

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)

	NATO Charity Baz	Aar -ASBL
Home Login Usemame: Password: Login Login Login Lost your password?	About Charities Sponsors Upcoming Events Gallery Dencation Ceremony Tuesday December 20th, 2016 by neb-admin January 30, 2017 January 30, 2017 This year we raised a RECORD total of 213,880 Euro so that we are able to support 6 Belgian charities and 20 International charities – 26 charities total! Reservation requests MUST have been received by Tuesday 17 January 2017 ****Members must be on the list in order to attend the Donation Ceremony and must have NATO ID/family passes or be signed in by someone in your delegation. ****Charities and charity representatives who are able to attend will be on a separate list (not to be included on individual country reservations forms).	Contact US Sponsors Contact US Contact

- 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

A A A A A A A A A A A A A A A A A A A	
You are now logged out.	
Username	
Password	
Remember Me Log In	
Lost your password? ← Back to NATO Charity Bazaar	

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

/				
🚯 📸 NATO Charity Ba	zaar 💋 14 🛡 2 🕂 New			Howdy, ncb-admin 📃
 Dashboard Posts 	WordPress 4.7.2 is available! Please update now.			
91 Media	Pages			
Pages	All (84) Online (80) Offline (4) Recent Pages			Search Pages
All Pages	Bulk Actions 🖸 Unselect All Fold All			0 Selected Item(s)
Settings	Pages	Status	Template	
GRAND Pages	About	• Online 2014/11/10	Default Template	Add New
Comments (2) Widget Blocks	test	• Online 2015/03/16	Default Template	Add New
SL Plugins	Charities	• Online 2014/11/10	Default Template	Add New
Appearance	Sponsors Rename View Unpublish Edit Template Move Delete	 Online 2015/01/12 	Default Template	Add New
Plugins (9) Users	Becoming a Sponsor	• Online 2015/01/04	Default Template	Add New
🖋 Tools	Upcoming Events	 Online 	Default Template	

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

Bazaar 📀 14	₽ 2 + New			Howdy, ncb-admin
	2015	 Online 2015/01/12 	Default Template	Add New
	▶ ■ 2016	• Online 2015/12/16	Default Template	Add New
	v 👔 2017-Menu	• Online 2016/12/04	Default Template	Add New
	Bazaar Instructions and Information Rename View Unpublish Edit Template Move Delete	• Online 2017/01/10	Default Template	Add New
	2017-Member General Assembly documentation	• Online 2017/01/10	Default Template	Add New

- 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

14 = 2 + New		Howdy, ncb	admin
	2015	 Online 2015/01/12 	0
	2016	• Online 2015/12/16	0
	2017-Menu	• Online 2016/12/04	0
Add New	Bazaar Instructions and Information	o Online	
Selected page: Bazaar	You are adding pages relative to this one Cancel dit. Template Move Delete		
Instructions and Information	2017-Member General Assembly documentation	 Online 2017/01/10 	1
	Charity Forms and Information	• Online 2017/01/10	i
Template Default Template 🛛 🗸	Official 2017 ASBL Organization Documentation	• Online 2017/01/10	(
Position	Miscellaneous NCB Forms	• Online 2017/01/10	ſ
Before Subpage	NCB Promotional Material and Graphics	 Online 2017/01/10 	[
Number	Sponsorship Materials and Forms	• Online 2017/01/10	ſ
Add	Contact Us	• Online	

- 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 demonstation purposes, we added the page titled 'Guest Access'

y Bazaar \ominus 14	₽ 2 + New			Howdy, ncb-admin 📃
	▶ ₽ 2014	 Online 2015/12/16 	Default Template	Add New
	▼ # 2017-Menu	• Online 2016/12/04	Default Template	Add New
	Bazaar Instructions and Information Rename View Unpublish Edit. Template Move Delete	• Online 2017/01/10	Default Template	Add New
	Guest Access	Offline 2017/02/04	Default Template	Add New
	2017-Member General Assembly documentation	• Online 2017/01/10	Default Template	Add New
	Charity Forms and Information	• Online 2017/01/10	Default Template	Add New
	Official 2017 ASBL Organization Documentation	• Online 2017/01/10	Default Template	Add New
	Miscellaneous NCB Forms	• Online 2017/01/10	Default Template	Add New
	NCB Promotional Material and Graphics	• Online 2017/01/10	Default Template	Add New
	Sponsorship Materials and Forms	• Online 2017/01/10	Default Template	Add New

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

