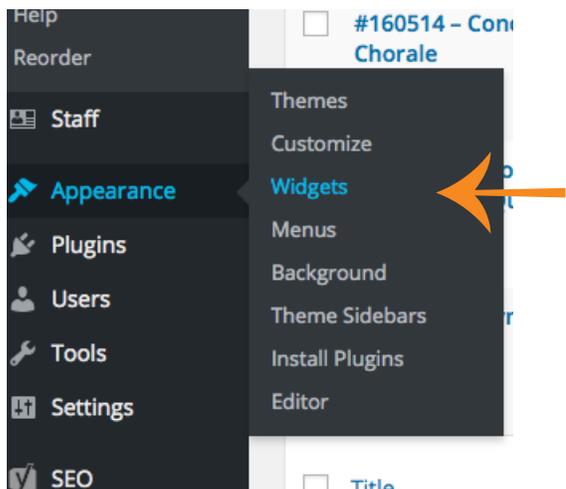
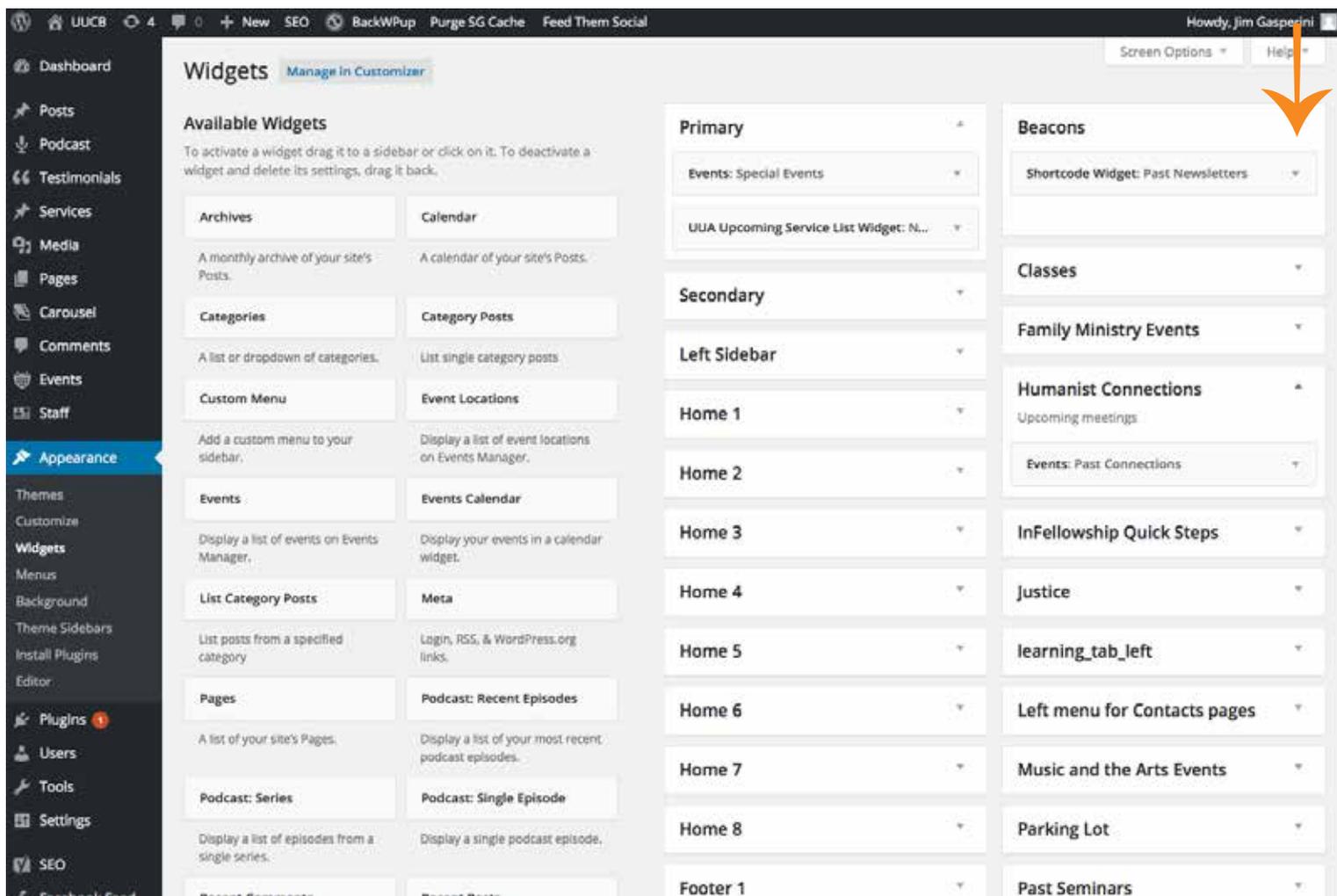


