



RCG's Secretariat
SECWEB

UPDATING THE WEBSITE. INSTRUCTION MANUAL

AZTI

FEBRUARY - 2023



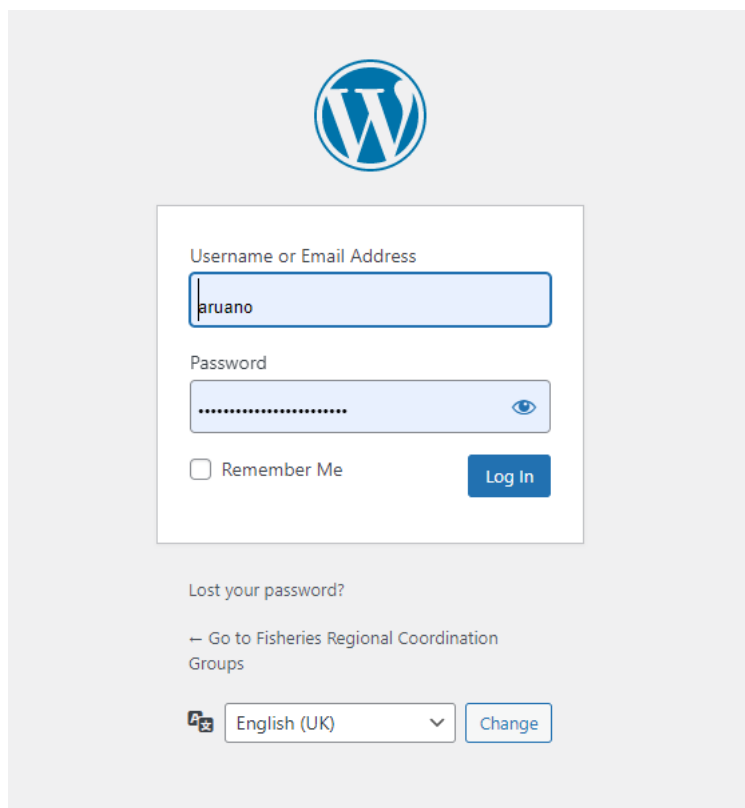
RCG's Secretariat
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INDEX

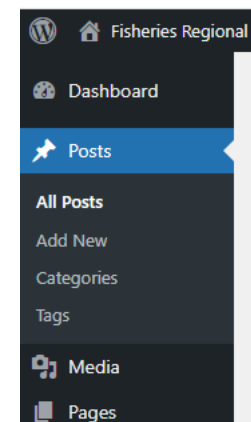
- 0. ENTER DASHBOARD
- 1. NEWS SECTION
- 2. ADD NEW ITEM TO MEDIA LIBRARY
- 3. UPDATING RCG MICROSITES
- 4. UPDATING CHAIRS
- 5. UPDATING ISSGS
- 6. THEME & PLUGINS
- 7. MAILCHIMP

0. ENTER DASHBOARD

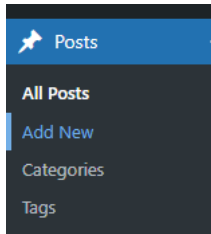
- 1 Enter this url: <https://www.fisheries-rcg.eu/wp-admin>
- 2 LOG IN: Enter your user and password
The website administrator can create one for you.
- 3 On the left handside its the main menú of the Dashboard.
The most common modifications will be made in the **Post, Media and Pages** sections.



The image shows the WordPress login interface. At the top is the WordPress logo. Below it is a login form with two input fields: 'Username or Email Address' containing 'armano' and 'Password' with masked characters. There is a 'Remember Me' checkbox and a 'Log In' button. Below the form, there is a link for 'Lost your password?' and a link to 'Go to Fisheries Regional Coordination Groups'. At the bottom, there is a language selector showing 'English (UK)' and a 'Change' button.



I. NEWS SECTION



1 On “Posts” section click on “Add New”

2 Add the title and content directly or copy and paste it from Word for example.

3 Different blocks and elements can be added within the news item.

Add title

Type / to choose a block



Search



Paragraph



List



Quote



Embed



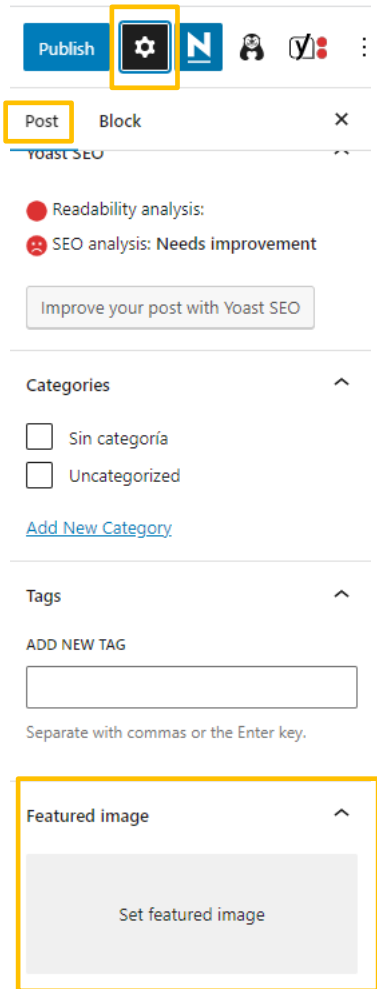
Image



Separator

Browse all

I. NEWS SECTION



4

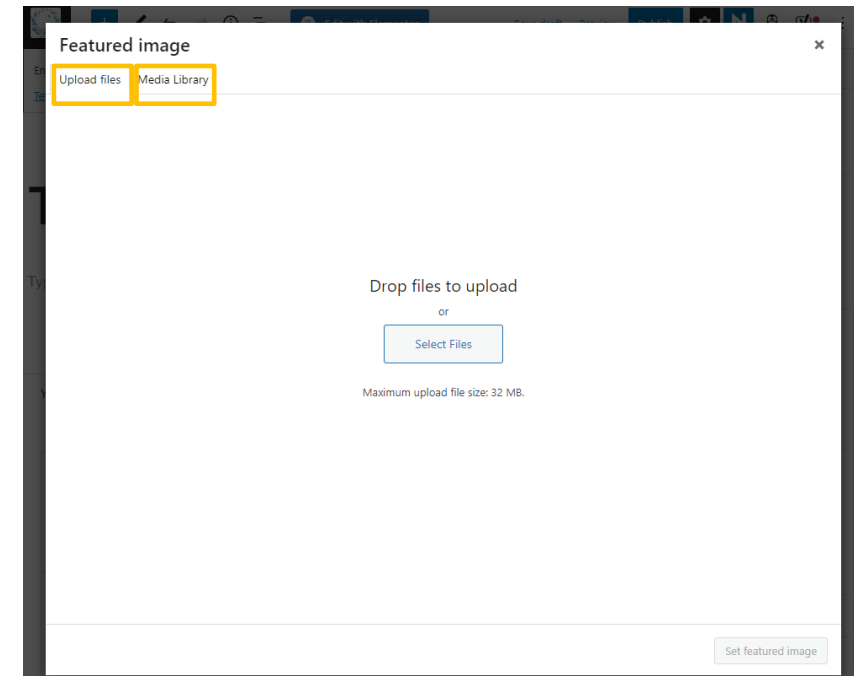
On the right hand side there is another menu with different tabs. Make sure that the yellow boxed options in the image are the ones that are selected.

