

# User Guide

## Introduction

Scouts 4 WordPress is a WordPress theme created by **Scouting Themes 4 WordPress**. It can be freely used by anyone involved in Scouting. The theme can be customised easily by groups, districts and counties and anyone else who wants to create on-brand, easy to update websites.

[WordPress](#) is a CMS (Content Management System) primarily used for blogs, but just as capable of being used for more standard websites. There is a large range of themes and plugins (extensions which provide new features) that can be downloaded for free at [wordpress.org](http://wordpress.org).

## Setting up your website

The first thing you need to do after [installing your theme](#) is to set up the basics of how your website works. The first thing you need to do is go to Settings > General and set the name of your website. For example, "Flydale North Scouts".

You then need to set the timezone to London.

Then go to Settings > Permalinks and select "Month and name". This will then mean that the permalinks in your website are easier for search engines to index.

Finally, go to Settings > Miscellaneous and de-select the "Organize my uploads into month- and year-based folders" option. This means that any files you upload will be put into the same folder.

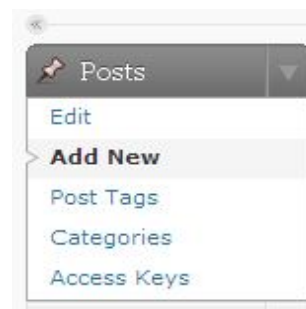


## Using WordPress

WordPress has two types of content: posts and pages. Posts are used as part of a blog format, whilst pages are used for more static website building – unless you plan to blog, you will mainly use pages for your website.

### Posts

Posts can be created by logging in to your WordPress dashboard and clicking on Posts > Add New. You then need to enter a title and type the post content. I suggest that you use the HTML editor window to do this (there is a list of standard HTML tags at the end of this document).



Before you publish your post, however, you must select a Category. Categories are used to organise how posts are displayed and how they can be viewed via archives. For example, a category name may be “News” so that you can publish a feed of your news on the main page, in a sidebar or even by RSS.

Posts are date-specific, and will carry a time-stamp to show when they were published – though this can be edited on the right-hand side of the screen. If you have set the permalinks as suggested above, your posts will have a URL like this:

- <http://www.your-url.org.uk/year/month/post-name>

Posts can then be edited by clicking on Posts > Edit.

### Pages

Pages are created in a similar way to posts: by logging in to your dashboard and click on Pages > Add New. You then need to enter a title and post content. Pages are not date-specific and tend to remain “static”. However, it is still good practice to regularly review and update your pages to keep your site fresh and relevant. Pages can be edited by going to Pages > Edit.



Pages can also be set to be “parent” and “sub” pages, so they sit under each other – similar in a way to Categories for posts. For example, if you wanted to set up a series of pages on various issues that were important to you, you would create a parent page called “Issues” and a number of sub-pages called things like “Law and Order”, “Education”, “Health” etc.

If you have set the permalinks as suggested above, the URL of your pages will be like this:

- <http://www.your-url.org.uk/parent-page/sub-page>

The permalink is automatically shown under the page title, and can be edited. If your page has a long title, you may wish to shorten it to make it easier to navigate to. This can also be done for posts, but it much more important that pages have short, relevant URLs than posts.



Pages appear at the top of the page in the menu bar in the order they were published or you can arrange them by setting the Page Order.

### Uploading Media

Media, such as images and documents, can be uploaded directly into your posts and pages through WordPress. At the top of each Posts or Pages Add New or Edit sections, just above the content text area and just below the title text area, there is a set of symbols are "Upload/Insert":

In order, these icons allow you to upload images, video, audio, and media (eg. PDF documents). You will then be able to either insert these into your post or page and link to them from anywhere on your website.





## Extending WordPress

### Plugins

Plugins are a way to enhance your website with ease and to improve various functionalities. There are a large number available for free at [wordpress.org](http://wordpress.org). The easiest way to install plugins is to upload the ZIP file in Plugins > Add New > Upload.

There are a number of plugins I have found to be extremely useful. These have been listed on the website.

### Basic HTML

Basic HTML is useful when creating both posts and pages. I have included below is a list of useful HTML codes:

- Link: `<a href="LINK">Linked text</a>`
- Bold text: `<b>Bolded text</b>` or `<strong>Bolded text</strong>`
- Italic text: `<i>Italicised text</i>` or `<em>Italicised text</em>`
- Image: ``

Headers: `<h1><h1>`; `<h2></h2>`; `<h3></h3>`



## Scouts 4 WordPress Theme design

The theme has been designed in line with the official Scout Association brand. It uses the correct fonts, colours and images as set out in the [Brand and Visual Identity Guidelines](#).

### The Header



The main header automatically displays the website title.

The tagline automatically appears as “We provide fun, challenge and adventure to over 400,000 girls and boys across the UK”, unless it is changed in the Settings screen.

The “Home” and “Shop” (links to scoutshops.com and opens in a new tab/window) links on the left are hard-coded into the theme, and any other pages you create will appear next to it. To prevent pages appearing here, you can exclude them from the list by adding their ID number into the code below in header.php:

```
<?php wp_list_pages('sort_column=menu_order&title_li&exclude=##'); ?>
```

On the right, the “Member” links are also hard-coded, and will display “Member sign-in” or “Member sign-out” and “Site Admin” depending on log in status.

There is a list of recommended pages to use in the guidance document.

The WP-chgFontSize plugin must be installed and added to the Accessibility widget option.

### The Footer



© Gilwell 4 WordPress, all rights reserved | Charity number: XXXXXX  
Powered by WordPress | Gilwell 4 WordPress theme by Scouting Themes 4 WordPress

The footer text is included in footer.php and has hard-coded links to the following pages:

- Home
- Contact us: /contact-us/
- Accessibility: /accessibility/
- Site Map: /sitemap/
- Privacy: /privacy/
- About us: /who-we-are/
- Mission statement: /mission-statement/

# scouts4WordPress

You will need to create these pages in your WordPress install or remove the links from the footer.

The Member links change as with the header depending on the log-in status.

The footer text area also includes a copyright statement for your site, and your site name automatically appears here. Your charity number should also be added. The bottom line contains links to WordPress itself, a log-in link and credits.

## The Sidebar

There are two sidebars in this theme – one on the left and one on the right. At the top of the right sidebar, there are print, email, and social media sharing options ready available for use.

### Share this page

-  Print this page
-  Email a friend
-  Share on Facebook
-  Share on Twitter

## The Index Page

The index page is split into several sections:

### Content slider:



At the top of the index page the content slider is set up using a separate plugin called "[WordPress Content Slide](#)". Install this plugin and then make the following changes to the settings:

Image width: 960px  
Image height: 360px  
Border width: 0px

Squares per width: 1

# scouts4WordPress

Squares per height: 1

Delay between images: 10000

Effect: Fade

You then need to set up some images to use, which can be linked to specific pages as desired (for example, a specific event or section page). Some brand images are also available for download.

The first tab underneath the slider contains the title of the latest post in category ID 1 (this will automatically be set to the Uncategorized category – but this can be renamed, for example as “News” or “Headline”). The other three tabs are hardcoded links to the following pages:




- Sections: /who-we-are/sections/
- Fundraising: /get-involved/fundraising-activities/
- Join the adventure!: /contact-us/join/

## Social media banner:

---

Follow us



---

 Become a fan of Scouting on Facebook     Follow Scouting on Twitter     Subscribe to Scouting on YouTube

---

This banner contains links the Scout Association on Facebook, Twitter, and YouTube. If you have local versions of these, they can be edited in the theme code or added to with widgets.

## Widget boxes:

|  |                   |  |
|--|-------------------|--|
| <b>News</b><br>UK Scouting News <ul style="list-style-type: none"><li>• MP speaks up for Scouting</li><li>• Duchess of Cambridge meets scouts on royal visit</li></ul> | <b>Calendar</b>   | <b>Member Resources</b><br>Member sign-out  |
| <b>Gallery</b>   | <b>Newsletter</b> | <b>Join the adventure</b><br>               |

There are six widgetised boxes on the index page. They automatically have the headings depicted, as these are recommendations for what they are could be used for, and can be edited in the Widgets section.

