Setting Up A New Subsite

This includes naming conventions, setting up ACLs, applying theme, and setting up menus.

Creating a New Subsite

- tagline needs to be Martin Luther College

Applying the Theme

- log into the subsite dashboard
- go to Appearance > Themes and activate the *MLC Theme* theme
- click on Customize or select MLC Theme from the sidebar (if you are not taken there already)
- click on Import/Export within the *MLC Theme Theme Options* page
- click on Upload Theme Settings File
- upload mlc_theme-settings-2016-2-12-v1.txt and click on Insert Settings File
- click on Theme Options and then choose the correct frontpage within Frontpage Settings
- click the Save all changes button
- check the site to see if the theme was successfully applied

After that is complete, note any issues with the styling that will need to be taken care of.

Importing Menus

Importing Menus

- go to Appearance > Menus
- delete any menus titled Action Links , Main Menu , Tools , and/or Resources
- select Tools > Import , then click on WordPress
- upload menus.wordpress.2016-03-07.xml

That's it! The menus should now be uploaded.

Main Menu

- set `About`, `Academics`, `Admissions`, `Arts`, Athletics, and `Donate` as *Mega Menu* (check *Use as Mega Menu* box)
- check *This column should start a new row* for `About > About`, `Academics > Academics`, `Admissions > Admissions`, `Arts > Arts`, and `Donate > MLC Day`
- enable as *MLC Theme Main Menu* at bottom
- click `Save Menu`

Action Links

- select `Action Links` menu from `Appearance > Menus`
- select *MLC Theme Secondary Menu* near bottom in *Theme locations*
- click `Save Menu`

Socket Menu

- select `Socket Menu` menu from `Appearance > Menus`
- select *MLC Theme Footer Menu* near bottom in *Theme locations*
- slick `Save Menu`

Setting Up the Footer

The footer is created using widgets. You'll want to use the widget editor found under `Appearance > Widgets`. You'll need to make sure you have the proper menus imported from the above instructions as well. The headings below denote the widget areas and then widget types needed in each of the areas.

Footer - column 1

Text - No Title

```
<div class="noLightbox textaligncenter nomobile">
<a href="http://mlc-wels.edu">
<img
 src="https://mlc-wels.edu/wp-content/themes/mlc/images/mlc-logo-white.png" alt="Martin Luther College Seal" w
</a><br /><br /><br /><br />

<a href="http://wels.net/" target="_blank">
<img
 src="https://mlc-wels.edu/wp-content/themes/mlc/images/wels-logo.png" alt="WELS: Christ's Love, Our Calling" w
</a></div>
```

Footer - column 2

Custom Menu - Resources

Make sure you give it the title of Resources .

Footer - column 3

Custom Menu - Tools

Make sure you give it the title of Tools .

Footer - column 4

Text - Connect

- check *Automatically add paragraphs*

```
<strong>Martin Luther College</strong>
1995 Luther Court
New Ulm, MN 56073
1 (507) 354-8221

<strong>Need Help?</strong> <a
 href="https://mlc-wels.edu/contact" title="Click here to request information">Request Information</a>

[av_font_icon icon='ue8f4' font='entypo-fontello' style='' caption='' link='manually,https://www.facebook.com/mlc
```

Text - no title

```
<a href="https://mlc-wels.edu/streams" class="noLightbox">
<img
 src="https://mlc-wels.edu/wp-content/themes/mlc/images/mlc-tv.jpg" alt="MLC TV Streaming Video" class="bord
</a>
```

"Little Things"

Setting Changes

General

- go to Settings > General
- change Tagline to *Martin Luther College*
- change Timezone to *Chicago*
- change Week Starts On to *Sunday*
- click Save Changes

Discussion

- go to Settings > Discussion
- uncheck *Allow link notifications from other blogs (pingbacks and trackbacks) on new articles* and *Allow people to post comments on new articles* in Default article settings
- select *Gravatar Logo* as Default Avatar
- click Save Changes

Revision #1
Created 25 April 2025 20:32:01 by Rachel Feld
Updated 25 April 2025 20:32:13 by Rachel Feld