

Site Editing Note to Mamie 4-8-2024

Compiled after the April 8, 2024 meeting.

Basic Steps To Making a CCGA Site Post

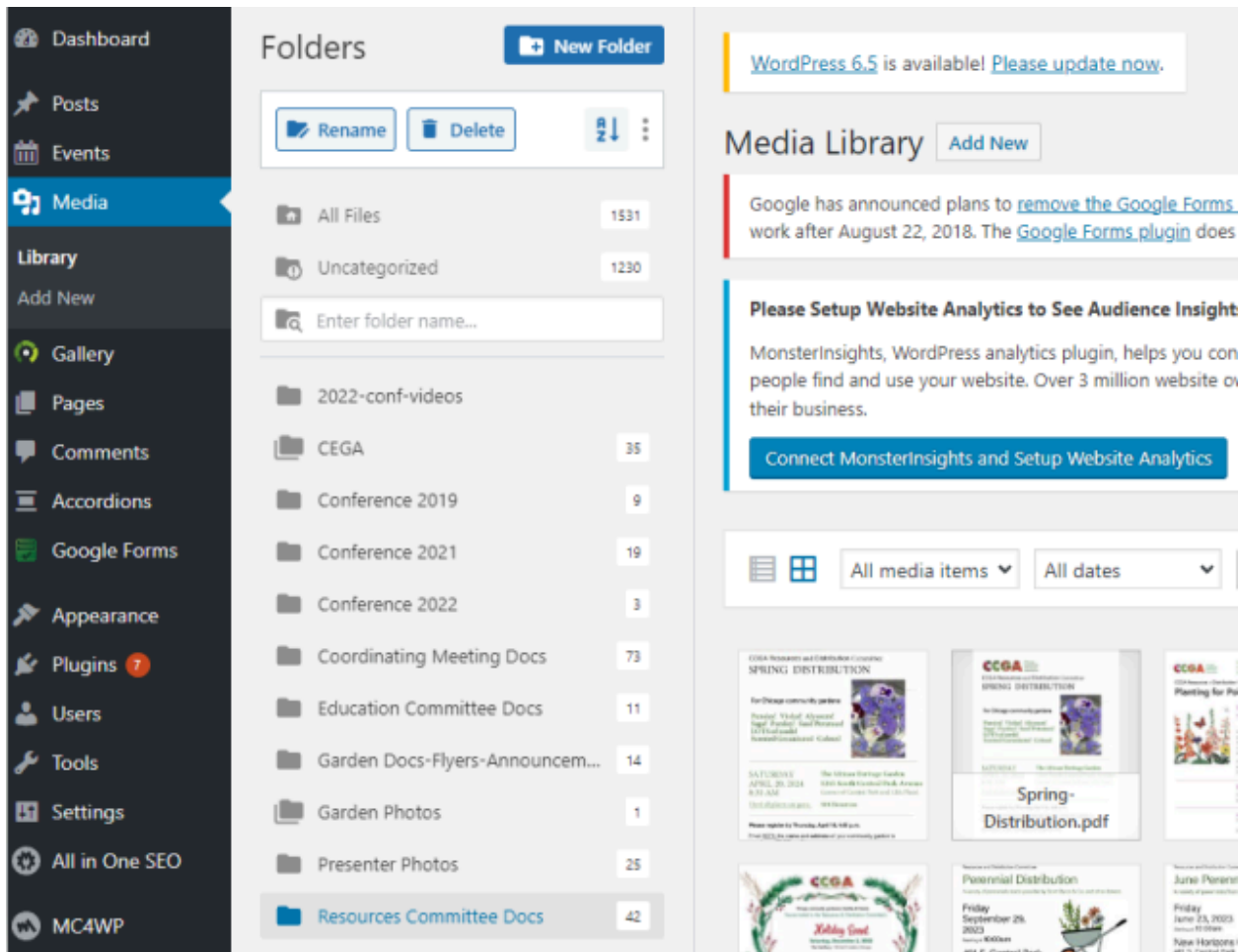
The basic steps for making a site post for a typical Resources event are as follows:

- Image handling;
- Making the site post;
- Making the event post.

