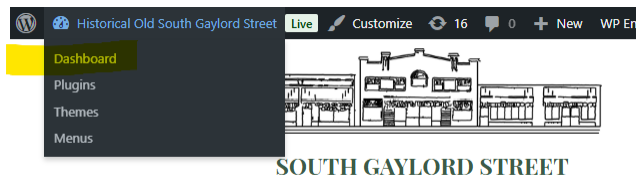## Table of Contents

Log into the backend of the website.

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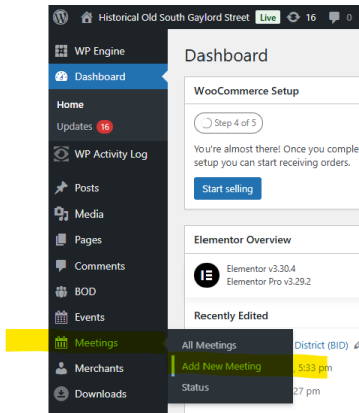

2. Enter your login credentials and click "Log In".

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".
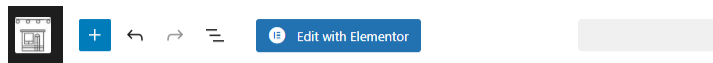
Meetings - Add a New "Upcoming" Meeting

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.

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.
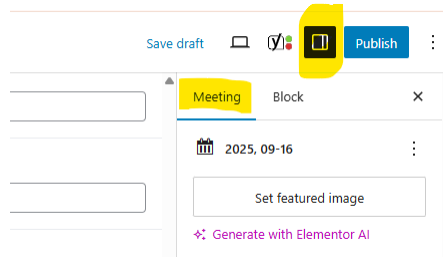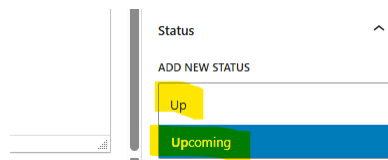

    b. Scroll down to the "Status" section at the bottom and begin typing "Upcoming" and select the option from the drop-down.
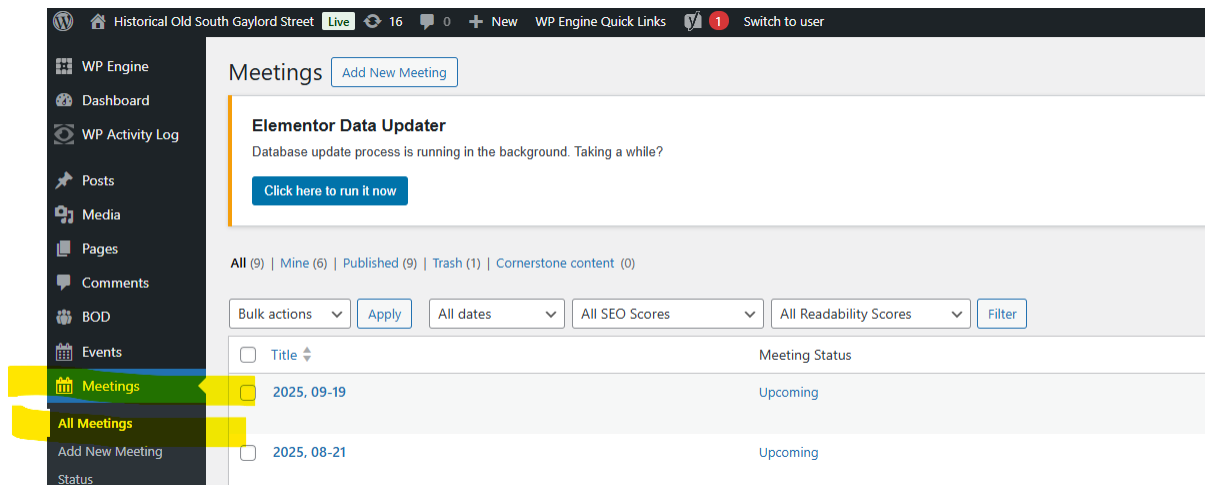

