



ADDING WORKSHOPS TO THE CALIFORNIA HEALTHIER LIVING WEBSITE

Log in to the back end of the website by visiting: <https://www.cahealthierliving.org/healthy>

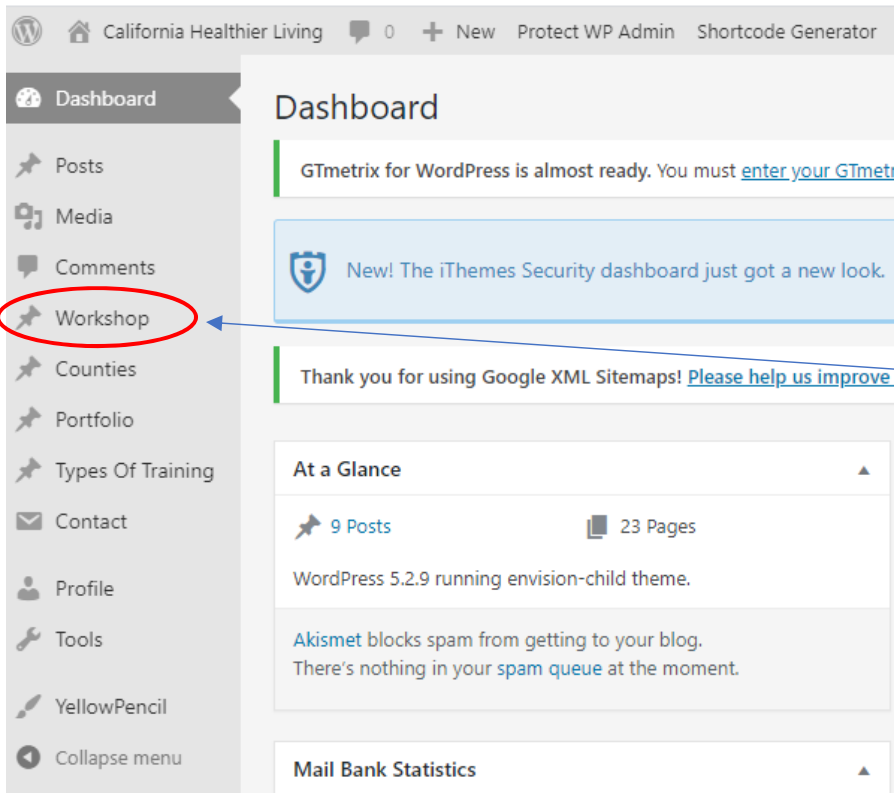
A screenshot of the login page for the California Healthier Living website. The page has a dark blue background with the logo at the top. Below the logo is a white login form with two input fields: "Username or Email Address" and "Password". There is a "Remember Me" checkbox and a "Log In" button. The "Log In" button is circled in red. Below the form, there is a link for "Lost your password?" and a link to "Back to California Healthier Living".

Please reference your email for the Username and Password assigned to your county.

NOTE: These are not to be changed, as the log-in remains the same for all users accessing the back end of the website from your county.

Once you enter the Username and Password, click “Log In” (circled in red) and your screen should look like this:

A screenshot of the WordPress dashboard for the California Healthier Living website. The dashboard shows various widgets and a sidebar menu. The sidebar menu includes: Dashboard, Posts, Media, Comments, Workshop, Counties, Portfolio, Types Of Training, Contact, Profile, Tools, YellowPencil, and Collapse menu. The main content area shows a notification for GTmetrix, a new iThemes Security dashboard, and a thank you message for using Google XML Sitemaps. There are also sections for "At a Glance" (showing 9 Posts and 23 Pages) and "Mail Bank Statistics" (showing Mail Bank is configured).

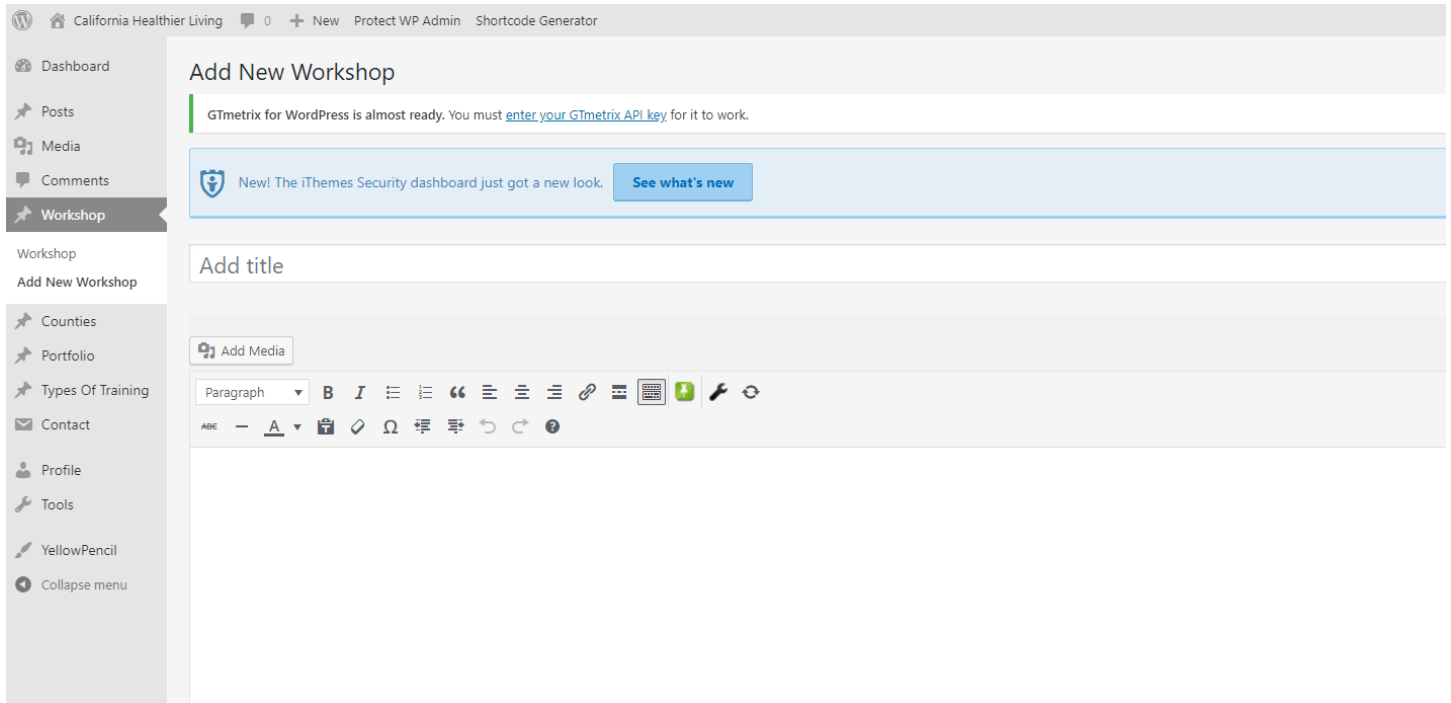


With your mouse, hover over “Workshop” in the menu on the left side of your screen

It will expand a sub-menu that shows two options: “Workshop” and “Add New Workshop.”

Click on “Add New Workshop.”

Once you click “Add New Workshop” your screen should look like this:

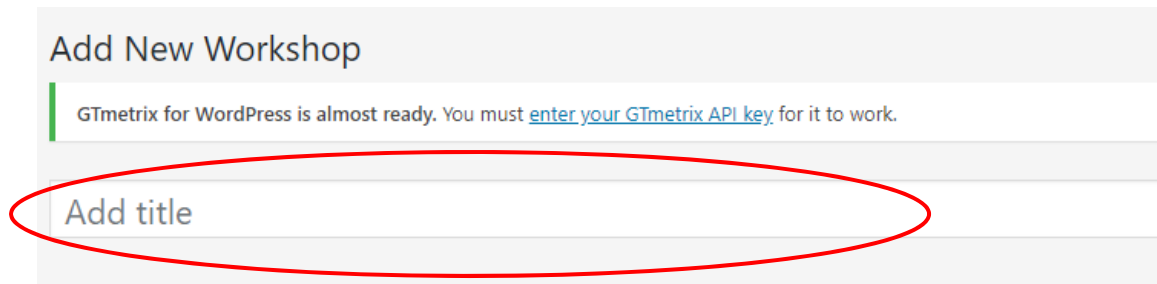


There are a total of **11 fields** of information that are **REQUIRED** and four that are *optional*. The next steps will walk you through entering information for each of these.

