

Berner-IWG homepage tutorial.

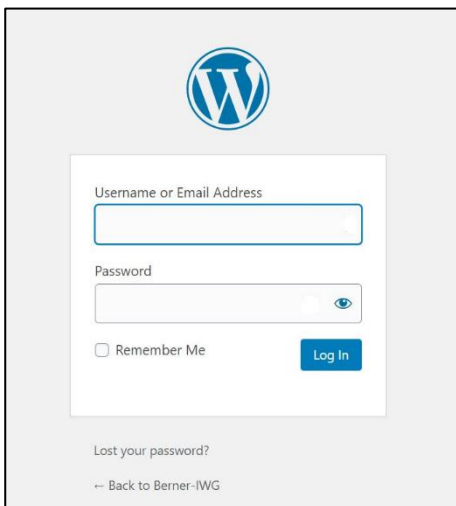
This is a description of how to log on to the Berner-IWG homepage, maintain your club's page and leave a post in the blog.

Start by opening the homepage www.berner-iwg.org

On all the pages is a top menu. To the far right is the "Login" option.



Click "Login" and you get this picture.

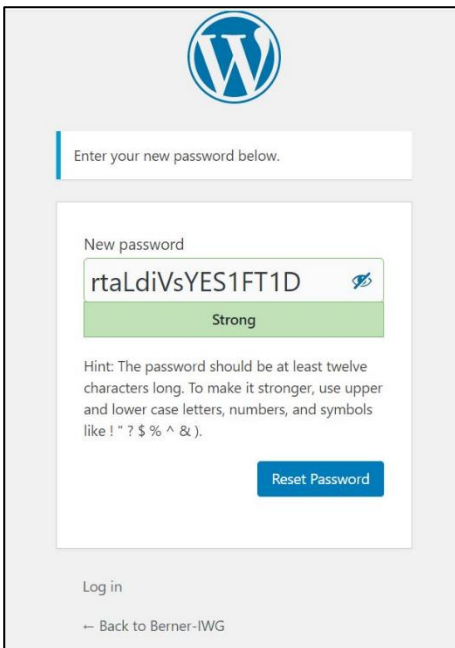


You receive your username and password by personal email.

Should you forget your password, click "Lost your password"

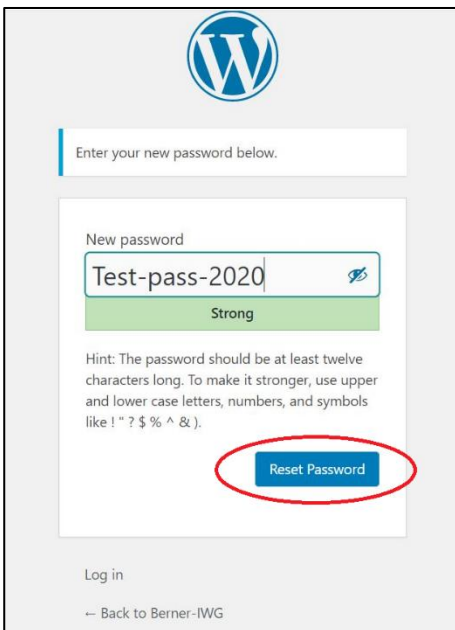
Now you must enter your username or email address, and you will receive an email with a link to create a new password.

This link will direct you to this:



The image shows a WordPress password reset form. At the top is the WordPress logo. Below it is a text box with the instruction "Enter your new password below." The main form area is titled "New password" and contains a text input field with the value "rtaLdiVsYES1FT1D". Below the input field is a green bar with the word "Strong" in white text. Underneath is a hint: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &)." At the bottom of the form is a blue button labeled "Reset Password". Below the form are links for "Log in" and "Back to Berner-IWG".

