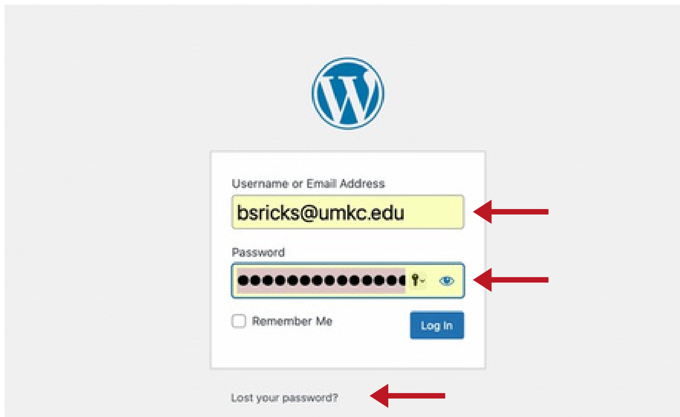
TTC Technology Transfer Centers
Funded by Substance Abuse and Mental Health Services Administration

Website Administrator Guide: 2024 Version

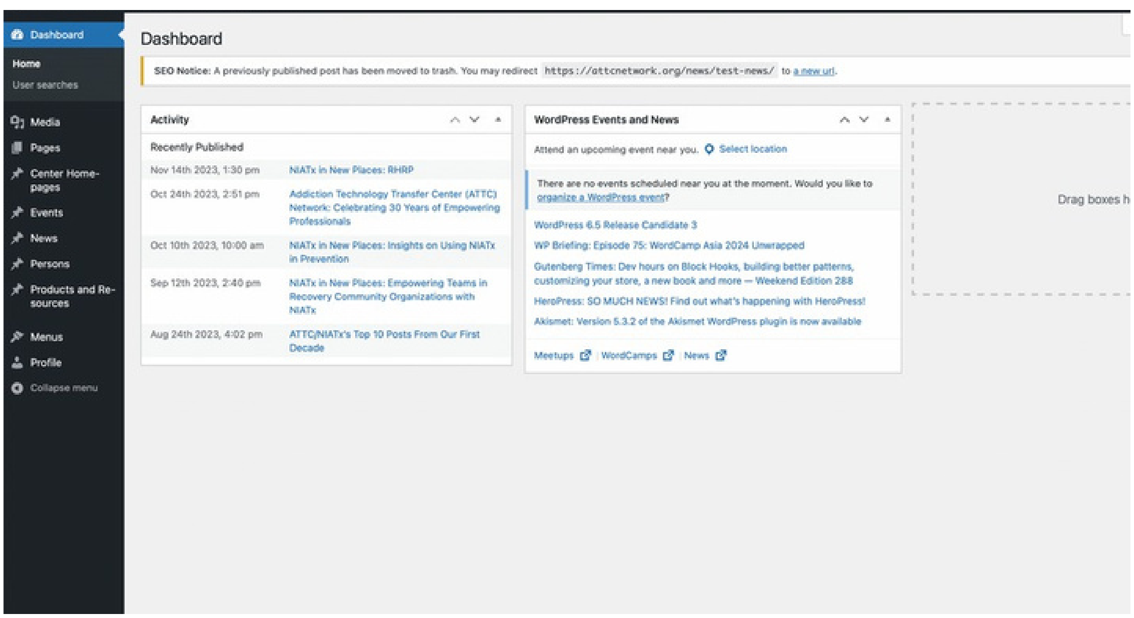
Getting Started

To log into your “Center Administrator” account, visit your TTC WordPress site (**attcnetwork.org/wp-admin/, pttcnetwork.org/wp-admin/, or mhttcnetwork.org/wp-admin/**) and enter your login credentials.

Enter your username, which will be your email address, in the **Username/Email Address** field. Then type your password into the **Password** field.



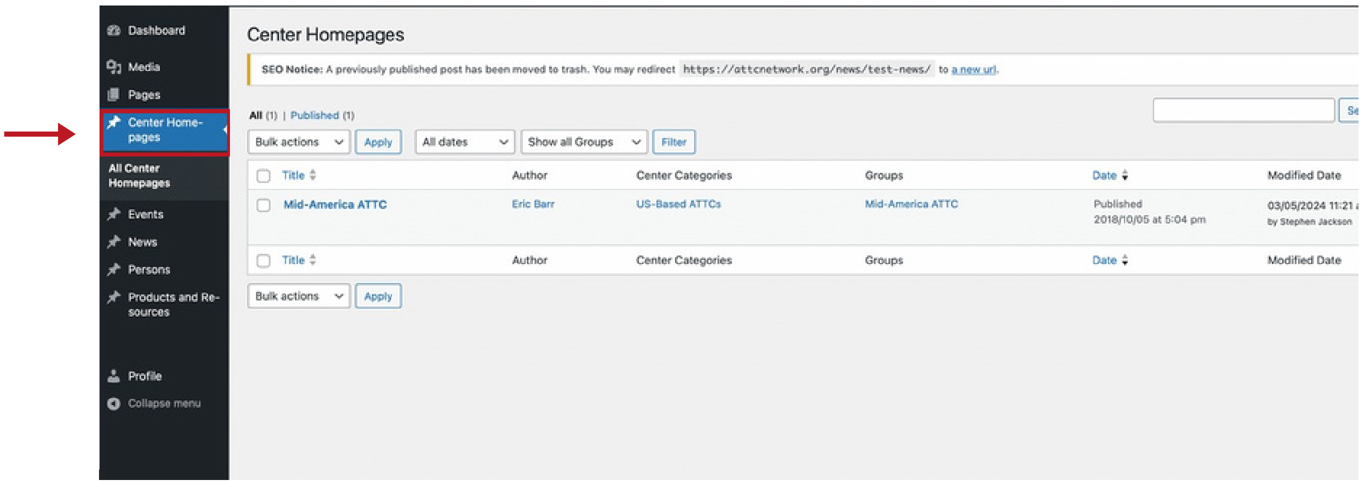
Forgot your password? Click the **Lost Password?** to receive an email containing a password reset link.



Once logged in, you will be directed to your Center’s **dashboard.**

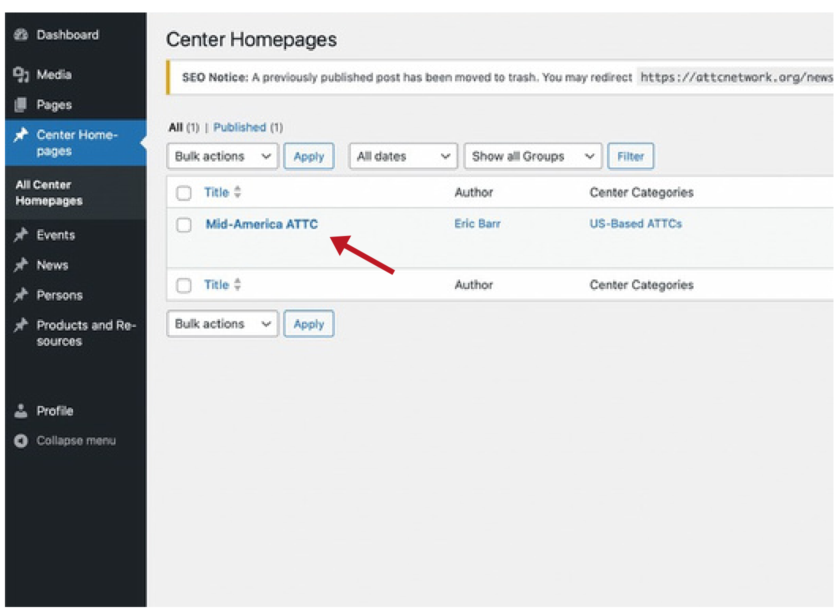
Editing Center Homepages

Now that you're logged in, you're ready to edit your Center's homepage. Using the left menu bar, navigate and click on the **Center Homepages** tab.



The **Center Homepages** dashboard will display your TTC Center homepages on the WordPress site.

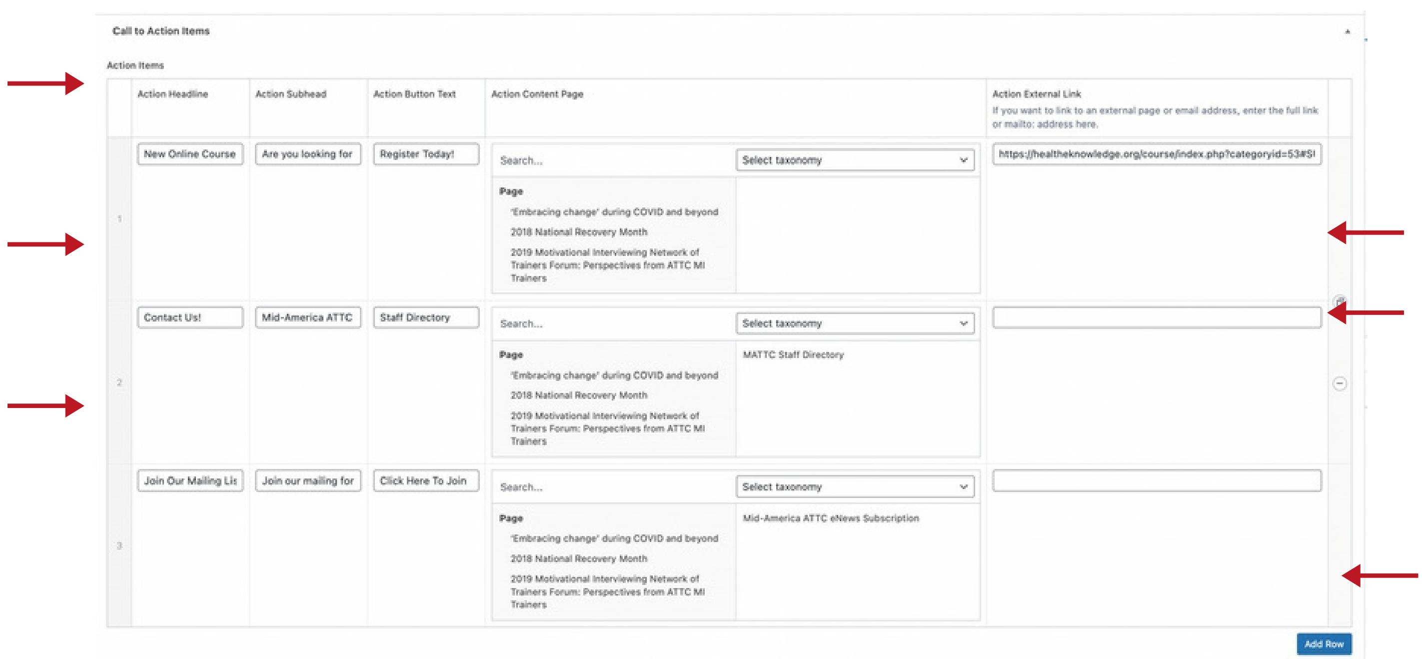
To edit your Center's homepage, navigate through the list to find your Center and click on the blue highlighted name.



