

# Winning Ways Membership Site Set-Up

In the following guide, you will learn how to properly setup the Winning Ways Success System to be fully operational on a WordPress site. At a high level you be doing the following...

1. Installing WordPress on your target domain
2. Configuring WordPress to work with Winning Ways
3. Importing the Winning Ways content using our pre-made import file
4. Setting up a membership site plugin called Paid Memberships Pro - this is the plugin we chose for our sample site, you are free to use any membership plugin you like.

## **If you do not have a Self Hosted WordPress Installation...**

You will need hosting. If you do not have web hosting:

**[HOSTGATOR](#)**

Once you have your web hosting taken care of you will need to install WordPress:

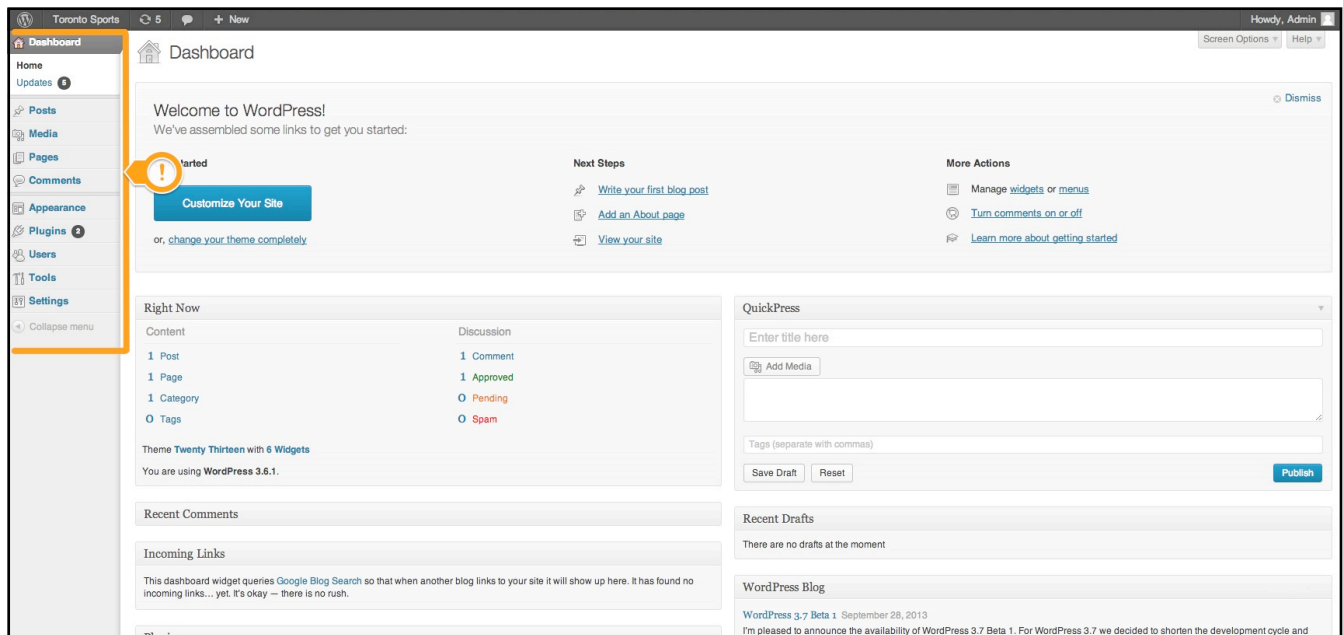
**[WP INSTALLATION](#)**

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# Step One - The Basics

First step is to log into your WordPress website. When you log in you will be greeted by the "**WordPress Dashboard**". The dashboard is the control centre of your website. It will be referred to often in this guide.



The above image is a snapshot of what your dashboard will look like (version 3.6.1). If you are on a different version of WordPress the dashboard may look slightly different. Regardless of the version of WordPress you are using - the main thing you need to be concerned with is the menu at the top left. This menu (highlighted in above image) is where you control your entire website.

## Settings

The first thing you should do is make sure your Permalinks are properly set. This will make your website URL structure more descriptive and tidy. Click on **Settings -> Permalinks** and choose "Post Name" by clicking the radial button beside it. Click **save changes** when done.

See the image below...

**Dashboard**

- Posts
- Media
- Pages
- Comments
- Appearance
- Plugins 2
- Users
- Tools
- Settings**
- General
- Writing
- Reading
- Discussion
- Media
- Permalinks**
- Collapse menu

### Permalink Settings

By default WordPress uses web URLs which have question marks and lots of numbers in them, however Wo A [number of tags are available](#), and here are some examples to get you started.

#### Common Settings

<input checked="" type="radio"/> Default	<code>http://tdotsports.com/?p=123</code>
<input type="radio"/> Day and name	<code>http://tdotsports.com/2013/10/01/sample-post/</code>
<input type="radio"/> Month and name	<code>http://tdotsports.com/2013/10/sample-post/</code>
<input type="radio"/> Numeric	<code>http://tdotsports.com/archives/123</code>
<input checked="" type="radio"/> Post name	<code>http://tdotsports.com/sample-post/</code>
<input type="radio"/> Custom Structure	<code>http://tdotsports.com</code> <input type="text"/>

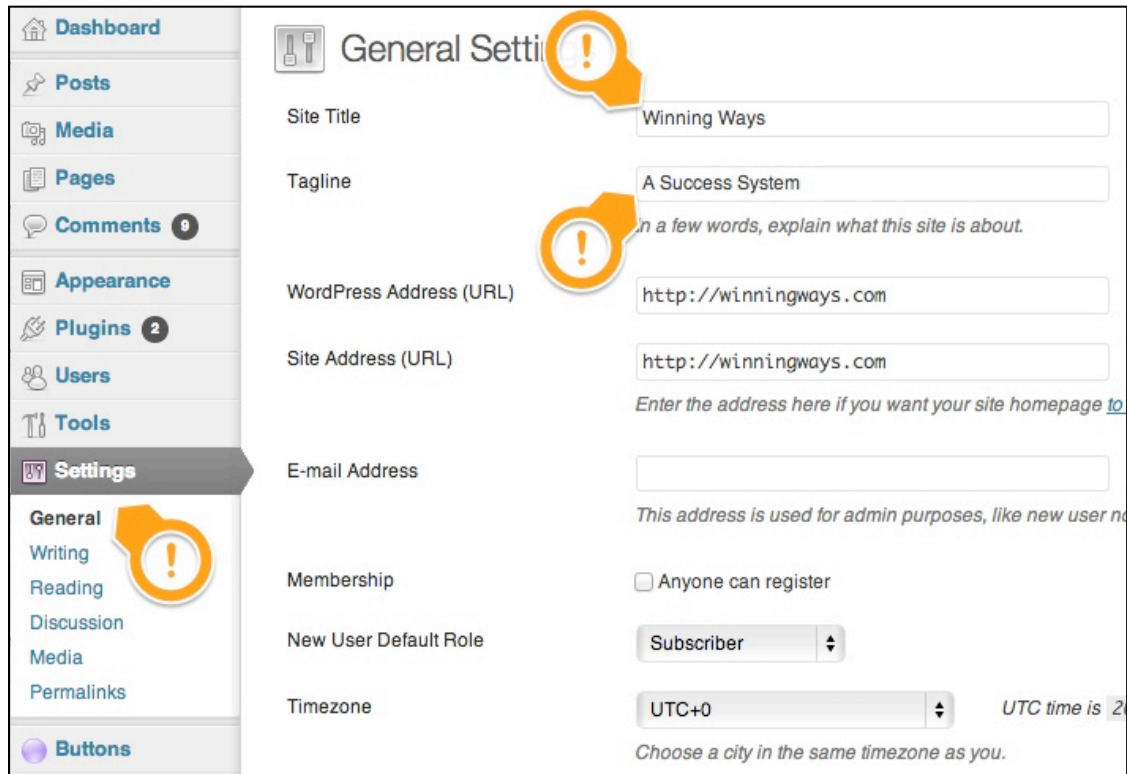
#### Optional

If you like, you may enter custom structures for your category and tag URLs here. For example, using `topic`

Category base	<input type="text"/>
Tag base	<input type="text"/>

**Save Changes**

The second setting you should be concerned with is the site title and tag line. You can change this by navigating to **Settings -> General**. Once you do that you will notice areas for your site title and tagline (pictured below).



The screenshot shows the WordPress 'General Settings' page. The left sidebar contains a menu with 'Settings' highlighted. Under 'Settings', 'General' is selected and marked with an orange callout bubble containing an exclamation mark. Other menu items include 'Writing', 'Reading', 'Discussion', 'Media', 'Permalinks', and 'Buttons'. The main content area is titled 'General Settings' and also has an orange callout bubble. It contains several settings: 'Site Title' (Winning Ways), 'Tagline' (A Success System), 'WordPress Address (URL)' (http://winningways.com), 'Site Address (URL)' (http://winningways.com), 'E-mail Address' (empty), 'Membership' (checkbox for 'Anyone can register' is unchecked), 'New User Default Role' (Subscriber), and 'Timezone' (UTC+0). The 'Tagline' field has a placeholder text: 'In a few words, explain what this site is about.' The 'E-mail Address' field has a placeholder text: 'This address is used for admin purposes, like new user notifications.' The 'Timezone' field has a placeholder text: 'Choose a city in the same timezone as you.'

You are free to name your site whatever you want. For the purposes of this guide we used the following settings:

**Site Title:** Winning Ways

**Tagline:** A Success System

Hit the blue Save Changes button at the bottom of the page to save your settings.

## Theme

You can use any theme you want, but we found it easiest to use the WordPress twenty Twelve theme. It was the easiest to work with and looked the best based on our testing. Keep in mind - you can change the entire style/look of the site by using any theme you want though.

In your WordPress dashboard, navigate to **Appearance -> Theme**. Find Twenty Twelve in the list of Available Themes and click **"Activate"** under it.

The screenshot shows the WordPress dashboard with the 'Appearance' menu selected on the left. The main area displays the 'Current Theme' as 'Twenty Thirteen' and a list of 'Available Themes'. The 'Twenty Twelve' theme is highlighted with an orange border and a green checkmark icon, indicating it is the selected theme.

**Dashboard**

- Dashboard
- Posts
- Media
- Pages
- Comments
- Appearance**
  - Themes
  - Customize
  - Widgets
  - Menus
  - Header
  - Editor
- Plugins 2
- Users
- Tools
- Settings
- Collapse menu

**Manage Themes** **Install Themes**

New theme activated. [Visit site](#)

**Current Theme**  
**Twenty Thirteen**  
By [the WordPress team](#) | Version 1.0

The 2013 theme for WordPress takes us back to the blog, featuring a full range of post formats, each displayed beautifully in their own unique way. Design details abound, starting with a vibrant color scheme and matching header images, beautiful typography and icons, and a flexible layout that looks great on any device, big or small.