4. Publish the Meeting. Scroll to the top right and click the "Publish" button.
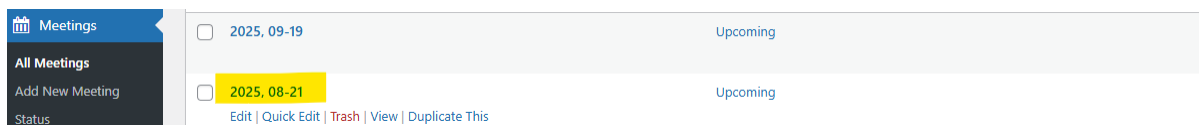

Meetings - Update a "Past" Meeting

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.
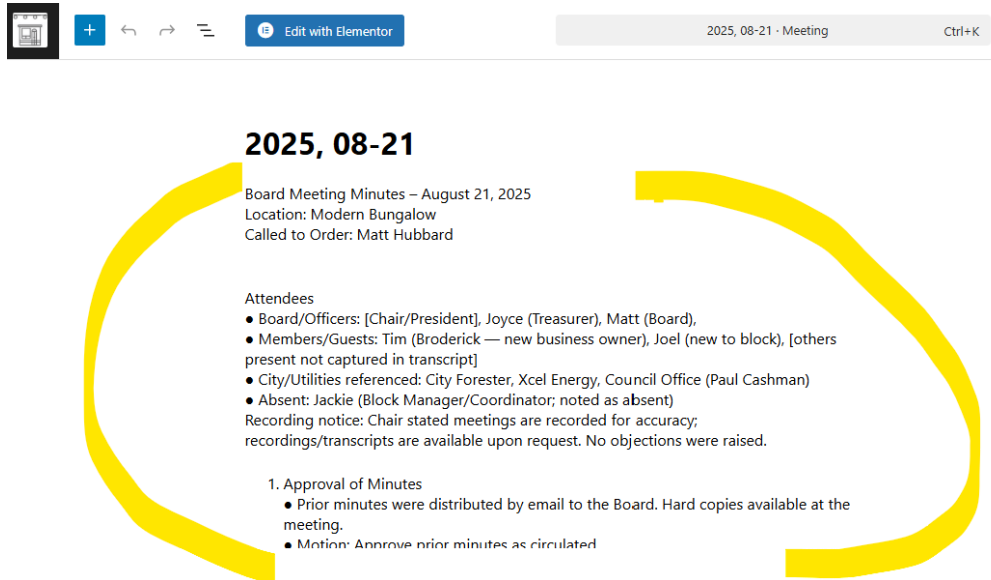
4. Set the meeting Status.
    a. Go to the right sidebar. If you do not see it click the icon next to the "Publish" button to expand it and click the "Meeting" tab.
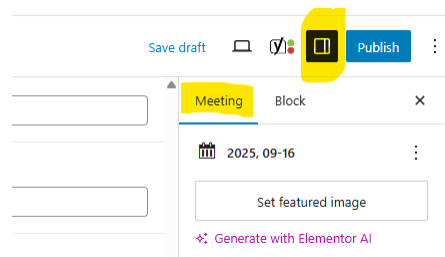
    b. Change the meeting status to "Past". Scroll down to the "Status" section at the bottom and begin typing "Past" and select the option from the drop-down. Click the "X" next to "Upcoming" to remove that status.
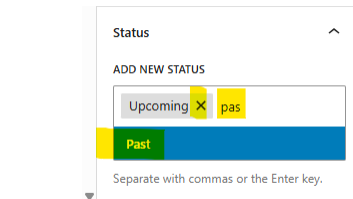
    c. Save the Meeting. Scroll to the top right and click the "Save" button.

