



Web Account Information

Google Admin Account, Webmaster Tools, and Analytics

user: admin@aprepacademy.org

pw: telle1314

Wordpress Back-End Login

achievementprep.org/wp-admin

username: admin

password: B3th3Dr3am!

Site5.com Hosting

user: swright@aprepacademy.org

pw: B3th3Dr3am!

Q1 A1: charter

Q2 A2: anacostia

Site5.com FTP

Host: 108.174.148.227

user: ftpuser@achievementprep.org

pw: J=;_mJ*xqCNIT4WTk

Domain Name: achievementprep.org

Username: achievem

Password: UJtWRkWf

Site5.com Nameserver and Database

dns.site5.com

dns2.site5.com

mysql database:

database name: achievem_wp_aprep

host: localhost

user: achievem_wp_apre

pass: 0MQEy2IKIMZhfyIB8

Domain Registrar aprepacdemy.org (Namejuice.com)

<https://www.droc.ca/newlogin.asp>

domain: aprepacademy.org

pw: c6E2n3m

Domain Registrar achievementprep.org (namecheap.com)

user: achievementprep

pw: enthusiasm

registered email: swright@aprepacademy.org

pw: 8sbaqxau17

Constant Contact

user: APrepcomm

pw: Aprep2013

PayPaluser: swright@aprepacademy.org

pw: Aprep2013

Hosting Startlogic.com (old hosting)

user: bethedream

pw: B3th3Dr3am!

FTP (old FTP)

ftp.aprepacademy.org

IP: 66.96.134.40

user: bethedream

pw: B3th3Dr3am!

reCAPTCHA Keys

Domain Name:	achievementprep.org reCAPTCHA will only work on this domain and subdomains. If you have more than one domain (or a staging server), you can create a new set of keys .
Public Key:	6LcUCfASAAAAACHzbzNAeFcLbnOd8gsZ9G64afdU Use this in the JavaScript code that is served to your users
Private Key:	6LcUCfASAAAAAG0v146bSRheidb-Foqy06sfpzYH Use this when communicating between your server and our server. Be sure to keep it a secret.

Content

<i>Back-end Login</i>	<i>4</i>
<i>Viewing the Front-End</i>	<i>4</i>
<i>Add Home page Slide Image</i>	<i>5</i>
<i>Add home page slide video</i>	<i>6</i>
<i>Home page Testimonial</i>	<i>8</i>
<i>Home page Gallery Slider</i>	<i>9</i>
<i>Add News Blog posts</i>	<i>10</i>
<i>Page/Post Content Editing</i>	<i>12</i>
<i>Creating a New Page</i>	<i>134</i>
<i>Assigning a New Page to the Main Menu</i>	<i>15</i>
<i>Adding Board Documents</i>	<i>16</i>

