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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. WordPress 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.

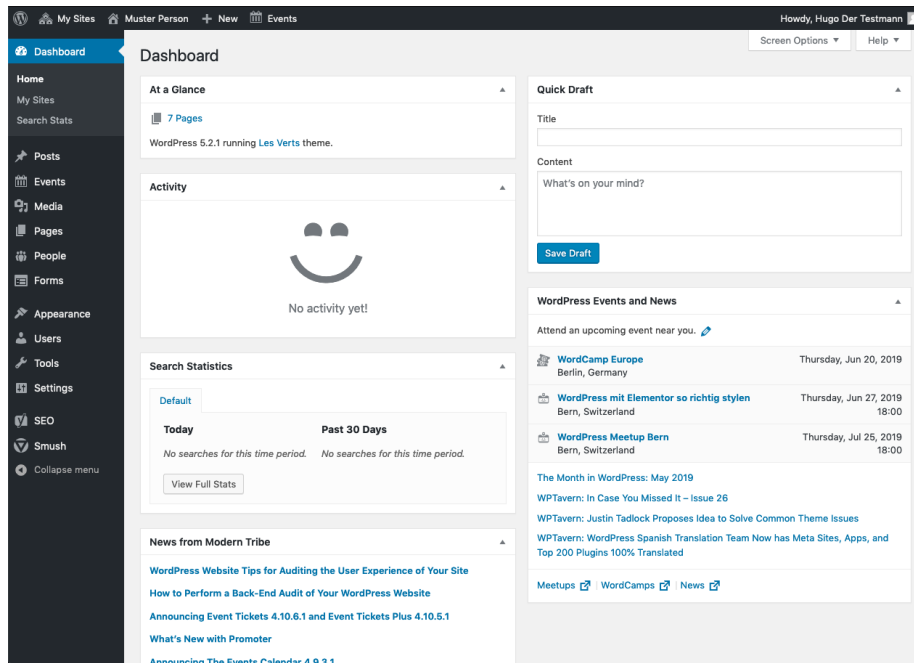


Figure 2: screenshot of the backend

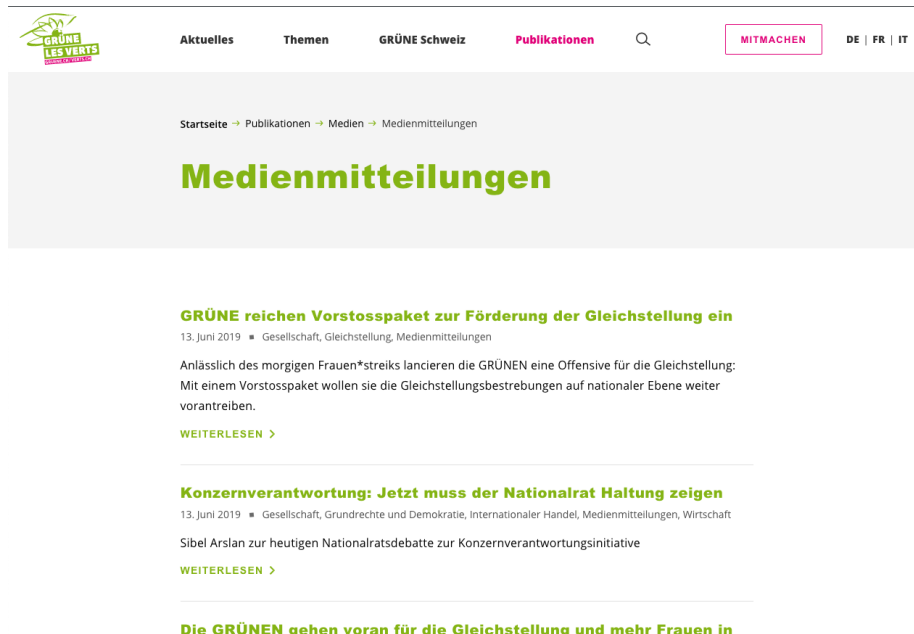


Figure 3: screenshot of an archive

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 they 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`.

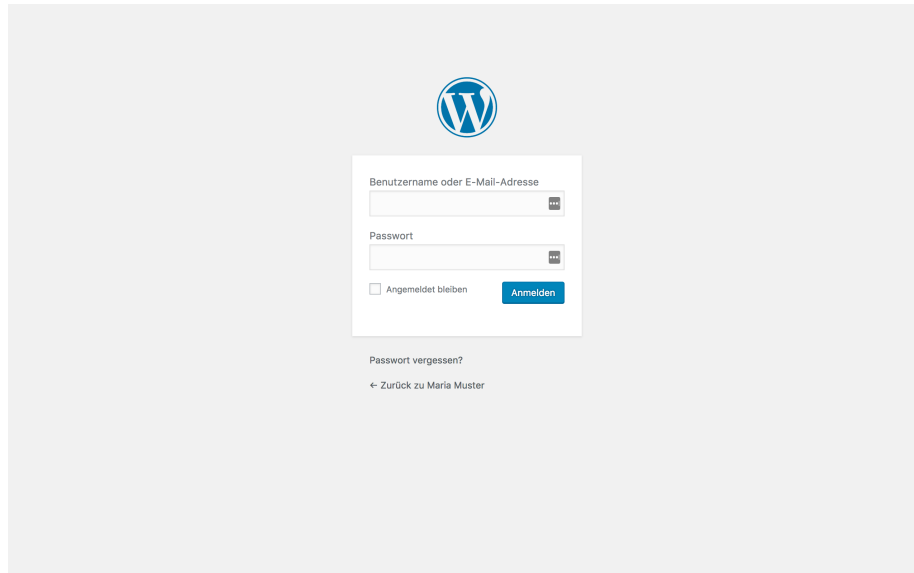


Figure 4: login screen

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.

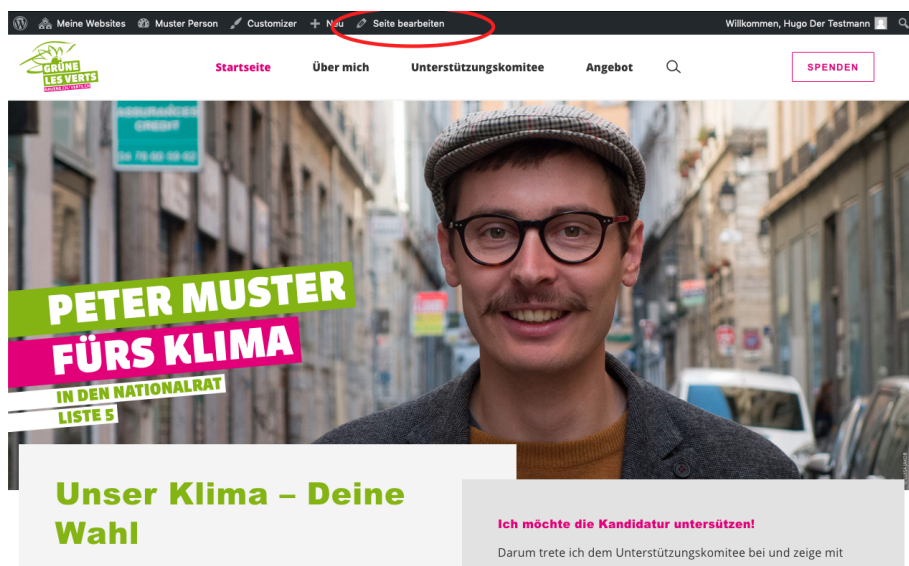


Figure 5: Screenshot

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.

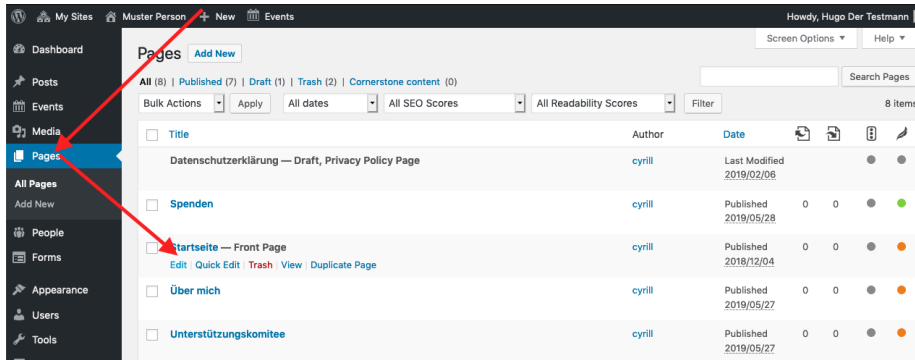


Figure 6: Screenshot

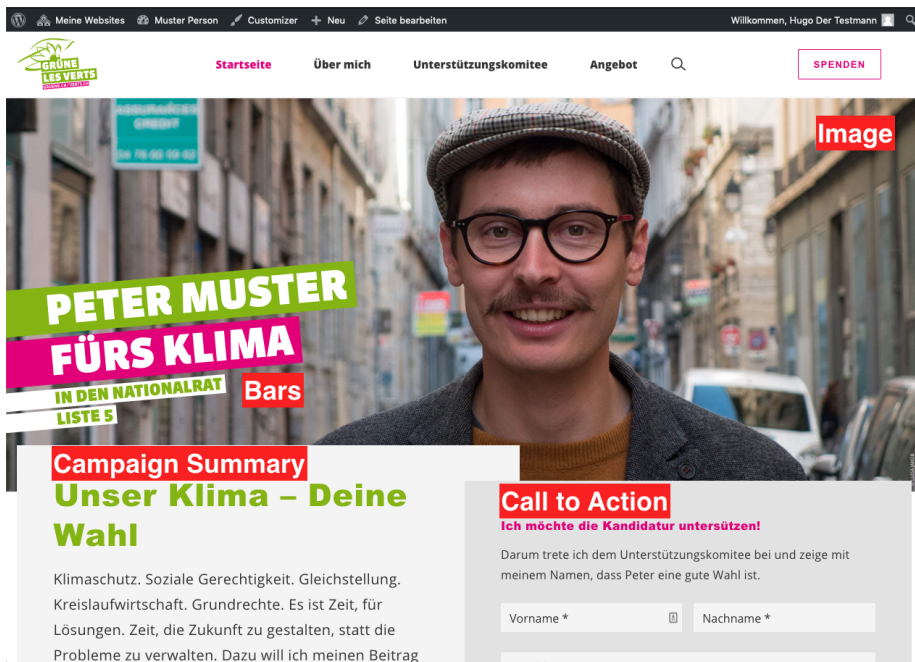


Figure 7: Screenshot

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

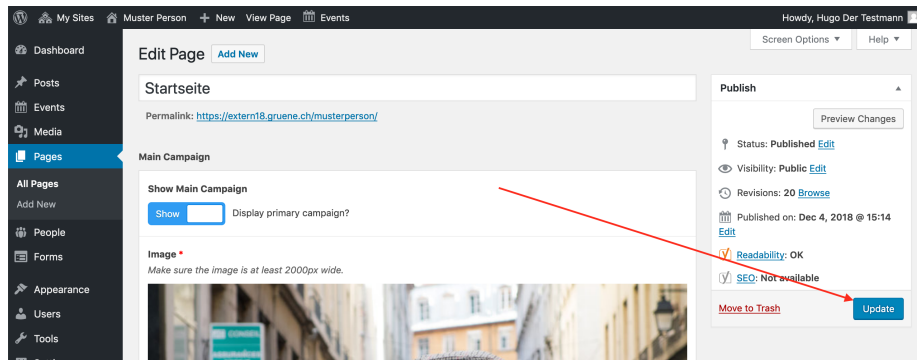


Figure 8: Screenshot

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.

