CMG Regional Website Setup FAQ

How do I get started?
1. Using your given login and password, login at:
   http://www.cmg.org/wp-login.php
2. If this is your first time, please change your password by hovering over the black bar at the very top right of the screen that says “Welcome <Regional CMG Name>” and click Edit My Profile
3. Create your new Region Home page, by hovering over the “New” menu item in the top left of the black bar:

![Website setup screenshot](image)

I'm new to Wordpress, how do I actually create my page?
Wordpress is fairly easy to use and shift90 will be available via email or a call if necessary.
Once you create your new region page, just use the visual editor:
https://make.wordpress.org/support/user-manual/content/editors/visual-editor/

My old website was in HTML, can I just copy it over?
Yes, the wordpress visual editor can accept HTML that you paste in, or you can just paste it into the HTML view to edit from there
Can I see an example of a region's web page to see how they've done it?
Yes, here's an example, go to the regional page and click on NY CMG

How do I upload images/media?
For videos, we recommend embedding HTML via YouTube or Vimeo.
For images, just follow these directions:
https://codex.wordpress.org/Inserting_Images_into_Posts_and_Pages
If you want to batch upload images, you can always upload them by drag and drop into the media gallery, or you can contact us and we will help.

I don't have access to the old regions.cmg.org server, what can I do?
We unfortunately do not manage that server and have no access to the FTP either. The best thing to do when you create your site is to download the images or content off your existing site and upload them via the wordpress editor.

I'm done, how do I go live?
Just send an email to help@shift90.com with your region's page/name and we will make it live and link it on our regional pages:
http://www.cmg.org/contact/us-regional-groups/ or
http://www.cmg.org/contact/international-groups/

Can I create more than one page?
Yes, create another Region page, but choose your main page as the parent page. You'll need to link to child pages as there won't be a default menu automatically setup.

Will other regions have access to my pages?
No, each region can only manage their own pages.