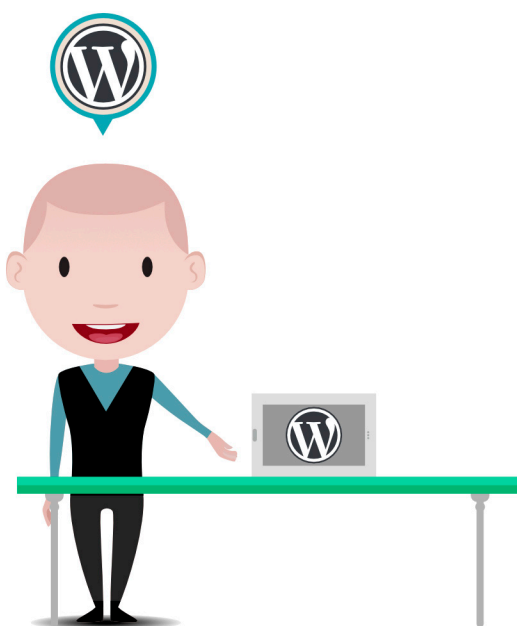




DESIGN YOUR WEBSITE

→Configure Wordpress

How to Configure Wordpress



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Tech Resources for Grassroots Change



DESIGN YOUR WEBSITE

→Configure Wordpress

How to Configure Wordpress

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DESIGN YOUR WEBSITE

→Configure Wordpress

Introduction



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DESIGN YOUR WEBSITE

→Configure Wordpress



If you followed our advice, you should have jotted down a broad structure of your future website somewhere, along with your wishes and wants for features. You should know, for example, what plugins you want and whether you would like to make your site look like a static website, more like a blog, or a little of both.

Over the next few pages we will explore the backend of your new site step by step. Remember, you received an email on top of the notification that you could log in and where/how.

Congratulations, the software was installed successfully

WordPress has been successfully installed at :
[https://\[redacted\]](https://[redacted])
Administrative URL : [https://\[redacted\]/wp-admin/](https://[redacted]/wp-admin/)

We hope the installation process was easy.

NOTE: Softaculous is just an automatic software installer and does not provide any support for the individual software packages. Please visit the software vendor's web site for support!

Regards,
Softaculous Auto Installer

[Return to Overview](#)

the Admin URL is always
<https://MYDOMAIN.com/wp-admin/>

SiteGround

Your WordPress is Now Live!

Dear YOURNAME,

We have successfully installed WordPress on your hosting account. Your website is now live and it's time to get creative!

WordPress Login Information

Admin URL: <https://YOURDOMAIN.com/wp-admin/>
Username: YOURUSERNAME
Password: the one you chose during the installation

If you do not remember your password, you can easily reset it. [Click here](#) to learn how.

WordPress Tutorials

Learn how to get around WordPress with our comprehensive WordPress tutorial.



DESIGN YOUR WEBSITE

→Configure Wordpress

Dashboard



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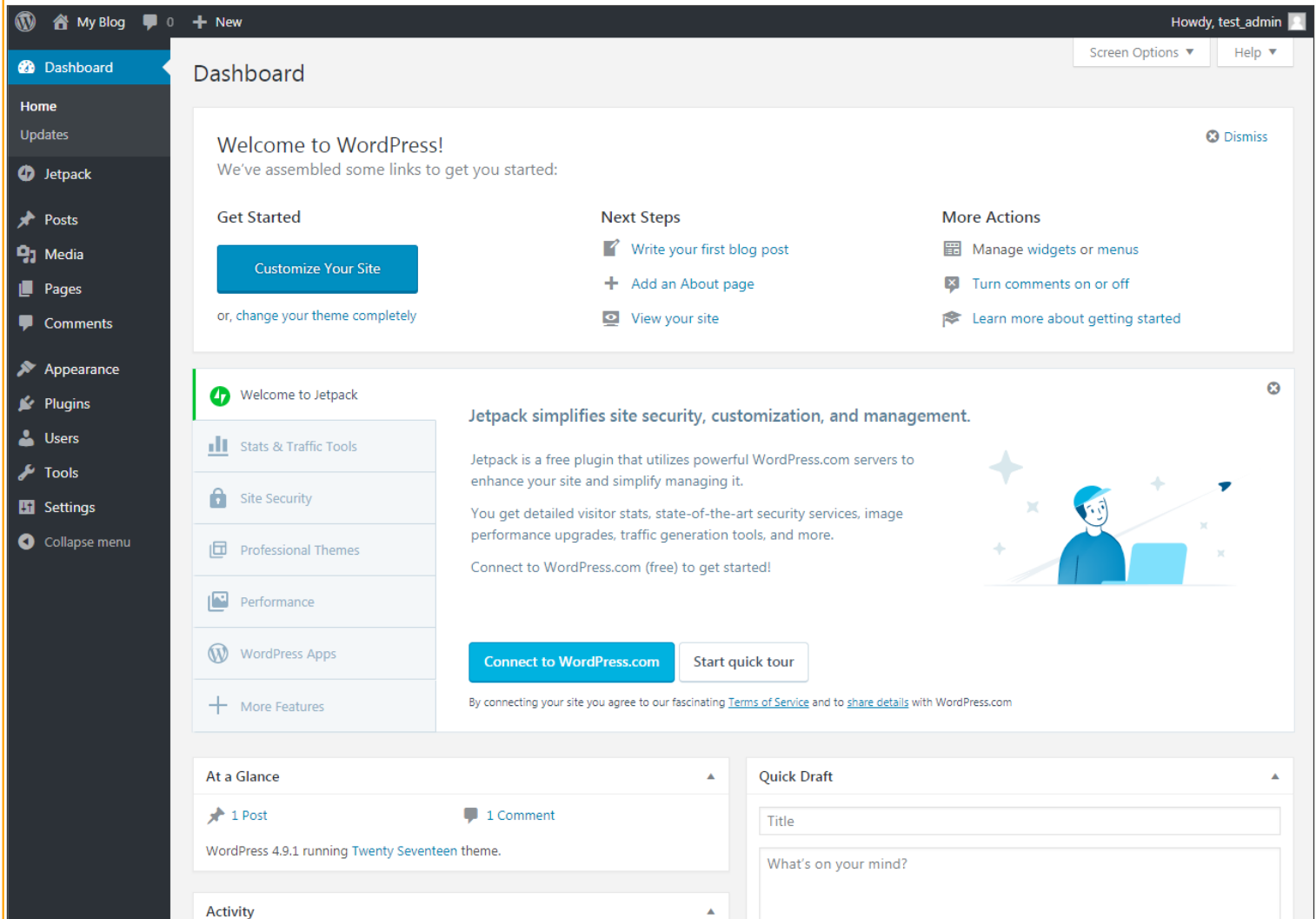
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DESIGN YOUR WEBSITE

→Configure Wordpress

When you first log in, you will be taken to the “**Dashboard**”, which looks like this:



You can already see that a) the menu on the left will expand and contract contextually, and b) that depending on what you have configured, items will be added to it.

