

Welcome to Wordpress

Welcome to your new Wordpress site, at YourDomainNameHere.org.

What is WordPress?

WordPress is a powerful, open-source content-management system that powers a significant portion of the web—over [40 % of all websites rely](#) on it. Because its source code is publicly available, a global community of developers continuously reviews, improves, and patches it, resulting in robust security practices and rapid response to emerging threats. Its flexibility, extensive plugin ecosystem, and intuitive admin interface make WordPress an ideal platform for both beginners and seasoned professionals looking to create, customize, and efficiently manage a modern website. This guide will walk you through the essential steps for securely configuring and maintaining your new WordPress site.

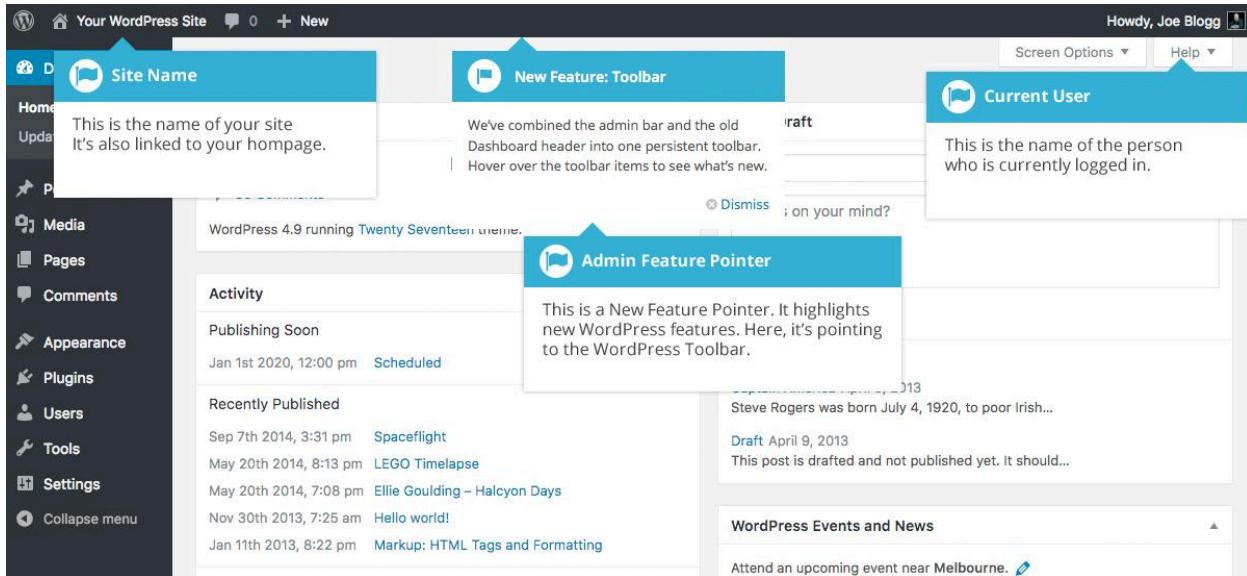
Login

To login to administration your site, you need to log in. To do so go to YourDomainNameHere.org/wp-admin. You have been provided your admin username & password in separate documentation, please remember to keep that information safe & secure. If you would like multiple people to have admin access to your account, we strongly encourage making accounts on their behalf.

You can control how much access / power they have by which role you assign them. Information on [Roles in WordPress](#).

Dashboard

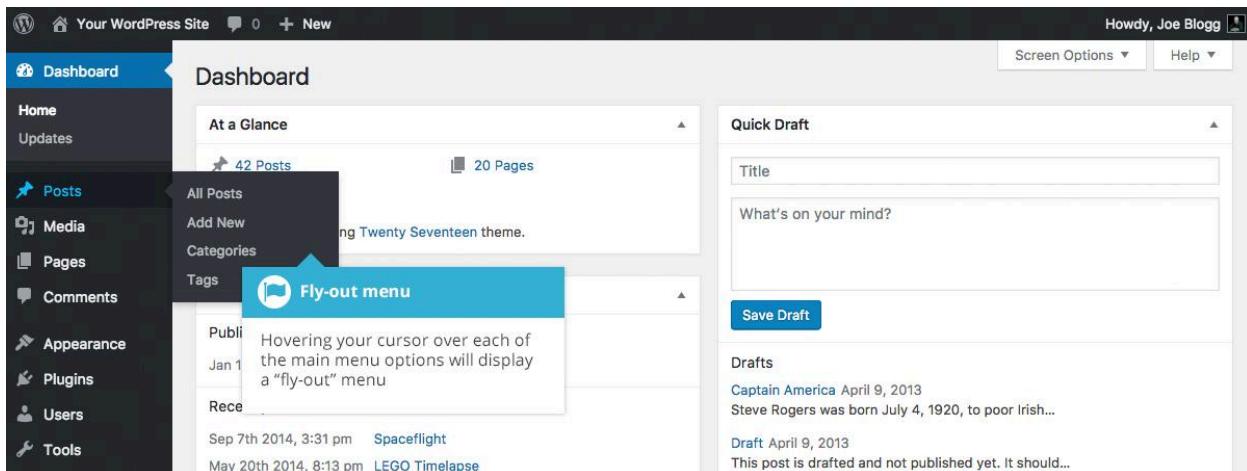
After login the dashboard appears, this is your administrative headquarters.



The most important parts of this page is your Dashboard Menu (on the left-hand side) and your Toolbar (on the top).

Dashboard Menu

The Dashboard Menu is on the left hand side of your admin Dashboard, what it contains will be dependent on what options & features your website has. It will be referred to often in your instructions, so remember it.



A few things you will see on every WordPress site:

- Post – These are for blog post, and will have to be integrated into your menu/site before use.
- Media – All uploaded images, documents, files, etc are stored for your website
- Pages – This is the bulk of your website, the pages.
- Comments – You can manage comments on blogs, pages, & post if you choose to have that feature active.
- Appearance – This is the menu where your website's appearance is set and customized, please leave changes inside this menu as is.
- Plugins – extend the functionality of WordPress. The plugins on your site have been customized for you, please leave additions or removal of plugins to volunteers with WordPress experience.
- Users – This is where you will add or delete new users. If you delete the ammi@cande.design user I will no longer have access to the website.
- Tools – This gives you access to various convenient tools, please leave changes to these menus to volunteers with WordPress experience.
- Settings – Your sites configuration, please leave changes to these menus to volunteers with WordPress experience.

Toolbar

The toolbar is available after admin login. The Toolbar allows you to quickly access the following commonly used features.

- Visit the WordPress.org website, Codex or Support forums
- Display your site Dashboard and other commonly used menu options that allow you to update your site Themes, Widgets and Menus
- Visit the Customizer to update various site settings and depending on your theme, update your Background and Header images
- View or Edit your blog comments
- Add a new Post, Media, Page or User

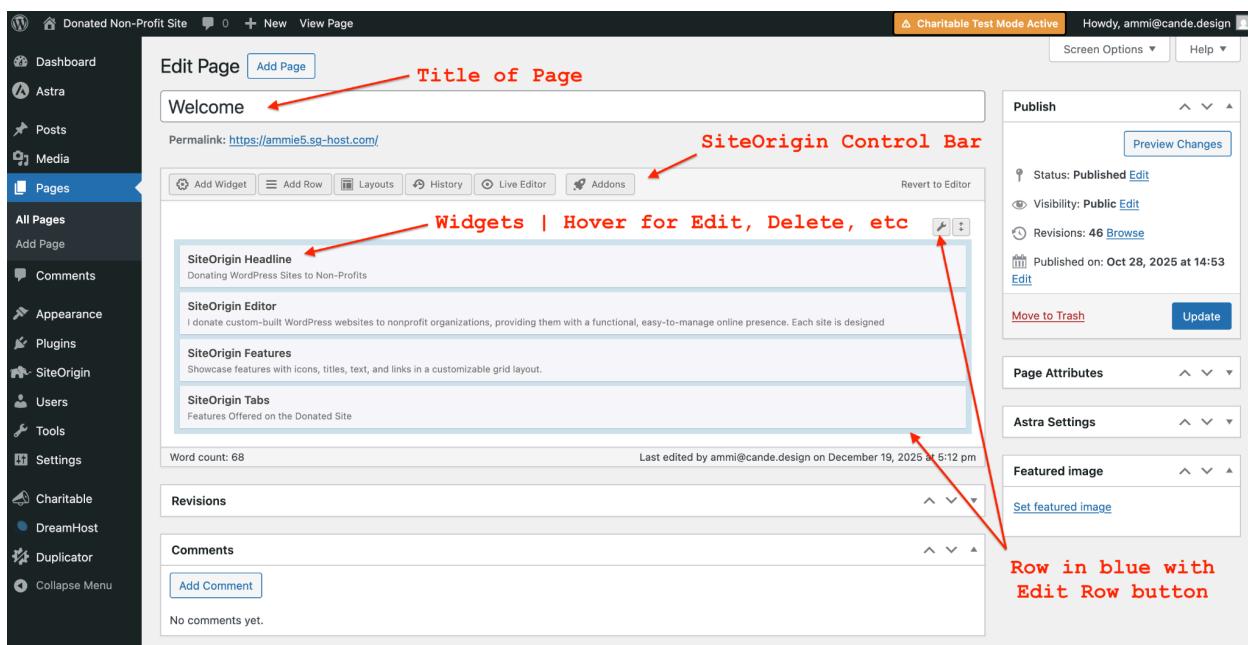
- Perform a site Search
- View or Edit your Profile and logout from the WordPress Dashboard