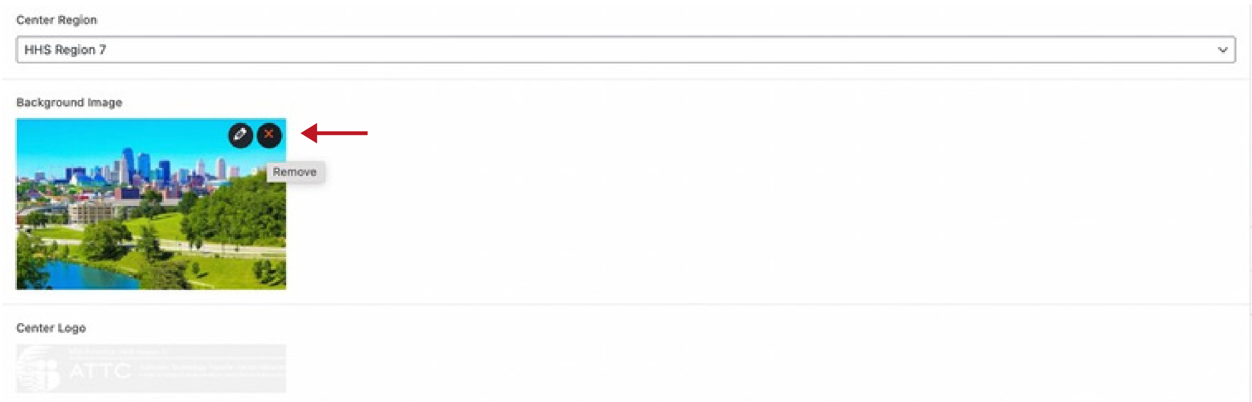
You can edit you Center's mission statement by clicking on the paragraph and editing the text to your preference.

The **Call to Action Items** are the items that appear at the bottom of your Center's homepage. These are useful for creating relatively "green" links and could be useful for footer content such as subscription links, or other items that you want to direct traffic to regularly.

You can add, delet e , or duplicate action items using the **Add More, "-"**, and copy buttons on the right side of the action item row. You can also edit existing action items by editing the information in each row.

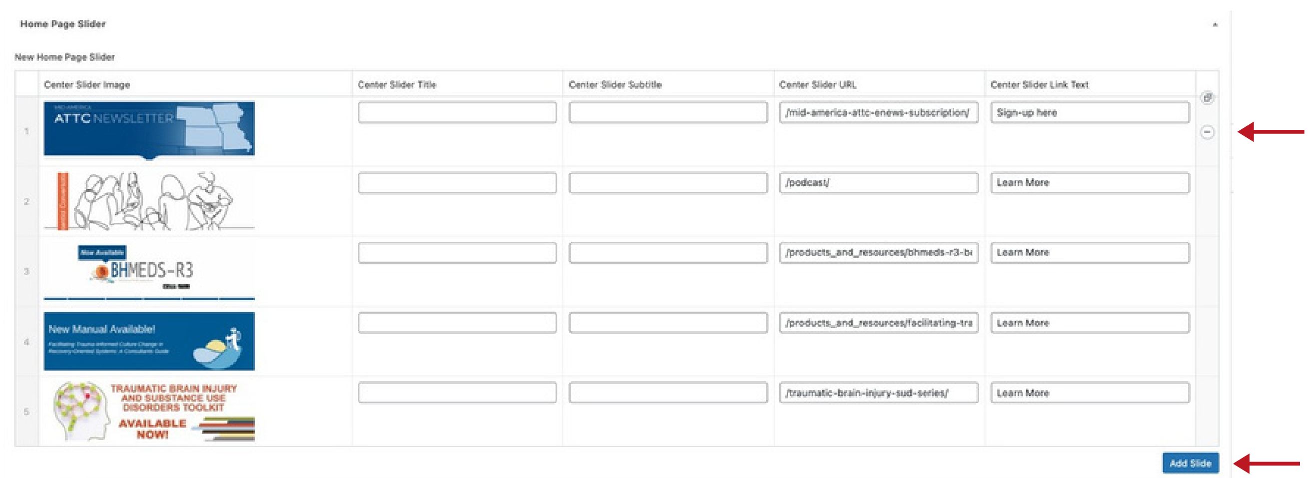


Each Center homepage has a background image. To replace this image, hover over it and then click on the “**x**” button. You can then click on **Add Image** and upload a new background photo. This is a deprecated field from Drupal. Please see the **Center Homage Image Guidelines section** below for more information regarding background images.



To add homepage sliders use the **Add Slide** button to add a slider image. A blank row will appear under the existing sliders, you will have the option to add a slider image by clicking on the **Add Image** button. Fill out the prompts in the row to add relevant information for your slider.

Use the “**-**” button on the right side of the image slider to delete a slider row.

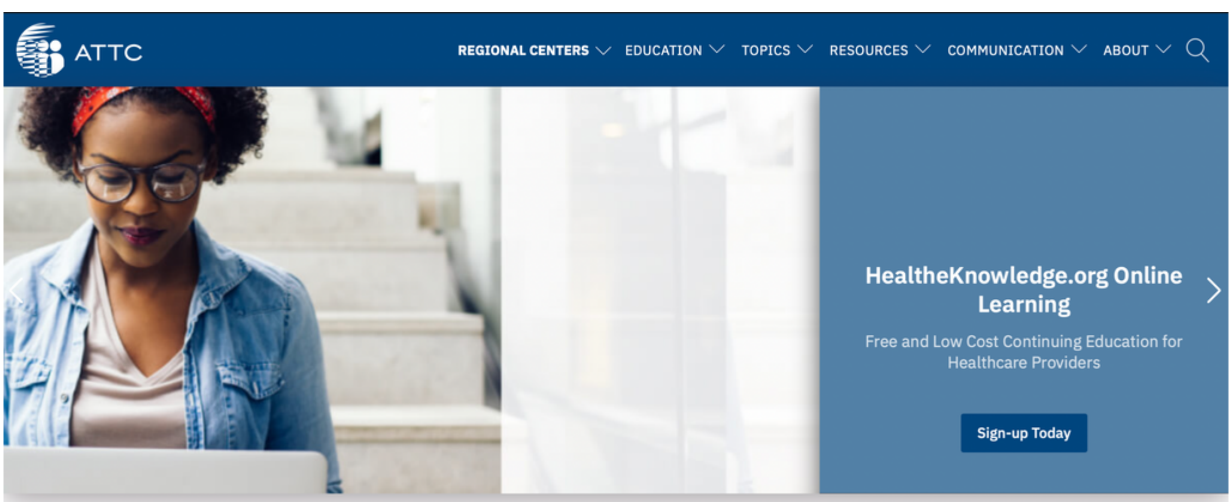


Center Homepage Image Guideline

The **Center homepage** templates were designed to display slider images that are based on the dimensions used in the Drupal sites: **1440x440px**.

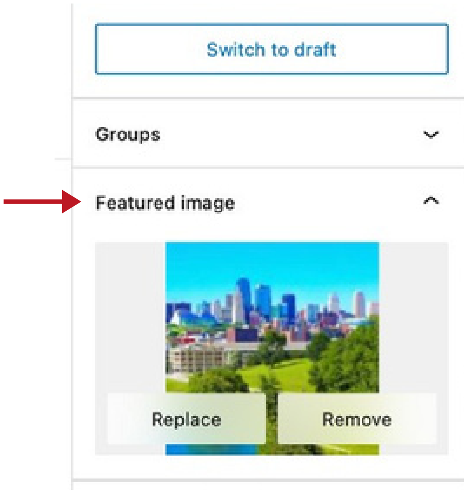
The **Network homepage** displays sliders at full page width. The slider image can be **1200x480px**, or **5:2 ratio** if you want a bigger image to start with than **1200px.** Header images on the Center homepages should be **2000x556px.**

Since the slider images are background images, and cropped at various viewport sizes, be sure to place the most important visual or text information in the center of the image.



Tip: It is important to include text for SEO and Accessibility purposes even if the slider image has text on it.

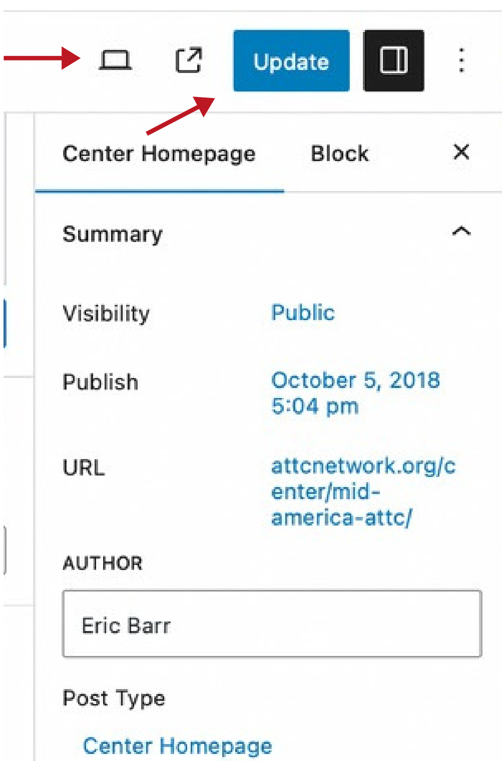
Featured Image



On the right hand panel, you will find the **Featured Image** section. Featured images should be included on pages, events, products and resources posts for social media and advanced blocks that will allow you to dynamically display content with that image featured across your pages.

The Featured Images field is the field you will want to use moving forward for displays such as the center background image as discussed above.

