Chapters Template
A guide to get you started with your new website
This document contains the resources needed when setting up your Chapter’s website with the template provided by the ACM SIGGRAPH Professional and Student Chapters Committee. These directions are to be followed after the PSCC has given you login access to your wordpress site. If you have not started the process for using this template and would like to, please email the PSCC.

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Getting Started

To get started in customizing your new website, select Settings -> General from the sidebar on the left and type your Chapter’s name into the site title. Once you have done so, you can save changes.

By default, your website is set to have your Contact Us page as the home page. You are welcome to change it to display the posts page as the home page. This could benefit your chapter if you are regularly updating content on your website. If you would like to do this, simply select “your latest posts” rather than a static page.
Required Components

ACM SIGGRAPH / Conference Badges

1) ACM
2) ACM SIGGRAPH
3) ACM SIGGRAPH Professional and Student Chapters Committee
4) SIGGRAPH
5) SIGGRAPH Asia

These 5 elements should be displayed together in this order using the code provided in the template. While they don’t have to appear in a “right sidebar” they should be prominent and accessible in most areas of your site (ie- from the homepage within a header/footer/sidebar that reappears throughout the site).

If you look at the code for these elements in the template you will see that the ACM, ACM SIGGRAPH logo/links are hard-coded. Whereas the 2 conference badges (SIGGRAPH, SIGGRAPH Asia) use an auto update feature. Meaning when these are changed centrally at appropriate times they automatically reflect the new image links on your website for future years of conferences without your webmaster doing anything.
We have provided you with certain plug-ins to get you started. We recommend leaving these in place since they maintain the function of your website. Some of these plug-ins help with security and saving backups of your website. You are welcome to add plug-ins as you wish, although the PSCC is not responsible if they interfere or cause problems for your site.
Plug-ins

Content Blocks
You will also need to edit the shortcode that makes your chapter name appear throughout your site. This shortcode will make it so you only need to change it once and it will appear everywhere the shortcode is posted.
Plug-ins

AccessPress Social Icons
We have almost everything set up for your social media buttons to display. All you will need to do is select “Social Media” to finish updating the settings.
Plug-ins

Insert the link to your social media page in the correlating location and the button will appear.
For example, you can post the link to your facebook page or group in the “Icon Link” Section.
Once you are finished, you can save changes and the social media icons will appear in the website sidebar and contact us page.
Plug-ins

If there is another place you would like for this plugin to display, you can copy its shortcode and place it where you would like it to appear.

MetaSlider
This is a plugin that will allow you to insert image slides into your website. Full directions on how to use it can be found here.
Plug-ins

Email Subscribers
This plug-in will collect your subscribers through forms and also allows you to manually add subscribers.

Sections that will need to be changed manually:
- Sender of Notifications
- Admin Email Addresses
- Admin Email Subject on New User Sign-Up
Plug-ins
Customizing the Contact Page

You will want to maintain your contact us page by updating the Chapter Leaders’ contact information.