User manual for CISV websites

Version 1.2

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1 Introduction

This manual guides editors to create and manage content in the WordPress backend of CISV websites.

If you are not very familiar with using Wordpress, you can find basic information as documented below. Please note that this information sources can be sometimes not on the last stand.
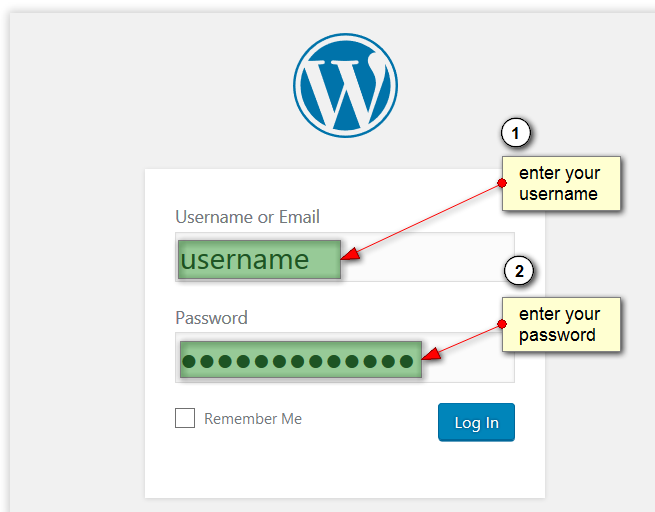
- https://make.wordpress.org/support/user-manual/content/editors/visual-editor/
  Some basic information using the Visual Editor for editing text content.

- https://codex.wordpress.org/Inserting_Images_into_Posts_and_Pages
  Basic instructions for inserting images in the Visual Editor

2 Login at the backend system

To login in the WordPress backend enter the address of your URL and append "**/cisvedit**" in your browsers address line. E.g. the login URL for the site **org.cms-cisv.org** is as follows:

org.cms-cisv.org/cisvedit

Now please enter your username and password:

3 Page areas

All pages of the website basically are structured in 3 areas:

1. **Header area**: Left you can find the logo, right there are the TOP navigation, optionally a search box and a graphical button. This area shows an all pages the same content
2. **Content area**: Here goes the main of the content you will edit. Of course, this content differs on every page
3. **Footer area**: In the upper half you can find some navigations, on the lower half there is the copyright, the logo and all social media buttons. This area shows on all pages the same content too.

4 Common rules for text elements

In further chapters you can find informations how to edit content elements. At some elements you can enter some titles, normal text (paragraphs), images, enumerations and so on. For such page content it is very important to comply with rules as described in the following subchapters. These rules are important for correct text formatting and on the other hand they are important for search engine optimization (SEO).

4.1 Usage of URLs (links)

In various situations, URL's (links) will be incorporated into texts or images. These URL's can either point to other **internal pages** or point to **external sites or subpages** on these sites.

4.1.1   URL's to external sites

If a link points to an external site or a subpage of this external site, the target () must be entered always **as absolute address**.

Examples:

- `<a href=`**`https://somenameofawebsite`**`" …>Some Website</a>`
- `<a href=`**`https://somenameofawebsite/subpage`**`" …>Subsite</a>`

When using external URL's, always and ever make sure it is existing externally (or as long as the website lives).

4.1.2   URL's to internal pages

In most cases, such URLs point to other internal pages. Especially with these internal links it is particularly important to note that the site is running on a test domain during development. And all these URL's are changing when the site is finally launched. For example a sample URL at development and after going live of a site:

- Page address while developing the site: `https://gloco.cms-csiv.org`
- Address of the same page after launch: `https://globalconference.cisv.org`

For this reason, it is important to use **relative addresses** for internal URL's. Otherwise, such URL's will generate 404 errors after going live.

There's 2 alternatives ways to support correct relative addresses for internal Links:

1. **Use only methods, elements, components, widgets**, … that the website content management system provides. Never ever anywhere will you write pure html code – be it in widgets' text or code portions, be it in a page text. Never. Let the website content management system do its stuff and trust that it will get all the URLs right. It should, as long as you've not done anything special. If it doesn't, claim the error to be corrected.

2. **Use relative linking** wherever possible. When needing any kind of URL anywhere in the system, always **skip the website's main URL**, the one linking to the homepage. I.e.: When wanting to write a URL "**`http://<somenameofawebsite>/<somepagename>`**" please enter only: "**`/<somepagename>`**" or "**`<somepagename>`**" (whether the slash is needed may depend on the CMS you are using; finding out is a matter of seconds. Try one way and if the system refuses to load the right content, try the other.). Because every webserver in the world knows how to deal with something like this. They just add **`http://<somenameofawebsite>`** in front of **"/<somepagename>**" and whatever URL `http://<somenameofawebsite>` really is, it will always be correct. Whatever you do with the site. Wherever it is moved. However it is renamed.

4.2 Importing text from other sources

If you assume text from other documents (e.g. DOCX or PDF), **please don't simply copy and paste** it. Text you insert here must be "plain text". That means, in most cases of copy and paste some format information will be inserted too. And such format information conflicts with the site intern formatting.

There are **two correct methods** to assume text via copy and paste from other sources:

Method 1: Intermedia step via Notepad application

First mark and copy the text in your document (DOCX, PDF, …) and paste it into an empty Notepad file. Doing this all formatting information is going lost. Now copy the text in Notepad again and paste it in your WordPress backend.

Method 2: Insert text directly in WordPress and use "Clear formatting" tool

Copy the text in your document (DOCX, PDF, …) and past it directly in the WordPress backend. Now leave the pasted text marked and click on **Clear formatting** tool (rubber icon) in the toolbar to remove all formatting information:
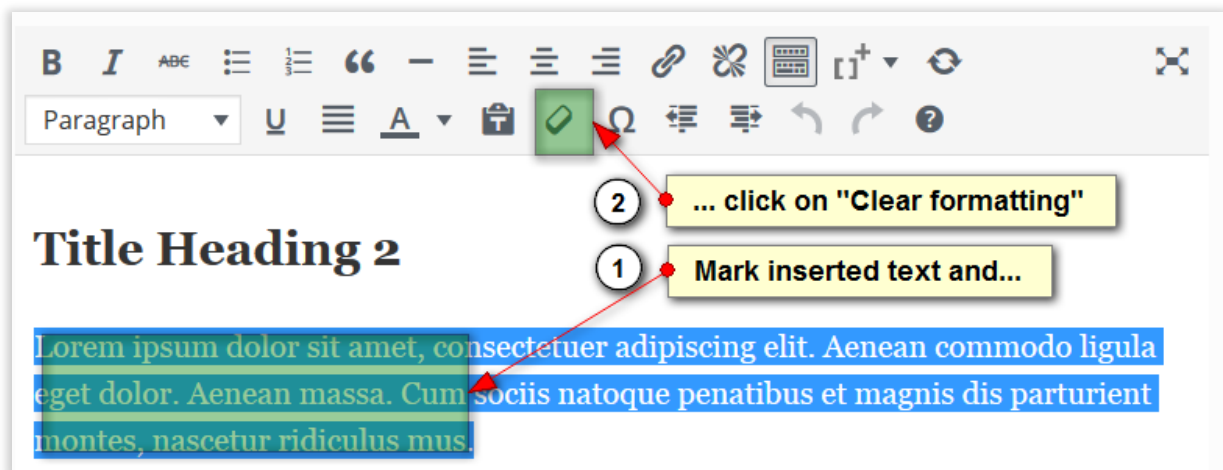

Irrespective of the method used the inserted text is now "plain text" and can be formatted with all the tools in the toolbar. E.g. format some text passages **bold** or *italic*, change the alignment of a paragraph (left, centered, right) and so on.

4.3 Structuring of titles and text

If you want to use titles and subtitles in the text first mark the relevant text and then use the following tool:
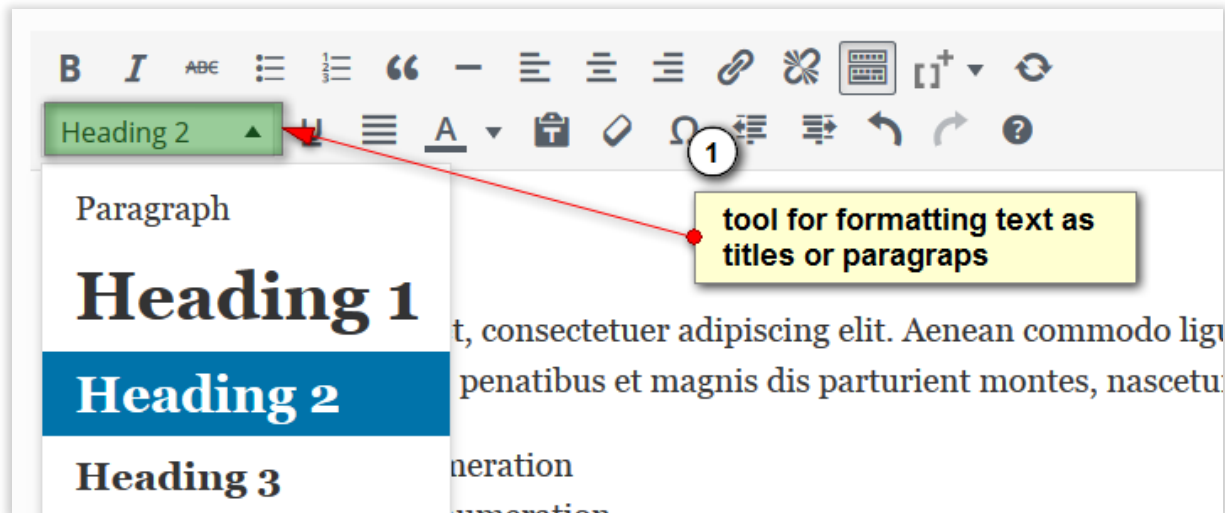
On using heading and subheadings the following rules must be observed:

1. Do **NOT** use **Heading 1**, because this will be automatic generated from the page title. And **Heading 1** may occur only once on a page
2. So start your first title with **Heading 2**
3. All titles (headings) must be sorted ascending. In other words, gaps are not allowed. E.g. **Heading 3** (and not **Heading 4**) must follow **Heading 2**:

| Correct	Incorrect
Heading 2 Paragraph, paragraph, paragraph … **Heading 3** Paragraph, paragraph, paragraph … **Heading 3** Paragraph, paragraph, paragraph … **Heading 4** Paragraph, paragraph, paragraph … **Heading 3** Paragraph, paragraph, paragraph …	**Heading 2** Paragraph, paragraph, paragraph … **Heading 4 (wrong!)** Paragraph, paragraph, paragraph … **Heading 3** Paragraph, paragraph, paragraph … **Heading 4** Paragraph, paragraph, paragraph … **Heading 6 (wrong!)** Paragraph, paragraph, paragraph …

4. **Heading 2** up to **Heading 6** can be used more than once on a page

4.4 Inserting images

If you want to insert images on a page, they must be uploaded first to the **Media Library**:
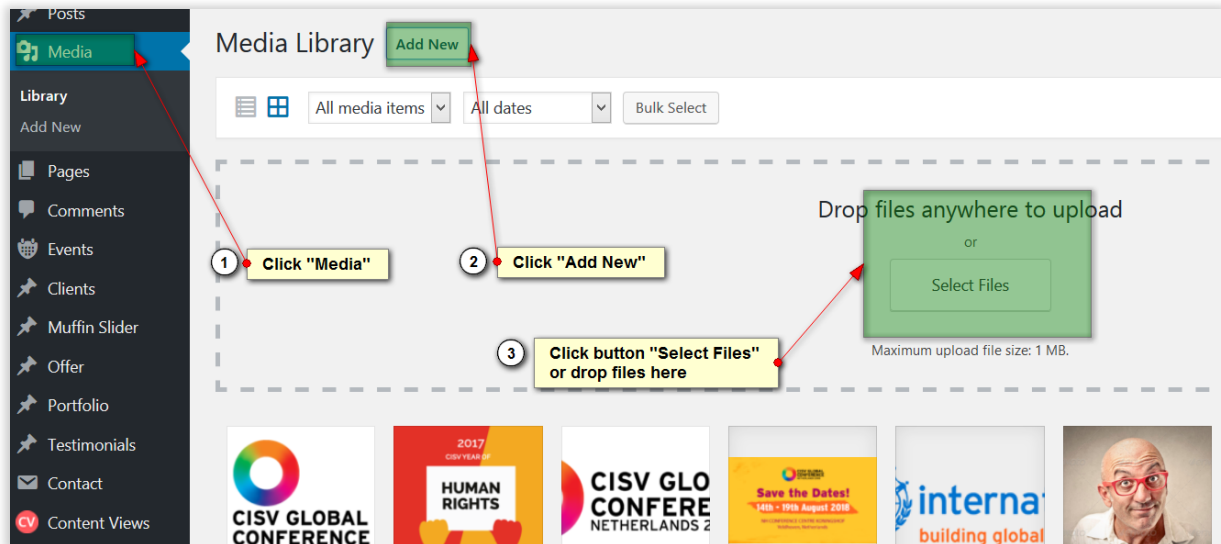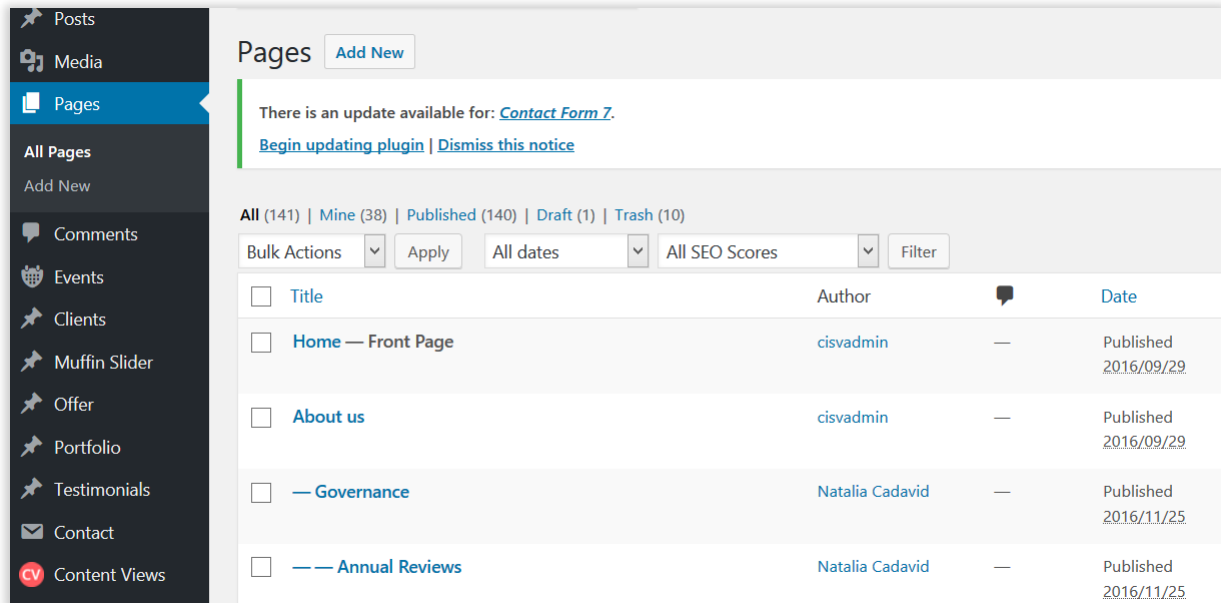

After the image has been uploaded successfully, please fill in the following fields:
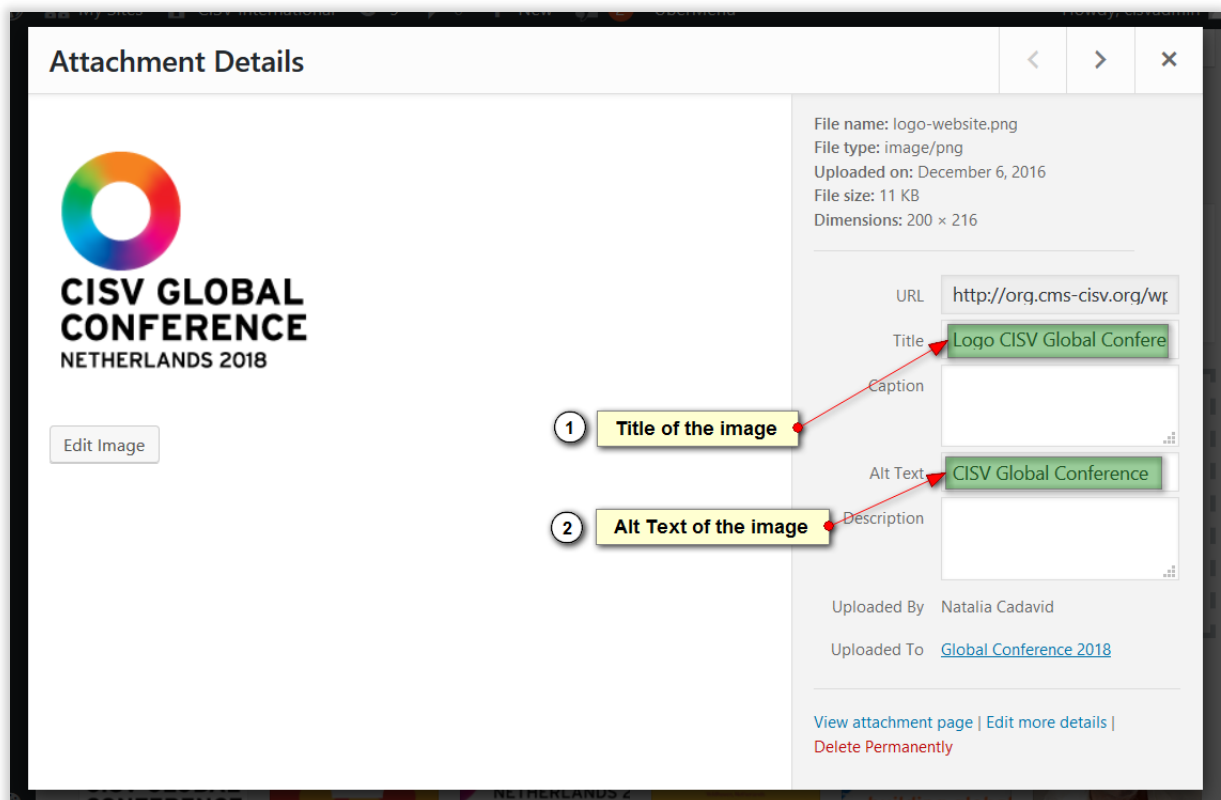
1. In **Title** please fill in a "speaking text", which describes the content of the image. This text usually will be shown on mouse hover in the frontend
2. In **Alt Text** please fill in a "speaking text" too. This text will be used e.g. by screen readers, who are used by blind users. On the other hand the Alt text is used by search engines, who can be named as blind users too: They cannot see images, therefore the content must be described here

5 Editing pages (basics)

On the left navigation of WordPress click item **Pages**. Now you can see a list of all existing pages:

For now here are the steps explained, to edit already existing pages.

The system provides two different modes for creating content on pages:

- Mode **WordPress**: This is the standard editor for editing page content and is suitable for rather "simple" pages. You can use the WYSIWYG-Editor (it is similar to very simplified WinWord) to work with titles, paragraphs, list items, alignment of text and so forth.

  Tip: Basic instructions for inserting images in the Visual Editor you can find here: https://codex.wordpress.org/Inserting_Images_into_Posts_and_Pages

- Mode **Muffin Builder**: This mode permits much more flexibility for arrangement and layout content elements. E.g. multi column, accordions, tabs and many more elements. And in this mode further complex elements like "CISV Featured Content", "CISV Call 2 Action" or "CISV Heading" can be used. A typical page, where mode **Muffin Builder** is used, is the start page of a CISV site.

Important is, that you can only use one of both modes for a page. So at creation time it is to decide, which mode will be used. A later switch from one mode to the other mode is possible but not recommended.

