



Your delegation's web page

Each delegation's web page is a unique space to announce delegation's activities. Each page represents you... be sure to keep them up to date! Facebook is a great tool for getting the word out about your events, but your delegation's web page is the centralized location where your members, members of other delegations, your fellow students on your campus, members of your community, the general public, as well as the Network staff can get up to date on all of your projects and meetings, add their comments, and get in touch with you.

Since the fall of 2009, it's even easier to update your delegation's web page. We have switched to the *Wordpress* interface, which is one of the most popular blog interfaces, used by millions of people around the world. It is designed so that users without previous experience can publish content, without the need for a webmaster.

The home page for all of the Rights & Democracy Network delegations can be found at: <http://dd-rd.net/delegation/>. Click on the name of your delegation to get to your page.

Getting to know your delegation's web page

Articles (posts)

(on the left side of your webpage)

This is the main section of your page, since it contains all of your recent posts. Announce your meetings, your recruitment tables, your projects, and other delegation news here. This section is updated automatically whenever you publish a new post.

Add your articles through **Write - Add a Post** on your admin page.

Contacts

(on the top right of your page)

This section is very important, since it allows people to get in touch with you, thereby increasing your membership. This is where you put your delegation's email address, and the list of the members of your executive.

You can access it on your admin page through the "Contacts" page in **Manage-Pages**.

Recent projects

(lower left of your page)

This is where all of your delegation's projects are listed, which are the heart of your work. Whenever you identify a post as a project, it will appear in this section, ensuring that your projects will not be forgotten after you graduate!

Updating your delegation's page

Using the Wordpress interface, you can update your page as easily as sending an email from Gmail or hotmail.

So, you want to add a news item, a project, announce a meeting, or start a discussion on your web page? Start off by accessing the admin section of your web page. At the top of your browser, in the web address section, type "**wp-admin**" at the end of your delegation page's address, for example: <http://dd-rd.net/delegation/wp-admin>.

Then, type in your delegation's user name and password, given to your delegation by the Network team. This allows you to connect to the administrator's section of your webpage, and to easily publish your content.

- Then, you'll be able to **add a "post"** which can be a news item, a project, a meeting announcement, the beginning of a discussion, or other content. You can add a photo, your poster, or any other graphic to your post, but not attachments such as word or excel documents.
- The "**Contacts**" section is a little different. Click on "Manage pages" and choose the "Contacts" section to access it. Publish your delegation's official email address, as well as a list of the members of your executive. You can add their email addresses as well, if you like.

If you are ever having trouble or need your user name and password, contact the Network team at network@dd-rd.ca.

The following page shows you in a visual way how to add a post (including text and images) to your delegation's page.

Write Post

Title

Title of the post

Title in French | Title in English
(If your article is bilingual, separate the two titles with a "|")

Post

Add media: Visual HTML

Content

Put your text here. If it's in French, highlight it and then click on "1". If it's in English, highlight it and click on "2".

To add an image.

Publish Status

Unpublished

Keep this post private

Publish immediately [Edit](#)

Word count: 0

When you're finished, click on "Save"!

Related

- [Manage All Comments](#)
- [Manage All Posts](#)
- [Manage All Categories](#)
- [Manage All Tags](#)
- [View Drafts](#)

Shortcuts

Drag-and-drop the following link to your bookmarks bar or right click it and add it to your favorites for a posting shortcut: [Press This](#)

Path: p

Tags

Categories

[+ Add New Category](#)

All Categories

[Most Used](#)

- Discussions
- Nouvelles|News
- Projets|Projects
- Reunions|Meetings

Select the appropriate category.

Custom Fields

Use these fields, if relevant.

date	november 14	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
date_fr	14 novembre	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
photo	http://www.dd-rd.net/userfiles/Nelly_thumb.jpg	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

Add a new custom field:

Key	Value
- Select - <input type="button" value="v"/>	<input type="text"/>
or	<input type="text"/>
<input type="button" value="Add Custom Field"/>	

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).

Date: appears in orange under the title (in English)

Date_fr: appears in orange also under the title (in French)

Photo: the link to the image. This image appears in the summary on the main page. You need to add the image first, using "Add media".

