



AERA Local Unit Website Instruction Guide

Introduction

We are very happy that you have taken interest in your local AERA unit web site! AERA is offering every local unit the ability to have their own web page. Local units will be able to display any information that they think their members will be interested in. If you would like to start a web page for your local unit, simply follow the instructions below.

Step 1:

Visit the following web address in your browser's URL bar:

www.aeralocal.com

Step 2:

Click the link in the navigation bar labeled "Start A Local Unit Page".

The screenshot shows the AERA website interface. At the top, the logo for the Alabama Education Retirees Association is displayed alongside the tagline "The Voice For Education Retirees". Below the header is a navigation bar with links: Home, Start A Local Unit Page (highlighted with a red arrow), Site Admin Resources, and Contact AERA Main Office. The main content area is divided into two columns. The left column contains a "Connect with AERA!" section with social media icons for Facebook, Twitter, and YouTube, followed by a "Welcome" message and a video player titled "AERA Presidents Message 2012". The right column features a map of Alabama with counties numbered 1 through 9, each in a different color. To the right of the map, three handwritten instructions are provided: "1) Choose your county by clicking on the map.", "2) Choose your local unit.", and "3) See your local info!". A large red curved arrow points from the map towards the bottom right corner.

ALABAMA Education RETIREES ASSOCIATION

The Voice For Education Retirees

Home | **Start A Local Unit Page** | Site Admin Resources | Contact AERA Main Office

Connect with AERA!

Welcome

We are very happy that you have taken interest in your local AERA unit web site! AERA is offering every local unit the ability to have their own web page. Local units will be able to display any information that they think their members will be interested in. If you would like to start a web page for your local unit, simply click the button at the top of this page labeled "Start A Local Page". Let us know if we can help you in any way.

AERA President Message

AERAPresidentsMessage2012

AERA Facebook

Find us on Facebook

Alabama Education Retirees Association

1) Choose your county by clicking on the map.

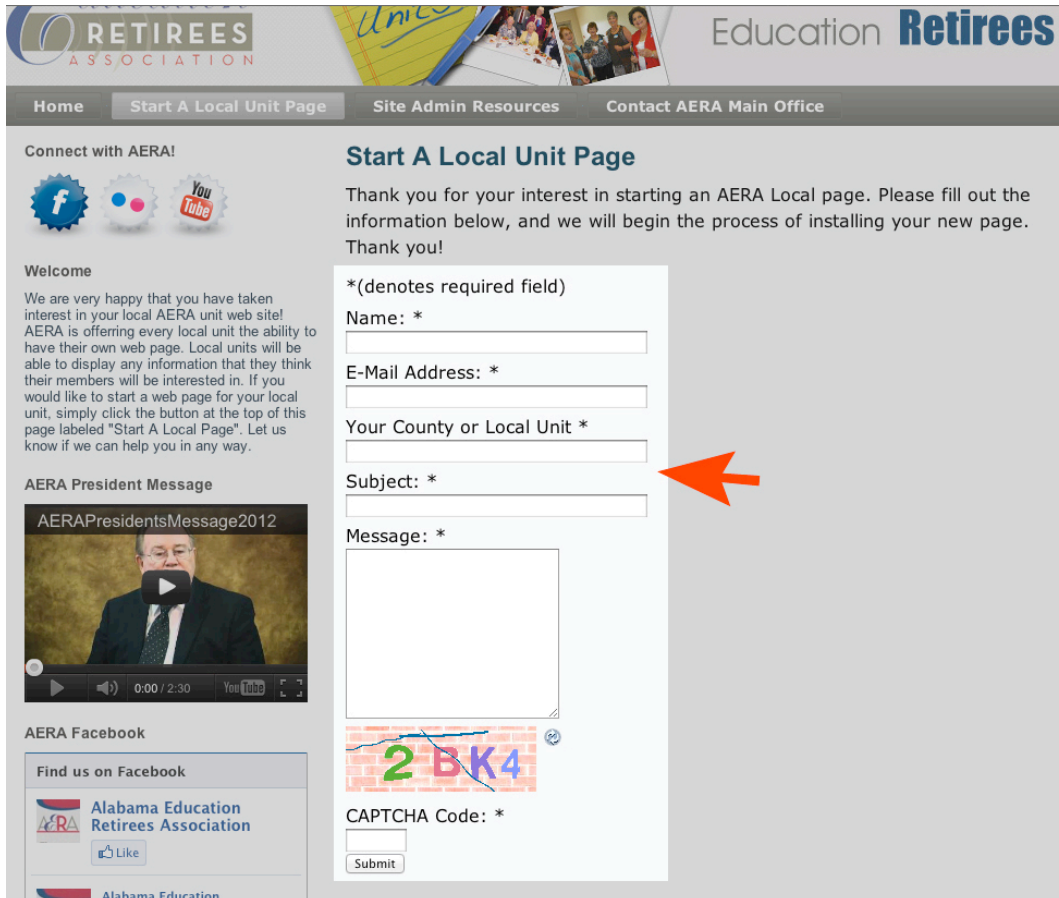
2) Choose your local unit.

