

Your Word Press Site

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Key Functions

Overview

As a Studia Nova partner, you are provided a branded website to manage and recruit your students. As part of your deployment, your site will be customized with your logo, color theme. Your website will use a software product called Word Press.

Word Press is a software that allows people to self-manage their website. When you log into your site as an admin, you can configure your web pages and make your own changes with out paying a third party.

Enrolling New Students

Parents complete their enrollment form on your Word Press website. When parents submit the enrollment form, the information is sent to Studia Nova for review. If the student is enrolled, you and the parent will be notified.

On line Billing

The website provide recurring billing and on-line bill pay. It will become very difficult to manage parents who pay by check or cash, so it is recommended you use the online billing platform.

Your invoicing and how your price your services are totally withing your control, you may customize your fees and offer discounts as consistent with your business.

Scheduling Volunteers

As you may rely on parent volunteers, you may need to organize and schedule them. If parents are logged in, they may sign up for volunteer times online.

Volunteer Scheduling

Amelia is the name of the software that will manage your volunteers.

The Word Press User Interface

The features and functions of Word Press are listed down the left hand side of your screen when you log in as administrator. The following Menu items are important to understand.

Dashboard

This page contains updates on the software components used o create your site. You can ignore most of the updates regarding software as this function is managed by Studia Nova.

You can turn off or add elements to your dashboard using the "Screen Options" button in the upper right of the screen.

Posts

Posts are blogs and periodic information you would like to share on your website.

File Manager

The file manager stored files you are using on your website or just in general. Instead of storing company documents on your hard drive, google drive, or other online file storage, you can store important documents in the file manager. Storing documents in Word Press does NOT mean they are available on your public-facing website.

Media

Media are the pictures and videos you want to show on your website. When you upload and image to show on a page, it will be listed in your media folder.

Pages

Pages are the web pages that are written and created for your site. If pages are published, they are updated on your website. However, if the pages are not listed in the menu, users will not know how to navigate to your pages.

Login Redirect

- what is this??

Flamingo

Flamingo lists all the incoming messaging from your website, anytime someone submits a form or interacts with your website. The address book shows the emails of the people who have interacted with your website, and thee inbound messages shows the information they provided your site.

Contact

TBD

Memberships

TBD

Elementor

TBD

Appearance

TBD

Plugins

TBD

Snippets

TBD

User

TBD

Tools

TBD

Settings

TBD

WP Mail SMTP

TBD

Amelia

TBD

ThePlus Settings

TBD