (i.e. orange section at https://beta.learningforward.org/), the All Affiliate Resources page (https://beta.learningforward.org/resources/), and the Affiliate News page (https://beta.learningforward.org/news/)
- Note: if your post is not appearing on your homepage, contact the Oxford office at office@learningforward.org and we'll activate your homepage to pull in your affiliate posts. By default, the homepage blog syndicates from the Learning Forward national blog, but we can easily change this to your affiliate blog feed.

Events

To add a new event, please follow these steps:

- Log into https://beta.learningforward.org/learn-every-day
- Click Events
- Click the Add New button to add a new event
- Type the event title

- Enter the event's description; feel free to add video, pictures, or .pdfs inside the content body
- Enter the start and end dates along with the start and end times
- If the event is all day, check the All Day Event checkbox
- If needed, create an event venue for easier retrieval for the next event you need with the same location
- Add the organizer information
- If there's a cost, enter the cost information
- If needed, add the event URL (e.g. Eventbrite registration URL)
- Add the event's "author"
- Add an event category this falls under
- Add a picture for the event by clicking on the Set featured image link
- Click the blue "Publish" button to save the event
- The event will now appear in two places, the events page (https://beta.learningforward.org/events/) and the All Affiliate Resources page (https://beta.learningforward.org/resources/).

Adding Pictures and PDFs

The following outline the steps to upload new pictures and PDFs into your media library. It is not recommended that you upload .doc or .xls files for public accessibility as some people may not have Microsoft Office and won't be able to view these files. PDF is a standard file type that is accessible through all major web browsers.

- Log into https://beta.learningforward.org/learn-every-day
- Click on Media
- Click the Add New button to upload a new picture or PDF
- Multiple files can be dragged/dropped in or you can click the Select Files button to select the files on your computer
- Add the Title of your file, caption, Alt Text, and Description (The Alt Text is the only required field)
- Click on Upload a new file to save it to your Media Library
- If you want to categorize your images or PDFs together for easier retrieval, follow these steps
  - Click on Media Categories underneath the Media section
  - Type in the Name of your category
  - Click the Add New Media Category button
  - Click on the Library link to see all your media
  - Select the file you want to categorize
  - Click the Media Category checkbox
  - You can now "Filter by Media Category" to see only those media that are categorized by the drop down you select

Pages

To add or update a page, please follow these steps:

- Log into https://beta.learningforward.org/learn-every-day
- Go to Pages
- Click on the page you want to edit
- Type in your edits and press the blue "Update" button to save your edits
- If you need to create a new page, please contact the Oxford office at office@learningforward.org so he can learn more about what page you need created.

Domain Name

If you have a special domain name, e.g. www.learningforwardohio.org, you can point this domain name to your new website inside your domain registrar settings. If your domain is registered through Network Solutions, you would simply log into your Network Solutions account, create forwarding from your domain name to the new website URL (e.g. From www.learningforwardohio.org to https://oh.learningforward.org). Once published, then when you type in www.learningforwardohio.org you will be forwarded to https://oh.learningforward.org. If you have any questions, feel free to contact the Oxford office at office@learningforward.org and we'll be happy to assist you.