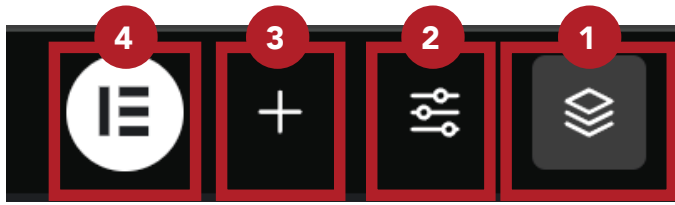


## PDF TABLE OF CONTENTS

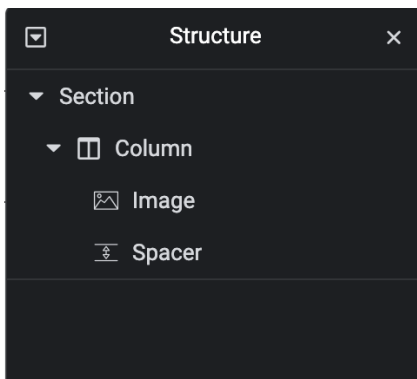
Elementor Main Menu	2
General Page Edits	3
Homepage Edits	4
Editing the Slider Revolution Hero Section	5
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Adding Writings	20
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This site is based on the Samadhi Theme from Axion themes. Further documentation about this theme (how different aspects of it works, etc) can be found by clicking this link: <https://samadhi.axiomthemes.com/doc/> or through the dashboard under Theme Panel > Theme Dashboard > Documentation.

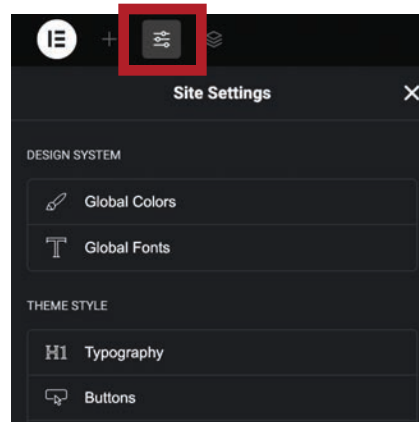
## ELEMENTOR MAIN MENU



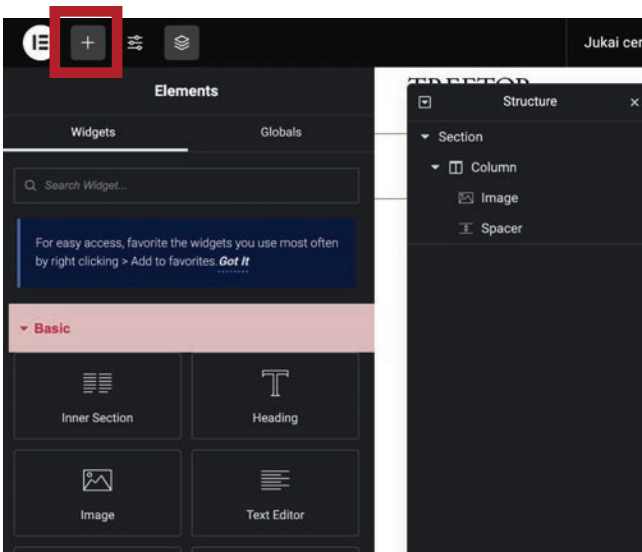
1 Opens the Structure/Navigator panel.



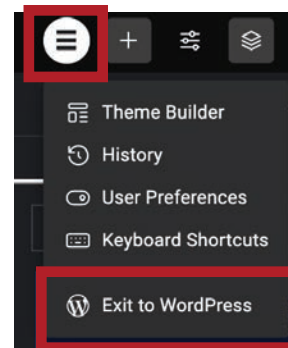
2 Allows the user to edit the settings for the entire site.



3 Allows users to add the widgets seen in the Structure/Navigation panel. There are many different layers of widgets. Some are custom made for this theme at the very bottom of the options. Some are premium options that can be ignored.

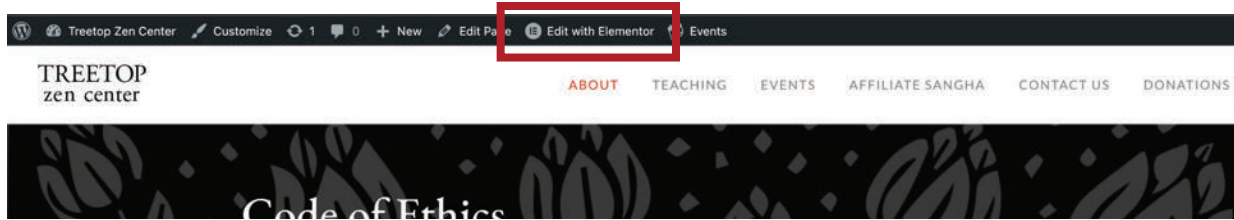


4 Allows the user to exit elementor back to wordpress.

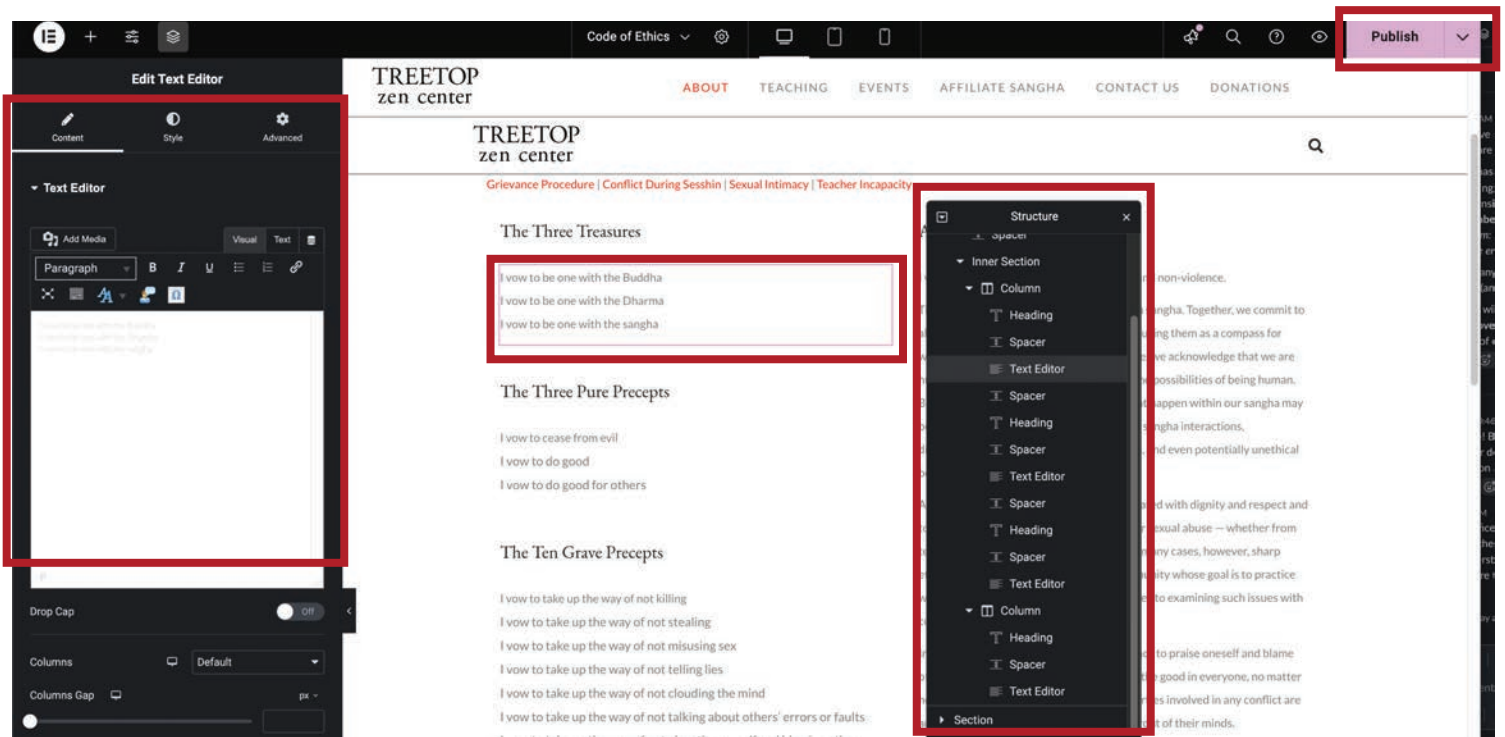


## GENERAL PAGE EDITS

The easiest way to edit most pages will be to already be logged into the wordpress dashboard of the Treetop website. This will allow you to go to any page and simply click "Edit with Elementor" to make basic text/image edits.



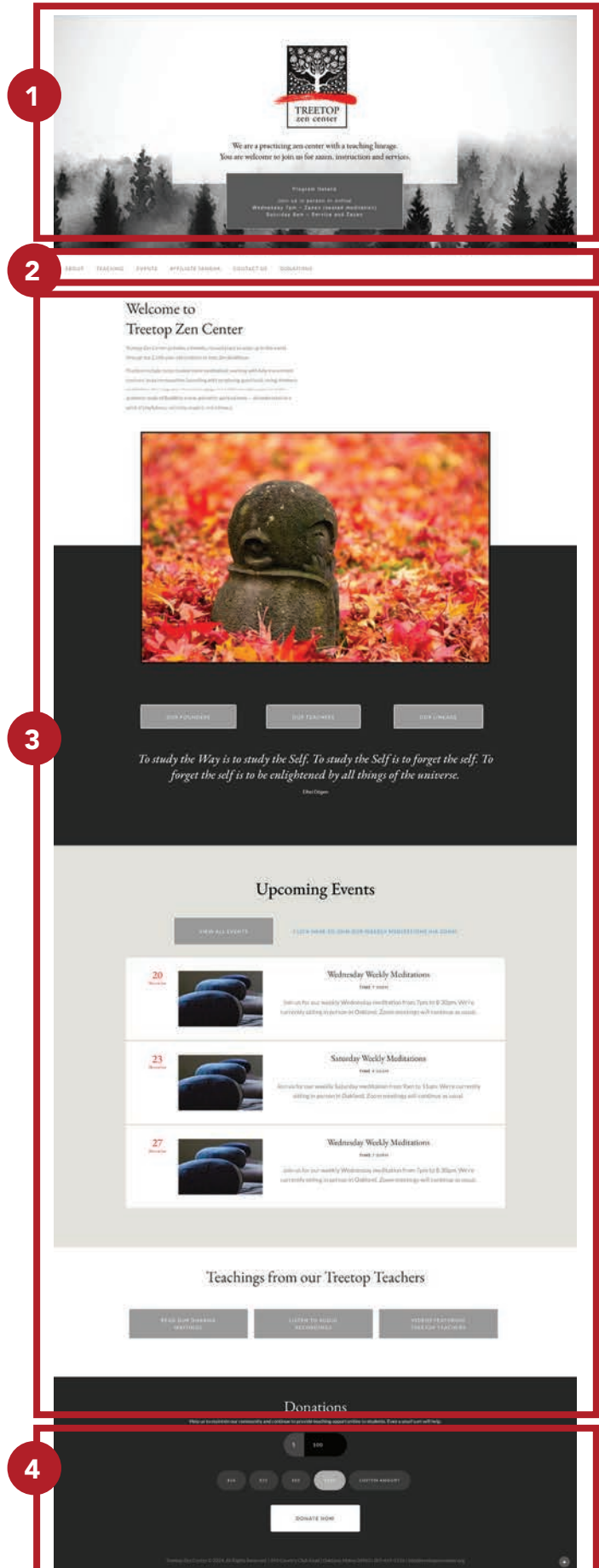
Once in elementor, simply click the element (text, image, etc) you wish to edit to highlight the element and have the element specific content appear in the left-hand column. You can also use the Structure/Navigator Menu to select specific page elements.