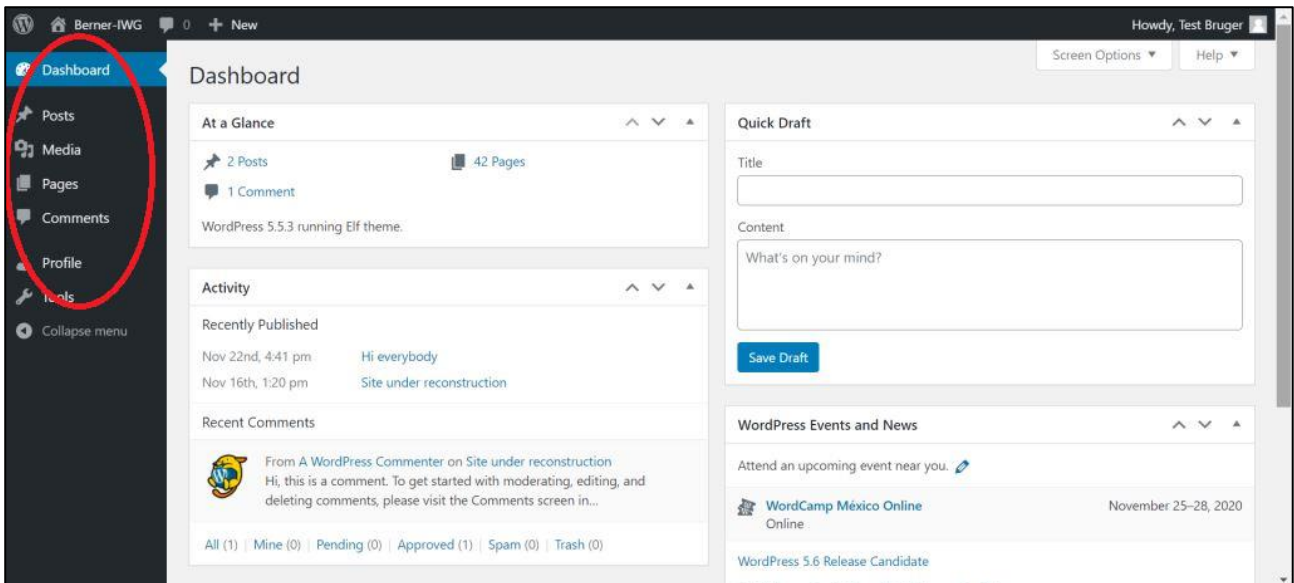
The autogenerated password is very secure, but also impossible to remember, so if you wish, you can just write your own suggestion instead, like this:



The image shows the same WordPress password reset form as above, but with the text input field containing the user-defined password "Test-pass-2020". The "Strong" indicator and hint remain the same. The "Reset Password" button is circled in red to indicate it should be clicked.

Type in the password you want to use and click "Reset Password". Then you can go back to the Berner-IWG homepage and log in.

Once you are logged in you will see an administration page (dashboard) like this:

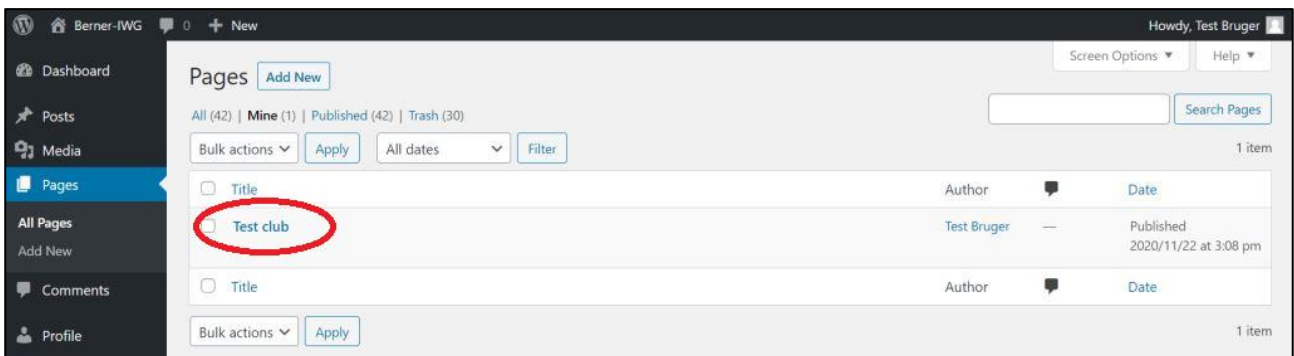


In the menu to the left are your choices.