We will examine it as we go through configuring your new Wordpress installation step by step.

The dashboard's contents will obviously also change, depending on what you have configured.



DESIGN YOUR WEBSITE

→Configure Wordpress

Settings



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DESIGN YOUR WEBSITE

→Configure Wordpress

Before we start fiddling with changing themes and installing plugins, we need to familiarize ourselves with your site's **Settings**. It is important that you know how to change your main email on the website (some plugins will send you notifications, and by default the main administrator is tied to that email address) and more.

The screenshot shows the WordPress dashboard with the 'Settings' menu item highlighted. The 'General Settings' page is displayed, showing fields for Site Title, Tagline, WordPress Address (URL), Site Address (URL), Email Address, Membership, New User Default Role, and Site Language. The Email Address field is highlighted with a blue border. The Site Title is 'My Blog', the Tagline is 'My WordPress Blog', the WordPress Address (URL) is 'YOURDOMAIN.com', the Site Address (URL) is 'YOURDOMAIN.com', the Email Address is 'youremail@YOURDOMAIN.com', the Membership checkbox is unchecked, the New User Default Role is 'Subscriber', and the Site Language is 'English (United States)'.

A couple of things to point out in the screenshot above, apart from the fact that all settings can always be changed again later:

1. You can change the **website's title** here (as well), and once you do, unless your theme supported a header image and it overrides the site title, you will see it reflected throughout.
2. Unless you want people to **register** for your site, leave the box next to "Anyone can register" unchecked. If you do check it, leave the default role at "Subscriber". Subscribers can read content but do nothing else.
3. If you allow people to leave **comments** on your site, force them to register. They will register at the default level of "Subscriber". This is one way to combat comment spam.
4. If you installed Wordpress on a server in the United States, it will have automatically picked your **site-wide language** as "English (United States)". Change this setting here, if you wish. Alternatively, if you want a multi-lingual site, there are plugins for that.



DESIGN YOUR WEBSITE

→Configure Wordpress

“**General**” Settings is also the place where you pick your time zone, date format etc. These become important if you choose to write posts, for example.

The screenshot shows the WordPress 'Settings' page, specifically the 'General' tab. The left sidebar contains a menu with options: Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, Permalinks, and Collapse menu. The main content area is titled 'General' and includes the following settings:

- Site Language:** English (United States) (dropdown menu)
- Timezone:** UTC+0 (dropdown menu). Below it, a note says: 'Choose either a city in the same timezone as you or a UTC timezone offset.' and 'Universal time (UTC) is 2018-01-17 16:25:13.'
- Date Format:** A radio button selection for 'January 17, 2018' (selected), '2018-01-17', '01/17/2018', '17/01/2018', or 'Custom:'. To the right of each option is a preview of the format. Below the radio buttons is a 'Preview: January 17, 2018'.
- Time Format:** A radio button selection for '4:25 pm' (selected), '4:25 PM', '16:25', or 'Custom:'. To the right of each option is a preview of the format. Below the radio buttons is a 'Preview: 4:25 pm'.
- Week Starts On:** Monday (dropdown menu).

At the bottom of the settings area is a blue 'Save Changes' button. A link for 'Documentation on date and time formatting.' is also present.

Once you have accepted all of your changes by saving them, you may move on to the “**Writing**” section. The screen shot on the next page shows all of the settings you may set here, from default post category to posting by email.

Posting via email comes in handy if you write frequent (blog) posts and don’t want to have to log in every time in order for them to appear on your site, or if you don’t have reliable access to the Internet. A word of caution, however: they will be posted however Wordpress sees fit, formatting-wise, so it’s best to send them as plain text. It is also not further configurable than what you see here, so it’s best to use a plugin for this functionality if you are interested in posting by email.



DESIGN YOUR WEBSITE

→ Configure Wordpress

The screenshot shows the 'Writing Settings' page in the WordPress dashboard. The left sidebar contains a menu with 'Settings' highlighted. The main content area has the following sections:

- Default Post Category:** A dropdown menu set to 'Uncategorized'.
- Default Post Format:** A dropdown menu set to 'Standard'.
- Post via email:** A section with a warning message: 'To post to WordPress by email you must set up a secret email account with POP3 access. Any mail received at this address will be posted, so it's a good idea to keep this address very secret. Here are three random strings you could use: DK1b877j , KqVPr8'. Below this are input fields for 'Mail Server' (mail.example.com), 'Port' (110), 'Login Name' (login@example.com), and 'Password' (password).
- Default Mail Category:** A dropdown menu set to 'Uncategorized'.
- Update Services:** A section with a warning message: 'When you publish a new post, WordPress automatically notifies the following site update services. For more about this, see [Update Services](#) on the Codex. Separate multiple service URLs with line breaks.' Below this is a text input field containing 'http://rpc.pingomatic.com/'.

A 'Save Changes' button is located at the bottom left of the main content area.

“Reading” settings let you specify, how many blog posts a page will show and how to preview them to the reader. The default is 10; however, keep in mind that this may be a lot to scroll down to.

The screenshot shows the 'Reading Settings' page in the WordPress dashboard. The left sidebar contains a menu with 'Settings' highlighted, and the 'Reading' sub-menu item is also highlighted. The main content area has the following sections:

- Blog pages show at most:** A text input field with the value '10' followed by the text 'posts'.
- Syndication feeds show the most recent:** A text input field with the value '10' followed by the text 'items'.
- For each article in a feed, show:** Two radio button options: 'Full text' (selected) and 'Summary'.
- Search Engine Visibility:** A checkbox labeled 'Discourage search engines from indexing this site' which is unchecked. Below it is a note: 'It is up to search engines to honor this request.'

A 'Save Changes' button is located at the bottom left of the main content area.



