

# VFW Post 12196 Web Site Instruction

## How to deal with OTHER items on website

4/23/21

**PURPOSE:** Discusses other content areas of the website and how to maintain them

**ASSUMPTIONS:** Some of this work needs to be done by Dodge or, someone knowledgeable of WordPress

**BEFORE YOU START:** Know what you want and how it's to be done by whom

**PROCESS:**

| PAGE           | CONTENT   | COMMENTS   |
|----------------|---|--|
| HOME page      | Post Leadership Messages                              | These are just text blocks. The page needs to be edited by Dodge to change. Possibly switch these over to NEWS posts with their own category showing the 2 latest messages |
| HOME page      | Any other content                                     | Requires editing of page in WordPress by Dodge   |
| ABOUT          |   | There is no other content on page other than News posts that appear  |
| CALENDAR       |   | No other content. Calendar changes are made via Google Calendar  |
| POST OFFICERS  | Leadership Team title row                             | Pages needs to be edited by Dodge. No other content on page  |
| CONTACT US     |   | No other content on page   |
| NEWS           |   | No other content on page   |
| PROGRAMS       |   | No other content on page   |
| RESOURCES      | Possible updates to test on page                      | No other content on page   |
| Privacy Policy | The actual privacy policy text is part of the webpage | Dodge would need to edit page to change  |
| Administration |   | Dodge would need to make any changes   |

NOTIFICATIONS:

TECHNICAL NOTES:

MAINTENANCE:

METRICS: