

# A Guide to Editing in WordPress

Health Management Group Programs



*Revised December 2021  
WRHA Communications & Public Affairs*



Winnipeg Regional Health Authority    Office régional de la santé de Winnipeg

# Web Browser

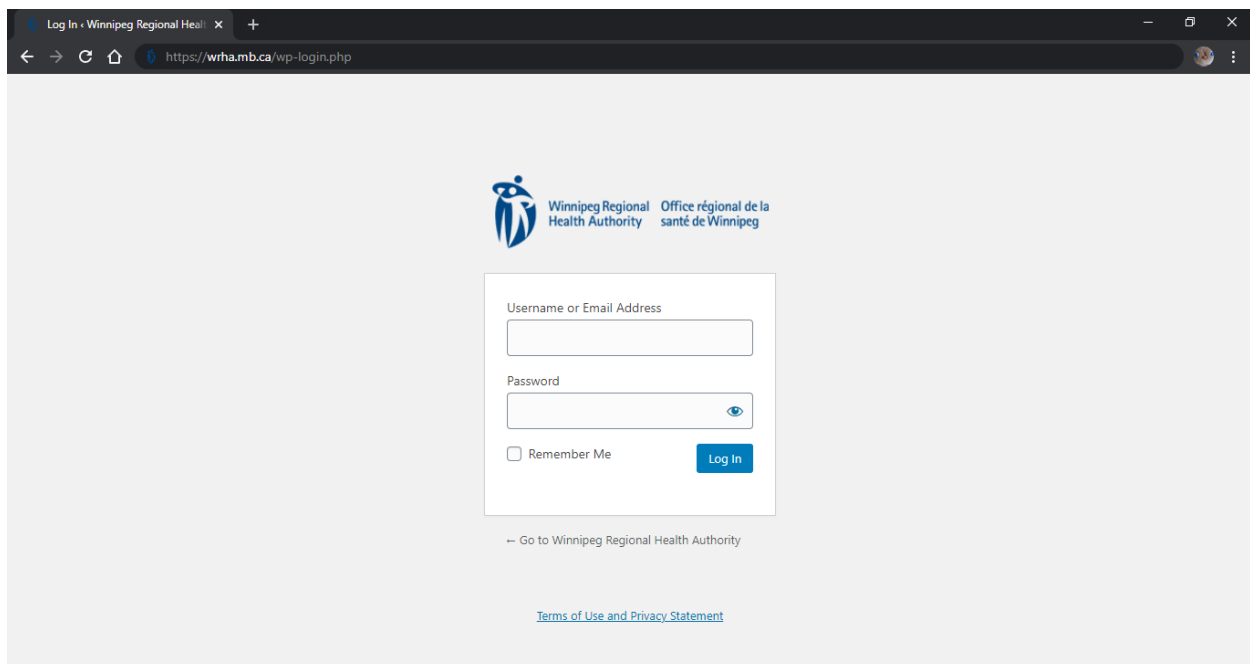
It is very important that you do not try and use Internet Explorer to edit the site. Please use Google Chrome or Microsoft Edge.

For instructions on how to set Google Chrome or Microsoft Edge as your default browser, please visit:

<https://support.microsoft.com/en-us/windows/change-your-default-browser-in-windows-10-020c58c6-7d77-797a-b74e-8f07946c5db6>

