

CTNAELA.org Member Instructions

Version 1.0, 10/4/2010

Logging into the Dashboard

The Dashboard is a password-protected area of the CTNAELA.org website where members can submit DSS Decisions and manage their respective contact information. To access the dashboard:

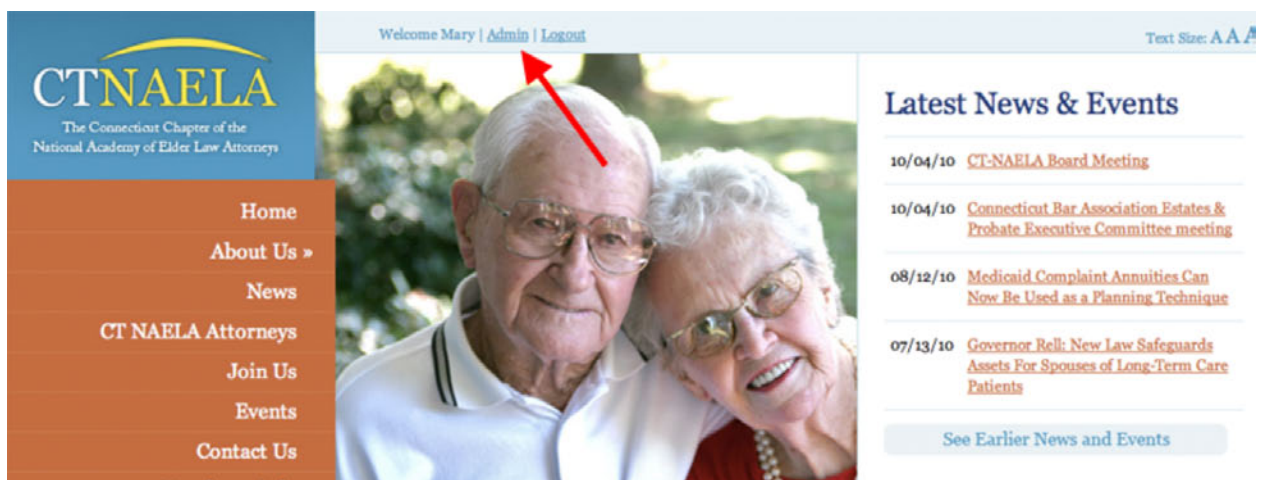
1. Click on the "Login" Link on the public side of the website.

The screenshot shows the CTNAELA.org website homepage. At the top left is the CTNAELA logo with the text "The Connecticut Chapter of the National Academy of Elder Law Attorneys". Below the logo is a navigation menu with links: Home, About Us, News, CT NAELA Attorneys, Join Us, Events, Contact Us, and Members Only. At the top right, there is a "Login" link and a "Text Size: AAA" option. The main content area features a large photo of an elderly couple. Below the photo is a "Welcome to the Connecticut NAELA Chapter's Website" section with a paragraph describing the membership. To the right of the photo is a "Latest News & Events" section with a list of news items and a "See Earlier News and Events" button. At the bottom right is a "Find an Elder Law Attorney" section with a map of Connecticut and the text "in Connecticut". The footer contains the NAELA logo and the text "©2010 CT NAELA | Site Map". A red arrow points to the "Login" link in the top right corner.

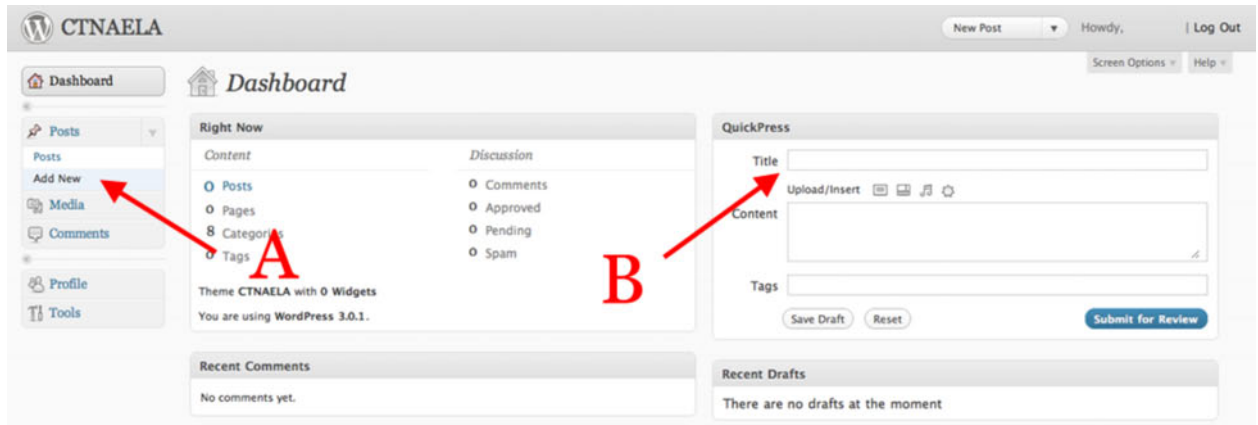
2. Enter your CTNAELA user name and password.



