WOONONA SLSC

WEBSITE GUIDE

A step-by-step reference for updating the club website — written for the workshop, and to keep afterward.

Contents

Module 0 — Foundations & Golden Rules

Module 1 — Content Workflows

1.1 Adding a News Post (also called a Blog Post)

1.2 Adding Photos to a Gallery (Inside a News Post)

1.3 Uploading Images and Documents to the Media Library

Module 2 — How the Page Editor (Elementor) Works

Module 3 — Updating the “What's On” Events

Module 4 — Page-Building with the Style Guide

4.3 Adding a Photo Gallery to a Page (Using Elementor)

Module 5 — Checking Contact Us Messages

Appendix A — Screenshot Checklist

Appendix B — Advanced Reference: Forms & Popups (You Shouldn't Need This)

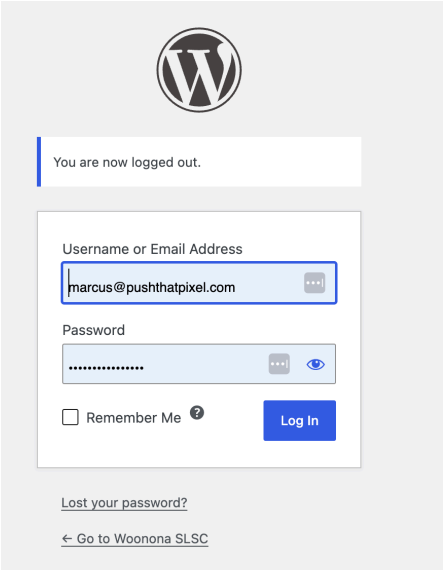
Coming Next

Module 0 — Foundations & Golden Rules

Read this module first — everything else in this guide builds on it. It only takes a few minutes and it's what keeps everyone safe to make changes without breaking anything.

0.1 Logging In

1. Go to https://woononaslsc.com.au/wp-admin in your browser, and bookmark it. (See the note on the cover page — this address is temporary and will change to woononaslsc.com.au once the domain transfer goes through.)
2. Enter your username and password.



3. You'll land on the Dashboard — this is the home base for everything in this guide.

Tip
Forgot your password? Click “Lost your password?” on the login screen and follow the emailed reset link.

0.2 A Quick Tour of WordPress: Pages vs Posts

WordPress keeps two different kinds of content in two different places in the left-hand menu, and it trips a lot of people up at first:

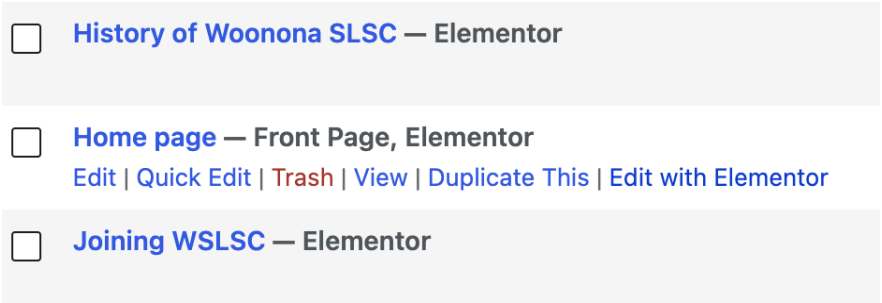
- Pages — the site's standing structure: Home, Nippers, Hall Hire, Training and Skills, and so on. These don't change often and each one is its own item in the Pages screen.
- Posts — news, updates and stories. Every one you publish is a Post, found under the Posts screen, not Pages.

> **The bit that trips people up**
> The “News & Updates” page you see in the site menu is itself a Page — but it doesn't hold its own written content. It automatically pulls in and displays your Posts. So: to add a new story to News & Updates, you go to Posts → Add New, not Pages. Module 1.1 below walks through this.

0.3 Two Places You'll Work

wp-admin (the WordPress Dashboard, the dark menu down the left) is where you'll do most day-to-day updates: writing news posts, uploading photos, checking enquiries, managing users.

Elementor (the page builder) is where you edit the layout of a page itself — things like the homepage's “What's On” events, or adding a ready-made Style Guide section into a page. You open it from a page's “Edit with Elementor” button, in wp-admin → Pages.



Elementor is a visual, click-and-see editor — sometimes called a WYSIWYG editor (“What You See Is What You Get”) — meaning the page looks exactly as visitors will see it as you work, with a settings panel down the left. Module 2 below is a full walkthrough of how it works.

I want to…	Use…
Write a news update	wp-admin → Posts
Add a photo to a gallery	wp-admin → Media / the Gallery block
Check a Contact Us submission	wp-admin → Fluent Forms
Update the What's On events on the homepage	Home page → Edit with Elementor (see Module 2 + 3)
Add a new pre-approved section to a page	Elementor editing (see Module 2 + 4)

0.4 The Golden Rules

THE GOLDEN RULES – WHAT YOU NEVER TOUCH

- Don't edit the Header or Footer (the navy bar at the top and the section at the bottom of every page) — they appear on every page at once, so a mistake here affects the whole site, not just one page.
- Don't touch Site Settings, Plugins, or Theme options unless Marcus or the webmaster asks you to.
- Don't edit Global Colours or Global Fonts in Elementor's Site Settings — changing these changes every page at once.
- Don't edit someone else's draft or unfinished page unless they've said it's OK.
- If in doubt, save as a Draft rather than Publish, and ask.

You genuinely can't break the site just by clicking around and looking — nothing changes on the live site until you click Save, Update, or Publish. Explore freely; just don't click those buttons on something you're unsure of.

