# Summary of content – tutorial for Contributors

1. **USER PROFILE** ........................................................................................................................................ 2  
   1.1. **EDIT PERMISSIONS** ......................................................................................................................... 2  
   1.2. **IMPORTANT NOTES** .......................................................................................................................... 2  
   1.3. **PROFILE CONFIGURATION** .............................................................................................................. 2  
2. **INTRODUCTION TO THE PRIVATE AREA** .................................................................................................. 4  
   2.1. **TOP MENU** ....................................................................................................................................... 4  
   2.2. **MENU OF ACTIONS** ............................................................................................................................. 4  
3. **CREATE A NEW EVENT** ............................................................................................................................. 4  
4. **CREATE A NEW RESOURCE** .................................................................................................................... 7  
   4.1. **CREATE A NEW RESOURCE PAGE** .................................................................................................... 7  
   4.2. **UPLOAD A NEW RESOURCE (PDF, DOC, PPT or XLS)** ...................................................................... 10  
5. **CREATE NEWS** ........................................................................................................................................ 12  
6. **ANNEX: Basic functions (corresponding to some points of the tutorial).......** 14  
   a. **CONTENT EDITOR** ................................................................................................................................. 14  
   b. **DISCUSSION** ......................................................................................................................................... 15  
   c. **PUBLISH MENU** ..................................................................................................................................... 15  
   d. **SEO CONFIGURATION** ............................................................................................................................ 16  
   e. **PRIVACY CONTROL** ............................................................................................................................... 18
1. USER PROFILE

1.1. EDIT PERMISSIONS

Contributors can:
- Create news, events, and resources.
- Upload images, documents (PDF, DOC, PPT, XLS) and embed YouTube videos.
- View the rest of the site and view content uploaded by others.
- Edit resources or content.

Contributors cannot:
- Publish new content (once they create content, the website administrator has to approve it).
- Edit or delete the content of other contributors.

1.2. IMPORTANT NOTES

- THE PRIMARY LANGUAGE OF THE WEBSITE IS ENGLISH. All content created must be in English, and will be auto-translated into other languages, with the option to manually translate if required. Resources and documents can be added in any language. (If your article is not in English and you would like support to edit your translation, please contact cfi@christian-aid.org.)
- Questions or problems? Please contact cfi@christian-aid.org

1.3. PROFILE CONFIGURATION

Once you log in, in the private area, “Profile” section, you can modify the following details:

1. Name details: First Name, Last Name, Nickname, Display name.
2. Contact Information. Please do not change this unless necessary, for example if you have a new email address.
3. In the Account Management section, you can reset your password – see below (A button) - and log out of all devices (B button).

NOTE: We recommend you change your password the first time you log in.
When you edit this information, you must click on button 4: “Update Profile” to save.
2. INTRODUCTION TO THE PRIVATE AREA

2.1. TOP MENU

In the top menu, you can see a button to access the website (figure 1), and another to access the user profile (figure 2).

2.2. MENU OF ACTIONS

From the left-hand menu, you can access:

1. **Media content**
   To upload new images and resources. (This option is rarely used directly.)

2. **Events**
3. **News**
4. **Resources**

   You can create news, events and resources to post either publicly or privately to other partners. Once saved, these will be submitted for review. You can only edit your own articles.

5. **Downloads**
   To add new downloadable resources.

3. CREATE A NEW EVENT

To add a new Event, you have to click on the button “Add Events”, from the “Partners” page, that appears in the top menu.

The button takes you to a page where you must fill out the following fields:

1. **Add Title**
   We recommend the title:
   - Does not exceed 60 characters
   - Clearly explains the event (including key words that people might search for)
   - Does not use special characters ( /, #, @, etc.)

2. **Block of content**
   Add general information about your Event and the main page content (function explained at point 6.1).

3. **Configuration of comments**
   Option to have comments turned on or off. Explained at point 6.2.

4. **Yoast SEO**
   Option to optimize how your content appears on sites such as Google and social networks. Explained at point 6.4.
5. More fields
   
a. **Content restriction**: Indicate if the content is private or public. This determines who has access to the content. If it is private, only other logged in users (CFJ partners) can view it. Public is selected as the default.
   
   NOTE: If it is determined as private content, you will have to select **Logged In Users** at the “Profile Builder Content Restriction” section. It is explained in point 6.5.
   
b. **Start date**: The start date of the event.
   
c. **End date**: The end date of the event. If it is a one-day event, you don’t need to fill out this field.
   
d. **Start time**: You can indicate the starting time of the event, if wanted.
   
e. **End time**: You can indicate the end time of the event, if desired.

