

AEMPRO.org ADMINISTRATOR'S MANUAL



INTRODUCTION

No manual is needed for the public to use the web system. This manual is to help Developers, Administrators and Editors understand what the system offers and how it functions.

It is divided into five main sections: *Domain and Hosting*, *WordPress Content Management*, *Plugins*, *Managing Donations*, and *Database Operations*.

The details about the domain name and its registration and the hosting service are given in the first section. The manual body provides descriptions, but the passwords and other security matters are covered in a detachable Appendix. This way this manual can be given to those who need to know the basics but are not authorized to make changes.

The web site is based on the WordPress content management system, and the second section describes how to use this in general. A WordPress site is based on a theme, which provides the overall appearance features, and which can be modified. This section describes the theme used and the customization done using a child theme. This section also explains how to edit and add content.

Some functions associated with the web site are provided by components not part of WordPress or the theme – these components are called plugins in the WordPress world. This section lists and describes what plugins are used and explains what functions they provide.

A major operation for this web site is to accept and manage donations, and the fourth section describes how that specific plugin works and how to administer donations.

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SECTION 1: DOMAIN NAME AND HOSTING

THE DOMAIN NAME

AEMPRO stands for Association for Education of Manufactured, Park Model, and RV Home Owners. The domain name AEMPRO.org was first registered on June 29, 2018 at New Dream Network, LLC dba DreamHost Web Hosting. While AEMPRO.com would have been desired, it was in use at the time and not available. Since then the .com name has become available for purchase at a price of \$1,888 but the organization chose not to acquire it at that time.

You do not “own” a domain name; it is merely “rented” for the period for which you have paid the fee and must be renewed at the end of that period. The domain name is set to autorenew on 2020-05-29 for another two years. The registrar should be contacted to see if a longer renewal period can be chosen.

DOMAIN HOSTING

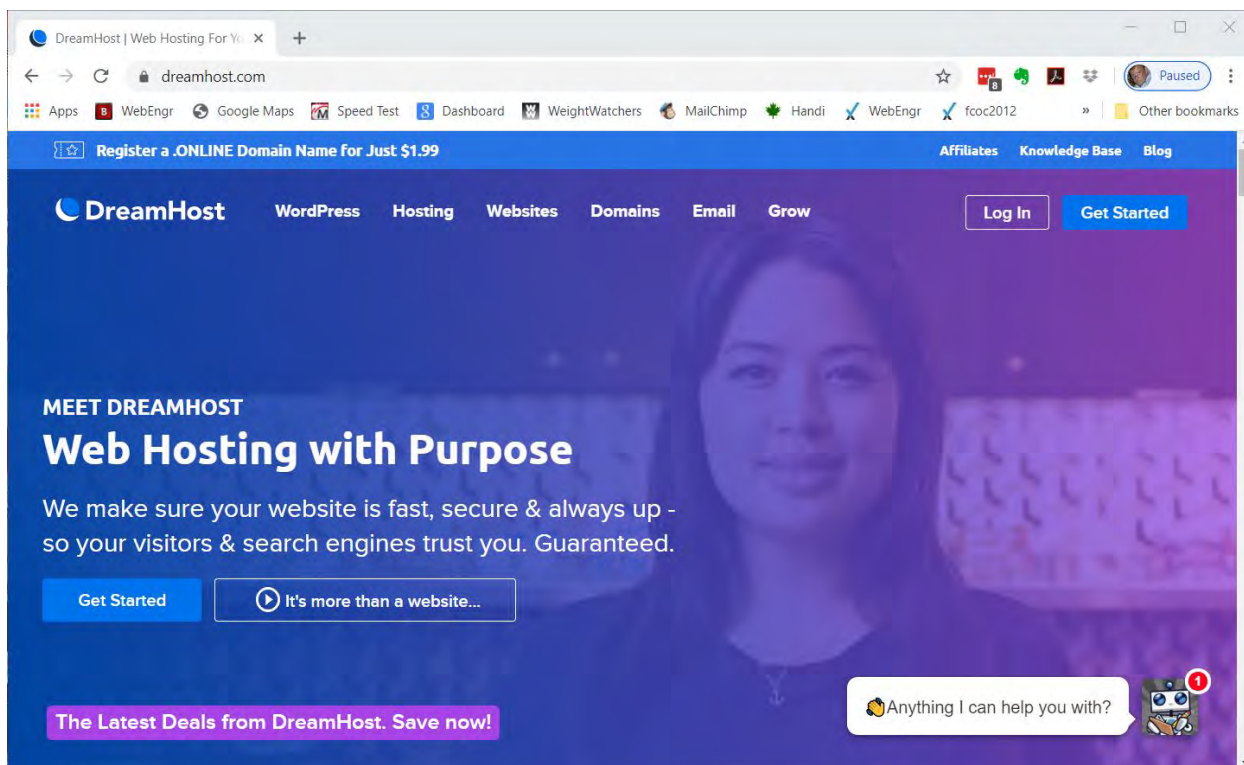
The domain is hosted on a shared hosting basis at DreamHost.com. Shared hosting means that this domain does not have its own server but shares server space with other domains. This arrangement is adequate for the expected traffic levels for this site.

Hosting charges

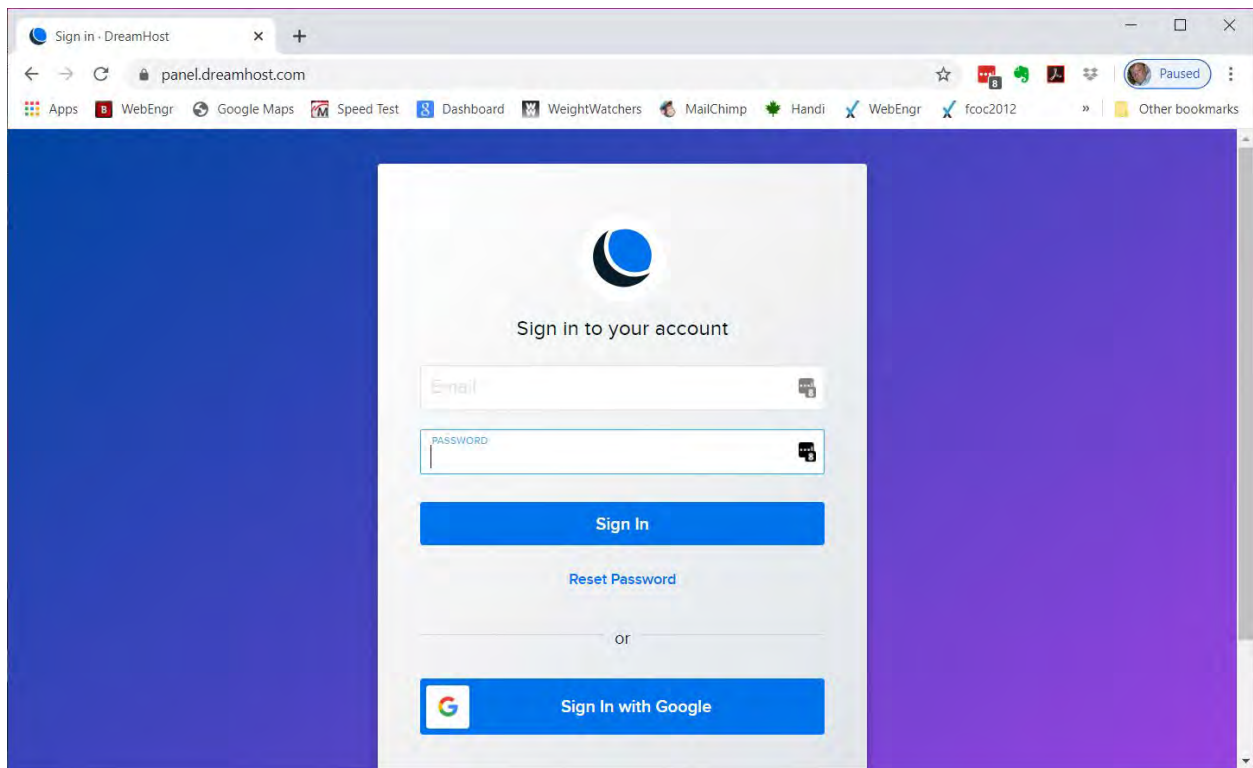
DOMAIN MANAGEMENT

You go to DreamHost.com to manage the domain name. See Appendix A for sign-in instructions for DreamHost.

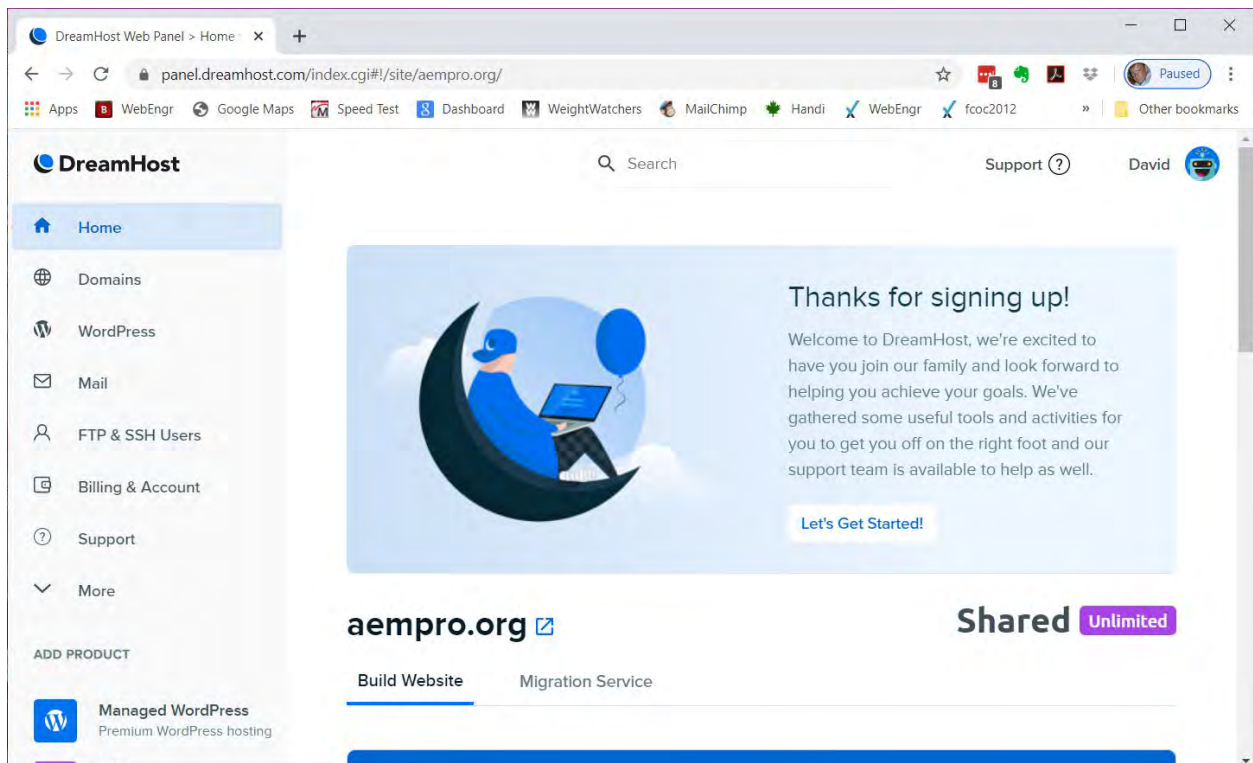
You are first greeted with the DreamHost main screen, as below.



Click the Log In button, then enter your credentials in the dialog.



Once authenticated, you will be taken to the home screen for managing this domain.



The Domains menu selection can be expanded as shown below to access the various domain functions.

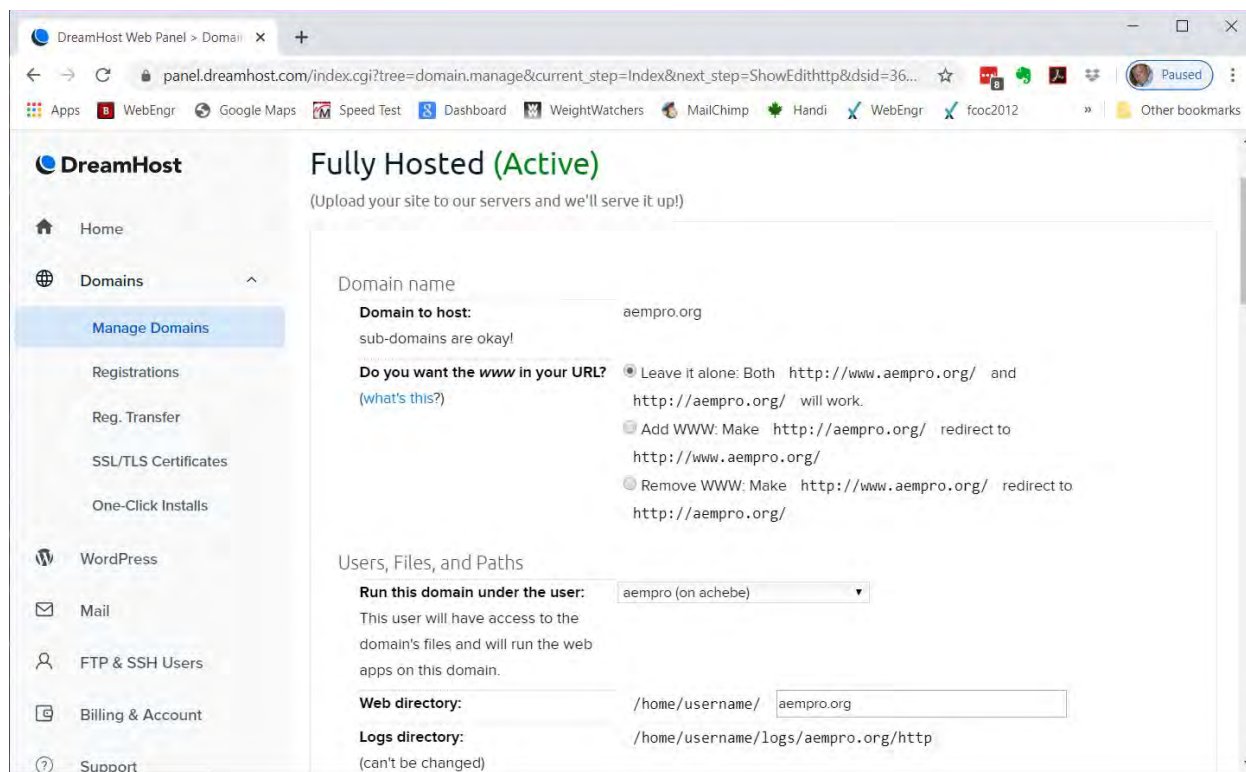
The screenshot displays the DreamHost Web Panel interface for managing domains. The main heading is "Manage Domains". Below this, there are two buttons: "Add Hosting to a Domain / Sub-Domain" and "Register a New Domain". A table titled "Hosted Domains" is shown with the following columns: DOMAIN, REGISTRATION, WEB HOSTING, SECURITY, EMAIL, and ACTIONS. The table contains one entry for the domain "aempro.org".

DOMAIN	REGISTRATION	WEB HOSTING	SECURITY	EMAIL	ACTIONS
aempro.org DNS Visit WebFTP UniquelP	4 mons+ left.	Shared Hosting with PHP 7.2 (User: aempro) Edit Upgrade to DreamPress Remove	HTTPS Secure Site Clean	11 Addresses	Restore Delete

The screen above shows some basic information about the domain account as of February 22, 2020. You should only make changes here if you are certain what you are doing. This manual does not cover changes here; work with DreamHost tech support if needed.

Editing Domain Info

Clicking on the Edit link under Web Hosting in the screen above leads you to the following screen.

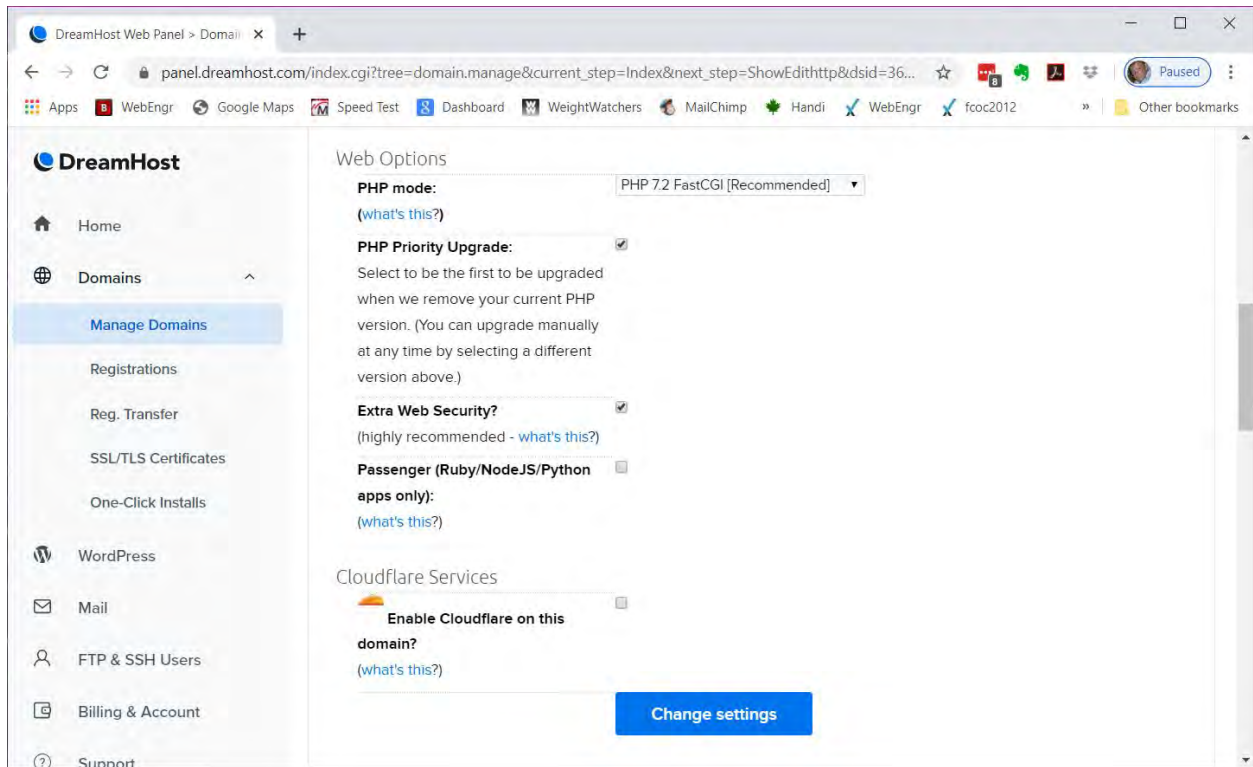


For the most part, you should leave the settings on this page as they are unless you have a good reason to change them. This will not be discussed here, and you should consult with DreamHost tech support before doing any changes.

Changing PHP Version

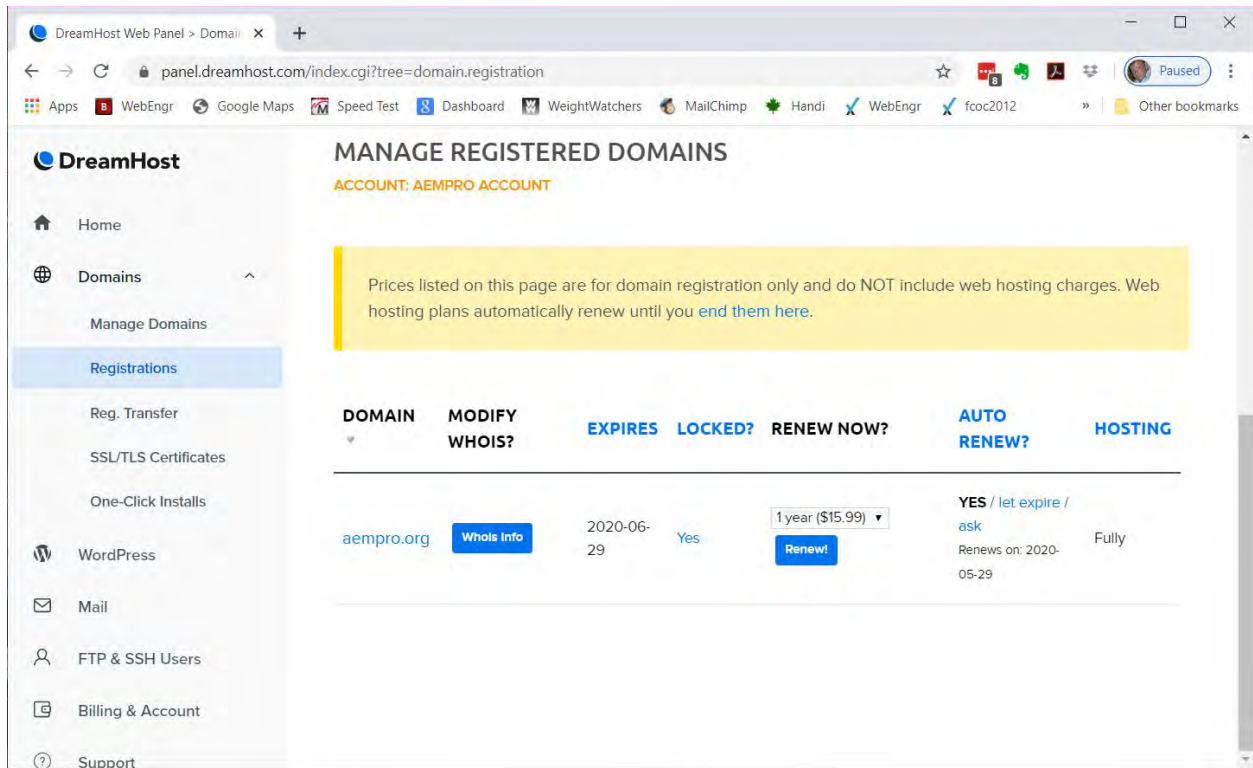
One change you may want to make is to change the PHP mode to take advantages of updates in programming over time. PHP is the programming language used by WordPress and its plugins. You may see a suggestion to do so when you go to the WordPress dashboard (see description of this in Section 2: WordPress Content Management. From what is shown in the screen above,

scroll down and you will see the screen below. Use the dropdown to select a different PHP version.



Registrations

The **Registrations** menu entry brings you to the screen below; this view has been scrolled down to view info at the bottom.



DreamHost MANAGE REGISTERED DOMAINS
ACCOUNT: AEMPRO ACCOUNT

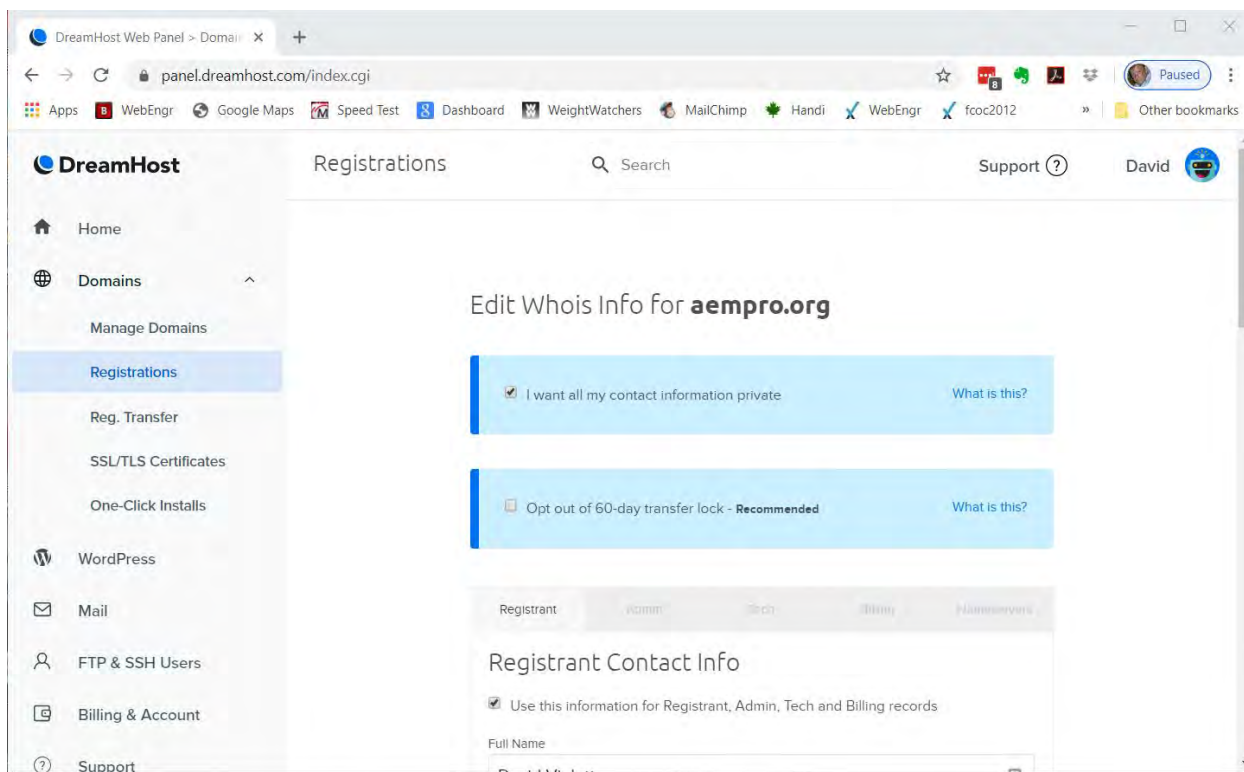
Prices listed on this page are for domain registration only and do NOT include web hosting charges. Web hosting plans automatically renew until you [end them here](#).

DOMAIN	MODIFY WHOIS?	EXPIRES	LOCKED?	RENEW NOW?	AUTO RENEW?	HOSTING
aempro.org	Whois Info	2020-06-29	Yes	1 year (\$15.99) Renew!	YES / let expire / ask Renews on: 2020-05-29	Fully

This shows the expiration date of the domain registration at the time the screenshot was made. Notice that Auto Renew is enabled and Locked is Yes. Locking means that the domain cannot be transferred without explicit permission of the registrant.

Private Information, Transfer Lock

By clicking the **Whols Info** button under MODIFY WHOIS you can manage domain registration data. See below.

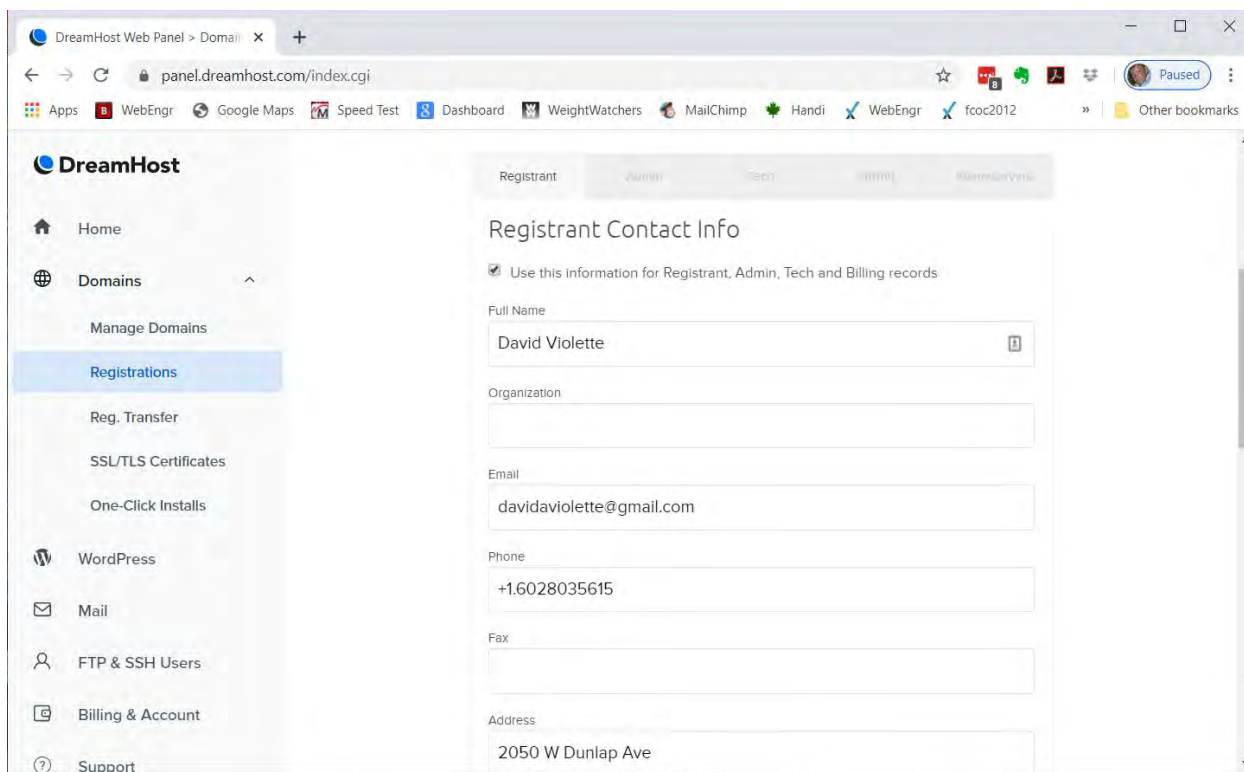


Note that the box for keeping contact information private is checked. That is the preferable condition. This means that domain contact info is not available for scammers or spammers to acquire and keeps you off of their lists.

The box for opting out of 60-day transfer lock is unchecked in the example above. When changes are made to a domain's registrants the domain is locked for 60-days from being transferred to another registrar or registrant.

Registrant Contacts

There are four different contact records associated with each domain name: Registrant, Admin, Tech, and Billing. See below.

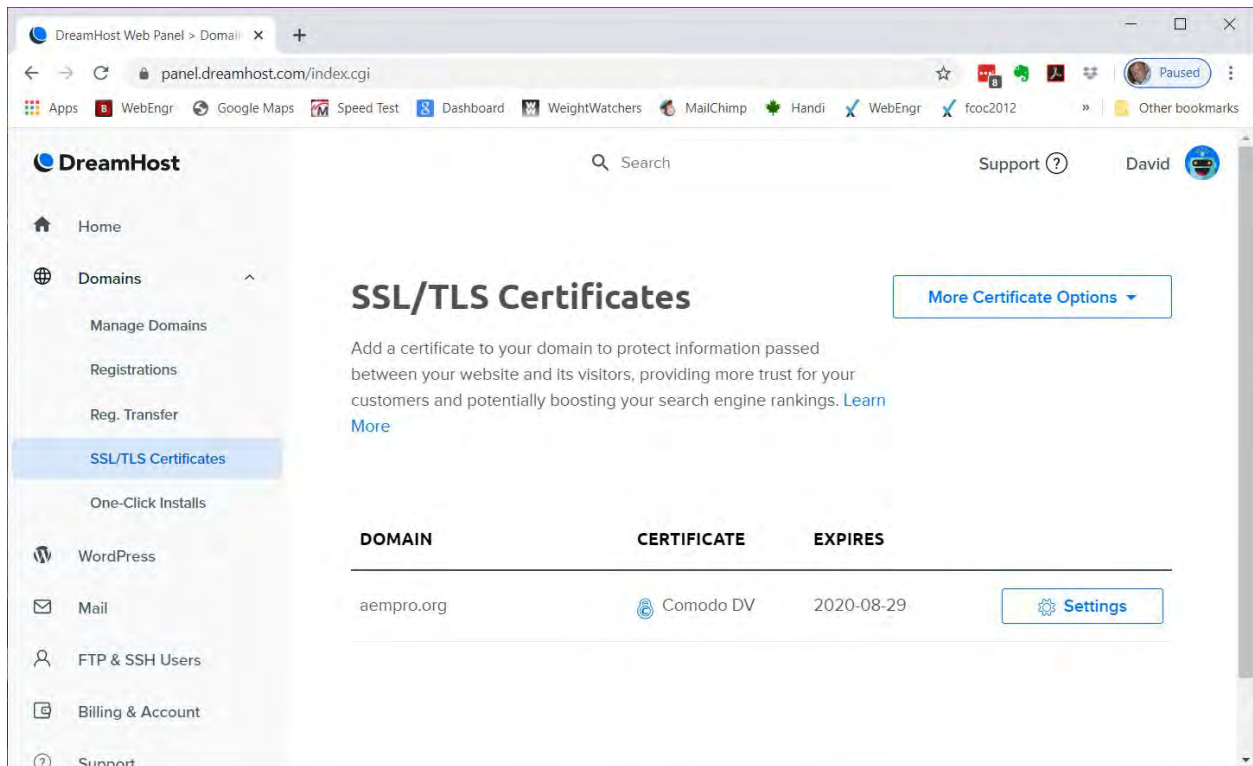


The screenshot shows the DreamHost Web Panel interface. On the left is a navigation menu with options like Home, Domains, Registrations, Reg. Transfer, SSL/TLS Certificates, One-Click Installs, WordPress, Mail, FTP & SSH Users, Billing & Account, and Support. The main content area is titled 'Registrant Contact Info' and includes a checkbox labeled 'Use this information for Registrant, Admin, Tech and Billing records' which is checked. Below this are input fields for Full Name (David Violette), Organization, Email (davidaviolette@gmail.com), Phone (+1.6028035615), Fax, and Address (2050 W Dunlap Ave).

Notice near the top of this screen the checkbox for **Use this information for Registrant, Admin, Tech, and Billing records**. By leaving the box checked only one person's information needs to be filled in. However, it is preferable to have more than one person in these roles because if something needs to change and the one person is not available another person can make the change. (At the time site management is transferred to someone other than David Violette new persons will be assigned in these roles.)

SSL/TLS Certificates

SSL and TLS refer to site security measures. SSL stands for Secure Sockets Layer; TLS stands for Transport Layer Security. Both describe a method for making web page content secure to the browser. Clicking the SSL/TLS Certificates menu brings you to the screen below.



The screenshot shows the DreamHost web panel interface. The left sidebar contains navigation options: Home, Domains (with sub-options: Manage Domains, Registrations, Reg. Transfer, SSL/TLS Certificates, One-Click Installs), WordPress, Mail, FTP & SSH Users, Billing & Account, and Support. The main content area is titled "SSL/TLS Certificates" and includes a "More Certificate Options" button. Below the title is a descriptive paragraph and a "Learn More" link. A table lists the current certificate:

DOMAIN	CERTIFICATE	EXPIRES	
aempro.org	Comodo DV	2020-08-29	Settings

You will see there is one certificate assigned to AEMPRO.org and it expires August 29, 2020. Clicking the **Settings** button brings up the screen below. Notice that Auto Renewal is not on at that time but should be changed when the management is transferred. At the bottom of that screen is the option to download the Comodo DV Site Seal, and that is where the info came for the seal displayed at the web site. It is important to display this to give the user confidence in the security of their data, even though there will be a padlock symbol in the browser address bar.

DreamHost Web Panel > Domains

panel.dreamhost.com/index.cgi

Apps WebEngr Google Maps Speed Test Dashboard WeightWatchers MailChimp Handi WebEngr fcc2012 Other bookmarks

DreamHost

- Home
- Domains
 - Manage Domains
 - Registrations
 - Reg. Transfer
 - SSL/TLS Certificates**
 - One-Click Installs
- WordPress
- Mail
- FTP & SSH Users
- Billing & Account
- Support

Current Certificate Other Certificates

Comodo DV Certificate

This certificate is **valid and currently in-use with aempro.org.**

VALID THRU 2020-08-29 **NO UNIQUE IP**

Certificate **does not automatically renew.** We will notify you via email **30 days before expiration.** This domain is currently **not using a Unique IP.**

[Turn On Auto Renewal](#) [Add Unique IP](#)

COMODO DV SITE SEAL

Download this visual stamp and display it on your website to show users that any personal data transmitted through the site is safe.

[Download Here](#)

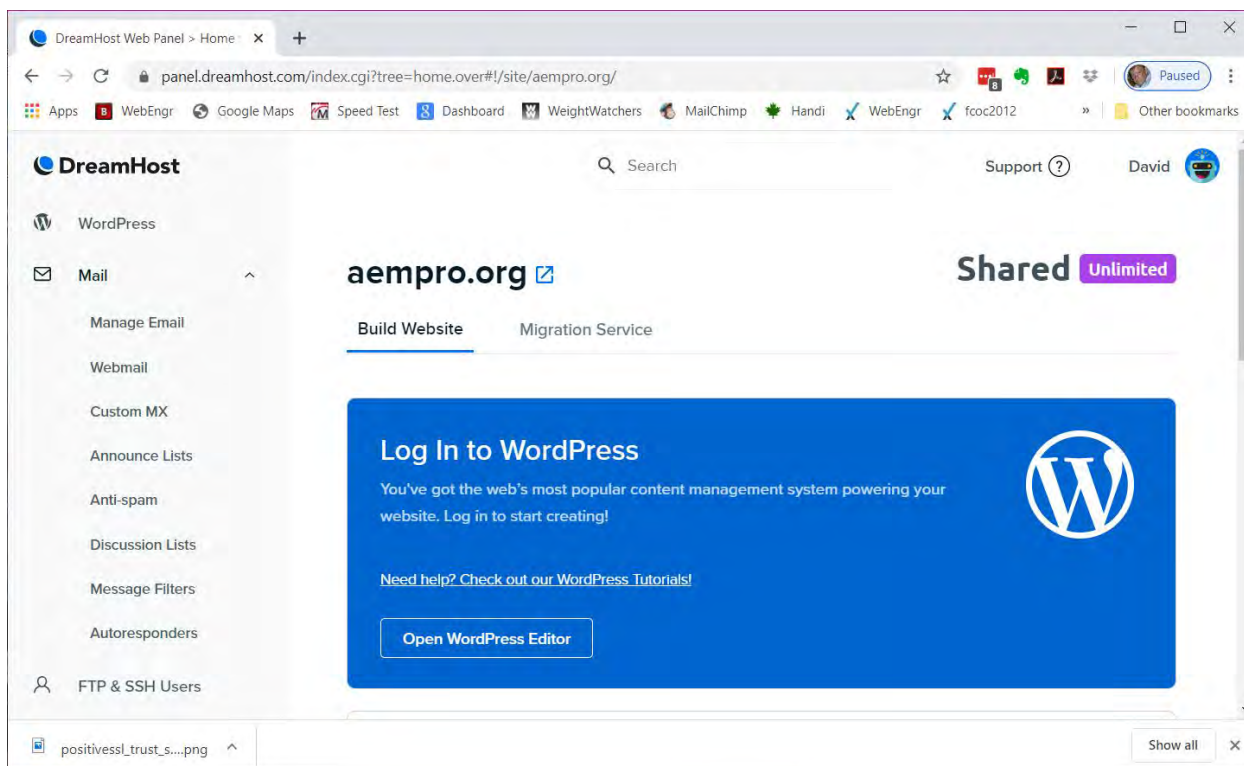
NEW CERTIFICATE

Create a new certificate to use with this domain.

[Add New Certificate](#)

EMAIL ACCOUNTS

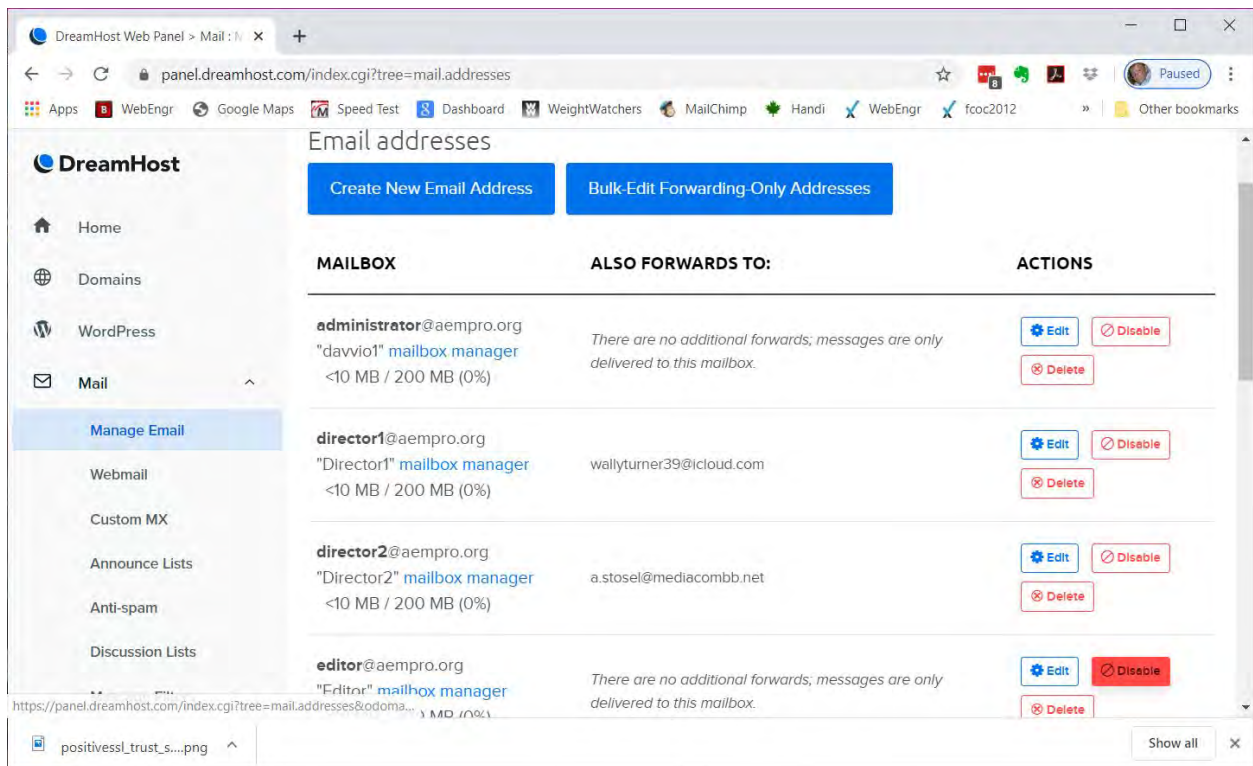
Back on the DreamHost home page you will see a menu entry for **Mail**; this is where you manage the email accounts associated with AEMPRO.org. The various functions under Mail are shown in the screen below.



Several “organizational” email accounts have been set up for AEMPRO.org. Using these allows them to be advertised and not changed even though the person in that organizational position changes. At this time the email accounts are:

- Administrator – assigned to the person who administrates the system
- Office – used by Connie, the Office Manager
- President, VicePresident, Secretary, Treasurer – assigned to those offices
- Grants – assigned to the Grants Director
- Director1, Director2 – assigned to those offices
- Webmaster – for use by the webmaster
- Editor – for use by an editor position

Notice in the next screen that some of those addresses have an **Also Forwards To:** assignment. The person using the organizational email address can either set it up in their own email client and handle that address that way, or they can have emails sent to the address forwarded to their personal email. The former is better if the person will be regularly receiving and sending organizational emails since that is the address that will show when sending. The latter is okay for persons who just receive organizational email.

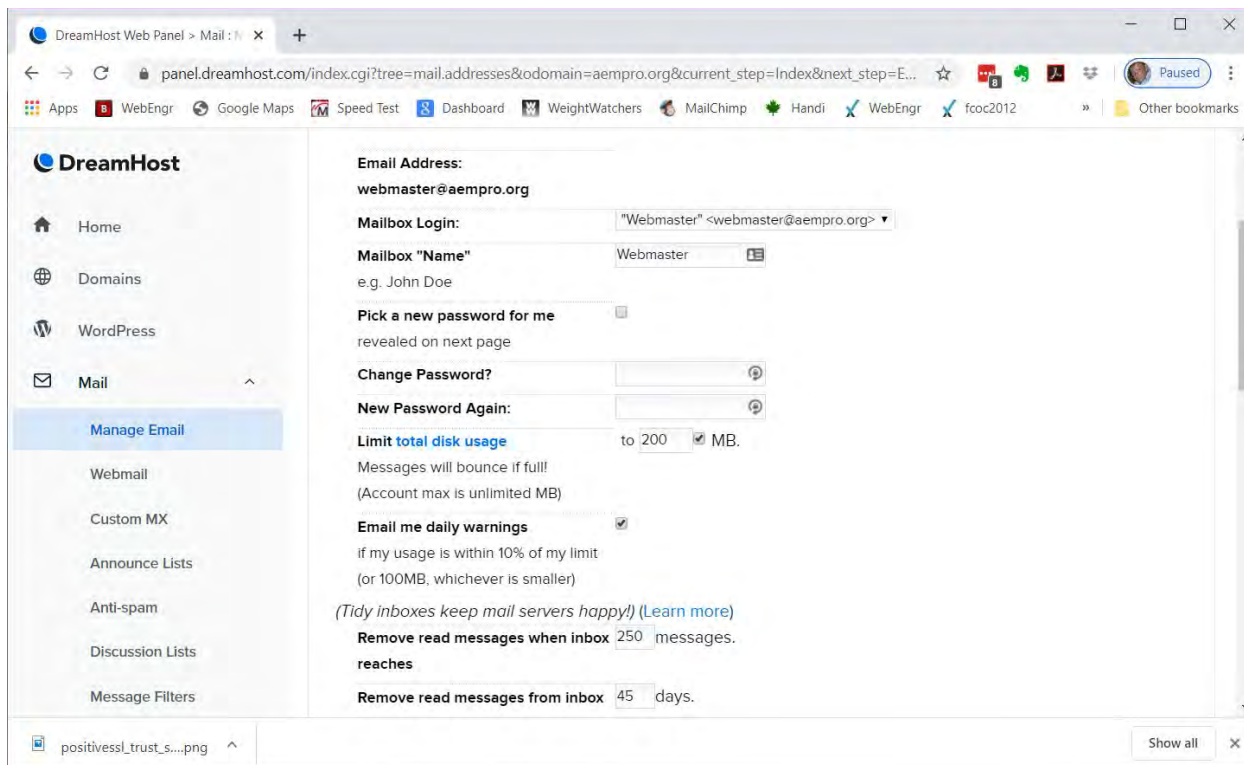


More addresses can be added if needed by clicking on the **Create New Email Address** button on that screen. Notice that you can also delete any address or disable it (without deleting).

Just to the right of each email name you will see **mailbox manager**. Clicking this will allow you to log in to that account. This just provides a different dialog for making the changes shown in the next section.

Editing Email Accounts

Clicking on the Edit button to the right of any email address in the list will allow you to make some changes to that account. Those are as shown in the next screen.

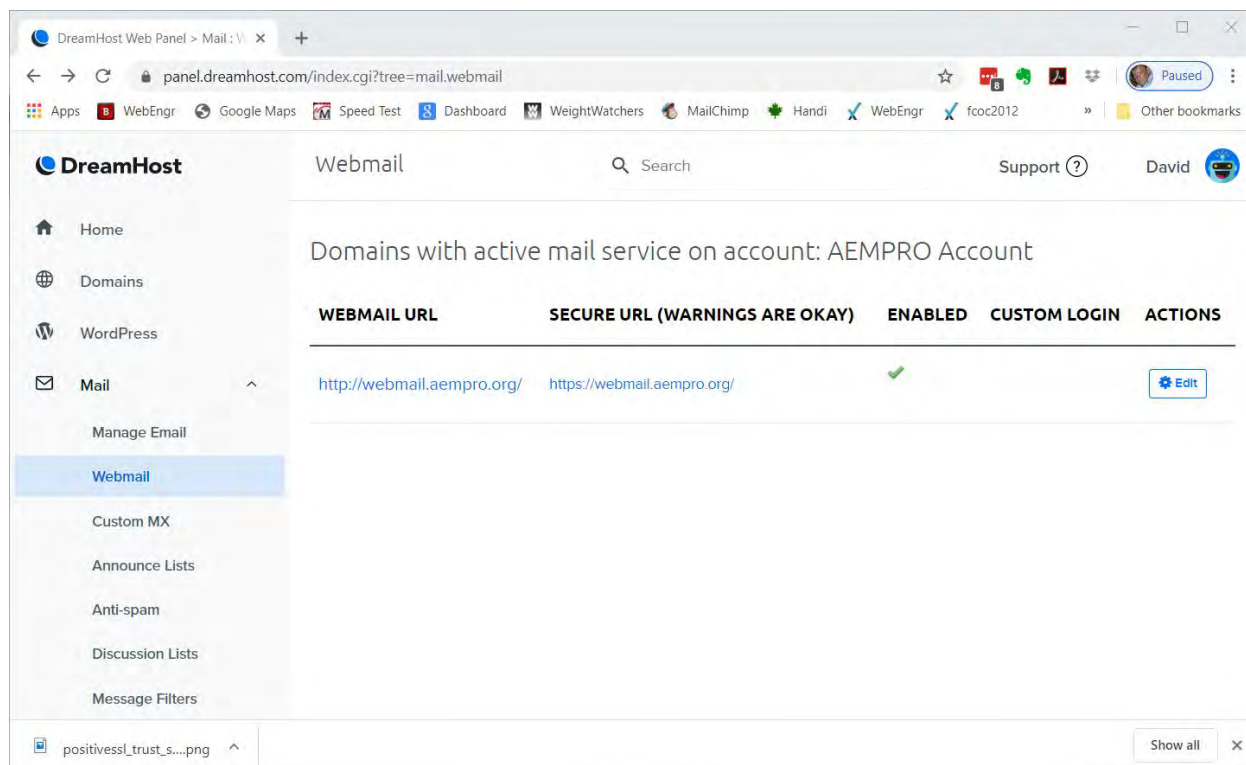


You can change the mailbox name and password here as well as set the total disk usage. Notice at the bottom of that screen that you can specify how long read messages will be kept at the server.

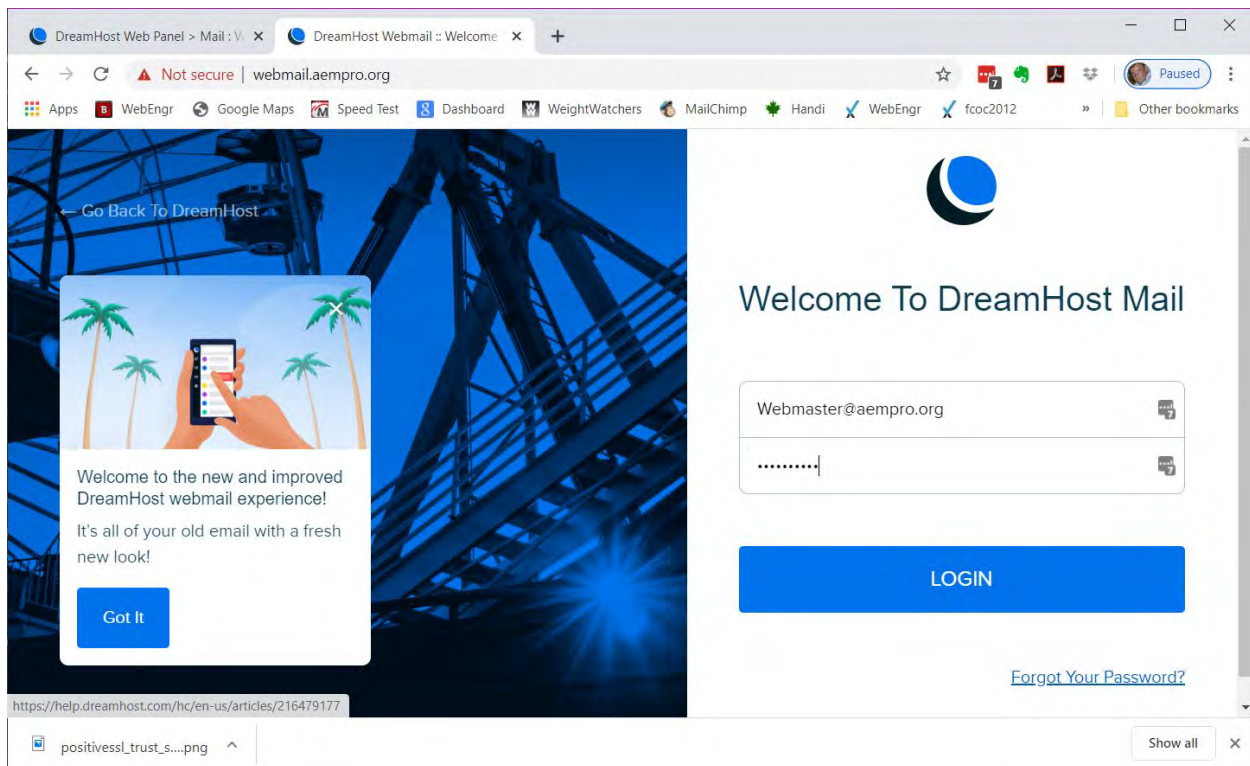
Webmail

As mentioned earlier, persons with an organizational email address can receive that email directly in their local email client on their computer, tablet, or phone. However, they can use their browser to work with their email using webmail.

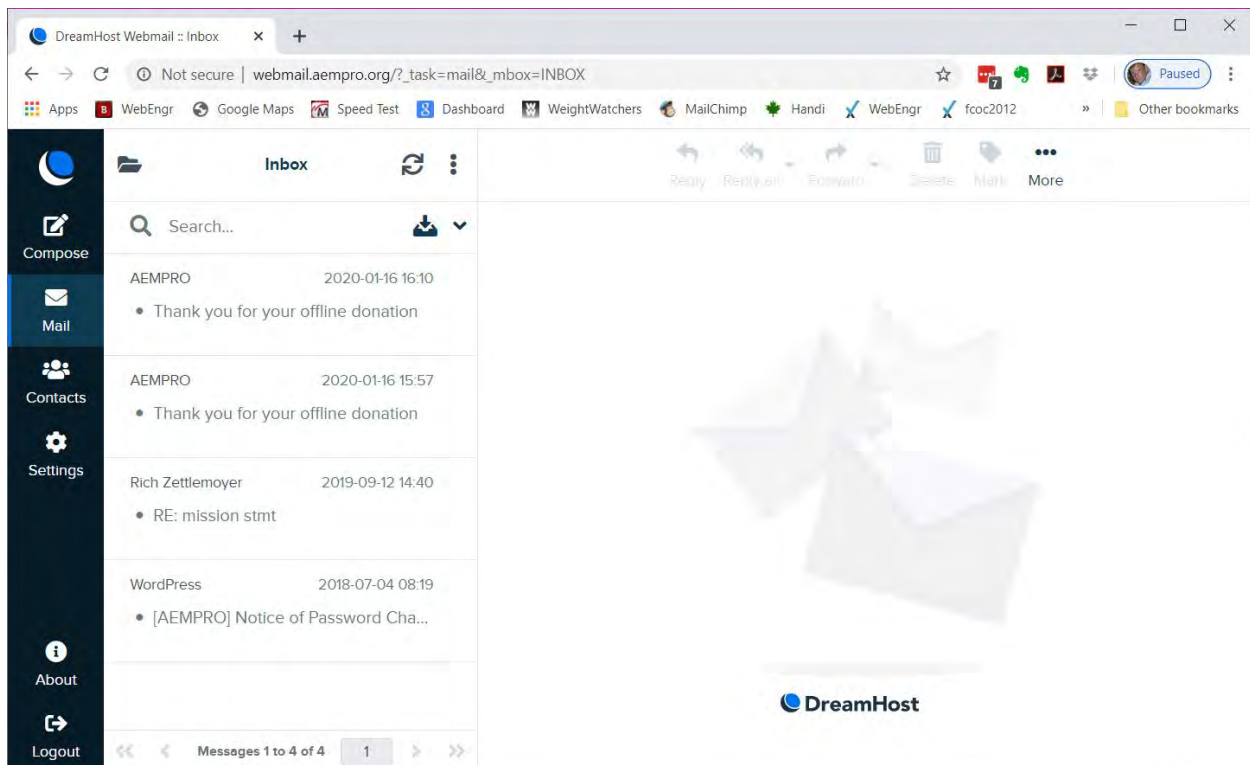
As seen in the screen below, the webmail address is webmail.aempro.org. By clicking on the Edit button at the right you can change the “webmail” part of that address.



To use webmail, use any browser and enter webmail.aempro.org in the address bar. It is not case-sensitive. You will then be asked to log in using your email address and password as in the screen below.



Once successful you will see the mailbox inbox as below. You can set this up as you wish.



Setting Up Email Client

Email clients will probably not be able to automatically find and set up for your AEMPRO.org email address, so here are the settings you will need:

To set up email on a phone or computer or tablet, use Manual Mode since the auto mode will not find the proper server names:

Use your email address (e.g.: Example@AEMPRO.org)

Use your password

Use your email address as Username

Incoming server: If you want to have messages removed from server when you read them you can use POP3, otherwise use IMAP. Using IMAP allows you to read emails using more than one device (e.g.: phone, computer) since they will be left on the server and be available to all. The server names, respectively, are pop.dreamhost.com and imap.dreamhost.com.

Outgoing server: Use smtp.dreamhost.com

Incoming Ports: If you want no security use Port 110 for POP3, 143 for IMAP. With security (SSL) use Port 995 for POP3, 993 for IMAP.

Outgoing Ports: Use Port 587 for no security, 465 for SSL security.

Require Authentication: Check this Yes and provide the email address and password where requested.

These instructions are also available at the web site if you are signed in. Look under **Board** in the menu to find **Email setup**.

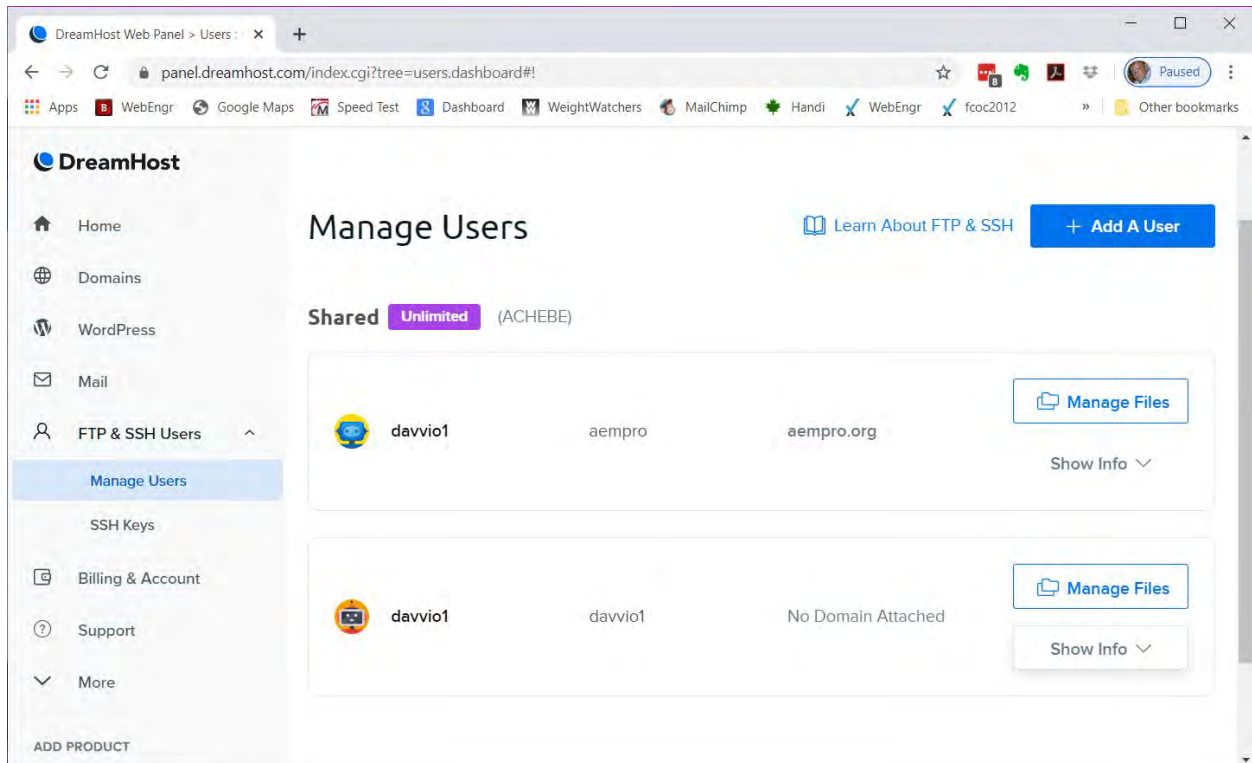
Other Email Menu Items

You will see other menu selections under the Mail menu but you will not usually need to work with those.

FTP

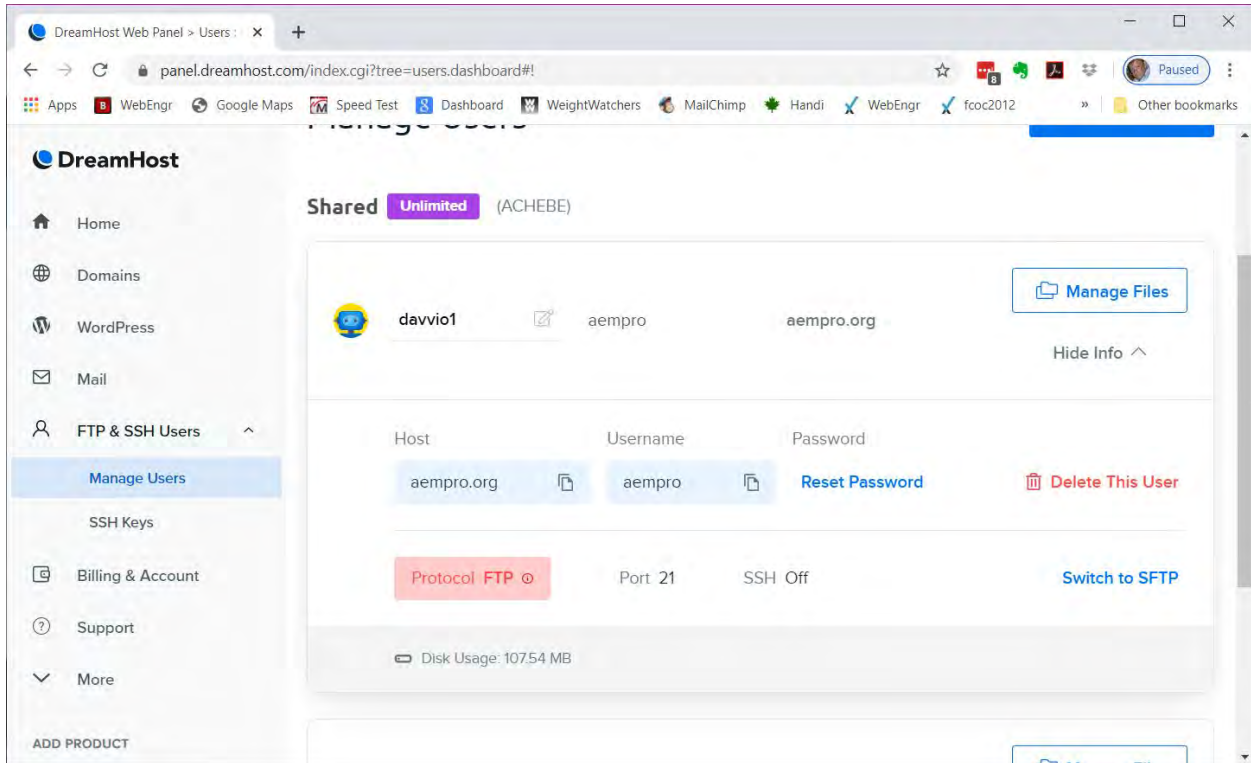
FTP stands for **File Transfer Protocol** and is a system you can use to move files to and from the server outside of the DreamHost control panel and outside of the WordPress dashboard.

Clicking the **Manage Users** selection under **FTP & SSH Users** brings you to the screen below. There is an excellent description by clicking the Learn About FTP & SSH button on the **Manage Users** screen.



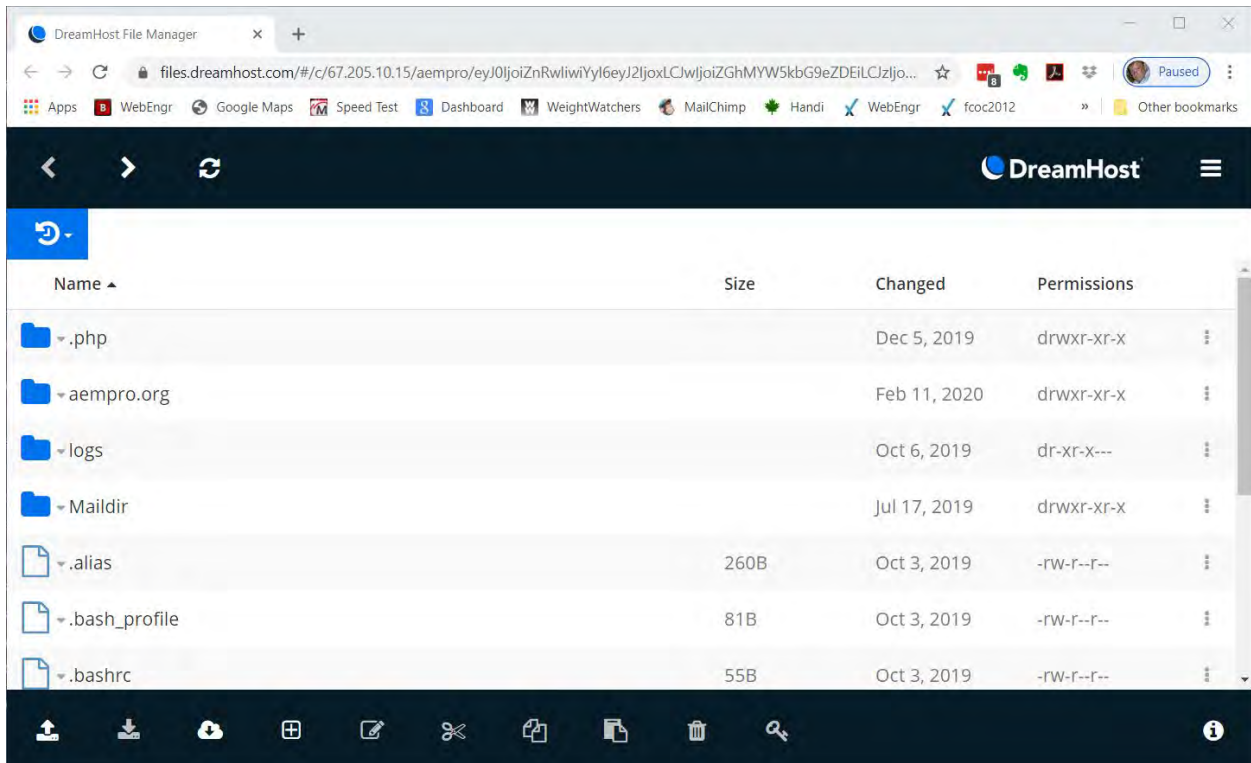
Should you need to add an FTP user you can do so by clicking the + Add A User button in the screen above. The steps are self-explanatory from there.

To show more about any user click the Show Info button to get the screen below.

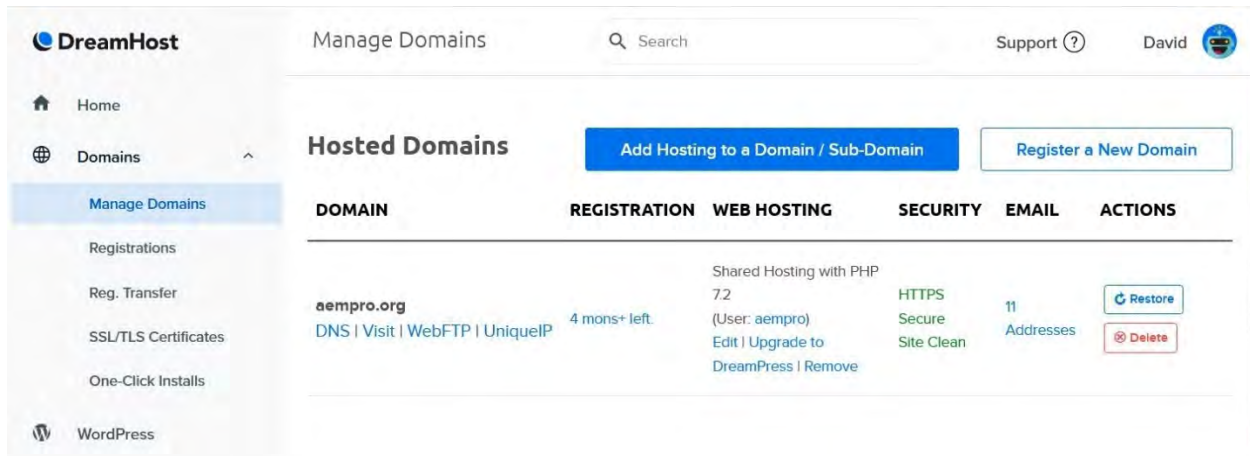


Manage Files for Users

Clicking on the Manage Files button for any FTP user will bring up a screen like that below. This shows the file structure on the server and lets you move in the directories.

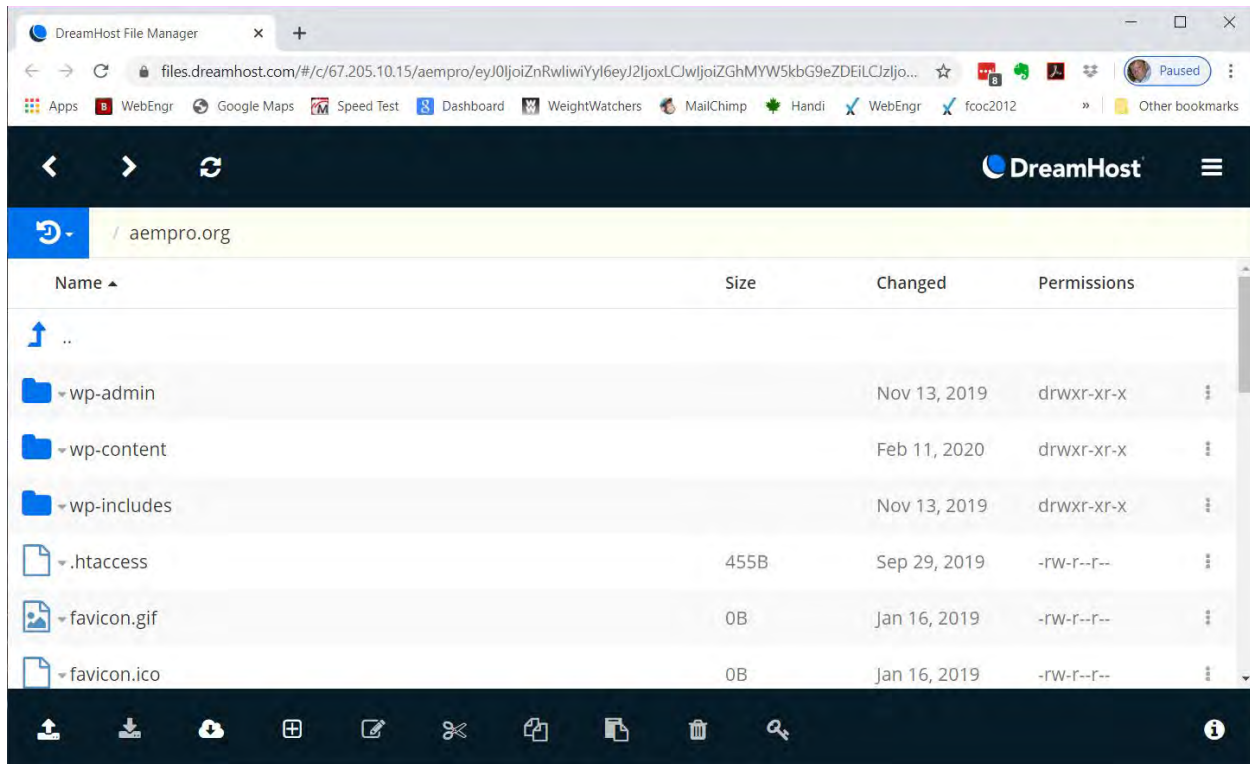


You can also reach the files area from the **Domains, Manage Domains** screen as shown below. Click on WebFTP to bring up a file manager screen.

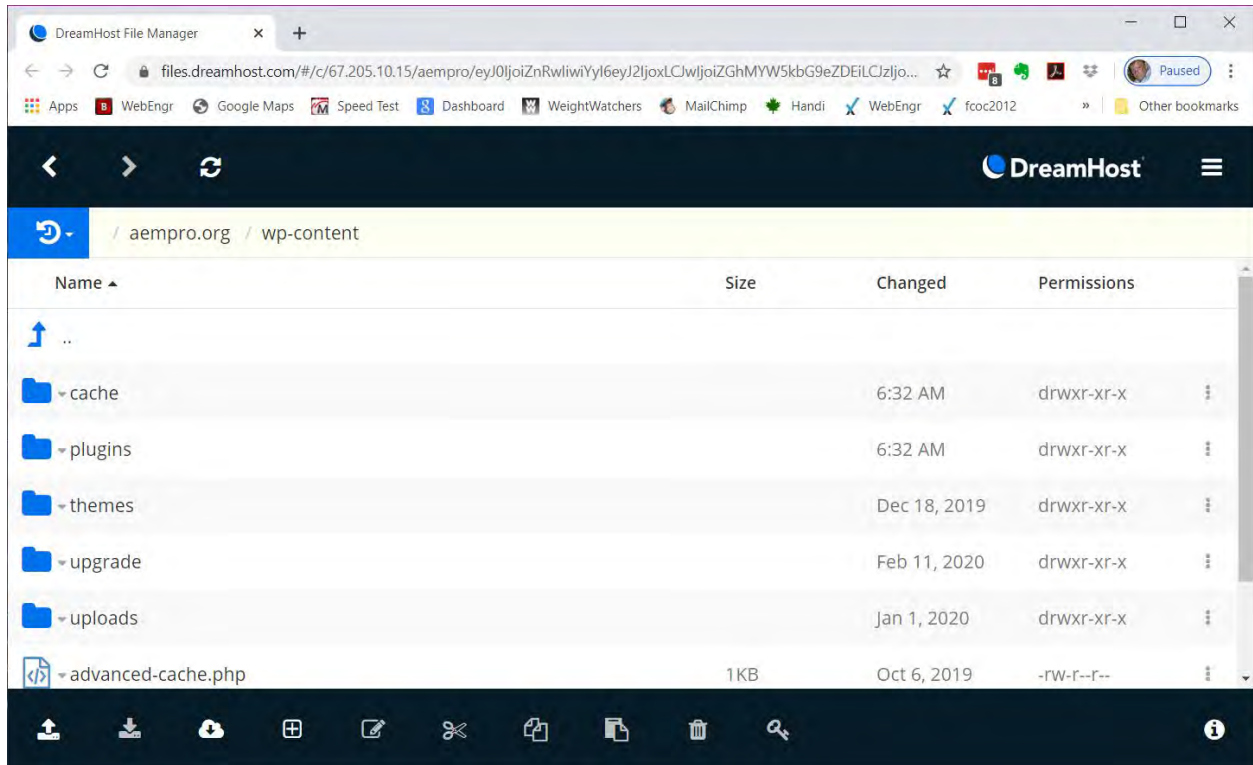


There is no question that you should not work with the file structure unless you understand what you are doing and have good reason to do so. Some changes could affect the operation of the web site.

Having said that, there will usually only be one directory in **File Manager** that you will need to work with, and that is shown as aempro.org in the screen above. Opening that directory takes you to the setup as below.



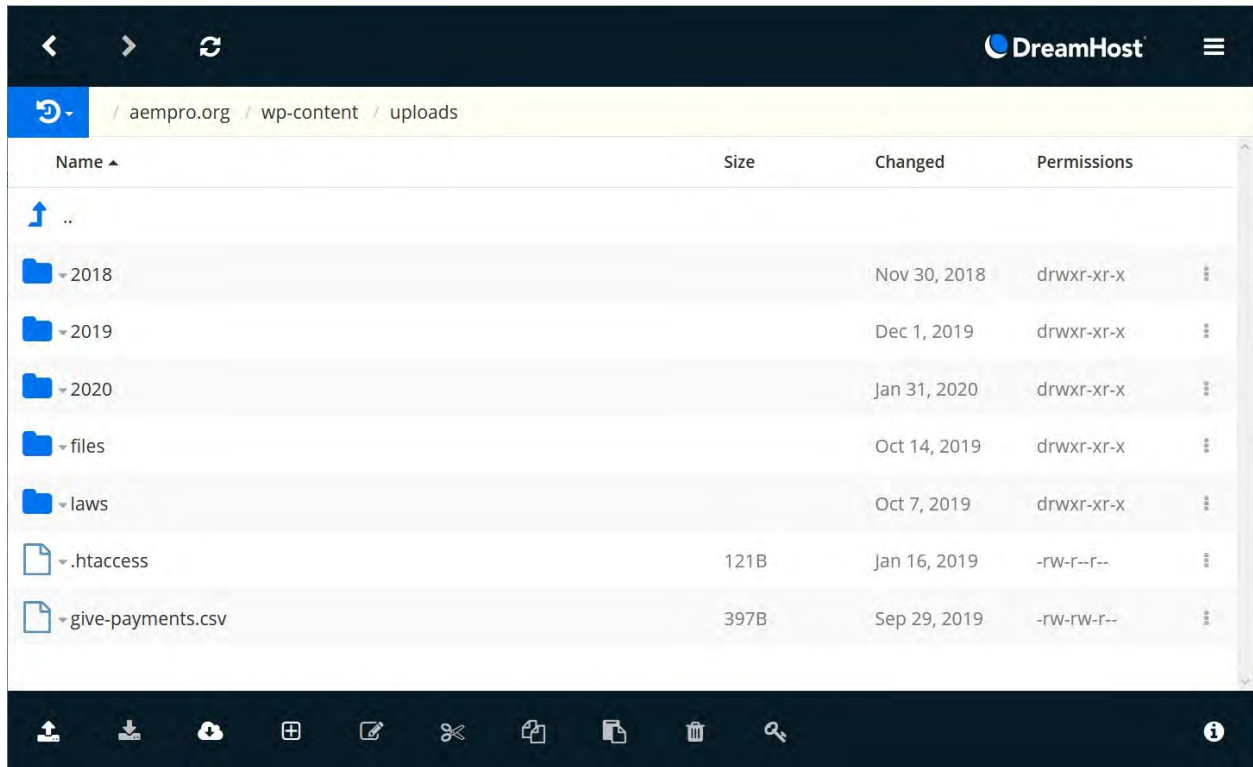
And from that screen you should only have to work with the **wp-content** folder, as shown below.



And the only time you should need to do anything in here is if you have to manually install and theme or plugin, or manually upload a file to make it available at the site. See more about the latter in Section 2.

File Uploads

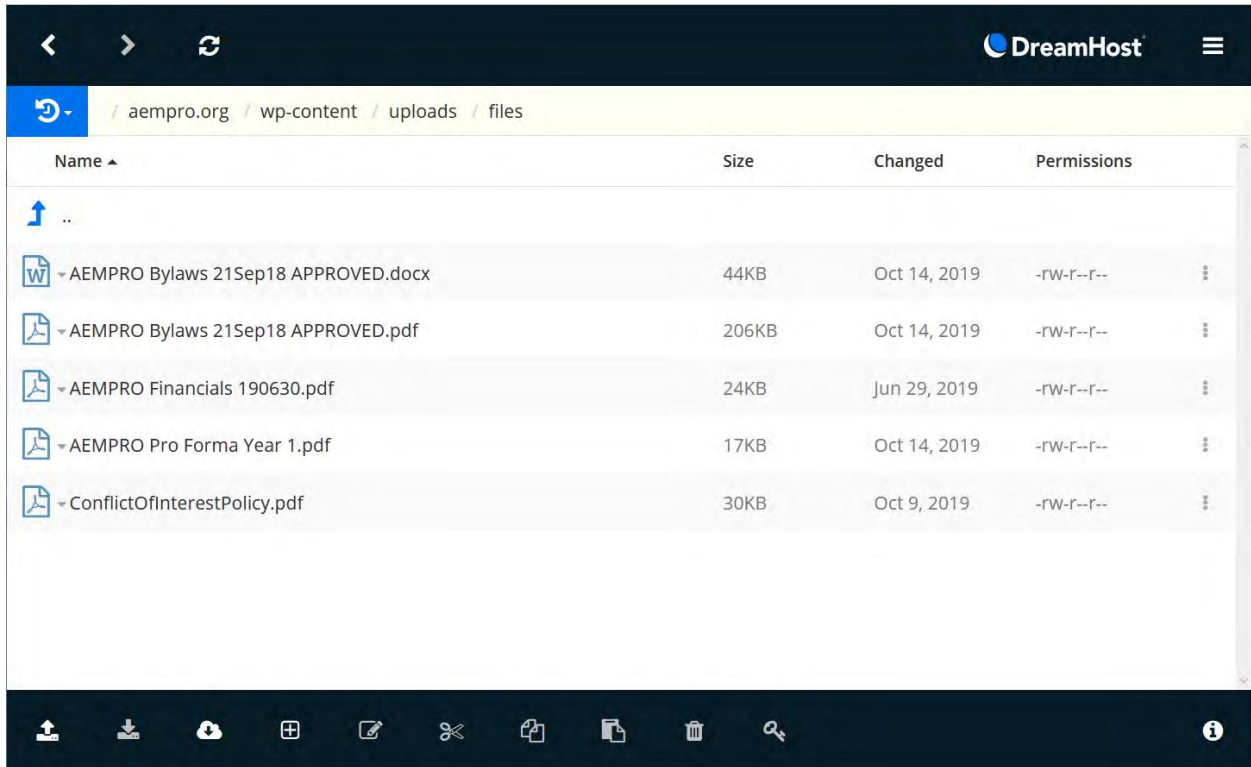
One area of the file structure you can access is the **uploads** folder shown in the list above. Opening that folder gives you the structure below.



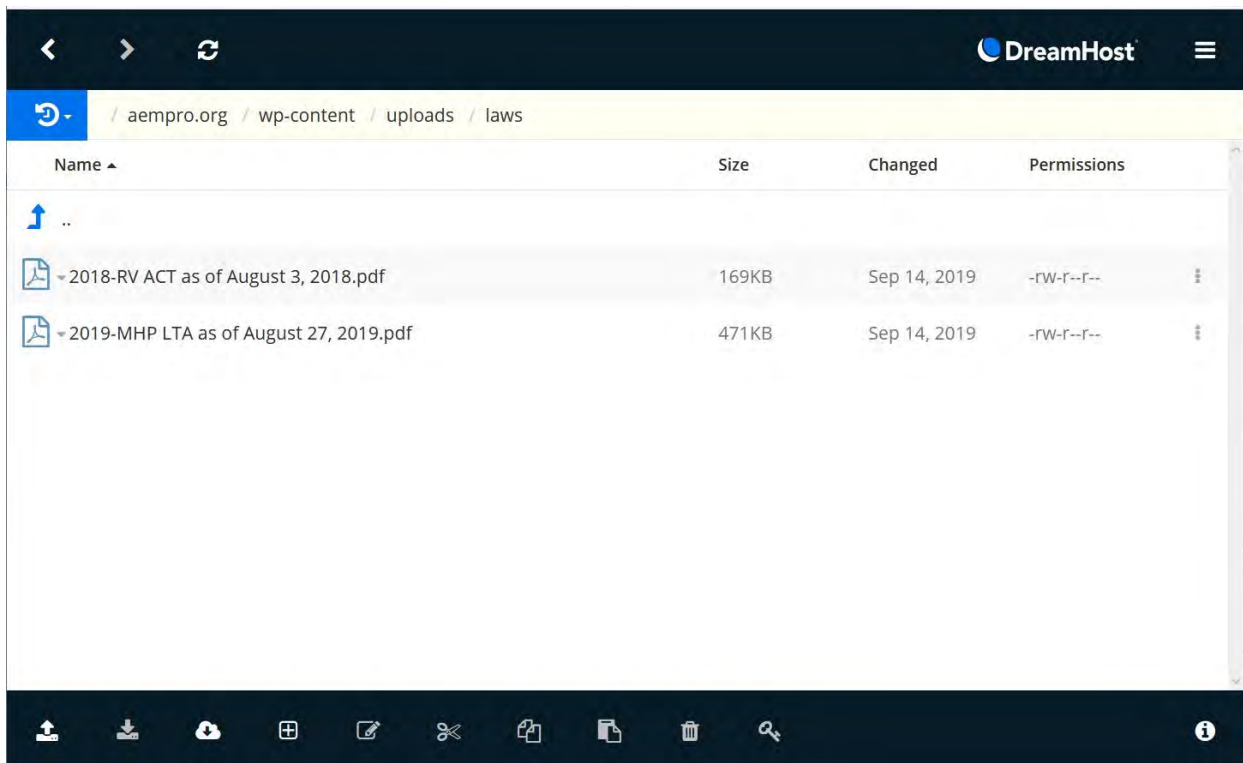
Name	Size	Changed	Permissions
..			
-2018		Nov 30, 2018	drwxr-xr-x
-2019		Dec 1, 2019	drwxr-xr-x
-2020		Jan 31, 2020	drwxr-xr-x
-files		Oct 14, 2019	drwxr-xr-x
-laws		Oct 7, 2019	drwxr-xr-x
-.htaccess	121B	Jan 16, 2019	-rw-r--r--
-give-payments.csv	397B	Sep 29, 2019	-rw-rw-r--

The folders named for years contain files that have been uploaded by WordPress when you created posts or pages. You can ignore those folders.

The folder named **files** has various files uploaded with information to support the site as shown here. Currently, these are files that pertain to the Board and are accessible by Board members from the **Board** menu items **Pro Forma** and **Bylaws**.



The folder named **laws** has files with the landlord-tenant acts.



SECTION 2: WORDPRESS CONTENT MANAGEMENT

WordPress is an open source web site content management system maintained by WordPress.org. Note that there is a different site at WordPress.com and they do development work and offer web hosting. We instead use the WordPress.org software for AEMPRO.org. Over 35% of all sites on the web today are based on WordPress, and it was chosen for this project because there are so many developers at all skill levels who can work with it.

WordPress was installed by the hosting service, DreamHost, in our account. DreamHost offers a Managed WordPress hosting plan, but we do not use that because Dave Violette was comfortable doing the management himself. However, AEMPRO may want to consider this in the future. It is much more expensive - \$16.95 per month compared with \$2.59 per month.

While this manual will describe how to perform many WordPress setup and editing functions it is by no means a comprehensive manual on how to use WordPress. This manual will just explain those necessary to maintain THIS web site.

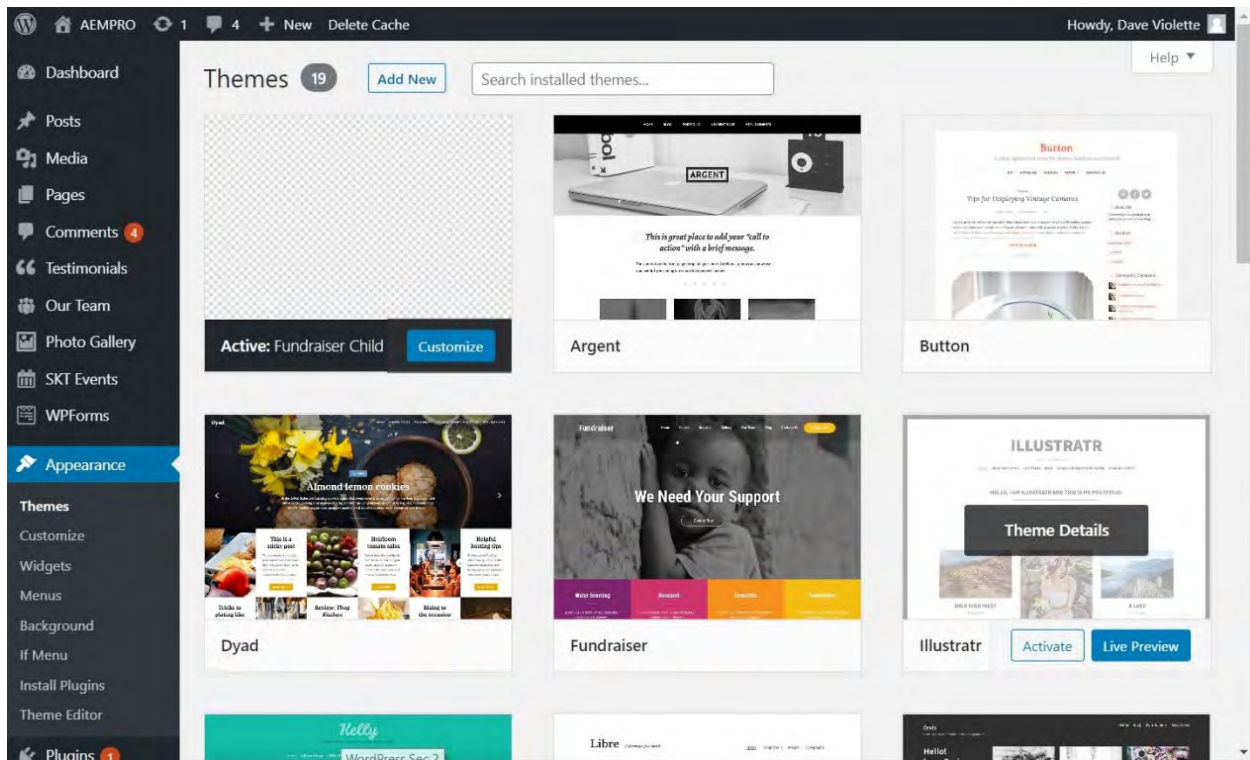
SITE THEMES

The arrangement of site pages, their layout, and the fonts and colors used is governed by a “theme”. A theme is a set of programming that describes to the browser how to display site content to the user and what it will look like on the screen. The current site design uses a theme called **Fundraiser by SKT Themes**, but there are literally thousands of themes from which you can choose for a site. While a theme as distributed has complete programming with lots of choices for customization, the site designer can modify the theme basics by creating what is called a child theme; the site currently uses **Fundraiser Child** as designed by Dave Violette. A child theme is often used to change the default fonts, colors, or behaviors of the theme. The advantage to creating a child theme is that when an update is installed of the base theme itself the changes made with the child theme are not changed, so the designer does not have to go back and make the changes in the theme files which overwrote the old ones.

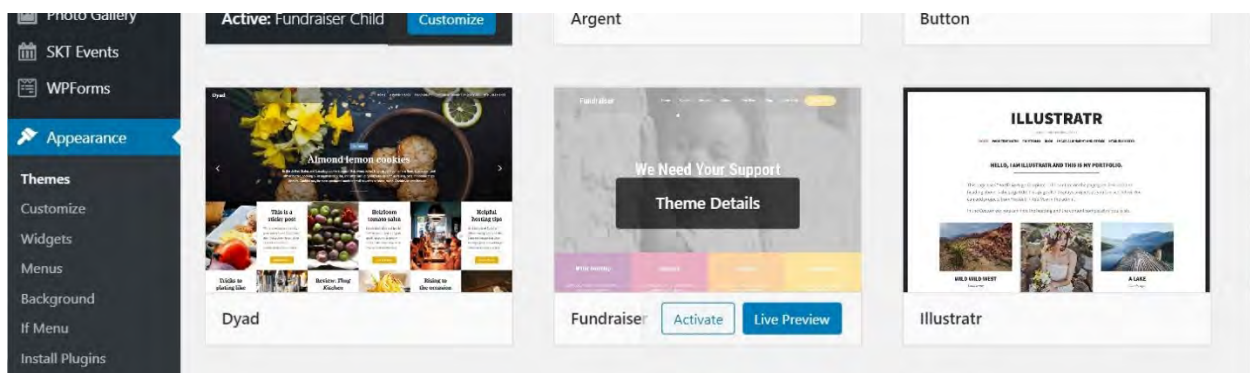
A discussion about selecting one theme over another is not a part of this manual.

Changing Themes

You can change the site theme by going to **Appearance, Themes**. This screen shows all the themes that are installed on the web server at this time, and indicates which theme is **Active (Fundraiser Child)**.



You can rest the cursor over any theme in the list and you will see some options appear as below for the middle of the three shown. Clicking the Live Preview button will bring up a view of the site using that theme so you can see how it would look. Clicking the Activate button will make that theme the one in use.



You can use the Add New button at the top of the screen to install a new theme; it will not be the theme in use until you make that choice as above.

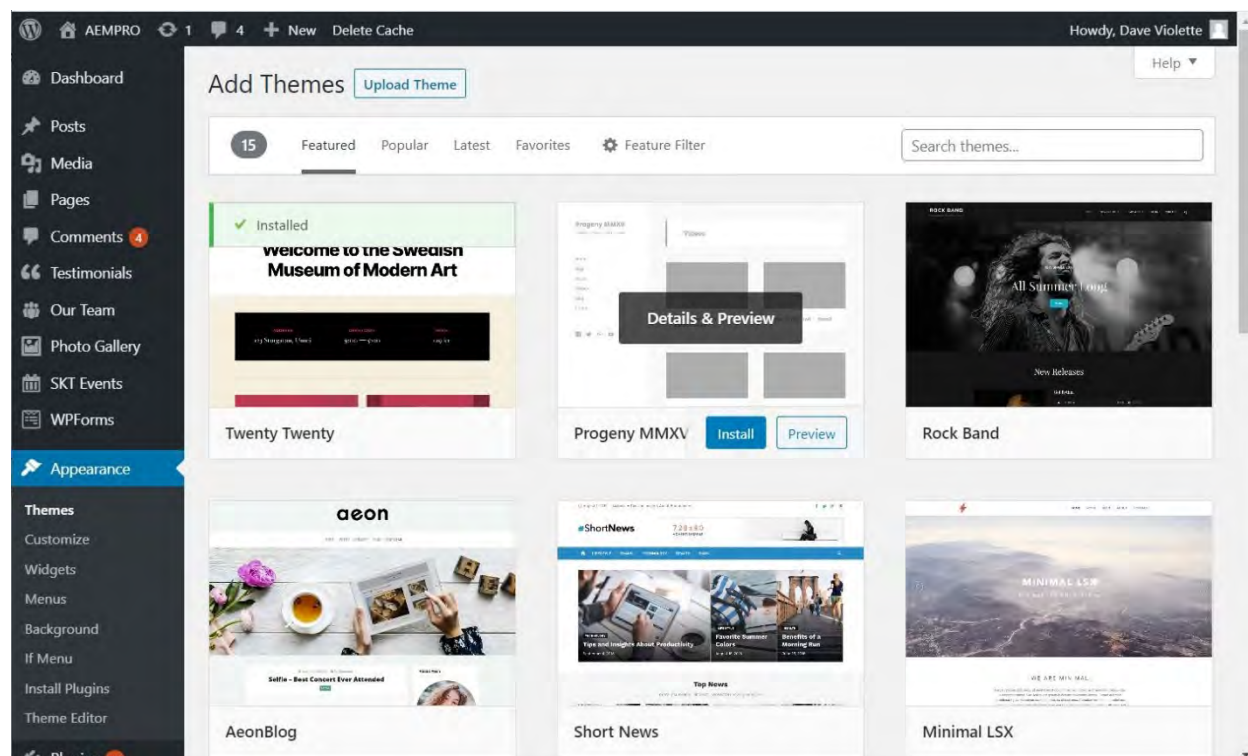
There are many sources of WordPress themes and a discussion of this is beyond the scope of this manual.

Creating and Changing a Child Theme

Remember that it is ALWAYS better to create and make changes in a Child Theme than it is to make changes in the theme itself. The reasons for this are explained above. Creating and modifying a Child Theme is beyond the scope of this manual but know that **the Fundraiser Child** theme has some minor changes that affect how the menu is displayed and some other aspects. For the curious, go to **Appearance, Theme Editor** to see what changes were made. Do not change any file in the child theme editor unless you know what you are doing!

Adding a Theme

If you want to add a theme to the site to experiment with or to switch to you can do this in the **Appearance, Themes** page. At the top there is an Add New button; click this to get a screen offering many different themes from which you can choose. If you hold the cursor over any theme you will get options such as is shown for **Progeny MMXV** below. Clicking the Install button will install the theme at the site but will not use it to change the site theme. You do that separately. Clicking the Preview button will bring up the site within this window showing how it would look with this new theme.

