



Little Bits Therapeutic Riding Association

Guide on how to add/edit/delete content

TABLE OF CONTENTS

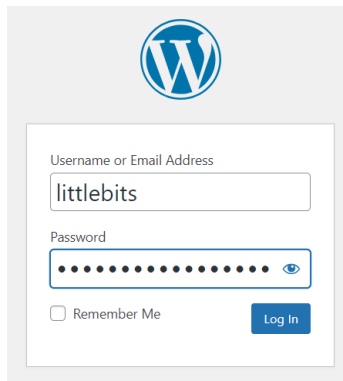
Description	Page No.
Login Information	2
How to login to the Admin Page	2
Images: Read before uploading an image	3
Home	4
About	5
--Program Profile	8
--Facility and Grounds	8
--Staff	12
--Contact Us	15
Riders	16
--Rider Application	-
Volunteers	16
--Volunteer Application	-
--Awards	16
Our Horses	18
--Retired Horses	18
--In Memory Of	18
Classes and Schedules	21
--Events	22
--Newsletters	25
Sponsors	26
Updating a WordPress Plugin	28

LOGIN INFORMATION

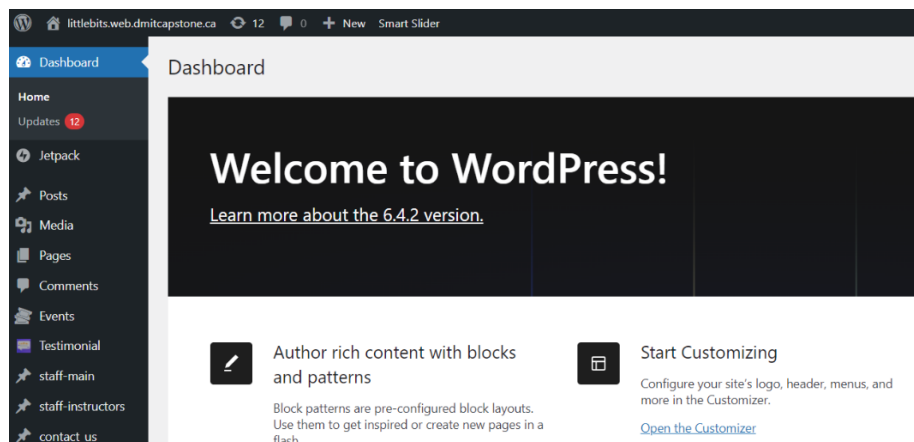
Little Bits Therapeutic Riding Association	
Website	
WordPress Admin Link	
WordPress Admin Username	Login details will be provided after the migration
WordPress Admin Password	
PHP Database Username	
PHP Database Password	

HOW TO LOG IN TO ADMIN PAGE

1. Login to WordPress admin page <https://www.littlebits.ca/wp-login> and enter the username and password.



2. You will be directed to the WordPress Admin Dashboard, where you can begin making changes to the website's content.



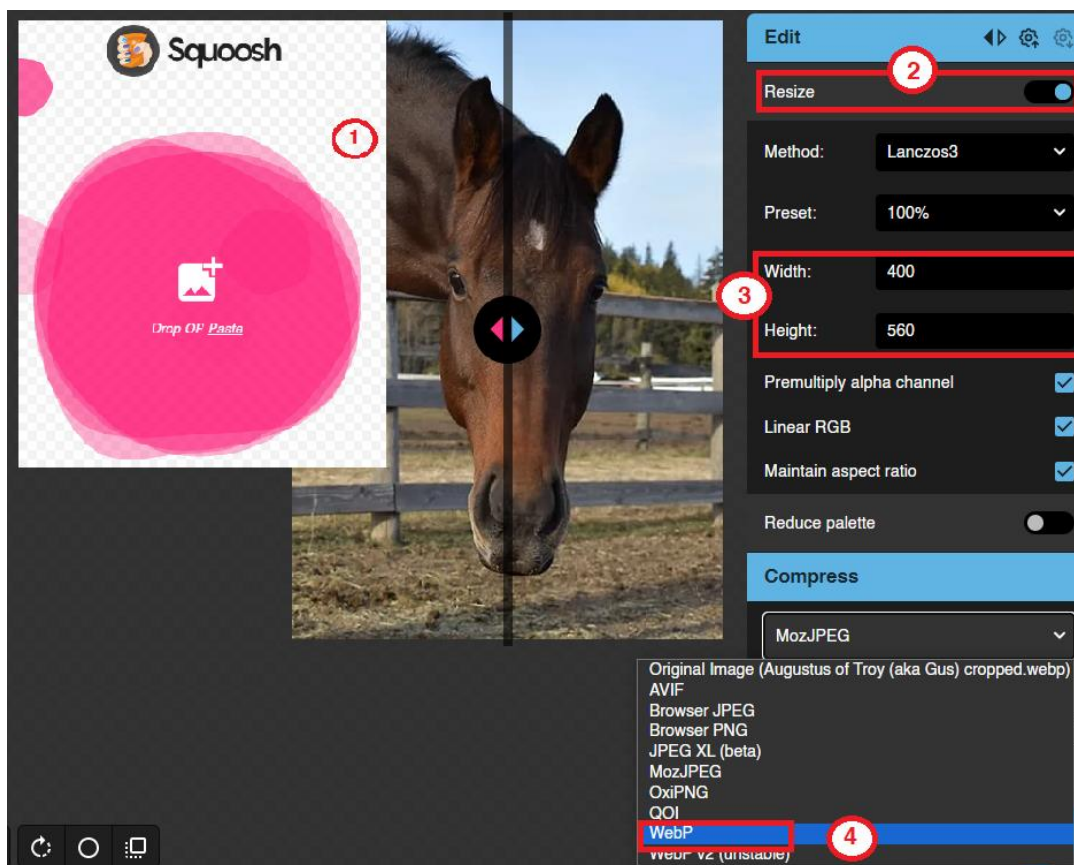
IMAGES

READ BEFORE UPLOADING AN IMAGE

1. Maximum Image File Size: Please upload images with a maximum file size of 250KB to prevent website slowdowns caused by large file sizes.
2. Horse Images (Our Horses, Retired Horses, and In Memory Of Pages): Ensure images have dimensions of at least 400x560 pixels or larger for a consistent layout on the pages.
3. File Format - WebP: Upload images in the WebP format for optimal website performance.

You can resize or convert images to WebP using tools like Photoshop or the Squoosh app. Here's a guide on resizing and converting an image to WebP using Squoosh:

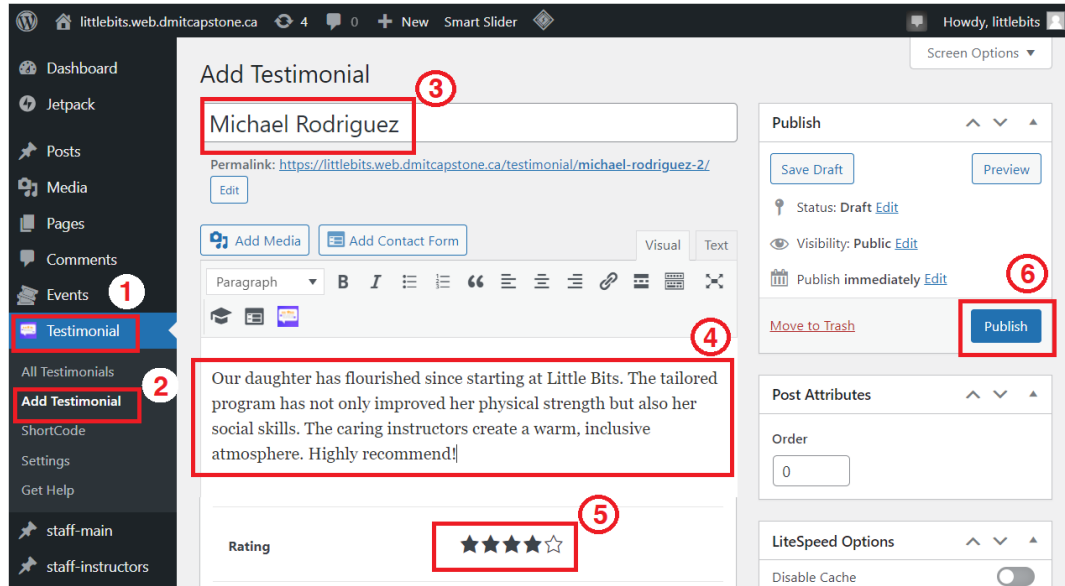
Go to the Squoosh page <https://squoosh.app/>. Drop your image file into Squoosh (1), enable the resize option (2), Adjust width and height as needed (3), select WebP as the file format (4) and finally, download the optimized image.



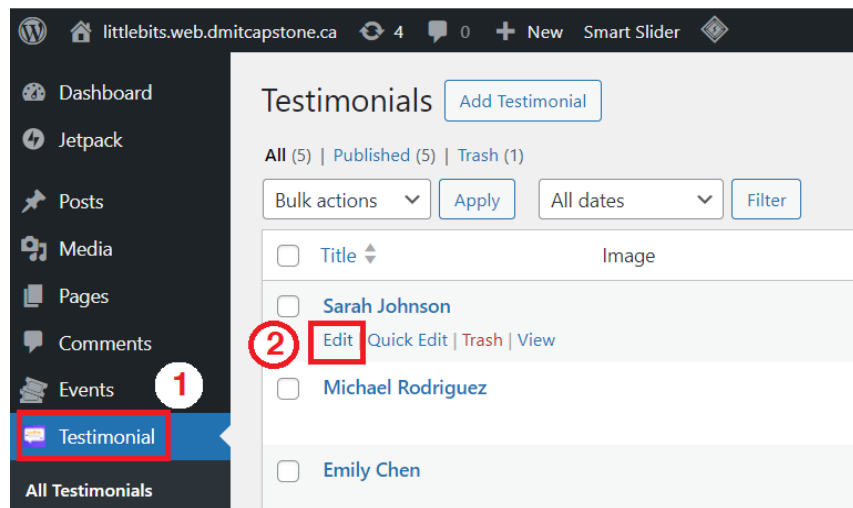
HOME

REVIEWS

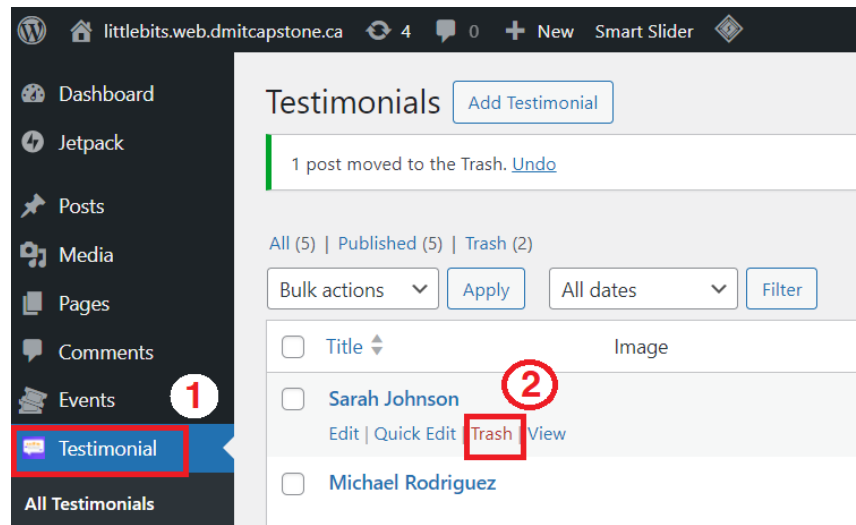
4. Add a Review: Log in to the WordPress admin page, click on Testimonial (1) in the left panel, then select Add Testimonial (2). Enter the reviewer's name (3), the review itself (4), set the rating (5), and click Publish. You have successfully added a review!



