Creating a Lodge Website, Part 3

Install and Configure WordPress

Introduction

This tutorial will guide you through the process of installing and configuring WordPress. After you have WordPress installed and configured, Part 4 of this tutorial will guide you through the process of customizing your Lodge's website and adding content to the site.

NOTE: If you Lodge already has a website you can install WordPress in a sub-directory and your current site will continue to display to your site visitors.

Install WrodPress

1. Use the URL from the email sent to you by HostGator to access the cPanel login screen.

NOTE: If you followed our instructions, this URL is also saved in your password file AND you bookmarked this page.

If you are using a web host other than HostGator, you need to log into your website administration back end and use the following steps as a guide. You should easily find an automatic installation for WordPress there.

2. Enter your **Username** and **Password** then click the **Log in** button. The **HostGator Control Panel** screen will display.
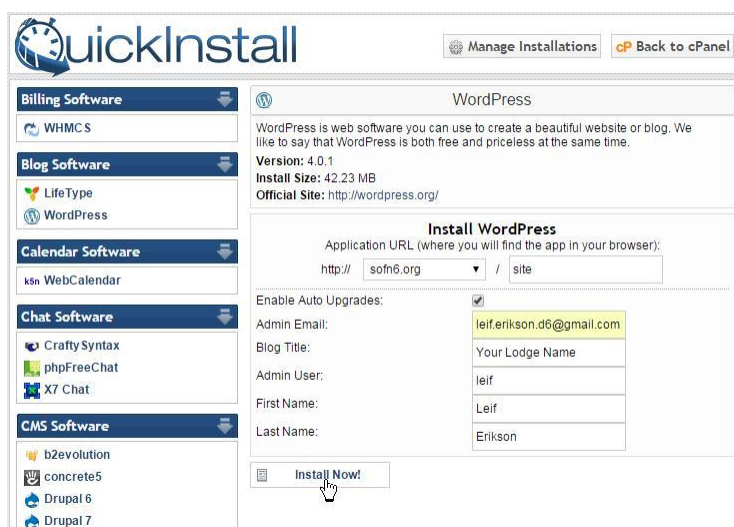
3. Click on the **Get Started With WordPress Today** icon. **The QuickInstall** screen will display.

4. Click the Continue button. The Install WordPress area will display.

TECHIE STUFF: WordPress can be installed in the Root directory of your website, but we recommend that you put it is a sub-directory. This will help you maintain your site if you decide to install other applications at some later date. It also helps confuse the 'bots (malicious software that prowls the web looking for weaknesses to exploit). **If you have an existing website**, installing WordPress in a sub-directory allows it to exist alongside that existing site so you can take as long as you need to full configure WordPress, but still have your existing site display to your visitors.

5. Enter `site` in the text field just to the right of the domain URL. Use your pseudo-person information for the **Admin Email**, **First Name**, and **Last Name**. Enter the name of your Lodge in the **Blog Title** filed, this will display as the upper line of the website banner. It can be changed later if you wish. You can use whatever name you want for the **Admin User** (DONOT use `Admin`, this is the WordPress

default, again we are trying to confuse the 'bots). This is the username you will use to log into the WordPress **Dashboard**. You will be doing this a lot, so keep it short. Click the **Install Now!** button. A **Congratulations!** message will display.
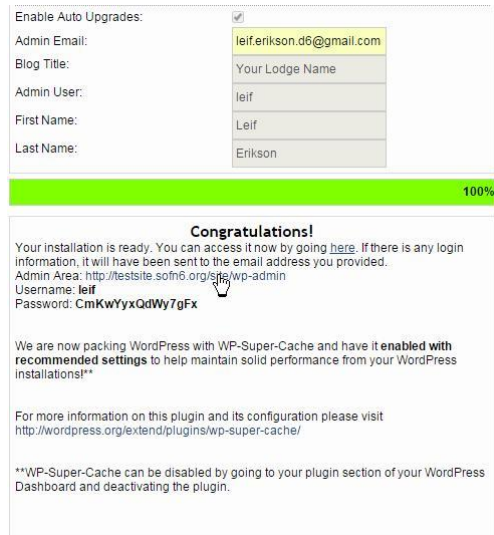
6. The installation automatically generates a strong password for you. Add the **Admin User** and this **Password** to you password file, NOW. Your password file should now look something like this:

Gmail

nordahl.grieg52@gmail.com   4#@Q^Mc2_   4 # @ QUEEN ^ MUSIC coffee 2 _

Facebook

nordahl.grieg52@gmail.com   j;q53VcpNZ^   jack ; queen 5 3 VISA coffee park NUT ZIP ^

GKG

nordahlgrieg   2S=p;w2dpS!   2 SKYPE = park ; walmart 2 drip park SKYPE !

HostGator

You can login to our billing system at http://gbclient.hostgator.com/login, using the email address we sent this email to, and the password jfMjfk9*=+yw

Shared Plan:	Hatchling
Your Control Panel:	https://gator4176.hostgator.com:1234
Username:	lerikson
Domain:	sofn6.org
Password:	n8jEK!AHkAqE
1st Nameserver:	ns8351.hostgator.com
2nd Nameserver:	ns8352.hostgator.com
Server IP:	108.167.133.32

WordPress

lief   CmKwYyxQdWy7gFx

7.   Click on the **Admin Area** link in the **Congratulations!** message. The WordPress login screen will display.

NOTE: The following URLs are now fully functional (substitute your actual domain name for *yourdomain.org* in the examples given):

http://*yourdomain.org*/site – the front end (what your visitor sees) of your WordPress site.

http://*yourdomain.org*/site/wp-admin – the WordPress login screen to log into the WordPress Dashboard

http://*yourdomain.org* – If this is a new installation, this will display the default getting started or under construction page provided by you web host. If you installed WordPress along side an existing website, this will display that existing site. When your site is ready for full public display, we will redirect this URL to display the front end of your WordPress site.

