

Table of Contents

Table of Contents	1
WordPress Tips and Tricks	2
Adding / Removing Admin Users from the Site.....	2
Menus / Navbar.....	2
Plugins 101.....	3
Elementor / Elementor Pro.....	4
Essential Addons for Elementor.....	4
Limited Login Attempts.....	4
LoginWP.....	4
Paid Memberships Pro.....	5
Smush.....	5
The Macro Tool for WordPress.....	5
UpdraftPlus.....	5
Wordfence Security.....	6
WordPress YouTube Gallery.....	6
Elementor Resources	7
Introductory Tutorial.....	7
How to Make Mobile / Tablet Edits.....	7
The Sydney Squad Member Portal	9
How to Use Paid Membership Pro Plugin:.....	9
Getting Started.....	9
Settings Tab.....	9
Understanding the Portal Interface.....	10
User Profile Menu.....	10
My Profile Page.....	11
Account Details Page.....	11
Squad Benefit Buttons.....	12
Squad Calendar.....	13

WordPress Tips and Tricks

For quick access to tutorials or instructions, visit WordPress’s extensive documentation page. You can use the search button to find almost anything you’re looking for:

Documentation: <https://wordpress.org/documentation/>

Adding / Removing Admin Users from the Site

See this quick tutorial if you’re looking to manually add users to the WordPress site:

<https://yoast.com/help/how-do-i-add-a-new-admin-user/>

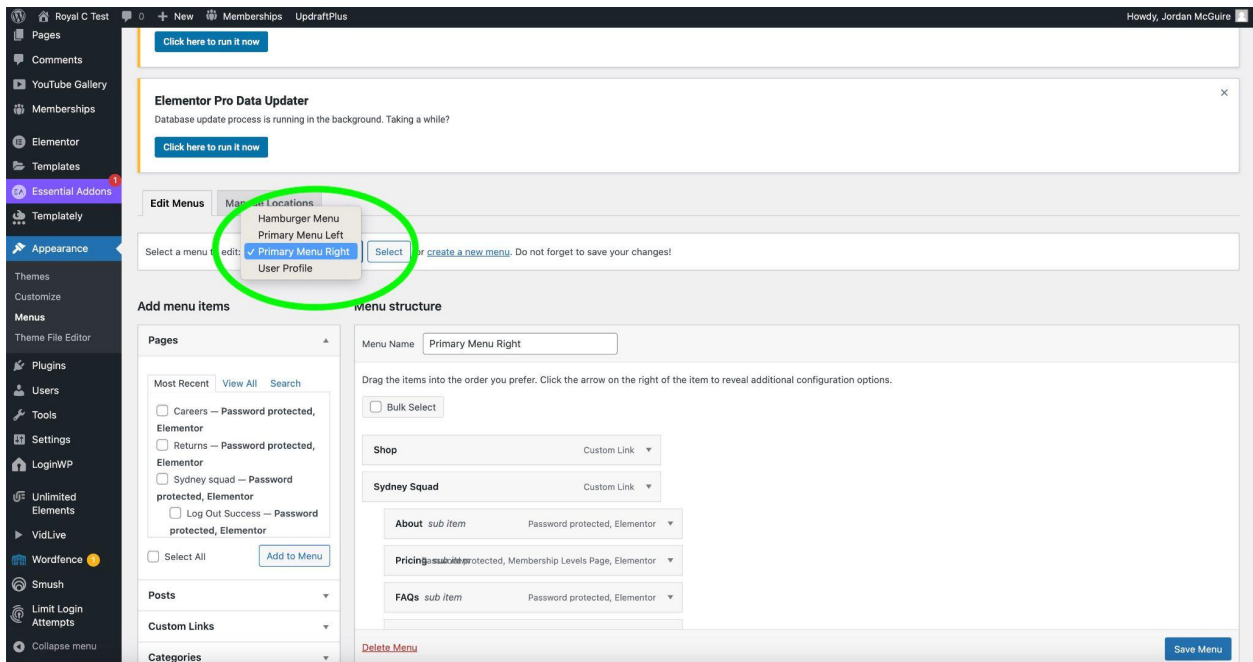
Menus / Navbar

The Royal Change site utilizes many different menus:

- Primary Menu Left
- Primary Menu Right
- Hamburger Menu (for mobile and tablet view)
- User Profile (used on the Sydney Squad)

The Primary menus make up the black navbar at the top of the entire site. To edit each menu individually, you must **click “Appearance” and then “Menus”** on the left side of the dashboard. Once you’re in “Menus,” you can access each menu by selecting one at the top.

Once you select a menu, you can click, drag, and drop items you wish to add to the menu. Items indented signify a dropdown item. Make sure to click “Save” at the bottom when finished.

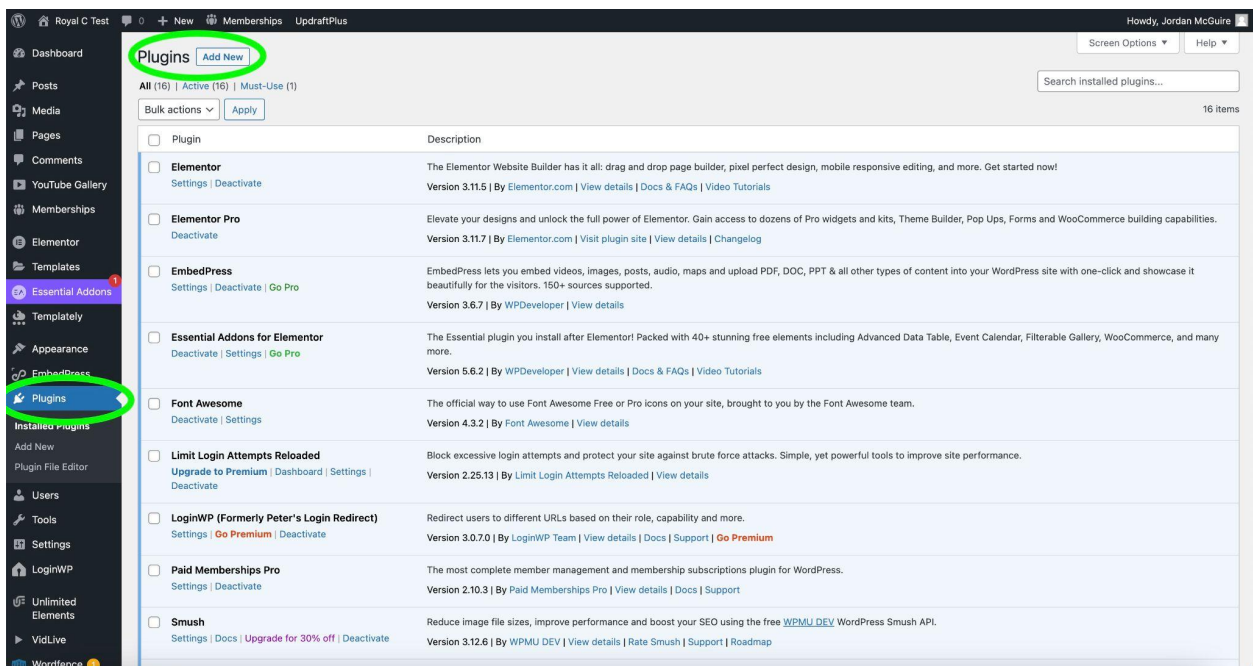


Plugins 101

In WordPress, a plugin is a small software application that extends the features and functions of a WordPress website. Plugins play a major role in building great websites using WordPress. They make it easier for users to add features to their website without knowing a single line of code.

Note:

- Before adding new plugins, make sure you check their rating and the last time it was updated. **If the rating is low or the plugin has not been updated in the last 3-6 months, do not add it to the Royal Change site.** A lot of times it will tell you if the plugin was tested on the most current version of WordPress.
- Make sure you are updating these plugins regularly. The more you stay on top of updates to both WordPress and plugins, the safer your site will be from hackers.



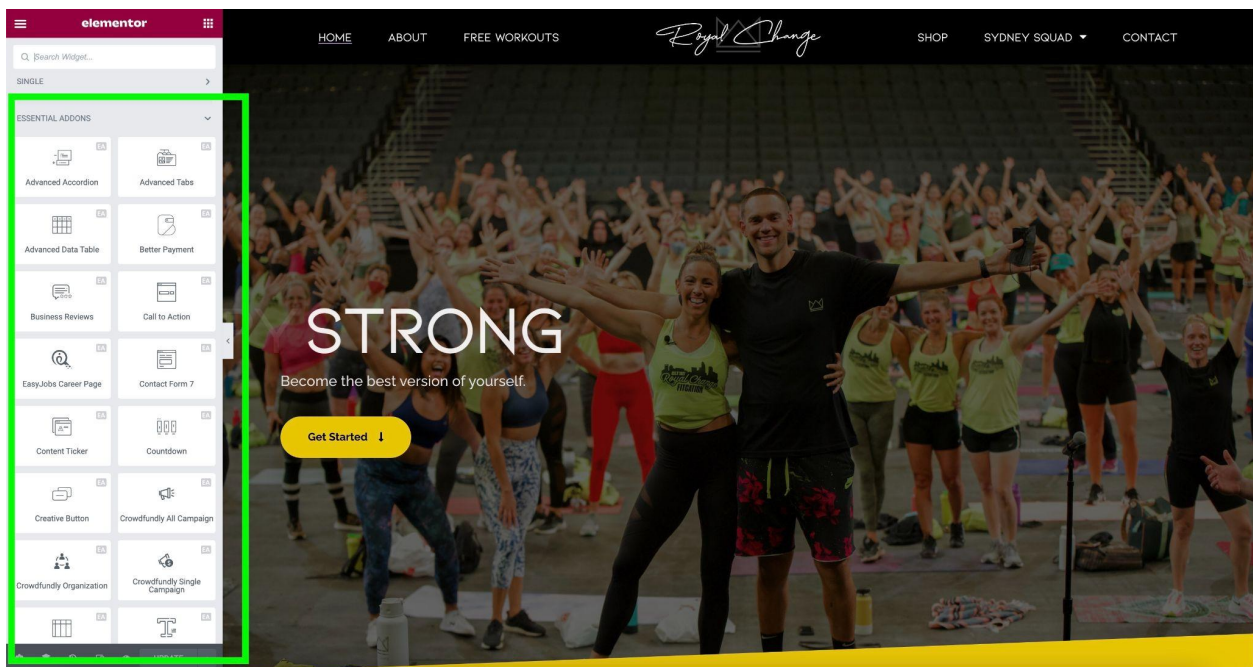
For the Royal Change website, you will most likely not have to mess with the majority of the plugins (besides updating them when needed). **We have included short descriptions of each for you to learn more about what they do so you are familiar with their functionality:**

Elementor / Elementor Pro

Elementor is the leading website building platform for WordPress, enabling web creators to build professional, pixel-perfect websites with an intuitive visual builder. Quickly create amazing websites for your clients or your business with complete control over every piece, without writing a single line of code. Take a look at [Elementor Resources](#) within this doc to learn more.