5. Edit a Review: In the left panel, click Testimonial (1), hover over the testimonial name (2), click edit, and modify the name, review, or rating as needed.



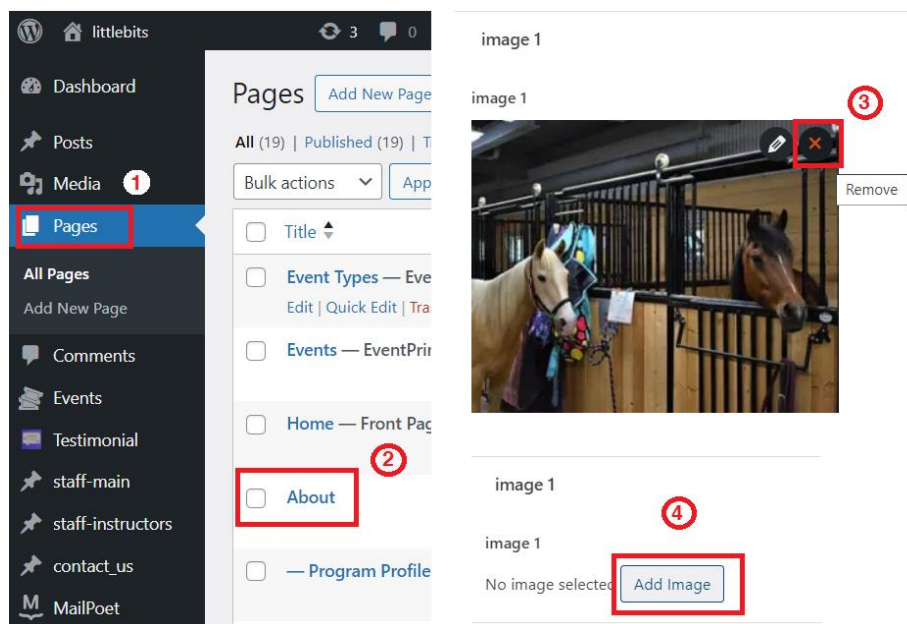
6. Delete a Review: Navigate to Testimonial (1) in the left panel, hover over the testimonial name (2), and click on 'trash'.

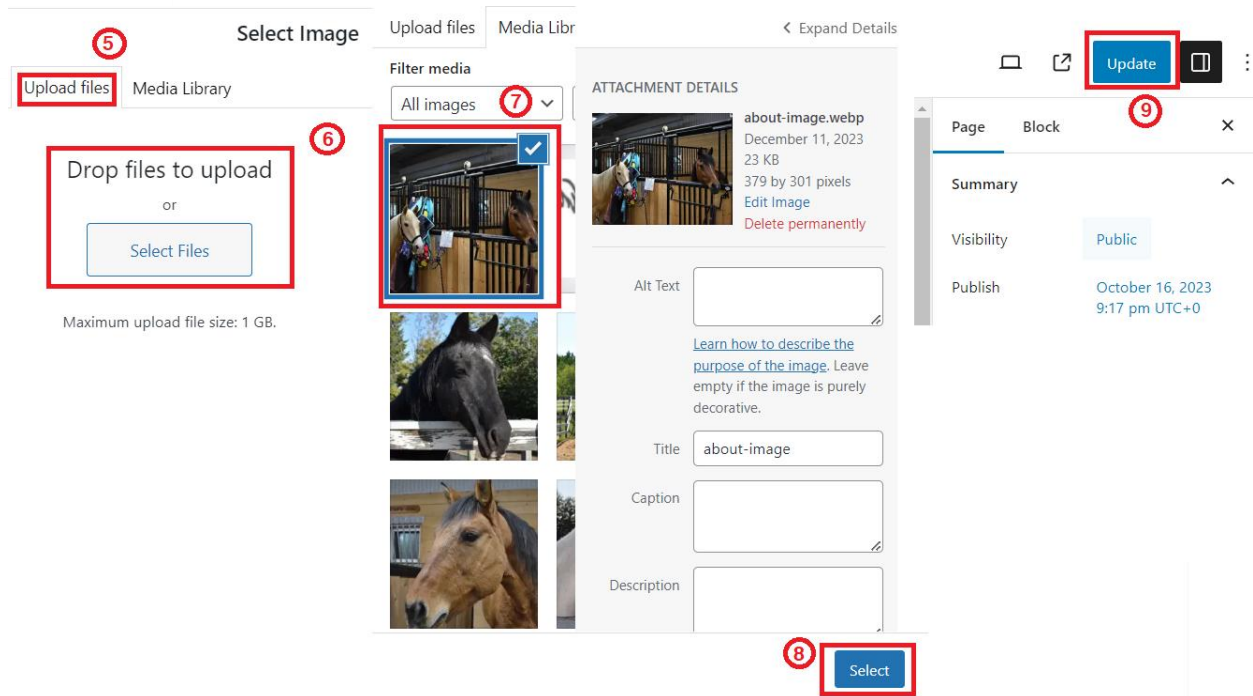


ABOUT

OUR STORY IMAGE

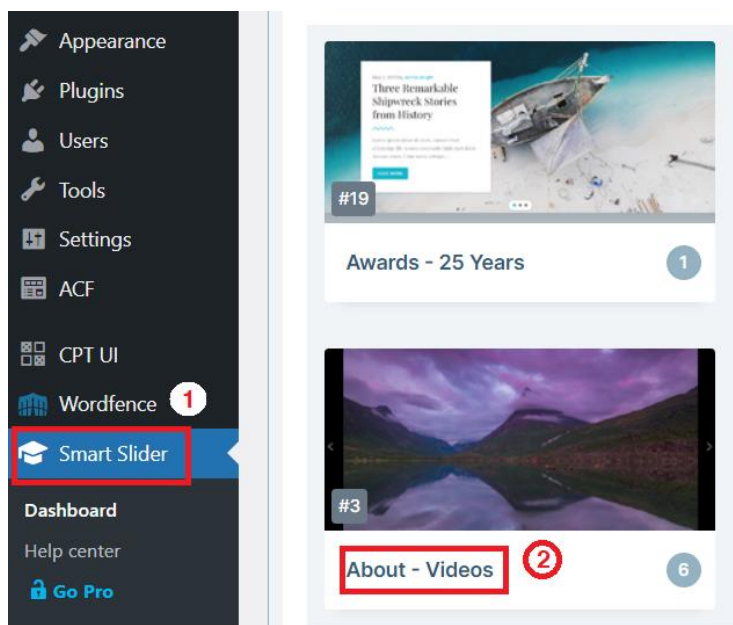
1. Replace our story image: Login to WordPress admin page, on the left panel click on Pages (1), then click on the About (2), remove the image (3), Add image (4), upload the image file (5,6), select the uploaded image (7,8) and then click on Update (9). You have successfully updated the image!

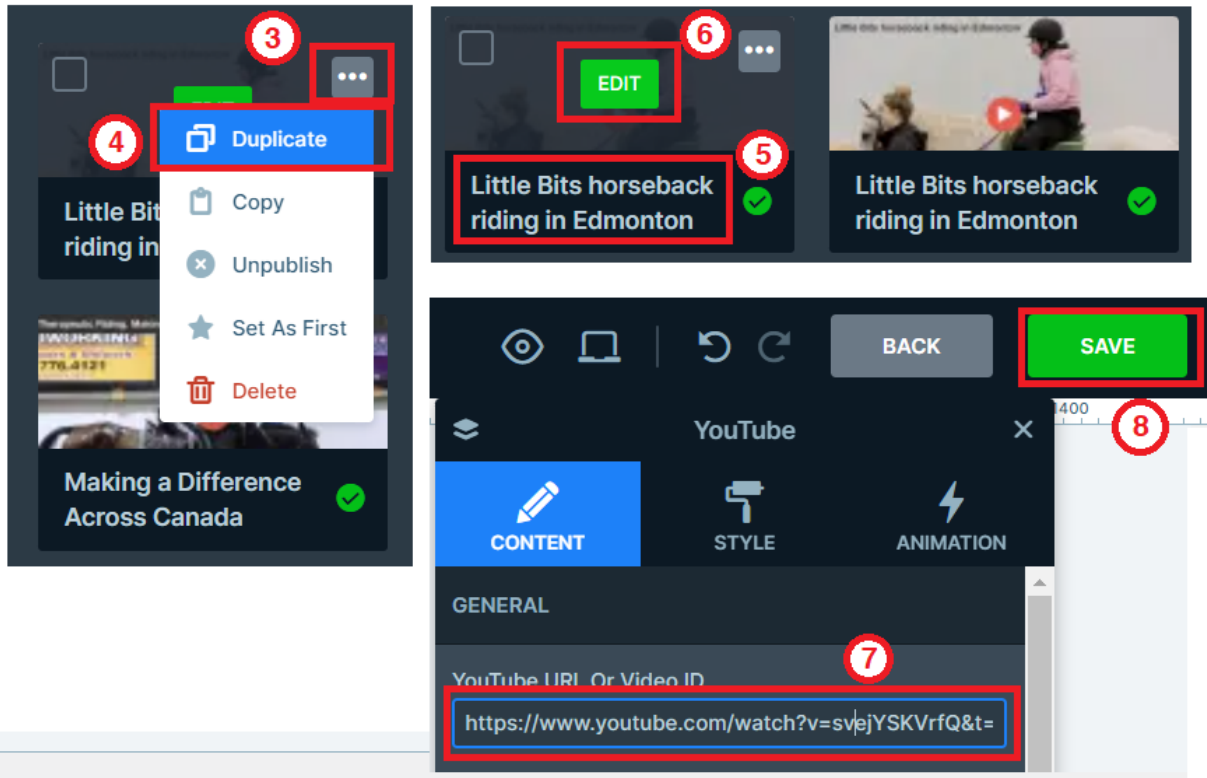




LITTLE BITS ON CBC VIDEOS

1. Add video on the About page: Login to WordPress admin page, on the left panel click on Smart Slider (1), then click on the About-Videos on the right (2), click on the three dots then click on duplicate (3, 4), double click on the title to edit it (5), click on edit (6), click on the video, and replace the YouTube video URL (7) and then click on Save. You have successfully added a video!

