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# Introduction

Vous n'avez pas encore de site personnel ?

Get a personal website

## Au sujet de cette documentation

This guide is intended to help you maintain your own website. It assumes that you have a fully configured website, as we offer it. The manual is to be understood more as a starting aid and does not claim to explain the used system, WordPress, in detail. WordPress, however, has a clear design and it's well translated. To get started, it's best to simply play with the different functions and you will soon be familiar with WordPress. **Trying it out is the be-all and end-all, you can't break anything.** 

For the sake of fairness the screenshots in this documentation are sometimes in english, sometimes french or german – even though your installation will be well translated into the language of your preference.

Do you prefer this Manual as PDF?

### WordPress est bien documenté en ligne

If you get stuck, a Google search is recommended in any case. Word-Press is so widespread that almost every question is answered by a small tutorial or a forum post. If you don't find what you're looking for on Google, we'll be happy to help. Just email us.

Now we wish you a lot of fun and success.

# Main terms

### Frontend

The actual website is referred to as the frontend. This is the part that you want to present the visitors and that can be reached via your web address. Example: gruene.ch

### Backend

The backend is used to compose and change the content. That is, what is finally visible in the frontend. The backend can only be reached by login. To get to the backend, you call up the start page of our website and append /wp-admin to the URL. Example: yourdomain.com/wp-admin

#### Content types

Content is presented to the user either on posts, pages, events or archives. Beginners often find it difficult to choose the right content type. Therefore, it is important to know the following types.



Figure 1: screenshot of the frontend

### Pages

Pages contain content that is usually unique and timeless. A classic example is the *contacts* page. Unlike posts, pages are usually linked directly in the menu.

### Posts

Posts are used for content that can be categorized. So p.ex. news, press releases etc. but not for static contents like the *about me* or the *contact* page. Posts appear in archives while pages don't. Posts are usually not linked directly in the menu, but they can be reached over the archives of their categories. A post can be part of several archives.

### Archives

In the WordPress jargon, an archive refers to a collection of posts. The posts are automatically presented in their archive (selected by the category). It is impossible to add content directly to an archive. You must always create a post. Archives are created through a category and it's pages are only created through a entry in the navigation.

🕼 🏤 My Sites 🕋 M	luster Person 🕂 New 🛗 Events			Howdy, Hugo Der	Testmann 📗			
🚳 Dashboard 🔸	Dashboard			Screen Options 🔻	Help 🔻			
Home My Sites	At a Glance		Quick Draft		*			
Search Stats	I 7 Pages		Title					
Posts Ⅲ Events	WordPress 5.2.1 running Les Verts theme. Activity		Content What's on your mind?					
약] Media 때 Pages 때 People			Save Draft					
<ul> <li>Forms</li> <li>Appearance</li> <li>Users</li> </ul>	No activity yet!		WordPress Events and News Attend an upcoming event near you.		*			
🖋 Tools	Search Statistics		WordCamp Europe Berlin, Germany	Thursday, Ju	n 20, 2019			
Settings	Default		WordPress mit Elementor so richtig stylen Bern, Switzerland	len Thursday, Jun 27, 1				
<ul> <li>SEO</li> <li>Smush</li> <li>Collapse menu</li> </ul>	Today         Past 30 Days           No searches for this time period.         No searches for this time period.           View Full Stats         View Full Stats		WordPress Meetup Bern Bern, Switzerland The Month in WordPress: May 2019	Thursday, Ju	ul 25, 2019 18:00			
			WPTavern: In Case You Missed It – Issue 26 WPTavern: Justin Tadlock Propose Idea to Solve Common Theme Issues WPTavern: WordPress Spanish Translation Team Now has Meta Sites, Apps, Top 200 Plugins 100% Translated					
	News from Modern Tribe	*						
	WordPress Website Tips for Auditing the User Experience of Your Site How to Perform a Back-End Audit of Your WordPress Website Announcing Event Tickets 4.10.6.1 and Event Tickets Plus 4.10.6.1 What's New with Promoter Announcing The Events Calendar, 4.9.3.1		Meetups [과   WordCamps [과   News [과					

Figure 2: screenshot of the backend

CRUINE LES VERTS	Aktuelles	Themen	GRÜNE Schweiz	Publikationen	Q	MITMACHEN	DE   FR   IT
	Startseite → Publi	kationen → Medie	n → Medienmitteilungen				
	Medi	enmi	tteilun	gen			
			<b>DSSpaket zur För</b> tellung, Medienmitteilungen	-	ichstellung (	ein	
			*streiks lancieren die GF sie die Gleichstellungsb			•	
	WEITERLESEN	>					
			g: Jetzt muss de echte und Demokratie, Inter				
	Sibel Arslan zur WEITERLESEN	0	alratsdebatte zur Konze	rnverantwortungsiniti	ative		
	Die GRÜNE	N gehen vo	oran für die Gleic	hstellung und r	nehr Frauen	in	

Figure 3: screenshot of an archive

### **Events**

Events are used to announce your happenings. They display a few special fields like a time and a location where they take place. Once over the will be hidden from the default event archive, as soon as they are past.

# Login

To edit your site, you first have to login to the backend.

# Login address

Add /wp-admin to your domain name to get to the login screen.

So the login address will be something like https://yourdomain.com/wp-admin.

Benutzername oder E-Mail-Adresse
Passwort
m
Angemeldet bleiben Anmelden
Passwort vergessen?
← Zurück zu Maria Muster

Figure 4: login screen

# Lost password

The *lost your password* function is your friend! You didn't get an email? Have you checked the spam folder?

# Edit the front page

# Precondition

Make sure you're logged in.