Step 1 - Image Handling

First upload any images you need to make your post. Typically these are .jpg or .pdf files. Use the **Media** link on the left-hand WordPress menu.

Find the folder you want to put the images in and select that first, then click on the **Add Image** button at the top of the page.



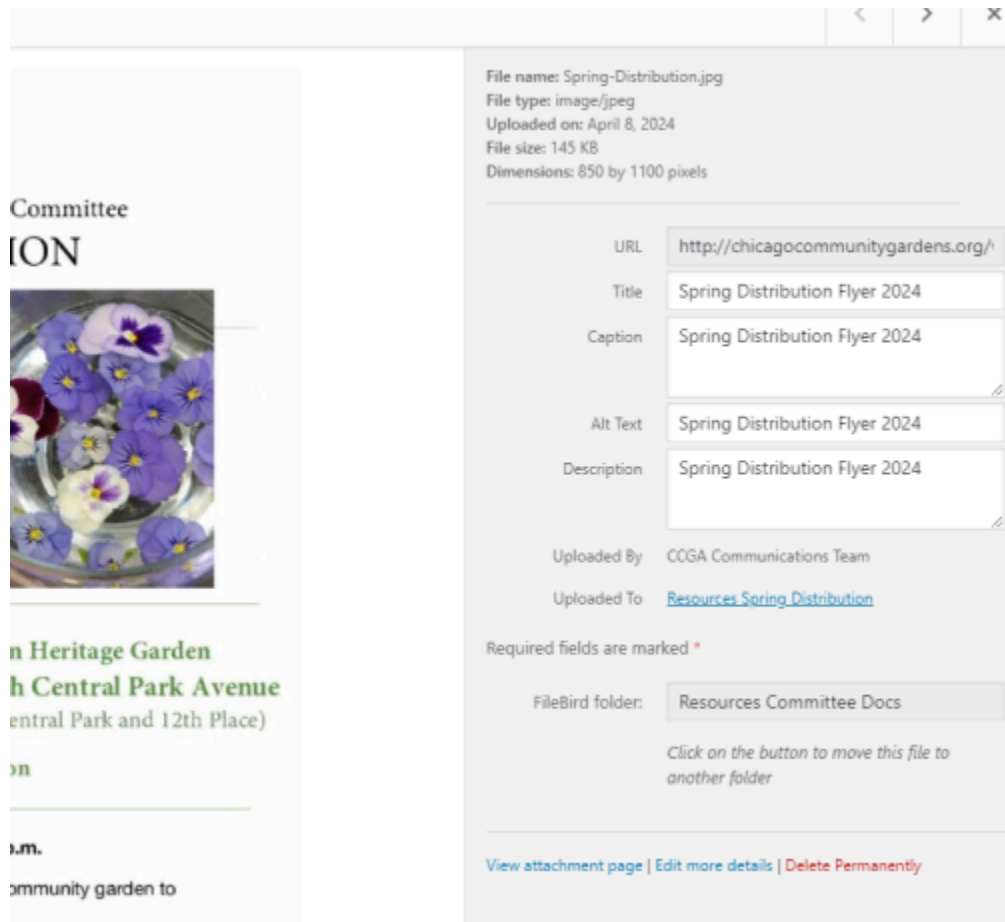
The screenshot displays the WordPress Media Library interface. On the left is a dark sidebar menu with options: Dashboard, Posts, Events, Media (highlighted), Library, Add New, Gallery, Pages, Comments, Accordions, Google Forms, Appearance, Plugins (7), Users, Tools, Settings, All in One SEO, and MC4WP. The main content area is titled 'Folders' and includes a 'New Folder' button. Below this are 'Rename' and 'Delete' buttons, and a search bar labeled 'Enter folder name...'. A list of folders is shown with their respective file counts:

Folder Name	File Count
All Files	1531
Uncategorized	1230
2022-conf-videos	
CEGA	35
Conference 2019	9
Conference 2021	19
Conference 2022	3
Coordinating Meeting Docs	73
Education Committee Docs	11
Garden Docs-Flyers-Announcem...	14
Garden Photos	1
Presenter Photos	25
Resources Committee Docs	42

At the top right of the main area, a notification states: 'WordPress 6.5 is available! Please update now.' Below this is the 'Media Library' section with an 'Add New' button. A red banner contains the text: 'Google has announced plans to remove the Google Forms work after August 22, 2018. The Google Forms plugin does...'. A blue banner below that reads: 'Please Setup Website Analytics to See Audience Insight. MonsterInsights, WordPress analytics plugin, helps you con people find and use your website. Over 3 million website o their business. Connect MonsterInsights and Setup Website Analytics'. Below these banners are filters for 'All media items' and 'All dates'. The main display shows a grid of media items, including PDFs and images related to CCGA events like 'Spring Distribution' and 'Holiday Dinner'.

Then using the dialog box that comes up click the **Select Files** button and choose the file to upload.

After you upload the file, then click on it once to select the image file and annotate the image by filling in the 3 or 4 boxes that display on the right hand panel. You need to **fill-in all the boxes**, and you can use the same copy for all the boxes, see below:



The screenshot shows a WordPress media library interface. On the left, a preview of a flyer is visible, featuring a bowl of purple and white pansies. The flyer text includes 'Committee', 'ION', 'n Heritage Garden', 'h Central Park Avenue', 'entral Park and 12th Place)', 'on', 'm.', and 'ommunity garden to'. On the right, the media details panel is open for the file 'Spring-Distribution.jpg'. The panel displays the following information:

- File name: Spring-Distribution.jpg
- File type: image/jpeg
- Uploaded on: April 8, 2024
- File size: 145 KB
- Dimensions: 850 by 1100 pixels

The metadata fields are filled with the following text:

- URL: <http://chicagocommunitygardens.org/>
- Title: Spring Distribution Flyer 2024
- Caption: Spring Distribution Flyer 2024
- Alt Text: Spring Distribution Flyer 2024
- Description: Spring Distribution Flyer 2024

Additional information includes:

- Uploaded By: CCGA Communications Team
- Uploaded To: [Resources Spring Distribution](#)
- FileBird folder: Resources Committee Docs

At the bottom of the panel, there are links: [View attachment page](#) | [Edit more details](#) | [Delete Permanently](#). A note states: 'Required fields are marked *' and 'Click on the button to move this file to another folder'.

Step 2 - Making Site Post

Next, after uploading any images you may need, it's time to make the site post. Choose **Posts** from the left-hand WordPress menu. Click the **Add New** button at the top of the page.

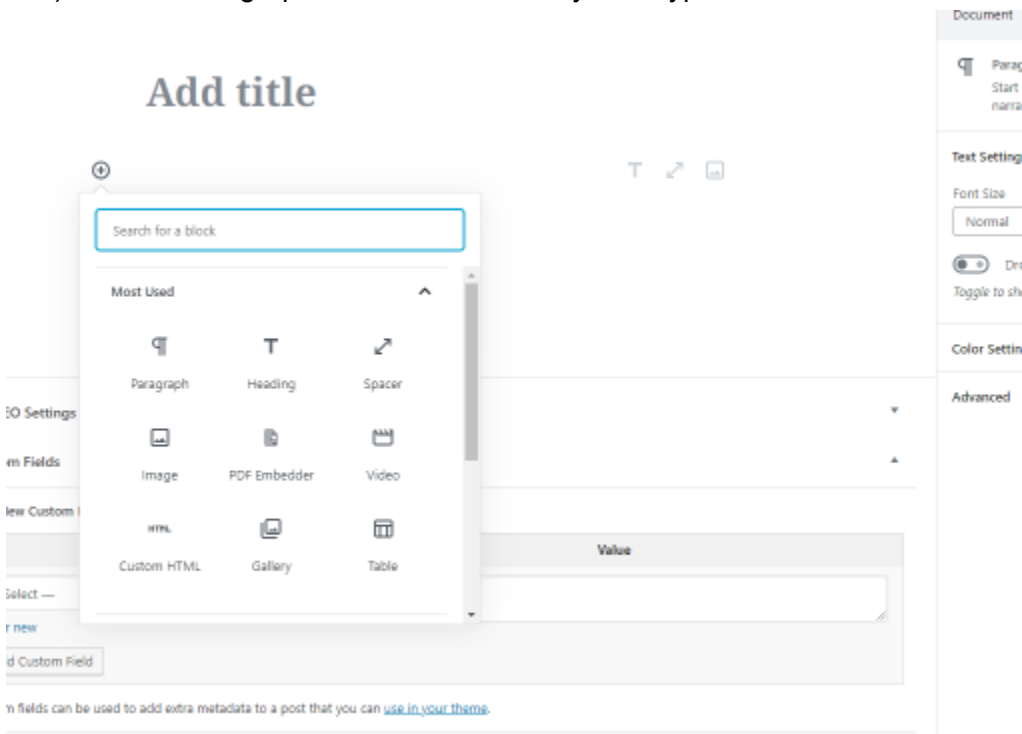
There are several steps to making a basic site post:

- Add title
- Add copy and images
- Set Categories
- Set Featured Image
- Save and Publish Post
- Review & Edit Post

Add Title: When adding the title try and include the specific day/date in the title, like this:



Add copy/images: using the block editing features add any copy or images to the post. If you click the + sign button it opens a pop-up dialog box that allows you to add many different types of items to a post. The most common items you will be using are the Image (which include .pdf files) and the Paragraph block which allows you to type text.




Set Categories: look at the right-hand panel that displays when you are adding a post. Make sure you select the **Document** tab. Then scroll down in the right-hand panel and find the **Categories** section. Choose the option that best represents the event, you can choose more than one category.

Switch to Draft Preview Update ⚙️ ☐ ⋮

Saturday April

Saturday, April 18, 4pm to

nittee



Document Block ×

Status & Visibility

Visibility [Public](#)

Publish [Apr 8, 2024 4:17 pm](#)

Stick to the Front Page

Author [CCGA Communications Te](#)

Don't update the modified date

[Move to trash](#)

🕒 4 Revisions

Permalink

URL

Preview

<http://chicagocommunitygardens.org/2024/04/08/resources-spring-distribution-saturday-april-20/>

