WELCOME TO THE WORDPRESS WEBINAR!

Today we are going to learn:

1. **How to log into the backend of your website**
   - domain.com/wp-admin
   - Username and password will be emailed along with the recording of this webinar by the end of today.
2. **Learn about the admin menus**
   - Black menus at the top and left side in the back end of the website. Black menu at the top on the front end of the website, when you are logged in.
3. **Talk about the difference between a Page and a Post type**
   - Pages - easy to edit directly from page.
   - Post Type - must edit post type to make edits to the page.
4. **How to edit the content on your services pages**
   - Formatting the text, changing the featured image on that page
5. **How to add a testimonial and display it on your homepage**
   - Use of the excerpt section
6. **How to make edits to your homepage**
   - Changing text, displaying testimonials
7. **How to add a staff member to the team page**
   - Adding new staff, uploading image, resizing image, placing in correct category.

8. How to upload a new patient form

- Hyperlink that so it opens into a new window

9. How to make adjustments to your forms

- changing the success message
- Changing the email(s) that gets notified

10. How to post a new blog

- Scheduling the post for a later date

11. How to add a page to the main menu

- Helpful when you want to add a service

12. How to update your contact info

- Header/footer - Use Options in admin menu
- Contact page - update directly on the contact page.

Thank you for attending! If you have questions, please reach out to your Account Manager for assistance!