Log in

1. To visit the login page for your Wordpress account, visit http://www.trprc.com/ and select "Member Access" on the top right.

2. Enter in your username and password in the designated boxes.

3. Once logged in, you will want to hover over "trprc.com" on the top left menu and select "dashboard" access the backend.
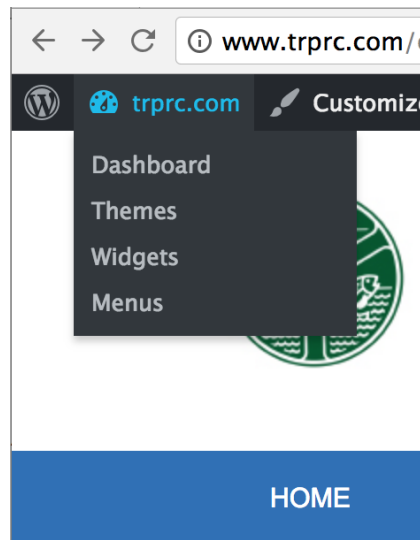
Change Password

1. In the menu on the Dashboard page, go to "Users" and select "All Users."
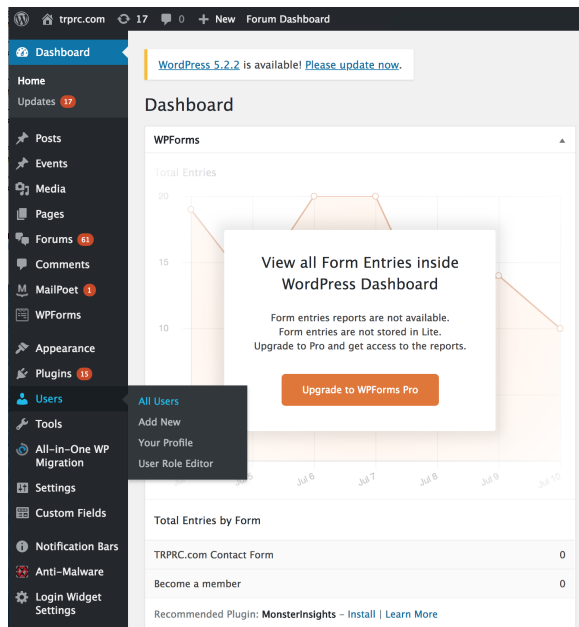
2. Click on your username in the list to edit it.

3. In the Edit User screen, scroll down to the Account Management section and click the "Generate Password" button.

4. If you'd like to update your password to something specific, you can overwrite the automatically generated password by typing a new password in the box provided. It will let you know how strong your password while you type it in.

5. Click the "Update User" button on the bottom of the page to save your changes. The new password will become active immediately.

Add a New User

1. On the Dashboard page, hover over "users" on the left side menu. Select "add new."

2. Fill in the required info and choose a password for them. Make sure to check the box "Send this password to the new user by email."

3. Select the role you wish to give them using the dropdown. Keep in mind, **Administrators** have full ownership of the website and can make changes to the entire site, including all posts and published content. **Editors** are able to edit, delete, and publish posts from any user. **Authors** are only able to edit, delete, and publish their own posts. **Subscribers** have access to member's only content, will receive email updates, and are able to participate on the forum.

4. Your new user will receive an email with their login information and instructions on how to log in. They will be able to update their password and information by editing their profile.

Edit a Page

1. Hover over the "Pages" section on the left side menu. To see a selection of existing pages, click "All pages."

2. Hover over the title of the page you wish to select and click "edit"

3. Making edits in "Visual mode" will show you how published content will appear. It includes formatting buttons for **bold**, *italic*, strikethru, and more. The far right button, **Toolbar Toggle**, shows an additional row of buttons. Highlight content and press a button to apply that style to the selection. You have the option to delete or not save any changes you make.

4. To add an image to your content, click the "Add Media" button above the formatting controls and the Insert Media dialogue will appear. You will see existing images that have been uploaded under the Media Library tab, or click "Upload Files" to add a new image. You may drag-and-drop the desired image into the wordpress upload box or press "Select Files" to browse files. You are able to upload multiple files at a time.

Add Media

Upload Files | Media Library
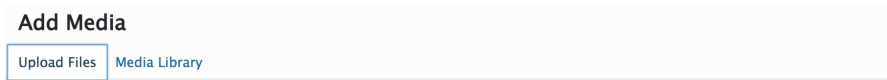
Drop files anywhere to upload

or

Select Files

Maximum upload file size: 32 MB.