5

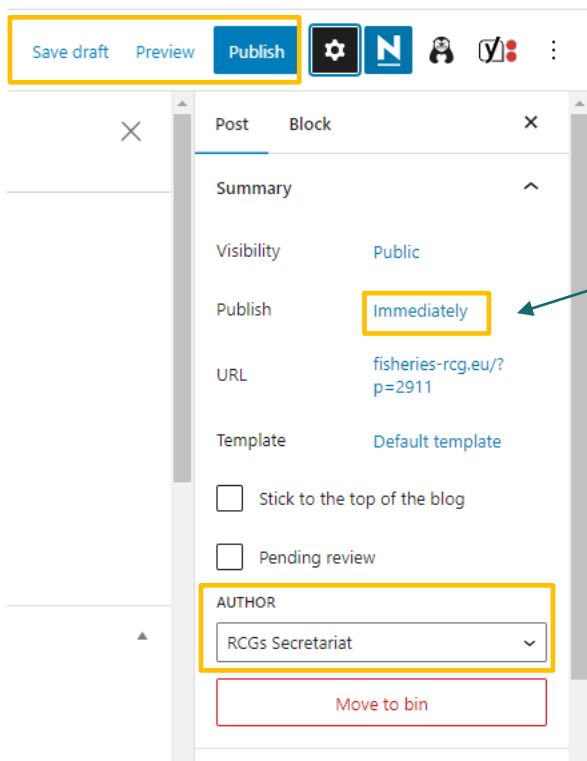
Click on “Set featured image”

6

Select “Upload files” or “Media Library” depending where is the image you want to use and choose the image.



I. NEWS SECTION



The screenshot shows a web interface for creating a news item. At the top, there are three buttons: 'Save draft' (highlighted with a yellow box), 'Preview', and 'Publish'. Below these are several icons. A green arrow points from the 'Publish' button to text box 7. The main content area is a sidebar with various settings. A green arrow points from text box 8 to the 'Immediately' option under the 'Publish' section, which is also highlighted with a yellow box. Another green arrow points from text box 9 to the 'AUTHOR' dropdown menu, which is also highlighted with a yellow box and currently shows 'RCGs Secretariat'. At the bottom of the sidebar is a red button labeled 'Move to bin'.

7 When the news item is ready, it can be saved as a draft previewed or published.

8 Another option is to schedule your publication for another day and time.

9 You can also choose the author of the news item. This can be anyone who is registered as a user of the website.

I. NEWS SECTION

SEO Readability Schema Social

Focus keyphrase ?

FISHN'CO partners and experts workshop at Vigo

Get related keyphrases

Google preview

Preview as:

☒ Mobile result ☐ Desktop result

www.fisheriesrcg.eu › fishnco-partners-and-experts-w...

FISHN'CO partners and experts workshop at Vigo

Nov 4, 2022 - Partners of European project FISHN'CO met with the aim of advancing the development of the Regional Work Plans.

SEO title

Title Page

Insert variable

Slug

fishnco-partners-and-experts-workshop-at-vigo

Meta description

Partners of European project FISHN'CO met with the aim of advancing the development of the Regional Work Plans.

Insert variable

10

Below the post there is a Yoast SEO plugin tab to fill in. Activate the SEO tab and fill in the following fields:

Keyphrase: this can be the title or a shortened version with the most relevant words.

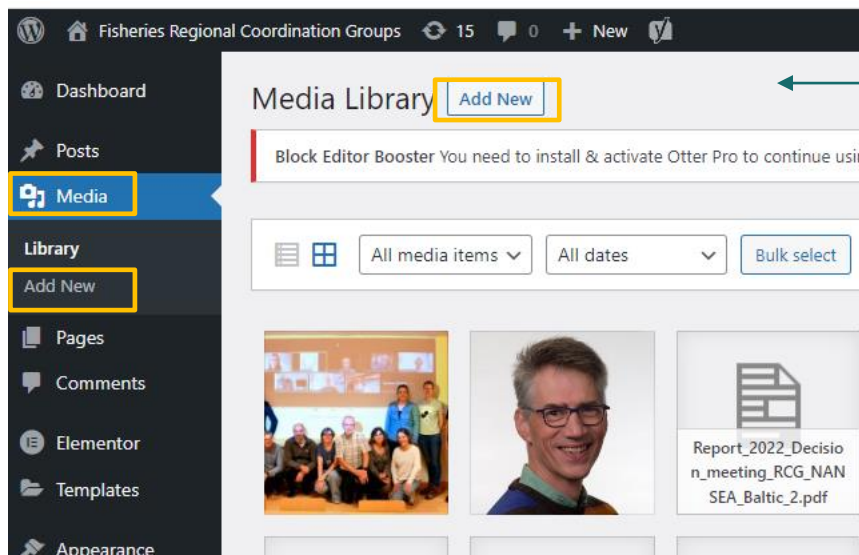
SEO title: it is filled in by default but you can customise it if it is too long. This is what Google will see as the title.

Slug: this is what will appear in the link to the news item.

Meta descripción: you can copy the first paragraph of the news item and shorten it if necessary. This is what will appear in the search engine as a summary.