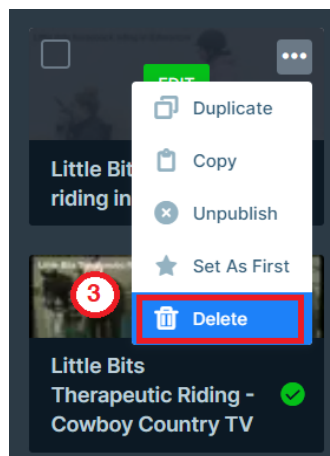




Note: The reason why we select duplicate instead of “add slide” is because we want to inherit the settings of the current videos that are already there, to achieve consistency on the layout.

2. Edit a video on the About page: Follow the steps 1 and 2 above, select the video that you want to edit, then follow the steps 5 to 8 above. You have successfully edited a video!

3. Delete a video on the About page: Follow the steps 1 and 2 above, select the video that you want to delete (3), and then click on Delete. You have successfully deleted a video!



ABOUT: PROGRAM PROFILE

PROGRAM PROFILE IMAGE

1. Replace program profile image: This process is similar to the “Replace our story image” found on page 4. Please follow the steps, except for step 2 wherein you need to select the Program Profile page instead of the About page.

ABOUT: FACILITY AND GROUNDS

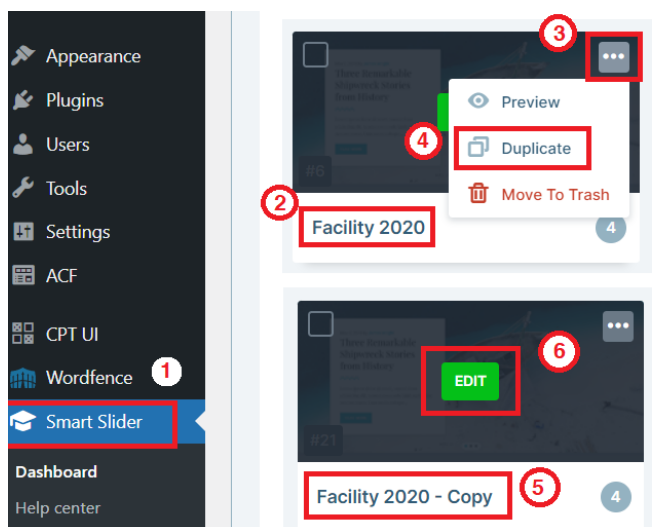
OUR NEW FACILITY IMAGE

1. Replace our new facility image: This process is similar to the “Replace our story image” found on page 4. Please follow the steps, except for step 2 wherein you need to select the Facility and Grounds page instead of the About page.

YEARLY IMAGE SLIDER

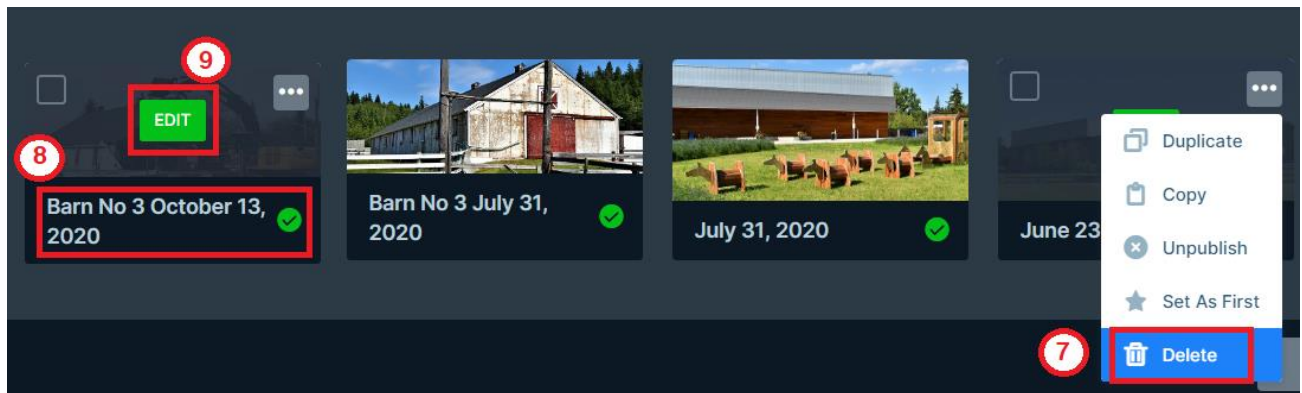
1. Add a new slider on the Facility and Grounds page:
Part 1. Login to WordPress admin page, on the left panel click on Smart Slider (1), then click on any facility slider on the right (2), click on the three dots then click on duplicate (3, 4), double click on the title to edit accordingly (example: Facility 2023).

Note: The reason why we select duplicate instead of “add New Project” is because we want to inherit the settings of the current facility slider that are already there, to achieve consistency on the layout of all the sliders on the page.

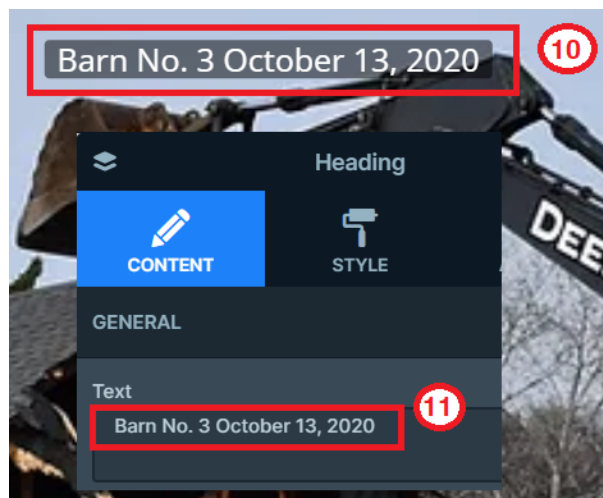


Delete or duplicate a slide depending on how many images you require. The example below shows 4 slider image, if you are only making 3 image slider, then click on the three dots on the image and delete the fourth image (7). If you are making 5 images, then duplicate any of the image. Then proceed to edit the slider image one by one.

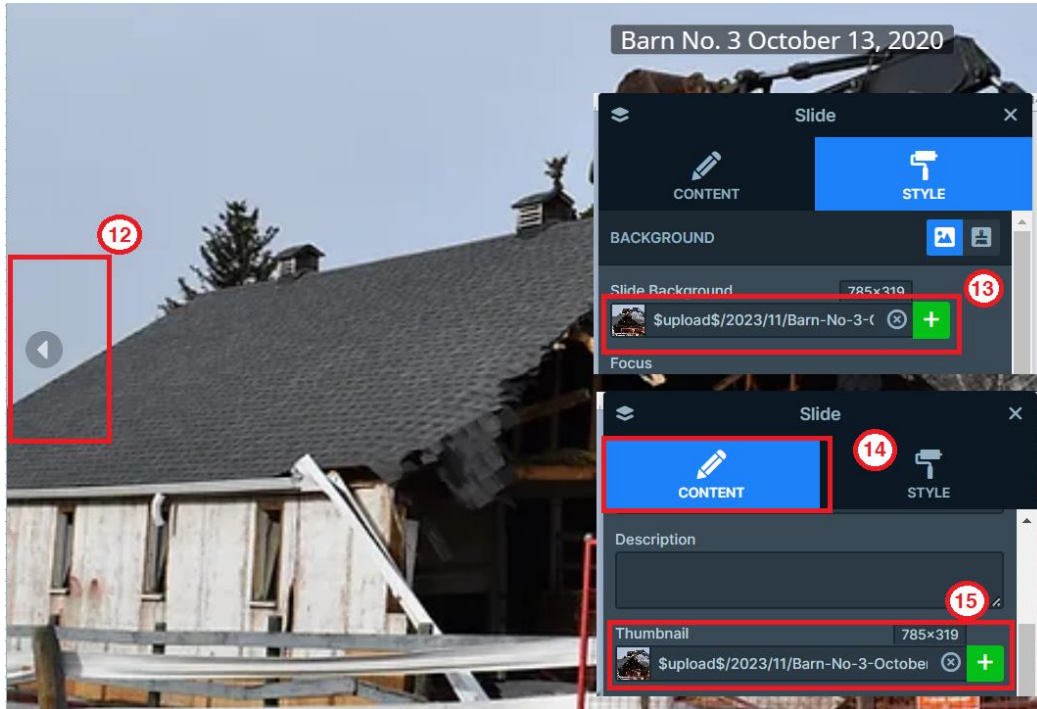
Double click on the title and edit it (8), then click on edit (9) to edit the text, image and the thumbnail image.



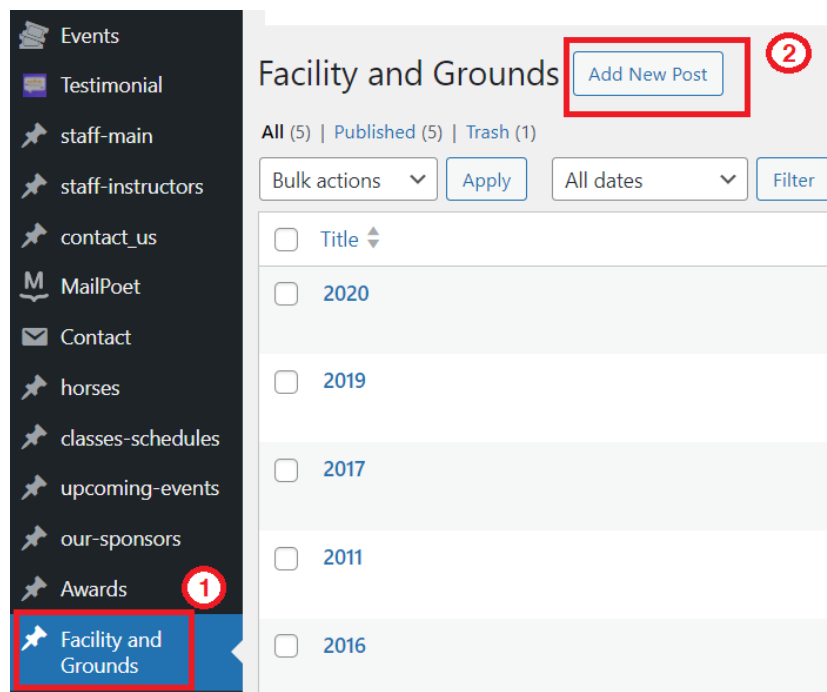
Click on the text (10) and change it accordingly (11).



