



ICDPPC.ORG - WEBSITE MANUAL

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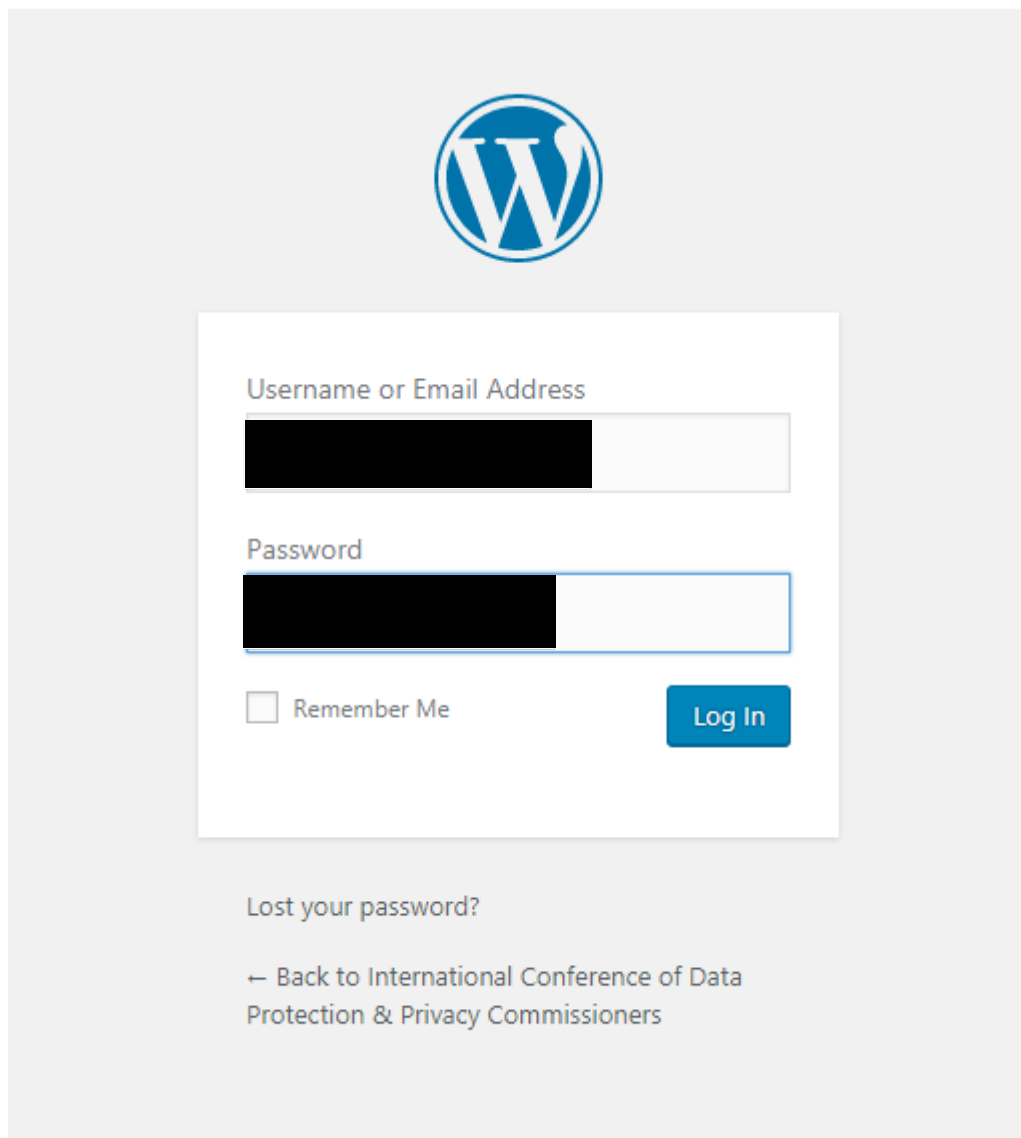
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LOGIN TO WEBSITE

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

[REDACTED]

[REDACTED] [REDACTED]



The image shows the WordPress login interface. At the top center is the WordPress logo, a blue 'W' inside a circle. Below the logo is a white rectangular login box. Inside this box, there are two input fields: the first is labeled 'Username or Email Address' and the second is labeled 'Password'. Both fields have their first portions filled with black text, which has been redacted. Below the password field, there is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In'. Below the login box, there is a link that says 'Lost your password?'. At the bottom of the page, there is a link that says '← Back to International Conference of Data Protection & Privacy Commissioners'.

Username or Email Address

Password

☐ Remember Me [Log In](#)

[Lost your password?](#)

[← Back to International Conference of Data Protection & Privacy Commissioners](#)

GENERAL WEBSITE INSTRUCTIONS

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

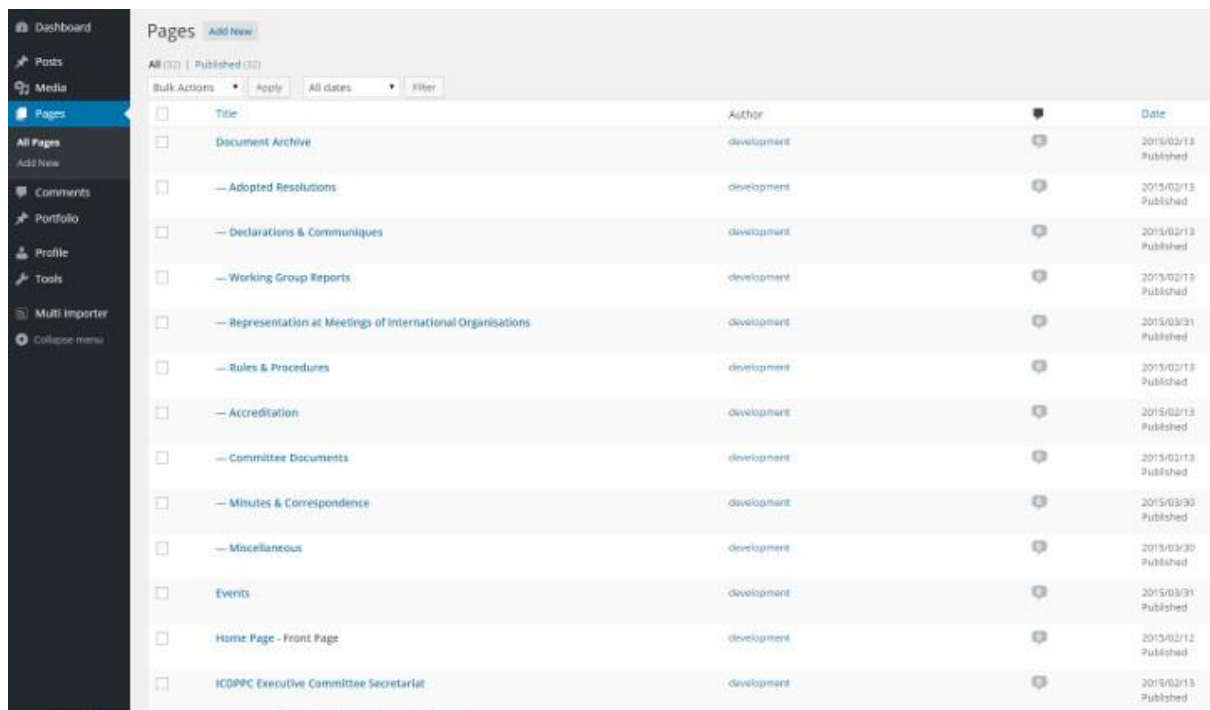
Wordpress

General Information	https://codex.wordpress.org/
Creating & using Posts	https://codex.wordpress.org/Posts
Creating & using Pages	https://codex.wordpress.org/Pages
Media Library	https://codex.wordpress.org/Edit Media

POST & PAGE CONTENT

ADD DOCUMENTS ON PAGES

1) Click on Pages



<input type="checkbox"/>	Title	Author		Date
<input type="checkbox"/>	Document Archive	development	3	2015/02/13 Published
<input type="checkbox"/>	— Adopted Resolutions	development	3	2015/02/13 Published
<input type="checkbox"/>	— Declarations & Communiqués	development	3	2015/02/13 Published
<input type="checkbox"/>	— Working Group Reports	development	3	2015/02/13 Published
<input type="checkbox"/>	— Representation at Meetings of International Organisations	development	3	2015/03/31 Published
<input type="checkbox"/>	— Rules & Procedures	development	3	2015/02/13 Published
<input type="checkbox"/>	— Accreditation	development	3	2015/02/13 Published
<input type="checkbox"/>	— Committee Documents	development	3	2015/02/13 Published
<input type="checkbox"/>	— Minutes & Correspondence	development	3	2015/03/30 Published
<input type="checkbox"/>	— Miscellaneous	development	3	2015/03/30 Published
<input type="checkbox"/>	Events	development	3	2015/03/31 Published
<input type="checkbox"/>	Home Page - Front Page	development	3	2015/02/12 Published
<input type="checkbox"/>	ICDPPC Executive Committee Secretariat	development	3	2015/02/13 Published

2) Click on Page Name

3) Position cursor where you want to add document.

4) Click on Add Media Button

Edit Page
Add New

Adopted Resolutions

Permalink: <http://icdppc.org/document-archive/adopted-resolutions/>
Edit
View Page
Get Shortlink

BACKEND EDITOR

Add Media
ADD EVENTON
Quick Shortcode

B I Add Media “ — ≡ ≡ ≡ 12 RevSlider ▼

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

Search

Resolution-on-Enforcement-Cooperation-French.pdf

Resolution-on-Big-Data-French.pdf

Resolution-on-Country-Observers-French1.pdf

Credentials-Committee-Report.pdf

ATTACHMENT DETAILS

ICDPPC-Website-Notes.pdf
May 1, 2015
205 kB
Delete Permanently

URL

Title

Caption

Description

ATTACHMENT DISPLAY SETTINGS

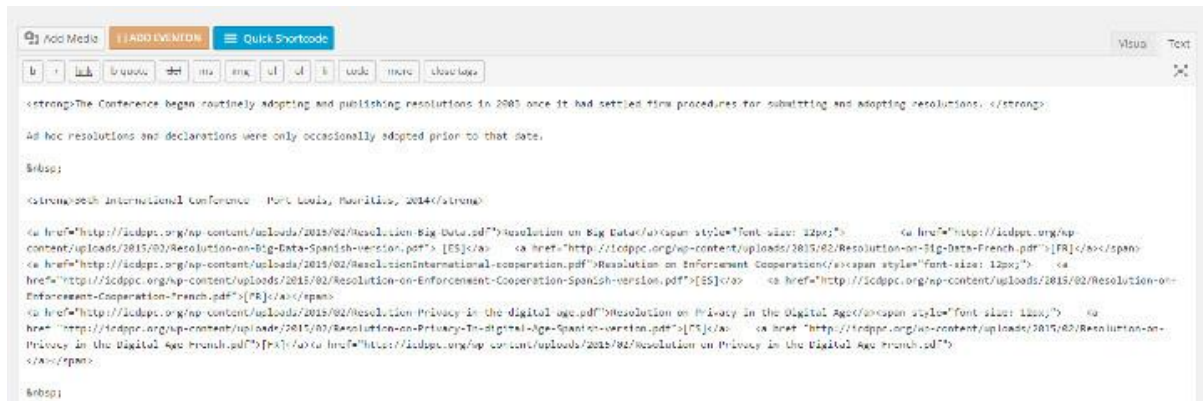
Link To

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

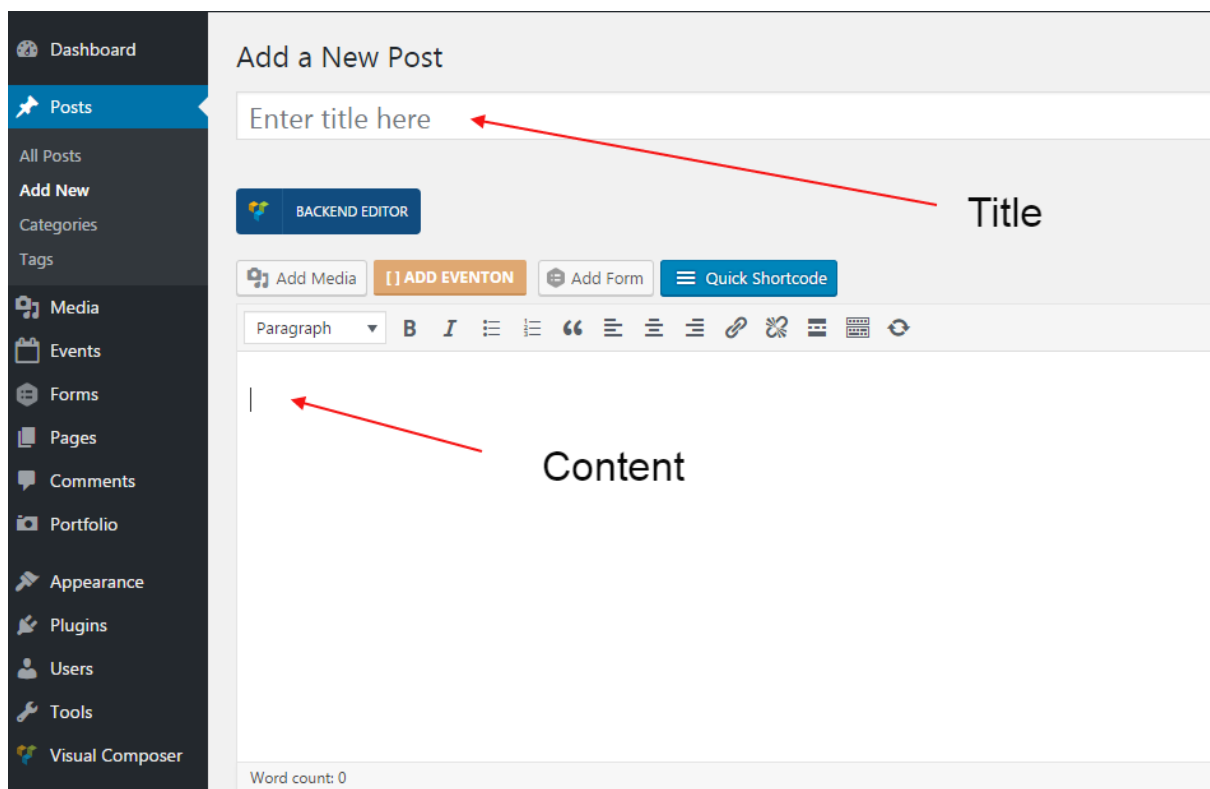
- 1) Add 6 spaces
- 2) Repeat process as above, changing title description to [ES] etc
- 3) Click on TEXT



- 4) Add the following before translation versions
``
- 5) Add the following after translation versions
``

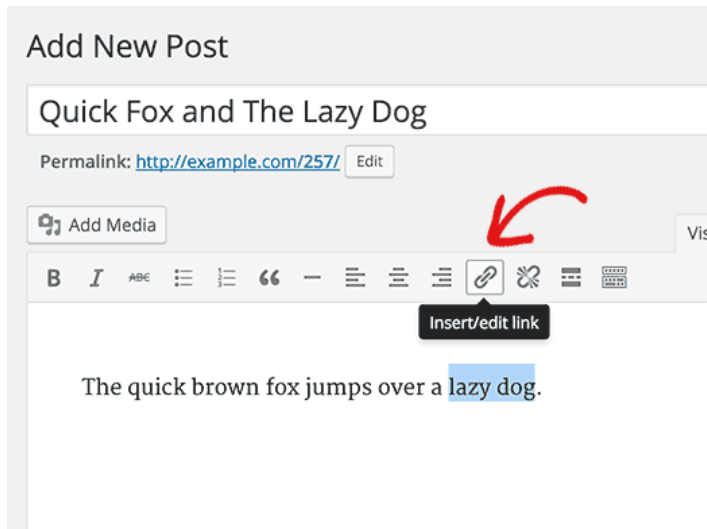
ADD BLOG POSTS

- 1) Go to **Posts > Add New**
- 2) Enter Post Title
- 3) Enter Post Content

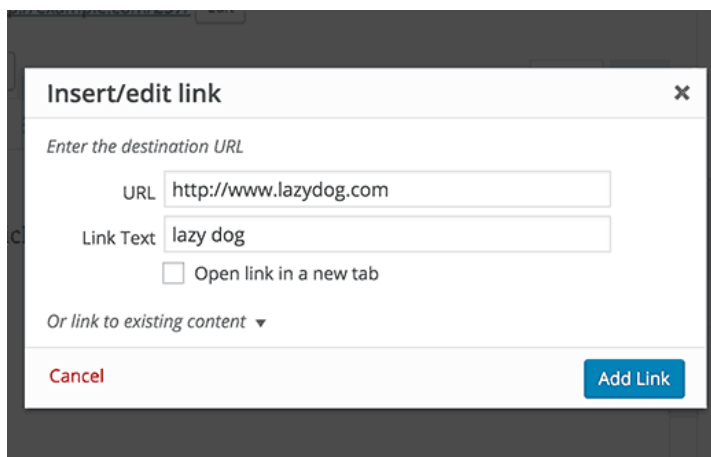


ADDING A LINK

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



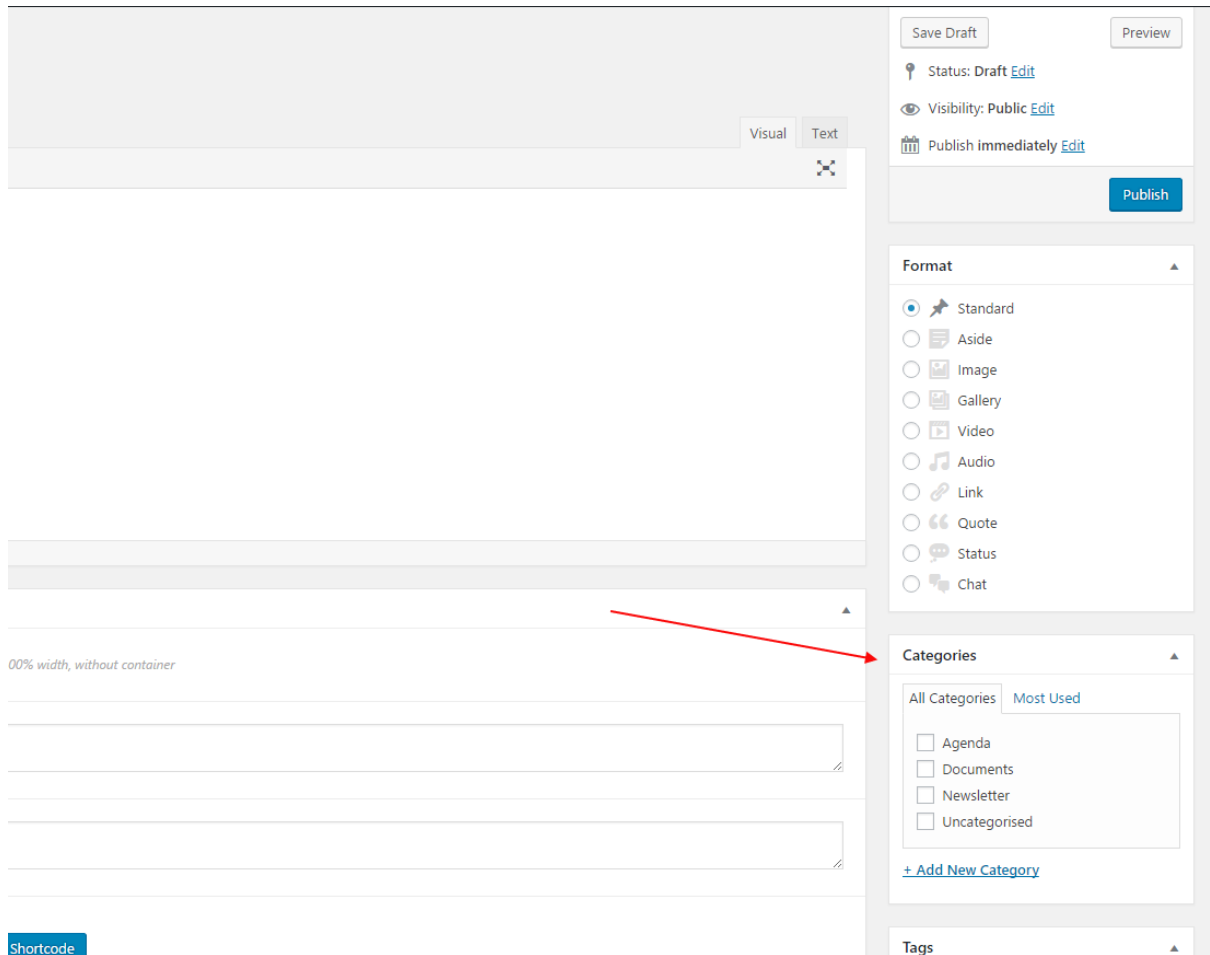
When you click on the insert link button, it will bring up a popup window. In the URL field, you will enter the actual hyperlink, and in the link text field you will add the text that will be linked.



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)



The screenshot displays the WordPress post editor interface. The main content area on the left is divided into two tabs: 'Visual' and 'Text'. Below these tabs, there are several horizontal lines representing text input fields. A red arrow points from the 'Categories' sidebar on the right to the first text input field. The 'Categories' sidebar is located on the right side of the editor and contains a list of categories with checkboxes. The categories listed are: Agenda, Documents, Newsletter, and Uncategorized. Below the list, there is a link to '+ Add New Category'. The sidebar also includes a 'Format' section with various post formats like Standard, Aside, Image, Gallery, Video, Audio, Link, Quote, Status, and Chat. At the top of the sidebar, there are buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility information.

Visual Text

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Publish

Format

- ☒ Standard
- ☐ Aside
- ☐ Image
- ☐ Gallery
- ☐ Video
- ☐ Audio
- ☐ Link
- ☐ Quote
- ☐ Status
- ☐ Chat

Categories

All Categories [Most Used](#)

- ☐ Agenda
- ☐ Documents
- ☐ Newsletter
- ☐ Uncategorized

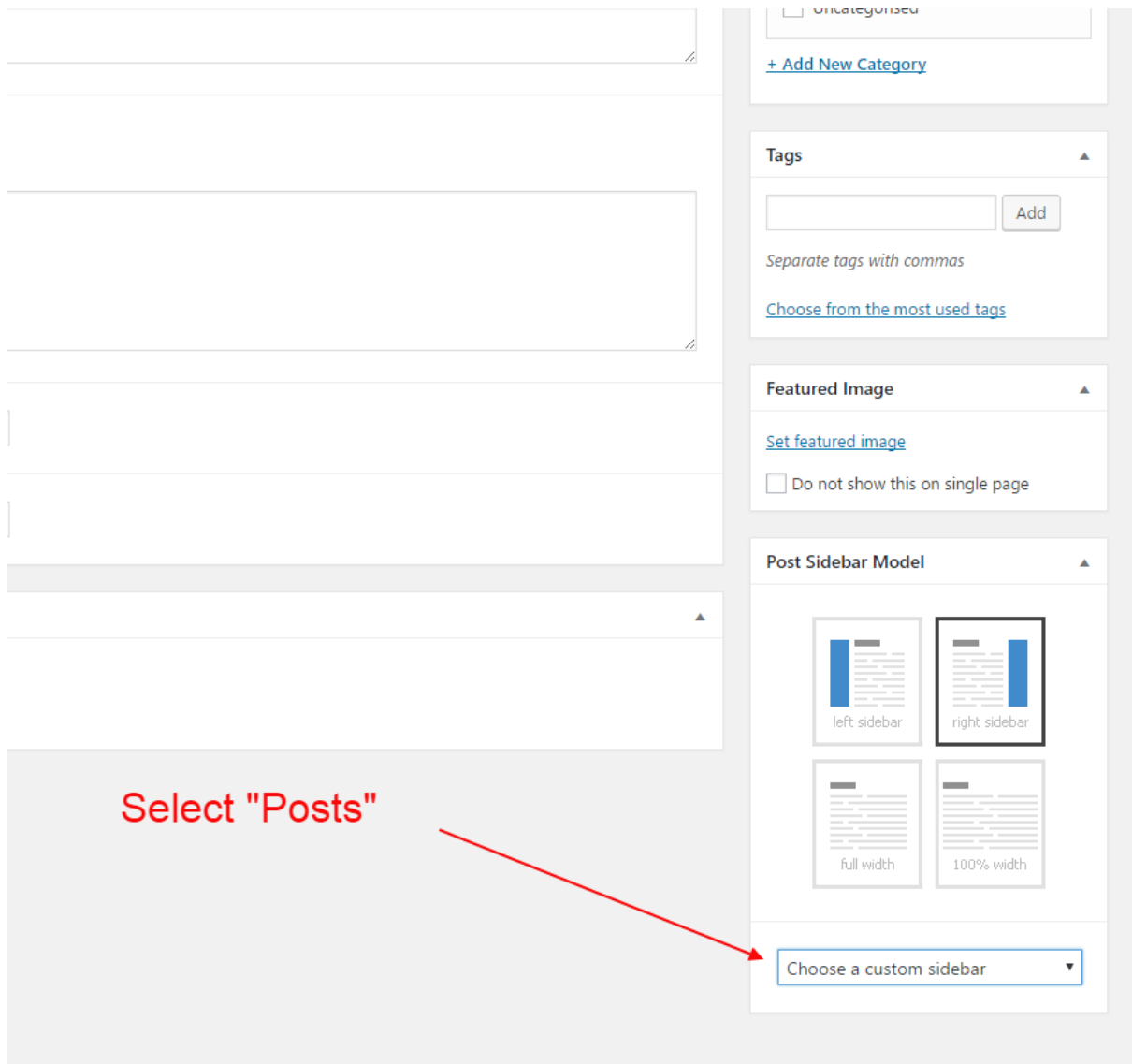
[+ Add New Category](#)

Tags

Shortcode

5) Scroll to bottom of page > Post Sidebar Model

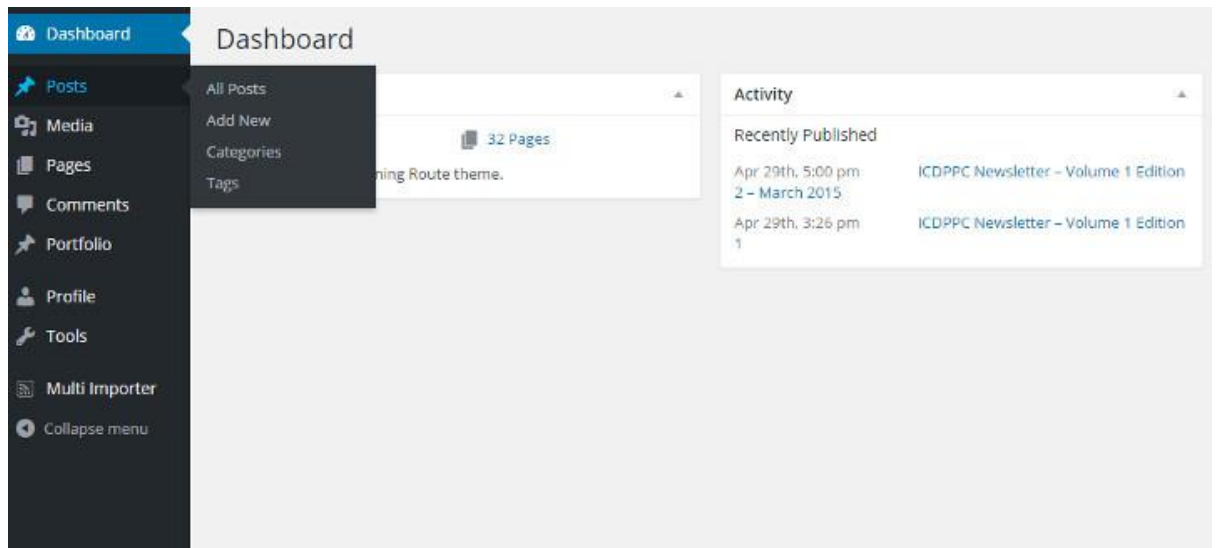
6) Click on “Choose a custom sidebar” and select **Posts**



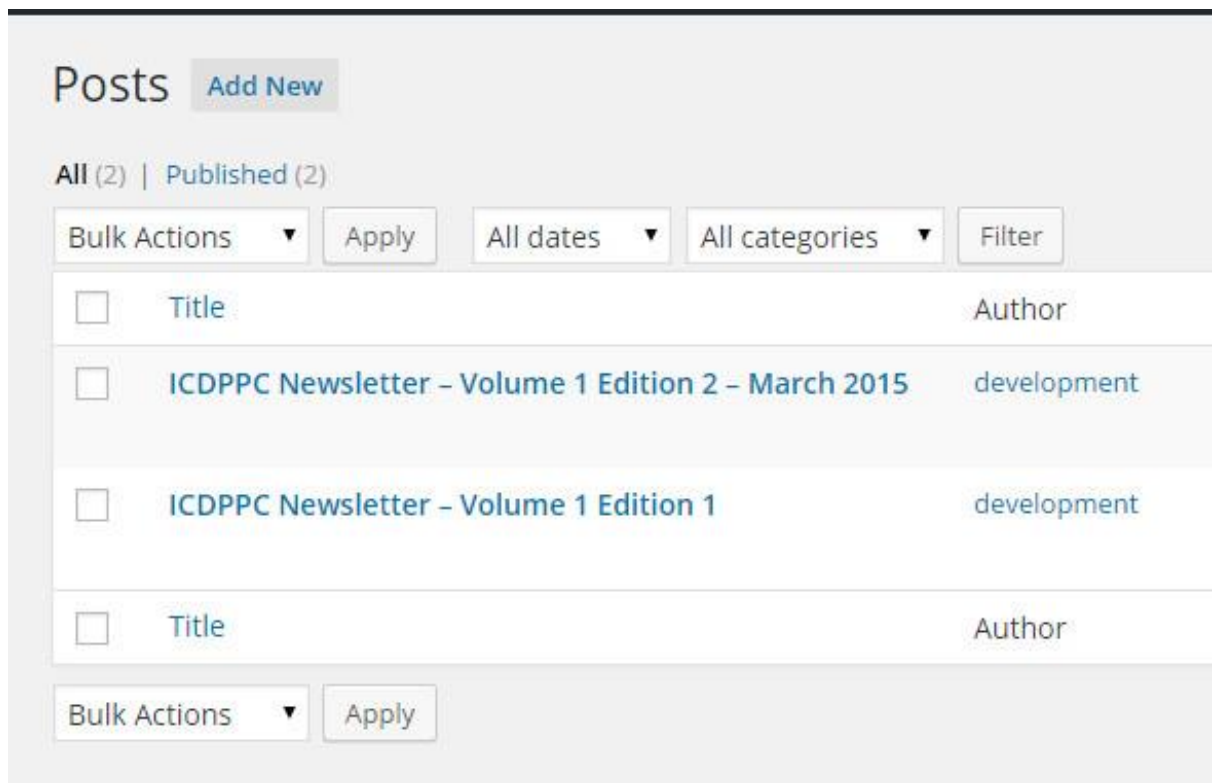
7) Click on publish (top of right hand column). The post will now be automatically added to the Latest News page and the RSS feed

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

Publish

Save Draft

Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Move to Trash

Publish

Format

☒ Standard

☐ Aside

☐ Image

☐ Gallery

☐ Video

☐ Audio

☐ Link

☐ Quote

☐ Status

☐ Chat

Categories

All Categories

Most Used

☐ Newsletter

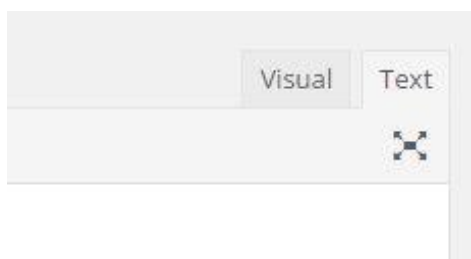
☐ Uncategorized

[+ Add New 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>`

```
<tr>
<td>27</td>
<td>9 December, 2015</td>
<td><span style="font-size: 14px;"><a href="https://icdppc.org/wp-content/uploads/2015/02/Agenda-December-2015.pdf" rel="">[EN]</a> (pdf)</span></td>
<td><span style="font-size: 14px;"><a href="https://icdppc.org/wp-content/uploads/2015/03/9-10-December-2015.pdf" rel="">[EN]</a> (pdf)</span></td>
<td><span style="font-size: 14px;"><a href="https://icdppc.org/wp-content/uploads/2015/02/Item-3c.pdf" rel="">Item 3c</a>, <a href="https://icdppc.org/wp-content/l
rel="">Item 4</a>, <a href="https://icdppc.org/wp-content/uploads/2015/02/Item-8.pdf" rel="">Item 8</a>, <a href="https://icdppc.org/wp-content/uploads/2015/03/C1c
10</a></span></td>
</tr>
<tr>
<td>28</td>
<td>14 March, 2016</td>
<td><span style="font-size: 14px;"><a href="https://icdppc.org/wp-content/uploads/2016/04/ExCo-Meeting-agenda-March-2016.pdf">[EN]</a> (pdf)</span></td>
<td><span style="font-size: 14px;"><a href="https://icdppc.org/wp-content/uploads/2016/04/ExCo-meeting-minutes-14-15-March-2016.pdf">[EN]</a> (pdf)</span></td>
<td></td>
</tr>
</tbody>
</table>
[/cs_table][/_vc_column][/_vc_row]
```

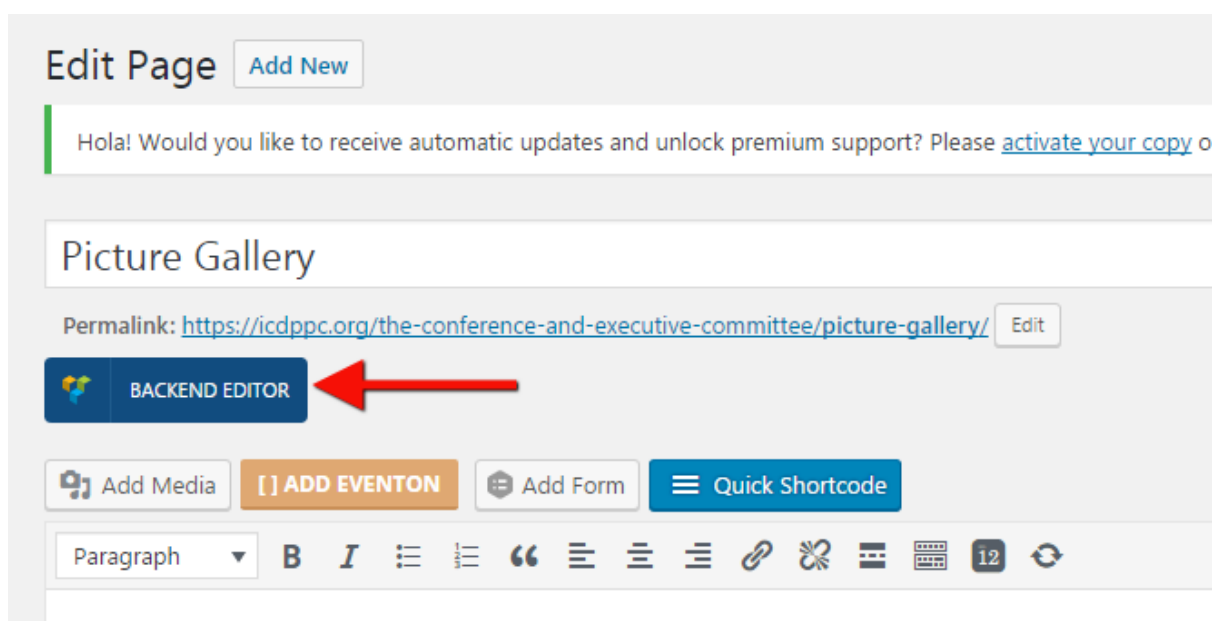
- 3) Copy code between the table row beginning tab `<tr>` and table row closing tab `</tr>`
- 4) Paste below the last `</tr>` closing tab and before the closing table body tag `</tbody>`
- 5) Edit the content within each `<td>` element to display the latest content
- 6) Link to PDF documents are located between “ quotes within `` 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

Edit Page

Add New

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of Visual Composer.

Picture Gallery

Permalink: <https://cdppc.org/the-conference-and-executive-committee/picture-gallery/> Edit