Updating Your Center's Homepage

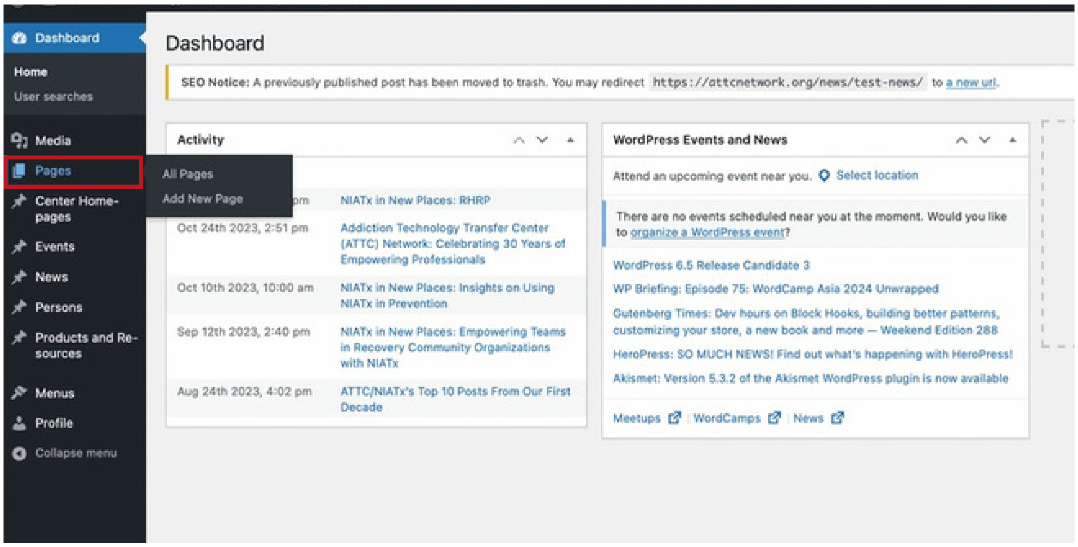


Once you have added all the necessary details for you Center's homepage, you can click the **Update** button to publish your changes.

You also choose to preview your Center's homepage by clicking on the **Mini Computer Screen** to see how it would look on the forward facing site.

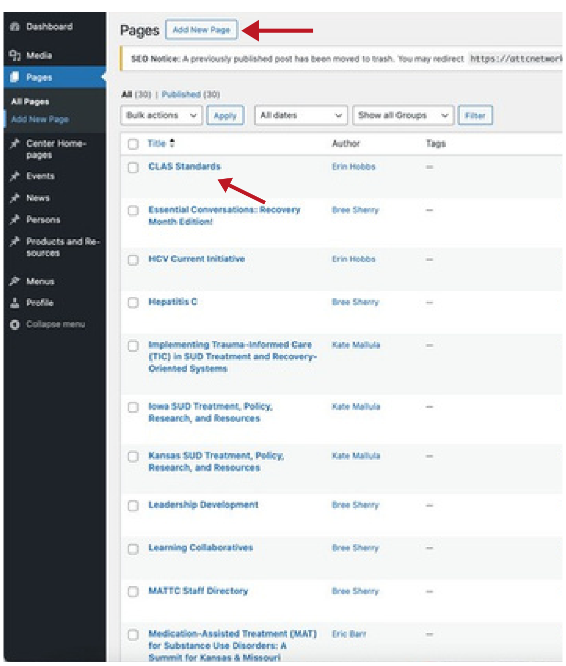
How to Create a Page

When creating a new page, you will want to navigate to the left menu bar and click on the **Pages** tab.



The **Pages** dashboard will display all pages created on the WordPress site.

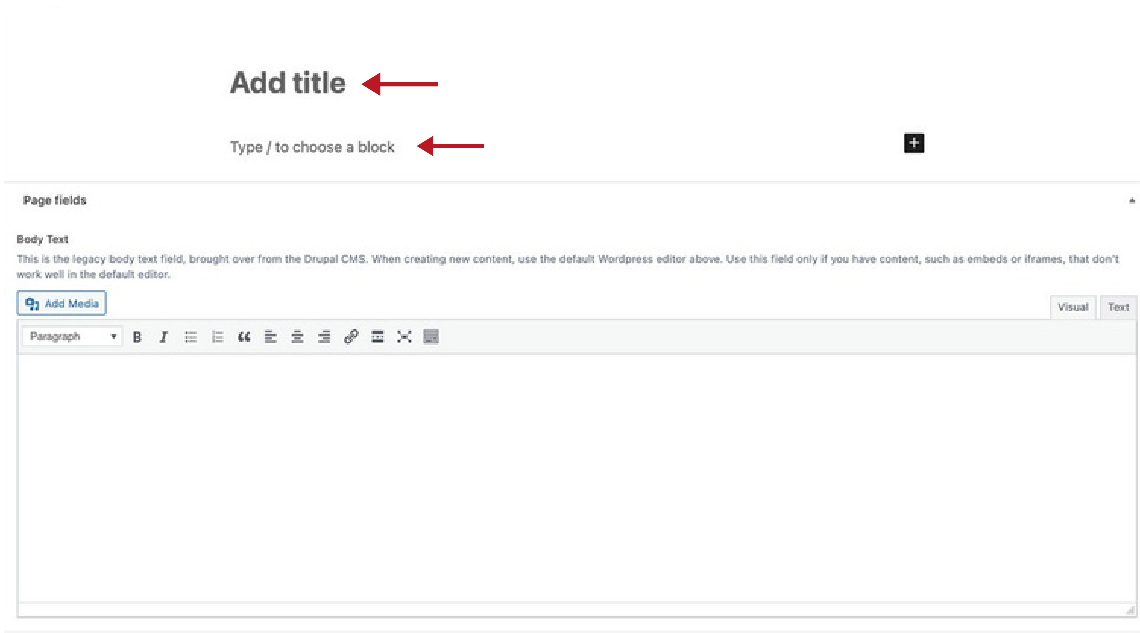
To create a new page, click on the **Add New Page** button at the top of your dashboard.



Tip: To edit an existing page, click on the **Highlighted Title Name** to be redirected to the Gutenburg WordPress editor.

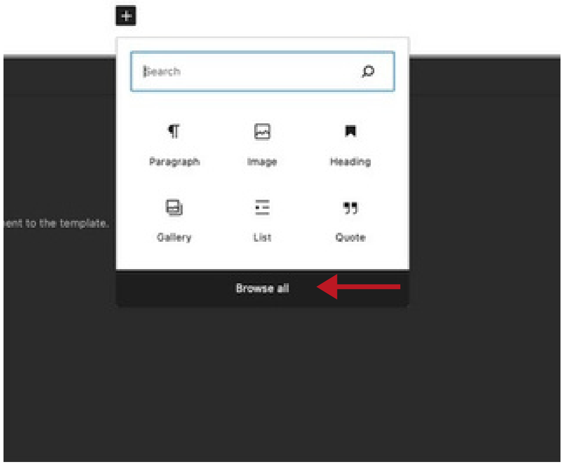
Once you click the **Add New Post** button, you will be redirected to the Gutenberg WordPress editor which will look like this. Here you can build a webpage by adding a title, widgets, paragraphs, images, etc.

Legacy fields are deprecated and should be avoided when possible. The goal would be to eventually be able to eliminate deprecated fields.

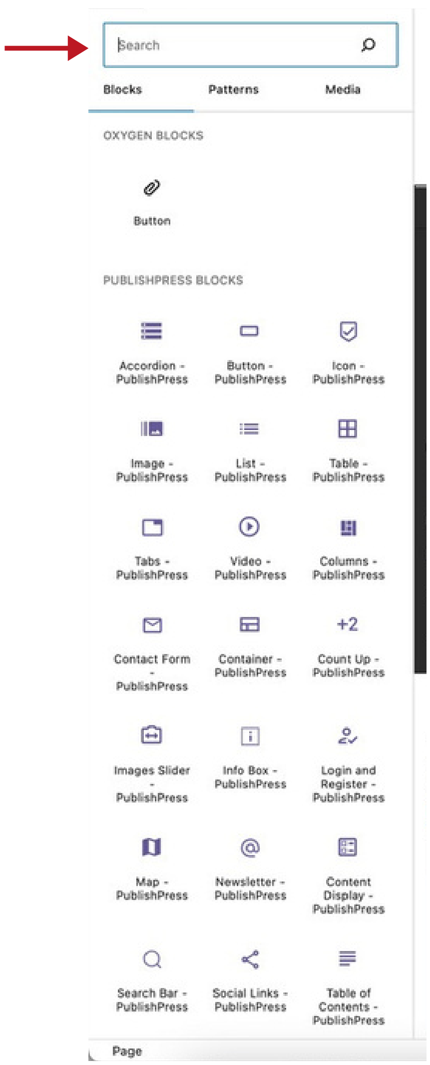


Tip: The classic editor below the Gutenberg editor is deprecated. Use either the Gutenburg or the classic editor when building your page.

Adding Blocks

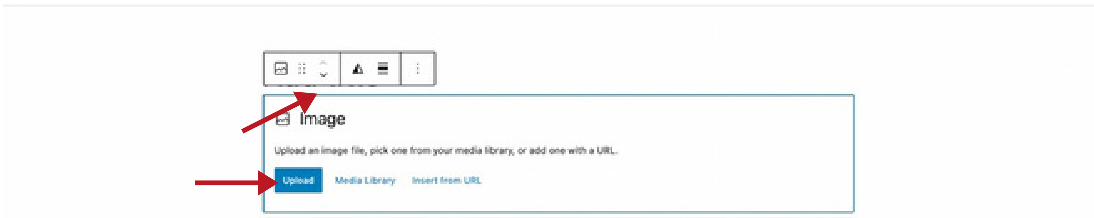


To add images, videos, quotes, paragraphs or to search for blocks, click on the "+" button to bring up the block menu. **Click Browse All** on the larger block menu.

