



Lions District 4-C6 Tech Committee District Website Training

Getting Started

Register For Your Account

Make sure you have registered for your own account at the District Website. Visit www.lions4c6.org and click on “Register” in the upper right corner of the site. Complete the registration process. Within about 24-48 hours, you will receive a notice that your account has been validated and that you can begin posting.

Complete Your Profile

While waiting for your validation, you can log in to the site and complete your profile. Your profile is brief, and contains information used by the system to publicly identify authors of posts to readers on the website. To complete your profile, visit www.lions6c6.org and click on “Log In” in the top center of your screen. Then click on “Profile” at the bottom of the left-side menu.

Training New Post

Dashboard Profile

Personal Options

Visual Editor Disable the visual editor when writing

Admin Color Scheme

Blue

Gray

Keyboard Shortcuts Enable keyboard shortcuts for comment moderation. [More information](#)

Name

Username Usernames cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

Contact Info

Done

At a minimum, fill in your first and last names, and select the “Display name publicly as” option that displays your name normally (e.g. “Hugh Donagher”, not “Donagher, Hugh”).

Scroll down and click “Update Profile”.

Note: This is also where you can change your password anytime you like, using the “Change Password” fields at the bottom of the screen, just above the “Update Profile” button.

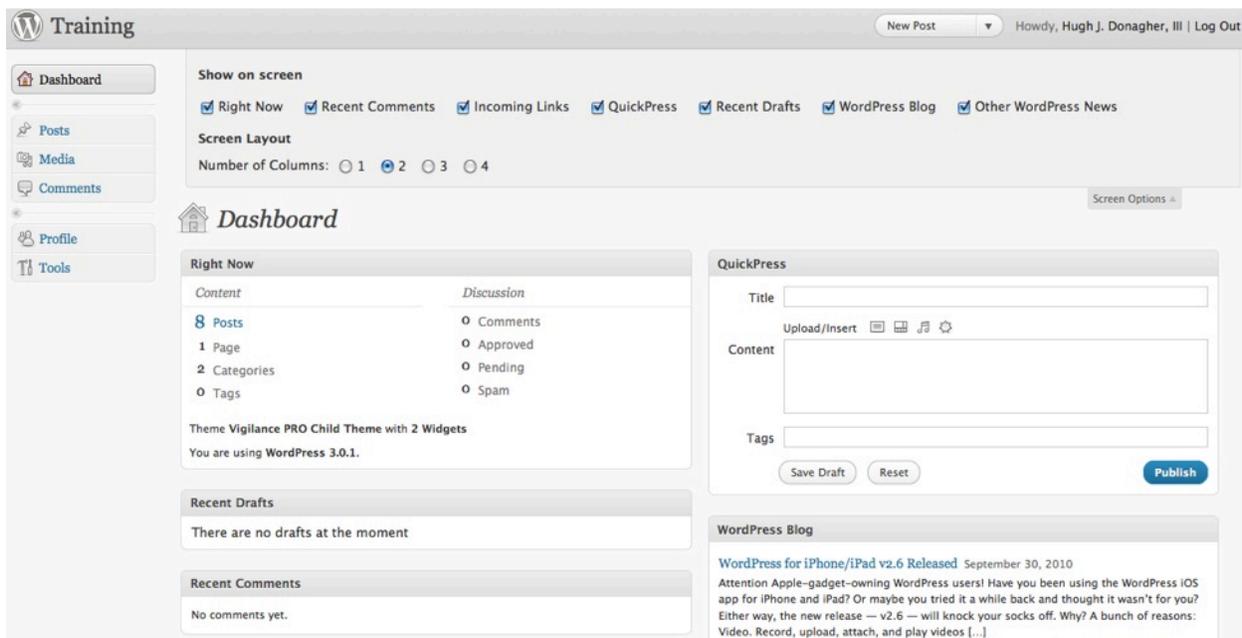
Your Dashboard

Once you have received notification that your account has been validated, you may return to www.lions4c6.org and click “Login” in the top center of your screen. You will be brought to your Dashboard, or your control panel, from which you can perform all your tasks.

Each individual screen of the Dashboard area is somewhat customizable and it’s a good idea to take advantage of this to de-clutter your workspace, leaving only those options on your screen that are relevant to your work.

At the top of each screen in your Dashboard, in the upper right corner, you will see two tabs. One reads “Screen Options” and the other “Help.”

