CWEA Local Section WordPress Documentation

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Prepared for

CWEA
**Header Section**

Here are the quick links to the website. Log in with your credentials to access the backend of the WordPress site.

**Live Site** - [http://cwea.org/](http://cwea.org/)

**Staging Site** - [https://cweastaging.org/wp-login.php](https://cweastaging.org/wp-login.php)

Username: cweastaging
Password: fusionspan

**Page Hero Section**

To add a logo/image to the header section, navigate to the page and scroll to the Local Section Hero. Add the required information to the below-given fields:

1. **LS Banner Title** - The title will go in this field
2. **LS Banner Description** - The snippet below title can be added here
3. **LS Banner Links** - Add the link to which you want users to go to
4. **LS Logo** - This field holds the place to add logos

**Note:** The recommended image/logo size for this section is:
The minimum image size - 300px*370px
The maximum image size - 680px*840px
Section Menu

**Note**: Add the below-given shortcode to display the menu for the local section.

```
[section_menu]
```

To add, update the menu items follow the below steps.

1. Log in to the Admin dashboard.
2. From the left navigation menu, select Appearance, and click Menus.

3. There would be a list of all the menu names associated with the specific sections. Select the desired option from the drop-down and hit the Select button.

4. You will see the related menu on the website Local Section Page that has been selected.
Add a New Menu Tab

1. Select the desired menu (Local Section Menu) to add a new menu item.
2. In the left panel, under **Add Menu Items** use the **Custom Links** option. Add the menu item's name and the URL if you want it to be linked to any page/post.
   - **URL** - Copy and paste the desired page/post URL here.
   - **Link Text** - The name of the menu tab will come here.
3. If you don't want to link the menu then place “#” in the URL field.
4. Click on the **Add Menu** button and the new tab will be placed at the bottom of the menu structure.
5. Make sure to drag and drop the menu to the desired position. To prevent any menu styling disruptions, your new menu item should be placed below any submenu tabs.
Note: Make sure to position the main menu tab in front of the submenus and to add the submenu under it. For maintaining Hierarchy.
6. After positioning the menu, click on the **Save Menu** to enable the advanced Mega-menu feature. By default, it is disabled for the new menu (displays a gray color).

7. Next, decide what layout you would like for your menu. Here, we have used the **Mega Menu - Grid Layout**.

8. By default, a single column is added. You can add 3 more columns to the main menu by clicking on the **+ Column** button. Make sure to keep the required number of columns only.
9. You can select a widget from the drop-down to be added to the columns. There are various widgets available to add to the panel such as Images, Videos, Custom HTML, Categories, etc.

10. You can also adjust the columns’ width for a row by clicking on the arrow to contract or expand a column.
11. **Settings Tab**: Navigate to the **Settings** tab in the left column. Set the **Icon position** to the **Left**. This is optional.
12. Click **Save changes** to update mega menu tab settings.
13. To prevent the column name from appearing on the website, click on the **Mega Menu** link for the column, and then hit the **Settings** link. Check the **Hide Text, Hide Arrow, Disable Link** checkboxes and click on the **Save Changes** button.
14. Close the tab and once again click on **Save Menu** to publish your changes.
Edit the Main Menu Item

1. Select the main menu option to edit the menu item.
2. To update the name/URL of the menu, click on the drop-down arrow of the menu item.
   a. **URL**: Copy and paste the desired page/post URL here.
   b. **Navigation Label**: You can update the current menu name.
   c. **CSS**: Leave this as blank
   d. **Move**: Do not use this move option for main menu items
   e. **Remove**: Click here to remove the menu item
   f. **Cancel**: Click here to dismiss the changes made to the menu item

![Membership Types sub item]

- **Navigation Label**: Membership Types
- **CSS Classes (optional)**: 
- **Move**: Up one  Down one  Out from under Column 1  Under Membership Details
- **Original**: Membership Types
- **Remove** | **Cancel**

3. Click on the **Save Menu** button after all the updates are completed.
1. Mark the Page/Post/Event/Awards/Award Winners you want to add to the Menu from the left menu sidebar and click on the “Add to Menu” button.

2. If you want to add a Custom Link, provide the navigation link under “URL” and title under “Navigation Label”.

Sed quia consequuntur magni dolores eos quia
**Note:** The main purpose of using a custom link is to link URLs from different websites. You can always add your internal links as well.

3. Once the menu is added drag and drop it under the desired Main menu tab.

4. After positioning the menu, click on **Save Menu** to enable the advanced Mega-menu feature. By default, it is disabled for the new menu (displays a gray color). The **Save Menu** button allows you to rearrange the added submenu to a column using the Megamenu.

5. After saving the menu, the mega menu option is enabled and displayed as blue. Next, hover over the added Menu tab and click Mega Menu to edit.

