

How to add or edit a Service on UUCB.org

A Service is a special kind of event, part of the UUA WordPress Theme. Services will display:

- near the top of the Home Page (the next upcoming service)
- on the Upcoming and Past Worship Services pages (under Worship in the main menu)
- in the right-hand sidebar of many pages
- on their own event pages, reached by selecting links elsewhere.

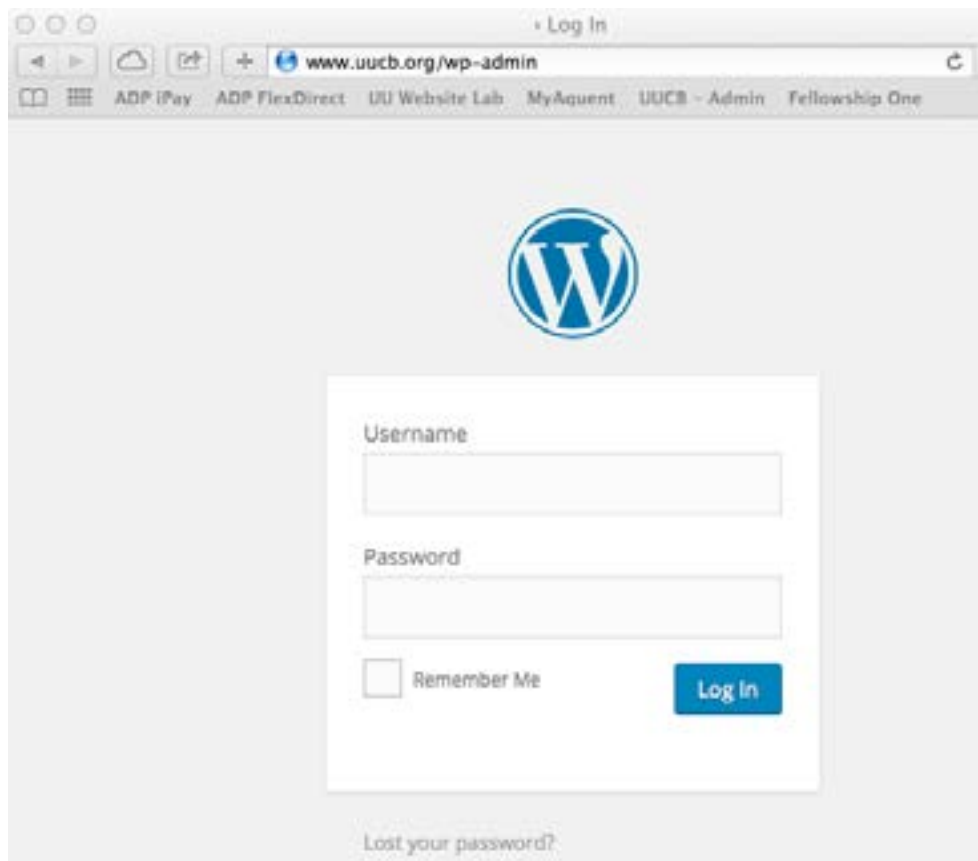
Though the same information that displays in Services also displays in the UUCB Calendar, calendar information must be entered separately, through ConnectDaily. See separate explanations for how to input information there.

Ministers, other service leaders, or Worship Associates post information about services to the [UUCB Worship Calendar](#). This SOP details how those responsible for posting Services to the site use the information posted there.

Log in to the WordPress administration side of the site.

WordPress is a content management system, the “platform” on which the uucb.org website is built.

- Point your browser to <http://uucb.org/wp-admin>
- A log-in screen will display:



Type in your username and password.

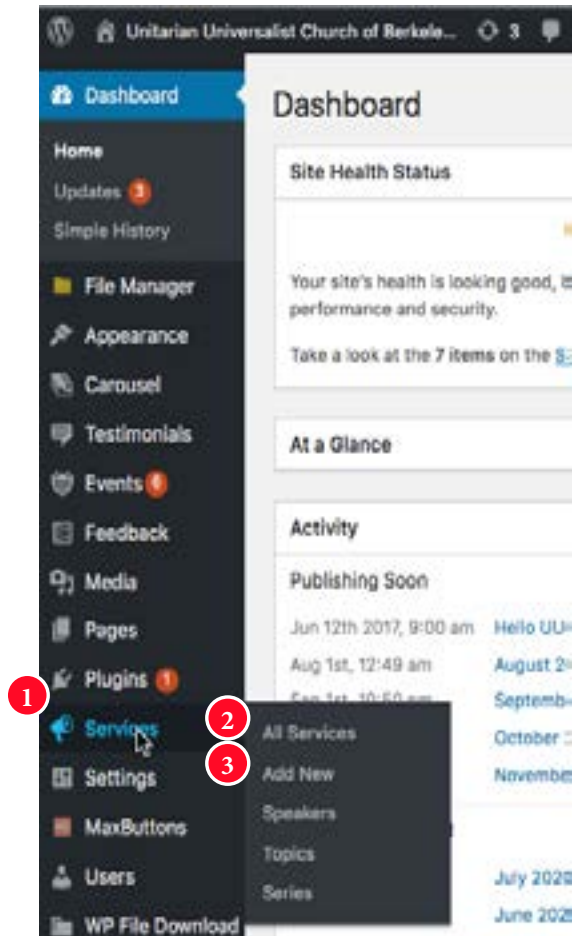
If you don't remember your credentials, or have never signed on as a user, contact webmaster@uucb.org

Currently this is Jim Gasperini, also reachable at 510.559.1897.

Select the Log In button.

Navigate to the Services page

The first screen you see will likely be the Dashboard.



- 1 On the left-hand navigation menu, point your cursor at Services, and select it.

(Alternatively, from the fly-out menu that displays, you can choose

- 2 All Services - this does the same thing as selecting Services from the main left menu, or
- 3 Add New - to create a new Service from scratch.)

Also select “All Services” if you want to edit an existing Service.

Services admin page

The admin page for Services lists Services in reverse chronological order (by default.) *I.e.*, the Service scheduled the furthest in the future displays first, followed by the next most distant Service, etc.

The screenshot shows the 'Services' admin page. On the left is a sidebar with navigation options: Dashboard, File Manager, Appearance, Carousel, Testimonials, Events (6), Feedback, Media, Pages, Plugins (1), and Services (selected). The main content area has a 'Services' header with an 'Add New' button. Below the header are filters: 'All (295) | Mine (125) | Published (290) | Drafts (5) | Trash (2) | Cornerstone content (0)'. There are also dropdown menus for 'Bulk Actions', 'All dates', 'All SEO Scores', and 'All Readability Scores'. A table lists services with columns: Service Title, Service Date, Speakers, Topics, and Date. The first row is 'Blessing of the Animals — Classic Editor' with a red circle 1 next to the title. Below the title are links: 'Edit (Block Editor)', 'Edit (Classic Editor)', 'Quick Edit', 'Trash', 'View', and 'Duplicate This'. A red circle 2 is next to 'Edit (Block Editor)' and a red circle 3 is next to 'Duplicate This'. The second row is 'Mid-week Online Vespers Service — Classic Editor'.

To edit an existing Service

- 1 To edit an existing Service, select its title from the list.
- 2 Some may prefer an alternative way to edit, using the “Block Editor” being promoted by the people who design WordPress.

The illustrations in this document display use of the “Classic Editor.”

To create a new Service (recommended method): start by duplicating an existing Service

Point your cursor at the title of a recent Service similar to the one you wish to create.

A set of links will display below it.

- 3 Select the last link on the list, “Duplicate This.”

When the screen refreshes, a duplicate will appear in the list.

- 4 Select the title of the Service labeled “Draft.”

The first screenshot shows the 'Duplicate This' link being clicked on the 'Blessing of the Animals' service. A tooltip 'Duplicate this as draft' appears. The second screenshot shows the updated list with a new entry: 'Blessing of the Animals — Draft, Classic Editor' with a red circle 4 next to its title. The new entry has the same date and speakers as the original but is labeled as a draft.

Service edit page controls - overview

The page for editing a Service page displays various controls.

The screenshot shows the WordPress 'Edit service' page for 'Blessing of the Animals'. The page is divided into several sections:

- 1** Title field: 'Blessing of the Animals'
- 2** Description field: A rich text editor containing the service description.
- 3** Excerpt field: A text area for a manual excerpt.
- 4** Service Date and Time controls: A section for setting the service date and time.
- 5** Publish controls: Buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility options.
- 6** Speakers controls: A section for adding and managing speakers.
- 7** Service Topics controls: A section for selecting service topics.

The most useful ones are:

- 1** Title field
- 2** Description field
- 3** Excerpt field (optional)
- 4** Service Date and Time controls
- 5** Publish controls
- 6** Speakers controls
- 7** Service Topics controls

Service title and description fields

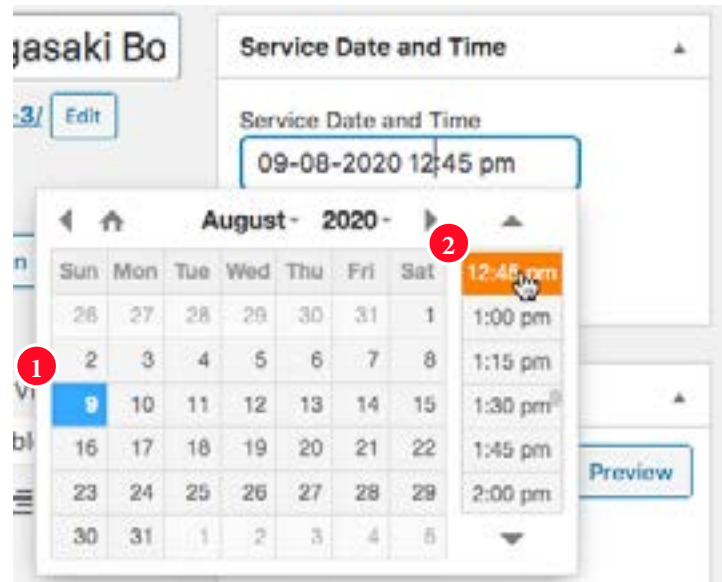
Replace content from the duplicated Service with content for the new Service.
The normal process is to find this content in the UUCB Worship Calendar.

The screenshot shows the 'Edit service' interface for '75th Commemoration of Hiroshima/Nagasaki Bombing'. The title field contains the text '75th Commemoration of Hiroshima/Nagasaki Bombing'. Below the title is the permalink: <https://uucb.org/services/bleasing-of-the-animals-3/>. There are several buttons for adding content: 'Add Media', 'WP File Download', 'YouTube', 'Caldera Form', 'Add Advanced iFrame', 'Add Button', and 'Add Contact Form'. Below these is a rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar. A red circle '1' highlights the link icon in the toolbar. The main content area shows the service description: 'Morning Worship', '11:00 to 11:45 a.m.', and a paragraph: 'We will gather on [Facebook Live](#) and YouTube.' A second red circle '2' highlights a pencil icon in a box that appears over the link text 'facebook.com/uuberkeley/live'. Below this is another paragraph: 'A long [facebook.com/uuberkeley/live](#) served as Worship Associate, Chalice Circle Facilitator, and Webmaster.' followed by 'Virtual Church Hour', '11:45 a.m. to 12:30 p.m.', and a Zoom invitation: 'After worship we invite you to switch over to Zoom for a time to connect "face to face." Select [this link](#) to join us. Meeting ID: 332 046 821 Password: 810131'. There is also an 'Edit' button over the link text.

Use the rows of formatting controls as appropriate. Noteworthy among these:

- 1 Link control. To attach a link to text, select the text, then this button, and paste the link into the field that opens above the text.
- 2 To edit an existing link, select the linked text, then the pencil icon in the box that appears.

Service Date and Time controls



- 1 Use the first control to select the desired date. In the screenshot above, the date inherited from the duplicated Service (Sunday, August 2) is being changed to August 9.
- 2 Also use this control to select a time of day. Choose a time *after* that Sunday's events will have concluded.
 - The reason for this dodge: as soon as this time is reached, the site will switch to displaying the *next* Service.
 - If the control was set to the actual time of the Service, 11 am, someone coming to the site at 11:05 would not see information about the ongoing Service or Virtual Coffee Hour, but a Vespers or the following Sunday's Service instead.
 - The pop-up control here is a little hard to use. It may be easier to just type the time directly into the field above.

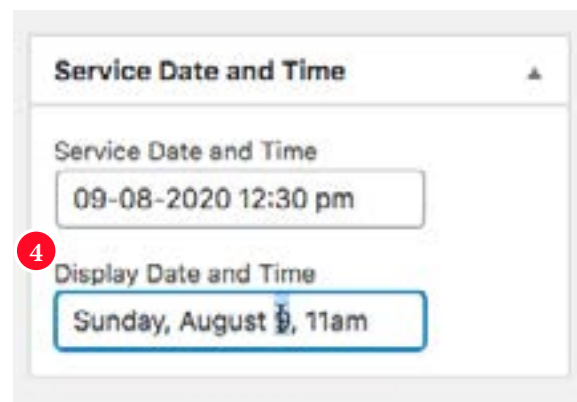
Display Date and Time control

A separate control for “display” is needed because, as explained above, the “Service Date and Time” needs to be set to a time after the actual service.

- 4 This is where to enter the actual date and time of the Service.

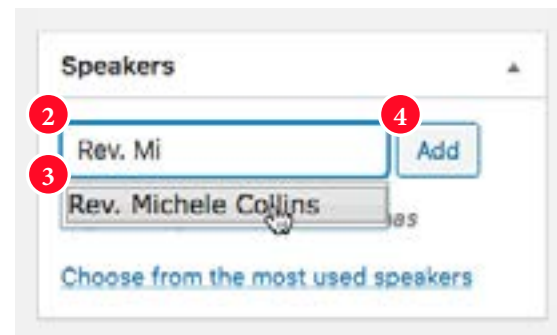
To be consistent with other Services, please use the format shown in the screenshot:

Sunday, [month name] [day], 11am



Speakers control

- 1 Select the “x” button next to the names of any service leaders (“speakers”) from the duplicated Service who are not participating in the new Service.
- 2 Start typing the name of a service leader in the text field.
- 3 If that person or group has led a service before, it will appear in a dropdown panel below the field. Select the name from the panel,
- 4 then select the “Add” button.
- 5 If the system does not recognize the name, finish typing it in, then select the “Add” button. Please avoid adding duplicate names.
- 6 Note that as you add Speakers, they begin to display below, with an “x” button in case you need to remove them.
- 7 Worship Associates names are always introduced by the preposition “with.” Partly this is to make sure that the primary service leaders display first (“Rev. Michele Collins, with...”) Unfortunately, the system displays Speaker names alphabetically. Unless a speaker name begins with x, y, or z, starting with “with...” should avoid having the WA name display first.
- 8 The system will sometimes display a lot of old configuration options in the dropown. These need to get purged someday.



Service topics control

If the topic for the new Service is the same as the one for the duplicated Service, no change will be needed.

Otherwise, check the list to see if it has been used before.

- 1 If the topic has not been used before, select “Add new topic” and enter its name in the controls that appear.

The image shows two screenshots of a web interface. The top screenshot is titled "Service Topics" and has two tabs: "All topics" and "Most Used". Below the tabs is a list of topics with checkboxes: "Spiritual Practice" (checked), "Abundance", "Awaken", "Balance", "Beauty", "Beginnings", "Blessing", and "Courage". At the bottom of the list is a blue link "+ Add new topic" with a red circle containing the number "1" next to it. The bottom screenshot is titled "Podcast Series" and has two tabs: "All Series" and "Most Used". Below the tabs is a list of series with checkboxes: "Sermons" (checked), "Personal Theology", "Start-Up Workshop Audio", "summer forum", and "Workshop". A red circle containing the number "2" is next to the "Sermons" checkbox.

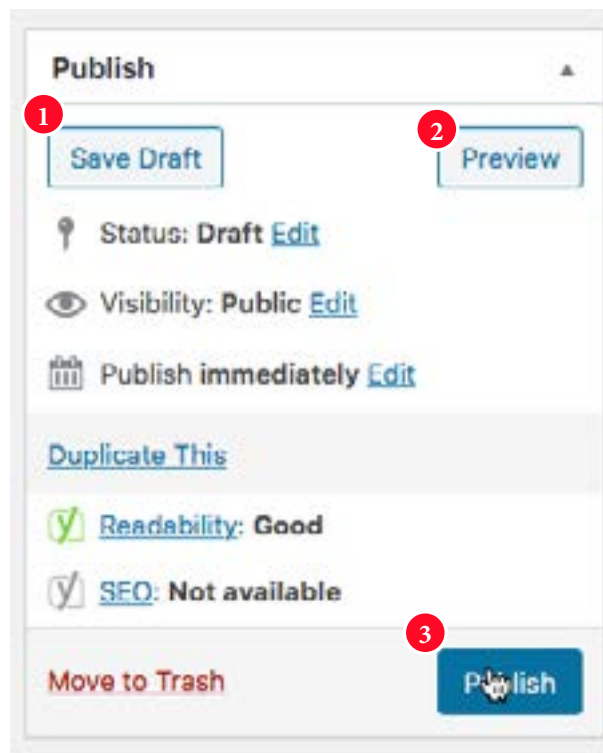
Podcast series control

When services take place in the Sanctuary, an audio recording is usually created that is then made available both on uucb.org and through the UUCB podcast.

- 2 The “Sermons” box in the Podcast Series control should always be selected.

Publish controls

- 1 Select “Save Draft” if you want to save your work but the Service is not yet ready to be posted to the website.
- 2 Select “Preview” to see what the Service draft in its current state would look like on the website.
- 3 Select “Publish” to post the Service to uucb.org.



Excerpt control

The Excerpt control allows the display of a variant version of the Service description on the Home page and the Upcoming and Past Services pages. We use it here mainly to avoid awkward truncations.

The system automatically truncates a Service when it appears in lists, providing a “Read More” link to the full service event page.

Sunday,
August 9,
11am

75th Commemoration of Hiroshima/Nagasaki Bombing

Rev. Michele Collins, Social Justice Council, with Bob Adams

Morning Worship

11:00 to 11:45 a.m. The Social Justice Council will lead an introspective remembrance of the bombings of Hiroshima and Nagasaki, part of a series of events in commemoration at UUCB. Our new Interim Minister will participate. We will gather on [Facebook Live](#) and ... [read more](#).

Review how the newly published Service looks on the [Upcoming Worship Services](#) page.

If the place where truncation happens seems awkward, or the Service content is not too long and it would be better to show the whole thing, copy the full description or as much as you want to display (adding an ellipsis on the end) and

- 4 paste it into the Excerpt field.

Select Publish again, and check again how it looks on the Upcoming Worship Service page.

If you revise a Service, make sure to edit the Excerpt field as well.

