



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 website header with the logo "ALABAMA Education RETIREES ASSOCIATION" and the tagline "The Voice For Education Retirees". The navigation bar includes "Home", "Start A Local Unit Page", "Site Admin Resources", and "Contact AERA Main Office". Below the navigation bar, there are social media icons for Facebook, Twitter, and YouTube. A "Welcome" message states: "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." Below this is an "AERA President Message" video player showing a man speaking. At the bottom, there is a section for "AERA Facebook" with a "Find us on Facebook" button and the Alabama Education Retirees Association logo.

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' form on the AERA website. The page header includes the AERA logo and navigation links: Home, Start A Local Unit Page, Site Admin Resources, and Contact AERA Main Office. 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 widget. The form itself is titled 'Start A Local Unit Page' and contains the following fields:

- Name: *
- E-Mail Address: *
- Your County or Local Unit *
- Subject: *
- Message: *
- CAPTCHA Code: *

An orange arrow points to the 'Your County or Local Unit' field. The CAPTCHA code shown is '2BK4'.

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.

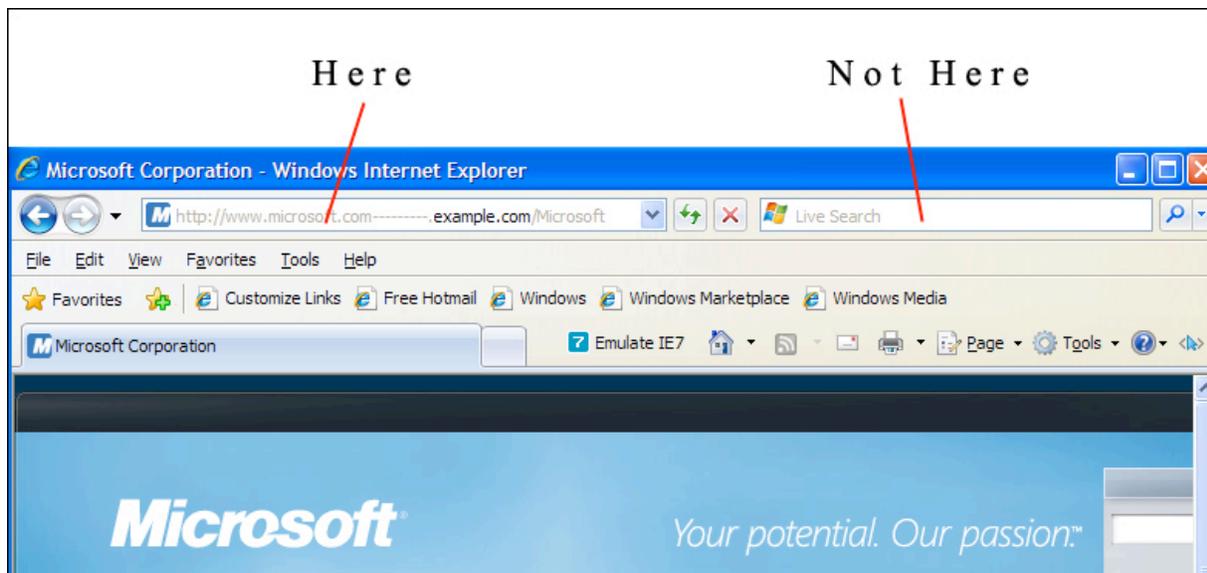
Step 5:

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.



The image shows a screenshot of the WordPress login page. At the top center is the WordPress logo, which consists of a circular icon with a 'W' and the word 'WORDPRESS' in a serif font. Below the logo is a white login form with a light gray border. The form contains two input fields: 'Username' with the text 'npeters' and 'Password' with ten black dots. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. At the bottom of the form area, there is a blue link for 'Lost your password?' and another blue link with a left-pointing arrow for 'Back to AERA Local – Houston County'.