CLASSIC MODE

Visual Composer

+

+

+

38th International Conference – Marrakesh, Morocco, 2016

Responsive Slider or Gallery

+

+

+

+

37th International Conference – Amsterdam, Netherlands, 2015

Responsive Slider or Gallery

+

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

Edit the text and click on Save Changes

Text Block Settings

General

Design Options

Extras

Text

Add Media

Quick Shortcode

Visual

Text

Heading 4

B

I

12

38th International Conference – Marrakesh, Morocco, 2016

h4

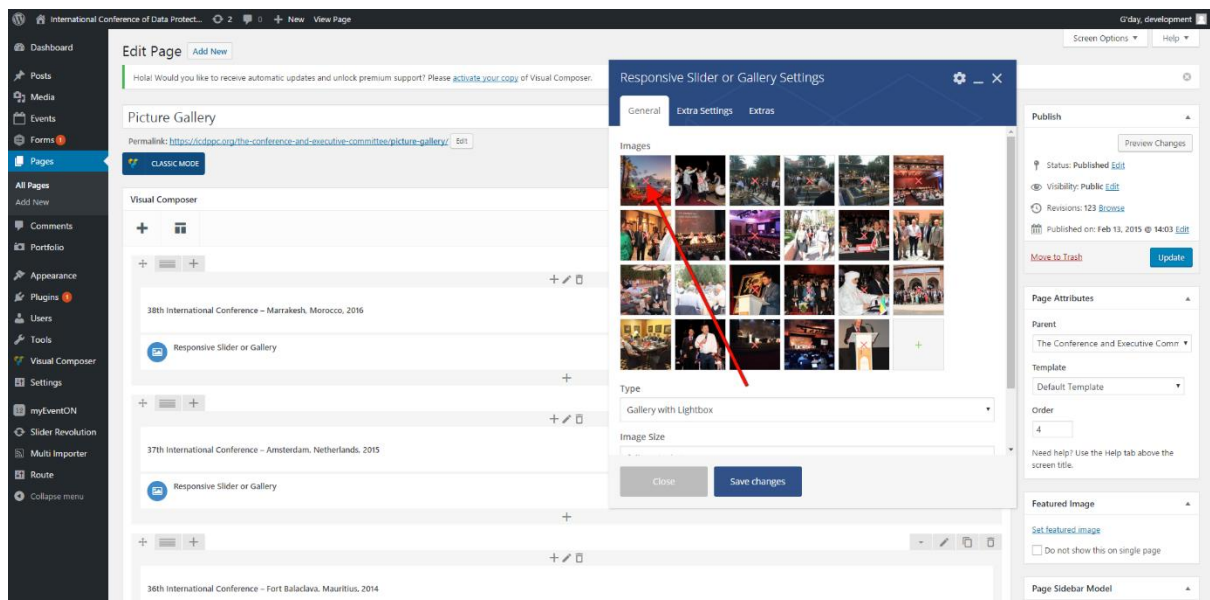
Animation

Close

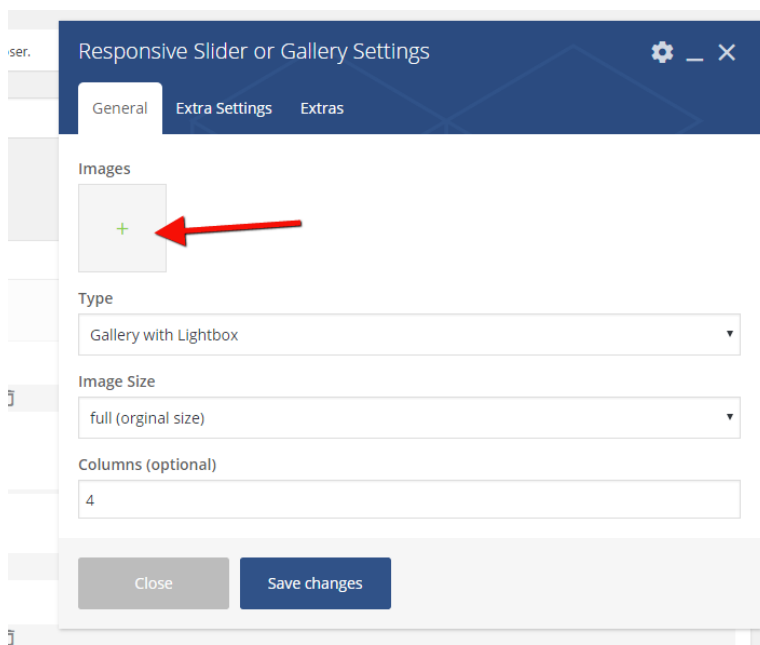
Save changes

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



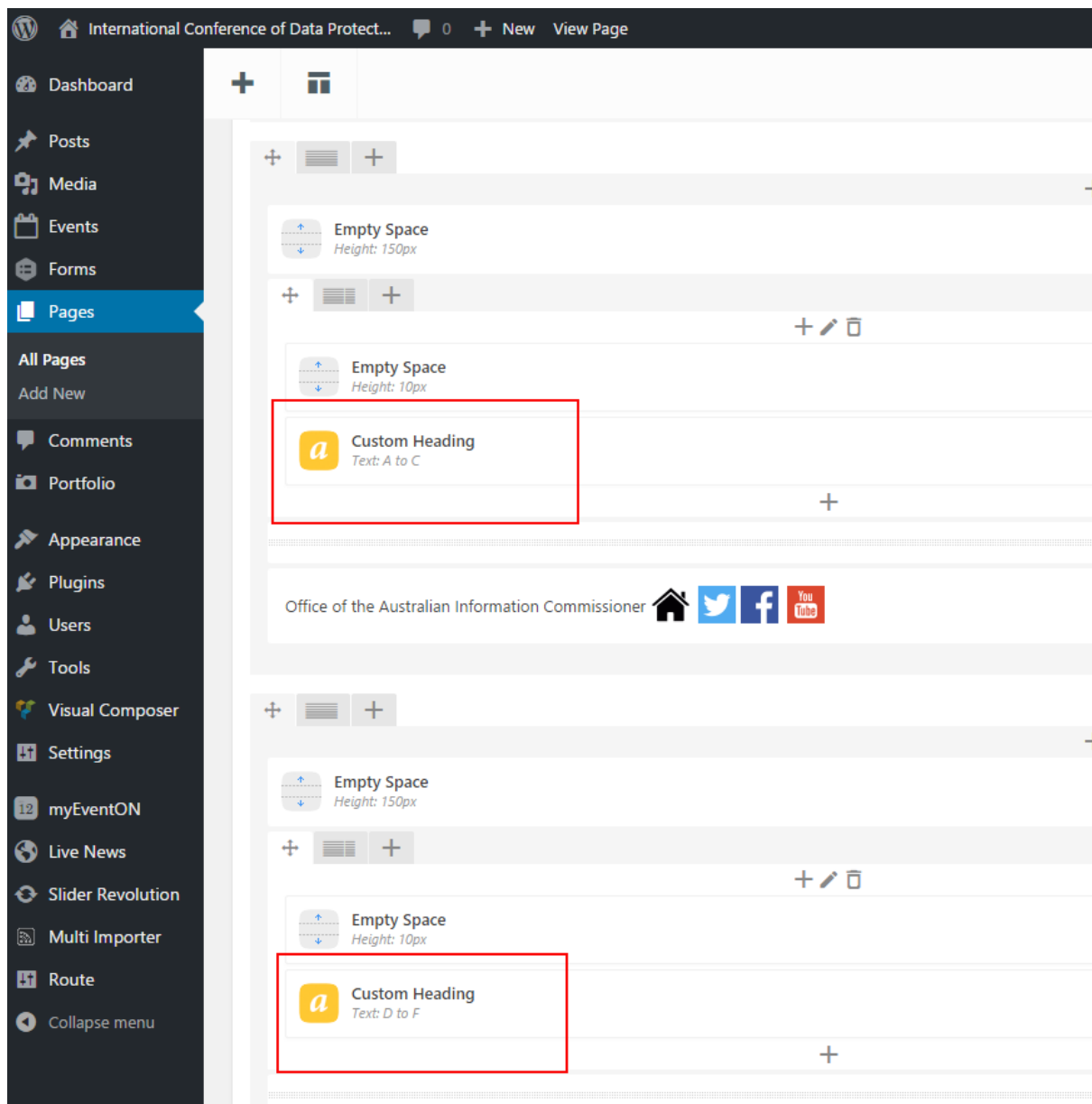
Click on Save Changes

Click on Update

ADD MEMBERS ONLINE

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

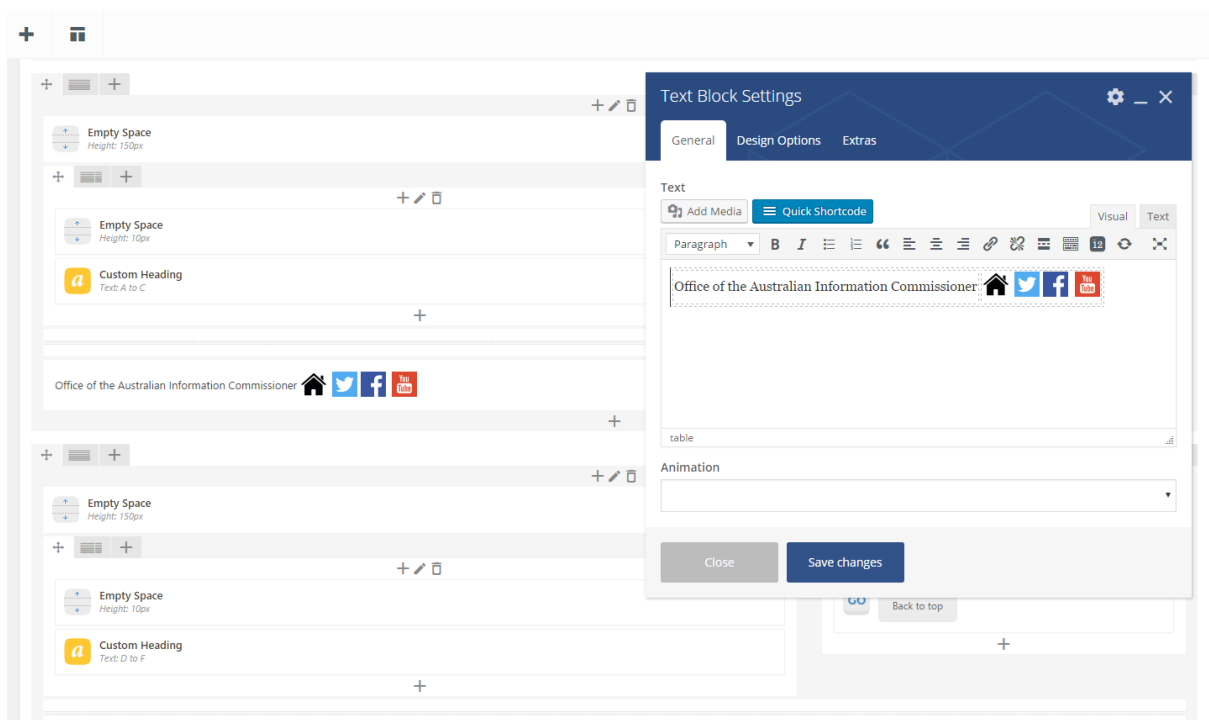
Scroll down the page and look for the appropriate **Custom Heading** indicating the required alphabetical sub split.



Hover your mouse over the text box directly below the Custom Heading and click on the **edit pencil**.

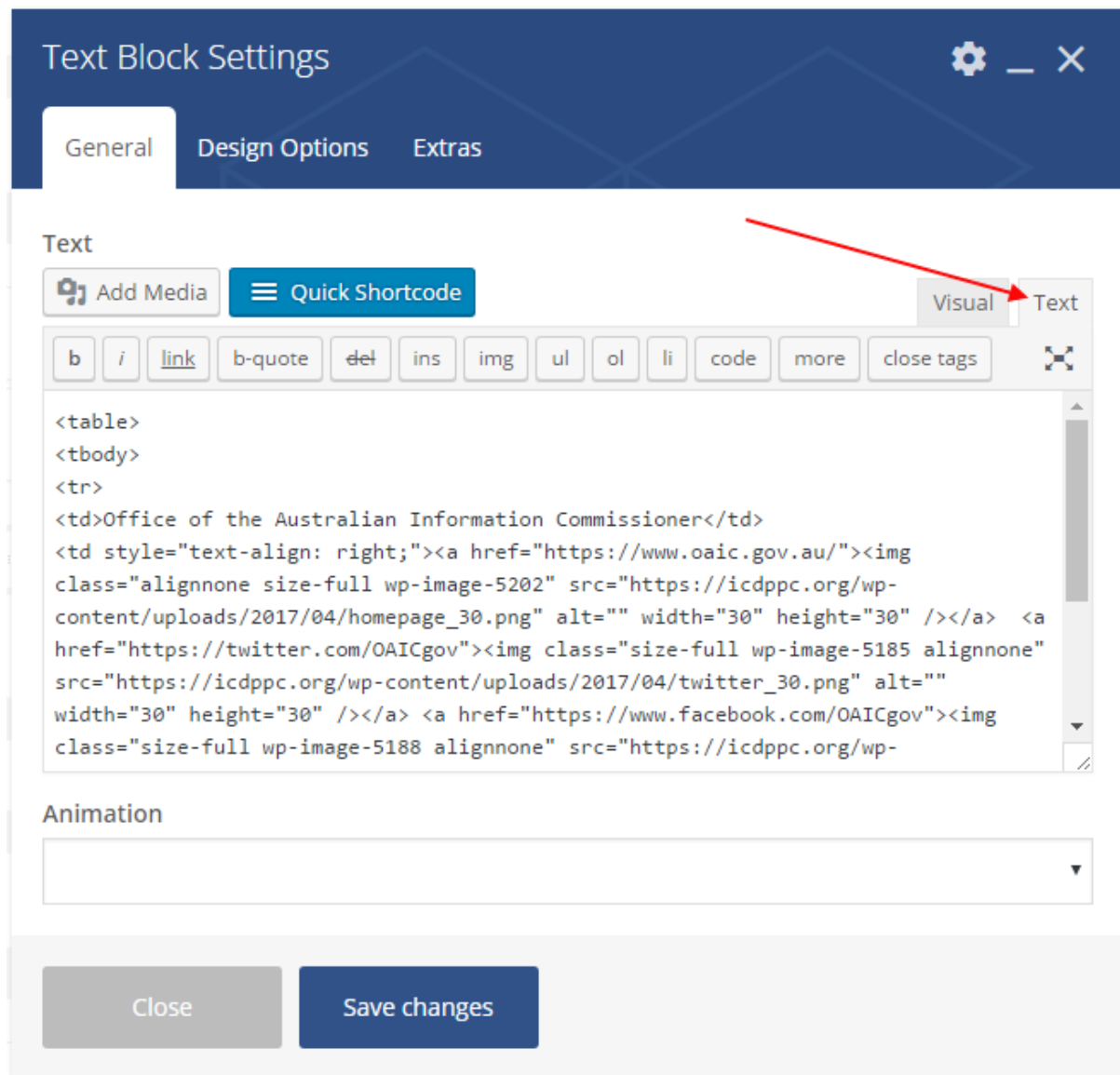


The Text Box Settings lightbox will open.



