Updating Your Internal Organization’s Information

The following guide will describe how to update your internal organizations information for two purposes:

1. Submitting your annual IO Report
2. Updating your information on caves.org & other NSS processes.

SIGNING IN

1. Start by signing in at the following link:

   - caves.org/wp-admin

You should have gotten credentials from the IO committee. If you didn’t, please try a password reset by clicking on this link, clicking ’Lost Password’, and then entering your email:
You will need to know either the email address on file or the username. If you don't know either of those, please email: iocommittee@caves.org

FINDING YOUR INTERNAL ORGANIZATION:

1. Select Your Internal Organization

Once you are signed in, you will see the following screen. You will want to click ‘Grottos’ on the left hand side. You should see your Internal Organization.
Note: If you are new Internal Organization, please email the IO Committee for them to create your IO. You will not see it until you contact them. Please email them at iocommittee@caves.org.
EDITING YOUR INFORMATION:

1. CREATING A NEW REVISION

Mouse over the name of your Internal Organization and click ‘New Revision’:

This will create a new draft where you can submit your updates. **NOTE THAT ANY CHANGES YOU MAKE WILL NOT IMMEDIATELY GO LIVE.** Everything is approved by someone from the IO Committee before it goes live on the website or into the Internal Organization database.

2. ENTERING INFORMATION:

You will see the following screen:
Please fill out all the fields that need updating. There are instructions for each field below the field title. The main paragraph text should also be filled out with a general description of the grotto. In the screenshot above that text is the ‘Chartered in 2000…’ text.

NOTES:

● If the information in a field is current, or you do not have the information, it is okay to leave the field blank.
● If your Grotto has a logo or image, you use the ‘Featured Image’ field on the right hand side of the screen
● Fields under the section ‘Grotto Information(PUBLIC)’ will be displayed on the website. Everything else is internal for the IO committee.
● Changing emails in this field WILL NOT change the email you use to login at caves.org/wp-admin. There are instructions to do that at the bottom of this document.
● The ‘States’ box on the right of the screen(See below) controls what states your organization shows up under on caves.org. It is okay to select up to four states, but please only select states that would be reasonable for a member to drive from regularly for meetings:
● URLs MUST contain the https:// part of the URL. If they do not they will not render properly on the front end.
3. Linking Events & News

Your Internal Organization has a page on caves.org. Events & News on the site can be automatically listed on your page. The first step is to submit the Event or Article to the Website.
Committee(website@caves.org). Once you have done that, you will see those items in these fields:

Selecting your News or Event will make it so it always appears on your Internal Organization’s page.

**SUBMITTING YOUR EDITS:**

1. **PREVIEWING YOUR EDITS:**

You can preview how your changes will reflect on caves.org by clicking the ‘Preview’ button in the top right of the page.

Once everything looks good, press the ‘Submit Revision’ button at the top right of the page:
Again nothing will go live until someone from the IO Committee approves the changes. If you need an update, please email: iocommittee@caves.org.

How do I change my login email?

Note: Updating email addresses for your Grotto DOES NOT automatically change the email you use to login at caves.org/wp-admin. Sometimes grottos want those emails to be different.

To change that email, you need to edit the email in the profile in the dashboard. You can find the profile by clicking on the Grotto’s name in the top right corner of the screen:
Once you are editing the profile, you need to update this field:
Note that as the in-dashboard instructions note, the email will not be updated until the new user checks their email and confirms the change.

Questions?

Please feel free to reach out to website@caves.org or iocommittee@caves.org