

The background features abstract geometric shapes in dark blue, red, and white. In the top-left corner, there are overlapping diagonal stripes of dark blue, medium blue, and red. In the bottom-right corner, there are large, overlapping triangles of red and dark blue.

ACM SIGGRAPH Chapters
**WEBSITE TEMPLATE
GUIDELINES**

CHAPTERS TEMPLATE

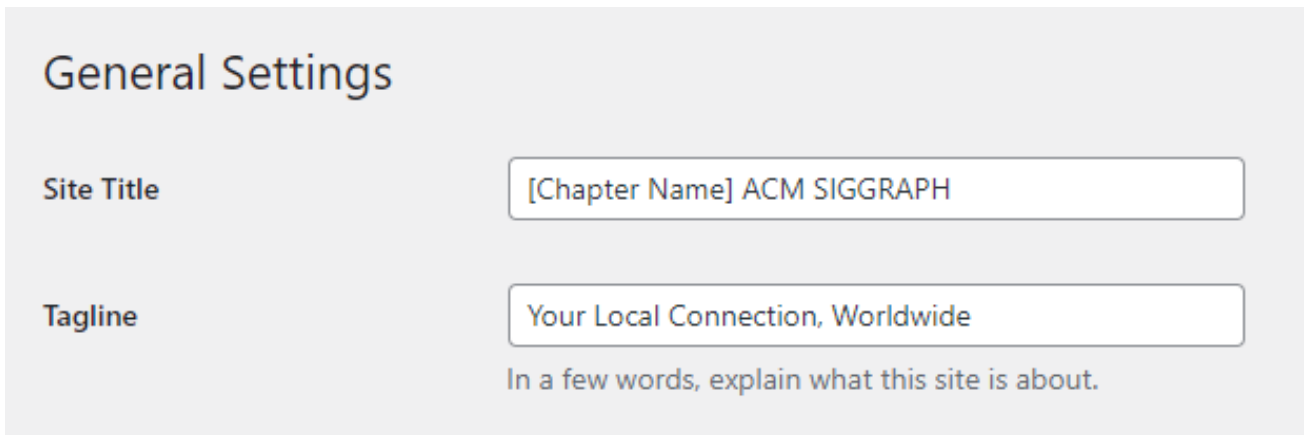
This document contains the resources needed when setting up your chapter's website with the template provided by the ACM SIGGRAPH Professional and Student Chapters Committee. These directions are to be followed after the PSCC has given you login access to your wordpress site. If you have not started 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, within the Wordpress dashboard select **Settings -> General** from the sidebar on the left and replace **[Chapter Name]** with your Chapter's name in the site title.



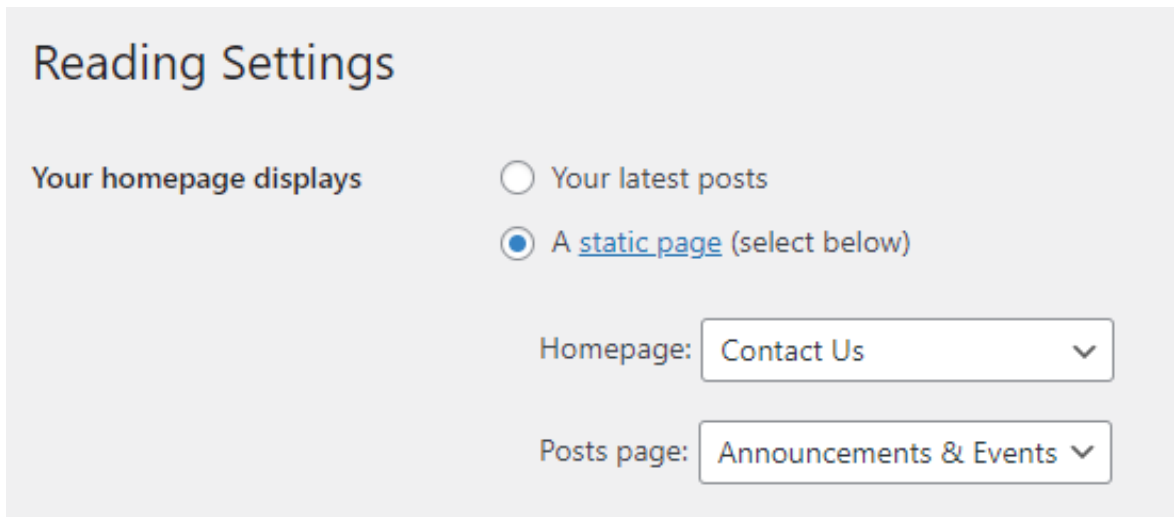
General Settings

Site Title

Tagline

In a few words, explain what this site is about.

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, go to **Settings -> Reading** and simply select "**your latest posts**" rather than a static page.



Reading Settings

Your homepage displays

Your latest posts

A [static page](#) (select below)

Homepage:

Posts page:

REQUIRED COMPONENTS

1. ACM
2. ACM SIGGRAPH
3. ACM SIGGRAPH Professional and Student Chapters Committee
4. SIGGRAPH Conference Badge
5. SIGGRAPH Asia Conference Badge

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 (For example, 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 being required to do anything.



ACM SIGGRAPH



ACM SIGGRAPH
Professional & Student Chapters

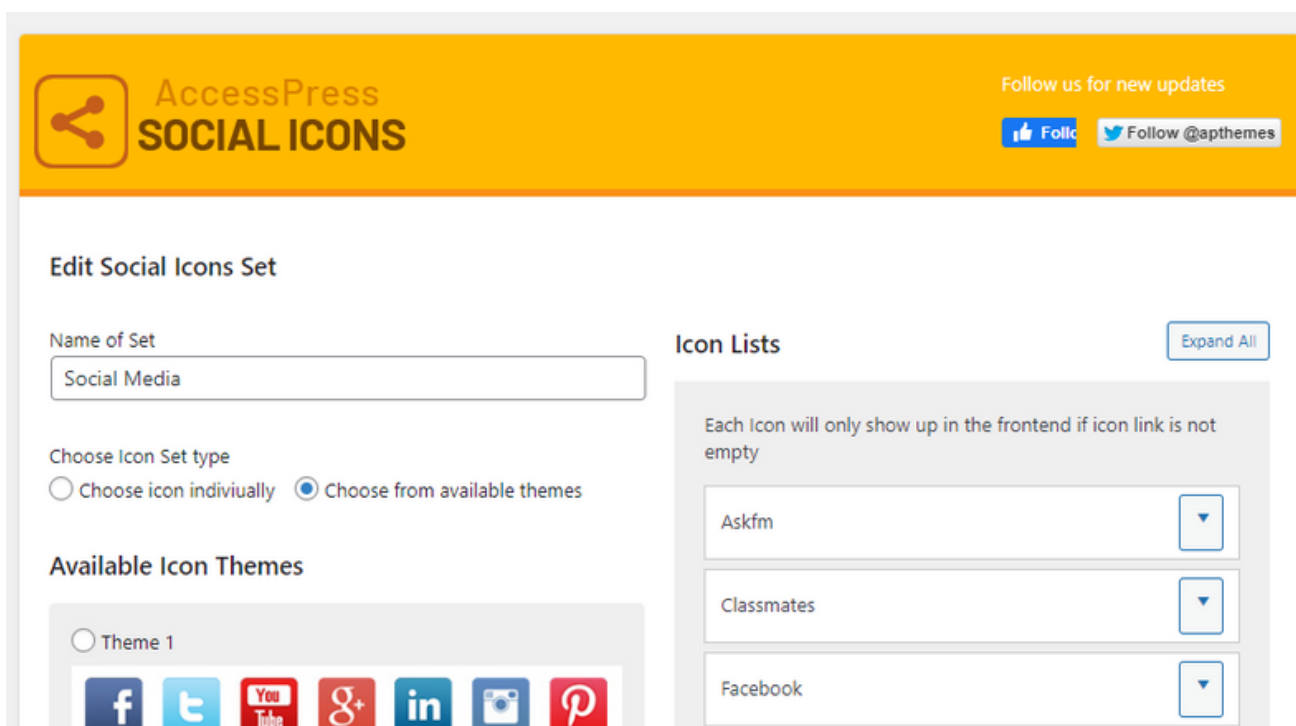


PLUG-INS

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 plugins 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.

AccessPress Social Icons

We have almost everything set up for your social media buttons to display. Select “**AccessPress Social Icons**” in the dashboard menu on left to finish updating the settings. Next hover over **Social Media** and click **edit**. There are a variety of social media sites listed. Just add the link to the ones that your chapter uses.



