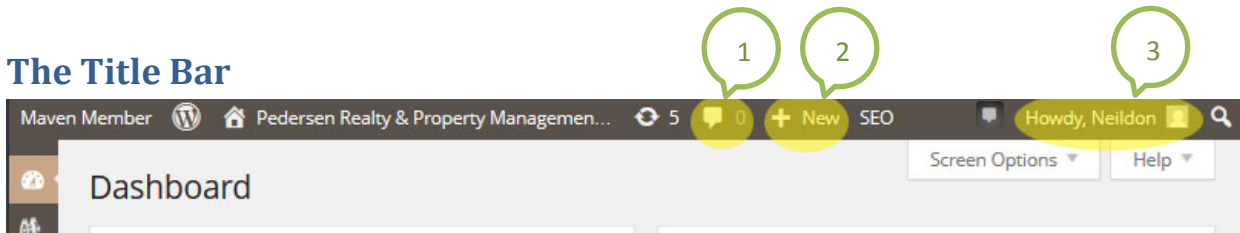


WordPress Administrator User Guide

The Title Bar

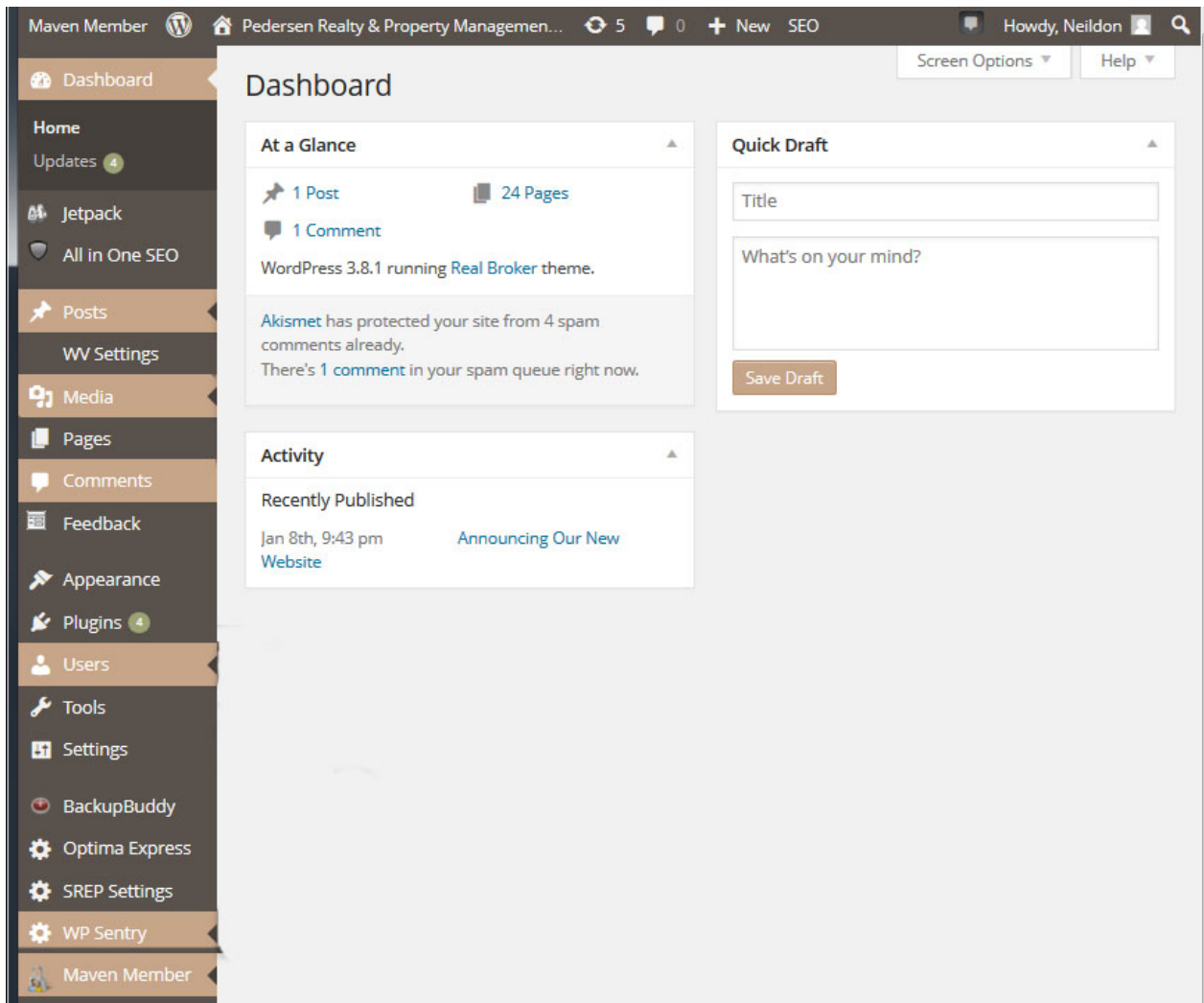


There are three areas on the title bar that you want to make note of.

1. Comments Awaiting Moderation
2. A shortcut to adding new posts, media, and users.
3. Hover over the third section on the upper right-hand corner with contains your user name to reveal links to edit your profile or logout.

The Menu

The left side of the screen contains the menu structure for the website administration. Many of these menu items are strictly for building, configuring, and maintaining your website and are beyond the