

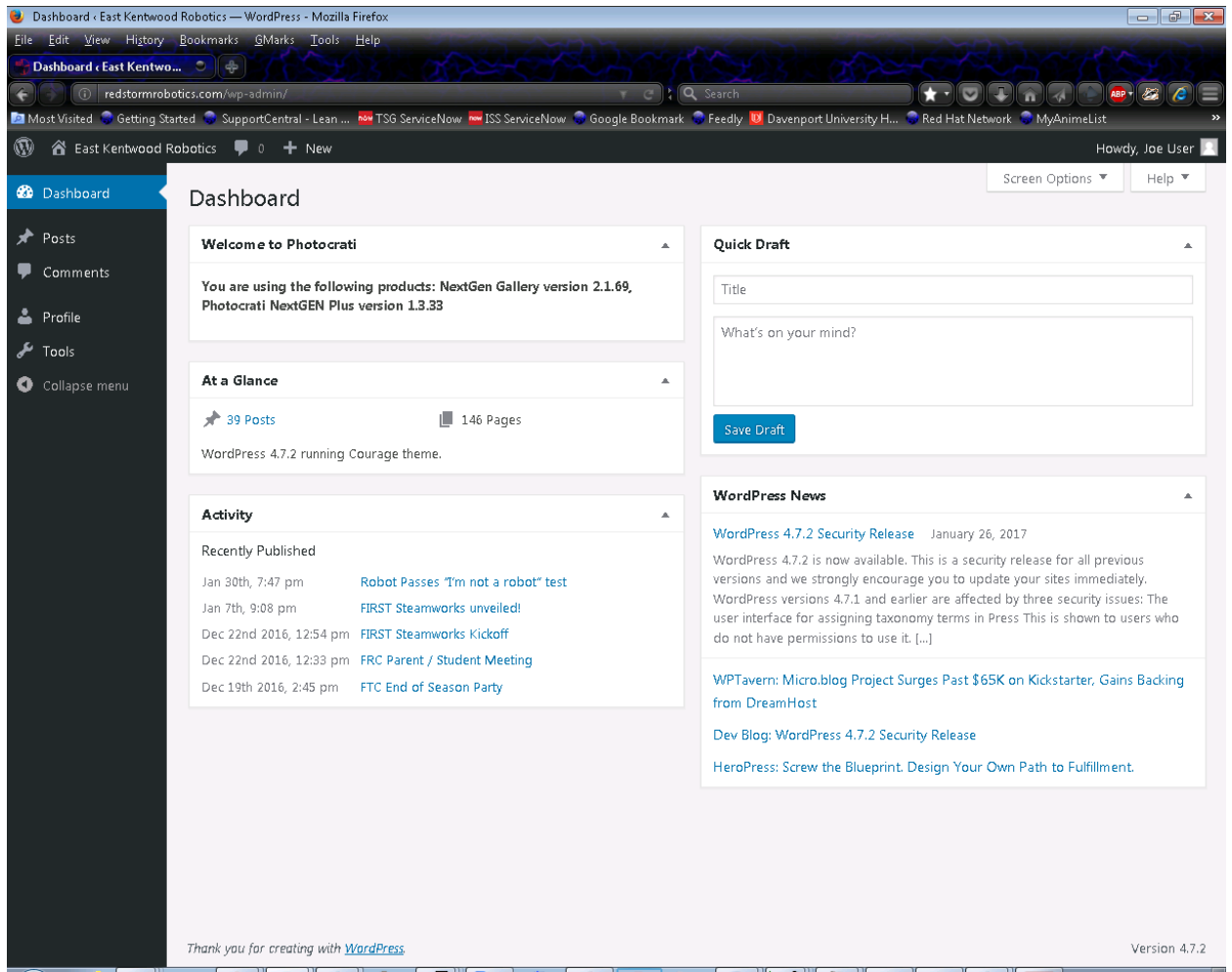
# Red Storm Robotics Website Training

With the website overhaul, we are changing the way we add content to the site. Previously we'd put up a WordPress page and then must modify it or outright replace it when the data became stale or outdated. Then over time the site became too difficult to manage effectively. There currently exists 159 pages, many which are not linked to from any other page or show up at all in the site's public structure. So, going forward we are using WordPress posts instead. This way the posts are dated, tagged and will then show up in future searches if we want to look back to how the team was in previous seasons.

