



OSCIA

Website Manual

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bwired

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Overview

In the following pages, it will be specified how to use the CMS, and how to make edits, extending the functionality of the current sites that are managed.

Goals

1. Learn how to manage a WordPress site.
2. Learn how to add, edit, and delete content on the site.
3. Learn how to make modifications to the theme effectively
4. Learn how to make modifications to the new OSCIA Plugin effectively.

Specifications

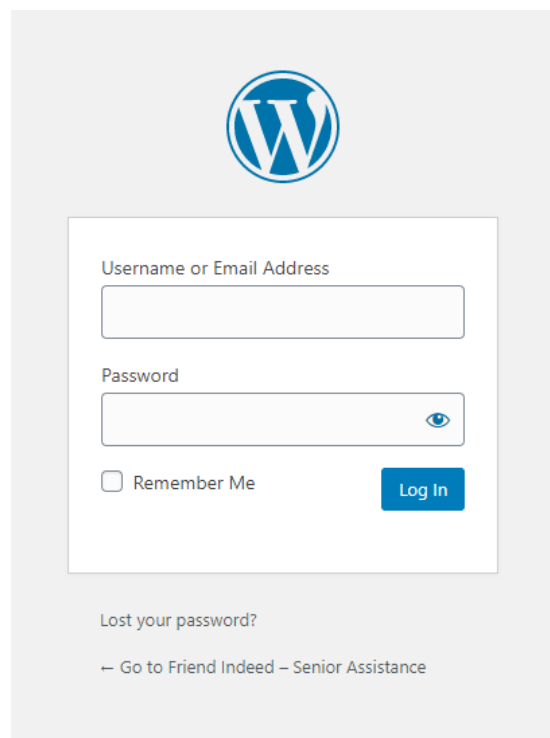
The website is made with WordPress CMS with the OSCIAJoints theme which it's based on the [JointsWP SASS version](#) theme and Elementor Page Builder.

In the following pages the following topics will be explained:

1. User management
2. Pages, Menus, Programs, Workshops, Staff, Events, and Menus customization
3. OSCIA theme and Plugin customization

WordPress Access

1. Login to WordPress admin as usual.

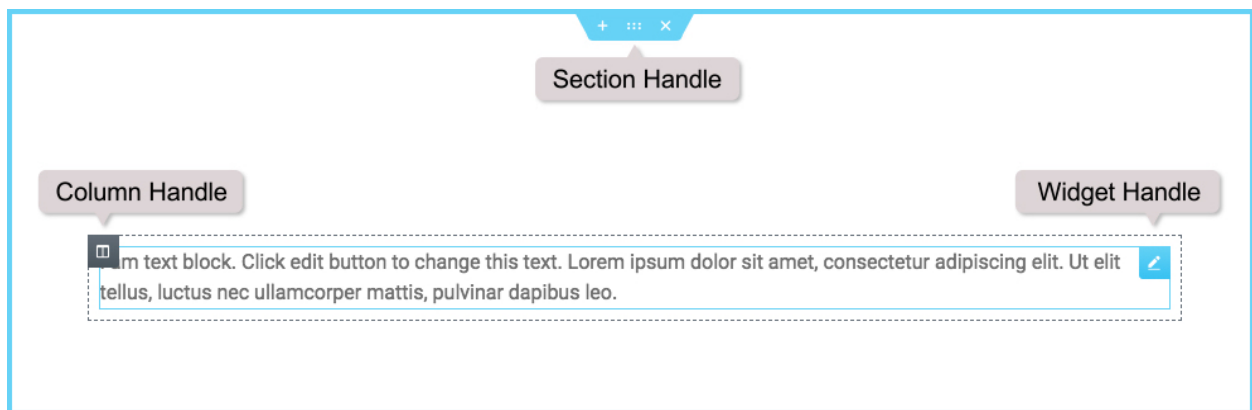
A screenshot of the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below it is a white rectangular box containing the login fields. The first field is labeled 'Username or Email Address' and has a text input box. The second field is labeled 'Password' and has a text input box with a blue eye icon to its right for toggling visibility. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the login box, there is a link that says 'Lost your password?'. At the very bottom, there is a link that says '← Go to Friend Indeed – Senior Assistance'.

Elementor

The builder uses three main building blocks: **Sections**, **Columns**, and **Widgets**.

Sections are the largest building blocks, and inside them are groups of **Columns**. Columns are used to house the Widgets. Widgets are placed inside Columns.



You control the sections, Columns, and Widgets with their handles.

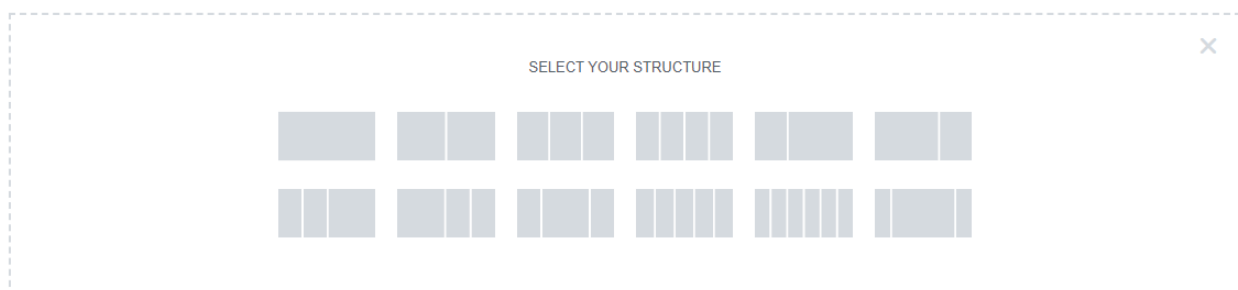


To edit the Section, Column, or Widget, Right Click their handler or use Navigator.

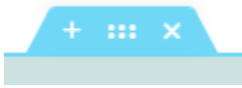


Section

1. Click the  icon to create a *Section*, or click the  icon to use a pre-designed *Page* or *Block* from our library
2. Set your Column structure
3. Right-click to Edit, Duplicate, Copy, Delete, etc.



4. Use the **Section handle** to: **add** a section, **drag** a section, or **delete it**.



5. For more information about Sections, you can visit the Elementor site.

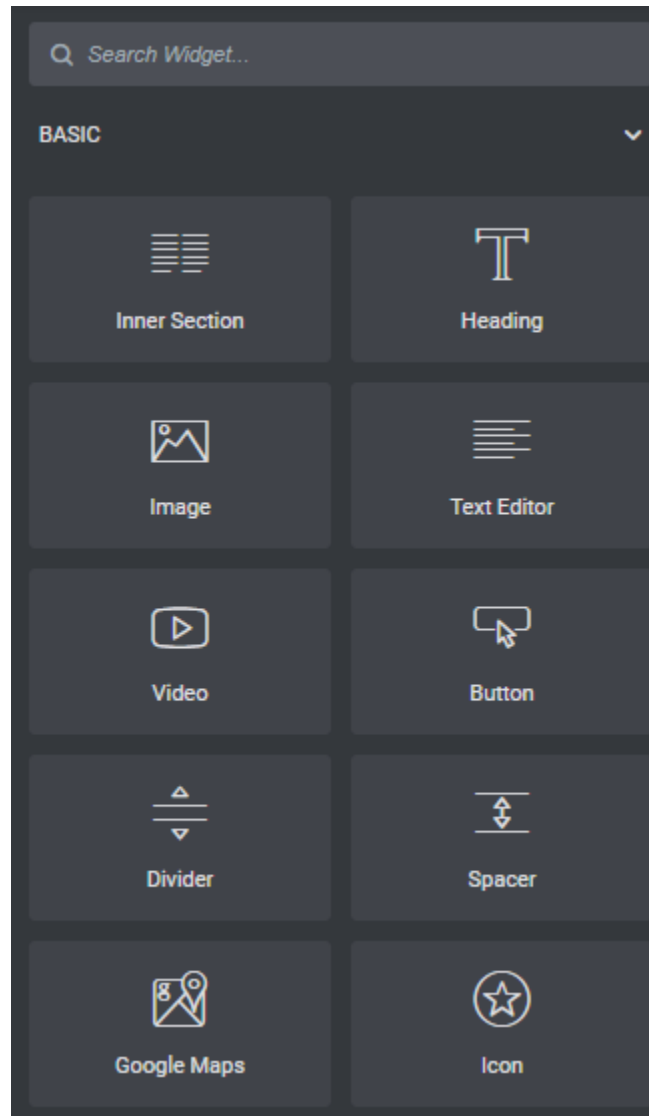
<https://docs.elementor.com/article/365-section-overview>

Column

1. Set the Column Width. You can do it under Layout, or drag the dashed line between the Columns.
2. To add more Columns Right Click > Add New Column
3. Insert Widgets into your Columns
4. For more information about Columns, you can visit the Elementor site. <https://docs.elementor.com/article/368-column-overview>

Widget

1. Drag and drop Widgets inside your Columns



2. A Widget width is set by the Column width
3. For more information about Widgets, you can visit the Elementor site.
<https://docs.elementor.com/collection/388-widgets>

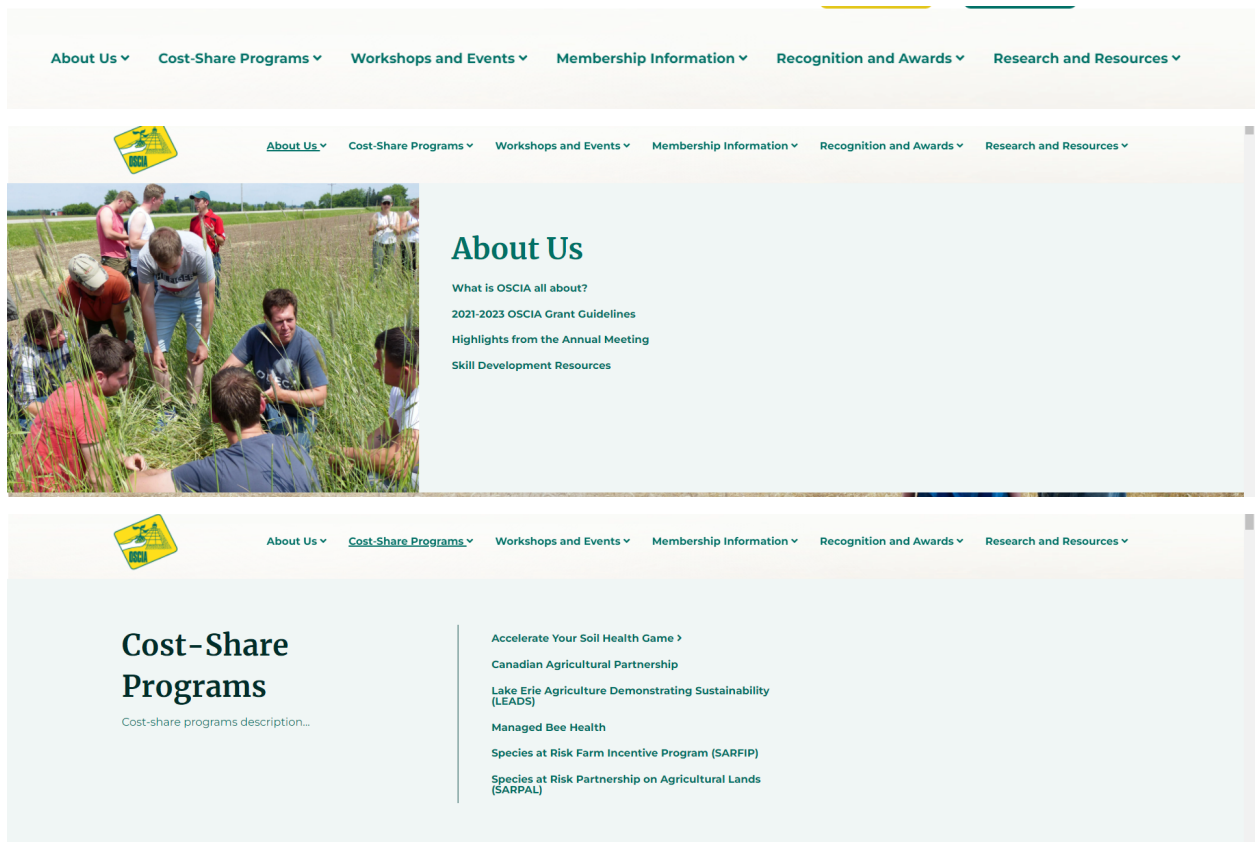
Menu Management

On the website, there are currently 3 menu areas that can be used for the main navigation, along with two areas in the footer that contain links - how to edit them will be shown below.