3) See your local info!

Step 3:

Once you have clicked the link “Start A Local Unit Page”, you will be taken to a Submit Form. Fill out this information and click “Submit”.

Note: The CAPTCHA code will help us prevent spammers. Enter the letters you see in the box, then click “Submit”.



The screenshot shows the 'Start A Local Unit Page' on the AERA website. The page has a header with the AERA logo, navigation links (Home, Start A Local Unit Page, Site Admin Resources, Contact AERA Main Office), and a banner for 'Education Retirees'. The main content area is titled 'Start A Local Unit Page' and includes a welcome message, a video of the AERA President's message, and a Facebook link. The form itself is on the right, with fields for Name, E-Mail Address, Your County or Local Unit, Subject, Message, and CAPTCHA Code. A red arrow points to the 'Your County or Local Unit' field.

RETIREES ASSOCIATION Education **Retirees**

Home Start A Local Unit Page Site Admin Resources Contact AERA Main Office

Connect with AERA!

Welcome

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AERA President Message

AERAPresidentsMessage2012

AERA Facebook

Find us on Facebook

Alabama Education Retirees Association

Like

Alabama Education

Start A Local Unit Page

Thank you for your interest in starting an AERA Local page. Please fill out the information below, and we will begin the process of installing your new page. Thank you!

*(denotes required field)

Name: *

E-Mail Address: *

Your County or Local Unit *

Subject: *

Message: *

CAPTCHA Code: *

Submit

Step 4:

Once you have submitted this information, your website template will be created for you by Hatfield Taylor Company. This process may take several days.

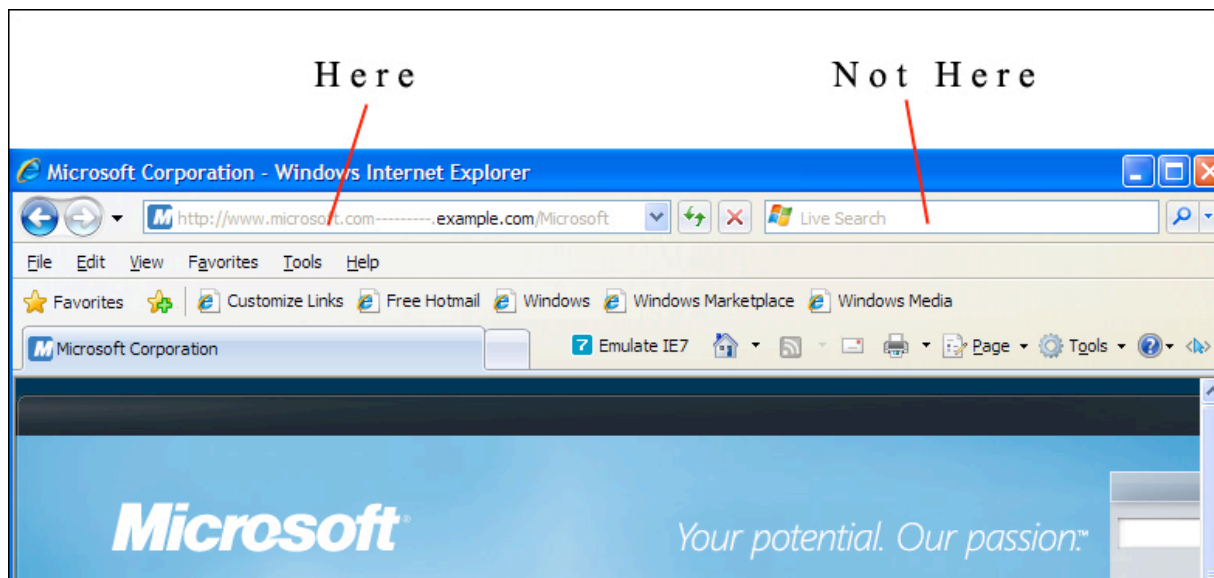
Step 5:

Once your new Local Unit Website has been created, an email will be sent to you with your **Website** address (the website that everyone will see), **Administration Access** address (The place where the administrator will add content to their website. Also known as “Dashboard”), and your Username and Password.

Website Example: houston.aeralocal.com

Administrative Access Example: houston.aeralocal.com/wp-admin

Note: When you type in a web address, make sure it is in the “URL” bar, and not your “Search Bar”. This is a very common mistake with internet users. An example is provided below.



Step 6:

In your “URL” bar, type in the “**Administrative Access Address**” (ex. houston.aeralocal.com).

You will be taken to a login page. This is where you enter your Username and Password provided to you. The example below shows what this page looks like.

A screenshot of the WordPress login page. At the top center is the WordPress logo, consisting of a circular 'W' icon followed by the word 'WORDPRESS' in a serif font. Below the logo is a white login box with a subtle drop shadow. Inside the box, there are two input fields: the first is labeled 'Username' and contains the text 'npeters'; the second is labeled 'Password' and contains ten black dots. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with white text that says 'Log In'. Below the login box, there is a blue hyperlink that reads 'Lost your password?'. At the bottom of the page, there is a blue hyperlink that reads '← Back to AERA Local – Houston County'.

Step 7:

Now you are ready to take a look around the Administrative Area (Dashboard).

There are only two things you need to understand well, and this is how to post a new article, and how to add a calendar event.

Note: You will find tutorials on how to do both of these things at the top of your webpage in the navigation bar. Click the link “Site Admin Resources”. This is found on your website (ie. houston.aeralocal.com). You will find several YouTube videos that will help you if you run into problems.

Below is an example of your “Dashboard”. You may see a page that says you need to upgrade your browser. Please ignore this as your browser should be fine if you have updated recently.

The screenshot shows the WordPress Dashboard interface. At the top, a yellow banner indicates that [WordPress 3.3.2](#) is available and asks the site administrator to be notified. The left sidebar contains a navigation menu with links to Posts, Events, Media, Links, Pages, Comments, Profile, and Tools. The main content area is titled "Dashboard" and features a "Right Now" widget showing site statistics: 1 Post, 9 Pages, 1 Category, 0 Tags, 1 Comment, 1 Approved, 0 Pending, and 0 Spam. Below this, a "Recent Comments" widget shows a comment from "Mr WordPress" on the post "Hello Houston!". At the bottom, an "Incoming Links" widget displays an RSS error message. The right sidebar includes a "QuickPress" button, a "Recent Drafts" section (showing no drafts), a "WordPress Blog" section with links to WordPress 3.3.2 and 3.4 Beta 2, and an "Other WordPress News" section with links to WPTavern and Weblog Tools Collection.

Dashboard

WordPress 3.3.2 is available! Please notify the site administrator.