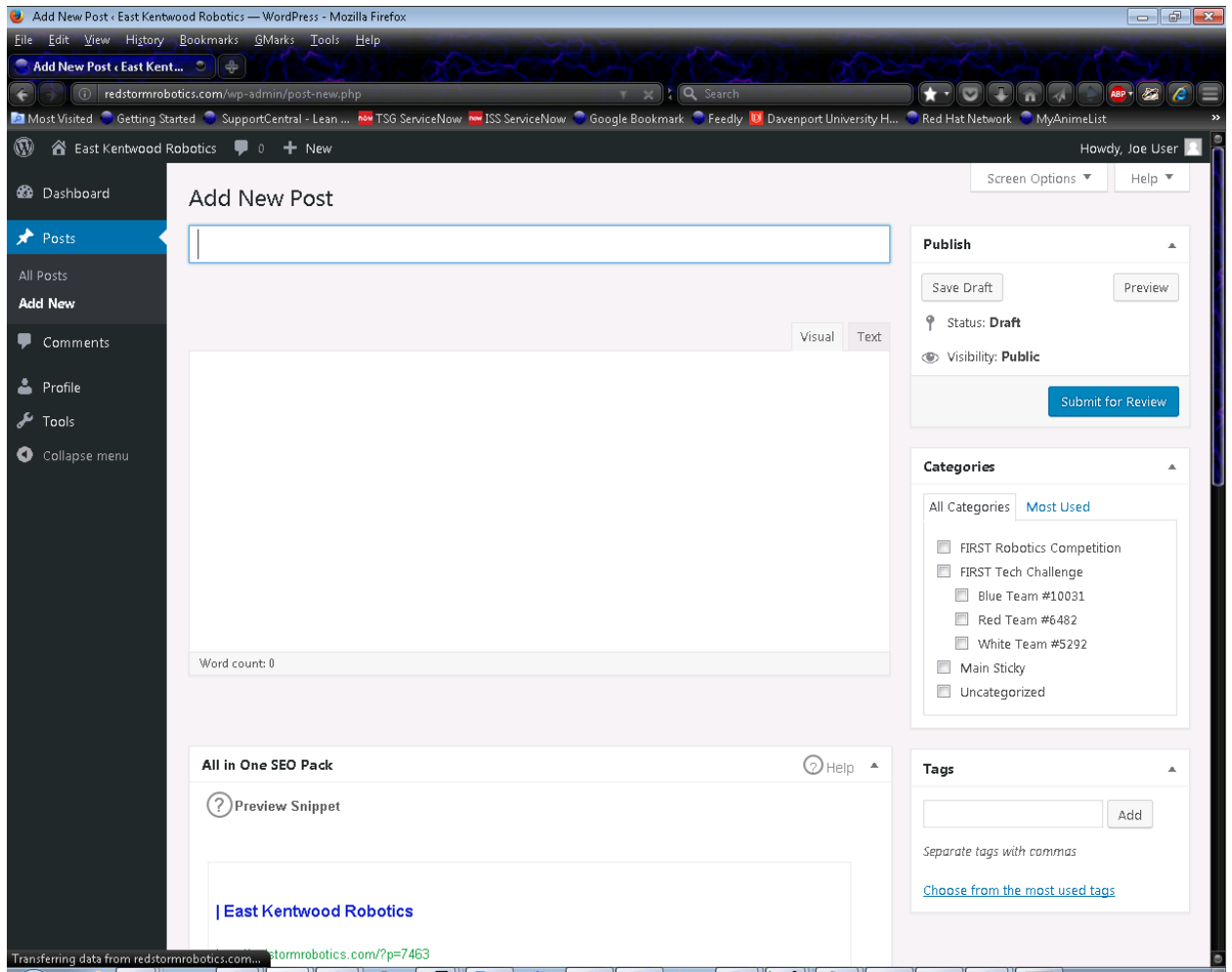
With this change, there will only be a few static pages that remain—like sponsors, how to sponsor the team, yearly team galleries, etc.

This document will help you understand how to make a post, and have it added to the site. Point your web browser to <http://redstormrobotics.com/wp-admin/> and log in with your credentials you set during account creation. If you can't remember, see Dennis Behrens, another mentor or a team mate with Administrator rights.

Once logged in you are greeted with WordPress' Dashboard:

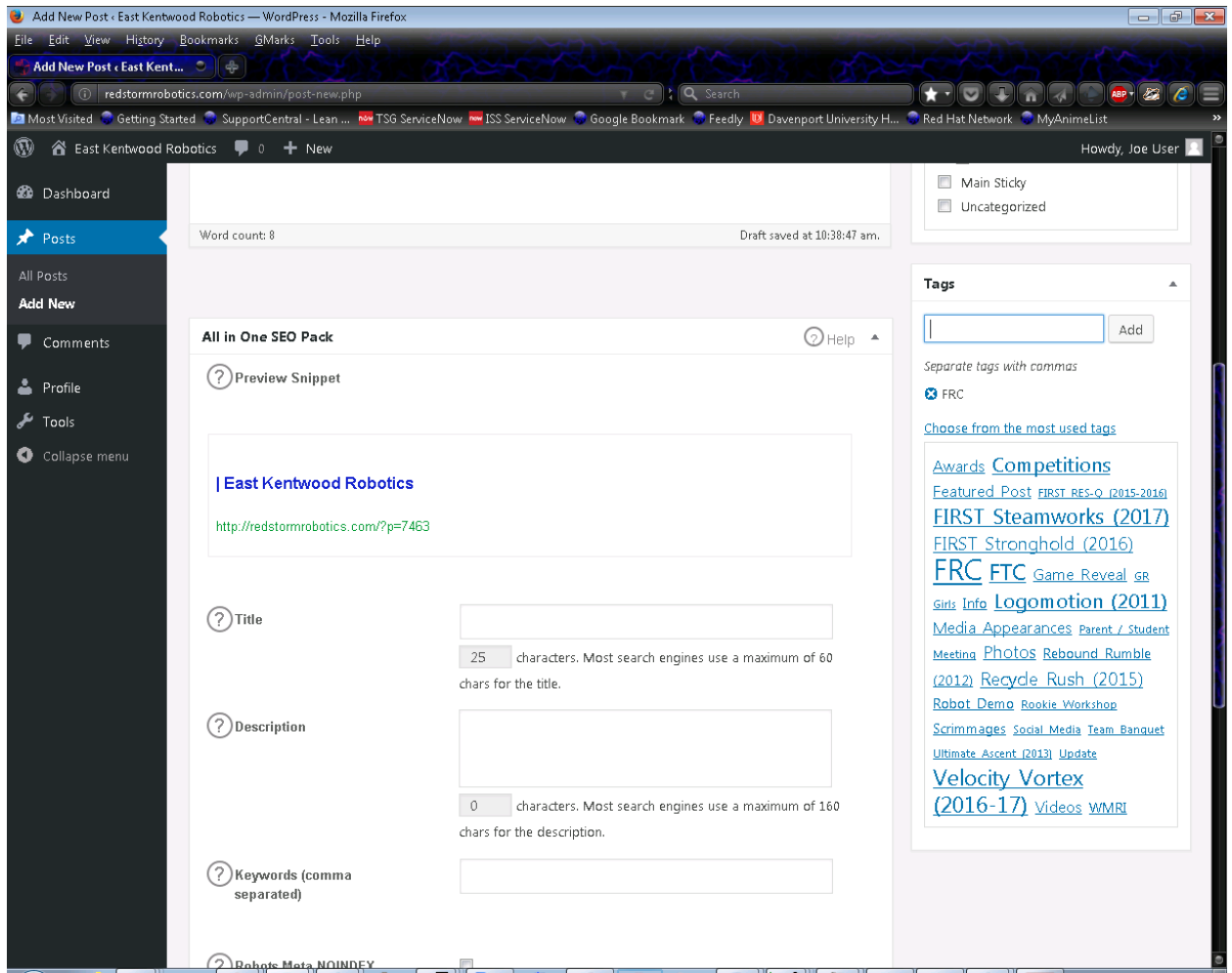


