

Care For The Aging - Website Content Guide

Updated Friday, April 5, 2019

Below is a guide intended for the state affiliates of carefortheaging.org.



EXPERIENCE BETTER
APPS WEBSITES MOBILE

Recorded Training - <https://youtu.be/2opf5pSOZQ0>

See the time stamps in the video description!

Pages | Site Map

Below is a list of all pages within your Care For The Aging site. Each one of these can be found with the [Pages](#) link within the left hand navigation. This is where you can access each of these pages for editing.

0.0 Home - Front Page

1.0 About

- 1.1 CareForTheAging.org
- 1.2 Link to your Association Site
- 1.3 What is Long-Term Care?

2.0 Find Your Career Path

- 2.1 Certified Nursing Assistants
- 2.2 Nursing
- 2.3 Administration
- 2.4 Social Services
- 2.5 Therapy
- 2.6 Care Coordination
- 2.7 Activities
- 2.8 Support Services

3.0 Contact

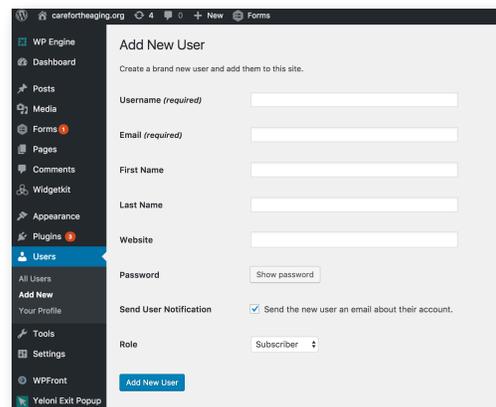
4.0 Start Your New Career

- 4.1 Thank You

5.0 Privacy Policy

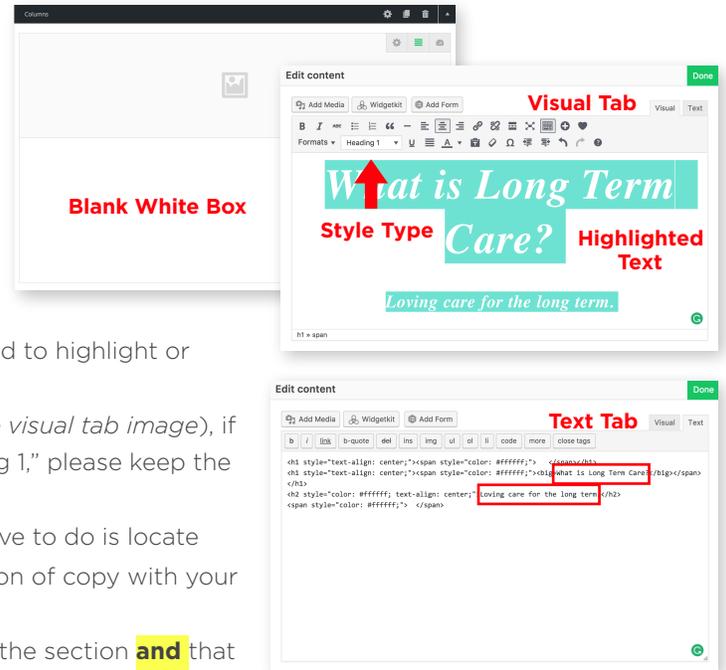
Adding a New Site Admin User

1. Navigate to “Users” in the left nav
2. Select “Add New”
3. Fill out the form, send new user email, role needs to be set to “Administrator”
4. Click [Add New User](#) when finished