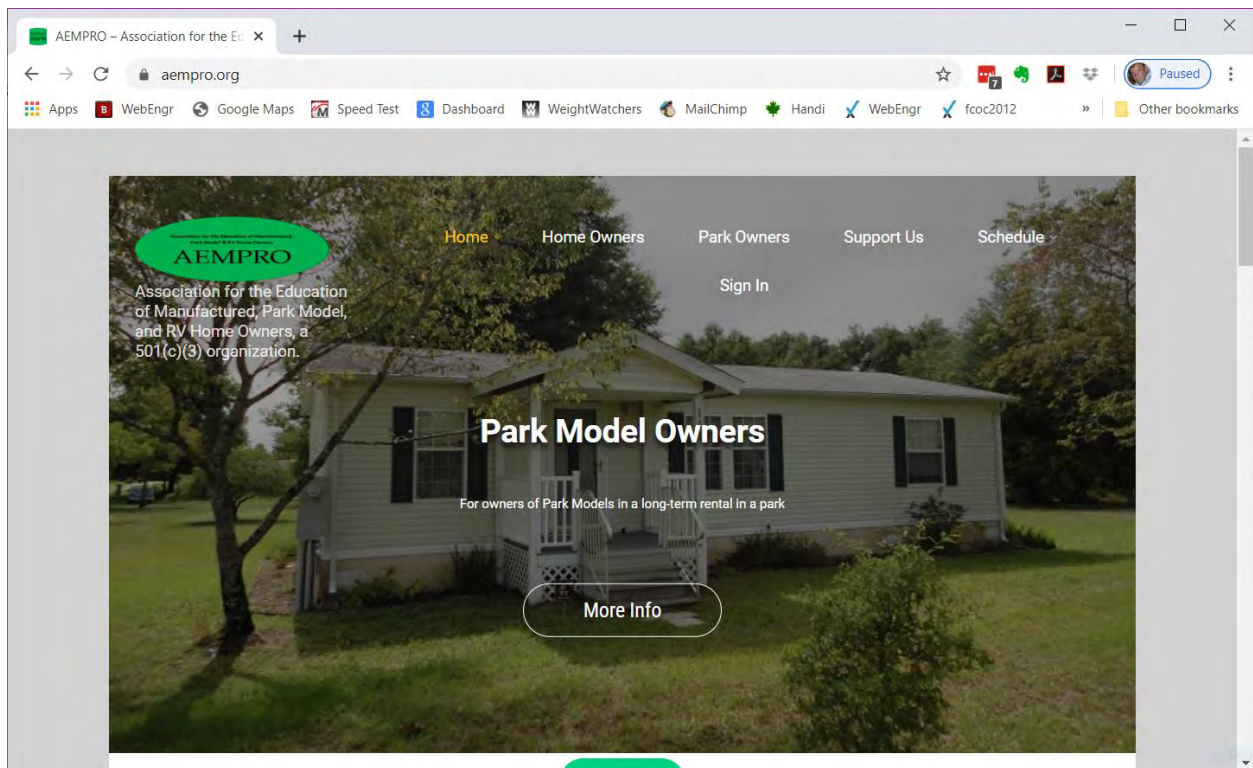


MANAGING PAGE DESIGN AND LAYOUT

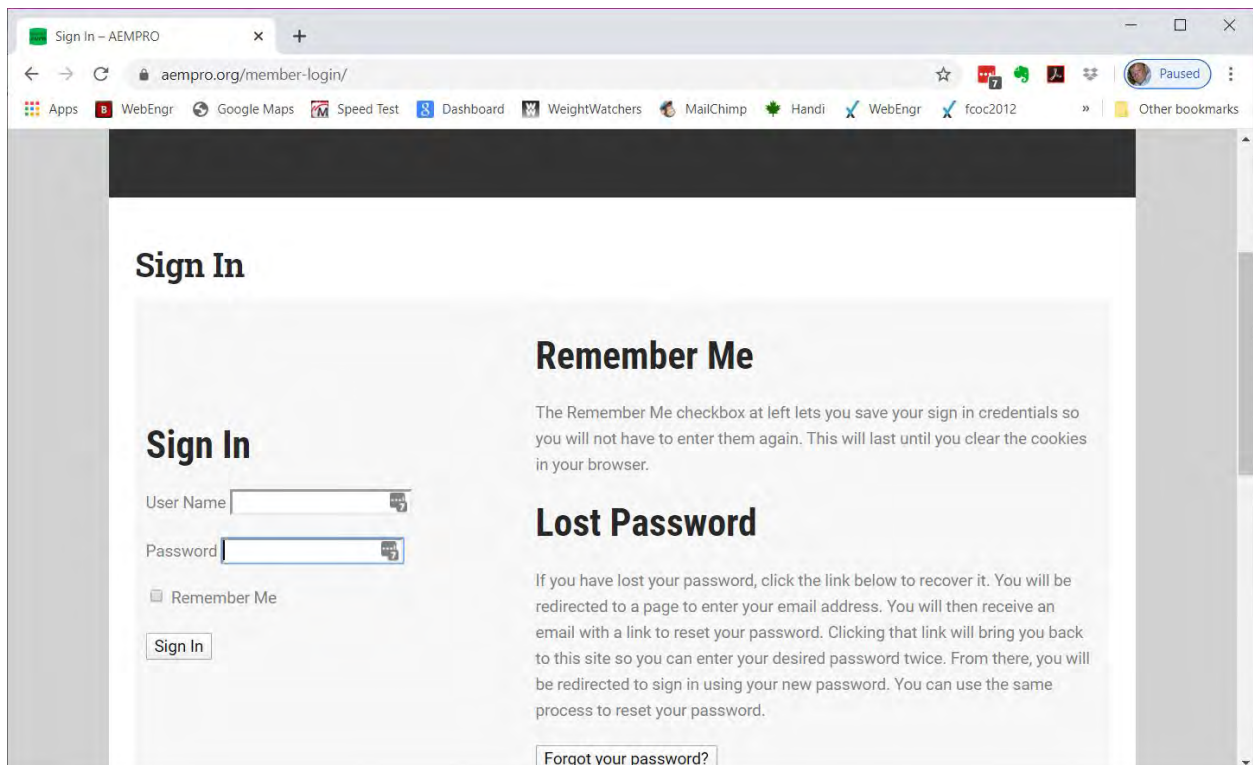
The discussion that follows under this heading pertains to the site under the **Fundraiser Child** theme. If a different theme is used most of what follows will change.

Signing in at Site

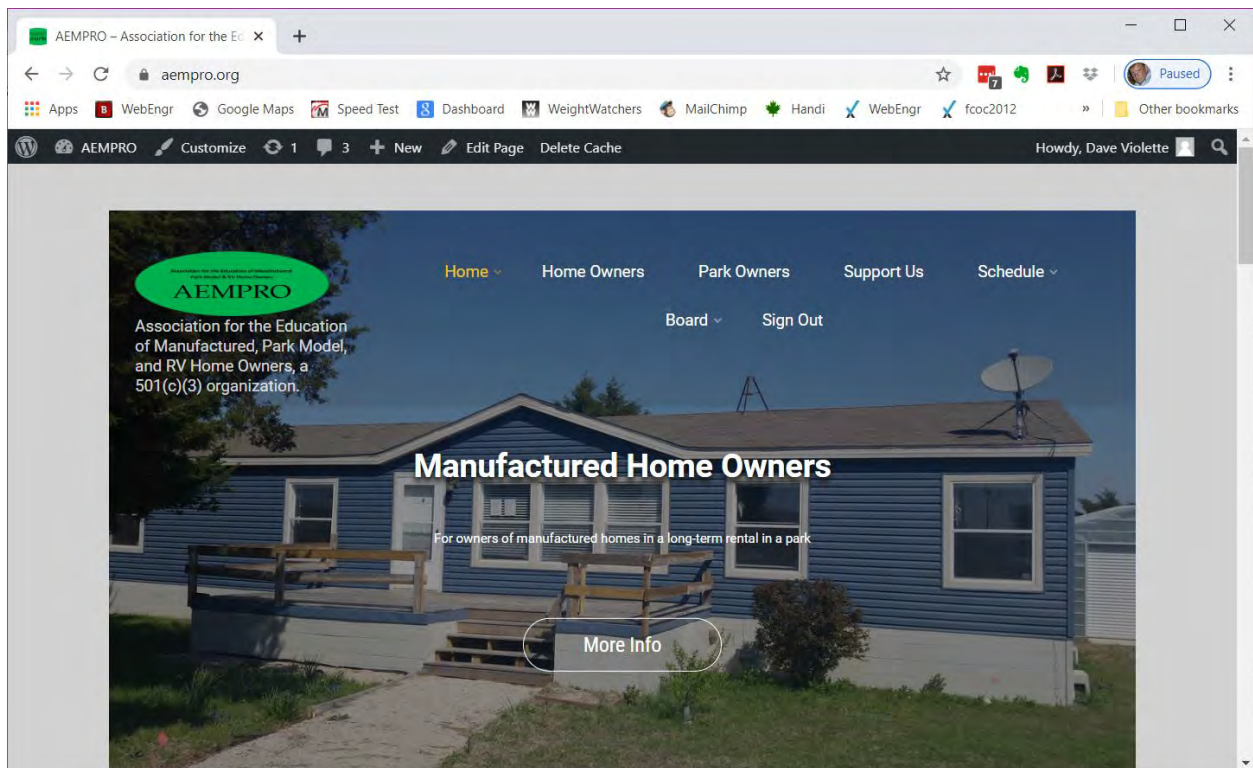
When you go to AEMPRO.org you will see the web site itself. Look for the **Sign In** menu item.



Clicking on **Sign In** will bring up the **Sign In** screen like below.



Enter your **User Name** and **Password** where requested. You will then see a slightly different home page as below; notice that **Sign Out** has replaced **Sign In**.

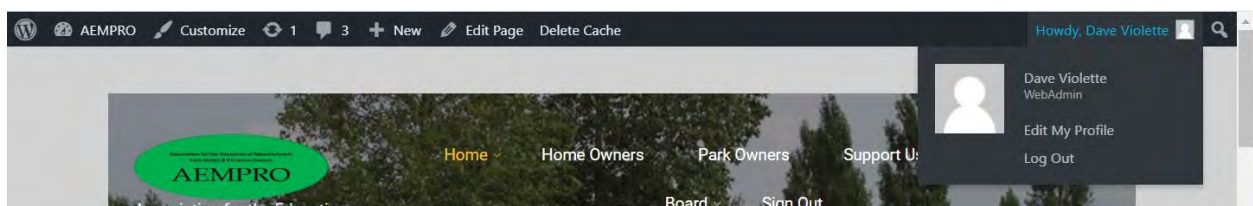


Another difference is the black strip at the top of the page. This is the WordPress toolbar. Whether it is displayed depends on the privileges associated with your credentials. Those with **Subscriber** or **Board** roles will not see the toolbar, but those with **Administrator**, **Editor**, or **Author** will. This can be changed by user or in general by role. See **User Role Editor** section further on. The reason for limiting access is to protect the content and site setup and to not confuse those who do not need dashboard access. See also **Users and Roles** section for typical assignments.

The WordPress Toolbar

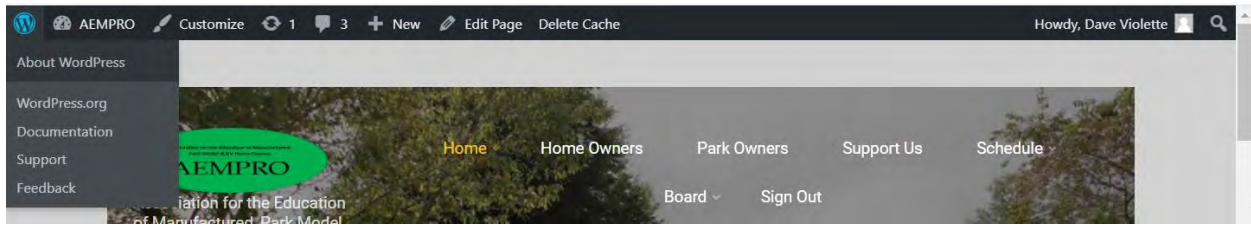
The WordPress toolbar provides quick access to several commonly used functions. There are far more functions available in the full dashboard; see the sections that follow.

Notice that the toolbar shows who is signed in at the far right. If you hold the cursor over the signed in name you will see a popup dialog like in the screen below. This will show the image on file for the user's profile (if any), their name, and two buttons to **Edit My Profile** and **Log Out**. See the **Profile Editing** section further for how to do that.

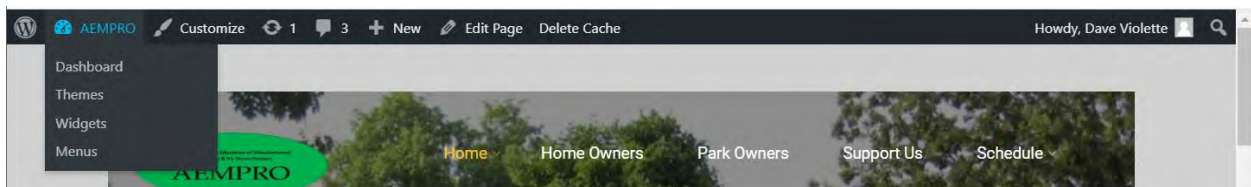


The icons along the toolbar from left to right are as described below. In each case the icon in blue is the one being discussed.

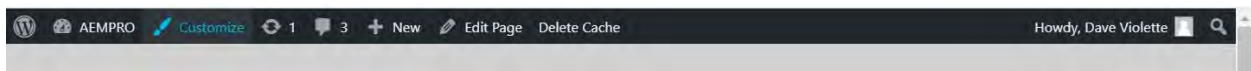
The **WordPress icon** shows options related to WordPress itself. This manual will not go into details about these but you are welcome to explore them on your own.



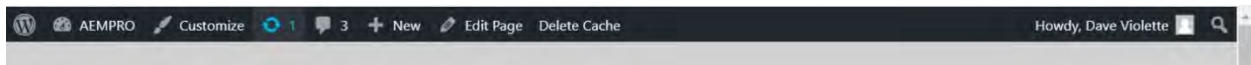
The **AEMPRO icon** has options to go to the full dashboard, and to edit specific site aspects such as themes, widgets, and menus. Each of these is explained further on.



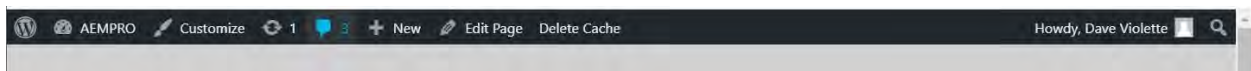
The **Customize icon** takes you to an area where you can perform various site customizations. More further on.



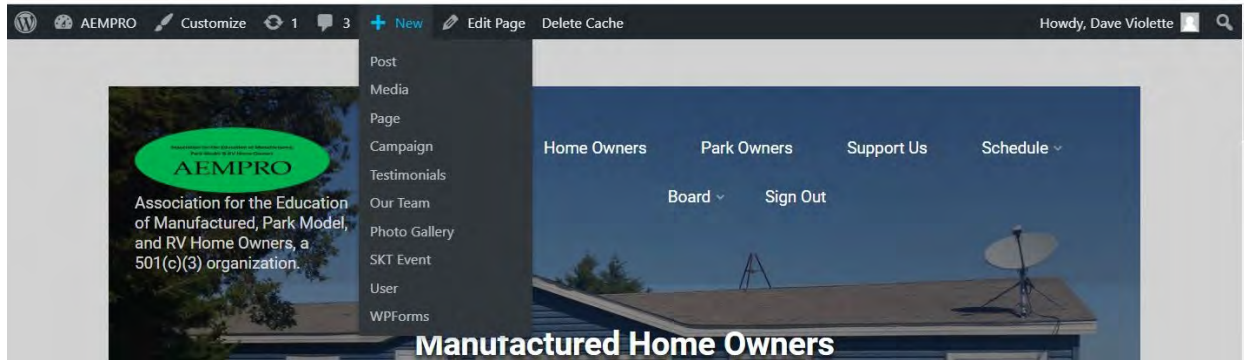
The **Updates icon** in this case shows that there is one plugin waiting to be updated. This may also show theme updates needed. These update notifications appear automatically when one of these has an update. More about updates further on.



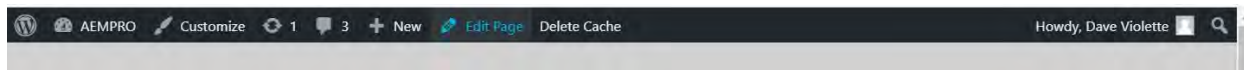
The **Comments Waiting icon** shows that there are, in this case, three comments made at the web site that need reviewing. More on this further on.



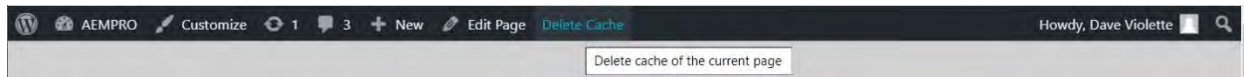
The **New Items** icon has several dropdown options as shown below. These are all site components for which you can create new instances and each will be discussed further on.



The **Edit Page** icon takes you to an area where you can edit the current page. This will allow you to go to quickly edit whatever page you are on.

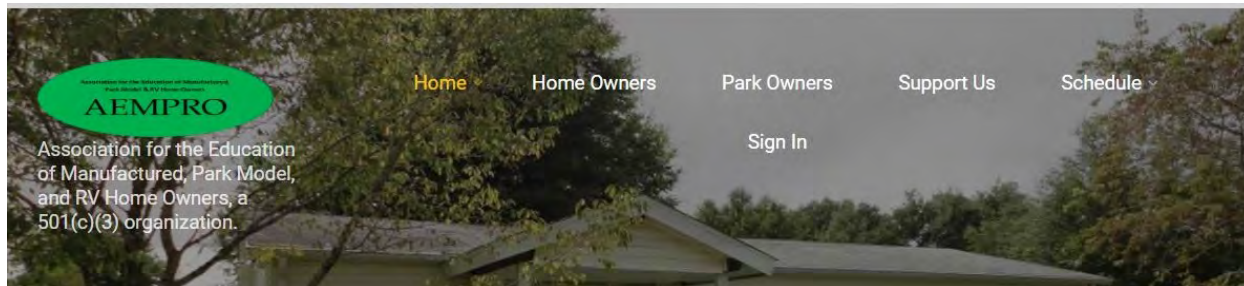


The **Delete Cache** icon deletes the version of the current page held in the browser cache. Modern browsers save a copy of every page you go to and tests whether any changes have been made when you request it again. If no changes, then it just reloads the version in cache and avoids having to download an update. When you are doing page editing sometimes the changed version does not show but if you delete the cache it forces the browser to reload the page fresh.



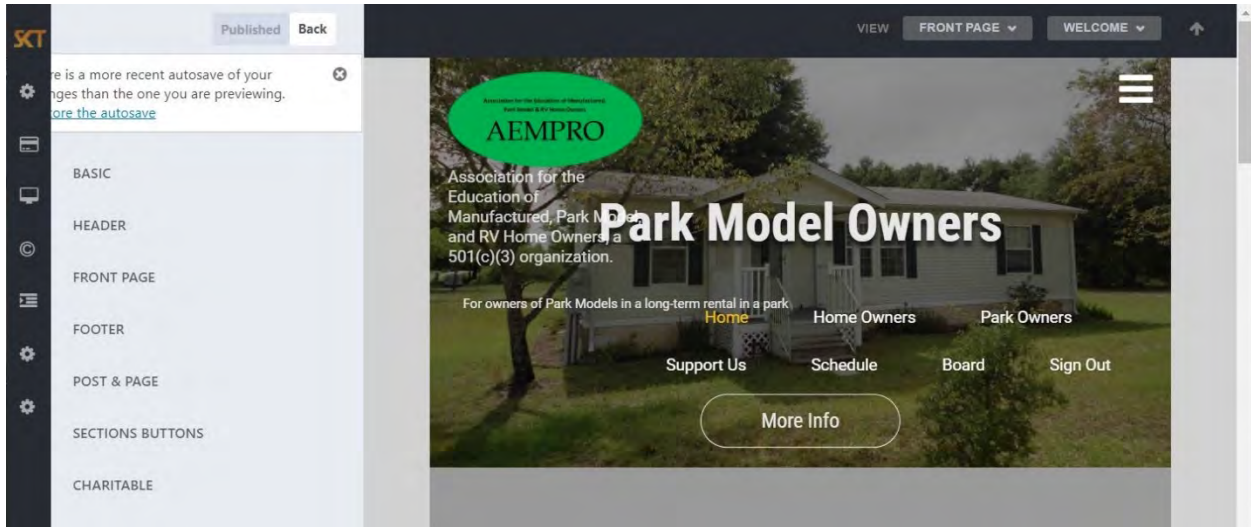
Site Header

At the top of each page is the header. This includes the AEMPRO logo, the tagline under the logo, and the menu. There are four different layouts for the header in this theme; Header Layout 1 is currently used. More on this further on. This is the header area on the home page.

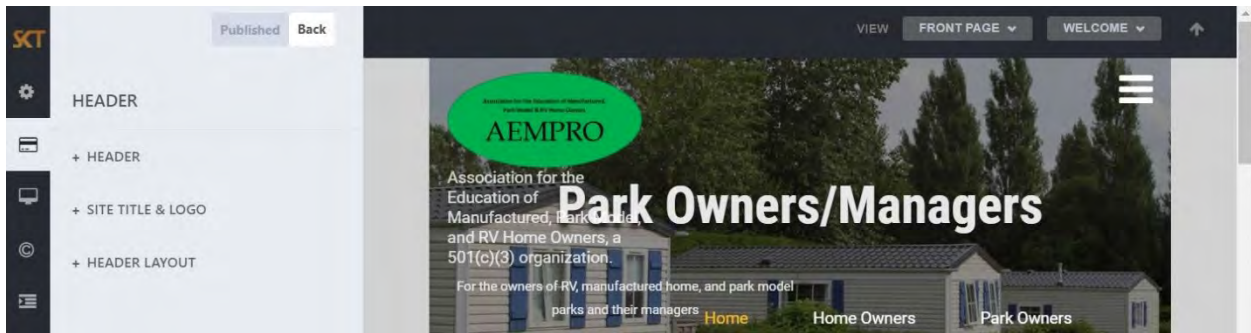


Header management

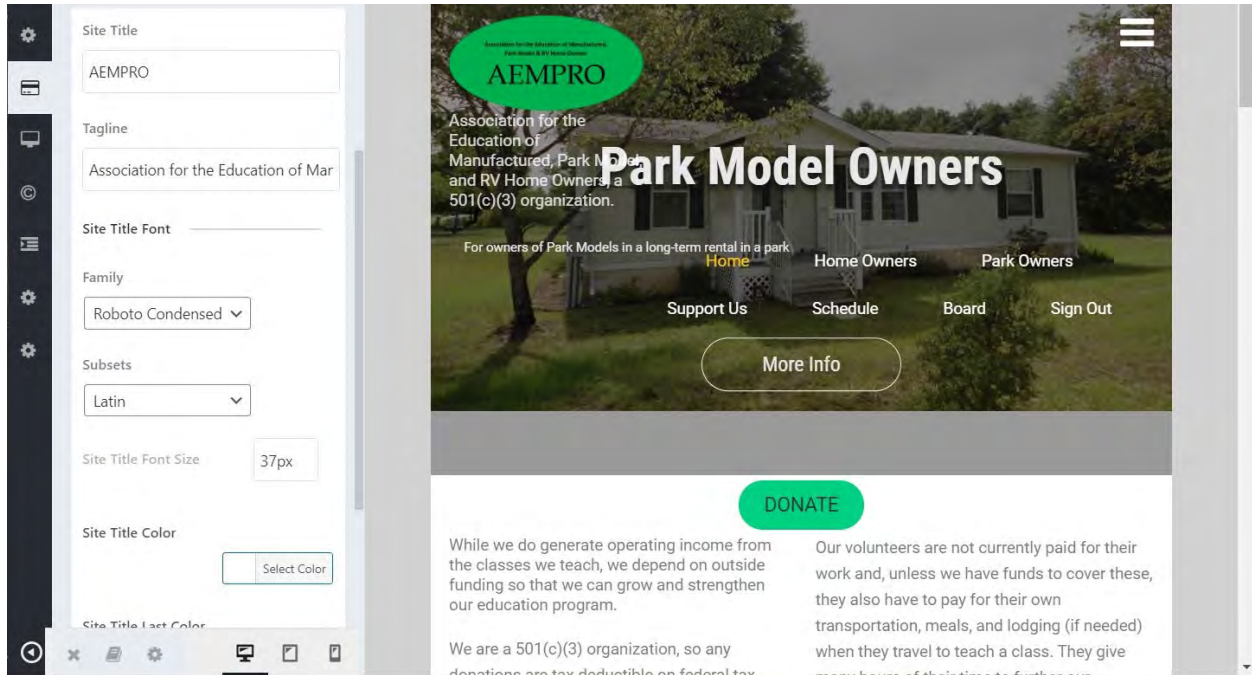
To modify anything about the header go to dashboard and click on **Appearance, Customize**. This will bring up what you see below.



Select Header.



This gives you three aspects of the header to manage. The top one is not used here. The middle one, **Site Title & Logo** lets you change those components. In this area you can change the site title, font, and other aspects of those.

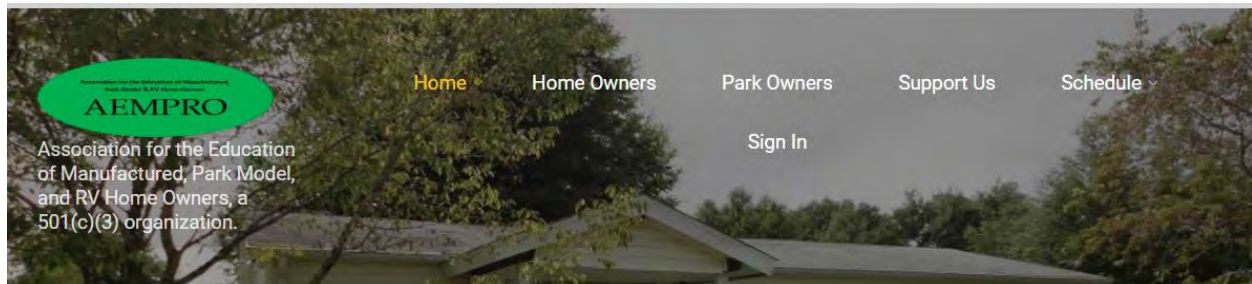


The bottom one, Header Layout, controls how the header components are arranged in the header area. Layout 1 was chosen, but you can change this if desired. Be aware this will rearrange the header components.

If you make any changes in the above the greyed out **Published** button will change to **Publish**; click on this to save your changes. To exit without saving simply click the **Back** button.

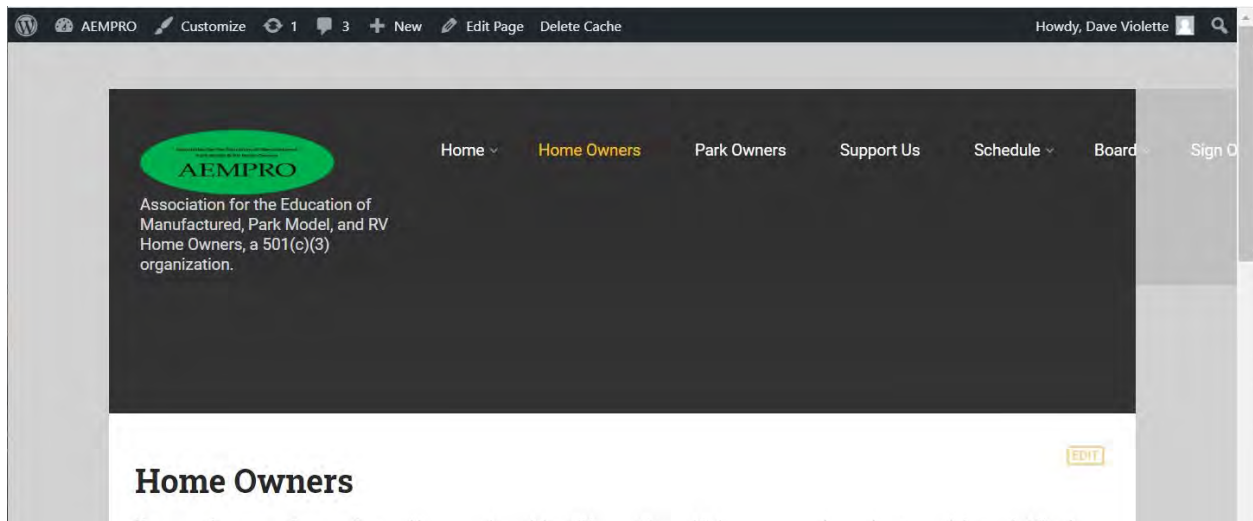
Home and Page Menus

The current site design has the menu choices as shown below. You may change this in the future, and there will be instructions on this further on.



The current page is shown in orange in the menu and this changes as you move from page to page. As you move the cursor from one menu item to another that other one also changes color to orange. You can change those color options.

Clicking on any menu item moves you to the page selected. The menu continues the same on every page except as explained below. Here is a typical page menu.



Notice that on the home page the menu wraps so that Sign In is on a new line. On the page menu the menu bar gets extended off the screen to the right. This issue needs to be remedied, and there are two ways to do it.

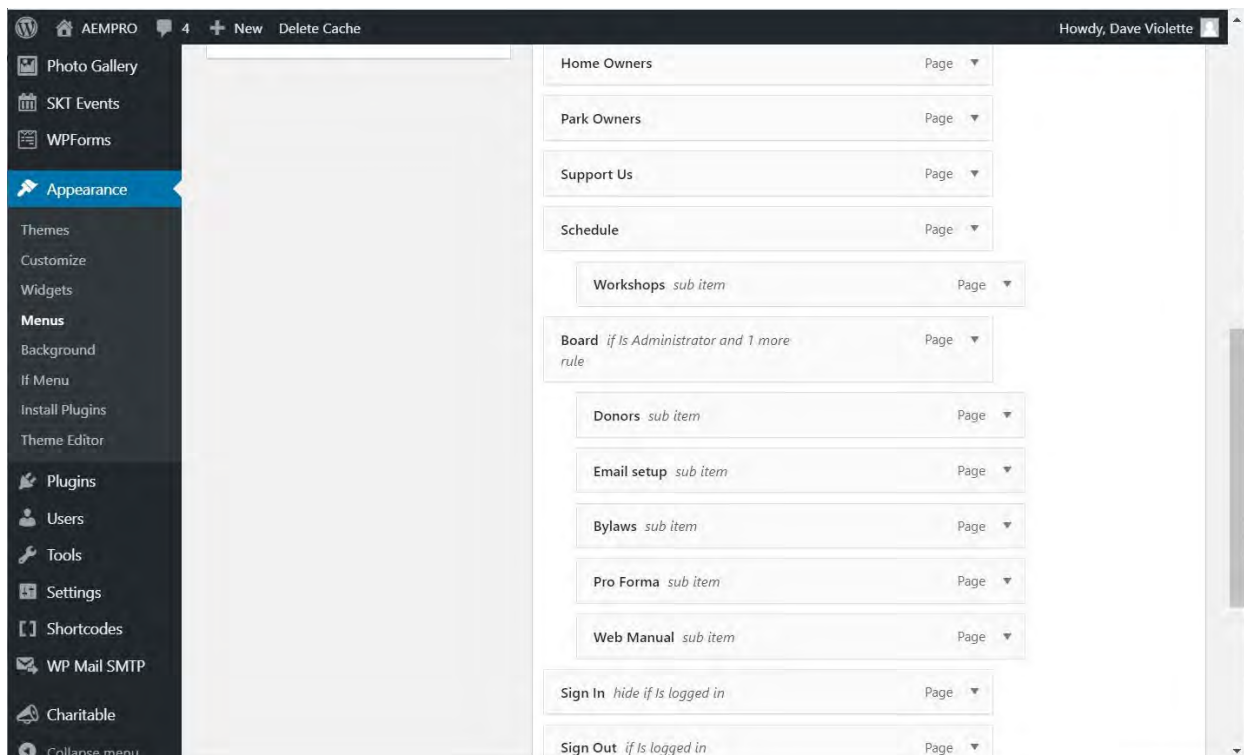
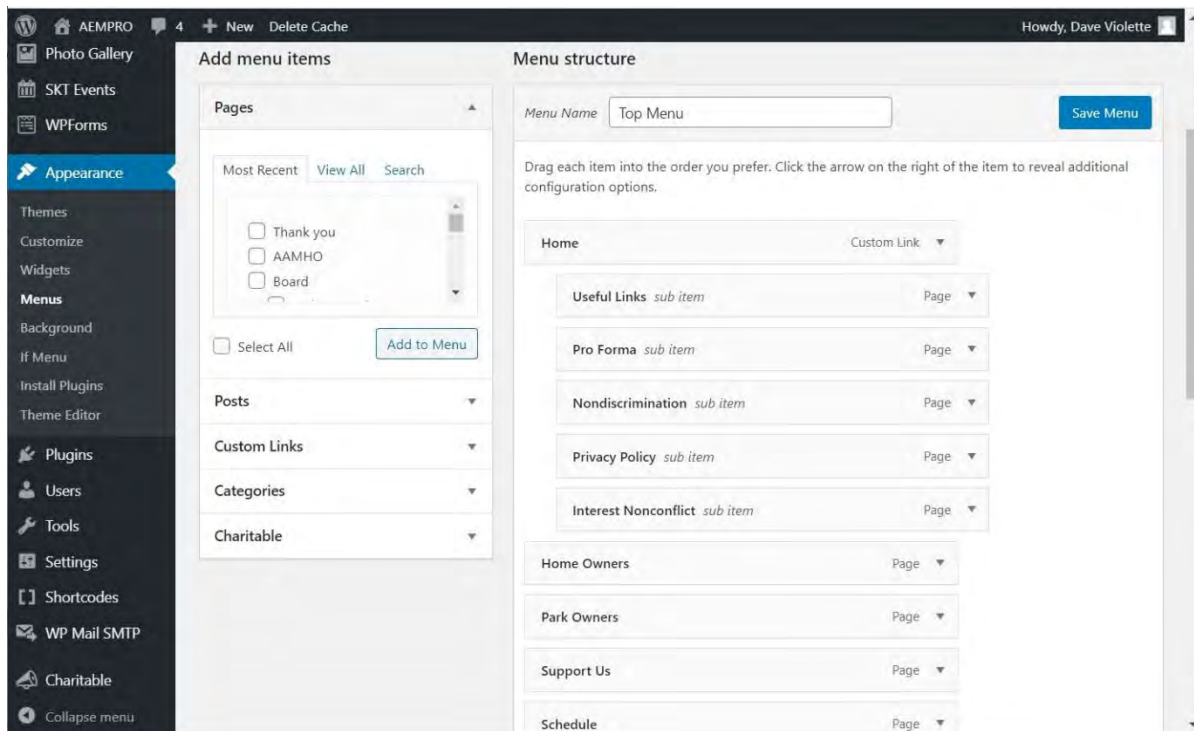
1. Modify the underlying theme to make the menu wrap in both instances.
2. Reduce the number of menu entries so it all fits on one line in both cases.

This is left to whomever takes on site management.

Changing menus

The site menu is designed to provide the user a means to find and go to the various pages of the site, so as you would expect the menu entries are the names of the pages themselves.

To change the menus click on **Appearance, Menus** from the dashboard. The top part of the menus area is shown below and the bottom part follows.

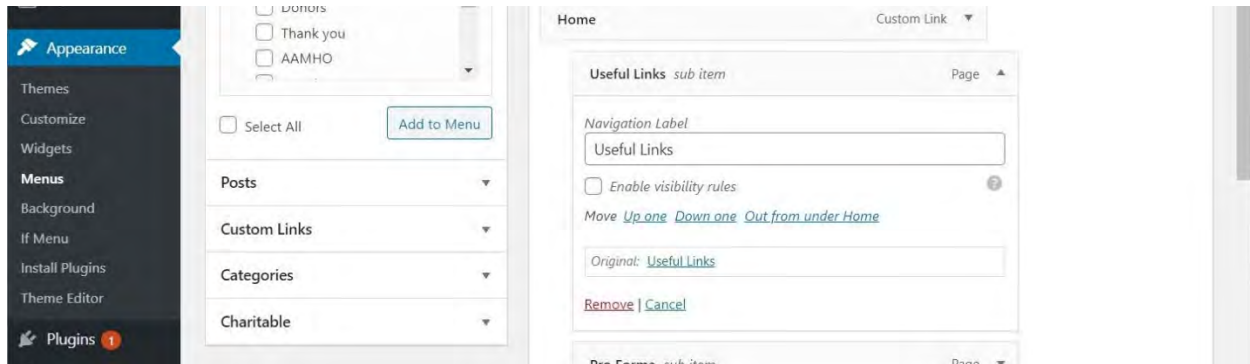


The structure in the right part of the screens shows the hierarchical menu structure. Those set flush left designate the main menu choices that are displayed at all times. The indented ones are submenu items. Though this menu arrangement only has one submenu level, it is possible to have a submenu also have its own submenus and that would be shown by a further indent of

those items under their parent submenu. You can click and drag any menu item to move it to another location. Use this to change a submenu item to become a menu item or use this to rearrange the order of menu items or of submenu items in their submenu set.

Changing Menu Item Visibility

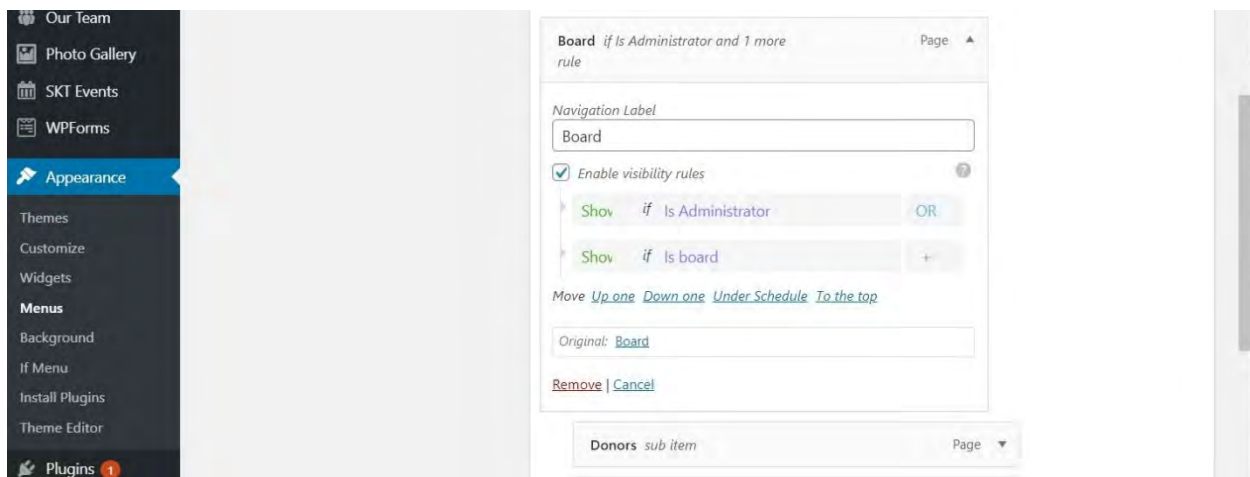
You will want most menu items to be visible under all situations – that would be the case for menu items visible to the public. But some menu items should only be visible under certain situations; the **Board** item, for example, should only be visible if the user is signed in and their credentials permit viewing the **Board** menu. At the right end of each item in the Menu structure screen you will see a small **down arrow**. Clicking that opens up a dialog below that menu item. The screen below shows the dialog for **Useful Links**.



Notice that despite the page name, as shown in the menu item, is **Useful Links**, you can change the **Navigation Label** to read differently.

Notice that the **Enable visibility rules** box is unchecked. This means this menu item is always visible.

The screen below shows the dialog for the **Board** menu item. Notice that the **Enable visibility rules** box is checked and there are two rules shown. The first rule says that this menu item is visible if the signed-in user is an **Administrator**, the second if **Board**. Notice the **OR**, which means that either condition will provide visibility. You can click the **+** button at the right of **Is board** to add another condition.



Where to Display Menu

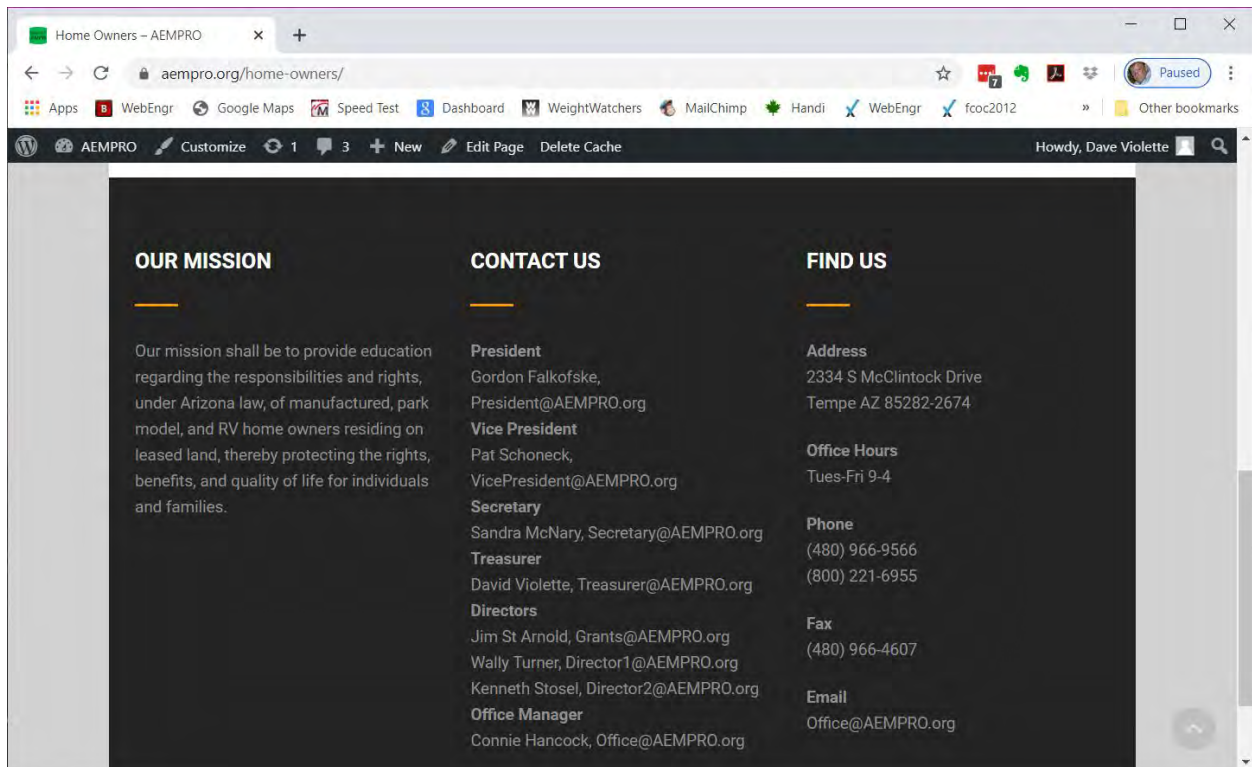
Notice at the bottom of the **Menus** screen you can select where the menu will be displayed. There are three options, but the **Header Navigation** option is probably better. However, you can ALSO have it shown in **Footer Navigation**. Test and see what is preferred.

Saving Menu Changes

At the bottom of the **Menus** screen use the **Save Menu** button to save any changes.

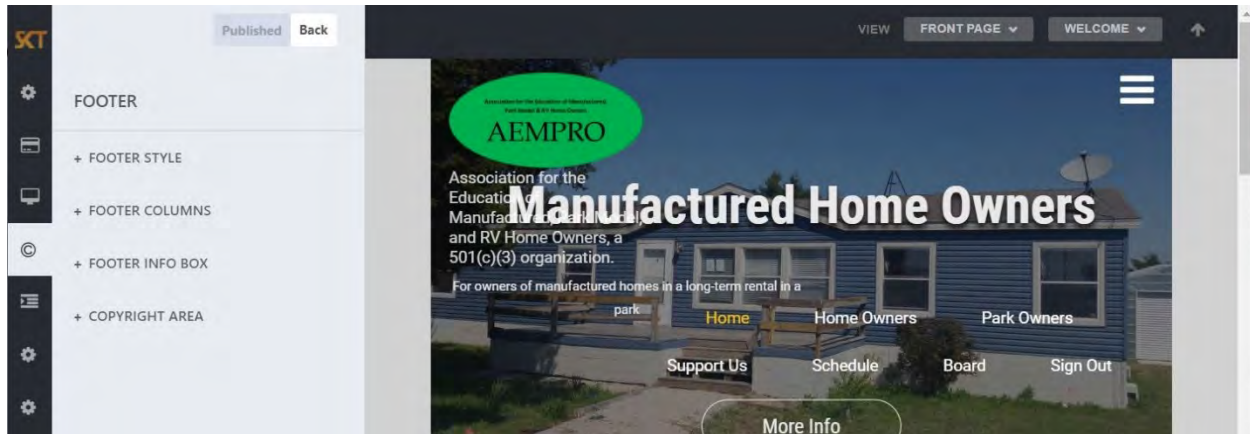
Page Footer

The site theme has a footer section at the bottom of each page, and it is the same for each page. The current footer is shown below. You will be able to modify this as desired; see further on for instructions.



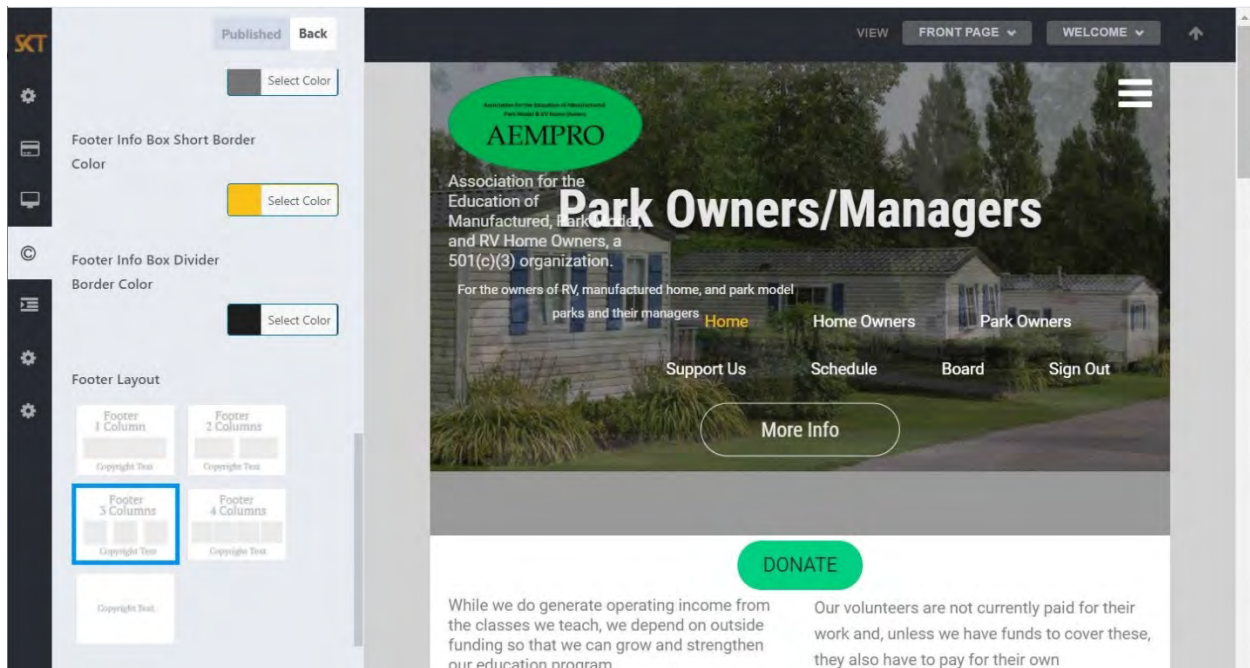
Footer Management

To modify the footer, go to **Appearance, Customize, Footer**. See screen below.



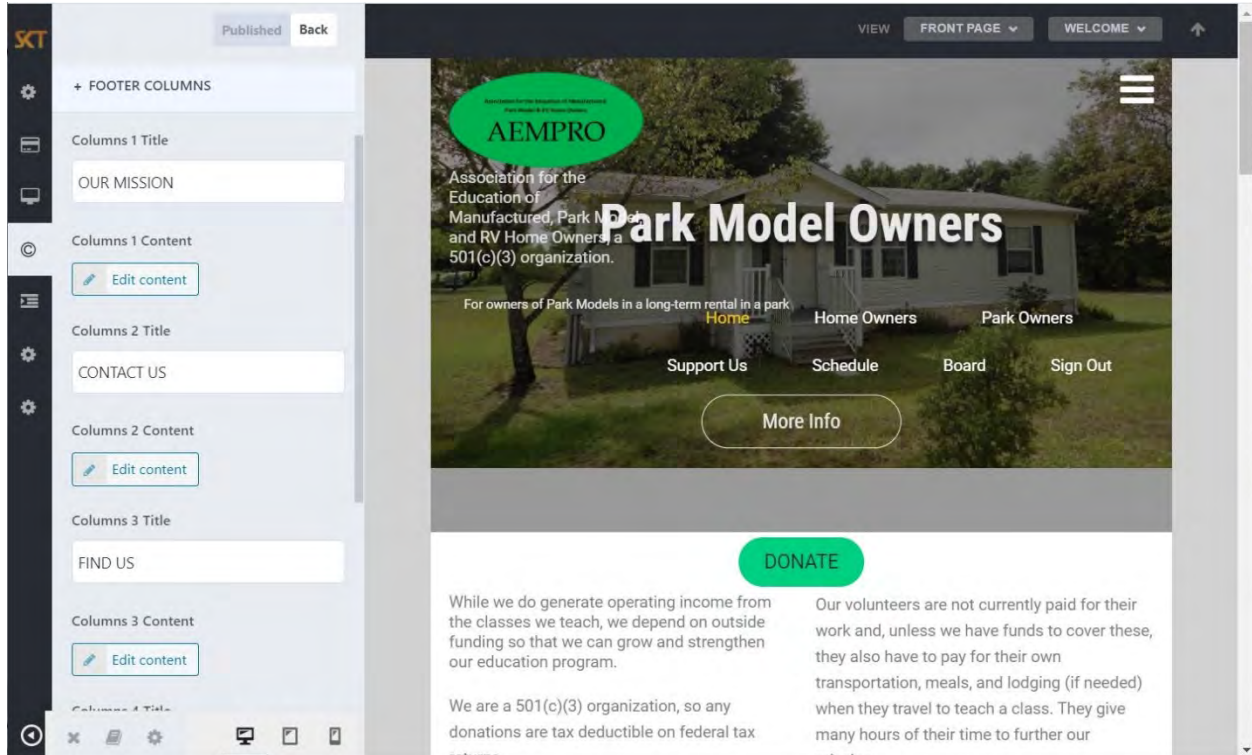
Footer Style

The **Footer Style** menu has several color options from which you can choose, but the most important is the **Footer Layout** section at the bottom. There are different styles available, but Footer 3 Columns is in use at this site.

