

# Creating a New Page

Adding a page to the site is a fairly simple process. The first thing you need to remember is that the site's pages are organized in a 'parent/child' structure, which means that every new page you create must live within a section of the website (bold, business, etc.), and a page can live underneath a page in the site. The Golf Scramble is a good example of this, where there is a main Golf Scramble page under Events, and then within that page you can access a series of sub-pages about the Scramble, Course Sponsors, Event Sponsors, etc. All of those pages are a 'child' of the main Scramble page which is a child of the Events section.

From the Dashboard, under "Pages" you will see "Add New Page". Once you select this option you will be presented with a completely empty page form. From here you must fill in the require items before you can Publish the page.

Once a new page is PUBLISHED you can link to it from other pages or add it to the regular navigation.

## Required Items...

Screen Options Help

Akismet is almost ready. You must enter your Akismet API key for it to work.

Enter title here Page Title

Visual HTML

Upload/Insert

Paragraph U A [Toolbar Icons]

Some page content.

Sidebar items. See "Understanding a Page's Sidebar" for more information.

Path: p Word count: 0

**Publish**

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish Immediately Edit

Move to Trash Publish

**Page Attributes**

Parent

(no parent) Parent page.

Template

Default Template

Order

0

Need help? Use the Help tab in the upper right of your screen.

The only two templates you might use are...

- Two Column Page which is the regular two column page.
- Two Column Event Page which is used for main event pages only.

# Creating a New Page, Cont.

The last piece of creating a new page is adding a Landing Page Description (lp\_desc) short code item. This is only really important if your new page is being added to the main navigation. This description will show on the corresponding landing page or any landing page where this page is used as a “Related Info” item. This description should be a brief and powerful sentence that describes what information is found on that page and why it is helpful to the user.

Custom Fields

Name	Value
lp_desc	By connecting your business to the Beaverton Chamber, you will multiply your connections to your market and build long-term relationships to grow your business.

Delete Update

Add New Custom Field:

Type your sentence here.

Name	Value
<div>— Select —</div>	<div></div>

Enter new

Add Custom Field

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).

## Other Information

- If you cannot finish the page in one session you can “Save Draft” and come back to your work later.
- It is best to create new pages while logged in as an ADMIN, this will give you access to all the extra items associated with the page, like the short codes.