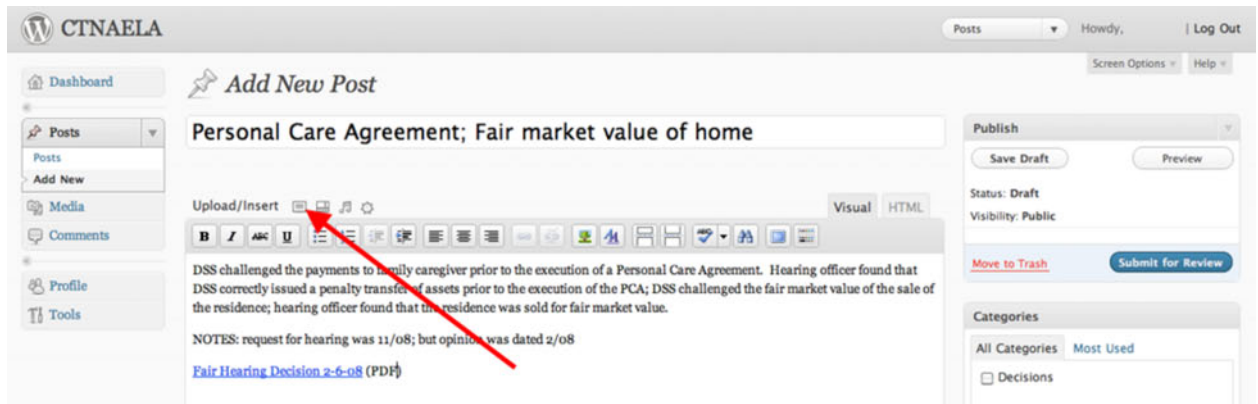
3. You will return to the previous page and should see a Welcome message along with an "Admin" link. Click the "Admin" link.



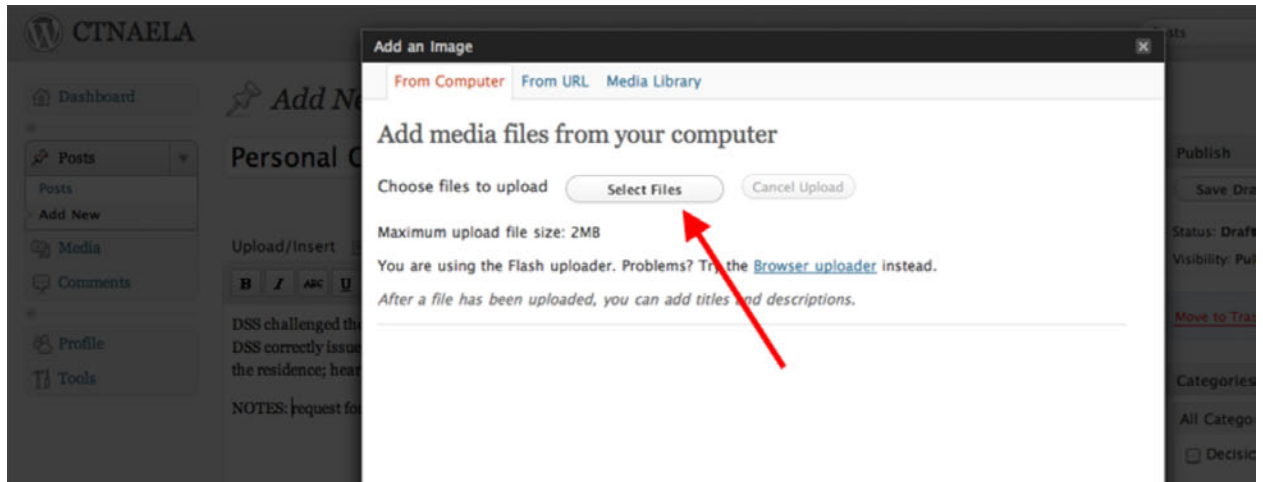
1. In the left column, under “Posts” (expand with the arrow), select “Add New” (A). Alternatively, you can also use the QuickPress form in B.