scope of this guide. It is best if Administrators access only Posts, Media, Comments, Users, WP Sentry, and Maven Member.



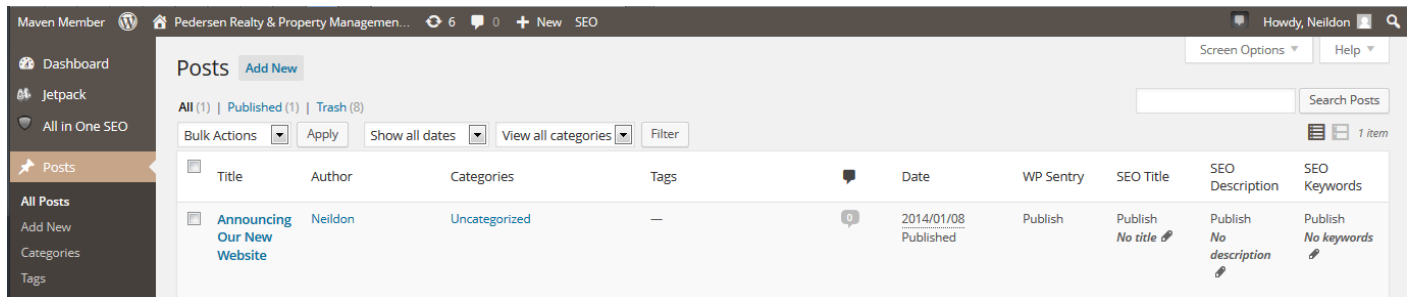
The Dashboard

The Dashboard Screen shows you a snapshot of the number of pages, posts and comments on your website. It also shows your website's recent activity, and has a tool to quickly draft and save a blog post.

Posts

This is where you see and manage all of your posts, add new posts, and manage categories and tags.

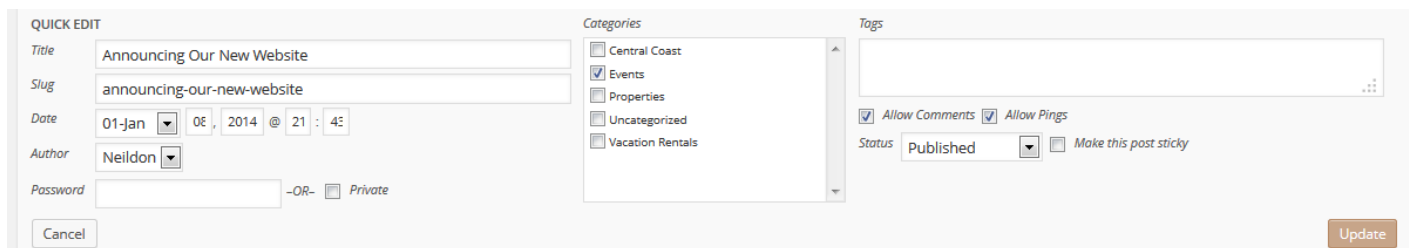
All posts



Hover over the Title on the Posts page to reveal options to Edit, Quick Edit, Trash or View the post.

Quick Edit

Here you can change the basic settings for posts.

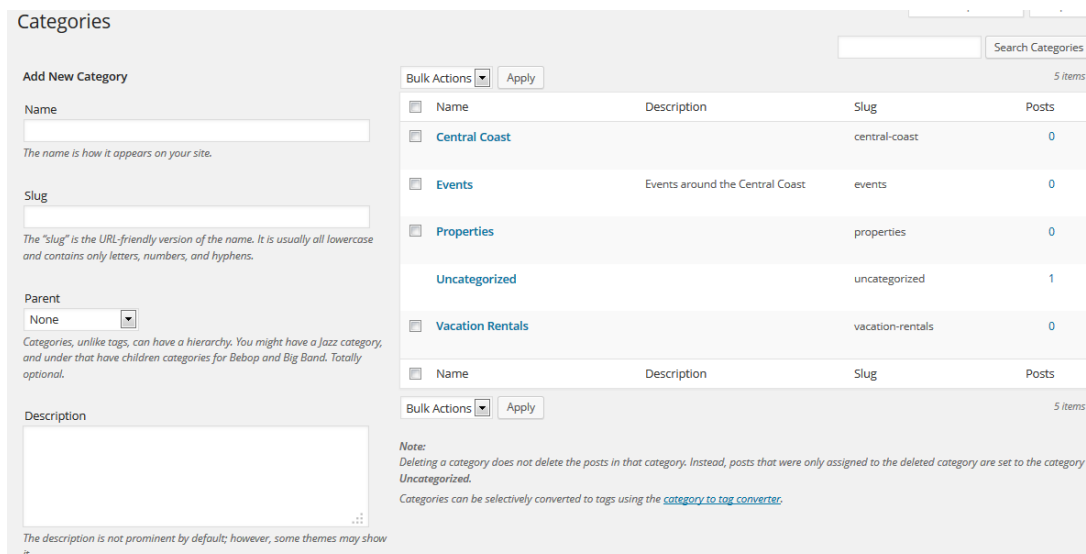


Add new post

Here is where posts are composed and edited. Go to <http://youtu.be/QzSHjHXA1k?t=45s> to see a video I made on creating blog posts.

Categories

Add and manage post categories here. Categories help readers find related content on your site.



Tags

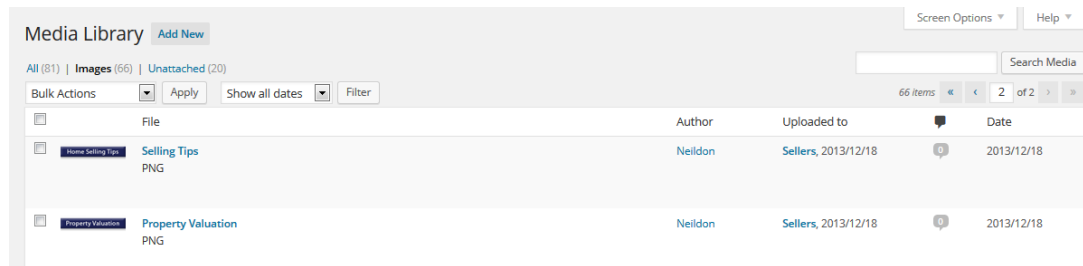
For simple blogs, tags aren't necessary and can complicate the structure of your blog. I suggest not using tags. If you decide that tags are helpful, this is where you add or manage them.

Media

This is where you manage and upload images and files.

