



# **IPOPI NMO WEB TOOL KIT**

Florence, 5th of October 2012

Sónia Pereira de Figueiredo  
Magda Lourenço



# What is the toolkit all about?

A simple user interface that enables NMOs to create, add and edit their website.

Enables those NMOs which do not yet have a website to create and launch one easily

With various frameworks and designs to chose from.

Provides flexibility to build your website according to your NMO needs and objectives

Is also available to NMOs with existing websites which would like to renew their website's design



# Where to find?



International Patient Organisation for Primary Immunodeficiencies

Enter Search...

HOME

ABOUT IPOPI

PUBLICATIONS

EVENTS

SPONSORS

DONATIONS

RESOURCES

CONTACT US



## NMO Website Toolkit

### Welcome to the IPOPI NMO Website Toolkit page!

The IPOPI NMO Website toolkit is a tool made exclusively available to IPOPI's National Member Organisations.

This toolkit was created to help IPOPI's National Member Organisations (NMOs) set up their own websites and learn how to use the Content Management System (CMS) to update and change it.

The IPOPI Toolkit is a simple user interface that will enable NMOs to create, add to and edit their website.

An IPOPI Website Builder & CMS User Guide was created to help you get familiarized with the system. Please make sure you read it carefully before starting working on your website.

To start working on your new website and to access the User Guide, please login below:

To apply for a password please send a request to [magda@ipopi.org](mailto:magda@ipopi.org).

Please login to see content.

Email Address:

Password:

☐ Remember me on this computer

Sign in

[Forgot Your Password?](#)

IPOPI NMO Website  
toolkit Sponsor

**Baxter**



# Reasons to use IPOPI Toolkit



- Getting out there what your NMO is doing: News and Regular reports!
- Helps bring the PID community together in your country and beyond!
- Provide FAQ answers
- Helps fundraise
- Raise awareness




# and more!



- Health policy developments in your country and region that may affect the PID community
- Link to other social network platforms such as  
- Sponsorship opportunities
- And....It's free!!




# And the result is:

The PiNSA logo consists of a blue circle containing a white 'P' and the letters 'iNSA' in blue, with the full name 'PRIMARY IMMUNODEFICIENCY NETWORK OF SOUTH AFRICA' in small text below.

Primary Immunodeficiency Network of South Africa



[Home](#) | [About us](#) | [About PID](#) | [Publications](#) | [Forum](#) | [Key Stakeholders](#) | [Donations](#)

A photograph of five diverse children smiling and looking up at the camera. They are wearing colorful clothing: pink, green, blue, and yellow.

Welcome!

to the website of the Primary Immunodeficiency Network of South Africa.

Primary Immunodeficiency (PID) is an inherited or genetic set of diseases that, because they can present themselves as a common infection, often go undiagnosed. There are over 200 types of PID. It is for this reason that this association was formed as one of its functions is to create awareness.

PID is not AIDS, although both disorders affect the immune system; it is an inherited or genetic condition, i.e. passed down from one or both parents and it is therefore not infectious.

The other main function of the association is to support those with the condition through information and counselling. Although primarily a patient/family group, there is a medical advisory panel doctor who is able to answer questions.

The links on this site are particularly useful as they take you to the main international organisations that deal with primary immunodeficiencies.

Fund Number 028- 020 NPO (Non Profit Organisation)

Latest News

17. 08. 2012.  
[Launch of new website](#)  
Dear All Thanks to IPOPI the National Member Organisations now have a website template. PiNSA has used it and we will be [read more »](#)

Tag Cloud



# Empower NMOs with the right tool!





**Because in the end internet  
is all around!**







# NMO WEB Tool Kit

## **STEP BY STEP**



# STARTING UP

A screenshot of the WordPress login interface. At the top is the WordPress logo, consisting of a circular 'W' icon and the word "WORDPRESS" in a serif font. Below the logo is a white rectangular box containing the login fields. Inside this box, the label "Username" is above a text input field, and "Password" is above another text input field. Below the password field is a checkbox labeled "Remember Me". To the right of the checkbox is a blue rounded button with the text "Log In" in white. At the bottom of the white box, there are two links: "Register" and "Lost your password?", separated by a vertical bar.