[Customize](#) OPTIONS: [Widgets](#) | [Menus](#) | [Header](#)

**Available Themes**

**Twenty Eleven**  
By [the WordPress team](#)

[Activate](#) | [Live Preview](#) | [Details](#) | [Delete](#)

There is a new version of Twenty Eleven available. [View version 1.6 details](#) or [update now](#).

**Twenty Ten**  
By [the WordPress team](#)

[Activate](#) | [Live Preview](#) | [Details](#) | [Delete](#)

There is a new version of Twenty Ten available. [View version 1.6 details](#) or [update now](#).

**Twenty Twelve**  
By [the WordPress team](#)

[Activate](#) | [Live Preview](#) | [Details](#) | [Delete](#)

Your theme is now live!



Just another WordPress site

[HOME](#) [SAMPLE PAGE](#)

## Hello world!

[1 Reply](#)

Welcome to WordPress. This is your first post. Edit or delete it, then start blogging!

This entry was posted in [Uncategorized](#) on [October 1, 2013](#). [Edit](#)

### RECENT POSTS

[Hello world!](#)

### RECENT COMMENTS

[Mr WordPress](#) on [Hello world!](#)

### ARCHIVES

[October 2013](#)

### CATEGORIES

[Uncategorized](#)

### META

[Site Admin](#)

[Log out](#)

[Entries RSS](#)

[Comments RSS](#)

[WordPress.org](#)

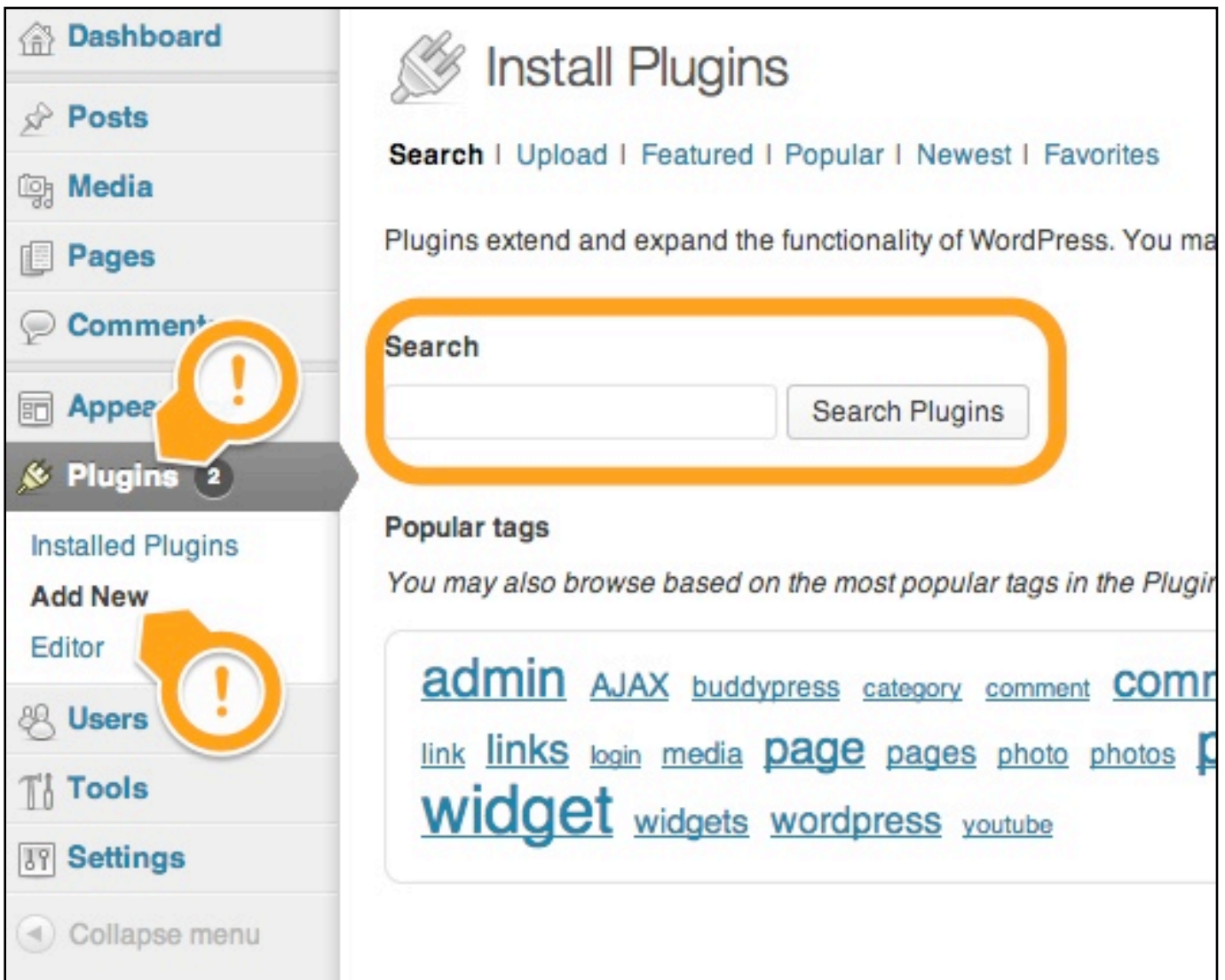
[Proudly powered by WordPress](#)

Doesn't look like much of a Membership site yet...but now the magic will start to happen!



## Plugins

Plugins are what make WordPress one of the most powerful website solutions out there. You will now install several plugins that will make your membership website start to take shape. In the WordPress dashboard navigate to **Plugins - Add New**.

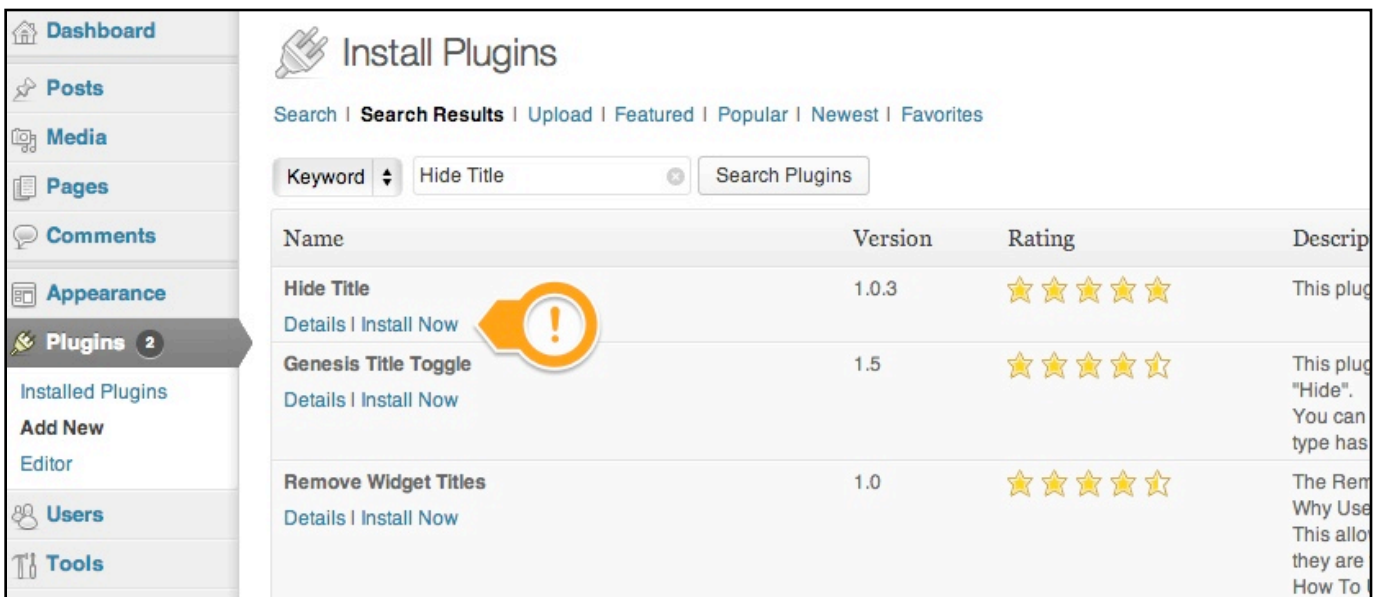


You will see a rectangle around the search area, this is where you search for plugins to add to your site. Below is a list of plugins you should search for and install:



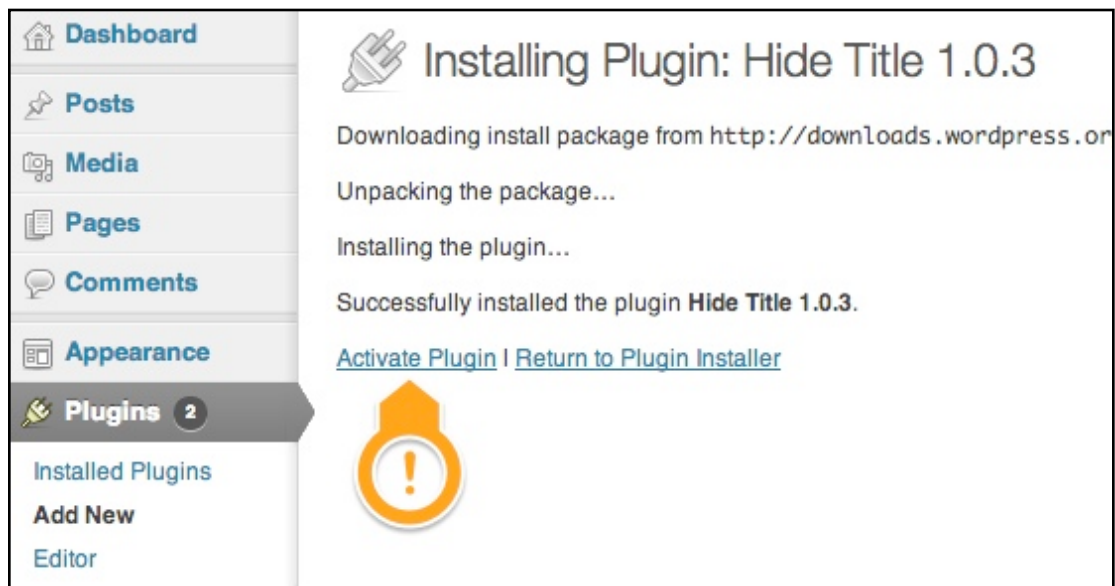
- ☒ Hide Title
- ☒ MaxButtons
- ☒ Paid Memberships Pro
- ☒ Sidebar Login
- ☒ Flexible Posts Widgets

