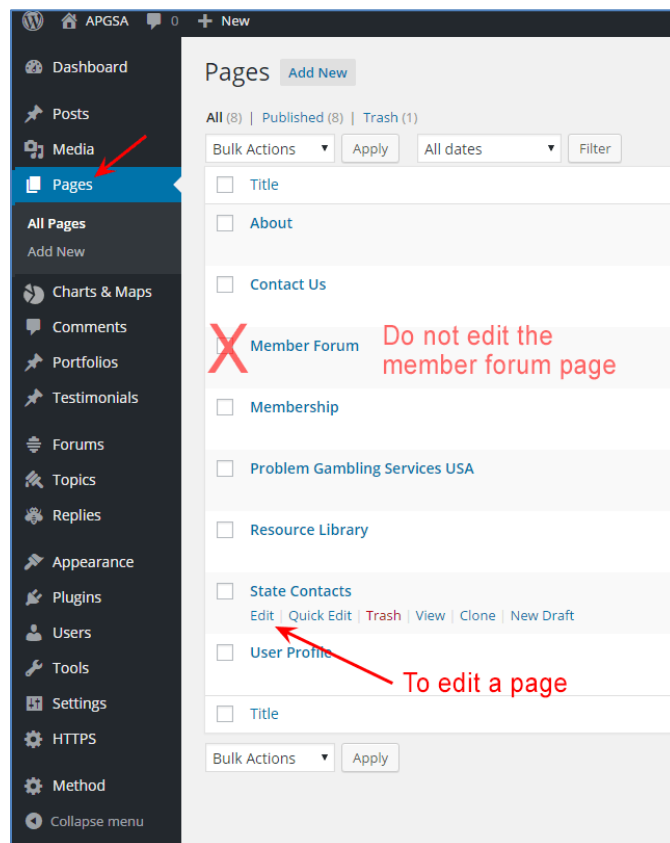


APGSA Administrator Instructions

Editing APGSA web pages

1. Administrators login to the backend WordPress dashboard via the Member Forum page.
 - Visit the main site: <https://www.apgsa.org>
 - In the main menu bar click on “**Member Forum**” - then login.
(*NOTE: your member web forum login and admin login are the same.*)
 - To enter the WordPress dashboard, look at the top left black bar area of the screen, it will say: **APGSA**, mouse over that text and a menu will appear – click on “**Dashboard**”.
2. To edit one of the main web pages click on:
 - “**Pages**” in the left black menu bar area
 - Hover over a page title (e.g., State Contacts) and a sub menu will appear, click “**Edit**”



IMPORTANT: Do not edit the “Member Forum” page.

– (continued on next page)

Editing an APGSA web page – (continued)

3. Make your text changes – then under the white “Publish” box in the upper right corner press the gray button “**Preview Changes**” to view your changes before publishing. This will open a new “tab” in your web browser and display the page as it will appear live on the website. If everything looks good, close that tab and you will be back in the WordPress editing page window again.
4. When all changes are ready to be published click the blue “**Update**” button near the upper right area of the page to publish the page and it will be live.

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'State Contacts'. The left sidebar contains the WordPress dashboard menu. The main content area shows the page title 'State Contacts' and a permalink. Below the title is a text editor with a 'Visual' tab selected. The text editor contains the following content:

State Contact List

[one_third]

Alabama

No publicly funded services reported.

[/one_third]

[one_third]

Alaska

No publicly funded services reported.

[/one_third]

[one_third_last]

Arizona

[contact_info]

name="Larissa T. Pixler"

Program Director"

phone="Office: (602) 255-3813"

Cell: (602) 402-4887"

Fax: N/A"

email="lpixler@azgaming.gov"

address="Arizona Dept. Of Gaming"

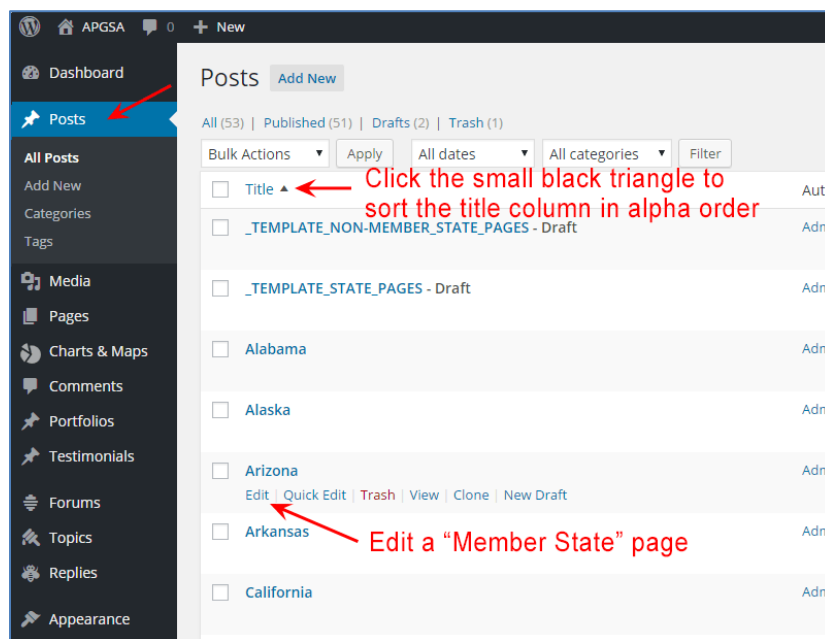
Annotations on the screenshot:

- A red arrow points to the 'Visual' tab in the text editor, with the text: "Make sure the 'Visual' tab is active".
- A red arrow points to the print button code, with the text: "This is a print button code - Do Not Delete".
- A red arrow points to the codes with brackets and quotation marks, with the text: "These are codes - Which include brackets and quotation marks - Do Not Delete".
- A red arrow points to the quotes, with the text: "Quotes are codes - Do Not Delete".

The right sidebar contains the 'Publish' section, 'Page Attributes', 'HTTPS', and 'Search Exclude' sections.

Editing APGSA Individual Member State web pages

1. If you're not already logged in, login to the WordPress dashboard:
<https://www.apgsa.org/wp-admin>
2. To edit an individual "Member State" web page click on:
 - **"Posts"** in the left black menu bar area.
[TIP] - Click on the small black triangle next to the word "Title" to sort the listing in alphabetical order.
 - Hover over a post title (e.g., Arizona) and a sub menu will appear, click **"Edit"**



- Make sure the view is set to "Visual" (*see image on the next page*)
 - Make a text change – then under the white "Publish" box in the upper right corner press the gray button **"Preview Changes"** to view your changes before publishing. This will open a new "tab" in your web browser and display the page as it will appear live on the website. If everything looks good, close that tab and you will be back in the WordPress editing page window again.
 - When all changes are ready to be published click the blue **"Update"** button near the upper right area of the page to publish the page and it will be live.
3. **IMPORTANT EDITING NOTE:** (*see image on the next page*)
When editing text **DO NOT DELETE** coding symbols such as: equal symbols, quotes, and brackets.

APGSA 0 + New View Post Howdy, Admin

Dashboard Posts All Posts Add New Categories Tags Media Pages Charts & Maps Comments Portfolios Testimonials Forums Topics Replies Appearance Plugins Users Tools Settings HTTPS Method Collapse menu

Edit Post [Add New](#)

Arizona

Permalink: <http://www.apgsa.org/arizona/> [Edit](#) [View Post](#) [Get Shortlink](#)

[Add Media](#)

Visual Text

[one_third]

CONTACT

[contact_info
name="Larissa T. Pixler
Program Director"
phone="Office: (602) 255-3813
Cell: (602) 402-4887
Fax: (602) 255-3883"
email="lpixler@azgaming.gov"
address="Arizona Dept. Of Gaming
Arizona Office of Problem Gambling
1110 W. Washington St., Suite 450"
city="Phoenix"
state="AZ" zip="85007"]

[toggle title="Staff" variation="blue"]
[contact_info
name="Elise Mikkelsen
Treatment Administrator"
phone="Office: (602) 255-3852
Cell: N/A
Fax: N/A"
email="emikkelsen@problemgambling.az.gov"
address="Arizona Office of Problem Gambling
h3 > span

Word count: 230

Last edited by Admin on July 1, 2015 at 2:03 am

Make sure your view is set to "Visual"

Equal symbols are codes - Do not delete

Quotes are codes - Do not delete

Brackets are codes - Do not delete

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **84** [Browse](#)

Published on: **Apr 17, 2015 @ 20:01** [Edit](#)

[Copy to a new draft](#)

[Move to Trash](#) [Update](#)

Categories

All Categories **Most Used**

☒ states

☐ Uncategorized

[+ Add New Category](#)

Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

HTTPS

☐ Secure post

☐ Secure child posts

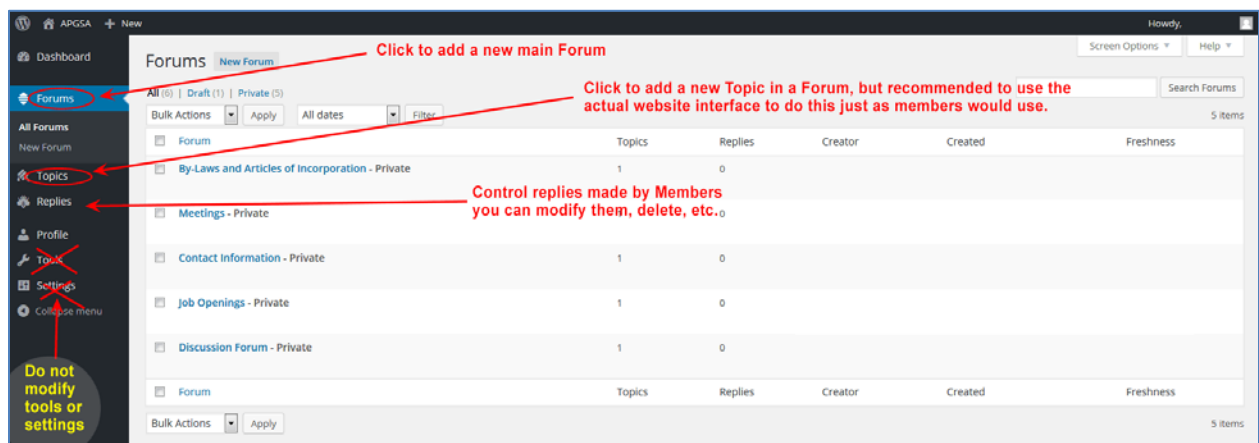
“Administrator” Management for the APGSA Web Forum

1. Login to the Forum page on <http://www.apgsa.org/forums>



2. To add a new Forum, Topic, or to modify member Replies, Click on the left menu choices as shown below.

IMPORTANT: DO NOT CHANGE TOOLS OR SETTINGS FROM THIS MENU ACCESS AREA.

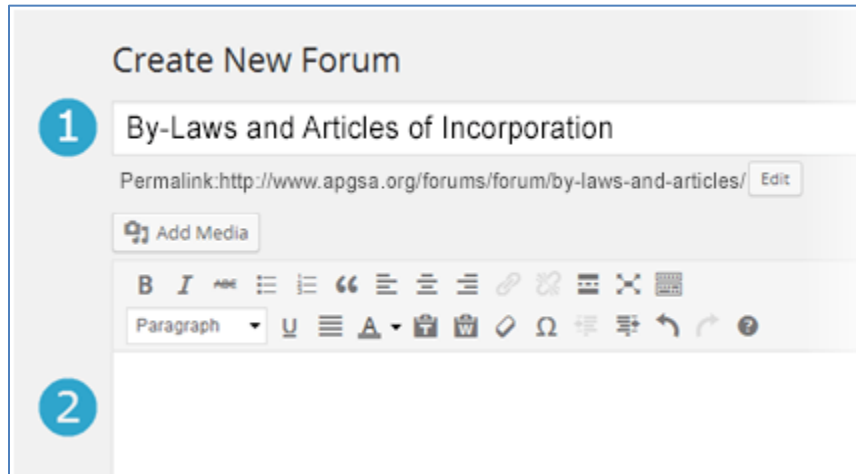


Creating a forum

This is done in the backend administration area

NOTE: Only Administrators can add a new Forum category

1. Add your Forum title – Do not fill in a forum description.



1. Forum Title

2. Forum Description *(the APGSA Forum does not use description text)*

1. **Forum Title:** Choose the text you want to display at the title of your forum.
2. **Forum Description:** DO NOT ADD TEXT IN THE DESCRIPTION AREA. *(the APGSA Forum does not use description text)*

(continued below)

Creating a forum – (continued)

3. On the right side of the new forum page - adjust the forum attributes.

The screenshot shows the 'Forum Attributes' form on a website. The form has several fields: 'Type' (set to 'Forum'), 'Status' (set to 'Open'), 'Visibility' (set to 'Private'), 'Parent' (set to 'No parent'), and 'Order' (set to '0'). There are three numbered blue circles with arrows pointing to these fields: 1 points to 'Type', 2 points to 'Status', and 3 points to 'Visibility'. A red circle highlights the 'Private' option in the 'Visibility' dropdown. A red arrow points from the text 'Set Visibility to Private so that only APGSA Members can view the Forum.' to the 'Private' option. Another red arrow points from the text 'Change this to set the order of the new Forum within the list of Forums viewed on the main forum web page.' to the 'Order' field. The form also has a 'Publish' button, a 'Preview' button, and a 'Move to Trash' link.