Categories

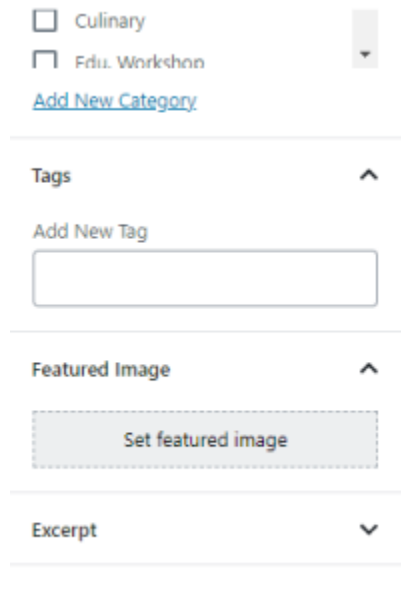
Search Categories

CCGA

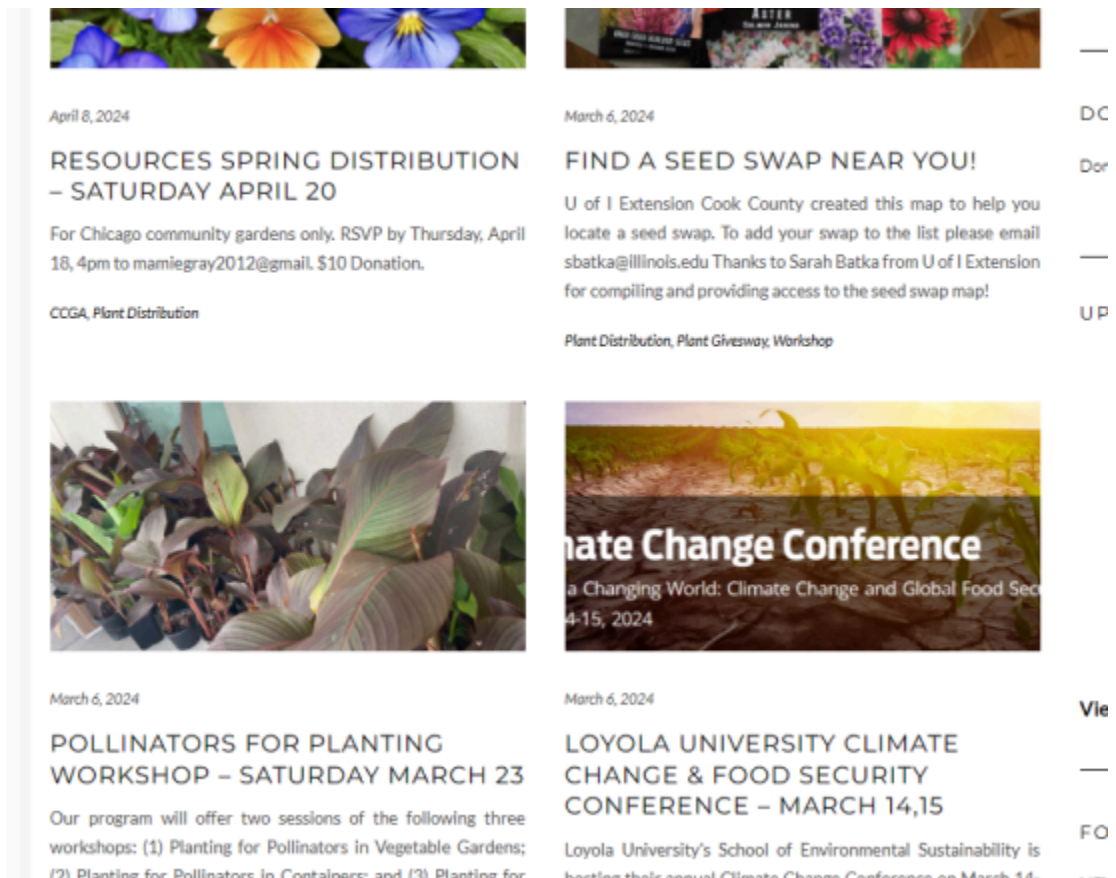
Plant Distribution

Advocacy

Set Featured Image: then also in the right-hand panel scroll down lower and find the **Featured Image** section. Click on the **Set featured image** button and add an image from the media library that will display at the top of the post.



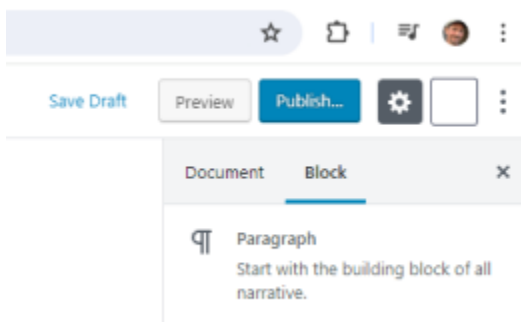
The featured image will be the image that displays on the site home page at the top of the post:



The image shows four blog post thumbnails arranged in a 2x2 grid. Each thumbnail includes a featured image, a date, a title, a short description, and a category tag.