8.   Enter the administrator username and password in the appropriate fields and click the Log In button. The WordPress **Dashboard** will display. HostGator automatically installs three additional *Plugins* in addition to those included by WordPress itself. One of these is useful now, one may become useful to you later, and one is designed to sell you stuff that you do not need.
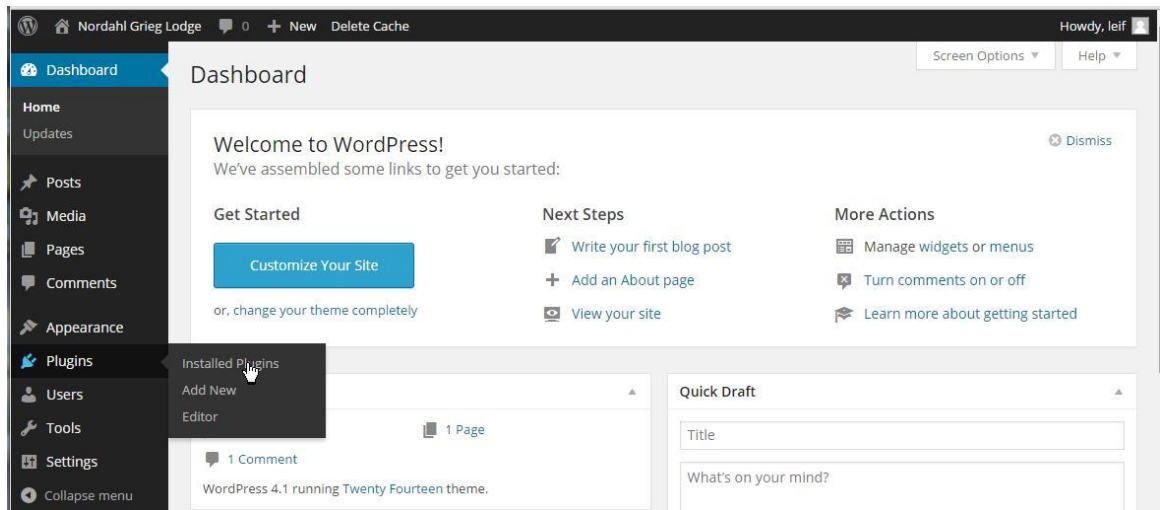
9.   Select **Plugins ➢ Installed Plugins** from the sidebar menu. The **Plugins** window is displayed. If the **Mojo Marketplace** and **jetpack by WordPress.com** plugins are not displayed here (likely if you are using a web host other than HostGator), skip to the **Configure WordPress** section of this tutorial.
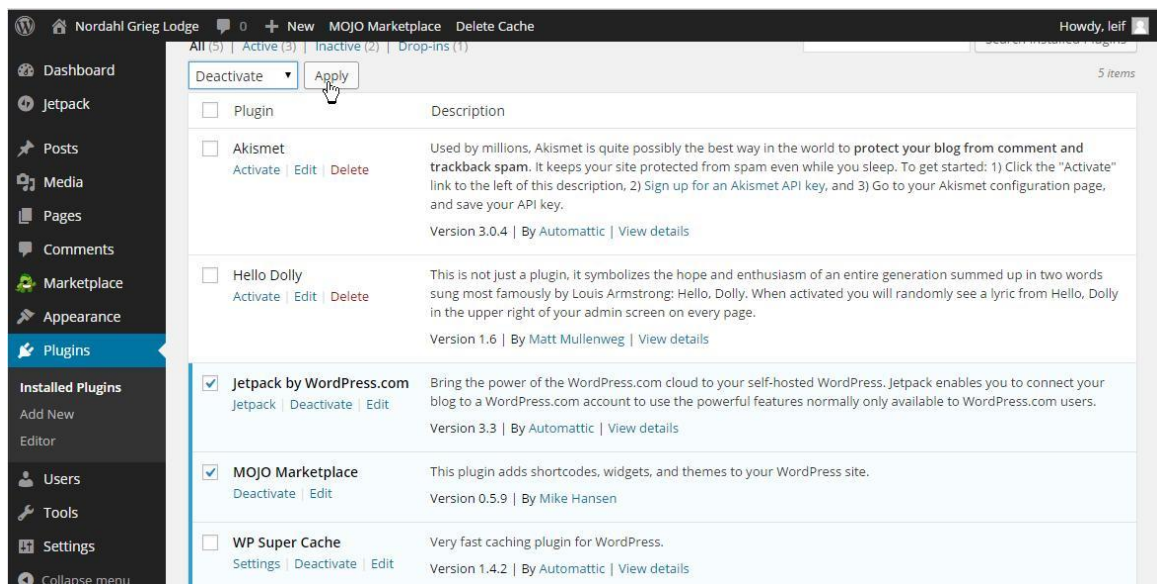
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10. Check the **Mojo Marketplace** and **jetpack by WordPress.com** plugins, select Deactivate from the Bulk Actions pull down menu, then click the Apply Button. The Plugins page will update showing that these two plugins are no longer active.
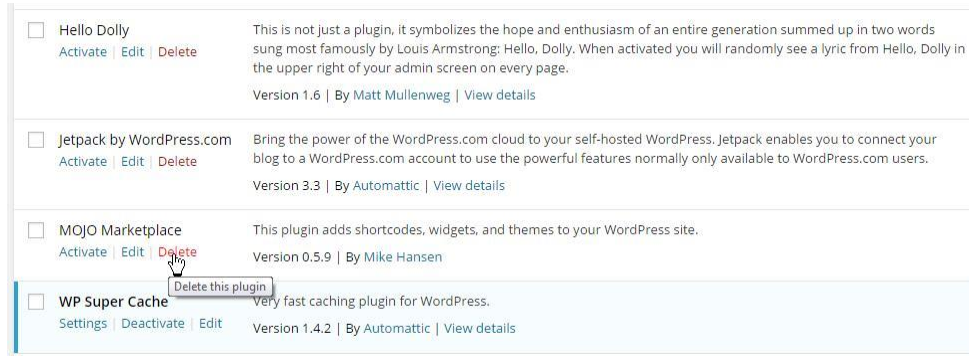
11. Click the word Delete below in the Mojo Marketplace plugin name. The Delete Plugin window will display.
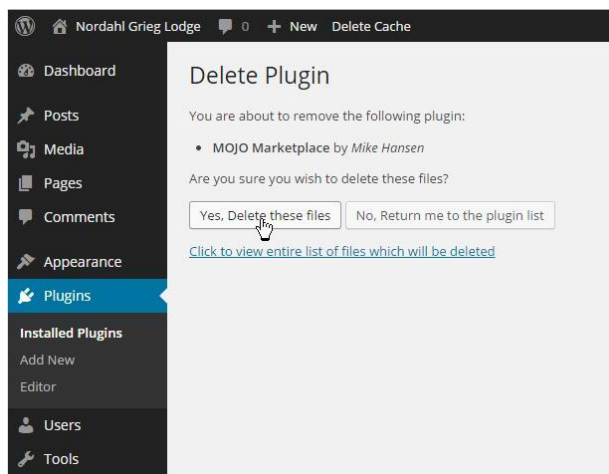
12. The Plugins page will update with the Mojo Marketplace plugin removed. It is also removed from the left-side menu and the top tool bar. Click on your Lodge name in the upper tool bar. The front end of your WordPress is displayed.
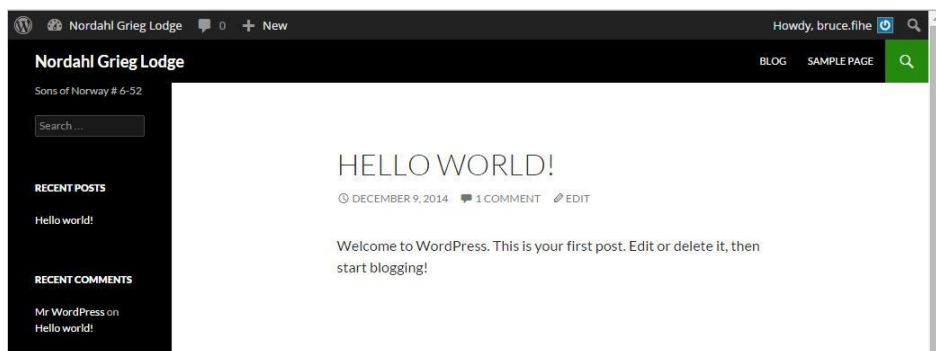
13.   Now is a good time to logout and take a break.

Move the cursor over the **Howdy, *username*** near the upper-right of the WordPress window then click **Log Out** from the dropdown menu. The Logged Out dialog box will be displayed.

Click on **Back to *Website Name*** at the bottom of this dialog box to return to the home page of your website. The website will be displayed as it will be seen by any visitor to your site.
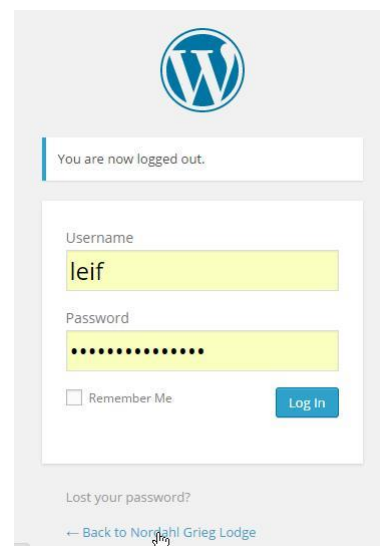
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Install the District Six Custom WordPress Theme

In order to complete this portion of the tutorial, you will need the District Six custom WordPress theme, **d62014**. You can download this theme from the District Six website (http://sofn6.org/) and select **SMSC ➢ Toolbox** from the main menu (or use this direct link: http://sofn6.org/toolkit/), then click on the name of the theme in the **Support Files** area. Save this file to you desktop or some other convenient folder.

The "out of the box" WordPress installation you created in the prior section of this tutorial thinks it is supposed to be a blog, hence the blog Post on the Home page. You will now reconfigure WordPress so that it thinks it is a website. Since many of WordPress settings are associated with the theme, you will start this configuration by installing the custom District Six WordPress theme.

14. Log into your admin account for your WordPress installation by pointing your browser to http://*yourdomain.org*/site/wp-admin as established in Step 7 of the Install WordPress section of this tutorial.

The WordPress Login dialog box will display.

15.　　Enter the admin **Username** and **Password**, then click the **Log In** button. The WordPress dashboard will display.
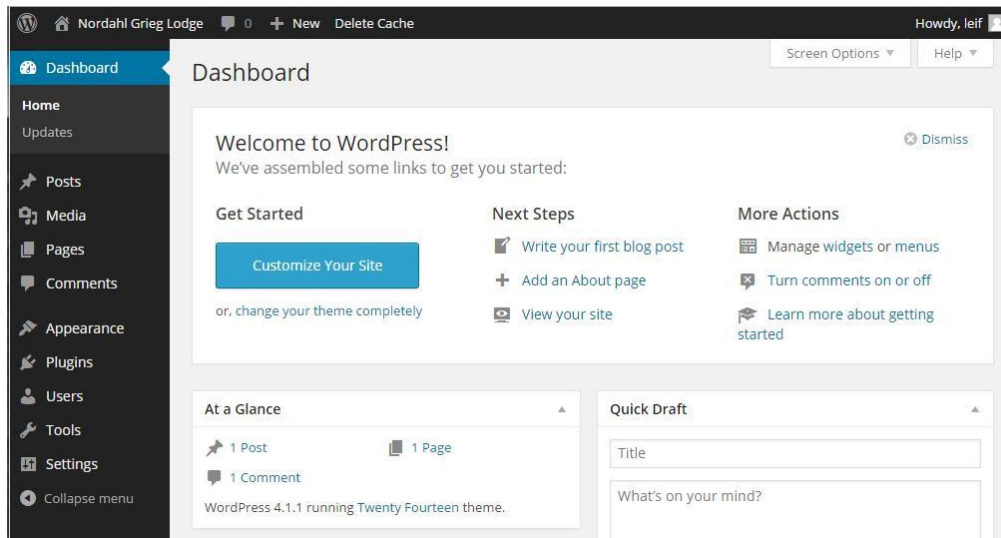
NOTE:　　All the following steps in this tutorial assume that you are logged into this admin account. If you log out to take a break, or need to continue at a later time, simply log back into the admin account to continue.