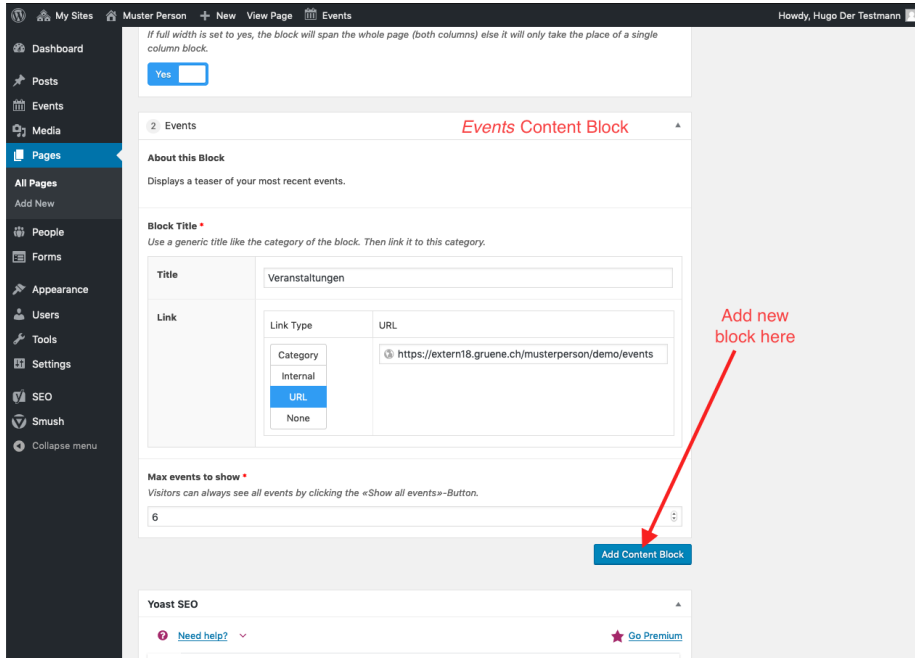


Figure 9: Screenshot

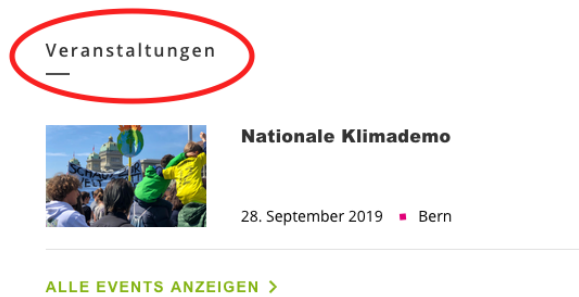


Figure 10: Screenshot



Figure 11: 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



Figure 13: Screenshot

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

Map Block

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. If 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.

[POUR SUIVRE 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 [...]

[POUR SUIVRE 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

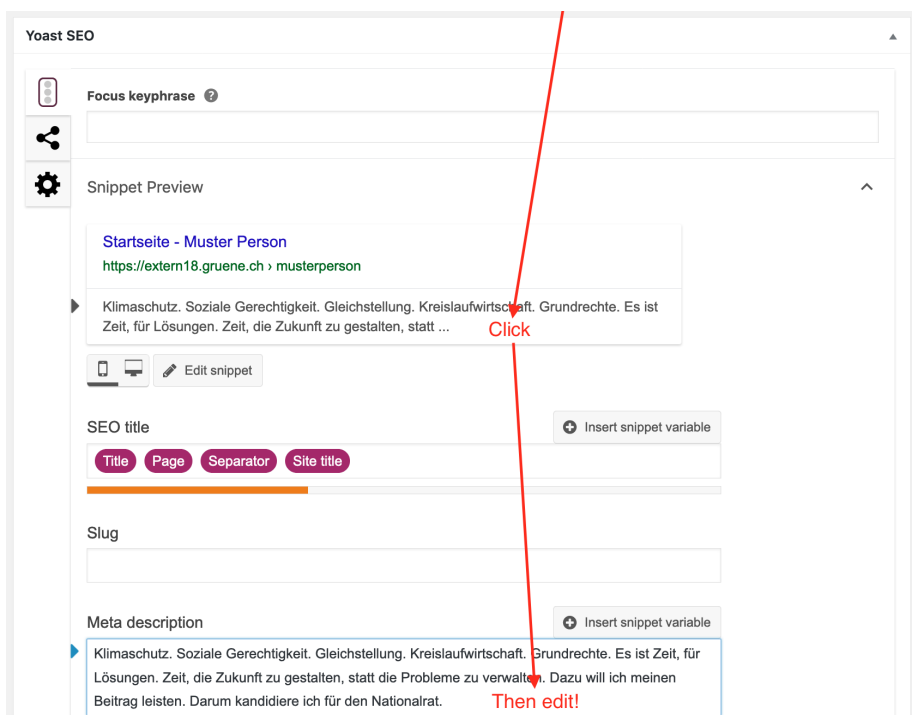


Figure 18: Screenshot

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

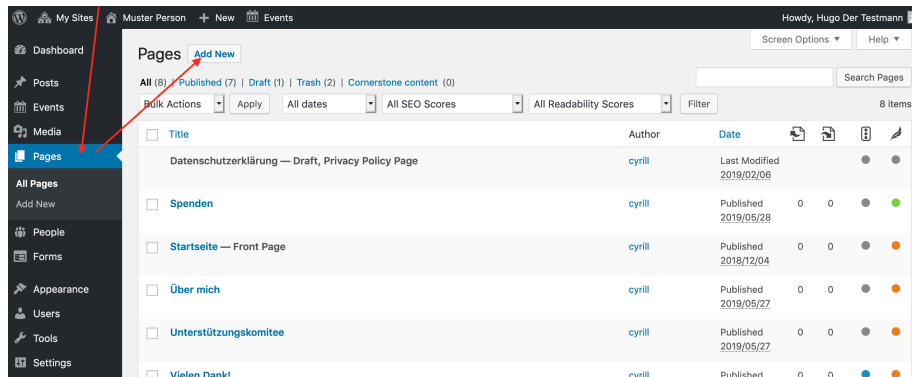


Figure 19: Screenshot

Page elements

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



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.