Make sure to click the "Publish" button in the upper right-hand corner of the window for your changes to go live.

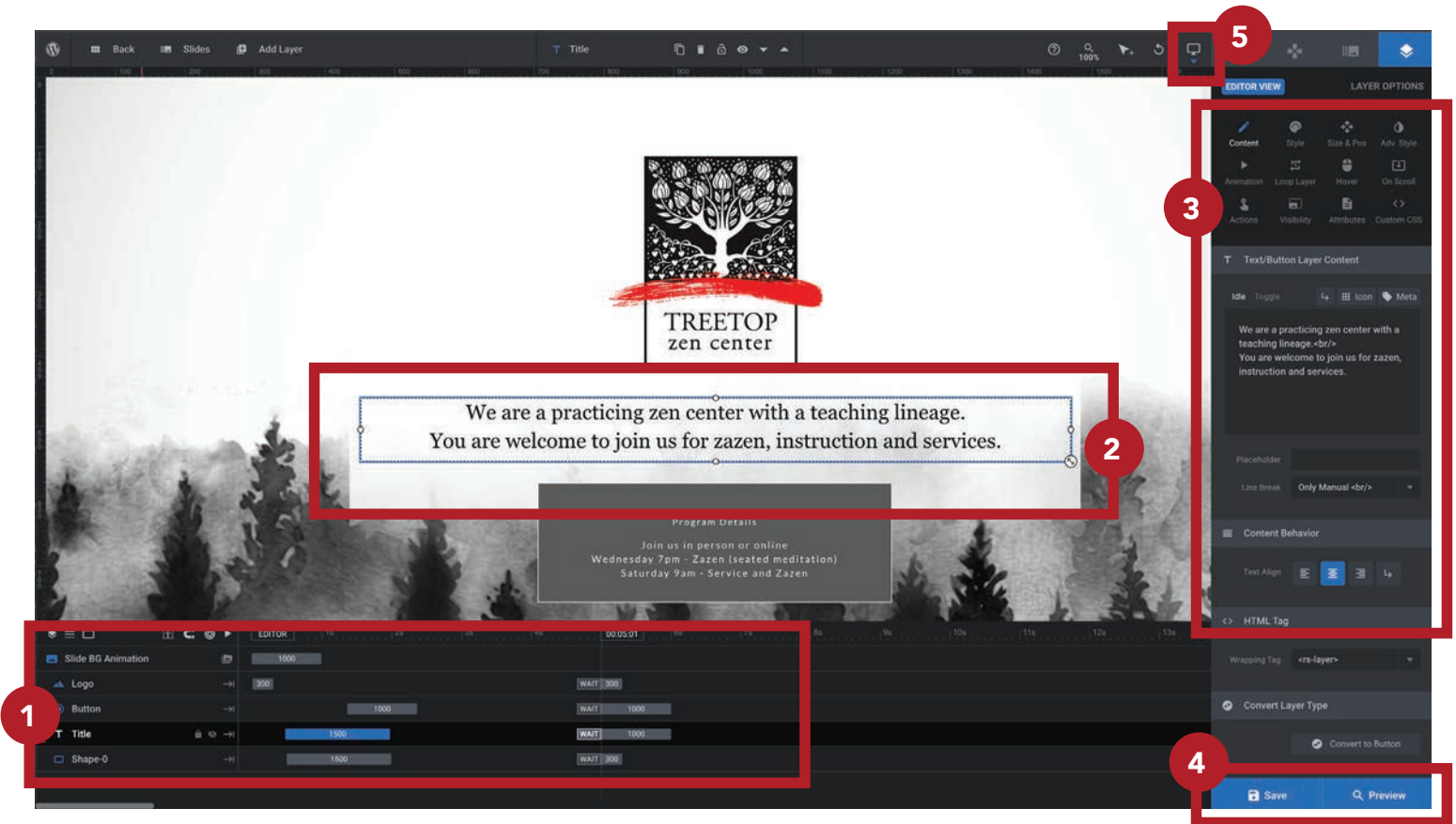
## HOMEPAGE EDITS

- 1 The hero section is edited in slider revolution. Slider revolution allows users to add a slideshow and/or videos to the hero section of a site if desired.
- 2 The template for this header can be found in the dashboard under "Layouts" labeled "Header Fullwidth". However the content is pulled and can be edited from the "Main Menu" which can be found under Appearance > Menus.
- 3 This section can be found in the dashboard under Pages > Home 1 and edited using the elementor editor.
- 4 Some of this donation form can be found in the dashboard under Pages > Home 1, however the donation widget pulls its content from the donations form that can be found in the dashboard via Donations > Donations.



## EDITING THE SLIDER REVOLUTION HERO SECTION

From the dashboard go to: Slider Revolution > Overview. Scroll down to “Search Modules” and click the pencil icon on “Static Slider”.



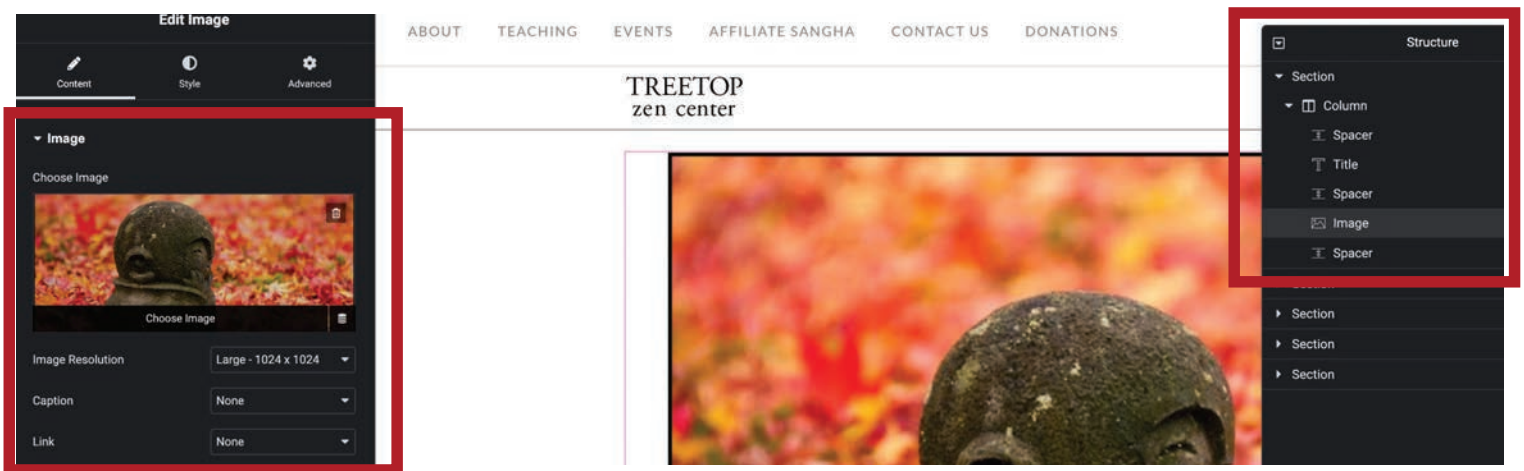
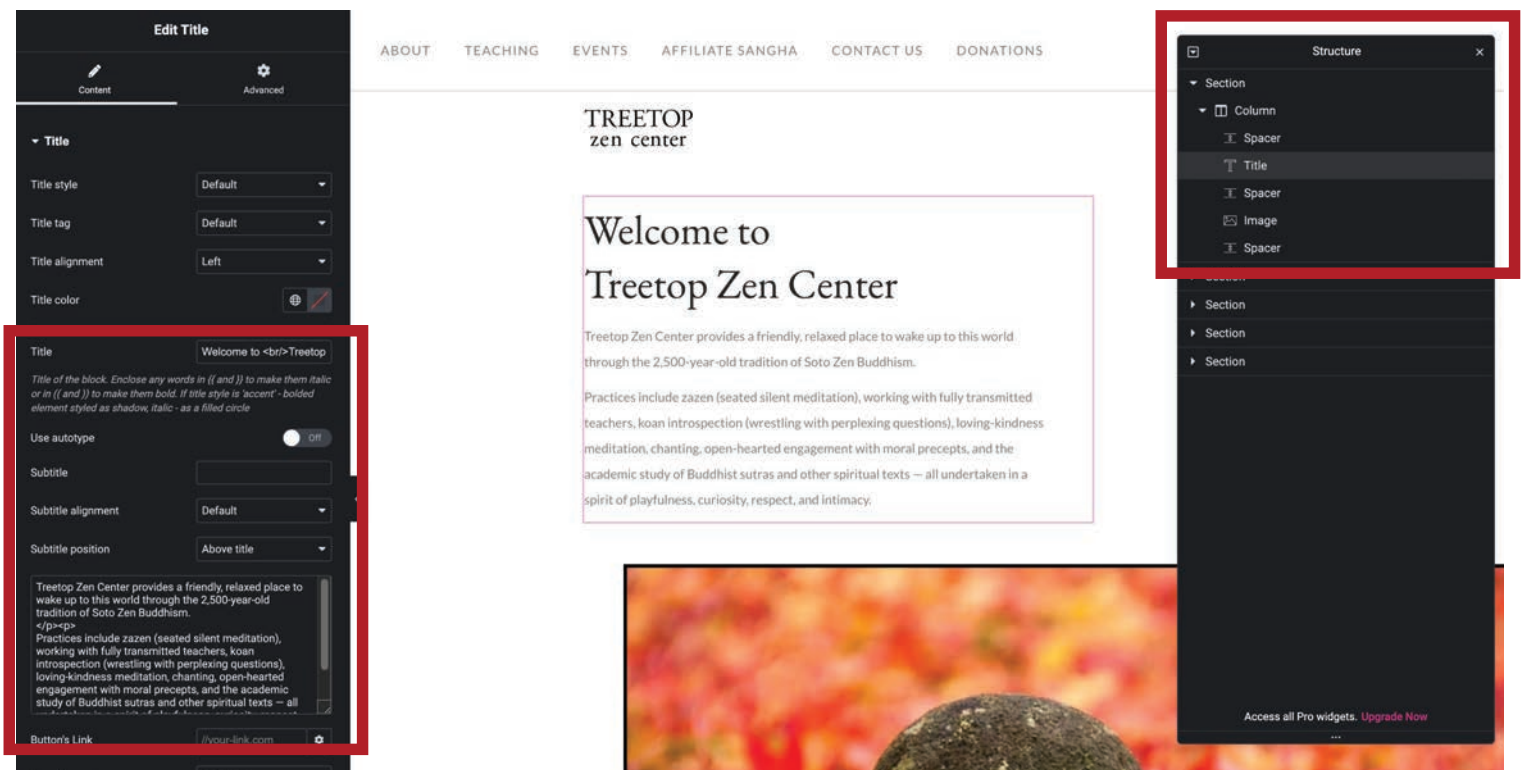
- 1 Timeline that determines the brief animation that plays bringing up all the hero section components. Each components has it's own layer.
- 2 You can select a component by selecting a timeline layer or by clicking on the component you wish to edit.
- 3 Once a component is selected, you can use the editor view to make edits.
- 4 Once the edits are made, press save to enact the changes.
- 5 You can select the computer icon in the upper menu to see how the changes you've enacted will look in different formats such as tablet and mobile.