DESIGN YOUR WEBSITE

→Configure Wordpress

Discussion settings become important if you allow commenting on your site. Pictured are the defaults Wordpress comes with:

The screenshot shows the WordPress 'Discussion Settings' page. On the left is a dark sidebar menu with options: Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, Permalinks, and Collapse menu. The main content area is titled 'Discussion Settings' and contains several sections of settings:

- Default article settings:** Three checkboxes are all checked: 'Attempt to notify any blogs linked to from the article', 'Allow link notifications from other blogs (pingbacks and trackbacks) on new articles', and 'Allow people to post comments on new articles'. A note below states: '(These settings may be overridden for individual articles.)'
- Other comment settings:** Includes checkboxes for 'Comment author must fill out name and email' (checked), 'Users must be registered and logged in to comment' (unchecked), and 'Automatically close comments on articles older than 14 days' (unchecked). It also has a checked checkbox for 'Enable threaded (nested) comments' set to 5 levels deep. A checkbox for 'Break comments into pages with 50 top level comments per page and the last page displayed by default' is unchecked. A note states: 'Comments should be displayed with the older comments at the top of each page'.
- Email me whenever:** Two checkboxes are checked: 'Anyone posts a comment' and 'A comment is held for moderation'.
- Before a comment appears:** Two checkboxes are checked: 'Comment must be manually approved' and 'Comment author must have a previously approved comment'.
- Comment Moderation:** A text input field is set to '2' with the label 'Hold a comment in the queue if it contains 2 or more links. (A common characteristic of comment spam is a large number of hyperlinks.)' Below this is a note: 'When a comment contains any of these words in its content, name, URL, email, or IP address, it will be held in the moderation queue. One word or IP address per line.'

What you set here is up to you. You want to strike a balance between remaining accessible and preventing comment spam. We recommend that you at the very least keep the defaults here and also, that comments be closed after a certain time period. The reason: you really gain nothing by somebody commenting on a post that is, say, even 2 months old, because that discussion is “so yesterday”, and it’s an invitation for spammers.

If, despite all of your safeguards, you get too much comment spam, have people register to comment.

A word on “**Breaking Comments into Pages**”: post with lot of comments load slower than your other posts that has barely any comments. Because your most commented posts are usually the most popular, you want these posts to load fast.



DESIGN YOUR WEBSITE

→Configure Wordpress

Media settings really only need to be changed if you think you will consistently insert pictures that are going to be bigger or smaller than the defaults listed.

The screenshot shows the WordPress dashboard with the 'Settings' menu item highlighted. The 'Media Settings' page is open, showing the 'Image sizes' section. The 'Thumbnail size' is set to 150x150 pixels, and the 'Crop thumbnail to exact dimensions' checkbox is checked. The 'Medium size' is set to 300x300 pixels, and the 'Large size' is set to 1024x1024 pixels. The 'Uploading Files' section shows the 'Organize my uploads into month- and year-based folders' checkbox checked. A 'Save Changes' button is at the bottom.

Permalinks for posts should be either set to “**Post Name**” or to “**Custom**” - in that case pick something like “**Category**” plus “**Post Name**” - both for SEO (search) reasons.

The screenshot shows the WordPress dashboard with the 'Settings' menu item highlighted. The 'Permalink Settings' page is open, showing the 'Common Settings' section. The 'Post name' radio button is selected, and the permalink structure is set to 'https://shoestringcollective.com/testsite/sample-post/'. The 'Custom Structure' section shows the 'Available tags' list: %year%, %monthnum%, %day%, %hour%, %minute%, %second%, %post_id%, %postname%, %category%, and %author%. The 'Optional' section shows the 'Category base' and 'Tag base' fields. A 'Save Changes' button is at the bottom.



DESIGN YOUR WEBSITE

→Configure Wordpress

Appearance



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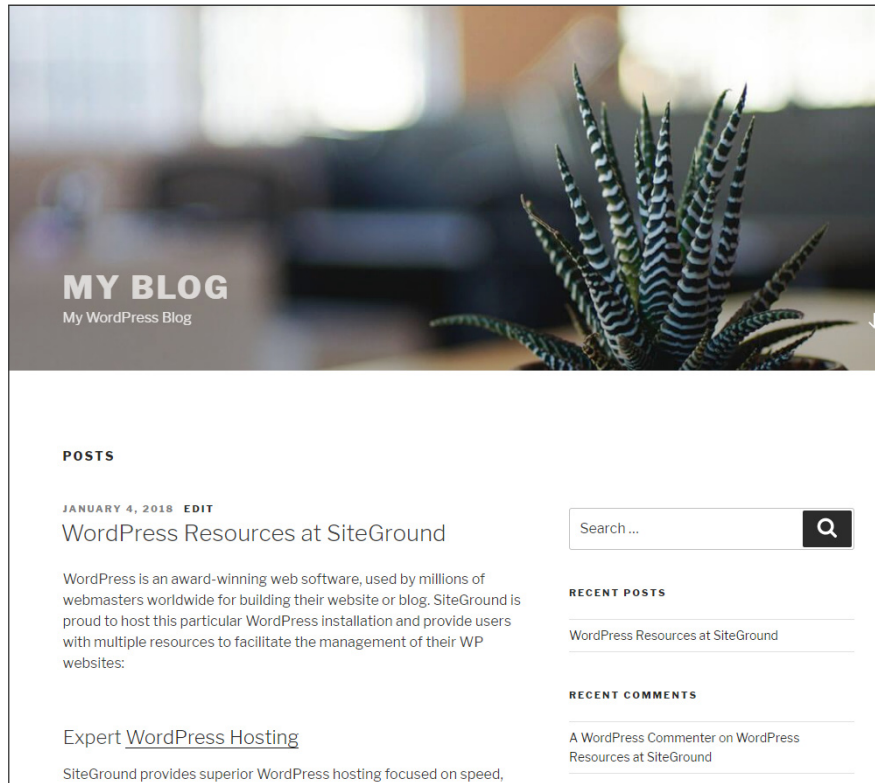
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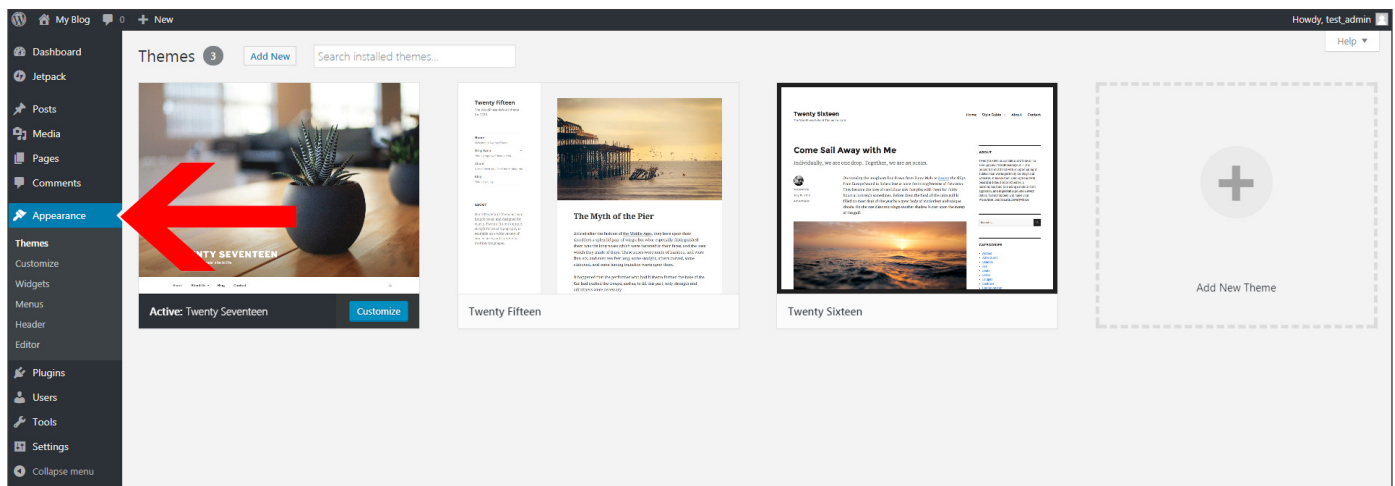
DESIGN YOUR WEBSITE

→Configure Wordpress

Since Wordpress is installed with a default **theme**, in our case “Twenty Seventeen” along with some dummy content, right now if a visitor saw it, your site would look something like this:



If you like this theme, we can move on to creating content. But chances are you don't, and in this case, we'll first make changes to the looks of your site, that is, we'll pick another theme. To do this, click on “**Appearance**” on the left:

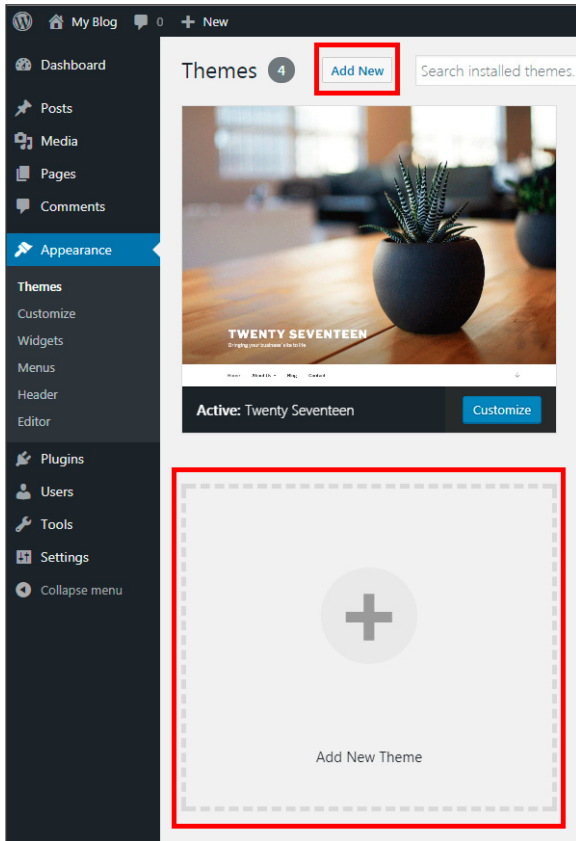




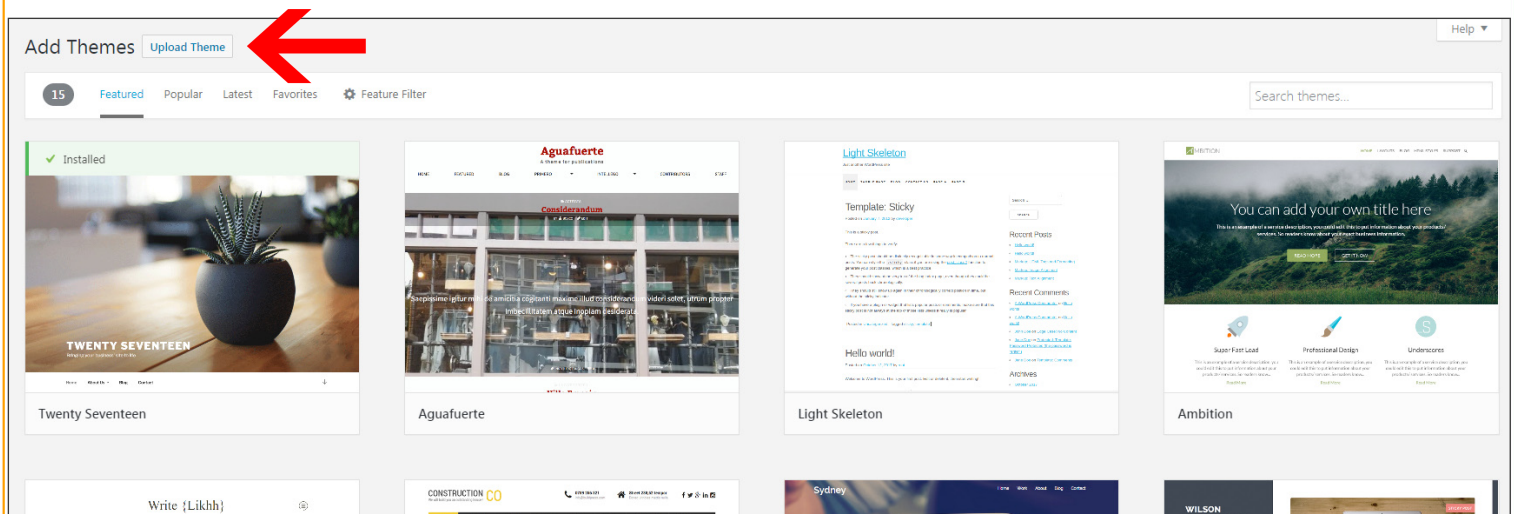
DESIGN YOUR WEBSITE

→Configure Wordpress

Wordpress will display all the themes you have currently installed. “Twenty Seventeen” is listed as your **“Active”** theme. In order to change this, either activate one of the other ones by clicking on it and choosing “activate”, or install a new theme by clicking on **“Add New”** (you can’t miss it on the interface; highlighted below in red):



Once you click on “Add New”, you will be taken to another screen where you can pick from literally thousands of themes. Either browse for one here or upload one you have bought (“Upload Theme” button next to the “Add Themes” header in the top left corner).





