**WEBSITE MANAGEMENT**

*Username: Karen*

*Password: kjd1968*

Enter via the 'login' tab at bottom of HOME page.

Kismet program to prevent spam in tribute posts: Username: adamsfunerals PW: Zcf20+

***Posting New Funeral Notices:***

* *Click on POSTS, on LH side menu bar*
* *Click on Add NEW*
* *Enter details with funeral Service first (Enter over two lines, second line begin just before  
  address. Then on next line enter burial or cremation details. (Use capitals for surname and  
  capitals for day of funeral.)*
* *To add photo of deceased, Click on add media tub above post details and add from photo file used for front cover of service sheet.*
* *To add map destination, click on link symbol. Post the URL from our Website addresses of  
  churches and cemeteries on file. Hit enter! Hover mouse over link and click on edit. In the  
  description of link paste "Location of funeral can be found here"*
* *To add a share on face book link (only shares the funeral info) click on the coloured balls icon and click on share only!*
* *ALWAYS click on UPDATE or all changes and editing will be lost!!*

***Adding new photos or text to pages:***

* *Click on pages on side bar*
* *Click on all pages*
* *Select page to update*
* *Alter text or import new media files for photos*

*(All photos must be altered on photoshop to add borders of change shapes saved and uploaded as a media file to website before adding to pages) unable to alter photo in website editing.*

***Altering the tub layout:***

* *Login to editing*
* *Choose Appearance*
* *Choose Theme Options*
* *Scroll down to Menu bor grid choose new option (there are 7 choices)*

***Adding a Map URL:***

* *Go to word doc. in website folder (shared doc’s AG Adams; K drive)*
* *Copy address required*
* *Place curser on position required on webpage and click on the link button (looks like a chain link or figure of 8), paste URL in box, click apply (arrow button)*
* *Highlight link, click the pencil button, click wheel button, add wording from word doc. to 2nd box (link text)*
* *Click update*

***Embedding an extra viewing screen (Two funerals at once)***

<div style="padding:56.25% 0 0 0;position:relative;"><iframe src="<https://vimeo.com/event/>2626707/embed" frameborder="0" allow="autoplay; fullscreen; picture-in-picture" allowfullscreen style="position:absolute;top:0;left:0;width:100%;height:100%;"></iframe></div>

Paste into the Live stream page under the first embedded live stream text, as a second embedded live stream code.