### How to get to the edit screen

There are mainly two ways:

1. Go to the front page (on the frontend) and click the *edit page* button.

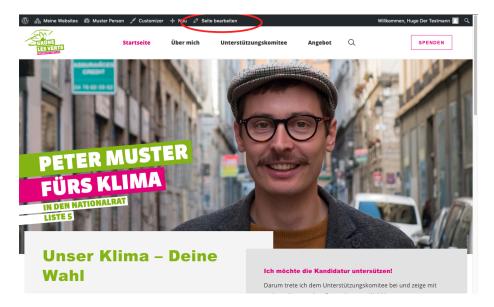


Figure 5: Screenshot

1. Go to Pages, hover the mouse pointer over the front page and click the Edit link.

# You'll master it

The front page is the most advanced page to edit. Once you master it, editing other pages is peanuts. And even the front page isn't that complicated!

# The main campaign

This is the main content block with the images the bars etc.

Just play around with the main campaign elements in the edit mode of the front page and you'll find out how it works.

🕼 🏤 My Sites 🔗 M	uster Person + New 🛗 Events			Howdy,	Hugo D	ler Testi	mann
Dashboard	Pages Add New		Scre	en Opti	ons 🔻	He	elp ▼
🖈 Posts	All (8)   Published (7)   Draft (1)   Trash (2)   Cornerstone content (0)				5	Search P	Pages
m Events	Bulk Actions   Apply All dates   All SEO Scores	All Readability Scores     Filte	ər			1	8 items
및 Media	Title	Author	Date	Ð	1		Þ
Pages	Datenschutzerklärung — Draft, Privacy Policy Page	cyrill	Last Modified 2019/02/06			٠	٠
Add New	Spenden	cyrill	Published 2019/05/28	0	0	٠	٠
Forms	Edit   Quick Edit   Trash   View   Duplicate Page	cyrill	Published 2018/12/04	0	0	۰	٠
🔊 Appearance	Über mich	cyrill	Published 2019/05/27	0	0	٠	٠
🚢 Users							
F Tools	Unterstützungskomitee	cyrill	Published 2019/05/27	0	0	•	•

Figure 6: Screenshot

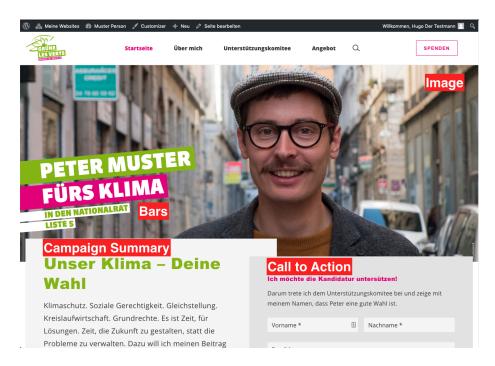


Figure 7: Screenshot

### **Campaign Summary**

The main idea of the campaign summary is, to provide the reader with your main mission in very few words. If you need more space, you can create a dedicated page and link it to the campaign summary using the *Read more button*. For now, just keep it short. Once you know more about pages, adding the link is intuitive.

### Call to Action

The call to action section is designed to easily involve your visitors. Add a form with a very low level involvement, like one to subscribe to your newsletter. See the forms chapter on how to create new forms.

### Saving changes

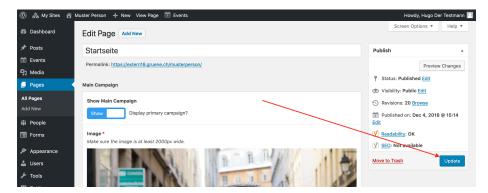


Figure 8: Screenshot

This may take a few seconds. Wait until the page reloads.

# The content blocks

All other content on the front page, is to be added and edited in the *Content Blocks* section. Content blocks can be positioned in any order and you are free to add any type of block.

Every content block has a *Block Title*. The block title refers to this:

You can link the block title to an archive (category), any page, post or event on this website (internal), an external URL or simply don't link it at all (none).

### Positions

Use the positions block to present your political views to the visitors with a few keywords. If you want to tell more about it, you are free to create a page for every position block and add it as read more target.

🕼 🚓 My Sites 🔗	Muster Person + Nev	w View Page 🇰 Even	ts	Howdy, Hugo Der Testmann 📃
<ul><li>ℬ Dashboard</li><li>★ Posts</li></ul>	If full width is set to column block.	o yes, the block will span t	the whole page (both columns) else it will only take the place of a single	
聞 Events 약기 Media	2 Events		Events Content Block	
Pages       All Pages       Add New	About this Block Displays a teaser o	f your most recent events.		
⇔ People ⊡ Forms	Block Title • Use a generic title : Title	like the category of the bl	ock. Then link it to this category.	
<ul> <li>➢ Appearance</li> <li>▲ Users</li> <li>➢ Tools</li> <li>☑ Settings</li> <li>☑ SEO</li> <li>☑ Smush</li> </ul>	Link	Link Type Category Internal URL None	URL Whttps://extern18.gruene.ch/musterperson/demo/events	Add new block here
<ul> <li>Collapse menu</li> </ul>	Max events to sho Visitors can always 6		the «Show all events»-Button.	
	Yoast SEO			•
	<u>Need help?</u>	×	🚖 <u>Go Premiur</u>	<u>n</u>

Figure 9: Screenshot



Figure 10: Screenshot





#### **Events**

The events block displays your upcoming events. To create events, see the events chapter.

### Testimonials

Present your supporters using a testimonials block. You must add the testimonials in the people section first.

#### Single Post / Page Teaser

If you want to feature a special page or post on your front page, use this block. Create the page or post first. This block can be added multiple times.

### Double Post / Page Teaser

This works analogous to the Single Post / Page Teaser but shows two teasers at once.

#### Latest Press Release

This block is especially designed for party websites. You can configure this block, to always display the newest post of a certain category (provided the posts were created with the *Press Release* template). If the given post contains a quote, the quote will be displayed instead of the lead.

#### Vote Recommendations

This block is especially designed for party websites. Place it close to the top. The main goal is, to provide all your vote recommendations at single a glance. You should link either a post where you explain your position in detail, or a

# Veranstaltungen



### Sammeln Gletscherinitiative

Juni 22, 2019 | 10:00 – 12:00 Bärenplatz St.Gallen, Bärenplatz, St.Gallen



## Parkplatzfest

Juni 22, 2019 | 11:00 – 22:00 Grabenhalle, Unterer Graben 17, St. Gallen



## Festrede Berufsmaturität GBS

Juli 3, 2019 | 16:00 - 18:00



### 5G Mobilfunk – Grandios? Gefährlich?

August 22, 2019 | 19:00 – 20:30 Saal Pfarreiheim Hinterforst, Brandgasse 12, Hinterforst

### ALLE EVENTS ANZEIGEN >

Figure 12: Screenshot

#### Membres des VERTS

# **VERT** est notre passion



« Je me suis engagée chez les VERTS pour participer à un monde plus juste dans une planète vivable. Je poursuis mon engagement pour que mes petits enfants puissent vivre dans une société équitable et encore écoutre les oiseaux. » Annick Kolb, active militante dans le canton de Vaud, retraitée et



« Nous allons prendre des décisions politiques cruciales dans le social et pour le climat. Chez les VERTS, je peux défendre mes valeurs en faisant partie d'un mouvement tourné vers l'avenir. »

Barbara Wyss Flück, travailleuse sociale en milieu scolaire, députée au Parlement soleurois et viceprésidente des VERTS du canton de Soleure



« Forêts, lacs et prairies... la Suisse a encore beaucoup à faire en matière de protection de la nature. Les VERTS s'engagent pour préserver nos espaces vitaux, vivants et sains, pour nous et les animaux. » Eticus Rozas, conseiller en cybermarketing, comité des VERTS de Zurich



« Je méngage chez Jes VERIS afin de me battre pour la préservation de notre biodiversité, une transition énergique efficace ainsi que pour une réduction massive di notre production de gaz à effe de serre l » Sera Pantillon, député au Grand Conseil Neutràtelos, présidente d

Jeunes Vert-e-s de Neuchâtel

Figure 13: Screenshot

link to an external source, like a committee, where a votes can gather more information.

### Map Block

grand-maman

This is advanced. If you know enough to use it, you most probably don't need this manual.

### Search engines and social media

We use the excellent third party plugin Yoast SEO for search engine optimization and to generate meta information for social media. It you want to know more, here is a great documentation from the vendor itself. However there is one very important thing, that you have to care about: The preview text of the front page for social media and search engines must be edited manually (on all other pages this goes automatically).

Scroll to the bottom of the edit page, then click on the preview text in the Yoast SEO metabox. A text field appears below. Enter your preview text here.

If you want to test how you site looks on facebook, if someone shares it, use the facebook debugger. Enter your URL and hit *Debug*. Since facebook caches things you might have to click *Fetch new scrape information* twice. Elections 2019



# Ensemble pour une #annéeféministe2019

Pour plus d'égalité, il faut plus de VERTS au Parlement. Les élections d'octobre seront décisives : pour une Suisse qui va enfin de l'avant en matière d'égalité.

POURSUIVRE LA LECTURE >

Figure 14: Screenshot

# Nouvelles

# Une Europe verte, une Europe forte



Lors des élections européennes décisives de mai 2019, nous souhaitons rendre le continent plus écologique et social, avec nos partis Verts frères. Ce n'est qu'ainsi que le projet de paix que constitue l'Europe aura un avenir.

# POURSUIVRE LA LECTURE >

# Faisons de 2019 l'année électorale des femmes !



Lors de la session d'hiver, on a élu deux nouvelles conseillères fédérales. Ce n'est cependant qu'un début. Car l'égalité entre femmes et hommes ne fait en Suisse que balbutier. En nous engageant pour un congé parental, pour la grève des femmes du 14 juin 2019 [...]

### POURSUIVRE LA LECTURE >

Figure 15: Screenshot

Communiqués

# Après la grève des femmes, il est temps de partager le pouvoir dans les postes de direction

« L'une des revendications centrales de la grève des femmes était : plus de femmes dans les organes décisionnels. Le Conseil des Etats ne peut pas ignorer cette demande de centaines de milliers de personnes. Contrairement à sa commission des affaires juridiques, il doit maintenant s'engager pour des seuils contraignants de représentation des sexes dans la direction des entreprises suisses. »

POURSUIVRE LA LECTURE >



19 juin 2019 🔹 Adèle Thorens

Figure 16: Screenshot

Abstimmungsempfehlungen —	
Stimmfreigabe zur Sonderjagd	-
Nein zum Milliardenbschiss am Mittelstand (STAF)	NEIN
Umsetzung der EU- Waffenrichtlinie	JA

Figure 17: Screenshot

ast SI	EO	
	Focus keyphrase 🔞	
≮ ¢	Snippet Preview	^
	Startseite - Muster Person https://extem18.gruene.ch > musterperson	
	Klimaschutz. Soziale Gerechtigkeit. Gleichstellung. Kreislaufwir Zeit, für Lösungen. Zeit, die Zukunft zu gestalten, statt	tsotaft. Grundrechte. Es ist Click
	SEO title Title Page Separator Site title	Insert snippet variable
	Slug	
	Meta description	Insert snippet variable
	Klimaschutz. Soziale Gerechtigkeit. Gleichstellung. Kreislaufwirts Lösungen. Zeit, die Zukunft zu gestalten, statt die Probleme zu ve Beitrag leisten. Darum kandidiere ich für den Nationalrat.	

