

# Japan @ WPI Website Manual

Written by Japanese IQP Team

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Link: <https://wp.wpi.edu/japanatwpi>

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## Search for Events

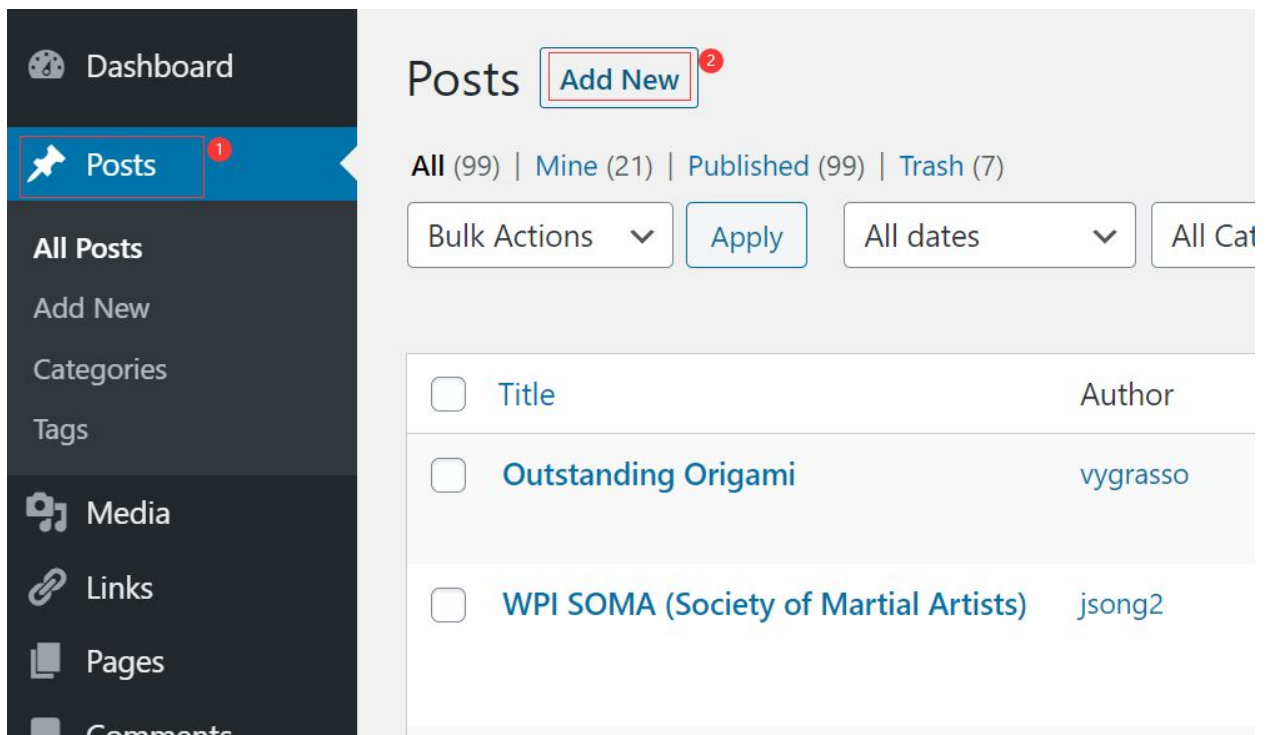
1. Google an event (or opportunity) by category. You can also find events on event-based websites like Japan Society of Boston, but it is more convenient to just use Google. Check the category list if you are unclear where to start. For example, google “anime convention” if you want to find an anime event, and “Taiko” if you want to find a Taiko lesson or event. Make sure to go to their official site and the event will be available. Keep the category names and all other information, such as the link to original site, description of event, location, time, organizer, and any other information, for future use.
2. If this event has a specific date, you need to add it both with “Post” and with Calendar+ plugin. If not, only a Post is needed.

## Add Posts with Events and Opportunities

When new events come out, club members will need to add them to the website.

### Add post content

1. Open the “Posts” section of the WordPress dashboard  
Click on Posts on the left side panel and add new near Posts then a new post page will appear.



The screenshot shows the WordPress dashboard interface. On the left sidebar, the 'Posts' menu item is highlighted with a red box and a red '1' in a circle. The main content area is titled 'Posts' and features an 'Add New' button highlighted with a red box and a red '2' in a circle. Below the title, there are filters for 'All (99)', 'Mine (21)', 'Published (99)', and 'Trash (7)'. There are also buttons for 'Bulk Actions', 'Apply', 'All dates', and 'All Cat'. The main content area displays a list of posts with checkboxes, titles, and authors.

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	Outstanding Origami	vygrasso
<input type="checkbox"/>	WPI SOMA (Society of Martial Artists)	jsong2

2. The post page initially has two sections: a title and a block.

Add title: Type in the title of an event in the “Add title” section

Writing information in blocks: a post of an event is supposed to have information like a description, its link, date, location etc. Below is an example of a finished event post.

The screenshot shows the WordPress editor interface. At the top, there's a navigation bar with icons for adding, undo, redo, help, and edit, along with buttons for 'Switch to draft', 'Preview', 'Update', and a settings gear. The main content area displays a post titled 'Peabody Essex Museum'. Below the title is a 'Description' block containing the text 'Rare Japanese art collections: late Edo- and Meiji-period collection'. Underneath is a 'Link' block with the URL 'https://www.pem.org/explore-art/japanese-art'. This is followed by 'Location' (Salem, MA) and 'Date' (Thursdays 10 AM–5 PM, Fridays & Saturdays 10 AM–8 PM, Sundays 10 AM–5 PM). A prompt at the bottom says 'Start writing or type / to choose a block'. On the right, the 'Block' settings panel is open, showing 'Text settings' with 'Preset size' set to 'Default' and a 'Drop cap' toggle. Below that, 'Color settings' shows a 'Text Color' palette with various color options and a 'Custom color' input field.

3. Change writing's text/background size and color in a block

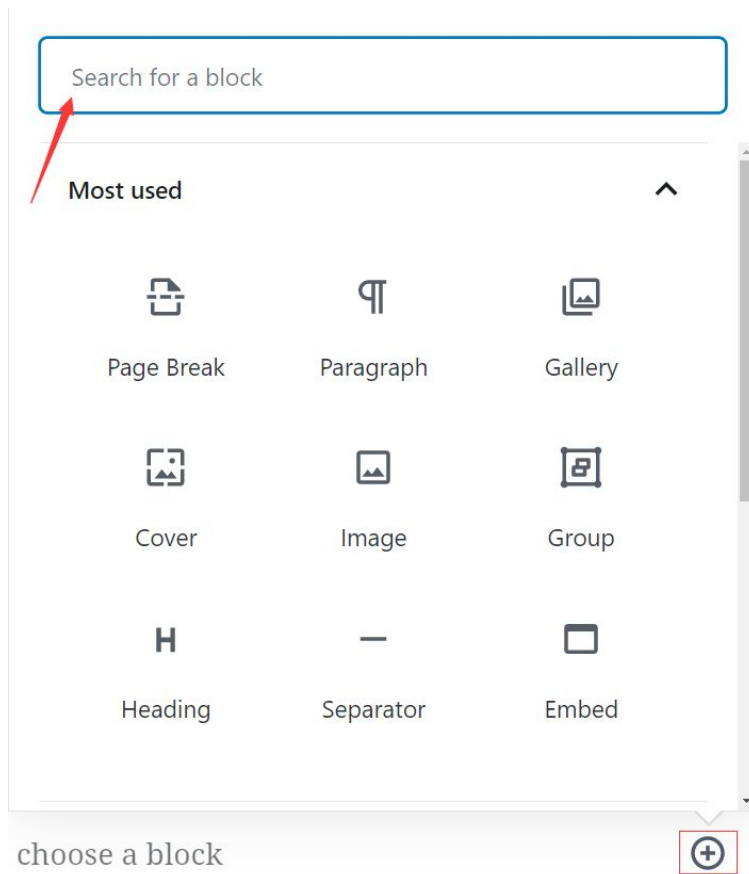
Font size: Go to text settings, adjust text sizes by “Preset size” or “Custom”

Choose the block that you want to make text or background color changes, then click on the “Block” tab on the top of the right panel. Click on “Color settings” to choose suitable text/background color for your post.

#### 4. Change block types

Click the plus sign near the block.

Besides writing information as a paragraph, there are many other choices you can have in the block. For example, you can convert the block into a calendar or insert images into it.



#### 5. Update / Publish posts when finished

Click on the blue button "Update" at the top right corner every time to finish editing.

## Add a Calendar+ Event

1. If an event has a specific date, add it both in post and Calendar+
2. Access Calendar+ through Dashboard -> Events

The screenshot shows the WordPress dashboard's 'Events' section. On the left sidebar, 'Events' is highlighted with a red notification badge. The main area displays a table of events:

<input type="checkbox"/>	Title	Details	Location	Category
<input type="checkbox"/>	Youtube Video on Bugaku	No dates for this event	-	-
<input type="checkbox"/>	Tanabata Festival	On July 7, 2020 at 6:00 am	Boston, MA or Online	Festiv

3. Events -> "Add New Event": add an event here. Add the title and description of the event. Make sure to include the categories, date of the event, and location which can be found on the sidebar and bottom of the page. Here is an example of a single event.

The screenshot shows the 'Add New Event' form in WordPress. The title 'Tanabata Festival' is entered. The description is: 'Tanabata is a beloved celebration in Japan which recognizes an Ancient Story of separation, longing, hopes, wishes and reunion. It is celebrated on the 7th day of the 7th month (July 7th). Every year Kaji Aso Studio presents art, poetry and music inspired by this story and participants help celebrate by tying wishes to green branches (in Japan - bamboo). This year Kaji Aso Studio joined in partnership with Symphony Park to help the community learn about and enjoy this story to nourish our hearts. More than ever we can empathize with the couple's patience, longing and promise to be together.'

The 'Event Categories' dropdown is set to 'Regular event'. The 'Date' is set to '2020-12-18' starting at '10:00 AM' and ending at '12:00 AM'. The 'Event Location' is set to 'Boston, MA or Online'.

## Featured Events

### Featured Events & Opportunities



Are you looking for a new hobby that you can do from the safety of your own home? Do you like giant robots? Allow me to introduce you to the wonderful world of Gundam Plastic Models, also known as Gunpla! These colorful models don't need glue, look great without any paint, and can easily be customized by swapping around parts.

We would like the featured events to have their own section on the website so we can showcase interesting events to the users of the website. From our research we found most people who are interested in Japanese culture are interested in cuisine and popular culture events (like Anime, comics, or video games). This is why we would recommend having at least one of the three events in the featured section be from the cuisine or pop culture category.

Notes: When finding events you would like to feature here, use the steps above in the “Search For Events” section. When including a link to a post, make sure the post has been created already. Use the steps above in the “Add Posts with Events and Opportunities” section.

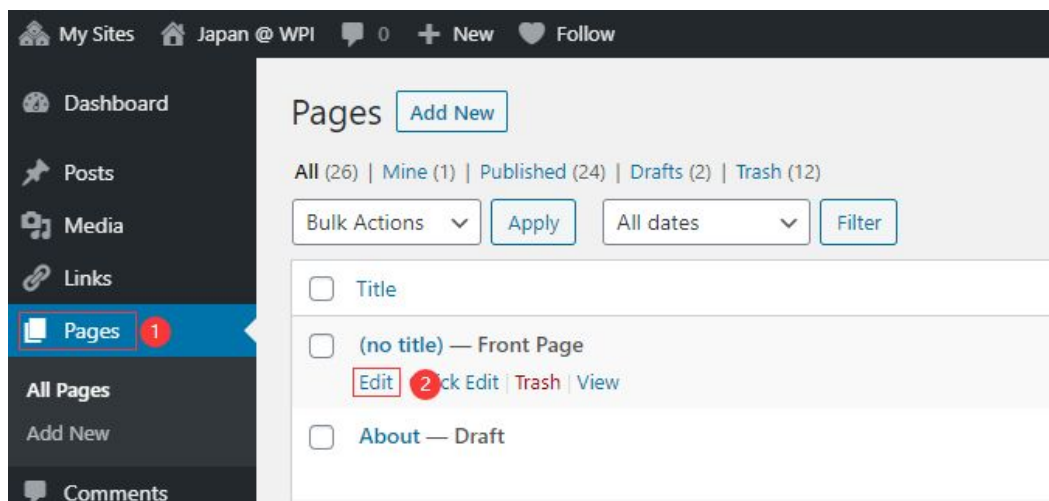
#### To update the featured events:

1. Open the “Pages” section of the WordPress dashboard

Once you have logged into WordPress and have accessed the dashboard, the left side panel should have a pages heading that you should click on.

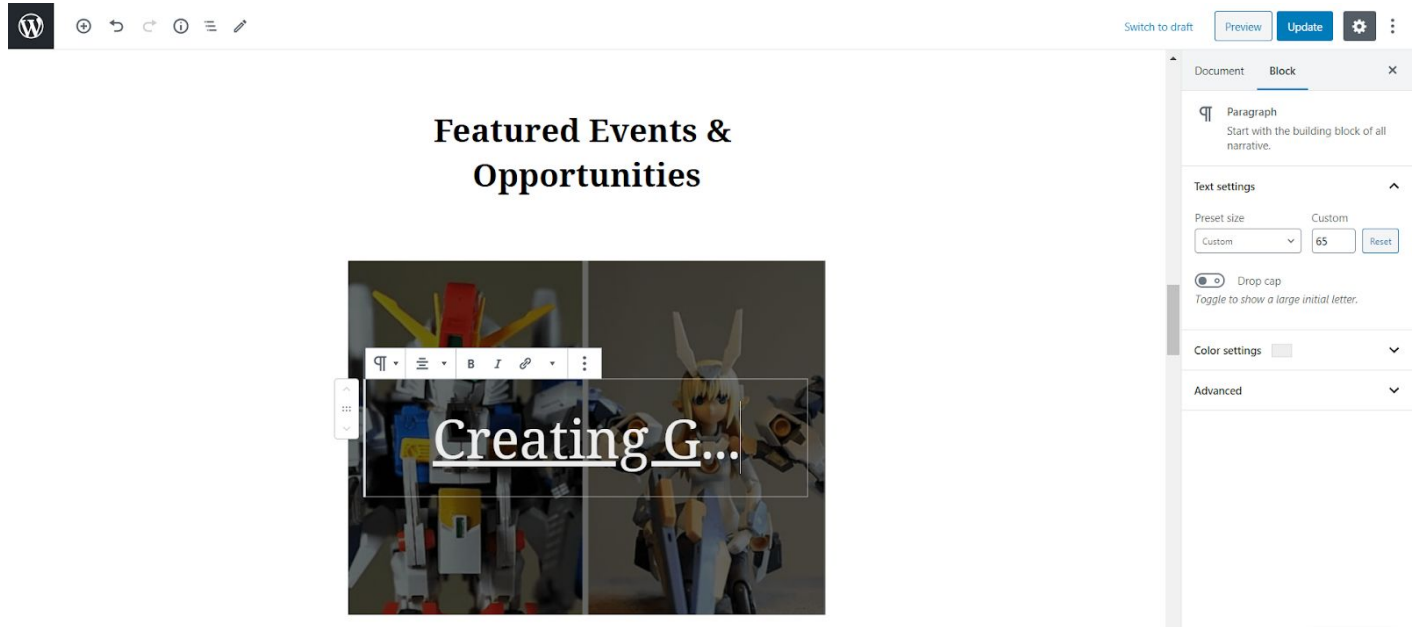
2. Open the home page editor

Click on the link “(no title)” as that will bring you to the home page. The “-Front Page” should also indicate you are clicking on the correct link.

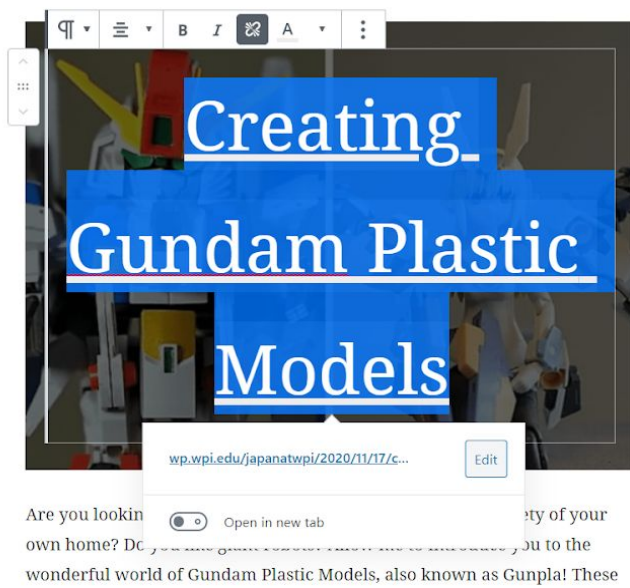


3. Scroll to the bottom of the homepage to edit the previous featured events  
Once the homepage editor is open, you should scroll to the featured events and opportunities section to edit.

a. Rename the title of the event to the new featured event title.

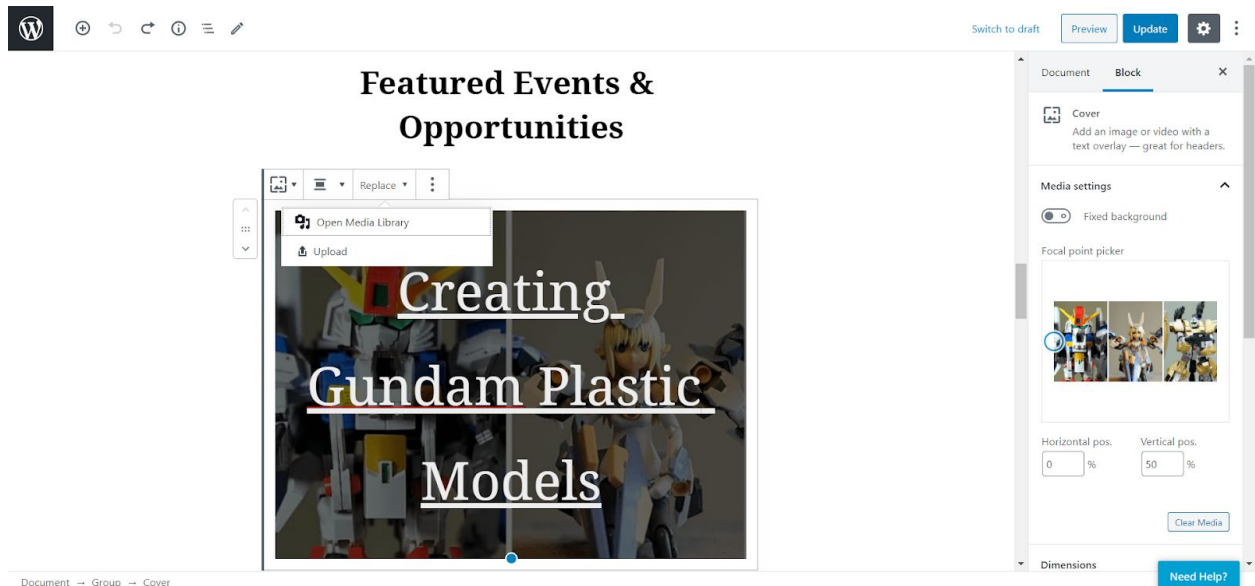


b. Highlight the title text over the image and select the paperclip button to edit the link. The link should be the same as the post you created for this event.

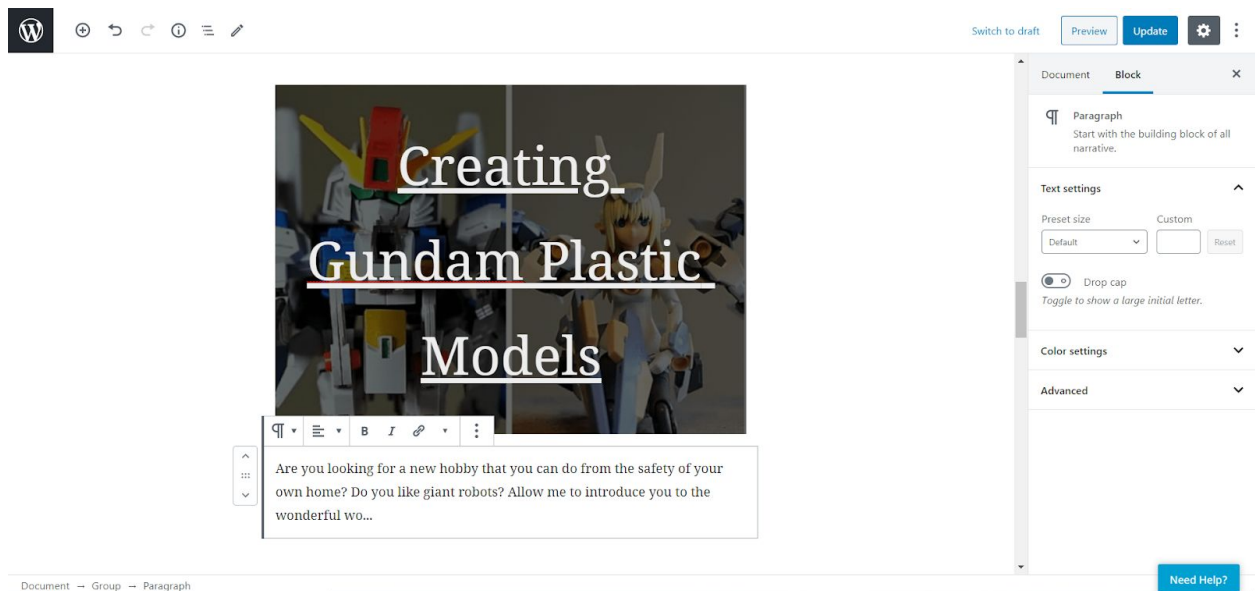




- c. Change the image for the event by selecting the current background image and selecting replace at the top of the picture. Upload a different image.



- d. Delete the description of the old events and type out a new description for the event.



#### 4. Publish changes





## Featured Media

The media section of the website contains informational resources about Japanese culture. If there are book reviews, popular music, or informational videos to be highlighted, it should be put in the media section.

