# Table of Contents

LOGIN TO WEBSITE ...................................................................................................................... 4  
GENERAL WEBSITE INSTRUCTIONS ............................................................................................... 5  
POST & PAGE CONTENT ............................................................................................................... 6  
  ADD DOCUMENTS ON PAGES ............................................................................................................. 7  
  ADD DOCUMENTS - TRANSLATION VERSIONS.................................................................................. 11  
  ADD BLOG POSTS .............................................................................................................................. 13  
  ADDING A LINK .................................................................................................................................. 14  
  ADD NEWSLETTER (if RSS feed is active)........................................................................................... 18  
  COMMITTEE DOCUMENTS - Instructions for updating table content ............................................. 22  
  ADD CONFERENCE PHOTO GALLERY ................................................................................................. 24  
  ADD MEMBERS ONLINE .................................................................................................................... 29  
  UPDATING PDF FILES ......................................................................................................................... 38  
OTHER CONTENT........................................................................................................................ 41  
  NEWS TICKER .................................................................................................................................... 42  
  EVENTS CALENDAR ........................................................................................................................... 48  
  RSS NEWS FEED ................................................................................................................................. 52  
  HOME PAGE SLIDER .......................................................................................................................... 55  
  FOOTER CONTENT ............................................................................................................................. 57  
MENU & PAGE NAVIGATION ...................................................................................................... 60  
  ADDING PAGES TO NAVIGATION MENU ........................................................................................... 61  
  ADDING ITEMS TO A MENU .................................................................................................................. 61  
  ORGANISING MULTI-LEVEL MENUS .................................................................................................. 62  
  DELETING A MENU ITEM ................................................................................................................... 64  
  ADDING CONTENT BUTTON & LINK TO MENU PAGES...................................................................... 66  
  PAGE CHANGE INSTRUCTIONS .......................................................................................................... 68  
FORMS ...................................................................................................................................... 71  
  VIEW FORM ENTRIES ........................................................................................................................ 71  
  EDIT FORMS ...................................................................................................................................... 72  
  EXPORTING FORM ENTRIES ............................................................................................................ 73  
CLEAR WEBSITE CACHE............................................................................................................... 75  
SITEMAP as at July 2017............................................................................................................. 77  
PIWIK ANALYTICS.......................................................................................................................... 80  
SUCURI FIREWALL.......................................................................................................................... 81
LOGIN TO WEBSITE

URL:  https://icdppc.org/wp-admin/

[Image of a WordPress login page with blacked-out username and password fields]
GENERAL WEBSITE INSTRUCTIONS

General instructions for updating the Wordpress website and associated plugins can be found at

Wordpress

<table>
<thead>
<tr>
<th>Category</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td><a href="https://codex.wordpress.org/">https://codex.wordpress.org/</a></td>
</tr>
<tr>
<td>Creating &amp; using Posts</td>
<td><a href="https://codex.wordpress.org/Posts">https://codex.wordpress.org/Posts</a></td>
</tr>
<tr>
<td>Creating &amp; using Pages</td>
<td><a href="https://codex.wordpress.org/Pages">https://codex.wordpress.org/Pages</a></td>
</tr>
<tr>
<td>Media Library</td>
<td><a href="https://codex.wordpress.org/Edit_Media">https://codex.wordpress.org/Edit_Media</a></td>
</tr>
</tbody>
</table>
POST & PAGE CONTENT
ADD DOCUMENTS ON PAGES

1) Click on Pages

2) Click on Page Name
3) Position cursor where you want to add document.
4) Click on Add Media Button
The Conference began routinely adopting and publishing resolutions in 2003. Ad hoc resolutions and declarations were only occasionally adopted prior to that date.

5) Select Upload Files tab
6) Click on Select Files
7) Select file from file location on your computer
8) Ensure Title description is as you desire
9) Click on Insert into Page

*Use SHIFT + BACKSPACE to move up one line and then SHIFT + ENTER to place the line directly below, the one above*
ADD DOCUMENTS - TRANSLATION VERSIONS

1) Add 6 spaces
2) Repeat process as above, changing title description to [ES] etc
3) Click on TEXT

4) Add the following before translation versions
   <span style="font-size: 12px;">

5) Add the following after translation versions
   </span>
ADD BLOG POSTS

1) Go to Posts > Add New

2) Enter Post Title

3) Enter Post Content
ADDING A LINK

To create a link, you need to click on the Link button in the visual editor.

When you click on the insert link button, it will bring up a popup window. In the URL field, you will enter the actual hyperlink, and in the link text field you will add the text that will be linked.