- Top Left:** Featured image of colorful flowers. Title: "RESOURCES SPRING DISTRIBUTION – SATURDAY APRIL 20". Date: "April 8, 2024". Description: "For Chicago community gardens only. RSVP by Thursday, April 18, 4pm to mamiegray2012@gmail. \$10 Donation." Category: "CCGA, Plant Distribution".
- Top Right:** Featured image of seed swap materials. Title: "FIND A SEED SWAP NEAR YOU!". Date: "March 6, 2024". Description: "U of I Extension Cook County created this map to help you locate a seed swap. To add your swap to the list please email sbatka@illinois.edu Thanks to Sarah Batka from U of I Extension for compiling and providing access to the seed swap map!" Category: "Plant Distribution, Plant Giveaway, Workshop".
- Bottom Left:** Featured image of various plants. Title: "POLLINATORS FOR PLANTING WORKSHOP – SATURDAY MARCH 23". Date: "March 6, 2024". Description: "Our program will offer two sessions of the following three workshops: (1) Planting for Pollinators in Vegetable Gardens; (2) Planting for Pollinators in Containers; and (3) Planting for..." Category: "Plant Distribution, Plant Giveaway, Workshop".
- Bottom Right:** Featured image of a field with the text "Climate Change Conference". Title: "LOYOLA UNIVERSITY CLIMATE CHANGE & FOOD SECURITY CONFERENCE – MARCH 14,15". Date: "March 6, 2024". Description: "Loyola University's School of Environmental Sustainability is hosting their annual Climate Change Conference on March 14-15, 2024." Category: "Climate Change, Food Security, Sustainability".

Save and Publish post: when you are done with the basic steps look at the top right-hand corner of the page and find the **Save Draft** and **Publish** buttons:



The screenshot shows the top right corner of the WordPress editor interface. It includes a toolbar with icons for star, trash, undo, redo, and user profile. Below the toolbar are buttons for "Save Draft", "Preview", "Publish...", "Settings", and a "Block" dropdown menu. The "Block" dropdown menu is open, showing a "Paragraph" block with the description "Start with the building block of all narrative."

Save Draft will save your work. Click on that every so often once you start editing/making your post. When you are ready click the **Publish** button and the post will be 'live'.

Review and edit post: open another browser, preferably NOT the browser you are using to edit the site. So if you are using say **Chrome** to make the post then choose **Safari** or **Firefox** and go to the site and check your post. See how the images look, review the copy, check any links, etc.. Don't forget you may have to refresh your browser page to see your latest changes.

Step 3 - Making Event Post

Why do we need to make an 'event' post when we just made the 'site post' in the previous step? Because we use a calendar plug-in and that needs the basic details of an event to properly display in the calendar widgets that appear on the site.

Click **Events** from the left-hand WordPress menu. Click the **Add New** button at the top of the page.

There are several steps to making an event post:

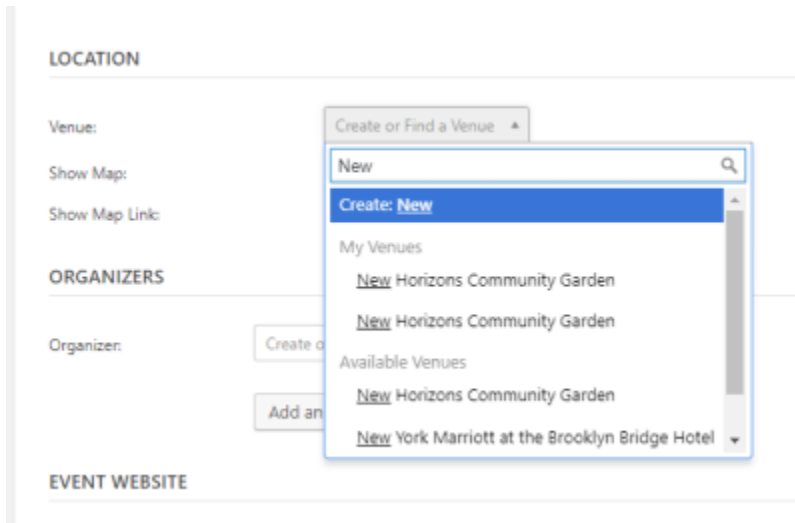
- Add title
- Add copy and images
- Set date/time
- Set location
- Set organizer
- Set website link
- Set cost
- Set Categories
- Save and Publish Event
- Review & Edit Event

Add title: here unlike in the site post, **do not add the date** in the event title.

