

NCB Website Web Manager's Reference: Updating WordPress Website

Creating New Pages (adding to page structure) through WordPress

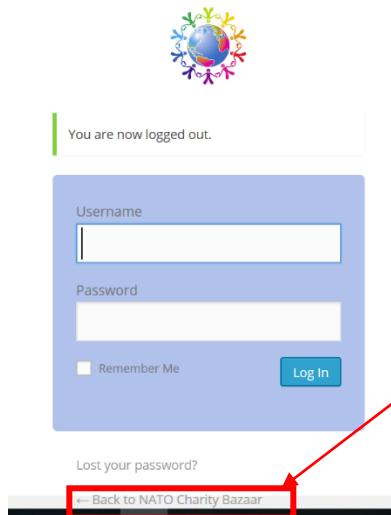
DALE MAGUIRE

NCB Website: Creating New Pages (adding to page structure) through WordPress
By Dale H. Maguire (last updated by Dale, February, 2017)

1. Website Login Point: <http://www.natocharitybazaar.org/> Customer id: ps4214-ovh
 - Login id: administrative login (provided separately)
 - Password: (provided separately- please note that the Lost your password feature **is NOT supported**)



2. CLICK: 'Login'
3. IF additional screen presented requesting Login and password again, click Back to NATO Charity Bazaar. **DO NOT** provide a login NOR a password on this screen



NCB Website: Creating New Pages (adding to page structure) through WordPress
By Dale H. Maguire (last updated by Dale, February, 2017)

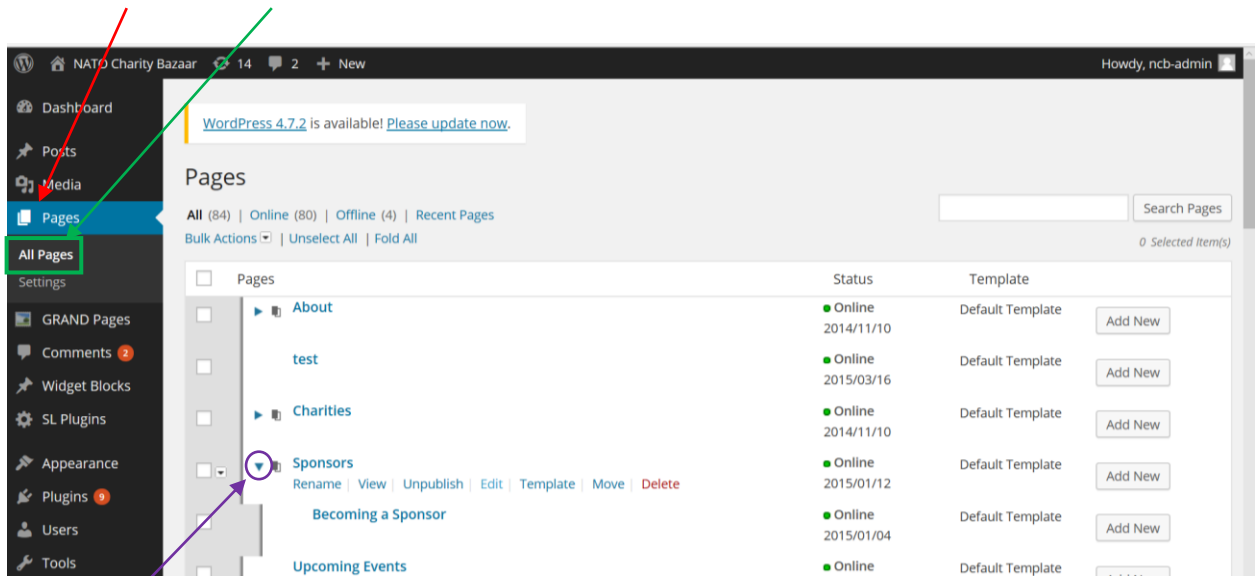
4. Select NATO Charity Bazaar Option from WordPress Command line (upper left of screen)



