

Wordpress Microsite Administrator Guide

PI & EComms Sub-Committee

Alcoholics Anonymous GB

A guide for editing Region and Intergroup Microsites

Table of Contents

Introduction and Scope	
Purpose of the Microsites (please read carefully before proceeding)	
Media Library	
Getting started	
Review the Microsite	
Logging on to your Microsite	5
Editing Microsite Pages	6
Access Region or Intergroup pages	6
Editing a Microsite Page	
Key Editorial Control Elements identified	
Common CMS Editing Features	
Text Editing Section	
Text Formatting Tools	
Adding HyperLinks to a page Steps to create a HyperLink	
Link Style	
Link Icon	
The Intergroup or Region Home Page Intergroup or Region Events	
Additional Microsite Pages	17
Flexible Content 1 – Image with Text	
Flexible Content 2 – Intergroup/Region Contacts Page	
Flexible Content 3 – Accordion Page	20
Flexible Content 4 – Text Page	
Flexible Content 5 – Image Only page	22
Miscellaneous	23
Hints and Tips	23
Do's and Dont's	23
Troubleshooting	
Document Version Control	

Introduction and Scope

A new Wordpress Website for Alcoholics Anonymous GB was launched in May 2024 to replace the previous website on the SilverInk platform. The new site maintains the provision of Regional and Intergroup Microsites where information specific to an Intergroup or Region can be published to facilitate communication between these service entities and members of the Fellowship. The Wordpress platform includes a comprehensive Content Management System (CMS). This is a tool that makes It easy to manage important aspects of your Microsite - like content- without needing to know anything about programming. This makes managing a Microsite accessible to anyone with a general knowledge of digital technology and applications such as word processing.

This guide is intended for members of either a Region or an Intergroup who have been appointed as a Microsite Administrator

Purpose of the Microsites (please read carefully before proceeding)

The intent for Microsites is to provide a space for a Region or Intergroup to make service information available to members of the Fellowship. Examples of information which may be displayed include listing the @aamail.org email address for Liaison Officers, Service opportunities at Intergroup or Region, updating the dates, times and location for Service Meetings or any other information directly relating to a particular Region or Intergroup.

Region sites can be reached from the AAGB website Home page by navigating to the Members page and then selecting Region Pages, or directly using the URL - <u>https://www.alcoholics-anonymous.org.uk/regions/</u>

The Region Microsite page lists all sixteen Regions as well as a section for the four National Conventions. Selecting a Regional Microsite will take you to the Home page for that Region where you can access Region specific information or navigate through to any of the Intergroup Microsites that are associated with that Region. In some cases, an Intergroup may prefer to direct visitors to a separate website rather than use the Microsite facility. If this is the case, visitors will be directed away from the AAGB website.

Regions and Intergroups have the autonomy to create content to suit their needs. However, please keep the AA Traditions in minds when creating pages and content for your Microsite. It is suggested that Microsite Pages contain information specific to the Region or Intergroup rather than duplicate information which is already available elsewhere on the AA GB Website. Also keep in mind that personally identifiable information such as names, phone numbers or personal email addresses should not be published on a public facing Microsite.

Although a Microsite is public facing, it is highly improbable that people new to AA will "find" your Microsite when looking for support to stop drinking. Therefore, investing time and effort into creating and posting messages directed toward still suffering alcoholics is unlikely to find an audience. Therefore, it is suggested that Microsite content is tailored for existing members of the Fellowship and those doing service at Intergroup and Region.

Another thing to keep in mind is that information should be concise and as brief as possible. Complex pages with multiple text boxes, images or mixed content will make the pages unwieldy to view and difficult to navigate. Also keep in mind that most of the Microsite visitors will use a mobile device. This makes keeping page information succinct and accessible on a smaller screen even more important.

Media Library

Each Microsite is provided with a media library where you can upload images, documents and graphic files for use on pages in the Microsite.

IMPORTANT: As a Microsite Admin, you are unable to remove/delete images from the library. Therefore, it is important to make sure the Media Library does not grow too large. A large Media Library will impact the performance of the Microsite.

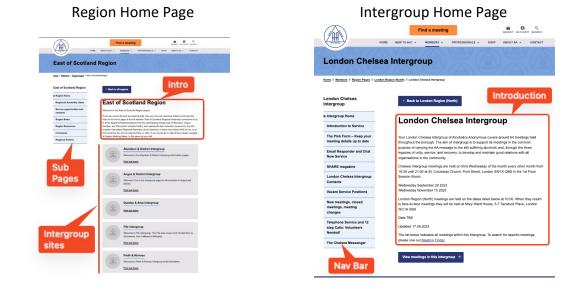
There are some important things to keep in mind when adding files to the Media Library

- Image files should be JPEG or PNG format
- Documents should be in PDF format
- The maximum file size is 2 MB
- The maximum image dimensions should be 1600 x 1200 pixels
- Image resolution should be 300 dpi

Getting started

Review the Microsite

It is a good idea to review the current Microsite to familiarise yourself with the contents and structure. The Microsite will have a Homepage and one or more sub-pages. Examples of a Regional Microsite page and Intergroup Microsite page are shown below:



The Microsite Homepage serves as an introduction to your Region / Intergroup. Some information is automatically displayed. For Regional Microsites, the Home page lists each

Intergroup affiliated with the Region. There is a navigation bar on the left of the page which allows you to navigate through additional Region-specific sub-pages.

