RMHC Chapter Website Project 2024 Guide

Revised 2-27-2024 by Hester Designs

Software - Wordpress
Parent Theme - Hello *by Elementor*
Page Builder - Elementor

Important Note: *Please use a qualified Wordpress developer that is familiar with this architecture for all website projects. It's important to keep your site secure, accessible, loading quickly to your audience.*

Overview for your Chapter:

The new site architecture is likely different than your current site. Adapting your current site is not covered in this manual. This resources is intended for you to build a new site. The good news is this new site will be easier to use, and perform better in every area. This new architecture was developed based on high demand from chapters to use the Elementor page builder and Hello theme.

Benefits:
- Better performance in speed.
- Better accessibility.
- Easier to edit.
- More modern look and feel.
- Modern architecture.
- Less licensing fees.
- Opportunity to clean house and re-organize.
- Site longevity of approx. 4-6 years.
- Up-to-date design.
- Mobile and Tablet friendly

Tested:
This website was developed by Hester Designs and approved by RMHC Global. It is designed to work cohesively together as designed. Years of testing and research went into this approach. This site is designed to be fast, accessible, easy to edit, and perform well on search engines. Results will vary and depend on hosting services and ongoing care.

Accessibility:
This site and its configuration has considerations for Accessibility & WCAG compliance. It tested very on common tools like WAVE and Google Lighthouse. Each page should be reviewed as it is designed or edited. Accessibility & WCAG is an ongoing process and not guaranteed by the use of this site.

Getting Help:
At anytime, Hester Designs is available to help you to understand or work through this project. We are also available to help your chapter with this project start to finish. Visit HesterDesigns.com or call us at 405-235-5363 to discuss.

Overview for Web Developers:

- This site uses the theme called Hello, available free.
- This site uses the page builder plugin called Elementor, which requires licensing.
- This site uses ACF (Advanced Custom Fields) plugin for Events, available free.
- Read the Overview for Web Content Creators section, below, for more notes.
- You should review the resources and styles provided at https://rmhcdemov2.com/
    - Training Videos… https://rmhcdemov2.com/training-videos/
    - Styles… https://rmhcdemov2.com/stylesheet/
    - Maintenance… https://rmhcdemov2.com/maintenance/
- From time to time review the Demo v2 site at https://rmhcdemov2.com/ - We will post important information there when necessary.

Overview for Web Content Creators:

- Keep in mind you want your images to be efficient. Keeping the size of the site down goes a long way to better performance and trouble-free operation. Read this article for helpful information… https://hesterdesigns.com/big/
- Use the proper sizes when uploading images. See the https://rmhcdemov2.com/stylesheet/
- The site is not a document repository. Only upload web-ready PDFs as documents.
- Your text should be clear and concise.
- Your images should have ALT text.
- It's helpful to learn about website accessibility.
- Duplicate an existing page to create a new page. This is a fast starting point.
- Copy and paste sections where you need them. Use the mouse and right-click for options.
- You should review the resources and styles provided at https://rmhcdemov2.com/
    - Training Videos… https://rmhcdemov2.com/training-videos/
    - Styles… https://rmhcdemov2.com/stylesheet/
    - Maintenance… https://rmhcdemov2.com/maintenance/
- From time to time review the Demo v2 site at https://rmhcdemov2.com/ - We will post important information there when necessary.

Instructions for Chapters: Getting Started

Step One: Collect and Organize Your Content

Go through your existing site, as you will need to manually collect your content and move them over to this new architecture.

A. Make a list of your pages.
B. Copy the text into Word or Text documents.
C. Save your photos into organized folders on your computer.
D. Make a list of all the features of your new site.

Step Two: Call Your Host (or Developer) to Prepare for a New Site

E. Have a new "staging" area set up on your existing hosting.

F. Grab these 4 items of information pertaining to this new hosting area c-panel settings;

    - Staging site domain address.

    - Staging site IP address.

    - Staging site Username.

    - Staging site Password.

G. Have a new blank Wordpress site in this area. Once this is live, you are ready for step 3.

Step Three: Installation of the New Site

The new 2023 demo website will be utilized to build out your new chapter website. A copy of the demo website can installed into a hosting areas using one of two ways;

Installation: Option A
Your Chapter Needs Help Getting Started

Option A is to pay to have a copy migrated to your hosting area and set up by the pros. Contact Hester Designs at 405-235-5363 and arrange to have trusted professionals help with the initial install and set up.

A. Provide 4 items of information pertaining to this new staging area;

    - Staging domain address.

    - Staging IP address.

    - Staging Username.

    - Staging Password.

C. Hester Designs will copy a duplicate of the demo to your new area then;

    - Change the logo.

    - Change the general settings.

- Change the time zone.
- Add a User for your developer or Chapter.

D. Watch the training video(s) at RmhcDemoV2.com

E. Finish building out your site and get it ready to launch.

F. Backup your existing site and resources.

G. Launch your site through your hosting provider.

Installation - Option B

Chapter has a Wordpress Developer Vendor

This option is to have your developer install a copy using BackupBuddy files.
Download the files and instructions from the RADAR resource, and have a trusted Wordpress developer install the files.

Overview of the Steps for Option B:

1. Select a host that meets the requirements.
2. Set up your database and database user.
3. Install the site files.
4. Go through basic training.
5. Change the main settings in the dashboard to match your chapter.
6. Install your content.
7. Once your site is live, license your theme and plug-ins.
8. Consider and create a disaster recovery and security plan.

Step 1. Select a Host

Hosting Requirements: Wordpress requires PHP version 7.4 or greater, MySQL version 5.6 or greater and HTTPS support. Wordpress also suggests Nginx or Apache with mod_rewrite module. We also suggest a host that allows your account to have cPanel access.

What to avoid: Big-box hosting companies using shared servers like GoDaddy, BlueHost etc. are not recommended due to security risks. Some will may not be compatible with the migration tool used for the site files.

Step 2. Set Up the Database
Login to your hosting cPanel and set up a MySQL database and a user. Assign all privileges to this user. This provides three pieces of information: Database Name, User Name and Password. Make note of these 3 items, they will be needed later.

Step 3. Install the Site Files

You must have a domain name that is pointing to the hosting account before you begin installation. Consider whether you will be using a development domain name or the actual domain name. If a development name is used you will need to re-migrate your development site to the live site to launch.

Download these 2 files;

https://rmhcdemov2.com/backup-rmhcdemov2_com-2023_05_19-10_36am-full-g5c6k6sj4f.zip
　　　Do not rename or unzip this file!
https://rmhcdemov2.com/importbuddy.php.zip
　　　Do not rename this file. Unzip this file, and upload the unzipped
　　　version called "importbuddy.php"

Tip: BackupBuddy Video Tutorial is available here:
https://ithemes.com/tutorials/how-to-manually-migrate-a-site-with-backupbuddy/

Upload both of these files using an FTP program (FileZilla or similar) to the main directory of your hosting account. In cPanel you can use File Manager instead.

In a web browser navigate to **yourdomainname.com**/importbuddy.php - Fill in your actual domain name here. This should greet you with a form field asking for your password. Type in **RMHC** in this field and continue. The click Restore Backup.

Next you will be asked to fill in your database information. Fill each field as follows. The information must be exact;
　　　Location: localhost
　　　Database Name: *enter your specific information here from step 2.*
　　　Database User: *enter your specific information here from step 2.*
　　　Database Password: *enter your specific information here from step 2.*
　　　Database Table: wp_

Click Next Step. The database will restore.

Next you can enter the new destination domain name (web address) for the live site. We recommend using HTTP and not HTTPS in the URL on this step. Now click the Next Step button to finish the migration process.

Next verify your site. In a new window, login to the new site's dashboard at yourdomainname.com/wp-admin with the following username and password;

Username: RMHCwebmaster
Password: WorkHard4Families2023

If everything is operational in the website seems to be working, you can return the the final migration screen and click the Finish Cleanup button.

Your last migration step is important! In your dashboard, navigate to Users > Add New. Create a new Admin level User for yourself. Now log out of the dashboard and re-login as yourself (Not RMHCwebmaster). Return to Users and delete the RMHCwebmaster user account. Your new site is installed.

Step 4. Basic Training & Maintenance
- Resources are available at RMHCDemoV2.com

Step 5. Change the main settings to match your chapter
• Logo - *Found in the Wordpress Dashboard under Appearance > Customize > Site Identity*
Prep your logo file as a JPG cropped to 290 px X 112 px. Upload this to the media library. Be sure to include an ALT tag. In the dashboard, navigate to Appearance > Customize > Site Identity. In the Logo area change your logo. Save the changes.
• Title / Tag Line - *Found in the Wordpress Dashboard under Settings > General*
• Time zone - *Found in the Wordpress Dashboard under Settings > General*

Image Size Reference

Remember, Wordpress will only allow you to reduce images sizes, not scale them up. In some cases you may need to re-save your images to meet the specific criteria below:

Half Page Photos: 1080 px x 720 px or 560 px x 530 px (which ever fits your vision)
Note: Half page photos have 10px white border around photo, with slight shadow behind. Copy style from the example to the right. Add "photo-effect" to the CSS Class in the advanced tab to add the photo color effect on hover.

Blog and Event Featured Images: 1080 px x 720 px
Smaller on-page photos: 432 px x 243 px

My Site is Live, Now What?

Maintenance After Site Launch:
License your Elementor plugin.
Update all plugins that require it.
Check SEO settings and update your site index.
Check all content and links.

Weekly Items
Login to your site.
Run a backup.
Update plugins and theme.
Test functionality for editing pages and posts, and other functions.
Test forms and results.

Monthly Items
Copy a backup of your site to a safe place.
Review traffic analytics.
Review Tools > Site Health.

Quarterly Items
Review your site's main pages for accessibility with the WAVE tool.

Yearly Items
Audit your security.
Audit your accessibility.

Additional Resources & Tutorials

Elementor - https://elementor.com/
Advanced Custom Fields - https://www.advancedcustomfields.com/