# Process for updating the Beacon sidebar on uucb.org

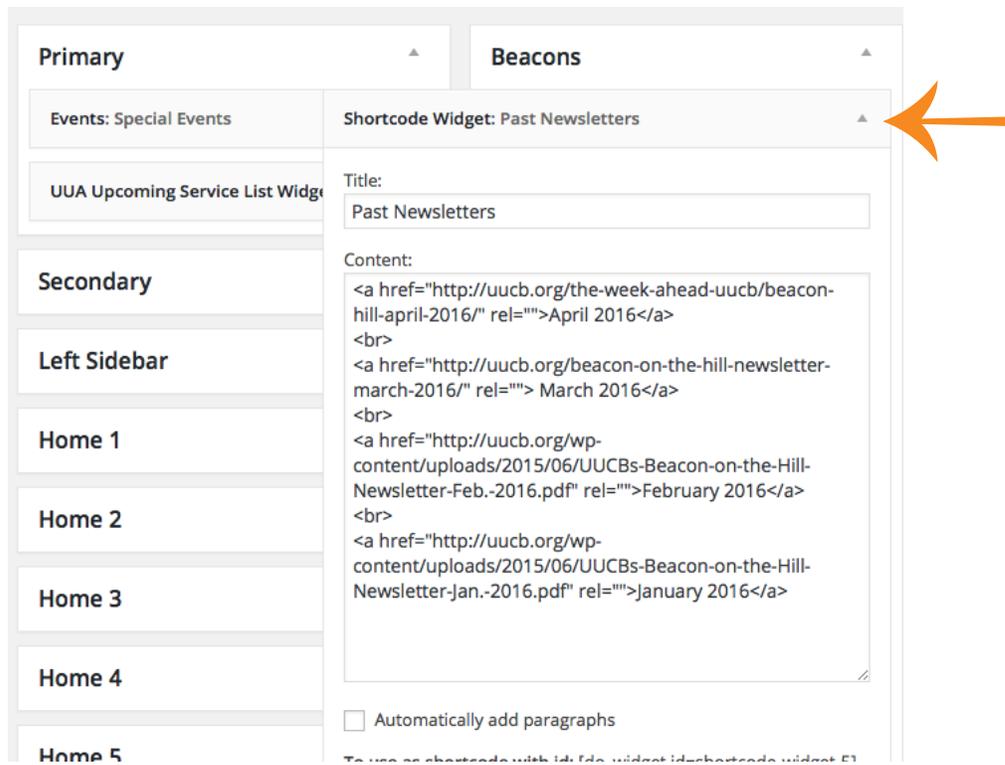
1 From any admin screen, select Appearances/Widgets



