Administering Your Group's BCLA Subsite

Step 1: Identify the Site Administrator(s)

a) Designate a person responsible for administering the site, managing content creation, additions, and updates.
b) The selected individual should have an active BCLA membership.
c) Multiple administrators can be assigned; each will have editing privileges assigned to their BCLA login.

Step 2: Notify BCLA Manager for access

a) Email the [BCLA Manager](), Angie Ayupova, with the names of the chosen administrator(s).
b) Include the email addresses associated with their BCLA membership accounts (i.e. the email addresses they use to log on to the BCLA website to access their membership information, post to the forum, etc).
c) Angie will grant editing access for your group subsite to the accounts of the provided email addresses.

Reminder: notify the BCLA Manager when responsibilities change, and someone is no longer a site admin for your group.

Step 3: Log in to the BCLA website

a) Access the [BCLA website]() using your username, which is the email linked to your membership.
b) Use the password you usually use to log in to the BCLA website. Forgot your password? Utilize the "Forgot Password" link or contact the manager for assistance.

Step 4: Navigate to your group's subsite

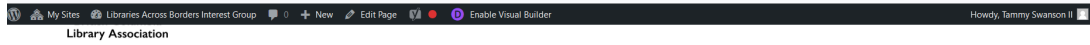a) Once logged in to your BCLA account, on your profile page, go to the "Online Community" section of the top menu.

b) Click on "Sections, Committees & Interest Groups."

c) Locate your Group in the list, click on its name to access the subsite.

d) A black administrative bar will appear at the top of the page. This bar allows you to quickly edit the page you are on, or add a new Post or Page or media item (image or file such as a PDF).

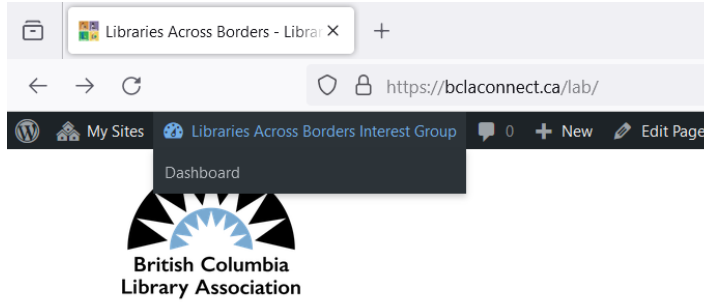e) For a full admin menu, click "Dashboard" under your Group's name

Step 5: Familiarize Yourself with the Dashboard

- The main sections of the admin menu you'll use are "Posts," "Pages," and "Media."
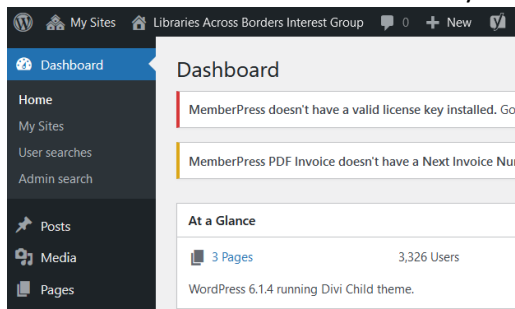
- Create, edit, or manage posts and pages under the respective sections.
- Upload documents or images to your sub-site by selecting "Media" and then "Add New." Add them to your new or existing page and/or post by clicking on "Add Media".

Formatting options

You have 2 options for what editor interface you use to create and manage your content.

All site administrators for your group should use the same interface on a given page. Once a page is converted to the Divi builder (option 2 below), switching back to the Standard WordPress Editor will cause you to lose formatting and may affect the functionality of the page.

Option 1: your subsite is set with the default Standard WordPress Editor. It is the simplest and easiest interface to use but also has fewer formatting options. To get started on populating or updating your subsite with it, please refer to WordPress Website Building Checklist – WordPress Tutorials for Beginners for instructions and tips.

Option 2: you can choose to use the Divi Builder to create and edit the content of your subsite. You will find the switch button in the editing view of any page. The Divi Builder offers more advanced features for intricate site/page designs. Getting Started With The Divi Builder | Elegant Themes Documentation is your source for more information and detailed instructions on using the Divi Builder.
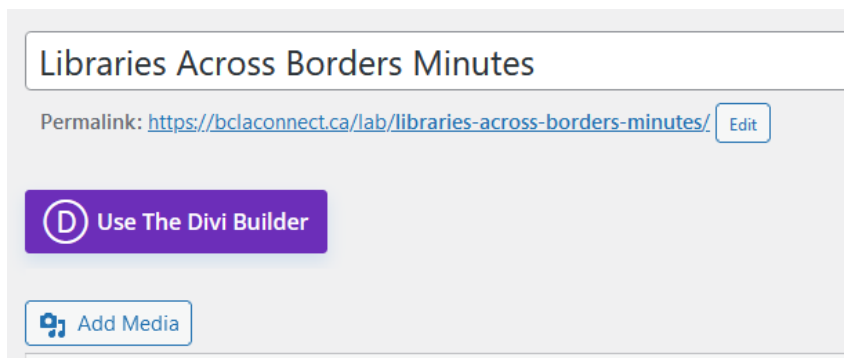
You can also switch to it from the front page (see the admin bar).
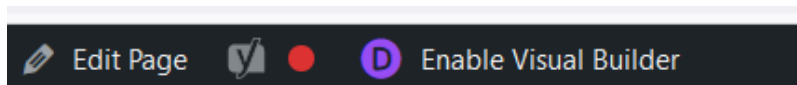
Support

If you have questions or need help, please contact the BCLA Manager, Angie Ayupova.