Essential Addons for Elementor

Enhance your Elementor page building experience with 90+ creative elements and extensions. You can find these additional elements while editing a page with Elementor:



Limited Login Attempts

Limit Login Attempts Reloaded stops brute force attacks and optimizes your site performance by limiting the number of login attempts that are possible through the normal login as well as XMLRPC, Woocommerce and custom login pages. ****Important security plugin, do not delete**

LoginWP

Lets you define a set of redirect rules for specific users, users with specific roles, users with specific capabilities, and a blanket rule for all other users. **This plugin redirects Sydney Squad members to the login and logout pages on the Royal Change Website.**

Paid Memberships Pro

Paid Memberships Pro gives you all the tools you need to start, manage, and grow your membership site. The plugin is designed for premium content sites, online course or LMS and training-based memberships, clubs and associations, members-only product discount sites, subscription box products, paid newsletters, and more.

Users can select a membership level, complete checkout, and immediately become members of your site. You decide what content your member can access. Members can log in, view payments, update billing info, or cancel their account directly on your site.

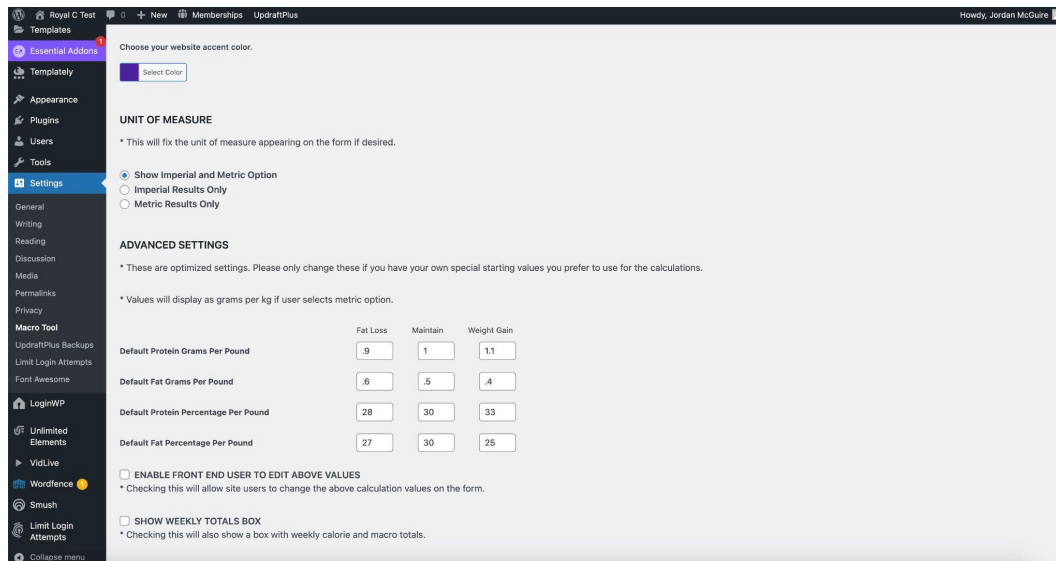
Learn more about how this plugin is used on the Royal Change site in the [Sydney Squad Member Portal](#) section of this document.

Smush

Optimize images, turn on lazy load, resize, compress & improve your Google Page Speed. You do not need to mess with this plugin at all. It will run in the background. ****Used for site optimization, do not delete**

The Macro Tool for WordPress

This is the paid Macro Calculator for the Sydney Squad Portal, you can update the settings displayed below for this plugin:



UpdraftPlus

This is a recommended plugin to have so you're able to create a backup of the Royal Change website whenever there is a WordPress update. The plugin will create a backup of the site and

store it in a location of your choice (i.e. Google Drive) so that you may reinstall the previous version of the site if an error occurs when updating WordPress.

Wordfence Security

Wordfence is widely acknowledged as the number one WordPress security research team in the World. Our plugin provides a comprehensive suite of security features, and our team's research is what powers our plugin and provides the level of security that we are known for.

For the Royal Change site, Wordfence sends emails to the administrator of the site whenever someone logs into the site. It also lets you know when there are updates available for plugins. You can scan for any malicious activity whenever you choose as well. ****Important security plugin, do not delete**

WordPress YouTube Gallery

This plugin is how displayed YouTube videos are updated automatically on the Royal Change website. These videos are located on the Home page and the Free Workouts page.

The video feed that is displayed is inserted with a shortcode. The link that the shortcode displays, the layout of the videos displayed, and more customizations for each section can be edited with this plugin.