5.1 Editing a page in WordPress mode

As described in the chapter above, this mode is suitable for rather simple content. That means, the content is similar as you would edit a typical Microsoft Word document. Here you have similar tools for the layout of the content:

Step 1: Open the page you want to modify
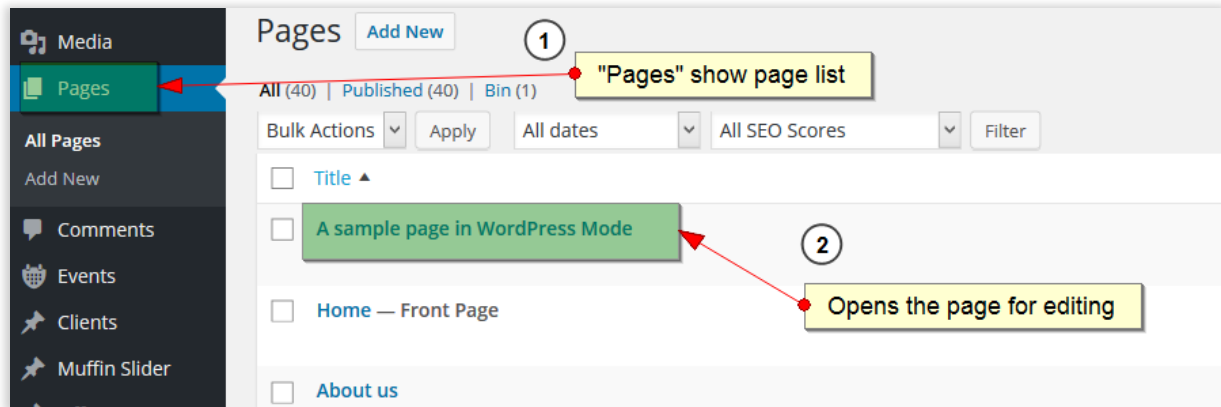
1. Click to **Pages** to open the page list
2. Click on the title of that page you want to edit

Step 2: The opened page ready for working
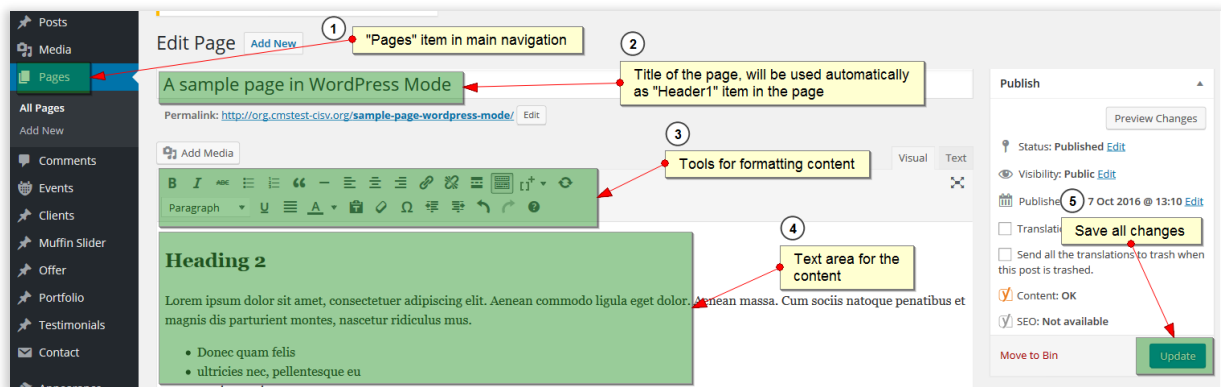
1. Click to **Pages**, select an existing page to start editing (not shown in picture)
2. The title of the page
3. Available tools to format text elements
4. The text area, where content is entered
5. Don't forget so save your work by clicking on **Update**
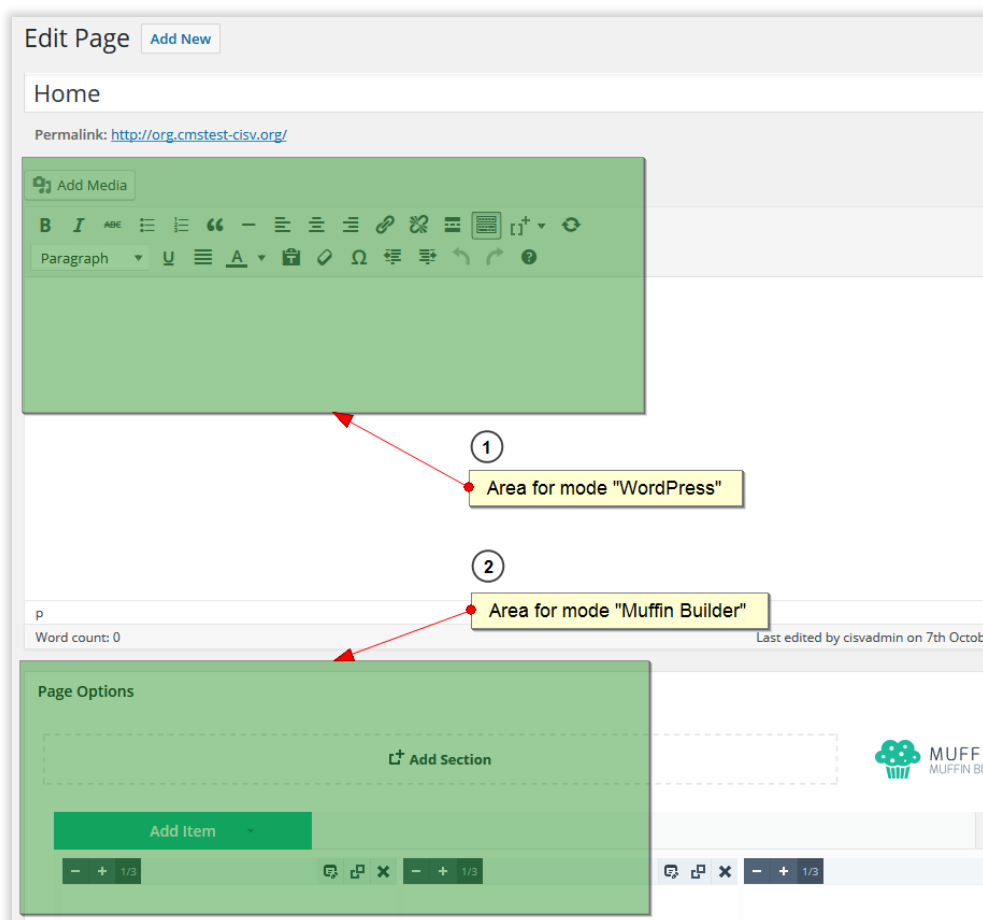
5.2 Editing a page in Muffin Builder mode

To edit sites in mode **Muffin Builder** explained on the start page of the site: page **Home**.

Step 1: Open page **Home** for editing
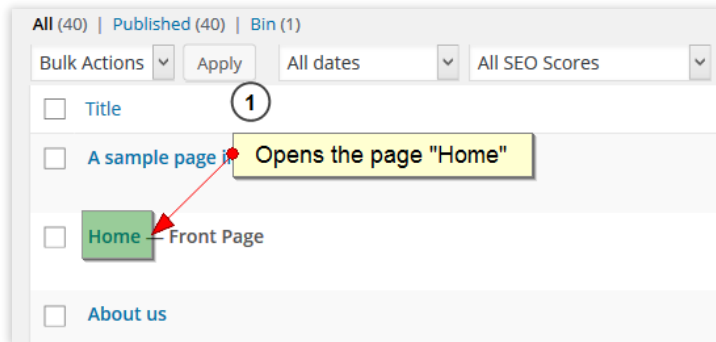
1. Click on the title of page **Home** in the page list

Step 2: Overview of mode **Muffin Builder**

1. This area is not used here in mode **Muffin Builder**, so please leave it empty
2. Instead use section "Page Options" for editing content with the **Muffin Builder**. After you have entered the first content element here, the page is automatically in mode "Muffin Builder" and only this elements will be shown in frontend. All content which is possibly in area "Wordpress" will be ignored and not displayed in frontend

6 Content Elements in Muffin Builder mode

Using **Muffin Builder mode** editing content offers a series of different content element types.
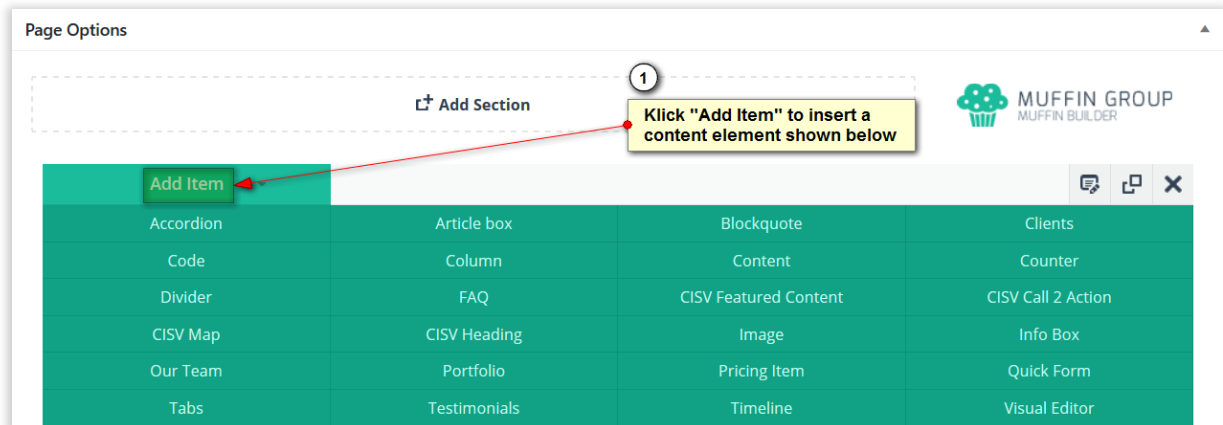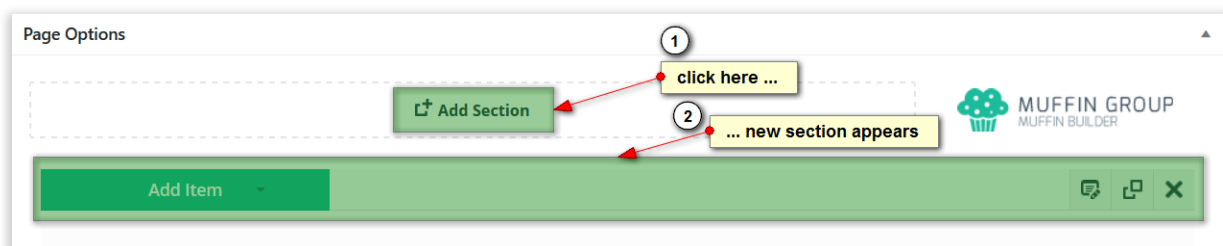

As you can see above, there are 24 element types you can choose and use.

Subsequently you will find a more detailed description of a subset (often used) of all these content elements.

6.1 Add a section

Before you can add any content element, you have to add a section:

1. After you click **Add Section** …
2. … the new Section appears

Note: Every page in Muffin Builder mode has **at least one section**. But a page can (and normally has) more than one section. You can imagine a section as an area (or better as a line), which can contain one or more content elements. The easiest situation is, that one section contains one content element where the element takes 100 percent of the page width. Another situation can be, that a section contains 2 columns, each takes 50 percent of the page with. This is called multicolumn content too. As a maximum a section can take 4 columns, each 25 percent of the page with.

After creation of a section you can add one or more content elements. Every time adding an element it starts with an own column setting: 1/4, 1/3, 1/2, 2/3, 3/4 or 1/1. This values stands for:

Value	Column takes this part of page width
1/4	25%
1/3	33.3%
1/2	50%
2/3	66.6%
3/4	75%
1/1	100%

This is what we've learned about sections and content elements in this chapter:

- Each page contains one or more sections
- Every section contains one content element or more content elements (multicolumn)

Let's apply this knowledge with the next 2 chapters. We will build up a page with 2 columns (both 50%). The left one will contain a content element of type **Visual Editor**, the right column will contain an element of type **Image**.

6.2 Content element "Visual Editor"

The definitely most used content element is the **Visual Editor**. Using it, you can enter titles, descriptions, enumerations and some other typically text editing like you would do it e.g. with WinWord, however in a more simple way.

Here a small example. We insert a content element **Visual Editor** in a left column with a width of 50%:
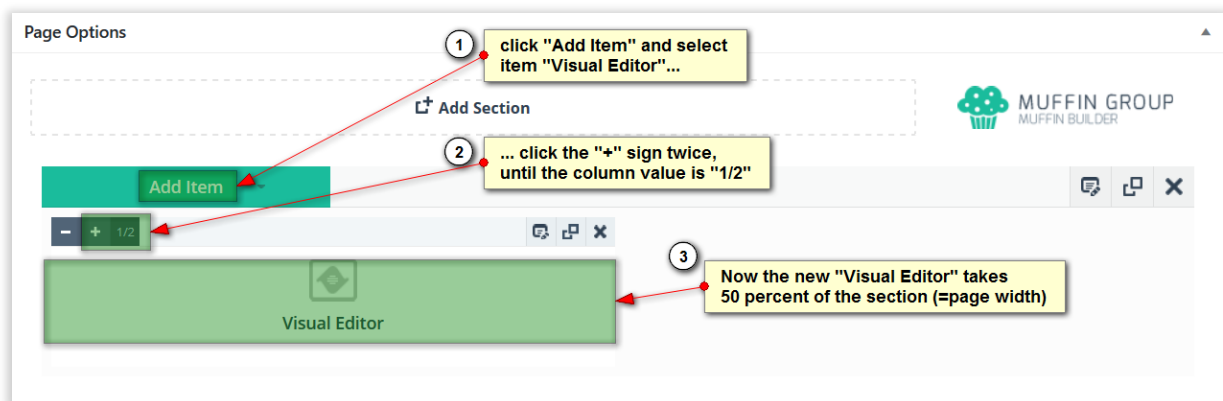
1. In the empty section click on **Add Item** and select **Visual Editor** (not visible in picture)
2. The new element **Visual Editor** appears in the section with initially column value "1/4" (25%). Click the "+" sign twice until the column value is "1/2" (50%)
3. Now you can see the new content element **Visual Editor**, which takes 50% of the page width

Now the content can be entered:
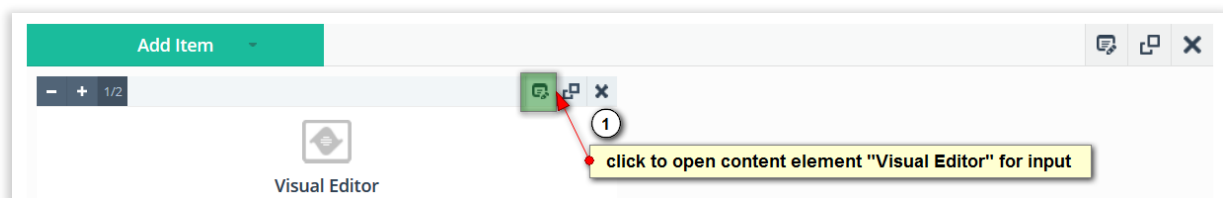
Now the **Muffin Builder** area will be replaced with the input form for the **Visual Editor** element:

As you can see in the picture, now you can enter some text. In the picture above first a **header** of type *Heading 2*, afterwards a normal **paragraph** and finally a **enumeration** ("Bulleted list")

Finally press the lower right button **Save changes**. Don't forget to save the whole page with the upper right button **Update** (not visible in image above).

Now change to the frontend and see your entered content:

6.2.1   Inserting pure HTML- or JavaScript-Code

In rare cases it is necessary to insert HTML or JavaScript code within the normal text content. Typically these are videos, I-frames, or other script fragments. In such cases, a so-called "**short code**" must be used. Otherwise, the code can be converted to normal text by storing the text. Then the code is not interpreted by the browser, but displayed as normal text.

So you first have to create a "custom field"…

… and fill it

1. Enter the name of the **custom field** (it MUST start with "CODE"), this name will be the **short code**
2. Enter here your script code (HTML, JavaScript,…)

And now you can embed this code anywhere in the text of this page with a **short code**:

1. Embed the short code using a percentage sign (%) before and after the **custom field** name

6.3 Content element "Image"

As started in the previous chapter with a little sample, now here we add a content element of type **Image** on the right half of the section using the remaining 50% of the page width:
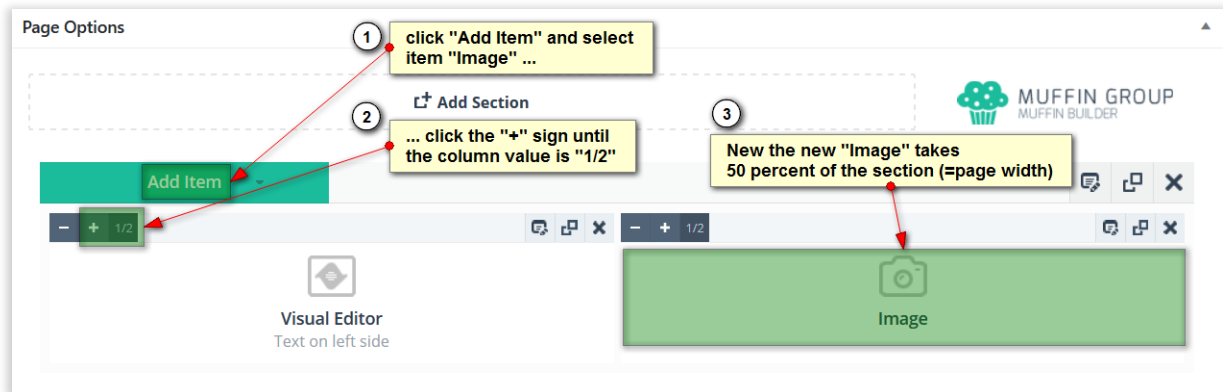

1. In the already existing section click on **Add Item** and select **Image** (not visible in picture)
2. The new element **Image** appears in the section with initially column value "1/4" (25%). Click the "+" sign twice until the column value is "1/2" (50%)
3. Now you can see the new content element **Images**, which takes 50% width on the right side

Now the image can be inserted:
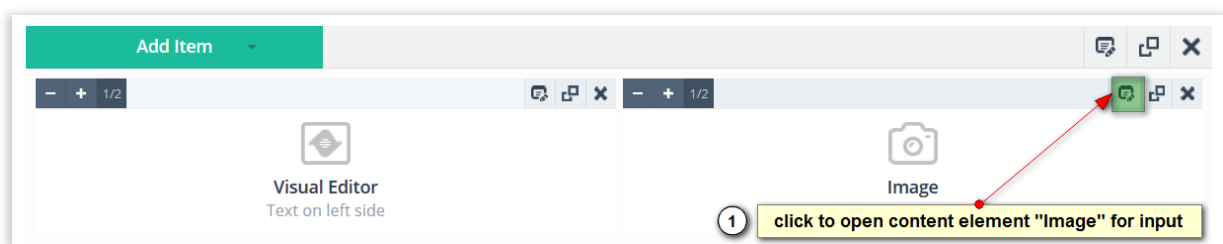
Now the **Muffin Builder** area will be replaced with the input form for the **Image** element:
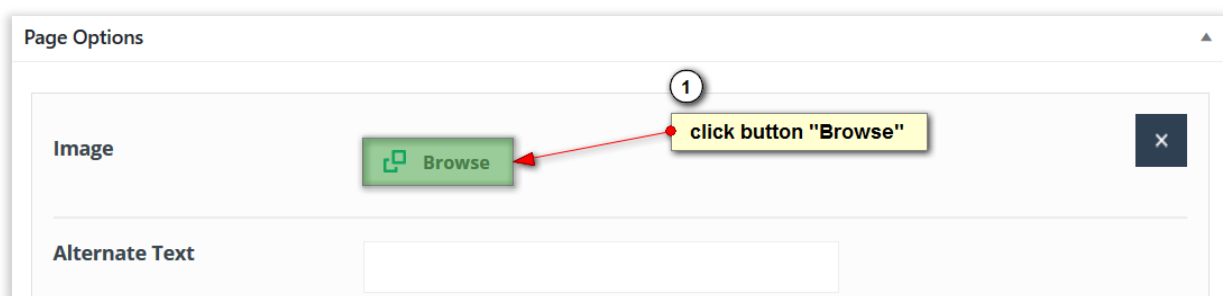
Afterwards fill in other fields:

1. Enter the **Alternate Text** which is important for search engine optimization an blind users (please refer to chapter 4.4)
2. Enter the **Caption**. The caption will be displayed in the frontend below of the image. This input is optional
3. If you want, that the image is a link, enter here the link address …
4. … and decide if the linked page will be opened in the same window ("**No**") or in a new browser tab ("**Yes**")
5. Finally press the lower right button **Save changes**.
6. Don't forget to save the whole page with the upper right button **Update** (not visible in image above).

Now change to the frontend and see your entered content:
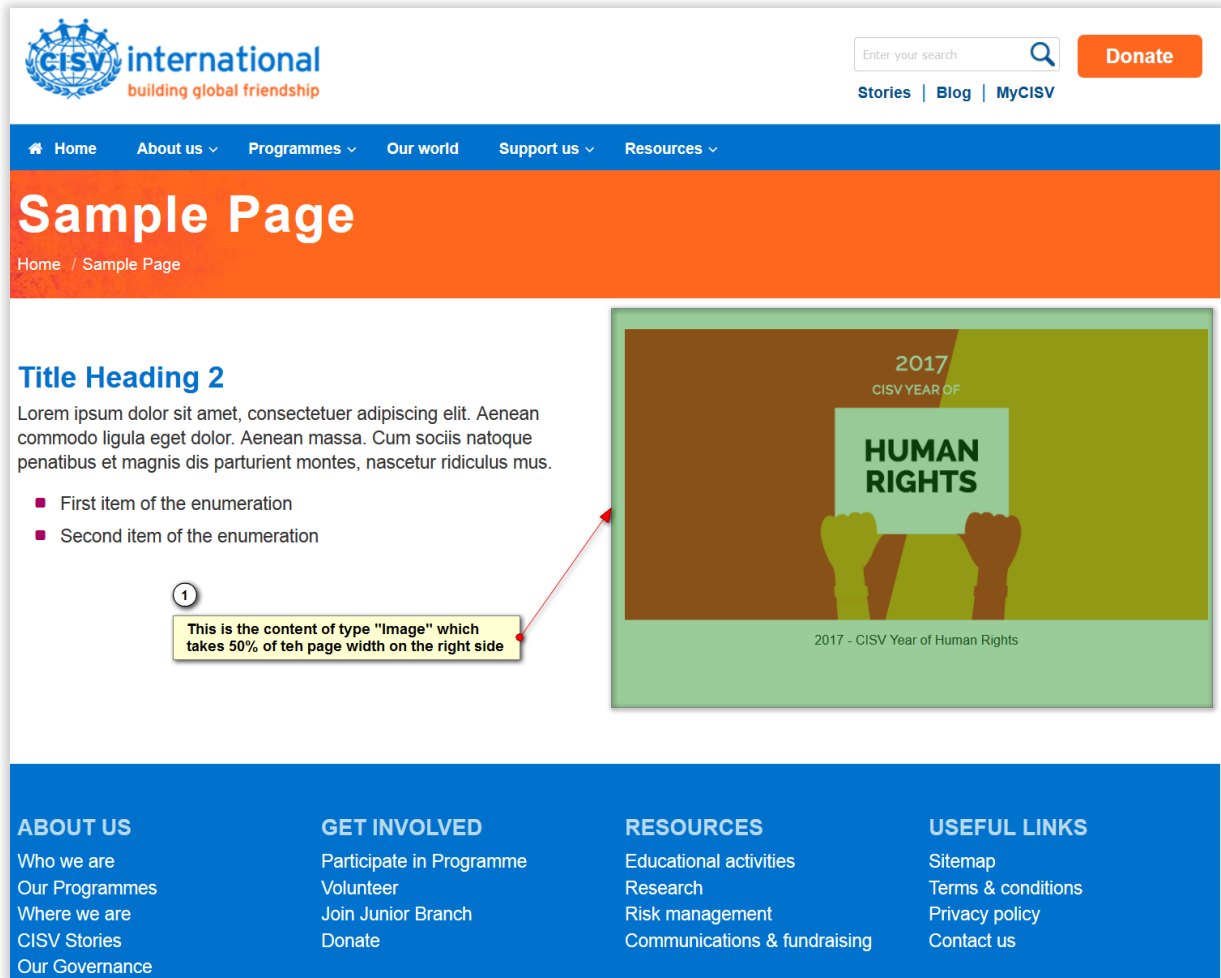
6.4 Content element "CISV Call 2 Action"

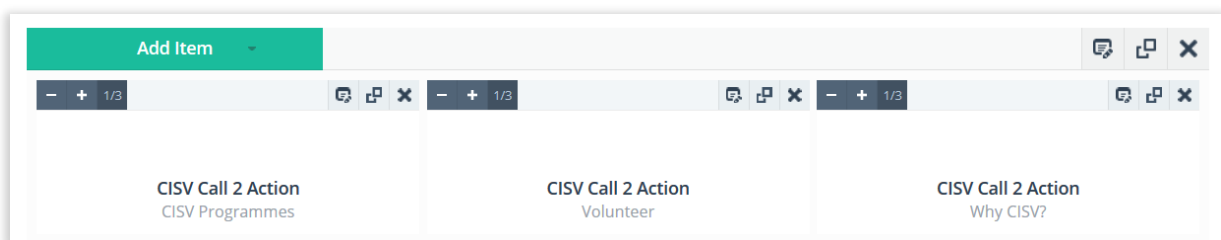The content element **CISV Call 2 Action** looks at the frontend as follows:

Or it can look as follows:

If you compare both pictures above, they differs mainly in the position of their title: In the first picture the title is **above the text**, in the second picture it is **below the text**.