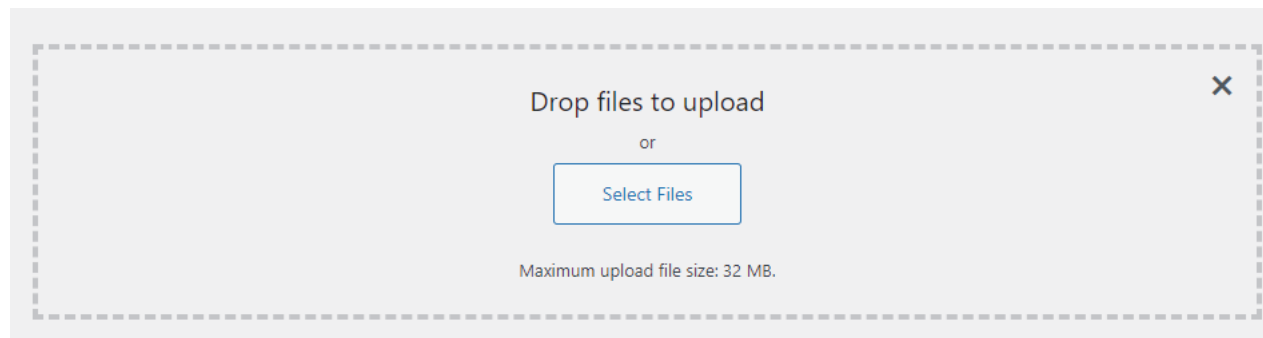
Try to keep the smiley icon orange or green but not red.

2. ADD NEW ITEMS TO MEDIA LIBRARY




1 Click on the "Media" section and you will see "add new" in two different places, click on either one of them.

2 Drop or select files from your computer to upload.



2. ADD NEW ITEMS TO MEDIA LIBRARY

Attachment details



Uploaded on: 4 November 2022
Uploaded by: [RCGs Secretariat](#)
Uploaded to: [FISHN'CO partners and experts workshop at Vigo](#)
File name: workshop_fishnco_vigo_2022.jpg
File type: image/jpeg
File size: 103 KB
Dimensions: 900 by 462 pixels

Alternative Text:

[Learn how to describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title:

Caption:

Description:

File URL:
[Copy URL to clipboard](#)


[View attachment page](#) | [Edit more details](#) | [Delete permanently](#)

[Edit Image](#)

3 Click the uploaded photo/document and fill in the boxes for “Title” and also “Alternative Text” in case of the images.

4 If you want to change a report or any other document you will need to copy the file url to replace it for the old one.

Attachment details



Uploaded on: 28 October 2022
Uploaded by: [RCGs Secretariat](#)
File name: Report_2022_Decision_meeting_RCG_NANSEA_Baltic_2.pdf
File type: application/pdf
File size: 297 KB

Title:


Caption:

Description:

File URL:
[Copy URL to clipboard](#)

2. ADD NEW ITEMS TO MEDIA LIBRARY

Attachment details




Edit Image

Attachment details

Crop Rotate left Rotate right Flip vertically Flip horizontally

Undo Redo



Cancel Save

SCALE IMAGE ?

Original dimensions 900 × 462

New dimensions:

900 × 462

Scale

IMAGE CROP ?

Aspect ratio:

Selection:

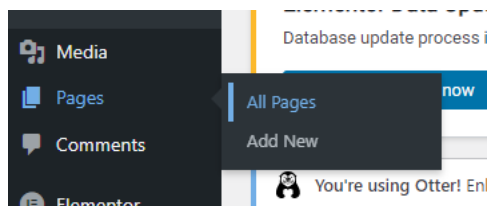
It is possible to edit an image: Crop, rotate or flip or scale it.

After the editing click “save” button.



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3. UPDATING RCG MICROSITES



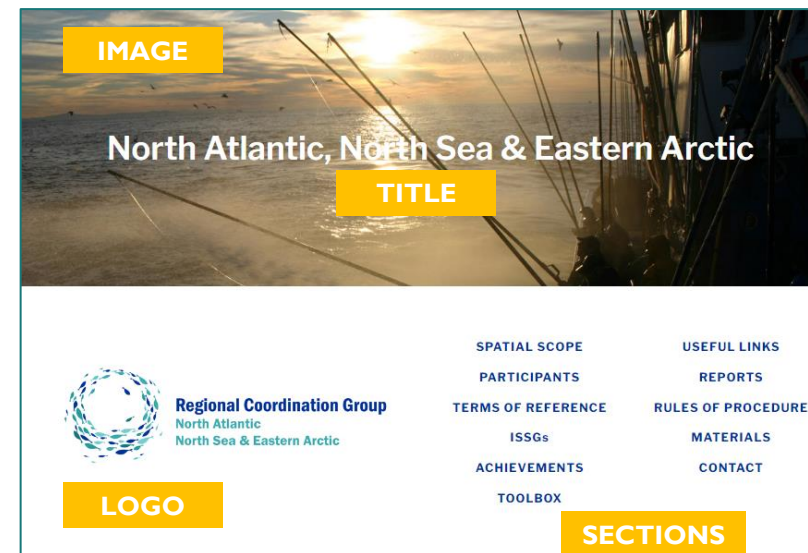
1 Click “Pages” > “All Pages”

2 Mouse over the RCG page you want to edit and click “Edit with Elementor”

3 On each RCG page we can modify the title, the image, the logo and all its specific sections:

- Spatial Scope
- Participants
- Terms of reference
- ISSGs
- Achievements / Toolbox / Useful links
- Reports
- Rules of Procedure
- Materials
- Contact

RCG NANSEA — Elementor
Edit | Quick Edit | Bin | View **Edit with Elementor**



3. UPDATING RCG MICROSITES CHANGE THE IMAGE

The screenshot displays the 'Edit Section' interface for a microsite. The top navigation bar includes 'HOME', 'RCGS', 'NEWS', 'PROJECTS', and 'CONTACT'. The main header area shows the title 'Regional Coordination Groups' and a large image of a sailboat on the water. Below the header, the 'Style' tab is selected, and the 'Background Overlay' section is expanded. The 'Image' option is highlighted, showing a preview of the current background image. The 'Position' is set to 'Default', 'Attachment' to 'Default', 'Repeat' to 'No-repeat', 'Size' to 'Cover', and 'Opacity' is set to 1. The 'CSS Filters' and 'Blend Mode' are also visible. The main content area below the header includes the 'Regional Coordination Group North Atlantic North Sea & Eastern Arctic' logo and a list of links: 'SPATIAL SCOPE', 'PARTICIPANTS', 'TERMS OF REFERENCE', 'ISSGs', 'ACHIEVEMENTS', 'TOOLBOX', 'USEFUL LINKS', 'REPORTS', 'RULES OF PROCEDURE', 'MATERIALS', and 'CONTACT'. The footer area is labeled 'Scope'.