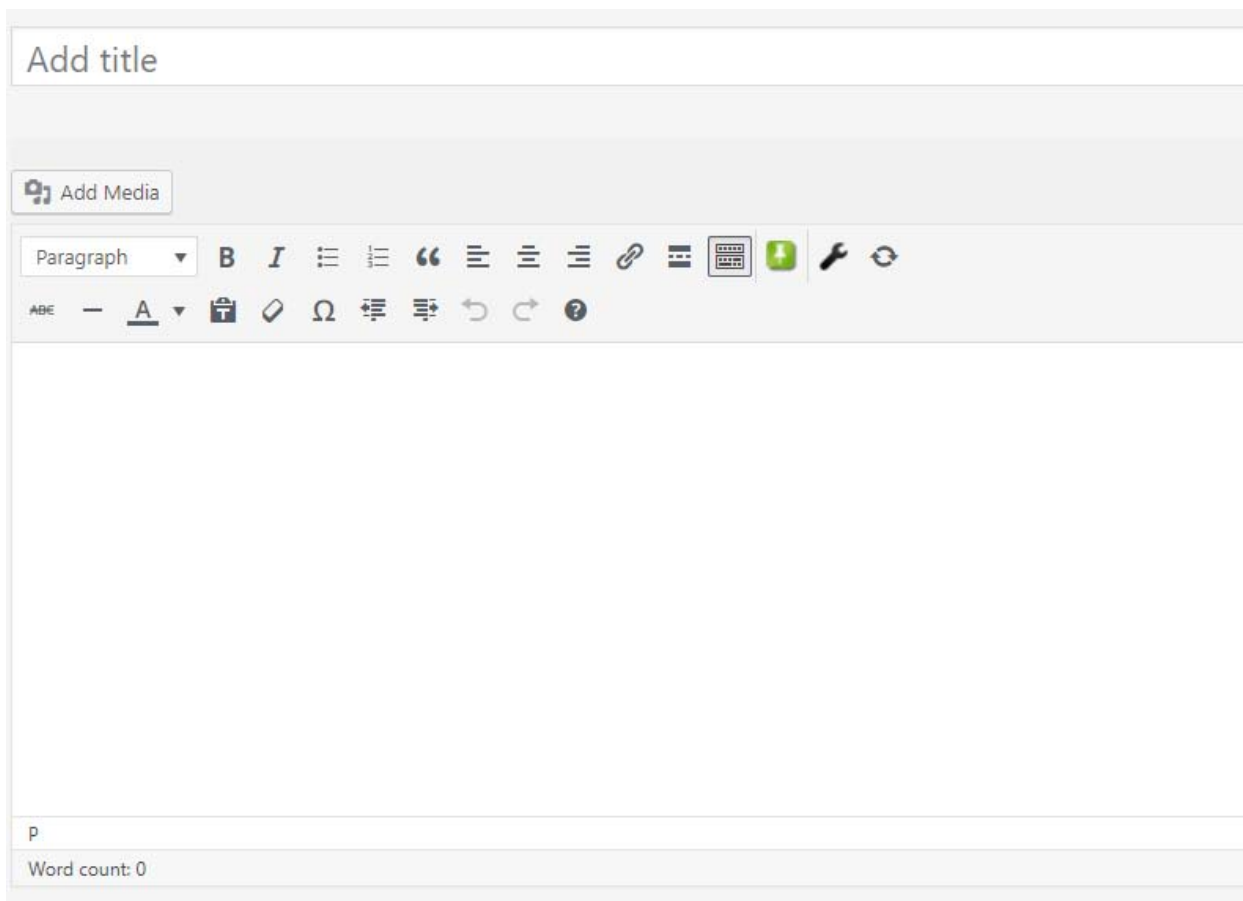
- 1. Workshop Title (Required):** The first field you should see at the top of the screen should say “Add title.” This is where you will insert the title of your workshop (e.g., Chronic Disease Self-Management Program; A Matter of Balance, etc.)

