

## Workflow: Add a New Location/Group to the MMP Website

### (Example: Densmore Beach Meaningful Movies)

#### The Difference between "GROUP" & "LOCATION"

##### GROUP:

1. Information included (and must be entered):
  - a.

##### LOCATION:

1. Information included (and must be entered):
  - a.

Lots of words below, but the process is really simple.

Only Site Administrators can add new locations/groups to the *Meaningful Movies Project* website. Once a new group is added to the site, the Site Administrator(s) can then invite Group Administrators to that group. To add a new location/group to the site, follow the steps below:

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**PREPARATION:** (Terms underlined are specifically referenced later. Pay attention to these – in a few places, the terminology used on the entry form varies from what appears on the site)

1. **First, Gather your materials:**

**This Example** is for the imaginary Group, "*Densmore Beach Meaningful Movies*", showing films at the "*Densmore Cinema*", located in the neighborhood of "*South Wallingford*" (Wallingford already had a group, so a different neighborhood name is needed), in the city of Seattle. Here's what you'll need: (items marked with an asterisk are \*REQUIRED; other items are optional and/or can be added later).

- a. \*Neighborhood Name – Physical location: The name of the neighborhood if in a large city, or town name if in a small town. (If there is already an MMP group in that neighborhood, you'll need to come up with a secondary neighborhood name, like "Wallingford South."
  - i. Example: "Wallingford South"
  - ii. Where this is used:
    1. On the individual 'Group Page': The **BOLD** title on the top left beneath the MMP logo, i.e., "**WALLINGFORD SOUTH**"
    2. On the 'Find A Group' Page: the first name in the group's listing: "Wallingford South, Seattle, WA"
    3. 'Calendar Page': The name in the blue rectangle: **WALLINGFORD SOUTH**
    4. 'Home Page': Same **WALLINGFORD SOUTH**
5. **OTHER PLACES?**
- b. \*MMP Group Name": the specific name of the Group
  - i. Example: Densmore Beach Meaningful Movies"
  - ii. Where this is used:
    1. On the individual 'Group Page': Light grey name below the red title "GROUP NAME": (i.e., Densmore Beach Meaningful Movies)
2. **OTHER PLACES?**
- c. \*Short Name" : abbreviated version of the MMP Group Name
  - i. Example: "Densmore Beach"
  - ii. Where this is used:
    1. **OTHER PLACES?**

- d. \*~~Short description~~ [“Group Description”/“Excerpt”?] (~15 words) a short description of the group: It should include broad schedule and general location info.
- i. Example: "Films + Discussion on the 3<sup>rd</sup> Sat evening of each month, open to the public, admission by donation (no one refused entry)". Other specific details (e.g., address) will show up elsewhere.
  - ii. This is also to be added to the front of the 50 word group description, below.
  - iii. Where this is used:
    1. OTHER PLACES?
- e. \*50 word group description (50 word max) of the group (provided in advance by the Group Administrator or primary contact; otherwise dummy language is provided which can be changed later by the group administrator).
- i. The first sentence should be the same text as the “Group Description”/“Excerpt” from above.
  - ii. Start a new paragraph and add your 50 word group description.
  - iii. Example:
 

"Films + Discussion on the 3<sup>rd</sup> Sat evening of each month, open to the public, admission by donation (no one refused entry)".

DENSMORE BEACH MEANINGFUL MOVIES presents outdoors social justice documentary films every 3rd Saturday evening along with a forum for open community discussions. Events from 6:30 PM until dark enough for the movies, we'll have a picnic and a variety of fun interactive games and activities for all ages. Our purpose is to build meaningful and sustainable community. We are an all-volunteer, community-supported organization, and are not religiously or politically affiliated.
  - iv. Where this is used:
    1. OTHER PLACES?
- f. \*Street Address: This can include the venue name at the beginning (but you should verify that the correct location appears on the location map – instead of, say, 'Densmore, Kansas')
- i. Example: "Densmore Outdoor Cinema, 4111 Densmore Ave. N."
- g. \*City: e.g., Seattle (as mail would be addressed, not the 'neighborhood')
- h. \*State: e.g., WA
- i. Ignore the box for "Region"
- j. \*Country: e.g., United States
- k. Facebook URL for group Facebook page: e.g., <https://www.facebook.com/MeaningfulMoviesProject>
- l. Contact Email Address (public): e.g., [info@meaningfulmovies.org](mailto:info@meaningfulmovies.org)
- m. \*Group Admin Name: e.g., Rick Turner
- i. Where this is used:
    1. OTHER PLACES?
- n. \*Temporary Username (must send this directly to Group Admin via email): e.g., "DensmoreUser"
- o. \*Temporary Password (must send this directly to Group Admin via email): e.g., "password"
- p. \*Group Admin Email Address (private): e.g., [mmp.rick@gmail.com](mailto:mmp.rick@gmail.com)
- i. Where this is used:
    1. OTHER PLACES?