## EDITING THE HOMEPAGE USING ELEMENTOR

From the dashboard go to: "Pages" > "Home 1". If you are already logged in the wordpress dashboard, you can go to the homepage and click "Edit with Elementor" in the upper menu.

### WELCOME SECTION

Select the "Title" or "Image" sections under the first section. This will customize the content section allowing you to change the text copy or image.

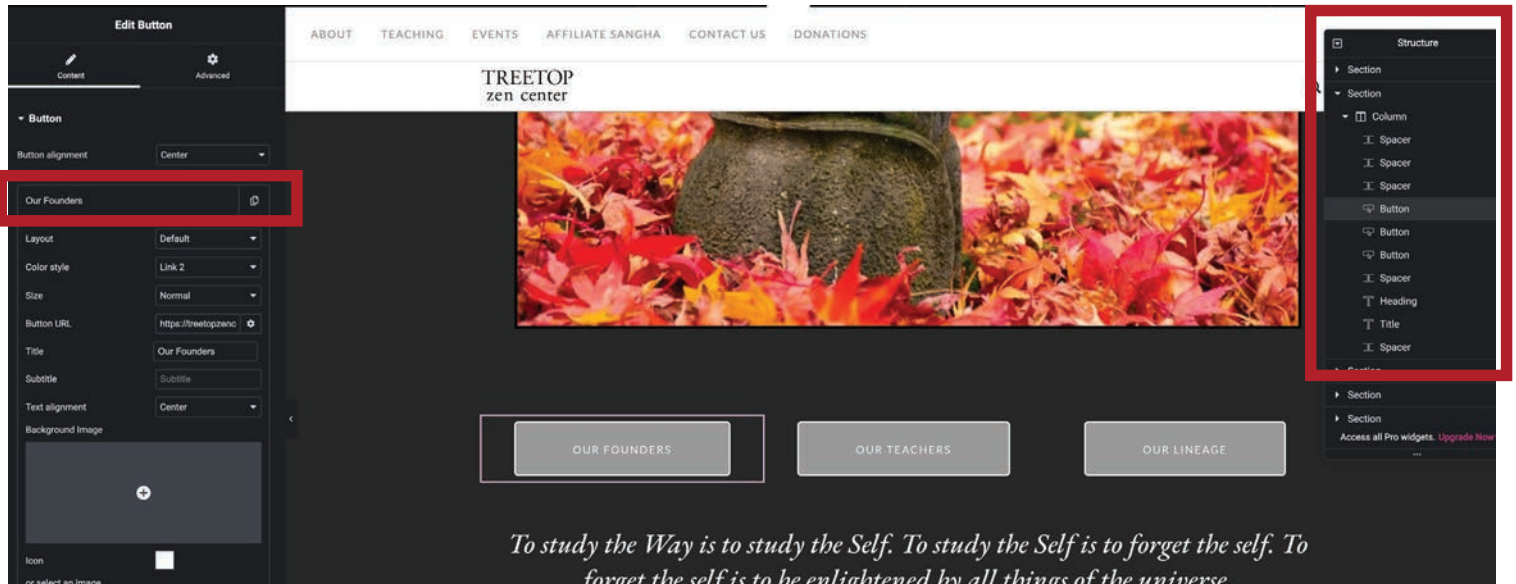


Make sure to click the "Publish" button in the upper right-hand corner of the window for your changes to go live.

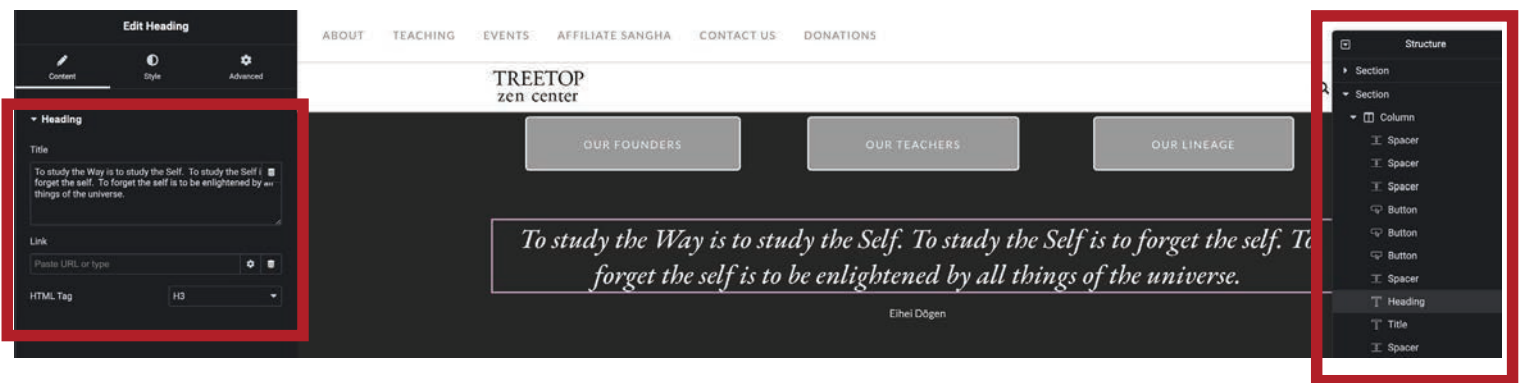
## BUTTONS AND QUOTE SECTION

Select one of the "Button", "Heading" or "Title" sections under the second section. This will customize the content section allowing you to change any text or links.

**Note:** On the buttons, you may need to click on the button name for the section to expand so you can see all the options.



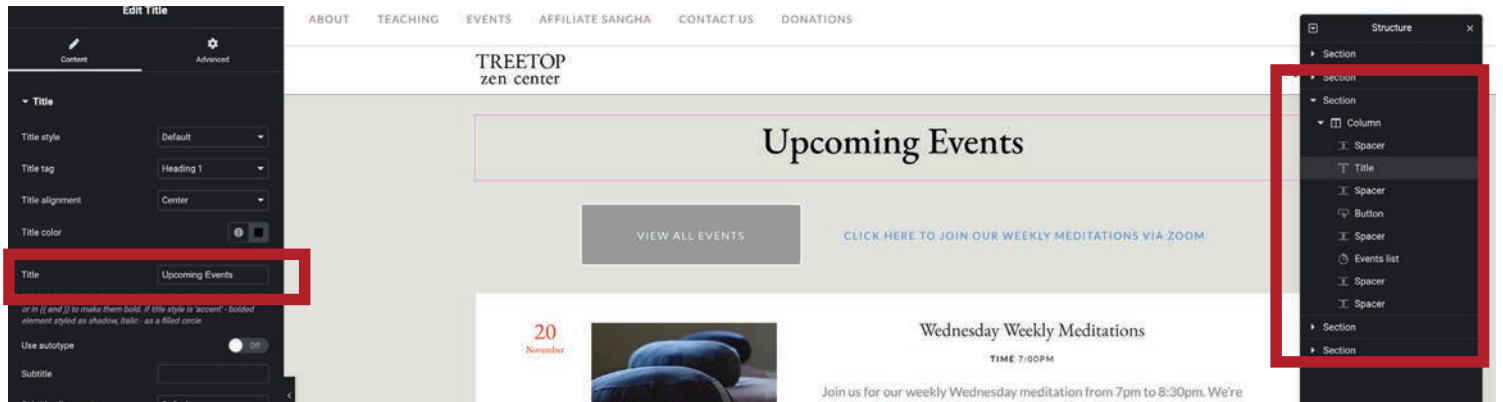
The "Heading" section is the actual quote text and the "Title" section contains the quote author's name.



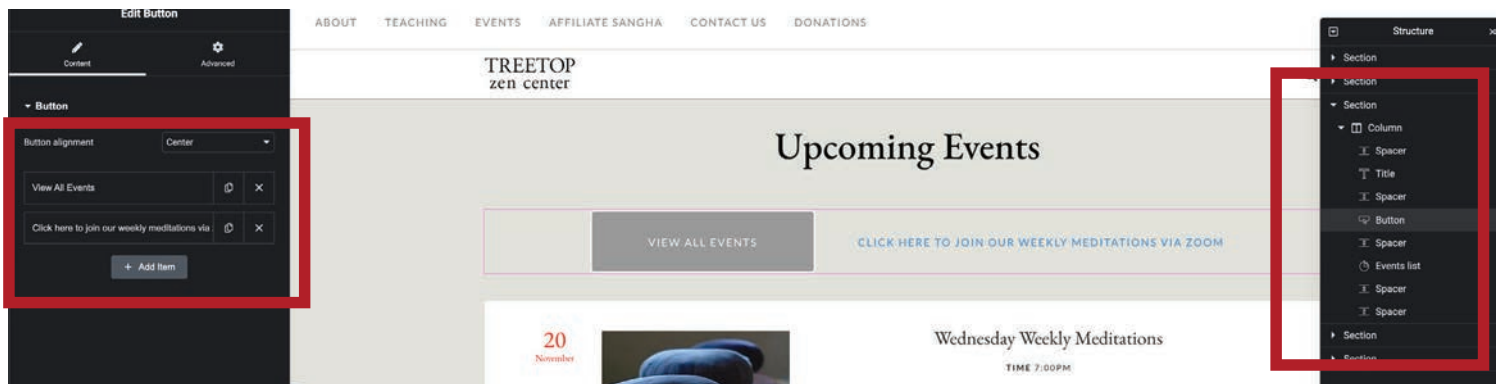
Make sure to click the "Publish" button in the upper right-hand corner of the window for your changes to go live.