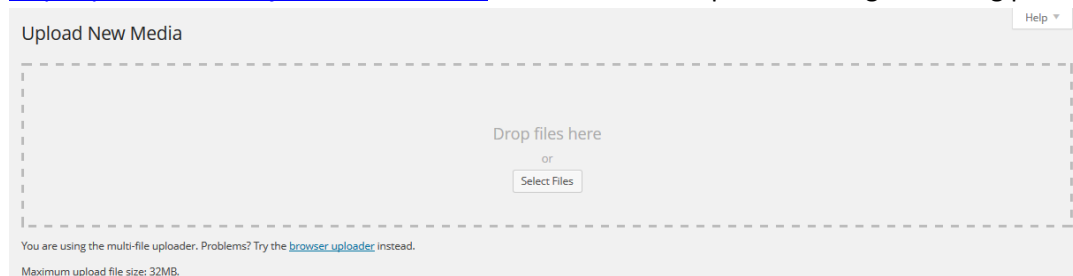
Library

The Media Library is where you manage uploaded images and files. Hover over the file name to review the options to edit, delete, or view the file.



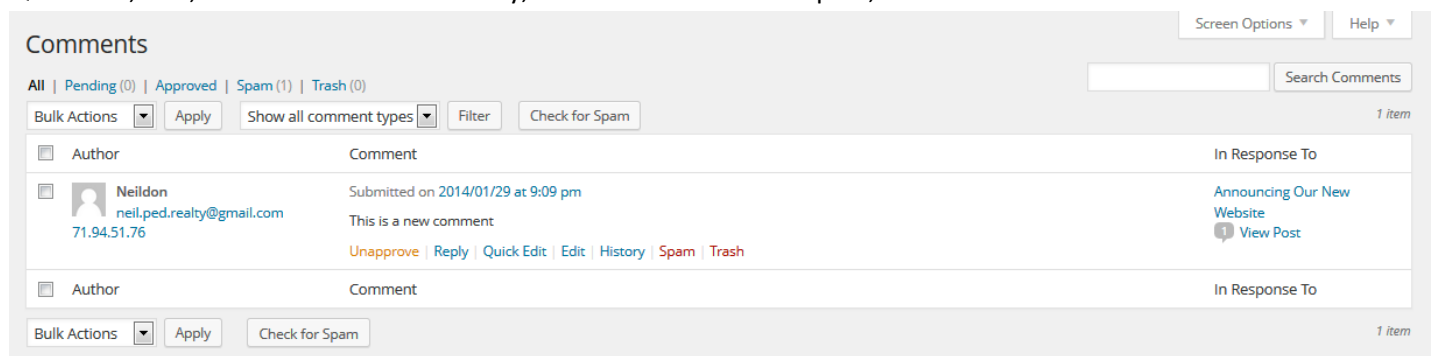
Add New Media

Drag and drop files from your computer to upload them to the Media Library. Go to <http://youtu.be/QzSHiXAZ1k?t=2m55s> to watch how to upload an image to a blog post.



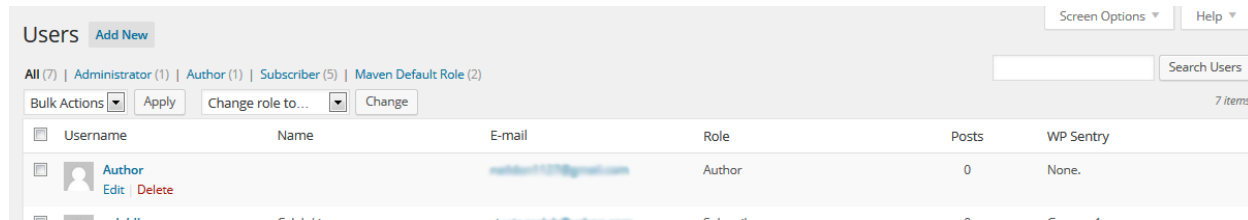
Comments

This is where you manage comments on posts. Hover over the comment to reveal the menu to Approve, Reply To, Quick Edit, Edit, View the comment History, mark the comment as Spam, or to send the comment to the Trash.