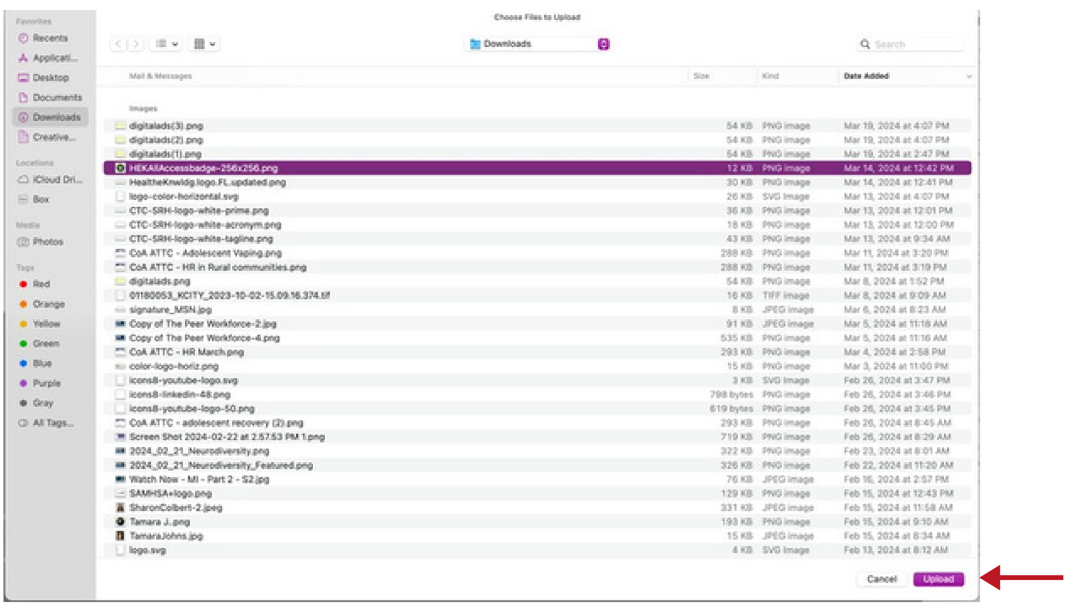


A left menu bar will appear with all available blocks, browse through the menu and select the block you want to add. You can also use the top search bar to look for specific blocks.

You have the flexibility to incorporate multiple blocks onto a single page, enhancing the customization options for your content. Simply utilize the small arrows positioned above the content box to arrange blocks according to your preference.

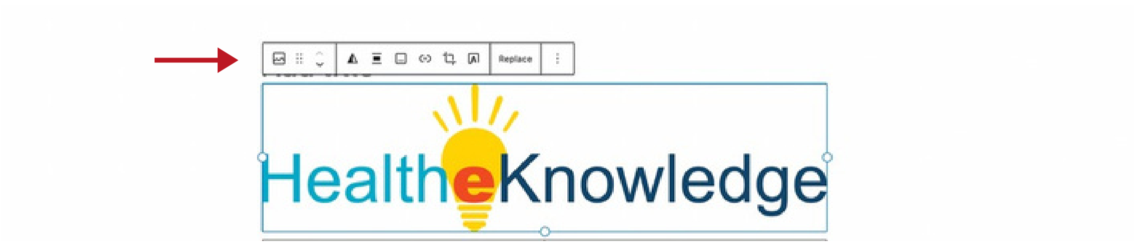


When adding an image, click the **Upload** button to pull up your local Windows or Finder Folder to add an image files.



Click **Upload** once you have your file selected.

Your image will appear in the content box and can be edited using the toolbar above the content box. You can resize, change the image alignment, add a link, add text over the image and more.



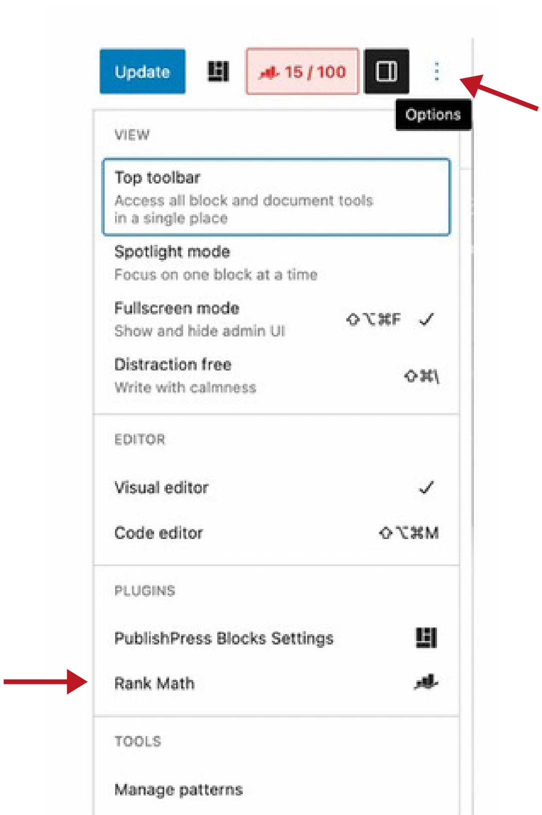
News Post Images

You have flexibility with the dimensions of news images – they are cropped to fit a rectangular preview image box in the "recent news" listings. The template will display the full image in the right sidebar on the news post page.

Since the preview image is centered inside a container, be sure to have the most important visual or text information in the center of the image.

It is important to not upload large images. An image no wider than **1000px** is sufficient. An image narrower than 300px will not look good.

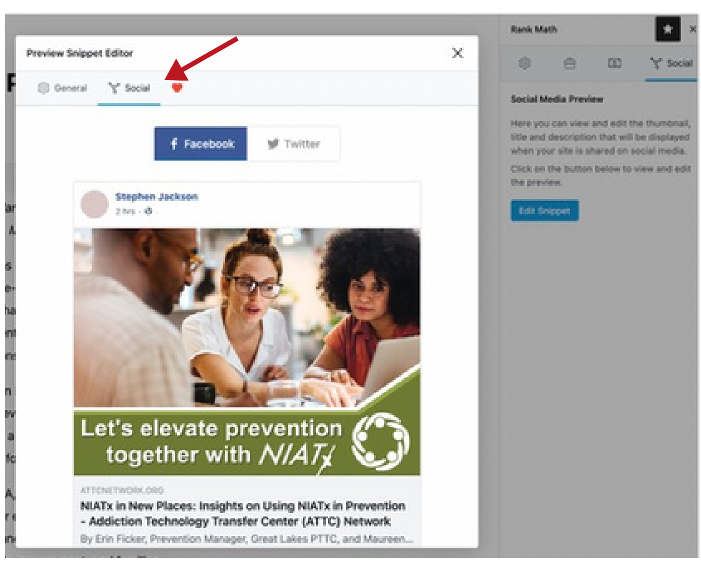
Opengraph Images



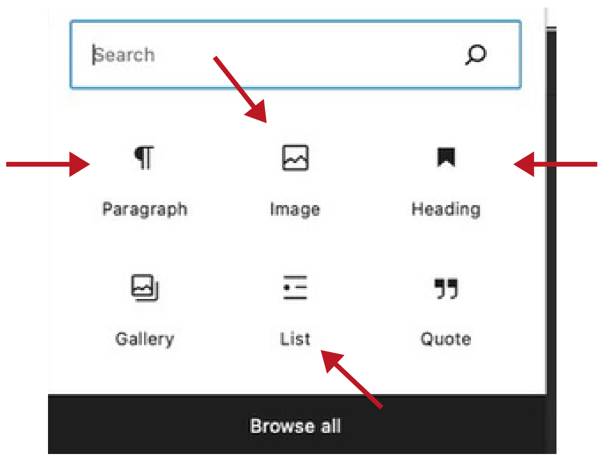
When sharing on Facebook or Twitter/X , these apps look for an **Opengraph Image** that is uploaded specifically for this purpose. These images can be uploaded use **1200x630px** images.

To upload opengraph images (as well as manage your content's appearance on social media), click the **Stacked Dot Icon** in the upper right corner of your Wordpress post and click **Rank Math**:

Then click the **Social** icon on the right. The **Preview Snippet Editor** will appear with the default content in your post, including the image you uploaded as a **Featured Image.** You can modify text here, and if necessary, upload a different image.



Commonly used Blocks



Some commonly used block are paragraph, header, image, list, button, separator, and spacers.
Instead of using the table block utilize the **Container/Columns** block.

The container/columns blocks will allow you to create a dynamic design that will adjust to any screen. Utilize these columns to place text next to a picture is a common use of this block

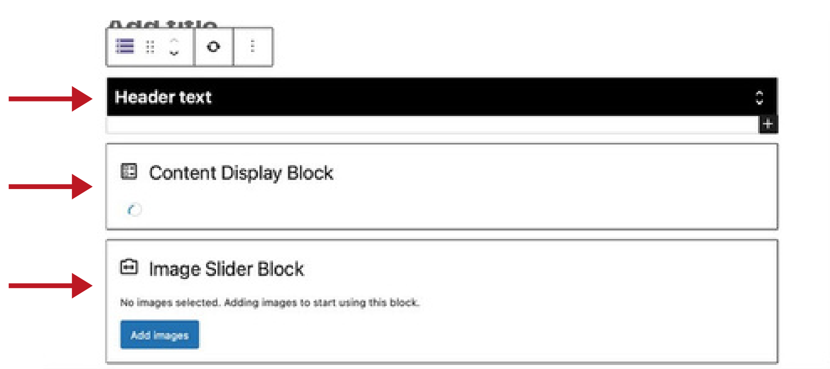
Commonly used Advanced Blocks

Frequently used **Advanced Blocks** are Content Display Blocks, Image Slider Blocks, and Accordion.

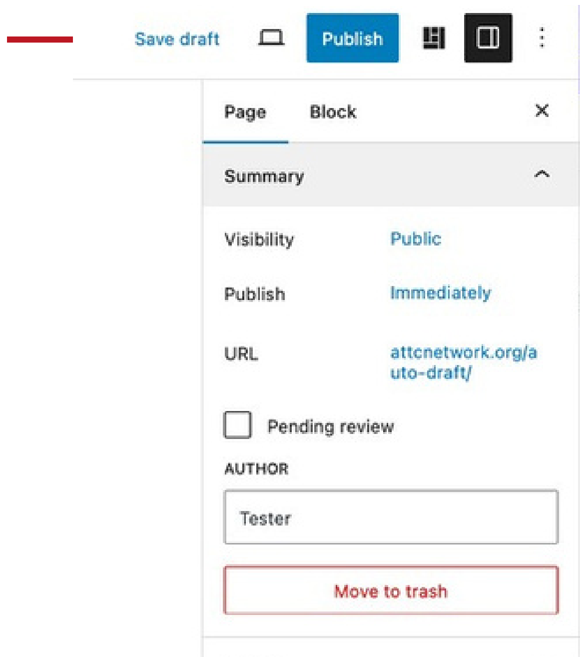
Content Display Blocks allows content to be displayed in grids, lists, sliders and more.