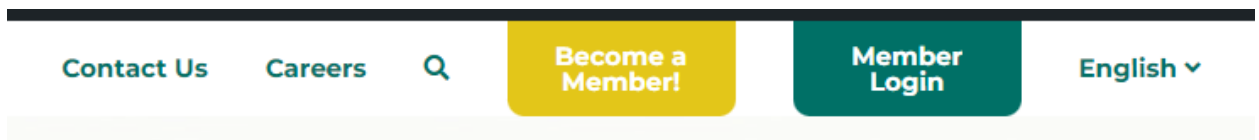
Main Navigations

On the website the three navigation areas are:

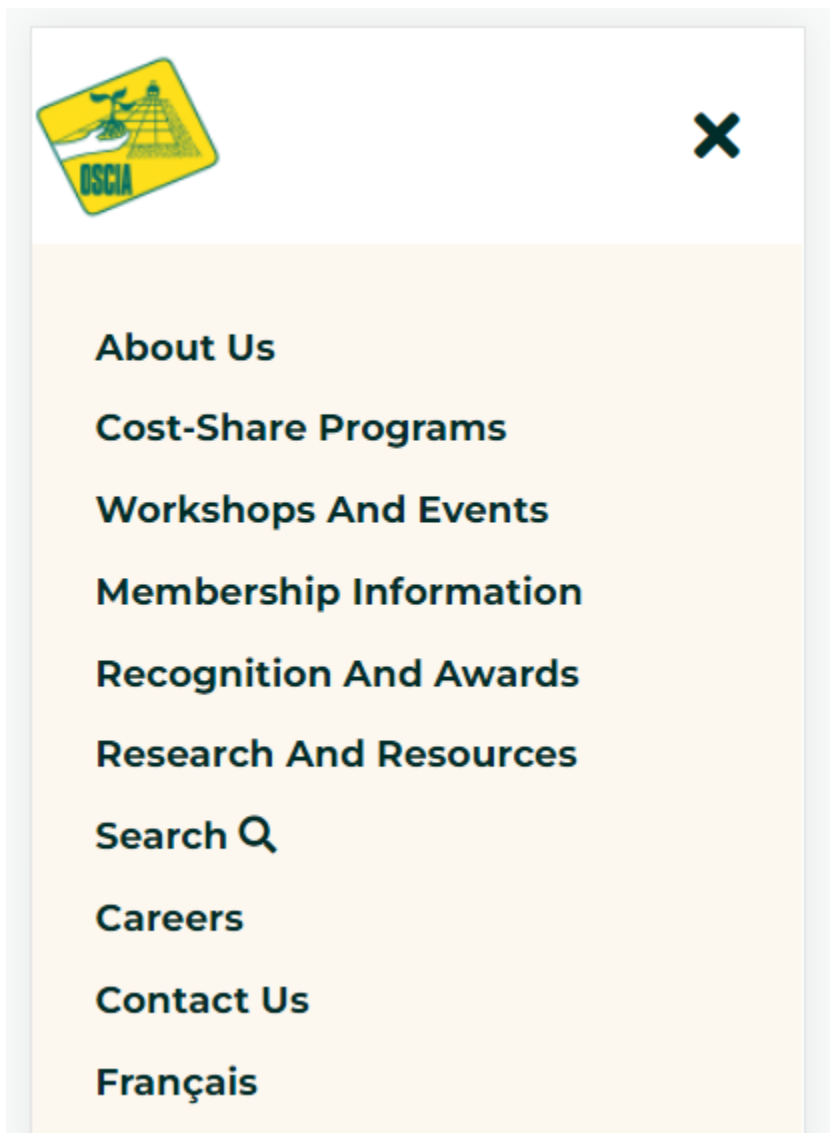
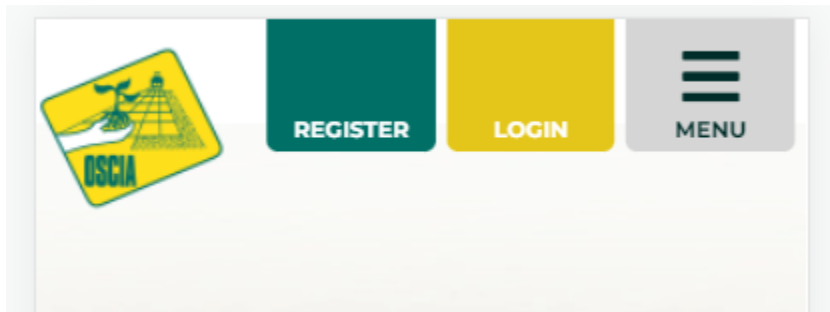
- Main navigation: only appears on the desktop, and it has a mega menu that can only go down to 3 levels. It's the only menu where you can pick an image to pair with, this image only works if it's added to the first level, also you can add a description that will appear only when you don't have an image selected.



- Secondary navigation: this is a simple menu, if you want to achieve the buttons look, you should add the classes **button primary** or **button secondary** to the links.

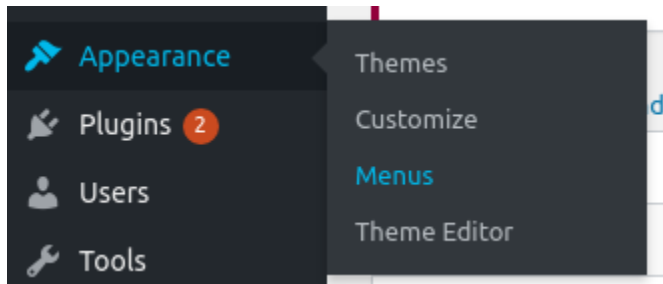


- Off Canvas Navigation: this menu only appears on mobile, and both the unopened form and open form are part of the same menu.

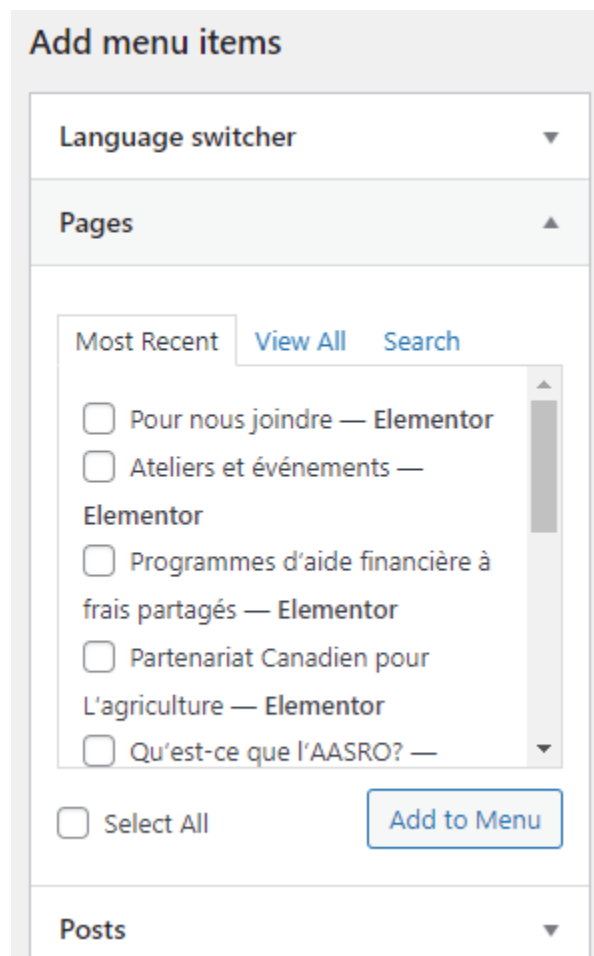


To change the links of this menu you should follow the next steps:

1. Go to Appearance > Menus

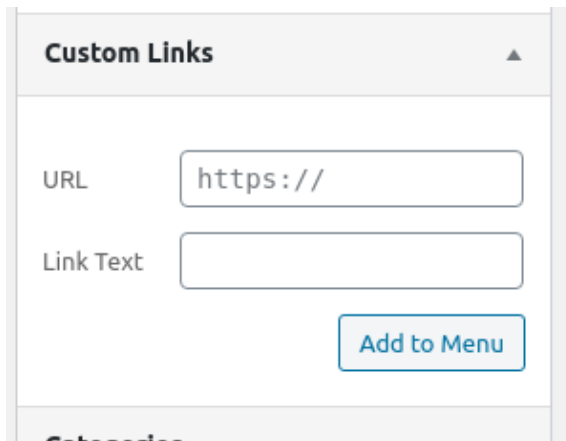


2. Once the page loads you will be presented with two columns, one to add links to the menu, and the other to arrange, edit and delete links on the menu.
3. To add Links from the site
 - a. In the right bar search and select the pages you want to add



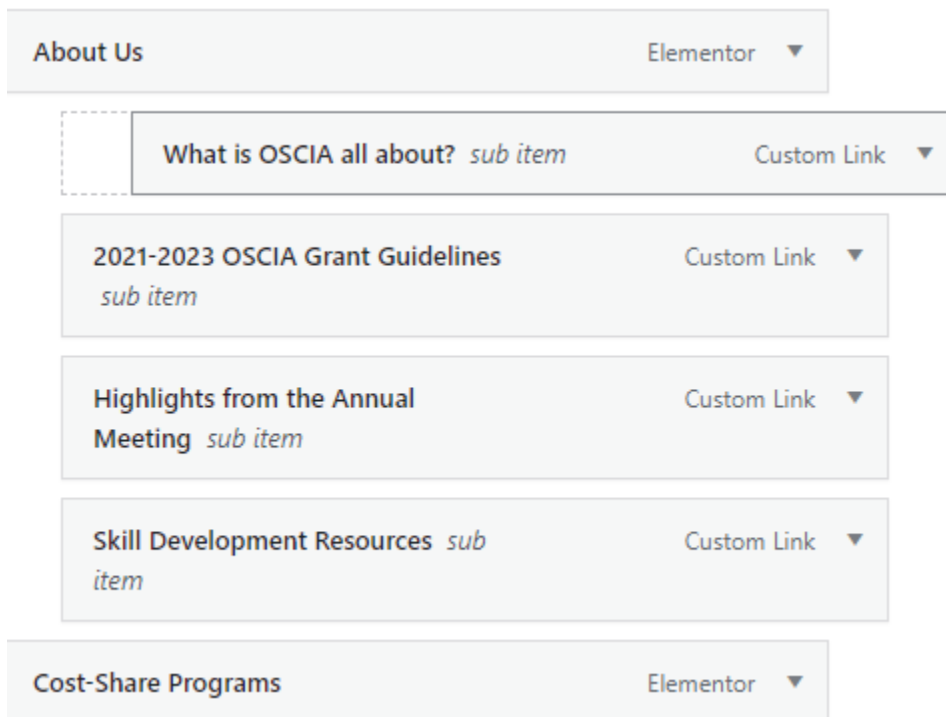
- b. Then click on Add to Menu

4. To add a Custom URL
 - a. Open the Custom Links tab on the side menu



The screenshot shows a form titled "Custom Links" with a small upward arrow icon. It contains two input fields: "URL" with the text "https://" and "Link Text" which is empty. Below these fields is a blue button labeled "Add to Menu".

- b. Add a URL and the link text (this is the text you will see in the menu)
 - c. Click on Add to Menu
5. Once you add the item to the menu, you can reorder them by dragging and dropping them to the position you want



The screenshot displays a vertical navigation menu. At the top is a grey bar with the text "About Us" and a dropdown arrow next to "Elementor". Below this is a dashed box containing a new menu item: "What is OSCIA all about? sub item" with a dropdown arrow next to "Custom Link". Below the dashed box are three existing menu items, each with a dropdown arrow next to "Custom Link": "2021-2023 OSCIA Grant Guidelines sub item", "Highlights from the Annual Meeting sub item", and "Skill Development Resources sub item". At the bottom is another grey bar with the text "Cost-Share Programs" and a dropdown arrow next to "Elementor".

6. If you wish to edit the Link, you can click on the arrow on the right to open it and change the title and the URL in the case of custom URLs, and if you are editing the main navigation you can also edit the

description and image for the item.

About Us

Elementor ▲

Navigation Label

About Us


CSS Classes (optional)

Description

Learn more about the Ontario Soil and Crop Improvement Association.

The description will be displayed in the menu if the current theme supports it.

image

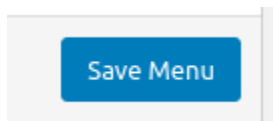


Move [Down one](#)

Original: [About Us](#)

[Remove](#) | [Cancel](#)

7. After you finish Click on Save Menu



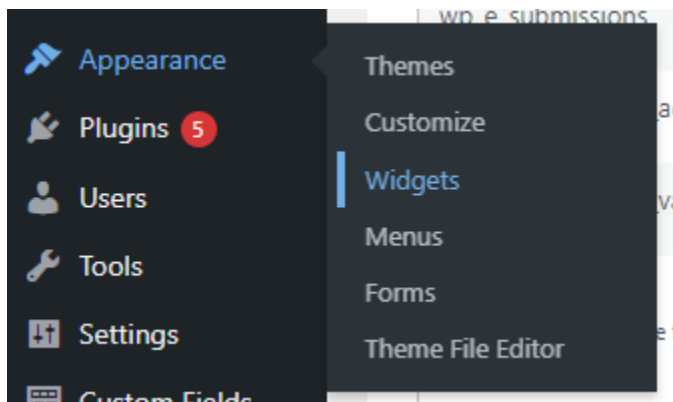
8. Now, you will be able to see the changes on the page.

Note: you have to remember that the website is multilingual which means that currently, out of the three types of menus mentioned, there are two versions, one for each language, and each of these has the links that correspond to the language.

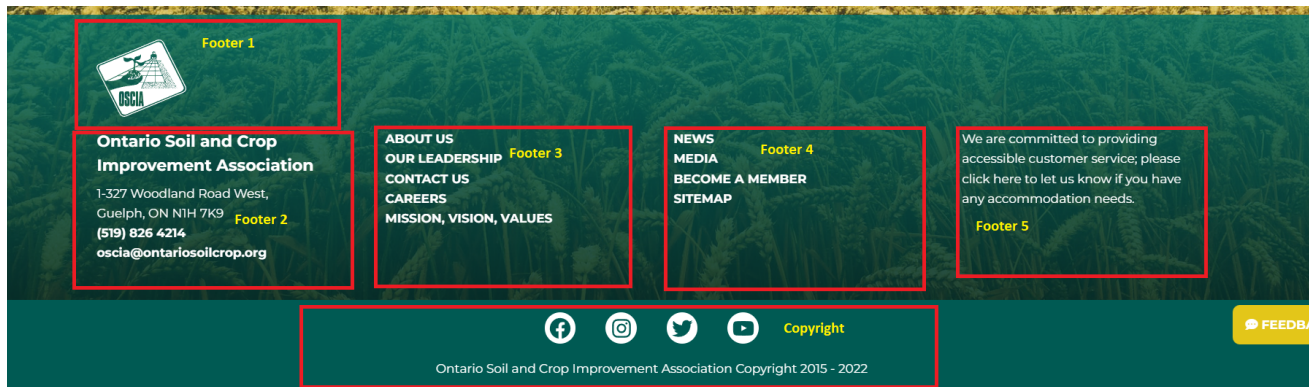
Footer Management

The footer on the Website was created on the theme, and is managed using the WordPress Widgets. To see how to edit them please follow the instructions provided below:

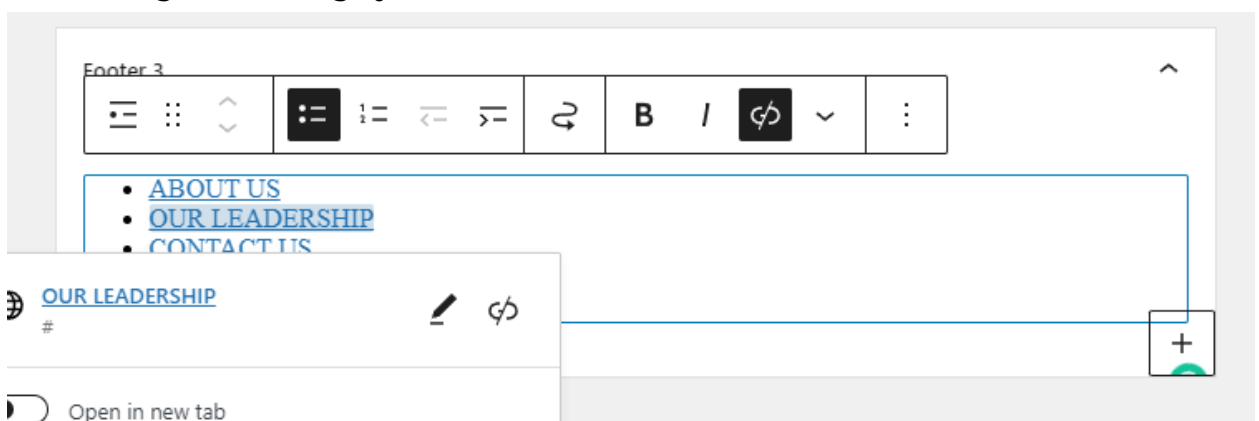
1. To go to the footer editor, first go to Appearance > Widgets



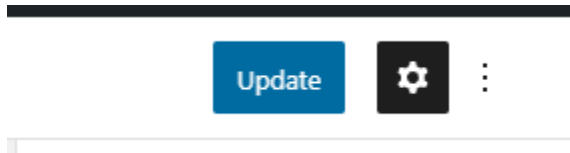
2. You will see a list of the widget areas, the ones that we need to take care of for the footer are Footer 1, Footer 2, Footer 3, Footer 4, Footer 5, and Copyright.



