

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 www.natocharitybazaar.org	ASBL
Login Usemame: Password: Login Login Login Lost your password?	About Charities Sponsors Upcoming Events Gallery Description Cerrence Sponsors Sponsors Sponsors Gallery Description Cerrence Cerrence Sponsors Sponsors	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

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🚯 📸 NATO Charity Ba	zaar 💋 14 🛡 2 🕂 New			Howdy, ncb-admin 📃
	WordPress 4.7.2 is available! Please update now.			
91 Jedia	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
	Sponsors Rename View Unpublish Edit Template Move Delete	 Online 2015/01/12 	Default Template	Add New
🖌 Plugins 🤨	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

azaar 📀 14					Howdy, ncb-admin
		2015	 Online 2015/01/12 	Default Template	Add New
	F 0	2016	• Online 2015/12/16	Default Template	Add New
	• •	2017-Menu	• Online 2016/12/04	Default Template	Add New
	1	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

r 😋 14 🗭 2 🕂 New		Howdy, ncb-admin
	2015	• Online De 2015/01/12
	2016	• Online Det 2015/12/16
	🗌 🔻 👔 2017-Menu	• Online Dei 2016/12/04
Add New 🛛		
	Bazaar Instructions and Information	Move Delete 2017/01/10
Selected page: Bazaar Instructions and Information	Control of the second sec	
Title	2017-Member General Assembly document	e Online De 2017/01/10
	Charity Forms and Information	• Online De: 2017/01/10
Template	Official 2017 ASBL Organization Documenta	ation • Online De 2017/01/10
Position	Miscellaneous NCB Forms	• Online De
After Before	NCB Promotional Material and Graphics	• Online De
Subpage		2017/01/10
Number	Sponsorship Materials and Forms	• Online De
1 ×		2017/01/10
Add	Contact Us	• Online De

- 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'

	🛡 2 🕂 New			Howdy, ncb-admin
-	▶ th. 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