2 On the Widgets page, select the expand control in the Beacons sidebar.

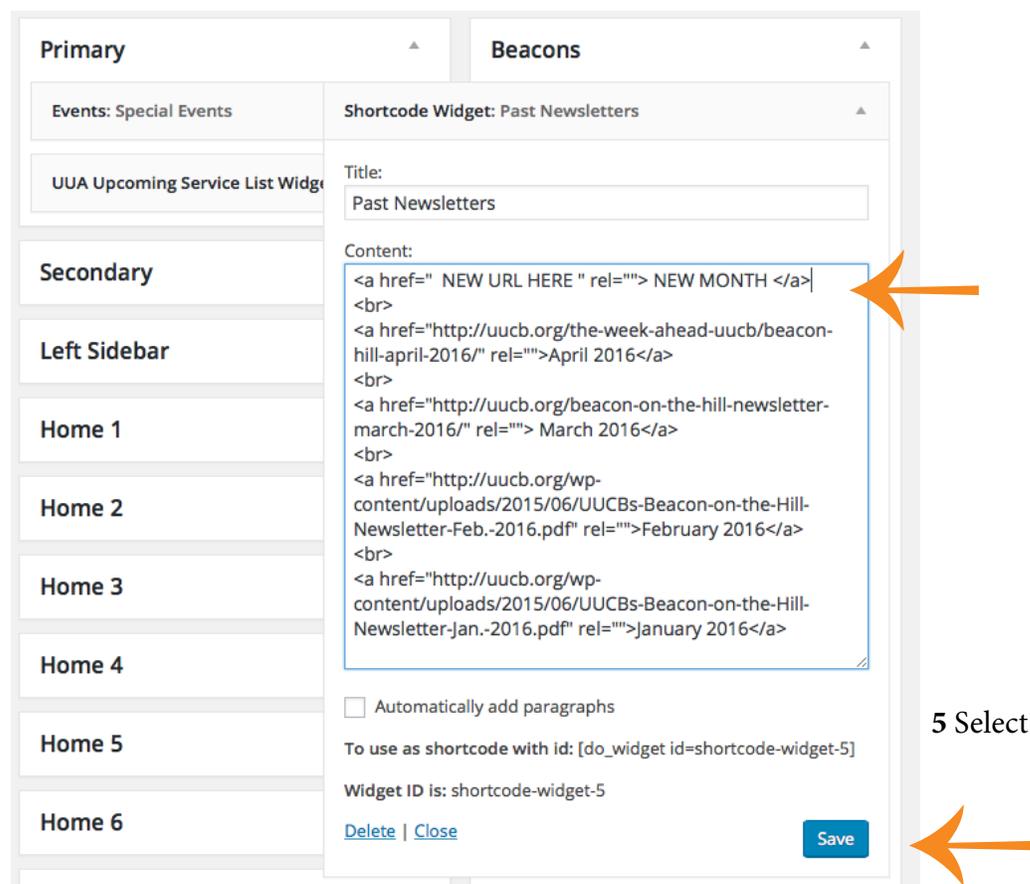
A screenshot of the WordPress Widgets page. The 'Widgets' menu item is selected in the sidebar. The main content area shows 'Available Widgets' and a list of widget areas: Primary, Secondary, Left Sidebar, Home 1-8, and Footer 1. The 'Beacons' sidebar is expanded, showing a list of widgets: 'Shortcode Widget: Past Newsletters', 'Classes', 'Family Ministry Events', 'Humanist Connections', 'InFellowship Quick Steps', 'Justice', 'learning\_tab\_left', and 'Past Seminars'. An orange arrow points to the expand control in the Beacons sidebar.

### 3 Select the control to expand the widget for Shortcode Widget: Past Newsletters



The screenshot shows the WordPress widget editor interface. On the left, there are several widget categories: Primary, Secondary, Left Sidebar, and Home (1-5). The 'Beacons' category is selected, and the 'Shortcode Widget: Past Newsletters' widget is expanded. The widget's title is 'Past Newsletters'. The content area contains HTML code for links to past newsletters: April 2016, March 2016, February 2016, and January 2016. An orange arrow points to the expand/collapse control on the right side of the widget title.

### 4 Add links to Beacons (pages or PDFs - up to you)



The screenshot shows the same WordPress widget editor interface as in the previous step. The 'Shortcode Widget: Past Newsletters' widget is still expanded. The content area now includes a new link: '<a href=" " NEW URL HERE " rel=" "> NEW MONTH </a>'. An orange arrow points to this new link. Another orange arrow points to the 'Save' button at the bottom right of the widget editor. The widget ID is shown as 'shortcode-widget-5'.

5 Select Save when your work is complete.