

Aspen Process

<https://vip.teeitup.com/gn-aspen/>

AFTER COMPLETING THE BASIC BUILD STEPS (FOUND IN THE INTRODUCTION SECTION), YOU ARE READY TO BEGIN BUILDING YOUR ASPEN SITE.

REMEMBER: THE ASPEN SITE THEME IS BASED OFF THE GOLFNOW-ASPEN WORDPRESS THEME.

1. Build the Homepage.
 - a. Access the template site.
 - b. Access the homepage once you have logged into the site. Click "Edit Page" at the top of the screen.
 1. From the home page editor, you will see three vertical dots in the top right corner. Click the three vertical dots.
 2. A drop-down menu will appear. Click the option that reads "Copy All Content".
 - c. Return to the site you created.
 - d. From the dashboard, go to Pages > All Pages and find the page that will be used for the homepage. Press "Edit," using the block editor.
 - e. Once you get to the home page editor, hit CTRL + V on your keyboard, or right click and select "Paste" from the drop down menu that appears on the click.
 1. This will copy over the content from the homepage of the template site!
 - f. From there, plug in the corresponding course name, links, and images provided from the course collateral.
 1. **BEST PRACTICE: The main section's image should be 1920px WIDE and 1280px TALL. The promo-tile images should be 1140px WIDE and 760px TALL. The bottom section's image should be 499px WIDE and 380px TALL.**
 - g. Press the "Update" button in the top corner to save your changes.
 - h. The homepage promo tiles will be copied over in this process.
 1. Modify the promo tile links and titles to correspond with the requested promo tiles from the course.
 2. Click the "Cover" Block to update the background color of the promo tiles as needed. This color can be changed under "Overlay" in the right side editor bar.
 3. Press "Update" to save your changes!
 - i. In the top right corner of the page, there will be an icon with the letter "G" surrounded by a planet.
 1. Click this icon to access the Genesis sidebar.
 2. Checkbox the option labeled "Hide Title".
 - j. Press update to save your changes!
2. Make site "Full Width."
 - a. From the "Customize" sidebar, find "Theme Settings" > "Site Layout."
 - b. From the drop-down menu, indicate "Full Width Content."
 - c. Press the "Publish" button in the top corner" to save your changes.
3. Add the Menu to the Homepage.
 - a. From the "Customize" sidebar, find "Menus."
 - b. Locate the menu you have created for your pages.
 - c. Checkbox the box labeled "Header Menu" to indicate this menu will populate in the top corner.
 - d. Press the "Publish" button in the top corner to save your changes!

4. Create the Top Bar.

- a. The Top Bar can be found above the navigation and may have social media links and quick links to the booking engine and/or E Club. If the source site does NOT have the Top Bar, you may skip to Step Five. Otherwise, read on for the steps to build the top bar.
- b. Return to the Dashboard of the site you have built.
- c. From the dashboard, press "Reusable Blocks."
- d. You will be taken to a landing page, where you will click the top button that reads "Add New."
 1. Title this section "Social Media".
 2. Add the "Social Icons" block.
 3. Press the plus symbol (+) to add icons and corresponding links to the course's social media profiles.
- e. Once you have added all social media profiles, press "Publish" to publish the reusable block.
- f. Return to the "Reusable Blocks" page, and click "Add New" again.
 1. Title this section "Quick Link."
 2. Return to the template site > Reusable Blocks > Top Bar – Quick Link > "Edit (Block Editor)".
 - i. In the top right corner, click the three vertical dots.
 - ii. Click to "Copy all Content".
 3. Return to the site you have built and paste what you have copied into the new reusable block.
 4. Press "Publish" to publish the Reusable block.

5. Build the Prefooter Section.

- a. The Prefooter section can be found between the primary page info and above the footer widgets section. If the source site does NOT have the Prefooter Section, you can skip to Step Six.
- b. Access the template site.
- c. Access the Reusable Blocks Section.
- d. Find the Reusable Block labeled "Prefooter" and click "Edit (Block Editor)".
- e. In the top right corner, click the three vertical dots. A dropdown menu will appear. Click to "Copy all Content."
- f. Return to the site you have built. From the dashboard, go to Reusable Blocks > Add New.
- g. Title this Reusable Block "Prefooter".
- h. Paste the content collected from the template site. Plug in images and button links to correspond with the source site's information.
BEST PRACTICE: The Prefooter background image should be 1920px WIDE and 1000px TALL.
- i. Press "Publish" to save your changes.

6. Update all Widgets.

- a. In the Dashboard, find Appearance > Widgets.
- b. Under "Top Bar" (if applicable), add two Reusable Block widgets.
IF THERE IS NO TOP BAR IN THE SOURCE SITE, THIS CAN BE SKIPPED.
 1. No title is needed for either.
 2. For the first "Reusable Block" widget, from the available drop down, select "Social Media".
 3. For the second "Reusable Block" widget, select "Quick Link".
 4. Press "Save" as needed!
- c. Under "Pre Footer Widget", add a "Reusable Block" widget. **IF THERE IS NO PRE FOOTER IN THE SOURCE SITE, THIS CAN BE SKIPPED.**
 1. Title can be left blank.
 2. Add the "Prefooter" Reusable Block created in item 5.
 3. Press "Save".
- d. Under Footer Widget 1, add one image widget.
 1. Title can be left blank.
 2. The image in this section should be a logo provided by the golf course.
 - i. **BEST PRACTICE: This image should be 250px wide by 250px tall at the MOST.**

3. Press the "Save" button to save your changes.
 - e. Under Footer Widget 2, add a "Custom HTML" widget.
 1. The Custom HTML widget should be titled "Weather."
 2. Build out the Weather Widget in weatherwidget.io (linked [here](#)).
 3. Once you have built out the Weather Widget, copy and paste the generated code into your Custom HTML widget.
 4. Press "Save" to Save your changes.
 - f. Under Footer Widget 3, add a "Custom HTML" widget.
 1. Title this widget "Contact Us."
 2. Update the "Content" section with the course's address and phone number.
 3. Press the "Save" button as needed.
 - g. Under Footer Important Links, add a navigation menu widget.
 1. From the dropdown that appears, select the "Social Links" menu.
 2. Press the "Save" button as needed.
7. Update the homepage colors.
- a. Find Appearance > Customize > Colors. The colors should be updated based on the course's preference.
 1. The PRIMARY COLOR will be used automatically for the primary navigation links in hover/active status, standard links in hover status, and the background color of the top bar, if applicable.
 2. The SECONDARY color will not be used for anything automatically.
 - b. Press the "Publish" button in the top right corner to save your changes.
8. Add Custom CSS.
- a. In your Dashboard, find Appearance > Customize > Additional CSS.
 - b. For the Aspen site, you should not need to add custom CSS. However, if need be, see below options:

Add styling to top bar button	<pre>#top-bar-widgets .button{ border: 2px solid var(--theme appearance--primary); background-color: var(--theme appearance--primary); border-radius: 0px; color: #fff; } #top-bar-widgets .button:hover{ border: 2px solid #295F2C; background-color: #295F2C; border-radius: 0px; color: #fff; }</pre>
Update header font family	<pre>@import url('https://fonts.googleapis.com/cs s2? family=Oswald:wght@400;600&display=s wap '); .pre-footer-widget-area,h1, h2 { font-family: "Oswald", sans-serif; }</pre>
Add space between Top Bar and Navigation	<pre>.site-header{ margin-top: 30px; }</pre>