NOTE:　　When you are logged into WordPress, there is a tool bar at the top of the WordPress window. This tool bar provides shortcuts to many WordPress features. Notice that you WordPress site name appears near the left side of this tool bar. Clicking on this site name will toggle the view between the site front end and the Dashboard. Also, the drop-down menu associated with the site name will change depending on your current view.
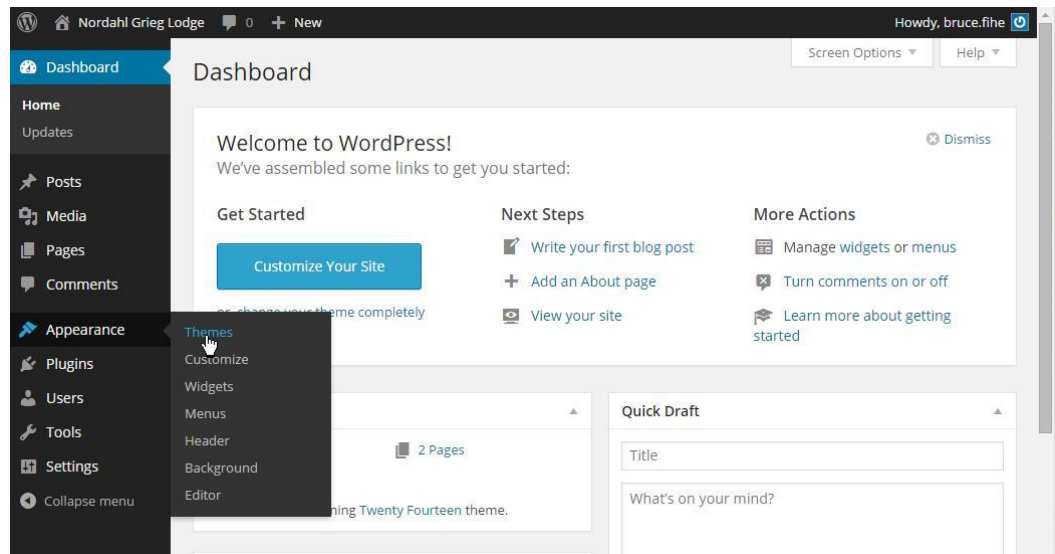
16. Install the WordPress parent these. Select Themes from the Site Name drop-down list or **Appearance ➢ Themes** from the side-bar menu depending on your current view. The current installed themes will display.
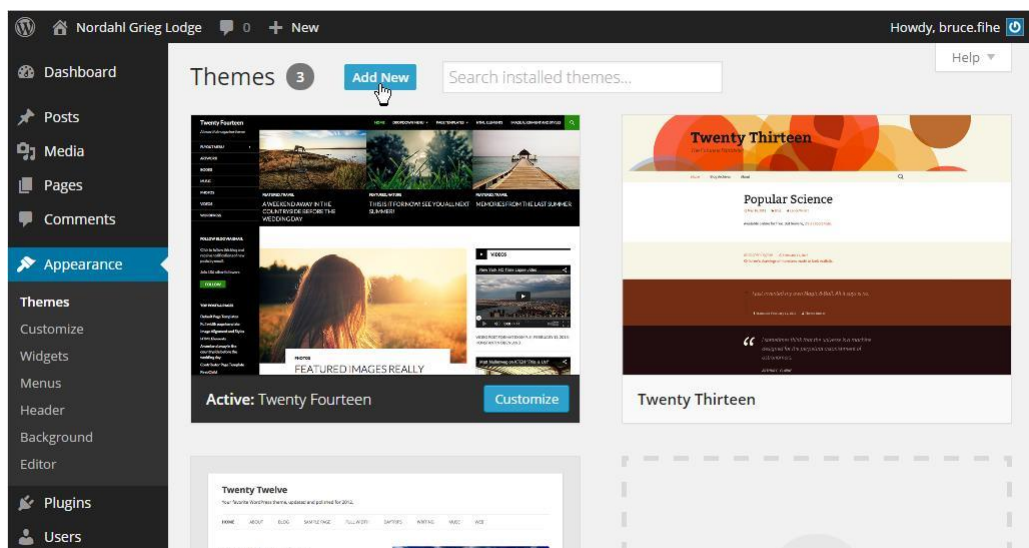
TECHIE STUFF: The District Six custom theme, **d62014**, is actually a *child theme*. That is, it needs and uses a parent theme for much of its functionality. The SMSC has selected the Simone theme created by Morten Rand-Hendriksen (Yes he's a Norwegian!) as the parent theme to base our child theme on. You can read Morten's blog here: http://mor10.com/ (If you visit his blog, please leave a thank you note via the Contact form.)

17.   Click the Add New button near the top of the window. The Add Themes window will display.
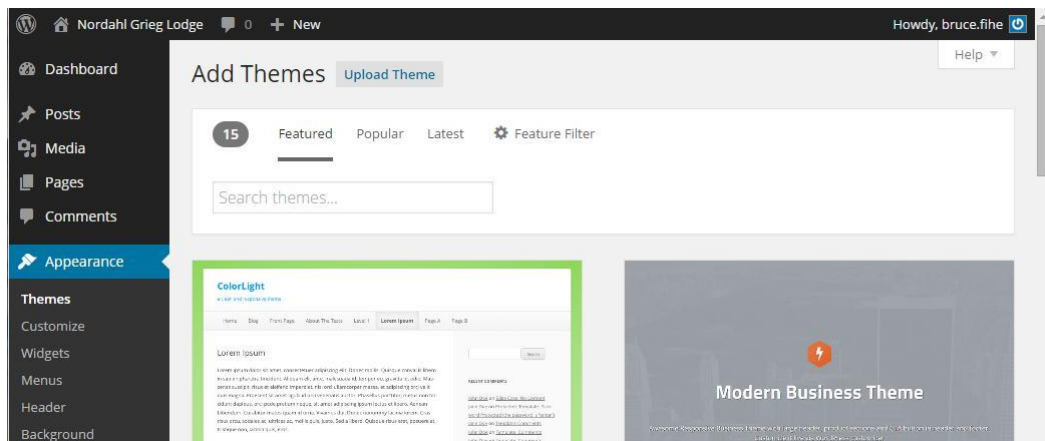
18.   Type **simone** into the **Search themes...** text box. WordPress filters the displayed themes with each character you type, by the time you finish, Morten's Simone theme should be the only theme displayed.
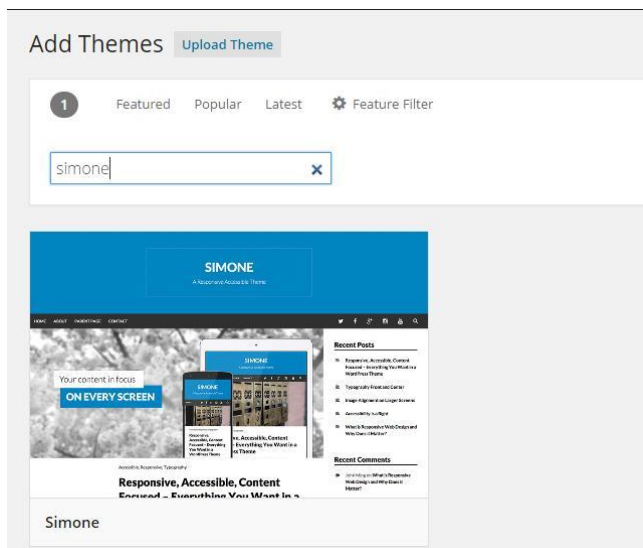
19.   Move your cursor over the theme image.
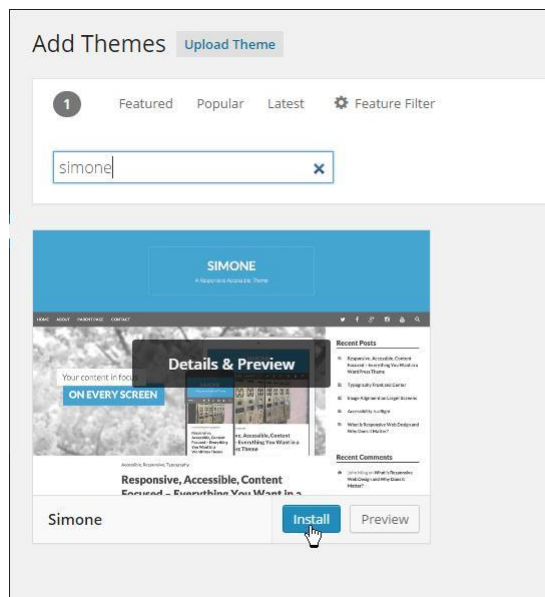
20.   Click the **Install** button. A status window will display.

21.   When the theme has been successfully installed, click on the word **Activate**. The Simone theme will now display among the installed themes.
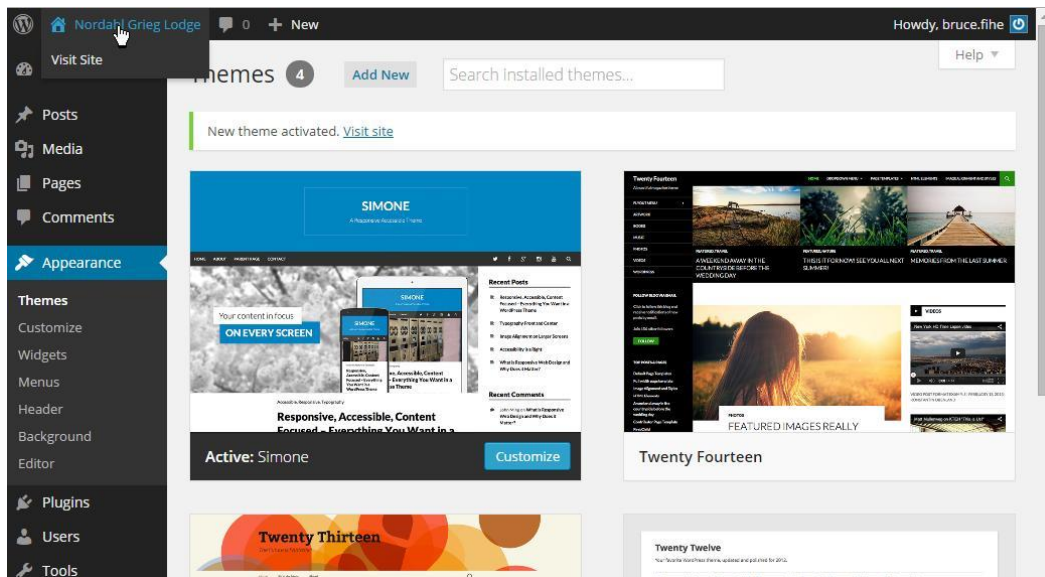
22. View your site front end (click on the **site name** in the tool bar). You will see something like this:
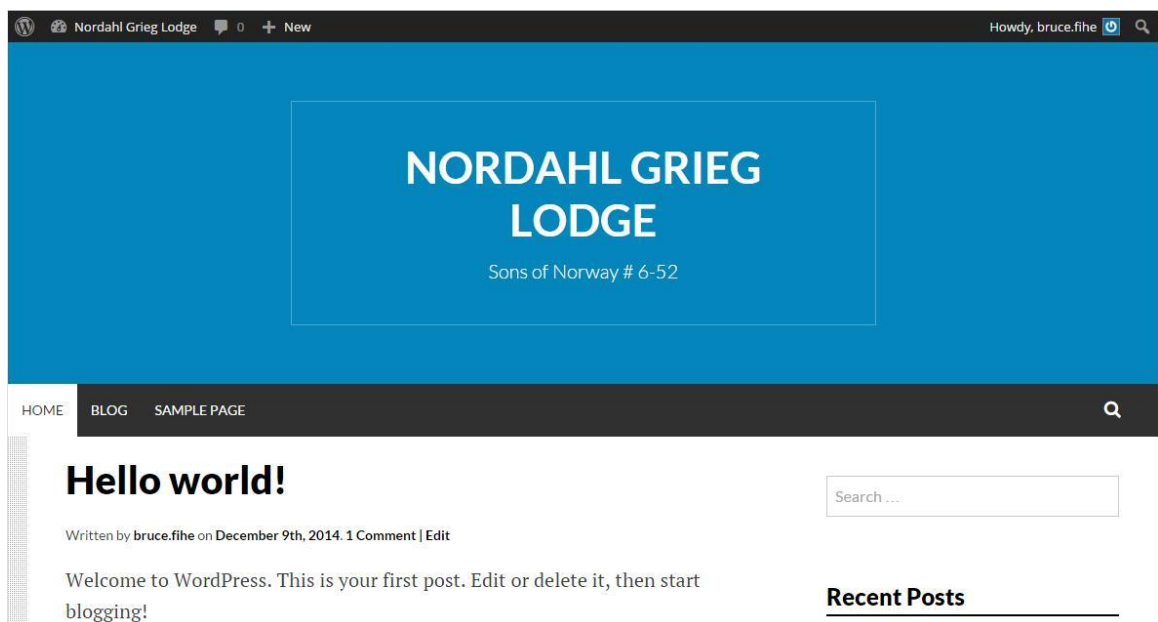
23.   To install the District Six custom child theme, switch back to the Dashboard (click the **Site Name** in tool bar), then select **Appearance ➢ Themes** from the Sidebar menu, the current installed themes will display.
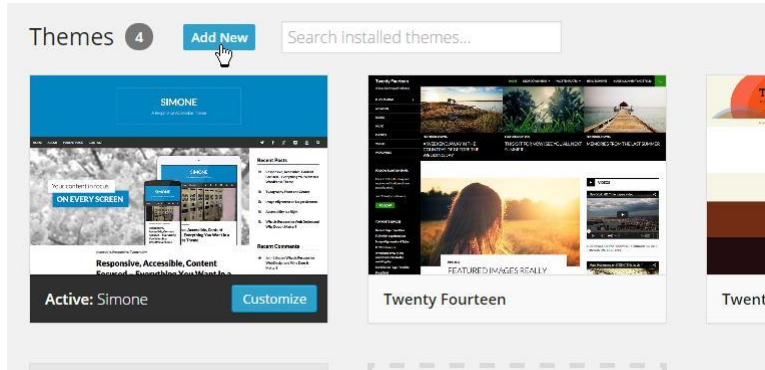
24.   Click the Add New button, the Add Themes window will display.
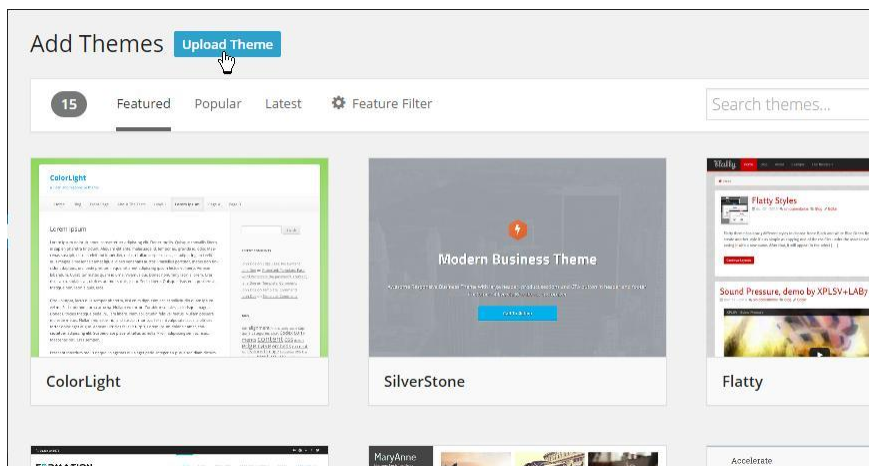
25.   Click the **Upload Themes** button, a file browser window will display.
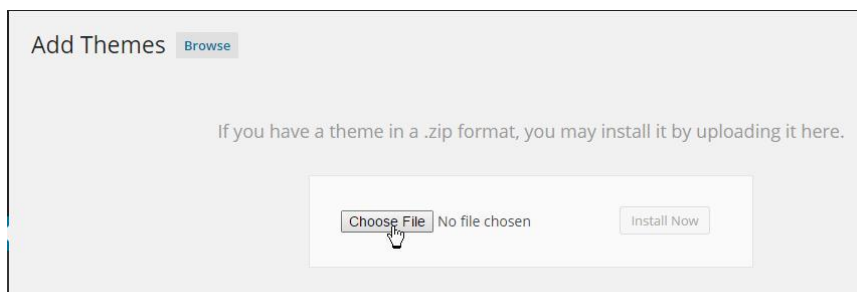
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26.   Click the **Choose File** button and select the **d62014.*n.n.n*.zip** file you downloaded from the District Six website, then click the **Install Now** button in the **Add Themes** window.
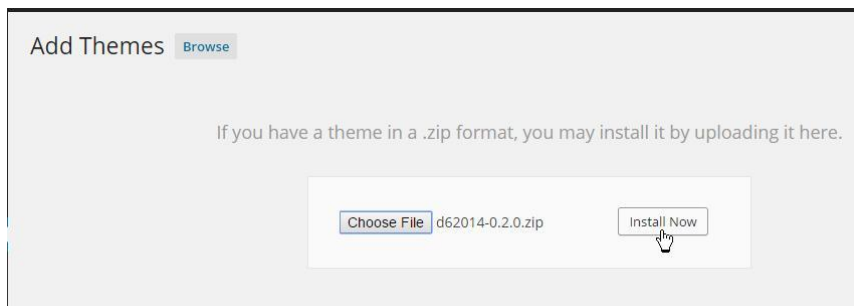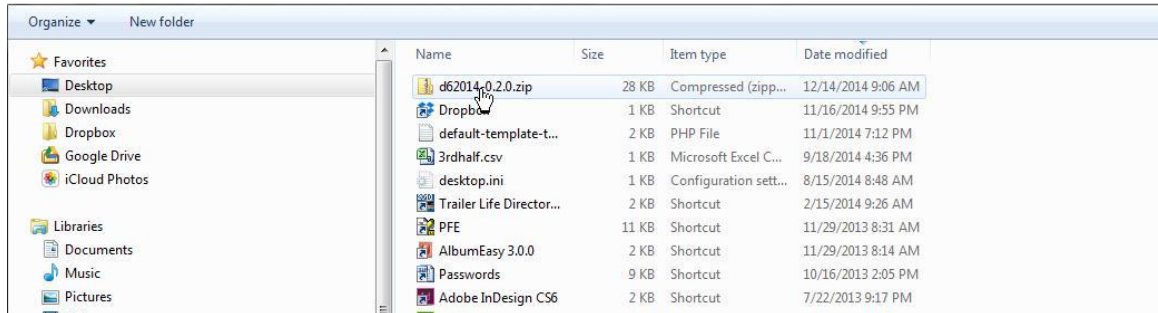
27.   An updating status window will display, after the theme has been successfully installed, click on **Activate**.
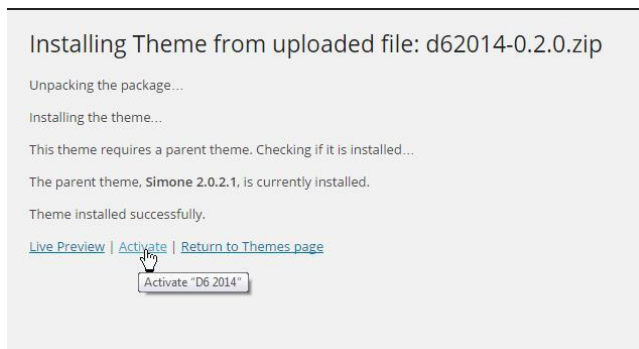
28.   The District Six custom child theme, **d62014**, will now be listed on the **Themes** page.
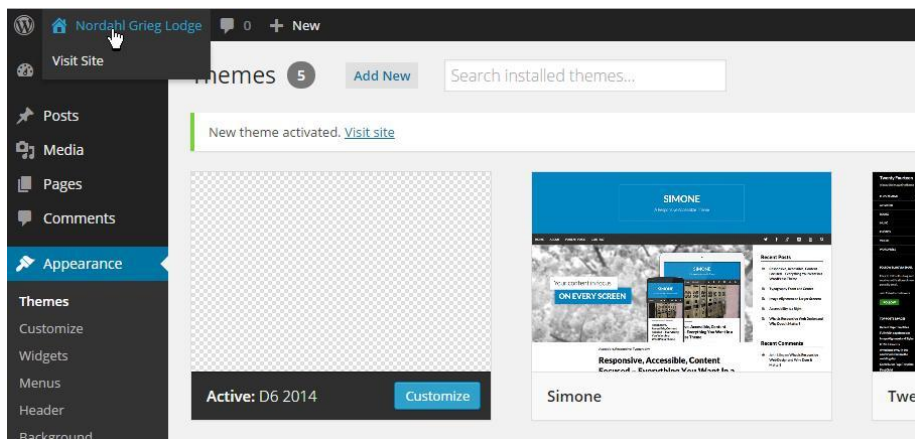
29.   Check out the front end view of your website.
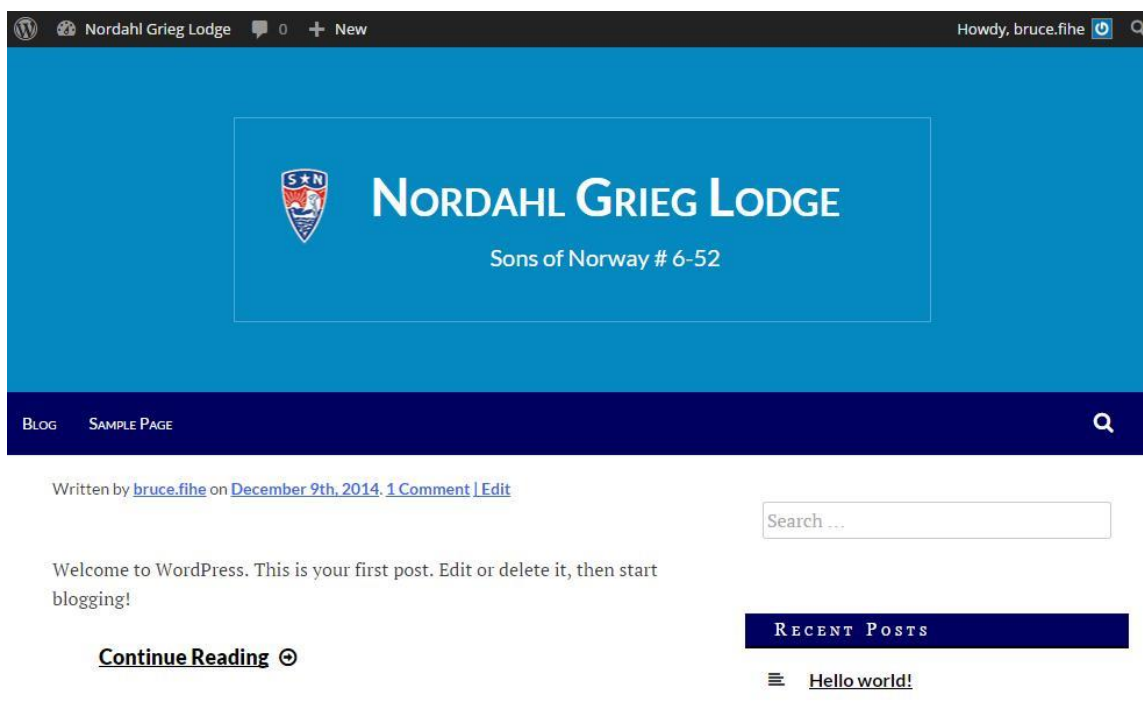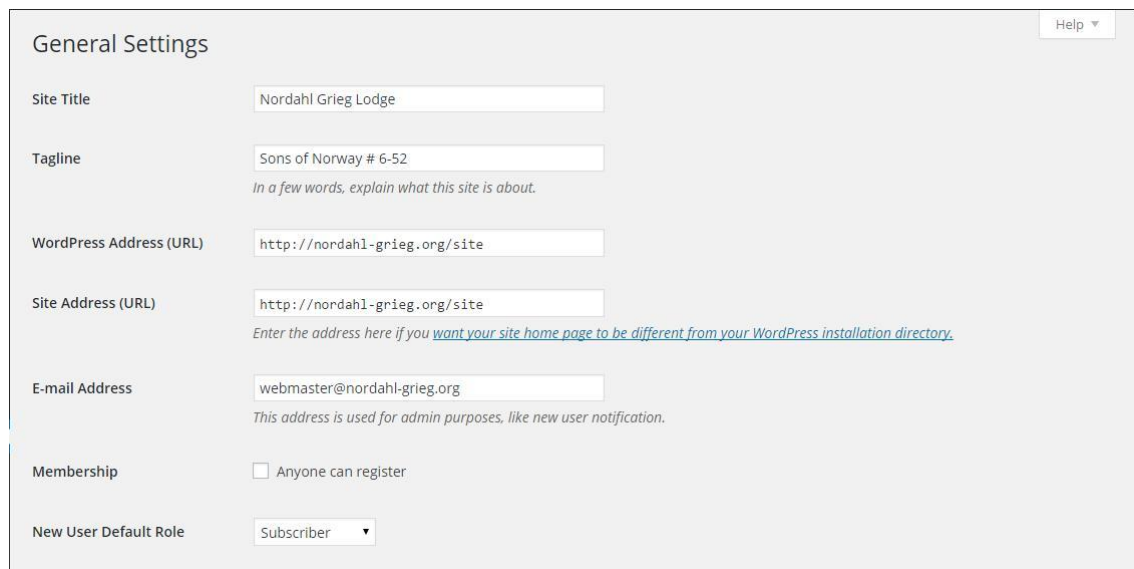
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Configure WordPress (basic)

