

Beyond the Basics training

Events Calendar

- Create an event
- Mention how modular events can be
 - Locations can be re-used
 - Organizers can be re-used
- Show how recurring event rules can work
- Show different event views
 - Mention that event views can be turned off
- Mention category colors, show how to set (only shows in month view)
- Show how to share an event with the UMaine calendar
 - If still working odd, mention that it does work despite error message

Web Forms

- Mention how different web forms are to other content
 - Must create form and then embed form in a page
 - All forms store data in WordPress
 - All forms have notification set by default, can be customized
- Create a simple contact form
- Show how to make a field required
- Show how to make a field conditional
- Review form settings
 - Mention anti spam, mention CAPTCHA (why we don't use)
- Review form confirmation message
- Explain difference between confirmation and notification
- Show notification
- Set up an auto-response notification
- Advise to turn off sending notification to admin email (us)
- Advise to NOT have notification send from the submitter's email address (email spoofing)
 - Use reply-to field for this instead
 - Best to leave "from" email as admin email (us)
- Embed form in a web page

Sidebars

- On web page from form, show how to turn a sidebar on and off
- In widgets area, show common widgets
 - Call to action
 - Menu
 - Article list
 - Event list
- Show widget visibility

UMaine Maps (stand-alone training)

- Create a map point
- Type in a street address for the map point
- Show map controls
 - Move map point around
 - Move map around and re-center map point
 - Use the map zoom level settings on the map point
- Add map point to a category
- Show the published map point
- Explain what hiding the address does
- Show map categories
 - Show that map categories will always zoom out to show a map with all the points
- Show how to add an icon image to a category
 - Mention icon set available in userguide
- Embed a map point
- Embed a map category
- Show the shortcode [points_of_interest]
- Examples:
 - <https://extension.umaine.edu/map-points-category/all/>
 - <https://umaine.edu/sustainability/initiatives/evcharging/>
 - <https://umaine.edu/campusrecreation/facilities/#map>
 - <https://extension.umaine.edu/cumberland/map-points-category/all-mgv-projects/>
 - This advanced example shows how setting a 'primary' category for a map point controls which custom icon displays for it (when the map point is in multiple categories)