

# **Viva v2.0 Administration Guide**

## How do I login to the website?

To login to the website, go to <http://www.vivalafiesta.co.uk/wp-admin/>.

Use the login credentials:

**Username: Staff**

**Password: 1955Mars**

## How add a new location to the website?

Once logged in to the admin you will be at the dashboard. On the left you will see a list of content areas for the website.

1. Click on Locations.
2. Click 'Add New'.
3. In the title input box, enter the name of the city.
4. **(OPTIONAL)** You can give a city a subtitle by entering it in the subtitle box. This will appear underneath the title on the page for the city.

It would be used for example, if you had a event every Thursday at Plug in Sheffield. You would enter 'Every Thursday Night at Plug'.

5. The main content box can be left clear. It may be used in future versions of the website.
6. On the right sidebar you will see a 'Regions' box. Check the box for which region the city should appear on the homepage.
7. **(IMPORTANT)** You will see a box called 'Homepage Sign Settings'. This is where you tell the website the position for the signpost for the map on the homepage. If you just put in 300 and 300 for when you first, then you can just adjust the numbers until the sign is in the right place through trial and error.
8. Scroll to the top, click publish.

**Make sure you have checked on the homepage that the signpost is in the right place.**

## How add a new event to the website?

**You need to first create the event on Fatsoma. Once it is created, you should be able to see it on <http://viva.fatsoma.com>.**

1. Click on Events.
2. Click 'Add New'.
3. In the title input box, enter the title of the event. Try to keep it short so it fits in the box on the city page it will appear on.
4. In the main content box, put the description of the event in.
5. On the sidebar on the right, you will see a box 'Connected Locations'. This is where you tell the website what page the event will appear on. Click on 'Create connections'.
6. Either type the name of the city in the search, or click through the pages. Once you see the city you want to add the event to, click the name and it will be linked up.
7. Bellow that you will see a box for the event information. Enter the venue for the event.
8. Click the event date box, a calander will popup allowing you to pick the date and start time.
9. In the tickets box you enter for example 'Free entry before 23:00. £5 after.' or '£5 on the door'.
10. For the event link, this needs to link to the event page on Fatsoma. This for example would be something like: <http://viva.fatsoma.com/events/93886/>.

**\*If the event has passed, once the photos are on facebook. Change this link to the Facebook gallery so that we are directing people to Facebook\***

11. The last box on the right should be 'Featured Image'. This is where you can upload the flyer for the event. So click 'set featured image'. Find and select the image for the flyer from your computer. Once it has uploaded, click 'Set featured image' in the bottom right.
  12. Scroll to the top, click publish.
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