To create a post, click on Post, Add New. Then you're greeted with this screen:



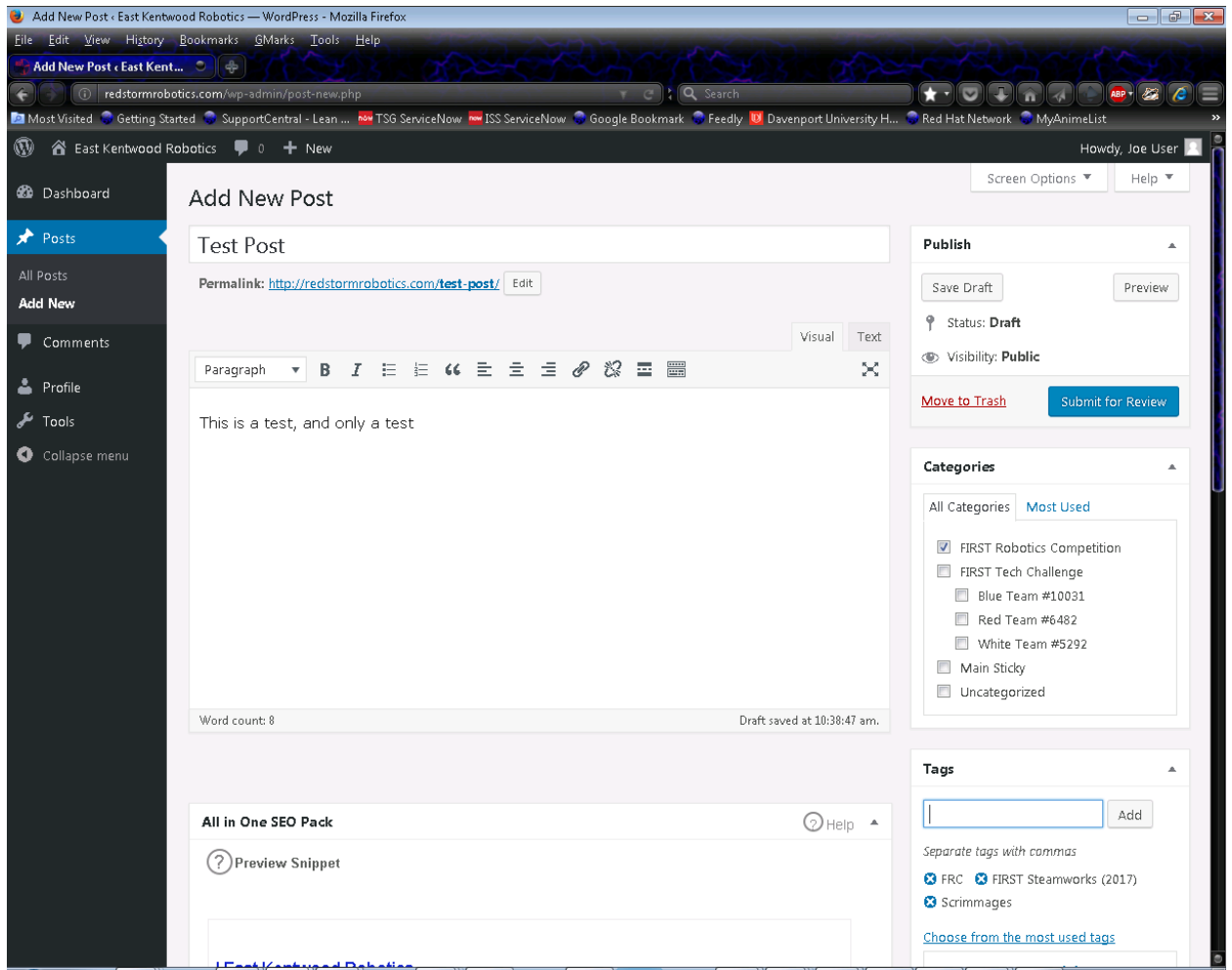
Give your post an appropriate title, write some text about your posts' topic and be sure to select at least one category. Typically, anything FRC will be FIRST Robotics Competition. Anything generally about FTC is FIRST Tech Challenge. Anything specific to an individual FTC team should go in their team category.