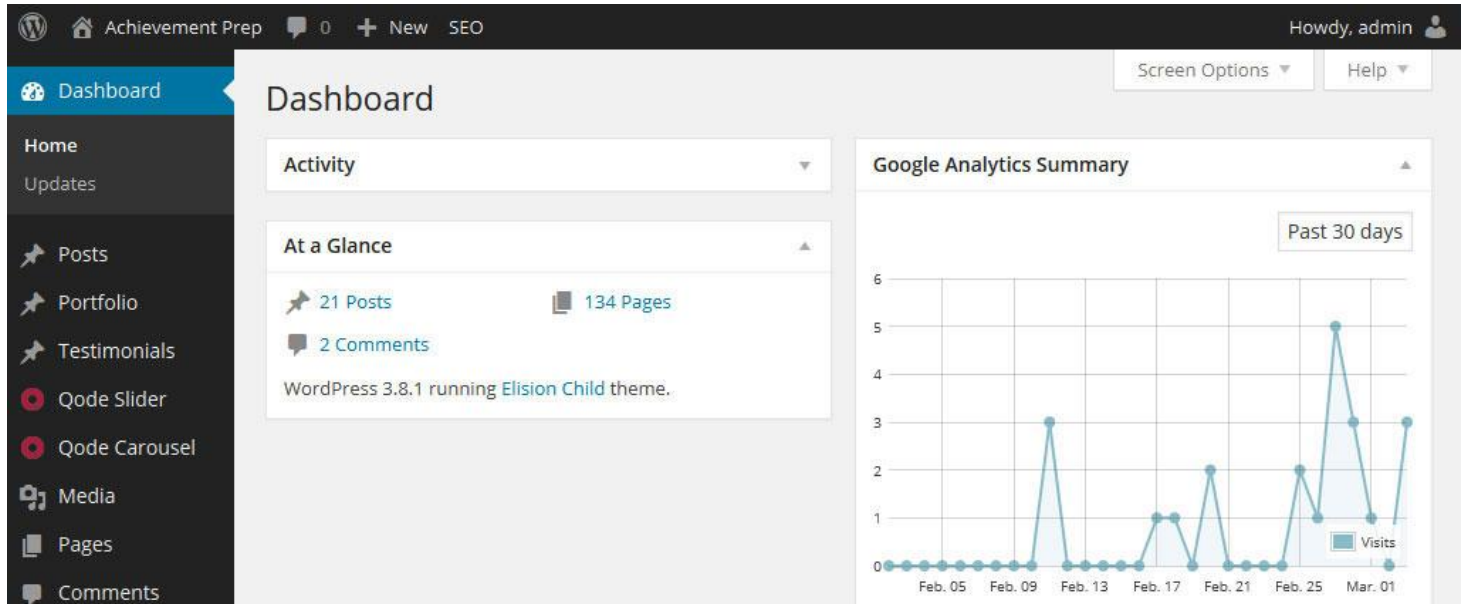
Back-end Login

Go to: <http://achievementprep.org/wp-admin>

Username: **admin**

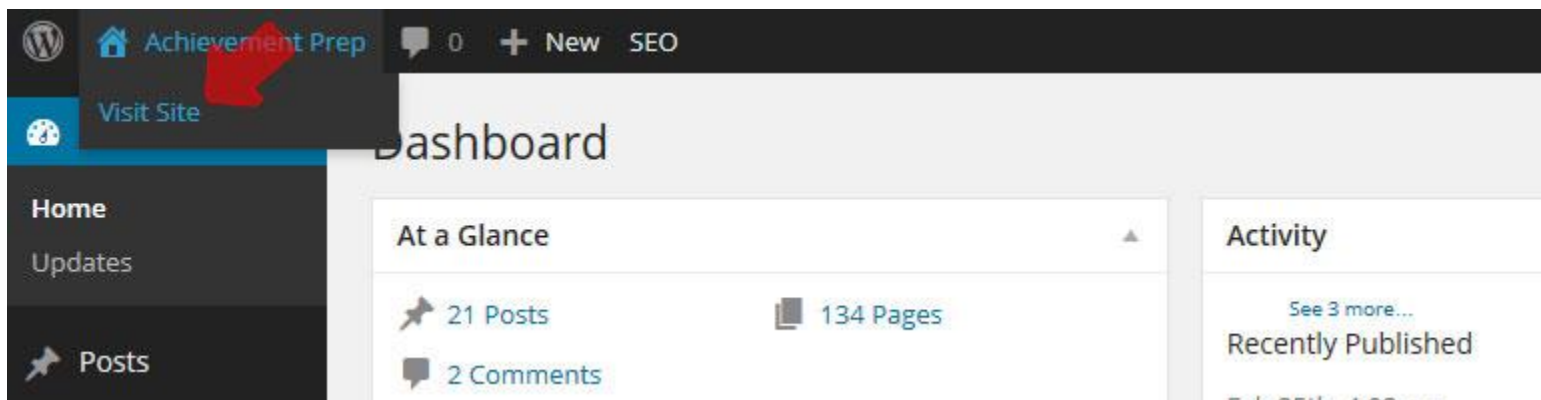
Password: **B3th3Dr3am!**

First landing page is Dashboard, an overview of your site.



Viewing the Front-End

Once you login and land on the back-end Dashboard, click View Site under the Achievement Prep on the gray ADMIN BAR to your website front-end. This bar will appear on all the pages as long as you're logged in as ADMIN.



