

Pre-launch Requirements

Ahead of the site launch, you will need a domain (paid) with WordPress (free) installed.

We recommend looking for a domain with Wordpress Hosting through GoDaddy - through the portal here

<https://uk.godaddy.com/hosting/wordpress-hosting>.

Once you are set up and can access your dashboard, please follow the instructions below.

*For users with an exiting site, please export all post and page data via the exporter, as the new site will **overwrite** existing data for the domain.*

Installing the site

Download a migration plugin [here](#) and install it by uploading it in the Plugins section of the Dashboard.

Download the import file for the site [here](#).

With the migration plug-in installed, you can start the import process to install the site.

Follow the notes, overwrite the current site, and update the permalink **twice** to the site when prompted.

Following this, the site will now be live with the default settings. You will be logged out and will need to use the credentials below to access the site.

Logging in to the new site

Admin Login

The default admin login for the site is below:

Main-Admin

aBt3DiSXV6BTNqlh

Once you have logged in - please navigate to [Users](#) and create a new [Admin](#) for the site with your personal email to ensure you have access to the site.

Follow the checklist below to ensure your site is customized for your organisation.

Essential Admin Tasks

With the site live you will have access to the main pages of the site, as well as sample posts and reporters.

Please follow the task below to update the site with the information for your organization.

Site Identity

The site title, tagline, and logo can be updated through the [Customize](#) feature.

Users

Please add additional users for the site as needed - for example, you can add editors in the [User](#) section so they can access the site dashboard to post their stories and update their profile in the [Reporters](#) section.

Contact Form

The site uses a contact form plugin called [Contact Form 7](#). This can be accessed via the [Dashboard](#).

Messages sent through the site will arrive at the email address of the site admin created earlier in the guide.

In the settings, please update the field below with the domain for your site.

From

 [Sender email address does not belong to the site domain.](#)

Site Icon / Favicon

The site icon can be added through the [Favicon](#) tab in [Settings](#). You will need a image roughly 200px wide for the icon. Once uploaded, the icon will be added to your pages.

Publishing Content for the site

Importing Existing Data

If you have existing data from a previous WordPress site, you can upload the posts via the Import feature on the Dashboard

Pages

The site provides support for four main pages - About us, Reports, Reporters, and Contact Us. These can all be updated in the Pages section of the Dashboard.

Like posts, pages can be edited using the text editor, with links, images and videos added.

For new pages, please use the [Empty Page](#) template in [Page Attributes](#) for a blank template to fill with content.

Once created, these can be added to the Primary and Secondary Menus in the Menu Tab.

Posts

New posts can be added via the Posts section of the Dashboard. They will require a Title, Summary, Featured Image, Reporter. Posts also require Categories and Tags (see the section below).

Reporters

Reporters are a special content type for the theme. They require a Title, Summary, Featured Image, and background image. In addition, you can add tags and icons to make certain users stand out - for example - community leads.

Categories & Tags

Categories should be used to separate content types for your posts - for example, video or audio reports.

Tags can be used more generally, with multiple tags added to each post. We recommend adding a maximum of 10 tags for each post, with consistency across the site so visitors can easily search using the tag cloud on the main page.

Further Admin Tasks

With the essentials in place - you can look at further options to ensure your site works well for users

Yoast SEO

Yoast SEO is a general plugin to help your site be visible on social media and with search engines.

Accessibility Plugin

The site includes a plugin to support a range of users for the site. You can access the settings for this via the Dashboard.

Akismet Anti Spam

Without this plugin installed, the site is likely to receive a high volume of spam comments. This free plugin will ensure that the worst of them are deleted automatically.

Jetpack

Jetpack is a general plugin that can support your site, making it easier to track visitor stats and improving the site speed. Follow the instructions to set up Jetpack on your site.

General Upkeep Notes

Comments

Be sure to regularly check comments to your articles via the comment section. As admin, you will receive updates when comments are made on posts.

Plugins

Plugins will need updating and can be updated via the Plugin section of the dashboard.

Theme updates

Theme updates are not necessary for the upkeep of the site.

Customization and Support

Our team is on hand to help with questions and support - reach out to us here for support when launching the site.