Then go ahead and click on most used tags:



Then click on the tags that best fit your posts' topic. Be sure to include the game year in the tag. For example, here in 2017 for FRC, we want to use the "FIRST Steamworks (2017)" tag. For FTC in the 2016-2017 school year, we'll use the "Velocity Vortex (2016-2017)" tag. Multiple tags are allowed, and encouraged—provided the tags fit the topic you are writing about.

Once your post is done, go ahead and click "Submit for Review" or "Publish" depending on your level of permissions in WordPress. The demo user for these screenshots has "Contributor" access, so all their posts will await moderation by an Author or higher permission.

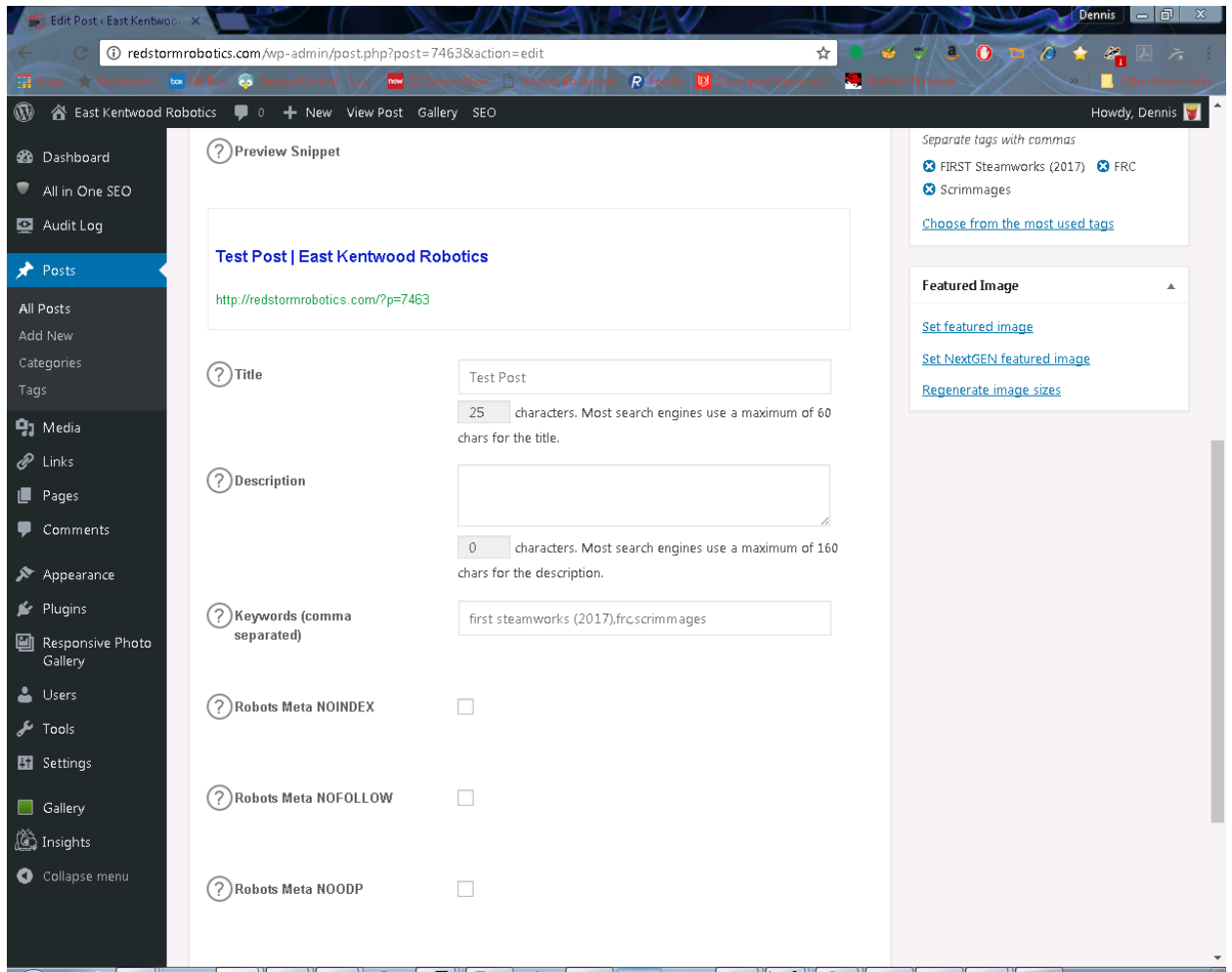


Then a higher-level user will need to look over the post and then publish it. Go to Posts, All Posts, and you should see a post in Pending Status:

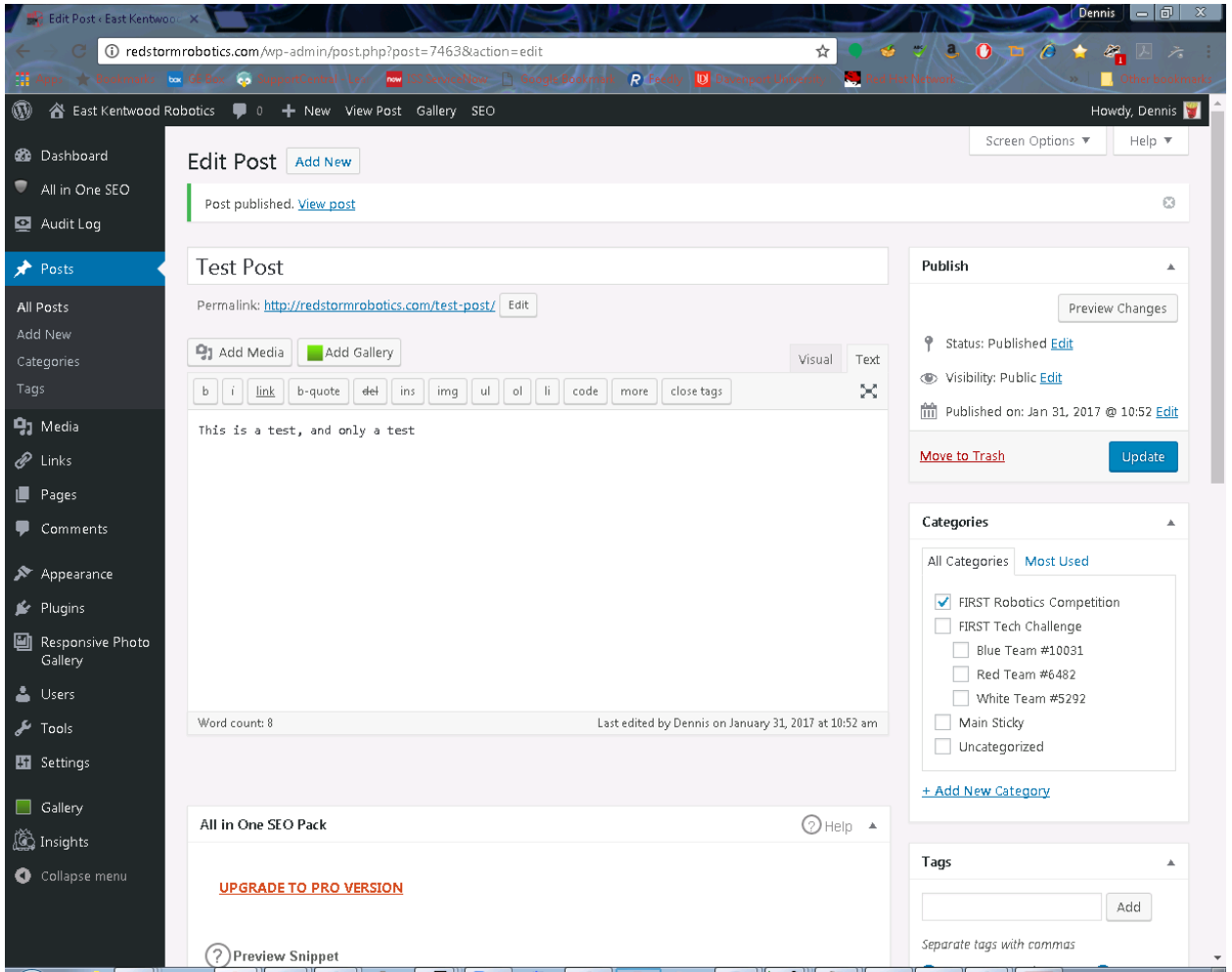
The screenshot shows the WordPress admin interface for 'redstormrobotics.com'. The left sidebar contains navigation menus for Dashboard, All in One SEO, Audit Log, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Responsive Photo Gallery, Users, Tools, Settings, Gallery, and Insights. The main content area displays a list of posts under the 'Posts' section. The posts are filtered by 'All Categories' and 'All dates'. The list includes the following entries:

| <input type="checkbox"/> | Title  | Author   | Categories                 | Tags   | Date                     | SEO Title | SEO Description | SEO Keywords |
|--------------------------|--|----------|----------------------------|--|--------------------------|-----------|-----------------|--------------|
| <input type="checkbox"/> | Joe User is currently editing <b>Test Post</b> — Pending | Joe User | FIRST Robotics Competition | FIRST Steamworks (2017), FRC, Scrimmages                 | Last Modified 2017/01/31 | No title  | No description  | No keywords  |
| <input type="checkbox"/> | <b>Robot Passes 'I'm not a robot' test</b>               | Mitchell | FIRST Robotics Competition | FIRST Steamworks (2017), FRC, Videos                     | Published 15 hours ago   | No title  | No description  | No keywords  |
| <input type="checkbox"/> | <b>FIRST Steamworks unveiled!</b>                        | Dennis   | FIRST Robotics Competition | Featured Post, FIRST Steamworks (2017), FRC, Game Reveal | Published 2017/01/07     | No title  | No description  | No keywords  |
| <input type="checkbox"/> | <b>FIRST Steamworks Kickoff</b>                          | Dennis   | FIRST Robotics Competition | FIRST Steamworks (2017), FRC, Game Reveal                | Published 2016/12/22     | No title  | No description  | No keywords  |
| <input type="checkbox"/> | <b>FRC Parent / Student Meeting</b>                      | Dennis   | FIRST Robotics Competition | FIRST Steamworks (2017), FRC, Parent / Student Meeting   | Published 2016/12/22     | No title  | No description  | No keywords  |

Review the post for compliance with Categories and Tags. And ensure the post has a featured image—if appropriate. The featured image is on the lower right side of the post:

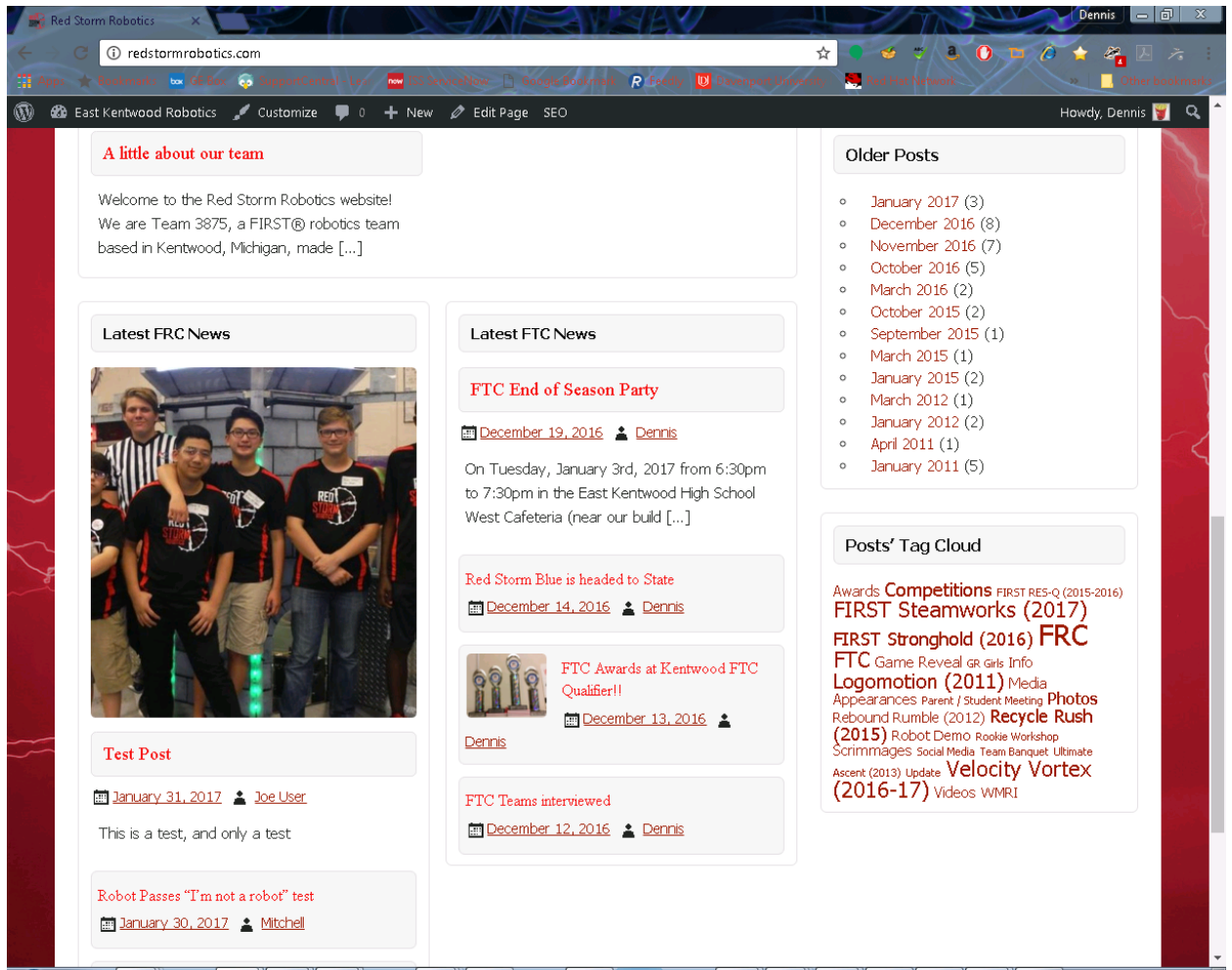


When complete, click on Publish (it will show up where the "Update" button is:



Once published, you should see the post on the front page of the website:





Congrats, you have put new content on the website in a dynamic manner! 😊

## For Editors and Administrators only:

To add a post to the front page slider, the post must contain a featured image, and then contain the tag "Featured Post". Any post where we no longer want as part of the front page slider, just remove the "Featured Post" tag from the post. This can be done via quick edit.