 **WORDPRESS**

Username

Password

☐ Remember Me [Log In](#)

[Register](#) | [Lost your password?](#)



# STARTING UP



## Step 1. Blog Info

Blog Name\*

Blog Tagline

Logotype\*

Start upload

Cancel upload

Facebook Page Link

Twitter Page Link

Sem Título.jpg

11.39 KB

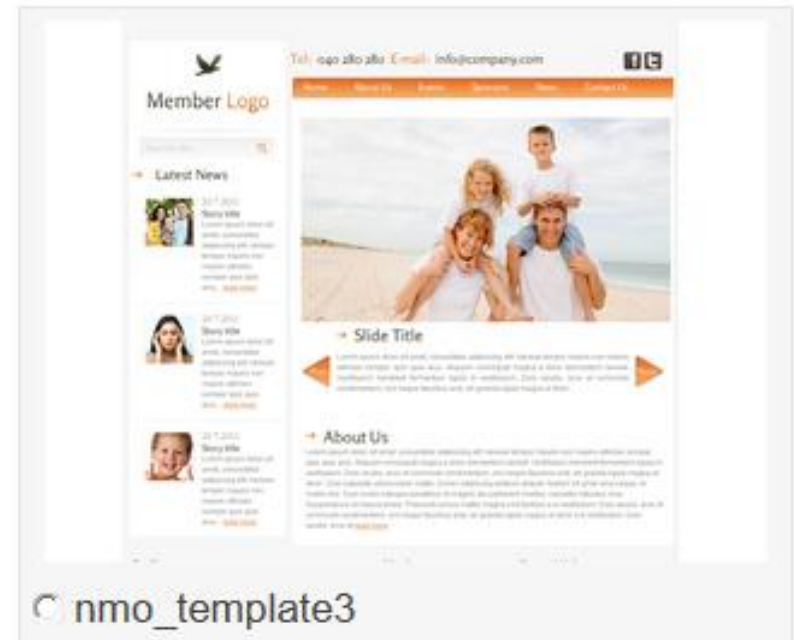
Delete



# STARTING UP



## Step 2. Your Template





# STARTING UP



Step 3. Start using your website!

Administrator email:

info@ipopi.org

Contact Email:

info@ipopi.org

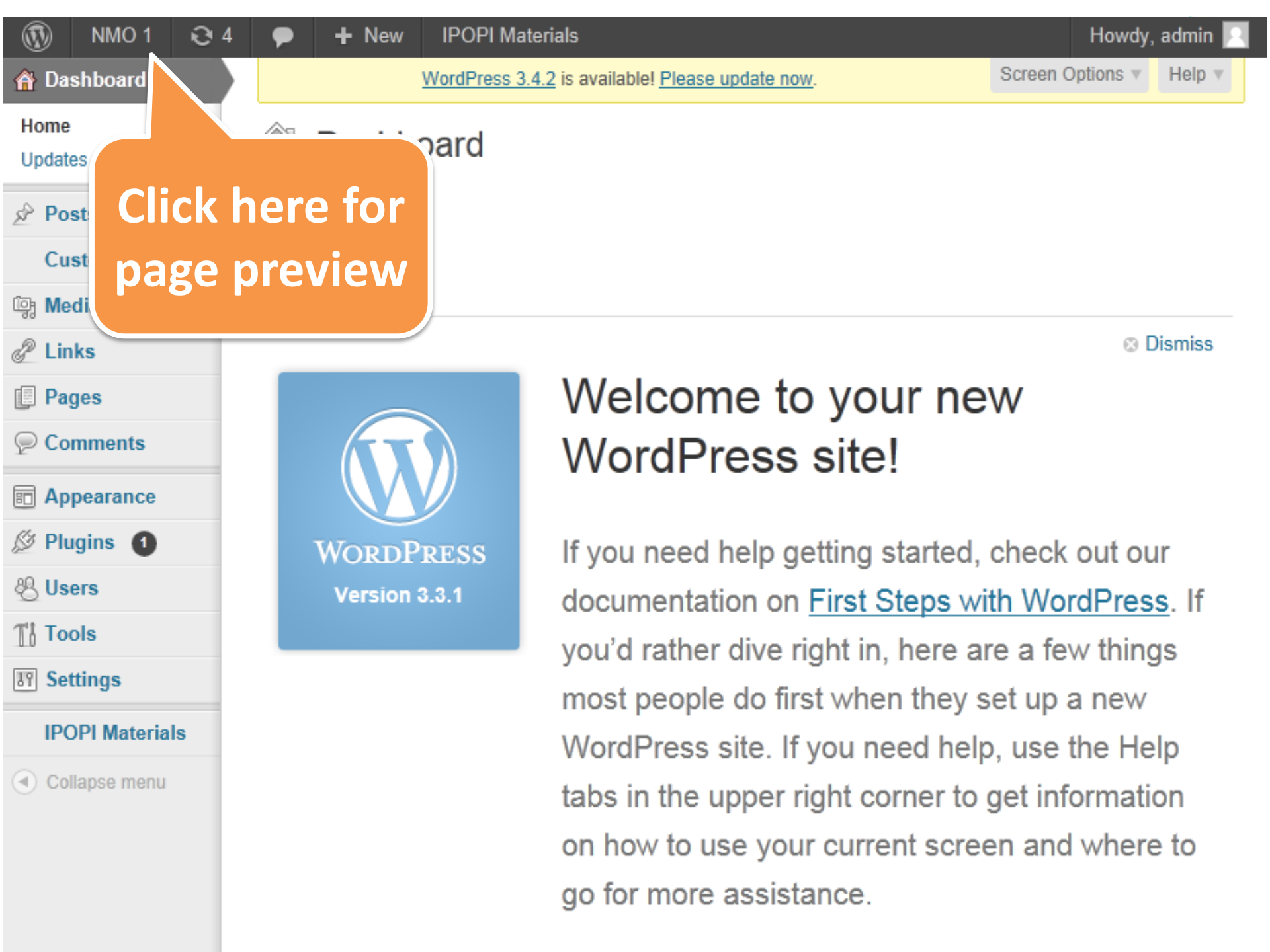
Contact Phone Number:

0044

Postal Address:

PL113LE





Click here for  
page preview



## Welcome to your new WordPress site!

If you need help getting started, check out our documentation on [First Steps with WordPress](#). If you'd rather dive right in, here are a few things most people do first when they set up a new WordPress site. If you need help, use the Help tabs in the upper right corner to get information on how to use your current screen and where to go for more assistance.





Go back to  
Dashboard

HOME

SORS

NEWS



## VESTIBULUM EGET SUSCIPIT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer ac sem est. Vestibulum eget suscipit augue. Cras tristique, ante eu posuere pulvinar, nibh elit cursus mauris, eu placerat nunc neque vitae purus. Aenean iaculis posuere lacus, a faucibus nulla dignissim vel. Fusce adipiscing fermentum risus a scelerisque. Integer sed malesuada sem. Proin at purus leo. Maecenas ac massa vel velit interdum aliquet. Etiam non eros sed arcu pulvinar gravida non

[READ MORE](#)[LATEST NEWS](#)[ABOUT US](#)





NMO 1

4



+ New

IPOPI Materials

Howdy, admin



Dashboard

WordPress 3.4.2 is available! [Please update now.](#)

Screen Options ▾

Help ▾

Home

Updates 4

Posts

Custom Types

Media

Links

Pages

Comments

Appearance

Plugins 1

Users

Tools

Settings

IPOPI Materials

Collapse menu



## Dashboard

✕ Dismiss



# Welcome to your new WordPress site!

If you need help getting started, check out our documentation on [First Steps with WordPress](#). If you'd rather dive right in, here are a few things most people do first when they set up a new WordPress site. If you need help, use the Help tabs in the upper right corner to get information on how to use your current screen and where to go for more assistance.