Search for each of the above plugins, one at a time. They are all available totally free. Type the name of the plugin in the search field highlighted in the above picture. Type the name in just as it is shown here. Once you search for one you will see results like this:

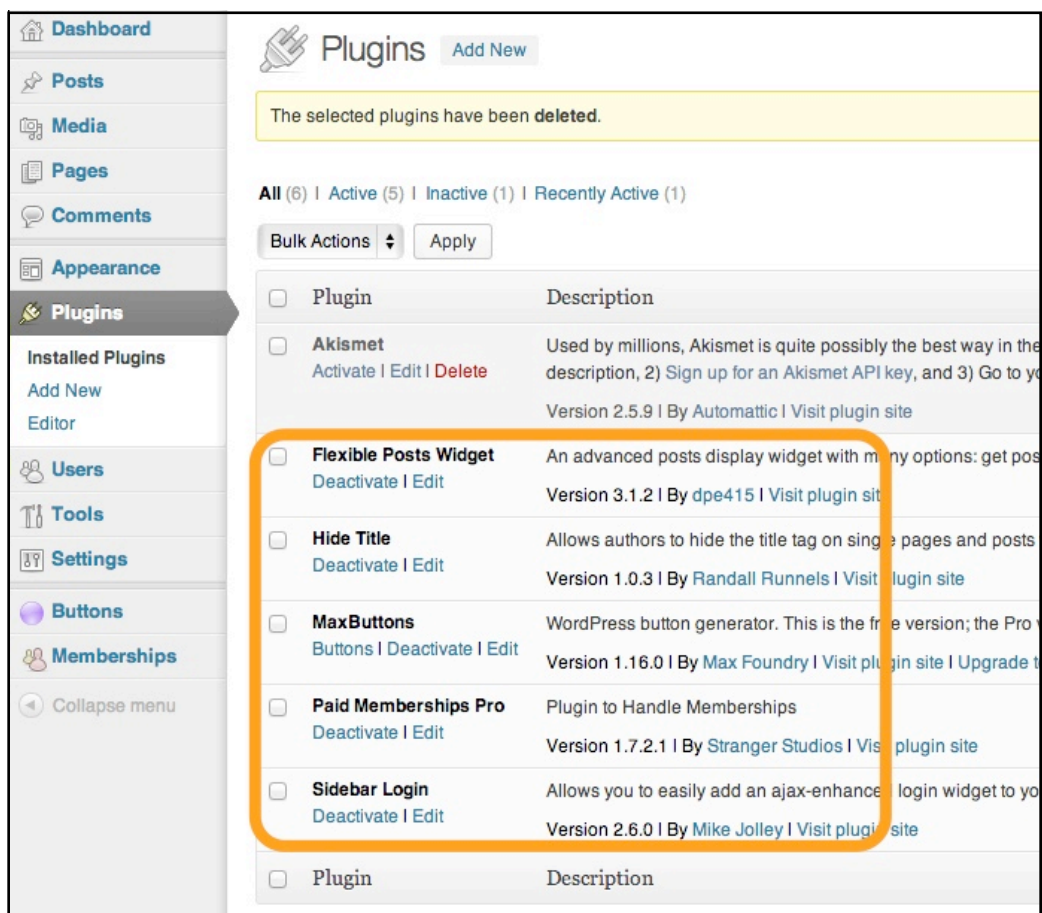


Find the plugin you searched for (exact titles we give you should ensure they are top result) and click **Install Now** to install that plugin.

Once you do that you will see a screen that looks something like the image below:



Click “Activate now” to activate your newly installed plugin. Do that for each of the plugins listed above. When you are done that, click on Plugins once more and your page should now look something like this:



The highlighted area in image above shows all the newly installed plugins.

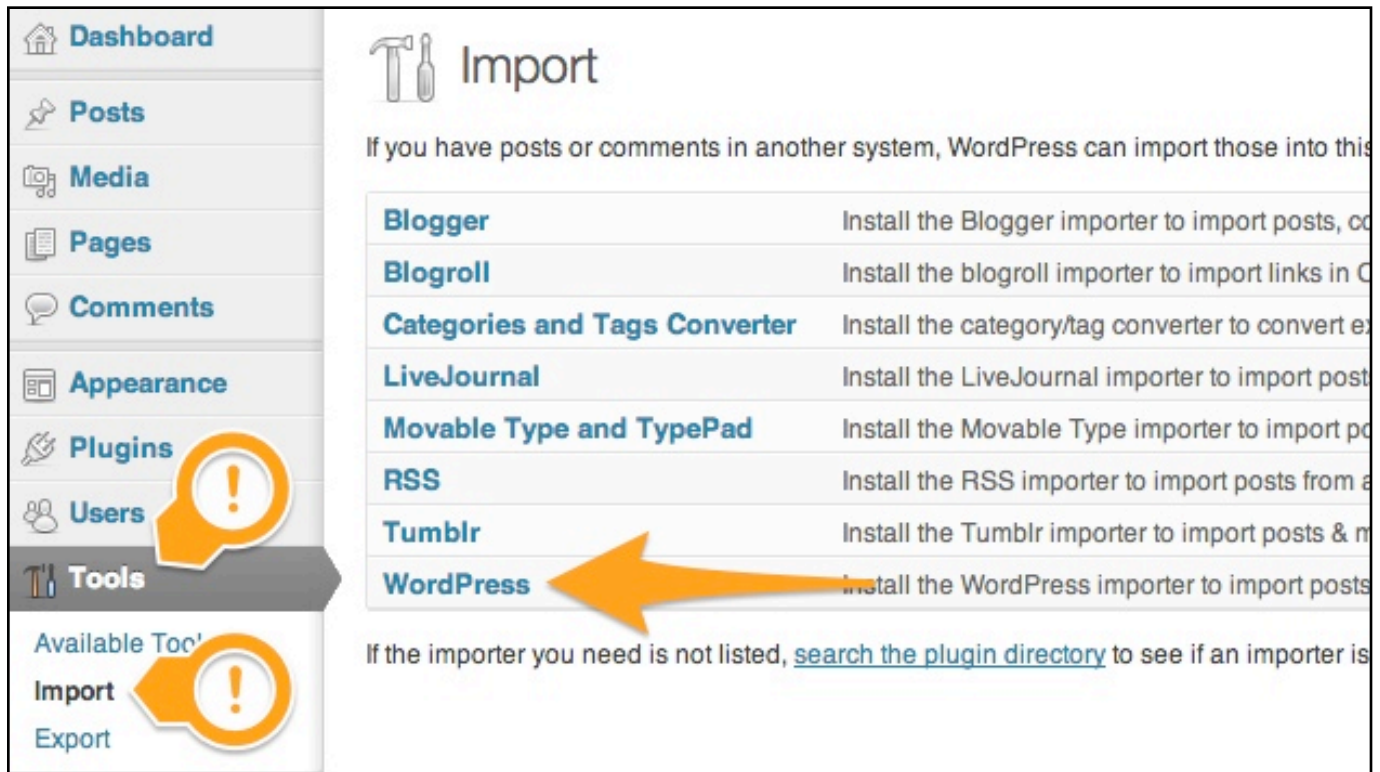
You should have all of the highlighted plugins showing up on your end.

You will notice a couple new entries in your WordPress dashboard menu - ignore these for now we will get to those later.

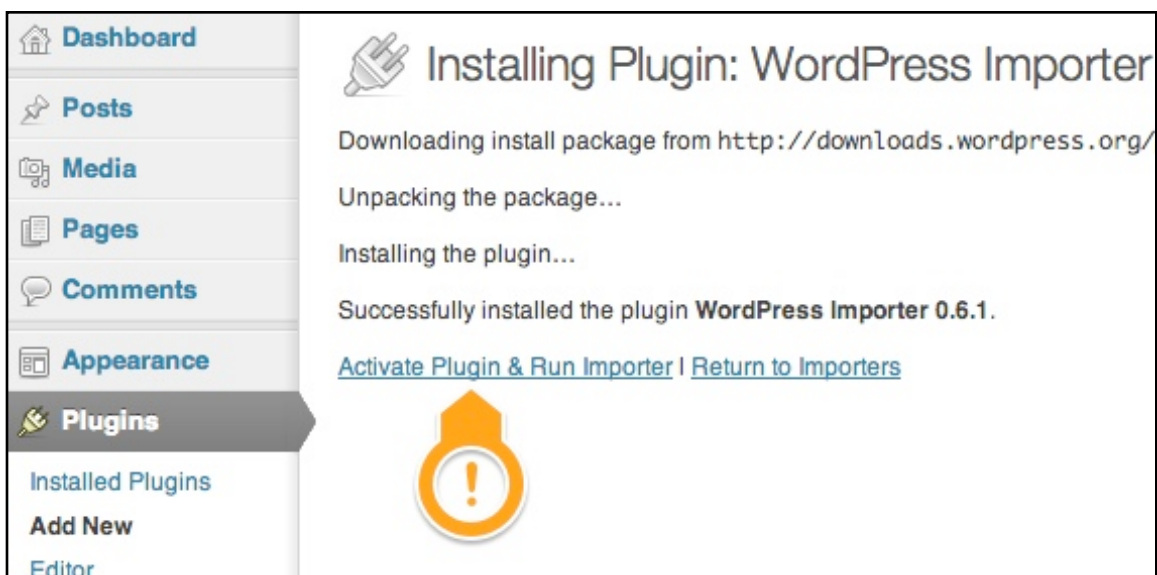
**NOTE:** We chose Paid Memberships Pro based on price point ( FREE) and ease of use. You can choose to protect your Winning Ways content using another membership plugin, but this guide is created specifically using "Paid Memberships Pro". The PLR license on this content means it must be protected somehow, if you choose to use another method than the one in this guide you must ensure the content is protected.

## 4. Import The Winning Ways Data

Now it is time to import the data that will make up the bulk of your membership site. In your WordPress dashboard, navigate to **Tools -> Import**. See the image below:



You will now need to click on WordPress (highlighted in image below). A window will pop up, click on the **big red Install button**. Once done you will see a similar window as the one you saw after installing the plugins from last step.



Click on **Activate and Run Importer**.