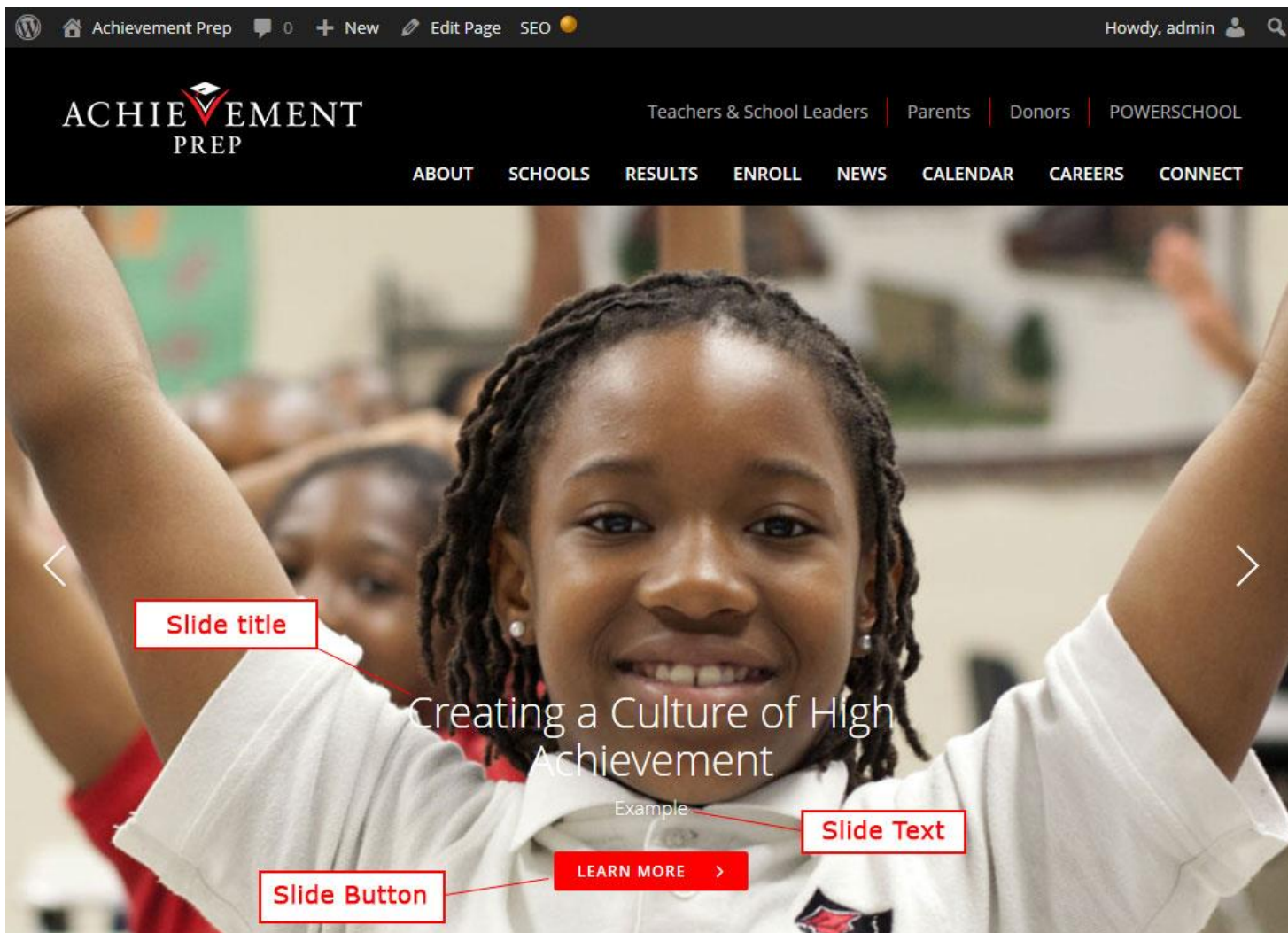
Add Home page Slide Image

Click "Add New Slide".

1. Enter the slide title.
2. Set background type to "Image" - *recommended image size: width:1024px height:768px.*
3. Click slide image to upload slide image. Drag and drop desired image and select Set Image.
4. Enter slider text - *leave blank to hide.*
5. Enter button label - leave blank to hide.
6. Enter the URL for the button.
7. Set Sliders check box to "Home Slider".
8. Click Publish to save.