Users

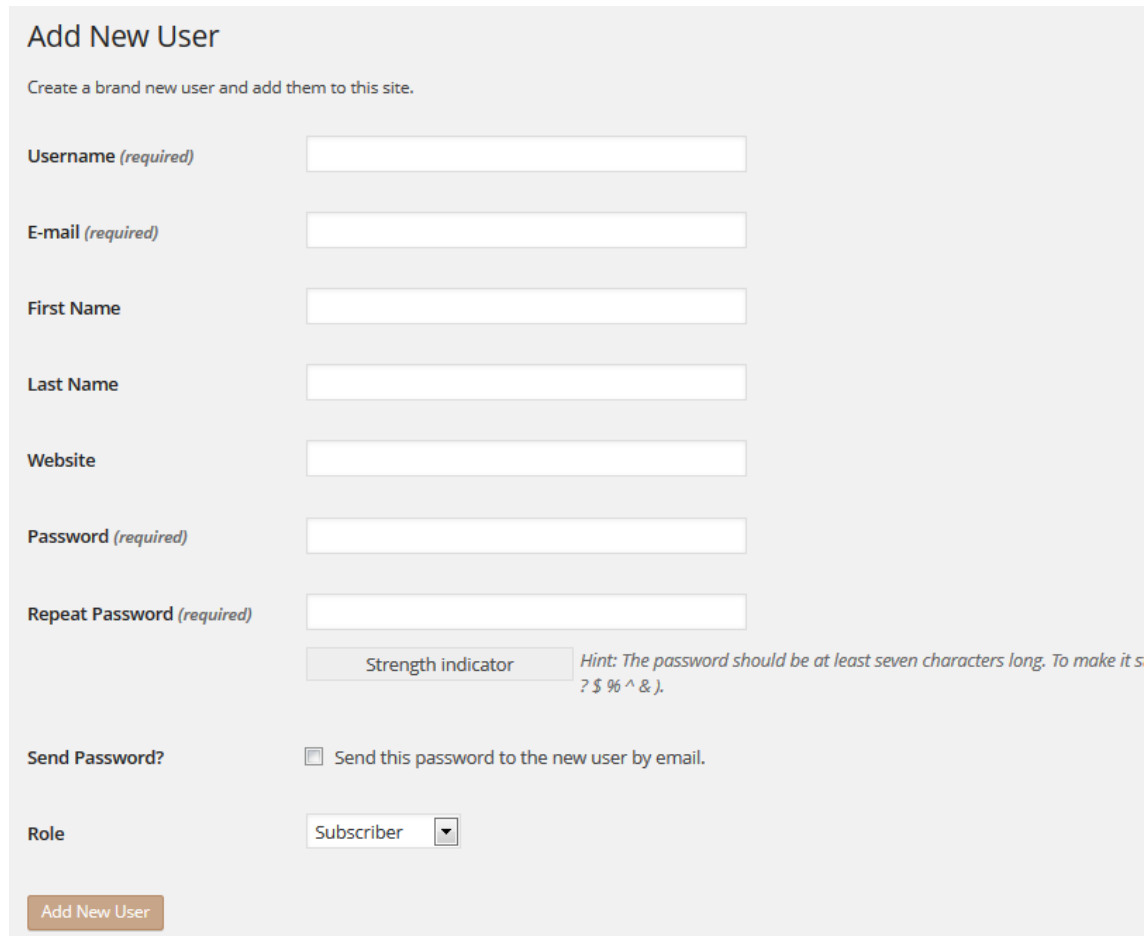
This is where you manage the website users. Hovering over the username reveals the menu to Edit or Delete the user.



The screenshot shows the WordPress 'Users' management interface. At the top, there's a 'Users' header with an 'Add New' button. Below it, a filter bar shows 'All (7)' selected, with counts for 'Administrator (1)', 'Author (1)', 'Subscriber (5)', and 'Maven Default Role (2)'. There are buttons for 'Bulk Actions', 'Apply', 'Change role to...', and 'Change'. A search bar labeled 'Search Users' is on the right. Below the filter bar is a table with columns: 'Username', 'Name', 'E-mail', 'Role', 'Posts', and 'WP Sentry'. One user is listed with the role 'Author' and 0 posts. A hover menu is visible over the user's name, showing 'Edit' and 'Delete' options.

