



WAPA Member Profile Page User Guide

This is a guide to enable every WAPA member to create their company profile page on the WAPA website:

The user can register and create their individual profile page, to give basic information about the company and can also have all the high site details of the company with their coverage area showing up on a Google map. The basic layout of the member profile page looks like this:

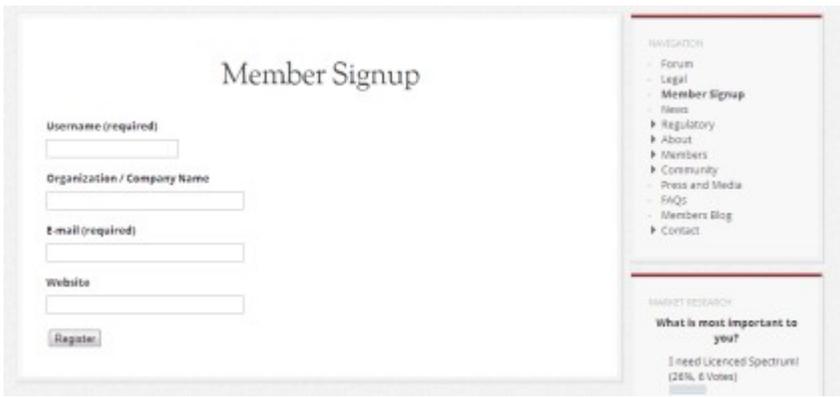


Please follow these steps to get registered on the site and create your profile page:

1.

All members must sign up here: <http://www.wapa.org.za/member-signup>

Fill in the company's basic information, e.g. the username, company/organization name, contact details (Email address and Website url). Example below.



Once you submit this form, you will be registered for the site. Users will receive a username and password by the email listed, in order to access the admin panel, where you can create your profile page.

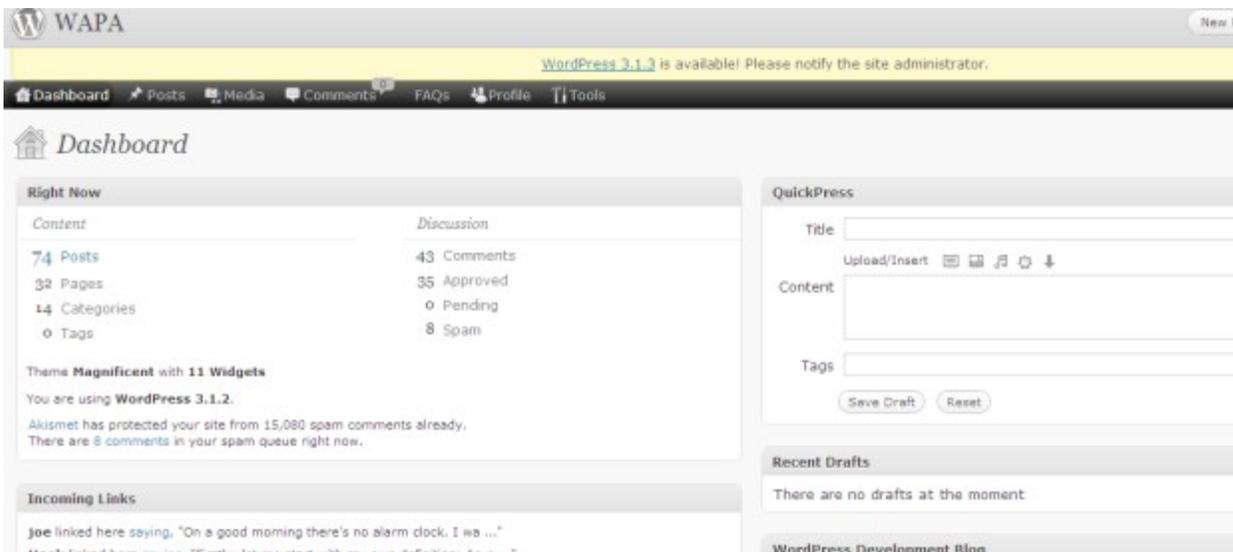
2.

Once registered, you can log in to the admin panel here: <http://www.wapa.org.za/wp-admin>
Enter the username and password which was emailed to you.