## UPCOMING EVENTS SECTION

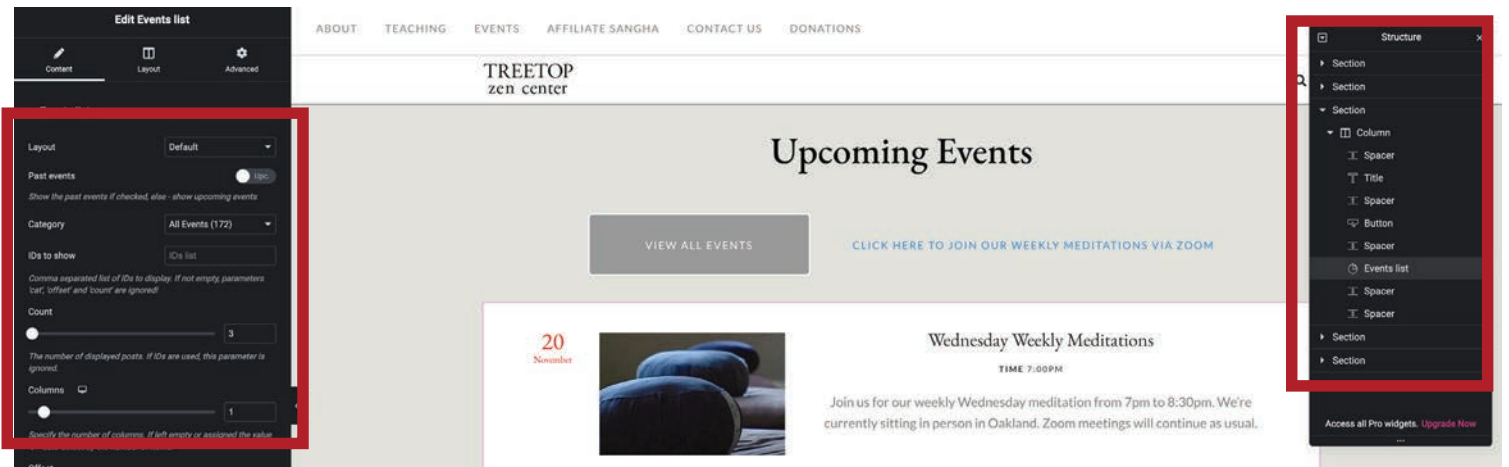
Select "Title", "Button" or "Event List" sections under the third section. This will customize the content section allowing you to change any text or links.



Click on the name of the "Button" to see further editable options for each button.



The "Event List" section is auto generated based on the selected event category. Currently this is set to "All Events" with only three posts showing.

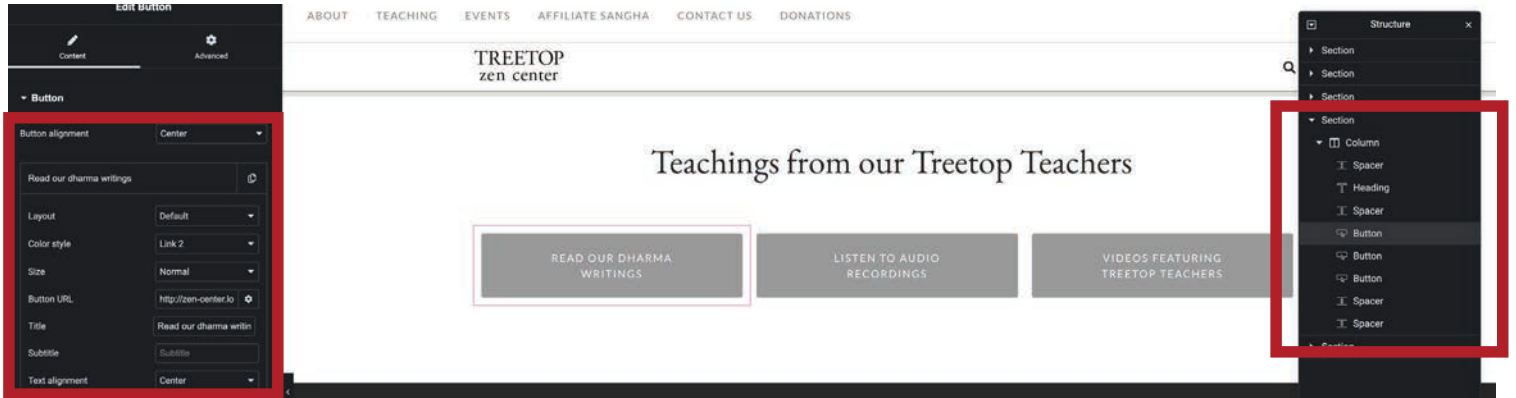


Make sure to click the "Publish" button in the upper right-hand corner of the window for your changes to go live.

## TEACHINGS FROM OUR TREETOP TEACHERS SECTION

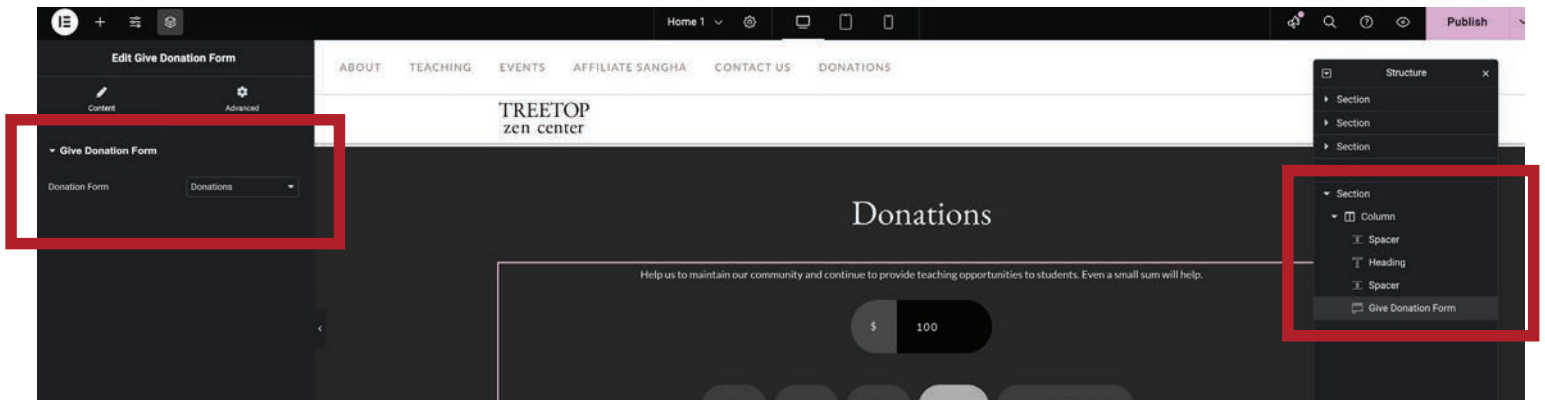
Select "Heading" or "Button" sections under the fourth section. This will customize the content section allowing you to change any text or links.

Click on the name of the "Button" to see further editable options for each button.



## DONATIONS SECTION

Select "Heading" or "Give DonationForm" sections under the last section. This will customize the content section allowing you to change any text or links.



Make sure to click the "Publish" button in the upper right-hand corner of the window for your changes to go live.



## GIVE DONATION FORM SETTINGS

From the dashboard: Donations > Settings. For more documentation about this plugin, [click here](#).

The Payment Gateways tabs will be where you can change what you would like the default payment gateway to be as well as editing any of your paypal account settings.

Visual Form Builder	Gateway	Label	Default	Enabled
Option-Based Form Editor	Test Donation	Test Donation	<input type="radio"/>	<input checked="" type="checkbox"/>
	Offline Donation	Offline Donation	<input type="radio"/>	<input checked="" type="checkbox"/>
	PayPal Standard	PayPal	<input type="radio"/>	<input checked="" type="checkbox"/>
	PayPal Donations	Credit Card	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>
	Stripe - Payment Element	Stripe Payment Element	<input type="radio"/>	<input type="checkbox"/>

**Accept Donations with PayPal Donations**

Allow your donors to give using Debit or Credit Cards directly on your website with no additional fees.

- > Credit and Debit Card Donations
- > Improve donation conversion rates
- > Easy no-API key connection
- > Accept payments from around the world
- > Donate via PayPal accounts
- > Supports 3D Secure payments

**Account Country**: United States

The country the PayPal account is based from. Make sure to select before connecting.

**PayPal Connection**: Connected

Connected as Standard for payments as admin@treetopzencenter.org [Disconnect](#)

Make sure to click the "Save Changes" button in the bottom of the window for your changes to go live.

# DONORS REPORT/INFORMATION

From the dashboard: Donations > Donors or Reports.

**Donors** Switch to Legacy View

Name, Email, or Donor ID:  All Donation Forms ▾

Bulk Actions ▾  1 donors

<input type="checkbox"/>	Donor Information <span>▾</span>	Total Given	Donations <span>▾</span>	Latest Donation	Donor Type	Date Created <span>▾</span>
<input type="checkbox"/>	 <b>Katie Anon</b> katie@puelldesign.com	\$100.00	1 donation	11/20/2024 at 2:40 pm	1x ONE-TIME DONOR	11/20/2024 at 2:40 pm

Bulk Actions ▾  1 donors

**Revenue for Period**

Revenue graph showing data from Nov 13 to Nov 20. The y-axis ranges from 0 to 100.

SUMMARY:

- TOTAL REVENUE: \$0 (0%)
- AVERAGE DONATION: \$0 (0%)
- TOTAL DONORS: 0 (0%)
- TOTAL REFUNDS: 0 (0%)

**Revenue Breakdown** Export CSV

Date	Donors	Donations	Refunds	Net
November 12, 2024	0	\$0	0	\$0
November 13, 2024	0	\$0	0	\$0
November 14, 2024	0	\$0	0	\$0
November 15, 2024	0	\$0	0	\$0
November 16, 2024	0	\$0	0	\$0

**Payment Methods**

Method	Amount	Percentage
Stripe - Credit Card	\$0	0%
Stripe - Checkout	\$0	0%
Stripe - SEPA Direct Debit	\$0	0%
Stripe - BECS Direct Debit	\$0	0%
PayPal Standard	\$0	0%

**Payment Statuses**

Chart showing payment statuses: Completed, Pending, Returned, Cancelled, Failed.

**Form Performance**

Donations: \$0 (0%)

**Donation Activity**

No data found.

**Top Donors**

No data found.

If you like GiveWP please leave us a ★★★★★ rating. It takes a minute and helps a lot. Thanks in advance!