Click somewhere near the navigation button (12), then click on the plus sign to replace the slider image (13) (upload the new image file then select the new image). Optional - click on content (14), to change the thumbnail image (15).



Part 2. Add the new slider on the page: On the left panel click on Facility and Grounds (1), then click on the Add New Post on the right (2).



Type in the title (3), type in the year (4), select the new slider (5, 6), then click on Publish. You have successfully added a facility slider!

2023

Type / to choose a block

Save draft Publish

Facility and Grounds

Year 2023

slider Select Slider OR Facility 2023 #21

Facility and Ground

Facility and Ground	Block	×
Summary ^		
Visibility	Public	
Publish	Immediately	
URL	littlebits.web.dmitc.apstone.ca/facility_and_gounds/auto-	

2. Add/Edit/Delete an image on a slider on the Facility and Grounds page:

Login to WordPress admin page, on the left panel click on Smart Slider (refer to Part 1 no. 1 above), then click edit on the facility slider that you want to edit on the right panel (refer to Part 1 no. 1 above)

Add an image on a slider – duplicate any of the image, then follow the steps on Part 1 no. 8 to 15 above.

Edit an image on a slider – select the image that you want to edit, then follow the steps on Part 1 no. 8 to 15 above.

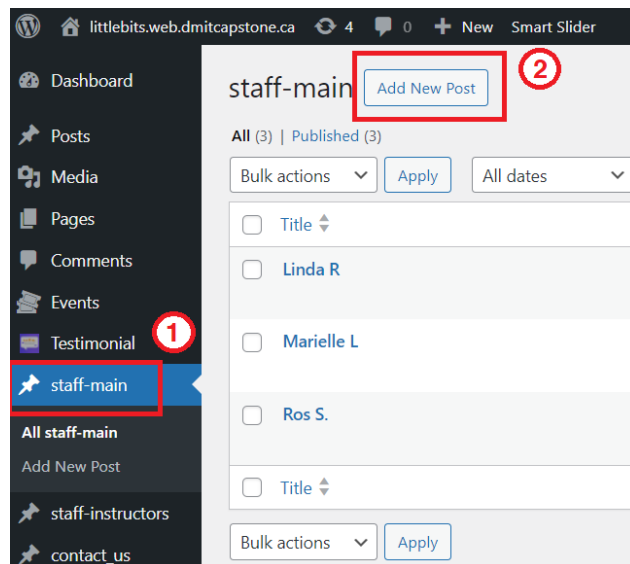
Delete an image on a slider – select the image that you want to delete, then click on the three dots on the image and delete the image (refer to Part 1 no. 7 screenshot above)

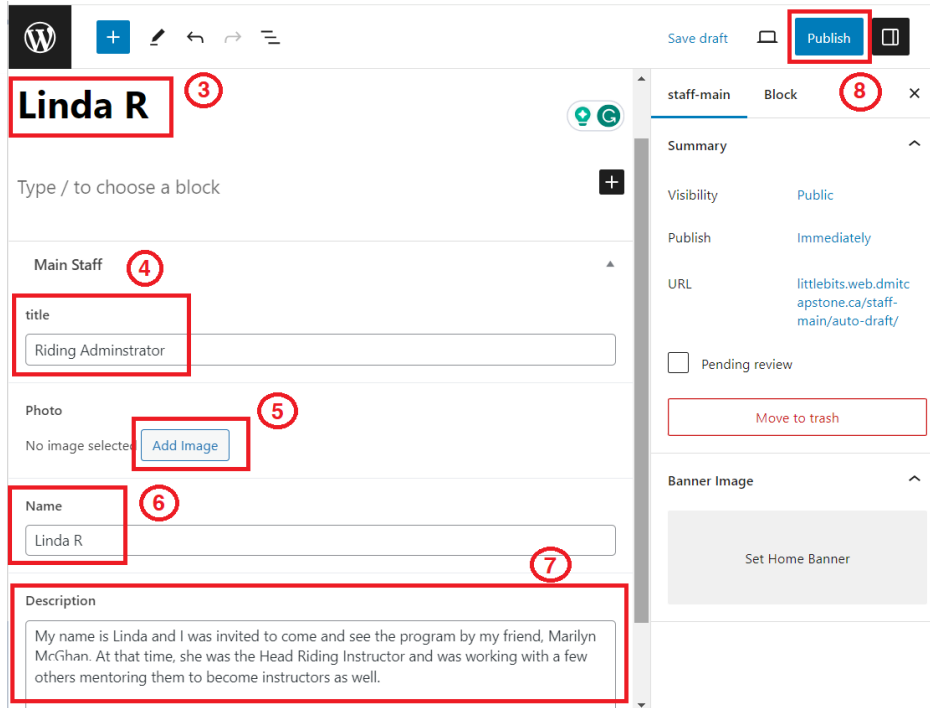
ABOUT: STAFF

STAFF PROFILE

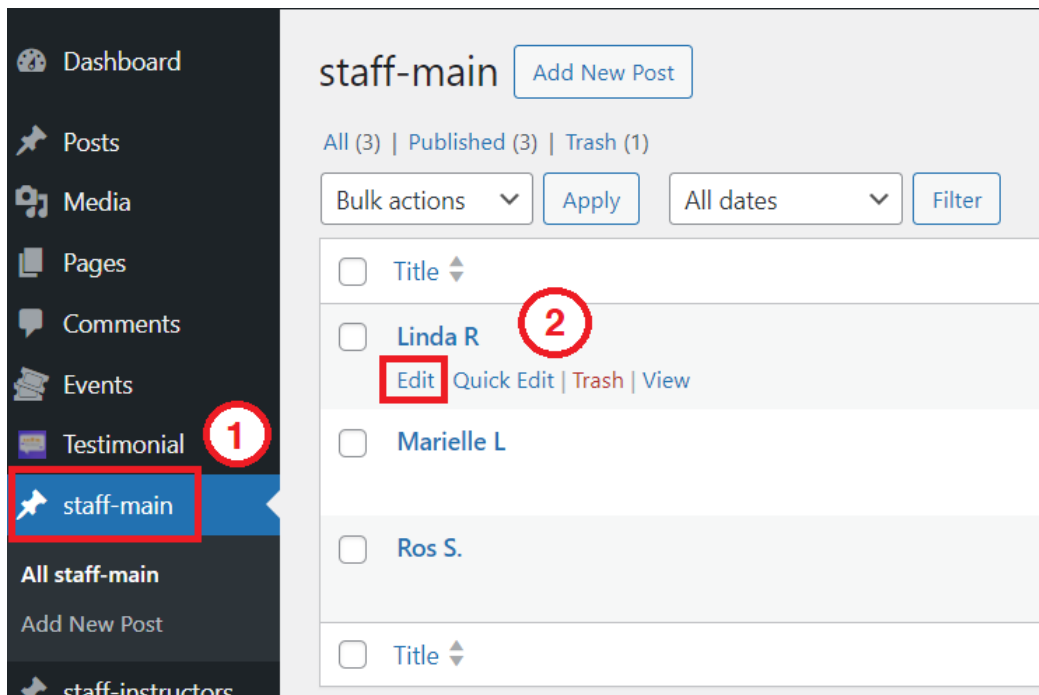
Main Staff

1. Add main staff on the list: Login to WordPress admin page, on the left panel click on staff-main (1), then click on the Add New Post on the right (2). Then add the post title (3), staff title (4), an image (5), staff name (6), description (7) and then click on Publish (8). You have successfully added a main staff profile!





1. Edit main staff details on the list: On the left panel click on staff-main (1), hover over the staff's name that you want to edit, then click on edit. You may now proceed to edit the staff profile details.



2. Delete main staff on the list: On the left panel click on staff-main (1), hover over the staff's name that you want to delete, then click on trash.



The screenshot shows the WordPress admin dashboard for the 'staff-main' category. On the left sidebar, the 'staff-main' menu item is highlighted with a red box and a circled '1'. The main content area shows the 'staff-main' category with an 'Add New Post' button. Below the category name, it indicates 'All (3) | Published (3) | Trash (1)'. There are controls for 'Bulk actions', 'Apply', and 'All dates'. A table lists staff members: 'Linda R', 'Marielle L', and 'Ros S.'. The 'Linda R' row has a red box around the 'Trash' link and a circled '2' next to it.

Instructor Staff

1. The process of adding, editing and deleting instructor staff is similar with the Main Staff. Login to WordPress admin page, on the left panel click on staff-instructor (1), then proceed with the steps under Main Staff. The only difference is the staff's title field in Main Staff which is not included in the Instructor Staff.

The screenshot shows the WordPress admin dashboard for the 'staff-instructors' category. On the left sidebar, the 'staff-instructors' menu item is highlighted with a red box and a circled '1'. The main content area shows the 'staff-instructors' category with an 'Add New Post' button. Below the category name, it indicates 'All (5) | Published (5) | Trash (1)'. There are controls for 'Bulk actions', 'Apply', and 'All dates'. A table lists staff members: 'Jo-Anne B.', 'Catherine S.', and 'Lisa D.'. The 'Jo-Anne B.' row is highlighted.

ABOUT: CONTACT US

CONTACT DETAILS

1. Edit contact details on contact us: Login to WordPress admin page, on the left panel click on contact us (1), then click the title that you want to edit (2), edit the title of the post (3), contact details title (4), description (5) and then click on update (6). You have successfully edit the contact details!

The screenshot illustrates the steps to edit contact details in a WordPress admin dashboard. The interface is divided into a left sidebar and a main content area.

- Step 1:** In the left sidebar, the 'contact_us' menu item is highlighted with a red box and a circled '1'.
- Step 2:** In the main content area, the 'contact_us' post is selected, and its title 'Administrator' is highlighted with a red box and a circled '2'.
- Step 3:** The 'Administrator' title is highlighted with a red box and a circled '3'.
- Step 4:** The 'title' field in the post editor is highlighted with a red box and a circled '4', containing the text 'Administrator'.
- Step 5:** The 'description' field in the post editor is highlighted with a red box and a circled '5', containing the text: `<p>Riding Administrator</p><p>Linda R : info@littlebits.ca</p><p>Volunteer Coordinator</p><p>Marielle L: littlebitsvolunteer@gmail.com</p>`
- Step 6:** The 'Update' button in the top right corner of the post editor is highlighted with a red box and a circled '6'.