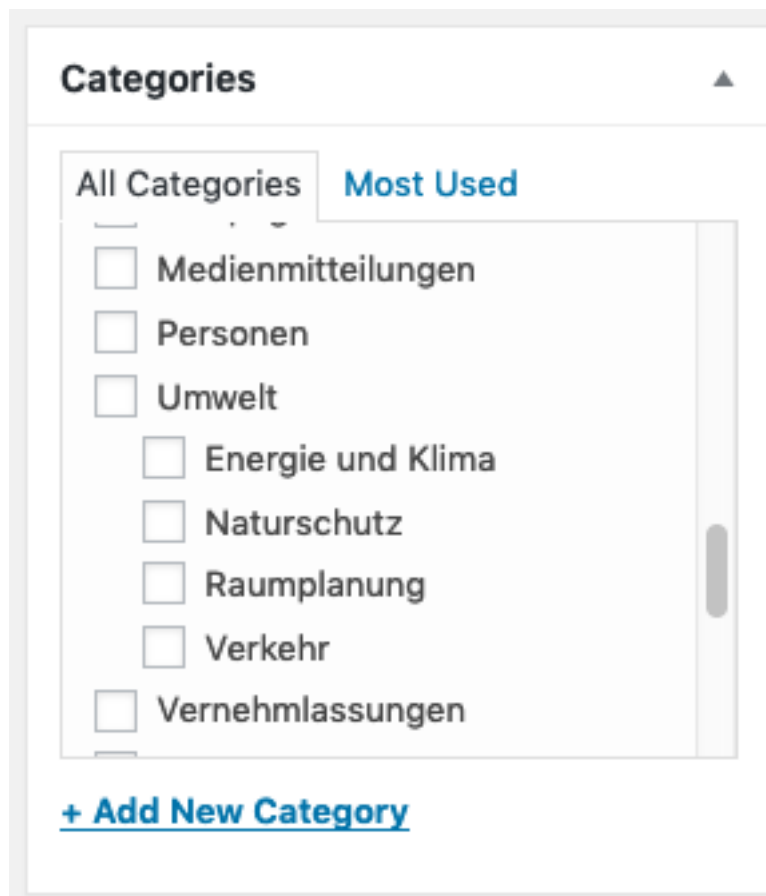


Figure 22: Screenshot



Figure 23: Screenshot

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 Attributes* 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.

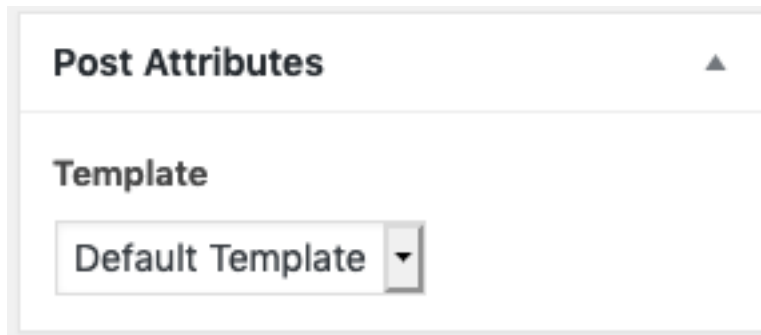


Figure 24: Screenshot

Screen Options

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

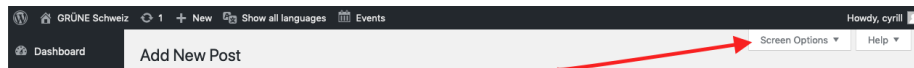


Figure 25: Screenshot

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.

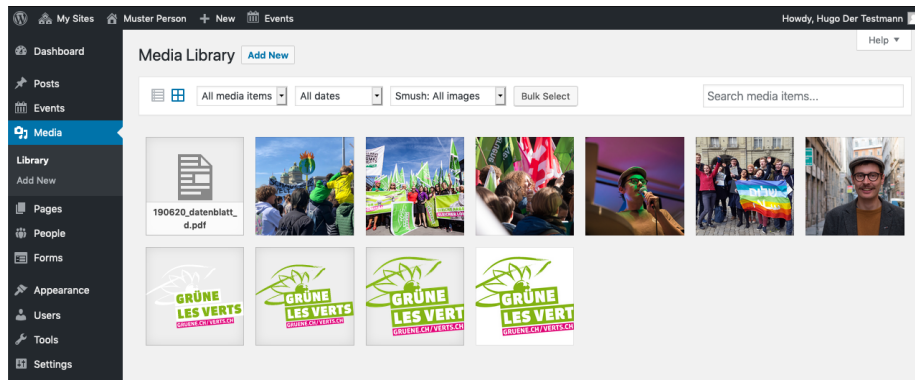


Figure 26: Screenshot

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 mouse 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.

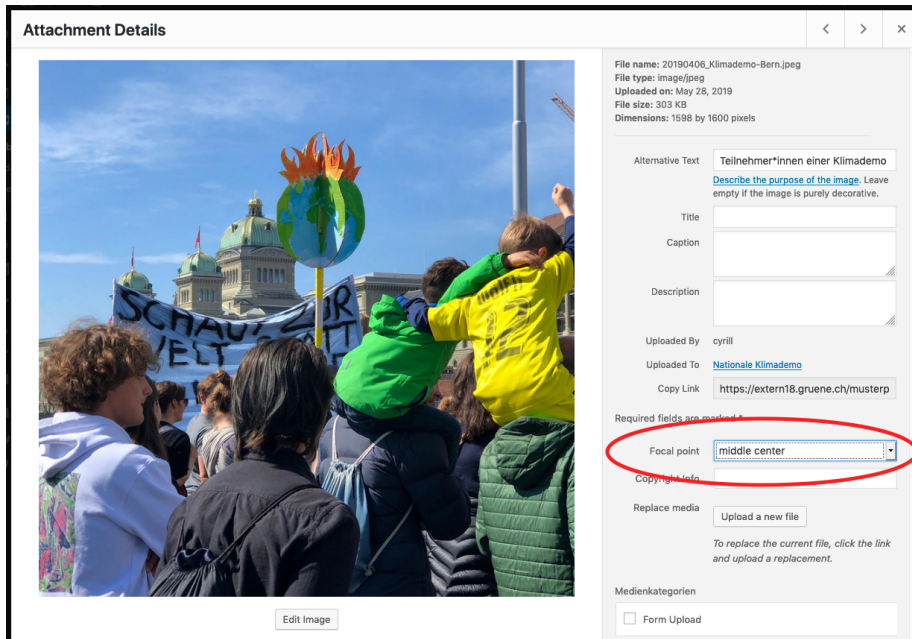


Figure 27: Screenshot

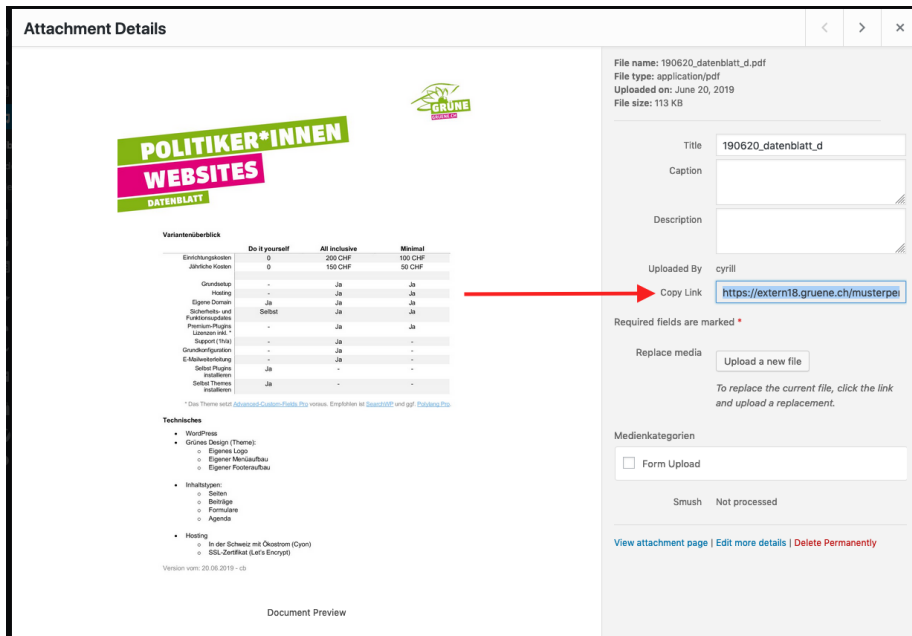


Figure 28: Screenshot

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.

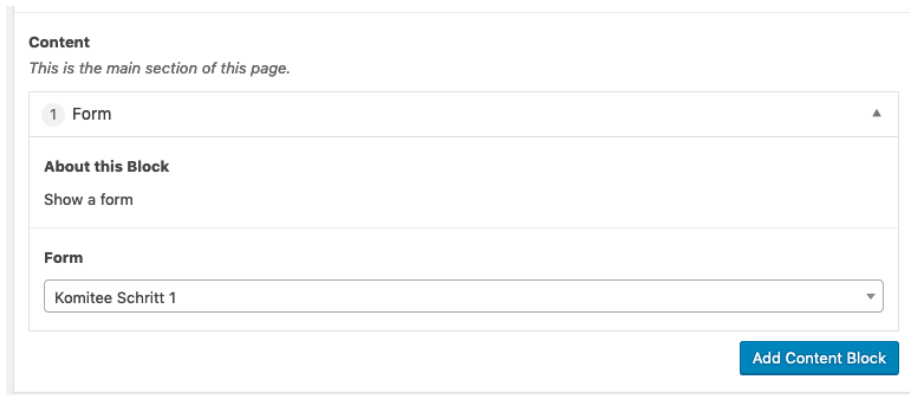


Figure 29: Screenshot

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:

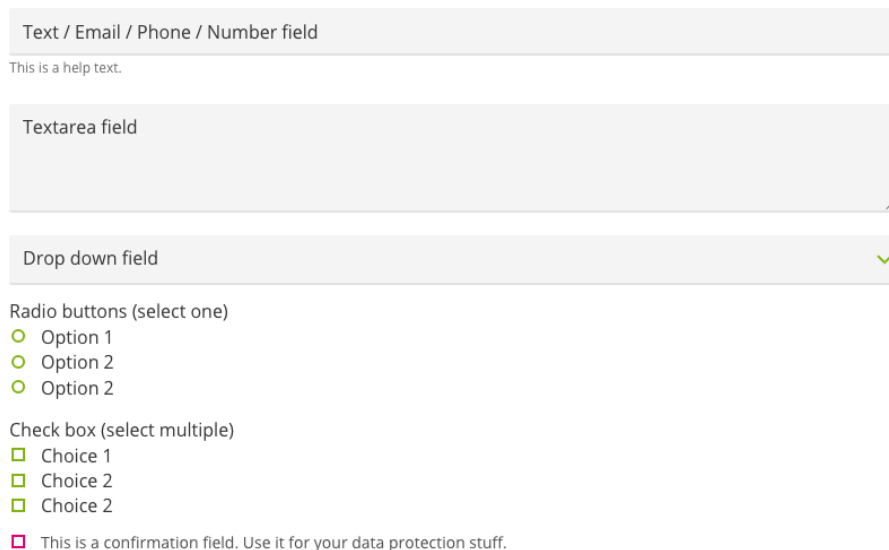


Figure 30: Screenshot

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.

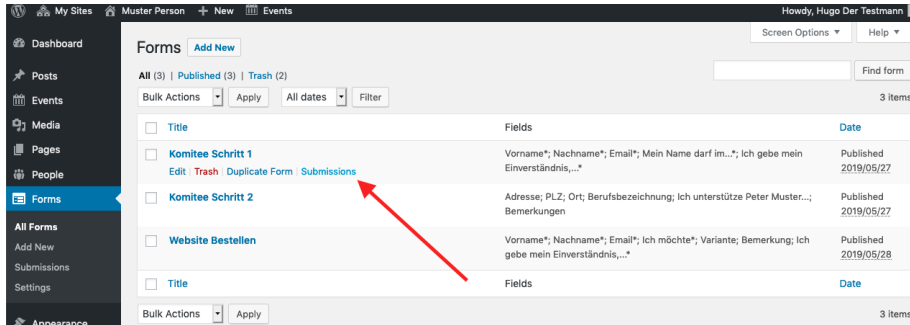


Figure 31: Screenshot

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 counterintuitiveness.

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).

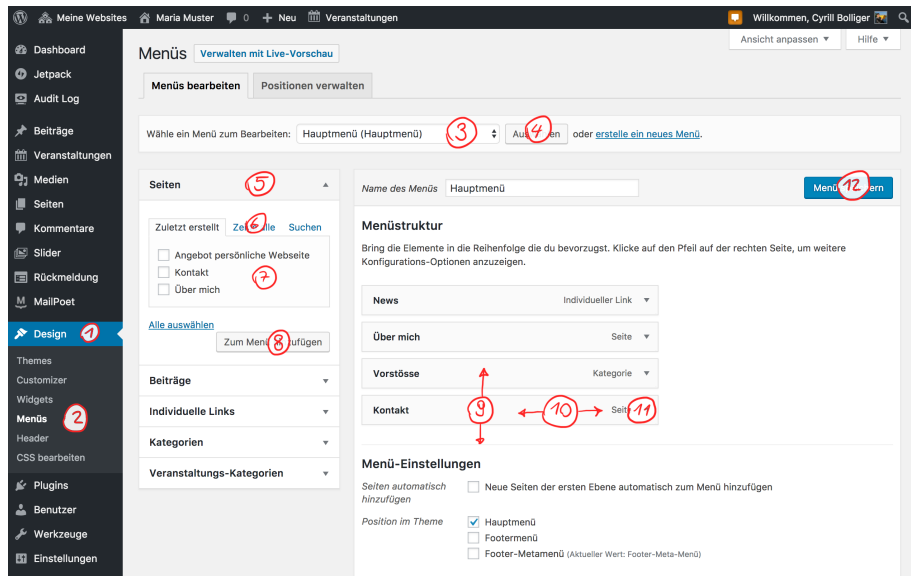


Figure 32: Screenshot

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 not 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.