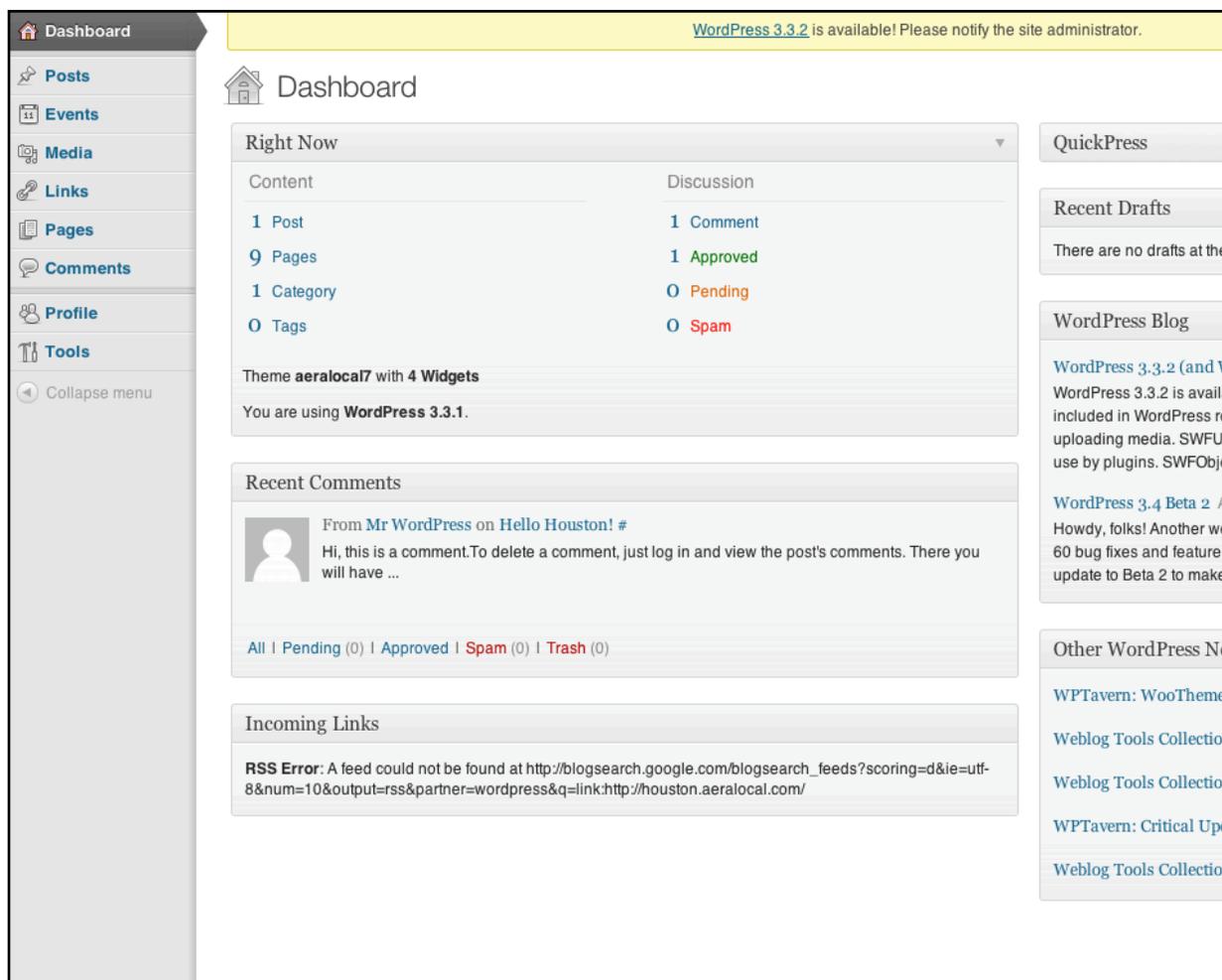
Step 7:

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.