1. **Type: Forum**
2. **Status: Open**
3. **Visibility: Private**

1. **Type:** Can be forum or category. Categories can only contain forums and you can use categories to organize your forums.
2. **Status:** Used to control if the forum is open or closed. Once a forum is closed no one is able to start new topics or reply to a topic.
3. **Visibility:** Controls whether your forum is public, private or hidden. We are using “Private” so that it works with “Members Only” logins.
 - **Public:** Anyone can see the forum.
 - **Private:** Only logged in users can see the forum.
 - **Hidden:** Only Moderators/Admins can see the forum.

Parent:

Forums can have a hierarchical structure and you can use this to organize your forum i.e. you can make a forum a sub-forum of another Forum or a child of a category by selecting a Parent.

Order

The order determines what the order the forums appear on your forums page.

4. **Click Publish when you are sure all the changes are setup properly.**

5. **IMPORTANT:**

- **View your new Forum on the website to make sure it is displaying properly - then, add a topic in the Forum otherwise it will say it is empty.**

APGSA Member Forum Instructions

Adding a Topic to a Forum

This is easiest to add from the regular forum area in the website

All APGSA Members can add a topic inside a forum area.

1. To add a new Topic – on the main forum webpage, click on a forum title.

Forum	Topics	Posts	Freshness
By-Laws and Articles of Incorporation	1	1	4 days, 23 hours ago Admin
Meetings	1	1	4 days, 23 hours ago Admin
Contact Information	1	1	No Topics Admin
Job Openings	1	1	4 days, 23 hours ago Admin
Discussion Forum	1	1	4 days, 22 hours ago Admin

2. Add a topic **title**, then your topic **content** (web links, links to online documents, and video links can also be added).

Member Forum > Discussion Forum [Subscribe](#)

This forum contains 1 topic, and was last updated by [Admin](#) 4 days, 23 hours ago.

Viewing topic 1 (of 1 total)

This is an existing topic.
Use the form below to begin a new topic.

Topic	Voices	Posts	Freshness
Training Costs Comparison State to State – John Hostetler	1	1	4 days, 23 hours ago Admin

Started by: [Admin](#)

Viewing topic 1 (of 1 total)

[Create New Topic in "Discussion Forum"](#)

Your account has the ability to post unrestricted HTML content.

Topic Title (Maximum Length: 80):

[b](#) [i](#) [u](#) [b-quote](#) [del](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [close tags](#)

Topic Tags:

Topic Type:
Normal

Topic Status:
Open

☐ Notify me of follow-up replies via email

(continued below)

Adding a topic to a forum – (continued)

Tags: You can add tags to organize topics. These are key words.

Topic Type: Topic types are Normal, Sticky and Super Sticky.

- Sticky posts stick to top of the Forum which it is in.
- Super Sticky posts stick to the top of all Forums.

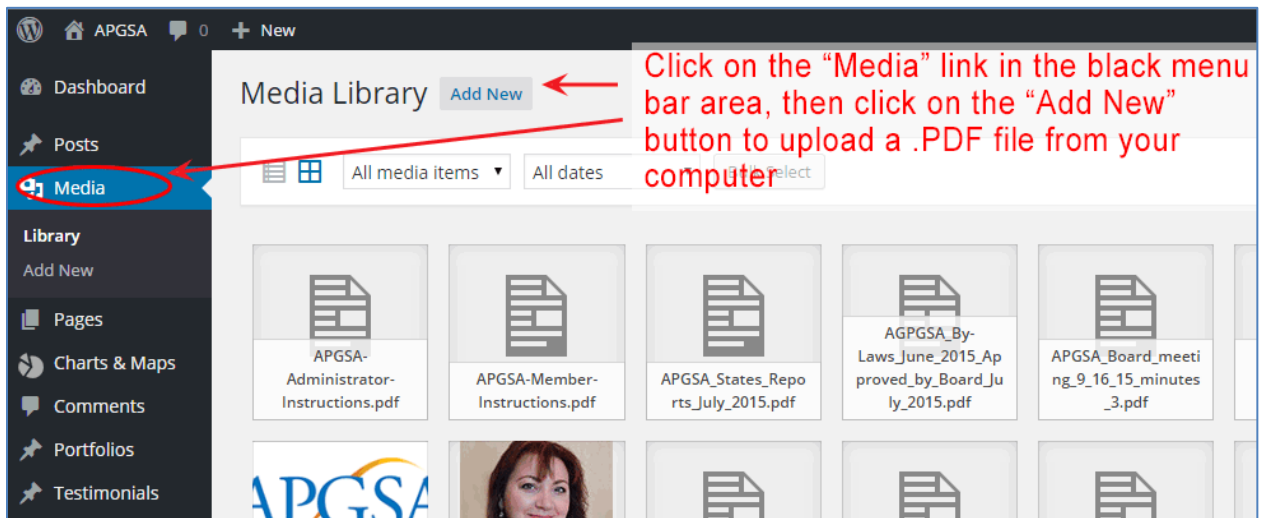
Check box: Notify me of follow-up replies via email:

NOTE: It is not necessary to check the notification box – all members will automatically receive email notifications when new topics or replies are posted.

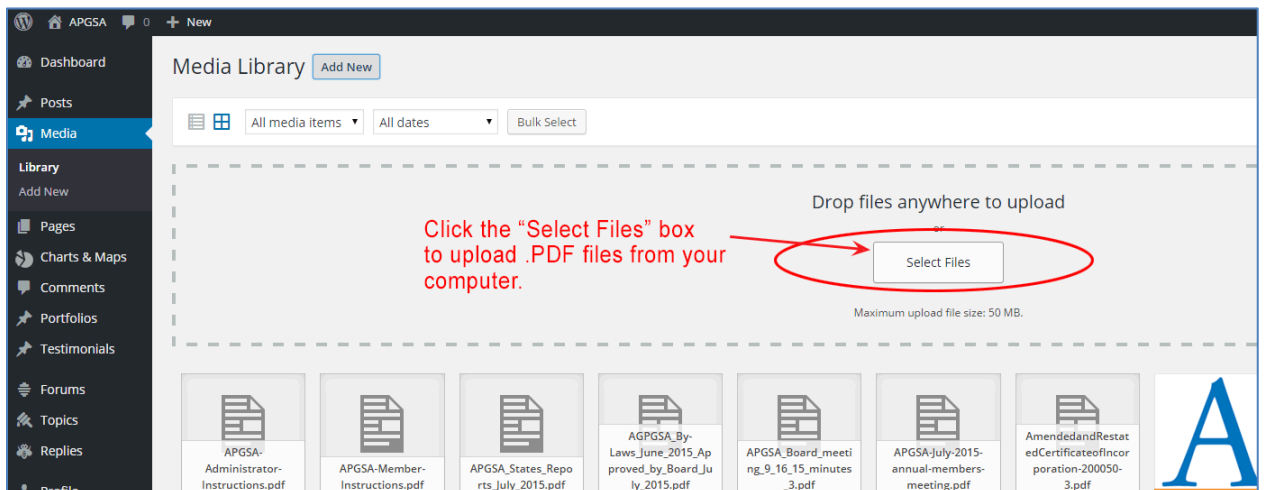
Administrator PDF File Upload for Web Forum

Adding a PDF and Creating a Link to a PDF Document

1. If you're not already logged in, login to the WordPress dashboard:
<https://www.apgsa.org/wp-admin>
2. Click on "Media" in black menu bar area and click on the "Add New" button to upload a .PDF file from your computer.

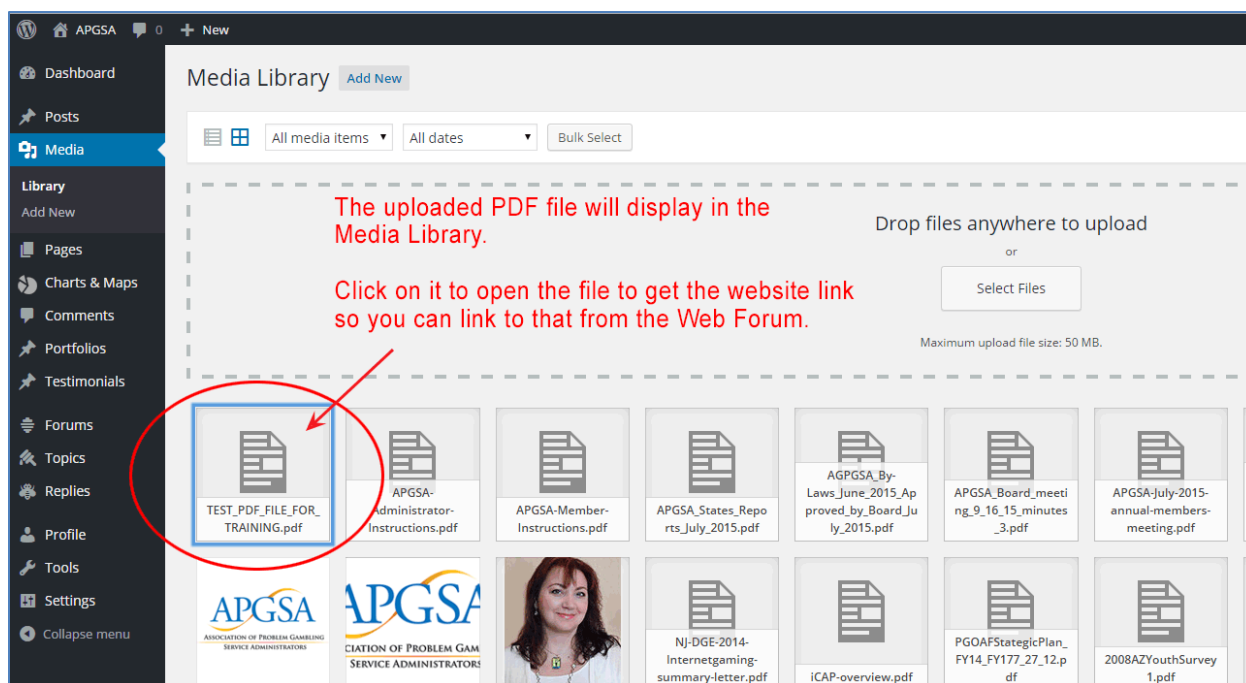


3. Click the "Select Files" box to upload a .PDF file from your computer. Select the .PDF file on your computer and press the "Open" button in your computer dialog pop-up window.

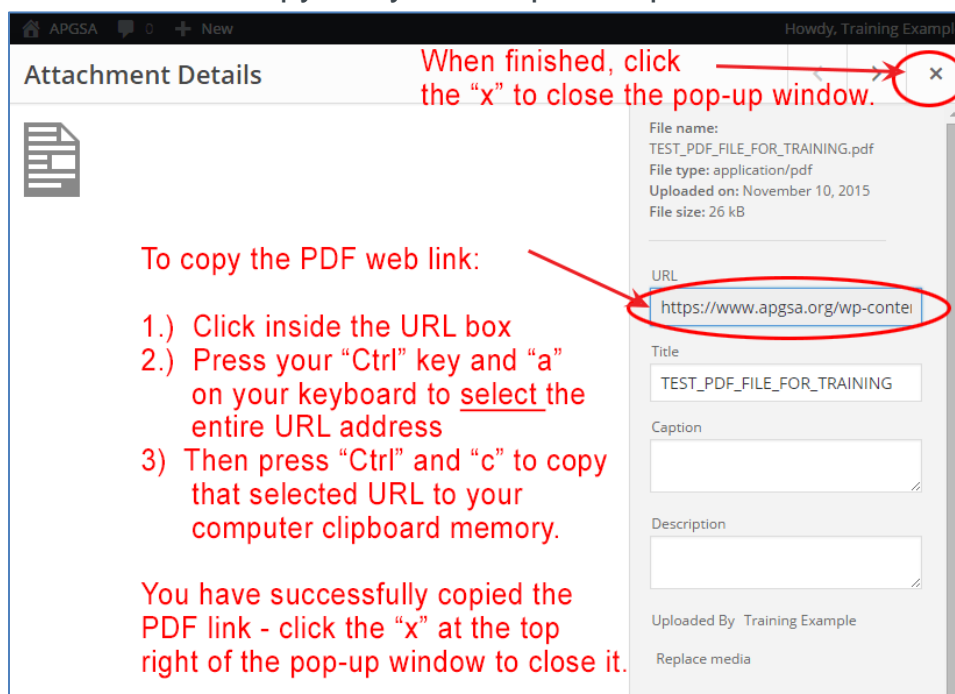


4. The .PDF file will be uploaded and added to the Media Library area.

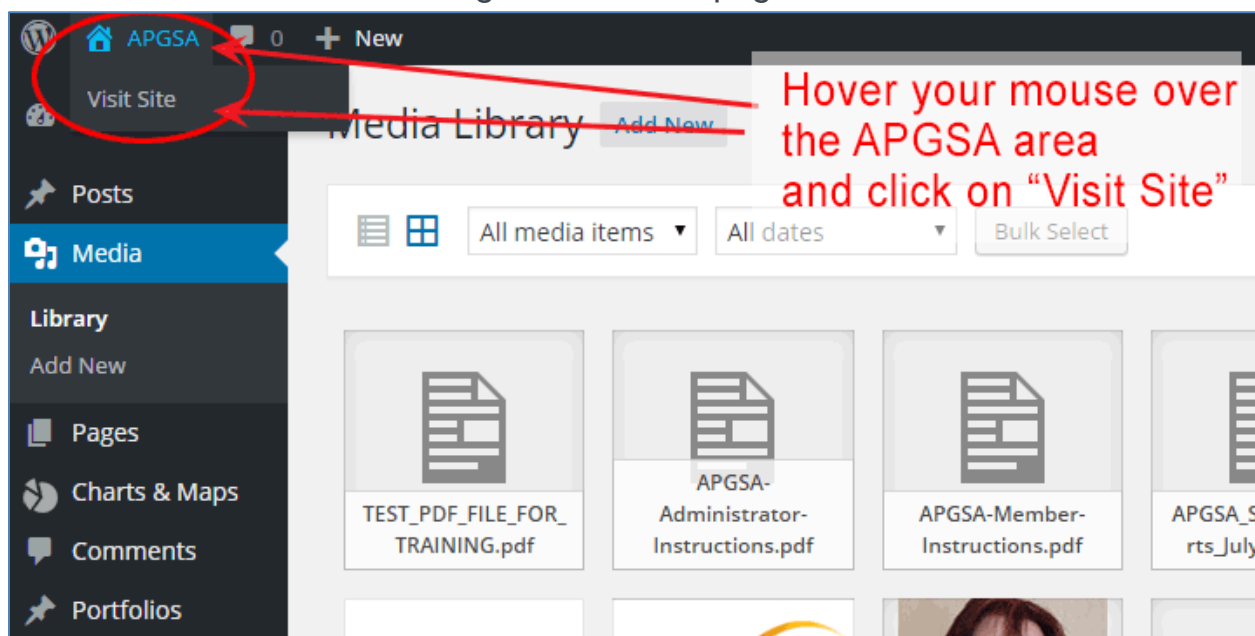
To copy the website link for the .PDF, click on the newly uploaded PDF in the Media Library to open it'



5. To copy the PDF link, click inside the URL box, Press “Ctrl” and “a” key, then “Ctrl” and “c” to copy it to your computer clipboard.



6. Create your new Web Forum Topic. Hover your mouse over the APGSA text area and click on “Visit Site” to get to the homepage.



7. Click on “Member Forum” to access the Forum Page.



8. Click inside the Forum category where you would like to add a Topic.
 - 1.) Add your new Topic Title
 - 2.) Add your text description and highlight the specific text you would like to have members click to access the .PDF file.
 - 3.) Click the “Link” button in the mini menu area to show the link pop-up window.

The screenshot shows the APGSA (Association of Problem Gambling Service Administrators) website. The top navigation bar includes links for HOME, ABOUT, PROBLEM GAMBLING SERVICES USA, MEMBERSHIP, RESOURCE LIBRARY, MEMBER FORUM, and CONTACT US. The main heading is 'Meetings'.

Below the heading, a message states: 'This forum contains 3 topics, and was last updated by Admin 3 weeks, 5 days ago.' Below this, it says 'Viewing 3 topics - 1 through 3 (of 3 total)'.

A table lists the topics:

Topic	Voices	Posts	Freshness
State Reports – July 2015	1	1	3 weeks, 5 days ago
Started by: Admin			Admin
Meeting Minutes – Sept 16th 2015	1	1	3 weeks, 5 days ago
Started by: Admin			Admin
Annual Members Meeting – July 2015	1	1	1 month, 1 week ago
Started by: Admin			Admin

Below the table, it says 'Viewing 3 topics - 1 through 3 (of 3 total)'.

The 'Create New Topic in “Meetings”' section is highlighted with a red circle. It includes a message: 'Your account has the ability to post unrestricted HTML content.' Below this is a text input field for the 'Topic Title (Maximum Length: 80):' with the text 'Example New Topic' entered. A red arrow points to this field with the annotation '1.) Add your new “Topic” title'.