6. Once the Mega menu is enabled for the Submenus select the main menu to assign the submenu to its desired column. Click on the **Menu** button to update the main menu tab.

7. Click the **Save Menu** button to save the changes.
Note: We recommend hiding any menu item rather than removing it from the menu. You just need to add `hide` in the **CSS classes** field.

From the left navigation menu, select **Pages** and click **All pages** to edit existing pages or **Add New** to add a new page.

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**Page Edits**

- Adding a New Page
  - Add Page Title
  - Selecting the Page Editor
  - Adding Element
  - Page Attributes
  - Featured Image (Banner)
  - Publish
  - Templates
- CTA buttons and Links
- Tabs
- Accordions
- Row of cards with Images and without Images
- Row of Advertisements
- Embed a YouTube Video

Or
Visit the page you want to edit in the front-end and click on **Edit Page** from the top Admin menu bar.

The **Edit Page** option takes you to the backend editor and the **Edit with WPBakery Page Builder** will open the front-end editor for you.

**Backend Editor**

Our extensive CWEA Technical Certification Program is built around your major career milestones, serving as a roadmap to achieving your professional goals. Trusted by more than 6,000 wastewater professionals across California, CWEA's certification program provides assurance of professional competency, training, and safe work practices.

**WPBakery Page Builder**
Once the changes are done click on the Update button. Select the cross “X” icon to close the editor.

For creating a new page, Hover over + New in the admin menu bar and select the Page.

Adding a New Page

1. To add a new page, hover your cursor over the Pages menu option in the left-hand navigation menu and in the fly-out menu, click the Add New link.
2. Alternatively, click the Pages menu option and then click the Add New link underneath, or the Add New button at the top of the page.
3. You will be presented with a page similar to the image below.
Add Page Title

Here you can add a Page title that you are creating to add content to a page element.

Note: If you are updating a page title of an existing page, just make sure to update the permalink as well.

Selecting the Page Editor

When you select any Page/Post click on the **Backend Editor/Frontend Editor** to enable WP bakery builder if **Classic editor** is selected by default.
Adding Element

After selecting a Page or Post to edit Click on **Add Element** or + to add a new WP element.

![WPBakery Page Builder](image)

**Note:** The User can start directly adding content to the page by clicking on the **Add Text Block** button.

You will have many WP elements to choose from the WP bakery builder or you can visit the fusionSpan tab for our custom module.
Publish

It is used to set visibility for the page or push the change to the web page.

1. **Save Draft**: By default, the Status is set to Draft when you simply click Save Draft.
2. **Preview**: To view current changes made to the page.
3. **Status: Pending review**: the draft is waiting for review by an editor prior to publication.
4. **Visibility:**
   a. **Public** is the default and means the page is viewable to all.
   b. **Private** hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your WordPress blog.
   c. **Password Protected** allows you to assign a password to your page. Only people who have the password will be able to access the page.

5. **Publish Immediately:** By default, the status is set to Publish immediately or you can schedule a date and time for publishing the page.

6. **Publish:** To publish changes immediately to the web page.

**Page Attributes**

Page attributes are used to assign a parent page to a child and assigning a custom Page template to a particular page. Leave order to 0 (zero). Here we are using the below templates:

- Local Sec. Full Width Template
Note: Please see the bottom section for more information on Templates used on the website.

<table>
<thead>
<tr>
<th>Page Attributes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent</td>
<td>(no parent)</td>
</tr>
<tr>
<td>Template</td>
<td>Local Sec. Full Width Template</td>
</tr>
<tr>
<td>Order</td>
<td>0</td>
</tr>
</tbody>
</table>

Need help? Use the Help tab above the screen title.

Categories

Select the same category as the Local Section for which the page is being built to show the relevant content.

<table>
<thead>
<tr>
<th>Categories</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All Categories</td>
<td>Most Used</td>
</tr>
<tr>
<td>Select / Deselect All</td>
<td></td>
</tr>
<tr>
<td>San Francisco Bay</td>
<td></td>
</tr>
<tr>
<td>Announcements</td>
<td></td>
</tr>
<tr>
<td>CA Water Pros</td>
<td></td>
</tr>
<tr>
<td>Career Success</td>
<td></td>
</tr>
<tr>
<td>Central San Joaquin</td>
<td></td>
</tr>
<tr>
<td>Certifications</td>
<td></td>
</tr>
</tbody>
</table>

+ Add New Category

CTA buttons and Links

To add a button to the web page use the class "button-with-arrow" in the anchor tags as shown below.
Tabs

Add the below code to the Visual Composer Module and a sample Tabs would be added for you with an empty space of 40 pixels below and above the Tabs. You can then go in and update the content as needed. You can also add more tab sections. To do so click on the + icon and it will add a new tab. Click on the pencil icon to edit the name of the tab.