RIDERS

BENEFITS OF A RIDER IMAGE

1. Replace benefit of a rider image: This process is similar to the “Replace our story image” found on page 4. Please follow the steps, except for step 2 wherein you need to select the riders page instead of the About page.

VOLUNTEERS

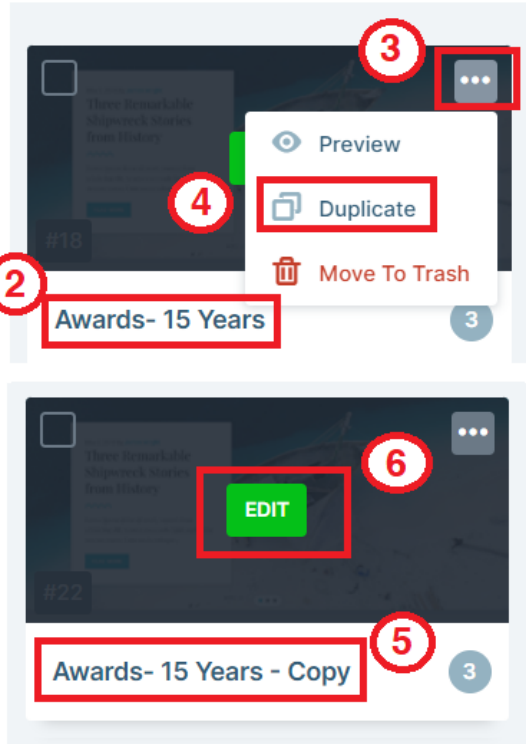
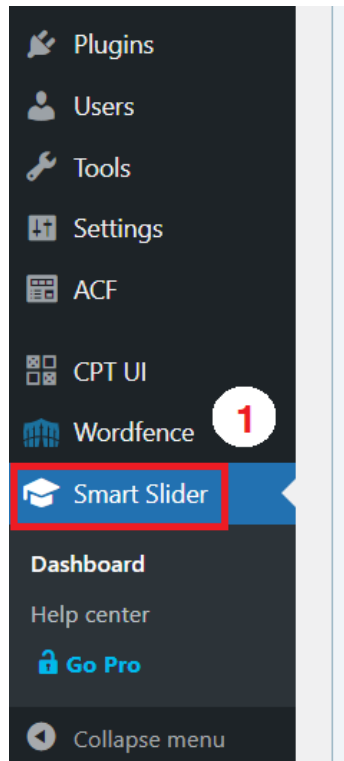
VOLUNTEERS IMAGES

1. Replace volunteers’ images: This process is similar to the “Replace our story image” found on page 4. Volunteers page has also 4 images which are all editable, select the image that you want to replace and then follow the steps on page 4, except for step 2 wherein you need to select the volunteers page instead of the About page.

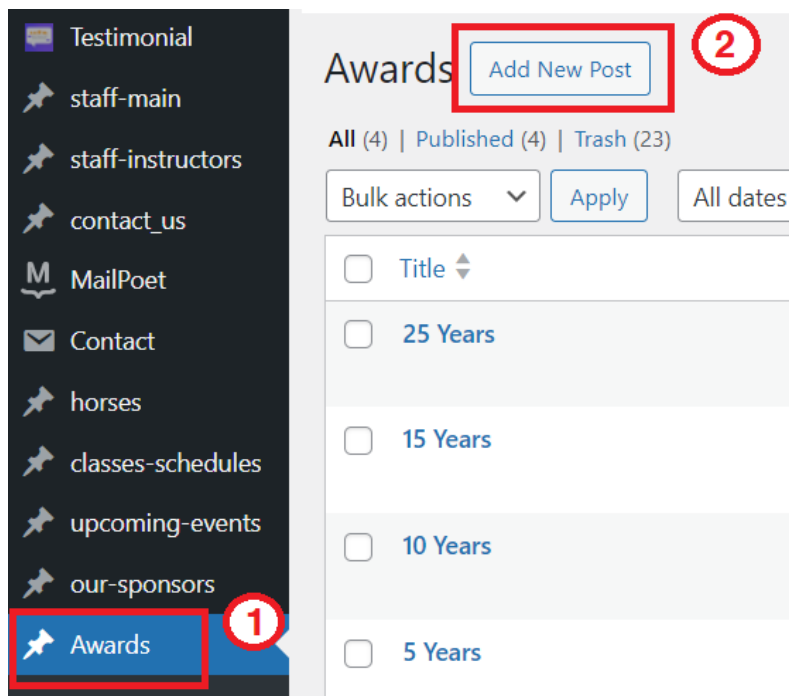
VOLUNTEERS: AWARDS

AWARDS IMAGE SLIDER

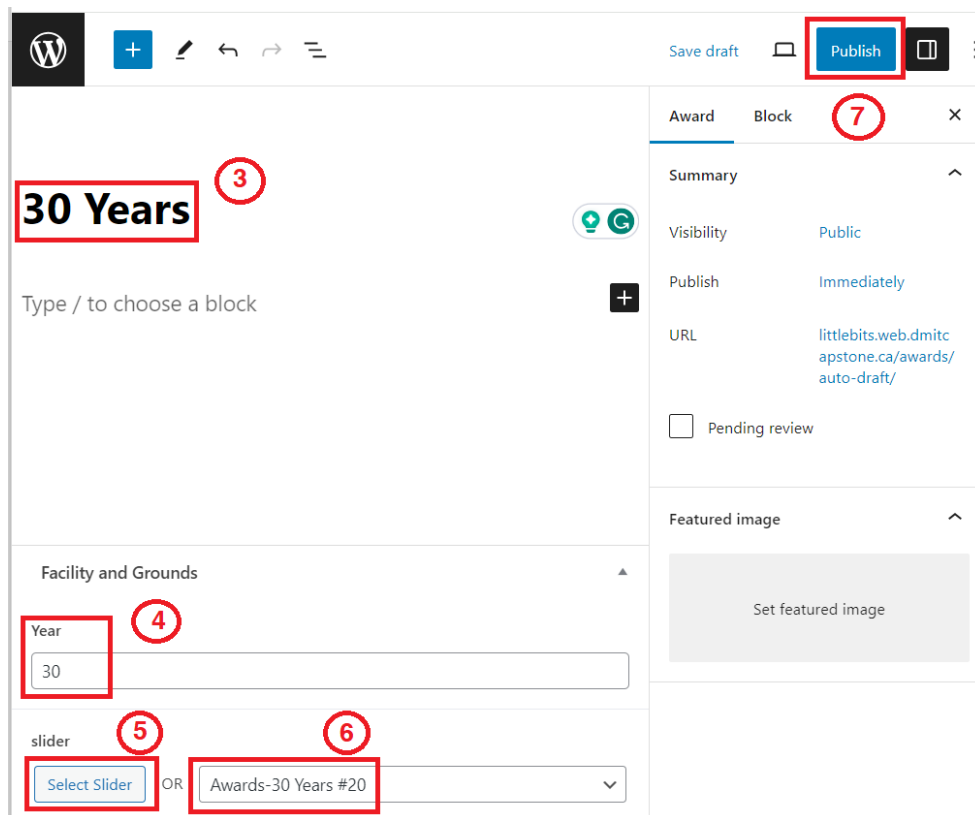
1. Part 1. The process of adding, editing and deleting an awards image slider is similar with the sliders on the Facility and Grounds page. Login to WordPress admin page, on the left panel click on Smart Slider (1), then click on any awards slider on the right panel, and proceed with the Part 1 steps under Facility and Grounds page on page 7.



Part 2. Add the new slider on the Awards page: On the left panel click on Awards (1), then click on the Add New Post on the right (2).



Type in the title (3), type in the year (4), select the new slider (5, 6), then click on Publish. You have successfully added an awards slider!



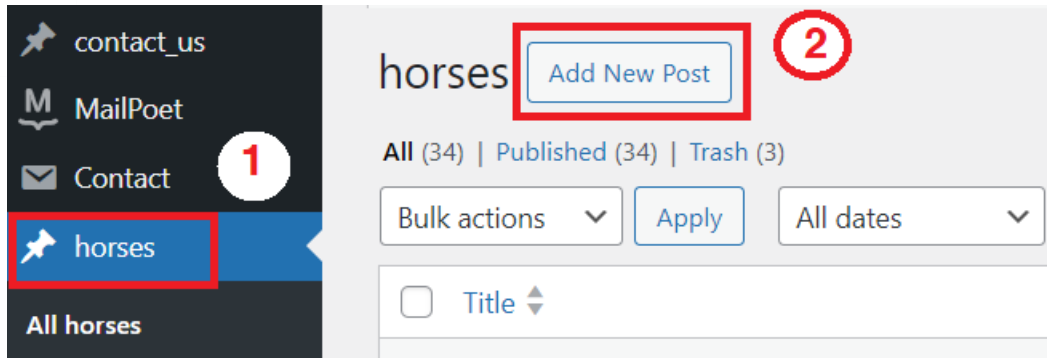
HORSES

HORSES IMAGE

1. Replace Staff with "Hooves", "Hooves" That Retired, and In Memory images: This process is similar to the "Replace our story image" found on page 4. Follow the steps on page 4, except for step 2 wherein you need to select the horse's page (Our Horses, Retired Horses, or In Memory of) that you want the image changed instead of the About page.