WordPress also allows you to quickly link to posts and pages that you have published on your own website by using the content search feature. Simply click on ‘Or link to existing content’ option and WordPress will show you recent content and a search field. You can search for a post or scroll down to find it
from the list. You need to click on the post title to select it and then click on Add or Update Link button.

4) Select a Category (Optional)
5) Scroll to bottom of page > Post Sidebar Model

6) Click on “Choose a custom sidebar” and select Posts

7) Click on publish (top of right hand column). The post will now be automatically added to the Latest News page and the RSS feed
ADD NEWSLETTER (if RSS feed is active)

1) Click on Posts

2) Click on Add New
3) Add Title of Newsletter

4) Click on Add Media button
5) Click on Select Files
6) Select file from file location on your computer
7) Ensure Title description is as you desire
8) Select Newsletter in Category

9) Click on Publish
COMMITTEE DOCUMENTS - Instructions for updating table content

1) Go to Committee Documents page
2) Select text window at top right of content window

Each row of the table is contained within the table row beginning tab <tr> and table row closing tab </tr>

The easiest way to add a row to the table is to copy the content between these two tags and insert it below the last row

The highlighted code below shows the code required to be copied and inserted after the last </tr> closing tab and before the closing table body tag </tbody>

3) Copy code between the table row beginning tab <tr> and table row closing tab </tr>
4) Paste below the last </tr> closing tab and before the closing table body tag </tbody>
5) Edit the content within each <td> element to display the latest content
6) Link to PDF documents are located between " quotes within <a href= tag
ADD CONFERENCE PHOTO GALLERY

Edit the https://icdppc.org/the-conference-and-executive-committee/picture-gallery/ page

The easiest method to add to the picture gallery is to duplicate the existing content and then update to the existing content. In this way all the gallery settings are preserved and do not need to be manually duplicated

Make sure editor is in Visual Composer mode by clicking on Backend Editor
Click on Clone this Row button to duplicate the existing 1st row title and photos

Hover over the Conference Title and click on the Edit Text Box Pencil icon
Edit the text and click on Save Changes

38th International Conference – Marrakesh, Morocco, 2016
Hover over the Responsive Slider & Gallery and click on the Edit Text Box Pencil icon. The images of the previous conference will appear.

Simply click on the red x button on each image to remove these from the current gallery.

Click on the green + sign to add the new images to the gallery.

Click on Save Changes.

Click on Update.
ADD MEMBERS ONLINE

The members online page is split into various rows which relate to the alphabetical sub split.

Scroll down the page and look for the appropriate **Custom Heading** indicating the required alphabetical sub split.
Hover your mouse over the text box directly below the Custom Heading and click on the **edit pencil**.

The Text Box Settings lightbox will open.
To add a new entry you must edit the code in HTML format. Click on the Text tab to change to the HTML code editor.

The HTML code for each row in the table is contained within the <tr> opening tag and the </tr> closing tag.
Position the cursor after the appropriate </tr> closing tag and before the next <tr> opening tag.

Then paste the following code to insert a new row.

```html
<tr>
<td width="60%">Organisation Name</td>
</tr>
```

Click on the Visual tab and you will now see that a new row has been added.
You can now edit the content of the new row, as per normal, in the Visual text editor.

To remove a social media icon (if it is not required) click on the appropriate icon to select it. A square border will appear around the icon to indicate it has been selected. Click on the Backspace or Delete button to remove the icon.

To add a link click on the appropriate social media icon. A square border will appear around the icon to indicate it has been selected. Click on the paperclip icon to open the link editor.
Paste the link URL into the link editor and click on the square arrow button to enter the link into the coding.

Click on Save Changes.

Click on Update to save the content to the page.
UPDATING PDF FILES

1) Open 2 instances of https://icdppc.org/wp-admin
2) Have one open in Media Library and the other open on the page you are updating the PDFs
3) Upload updated PDFs to Media Library
4) Click on individual PDF (which will be replacing an older version)
5) Select and copy the PDF URL

6) Go to required page
7) Left click inside link description. An edit link bar will appear.
8) Click on the edit pencil
9) Paste new link URL into the bar and press on apply button
OTHER CONTENT
NEWS TICKER

Go to Live News > Sliding News
Add a different News Item in the *Create a Sliding News* area

Add news text in *Title*

Add URL of link (if you wish the News Item to link to document or page)

Ensure Ticker is set to ICDPPC News (default)

All other settings can remain as the default (Text Color, Text Color Hover, Background Color & Background Color Opacity)
Click on Add Sliding News

The News Item will be added to the active Sliding News List
Items in the Sliding News list can be edited or deleted by clicking on the Edit pencil or Delete trashbin in the right hand column

When **deleting** items from the News Ticker you will need to perform two quick operations