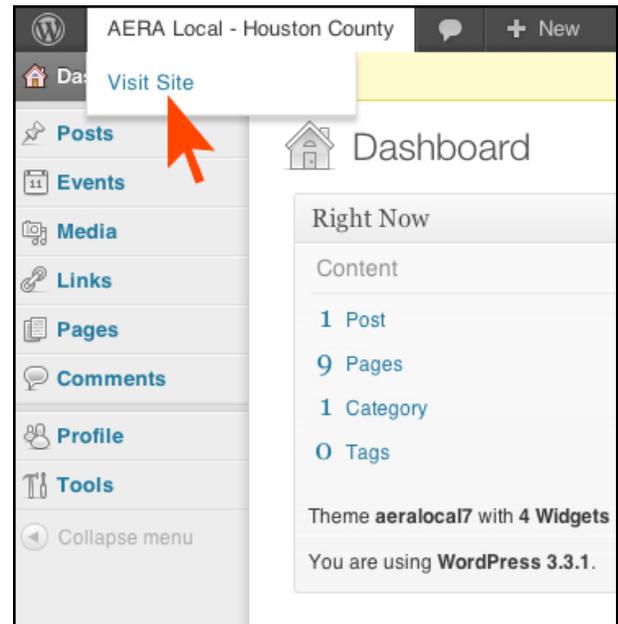
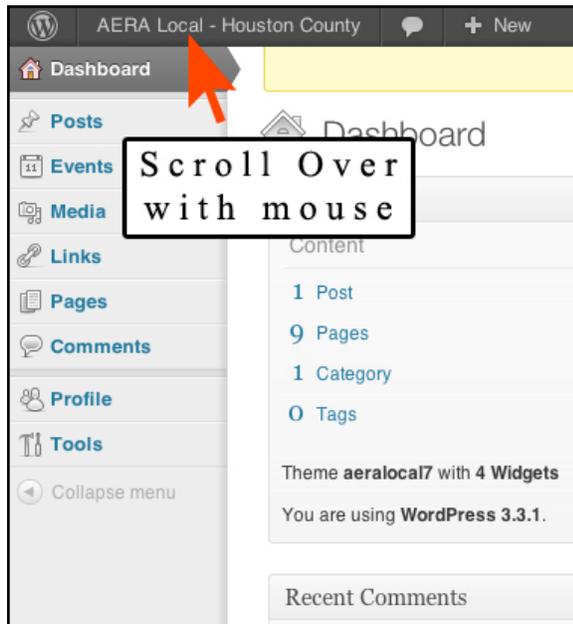
Below is an example of your “Dashboard”. You may see a page that says you need to upgrade your browser. Please ignore this as your browser should be fine if you have updated recently.



The screenshot displays the WordPress Dashboard for a user named 'aeralocal7'. At the top, a yellow notification bar states 'WordPress 3.3.2 is available! Please notify the site administrator.' The left sidebar contains navigation links for 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, there is a 'Recent Comments' section with a comment from 'Mr WordPress' and an 'Incoming Links' section displaying an RSS error. The right sidebar includes widgets for 'QuickPress', 'Recent Drafts', 'WordPress Blog' (with links to WordPress 3.3.2 and 3.4 Beta 2), and 'Other WordPress News'.

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”.