- Open the area you wish to edit, click on the element you want to edit, and change the things you want.



4. After you finish editing, click on Update and go to the front end to see the changes.



Managing Translations

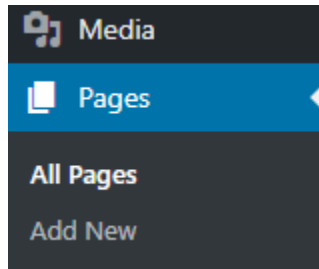
The footer is the same for all languages; the thing that prevents certain widgets from showing up in one language and not the other are two classes: `show-in-english` and **`show-in-french`** that can be added to the widgets to do this functionality.

- [ABOUT US](#) french
- [OUR LEADERSHIP](#)
- [CONTACT US](#)
- [CAREERS](#)
- [MISSION, VISION, VALUES](#)

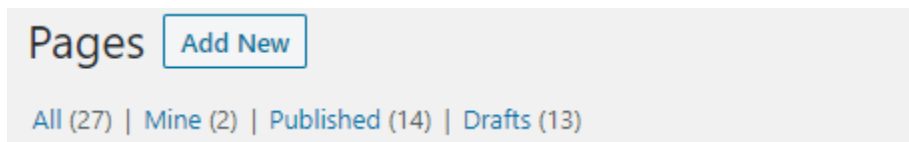
A screenshot of a settings panel titled 'Advanced' with an upward-pointing chevron icon. The panel contains two main sections. The first section is labeled 'HTML anchor' and includes a text input field. Below the field is a paragraph of instructional text: 'Enter a word or two — without spaces — to make a unique web address just for this block, called an "anchor." Then, you'll be able to link directly to this section of your page.' This is followed by a link 'Learn more about anchors' with an external link icon. The second section is labeled 'Additional CSS class(es)' and includes another text input field containing the text 'show-in-french'. Below this field is a note: 'Separate multiple classes with spaces.'

Pages

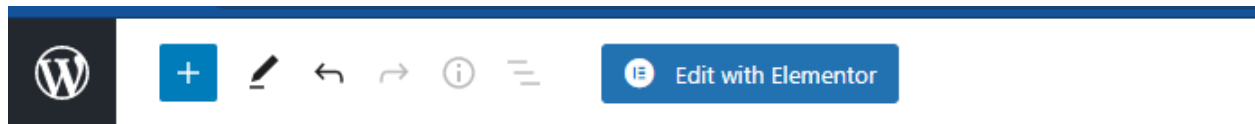
Create Page



1. Login to WordPress and go to Pages
2. Click on Add New at the top left corner.



3. Enter the title of the page.



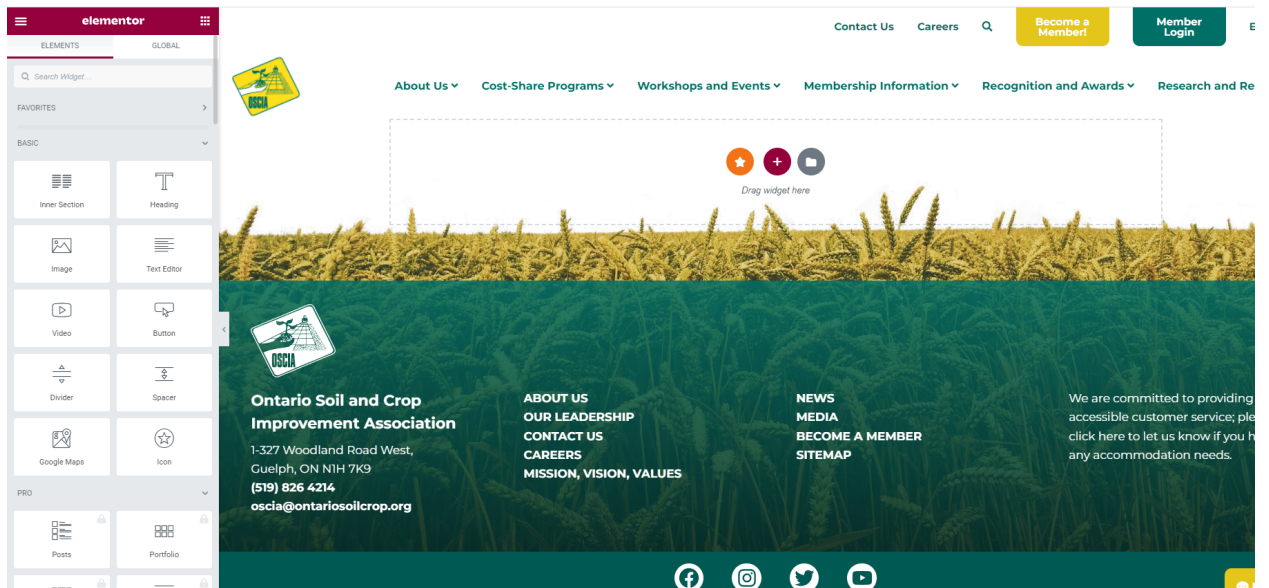
Test Page

Start writing or type / to choose a block

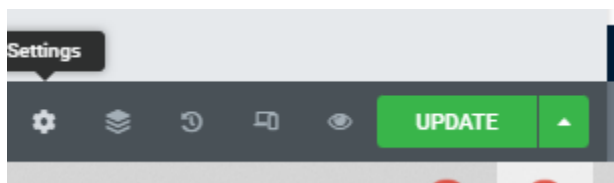
4. Click Edit with Elementor to enter Elementor Website Builder



5. The Elementor editor will open so you can start the real edition



6. Click on the engine icon



7. Add a section and select the number of columns you want.


- a. Remember to make the first section have a dark background to ensure there is enough contrast between the links and logo.

8. Search for the widget that you want to use and drag it over the column

9. Information on how to use and customize the widget

<https://docs.elementor.com/collection/388-widgets>

10. After you're done designing your page, you can Preview & Publish it.

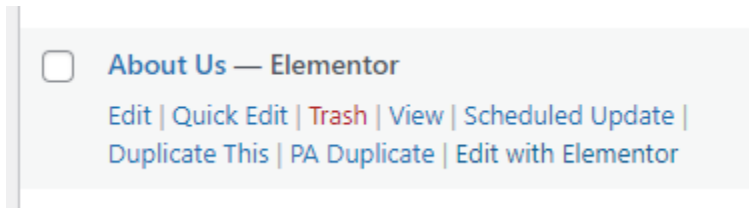
- a. To preview, click the  icon.
- b. If you are satisfied with the result, go ahead and click the button.



Editing Page

1. Click the Page tab on the sidebar
2. Find the page that you want to edit and hover over it

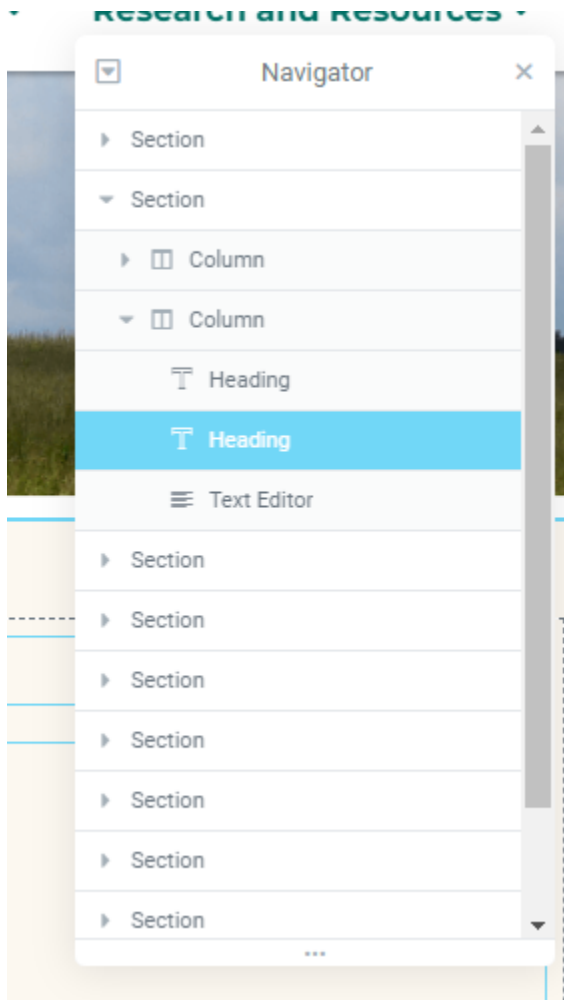
3. To edit the content of the page, click on Edit with Elementor



4. You can choose the section, column, or widgets that you want to modify.



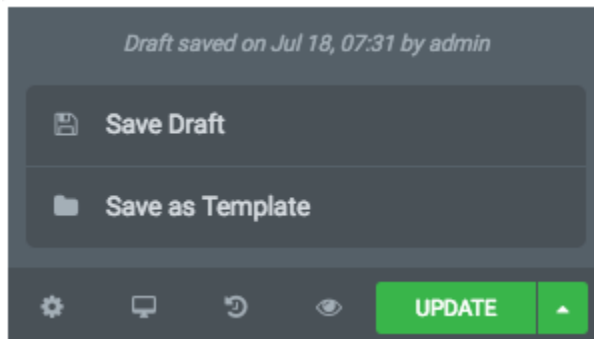
5. You can use the navigator to select the element you want to modify or use the handler.



6. After you finish modifying the page, you can publish the page.

Save Page as Draft

1. In Elementor, you can edit a Published page and save your work as a Draft. That means that you will not ruin your published page while



saving your work as a Draft.


2. Click the arrow next to Update / Publish
3. Choose Save Draft

Notes

When creating a page, it is important to remember that the section that comes before the footer should have bottom padding of 200px, that way the wheat image on the footer won't overlap any content from the section.


Workshops

The workshops is a content type that was created to help bridge the gap between the Workshops app that OSCIA is using and the website. As there is some information from the Workshops that the app doesn't provide, we only need to show the main workshop category on the website while the app needs to show all dates so people can sign up for the one that they find more convenient.




Environmental Farm Plan (EFP)

Register



Growing Your Farm Profits (GYFP)

Register



Biosecurity

Register

Workshops



Environmental Farm Plan (EFP)

The Environmental Farm Plan (EFP) is a voluntary assessment by farm families to increase environmental awareness. Farmers highlight their farm's environmental strengths, areas of concern, and set realistic action plans to improve environmental conditions.



Growing Your Farm Profits (GYFP)

This 2-day workshop is a first step in setting your farm business up for success. During the workshop, an experienced Workshop Leader will guide you through a review of your farm management practices and prioritizing goals specific to your farm business. This is an excellent opportunity for new and established producers, to undertake a self-reflection of your farm management practices, creating strong relationships among your farm management team, and assisting with key resources to help...



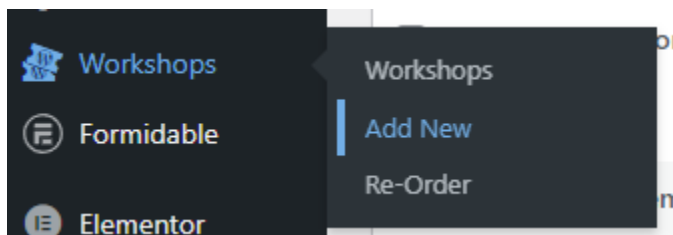
Biosecurity

Biosecurity Workshops and Webinars are commodity-specific opportunities, offered as one-day, in-person Workshops or two 2-hour Webinars. Workshops/webinars are offered for Livestock (beef, dairy, sheep, and goat producers), Crops and Horticulture (includes field crops, horticulture and floriculture), Bees, Mink, and Poultry producers.

Add a New Workshop

To add a new workshop follow the next steps:

1. Go to Workshops > Add new



2. Add a title and a Description, this description will be used when using the expanded layout.

Add title

Type / to choose a block



3. Add a map string, this field is used to be able to find which workshops from the API you want to search for. For example, if you want to get the closest Biosecurity workshop, you will add Biosecurity to this field to know that the site needs to search for this one. Keep in mind that this field only searches the titles in English so the content here should be something that is always part of the titles, in this case, Biosecurity.

Map string

4. If you want the people to go to a specific URL instead of the workshops page, you can add the URL in this field and it will overwrite the other

URL

If the file workshop isn't supposed to

Select Link

link.

