

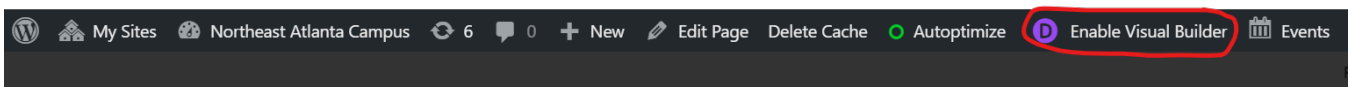
How To

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Basics of Editing A Page

To edit a page:

1. Login to wordpress by going to your campus site login page. example :
neatlanta.gracechurches.org/wp-admin/ or barberton.gracechurches.org/wp-admin/
 1. You will need to be part of the Webmaster Distribution List in order to receive the Authentication code via email.
2. Once logged in you'll see the admin bar at the top. Navigate to the page you want to edit and then click 'Enable Visual Builder'



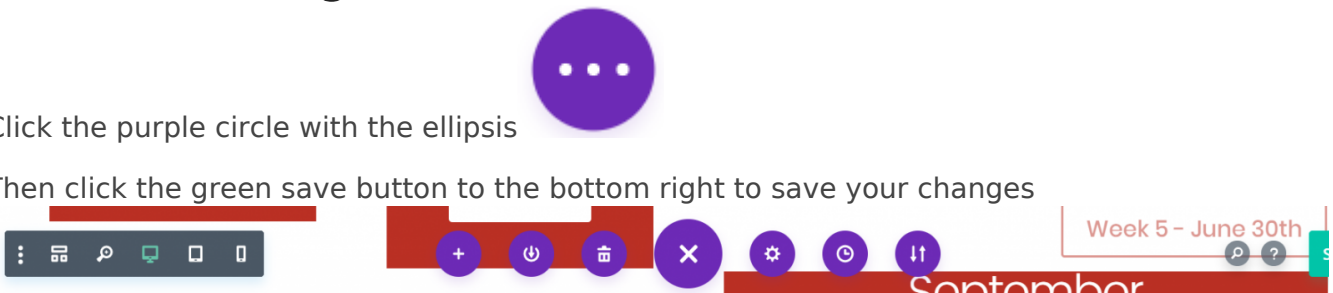
GRACE CHURCH

CONNECT ▾ MINISTRIES ▾ MESSAGES EVENTS

3. From there you can click on text to edit

To save changes:

1. Click the purple circle with the ellipsis
2. Then click the green save button to the bottom right to save your changes



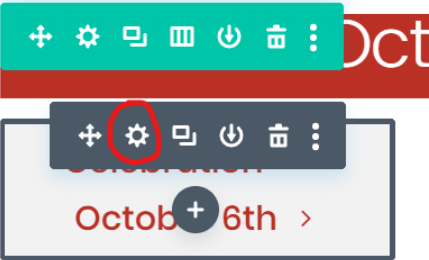
To edit text on a page

1. Click directly on the text and you should see the text cursor (the | symbol that shows where you're typing) and you can begin editing.

note: if you're not able to click to edit the text, it may be part of a module. See example below on how to edit a button for instance.

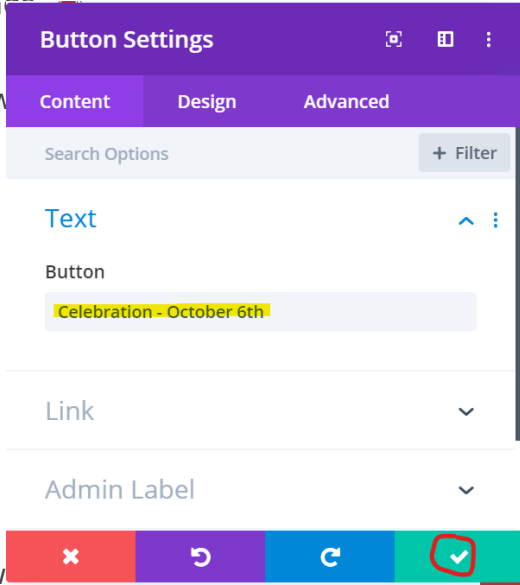
To edit a button

1. Click on  settings and click the gear icon to open the



settings

2. This will open the settings panel where you can edit the button text as seen highlighted



below

3. After you're done, confirm your changes by clicking the green check box as seen circled above.
4. Don't forget to save your page as described above in 'To Save Changes'