Figure 18: Screenshot

# Edit a page

# Precondition

Make sure you

- 1. are logged in.
- 2. are aware of the different content types.
- 3. know how to save changes.

# Edit existing page

This works exactly as for the front page.

### Add a new page

🚯 🗥 My Sites	😤 Mu	ter Person 🕂 New 🗰 Events			Howdy,	Hugo D	er Testr	nann 📃
2 Dashboard		Pages Add New		Scre	en Opti	ons 🔻	Hel	p ▼
🖈 Posts		All (8) Published (7)   Draft (1)   Trash (2)   Cornerstone content (0)				s	earch P	ages
🛗 Events		Bulk Actions  Apply All dates  All SEO Scores	All Readability Scores	Filter			8	3 items
93 Media		Title	Author	Date	Ð	2	:	1
Pages All Pages		Datenschutzerklärung — Draft, Privacy Policy Page	cyrill	Last Modified 2019/02/06			٠	٠
Add New		Spenden	cyrill	Published 2019/05/28	0	0	٠	•
<ul><li>People</li><li>Forms</li></ul>		Startseite — Front Page	cyrill	Published 2018/12/04	0	0	•	•
Appearance Users		Über mich	cyrill	Published 2019/05/27	0	0	٠	٠
Tools		Unterstützungskomitee	cyrill	Published 2019/05/27	0	0	٠	•
Settings		Vielen Dank!	cyrill	Published	0	0	•	•

Figure 19: Screenshot

# Page elements

### $\mathbf{Title}$

This is your main page title. You can choose a different title for the menu and the breadcrumbs.

# Teaser

By default the teaser is not visible on the page itself, but only used in article previews and for search engines. Its good practice to write a brief summary containing the most important keywords of this page.

If you want to use the teaser as lead, just toggle the switch below it and it will appear on your page.



Figure 20: Screenshot

### Header Image

The size of the header image depends on the visitors screen. It's therefore crucial to set the focal point correctly. Learn more about it in the media chapter.

### **Content Blocks**

As on the front page, you can add multiple content blocks in an arbitrary order using the *Add Content Block* button. Most often you will just use a *Text* block. If you want to find out more about a specific block, just add it. It contains a help text.

### Link Lists

This is optional, it's perfectly fine, if you leave it empty. However if you like to add some additional content, feel free to experiment with it. We invested, to explain it right in the editing mask.

# Navigation

In WordPress nothing appears in the navigation automatically. See the navigation chapter for details on how to add the page to the navigation.

# Edit a post

# Precondition

Make sure you

GRÜNE LES VERTS	Actualité	Thèmes	Les VERTS suisses	Publications	Q	PARTICIPER	DE   FR   IT
PARTAGE	Investir da	ans l'économie	écologique crée des rises sises en Suisse	milliers d'emplois			
	С	eci pour	rait encore	vous inté	resser	Link Lists Title	
Communiqués —			<u> </u>	onsultations <mark>Link</mark> -	Lists Block T	itle	
Succès pour que jamais	l'économie ve	rte : mieux v		évision de l'Ac larchés Publics		antonal sur les Link Lists Link	
05 juin 2019 = com transformation écolo	muniqués, économie, env gique	ironnement, protectio	on de la nature, 19	décembre 2014 = cons	ultations, économi	e, transformation écologique	
Succès pour que jamais	l'économie ve	rte : mieux v	aut tard d	échets		ur le traitement d	es
01 mai 2019 🛚 com transformation écolo	muniqués, économie, env gique	ironnement, protectio		novembre 2014 Cons	uitations, economi	e, transformation écologique	

Figure 21: Screenshot

- 1. are logged in.
- 2. are aware of the different content types.
- 3. know how to save changes.

# Editing or adding a post

This works similar as for pages: In the backend go to *Posts* then click *Add New* or hover over the post you want to edit and click *Edit*.

# Post elements

See the elements for pages as it is the same for the default template.

# Categories

Every post must be assigned to at least one category. This allows you to display it in a corresponding archive. You may tick an existing category or add a new one.

If you don't assign a category, WordPress will automatically add it to the default category *Uncategorized*.

Don't be too specific with your categories. As member of parliament it might be a good idea to add a category *Motion* or *Speech*. Use tags for more specific things like *solar energy* or *AHV*.

The category will be displayed in the frontend.

All Categories	Most Used	
Medienmi	tteilungen	
Personen		
Umwelt		
Energie	e und Klima	
Naturs	chutz	
Raump	lanung	
Verkeh	r	
Vernehml	assungen	

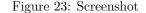
Figure 22: Screenshot



PARTICIPER DE | FR | IT

Startseite → Publications → Médias → Communiqués → A la session d'automn...





By default your posts won't have a date. If you want them to have one (as on the screenshot above), you can configure so per category. Save your post, then navigate to Posts > Categories and edit the category you want to have a date and look out for the *Has date* switch.

### Tags

Tags allow you to add keywords to your post. It does no harm to add a lot of them. They will be showed in the frontend just after the categories. Their main function is to provide an option to link multiple posts of the same topic. Their use is optional.