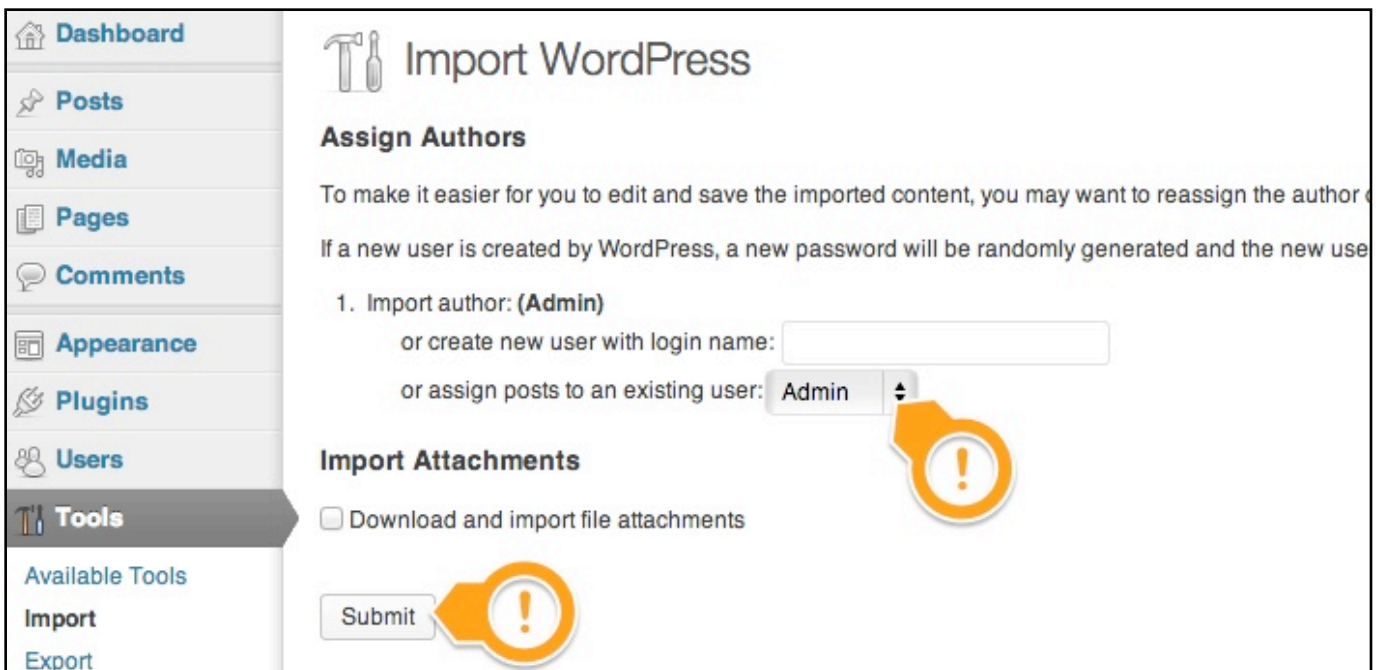
You will then be prompted to choose a file from your computer.

Open the folder called WinningWaysUpgrade which was created when you unzipped the package for this training. Find a subfolder called XML. Open the subfolder and find a file called **WinningWays.xml** (this contains all of the WordPress data we need to build your membership site).

Click upload file and import



If that goes successfully you will see this page:



A couple things of note (see image above) - You will have to choose your Author name. This will attribute all the incoming posts and pages to that author. You can create a new user by entering a name where prompted, or you can choose an existing user (the user account you created when you installed WordPress for example) from the dropdown menu.

Once that is done, click **submit**.

Your Wordpress site now has a number of new posts and pages containing the Winning Ways content.

Open a new tab in your browser, type in the URL of your site and you can see the posts. **Since this content needs to be locked down and not publicly available, we now need to implement a proper membership site plugin to protect the data.**

We will walk you through our choice, but please use any plugin you want - just make sure the posts are locked down.

Now we need to tweak some settings to get this ready to promote!



# Step Two - Membership Settings

As mentioned in the beginning, our pre-made site uses a plugin called PaidMembershipsPro. You are free to use any plugin you like but our demos will all be based on this plugin. If you choose a different plugin, just ensure the Winning Ways premium content is only available to your members and locked from the public.

The first thing to do - and this should be done right away - is to set up your basic membership settings.

## Membership Levels

The easiest way to start is to create one Membership level. If you want to set up a more advanced membership (with multiple levels) you can find more info in the documentation of your chosen membership platform. In your **WordPress Dashboard** menu you will now see a Memberships heading.

Click **Memberships -> Membership Levels -> Add New Level**

The screenshot shows the PaidMembershipsPro dashboard. On the left is a sidebar menu with items: Dashboard, Posts, Media, Pages, Comments (8), Appearance, Plugins, Users, Tools, Settings, Buttons, and Memberships. The 'Memberships' item is highlighted, and a yellow callout bubble with an exclamation mark points to it. Below 'Memberships' is a sub-menu: Membership Levels, Page Settings, Payment Settings, Email Settings, Advanced Settings, Add Ons, Members List, Reports, Orders, and Discount Codes. The main content area has the 'PaidMembershipsPro' logo and version 'v1.7.2.1' at the top, along with links for 'Plugin Support' and 'User Forum'. Below this are tabs: Membership Levels (selected), Pages, Payment Gateway & SSL, Email, Advanced, and A. The 'Membership Levels' tab shows a heading 'Membership Levels' with an 'Add New Level' button and a yellow callout bubble with an exclamation mark pointing to it. Below the button is a red banner with the text 'Add a membership level to get started.' At the bottom is a table with the following headers: ID, Name, Initial Payment, and Billing Cycle.

ID	Name	Initial Payment	Billing Cycle
----	------	-----------------	---------------



Once you click on **Add New Level** You will be able to fill in the settings. Work down this page and fill out the settings as you choose. Once you are done click **Save Level**.










## Add New Membership Level










ID:

Name:

Description:

Add Media










**B** *I* ~~ABC~~   “ ”       










Paragraph   **A**       

Path: p

Confirmation Message:

Add Media

**B** *I* ~~ABC~~   “ ”       

Paragraph   **A**       

Path: p

### Billing Details

Initial Payment:

\$

The initial amount collected at registration.

Recurring Subscription:

☐ Check if this level has a recurring subscription payment.

### Other Settings

Disable New Signups:

☐ Check to hide this level from the membership levels page and disable registration.

Membership Expiration:

☐ Check this to set when membership access expires.

### Content Settings

Categories:

☐ Exercises

☐ Guide

☐ Uncategorized

Save Level

Cancel

Here is how we set this page up:

**Name:** Here you choose a name for you membership level. We chose “Premium”.

**Description:** Describe your membership offer. This can be as simple as “Premium Access to the Winning Ways Success System”.

**Confirmation Message:** The message people see when they join your site. For example: “Hi, thank you for choosing the winning ways Success System. For more information, check out our Intro post”

**Billing Details:** This section is all about how much you will charge. You can enter a single payment in the “Initial Payment”, or you can click the Recurring Subscription radial button and enter a recurring payment (per month, year etc...).

**Other Settings:** These are self explanatory, we chose to leave this section unchecked.

### **VITAL NOTE:**

You will notice at the bottom of the page there is a section called **Content Settings** this section is vitally important. This is how you actually lock down the content so only members can see it. We have made this as easy as possible by categorizing all of the member content as “Exercises” and “Guide”. Make sure you check the radial box beside both Exercises and Guide before you click Save Level. Once you are done here your content is now protected and only available to members in the membership level you just created.

## Page Settings

One of the great things about our import is that it created all of the pages you need for your membership. Navigate to **Memberships->Page Settings**. When you are there you will see a list of pages you need, plus a drop down menu beside each. Go through each drop down menu and match the corresponding pages. The image below shows it finished. Click **Save Settings** when done.

The screenshot shows the WordPress dashboard with the 'Paid Memberships Pro' plugin settings. The left sidebar contains a menu with 'Memberships' expanded, and 'Page Settings' highlighted with an orange arrow. The main content area is titled 'Pages' and displays a list of membership-related pages with dropdown menus for selection and 'edit page' links. A yellow notification bar at the top of the main area states 'Your page settings have been updated.' The 'Save Settings' button is located at the bottom of the page.

Page Type	Selected Page	Action
Account Page:	Membership Account	<a href="#">edit page</a>
Billing Information Page:	Membership Billing	<a href="#">edit page</a>
Cancel Page:	Membership Cancel	<a href="#">edit page</a>
Checkout Page:	Membership Checkout	<a href="#">edit page</a>
Confirmation Page:	Membership Confirmation	<a href="#">edit page</a>
Invoice Page:	Membership Invoice	<a href="#">edit page</a>
Levels Page:	Membership Levels	<a href="#">edit page</a>

**Save Settings**

## Payment Gateway

The next membership section to deal with is choosing payment gateway of choice. You can reach this area by navigating to **Memberships-Payment Settings**. You can see in the image below that there is a wide variety of options. We suggest, for ease of use, just selecting **PayPal Standard**. Once you have chosen that a area will pop up for you to add your paypal email address. Once you add that - you are ready to start collecting payments! Note: We ignored the Use SSL settings and kept them set to “no”.

**PaidMembershipsPro** v1.7.2.1 [Plugin Support](#)

[Membership Levels](#) [Pages](#) **[Payment Gateway & SSL](#)** [Email](#)

### Payment Gateway & SSL Settings

Learn more about [SSL](#) or [Payment Gateway Settings](#).

Payment Gateway: **Testing Only**

- Pay by Check
- Stripe
- PayPal Standard
- PayPal Express
- PayPal Website Payments Pro
- PayPal Payflow Pro/PayPal Advanced
- Authorize.net
- Braintree Payments

Gateway Environment:

Currency:

Accepted Credit Card Types

- ☒ American Express
- ☒ Discover
- ☐ Diner's Club
- ☐ EnRoute
- ☐ JCB

Sales Tax (optional):

Tax State:  (abbreviation, e.g. "PA")