0.5 Save, Preview, Publish – Your Safety Net

- Draft — saves your work without it going live. Use this any time you're not finished.
- Preview — shows exactly how it'll look to a visitor, without publishing it.
- Publish / Update — makes it live on the real website immediately.
- Nothing is permanent — you (or Marcus) can always go back and edit or fix something after it's published.

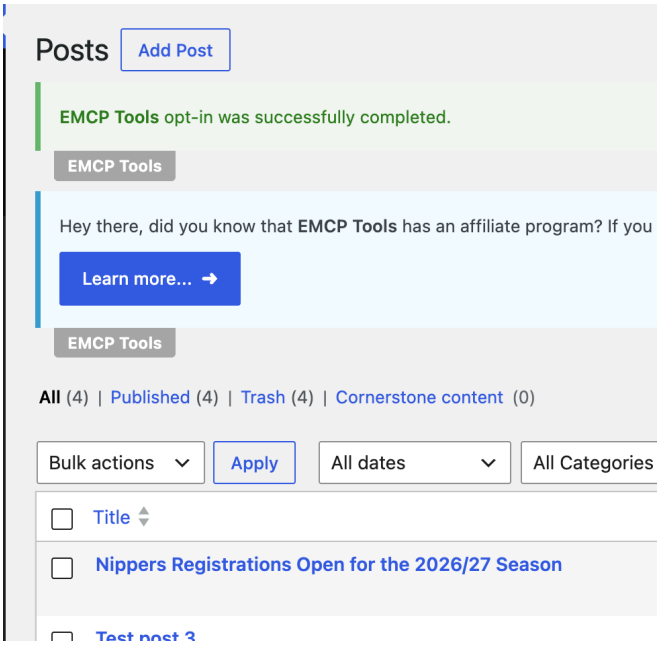
Module 1 – Content Workflows

These are the everyday jobs — the site already has a place for each of these, so you're filling in a form, not designing anything.

1.1 Adding a News Post (also called a Blog Post)

This is how club news, updates and stories get added to the News & Updates page. Different people call this a “News Post” or a “Blog Post” — they're the same thing on this site. You do this the normal WordPress way — not in Elementor (see 0.2 above).

1. In the wp-admin left-hand menu, go to Posts → Add New.

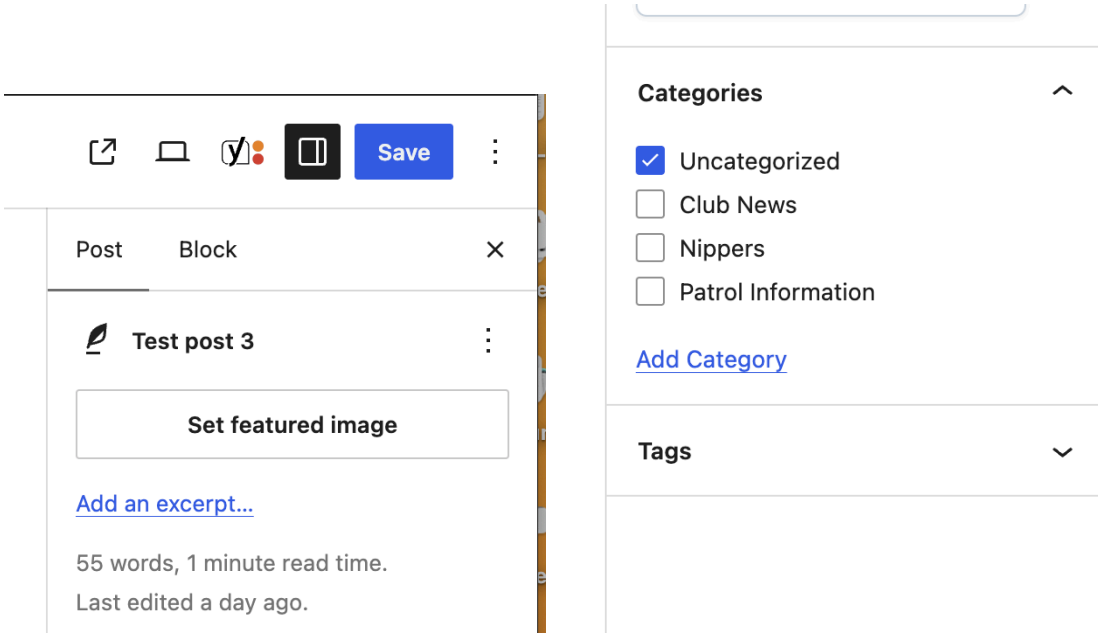


2. Type your Title at the top. Type it normally — it will automatically display in large capitals, so don't type it in capitals yourself.
3. Write your story in the content box below. Two things happen automatically as you type: a Quote block renders as a styled pull-quote, and a Heading 3 (H3) subheading (e.g. “Who Can Join”) automatically appears in the club's red.
4. On the right, under Categories, tick one: Nippers, Patrol Information, or Club News. This is required — it's what places your post on the right archive page and in the related-posts grids.

About adding new categories

You'll see an “Add New Category” option here — but please don't use it without checking first. The three category filter buttons on the News & Updates page are hardcoded to these three categories, so a new one you create yourself won't get its own filter button until someone edits that page too. If you think a new category is needed, raise it with the committee — once approved, it can be added properly.

5. Under Featured Image, click “Set featured image” and choose a landscape (wide) photo. If you skip this, a default club photo automatically appears instead — every post always shows an image, nothing ever looks broken or empty — but a real, specific photo always looks better, and a tall portrait photo will get cropped tightly by the display band.



6. Under Excerpt, write one or two sentences summarising the post. If you leave it blank, WordPress will automatically generate one from your first paragraph, which can cut off mid-sentence — so it's worth the extra moment.
7. Click Publish (top right) when ready, or Save Draft to finish it later.

That's it

Share buttons and a “More From The Club” related-posts section appear automatically — nothing else to configure.

Good to know: with only a handful of posts live right now, a post can occasionally show up in its own “More From The Club” list. This resolves itself as more posts get published — it isn't a mistake.

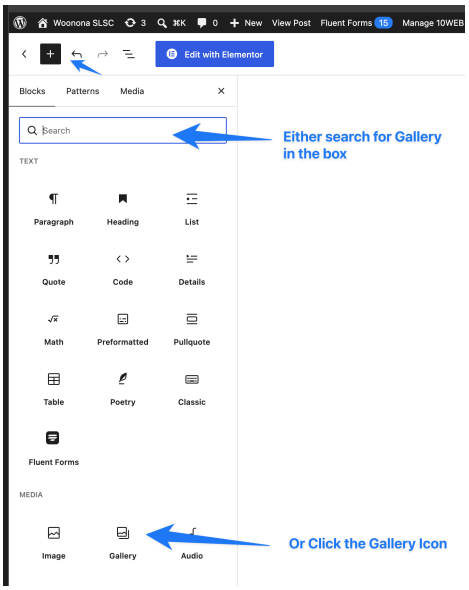
Advanced (optional) — Adding SEO details to a page

Yoast SEO is installed and active on the site. You'll see an extra box further down the edit screen (below the content, or its own tab) where you can set a Focus Keyword, write a custom search-result description, and preview how the post or page will look in a Google search result. It works the same way on both News Posts and ordinary Pages. It's entirely optional — everything in this guide works fine without touching it — but worth using on anything you'd like to rank well in search.

1.2 Adding Photos to a Gallery (Inside a News Post)

This covers adding a photo gallery inside a News Post — there's no separate gallery plugin for this; it uses WordPress's own built-in Gallery block, which works inside the normal post editor.

1. Edit the post or page in the normal wp-admin editor (not Elementor).
2. Click the + to add a new block, and search for “Gallery.”



3. Click Upload, select your photos (you can select several at once), then click “Create a new gallery.”
4. Adjust columns or image size if you'd like, then Publish or Update.

A different kind of gallery, covered later

This is for photos inside one News Post. A stand-alone gallery built directly into a page — for example on the Nippers or Hall Hire page — is a separate skill using Elementor itself, not the block editor. That's covered in Module 4.3.

1.3 Adding Media: Images & Documents

The Media Library is WordPress's central storage for every image, PDF, or document used across the site. You can add files two ways — directly into the library, or on the fly while you're editing a page.

Option A — Add directly into the Media Library

1. In the WordPress dashboard sidebar, go to **Media > Add New Media File**.
2. Drag and drop your file(s) onto the upload box, or click **Select Files** to browse your computer. You can select and upload multiple files at once.
3. Once uploaded, click on the file to open its details panel and fill in:
    - **Alt Text** — a short description of the image (important for accessibility and SEO — every image should have this)
    - **Title** — internal reference name, doesn't show on the site
    - **Caption/Description** — optional, only used if the page template displays one
4. Click **Update** to save those details.

Option B — Add while editing a page in Elementor

1. Open the page in Elementor.
2. Click on any image, gallery, or file-upload widget.
3. Click the image/upload thumbnail in the widget settings panel — this opens the Media Library popup.
4. Either pick an existing file from the library, or click **Upload Files** and drag your new file in.
5. Add Alt Text in the same popup before inserting it.
6. Click **Insert Media** (or **Select**) to place it on the page.

File types you can upload:

- Images: JPG, PNG, WebP, SVG (SVG uploads may need a plugin enabled — check with Marcus if it's greyed out)
- Documents: PDF (most common — e.g. newsletters, forms, minutes)

A few good habits:

Rename image files to something descriptive before uploading (e.g. nippers-registration-2026.jpg rather than IMG_4213.jpg) — this helps with SEO and makes the library easier to search later.

Compress large photos before uploading (anything over ~1–2MB slows the site down). Most phone photos can be resized/compressed with a free tool like Squoosh or TinyPNG first.

Always fill in Alt Text — it's read aloud by screen readers and used by Google, and takes two seconds.

Use the search bar and filter (Images / Documents / All dates) at the top of the Media Library to find existing files instead of re-uploading duplicates.

Module 2 — How the Page Editor (Elementor) Works

Before you touch the homepage events or add a Style Guide section to a page, it's worth a few minutes getting comfortable with the editor itself. Everything in Modules 3 and 4 builds on the skills in this module.

2.1 Set Up Your Own Practice Page (Do This First)

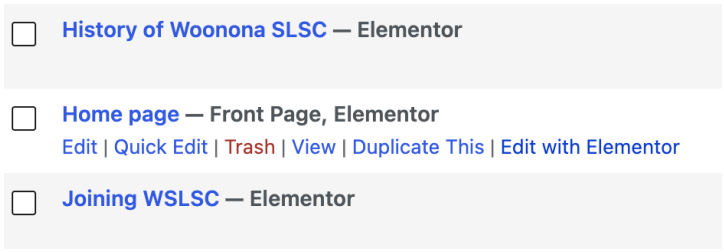
A quick but important fact about how Elementor works: only one person can safely edit a given page at a time. If a second person opens the same page while someone else already has it open, Elementor shows a warning that someone else is editing it and offers a "Take Over" option — using it can overwrite the first person's unsaved changes. So before going any further, everyone needs their own copy to safely practice on, rather than everyone opening the same real page at once.

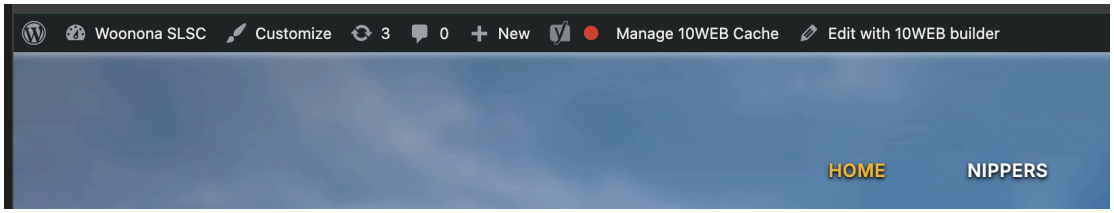
1. In wp-admin → Pages, find the practice page nominated for today (e.g. a spare copy of the Home page).
2. Hover over it in the list and click Duplicate (this uses the Duplicate Page plugin already installed on the site — a wp-admin action, done before you ever open Elementor).
3. Rename it with your first name at the front — for example "Sarah — Practice Copy — Home" — so it's obviously yours in the page list. You don't need to open the page for this: back in wp-admin → Pages, hover over your new copy and click Quick Edit, change the Title field, then click Update. This is the fastest way to rename any page — worth remembering any time you need to rename one and there isn't already a "rename" step spelled out for you.
4. Leave it unpublished (Draft) — it's just for practice. From here on, every "Try it yourself" exercise in this guide happens on your own copy, never on a real published page.

> ✎ **TRY IT YOURSELF — Practice now**
>
> Duplicate and rename your practice page before moving on, so it's ready to use for the rest of this module and the exercises in Modules 3 and 4.

2.2 Opening the Editor

1. Go to wp-admin → Pages, find the page you want, and click Edit with Elementor. (Posts don't use this — see Module 1.1.)

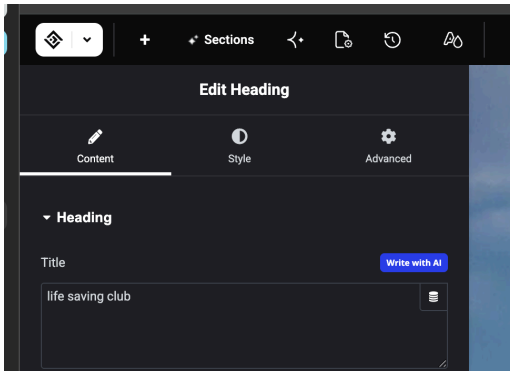




You can also click Edit with Elementor from the black admin bar while viewing the page itself on the live site — but that bar only appears once you're logged in to WordPress. Visitors browsing the site normally, without logging in, never see it at all.

2.3 The Editor Layout

- Left panel — settings for whatever you've currently selected, split into three tabs: Content (the text/image/link itself), Style (colours, spacing, fonts), and Advanced (technical settings — leave this tab alone unless you've been shown what you're changing).
- Canvas (the rest of the screen) — the page itself, shown exactly as visitors see it. Click anything here to select it.
- Top bar — icons for Structure (opens the Navigator, see 2.5), History/Undo (see 2.8), Preview, and the Update/Publish button.



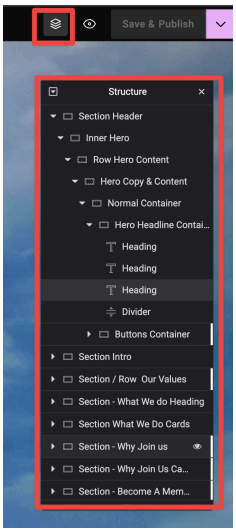
2.4 Containers – the Building Blocks

Every part of this site's pages is built from containers — boxes that hold other things (text, images, buttons, or even other containers nested inside them). You may hear these called “rows and columns” from older versions of Elementor; this site uses the newer container system, but the idea is the same: containers stack or sit side-by-side to build the layout, and the actual content lives inside them.

2.5 The Structure Panel – Your Map of the Page

The Structure panel (also called the Navigator) shows the whole page as a list, nested to match how it's actually built — much like folders inside folders.

1. Click the Structure icon in the top bar to open it.



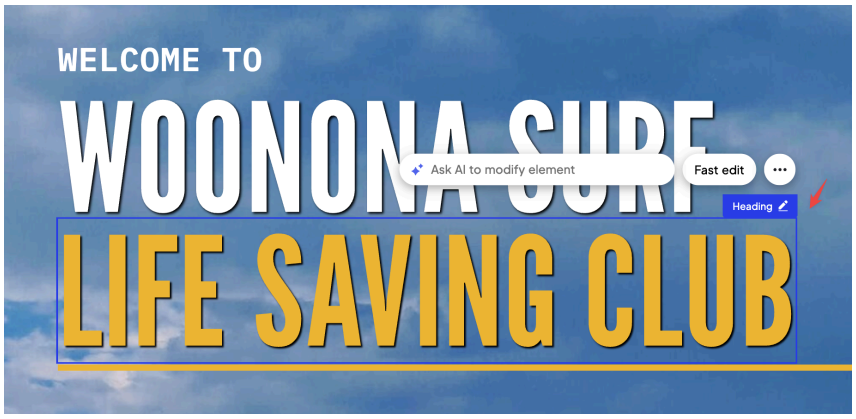
2. Click the arrow next to any item to expand or collapse it, so you can see what's inside without scrolling the whole page.
3. Click any item in the list to select it on the canvas — this is often the easiest way to select exactly the right element, especially something small that's fiddly to click directly.
4. Double-click an item's name in the Structure panel to rename it (for example, renaming a generic “Container” to “Sept Event Row”). This makes a page far easier to navigate later on, especially one with a lot of repeated sections.

The panel itself can be resized — click and drag its bottom or side edge to make it taller or wider. Handy if you want to read full headings and descriptions without them being cut off, and doesn't need a screenshot to follow.

2.6 Selecting the Right Element

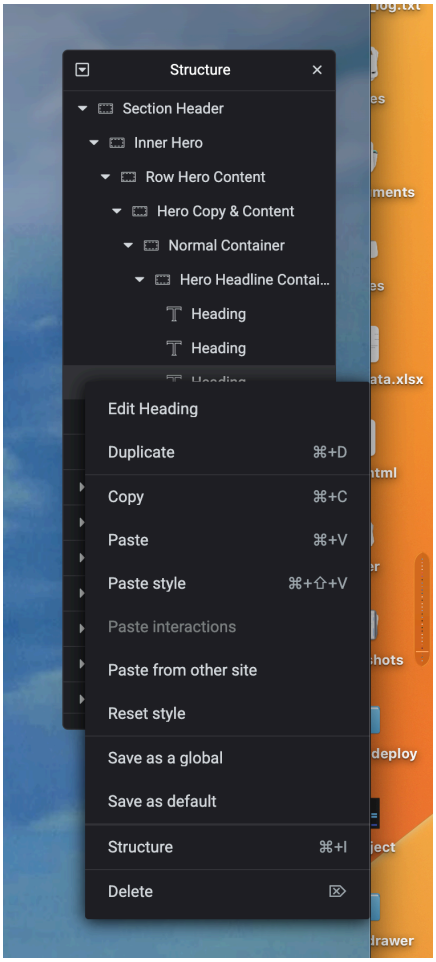
It's easy to think you've clicked the exact thing you want, but actually selected its parent container instead. Two ways to check:

- Look at the top of the left panel — it names what's currently selected (e.g. “Heading” vs “Container”).
- On the canvas, a selected element gets a coloured outline and a small floating toolbar above it. If that outline covers a bigger area than you expected, you've selected a parent — click again, closer to the exact item, or use the Structure panel instead, which is usually more reliable.



2.7 Duplicating

- To duplicate one element (like a button or a heading): select it, then click the duplicate icon on its small floating toolbar, or right-click it and choose Duplicate.
- To duplicate a whole section (like a whole event row): select the container that holds the whole thing — the Structure panel is the most reliable way to select the right one — then duplicate it the same way. Everything inside comes with it.
- You can also click and drag an element's move handle (the crosshair icon on its toolbar) to reorder it or drop it into a different container.



2.8 Undo – Your Safety Net

Made a mistake? Press Ctrl+Z (Cmd+Z on Mac), or click the History icon in the top bar to step back through recent changes one at a time. This steps backward through just your recent actions — it won't wipe out the whole page.

> ✎ **TRY IT YOURSELF — Practice now**
>
> On your practice page, duplicate any section, move it somewhere else with drag, then undo both changes with Ctrl+Z until it's back to how it started.

2.9 Saving Your Work

Same as Module 0: Update publishes your changes live immediately; Preview shows you first without publishing

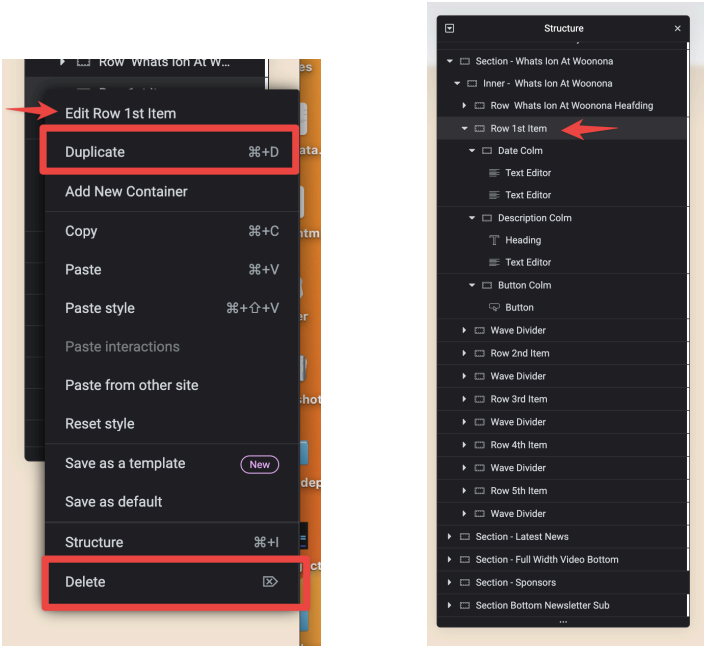
Module 3 – Updating the “What's On” Events (Home Page)

Unlike news posts, events live directly on the Home page and are edited in Elementor. Each event is one row: a date, a heading, a short description, and a button. This module uses the skills from Module 2 — if you haven't read that yet, do that first.

In practice, you won't usually be adding and removing events at random — the normal pattern is deleting the oldest event(s) from the top of the list as they pass, and adding new ones at the bottom, so the list stays in date order.

To add a new event

1. Open the Home page and click Edit with Elementor. (For practice, use your own practice copy from Module 2.1, not the real Home page.)
2. Scroll to the “What's On At Woonona” section.
3. Using the Structure panel, find an existing event row similar to the one you want, and select the whole row container — not just the heading or button inside it, and not one of the columns inside the row either. In the Structure panel these rows are usually labelled things like “Row 1st Item”, “Row 2nd Item”, “Row 3rd Item” — make sure you click on that row-level item, not one of the smaller items nested underneath it.
4. Duplicate it (see Module 2.7). This copies the whole row — date, heading, description and button — so you're never starting from a blank page. New events normally get added at the bottom of the list, so duplicate the last row.



5. Click into the date, heading and description text, and update them.
6. Click the button, open its settings in the left panel, and update its label (e.g. “RSVP”, “ENROL”, “ROSTER”) and its link.
7. Click Update (top left) to publish your change.

Need a button, but the row you duplicated doesn't have one?