Divi Overlays

Sometimes having a pop up could be beneficial when you don't want to send someone away from the website. That's where an overlay can come in. you can essentially have a whole page or a small box show up. Here is an example

[pop-modal-windows-with-divi\[1\].gif](#)

Here is the documentation how to use them:

<https://divilife.com/knowledge-base/divi-overlays-documentation/>

Edit Norton RSVP Overlay

1. Go to the overlay page https://norton.gracechurches.org/divi_overlay/rsvp/
2. Click 'Edit Divi Overlay'



3. Edit Dates and Button links
4. Save
5. Go to the [RSVP Page](#) again and check the dates are correct and the forms match with the dates
6. Now you need to clear the cache on pages where the overlay is present. This is on the [Weekend Experience Page](#) and the [In Person \(Regathering\) Page](#). Go to those pages and click Purge Current Page



How to Add Groups to Group Page

Overview of how groups syncing works

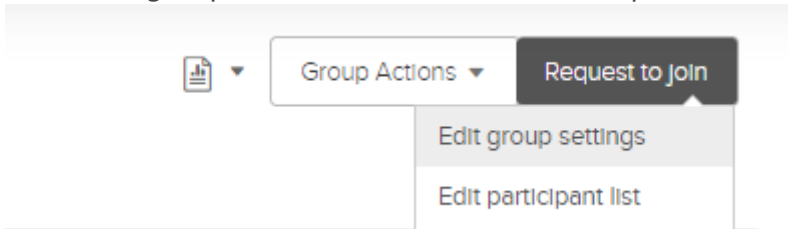
1. In Gracelink, groups are created and certain settings are necessary to have it sync to Wordpress
2. Then in Wordpress we sync the groups
3. Then all these groups get pulled together by the Grid Plugin

Rights Needed

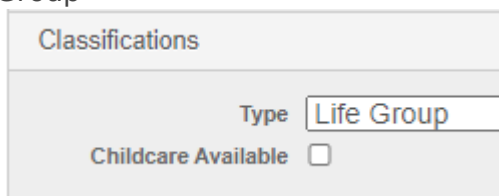
- You'll need to have rights to edit group properties on Gracelink or have someone else on staff do it.
- You'll also need Admin access to the Wordpress site or request a sync of the groups when you're done

Check the Group is ready on Gracelink

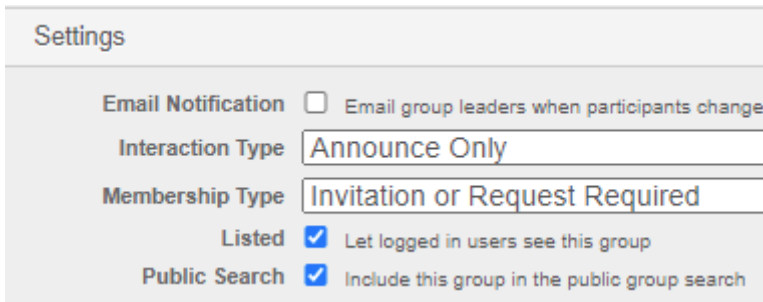
1. Go to the group on Gracelink and click 'Group Actions' and then 'Edit group settings'



2. On the General Tab:
 1. If you haven't added an image for the group add a 16x9 image
 2. Confirm the group is the correct Group Type i.e. Life Group, Connect Group, Grace Group



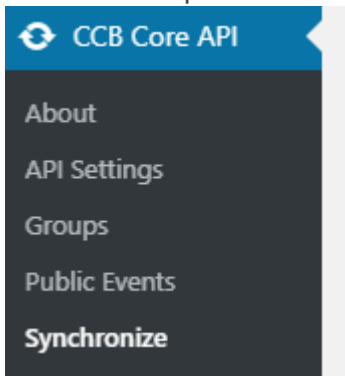
3. On the When & Where Tab, make sure it's filled out.
4. On the Options Tab, make sure Public Search is checked. If it isn't, it won't get pulled by the Wordpress plugin



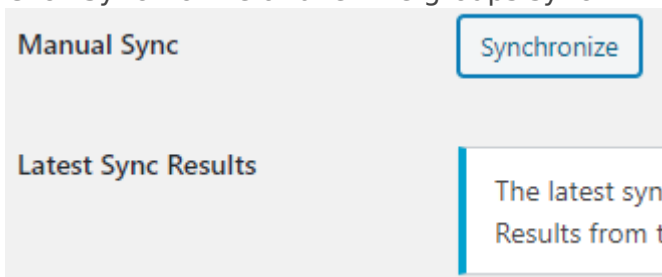
Sync groups on Wordpress

(Remember that you'll need admin rights on the website or need to ask someone who does have admin rights to do this)