### To add book reviews:

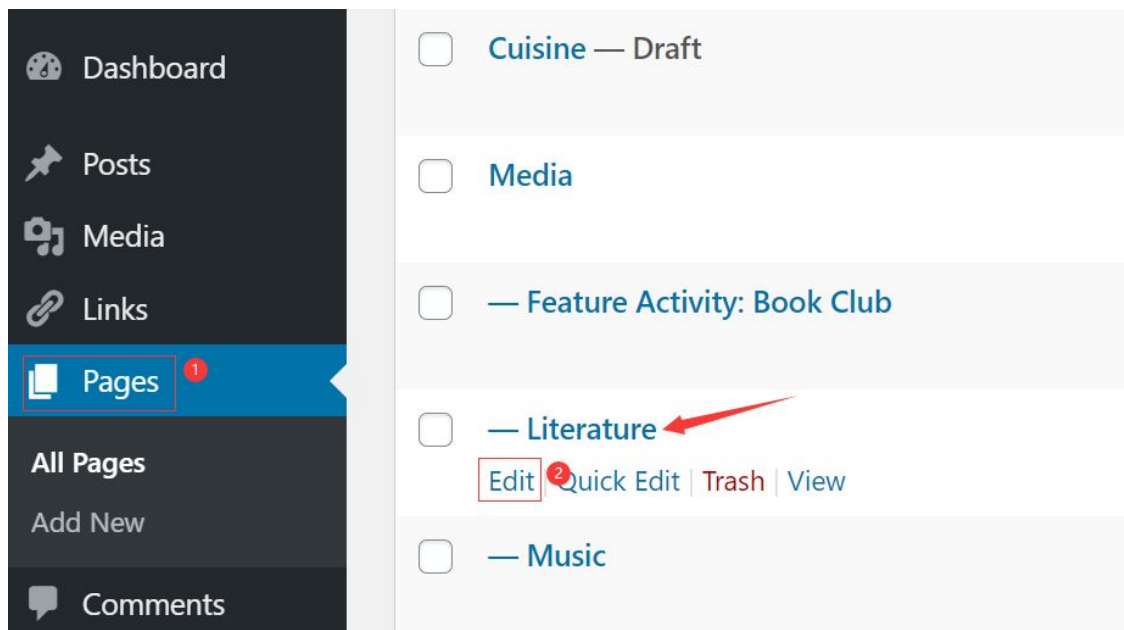
If someone recommends a book to be included on the website, it should be put under the Literature page.

1. Open the “Pages” section of the WordPress dashboard.

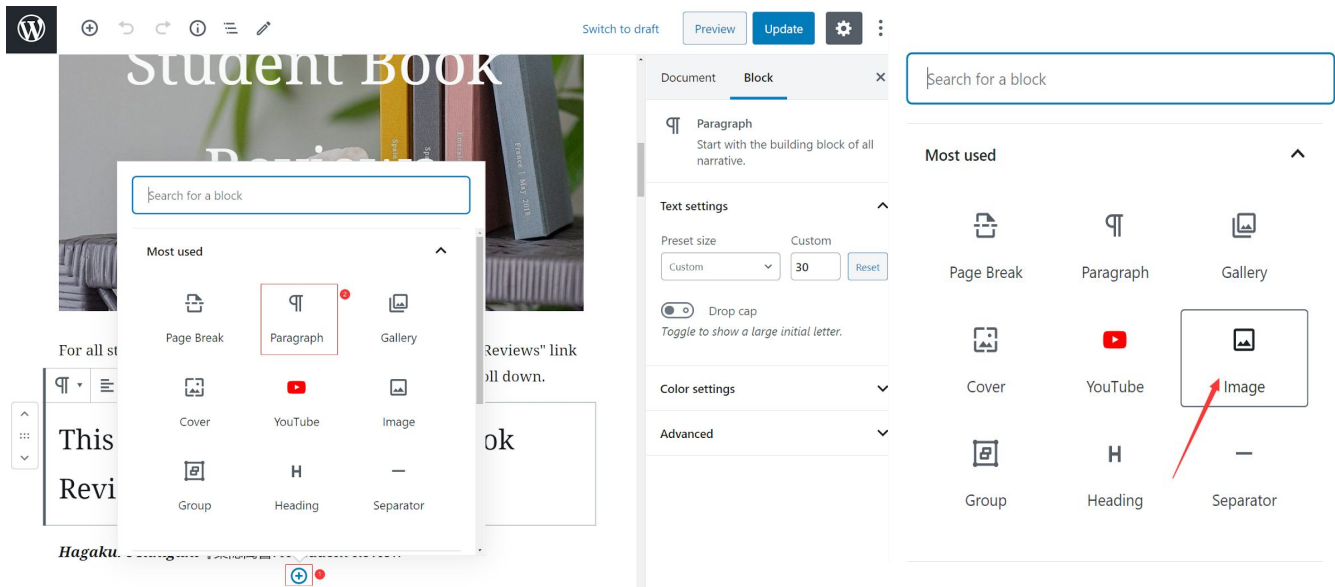
Once you have logged into WordPress and have accessed the dashboard, the left side panel should have a “Pages” heading that you should click on.

2. Open the editor for the “Literature” page.

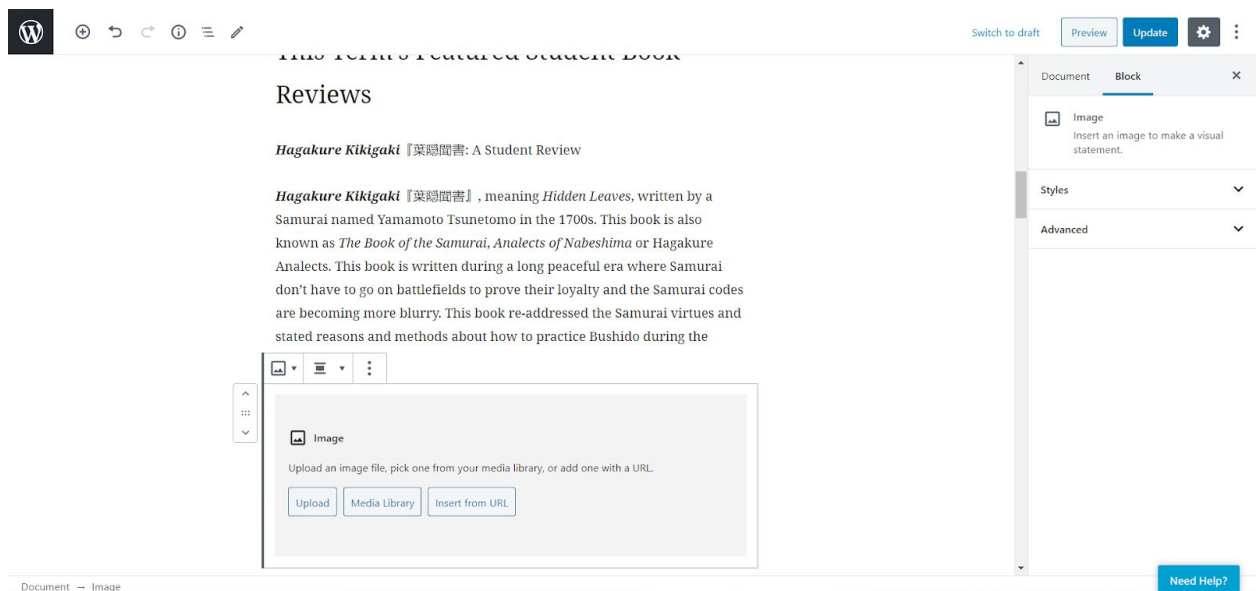
Click the link to edit the literature page.



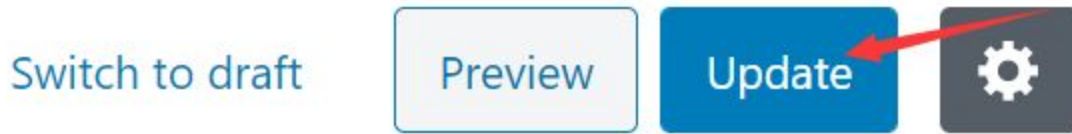
3. Add the title and description of the Japanese book to be featured. Use the “+” symbol (it should appear when hovering between sections. If it does not, use the symbol in the top left corner of the editor) to add a paragraph block under the “This Term’s Featured Student Book Reviews”. Add the title on one line and add the description underneath.



4. Add an image of the cover of the book. Below the description, use the “+” symbol to insert an image block with the picture of the cover of the book.



5. Publish changes.



### To add popular music:

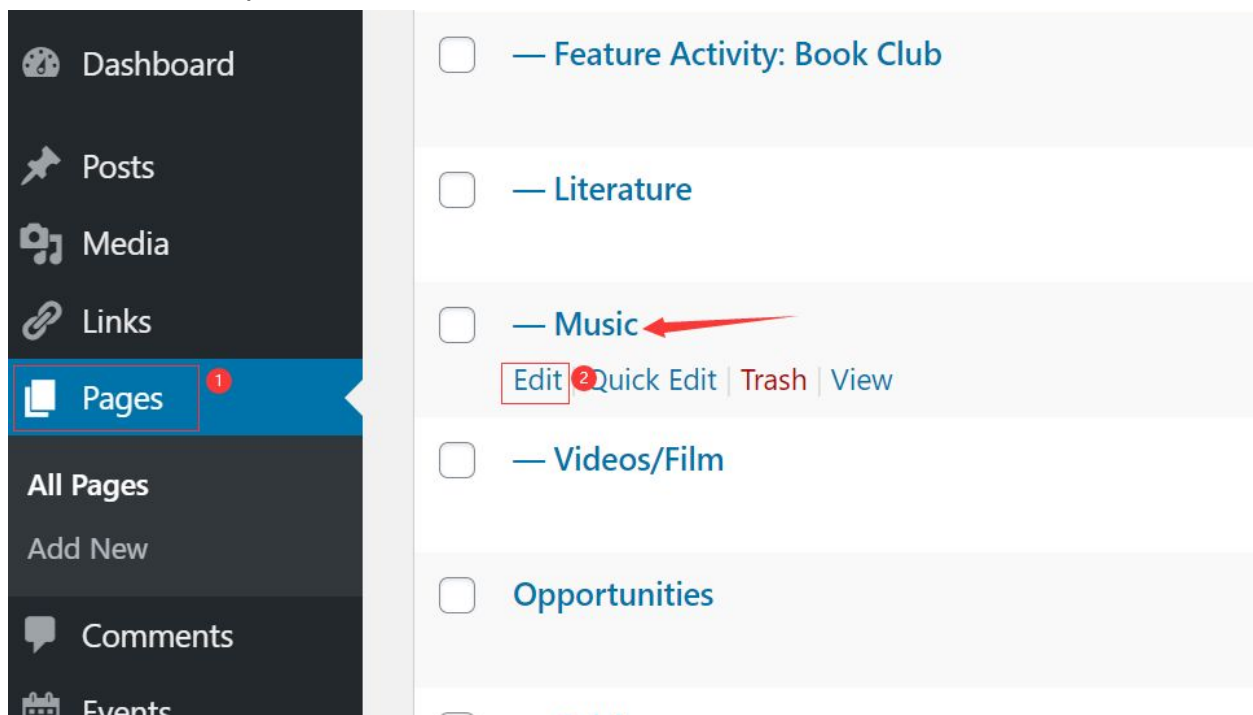
If someone wants to feature popular Japanese music, of any genre, or performances of Japanese musicians, it should be put on the Music page.

1. Open the “Pages” section of the WordPress dashboard.

Once you have logged into WordPress and have accessed the dashboard, the left side panel should have a “Pages” heading that you should click on.

2. Open the editor for the “Music” page.

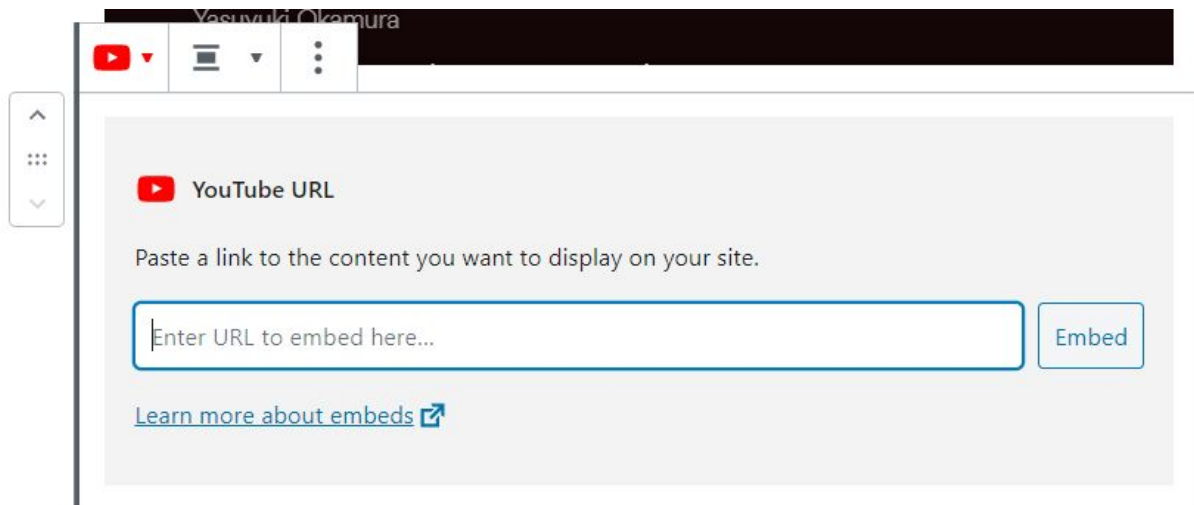
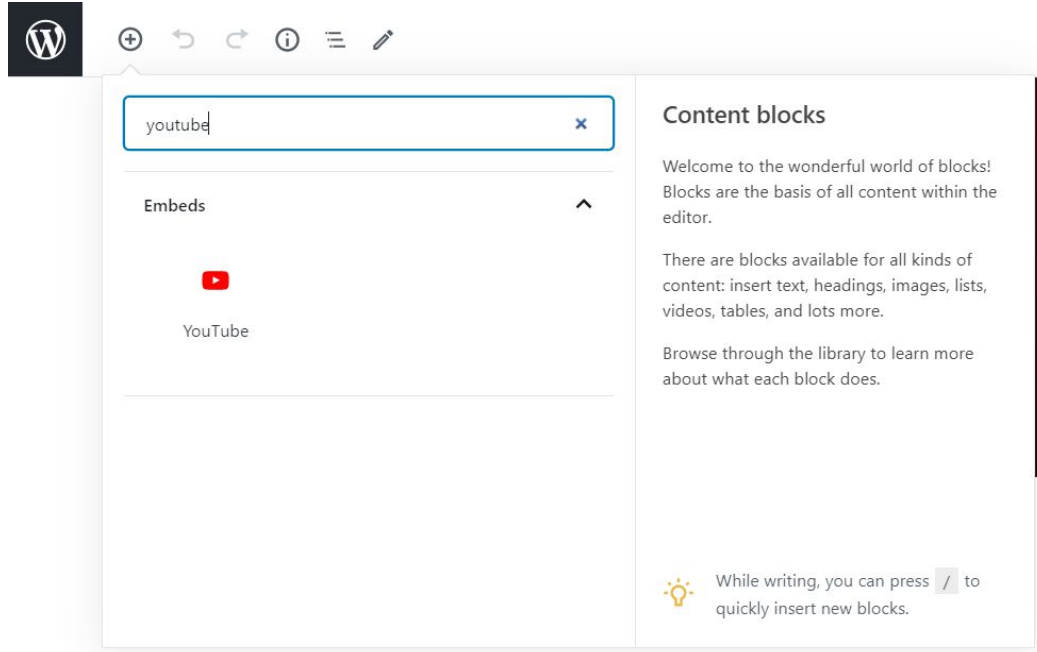
Click the link to open the editor.



3. Decide the form of media the songs, music videos, or live performances will be displayed.

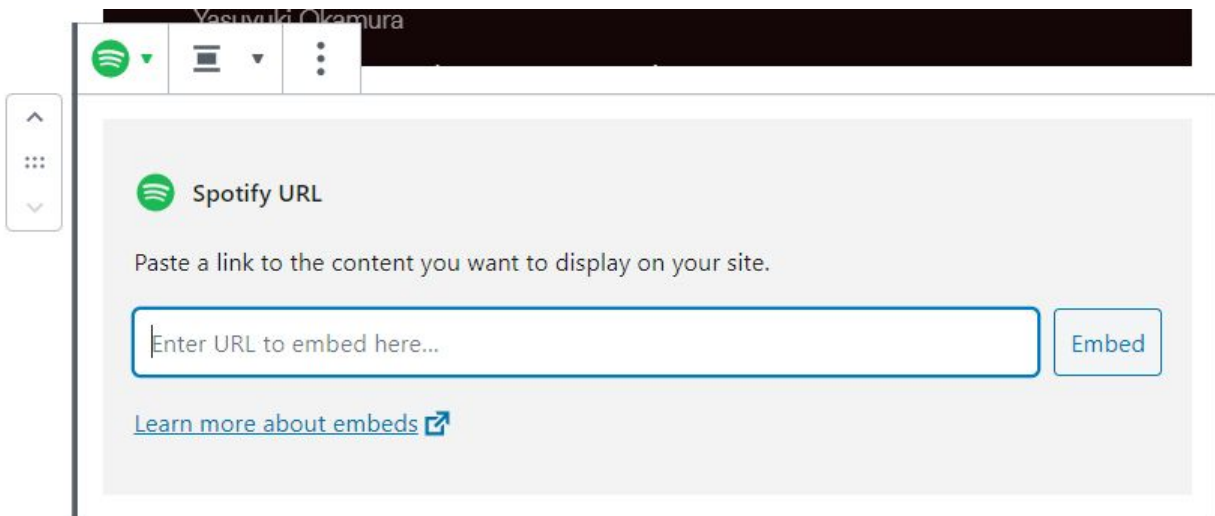
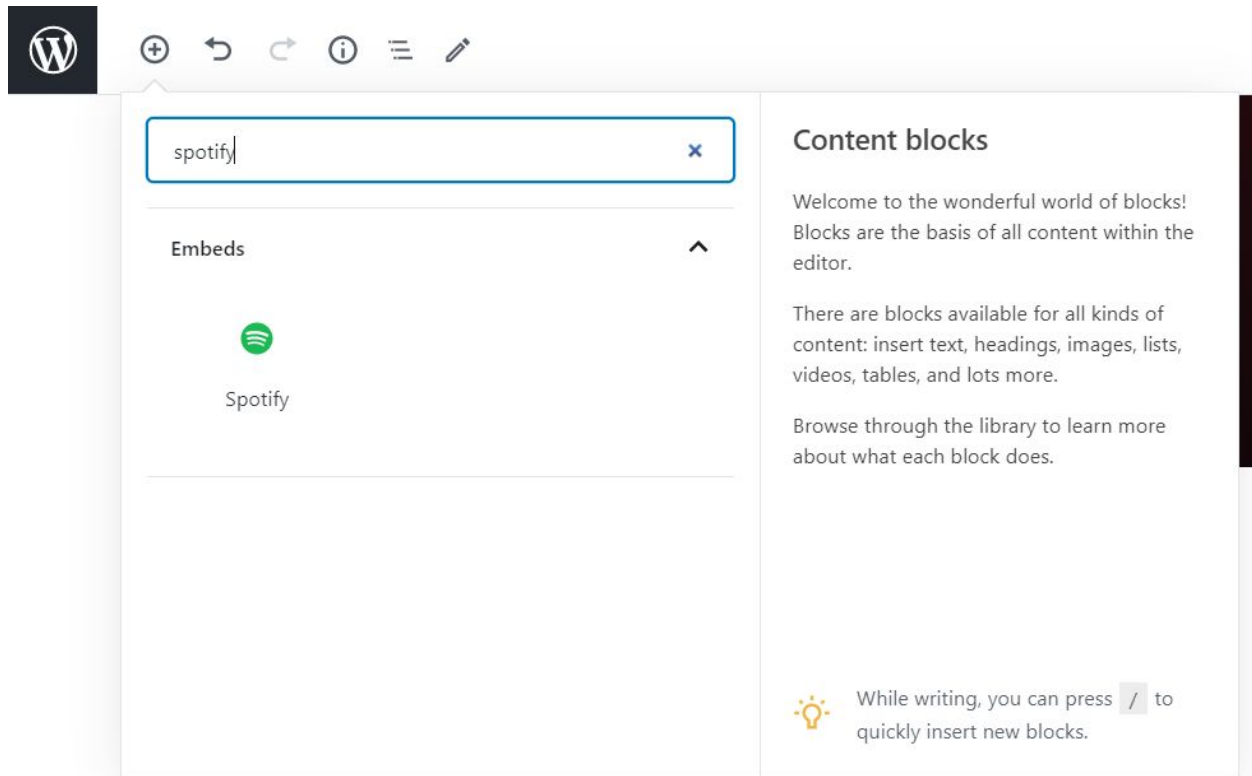
a. Embed the YouTube video.

If there is a video of the musician playing a concert or performance, a music video, or a lyric video on YouTube, you can include it directly on the page. Click the “+” button and search for YouTube. Insert the YouTube block and paste the URL link to display the video.



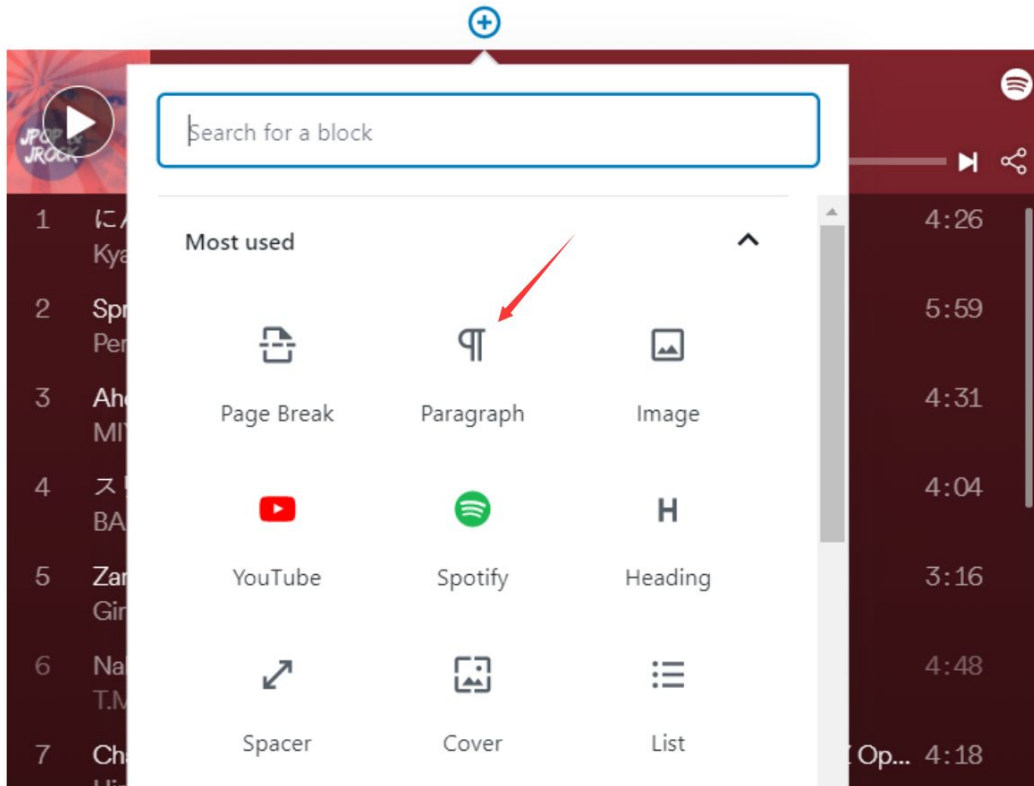
b. Embed a Spotify playlist.

If there is a playlist of Japanese music someone made or a specific genre of Japanese music that should be featured, you can include the Spotify playlist directly on the page. Click the “+” button and search for Spotify. Insert the Spotify block and paste the URL link to display the playlist.

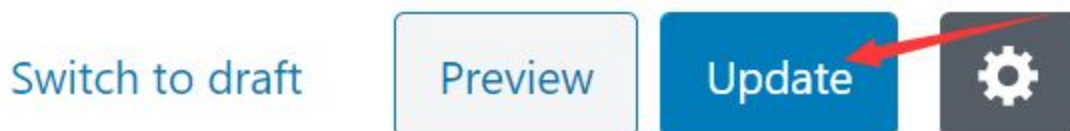


4. Add a description of what was included.

Above the newly inserted media, add a description of what was added. Click the “+” icon and insert a paragraph block to type out the description.



5. Publish changes.



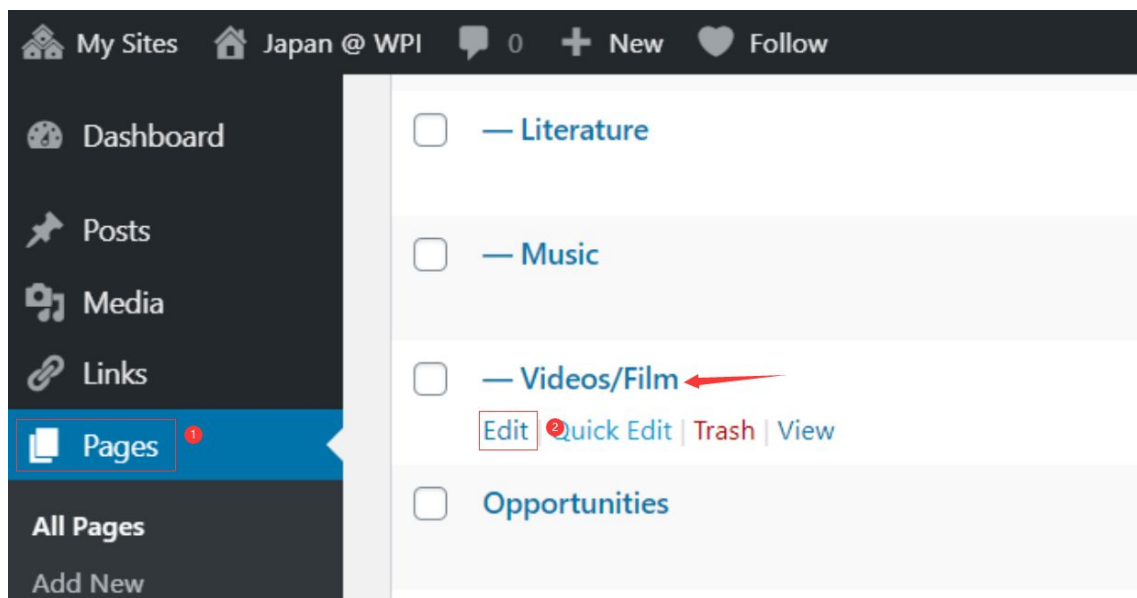
**To add featured informational videos:**

If someone wants to feature informational videos about Japan, the videos should be added to the Videos/Film page.

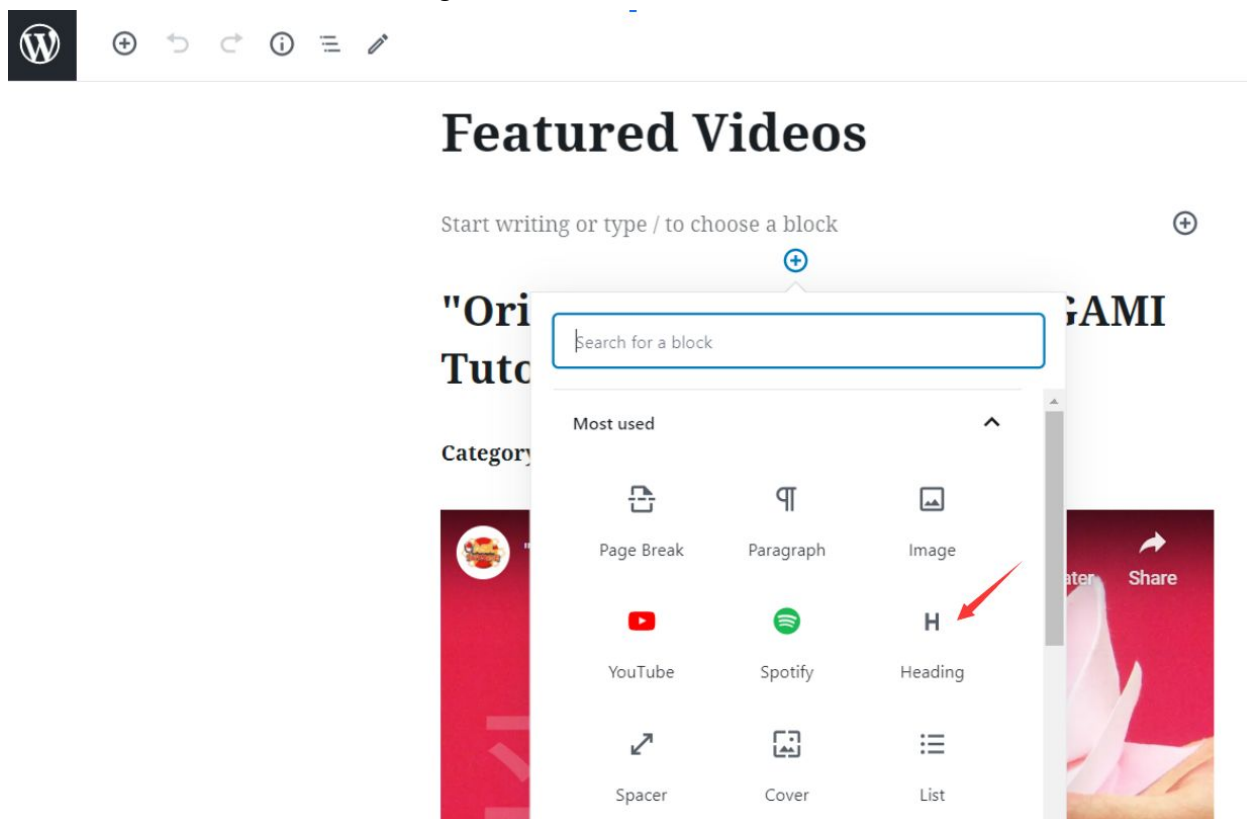
1. Open the “Pages” section of the WordPress dashboard.

Once you have logged into WordPress and have accessed the dashboard, the left side panel should have a “Pages” heading that you should click on.

2. Open the editor for the "Videos/Film" page.  
Click the link to open the editor.



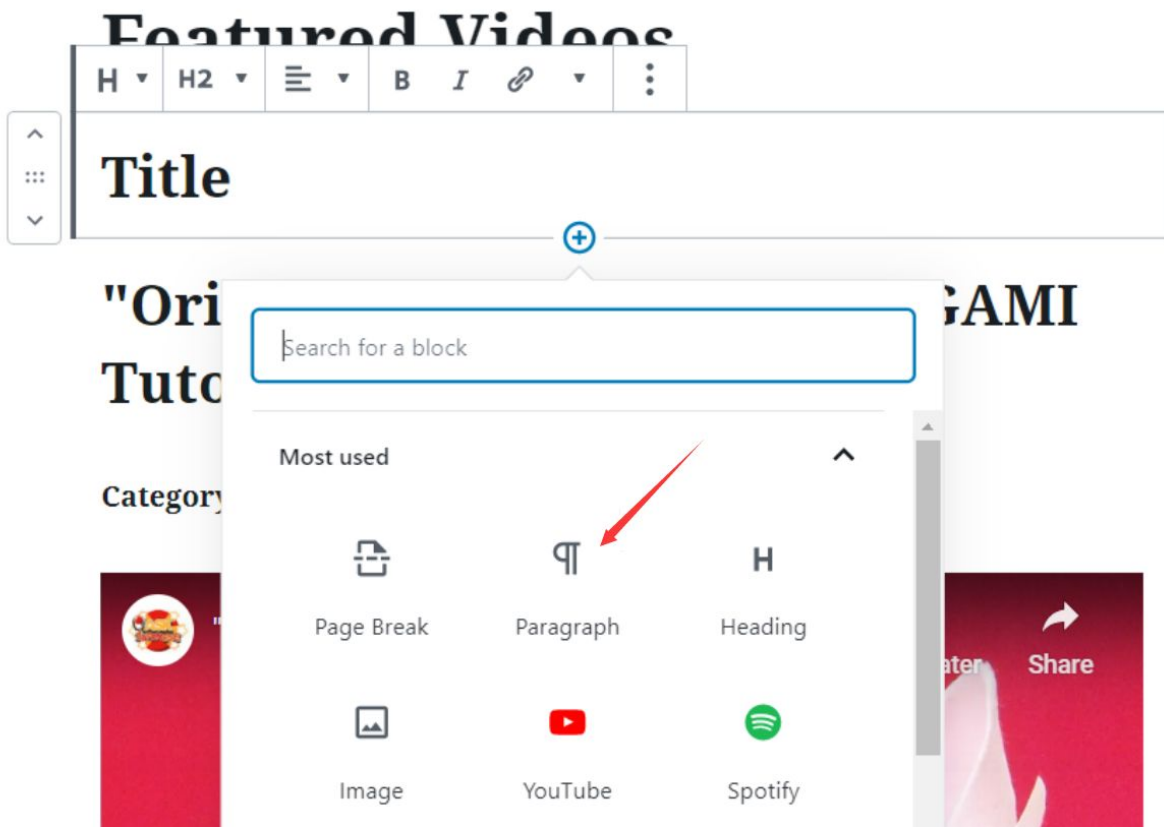
3. Add the title of the video.  
Click the "+" and add a Heading block for the title of the video.





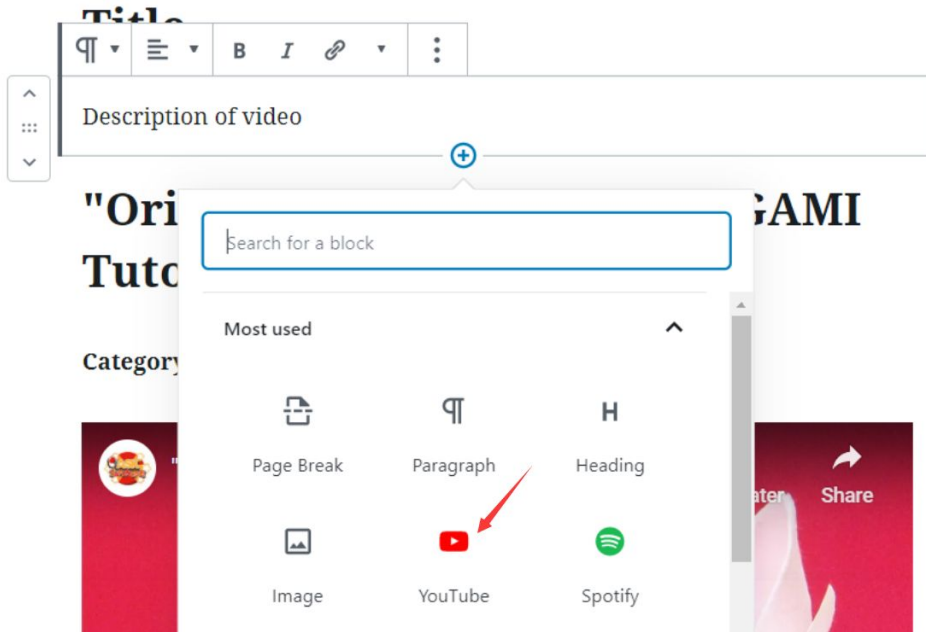
4. Add a description of the video.

Below the title, click the “+” and add a paragraph block to describe the video to be inserted.



