



KFIC Team Rooms – Creating Team Rooms

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.

This document covers the design and technical aspects of Team Rooms.

Creating a new Team Room

The Team Room is simply a page that utilizes shortcode and menu structure. Follow these instructions for creating 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.
 - Format: Team Room: *Ministry name*
 - Example: Team Room: Audio-Visual Ministry
4. For the **body** field, found below the **Title** field, click the **Text** tab.
5. Paste the following into the body field:

```
Welcome to the room! Below you will find documentation that is
specific to the <strong>Ministry Name</strong> ministry.

<hr />

[su_subpages depth="4"]

<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. In the body field, change the words ‘Ministry Name’ to the name of the ministry you are creating the Team Room for. (Ex. Audio-Visual).
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 ‘VORC’ in the **Select Menu** 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 ‘Vision Owner Resource Center’.
18. Scroll back up and click the **Publish** button.

Much of the room is now setup, we just need to create a menu to aid with navigation at the document level.

19. Click **Appearance** in the left Wordpress menu.
20. Click **Menus** under the **Appearance** menu.
21. Click the [create a new menu](#) link.
22. In the **Menu Name** field, enter the name for the menu:
 - Format: *Ministry Name* Team Room
 - Example: AV Team Room
23. Click the **Create menu** button.



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24. Under the **Pages** section, locate the Team Room page you just created above, click the checkbox next to it and click the **Add to Menu** button.
25. The Team Room page should show under **Menu Structure**.
26. Click the **Save Menu** button.

The menu has been created.