Image Slider Blocks allows images to be displayed as a slide show.

Accordion allows for content to be displayed in a sliding accordion.



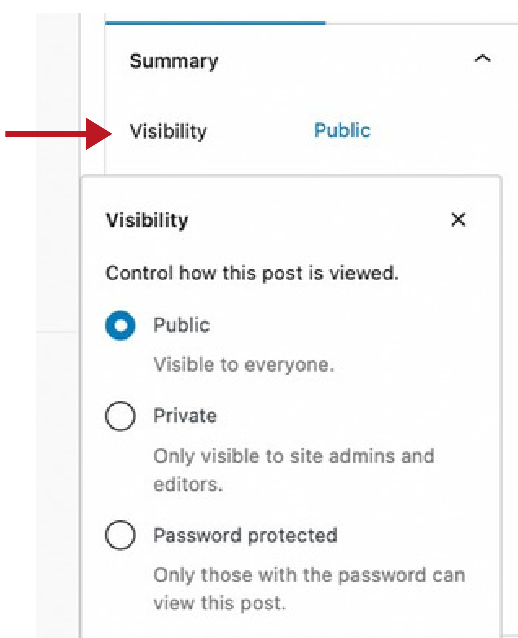
Publishing Your Page



Once you have added all the necessary details for a page, you can click the **Publish** button in order to make the page live on your Center's website or click on the **Draft** button to save your page for later editing.

If you don’t like the page you’ve built and feel you want to start over, you can delete the page you’re working on by clicking the **Move to Trash** button.

You also choose to **Preview** your page to see how it would look on the forward facing site.



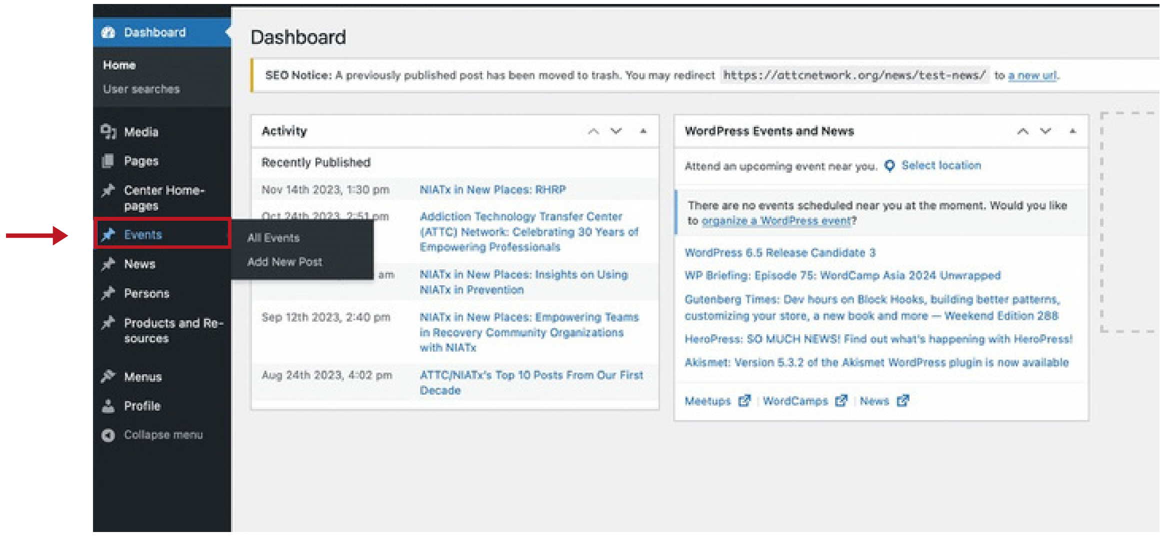
If you have a page you only want for internal review, you can change the **Visibility** from public to private or password protected.

Private means only those with a WordPress login can view the page when logged in.

Password Protected means that you can share a password with individuals and they will be able to gain access to the site.

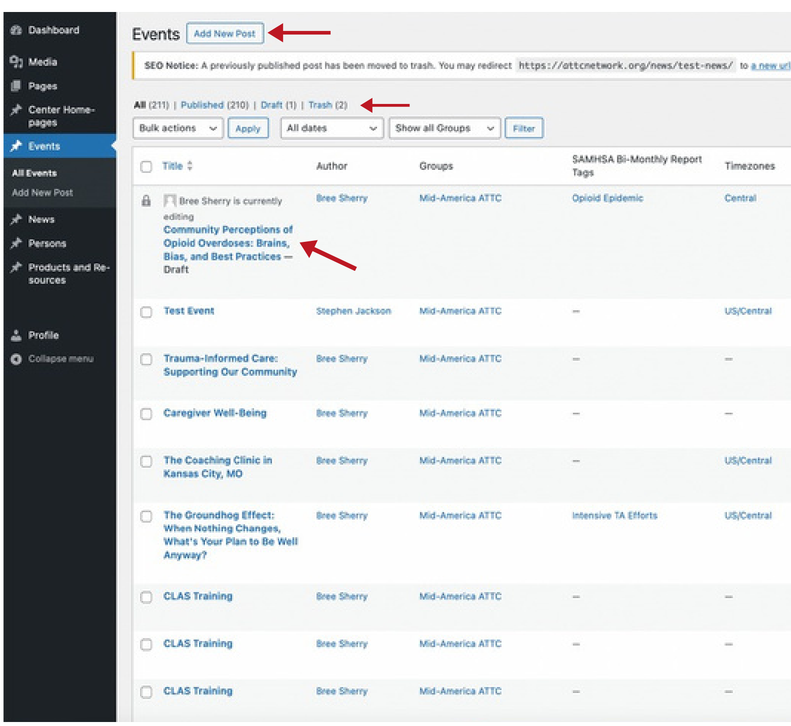
How to Create an Event

When creating a new event, you will want to navigate to the left menu bar and click on the **Events** tab.



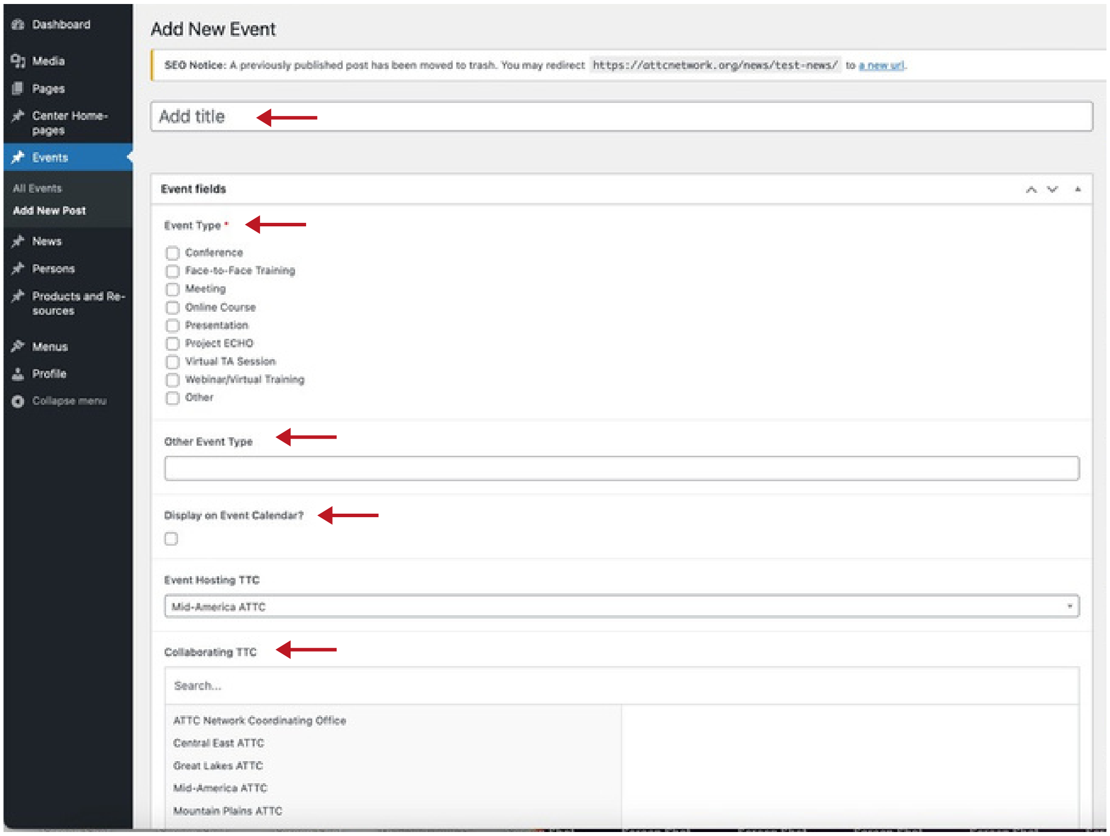
The **Events** dashboard will display all events created on the WordPress site. There is a filter function above the events list to show posts that have been published, drafted, or trashed.

To create a new event, click on the **Add New Post** button at the top of your dashboard.

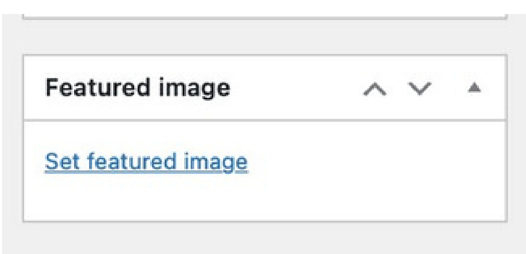


Tip: To edit an existing event, click on the **Highlighted Event Title** to be redirected to the Gutenberg WordPress editor.

Here you can add event details such as title, date, event type, event description, etc. Follow the prompts to add information relevant to the event you're adding.



