

Instructions for Staff Members

Logging into the Family Portal and Adding Documents

Introduction:

These instructions show you how to log into the family portal as a staff member and add documents to it for viewing by logged in Family Members.

Logging In:

Navigate to the "Family Portal" in the menu.

Enter your given username and password.

Registration:

If you don't have login details, register using the provided link.

Note: Registration requires approval.

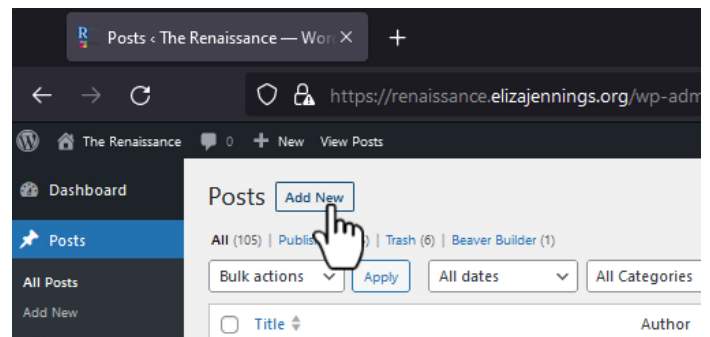
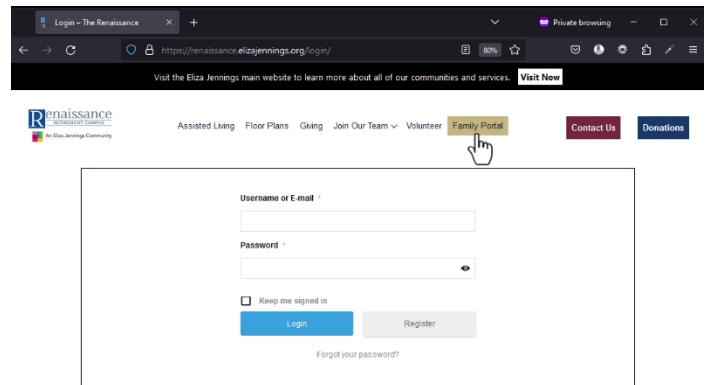
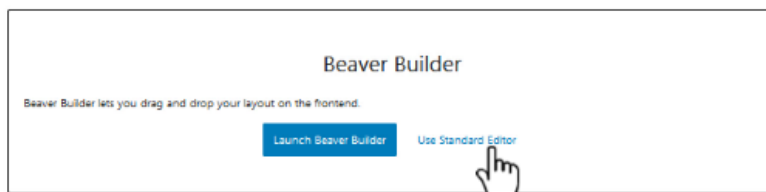
Creating a Post:

Once logged in, you're directed to the administrative posting screen, "Posts".

Click on "Add New" to create a new post.

Learn about blocks in WordPress and using the editor, if desired. Select the "Standard Editor".

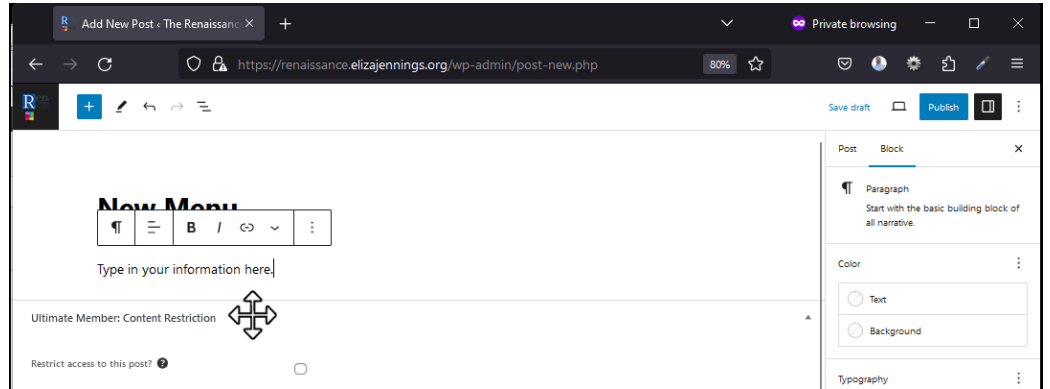
Adding Content:



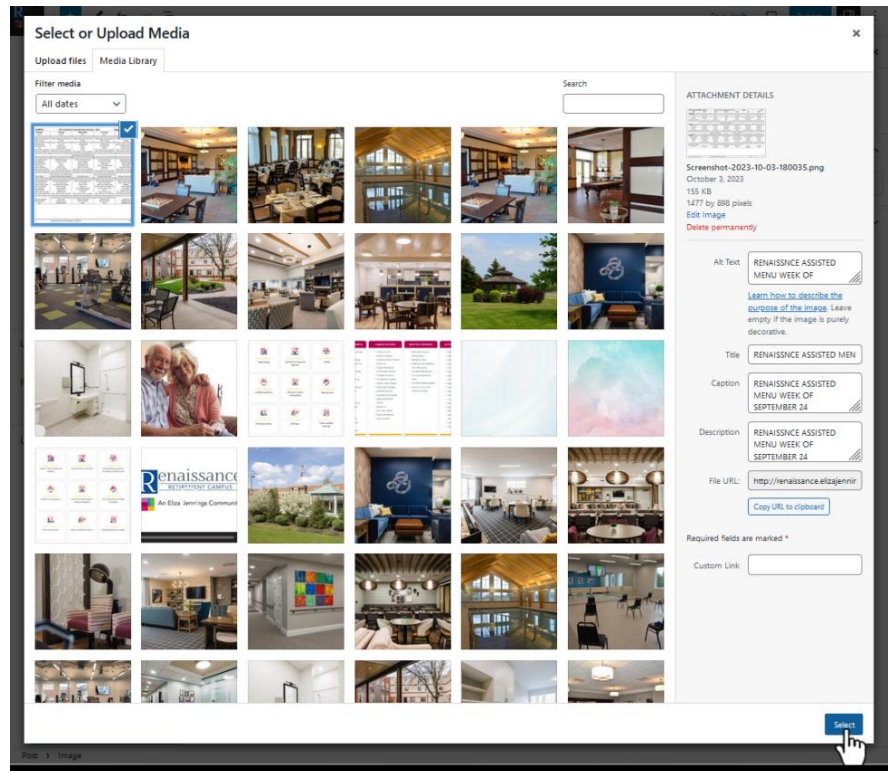
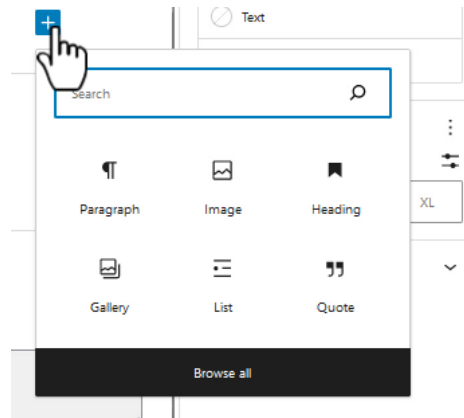
Type in the desired information.

Press 'Enter' for a new paragraph.

Add a new block by clicking the plus sign.



For images: Choose between uploading a new image, using one from the media library, or inserting it via URL.

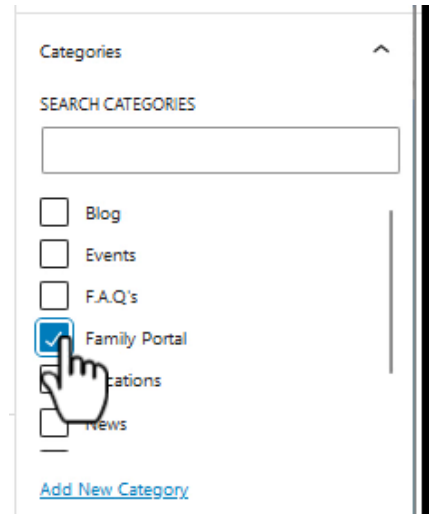


Categorizing the Document:

Categorizing is essential for visibility in the Family Portal.

To categorize: Navigate to the post button (upper right), select 'categories', and choose "Family Portal".

[Screenshot: Categorizing post]



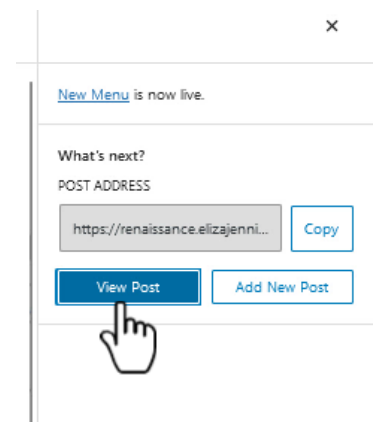
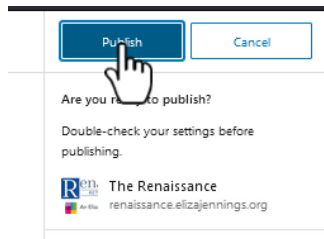
Publishing and Viewing:

Click 'publish' to make your document live.

You can then view the post.

To see how it looks from the family's perspective, click on "Family Portal".

[Screenshot: Publishing and viewing]



Conclusion:

Instructions are available under "staff instructions", both as videos and documentation.

If issues arise, contact support for help.