1. On the Wordpress Dashboard, go to CCB Core API > Synchronize



2. Click Synchronize and let the groups sync



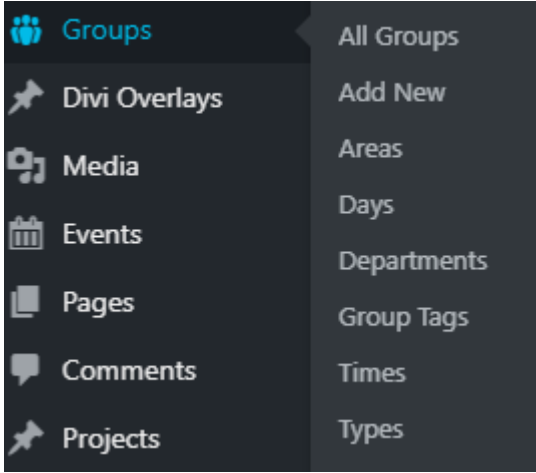
3. Then you need to go to your group page and click 'Purge Current Page' at the top of the page



Troubleshooting tips

If a group is not syncing:

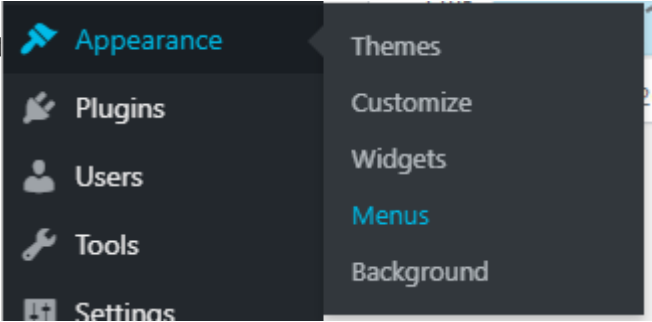
- Double check all the Gracelink settings. If they aren't correct, they won't come into wordpress or get populated/categorized correctly in the Grid plugin
- See if the group is getting pulled into the Groups section of the Wordpress Dashboard. If it's not there, it hasn't come from Gracelink. If it is listed in the Groups section of Wordpress, it may not be populating into the Grid Plugin



Editing the Menu

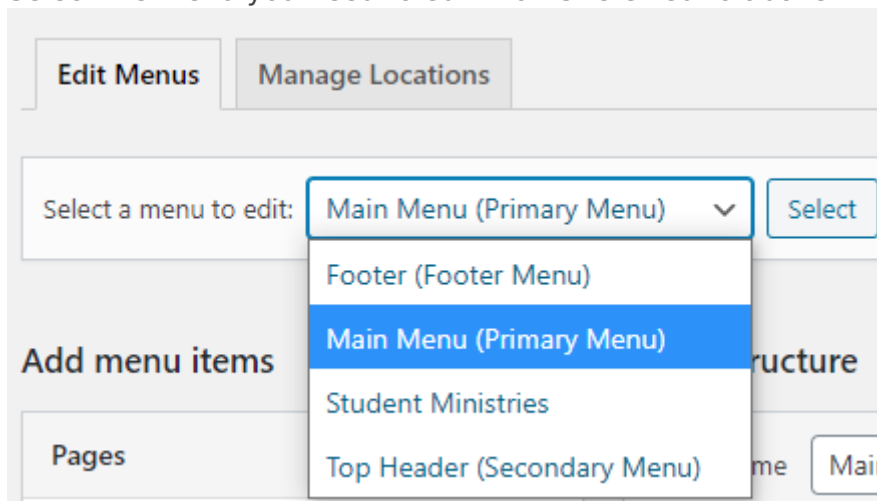
There are two sections of the Menu. The section highlighted in red is the Main Menu (Primary Menu) and the menu highlighted in green is called the Top Header (Secondary Menu)



1. To Edit  and select Appearance and then

Menus

2. Select the menu you need to edit that is referred to above. Then press the 'Select' button.



3. To add a something to the menu, select it from the 'Add menu items' section. Most likely you will be choosing from the Pages section or adding a Custom Link.