Selecting an Intergroup from the Region page will take you through to the default page for that Intergroup.

This page is an introduction page for the Intergroup and lists Intergroup specific sub-pages in the Navigation bar on the left-hand side of the page. Located below the introduction is a link to all the AA meetings affiliated with the Intergroup. Clicking on the link brings the meeting tiles to view. This list of Intergroup meetings can also be downloaded as a printable PDF list

Navigate around the Homepage and subpages to familiarise yourself with the contents of each page. Check the accuracy of the existing information presented to you. Note any details which are out-of-date and require updating and/or amendment.

If you are new to the role of Microsite Administrator, your Intergroup / Region and outgoing ECLO / RECLO should be able to give you a brief on how the Microsite has been used and any developments envisaged for the Microsite in future. If the service post has been vacant, it may be useful to speak to the Chair and/or Secretary of the Intergroup / Region to get an understanding of what content they may want to see on the Microsite.

Logging on to your Microsite

Once you are familiar with the details and layout of the microsite, it's time to log-in.

The URL for the Microsite Content Management system, is :- <u>https://www.alcoholics-anonymous.org.uk/wp-login.php</u>

Secure access to each Microsite is managed through the provision of a Microsite Manager account on the AA GB website. This will include a username and unique password. The username should be an @aamail.org service email address and, where possible, it is recommended that the Region or Intergroup ECLO email address is used for the Microsite Manager account. This promotes continuity and makes account management much easier.

Log in credentials may have been passed to you from the previous Microsite Manager. If so, please change the password as soon as possible when you have rotated into the Service Post. This is recommended as best practice to maintain site security following service post rotation.

If you have the username and password, you can change the password by following these steps

- 1. Login to the Wordpress CMS
- 2. From the left-side menu, select Profile
- 3. On the Profile page, scroll down until you find the Account Management section
- 4. Select Set New Password

Account Management			
New Password	Set New Password		
	13%X3d*RBSYEj3gh8*)ou#Ey	💅 Hide	Cancel
	Strong	 	

Enter your new password, or select the automatically generated password (Please remember, that your Microsite Security is only as good as your password strength) At the bottom of the Profile Page, select Update Profile to save your new password Make a note of your new password and use it next time you sign in to the Wordpress CMS

You are now logged out.	
Username or Email Addres	s
Password	۲
I'm not a robot	reCAPTCHA Privacy - Terms
C Remember Me	Log In
Lost your password?	
← Go to Alcoholics Anonymo	bus

If you have the @aamail.org email address without a password, you can reset the password from the log in page by clicking on the "Lost your password?" link below the log in box. This will send an email to the mailbox associated to your service email address. Please make sure you have access to this mailbox before requesting a password reset.

Once you have a valid username and password, you can log in successfully by entering your log in credentials and completing a standard security "Captcha".

If you haven't been passed the necessary Microsite login credentials, you can request them from the Helpdesk link on the AA GB Website: https://www.alcoholics-

anonymous.org.uk/members/helpdesk/. Choose the "Other ordion

Matters" in the selection accordion.

Editing Microsite Pages

Access Region or Intergroup pages

Your user account will give you CMS permissions to access just your Region/Intergroup pages – select whichever is appropriate.

(Guidance from this point will focus working with an Intergroup Microsite but the steps are the same for a Regional Microsite also.)

Alcoholics Anonymou	s + New				Tim	B Microsite 📃
🖄 Dashboard	Profile					Help *
9] Media	Personal Options					
ntergroups	Admin Colour Scheme	Default	O Light	O Modern	O Blue	
🛃 Profile						
Collapse menu		O Coffee	O Ectoplasm	O Midnight	O Ocean	
		 Sunrise 				
		- Sumse				
		G a b b b b b b b b b b				
	Toolbar	Show toolbar when viewing site				
	Language 🕼	Site Default				
	Name					
	Username	timbarker	Usernames cannot be changed.			
	First Name	Tim				
	Last Name	Barker				
	Nickname (required)	Timbarker Microsite				
	Display name publicly as	Tim B Microsite 🗸				
	Oceant Info					

In the top left-hand corner of the account screen, you will see the option labelled 'Alcoholics Anonymous'.

When viewing a web page clicking on this link will allow you to select your '*Dashboard*'. When in Edit Mode clicking on the '*Alcoholics Anonymous*' will give you the option to visit the Website or go straight to the AA Shop

Your 'Dashboard' link is also used to access the pages for your Intergroup and/or Region Microsite, depending on the permission that have been assigned to your account.

😤 Alcoholics Anonymou	is + New	
🚯 Dashboard 🔹	Dashboard	
Home	Activity A V	
9] Media		
🚠 Intergroups	All Intergroup Pages	
Q Regions	Add New	
🛓 Profile		
Collapse menu		

Select the *All Intergroup Pages* to see a list of all the pages for your Intergroup. The Existing microsite pages will be displayed as a list with the Homepage at the top of the list.