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 screenshot shows the 'Text Block Settings' dialog box in WordPress. The 'Text' tab is selected, and the HTML code editor is active. A red arrow points to the 'Text' tab. The code shows a table with two columns: 'Office of the Australian Information Commissioner' and a row of social media links (OAIC.gov.au, Twitter, Facebook) with placeholder images.

```
<table>
<tbody>
<tr>
<td>Office of the Australian Information Commissioner</td>
<td style="text-align: right;"><a href="https://www.oaic.gov.au/"></a> <a
href="https://twitter.com/OAICgov"></a> <a href="https://www.facebook.com/OAICgov"><img
class="size-full wp-image-5188 alignnone" src="https://icdppc.org/wp-
```

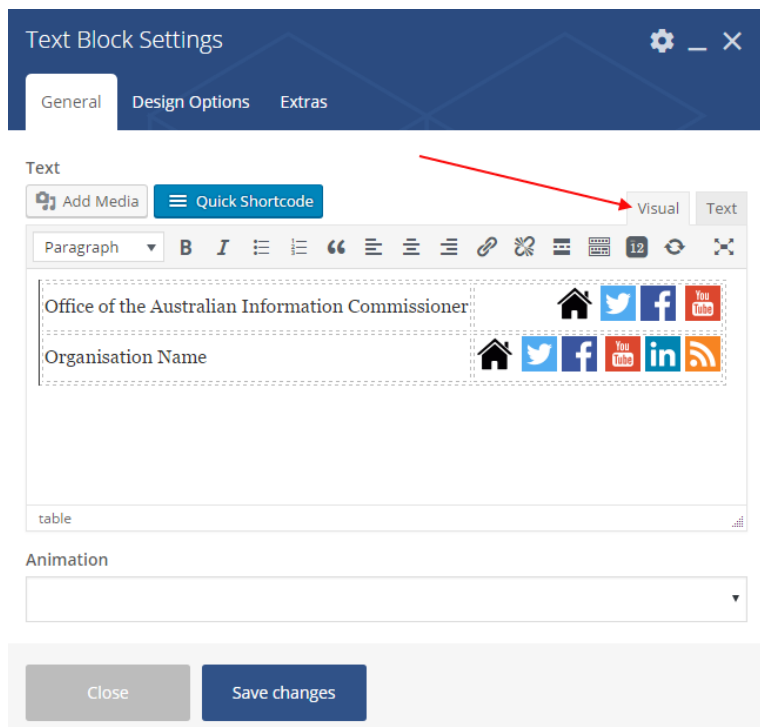
The HTML code for each row in the table is contained within the `<tr>` opening tag and the `</tr>` closing tag.

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.

```
<tr>
<td width="60%">Organisation Name</td>
<td style="text-align: right;" width="40%">        </td>
</tr>
```

Click on the **Visual** tab and you will now see that a new row has been added.

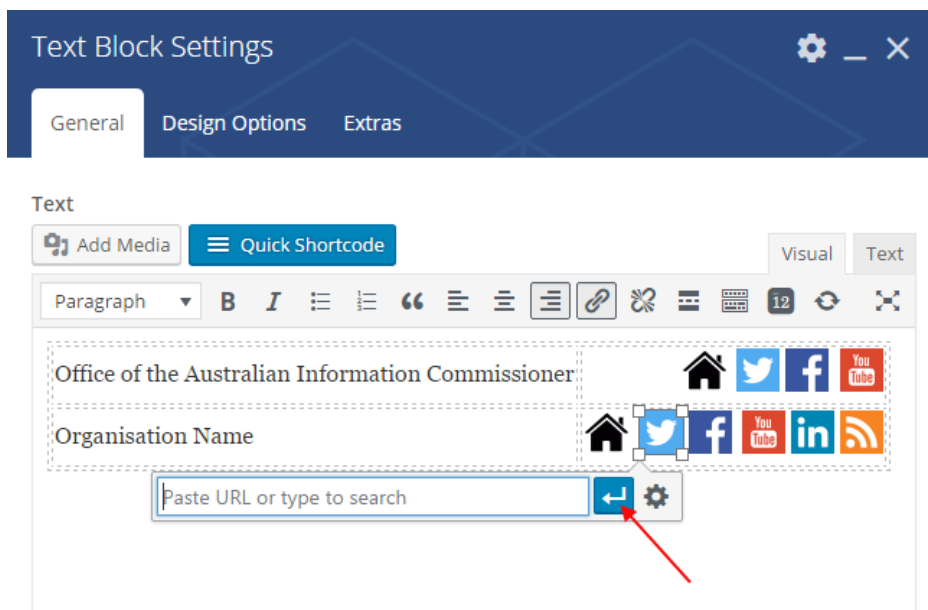


You can now edit the content of the new row, as per normal, in the Visual text editor.

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

File name: Resolution-on-Human-Rights-Defenders-ES-1.pdf
File type: application/pdf
Uploaded on: January 10, 2017
File size: 291 KB

	URL	https://icdppc.org/wp-content/uploads/2015/02/Resolution-o
	Title	[ES]
	Caption	
	Description	
	Uploaded By	icdppc-update
	Uploaded To	Adopted Resolutions

- 6) Go to required page
- 7) Left click inside link description. An edit link bar will appear.
- 8) Click on the edit pencil

38th International Conference - Marrakesh, Morocco, 2016

[Resolution for the Adoption of an International Competency Framework on Privacy Education](#) [ES]

[International Competency Framework for School Students on Data Protection and Privacy](#) [FR]

[Resolution on Developing New Metrics of Data Protection Regulation](#) [ES] [FR]

[Resolution on Human Rights Defenders](#) [ES] [FR]

[Resolution on Inter](#)

[icdppc.org/.../Resolution-on-Human-Rights-Defenders-ES-1.pdf](https://icdppc.org/wp-content/uploads/2015/01/Resolution-on-Human-Rights-Defenders-ES-1.pdf)



37th International Conference – Amsterdam, Netherlands, 2015

9) Paste new link URL into the bar and press on apply button

38th International Conference - Marrakesh, Morocco, 2016

[Resolution for the Adoption of an International Competency Framework on Privacy Education](#) [ES]

[International Competency Framework for School Students on Data Protection and Privacy](#) [FR]

[Resolution on Developing New Metrics of Data Protection Regulation](#) [ES] [FR]

[Resolution on Human Rights Defenders](#) [ES] [FR]

[Resolution on Inter](#)

<https://icdppc.org/wp-content/uploads/2015/01/Resolution-on-Human-Rights-Defenders-ES-1.pdf>



[FR]



OTHER CONTENT

NEWS TICKER

Go to Live News > Sliding News

The screenshot shows the WordPress dashboard with a dark sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Dashboard, Posts, Media, Events, Forms, Pages, Comments, Portfolio, Appearance, Plugins, Users, Tools, Visual Composer, Settings, myEventON, Live News, News Tickers, Featured News, Sliding News, Options, and Slider Revolution. The 'Live News' menu item is highlighted in blue. Below it, the 'News Tickers' sub-menu is expanded, showing 'Featured News', 'Sliding News', and 'Options'. A red arrow points to the 'Sliding News' option. The main content area displays a notification for WordPress 4.7.2, followed by the title 'Live News - News Tickers'. Below the title is a form for creating a news ticker. The form has a 'Name' field with the value 'ICDPPC News'. Below this is a section titled 'Create a News Ticker' with four rows: 'Name' (empty), 'Target' (set to 'Website'), 'Target URL' (empty), and 'Enable Ticker' (set to 'Yes'). Below this section are four tabs: 'Source', 'Behavior', 'Performance', and 'Style'. At the bottom of the form is a button labeled 'Add News Ticker'.

WordPress 4.7.2 is available! [Please update now.](#)

Live News - News Tickers

Name

ICDPPC News

Create a News Ticker

Name	
Target	Website
Target URL	
Enable Ticker	Yes

Source

Behavior


Performance

Style


Add News Ticker

Add a different News Item in the **Create a Sliding News** area

Add news text in **Title**

Create a Sliding News		
Title	<input type="text"/>	 ?
URL	<input type="text"/>	?
Ticker	ICDPPC News ▼	?
Text Color	<input type="color"/> Select Colour	?
Text Color Hover	<input type="color"/> Select Colour	?
Background Color	<input type="color"/> Select Colour	?
Background Color Opacity	<input type="text" value="1"/>	?









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

Create a Sliding News		
Title	<input type="text"/>	?
URL	<input type="text"/>	 ?
Ticker	ICDPPC News ▼	?
Text Color	<input type="color"/> Select Colour	?
Text Color Hover	<input type="color"/> Select Colour	?
Background Color	<input type="color"/> Select Colour	?
Background Color Opacity	<input type="text" value="1"/>	?

Ensure Ticker is set to ICDPPC News (default)

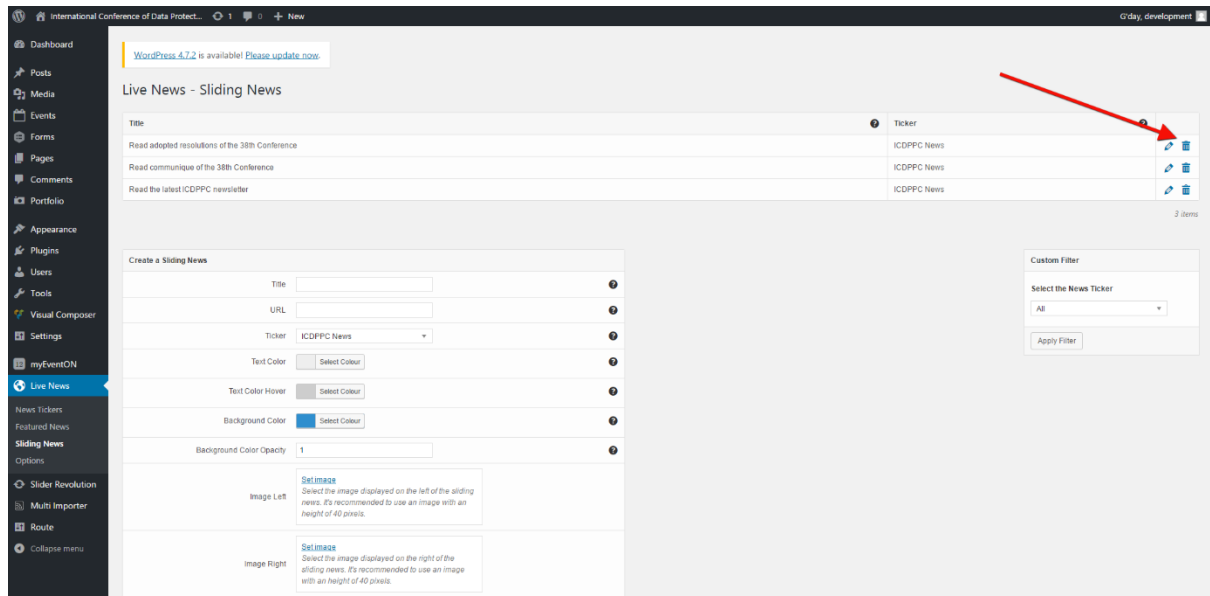
All other settings can remain as the default (Text Color, Text Color Hover, Background Color & Background Color Opacity)

Click on Add Sliding News

Create a Sliding News		
Title	<input type="text"/>	
URL	<input type="text"/>	
Ticker	<input type="text" value="ICDPPC News"/>	
Text Color	<input type="color" value="#cccccc"/> <input type="button" value="Select Colour"/>	
Text Color Hover	<input type="color" value="#cccccc"/> <input type="button" value="Select Colour"/>	
Background Color	<input type="color" value="#007bff"/> <input type="button" value="Select Colour"/>	
Background Color Opacity	<input type="text" value="1"/>	
Image Left	Set image <i>Select the image displayed on the left of the sliding news. It's recommended to use an image with an height of 40 pixels.</i>	
Image Right	Set image <i>Select the image displayed on the right of the sliding news. It's recommended to use an image with an height of 40 pixels.</i>	
<input type="button" value="Add Sliding News"/> 		