The screenshot shows the WordPress 'Add New Slide' form. The left sidebar contains a menu with 'Code Slider' highlighted. The main form area has the following fields and controls:

- Enter title here**: A text input field with a red arrow labeled '1' pointing to it.
- Code Custom Fields**: A section containing:
 - Hide Slide Title**: A checkbox with a red arrow labeled '2' pointing to it.
 - Slide Background Type**: Radio buttons for 'Image' (selected) and 'Video', with a red arrow labeled '2' pointing to the 'Image' option.
 - Slide Image**: A text input field with a red arrow labeled '3' pointing to it, and an 'Upload file' button below it.
 - Slide Graphic**: A text input field with an 'Upload file' button below it.
 - Slide text**: A text input field with a red arrow labeled '4' pointing to it.
 - Button label**: A text input field with a red arrow labeled '5' pointing to it.
 - Button link**: A text input field with a red arrow labeled '6' pointing to it.
- Publish**: A section on the right containing:
 - 'Save Draft' button.
 - 'Status: Draft' with an 'Edit' link.
 - 'Visibility: Public' with an 'Edit' link.
 - 'Publish immediately' with an 'Edit' link.
 - 'SEO: Check' with a 'Check' link.
 - 'Move to Trash' button.
 - 'Publish' button with a red arrow labeled '8' pointing to it.
- Sliders**: A section on the right containing:
 - 'All Sliders' and 'Most Used' tabs.
 - A checkbox for 'Home Slider' with a red arrow labeled '7' pointing to it.
 - '+ Add New Slider' link.
- Attributes**: A section on the right containing an 'Order' field with the value '0'.



Add home page slide video

Click "Add New Slide"

1. Enter the slide title.
2. Set background type to "Video"
3. Enter URL to the webm version of the video
4. Enter URL to the mp4 version of the video
5. Enter URL to the ogv version of the video
6. Upload the video preview image
7. Enter slider text - *leave blank to hide*.
8. Enter button label - *leave blank to hide*.
9. Enter the URL for the button.
10. Set Sliders check box to "Home Slider".
11. Click Publish to save.

Achievement Prep

0

+ New

SEO

Howdy, admin

Dashboard

Posts

Portfolio

Testimonials

Code Slider

Slides

Add New Slide

Sliders

Code Carousel

Media

Pages

Comments

Multiverso

Contact

Appearance

Plugins

Users

Tools

Settings

SEO

LayerSlider WP

Newsletter

Code Options

Collapse menu

Add New Slide

1

Enter title here

2

Qode Custom Fields

Hide Slide Title ☐

Slide Background Type ☐ Image ☐ Video ☒

3

Slide Video (webm)

4

Slide Video (mp4)

5

Slide Video (ogv)

6

Slide Video preview image

Upload file

Use transparent overlay over video ☐

Slide Graphic

Upload file

7

Slide text

8

Button label

9

Button link

Screen Options

Publish

Save Draft

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

SEO: [Check](#)

11

Move to Trash

Publish

Sliders

All Sliders [Most Used](#)

☐ Home Slider

[+ Add New Slider](#)

Attributes

Order

0

Featured Image

[Set featured image](#)

7

Home page Testimonial

Click "Add New" under Testimonials

1. Enter the Title
2. Enter the Author
3. Enter the testimonial in the Text field
4. Click Publish

The screenshot displays the WordPress dashboard for 'Achievement Prep'. The left sidebar shows the 'Testimonials' menu with 'Add New' highlighted. The main content area is titled 'Add New Testimonial' and contains a form with the following fields:

- Title:** A text input field with the placeholder 'Enter title here'.
- Author:** A text input field.
- Text:** A large text area for the testimonial content.

Red arrows with numbers 1, 2, 3, and 4 point to the Title, Author, Text, and Publish buttons respectively. The right sidebar shows the 'Publish' section with options for Status (Draft), Visibility (Public), and Publish immediately. The 'Publish' button is highlighted with a red arrow and the number 4.

Below the form, a live testimonial is shown on the home page. It features a quote: "The Achievement Prep culture is very supportive and allow me to do what I do best - teach!". The quote is attributed to 'Sixth Grade Math Teacher'. Red boxes and arrows highlight the 'Text' (the quote) and 'Author' (the name) fields.

Home page Gallery Slider

Click "Add New Carousel Item" under Qode Carousel

1. Enter the Title
2. Click Carousel Image, Upload the small version of the photo
3. Click Carousel Hover Image, Upload the large version of the photo, Copy the "Link URL" then close the uploader
4. Paste the URL in the Link
5. Click "Home Carousel" check box
6. Click Publish

The screenshot shows the WordPress dashboard with the 'Add New Carousel Item' form. The form is titled 'Add New Carousel Item' and has a 'Screen Options' dropdown. The form fields are:

- Enter title here**: A text input field with a red arrow pointing to it labeled '1'.
- Qode Custom Fields**: A section containing two image upload fields:
 - Carousel Image (Min width needs to be 220px)**: A text input field with a red arrow pointing to it labeled '2'.
 - Carousel Hover Image (Min width needs to be 220px)**: A text input field with a red arrow pointing to it labeled '3'.
- Link**: A text input field with a red arrow pointing to it labeled '4'.
- Target**: A dropdown menu.

On the right side of the form, there is a **Publish** section with the following options:

- Save Draft**: A button.
- Status: Draft**: A link to [Edit](#).
- Visibility: Public**: A link to [Edit](#).
- Publish immediately**: A link to [Edit](#).
- SEO: Check**: A link to [Check](#).
- Move to Trash**: A button.
- Publish**: A button with a red arrow pointing to it labeled '6'.

Below the Publish section, there is a **Carousels** section with the following options:

- All Carousels**: A link.
- Most Used**: A link.
- Home Carousel**: A checkbox with a red arrow pointing to it labeled '5'.

The left sidebar shows the 'Qode Carousel' menu item with a red arrow pointing to it labeled '5'.

Add News Blog posts

Under Posts Click on "Add New"

1. Enter title
2. Enter content
3. Add Search Optimization Title (title of blog post), Description (description of what the post is about), and Keywords that relate to the post.
4. Select Category for post.
5. Add tags
6. Select Featured Image
When you click "Set Featured Image" link, it will open an upload window where you can drag and drop your image. Once you upload an image, choose "SET FEATURED IMAGE" towards the bottom right of the window.
7. Click Publish when you are done.

WordPress dashboard for "Achievement Prep" showing the "Add New Post" process. The interface includes a sidebar menu, a main content area, and several sidebars on the right.

1 Click "Add New Post" in the top navigation bar.

2 Click "Add New" in the left sidebar menu.

3 Click "Visual Composer" in the main content area.

4 Click "Categories" in the right sidebar.

5 Click "Tags" in the right sidebar.

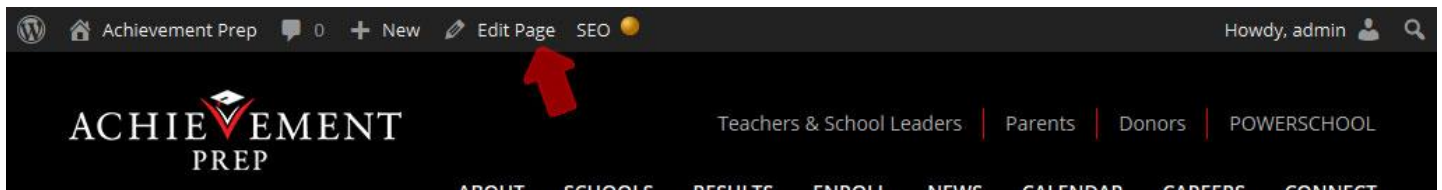
6 Click "Featured Image" in the right sidebar.