## Dashboard

Home

Up

 Posts

Custom Types

 Media

 Links

 Pages

 Comments

 Appearance

 Plugins **1**

 Users

 Tools

 Settings

IPOPI Materials

Add and manage  
pictures

Add and edit posts

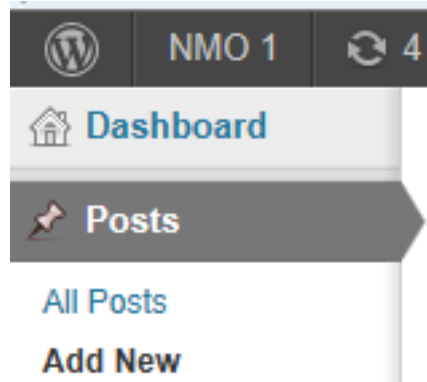
Add and edit pages

Update shared  
IPOPI materials

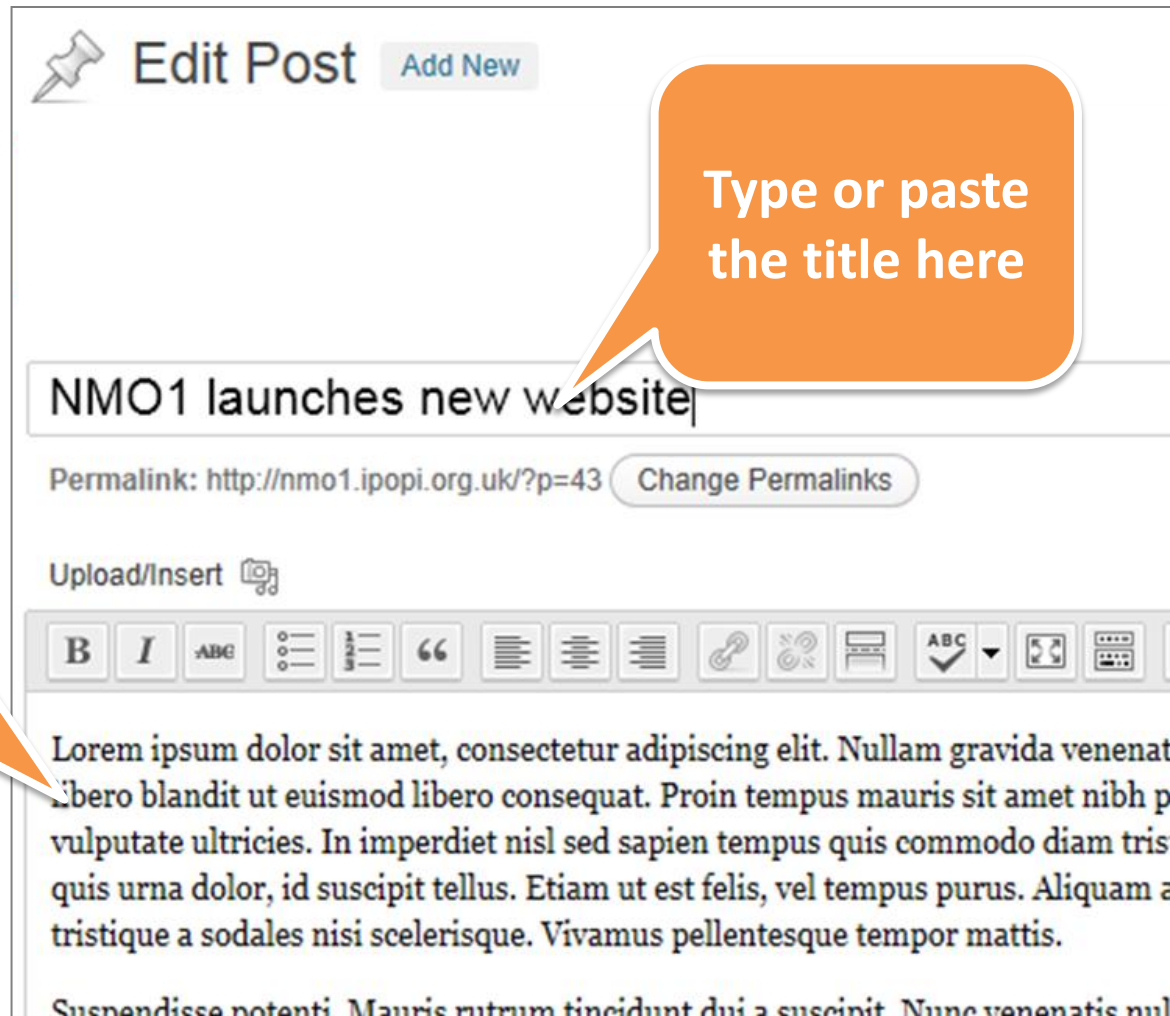
Edit template,  
background, menus, etc



# ADDING POSTS



Type or paste the  
full article.  
If necessary use the  
text tools available





# BEFORE PUBLISHING

Before clicking Publish you can:

- Add a picture to the article
- Make the article visible in the page header

Categories

All Categories

Most Used

☐ Uncategorized

☒ Featured

☐ General Pages

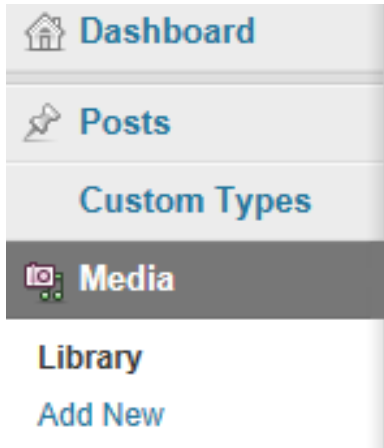
[+ Add New Category](#)


Featured Image

[Set featured image](#)




# UPLOADING IMAGES



 **Media Library** [Add New](#)




Click Add New to start and Save all changes when you are done

All (4) | Images (4) | Unattached (0)

Bulk Actions 

Apply


Show all dates

<input type="checkbox"/>	File	Author
<input type="checkbox"/>	 <b>slideshow</b> JPG	admin
<input type="checkbox"/>	 <b>112283_5603</b> JPG	admin
<input type="checkbox"/>	 <b>653075_69608756</b> JPG	admin



# CREATING PAGES



 Pages

All Pages