If values are given, tax will be applied for any member

Use SSL: **No**

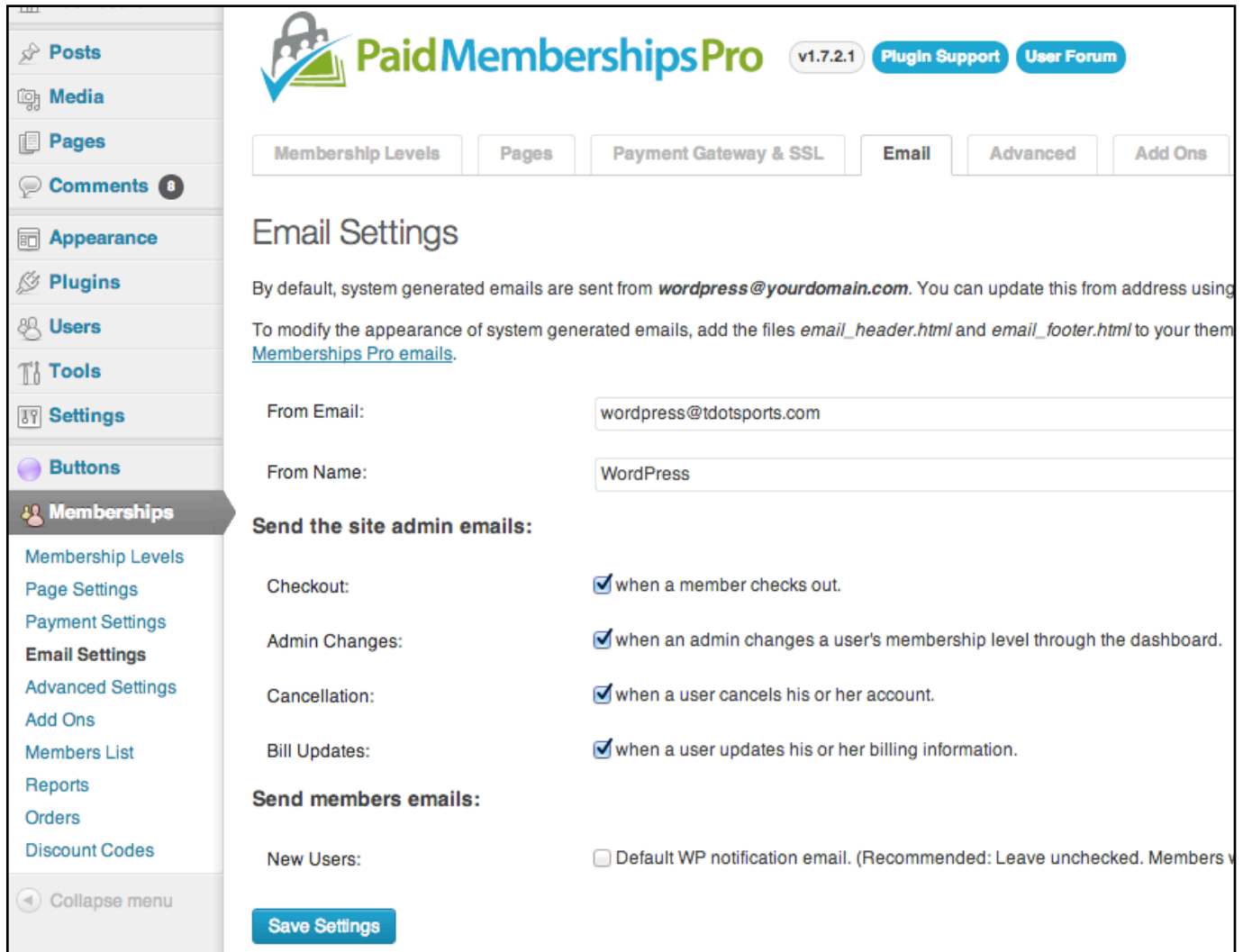
SSL Seal Code:

HTTPS Nuclear Option: ☐ Use the "Nuclear Option" to use secure (HT

[Save Settings](#)

## Email

The last setting to really worry about in the Memberships area is the email setting. navigate to **Memberships -> Email Settings** and simply fill out the info on that page. Here you can set what your preferred email address is for updates, as well as what type of updates to send:



The screenshot shows the 'Email Settings' page for the PaidMembershipsPro plugin. The left sidebar contains a menu with options: Posts, Media, Pages, Comments (8), Appearance, Plugins, Users, Tools, Settings, Buttons, and Memberships (highlighted). Under 'Memberships', there are sub-options: Membership Levels, Page Settings, Payment Settings, Email Settings (highlighted), Advanced Settings, Add Ons, Members List, Reports, Orders, and Discount Codes. The main content area has a header with the plugin logo, version (v1.7.2.1), and links for Plugin Support and User Forum. Below the header is a tabbed interface with tabs for Membership Levels, Pages, Payment Gateway & SSL, Email (selected), Advanced, and Add Ons. The 'Email Settings' section includes instructions on default email addresses and how to modify email appearance. It features two text input fields for 'From Email' (wordpress@tdotsports.com) and 'From Name' (WordPress). Below these are two sections of checkboxes: 'Send the site admin emails:' with four checked options (Checkout, Admin Changes, Cancellation, Bill Updates) and 'Send members emails:' with one unchecked option (New Users). A 'Save Settings' button is at the bottom.

**From Email:**

**From Name:**

**Send the site admin emails:**

- ☒ when a member checks out.
- ☒ when an admin changes a user's membership level through the dashboard.
- ☒ when a user cancels his or her account.
- ☒ when a user updates his or her billing information.

**Send members emails:**

- ☐ Default WP notification email. (Recommended: Leave unchecked. Members v

**Save Settings**

You may have noticed there are more tabs up top (Advanced and Add Ons) you can ignore these for now.

For all intents and purposes you are done with the Memberships Pro settings. If you want a more thorough breakdown, or more advanced documentation, you can always visit: <http://www.paidmembershipspro.com/documentation/>

# Step Three - Styling

## Home Page

Right now your website is still looking like a bit of a mess. The next step is to style it up so it looks professional and is easy for your potential members to navigate.

Let's deal with the home page first. Our import file provides an almost ready to go sales page - complete with sales copy. All you have to do is change one setting. In your WordPress Dashboard navigate to Settings -> Reading.

Where it says - **Front Page Displays:** Make sure to click **A Static Page** and then set your home page to **Home Page**. Click **Save Changes** when done.

**Dashboard**

- Posts
- Media
- Pages
- Comments 8
- Appearance
- Plugins
- Users
- Tools
- Settings**
- General
- Writing
- Reading**
- Discussion
- Media
- Permalinks
- Buttons
- Memberships
- Collapse menu

## Reading Settings

Front page displays

☐ Your latest posts

☒ A static page (select below)

Front page:

Posts page:

Blog pages show at most  posts

Syndication feeds show the most recent  items

For each article in a feed, show

☒ Full text

☐ Summary

Search Engine Visibility

☐ Discourage search engines from indexing this site

*It is up to search engines to honor this request.*

**Save Changes**

## Button

You can't see it now, but the sales page actually has a very nice looking "call to action" button embedded in it. We simply have to activate it by taking advantage of a plugin we installed earlier.

When you installed the plugins earlier there were two headings added to your WordPress Dashboard menu. We just went through **Memberships**. Next is **Buttons**. Navigate to **Buttons** in your WordPress Dashboard menu and then click on **Add New**.

**Dashboard**

- Posts
- Media
- Links
- Pages
- Comments
- Appearance
- Plugins 2
- Users
- Tools
- Settings
- Buttons**
- Buttons
- Add New
- Go Pro
- Support

**MaxButtons: Button List** Akismet is almost ready. You must [enter your](#)

Brought to you by **MAX FOUNDRY** makers of [MaxGalleria](#) and [MaxInbound](#)

Buttons Go Pro Support

Add New

All (0) Click Add New

Bulk Actions Apply

<input type="checkbox"/>	Button	Name and Description
--------------------------	--------	----------------------



Once clicked you are in total control of how the button looks. use the fields provided to style your button. There will be a live preview floating on the right hand side of the screen.

**Of Special note:** The URL field should be a link to your payment page. The text field is what the button actually has written on it.

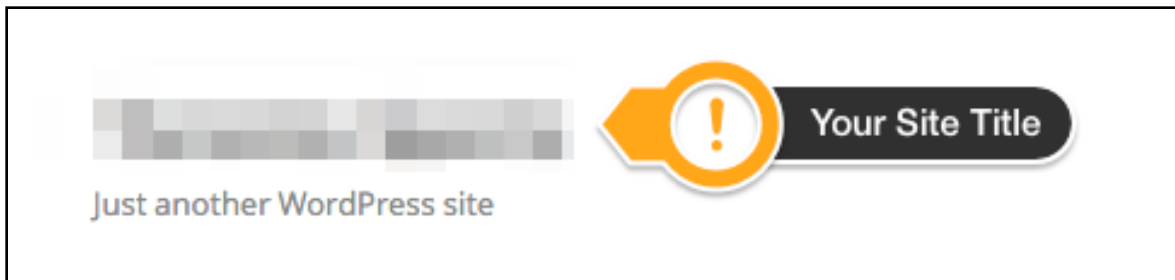
The screenshot shows a web interface for configuring a button. At the top, there are tabs for 'Button', 'Go Pro', and 'Support'. Below these are action buttons: 'Save' (highlighted in blue), 'Copy', 'Move to Trash', and 'Delete Permanently'. The main section is titled 'Basics' and contains several form fields: 'Name' (with a placeholder 'Something that you can quickly identify the button with.'), 'Description' (with a placeholder 'Brief explanation about how and where the button is used.'), 'URL' (with a placeholder 'The link when the button is clicked.'), and 'Text' (with a placeholder 'The actual words that appear on the button.'). At the bottom, there are two checkboxes: 'Open in New Window' and 'Use rel="nofollow"'. On the right side, there is a 'Button Output' preview window showing two button styles (green and blue) and a color selection tool. A floating orange frame with an exclamation mark icon contains the text 'Floating Frame That Shows Live Preview of Button Styling'. Two green checkmark icons point to the 'URL' and 'Text' fields, with labels 'Button Destination' and 'Whats on Button' respectively.

Once you have styled the button to your liking, and set the URL to your payment page (i.e. a paypal buy link) click on **Save** (near top right) and you are done. You will see a yellow message with a code pop up - but that code has already been inserted in our import file.

This screenshot shows the same interface as the previous one, but with a green checkmark icon over the 'Save' button. A yellow message box at the bottom contains the text: 'To use this button, place the following shortcode anywhere in your site content: [maxbutton id="1"]'. Below this message, there is a dark grey button labeled 'Here is Button Code' with an orange exclamation mark icon. The 'Basics' section is visible at the bottom left.