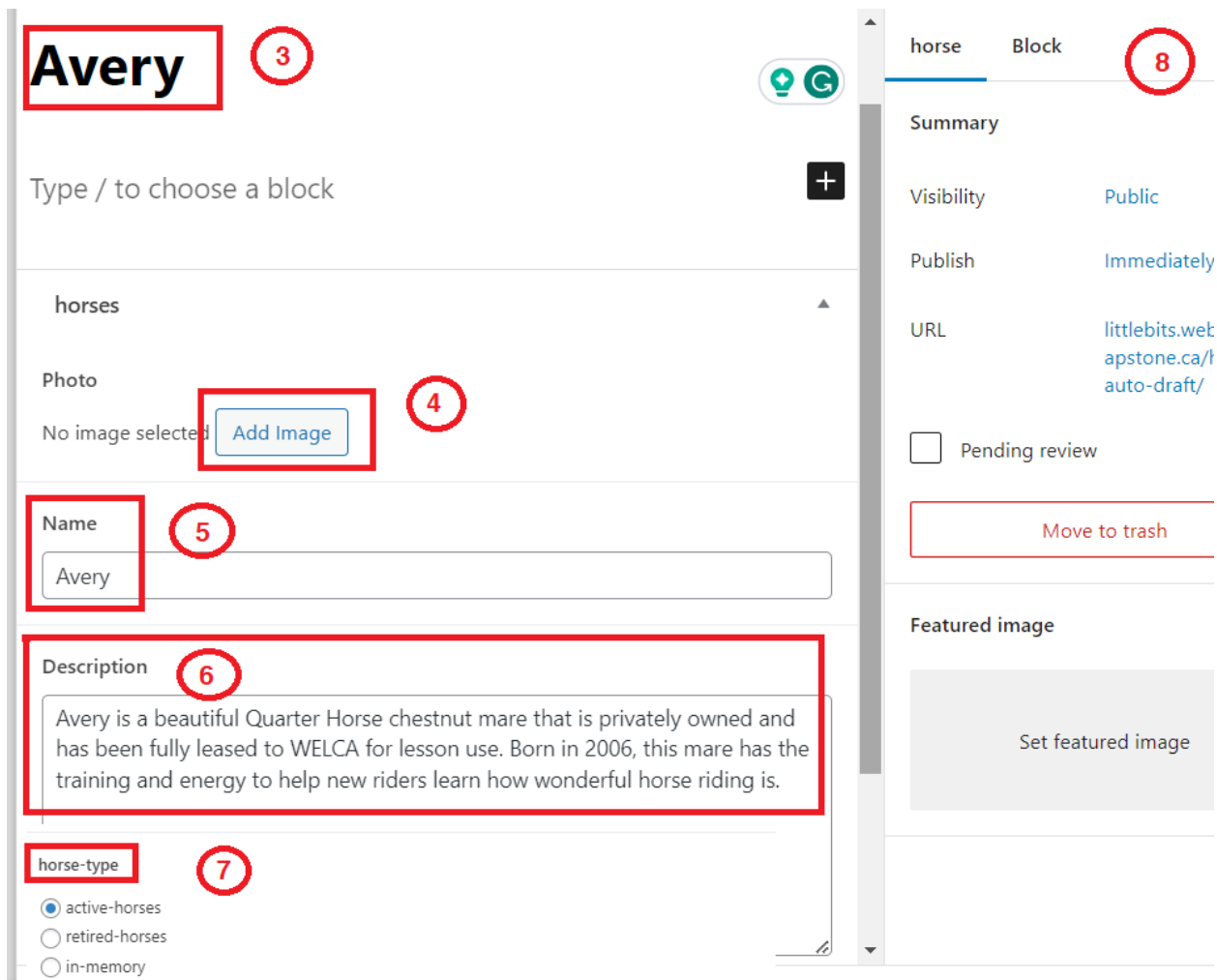
HORSES PROFILE

1. Adding a horse profile in our Horses, Retired Horses and In Memory of pages: Login to WordPress admin page, on the left panel click on horses (1), then click on Add New Post.

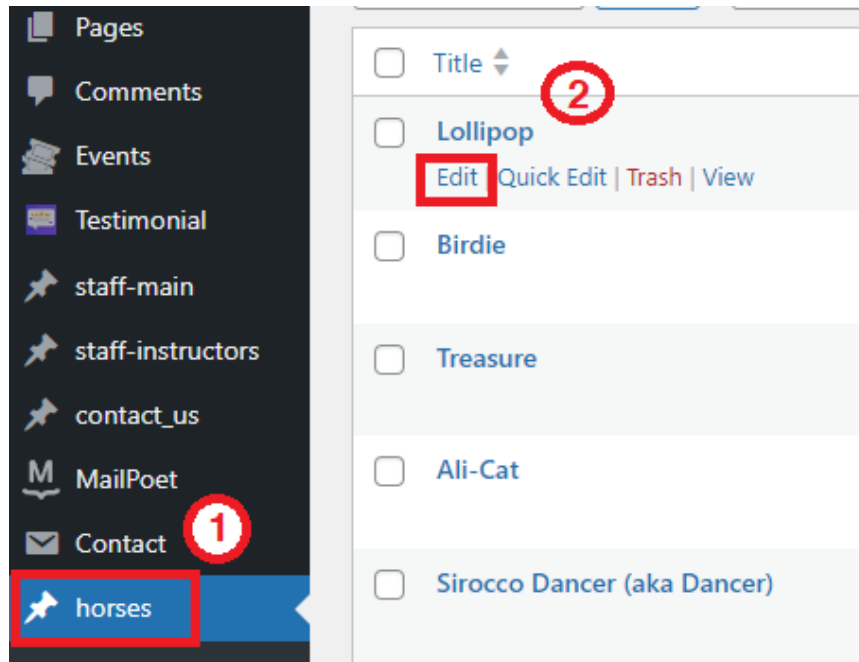


Then add the post title (3), image (4), horse's name (5), horse's description (6), select the horse type (7) and then click on Publish (8). You have successfully added a horse profile!

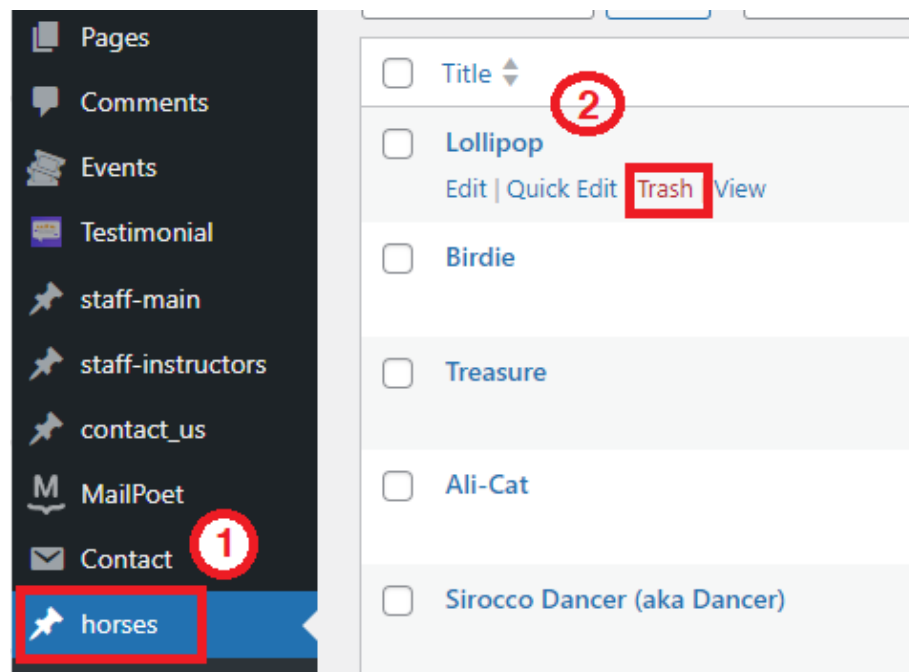
Note: Upload images with dimensions of at least 400x560 pixels or larger.



2. Edit a horse profile in our Horses, Retired Horses and In Memory of pages: Login to WordPress admin page, on the left panel click on horses (1), hover over the horse's name (2), click on edit, then edit the item that you want to change and click on Update.



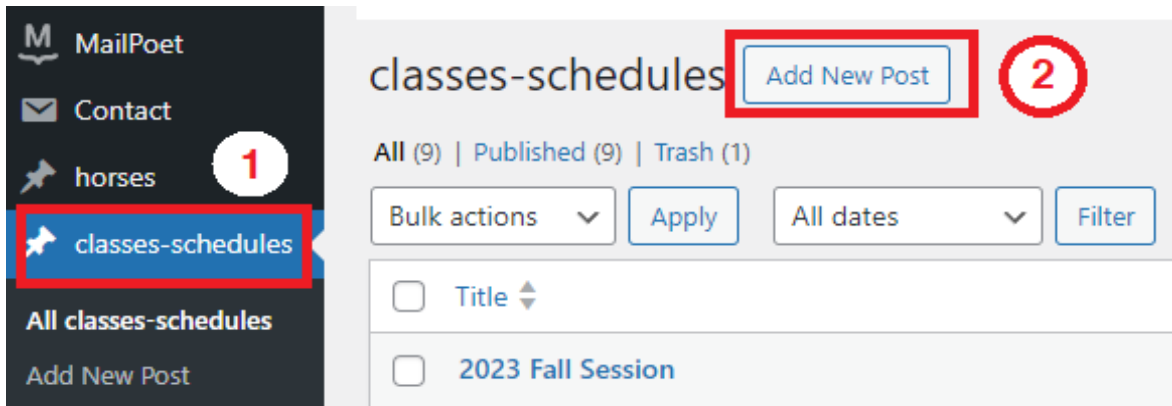
3. Delete a horse profile in our Horses, Retired Horses and In Memory of pages: Login to WordPress admin page, on the left panel click on horses (1), hover over the horse's name (2), and then click on trash.



CLASSES AND SCHEDULES

CLASSES AND SCHEDULES

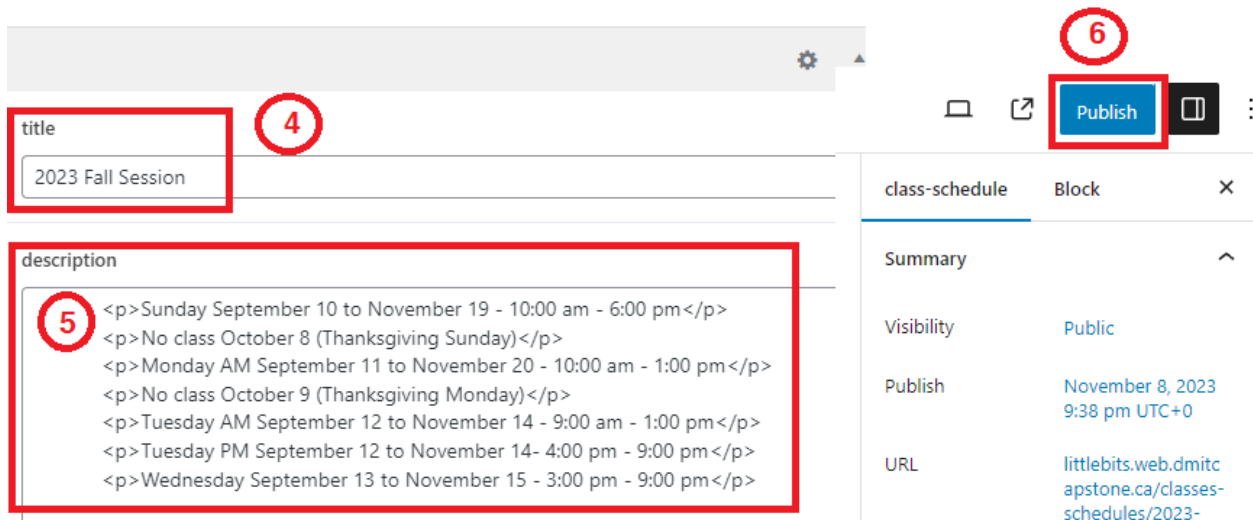
1. Add an item on classes and schedules: Login to WordPress admin page, on the left panel click on classes and schedules (1), then click on the Add New Post on the right (2). Then add the post title (3), classes and schedule title (4), description (5) and then click on Publish (6). You have successfully added an item in classes and schedules!