5. Then add a featured image, this image will be used later on the homepage.

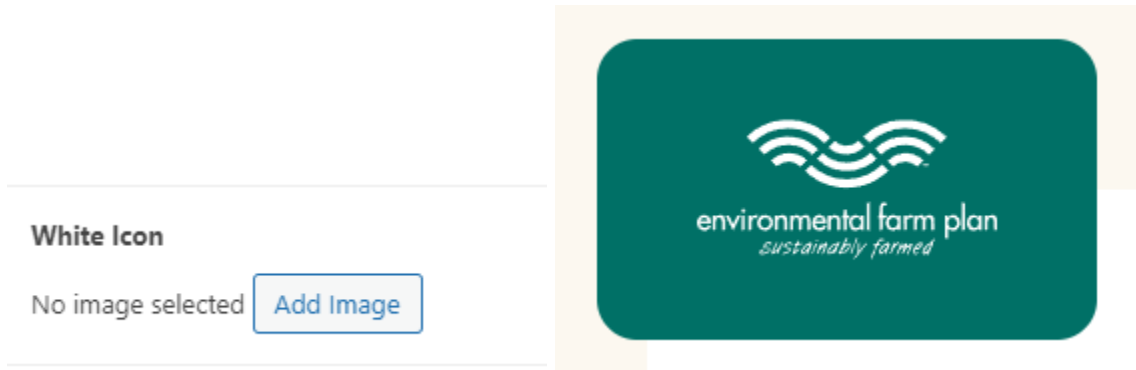
Featured image



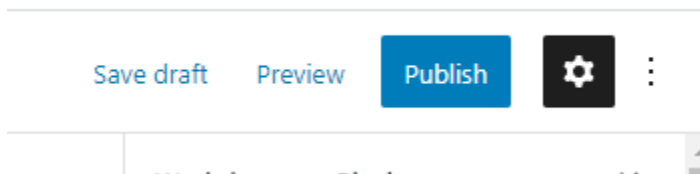
Set featured image



6. Now, add the white version of the logo to be used on the Workshops and Events page



7. Now, click on Publish

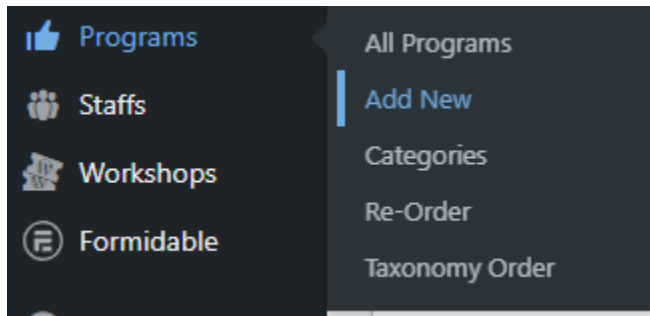


Programs

The program management didn't change much from the way the old site manages it, why? Because the programs were created using the same plugin that the old site used called **OSCIA Programs**. However not all the fields from it are being used, so only the parts that are required for showing the programs correctly on the pages will be shown here.

Create Programs

1. First go to Programs > Add new



2. Now add a title, and a description for your new program

Canadian New Partnership



Type / to choose a block



3. Add the intake dates, this is required to be able to show the intake status on every program.

Program Intake Start Date/Time

Date and time this intake will start.

Program Intake End Date/Time

Date and time this intake will end

● **Accepting Applications**

Jun 21 / 2021

Dec 31 / 2022

● **Not Accepting Applications**

Upcoming Intake Dates Not Yet Available

4. Add the contact information

Programs

Phone

Email

5. Add the program Logo, make sure that it is at least a 250px wide so that it will look nice on the Programs page and the homepage

Featured image ^

Set featured image

6. Now, you can click on Publish to save your changes, and be able to see them on the page.

[Save draft](#) [Preview](#) [Publish](#)

▲

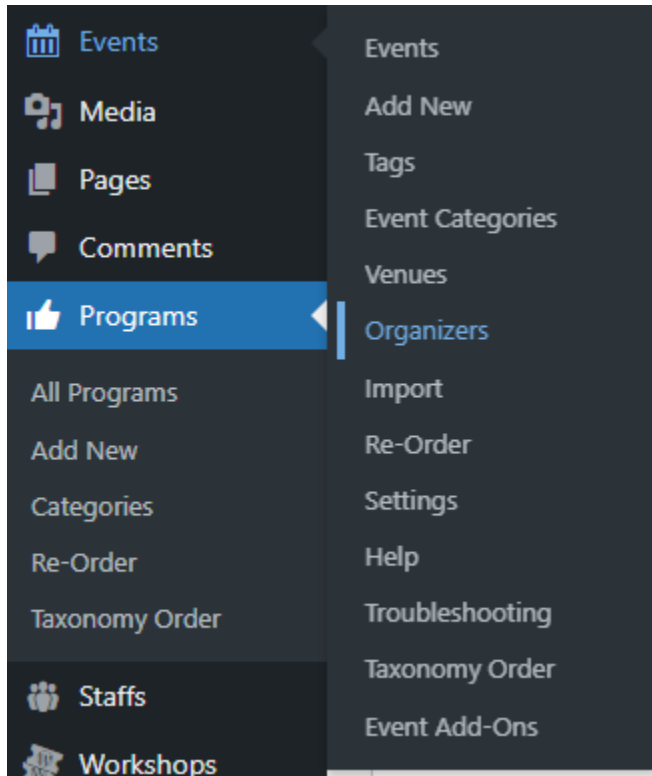
Events

The events are created using a plugin called **The Events Calendar**, this plugin has the ability to create events, add organizers, add locations, categories, etc.

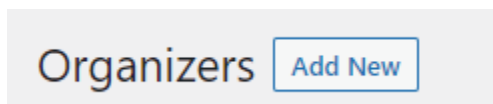
Create Organizers

The organizers can be created either when creating the event or beforehand, how to do it beforehand will be shown here:

1. Go to Events > Organizers



2. Click on Add new



3. Now, you will see a page where to add the information, and only the title is required to show it on the site correctly. However if you want to

add more information you can.

The screenshot shows a web editor interface. At the top is a text input field labeled "Add title". Below it are two buttons: "Add Media" and "Formidable". To the right of these buttons are two tabs: "Visual" and "Text (HTML)". A menu bar follows with options: File, Edit, View, Insert, Format, Tools, and Table. Below the menu bar is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, undo, redo, and a help icon. Below the toolbar is a large text area with a vertical cursor. At the bottom left of the text area, it says "Word count: 0". Below the text area is a section titled "Organizer Information" with a small note: "The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers." Below this note are three input fields labeled "Phone:", "Website:", and "Email:".

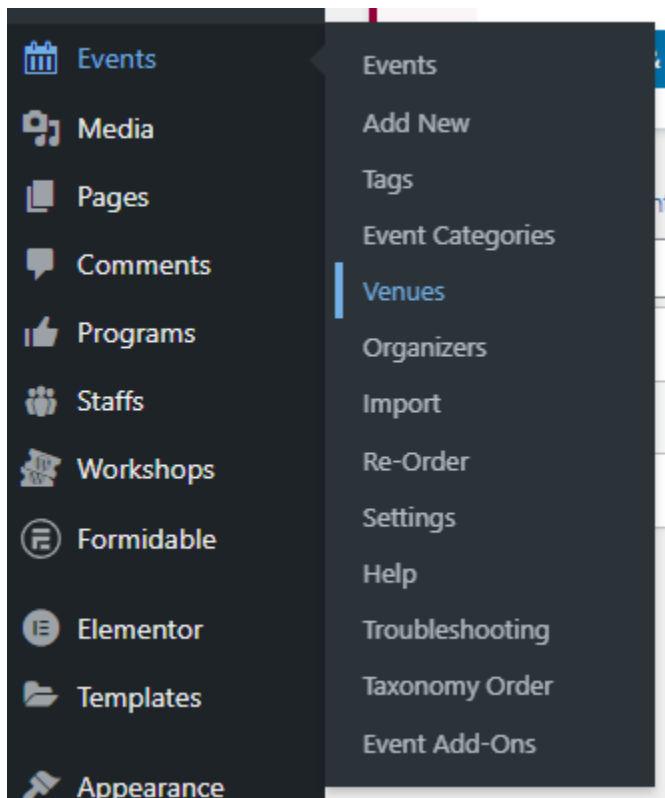
4. Once you finished, you can click on Publish to be able to select it on Events.

The screenshot shows a single blue button with the word "Publish" in white text, centered on a light gray background.

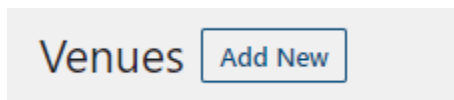
Create Venues

Venues are the places where the events will be held. These venues can only be created before creating the event. How to create them will be shown below:

1. Go to Events > Venues



2. Click on Add new



3. Add a title

A screenshot of the 'Add title' text input field in the WordPress dashboard. The field is empty and has a blue border. The placeholder text 'Add title' is visible.

4. Add the Address information, this is important if you want your location to show up in the map. If you don't have good address information, you can tick the Use latitude + longitude checkbox to add the coordinates directly.

Venue Information

Address:

City:

Country:

Select a Country:× ▾

State or Province:

Postal Code:

Phone:

Website:

Show Map:

☒

Show Map Link:

☒

Use latitude + longitude:

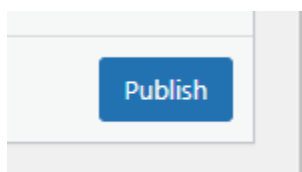
☐

Use latitude + longitude:

☒ Latitude

Longitude

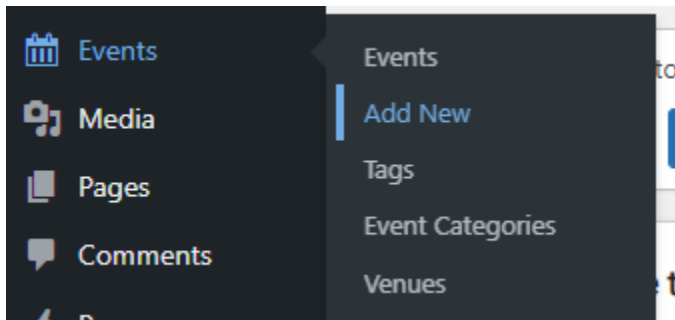
5. Add any other additional information that you would like, then click on Publish



Add New Events

After you created the organizers and venues, now you can create the events, how to do it will be presented now:

1. Go to Events > Add New



2. Add a title and a description

A screenshot of the WordPress 'Add New Event' form. At the top is a text input field labeled 'Add title'. Below it are two buttons: 'Add Media' and 'Formidable'. To the right of these buttons are tabs for 'Visual' and 'Text (HTML)'. Below the buttons is a rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with various formatting options. The main area is a large text input field for the event description. At the bottom left, it says 'Word count: 0'.

New event

14 Apr 2022

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec eget dui nec magna varius ultricies ut eget lacus. In augue mi, bibendum auctor ultrices et, hendrerit eu diam. Vivamus tincidunt, turpis...

3. Add the date when the event will take place

TIME & DATE

Start/End:

5/20/2022

8:00am

to

5:00pm

5/20/2022

[Time Zone: America/Toronto](#)

☐ All Day Event

This event is from 8:00am to 5:00pm on 2022-05-20.

4. If you want the event to be repeated, you can click on Schedule Multiple Events and add the required information

Event Series:

[Schedule multiple events](#)

Daily

Weekly

Monthly

Yearly

Once

Every 1 day

At the same time: 8:00am

Series ends on 5/20/2022

An event every day that begins at 8:00AM, repeating until 2022-05-20

▲ Hide Details

5. Now, if your event has a physical location, you can select the venue from a list of previously created venues the Show Map and Show Map Link refers to if you want to show the map on the event page.

LOCATION

Venue:

Show Map:

Show Map Link:

ORGANIZERS

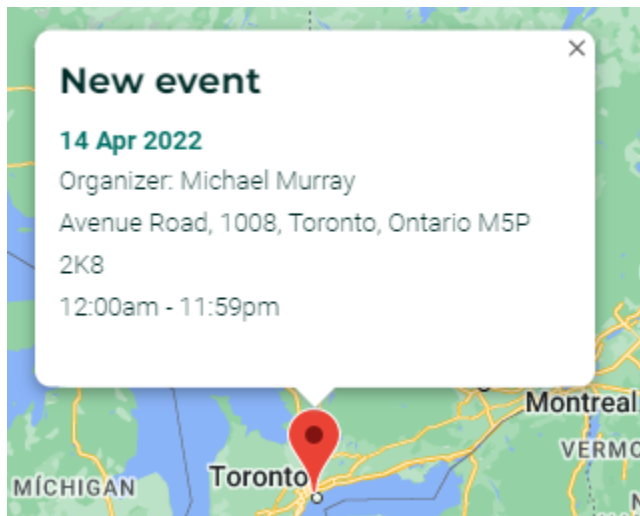
Create or Find a Ven... ✕

Create or Find a Venue

Create or Find a Venue

My Venues

6th Ave Earlton



6. Select an organizer

ORGANIZERS

Organizer:

EVENT WEBSITE

URL:

EVENT COST

12:00am - 11:59pm • Toronto Ontario • By Michael Murray

Create or Find an Organizer✕

Create or Find an Organizer

Create or Find an Organizer

My Organizers

Michael Murray

Available Organizers


Michael Murray

7. Add an event image if you want to show one

Featured image ^ v ▲

[Set featured image](#)

We recommend a 16:9 aspect ratio for featured images.



New
14 Ap
Lorer
Done
augu
Vivar
12:00

8. Now select the categories, this will be used later to search for events

The image shows two side-by-side UI components for selecting event categories. The left component is a panel titled "Event Categories" with two tabs: "All Event Categories" (selected) and "Most Used". Under the "All Event Categories" tab, there is a list of three categories: "Workshop", "GYFP", and "EFP", each with an unchecked checkbox. Below the list is a link that says "+ Add New Event Category". The right component is a yellow box titled "Select categories" with a dropdown arrow. It contains the same three categories: "Workshop", "GYFP", and "EFP", each with an unchecked checkbox.

9. After filling out all of that information and if you feel comfortable, you can click on Publish to make it public.

The image shows a blue button with the text "Publish" in white. The button is located at the bottom right of a light gray rectangular area.

Staff Management

The staff is the Post type where all the people are saved to be used inside the Staff search table, the Executive staff popups, and the Locations search. To do changes correctly to these 3 areas you will need to understand not only how to do changes to the Staff Post type but also to the Staff Type Taxonomy and the Regions taxonomy.

Staff Types

The staff types define the major categories that are used to classify the staff, this one is used primarily on the front end of the staff search.

All

Field Staff

Office Staff

Programs

Executive Committee

Board of Directors

Local Contacts

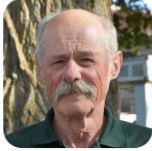
Regional Contacts

Staff types

Staff type

Field Staff


Our Field Staff are made up of Regional Program Leads and Part-time Workshop Leaders. Our Field Staff provide delivery of educational and incentive programs to the farm community across multiple counties/districts, by organizing and facilitating workshops for farm businesses involving a range of topic areas within the context of sustainable farm practices. Field staff are uniquely close to primary producers, which is key to the successful delivery of OSCIA programs and special projects. Use the location search below to find the Regional Program Lead for your area!