5. Select 'Dashboard' from drop down menu

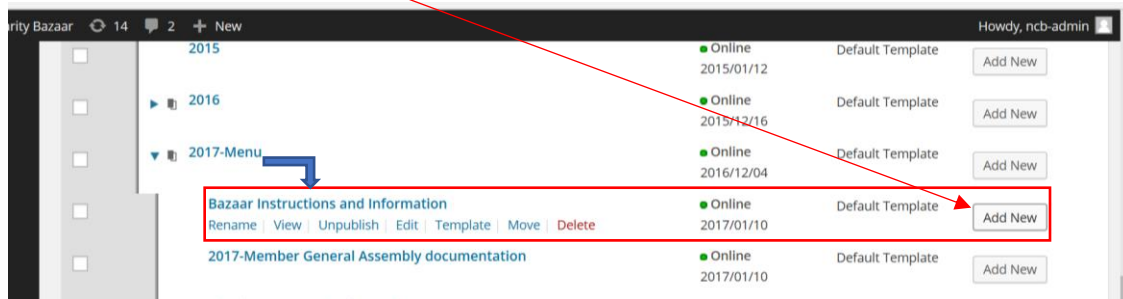


6. Select 'Pages' -> 'All Pages' from Dashboard sidebar menu

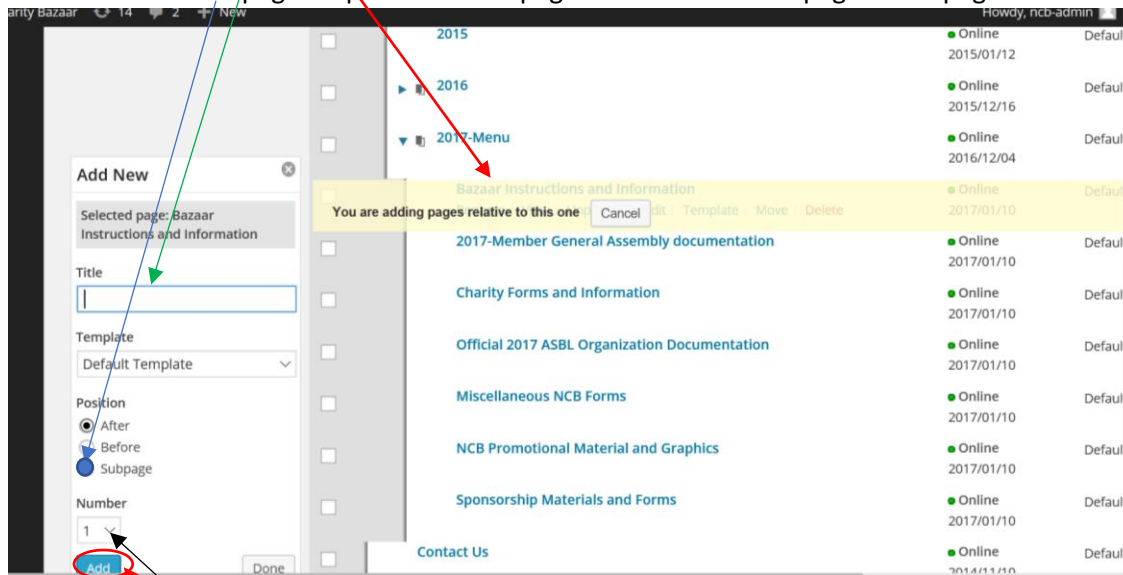


7. Note: Arrows to the left of the page titles indicate that there are sub-menus available from which to choose. Click this arrow (to display the submenus or collapse (close) the sub-menu list.

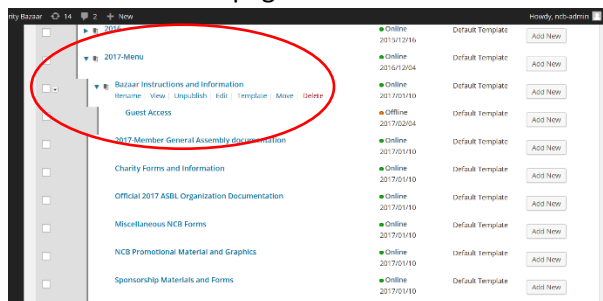
8. Select: "Add New" in the file structure where the new page needs to be placed. For demonstration purposes, the 2017 Members Bazaar Instructions and Information page will be used as the 'top-level' page- which is the 2017 sub-page



9. A transparent yellow box will appear over the page under which the new page will be created.
 - Create a title for the page.
 - Select: 'Subpage' to place the new page under the current page in the page structure



- If there already exists other sub-pages, you may indicate where in the 'order' this new page will fall within the existing sub-pages
- Click: 'Add' when satisfied
- Verify page is located in the page structure as desired (for demonstration purposes, we added the page titled 'Guest Access')



10. Click: 'Edit' from the page options to design the new page as desired

