DNB Website – Wendy's summary (updated as of March 2026)
http://dalmenynaroomabushwalkers.org.au

Summary
The website launched in March 2024, replacing website run by Michael for 11 years. This website uses free software from 'WordPress.org', with all pages created from scratch (not a template). It also uses free "Blocksy" as its theme, and free "Elementor" as the page builder plugin. The website is a set of 9 static pages: home, about, gallery, join, contact, members, forms & procedures, governance and history. Only the 'Members' page is password protected. It does not have a blog ('posts'). The website has a linked Google Drive account (details below). All installed plugins (extra software) are free, apart from the ShortPixel plugin, for which the club purchased optimising credits.
Note: all WP websites must have a theme and Blocksy is one of the simpler ones to use.

Domain name (or URL) - dalmenynaroomabushwalkers.org.au
Registration of this domain is for one year and expires 23 January 2027. Used the Australian host VentraIP to register the domain. The host will (apparently) send a reminder notice to the account email (dnbwalks@gmail.com) to re-register the domain, although they use a 3rd party. Predicted cost domain registration renewal in Jan 2026 is abt $16. However, the domain is set to "auto renew" 14 days before it is due to expire. To renew manually the domain, log into to VentraIP, and choose "Domain Name" – "manage" from the grey menu options.
Note: to use 'org' in the URL required registering the club's incorporation number.

DNB's host - Australian-based "VentraIP"
A host is a business that provides a server for 'hosting' a website. Normally contracts are renewed annually. We have an Australian host that offers a secure WordPress service and a help desk in local time. Opened club account on 23 Jan 2024; the Account no. 85366755; the Account name: Dalmeny Narooma Bushwalkers Inc.

VentraIP's contact account email: dnbwalks@gmail.com; Contact: Wendy Selby, with her mobile 0427109940, and Steve's PO Box address (PO Box 439, Narooma) listed as the address. Wendy's 'DOB' is 1 Jan 1950 and security question (if ever needed) is favourite childhood food – answer "vegemite".
The account is yearly, with their hosting package "WordPress hosting". See their website for all details of what the package includes, including on security. In January 2026, cost of renewing host was $222 (and $17.95 for reregistering the domain name). Can pay by BPay, PayPal, EFT or CC. Account password is known by Wendy, Julian, Jan T and Heather (see below).

Passwords
These passwords are associated with the website:

1. Members' password into the Members' page on website: Since1986. It is caps-sensitive. This password for members can be changed on the WordPress Dashboard via the plugin PPWP (see below, in plugins, for more info) or via WordPress. **Note: important to know how to edit password in PPWP**. See p 7-8

2. The dnbwalks@gmail.com password, for the website-linked Gmail/Google Drive account. Wendy set up this gmail account and it is in her name. The password is: website-DNB-account

   Note: in the future, with a change of web manager, the new person should open a new gmail account and have it both registered with the host of the website (VentraIP) and linked to the website. The former is best done on the phone; the latter can be done on the Dashboard in the Google plugin settings.

3. The dnbwalks@gmail.com email is also the registered contact email for our host "VentraIP". To access, you go to VIPcontrol (either website or via their app). Our password is: S1nce1986!

   Note: For a VentraIP login, there can be a 2-factor authentication, with a code sent to the email address above or W's phone (it can be changed or switched off). Wendy has this email address forwarded to her private email too. Note: if this is a problem, can disable 2 factor authentication.

4. info@dalmenynaroomabushwalkers.org.au email*: Password is the same password as for accessing the VentraIP account. This is the club's official email, which is created within the VentraIP account and is free as part of the hosting package (can have <10 email accounts if we want). This is the contact email on the website for the public to contact us. It is also the club's email contact for Bushwalking NSW. More information on this email act is below.

   * note: if I ever change the VentraIP password, this does NOT automatically change the login to the email account 'info@dalmenyetc'. Must change this separately by going via cPanel to the email account: Tools – Email accounts - "manage" - "add new password" – type in new password, then 'Save'.

WordPress access – the usual way to work on the website
The main way to do work on the website (eg. change over the walks program, add a carousel of images etc) is to login to the WordPress Dashboard. Wendy is the administrator but others could be given access. Each person creates their own username and password. Access levels can vary (admin, editor, viewer-only etc).

To access the WP dashboard, type in: http://dalmenynaroomabushwalkers.org.au/wp-admin. Wait for login screen. For Wendy: my username is Wendy; password is the same as for VentraIP. This is the main way I log in to do work on the website. Note: to help with IT, particularly cloning and staging for testing updates, Wendy's brother in law Tony is also a user-administrator.

Once finished, must log out of the WordPress Dashboard. Go to top right where it says "G'Day Wendy", left click once and choose log out. Will get a message saying "you are now logged out".

VentraIP account – the hosting service
To find the IT details of DNB's account, log on to VIPcontrol at https://vip.ventraip.com.au/login
Need email dnbwalks@gmail.com, and password S1nce1986!
Two factor authentication is switched off.
From the top menu, select "Express Service Manager". Then, select "Websites and Hosting". Then, select the "Web Hosting" button. Then there are 2 options:

(a) select "Manage" button. This shows overview account details, as well as options to go further into Account, Configuration, Security, and Admin. Scroll down the page to see details on Storage Space and Memory used, CPU usage and Inode usage. Further down are cPanel details as well as FTP details and Domain info.
(b) select "cPanel" button. This leads to "Tools", where there are many subsections, such as Emails, Files, Databases, Domains, Metrics, Security, Software, Advanced, Preferences. Lots of options here. Eg. under Preferences, you can see Visitors. Under Files, is a Backup tool and a Backup Wizard. The bottom of Tools is where you go to make a clone of the website for testing updates etc

More information about DNB's (VentraIP) email account: info@dalmenynaroomabushwalkers.org.au
There are two ways to access the email account within VentraIP:

1) via Webmail. Most direct way for committee to access - **STOP PRESS -** As of 28 March 2026, the usual way to access the email account via 'webmail' is not working. In the interim, VentraIP have created a direct port access. Until the problem is solved, we enter this URL: **dalmenynaroomabushwalkers.org.au:2096** then wait a few seconds until you get the webmail log in and password page. Enter the account email (info@dalmenynaroomabushwalkers.org.au) and then the password (the password for VentraIP's registered email account, S1nce1986!) and this takes you directly to the webmail account, bypassing the cPanel. Wendy, Julian, Jan, Heather and Anne know how to do this (as of 31 Mar 2026).

[Previously, we would access via: http://dalmenynaroomabushwalkers.org.au/webmail; then wait a few seconds until you get the webmail log in and password page. Enter the account email (info@dalmenynaroomabushwalkers.org.au) and then the password (the password for VentraIP's registered email account) and this takes you directly to the webmail account, bypassing the cPanel].

2) via cPanel button. The 2nd way is only recommended for our web manager or someone who understands the cPanel and Tools. To log on via VentraIP – VIPControl – VIP Dashboard. Go to 'Express Service Manager' – Website and Hosting – Web Hosting, and into the cPanel - "Tools", click 'Email Accounts'. Storage is 500 MB. There are options what to do with info@. See "Check Email" – instructions on how to use:

Forwarders of the 'info@' emails: it is useful to have any email sent to the club's account to be automatically forwarded to various committee. That way, several people know if an email has been received. To set this up or to edit this, go in to VentraIP's VIP control – my Services - cPanel – Tools – Email – Forwarders. I have created a list of people on the committee who get the info@ email also forwarded to their private emails. You can add or delete people here.

Note that there is another email account here "dalmenyn system" but **do NOT touch this**!

Note: Three log offs are needed for VentraIP access: 1. Log out of webmail, there is a "Log out" option on the bottom of Roundcube, LHS. Log Out, and then close the tab. Note: you are not logged out of CPanel or VIPcontrol; just the email service. 2. Then, Log off the cPanel – Tools page: on top right - person icon. Click and select "Log Out". 3. Log off totally from VIPcontrol – VERY IMPORTANT – on main screen. Select the drop-down option to the right of your name, and select "Log out".

Regular Maintenance and work required: updates, backups, updating activity programs
(see detailed guide for step-by-step instructions with pictures)

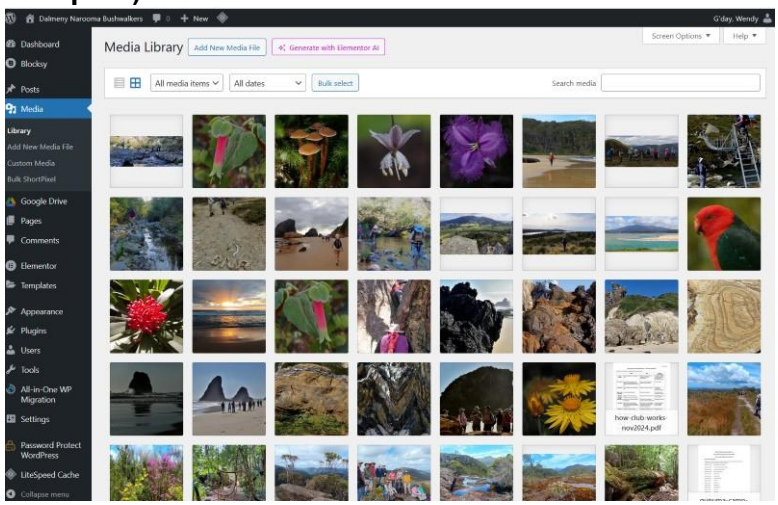
Updates of WP, Blocksy and plugin software
The WP Dashboard will show in red when WordPress, the theme Blocksy or any plugins require updating.(Note: sometimes it shows there is a WP update but this is usually just for other languages and can be ignored). Pay attention to the number of an update. Most updates are trivial, and the number will show only a small change, implying it is a trivial update. Make a decision about whether or not to do a backup before an update. If in doubt, do a backup. Takes about 5 mins. Also need to decide if will test the update on a cloned staged site; necessary if a big update.
Note: if something goes wrong after an update, VentraIP help desk claim that they will help if an update leads to a big melt down – just ring them – but not yet tested this.