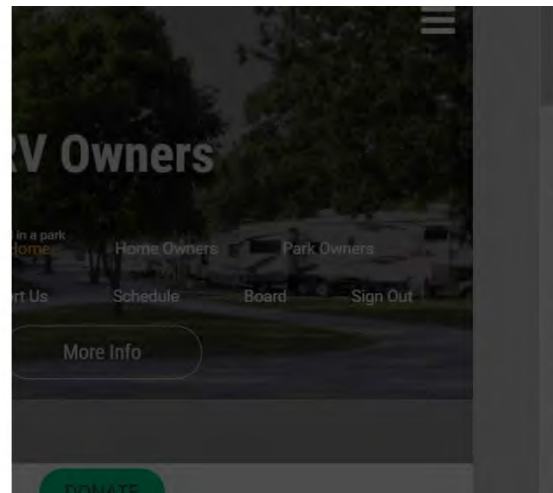
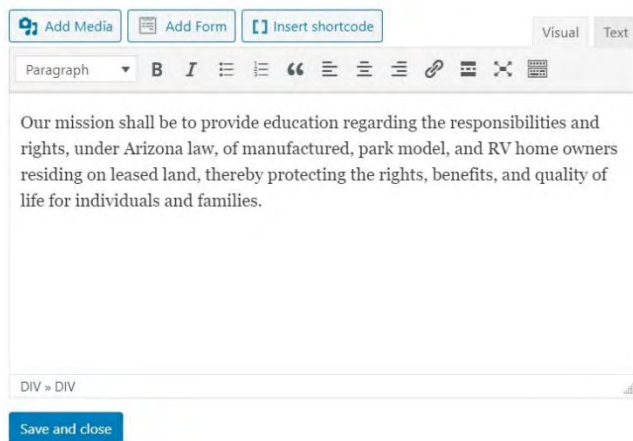


Footer Columns

Go to **Footer Columns** in the **Footer** menu to modify the title and content of any of the three columns.



There you will see the three existing columns with their titles. To change the content of any of them click the Edit content button for it. This will bring up an edit dialog like that below.



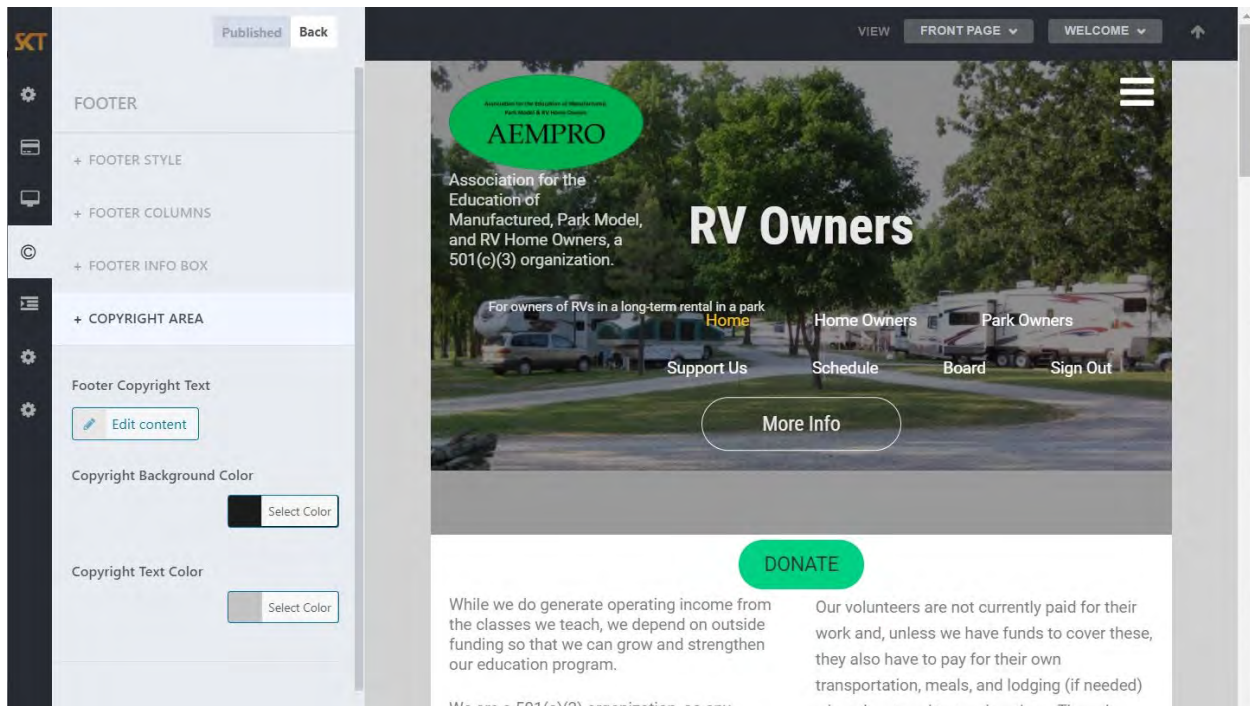
Make the desired changes and click the Save and close button.

Footer Info Box

The Footer Info Box is not used in the current design.

Copyright Area

Clicking on Copyright Area in the Footer menu opens an editor so you can change the content. Note that the year is hardcoded so you should change it each year. If you click on the Edit content button you will get an editor dialog like that above so you can make changes.

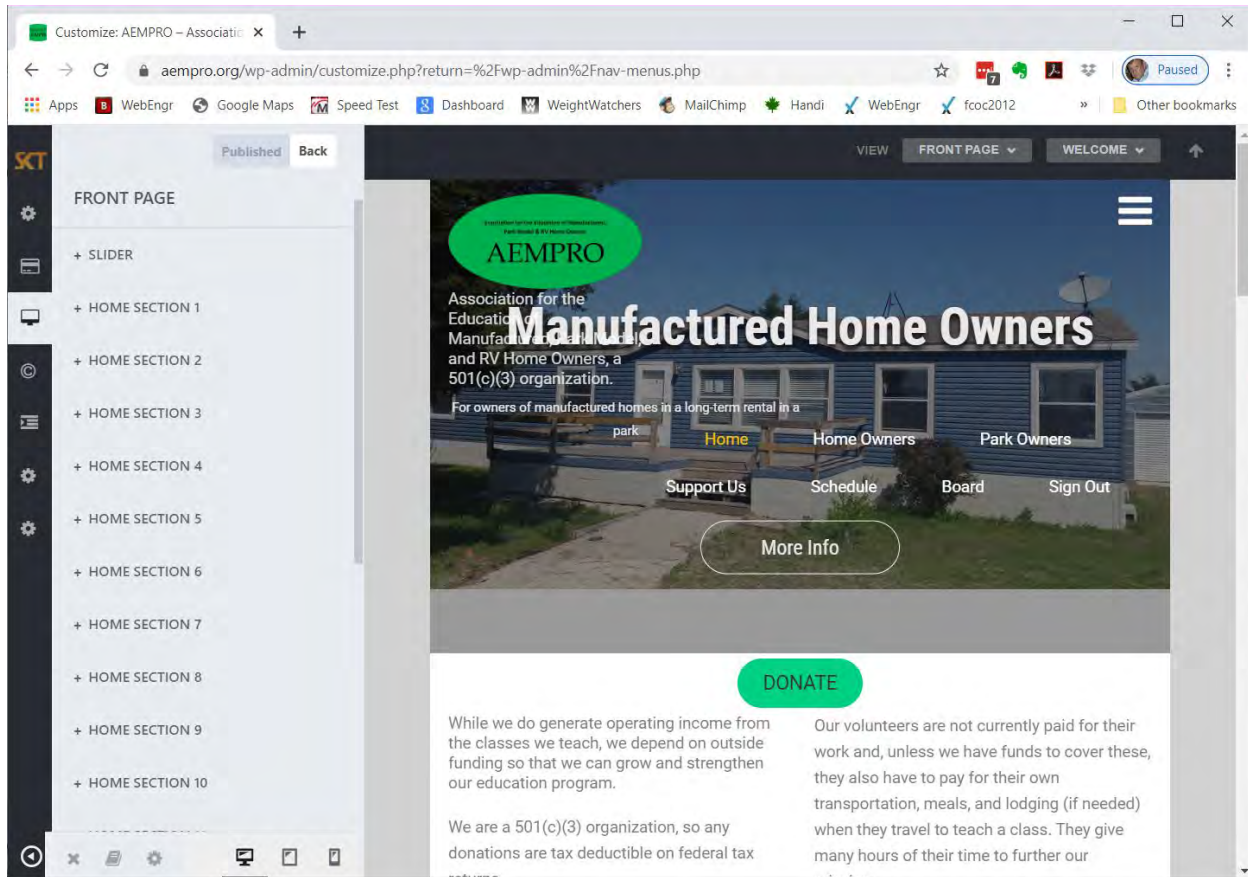


Home Page Layout

The home page as designed at present has seven main sections, including the header and footer. The theme as provided could have up to 21 sections (including the header and footer)! Each section can be modified independently.

Manage Front Page

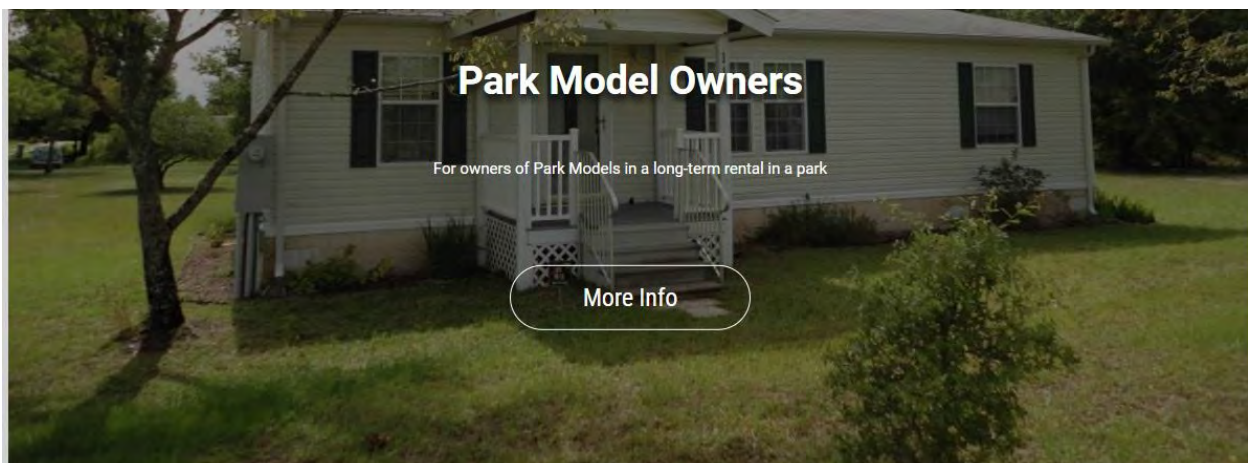
To manage the front page elements, go to **Appearance, Customize, Front Page** to see the choices below.



All of the possible front page elements can be modified starting with this menu. At the top is the **Slider** section. There are more **Home Sections** below those shown on the screen above – through **Home Section 17**. This site only uses **Home Section 1** through **Home Section 4**.

Front Page Slider

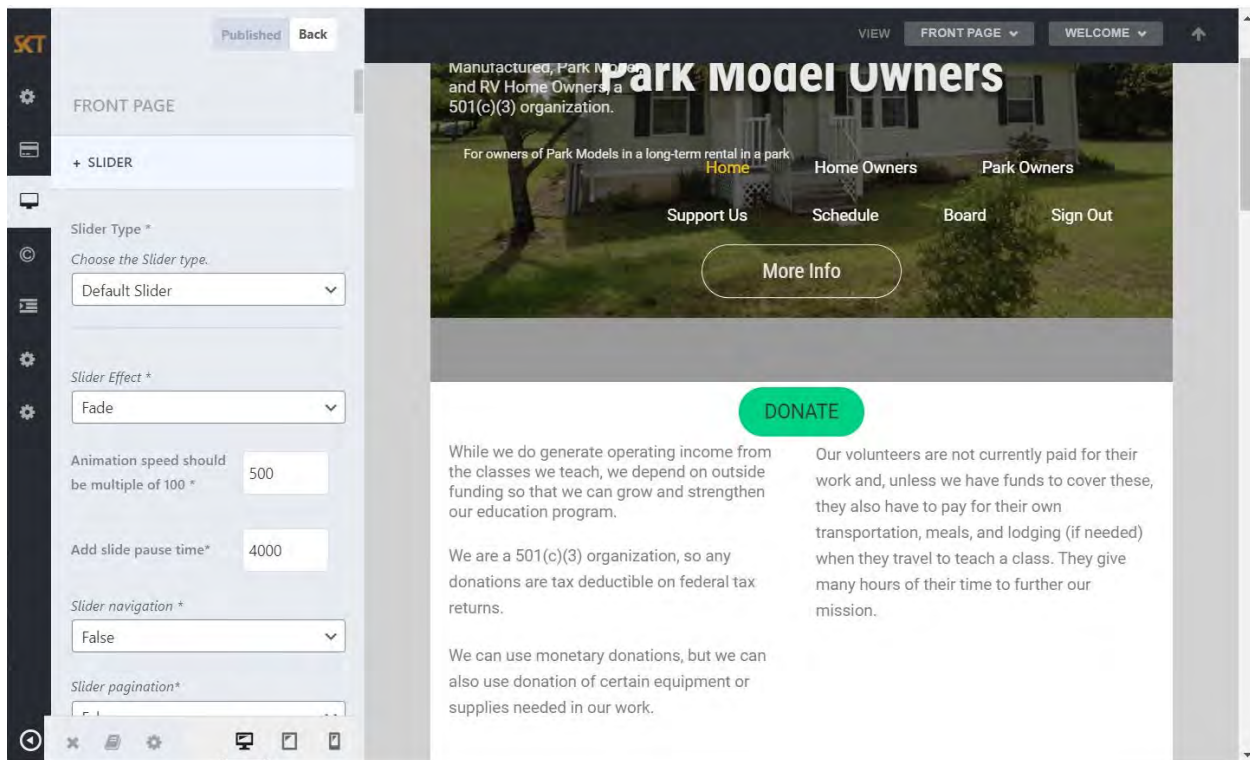
A series of photos are displayed on the home page, and they automatically rotate among the set. This is the area called the slider.



Managing Slider Images

Go to **Appearance, Customize, Front Page** then select **Sliders**.

At the top you will see several options you can customize for the sliders in general.



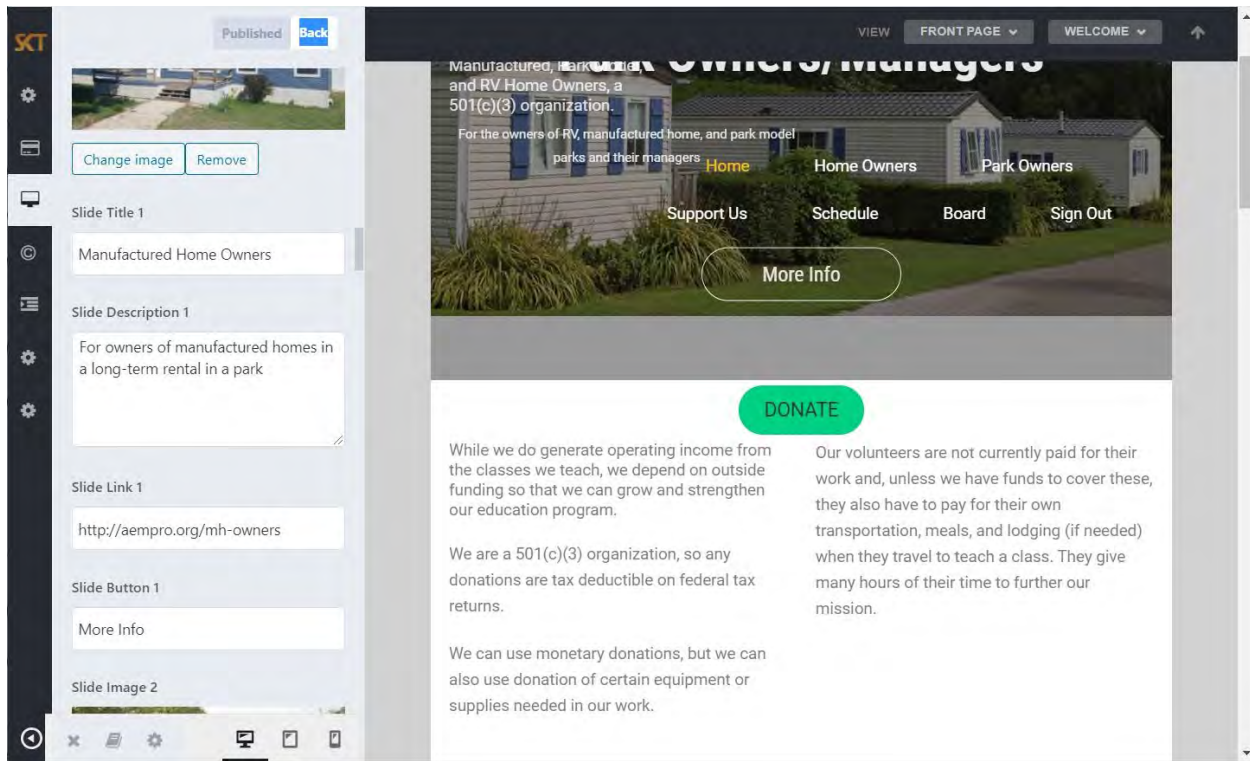
The screenshot displays the WordPress Customizer interface. On the left, the 'FRONT PAGE' panel is active, showing the 'Sliders' section. The settings for the slider are as follows:

- Slider Type: Default Slider
- Slider Effect: Fade
- Animation speed should be multiple of 100: 500
- Add slide pause time: 4000
- Slider navigation: False
- Slider pagination: (partially visible)

The right side of the image shows a live preview of the slider on the front page. The slider features a background image of a house and contains the following text and elements:

- Text: "Manufactured, Park Model and RV Home Owners, a 501(c)(3) organization."
- Section Header: "PARK MODEL OWNERS"
- Text: "For owners of Park Models in a long-term rental in a park"
- Navigation Links: "Home", "Home Owners", "Park Owners", "Support Us", "Schedule", "Board", "Sign Out"
- Call to Action: "More Info" button
- Section Header: "DONATE" (in a green button)
- Text: "While we do generate operating income from the classes we teach, we depend on outside funding so that we can grow and strengthen our education program."
- Text: "We are a 501(c)(3) organization, so any donations are tax deductible on federal tax returns."
- Text: "We can use monetary donations, but we can also use donation of certain equipment or supplies needed in our work."
- Text: "Our volunteers are not currently paid for their work and, unless we have funds to cover these, they also have to pay for their own transportation, meals, and lodging (if needed) when they travel to teach a class. They give many hours of their time to further our mission."

Further down you can change aspects of each slider image. The following shows the options for Slider Image 1.



This is where you change the image, the title, the description, where clicking on the image takes the user, and what text the button shows. Having a link button is not required; just leave the last two fields empty.

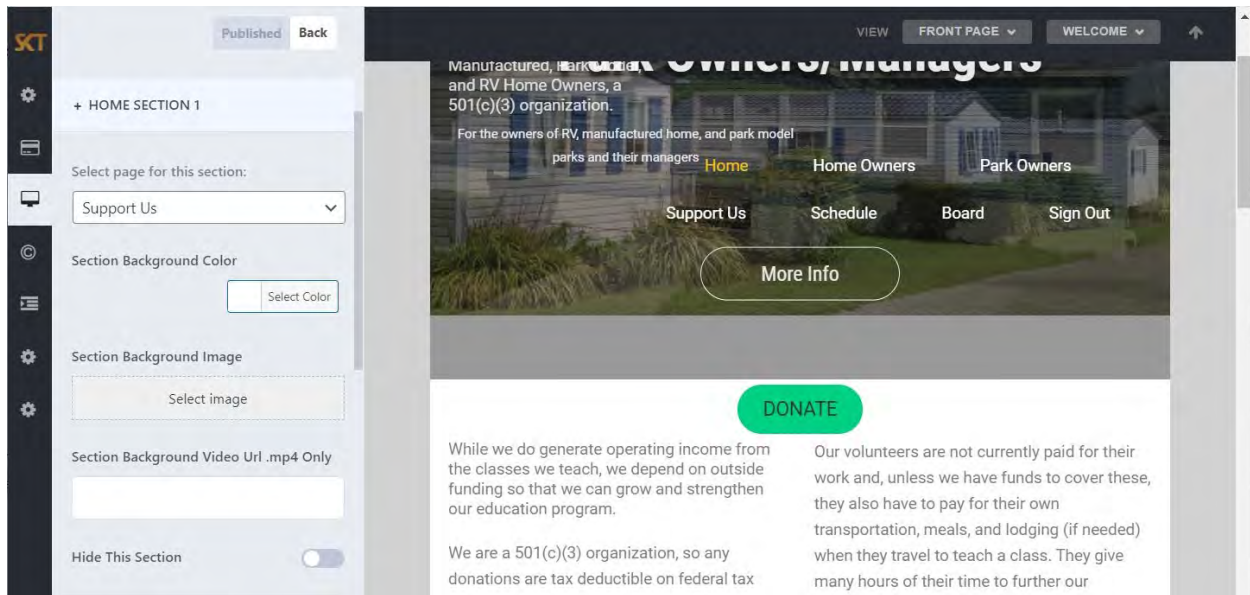
Home Section 1

Immediately under the slider is the first of the home page sections. The current design uses this for attracting donations.



Managing Home Sections

Managing the content and appearance of all the **Home Sections** is done in the same way. Go to **Appearance, Customize, Front Page** and then select the **Home Section** you want to modify. You will get a screen like that below.



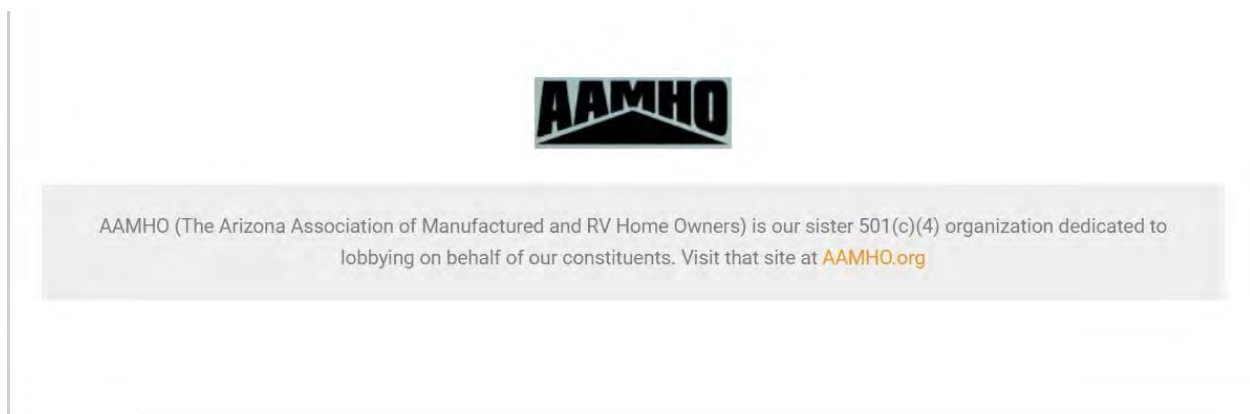
At the top is where you select which page will appear in this **Home Section**. In the case of **Home Section 1** it is **Support Us**. You manage the content of the page as described under the section on Pages further on.

You can select the background color for this section using the color selector and you can have an image in the background using the Select image button. You can even have a video in the background.

At the bottom of each Home Section dialog you will find a Hide This Section toggle; with this you can have the section displayed or not.

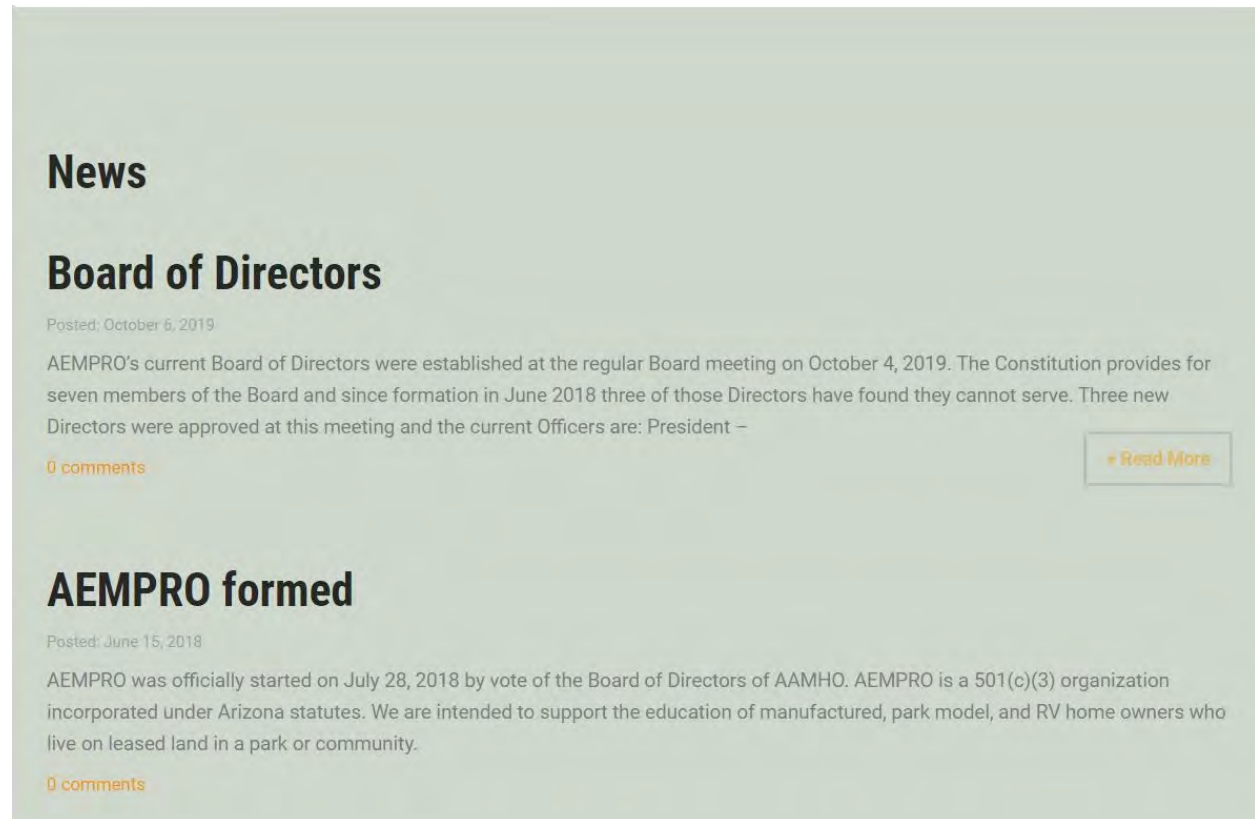
Home Section 2

The next section contains a section devoted to links to AAMHO. The page selected for this section is named **AAMHO**.



Home Section 3

The following section contains news stories. These are added to as new stories are published.



The screenshot shows a news section on a website. At the top, the word "News" is displayed in a large, bold, black font. Below it, the first article is titled "Board of Directors" in a bold, black font. Underneath the title, the text "Posted: October 6, 2019" is visible. The main body of the article reads: "AEMPRO's current Board of Directors were established at the regular Board meeting on October 4, 2019. The Constitution provides for seven members of the Board and since formation in June 2018 three of those Directors have found they cannot serve. Three new Directors were approved at this meeting and the current Officers are: President –". Below the text, there is a small orange icon of a speech bubble with the text "0 comments" next to it. To the right of the article, there is a button with the text "Read More" in orange. The second article is titled "AEMPRO formed" in a bold, black font. Below the title, the text "Posted: June 15, 2018" is visible. The main body of the article reads: "AEMPRO was officially started on July 28, 2018 by vote of the Board of Directors of AAMHO. AEMPRO is a 501(c)(3) organization incorporated under Arizona statutes. We are intended to support the education of manufactured, park model, and RV home owners who live on leased land in a park or community." Below the text, there is a small orange icon of a speech bubble with the text "0 comments" next to it.

The page selected for this section is **News**.

Home Section 4

There is a **Home Section 4** defined which uses the page named Our Supporters, but this section is set to not display. You can always change that later if you wish.

Home Section 5

The fourth section currently showing contains what is called the **Welcome Page**. This introduces AEMPRO to the reader.

Welcome

Welcome to AEMPRO! We are excited to introduce ourselves to you and hope we can develop and maintain a long-term relationship.

If you are the owner of a manufactured, park model, or RV home on leased land in a park check our MH Owners and RV Owners sections for resources that can benefit you.

If you own or manage a park where those kind of homes are set check our Parks section for resources that can benefit you.

If you are a company who serves those owners or parks check our Sponsors section to see how you can help and benefit.

This is a special page defined for this purpose. You will find a page named **Welcome** in the page listings and it is shown as **Front Page** in the listings. Instead of setting this as a **Front Page Section**, it is set using the **Front Page Settings** in *Appearance, Customization, Front Page*. You will find this at the bottom of that group.

Other Pages Layout

The other site pages have the same header and footer as the home page (partially shown in black here, top and bottom) but have only one section in the middle.

Home Owners

EDIT

If you are the owner of a manufactured home, park model, or RV on leased land you have rights and responsibilities established in Arizona state law. A **manufactured home**, sometimes referred to as a **mobilehome**, is constructed under the nnn codes. A **park model** is a different type of manufactured; home constructed to the nnn codes. An **RV** may be drivable, as in a motorhome, or not, as in a trailer. These units are constructed to the nnn codes.

We teach classes in parks on the various laws that affect your rights and responsibilities. Our LTA101 class covers the Landlord-Tenant Act and our handouts give you information you can use. Check our Schedule page to see if there is an LTA101 class near you.

For mobilehome owners, learn about your rights and obligations in the [Landlord-Tenant Act](#).

If your park is sold you can get some financial help to relocate your home to another park. (Here's the rules on that – coming).

For park model and RV owners, learn about your rights and obligations in the [RV Act](#).

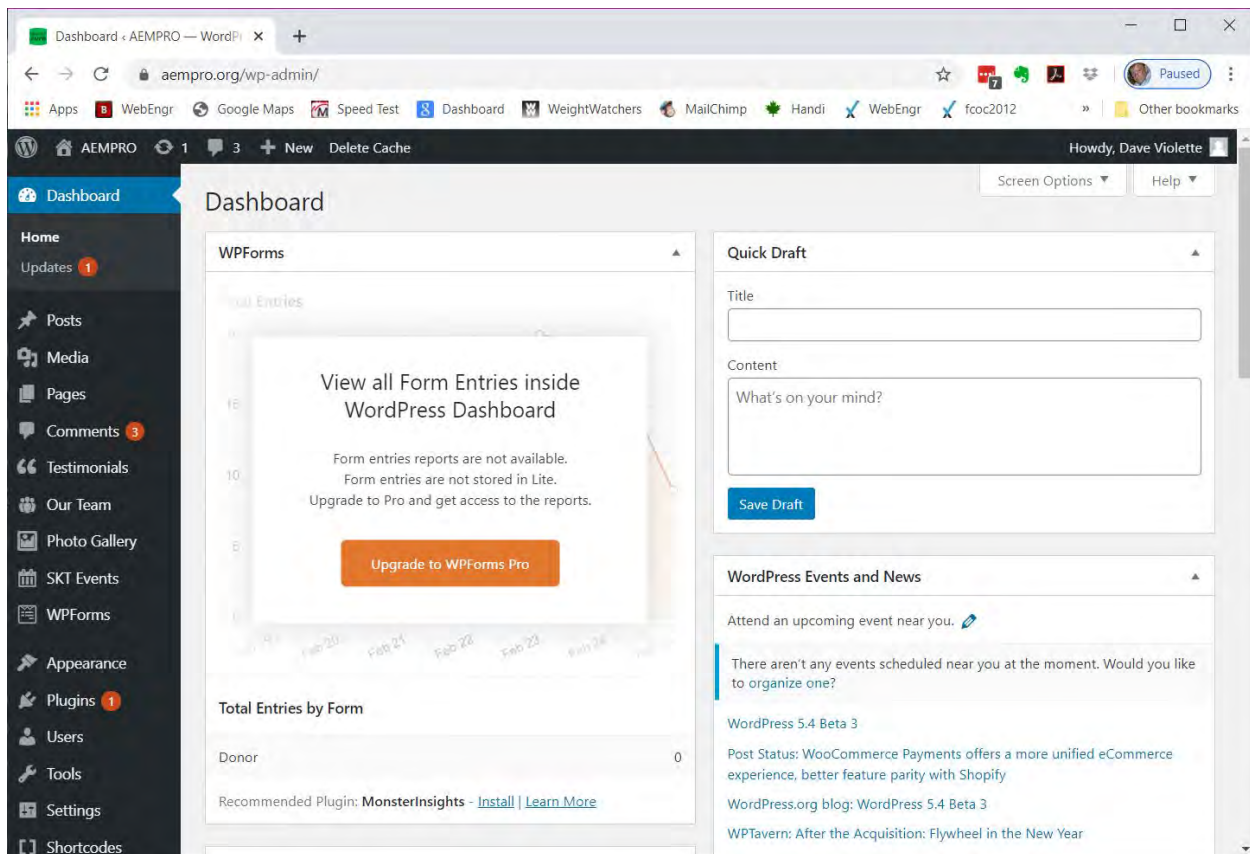
Your tenancy is also governed by the federal Fair Housing Rights act. (Here's the rules on that – coming).

You select where a page is displayed by selecting it for a menu option. Refer to **Home and Page Menus** earlier in this manual

MANAGING SITE CONTENT

All operations for changing site design and content take place in what is called the “dashboard” part of WordPress. The dashboard has a menu of functions used to perform these tasks. The basic WordPress menu is changed with the installation of plugins and themes, so that those added components can provide you with a way to work with them. The dashboard menu as this site was

designed looks like the following (there are still more menu items on the left below what is shown here):



Notice that the toolbar at the very top of the screen remains in the dashboard view. Those shortcuts are always available to the signed-in user.

The black area to the left contains the menu, and the white/grey area for most of the screen is where the work is done for each menu selection.

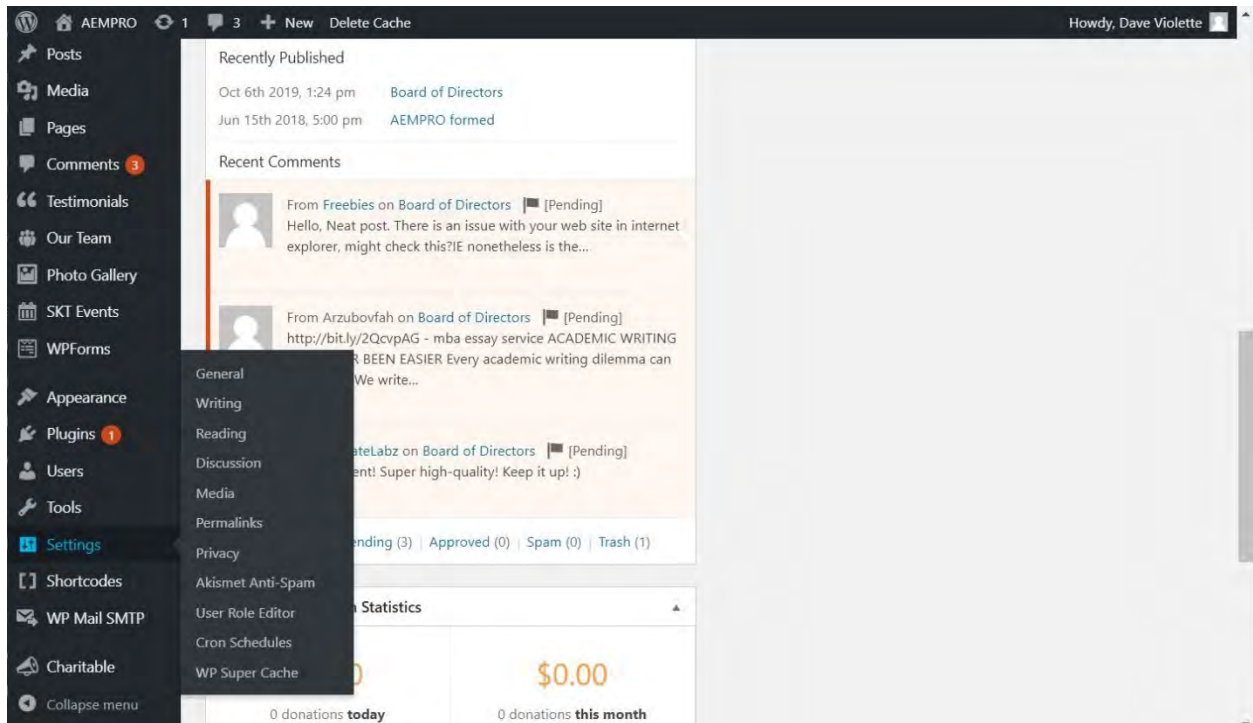
Notice that there is notice of Updates and Comments, shown with a number in an orange circle in the menu. These refer to the same notices shown in the toolbar at the top.

Slugs

When dealing with pages and posts you will see the term “slug” used. A URL slug is a shorthand reference to the item that is used in **permalinks**. See **Settings – Permalinks** below for more information there. Slugs are automatically generated by WordPress when a page or post is created or modified and is based on the name or title given the item. You can directly modify the assigned slug in the **Edit** or **Quick Edit** dialogs for both posts and pages.

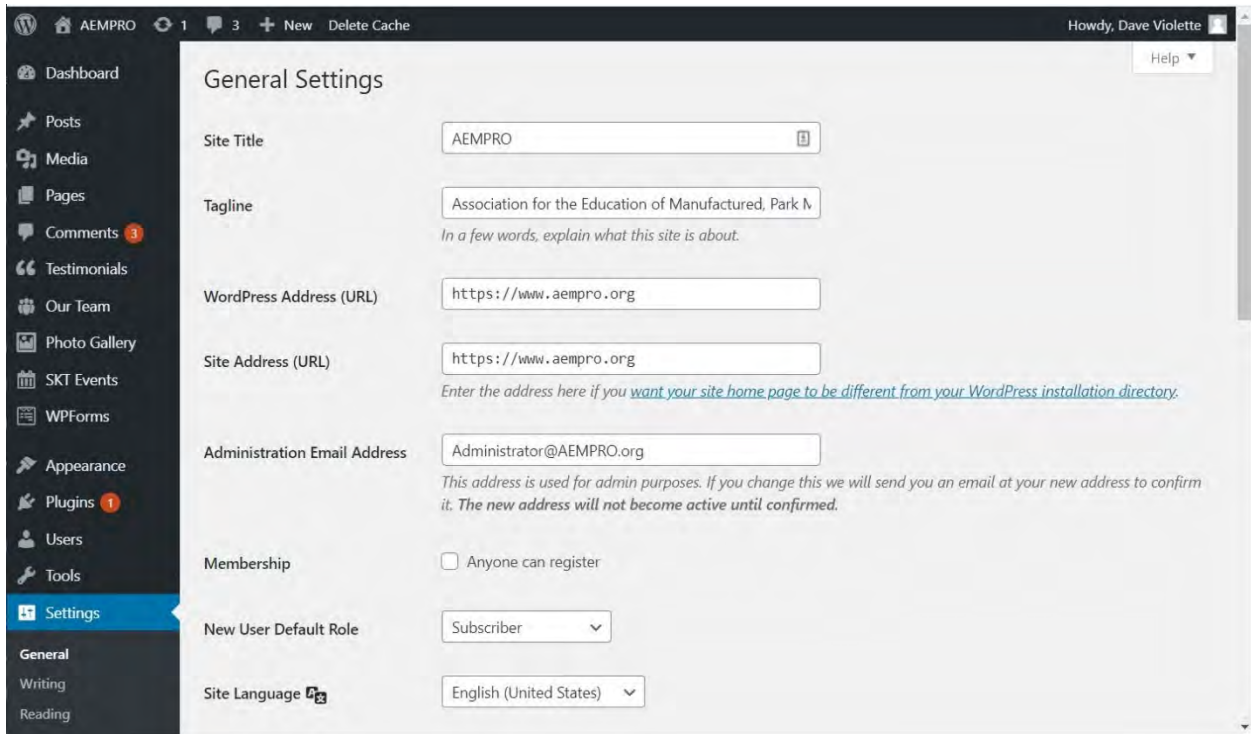
Settings

The **Settings** menu has several items as shown in the flyout submenu below as you hold the cursor over the **Settings** entry.



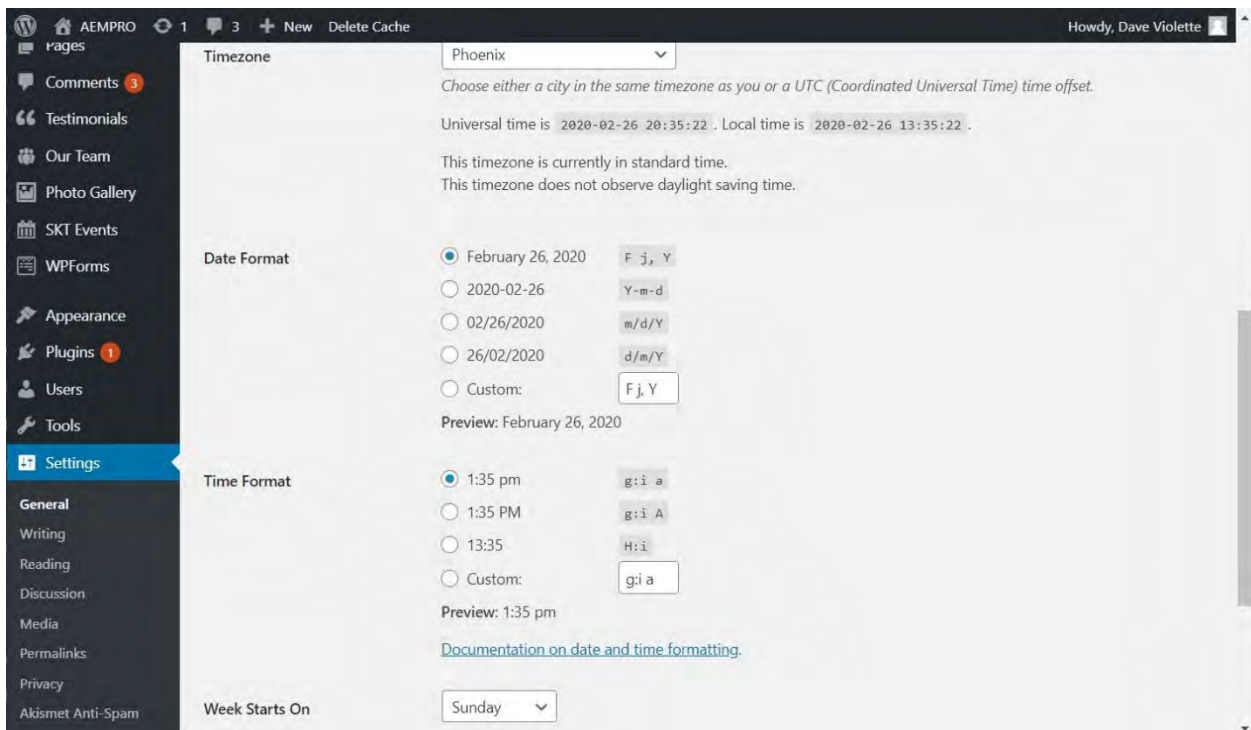
Settings – General

The General Settings screen covers several general things you can control for the site as shown in the two screens below. While you can feel free to change any of these you probably should leave them as is unless you have a good reason to change them.



The screenshot shows the WordPress dashboard with the 'General Settings' page open. The left sidebar contains navigation links: Dashboard, Posts, Media, Pages, Comments (3), Testimonials, Our Team, Photo Gallery, SKT Events, WPForms, Appearance, Plugins (1), Users, Tools, Settings (selected), General, Writing, and Reading. The main content area is titled 'General Settings' and includes the following fields:

- Site Title:** AEMPRO
- Tagline:** Association for the Education of Manufactured, Park N
In a few words, explain what this site is about.
- WordPress Address (URL):** https://www.aempro.org
- Site Address (URL):** https://www.aempro.org
Enter the address here if you want your site home page to be different from your WordPress installation directory.
- Administration Email Address:** Administrator@AEMPRO.org
This address is used for admin purposes. If you change this we will send you an email at your new address to confirm it. The new address will not become active until confirmed.
- Membership:** Anyone can register
- New User Default Role:** Subscriber
- Site Language:** English (United States)

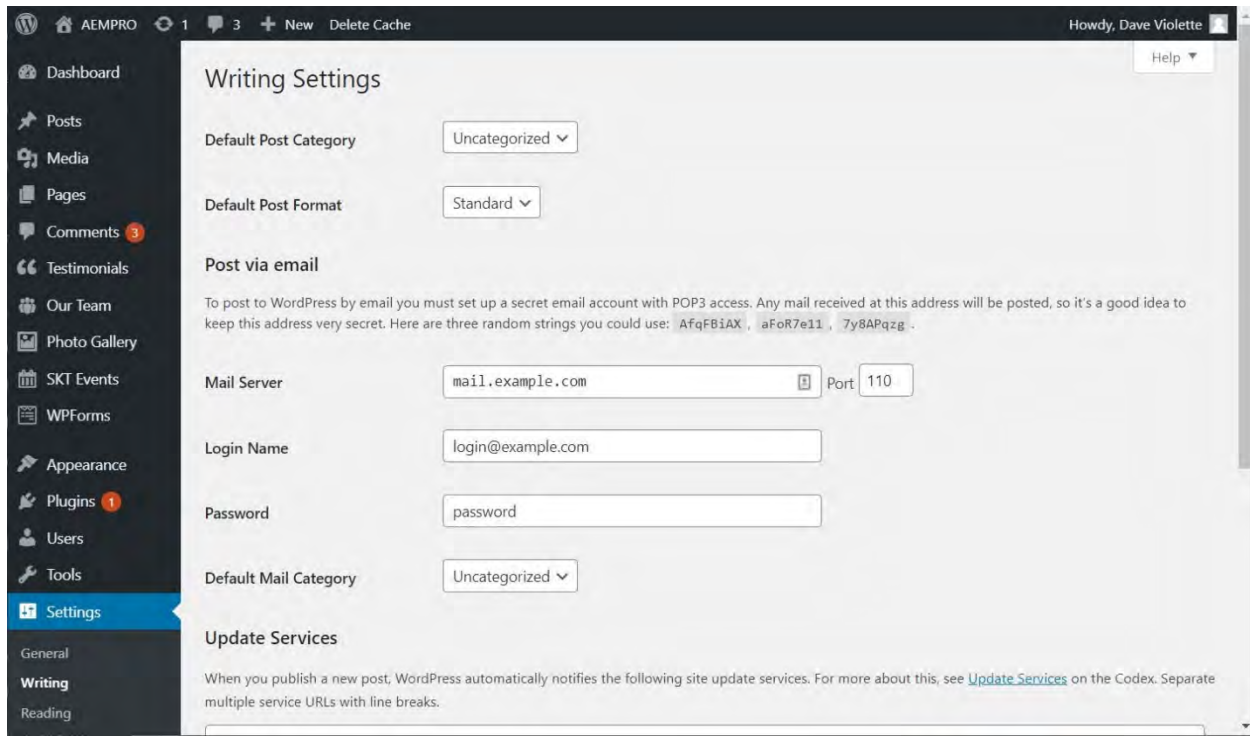


The screenshot shows the 'Date and Time' settings page in WordPress. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Date and Time' and includes the following settings:

- Timezone:** Phoenix
Choose either a city in the same timezone as you or a UTC (Coordinated Universal Time) time offset.
Universal time is 2020-02-26 20:35:22 . Local time is 2020-02-26 13:35:22 .
This timezone is currently in standard time.
This timezone does not observe daylight saving time.
- Date Format:** February 26, 2020 (F j, Y)
 2020-02-26 (Y-m-d)
 02/26/2020 (m/d/Y)
 26/02/2020 (d/m/Y)
 Custom: F j, Y
Preview: February 26, 2020
- Time Format:** 1:35 pm (g:i a)
 1:35 PM (g:i A)
 13:35 (H:i)
 Custom: g:i a
Preview: 1:35 pm
[Documentation on date and time formatting.](#)
- Week Starts On:** Sunday

Settings – Writing

You can also ignore the **Writing Settings** except for the two items at the top. “Post” refers a story or article. You can set up **Categories** for posts so that people can search by category. Setting up categories will be covered further on.

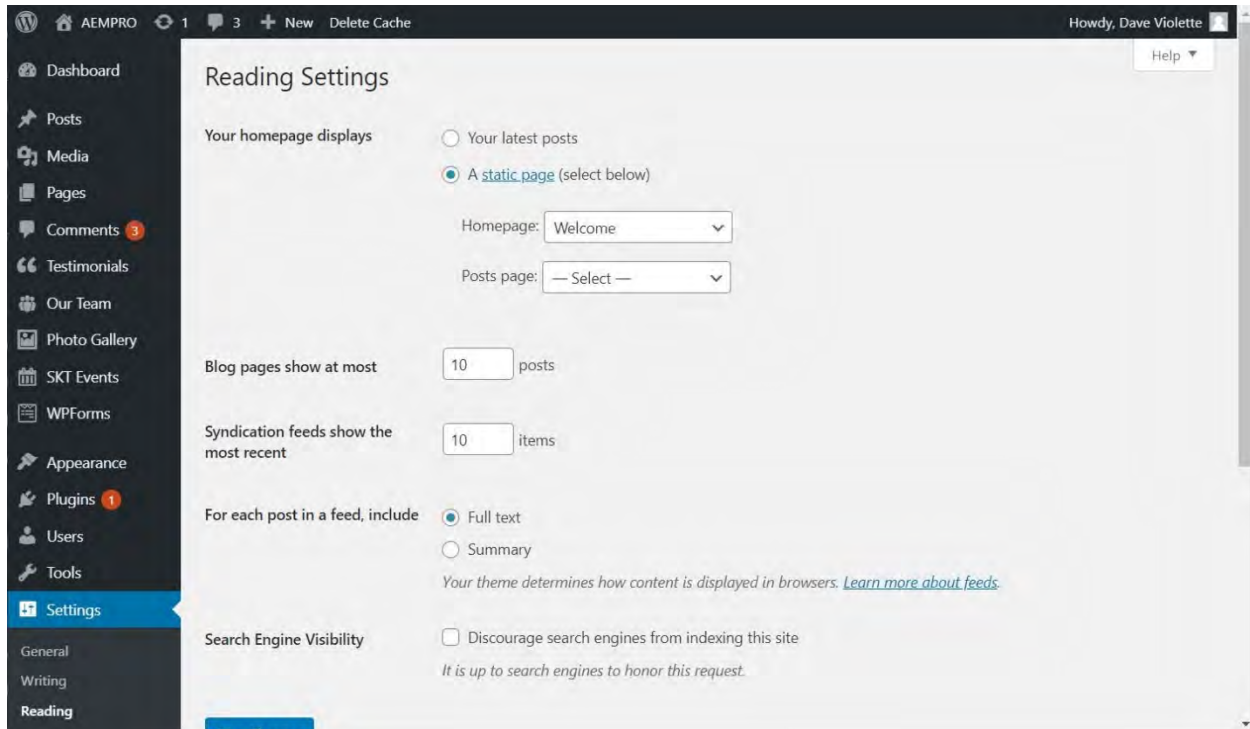


WordPress provides the opportunity to send in posts via email, though this is not set up for this site.