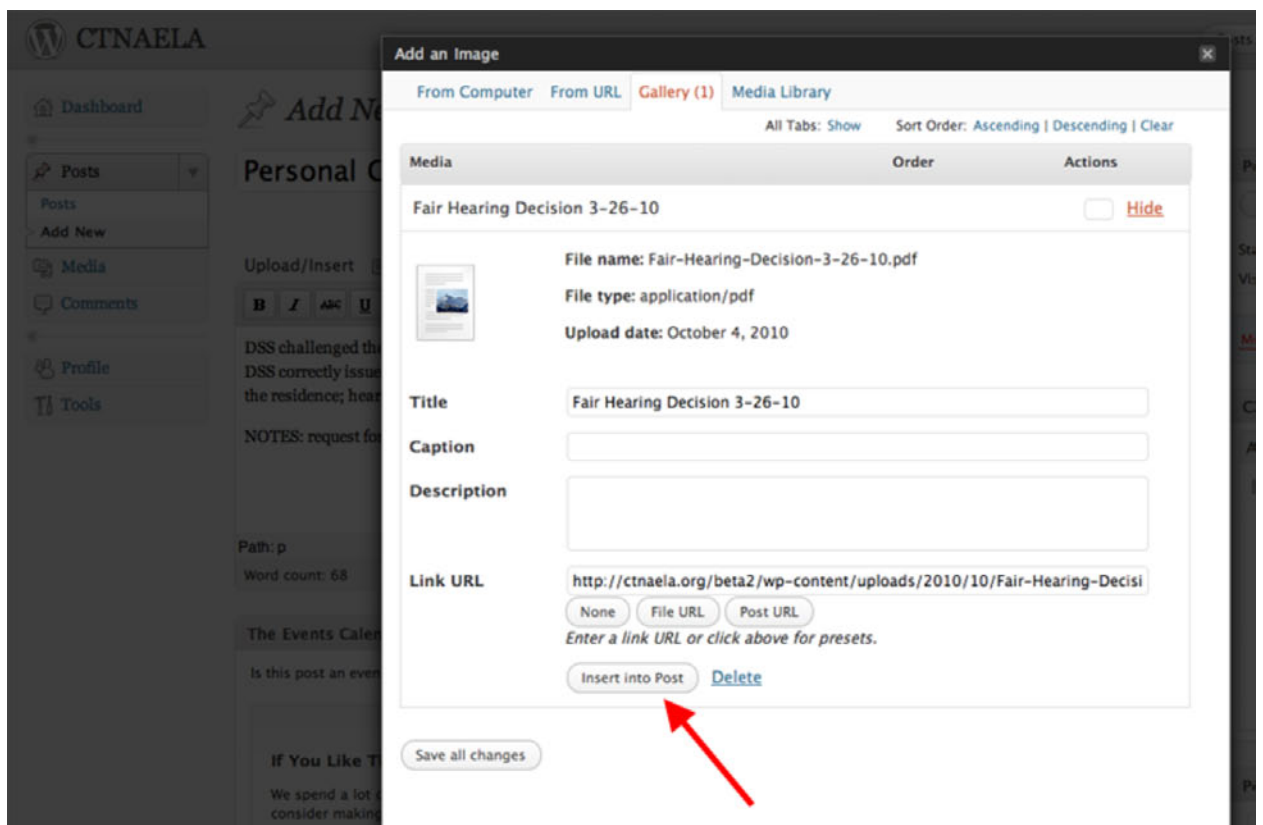
2. Enter a title for the decision along with a brief description of the decision in the “Content” field. When you are finished, click the icon next to “Upload/Insert”. You will see a popup appear.



3. Next to “Choose files to upload,” choose “Select Files”. Choose the Adobe PDF file of the decision.



4. Once the PDF has finished uploading, you will see this details window. Click the “Insert into Post” button to insert a link to the PDF in the page.



5. Click the “Submit for Review” button on the right and a CTNAELA board member will be notified of the new submission. Upon approval, the DSS Decision will be published on the Members Only portion of the website.