- 1 Mouse over the image and click **“Edit Section”**
- 2 Choose the tab **“Style”**
- 3 Go to the **“Background overlay”** section and click on the image and change it.
Use an imagen with this size:
1200x400 pixeles.
- 4 Click **“Update”** button



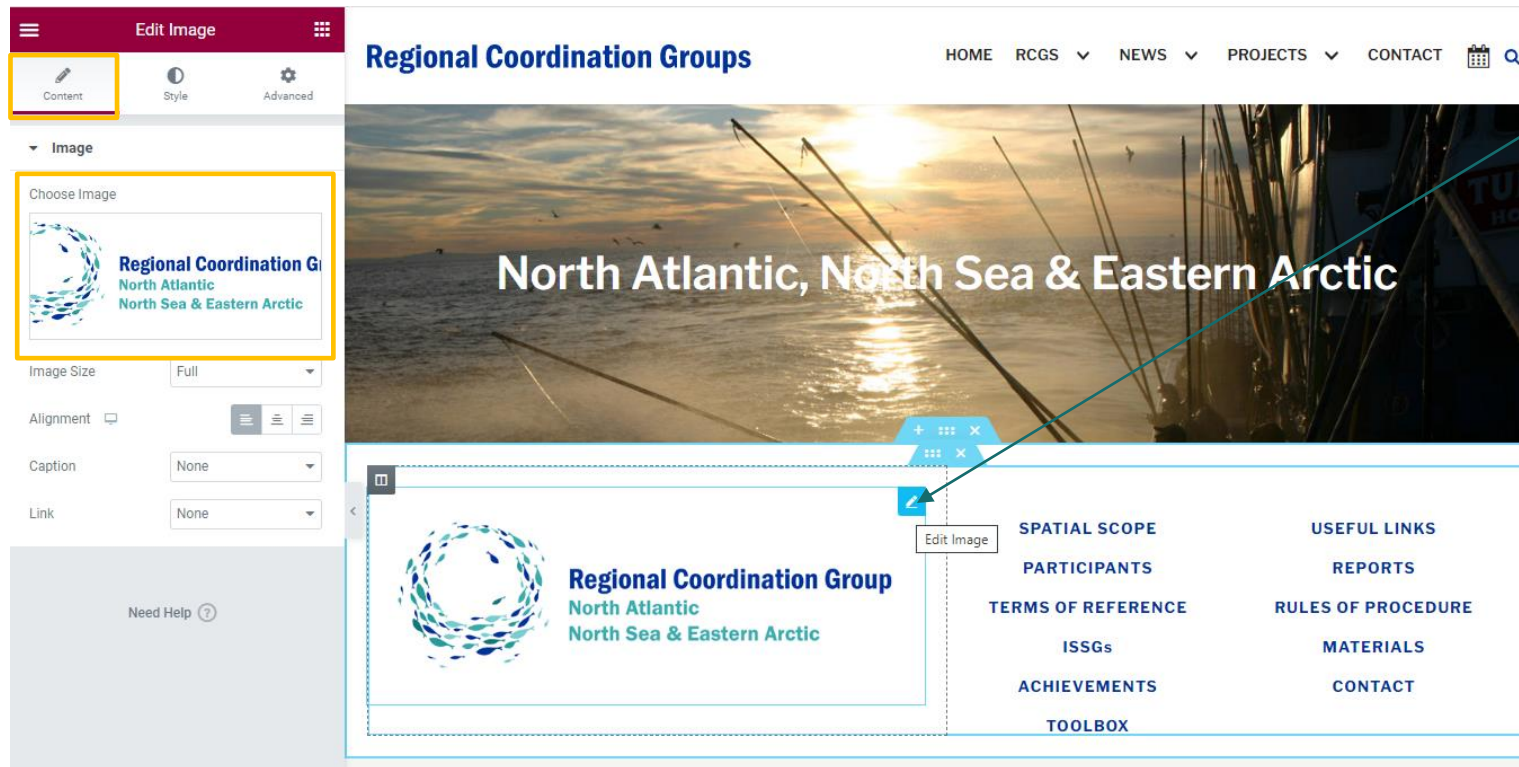
3. UPDATING RCG MICROSITES EDIT THE TITLE

The screenshot displays the 'Edit Heading' sidebar on the left and the main content area on the right. The sidebar has three tabs: 'Content' (highlighted with a yellow box), 'Style', and 'Advanced'. Under the 'Content' tab, the 'Title' section shows a text box containing 'North Atlantic, North Sea & Eastern Arctic' (also highlighted with a yellow box). Below the title box are fields for 'Link', 'Size' (set to 'Default'), 'HTML Tag' (set to 'H2'), and 'Alignment'. The main content area shows a banner image of a ship at sunset with the title 'North Atlantic, North Sea & Eastern Arctic' overlaid. A small pencil icon in the top right corner of the title box is highlighted with a yellow box. A blue arrow points from this icon to step 1 of the instructions below.

- 1 Mouse over the title and click the icon with the pencil.
- 2 Choose the tab “**Content**”
- 3 Modify the title on the box
- 4 Click “Update” button



3. UPDATING RCG MICROSITES CHANGE THE LOGO



- 1 Mouse over the logo and click the icon with the pencil.
- 2 Choose the tab “**Content**”
- 3 Click on the image and change it. Use an imagen with this size: 400x150 pixeles.
- 4 Click “Update” button



3. UPDATING RCG MICROSITES EDIT THE SCOPE

The screenshot shows the 'Edit HTML' interface for the 'Regional Coordination Groups' website. The main content area displays a map titled 'Scope' with the label '[NANSEA]'. The map shows various ICES (International Council for the Exploration of the Sea) regions, including ICES 1, 2, 3, 4, 5, 6, 7, 12, and 14. The map is divided into blue and green areas. The interface includes a top navigation bar with links for HOME, RCGS, NEWS, PROJECTS, and CONTACT. On the left, there is a sidebar with 'Edit HTML' and 'HTML Code' tabs. The 'HTML Code' tab is active, showing a code editor with HTML and JavaScript code. The 'UPDATE' button is located at the bottom right of the interface.

- 1 Mouse over the logo and click the icon with the pencil.
- 2 Choose the tab “**Content**”
- 3 Copy and paste the new HTML code.
- 4 Click “Update” button

3. UPDATING RCG MICROSITES EDIT THE PARTICIPANTS

Edit Icon Box

Content Style Advanced

Icon Box

Icon

View: Stacked

Shape: Circle

Title & Description

COUNTRIES

Sweden, Estonia, Belgium, Spain, Germany, Denmark, France, Ireland, Lithuania, Latvia, Netherlands, Poland, Portugal.

Link

https://your-link.com

Icon Position

Regional Coordination Groups

HOME RCGS

[North Atlantic] [North Sea & Eastern Arctic]

Map: CETMAR (Map optimized for Mozilla Firefox) • Created with Datawrapper

Participants

COUNTRIES

Sweden, Estonia, Belgium, Spain, Germany, Denmark, France, Ireland, Lithuania, Latvia, Netherlands, Poland, Portugal.

EUROPEAN COMMISSION

THIRD

- 1 Mouse over the logo and click the icon with the pencil.
- 2 Choose the tab **“Content”**
- 3 Edit the title and description.
- 4 Click **“Update”** button



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3. UPDATING RCG MICROSITES

EDIT TERMS OF REFERENCE

Regional Coordination Groups

HOME RCGS NEWS PROJECTS CONTACT

EUROPEAN COMMISSION **THIRD COUNTRIES**

Terms of Reference (ToR)

- ToR 1:** Propose ways to improve the alignment between data collection and end-user needs (by region).
- ToR 2:** Implement and maintain data quality in data collection.
- ToR 3:** Review impact on management measures on data collection.
- ToR 4:** Development and implementation of Regional Workplans.
- ToR 5:** Propose ways to improve the regional coordination and feedback on regional issues.
- ToR 6:** Support of ToRs

MORE INFO

Intersessional subgroups (ISSGs)

- 1 Mouse over the ToR you want to edit and click the icon with the pencil.
- 2 Choose the tab **“Content”**
- 3 Unfold the ToR
- 4 Edit the text.
- 5 Click **“Update”** button

3. UPDATING RCG MICROSITES EDIT BUTTOM LINK

The screenshot shows the 'Regional Coordination Groups' (RCG) microsites editing interface. The interface is divided into a left sidebar and a main content area. The sidebar has a top bar with 'Edit Toggle' and three tabs: 'Content' (highlighted with a yellow box), 'Style', and 'Advanced'. Below the tabs is a 'Toggle' section with a list of items: 'End users and RCG', 'RCG Overviews', 'Metier / Transversal', 'Data Quality' (highlighted with a yellow box), and 'Title & Description'. The 'Data Quality' item is selected, and its details are shown in a box below: 'Data Quality', 'Topic: Data Analysis and Quality', 'Related to ToR 2', and 'Panregional'. The main content area shows a list of 'Intersessional subgroups (ISSGs)' with a table of items. The 'Data Quality' row is highlighted with a yellow box. A pencil icon in the top right corner of the 'Data Quality' row is highlighted with a yellow box. The 'UPDATE' button at the bottom right is highlighted with a yellow box.

1 Mouse over the column you wan't to edit and click the icon with the pencil.

2 Choose the tab **"Content"**

3 Unfold the ToR you want to edit

4 Edit the title.

5 Edit the description.

6 Click "Update" button

3. UPDATING RCG MICROSITES


EDIT ACHIEVEMENTS / TOOLBOX / USEFUL LINKS

The screenshot shows the 'Edit Tabs' interface for the 'Regional Coordination Groups' website. The sidebar on the left has a 'Content' tab selected, which contains a 'TOOLBOX' section. The main area displays three tabs: 'ACHIEVEMENTS', 'TOOLBOX', and 'USEFUL LINKS'. The 'TOOLBOX' tab is active, showing a text editor with a 'Visual' icon. The 'Visual' icon is highlighted with a yellow box. The text in the editor reads: 'Shiny is a web application framework for the R programming language. As, we do the majority of our modeling and analysis in R, and Shiny provides a powerful platform for sharing our research. By combining the computational power of R with the interactivity of modern web applications, Shiny allows to explore results, test assumptions, and download custom datasets and figures. See the link below for an example of our Shiny applications:'. Below the text is a 'METIER LIST >' section. At the bottom of the sidebar, there is an 'UPDATE' button.

- 1 Click the icon with the pencil.
- 2 Choose the tab “**Content**”
- 3 Unfold the tab you want to edit: Achievements, toolbox or useful links
- 4 Choose the tab “**Visual**”
- 5 Click this icon to see all the options.
- 6 Edit the content. You can also add images or links.
- 7 Click “Update” button

3. UPDATING RCG MICROSITES CHANGE REPORTS

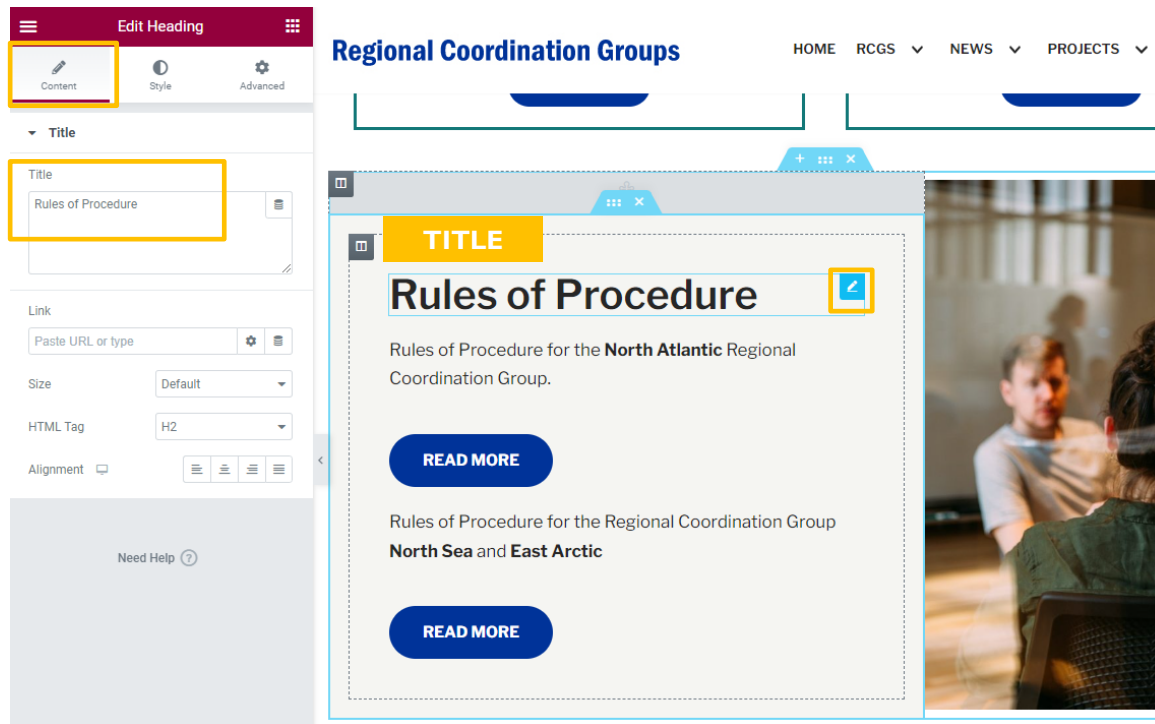
The screenshot displays the RCG microsite editor. On the left, the 'Edit Button' sidebar is open, with the 'Content' tab selected. The 'Text' button type is chosen, and the link field is populated with 'https://www.fisheries-rcg.eu/wp-cont'. The main area shows the 'Regional Coordination Groups' header and a 'Latest Reports' section. A 'Technical Meeting Report' card is visible, featuring a 'READ MORE' button. A yellow box highlights the pencil icon on the button, and an arrow points from step 1 to it. Below it, an 'ISSG Report' card is also shown. The bottom of the sidebar includes a 'Need Help' link.