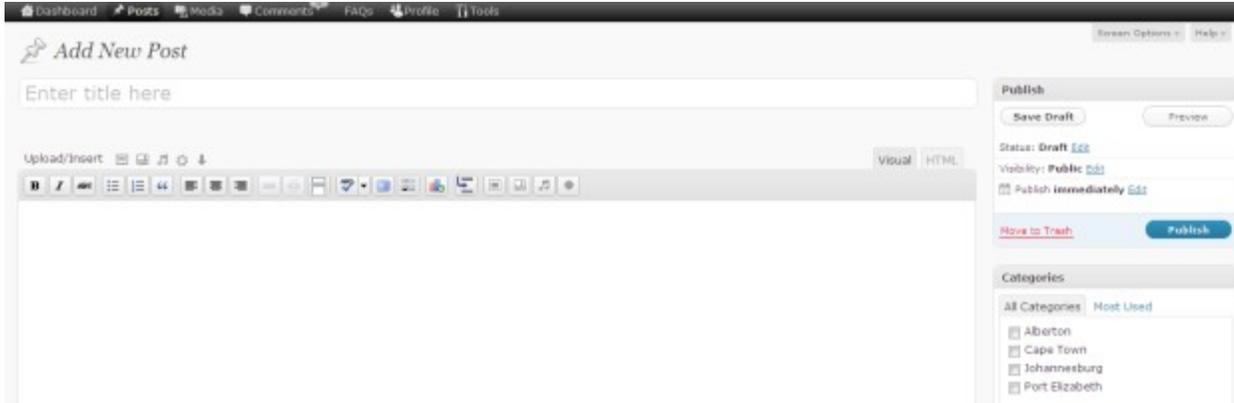
3.

Once logged in, you can access the WAPA dashboard.



4.

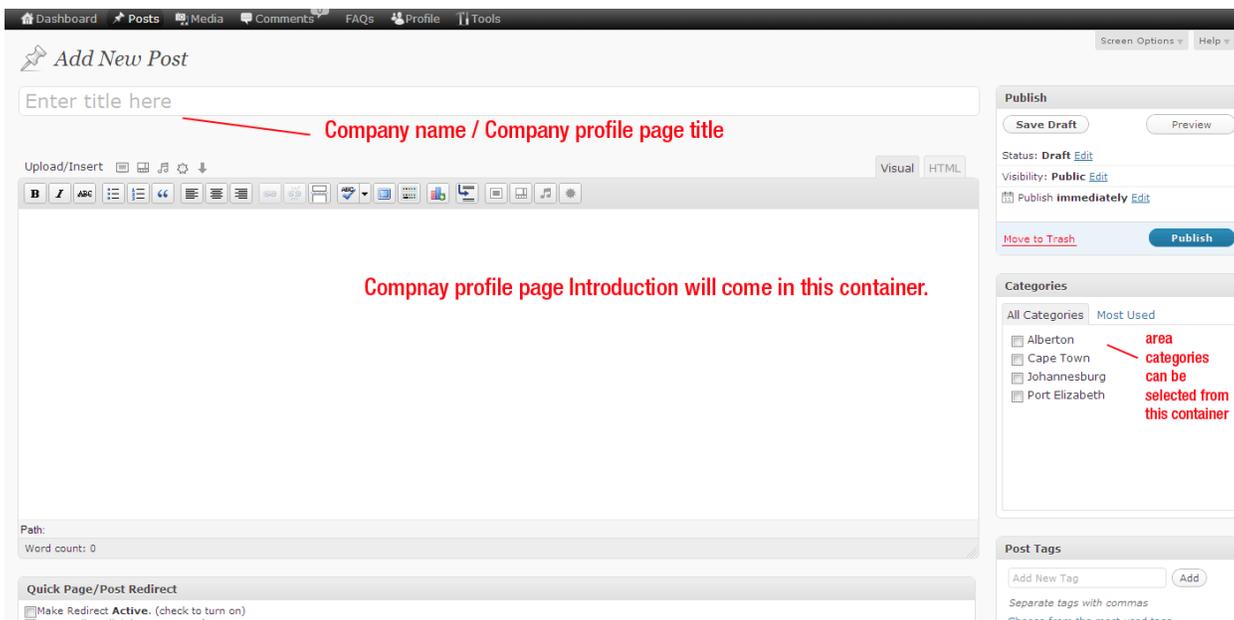
In the toolbar on top, you will find the option, “**Posts**”. Select “**Add new**”.



Here you can create your profile page, by adding a variety of options, e.g. the company's Introduction, Miscellaneous, History and Vision, Contact Details, logo, photos, etc.

Select the coverage area by selecting a particular category. All the areas will be listed in the form of categories and the user just has to select them, to showcase the correct location of your coverage area. If you area is not listed, please email all your areas in an Excel sheet with each area listed in a separate line.

5.



Above, you can enter:

1. Profile page, title (Company/ Organization name)
2. Select Area category.
3. Introduction to the company.

6.

As you scroll down, you will find some other content boxes where you can insert the following information:

Company Logo, Company miscellaneous, Company Building Picture, Contact Details, History and vision, Etc.