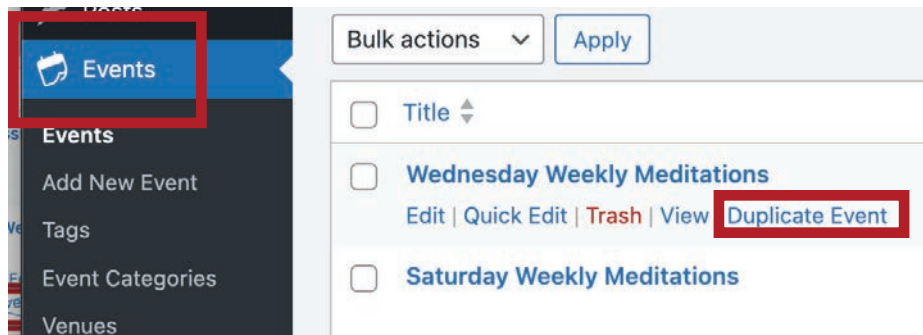
Version 6.7

Note: These reports are empty because this guide was put together before the site went live and donations were received.

## ADDING A WEEKLY MEDITATION

The easiest way to add a new weekly meditation is to duplicate an existing weekly meditation and update the copy.

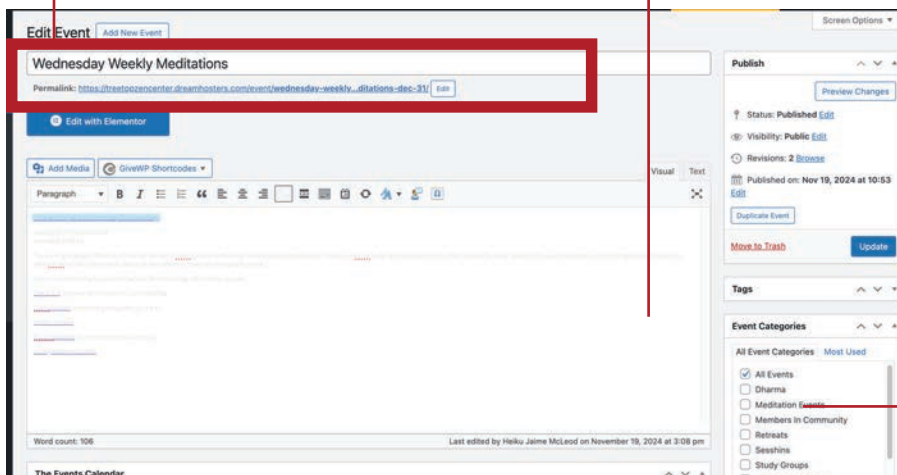
**Note:** There are slight copy differences between the Wednesday vs Saturday Meditations (such as the event time and the event except copy) so make sure you are duplicating the right event.



## EDITING INDIVIDUAL WEEKLY MEDITATION POSTS

Update the permalink with the new date - this helps with SEO and allows each event its own identity

Update post copy as needed

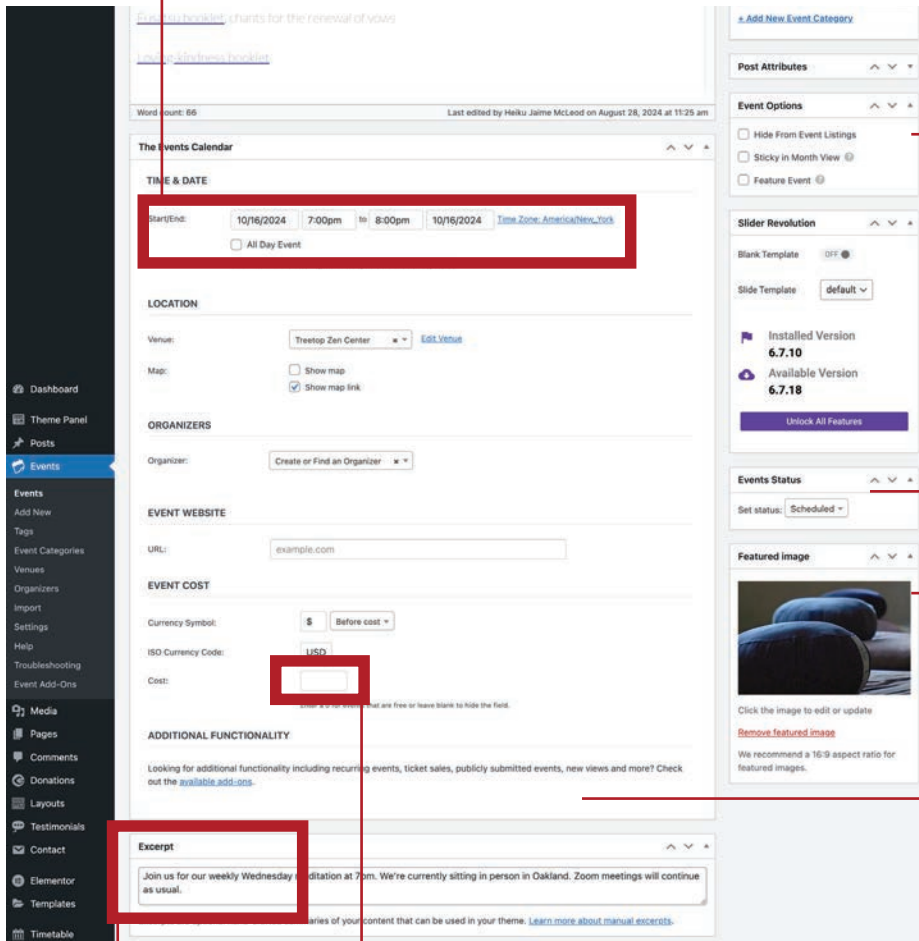


**Note:** This event plugin does allow the Zen Center to create just one event for the recurring Saturday and Wednesday meditations, but unfortunately that is an additional fee and not part of the free version of the plugin. These instructions allow us to create the weekly meditation events using the free version which means creating an individual event for each meditation session.

Event categories checked should be "All Events" and "Weekly Meditations"

## EDITING INDIVIDUAL WEEKLY MEDITATION POSTS (CONT.)

Edit date/time of event



Event options. Most of the time for weekly meditations these will be left unchecked.

This is where you would change an event to "cancelled". When changed a text box appears allowing you to state the reason for the cancellation if you want.

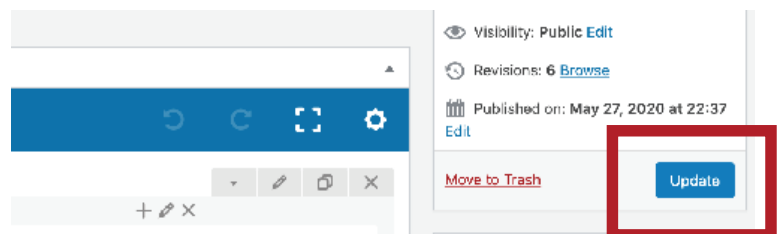
Featured image that shows next to the post.

Note: There is a feature where you can schedule a recurring weekly event to happen every Wednesday and Saturday vs doing every meditation as its own individual event but that does require paying extra to the event plugin developers.

Keep this blank for no cost to show

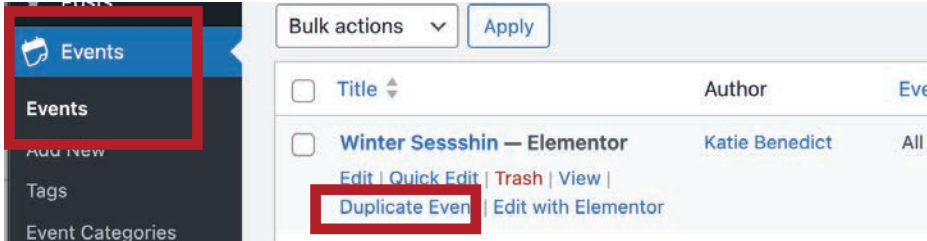
Edit excerpt as needed if there are changes in the day, time and location.

Be sure to press the "Update" button on the page so your edits can be reflected on the live website.



## ADDING A SESSHIN

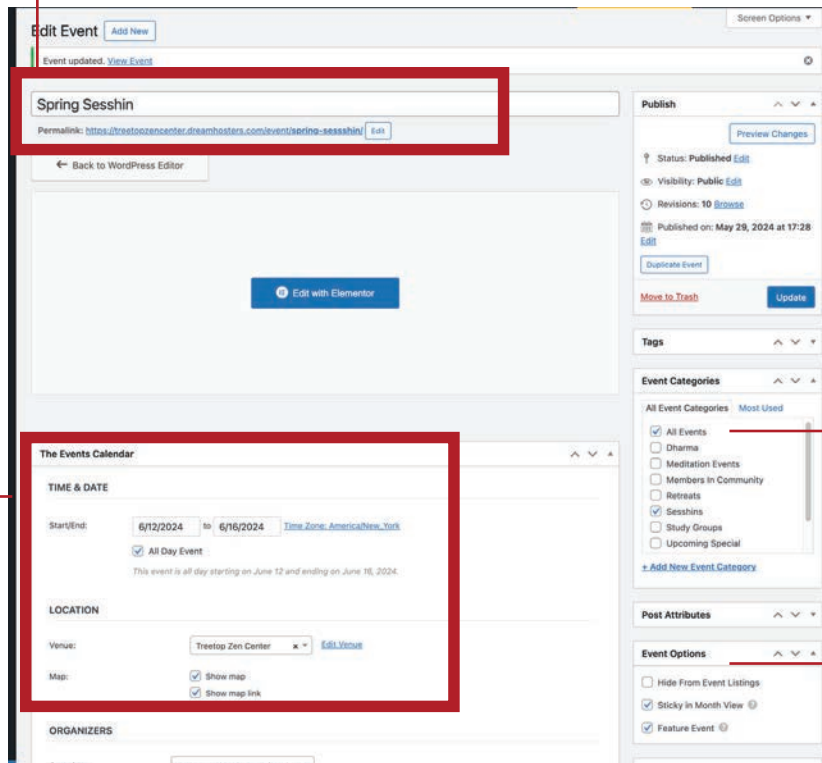
The easiest way to add a new sesshin is to duplicate an existing sesshin and update the copy.



## ADDING AN INDIVIDUAL SESSHIN POST - PART 1

This is a two step process as it involves the actual post page as well as edits in elementor.

Update the post name and  
permalink with the new date



Date, time and  
location of event.

Event categories  
checked should be  
"All Events" and  
"Sesshins"

Check to make an  
event a "Featured" or  
sticky event.