7 Click "Publish" in the right sidebar.

The main content area shows the "Add New Post" form with the title "Enter title here". The Visual Composer editor is active, showing a paragraph block. The WordPress SEO by Yoast sidebar is visible, showing the "General" tab with fields for Snippet Preview, Focus Keyword, SEO Title, Meta Description, and Meta Keywords. The right sidebar shows the "Publish" section with buttons for "Save Draft", "Preview", "Status: Draft", "Visibility: Public", "Publish immediately", "SEO: Check", "Move to Trash", and "Publish". The "Format" section shows options for Standard, Gallery, Link, Quote, Video, and Audio. The "Categories" section shows a list of categories and a button to "Add New Category". The "Tags" section shows a text input field and an "Add" button. The "Featured Image" section shows a button to "Set featured image".

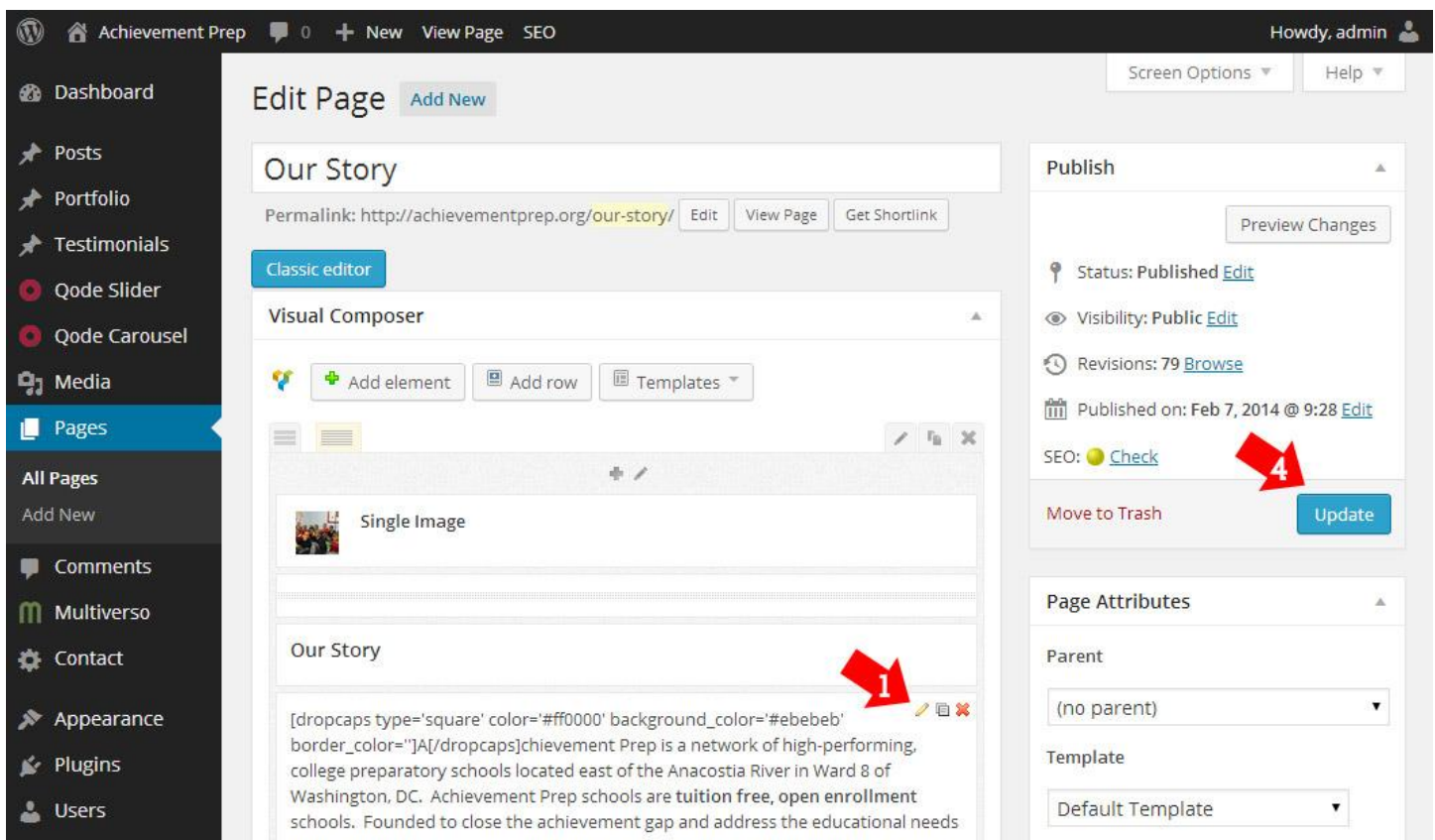
Page/Post Content Editing

When you're logged in, you will have a dark gray ADMIN BAR on top of the website on every page. Only site admins can see this. Go to the page you want to edit and click on the Edit Page button from the admin menu.