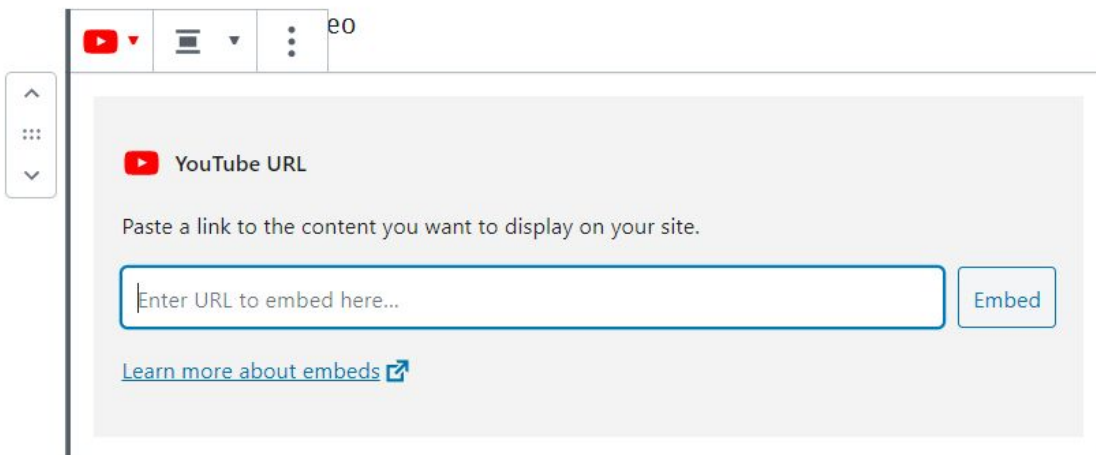
5. Embed the video.

Underneath the description, click the “+” again and add a YouTube block to include the video on the page. Search for “YouTube” if the button does not come up automatically. Insert the URL link to embed the video.

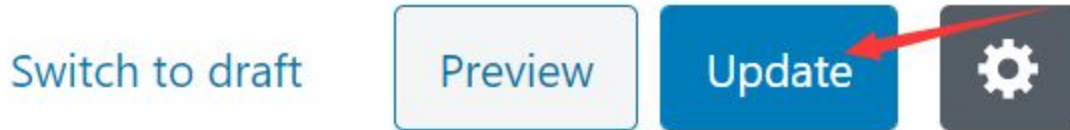


## Featured Videos

### Title



6. Publish changes.



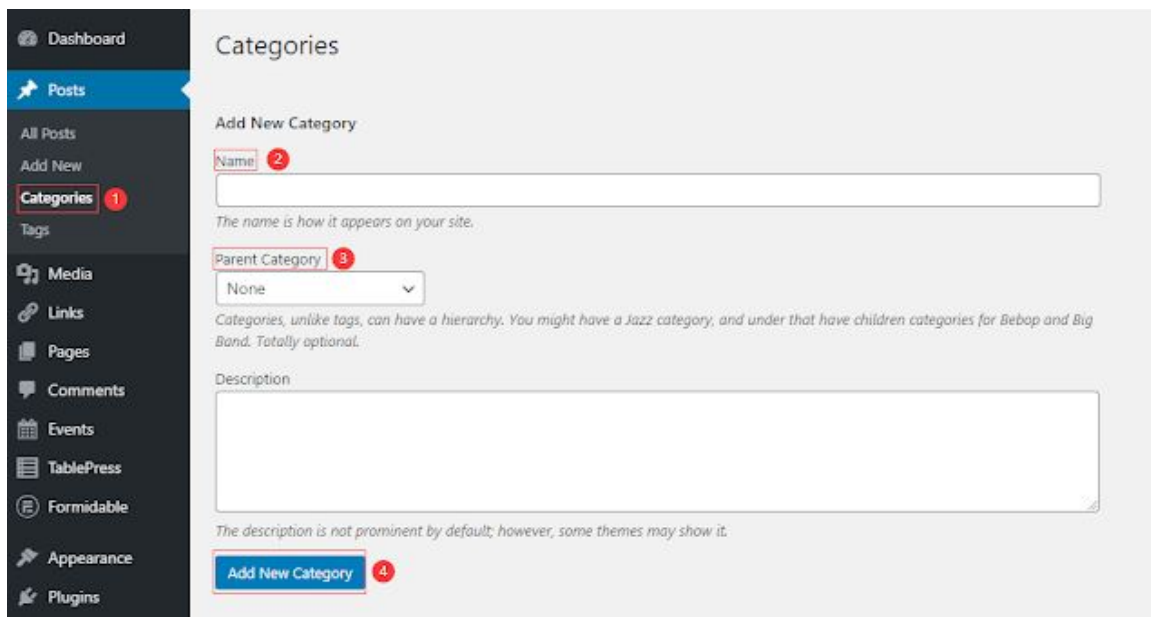
## Adding New Categories to the Website

We have already created a list of Japanese cultural events categories for the website. However, in case there are any new categories that are not already existing on the website, you will need to add the categories for the posts you are adding.

### To add new categories:

1. Open the “Categories” tab under “Posts” in WordPress dashboard  
Once you have logged into WordPress and have accessed the dashboard, the left side panel should have a pages heading that you should click on.
2. Under “Add New Categories”, add name and parent categories (if applicable) for the new categories

Enter the information for the new category you want to add in the text box/drop down menu. Parent Category is the main category that contains the categories added.



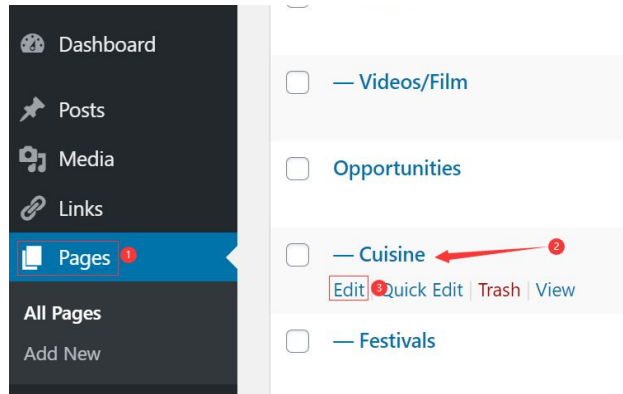
3. Click “Add New Category” button to publish the new category

## If the newly added category is a “Subcategory”:

1. Open the “Pages” tab in WordPress dashboard

Once you have logged into WordPress and have accessed the dashboard, the left side panel should have a pages heading that you should click on.

2. Edit the parent category page  
Under “Pages”, there is a list of pages that each contains a “main category”. Find the parent category page and initiate editor view by clicking “edit”.

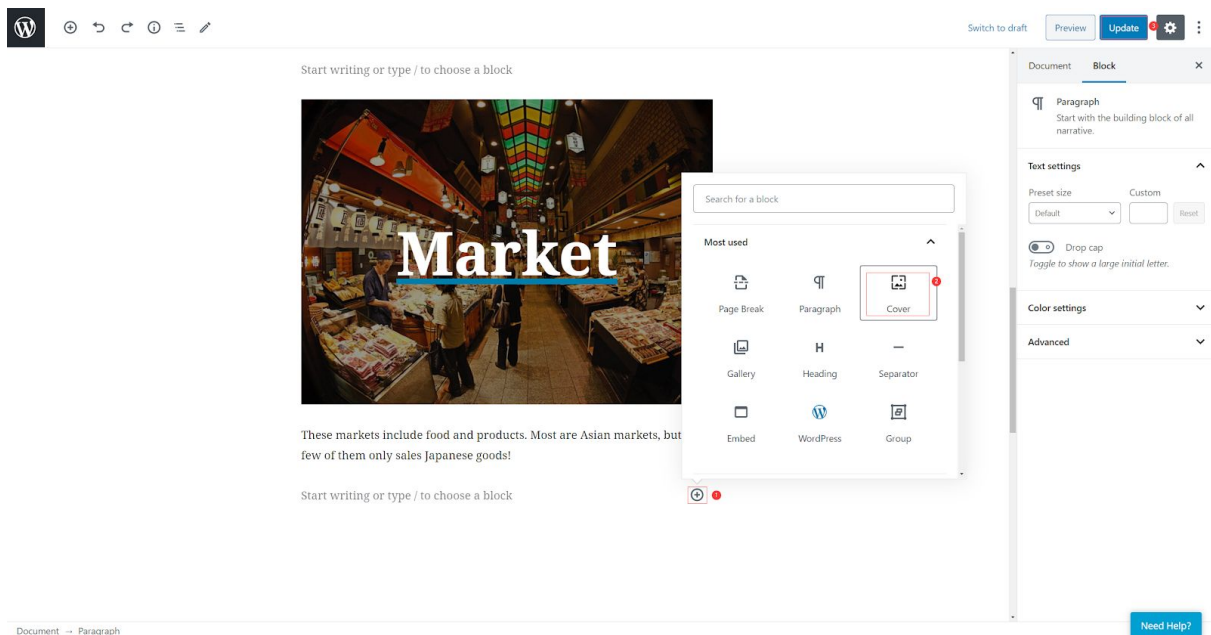


3. Edit the main category page to include the new category  
Scroll down to the bottom of the page and click the Plus icon to add a “Cover” block and a “Paragraph” block.

Insert an image for in the cover block and the category name as the title for the block. Under the cover block, enter the description of the category as a new “Paragraph” block.

For the title, include a hyperlink to the category so that users can directly navigate to the posts under the category. The link is in the format of “<https://wp.wpi.edu/japanatwpi/category/CATEGORY>”

4. Publish the page by clicking “Update” in the top-right corner.



### If the newly added category is a “Main-category”:

You will need to both add a new page for the category and add the link to the page in the category gallery on the homepage.

1. Open the “Pages” tab in WordPress dashboard

Once you have logged into WordPress and have accessed the dashboard, the left side panel should have a pages heading that you should click on.

2. Click “Add New” to add a new page for the category

Under “Pages”, there is a list of pages that each contains a “main category”. This will bring you to the editor view of a blank page.

3. Enter the information that you want to include for the main category page

Use the category name as the title of the page.

Put a short description of the category under the title.

Add a cover for the subcategory which also includes the name of the subcategory and the link to the category. The link for each subcategory is in the format of

“https://wp.wpi.edu/japanatwpi/category/**CATEGORY**” \*See more detailed instruction

for adding subcategories block in “If the newly added category is a “Subcategory”:  
**part.**

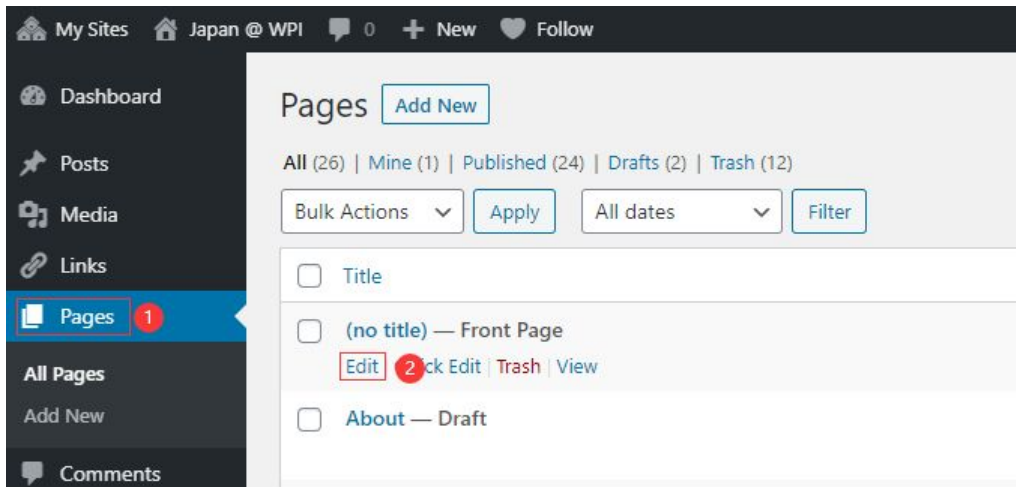
Before publish the new page, under “Page Attributes”, select the Parent Page as “Opportunities”

The screenshot displays the WordPress page editor interface. The main content area shows a page titled "Cuisine" with a description: "Japanese cuisine that includes restaurants and cooking classes." Below the description is a large image of various Japanese dishes, including ramen, sushi, and tempura, with the word "Restaurants" overlaid in large white text. The "Page Attributes" panel is open on the right side, showing a dropdown menu for "Parent Page" with "Opportunities" selected. A red arrow points to the "Opportunities" option in the dropdown menu. The "Page Attributes" panel also shows the "Template" dropdown set to "Default template".

4. Publish the page by clicking “Publish” in the top-right corner.

5. Open the home page editor

Click on the link “(no title)” as that will bring you to the home page. The dash Front Page should also indicate you are clicking on the correct link.

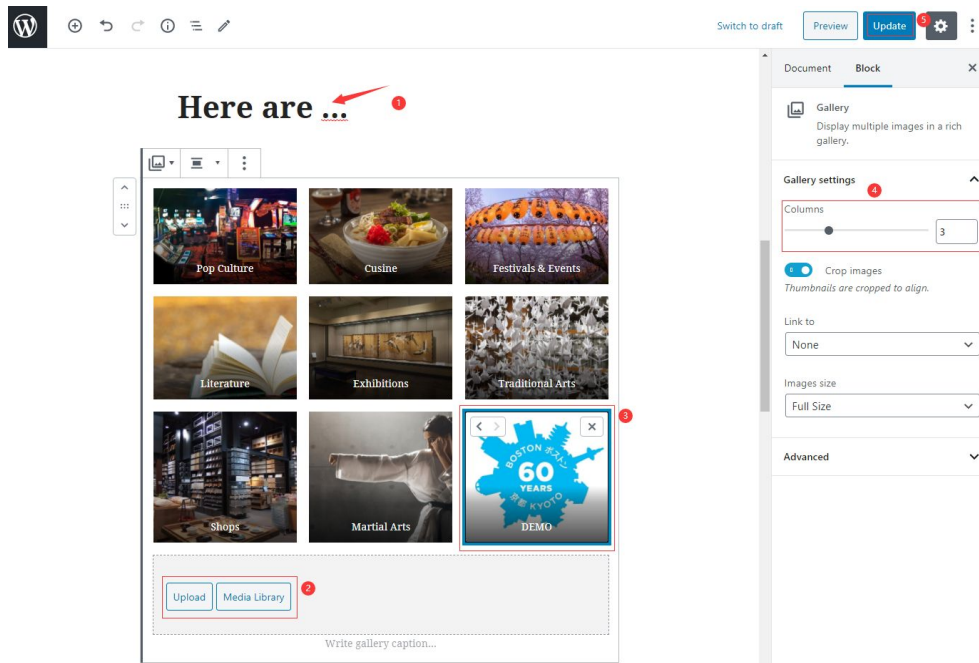


6. Scroll down to the categories gallery on the home page and add the new category

Add an image for the category by either uploading a new image or choosing one from the library.

Update the information for the new image with hyperlink to the category page. The link is in the format of “http://wp.wpi.edu/japanatwpi/opportunities/**PAGETITLE**”

Change the number of columns according to the number of categories to make sure the images have uniform size.



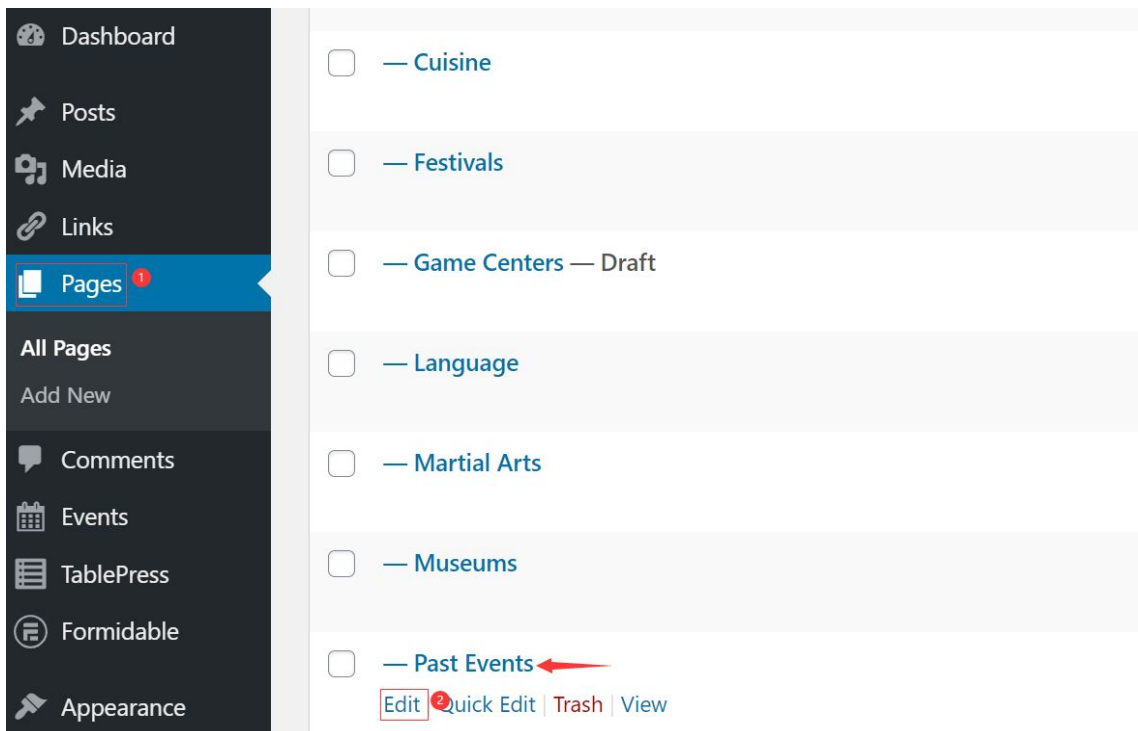
7. Publish the page by clicking “Update” in the top-right corner.

## Updating the Past Events Page

The Past Events page is a customizable web page dedicated to displaying past events in which WPI students have participated in. The general structure of this page is split into the Japanese Culture Club past events and Off-Campus past events. Each section has pictures and descriptions of events with the opportunity for students to review past events recommended and held by the WPI community. The Past Events page does not have to have every single past event on it, but rather the past events of the past month or so that have been particularly memorable. It could be a good idea in the future to compile the content into posts after adding it separately to the web page to create a collection of past events which can also be linked to the past events page similar to other web pages on Japan @ WPI.

### To edit the Past Events page:

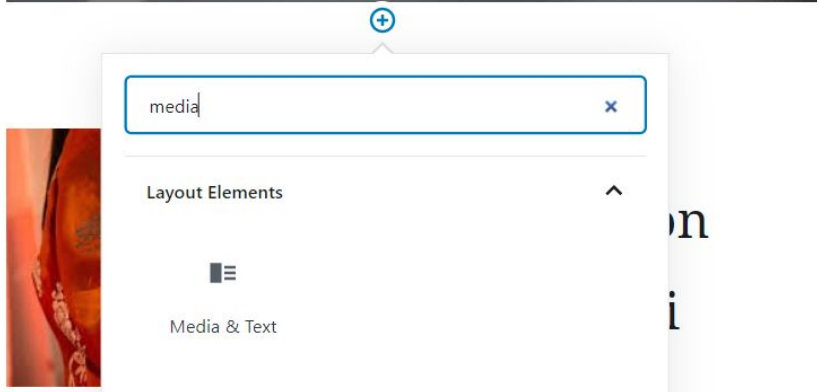
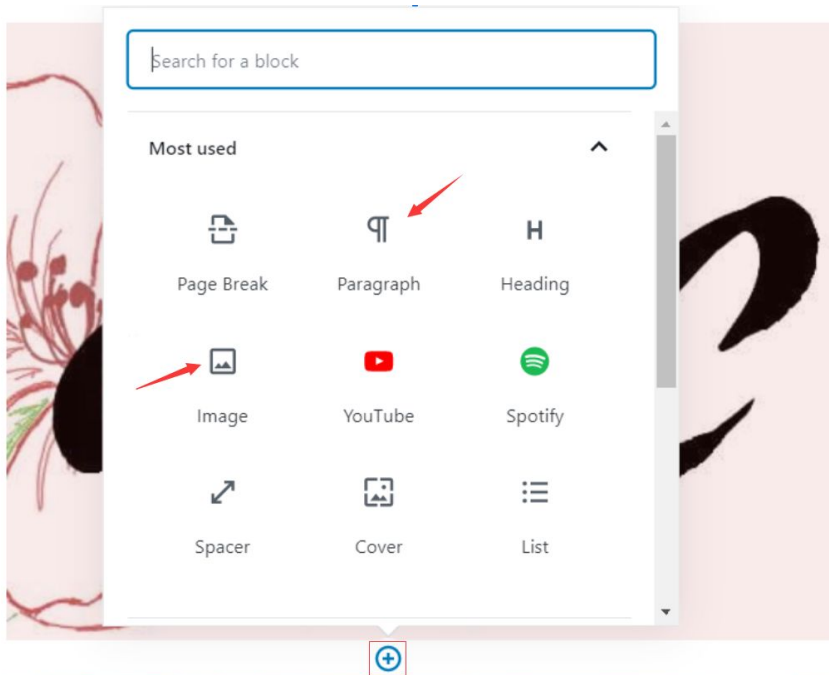
1. Open the “All Pages” tab under “Pages” in WordPress dashboard  
Once you have logged into WordPress and have accessed the dashboard, the left side panel should have a pages heading that you should click on.
2. Use the search bar or rollover the page listing for the page called “Past Events.”  
Click “Edit.”





## Updating the Images and Other Content

1. Use the “+” symbol in the top left corner to add a block where widgets and paragraphs can be inserted. Repeat this for all featured media. Be sure to add any applicable student reviews with each image and use the image caption feature for quick descriptions.

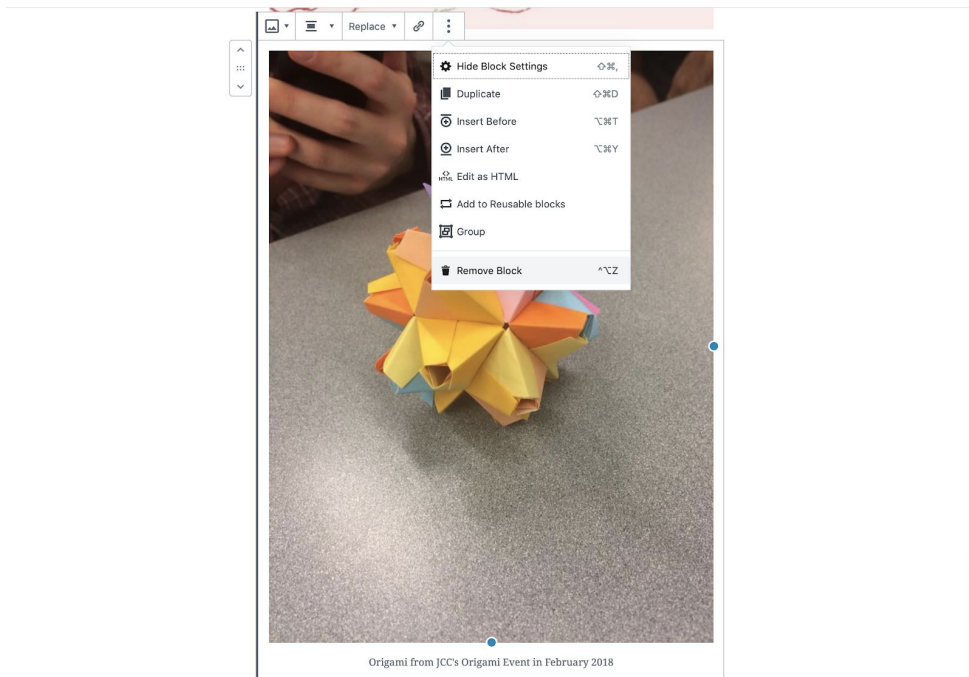


2. When all desired edits are made, click on the blue “Update” button in the top right corner.

## Removing Featured Past Events Content

Note: If you would like to make any past events content which will be removed from the Past Events page into a post, feel free to create a post with the associated content per event using the appropriate categories **including Past Events** and its theme, for example, Cuisine. This could be a good idea to have an archive of Past Events.

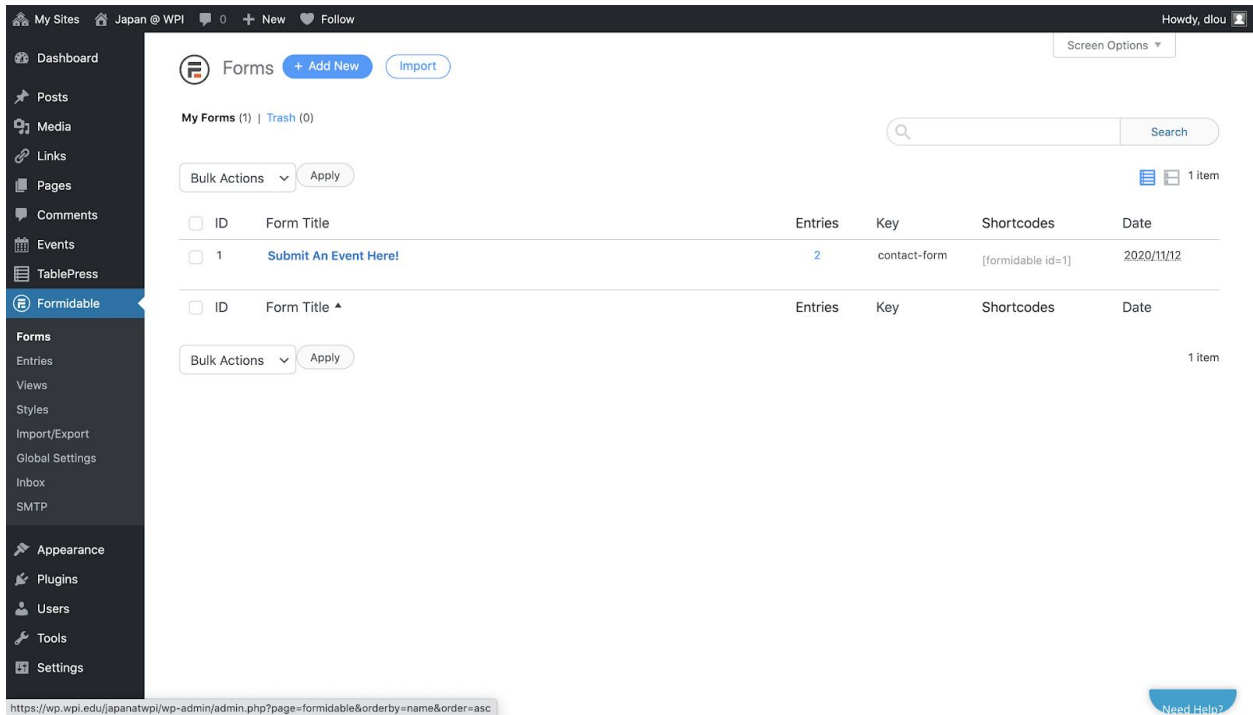
1. Click on the block of content that you want to remove. Click on the icon with three dots for options. Click “Remove Block” to delete. Repeat this for any other blocks you would like to delete.
2. When all desired edits are made, click on the blue “Update” button in the top right corner.



## Monitor “Formidable” and Comments

When students find new events and opportunities near them, they are able to submit new events by completing a form on the website. Club members can always check “Formidable” to get updated.

1. Open the “Formidable” section of the WordPress dashboard
2. Click on “Submit An Event Here!”

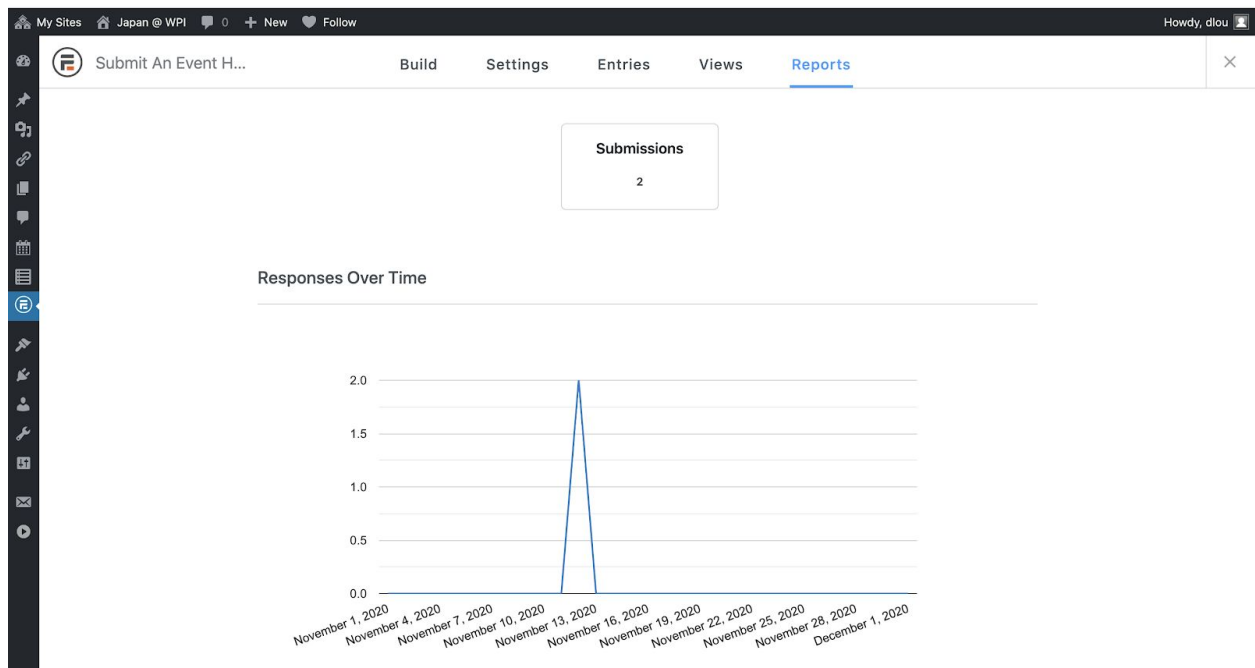
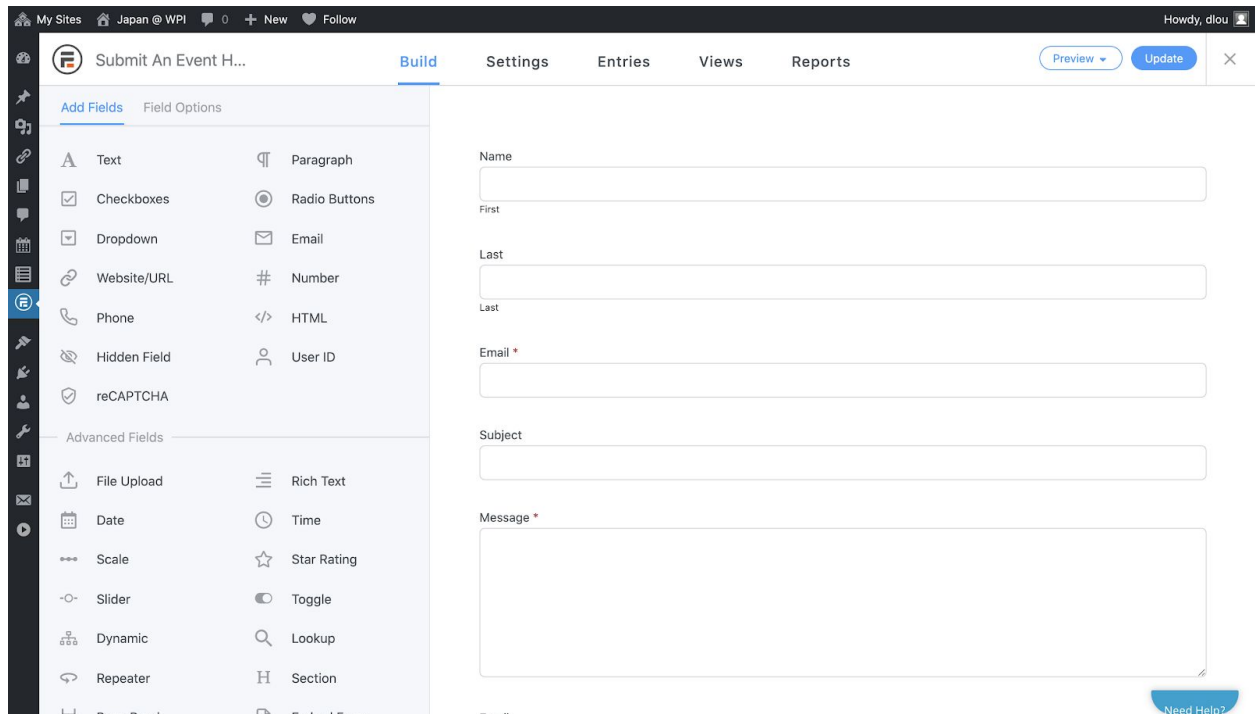


The screenshot shows the WordPress dashboard with the Formidable plugin interface. The left sidebar contains navigation menus for Dashboard, Posts, Media, Links, Pages, Comments, Events, TablePress, Formidable, Forms, Entries, Views, Styles, Import/Export, Global Settings, Inbox, SMTP, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Forms' and includes '+ Add New' and 'Import' buttons. Below this, there is a search bar and a 'Bulk Actions' dropdown menu. A table lists the forms, with one entry visible:

<input type="checkbox"/>	ID	Form Title	Entries	Key	Shortcodes	Date
<input type="checkbox"/>	1	Submit An Event Here!	2	contact-form	[[formidable id=1]]	2020/11/12

Below the table, there is another 'Bulk Actions' dropdown menu and an 'Apply' button. The URL at the bottom of the browser window is <https://wp.wpi.edu/japanatwpi/wp-admin/admin.php?page=formidable&orderby=name&order=asc>. A 'Need Help?' button is visible in the bottom right corner.

3. If you want more information from people, like their phones or emails, click the sections on the left side under “Add Fields”, then they will be automatically added to the form for people to fill out.



4. Review submissions in “Reports”

In *Reports*, you can have the information of the responders like their names and emails. There’s also a graph showing the amount of responses you got over time.

Comments of the website can be received in both the outlook inbox and the “Comments” section in the dashboard.

1. Open the “Comments” section of the WordPress dashboard, then people’s comments will show up in the “Comments” page.
2. For the comments you got, you have the ability to either “approve” or “trash” them. Only the ones that you approve will go on the platform pages.
3. Click on “View Post”, you can see the specific post that is commented by people. You can also reply to those comments.