Most events don't need a button, so most rows in the list won't have one to copy from. If your event genuinely needs one (e.g. “RSVP”), the workaround is: duplicate a whole extra event section that does have a button, copy just its button, paste the button into the row that needs it, then delete the extra section you duplicated. It's a fiddly, multi-step job — honestly, it's often easier to just ask Marcus to add the button for you rather than working through this yourself.

To retire an old event

1. Select its row (using the Structure panel to be sure you've got the whole row) and choose Delete. This is usually the top-most row(s) — the events that have already passed.

Made a mistake partway through? Ctrl+Z / Cmd+Z undoes your last change — see Module 2.8.

✎ TRY IT YOURSELF — Practice now

On your practice page, duplicate the last event row, fill it in with a made-up event, then delete the top (oldest) row — the full cycle you'll actually use day-to-day.

Golden rule reminder

Only edit inside one event row at a time. The rows are separated by decorative wave-divider images — leave those alone.

Module 4 — Page-Building with the Style Guide

This module is a partial draft

The full version needs a walkthrough of the three Style Guide pages together to confirm exact section names and pick good screenshot examples. What's below is ready to build on, and already answers the “what do I need to be careful of” questions.

4.1 What's Truly Global (and What Isn't)

This is the single most important thing to understand before touching the template library. On this site, exactly two things are wired to appear automatically on every single page:

- The Header (the navy bar with the logo and menu at the top).
- The Footer (the section at the very bottom with contact details and quick links).

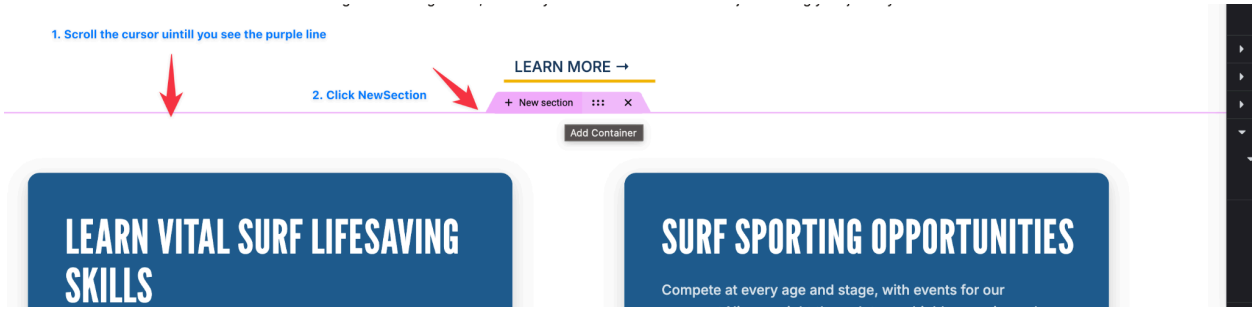
Editing either of those changes every page on the site at once — that's the Golden Rule from Module 0.4. Everything else in the Style Guide's template library — every section, card, and layout you'll pick from, including things that look “footer-like” such as the newsletter/subscribers section above the real footer — is a separate, ordinary template. The moment you insert one of these into a page, it becomes your own independent copy on that page. Editing your copy afterwards only changes that one page, never any other.

In plain terms

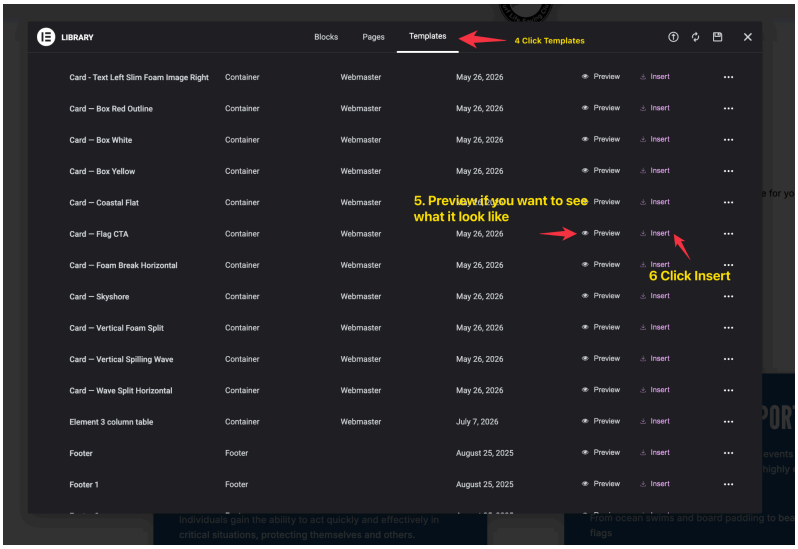
If it's the actual dark Header at the very top or the actual Footer at the very bottom of every page, don't touch it. Anything you deliberately pick and insert from the Style Guide's template library is safe to edit once it's on your page — it isn't linked back to anywhere else.

4.2 Adding a Pre-Approved Section to a Page

1. Open the page in Elementor (see Module 2.2).
2. Find where you want to add the new section, and click the folder/library icon that opens the template library (or the + icon Elementor shows for adding a new section in that spot).