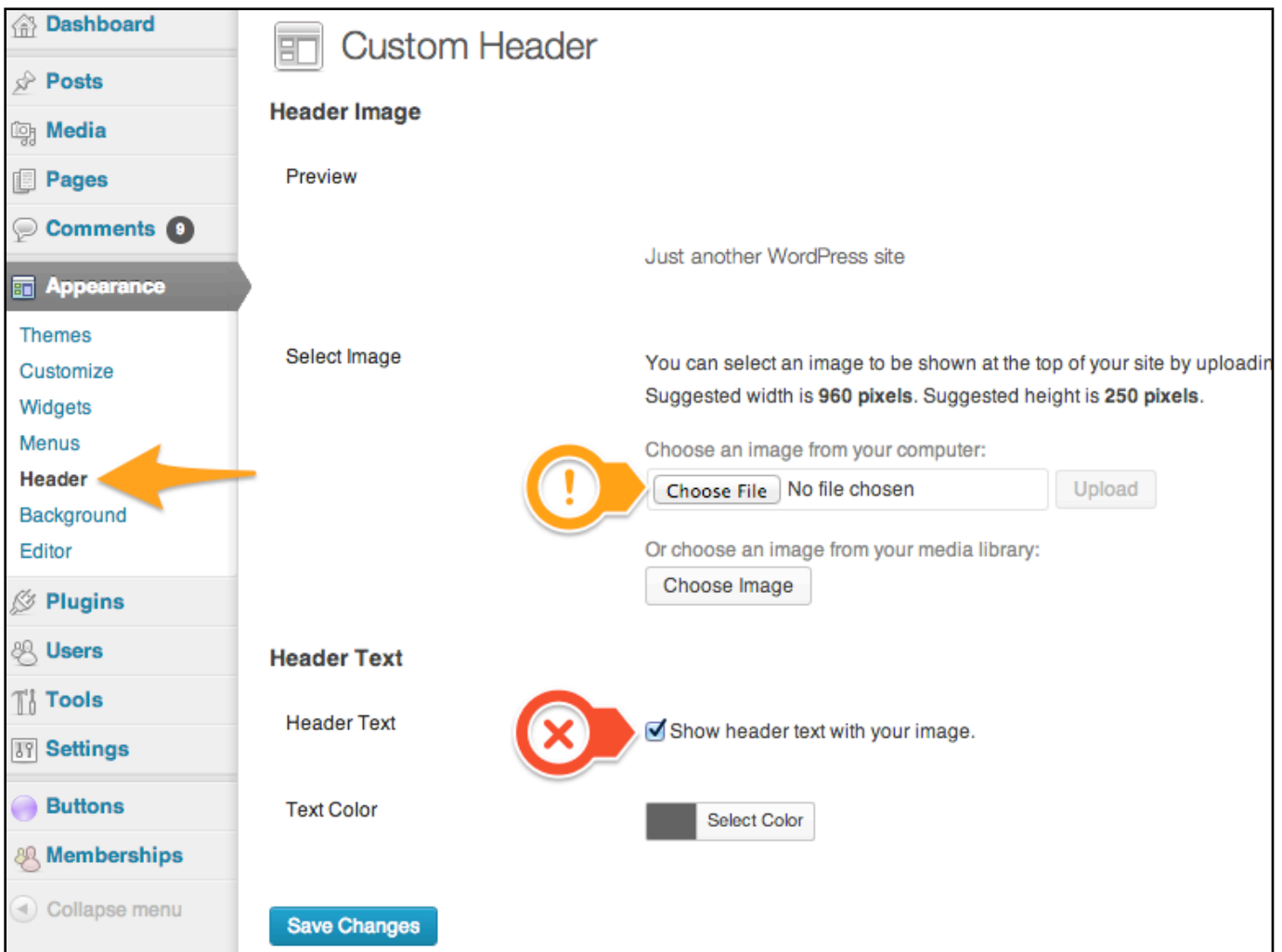
## Header

Currently your site header is looking rather plain. It will just be plain white, with basic text on it. It will look something like:



In this section we will quickly upload a new image header. The header was provided in your download file.

In your WordPress Dashboard menu navigate to **Appearance -> Header**



**Dashboard**

- Posts
- Media
- Pages
- Comments 9
- Appearance**
  - Themes
  - Customize
  - Widgets
  - Menus
  - Header**
  - Background
  - Editor
- Plugins
- Users
- Tools
- Settings
- Buttons
- Memberships
- Collapse menu

### Custom Header

#### Header Image

Preview

Just another WordPress site

Select Image

You can select an image to be shown at the top of your site by uploading. Suggested width is **960 pixels**. Suggested height is **250 pixels**.

Choose an image from your computer:

No file chosen

Or choose an image from your media library:

#### Header Text

Header Text

☒ Show header text with your image.

Text Color

Of note in the above image. The button that says “Choose File” allows you to upload your header image. Just click it and then navigate to your WinningWaysUpgrade folder. You will find your header in the “header” folder. There will be two to choose from either HeaderA.png or HeaderB.png.

Once you have chosen an image, click on **Upload** (right beside that area). You will be taken to a “Crop” tool - but we provide the header in the perfect dimensions for the Twenty Twelve theme so you can just skip that step.

Another thing to note - the red X in the above image points to a setting that you should make sure is turned off (no checkmark). Once all of that is done - click on **Save Changes** at the bottom.

Your header should now appear on your website:



## Background

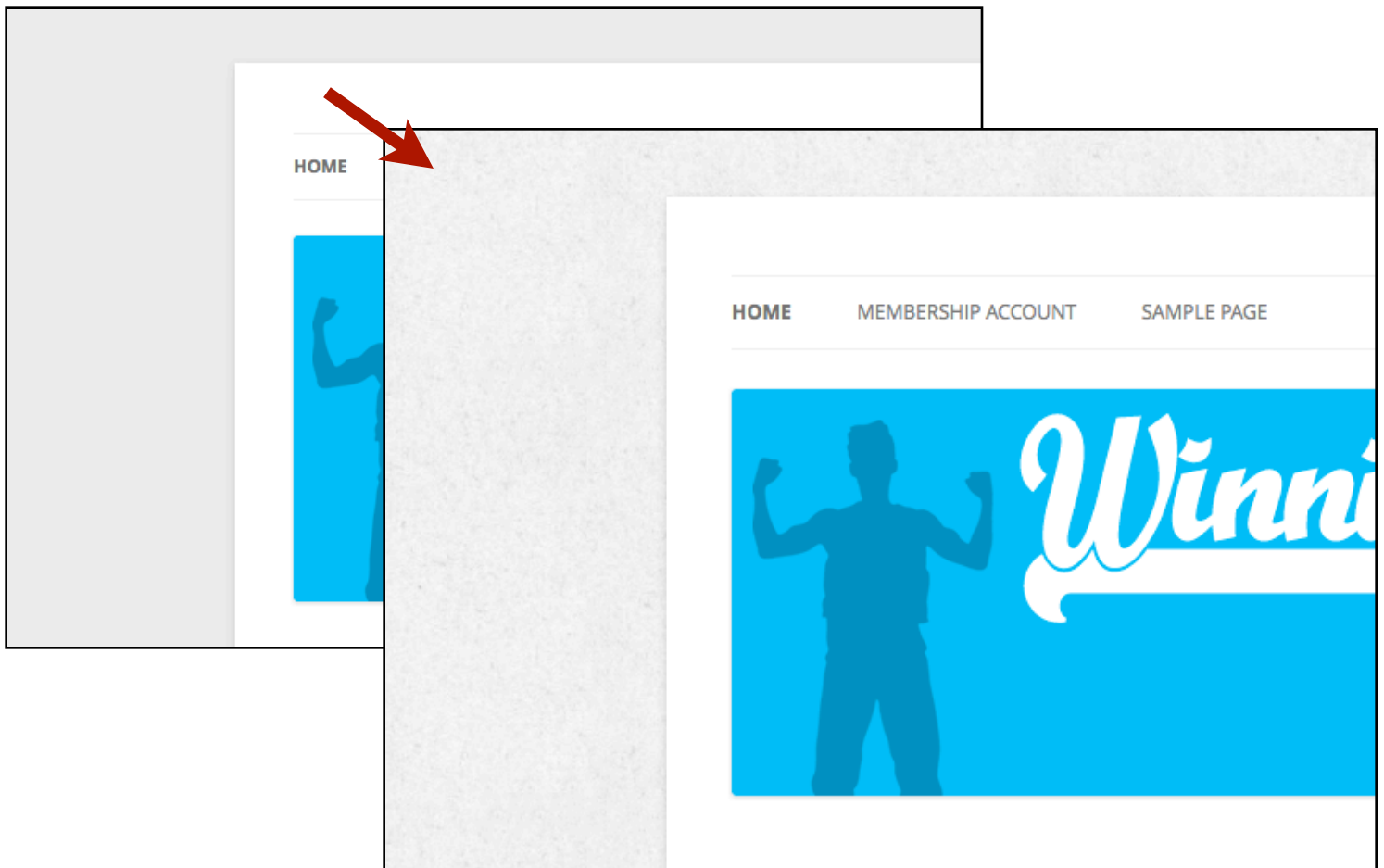
This may be an optional step in your opinion, but we feel like uploading a background image can really change the look of your site. It adds a little creativity and professionalism.

The current trend is a subtle texture or pattern - you don't want to overwhelm your visitors with a super bright geometrical background.

In that spirit - I highly recommend [www.subtlepatterns.com](http://www.subtlepatterns.com). They have a great selection of modern backgrounds for you to use in your web development. Make sure you read the license on each image to see how and how you can not use them.

Once you have a background image you want to upload go back to your WordPress Dashboard and navigate to **Appearance->Background**. In this section you can choose a background image to upload. The screen will be very similar to the header upload screen and so is the process.. Choose a file, click upload, click save change.

**Note:** if you don't use a subtlepattern image, make sure your chosen image is repeatable - meaning it blends seamlessly together to form a large background.



## Widgets

If you are a WordPress user you already know what widgets are. If you are new to WordPress - widgets simple control what appear in the sidebar of your website. The picture below illustrates this:

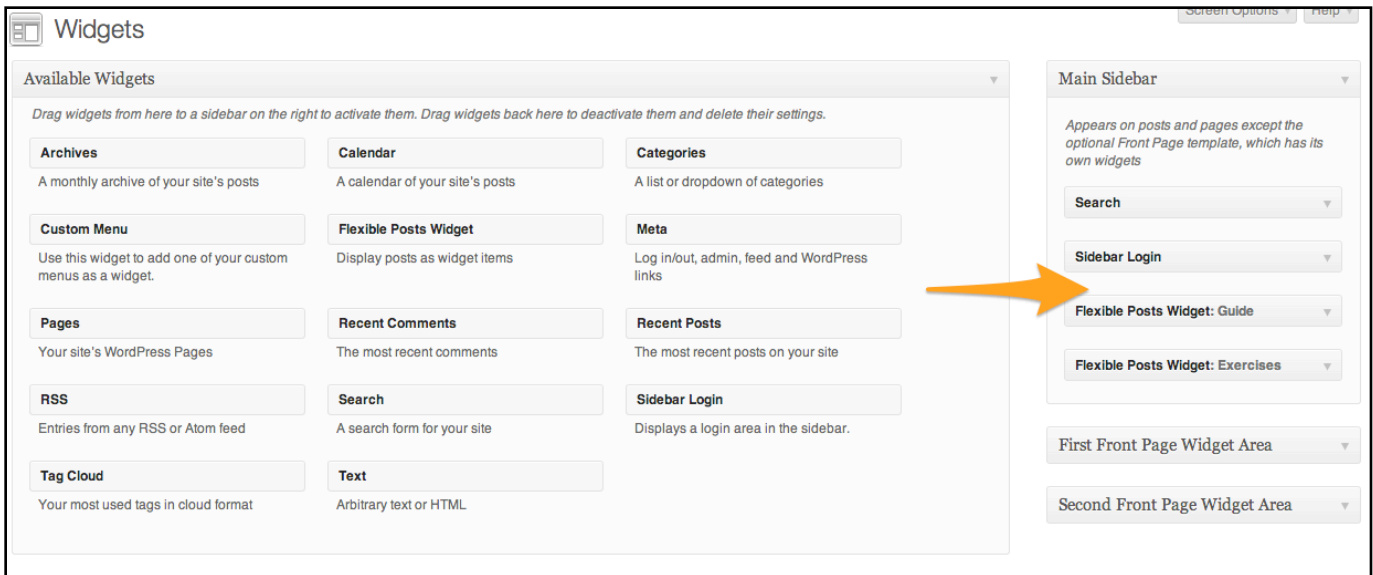


The section highlighted in orange is the “sidebar” of your site. The headings “recent Posts” “Recent Comments” and “Archives” are all examples of widgets.