Adding a New User

Click Add New from the Users page.



The screenshot shows the 'Add New User' form. It starts with the title 'Add New User' and a sub-header 'Create a brand new user and add them to this site.' The form has several input fields: 'Username (required)', 'E-mail (required)', 'First Name', 'Last Name', 'Website', 'Password (required)', and 'Repeat Password (required)'. Below the password fields is a 'Strength indicator' and a hint: 'Hint: The password should be at least seven characters long. To make it s ? \$ % ^ & .'. There is a checkbox for 'Send Password?' with the label 'Send this password to the new user by email.' and a 'Role' dropdown menu currently set to 'Subscriber'. At the bottom is an 'Add New User' button.

The Username, a unique email address (only one username may have the same email), and Password are required. Check the box if you want the system to automatically send the new user an email with the username and password.

Select a Role

- Subscribers can only view content.
- Contributors can write blog posts but cannot publish them.
- Authors can write and publish blog posts, upload media and can moderate comments.
- Editors can manage categories, edit and delete others pages and posts.
- Administrators can manage all components of a site including adding users.

Adding New HOA Users

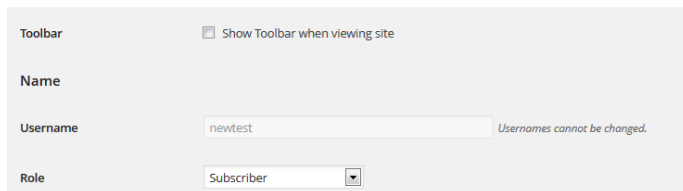
There are two ways to give users access to particular HOAs' Private pages.

1. Manually
2. The new user registers via the online registration form.

Manually Adding an HOA User

This is a three-step process.

1. Add a New user as described above.
 - a. Select Subscriber as the Role.
2. Navigate to All Users and edit the user you just added.
 - a. Uncheck the Show Toolbar when viewing site box.



The screenshot shows a user registration form with the following fields and options:

- Toolbar:** A checkbox labeled "Show Toolbar when viewing site" which is currently unchecked.
- Name:** A text input field.
- Username:** A text input field containing "newtest". To the right of the field is a note: "Usernames cannot be changed."
- Role:** A dropdown menu currently set to "Subscriber".

3. Assign the new user to an HOA in WP Sentry / User Groups as described below.

Activating a new user that registers via the online registration form

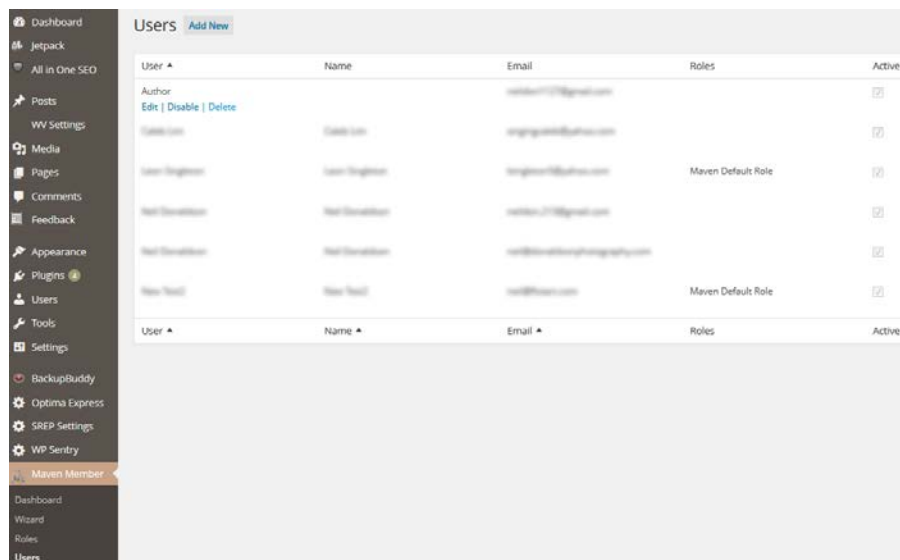
This is a three-step process.