Elementor Resources

For quick access to tutorials or instructions, visit Elementor's extensive help page. You can use the search button to find almost anything you're looking for:

Documentation: <https://elementor.com/help/>

Introductory Tutorial

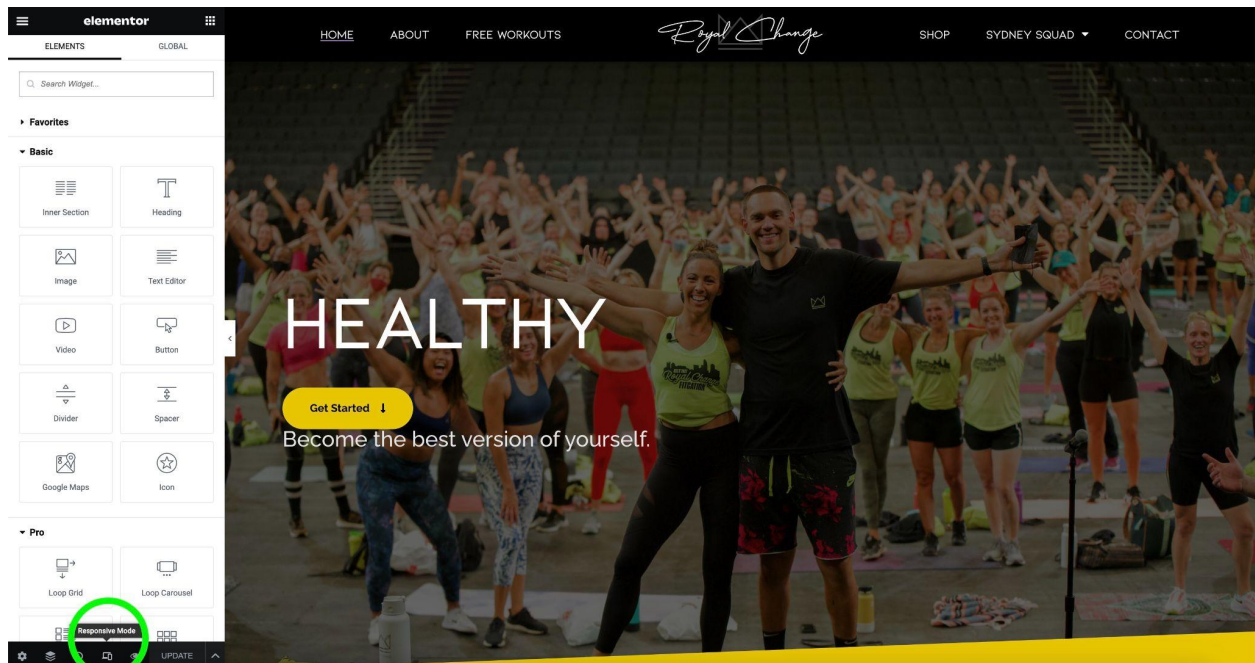
The link below will take you to an introductory course on how to use Elementor Pro. Watch the list of short videos listed on this page to get a better understanding of how to access and edit pages through the Elementor page builder.

Elementor Pro Course:

<https://elementor.com/academy/elementor-pro-course-build-a-portfolio-website/?playlist=1b8f0414&video=08f9296>

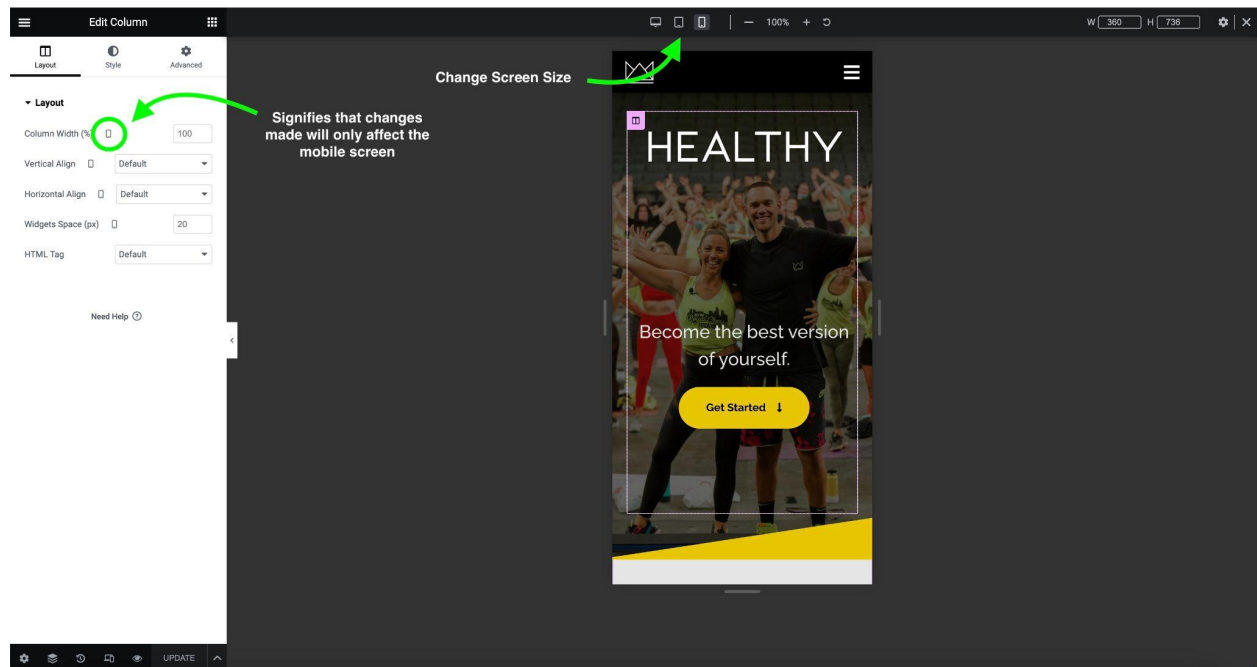
How to Make Mobile / Tablet Edits

One of the benefits to using Elementor is being able to easily edit the responsiveness of the site (aka constructing the website so that it's functional on different screen sizes). To access these edit settings, you must click the "Responsive Mode" button located at the bottom of the sidebar.



You can then click whether you want to edit the website through a desktop, tablet, or mobile screen. BE CAREFUL: as you are editing each screen size, there will be some instances where the changes you make affect ALL screen sizes. To ensure what you're editing is ONLY being

changed in the screen of your choice, there should be an icon of that screen size (i.e. phone, tablet, or desktop icon) next to the settings you are wanting to change. See screenshot below for an example:



For more guidance on editing the responsiveness of the site, click on this link below:
<https://elementor.com/help/mobile-editing/>

The Sydney Squad Member Portal

How to Use Paid Membership Pro Plugin:

Getting Started

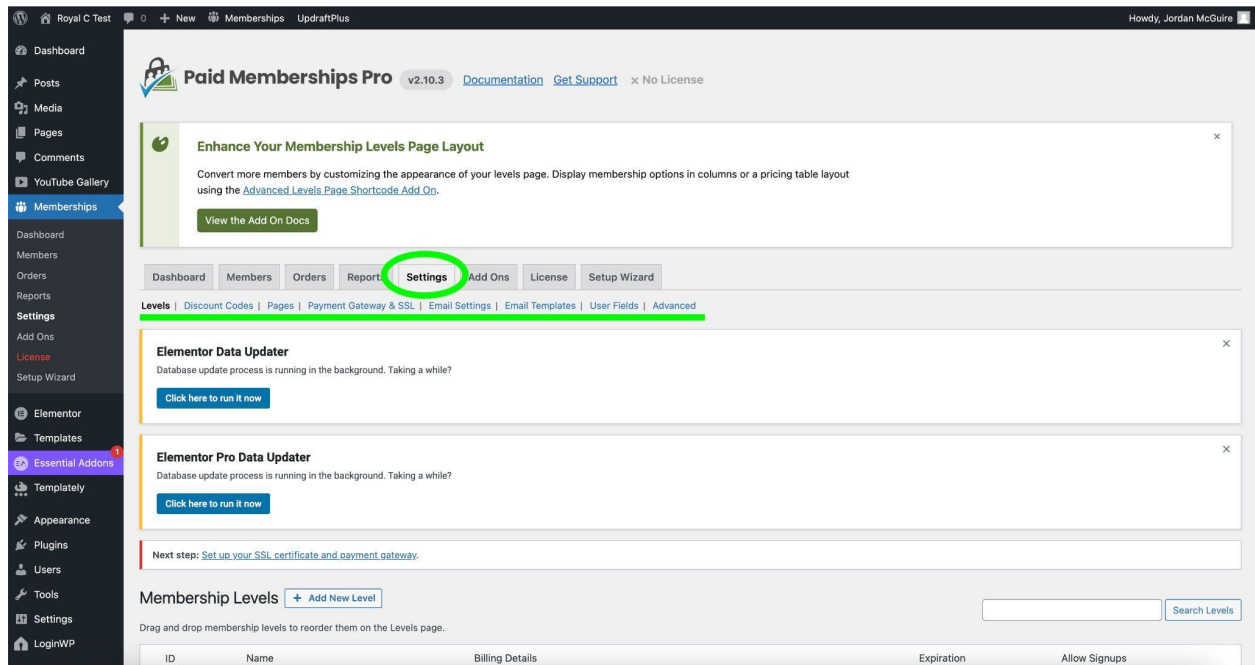
For quick access to tutorials or instructions, visit Paid Membership Pro's extensive documentation page. You can use the search button to find almost anything you're looking for or get in contact with their help team.

Documentation: <https://www.paidmembershipspro.com/documentation/>

****NOTE: We highly suggest purchasing the Standard or Plus plan in order to receive premium help if you decide to start adding Squad members to the Member Portal.**