- 1 Select the item you want to edit: title, date or button and click the icon with the pencil.
- 2 Choose the tab “**Content**”
- 3 In the case of editing a button we can change the text of the button or the link. To change the link, you must first upload the new document in the media section (see point 2 of this document).
- 4 Click “Update” button 



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3. UPDATING RCG MICROSITES EDIT RULES OF PROCEDURE



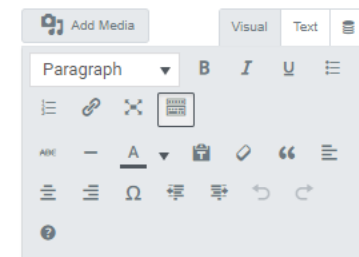
4 Click “Update” button



- 1 Mouse over the item you wan't to edit (Title, paragraph or buttom) and click the icon with the pencil.
- 2 Make sure the tab “**Content**” is selected
- 3 Edit theTitle, Paragraph or buttom

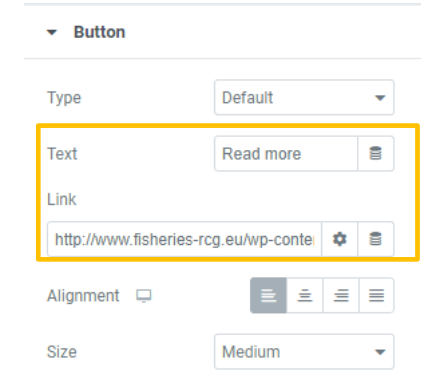
Text Editor

PARAGRAPH




Rules of Procedure for the **North Atlantic** Regional Coordination Group.

BUTTON



3. UPDATING RCG MICROSITES EDIT MATERIALS

Materials




IMAGE

Regional Coordination Group
North Atlantic
North Sea & Eastern Arctic

Logo

You can download the logo in vector (ai), png and pdf format.


DOWNLOAD



Templates

Download this power point and use it for your presentations.

DOWNLOAD



Infographics

A leaflet summarising the objectives and participants of this RCG

DOWNLOAD

TITLE

PARAGRAPH

BUTTON

- 1 Mouse over the item you want to edit (Image, Title, Paragraph or Button) and click the icon with the pencil.
- 2 Make sure the tab “**Content**” is selected

- 3 Edit the Image, Title, Paragraph or Button. (See next page)

3. UPDATING RCG MICROSITES EDIT MATERIALS

Edit Image

Content Style Advanced

Image

Choose Image

Image Size: Large - 1024 x 1024

Alignment: [Left] [Center] [Right]

Caption: None

Link: Custom URL

<http://www.fisheries-rcg.eu/wp-content/>

IMAGE

Edit Heading

Content Style Advanced

Title

Link: Paste URL or type

Size: Default

HTML Tag: H3

Alignment: [Left] [Center] [Right]

TITLE

Edit Heading

Content Style Advanced

Title

Link: Paste URL or type

Size: Default

HTML Tag: span

Alignment: [Left] [Center] [Right]

PARAGRAPH

Edit Button

Content Style Advanced

Button

Type: Default

Text: Download

Link: <http://www.fisheries-rcg.eu/wp-content/>

Alignment: [Left] [Center] [Right]

Size: Medium

Icon: [None] [Image] [Circle]

Icon Spacing: [Slider]

BUTTON

In case you want to replace some of the files in this section (Logo, Template, infographics) you would have to upload the new file to the media library first, copy the new link and replace it in the boxes marked in red. (See point 2 of this document for more information).

4 After editing Click “Update” button

UPDATE

3. UPDATING RCG MICROSITES

EDIT CONTACT

Edit Icon Box

Content Style Advanced

Icon Box

Icon

View Default

Title & Description

EMAIL

HARRIET VANOVERZEE (THE NETHERLANDS): harriet.vanoverzee@wur.nl

DÁLIA REIS (PORTUGAL): dalia.cc.reis@azores.gov.pt

Link

Icon Position

UPDATE

Regional Coordination Groups

HOME RCGS

Logo

You can download the logo in vector (ai), png and pdf format.

DOWNLOAD

Templates

Download this power point and use it for your presentations.

DOWNLOAD

Contact with RCG NANSEA

EMAIL

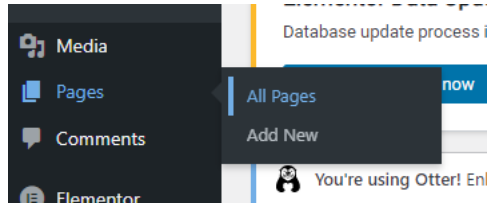
HARRIET VANOVERZEE (THE NETHERLANDS): harriet.vanoverzee@wur.nl
DÁLIA REIS (PORTUGAL): dalia.cc.reis@azores.gov.pt

MORE INFO

- 1 Mouse over the contact text and click the icon with the pencil.
- 2 Choose the tab “**Content**”
- 3 Edit the contact information. If you need to make a semicolon use