Editing or Deleting a DSS Decision PDF

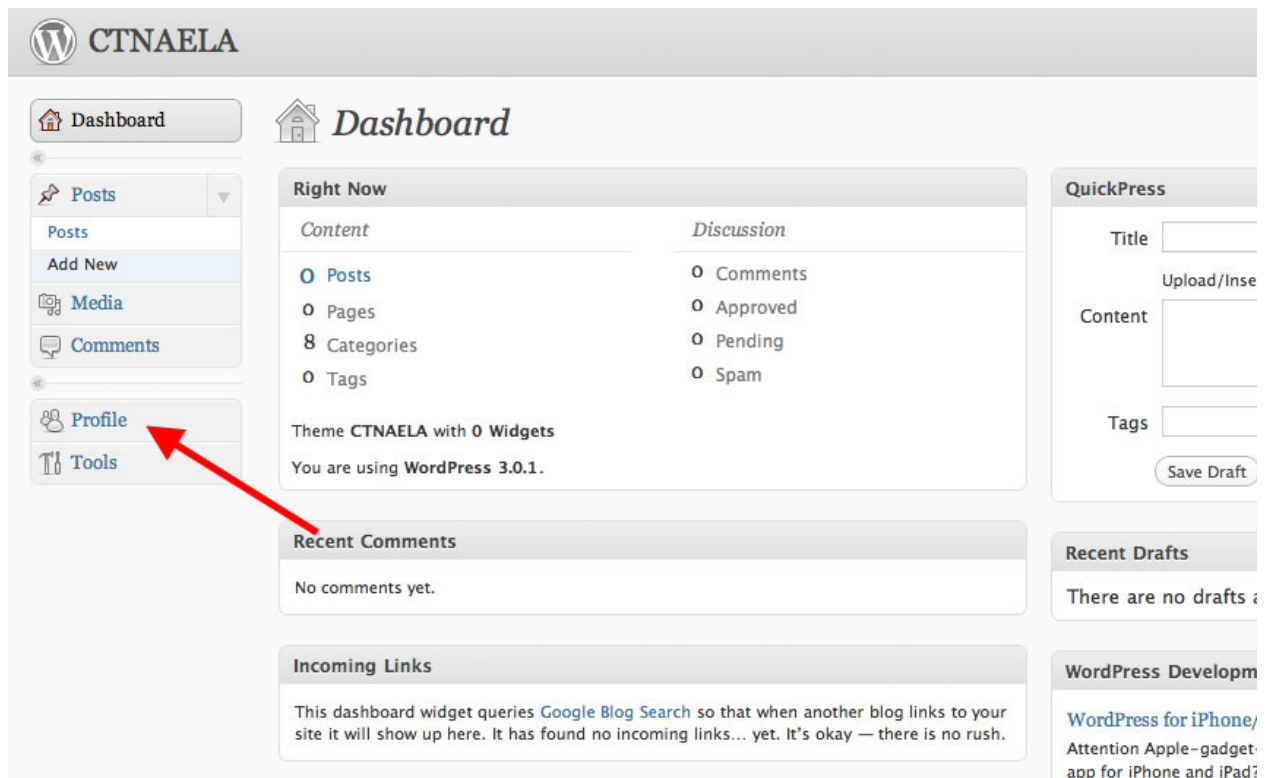
If at any point you wish to delete the PDF,

1. First, navigate to the post in the Dashboard.
2. Click the Upload/Insert icon to bring up the window. Click the Gallery tab.
3. The PDF file will be listed.

Edit your Profile

By maintaining your profile page, you can modify the contact e-mail address for use with this site, as well as the content within the "Extra Fields" section, which is what displays when a site visitor tries to [find an elder law attorney](#) through the website form.

1. Log onto the Dashboard.
2. Click the “Profile” tab on the left navigation.



The screenshot shows the WordPress dashboard for the CTNAELA website. The top navigation bar includes the WordPress logo and the site name 'CTNAELA'. Below this, there is a 'Dashboard' button and a 'Dashboard' heading. The left-hand navigation menu contains several items: 'Dashboard', 'Posts' (with a dropdown arrow), 'Add New', 'Media', 'Comments', 'Profile' (highlighted with a red arrow), and 'Tools'. The main content area is divided into several sections: 'Right Now' (with sub-sections for Content and Discussion), 'QuickPress' (with fields for Title, Content, and Tags), 'Recent Comments' (showing no comments), and 'Incoming Links' (showing no incoming links). The 'Right Now' section shows 0 Posts, 0 Pages, 8 Categories, and 0 Tags. The 'Discussion' section shows 0 Comments, 0 Approved, 0 Pending, and 0 Spam. The 'QuickPress' section has a 'Save Draft' button. The 'Recent Comments' section shows 'No comments yet.' The 'Incoming Links' section shows 'This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.'

3. Make edits to the form on this page. NOTE: the content displayed on the public side of the website is contained at the bottom of the profile page under “Extra Fields”.

Assigned WordPress Role: Contributor
(contains Post Reader, Post Contributor, Page Reader)

Category Roles:

Role	Categories
Post Contributor	Decisions

Extra Fields

Address	<input type="text"/>	Mailing Address of Member
City	<input type="text"/>	Mailing City of Member
State	<input type="text"/>	Mailing State of Member
ZIP Code	<input type="text"/>	ZIP Code of Member
Phone Number	<input type="text"/>	Phone Number of Member
Fax Number	<input type="text"/>	Fax Number of Member
Firm	<input type="text"/>	Name of Attorney's Firm
E-mail	<input type="text"/>	E-mail to publicly display on website (optional)

[Update Profile](#)

4. Click “Update Profile” to update changes.