## ADDING AN INDIVIDUAL SESSHIN POST - PART 1 (CONT.)

Event cost

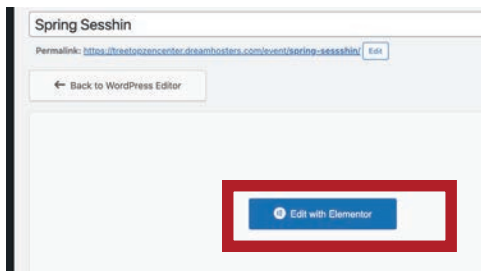
The screenshot shows a form for creating an event. A red box highlights the 'EVENT COST' section, which includes fields for 'Currency Symbol' (set to '\$'), 'Before cost' (a dropdown menu), 'ISO Currency Code' (set to 'USD'), and 'Cost' (set to '165'). Below this is the 'ADDITIONAL FUNCTIONALITY' section. Another red box highlights the 'Excerpt' field, which is currently empty. To the right of the form, a sidebar contains various settings: 'Blank Template' (OFF), 'Slide Template' (default), 'Installed Version 6.7.10', 'Available Version 6.7.18', 'Events Status' (Set status: Scheduled), and 'Featured image' (a pink lotus flower image). A red line points from the text 'Feature image to go with the post.' to the featured image.

Add an excerpt for this event as necessary. If left blank, the first sentence from the body copy will be used instead.

Feature image to go with the post.

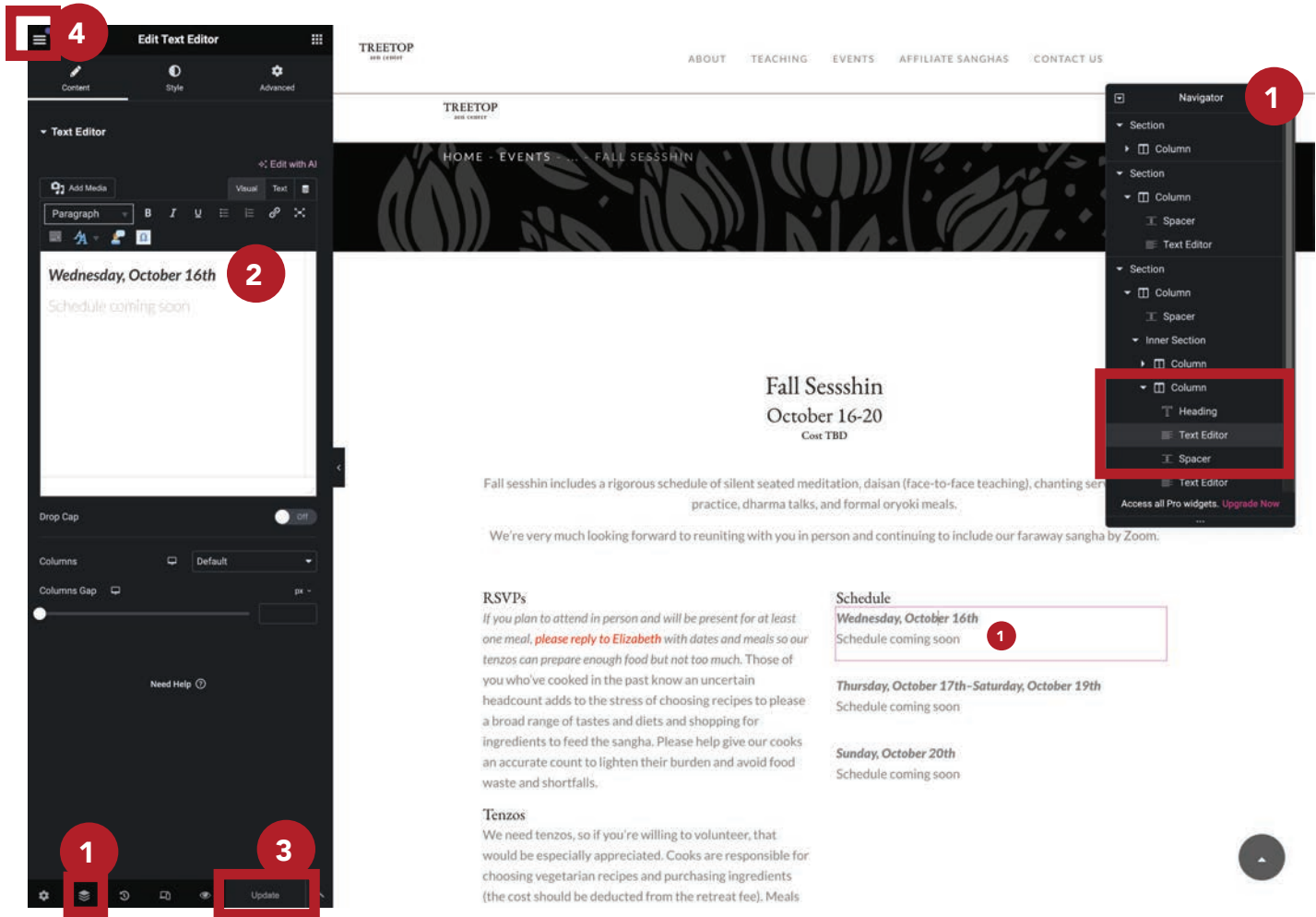
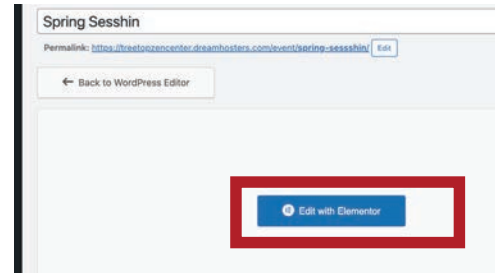
## ADDING AN INDIVIDUAL SESSHIN POST - PART 2

Due to the complexity of the Sesshin pages, edits will need to be made to the post as well as the body section using elementor. Click the "Edit with Elementor" body in the body section of the page to start.



## ADDING AN INDIVIDUAL SESSHIN POST - PART 2

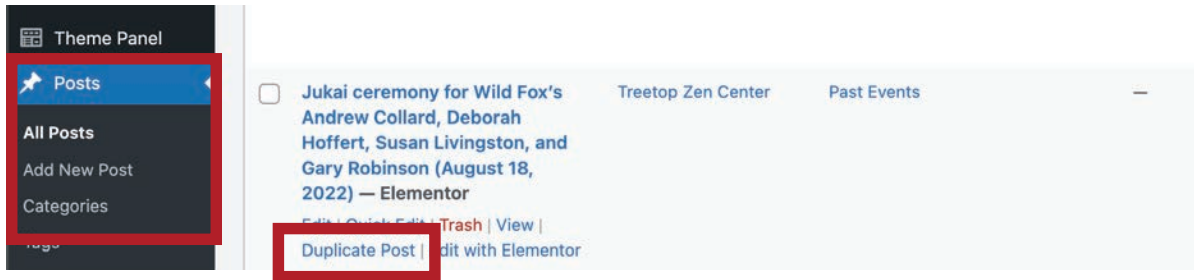
Due to the complexity of the Sesshin pages, edits will need to be made to the post as well as the body section using elementor. Click the "Edit with Elementor" body in the body section of the page to start.



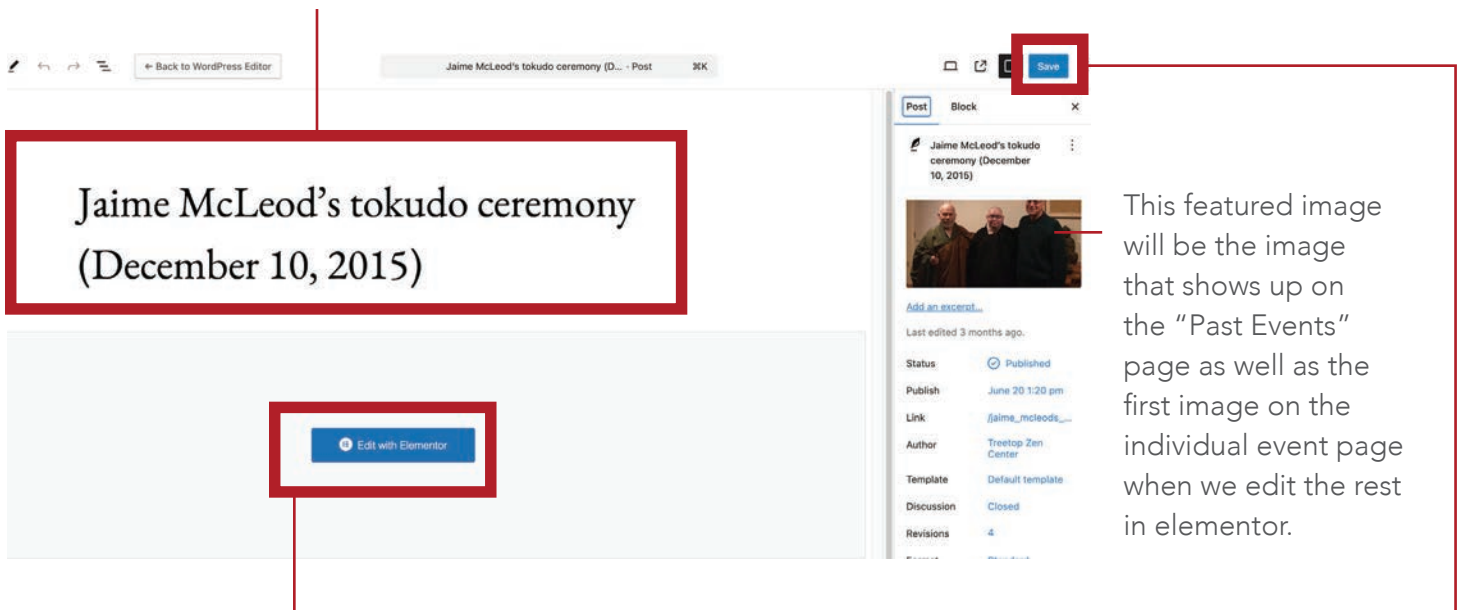
- 1 Click directly into the text box or use the navigator to select the text box you would like to edit.
- 2 Once the text box is selected, the text editor will appear in the left-hand column allowing you to edit your text.
- 3 Once your edits are done, click "Update" and the changes will go live.
- 4 When you are done all your edits, click the sandwich menu in the upper left hand corner and select "Exit." This will take you back to wordpress.

## ADDING A PAST EVENT - PART 1

Past events are actually organized in the back end as a post as opposed to an “event.” The easiest way to add a new past event is to duplicate an existing past event and update the copy.



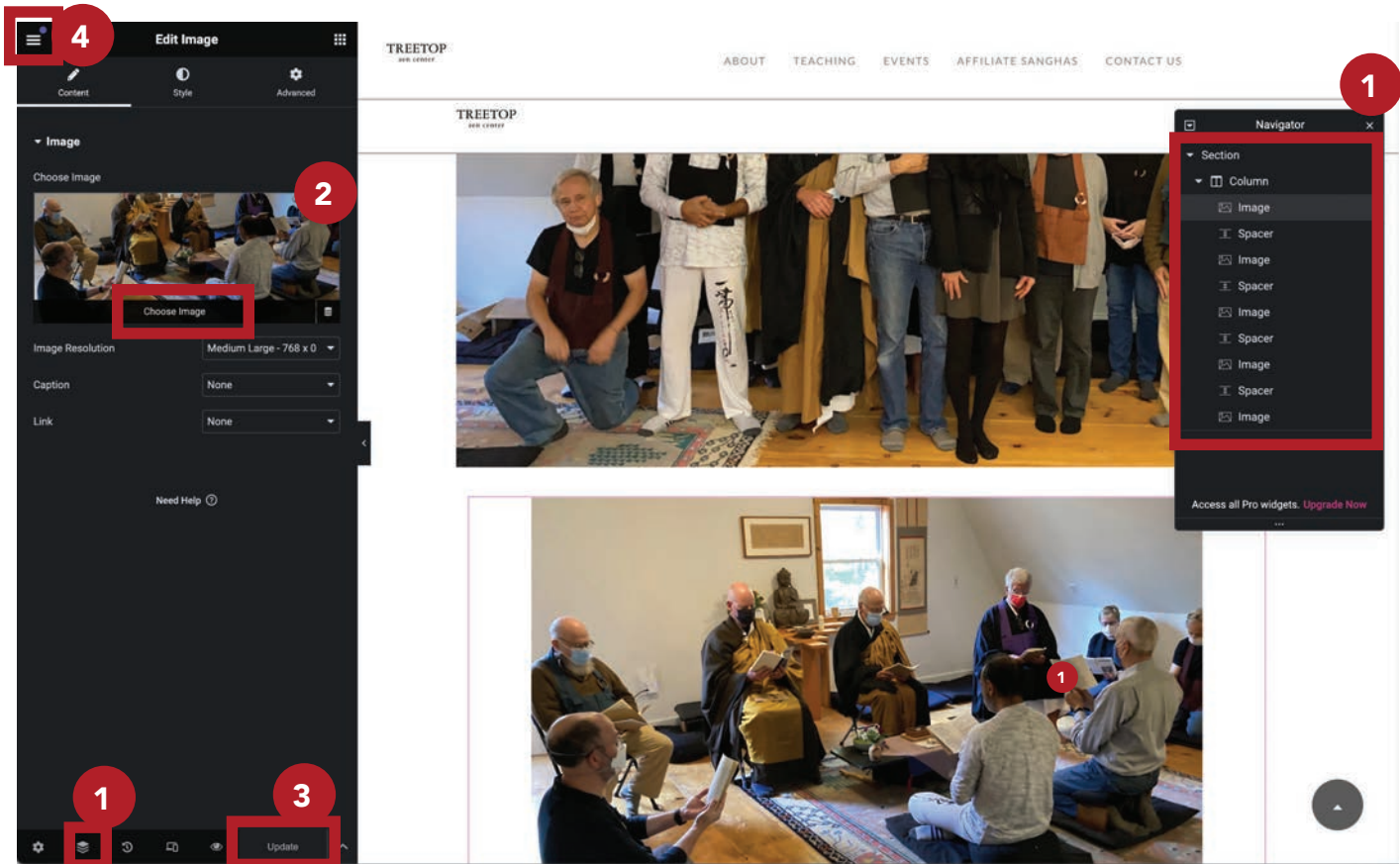
Change the post name to the new event name.



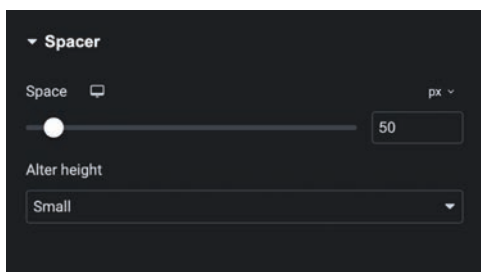
This featured image will be the image that shows up on the “Past Events” page as well as the first image on the individual event page when we edit the rest in elementor.

After you are done your changes, click “Save” in the upper right-hand corner and lastly click, “Edit with Elementor”. If you don’t click “Save” before clicking “Edit with Elementor” and of the changes you made to the title or featured image will be thrown out.

## ADDING A PAST EVENT - PART 2



- 1 Click directly into the text box or use the navigator to select the image you would like to change.
- 2 Once the image is selected, the image editor will appear in the left-hand column allowing you to change your image by selecting "Choose Image".
- 3 Once your edits are done, click "Update" and the changes will go live.
- 4 When you are done all your edits, click the sandwich menu in the upper left hand corner and select "Exit." This will take you back to wordpress.

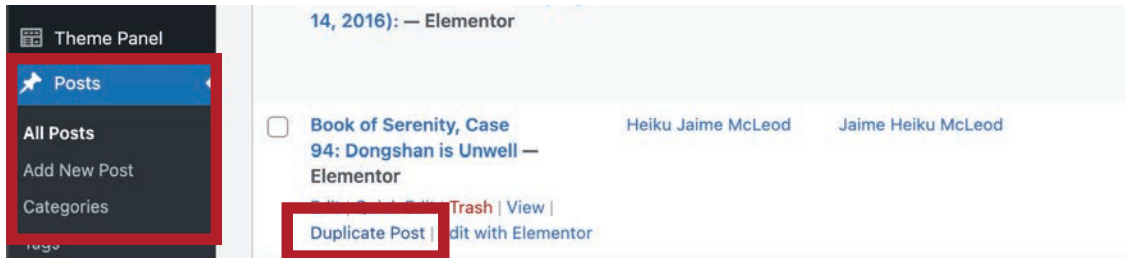


If you need to add a space between multiple images, I have been using the spacer widget at 50px and an alter height of small.

**Note:** If you only have one image for an event, make sure that image is the featured image for the event using the instructions on the previous page. Then delete all other images on this page. The featured image should show up here but not be editable. To add additional images, follow the instructions on this page keeping in mind you can right-click on anything within the navigator/structure window to duplicate then edit an item.

## ADDING WRITINGS - PART 1

All writings are in the "Posts" section with each author given their own category. The best way to add a writing is to duplicate a previously made writing and edit the copied post.



Change the post name to the new writing title.

Gateless Gate,  
Case 41: Bodhidharma's Mind-Pacifying

Save

This featured image will be the image that shows up with the writing.

After you are done your changes, click "Save" in the upper right-hand corner and lastly click, "Edit with Elementor". If you don't click "Save" before clicking "Edit with Elementor" the changes you made to the title or featured image will be thrown out.

Select the author of the writing. Add a new author by adding a new category.

1,223 words, 6 minutes read time.  
Last edited 3 months ago.

Status Published  
Publish July 31, 2015 2:18 pm  
Link /gateless-gate-ca...  
Author Heiku Jaime McLeod  
Template Default template  
Discussion Closed  
Revisions 2  
Format Standard

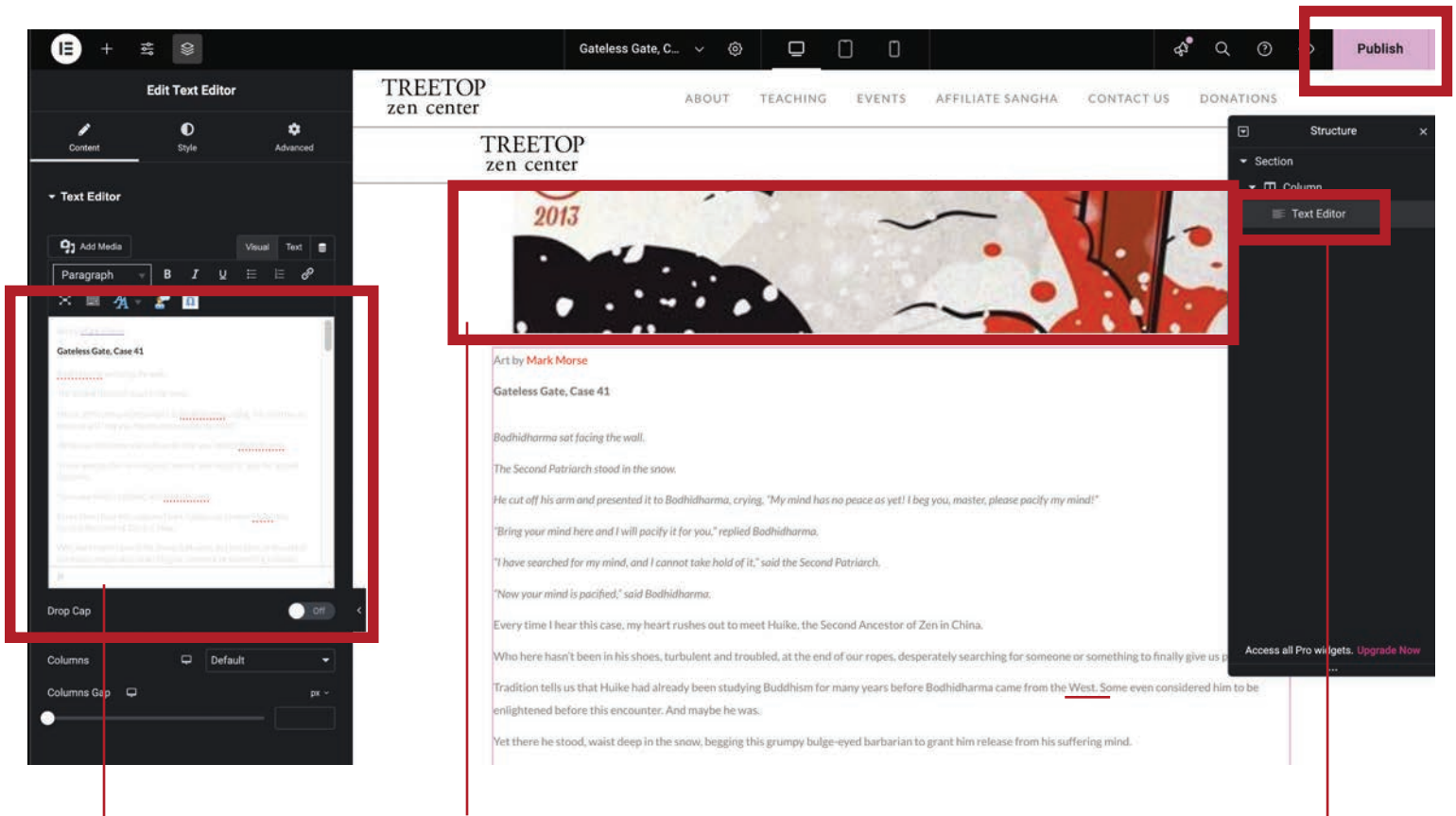
Move to trash

Categories

Search

Jaime Heiku McLeod  
 Events  
 Inspiration  
 Margaret Ne-Eka Barragato  
 Meditation  
 meditation  
 Other  
[Add New Category](#)

## ADDING WRITINGS - PART 2

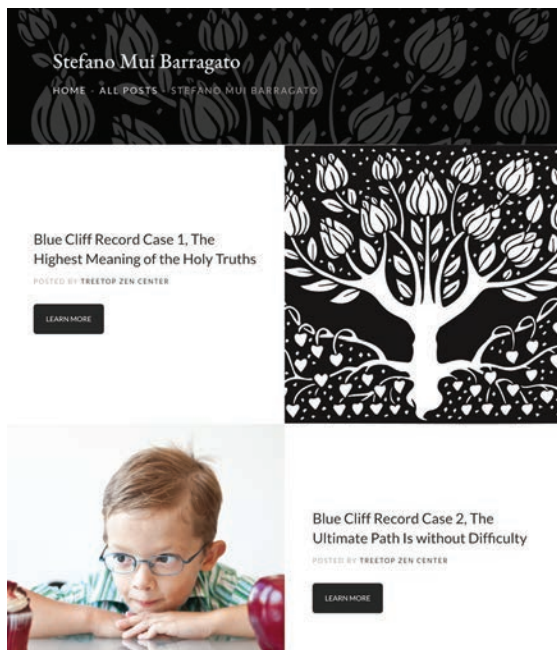


Add new copy here.