Claude Péloquin

Regional Program Lead


Algoma, Kenora, Cochrane, Rainy River, Manitoulin, Thunder Bay, Muskoka, West Nipissing - East Sudbury, East Nipissing - Parry Sound, Sudbury West, Temiskaming




Joanne Sanderson

Workshop Leader

Chatham-Kent, Oxford, Brant, Essex, Middlesex, Haldimand, Lambton, Elgin, Norfolk, Niagara North, Niagara South




Lois Sinclair



Rudy Buitrago

Workshop

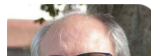
Algoma, Kenora, Manitoulin, Thunder Bay, West Nipissing - East Sudbury, Sudbury



Nancy Van

Workshop

Chatham-Kent, Haldimand, Lambton, Niagara North, Niagara South



Wayne Shi

The things you need to take into consideration when adding or editing the staff types is the following:

- The name is mandatory and it needs to be spelled with the capitalization that you want to be on your site.

Name

The name is how it appears on your site.

- The description is necessary to be able to show a description in the search.

Description

The description is not prominent by default; however, some themes may show it.

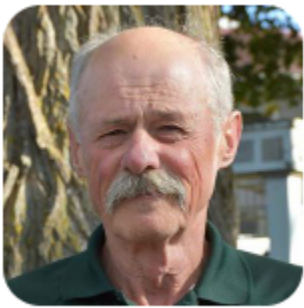
Field Staff

Our Field Staff are made up of Regional Program Leads and Part-time Workshop Leaders. Our Field Staff provide delivery of educational and incentive programs to the farm community across multiple counties/ districts, by organizing and facilitating workshops for farm businesses involving a range of topic areas within the context of sustainable farm practices. Field staff are uniquely close to primary producers, which is key to the successful delivery of OSCIA programs and special projects. Use the location search below to find the Regional Program Lead for your area!

- The options correspond to what the staff cards should show if checked
 - **Show image:** determines if the staff type should show the featured image of the staff member

Options

☒ Show image



Claude Péloquin

Regional Program Lead

Algoma, Kenora, Cochrane, Rainy River,
Manitoulin, Thunder Bay, Muskoka, West
Nipissing - East Sudbury, East Nipissing - Parry
Sound, Sudbury West, Temiskaming

+

- **Show email:** determines if the email should be shown directly without the need for a dropdown.

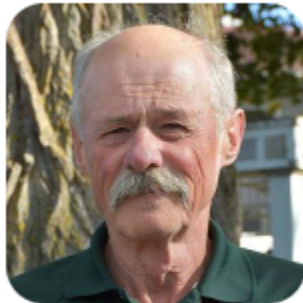
☒ Show email

Accelerate Your Soil Health Game

accelerate@ontariosoilcrop.org

- **Show region:** determines if the card should show the staff member region.

☒ Show Region



Claude Péloquin

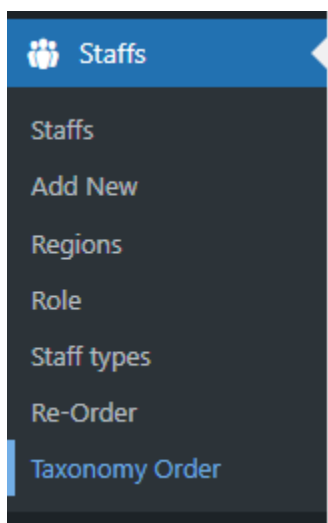
Regional Program Lead

Algoma, Kenora, Cochrane, Rainy River,
Manitoulin, Thunder Bay, Muskoka, West
Nipissing - East Sudbury, East Nipissing - Parry
Sound, Sudbury West, Temiskaming



How to Organize Staff Types?

1. Go to Staff > Taxonomy Order.



2. Select the taxonomy Staff Types.

Taxonomy Title	
<input type="radio"/>	Regions (Region)
<input type="radio"/>	Role (Role)
<input checked="" type="radio"/>	Staff types (Staff type)

3. Now drag and drop the Staff types in the order you'd like.

Field Staff
Office Staff
Programs
Executive Committee
Board of Directors

4. Once you finished changing the order, click on Update, and scroll up to see if your changes were saved.

Update
Items Order Updated

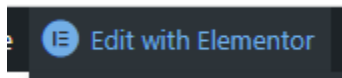
5. Now you will be able to see your order on the staff search table.

Roles

Out of all the taxonomies used along with the staff, this is the simplest one, it just requires the name to be used correctly. The main thing that you need to know about it is that this taxonomy helps determine what people will show on the location search.

How to Edit the Roles that appear on the Location Search?

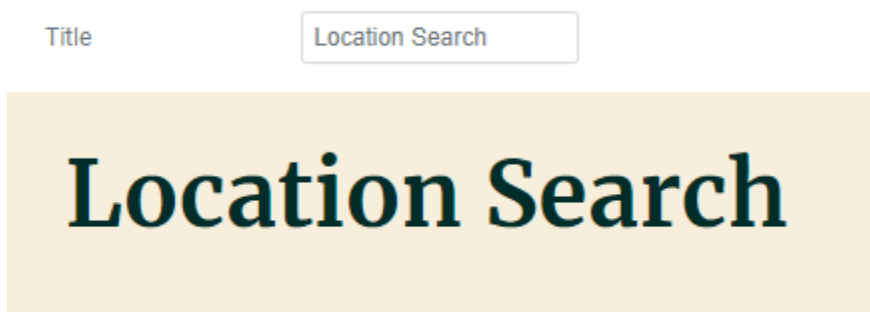
1. Go to the page where the location search is, and click on Edit with Elementor.



2. Look up for the Regions search widget and edit it

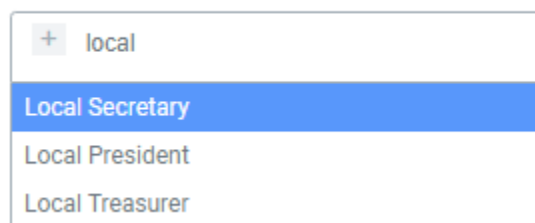


3. In the widget, you will see three fields, the first one changes the title of the section.



4. In the next field, select the roles for local associations and choose the ones that apply to your needs.

Select roles to show on local associations



5. Now pick the ones for Regional Associations.

Select roles to show on the regions

+ region|

Regional Program Lead

Regional Communications Director

Regional Secretary

Regional Communication Coordinator

Regional President

Regional Treasurer

6. Now you can save the page and see the results.

Local: Essex

Local Secretary

Margaret May

519-287-5334

mmay@ontariosoilcrop.org

Local Secretary

Michael Dick

519-776-5209 ext. 369

mdick@erca.org

Regions

Out of the taxonomies, this is the most complex one, as it holds the information for the regions, not only the name but the geographical information. The main things that you need to know when editing a Region are the following:

- The name should correspond to that of the Region or the Local Association

Name

The name is how it appears on your site.

- The parent category will identify if it is a local association or a region, Regions will always have the Parent as None, while the local associations will always be a child of the Region, making this taxonomy only a two-level one.

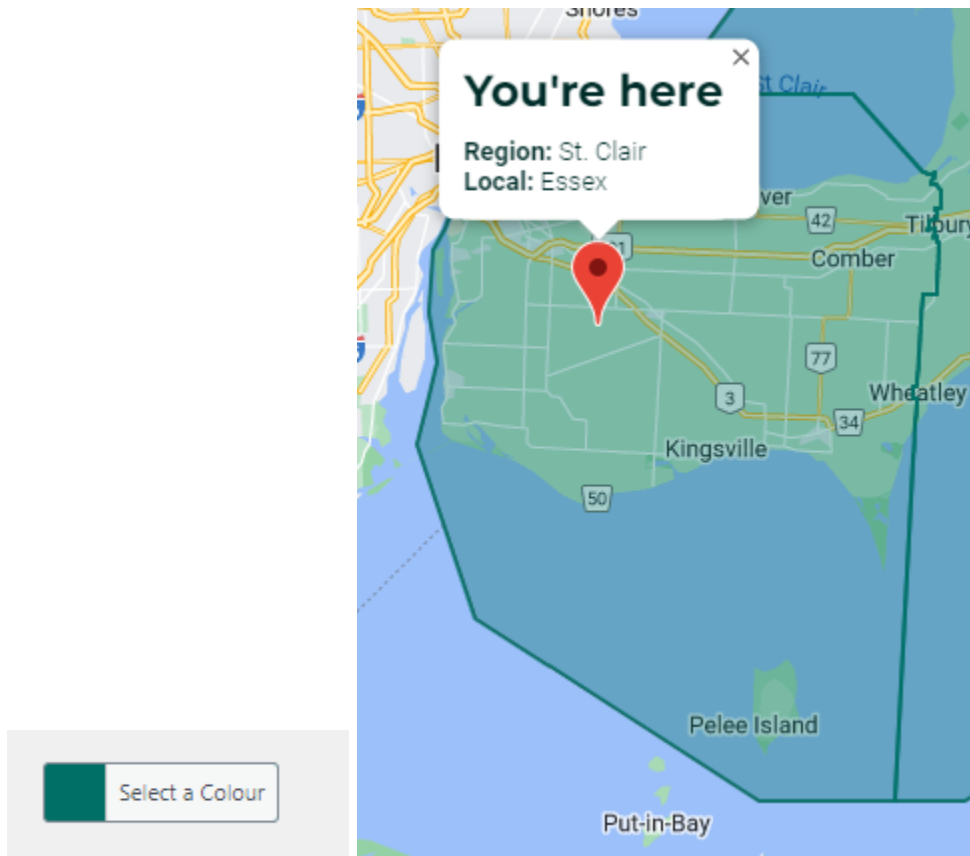
Parent Category

None ▼

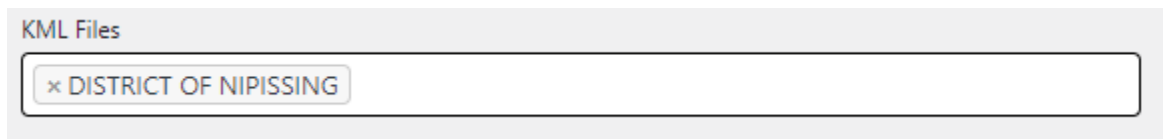
Assign a parent term to create a hierarchy. T
Bebop and Big Band.

- ☐ St. Clair
- ☐ — Chatham-Kent
[Edit](#) | [Quick Edit](#) | [Delete](#)
- ☐ — Essex
- ☐ — Lambton

- The color will represent the color that the region will have on the map.



- KML files is a field to select the KML files that contain the geographical information required to draw the region on the map, you can select as many KML files as you want, the things that you have to consider are
 - The KML files that you select should be one of the ones that have only uppercase letters

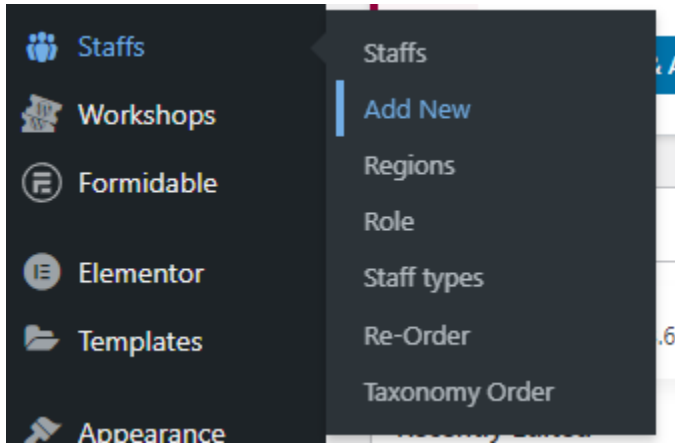


- Select the ones corresponding directly to a Municipality, county or district instead of one that joins more than one (you should avoid files such as West Nipissing - Parry Sound), this is because it might cause some overlap that will make the search work incorrectly in the area that overlaps.
- Only the Local Associations are showing up on the map, the thing that makes them look like they belong to a region is the color, keep that consistent among the region's counties.

Adding Staff

This process is quite simple since most of the heavy lifting is done by the previously mentioned taxonomies. How to do it correctly to ensure that the people will show up in the places that they are required will be shown below.

1. Go to Staff > Add new



2. Add the name of the person as the title

Add title

3. If you plan to show this user on the staff list, you can add some content to show in the Executive Staff popups

Steve Sickle farms on the rolling hills at the north end of Brant county. The Sickle family grows corn, soybeans, black beans, winter wheat and hay in a no-till system to keep soil in place and to avoid picking countless stones in the field. Recently planting green has been implemented on the farm to further increase soil health. Having 25 beef cows on the farm also helps utilize covers for feed. The cows are grazed for upwards of 10 months, which allows for cost savings on hay and machinery usage.



Steve Sickle

1st Vice-President

Steve Sickle farms on the rolling hills at the north end of Brant county. The Sickle family grows corn, soybeans, black beans, winter wheat and hay in a no-till system to keep soil in place and to avoid picking countless stones in the field. Recently planting green has been implemented on the farm to further increase soil health. Having 25 beef cows on the farm also helps utilize covers for feed. The cows are grazed for upwards of 10 months, which allows for cost savings on hay and machinery usage.

