



UW Extension County WordPress Websites

ADD/EDIT AN EDUCATOR OR STAFF PERSON

Your county has hired a new educator or administrative assistant. You have been asked to update the website with their photo and information. Administrative assistants are displayed on the homepage under “Meet Our Educators and Staff”. Educators are displayed in two places, the homepage under “Meet Our Educators and Staff” and as the contact on the Initiative Team pages.

Homepage: Add/Edit educators and staff:

1. Get their picture. **No selfies!**
You will need a photo with the following dimensions:
Width: 167 pixels
Height: 236 pixels
2. Add their photo to the Media Library.
3. Click Widget Blocks>All Widget Blocks.
4. Edit “Meet Our Educators and Staff”.
5. Delete the old educator’s photo and add the new photo from the media library.
6. Update the name, title, phone number and email address.
7. Click “Update”.

Contact Callouts: Add/Edit educators:

1. Click Widget Blocks>All Widget Blocks.
2. Edit the Contact Widget Block associated with the educator.
3. Delete the old educator’s photo and add the new photo from the media library.
4. Update the name, title, phone number and email address.
5. Click “Update”.

Need Help!!

Contact Ann Tanaka – atanaka@uwyo.edu OR (307) 766-3571



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ADD A SUBPAGE

All of the major pages have been added to the website, but you may want to add a subpage. Here are the steps to add a subpage:

1. Click Pages>Add New in the left side navigation.
2. Enter all of your information.
3. Select the correct “Parent” from the Page Attributes in the right side column.
4. Publish.

ADD A SUBPAGE TO THE NAVIGATION

You have created a subpage but it is not showing up in the subnavigation. Here are the steps to display a link to your new webpage under the correct parent webpage.

1. Click Appearance>Menus
There are 7 menus for your website:
 - a. 4-H Menu
 - b. Ag & Hort Menu
 - c. CDE Menu
 - d. CNP Menu
 - e. Main Menu
 - f. Nutrition Menu
 - g. Range Menu
2. Select a menu to edit from the dropdown and click “Select”.
3. Select the page to add to this menu and click “Add to Menu”.
4. Click “Save Menu”.

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