Dashboard

Right Now

Content	Discussion
1 Post	1 Comment
9 Pages	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme **aeralocal7** with 4 Widgets

You are using **WordPress 3.3.1**.

Recent Comments

From Mr WordPress on Hello Houston! #

Hi, this is a comment. To delete a comment, just log in and view the post's comments. There you will have ...

All | Pending (0) | Approved | Spam (0) | Trash (0)

Incoming Links

RSS Error: A feed could not be found at http://blogsearch.google.com/blogsearch_feeds?scoring=d&ie=utf-8&num=10&output=rss&partner=wordpress&q=link:http://houston.aeralocal.com/

QuickPress

Recent Drafts

There are no drafts at the moment.

WordPress Blog

[WordPress 3.3.2 \(and 3.3.1\)](#)

WordPress 3.3.2 is available! Please notify the site administrator. This update includes several bug fixes and new features, including the ability to upload media. SWFU use by plugins. SWFObj

[WordPress 3.4 Beta 2](#)

Howdy, folks! Another week of development and we're ready to release WordPress 3.4 Beta 2. This update includes 60 bug fixes and feature updates to Beta 2 to make

Other WordPress News

[WPTavern: WooTheme](#)

[Weblog Tools Collection](#)

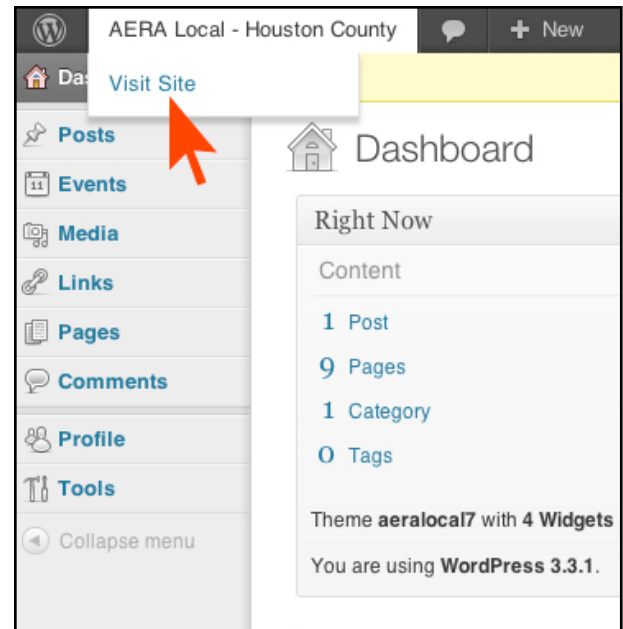
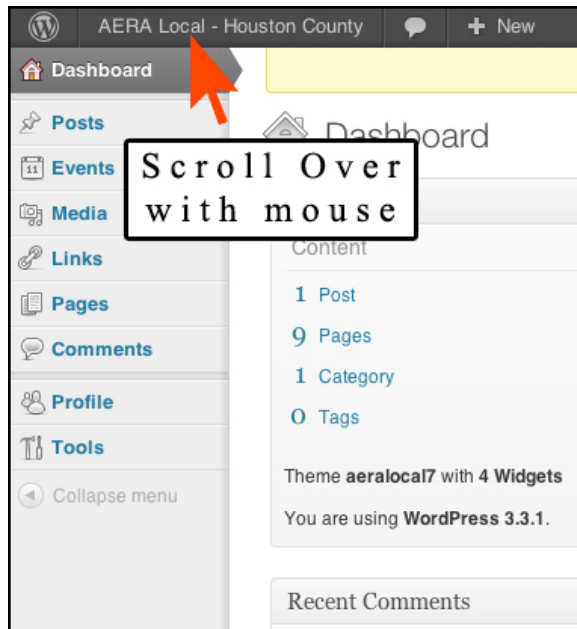
[Weblog Tools Collection](#)

[WPTavern: Critical Up](#)

[Weblog Tools Collection](#)

Step 8:

You can use the “Admin Bar” at the top of the page to view your website if you are in the “Dashboard”, and you can also use the same “Admin Bar” to get back to your “Dashboard” from your website. Below is an example of the “Admin Bar”.

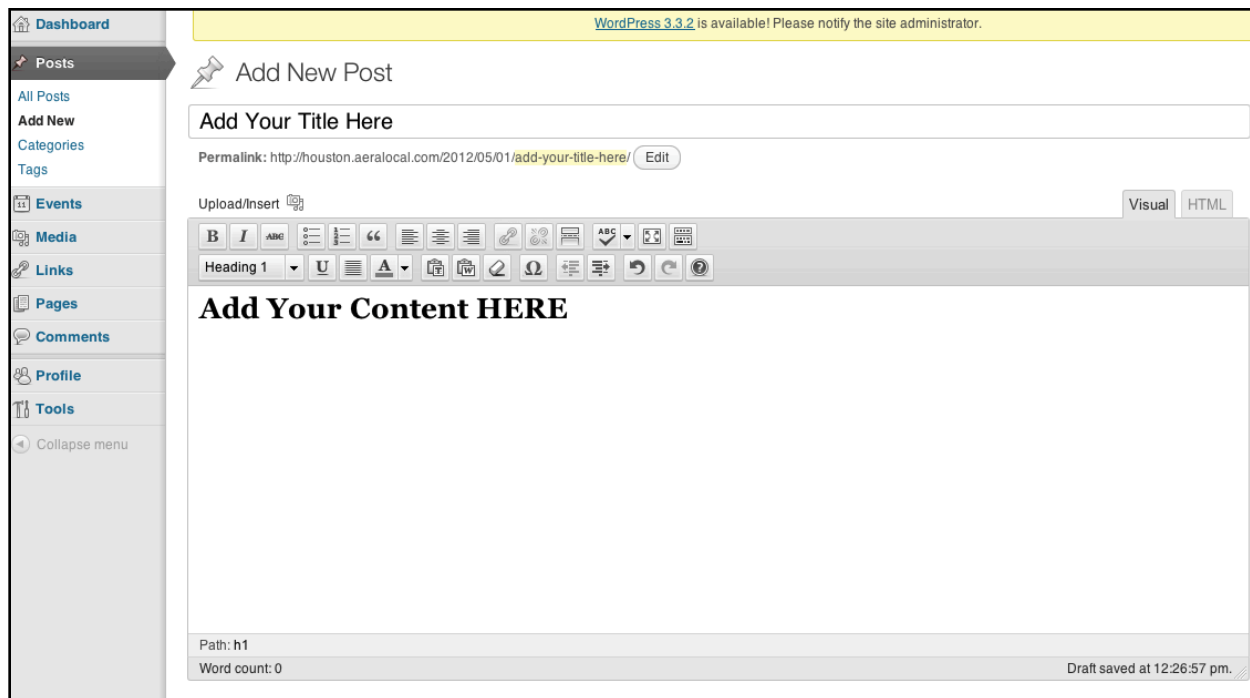


Step 9:

Add your first Post!

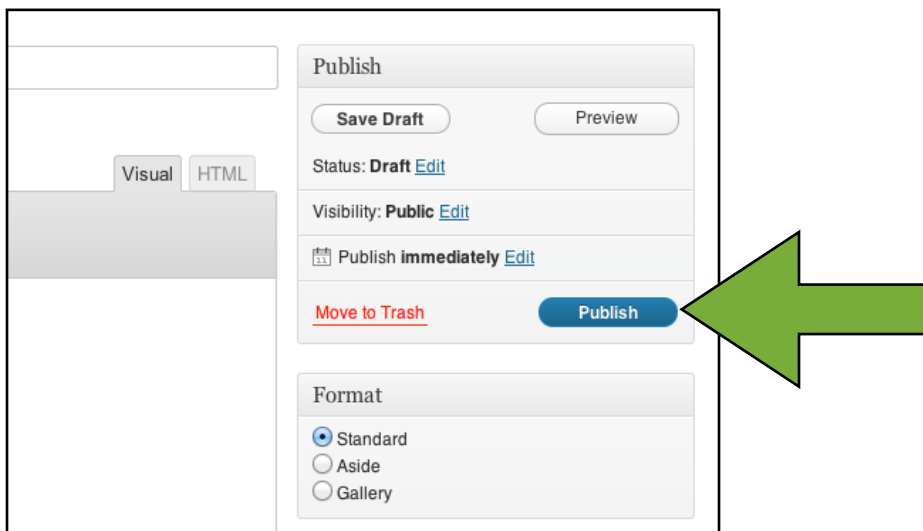
A post, once created, will show up on your Website. Every new post in the future will simply add itself above the older post.

To add a post, click on “Posts” in the left sidebar. It will drop down and you choose “Add New”. This will take you to a post form. Add the Title in the first field, and then begin adding your content in the second field. An example post is shown below.



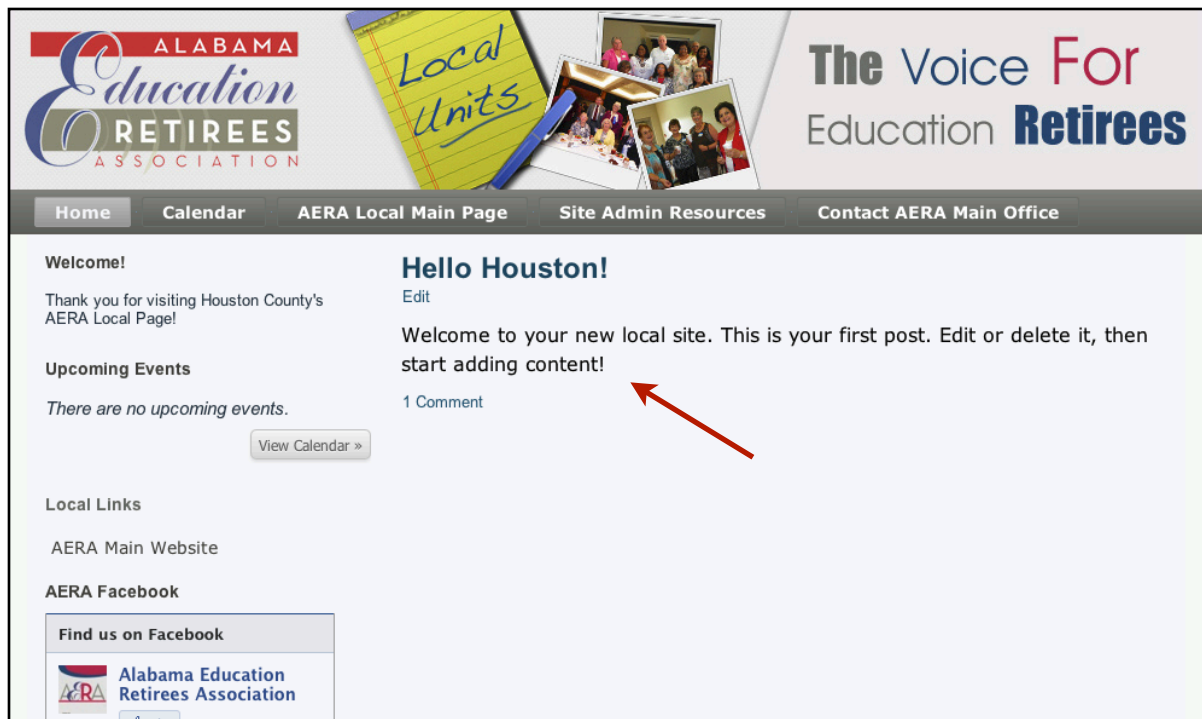
The screenshot shows the WordPress 'Add New Post' interface. On the left is a sidebar with a menu: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Events, Media, Links, Pages, Comments, Profile, Tools, and a Collapse menu option. The main content area has a yellow header bar with the text 'WordPress 3.3.2 is available! Please notify the site administrator.' Below this is the 'Add New Post' title. The form includes a title field with the placeholder 'Add Your Title Here', a permalink field with the URL 'http://houston.aeralocal.com/2012/05/01/add-your-title-here/' and an 'Edit' button, and a rich text editor with a toolbar and the placeholder 'Add Your Content HERE'. The editor has 'Visual' and 'HTML' tabs. At the bottom, it shows 'Path: h1', 'Word count: 0', and 'Draft saved at 12:26:57 pm.'