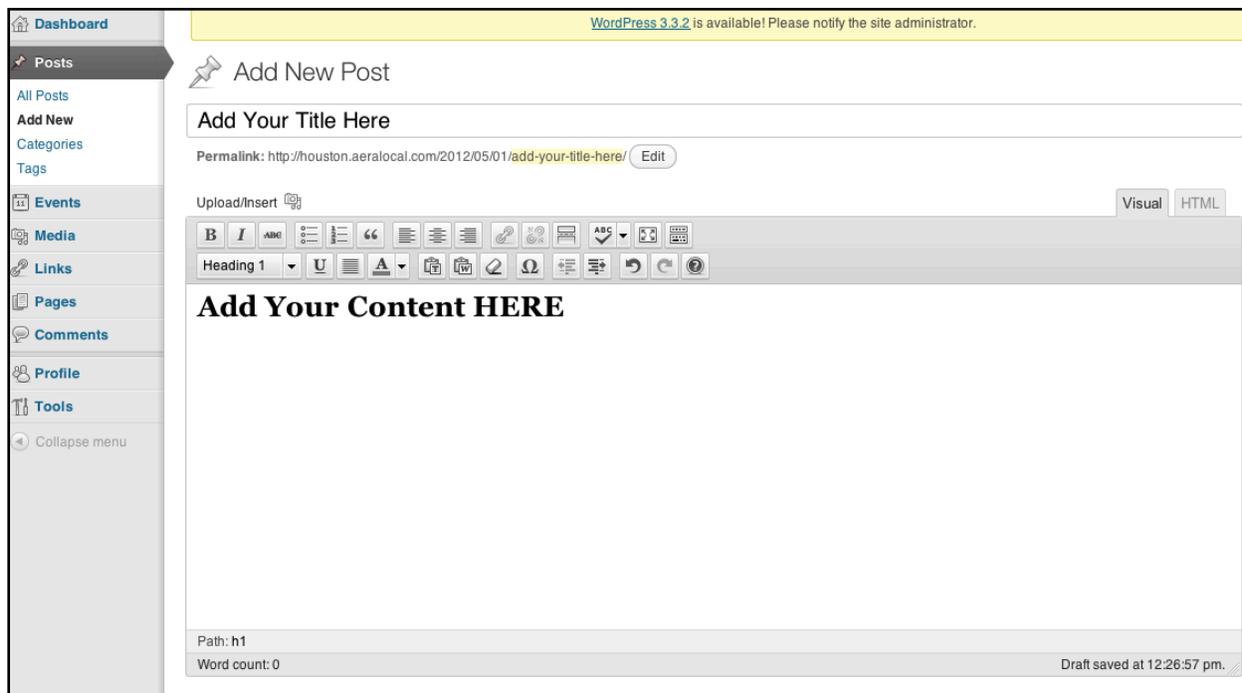


Step 9:

Add your first Post!

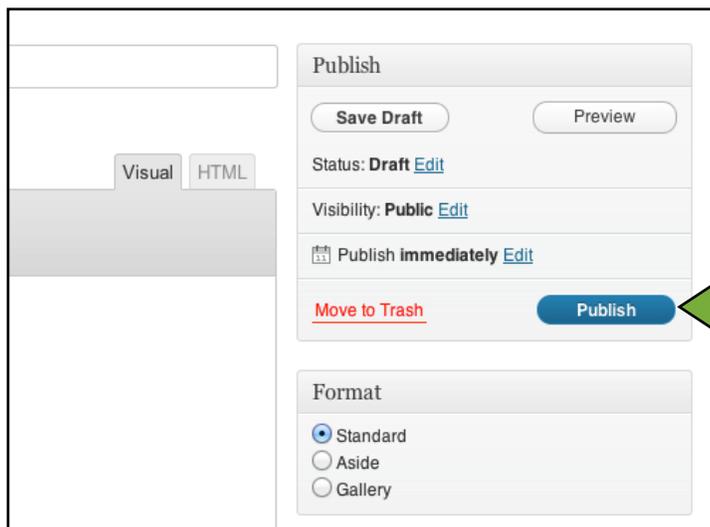
A post, once created, will show up on your Website. Every new post in the future will simply add itself above the older post.

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.