Steve has been involved in Brant Federation of Agriculture, Brant Beef Farmers and the Ag advisory

4. Add the contact information, this is important if you want to show it on the staff search.

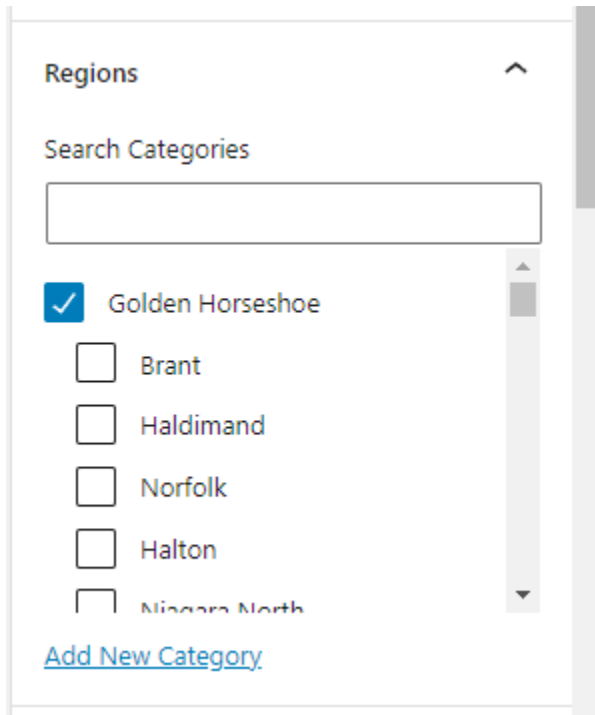
Staff

Phone

Extension

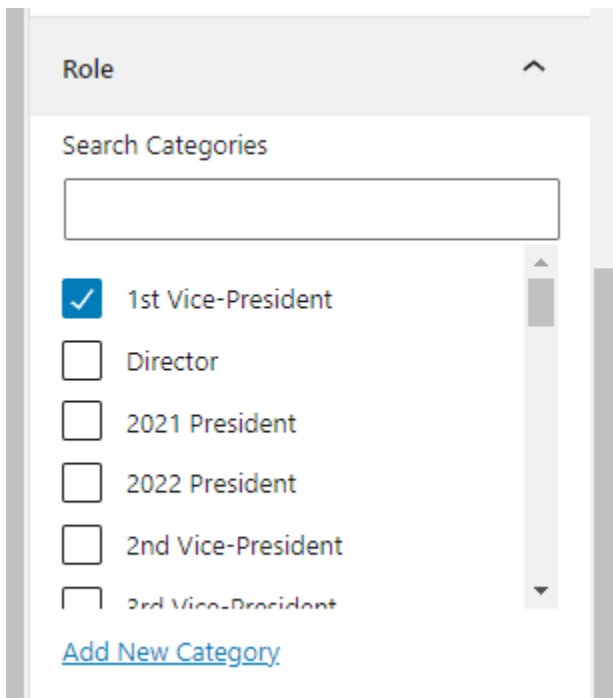
Email

5. Now you can select a region for the staff member, select it according to your needs, if it is the regional staff that you want to only appear on certain counties, don't select the region but rather the local associations.



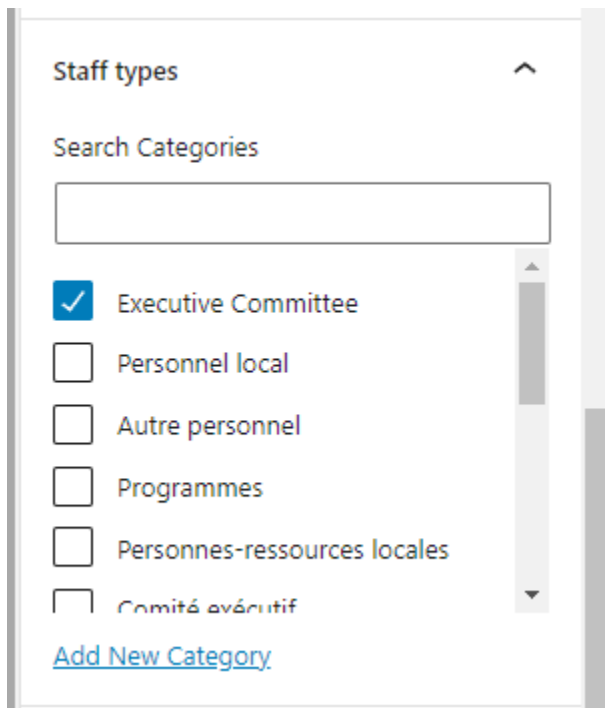
The screenshot shows a web interface for selecting regions. At the top, the word "Regions" is displayed with an upward-pointing arrow. Below it is a section titled "Search Categories" with an empty text input field. A list of regions follows, each with a checkbox: "Golden Horseshoe" (checked), "Brant", "Haldimand", "Norfolk", "Halton", and "Niagara North". A vertical scrollbar is on the right. At the bottom is a blue link that says "Add New Category".

6. Select the role, for better results select only one.



The screenshot shows a web interface for selecting roles. At the top, the word "Role" is displayed with an upward-pointing arrow. Below it is a section titled "Search Categories" with an empty text input field. A list of roles follows, each with a checkbox: "1st Vice-President" (checked), "Director", "2021 President", "2022 President", "2nd Vice-President", and "3rd Vice-President". A vertical scrollbar is on the right. At the bottom is a blue link that says "Add New Category".

7. Now select the Staff type, for best results select only one.



Staff types

Search Categories

☒ Executive Committee

☐ Personnel local

☐ Autre personnel

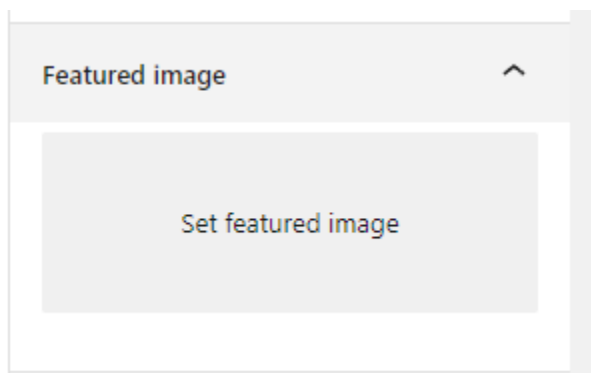
☐ Programmes

☐ Personnes-ressources locales

☐ Comité exécutif

[Add New Category](#)

8. If the staff member should appear with a picture you should add one here.



Featured image

Set featured image

9. After you finish adding the content you click on Publish.

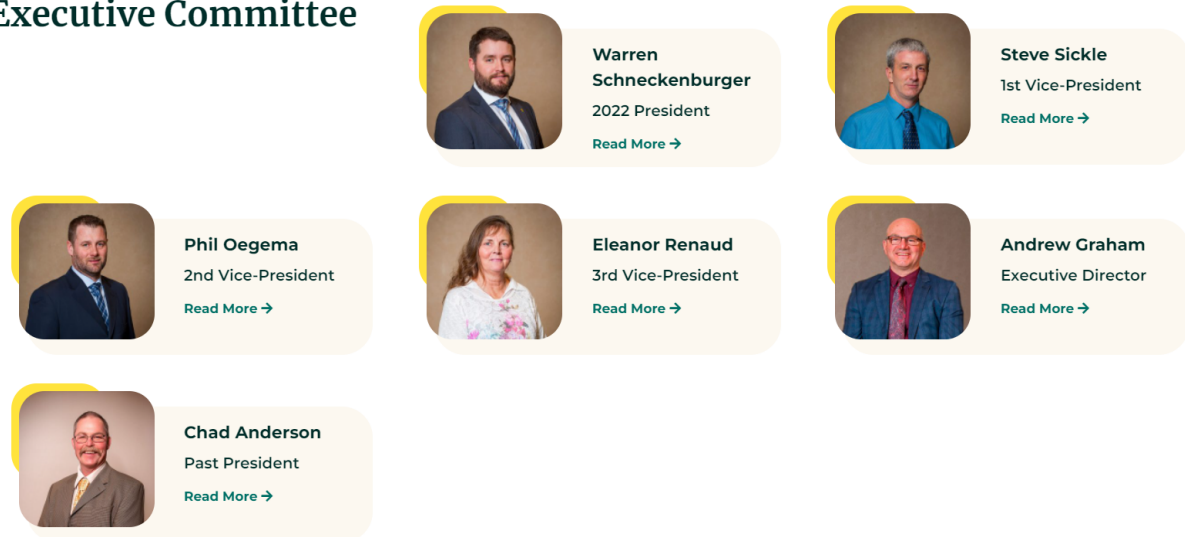


[Save draft](#) [Preview](#) [Publish](#)  

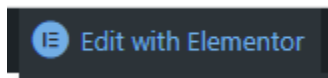
Editing the Executive Staff Widget

The Executive staff widget gets its content from the Staff Post type, and how to select the exact people that will appear on the widget will be explained now.

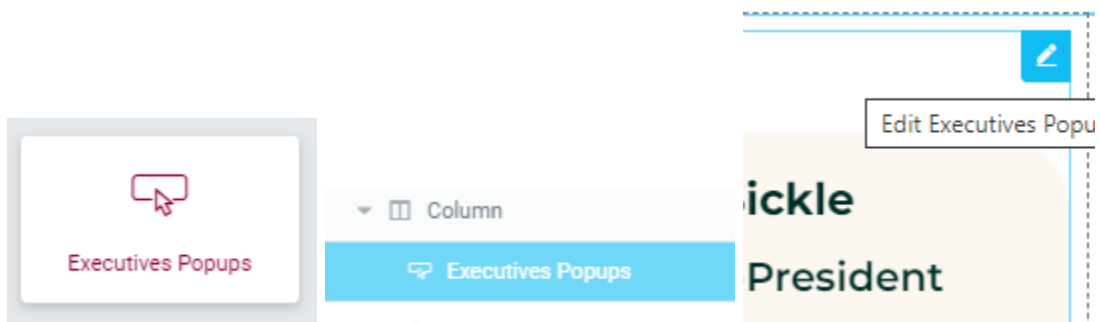
Executive Committee



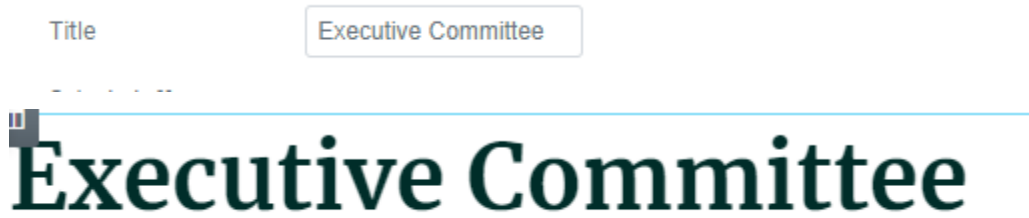
1. Go to the page where you want to edit/add the new one and click on Edit with Elementor



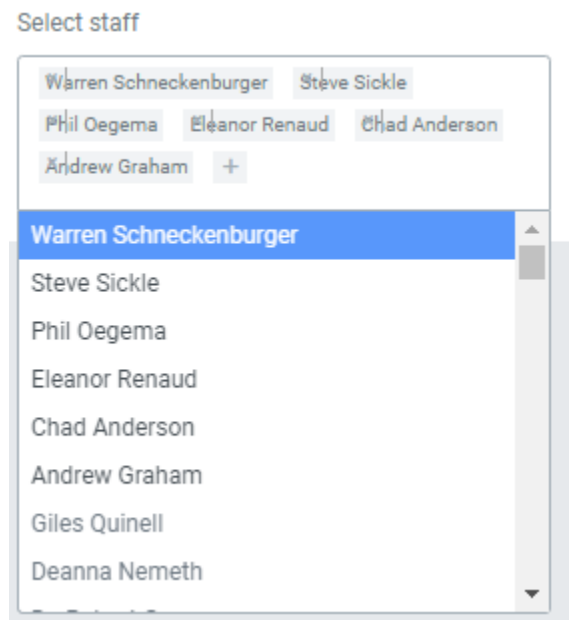
2. Search for the Block



3. Now you can edit the title



4. The second field of that widget is the people that you want to appear on the page, select the ones you want



5. Now you can update the page and see it on the frontend

Translations

The translations on the site are divided into two ways: the content translations and the code translations. How to do both will be presented below:

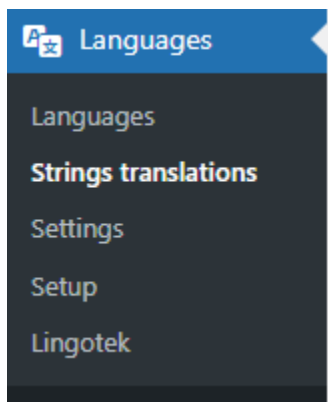
Content Translations

These translations are made using the Polylang Plugin. Currently, there are only two languages configured: Canadian English and Canadian French.

Configuring Translations

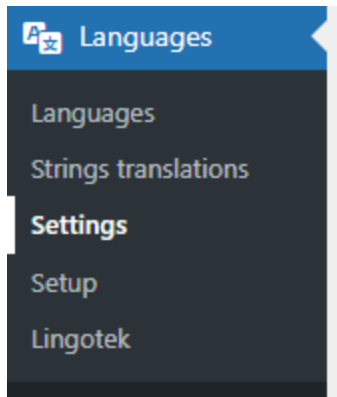
There are only a few important configurations that you might need to take care of in the future to ensure that your website works correctly. These are:

- **String Translations:** allows you to edit the site Tag Line and other global strings from the site



<input type="checkbox"/> String	Name	Group	Translations
<input type="checkbox"/> Ontario Soil Crop	blogname	WordPress	English Ontario Soil Crop
			Français Ontario Soil Crop
<input type="checkbox"/> Communicating & Facilitating Responsible Economic Management of Soil, Water, Air and Crops	blogdescription	WordPress	English Communicating & Facilitating Responsible Economic Management of Soil, Water, Air and Crops
			Français Communicating & Facilitating Responsible Economic Management of Soil, Water, Air and Crops
<input type="checkbox"/> j F Y	date_format	WordPress	English j F Y
			Français j F Y
<input type="checkbox"/> g i a	time_format	WordPress	English g i a
			Français g i a
<input type="checkbox"/> String	Name	Group	Translations

- **Custom Post Types Settings:** If you go to Languages > Settings you will find this configuration, in there you can select what post types and taxonomies you can translate or not.



Custom post types and Taxonomies

Custom post types

☐ Landing Pages
 ☐ My Templates
 ☒ Staffs
 ☒ Workshops
 ☒ Programs
 ☒ Venues

☒ Organizers
 ☒ Events

Activate languages and translations for custom post types.

Custom taxonomies

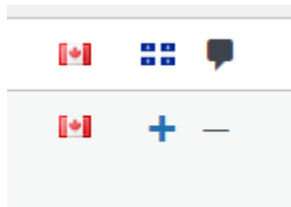
☐ Regions
 ☐ Role
 ☒ Staff types
 ☒ Event Categories

Activate languages and translations for custom taxonomies.

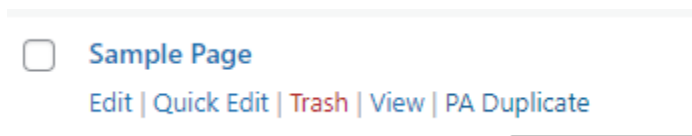
Adding Translations

Translations with this plugin are made in the following way.