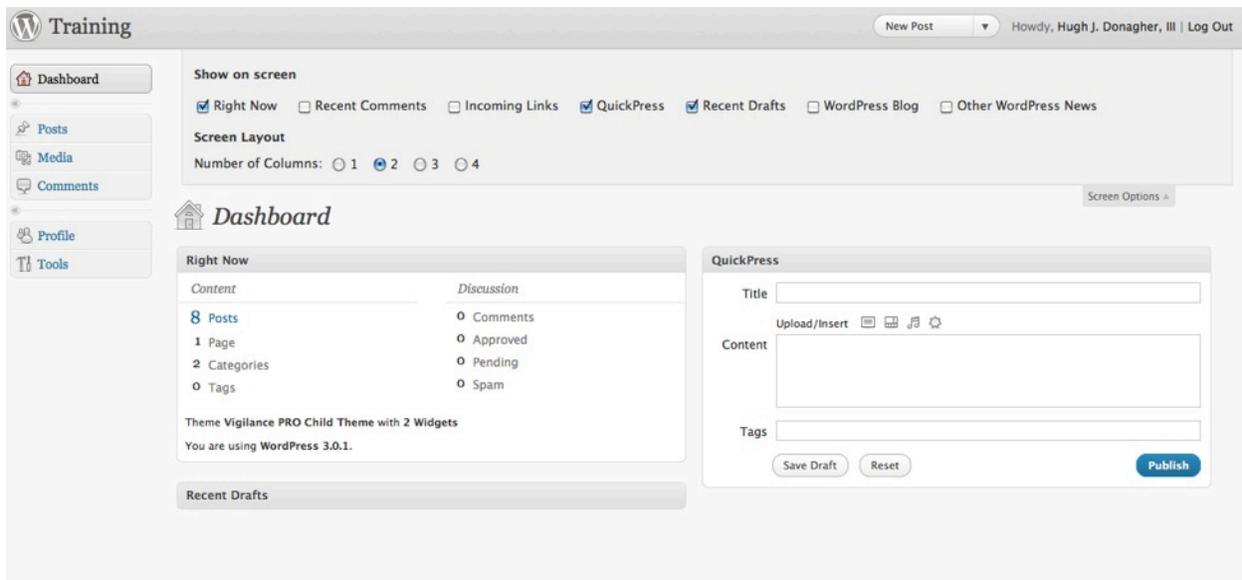
Click “Screen Options” on the screen you wish to personalize/declutter. For example, on the Dashboard home screen, you’ll something that looks like this:



The screenshot shows the WordPress Dashboard interface. At the top, there's a header with the WordPress logo, the word "Training", and a "New Post" button. On the right side of the header, it says "Howdy, Hugh J. Donagher, III | Log Out". Below the header is a sidebar with navigation links: Dashboard, Posts, Media, Comments, Profile, and Tools. The main content area is titled "Dashboard" and features several widgets. The "Right Now" widget shows statistics for Content (8 Posts, 1 Page, 2 Categories, 0 Tags) and Discussion (0 Comments, 0 Approved, 0 Pending, 0 Spam). Below this, it indicates the theme is "Vigilance PRO Child Theme with 2 Widgets" and the user is using "WordPress 3.0.1". The "Recent Drafts" widget shows "There are no drafts at the moment". The "Recent Comments" widget shows "No comments yet.". To the right of the "Right Now" widget is the "QuickPress" widget, which has fields for Title, Content, and Tags, along with "Save Draft", "Reset", and "Publish" buttons. Below the "QuickPress" widget is the "WordPress Blog" widget, which displays a recent blog post titled "WordPress for iPhone/iPad v2.6 Released" dated September 30, 2010. At the top right of the dashboard area, there are two tabs: "Screen Options" and "Help". The "Screen Options" tab is active, showing a list of checkboxes for various widgets: Right Now, Recent Comments, Incoming Links, QuickPress, Recent Drafts, WordPress Blog, and Other WordPress News. Below the checkboxes is a "Screen Layout" section with a "Number of Columns" selector set to 2.

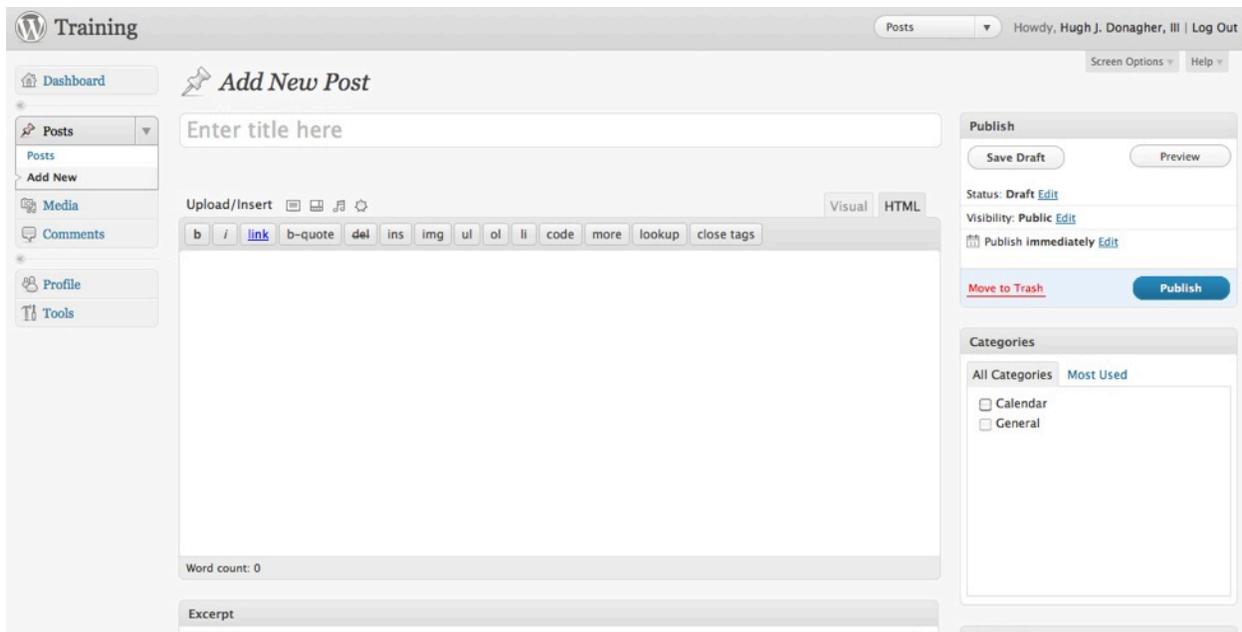
Note all the check boxes and the associated elements below. To de-clutter this screen and remove elements that aren’t likely to be relevant to you, uncheck boxes for “Recent