Alcoholics Anonymous	: + New
🍪 Dashboard	Intergroup Pages Add New
97 Media	All (378) Mine (8) Published (375) Drafts (3) Bin (3)
🚠 Intergroups	Bulk actions ~ Apply All dates Filter
All Intergroup Pages	□ Title \$
Add New	Bristol and District Intergroup
Q Regions	Edit Quick Edit Bin View
👗 Profile	Image with Text
Collapse menu	Intergroup Contacts Page
	— Accordian Page Test
	— Image and Text Page Test
	— Text Page Test
	— Image only Page Test
	South Midlands Intergroup
	🗋 Title ≑
	Bulk actions ~

Selecting the page name, or the Edit link below the page name will open the page in Edit mode so you can make changes. The Bin option is used to delete a page.

However, this delete option is **NOT** available for a standard Microsite Manager.

If you need to delete a page, please contact Helpdesk on the AA GB Website:

https://www.alcoholicsanonymous.org.uk/members/helpdesk/

Choose the "Other Matters" in the selection accordion.

The Quick Edit function

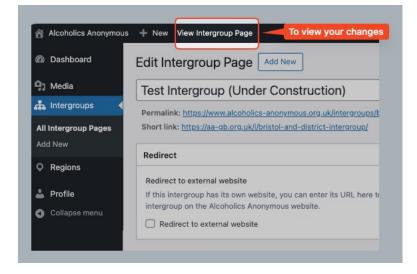
Intergroup	Pages Add New		
All (378) Min	e (8) Published (375) Drafts (3) Bin (3)		
Bulk actions	Apply All dates Filter		
🗌 TRIE 🗘			
QUICK EDIT			
Title	Bristol and District Intergroup	Order	0
Slug	bristol-and-district-intergroup	1	
Date	09-Sep v 18, 2023 # 09 38		
Password	-CR- D Private		
Update	Cancel		

The *Quick Edit* link allows you simple access to high level information on the page. In practice, editing the page title is the most common information to edit here.

You can also update the value in the *Page Order* box. The value set in this control manages the hierarchy of the pages listed in the Microsite. The homepage should always have the Order entry of zero (0). More information on the Page Order control is available below. Selecting *Edit* mode will open the microsite page and give you editorial access to all the components of the page.

As a Content Management System (CMS) Wordpress is extremely flexible and accessible. It is recommended to use the default settings for page attributes and elements until you are comfortable with how the CMS works. Most of the components you see on a page are configurable in one or more ways. As a rule of thumb, when editing a Microsite page, it is suggested that making small incremental changes and checking the result, before moving on to the next action, is the recommended approach as this reduces the potential for editorial mishaps which may then require rework.

Each time you make a change, click on the Update button in the Publish Control to save your change and make it visible on the Microsite page. You can then view your change by selecting the 'View Intergroup Page' at the top left of the Edit screen.



To switch back to the Edit page, click on the 'Edit Intergroup Page' in the same location.



Editing a Microsite Page

The general layout of the Edit Mode is shown below. The editable elements are in the body of the page, in this case a simple Text Box. Additional Control elements are listed down the righthand side of the page.

Key Editorial Control Elements identified

This image shows the main page control elements. The Controls are described in more detail below.

Alcoholics Anonymous	k New View Intergroup Page		Tim 8 Microsite 🔝
Dashboard	Edit Intergroup Page Latram		Screen Options *
9) Media	Test Intergroup (Under Construction)	Publish	~ ¥ *
👍 Intergroups 🛛 🔸	Permaliski: https://www.alcoholics-anonymous.org.uk/intergroups/bristol-and-district-intergroups/	ſ	Preview Changes
All Intergroup Pages	Bowr Tak transformation and distribution of distributions of	Status Published	
Q Regions	nearest 1. Publish	Visibility: Public E	<u>181</u>
		Published on: 18 S 09:38 Edit	ieptember 2023 at
Collapse menu	Refrect to external website	Exclude from Sean	
		Modified on: 19 May 2 Modified by: <u>Tim Bark</u>	
	Pitubia content A V A		Update
	Facilitie context Use 11 Value	Move to Bin	Update
	3 Text 2. Page	Intergroup Page Attributes	~ ~ *
	Nation Attributes Control Control	Parent	
	This is a Sub-Neading	(no parent)	~
	Ted Vilae Ted	Örder D	
	Propuls * B I E E 4 of X E	Featured image	A ¥ *
	- B 2 B 2 C 4 C 4 C 4 C 4 C 4 C 4 C 4 C 4 C 4 C		
	The Test Intergroup covers the city of Test and its surroundings from North Test in the North to South Test in the South and from the shores of the Estuary in the West to the southern limit of Hills in the Estu Control of the Southern limit of Hills in the Estu gravita, risk or conversite and spicering will. In sit amet or opelentessa, malescada freus a, convalite dam, Soi di sagien at ex convalits dam, Soi di southern limit of Hills in the Estu gravita, risk or conversite and spicering will. In sit amet or opelentessa, malescada freus a, convalite dam, Soi di sagien at ex convalite dam, Soi di southern limit of Hills in the Estu gravita, risk or conversite davita of those on the south and freus a, conversite dam, Soi di sagien at ex convalite dam, Soi di southern limit of Hills in the Estu Gravita, risk or conversite davita davit freus on conscription. Soi di southern limit conversite davita davita davita davita davita davita davita davita structure of the Southern limit conversite davita	Click the image to edit Remove featured image	
	Add Section	Excerpt	~ ~ *
	4. Except Control	Bristol and District I centred on the City Excerpts are optional I summaries of your cor- used in your theme. Ig manual excerpts.	of Bristol
	5. Region Control	Region Region Select the region that belongs to.	
	6. API Meetings Control	API Intergroup record fro BINSTOL & DISTRIC	~ ~ *

