

Destination Gettysburg Member Account Walkthrough

(Effective February 11th)

Login

- To login you visit destinationgettysburg.com/account/logon
- If your old password isn't working you may need to reset it at destinationgettysburg.com/account/reset-password
- After logging in you will be taken to this page (pictured in the next slide): destinationgettysburg.com/wp-admin/edit.php?post_type=member
 - This page is a view of your member listing on the website, it also serves as the main landing page for the new content management system.
 - On the left side of the page you will see a sidebar that has menu items for the other sections of the management system

This is the menu to access the different pages of the backend to edit either you member listing, coupons, events, and packages tied to your account

WordPress admin dashboard showing the 'Members' menu and a list of members. The 'Members' menu item is highlighted in a red box. A red line connects this menu item to the title of a specific member listing, 'Gettysburg National Military Park Museum & Visitor Center', which is also highlighted in a red box.

Members

All (509) | Published (344) | Drafts (165)

Bulk Actions Apply All dates All Categories All SEO Scores All Readability Scores Filter 1 item

<input type="checkbox"/>	Title	Categories	Tags	Date	Expires				
<input type="checkbox"/>	Gettysburg National Military Park Museum & Visitor Center	Battlefield Tours & Orientation, Group Friendly, History and Heritage, Meeting Venues, Networking Venues, Things To Do, Things To Do, Things to do with kids	—	Published 2020/01/30	Never	0	0	●	●
<input type="checkbox"/>	Title	Categories	Tags	Date	Expires				

Bulk Actions Apply 1 item

Clicking on the title of a menu item will take you to the page to edit all of the information related to an item

Editing a member listing, coupon, event or package

- After clicking on the title of an item you want to edit, you'll be taken to it's edit page (pictured in the next slide)
- This page controls all content related to a Member, Coupon, Event or Package
- You can edit each value in their respective areas, along with uploading images where applicable.
 - Some areas are only related to some categories, like Things to Do, Group Friendly, etc. These fields will only appear if your member listing has been put into one of these categories.
- After you've made any changes, simply click the blue "submit for review" button and your edits will be turned into a revision, once the revision is approved the content will be updated on the site

Edit member

Gettysburg National Military Park Museum & Visitor Center

Publish

Preview Changes

Status: Published

Published on: Jan 30, 2020 @ 18:44

[Edit](#)

Submit Revision

Field editing area, different fields have different editing options, like a full content editor, image uploader, or checkbox fields to select various options

Submit Revision button, which creates a revision for review by DG

member info

Main Text

Paragraph **B** *I*      

Visual Text

The [Gettysburg National Military Park Museum & Visitor Center](#) is the official start to your Gettysburg visit.

[Plan your visit](#) and start with the [Film, Cyclorama & Museum Experience](#):

- See the film—A New Birth of Freedom—and set the framework for your Gettysburg visit.
- Experience the sights and sounds of Pickett's Charge in the iconic Gettysburg Cyclorama.
- Explore the rare artifacts and interactive exhibits in the Gettysburg Museum of the American Civil War.

Then, [tour the battlefield](#) and visit the legendary landmarks with a License

Hours of Operation

April–October: 8am–6pm
November–March: 9am–5pm
Closed Thanksgiving Day, Christmas Day and New Year's Day

Main Image



Seasonal and Conditional Content

- In member edit pages, there are field areas for the various seasons (pictured in the next slide), when information is added to these sections, depending on the season the content for the page will adjust when viewed on the site
 - There are also fields for the Group, Meetings, and Weddings sections of the site if applicable based on the categories given to a member listing

Seasonal Content

Spring Member Page Content

Teaser Text

Teaser Image

No file chosen

Main Content

Visual Text

Paragraph **B** *I*

Main Image

No file chosen

Summer Member Page Content

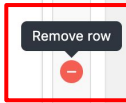
Spring page content, with fields for the teaser text and images, as well as the main text and main image for the member page

Multiple Value Fields

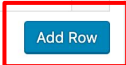
- Some Fields allow you to input multiple values, like the participating members for packages, and event dates (example in next slide).
 - To add a value to these fields simply click blue button at the bottom of the field titled “add row” and it will add another area to input a new value
 - To delete a field, hover over it and then click on the small button on the right with a minus “-” symbol

Participating Members

	Member	Offer
1	Gettysburg Heritage Center – Museum	Four (4) admission tickets to Gettysburg Heritage Center.
2	Courtyard Marriott Gettysburg	Two (2) nights accommodations
3	Gettysburg National Military Park Museum & Visitor Center	Four (4) admission tickets to Gettysburg National Military Park Museum & Visitor Center



Button to remove a row from the field group



Button to add a row to the field group

Viewing revisions in review

- To see revisions that you have submitted simply click on the revisions tab in the left sidebar menu, this will bring up a list of revisions that you have submitted.
 - Clicking on any of these will allow you to revise your revision that you have submitted for review, if further changes need to be made
 - You can also remove a submission by moving it to the trash on it's edit pages, or on the main revisions list page

Visit Gettysburg View package

Members
Coupons
Events
Packages
Packages
Add New
Revisions
Collapse menu

Edit package Revision [Add New](#)

2016 Cannons 'N Coasters Package

Package Details

Display Date	Effective Date	Expiration Date
02/06/2020	05/29/2016	09/24/2016

Participating Members

Member	Offer
Gettysburg Heritage Center – Museum	Four (4) admission tickets to Gettysburg Heritage Center.
Courtyard Marriott Gettysburg	Two (2) nights accommodations
Gettysburg National Military Park Museum & Visitor Center	Four (4) admission tickets to Gettysburg National Military Park Museum & Visitor Center

Publish

[Update Revision](#) [View](#)

Status: Pending Revision [Compare](#)

[Move to Trash](#)

Package Category

- Groups & Meetings
- Holiday
- Recreation & Rejuvenation

Page Attributes

Parent

(no parent)

Order

0

Button to update any further changes to a revision

Button to update any further changes to a revision

Revision section to view all of your submitted revisions