Settings Tab

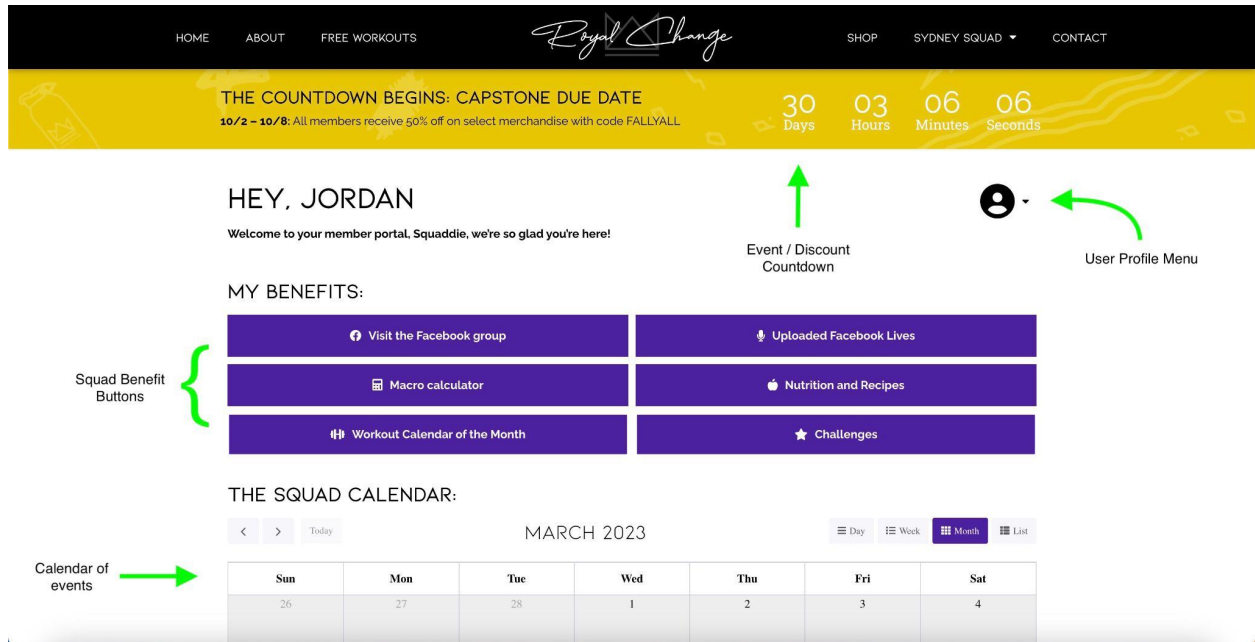
You will most likely spend most of your time in the settings tab of this plugin. Here, you can define your membership levels, create discount codes, set your payment gateway, and create email templates that will be automatically sent to members.



The screenshot shows the WordPress dashboard for a user named 'Howdy, Jordan McGuire'. The 'Paid Memberships Pro' plugin is active, version 2.10.3. The 'Settings' tab is selected and highlighted with a green circle. The settings page includes a navigation menu with options like Dashboard, Members, Orders, Reports, Settings, Add Ons, License, and Setup Wizard. Below the navigation, there are several update notices for 'Elementor Data Updater' and 'Elementor Pro Data Updater', both indicating that the database update process is running in the background. A 'Next step' section suggests setting up an SSL certificate and payment gateway. At the bottom, there is a 'Membership Levels' section with an '+ Add New Level' button and a table with columns for ID, Name, Billing Details, Expiration, and Allow Signups.

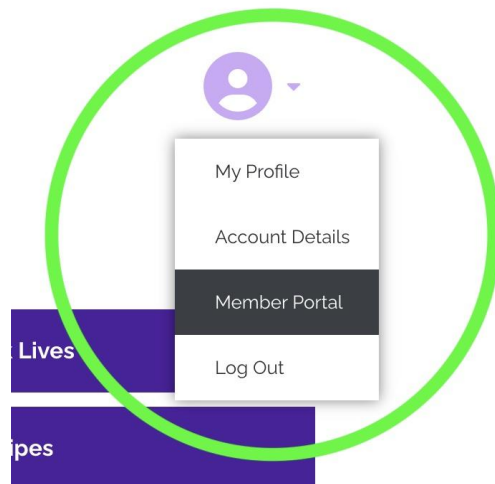
Understanding the Portal Interface

The Sydney Squad member portal was designed for users to gain easy access to the benefits they paid for. Below is an overview of what the portal looks like, and we will describe each item in more detail within the next few sections.



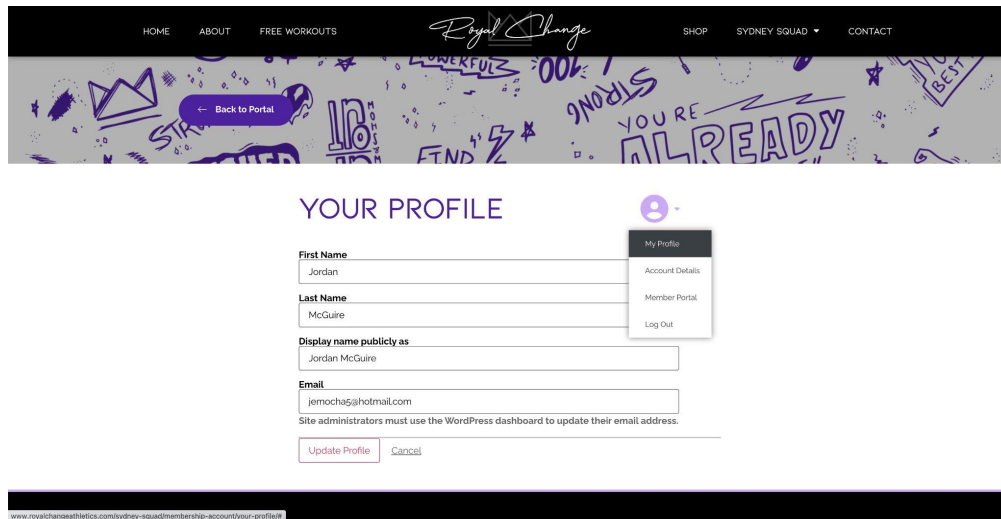
User Profile Menu

The User Profile Menu provides an easy access point to important account information for each Squad member. Here, they can access their profile and account details as well as the member portal. This menu is NOT available sitewide.