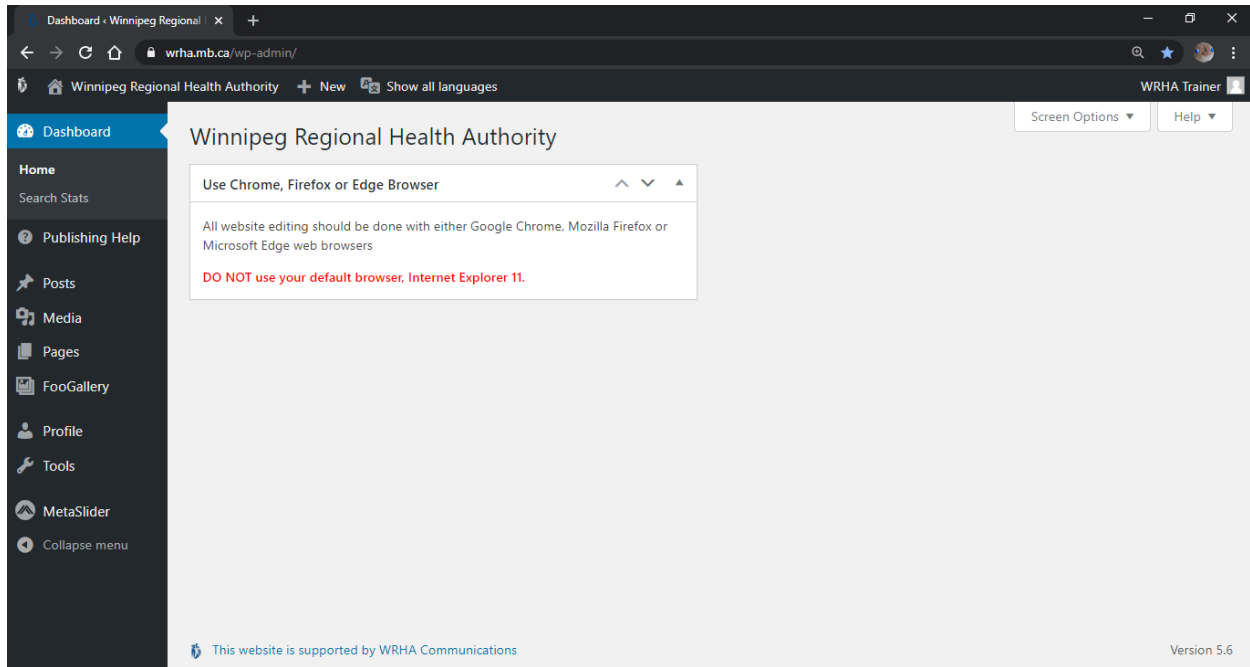
# Logging In

Before you can make any changes to the website, you will need to sign in. The login screen for your website is found at the following URL: <https://wrha.mb.ca/wp-admin/>



A username and password should have already been provided to you. If you are having any login issues, please contact Jamie Care at [jcare@wrha.mb.ca](mailto:jcare@wrha.mb.ca) or 204-926-7196.

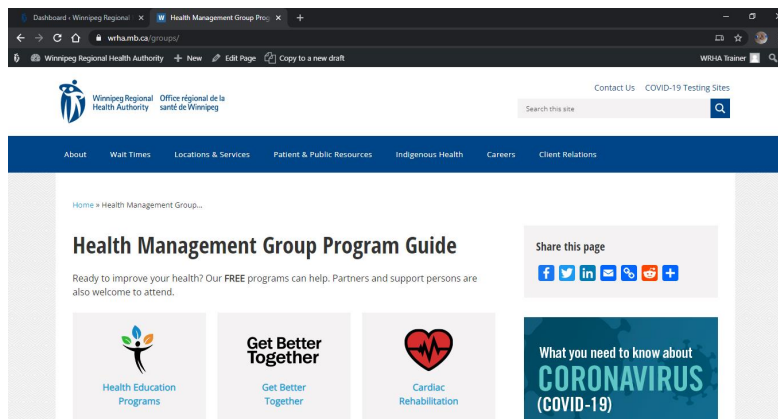
Once logged in, you will be taken to a Dashboard page:



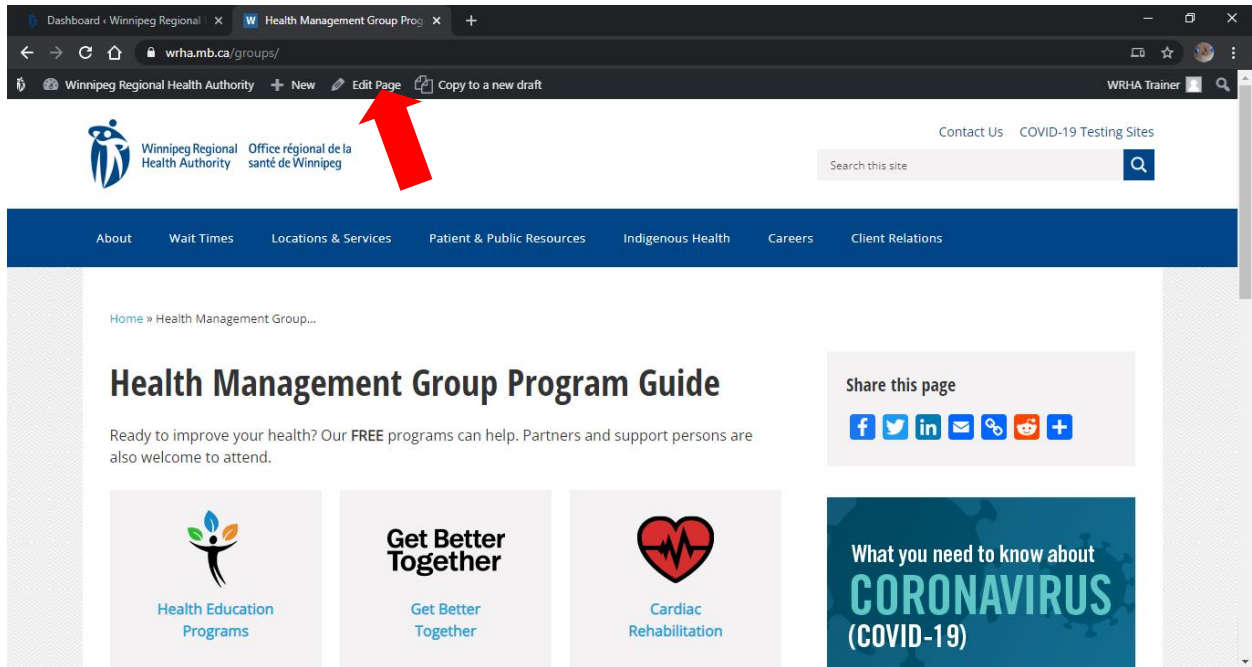
## Getting Started

Because EditorL1 status gives you access to all the pages and posts on the WRHA Website, we would ask that you please avoid any of the options on the left-hand sidebar of the Dashboard page.

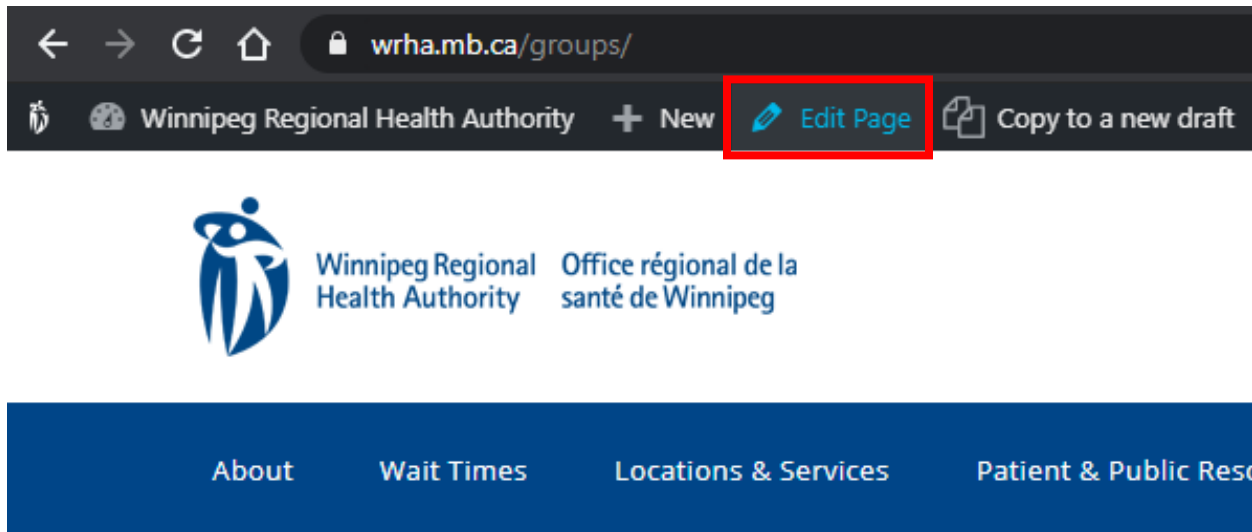
Please proceed directly to the Health Management Group Programs page, located at <https://wrha.mb.ca/groups/>



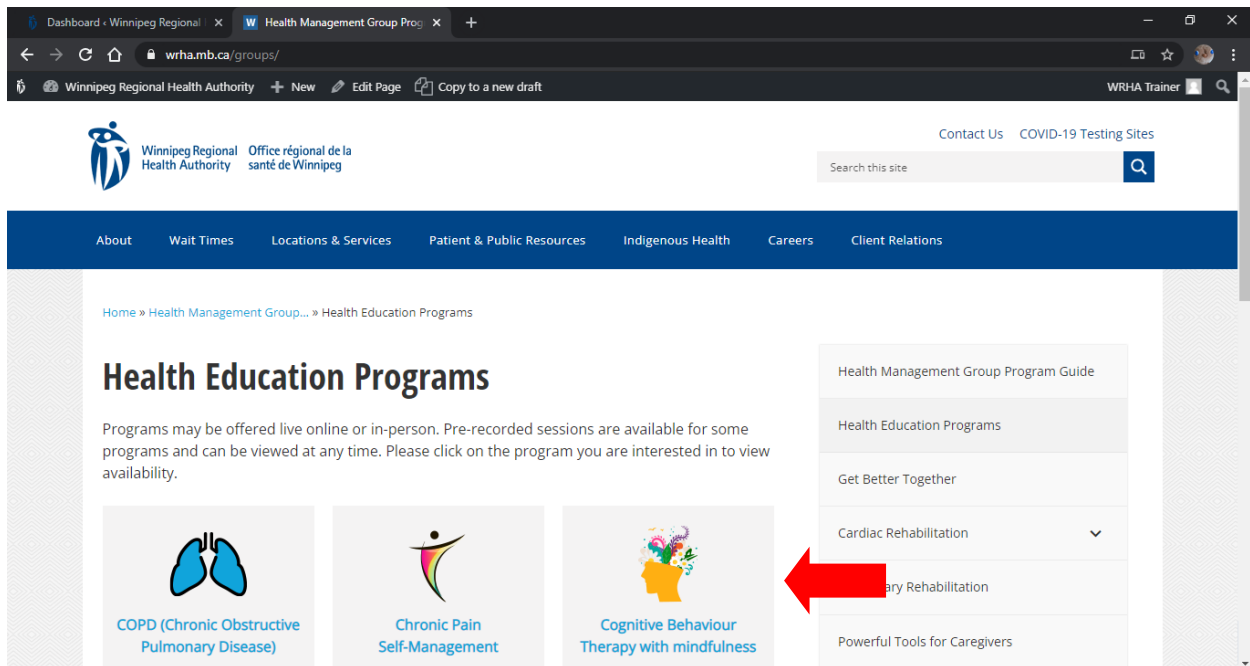
Since you are logged in, you should notice that you have a WordPress toolbar along the top of the page:



This toolbar contains an option for you to edit the page you are currently on.



Click on “Health Education Programs” on the right-hand side. Then, click through to the program you want to post or remove dates for:



## Best Practices

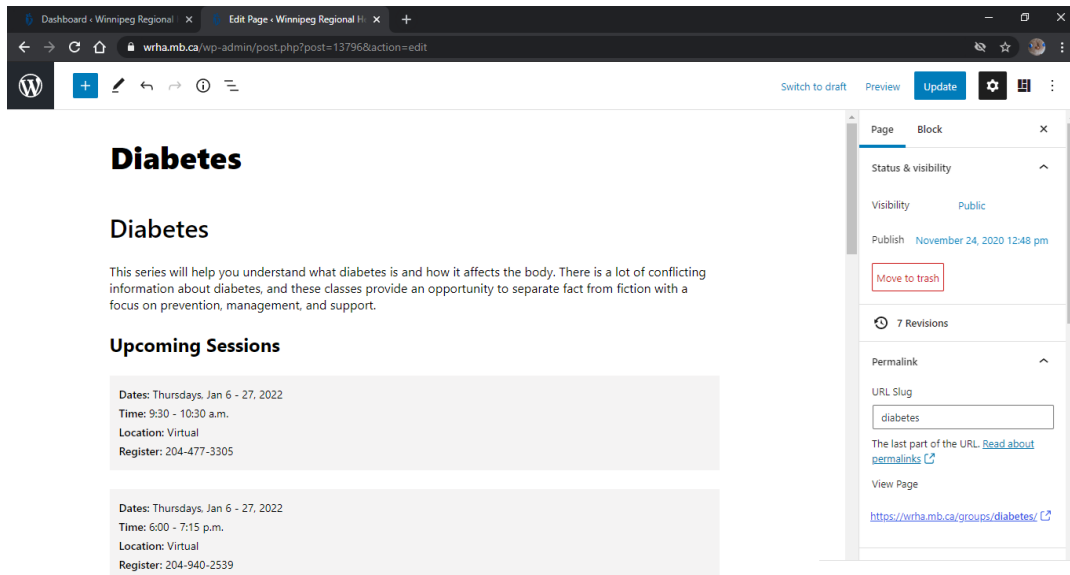
- Sessions can be posted in the Guide at any time. Optimal timing is 6 weeks or more in advance of the start date.
- If a session has not yet started but registration is full, please **do not** remove the program, but change the session's block style to Full, as indicated on Page 9.
- **Editors should place reminders in their calendar regarding when each program should be removed from the Group Guide and remove promptly once the first class has been completed** (or the second class in a multi-session program if participants are allowed to start the program on class 2).
- Anyone who notices that a program offered by another team has ended (or the first 2 sessions in a multi-session program have passed), please remove it on their behalf.
- When no upcoming sessions are scheduled, post an unstyled paragraph block with the following text:

**Program not offered at this time. Please check back, as program dates will be posted when available.**

- If you have any issues, please contact Jamie Care via email, Microsoft Teams or at 204-926-7196.

# Editing a Page

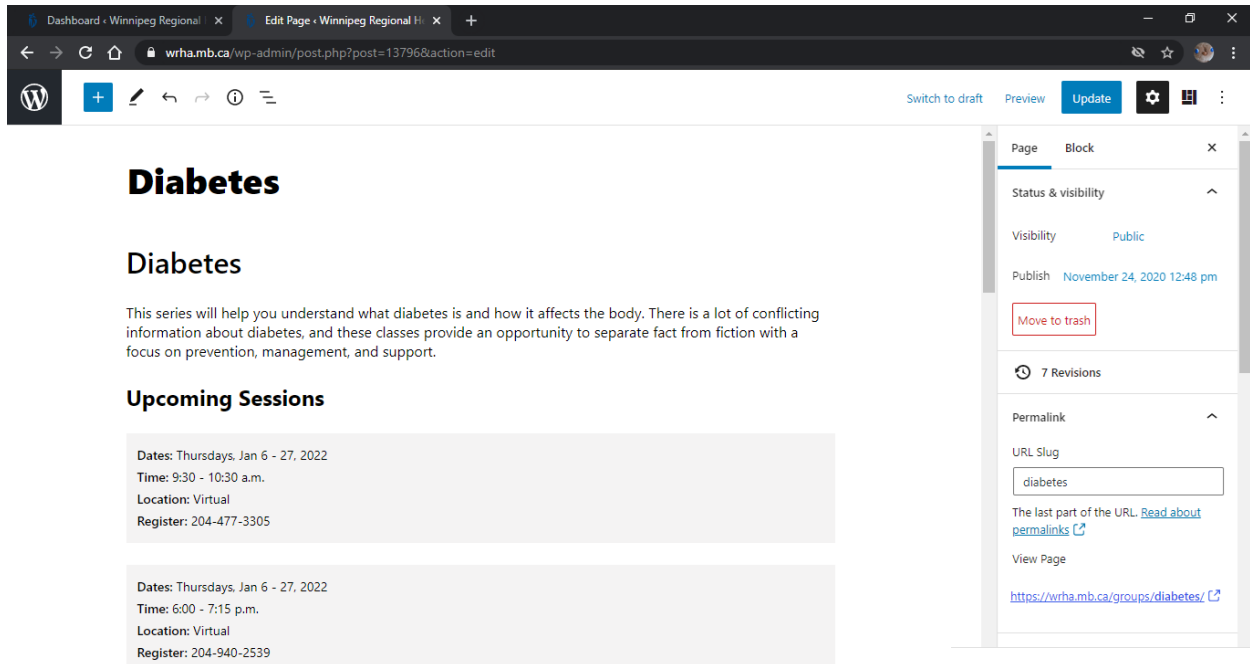
Once on the page you want to edit, click the “Edit Page” link in the toolbar as shown on the previous page. The WordPress Block Editor will open and this is what you should see:



If you do not see the right-hand sidebar, click on the cog icon in the top right to make it appear:



Now, the Block Editor does not look exactly like the page looks to a normal user. You will see different elements and options.



Each element on the page is a block. The first title is the name of the page that will show up in the address and in searches. The second title is what shows up on the page itself.

There are blocks of text outlining the purpose of the program, followed by an area containing the Upcoming Sessions.

Underneath this, there may be a video along with further resources.

All of these elements can be edited. Please edit only the Upcoming Sessions area.

## Editing the “Upcoming Sessions” Area

Editing the Upcoming Session area is very simple. Each session is contained within its own paragraph block.

The screenshot shows a WordPress admin interface for editing a page titled "Diabetes". The main content area includes a title "Diabetes", a paragraph of introductory text, and a section titled "Upcoming Sessions" containing two session details. A red arrow points from the sidebar menu to the first session detail box. The sidebar menu is open, showing options like "Page", "Block", "Status & visibility", "Visibility", "Publish", "Move to trash", "7 Revisions", "Permalink", "URL Slug", and "View Page".

Hit Enter to start a new paragraph and type or cut and paste the session information in the following format:

**Dates:** Thursdays, Jan 6 - 27, 2022  
**Time:** 9:30 - 10:30 a.m.  
**Location:** Virtual via Teams  
**Register:** 204-477-3305

The categories should be bolded. Each line should be separated by a line break (Shift+Enter). Use date ranges whenever possible. Please format the time as “a.m.” and “p.m.” For a virtual meeting, you should add what app is being used (eg: Zoom, Teams).



The screenshot shows a WordPress admin interface for editing a page titled "Diabetes". The main content area includes a title "Diabetes", a short paragraph, and a section titled "Upcoming Sessions" with details for a Thursday session. A sidebar menu is open on the right, showing options like "Status & visibility", "7 Revisions", and "Permalink". A red arrow points to the "Upcoming Sessions" section in the main content area.

As indicated in the above image, when creating a new session, you will see that it doesn't look like the others (no grey background yet). Don't worry, the styling will be discussed on Page 9.

### More session formatting examples:

Here is an example of a single session. Note the singular "Date" category and the singular "Thursday."

**Date:** Thursday, Jan 20, 2022  
**Time:** 9:30 - 10:30 a.m.  
**Location:** Virtual via Zoom  
**Register:** 204-477-3305

Here is an example of an in-person session:

**Date:** Thursday, Jan 20, 2022  
**Time:** 9:30 - 10:30 a.m.  
**Location:** In-person at Access Downtown, 640 Main Street  
**Register:** 204-477-3305

If one of the dates in a session falls on a holiday, use this format:

**Date:** Thursdays, Jan 6 - 27, 2022 (No class on Jan 20)  
**Time:** 9:30 - 10:30 a.m.

**Location:** Virtual via Teams  
**Register:** 204-477-3305

If a session straddles two months, use this format:

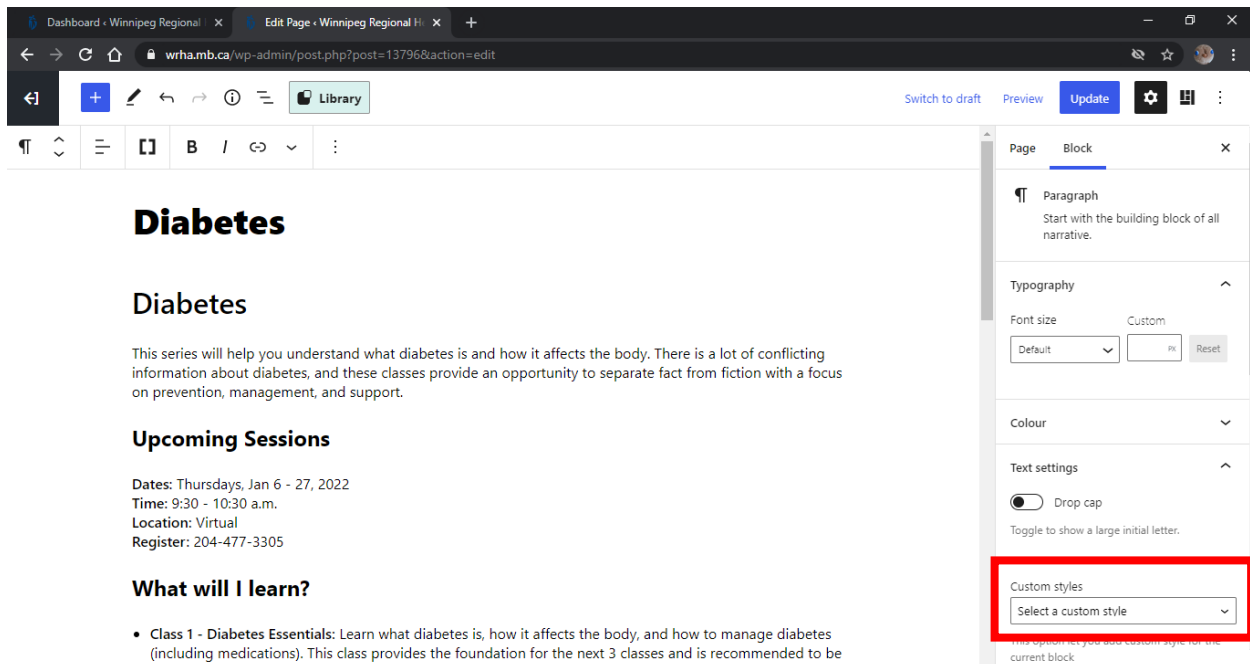
**Date:** Thursdays, Jan 6 – Feb 3, 2022  
**Time:** 9:30 - 10:30 a.m.  
**Location:** Virtual via Teams  
**Register:** 204-477-3305

## Styling a Session:

Once the session information is entered, you need to choose the style. There are two styles, one for an **Open** session and one for a session that is **Full**.

**We want to keep sessions listed on the site until after programs start so that users can find information even after it has been filled.** Registrants sometimes come back to the Guide for the phone number to call and ask a question or cancel.

To set the style of the session, make sure you have the block you want to style selected. On the sidebar under the Block tab, you will see a “Custom Styles” drop down:



The screenshot shows a WordPress editor interface. The main content area displays a page titled "Diabetes" with the following text:

## Diabetes

Diabetes

This series will help you understand what diabetes is and how it affects the body. There is a lot of conflicting information about diabetes, and these classes provide an opportunity to separate fact from fiction with a focus on prevention, management, and support.

### Upcoming Sessions

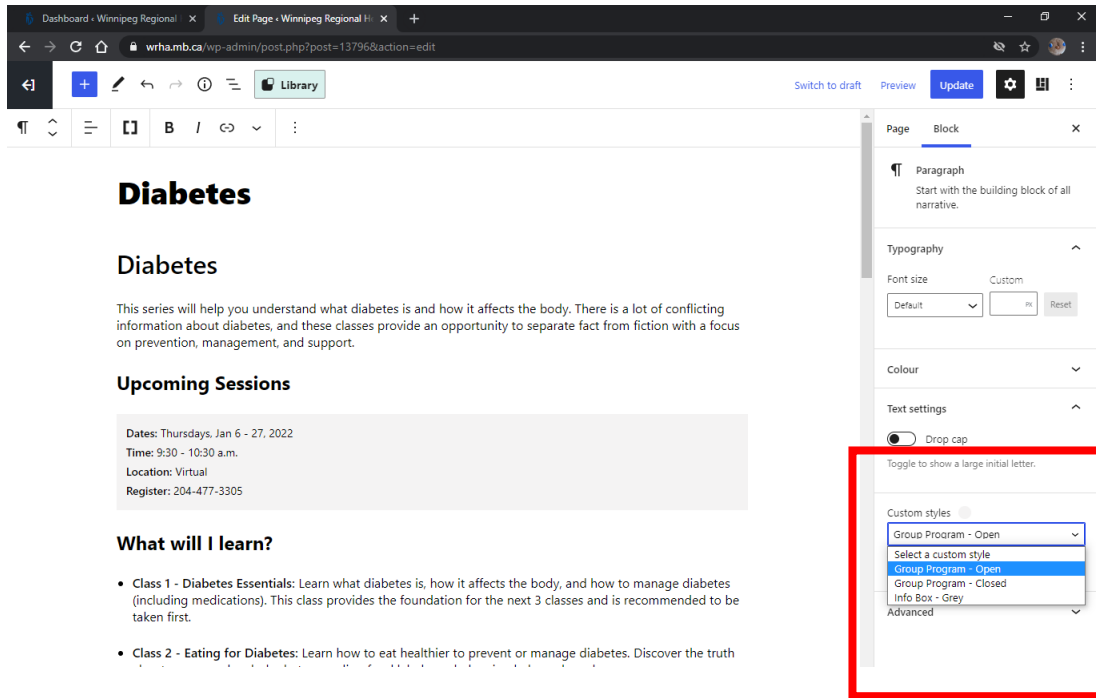
Dates: Thursdays, Jan 6 - 27, 2022  
Time: 9:30 - 10:30 a.m.  
Location: Virtual  
Register: 204-477-3305

### What will I learn?

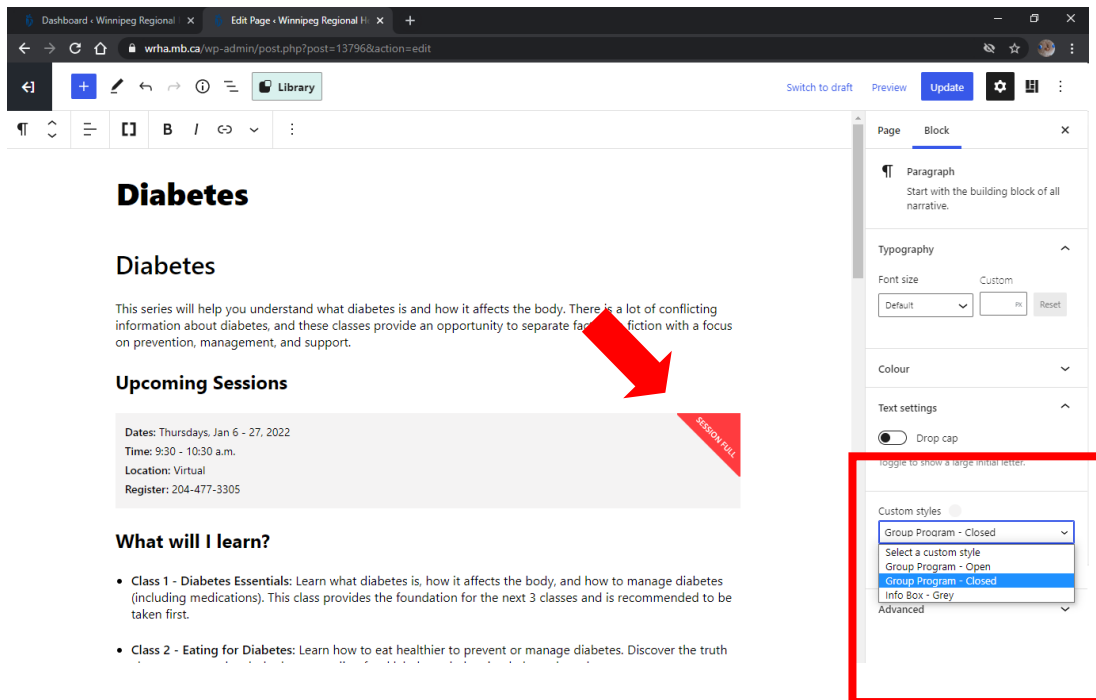
- **Class 1 - Diabetes Essentials:** Learn what diabetes is, how it affects the body, and how to manage diabetes (including medications). This class provides the foundation for the next 3 classes and is recommended to be taken first.

The sidebar on the right shows the "Block" tab selected. Under "Text settings", there is a "Drop cap" toggle and a "Custom styles" dropdown menu. The "Custom styles" dropdown is highlighted with a red box and contains the text "Select a custom style".

To make the session show as open, choose the “Group Program – Open” option.

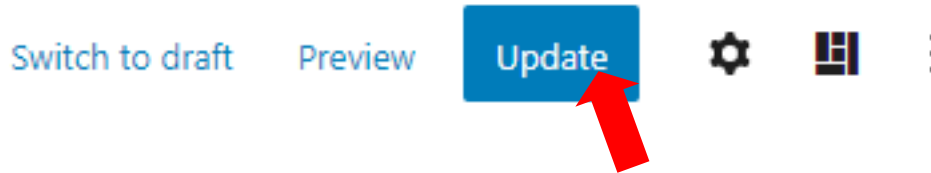


To make the session show as full, choose the “Group Program – Full” option.



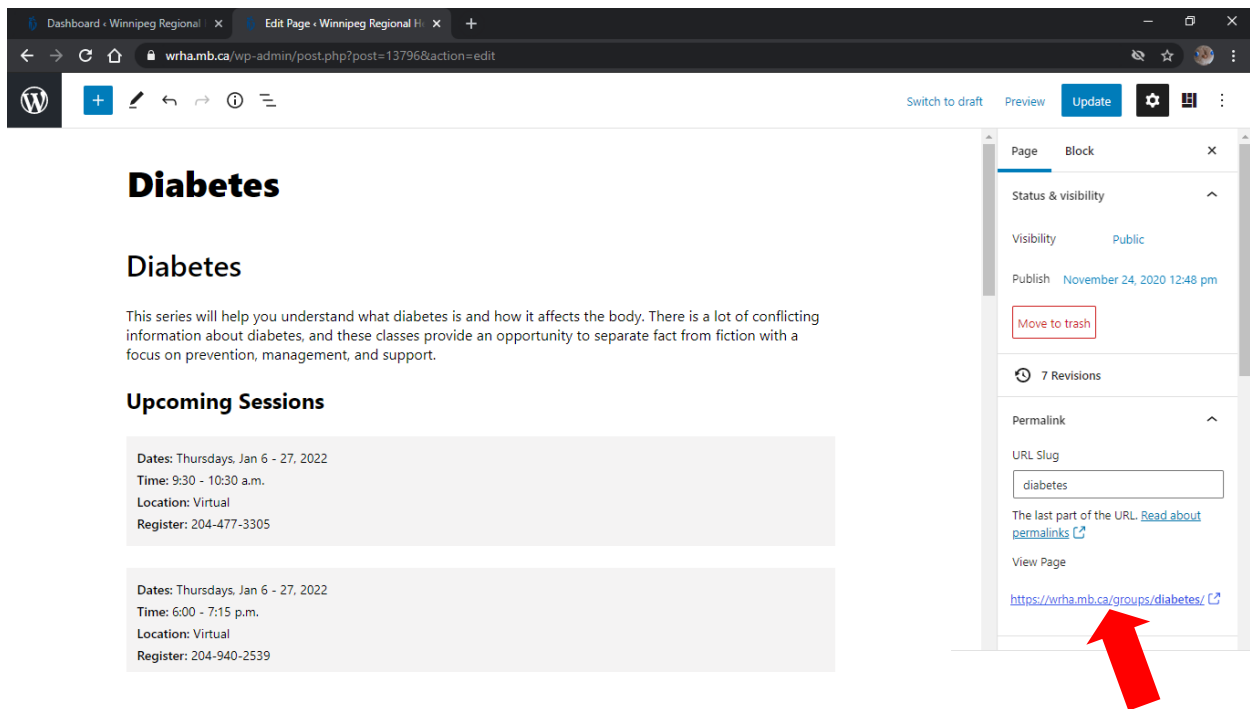
# Publishing Your Changes

Once you have completed your edits, click on “Update” in the top right corner to publish.



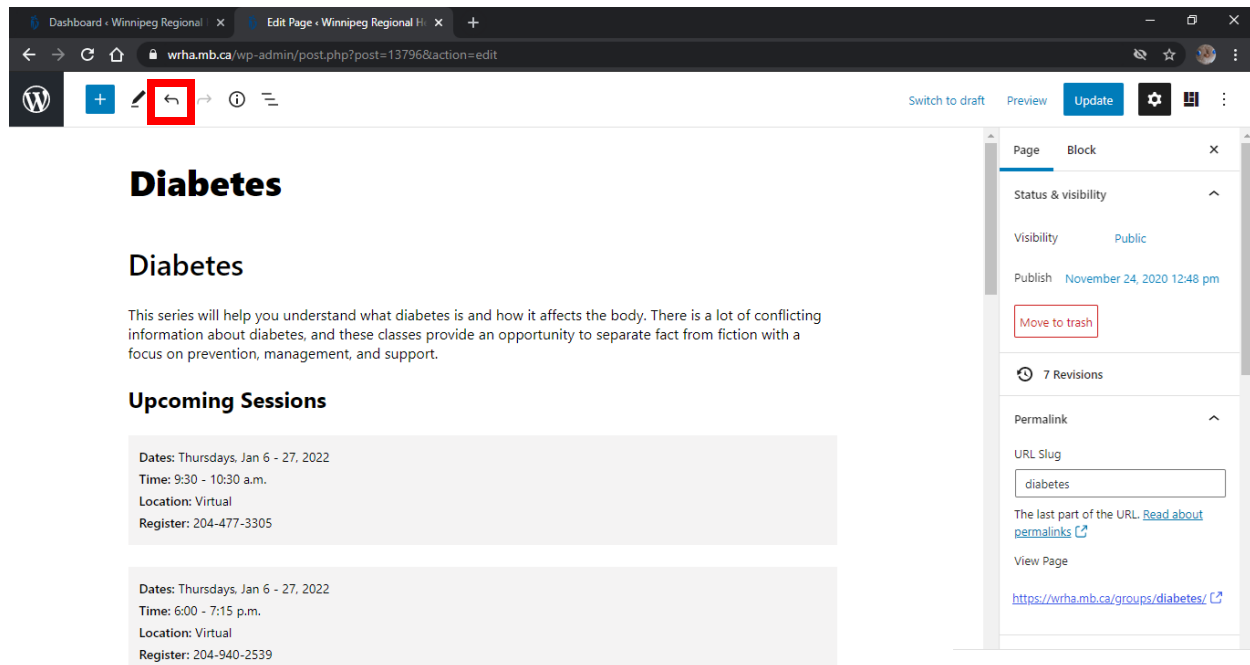
Always make sure to check your work after publishing to ensure everything looks okay.

To view the live version of the page, click “Page” on the right-hand sidebar and look for the “View Page” link:



# Correcting a Mistake

To quickly remove a mistake, you can hit CTRL+Z or click the Undo button:



If you have already published the page and there are major errors that aren't easily fixed, you can simply roll the page back to a previous version.

To do this, click on the Revisions link on the right-hand sidebar, you can then choose to revert the page back to a previous edit.