[Add New](#)



Pages

[Add New](#)

Click Add New, name  
your new page click  
Publish

All (5) | [Published \(5\)](#)

Bulk Actions



Apply

Show all dates



Filter

☐ Title ▲

☐ Homepage

☐ — About us

☐ — Events

☐ — Sponsors

☐ IPOPI News

☐ Title




# CREATING PAGES

Publish ▾

[Save Draft](#) [Preview](#)

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

 Publish immediately [Edit](#)

[Move to Trash](#) [Publish](#)

Click Preview to check out your new page before publishing it





# APPEARANCE

## Appearance

Themes

Widgets

Menus

Menubar

Background

Editor

This tab allows you to:

- Change theme
- Change the background color
- Reorder the Menu Bar



Manage Themes

Install Themes

### Current Theme



IPOPI NMO Template 1 - Blue 1.0 by [the Websolve team](#)

Template designed and built for NMO Websites

OPTIONS: [Widgets](#) | [Menus](#) | [Menubar](#) | [Background](#)

Tags: Blue

### Available Themes





# IPOPI MATERIALS



## IPOPI Materials

[IPOPI Materials](#)

[News](#)

[Articles](#)

Here you will find  
the IPOPI materials  
available to all  
NMOs.

## IPOPI Admin Manager: News

**News**

Articles

Title	Status	Sh
Latest News	Active	lat
Admin News	Inactive	
News Archive	Inactive	
Useful Links	Inactive	