

PROJECT NOTES



DATE

11/10/2025

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GUIDE TO SETUP UAC MEMBERS ACCOUNTS

This guide provides step-by-step instructions for setting up accounts on the United Arts Collier (UAC) website, a WordPress-powered platform using the Bitghost Ai Theme. The site features a unique "Editor" role that empowers United Arts of Collier members to manage their own profiles, submit events, and modify other members' content in a collaborative manner similar to Wikipedia editors. All users with this role can access backend features for customization, including the WPBakery Backend Editor on all pages, which allows limitless drag-and-drop editing without coding. Our event calendar additionally is EventOn which is the most powerful calendar builder on the Envato WordPress market today. The site is built in a way that once users update information, create new profiles, or add events they will populate through the site in the respective areas we call the data. Feel free to start adding a lot of content to the site as the site will organize itself!

Tools:

- *WordPress*
- *WPBakery Page Builder*
- *EventOn Calendar*
- *WooCommerce*
- *Custom Page Template UI*
- *Advanced Custom Fields (ACF)*
- *Yoast SEO*



Guide To Setup UAC Members Accounts

Use Easy Link:

<https://unitedartscollier.org/member-portal/>

Artists

Event Managers

Team Members

~~Board Directors~~

~~Committee Members~~

~~Ambassadors~~

~~Art And Health Council Members~~

~~Organizations~~

How To Setup Artists

1. Visit the homepage: <https://unitedartscollier.org/>.
2. Click the "User" icon in the top right of the header or scroll to the footer and click "Member Portal".
3. If you don't have an account, register at <https://unitedartscollier.org/my-account/>. Provide your details and submit.
4. Wait for administrator approval; your account will be assigned the "Editor" role for artist access.
5. Once approved, log in at <https://unitedartscollier.org/my-account/>.
6. From the floating menu (on desktop/laptop) or Member Portal, navigate to Artists: https://unitedartscollier.org/wp-admin/edit.php?post_type=artist.
7. Add a new artist profile by clicking "Add New" or visiting https://unitedartscollier.org/wp-admin/post-new.php?post_type=artist. Fill out premade fields at the bottom of the page.
8. Use the WPBakery Backend Editor to customize your profile (e.g., add images, bio, links). Hover over existing artists to "Clone" or "Duplicate" as a template.
9. Press the blue "Update" button to save. All changes are versioned for easy reversion.

How To Setup Event Managers

1. Visit the homepage: <https://unitedartscollier.org/>.
2. Click the "User" icon in the top right or scroll to the footer for "Member Portal".
3. Register at <https://unitedartscollier.org/my-account/> if needed.
4. Await admin approval for the "Editor" role with event management permissions.
5. Log in at <https://unitedartscollier.org/my-account/>.
6. Navigate to Event Managers via the menu: https://unitedartscollier.org/wp-admin/edit.php?post_type=ajde_events.
7. Add a new event by clicking "Add New" or https://unitedartscollier.org/wp-admin/post-new.php?post_type=ajde_events. Use premade fields and clone existing events for guidance.
8. Customize with WPBakery Backend Editor (drag rows/columns, add media, organizers). Add organizers at https://unitedartscollier.org/wp-admin/edit-tags.php?taxonomy=event_organizer&post_type=ajde_events.
9. Update to save; history is preserved.

How To Setup Team Members

1. Visit the homepage: <https://unitedartscollier.org/>.
2. Access "Member Portal" via the user icon or footer.
3. Register at <https://unitedartscollier.org/my-account/>.
4. Get admin approval for "Editor" role.
5. Log in and go to Team Members: https://unitedartscollier.org/wp-admin/edit.php?post_type=team_members.
6. Add a new team member via "Add New" or https://unitedartscollier.org/wp-admin/post-new.php?post_type=team_members.
7. Fill premade fields; use WPBakery Backend Editor for custom layouts (e.g., add photos, roles). Clone existing entries.
8. Save with "Update."

Member Functionality Coming Soon

Board Directors

This area is not complete yet. Follow general registration at <https://unitedartscollier.org/my-account/> and await role assignment. Contact ghost@bitghost.com for updates. Area on the way.