The screenshot shows a form titled "Company Information" with several sections. Red lines and text point to specific fields:

- Company Logo:** A file upload field with "Choose File" and "Upload" buttons. A red line points to it with the text "Company LOGO".
- Company miscellaneous:** A rich text editor with a toolbar. A red line points to it with the text "Company Misc."
- Company Building Picture:** A file upload field with "Choose File" and "Upload" buttons. A red line points to it with the text "Company Buiding image/picture." (Note the typo "Buiding").
- Contact Details:** A text input field. A red line points to it with the text "Contact Details. Address, Email , Website and all." (Note the extra space before the comma).
- History and vision:** A rich text editor with a toolbar. A red line points to it with the text "Hisotory and Vision." (Note the typo "Hisotory").

7.

You can also add your coverage information on this page, by inserting **Tower coordinates and Tower radius** to showcase your coverage area on a google map. If you have multiple towers, you can show them, one by one, in different colours. You can also select one colour option from **Circle colour** selection box.

There are 15 such option panels, so you can enter 15 tower details at a time for one particular area category.

Below is a screenshot of the Tower Info Panel.

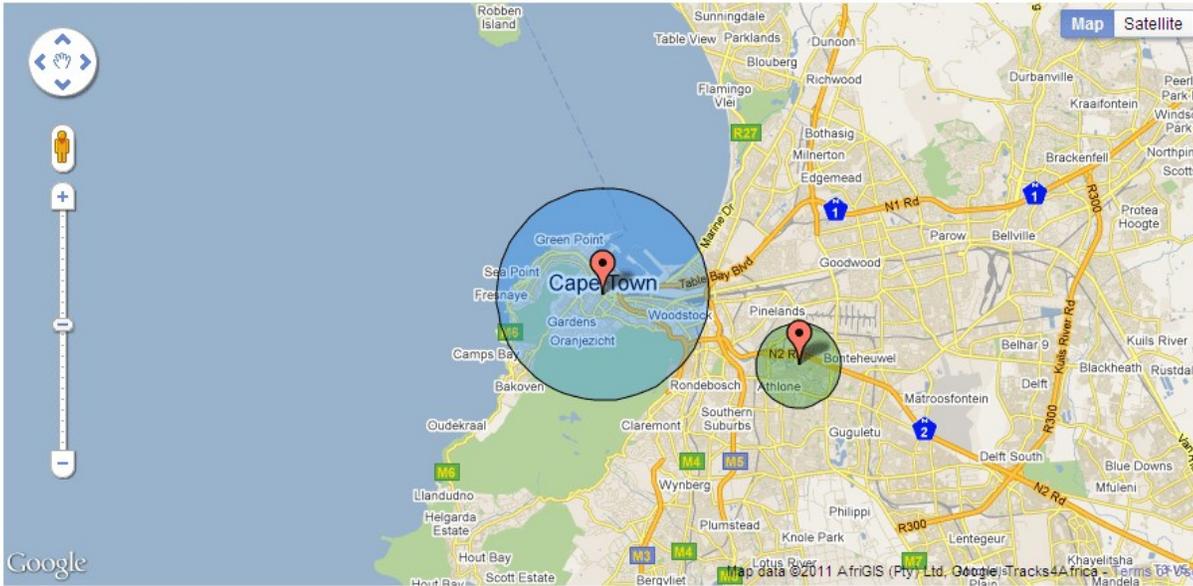
The screenshot shows three identical "Tower Info" panels, labeled "Tower1", "Tower2", and "Tower3". Each panel contains:

- Tower Coordinates:** A text input field.
- Tower radius:** A text input field.
- Circle color:** A dropdown menu with the text "- Select Option -".

Red text on the right side of the image states: "There are 15 such panels where you can supply your tower cordinates, radius and circle color option. All the inserted values will be showcased on google map." (Note the typo "cordinates").

After inserting the values, your tower coverage area will be displayed like this:

Coverage Area



8.

Once all the values are inserted, the user has to select: **“Post Template”** in the right hand column and set it to: **“Profile Page”**.

This is important and must be done to achieve the profile page’s layout.

Categories

All Categories Most Used

- Alberton
- Cape Town
- Johannesburg
- Port Elizabeth

Post Tags

Add New Tag

Separate tags with commas

[Choose from the most used tags](#)

Post Template

Default Template
Default Template [custom post](#)
Profile Page
[Templates](#) that you can use to on individual posts, you can select one for this post using the drop down above.

Featured Image

[Set featured image](#)

ft. If you want to add a redirect without

9.

To save and publish the post after inserting all the content, click “Publish” in the **Publish** panel on the top right corner of the Post panel.



After all these steps are completed. Your profile page should look something like this:

