



How to build a Run for Life Website

Thank you for leading a Run for Life school or community group. We have designed a simple and accessible web-platform to allow your group to share success with others. Don't worry if you aren't a techie – we have hired some runner geeks to help us out!

Getting Started:

To build a site for your community click on the **Find a School** or **Find a Group** icon at the right hand side of the **For Schools** or **For Runners** pages of the Run for Life site. Follow these links to build a site for your school or community group. The process from start to finish should take less than 2 minutes.

Password:

Our program runs on the popular WordPress platform. Once registered, you will be sent a username and password. Please print these or better yet write them on this piece of paper! To change your password, simply click on the **Profile** tab located on the left of the dashboard. Scroll to the bottom of this page to change your password. Once this is done click on **update** and these changes will be saved.

Posting a Blog: To enter content you must post a blog. Here is how to blog. Select the **Post** tab on the left of the dashboard, and click **add new**. Simply enter the text of the blog post and a title of your post and when complete click **publish** on the right hand side of the dashboard. If you have made a mistake that is fine. At any time you can re-visit a previous post on the dashboard and change the content. When you are done making changes, click **update** at the right hand side of your dashboard and the site will be updated.

Adding an image: To add an image you do so with a blog post. Once you have started your post, click on the far left icon above the content area of the blog. This icon should read **add an image** as you scroll over it. You will then need to **select** an image location. The final step will be to click on **insert** into post and this will allow the image to be displayed in your post. Try it a few times to play with layout – there are settings for image locations (left and centre justifications)

Community Groups:

Meeting Times/Locations: For community groups we have devised a simple way to indicate where you meet. Simply visit your **Profile** tab on the left of the dashboard and scroll down to where you see Meeting Location, Meeting Times, Leader, and Contact Information. Once you complete these fields, the data will be displayed at the top right of your site. If you change dates, times, or leaders you can simply change this in the profile. Click **update** at the bottom of the Profile page once changes have been made.

Links: We have a simple method to add links to resources in your community. We encourage our groups to link to retailers, therapy clinics, conservation areas, recreation centres, coffee shops, etc. To add a link click **links** on your dashboard, **add new** and follow the steps. Once built, these links will be displayed in blue to the right hand side of the blog content. Once you add a link you can copy and paste url of linked site to the **web address** in the link builder. Click **publish** or **update** once you are finished. You may wish to test this link on your public page to ensure the link is valid.

Schools:

KM Tracker: Schools are encouraged to enter the number of students taking part and the approximate distance run during each workout. To do so, enter a blog post and scroll to the custom field at the bottom of the post where you can enter data. These figures will be tallied and added to a national Run for Life total! Click **save** changes once you enter data and the **publish** at the right hand side of the blog to complete the post.

Questions or getting stuck? Contact us: jcarson@runforlife.ca | www.runforlife.ca