

Association of Consultants for Liturgical Space

WEBSITE DIRECTIONS

Members will have received link, username and password from Robert Newberry of NewWard our website developer, to use to access the new website.

Members should review User Profile information and correct as required. To do this click on the Dashboard menu item under the Members Area of the website. This will bring you to a login screen. Enter your ACLS username and password to login to the dashboard area of the system. Once you have logged in successfully, you have the ability to access your profile information under the Profile menu item.

Use <u>http://en.gravatar.com/</u> website to upload photo for Directory Page.

Members should upload Images & text to Portfolio section of website. Members are all allowed up to 7 projects with up to 12 images per project.

There will be a follow-up webinar by Robert Newberry of NewWard our website developer at 3:00pm EDT on May 12th.



Adding a profile image to my account

HOW TO ADD A GRAVATAR TO MY ACLS PROFILE

When browsing different web sites, you may notice that many users have a picture next to their name. These pictures are called "avatars." WordPress, however, uses a specific type of avatar called "<u>Gravatars</u>"--short for "Globally Recognized Avatar." Unlike standard avatars, Gravatars follow you around the web and automatically appear when you post a comment on a WordPress site.

1. If you do not already have a Gravatar registered for the email address on your profile you will need to register at <u>Gravatar.com</u>.



2. Once you have created and account you will have the ability to add an image to your account using the screen below





3. Clicking on the "add a new image" will display the choose location page which will allow you to select from a location you would like to retrieve your image from. Once you have selected a location and a file, your image will be registered with your email address.









Once you have this uploaded the image will display on any WordPress site that you have registered with this email address. If you have other email addresses on other WordPress sites that you have registered with you can also enter them while you are here.



Managing my Portfolio

ADDING A PROJECT TO MY PORTFOLIO

The ACLS website offers the ability for its members to create a portfolio of their projects. Each member has the ability to create 7 projects under their membership. Each project will have the following areas:

- 1. Project Title
- 2. Project Description
- 3. Project Team
- 4. Location of Project
- 5. Year Completed
- 6. 12 Images and 1 featured Image

To access your portfolio you will need to click on the dashboard menu item under the Members Area of the web site.



This will bring you to a login screen. You will need to enter your ACLS username and password to login to the dashboard area of the system.





Once you have logged in successfully, you have the ability to access your profile information along with your portfolio.

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ADDING A PROJECT

The My Portfolio page will display all of your current projects. To add a new project you will need to click on the "Add New" menu item.

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To enter a new project complete the "Add New Portfolio Item" form and submit the item for review. Each new item will need prior approval by a site administrator before it will be displayed within the member's portfolio section of the site.

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UPLOADING IMAGES TO A PROJECT

To upload images you can click on the "Upload Image" button for each of the 12 images. This will display the upload image form. The media library tab will display previously uploaded images which you can select from. To upload a new file you will need to click on the "Upload Files" tab. From this tab you can either drag your images to the page to upload or you can click the select files

Upload Image		×	
Upload Files Media Library		Expand Details	
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Upload Image			×
Upload Files Media Library			Expand Details
	or Select Files Maximum upload file size: 8 MB.		
			Select



Once you have uploaded an image, you can change the Title and Caption of the image by using the form located on the right side of the page. Once you have completed this, please use the select button on the bottom of the page to add the image to your project.



UPLOADING/SELECTING A FEATURED IMAGE FOR A PROJECT

For your project to display within the member portfolio section of the site you will need to select a featured image. By clicking the "Set featured image" link the system will display the same form discribed in the uploading images section above. You have the ability to select an image that you have already uploaded or you can upload another image to set as the featured image.





Once you have entered all of the information for your project and added the featured image you can submit your project for review by clicking the "Submit for Review" button. Or if you would like to save your changes and come back later to complete your project you can click on the "Save Draft" button.

Publish A	
Save Draft	
📍 Status: Draft	
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Move to Trash	
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Your project will display with the pending status on your "My Portofolio" page until it has been approved.

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