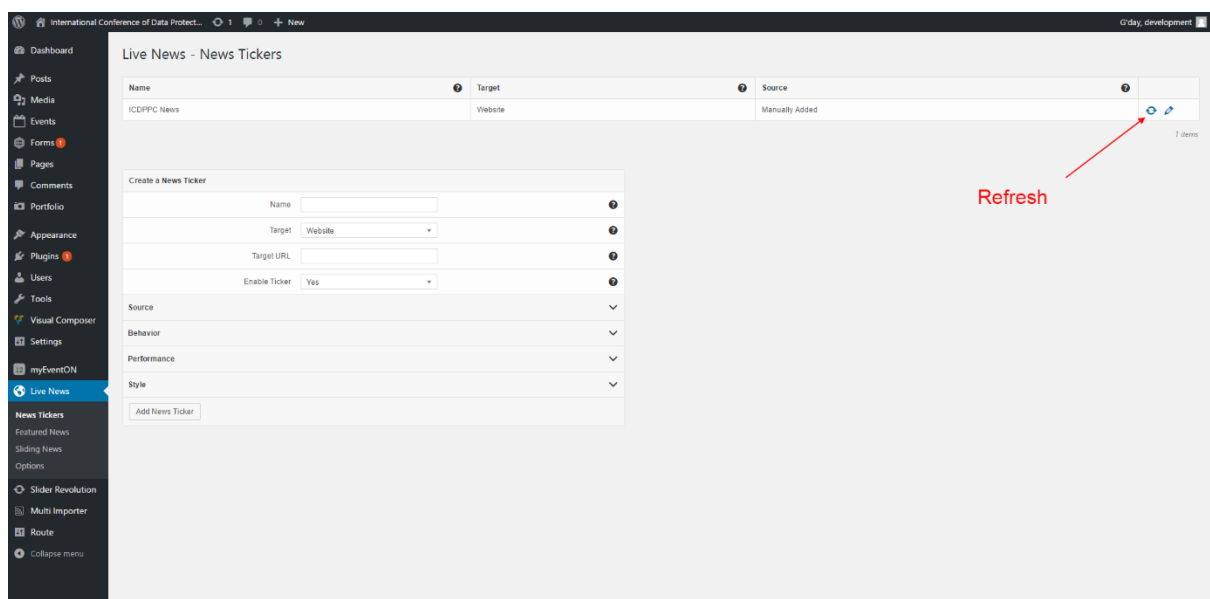
The News Item will be added to the active Sliding News List

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)

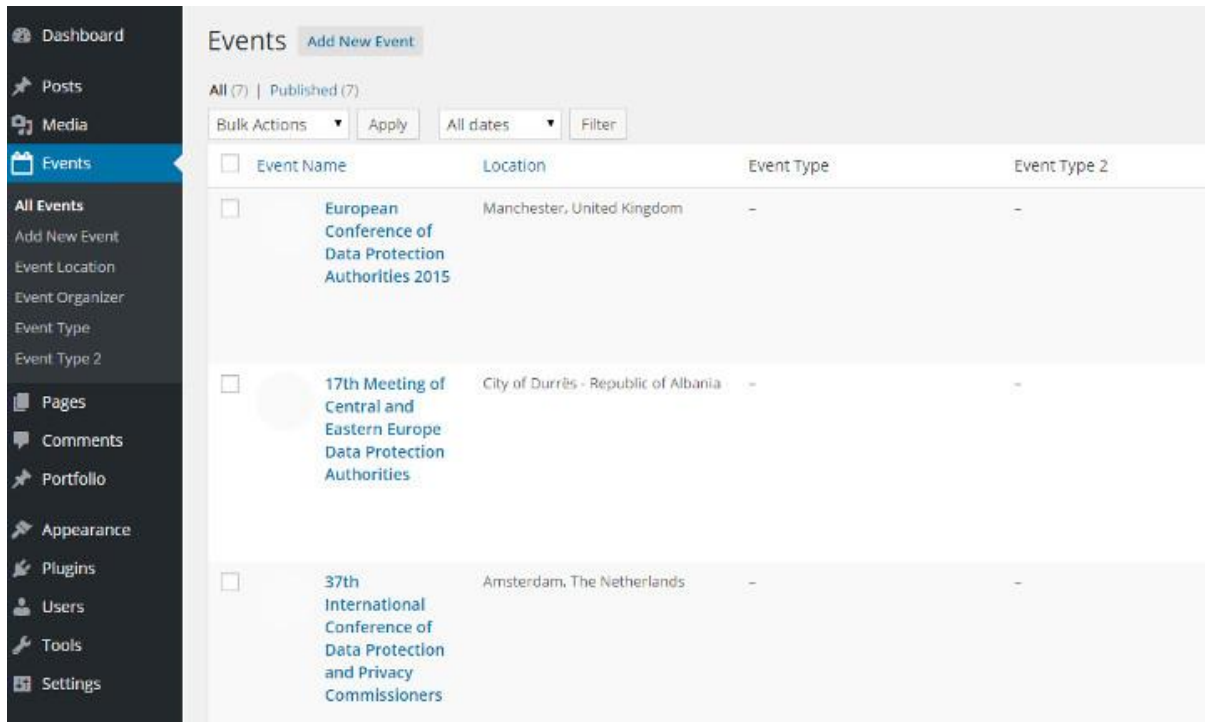


2) Clear the Sucuri Firewall cache by clicking on the bookmarked link -
<https://waf.sucuri.net/api?k=76ae133a497b8f0bfa9d83555b45f594&s=ac283aeae53b57c142cfc46e650ce927&a=clearcache>

The operations must be performed in that order.

EVENTS CALENDAR

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



The screenshot shows a web application interface for managing events. On the left is a dark sidebar with a menu containing: Dashboard, Posts, Media, Events (highlighted), All Events, Add New Event, Event Location, Event Organizer, Event Type, Event Type 2, Pages, Comments, Portfolio, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Events' and includes an 'Add New Event' button. Below the title, it shows 'All (7) | Published (7)' and a toolbar with 'Bulk Actions', 'Apply', 'All dates', and 'Filter'. A table lists three events:


<input type="checkbox"/>	Event Name	Location	Event Type	Event Type 2
<input type="checkbox"/>	European Conference of Data Protection Authorities 2015	Manchester, United Kingdom	-	-
<input type="checkbox"/>	17th Meeting of Central and Eastern Europe Data Protection Authorities	City of Durrës - Republic of Albania	-	-
<input type="checkbox"/>	37th International Conference of Data Protection and Privacy Commissioners	Amsterdam, The Netherlands	-	-

- 3) Enter Event Title
- 4) Enter Event Description in main text box (usually just the same as event title)



The screenshot shows the 'Edit Event' form. At the top, there's a header with 'Edit Event' and an 'Add New Event' button. The event title 'European Conference of Data Protection Authorities 2015' is entered in a large text box. Below the title is a 'Get Shortlink' button. Further down, there are buttons for 'Add Media' and 'Quick Shortcode'. A rich text editor toolbar is visible with buttons for bold (b), italic (i), link, quote, delete, insert, image, list (ul), ordered list (ol), link (li), code, more, and close tags. The main text area contains the text 'European Conference of Data Protection Authorities 2015'.

- 5) Scroll down to Time and Date
- 6) Select YES for All Day Event
- 7) Enter Start Date & End Date

 Time and Date

||

YES

All Day Event

Event Start Date

2015/05/18

Select a Date

Event End Date

2015/05/20

Select a Date

NO

||

Hide End Time from calendar

NO

||

Show this event for the entire year


☐

NO

||

REPEATING EVENT

- 8) Scroll down to Location and Venue
- 9) Enter Event Location Address

 Location and Venue

eg. Irving City Park

Event Location Name

Manchester, United Kingdom

Event Location Address

Latitude

Longitude

NOTE: If Latlon provided, Latlon will be used for generating google maps while location Location address field is **REQUIRED** for this to work. [Find LatLon for address](#)

Choose Image

Event Location Image

NO

||

Generate Google Map from the address

NO

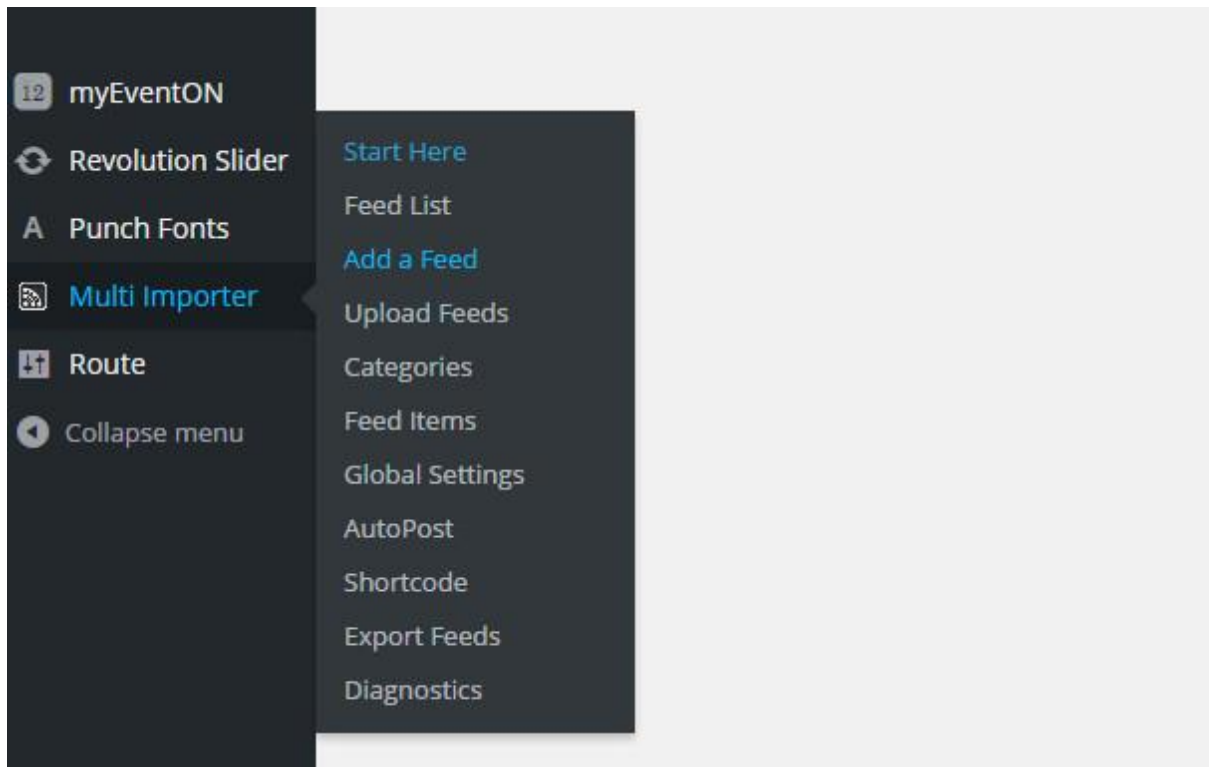
||

Show location name & address over location image (If location image exist)

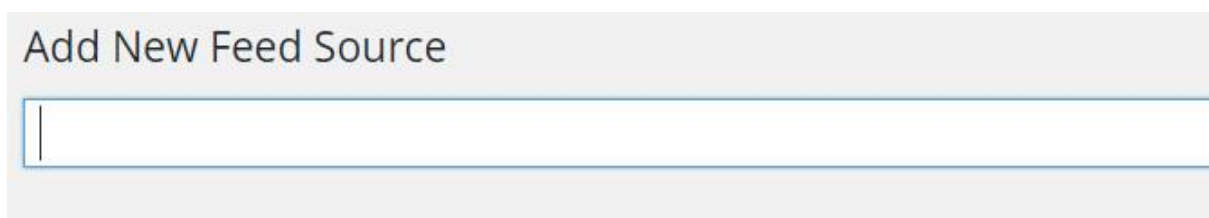
- 10) Click on Publish

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

A screenshot of the 'Add New Feed Source' form in a WordPress dashboard. The title 'Add New Feed Source' is at the top. Below it is a large, empty text input field with a blue border, intended for entering a title.

- 3) Add URL of RSS feed to *Feed URL*
- 4) Select PRIVACY for *Feed Category*

Feed Source Details	
Feed URL	<input type="text" value="https://privacy.org.nz/news-and-publications/rss"/> <small>Validate this feed source URL by clicking here</small>
Feed Category	<div>PRIVACY ▾</div>
Blog User	<div>development ▾</div> <small>(for use on AutoPost)</small>
Media Image Number	<div>Default ▾</div> <small>(for Media Image - selects which media image in the feed's image enclosure. If image found. Learn more about this here.)</small>

- 5) Click on Save Feed (at top of right hand column)