Edit Pages

There will be times you need to edit your pages on your new website, we've added features to all our websites to keep websites professional and clean looking, but allowing you to edit them on their own. We believe we've struck a comfortable balance.

Building your site we used SiteOrigin to build your pages in rows and columns. You can add additional rows from the SiteOrigin Control Bar, and you can control each rows columns by clicking the edit row button and choosing "Edit Row".

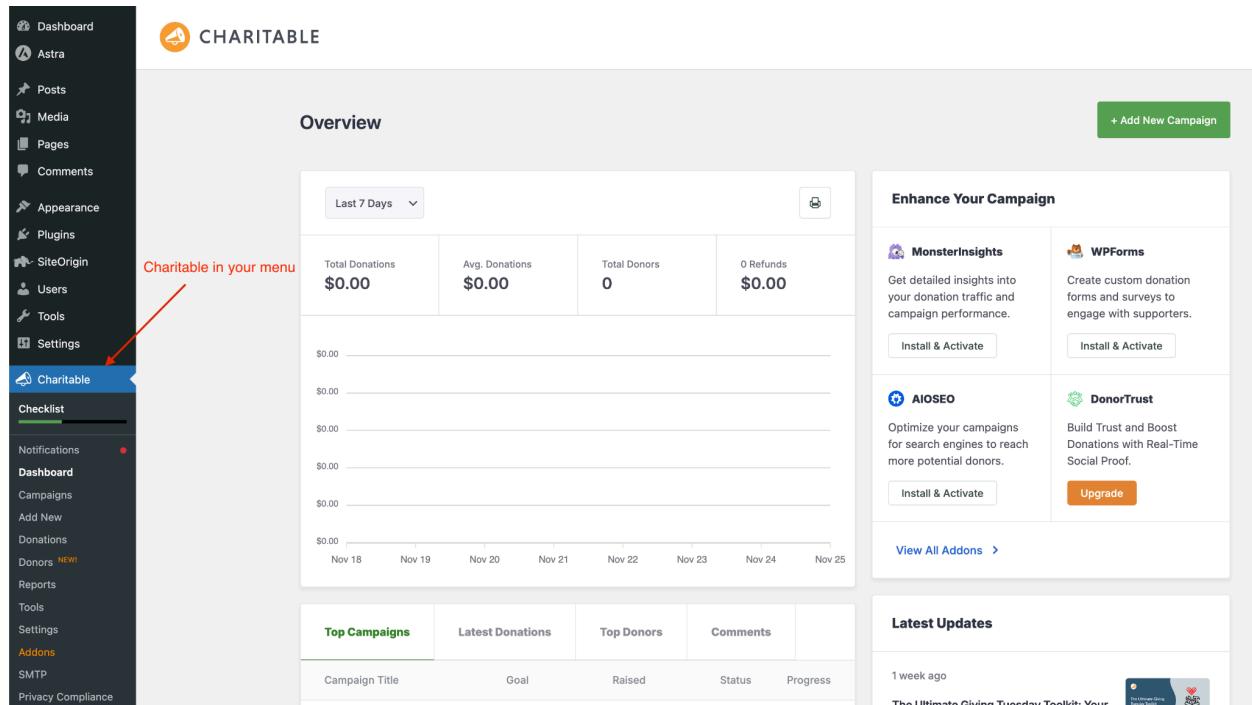
Each row uses widgets to fill its space, you have many widgets available to you, but we recommend using a SiteOrigin widget for anything possible.