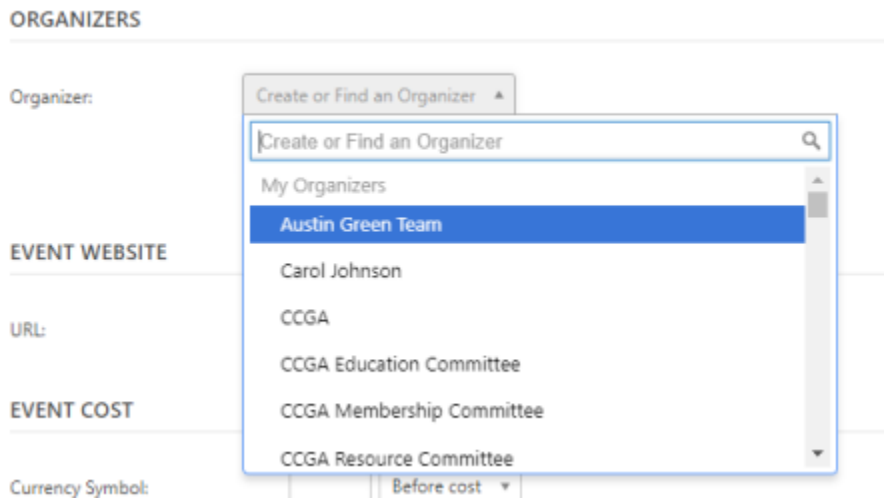
Add copy/images: here you could just copy all the contents of the site post and paste in the event.

Set date/time: click in the date and time controls and select the exact date/time for the event.

Set location: place your cursor in the location box and start typing and your location should probably come up. Most of the common locations we use are already entered. As you can see in the image below, when I typed 'New' the New Horizons Garden came up in the list.



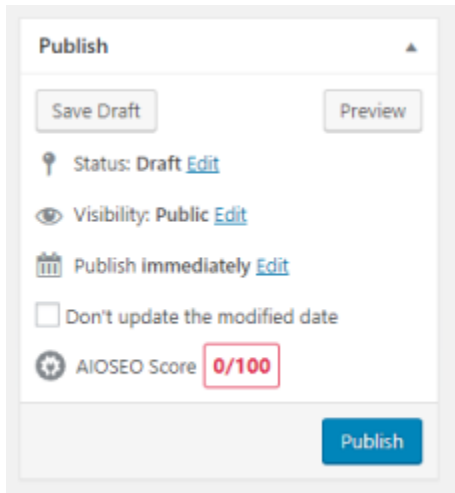
Set organizer: same as with the location, place your cursor in the organizer box and start typing. Most of the common organizations have already been entered. If I just click once in the box and don't even type anything this is what displays:



Set website link and cost: use the boxes in those sections. Paste any link for outside events. For CCGA events I just use our website link:

<https://chicagocommunitygardens.org>

Save and Publish event: use the same **Save Draft** and **Publish** buttons like when making a post. When all the event details are filled-in then click the **Publish** button.



Review and Edit Event post: now go back to your other browser and check the site, you should refresh your browser. The event you just entered will appear in the list on the homepage side-bar **if it is one of the next 5 events** on the calendar.