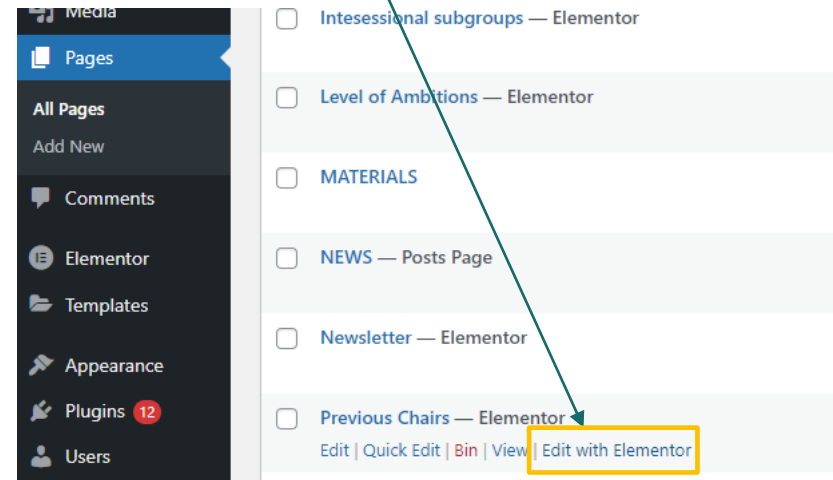
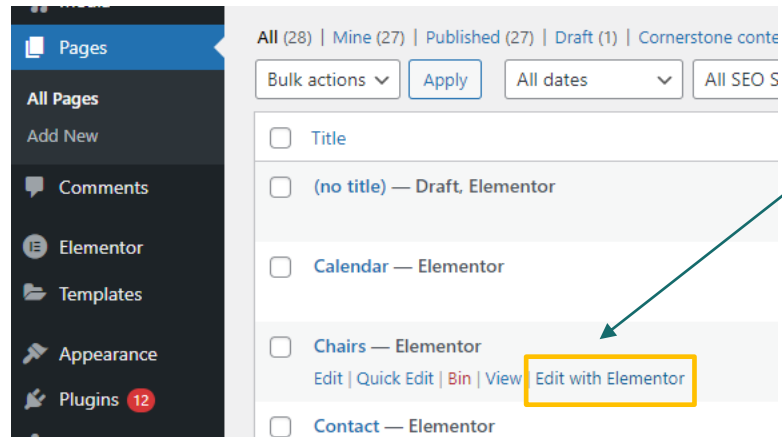
- 4 Click “Update” button

4. UPDATING CHAIRS



1 Click “Pages” > “All Pages”

2 Mouse over the “Chairs” or “Previous Chairs” page and click “Edit with Elementor”



4. UPDATING CHAIRS

The screenshot shows the RCG's Secretariat SECWEB interface. At the top, there is a navigation bar with a pencil icon. Below it, there are two profile cards. The first card is for Heidi Pokki, and the second is for Hans van Oostenbrugge. Each card has a photo, a name, a title, a paragraph, and a toggle. Arrows and labels indicate the steps for editing: 1. Select a profile card. 2. Click the pencil icon in the top right of the card. 3. Click the pencil icon in the top right of the detailed view. 4. Click the 'Content' tab. 5. Edit the image, title, paragraph, or toggle.

HEIDI POKKI
RCG ECON (2022-2023)
heidi.pokki@luke.fi

HANS VAN OOSTENBRUGGE
RCG ECON (2022-2024)
hans.vanOostenbrugge@wur.nl

More info

Current position

Heidi Pokki works in the Natural Resources Institute Finland as a Senior Researcher in the Group for the Bioeconomy accounting group in Statistical Services Unit. She is involved in the economic and social data collection of the Finnish fleet, aquaculture, and fish processing sectors.

Hans van Oostenbrugge is senior fisheries economist at Wageningen Economic Research. He has over 25 years of experience in fisheries research, and more than 20 year in fisheries economics and fisheries management. He has been actively involved in the Dutch data collection program for economic and social data from the fisheries and aquaculture sectors.

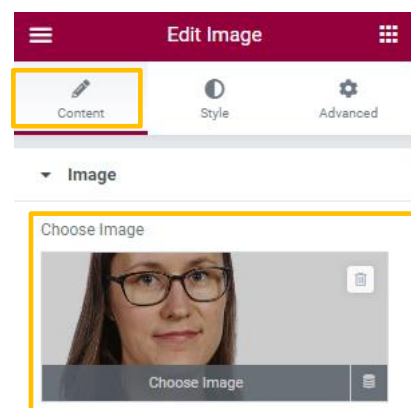
3 Select the column you wan't to edit.

4 Mouse over the item (Image,Tilte, Paragraph,Toggle) to be change and click the pencil icon.

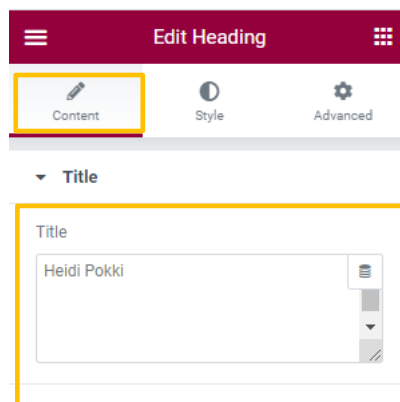
5 Choose the tab “**Content**”

