### **PROJECT NOTES**



### **DATE**

11/10/2025

**Notes To:** 

United Arts Collier Naples, FL 239-254-8242

#### **Developer Info:**

Bitghost Inc 17589 Holly Oak Avenue Fort Myers, FL 33967 239-470-0820 ghost@bitghost.com

### **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**

- Visit the homepage: <a href="https://unitedartscollier.org/">https://unitedartscollier.org/</a>.
   Click the "User" icon in the top right of the header or scroll to the footer and click "Member Portal".
   If you don't have an account, register at <a href="https://unitedartscollier.org/my-account/">https://unitedartscollier.org/my-account/</a>. 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 <a href="https://unitedartscollier.org/my-account/">https://unitedartscollier.org/my-account/</a>.
- 6. From the floating menu (on desktop/laptop) or Member Portal, navigate to Artists: https://unitedartscollier.org/wpadmin/edit.php?post\_type=artist.
- 7. Add a new artist profile by clicking "Add New" or visiting https://unitedartscollier.org/wp-admin/postnew.php?post\_type=artist. Fill out premade fields at the bottom of the page.
- 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**

- Visit the homepage: <a href="https://unitedartscollier.org/">https://unitedartscollier.org/</a>.
   Click the "User" icon in the top right or scroll to the footer for "Member Portal".
   Register at <a href="https://unitedartscollier.org/my-account/">https://unitedartscollier.org/my-account/</a> if needed.
   Await admin approval for the "Editor" role with event management permissions.
- 5. Log in at <a href="https://unitedartscollier.org/my-account/">https://unitedartscollier.org/my-account/</a>.
- 6. Navigate to Event Managers via the menu: <a href="https://unitedartscollier.org/wp-admin/edit.php?post\_type=ajde\_events">https://unitedartscollier.org/wp-admin/edit.php?post\_type=ajde\_events</a>.
- 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: <a href="https://unitedartscollier.org/">https://unitedartscollier.org/</a>.

- Access "Member Portal" via the user icon or footer.
   Register at <a href="https://unitedartscollier.org/my-account/">https://unitedartscollier.org/my-account/</a>.
   Get admin approval for "Editor" role.
   Log in and go to Team Members: <a href="https://unitedartscollier.org/wp-admin/edit.php?post\_type=team\_members">https://unitedartscollier.org/wp-admin/edit.php?post\_type=team\_members</a>.
- 6. Add a new team member via "Add New" or https://unitedartscollier.org/wp-admin/postnew.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 <a href="https://unitedartscollier.org/my-account/">https://unitedartscollier.org/my-account/</a> and await role assignment. Contact <a href="mailto:ghost@bitghost.com">ghost@bitghost.com</a> for updates. Area on the way.

#### **Committee Members**

This area is not complete yet. Register at <a href="https://unitedartscollier.org/my-account/">https://unitedartscollier.org/my-account/</a> 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 <a href="https://unitedartscollier.org/my-account/">https://unitedartscollier.org/my-account/</a>. 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
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Art And Health Council Members
Organizations

# **Guide To Use Artists**

- 1. Log in at <a href="https://unitedartscollier.org/my-account/">https://unitedartscollier.org/my-account/</a> or via Member Portal.
- Go to Artists: <a href="https://unitedartscollier.org/wp-admin/edit.php?post\_type=artist">https://unitedartscollier.org/wp-admin/edit.php?post\_type=artist</a>.
   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**

- Log in and access Member Portal.
   Navigate to Events: <a href="https://unitedartscollier.org/wp-admin/edit.php?post\_type=ajde\_events">https://unitedartscollier.org/wp-admin/edit.php?post\_type=ajde\_events</a>.
   View/edit existing events.
   Add access Member Portal. maps, tickets).
- 5. Manage organizers: https://unitedartscollier.org/wp-admin/edittags.php?taxonomy=event\_organizer&post\_type=ajde\_events. Clone events for efficiency. Update to publish.

## **Guide To Use Team Members**

- Log in via <a href="https://unitedartscollier.org/my-account/">https://unitedartscollier.org/my-account/</a>.
   Go to Team Members: <a href="https://unitedartscollier.org/wp-admin/edit.php?post\_type=team\_members">https://unitedartscollier.org/wp-admin/post-new.php?post\_type=team\_members</a>.
   Add new: <a href="https://unitedartscollier.org/wp-admin/post-new.php?post\_type=team\_members">https://unitedartscollier.org/wp-admin/post-new.php?post\_type=team\_members</a>. 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.