How to clone and stage using Installatron
"Installatron" is part of the host's VentraIP package. To access it, must log on via VentraIP, in the usual way.
To make a staged clone:
Go to 'cPanel' as per above instructions. This takes you to "Tools". Scroll down to "Installatron Apps Installer" – My applications, where you see Dalmeny Narooma Bushwalkers and a picture of the WP icon. Click the club's name. This takes you to the Installatron's app for our website.
Look for the icon on the top right of 2 arrows pointing down. Hover will show this to be "clone". Click this. This takes me to a new page called "Clone – welcome to the installatron clone wizard". You must tick called "Create a Staging Site?'. Also, note, the directory default option will be to 'blog'. You can change this, such as to "clone", to make the cloned URL more obvious. Don't touch anything else (set to automatic), and then click "clone" down the bottom. This will take a few seconds (perhaps 20) and then I will see a new website under the true website, called "Dalmeny Narooma Bushwalkers Stage", and its domain will be dalmenynaroomabushwalkers.org.au/blog/ or whatever you called the clone.

To delete this clone, click the blue **X** (Uninstall) on the left hand side of the clone called "Dalmeny Narooma Bushwalkers Stage", and the URL has "blog" in the address – MAKE SURE I AM DELETING THE CLONE AND NOT THE REAL WEBSITE. This will take me to another screen(the uninstall wizard) and I click "Uninstall". This process cannot be reversed. I will see a progression bar and then the clone will disappear. I am left with only the real website.

BE CAREFUL - DO NOT DELETE THE REAL WEBSITE!

Media Library (images and pdfs)



On the WP Dashboard, LHS black sidebar, is Media and Media Library. This is where images (always jpg files) or pdfs are placed to add (insert) them to the website's container. The plugin ShortPixel Image Optimizer is set to optimise and compress all media placed in the library and will use credits to do so. (More details under plugins below). Uploading an image or pdf is easy – drag and drop. Optimisation will then occur and a message will show within the image's details when finished. If it can, it will change the jpg file to webp file.

Saving backups of images: if you delete from the Media Library, the image will be deleted unless it is saved elsewhere. I try to keep all uploaded images (already resized and edited) in a desktop folder, backed up on a USB stick. However, it is a good idea to also keep the original image too, which is usually 1.5 – 5 MB large. Keep a copy of any uploaded pdfs too.

File names: there are are important guidelines about how an image or pdf is titled (its file name) before being uploaded. In summary, 5 rules: (1) 5 words or less; (2) most important SEO word first; least important word last; (3) no capital letters, only lowercase, (4) no spaces or punctuation; instead put a hyphen between words; (5) no unnecessary words such as "and', "in", "the" etc. For example, a photo of glasshouse rocks might be named: "narooma-glasshouse-rocks-beach". The same rules apply to pdfs, such as walk programs, except need to put "short" or "full" at the start so it is easy to see if it is members-only or public program with no names. Eg. short-winter-2024-program
All media must be titled correctly (ie. renamed) before uploading. If accidentally upload an image or pdf with the incorrect file name, delete it, rename correctly, and re-upload.

Dimensions of image: this is the pixels in width and height. Before uploading, in addition to getting the KBs down to under 200 kb (unless important image, in which case, 300-350 kb ok), the dimensions need to conform to Elementor's recommendations. No image to be wider than 1440 px, the width of the website. The banner images at top of pages are generally 1440 px wide and 500-750 px high. But generally images are best resized to 1:1, or 4:3, or 3:4, and in line with the settings: 300 px, 576 px, 768 px, and 1024 px. The most-used dimension is 4:3, 768 x 576 px.

Attachment details: if you click any image in the Library, a new screen comes up, 'Attachment details'. This lists facts, such as date uploaded, file name, file size, and dimensions. It also shows what ShortPixel did (eg. reduced by 76%, lossy). Also, there are boxes to fill in: Alternative Text, Caption, and Description. Every image should have something added in the Alt text for SEO. If the image is not important or not staying long on website, it may not be necessary to add any words to the other boxes. Only add a caption if using in a carousel but be careful to keep the caption short. Note that "attachment details" is where you delete an image (see red text at bottom "delete permanently). Once an image is no longer used and likely not to be reused, best to delete it. Delete old walk programs too. The media library can get very large (currently 145 images + pdfs in library).

Backups
Backups should always be done before a major update, and after a major change. There are two ways to backup:
1) using the free plugin called All-in-One WP Migration. On the Dashboard, put mouse over the plugin on the left hand menu, and right click 'export".A new screen opens called 'export site', with a green outlined button "export to". Click this once and choose "file" (top option). It then exports a backup to a file which I can download (it flashes when it is ready to download) and save on my computer; plus it saves a backups on the dashboard. I do this regularly (esp after a big change), and then I delete the oldest backup. I normally keep only the 2 most recent back ups (and there is a red number of how many backups I have visible on the screen.

2) the host VentraIP takes regular backups. I can set how often, and where it is saved, using Installatron. To do this, I access the cPanel. I have it set to one backup a month and one backup a week, saved to the linked Google Drive account (via dnbwalks@gmail.com). I also think that VentraIP's servers also keep a backup but not sure.
Note: VentraIP seems to do a lot of backups. I can delete some of these back ups within the cPanel – Installatron tool if I select "My backups" (which has the number of backups there are). Here I can see when the backups were auto done, when they expire etc. If I want to delete some, tick the box and click delete, then delete again. Be careful not to delete them all. Leave at least 2.

Two regular tasks on the website – how to:

1) Changing over the walk programs every 3 months

There are 2 programs:

(1) a full program for members – this is placed at the top of the Members page, as a pdf link
(2) an abridged (short) program for the general public: this is linked in three places: a) on Home page; b) on About page; c) on Join page.