Featured Image



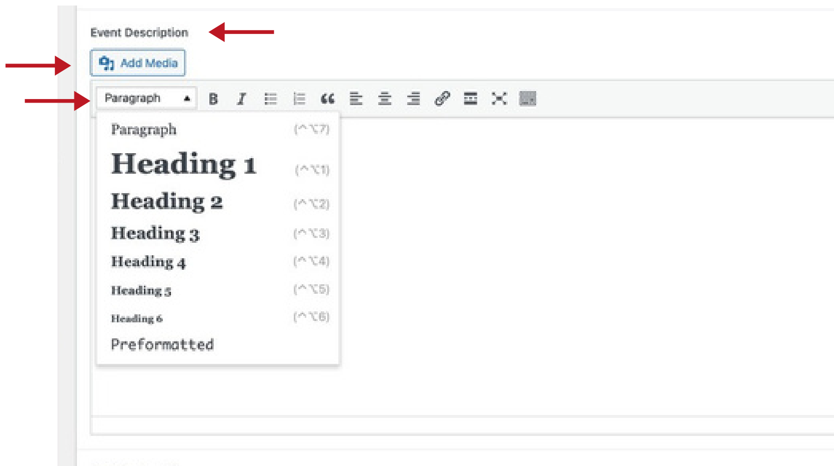
On the right hand panel, you will find the **Featured Image** section. Featured images should be included on pages, events, products and resources posts for social media and advanced blocks that will allow you to dynamically display events across your pages.

Featured Images should also be included on Center homepages and match the image saved as the background image.

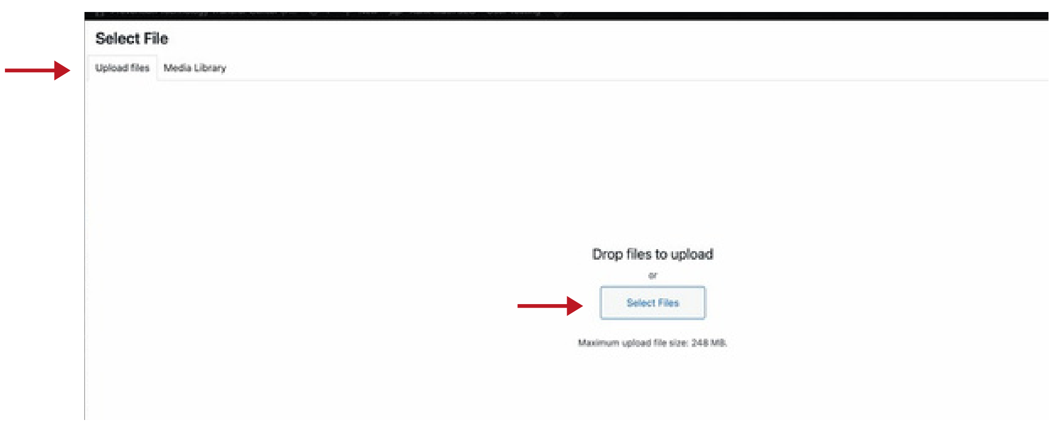
Adding Event Description and Media

When adding details for your **Event Description,** use the **Paragraph Format** dropdown menu to change the appearance of text.

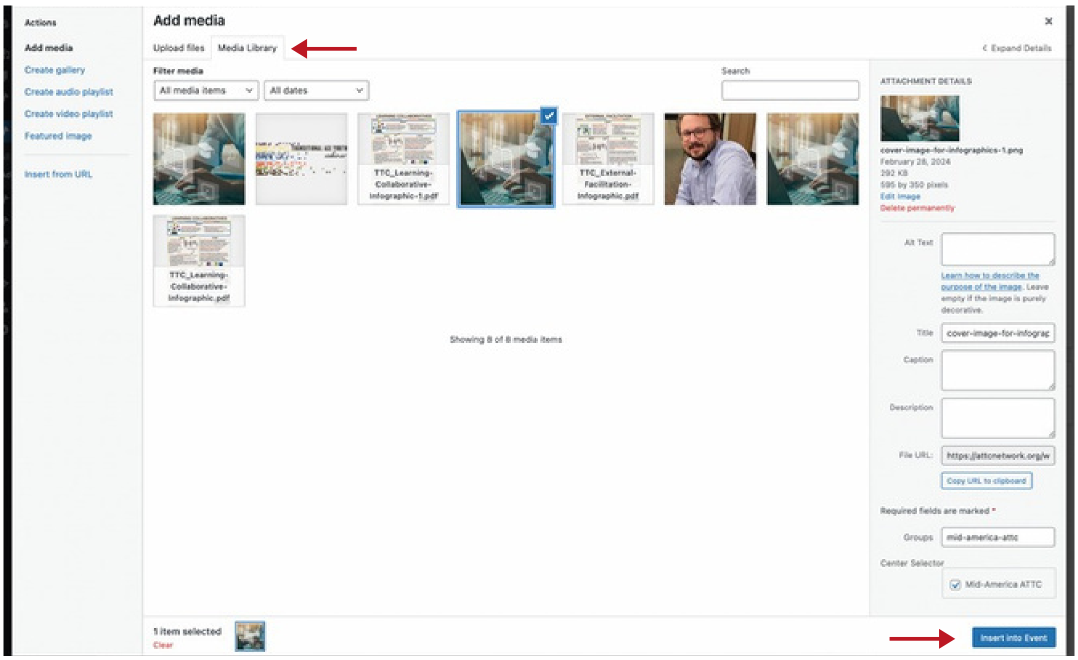
Click on the **Add Media** button to add any images related to you event.



The prompt below will appear when clicking on the **Add Media** button, giving you the option to upload image files or select images from the media library.



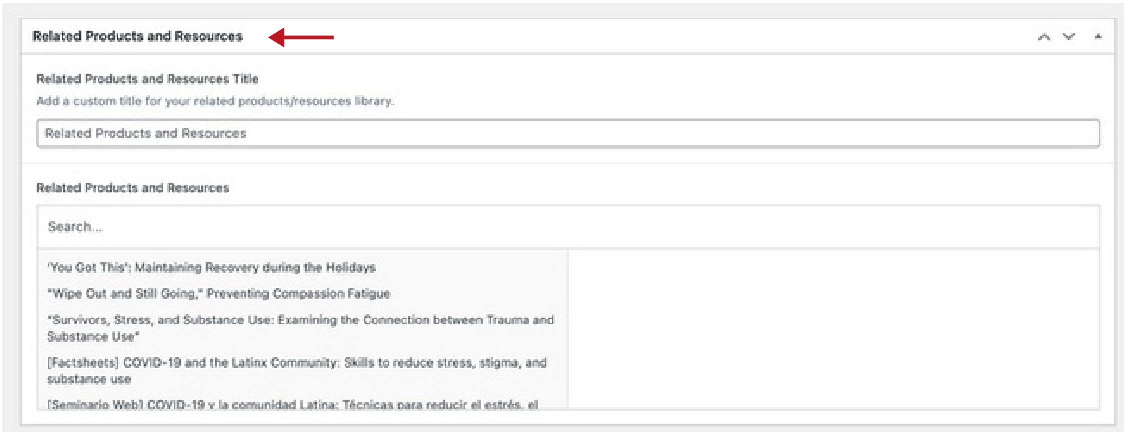
When utilizing the **Media Library,** you can search for specific media by using a keyword or filter media uploads by date or media type such as image, video, audio, documents, spreadsheets, etc.



Once you've selected your media file, select **Insert Into Event** to add it to your event.

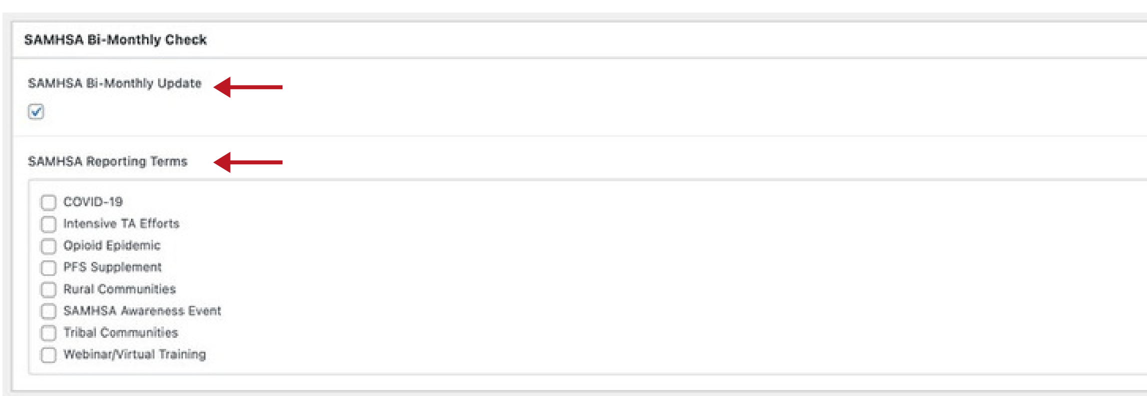
Linking Related Products and Resources

To link products and resources related to your event, use the **Related Products and Resources** section. You can use the search function to find products and resources uploaded to your site.

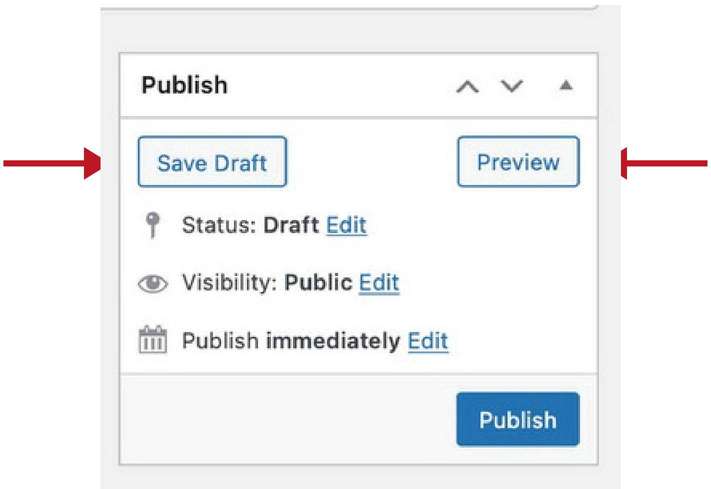


SAMHSA Bi-Monthly Check

If your product or resource is related to **SAMHSA Bi-Monthly Check**, click the checkbox for **SAMHSA Bi-Monthly Update.** Also check any topics under the **SAMHSA Reporting Terms** so that the event will appear in reports for SAMHSA.