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UPCOMING EVENTS

GARDENERS EXCHANGE: STEWAR
EARTH
April 13 @ 10:00 am - 2:00 pm

APRIL CCCA COORDINATING MEE'
April 16 @ 6:00 pm - 7:30 pm

RESOURCES SPRING DISTRIBUTIO
April 20 @ 8:30 am - 11:00 am

NATIVE SAPLING DISTRIBUTION
April 20 @ 1:00 pm - 4:00 pm

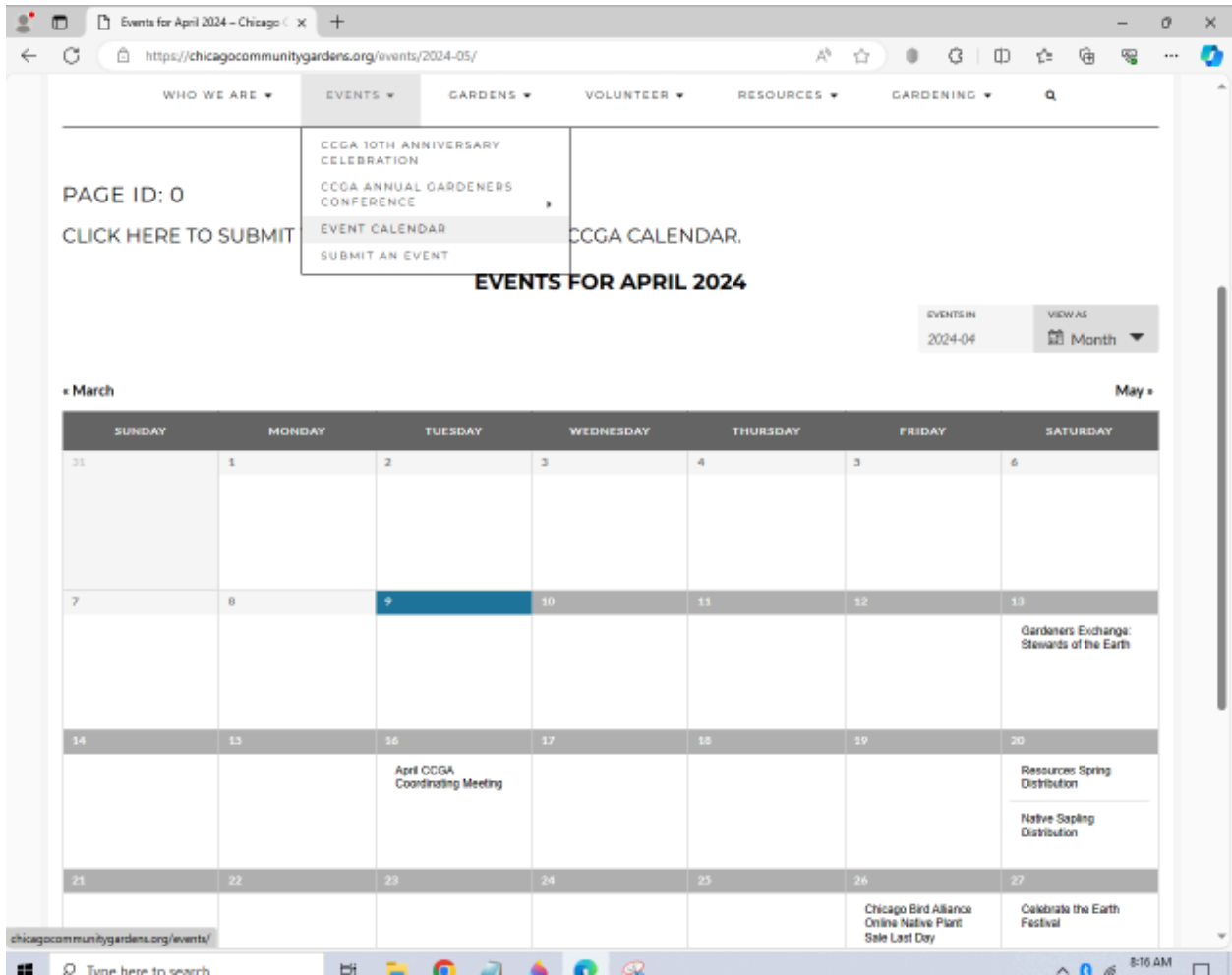
CHICAGO BIRD ALLIANCE ONLINE
PLANT SALE LAST DAY
April 26 @ 12:00 am - 11:30 pm

View All Events

FORUM LINK



If not, use the main event calendar page (go to Events on main menu) and check your event there.



That is it! Those are all the common steps to make a typical Resources event post.