Rogue Valley Lions Website Managers Guide

Rogue Valley Lions Club

Record of changes

Release date	Version	Contributors
3/11/2026	v1.1	John Stebbins

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Introduction

This Guide is intended for those Club members designated as ongoing managers of the Club's website: roguevalleylions.org. The host for the Club's website is GoDaddy (paid via an annual subscription); the administrative content management system (CMS) "back end" software is WordPress (open source at no cost to RV Lions Club).

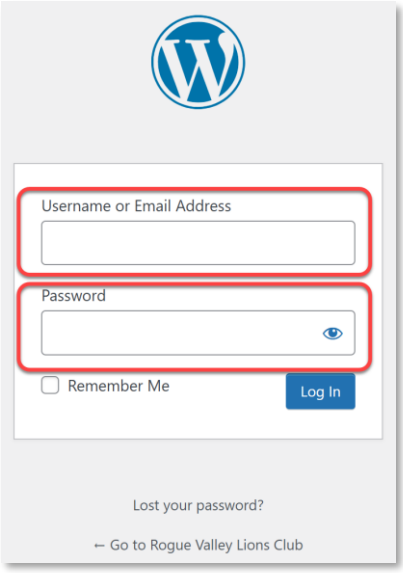
The current site managers are:

- **John Stebbins**- administration and maintenance related to updating text and images, and any creation or modification of site layout in communication with our web design firm: Creative Marketing Design.
- **Harry Gerhard**-calendar updates
- **Drake Poston**-calendar updates
- **Laurel Briggs (Creative Marketing Design)**-web designer and technical resource

Managing the web site

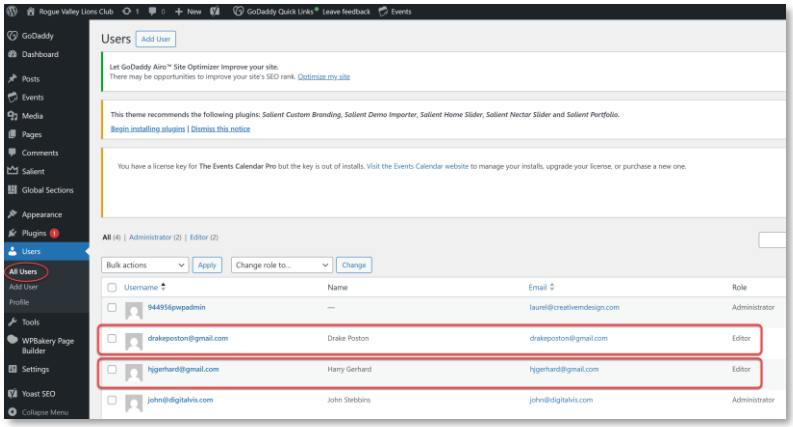
Site managers shall log on as follows:

1. Go to the WordPress login page: https://roguevalleylions.org/wp-login.php. Bookmark this link in your browser for easy editing access in the future.
2. Enter your username (email address) and password, provided by an email sent to you.

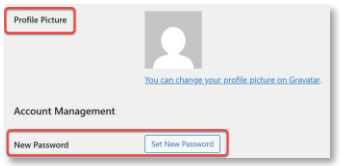


To see all current managers:

1. Click **Users > All Users** on the black navigation panel in WordPress.



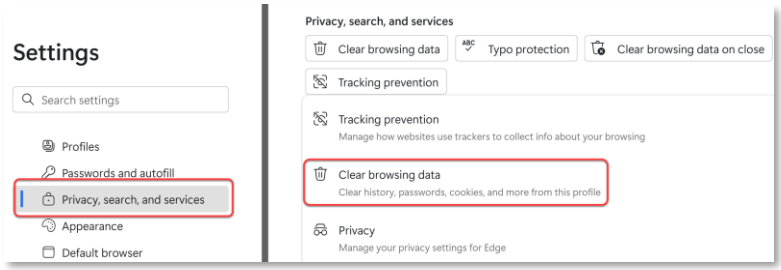
2. To change your password, click your name on the list,
3. Scroll near the bottom of the screen. Change your password to something familiar and scroll to the very bottom of the screen and click **Update User** to save your new password. Store your new password within any password manager you use.



Managing Events

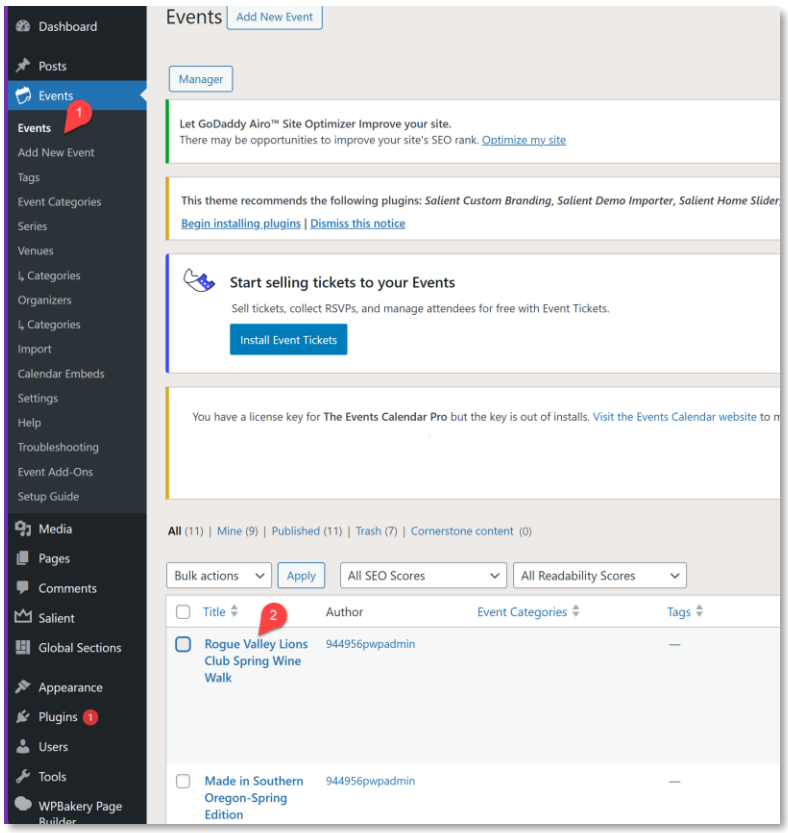
WorkPress has its own *internal* calendar that we will be utilizing to publish all of our events. The following process describes how to edit an existing event and how to create a new event that will appear both on the Home page mini-calendar and the master events calendar.

NOTE: when making changes to the web site, keep in mind that when you go to view the web site, sometimes the site does not immediately show the updated changes. In that case the site has been caching (storing) pages to make them faster to load for future site visits (all browsers do this). When updates are not showing up on the Club site, refresh your browser. In some cases, you will have to go into your browser's settings and clear out the cache (clear browsing data). For more information on how to update your browser's cache, see the **Appendix** for this process on popular browsers. The image below shows the settings for this process in Microsoft Edge, accessed by clicking the three dots (more) in the upper right of Edge's browser's window, and then choose Settings.

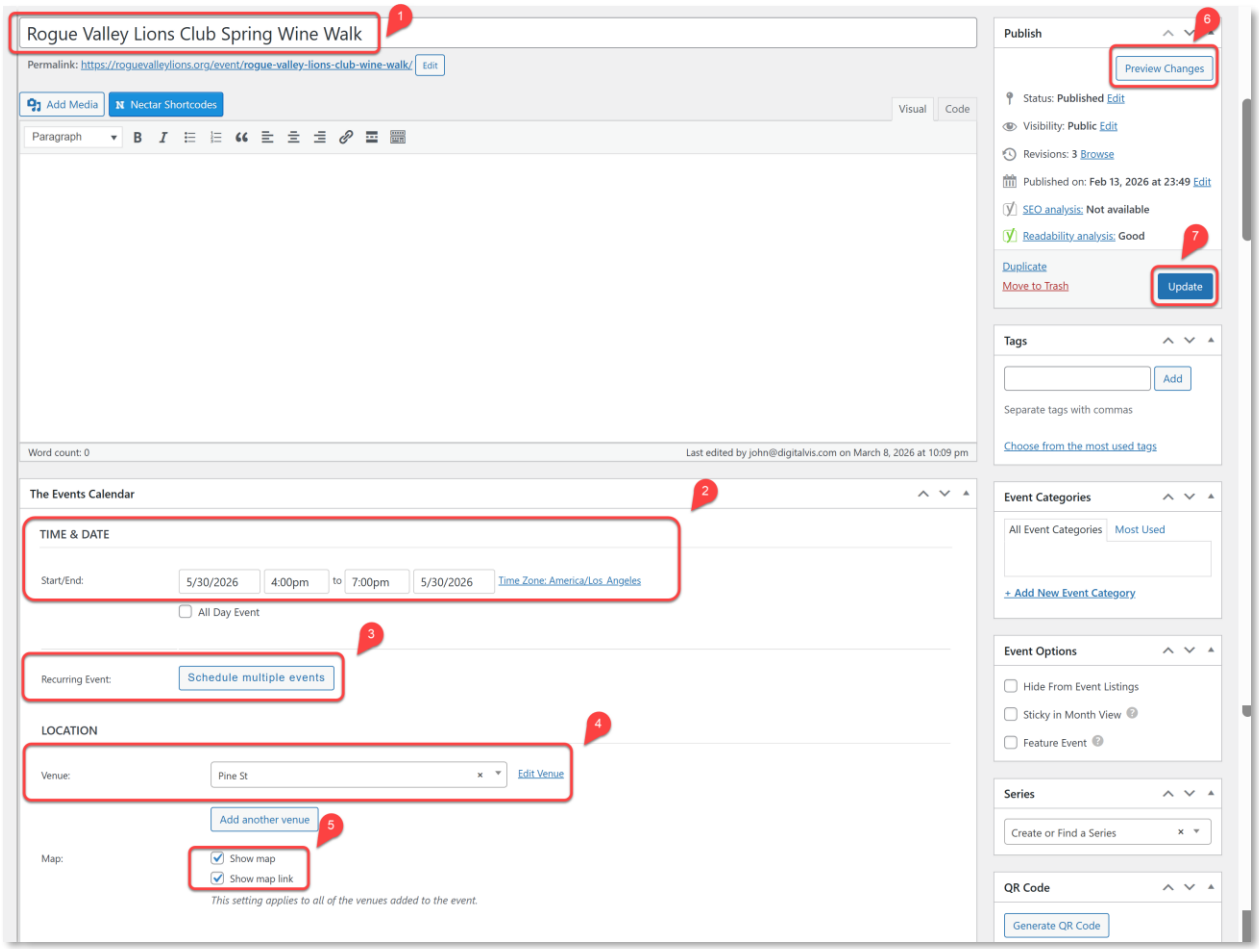


Modifying an existing event

1. To modify an existing event, click **Events** on the black navigation panel on the left to see a list of current calendar events.
2. Click the event name to view the event details.

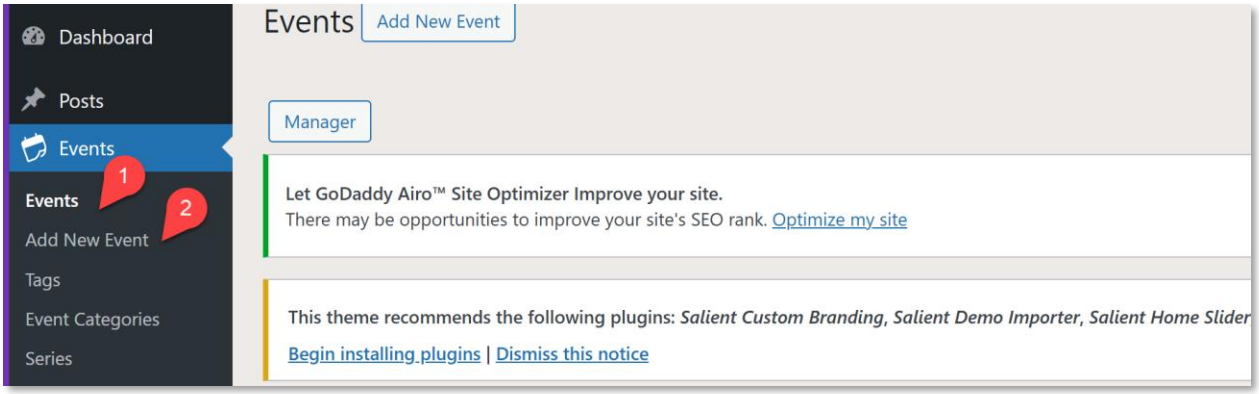


1. To change the name of an event, select the event title and change its name.
2. To change the time and date, edit the time and dates in the **Time and Date** section.
3. If the event is recurring, click **Recurring Event** to modify the recurring settings.
4. To change or modify the venue location, click **Venu** in the **Location** section.
5. **Show map** and **Show map link** are checked on by default…leave these settings checked on.
6. To preview your changes, click **Preview Changes**
7. Once changes are acceptable, click **Update** to publish your changes to the web site based on your recent modifications. Don't forget this step; if you leave the Edit Event page without updating, your changes will not update the web site.



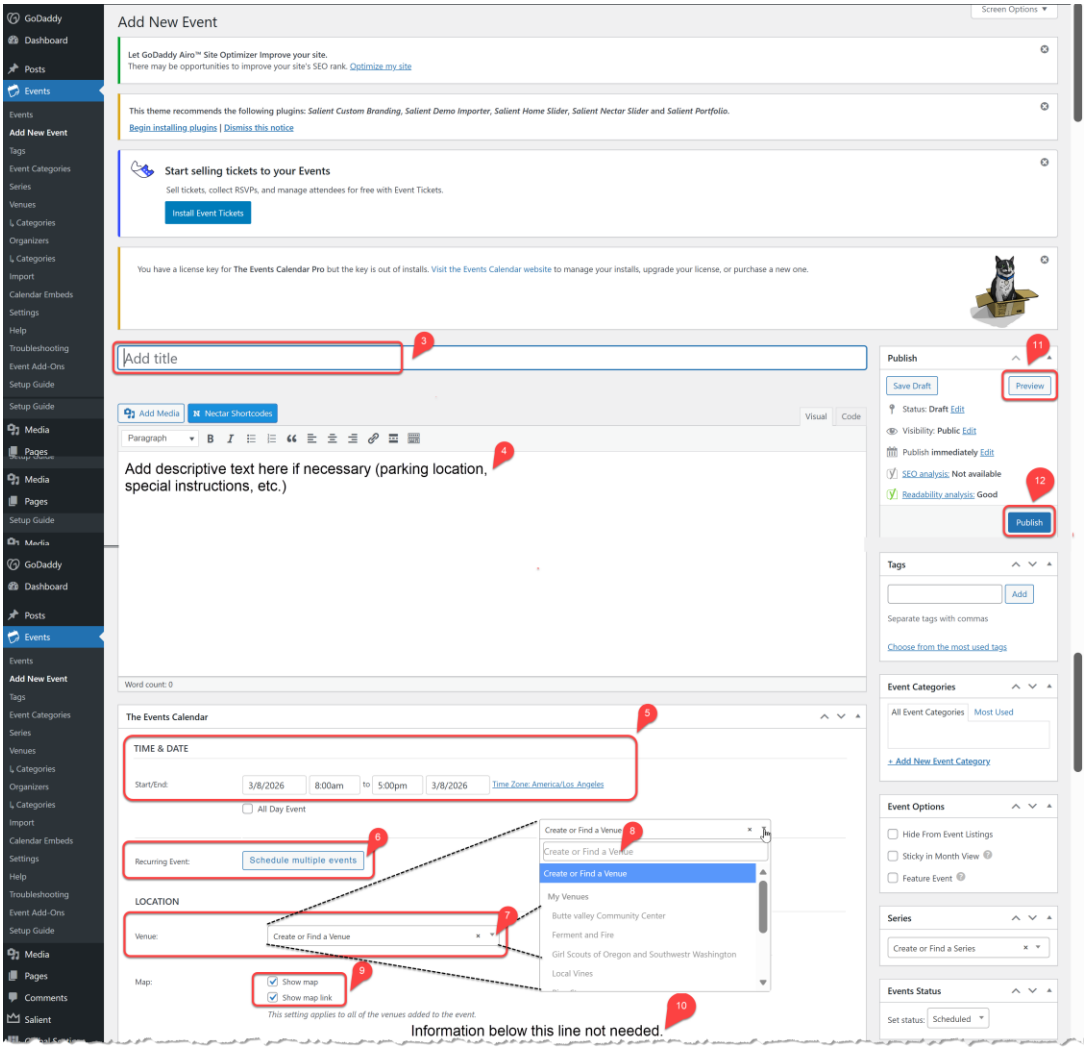
Adding a new event

1. Click **Events** in the black navigation panel on the left.
2. Then click **Add New Event**



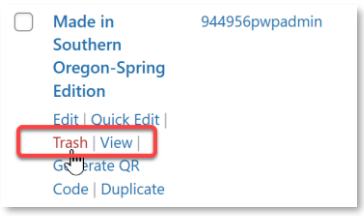
3. Name the event.
4. Add an optional description if appropriate, for example parking location, rendezvous point, etc.

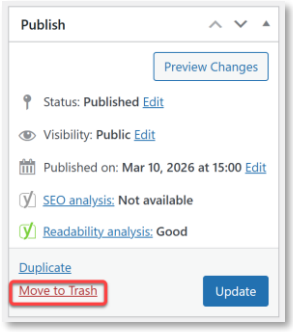
5. Establish the time and date in the **Time and Date** section.
6. If the event is recurring, click **Recurring Event** to modify the recurring settings.
7. To add the venue location, click **Venue** in the **Location** section; activate the drop-down menu to the left of the Venue field to select a venue in the My Venues list.
8. If the venue is not in the drop-down menu, enter a Venu name, press **Enter** and fill in the street address, City, State, Zip code and Country. Once entered this venue will appear in the My Venues list for future use.
9. **Show map** and **Show map link** are checked on by default…leave these settings checked on.
10. No input below is necessary.
11. To preview your changes, click **Preview Changes**
12. Once changes are acceptable, click **Update** to publish your changes to the web site based on your recent modifications. Don't forget this step; if you leave the Edit Event page without updating, your changes will not update the web site.



Deleting an event:

1. Hover over an event and click **Trash.**
2. Alternatively, within an event window, click **Move to Trash** in the **Publish** panel.



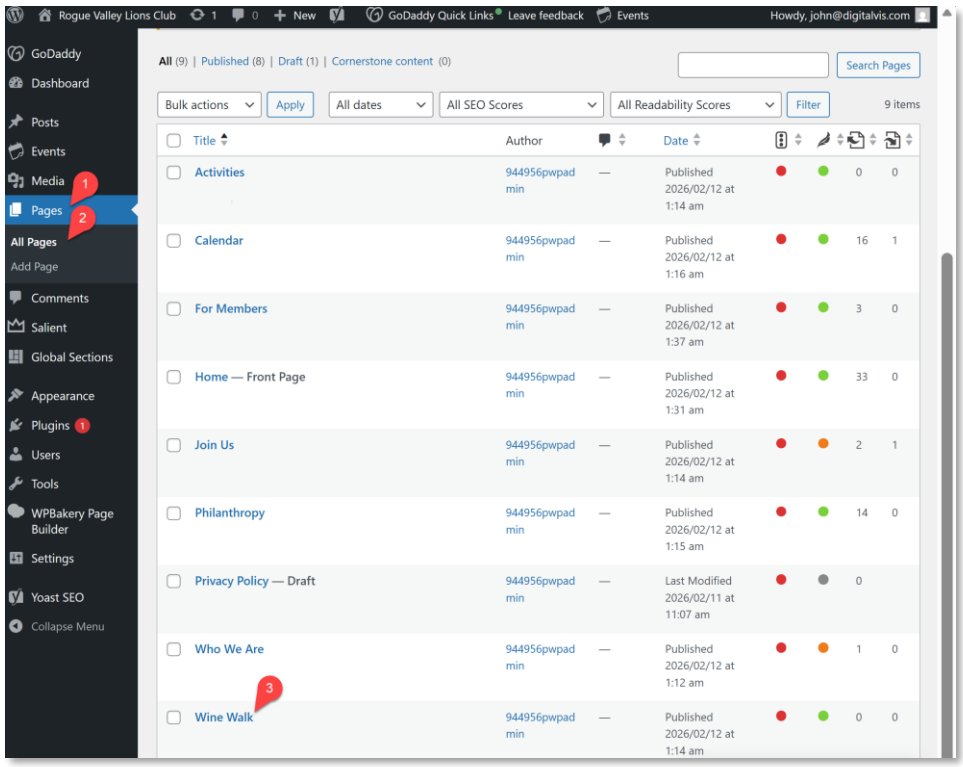


Note: Only the administration and maintenance manager should be responsible for this next section

Editing text and images

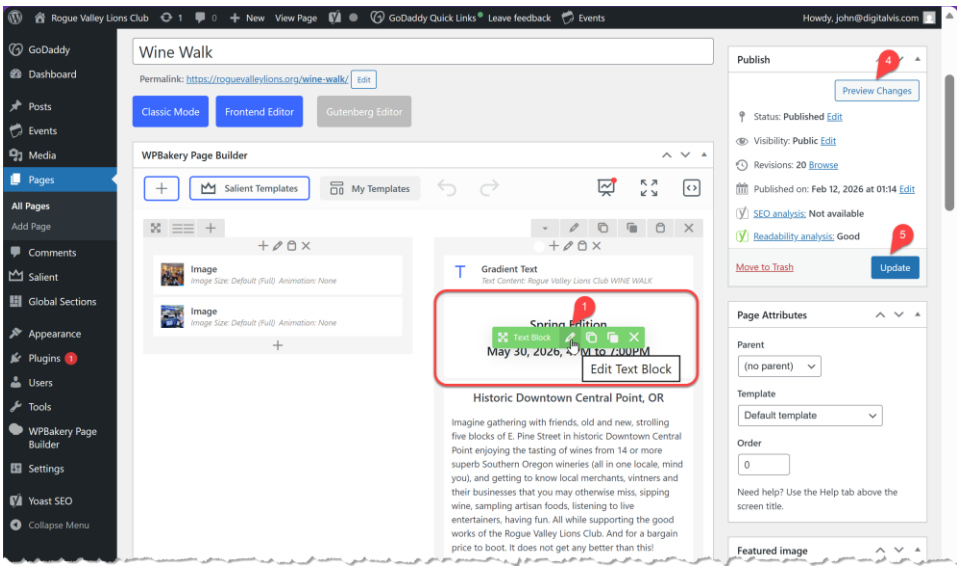
Navigating to the page you want to edit

1. Click **Pages**
2. Click **All Pages** and you will see a list of the current pages on the Club's web site.
3. From **All Pages**, click the page you want to edit; you will be presented with the Edit Page screen.

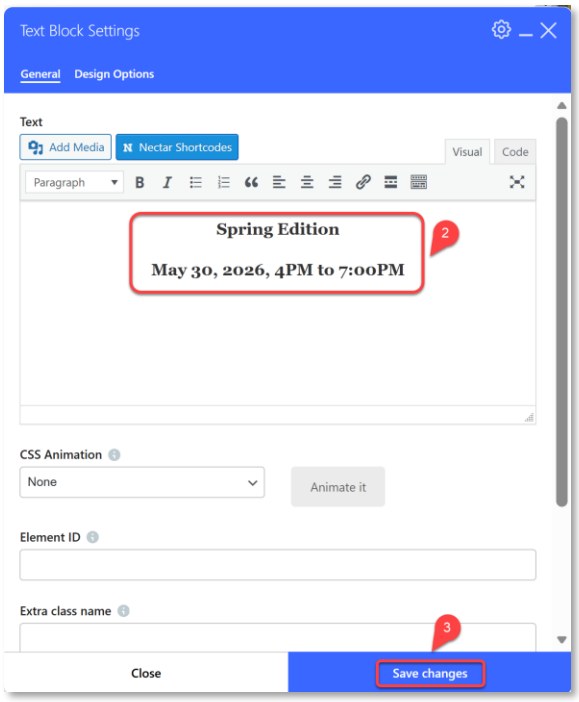


To modify the text on a page

1. Click in a text block you want to edit by hovering over the text block and click the **Pencil** icon; a **Text Block Settings** window appears where you can edit the text.



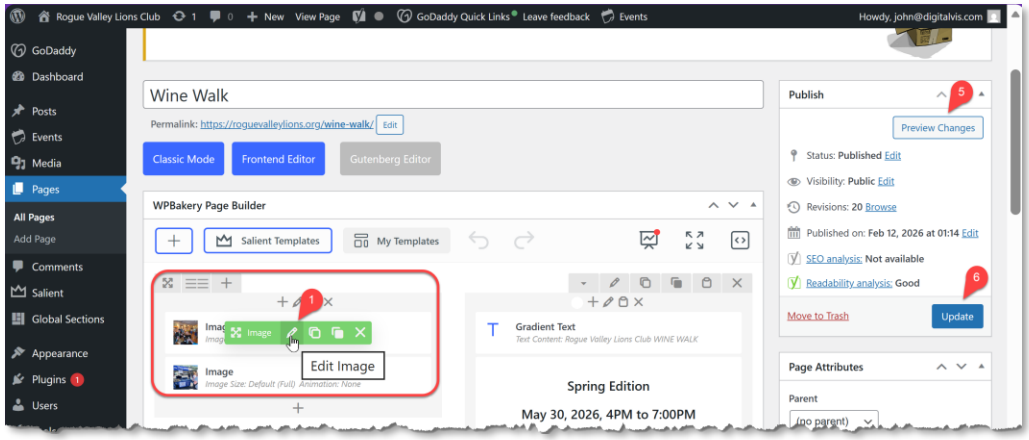
2. Edit the text by dragging over the text you want to modify and type in the new text. Only edit the text; do not change any of the text styles (font, font size, formatting, etc.)
3. When you have finished editing, click **Save Changes**

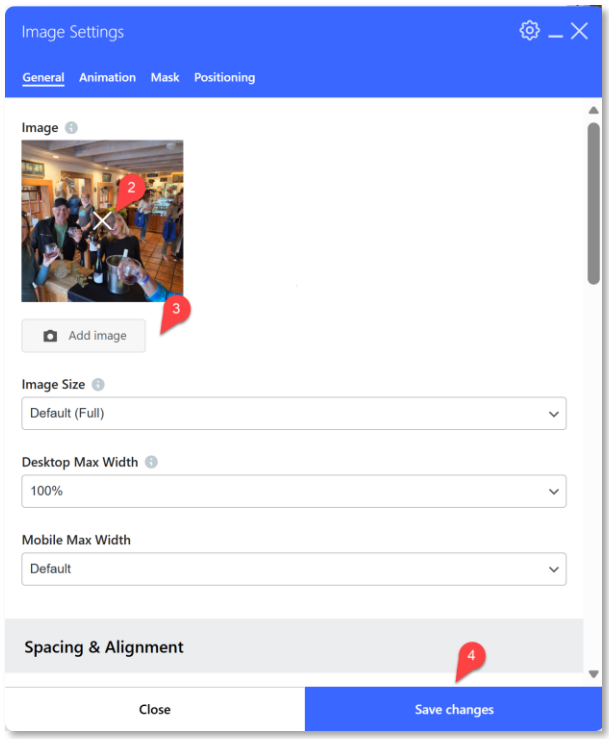


4. Click **Preview Changes** to validate what the changes will look like
5. Click **Update** to save your changes.

To swop out an image on any page

1. Hover over the image you want to edit; click the **Pencil** Icon and the Image settings panel will appear.





2. Click the “X” on the image to remove it.
3. Click **Add Image** to import a new image. Verify all image size and width settings.
4. Click **Save Changes**.
5. Click **Preview Changes** to view your changes.
6. Click **Update** to save changes.

Appendix

Clearing Cookies and Cache in Popular Browsers [1] [2] [3]

Google Chrome (Desktop)

1. Open **Chrome** and click the three-dot menu in the top-right corner.
2. Select **More tools** > **Clear browsing data**.
3. Choose a **time range** (e.g., Last hour, All time).
4. Check the boxes for **Cookies and other site data** and **Cached images and files**.
5. Click **Clear data**.

Google Chrome (Mobile)

1. Open the **Chrome** app and tap the three-dot menu.
2. Select **History** > **Clear browsing data**.
3. Choose a **time range** and check **Cookies, site data** and **Cached images and files**.
4. Tap **Clear data**.

Microsoft Edge (Windows)

1. Open **Edge** and click the three-dot menu in the top-right corner.
2. Go to **Settings** > **Privacy, search, and services**.
3. Under **Clear browsing data**, click **Choose what to clear**.
4. Select a **time range** and check **Cookies and other site data** and **Cached images and files**.
5. Click **Clear now**.

Safari (Mac)

1. Open **Safari** and go to **Safari** > **Settings** (or **Preferences**).
2. Click **Privacy** and select **Manage Website Data**.
3. Choose specific sites or click **Remove All** to clear cookies and cache.

Firefox (Desktop)

1. Open **Firefox** and click the menu (three horizontal lines) in the top-right corner.
2. Select **Settings** > **Privacy & Security**.
3. Under **Cookies and Site Data**, click **Clear Data**.
4. Check **Cookies and Site Data** and **Cached Web Content**, then click **Clear**.

Safari (iPhone/iPad)

1. Open **Settings** on your device and scroll down to **Safari**.
2. Tap **Clear History and Website Data**.
3. Confirm by tapping **Clear History and Data**.

By following these steps, you can clear cookies and cache to improve browser performance and resolve potential issues.