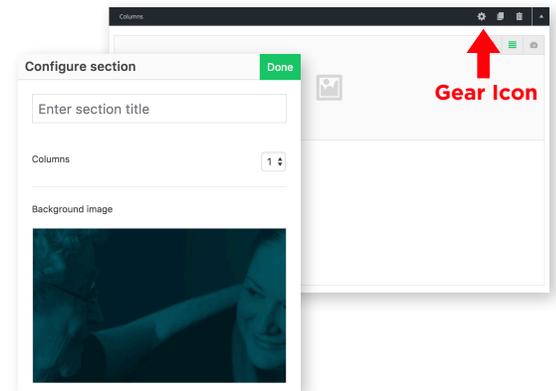
Editing Copy

- Click directly on the copy you would like to edit
OR click on what looks to be a blank white box for some sections
- An “Edit Content” light box will open
- You can edit the copy two ways, with the “Visual” tab or with the “Text” tab
- Visual** - If the text is visible, just click and begin to edit or type, but on some pages the copy within the section is white. If the copy is white, you will need to highlight or change the color of the text for it to become visible
- Please note the style of the text you are editing (*see visual tab image*), if the text is styled a certain way, for example “Heading 1,” please keep the style and color the same
- Text** - The text tab looks complicated, but all you have to do is locate the text you want to edit, and just replace that section of copy with your updated text.
- Be sure to click **Done** when you are finished editing the section **and** that you click **Update** on the page itself to publish your update.



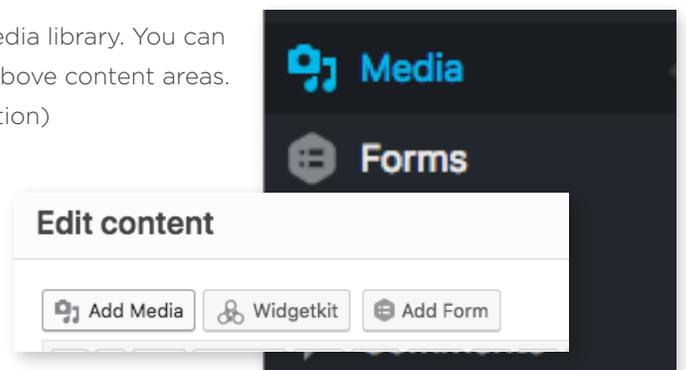
Change Background Image

- Click the gear icon located on the right side of the black bar
- The “Configure Section” light box should appear
- Scroll to section labeled “Background Image” and click the image
- The media library will pop up where you can select an image or upload a new one
- Be sure to click **Done** when you are finished editing the section **and** that you click **Update** on the page itself to publish your update.



Add Images

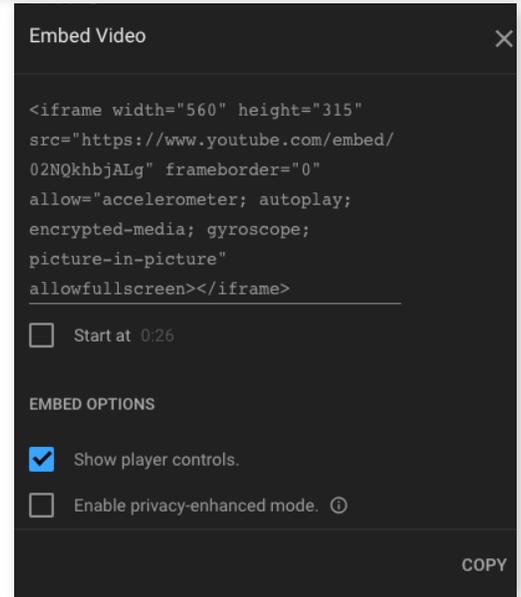
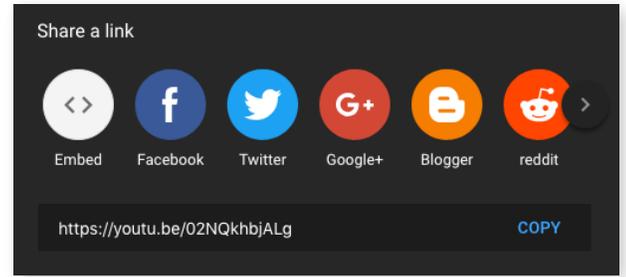
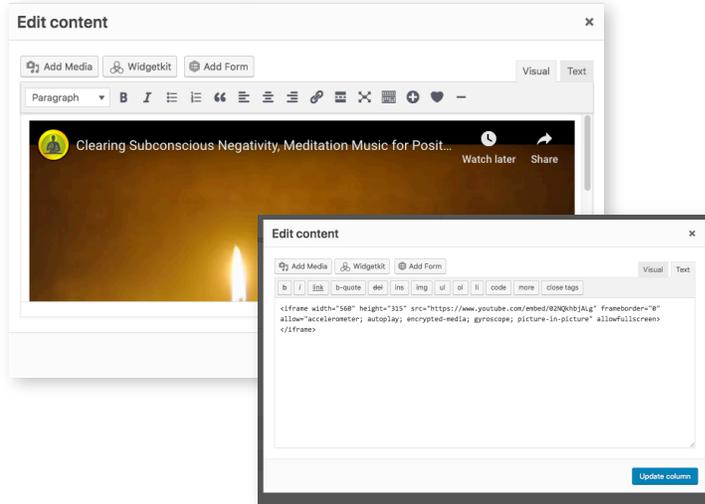
- To add images to pages, first upload them to the media library. You can do this by clicking the “Add Media” button located above content areas. (or by navigating to the media tab in the left navigation)
- If you are on the content section you want to add a photo to, and have already uploaded the image, simply select it from the media library.
- Change the “Attachement Display Settings” Size to Full Size before clicking - Insert into page.
- When you are finished be sure to **Save** your changes by clicking “Update” on the page.



