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 your member listing, coupons, events, and packages tied to your account.

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
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.
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.
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.
<table>
<thead>
<tr>
<th>Participating Members</th>
<th>Offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gettysburg Heritage Center – Museum</td>
<td>Four (4) admission tickets to Gettysburg Heritage Center.</td>
</tr>
<tr>
<td>Courtyard Marriott Gettysburg</td>
<td>Two (2) nights accommodations</td>
</tr>
<tr>
<td>Gettysburg National Military Park Museum &amp; Visitor Center</td>
<td>Four (4) admission tickets to Gettysburg National Military Park Museum &amp; Visitor Center</td>
</tr>
</tbody>
</table>

**Buttons:**
- **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.
Revision section to view all of your submitted revisions

Button to update any further changes to a revision

Button to update any further changes to a revision