How to add the program:
a) Ensure the pdf names differentiates between the full and short versions, as well as the time (eg. full-winter-2024). The pdf filename must conform to rules of Media: lowercase only, dashes between words, short as possible, and no punctuation. Eg. short-spring-summer-2024-2025
b) log on to the dashboard (URL/wp-admin etc), and first upload both pdf programs to Media (on the dashboard). The pdfs will be automatically optimised by ShortPixel. (Do not *yet* delete the older programs' pdfs from Media file.)
c) go to the required Page – edit with elementor. Find the place in the text widget where the existing program is located as a link to the pdf.
d) may need to leave the existing full program there if it is still not finished but can delete the short version because less important. This means I am either replacing the pdf or adding an extra link. When I add some words on the page (in text editor, in a sub-container), I click "add media" and this takes me to Media. I select the pdf I want. Note that once I add media, the words change to the name of the pdf so I MUST edit the words back to what the text is on the website. Pay attention. A bit fiddly. I also need to edit the new link under Settings icon and check the box 'open link in a new tab', otherwise the pdf opens in the same tab for the user.

For the short version: The words to retype on Home page: "Our current activity program" (down the bottom)
The words to retype on About page: "Here's our current activities" (down the bottom)
Words to retype on Join Page: "What activities are available?" (tree hugging photo)
For the full version: Words on Members page: eg. "2026 Winter walk program, full details"

e) depending on whether I was able to delete the link to the old programs, I can delete the pdf of the older program in the Media file. Most likely I will upload the new full version program when the old program has not completely finished. If this is the case, leave the older program in Media until I delete it. For the abridged version, it is likely that I deleted the link and can now also delete the old pdf from Media.

(2) adding a new image carousel to the Gallery page as well as Home page

The Gallery page is currently being used to highlight photos of 4 or 5 walks. It replaced the Blog because it is easier to do – less words and less work. It is currently composed of 4 or 5 containers. (It can be more but the page will get very heavy and may not open). Each container is a set of 3 things: a heading, a sentence of text and a non-moving image carousel. Inside each carousel is up to 8 photos and their captions (which can be turned on or off). The photos are in 4:3 ratio, reduced in size to be 768 x 576 px, and each about 140-180 kb. ShortPixel will then reduce the weight by optimising the images further, once they are placed in the Media Library on the Dashboard.

The most recent 'container' is also placed on the home page so that home has some variation; good for SEO. There is no requirement to do a new carousel to a time frame or to feature every walk or camp. However, aim to change over the carousel every few weeks. Because of the size/heaviness/weight of the Gallery page, the oldest carousel needs to be deleted when a new carousel is added.

How to do a new carousel container (using the template)

a) have a new walk, camp and whatever I want to feature. Then find 5 - 8 photos in 4:3 ratio (must be 4:3). Do what is required to make them ready to upload as 768 x 567 px and under 200 kb, preferably around 150-200 kb. Change the titles (filenames) to make filenames of each photo conform with the rules (VERY important!): must be lowercase only, dashes between words only, no punctuation or prepositions, short and descriptive words only, <5 words. For example, heron-bingi-dreaming-track
b) Once the filenames are correct, along with the dimensions etc, get the images ready to upload by placing on computer's desktop.
c) think of the words to use for the carousel's heading, the 2-3 descriptive sentences and the captions. Captions must be short (<8 words), or else the photo is made smaller because the caption 'wraps' to a 2nd line and this makes the image smaller than its neighbours. Remember the words need to make sense to a non-member or a search engine; members won't usually look at home page.
d) login to the WordPress dashboard (URL/wp-admin etc) and go to Media from the left-hand-side black menu. Add the images to Media by dragging them into, one at time. Doing this first allows time for ShortPixel to optimise them.
e) Now, go to Pages, - All page - and open the 'Gallery' Page – Edit with Elementor
f) scroll down to the bottom where you see the faint box outline, + and a folder icon and the words 'drag Widget here" – this is where one adds a new container to the page.
g) click the 'folder' icon once and it takes you to the Elementor Library. From the top, select "My Templates". One template says "Gallery Template". Click the pink "insert", and then click "apply". Click again to override.
h) this inserts a new container which is already set to be "boxed", 85% width, centred. Inside the container are the three things: a title (in green font, accent size, left justified), a place to write a sentence (black font, text typography) and an image carousel preset to be Medium-Large 768 x 0, 2 slides to show, 1 slide to scroll, preset navigation arrows etc. It has 2 'mock' photos in the template which must be deleted after the correct photos are placed in there.
i) without saving, change 'the title' and descriptive text** to the words I want. Then click on the image carousel and in "content", click on the pencil icon to "edit the gallery". This opens a new page.

** there can be a problem initially accessing the descriptive text to edit. If so, click save and exit elementor, then, go back into 'edit with Elementor' and for unknown reasons, you can now edit the descriptive text.

j) Click on "Add to Gallery" and select the photos I want to add from the Media file. Make sure that they are all 768 x 576 px. Once I have selected, click the blue button "Add to Gallery". This will take me back to 'edit gallery'.
k) In 'edit gallery', I can move the images around for the order (simply click and hold and move). I can also add or edit captions simply by typing in the caption area. Watch that captions are not too long. Once again, click 'add to gallery' and I will go back to the page showing new images in the image carousel.
l) Now put this container with the new images at the top of the page. To do this, make sure the 'structure' sub menu is open showing the containers. Close up all containers in 'structure'. Then, click and hold and drag the container up to the top, so it is the top container. Note: if I make a big mistake, I can go

back in time to an earlier version. Click the hamburger menu at the very top left. Select “History” – “Revisions”. Go back to an earlier revision.

To put this container on the home page:

1) highlight the whole new container on the Gallery page. Will need to use “Structure” turned on to do this. In structure, right click the container and choose “copy”. Then, go to the top left menu and get out of this page by exiting to WordPress. And back to Dashboard. Now choose Pages – All Pages - ‘Home’ page – Edit with Elementor.
2) Have ‘Structure’ on, so I can see the containers. Go down to the very bottom of the Home page and right-click into the “+” sign and select “paste”. This will paste the full new container (title, sentence and carousel) into a new container at the bottom of the home page.
3) In ‘Structure’, close up all the containers. Now, in ‘structure’ (not on the webpage itself), drag the bottom container up to above the 3rd closed container. This lifts the container with the new carousel up above the existing carousel on the home page.
4) Then, highlight the entire container of the old carousel on the home page, and click the pink “X” at the top. This deletes this carousel. When happy with how the new carousel is sitting, and the old carousel is deleted, now click the top right “publish” button, which saves the changes. Remember that if I make a mistake, I can click the hamburger menu at top left of screen and choose History, and then go back a couple of steps of edits.

Website’s Pages and Settings

Best advice for future: if I forget settings and where things are, explore the website from within the Dashboard, looking at where things are and what the settings are. Don’t change anything - just look. If I am worried about changing anything or forgotten how to do something, take a clone in the staged environment offered by VentraIP and look at dashboard there. That way, if make an error, haven’t changed the real website.

The basics:

WordPress website; Theme: Blocksy (free) and Page builder: Elementor (free)
The website is static (fixed, no time stamp, no blog) and it is set: Appearance – Customise – Core - Home page settings with the page Home as the home page (Note: I can set any page to be this page).

Logo and Fav-icon (site icon) – the website doesn’t have a logo. But if I did, it would remove the need for ‘home’ to be on the main menu. Tyler Moore says the perfect logo size is 50 px by 50 px square, in a png file. But others say it should be 200 px width. If I get a logo, best to investigate then because advice keeps changing. I am using a cropped version of the walkaway sketch as the favicon. If I get a logo, I should use this image formatted differently, but for the moment, using top of ‘walkaway’. The favicon is always square and mine is 512 x 512 px width in a png file. (Note: there is much discussion about size of favicon. Some argue should be a multiple of 48 x 48 px (eg. 144 x 144 px).

Pages: did not use a template because none were found to be suitable, so I built them myself. I created the pages using Layout: using the page builder Elementor. I start by choosing a flexbox (or gridbox) layout and an outside container that best suited the layout of what I was trying to do (so it pays to know what you want to achieve before you start). I change the width of every container to 85%, unless it is the top full width, cover photo. If I have forgotten the difference in gridbox and flexbox, don’t worry. Best to choose flexbox.
If need to do anything major, look for up-to-date videos on Elementor containers and widgets. Watch some instructional videos. Highly likely the software has changed because it is being continually updated.
Eg. https://www.youtube.com/watch?v=3GXRu_UqqbQ
Note: Elementor has a series of videos to look at too, but be careful with them because (as of May 2024), many of them are out of date and not relevant to the current Elementor software, which can be very frustrating. https://elementor.com/academy/design-layout/
To date, have avoided using AI assistance.

Containers on pages: a container is a “content” area on the page. There is enormous amount of flexibility in how to use containers; but you first choose the outside flexbox or gridbox, then add containers into the box. Then (if you want a more complicated design), add containers into containers; this is called parent and child containers. Then, into the containers, you add widgets (elements, such as image widget, text widget or heading widget) and adjust the settings accordingly. You can rearrange the direction, alignment, and position in many ways. Elements (or widgets) are taken from a (free) list and determine what is going to happen on this part of the website. (Eg. a heading widget is for a heading); then I change the settings to determine its typography, placement within the container, the actual words of the heading etc. But be careful with how it looks in responsive mode. Always check responsive modes - how it looks on a phone or tablet. Some things may need centring or reducing.

Templates: I can save my finished container layouts as templates to use on another part of the website. To do this, highlight the whole container, click the centre dots, and chose ‘save as template’. It then goes into my library of templates. These templates can them be reused to give a conformity to overall website design. Similarly, I can copy or duplicate containers to reuse. I can then delete the widgets but keep the frame, if this helps my layout. To reuse a template, in a new container, chose the icon that looks like a folder, and then select “my library’, and then highlight the template I want to use, and click ‘insert’.

Menus on the website: there are 3 menus:

1. the Main menu (on header of desktop, full menu);
2. footer menu, (which is a reduced menu of just 3 pages) and
3. mobile menu (full menu) – this is what is seen on a mobile phone.The mobile menu is what you see under the hamburger (3 lines) icon on a smart phone and smaller tablets. All can be accessed and edited via Dashboard - Appearance – Menu.

Important note: If I make any change to the menu (the Main Menu), I must separately make the same change to the Mobile menu. They are not synced.

I can add or delete any page to the menu. I can also add other things, such as social media (eg. Facebook).

Website Width: The fixed width of a website page is 1440 px. This is the standard website width for desktop. Unless it is a cover image, I adjust and make all containers changed to 85% of width, so that they slightly indent in appearance. (note that I have to change to “%”). Sometimes the width of a container is less (eg. 60%) if I want more compressed look, but the overall page has been set to 85% of 1440 px.

Height: no standard and often not been set. Minimum height is important for widgets but if a widget need more space, it will override a min height setting.

Typography: the font family is Opens Sans, for simplicity. If I want to look at the general settings of typography, colours, etc, go to Dashboard – Appearance – Customise, and look at the various settings. The website’s typography generally uses 3 text colours, and 4 font settings. The main font colour (the dark grey) is #464B52. The ‘green’ heading font is #618253. The off-white page background colour is #FAFBFC. The blue is #284796. The orange hyperlink and hover colours are #db6c1d and #d05a06 respectfully. These can be changed in Global Colours, along with some others currently not being used.
The fonts are within ‘global system fonts’: primary, secondary, text and accent. (I have ‘accent’ set to be larger than text but smaller than secondary). To see the settings for family, size, weight, line height, letter spacing and word spacing, go into Global fonts (site settings). Note: Sans-serif as the fallback font family. .

Responsiveness: Blocksy has an automatic responsive mode but I must always check on how something will look in mobile and tablet view. For many (but not all) settings, I can change settings when it is in mobile/tablet view. Look to see if it has the empty box beside the adjustment. Note that this box means 3 options for independent adjustments.

Plugins – active plugins

1. ShortPixel Image Optimizer –free software but with paid-for credits; have it set to optimise all images and pdfs and also convert images to WebP files. Very useful plugin.
2. Blocksy Companion – necessary for Blocksy theme. They go together. I don't do anything to it.
3. Elementor – necessary for page builder. Again, I don't touch this.
4. All-in-One WP Migration – use this plugin for making regular backups. You can export a file (a backup, to save to your computer) plus it saves a backup. Need to keep deleting – only keep 2 backups.
5. Password Protect WordPress (PPWP) Lite – for editing settings of default password protect form (page)
6. Integrate Google Drive (free) – enables linking of a Google Drive account and the widget "Insert View Links"
7. LiteSpeed Cache (note: no longer use WP-Optimise – Clean, Compress, Cache (free) – and only use the cache component)

I occasionally download and activate other plugins, such as Phoenix Media Rename or AIO SEO, but above are my main plugins. The advice is to avoid having too many plugins because of incompatibility issues.
There are several ways to change settings but the usual way is via the dashboard – Appearance – Customiser. This is changing (mostly) Blocksy settings. Eg. Header, footer

ShortPixel Image Optimizer plugin
The website uses ShortPixel for optimising all media, including pdfs, and bought 30,000 credits (non-expiring). Our API key is: CA387ofpXlI39mv6RLXV
To find the account details, go to the Dashboard – Plugins – ShortPixel and click "settings" under its name. Choose from the top menu, "ShortPixel Account". Here there are many stats and subscription information, including how many paid and free credits are available (the first 100 credits per month are free). As of 7 Sep 2024, there were still 29,268 credits (of 30,000) left.
This optimises images and pdfs 'locally'. Settings for optimisation can be changed. Under 'General', I have it set to "lossy", allow image thumbnail compression, remove EXIF, resize larger images to cover, 1440 x 1024 max. Under 'Advanced' settings, I have 'create WebP versions, and deliver the next generation versions, automatically optimise after they are uploaded; optimise pdfs, and adjust images for computers and mobile displays.
By default, ShortPixel generates 7 thumbnails (ie. different sizes) for each uploaded image. Each image uses a credit. You can 'exclude thumbnail sizes' in Advanced setting, and I have excluded largest sizes. (note: by 'thumbnail', SP mean a set size; not a very small photo)

Password Protect WordPress (PPWP)
The member's page needs to be password protected. WP software allows a page to be password protected but there is little you can do to alter the settings; eg. 10-day default for being signed in. This plugin extends those settings a bit more.
Plugin's main advantage is that I can change the signed-in time. To do this, go to the plugin itself, in the list of plugins on the dashboard, and choose its "Settings". Under 'general', can change the "Cookie Expiration Time". It is currently set to 1 hr. This means that a person stays logged into the Members page for 1 hour. There are many other features of this plugin but I don't need most of them.

How to use other features of PPWP, and set the password (very important!)
a) go to WP Dashboard – All pages – look for the page want to password protect. Hover over page title and click 'edit'.
b) goes to new page. Make sure the setting icon is activated (it is a little black rectangle with a line through it, to right of screen. It goes darker back when active. Scroll down right-hand side sidebar until see Password Protect WordPress. Choose "edit".
c) it will have 'role – global'. Next line is where change or make a password. It will default to an auto-generated password. Change this.
d) Click "submit".

e) Then must click “Save” (or “update”) which is a blue button at top right of screen.
f) go back to the Dashboard – Pages, and the page will now have an orange box and say “protected”.
Note: if need to deactivate ‘protected’ and then reactivate, the password will change to a new auto-generated one. Must go back into settings as described (a) to (e) above to change the password to, say, the members password..