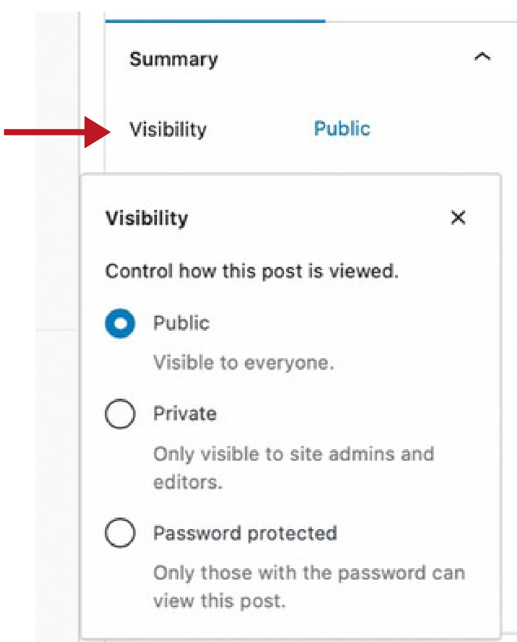


Publishing Your Event



Once you have added all the necessary details for an event, you can either click the **Publish** button in order to make the event live on your Center's website or click on the **Draft** button to save your event for later editing.

You also choose to **Preview** your event to see how it would look on the forward facing site.



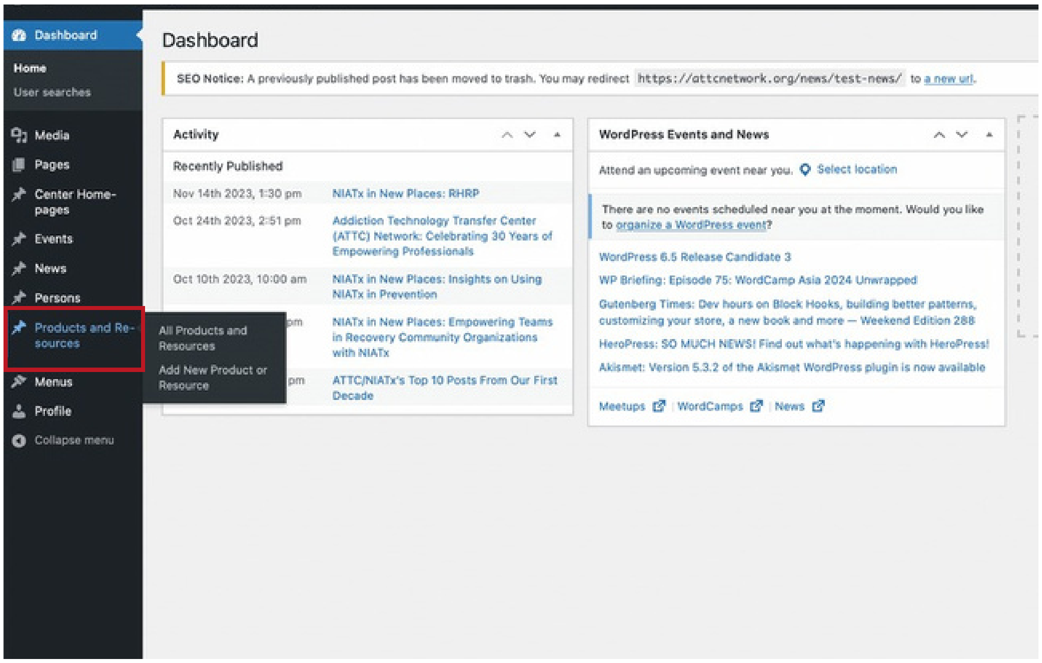
If you have a page you only want for internal review, you can change the **Visibility** from public to private or password protected.

Private means only those with a WordPress login can view the page when logged in.

Password Protected means that you can share a password with individuals and they will be able to gain access to the site.

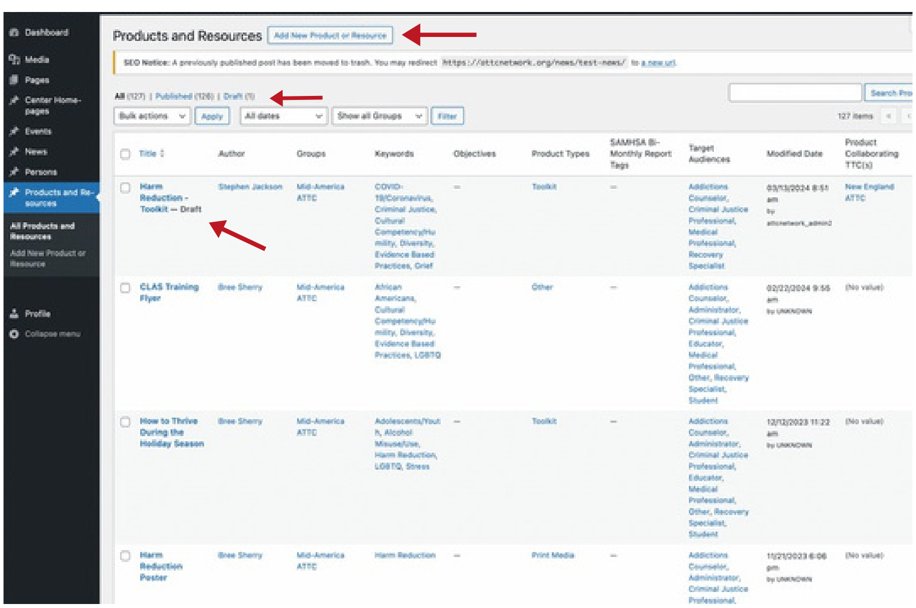
How to Create Products and Resources

When creating a new product, you will want to navigate to the left menu bar and click on the **Products and Resources** tab.



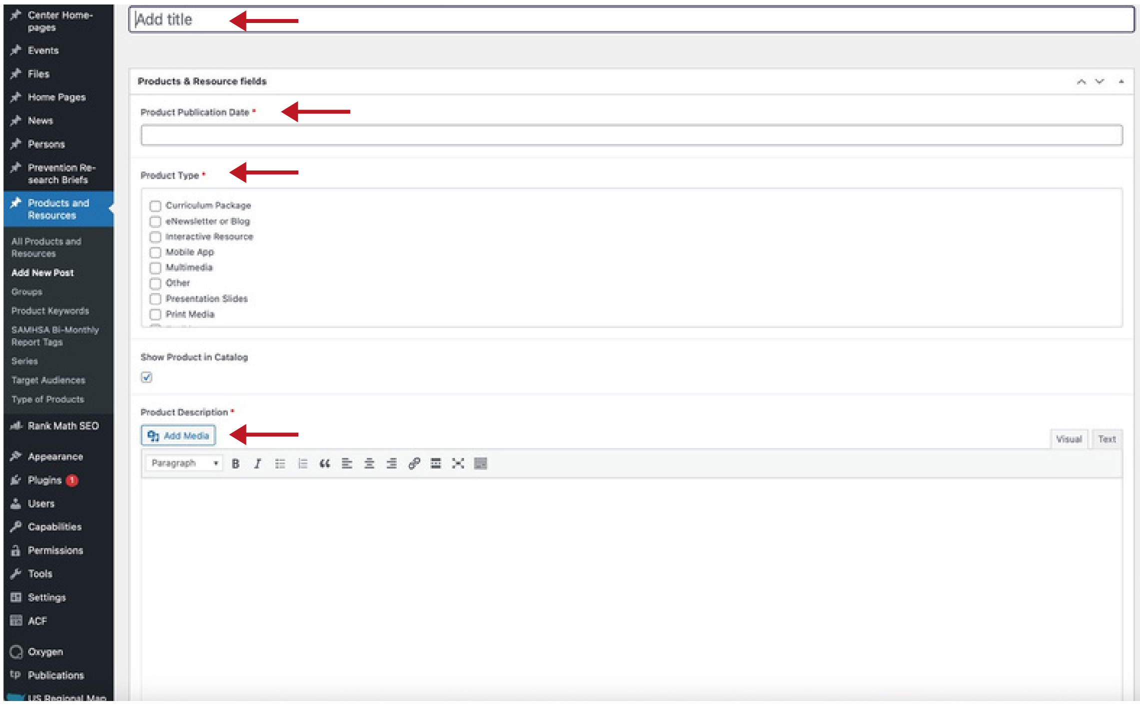
The **Products and Resources** dashboard will display all products and resources created on the WordPress site. There is a filter function above the products and resources list to show posts that have been published, drafted, or trashed.

To create a new product and resource, click on the **Add New Post** button at the top of your dashboard.



Tip: To edit an existing product or resource, click on the **Highlighted Product and Resource Title** to be redirected to the Gutenberg WordPress editor.

Here you can add product and resource details such as title, product type, language, keywords, description, etc. Follow the prompts to add information relevant to the product you're adding.



Click on the **Add Media** button to either utilize the media library or upload media related to your product.

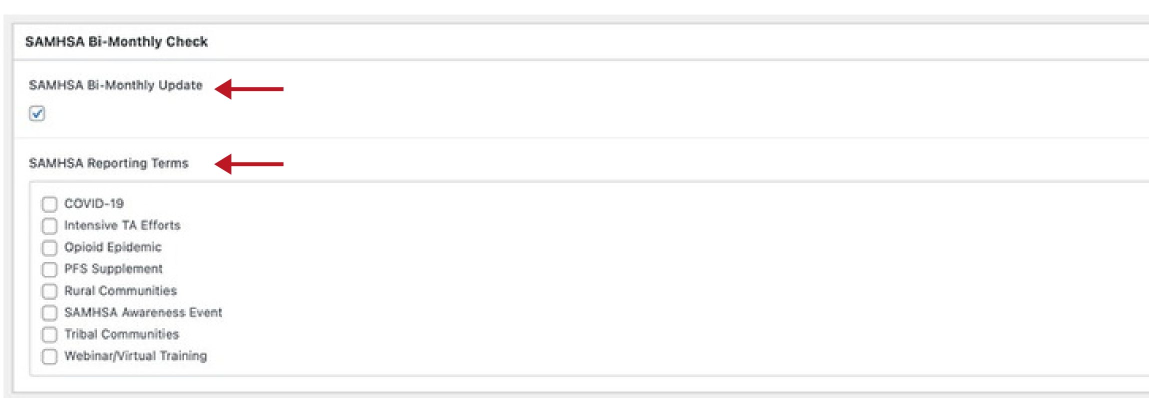
Adding External Product Links

To add external links for products and resources, copy the URL link and insert it into the **Product External Link** bar.

