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.

| 🕅 🖞 UUCB 🔿 4 | 🛡 0 🕂 New SEO 🚫 BackWi | Pup Purge SG Cache Feed Them Soci | | | Howdy, Jim G | asperin |
|----------------------------|--|---|-------------------------------------|-----|------------------------------------|---------|
|) Dashboard | Widgets Manage in Custon | olzer | | | Screen Options * | Help = |
| Posts | Available Widgets | | Primary | · • | leacons | V |
| Testimonials | To activate a widget drag it to a side widget and delete its settings, drag | bar or click on it. To deactivate a It back, | Events: Special Events | * | Shortcode Widget: Past Newsletters | |
| Services | Archives | Calendar | UUA Upcoming Service List Widget: N | *: | | |
| Media Pages | A monthly archive of your site's Posts. | A calendar of your site's Posts. | Secondary. | | Jasses | ÷ |
| Carousel | Categories | Category Posts | Secondary | F | amily Ministry Events | × |
| Comments | A list or dropdown of categories. | List single category posts | Left Sidebar | * | | |
| Staff | Custom Menu | Event Locations | Home 1 | | Iumanist Connections | |
| Appearance | Add a custom menu to your sidebar. | Display a list of event locations on Events Manager. | Home 2 | | Events: Past Connections | - 7 |
| mes | Events | Events Calendar | | | | |
| gets | Display a list of events on Events Manager. | Display your events in a calendar widget. | Home 3 | * 1 | nFellowship Quick Steps | |
| iground | List Category Posts | Meta | Home 4 | * J | ustice | 2 |
| me Sidebars all Plugins | List posts from a specified category | Lagin, RSS, & WordPress.org links, | Home 5 | 1 | earning_tab_left | * |
| Plugins 🚳 | Pages | Podcast: Recent Episodes | Home 6 | * L | eft menu for Contacts pages | |
| Users | A list of your site's Pages. | Display a list of your most recent podcast episodes. | Home 7 | | Auric and the Arte Events | |
| Tools | Podcast: Series | Podcast: Single Episode | Home / | | iusic and the Arts events | |
| Settings | Display a list of episodes from a single series | Display a single podcast episode. | Home 8 | * F | arking Lot | 1 |
| SEO | ange with | | Footer 1 | - | Past Seminars | , |

2

Primary Beacons **Events:** Special Events Shortcode Widget: Past Newsletters Title: UUA Upcoming Service List Widge Past Newsletters Content: Secondary April 2016
 Left Sidebar March 2016
 Home 1 February 2016 Home 2
 January 2016 Home 3 Home 4 Automatically add paragraphs Home 5 aa aa ahaxtaada with idu Ida widaat iduahartaada widaat E1 To ...

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

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

| Primary A Beacons Events: Special Events Shortcode Widget: Past Newsletters A UUA Upcoming Service List Widge Title: Past Newsletters Past Newsletters Secondary Content: NEW MONTH April 2016 | | | | | |
|--|---------------------------------|---|--|--|--|
| Events: Special Events Shortcode Widget: Past Newsletters UUA Upcoming Service List Widg Title: Past Newsletters Secondary Content: Left Sidebar April 2016 Home 1 >a href="http://uucb.org/beacon-on-the-hill-newsletter-march-2016/" rel="">April 2016 Home 2 >a href="http://uucb.org/wp- content/uploads/2015/06/UUCBs-Beacon-on-the-Hill-Newsletter-feb-2016.pdf" rel="">February 2016 Home 3 -a href="http://uucb.org/wp- content/uploads/2015/06/UUCBs-Beacon-on-the-Hill-Newsletter-feb-2016.pdf" rel="">February 2016 Home 4 -a href="http://uucb.org/wp- content/uploads/2015/06/UUCBs-Beacon-on-the-Hill-Newsletter-jan2016.pdf" rel="">January 2016 Home 5 -a tuomatically add paragraphs To use as shortcode with Id: [do_widget id=shortcode-widget-5] Widget ID is: shortcode-widget-5 Widget ID is: shortcode-widget-5 Save | Primary | A Beacons A | | | |
| UUA Upcoming Service List Widgr Title: Past Newsletters Secondary Content: Left Sidebar NEW MONTH April 2016 April 2016 March 2016 February 2016 February 2016 February 2016 January 2016 | Events: Special Events | Shortcode Widget: Past Newsletters | | | |
| Secondary Content: Left Sidebar NEW MONTH Home 1 April 2016 Home 1 Anref="http://uucb.org/beacon-on-the-hill-newsletter-march-2016/" rel="">March 2016 Home 2 February 2016 Home 3 January 2016 Home 4 <a add="" hutomatically="" paragraphs<="" td=""> Home 5 To use as shortcode with Id: [do_widget id=shortcode-widget-5] Widget ID is: shortcode-widget-5 Delete Close | UUA Upcoming Service List Widge | Title: Past Newsletters | | | |
| Left Sidebar April 2016 Home 1 Home 1 | Secondary | Content: NEW MONTH | | | |
| March 2016 Home 2 Home 3 Home 4 Home 5 To use as shortcode with id: [do_widget id=shortcode-widget-5] Widget ID is: shortcode-widget-5 Delete Close | Left Sidebar | April 2016 | | | |
| February 2016 Home 3 Home 4 Image: Second | Home 1 | March 2016 | | | |
| Home 3 >January 2016 Home 4 | Home 2 | February 2016 | | | |
| Home 4 Automatically add paragraphs To use as shortcode with id: [do_widget id=shortcode-widget-5] Widget ID is: shortcode-widget-5 Delete Close | Home 3 | <ur> <ur> <ur></ur></ur></ur> | | | |
| Home 5 To use as shortcode with id: [do_widget id=shortcode-widget-5] Widget ID is: shortcode-widget-5 Delete Close | Home 4 | Automatically add paragraphs | | | |
| Widget ID is: shortcode-widget-5 Home 6 Delete Close | Home 5 | To use as shortcode with id: [do_widget id=shortcode-widget-5] | | | |
| | Home 6 | Widget ID is: shortcode-widget-5 Delete Close Save | | | |

5 Select Save when your work is complete.