Note that none of the content has changed, but you site is starting to look like it is associated with the Sons of Norway. Now it is time to make some basic configuration changes to take away the "bogginess" and make it a real website.

30. Return to the Dashboard view and select **Settings ➢ General**, the General Settings screen will display. Leave the default settings as is for any fields not listed below.

Site Title: This is the text that displays as the top line of the site banner; it should contain the name of your lodge. You can change this text at any time to fit your needs.

Tagline: This is the text that displays under the Site Title in the banner; change this text to be appropriate for your site. One suggestion is, "Sons of Norway" followed by the District number and your Lodge number.

Membership: Ensure that `Anyone can register` is UNchecked.

New User Default Role: Ensure that this is set to **Subscriber**.

Timezone: Find and select a city in your time zone, for California this will be **Los Angles** in the **America** section.
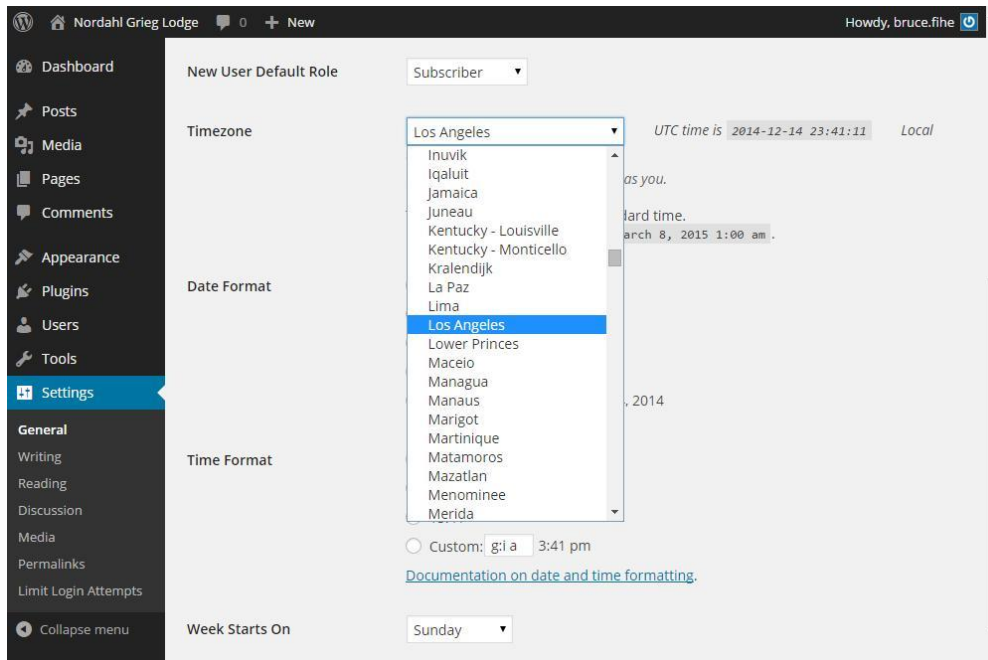
Date Format, **Time Format** and **Week Starts On**: These mostly affect blog posts, set these to your own preference.

Click **Save Changes** at the bottom of the screen.

NOTE: If you attempt to leave this page after making edits and have not saved you changes, WordPress will display a warning message.

TECHIE STUFF: **Posts** vs. **Pages** – A **Post** belong to blogs, several **Posts** can appear on a blog page, with the most recent on top, that's the nature of a blog. A **Page** generally displays static text and/or images, in other words, a typical web page. Many of the settings within WordPress apply to both Posts and Pages, but will generally be labeled as **Post** settings, don't let that confuse you.

31. Since the last top level item you selected from the Sidebar menu was Settings, the sub-selections for Settings is now expanded, select Permalinks, the Permalink Settings screen will display.

32. Select the **Post Name** option (radio) button, then click **Save Changes**.

33. The next setting you will make requires adding some content to the placeholder Home page. You can use the following steps any time you wish to add a Page to your website. Select **Pages ➢ All Pages** from the toolbar, the Pages screen will display.

Move the cursor over the name of the **Home** page and select **Edit** from the choices that appear.