6 Edit the Image,Title, Paragraph or Toggle. (See next page)

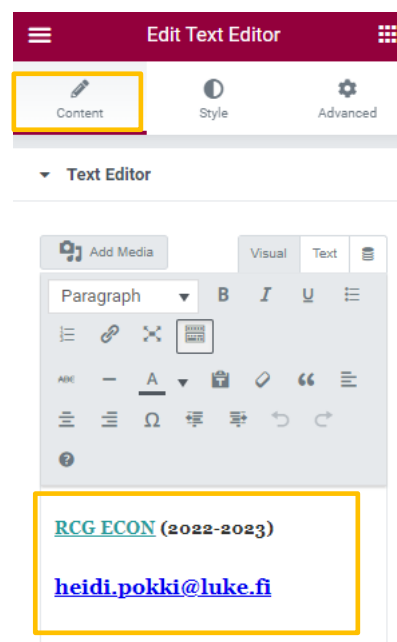
4. UPDATING CHAIRS



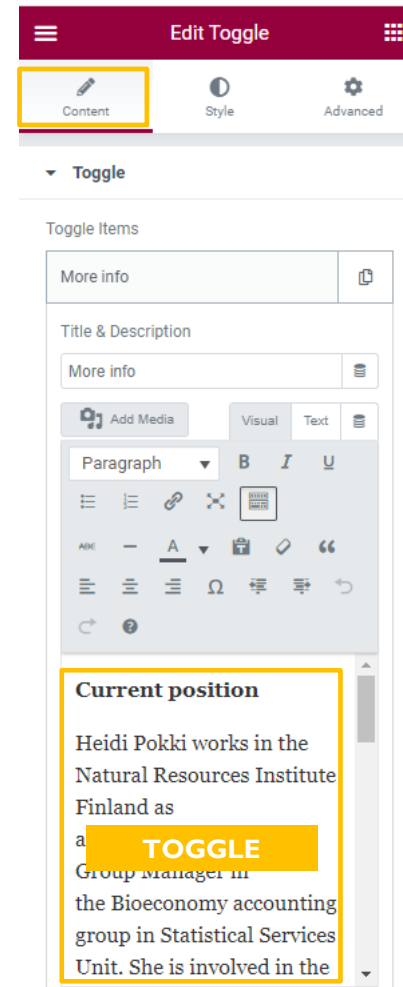
IMAGE



TITLE



PARAGRAPH



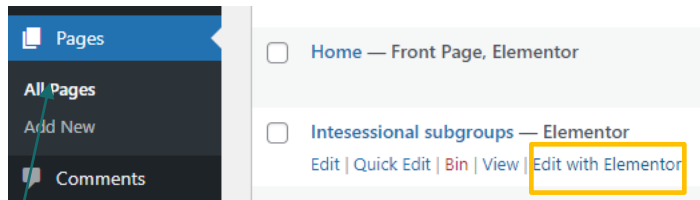
TOGGLE

7 After editing click “Update” button



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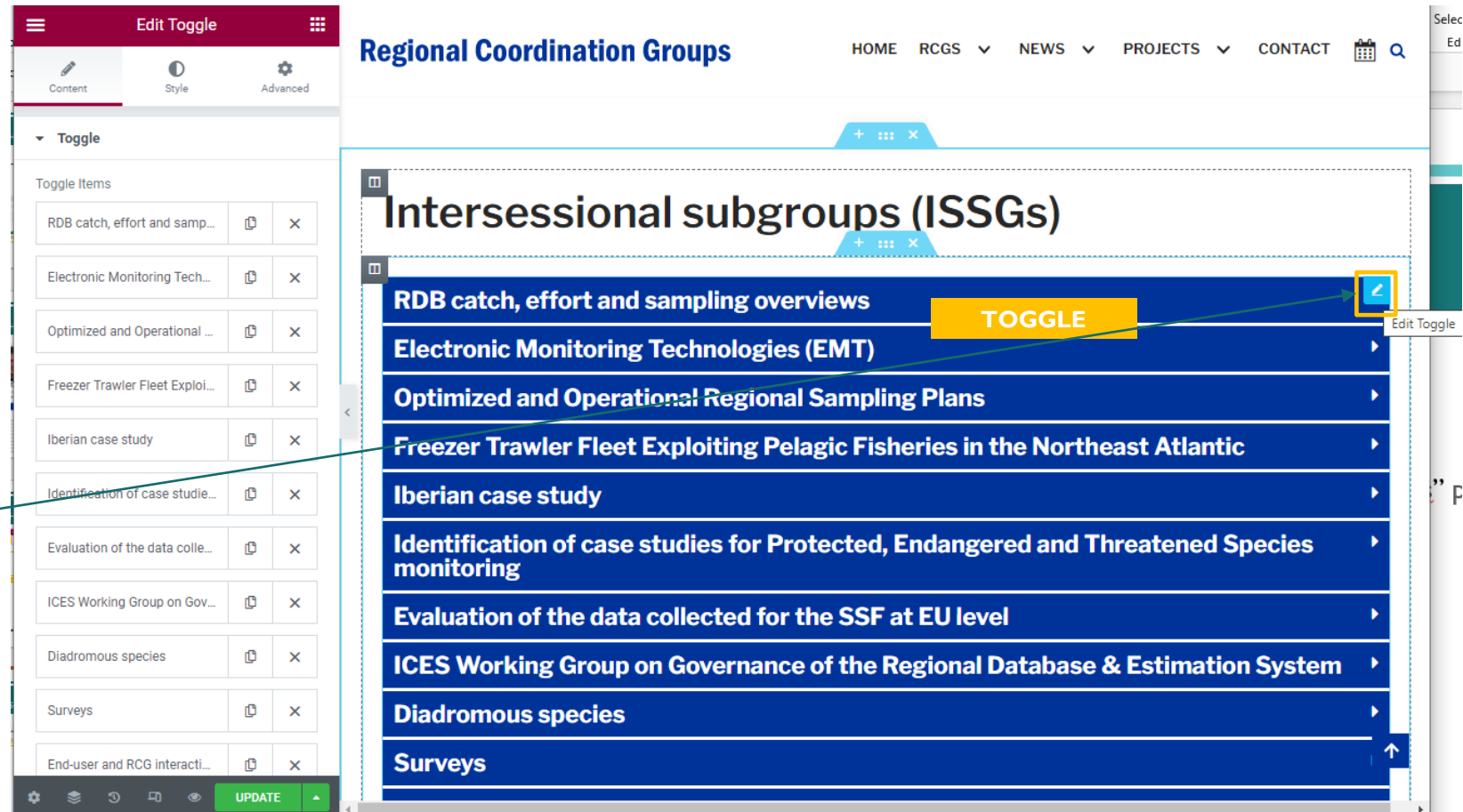
5. UPDATING ISSGS



1 Click “Pages” > “All Pages”

2 Mouse over the “Intersessional Subgroups” page and click “Edit with Elementor”

3 Mouse over the toggle and click the pencil icon.



5. UPDATING ISSGS

Regional Coordination Groups

HOME RCGS NEWS PROJECTS CONTACT

Interseasonal subgroups (ISSGs)

RDB catch, effort and sampling overviews

Electronic Monitoring Technologies (EMT) **TITLE**

EMT **DESCRIPTION**

The interseasonal subgroup on Electronic Monitoring Technologies was established in 2021 to ensure that initiatives made on developing new electronic technologies and the use of these technologies to improve fisheries data collection in EU Member States as well as initiatives made in third countries are disseminated.

Furthermore, to convey that cooperation is made possible and that all ideas are taking into account when developing the best possible new electronic technologies and its implementation.

The tasks and output from the subgroup are as a first step:

Initiate the development of an intinery of the use of the following data collection technologies:

- Electronic monitoring (EM)
- Machine learning development, e.g. for automatic species identification and catch weight estimations in real...

UPDATE

- 1 Choose the tab “**Content**”
- 2 Click the ISSG you want to edit.
- 4 Edit the title.
- 5 Edit the description.
- 6 Click “**Update**” button



6.THEME & PLUGINS

THEME

- **NEVE theme PRO** is used: <https://themeisle.com/themes/neve/>
- All the documentation for extra modifications is available here: <https://docs.themeisle.com/collection/1557-neve>

PLUGINS

- **Elementor free plugin (BASIC)** is installed to facilitate the website creation and updating.
- Extra documentation here: <https://elementor.com/academy/guides-and-tutorials/>
- **Yoast SEO** is installed to improve the website's rankings on search engines (Google)
- More info here: <https://yoast.com/wordpress-seo/>

7. MAILCHIMP

Mailchimp platform is used to send newsletters.

<https://mailchimp.com/>

Username: fisheriesRCG
Password: Fisheries_2021

Free plan
2,000 contacts*
10,000 email sends*

Log In

Need a Mailchimp account? [Create an account](#)

Username or Email

fisheriesRCG

Password

 Hide

Fisheries_2021

Log In

It is associated to this email
GMAIL

fisheriesRCG@gmail.com

Fisheries_2021

22 march 1982



RCG's Secretariat
SECWEB