PRO TIP: If you anticipate entering more than 1 workshop of the same program on your page, add an additional identifying piece of information such as the site name or class number (e.g., Chronic Disease Self-Management Program – ABC Senior Center; A Matter of Balance – Group 1, etc.)

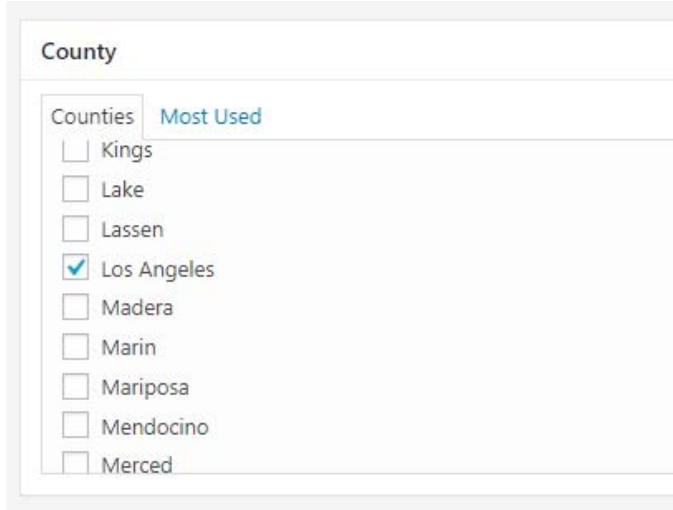
ENTERING A REMOTE WORKSHOP? If so, you may want to make it clear in the title, so the participant isn’t mis-led by the address listed in the posting.



- 2. Program Description (Optional):** Though this box is not labeled, it is a space that you can use to type in information about your workshop such as the full workshop schedule, technology or materials that will be needed, etc.



3. **County (Required):** In order for the workshop to post specifically to your county's page, you will need to scroll down to find your county and click the check box next to the county name. For instance, if I want to ensure the workshop posts to the Los Angeles page, I will make sure the box next to "Los Angeles" is checked off as follows:



County

Counties Most Used

Kings

Lake

Lassen

Los Angeles

Madera

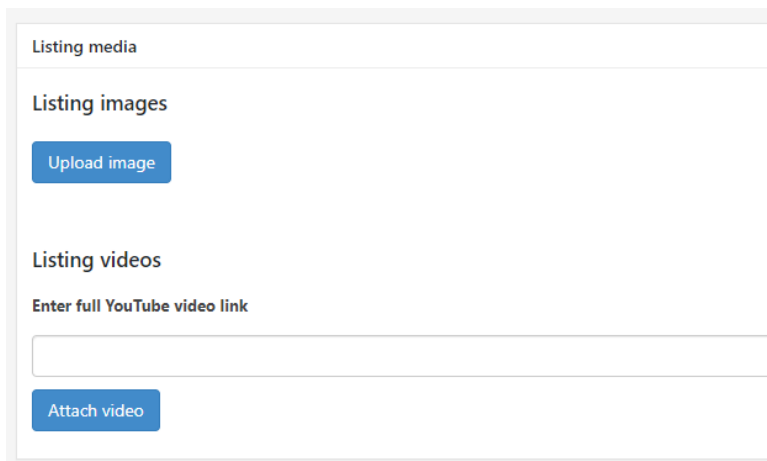
Marin

Mariposa

Mendocino

Merced

4. **Listing Media (Optional):** If you would like to include images, logos, a YouTube video link, etc. in your posting, you will use this section to upload the image or video link:



Listing media

Listing images

Upload image

Listing videos

Enter full YouTube video link

Attach video

5. **Locations (Required):** Enter the physical address of the site the workshop will take place at. This enables individuals to also find your workshop via the locator search. There are a couple of steps to entering your workshop location:

- **Enter the workshop location's street address**
 - Country
 - State
 - Address
 - City
 - Zip code


Locations

Country

Address

City

Zip code

 Enter coordinates manually



You may ignore this – the next step will take care of it 😊

- Click the button that says, “Generate on google map” (circled below in red)


Locations


Country


Address

City

Zip code

 Enter coordinates manually

 [Select marker icon](#)

 [Add address](#)

Generate on google map

ENTERING A REMOTE WORKSHOP? No problem! We’ve found it best to insert the address of your agency/organization and make clear in the title and/or description that this is a remote workshop.