*See the recommended image sizes at the end of this guide for reference.

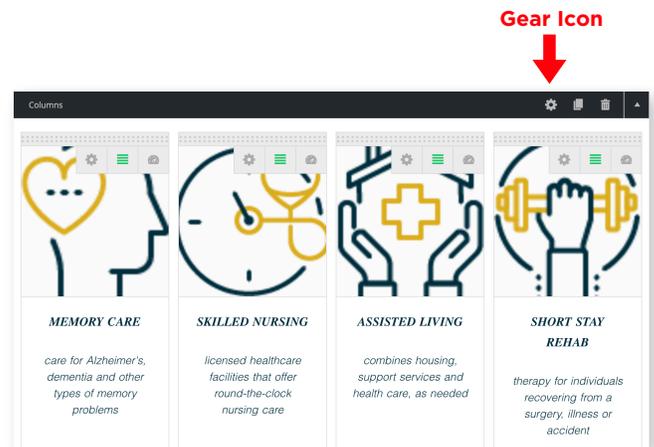
Add Videos

1. To add videos, first you will have to upload your video files to a video hosting provider, such as vimeo.com, wistia.com or youtube.com.
2. Then, copy the URL or the Embed Code in the content area.
3. If using a URL, past in the Visual tab of a content section.
4. If using an embed code, past in the text tab of a content section.



Change Number of Columns

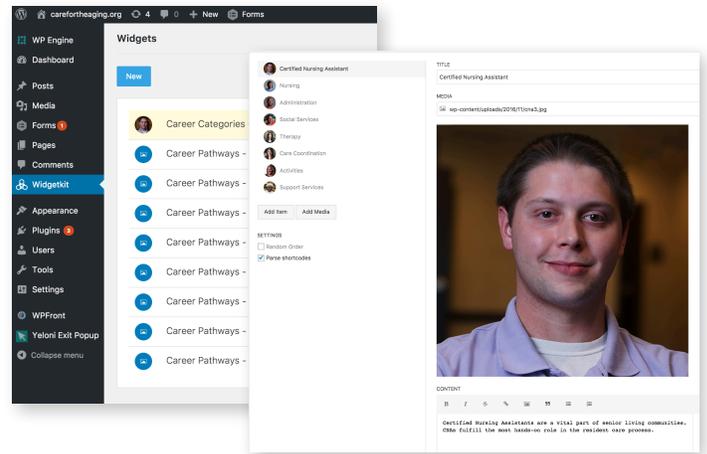
1. Click the gear icon located on the right side of the black bar
2. Within the lightbox, there is a column section where you can change the number of columns
3. Be sure to click **Done** when you are finished editing the section **and** that you click **Update** on the page itself to publish your update.