DESIGN YOUR WEBSITE

→Configure Wordpress

Not sure what theme to pick? We recommend themes that are **mobile-responsive** (see the FAQ on Web Design), however, you can either do your research on the Internet or apply specific filters right here.

The screenshot shows the WordPress theme filter interface. At the top, there's a bar with 'Add Themes' and 'Upload Theme' buttons. Below this, a navigation bar includes '15', 'Featured', 'Popular', 'Latest', 'Favorites', and a 'Feature Filter' button with a gear icon. The main area is divided into three columns: 'Subject', 'Features', and 'Layout'. Each column contains a list of checkboxes for filtering themes. The 'Subject' column lists categories like Blog, E-Commerce, Education, Entertainment, Food & Drink, Holiday, News, Photography, and Portfolio. The 'Features' column lists various features like Accessibility Ready, Custom Background, Custom Colors, Custom Header, Custom Logo, Editor Style, Featured Image Header, Featured Images, Footer Widgets, Full Width Template, Post Formats, Sticky Post, and Theme Options. The 'Layout' column lists layout options like Grid Layout, One Column, Two Columns, Three Columns, Four Columns, Left Sidebar, and Right Sidebar. Each column has an 'Apply Filters' button at the bottom.

Since Wordpress works on the basis of CSS (Cascading Style Sheets - this is similar to the concept of Styles in Word, for example), you may install a few themes, like what has already been done out of the box when Wordpress was set up, and preview/activate them to try them on for size and see how you like them.

You will notice that the CONTENT never changes, just its appearance.

Once you've picked a theme you like - either a free theme or a premium one, you will have the opportunity to further customize it. What exactly you can do will depend on the theme and whether or not the theme has a premium version whose authors would like to sell you additional features for a fee.



DESIGN YOUR WEBSITE

→Configure Wordpress

Below is a screen shot depicting some of the differences between the free and the premium version of a theme called “ColorMag”. The Shoestring Collective runs the premium version of this theme. Compare for yourself some of what the premium will give you:

Free version:

Premium:

Google Fonts	×	600+
Font Size options	×	✓
Primary Color	✓	✓
Multiple Color Options	×	20+ color options
Social Icons	6	18 + 6(your own choice)
Boxed & Wide layout option	✓	✓
Custom Menu	1	2
Woocommerce Compatible	✓	✓
Translation Ready	✓	✓
WPML Compatible	×	✓
Polylang Compatible	×	✓
Widget Areas	15+	19+
Custom Widgets	5+	15+
Footer Copyright Editor	×	✓
Support	Forum	Forum + Emails/Support Ticket
Unique Posts System	×	✓
Demo Content	✓	✓



