

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. The newly uploaded file will now appear in the thumbnail grid below (upper left corner)
5. Click on the thumbnail for a pop up window with details
 - a. Add image title and description
6. The “URL” address provided is the location/link to the uploaded file.

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