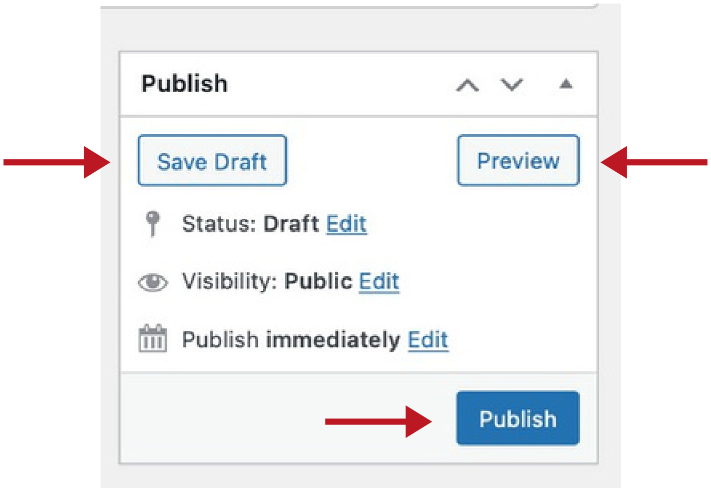
To create a unique button name for your product link, type the name into the **Product External Link Label** bar. You can also leave this section blank which will use a default button name, **View Resource.**

SAMHSA Bi-Monthly Check

If your product or resource is related to **SAMHSA Bi-Monthly Check**, click the checkbox for **SAMHSA Bi-Monthly Update.** Also check any topics under the **SAMHSA Reporting Terms** so that the event will appear in reports for SAMHSA.



Publishing Your Product and Resource

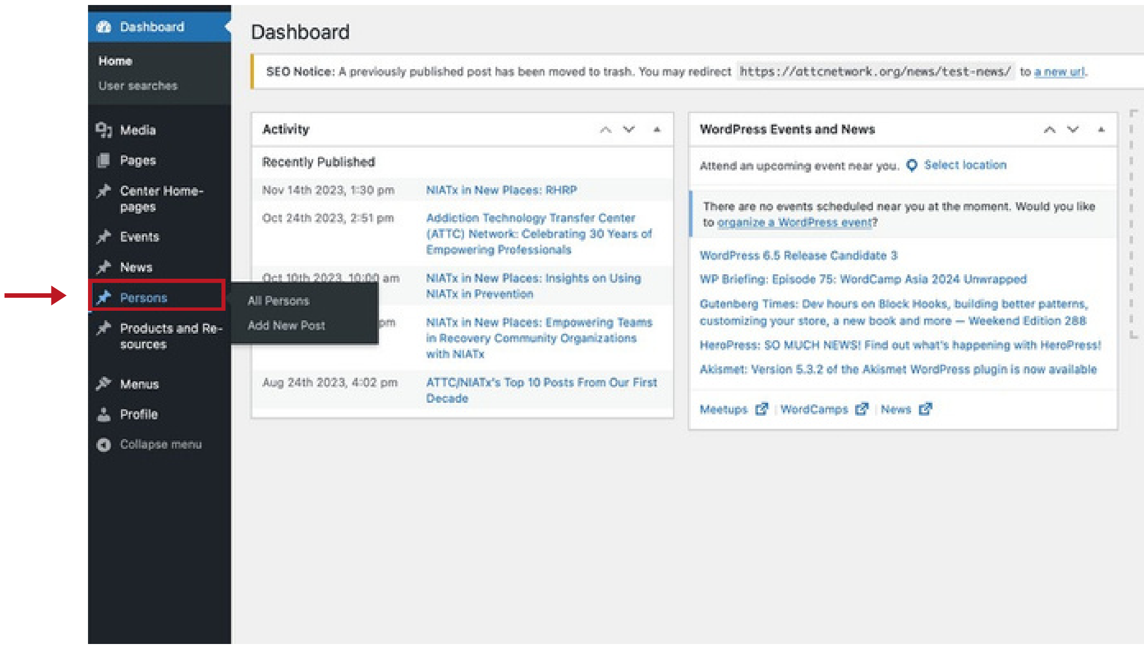


Once you have added all the necessary details for a product and resource, you can either click the **Publish** button in order to make the product and resource live on your Center's website or click on the **Draft** button to save your product and resource for later editing.

You also choose to **Preview** your product and resource to see how it would look on the forward facing site.

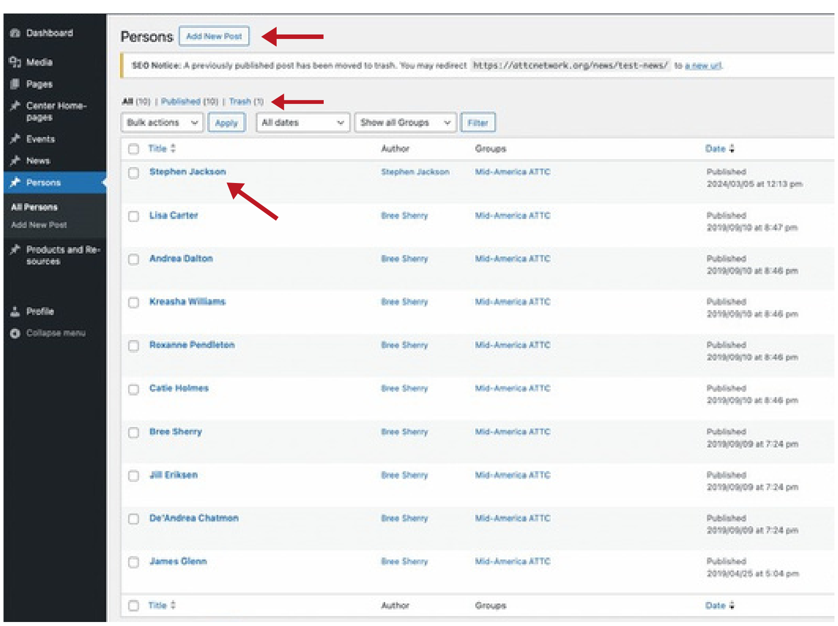
How to Create a Person

When adding a new person, you will want to navigate to the left menu bar and click on the **Persons** tab.



The **People** dashboard will display everyone added to the WordPress site. There is a filter function above the persons list to show profiles that have been published, drafted, trashed.

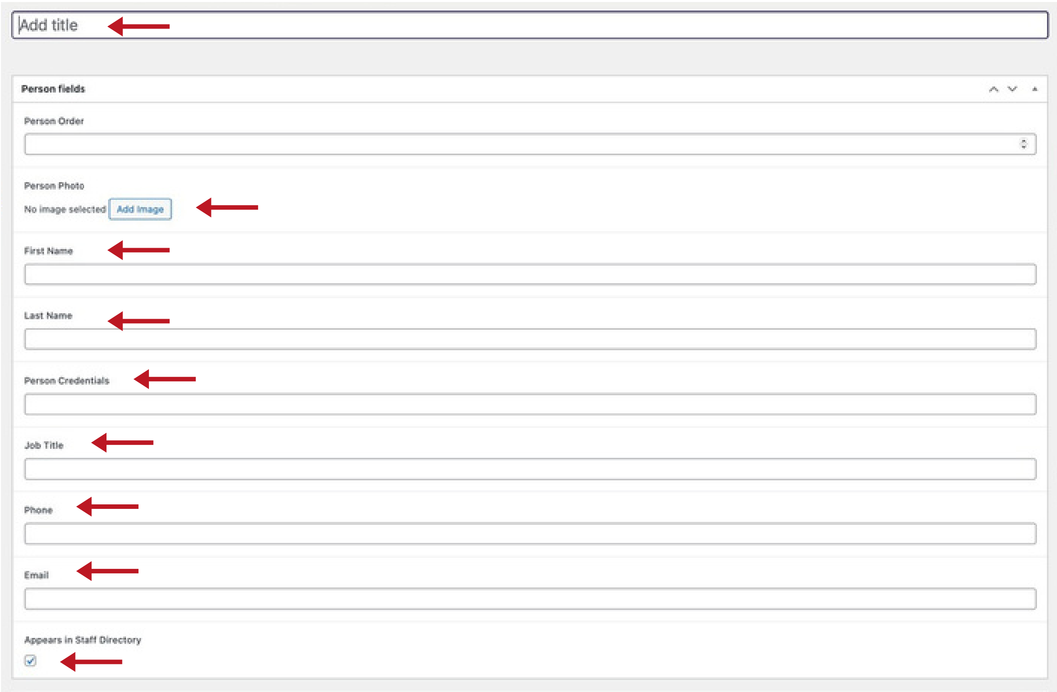
To create a new person, click on the **Add New Post** button at the top of your dashboard.



Tip: To edit an existing person, click on the **Highlighted Name** to be redirected to the Gutenberg WordPress editor.

Here you can add a person's information such as first and last name, credentials, email address, titles, etc. Follow the prompts to add information relevant to the person you're adding.

Click on the **Add Image** button to add a person's headshot.

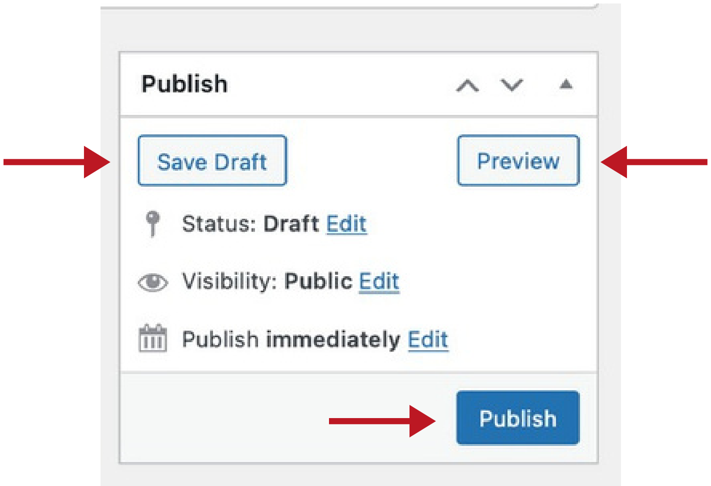


Tip: If you want a person to appear in your Center's staff directory, click on the Appears in Staff Directory button at the bottom.

Headshot Image Size

Headshots should be cropped as squares, and no narrower than 320px to prevent pixelation. A 1000x1000px image will display well.

Publishing Your Person



Once you have added all the necessary details for a person's profile, you can either click the **Publish** button in order to make the profile live on your Center's website or click on the **Draft** button to save the profile for later editing.

You also choose to **Preview** a person's profile to see how it would look on the forward facing site.