### Template

There are three different post templates available:

- 1. The *Default Template* is the general template. It's what you will use most of the time.
- 2. The *Overview Page* is here to create a nicely hand curated list of posts. Don't use it for post lists, that will update frequently and maybe wont have an image. Use an archive instead.
- 3. The *Press Release* template is here for your press releases. Use it only for this.

You can change the template in the *Post Attribues* meta box, which is located on the bottom of the right column.

If you can't see the meta box, you may have to enable it in the screen options.

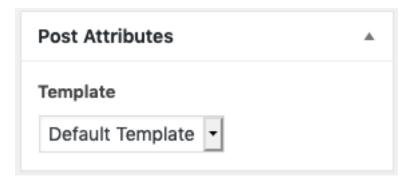


Figure 24: Screenshot

# Screen Options

WordPress let's you customize your edit screen. Tick any boxes you'd like to have visible.

🚯 🕋 GRÜNE Schwe	iz 🕀 1 🕂 New 🖾 Show all languages	🗰 Events	1	Howdy, cyrill 🔃
Dashboard			Screen Options 🔻	Help 🔻
Lasnboard	Add New Post			

Figure 25: Screenshot

# Manage media

# Precondition

Make sure you

1. are logged in.

# The Library

You can manage your assets like PDFs, images etc. in the media library. To upload new content, you may just drag it into the media library.

### Images

### Size

It's best practice to upload images in a **high resolution**. WordPress will automatically downscale the image and serve the correct size (depending on the visitors device and internet connection).

If you have the choice use images with a **landscape aspect ratio**, they work better with the different screen formats.

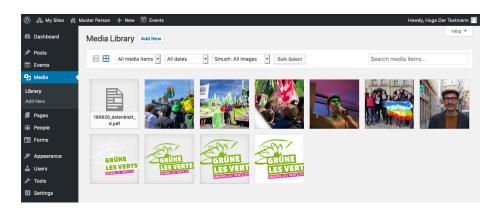


Figure 26: Screenshot

### File format

For the web, it's best to use *.jpeg* for photos and *.png* for graphics and images with text in it.

### **Focal Point**

Because screens have different formats, you should set the focal point of your image. This prevents wired cropping. To set the focal point, change in to the edit screen by clicking the pen on the image (hover your mose over it). Just change the value in the corresponding dropdown and close the dialog box. It is saved automatically.

# Media Link

If you need the url of an asset, you can get it using the Copy Link:

Just click the *Copy Link* label and the link will be highlighted and is ready to copy.

# Add events

### Precondition

Make sure you

- 1. are logged in.
- 2. are aware of the different content types.
- 3. know how to save changes.

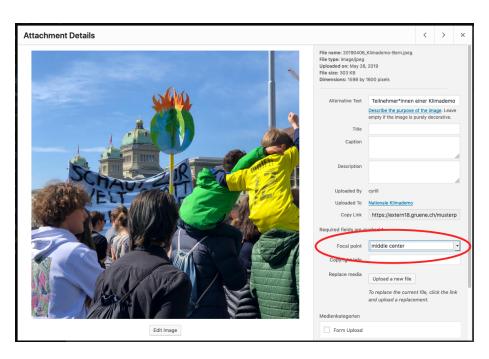


Figure 27: Screenshot

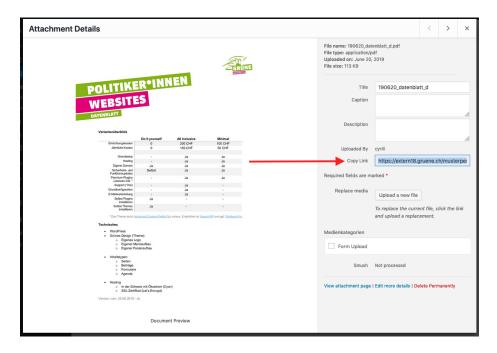


Figure 28: Screenshot

## Editing or adding an event

This works similar as for posts and pages: In the backend go to *Events* then click *Add New* or hover over the event you want to edit and click *Edit*.

Other than for posts and pages, the image is only displayed in the teaser. But it is mandatory (else the design looks really bad).

# Edit a form

The forms will be improved in the next months. Let us know, if there is something that doesn't work as expected or if you have an idea to improve something.

### Precondition

Make sure you

- 1. are logged in.
- 2. know how to save changes.

### Editing or adding a form

The most important thing with forms is testing. Once you created a form, test it! Always! Can you submit it? Did you receive the emails configured? Are the placeholders in the email correctly replaced?

To add or edit a form go to *forms* then click *Add New* or hover over the form you want to edit and click *Edit*.

To get started, it might be the easiest to make a copy of an existing form and play with it.

#### Adding a form to a post or page

Forms are always part of a post or a page. If you want to have a form visible, you have to create a post or page and add it to this post or page. To do so, use a *Form* content block on the correspondig page or post and select the form that should be displayed.

### Form details

Add fields using the *Add field* button. You may **reorder** them by grabbing them on their number on the right hand side and dragging them on the position of desire.

ontent	
is is the main section of this page.	
1 Form	
About this Block	
Show a form	
Form	
Komitee Schritt 1	Ŧ
	Add Content Blog

Figure 29: Screenshot

#### Form fields

Every input field of a form consists of a form field of a certain type. Here is how they look on the frontend:

٦	ext / Email / Phone / Number field	
Thi	s is a help text.	
٦	extarea field	
		//
۵	Drop down field	~
Ra O O O	dio buttons (select one) Option 1 Option 2 Option 2	
Ch D D	eck box (select multiple) Choice 1 Choice 2 Choice 2	
	This is a confirmation field. Use it for your data protection stuff.	