Committee Members

This area is not complete yet. Register at <https://unitedartscollier.org/my-account/> and contact support for role setup. Area on the way.

Ambassadors

This area is not complete yet. Use the registration link and await approval. Area on the way.

Art And Health Council Members

This area is not complete yet. Register and contact ghost@bitghost.com. Area on the way.

Organizations

This area is not complete yet. Follow standard registration. Area on the way.

Ally

This area is not complete yet. Register at <https://unitedartscollier.org/my-account/>. Area on the way.

Guide To Use UAC Members Accounts

This guide covers how to use your account on the UAC WordPress site with Bitghost Ai Theme. As an "Editor," you can collaboratively edit profiles, events, and content like Wikipedia. Use the WPBakery Backend Editor for limitless customizations—drag/drop elements, edit settings on hover, and update pages. All actions are logged for safety.

Use Easy Link:

<https://unitedartscollier.org/member-portal/>

Artists

Event Managers

Team Members

~~Board Directors~~

~~Committee Members~~

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~~Organizations~~

Guide To Use Artists

1. Log in at <https://unitedartscollier.org/my-account/> or via Member Portal.
2. Go to Artists: https://unitedartscollier.org/wp-admin/edit.php?post_type=artist.
3. View all artists or edit profiles by clicking on entries.
4. Add new: https://unitedartscollier.org/wp-admin/post-new.php?post_type=artist. Fill fields, customize with WPBakery (add bios, art images via drag/drop). Clone others for templates.
5. Update changes; contact support for questions.

Guide To Use Event Managers

1. Log in and access Member Portal.
2. Navigate to Events: https://unitedartscollier.org/wp-admin/edit.php?post_type=ajde_events.
3. View/edit existing events.
4. Add new: https://unitedartscollier.org/wp-admin/post-new.php?post_type=ajde_events. Use WPBakery for details (e.g., add maps, tickets).
5. Manage organizers: https://unitedartscollier.org/wp-admin/edit-tags.php?taxonomy=event_organizer&post_type=ajde_events. Clone events for efficiency. Update to publish.

Guide To Use Team Members

1. Log in via <https://unitedartscollier.org/my-account/>.
2. Go to Team Members: https://unitedartscollier.org/wp-admin/edit.php?post_type=team_members.
3. View all or edit entries.
4. Add new: https://unitedartscollier.org/wp-admin/post-new.php?post_type=team_members. Customize with WPBakery (e.g., add contact info, photos). Clone for guidance.
5. Save updates.

Member Areas Coming Soon

Board Directors

This area is not complete yet. Log in and check Member Portal for available features; contact support.

Committee Members

This area is not complete yet. Use login for basic access; await updates.

Ambassadors

This area is not complete yet.

Art And Health Council Members

This area is not complete yet.

Organizations

This area is not complete yet.

Ally

This area is not complete yet.

WPBakery Backend Editor Overview (Applies to All Users): The WPBakery Backend Editor provides a structured, modular interface for building and editing pages. To use it:

- Navigate to the relevant backend area (e.g., edit a post or profile).
- If not already in Backend Editor mode, click the "Backend Editor" button (or switch from Frontend Editor if available).
- Elements appear as draggable modules—click the "+" icon to add rows, columns, or content blocks (e.g., text, images, buttons).
- Hover over rows or columns to see icons: Drag the column icon to rearrange, click the pencil for settings (e.g., padding, backgrounds), or use the "+" to add inner elements.
- Save changes by clicking "Update" on the right column. This editor integrates seamlessly with the Bitghost Ai Theme for performance-optimized customizations, such as adding colors, icons, or dynamic elements. For advanced options, enable extra features via Theme Options > Advanced if needed. Note: No separate activation is required as it's bundled with the theme.

If you encounter issues or need features, contact ghost@bitghost.com or text 239-470-0820.