   Please find an example of how the dates are shown:
   
   - Start date: 28 June, 2019
   - End date: 30 June, 2019
   - Start time: 3:00 am
   - End time: 7:00 am

   The visualization will be:

   ![Event Details]

   - 28 June, 2019
   - Event details:
     - Date and time: The event will be held on 28 June, 2019 to 30 June, 2019, and the schedule will be from 3:00 am to 7:00 am

   f. **Summary of content**: a short summary of your event. This will appear at the top of the page. 110 characters maximum.
   
g. **Where**: Indicate the address of the event. If it is an online event or webinar, this can be stated here.
   
h. Configuration of the button to join the event or to link to the event’s website to get more information.
   
   _ Text for the button “Join Event”: leave as Join event as standard. If you don’t fill in, the button will not appear.
   
   _ Link to join us: Indicate the link of the event website or the URL to sign up for the event. Remind to indicate the full link including http:// or https://

6. Profile builder content restriction
   
   Explained at point 6.5

7. Organisation (right hand side)*
   
   Select who organised the event.

8. Themes*
   
   Select the theme(s) of the event.

9. Locations
   
   Indicate the country where the event will be held. If the region is not listed, leave this blank.

1. The fields with * are mandatory.
4. CREATE A NEW RESOURCE

4.1. CREATE A NEW RESOURCE PAGE

To add a new resource, you must click on the button “Add Resources”, from the “Partners” page.

The button takes you to a page where you must fill out the following fields:

1. **Add Title**
   - We recommend the title:
     - Does not exceed the 60 characters
     - Clearly explains the event (including key words that people might search for)
     - Does not use special characters (/ , #, @, etc.)
   
   Here you must add the title of the Resource.

2. **Block of content**
   - Add the main content and information about your resource (function explained at the point 6.1).

3. **Configuration of comments**
   - Option to have comments turned on or off (explained at point 6.2).

4. **Yoast SEO**
   - Option to optimize how your content appears on sites such as Google and social networks. (Explained at point 6.4.)

5. **More fields**
   - **Content restriction**: Indicate if the content is private or public. This determines who has access to the content. If it is private, only other logged in users (CFJ partners) can view it. Public is selected as the default. **NOTE**: If it is determined as private content, you will have to select “Logged In Users” at the “Profile Builder Content Restriction” section. It is explained in point 6.5.
   - **Short description**: a short summary of your resource. This will appear at the top of the page. 110 characters maximum.
   - **Date resource**: date the resource was originally published.
     - **Kind of resource**: Indicate the type of resource.
     - **Resource link**: Indicate the URL of the resource/resources in the corresponding field, depending on the language of the resource.
     You can see the explanation of how to upload a new document in point 4.2

4. **Organisations (right-hand side)**
   - Select who has created the resource.

5. **Resources languages**
   - Indicate the languages of the resources uploaded. We recommend selecting the same as the URL of the resources indicated previously.

6. **Themes**
   - Select the theme(s) of the resource.

7. **Types of resource**
   - Select the category corresponding to the resource. For example, report or research.

8. **Featured Image**
   - In this section, you can add the cover image to be shown where all the resources are listed.
SIZE OF THE IMAGE: 524 x 728 px.
This field is not mandatory. If you don’t add any image, it will appear with a holding image. We recommend that you crop the image before uploading if possible. If you are unable to do this, the site administrator will crop the image before publishing.

Profile Builder Content Restriction
Explained at point 6.5.

1. The fields with * are mandatory.
4.2. **UPLOAD A NEW RESOURCE (PDF, DOC, PPT or XLS)**

When the Resource is: PDF, DOC, PPT or XLS, you must upload it to the website so the users can download it.

To upload the Resource, you must follow the next steps:

1. From the menu of actions on the left-hand size of the editing screen (explained at point 2.2) you have to select: Downloads > Add new

2. **Complete the following information:**
   
   1. **Add Title**
      
      Here you must add the title of the Resource. We recommend the title:
      
      - Does not exceed the 60 characters
      - Clearly explains the event (including key words that people might search for)
      - Does not use special characters (/, #, @, etc.)

   2. **Downloadable Files/Versions**
      
      When click on “+ Add file” you will see the following window:

      Select “Upload file” and select or upload a new file.

      **The files need to be in these formats: PDF, DOC, PPT or XLS.**
      **File names should include key information and have hyphens instead of spaces.** Eg: illicit-finanical-flows-report-chrisitan-aid-sep2019.pdf

3. **Publish**

   When the file has been uploaded, you must publish/save it.

3) **Copy the download link.**

   Once the file has been published, in the section “Download Information” (highlighted in the screenshot down below as section 4) you can view and copy the download link:
Copy the URL to paste it in the field: “Resource link [language]” under the correct language.
5. CREATE NEWS

To add a news article, you must click on the button “Add News”, from the “Partners” page.

The button takes you to a page where you must fill out the following fields:

1. **Add Title***
   Here you must add the title of the News article. We recommend the title:
   - Does not exceed the 60 characters
   - Clearly explains the event (including key words that people might search for)
   - Does not use special characters ( /, #, @, etc.)