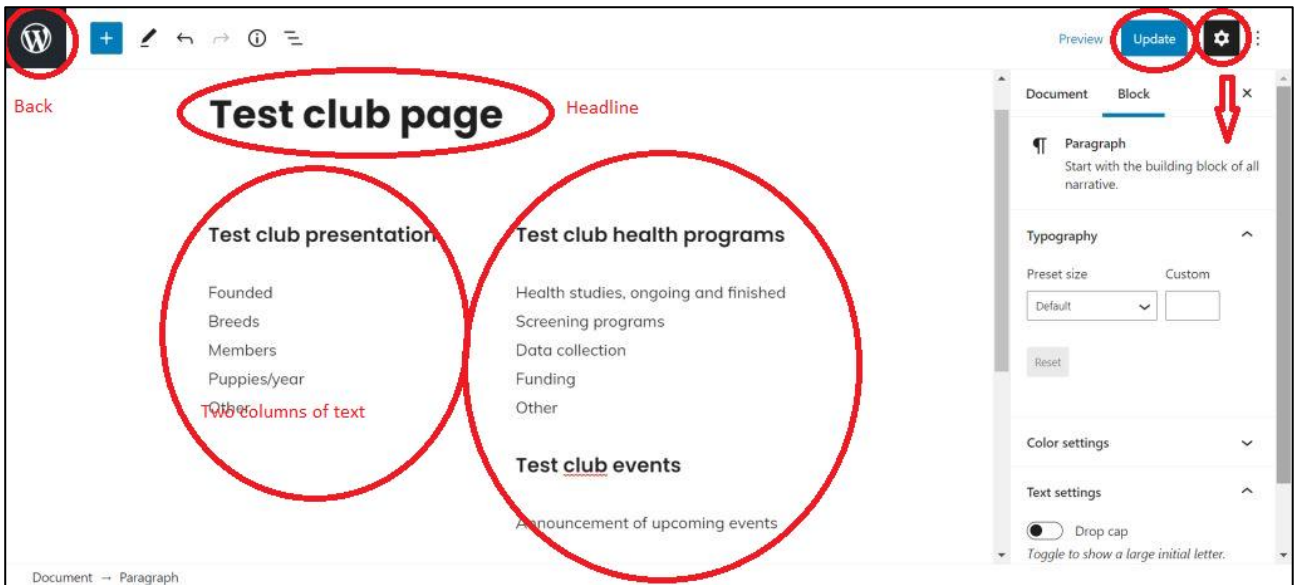
- You can add a post to the blog. Your post will appear on the "News" page. I suggest, you write a post every time you have updated your club page. You can also write a post to spread some news to the group.
- You can go to the Media page to upload a picture or a file, that you want to use on your club page.
- You can go to "Pages" where you will see your club page and edit it.
- You can edit your profile. Change your byline name or your password (you cannot change your username).

You cannot delete anything, so don't be afraid to mess things up.

When you click on "Pages" you will see a page like this:



You will see the title of your club page, and if you click it, it will open for you to edit it.



This is an editor view, so the fonts and size of things is not exactly as they will appear on the actual homepage.

First is the headline of the page. If you change this, it will also be changed in the “Clubs” menu of the homepage.

Next are 2 columns of text. If you have not edited the page before, there will be some words there, suggesting what you might want to put in. But you are the boss here. If you want to, you can write anything you want on the page.

Put the cursor somewhere in the text and start typing.

Every time you hit “Enter” the “block” you are writing will be terminated and a new is opened. You can choose what you would like to put in the block. A picture, some text (paragraph), a heading (choose size H4 to keep all the headings the same size), a gallery, a bulleted list, or – the list goes on.

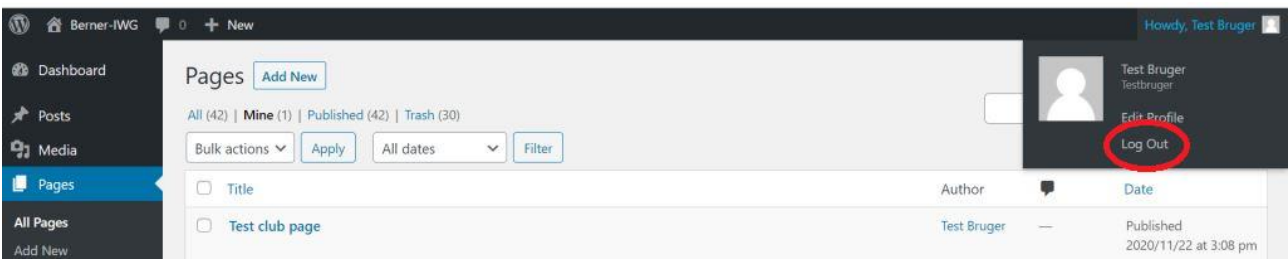
The “settings” panel to the left can be toggled on and off by clicking the gear icon at the top.

When you are finished editing don’t forget to click the “Update” button to save your changes.

The “W” button top left will take you back to the Dashboard.

When you have edited your page, please leave a post in the News blog.

Finally, you log off by clicking on your name in the top right corner.



All done!