Let's have a look how to edit such **CISV Call 2 Action** content element in the backend. In the backend of the first sample the section of 3 pieces of **CISV Call 2 Action** content elements looks like:

Now click on the **Edit** icon on the leftmost content element **CISV Call 2 Action** to start editing for this element:

Page Options

Title
CISV Programmes

① enter "Title", because we want to show the title above the content

Content
Participate in a
CISV programme

② enter "Content", you can use also HTML code like "<br />" (line break)

Title bottom

Here you can enter a bottom title, which is displayed after the content. Use this to enter title instead of the title above.

③ leave "Title bottom" emtpy, because we will use "Title" above the content

Image

④ select an image from the mediathek

✖ Remove Upload
Here you can upload a image.

⑤ enter a link address

Link
/participate-in-a-programm/

⑥ the linked page sould be opened in the same window

Open in new window
No

Adds a target="_blank" attribute to the link.

Save changes

1. Enter a **Title**, if you want to show the title above the content
2. Enter the **Content**, here you can use HTML code (e.g. "<br />" for a line break)
3. Enter a **Title bottom**, if you want to show the title below of the content
4. Select an **Image** from the **Media Library**. Hint: The optimal dimension for pictures in this content element is 120 x 120 pixel
5. Enter in **Link** the address of the page you want to link to. If this link is an external link, please fill in the whole address (e.g. "http://www.cisv.org/"). If this link refers to an site internal page, you can enter a relative URL (as you can see in the sample above)
   → IMPORTANT: Please refer to chapter 4.1.2 for linking to internal pages!

6. Select **No** to open the linked page in the same browser window, select **Yes** to open the page in a new browser window

6.5 Content element "CISV Heading"

To divide e.g. text elements you can use the content element **CISV Heading**:

have given countless children and young people the experience of their lives and the opportunity to build lasting friendships through our international educational programmes.

Title of CISV Heading
This is the content of CISV Heading. This is the content of CISV Heading. This is the content of CISV Heading.

Our innovative, fun, non-formal peace education 'learning by doing' programmes begin with our original and unique Village programme for 11-year-olds. We offer an exciting blend of seven international camp-based, family exchange and local community programmes. We aim to help our

So you can insert the content element **CISV Heading** as follows:

1. Click **Add Item** and select **CISV Heading**
2. Arrange the new element e.g. between the two Visual Editor elements
3. Start editing for the new content element **CISV Heading** by clicking the **Edit** icon

In the edit mode of CISV Heading you can enter your text and select an icon:

cool IT
IT consulting | online marketing
individual training | software development

Page Options

Title	Title of CISV Heading	① **Title of the Heading**
Content	This is the content of CISV Heading. This is the content of CISV Heading. This is the content of CISV Heading.	② **Content of the Heading (optional)**
Icon	Globe	③ **Select icon**
	Please select an icon type	
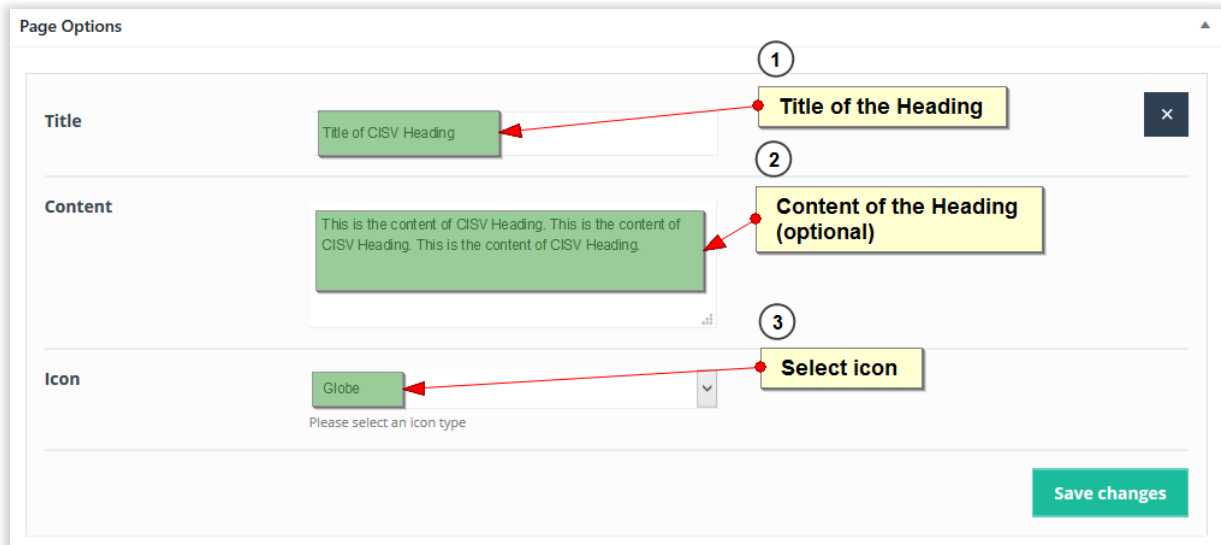
Save changes

6.6 Content element "Accordion"

In the following sample the content element **Accordion** looks at the frontend like this:

- Above the **Accordion** you can see the Title "*Title of the accordion*"
- The Accordion contains 3 tabs
- The 1st one tab is initially opened

You can edit such **Accordion** in the backend doing the following steps: First the new content element of type Accordion will be inserted and expanded to the full with of the content area:
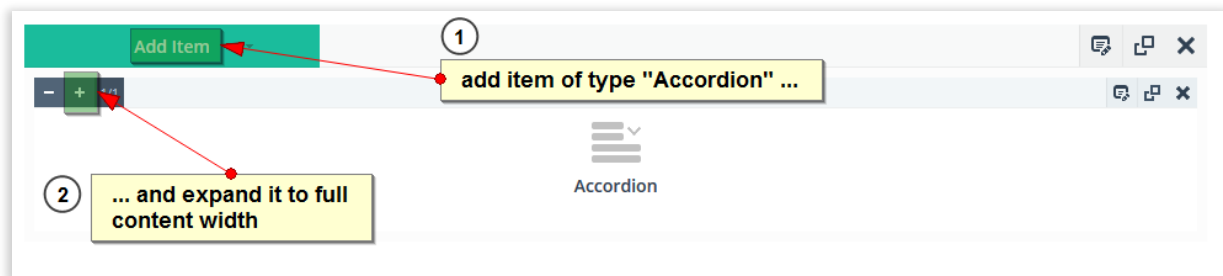
1. Click on **Accordion** in "Add Item"
2. Click icon "**+**" until the Accordion takes full content width (value "1/1")

IT consulting | online marketing
individual training | software development
cool IT

Now click on **Edit** at the new created **Accordion** content element and start editing three tabs:

1. Enter the **title** of the Accordion. This input is optional.
2. With **Add tab** you can create a new tab and …
3. … fill in the **Title** and the **Content** of this tab. Repeat step 2 and 3 two times for the 2nd and 3rd tab
4. Set **Open First** to "Yes", if you want to open the first tab when the Accordion is displayed in frontend
5. Don't forget to **Save changes** and **Update** (not visible in image above)

6.7 Content element "Tabs"

The content element **Tabs** is similar to the content element **Accordion**. The difference is the layout and the functionality, that in **Tabs** you can only see one section at one time.

In the following sample the content element **Tabs** looks at the frontend like this (here two variants shown, type *horizontal* and type *vertical*):

Title of tab one   Title of tab two   Title of tab three

This is the content of tab one. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want.

Title of tab one

Title of tab two

Title of tab three

This is the content of tab one. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want. This is the content of tab one. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want. You can enter as many text as you want.

You can edit such **Tabs** elements in the backend doing the following steps: First the new content element of type Tabs will be inserted and expanded to the full with of the content area:
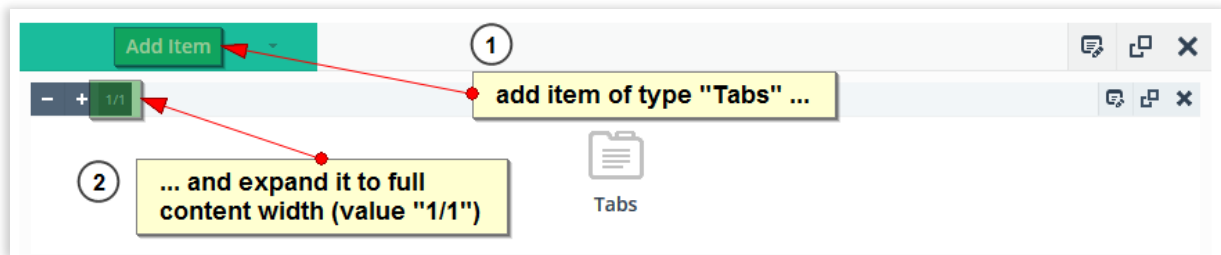
1. Click on **Tabs** in "Add Item"
2. Click icon "**+**" until the Tabs element takes full content width (value "1/1")

Now click on **Edit** at the new created **Tabs** content element and start editing three tabs:
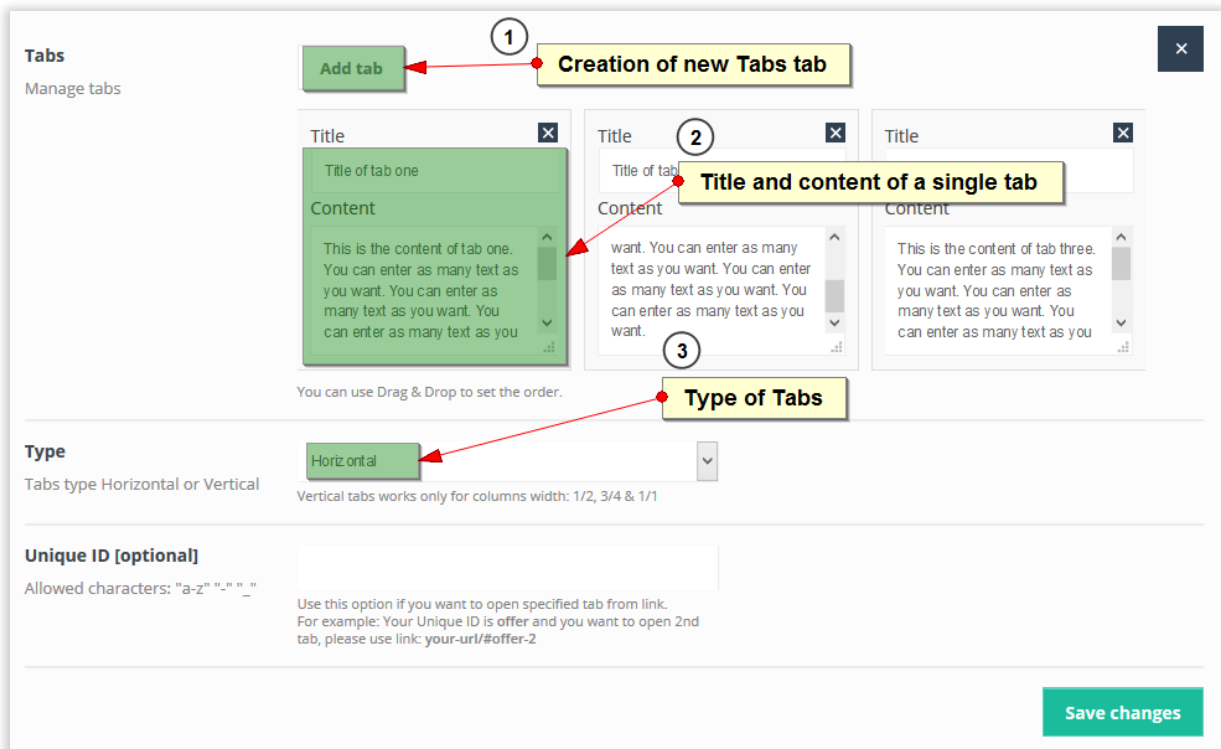
1. With **Add tab** you can create a new tab and …
2. … fill in the **Title** and the **Content** of this tab. Repeat step 1 two times for the 2nd and 3rd tab
3. In **Type** choose the desired type of the Tabs element. In the frontend examples above the first sample is of type "*Horizontal*" and the second sample is of type "*Vertical*".
4. Don't forget to **Save changes** and **Update** (not visible in image above)

6.8 Content element "Our Team"

A content element **Our Team** may look in the frontend like this:
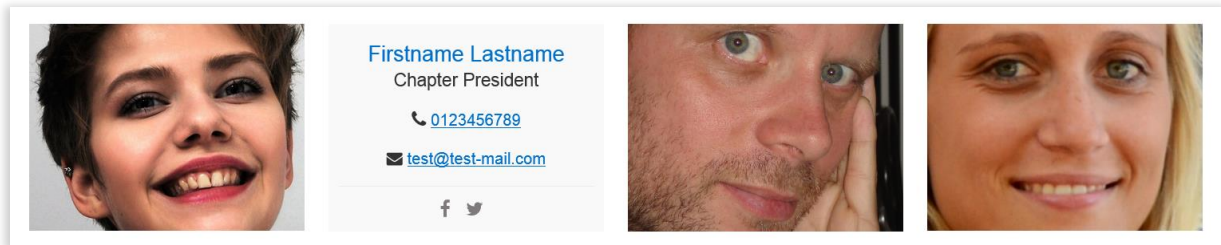
Note: Because the mouse was moved over the second picture, the picture has turned and all contact date of this team member are displayed.

In our sample above 4 team members should be displayed per row. In the backend first create the first content element **Our Team** and set the width to value "1/4":
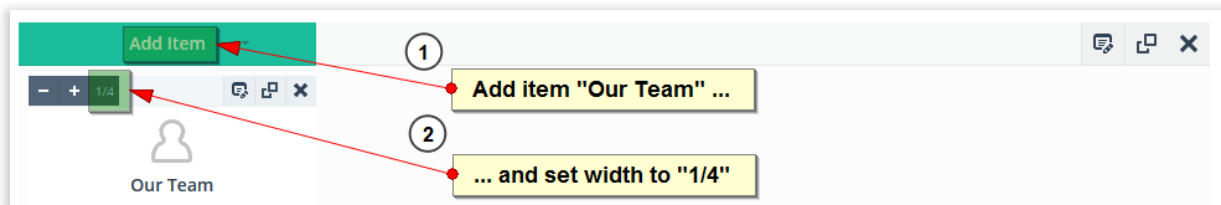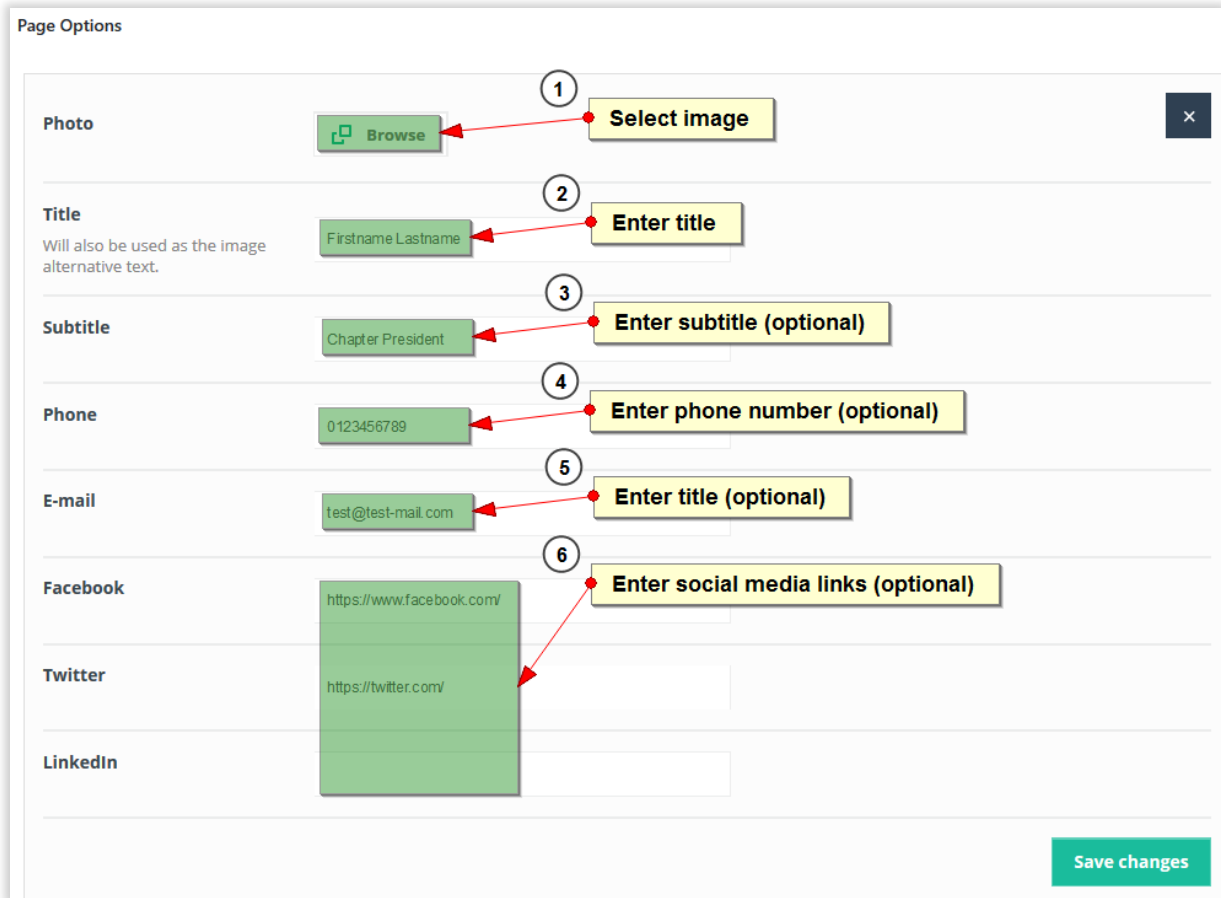

Now the new created **Our Team** element can be easy cloned as follows:
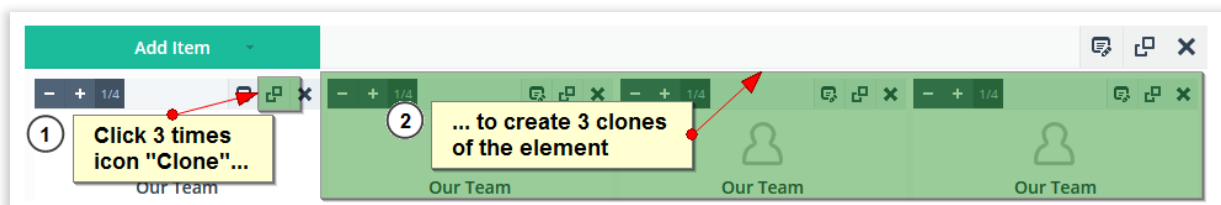
1. Click 3 times to icon "Clone"
2. On each click one new content element will be created. And the preset of width "1/4" will be accepted automatically

All content elements **Our Team** are now have been created. Finally each of them must be filled with data. Therefore:

1. Select a image (Photo). **Note:** All photos (in our example 4) should have the same aspect ratio (width x height). Otherwise the pictures in the frontend are different in height.
2. In **Title** enter the name of the team member (in example above "*Firstname Lastname*")
3. In **Subtitle** you can enter e.g. the role of the team member (optional, in example "*Chapter President*")
4. In **Phone** you can enter a phone number (optional)
5. In **E-mail** you can enter the e-mail address (optional)
6. Here you can enter social media links of the team member (optional)
7. Don't forget to **Save changes** and **Update** (not visible in image above)

All "optional" fields are not displayed in frontend, if not filled.

6.9 Content elements for list views of events

There are four different content elements available for the presentation of events in list form:

1. Content element **CISV Event Tiles**
2. Content element **CISV Programmes Tiles**
3. Content element **CISV Events List with Pictures**
4. Content element **CISV Events List Long**

Note: *For Details on editing events, please see chapter "14.2 Edit events".*

Events and programmes*" to understand some terms used in this chapter and the subchapters.*

With these four content elements, you have the flexibility to present events and programmes in different views. Let's look at these four variants in detail.

6.9.1   Content element "CISV Event Tiles" and "CISV Programmes Tiles"

With content element **CISV Event Tiles** and **CISV Programmes Tiles** you can show information's about events and programmes in a special list form. Both content elements are identical at the configuration in the backend, they only differs in the frontend.

Here examples in comparison for both content elements in the frontend:

Please ignore the both content elements CISV Heading (blue lines "CISV Events Tiles" and "CISV Programmes Tiles") above, they are used only to separete that content elements are discussed in this chapter.

In the upper area you can see the **CISV Events Tiles** and the lower area shows the **CISV Programmes Tiles**. Both content elements are configured in the backend in the same way (same categories), so they show the same 3 events. As you can see the **CISV Events Tiles** shows a little bit more information than **CISV Programmes Files**. And you can see that the 3rd (blue) element do not show a photo, because for this event there is no "featured image" configured. That's why a "default image" (CISV Logo) is displayed. And you can see, that all 3 events are

colored different. The reason is, that all 3 events are different in the category and different categories will be displayed with different colors.

More Details for events und programmes you can find in chapter "*0.*

*Events and* programmes*"* as already mentioned before.

The main idea is to present events and programmes in their list view in a slightly different way. As you will see, the detailed view (after clicking on an event in the list view) of both content elements is again identical. And the data source for events and programmes is identical too: Both are always events.

But now let's have a look in our backend to create e.g. a content element **CISV Programmes Tiles**:
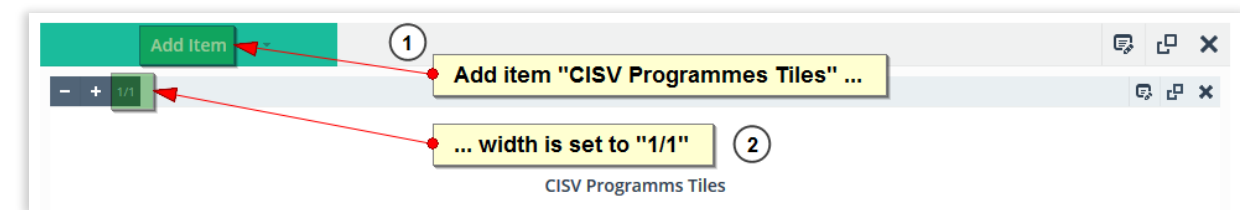
- Add the new item of type **CISV Programmes Tiles**
- The width is set to value "1/1" (full content width) and can't be changed

Now click on icon "Edit" to start editing for the new created **CISV Programmes Tiles** (this settings are the same as for **CISV Events Tiles** !):
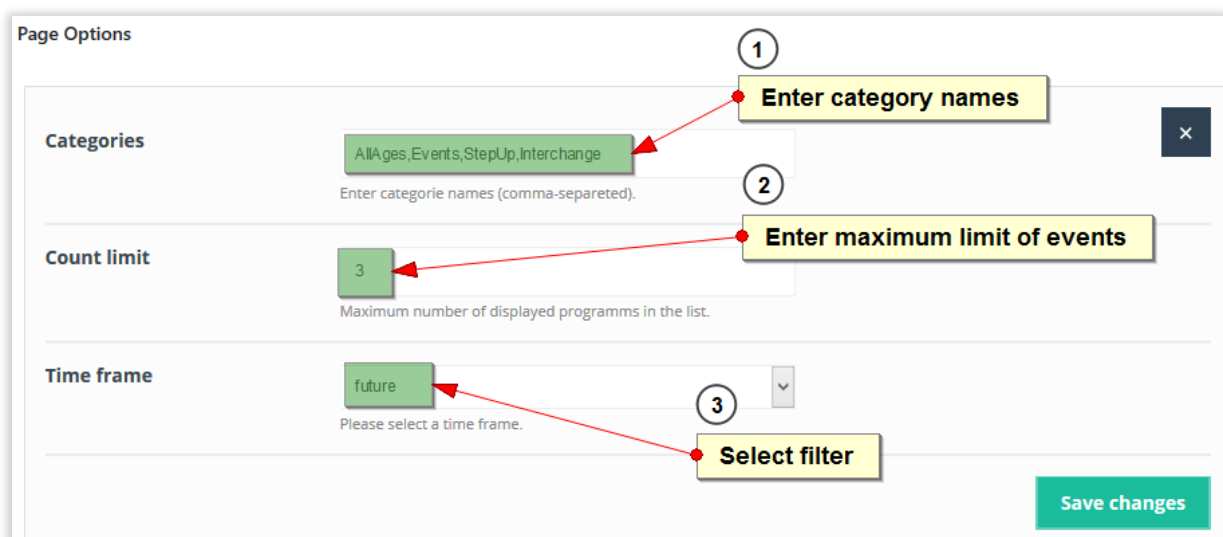
1. In field **Categories** enter one or more **category names** to restrict the events you want to show in the list. Several category names must be separated by a comma sign. In the sample above, all events belonging to categories "AllAges", "Events", "StepUp" or "Interchange" should be displayed. Therefore the input is:
"AllAges,Events,StepUp,Interchange"
2. In field **Count limit** enter a numeric value of the maximum number of events should be displayed. Or leave it empty to display all available events.
3. In Option **Time frame** please select an option (default option is "*future*"). Following options are available:
→ "*future*": show only events in the future, sorted by date ascending
→ "*past*": show only past events, sorted by date descending
→ "*today*": show only events for the current day
→ "*tomorrow*": show only events for tomorrow
→ "*month*": show all events of the current month, sorted by date ascending
Please note: Some of these options are of course only useful when daily events take place. If the choice is unfavorable, the results can be slightly empty!
4. Don't forget to **Save changes** and **Update** (not visible in image above)

6.9.2 Content element "CISV Events List with Pictures"

With content element **CISV Events List with Pictures** you can show information's about events in a special list form.

Here is the example for the content element **CISV Events List with Pictures** in the frontend:


- On the left side you can see the picture "featured image". If such picture is not configured you can see a "default image" (CISV Logo) is displayed, like for the last event above
- On the right side you can see "City/Town", date and hour range, "Excerpt" and in the last line "contact_person", "contact_email" and "contact_phone". In the examples above all

elements are configured for each event. But all this information is optional and can be missing if they are not configured.

- And each event is colored different, depending on the "color_category" which is choosen
- Each event entry is a link. Clicking it leads to the event detail view.

In the backend the content element **CISV Events List with Pictures** can be created as follows:
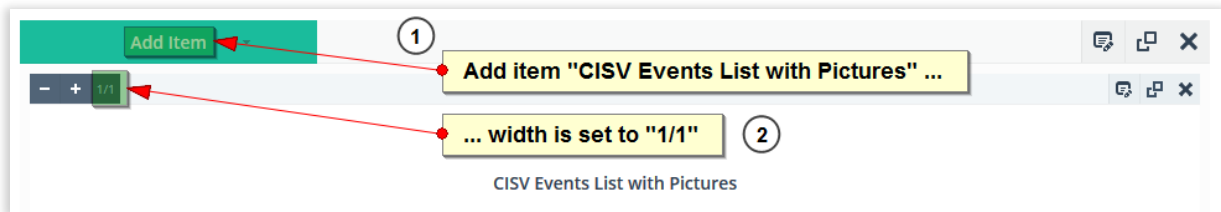
- Add the new item of type **CISV Programmes Tiles**
- The width is set to value "1/1" (full content width) and can't be changed

Now click on icon "Edit" to start editing for the new created **CISV Events List with Pictures**:
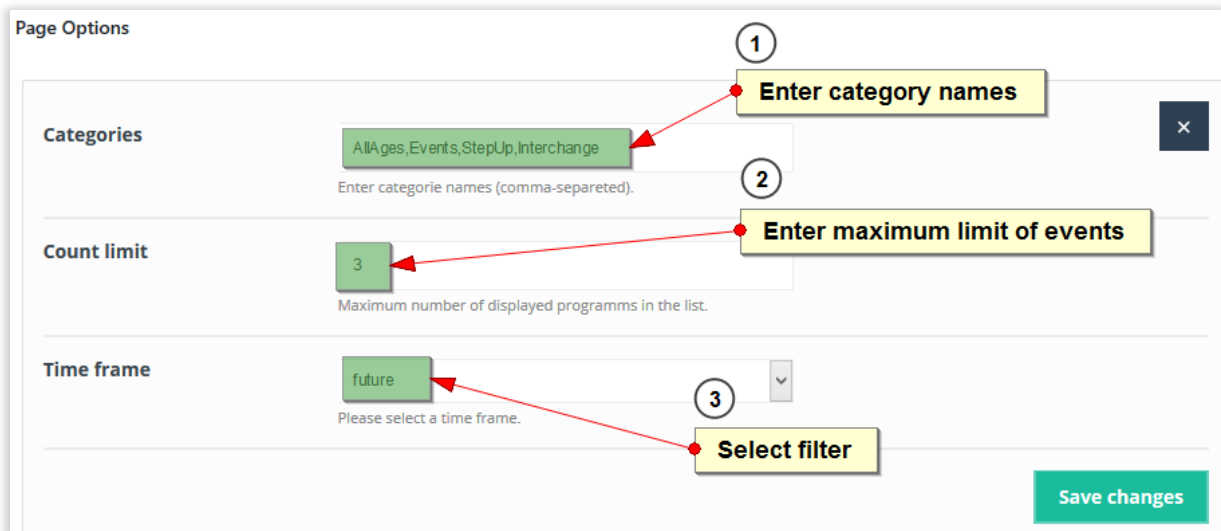
Note: The description of these three settings is identical with editing content elements **CISV Event Tiles** and **CISV Programmes Tiles**, please refer to chapter 6.9.1 'Content element "CISV Event Tiles" and "CISV Programmes Tiles"' for more information.

6.9.3 Content element "CISV Events List Long"

With content element **CISV Events List Long** you can show information's about events in a special list form.

Here is the example for the content element **CISV Events List Long** in the frontend:

1. **Image**: You can specify one image, which is displayed on the left of the **List of events**. If no image is specified, the list will take the whole content width
2. **List of events**: In this list for each event the "title of the event", "date and hour range" and "City/Town" is shown
3. **Description**: If a "Content" is specified, it will be displayed below the list

In the backend the content element **CISV Events List Long** can be created as follows:
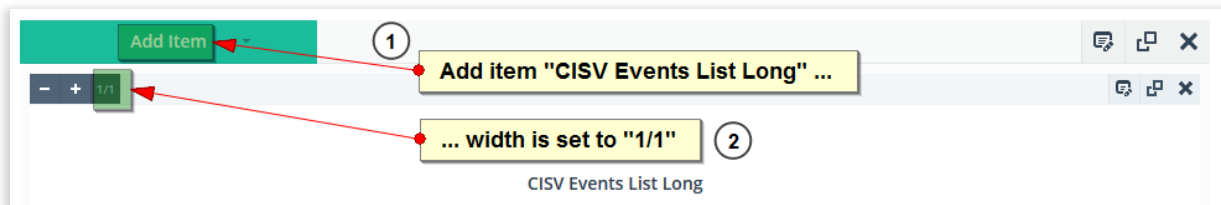
- Add the new item of type **CISV Events List Long**
- The width is set to value "1/1" (full content width) and can't be changed

Now click on icon "Edit" to start editing for the new created **CISV Events List Long**:

1. **Image**: You can specify one image, which is displayed on the left of the **List of events**. If no image is specified, the list will take the whole content width
2. **Content**: Here you can enter a text which will be displayed below the list
3. In field **Categories** enter one or more **category names** to restrict the events you want to show in the list. Several category names must be separated by a comma sign. In the sample above, all events belonging to categories "AllAges", "Events", "StepUp" or "Interchange" should be displayed. Therefore the input is:
"AllAges,Events,StepUp,Interchange"
4. In field **Count limit** enter a numeric value of the maximum number of events should be displayed in the events list. Or leave it empty to display all available events.
5. In Option **Time frame** please select an option (default option is "*future*"). Following options are available:
   → "*future*": show only events in the future, sorted by date ascending
   → "*past*": show only past events, sorted by date descending
   → "*today*": show only events for the current day
   → "*tomorrow*": show only events for tomorrow
   → "*month*": show all events of the current month, sorted by date ascending
   Please note: Some of these options are of course only useful when daily events take place. If the choice is unfavorable, the results can be slightly empty!
6. Don't forget to **Save changes** and **Update** (not visible in image above)

6.9.4 Event Detail Page

In the chapters before the creation of the content types **CISV Event Tiles** and **CISV Programmes Tiles**, **CISV Events List with Pictures** and **CISV Events List Long** has been explained.

All of these elements show events in list form, where each event is a link. Clicking on an event link leads to the detail page of this single event. And this single page shows the same information for all content elements like this:
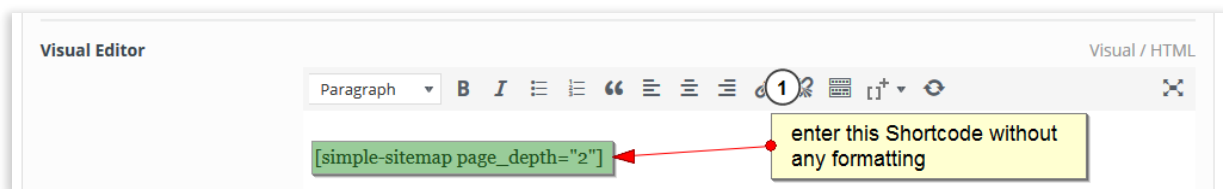
7 Sitemap

There exists a very simple method to insert a **HTML Sitemap** at any place in your content you want. Such a **HTML Sitemap** looks like follows in the frontend:
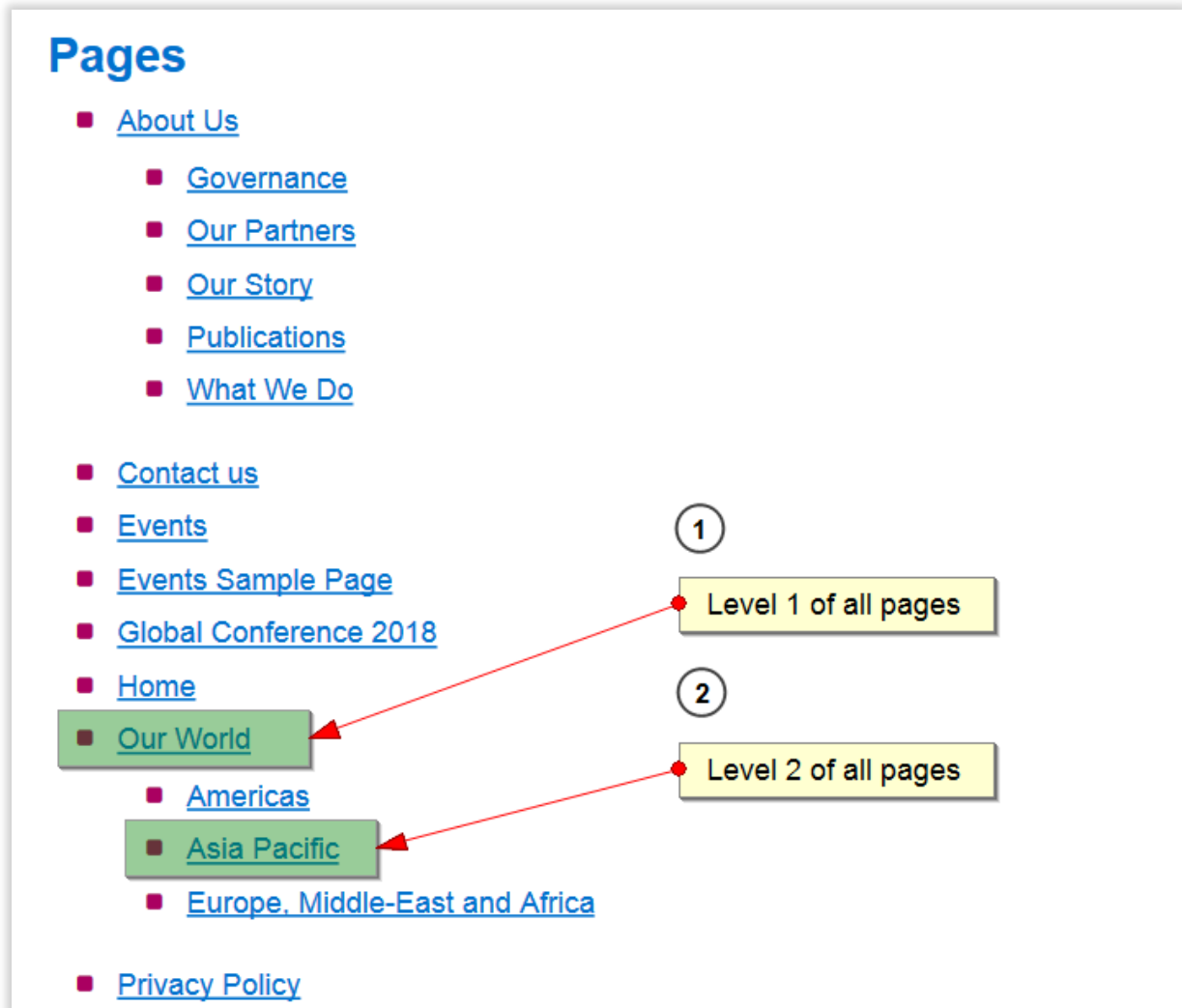
To show such a **HTML Sitemap** you only have to insert a **Shortcode** inside of a content element **Visual Editor** (please refer to chapter 6.2) as follows:

1. The minimum of this Shortcode ist `[simple-sitemap]`. The additional attribute `page_depth="2"` means, that 2 levels of depth should be displayed in the sitemap. Omitting this attribute will show all available levels of depth.

8 Inserting MAPs

There exists two methods to insert maps in the page content. The functionality of the inserted maps is basically equal for both methods. The difference is, that for both maps the links in the map can be configured different.

8.1 Method "CISV Map"

This method is simple and intended for using for almost all NAs. Configuration will be done centrally by the system administrator. You can insert the map without further configuration with the **Muffin Builder**:
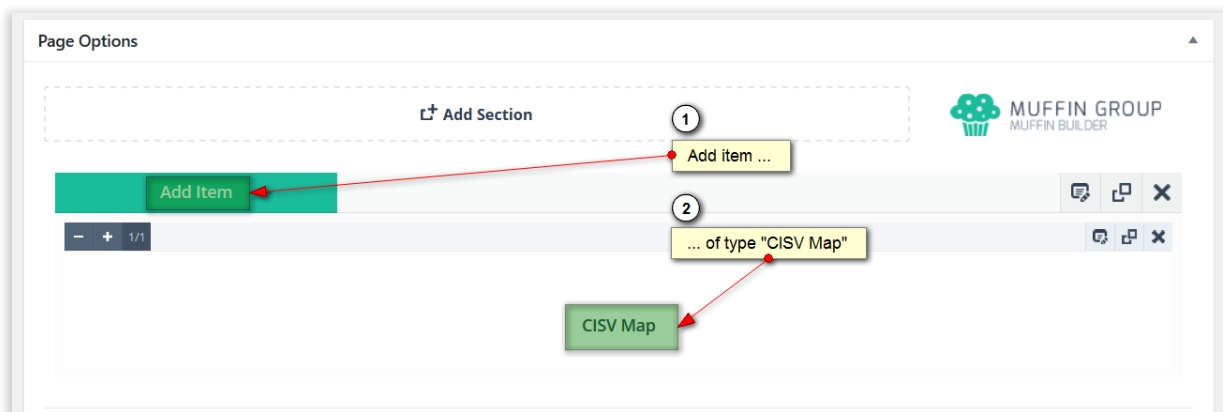
Just add a new item of type **CISV Map**, done. In the frontend the map appears as follows:
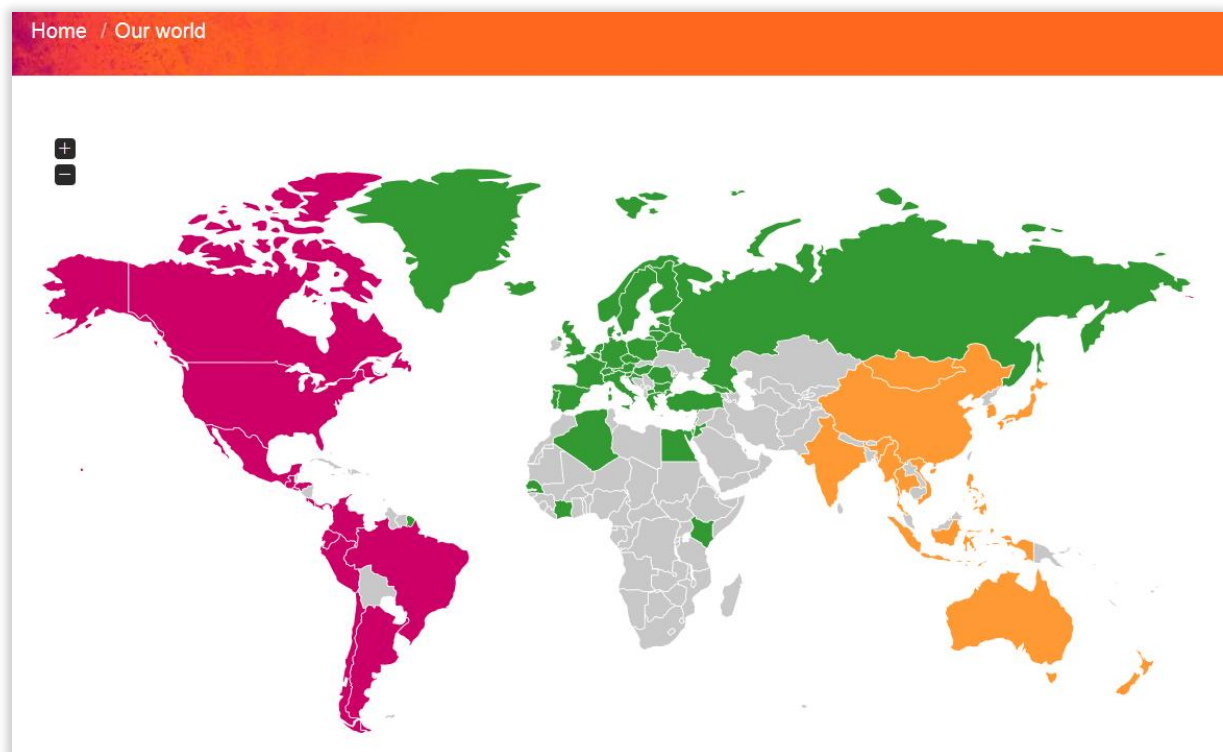
User can hover with the mouse over each country. Each country is linked to a configured website respectively to a page of a website.

8.2 Method "manually"

This method is a little bit more complex, but more flexible. The only really differences to method "CISV Map" are:

- Links for each country can be set manually and individually
- In responsive views of the site (on mobile devices like smartphones and tablets) the map will be replaced by 3 buttons which can be linked individually, example:
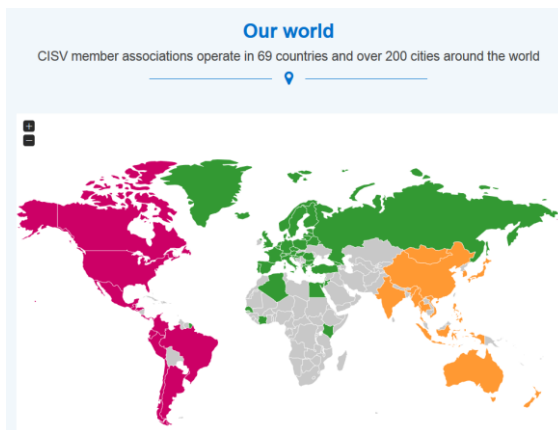
Desktop view   Responsive view
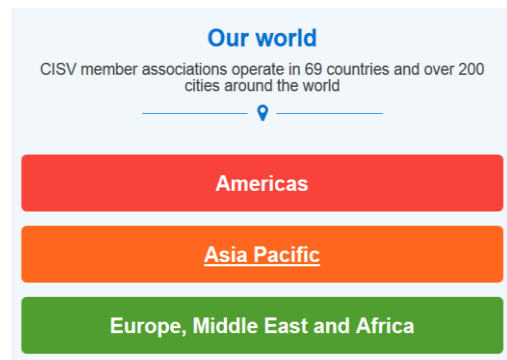
You have to do following steps:

8.2.1   Adjustment of country links

To adjust all country links, the file "https://cms-cisv.org/jvectormap_cisv/**cisv_countries_org.json**" must be adapted. Therefore you need a FTP-access. Please contact your system administrator for support.

Inside the file **jvectormap_cisv** the following entries must be done:

```
{
     "cisv": {
          "countries": {
               "AR": "AMER",
               "US": "AMER",
                    . . .

               "AU": "APAC",
               "HK": "APAC",
                    . . .

               "AT": "EMEA",
               "FR": "EMEA",
                    . . .

               "ZW": "none"
          },
          "url": {
               "AT": "http://www.cisv.at",
               "US": "https://cisvusa.org/"
          }
     }
}
```
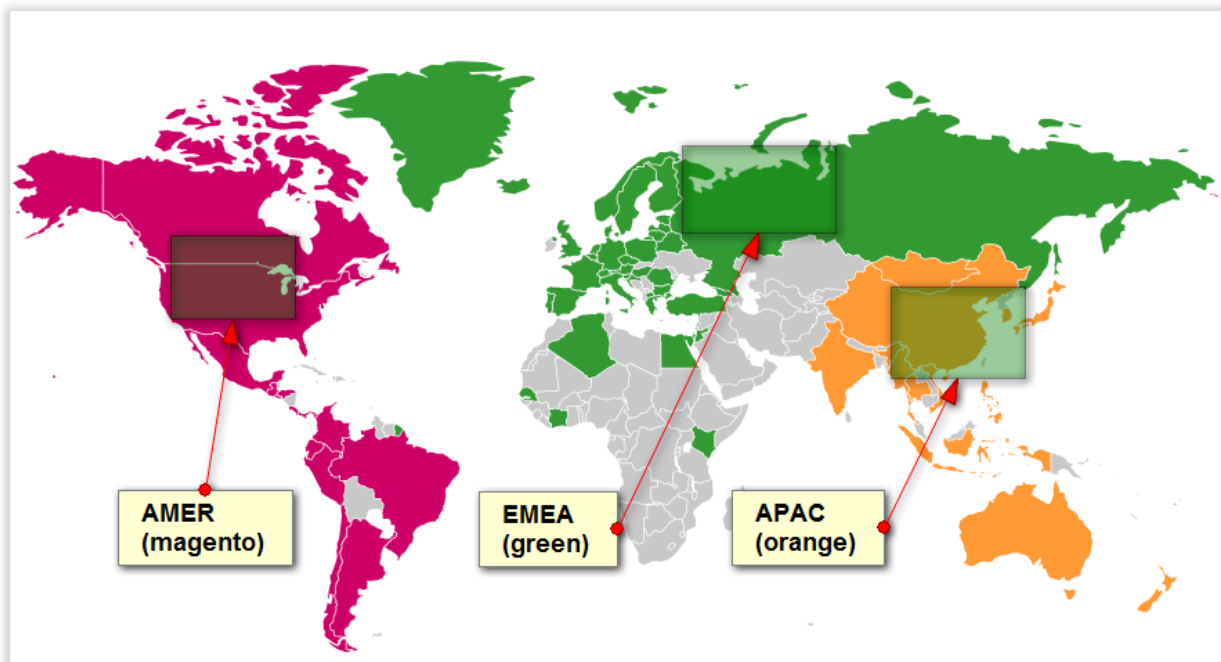
As you can see above, all countries in section "**countries**" are grouped in 3 regions. This 3 regions will be colored in the map as follows:

In section "**url**" you can specify website addresses for each countries. All non-specified countries do not have a link in the map.

8.2.2   Insertion of the maps in a page

In contrast to method "CISV Map", the map in this method must be inserted manually in the page content. Therefore first a content element of type **Visual Editor**.
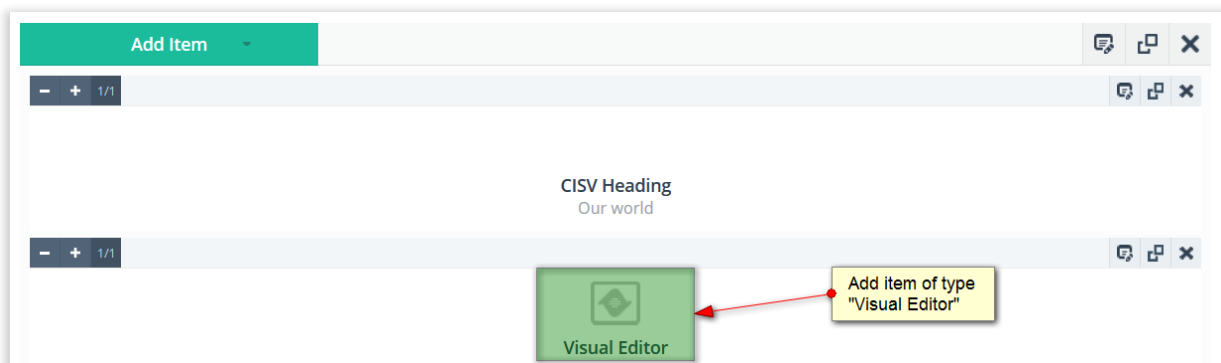
Open the **Visual Editor**, change the mode of the editor to **HTML** and insert a code like follows:

Here the HTML code in detail:

```
<div id="map_org_desktop">
  <div class="cisv_map"><object data="https://cms-cisv.org/jvectormap_cisv/cisv_world_map_org" width="100%"
  height="550"></object>
</div>
</div>
<div id="map_org_mobile">
<a class="red" title="Americas..." href="http://www.cisv.org/about-us/our-world/americas/"
target="_blank">Americas</a>
<a class="orange" title="Asia Pacific..." href="http://www.cisv.org/about-us/our-world/asia-pacific/"
target="_blank">Asia Pacific</a>
<a class="green" title="Europe, Middle East and Africa..." href="http://www.cisv.org/about-us/our-
world/europe-middle-east-and-africa/" target="_blank">Europe, Middle East and Africa</a>
</div>
```

You can you can copy this code an insert it as the initial version for your content. The blue marked text is the link for each region. The red marked text is the title (what you can see on mouse hover) and the link-text itself. This colored text passages you can adapt for your purposes. Please leave other text unchanged.

9 Inserting own forms

If you wish, you can design your own forms and install them on any page.

9.1 Creation of a form

9.1.1 Create the content of the form

Do following steps to create your own form:

1. Select **Add New** in section **Contact** to start creation
2. Enter the **name of the new** form (for backend internal use only, will be not shown in frontend)
3. Click tab **Form** to start editing the content of the new form
4. Define here the content of the new form. You can use own text an predefined elements
5. This predefined **elements** you can use. Using this elements you can place different content elements in your form
6. Here you can find more help about forms
7. Don't forget to save your new form

9.1.2   Configuration of the form

In the next step you have to configure the notification email. If a visitor sends the form, the data entered is sent with this notification email. All this configuration can be done in tab **Mail**:

1. Chance to tab **Mail**
2. Enter your email address (receiver email address, where the mail will be sent)
3. Check or modify the **subject**
4. Edit the **body text** of the mail

9.1.3   Translation of the form messages

In tab **Messages** you can find some success and error messages, which are displayed on sending the form. So you can do here translate all this messages:

9.2 Insert own form in a page

Once the new form has been created, it can be installed anywhere. To do so, a so-called "shortcode" must be inserted as text.

First navigate to "Contact / **Contact Forms**" on the left hand navigation. Then you can see a list of all forms:

1. Find the entry of your new form
2. Copy the **Shortcode** of this form (Ctrl-C)

Now you can insert this form in the page you want in a **Visual Editor** content element (see chapter 6.2) as normal text:

1. This is other Text
2. Paste here your copied **Shortcode**

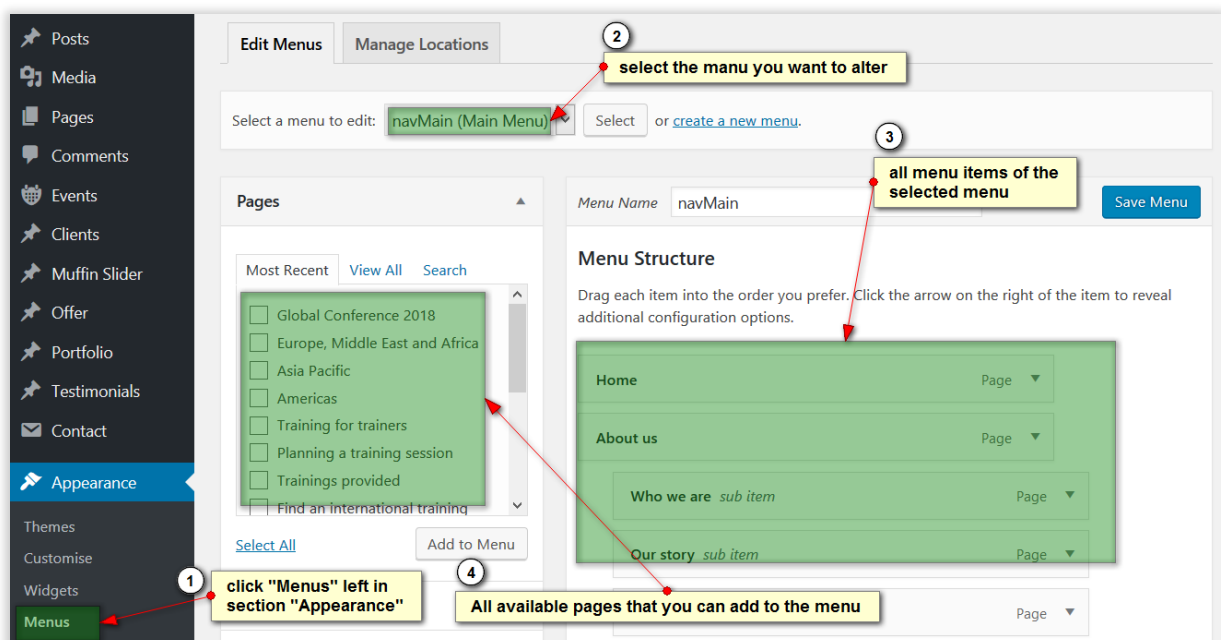Now on the frontend you can see your new inserted form:

10 Managing menus

There exist several areas on all pages, where menus (or navigations) are placed:

As you can see, we've 6 different menus. Each menu item points to a page, almost all items refers to internal pages.
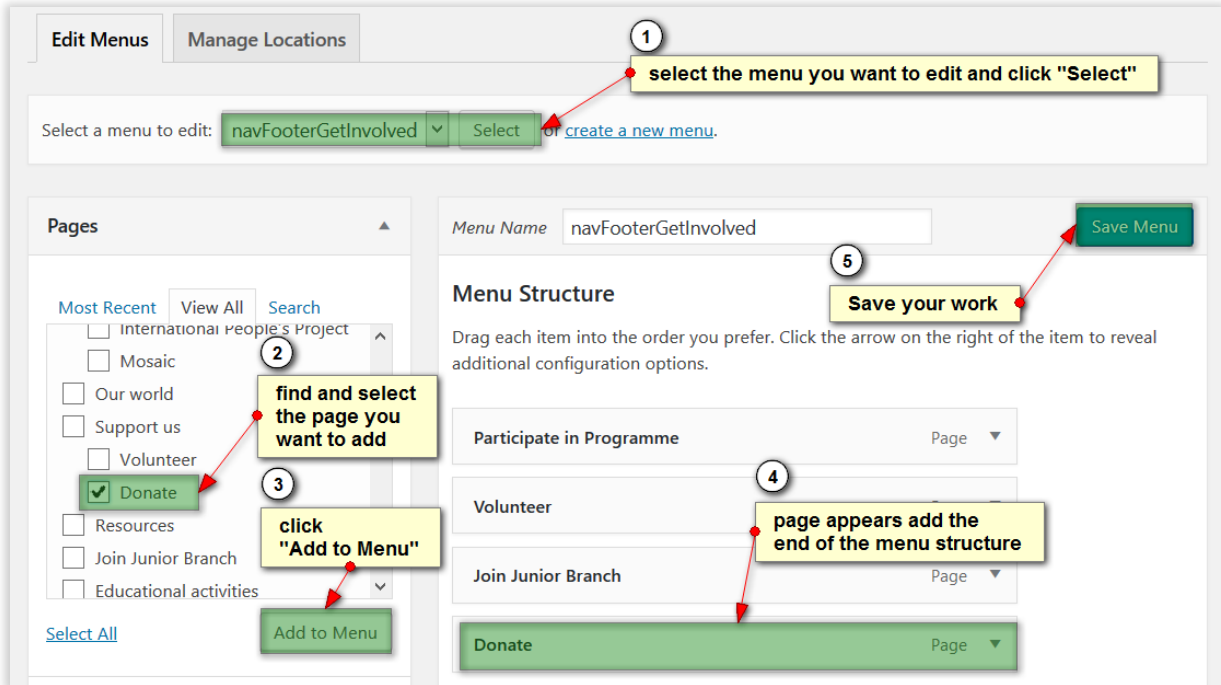
The configuration of all menus can be done in the backend as follows:

1. Via **Menus** the menu editing can be opened
2. Here you can select one of the menus you want to edit **navTop**, **navMain**, …
3. The structure of the selected menu for adding, resorting or deleting of menu items
4. A list of all pages of your site, which you can add to the menu structure

10.1 Add a new menu item

If you want to add a new menu item to a menu, do the following steps:

1. Select the menu you want to add a new menu item. Click button **Select** to activate this menu
2. Here you can find all pages of the site. Find the page you want to add, check it …
3. … and click **Add to Menu**
4. Your new menu item appears at the end of the menu structure. You can move this new item via "*Drag & Drop*" at the desired position.
5. Don't forget to save your work

10.2 Arrangement of menu items

If you want to alter the arrangement of a menu item, you can do this via "Drag & Drop". Therefore in the **Menu Structure** section press and hold left menu button on the menu item, move the mouse position to the desired position and there release the mouse button). The new menu item will be dropped at this position. Finally press **Save Menu** to save your work.

10.3 Delete menu items

You can remove menu items doing following steps:
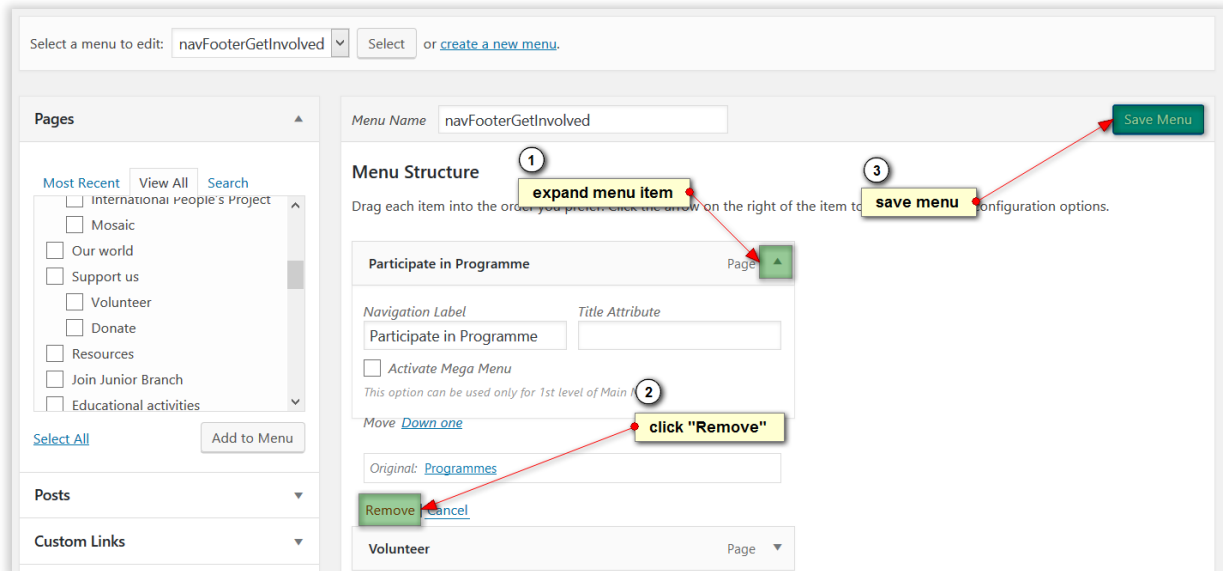
1. Expand that menu (clicking on that triangle) item you want to delete
2. Click red **Remove** link
3. Save the menu, done

10.4 Menu item refers to external page

In some cases you want to add a menu item which refers to a page of external website. Such a link is the **MyCISV** menu item. This item leads users to the external address https://www.cisv.org/login/. E.g. such menu item can be added in the TOP Navigation:
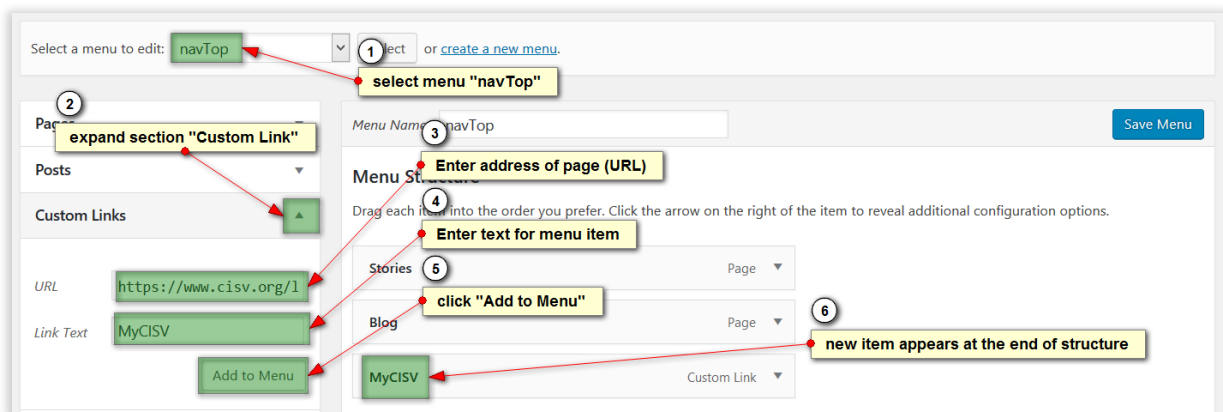
1. Select the menu, here **navTop**
2. Expand section **Custom Link** to enter URL and item text
3. Enter the external page address, e.g. https://www.cisv.org/login/
   → IMPORTANT: Please refer to chapter 4.1.2 for linking to internal pages!
   → IMPORTANT: Please refer to chapter 4.1.1 for linking to external sites!
4. Enter the name of the new menu item and then click
5. Click **Add to Menu** …
6. … and the new item **MyCISV** appears at the end of the menu and is marked as "Custom Link"

10.5 Additional text for menu items

In the **MAIN navigation** (please refer to chapter "0.

11 Inserting own forms

If you wish, you can design your own forms and install them on any page.

11.1 Creation of a form

11.1.1   Create the content of the form

Do following steps to create your own form:

8. Select **Add New** in section **Contact** to start creation
9. Enter the **name of the new** form (for backend internal use only, will be not shown in frontend)
10. Click tab **Form** to start editing the content of the new form
11. Define here the content of the new form. You can use own text an predefined elements
12. This predefined **elements** you can use. Using this elements you can place different content elements in your form
13. Here you can find more help about forms
14. Don't forget to save your new form

11.1.2   Configuration of the form

In the next step you have to configure the notification email. If a visitor sends the form, the data entered is sent with this notification email. All this configuration can be done in tab **Mail**:

5. Chance to tab **Mail**
6. Enter your email address (receiver email address, where the mail will be sent)
7. Check or modify the **subject**
8. Edit the **body text** of the mail

11.1.3 Translation of the form messages

In tab **Messages** you can find some success and error messages, which are displayed on sending the form. So you can do here translate all this messages:

11.2 Insert own form in a page

Once the new form has been created, it can be installed anywhere. To do so, a so-called "shortcode" must be inserted as text.

First navigate to "Contact / **Contact Forms**" on the left hand navigation. Then you can see a list of all forms:

3. Find the entry of your new form
4. Copy the **Shortcode** of this form (Ctrl-C)

Now you can insert this form in the page you want in a **Visual Editor** content element (see chapter 6.2) as normal text:
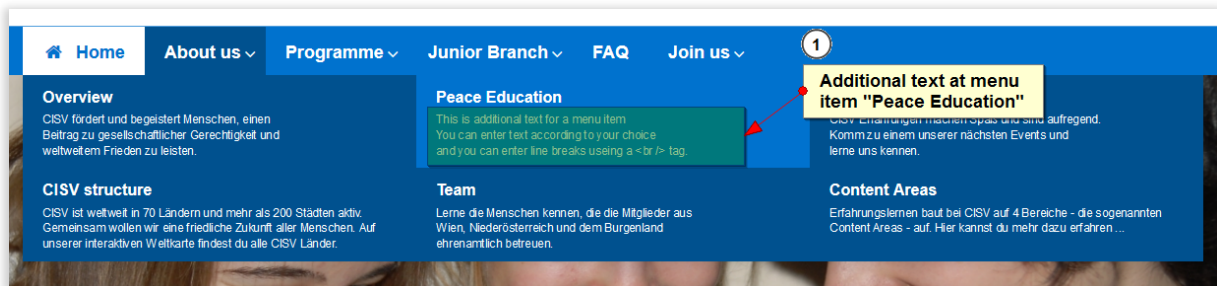

3. This is other Text
4. Paste here your copied **Shortcode**

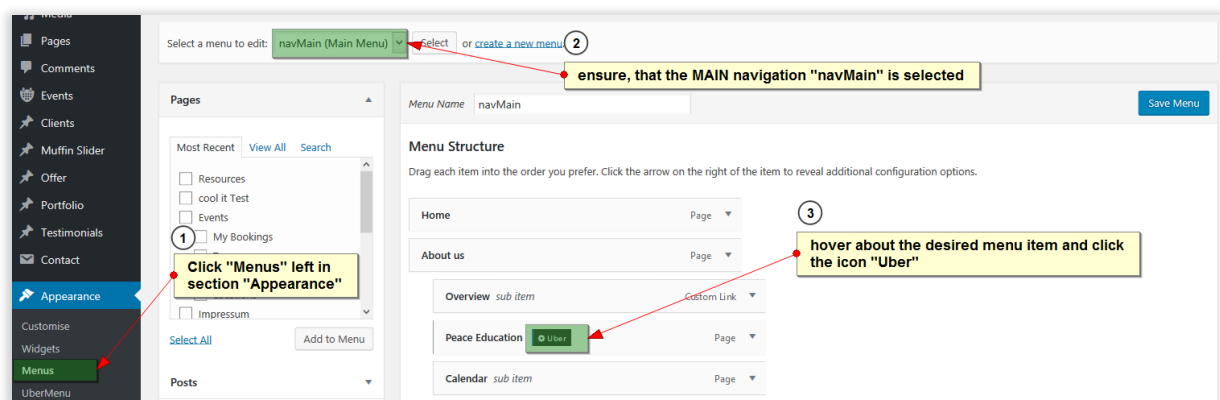Now on the frontend you can see your new inserted form:

Managing menus") you have the possibility to add extra text for a menu item. In the frontend this looks like this:

In the backend you can manage such additional texts as follows:

1. Via **Menus** the menu editing can be opened
2. Here you can select one of the menus you want to edit, here, **navMain**
3. Then hover with the mouse over menu item, you want to add text (e.g. "Peace Education" above)

Now you can enter your additional text as follows:
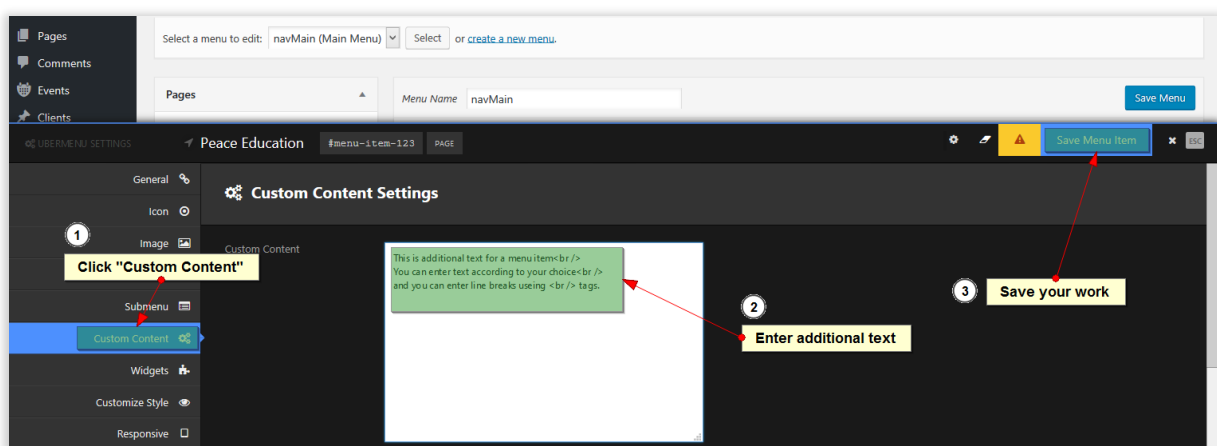
1. Select **Custom Content** left
2. Enter your additional text. You can insert line breaks by "**
**"
3. And save your input

12 Editing header area

The whole content of the footer will be shown on all pages in the same way, there are no limitations for individual pages. These areas can be configured:
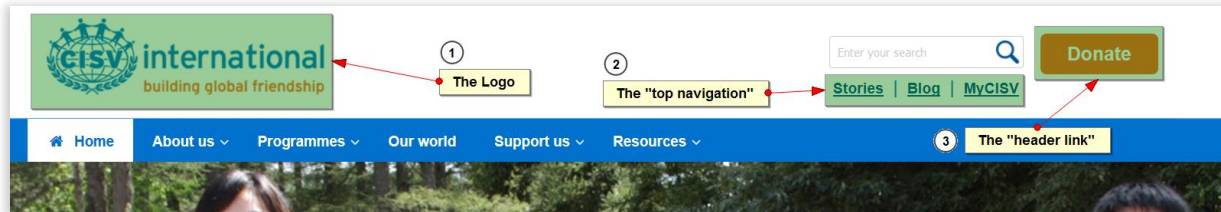
1. The Logo which is itself always a link to the page **Home**
2. The **top navigation**
3. The **header link** which can be a link with or without an image (here it is only a text link)

12.1 The Logo

You can configure the logo as follows:
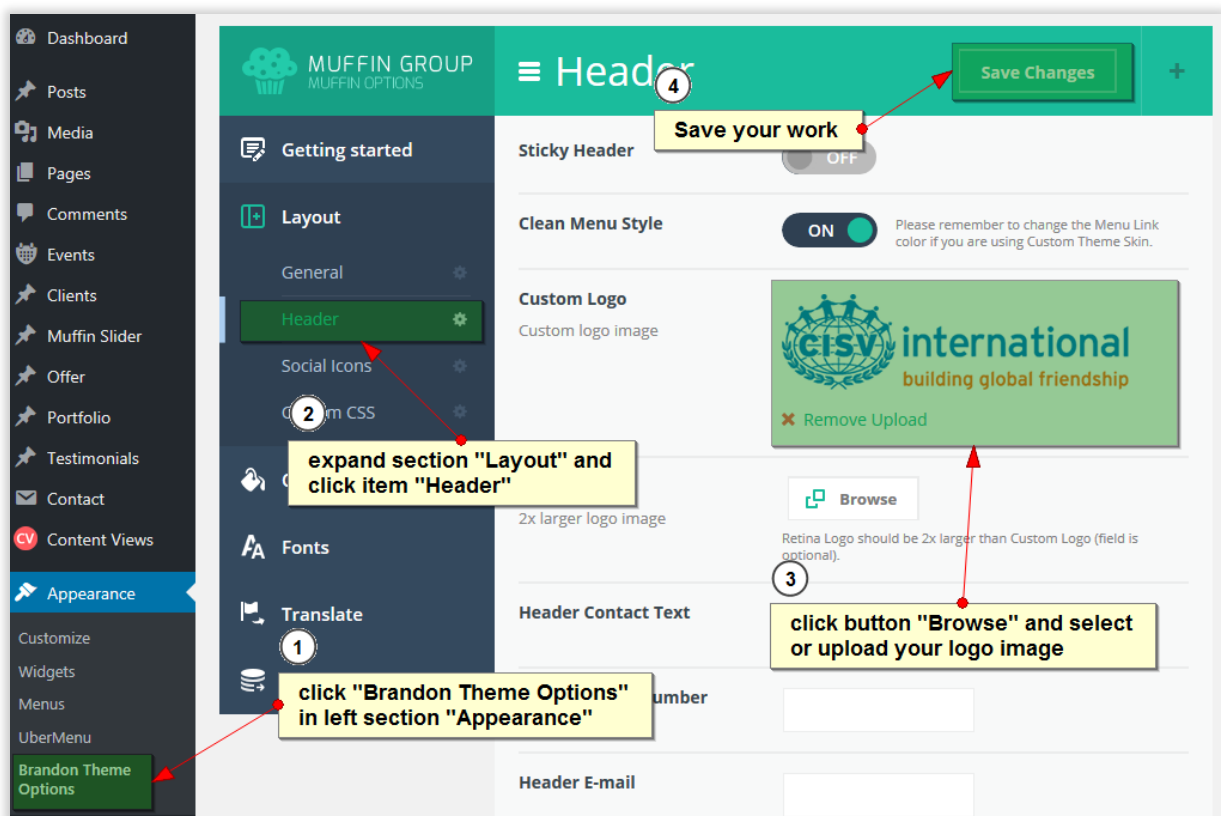
1. First select **Brandon Theme Options** left
2. Expand section **Layout** and then click item **Header**
3. Now you can choose the logo image from the **Media Library** or you can upload it. Please note that the dimension for the logo image should be 290 x 90 pixel!
4. Don't forget to save your work

12.2 The top navigation

The configuration of the top navigation can be done via widget doing this:

1. Via **Widgets** the widget editing can be opened
2. Expand widget area **Header Menue**
3. Expand widget **Custom Menu**
4. Select the navigation **navTop** (please refer to chapter 0 for more information about this menu)
5. And save your configuration

12.3 The header link

This link in the upper right corner of every page can be a simple text link. Or you can configure a image which is a link. Here you can see, how to configure it as text link:

1. Via **Widgets** the widget editing can be opened
2. Expand widget area **Header Link**
3. Expand widget **Text**
4. Enter here your HTML code (see below)
5. And save your configuration

To configure the link you must write a small part of HTML. Do not fear, it is really easy.

HTML code for text only link (as in the picture above)

This is the code:

```
<a href="https://org.cms-cisv.org/support-us/donate/" target="_blank"
title="Donate to a CISV Association">Donate</a>
```

And this parts you can change if you want:

- The red marked piece of code is the address (URL), where the link refers to
- The code 'target="_blank"' means, that the linked page will be opened in a new browser tab
- The blue marked piece of code is the title which you can see in frontend when hover the mouse pointer over the link on frontend
- The marked piece of code is the text of the link you can see on frontend

HTML code for a image link

The code here is similar to text links. But instead of a text an image will be displayed.

```
<a href="https://www.cisv.org/login/" target="_blank" title="Login to
myCISV"><img src="/wp-content/uploads/sites/6/2016/11/mycisv_vienna.png"
alt="myCISV Log in" /></a>
```

As you can see the main difference in comparison to text links, here you must specify a image address. This image address you can easy find in the **Media Library** (refer to chapter 4.4 too). In the Media Library click on the image you want to use. Then you see the following information:
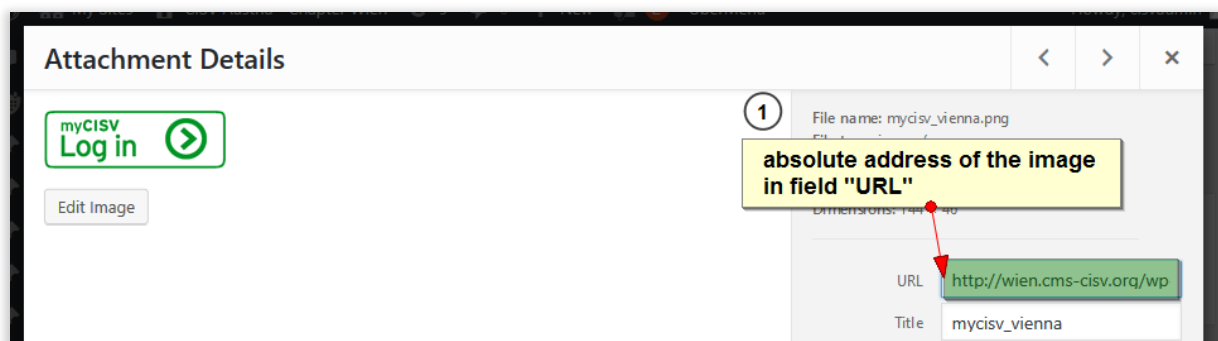
Copy the content of field **URL** and replace the green piece of code with this content.

13 Editing footer area

The whole content of the footer will be shown on all pages in the same way, there are no limitations for individual pages. The content itself will be managed by so-called **Widgets**.

13.1 Widget Areas and Widgets

All content elements in the footer area are handled by **Widgets**. There exists some predefined *Widget Areas* where you can place **Widgets**.

You can find this *Widget Areas* and **Widgets** here in the backend:
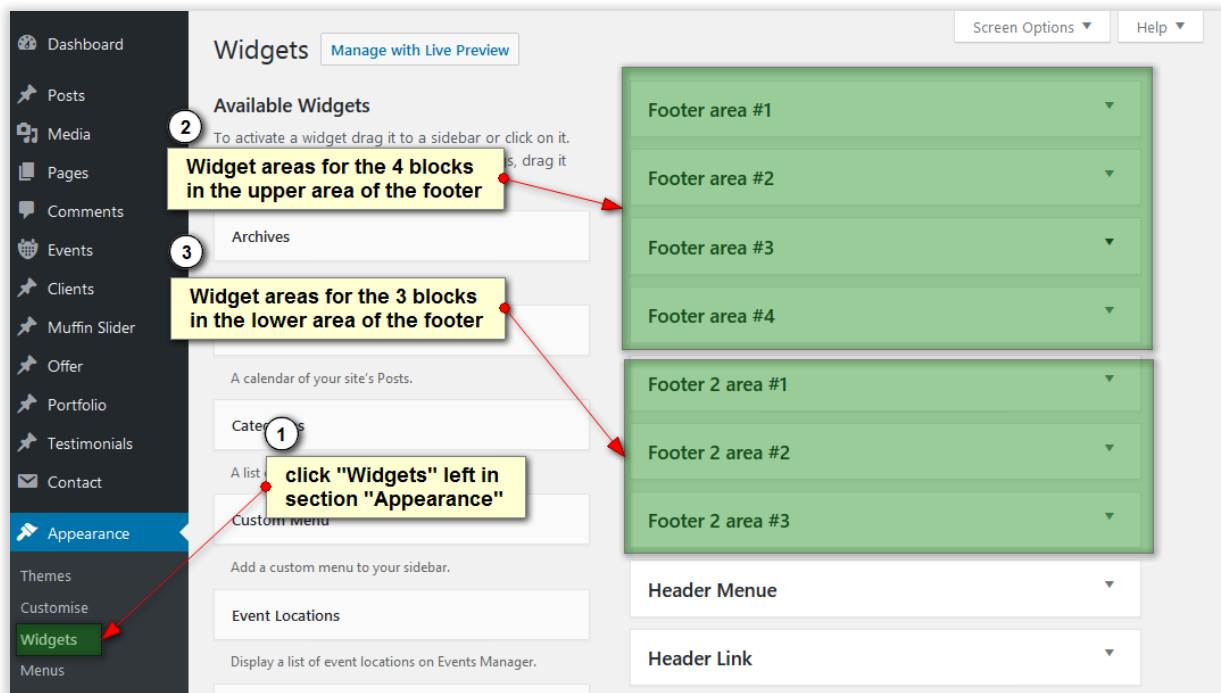
6. Via **Widgets** the widget editing can be opened
7. On the right side you can see the *Widget Areas* for the upper 4 blocks of the footer: "***Footer area #1***" up to "***Footer area #4***" (upper footer content)
8. Below there are the 3 blocks for the lower are of the footer: "***Footer 2 area #1***" up to "***Footer 2 area #3***" (lower footer content)

In the frontend you can see these **Widgets** here:
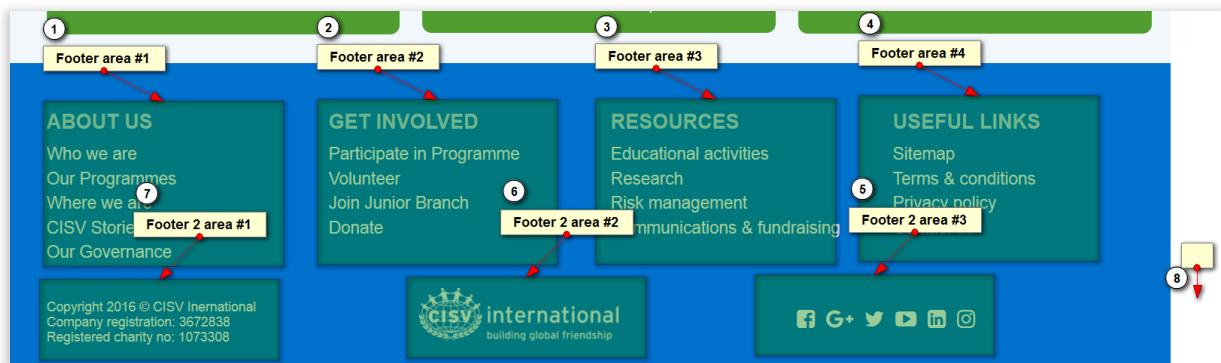
13.2 Upper content in footer

Let's have a look at the first *Widget Area* the upper footer content: **Footer area #1**. This area contains a Widget of type **Custom Menu** with the title "ABOUT US". All remaining areas in the upper area of the footer contains widgets of type **Custom Menu** too. But now we will see, how a widget of type **Custom Menu** is placed in the first *Widget Area*:


1. With this triangle the *Widget Area* can be expanded for editing or collapsed
2. With this triangle the already contained **Widget** can be expanded for editing
3. In **Title** enter the text, which will be displayed as the title of the Widget. Enter the text as in the picture above. In the frontend the layout will show this title in uppercase letters.
4. In **Select Menu** select that menu, which should be displayed. This menu (=navigation) has been defined in an earlier step (please refer chapter 0)
5. Don't forget to save your work
6. Here you can collapse the Widget for better overview
7. Whit **Delete** you can delete the Widget if you want

At the frontend this Widget Area looks as follows:
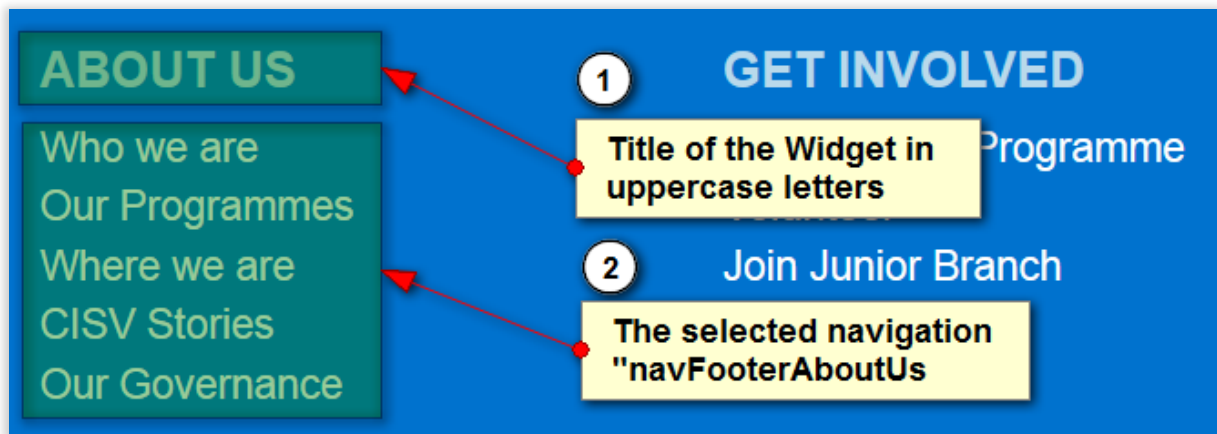
13.3 Lower content in footer

Now we will view at the first Widget Area in the lower footer content: **Footer 2 area #1**. This Widget Area contains a Widget of type **Text** and without a title. Such **Text** Widgets can contain normal text and HTML code too:
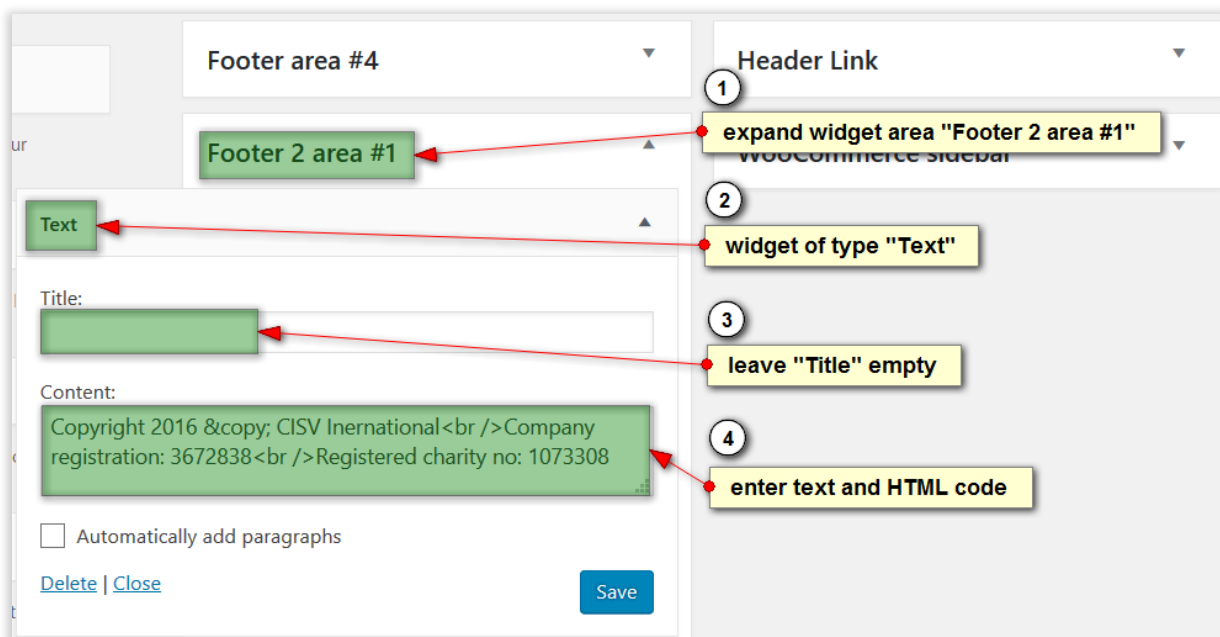

1. Expand *Widget Area* **Footer 2 area #1** for editing
2. You can see the type of the containing **Widget**
3. Leave **Title** empty, we do not need it
4. Here you can enter "normal" text. If needed, HTML code can be used too, like in the sample above: The both "`<br />`" tags causes line breaks and "`©`" will show a "©" sign in frontend

