

## Breakthrough Membership Site Guide

Your website has been installed in your environment. You should have received administrative credentials so you can log into the site as an administrator.

### Licensing

You are licensed to use ThriveThemes and Thrive Architect through our Larry Jacob Internet Marketing agency license. That is all in place and working

Memberium is installed using their test license. The site will work as long as you do not have more than 20 users in Wordpress. After that, it stops working and shows an error message to site visitors. To properly license it, purchase your Memberium license (use our affiliate link if you don't mind <https://moldingbox.infusionsoft.com/go/memberium/larryjacob>). Make sure you specify the URL of your site when asked in the registration process. If you already have a license, email [support@memberium.com](mailto:support@memberium.com) and tell them the license you have should be moved so it works for your new URL. They respond very quickly.

LearnDash is installed, but is NOT licensed. You must purchase a license and enter the license keys when you receive them. They will provide you with instructions on how to do that upon purchase.

### Customizing the Course

Your website was installed so that your dashboard provides access to your sample course named "Sample Course (w/LearnDash)." There is a second sample course installed which does NOT use LearnDash. You can access it from the Current Programs menu. This is for more advanced users that want a course option that doesn't rely on LearnDash.

There are several steps you will need to take:

1. Change the site logo.
2. Change the footer copyright message.
3. Change the custom image on the site login page (i.e. /login/).
4. Change the course name.
5. Change the favicon.
6. Change the Main Site menu items

#### Change the Site Logo and Footer Copyright Message

1. Visit the Wordpress menu Thrive Dashboard->Theme Options
2. Under General Settings upload your logo image. The image should be around 200 x 60 pixels.
3. Under Footer Copyright Text, change the year and company name to yours.
4. Make sure to click the Save All Changes button at the bottom of the page.

#### Change the Custom Image on the Site Login Page

1. Visit the Wordpress menu Pages and mouse over the Log In page. Click on the Edit with Thrive Architect.

2. Click on the image and go to the left sidebar menu and select change image.
3. Upload your image using the Wordpress media library link for doing that. Image can be as small as 300 x 250, but can be as large as 500 x 400.

## Change the Course Name

The course name is kept in several places.

### On the dashboard page.

1. Visit the Wordpress menu Pages and mouse over the Dashboard page. Click on the Edit with Thrive Architect.
2. Click on the box with the "Course (w/LearnDash)" in it. You can edit the content of that text box directly.
3. Click the green save button in the lower left.

**In the top of site menu bar.** The sample site includes a menu that contains Dashboard, Current Programs with a dropdown of the available courses, Resources and Logout. If you only have one course (which should be the case initially) you can just delete the Current Programs and all it's submenus. If you would like to keep them and change the course name, use the following instructions to change the name.

1. Visit the Wordpress menu and select Appearance->Menu.
2. You will have Select a menu to edit. The menu you want to change is Main Menu (Primary Menu) which may already be selected.
3. In the Menu Structure, you should see the list of the individual menu items. Click Course (w/LearnDash) and change navigation label to your course name.
4. If you would like to delete menu items, select the menu items and click the remove link.
5. Hit the Same Menu button in the lower right to save your changes.

### On the course sidebar.

1. Visit the Wordpress menu and select Appearance->Widgets
2. Select the Main Sidebar and open up the Text Widget named Course (w/LearnDash). Change the title to the title of your course.

## Change the Favicon

The favicon is the icon that shows up in the browser tab next to the name of the site. On the site installed for you, it is a yellow letter "L" for Larry Jacob.

1. Visit the Wordpress menu and select Appearance->Customize.
2. On the lower left, you will see the Site Icon option.
3. Remove the image that is there and Change Image. (Your image should be 512 x 512 or larger. It should be a square.)

## Additional Updates

### Change the Main Site Menu Items

When the user is NOT logged in, they have a menu item that enables them to go back to their main site. It is typically a link to the membership site's corresponding www site. You can follow the instructions for updating the menus and update that menu items to the right URL.

### Change the Site Title and Tagline

On the same page where you update your favicon, you have two entries. They are Site Title and Tagline. The Site Title appears next to the favicon in the browser tab. The Tagline appears in search entries when people are looking for your site in search engines. It can also appear when a page from your site is added as a link in social media. Update these for your own branding.

## Changing and Adding Course Content

Your site is licensed with the Thrive Architect. This is a Wordpress editor that enables you to add content to your site and have it work well across phone, tablets and PC/Mac. The content will adjust depending upon the dimensions of the display.

Thrive Architect tutorials are available at <https://thrivethemes.com/thrive-architect-tutorials/>. The tool is relatively easy to use, but it has its way of doing things. Visit this page and view the view the initial set of video tutorials. This will orient you on it's use and will save you a lot of time experimenting on your own.

You can review the Week 5 course video for a review of LearnDash and how the courses and lessons are structured.

### Editing the Course Content

1. Visit the Wordpress menu and select LearnDash LMS.
2. You can access the Course from there. (Underneath the Wordpress LearnDash LMS menu you will find Courses and Lessons. You can use that to jump right to the content you want to modify.)
3. Each Course displays a list of it's lesson on the right side at the top. You can use that in Courses and Lessons to navigate through the different sections.
4. Each Lesson has a dropdown boxes (you find that by scrolloing down the admin page for the lesson). It enables you to attach lessons to a course.

## Ordering Your Lessons

The lessons in your course are sorted by lesson title in ascending order. Since my lessons are named, Lesson 1, Lesson 2,...,they appear in the correct order.

If you change your lesson titles, you may want to select the course option (on the course administration page) to order by date. Then you have to artificially manipulate the dates for each lesson so Wordpress

orders them the way you want them ordered. It's a manual process, but easy to order your lessons any way you want.