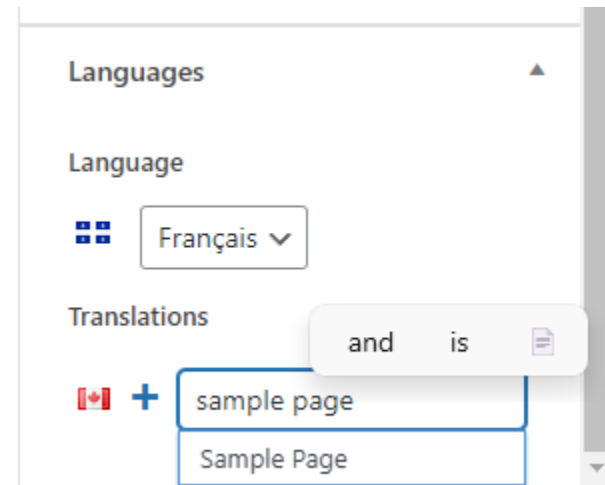
1. Find the page or piece of content (program, workshop) that you wish to translate.
2. Check that the piece of content doesn't have a translation, you can see it if there is a plus sign next to the language of the page.



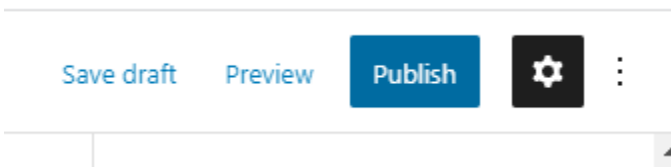
3. Now duplicate the page.



4. Go edit that new copy you just created and make sure to change the language and add the translation page.



5. Now edit all the content that you need to change and publish the page.



Code Translations

These Translations are harder to manage, and it is highly recommended to be done by someone with experience or with some technical knowledge of How WordPress translations work.

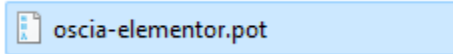
This translation process gets done by creating .pot files that can later be opened with programs such as [PoEdit](#) to create .po and .mo files that WordPress will use to load the translations. At the moment the files for the theme and the OSCIA Elementor plugin are created but if you need to complete the translations, or if you need to add new code to be translated you can do it the following way.

Requisites:

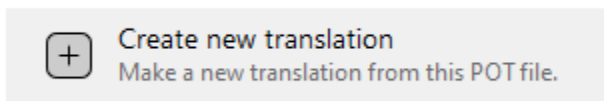
- PHP installed and added to the system path
- [WP-CLI](#) installed

Steps

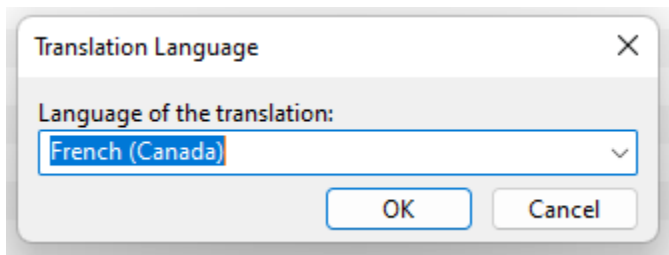
1. Open a terminal inside the plugin or theme you wish to translate and run ***wp i18n make-pot ./***
2. You will now find a file with the name of the (plugin/theme).pot inside the folder.



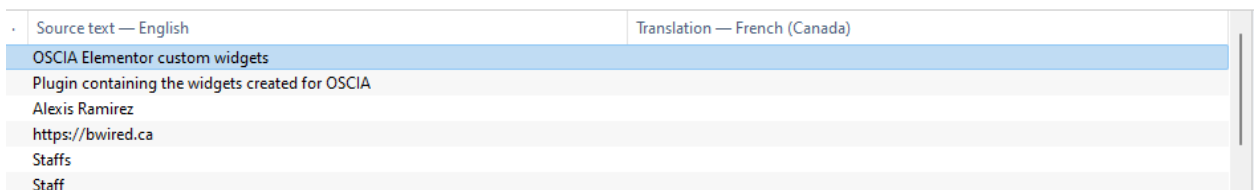
3. Open that file with PoEdit
4. Click on Create new Translation



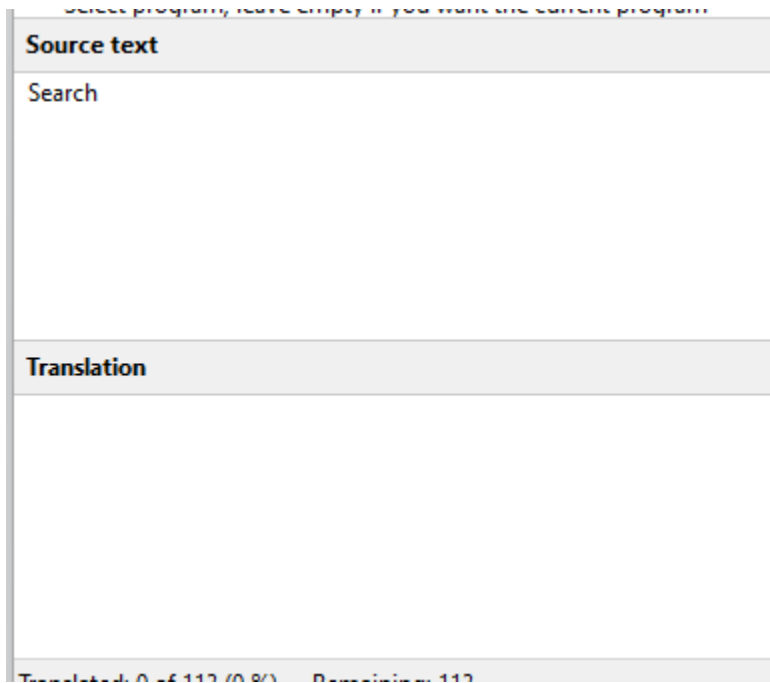
5. Select language, we recommend it to be French Canada



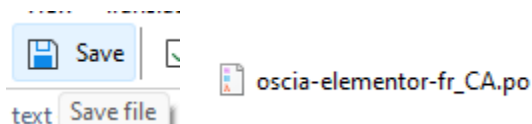
6. Now the interface will show two columns, one for the English Text and another one for the translated text







7. Now click on the words you want to translate and add the respective translations at the bottom.



8. Keep adding your translations until you reach the end of the file and click on save, when adding the name make sure to include the name of the plugin first and then the language code second as shown in the picture below



9. Now both the .po and .mo files are in there ready to be used.
10. Now to make sure that not only your .php files are translated but also your .js files execute this other command ***wp i18n make-json (folder where the .po files are) --no-purge***
11. Now you will see some .json files that will be used by the .js files to include the translations, one for each .js file that includes any translations.

	oscia-elementor-fr_CA-75ff08e5faf98d9a...	12/5/2022 5:08 p. m.	JSON Source File	1 KB
	oscia-elementor-fr_CA-3366a4f0515f076e...	12/5/2022 5:08 p. m.	JSON Source File	1 KB
	oscia-elementor-fr_CA-bafc7bfab8d65aa...	12/5/2022 5:08 p. m.	JSON Source File	1 KB
	oscia-elementor-fr_CA-e4f69739a619e26...	12/5/2022 5:08 p. m.	JSON Source File	1 KB

Note: there is also a plugin called [Loco Translate](#) that can help facilitate this process, however at the time of writing this manual it wasn't tested but it can help with your needs, please check on another environment that isn't the main one before implementing on the main one to make sure that it works and that it doesn't break anything.

Theme

The theme that the site uses is based on JointsWP, the SASS version to be precise. In order to modify this theme effectively, you will need the following requirements:

- Nodejs from version 6 to 14
- A Local Environment with PHP 7.3 or greater
- A slight knowledge of how SASS works

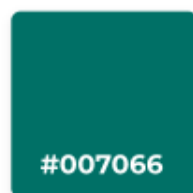
Editing the theme

1. Open a terminal window and navigate to where the theme is located
2. Execute ***npm install***
3. After that, execute ***npm run watch*** this is to start listening to changes you make to SASS files or JS files
4. If you want to modify style sheets, go to assets/styles/scss and modify the files that you find convenient, make sure that the file that you're modifying is included in the style.scss file
5. If you want to modify js files, go to assets/scripts/js, modify the file or add a new one with your new code, you don't have to worry about backward compatibility with your code as it will be transpiled to an earlier ES script that will be compatible with more browsers.
6. All of the changes you make will be compiled automatically as you make them.
7. Once you finish making your changes to the theme you can press Ctrl + C to stop listening to changes
8. As a final measure, if you want to make sure all your changes were applied correctly, you can run ***npm run build*** to compile your changes.

Important Notes from the theme

This section will compile a few notes that don't necessarily require their own section but that at the end of day will help you with editing the site.

- All the colors and font sizes used on the SASS were defined in the `_settings.scss` file. All of these were also defined on the UI kit that was previously provided during the design phase of the project.
<https://xd.adobe.com/view/d0d8f3ff-6ae0-4e8a-a7a0-3aeb63d2bc9e-858b/screen/ef726f89-4a13-4104-aa91-514937db3f7c>



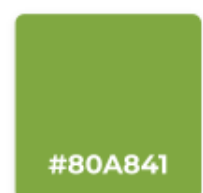
`.green-primary`



`.yellow-primary`



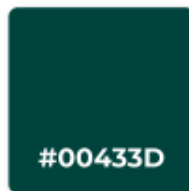
`.intermediary-1`



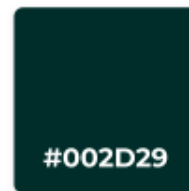
`.intermediary-2`



`.green-2`



`.green-3`



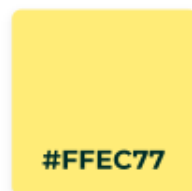
`.green-4`



`.background-green`



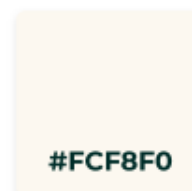
`.yellow-2`



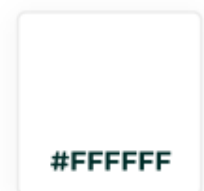
`.yellow-3`



`.yellow-4`



`.background`



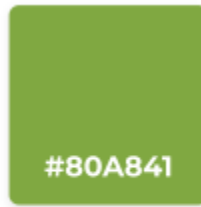
`.text-white`

- Along with the regular Foundation classes such as `primary`, `inter1` and `inter2` were added to allow for two more colors for buttons and other

things.



.intermediary-1



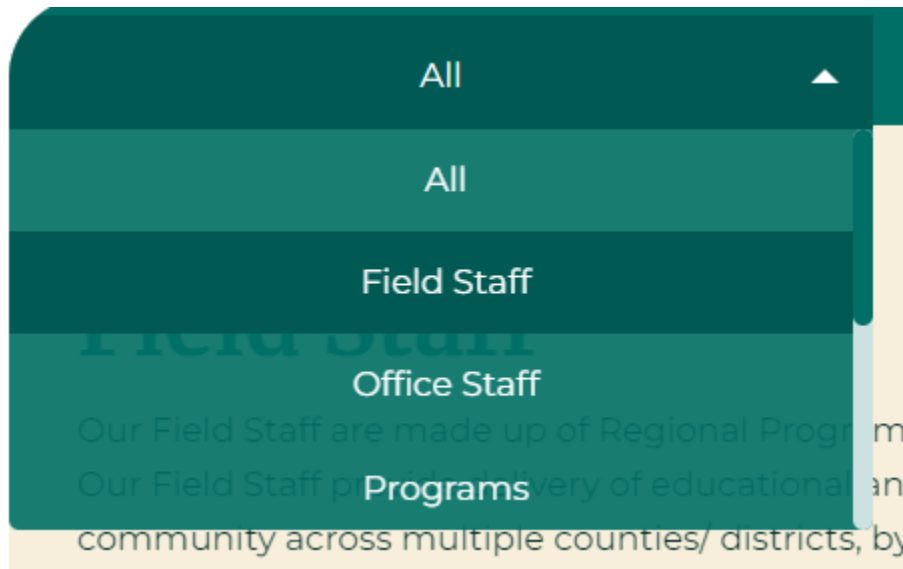
.intermediary-2

- For coloring text and background a few utility classes were created.

Color	Text class	Background Class
#007066	color-green1	bg-green1
#FFDF1C	color-yellow1	bg-yellow1
#005A53	color-green2	bg-green2
#E3C619	color-yellow2	bg-yellow2
#00433D	color-green3	bg-green3
#FFEC77	color-yellow3	bg-yellow3
#002D29	color-green4	bg-green4
#66590B	color-yellow4	bg-yellow4
#FCF8F0	color-beige	bg-beige
#F7EFDB	color-darkbeige	bg-darkbeige
#CCE2E0	color-lightgreen	bg-lightgreen
#FFFFFF	color-white	bg-white
#B5182C	color-red	bg-red
#BFC32F	color-inter1	bg-inter1
#80A841	color-inter2	bg-inter2

- For adding scrollbars on any section, a class called add-scroll was added along with it you can use classes such as h50, h100, h150,..... h1000 to make a fixed height where the scrollbar can appear

- For controlling the border radius a few classes were added, with this nomenclature border-radius-1, border-radius-2, border-radius-3 up to 15, each interval goes in 3px intervals.
- If you add the class oscia-select to a dropdown (HTML select element) the style for it will become this one.



- In the assets/scripts/js/utilities.js there are a few functions that are being used by the theme and the OSCIA Elementor Plugin, please add but don't remove anything from this file.

Plugin

In order to provide the full functionality that was required for the 6 pages, and to provide some degree of separation between the theme and the widgets necessary for the pages, a plugin was created.

Most of the specific functionality that only belongs to a single page was added here in the form of widgets along with a few Post types that were created to manage the staff, the workshops, and the Regions.

Requirements

To be able to use this plugin correctly, it is necessary for you to have the following plugins installed.

- [OSCIAJoints Theme](#)
- OSCIA Programs Plugin
- [Elementor](#)
- [Advanced Custom Fields](#)
- [Polylang](#)
- [The Events Calendar](#)
- [Elementor Premium Addons](#)

Post Types

In WordPress, Post Types are the different ways in which content can be stored in WordPress, some of these include pages, posts, attachments, etc. In the case of this site, a few Post Types need to be created to ensure that the data will be stored correctly. These are:

- Workshops
- Staff

How to edit them was explained in their respective sections of this manual.

Taxonomies

These are a way of classifying the post types, the taxonomies. The taxonomies created were:

- Staff types
- Roles
- Regions

All of these were used on the Staff post type, you can check more about them in the Staff Section of this manual.

Widgets

As previously mentioned, this plugin was created mostly to create widgets that can be used along with Elementor. Each of these widgets has a specific functionality that will be explained below, along with mentioning what files they use.