Once you have completed the “Post”, Click “Publish” on the right side.



The screenshot shows the bottom right section of the WordPress post editor. It features a 'Publish' box with buttons for 'Save Draft', 'Preview', and 'Publish'. The 'Publish' button is highlighted with a large green arrow. Below the 'Publish' box is a 'Format' section with radio buttons for 'Standard' (selected), 'Aside', and 'Gallery'. The 'Publish' box also shows the status as 'Draft', visibility as 'Public', and a 'Publish immediately' option. A 'Move to Trash' link is also visible.

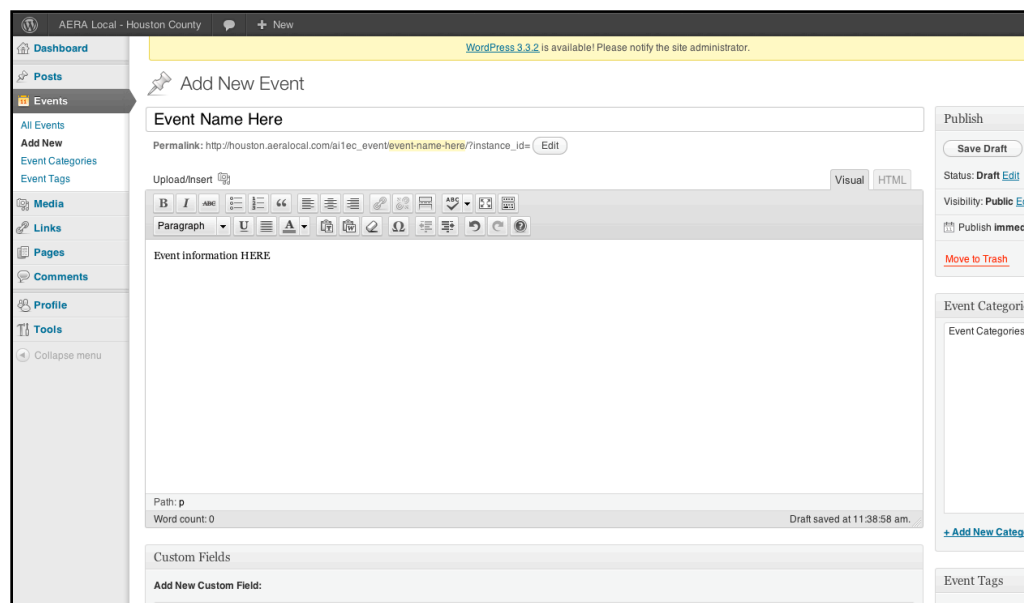
Great! You have added content to your website! It will look like this example below.



Step 10:

Now it's time to add an event to your "Calendar". On the left side, click on "Events". It will drop down and you should choose "Add New". This is very similar to adding a post.

Add the Event name in the first field, and the information in the second field.



Next, fill out the information below. The most important of course is the date of the event. Everything else is optional, and you may leave everything else blank, or fill in as much information as you would like.

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).

Discussion

☒ Allow comments.

☒ Allow [trackbacks and pingbacks](#) on this page.

Event Details

EVENT DATE AND TIME

All-day event? ☐

Start date / time: (GMT-5:00)

End date / time: (GMT-5:00)

☐ Repeat...