Once you're in the Edit Page section:

1. Mouse over the Text Block and click on the Pencil Icon to edit the text.
2. Make text edits.
3. Click Save
4. Click Update when done.



Creating a New Page

Click New Page from left menu or from the admin drop down.

5. Add title
6. Add content
7. Add SEO Title, Description, Keywords
8. Select Parent Page from drop-down. (ie. If you're creating a new sub-page under About, your Parent page is About)
9. Click Publish when done.

The screenshot shows the WordPress 'Add New Page' interface. The left sidebar contains the 'Pages' menu with 'Add New' highlighted. The main content area has a title field (1), a Visual Composer editor (2), and a 'WordPress SEO by Yoast' section (3) containing fields for Focus Keyword, SEO Title, Meta Description, and Meta Keywords. The right sidebar includes a 'Publish' section (5) with buttons for 'Save Draft', 'Preview', and 'Publish', and a 'Page Attributes' section (4) with a 'Parent' dropdown menu. The 'Parent' dropdown is currently set to '(no parent)'. The 'Publish' section shows the status as 'Draft' and the visibility as 'Public'. The 'Page Attributes' section shows the template as 'Default Template' and the order as '0'. The 'Featured Image' section has a 'Set featured image' link.

Assigning a New Page to the Main Menu

Select Menus under Appearance

1. Set "Select a menu to edit" to "main menu (Top Navigation)" and click "Select"
2. Check the newly created Page and click "Add to Menu".
3. The new page will be added to the right side menu structure. Drag and drop the page panel to where you want it.
4. Click Save Menu when done.

Go to website Front-end; refresh the page to see changes.

The screenshot shows the WordPress admin dashboard for 'Achievement Prep'. The left sidebar has 'Appearance' selected, and 'Menus' is highlighted. The main content area is the 'Edit Menu' screen for the 'main menu (Top Navigation)'. It features a 'Select a menu to edit' dropdown set to 'main menu (Top Navigation)', a 'Pages' list with 'Multiverso' and 'Links', and a 'Menu Structure' section with items like 'About', 'Who We Are', 'Our Team', 'Our Schools', 'Our Community', and 'Schools'. Red arrows indicate the steps: 1. Select 'main menu (Top Navigation)'; 2. Click 'Add to Menu' for 'Multiverso'; 3. Drag 'Multiverso' into the menu structure; 4. Click 'Save Menu'.

Adding Board Documents

The board page is accessed by either clicking on the “Trustees” link on top header menu, or by going to: **achievementprep.org/board**

Login information for board members:

Username: **board**

Password: **Aprepboard**

Click "Add New File"

1. Enter the Title
2. Enter the File Description
3. Click browse, Upload the File
4. Set File Category as “Agendas”
5. Click Publish

The screenshot shows the WordPress dashboard for 'Achievement Prep'. The left sidebar contains a menu with 'Multiverso' highlighted. Under 'Multiverso', 'Add New File' is selected, indicated by a red arrow labeled '3'. The main content area is titled 'Add New File' with a red arrow labeled '1' pointing to the title input field. Below the title field is a rich text editor with a red arrow labeled '2' pointing to it. At the bottom of the editor, there is a 'File' section with a 'Browse...' button and the text 'No file selected.', with a red arrow labeled '3' pointing to it. On the right side, the 'Publish' box shows 'Status: Draft' and a 'Publish' button, with a red arrow labeled '5' pointing to it. Below the 'Publish' box, the 'Multiverso Categories' section shows 'All Categories' and 'Most Used' tabs, with a red arrow labeled '4' pointing to the 'Agendas' checkbox. The 'Featured Image' section at the bottom right has a 'Set featured image' link.