Webmaster Part 3

Info after you upload a new Newsletter or Doc

1- Log in to the website—either kofc-ca-d2.org or kofcchap6ca.org—to access the homepage, as described in the "Webmaster Process" document previously provided.

2- Upload the new Newsletter or Doc with FZ or your FTP Client. (See Webmaster P2 for Fz Info)

3- Navigate to the homepage for your Assembly or Council. Click on the "Edit" menu item to open the page for editing. Make your changes or additions, and be sure to click the "SAVE" button at the top-right corner of the page to apply your updates.

4- Update the following two items for the "**Current Newslette**r":

a. **ONE-** Change the Displayed Month

b. Locate the section where the month is shown (displayed as XXXX in the example image). Simply highlight that text and type over it with the correct month.
Example: Change it to something clear and readable like "**Current Newsletter – May 2025.**"
Note: This text is purely for public display—it's not tied to the actual file name. Make sure it's accurate, sensible, and easy to read.

c. **TWO-** Update the Newsletter Link (URL)

⚠️ **Important:** Do not click the trash can icon "∅" - it will remove the entire link.

TIP 1: If you accidentally delete something, just hit CTRL + Z to undo.

TIP 2: After editing the URL, test it right inside the LINK box to ensure it works and opens the correct newsletter.

Use the Correct URL Format & Naming Convention

https://kofcchap6ca.org/wp-content/Newsletters/council#/Month-20xx.pdf

 https://kofcchap6ca.org/wp-content/Newsletters/council #/Month-20xx.pdf or

 https://kofc-ca-d2.org/ wp-content/Newsletters/council #/Aug-20xx.pdf

Naming Format:

Use the 3-letter month abbreviation with proper capitalization (e.g., Aug, Nov, May), followed by a dash (no spaces), then the 4-digit year.

Example: Aug-2025.pdf

So for each month, just change the month in the filename. Once you reach January of the new year, remember to update the year as well.

d. **Troubleshooting** – If Something Goes Wrong:

If the link doesn't work after your update, check the following:

i. ✅ Did you upload the newsletter using the FTP client (FileZilla or similar)? Refer to **Webmaster Part 2**" for guidance.

ii. ✅ Did you follow the correct **naming convention** from "**Webmaster Part 1**"? Filename must   match exactly—case-sensitive.

iii. ✅ Double-check the edited **link** on the home page. Make sure it points to the right file.

iv. ✖ Still not working? The link may have been corrupted. Try redoing the link update from scratch.

    i. Go back & check the link that you edited on the home page. Correct as needed.

    ii. If you still experience an issue then the link may have gotten corrupted.

Examples of Fully Qualified Newsletter Links.

Here is the proper format for a fully qualified link to a council newsletter:

General format:

**https://kofcchap6ca.org/wp-content/Newsletters/council #/Aug-20xx.pdf**

For District 2 in NorCal:

https://kofc-ca-d2.org/wp-content/Newsletters/council #/Aug-20xx.pdf

Example – Active Newsletter Link for Council 5303:

https://www.kofcchap6ca.org/wp-content/Newsletters/5303/Apr-2025.pdf

Make sure to replace the placeholder elements (council#, Month, 20xx) with the correct values for your council and the corresponding month/year.

e. **Save Your Changes** Once you've confirmed that the updated link is correct and working:

f. Click the SAVE button located at the top right corner of the editor window (marked by a **red arrow** in the instructional image below).
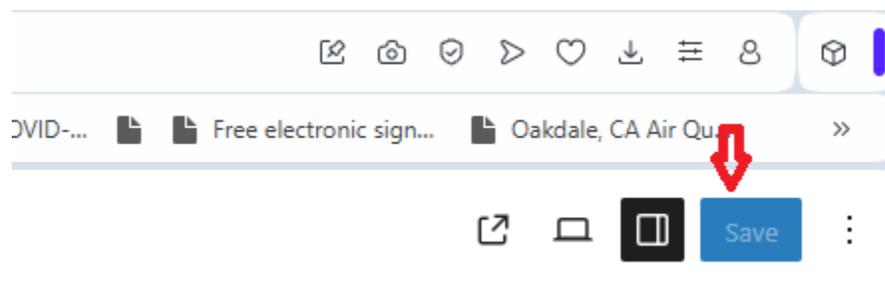
g. Final Check and Revision Safety Net

After clicking **SAVE**, your changes are officially published and publicly viewable.

To confirm everything looks correct, open your homepage in another browser or tab and verify the updates.

h. ⚠️ Accidentally broke the page? No worries!

WordPress automatically saves **revisions** of every update. If something went wrong, you can easily **roll back** to a previous version of the page.

For step-by-step instructions on restoring a prior revision, refer to the **"Webmaster Page 4"** document.