EVENT LOCATION DETAILS

Venue name:

Address:

Show Google Map: ☐

EVENT COST

Cost:

ORGANIZER CONTACT INFO

Contact name:

Phone:

E-mail:

Page Links To

Next, as with a “Post”, click the “Publish” button on the right side.

Visual HTML

Publish

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Edit](#)

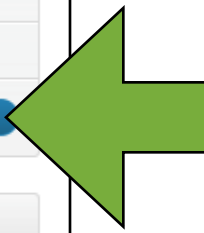
[Move to Trash](#)

Format

☒ Standard

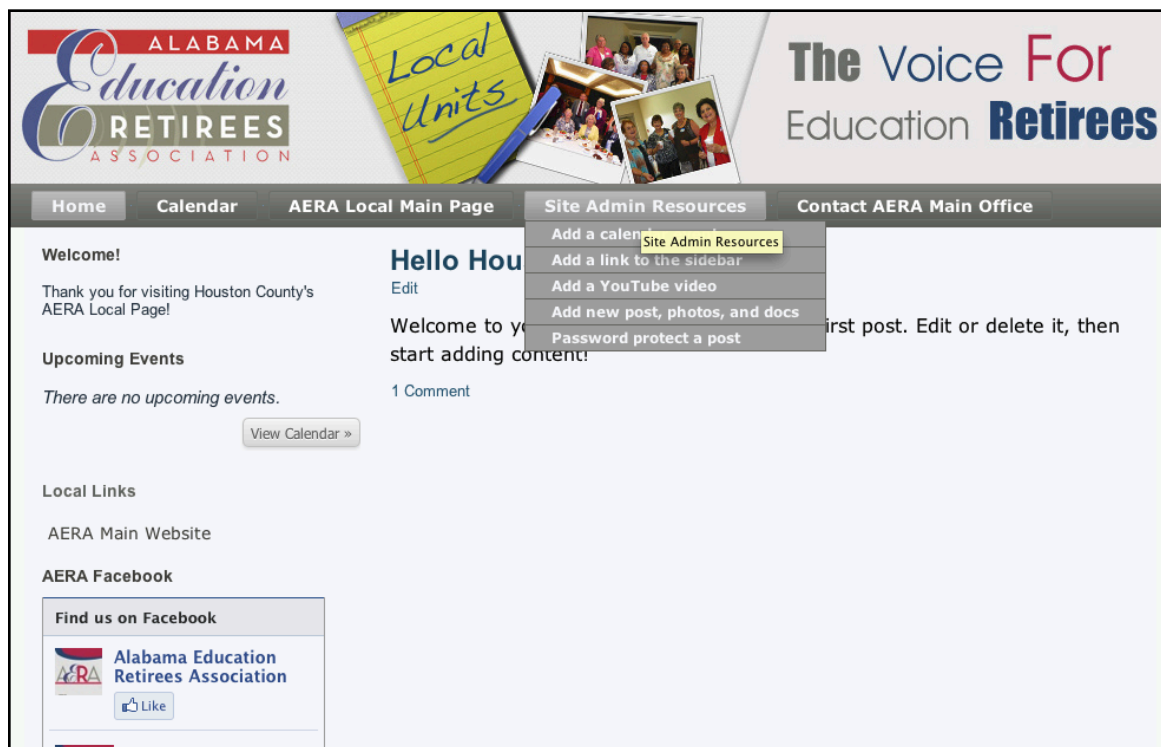
☐ Aside

☐ Gallery



To delete or edit a “Post” or “Event”, Click on your choice on the left side. When it drops down, click “All Posts” or “All Events”. There you will find a full list of either all of your “Posts”, or all of your “Events” based on your choice.

Don’t forget, you have Tutorials available on your home page under the link “Site Admin Resources”



If you need anything else edited on your homepage, please contact the web developer Hatfield Taylor Company with the information you would like added. Also, if you have a local Facebook page, we can add that to your page instead of the main AERA Facebook widget.

If you have any needs or questions, please don’t hesitate to contact us!

Contact:

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