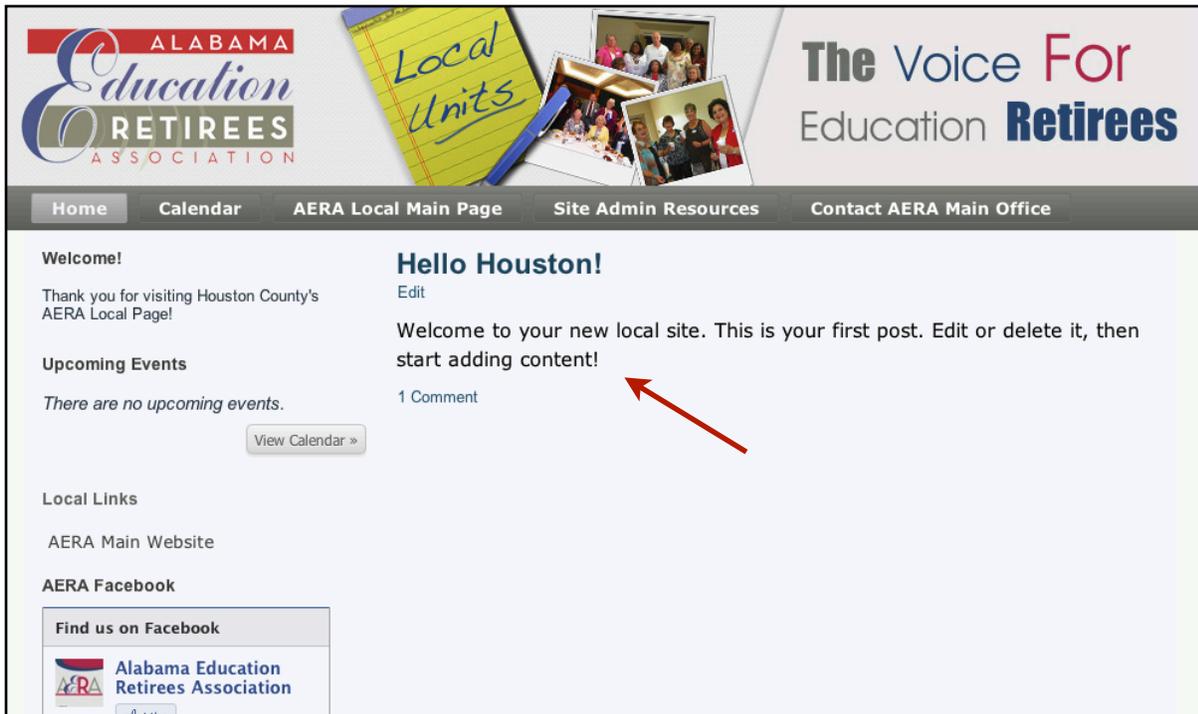
The screenshot shows the WordPress 'Add New Post' interface. On the left is a sidebar with navigation options: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Events, Media, Links, Pages, Comments, Profile, and Tools. The main content area has a yellow header with the text 'WordPress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

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



This image is a close-up of the right-hand side of the WordPress post editor. It shows the 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish'. The status is 'Draft' and visibility is 'Public'. There is a 'Publish immediately' button with a calendar icon. A green arrow points to the 'Publish' button. Below this is the 'Format' section with radio buttons for 'Standard' (selected), 'Aside', and 'Gallery'. There are 'Visual' and 'HTML' tabs at the top left of this section.

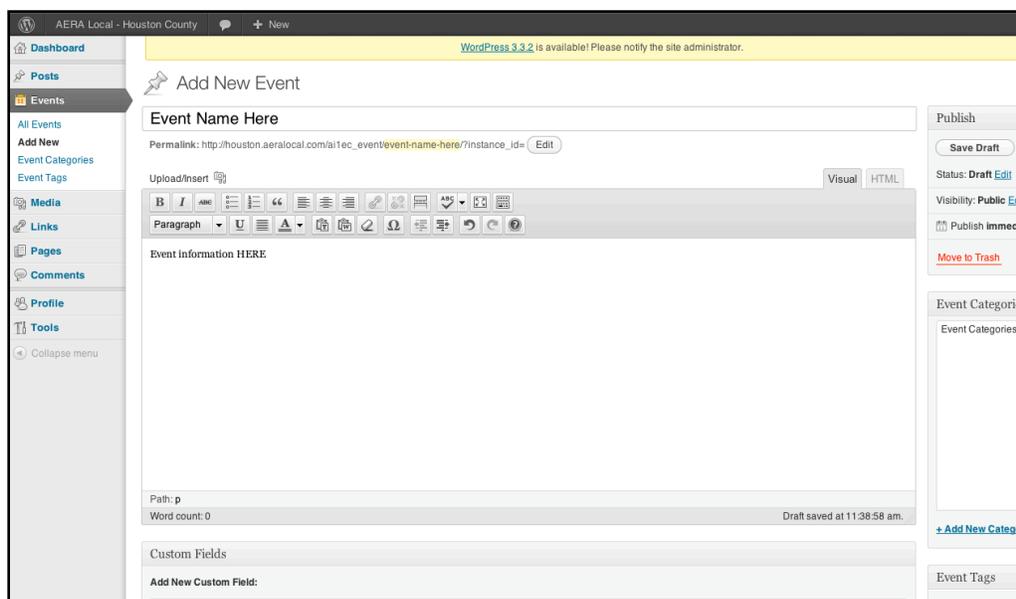
Great! You have added content to your website! It will look like this example below.



