



WEBSITE TRAINING MANUAL

Congratulations on the launch of your new website! I greatly enjoyed working together and am thrilled to have designed a website for you that will present your practice like the pro that you are.

Following is a brief training manual that will cover the following:

- How to log into your website
- How to keep your website updated
- How to create and maintain backups of your website
- What to do if you get stuck or don't want to do the above
- Where to find additional training on your website

I recommend that you backup and maintain your website on a monthly basis.

LET'S GET STARTED!



HOW TO LOG INTO YOUR WEBSITE

- Sign into your website at <https://tamarahostetler.com/wp-admin>

Username: tamarahostetlermft@gmail.com

Password: Mar4tinOtis

- After signing in, you will be taken to your customized website dashboard where you will find this training manual in addition to some other frequently-used links.
- On the left-hand side, you will see a list of options depending on what you want to edit. Please note: I do not advise editing your website without having a current backup of your site (read below for instructions) and without watching the training videos I have provided (read below for instructions on how to access training videos).

KEEPING YOUR WEBSITE UPDATED

It is imperative to develop a plan to keep your website protected and updated. I recommend backing up your website in the following order:

- Backup WordPress first
- Backup Divi second
- Backup plugins last

I also recommend not backing up right when updates become available. Some updates contain bugs or errors that could negatively affect your site, so I suggest waiting a few weeks after updates become available to let the kinks get worked out first.

While there are various tools to update your site, I will teach you an easy and straightforward method:

- Sign into your website at <https://tamarahostetler.com/wp-admin> which will take you to your customized WordPress dashboard.

Username: tamarahostetlermft@gmail.com



Password: Mar4tinOtis

- On the left-hand menu, go to Dashboard/Updates. Click on the updates you wish to make, and click update. The updates will occur automatically.
- Go to the top right of the page, hover over your name, and click “Log Out.”
- After you update, check your website to make sure the update did not affect your website. If it did (such as broken links or missing photos), don’t panic. Remember that you have a backup for just this reason. Contact your hosting provider and ask them to restore your website from a backup. They will either do it for you or walk you through how to do it.

BACKUP YOUR WEBSITE

It is always a good idea to keep two backups of your website at all times. In case something goes wrong with your website, you can use your backup to restore your website.

- I recommend storing your website backups on a cloud-based server such as Dropbox. Alternatively, you can store the backups on your computer, but I recommend an offsite storage solution in case something happens to your computer. I have created a free Dropbox Basic account for you at Dropbox and have set your website up to automatically backup your website on a weekly basis. If you ever need to access your backups to restore your website, you can log into your dropbox account at <https://www.dropbox.com/>

Username: tamarahostetlermft@gmail.com

Password: Mar4tinOtis

- If you ever want to change your backup settings, sign into your website at <https://tamarahostetler.com/wp-admin> which will take you to your customized WordPress dashboard.

Username: tamarahostetlermft@gmail.com

Password: Mar4tinOtis

- On the left-hand menu, go to Plugins/InstalledPlugins. You will see a list of plugins that have been installed on your website. Scroll to UpdraftPlus, and click on “Settings,” then click on the “Settings” tab to change your backup schedule. If you want to remove Dropbox as your storage solution, you can scroll down to the section titled “Authenticate with



Dropbox,” then click on “Follow this link to deauthenticate with Dropbox” and follow the additional instructions.

MY WEBSITE SECURITY & MAINTENANCE PLAN

If you decide that you don’t want to deal with the hassle or stress of maintaining your website, I offer a Website Security and Maintenance Plan that you can read about at <https://growingtherapists.com/website-security-maintenance-plan/>.

ADDITIONAL WEBSITE TRAINING

If you’d like to learn more about how to make changes to your website, I have uploaded a number of training videos to the dashboard of your website that can be accessed as follows:

- Sign into your website at <https://tamarahostetler.com/wp-admin> which will take you to your customized WordPress dashboard.

Username: tamarahostetlermft@gmail.com

Password: Mar4tinOtis

- On the left hand side, go to Appearance/Divi Training.

THANK YOU, AND ENJOY YOUR WEBSITE!