2. **Block of content***
   Add the main content and information about your news article (explained at point 6.1).

3. **Configuration of comments:**
   Option to have comments turned on or off. (Explained at point 6.2).

4. **Yoast SEO**
   Option to optimize how your content appears on sites such as Google and social networks. (Explained at point 6.4).

5. **More fields**
   a. **Content restriction:** Indicate if the content is private or public. This determines who has access to the content. If it is private, only other logged in users (CFJ partners) can view it. Public is selected as the default.
      
      NOTE: If it is determined as private content, you will have to select “Logged In Users” at the “Profile Builder Content Restriction” section. It is explained in point 6.5.

   b. **Date***: set the date of the News.

   c. **Summary of content***: a short summary of your news item. This will appear at the top of the page. 110 characters maximum.

6. **Profile Builder Content Restriction**
   Explained at point 6.5.

7. **Organisations***
   Select who the News is from (normally your own organization).

8. **Themes**
   Select the theme(s) of the news. (You can select all that apply.)

9. **Featured Image**
   In this section, you can add the cover image that will show in the News listings.
   
   Image size: 830 x 340 px.
   
   This field is not mandatory. We recommend that you crop the image before uploading if possible. If you are unable to do this, the site administrator will crop the image before publishing.

1 The fields with * are mandatory.
6. ANNEX: Basic functions (corresponding to some points of the tutorial)

a. CONTENT EDITOR

Through the Content Editor, you can create the main content of your Events, News, Resources.
In this text editor, you can only include the content. To preserve the uniformity of the website, we recommend that you use the basic editing options, including bold, quotes, Heading 2, Heading 3 and links. (More information)

1. Add Media (+ information)
   With this function, you can add videos and images to the main content on your page.
   a. Select the origin the file to be included:
      From an external URL, Media Library or Upload Files from your computer.
      Things you must take into account to upload files:
      You should always include Alternative Text, Title and Description. You must avoid adding text in the Caption, unless you want this to publicly show.

2. Toolbar for content editing:
   Options:
   a. Text style
      ‘Paragraph’ is standard text. Header 2 and Header 3 options can be used to add sub-headings. Once the entry is published, it will be given the style of the website.
   b. Format
      You can use bold type when needed. Text should always be left-aligned.
   c. Lists
      You can create lists with bullets and numbers.
   d. Links
      You can include links to other pages and websites. If your link is going to an external website, remember to select ‘Open link in a new tab’.
b. DISCUSSION

1. Allow comments
   This allows the option that the Contributors and/or Editors can comment on the post. Comments are enabled by default.

2. Allow trackbacks and pingbacks on this page
   This allows the option to create links in this page from external websites. This can improve positioning. You must take into account that if the content is restricted, it will prejudice the positioning. It will be disabled by default.
   If you have indicated that your content is public, we recommend you to select this option.
   If you have indicated that your content is private, we recommend you to not select this option.

---

![Discussion](image)

---

![Publish Menu](image)

---

For more information, see the official Wordpress site.
d. SEO CONFIGURATION

This section refers to the SEO configuration (Search Engine Optimization). That helps to achieve a good on sites such as Google. The information will automatically be filled in when you create your article. Nevertheless, it’s better to check the result and to add some extra information.

1. **Focus keyphrase**: here, you need to indicate the word or short phrase that summarize all the content. Eg: debt monitor

2. **Snippet**
   This refers to how the page is shown in search pages like Google. It is configured by default depending on the content.
   a. **Preview** – how your article will appear on search listings.
   b. **Edit** - If you want to edit the content that it is shown by default, you need to modify the following fields:
      - Button to open the edition options. (Figure 2)
      - **Title**: by default this is the article title and name of the website. This shouldn’t generally be updated. (Figure 3)
      - **Slug**: It is the URL that will appear in the searches. We recommend not to modify it. (Figure 4)
      - **Meta description**: a summary of the page. (Figure 5)
      - Button to save all the updates made. (Figure 6)
3. **SEO Analysis**

This section gives you hints and tips to improve the SEO of your page. On the left of each item, there is a coloured dot with the possible improvement:

- Green: everything corrects.
- Orange: potential improvement.
- Red: improvements should be made.

If you do not have much knowledge about SEO, this section may be particularly tricky. This section is optional and you do not have to accept or make the suggested improvements.
e. PRIVACY CONTROL

News, Events and Resources can be public or private. All content will be “Public” by default. If you want a publication to be private, for example to share a draft report or private event, you must check the boxes:

- In the “More Fields” section, check the box “Private”.
- In the “Profile Builder Content Restriction” section, check the box “Logged In Users”.

![More Fields](image1)

![Profile Builder Content Restriction](image2)