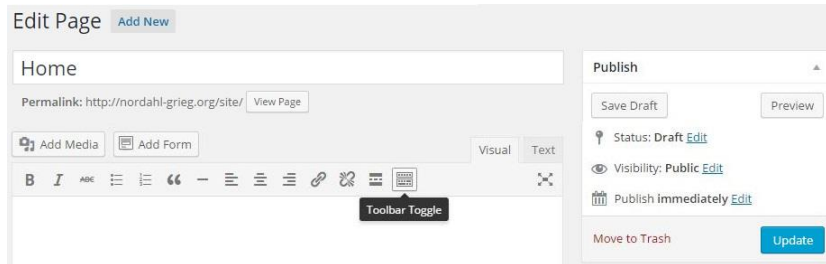The **Edit Page** screen will display.
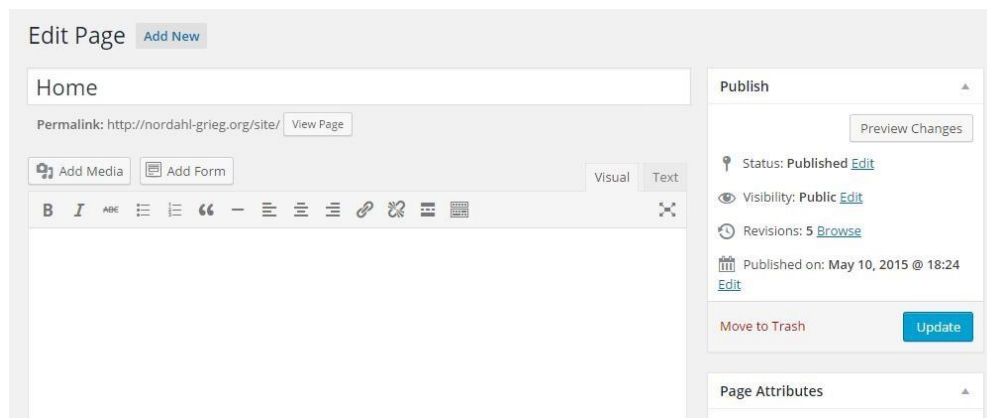
NOTE: The first time you view this screen, you may get some help pop-up windows. Feel free to read through them, or simply dismiss them to continue the tutorial.

NOTE: The WordPress editor and this basic screen layout are common throughout WordPress and will be discussed later in this tutorial. For now, we just want to create a simple Page. However, even to do just that, you will need to make a couple of configuration changes to this screen.
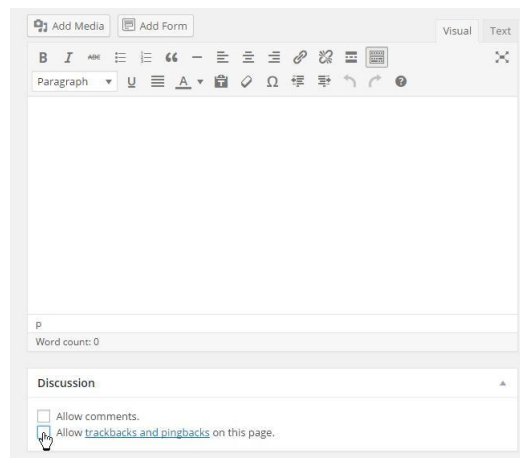
34. Click on **Toolbar Toggle** tool at the right-end of the text edit toolbar, ⊞ . A second line of tools will display.

35. Click on **Screen Options** near the top-right of the **Add New Page** screen, the **Show on screen** options will display.
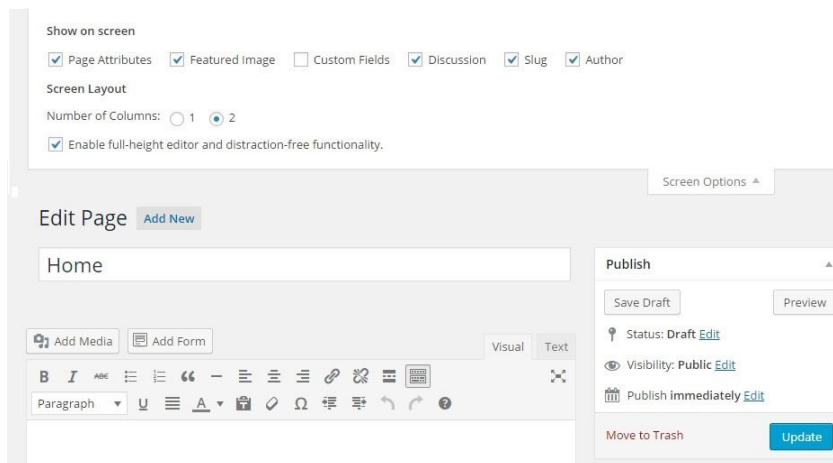
36. Check **Discussion**, **Slug**, and **Author**, then click **Screen Options** again, the **Show on screen** options will re-hide.
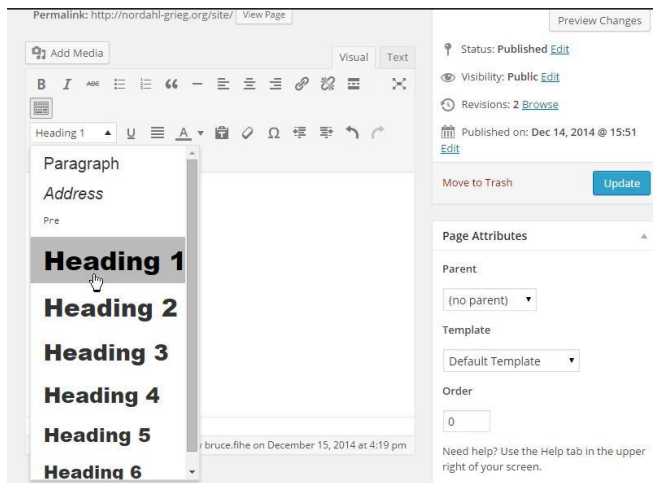

37. Uncheck **Allow Comments** and **Allow trackbacks and pingsbacks on this page** in the Discussion area just below the Editor window.
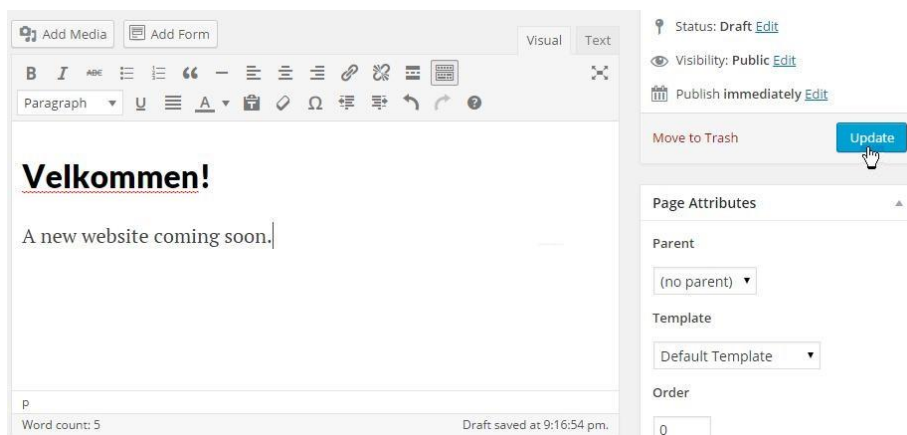
38.   In the Text Editor window, type **Velkommen!**, on a second line type **A new website coming soon.**

Select the "Velkommen!" text, then click on the down arrow at the right-edge of the **Paragraph style tool**, select **Heading 1** from the drop-down list.
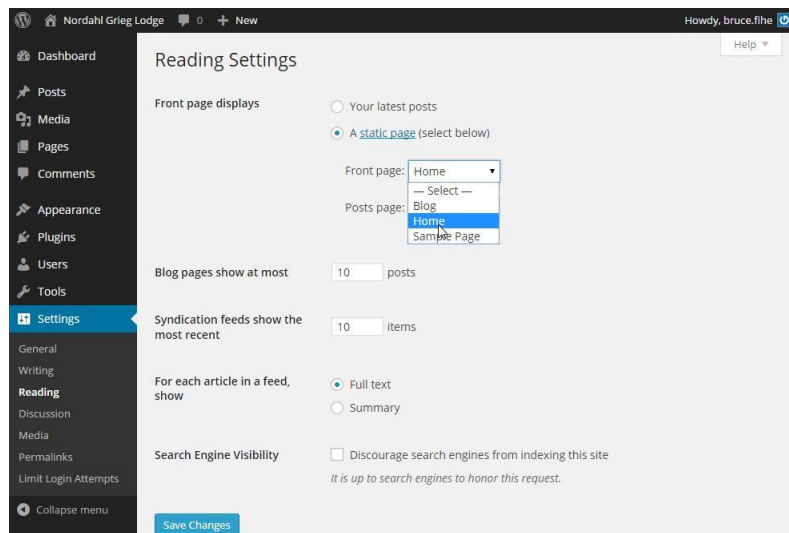

39.   Click the **Update** button to save your work.

40.   Select **Settings ➢ Reading** from the Sidebar menu, the **Readings Settings** screen is displayed.

41.   In the **Front page displays** area, select the **A static page (select below)** option button.
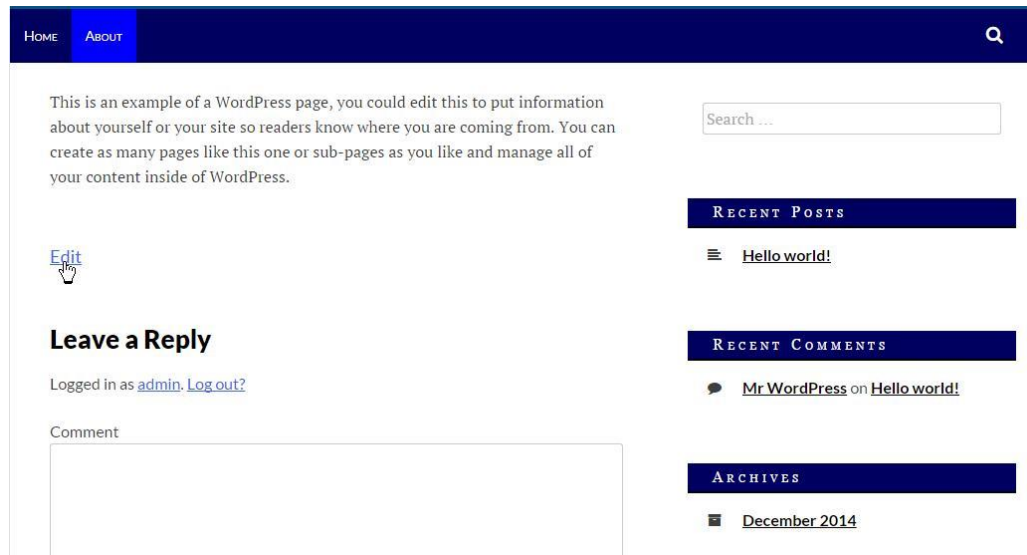
From the **Front page** drop down list, select **Home**, then click the **Save Changes** button.

42.   Switch to the Front End view of your site. Your new **Home** page will display.
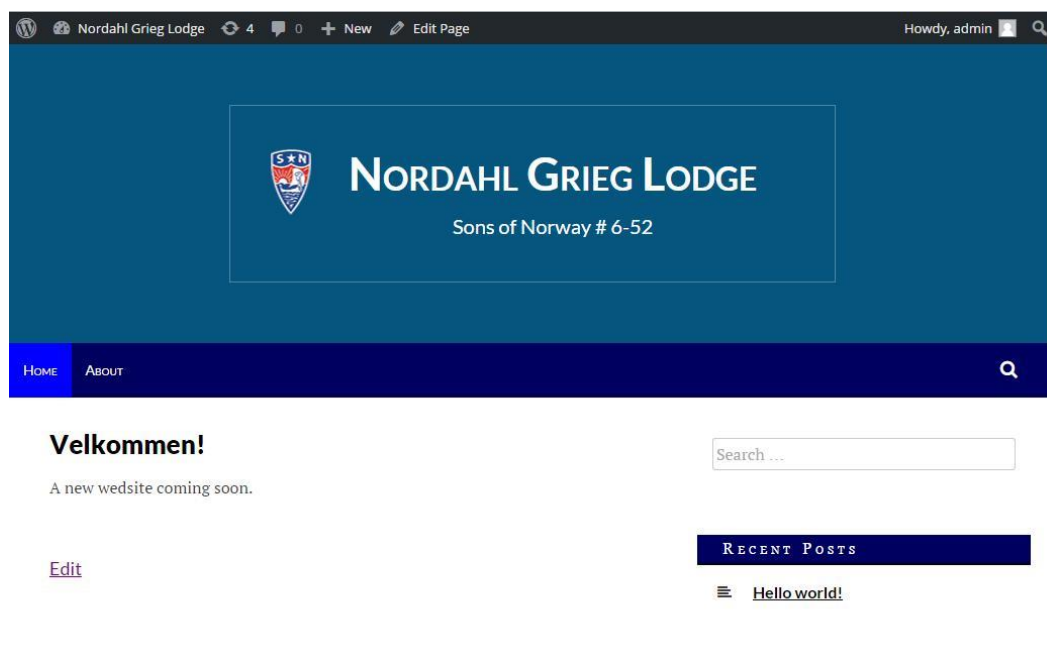
43. Click on the **About** item in the main menu, the WordPress **About** page will display.

Notice that this page has a **Leave a Reply** section. Without a lot of work, this is an open invitation for hackers to leave inappropriate content on your site, so you want to turn this off. Click on **Edit** just above **Leave a Reply**, the **Edit Page** screen for your **About** page will display.

NOTE: Once you have several pages on your website, it can be easier to navigate to a page using the main menu and this **Edit** control on the page itself to find and edit an existing page. Of course, you must be logged into your admin account.

44. Uncheck **Allow Comments** and **Allow trackbacks and pingsbacks on this page** in the Discussion area just below the Editor window as in Step 8 above.

45. Click the **Update** button to save your work, then select **View Page** from the toolbar to see the change in your **About** page.

NOTE: Clicking on the *Site Name* to switch to the Front End view will display your **Home** page. The **View Page** in the toolbar will display the page just edited.
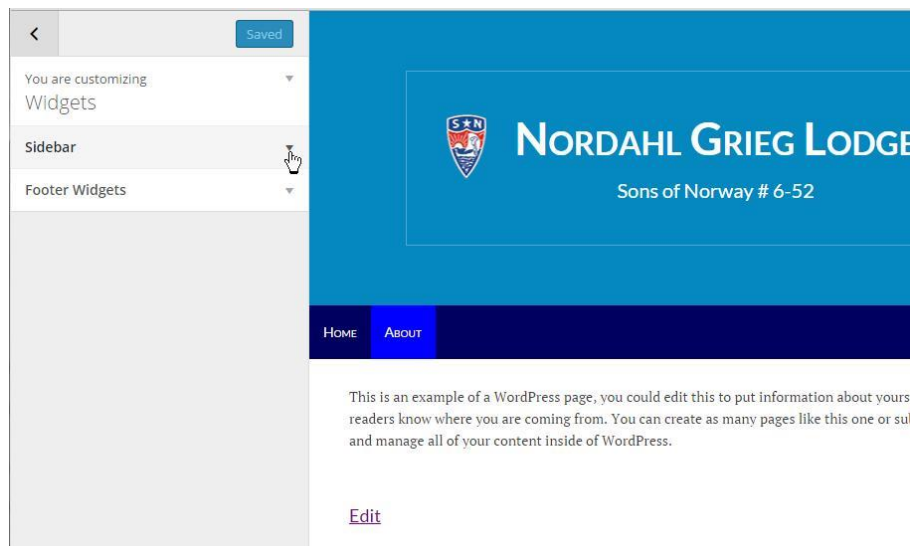
Sidebar Widgets

The last "bloggie bit" left on your website is the content of the **Sidebar**. WordPress calls the items that go in the Sidebar *Widgets*.

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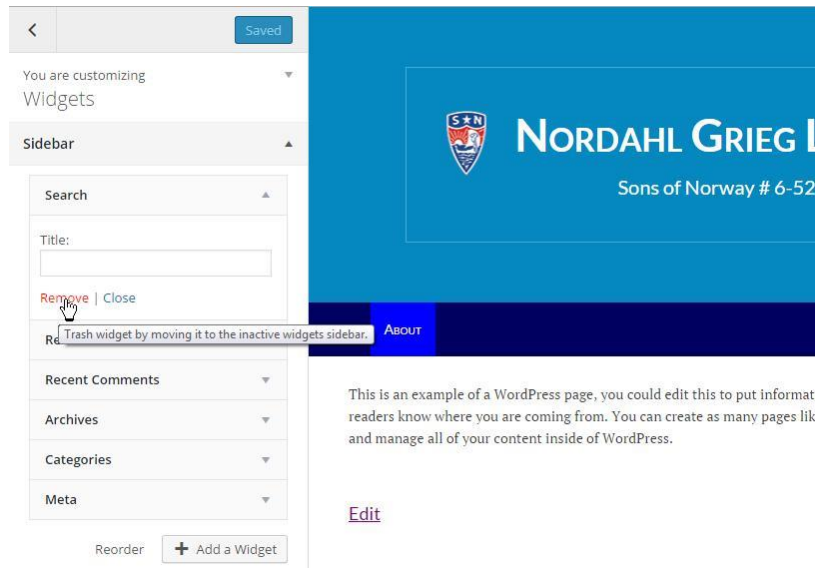1.   In Front End view, select **Site Name** ➤ **Widgets** from the Toolbar,
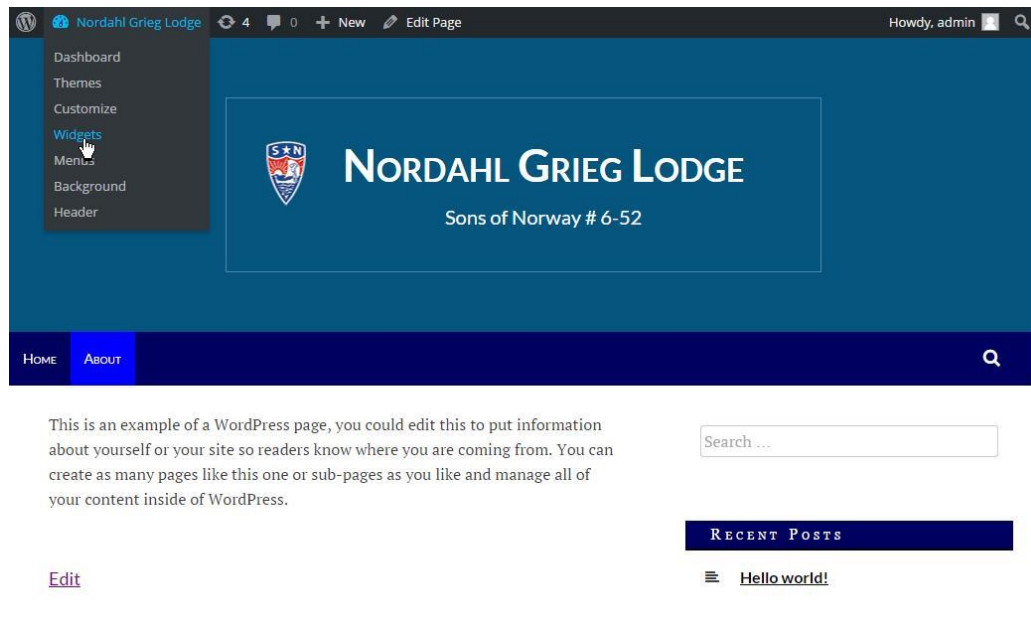
The **Customize** sidebar will open displaying the **Widgets** section.