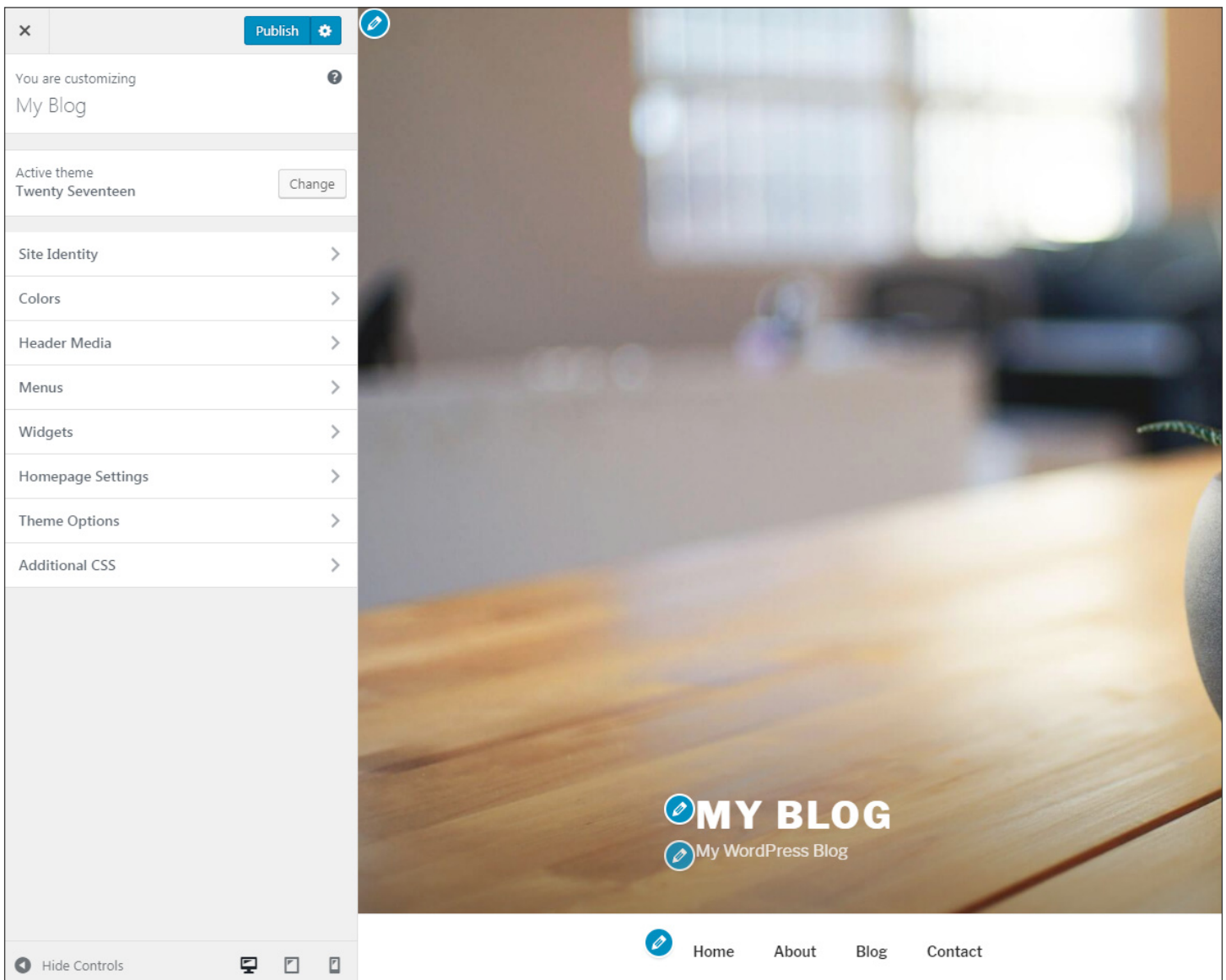
DESIGN YOUR WEBSITE

→Configure Wordpress

If you wish to customize your theme, click on “**Customize**” in the contextual submenu located below “**Appearance**”. You will be taken to a live preview of whatever can be changed (blue circles with white pencils/menu on the left).

We suggest you visit these options one by one and see what they do. They will not go into effect until you publish them (button at the top).

PRO TIP: *Unless you know what to do with CSS, don't concern yourself with the “Additional CSS” options.*





DESIGN YOUR WEBSITE

→Configure Wordpress

A quick word on **images** and **image sizes** you plan to use for your website. If the header, for example, asks for a precise image dimension, for example a picture measuring *exactly* 600 pixels wide by 60 pixels tall, that is the size you must upload, in precisely those dimensions. Otherwise, your image will be very likely distorted or truncated.

If you are asked to upload an image of “at least” those dimensions, you can go with something bigger, obviously, as long as the width to height ratio is the same.

PRO TIP: *Always strive to produce/output the best image quality you can. If you are unsure about image editing, please refer to our section on this topic.*

Once you have customized your theme to your liking, you can turn your attention to another area:

Plugins and Widgets.

Plugins

take your site to the
next level





DESIGN YOUR WEBSITE

→Configure Wordpress

Plugins/Widgets



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DESIGN YOUR WEBSITE

→Configure Wordpress

While **plugins** and **widgets** are not the same thing, one cannot fully exist without the other. That is, while some plugins are made to do certain things that have nothing whatsoever to do with widgets, like *Wordfence*, which you should install to handle your site security settings, others, like for example *MailChimp Forms*, are made to live (among others) in your sidebar(s).

And your sidebars are where your widgets reside. Technically, widgets are blocks of code that add more, flexible functionality to your Wordpress installation's sidebars.

The image displays three distinct sidebar widget examples. The first widget on the left includes a search bar, a 'RECENT POSTS' section with a link to 'WordPress Resources at SiteGround', a 'RECENT COMMENTS' section with a link to 'A WordPress Commenter on WordPress Resources at SiteGround', an 'ARCHIVES' section with a link to 'January 2018', and a 'CATEGORIES' section with a link to 'Uncategorized'. The second widget in the middle is titled 'Stay in Touch!' and features input fields for 'First Name', 'Last Name', and 'Email address', along with a 'Sign up' button. The third widget on the right is titled 'Keep in touch!' and includes input fields for 'Email Address*', 'First Name*', and 'Last Name*', a 'Preferred Format' section with radio buttons for 'HTML' and 'Text', a 'Subscribe' button, and a 'Visit me on Instagram!' link.

Sidebar widget examples - the possibilities are as endless as the choices in plugins you can install.

If you know your way around HTML, you can create a custom menu in a sidebar. You can also simply include some text, like an announcement.

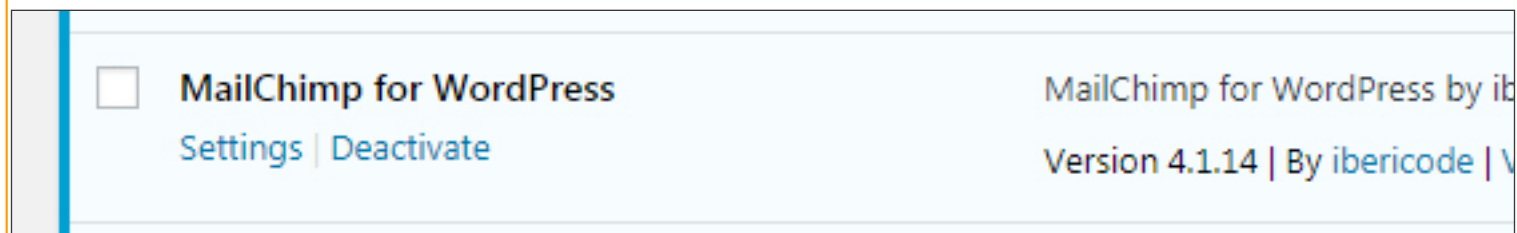
Let us take a look at how a plugin becomes part of a widget.



DESIGN YOUR WEBSITE

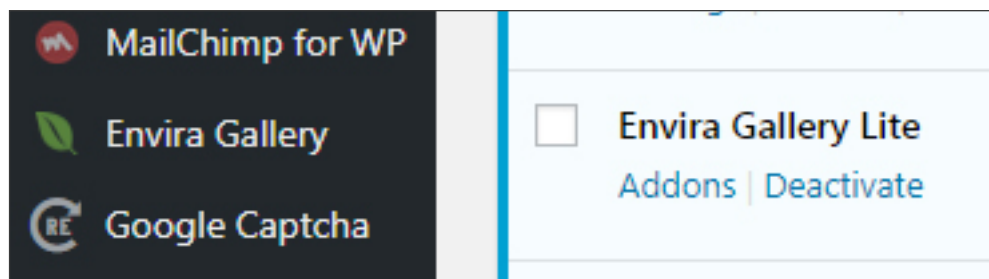
→Configure Wordpress

The example we will pick is a newsletter sign-up form. **The first order of business is to install a plugin that will give you the functionality:**



Notice the “**Settings**” link. How to configure each plugin depends on how its creator has set this up. Sometimes you can configure independent settings this way (here, this is important, because we have to link our MailChimp account), sometimes there are no in-line settings to access and instead there is a menu link inserted on the left etc.

If in doubt, look at the plugin’s FAQs and documentation and/or reach out to the creator for support.