Save Feed Source

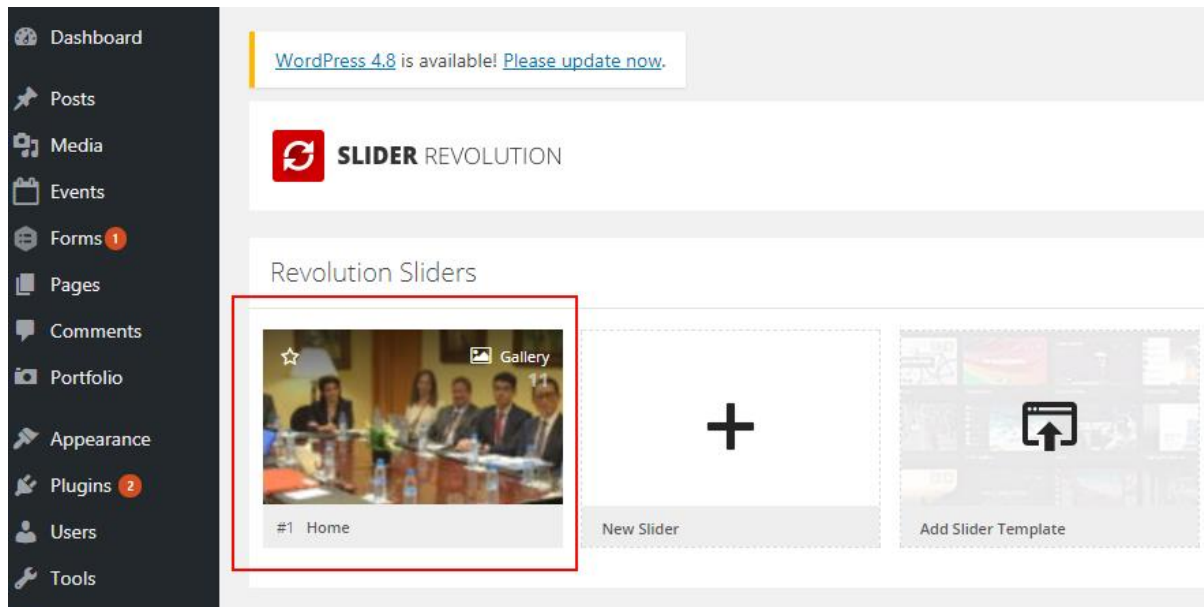
Save Feed

Move Feed to Trash

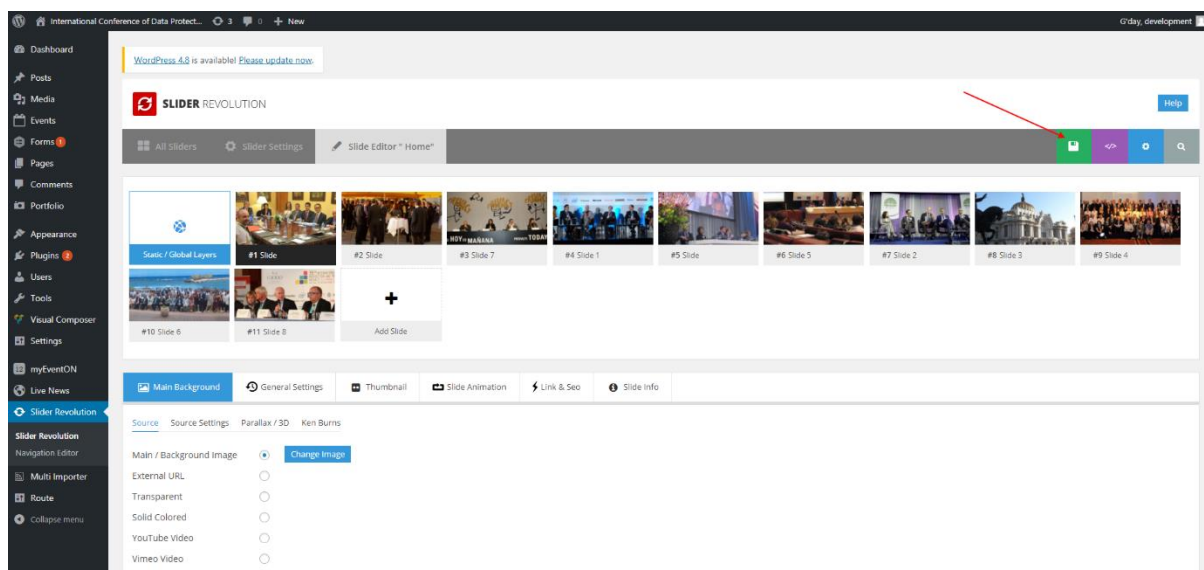
Please read the note below before deleting this feed.

HOME PAGE SLIDER

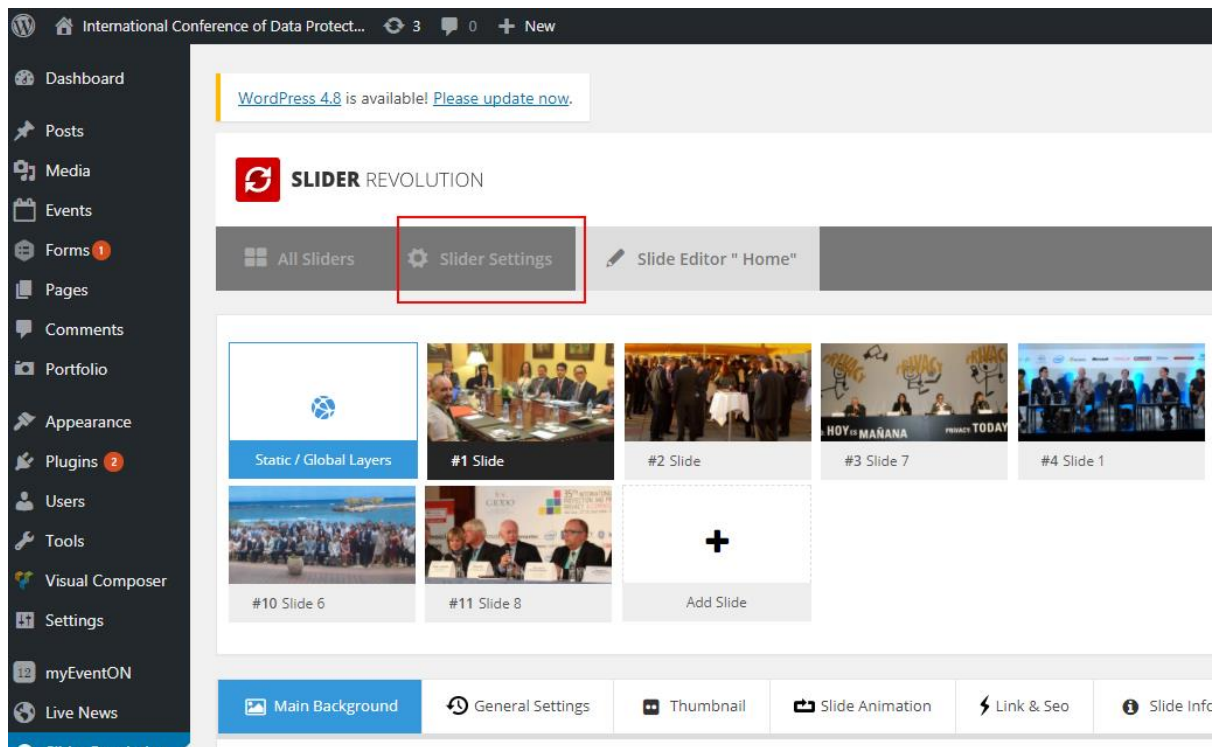
1. Go to Slider Revolution
2. Click on Home slider



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

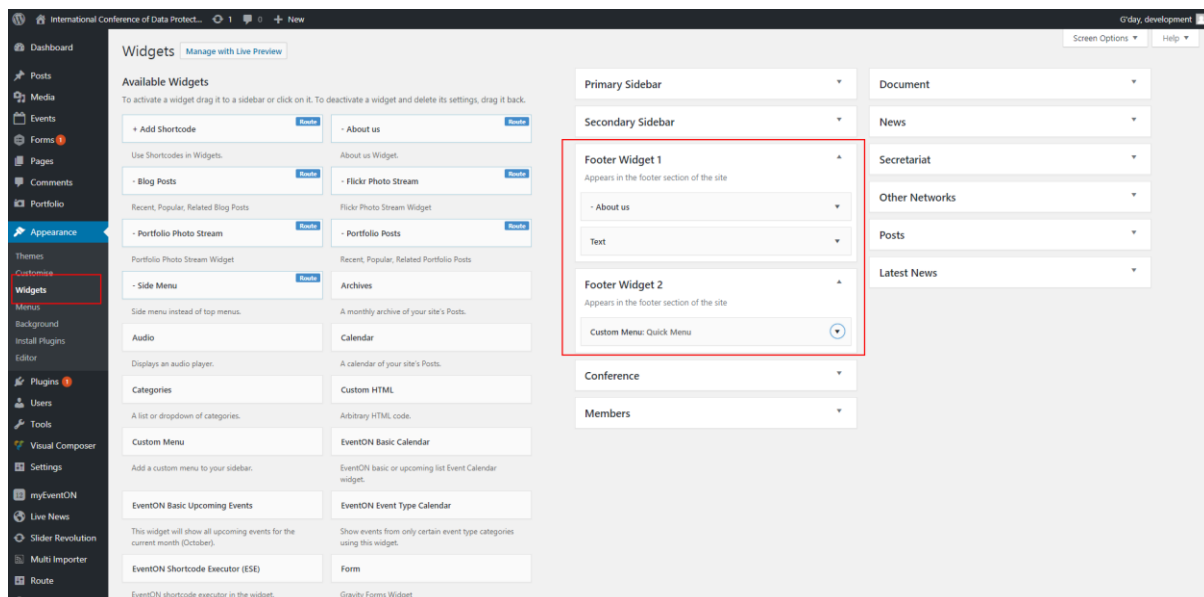
Go to Appearance > Widgets

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

Empty	<input type="text" value="E-Mail:"/>
Empty Text	<input type="text" value="ExCoSecretariat[at]icdppc.org"/>
E-Mail	<input type="text"/>
E-Mail Text	<input type="text"/>
Web	<input type="text"/>
Web Text	<input type="text"/>
Web URL	<input type="text"/>
Delete Close	
<input type="button" value="Save"/>	

N.B.

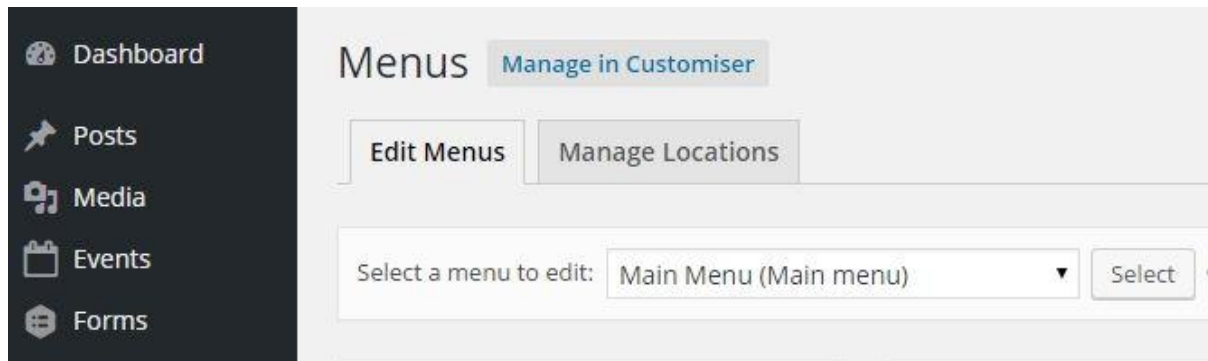
The security / analytics images contained in the Footer Widget 1 Text section contains HTML code and should only be updated by an administrator familiar with HTML coding

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

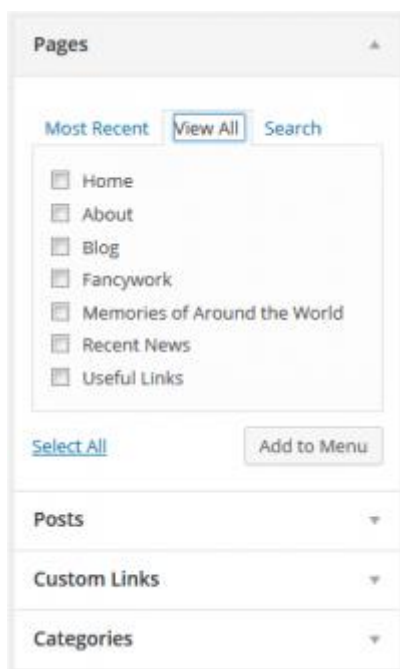
MENU & PAGE NAVIGATION

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



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.

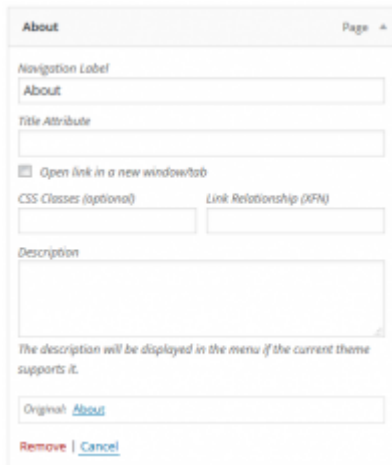
Sample Page	Page ▾
Parent Page 1	Page ▾
Child Page 1	Page ▾
Child Page 2	Page ▾
Child Page 3	Page ▾
Parent Page 2	Page ▾

Menu Structure

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

Sample Page	Page ▾
Parent Page 1	Page ▾
Child Page 1 <i>sub item</i>	Page ▾
Child Page 2 <i>sub item</i>	Page ▾
Child Page 3 <i>sub item</i>	Page ▾
Parent Page 2	Page ▾

DELETING A MENU ITEM



Navigation Label

About

Title Attribute

☐ Open link in a new window/tab

CSS Classes (optional)

Link Relationship (RFL)

Description

The description will be displayed in the menu if the current theme supports it.

Original: [About](#)

[Remove](#) | [Cancel](#)

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"
href="url:https%3A%2F%2Ficdppc.org%2Fnews-events%2Fmedia-
releases%2F|title:News%Releases|" no_uppercase="1" no_bold="1"
bgcolor="#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.