WordPress will also update post sharing services, but this is not set up.

Settings – Reading

This is where you define how posts will be displayed and where. The site is set up so the posts are displayed on the page named Welcome.

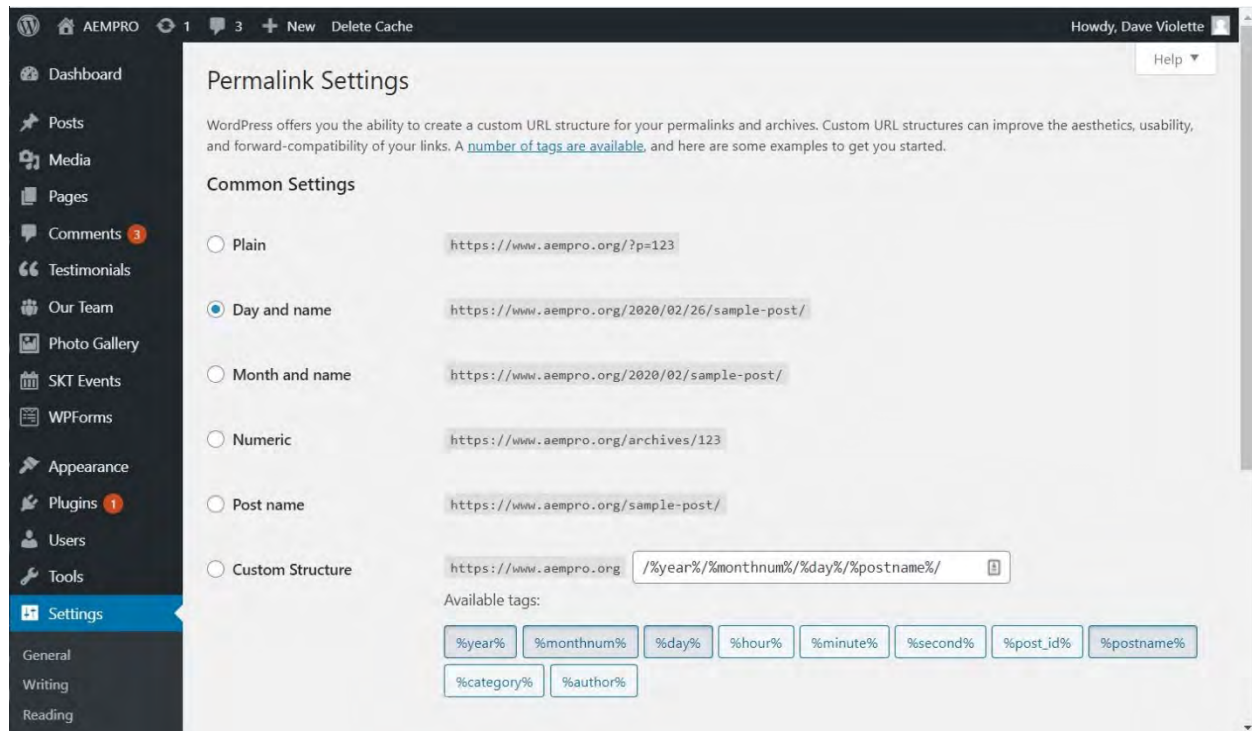


Feel free to change any of the rest.

Settings – Permalinks

A permalink is the URL (web address) for posts. These permalinks can be saved or shared and remain in place forever so there is a permanent link to the item, hence the name permalink. There

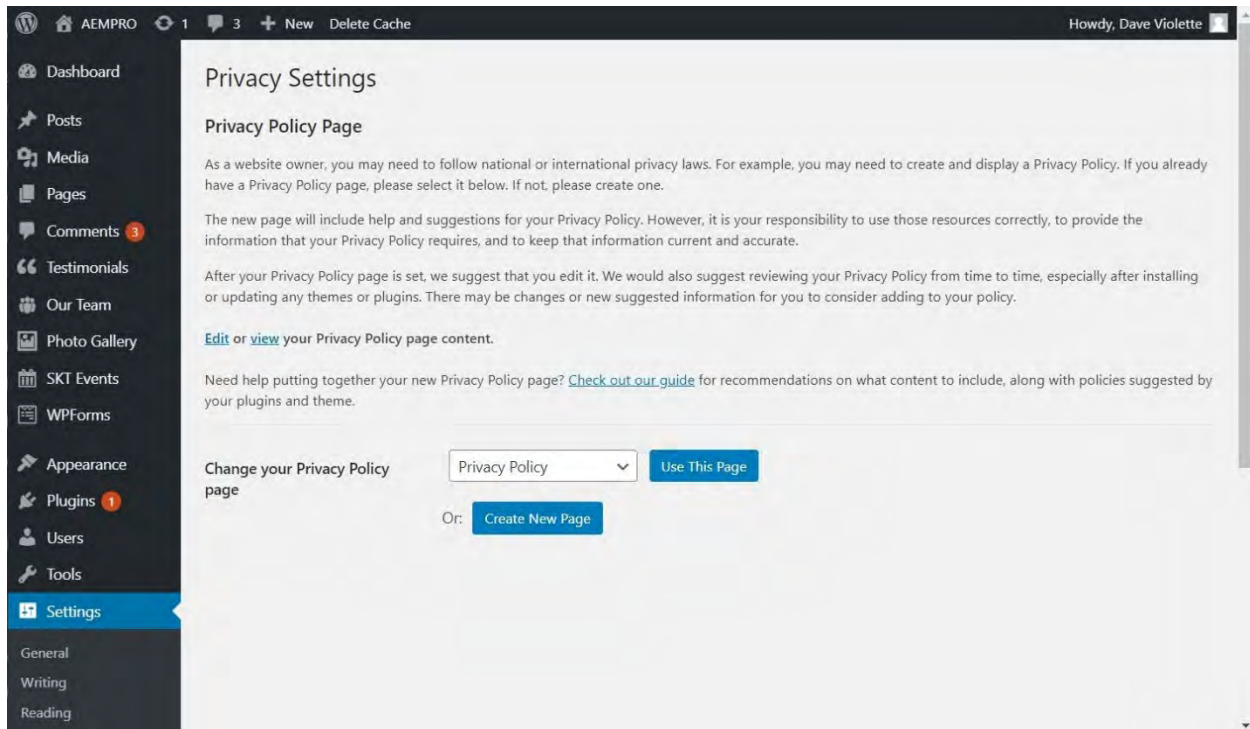
are various styles for permalinks; you can see below which has been chosen. You can change this if desired.



Settings – Privacy

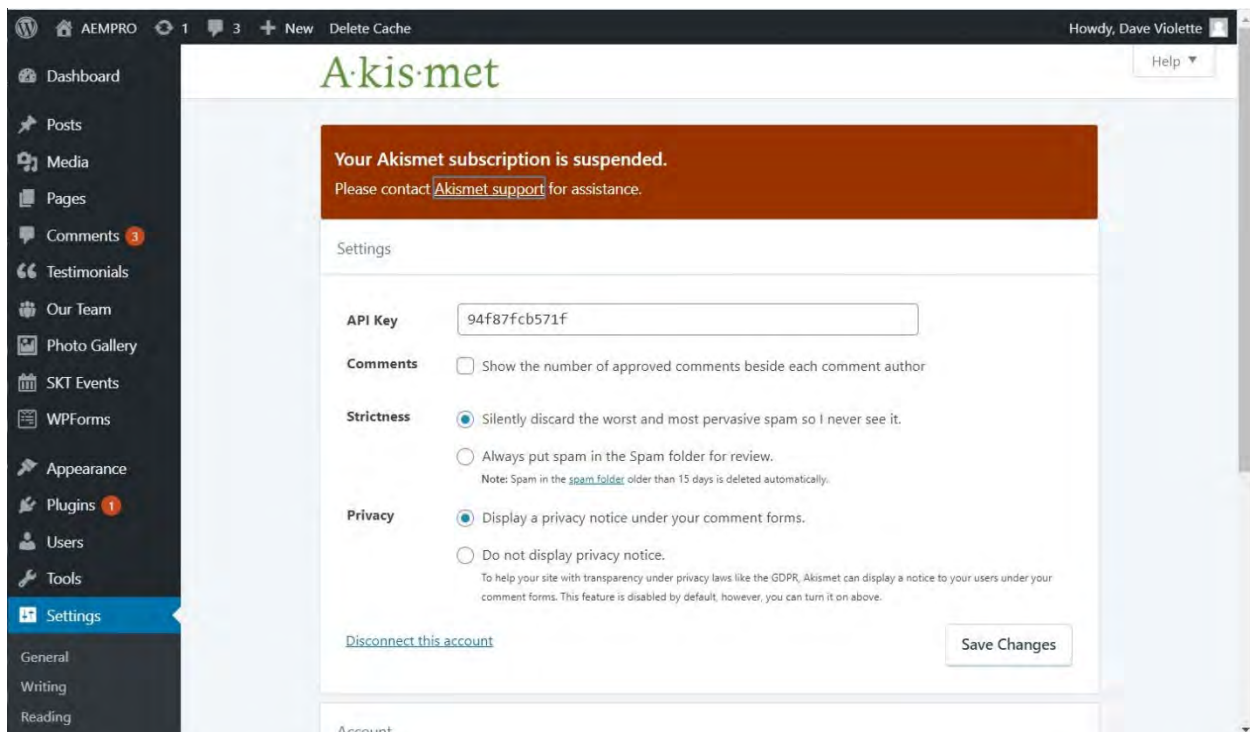
A privacy page is considered very important for a web site. It describes what information is gathered or captured from site visitors and what is done with it. There is a privacy page started

for this site, but it needs work. There should be a link to the **Privacy Page** in the footer of any web site, but it has not yet been added here.



Settings – Akismet

There is a plugin installed **Akismet** that intercepts spam and trash comments on posts. This plugin has expired and should be renewed under the new management. There is a fee of \$5 per month for Akismet.



Settings – Other

There are several other Settings and you should feel free to read through them to become acquainted with what they cover. They are not important to this manual presentation, though.

Users

The term “user” in WordPress refers to someone who has been registered with the site by providing an email address and password. The email address is used as a username.

Being a registered user is required to be able to sign in for any functions that are not available to the public as well as to allow access to some parts of the site that require credentials.

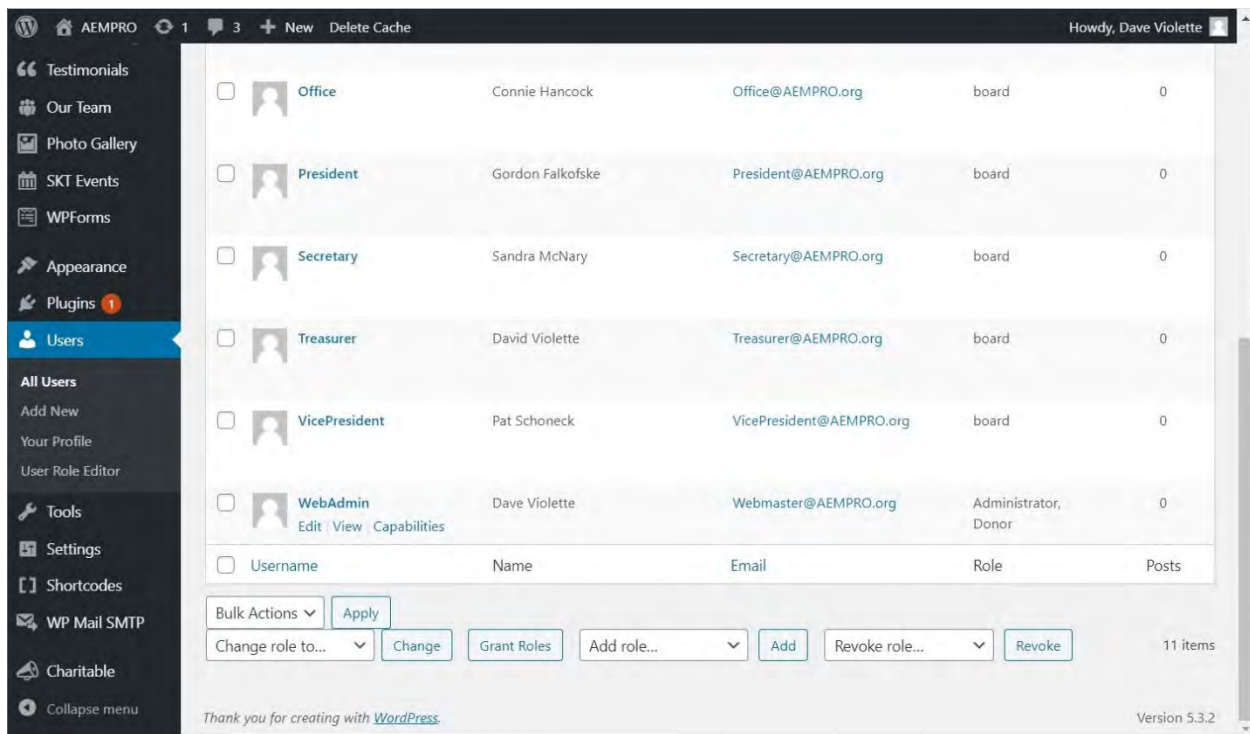
At present, there are two groups of users set up: those who administer the site and Board members. The latter are enabled to view the Board area of the site; more about his further on.

Administrative users at present have one of two roles defined: **Administrator** and **Editor**. An **Administrator** can access all parts of the site and the WordPress dashboard, while the **Editor** role can access parts of the dashboard and can only add or modify posts and pages.

Users – All Users

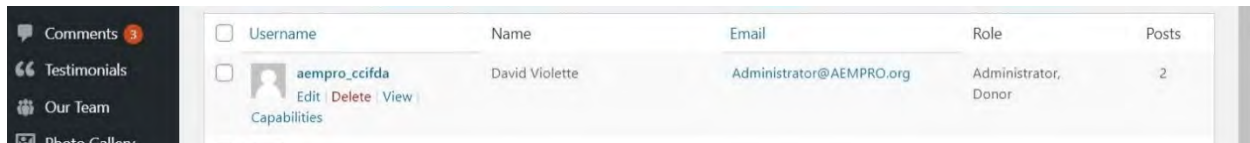
The current defined users are shown in the two screens that follow.

Username	Name	Email	Role	Posts
aempro_ccifda	David Violette	Administrator@AEMPRO.org	Administrator, Donor	2
Director1 <small>Edit Delete View Capabilities</small>	Wally Turner	Director1@AEMPRO.org	board	0
Director2	Ken Stosel	Director2@AEMPRO.org	board	0
Editor	Generic Editor	Editor@AEMPRO.org	Editor	0
Grants	Jim St Arnold	Grants@AEMPRO.org	board	0
Office	Connie Hancock	Office@AEMPRO.org	board	0



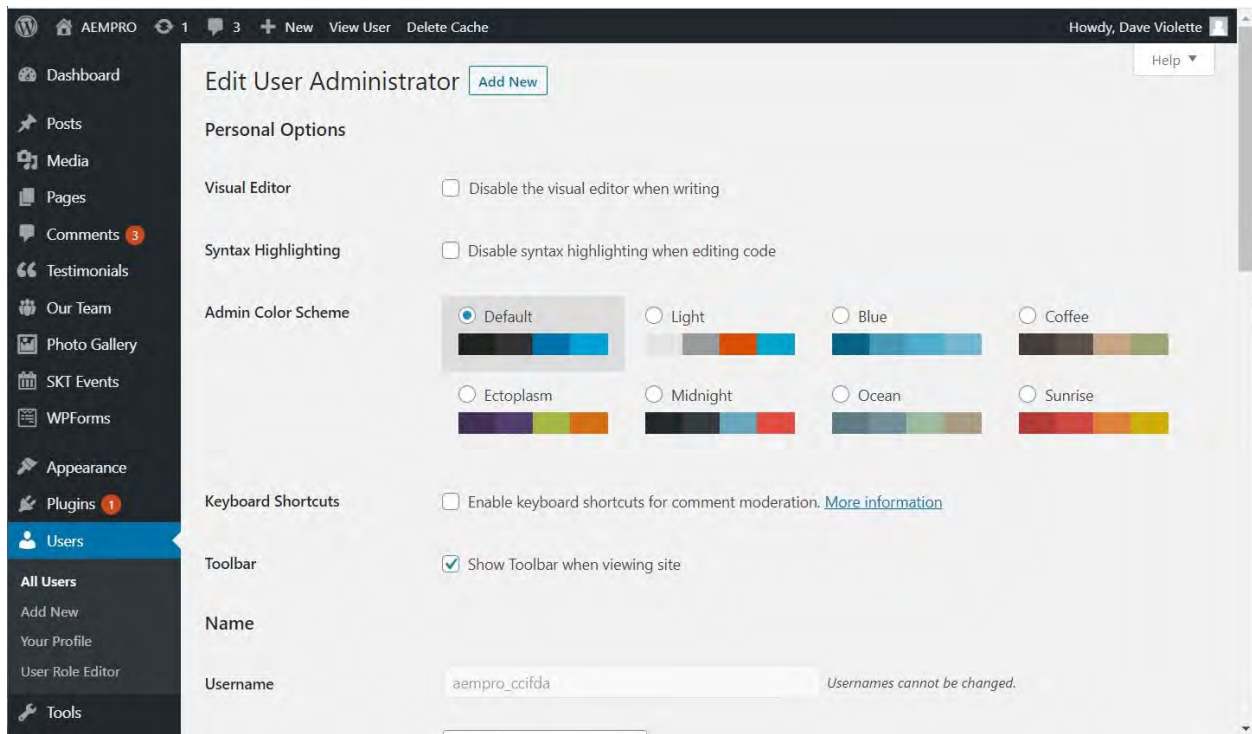
The **Administrator** and **Editor** roles came with WordPress. The **Board** role has been added for this site. The **Donor** role was added by the **Charitable** plugin; more about this further on.

If you hold the cursor over any username a pulldown menu will appear giving you three options.



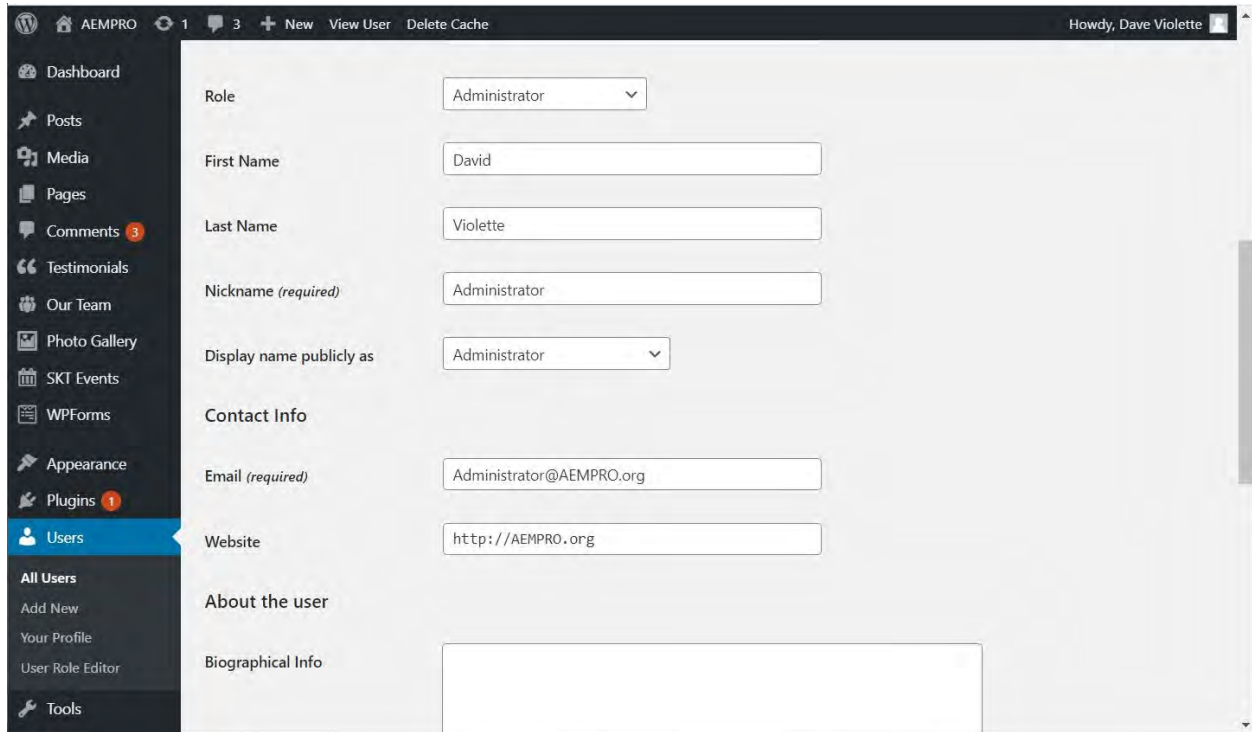
Obviously the Delete option will delete the user. Ignore the View option.

The Edit option will let you change various features associated with that user. These are shown in the three screens that follow.

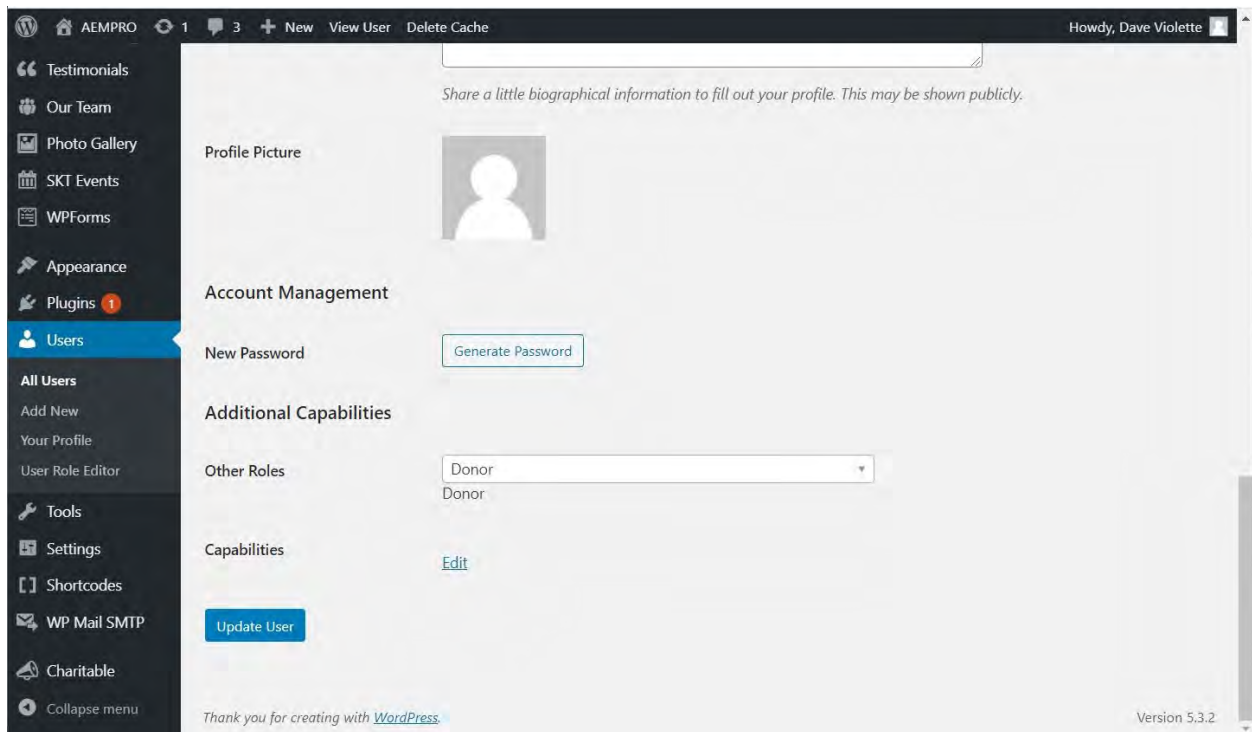


These define how the screen will look when this user is doing work on the site. Notice at the bottom the Username is greyed out because you cannot change a username once it is set up. This becomes the permanent reference in the database for that user and a user can only get a different username by deleting and then adding them again. However, doing that will lose all references to what the original username was used for, so do this cautiously. Obviously, you want to be careful about what usernames are assigned from the start!

The second screen shows more aspects of a user you can edit. These are self-explanatory.

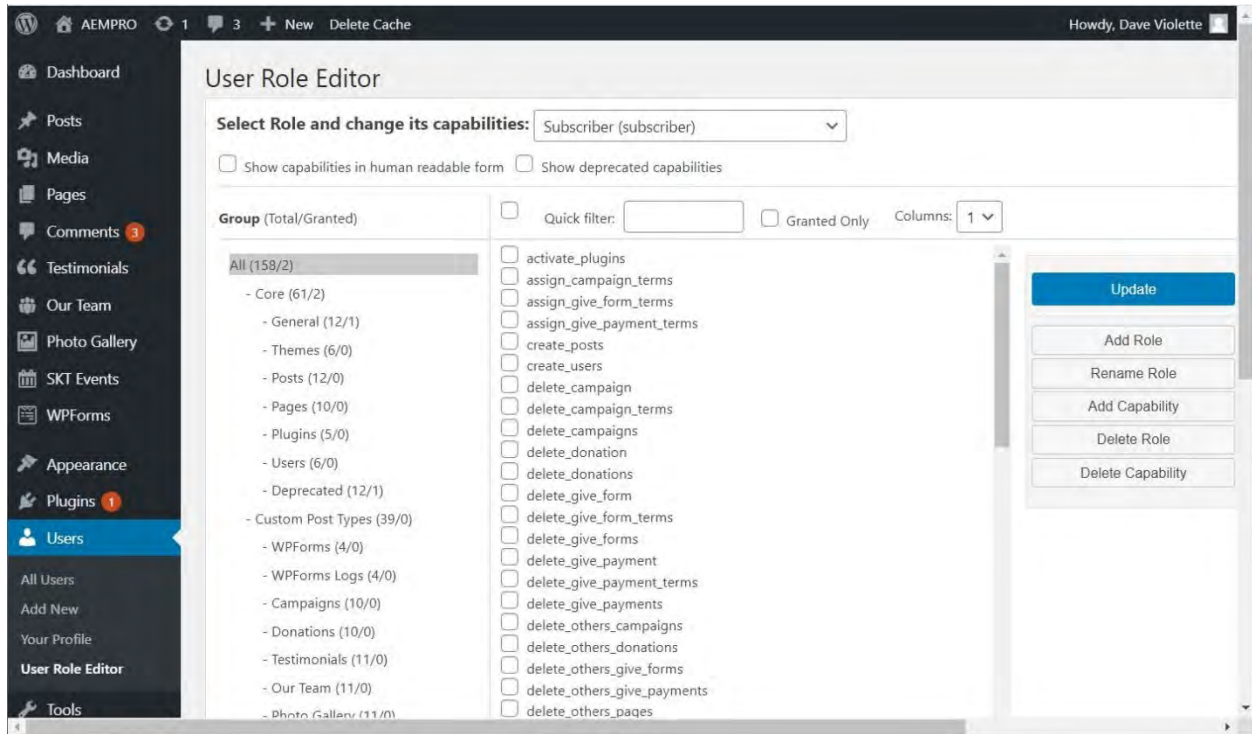


The third screen covers more general info but is also where you can change the password for a user. Selecting Generate Password will allow you to enter a desired password or let the system suggest a secure password.



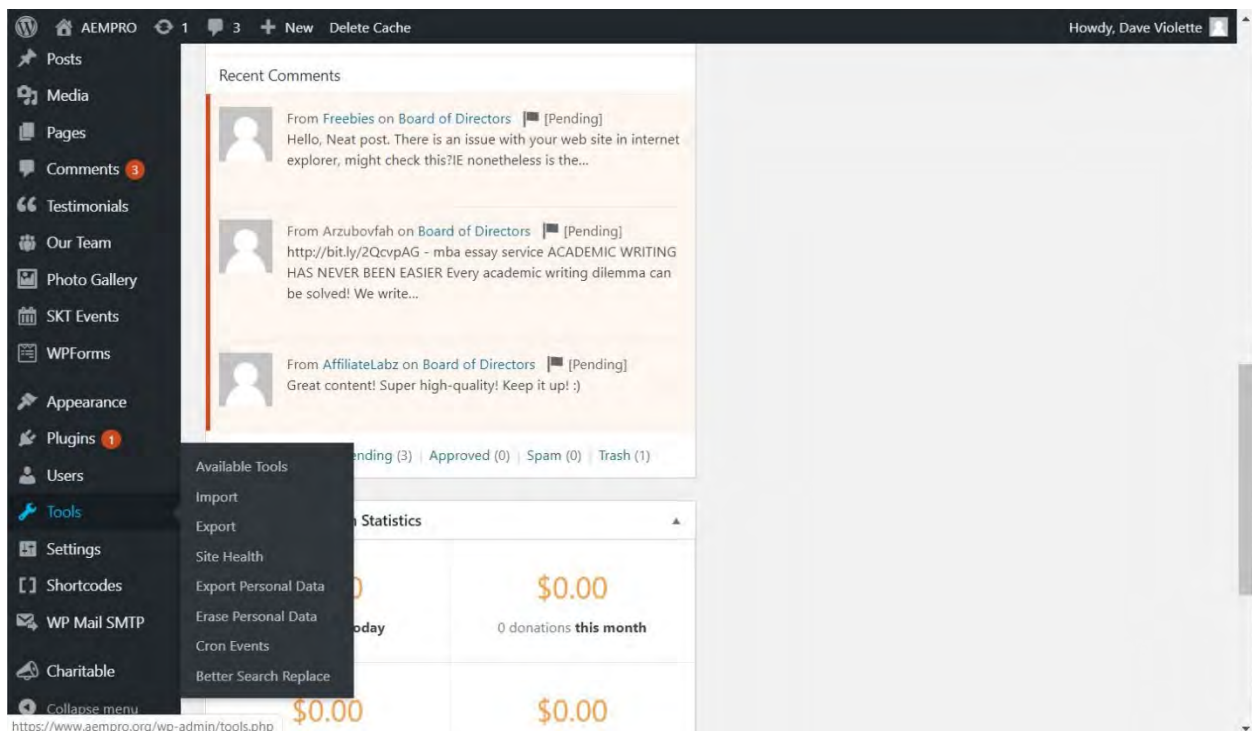
Users – User Role Editor

You can visit this page to see what different actions can be associated with a role as well as to make changes in what any role can do. Use this area with caution and do not make changes without knowing the consequences!



Tools

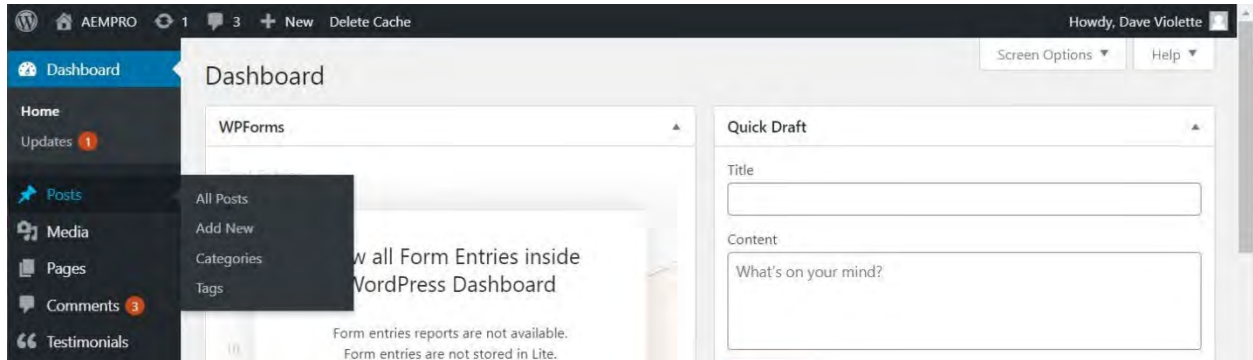
The **Tools** menu item has several subitems as shown below.



You should consider leaving these to a more advanced administrator. None of these were needed for the current site.

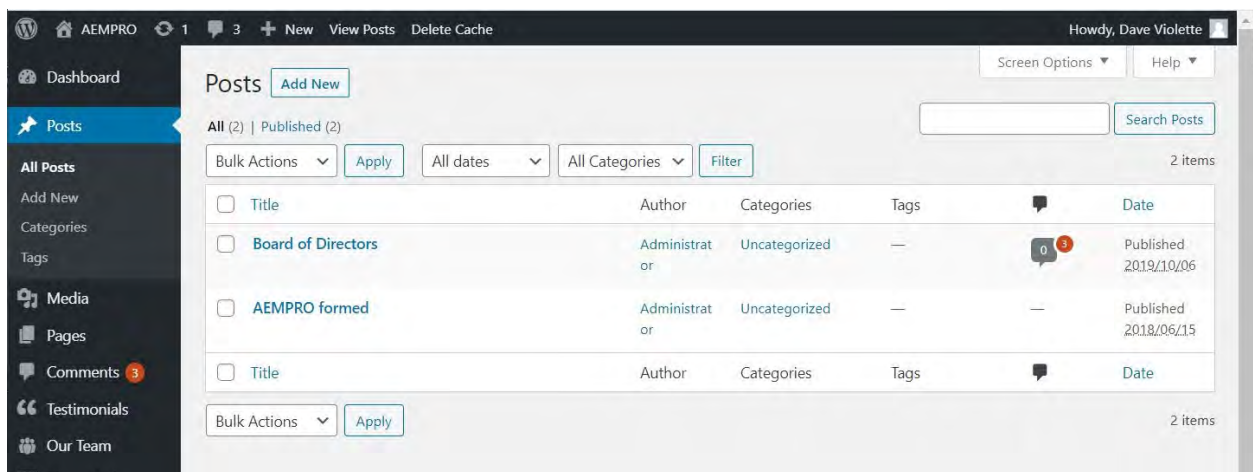
Posts

Posts are stories or articles you have published to the site. The Posts menu has several submenus as shown below.

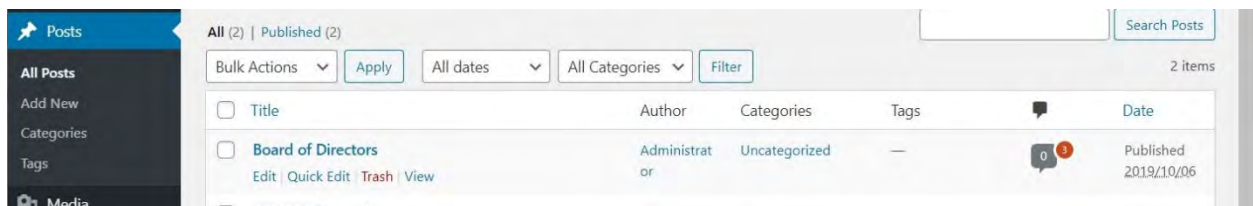


Posts – All Posts Listing

This provides a listing of all posts that have been created, whether published yet or not.

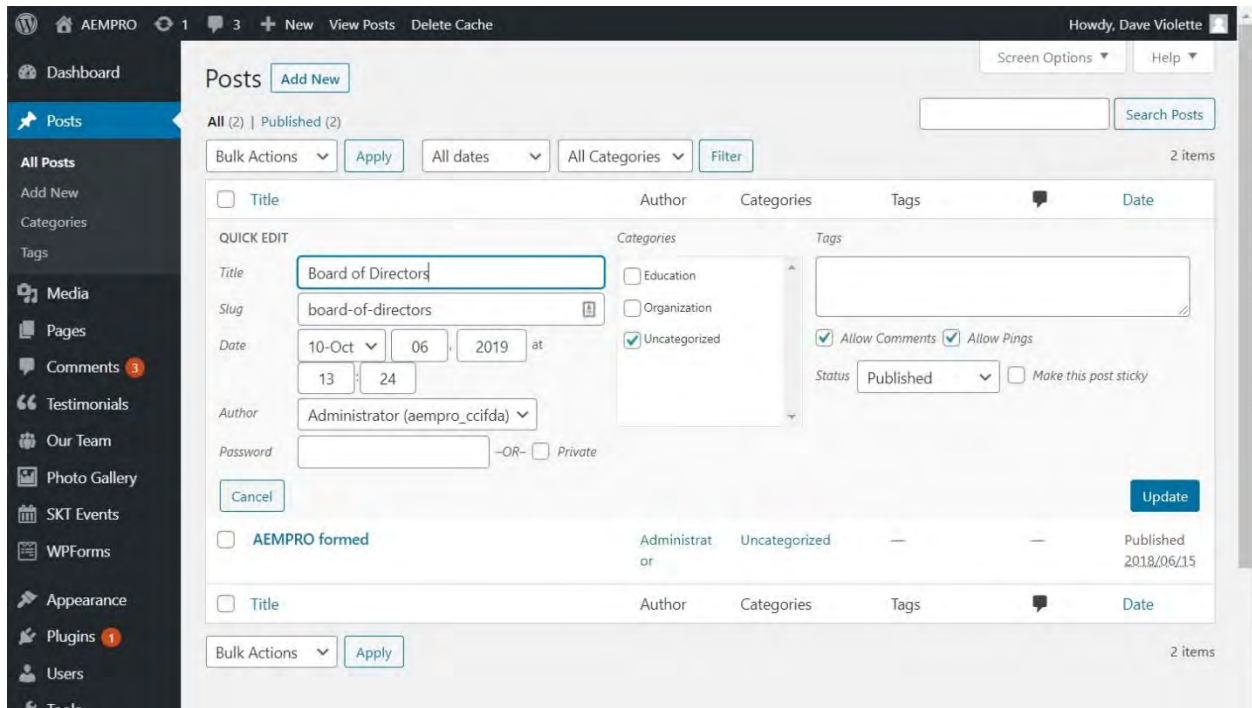


The screen above shows the two already published as of the manual date. The information shown about each is self-explanatory. If you hover the cursor over the post **Title** you will see a submenu appear pertaining to that item.



Choosing **Edit** brings up the same edit screen that was used to create a new post. This will be covered further on.

Choosing **Quick Edit** brings up a screen where you can change some features of the post but not the content. This is handy for making quick changes to those features. See the screen below. The various fields should be self-explanatory. Click the **Update** button to save any changes.



Posts – Add New or Edit

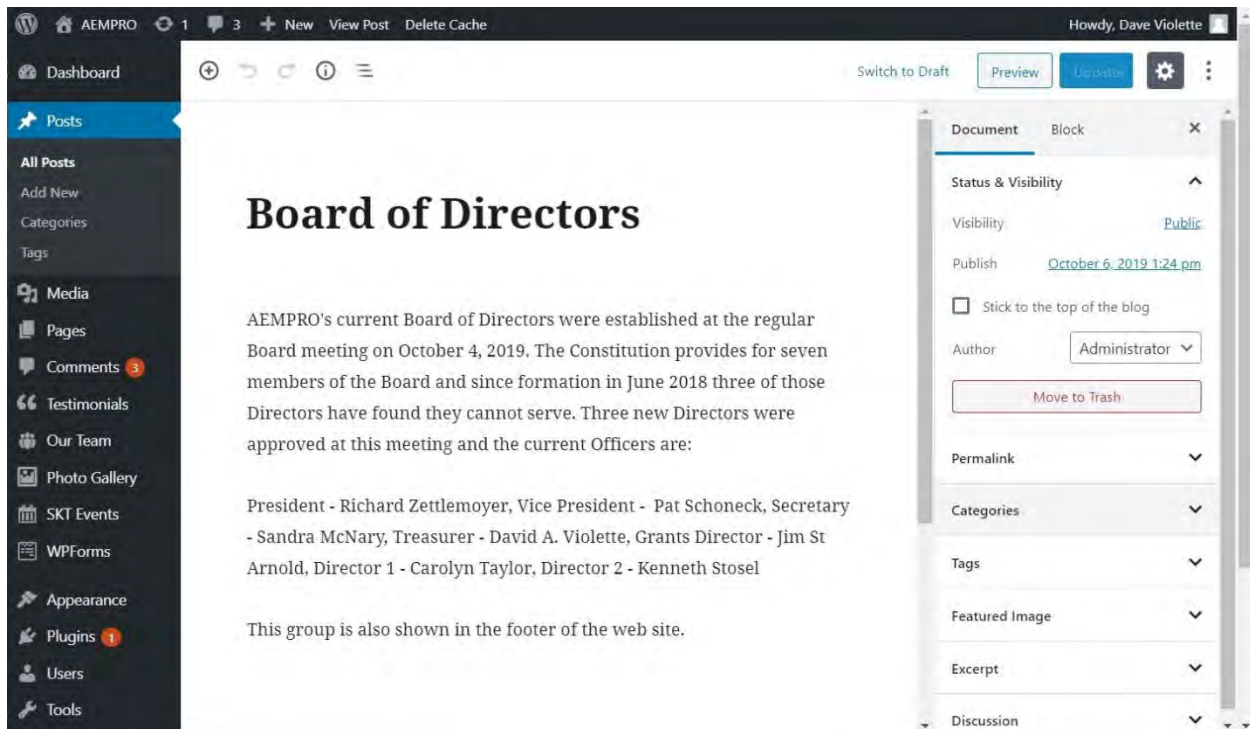
Creating a post and editing a post use the same system, so they will be discussed together.

Note that this site uses the new **Block Editor** for posts and pages. For more details about using the Block Editor see any WordPress book on the topic. This manual will only cover what is in use here. When using the Block Editor there are two parallel views available and different information is stored in each.

A “block” in this system is a section of the content, such as a paragraph, heading, image, or other component.

Post Editing – Document View

A look at the menu on the right of the screen below shows the options available in the **Document** view. Note that **Document** is highlighted at the top right.



You will probably not need to use the items below **Status & Visibility**, but they are there should you want to.

Visibility refers to who will be able to see this post. Generally you will want it to be Public, but by clicking on that you can see the other options.

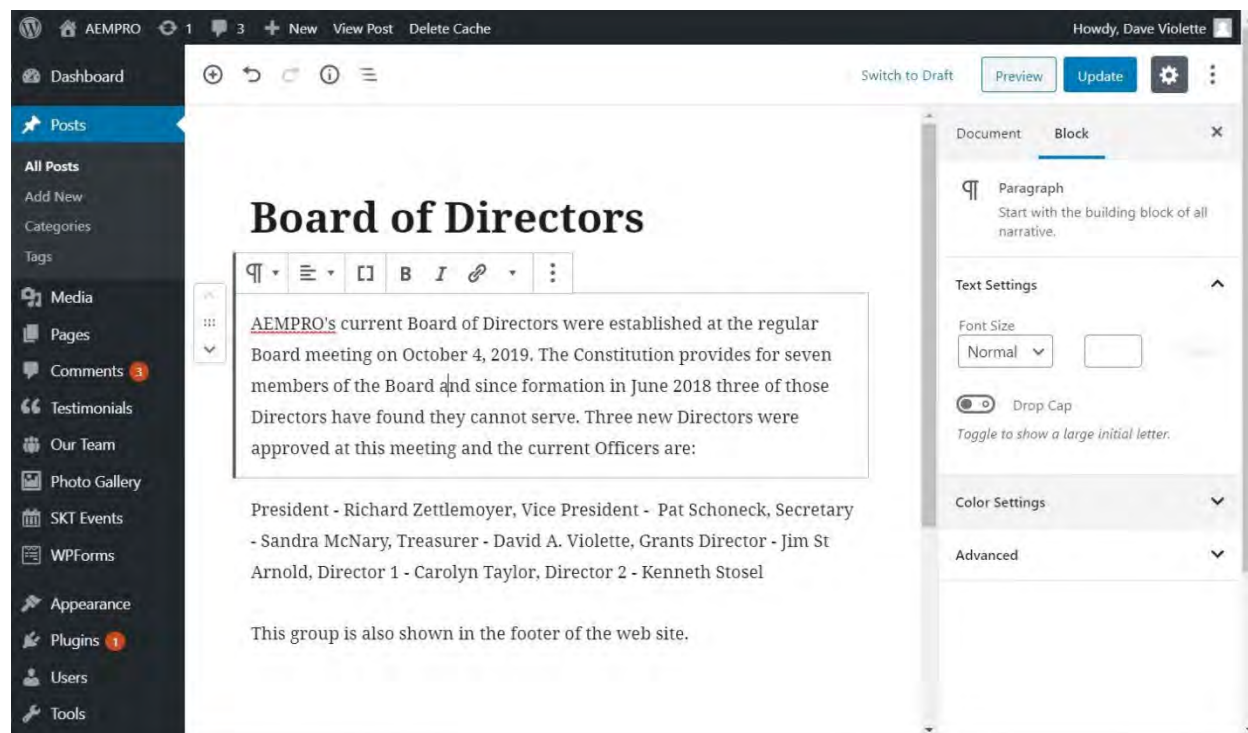
Publish refers to when the post will be published; this also sets the permalink reference. By clicking on the date and time you can change both to a future or past time. Obviously you can create and publish a post and set it to be public at some future date or time.

Author can be changed here if it is to be someone other than the person currently signed in.

Post Editing – Block View

When you select a block of the content and choose Block at the right you will see information about that block with changes you can make. Those should be self-explanatory for the most part. The Advanced selection allows you to add advanced CSS classes to further define how content is

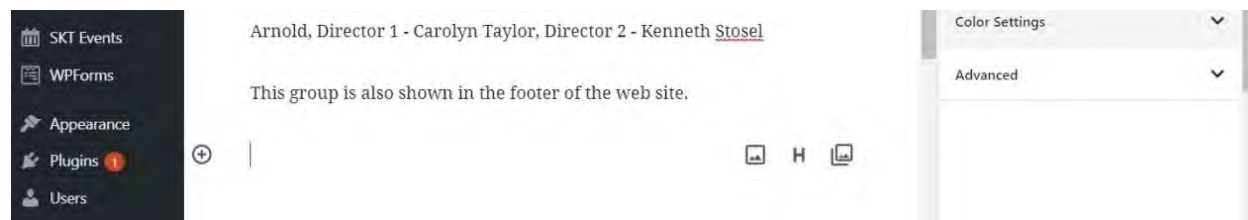
displayed; discussion of CSS is beyond the scope of this manual. The **Color Settings** selection allows you to change the background color of the selected block.



Notice in the screen above that there is a toolbar displayed just above the block selected. This allows you to change text in the block in specific ways. The **B** and **I** let you change selected text with bolding or italics. The chain symbol allows you to add a link in the text. The [] symbol lets you insert a **short-code**. Discussion of **short-codes** is beyond the scope of this manual. The symbol to the left of that allows you to change the text alignment (left, center, right). The symbol at the far left gives you the option to change the block type. You will most often use this to change to a **Heading** or a **List**. There are many other block types available and various plugins that will provide these. The few simple ones here may suffice.

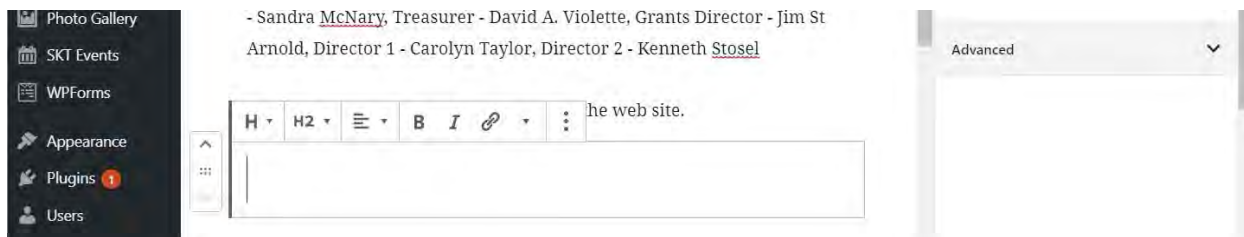
Post Editing – Adding a Block

To add a block, go to the end of any block and press the **Enter** key. This will set you up to add a block at that point. As shown below, you are given the option of adding one of several types of block:

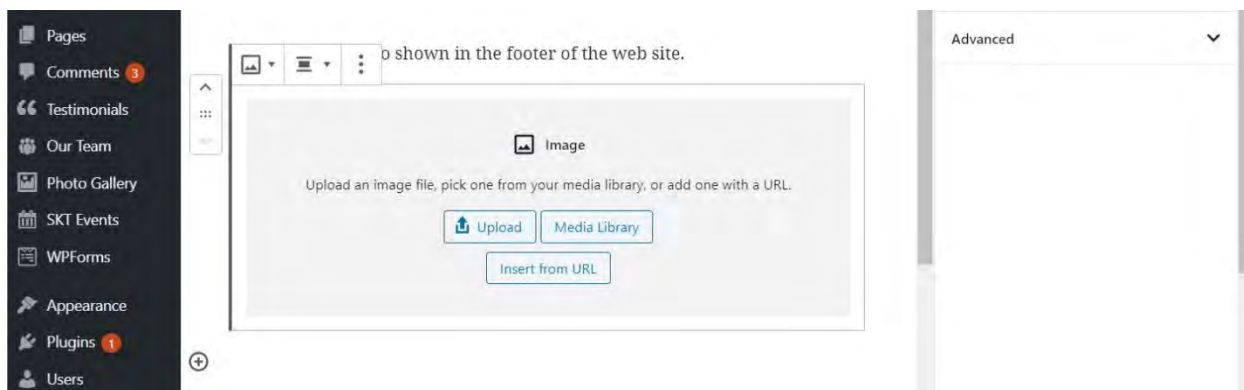


The three symbols at the right indicate making the current block an **Image Block**, a **Heading Block**, or a **Gallery Block**.

