



Fame Sport - Managing Your WordPress Site

WordPress Overview

Logging in to WordPress

Live Site Login URL: <https://famesport.com/wp-admin/>

Live Site Login URL: <https://famesport.eclipse-dev.com/wp-admin/>

Username will be your email or username. Your email address can be used to reset password with the "Lost your password?" link.

Top WordPress Menu

While logged in to wordpress you will see a black menu bar at the top of each page.

- **Dashboard** - You can find this in the black bar to the left of your screen.
- **View site** - If you are on the dashboard or another admin page you can access the site by hovering over the 'Home' icon and clicking 'View Site'.
- **Edit Page** - While viewing the public site, if a page is editable, you will see an 'Edit Page' link.
Note: See more info about safely editing pages below.
- **Log Out** - On the far right of the menu you will see your user name. Hover on that and click 'Log Out'.

Basic Editing

Once logged into WordPress you will see a black menu bar at the top of each page, from which you can navigate to the editor.

Managing Content

The left-side menu bar gives you access to all the types of content you may wish to edit. Your site includes the following types of content.

- **Pages** - All general content of your pages are included here. You can click 'edit' on an individual page to edit it. You can also click 'Add New' to add a new page.
 - All pages must have a unique permalink which is located in the Post Settings section where it says 'URL'. If you clear out that field and tab out of it, it will default fill it in with the page title.

Here are some general tips on using the editing interface:

- **Preview Changes** - While you are working on content, regardless of type, rely on the preview to see changes you are making. Nothing will be publicly viewable until it is published, so you can ensure you are getting what you want before finalizing a post or page.
- **Duplicate Content** - Feel free to lean on copy/paste, and full page duplication. If you want to replicate an element but replace the content, the easiest way to do so will be to find it in the editor and copy. Patterns, blocks, etc are very flexible, but no need to reinvent the wheel when building common elements.
- **List View** - From the top of your page editor you will see a little stairstep icon.
 - This allows you to see an outline of the various components on your page. It can be a great place to add/remove entire sections, copy components, drag components to reorder them, etc.
- **Page & Block Settings** - At the top right of your page editor, click the sidebar icon.
 - This is where you will find additional settings and styled fields. Clicking on the block you wish to edit will give you settings on that particular block.
- **Adding Blocks** - Click into any plus icons where you can add new elements
 - Use the search field or 'Browse all' to find the element you want to add. You can also use the triple dots next to a section in your List View and select 'Insert before' or 'Insert after'.
- **Publish / Update** - Remember to click publish or update if you want your added content to show up on the live site.



Managing Menus

There are two menus included in your site.

- **Main menu** - This includes the dropdown links within this menu.
- **Footer menu**

From the dashboard, hover on 'Appearance' and then click 'Menus'. Select the one you wish to edit with this dropdown:

Select a menu to edit: Main (Primary Menu) ▾ Select

- You can rearrange the order of the menu links by dragging and dropping. In the main menu you can also use this approach to move something into or out of a dropdown menu.
- You can add a page to a menu by finding that page in the left ‘Add menu items’ sidebar and clicking ‘Add to Menu’.
- Be sure you ‘Save Menu’ when you’re done.
- Check the display of the menu on the front end to make sure that everything is displaying properly.

Editing Site Title, Tagline, and Icon

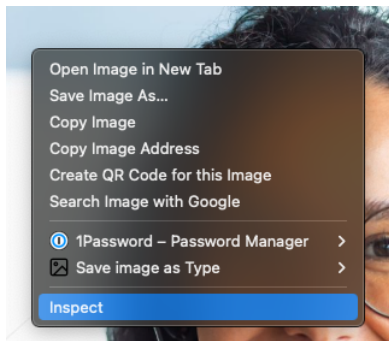
From the Settings menu click ‘General.’ From here you can update the site’s title, tagline, or icon.

Editing Logos and Theme Settings

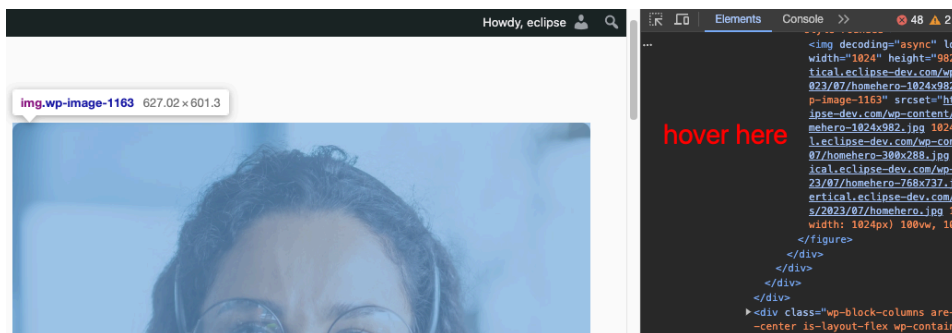
From the dashboard click ‘Theme Settings’. You will be able to edit social media accounts, header and footer logos, and general contact information. For best results with logos, upload an svg file sized as close as possible to the existing image.

Image Sizing

Images across the site may have varying optimal sizes/dimensions. If you want to ensure your image is going to display optimally, you can check the dimensions of a current image and use that to guide the image you select for a similar section. To find the dimensions of an image on your site, right click on the image and select “inspect”



By hovering over the section that appears in the right side bar, you will find the dimensions of the image:



The pop up above the image will show you the dimensions in pixels. That will give you the ratio of the image height/width. If you double both numbers, that will give you an optimal display for that size of image.



In this example, an image of roughly 1254 x 1202. It doesn't need to be perfect, but getting close will ensure that when the image is rendered on the site, it will look as intended.

SEO & Analytics

Alt Text

By navigating to the Media section, you can select any image and add alternative text.

Meta Descriptions

By navigating to Pages, you can select any page and add a meta description at the bottom of the editor.

Analytics

By navigating to the Code Snippets section and selecting 'Header & Footer', you can add analytic tracker codes to the Header, Body, or Footer sections. The tool you are getting the tracking code from should instruct you in which section to paste the code.