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

Save Draft Preview

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

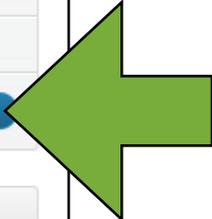
Visibility: **Public** [Edit](#)

 Publish **immediately** [Edit](#)

[Move to Trash](#) **Publish**

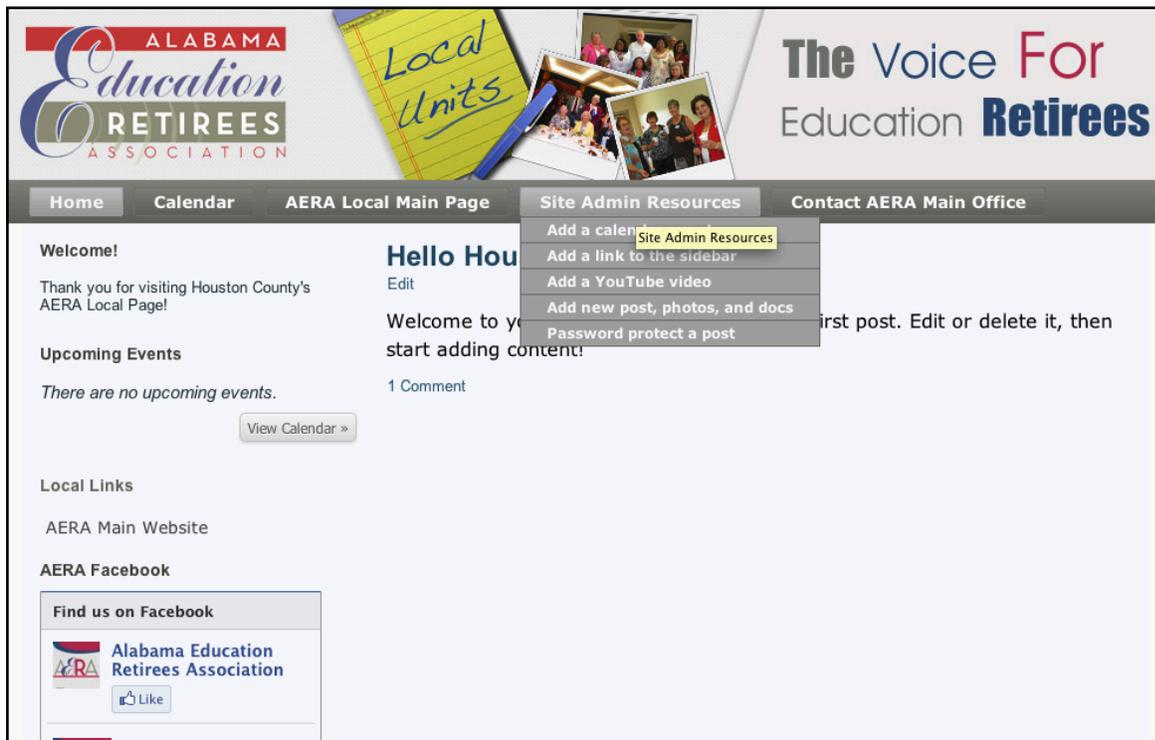
Format

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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