

## Elkhart Lake Website Instructions

ElkhartLakeWI.gov

### Login

1. <http://elkhartlakewi.gov/wp-admin>
2. Username (email address)
3. Password
4. Captcha

### Media

The media library is used to upload, store and select your files, including

- Images
- PDF files
- Video files
- Audio files

### *Directions*

1. Left sidebar, click on "Media"
2. Click "Add New", top left
3. Drag and drop the new file onto the dotted outline box or click "Select Files" button for a traditional upload pop up window
4. Add content (use visual tab for editing, upper right of content box)
5. Select category (i.e. Administrator, From the Chief, Police-News etc.)
6. Add Tags (this is for keywords that would be searched in google – separate with commas)
7. Featured Image (add the featured image if any for the post)
8. Click "Preview" button to make sure the post looks correct
9. Close "Preview" tab
10. Click "Publish" button to finish

### Posts

Posts are utilized throughout the site to add content to:

- Village Announcements
- Administrator (for Administrator/Clerk announcements)
- From the Chief (Police Chief posts)
- Police News
- Village of Elkhart (general catch all)
- Properties Available for Sale
- Properties for Lease
- Commercial Land for Sale

### *Directions*

1. Left sidebar, click on “Posts”
2. Click “Add New”, top left
3. Enter title
4. Add content (use visual tab for editing, upper right of content box)
5. Select category (i.e. Administrator, From the Chief, Police-News etc.)
6. Add Tags (this is for keywords that would be searched in google – separate with commas)
7. Featured Image (add the featured image if any for the post)
8. Click “Preview” button to make sure the post looks correct
9. Close “Preview” tab
10. Click “Publish” button to finish

### Pages

Pages are utilized for information that is designed to be static (changing rarely). Most the information on the site is in pages, including:

- Home
- Government Section
- Village Services
- Departments (except some announcements)
- Community

### *Directions*

1. Left sidebar, click on “Pages”
2. Select the page you wish to edit (use search function in upper right to make your life easy)
3. Click on page title or “edit” underneath the title
4. The page content will be divided into columns and rows, select the content box you wish to edit (each box has a snippet of the content inside displayed) – click edit to open
5. Make sure the “Visual” tab (upper right) is selected
6. Edit the desired information
7. Click “Done” button
8. Click “Preview Changes” button, make everything looks correct
9. Close “Preview” tab
10. Click “Update” button

### Events

Events are specifically used for the “Calendar” page of the website.

### *Directions*

1. Left sidebar, click on “Events”
2. Under “Add new event” enter the following information:
  - a. Start date
  - b. Time

- c. End Date
  - d. Time
  - e. Title
  - f. Description
  - g. Event website(url) if you choose
  - h. Location
  - i. Location website (url) if you choose
3. Click "Save event" button