Figure 30: Screenshot

The *Text*, *Email*, *Phone* and *Number* field are only distinguished by their accepted values. A text field will accept any value, an email field accepts only input that looks like a valid email address. So does the phone field for phone numbers. The number field only accepts integers.

If you provide a help text, it is displayed below the corresponding field.

### Submit

Use the **Button** field to define the text on the submit button. The **Button Submitting** field defines the text that is shown while submitting the form.

The **Description** field can be used to provide some additional info next to the submit button.

### After Submit

You can simply show the visitor a message after he has submitted the form (Show message (inline)) or you can redirect him to a dedicated page (redirect to post / page).

### Mails

#### Confirmation

Activate the confirmation to send the visitor an email, after he has completed a form.

For this to work, the form must have exactly one field of type email.

You can use the *{{placeholders}}* in the email template (body) and the subject field to personalise the email.

Be aware, that the placeholder depend on the field label and therefore will change, if you change the field label.

#### Notification

You can specify an email address that will be notified for every form submitted. Usually you may want to configure this.

If you have a form that expects many submission, like a petition, you can also disable the notification. The submissions will always be available in the backend (see submissions).

#### Sender Settings

To reduce the probability your form submission emails will be marked as spam, the sender address is fixed to website@yourdomain.com. However you can specify a nice name, that will be displayed to the user instead to the email address.

For the receivers to be able to respond, you must add the *Reply-to* email address. Usually this is your own email address.

# Submissions

All form submissions are stored on the website.

🚯 🚓 My Sites 🔗	Muster Person 🕂 New 🇰 Events	Howdy, H	Hugo Der Testmann
🍄 Dashboard	Forms Add New	Screen Optio	ns 🔻 Help 🔻
🖈 Posts	All (3)   Published (3)   Trash (2)		Find form
m Events	Bulk Actions   Apply All dates   Filter		3 items
9; Media	Title	Fields	Date
📕 Pages 🍈 People	Komitee Schritt 1 Edit   Trash   Duplicate Form   Submissions	Vorname*; Nachname*; Email*; Mein Name darf im*; Ich gebe mein Einverständnis,*	Published 2019/05/27
Forms	Komitee Schritt 2	Adresse; PLZ; Ort; Berufsbezeichnung; Ich unterstütze Peter Muster; Bemerkungen	Published 2019/05/27
<b>All Forms</b> Add New Submissions	Website Bestellen	Vorname"; Nachname"; Email*; Ich möchte"; Variante; Bernerkung; Ich gebe mein Einverständnis,*	Published 2019/05/28
Settings	Title	Fields	Date
Annearance	Bulk Actions		3 items

Figure 31: Screenshot

Note also the *Export* .xlsx button on the bottom of the submissions page.

# Edit the Navigation

### Precondition

Make sure you

- 1. are logged in.
- 2. have already created the content, that you want to link in the navigation.

### How the navigation works

Unlike you may know it from other website systems or the filesystem on your computer, the WordPress Navigation is independent from your posts and pages. This comes with the advantage of great flexibility at the price of counterintoutiveness.

Think of the navigation as a big list of links, hierarchically ordered. If you create a new page, you have to explicitly add it to the link list aka navigation.

### Edit the navigation

- 1. In the backend goto **Design** (1) >**Menus** (2).
- 2. Select the navigation you want to edit (3) and click *select* (4). Generally you want to edit the *main-navigation*.
- 3. To add a page, expand the page accordion element on the left (5), tick the page you want to add (7) and click *Add to Menu* (8). If the page isn't in the list click *View All* to browse the full list (6).

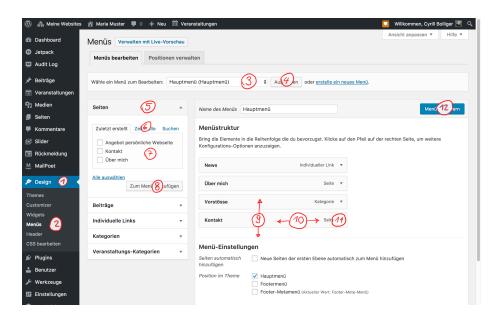


Figure 32: Screenshot

- 4. The page is now appended to the bottom of your link list. Drag it into the right order (9) and the right hierarchy (10).
- 5. When expanding the newly added navigation entry (11) you, you can customize it's label in the menu or remove it.
- 6. Finally you have to save the changes (12).

**Note**: Limit the number of top level menu entries to a maximum of five. Nest your navigation if you have more entries to add. To have **at most five top level entries** is no only best practice in terms of user experience, but also a design limitation of the theme.

### Nesting the entries

Nest your navigation by click dragging any item to the right, just below its future parent item. You can have at most three navigation levels.

**Note**: If you nest the navigation, your root element is no longer clickable (it just opens the subnavigation). If you want the root element to be a reachable link, add it again as submenu entry. You may want to rename the root element (11).

### Adding posts

Usually you only add pages directly to the navigation. Posts are normally linked over it's category. There may however be exceptions. Add them similarly as pages.

# Categories / Archives

Categories in the navigation add links to the archive page of all posts of the given category. New posts will be added automatically, you won't have to change the navigation.

### Custom Links

*Custom Links* can be used to add some external links to the navigation. This can, for example come in handy, if you want to link to the page of your party.

# Profiles, Testimonials, Quotes

# Precondition

We assume you have already gathered some experience with your website and know the basics terms, how to edit or add a post etc.

### General idea

Regardless if you want to show someones profile, a quote or a testimonial, you always have to add the person in the *People* section first. This allows you to reuse the person on different places on your website, without having to care about the photo etc.