Add Element

Search element by name

All Content Containers Basic Social Structure WordPress Widgets WooCommerce Lists Interactive Post Elements Deprecated More add-ons

Most used

- Text Block: A block of text with WYSIWYG editor
- Image
- Separator: Gap between elements
- Button
- Vertical Wrapper

All elements

- Row: Place content elements inside the row
- Text Block: A block of text with WYSIWYG editor
- Horizontal Wrapper
- Vertical Wrapper
- Content Carousel: Allows you to rotate any content
- Text: Custom text with link and icon
- Button
- IconBox
- Image
- Separator: Gap between elements
- Post List
- Product List
- Term List: List of taxonomy terms
- Term Carousel
- User List: List of registered users
- List Filter
- List Order
- List Search
- Carousel: List of images, posts, pages or any custom post types
- Gallery
- Image Slider
- Counter: Animated number with text
- Countdown Timer
- FlipBox: Two-sided content element, flipping on hover
- Interactive Banner: Image and text with hover effect
- Interactive Text: Text with dynamically changing part
- Message Box
- Popup
- Progress Bar
- Page Scroller: Accurate scroll to page sections
- Color Scheme Switch
- Reusable Block
- Contact Form
- Contact Info
- ActionBox: Content box with call to action button
- Dropdown
- Map
- Login
- Person: Photo, name, description and social links
- Pricing Table
- Simple Menu
- Search
- Sharing Buttons
- Social Links
- User Data
- Custom HTML
- Post Image
- Post Title
- Post Custom Field
- Post Date
- Post Taxonomy
- Post Author
- Post Comments
- Post Prev/Next Navigation
- Post Views
- Breadcrumbs
- "Add To Favorites" Button
- Contact Form 7
- Accordion: Collapsible content panels
- Tabs: Tabbed content
- Tour: Vertical tabbed content
- Icon: Eye catching icons from libraries
- Separator: Horizontal separator line
- ZigZag Separator: Horizontal -slipping separator line
- Separator With Text: Horizontal separator line with heading
- Message Box: Notification box
- Hover Box: Animated flip box with image and text
- Copyright: Copyright with dynamic year
- Facebook Like: Facebook "Like" button
- X Post Button: X post button
- Pinterest: Pinterest button
- FAQ: Toggle element for Q&A block
- Single Image: Simple image with CSS animation
- Image Gallery: Responsive image gallery
- Image Carousel: Animated carousel with images
- Pageable Container: Pageable content container
- Toggle Container: Pageable content container
- Custom Heading: Text with custom fonts
- Button: Eye catching button
- Call To Action: Catch visitors attention with CTA block
- Pricing Table: Output pricing table on your page
- Widgetized Sidebar: WordPress widgetized sidebar
- Posts Slider: Slider with WP Posts
- Video Player: Embed YouTube/Vimeo player
- Google Maps: Map block
- Raw HTML: Output raw HTML code on your page
- Raw JS: Output raw JavaScript code on your page
- Flickr Widget: Image feed from Flickr account
- Progress Bar: Animated progress bar
- Pie Chart: Animated pie chart
- Round Chart: Pie and Doughnut charts
- Line Chart: Line and Bar charts
- Empty Space: Blank space with custom height
- Post Grid: Posts, pages or custom posts in grid
- Media Grid: Media grid from Media Library
- Post Masonry Grid: Posts, pages or custom posts in masonry grid
- Masonry Media Grid: Masonry media grid from Media Library
- Depicter: Make animated and interactive slider
- EventON: Add Calendar
- FileBird Gallery
- Order Tracking Form: Lets a user see the status of an order
- Recent Products: Lists recent products
- Featured Products: Display products set as "featured"
- Product: Show a single product by ID or SKU
- Products: Show multiple products by ID or SKU
- Add To Cart: Show product by ID or SKU
- Add To Cart URL: Show URL on the add to cart button
- Product Page: Show single product by ID or SKU
- Product Category: Show multiple products in a category
- Product Categories: Display product categories loop
- Sale Products: List all products on sale
- Best Selling Products: List best selling products on sale
- Top Rated Products: List all products on sale
- Product Attribute: List products with an attribute shortcode
- Advanced Custom Field: Advanced Custom Field
- Gutenberg Editor: Insert Gutenberg editor in your layout
- WP Search: A search form for your site
- WP Meta: Log in/out, admin, feed and WordPress links
- WP Recent Comments: The most recent comments
- WP Calendar: A calendar of your sites posts
- WP Pages: Your sites WordPress Pages
- WP Tag Cloud: Your most used tags in cloud format
- WP Custom Menu: Use this widget to add one of your custom menus as a widget
- WP Text: Arbitrary text or HTML
- WP Recent Posts: The most recent posts on your site
- WP Categories: A list or dropdown of categories
- WP Archives: A list or dropdown of your sites posts
- WP RSS: A monthly archive of your sites posts