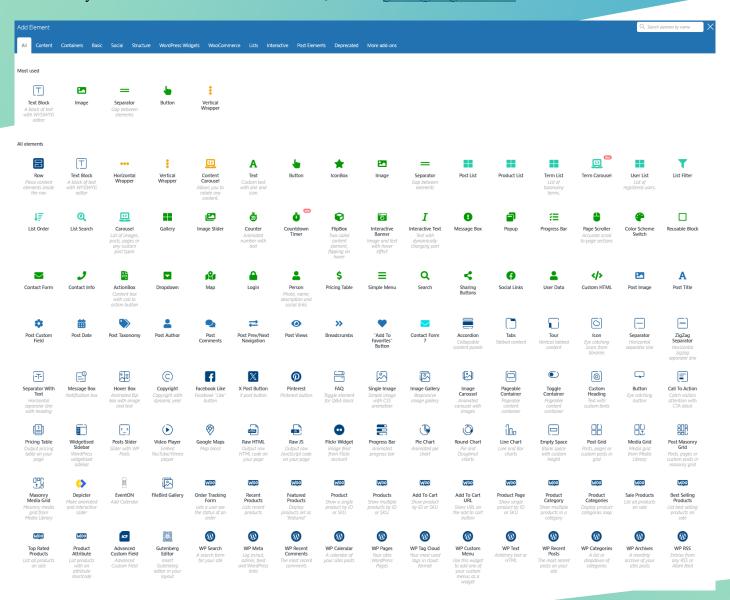
### Ally

This area is not complete yet.

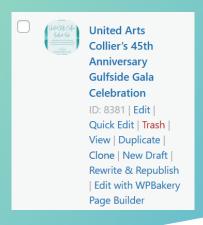
### WPBakery Backend Editor Overview (Applies to All Users): The WPBakery Backend Editor provides a structured, modular interface for building and editing pages. To use it:

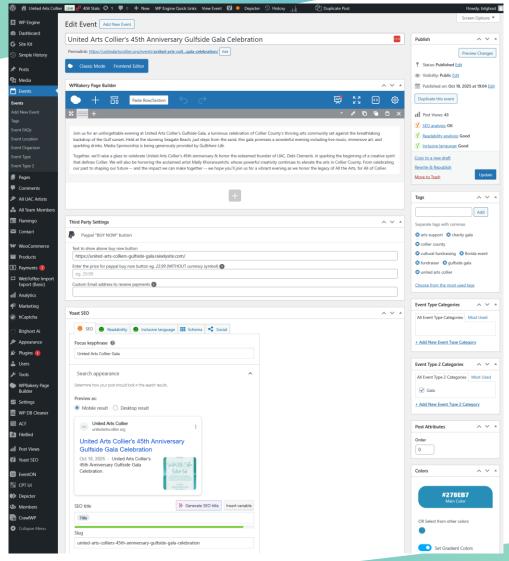
- Navigate to the relevant backend area (e.g., edit a post or profile).
- If not already in Backend Editor mode, click the "Backend Editor" button (or switch from Frontend Editor if available).
- Elements appear as draggable modules—click the "+" icon to add rows, columns, or content blocks (e.g., text, 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.