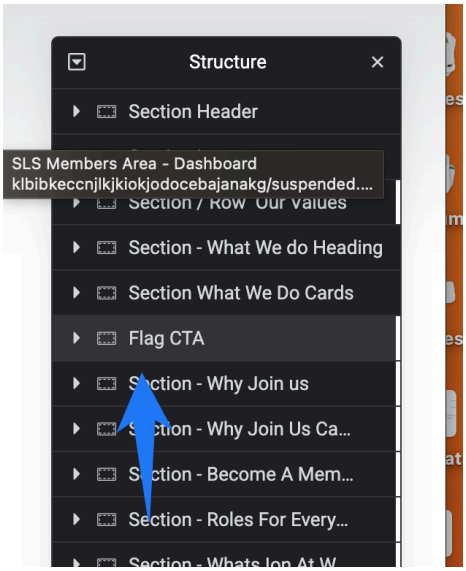


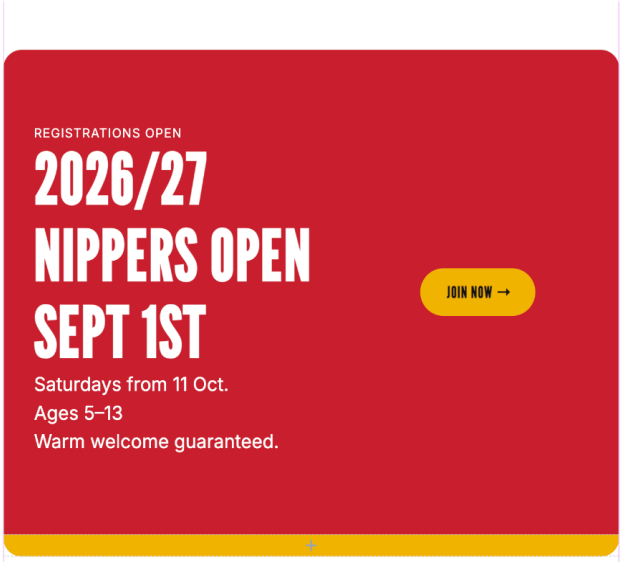
3. Switch to the tab showing the site's own saved templates, and browse or search by name — the Style Guide document lists these by their exact names, which match what you'll see here.



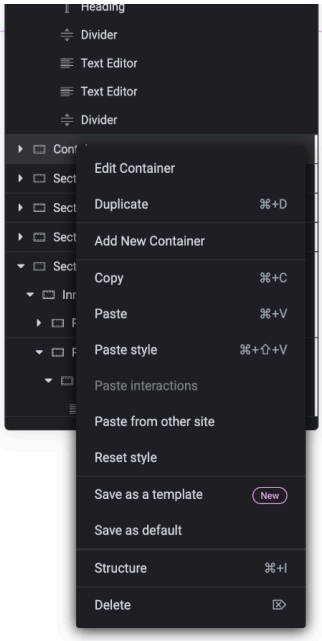
4. Not sure it's the right one? Hover over it and click the preview (eye) icon to see it full-size before inserting anything.
5. Click Insert to drop it into your page at that spot.

6. Click into the text and images inside your newly-inserted section and edit them for your page — see 4.1 above for why this is safe.





7. Click on the element to see where it is in the structure menu and then move it where you want it to go within the structure of the page



Example names you'll actually see in the library (so the wording in this guide matches what's on screen): "Section Coastal Flat + Skyshore", "Card — Wave Split Horizontal", "HM HERO section", "Subscribers Box - Pre footer". The Style Guide document itself is organised around these same names.

Important — check the name before you insert anything

Look at the template's name before you drop it in. If the name contains the word “section” — including names like “HM [something] section”, which just means Home [something] section — it will import as a whole, ready-made section that spans the full width of the page, sitting neatly above and below whatever's already there.

That's the safe, easy case.

But if the name is just a single component — for example “Card Red Box Outline” — it will only insert that one card or element by itself, not a full section. That's fine too, but it then needs to be manually fitted into the existing container structure on the page, and if you drop it in the wrong spot it can break that container's layout.

If you're not confident with containers yet (see 2.4), stick to templates with “section” in the name, or ask Marcus before inserting a single-element template.

✎ **TRY IT YOURSELF — Practice now**

On your practice page from Module 2.1, insert any one section from the template library, preview it first if unsure, then edit its text so it says something obviously fake — proof it's your own copy and safe to change.

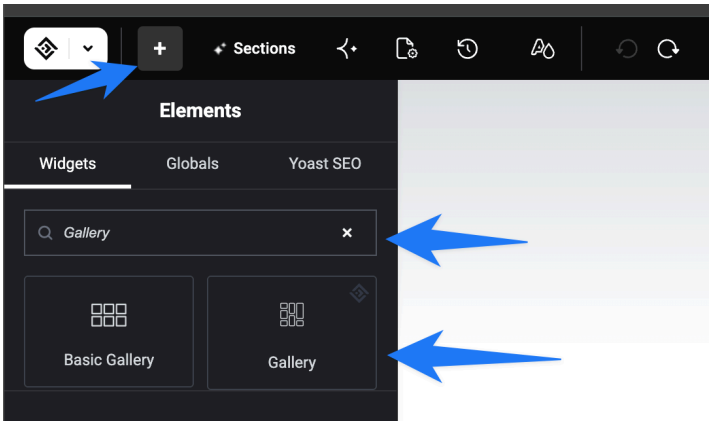
Previewing Via the Style Guide

There are three Style Guide pages you can browse for reference while building a page: Style Guide, Style Guide-2, and Style Guide-3. Each one shows a set of approved sections and components in context — open them in a new tab and scroll through before picking something from the template library, so you know what's available.