6. **Workshop Start/End Date (Required):** Do you have a start and end date assigned to your workshop? Are you building an interest list before setting the dates? We have options for both! In this step, select one of the options you see below: “Class/Waitlisted Class” OR “Enter Start Date and End date”

*

Class / Waitlisted Class

Enter Start date and End date

IF YOU SELECT “ENTER START DATE AND END DATE,” look immediately above these buttons where you’ll see fields for entering “Workshop Start date” and “Workshop End date” (these fields will be hidden if you clicked “Class/Waitlisted Class”):

WORKSHOP Start date *

WORKSHOP End date *

*

Class / Waitlisted Class

Enter Start date and End date

7. **Workshop Start/End Time (Required):** Use the dropdown menus to select the Start and End Times for your workshop:

WORKSHOP Start Time *

10:00 am

WORKSHOP End Time *

12:30 pm

8. **Language (Required):** What language will the workshop be offered in?

Language *

9. **Workshop Contact – Name (Required):** Who should an individual contact if they have questions about the workshop?

Workshop Contact - Name *

10. **Workshop Contact – Agency (Required):** What agency does the workshop contact work for?

Workshop Contact - Agency *

11. **Workshop Contact – Phone (Required):** What phone number can the Workshop Contact be reached at?

Workshop Contact - Phone *

12. **Workshop Contact – Email Address (Required):** What email address can the Workshop Contact be reached at?

Workshop Contact - Email Address *

13. **County Coordinator – Name (Optional):** Does your County have a central coordinator in charge of its evidence-based programs? If not, leave this blank.

County Coordinator - Name

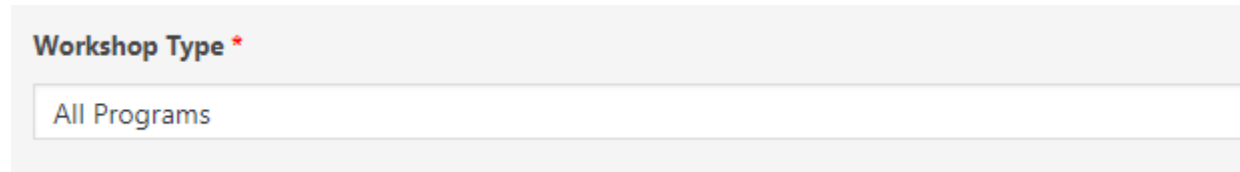
14. **County Coordinator – Email Address (Optional):** If you've listed a County Coordinator Name, you may also want to include their email address. If not, leave this blank.