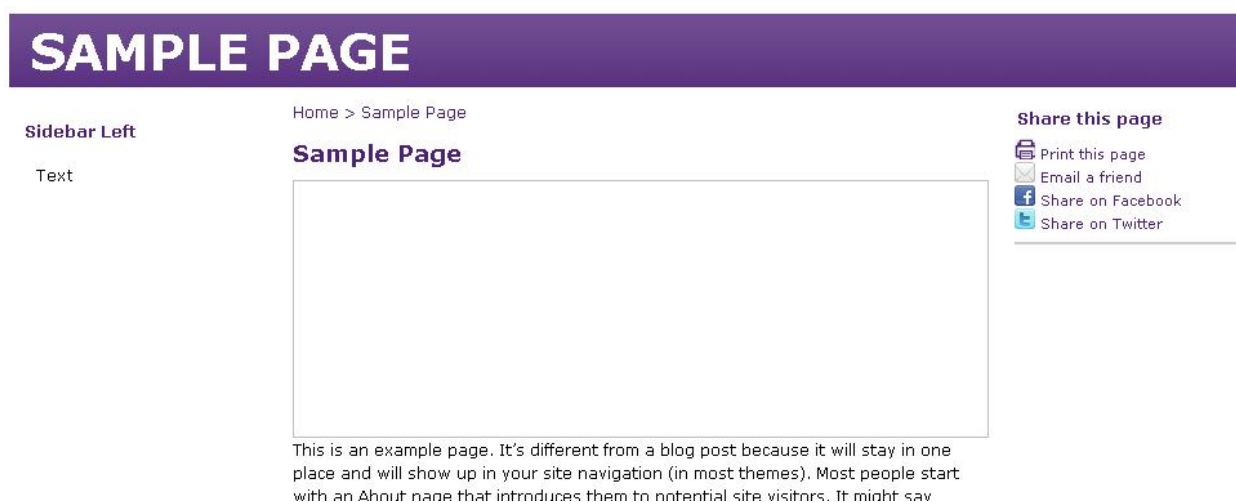


For the News box, it is recommended that you installed the Category Posts Plugin. Your local news stories will then appear above the “UK Scouting News” header, where two of the latest national stories are shown.

For the Calendar, it is recommended to use Google Calendars in the “Agenda” format.

The Members Resources box automatically includes a Member log-in/sign-out option. This should be used for programme or other member-specific data.

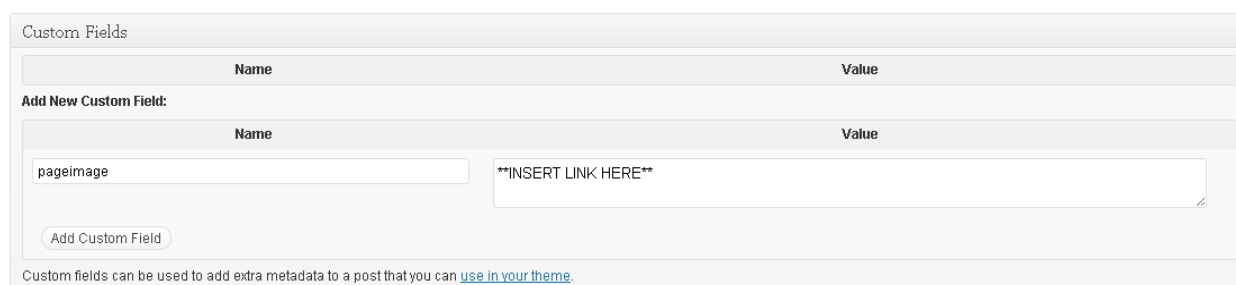
## Pages



In this theme, the Page title is included in uppercase across the top of the page.

Recommended content is included in the guidance document.

An image is displayed across the top of the content area. This is set as a “Custom Field” using the name “pageimage”. Images need to be 540px x 200px to fit in here. Some brand images are available for download.





## Posts

# HELLO WORLD!

### Sidebar Left

Text

Home > Uncategorized > Hello world!

### Hello world!

2 JANUARY 2012

Welcome to WordPress. This is your first post. Edit or delete it, then start blogging!

### Share this page

-  Print this page
-  Email a friend
-  Share on Facebook
-  Share on Twitter

Like with Pages, the Post title is included in in uppercase across the top of the page, and the category appears in the breadcrumbs.



## Further guidance and support

For further, ongoing guidance and support I suggest that you join the Escouts Community, where there are many people who can answer your queries and help you improve your website and fix any bugs!

- <http://www.escouts.org.uk>