This image is not editable as it is pulled from the featured image selected on the previous page.

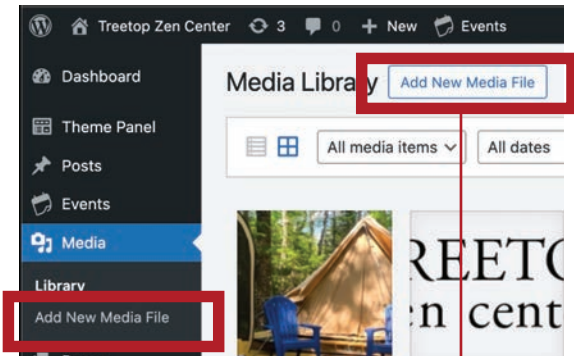
Select "Text Editor" to edit text.

Make sure to click the "Publish" button in the upper right-hand corner of the window for your changes to go live.

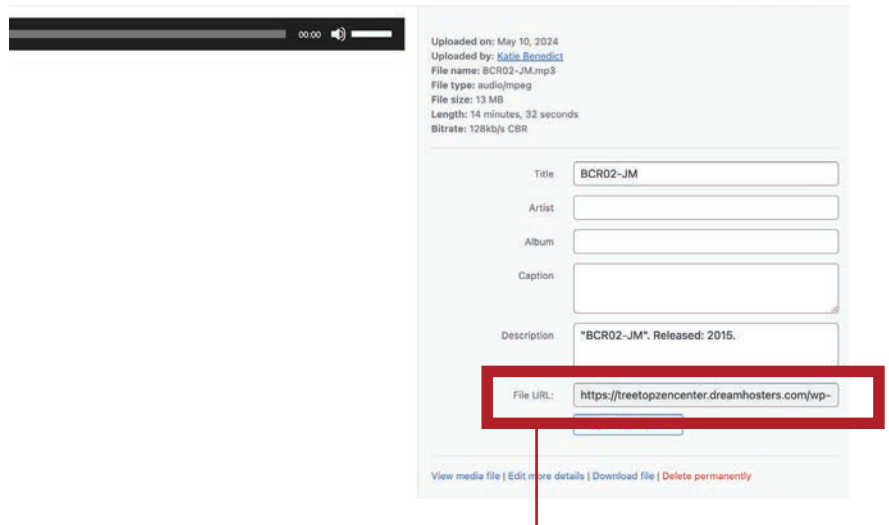


Your new writing should appear at the top of the author page, as writings are automatically organized with the most recent entry displayed first.

## ADDING AUDIO

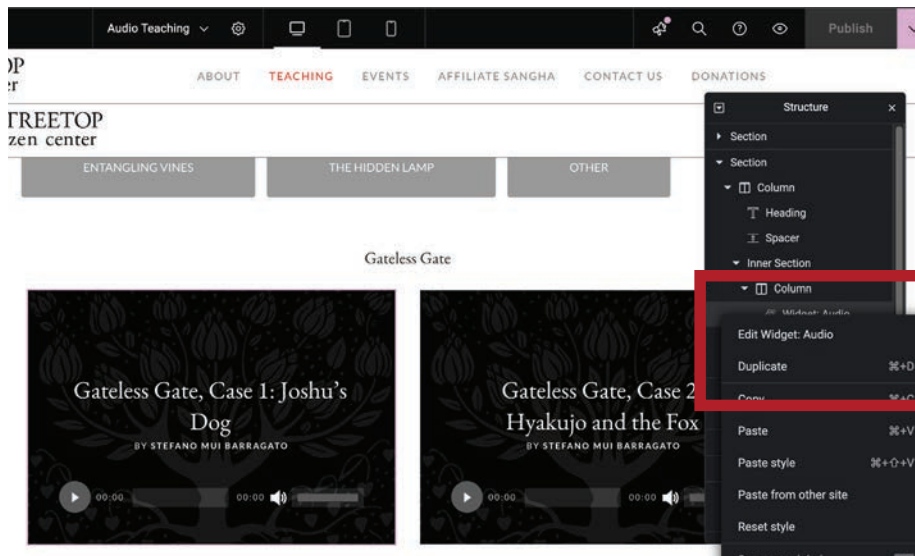


Go to the "Media" section and add your audio mp3 file using the "Add New media File".



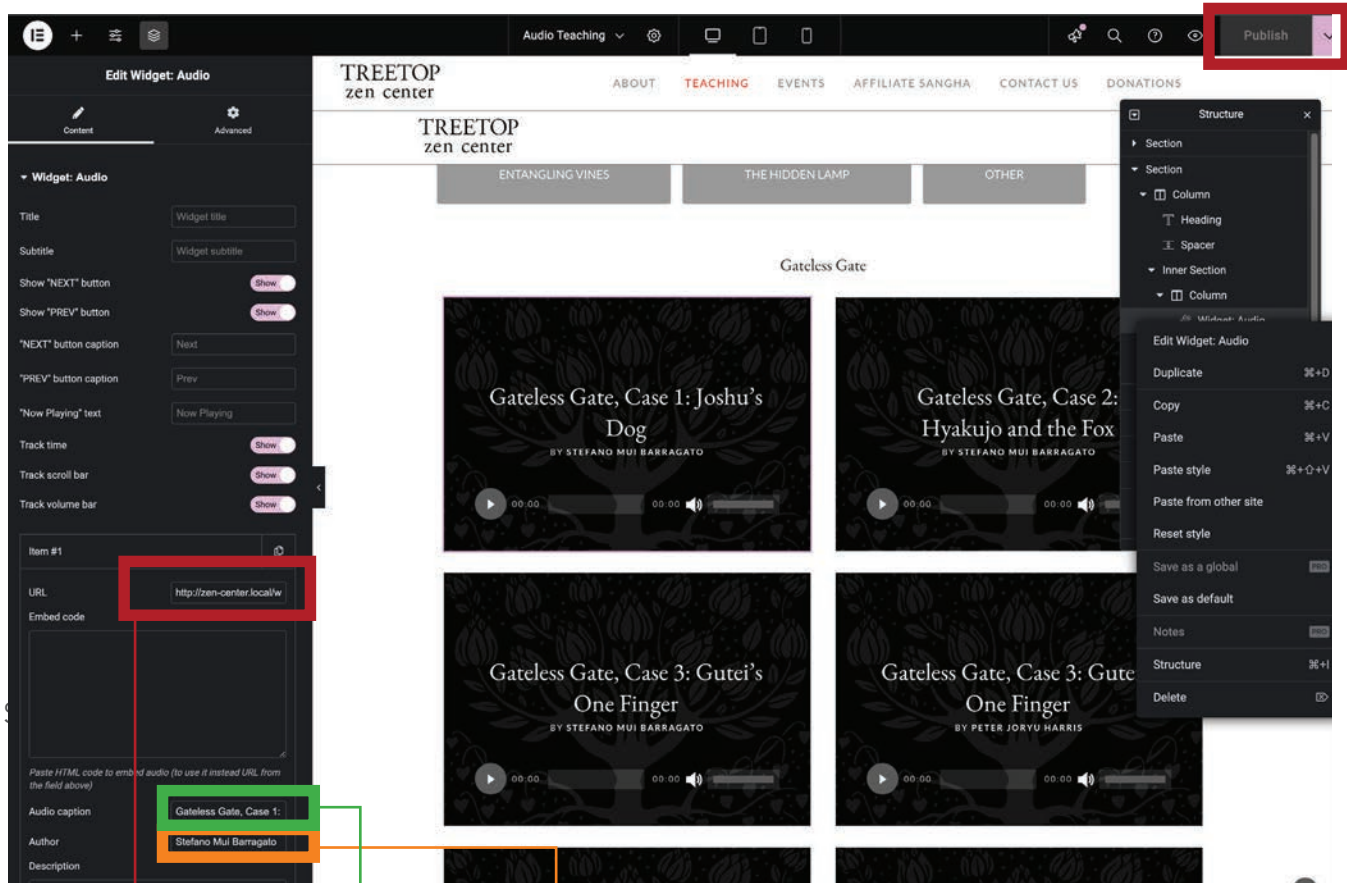
Once added, click on the newly uploaded audio file to open the "Attachment details" window. Copy the url in the "File URL".

Select the Audio Teachings page in Pages > Audio Teaching > Edit with Elementor.



Select an existing audio widget to duplicate. Right click on the widget to duplicate the component.

## ADDING AUDIO (CONT.)



Url you copied from the uploaded media file in the previous page.

Audio file name

Author

Make sure to click the "Publish" button in the upper right-hand corner of the window for your changes to go live.

# VIDEO

From the dashboard: Pages > Video Teachings.

You can either select a video to edit or select a video to duplicate and then edit to add a new video.

The screenshot shows the 'Edit Video' interface for the 'TREETOP zen center' website. The 'Source' dropdown menu is set to 'YouTube' and is highlighted with a red box. The 'Link' field contains the URL 'https://www.youtube.com/watch?v=lkxhBDaGh2g' and is highlighted with a green box. A 'Structure' panel on the right shows a hierarchy of sections and columns, with the 'Video' widget selected. Below the edit panel, the website's 'Video Teachings' page is visible, featuring a video player and a 'Patched with Video Blocker' warning. Two vertical lines, one green and one red, connect the highlighted fields to labels at the bottom of the page.

Video Url

Video Source (Youtube, Vimeo, etc)