5. Too save your changes, select "Publish" on the top right of the editing page. By selecting "Save Draft," you will save your changes without making it visible on the front-end. Clicking "Publish" will make your edits live.

Admin only: Edit Equipment

1. On the dashboard, hover over "Custom Fields" on the left side menu. Select "Field Groups."
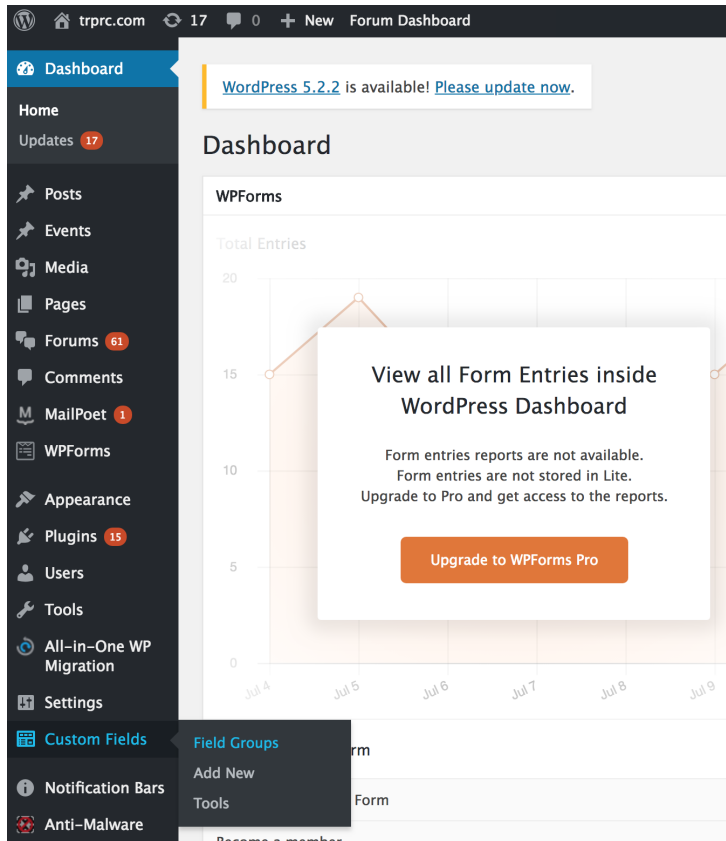
2. Hover over "Equipment" and select "Edit"

3. To edit a specific item, hover over the item and select "Edit." See **Edit Page** instructions for more information on how to update and save your changes.

4. To add a new item, click the "Add New" button at the top of the Edit Field Group page. Fill in the form and save your changes.
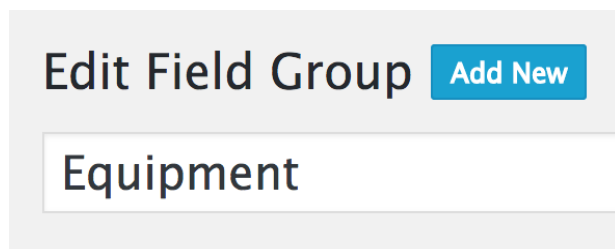
Users only: Edit/Update Company Page

1. Select "Company Inventory Lists" on the Member Access Page.

2. Click on the name of your company.

3. Click "Edit Page" from the top menu.
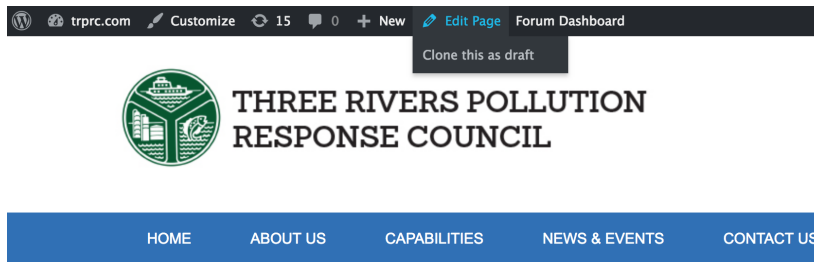
4. Under the "Equipment" section, fill in the form by inputting the information you wish to show on your Company's page.
5. Click "Update" from the Publish section, on the right, to publish your changes.