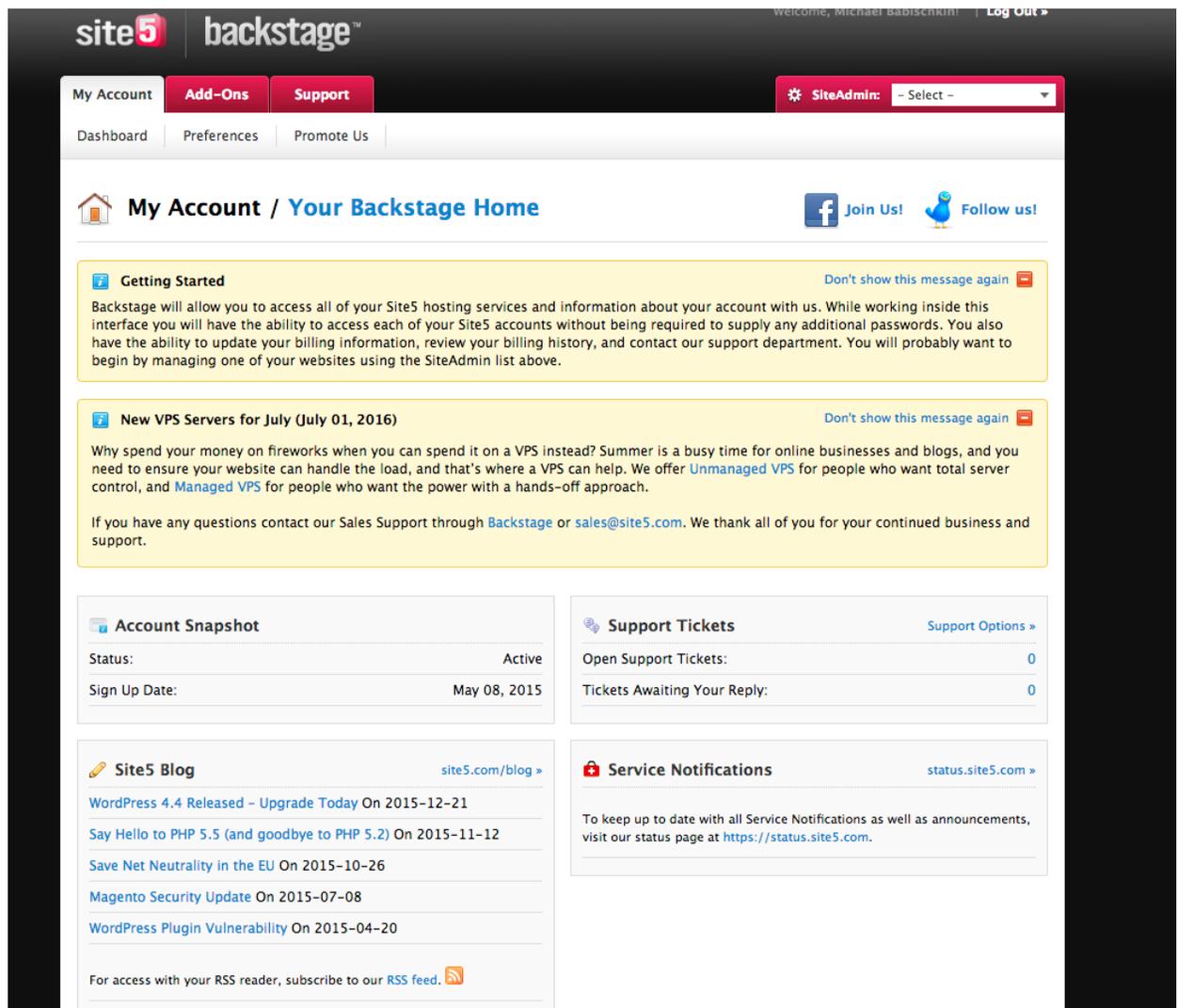
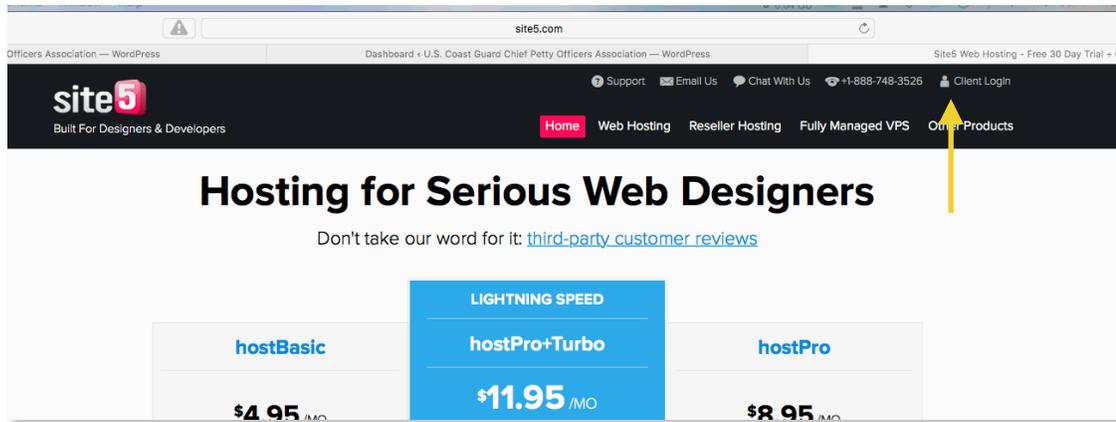


Setting up your Chapter/Branch's website

Follow these instructions to begin working with the website that you will be creating for your Chapter or Branch:

1. Log on to the Site5 Backstage with the credentials that you've been provided. Go to www.site5.com and look for the Client Login button in the upper right corner of your screen.

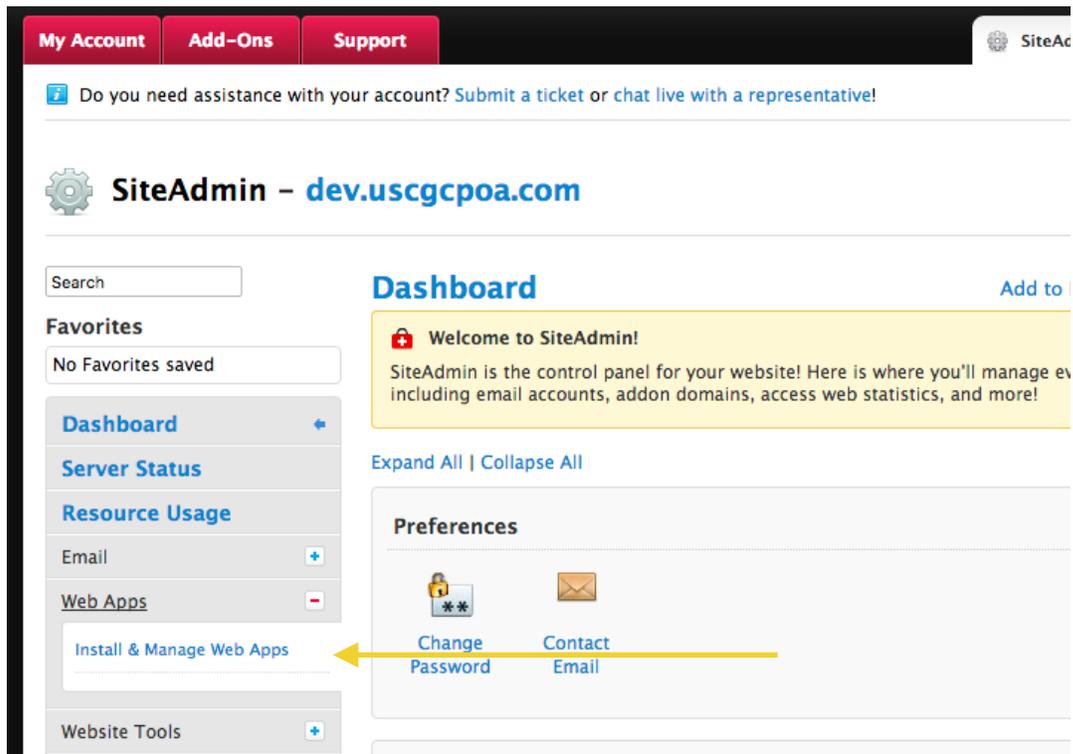


2. Once you have logged in you'll be presented with the Backstage Dashboard. Look for the SiteAdmin box and select your site (for this example it is dev.uscgcpoa.com).

The screenshot displays the Site5 Backstage dashboard. At the top, the Site5 logo and 'backstage' branding are visible. The user is logged in as Michael Babitschkin. The main navigation bar includes 'My Account', 'Add-Ons', and 'Support'. A 'SiteAdmin' dropdown menu is set to '- Select -', with a yellow arrow pointing to it. Below the navigation, the dashboard is divided into several sections: 'My Account / Your Backstage Home' with social media links for Facebook and Twitter; a 'Getting Started' message; a 'New VPS Servers for July (July 01, 2016)' message; an 'Account Snapshot' showing 'Status: Active' and 'Sign Up Date: May 08, 2015'; 'Support Tickets' showing 'Open Support Tickets: 0' and 'Tickets Awaiting Your Reply: 0'; a 'Site5 Blog' with recent articles; and 'Service Notifications' with a link to the status page.

3. You'll now be at the SiteAdmin page, from this page you can work with you website. Including uploading files, setting up mail accounts for your users, getting statistics on your visitors as well as access advanced programming functions if you are a skilled web developer.

4. To install Wordpress, click on the + next to Web Apps, and then click on Install & Manage Web Apps.



5. Select WordPress from the list and click on the Install Now! button.

The screenshot shows the 'Web Apps' interface. At the top, there's a header with 'Web Apps' in blue, 'Add to Favorites' with a star icon, and 'Hide Help' with a menu icon. Below this is a yellow banner with a red plus icon and the text 'Web Apps' and 'Easily install many popular web apps such as WordPress, phpBB, Drupal, PHPlist, and more!'. The main content area has two tabs: 'Install Apps' (selected) and 'Manage Installed Apps'. Under 'Install Apps', there's a 'Popular apps:' section with a list of links: WordPress, Drupal, Joomla, phpBB, SMF, Magento, PrestaShop, and Moodle 3.0. Below this is a 'Search for an app:' section with a text input field and a 'Go' button. Underneath is a 'Browse by category:' section with a dropdown menu showing '-- Select category --'. The 'WordPress' app is highlighted, showing its version '4.5.3' and an 'Install now!' button. A detailed description of WordPress follows, stating it's free and priceless, built by volunteers, and has over 60 million users.

6. Unless you are familiar with Wordpress settings the following are the only changes that are recommended on this screen:
 - **Site Settings:**
 - Site Name: *<Enter the name of your Chapter/Branch>*
 - Site Description: *<Enter the description of the site i.e. Home of LandLocked Chapter>*
 - Admin Username: Enter the username for the account you will use to Administer Wordpress. Note-This does not have to be the same username or account that you use to log in to Backstage. Additional admin accounts can be created after Wordpress has been installed
 - Admin Password: It is strongly recommended that you use a strong password
 - Admin Email: Enter the e-mail address to be tied to the Admin account
7. Once you have entered all of the settings, click on the Install button at the bottom of the screen.
8. Sit back and wait while Wordpress is installed on your site, when the installation is completed you'll be returned to the Web Apps screen and after a few minutes the details of your new Wordpress installation will be displayed.

9. Log in to Wordpress by going to the Admin URL (in this example <http://www.dev.uscgcpoa.com/wp-admin/>)

Web Apps [Add to Favorites](#) ★ [Hide Help](#) ☰

 **Web Apps**
Easily install many popular web apps such as [WordPress](#), [phpBB](#), [Drupal](#), [PHPlist](#), and more!

Install AppsManage Installed Apps

Popular apps:

[WordPress](#)
[Drupal](#)
[Joomla](#)
[phpBB](#)
[SMF](#)
[Magento](#)
[PrestaShop](#)
[Moodle 3.0](#)

Search for an app:

Browse by category:

-- Select category --

WordPress

| WordPress Installation Details | |
|--------------------------------|---|
| Path: | /home/devuscgc/public_html |
| URL: | http://www.dev.uscgcpoa.com |
| Admin URL: | http://www.dev.uscgcpoa.com/wp-admin/ |
| Admin Username: | admin |
| Admin Password: | uscgcpoa |
| Admin Email: | mbabischkin@gmail.com |
| MySQL Database: | devuscgc_wp972 |
| MySQL DB User: | devuscgc_wp972 |
| MySQL DB Host: | localhost |
| MySQL DB Password: | AS[P7-5B49 |

[View app info](#)

10. Start configuring Wordpress.

Thousands of customizable themes are available for Wordpress, as are a wide variety of plugins that can be used to add functionality to your site. If you intend to allow visitors to post comments on your posts, we strongly recommend the installation of the Akismet plugin to filter out spam comments. Full documentation on using Wordpress can be found on www.wordpress.org.

Please remember - this is your site! The CPOA and CGEA Web Managers cannot provide support for Wordpress or design assistance. The Web Managers will have access to your Backstage settings, but will not have access to your Wordpress installation or configuration.

A final note on security: ALWAYS use a strong password for all accounts used to log in to Wordpress. Wordpress is an extremely capable, secure, and popular web publishing tool, however it is also frequently targeted by hackers. The two most common ways Wordpress installations are compromised are through Wordpress installations that aren't kept up to date, and plugins that aren't kept up to date. It is extremely easy to update Wordpress and plugins - as long as somebody is actually logging in to Wordpress and applying updates.