Tab 2


Tab 3
There are two ways to display tabs on the site. One with orange tabs and the other one is the basic one.

Basic Tabs

Once the tab element is added to the page, click on the pencil icon to edit the tab. On the tab settings pop-up from the Style drop-down select Classic. Save your changes. This will add a basic tab for you.
Custom Tabs

Once the tab element is added to the page, click on the pencil icon to edit the tab. On the tab settings pop-up, from the Style drop-down, select Modern option. Save your changes. This will add a
Accordions

Add the below code to the Visual Composer Module and a sample Accordion would be added for you with an empty space of 40 pixels below the Accordion. You can then go in and update the content as needed. You can also add more Accordion sections. To do so click on the + icon and it will add a new tab. Click on the pencil icon to edit the name of the Accordion section title.
once the accordion element is added to the page, click on the pencil icon to edit the accordion. on the accordion settings pop-up, from the style drop-down, select modern option. save your changes. this will add a accordion for you.
Embed a YouTube Video

To add a YouTube video to a page/post use the below code snippet. The height and width of the video could be managed as required.

```html
<iframe width="" height="" frameborder="0" allowfullscreen="allowfullscreen"></iframe>
```

Make sure to add this code in the Text mode of the WYSIWYG editor.
We're using shortcodes to display the list of upcoming events and the full list of the Local Section members.

The shortcodes for the events and the buttons:

**Events**-> `[FS_UPCOMMING_EVENT]`

**Buttons**-> `[SeeSecBtn WebKey="f69d748f-cc81-43cd-b49b-cac859d29edf"]`

This WebKey value will differ from section to section to display the relevant section events.

**For the LS Member List**-> `[wearebringing]`
Follow the link below to view a full list of our Local section members!

JOIN THE WASTEWATER COMMUNITY

Join/Renew › Log-In ›

SEE ALL ›

To update this part of the page, scroll to the *We Are Bringing Wastewater* section on the top. Below listed fields should be filled as desired.

- **Background Image** - Add the image in this field
- **Headline** - The headline title should be entered here
- **Value Proposition Text** - Add the
- **Horizontal Links** - The links above the See All button would come here
- **Button Text** - The blue button text should be entered here
- **Button URL** - The link to the button should be here

**Note:** The Advertisement, Facebook Section, and the Local Water Jobs sections are dynamic.
fusionSpan Modules

Blue Text Module

- **Background Image** - Add the background image here
- **Description** - Place the text you wish to add to the image to be displayed

Add the background image with the title and description as needed. Use the below code style to add the orange-colored letter ‘O’

```
sponsors value proposition[sun-icon]
```

**Blue Text Module Settings**

Background Image

![Background Image](image-url)

Description

```
sponsors value proposition[sun-icon]
```

*visit our sponsors*
Board of Directors

Award Winners

Board of Directors (BOD)

To list the Board of Directors, use the below short-code to list the local section-specific BOD. The key values will be different for all the sections.

[BOARDOFDIRECTORS key='d4029353-246d-450c-83f1-4870e552c4b9']

Page Attributes

1. Make sure to add the Parent page for the respective local section. For instance use the San Francisco Bay parent page for the San Francisco Bay Section local section.
2. Also, select the category as well for the respective local section.

Award Winners

Use the below shortcode to display the related Award Winners of the section. It will show the current year's winners.

[AWARDWGBONLS lsname=""]
Shortcodes

Below is the list of all the shortcodes being used for the Local Section Pages.

[section_menu]

[wearebringing]

[FS_UPCOMMING_EVENT]

[SeeSecBtn WebKey="f69d748f-cc81-43cd-b49b-cac859d29edf"]
Note - We would recommend cloning the local section homepage for creating other section homepages as we have used some CSS classes to maintain the user-interface.
Image Dimensions

Home Page: (Width & Height) all dimensions are in pixels

1. Header Logo: Width: 300PX * Height: 370PX
2. Featured Event: Width: 540PX * Height: 350PX
3. Upcoming Events: Width: 890PX * Height: 760PX
4. Advertisement: Width: 360PX * Height: 700PX
5. Value Proposition/Blue Banner: Width: 1500PX & Height: 325PX
6. Featured Event: Width: 540PX * Height: 350PX
7. Footer Logo: Width: 170 PX & Height: 75 PX

Content Detail/Inner Page:

1. Header Logo: Width: 300PX * Height: 370PX
Sed quia consequuntur magni dolores eos quitar

Nemo enim ipsam voluptatem quia volupitas sit aspernatur aut odio aut fugit, sed quia consequuntur magni Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odio aut fugit, sed quia consequuntur magni Nemo enim ipsam voluptatem quia voluptas sit aspernatur.

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