

KFIC Team Rooms are locations on the site where ministry teams can post documentation specific to their ministry team. The Team Rooms are comprised of the main Team Room page and the individual documents, also pages, that make up the content for the Team Rooms.

### Adding content to a Team Room

Content for the site is comprised of Pages with a specific Parent selected for the Page Attribute. Follow these instructions for adding content to a Team Room.

1. Log on to the Admin panel: <https://kingdomfamily.church/wp-admin/>
2. Click **Pages** and then **Add New** in the left Wordpress menu.
3. On the resulting new page, update the **Title** field.
  - Example: Ministry Manual: AV
4. For the **body** field, found below the **Title** field, click the **Text** tab.
5. Paste the following into the body field:

```
<hr />
```

```
<span style="font-size: 12px;"><strong>Did you find it?</strong>  
If you did not find the information you were looking for, <a  
href="http://kingdomfamily.church/contact-us/">contact us</a> and let  
us know. We want to be sure to have what you are looking for on your  
future visit here.</span>
```

6. Click the **Visual** tab, next to the **Text** tab.
7. Add the desired contents, links, etc. above the code you just pasted in the previous step.
8. Scroll down to the **Page Widgets** section.
9. Click **Customize**.
10. Scroll down a little and locate the **Custom Menu** widget.
11. Drag the **Custom Menu** widget up to the **Right Sidebar Widget** area, just above the **WP-Members Login** widget.
12. Update the custom widget (in the **Right Sidebar Widget** area of **Page Widgets**), update the **Title** field to with the words 'Team Room' (do not include the quotes) and select the Team Room that corresponds to the document you are creating in the **Select Menu** dropdown (i.e. if it is a document for the AV Ministry you would select 'AV Team Room' from the dropdown).
13. Click the **Save** button.
14. Scroll back up to the top of the page.
15. In the **Page Restriction** section, check 'Block this page'.
16. Scroll down to the **Page Attributes** section.
17. For **Parent**, choose the Team Room for the type of document you are creating (i.e. if creating a AV document, choose Team Room: Audio-Visual Ministry).
18. Scroll back up and click the **Publish** button.