Comments,” “Incoming Links,” “WordPress Blog,” “Other Wordpress News.” Note the disappearance of each of these elements as you do so. The screen will now look something like this:

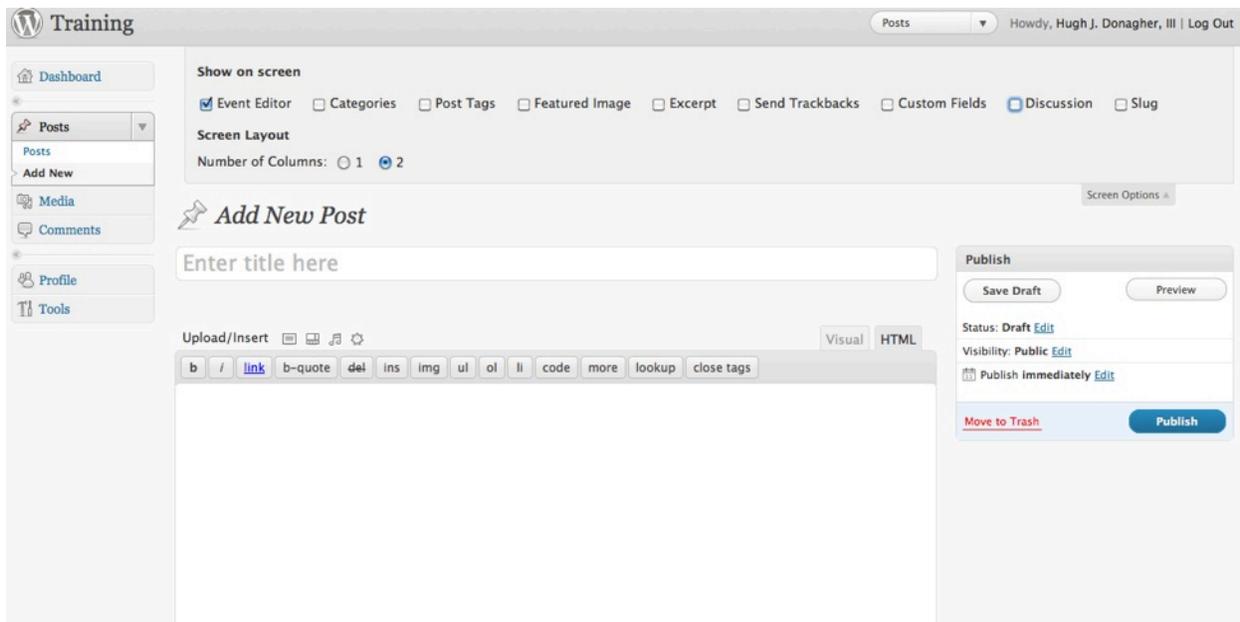


You might also consider unchecking “QuickPress,” as you may not use this tool very often. This would leave you with only the “Right Now and “Recent Drafts” sections of your Dashboard, both of which may contain useful information for you. Click “Screen Options” once again to close that panel.

Continuing the process, Click on “Posts,” then “Add New”. The screen will look something like this:



Scroll down the page and notice all of the various elements cluttering up this screen. You will not use the majority of these elements. One of the important elements you WILL use, “Event Editor” is all the way down at the bottom of your screen. Let’s clean this up, leaving only the elements you need. Click on “Screen Options in the upper right corner, and uncheck the boxes to match the image below.



Click “Screen Options” again to close this panel. Note how much cleaner the screen is, and how accessible the “Event Editor” is. Make it a bit more accessible by clicking on the gray title bar (the one that reads “Event Editor”). Drag it up a bit so that it is closer to the bottom of the edit box.

Now you’ve personalized your Dashboard and we’re ready for the first hands-on exercise. But first, some general guidelines and best practices.