A **Heading Block** is simply a block of text formatted as a heading. You choose the heading type from the modified toolbar as shown below.



An **Image Block** has an image in it. You choose where the image comes from on the screen that shows when you select to do an Image Block. See below.



Clicking the **Upload** button lets you select an image file on your computer to upload. Clicking the **Media Library** button lets you select an image already uploaded and in the media library. **Insert from URL** lets you include an image from some other site or location.

The image toolbar provides an ability to set the image aligned left, center, or right using the middle of the three symbols. The one on the left lets you change the block type.

If you change your mind after starting to insert a block just press the backspace key to get rid of it.

You can change the location of any block using the up and down arrows at the left, or you can click and hold on the six-dot symbol in the center of that group to drag and move the block.

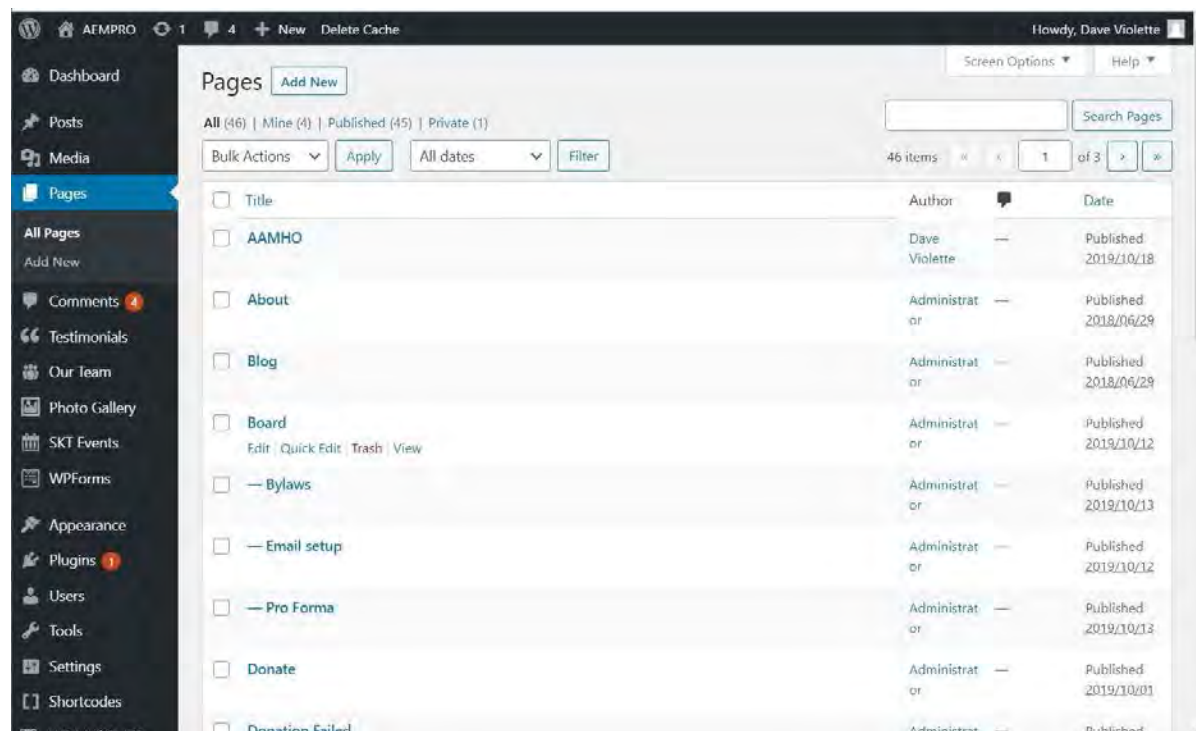
At any time while creating or making changes in a post you can click the **Preview** button at the upper right. This will bring up the post in a separate window so you can see what it will look like. Before a post is published the button to the right of that will be **Publish** but once you are editing a post that button will be labeled **Update**. Click it in either case to perform that operation.

Pages

Editing and creating operations with pages are pretty much the same as with posts, so the discussion above will not be repeated here. The page creation/editing uses a **Block Editor** as well, and the block types are the same.

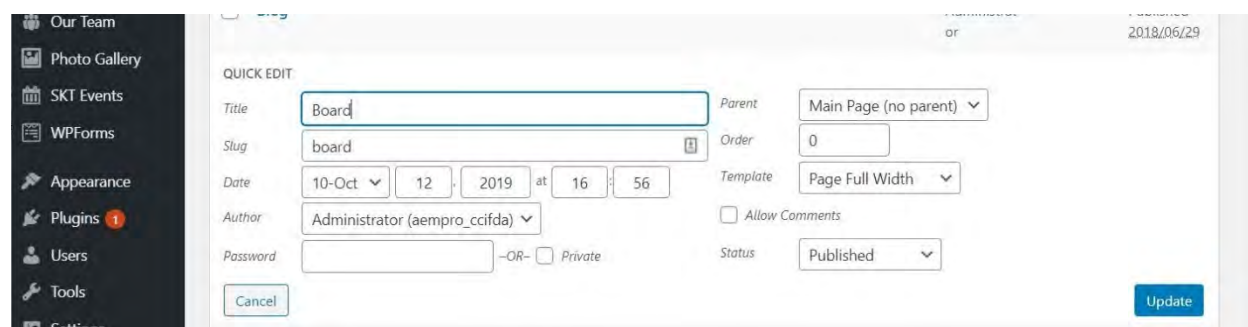
List of Pages

At the dashboard, go to **Pages, All Pages** to see a list of what pages have been created for this site. You will get a paged list of them as in the screen below.



You move through the list by scrolling and at the bottom of each screen you will find paging buttons to go from one page in the listing to another.

Notice that some in the list have a dash in front of their name; this indicates that this page is a subpage of the one above it without a dash. See **Board** and the three pages listed below. The top one in the group is called the Parent page. You can set this up from the listing by selecting **Quick Edit** from the options as shown above.



There you see all the facts about this page that you can edit from the **Quick Edit** dialog. Most of the items are self-explanatory. The **Parent** field has a dropdown where you can set this as a **Main**

Page (no parent) as shown in the example, or you can use the dropdown to select another page as the parent. If you do this **Quick Edit** for one of the pages under **Board**, you will see **Board** as the **Parent**.

The **Order** field in **Quick Edit** determines where the page fits in the hierarchy of pages. An **Order** value of 0 (zero) means it is a top level page. Use the **Order** to determine where a subpage will appear in the listing of subpages. The **Order** can also be set in the place you show the page when setting menus – see **Home and Page Menus** above.

Clicking on **Edit** under a page entry will take you to the full edit screen where you can work with page contents.

Page Templates

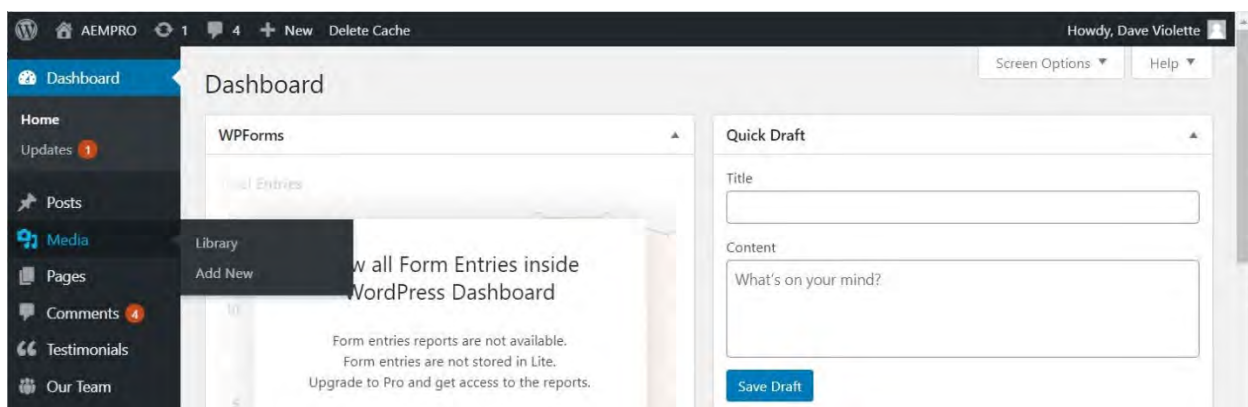
When looking at the **Quick Edit** dialog you saw a field called **Page Template**. The theme will determine what page templates are available, and page template refers to how the page is laid out on the screen. There are many different page templates provided with the theme used for this site and you should check them out if interested. However, the template option **Full Page Width** is used for all pages in this site. **Full Page Width** does not provide for sidebars and other arrangement features. A discussion of page templates is beyond the scope of this manual, but you can explore this further.

Media

Media refers to images in general, and can include both still and motion images. These are stored by WordPress in the **Media Library** for easy access in pages and posts. You can upload images to the **Media Library** directly or in the post or page editor.

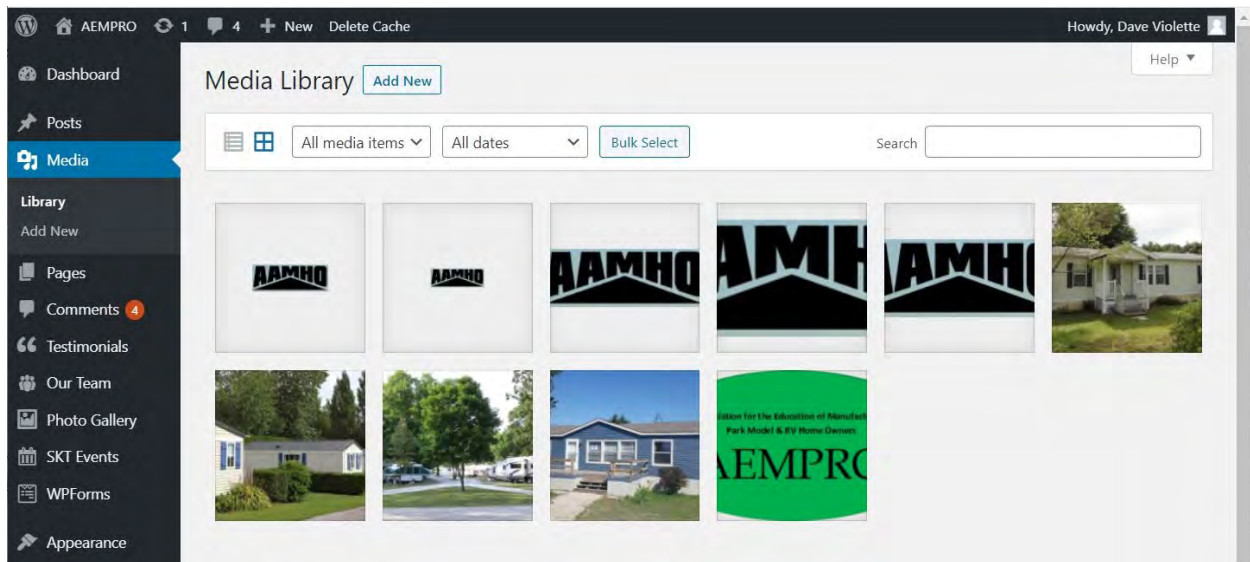
Access Media Library

To access the Media Library from the dashboard, go to **Media, Library**; see below.

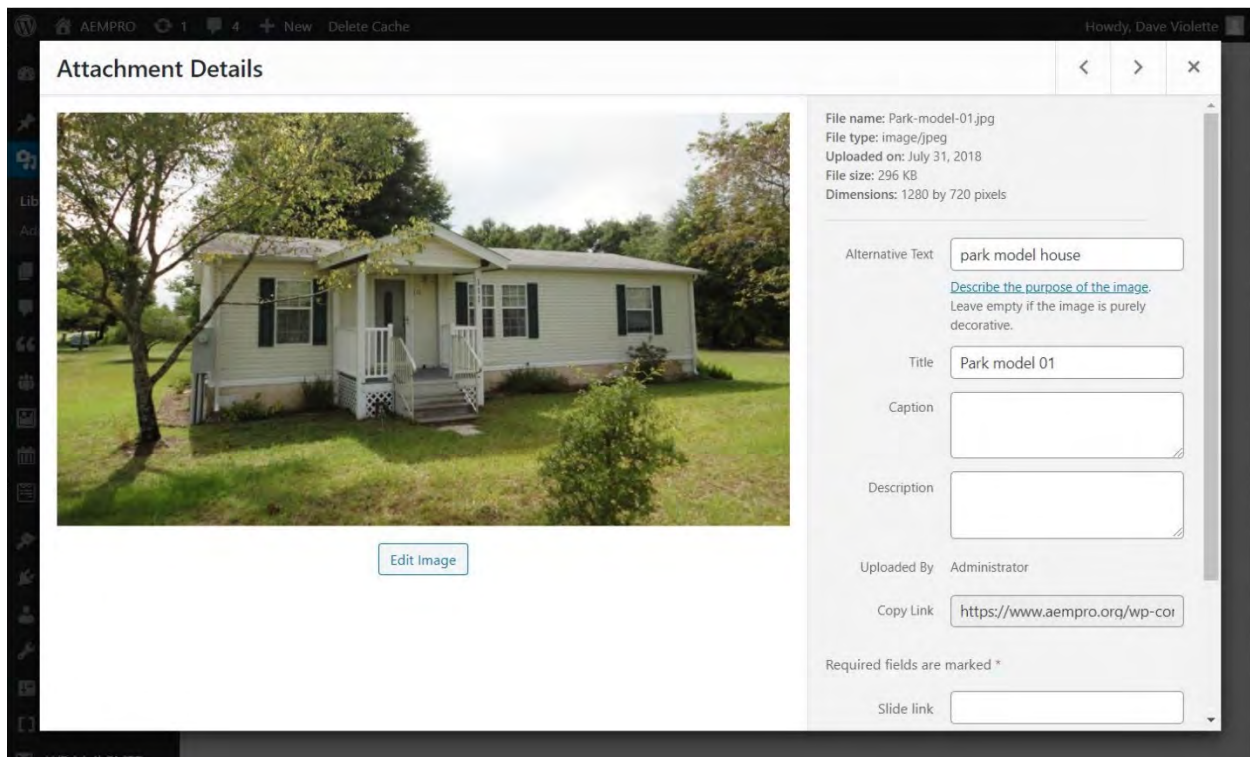


Note that you can also use **Add New** to directly go to the add screen.

The **Media Library** screen looks like this below. These images should look familiar, since you have seen them at the site. The reason there are several AAMHO logos is from testing to see which would work best on the front page.



Click on any image to get the **Attachment Details** screen as below.



You will see information about this image in the upper right area. There is the filename, file type, when it was uploaded, the file size, and the file dimensions.

Below that is the **Alternative Text** field. You should always include **Alternative Text** because that is what a browser shows if it cannot load the image quickly and it lets the user know what the

image is about. It is also useful for sight-impaired users who use screen readers, since that is what the screen reader will tell them.

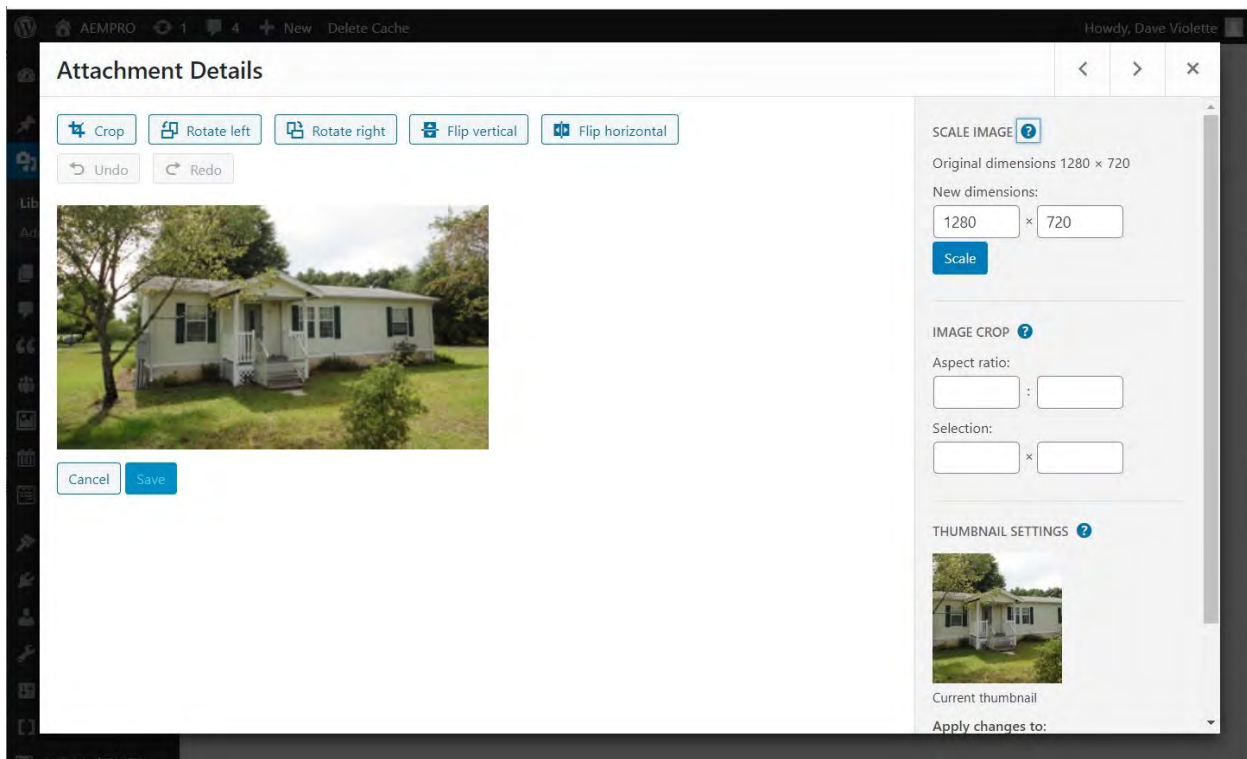
The **Title** field is what the file was named when it was uploaded. Note that it is the same as the **File name** above. You can change that, though, in this field.

Caption and **Description** are optional. Use them if you will have a caption showing when the image is displayed on the screen.

You can ignore the rest on the right.

Editing Images

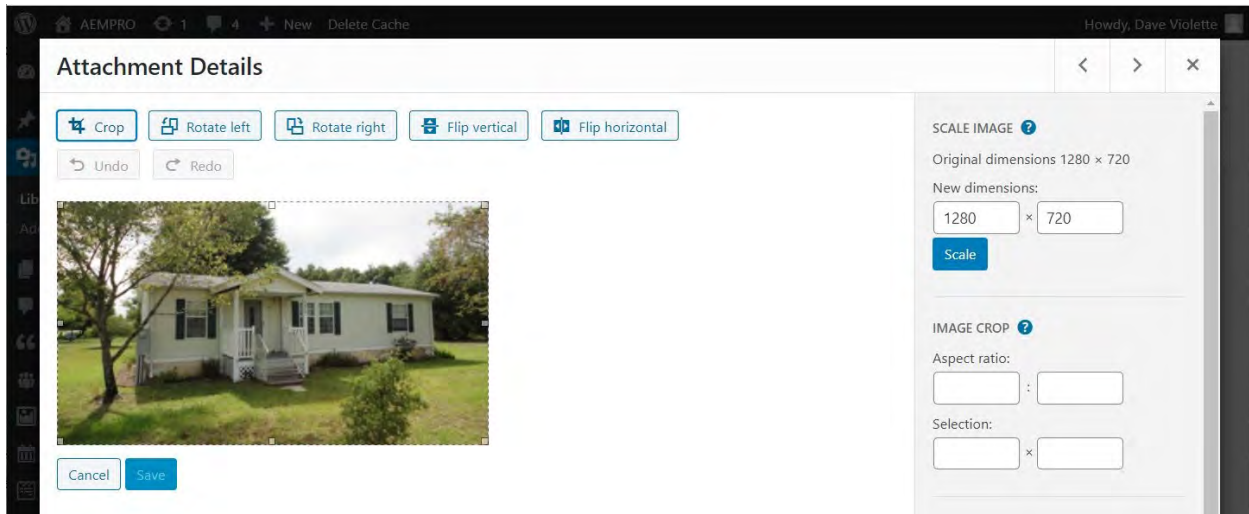
When in the **Attachment Details** screen you will see an Edit Image button just below the image. Clicking that brings up the screen below.



Change Image Size

You can change the image size in two ways: by cropping and by scaling. If you click the Crop button at top left the image will have a crawling dashed line drawn around it. Look for the square

box handles at top, bottom, sides, and corners and simply click and drag any of them to crop the image to a smaller size.



However, if you want to rescale the image to a different size use the **SCALE IMAGE** fields in upper right. Notice that if you type a different number in either the first (horizontal) or second (vertical) field the other will change automatically thus keeping the aspect ratio the same. Click the Scale button to complete the change.

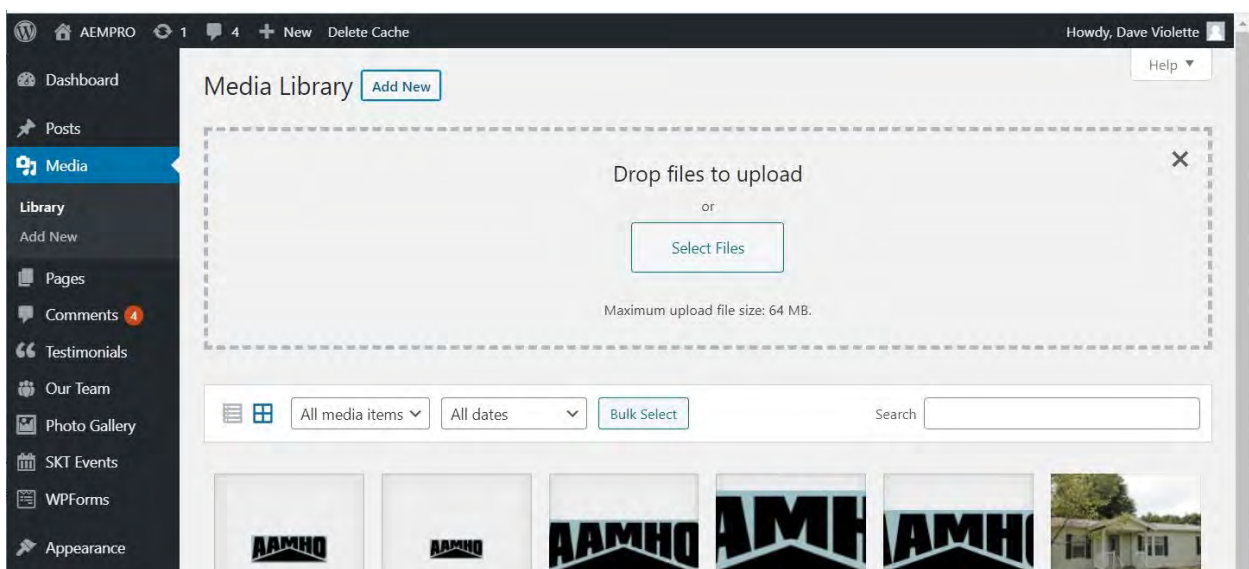
Another way to crop the image is to use the **IMAGE CROP** function on the right. Click on the question mark in the blue circle to get instructions on how to use this.

Rotate and Flip Image

You can use the buttons above the image to rotate left or right and/or to flip vertical or horizontal.

Add New Image

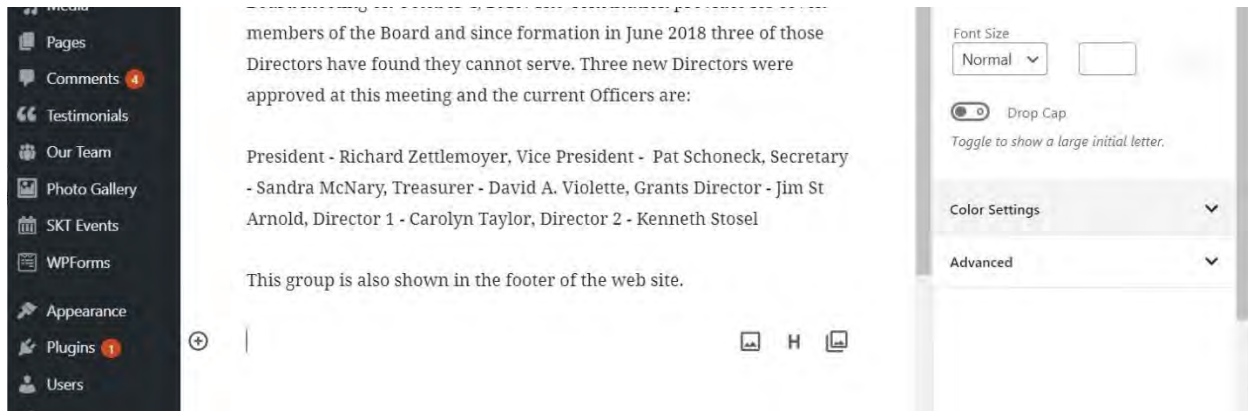
While in the **Media Library** you can add images. Click the Add New button to start this.



You can open a file folder on your computer and then click and drag files to the area with the blue dashed outline, or you can click the Select Files button. The latter action will open a file explorer on your computer so you can navigate to a folder, select an image, and upload it.

Adding Images in Posts or Pages

When working on a post or a page you can add a media file directly. If you start a new block you will see three images at the right of the blank block. The one on the left is for inserting an image in this block, the one in the center is for making this block a header, and the one on the right is to add an image gallery (more than one image) in the block. Click the appropriate image icon to start the selection and upload process. It will work as described above.



PAGES FOR THIS SITE

Currently there are 43 pages set up for the AEMPRO.org web site. Of these, 42 are public and one is private (meaning that it will not be viewed by anyone other than an administrator). You can view the list of pages by going to **Pages, All Pages** from the dashboard menu, where they are listed in a paged view alphabetically. The following describes each page and where it is used.

Title	Description
AAMHO	Linked from the Welcome page by link
About	Shows a donor their details. Linked from Donate page.
Board	Click on the Board top menu item.
- Bylaws	Shows links to Bylaws and Constitution. Under Board menu.
- Email setup	Shows instructions for client email setup. Under Board menu.
- Donors	Shows a list of donors. Under Board menu.
- Pro Forma	Shows links to pro forma financial details. Under Board menu.
- Web Manual	Allows download of this manual. Under Board menu.
Donate	Shows when a user clicks a Donate button. Let them donate.
Donation Failed	Displayed when an error occurs while making donation.
Donations and grants	Explains how AEMPRO uses donations and grants. <i>Not used.</i>
Donor Profile	Displayed when a donor clicks the (more to come)
Forgot Your Password	Displayed when a user asks to reset password.
Home Owners	Click on the top menu item.
Mobilehomes	<i>Not used currently.</i>
- Fair Housing Rights	<i>Not used currently.</i>

- Landlord-Tenant Act	<i>Not used currently.</i>
- Relocation Fund	<i>Not used currently.</i>
News	Included in Front Page.
Our Sponsors	Included in Front Page. <i>Not used currently.</i>
Our Supporters	<i>Not used currently.</i>
Park Models	<i>Not used currently.</i>
Park Owners	Click on top menu item.
RV Act	<i>Not used currently.</i>
Schedule	Discusses schedule of workshops. Click on top menu item.
Workshops	Displays list of upcoming workshops. Nothing there yet.
Sign In	Click on top menu item. Shows when not signed in.
Signout	Click on top menu item. Shows when signed in.
Slider blocks	Displays supporter logos on front page. <i>Not used currently.</i>
Support Us	Click on top menu item.
Thank you	Displayed after donation is made
Welcome	Displayed at bottom of front page.
- Interest Nonconflict	Displays Board nonconflict statement. Under Welcome menu.
- Nondiscrimination	Displays AEMPRO nondiscrimination statement. Under Welcome menu.
- Privacy Policy	Displays AEMPRO privacy policy. Under Welcome menu. NEEDS WORK!
- Pro Forma	Displays AEMPRO pro forma financials. Under Welcome menu.
- Useful Links	Displays list of links. Under Welcome menu.
<i>WPForms Preview</i>	<i>Not displayed publicly. Used only for admin purposes.</i>

Note that some pages are indicated to be not currently used. These are pages that were set up under early development work but are not used in the current design. They are saved in the page list in case they are needed in the future.

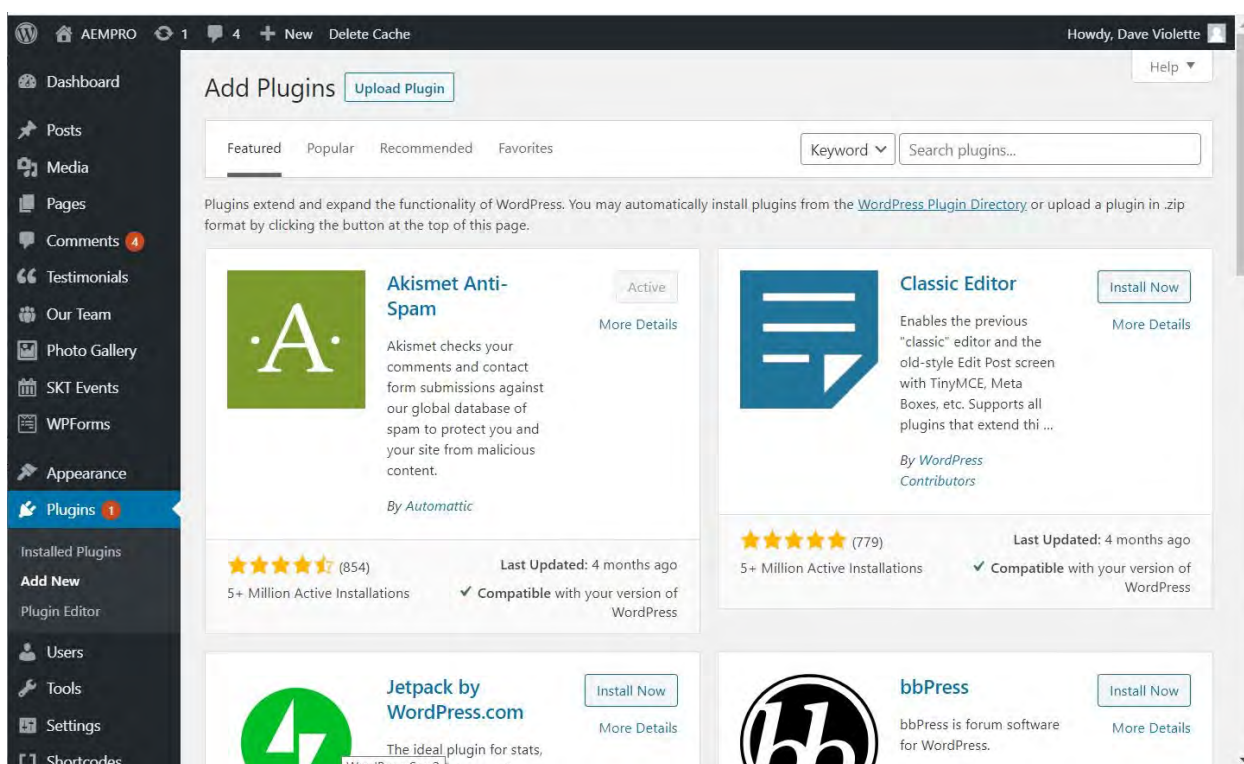
The content of several pages needs improvement and more detail. This is waiting input from Board members or others.

SECTION 3: PLUGINS AND SHORTCODES

WordPress on its own, as distributed, has many functions and capabilities and that list is expanding with new WordPress versions. WordPress was developed using an “open source” concept so that others can modify how WordPress works in many ways. WordPress themes, described earlier, is one way. Developing plugins is another.

There are literally tens of thousands of plugins available for WordPress and using these allows you to greatly extend what WordPress can do or how it does things.

While you can acquire plugins from many sources, your best bet is to use those you can find from within WordPress itself. This way you will know if a plugin is compatible with your current WordPress version, will be able to see how many times it has been downloaded, see how others have rated it using a five-star system, and when it was last updated. When you go to **Plugins, Add New**, you will first see a screen like that below.



In the toolbar at the top you can search by **Featured**, **Popular**, **Recommended**, or **Favorites**.

You can use the Search plugins field to find plugins matching **Keyword**, **Author**, or **Tag**. You are most likely to use **Keyword**. Enter a word or more describing what you want a plugin to do and you will get a list of those likely to meet those needs.

When you find a plugin you want to use simply click the **Install Now** button to do the job.

It is beyond the scope of this manual to suggest further plugins beyond those already installed.

Installed Plugins

When you go to Plugins, Installed Plugins from the dashboard you will see screens like those below. The first shows the top half of the list, the second the bottom half.

This screenshot shows the top half of the WordPress Plugins page. The left sidebar contains navigation links for Dashboard, Posts, Media, Pages, Comments (4), Testimonials, Our Team, Photo Gallery, SKT Events, WPForms, Appearance, Plugins (1), Installed Plugins, Add New, Plugin Editor, Users, Tools, Settings, and Shortcodes. The main content area is titled "Plugins" and includes an "Add New" button, a search bar for installed plugins, and a "Bulk Actions" dropdown with an "Apply" button. The list of plugins includes:

Plugin	Description
<input type="checkbox"/> aempro-admin Deactivate	Provides for admin routines for AEMPRO. Version 1.0.1 By David A. Violette
<input type="checkbox"/> Akismet Anti-Spam Settings Deactivate	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam. Your site is fully configured and being protected, even while you sleep. Version 4.1.3 By Automattic View details
<input type="checkbox"/> Better Search Replace Deactivate	A small plugin for running a search/replace on your WordPress database. Version 1.3.3 By Delicious Brains View details Upgrade to Pro
<input type="checkbox"/> Charitable Deactivate Settings	The WordPress fundraising alternative for non-profits, created to help non-profits raise money on their own website. Version 1.6.31 By WP Charitable View details Extensions
<div style="background-color: #fff9c4; padding: 5px;">There is a new version of Charitable available. View version 1.6.33 details or update now.</div>	
<input type="checkbox"/> If Menu - Visibility control for menu items Deactivate	Display tailored menu items to each visitor with visibility rules Version 0.15 By Layered View details
<input type="checkbox"/> Personalize Login Deactivate	A plugin that replaces the WordPress login flow with a custom page. Modified by DAV. Version 1.0.0 By Jarkko Laine View details

This screenshot shows the bottom half of the WordPress Plugins page. The left sidebar is similar to the first screenshot, but with "Appearance" and "Plugins (1)" highlighted. The main content area shows the following plugins:

<input type="checkbox"/> Personalize Login Deactivate	A plugin that replaces the WordPress login flow with a custom page. Modified by DAV. Version 1.0.0 By Jarkko Laine View details
<input type="checkbox"/> Shortcodes Ultimate Shortcodes Settings Deactivate	A comprehensive collection of visual components for WordPress Version 5.7.0 By Vladimir Anokhin View details
<input type="checkbox"/> User Role Editor Settings Deactivate	Change/add/delete WordPress user roles and capabilities. Version 4.53 By Vladimir Garagulya View details Changelog
<input type="checkbox"/> WP Cronrol Deactivate Cron Events Cron Schedules	WP Cronrol lets you view and control what's happening in the WP-Cron system. Version 1.7.1 By John Blackburn & contributors View details
<input type="checkbox"/> WP Mail SMTP Settings Email Log Deactivate	Reconfigures the <code>wp_mail()</code> function to use Gmail/Mailgun/SendGrid/SMTP instead of the default <code>mail()</code> and creates an options page to manage the settings. Version 1.8.1 By WPForms View details
<input type="checkbox"/> WP Super Cache Settings Deactivate	Very fast caching plugin for WordPress. Version 1.7.1 By Automattic View details
<input type="checkbox"/> WPForms Lite Settings Deactivate	Beginner friendly WordPress contact form plugin. Use our Drag & Drop form builder to create your WordPress forms. Version 1.5.8.2 By WPForms View details
<input type="checkbox"/> Plugin	Description

Notice that one (**Charitable**) shows there is an update available. You can install the update from here or you can use the update process described earlier from the toolbar.

There are two steps involved with plugins: install and activate. You can install a plugin but not activate it and you can deactivate a plugin once activated. Deactivation does not uninstall the plugin.

You will see a brief description of each plugin to the right of the name, along with a version number and the author's name. In some cases there is a View details button so you can learn more about the plugin.

Installed Plugins – What They Do

The following provides a brief description of what the plugin does for this site and perhaps why it was installed. This is by no means comprehensive.

aempro-admin

This plugin was developed by Dave Violette and is provided free to the site. It tweaks how a few other functions operate and provides some programming that will be helpful to programmers customizing for this site. Nothing for you to do here. No renewal needed.

Akismet Anti-Spam

This protects the site from spam comments to pages and posts. Very important. This needs reactivating under the new management. Subscription must be renewed each year.

Charitable

This is the plugin that manages the donation system for the site. There is much more explanation of this further on in this manual. This site uses the free version but there is a paid premium version with more capabilities available.

If Menu – Visibility control for menu items

This is the plugin that provides the menu visibility options discussed under **Changing Menu Item Visibility** earlier in this manual. Free version.

Personalize Login

This replaces the standard WordPress login with a better-appearing version. There are modifications to this as distributed made by Dave Violette.

Shortcodes Ultimate

You might want to look at what this does, but it is not important for general work at the site. Free version. Look in the dashboard for the **Shortcodes** entry and click to see more details.

User Role Editor

This plugin provides a better way to set up and modify user roles at the site. See more about user roles under **Users – User Role Editor** above. Free version.

WP Cronrol

You only need to be involved with this if you are setting up “cron jobs”, which are jobs at the web site that are to run at certain times or conditions. Free version. Look at the **WP Cronrol** item on the dashboard for setting events and schedules.

WP Mail SMTP

This provides a better way to handle sending emails from within the web site than what WordPress does. You only need to be involved with this if you are setting up for mailings. Look at the dashboard menu entry for **WP Mail SMTP** to use it.

WP Super Cache

Caching was explained earlier, and this plugin makes caching work better. Free version. Look at the **WP Super Cache** dashboard menu entry for settings.

WPForms Lite

Charitable uses this to set up forms and you can use it to create or maintain other forms. Free version. Look at the **WPForms** item on the dashboard menu for use and settings.

Plugin Editor

In the main Plugin menu shown earlier there is an entry for Plugin Editor. You should only use this if you know what you are doing – it is NOT for the casual user!!

Shortcodes

At various places in this manual you will see the term “shortcodes” used. In WordPress shortcodes and little code segments that are directly inserted into a page or post that call some programming registered in a plugin or other means. Shortcodes are shown enclosed in square brackets and where used you should only modify what is contained there if you know what you are doing. Many shortcodes have display options that are include in the shortcode call.

An example of a shortcode call is:

```
[charitable_donors date DESC show_avatar=0 orientation=vertical  
distinct_donors=1]
```

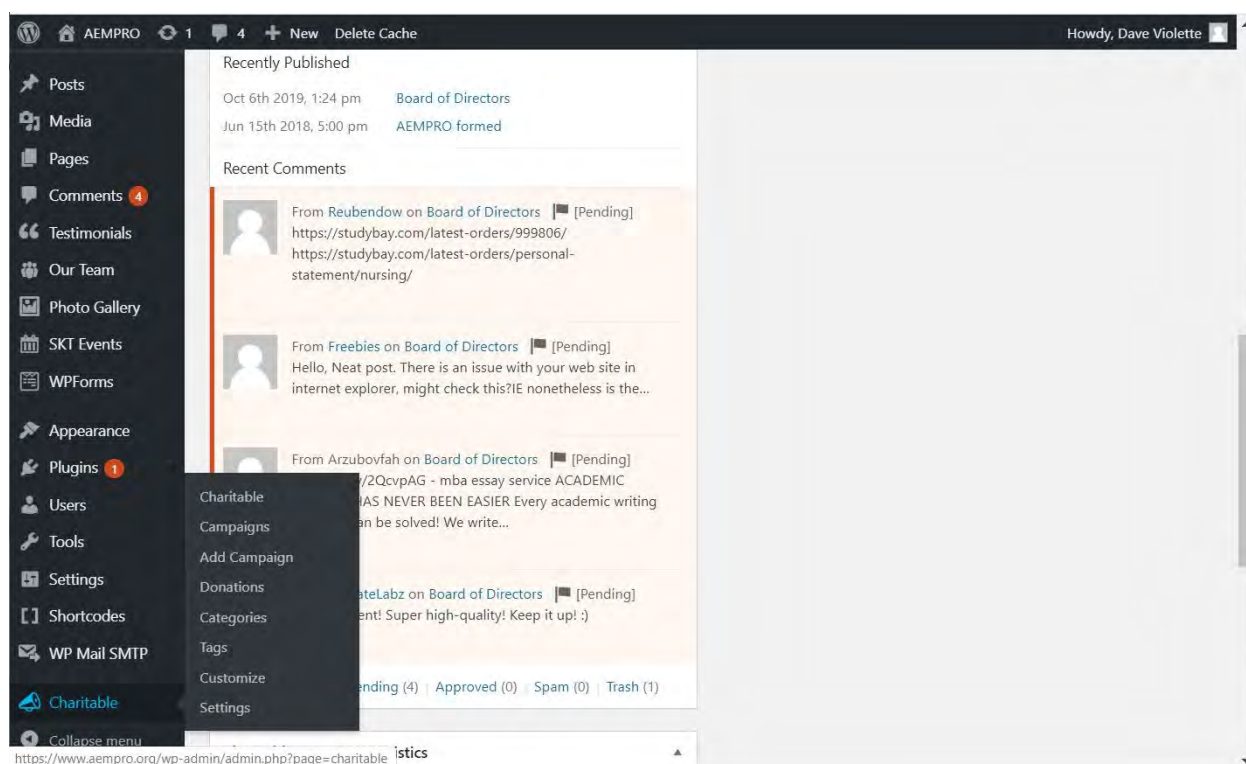
You would read this as calling the **charitable_donors** routine, and listing the donors by **date** in a descending manner (meaning most recent first). The donors’ avatar (an image representing the donor) would not be shown (**show avatar=0**). The list would be displayed in a vertical fashion (**orientation=vertical**), and a donor will only be shown once (**distinct_donors=1**).

SECTION 4: MANAGING DONATIONS

Donations are currently managed using the **Charitable** plugin. While there are several others that could do the job, **Charitable** was selected because it seemed to offer the features needed and it offered more features in its free version than others considered. This is not to say that a different one might not be better, but it would cost more. **Charitable** also has premium features that can be added at any time. One good feature of **Charitable** is that they do not charge transaction fees as some do.

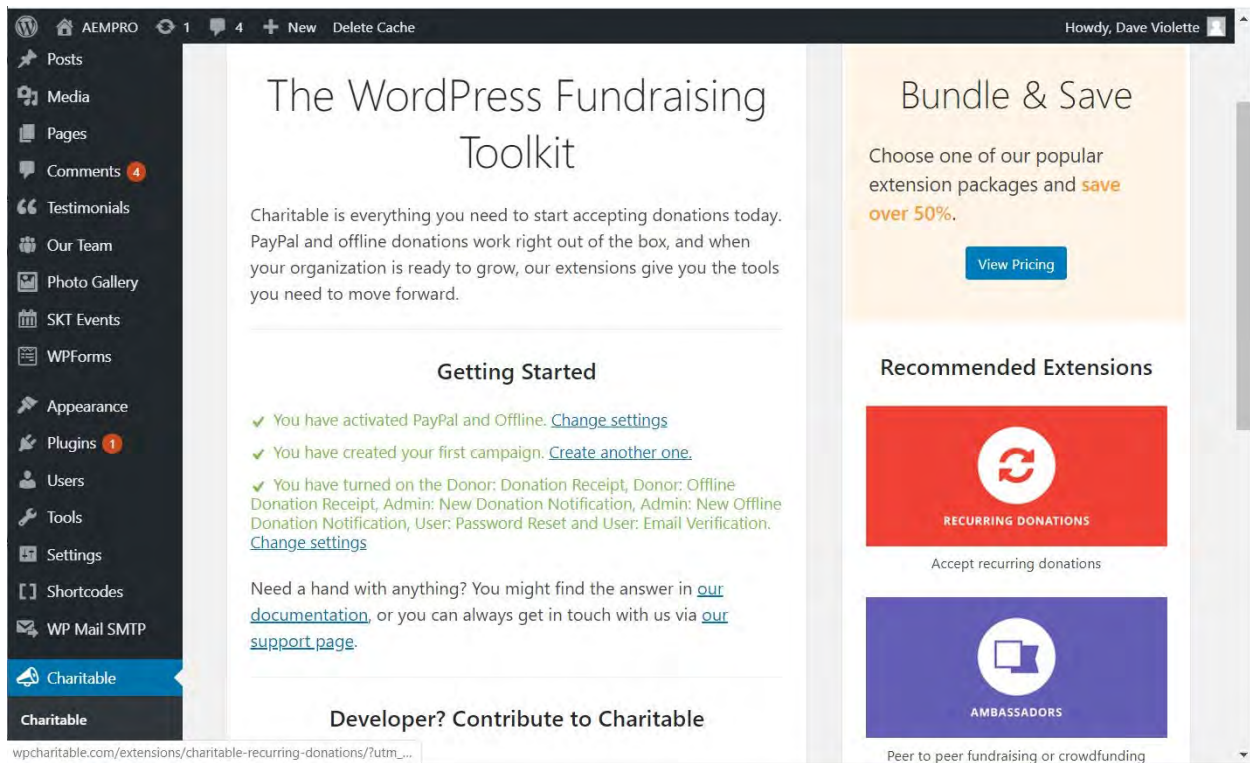
You can get more info about the **Charitable** plugin at <https://www.wpcharitable.com/documentation/>.

All the **Charitable** functions are available from the **Charitable** entry on the dashboard menu, as seen below.



The main Charitable screen, shown below, tells you much about the current setup. As you can see, it is set up to work with the AEMPRO PayPal account, it has one campaign set up, and

several features have been turned on. On this screen you will also see some Recommended Extensions. Those provide features not included in the free version installed.

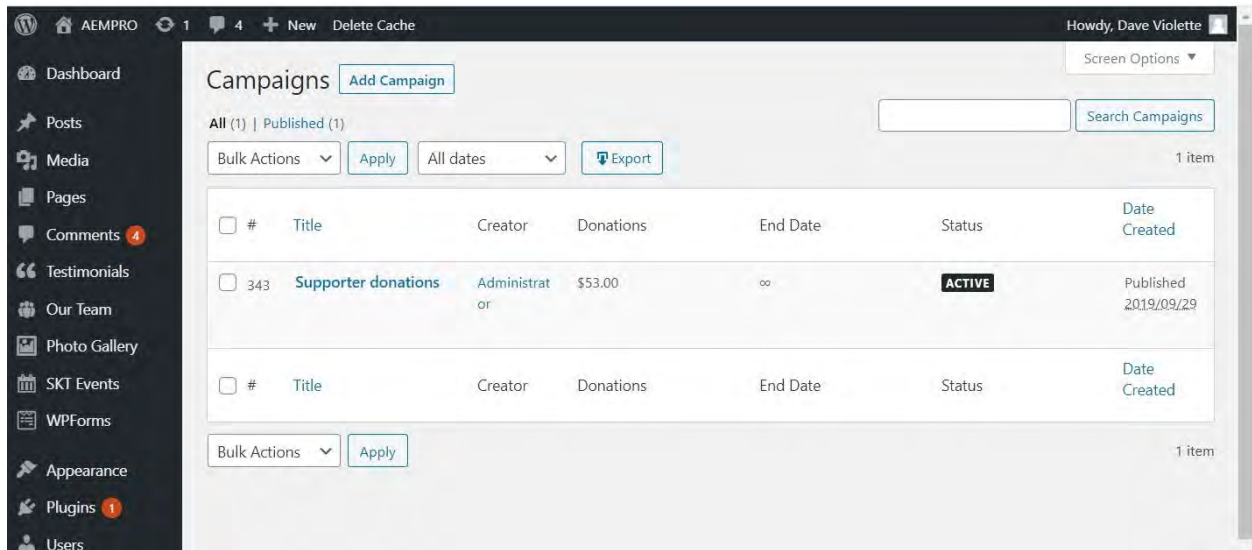


ABOUT CAMPAIGNS

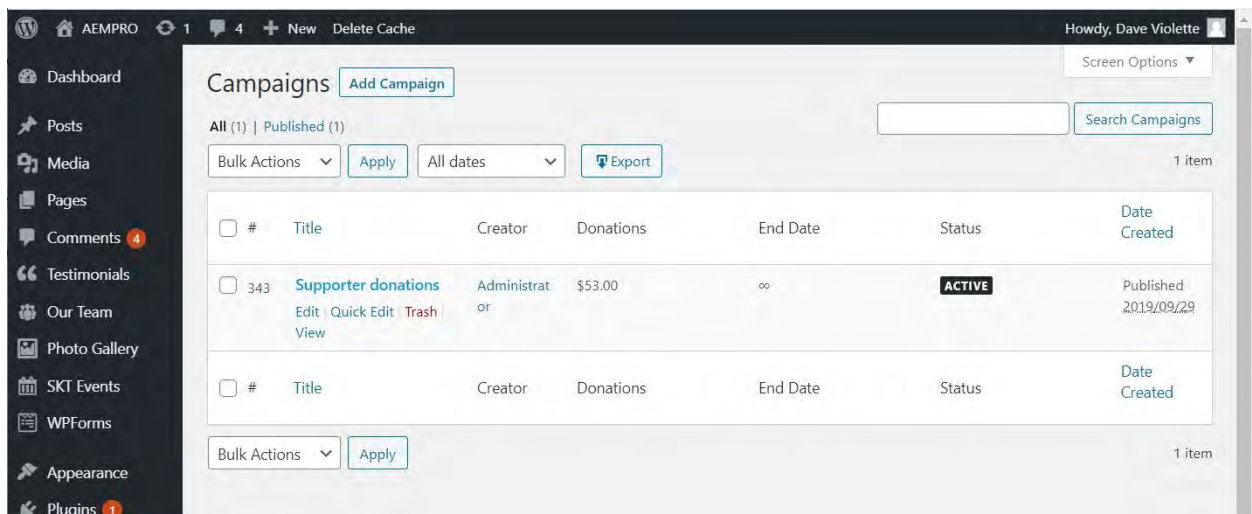
Charitable is organized around campaigns which have starting and ending points. While this does not describe how AEMPRO does its donations at present, you might use this in the future.

