# SP2 Website Training

# Agenda

Introduction to WordPress Training

- Home Page Alerts
- Page Content Editing
- Adding/Editing Calendar Events

Follow-up questions

Notes

# Introduction to WordPress

Log-in URL: www.sp2.upenn.com/wp-login
Username: sp2_firstname         Password: sp2_password         This password can be changed once you have logged in.         Go to Users >Your Profile in the Admin Bar.
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# Homepage Alert

## Notes

## Options > Site Alert



# **Editing Page Content**

## Select Page > Click Edit Page

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## Notes

Things	to	Remember

- All external links should open in a new window.
- Make sure there are no extra spaces after periods or paragraphs.
- All text should be left aligned.
- If formatting looks incorrect, clear font formatting (click 'toolbar toggle', 'clear formatting')



# Calendar

### Events > Select Event or 'Add New'

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<ul> <li>Publications</li> <li>Resources</li> <li>People</li> </ul>	Future of Social Change Tour – KICKOFF Philadelphia	Development & Alumni Relations	Caster Building D26/27	Future of Social Change Tour	-	September 12	September 12					
Tweets TablePress	Pre-Orientation Events for all SP2 Students			Students	-	August 20	August 22					
<ul> <li>Prome</li> <li>Tools</li> <li>Options</li> </ul>	International New Student Orientation		Caster Building D26/27	Students	-	August 19	August 19					



## Notes

# Website Help Section

### http://www.sp2.upenn.edu/help



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