2.   Click the down-arrow to the right of the **Sidebar** item, the list of widgets currently loaded into your website's sidebar will display.
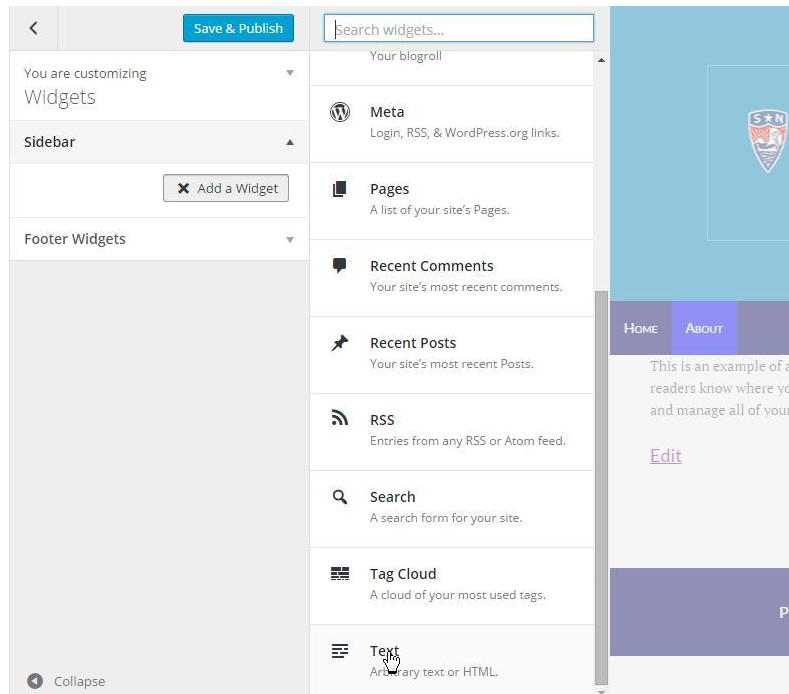
The first widget listed is **Search**, click on its down-arrow to expose the details of this widget, then click on **Remove** to remove this widget from the site sidebar.

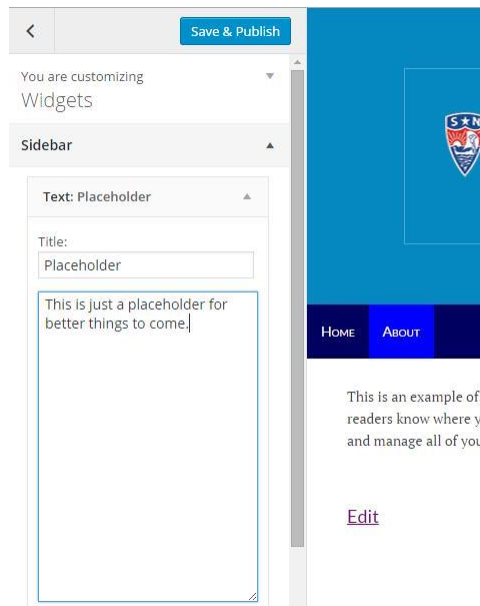3.   Repeat this process to remove all widgets from the **Sidebar** area.
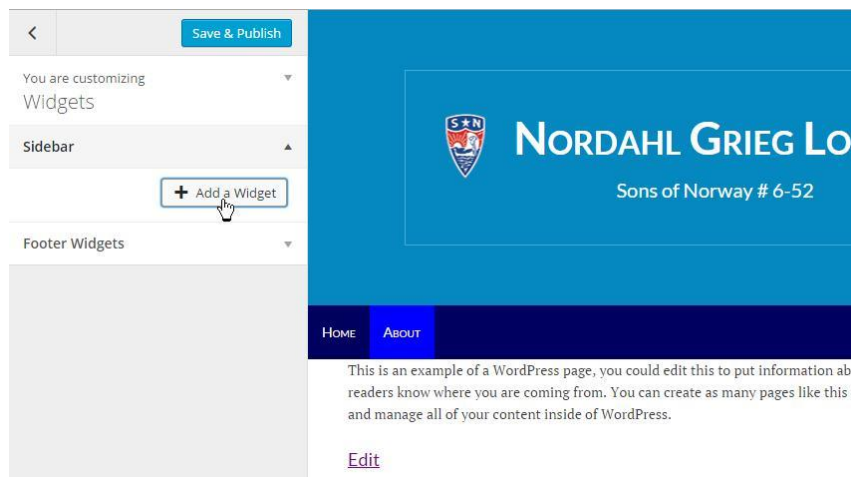
4.   Click the **+ Add a Widget** button, a list of all the widgets available in your WordPress installation will display.
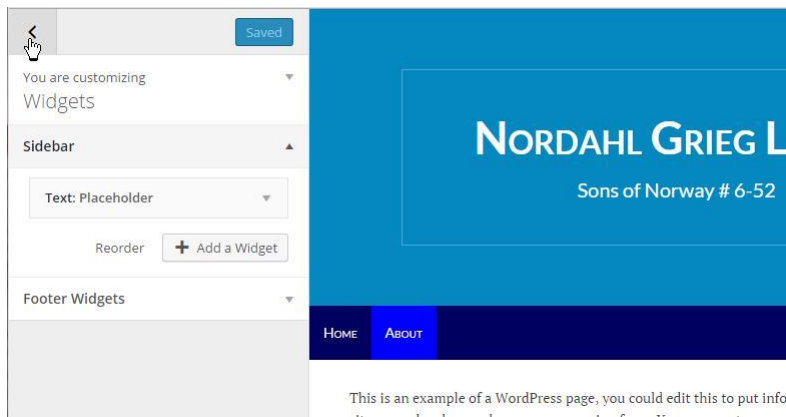
5.   Find the Text widget, you may need to scroll down, then click on it to add this widget to your site sidebar.
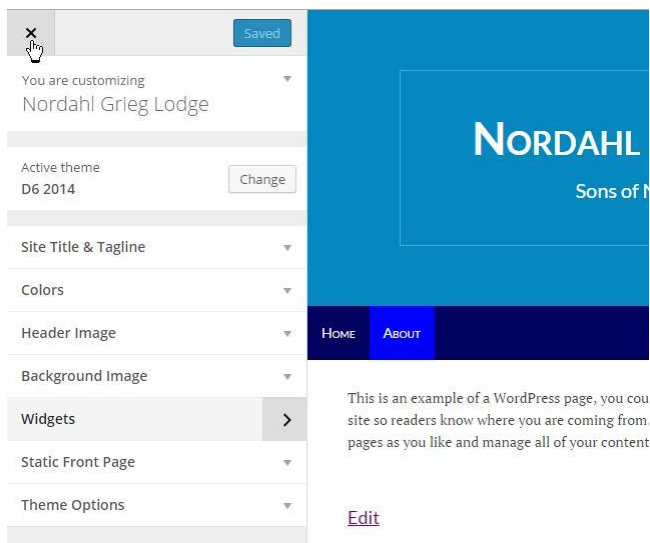
6.   Type `Placeholder` in the Title: field and type **This is just a placeholder for better things to come** in the text window, then click the **Save & Publish** button.
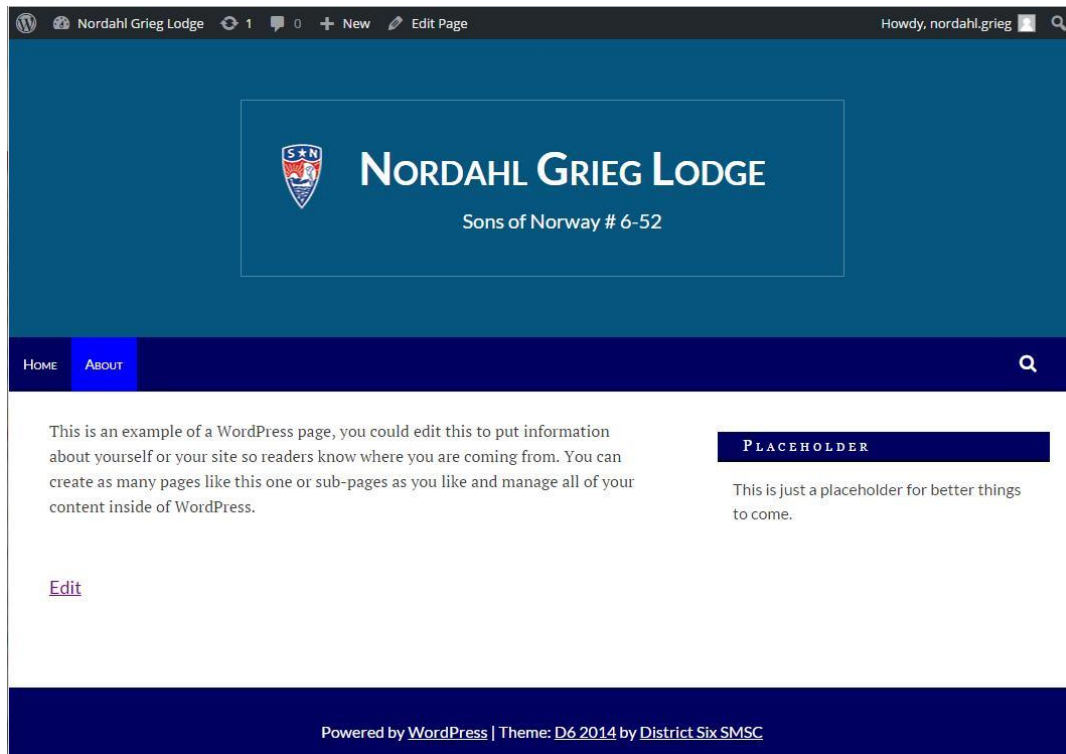
7.   Click left-pointing arrow at the top of the **Widgets** area, the full **Customize** control will display.

8.   Click the x at the top of the Customize control to dismiss it. The Front End view of your website will display in full.

Congratulations! You now have a solid, well-structured foundation for building your Lodge's new website. Part 4 of this tutorial will guide you through the process of customizing and adding content to your site.

❧