The current and only campaign set up is named Supporter donations, as you can see in the campaign list below. You get to this screen by going to Charitable, Campaigns, on the

dashboard.

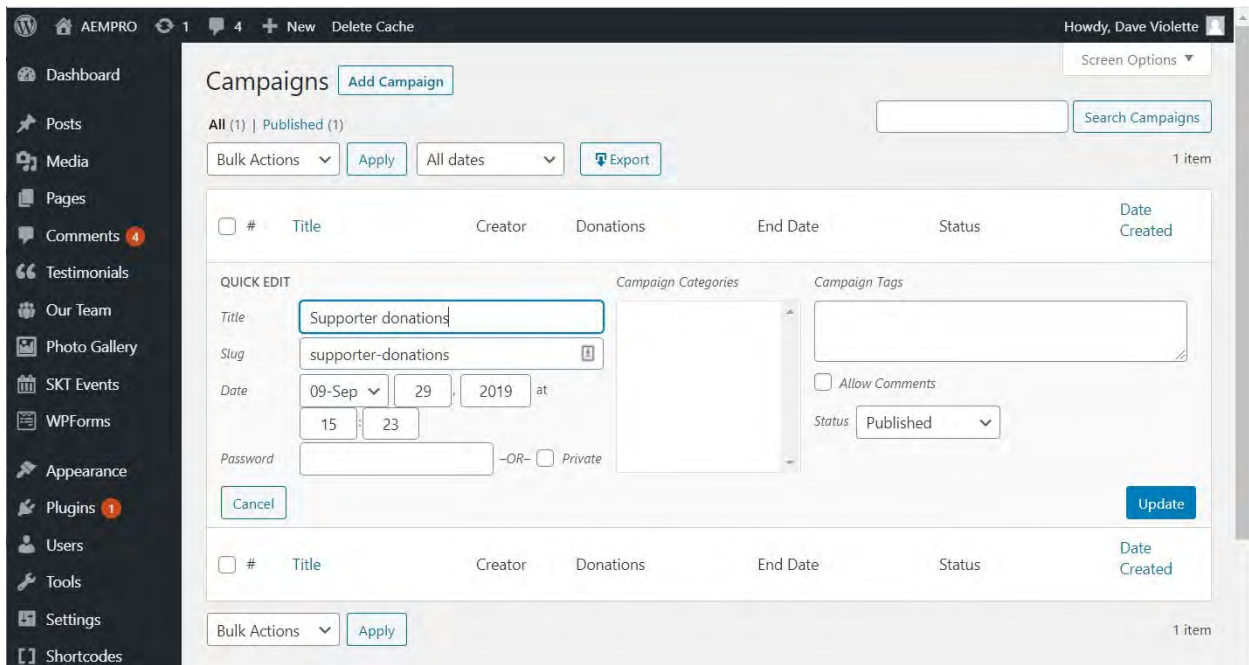


As with posts and pages, if you hold the cursor over a campaign name a menu will pop up as below.



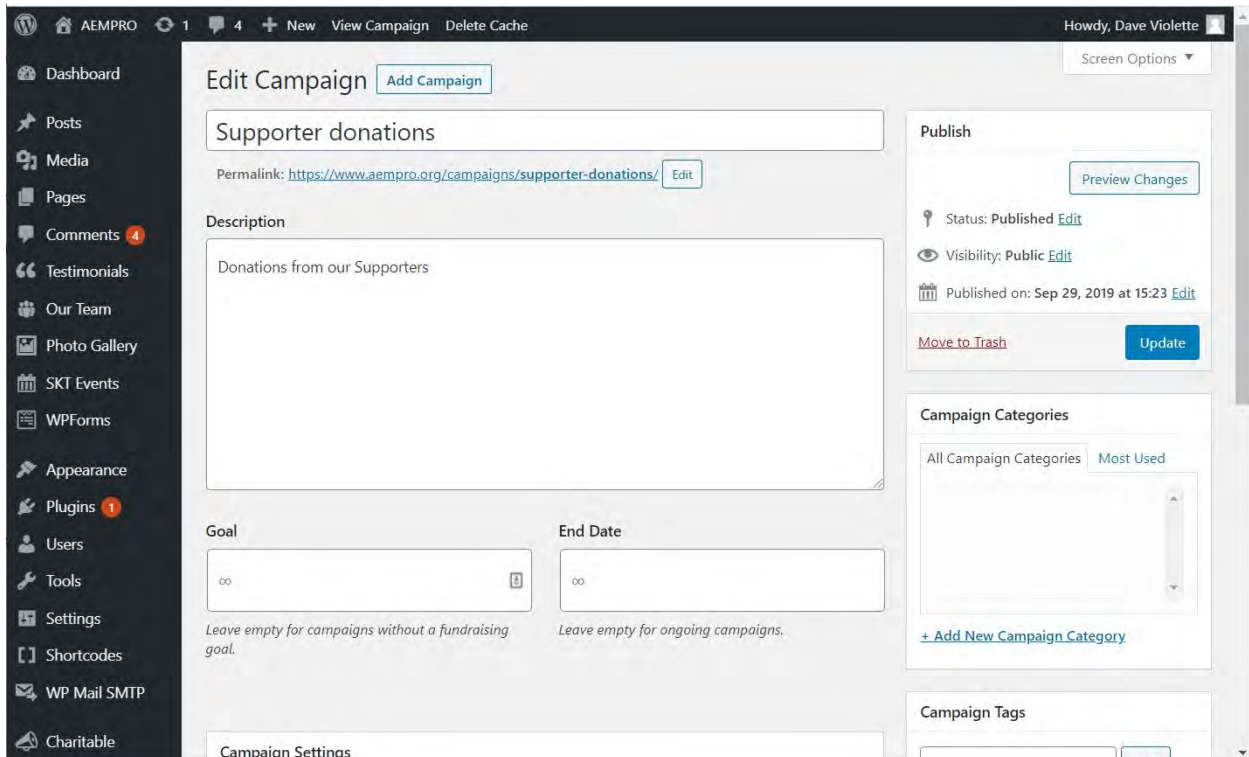
Campaign Quick Edit

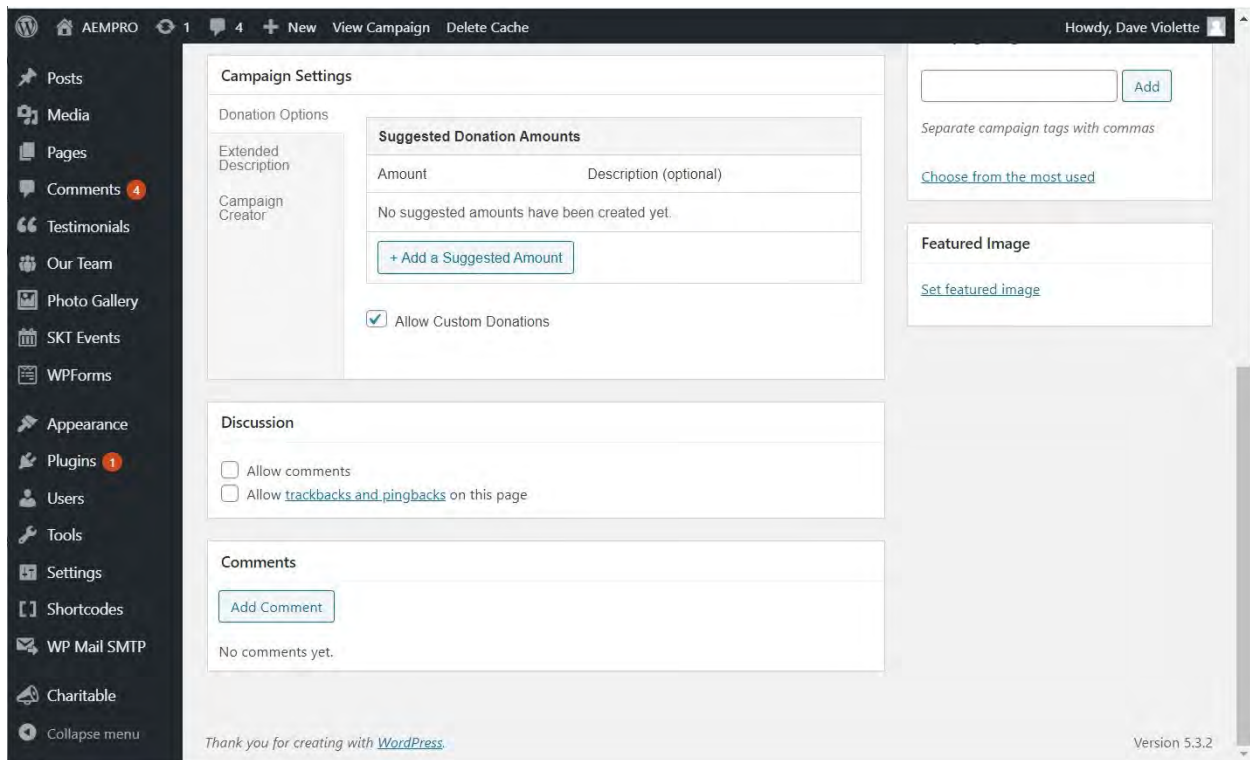
The **Quick Edit** screen offers the chance to change the name and some other characteristics; see below.



Campaign Edit

When you select Edit from that popup you get the screen below. This is the top part of that screen. The bottom part follows.



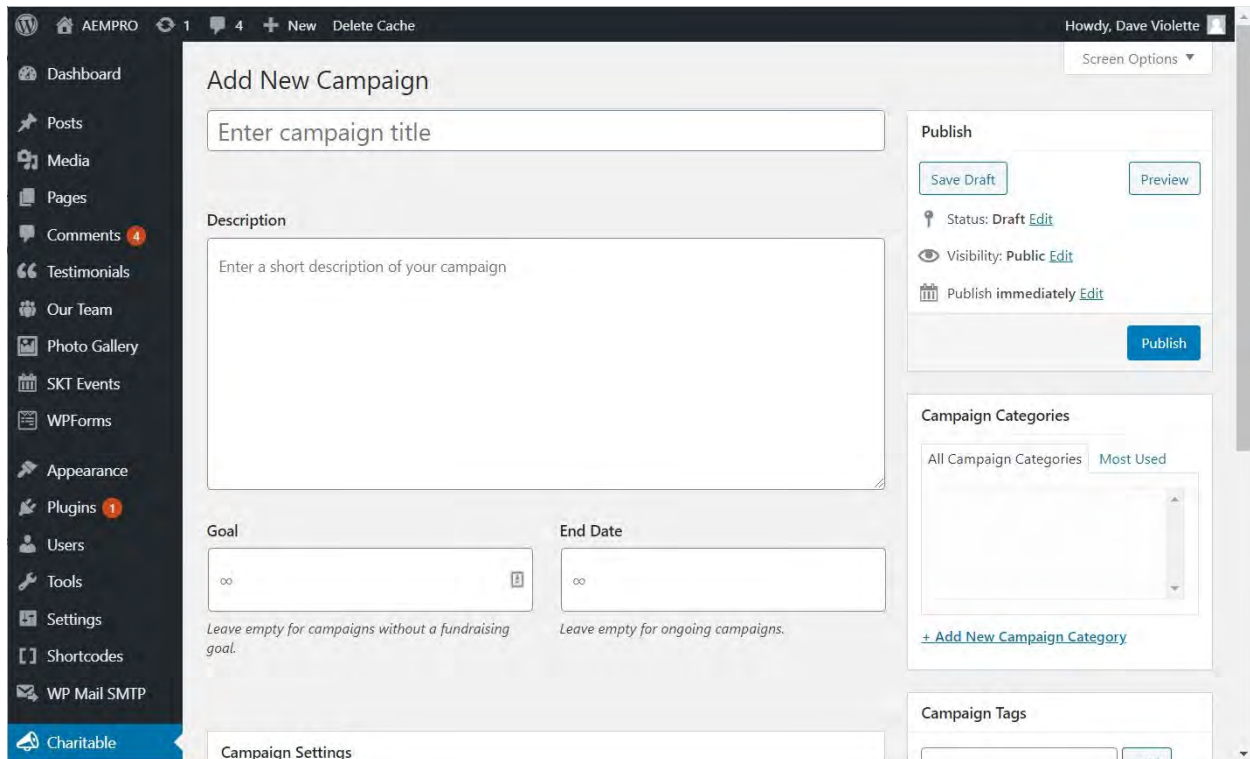


Notice in the top part you can set the **Goal** and **End Date**. For an open-ended campaign such as this one leave these blank.

Under **Campaign Settings** you can set up **Suggested Donation Amounts**, each with their own **Description**. The Board has elected to not use this at this time.

Add Campaign

Go to Charitable, Add Campaign to add a new campaign. As you would expect, the screen looks like that for editing a campaign.



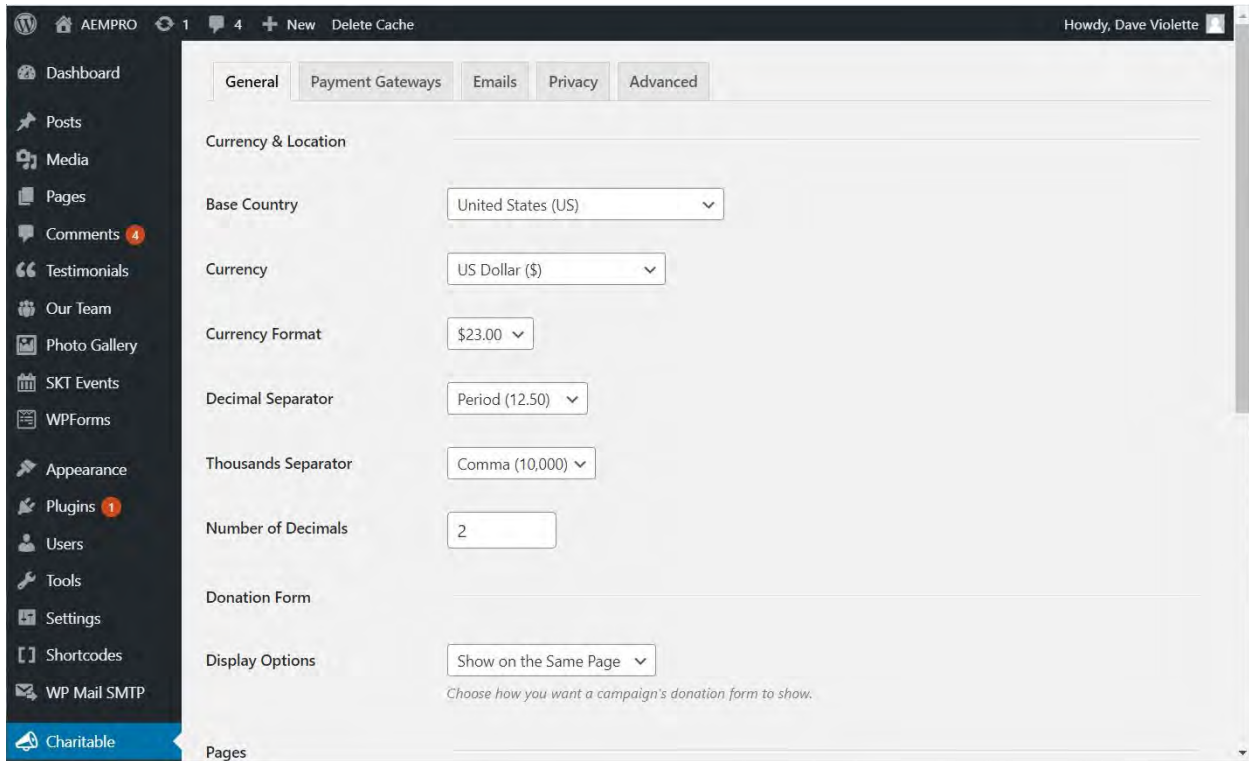
The screenshot shows the 'Add New Campaign' form in the Charitable WordPress plugin. The form is located in the 'Charitable' section of the WordPress dashboard. The form includes a text input for the campaign title, a large text area for the description, and two input fields for the goal and end date. The goal and end date fields have a placeholder value of '∞'. Below the goal and end date fields, there are instructions: 'Leave empty for campaigns without a fundraising goal.' and 'Leave empty for ongoing campaigns.' The form also includes a 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish'. The status is set to 'Draft' and the visibility is set to 'Public'. There is also a 'Publish immediately' option. The form includes a 'Campaign Categories' section with a dropdown menu and a '+ Add New Campaign Category' link. The form also includes a 'Campaign Tags' section with a dropdown menu.

Campaign Categories and Tags

You would use this if you wanted to create categories of campaigns or tags for campaigns, not something envisioned at the start.

CHARITABLE SETTINGS

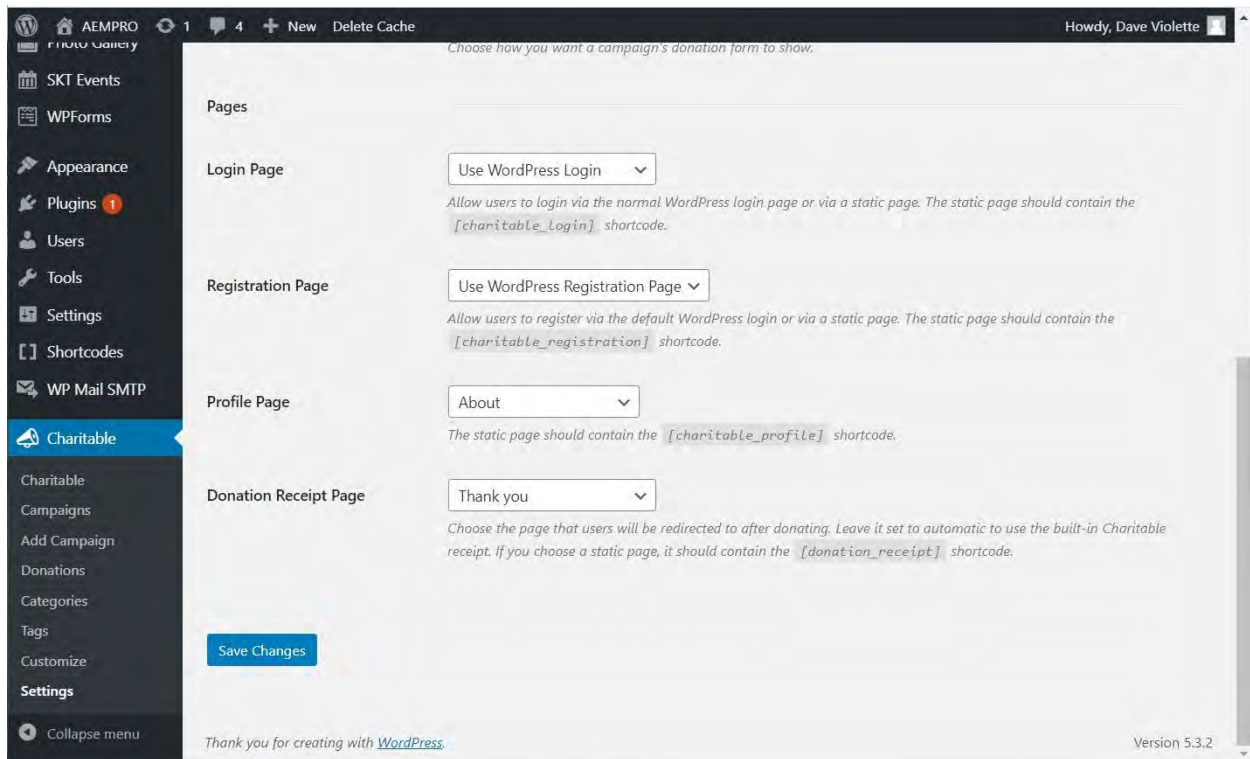
Go to **Charitable, Settings**, on the dashboard menu to see the screen below.



The screenshot shows the Charitable Settings page in the AEMPRO dashboard. The left sidebar contains a navigation menu with items: Dashboard, Posts, Media, Pages, Comments (4), Testimonials, Our Team, Photo Gallery, SKT Events, WPForms, Appearance, Plugins (1), Users, Tools, Settings, Shortcodes, WP Mail SMTP, and Charitable (highlighted). The main content area is titled 'Charitable Settings' and has tabs for General, Payment Gateways, Emails, Privacy, and Advanced. The 'General' tab is active. The settings are organized into sections: 'Currency & Location' includes Base Country (United States (US)), Currency (US Dollar (\$)), Currency Format (\$23.00), Decimal Separator (Period (12.50)), Thousands Separator (Comma (10,000)), and Number of Decimals (2). The 'Donation Form' section is currently empty. The 'Display Options' section has a dropdown set to 'Show on the Same Page' with a note: 'Choose how you want a campaign's donation form to show.' The 'Pages' section is also empty. The top of the dashboard shows 'AEMPRO', '1', '4', 'New', 'Delete Cache', and a user profile 'Howdy, Dave Violette'.

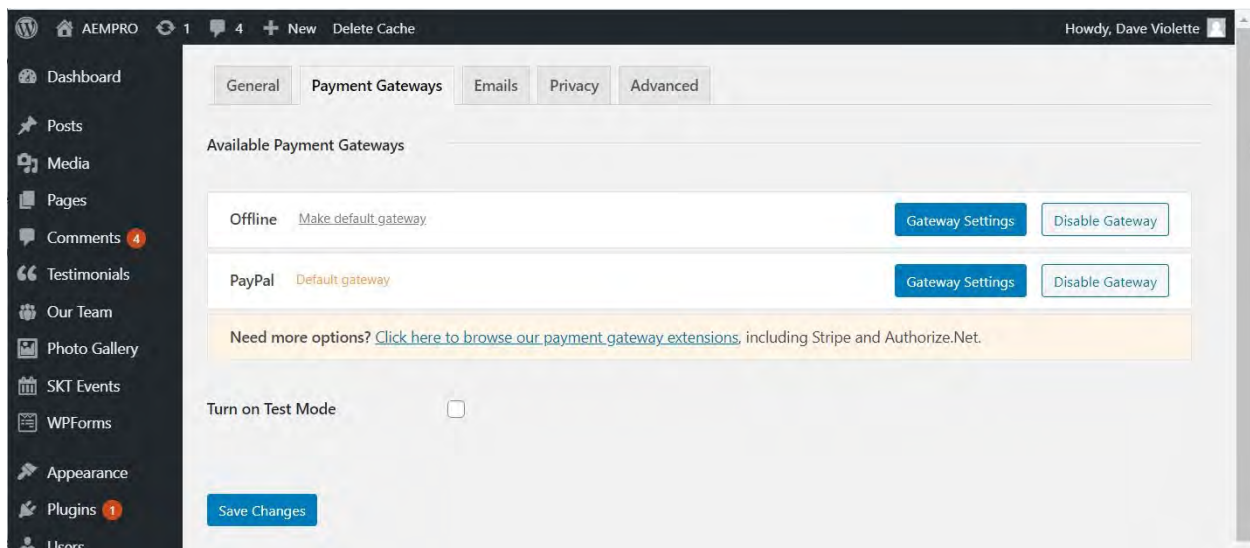
Settings – General

Notice that there are five tabs at the top. The first is General, and that screen shows the top of the General screen. The bottom is shown below. The entries in those fields are probably what you will want to continue to use.



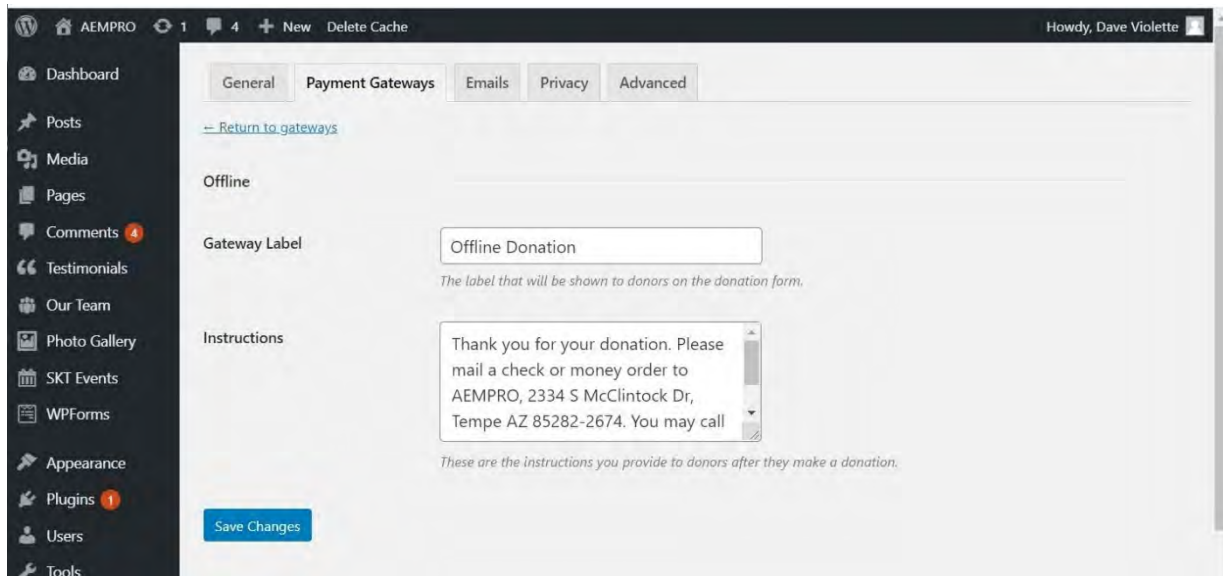
Settings – Payment Gateways

Payment gateways refer to how donations will be processed to AEMPRO accounts. There are two currently defined: **Offline** and **PayPal**.



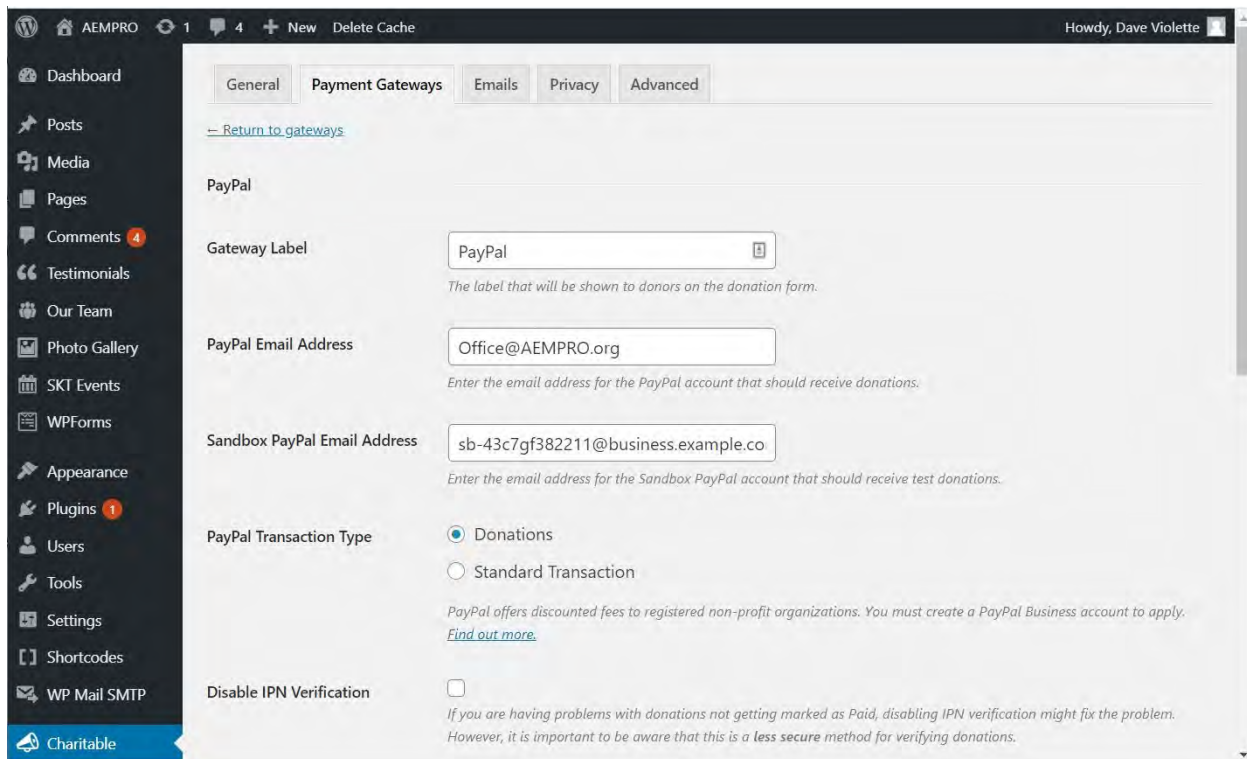
Offline Payment Gateway

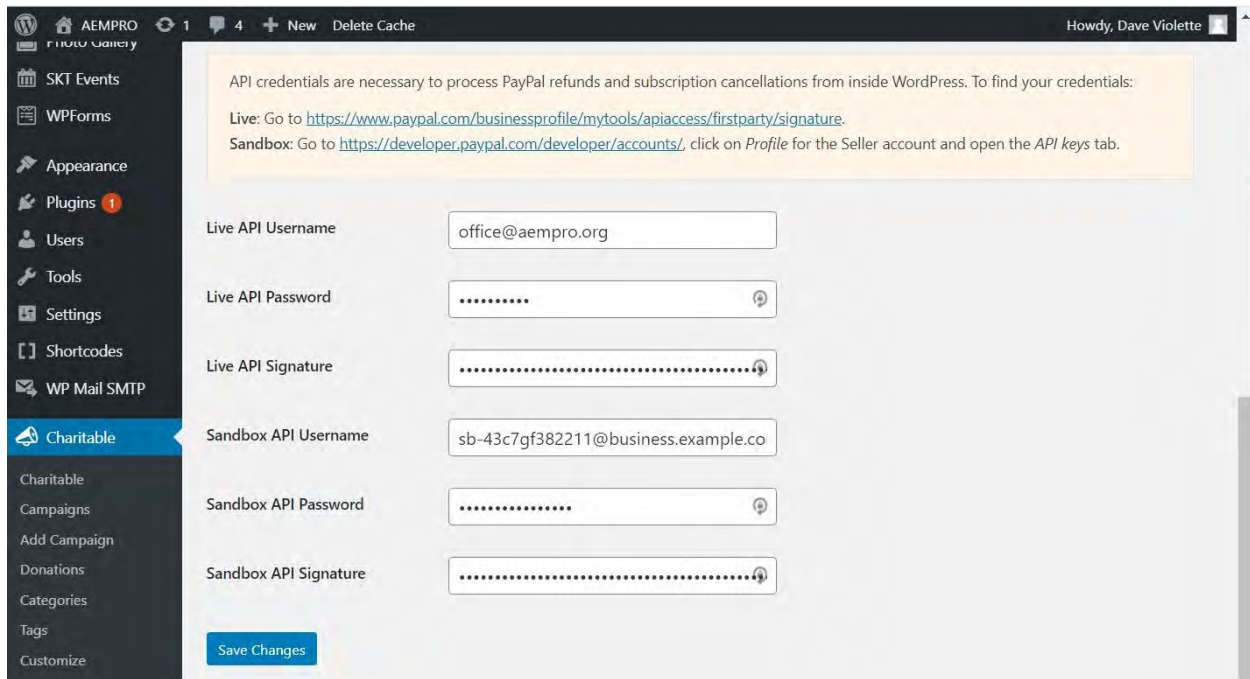
Offline in this context refers to a donor agreeing to make a donation and then sending it in by mail. Click on the Gateway Settings button for those details. The details that will be displayed are shown below. Fee free to change those as desired.



PayPal Payment Gateway

This is set as the default gateway, as you can see a couple of screens above. Clicking on Gateway Settings for this option brings up the screens below.

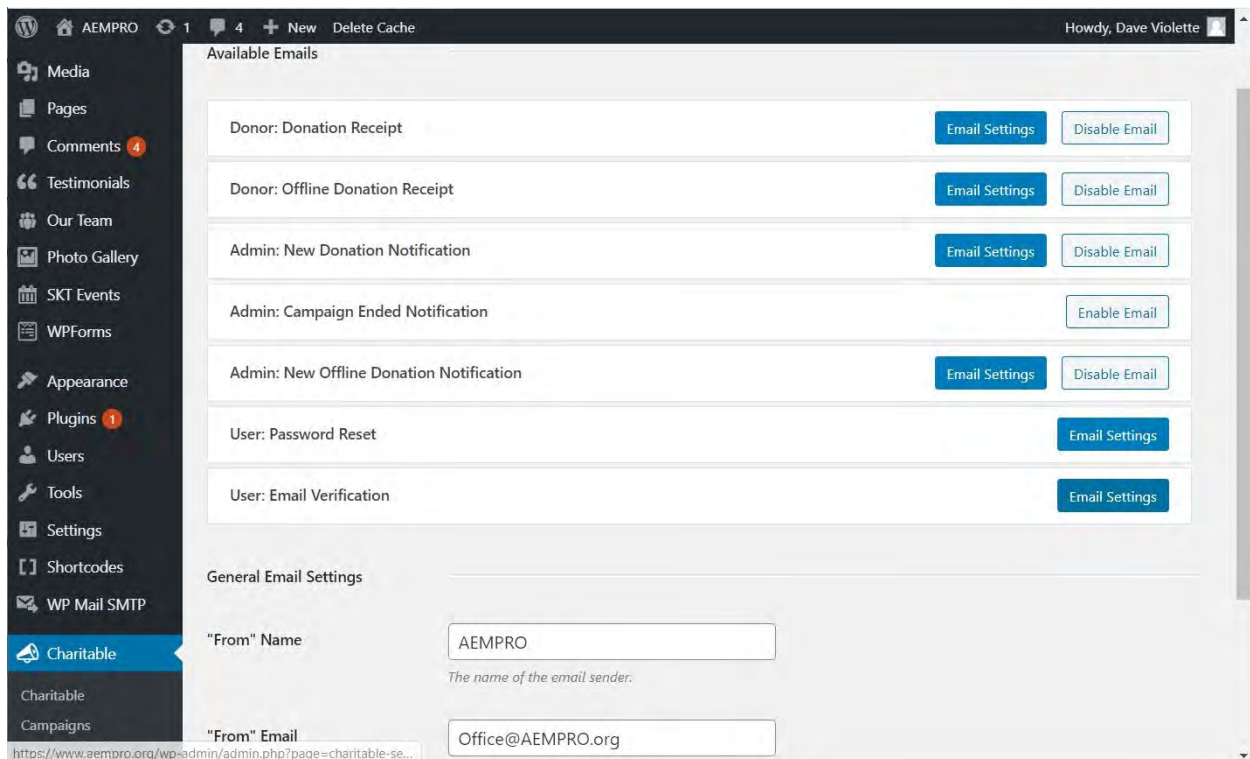




Those screens show all the current settings, though some are shown in a coded fashion since they are sensitive information. The appendix contains all those values. Setting up PayPal as a gateway is a complicated process and you should only make changes here if you have a good reason to do so and if you know what you are doing!

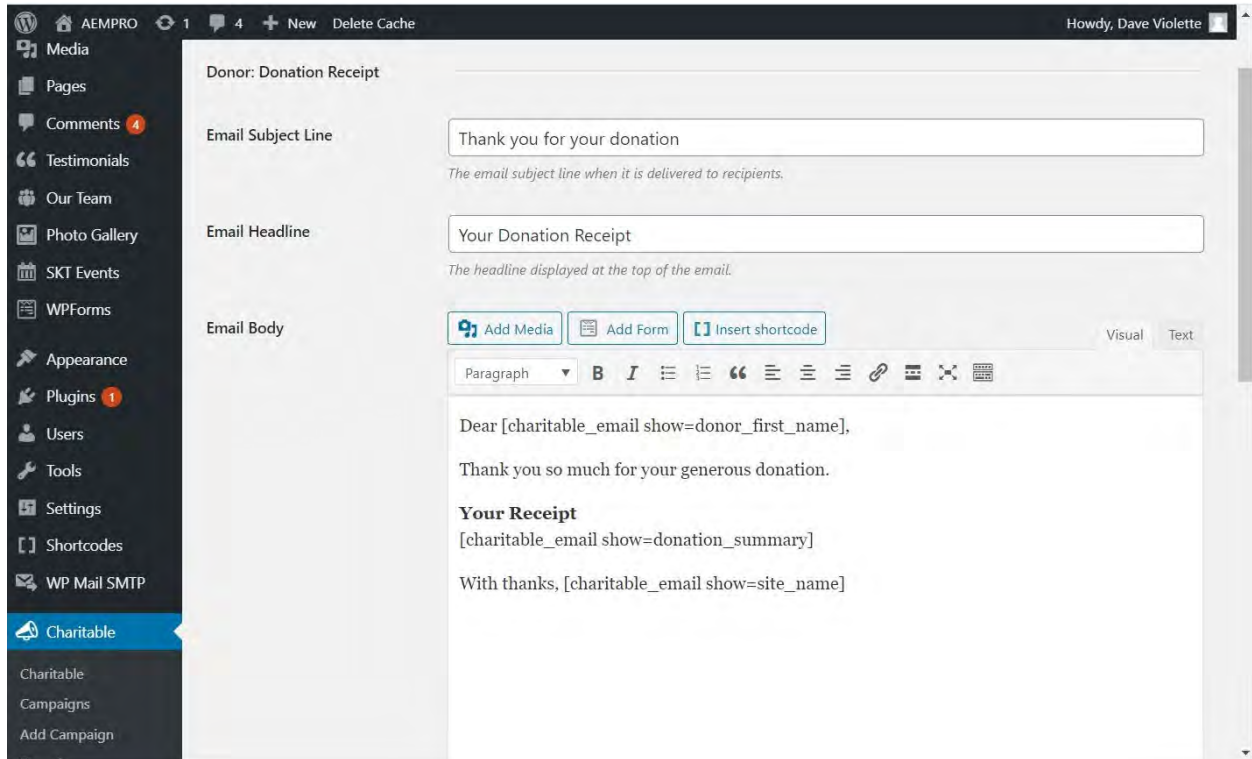
Settings – Email

Charitable provides emails for several operations and this section gives you the chance to make the settings associated with those emails.



PayPal Donation Receipt Email

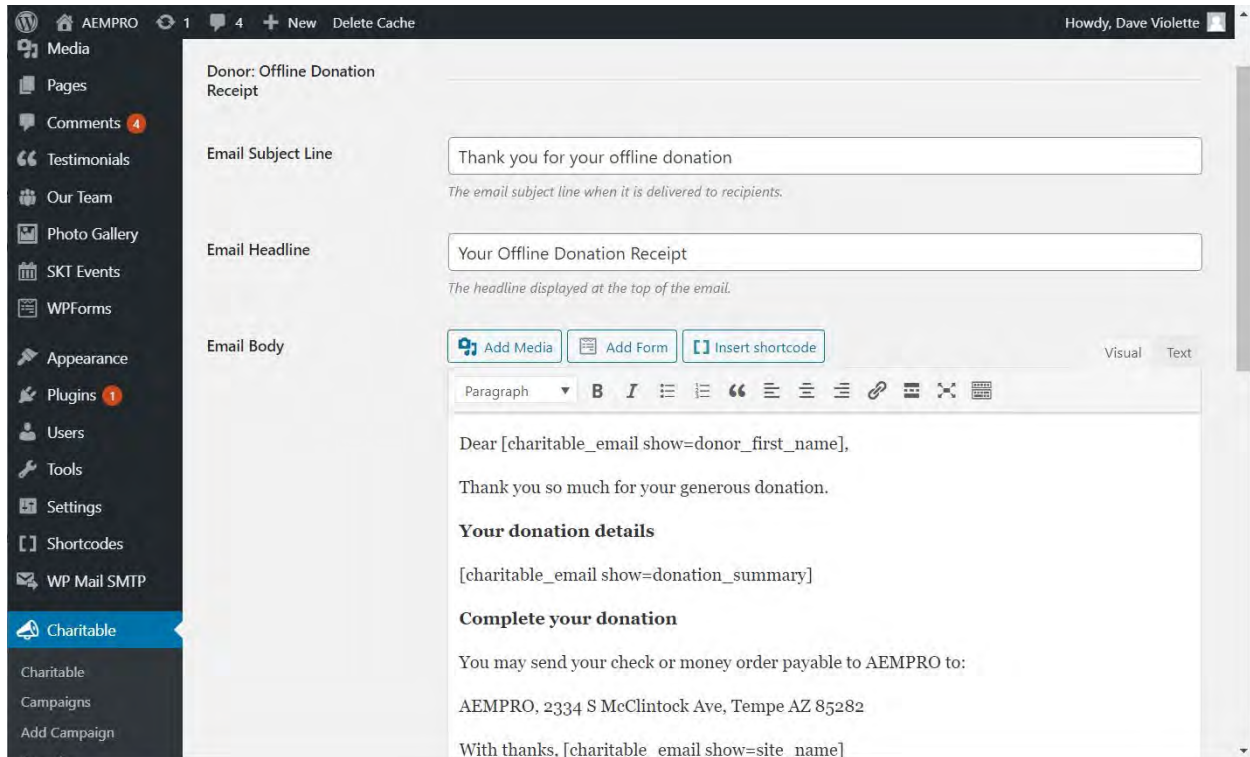
When a donor makes a donation, they must register with the web site and provide an email address. When they donate, the following email is sent to them. The parts enclosed in square brackets [] are where **Charitable** will fill in information from its settings; be sure not to change anything enclosed in [].



The screenshot shows the WordPress admin interface with the Charitable plugin settings for a 'Donor: Donation Receipt' email. The left sidebar contains various WordPress menu items, with 'Charitable' selected. The main content area is divided into three sections: 'Email Subject Line', 'Email Headline', and 'Email Body'. The 'Email Subject Line' field contains 'Thank you for your donation'. The 'Email Headline' field contains 'Your Donation Receipt'. The 'Email Body' field is a rich text editor containing the following text: 'Dear [charitable_email show=donor_first_name],', 'Thank you so much for your generous donation.', '**Your Receipt**', '[charitable_email show=donation_summary]', and 'With thanks, [charitable_email show=site_name]'. The top of the interface shows the user 'Howdy, Dave Violette' and the site name 'AEMPRO'.

Offline Donation Receipt Email

Those making an offline donation will also receive an email. The following shows what is associated with that. Again, do not change anything enclosed in square brackets.



The screenshot shows the WordPress admin interface for the Charitable plugin. The left sidebar contains various site management options, with 'Charitable' selected. The main content area displays the configuration for an 'Offline Donation Receipt' email. The 'Donor' is set to 'Offline Donation Receipt'. The 'Email Subject Line' is 'Thank you for your offline donation'. The 'Email Headline' is 'Your Offline Donation Receipt'. The 'Email Body' is a rich text editor containing the following text:

Dear [charitable_email show=donor_first_name],

Thank you so much for your generous donation.

Your donation details

[charitable_email show=donation_summary]

Complete your donation

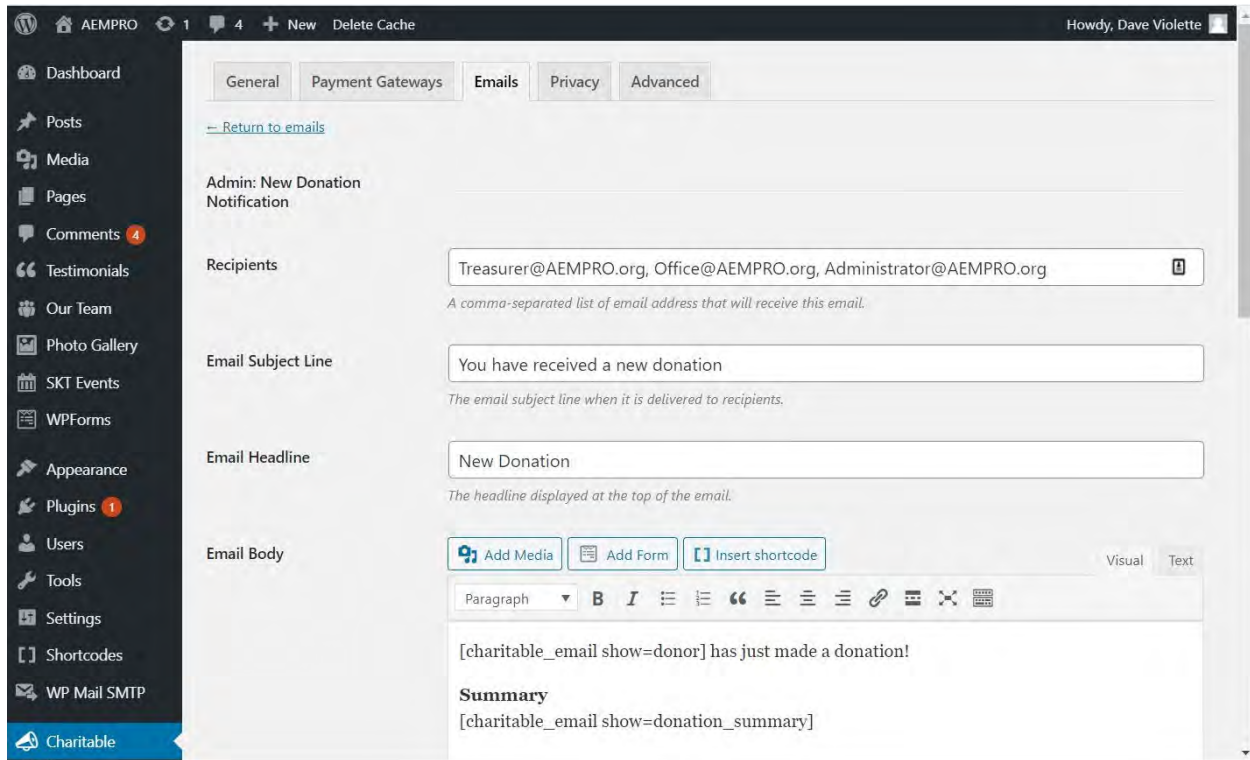
You may send your check or money order payable to AEMPRO to:

AEMPRO, 2334 S McClintock Ave, Tempe AZ 85282

With thanks, [charitable_email show=site_name]

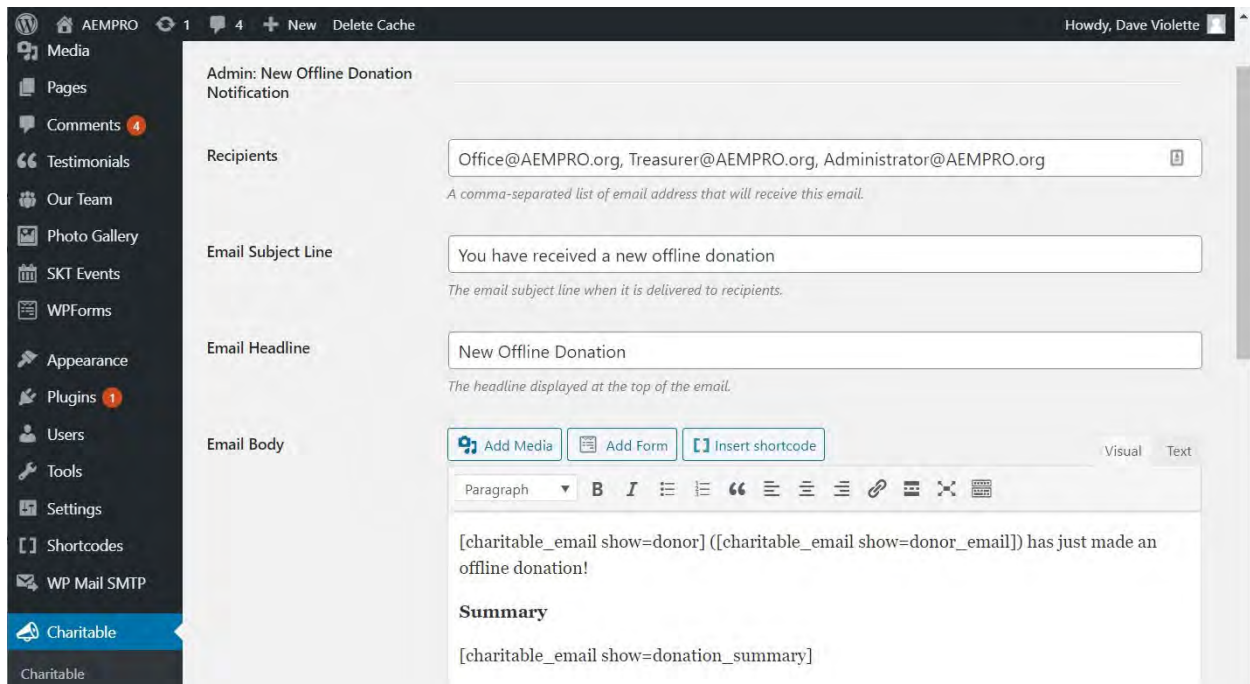
New PayPal Notification to Admin

Emails are sent to certain individuals when a new donation is received. The screen below shows how you set this up. Feel free to change the recipients for this email, but do not change anything in the body in square brackets.