At the frontend this Widget Area looks as follows:
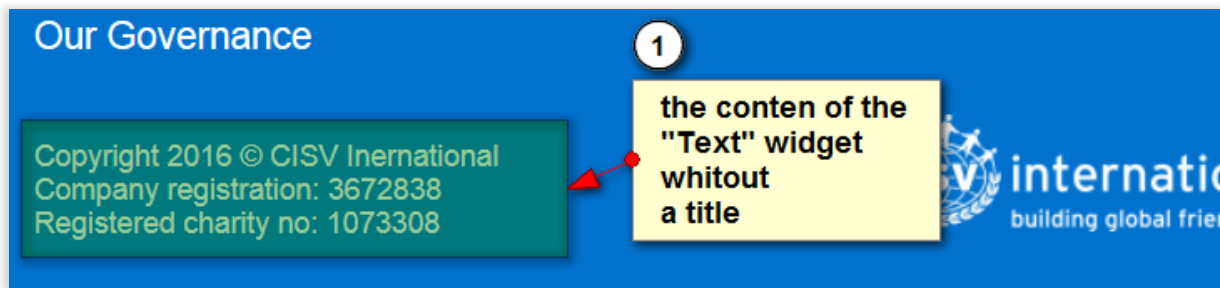
And the last content widget in the footer is used for social media links. This can be configured as follows:
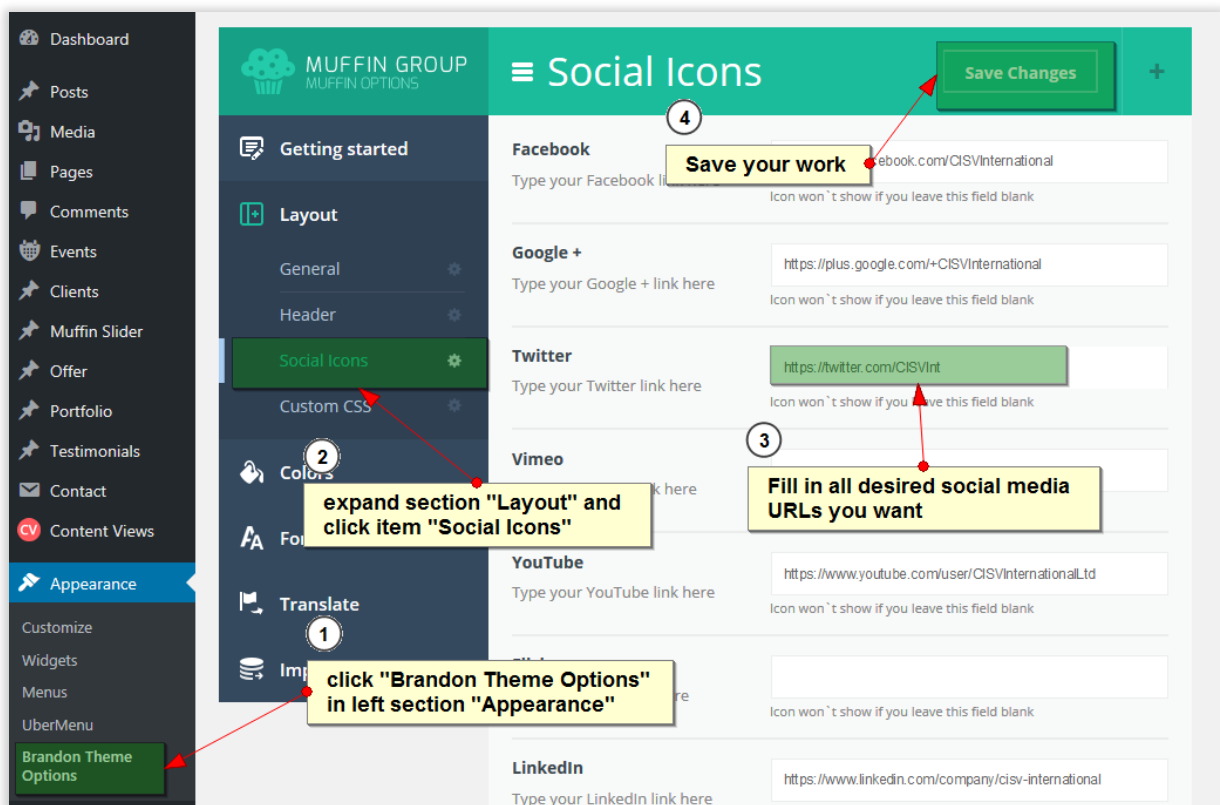
5. Via **Brandon Theme Options** you can start editing
6. First expand section **Layout** and then click item **Social Icons**
7. Now you can see all available social media platforms on the right hand side. Please only fill in addresses (URLs) where you have a presentation. Leave input fields of all other social media channels empty. Only filled in URLs will be displayed as icon representation in the footer on frontend
8. Don't forget to save your work

14 Events and programmes

Chapter "6.9. Content elements for list views of events" explains how to display events in the frontend. This chapter describes how to create and modify events.

14.1 Categories

Each event can and must be assigned to one or more categories. Otherwise it can't be displayed on frontend. Categories can be maintained **only by the super administrator of all sites**. This can be done as follows:

1. **Name**: The name of the category
2. **Parent**: Categories can be created hierarchically. Therefore here a parent category can be selected
3. **Color**: This is the basic color schema for the category.

Editors can only select categories at event maintenance, but they cannot create, modify or delete categories.

14.2 Edit events

To create, modify or delete events in the backend first navigate to the following page:

1. Open the events maintenance clicking on **Events**
2. Right you can see the list of existing events. Click on the name of an event to start the input mode for this event
3. Or click **Add Event** to create a new event

After clicking on an existing event or creation of a new event, you will see the following input mask:

1. In **Title** the name of the event must be entered (mandatory input)
2. In **Description** the event can be described
3. **Date and time**: Enter start date (mandatory input) and end date (for several day events) and time information
4. **Location NO**: Check this box, if the event has no location
5. **Location YES**: Uncheck the box above and enter location data. If you start typing in field **Location Name** already entered locations will be offered. Select such offered location if it meet your location or enter a new location.
6. **Excerpt**: Enter a short excerpt for your event
7. At **Featured image** you can select a picture for your event. Choose an existing one or upload and select a new image
8. **Categories**: Choose at least one category
9. At **additional information** in section "Attributes" you can enter some extra information. These information (or the most of them) will be displayed in some list views for events and on the detail page of the event.
   Only two fields of them have a special meaning:
   Field **em_impexp_uid**: Will be never displayed in frontend, please refer chapter "14.3. Import of events"
   Field **color_category**: Here you can choose the "main category", which determines the color scheme on displaying content elements for even lists. This has no relationship to "8. Categories" above, because you can select more than one categories. And in such cases it would be undefined, which color scheme should be used
10. Section **Author** (not shown in picture above): You can select the author of the event. Amongst other things the author will get booking confirmation mails

14.3 Import of events

In addition to create and modify "manually" as described in previous chapters, events can be imported via CSV file (**C**omma **S**eparated **V**alues). Existing events are modified and not yet existing events are created.

14.3.1 Structure of the CSV import file

Such CSV import file must meet the following requirements:

- The first row (line) must contain all fieldnames (see below column "1st row")
- All further rows describes one event (see below column "2nd row")
- All fields (fieldnames in first row and event information in following rows) must be separated using a comma sign (**,**) as delimiter
- If a field contains a comma sign, then this field must be enclosed in double quotation marks (**"**). This can be done in any case.
- **IMPORTANT:** The CSV import file itself must be encoded as "**UTF-8 without BOM**" (not ANSI, UFT-8 with BOM or other encodings). Otherwise the import will fail.

Sample of CSV import file (fieldnames and one sample row for the first event)

1st row (fieldnames)	2nd row (first event)	Comment
summary	"Test Stepup Austria Vienna"	
dtstart	2017-03-07 08:30:00	
dtend	2017-03-10 17:00:00	
dtformat	Y-m-d H:i:s	
categories	"StepUp"	Multiple categories comma separated
post_content	"This is the description of Test Stepup Austria Vienna…."	

subtitle	Subtitle of Test Stepup Austria Vienna	
location_name	Stephansdom	
location_address	Stephansplatz 1	
location_town	Wien	
location_state	*<empty>*	
location_postcode	1010	
location_country	AT	Austria
location_latitude	*<empty>*	
location_longitude	*<empty>*	
target_group	*<empty>*	
sex	m	**m**ale, **f**emale or **x**(neutral)
info_url		
programme_number	T-1234567	
host_chapter	Hostchapter Vienna	
local_chapter	Localchapter Vienna	
contact_person	Firstname Lastname	
contact_email	test@testmail.com	
contact_phone	0123456789	
time_period		
duration		
state	open	
color_category	step-up	
post_excerpt	Excerpt of Test Stepup Austria Vienna	
em_impexp_uid	T-1234567-003	Must be unique code for all events in the system!

The ready-made CISV file as described in the table above must look as follows:

```
summary,dtstart,dtend, ... ,em_impexp_uid
"Test Stepup Austria Vienna",2017-03-07 08:30:00,2017-03-10 17:00:00, ... ,T-1234567-003
```

Note: The last field **em_impexp_uid** should be a unique number. This means that when this file is re-imported, this event is updated and not created again.

14.3.2   Import process

The ready created CSV import file can be imported as follows:
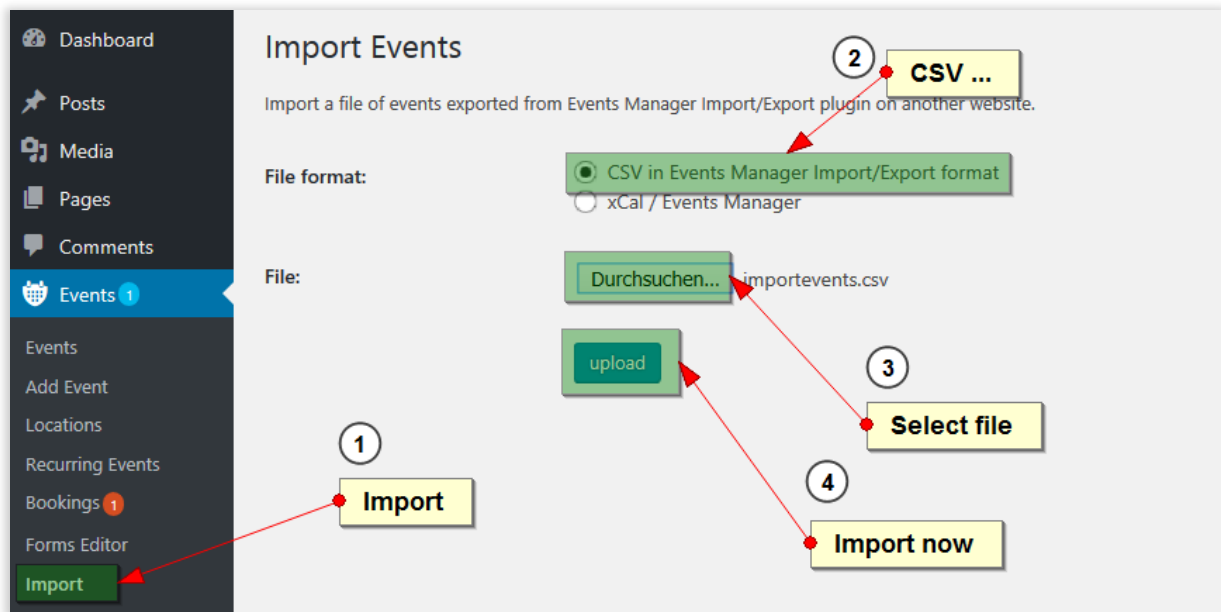
1. Select **Import** in section **Events** on the left sidebar
2. Leave option "**CSV in Events Manager Import/Export format**" checked
3. Select your prepared CSV import file on your computer
4. Finally press **Upload** to start the import

After successful execution you will see the following screen:
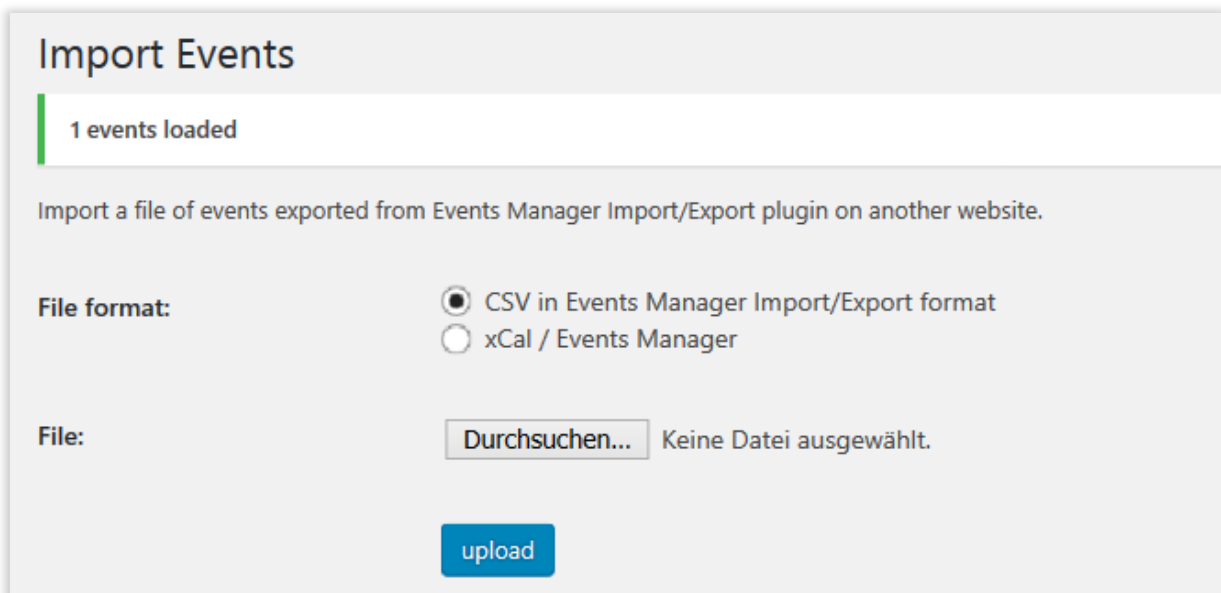
14.4 Booking events

You can specify whether participants can log on directly for each event. If so, visitors to the event detail view will see a registration form below of the event description:

14.4.1 Forms Editor

With the **Forms Editor** you can develop one or more **Registration Forms**. Such registration forms can then be selected at the event for registration. So you can edit registration forms:

1. Start the **Forms Editor**
2. Select an **existing form** or **create a new form**
3. The fields are displayed in this order in the input form in the frontend. You can rearrange them via Drag&Drop of the line. To do this please position the mouse on the left side of the line you want to move until the curser shows crossed arrows. Press now the left mouse button und move the line up or down. Release the mouse button when the desired new position is reached.
4. Mark individual fields as required or optional fields
5. Click **remove** to delete a input field
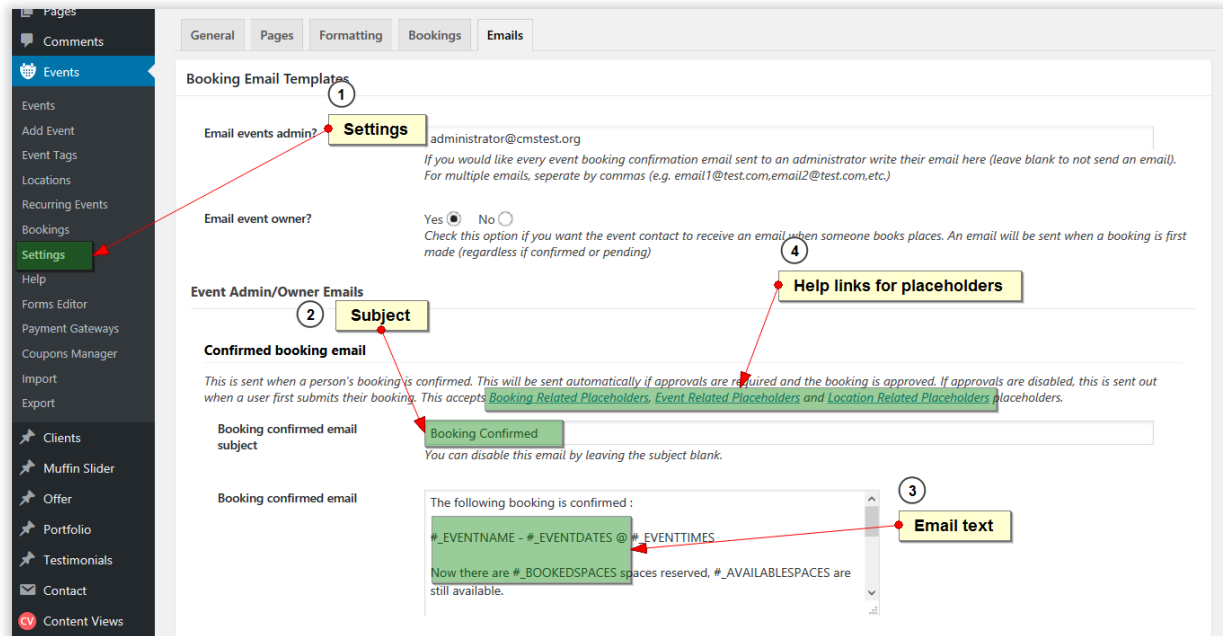6. Or click **Add booking field** to insert a new formula field

This Form looks like this in the frontend:

14.4.2   Formatting and translation of booking Emails

With the **settings** you can modify the content of the various information emails. The default language is English. But you can make here your translations too.


1. Start the **Settings**
2. Enter the subject for the email
3. Enter the text for for the email. You can use several placeholders (e.g. user entered data)
4. Click to open the help system for placeholders

14.4.3   Formatting and translating of event list and event details

A few layout features can be customized for event list pages and event detail pages. Among other things, different fix texts can be translated.

You can find these basic formatting here:
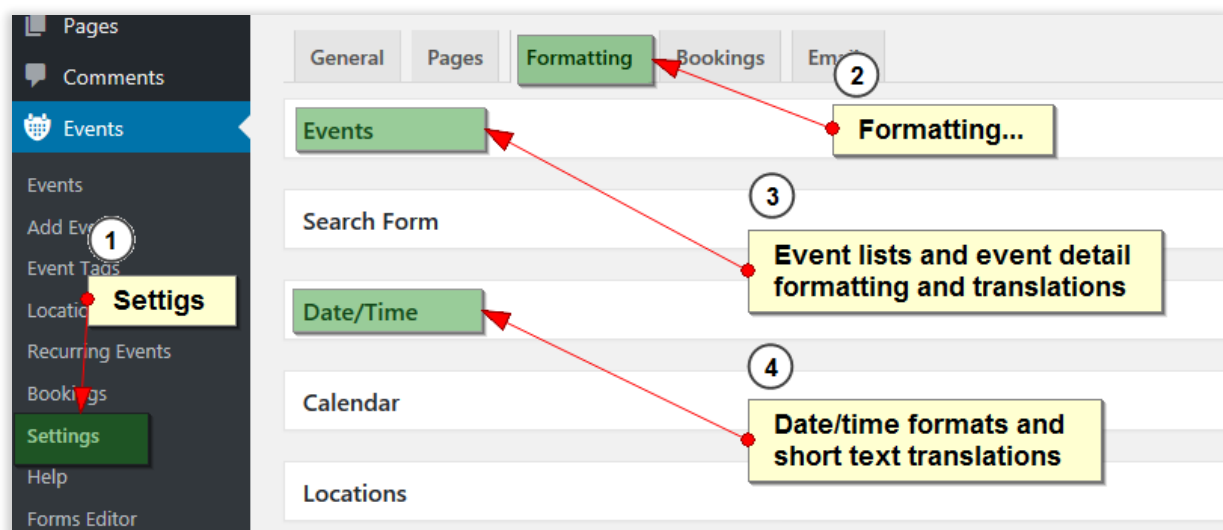
For example, if you want to translate the fix text "All day" in your language (e.g. "jeden Tag" in German) in the event list view, please proceed as follows:

14.4.4 Formatting and configuration of the booking currency

With the **settings** you can modify the booking currency. The default is USD. You can setup the currency of your country and define some format settings.

1. Start the **Settings**
2. Select tab **Bookings**
3. Select the **currency of your country**
4. Here you can do some formattings

14.4.5 Configuration of booking form and tickes for events

First open **Bookings/Registration** section in event's editing mode and activate option **Enable registration for this event** to enable the booking form in frontend:

1. Select the **Booking Form**, e.g. that one who has been created in previous chapter (this booking form has been defined as "Default")
2. Here you can edit options for **Tickets** or you can edit further new tickets. Only when more than one tickets are specified, these ticket types are offered to the user in the book form.
3. Specify the **Total Spaces** for this event to avoid overbooking
4. Set the maximum of spaces a visitor can book in one step
5. Define the end date visitors can place their bookings

14.4.6 Execution of bookings

After a visitor has completed the registration form and sent it, the following message is displayed:

Booking successful, pending confirmation (you will also receive an email once confirmed).

And the applicant will receive an e-mail with subject **Booking Pending** and the following message:

Dear Firstname Lastname,

You have requested 1 space/spaces for Test Stepup Austria Vienna.

When : 07.03.2017 - 10.03.2017 @ 8:30 am - 5:00 pm
Where : Stephansdom - Stephansplatz 1, Wien, 1010

Your booking is currently pending approval by our administrators. Once approved you will receive an automatic confirmation.

Yours faithfully,
CISV team

The author of the event (can be set at creation time of an event or can be set after import of events in the events detail, please see chapter *"14.2* Edit events".) get's a mail with subject **Booking Pending** and the following message:

The following booking is pending :

Test Stepup Austria Vienna - 07.03.2017 - 10.03.2017 @ 8:30 am - 5:00 pm
Now there are 0 spaces reserved, 10 are still available.