1. **Publish control** – this control manages visibility of the page and the publication of changes

Publish ^ V	 Preview Changes – a user view of the page
Preview Changes	 Status: should be Published – the page is available
Status: Published Edit	• Visibility: should be Public – page is visible to all visitors
Visibility: Public Edit	 Published on: Date of original publication
m Published on: 18 September 2023 at	 Modified on: Date of the last change to the page
09:38 <u>Edit</u>	 Modified by: Last person to update the page
Exclude from SearchWP Modified on: 28 April 2024 at 13:44	Move to Bin: option not available for Microsite Users
Modified by: Tim B Microsite	• Update Button – this will publish any changes you make so they
Move to Bin Update	are viewable on the Microsite page

It is possible to use the Publish Control to put the page into Draft mode whilst you are editing it but this is not necessary.

2. **Page Attributes Control** – this important control manages the relationship of the page you are editing to the Microsite parent page. There are two elements:-

Intergroup Page Attributes	~ ~ *
Parent	
(no parent)	~
Order	
0	

Parent – sets the page directly above the page you are editing. The Parent selection dropdown for the **Intergroup Homepage** should always be left blank.

Subsequent Microsite pages should reference the relevant Intergroup

Order - Numeric values entered here control the hierarchy of the pages in the Microsite.

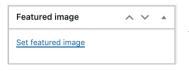
The Homepage for an Intergroup Microsite will always be the top level with an Order of 0 (zero). The position of subsequent pages in the structure is controlled by entering an increasing "Order" value. It is recommended to allocate order values to subsequent pages in increments of 10.

For example,

- Homepage = 0
- Page 1 = 10
- Page 2 = 20
- Etc

Changing the order value on a page will alter the hierarchy of pages within the Microsite.

3. **Featured Image control** – this allows you to select an image from the media library which will be displayed as a thumbnail on the Parent Region page



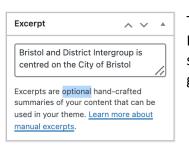


Click on the "Set Featured Image" link to select an image from the Microsite Image library. When an image is selected you can set the caption or description for the image

Once an image is selected, the image is displayed in the control. Clicking on the image will display any metadata which is associated with the image when it was uploaded to the Media Library

You can remove the Featured Image using the link in the Control

4. The Excerpt control – the Excerpt is a summary description of the Intergroup



The Excerpt control allows you to add a short description of the Intergroup which will be shown on the Region Home Page. It is suggested that the excerpt provides a description of the geographical area covered by the Intergroup.

5. The Region control

Region	^	\sim	
Region Select the region that this belongs to.	interg	roup	
South Midlands Region		×	•

This control links the Intergroup to the Parent Region. Make sure your Region is selected form the dropdown. You should not have to change this setting

6. The Meeting Link control

ΑΡΙ	~ ~	
Intergroup record from AF	р	
BRISTOL & DISTRICT IN	rergr ×	•

This control uses the built in Application Programming Interface (API) to link the Microsite to the meeting database and display the AA meetings in the Intergroup on the Microsite. This control should be set when the Microsite is created. If your meetings are not showing, select your Intergroup from the dropdown. Intergroups are sorted alphabetically.

Common CMS Editing Features

Text Editing Section

ble content	^
ble content	
the Add Section button to add text, images, and other flexible content sections.	
Text	+ 8
sading	
This is a Sub Heading	
st	Text Editor Options
Paragraph ▼ B I 🗄 ⊨ 44 d ^p 🗙 📰	
The Test Intergroup covers the city of Test and its surroundings from North Test in the North to South Test in the South and from the shore in the East	es of the Estuary in the West to the southern limit of Hills
Lorem ipsum dolor sit amet, consectetur adipiscing elit. In sit amet orci pellentesque, malesuada risus a, convallis diam. Sed id sapien at interdum felis tincidunt at. Fusce consectetur, justo vitae sodales gravida, nisl orci convallis tellus, vel placerat justo nulla quis tellus. Sed i placerat, vestibulum sem vitae, accumsan neque. Suspendisse neque nisl, lobortis sit amet semper nec, tristique in mi. Etiam nec lacinia	a sapien in nisl consectetur scelerisque. Sed eu arcu
Curabitur accumsan vel eros et pellentesque. Donec quis risus quis augue condimentum ullamcorper. Nunc congue vestibulum purus ut	obortis. Suspendisse lorem diam, efficitur vitae gravida
interdum, semper quis metus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Nam eget mi nec lacu	us porttitor scelerisque ut quis orci. Fusce vestibulum,
massa sed pellentesque condimentum, metus ante volutpat sapien, at hendrerit mi tortor id nisi.	