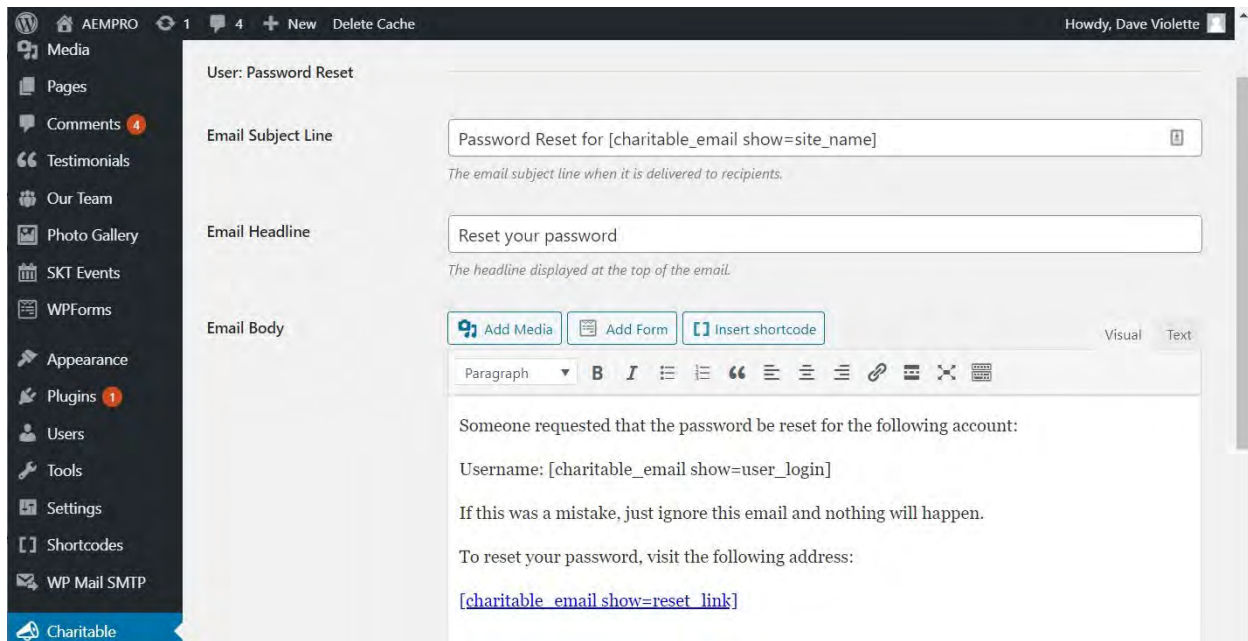
New Offline Notification to Admin

Similarly, an email is sent when offline donations are received. You may change to whom those emails go.



User Password Reset

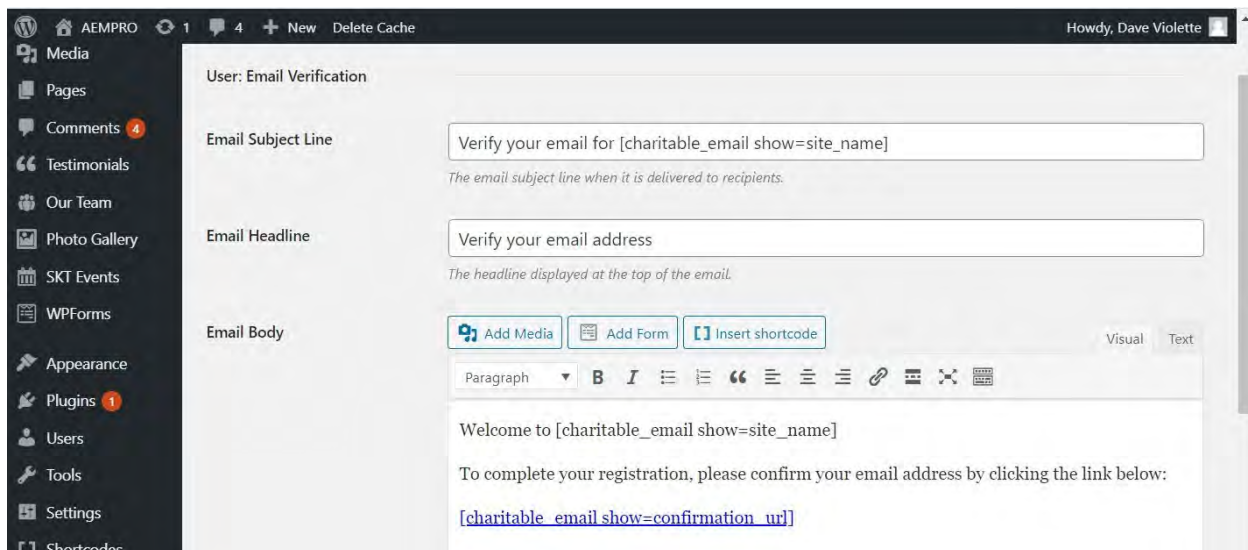
If a user requests a password reset, or says their password is lost, they will get an email using the following.



The screenshot shows the WordPress admin interface for the 'Charitable' plugin. The left sidebar contains various menu items, with 'Charitable' highlighted at the bottom. The main content area is titled 'User: Password Reset' and contains three sections: 'Email Subject Line', 'Email Headline', and 'Email Body'. The 'Email Subject Line' field contains the text 'Password Reset for [charitable_email show=site_name]'. The 'Email Headline' field contains 'Reset your password'. The 'Email Body' field is in 'Text' mode and contains the following text: 'Someone requested that the password be reset for the following account: Username: [charitable_email show=user_login] If this was a mistake, just ignore this email and nothing will happen. To reset your password, visit the following address: [charitable_email show=reset_link]'. The interface also includes a top navigation bar with 'AEMPRO', 'New', and 'Delete Cache' buttons, and a user profile 'Howdy, Dave Violette'.

User Email Verification

When a user registers they are sent an email to verify their email address. The content is as below.

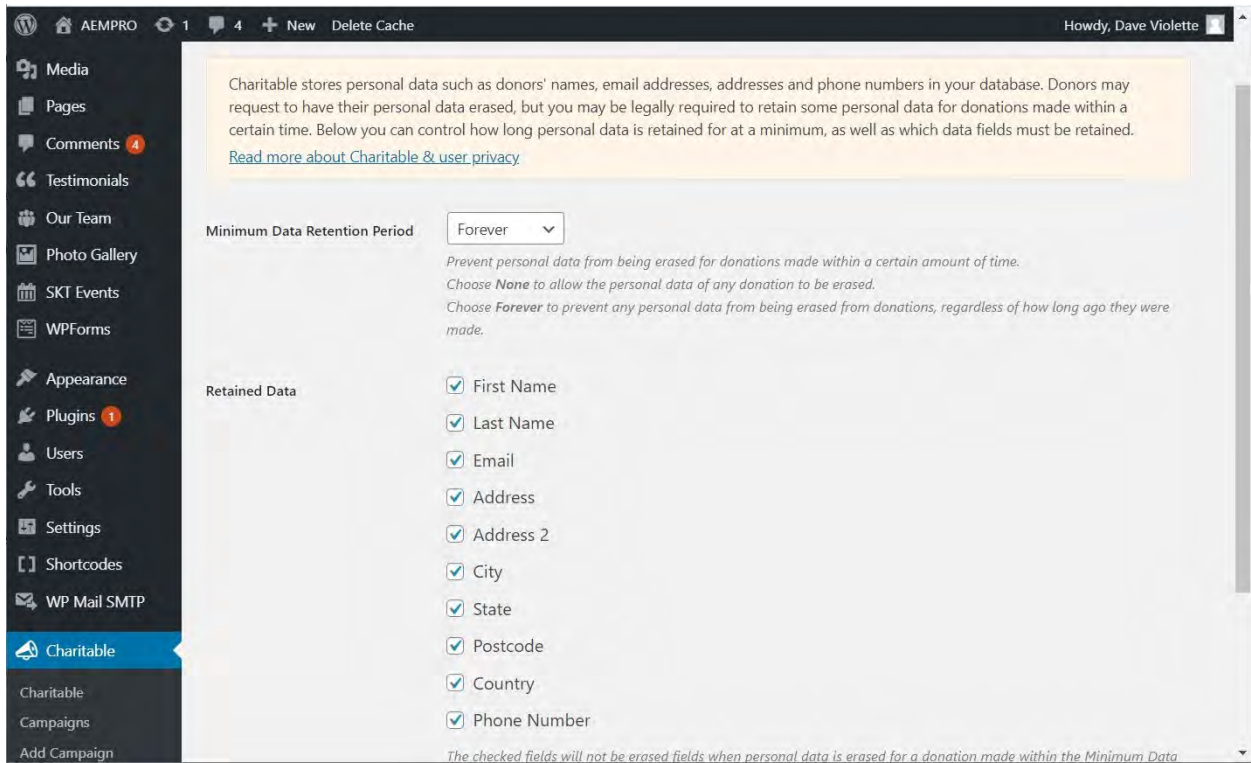


The screenshot shows the WordPress admin interface for the 'Charitable' plugin. The left sidebar contains various menu items, with 'Charitable' highlighted at the bottom. The main content area is titled 'User: Email Verification' and contains three sections: 'Email Subject Line', 'Email Headline', and 'Email Body'. The 'Email Subject Line' field contains the text 'Verify your email for [charitable_email show=site_name]'. The 'Email Headline' field contains 'Verify your email address'. The 'Email Body' field is in 'Text' mode and contains the following text: 'Welcome to [charitable_email show=site_name] To complete your registration, please confirm your email address by clicking the link below: [charitable_email show=confirmation_url]'. The interface also includes a top navigation bar with 'AEMPRO', 'New', and 'Delete Cache' buttons, and a user profile 'Howdy, Dave Violette'.

Settings – User Privacy

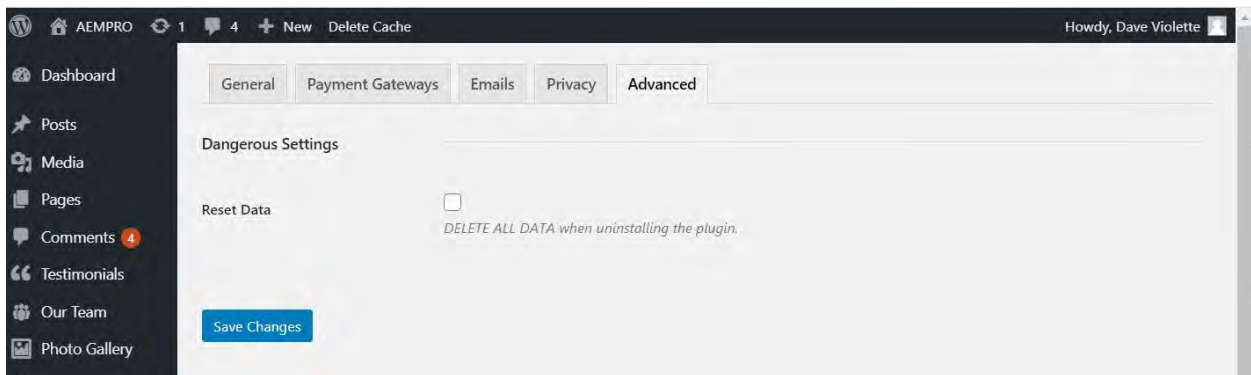
Charitable stores various pieces of information about a donor in the site database. You can read more about this on the screen below. You get here by clicking the Privacy tab on the **Settings**

screen. You may make changes here, especially in the **Minimum Date Retention Period**. This should probably be done by Board action.



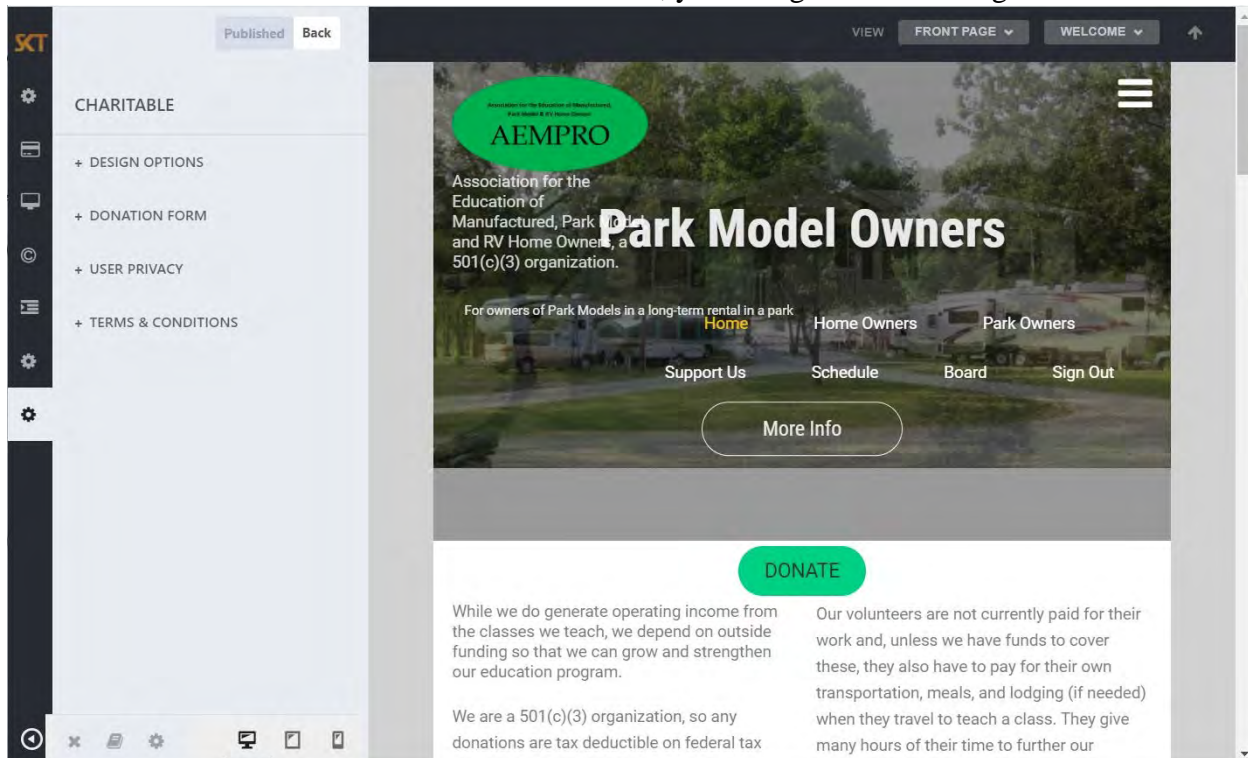
Settings – Advanced

Please observe the caution on this screen!



CHARITABLE CUSTOMIZATION

This is accessed by clicking on **Charitable**, **Customize** menu or by clicking on **Appearance**, **Charitable** from the dashboard menu. In either case, you will get the following screen.



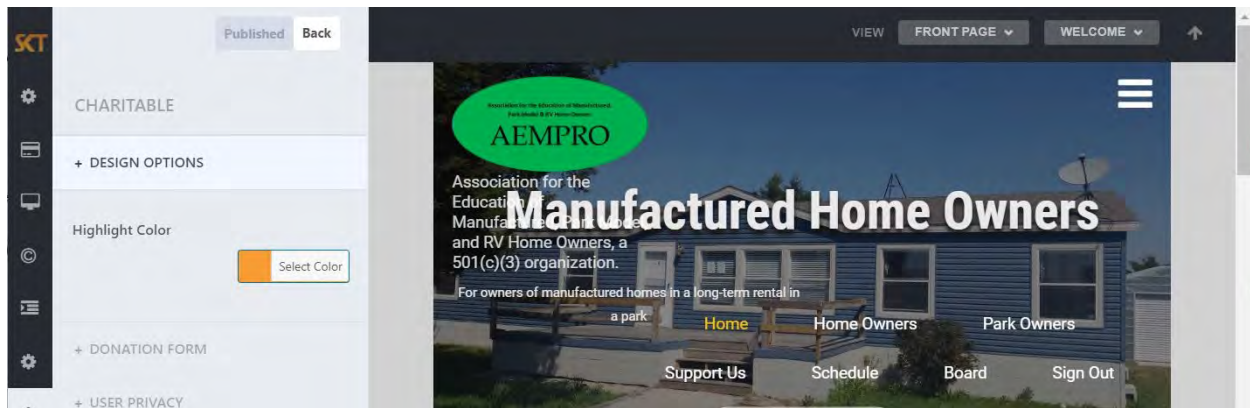
Customization Choices

There are four choices you have for customizing **Charitable**, as listed in the screen above. The donation form will be displayed on the **Donate** page and is incorporated there using a Charitable shortcode as below. The shortcode is the part shown in square brackets [] and you should not change anything within those.



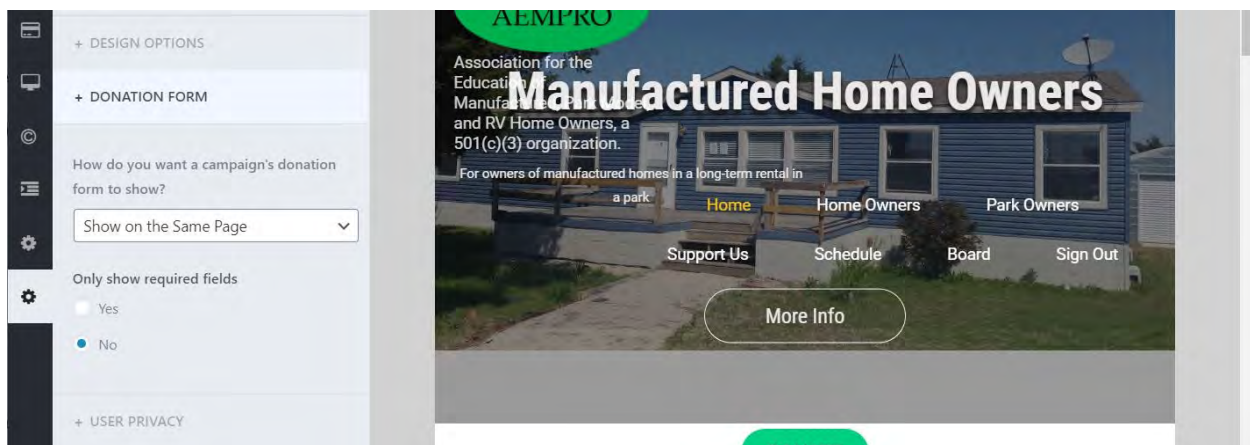
Customization – Design Options

This simply lets you set the color used for buttons and other parts.



Customization – Donation Form

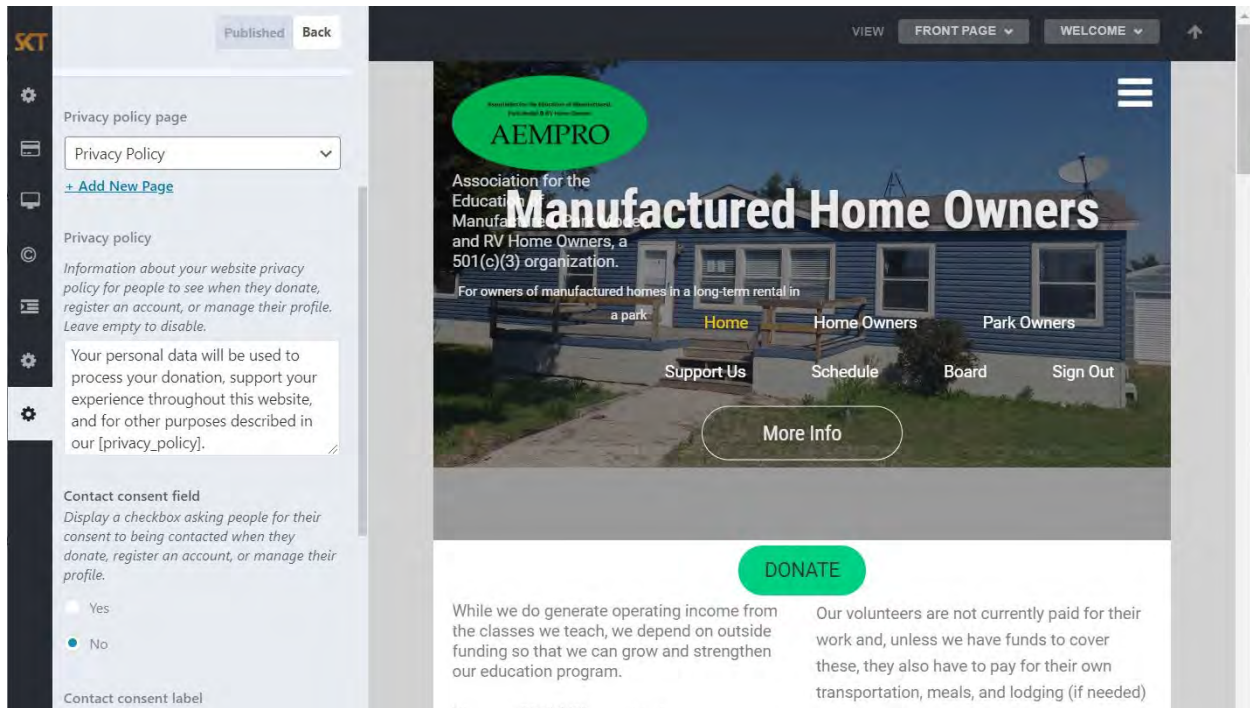
This option lets you determine how to show the donation form. It does not define what is in the form. Showing it on the same page means the site header and footer will also be shown on the donation page.



Customization – User Privacy

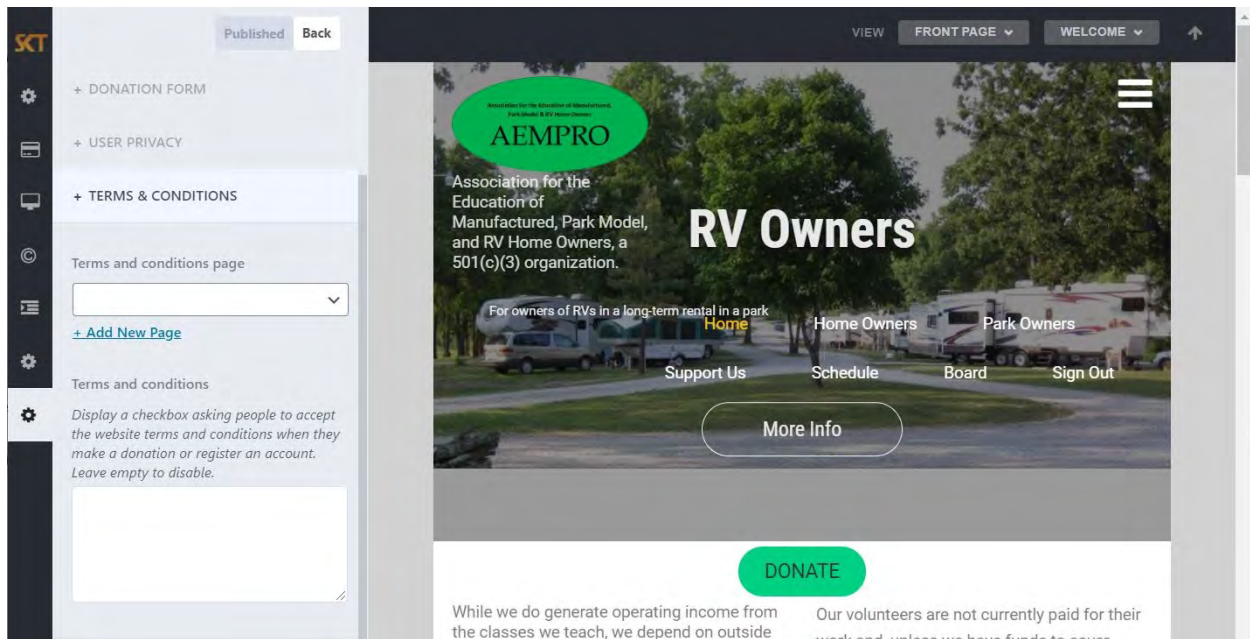
In this section you are asked to designate what page displays the privacy policy. You also provide a statement that will be shown to donors when they donate. There is also selection of

whether to show a checkbox asking for their consent to being contacted and a place (not shown on this screenshot) for the label associated with that.



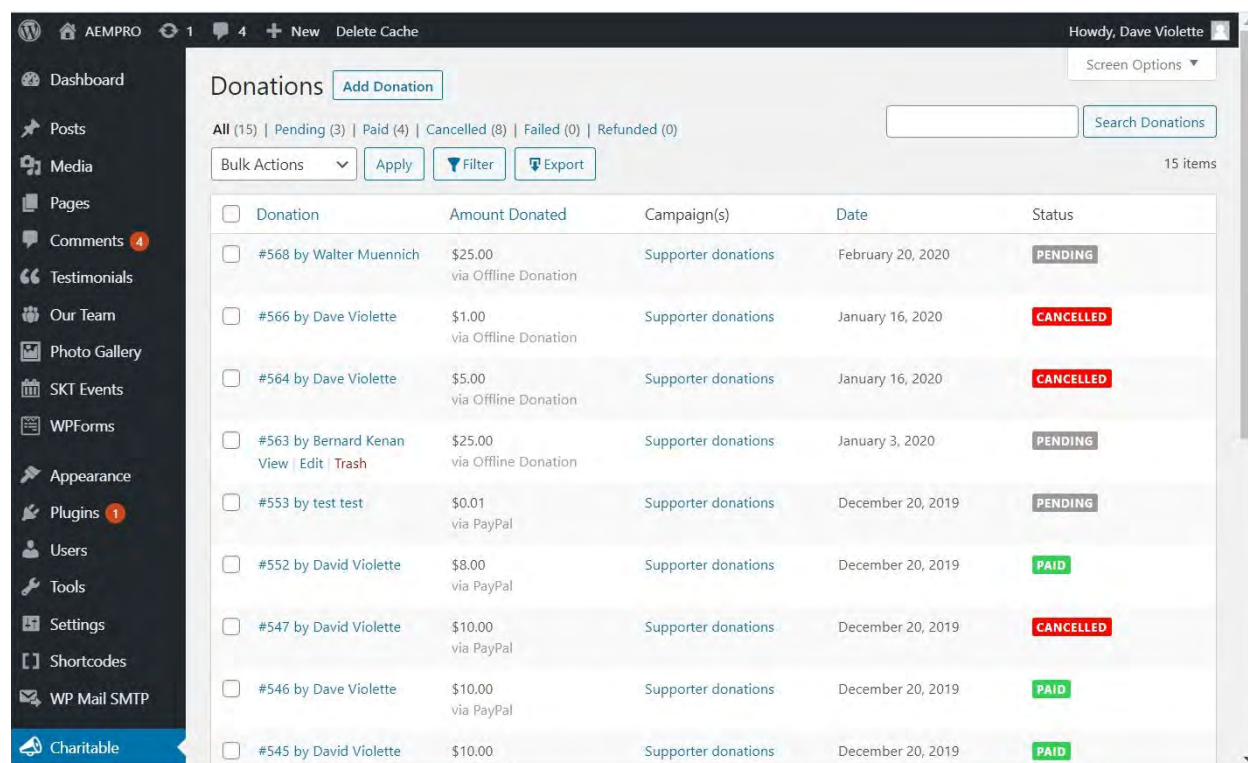
Customization – Terms and Conditions

The **Terms and Conditions** section, not used at this time, lets you set up a page explaining terms and conditions related to donations and to display a checkbox for them to denote their acceptance.



Charitable Reports

Go to **Charitable, Donations** in the dashboard menu to get a report of donations made.



Donation	Amount Donated	Campaign(s)	Date	Status
<input type="checkbox"/> #568 by Walter Muennich	\$25.00 via Offline Donation	Supporter donations	February 20, 2020	PENDING
<input type="checkbox"/> #566 by Dave Violette	\$1.00 via Offline Donation	Supporter donations	January 16, 2020	CANCELLED
<input type="checkbox"/> #564 by Dave Violette	\$5.00 via Offline Donation	Supporter donations	January 16, 2020	CANCELLED
<input type="checkbox"/> #563 by Bernard Kenan View Edit Trash	\$25.00 via Offline Donation	Supporter donations	January 3, 2020	PENDING
<input type="checkbox"/> #553 by test test	\$0.01 via PayPal	Supporter donations	December 20, 2019	PENDING
<input type="checkbox"/> #552 by David Violette	\$8.00 via PayPal	Supporter donations	December 20, 2019	PAID
<input type="checkbox"/> #547 by David Violette	\$10.00 via PayPal	Supporter donations	December 20, 2019	CANCELLED
<input type="checkbox"/> #546 by Dave Violette	\$10.00 via PayPal	Supporter donations	December 20, 2019	PAID
<input type="checkbox"/> #545 by David Violette	\$10.00	Supporter donations	December 20, 2019	PAID

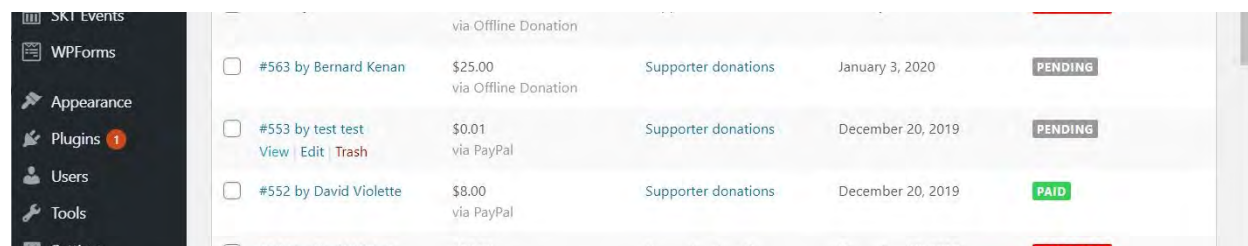
This report shows in descending date order the donations that have been made. The number with a pound sign (#) in front of the names refers to the record number in the database and is not a sequential number of donations.

Under **Amount Donated** you are shown how the donation was made – Offline or PayPal.

The **Status** column will indicate **Pending** for an Offline donation not yet marked by the administrator as having been received. This is change must be done manually. **Cancelled** means just that, and the designation is done manually by an administrator. **Paid** means the donation has been received at PayPal (this is done automatically by **Charitable**) or an Offline donation has been marked paid by an administrator.

Donation Details

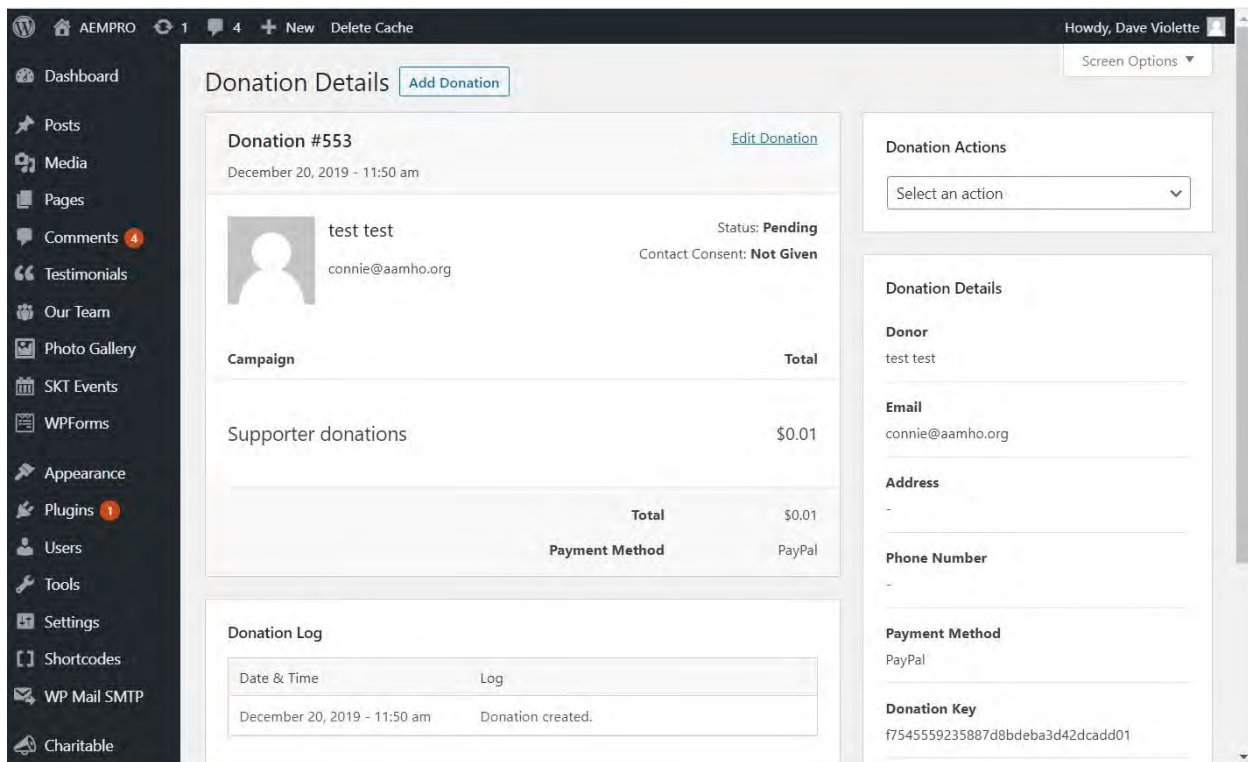
In the **Donations** report shown above, if you hold the cursor over any item in the list you will see a popup menu like that for #553 shown below. You can Trash that item or View or Edit its details.



<input type="checkbox"/> #563 by Bernard Kenan	\$25.00 via Offline Donation	Supporter donations	January 3, 2020	PENDING
<input type="checkbox"/> #553 by test test View Edit Trash	\$0.01 via PayPal	Supporter donations	December 20, 2019	PENDING
<input type="checkbox"/> #552 by David Violette	\$8.00 via PayPal	Supporter donations	December 20, 2019	PAID

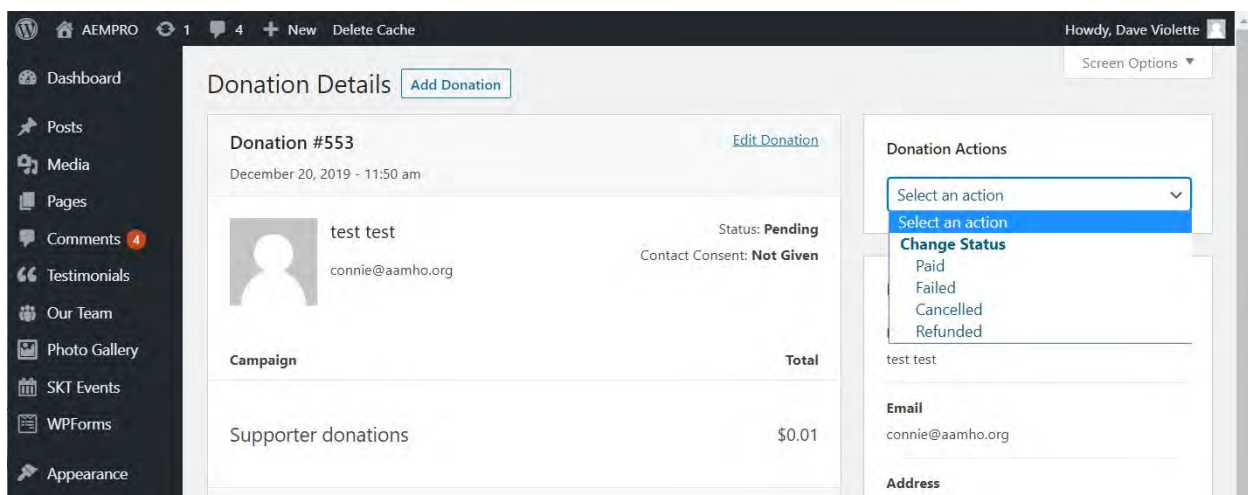
View Donation Details

If you select View, you will see a screen like that below. This shows all the information about that donation. Notice that to the right of the **Donation #553** there is a button to Edit Donation. This is one way for you to choose to edit.



Donation Actions

You can also use the Donation Actions dropdown to change the donation status.



Edit Donation Details

Even after a donation is made an administrator can edit donation details. Whether you get there by clicking the Edit Donation button on the **Donation Details** screen (see above) or click the

Edit button on the popup menu in the **Donations List**, you will see the screen below. Note there is more info below what is seen in this image.

The screenshot shows the 'Donation Details' form in the AEMPRO interface. The form is titled 'Donation #553' and includes an 'Add Donation' button. The form is divided into several sections: 'Campaign' and 'Amount' (with a dropdown menu set to 'Supporter donations' and a text input for '0.01'); 'Donor' information including 'First name' (test), 'Last name' (test), 'Email' (connie@aamho.org), 'Address', and 'Address 2'; and 'Additional Details' including 'Donation Status' (Pending) and 'Donation Note'. There are 'Update Donation' and 'Cancel' buttons at the bottom right of the form.

From there you can:

1. Assign the donation to a different campaign
2. Change the donation amount
3. Change the name of the donor
4. Change the email address of the donor
5. Change or add the address of the donor
6. Change or add the phone number of the donor
7. Change the date of the donation
8. Change the status of the donation
9. Add a Donation Note, which will be displayed in the Donation Log

You can change the Donation Status using the Donation Status dropdown as shown below.

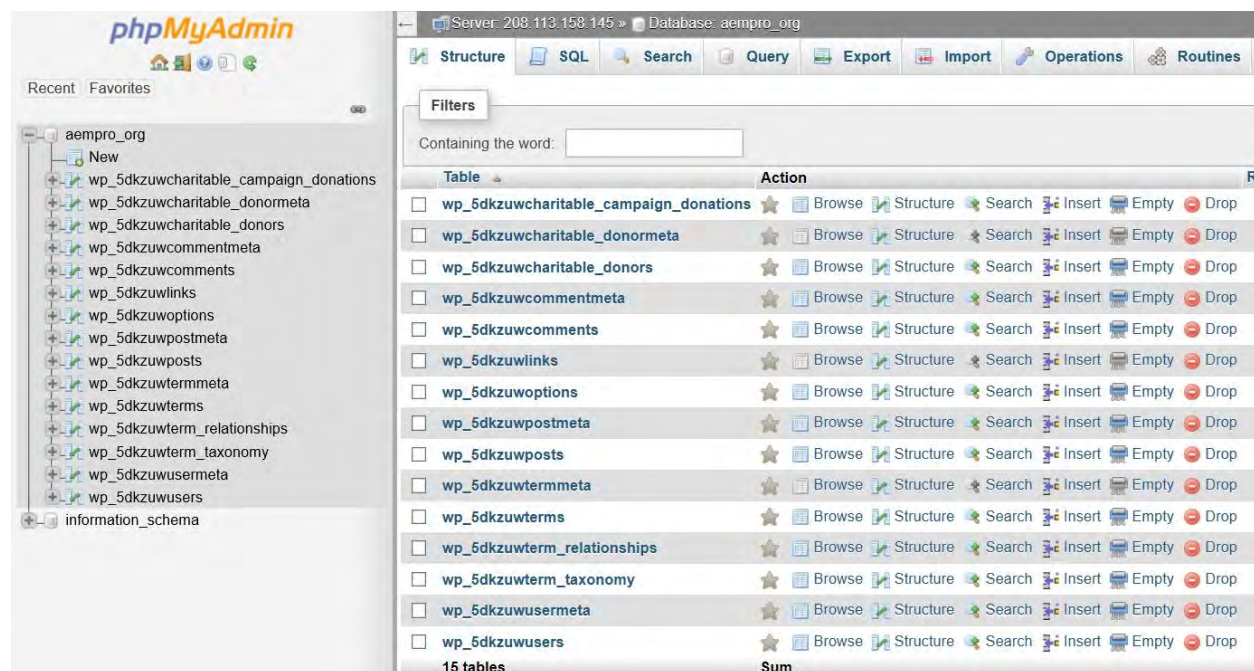
The screenshot displays the AEMPRO.org donation management interface. On the left is a dark sidebar with navigation links: Posts, Media, Pages, Comments (4), Testimonials, Our Team, Photo Gallery, SKT Events, WPForms, Appearance, and Plugins. The main content area is titled "Donation #553" and contains the following fields:

- Campaign:** A dropdown menu currently set to "Supporter donations".
- Amount:** A text input field containing "0.01".
- Donor:** Two text input fields for "First name" and "Last name", both containing "test".
- Email:** A text input field (empty).

On the right side, there is a sidebar titled "Additional Details" containing a "Donation Status" dropdown menu. The menu is open, showing the following options: Pending (selected), Paid, Failed, Cancelled, and Refunded. Below the dropdown are two buttons: "Update Donation" and "Cancel".

SECTION 5 – DATABASE OPERATIONS

WordPress uses the **MySQL** database system for its operations and all plugins use the same database. Some plugins add their own tables to the database. See the database table listing below.



DreamHost names the tables starting with the assigned database name – wp_5dkzuw in our case – and then a unique name part is added that roughly describes what the table is used for. As an example, **wp_5dkzuwposts** contains information WordPress generates about posts and pages. The **wp_5dkzuwcharitable_donors** table was added by the **Charitable** plugin to store donor info.

You can perform database management through the DreamHost **Control Panel** by selecting the **phpMyAdmin** option. You must sign in to DreamHost to get the **Control Panel**.

CASUAL USERS ARE ENCOURAGED TO STAY AWAY FROM OPERATIONS INVOLVING phpMyAdmin AND ANYTHING HAVING TO DO WITH THE DATABASE. UNINFORMED ACTIONS CAN CAUSE SEVERE OR IRREPARABLE DAMAGE TO THE WEB SITE. THIS INFORMATION IS INCLUDED HERE PURELY FOR GENERAL INFO AND AS A GUIDE TO KNOWLEDGABLE ADMINISTRATORS.

APPENDIX A – WEB AND HOSTING CHARGES

The table below shows most of the charges associated with the AEMPRO.org web site at DreamHost.

Component	Dreamhost	
	Period	Shared Unlimited
Domain registration, AEMPRO.org	Annual	\$ 15.99
with privacy protection	2 yrs	\$ 31.98
Hosting	Monthly	\$ 9.95
	Annual	\$ 119.40
	First 3 yrs	\$ 286.20
	Next 3 yrs	\$ 286.20
Email		Included, unl
Site Backup (CodeGuard)	Annual	\$ 36.00
SiteLock		
Privacy		
SSL		Included
Dedicated IP		Included
WordPress Plugins: (would be the same for all plans and hosting comp		
Akismet Anti-Spam	Monthly	\$ 5.00
If Menu		Free
MailChimp for WordPress		Free
MailChimp User Sync		Free
Social Networks Auto-Poster		Free
Personalize Login (w/DAV mods)		Free
Symple Shortcodes		Free
WP Mail SMTP		Free
Google Analytics Dashboard		Free
PayPal Donations		Free
Varnish HTTP Purge		Free
WP Super Cache		Free
Yoast SEO Plugin		Free

APPENDIX B – EVALUATING DONATION PLATFORMS

*This is from a menu prepared by Dave Violette while evaluating donation platforms early in the web development process and explains what platforms were considered and why **Charitable** was selected.*

While I have not conducted an exhaustive review of candidates, I have visited several sites that offer reviews and from that I narrowed the search down to a handful. I then downloaded and tested three: GiveWP, Charitable, and SKT Donations. I found the latter did not provide the options I think we need and besides I do not like the looks of their forms. That leaves GiveWP and Charitable.

You can learn more about GiveWP at <https://givewp.com/>.

You can learn more about Charitable at <https://www.wpcharitable.com/>.

There are some minimum features that are necessary for a platform to work for us:

- Must support processing through PayPal.
- Must not charge a separate fee for using the platform.
- Must be compatible with the latest version of WordPress and be actively maintained.
- Must work with any/most WordPress themes (the basic appearance of the web site).
- Must provide widgets that allow adding donation forms at various places in web site.
- Must provide donor with an emailed receipt acknowledging the donation.
- Must notify donor if a donation payment did not clear PayPal.
- May support funding campaigns (time limited) in addition to open-ended donating.
- Must record donor and donation data in a database and provide reports for admin.
- Must allow showing multiple suggested donation levels on the form.
- Must collect donor name and email address.
- Must allow programmer to extend the code with custom functions.

Here are some other desirable features:

- Allow donors to request anonymity in reports.
- Allow donors to make mail-in (offline) donations.
- Allow donors to set up recurring donations.
- Collect added donor information such as mailing address, phone, etc.
- Provide donors with ability to capture a PDF donation receipt for tax purposes.
- Allow donors to download annual giving receipts for tax purposes.
- Allow donors to give a little extra to offset PayPal fees.

Both GiveWP and Charitable offer a free core version that can be downloaded and installed at no cost and that provides all minimum features. This path does not offer support or updates to the programming.

GiveWP offers a Basic Plan costing \$240 per year which provides a license for one site, priority support, and automatic updates. GiveWP offers a Plus Plan costing \$360 per year which provides everything the Basic Plan provides plus includes addons for recurring donations, adding address and other fields to the donation form, allowing donors to offset the fees, and allowing donors to AEMPRO.org

dedicate their donation to someone or something. GiveWP offers a PDF Receipt addon for \$32 per year and an Annual Receipt PDF addon for \$49 per year. There is also a Manual Donation addon costing \$32 per year which allows the admin to manually add a donation and assign it to a donor.

Charitable offers a Starter Package costing \$49 which provides a license for one site, premium support, and updates for one year. That includes anonymous donations and donor comments. Their Plus Plan costs \$99 per year and includes a newsletter connect addon plus some other features. Their Pro Plan costs \$249 per year and provides a license for one site, premium support, and updates and includes recurring donations, donor fee offset, and some other features. Under Charitable, annual renewals are billed at a 50% discount.

I don't have info about how often each have been updated, but I think it happens several times a year with small changes each time. In general, I think it is wise to get and maintain a license to have the updates and the support.

From the initial exploring I have done, I think the two are comparable in terms of setup and maintenance.

GiveWP stands out because it offers the PDF addons, but that is not a deal-breaker. GiveWP's cost is considerably higher, and Charitable seems to offer almost all we want at a lower cost; it does not offer the PDF addons.

If we are going to adopt a web-based donation platform I would suggest that Charitable be our choice.

APPENDIX C – WHAT IS WEB SITE INTENDED TO DO

The following is taken from a memo prepared by Dave Violette and given to the Board early in the development process. It shows some things that might be considered and offers some questions to be answered. It is included here for future reference and use.

WHAT IS OUR WEB SITE INTENDED TO DO?

In order to create an effective web site for AEMPRO we need to decide on several topics.

Who is our audience?

In order to create an effective message, we need to know to whom the message is directed and what they need to know about AEMPRO.

- Is our audience the mobilehome, RV, and park model owners? How do we appeal to them and get them to come to our web site?
- Is our audience those from whom we want donations? How do we appeal to them and get them to come to our web site?
- Is our audience the many volunteers who teach classes and those we would like to get to volunteer? How do we appeal to them and get them to come to our web site?

Web site structure, pages, and menu

What web pages do we want to have?

What should be the menu structure to show those pages? The prototype site structure looks like this, with main menu items and subitems:

Welcome

Useful Links

Mobilehomes

Landlord-Tenant Act

Fair Housing Rights

Relocation Fund

Park Models

RV Act

RVs

RV Act

Park Owners

Landlord-Tenant Act

RV Act

Fair Housing Rights

Sponsors

Schedule

Workshops

Obviously, this structure needs to reflect the needs of our audience.

Tracking accomplishments

We need to be upfront about what we accomplish.

Should we track progress on donations?

Should we track numbers of classes taught? Number of people in classes?

Should we track numbers of volunteer teachers? Other?

Do we show this tracking on the landing page or inside?

Web site design

What do you like about the prototype site?

What don't you like?

Preparing web content material

Who is going to create and maintain the material for content in the various web site sections and pages? The Webmaster and Connie will do the actual posting and formatting of content.

APPENDIX D – SIGNIN CREDENTIALS

(these will be provided later)