Figure 33: Screenshot

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 Benevol Graubünden, Pro Terra Engiadina

Figure 34: Screenshot



« Après avoir tergiversé pendant des décennies, pas de demi-mesures ! 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

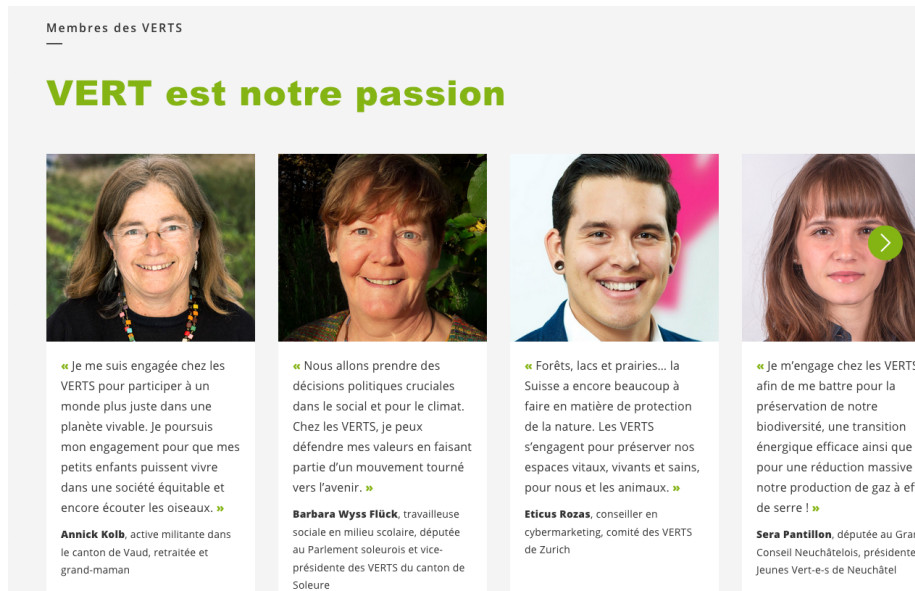


Figure 36: Screenshot

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.



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.

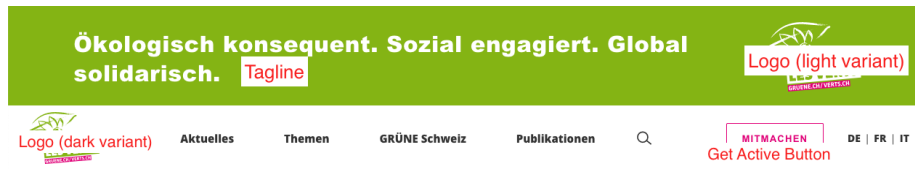


Figure 38: Screenshot

Edit the Header with the Customizer

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



Figure 39: Screenshot

Tagline

In the Customizer, 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 graphics, 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 they 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.

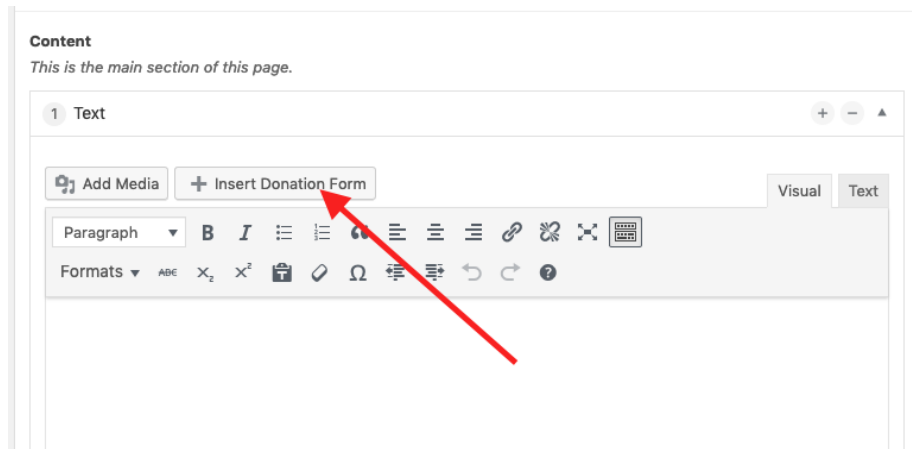


Figure 41: Screenshot

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, they 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*.