### Adding a person

- Go to People > Create.
- The title serves as your internal identifier, it will never be displayed to the public.
- Ideally you add a square photo. If not, it is automatically cropped.
- Read more about testimonials in the testimonials section.

### Profiles

Using Profiles is a great way for a party website to present your bord members, your members of parliament and your candidates.

You may add them with only the minimal information (suits best for board members):

Or with in-dept information about the peron (suits best for candidates):

So to add a profile, add the person first. Then switch over to the page or post where you want to include the person and add a content block of type *Person*.

If you add some additional info, the person block in the frontend gets expandable, like in the second screenshot. Else it will be presented as in the first screenshot.



#### **Regula Rytz**

Präsidentin und Mitglied der Geschäftsleitung, Nationalrätin BE

regularytz.ch regula.rytz@parl.ch

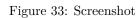
f

y





Gerhard Andrey Vize-Präsident und Mitglied der Geschäftsleitung gerhard.andrey@gruene.ch



# Quotes

Quotes are especially nice in press releases.

To add a quote, first create the person. Then switch over to the page or post where you want to include the quote and add a content block of type *Quote*.

If you do this in a post in the Press Release template and you included the Latest Press Release block on the front page, the quote will be displayed instead of the lead.

# Testimonials

Testimonials can be displayed on the front page or on a regular page or post. However on pages and posts, they appear in a vertical alignment opposed to the front page, where they appear in a horizontal carousel. The order of the testimonials is random for every pageload.

Since we may want to show the testimonials on multiple places on the website, the quote is added directly to the person, so we don't have to repeat it everywhere we insert the testimonials content block. Assign a category to every testimonial (one person can have multiple testimonials, for example for different campaigns). You can then select the testimonials to display by category (in the content block).



Anita Mazzetta - Chur, Jg. 1963

Umweltfachfrau (Geschäftsleiterin WWF Graubünden), Gemeinderätin - "Für unser Klima - für unsere Umwelt - für unsere Zukunft"

WENIGER -

### Ausbildung

- lic. phil. Romanistik
- Lehrdiplom für Maturitätsschulen
- Ausbildung als Moderatorin und Redaktorin

### Politische Erfahrungen und Bindungen

- Gemeinderätin Chur (2018 Gemeinderatspräsidentin)
- Mitglied GPK Gemeinde Chur
- Mitglied Kantonale Natur- und Heimatschutzkommission
- Vorstandsmitglied Vereinigung Bündner Umweltorganisationen, energiefragen.gr
- Stiftungsratsmitglied Reneval Grauhünden, Pro Terra Engladina

### Figure 34: Screenshot



« Après avoir tergiversé pendant des décennies, pas de demimesures ! Tous les couples – homosexuels et hétérosexuels – méritent les mêmes droits. C'est pourquoi les VERTS militent pour une ouverture complète du mariage. En fait partie l'accès aux banques de spermes pour les couples lesbiens. »

Adèle Thorens Goumaz, conseillère nationale VD

Figure 35: Screenshot

#### Membres des VERTS

# **VERT** est notre passion



« Je me suis engagée chez les VERTS pour participer à un monde plus juste dans une planète vivable. Je poursuis mon engagement pour que mes petits enfants puissent vivre dans une société équitable et encore écouter les oiseaux. » Annick Kolb, active militante dans le canton de Vaud, retraitée et grand-mama



« Nous allons prendre des décisions politiques cruciales dans le social et pour le climat. Chez les VERTS, je peux défendre mes valeurs en faisant partie d'un mouvement tourné vers l'avenir. »

Barbara Wyss Flück, travailleuse sociale en milieu scolaire, députée au Parlement soleurois et viceprésidente des VERTS du canton de Soleure



« Forêts, lacs et prairies... la Suisse a encore beaucoup à faire en matière de protection de la nature. Les VERTS s'engagent pour préserver nos espaces vitaux, vivants et sains, pour nous et les animaux. » Eticus Rozas, conseiller en

cybermarketing, comité des VERTS de Zurich



« Je méngage chez Jes VERIS afin de me battre pour la préservation de notre biodiversité, une transition énergique efficace ainsi que pour une réduction massive di notre production de gaz à effe de serre l » Sera Pantillon, députée au Grand

Conseil Neuchâtelois, présidente d

Jeunes Vert-e-s de Neuchâtel

Figure 36: Screenshot

# Edit the Footer

### Precondition

We assume you have already gathered some experience with your website and know the basics terms, how to edit or add a post etc.

# Anatomy of the Footer

The upper part (grey) of the footer consists of multiple widgets, while the lower part (green) contains simply a menu.

### Footer Widgets

We generally advise you to use the three widgets *Link List*, *Button* and *Contact* as your footer elements, but you are free to experiment as well with the others.

#### Add or Edit Widgets

Go to **Design** > **Widgets**. While you have the footer widget zone on the right hand side, you'll find the available widgets on the left. If you want to add a new widget to the footer, choose on the left and drag it over into the *Footer* zone. Expand the widget in the footer widget zone to edit it.

Kantona	Iparteien	Link List	Engagiere dich	Kontakt	
Aargau Basel-Landschaft Freiburg Graubünden Neuenburg Schaffhausen St. Gallen	Appenzell Ausserrho Basel-Stadt Genf Jura Nidwalden Schwyz Tessin	Appenzell Innerrhoden Bern Glarus Luzern Obwalden Solothurn Thurgau	NEWSLETTER ABONNIEREN MITGLIED WERDEN	GRÜNE Schweiz Waisenhausplatz 21 CH-3011 Bern +41 31 25 66 600 Postkonto 80-26747-3 E-MAIL SENDEN	f 9
Uri Zug	Waadt Zürich	Wallis Junge Grüne	Button	Contact	
© 2019 GRÜNE Schwe	iz		fool	ter-navigation Datenschu	itz 🔹 İmpressum

Figure 37: Screenshot

### **Footer Navigation**

The footer navigation in the green bar is just another navigation. You can edit it like the main navigation (under **Design** > **Menu**). Keep it very lean (one to three entries only) and don't nest it.