Add menu items

Pages	▼
Posts	▼
Staff	▼
Study Guides	▼
Divi Bars	▼
Divi Mega Menu	▼
Divi Mega Pro	▼
Divi Overlays	▼
Custom Links	▼
Categories	▼
Job Positions	▼
Departments	▼
Event Categories	▼

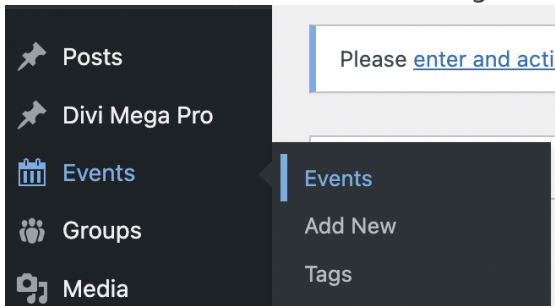
Featured Events

To add an event to the featured events:

Before we start:

- Find or Create an event you want featured. The calendar is fed from the campus Gracelink Public calendar. Think if it would be best for it to be on that calendar as well, and then let the website sync from Gracelink to the campus website
- Create a graphic for the event. I would recommend keeping it simple with just the title. It's not necessary to put a lot of details about the event on this graphic. This graphic should be 16x9 (I recommend 1920x1080 pixels)

1. Go to the event page either by going to events in the Wordpress dashboard or finding it on the Calendar, and then clicking



or finding it on the Calendar, going to the event page, and then clicking Edit Event

CHURCH

« All Events

Jenkin's Life Group

March 9 @ 6:45 pm - 8:00 pm

Group: Jenkins Life Group

Campus: Grace Ohio – Barberton

Host Home: Ball Home

2. On the Right side check the featured Event Category underlined. (as a note, the featured event check box down below in the Event Options will just highlight the event on the calendar)

Event Categories ^ v

All Event Categories Most Used

Featured Events

[+ Add New Event Category](#)

Post Attributes ^ v

Template

Default template v

Event Options ^ v

Hide From Event Listings

Sticky in Month View ?

Feature Event ?

3. Make sure you have a 16x9 featured image added

Featured image ^ v



Click the image to edit or update

[Remove featured image](#)

4. Hit Save

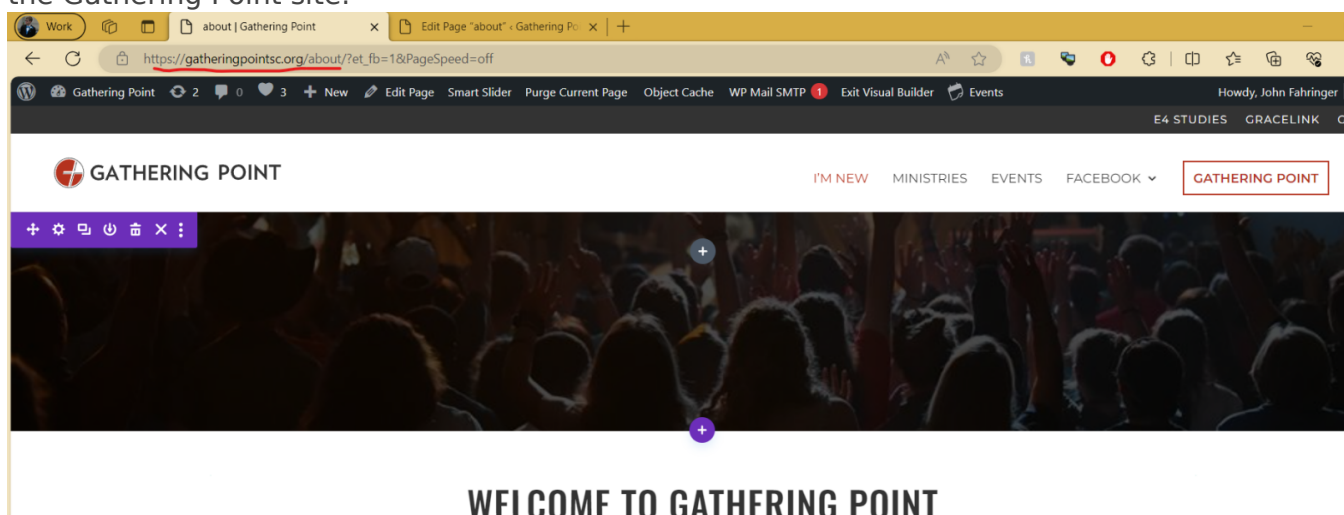
Add an Anchor Point to a Page

SOURCE: [How To Create Anchor Links in Divi 2023 – Step by Step \(divimundo.com\)](https://divimundo.com/how-to-create-anchor-links-in-divi-2023-step-by-step/)

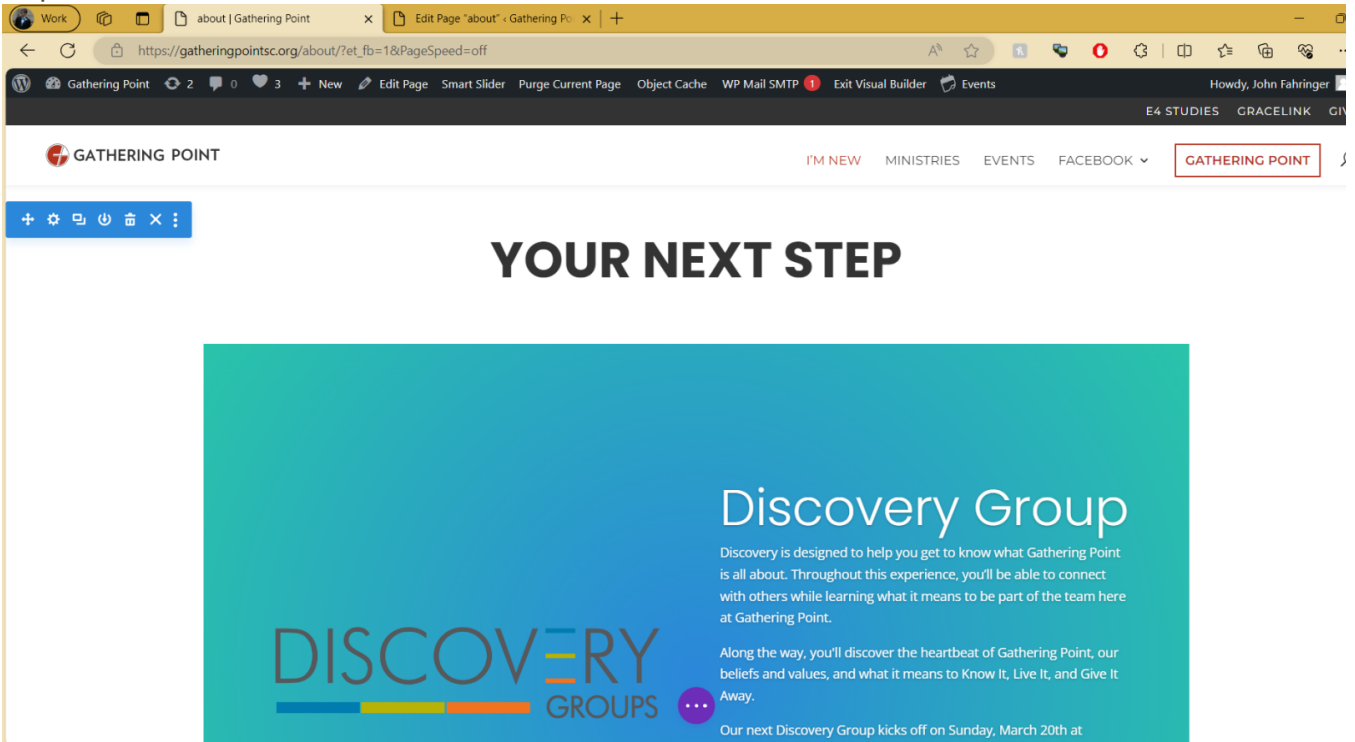
Anchor Points are sections, rows, or elements down in a page that you want users to be taken directly to when they click on a link that has an anchor point in it. The locations of the are often not at the top of a page which is where you are usually directed to when you open new page, and anchor points basically scrolls down to where the section is automatically.

Here is how to utilize Anchor Points using the Divi Builder:

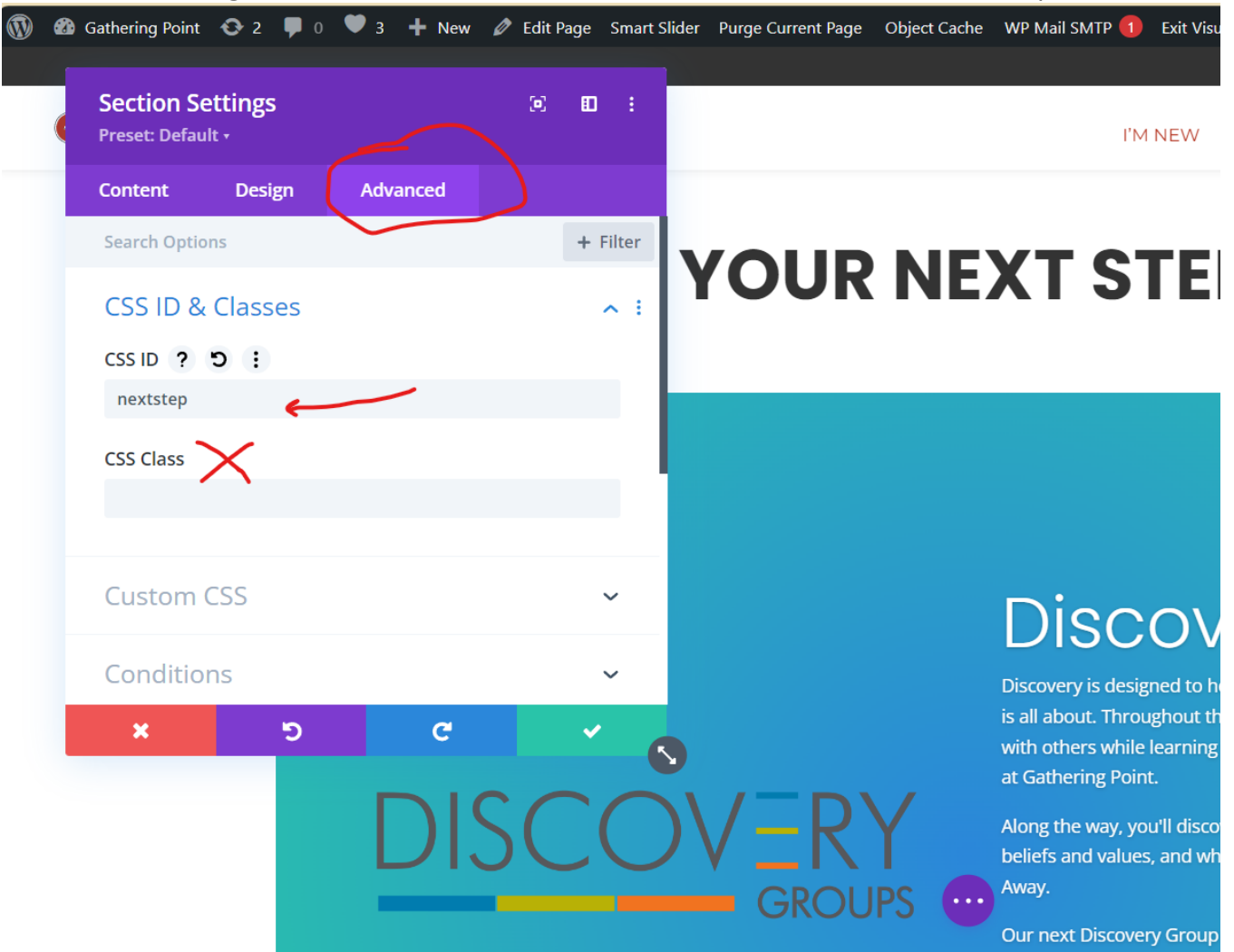
1. Identify your page where you want to use an anchor point. Example, our About page on the Gathering Point site:



2. Say we have a link on our Home page, and we want to take a user to a section on the About page. At the very bottom there is a Carousel playing a Discovery Group and Baptism Information slide.



3. Edit the settings of the section you want to set as an anchor point. Go to Advanced tab in the Section settings, and edit the CSS ID field. Give it a name, but don't include spaces.



4. On the page you want the link to the Anchor point (this example is our home page), edit the element you want to insert a link with and insert a link to the page with the Anchor point (our about page). Then append the name of the anchor point we gave in step 3 (nextstep) with the # character preceding the name. Put the full link in any of the link fields you want to be active:

The screenshot shows a website editor interface for a page titled "Start your journey here." The page features three blurb cards. The middle card, titled "TAKE A STEP", is highlighted with a red circle. A "Blurb Settings" panel is open on the right, showing the "Link" section. The "Title Link URL" and "Module Link URL" fields are both set to </about/#nextstep>. The "Title Link Target" is set to "In The Same Window". The "Module Link Target" is also set to "In The Same Window". The "GATHERING POINT" logo is visible in the top left, and navigation links for "I'M NEW", "MINISTRIES", "EVENTS", and "FACEBOOK" are in the top right. A "GAT" button is also present in the top right corner.