When editing an existing page, try to find the part of your page you're trying to change, then look for the heading, or the page placement compared to the boxes on the edit page. You should be able to find what you're looking for, when you find the widget you think needs changes, hover your mouse over the widget (this is not a mobile operation) and an "Edit" "Duplicate" "Delete" links will appear, choose edit. If the widget is an Editor or button you will be able to update it easily and quickly, some other widgets like SiteOrigin Features, forms, and more are a little harder to figure out, but very much possible with practice.

Charitable Plugin

You're using the free version of Charitable, and this version should do everything you need it to do for free. You can find "Charitable" in the bottom of the left hand menu.



The screenshot shows the WordPress dashboard with a dark theme. On the left, a sidebar menu is open, showing various Astra theme options and a 'Charitable' plugin section. A red arrow points to the 'Charitable' menu item, which is highlighted with a blue background. The main content area is titled 'CHARITABLE' and shows an 'Overview' section with a chart of recent donations and a table of campaign statistics. To the right, there are sections for 'Enhance Your Campaign' (with links to MonsterInsights, WPForms, AIOSEO, and DonorTrust) and 'Latest Updates' (with a message about the Ultimate Giving Tuesday Toolkit).

Payment Gateways

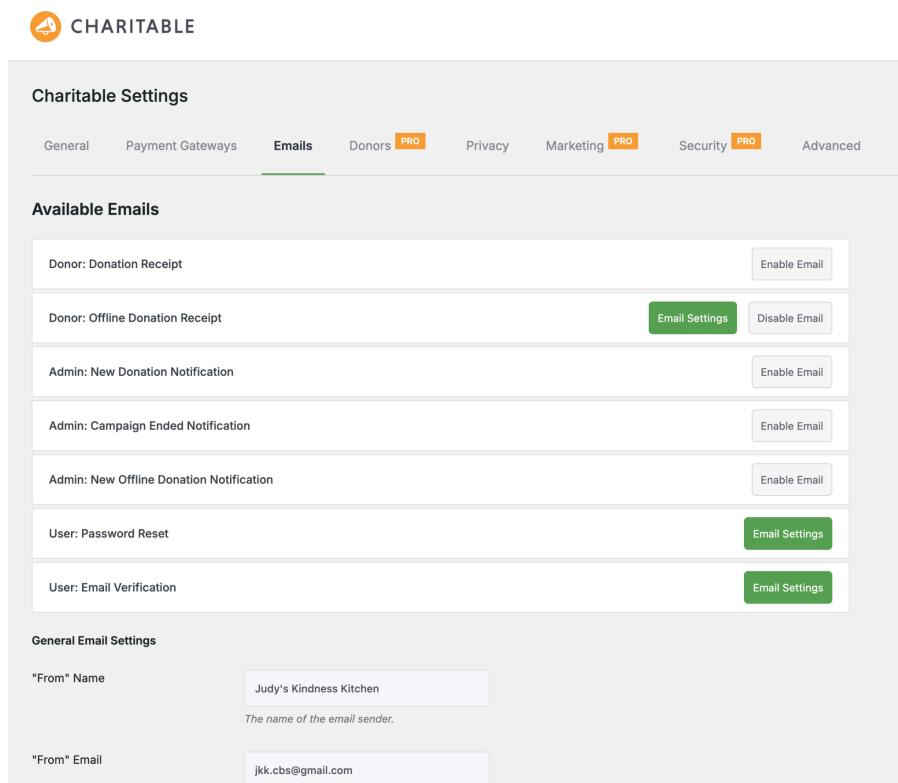
1. Click Here, or Go to Charitable > Settings > Payment Gateway
2. Click “Enable Gateway” Next to “PayPal”
3. Under “General Settings” you need to add the PayPal Email.
Note: This site doesn’t need the API setting, so don’t worry about that.
4. Click “Save”.

If you would like to add Stripe or Square payment gateways you can find instructions here. Other Payment Gateways are available, but for the paid version of Charitable.

Emails

Charitable will send out receipts and Thank you’s for donations on behalf of the organization. To Update those emails, click here, or Go to Charitable > Settings > Email.

This is the page you will find. To Edit an email, click the green “Email Settings” button, if there is no green button, click “Enable Email” and the green button will appear.



The screenshot shows the 'Charitable Settings' page with the 'Emails' tab selected. The 'Available Emails' section lists the following email types with their respective status buttons:

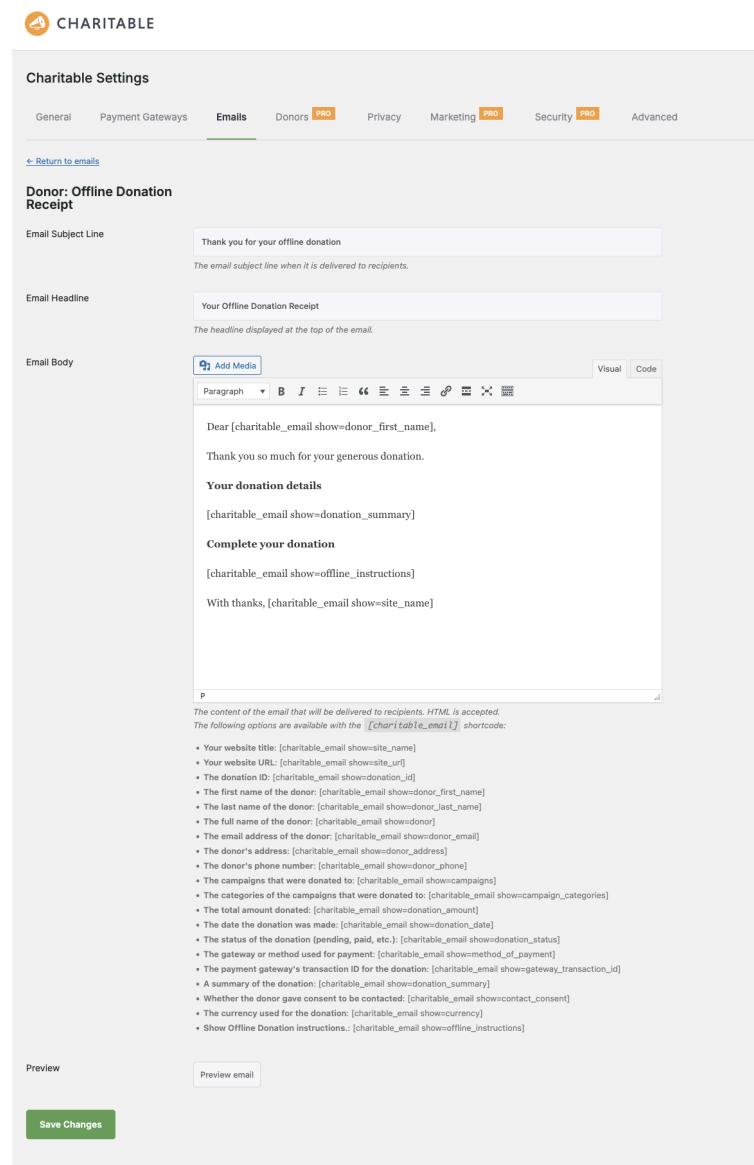
- Donor: Donation Receipt (Enable Email)
- Donor: Offline Donation Receipt (Email Settings, Disable Email)
- Admin: New Donation Notification (Enable Email)
- Admin: Campaign Ended Notification (Enable Email)
- Admin: New Offline Donation Notification (Enable Email)
- User: Password Reset (Email Settings)
- User: Email Verification (Email Settings)

The 'General Email Settings' section contains the following fields:

- "From" Name: Judy's Kindness Kitchen (with a note: "The name of the email sender.")
- "From" Email: jkk.cbs@gmail.com

When editing an email, you can change several areas and you may add information from the donor receipt; they are listed under the Email Body and must be used with the [brackets_as_written].

Your emails are currently the default.



CHARITABLE

Charitable Settings

General Payment Gateways **Emails** Donors **PRO** Privacy Marketing **PRO** Security **PRO** Advanced

[← Return to emails](#)

Donor: Offline Donation Receipt

Email Subject Line: Thank you for your offline donation
The email subject line when it is delivered to recipients.

Email Headline: Your Offline Donation Receipt
The headline displayed at the top of the email.

Email Body:

Paragraph **B** *I* [charitable_email show=donor_first_name]
Thank you so much for your generous donation.

Your donation details

[charitable_email show=donation_summary]

Complete your donation

[charitable_email show=offline_instructions]

With thanks, [charitable_email show=site_name]

The content of the email that will be delivered to recipients. HTML is accepted.
The following options are available with the `[charitable_email]` shortcode:

- Your website title: [charitable_email show=site_name]
- Your website URL: [charitable_email show=site_url]
- The donation ID: [charitable_email show=donation_id]
- The first name of the donor: [charitable_email show=donor_first_name]
- The last name of the donor: [charitable_email show=donor_last_name]
- The full name of the donor: [charitable_email show=donor_name]
- The email address of the donor: [charitable_email show=donor_email]
- The donor's address: [charitable_email show=donor_address]
- The donor's phone number: [charitable_email show=donor_phone]
- The campaigns that were donated to: [charitable_email show=campaigns]
- The categories of the campaigns that were donated to: [charitable_email show=campaign_categories]
- The total amount donated: [charitable_email show=donation_amount]
- The date the donation was made: [charitable_email show=donation_date]
- The status of the donation (pending, paid, etc.): [charitable_email show=donation_status]
- The gateway or method used for payment: [charitable_email show=gateway_method]
- The payment gateway's transaction ID for the donation: [charitable_email show=gateway_transaction_id]
- A summary of the donation: [charitable_email show=donation_summary]
- Whether the donor gave consent to be contacted: [charitable_email show=contact_consent]
- The currency used for the donation: [charitable_email show=currency]
- Show Offline Donation instructions: [charitable_email show=offline_instructions]

Preview Preview email

Save Changes

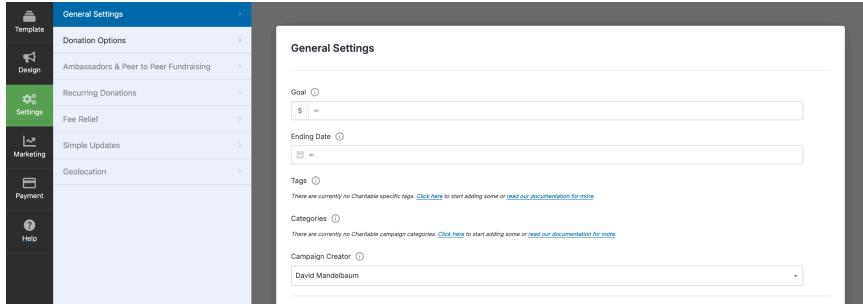
Campaigns

Edit your campaign / donate page by visiting the page while logged in and clicking the “Edit Campaign” link in the Toolbar at the top of the page.

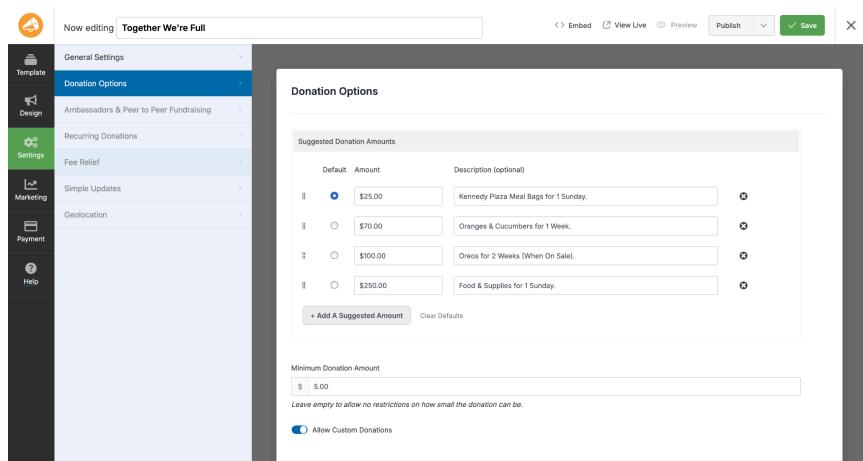
When editing your campaign you will find layered menus from the left. Your campaign is a simple design, but you could add / remove any elements you like, you can even choose an entirely new template for a different look. It’s entirely up to you.

To edit any element currently on the page, simply hover over the element and click the pencil. The element information will appear on the left in the light blue area.

You will find several important items on the Settings tab. Under “General Settings” you can change the campaign goal & end date. This is important if you make new campaigns in the future, not necessarily important to this campaign.



Donation Options is where you can change the default donations, allow custom donation setting, and the minimum amount donation.



For deeper details on any feature, consult the **Additional Reading** section in the Charitable documentation or the official plugin knowledge base.

Additional Reading

- We recommend the Easy WP Guide WordPress Manual for WordPress 6.7 at <https://ewp.guide/go/wordpress-manual> for anything you don't find here.
- Your WordPress theme is AstraPro, you can learn everything you need to know about Astra here: <https://wpastra.com/docs/>
 - Your AstraPro is under my lifetime license, and should never need to be renewed. If it stops updating, please contact me at ammi@carterembry.com.
- SiteOrigin documentation: <https://siteorigin.com/page-builder/documentation/>
- Charitable documentation: <https://www.wpcharitable.com/documentation/>