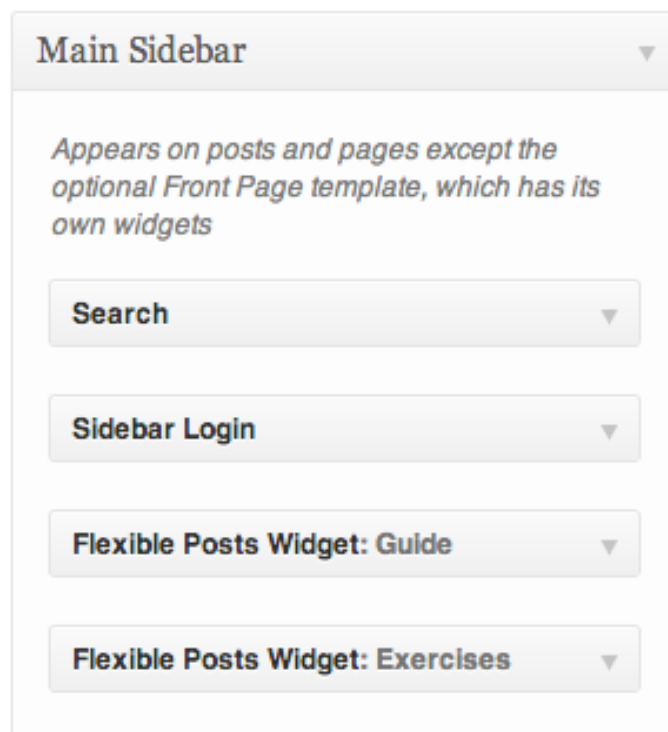
The choice of widgets is a personal one of course, but below we will discuss some of the widgets we consider essential.

First though - to get to the widget section you need to go to your WordPress Dashboard and in the menu navigate to **Appearance -> Widgets**.

You will see the below page. All you have to do to change what widgets appear in your sidebar is to simply drag and drop from available widgets to your **Main Sidebar**.



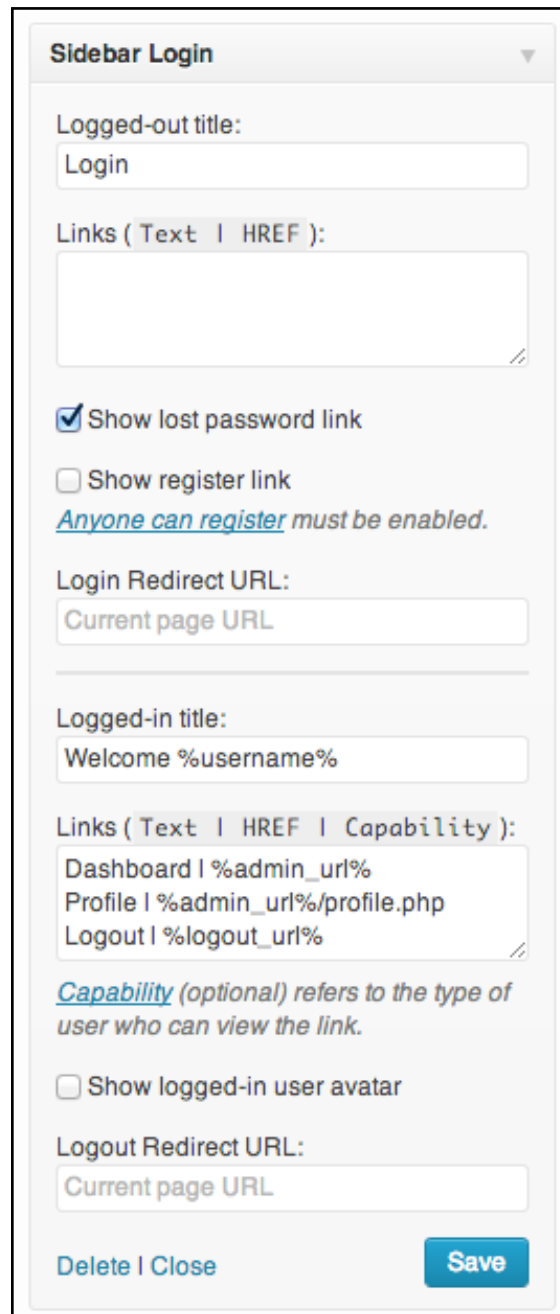
The following image shows the widget setup that we recommend. More info on each plugin below.



**Search:** Search is a basic widget included in all WordPress installations. Adding this to your sidebar, adds a simple search form to your site.

**Sidebar Login:** This is a widget that we actually downloaded earlier when we installed plugins. This will add a Login form to your sidebar. This can be useful so your members can easily log out or log in.

Below is an image showing the widget settings that we use:



The image shows the 'Sidebar Login' widget settings panel. It is divided into two main sections: 'Logged-out' and 'Logged-in'.

**Logged-out section:**

- Logged-out title:** A text input field containing 'Login'.
- Links ( Text | HREF ):** An empty text area for defining links.
- Checkboxes:**
  - ☒ Show lost password link
  - ☐ Show register link
- Register link note:** A blue italicized text: *[Anyone can register](#) must be enabled.*
- Login Redirect URL:** A text input field containing 'Current page URL'.

**Logged-in section:**

- Logged-in title:** A text input field containing 'Welcome %username%'.
- Links ( Text | HREF | Capability ):** A text area containing three lines of links:
  - Dashboard | %admin\_url%
  - Profile | %admin\_url%/profile.php
  - Logout | %logout\_url%
- Capability note:** A blue italicized text: *[Capability](#) (optional) refers to the type of user who can view the link.*
- Checkboxes:**
  - ☐ Show logged-in user avatar
- Logout Redirect URL:** A text input field containing 'Current page URL'.

**Footer:**

- Buttons: 'Delete | Close' and 'Save'.



**Flexible Posts Widget:** This is another widget that we downloaded when we installed plugins earlier. You will add two of these with slightly different settings. This will add two sections to your sidebar that show a list of your protected membership content. it allows for easy navigation. The images below show settings used for each. Make note o the orange stamps - they indicate important settings to tweak.

Flexible Posts Widget: Exercises

Widget title:  
Exercises

Get posts by  
Post Type Taxonomy & Term

Select a taxonomy:  
Categories

Select terms:  
☒ Exercises  
☐ Guide  
☐ Uncategorized

Display options  
Number of posts to show: 15  
Number of posts to skip: 0  
Order posts by: Publish Date  
Order: Descending

☐ Display thumbnails?

Template filename:  
widget.php  
[See documentation for details.](#)

Delete | Close Save

Flexible Posts Widget: Guide

Widget title:  
Guide

Get posts by  
Post Type Taxonomy & Term

Select a taxonomy:  
Categories

Select terms:  
☐ Exercises  
☒ Guide  
☐ Uncategorized

Display options  
Number of posts to show: 15  
Number of posts to skip: 0  
Order posts by: Publish Date  
Order: Descending


☐ Display thumbnails?

Template filename:  
widget.php  
[See documentation for details.](#)

Delete | Close Save

You can include any widgets you want to add - but the above ones we strongly recommend when you are done, you can visit your site and check out your new sidebar.

One thing to remember - your front page as no sidebar by design.



# Winning Ways

## Success System

### Sample Page

This is an example page. It's different from a blog post because it will stay in one place and will show up in your site navigation (in most themes). Most people start with an About page that introduces them to potential site visitors. It might say something like this:

*Hi there! I'm a bike messenger by day, aspiring actor by night, and this is my blog. I live in Los Angeles, have a great dog named Jack, and I like piña coladas. (And gettin' caught in the rain.)*

...or something like this:

*The XYZ Doohickey Company was founded in 1971, and has been providing quality doohickeys to the public ever since. Located in Gotham City, XYZ employs over 2,000 people and does all kinds of awesome things for the Gotham community.*

As a new WordPress user, you should go to [your dashboard](#) to delete this page and create new pages for your content. Have fun!

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### Leave a Reply

Your email address will not be published. Required fields are marked \*

Name \*


#### LOGIN

Username

Password

☒ Remember Me

[Lost Password](#)



#### GUIDE

[Hello world!](#)

[Month Twelve Exercises – Giving Back](#)

[Month Eleven Exercises – Finances](#)

[Month Ten Exercises – Keeping Score](#)

[Month Nine Exercises – Communication & Public Speaking](#)

[Month Eight Exercises – Time Management](#)

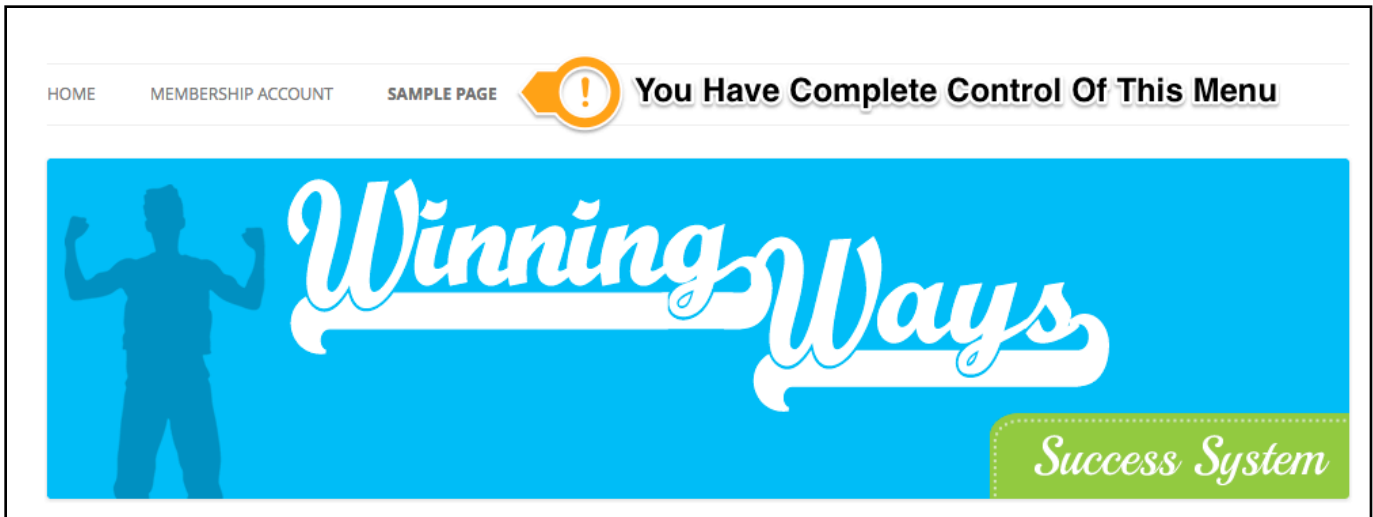
[Month Seven Exercises – Asking For Things](#)

[Month Six Exercises – “Acting As If”](#)

[Month Five Exercises – Facing Fear](#)

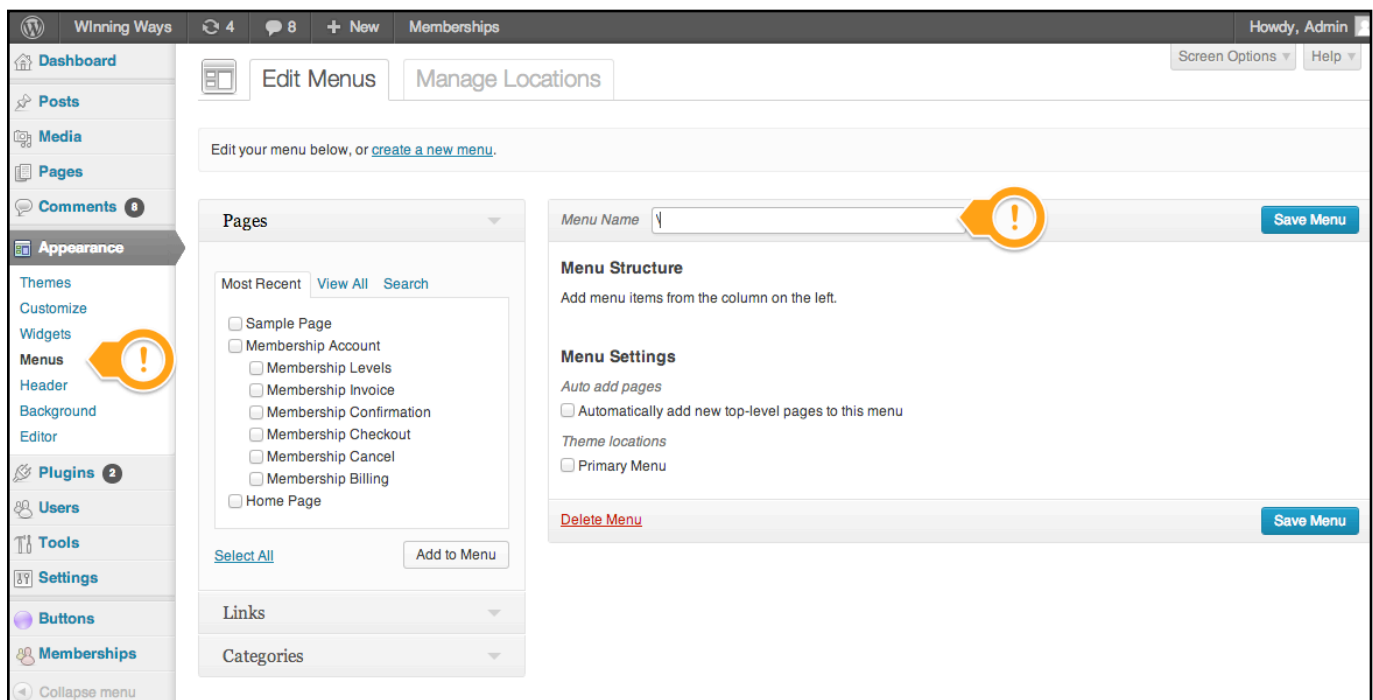
## Navigation Menu

Another thing you must consider is what you will show in your navigation menu. WordPress has made it very simple to change your menu, as you have **full** control of what shows up.



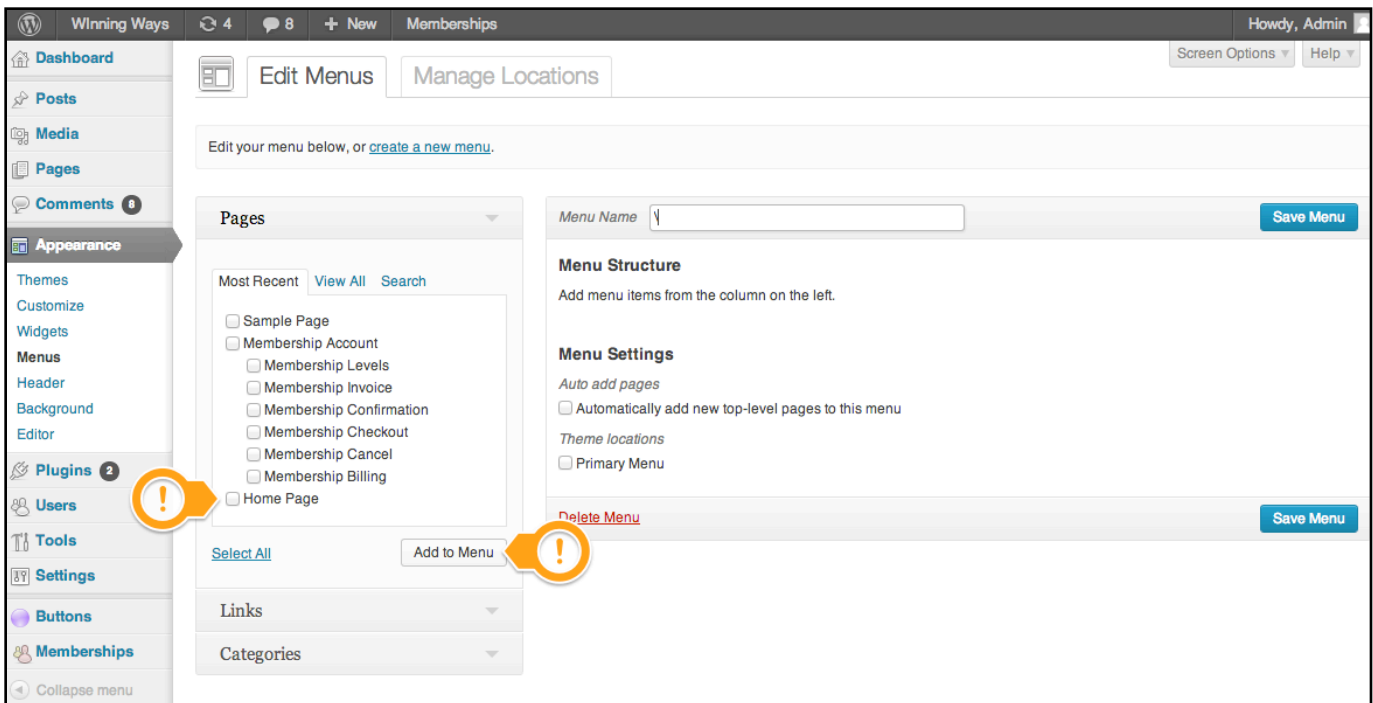
Again this will be our recommended structure, feel free to be creative.

To access the menu system, go to your WordPress dashboard and navigate to **Appearance -> Menus**



In the above image, you will notice the Menu Name area is highlighted. Choose a menu name (we chose Home Menu) and then you can begin to create your navigation menu. Feel free to choose to lay it out however you want, but here is how we did it...

First click on the radial button beside **Home Page** and then click Add to Menu. This will add a link to your home page in the navigation menu.



The next page you will add is **Membership Account**. Add it the same as you did Home, just click the radial button beside **Membership Account** and then Add to Menu. This adds a link for members to access their accounts.

For member convenience we chose to add the “guide” and “exercise” categories to the navigation as well. You can easily do this by clicking on **Categories** and then clicking the radial buttons beside **Guide** and **Exercises**. Click Add to Menu to add these categories directly to the navigation menu.

The image below helps explain...

Edit your menu below, or [create a new menu](#).

Pages

Links

Categories

Most Used

☐ Guide

☐ Exercises

☐ Uncategorized

Select All

Add to Menu

Menu Name

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to re

Home Page

Page

Membership Account

Page

Guide sub item

Category

Exercises sub item

Category

Menu Settings

☐ Automatic

Theme locations

The final menu item that we add is a **Join Now** heading. This menu item will allow people to join your site. To add this button we simply go back to the pages area of the menu and click on the radial button beside **Membership Checkout**. Click **Add to Menu** and it will now be part of the navigation.

You will also have to change the title of this heading from Membership Checkout to Join Now. The image below helps to explain this:

Pages

Most Recent

View All

Search

☐ Sample Page

☐ Membership Account

☐ Membership Levels

☐ Membership Invoice

☐ Membership Confirmation

☒ Membership Checkout

☐ Membership Cancel

☐ Membership Billing

☐ Home Page

Select All

Add to Menu

Links

Categories

Menu Name

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal options.

Home Page

Membership Account

Guide

sub item

Exercises

sub item

Membership Checkout

Navigation Label

Title Attribute

Join Now

Move

Up one

Under Membership Account

To the top

Membership Checkout

Remove

Cancel

Menu Settings

Auto add pages

☐ Automatically add new top-level pages to this menu

Theme locations

☒ Primary Menu

Delete Menu

This arrow expands and closes this option window

Change this field to change the menu heading text.

Once that is done all you have to do is click on **Save Menu** and your new navigation menu is now updated. **Remember:** Make sure primary menu has a check beside it before you save. The image below illustrates this.

Menu Name

[Save Menu](#)

### Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Home

Custom ▾

Members

Page ▾

Guide *sub item*

Category ▾

Exercises *sub item*

Category ▾

Join Now

Custom ▾

### Menu Settings

*Auto add pages*

☐ Automatically add new top-level pages to this menu

*Theme locations*

☒ Primary Menu

[Delete Menu](#)

[Save Menu](#)



## General Clean Up

At this point you actually have a membership site ready to go!

There are just a couple housekeeping steps to take care of. If you installed a new WordPress website they will have installed some dummy page/posts.

Simply delete these (if you haven't already).

From your WordPress Dashboard you can find **Posts** and **Pages** (two separate headings). Click on either one to see a list of your posts/pages.

On the **Pages** page delete the page titled "Sample Page"

On the **Posts** page delete the post titled "Hello World"