Events – Add a New Event

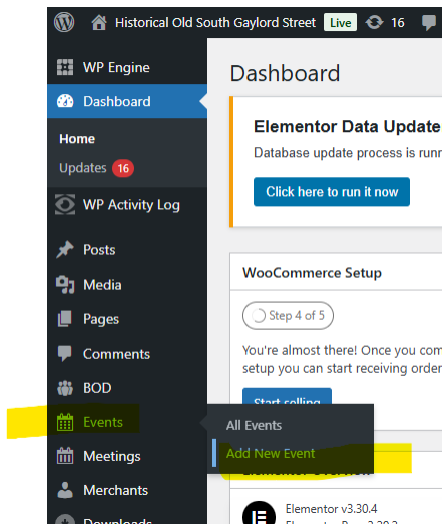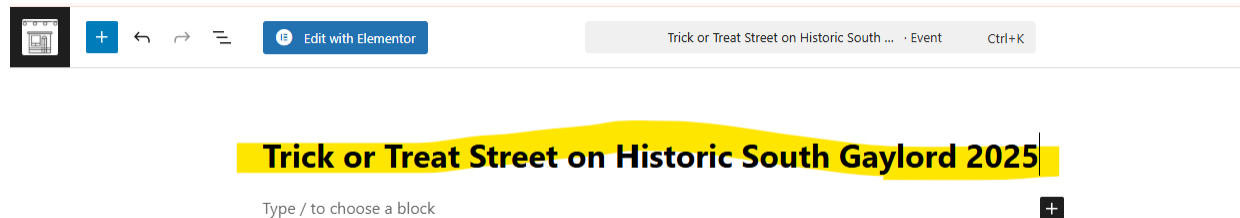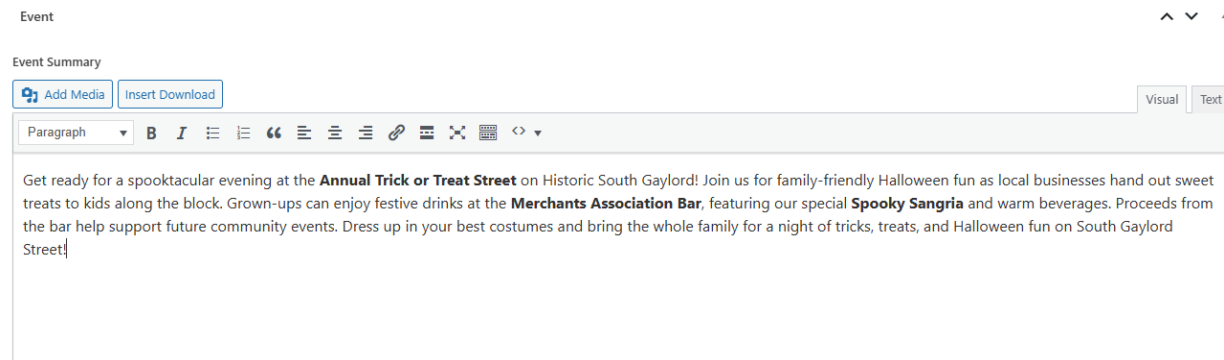1. On the left sidebar, scroll down to "Events" and click "Add New Event".

2. Enter the Event Information:

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

   Trick or Treat Street on Historic South Gaylord 2025

   Type / to choose a block

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

   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!

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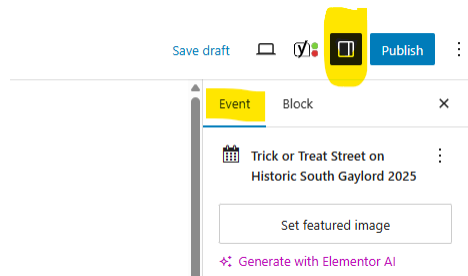
a. Add an image: Click the "Set Featured image" button and either choose an existing image (Media Library tab) or upload a new image (Upload files tab).

Click "Set featured image".
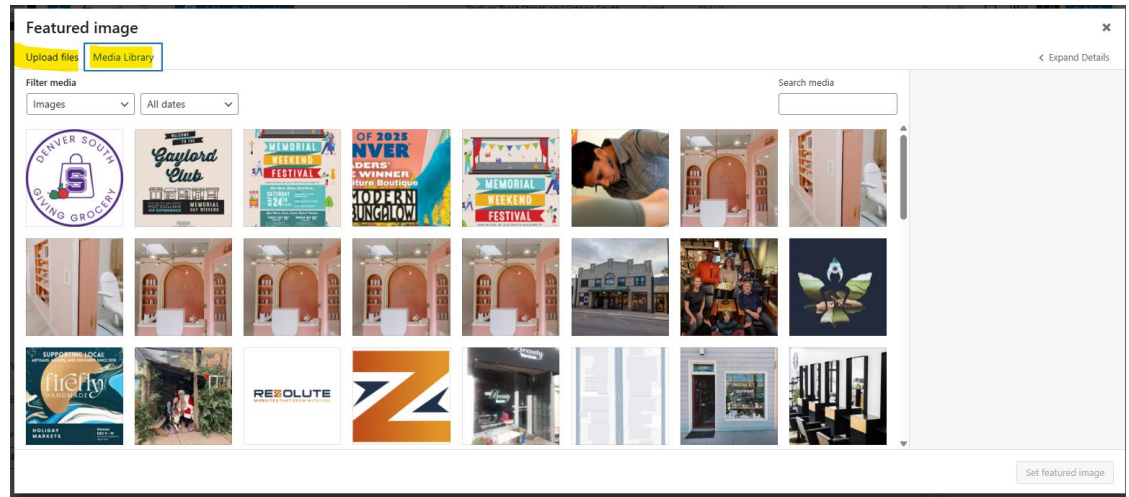
4. Publish the Event. Scroll to the top right and click the "Publish" button.