How to Create Post or Event on NAYGN Website:

* New Post
  + From Admin Dashboard, hover over post, click new post
  + Can go to visual building to slide down top things and slide up the Featured news, etc
  + Use DIVI Builder
  + Clone Existing Page
    - Pick one that has similar characteristics to what you have (featured image, links, email addresses)
  + Opens DIVI editor
    - Shows sections/rows
    - Edit text as necessary
    - Click Gear icon, add title and feature image, this image will be the background on the home page post
    - Don’t hit publish until ready to launch, save draft first, navigate back to admin portal
    - Click posts, find your draft post, click edit
    - Go to Tags on right panel, add tags like 'PD,' or 'Engagement Committee,' or other committees applicable to the post. This will add the post to their page.
  + If editing photos, click gear icon, edit images uploaded to website. You will need to upload files to website to use them.
  + General notes
    - In one of the blue boxes - section
    - Text/button modules
    - Click gear icon
    - Ability to reset??!?!?\*\*\*
      * Contact zuul, they can revert to backup, saves once an hour
    - Can duplicate buttons
    - Divi has compatibility issues with wordpress
    - SEO, search engine optimization score
* New Event
  + Create Event first, then create a post linked to the event
  + Click W to go to admin/Word Press portal
  + Hover over events, click add new.
  + Use word press editor (do not build with divi builder). Click 'Use Default.'
  + Click three offset and horizontal lines at top of page to open List view, hit plus button, hit reusable to show reusable events like event with registration or simple event; click which one you want. Now in list view can see all the blocks to be edited
  + Select date and time of the event
  + Add Title
  + Copy and paste your text into the block (OK to overwrite template text)
  + Registration link:
    - Click the register button, it's link will pop up, 'unlink' it, then press 'Link' button and a box will pop up to allow you to enter the text for the link. Recommend ctrl+V'ing the link, then press the arrow button for 'submit' that looks like an 'undo' button.
  + To fix a word press issue, when editing the template and then publish it updates the template
    - Hit the three offset horizontal lines button to show the list view, then the three dots to open options - then click duplicate, grab new group, drag it above event template, click three dots for the original template block, and then click 'remove event template'
  + Edit featured image in event settings on right. Can delete images from library if optimizing goes slow. Can proceed while optimizing
  + Settings,
    - permalink - edit URL slug as wanted
    - Tags - [what committees set this up] type engagement committee, community service, public outreach for this community service event. Helps with searchability within website. Click whichever ones you want.
    - Check box for Event Categories, General Events so that the event shows up as an upcoming event on the home page
  + Click save draft, then publish. It pings you to update template. Exit out of the page, come back via dashboard, and then publish
  + Photo space issue - if delete old images they will delete where they're used on the website.
  + Can't start creating event in word press and end in divi. Divi issue is with getting the calendar, the dates don't sync well to the dates on the home page.
  + Nice to have to link twitter, instagram, facebook if referencing them in the post
  + Leave the spacer even if it looks like too much in some browsers because it will be tight in other browsers

Events Creation, take 2

1. Add new event
2. Use default editor instead of Divi
3. Open up outline/list view (in the top menu)
4. Add block, and choose the synced patterns options (the double diamond icon).
   1. Choose the “Event template (reg button)” option
   2. Clicking on it should automatically add it to your page.
5. Update info as needed
   1. Make sure time zone is correct
   2. You can choose to make time zone visible
6. The button link is a little quirky, so to update the button link:
   1. Unlink it (link icon is in the top menu if it doesn’t pop up automatically)
   2. Next, select the button and click on the link icon to add a new link
   3. Paste the link in there
   4. Hit enter or okay to save it
7. Publish (preview seems to glitch)
8. Preview the page to make sure everything looks good