PRO TIP: *In the end, if you like the functionality and the plugin has not been “abandoned”, that is, not updated in a long time, then it doesn’t matter what plugins you pick for what purpose. There are, for example, numerous plugins for integrating a MailChimp account.*

That said, if you install a plugin that looked great “on paper” but then you can’t even find the settings OR it’s too complicated to configure, don’t try to squeeze a square peg into a round hole - deactivate and delete it and move on to the competition. If you want to, you can also leave a review.

We have run into this at times as well.



DESIGN YOUR WEBSITE

→Configure Wordpress

Configure the settings, if applicable, first. These can be quite extensive, and in some cases you will need to enter login information, API keys etc. If something like an API key is needed, typically you will be guided through how to get one and enter it. For our MailChimp plugin, we'll do the “**General Settings**” first:

General Settings

You've been using MailChimp for WordPress for some time now; we hope you love it! If you do, please [leave us a 5★ rating on WordPress.org](#). It would be of great help to us.

Do you want Wordfence to stay up-to-date automatically? [Yes, enable auto-update.](#) | [No thanks.](#)

MailChimp API Settings

Status **CONNECTED**

API Key

The API key for connecting with your MailChimp account. [Get your API key here.](#)

Save Changes

Your MailChimp Account

The table below shows your MailChimp lists and their details. If you just applied changes to your MailChimp lists, please use the following button to renew the cached lists configuration.

Renew MailChimp lists

A total of 1 lists were found in your MailChimp account.

List Name	ID	Subscribers
MY MAILING LIST	*****	1

In this screenshot, you can clearly see that some things are needed to connect your MailChimp account to the plugin:

- 1. API key:** if you don't have one, click the “Get your API key here” link; all plugins that require an API key will have a link like this. API stands for “application program interface” and is used, among others, to connect applications with each other
- 2. MY MAILING LIST:** by default, MailChimp accounts will have one basic list already established; if you had more, they'd all show up here




DESIGN YOUR WEBSITE

→Configure Wordpress

In the form submenu for the plugin, you have some limited control over the sign-up form. Don't worry if you don't know HTML - you can drop the different parts in visually (the section at the top):

You are here: [MailChimp for WordPress](#) > [Forms](#) > Form 225 | Newsletter Signup General

 Edit Form

You've been using MailChimp for WordPress for some time now; we hope you love it!
If you do, please [leave us a 5★ rating on WordPress.org](#). It would be of great help to us.

Newsletter Signup General

[Get shortcode](#) [Preview this form](#)

[Fields](#) [Messages](#) [Settings](#) [Appearance](#)

Form Fields Form variables Add more fields

Choose a field to add to the form

List fields

Email Address * Birthday First Name Last Name

Form fields

Submit button List choice Form action

```
<p>
  <label>First Name</label>
  <input type="text" name="FNAME" required="">
</p>
<p>
  <label>Last Name</label>
  <input type="text" name="LNAME" required="">
</p>
<p>
  <label>Email address: </label>
  <input type="email" name="EMAIL" placeholder="Your email address" required />
</p>
```

"Get shortcode" means you can produce a short string of code, in this case "[mc4wp_form id="225"]" that you can include in any post of page on your site, rather than having to copy/paste the HTML you see underneath the **"Form Fields"** section.

Most plugins give you that option if they have some feature that you can embed.



DESIGN YOUR WEBSITE

→Configure Wordpress

The minimum number of fields in your form should be:

- Name (first and last)
- Email address

Ignore the “**Messages**” tab, unless you know what to do with HTML.

More important are the other form “**Settings**”:

MailChimp specific settings

Lists this form subscribes to

☒ MY MAILING LIST

Select the list(s) to which people who submit this form should be subscribed.

Use double opt-in?

☒ Yes ☐ No

We strongly suggest keeping double opt-in enabled. Disabling double opt-in may result in abuse.

Update existing subscribers?

☒ Yes ☐ No

Select “yes” if you want to update existing subscribers with the data that is sent.

Replace interest groups?

☒ Yes ☐ No

Select “no” if you want to add the selected interests to any previously selected interests when updating a subscriber. [What does this do?](#)

Form behaviour

Hide form after a successful sign-up?

☐ Yes ☒ No

Select “yes” to hide the form fields after a successful sign-up.

Redirect to URL after successful sign-ups

Example: <https://shoestringcollective.com/thank-you/>

Leave empty or enter for no redirect. Otherwise, use complete (absolute) URLs, including [http://](#).

Your “subscribed” message will not show when redirecting to another page, so make sure to let your visitors know they were successfully subscribed.

Increased conversions? [MailChimp for WordPress Premium](#) submits forms without reloading the entire page, resulting in a much better experience for your visitors.

Save Changes

What you pick here is up to you. By default, all mailing lists you have will subscribe to this form. It’s all explained pretty well in-line.

Of note: if you wanted to you could redirect subscribers to a “Thank You” page.

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DESIGN YOUR WEBSITE

→Configure Wordpress

We do not recommend to automatically subscribe visitors who send you a comment form or who register for your site (see screenshots), for the simple reason that they have not specifically agreed to be on this list. Unless you have an optin featured on either form, we suggest you refrain from this annoying practice.

Ever gotten an email from a company or organization where you didn't even know that you had agreed to be on a mailing list? Until you remember you contacted them once or bought something from them (and didn't check that you wanted to be on a list? EXACTLY THIS is what we are referring to.

Last but not least, the “**Appearance**” tab lets you pick how your form will look. We recommend you leave this at “Inherit from theme” to make your form fit into the overall branding and feel of your site.

Moving on to the “**Integrations**” submenu. This enables you to tie your sign-up form into existing (premium) plugins, like Gravity Forms, and others that come with this plugin (in our example) for free:

Enabled integrations

Name	Description
Custom	Integrate with custom third-party forms.
Gravity Forms	Subscribe visitors from your Gravity Forms forms.

Available integrations

Name	Description
Ninja Forms (v2)	Subscribe visitors from your Ninja Forms forms.
Comment Form	Subscribes people from your WordPress comment form.
Registration Form	Subscribes people from your WordPress registration form.
BuddyPress	Subscribes users from BuddyPress registration forms.



DESIGN YOUR WEBSITE

→Configure Wordpress

Available integrations

Name	Description
Ninja Forms (v2)	Subscribe visitors from your Ninja Forms forms.
Comment Form	Subscribes people from your WordPress comment form.
Registration Form	Subscribes people from your WordPress registration form.
BuddyPress	Subscribes users from BuddyPress registration forms.
WooCommerce Checkout	Subscribes your WooCommerce customers.
Easy Digital Downloads	Subscribes your Easy Digital Downloads customers.