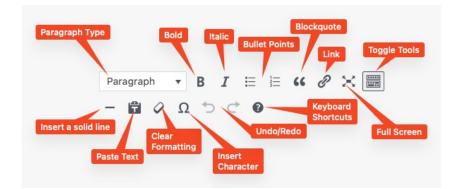
Creating and editing Text is carried using a CMS Text Editor. Two options are provided via the tabs at the top right of the Text Editor – 'Visual' and 'Text'

- The Visual tab provides a WYSIWYG (What You See Is What You Get) editor (like a word processor but more basic) entering text is fairly straightforward. You can do most normal word processor-type operations. It is recommended that you carry out most work on the Microsite using this WYSIWYG editor.
- The Text tab provides you with an HTML editor. HTML is one of the software languages used to create web pages and gives you full control of the page. CAUTION, if you don't know what you are doing DO NOT use the Source tab as changes can be difficult to undo/fix.

Text Formatting Tools

The Text Formatting Tools allow basic formatting of text added to the Text Box in the Visual tab. This set of tools is available wherever there is a Text Box within the Microsite.

The appearance of text in the CMS is controlled via <tags>. Wordpress provides 12 quicktags to format text for use in the Visual tab. These quicktags are identified in the screenshot below.



Adding HyperLinks to a page

Hyperlinks can be added to a Flexible Content depending on the type of content being added. Adding a HyperLink is done in the same way, regardless of where it sits.

Hyperlinks should be kept to a minimum to ensure simple navigation of the website Linking to a page that exists in the AAGB website is preferred

Linking to an external website should be done with care to ensure that AA Traditions are maintained

Links to an external website should be set to open in a separate browser tab (see below) A disclaimer should be added to an external link to clearly notify the person clicking on the link that they will be leaving the AAGB website.

Links Create the Link Create one or more but style links.	Link Style	Select Link Icon
Link	Style	Icon
1 Select Link	Default	✓ - Select - ✓
		Add Link

Steps to create a HyperLink

nsert/edit link	>
nter the destination URL	
URL https://www.aa.org	
Link Text AA World Service Website	
ick for Open link in a new tab	
r link to existing content	Descriptive Text
Search	Link to an existing page
No every term energified. Observice every literat	Childing page
No search term specified. Showing recent items. Image only Page Test	INTERGROUP PAGE
Text Page Test	INTERGROUP PAGE
Image and Text Page Test	INTERGROUP PAGE
Accordian Page Test	INTERGROUP PAGE
Intergroup Contacts Page	INTERGROUP PAGE
Image with Text	INTERGROUP PAGE
SMR Suggested guidelines for Regional Secretarie	s REGION PAGE
Regional Privacy Policy	REGION PAGE
	REGION PAGE
Officer Contact Details	

- 1. URL Add the URL for the link
- 2. Add a Description for the Link

3. External Links – tick this box to open the external link in a new Browser Tab

4. If linking to an existing page, select the page from this list.

Link Style

	Link	Style	Icon	
	AA World Service Website http	✓ Default	earth.sv	vg 🗸
1	s://www.aa.org Ø ×	Meeting Finder		(

The link style can have one of three settings

Default – displays a solid link button on the page.



AA World Service Website 🔇

Meeting Finder – should only be selected if an additional Meeting Finder button is required on the Microsite

Outline – Displays an outline link button on the page.

Link Icon

This allows a specific Icon to be selected to show on the link button

The Intergroup or Region Home Page

By Default, the Intergroup Homepage is a General Text page.

In Published Mode, the page looks like this:-



The Main Header is shown in two places on the page. The Main Header is also shown as the Intergroup Header on the Parent Region Page

Main text provides an Intergroup summary. It is recommended that the main text is limited to 2 or 3 paragraphs so that page length is kept to a readable length without requiring page scrolling.

In Edit Mode the page looks like this :-

		<u> </u>
E Deshboard	East Intergroup Page [www] Main Header	
9; Meda	Bristol and District Intergroup	
ch intergroups •		
Add New Q Regions	Renet	~ ~ ·
▲ Profile O Callapse menu	Advanced transmissionable 17 Min Interpret parks to non-ministra (k). Una to induce to that which is that which is there are the Astronomous website. Definition to an example and the	
	Padacoster	~ ~ .
	New Main Text box Year	Sect
	Bristol and District Intergroup covers the day of Bristal and its surroundings from Yate in the North to Weston Super Mare in the South and from the shores of the Severn Estuary in the West to the southern limit of South Goucesterbrie in the East	
	The list below indicates all meetings within this intergroup. To search for specific meetings, please use our <u>Meeting Finder</u>	
		d Section

Page Header - Each page should have a Page Header as this will show in the navigation bar for each Microsite.

The Page Header also allows you to search for that specific page, so it is useful to follow a consistent naming convention

Intergroup or Region Events

If your Intergroup or Region has an event entered in the AAGB Events Calendar, an Events page will automatically be created in your Intergroup or Region Microsite and the event(s) displayed. You do not need to make a separate entry for your event

Additional Microsite Pages

Each Microsite on the new Wordpress Website was initially populated with information migrated across the SilverInk CMS. The number of pages for each Microsite remained the same as at the time the data was migrated.

Updates carried out to the SilverInk Microsite after the data migration will not have been brought across and will need to be re-created. Please contact the Helpdesk on the AA GB Website: <u>https://www.alcoholics-anonymous.org.uk/members/helpdesk/</u> and choose the "Other Matters" in the selection accordion.

In the new Wordpress website, each Microsite can have a Homepage and maximum of 9 additional pages. Flexible content can be added to any of these additional pages and the range of content allows for information to be presented in a variety of ways. Typically, 5 or 6 additional pages should provide ample opportunity to present Region or Intergroup specific information.

The different flexible content options for additional pages are described in the following pages.

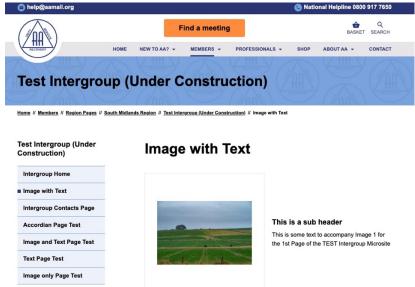
Flexible Content 1 – Image with Text

This page allows an image to be displayed on a page with some accompanying text.

- The Page Header is displayed in the Microsite Navigation bar
- The Heading can be used as the Title, or Sub-Header, for the image
- The Text Box can contain the body text relating to the image
- The Image is where the uploaded image is located.
- The image should be a minimum of 540 x 360 pixels and a maximum of 1600x 1200 pixels.
- Clicking on the image when uploaded allows you to add a caption or description for the image
- The Image Format control affects how the image is displayed on the page
- The Page Layout Control changes the order of the Text/Image

Edit Mode

Acoholics Aneryme	tus 🕂 New View Intergroup Page		Tin 8 Morosite
	Edit Intergroup Page Add New		Sowen Options *
9) Meda	Image with Text Page Header		Publish
th responses	Permaine: they been seen one commerces between and don't interprete the page test too		
All Intergroup Pages Add New	Fiexible content	A.X.	T Status Published Erm
Q Regions		~~·	(g) Validity Public (rm
A Polle	Pleakine sentent Use the Add Section button to add text, images, and other feekine content sections.		Published on: 3 April 2024 at 10-42 [01]
Calipse neru	1 Text alth image	+ # * ·	Exclude from SearchWP
	Page Sub-Header		Modified on: 6 May 2024 at 13:00
			Modified by: Tim B Microsite
		Text Formatting Controls	Move to Bin
	Image Must be at least 540 × 960 ps.	Net Tet	Intergroup Page
			Attributes ^ ~ *
	Uploaded Image	- 0 0 0 0 0 0	Parent
		This is some text to accompany image 1 for the 1st Page of the TEST Bristol Intergroup Microsite	Bristol and District Intergroup a V
		This is some text to accompany image 1 for the 1st Page of the TEST Dilator integroup Microsite	Order 10
	and a set of the set o		
			Featured image A V +
		Text Entry Block	Set featured image
	image Format control		Excerpt ~ ~ *
	Trage formed		
	O Gran to TE Pre bra	Internet	Excerpts are optional hand-orafted summaries of your content that can be used in your theme. Learn more about
	fealure to fit the whole image in the box	◯ Teet and and image right	manual excerpts.
	Line		
	Create one or more button style links.		
	LPK	Side Page Layout Control win	
		Add Line	
		Ail factor	



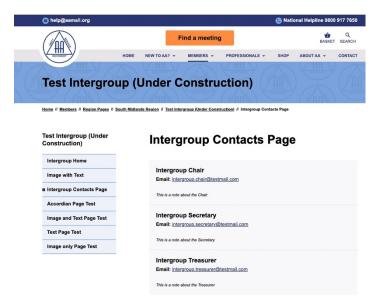
Flexible Content 2 – Intergroup/Region Contacts Page

The Contacts Page allows you to create a list of contact details for officers in Service Posts.

Additional Contact Details sections can be added for each service post. A brief explanatory note can be added for each entry. It is recommended to only use service emails and roles in this section i.e. Intergroup Chair - <u>intergroup.chair@aamail.org</u>. Phone numbers should not be displayed on this public facing page.

Edit Mode

Provide service Unit the Add Elements Index to address, every expert of the Toolsto context and the Section		Previo III Published (c) III Publis (c) III Publis (c) III Publis (c) III Publis (c) III Publis (c) IIII Publis (c) IIIII Publis (c) IIIIII IIIII Publis (c) IIIIII IIIIII IIIIII IIIIIII IIIIII		
hank handle An and Andre Market Andre Angel and Andre Andre Angel Andre		s: Published <u>CO</u> By Publis <u>CO</u> shed on: 4 April 202 de from SearchWP on: 5 May 2024 at T		
Note to the Second Seco		shed on: 4 April 202 de tron SearchWP or: 5 May 2024 at 1		
In the All beam label to the the Angle of the Hole source and the Contact Details section	Edit Country of the second se	de Irom SearchWP or: 5 May 2024 at 1		
S Create State Second State	N = + Ctubel Modified or Modified by Most to Sir	on: 5 May 2024 at 1		
Near a Mai	Modified by More to Bir			
Near a Max* (mynage Dari Deal addem (mynage addemained and Near (mynage addemained and means) (mynage addemained and means) Near a Max* (mynage addemained and means) Near a Max*	Moon to Bin	N: Tim B Microsite		
International Control	Intergroup			
Company Anaphanalian		p		
NN [This is not about to Dar] Second table	Attributes			
This is not adult to Dar Sensor Intel [®]	Parent			
Name at Male *		and District interg		
	Order 20			
Thrpsup Securary				
	Featured	image		
Enal address Telephone municer	Satisation	ed image		
Temperature contemporter contem				
This is a note about the Secretary Add a new Contact Section				
Name of Inde *				
Interpop Dissuer				
Enal address Telephone number	lance row			
Program Staature St	Θ			
Keta				
This is a note about the Tressurer				



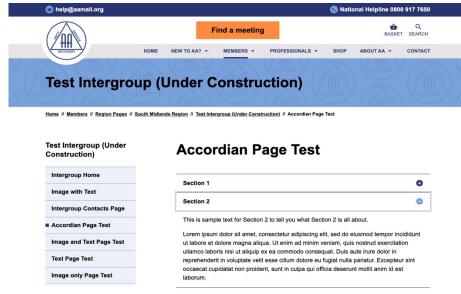
Flexible Content 3 – Accordion Page

The Accordion section is a fantastic way to display a variety of different information in an interesting way. The configuration of the items allows information to be displayed ondemand. This approach allows different sections of information to be displayed independently and helps keep the page succinct and easy to read, especially useful for pages with a lot of textual information.

- The display will show a visible item heading. Additional information is revealed by expanding the section to show the text box for that item.
- Multiple items can be added to the page
- Only one item can be expanded at a time

Edit Mode

Mergroup Page Internet Page Header				
andian Page Test				Publish
An inclusion of the section of the s				
de samant				1 Tala Patients
de sertert				· This is have a TAP
te Mit Bellen suter is all ter, inges, and other Belles carbon sectors.				10
Allower				Exclusion from Source
Codes				marked to 20.210
Item Heade			81	mainte
The author heading is always and the test had the heading is reveal the last portion and head	-			
Nan 1				Intergraph Page Starbules
-				Part
The bad context and any first are about where a contribution in the basility	t Formatting Controls			British and Destroy of
	c Pormatting Controls			0-be
• 7 • • • • • • • • ×				20
This is the first bullet in: Section 1				Featured image
This is the second bullet in Section 1				
	Harry & Tauk Days			Item 1
	Item 1 Text Box		9	7
(iii.+U				used is your During &
UND Optimal Software skyle links, skylespecifiketer file best contexts.				
Optional Surface style bits, stappinget balance the last content.	tow	10		
	Dulin	v [493.6]		
< a web lock while the lock of a	[unit	a) (most	-	
			467.74	
Tada,				
The section heading is always visible, clears at it is heading to reveal the test content and bits.				
The section heading is shown index (sees risk or the heading to sound the test statest part how. Tests J				
The sector heading is along video, can't disk or the heading to once the test content are from. Nam J				
The service handles is always radius, then init is to handle to over the fact and radius. Init is a service of any fille area always radius a service fact on the handles, The fact and any fille area always radius a service factor on the handles,				Item 2
The set of body at some value, such as the the body is used that a set of the set of th				Item 2
The service handles is always radius, then init is to handle to over the fact and radius. Init is a service of any fille area always radius a service fact on the handles, The fact and any fille area always radius a service factor on the handles,				Item 2
The spectra while, a map which was at it is forwardly a used to be a source stress . $\begin{array}{l} \hline \mbox{matrix}\\ $	Manufa Sana ang ang ang ang ang ang ang ang ang	ange a summi muya Da ka na karayan yawanara uga of sa da ta su yang yang ta paga sa sama		Item 2
To answer the large status within the large status the large status of the large stat	Manera datan maga angu, ti ann at nan untan, ya tanat anatakin atana kan ta			Item 2
The spectra while, a map which was at it is forwardly a used to be a source stress . $\begin{array}{l} \hline \mbox{matrix}\\ $		e gag a a sonal magel. So also a for to powerfor regard of an An An to top to power fragme an asser galler to		Item 2
The spectra while, a map which was at it is forwardly a used to be a source stress . $\begin{array}{l} \hline \mbox{matrix}\\ $	Malan ginan at dam naga angan ti ang at at at an anan san sa bada at anan dan san sa ka na	e dag a na unitati unaga. Da aki na kar nganyan traggina at me ikut kan u igat ak patar tangan de manangande u		Item 2
The spectra while, a map which was at it is forwardly a used to be a source stress . (and) $\begin{array}{c} \hline M & \\ \hline$	Mare e Mare e que a que des a como unas, sa vasa cantan ante a des des des	ang a na annah magal bia da na bar nganagat na agan at an dar han n igo shapara faqan at angan qabba		
The spectra while, a map which was at it is forwardly a used to be a source stress . (and) $\begin{array}{c} \hline M & \\ \hline$	alder af den reger alge 10 om af den velar, gå velar kantider allen i stor ve	daga a a unitali unigat. Da ab na dar requirement-sigan of an dat tain is type algoride fragman at unital regist		Item 2
The spectra while, a map which was at it is forwardly a used to be a source stress . (and) $\begin{array}{c} \hline M & \\ \hline$	Mar e dan e tain nge diga ti an a nin man, ya wake kanadar dan kan w	e daga ana penanta hangang banaké na data tanggangangan ang mang dan kata ang mang dapangan Pengana at mang dapang		Add a
The second seco		ange a success course the second s		Add a New
The set of				Add a
The second seco				Add a New
The set of				Add a New



Flexible Content 4 – Text Page

This is a simple page with a Text Box and a Text Header. It allows a block of text to be displayed with a simple heading.