Adding / Editing Events



United Arts Collier's 45th Anniversary Gulfside Gala Celebration

ID: 8381 | [Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#) | [Duplicate](#) | [Clone](#) | [New Draft](#) | [Rewrite & Republish](#) | [Edit with WPBakery Page Builder](#)

United Arts Collier

404 Stats

New

WP Engine Quick Links

View Event

Depicter

History

Duplicate Post

Howdy, bitghost

WP Engine

Dashboard

Site Kit

Simple History

Posts

Media

Events

Add New Event

Tags

Event FAQs

Event Location

Event Organizer

Event Type

Event Type 2

Pages

Comments

All UAC Artists

All Team Members

Flamingo

Contact

WooCommerce

Products

Payments

WebToffee Import Export (Basic)

Analytics

Marketing

hCaptcha

Bitghost AI

Appearance

Plugins

Users

Tools

WPBakery Page Builder

Settings

WP DB Cleaner

ACF

FileBird

Post Views

Yoast SEO

EventCN

CPT UI

Depicter

Members

CrawlWP

Collapse Menu

Edit Event

Add New Event

United Arts Collier's 45th Anniversary Gulfside Gala Celebration

Permalink: <https://unitedartscollier.org/events/united-arts-coll-gala-celebration/>

Classic Mode Frontend Editor

WPBakery Page Builder

Paste Row/Section

Join us for an unforgettable evening at United Arts Collier's Gulfside Gala, a luminous celebration of Collier County's thriving arts community set against the breathtaking backdrop of the Gulf sunset. Held at the stunning Seagate Beach, just steps from the sand, this gala promises a wonderful evening including live music, immersive art, and sparkling drinks. Media Sponsorship is being generously provided by GulfPhone Life.

Together, we'll raise a glass to celebrate United Arts Collier's 45th anniversary & honor the esteemed founder of UAC, Debi Clementi, in sparking the beginning of a creative spirit that defines Collier. We will also be honoring the acclaimed artist Mally Khorasanchi, whose powerful creativity continues to elevate the arts in Collier County. From celebrating our past to shaping our future -- and the impact we can make together -- we hope you'll join us for a vibrant evening as we honor the legacy of All the Arts, for All of Collier.

Third Party Settings

Paypal "BUY NOW" button

Text to show above buy now button

<https://united-arts-colliers-gulfside-gala.raiseup.com/>

Enter the price for paypal buy now button eg. 23.99 (WITHOUT currency symbol)

eg. 23.99

Custom Email address to receive payments

Yoast SEO

SEO Readability Inclusive language Schema Social

Focus keyphrase

United Arts Collier Gala

Search appearance

Determine how your post should look in the search results.

Preview as:

Mobile result Desktop result

United Arts Collier

unitedartscollier.org

United Arts Collier's 45th Anniversary Gulfside Gala Celebration

Oct 18, 2025 - United Arts Collier's 45th Anniversary Gulfside Gala Celebration

SEO title

Generate SEO title

Insert variable

Title

Slug

united-arts-colliers-45th-anniversary-gulfside-gala-celebration

Publish

Preview Changes

Status: Published Edit

Visibility: Public Edit

Published on: Oct 18, 2025 at 19:04 Edit

Duplicate this event

Post Views: 43

SEO analysis OK

Readability analysis Good

Inclusive language Good

Copy to a new draft

Rewrite & Republish

Move to Trash

Update

Tags

Add

Separate tags with commas

arts support charity gala collier county cultural fundraising florida event fundraiser gulfside gala united arts collier

Choose from the most used tags

Event Type Categories

All Event Type Categories Most Used

Add New Event Type Category

Event Type 2 Categories

All Event Type 2 Categories Most Used

Gala

Add New Event Type 2 Category

Post Attributes

Order

0

Colors

#278EB7

Main Color

OR Select from other colors

Set Gradient Colors

Editing Event Details

Main Event Details

Time & Date

Other Data

Virtual Event

Health Guide

Location

Organizer

Event Click Interaction

Learn more

Related Events

Extra SEO

FAQs

Collapse Menu

Time & Date

Event Start

2025/11/15500PM

Event End

2025/11/15900PM

Event Timezone

(GMT-05:00) Pacific/Easter

Calendar time:
November 10, 2025 10:49 pm (GMT+00:00 Europe/London)

(Optional) Event timezone text ⓘ

EST

Event Time Extended Type ⓘ

None

Day Long

Month Long

Year Long

☐ Repeat Event

☐ Virtual End Time ⓘ

☐ Hide End Time

☐ Hide live progress bar ⓘ

☒ Show Event Duration ⓘ

Event Image



Click the image to edit or update

[Remove Event image](#)

Options



☐ Exclude from Cal !

☒ Featured Event !

☐ Event Completed !

☐ Loggedin Users Only !

[DOWNLOAD CSV](#)

Images +



[+ EXTRA IMAGES](#)

Adding / Editing Artist Profiles

The screenshot shows the 'Edit Artist' page for Irina Bushueva. The left sidebar contains a menu with options like WP Engine, Dashboard, Site Kit, Simple History, Posts, Media, Events, Pages, Comments, All UAC Artists, All Artists, Add New Artist, All Team Members, Flamingo, Contact, WooCommerce, Products, Payments, WebToffee Import Export (Basic), Analytics, Marketing, hCaptcha, Bitghost AI, Appearance, Plugins, Users, Tools, WPBakery Page Builder, Settings, WP DB Cleaner, ACF, FileBird, and Post Views. The main content area is titled 'Edit Artist' and includes a 'Add New Artist' button. Below the title is the artist's name 'Irina Bushueva' and a permalink. The 'WPBakery Page Builder' is active, showing a 'Classic Mode' and 'Frontend Editor' toggle. The 'Artist Biography' section contains a paragraph about Irina Bushueva. The 'Artist Statement' section contains a paragraph about the 'Ode to Nature' series. The 'Yoast SEO' section is visible at the bottom, showing the 'Focus keyphrase' as 'Irina Bushueva' and a 'Search appearance' preview. The right sidebar contains a 'Publish' section with status 'Published', visibility 'Public', and a 'Preview Changes' button. Below this is a 'Format' section with options like Standard, Video, Gallery, Audio, and Link. The 'Post Attributes' section shows the 'Order' as 0. The 'Featured image' section shows a photo of Irina Bushueva.

The screenshot shows the 'Artist Portfolio' form for Irina Bushueva. The form is divided into two main sections: 'Artist Portfolio' and 'Social Media'. The 'Artist Portfolio' section includes a list of 'Artist Types' with checkboxes for various roles like Artist, Designer, Writer, etc. Below this is a 'Gallery' section with six image thumbnails. The 'Social Media' section includes fields for Facebook, Instagram, Twitter, LinkedIn, YouTube, Email, and Website. The form is titled 'Artist Portfolio' and includes a 'Submit' button.

Adding / Editing Team Member Profiles

The screenshot shows the WordPress 'Edit Team Member' interface for a user named Elysia Dawn. The left sidebar contains a navigation menu with options like WP Engine, Dashboard, Site Kit, Simple History, Posts, Media, Events, Pages, Comments, and All UAC Artists. The main content area features a 'WPBakery Page Builder' with a text block containing a detailed biography of Elysia Dawn, including her role as CEO of United Arts Collier and her various achievements. Below the text block is a 'Yeast SEO' section with tabs for SEO, Readability, Inclusive language, Schema, and Social. The 'SEO' tab is active, showing a focus keyphrase of 'Elysia Dawn' and a search appearance preview. The right sidebar includes a 'Publish' section with status and visibility settings, a 'Format' section with options like Standard, Video, Gallery, Audio, and Link, and a 'Post Attributes' section with an order field and a featured image.

The screenshot shows a dropdown menu titled 'Team Member Portfolio'. The menu lists several roles: Chief Executive Officer, Operations And Events Coordinator, Executive Assistant, Consulting Curator of Exhibitions, Development And Grants Associate, President, Vice President, and Board Director. The 'Chief Executive Officer' role is currently selected and highlighted. Below the list, there is a note that says 'No comments yet.'

Adding Media Into Organized FileBird Folders

The screenshot shows the FileBird Media Library interface. On the left is a sidebar with a navigation menu including options like WP Engine, Dashboard, Site Kit, Single History, Posts, Media, Library, Add Media File, Instant Images, Events, Pages, Comments, All UAC Artists, All Team Members, Flamingo, Contact, WooCommerce, Products, Payments, WebStorify Import Export (Basic), Analytics, Marketing, hCaptcha, Bitghost AI, Appearance, Plugins, Users, Tools, WP Bakery Page Builder, Settings, WP DB Cleaner, ACF, Filebird, Post Views, Yoast SEO, and EventON. The main area is titled 'Media Library' and features a search bar and filters for 'All media items', 'All dates', and 'Bulk select'. Below these, a grid of artist folders is displayed, each with a thumbnail and a count of items. The artists listed include Barbara Groenteman, Beth Schroeder, Carmen Villaronga, Dave Mancini, Dr. Jane Ruprecht, Gaelen Hunte-Carollo, Gary Scott Wheeler, Gary Day, Irina Bushueva, Jim Saint-Amour, JoAnne Crowson, Joel Shapses, Josey Prior, Juan Diaz, Karen Beatty, Linda Cummings, Lisa Cunningham, Lori H. Ersolmaz, Lynda Fay Braun, Madeline Sugerman, Maggie DeMarco, Mally Khorasanchi, Mary Limont, Michelle Gonga, Misoon Whang, Muffy Clark Gill, Nathalie Garbari, Paul Arsenault, Piotr Gonski, Zach Scott, Rachel Santel, Sudamerica Latin Groove, Tanya Trinkaus Glass, Tara O'Neill, Tracy Pospeck, Verve Game LLC, Rachael Lord, Jo-Ann Sanborn, Tiana Rosado, and Dr. Antonella Bove. At the bottom, a message states 'No media items found.'

This screenshot shows the 'Artists' folder view within FileBird. It displays a list of artists with their names and the number of media items in each folder. The list includes: Barbara Groenteman (7), Beth Schroeder (1), Carmen Villaronga (9), Dave Mancini (10), Dr. Jane Ruprecht (7), Gaelen Hunte-Carollo (1), Gary Scott Wheeler (6), Gary Day (6), Irina Bushueva (7), Jim Saint-Amour (6), JoAnne Crowson (12), Joel Shapses (2), Josey Prior (6), Juan Diaz (21), Karen Beatty (1), Linda Cummings (3), Lisa Cunningham (8), Lori H. Ersolmaz (2), Lynda Fay Braun (12), Madeline Sugerman (2), Maggie DeMarco (9), and Mally Khorasanchi (2).

This screenshot shows the FileBird Media Library interface, similar to the first one, but with a different set of filters and a different set of artists. The sidebar is the same. The main area is titled 'Media Library' and features a search bar and filters for 'All media items', 'All dates', and 'Bulk select'. Below these, a grid of artist folders is displayed, each with a thumbnail and a count of items. The artists listed include: Barbara Groenteman, Beth Schroeder, Carmen Villaronga, Dave Mancini, Dr. Jane Ruprecht, Gaelen Hunte-Carollo, Gary Scott Wheeler, Gary Day, Irina Bushueva, Jim Saint-Amour, JoAnne Crowson, Joel Shapses, Josey Prior, Juan Diaz, Karen Beatty, Linda Cummings, Lisa Cunningham, Lori H. Ersolmaz, Lynda Fay Braun, Madeline Sugerman, Maggie DeMarco, Mally Khorasanchi, Mary Limont, Michelle Gonga, Misoon Whang, Muffy Clark Gill, Nathalie Garbari, Paul Arsenault, Piotr Gonski, Zach Scott, Rachel Santel, Sudamerica Latin Groove, Tanya Trinkaus Glass, Tara O'Neill, Tracy Pospeck, Verve Game LLC, Rachael Lord, Jo-Ann Sanborn, Tiana Rosado, and Dr. Antonella Bove.

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