The screenshot shows the 'AccessPress SOCIAL ICONS' settings page. At the top, there is a yellow header with the plugin logo and name, and social media links for Facebook and Twitter. Below the header, the page is titled 'Edit Social Icons Set'. There is a text input field for 'Name of Set' containing 'Social Media'. Under 'Choose Icon Set type', the 'Choose from available themes' option is selected. A section titled 'Available Icon Themes' shows a row of social media icons: Facebook, Twitter, YouTube, Google+, LinkedIn, Instagram, and Pinterest. On the right side, there is an 'Icon Lists' section with an 'Expand All' button. Below it, a note states 'Each Icon will only show up in the frontend if icon link is not empty'. There are three dropdown menus for selecting icons: 'Askfm', 'Classmates', and 'Facebook'.

PLUG-INS

Below is what the AccessPress Social Icons will look like once you have added your appropriate links.

Contact Us



About

[Chapter Name] is a volunteer student/professional chapter of ACM SIGGRAPH which holds events related to Computer Graphics and Interactive Techniques.

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](#).

CUSTOMIZING THE CONTACT PAGE

Below is how the contact us page looks in the editor. You will need to look for the information located between two brackets **except** the short code **[aps-social id="1"]**. Removing this short code will remove your social icons so leave it alone. The ones that should be edited include: [Chapter Name], [Chapter's email address], [chair name], [secretary name], [treasurer name], and [webmaster name].

Contact Us

Classic

[aps-social id="1"]

About

[Chapter Name] is a volunteer student/professional chapter of ACM SIGGRAPH which holds events related to Computer Graphics and Interactive Techniques.

E-mail- [Chapter's email address]

Leadership-

Chair: [chair name]

Vice Chair: [vice chair name]

Secretary: [secretary name]

Treasurer: [treasurer name]

Webmaster: [webmaster name]

Get Involved

Participate in [events](#) and make connections with Students and Professionals in the Computer Graphics Industry. We are always looking for volunteers to help our chapter thrive. Join our Mailing list here [insert link to subscribe to listserv.siggraph.org]

Join our Mailing List

[email-subscribers namefield="YES" desc="" group="Public"]

CUSTOMIZING THE CHAPTER RESOURCES PAGE

This page is completely optional. If you don't have a need for it you can simply unpublish it. You can see the example information within the template. This is here to spark some ideas.

Chapter Resources

[This is where you can post your Bylaws, Venue Directions, Ticket Pricing and other information. If you do not need to share this information you can simply un-publish the page.]

Ticket Pricing

ACM SIGGRAPH Members: \$?

Students: \$?

Non-Members: \$?

Venue Directions

[SIGGRAPH 2018 Convention Center](#)

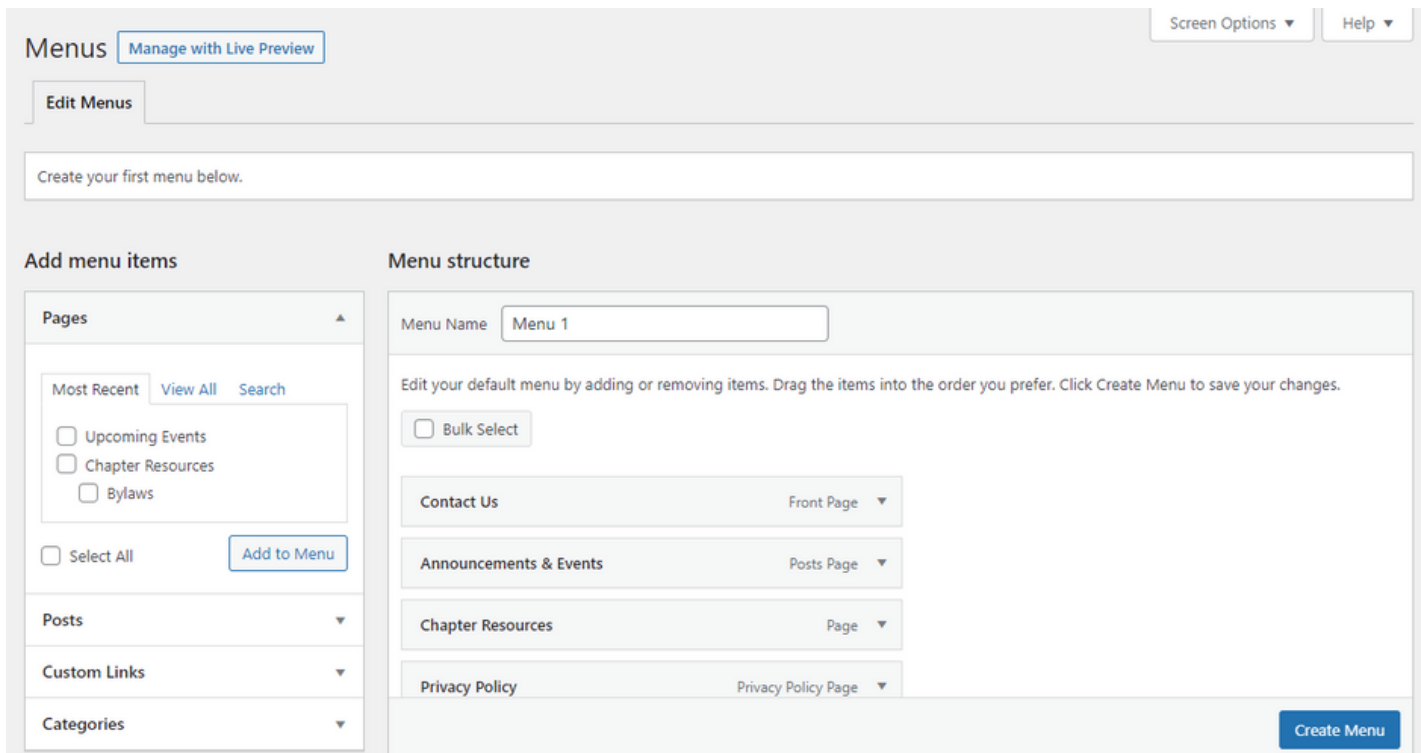
Bylaws

View our Chapter bylaws [here](#).

FIXING THE MENU

It is possible that an occasional update may cause issues with the menu display. If the menu is not showing at the top of your site, you can follow these steps to put it back in.

First click **Appearance -> Menus** on the dashboard menu to the left. If your menu is missing, you might notice that it says "Create your first menu below."



The screenshot shows the WordPress 'Menus' management interface. At the top, there is a 'Menus' header with a 'Manage with Live Preview' button and 'Screen Options' and 'Help' dropdown menus. Below the header is an 'Edit Menus' button. A message box says 'Create your first menu below.' The main area is divided into two columns: 'Add menu items' and 'Menu structure'. The 'Add menu items' column has sections for 'Pages', 'Posts', 'Custom Links', and 'Categories'. The 'Pages' section is expanded, showing 'Most Recent' items: 'Upcoming Events', 'Chapter Resources', and 'Bylaws'. There is an 'Add to Menu' button. The 'Menu structure' column shows a 'Menu Name' field with 'Menu 1' entered. Below it is a 'Bulk Select' checkbox and a list of menu items with their target pages: 'Contact Us' (Front Page), 'Announcements & Events' (Posts Page), 'Chapter Resources' (Page), and 'Privacy Policy' (Privacy Policy Page). A 'Create Menu' button is at the bottom right.

FIXING THE MENU

Here, you can organize the hierarchy of your menu. We recommend that you expand the **Privacy Policy** and **Bylaws** pages and click **Under Chapter Resources**. This will make them show up in a drop down menu on your site. You can make use of this if your chapter adds their own pages in addition to the ones provided. When you are done, don't forget to click **Create Menu**.

Contact Us	Front Page ▼
Announcements & Events	Posts Page ▼
Chapter Resources	Page ▼
Privacy Policy	Privacy Policy Page ▲
Navigation Label	
<input type="text" value="Privacy Policy"/>	
Move Up one Down one Under Chapter Resources To the top	
Original: Privacy Policy	
Remove Cancel	
Bylaws	Page ▼

FIXING THE MENU

This step takes place in the same page as the last step. However, you will need to select a different tab. For your menu to appear, you need to click on **Manage Locations**.

Menus [Manage with Live Preview](#)

[Edit Menu](#) **Manage Locations**

Your theme supports one menu. Select which menu you would like to use.

Theme Location	Assigned Menu
Main Navigation	— Select a Menu — Use new menu

[Save Changes](#)

Locate the **Main Navigation** and select the dropdown menu under **Assigned Menu**. Select the menu you just created and click save changes.

If you run into any issues while customizing your template, please reach out to the ACM SIGGRAPH Professional and Student Chapters Committee.