County Coordinator - Email Address

15. Workshop Type (Required): Use the dropdown menu to select the type of evidence-based program you are listing.

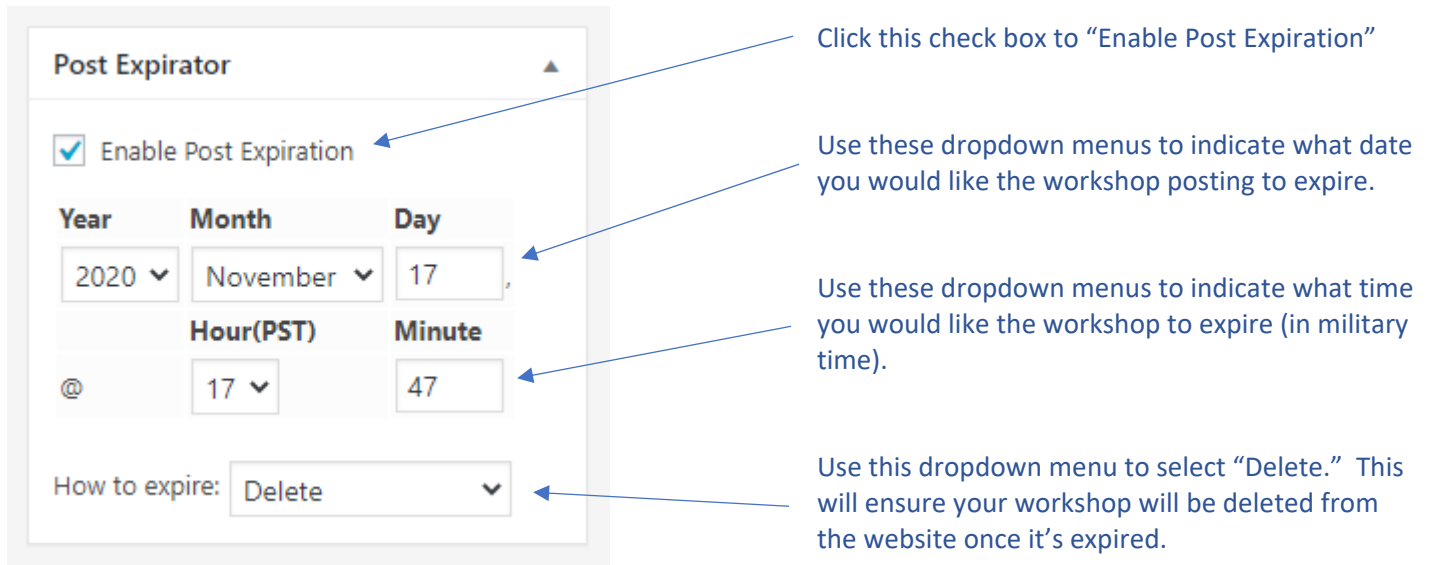
NOTE: Only programs that have been approved by the California Department of Aging for implementation using Older Americans Act funding may be listed on this website.

If you do not see the program you are looking for, please contact healthierliving_staff@picf.org.



The image shows a form field labeled "Workshop Type *". Below the label is a dropdown menu with "All Programs" selected.

Once you have entered all required information, scroll all the way back to the top of the page and find the “Post Expirator” box on the right-hand side. The “Post Expirator” allows you to indicate a date and time when the workshop will automatically “drop off” of the website. This feature keeps you from having to log in to the website to delete the workshop once it’s completed.



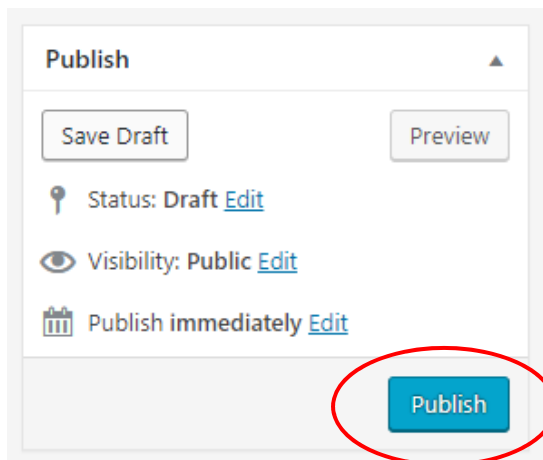
The image shows the "Post Expirator" form with several fields and annotations:

- Enable Post Expiration:** A checked checkbox. Annotation: "Click this check box to 'Enable Post Expiration'"
- Year:** A dropdown menu showing "2020".
- Month:** A dropdown menu showing "November".
- Day:** A dropdown menu showing "17".
- Hour(PST):** A dropdown menu showing "17".
- Minute:** A dropdown menu showing "47".
- How to expire:** A dropdown menu showing "Delete".

Annotations for the date and time fields: "Use these dropdown menus to indicate what date you would like the workshop posting to expire." and "Use these dropdown menus to indicate what time you would like the workshop to expire (in military time)."

Annotation for the "How to expire" field: "Use this dropdown menu to select 'Delete.' This will ensure your workshop will be deleted from the website once it's expired."

After you have completed those steps, click “Publish”!



The image shows the "Publish" form with the following elements:

- Buttons: "Save Draft" and "Preview".
- Status: "Draft" with an "Edit" link.
- Visibility: "Public" with an "Edit" link.
- Publish immediately: "Publish immediately" with an "Edit" link.
- Publish:** A blue button circled in red.

Repeat as needed to enter additional workshops!