

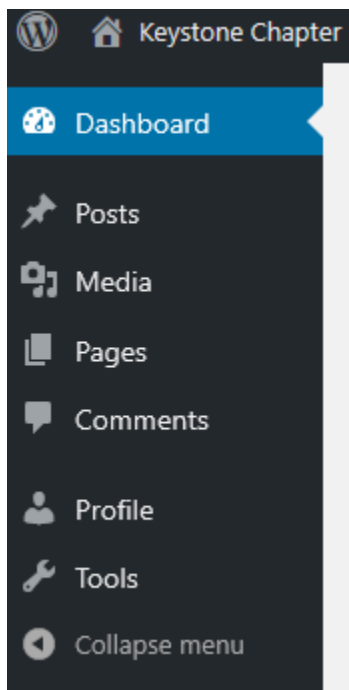
Welcome to FordFalcon.org

All club members are given a web page of their own. You can tell your Falcon story, post pictures and other web page stuff. Public access to your page is from the [Aviary table](#). Anyone can click on your name to be sent to your page.

There are two sections to the site. The public portion is viewable by the world. The site is changing all the time, so come back often. The other section deals with site administration which is not open to the public. The rest of this article will explain how you can maintain your web page from the administration portion of the site.

Site administration is where you can update your account profile and personal web page. You should have already received your username and password by email. Go ahead and login by clicking <https://keystone.falconclub.com/wp-admin/index.php>

The left side menu will look like this:



To change your password and other stuff, click on the Profile menu option. Near the bottom of the page is the “New Password” field. Change the initial password to something you like. Site administrators cannot see your password, it can only be changed. If you forget your password, post a comment at the bottom of the [Aviary page](#) or email Keystone@FalconClub.com. Someone will get back to you with a reset.

Now on to the fun stuff, **editing your page**. No computer coding required. Go to Pages | All Pages from the main menu.

Click the “Mine” link at the top of the page.
Most likely you will only have one.


All (26) | Mine (3) | Published (24) | Drafts (2) | Trash (2)

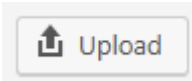
Hover (moving the mouse pointer over an object) over your page name to display

Edit | Quick Edit | Trash | View

. Click **Edit** to open your page in edit mode. Pages not yours can be viewed, but not changed.

All content is enclosed in a Blocks. There are blocks for all sorts of content types. Just start typing to create a paragraph block.

To add a photo gallery block, click on the small circled plus sign .

Then select Gallery in the “Common Blocks” section. Hit the  button to browse for your pictures. Ctl-click will allow selection of multiple images in one shot.

Once selected, hit the Open button. If you like, write a caption for any/all pictures.

There are other options on the right side. The default settings are usually good, but feel free to experiment.

Add as many blocks as you like, there are a bunch of possibilities.

The “Save Draft” button will allow you to take a break without making the page public. Once in a while, the system will auto-save your work. The “Save Draft” button turns into “Saved” when it does.

The “Preview” button will let you view the page as it will look when published.

The “Publish...” button does just that. 😊 At this point, you are given the ability to change Visibility and when to publish. We recommend keeping the default settings, Public and Immediately, but it is up to you.

That’s all there is to it. Well to be polite, logout of the Admin site from the “Howdy, <your name>”, found upper right of any page when finished editing.

A third of all web sites use WordPress. Chances are that if you have seen a layout else ware, we can do it here.