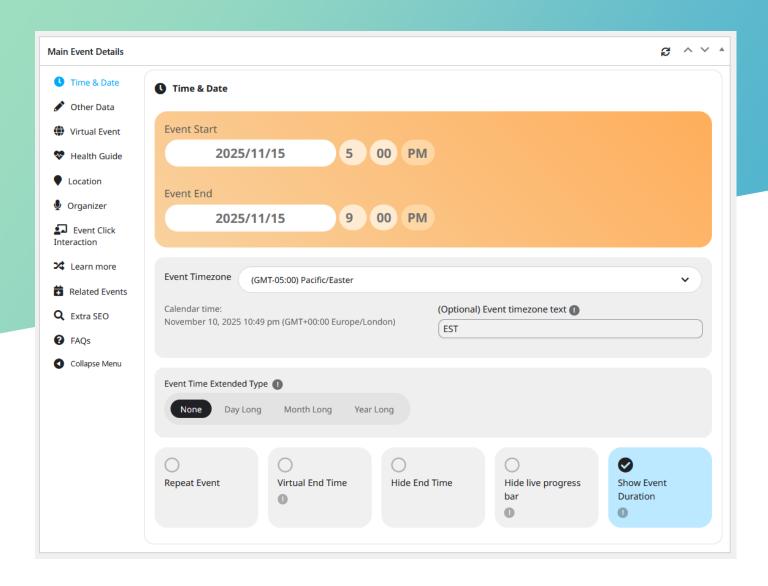


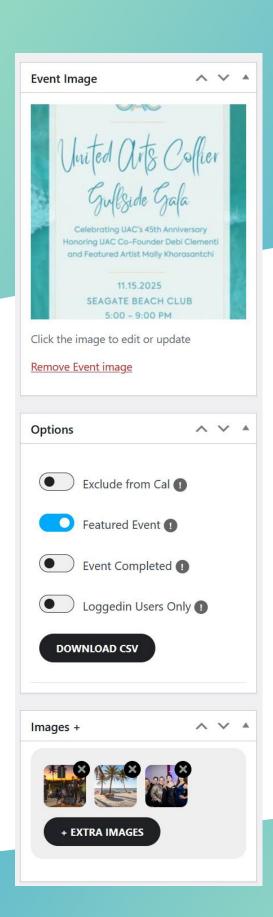
### **Adding / Editing Events**



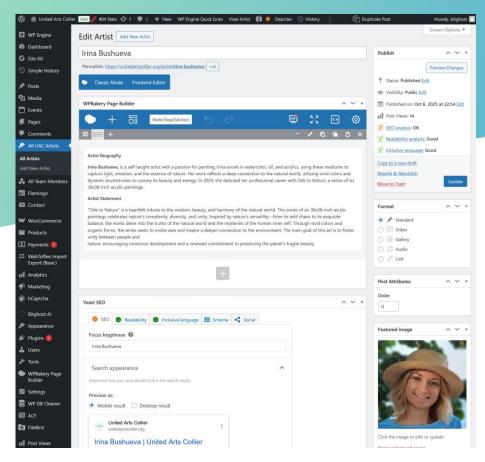


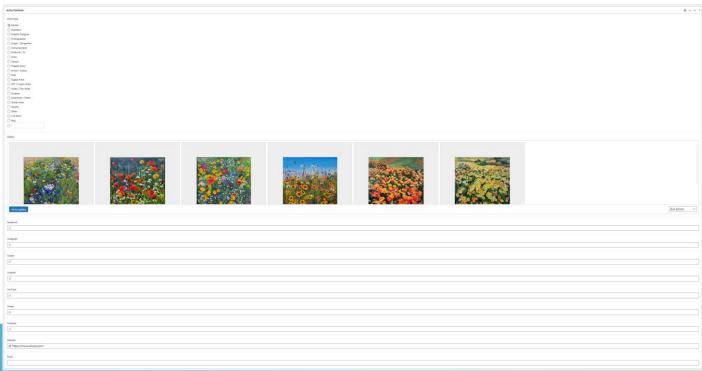
### **Editing Event Details**



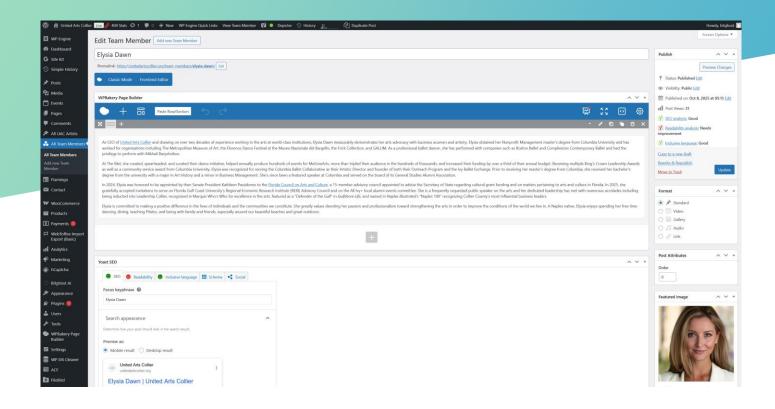


### **Adding / Editing Artist Profiles**



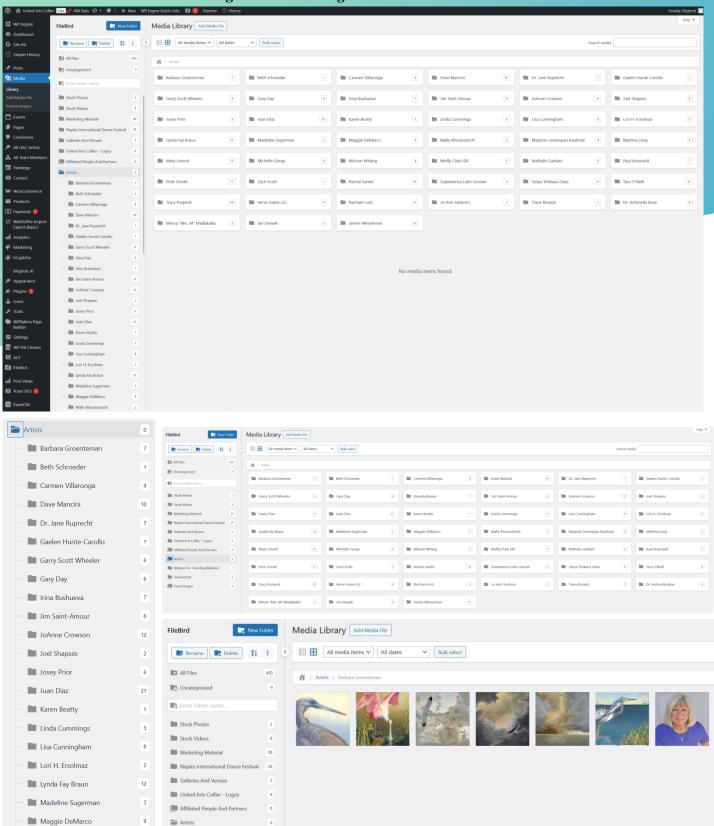


### **Adding / Editing Team Member Profiles**





### **Adding Media Into Organized FileBird Folders**



Barbara Groenteman 7

Mally Khorasantchi

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