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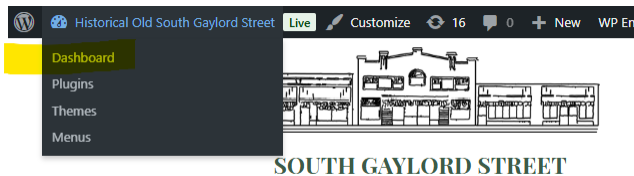
Log into the backend of the website.

1. Visit southgaylord.com and click the “Merchant Login” button on the top right.



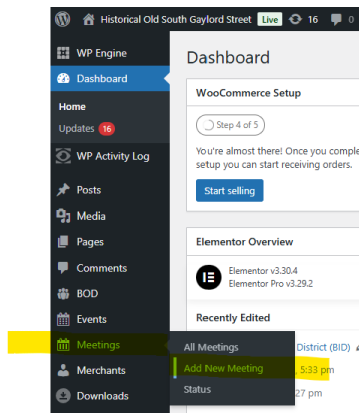
2. Enter your login credentials and click “Log In”.

3. Navigate to the backend of the site. On the top left of the screen, hover over the “Historical Old South Gaylord Street” and click “Dashboard”.

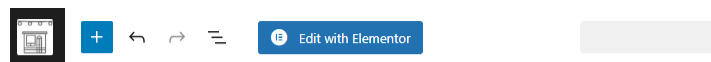


Meetings - Add a New “Upcoming” Meeting

1. On the left sidebar, scroll down to “Meetings” and click “Add New Meeting”.



2. Enter the meeting information:
 - a. Post Title: Needs to be in the format of Year, Month-Day. For example 2025, 09-16. This is the backend title that sorts the meetings appropriately.



2025, 09-16

Type / to choose a block

- b. Meeting Title: Enter the public meeting title. It is set to auto fill “Old South Gaylord BID Board Meeting” as this is the most common meeting but you can change this for other meeting types.
- c. Date and Time: Select the Date and Time of the meeting.
- d. Location: Enter the location where the meeting will be held.
- e. Agenda: Enter the content for what plan to discuss at the upcoming meeting.

Meeting

Meeting Title

Old South Gaylord BID Board Meeting

Date and Time

September 16, 2025 9:30 am

Location

Modern Bungalow

Agenda

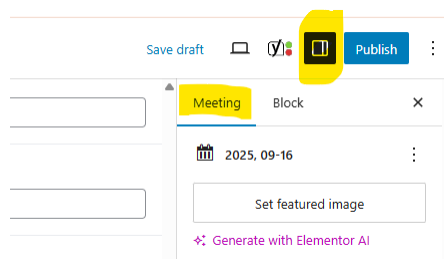
Add MediaInsert Download

Paragraph

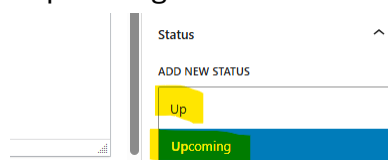
BID I List Bulleted List Numbered List Link Embed Table Code >

New budget plan etc...

3. Set the meeting Status.
 - a. Go to the right sidebar. If you do not see it click the icon next to the “Publish” button to expand it and click the “Meeting” tab.



- b. Scroll down to the “Status” section at the bottom and begin typing “Upcoming” and select the option from the drop-down.

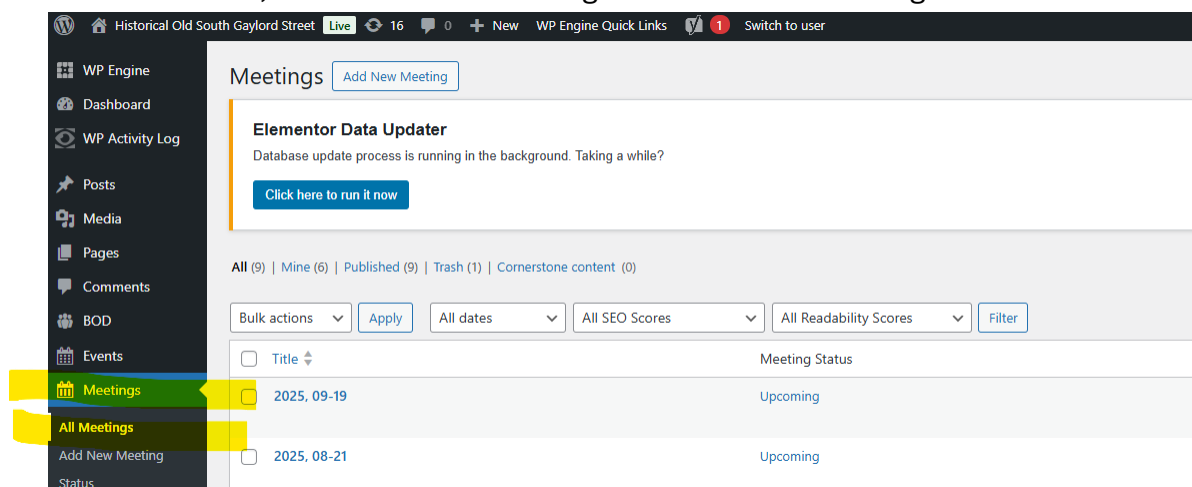


4. Publish the Meeting. Scroll to the top right and click the “Publish” button.

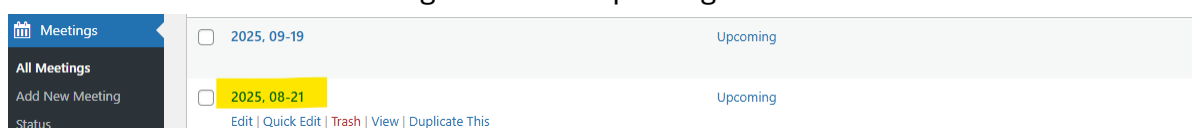


Meetings - Update a “Past” Meeting

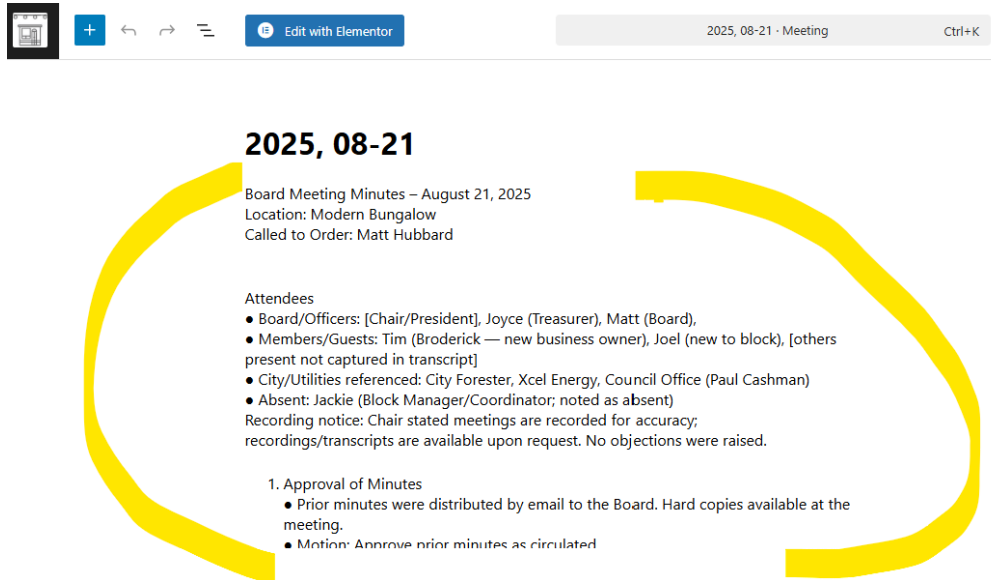
1. On the left sidebar, scroll down to “Meetings” and click “All Meetings”.



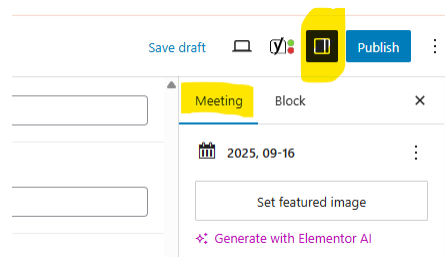
2. Click on the title of the meeting that needs updating.



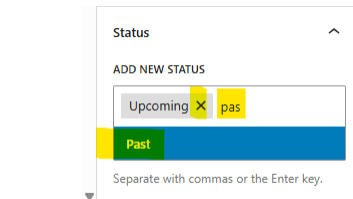
3. Add the notes from the meeting to the section under the title. Note that the Agenda section at the bottom of the page is for what you plan to discuss but this section is for what was actually discussed at the meeting.



4. Set the meeting Status.
 - a. Go to the right sidebar. If you do not see it click the icon next to the “Publish” button to expand it and click the “Meeting” tab.



- b. Change the meeting status to “Past”. Scroll down to the “Status” section at the bottom and begin typing “Past” and select the option from the drop-down. Click the “X” next to “Upcoming” to remove that status.

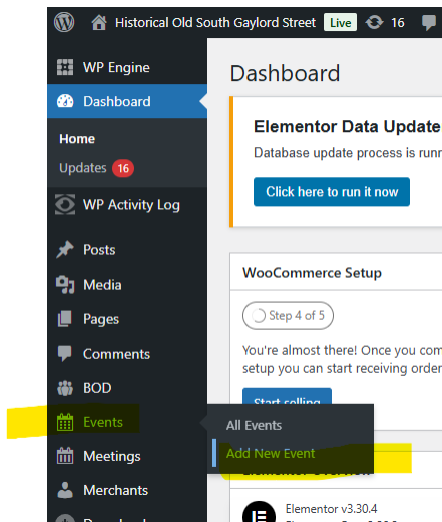


- c. Save the Meeting. Scroll to the top right and click the “Save” button.



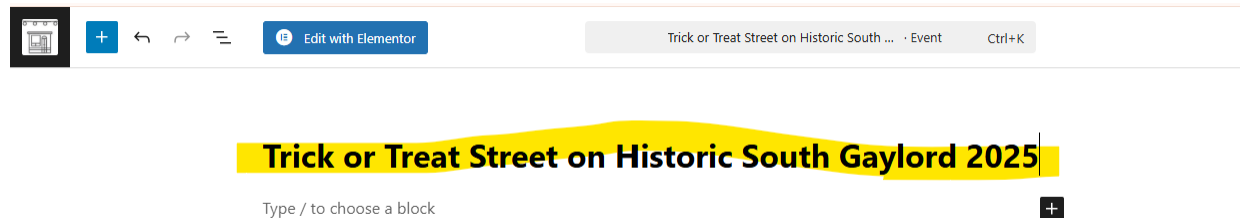
Events – Add a New Event

1. On the left sidebar, scroll down to “Events” and click “Add New Event”.

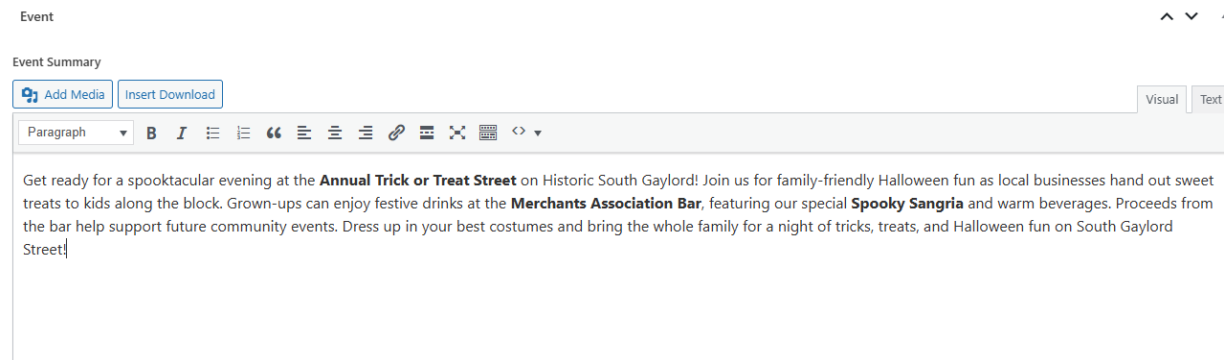


2. Enter the Event Information:

- a. Title: It is best to include the year since most of the events repeat year after year.



- b. Event Summary: This is the content that will appear to the left of the image on the event detail page.



For example:

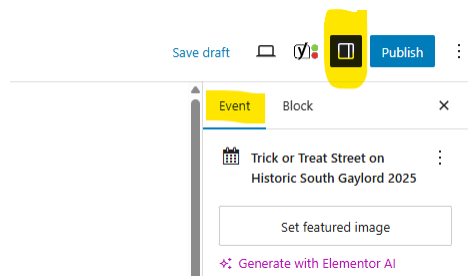
Trick or Treat Street on Historic South Gaylord

Thursday: October 31, 2024

Get ready for a spooktacular evening at the Annual Trick or Treat Street on Historic South Gaylord! Join us for family-friendly Halloween fun as local businesses hand out sweet treats to kids along the block. Grown-ups can enjoy festive drinks at the Merchants Association Bar, featuring our special Spooky Sangria and warm beverages. Proceeds from the bar help support future community events. Dress up in your best costumes and bring the whole family for a night of tricks, treats, and Halloween fun on South Gaylord Street!

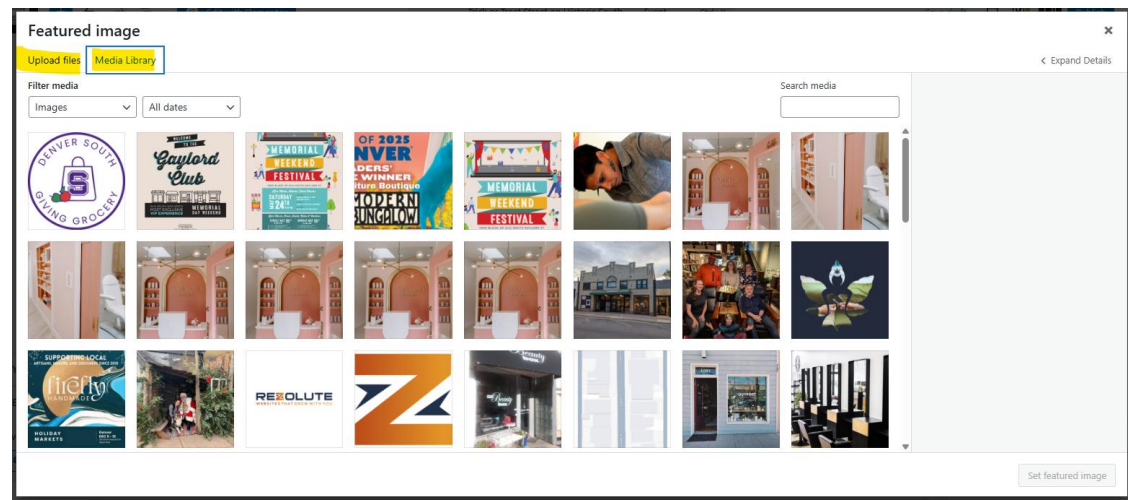


- c. Event Start Date: Add a start date for ALL events (single day and multi-day events).
 - d. Event End Date: Add an end date for multi-day events only. **Leave blank for single-day events.**
 - e. Event Status: **Leave blank.** This is a dynamic field, the system will update when the event date has passed.
3. Go to the right sidebar. If you do not see it click the icon next to the “Publish” button to expand it and click the “Event” tab.



- a. Add an image: Click the “Set Featured image” button and either choose an existing image (Media Library tab) or upload a new image (Upload files tab).

Click “Set featured image”.

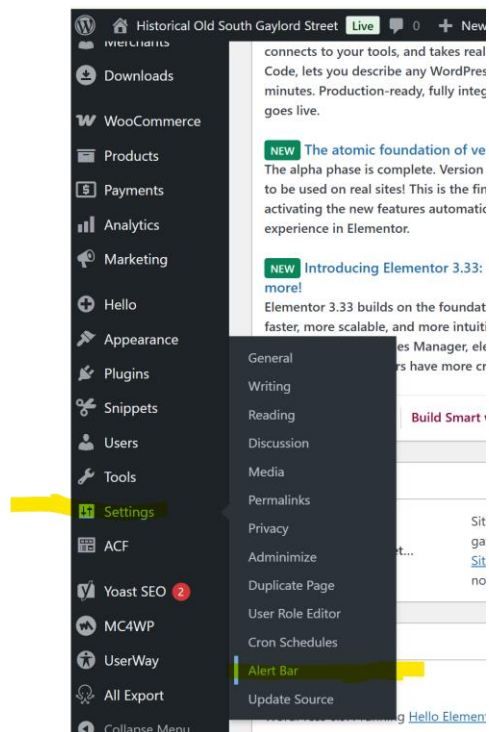


4. Publish the Event. Scroll to the top right and click the “Publish” button.



Alert Bar – Add or Remove a site-wide notification

1. On the left sidebar, scroll down to “Setting” and click “Alert Bar”.



2. Enter Notification details.
 - a. Add the message, button text and the page that url to the page that you want the link to open.
 - b. To turn it on click “Show alert bar” and to turn it off un-check it.
3. Click Save Alert Bar

The screenshot shows the 'Alert Bar' settings in a WordPress dashboard. It includes a section to 'Enable Alert Bar' with a checked 'Show alert bar' option. Below this are input fields for 'Alert Message' (containing 'Test'), 'Button Text' (containing 'Learn More'), and 'Button URL' (containing 'https://southgaylord.com/events/'). A 'Save Alert Bar' button is at the bottom left.

Budget – Updating the budget page

1. On the left sidebar, scroll down to “Pages” and click “All Pages”. Scroll to or search for the Budget page, hover over the title and click “Edit with Elementor”.

The screenshot shows the WordPress 'Pages' list. The left sidebar has 'Pages' highlighted. The main area shows a list of pages with columns for Title, Author, Date, and status. The 'Budget' page is highlighted in yellow, and the 'Edit with Elementor' link is also highlighted. The table below shows the list of pages:

Title	Author	Date	Status	Count
Business Directory — Elementor	Rezolute	Published 2025/01/09 at 11:20 pm	Green	43
Business Improvement District (BID) — Elementor	Rezolute	Published 2025/01/10 at 3:33 pm	Green	4
Board of Directors — Elementor	Rezolute	Published 2025/01/13 at 1:19 am	Green	0
Budget — Elementor	Rezolute	Published 2025/01/12 at 11:53 pm	Red	0
Bylaws — Elementor	Rezolute	Published 2025/01/13 at 12:33 am	Red	1
Meetings — Elementor	Rezolute	Published 2025/02/20 at 1:49 am	Green	0

2. Hover over the section with the tabs and click the pencil icon in the top right corner. To edit an existing tab, click the tab and the pencil icon in that section, the editor will become available on the left side of the screen where you can change the text or upload a new image of the budget report.

HOME > BUSINESS IMPROVEMENT DISTRICT (BID) > BUDGET

2025 Budget 2024 Expenses 2023 Expenses 2022 Expenses

January 1, 2025
Colorado Department of Local Affairs
1313 Sherman Street
Denver, CO 80203

To Whom It May Concern:

Attached please find the 2025 budget for the Old South Gaylord Business Improvement District.

Old South Gaylord BID Income, Expenses & Budget

Old South Gaylord BID		2025 Budget
Income	Property Tax Revenue	\$56,571.00
	Bank Interest	
	Inflow	\$56,571.00
Expenditures	Accounting	\$0.00
	Bank Charges	\$0.00
	Block Manager	\$0.00
	Board Meeting	\$0.00
	Conferences	\$0.00
	Contract Services	\$800.00
	Decorative Tree Lighting	\$2,000.00

3. To add a new tab, click the pencil icon in the top corner again and you will see all of the tabs on the left side of the screen. Click the copy icon to duplicate a previous tab.

SOUTH GAYLORD STREET

Budget

HOME > BUSINESS IMPROVEMENT DISTRICT (BID) > BUDGET

2025 Budget 2024 Expenses 2023 Expenses 2022 Expenses

January 1, 2025
Colorado Department of Local Affairs
1313 Sherman Street
Denver, CO 80203

To Whom It May Concern:

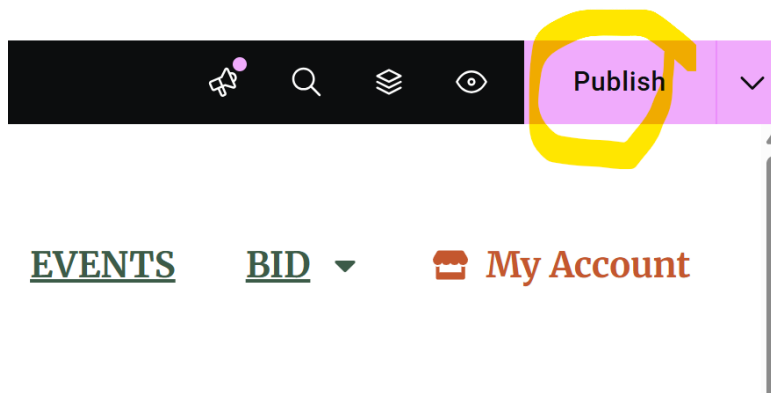
Old South Gaylord BID Income, Expenses & Budget

Old South Gaylord BID		2025 Budget
Income	Property Tax Revenue	\$56,571.00

- To edit the title of your new tab (or an existing tab), click the tab title on the left side to expand the options, and make your desired edits. To edit the content under the tab, refer to step #2 (above).



- Save your work!** When you are done editing the page click the “Publish” button at the top right of the page.



- To return to the front-end of the website, click the arrow in the top right and then click “View Page” to see your published edits.