Edit Mode

	Edit Mergrup Page Imme	Sower-Options *
2] Media	TextPage Text	Publish ^ V *
di terpinan 🕐		
		T Pres Balling
	Pedromet A V s	a vitro Patricia
	Padra senart	E Publiched on 20 April 2014 at 19-51
	Un the AME Buildin Statistics and Facility Charge, and other facilities.	10
	3 her	Exclude tran SearchWP
	hadig	Modified on: 5 May 2024 at 14 25
	many Constanting to the start Header	Modified by Tim & Miccoshe
		Montalin Lotan
	bi	
		intergroup Page A V * Attributes
	Prove 1 / E = 4 × × E Text Formatting Controls	boxi
	- 8 / 8 / 8 / 8	Bristol and District Intergroup V
	come to pure doicy at anex, convecteur adjancing ets in sit amer con peleretespya, mainsuada reus a, convelis dam. Sed id appen at ex convalits temps. Fuce whould trigits libers, ac interdum heis torodurt at Pusee consecteur, judo value sodeles genvita, nol oci convalits tella, y el piscerat judo nulla qui tellas. Sed a appen in nol consecteur polecerat, vestbulum	Order
	sem vitae, accumsan neque, Suspendisse neque nisi, lobortis sit amet semper nec, tradiqui en mi. Etam nec lacrina elit. Duis et taciliss dui, eget rhoncus mi.	90
	Text Box	Peatured image A V +
		Int hot out on any
		Ecept A Y +
	All has	Example an entired hand control
		summaries of your content that can be
		used in your themes taken more about District an orally

💽 help@aamail.org		💽 National Helpline 0800 917 7650
	Find a meeting	BASKET SEARCH
RECOVERY	HOME NEW TO AA? - MEMBERS - PROFESSIONA	ALS - SHOP ABOUT AA - CONTACT
Test Intergro	up (Under Construction)	
Home // Members // Region Pages //	South Midlands Region // Test Intergroup (Under Construction) // Text Pa	ige Test
Test Intergroup (Under Construction)	Text Page Test	
Intergroup Home	This is a heading for a	Text page
Image with Text	Lorem ipsum dolor sit amet, consectetur adipisci	
Intergroup Contacts Page	malesuada risus a, convallis diam. Sed id sapien at ex co libero, ac interdum felis tincidunt at. Fusce consectetur, ju	
Accordian Page Test	convallis tellus, vel placerat justo nulla quis tellus Sed eu arcu placerat, vestibulum sem vitae, acc	
Image and Text Page Test	sit amet semper nec, tristique in mi. Etiam nec la	acinia elit. Duis et facilisis dui, eget rhoncus mi.
Text Page Test		
Image only Page Test		

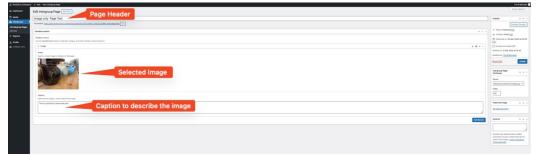
Flexible Content 5 – Image Only page

The Image Only page is a simple image page which allows presentation of an uploaded image.

Once uploaded, clicking on the image allows you to edit the image Title, Caption and Description.

There is also an [*Alt Text*] field associated with an image. You can use this to provide additional information for an image which improves accessibility for sight impaired visitors to your Microsite. The [*Alt Text*] is used by screen readers, which are browsers used by people with a visual impairment for example. These screen readers tell them what is on the image by reading the [*Alt Text*]

Edit Mode



Published Mode

Accordian Page Test Image and Text Page Test Text Page Test Image only Page Test





Miscellaneous

Hints and Tips

- If you cut and paste text from another document (i.e. a MS Word document or Google doc) or web page, the Wordpress formatting system may not be compatible and have unexpected results in the CMS editor. You can get round this by using the 'Clear Formatting' tool from the Text Formatting Toolbar
- Click on the Update button frequently, and especially if you are taking a break.
- Make small changes then Update and check the appearance of the change on the page before moving on to the next change.

Do's and Dont's

- DO Use JPEG's an PDF's when uploading files to the Media Library
- DO follow the Family Look to maintain a consistent appearance across the website ('Family Look Design Guidelines' can be found in the AAGB website Document Library)
- DO keep information on Microsite pages as succinct and brief as possible
- DO use a variety of Flexible Content to make the Microsite attractive and interesting to read

Troubleshooting

- If your Intergroup Microsite doesn't appear in your Region Page, make sure the correct Region is selected in the <u>Region Control</u> on your Intergroup Home Page
- If the order of your Microsite Pages is out of sync, check the Page Attributes Control
- If the button to display the list of meetings in your Intergroup is not visible, check the <u>API control</u>
- If a new page doesn't appear in your Microsite, check you have selected the appropriate Parent in the Intergroup <u>Page Attributes</u> control

Document Version Control

Title	Wordpress Microsite Administrator Guide						
Created By	Tim Barker	Tim Barker					
Date Created	1 st June 2024						
Maintained By	PI & EComms Sub Committee						
Version	Modified	Modifications Made	Date	Status			
Number	Ву		Modified				
1.0	Tim B	Initial Version	1/6/2024	Public			