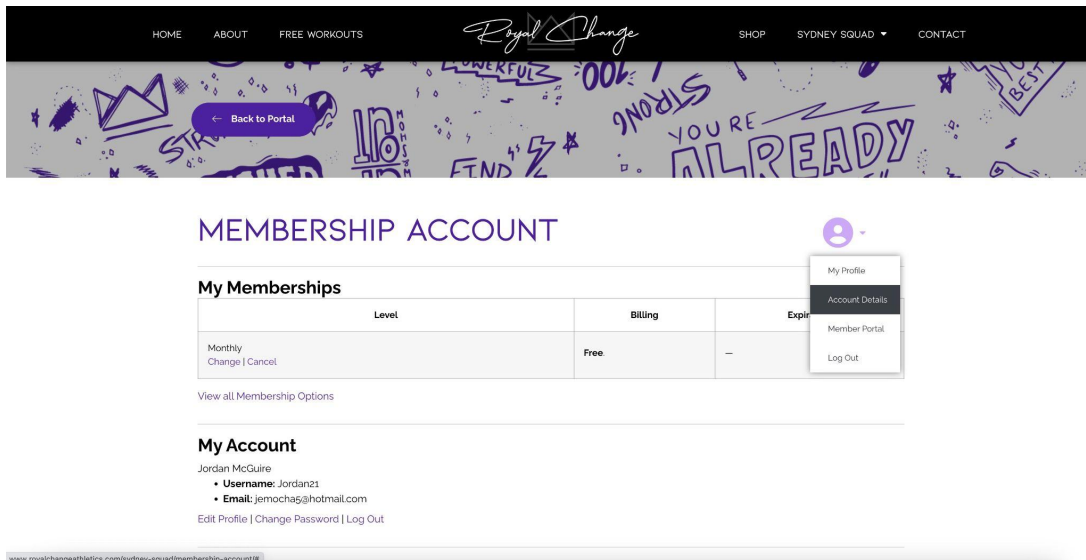
My Profile Page

The “My Profile” page allows users to view the name and email that corresponds to the member account. They are able to update both fields if need be.



Account Details Page

The “Account Details” page houses all of the important account information users may want to access. This ranges from information on the membership they paid for (i.e. level and expiration date), profile info, invoices, and billing.



Users can access their billing information through this page by clicking the link displayed in the screenshot below. From there, they can update their address and other billing information if need be.

HOME ABOUT FREE WORKOUTS *Royal Change* SHOP SYDNEY SQUAD CONTACT

View all Membership Options

My Account

Jordan McGuire

- Username: Jordan21
- Email: jemochag@hotmail.com

[Edit Profile](#) | [Change Password](#) | [Log Out](#)

Past Invoices

Date	Level	Amount	Status
March 2, 2023	Monthly	\$9.99	Paid
January 11, 2023	Monthly	\$9.99	Paid

My Billing Info

[View and edit my Billing Info](#)

COMPANY SYDNEY SQUAD SIGN UP FOR OUR NEWSLETTER

Squad Benefit Buttons

There are 6 buttons located in the member portal that houses all Sydney Squad benefits. Each button is labeled accordingly and, when clicked on, takes users to a webpage that will display the benefit. Admin to the site can edit each of these pages within the “pages” tab in the WordPress dashboard.

MY BENEFITS:

Visit the Facebook group	Uploaded Facebook Lives
Macro calculator	Nutrition and Recipes
Workout Calendar of the Month	Challenges

Note*** Both “Uploaded Facebook Lives” and “Nutrition and Recipes” are still under construction. Therefore, these buttons will take a user to an “under construction” page.

Depending on the benefit, some of the pages linked to these buttons will have to be updated on a weekly/monthly basis. Here’s a brief list of what page needs to be updated and how often:

- Workout Calendar of the Month (**monthly updates**)
 - The “Download Calendar PDF” button
 - The “View Playlist on YouTube” link
 - The “Import to Google Calendar” link
- Challenges (**weekly updates**)
 - The Challenge title, image, and description
 - Add or remove giveaway alert

Squad Calendar

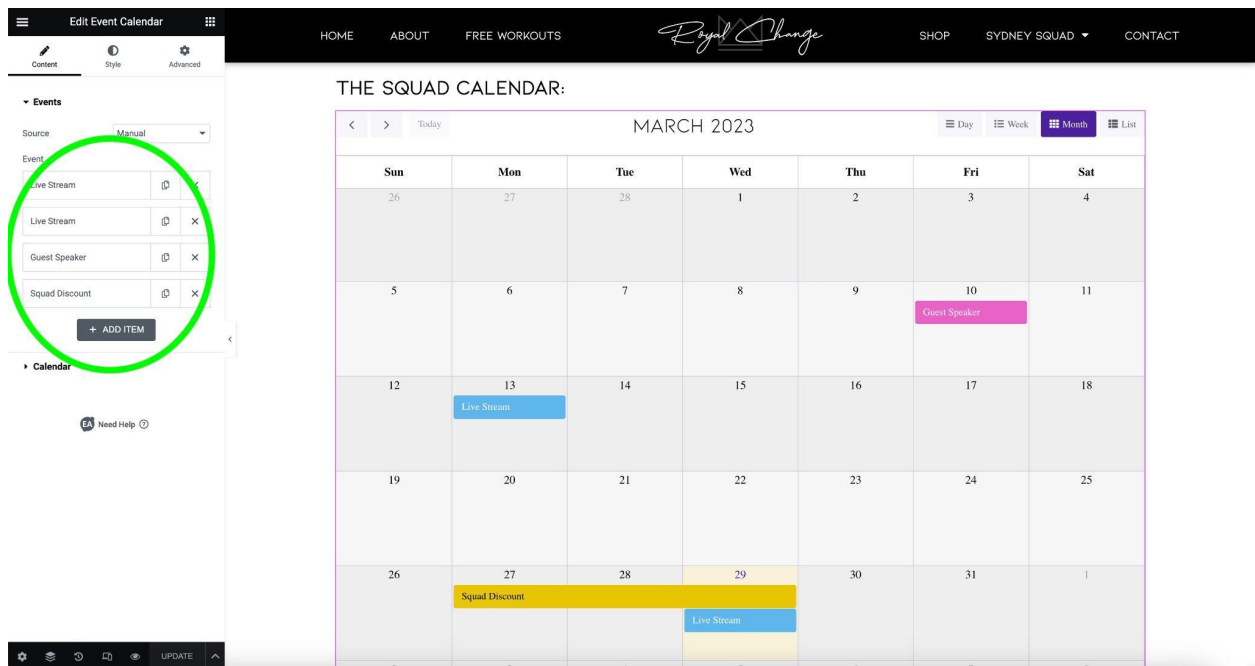
The Squad Calendar houses all important events / discounts offered to members. Here’s a list of items we recommend displaying on this calendar:

- Facebook Lives
- Guest Speakers
- Store Discounts
- Giveaways
- Fitcation

****Note:** We do NOT recommend displaying the daily workouts on this calendar. It will make the calendar interface look very overwhelming.

How to use the calendar:

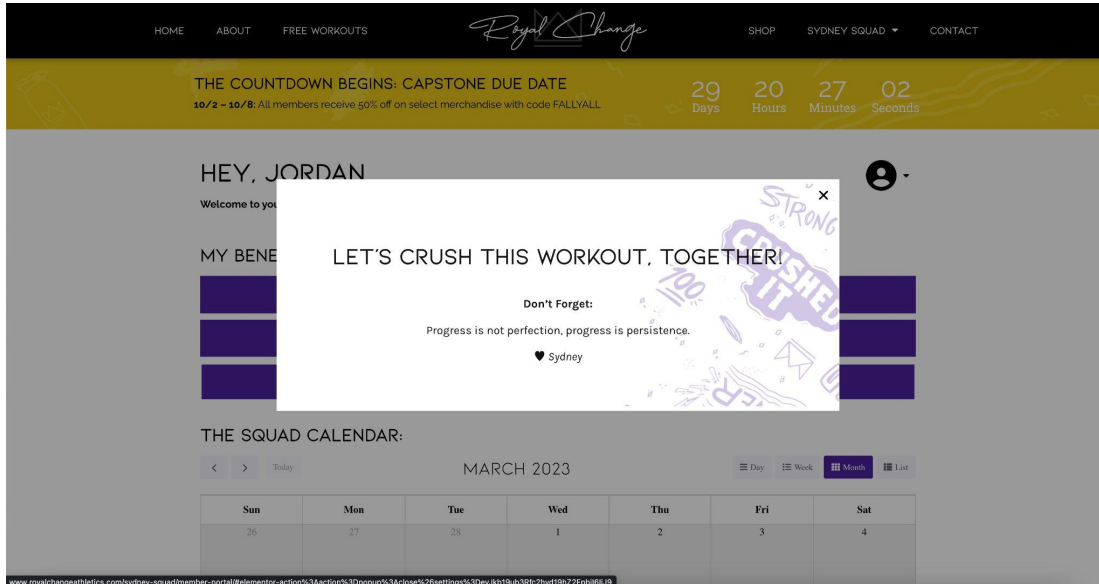
You can add/remove events to this calendar manually through Elementor. Simply click “Edit with Elementor” and then click on the calendar and the editing tab to the left will look like the screenshot below:



You can add and remove events using the settings circled in green in the screenshot above.

Squad Popup

Every time a user logs into their Sydney Squad account, a popup will appear that contains a personal quote from Sydney. We suggest changing this quote on a weekly basis so that members are not reading the same quote every single day.



Locating the popup:

From the WordPress dashboard, click “Templates” and then “Popups.” If you would like to remove the popup altogether, you may turn the popup into a draft and it will not be displayed when a user logs in. To learn more about popups, head to this link:

<https://elementor.com/help/how-do-i-create-my-first-popup/#:~:text=Open%20a%20new%20page%20in.and%20see%20the%20popup%20appear>