Below the title field is a rich text editor with buttons for bold, italic, link, quote, list, image, and code. The 'link' button is highlighted with a red circle. A red arrow points to this button with the annotation '3.) Click the link button and a pop-up window appears where you will add the PDF link.' The text area below the buttons contains the text 'Add some description text, then highlight the word you want to make a link' with the words 'Meeting Minutes' highlighted. A red arrow points to this highlighted text with the annotation '2.) Add your text description and highlight the specific text you would like to become the PDF link'.

On the right side of the page, there is a 'Search Forum' section with a search bar and a 'SEARCH' button. Below this is a 'Recent Topics' section listing 'Training Costs Comparison State to State – John Hostetter by Admin 3 weeks, 5 days ago' and 'State Reports – July 2015 by Admin 3 weeks, 5 days ago'. At the bottom right is a 'Topic Views List' section with 'Most popular topics' and 'Topics with no replies'.

9. Now use the saved clip board link to place in the URL field.
 - 1.) Click inside the URL field box and paste the .PDF link you copied to your computer clipboard by pressing “Ctrl” and “v” on your keyboard.
 - 2.) Click the “Check Box” to make sure the .PDF file opens in a new window tab.
 - 3.) Click the “Add Link” button to create the link..

The screenshot shows the APGSA website interface. A modal dialog box titled "Insert/edit link" is open. Red annotations highlight the following steps:

- 1.) Click inside the URL field box and paste the PDF link you copied to your computer clipboard by pressing “Ctrl” “v”**: An arrow points to the URL input field containing "https://www.apgsa.org/wp-content/uploads/2015/11/TEST_".
- 2.) Click the check box to make sure the PDF file opens in a new window tab.**: An arrow points to the checked checkbox labeled "Open link in a new window/tab".
- 3.) Click the “Add Link” button**: An arrow points to the blue "Add Link" button at the bottom right of the dialog.

The background shows the APGSA logo and navigation menu. The "Meetings" section is visible, listing topics like "State Reports – July 2015", "Meeting Minutes – Sept 16th 2015", and "Annual Members Meeting – July 2015".

10. Once the link has been set, the code will be displayed in the forum text area.
- 1.) You can add text key words to help members search for the new topic.
 - 2.) Finally, click the “Submit” button to publish the new Forum Topic.

Note: Once “Submit” is pressed, the Topic will be live on the website and an email will be generated to all Forum Members letting them know a new Topic has been added to the Forum.

If you need to edit anything in your new Topic, click the “edit” link – and then “submit” again. This will allow you to correct any errors and will not send another email to the members.

The screenshot shows the 'Create New Topic in Meetings' form. At the top, there is a list of recent topics: 'Meeting Minutes – Sept 16th 2015' and 'Annual Members Meeting – July 2015', both started by Admin. Below this is a yellow box stating 'Your account has the ability to post unrestricted HTML content.' The form includes a 'Topic Title (Maximum Length: 80):' field with 'Example New Topic' entered. A rich text editor follows, with a red circle around the code `Meeting Minutes` and a red arrow pointing to it with the text 'The new link code will be added to the page.' Below the editor is a 'Topic Tags:' field with a red circle around it and a red arrow pointing to it with the text 'You can add text key words to help members search for this new topic.' The 'Topic Type:' dropdown is set to 'Normal', and the 'Topic Status:' dropdown is set to 'Open'. There is a checkbox for 'Notify me of follow-up replies via email'. A red circle around the 'Submit' button has a red arrow pointing to it with the text 'When the new Topic is completed, click the “Submit” button to publish to the website.' and 'This will push an email out to all APGSA Forum Members to let them know a new Forum Topic has been added.' A blue note at the bottom right states: 'NOTE: Any edits you make to your topic post will not generate another email to members.'

Meeting Minutes – Sept 16th 2015 1 1 3 weeks, 5 days ago
Started by: Admin Admin

Annual Members Meeting – July 2015 1 1 1 month, 1 week ago
Started by: Admin Admin

Viewing 3 topics - 1 through 3 (of 3 total)

Create New Topic in “Meetings”

Your account has the ability to post unrestricted HTML content.

Topic Title (Maximum Length: 80):
Example New Topic

b i link b-quote del img ul ol li code close tags

Add some description text, then highlight the word you want to make a link
Meeting Minutes

Topic Tags:

Topic Type:
Normal

Topic Status:
Open

☐ Notify me of follow-up replies via email

Submit

Recent Topics

Training Costs Comparison State to State –
John Hostetter by Admin
3 weeks, 5 days ago

State Reports – July 2015 by Admin
3 weeks, 5 days ago

Topic Views List

Most popular topics
Topics with no replies

Note: Any edits you make to your topic post will not generate another email to members.