

How to Manage the UCL CBT Website

A Short Guide

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1 GETTING STARTED

1.1 HOW TO LOGIN

Open in your browser

<http://uclcbt.dieterwang.net/wp-admin/> (temporary)

<http://blockchain.cs.ucl.ac.uk/wp-admin/>

and login with your details.

1.2 GENERAL INFORMATION

An editor has sufficient rights to change both static and dynamic content on the entire website.

However, only administrators are able to install/remove/modify the structure such as page templates, plugins, navigation items, required fields.

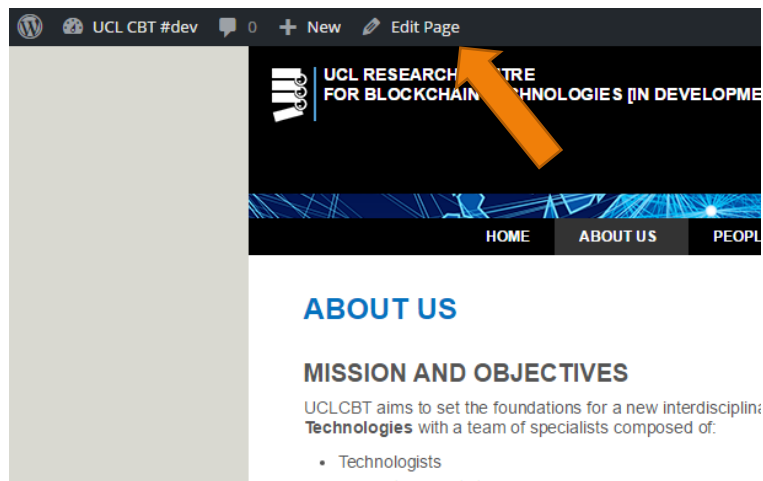
Important: Before making any changes to WordPress itself (templates, pods, PHP code on the server), always make a **complete backup** using [Plugins > BackUpWordPress > Complete Weekly > Run now](#). Only make changes to PHP code or Pods if you know the consequences well and how to revert back.

2 STATIC CONTENT

Static content includes everything that has to be hard-coded into the website using [wp-admin](#). For instance, the content in the [ABOUT US](#) sections, descriptive text on [RESEARCH](#) or on the [CONTACT](#) page.

The easiest way to manage static content is by visiting the actual page and then click on [EDIT PAGE](#) on the [wp-admin bar](#) in the top row (you need to login into [wp-admin](#) before this bar appears) .

After being redirected to the backend, you can adjust the content of the previous page in the WYSIWYG editor. The [Visual](#) editor is useful for quick edits but more flexibility is available in the [Text](#) editor. For the latter, HTML knowledge is highly recommended. You can switch between both using the two tabs above the editor.



Important: When making changes (new post, updated content) use [Preview Changes](#) to track your progress. Only once you are finished and have checked your output, click on [Publish](#) or [Update](#). You can use the [Revisions](#) below the editor to revert back to a previous version.

2.1 LANDING PAGE

The landing page deserves special attention. After clicking [Edit Page](#), there are several things you can change.

2.1.1 Amount of news/events/papers displayed.

In order to change the amount of news items displayed on the landing page, find the section

```
[pods name="news" orderby="post_date DESC" limit="5" template="News Widget Template"]
```

and change **5** to any amount you want. The same holds for research papers, working papers and events.

2.1.2 Slides in the Gallery

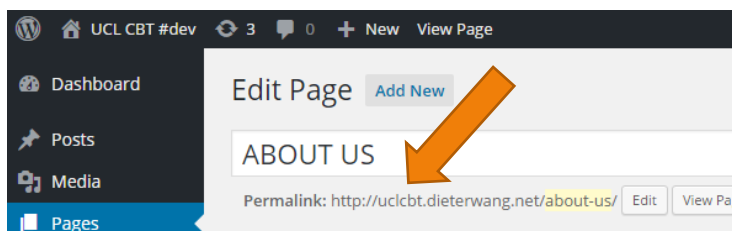
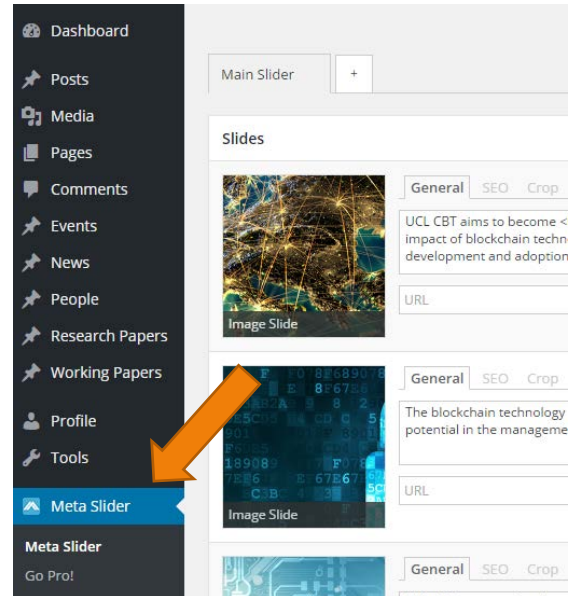
To change which pictures are displayed and what captions they have, go to Meta Slider on the sidebar of the wp-admin page. Here, you can add/remove slides.

The caption displayed in the black, semi-transparent box on the landing page is changed in the General tab.

Tip: You can use HTML tags. This is useful to link to specific posts (papers, news items). You can do this by warpping an anchor tag around the referencing text. For instance:

```
TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT  
TEXT TEXT TEXT TEXT TEXT TEXT <br/>  
<a href="PERMALINK">Read more</a>
```

[Permalinks](#) are links that you can easily share and always point to the same content. You can find them for each page by clicking on [Edit Page](#). The [permalink](#) is below the title of that page.



3 DYNAMIC CONTENT

The website lives from its dynamic content. The UCL CBT website provides the following: Events, news, research papers, working papers, members. Adding new content (posts) will show up on the frontend automatically.

3.1 ADDING EVENTS AND NEWS

Both types of content are similar and are managed in the same way. On the backend, you can click on [Events](#) to see an overview of all events currently stored on the website. Not all of them are displayed on the frontend. In fact, only the newest 5 are displayed on the landing page.

To add a new one, click [Add New](#) and fill in all the information. Do not forget to fill in the required fields under [More Fields](#), below the editor.

The same holds for news. You can also select a [Featured Image](#) on the right side, below [Publish](#) or [Update](#). This picture will be shown on the landing page as a thumbnail (see right example).

NEWS

[The Bitcoin industry just got its own Justice League](#)

"Bitcoin is associated with criminal activity in the minds o...

[European Exchanges React to Bitcoin Exemption](#)

Earlier this week, the European Court of Justice dec...



[Bitcoin Price Hits \\$280](#)

The CoinDesk Bitcoin Price Index (BPI) hit \$280 this morning...

3.2 ADDING PEOPLE

Every member added through [People > Add New](#) have their own page automatically created, that displays all the information you put in here. Also, every member becomes part of the network visualization on the people page (provided, the relevant attributes like [Affiliation](#)) are selected.

The WYSIWYG editor here serves as the description displayed on the personal page. The one-line description is displayed on the [PEOPLE](#) page below the name. Depending on the [Position](#), that member is displayed in the respective category on the [PEOPLE](#) page.

Important: Always provide a (dummy) picture for each member.

3.3 ADDING PAPERS

The procedure to add papers is similar for both research and working papers. In both cases, the WYSIWYG editor is the way to input the abstract of the paper. You can also add further content after the abstract as additional information. A few line breaks (`
`) make the distinction between abstract and further descriptions clear.

In the first line you can put in the page title. This is displayed on the landing page (e.g. [\[Video\] New Developments in Bitcoins](#)) while the actual paper name is set in the BibTeX field ([New Developments in Bitcoins](#)). The BibTeX field is an easy way to quickly add information about a paper. The format is the standard used in LaTeX and Google Scholar. The code to process this is case insensitive (you can write Title or title or TITLE).

Selecting which Authors are from UCL CBT is not strictly necessary (since BibTeX does it), but is required to show on the personal pages, which papers each member has contributed to.