Widgetkit

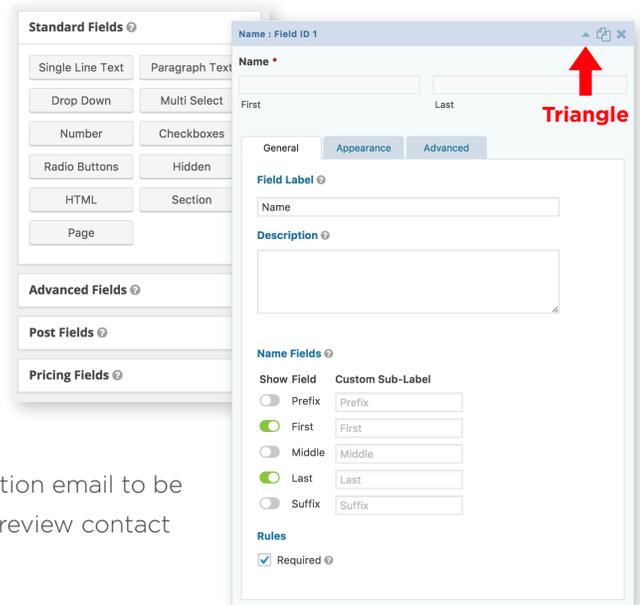
On some of the pages, for example the home page, you will see a section with something like this [widgetkit id="1"] in the text area. This means that section of the page was built using a widget rather than the theme template. To Edit these sections you will have to

1. Navigate to Widgetkit in the left nav
2. Choose the corresponding section
3. Within each section, you will have access to change photos, edit copy, and change titles or headers
4. Remember to click **Save** at the bottom of the page when you are finished



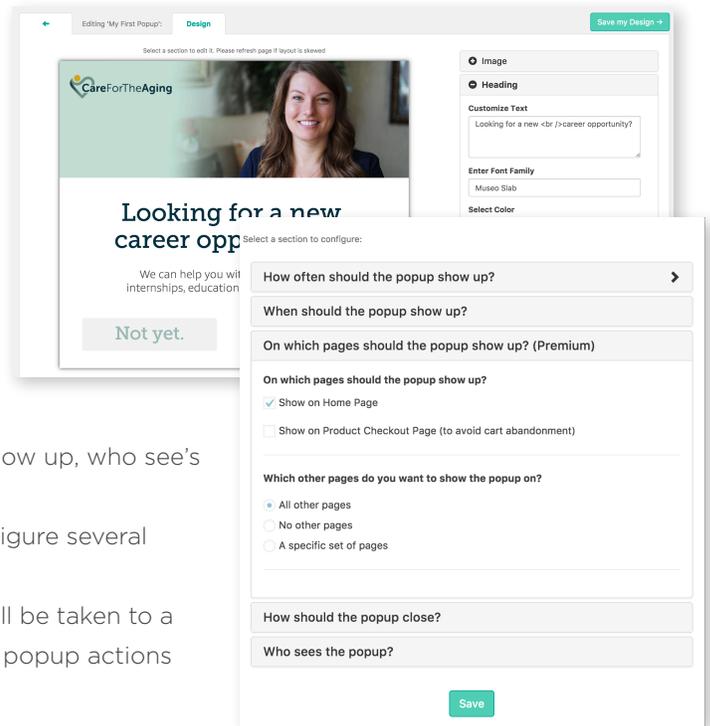
Editing Contact Form

1. Navigate to "Forms" in the left nav
2. Select "Contact"
3. To edit current sections, hover over desired section and click the triangle in the upper right corner
4. The section will expand allowing you to edit that section
5. To add a new section or field, use the buttons on the right to select the format of the new section. A new section will appear at the bottom of the form
6. To change the order of the sections, just hover over the desired section and drag and drop to new area
7. Edit notifications and confirmation emails - set a notification email to be notified when entries are received. Additionally, you can review contact form entries, under "Forms > Entries."
8. Be sure to click **Update Form** when you are finished