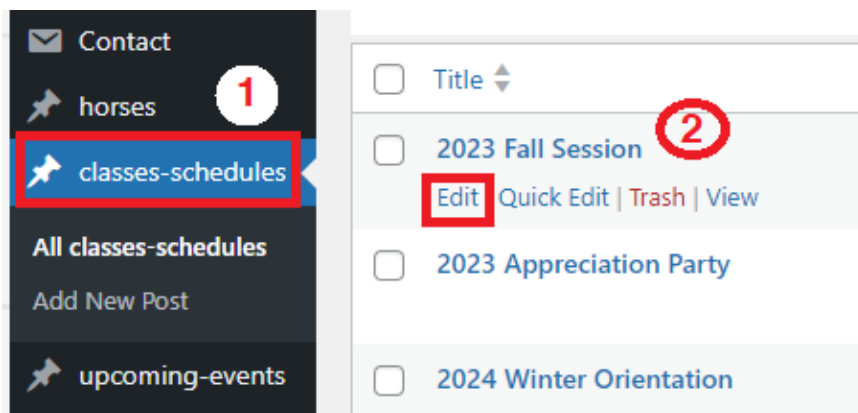
2023 Fall Session

3

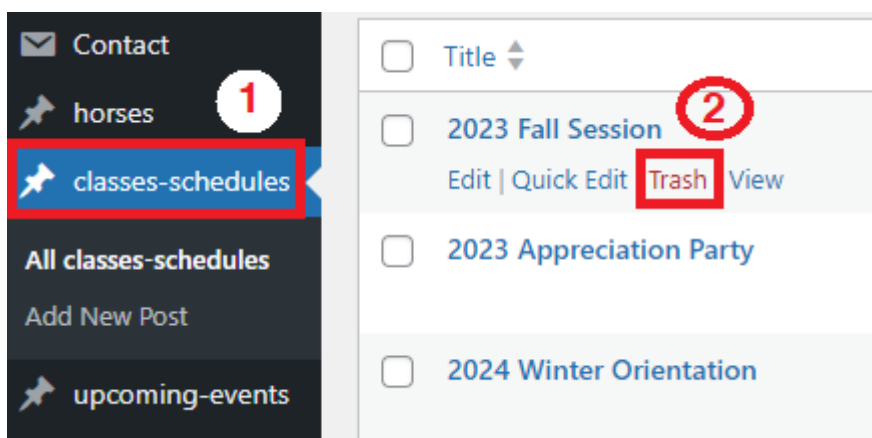
Type / to choose a block



2. Edit an item on classes and schedules: Login to WordPress admin page, on the left panel click on classes and schedules (1), hover over the classes and schedules title (2), click on edit, then edit the item that you want to change and click on Update.



3. Delete an item on classes and schedules: Login to WordPress admin page, on the left panel click on classes and schedules (1), hover over the classes and schedules title (2), and then click on trash.

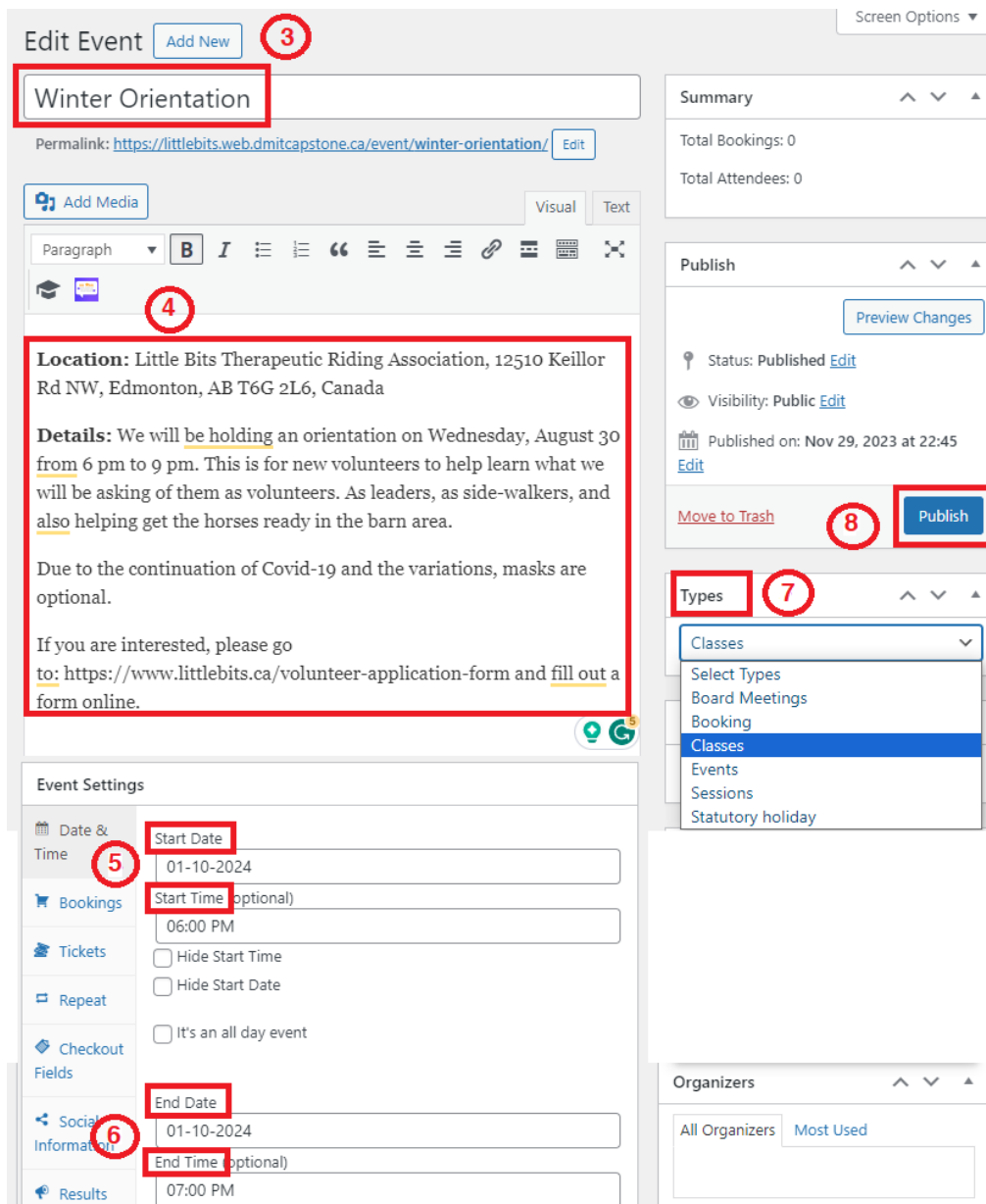
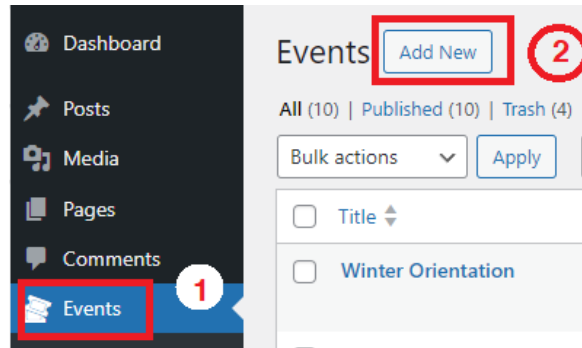


CLASSES AND SCHEDULES: EVENTS

CALENDAR

1. Add an event on the calendar: Login to WordPress admin page, on the left panel click on Events (1), then click on the Add New on the right panel (2). Then add the event title (3), event description (4), event's start date and time (5), event's end date and time (6), type

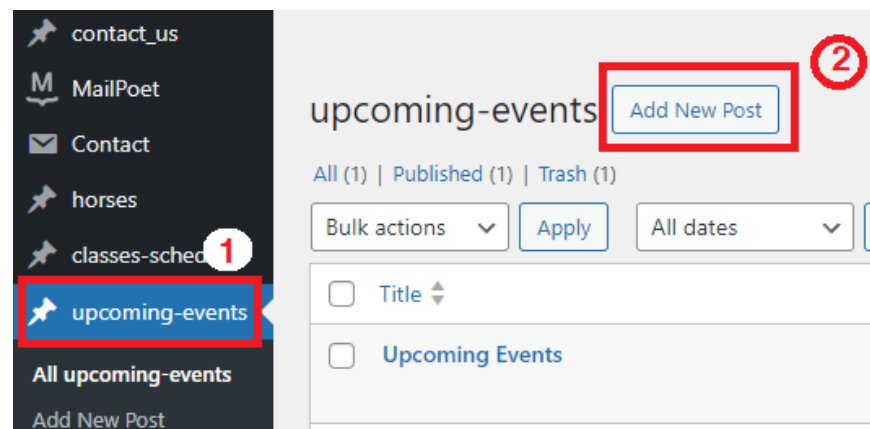
of event (7) and then click on Publish (8). You have successfully added an event in the Calendar!



2. Edit an event on the calendar: Login to WordPress admin page, on the left panel click on Events (1), hover over the event's title that you want to edit (2), click on edit, then edit the item that you want to change and click on Update.
3. Delete an event on the calendar: Login to WordPress admin page, on the left panel click on Events (1), hover over the event's title that you want to delete (2), and then click on trash.

UPCOMING EVENTS

1. Add an upcoming event on Events' page: Login to WordPress admin page, on the left panel click on upcoming-events (1), then click on the Add New Post on the right panel (2). Then add the event title (3), event's title (4), event's description (5), and then click on Publish (6). You have successfully added an upcoming event on the Event's page!

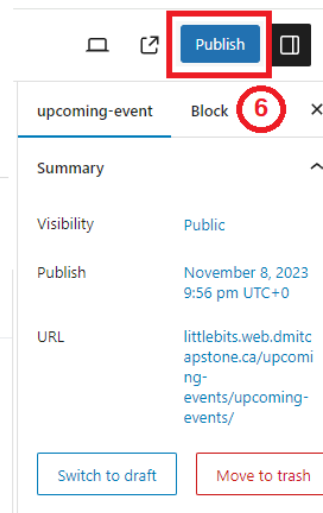


Upcoming Events

Type / to choose a block

title
Appreciation Party

description
<p>Date: Sunday November 26, 2023</p>
<p>Location: Laurier Heights Community League</p>
<p>Address: 14405 85 Ave NW, Edmonton, T5R 3Z3</p>
<p>GPS: 53°31'01.1"N 113°34'07.2"W</p>



2. Edit an upcoming event on Events' page: Login to WordPress admin page, on the left panel click on upcoming-events (1), hover over the event's title that you want to edit (2), click on edit, then edit the item that you want to change and click on Update.
3. Delete an event on the calendar: Login to WordPress admin page, on the left panel click on upcoming-events (1), hover over the event's title that you want to delete (2), and then click on trash.