### Legal limitations

The swiss laws oblige you, to have your address available from every page (if you sell things or raise funds). Therefore we advise you to use the *Contact* widget. Alternatively you may also add an imprint page and link it in the footer navigation.

# Edit the page header

# Precondition

We assume you have already gathered some experience with your website and know the basics terms, how to edit or add a post etc.

# Anatomy of the Header

The green section on the very top (only visible when you first visit the website after a few hours) and the white bar with the navigation below form the header.

How you can edit the navigation is explained in the dedicated chapter navigation. Everything else is explained here.

Ökologisch konsequent. Sozial engagiert. Global solidarisch. <mark>Tagline</mark>					Logo (light variant)	
Logo (dark variant)	Aktuelles	Themen	GRÜNE Schweiz	Publikationen	Q	MITMACHEN DE   FR   IT Get Active Button

Figure 38: Screenshot

# Edit the Header with the Customizer

The *tagline*, the *logos* and the *get active button* can be easely managed through WordPress' *Customizer*. To access the Customizer, log in, go to the frontend and click the Customizer button in the admin bar.

⑦ & GRÜNE Schweiz  ✓ Customizer ○ 4 + Neu Ø Seite bearbeiten Willkommen, cyrill Ökologisch konsequent. Sozial engagiert. Global						mmen, cyrill 🔽 🍳	
solida	arisch.	$\mathbf{N}$					RTS arts.cl
GRUNE LES VERTS	Aktuelles	Themen	GRÜNE Schweiz	Publikationen	Q	MITMACHEN	DE   FR   IT

Figure 39: Screenshot

# Tagline

In the Customzier, go to *Site Identity* and you will find the *Tagline*. Keep it short and verify it looks good on mobile devices as well (simulate different devices using the device icons on the bottom).

#### Logo

You may change the logo also in the Customizer under *Site Identity*. Please upload the inverted version of the logo (white grphics, green font) as the light variant. It is placed in the green section.

If you have, it's best to upload the logos as compressed .svg files. Alternatively you may also upload them as .png files. In either case, verify the have a transparent background!

Use a .png for the site icon.

### Get Active Button

Also the *Get Active Button* is edited in the Customizer, under, surprise, surprise *Get Active Button*. If you don't want to have the button, just leave the fields empty.

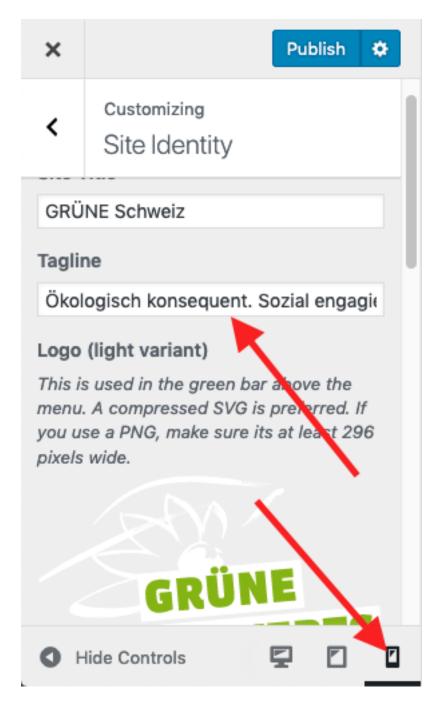


Figure 40: Screenshot

# Donations

# Precondition

### **Payment Partner**

We partner with RaiseNow for online donations. There is a pay as you go subscription model without fixed costs or you can get an advanced subscription. Get a contract, before you proceed.

### Plugin

If your website wasn't installed by us, you may have to install the RaiseNow donation forms plugin.

### **Know WordPress Basics**

We assume you have already gathered some experience with your website and know the basics terms, how to edit or add a post etc.

### Configuring the online donation forms

In the backend goto **Settings** > **Online donations**.

### **API-Key**

The API-Key is provided to you by RaiseNow. If you don't add it, online donations won't work!

### Custom CSS

We recommend you to copy the following lines into the *Custom CSS* field, so the donation form works better with our theme.

```
.lema-container a {
    box-shadow: none;
}
.select2-drop ul li::before {
    content: none;
}
```

# Adding a donation form

In your post or page, where you want to add the donation form, add a text block. Just above the WYSIWYG Editor you'll find a button *Insert Donation Form*. It will insert a so called *short code* that will be transformed into the donation form on the frontend.

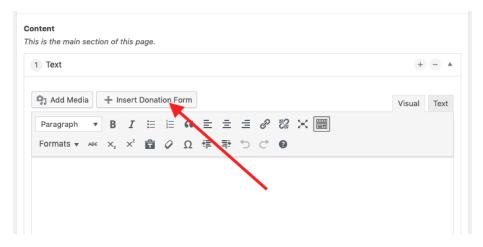


Figure 41: Screenshot

# Trouble shooting

# The form doesn't appear

This is most certainly a problem with your API-Key.

### I get an error when making payments

Usually when RaiseNow confirms you the contract, the put the donation form in *testing mode*, so you can make test donations without having to pay (read the details in the email from RaiseNow). To get the form accepting real value, ask RaiseNow to put the form in *production mode*.