Customizing your Wild Apricot Website

* 60-minute tutorial & Q+A

Day 4
Who is this for?

- All Trial users
- New Users on new accounts
- New Admins on existing accounts
- Current Users looking to learn more!
Boot Camp Agenda

- **Day 1 - Monday**
  - Importing & Managing your Database

- **Day 2 - Tuesday**
  - Online Payments & Events

- **Day 3 - Wednesday**
  - Emails, Directory, & Social Features

- **Day 4 - Thursday**
  - Customizing your Wild Apricot Website

- **Day 5 - Friday**
  - Additional Features, Tips + Tricks, and Q&A
Your instructors today...

Wild Apricot Coaches
coaches@wildapricot.com

...or find us live on chat!
Useful Links

When you see links in Light Blue...

- Online Payments Overview
- Security Policy

...you can click them to go directly to the help page for more information!
Part 1: Customizing your Website

1. Overview
   - Mobile Responsiveness
   - Themes
2. Widgets
   - Why use them?
   - How to use them
3. Building a website on Wild Apricot
   - Content Management System
   - Gadgets
   - Site Pages / Page Templates
4. Q & A
Finding Your Way Around Wild Apricot

Logging In

- Go to your Wild Apricot Webpage
- Log in with the email / password you used to sign up
Finding Your Way Around Wild Apricot

Or log in at WildApricot.com
Finding Your Way Around Wild Apricot

This is your Wild Apricot Admin View. This is where the magic happens.
Finding Your Way Around Wild Apricot

This is your Wild Apricot Admin View. This is where the magic happens.

- Help + Tutorials
- Wild Apricot Academy
- Feedback
Finding Your Way Around Wild Apricot

This is your Wild Apricot Admin View. This is where the magic happens.

- Introductory video “Getting started”
- Not as extensive as this boot camp
- Good refresher material for later!
Wild Apricot Websites
Wild Apricot and Websites
An Overview

- Included in every plan (Free, Trial, and Upgraded)
- Requires no coding know-how
  - But you can still use HTML, CSS + JavaScript
- Can be used as your primary site host
- Do not need to be used in order for Wild Apricot to work as a back-end
Wild Apricot Sites are mobile-responsive

- They will scale to fit properly on mobile devices
- Included in all templates
- Images, forms, menu bars will all scale
- Can be customized even further by an experienced developer
Wild Apricot and Websites

Useful Links

Help Site Articles:

What you need to know about Websites

Designing Responsive Pages

Using Widgets
Themes

- There are many theme options for your Wild Apricot Site
- You can change at any time
  - But you may lose content...
    - So do this FIRST
- Log in
  - Go to Website
    - Go to Theme
Help Site Articles:

All About Wild Apricot Website Themes

Example Themes

Theme Overrides (Advanced Users Only)
Using Wild Apricot’s CMS

- **What is a CMS?**
  - Content Management System
  - Used to create and manage digital content (e.g., your website)

- **How does Wild Apricot’s CMS work?**
  - Mostly drag & drop
  - Use the same toolbar as for emails
  - Gadgets will automatically create complicated things like forms
Using Wild Apricot’s CMS

Useful Links

Help Site Articles:

- **Quick Intro Video**
- **What you should know about Website Setup**
- **Setup Checklist**
What is a Gadget?

- Gadgets are **built-in** to Wild Apricot
- They let you put complex things like Membership Applications, Login Buttons, Slideshows, Video Players, etc on your site
- **Drag and Drop**
- All you have to do is populate the content
  - Eg: If you’re using an Event Calendar Gadget, make sure you have events to show
Gadget Useful Links

Help Site Articles:

All About Gadgets

Intro to Gadgets Video

List of All Available Gadgets
Site Pages vs Page Templates

On Wild Apricot you should understand the difference between a Site Page and a Page Template.

Site Pages
- Each individual page
  - Like Home, About Us, etc
  - Content can be customized for each page
- Takes overall design from the Page Template it uses

Page Templates
- The overall look and feel of your site
  - The design that Site Pages use
Site Pages vs Page Templates

Help Site Articles:

All About Page Templates

Adding / Modifying / Deleting Site Pages

Site Pages Settings
Colors & Styles

- Change the colors and fonts of elements that appear throughout your site
  - Like Backgrounds
- Instead of changing them one at a time, page by page, you can change them all at once
Help Site Articles:

- Customizing Colors and Styles
- All Site Customization Options
- Setting Site Backgrounds
Widgets

● A widget is a piece of Wild Apricot you can embed into another website.

● If you’re keeping your existing site, these are what you will use.

● Options include:
  ○ Event list
  ○ Event details
  ○ Member application
  ○ Member directory
  ○ Contact profile
  ○ Donation
  ○ Forum summary
  ○ Forum
  ○ Blog
  ○ Subscription form
Widgets Useful Links

Help Site Articles:

- All About Widgets
- Integrating with Another Website
- Integrating with WordPress
Some professional features are available to paid accounts only.

Such as Custom Domains.

Also included with upgraded accounts is a Free SSL Certificate with included installation.
For Upgraded Accounts

Help Site Articles:

- Custom Domain Setup
  (Paid Version Only)

- Installing SSL Certificates
  (Paid Version Only)

- Functionality by Billing Plan
Use The Help Site!

Wild Apricot Help

https://gethelp.wildapricot.com/en
Thousands of guides, pictures, and videos!
On-demand help, any time, anywhere.
**Ready to Move Forward?**

**To Upgrade:** Dashboard > Account

10% Discount for 1-year, 15% for 2-year

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**Dashboard**

- Contacts
- Website
- Events
- Members
- Donations
- Finances
- Emails
- Settings

**Overview**

- Account
- Organization
- Referrals
- Support
- Getting started

**Account**

- Upgrade account plan
- Change billing contact

### General

- Account #: 6435
- Account plan: Free

### Storage

- 100 MB available
- 0 MB (0%) currently used

### Contacts

- 5 MB limit for each file upload
- 3 (Account plan limit: 50)

### Billing contact

- Change billing contact

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Thank you for your time!

From everyone at Wild Apricot