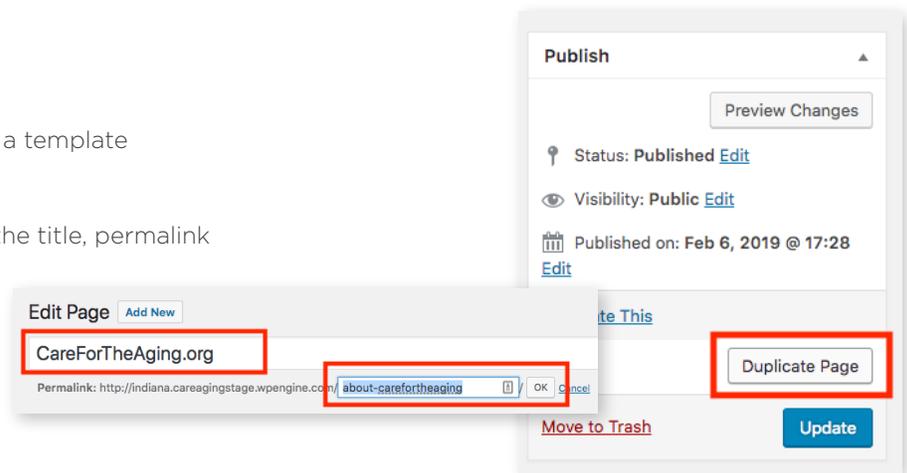
Edit Pop-Up

1. Navigate to “Yeloni Exit Popup” in the left nav
2. Select “Edit” in the actions column to edit copy & design of the popup
3. You will be taken to a page where you will see the design of the popup. Here you can click on the area you would like to edit and manage that section through a number of variables (font size, color, style, image, ect) to the right of the design
4. Be sure to click **Save My Design** when you are finished
5. Select “Configure” in the action column to edit things like, how often it pops up, when it should show up, who see’s it, etc.
6. You will be taken to a lightbox where you can configure several different popup actions
7. Be sure to click **Save** when you are finished You will be taken to a lightbox where you can configure several different popup actions
8. Be sure to click **Save** when you are finished



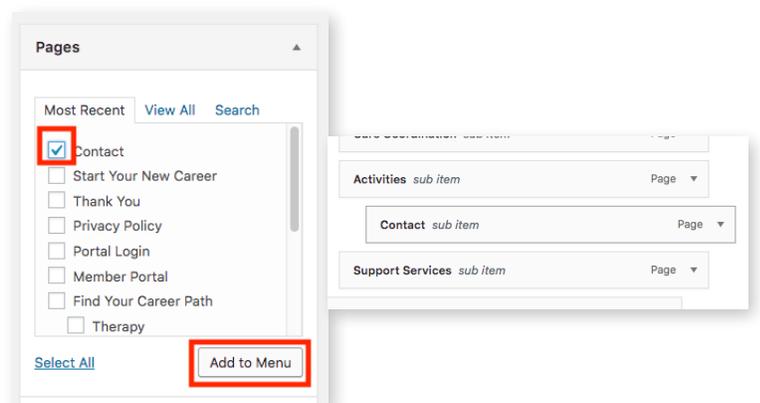
Add New Pages

1. Navigate to “Pages” in the left nav.
2. Open the page you want to use as a template for you new page.
3. Click “Duplicate Page”
4. The new page will open, now edit the title, permalink and page content.
5. **Save** by clicking “Update”



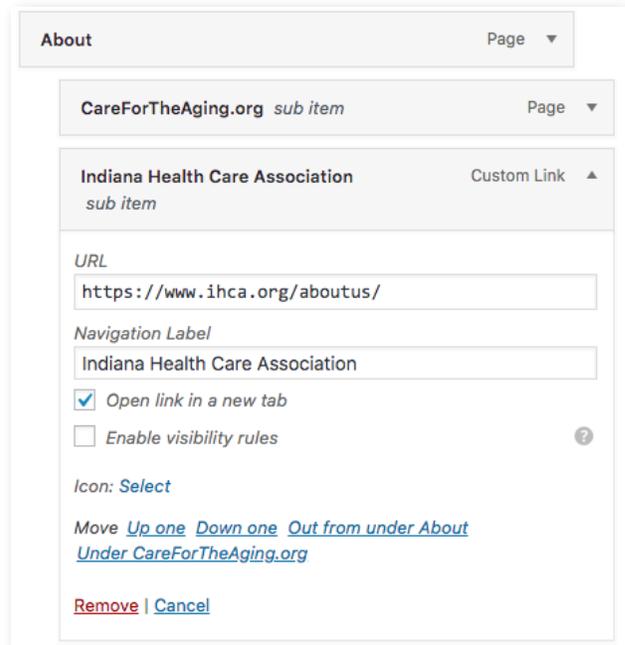
Add to the Menu

1. Navigate to “Appearance > Menus” in the left nav
2. Select checkbox next to the Page in the list you want to add to the menu.
3. Click add to Menu.
4. Drag and drop in order, and indent the pages to put them in a dropdown.
5. **Save** Menu.



Edit Association Link in the Menu

1. Navigate to “Appearance > Menus” in the left nav
2. Click the Association menu item under About in the menu to expand.
3. Edit the Title and the URL to your Association.
4. **Save** Menu.



Edit Association Link in the Footer

1. Navigate to “Appearance > Widgets” in the left nav
2. Click the Footer 1 > Text
3. Click link, then the pencil, then the gear icon and edit url and link text, click update.
4. **Save** Widget.

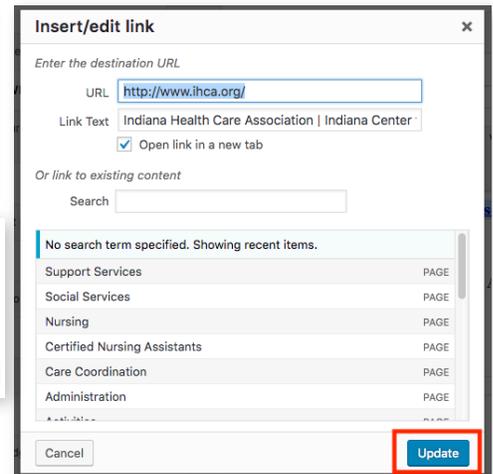
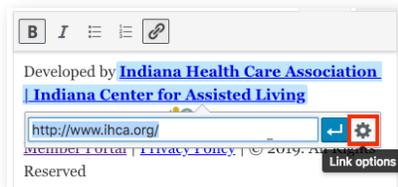
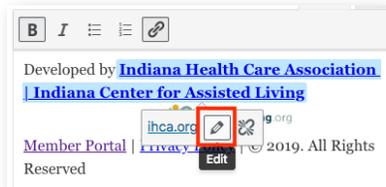
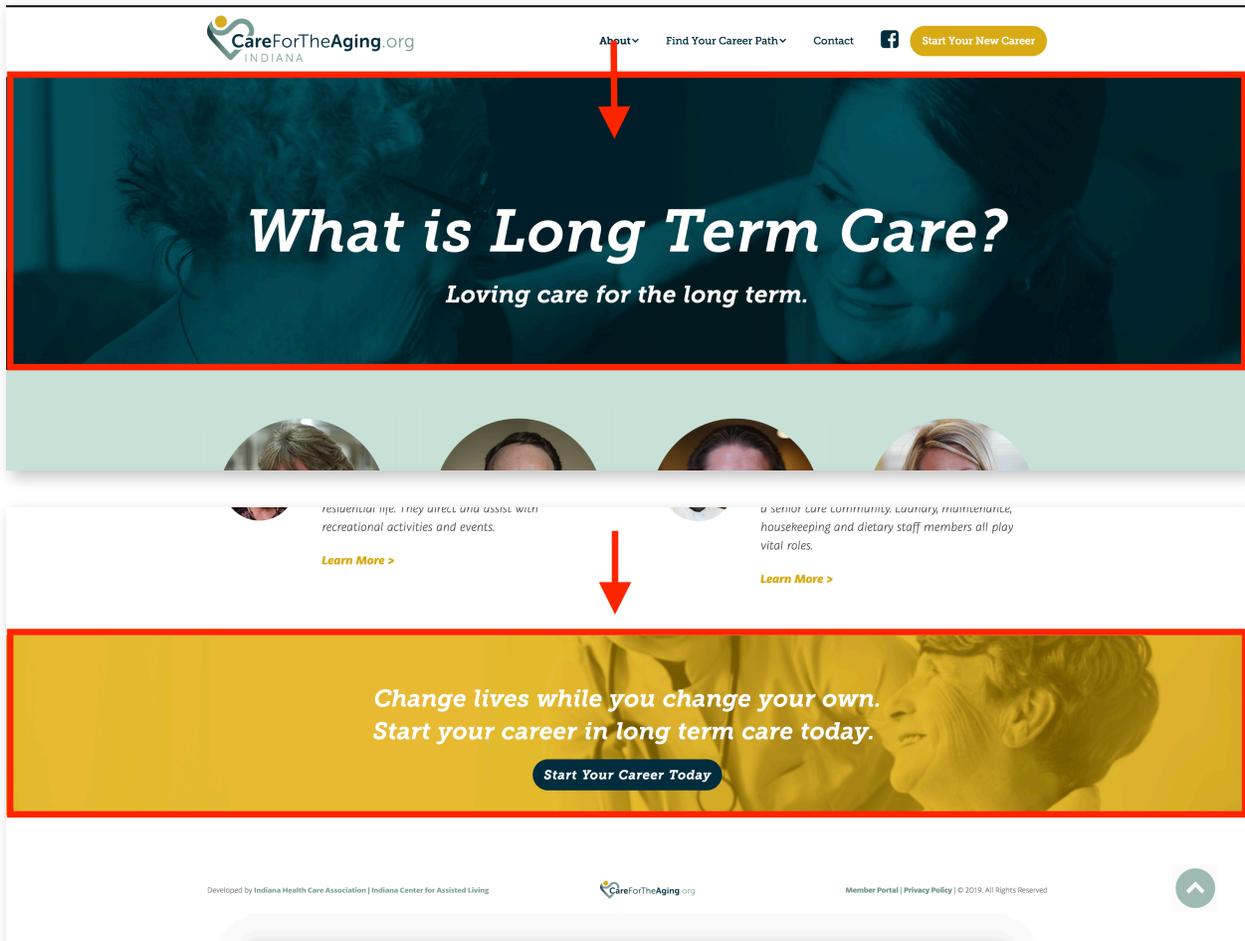
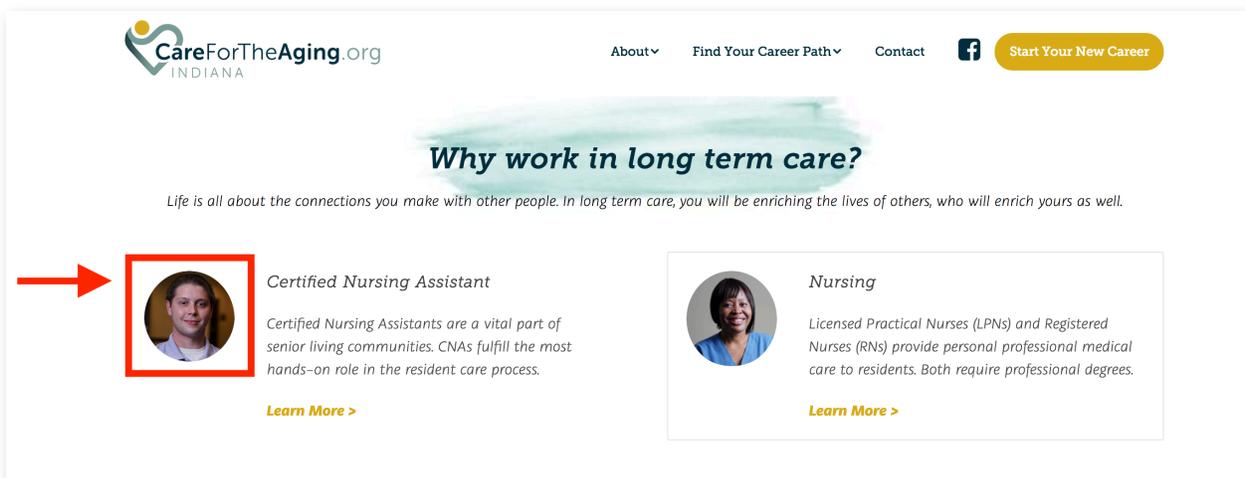


Image Size Guide

Background Images (Banners & CTA Modules) - At least 1680px wide, height is adjustable



Home Page Widget Kit Images - Square - 300px x 300px minimum



Two Column Content Section Images - 500px x 700px

Diverse Communities



Small or large, skilled nursing and assisted living facilities are complex communities alive with action. A diverse group of people and occupations come together to best serve residents' health care needs utilizing a person-centered approach. Unlike other care settings, where interactions with patients and families are intermittent, geriatric care workers develop deep relationships with residents and their families.

Staff at skilled nursing and assisted living facilities work on collaborative teams, maximizing and utilizing each person's unique skills and knowledge to provide the best possible care to residents.

Icons - No a set size, but one side should be 300px minimum



MEMORY CARE

care for Alzheimer's, dementia and other types of memory problems



SKILLED NURSING

licensed healthcare facilities that offer round-the-clock nursing care



ASSISTED LIVING

combines housing, support services and health care, as needed



SHORT STAY REHAB

therapy for individuals recovering from a surgery, illness or accident