BOOKING DETAILS
Name : Firstname Lastname
Email : albert.schuster@cool-it.at

Ticket & Hotel

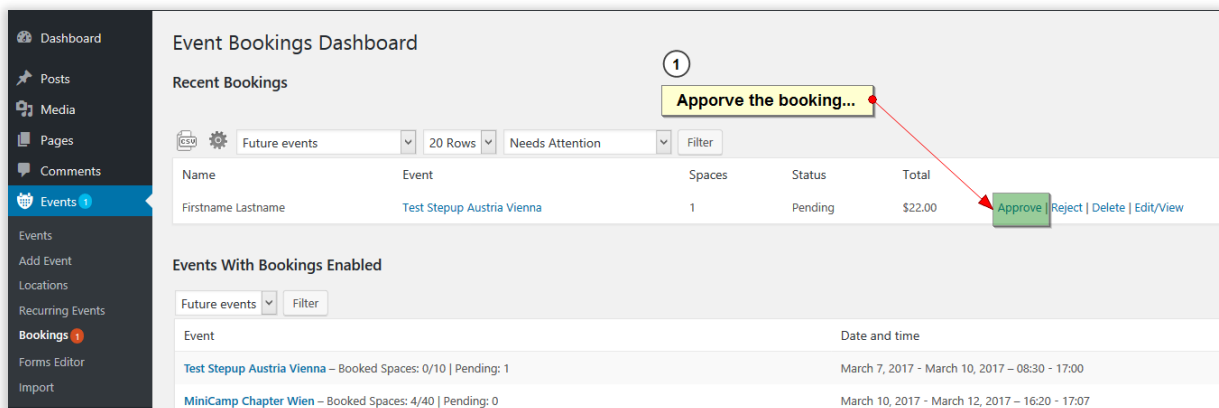*Menge: 1*
Preis: $22.00
=======================================
Zwischensumme : $22.00

Gesamtpreis : $22.00

Now the administrator can login in the backend to approve the booking:

1. Clicking **Approve** sends **Booking Confirmed** mails to the applicant and to 2 administrator

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15 Managing Cookie Consent

This chapter describes how to configure "Cookie Consent" hints. First of all an example of what such a hint for site visitors can look like:
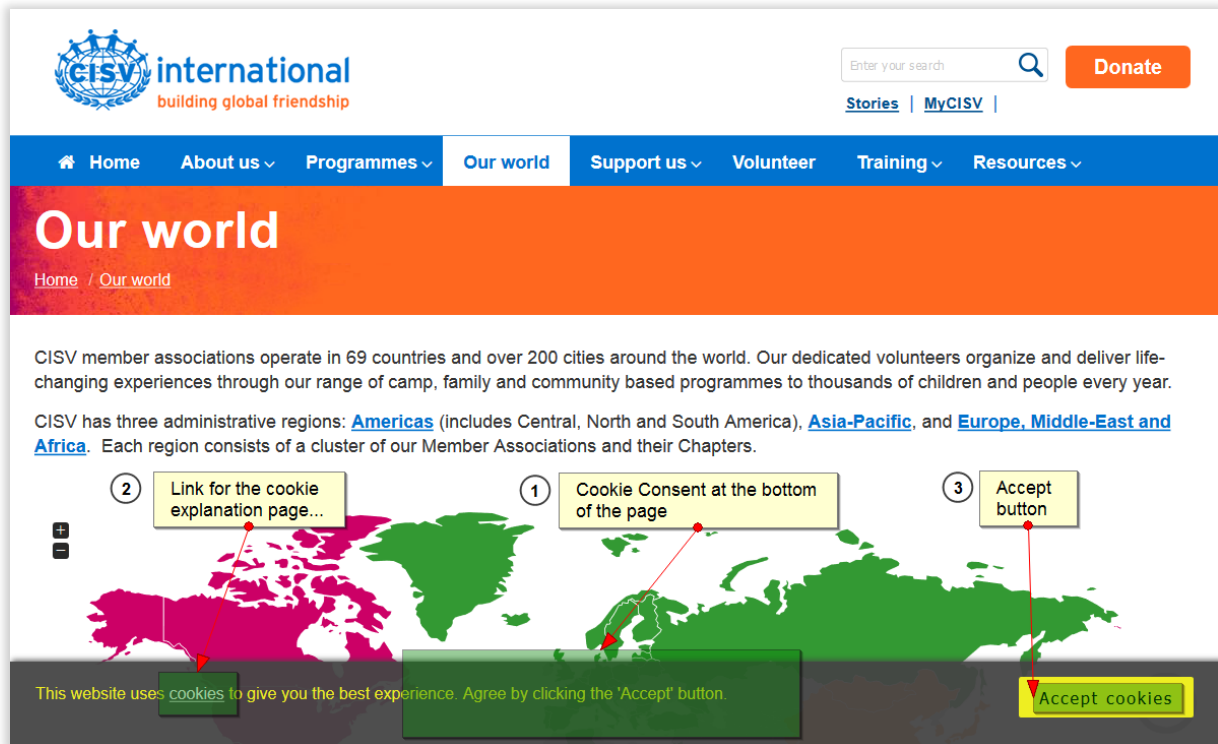
As you can see the Cookie Consent message is displayed at the bottom of the page:

1. The Cookie Consent message is displayed as a bar at the bottom of the page.
2. Link to a page, where you can describe Cookie Consent more detailed
3. Button to accept cookies

The content, layout (colors) and position (bar or box) can be configured in the backend as described below. After clicking **cookies** in the message above, the page **Cookie Consent more detailed** will be displayed. Here an example:
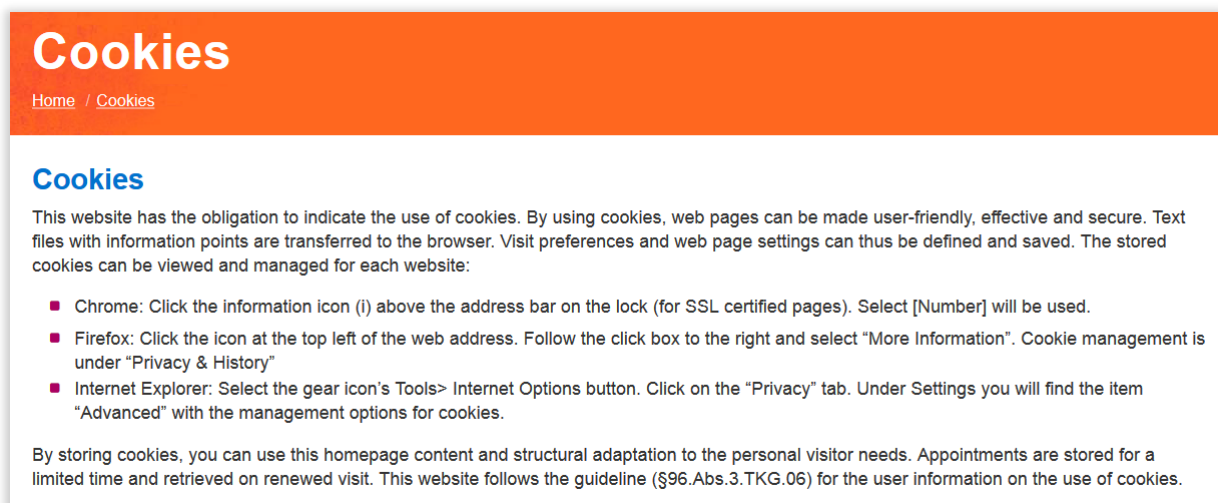
## 15.1 Activation of Cookie Consent by your site administrator

Before "Cookie Consent" can be used, your site administrator must enable this feature for you. Therefore contact your administrator to enable the plugins **WeePie Framework** and **WeePie Cookie Allow**. After that you can start with the configuration of Cookie Consent.

## 15.2 Configuration of the Cookie Consent detailed information page

First you should create a page, where you can explain your Cookie Consent information in detail. This page is a page which must be not included in any navigation and can be only shown by clicking the **cookies** link in the Cookie Consent message (see point 2. Above). Please refer chapter 5 for editing pages.

15.3 Configuration of the Cookie Consent message

If you have not yet activated "Cookie Consent", you will see the note "The WeePie Cookie Allow Plugin is currently disabled ..." in the backend above:
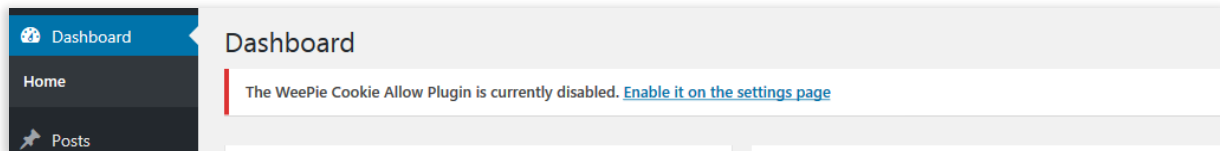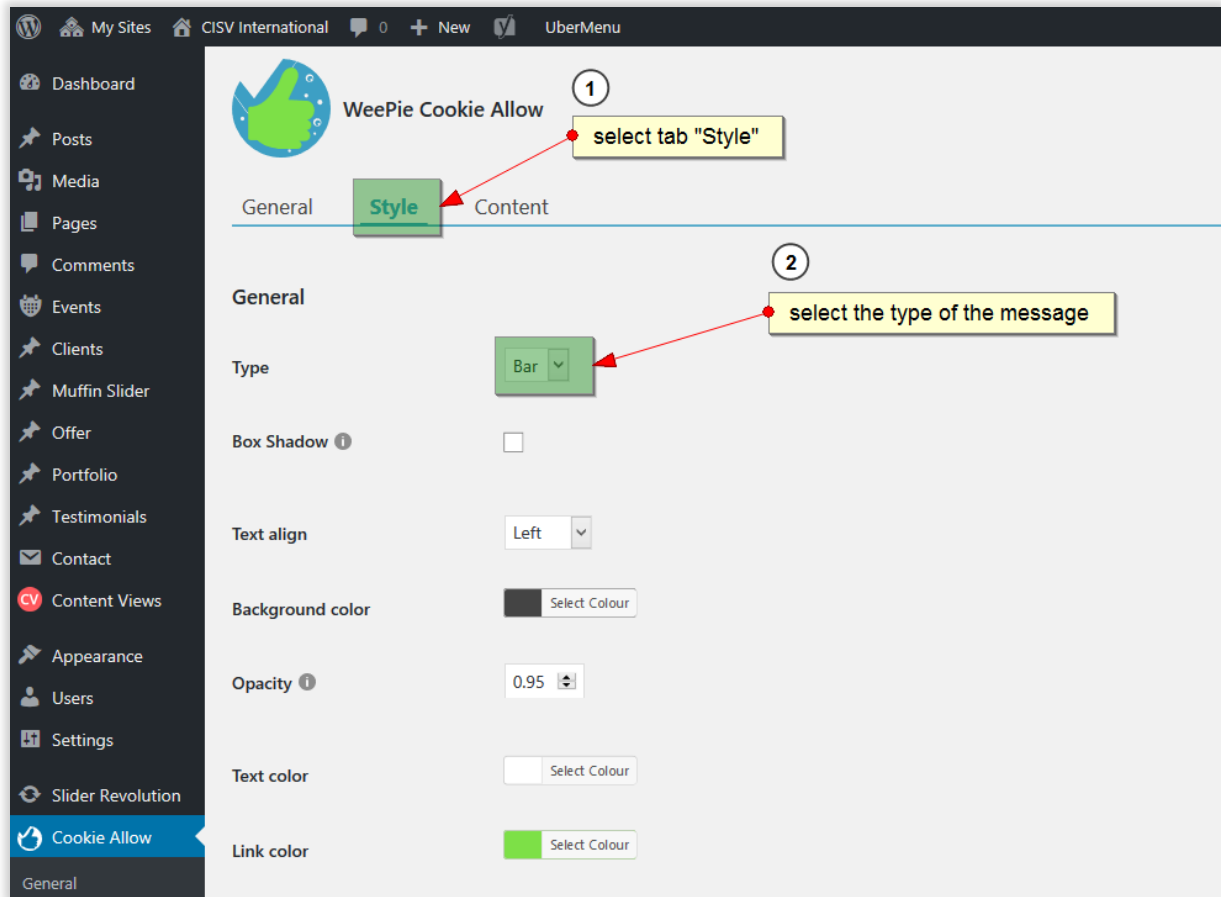

After clicking the link ""*Enable it on the settings page*" you will see the following configuration settings:
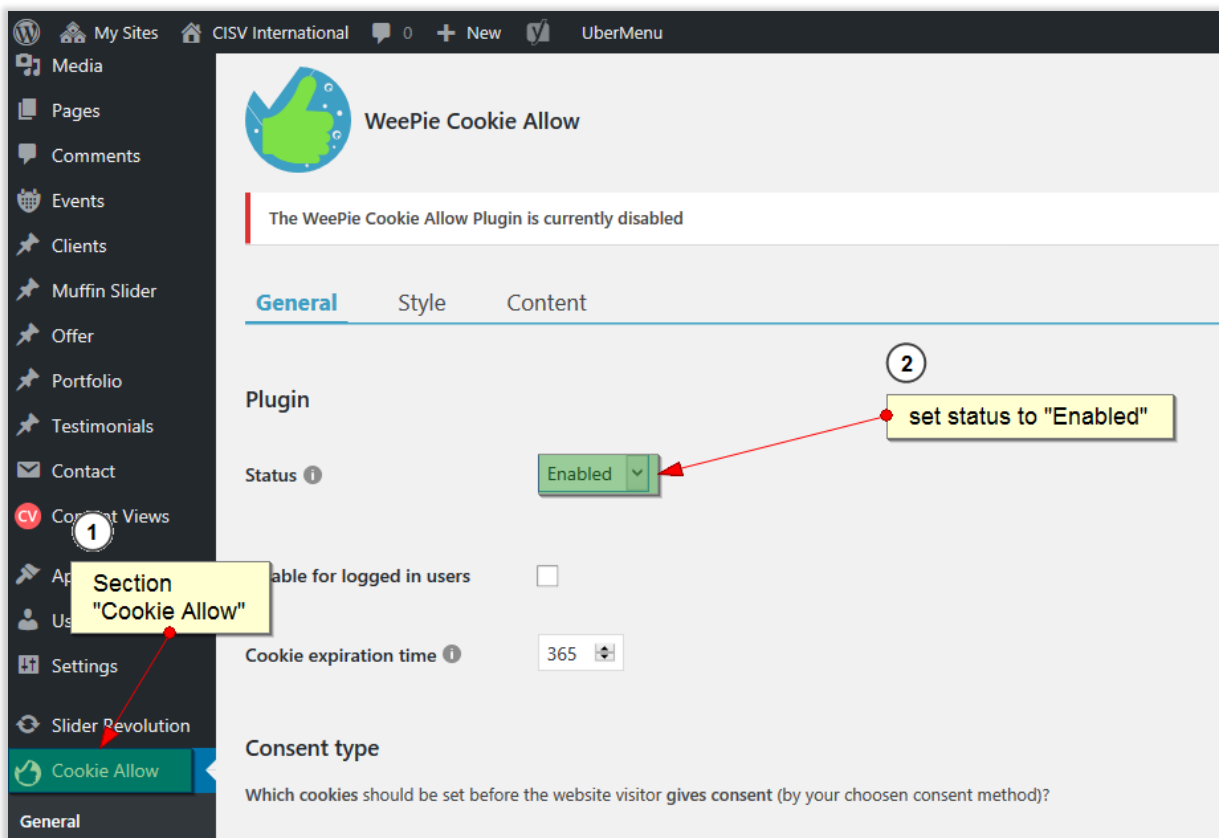
1. Now you are in the section **Cookie Allow**
2. Please set the Status to **Enabled**
3. Finally click button **Save changes** below (not visible in screenshot above)

Now please change to tab **Style** to setup the layout of the Cookie Consent message:

1. Ensure that tab **Style** is selected
2. Select the desired **Type** of your message (Bar or Box)
3. And setup all remaining styling attributes you want
4. And click **Save changes** to save your settings

Finally, please select tab **Content**:
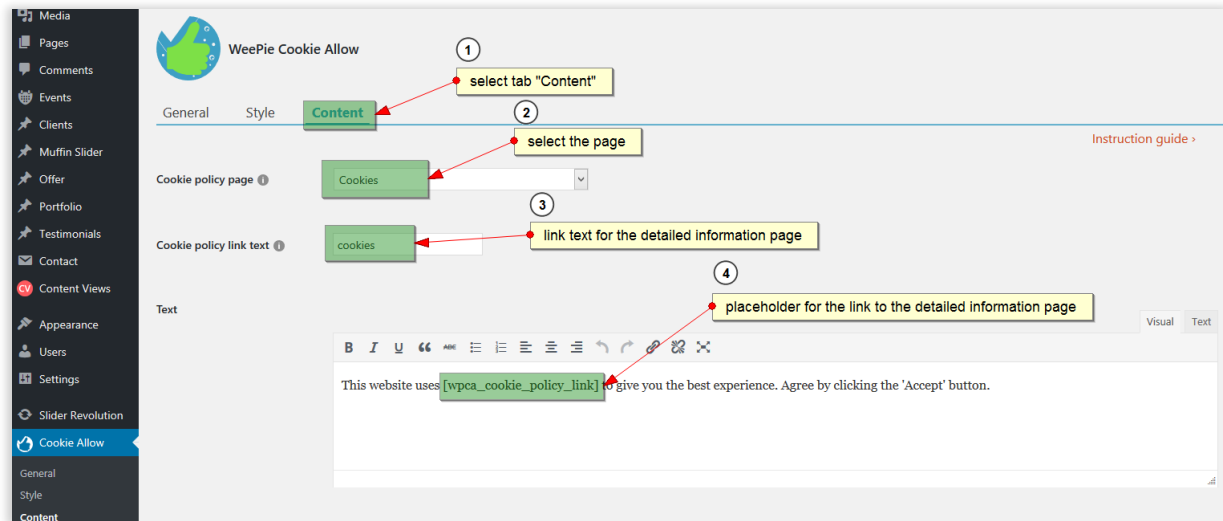
1. Ensure that tab **Content** is selected
2. Select the previous created **Cookie Consent detailed information** page
3. Edit (or leave default) the text for the link to the detailed information page
4. Alter (or leave the default text) of the message. Do not alter the placeholder "[wpca_cookie_policy_link]" for the link
5. If you want, you can modify the text for the **accept button** (not shown in picture above)
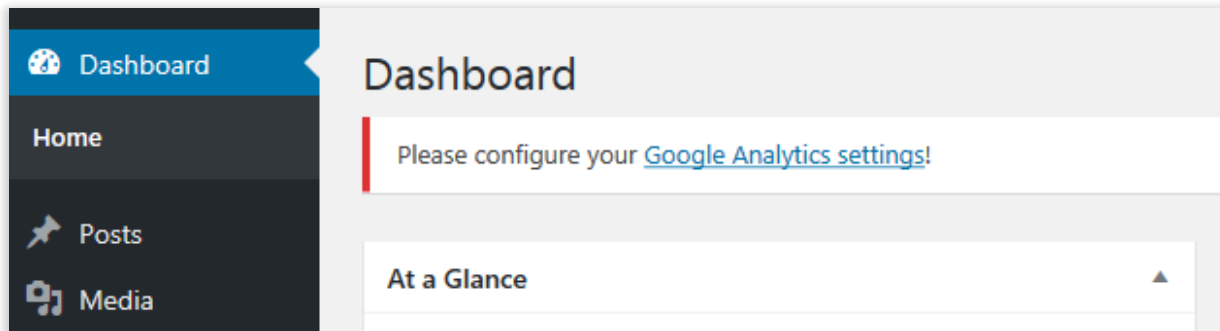6. Don't forget to **Save changes**

That's all, your Cookie Consent Configuration has been done!

16 Google Analytics

If you want to analyze your site with Google Analytics, you need to configure Google Analytics.

If you have not done this yet, you can see in the backend following message above:

You can ignore this message, if you are not interested in **Google Analytics**!

Otherwise you can start the configuration by clicking **Google Analytics settings**. This leads you to the section **Insights**, where you can enter your "**UA-Code**" for Google Analytics:
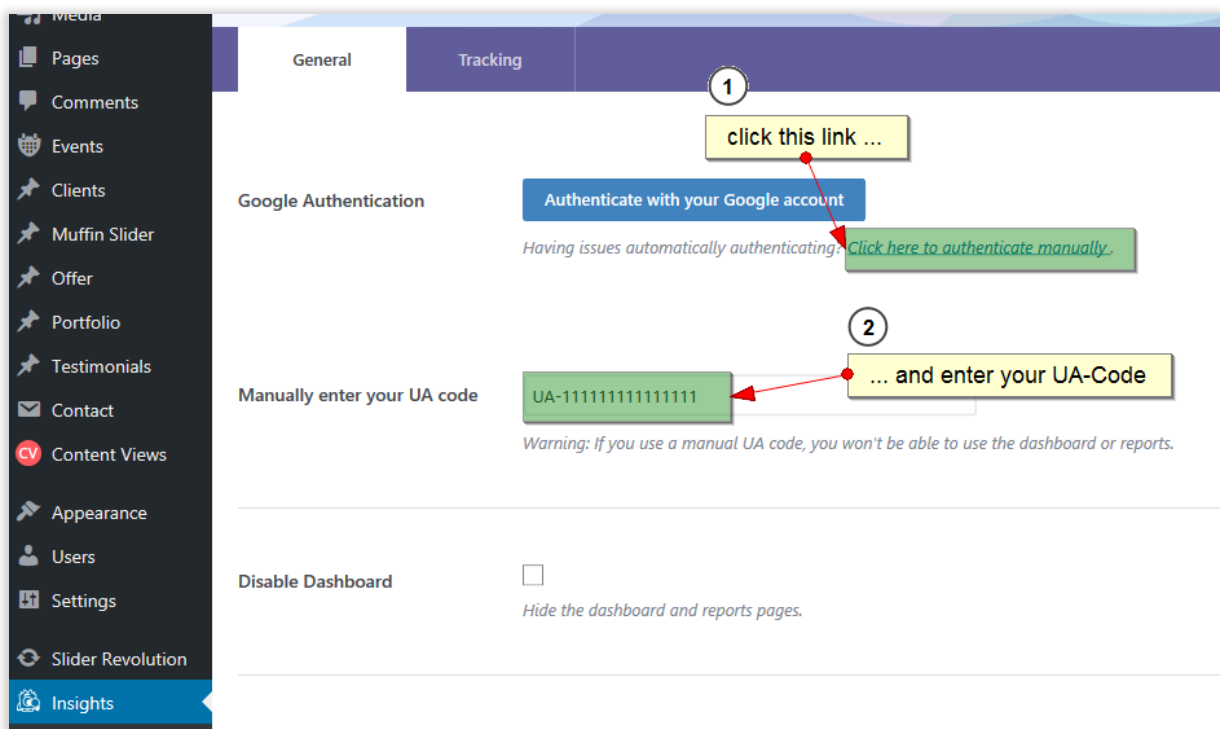
1. Click link **Click here to authenticate manually** to enter your UA-code
2. And enter your UA-Code
3. Don't forget to **Save Changes** below (not visible in picture)

That's it, leave all other settings default.