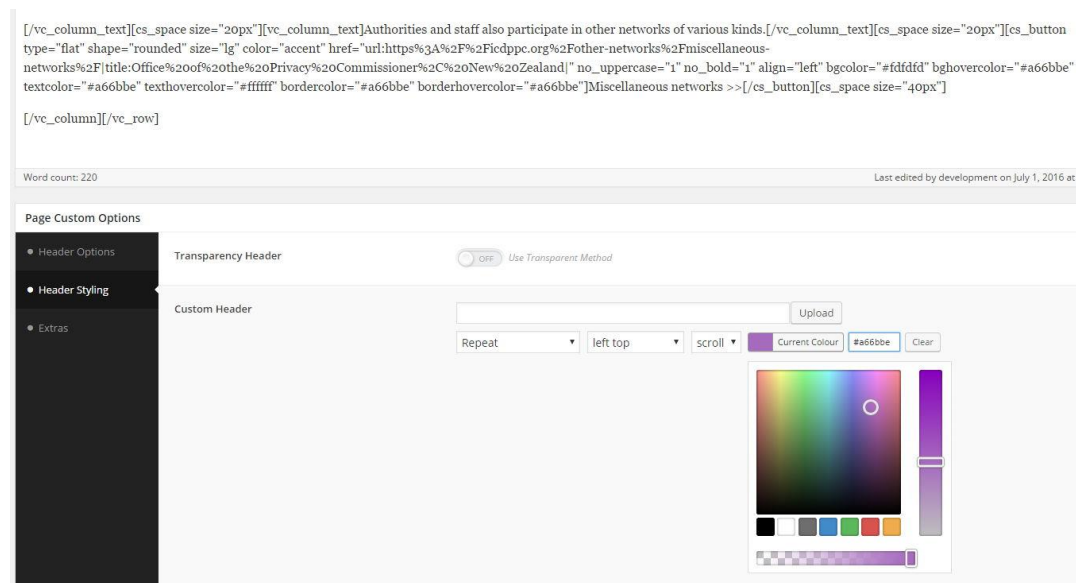


The permalink for all child pages will automatically be updated, when the permalink for the parent page is updated.

Header Colour

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

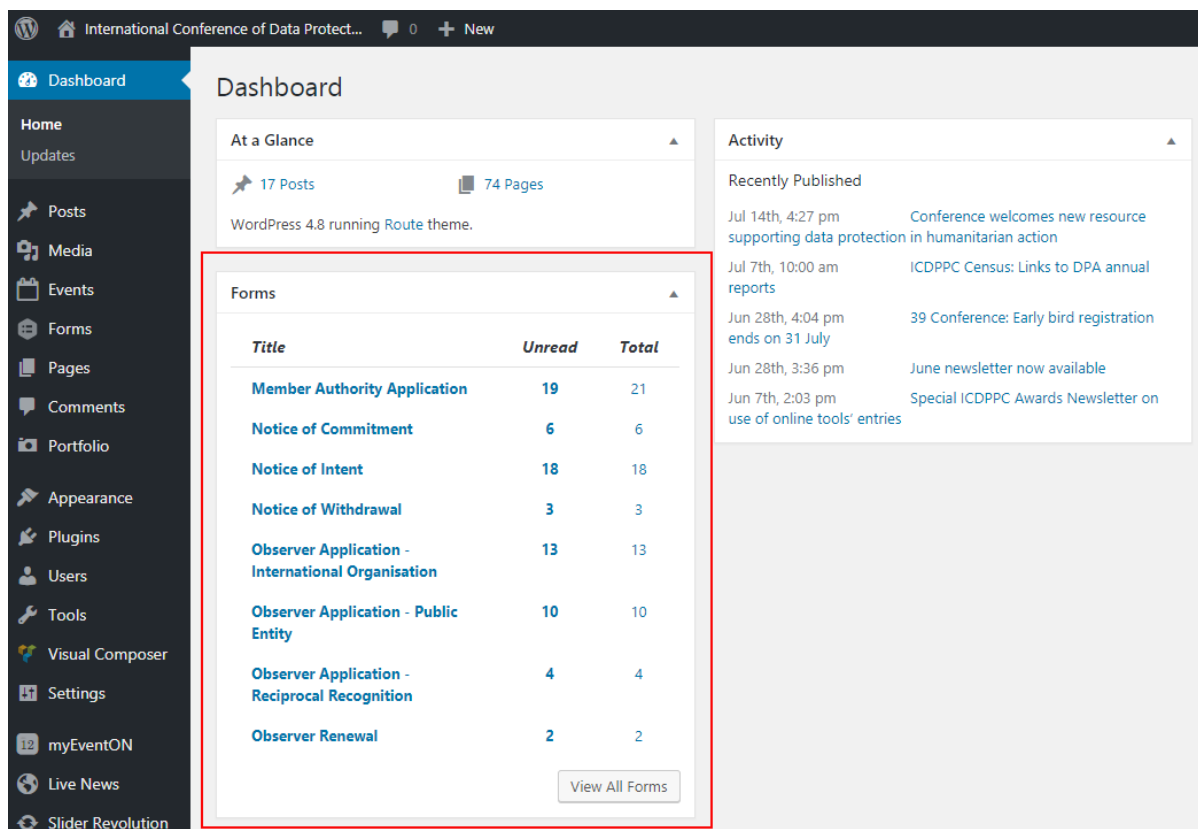
Select Header Styling – then click on current colour to add colour. To find the correct hexadecimal colour code you will have to copy the code from the same location on the page with the correct colour



FORMS

VIEW FORM ENTRIES

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



The screenshot shows the WordPress dashboard for the 'International Conference of Data Protection'. The left sidebar contains a menu with items like Home, Updates, Posts, Media, Events, Forms, Pages, Comments, Portfolio, Appearance, Plugins, Users, Tools, Visual Composer, Settings, myEventON, Live News, and Slider Revolution. The main content area is titled 'Dashboard' and includes a 'At a Glance' section showing 17 Posts and 74 Pages. Below this is the 'Forms' section, which is highlighted with a red box. It contains a table with the following data:

Title	Unread	Total
Member Authority Application	19	21
Notice of Commitment	6	6
Notice of Intent	18	18
Notice of Withdrawal	3	3
Observer Application - International Organisation	13	13
Observer Application - Public Entity	10	10
Observer Application - Reciprocal Recognition	4	4
Observer Renewal	2	2

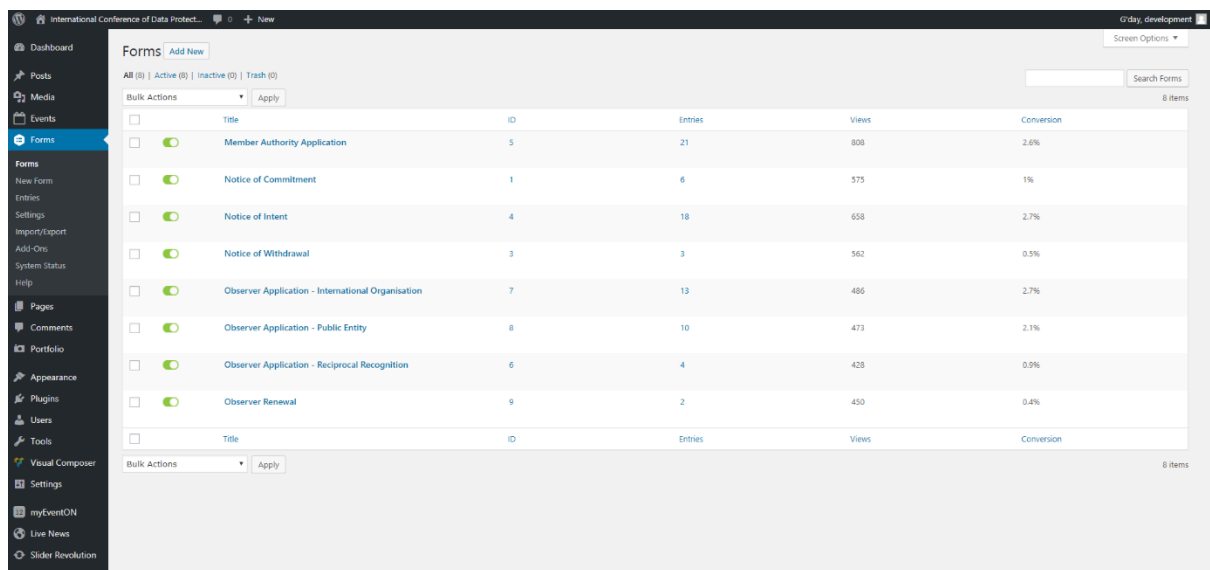
At the bottom of the 'Forms' section is a button labeled 'View All Forms'. To the right of the 'Forms' section is an 'Activity' section titled 'Recently Published' with a list of recent posts and their publication dates.

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



<input type="checkbox"/>	Title	ID	Entries	Views	Conversion
<input type="checkbox"/>	<input checked="" type="checkbox"/> Member Authority Application	5	21	808	2.6%
<input type="checkbox"/>	<input checked="" type="checkbox"/> Notice of Commitment	1	6	575	1%
<input type="checkbox"/>	<input checked="" type="checkbox"/> Notice of Intent	4	18	658	2.7%
<input type="checkbox"/>	<input checked="" type="checkbox"/> Notice of Withdrawal	3	3	562	0.5%
<input type="checkbox"/>	<input checked="" type="checkbox"/> Observer Application - International Organisation	7	13	486	2.7%
<input type="checkbox"/>	<input checked="" type="checkbox"/> Observer Application - Public Entity	8	10	473	2.1%
<input type="checkbox"/>	<input checked="" type="checkbox"/> Observer Application - Reciprocal Recognition	6	4	428	0.9%
<input type="checkbox"/>	<input checked="" type="checkbox"/> Observer Renewal	9	2	450	0.4%
<input type="checkbox"/>	Title	ID	Entries	Views	Conversion

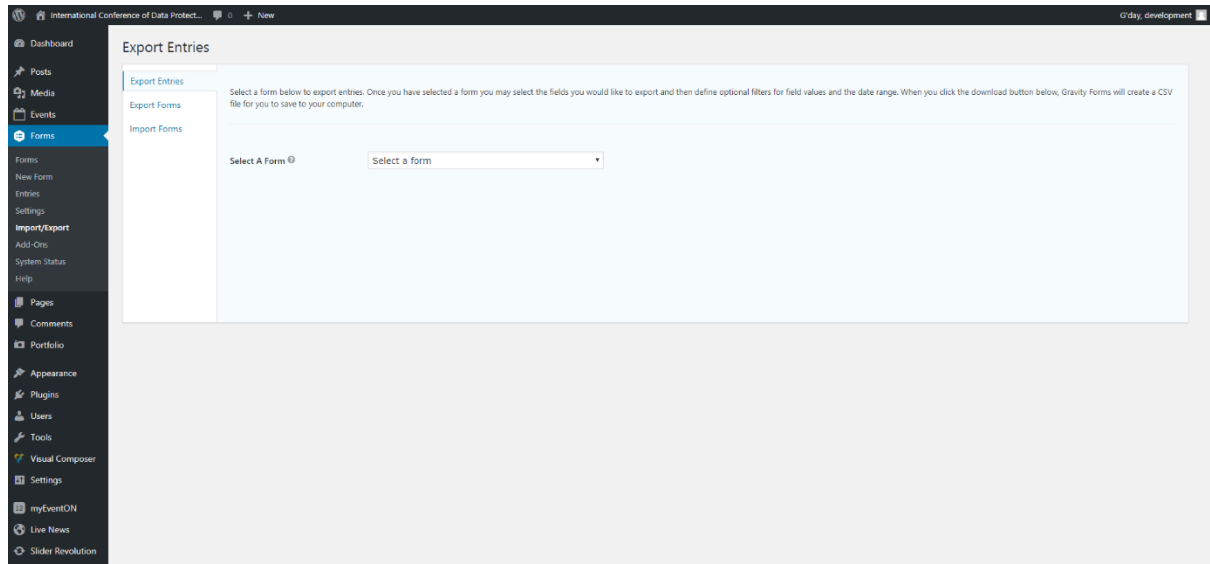
Specific instructions can be found on the Gravity Forms Knowledgebase at

<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=ac283aeae53b57c142cfc46e650ce927&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>



Sign in

☐ Remember Me

Sign in

Lost your password?

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/>

A screenshot of the Sucuri Firewall login page. The page has a dark header with the Sucuri logo on the left, the text "Welcome back, please login." in the center, and a link "Back to sucuri.net" on the right. The main content area is light gray and contains a white login form. The form is titled "Login" and has two input fields: "Email Address:" and "Your Password:". Below the password field is a link "Forgot your password?". To the right of the password field is a green "Login" button. Below the login form is a dashed line, followed by the text "Not a Member?" and a link "Sign up here in less than 2 minutes". To the right of this text is a shield icon with an "S" inside. At the bottom of the page, there are links for "Terms of Service", "Privacy Policy", and "Questions? Ask Support".

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

<https://kb.sucuri.net/>