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**PROCESS:**

**1) Add the Group Administrator as a site user**

- a) In the black toolbar at the top of the site, hover over "+ New," then scroll down and click "User"

- b) On the next page, enter the details for the new Group Administrator, including a temporary password (the Group Admin will be able to edit their own information once they are a member of the site)
- c) Click the box to “Send this password to new user by email”
- d) Set their role to “MMP Member”
- e) Click “Add New User” – This will take you to the “Users” page, listing all the users (this is sortable by “MMP Member”, “Participant”, etc.). Confirm that you see the new user.  
The Group Administrator will receive an email immediately from “Meaningful Movies Project” containing their Username, Password and the url to login into.

## 2) Create the group

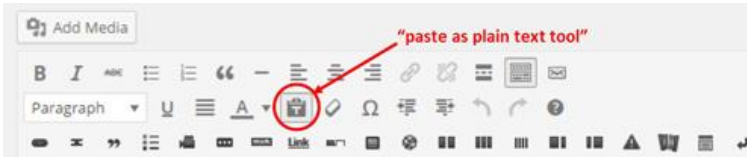
- a) Hover over the words “Meaningful Movies Project” in the black area on the upper left, and click on “Dashboard”. In the black sidebar on the left side of the WordPress dashboard, scroll down and click on “Groups”
- b) At the top left of the resulting page, in a grey box next to the word “Groups”, click “Add New”
- c) Follow the prompts to enter the Settings information in the following format:
  - (1) Group Name: Here, use your Neighborhood Name, e.g., “Wallingford South”.
  - (2) Group Description: Here use the “Group Description”/“Excerpt”, e.g., “Films + Discussion on the 3<sup>rd</sup> Sat evening of each month, open to the public, admission by donation (no one refused entry)”.
- d) Click “Create Group and continue”
- e) On the “Privacy Options” page, select the following options:
  - (1) This is a PUBLIC group
  - (2) ALL GROUP MEMBERS may send invitations
- f) Click “Next Step”
- g) On the Group Forum page, select “Yes, I want this group to have a forum”
- h) Click “Next Step”
- i) On the Photo page, skip adding a photo (or add the logo created for this group) and click “Finish”
- j) The group is now created (you'll be redirected to the group's Network page)

## 3) Assign Group Admin to the group

- a) Return to the WordPress dashboard by hovering over “Meaningful Movies Project” in the top left of the toolbar at the top of the screen
- b) Click on “Dashboard”
- c) Once on the dashboard, scroll down and click on “Groups” again in the left black sidebar
- d) On the group listing page, click on the name of the group you just created.
- e) In the “Add New Members” field, begin typing the name of the Group Admin you created in Step 1. The name will pop up automatically after you start typing it (this may take a second or two). Click Return/Enter to confirm your selection.
- f) Click on “Save Changes” at the upper right of the page.
- g) Under the “Manage Members” field and on the right side, set the Group Role for the person you just added to “Administrator”
- h) Then remove yourself as Administrator, and click “Save Changes”
- i) You've now assigned the Group Administrator for the new group

## 5) Create the Location

- j) [Remember: The locations populate the map, while the groups populate the list.]
- k) Hover over "+ New" on the black toolbar at the top of the site
- l) Click on "Location"
- m) Complete the fields with the information you gathered in Step 1, in the following format:
  - i) In the box for "Add New Location": enter your Neighborhood Name (i.e., "Wallingford South")
  - ii) In the blank text editor field below, add your "Group Description"/"Excerpt", i.e., "Films + Discussion on the 3<sup>rd</sup> Sat evening of each month at the Densmore Outdoor Cinema". **Be sure to use the "paste as plain text tool"** (see image below).



- iii) Start a new paragraph and add your 50 word group description.
- iv) Highlight your "Group Description"/"Excerpt" top sentence, and use the toolbar to make it **bold**.
- v) In the "Excerpt" box: Again add the same "Group Description"/"Excerpt" description. i.e., "Films + Discussion on the 3<sup>rd</sup> Sat evening of each month at the Densmore Outdoor Cinema"
- vi) In the Attributes area:
  - (1) Group Name: add the unique MMP Group Name. (i.e., "Densmore Beach Meaningful Movies." If the group does not have a unique name, create a new one such as "(Name of Neighborhood here) Meaningful Movies" (e.g., "Beacon Hill Meaningful Movies")
  - (2) Short Name: Use Neighborhood Name (i.e., "Wallingford South")
  - (3) Facebook URL: Facebook URL for the Group. If no Facebook page, leave blank.
  - (4) Contact Email: **Public** email address for the group, where the general public will reach you (not the Group Administrator's email)
- n) Do not select any Featured Image (upper right)
- o) Click Publish (far upper right)
- p) Your location is now live on the site and ready for the Group Admin to post events