

Congratulations! You now have a new club website hosted through Sites@Duke!

[Sites@Duke](#) is supported by Duke's Office of Information Technology (OIT) and allows any member of the Duke community to make free, WordPress-based websites. If you are new to using Wordpress, you might find some of the materials below helpful. In general, the web management platform is fairly easy to learn and has lots of support resources attached to it.

GENERAL SUPPORT

- **Sites@Duke:** Has sections for help documents and FAQs. Go to <https://sites.duke.edu/help-documentation/>.
- **Duke OIT:** Live chat and help desk support for Wordpress sites. Go to <https://oit.duke.edu/what-we-do/applications/sitesduke-wordpress>.
- **Wordpress:** Support page and help forums at <https://wordpress.org/support>.

GETTING STARTED

Duke OIT has created a guide for people new to Sites@Duke to help them get up and running in managing a Wordpress website. It is a good resource to peruse as you get started and includes instructional links for the most common tasks managers need to execute.

Access the Getting Started page at <https://sites.duke.edu/help-documentation/>. Topics included:

- Logging In
- Understanding the Dashboard
- Creating Content
- Adding Videos into your site
- Embedding a Qualtrics Form into your site
- Embedding a Google Doc into your site
- Customizing your Site
- Managing Users

EXTRA HELP WITH SPECIFIC TASKS

- **Creating Pages and Posts:** https://sites.duke.edu/creating_content/
 - In general, you will be making Pages, not Posts
 - To better understand the differences between Pages and Posts, read here: <https://wordpress.org/support/article/pages/>
- **Customizing Appearance:**
 - To change things like the site title, tagline, appearance/theme and sidebars read here: <https://sites.duke.edu/customizing/>
 - To change your menu or add submenus, read here: https://duke.service-now.com/kb_view.do?sysparm_article=KB0025636
- **Add an Image:** <https://wordpress.org/support/article/inserting-images-into-posts-and-pages/>
- **Widgets:**
 - WordPress Widgets add content and features to your sidebars (if you opt to add them to your web template).
 - There are widgets that come with Wordpress that you can enable, e.g. a search bar or tag cloud.
 - Learn more about adding widgets: <https://wordpress.org/support/article/wordpress-widgets/>
- **Web Accessibility:** Duke is committed to making web content available to all through conformance with web content accessibility guidelines. See guidelines and resources at <https://web.accessibility.duke.edu/duke-guidelines>.