Note that most of these are only available with the premium version of the MailChimp plugin. You are also offered only ONE sign-up form with the freebie version of the plugin, that is, you can only subscribe people to ONE mailing list. If you want more flexibility, you will have to purchase the full plugin.

And finally, don't forget the **"Other"** submenu. You never know what settings are lurking there - in this case you might be agreeing to anonymously send usage data to the makers of the plugin:

Miscellaneous settings

Usage Tracking

☐ Yes ☒ No

Allow us to anonymously track how this plugin is used to help us make it better fit your needs

Logging

Errors & warnings only ▼

Determines what events should be written to [the debug log](#) (see below).

Save Changes

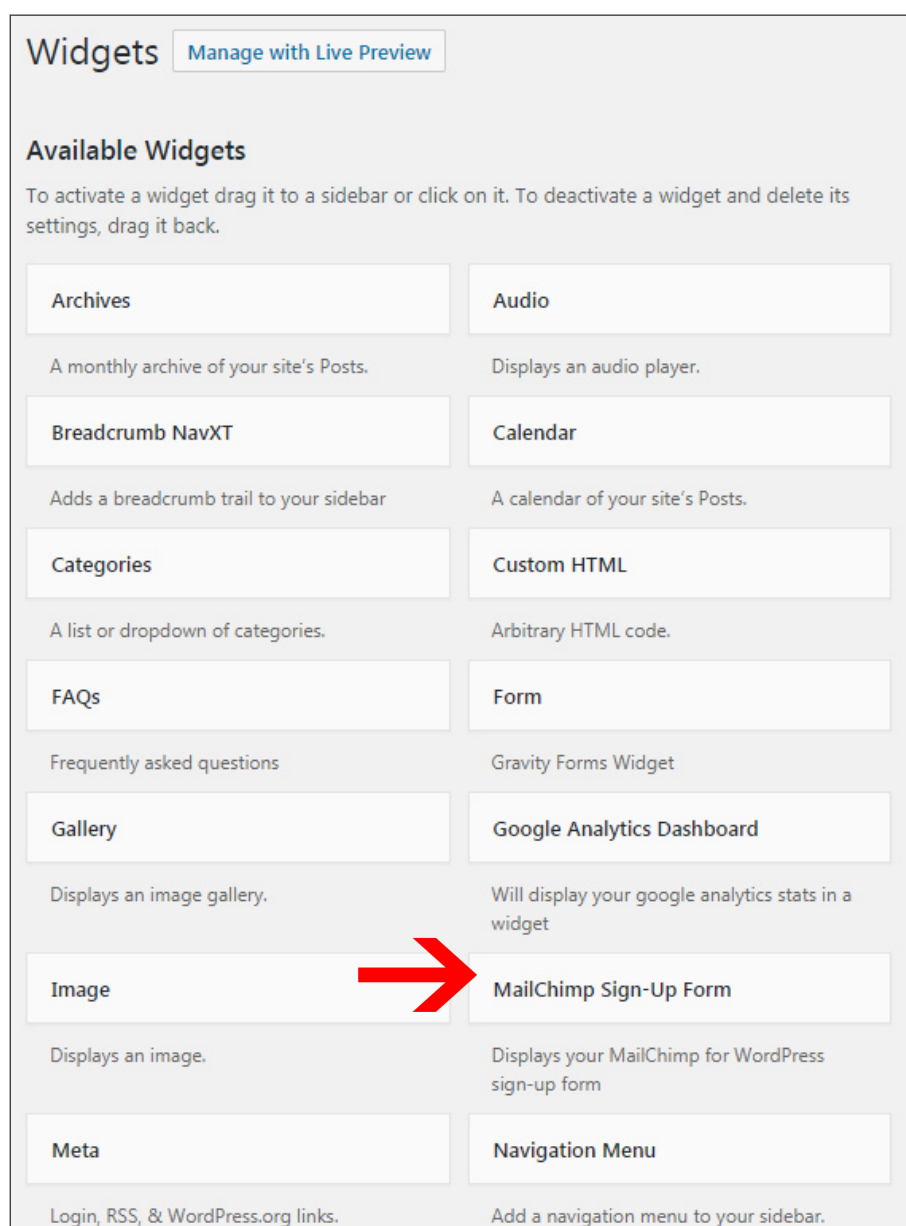


DESIGN YOUR WEBSITE

→Configure Wordpress

While all this took several pages to lay out for you, it really doesn't take that long to configure things. However, you need to take the time to do it, and as you go you'll get better at it.

Once configured, it's time to "stick" this sign-up form into a sidebar widget. This will be the easiest part. Simply visit the "**Widgets**" section in the "**Appearance**" menu. All available widgets will be listed here, and your MailChimp sign-up form should be one of them (red arrow).





DESIGN YOUR WEBSITE

→Configure Wordpress

Widgets are added to sidebars either by drag-and-drop or by clicking on them once and specifying the sidebar you wish to add them to. What is displayed here depends on your theme.

MailChimp Sign-Up Form

Displays your MailChimp for WordPress sign-up form

- ☒ Website Design
- ☐ Right Sidebar
- ☐ Left Sidebar
- ☐ Header Sidebar
- ☐ Front Page: Top Full Width Area
- ☐ Front Page: Slider Area
- ☐ Front Page: Area beside slider
- ☐ Front Page: Content Top Section

Cancel Add Widget

Displays an image gallery.

Meta

Login, RSS, & WordPress.org links.

- ☒ Blog Sidebar
- ☐ Footer 1
- ☐ Footer 2

Cancel Add Widget

Once present in the sidebar, you may have some more options available to you, depending on the plugin and your theme. In our case, we can add a custom header for the sign-up form, but nothing more. Everything else is in the plugin's settings.

MailChimp Sign-Up Form: Stay in Touch!

Title:

Stay in Touch!

You can edit your sign-up form in the [MailChimp for WordPress form settings](#).



DESIGN YOUR WEBSITE

→Configure Wordpress

The finished sign-up sheet looks like this in the sidebar:

Stay in Touch!

First Name

Last Name

Email address:

Sign up

If you need more in-depth information about themes, plugins etc., please visit the appropriate sections of our website, the FAQ pages or ask a question there. You may also contact us.

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