1. The system will send an email to the website Administrator alerting them that a new user has registered online.
2. On the Maven Member / Users screen, confirm that the request is legitimate and enable the user as described in the sections that follow.
3. Assign the new user to an HOA in WP Sentry / User Groups as described in the sections that follow.

Maven Member

This is where you activate users that have submitted a registration request online.

1. On the Maven Members / Users screen (accessible from the menu on the left of the page or from the Title Bar) hover over the username and click Edit.



The screenshot shows the WP Sentry interface. On the left is a sidebar menu with options: Dashboard, Jetpack, All in One SEO, Posts, WP Settings, Media, Pages, Comments, Feedback, Appearance, Plugins, Users, Tools, Settings, BackupBuddy, Optima Express, SREP Settings, WP Sentry, and Maven Member. The "Maven Member" option is highlighted. The main content area is titled "Users" with an "Add New" button. Below the title is a table of users:

User	Name	Email	Roles	Active
Author		author@domain.com		<input checked="" type="checkbox"/>
Guest User	Guest User	guestuser@domain.com		<input checked="" type="checkbox"/>
User Registered	User Registered	registered@domain.com	Maven Default Role	<input checked="" type="checkbox"/>
New User (Pending)	New User (Pending)	newuser@domain.com		<input checked="" type="checkbox"/>
New User (Pending)	New User (Pending)	newuser@domain.com		<input checked="" type="checkbox"/>
New User (Pending)	New User (Pending)	newuser@domain.com	Maven Default Role	<input checked="" type="checkbox"/>

Below the table is a section for "New User" with fields for Name, Email, and Roles, and an "Add New" button.

- On the next screen, verify that the registrant is a legitimate member of the HOA.
- Check the box to Enable the user and click Update. The system will send an email to the new user informing them that their account has been activated.

Name	New Test2
Email	test@fakemail.com
Address	123 Test St
Address	
City	Test
State	CA
Zip	93443
Country	
Day	9999-1111-1111
Website	
Homeown	testHOA
Enable	<input checked="" type="checkbox"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

- Next assign the new user to an HOA using WP Sentry as described in the next section.

WP Sentry

This is where you manage the access to private pages by assigning users to a particular HOA.

- On the WP Sentry / User Groups screen (accessible from the menu on the left of the page) click the name of the HOA to which you want to assign a user.

WP Sentry User Groups

Group List

Name	Users	Posts	Memberships
<input type="checkbox"/> Bay Creek Condos	3 [csv]	5	0
<input type="checkbox"/> Casa del Mar	0 [csv]	0	0
<input type="checkbox"/> Lost Oak Village	0 [csv]	0	0
<input type="checkbox"/> Oak Village	0 [csv]	0	0
<input type="checkbox"/> Santa Ysabel	0 [csv]	0	0
<input type="checkbox"/> Santa Ysabel Condos	0 [csv]	0	0
<input type="checkbox"/> Sequoia-Bayview	1 [csv]	0	0
<input type="checkbox"/> Walnut Hills Ranch	0 [csv]	0	0

New Group:

- Select the user that you want to assign to that HOA from the Members Drop-Down Box.

WP Sentry User Groups

Edit Group 'Casa del Mar'

Group Name:

Members:

undefined ▾

This group is a member of:

undefined ▾

3. All of the user's names and email addresses will be displayed below the Members list. The name you just selected will be added to the list. Users can be removed from the HOA by clicking Remove.

WP Sentry User Groups

Edit Group 'Casa del Mar'

Group Name:

Members:

14. New Test2 <neil@fiotart.com>	remove
----------------------------------	------------------------

This group is a member of:

4. Click Update Group. The user can now login and access that HOA's private pages.