Further customisation: because I have this plugin, more options are available in the Dashboard – Appearance – Customise - General. Go down to the bottom of LHS sidebar of WP Dashboard and under “Core”, there are other options for PPWP. Choose “PPWP Single Password Form”. Within here are 3 options: “Password Form” (which is the box where the password is entered). I set the padding to 100 px but can’t go higher in padding (to make box smaller) because it is not responsive and gets too small on a phone. Under “error messages”, I can edit the message that is seen. Under Button, I can edit the word on the button clicked to enter the password, and text and hover colours. There are other options but I don’t use them.

All-in-One WP Migration
Although Installatron (via VentraIP) does automatic updates, I use this plugin for making regular backups manually, when I need them. To do a backup using this plugin,
(1) open the plugin, and you see a heading Export Site. There is a green button ‘export to’.
(2) click this button once, and a drop down menu appears. Choose the top option, “file”.
(3) you will see a new message showing the file being exported, and a turning arrow icon.
(4) when it is finished, it flashes “download dalmenynaroomabushwalke…’ and its size (eg. 223 mb).
(5) press the flashing message and agree to save the download. When it has finished downloading, the little circle on the very top of my computer will be solid and change to a down arrow.
(6) drag the download over to the desktop and then into my folder ‘Website” for the computer, in which I have a folder called ‘Website back ups’. I only keep 2 backups and delete any older extra backups.
(7) back on the website, click the red ‘close’ button. I will see the dashboard, which will show how many backups are being saved. Again, only keep 2 so delete any extra older backups by clicking (within the plugin) ‘Backups’, and using the 3 dots to find the delete button.

LiteSpeed Cache
At the suggestion of VentraIp help desk, in October 2024, I deleted WP-Optimise cache plugin and instead installed LiteSpeed Cache. VentraIP also use LiteSpeed and it is also recommended by WordPress. I did not change the installed settings. I ran a test with ‘gt-metrics’ and the test speed was good.
Note: I also asked VentraIP help desk about ‘persistent object cache’ and they replied that it is not necessary, and they think also a security risk at their end.
June 2025, after problems with the password-protected Members page, intermittently requiring a 2nd ‘enter’, learn that I need to exclude the Members page from the cache. To do this, on dashboard, go to the plugin’s settings and choose “cache”. This brings up a series of tabbed pages – choose “[4] Excludes”. In the top box, “do not cache URIs”, type: /members/ Then press ‘save changes’.

Integrate Google Drive (see below for details)

Other Plugins I have sometimes used
1. Yoast SEO
2. AIO SEO (All in One SEO)

Both SEO plugins are commonly used. I have tested both. They have some value but not sure I want them active all the time. They give a lot of warnings, and in Yoast SEO’s case, they set up annoying traffic lights on the pages, which are mostly not relevant to a club website.

3. Phoenix Media Rename: this plugin is needed for editing the filenames of uploaded images, which is important for SEO. Without this plugin, WP doesn’t allowing editing of uploaded image filenames, and you have to be very careful how you do it. So this is the recommended plugin, and there is a certain way you must edit (care is needed). I initially didn’t realise that images’ filenames must conform to rules (lowercase,

dashes between words etc). I downloaded and activated this plugin so I could edit the filenames but it showed an incompatibility issue with ShortPixel, so I deactivated and deleted once I had changed the filenames.

Also, have Rollback plugin, to go back to an earlier version of a plugin, but can deactivate or delete this.

Utilising a Google Drive cloud account with the website

Summary – can take advantage of Google's 15 GB free cloud (with any gmail account) and integrated services and 'attach' one Google Drive account to the website. Uses the plugin "Integrate Google Drive" (free) to link to a Google Drive account. Also enables the widget "Insert View Links", if I wish to use it. With the free plugin, can only have one google account linked to the website. The Drive account linked is from Wendy's gmail account dnbwalks@gmail.com. Password: S1nce1986
A big plus is that storage of walk records uses the 15 GB Google Drive storage; not website storage, and folders are automatically updated on the website link (because the link on the website goes directly to the Drive account).

Creating walk records for Google 'Folders'

Aim - provide useful information from previous walks to future walk leaders by creating and storing "folders" of past DNB walks in a website-linked Google Drive account - one folder per walk. The biggest advantage of this method is that the data is accessible to all. A link to the "DNB Main Walk Folder" is made to the website.

All completed walk folders are arranged thus:

- There is a 'master' folder called DNB Main Walk Folder.
- With this main folder are 13 sub-folders of geographical areas. It was decided geographical regions was the best way to divide up the walks into 'chunks', based on where the walks are clustered (eg. Potato Point). A number is used at the start of the sub-folder titles so that they are sorted north to south (rather than being sorted alphabetically).
- Inside each sub folder are the walk folders – walks which are in this geographical location. The title of the walk folder (<25 characters) best describes where the walk is. At least one part of the title must be searchable and able to be found on a standard mapping app, such as google maps so that those without topo maps (almost all leaders) are not disadvantaged.
- Inside each walk folder are generally 3 files about the walk, based on the records that have been stored by Michael on the old website. The 3 files are:
    1. summary document with the facts about the walk, saved as a PDF file;
    2. overview map image, preferably with track and terrain shown, saved as a JPEG file; and it is resized so that the longest side is only 800 px (this is to stop the image being too 'heavy').
    3. a text file of the track, saved as a GPX file, which can be downloaded to a GPS or a mapping app such as Alltrails, but could be other file types.

The summary text pdf document is compiled from known information from the walk and perhaps a walk report. Must be created. A Word docx template is used, with conforming subtitles and font. When ready, it is saved as a pdf.
The map image jpeg file has been cropped, then reduced in pixel size. The map image can be any ratio but longest side <800 pixels. Resolution >80%. Reducing the pixels helps reduce the file size, which is better for downloading speed.

Who creates the folders and files? Only one person can access the Gmail account linked to website, but its Drive account itself can be shared. Those with whom it is shared can be given "editor" status. This means can that others (eg. Jan T) can create or edit folders and files stored in this Drive account by simply logging into their own gmail account, going to their Drive, and then going to "Shared with me". However, for the majority, if they were creating any documents to go in walk folders, they would email the document to the main person responsible for the Drive account and let that person add it into the Drive folder.

Linking Google Documents to the website

Have a google Drive account linked to the website. Currently, using dnbwalks@gmail.com.
To get this set up, added and activated a plugin called “Integrate google drive”. This has created a section on the website’s dashboard called “Google Drive” and it has the logo beside it. If you look, there is a sub-section called “getting started” with a video. There is helpful information in this section, especially under ‘Basic Usage’.
If I want to delete the google account link, or add a new one, choose the sub-section “Settings”. There, you can add a new account (multiple accounts only available for Pro version) or delete the existing account. Note: the free basic account (which we have) can only have one.

Basic single account
In dnbwalks@gmail.com Drive (the 15GB cloud account), created Folders (for walk records). Whatever you want to share, must be set so that “share” setting enables ‘general access’ – ‘anyone with the link can view’ (as opposed to restricted access). To check this, click the 3 dots to right of file, select ‘share’, then ‘share’, and check the setting.

How to link a Google ‘Folder’ to the website
There are two main ways to do it (& possibly more). But first, must make sure that the folder is ‘shared’ in its settings so ‘anyone with link can view’. Method (1) is simpler and has advantage of being able to edit the “text” of the words of the link in Elementor in all the usual ways. In Method (2), you can’t edit the words – it is the name of the folder and it is preset in its typography etc (exactly how, not sure).

Method 1:
1. Open the website’s Dashboard, and find the place on the Page – ‘edit with elementor’ - where you want to add the folder link. Either use an existing ‘text editor’ widget, or get a new one. If using new, drag in the ‘text editor’ widget (the widget you use for any text on the website – it comes with Latin words). Delete the Latin words and type (in the Content option) the words you want the link to have (eg. “click here for walk records”). Leave on a open tab, and open another tab.
2. Open the linked Google Drive account (eg. dnbwalks@gmail.com) . In My Drive, in folder view, you get a list of folders. For the folder you want to like (already ‘shared’ with anyone), click the 3 dots on the right-hand side, and hover over ‘share’ and choose ‘copy link’. This will copy the (hyper)link to the clipboard.
3. Now go back to the Dashboard. Highlight the words of the link, and then select the ‘paper clip icon’ – insert/edit link, and paste the URL into the space. This is exactly the same way you insert any link to the website. Make sure the settings have ‘open in a new tab’. Publish/Save. You can edit those words anyway you want.

Method 2:
1. Open the website’s Dashboard, and find the place on the Page – ‘edit with elementor’ - where you want to add the folder link.
2. Choose a new widget – “Insert View Links” widget, which is currently saved into Favourites at the top. This widget will immediately prompt you to “Configure Module”. Click this, and it will open a list of the folders that are in the linked Drive account. Select the folder you want to link here (big green + sign) and then click “done”, and then click ‘publish’. Note that it will insert the link in a typeface that you can’t edit – the words are the title of the folder

SEO issues

SEO = search engine optimisation. Performance = overall URL performance of the website, measured in various ways FCP = first contentful paint – a measure of load speed after user navigates to your page; how long it takes for first content to appear. Google recommends <1.8 secs
LCP = largest contentful paint – how quickly the main content of a webpage is loaded. Google recommends <2.5 secs

Because this is a club website and not a commercial site, the value of good SEO is mostly to do with a user (via a search engine) being able to easily find the club from their search terms, which may not include word bushwalking.

'PageSpeed Insights' is a page speed test - https://pagespeed.web.dev/ You can add your URL and run a diagnostic test for Mobile and Desktop. It measures 'performance', 'accessibility', 'best practices' and 'SEO'. Performance measures FCP, LCP and other things in both mobile and desktop settings. It can be complicated to fix for a non-coder or non-pro. Tests on this website are not too bad overall, and generally have good SEO and good performance. I rate lower for Mobile performance and the biggest issue is FCP. For Home page, top-rating 'problem' are the two large 768 x 1024 px, 3:4 ratio images on the home page (even though they are low KB and webp images). On 15 Dec 2024, pagespeed report for mobile was performance 81%, SEO 92%, best practices 100%. For desktop, it was performance 96%, SEO 92%, best practices 100%.

Another page speed site is https://gtmetrix.com/. On 16 Feb 2026, GTmetrix performance report was an "A", with 88% for performance and 96% for structure. Need an account to get more details (but doing this for free is sufficient).