1) **Within the Wordpress Admin go to Live News > News Tickers and click on the refresh button in right hand column (see image below)**
2) Clear the Sucuri Firewall cache by clicking on the bookmarked link - https://waf.sucuri.net/api?k=76ae133a497b8f0bfa9d83555b45f594&s=ac283aeae53b57c142cfc46e650ce927&a=clearcache

The operations must be performed in that order.
EVENTS CALENDAR

1) Click on Events
2) Click on Add New Event

3) Enter Event Title
4) Enter Event Description in main text box (usually just the same as event title)
5) Scroll down to Time and Date
6) Select YES for All Day Event
7) Enter Start Date & End Date
8) Scroll down to Location and Venue
9) Enter Event Location Address

10) Click on Publish
RSS NEWS FEED

1) Hover over Multi Importer (in left hand column) and click on Add a Feed

2) Add title below Add New Feed Source
3) Add URL of RSS feed to **Feed URL**
4) Select PRIVACY for **Feed Category**

![Feed Source Details]

5) Click on Save Feed (at top of right hand column)
HOME PAGE SLIDER

1. Go to Slider Revolution
2. Click on Home slider
3. Drag and drop any individual slide to change the slide order
4. Click on any individual slide to add layers
5. Click on Green SAVE button to make changes effective
Global slider settings can be changed by clicking on the Slider Settings tab.

Full instructions and documentation on the Slider Revolution plugin can be found at

https://www.themepunch.com/revslider-doc/slider-revolution-documentation/
FOOTER CONTENT

Go to Appearance > Widgets

The footer content is managed from the Widgets entitled

Footer Widget 1
Footer Widget 2

Click on the toggle button in the top right next to the title (Footer Widget 1 or Footer Widget 2) to open the available content

Footer Widget 1 contains

- the Secretariat contact information contained in the About Us section
- the security / analytics images contained in the Text section

Footer Widget 2 contains

- Page menu links
ABOUT US CHANGES

Click on the toggle in the right hand corner of the About Us section to edit the data.

Click on the Save button at the bottom of the toggle box, to save your changes.

N.B.

The security / analytics images contained in the Footer Widget 1 Text section contains HTML code and should only be updated by an administrator familiar with HTML coding.

The menu links in Footer Widget 2 can be managed by editing the Footer menu as per the Menu & Page Navigation instructions contained in this manual.
MENU & PAGE NAVIGATION
ADDING PAGES TO NAVIGATION MENU

1. Login to the WordPress Dashboard.
2. From the 'Appearance' menu on the left-hand side of the Dashboard, select the 'Menus' option to bring up the Menu Editor.
3. Select **Main Menu** at the top of the page

![Dashboard menu](image)

ADDING ITEMS TO A MENU

You can add different link types into your menu, these are split between panes left of the menu you're currently editing.

1. Locate the pane entitled **Pages**.
2. Within this pane, select the **View All** link to bring up a list of all the currently published Pages on your site.
3. Select the Pages that you want to add by clicking the checkbox next to each Page's title.
4. Click the **Add to Menu** button located at the bottom of this pane to add your selection(s) to the menu that you created in the previous step.

---

**ORGANISING MULTI-LEVEL MENUS**

When planning the structure of your menu, it helps to think of each menu item as a heading in a formal report document. In a formal report, main section headings (Level 1 headings) are the nearest to the left of the page; sub-section headings (Level 2 headings) are indented slightly further to the right; any other subordinate headings (Level 3, 4, etc) within the same section are indented even further to the right.

The WordPress menu editor allows you to create multi-level menus using a simple 'drag and drop' interface. Drag menu items up or down to change their order of appearance in the menu. Drag menu items left or right in order to create sub-levels within your menu.

To make one menu item a subordinate of another, you need to position the 'child' underneath its 'parent' and then drag it slightly to the right.

1. Position the mouse over the 'child' menu item.
2. Whilst holding the left mouse button, drag it to the right.
3. Release the mouse button.
4. Repeat these steps for each sub-menu item.
5. Click the **Save Menu** button in the Menu Editor to save your changes.
### Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

<table>
<thead>
<tr>
<th>Item</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Page</td>
<td></td>
</tr>
<tr>
<td>Parent Page 1</td>
<td></td>
</tr>
<tr>
<td>Child Page 1</td>
<td></td>
</tr>
<tr>
<td>Child Page 2</td>
<td></td>
</tr>
<tr>
<td>Child Page 3</td>
<td></td>
</tr>
<tr>
<td>Parent Page 2</td>
<td></td>
</tr>
</tbody>
</table>

### Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

<table>
<thead>
<tr>
<th>Item</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Page</td>
<td></td>
</tr>
<tr>
<td>Parent Page 1</td>
<td></td>
</tr>
<tr>
<td>Child Page 1</td>
<td></td>
</tr>
<tr>
<td>Child Page 2</td>
<td></td>
</tr>
<tr>
<td>Child Page 3</td>
<td></td>
</tr>
<tr>
<td>Parent Page 2</td>
<td></td>
</tr>
</tbody>
</table>
DELETING A MENU ITEM

1. Locate the menu item that you want to remove in the menu editor window.
2. Click on the arrow icon in the top right-hand corner of the menu item/box to expand it.
3. Click on the Remove link. The menu item/box will be immediately removed.
4. Click the Save Menu button to save your changes.
**ADDING CONTENT BUTTON & LINK TO MENU PAGES**

1. Go to specific menu page e.g New & Events
2. Copy existing code from `[vc_row padding="sm-padding"]` to `[/vc_row]` for example

```
[vc_row padding="sm-padding"]
[vc_column width="1/1"]
[vc_column_text]
NEWS RELEASES
[/vc_column_text]
[cs_space size="20px"]
[vc_column_text]
News Releases
[/vc_column_text]
[cs_space size="20px"]
[cs_button type="flat"
shape="rounded" size="lg" color="accent"
no_uppercase="1" no_bold="1"
bcolor="#fdfdfd" bghovercolor="#e74c3c" textcolor="#e74c3c"
texthovercolor="#ffffff" bordercolor="#e74c3c" borderhovercolor="#e74c3c"
align="left"]News Releases >>[/cs_button]
[cs_space size="20px"]
[/vc_column]
[/vc_row]
```

3. Insert code in between existing items or at bottom of page.
4. Change text of code to reflect new page link
PAGE CHANGE INSTRUCTIONS

Permalink URL

The URL can be changed by editing the permalink, located under the Page Title. Click on the edit button and change the permalink name.

The permalink for all child pages will automatically be updated, when the permalink for the parent page is updated.

Header Colour

The header colour can be changed in the Page Custom Options located below the text content

Select Header Styling – then click on current colour to add colour. To find the correct hexadecimal colour code you will have to copy the code from the same location on the page with the correct colour
FORMS

VIEW FORM ENTRIES

Submitted form entries can be viewed from either the main Dashboard or Forms > Entries

Submissions are also automatically sent to the website administrator email address
EDIT FORMS

Forms can be edited and settings, confirmations and notifications updated from

Forms > Forms

Specific instructions can be found on the Gravity Forms Knowledgebase at

https://www.gravityhelp.com/documentation/
https://www.gravityhelp.com/documentation/category/getting-started/
EXPORTING FORM ENTRIES

Form entries can be exported at Forms > Import/Export

Specific instructions can be found on the Gravity Forms Knowledgebase at https://www.gravityhelp.com/documentation/article/exporting-form-entries/
CLEAR WEBSITE CACHE

If website changes are not immediately apparent you will need to clear the website content delivery cache, by clicking on the following link.

It is a good idea to save this link in your bookmarks

https://waf.sucuri.net/api?k=76ae133a497b8f0bfa9d83555b45f594&s=ac283ae53b57c142cfc46e650ce927&a=clearcache
SITEMAP as at July 2017

The Conference and Executive Committee
- Mission and Vision
- Executive Committee
- The Secretariat
- History of the Conference
- Picture Gallery
- Contact databases
- ICDPPC Census

Participation in the Conference
- List of Accredited Members
- Members Online
- List of Observers
- List of participants in Enforcement Cooperation Arrangement
- Become A Member
- Become An Observer
- Become a participant in Enforcement Cooperation Arrangement
- Enforcement Cooperation Arrangement FAQs
- Project Page: Future Size and Membership of Conference

Document Archive
- Adopted Resolutions
- Declarations & Communiques
- Working Group Reports
- Rules & Procedures
- Accreditation
- Committee Documents
- Representation at Meetings of International Organisations
- Closed Session Minutes & Correspondence
- Miscellaneous
News & Events

- Newsletter
- Next Conference Updates
- Updates from Working Groups
- Events Calendar
- ICDPPC Global Privacy and Data Protection Awards
- Latest News
- Enforcement Cooperation Meetings
- News Releases
- News from Members

Other Networks

- Regional networks
- Linguistic/cultural networks
- Specialised networks
- Miscellaneous networks
- Resources
PIWIK ANALYTICS

LOGIN

URL: http://icdppc.org/analytics

Full instructions and documentation on the Piwik Analytics plugin can be found at

https://piwik.org/docs/#analytics-features
SUCURI FIREWALL

LOGIN

URL: https://dashboard.sucuri.net/login/

Full instructions and documentation on the Sucuri Firewall can be found at

https://kb.sucuri.net/