Tooltip Button

This is the expandable button from the homepage hero, it has three fields, the title, the content, and the color of the button.



Files

- widgets/class-tooltip-button.php
- assets/css/tooltip-button.css

Workshops Widget

These are the workshop listings on both the homepage and the Workshops and Events page. This widget was created to bridge the gap between the website and the Workshops WebApp. This widget has a field that allows you to choose between a compact layout or a full layout.





Files









- widgets/class-workshops.php
- assets/css/workshops.css
- assets/js/workshops.js

Note: if you need to change the Workshops API from beta to production, the PHP file is where you do it.

Programs

This widget creates the Programs table that appears in the homepage, it takes all of the programs of the Programs Post Type and displays them in date order. To modify the Programs themselves please refer to the Programs

section of this manual.

All Accepting Applications Upcoming Not Accepting Applications			Status	Open Date	Close Date
	Canadian Agricultural Partnership		Accepting Applications	Nov 15 / 2021	Jun 30 / 2022
	Targeted Intake for Managed Bee Health		Accepting Applications	Jun 21 / 2021	Dec 31 / 2022
	Species at Risk Farm Incentive Program (SARFIP)		Not Accepting Applications	Upcoming Intake Dates Not Yet Available	
	Species at Risk Partnership on Agricultural Lands (SARPAL)		Not Accepting Applications	Upcoming Intake Dates Not Yet Available	
	Lake Erie Agriculture Demonstrating Sustainability (LEADS)		Not Accepting Applications	Upcoming Intake Dates Not Yet Available	
	On Farm Climate Action Fund (OFCAF)		Not Accepting Applications	Upcoming Intake Dates Not Yet Available	

Files

- widgets/class-programs.php
- assets/css/programs.css
- assets/js/programs.js

Timeline

The timeline widget allows you to create timelines, it has 3 repeating fields, each one of them corresponds to the year, the text content and the image. The image that you add in there should be something that always looks good in a square shape.

Our History

1947

Wheatland & Conservation Day, held near Baden by Waterloo Soil and Crop Improvement Association. *(from the archives of Brad Schneller)*



1987

OSCIA signs agreement with OMAFRA to deliver the Land Stewardship Program. This was to be the first of many stewardship programs successfully delivered by the Association.



To have the best results with this widget, copy the whole section itself and copy it on the other page where you require, this is to ensure that the fade out effect will look good on the other page.


Files

- widgets/class-timeline.php
- assets/css/timeline.css
- assets/js/timeline.js


Executive Staff

This widget allows you to add a list of people who will open a popup to see more information. This widget gets explained in more detail in the staff section of this manual.


Executive Committee




Warren Schneckenburger
2022 President
[Read More →](#)




Steve Sickle
1st Vice-President
[Read More →](#)




Phil Oegema
2nd Vice-President
[Read More →](#)



Eleanor Renaud
3rd Vice-President
[Read More →](#)



Andrew Graham
Executive Director
[Read More →](#)



Chad Anderson
Past President
[Read More →](#)

Files

- widgets/class-executive-staff.php
- assets/css/executive-staff.css

Flower Puzzle

The flower puzzle widget was made with the help of SVGs, it has 6 petals that can't be changed, however, the text inside the petals can be changed.

This widget has two non-repeating fields to add the content from when the user isn't interacting with the flower, and two others that repeat; out of those repeating ones there should be 6, that way the flower will have content for

each petal.

▼ Content

Main Title

Association Structure

Main Content

Add Media

Formidable

Visual

Text (HTML)

File ▼ Edit ▼ View ▼ Insert ▼

Format ▼ Tools ▼ Table ▼

Paragraph ▼

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Membership across more than

Please add up to 6 only

Membership approaching 4,...

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×

50+ Local County/District As...

☰

×

11 Regional Soil & Crop Impr...

☰

×

Provincial Board of Directors

☰

×

Provincial Executive Committee

☰

×

Staff and Service Providers

☰

×

+ ADD ITEM

Association Structure

Membership across more than 50 county and district associations make up Ontario Soil & Crop. The not-for-profit organization is centered in Guelph and is governed by a Board of Directors representing eleven regions across Ontario. OSCIA is farmers actively seeking, testing, and adopting optimal farm production and stewardship practices.

Files

- widgets/class-flower-puzzle.php

65

- assets/css/flower-puzzle.css
- assets/imgs/puzzle-text.svg
- assets/js/flower-puzzle.js

Status Ribbon

This widget was created to show a single ribbon with the status of a program, this widget only has one field to select the program, however if you leave it empty on a program page, then it will automatically take the status of that page.



Files

- widgets/class-status-ribbon.php

Playlist Popups

This widget allows you to create a list of videos that will open in a popup, these videos will belong to a Youtube playlist, allowing you to make changes in only one place and seeing those changes take effect automatically on the site.

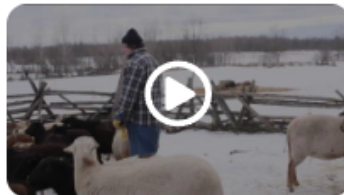
This widget has two fields, one to add the playlist ID, and a second one to add a number, you can ignore that field and leave the default as that will take care of 99% of cases.



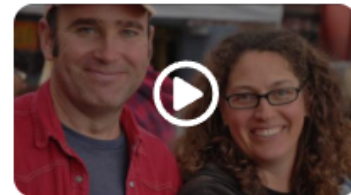
Sharing On-Farm Success: Osprey Bluffs Honey



Sharing On-Farm
Success: Truly Green
Farms



Sharing On-Farm
Success: Michael
Sloboda



Sharing On-Farm
Success: Vicki's Veggies

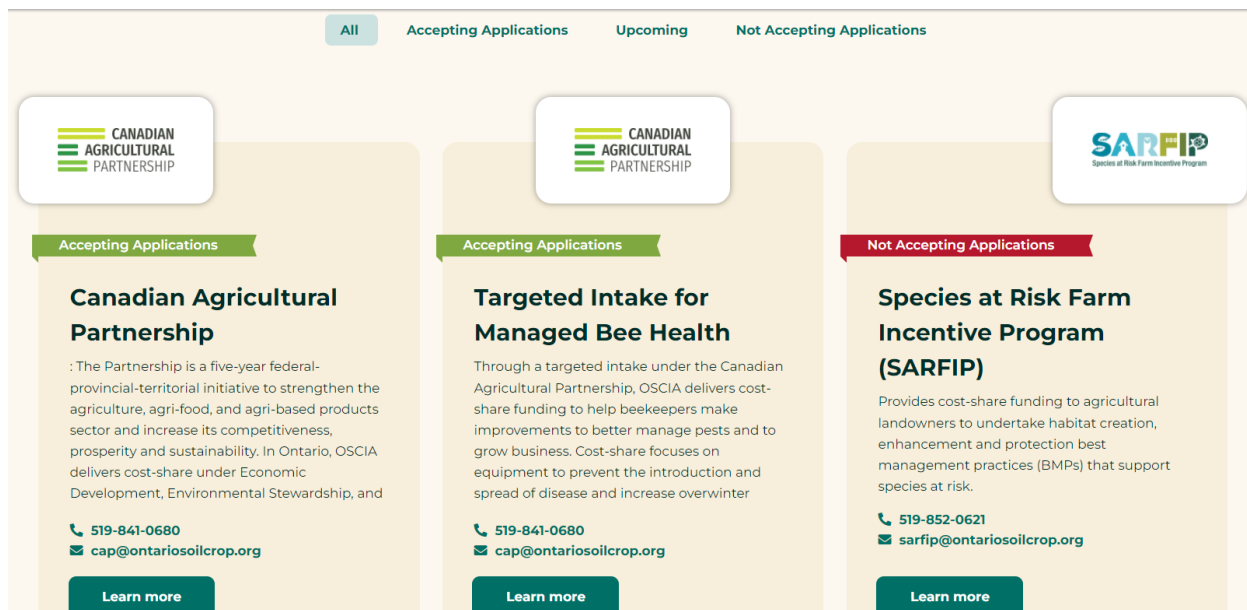
Load more

Files

- widgets/class-playlist-popups.php
- assets/css/playlist-popups.css
- assets/imgs/play-circle-solid.svg
- assets/js/playlist-popups.js

Programs Cards

This widget creates the Program listing that's on the Cost-Share Programs page. It lists the Programs Post Type depending on their status. To learn how to modify the individual programs please refer to the Programs section of this manual.



Files

- widgets/class-programs-cards.php
- assets/css/programs-cards.css
- assets/js/programs-cards.js

Video Carousel

This widget allows you to add various videos that will appear as a carousel. You can add as many videos as you want; for each video you will need to add the video url, a title, and a link to a resource, if you decide that you don't want a link to the resource you can skip it.



Submitting your application for cost-share funding



Tips to complete your cost-share funding application



Finding the right cost-share opportunity for your farm

Files

- widgets/class-video-carousel.php
- assets/css/video-carousel.css
- assets/imgs/play-circle-solid.svg
- assets/js/video-carousel.js

Events Tabs

This is the events search widget, the widget itself doesn't have any configuration. It heavily uses The Events Calendar Rest API to fetch the events and show them on the listing. If you need more information about how to edit the content of this widget you can refer to the Events section of this manual.

19 May

Environmental Farm Plan (EFP) Workshop
 6th Ave, Earleton, Ontario P0J 1E0
 10:00am - 03:00pm • Earleton Ontario

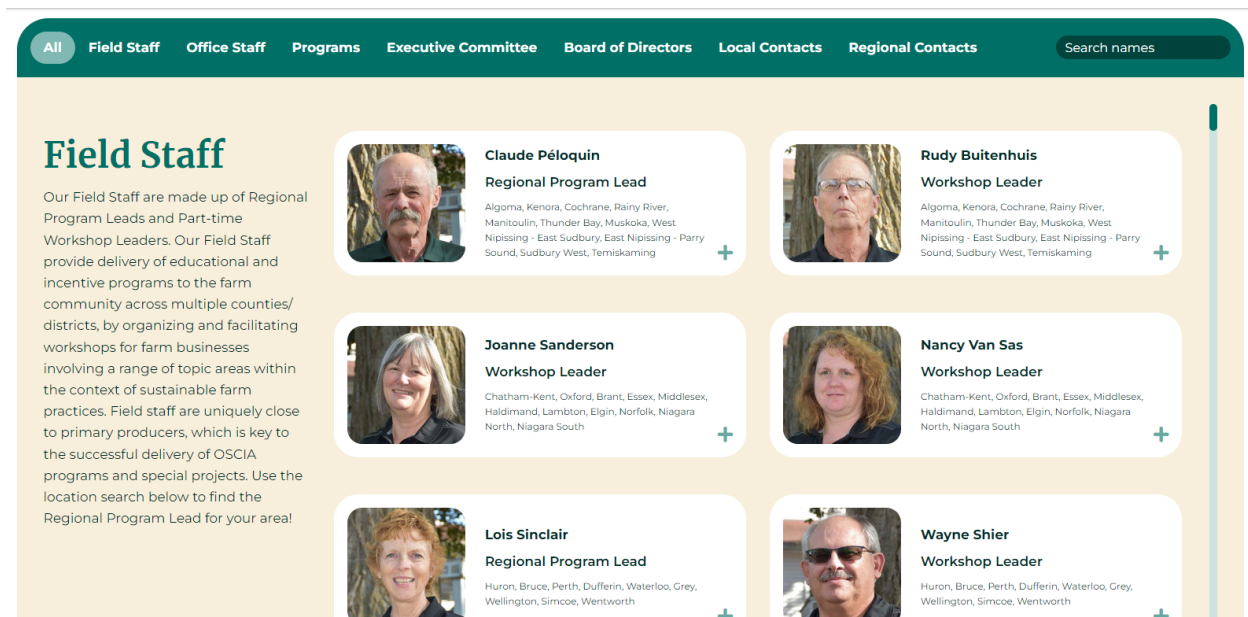
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Files

- widgets/class-events-tabs.php
- assets/css/events-tabs.css
- assets/js/events-tabs.js
- assets/js/googlemaps.js

Staff Table

This widget creates the staff search functionality. It doesn't have any important fields. If you wish to know more about how to edit the content of this widget you can refer to the Staff section of this manual.



Files

- widgets/classes-staff-table.php
- assets/css/staff-table.css
- assets/js/staff-table.js


Regions Search

The region's search widget creates a map that has all of the Regions, Counties, Municipalities, and Districts highlighted. It also has the contact

information for the certain people that need to be shown. How to edit this widget is highlighted in the Staff Section of this manual.

Location Search

Search Address/ Postal Code/ City

Activate Your Location:  Search Clear

Local: Northumberland +

Local: Prince Edward +

Region: Eastern Valley +

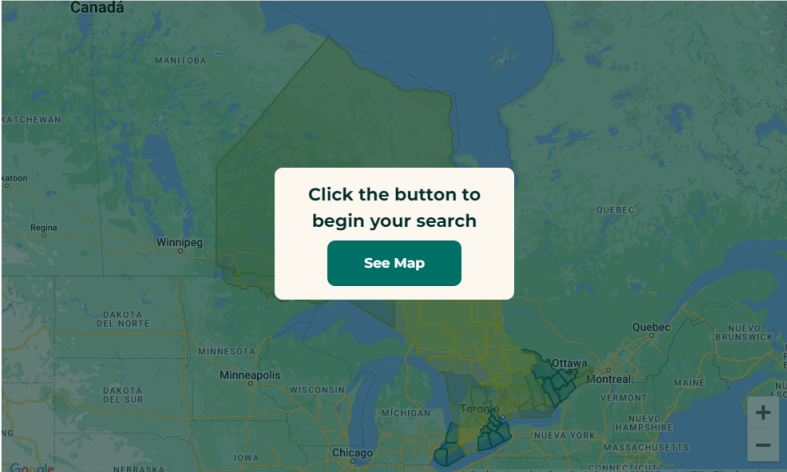
Local: Prescott +

Local: Russel +

Local: Stormont +

Local: Dundas +

Local: Glengarry +



Files

- widgets/class-regions-search.php
- assets/css/regions-search.css
- assets/js/regions-search.js

External Libraries

- Google Maps. [Documentation](#)
- FullCalendar. [Documentation](#)
- DayJS. [Documentation](#)
- Slick. [Documentation](#)
- Vanilla JS DatePicker. [Documentation](#)
- FontAwesome. [Icon Reference](#)
- Zurb Foundation. [Documentation](#)