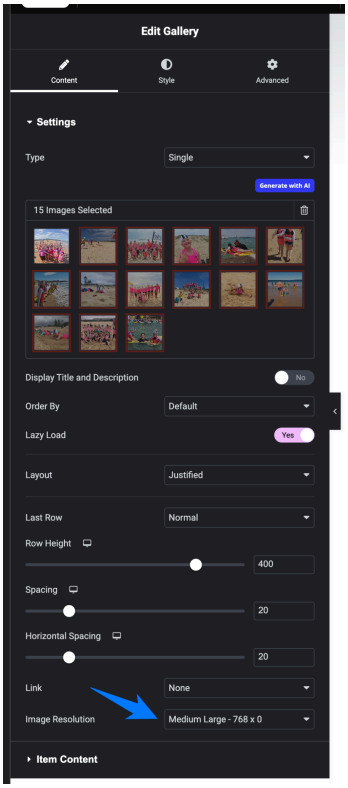
4.3 Adding a Photo Gallery to a Page (Using Elementor)

This is different from Module 1.2 — that was photos inside a News Post, using WordPress's own Gallery block. This is for a proper photo gallery built directly into a page itself, using Elementor's own Gallery widget. You can see it already working on the Nippers page ("Fun in the Sun") and the History of Woonona SLSC page ("Through the Years") — open either one for a live reference while you're learning.

1. Open the page in Elementor (see Module 2.2).
2. In the left panel, switch to the Elements tab and search "Gallery."



3. Drag the Gallery widget onto the page, at the spot you want it.
4. In the Content tab on the left, click "Add Images," then select or upload all the photos for this gallery (hold Ctrl, or Cmd on Mac, to select several at once).
5. Set the Layout — Grid, Justified, or Masonry. Justified is what Nippers and History use, and matches the rest of the site, so it's the safest default. Then set Columns (2–4 works well) and adjust Spacing and Row Height to taste.
6. Important — find the Thumbnail Size (or Image Size) setting and set it to "Medium Large," not "Full." This is a real, known issue on this site: left on "Full," every photo loads at its original camera size (often 500KB+ each) with no lazy-loading, so the gallery can appear blank or broken for several seconds, especially on mobile. "Medium Large" looks identical but loads properly.



7. Click Update or Publish when you're happy with it.

> ✎ **TRY IT YOURSELF — Practice now**
>
> On your practice page from Module 2.1, add a Gallery widget with a handful of photos, set the layout to Justified, and preview how it looks.

Module 5 – Checking Contact Us Messages

Read this first

Messages sent through the Contact Us form are already emailed straight to the person responsible for replying — nobody needs to log into WordPress just to find out a new inquiry has arrived. This module is about double-checking things are working, and finding an older message again — it isn't the primary way anyone learns a new one came in.

Behind the scenes, this is collected by the Fluent Forms plugin.

1. In wp-admin, go to Fluent Forms → Entries (or open the relevant form and go to its Entries tab).
2. Click any entry to read the full message and the sender's contact details.
3. Reply to the sender from your own email — entries are for reading, not for sending replies from inside WordPress.
4. Optionally mark an entry as read/handled to keep track of what's been actioned.
5. If checking entries isn't part of your role, please don't go looking through other members' messages out of curiosity. Treat this screen the same way you'd treat someone else's inbox — only open what you're actually responsible for handling.

Appendix A – Advanced Reference: Forms & Popups

You shouldn't need this

The Contact Us form and the site's pop-ups are already built and working — nobody needs to touch any of this to do the jobs covered in this guide. This section exists purely so that, years from now, if a form needs a new field or a popup needs updating and nobody who built the original one is around, there's somewhere to start.

Fluent Forms (the plugin behind the Contact Us form)

- Find it in wp-admin under Fluent Forms → All Forms.
- Click a form's name to open its drag-and-drop editor — fields sit on the left; drag one into the form on the right, or click an existing field to edit its label and settings.
- The Settings & Integrations tab (top of the editor) is where the "email this to so-and-so" rule lives — that's what routes a submission to the right person's inbox (see Module 5).
- Always send yourself a real test submission and check it arrives correctly before trusting any change.

Popup Builder (the site's pop-ups)

- Find it in wp-admin under Popup Builder → All Popups.
- Each popup has its own visual editor for its content, plus a separate Triggers tab controlling when it appears — this site's popups are set to trigger On Click, tied to a specific button, rather than on page load or scroll.
- Test any change in a private/incognito browser window — WordPress can remember that you've already seen a popup and hide it again on your normal browser.

Elementor Video Tutorials

If you want to go deeper than this guide covers, Elementor (the page builder itself) has excellent free video tutorials:

1. Start editing a page

Elementor Editor Basics
Official introduction to the editor, page structure, widgets, and basic settings.
https://www.youtube.com/watch?v=4G3YjWnQE-o

2. Learn Elementor from the beginning

Original link (elementor.com/academy) is retired — Elementor's 9-video "Getting Started" course is no longer published as a standalone course. The closest current official resource is their Getting Started article hub, which links out to the individual beginner articles and videos (editor basics, design system, headers/footers, home page, responsive work) one at a time rather than as a single course.

Getting Started with the Editor — Knowledge Hub
Index of official beginner articles and videos covering the editor, containers, widgets, and building your first page.
https://elementor.com/help/elementor-editor/

3. Use the template library

How to Use the Template Library
Finding, previewing, inserting, saving, and reusing page layouts and blocks.
https://elementor.com/help/videos/how-to-use-the-template-library/

4. Load a complete site design

Original link (elementor.com/academy) is retired, and no direct replacement video currently exists on Elementor's site. This is the closest official resource — the general video library, filtered to templates and setup.
Elementor Help — Video Library
Elementor's full archive of official how-to videos, including templates, kits and site setup.
https://elementor.com/help/videos/

5. Move or reuse a design

How to Import/Export Your Website
Move designs between sites, create backups, and reuse work across multiple projects — useful for administrators handling saved templates or transferring work between sites.
https://elementor.com/help/videos/how-to-import-export-your-website/

6. All template videos in one place

The original "Template Library Collection" page is retired. Elementor's current equivalent is their general video archive (same link as #4 above), which can be filtered by category (Templates, Setup & Migrate, etc.) instead of a single curated collection page.
Elementor Help — Video Library
Browse all official Elementor video tutorials by category.
https://elementor.com/help/videos/