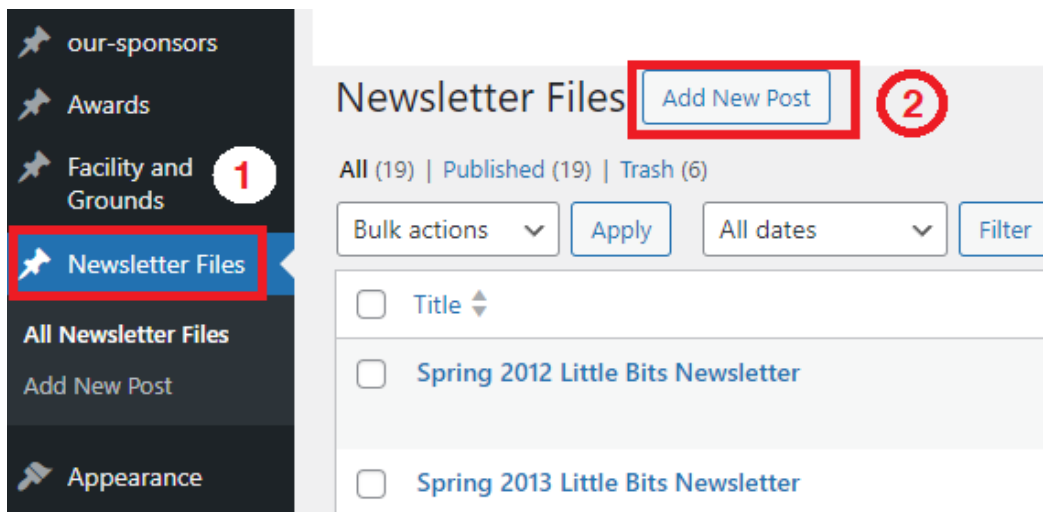
CLASSES AND SCHEDULES: NEWSLETTERS

NEWSLETTER IMAGE

1. Replace our newsletter image: This process is similar to the "Replace our story image" found on page 4. Please follow the steps, except for step 2 wherein you need to select the Newsletter page instead of the About page.

NEWSLETTER PDF FILES

1. Add a newsletter pdf file on Newsletter page: Login to WordPress admin page, on the left panel click on Newsletter Files (1), then click on the Add New Post on the right panel (2). Then add the newsletter title (3), add and upload the file (4), select a season (5), and then click on Publish (6). You have successfully added a newsletter file on the Newsletter page!



Fall 2022 Little Bits Newsletter

3

Type / to choose a block

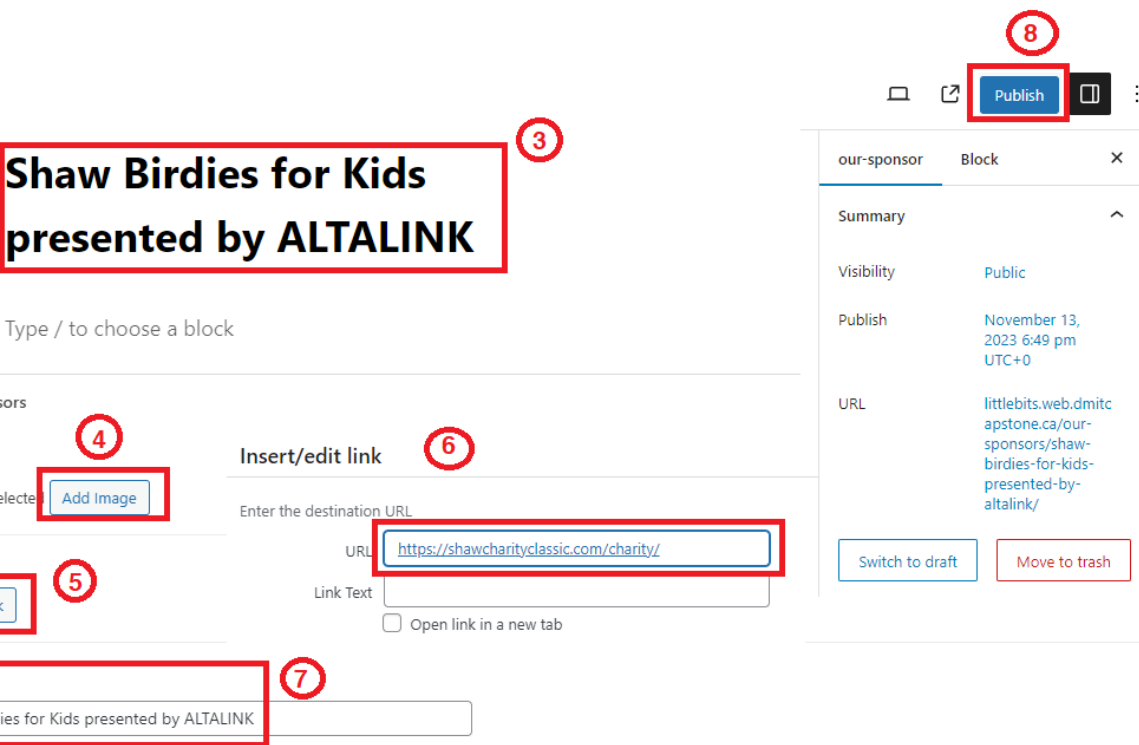
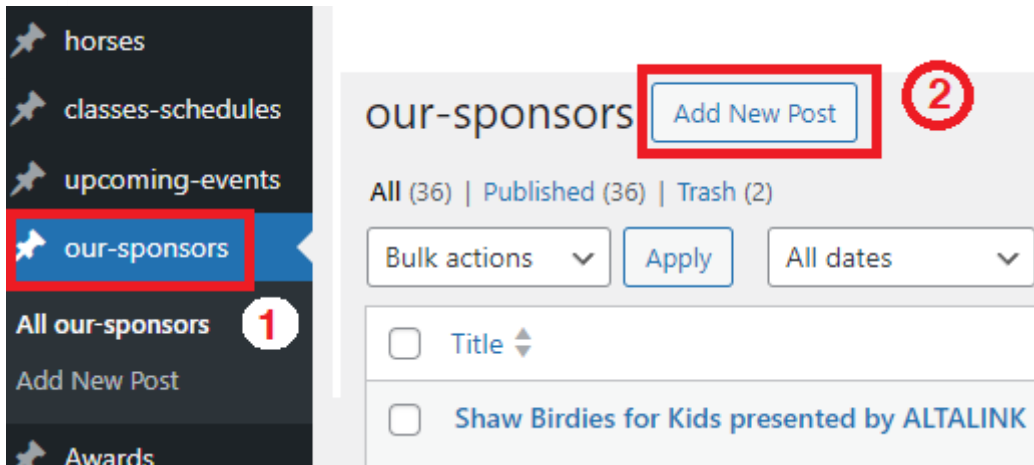
The screenshot shows the WordPress admin interface for editing a newsletter. On the left sidebar, the 'Newsletter' menu item is highlighted. The main content area has a search bar with 'newsletter' entered. Below the search bar, there is a 'No file selected' message and an 'Add File' button (4). Below that, there is a 'season' dropdown (5) with radio buttons for 'spring' (selected) and 'fall'. On the right sidebar, the 'Publish' button (6) is highlighted. Below the 'Publish' button, there is a 'URL' field with the value 'littlebits.web.dmitc'.

2. Edit a newsletter pdf file on Newsletter page: Login to WordPress admin page, on the left panel click on Newsletter Files (1), hover over the Newsletter's title that you want to edit (2), click on edit, then edit the item that you want to change and click on Update.
3. Delete a newsletter pdf file on Newsletter page: Login to WordPress admin page, on the left panel click on Newsletter Files (1), hover over the Newsletter's title that you want to delete (2), and then click on trash.

SPONSORS

SPONSORS

1. Add a sponsor: Login to WordPress admin page, on the left panel click on our-sponsors (1), then click on the Add New Post on the right panel (2). Then add the sponsor title (3), add and upload the sponsor image (4), click on select link and enter the sponsor's URL (5, 6), sponsor's name (7) and then click on Publish (8). You have successfully added a sponsor on the Sponsor's page!



2. Edit a sponsor's details: Login to WordPress admin page, on the left panel click on our-sponsors (1), hover over the sponsor's title that you want to edit (2), click on edit, then edit the item that you want to change and click on Update.
3. Delete a sponsor's details: Login to WordPress admin page, on the left panel click on our-sponsors (1), hover over the sponsor's title that you want to delete (2), and then click on trash.

UPDATING A WORDPRESS PLUGIN

1. Login to WordPress admin page, on the left panel click on Plugins. You will see a notification in red showing the number of plugins that require an update (1), then click on update now (2). You have successfully updated a plugin!

The screenshot displays the WordPress admin interface. On the left sidebar, the 'Plugins' menu item is highlighted with a red box and a circled '1'. The main content area shows a list of installed plugins. A yellow notification banner for 'EventPrime – Modern Events Calendar, Bookings and Tickets' is highlighted with a red box and a circled '2', containing a red 'update now' button. Below this, the 'EventPrime' plugin entry is shown with a green 'Updated!' message highlighted by a red box and a circled '3'.

Plugin Name	Description	Version	Author	Actions
Custom Post Type UI	Admin UI panel for registering custom post types and taxonomies	Version 1.15.1	By WebDevStudios	About Help Deactivate
EventPrime – Modern Events Calendar, Bookings and Tickets	Beginner-friendly Events Calendar plugin to create free as well as paid Events. Includes Event	Version 3.3.4	By EventPrime	Deactivate
There is a new version of EventPrime – Modern Events Calendar, Bookings and Tickets available. View version 3.3.5 details or update now.				
MailPoet	Create and send newsletters, post notifications and welcome emails from your WordPress.	Version 4.39.0	By MailPoet	Settings Deactivate
Smart Slider 3	The perfect all-in-one responsive slider solution for WordPress.	Version 3.5.1.21	By Nextend	Deactivate Analyze & Repair Go Pro
Testimonial Slider and Showcase	Best Testimonial Slider and Showcase plugin for WordPress website. Testimonials Slider plug customers testimonial.	Version 2.3.5	By RadiusTheme	Deactivate Demo Documentation Get Pro
EventPrime – Modern Events Calendar, Bookings and Tickets	Beginner-friendly Events Calendar plugin to create free as well as paid Events.	Version 3.3.5	By EventPrime	Deactivate
Updated!				