



Moresby North East Adventist Youth Ministries

Website Content Management Training

Venue: 9mile SDA Church
Date: 26th February 2023

This training provides an introduction on how to;

1. Website Development Process
2. How to uploads contents

Website Development Process

Step 1. Planning

Prior to develop the website, form a plan and identify the goal of the website. Identify the target audience and the type of website to build, for example, informational to the role of the organization.

Know and prepare the contents that will be published, the structure of the website, and budget.

Website Development Process

Step 2: Create a wireframe

The wireframe is the blueprint of the website. It is the vision that is developed into a reality by the developers. The wireframe contains where the headers, contents and footers will be placed. The developers will use the wireframe to develop the website.

The wireframe is the visual tools that enable website developers where to place texts and images for individual pages

Website Development Process

Step 3: Register a Domain Name

The website needs a domain name, a memorable website name that your visitors can use to find the website site. Register the domain name at PNG University of Technology.

For Example: mneadventistyouth.org

You can host your website with the same company you register your domain name with, or you can choose a different host if this meets your business needs better.

Monthly fees for web hosting will be charged. The hosting company will provide credentials (username and password for you to login and develop the website).

Website Development Process

Step 4: Build Website

The hosting company will provide credentials (username and password) for you to access. The website can be developed using wordpress, Joomla, Wix, Drupal or coding.

Website Blogpost (News)

- Log into your WordPress Dashboard.
- Go to Posts.
- Select Add New.
- Use the screen provided to create your post as desired.
- Tick the box “Stick to the top of the blog”

Click on feature image and add image

- Click Publish when you are done creating your post. The post will display on the blogging page of your website.

How to Upload files (Circulars and materials)

- Log into your WordPress Dashboard.
- From the left sidebar, select WP File Manager to open it. Select Add New.
- Uploading Existing Files
- The best place for uploading large files to the site is under wp-content > uploads.
- Click into the folder where you wish to upload. Drag and drop the files.
- Click the Upload files icon at the top.

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- Click the Upload files icon at the top.
- Copy the link of the document, Go to the website in a new tab and paste the link on the page.