# USAF Marathon Website Reference Guide

## Admin Login:

URL: <http://www.usafmarathon.com/wp-admin>

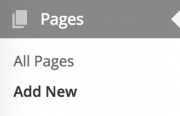
User: usafmarathon

Pass: usafm###123

## Basics:

For a lot of basics of Wordpress, I would suggest the website <https://codex.wordpress.org/>. Below are a few main items to help facilitate management of your website.

### Creating Pages

[](https://codex.wordpress.org/File:Pages-AddNew-4.3.png)

[https://codex.wordpress.org/skins/common/images/magnify-clip.png](https://codex.wordpress.org/File:Pages-AddNew-4.3.png)

Pages > Add New

To create a new Page, log in to your WordPress installation with sufficient admin privileges to create new articles. Select the [Pages](https://codex.wordpress.org/Administration_Panels#Add_New_Page) > [Add New](https://codex.wordpress.org/Pages_Add_New_SubPanel) option to begin writing a new Page.

#### Organizing Your Pages

Just as you can have subcategories within your Categories, you can also have subpages within your Pages, creating a hierarchy of pages.

For example, a WordPress site for a travel agent may feature an individual Page for each continent and country to which the agency can make travel arrangements. Under the Page titled "Africa" would be subpages for Lesotho, Cameroon, Togo, and Swaziland. Another parent Page "South America" would feature subpages of Brazil, Argentina, and Chile. Your site would list:

* Africa
  + Cameroon
  + Lesotho
  + Swaziland
  + Togo
* South America
  + Argentina
  + Brazil
  + Chile

#### To create a subpage

1. Go to [Administration](https://codex.wordpress.org/Administration_Panels) > [Pages](https://codex.wordpress.org/Administration_Panels#Add_New_Page) > [Add New](https://codex.wordpress.org/Pages_Add_New_SubPanel) panel.
2. In the right menu, click the "Page Parent" drop-down menu. The drop-down menu contains a list of all the Pages already created for your site.
3. Select the appropriate parent Page from the drop-down menu to make the current Page a child Page.
4. Add content to the subpage.
5. Click Publish when ready.

When your Pages are [listed](https://codex.wordpress.org/Pages#Listing_Your_Pages_on_Your_Site), the Child Page will be nested under the Parent Page. The [Permalinks](https://codex.wordpress.org/Using_Permalinks) of your Pages will also reflect this Page hierarchy.

In the above example, the [Permalink](https://codex.wordpress.org/Using_Permalinks) for the Cameroon Page would be:

http://example.com/africa/cameroon/

#### Changing the URL of Your Pages

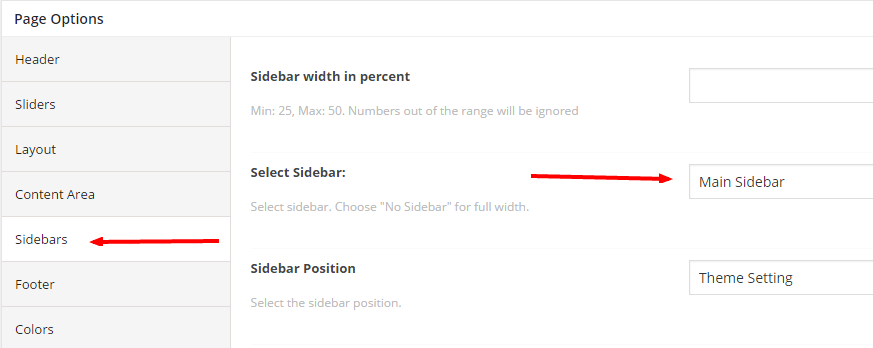
To change the URL part (also referred to as "slug") containing the name of your Page, use the "Edit" (or "Change Permalinks" in older WordPress versions) button under the Page title on the [Edit screen](https://codex.wordpress.org/Writing_Posts) of the particular Page, accessible from [Pages](https://codex.wordpress.org/Administration_Panels#Pages) tab of WordPress[Administration Panel](https://codex.wordpress.org/Administration_Panels).

#### Select Sidebars for Pages

\*\*Must select / add the desired sidebar to your page.

At the bottom of the page, in the “**Page Options**”, select “**Sidebars**”.

From the drop-down, select “**Main Sidebar**”



This will add the following sidebar to the pages:

