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# Religia

Jul 03, 2018



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## General Information

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### 1.1 General Information

Thank you for purchasing Religia! We're very pleased that you have chosen our theme to use on your website. We're doing our best not to disappoint you! Before you get started, please check out these documentation pages. Religia can only be used with WordPress and we assume that you already have it installed and ready to go. If you don't, please see [WordPress Codex](#) to get started.

### 1.2 Requirements

Before using Religia, please meet the following requirements:

- Essentials to run WordPress – Read more about [WordPress Minimum Requirements](#) – in case any doubts regarding the server, contact your host provider.
- Latest version of WordPress, which you can [download here](#).
- Create secure [FTP](#) and Database.

### 1.3 Installation

In our guide, we will show you step by step instructions on how to install our WordPress theme for beginners. Below you will find two ways to install a WordPress theme.

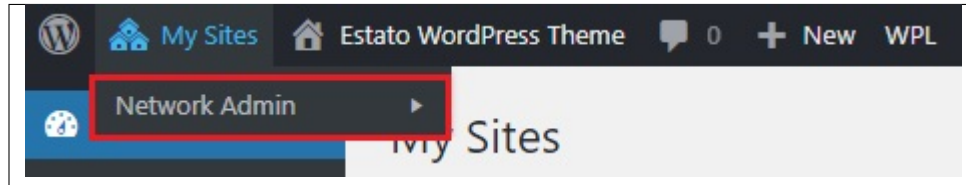
#### 1.3.1 Installation via Administration Panel

If Religia files are downloaded from your Themeforest account, you can start an installation using WordPress administration panel.

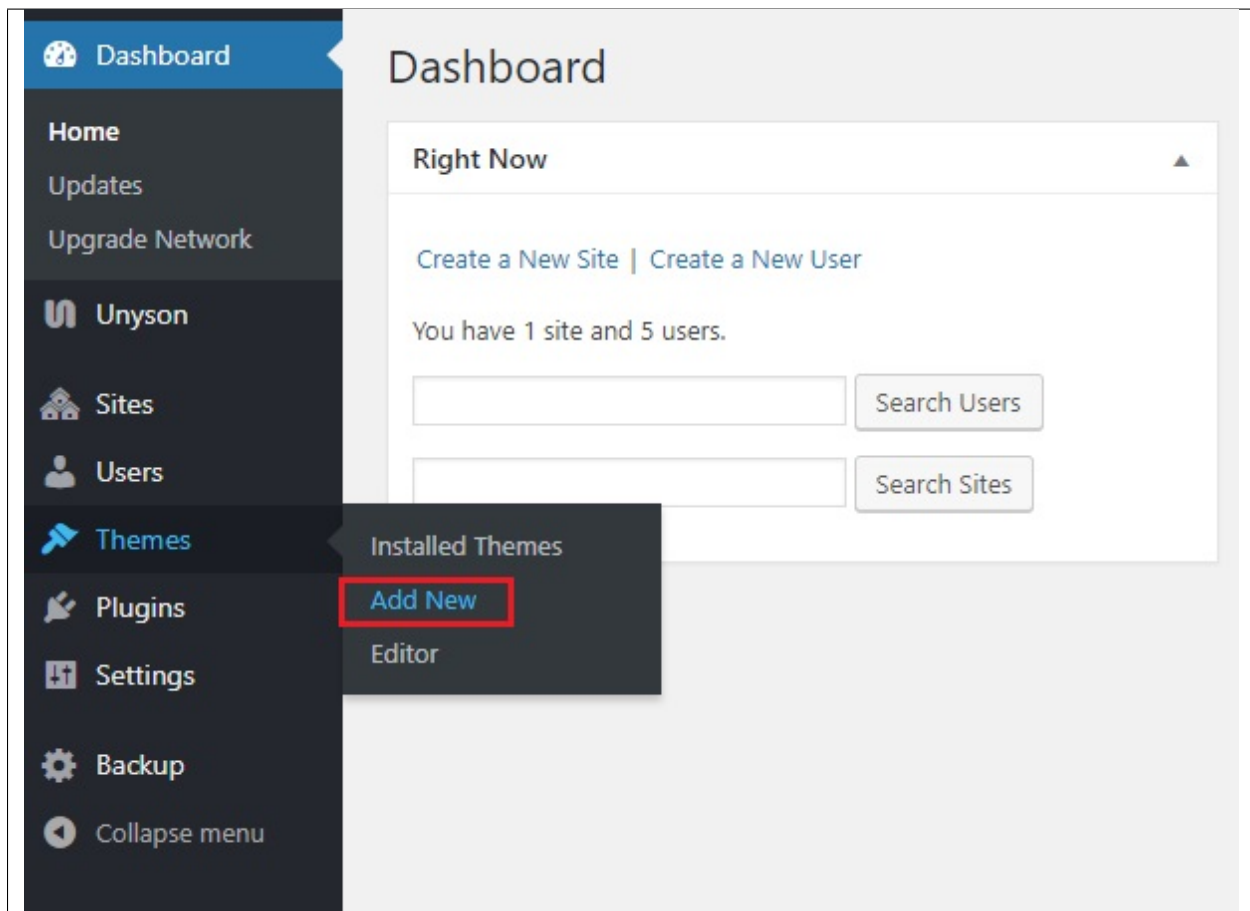
Follow steps below to install the theme:

**Note:** If you don't have a Multi-site WP set up, please proceed to step 2.

- **Step 1** - Once you've logged in to your administration panel, go to *My Sites > Network Admin*.

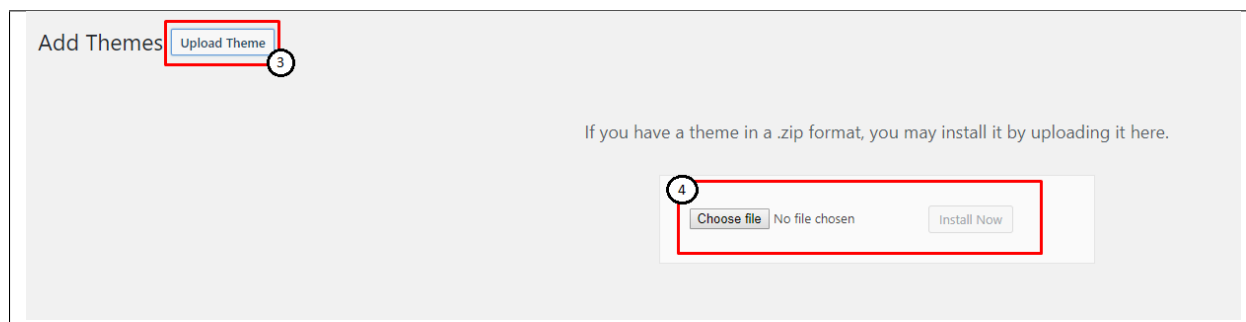


- **Step 2** - Then click on *Themes > Add New*, you will be directed to a page where you can choose available themes.

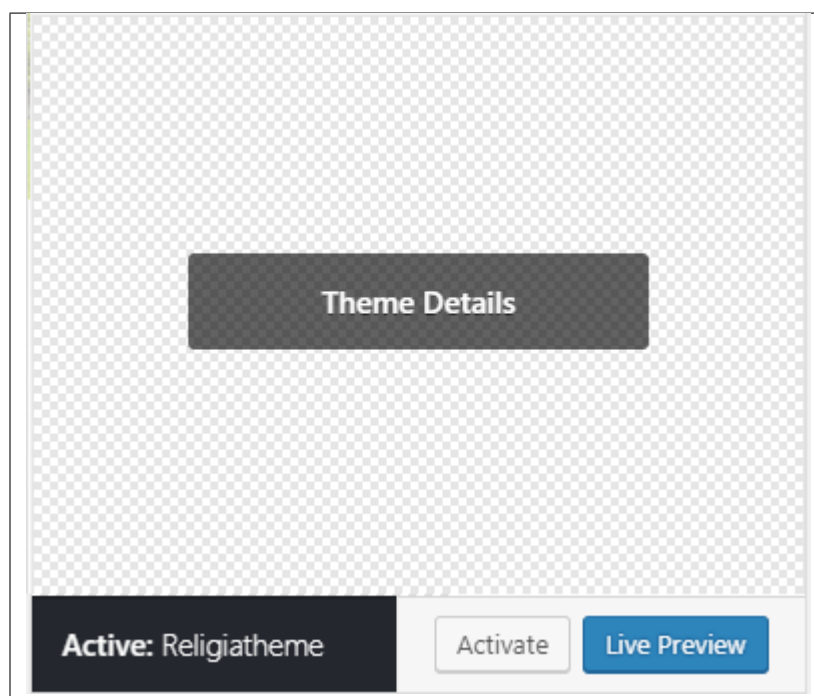


- **Step 3** - Once directed to the page, on the upper left side of the screen click on *Upload Theme* button.

- **Step 4** - Choose the *Religiatheme.zip* file from your computer, then click *Install Now*.



- **Step 5** - Click on *My Sites* then go to *Appearance > Themes* and *Activate Religia*.



- **Step 6** - After activating *Religia*, you will be sent to *Theme Installation Instruction* steps. By following this steps you will be asked to install required plugins, activate them, and import demo content (required).

### Theme installation instructions

Please follow these steps:

1. Install all required plugins, click here: [install plugins](#)
2. Activate all required plugins, click here: [activate plugins](#)
3. Import demo content, click here: (click only when the theme plugin is active)

Done!

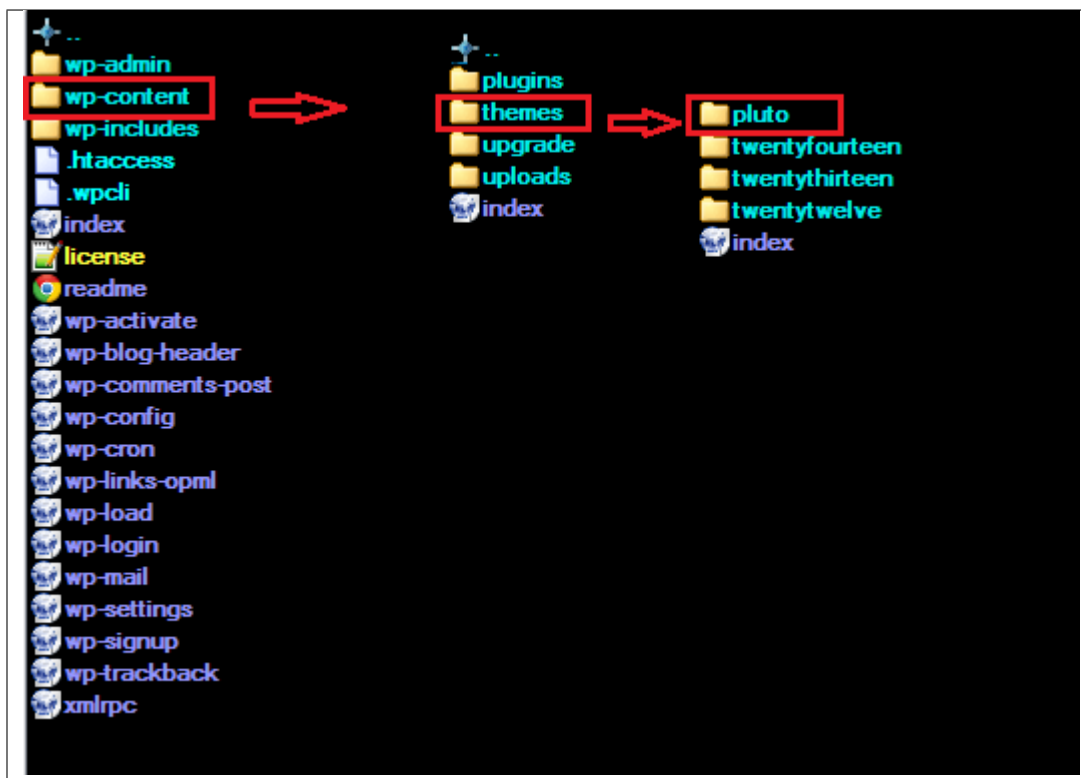
### Common Install Error: Are You Sure You Want To Do This?

If you get the following question message when installing *Religiatheme.zip* file via WordPress, it means that you have an upload file size limit. *Install the theme via FTP* or call your hosting company and ask them to increase the limit.

### 1.3.2 Installation via FTP

To install Religia WP via FTP, follow steps below:

- **Step 1** – Unarchive *Religiatheme.zip* file
- **Step 2** – Access your host web server using FTP client
- **Step 3** – Find directory *wp-content > themes*
- **Step 4** – Put folder Religiatheme in directory *wp-content > themes*



- **Step 5** - Go to your WordPress administration panel, navigate to *Appearance > Themes* then activate **Religiatheme**.

Learn more:

- [WordPress Codex – FTP clients](#)

## 1.4 Unyson, Extension, and Plugins

Some functionalities of the Religia Theme are available because of the plugins we used to create it. Once Religia is activated in your WordPress admin panel you should see notification about bundled plugins we recommend to install – they are included in Religia package – so you don't have to do anything more than click *install* and *activate*.

### 1.4.1 Unyson

**Unyson** is a framework for [WordPress](#) that facilitates development of a theme. This framework was created from the ground up by the team behind [ThemeFuse](#) from the desire to empower developers to build outstanding WordPress themes fast and easy. This documentation is heavily modified by [createIT](#) to ensure all custom extensions are well documented.

**This documentation assumes you have a working knowledge of WordPress. If you haven't, please start by reading [WordPress Documentation](#).**

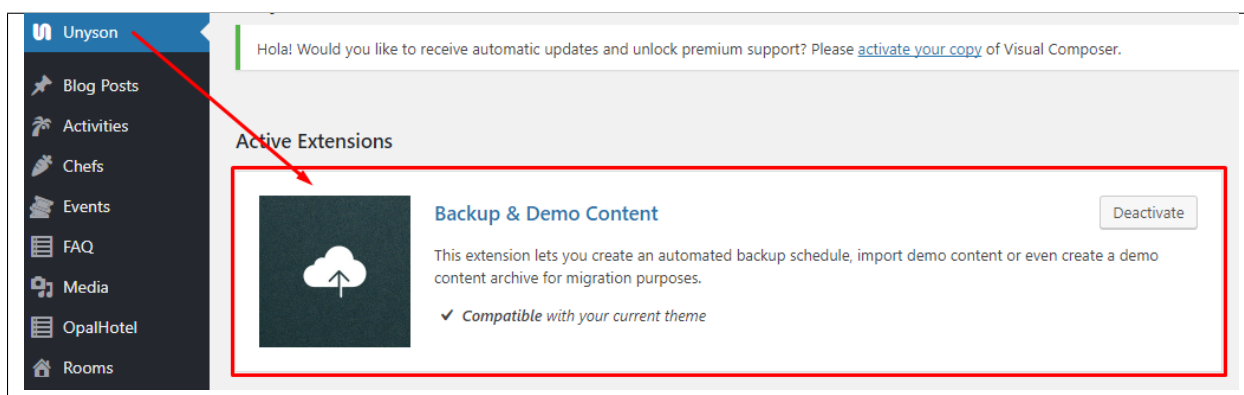
### Minimum Requirements

- **Server:**
  - PHP 7.2 or greater
  - MySQL 5.6 or greater OR MariaDB 10.0 or greater
  - Nginx or Apache with mod\_rewrite module
  - HTTPS support
- **Wordpress:** 4.9

### Installation

Unyson is part of *Religia plugin* that should be activated to be able to use the fully use this theme.

After plugin will be activated you will notice the Unyson entry in the sidebar:



**Configure the plugin by going to the Unyson menu and activating the following extensions:**

- **Backup & Demo Content:** This extension lets you create an automated backup schedule, import demo content or even create a demo content archive for migration purposes.
- **SASS Compiler:** Compiles SASS files. Remember to activate it when you are going to change theme colors via Customize.
- **Visual Composer:** Allows for seamless integration with Visual Composer
- **Breadcrumbs:** Creates a simplified navigation menu for the pages that can be placed anywhere in the theme. This will make navigating the website much easier.
- **CT Testimonials:** This extension will add testimonials post type support.
- **CT Gallery:** This extension will add gallery post type support.
- **CT Team:** This extension will add team post type support.
- **CT History:** This extension will add history post type support.
- **CT Flickr shortcode:** This extension will add a flickr shortcode and widget.
- **CT Sermons:** This extension will add sermon post type support.
- **CT Parish Office:** This extension will add parish office post type support.
- **CT Sacraments:** This extension will add sacrament post type support.
- **CT Parish Community:** This extension will add parish community post type support.
- **CT Twitter shortcode:** This extension will add a twitter shortcode.

- CT Footer: This extension will add footer sidebars and options.

## License

The licenses for most software are designed to take away your freedom to share and change it. By contrast, the GNU General Public License is intended to guarantee your freedom to share and change free software. Unyson inherits the [General Public License \(GPL\)](#) from WordPress.

### 1.4.2 Extension

On the Unyson page you'll see a list of available extensions separated in two sections:

**Active Extensions** - Extensions that *should be activate* to be able to fully use Religia WP theme functionality:

**Available Extensions** - Extensions not yet downloaded or activate.

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**Note:** We recommend to not activate any of the extensions that are not part of the list above. They may not be compatible with the theme and could create unexpected issues.

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### 1.4.3 Plugins

#### Visual Composer



Simply drag and drop elements to build your page content. We prepared components which will help you determine main structure of the webpage – easily set up backgrounds, colors and styles for whole sections as well as lots of various smaller components which you can freely put wherever you want.

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**Note:** As the VC plugin used with Religia WP Theme is part of a bundle, that mean that theme author has a license and only he/she can download latest versions of VC and include it in the theme. You as a theme user may use Visual Composer free of charge while you use the theme that came with VC (because you have a license for that theme).

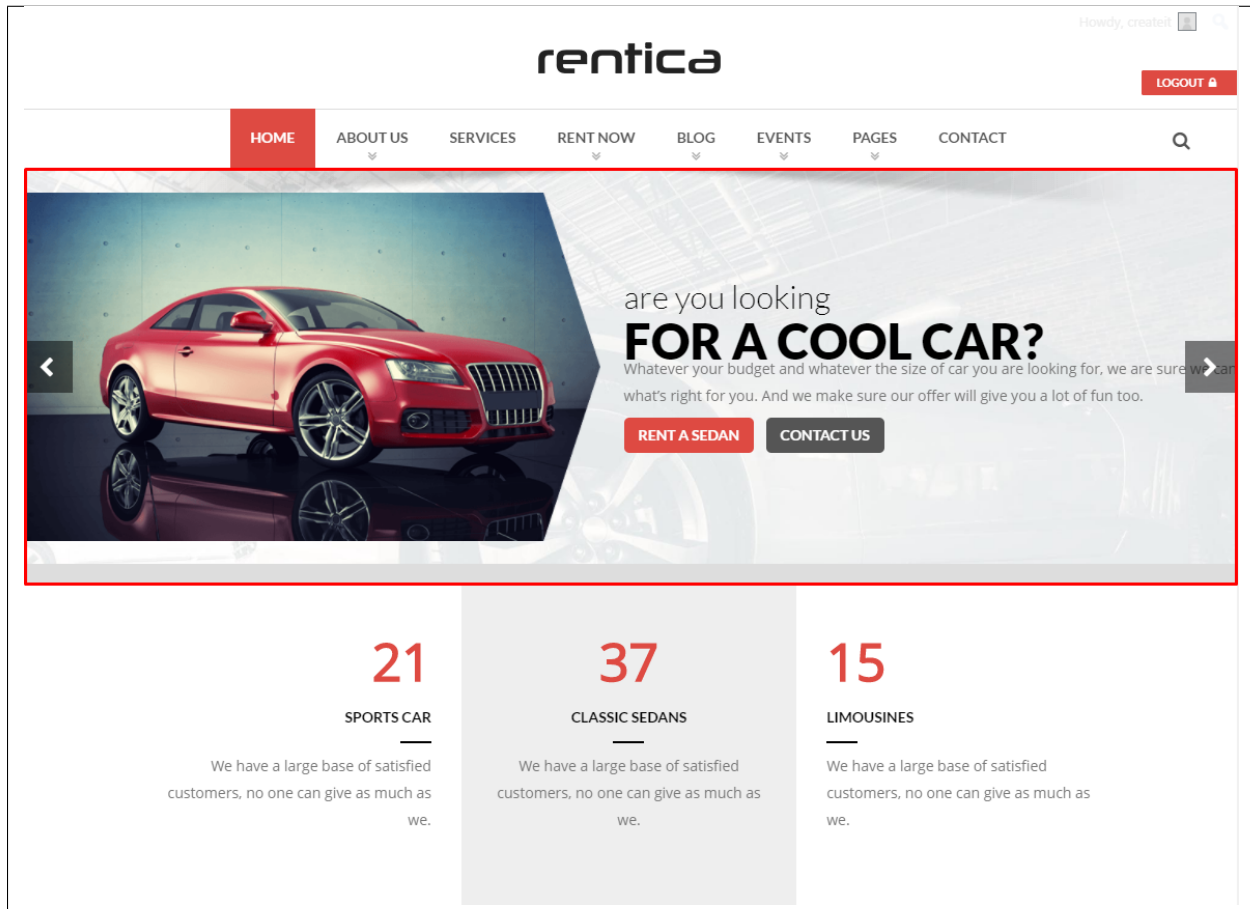
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### Learn more:

For more information about Visual Composer, please check articles below:

- [How to install Visual Composer](#)
- [Visual Composer demo](#)
- [Visual Composer documentation](#)

### Slider Revolution



### How to activate the plugin

Slider Revolution is included in Religia WP package – so you don't have to do anything more than click *install* and *activate* as you do with other plugins.

If you are new user of the revolution Slider plugin or you just want to check some of it functionality feel free to check [Slider Revolution Documentation](#) created by the authors of this plugin.

### Contact Form 7

Contact forms in Religia WP are created with the use of *Contact Form 7 Plugin*. Below you will find information how to recreate Contact forms used in our theme by adding the correct markup for the Form section of this plugin.



Send us a Message

Copy this shortcode and paste it into your post, page, or text widget content:

[contact-form-7 id="330" title="Send us a Message"]

Form

Mail Messages Additional Settings

Form

text email URL tel number date text area drop-down menu checkboxes radio buttons acceptance quiz

reCAPTCHA file submit

<div class="ct-contact-form">

<h3 class="ct-formTitle ct-contactPage"> SEND US A MESSAGE </h3>

<label> Name

[text\* your-name placeholder "Name"] </label>

<label> Email

[email\* your-email placeholder "Email"] </label>

<label> Phone

[text phone placeholder "Phone"] </label>

<label> Message

[textarea your-message placeholder "Message"] </label>

[submit "Send Message"]

</div>


If you never before used this plugin I suggest you to check [Getting Started with ContactForm 7](#).

## MailChimp for Wordpress

MailChimp for Wordpress helps you add more subscribers to your MailChimp lists using various methods. You can create good looking opt-in forms or integrate with any other form on your site, like your comment, contact or checkout form.

1.4. Unyson, Extension, and Plugins

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 Edit Form

Enter the title of your sign-up form

Use the shortcode `[mc4wp_form id="83"]` to display this form inside a post, page or text widget.

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


Form code

Form preview ?

```

<div class="ct-footer-newsletter">
  <p>
    Nam nec tellus a odio tincidunt a auctor a nare odio
  </p>
  <div class="ct-footer-newsletter_email">
    <h3>Get our Newsletter</h3>
    <label>Email address: </label>
    <div class="ct-footer-newsletter_input">
      <input type="email" name="EMAIL" placeholder="Ema
      <span class="fa fa-envelope"></i>
    </div>
    <input type="submit" value="Sign up" />
  </div>
</div>

```

Nam nec tellus a odio tincidunt a auctor a nare odio  
sed. This is Pshop's version Offer.  
  
Get our Newsletter  
  
Email 


If you never before used this plugin I suggest you to check [Knowledge Base](#) for this plugin.

## Events Manager

Events Manager is a free and feature-filled events plugin for the WordPress platform, providing the ability to publish events, locations and manage bookings among many other features.


3


Jun 2018



### June Mass Wedding


A collective wedding or mass wedding is a marriage ceremony in which several couples are married at the same time.

 Basilica del Santo Niño Osmeña Blvd Cebu City Philippines

 DETAILS


7


Jul 2018




### Eucharistic Congress

Eucharistic Congress is a gathering of clergy, religious, and laity to bear witness to the Real Presence of Jesus in the Eucharist, which is an important Roman Catholic doctrine.

 Vatican City Piazza San Pietro, 00120 Città del Vaticano, Vatican City Italy

 DETAILS





Showing Our Faith & Love


If you never before used this plugin I suggest you to check [Getting Started Guide](#)


## Give - Donation Plugin

The most robust, flexible, and intuitive way to accept donations on WordPress. Give is free and yet is full of many advanced features to suit your needs. Slick donation forms, full-featured reporting, and donor management features provide you with the tools you need to accept donations and manage your donors.

All

View as:  

Search Text 




1 of 10000 donations

**World Food Drive**

Selling food from the farms or cooked by people, all the proce... [read more](#)

1 of **10**k donations


DONATE



**Feed The Hungry Foundation**

Each dollar you give will multiply 7x to provide much-needed f... [read more](#)

DONATE



\$2 million To go

**H2O Project**

663 million people in the world live without clean water

**\$0** Done of **\$2** million Needed

DONATE

If you never before used this plugin I suggest you to check [Give Features](#) and [Give Demos](#)

## 1.5 Demo Content

**Note:** To be able to use theme content installation and backup functionality make sure to activate *Backup & Demo Content* Unyson's extension.

Unyson

Blog Posts

Activities

Chefs

Events

FAQ

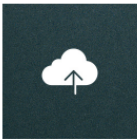
Media

OpalHotel

Rooms

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of Visual Composer.

Active Extensions



**Backup & Demo Content**

Deactivate

This extension lets you create an automated backup schedule, import demo content or even create a demo content archive for migration purposes.

✓ *Compatible with your current theme*

The fastest and easiest way to import our demo content is to use Theme Options *Demo Content Installer*. It will import all pages and posts, sample slider, widgets, theme options, assigned pages, and more.

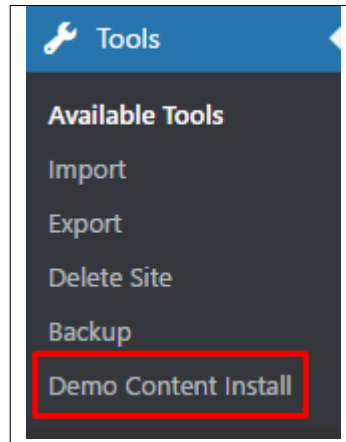
12

Chapter 1. General Information

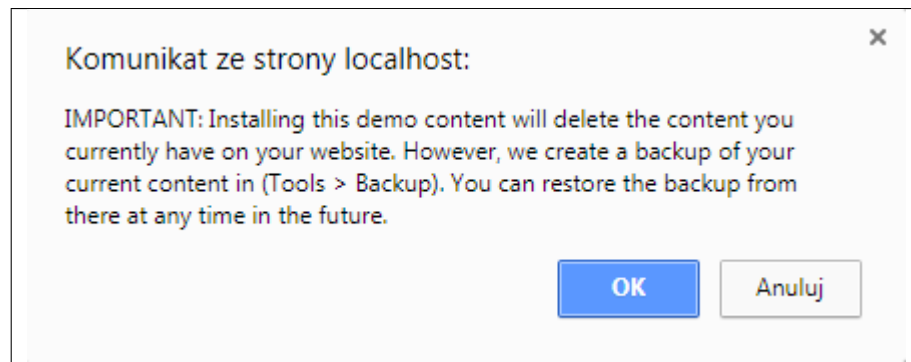
### 1.5.1 Import Demo Content

To import our demo content, please follow the steps below:

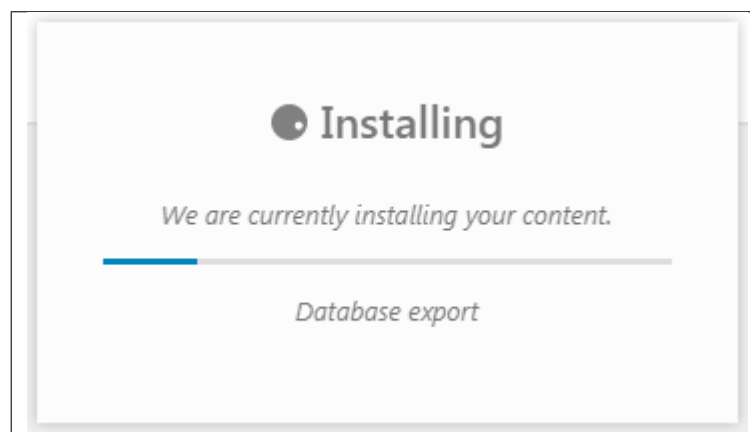
- **Step 1** – Navigate to Tools where after activating the Unyson extension *Demo Content Install* option will be available



- **Step 2** – Choose import option you want to use from available options
- **Step 3** - To be able to continue you need to agree to this term.

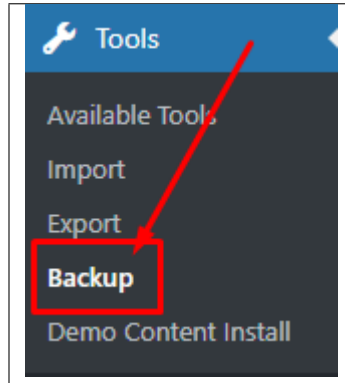


- **Step 4** – Wait until the content will be installed



*Importing can take a few minutes. Please be patient and wait for it to complete. Once it is loading, you will see message with indicating progress.*

We recommend this approach on a newly installed WordPress. It will *replace* the content you currently have on your website. However, we create a backup of your current content in (Tools > Backup). You can restore the backup from there at any time in the future.



## 1.6 Support

All of our items comes with free support. Free support is limited to questions regarding the themes features or problems. We provide premium support for code customisation or third-party plugins.

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**Note:** Our support hours: **10:00 AM – 6:00 PM UTC +1 on Monday to Friday.**

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### 1.6.1 Free Support

For issues and concerns, you can reach us through these support methods:

- **E-mail** – [support@createit.pl](mailto:support@createit.pl)
- **Help Desk** – Click [here](#) to go to our support website. Just click on the *Submit Ticket* button and follow instructions to create a ticket.
- **Forum** – Comment/Post on the product you have issues/queries in [ThemeForest](#) or [CodeCanyon](#) websites.

#### **Before You Post in a Forum**

We urge you to follow the steps below, before you post a new topic on the forum, to speed up your request. It's in everyone's interest and will benefit in making the entire forum more efficient:

- **Step 1** – Always check the Documentation and the Knowledgebase Section. Most questions are already answered in those areas.
- **Step 2** – If your question hasn't been brought up on the forum, please post a new topic. Always be as specific as possible. Creating a topic requires entering the live URL to your home page or

page that shows the issue in question. It also has bars for WP and FTP login info, which aren't required, however, providing us with your login information can save a lot of time for both of us. Login credentials are securely stored and accessible only by our support staff.

- **Step 3** – We usually answer questions in 24 hours on working days. However, if you don't get any answer within 72 hours bump up your question or send us an e-mail.

For *all support methods*, you will receive confirmations and replies on your queries through e-mail or by tracking your ticket which you will also get through e-mail. To track your ticket, please [click here](#).

Once we reply to your query, *each ticket will be open for 7 days* without a reply from you. On the 6th day without a reply, an e-mail will be sent to notify you of the ticket's inactivity. To make the ticket active again, you simply need to reply or follow the steps in the e-mail. If you won't make the ticket active within 7 days, on the 8th day the ticket will automatically be closed.

### 1.6.2 Premium Support

We can create your website from scratch, redesign it or just extend the current ones. For more information, please take a look at [our website](#). Typical issues covered by Premium Support:

- Custom CSS
- Support for third party software and plug-ins
- WordPress Installation with Theme configuration
- Server configuration
- Site structure modifications
- Graphic adjustments, etc.
- WordPress general howto's



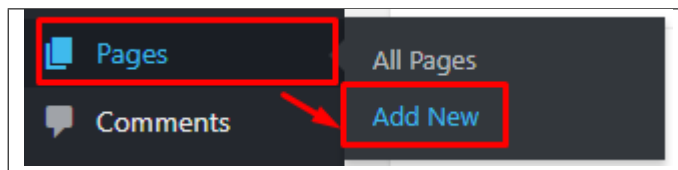


You can use *Pages* to organize and manage any content on your website. You can create multiple pages on your website for different types of content or setup onepager with scroll-to-section menu.

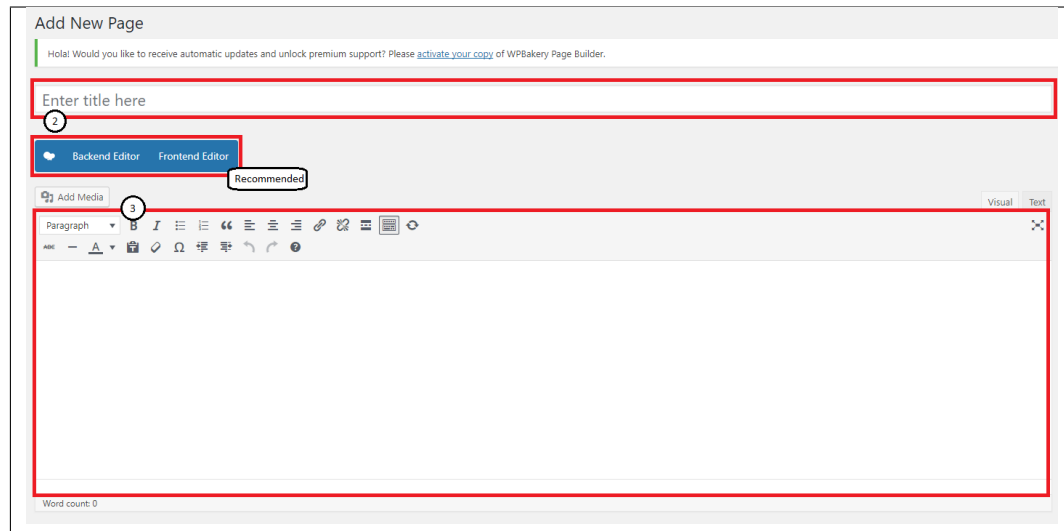
## 2.1 Create New Page

To create a new *Page* in *Sella* follow the steps below:

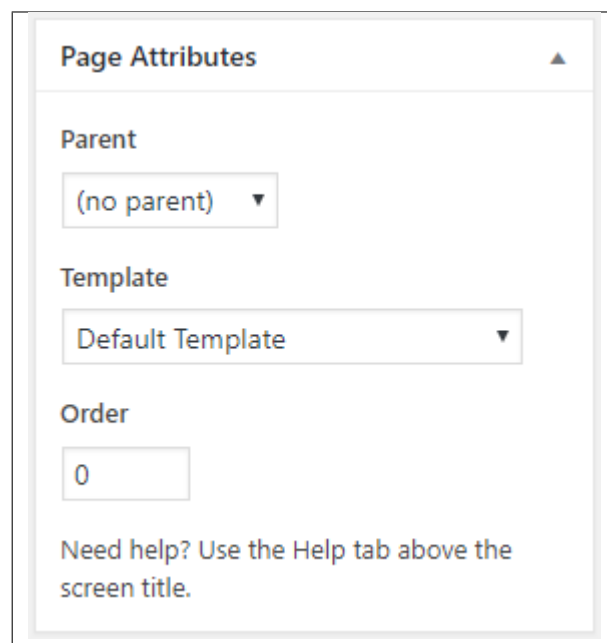
- **Step 1** - In *Dashboard*, navigate to *Pages > Add New*. You will be directed to a page where you can add details on the page.



- **Step 2** - Add the *Title* of the page.
- **Step 3** - Add content – we recommend you to create page content using *Visual Composer* or by modifying demo content.



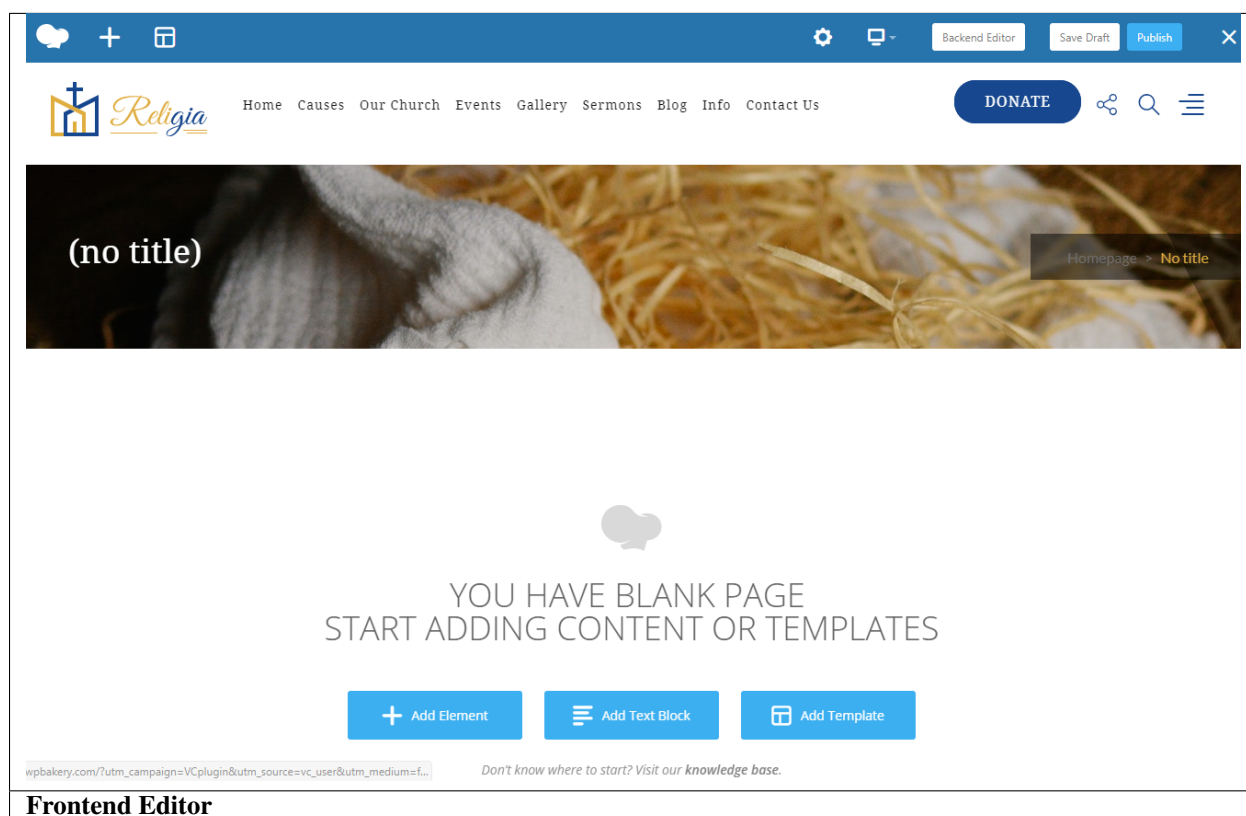
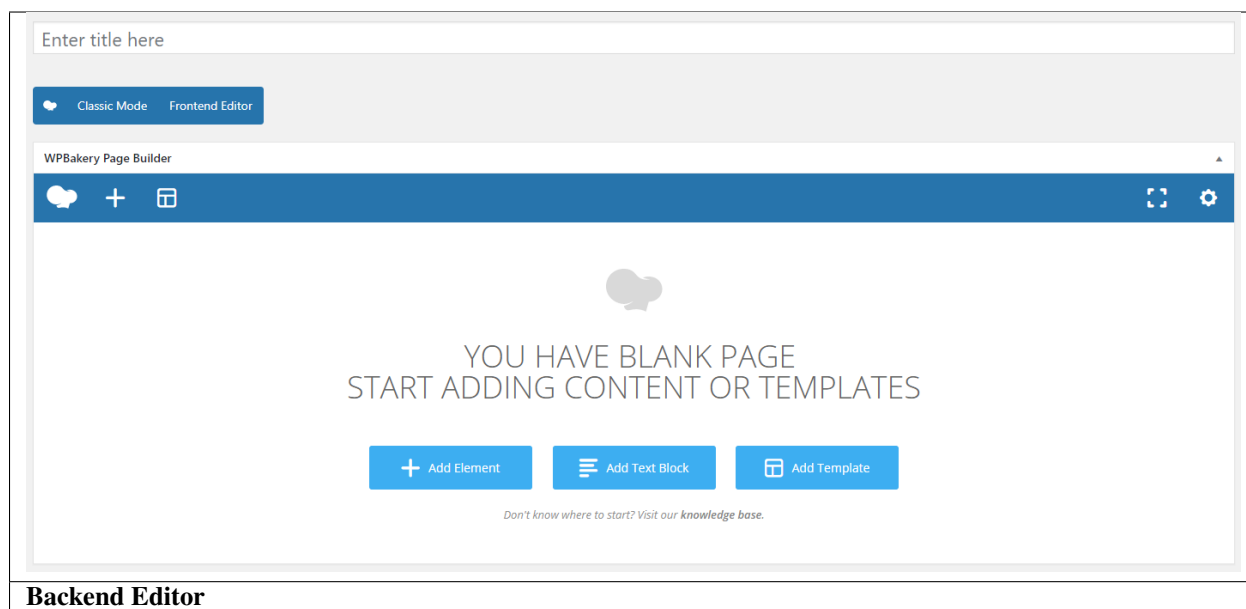
- **Step 4** - Choose page attributes.



- Parent – If you want to create this page as a subpage.
  - Template – You can choose one of defined page templates
  - Order – The order of the page.
- **Step 5** - After adding all the contents of the page, click on the *Publish* button.

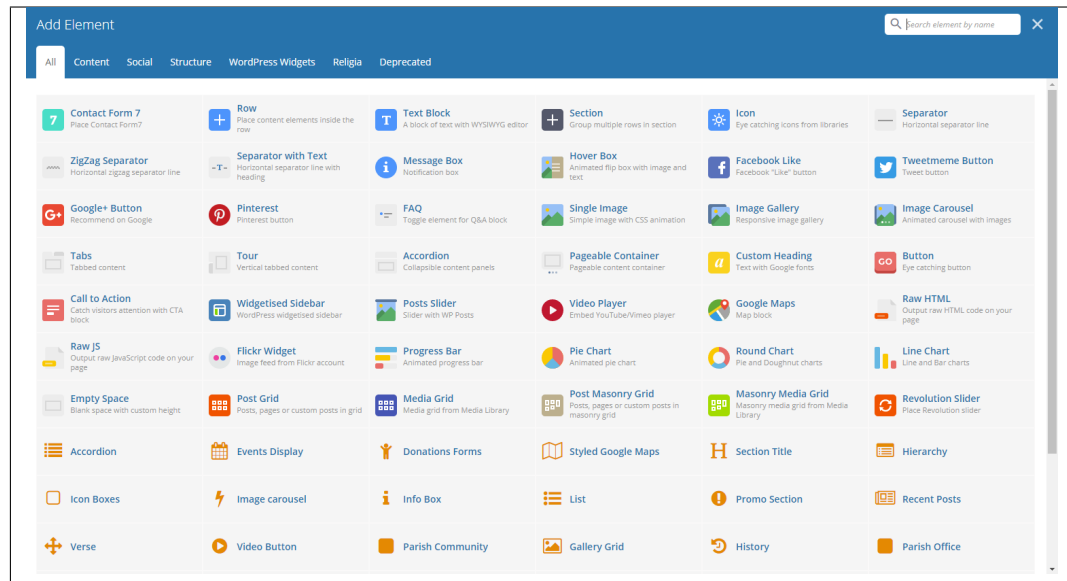
### 2.1.1 Create Page Using Visual Composer

When using *Visual Composer* to add content, you have 2 Editor options, the **Backend Editor** and **Frontend Editor**.

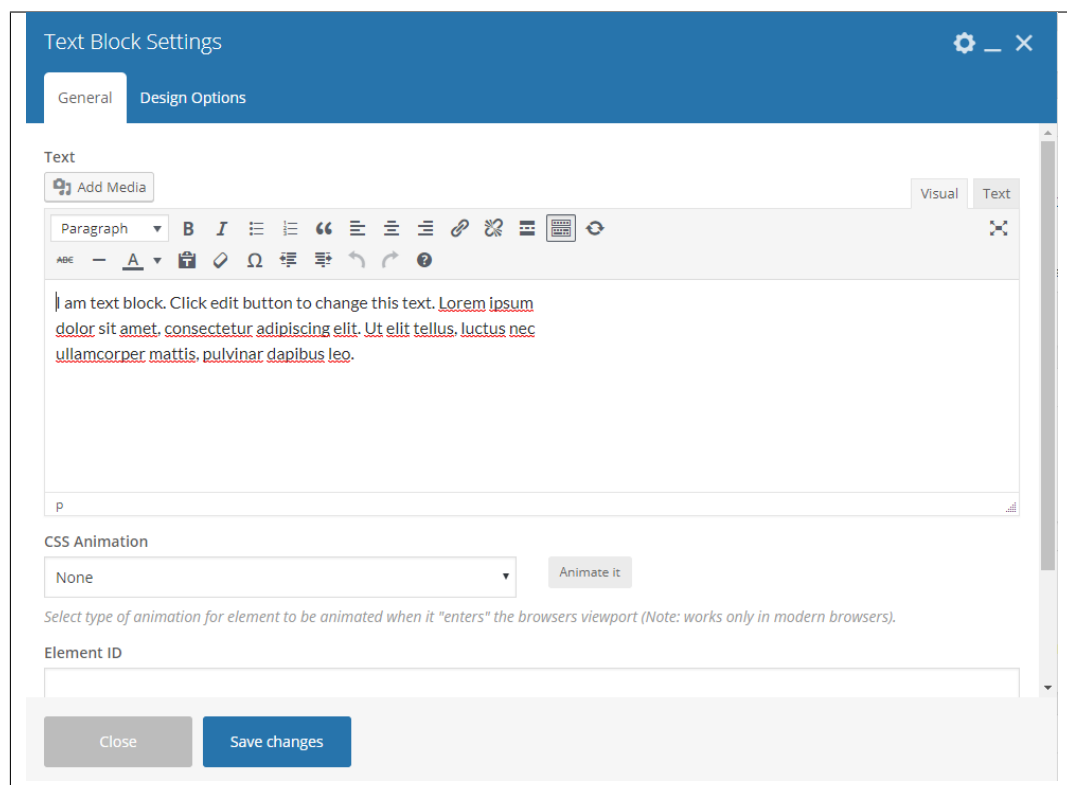


In adding contents to the page, there are many options to choose from. Some of the options are:

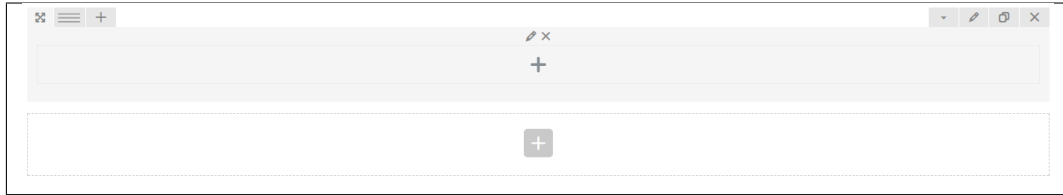
- **Elements** - You will be able to choose elements that are needed and used on the page.



- **Text Block** – This is where you add Text to the page.



- **Row** – An area where you can add elements.



## 2.2 Homepage Setup

If you have added some pages via *Pages > Add New* you can choose one and set it up as a homepage.

Use Static front page tool in *Settings > Reading* and choose from the list your homepage. Remember to click *Save* changes at the end of editing.

## Reading Settings

Front page displays

☐ Your latest posts
   
☒ A [static page](#) (select below)

Front page: Home V1 - Portal Slider

Posts page: 
 About
   
Abuse
   
Agency Page
   
Agent
   
Blog
   
Blog Section
   
Blog Single
   
Buttons
   
Calculate Loan
   
Charts
   
Contact Us
   
CustomLogin
   
CustomRegister
   
fgfgfg
   
For Rent
   
For Sale
   
Forms
   
Grid System
   
Home v1
   
Home V1 - Portal Slider

Blog pages show at most  posts

Syndication feeds show the most recent  items

For each article in a feed, show

☒ Full text
   
☐ Summary

Search Engine Visibility

☐ Discourage search engines from indexing this site
   
*It is up to you to make the search engines stop finding this site.*

[Save Changes](#)

## 2.3 Create a Onepager

One page site allows you to put all the content on one page, and the menu items will link to each different section of the page.

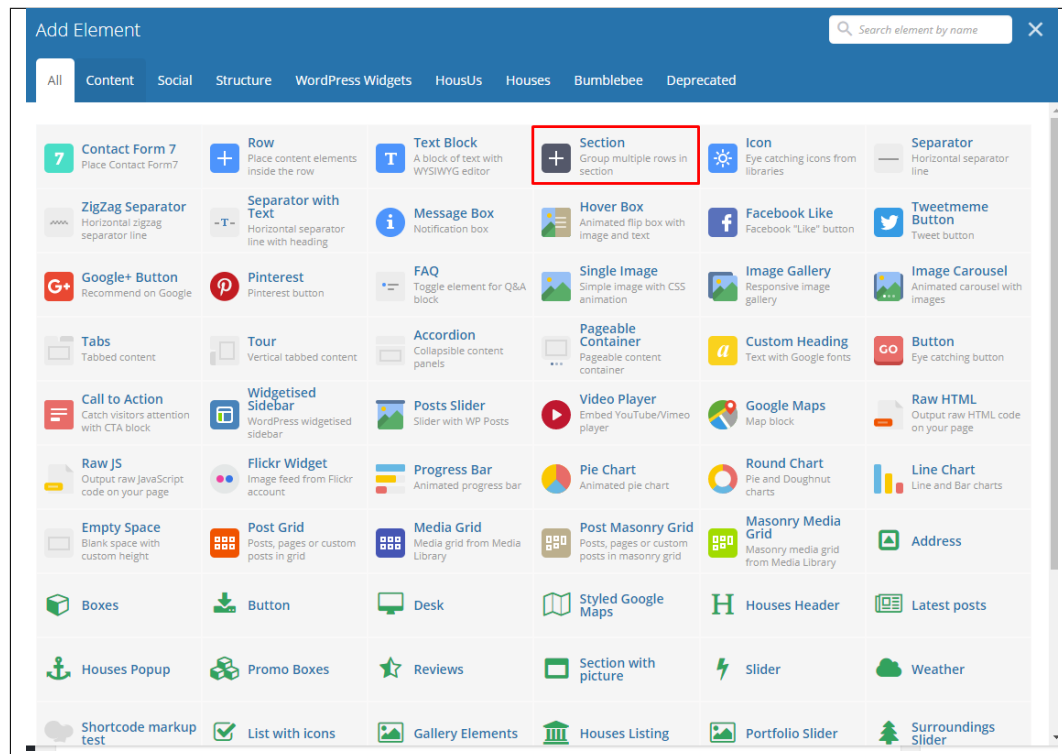
Think of it as a full site but all in one page. Please read below for information on how to set this up.

To create a *Onepager* site using Religia, follow these steps:

- **Step 1** - Navigate to the Pages section of your Dashboard and click Add New.

- **Step 2** - In the new page, use the Backend or Frontend editor to create a *Section*.

**Note:** You can also use Rows for this. Each section/row will serve as a section in the page to locate using the menu.



- **Step 3** - Click on the *Edit* option in every section you create and look for **Section ID**. The **Section ID** will serve as the anchor of the menu. Make sure that the ID is unique to the section.

## Section Settings

General

Design Options

### Parallax

None

Add parallax type background for section (Note: If no image is specified, parallax will use background image from Design Options).

### CSS Animation

None

Animate it

Select type of animation for element to be animated when it "enters" the browsers viewport (Note: works only in modern browsers).

### Section ID

Enter section ID (Note: make sure it is unique and valid according to [w3c specification](#)).

### Disable section

☐ Yes

If checked the section won't be visible on the public side of your website. You can switch it back any time.

### Extra class name

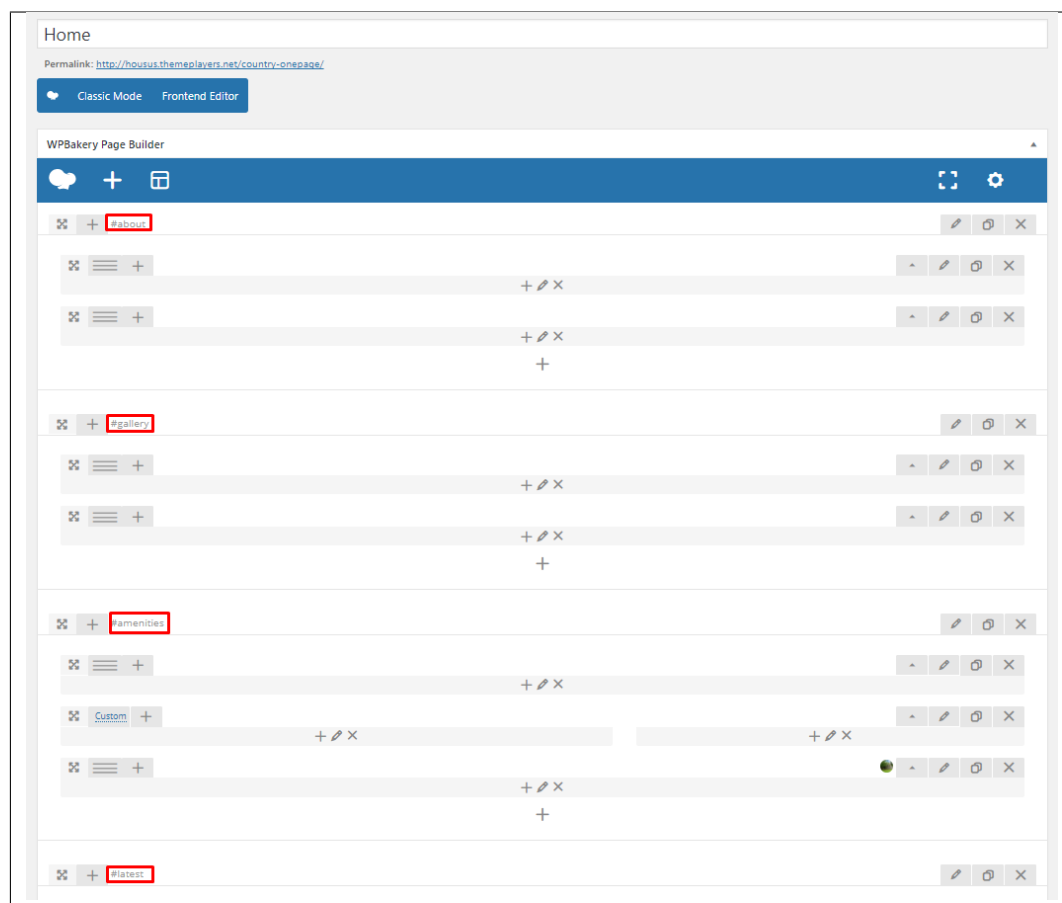
Style particular content element differently - add a class name and refer to it in custom CSS.

Close

Save changes

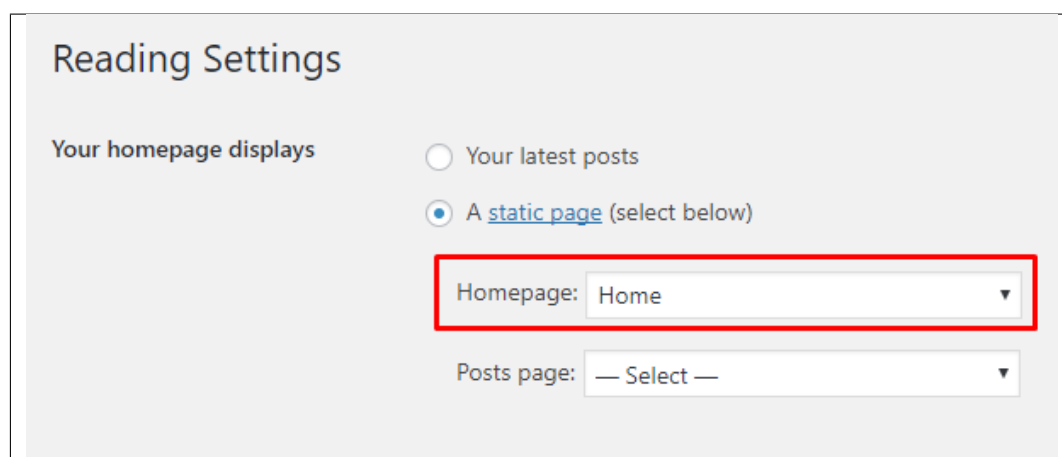
- **Step 4** - Add the contents in the Section. You can add rows with text and elements inside. Click on Publish button to save.





You can see in the sample above that each section have different Section IDs.

- **Step 5** - Set this page as the front page by navigating to *Settings > Reading*. Click on *A static page* option, then select the page for the onepager then click on the *Save Changes* button.



- **Step 6** - To make the *Menu* for the onepager, navigate the dashboard to *Appearance > Menus*. Look for *create a new menu*, add the *Menu Name* then click on the *Create Menu* button.

Select a menu to edit: — Select — Select or [create a new menu](#)

**Pages**

Most Recent View All Search

- ☐ Booki – Stats
- ☐ Booki – History
- ☐ Booki – List item
- ☐ Booki – Paypal payment cancel
- ☐ Booki – Paypal payment confirmation
- ☐ Booki – Billing
- ☐ Booki – Cart

[Add to Menu](#)

**Blog Posts**

**Custom Links**

**Blog Categories**

**Menu Name**

[Create Menu](#)

Give your menu a name, then click Create Menu.

[Create Menu](#)

- **Step 7** - You will see options on what to put inside your new menu. Look for *Custom Links* in the options. If you don't see that option, at the upper-right side of the page you will see *Screen Options* option, click on that and you will see options with check boxes. Check the box beside *Custom Links*.

**Boxes**

☒ Pages ☒ Blog Posts ☐ Calendars ☐ Amenities ☐ Gallery ☐ Houses ☐ Portfolio ☐ Surroundings ☐ Testimonials ☒ Custom Links ☒ Blog Categories ☐ Tags

☐ Categories ☐ Amenities Categories ☐ Gallery Categories ☐ Houses Categories ☐ Portfolio Categories ☐ Surroundings Categories ☐ Testimonials Categories

**Show advanced menu properties**

☐ Link Target ☐ Title Attribute ☐ CSS Classes ☐ Link Relationship (XFN) ☐ Description

**Menus** [Manage with Live Preview](#) Screen Options ▲

[Edit Menus](#) [Manage Locations](#)

Select a menu to edit: Main Menu (Top primary menu) Select or [create a new menu](#)

**Pages**

Most Recent View All Search

**Menu Name**

[Save Menu](#)

**Menu Structure**

- **Step 8** - Using the *Custom Links* option, write the section's Section ID inside the *URL* textbox and the name of the link inside the *Link Text* textbox. Then click on the *Add to Menu* button. After adding all the navigation menu, Click on *Save Menu* to save.

**Menus** [Manage with Live Preview](#) [Screen Options](#)

[Edit Menu](#) [Manage Locations](#)

Select a menu to edit: Main Menu (Top primary menu) [Select](#) or [create a new menu](#).

**Pages** **Blog Posts** **Custom Links** **Blog Categories**

**Custom Links**

URL:  Link Text:  [Add to Menu](#)

**Menu Name**  [Save Menu](#)

**Menu Structure**

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

- Home Custom Link
- About The House Custom Link
- Gallery Custom Link
- Amenities Custom Link
- Latest Offers Custom Link
- Last Posts Custom Link

**Menu Settings**

*Auto add pages* ☐ Automatically add new top-level pages to this menu

*Display location* ☒ Top primary menu

- **Step 9** - Click on the *Manage Location* tab, change the *Top primary menu* to the menu that you made for the onepager. Click on the *Save Menu* button to save.

[Edit Menus](#) [Manage Locations](#)

Your theme supports one menu. Select which menu you would like to use.

Theme Location	Assigned Menu
Top primary menu	<input type="text" value="Main Menu"/> <a href="#">Edit</a> <a href="#">Use new menu</a>

[Save Changes](#)

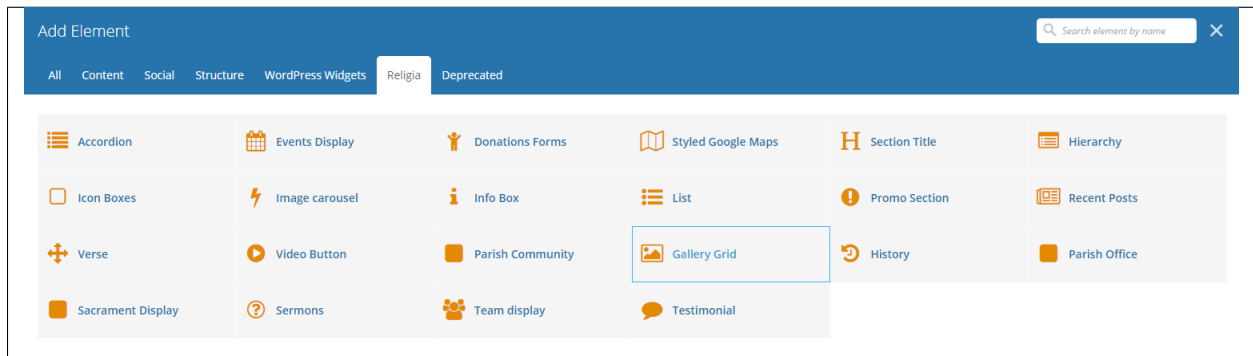
You can see the changes on the Front Page of the site.



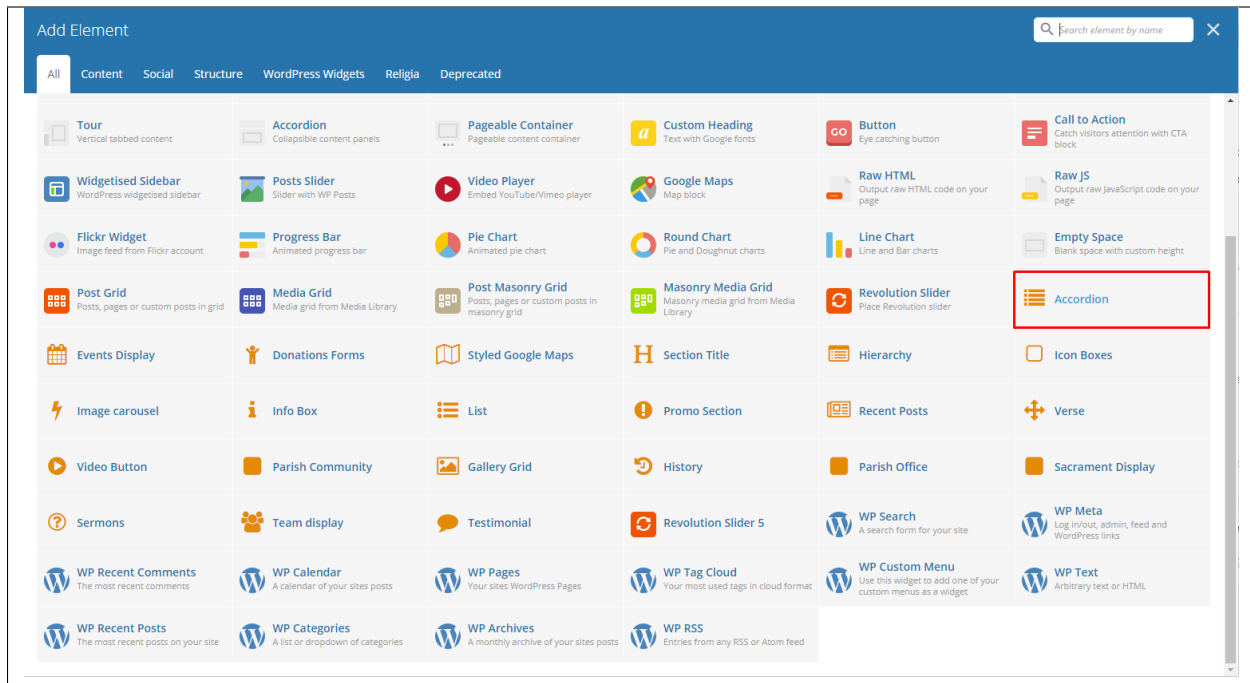
## Religia Elements

### 3.1 Religia Custom Shortcodes

With Religia comes custom shortcodes for (Visual Composer) VC that are used to show content created in Religia. Below you will find short information about this Visual Composer elements:



### 3.1.1 Accordion



This element will let you add an accordion that have images on the page.

Accordion Settings

Number of accordion

1|

Maximum of 20

Color

Motive

Title 1

Image 1

+


Content 1

Close

Save changes

- **Number of accordion** - Number of accordion tabs.
- **Color** - Color scheme of the accordion.
- **Title #** - Title of the accordion # tab.
- **Image #** - Image in the accordion # tab, you can add an image or not.
- **Content #** - Content in the accordion # tab.

You Cannot, But God Can



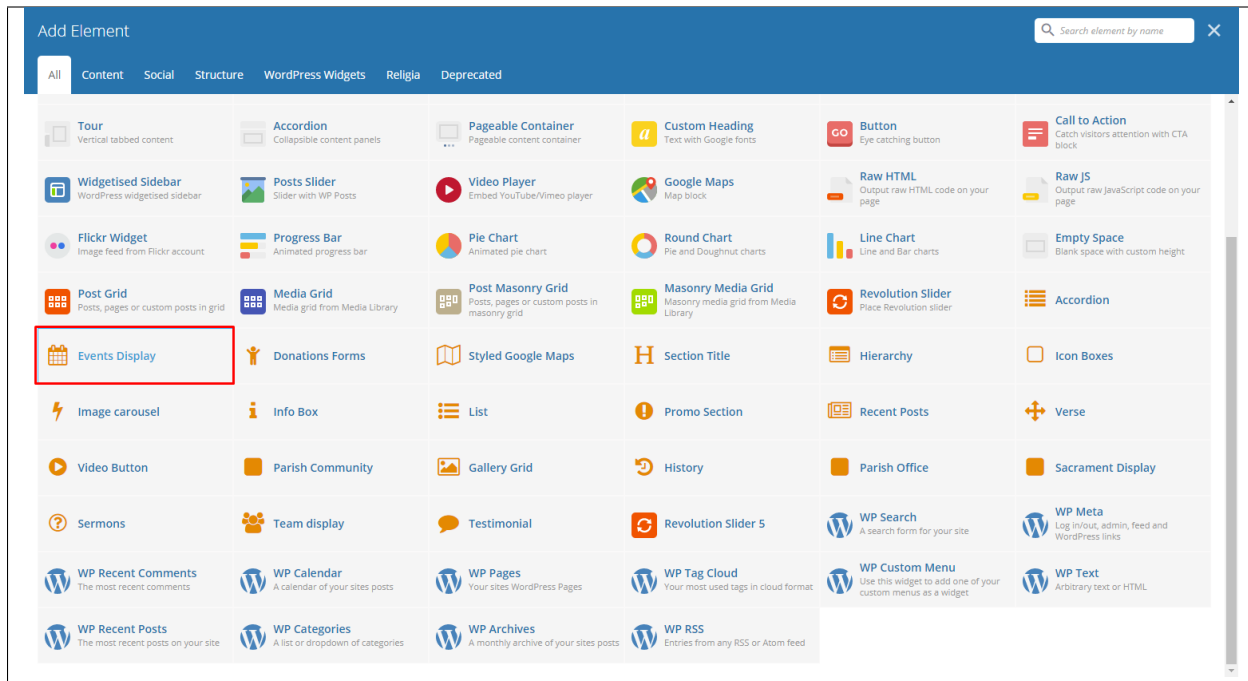
Morbi accumsan ipsum velit. Nam nec aks tel lus a odio tincidunt auctor. version of Lorem.

Delight Yourself In Lord

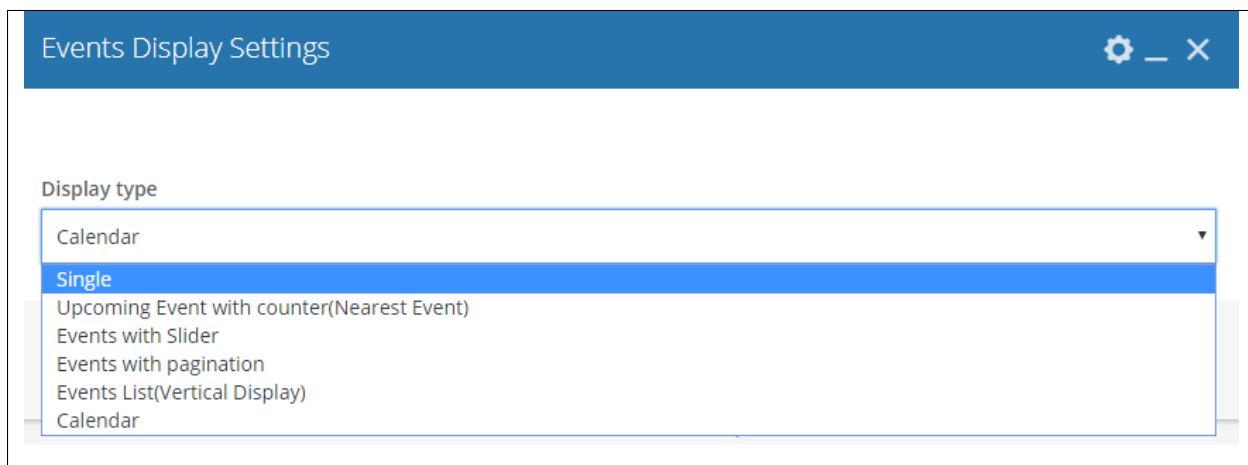
Faith Develops Perserevance



### 3.1.2 Event Display



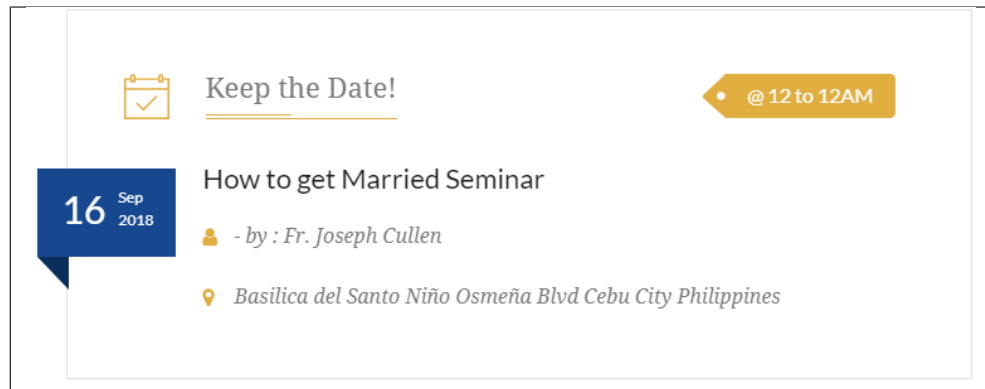
This element will let you add the Events items in the page.



- **Display type** - Options on the layout of the Events looks.

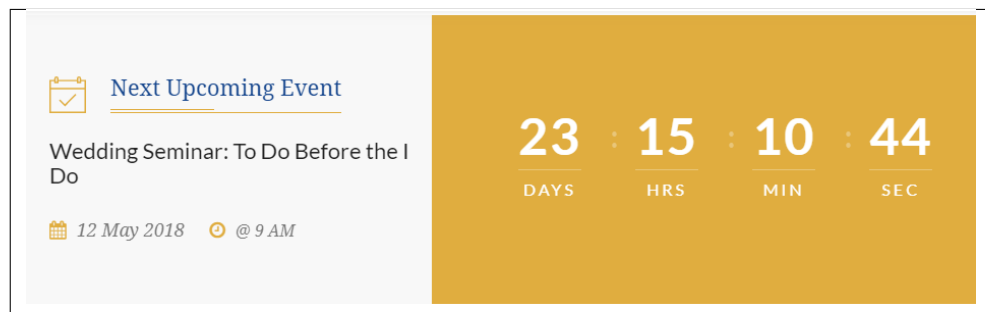
#### 1. Single

- **Enter event title** - Choose an Events item to show in the page.
- **Title** - Title of the section.
- **Event Title Color** - Font Color of the title.
- **Event title border Color** - Color scheme of the border of the post.



## 2. Upcoming Event with Counter(Nearest Event)


- **Color** - Color scheme of the post.
- **Extend?** - Extend the post to occupy the whole row.



## 3. Event Slider

- **Autoplay** - Option to make the slider move on its own.
- **Full Width?** - Option to have the post occupy the whole row.
- **Limit** - Number of items to show in the page.
- **Specify Event Categories** - Choose a specific category to show in the page.

10 Jun 2018




@ 9 to 12PM

June Mass Wedding

- by : *Fr. Peter Encarguize*

Basilica del Santo Niño  
Osmeña Blvd Cebu City  
Philippines

3 Jul 2018



@ 12 to 11PM

Sharing Our Faith and Love

JOIN US!

25 Jun 2018



@ 8 to 7PM

Eucharistic Congress

Vatican City Piazza San  
Pietro, 00120 Città del  
Vaticano, Vatican City  
Italy

7 Jul 2018



@ 8 to 12PM

Sharing Our Faith & Love

- by : *Clinith Luis*


Vatican City Piazza San  
Pietro, 00120 Città del  
Vaticano, Vatican City  
Italy

JOIN US!

#### 4. Events with Pagination

- **Full Width?** - Option to have the post occupy the whole row.
- **Limit** - Number of items to show in the page.


10 Jun 2018




@ 9 to 12PM

June Mass Wedding

- by : *Fr. Peter Encarguize*



*Basilica del Santo Niño  
Osmeña Blvd Cebu City  
Philippines*

25 Jun 2018




@ 8 to 7PM

Eucharistic Congress


*Vatican City Piazza  
San Pietro, 00120 Città  
del Vaticano, Vatican  
City Italy*

3 Jul 2018

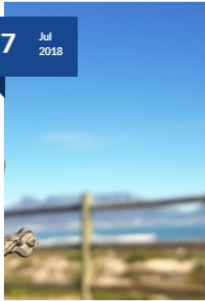


@ 12 to 11PM

Sharing Our Faith and Love

JOIN US!


7 Jul 2018



@ 8 to 12PM

Sharing Our Faith & Love

- by : *Clinith Luis*


*Vatican City Piazza  
San Pietro, 00120 Città  
del Vaticano, Vatican  
City Italy*

JOIN US!

1

2

3

Next

## 5. Event List(Vertical Display)

- **Title** - Title of the section.
- **Event Title Color** - Font Color of the title.
- **Event title border Color** - Color scheme of the border of the post.
- **Limit** - Number of items to show in the page.
- **Specify Event Categories** - Choose a specific category to show in the page.

### Keep the Dates!



12 May 2018

@ 9AM

Wedding Seminar: To Do Before the I Do

- by : Fr. Peter Encarguize

Cebu Metropolitan Cathedral Mabini Street Cebu City Philippines — Cebu 6000 Philippines



27 May 2018

@ 8AM

Pre Marriage Counseling

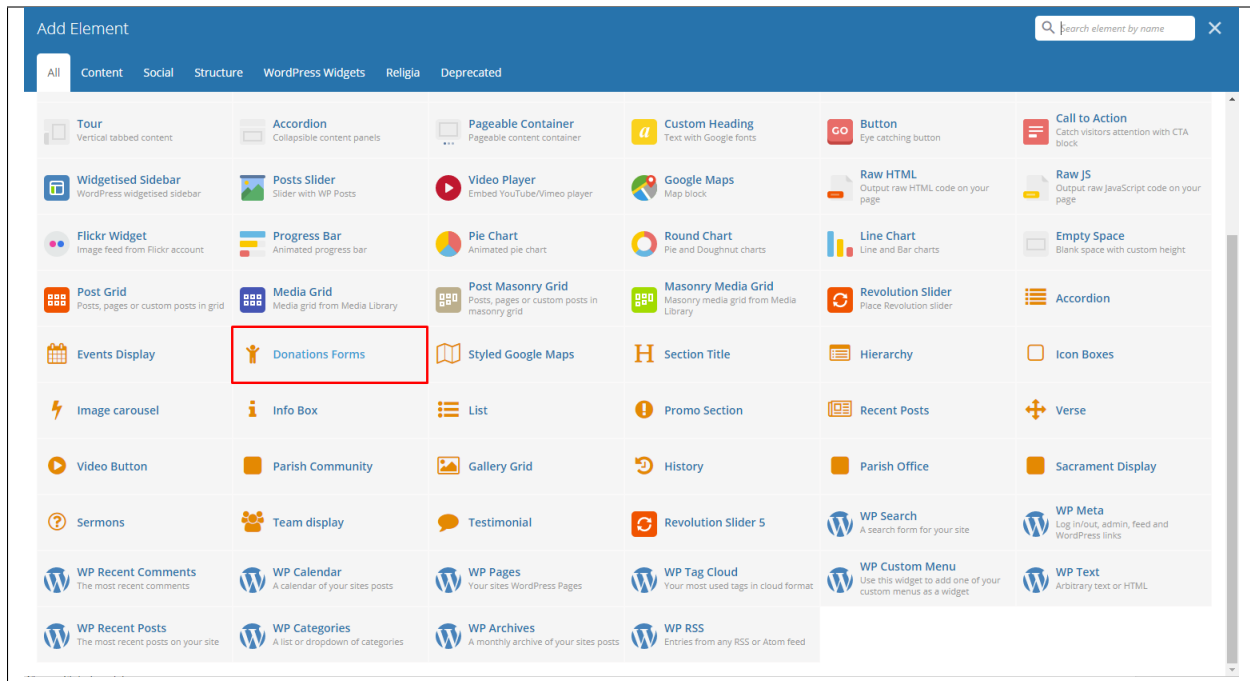
- by : Fr. Joseph Cullen

Our Lady of the Sacred Heart Parish 15 N Escario St Cebu City Philippines — Cebu 6000 Philippines

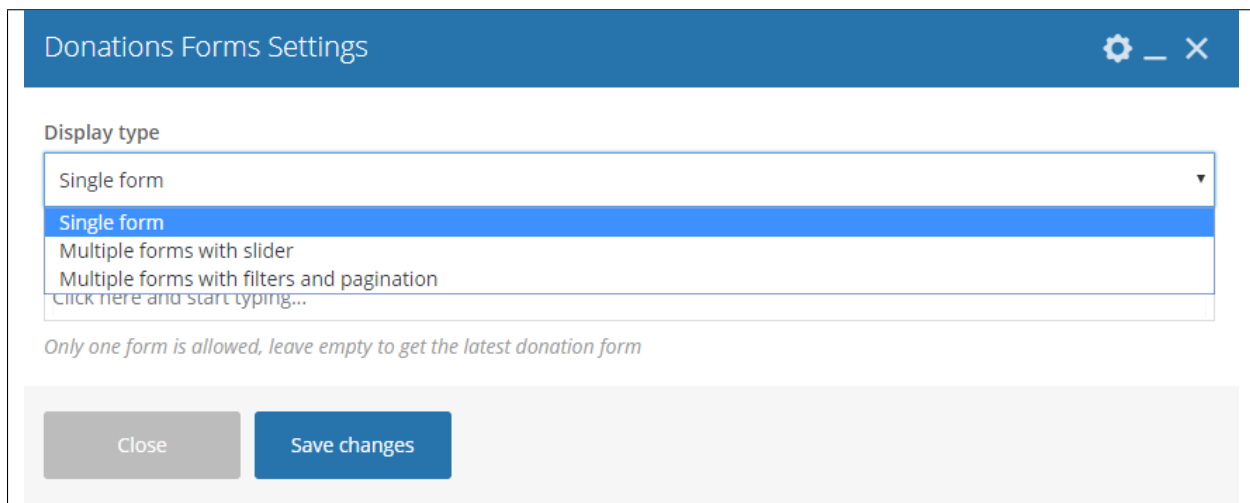
6. **Calendar** - All the Events dates are displayed in the calendar.

May 2018						
MON	TUE	WED	THU	FRI	SAT	SUN
30	1	2	3	4	5	6
7	8	9	10	11	12 Wedding Seminar: To Do Before the I Do	13 Wedding Seminar: To Do Before the I Do
14 Wedding Seminar: To Do Before the I Do	15	16	17	18	19	20
21	22	23	24	25	26	27 Pre Marriage Counseling
28 Pre Marriage Counseling	29	30	31	1	2	3

### 3.1.3 Donation Forms



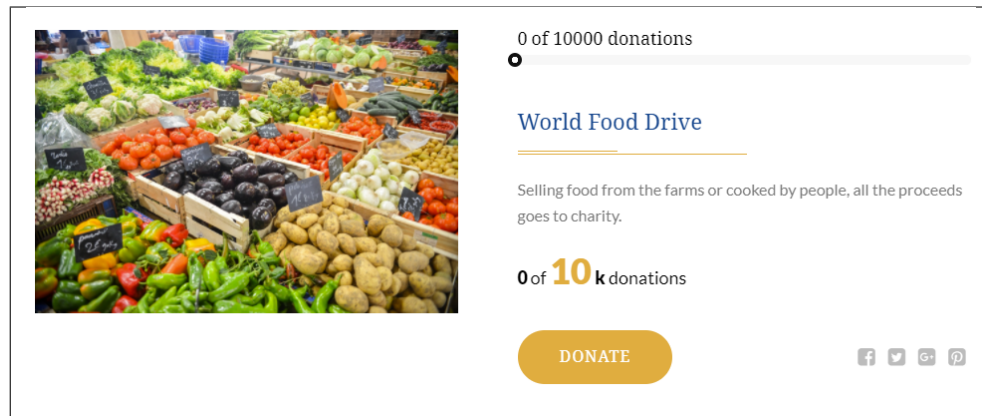
This element will let you add the Donations items in the page.



- **Display type** - Options on how the layout of the Donations looks.

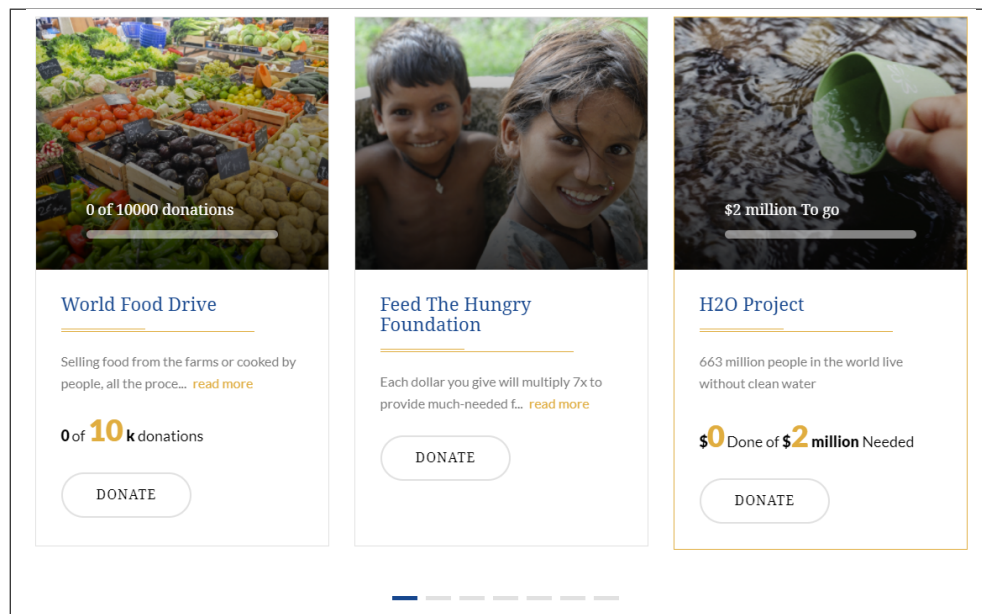
#### 1. Single form

- **Enter donation title** - Choose an Donations item to show in the page.



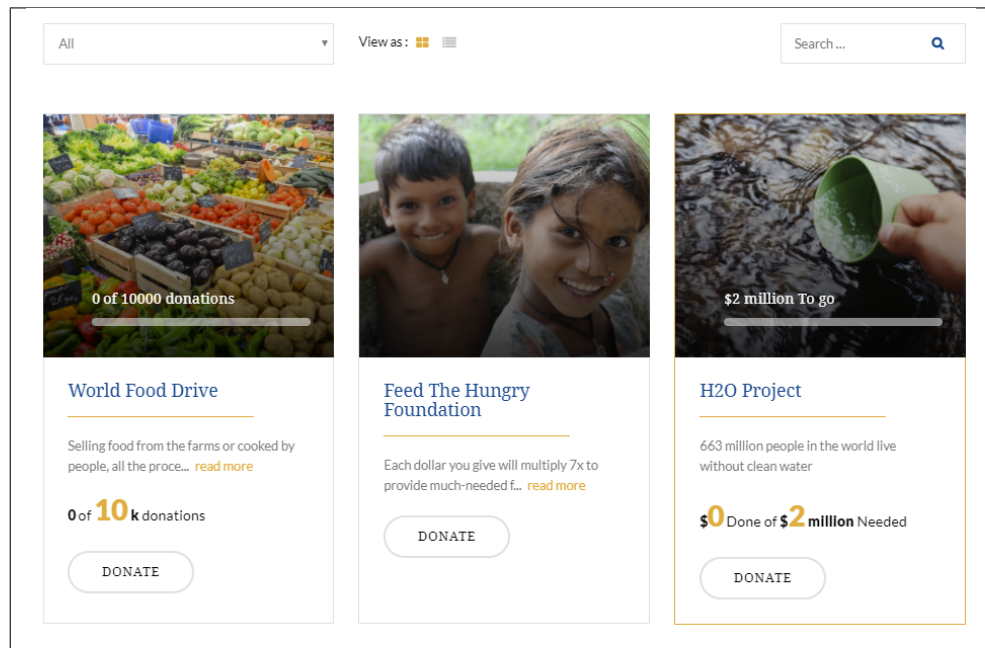
## 2. Multiple forms with slider

- **Autoplay** - Option to make the slider move on its own.
- **Order by** - How the forms are ordered when displayed.
- **Sort Donation Order** - How the items are ordered to be displayed.
- **Limit** - Number of items to show in the page.
- **Specify Donation Categories** - choose a specific category to show in the page.

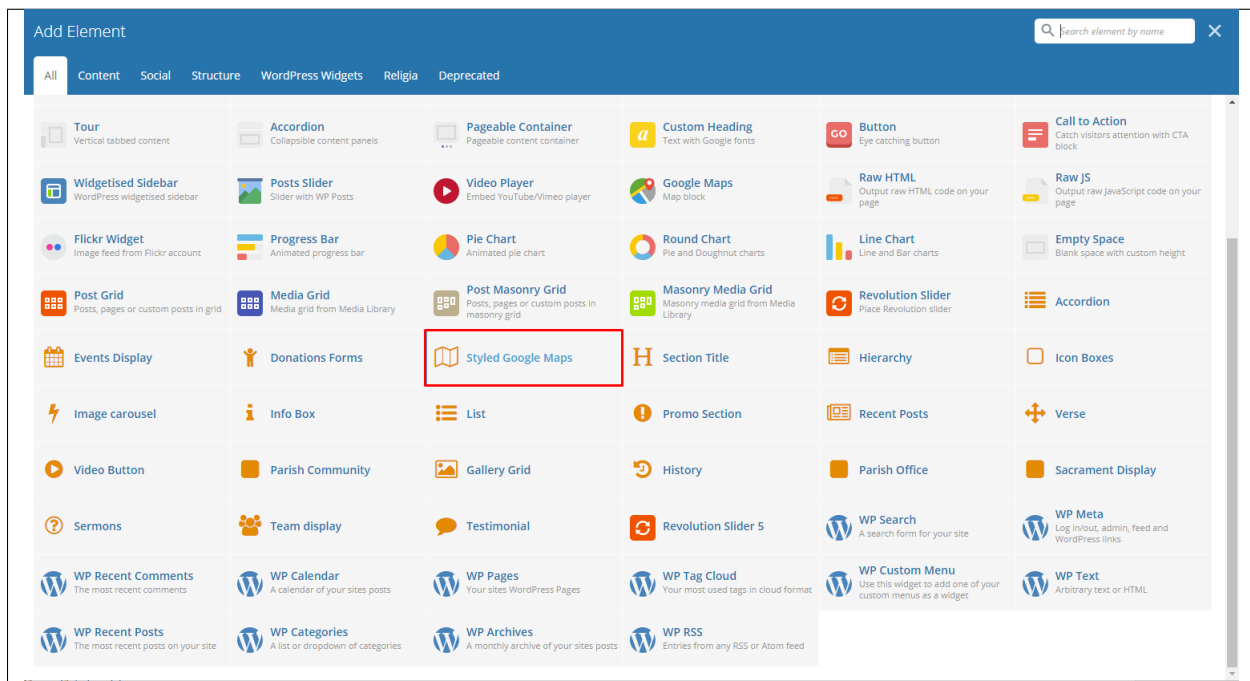


## 3. Multiple forms with filters and pagination

- **Order by** - How the forms are ordered when displayed.
- **Sort Donation Order** - How the items are ordered to be displayed.
- **Limit** - Number of items to show in the page.
- **Specify Donation Categories** - choose a specific category to show in the page.






### 3.1.4 Styled Google Maps



This element will let you add a google map with a specific address.



## Styled Google Maps Settings



**Address**

*Eg. Warsaw, Poland*

**Latitude**

*Eg.: 40.7872183 ( applies when no position entered )*

**Longitude**

*Eg.: -73.610122 ( applies when no position entered )*

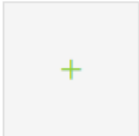
**Custom map height**

*Enter map height (in pixels or leave empty for responsive map).*

**Zoom**

*Default: 11*

**Map marker**



**Map style code**

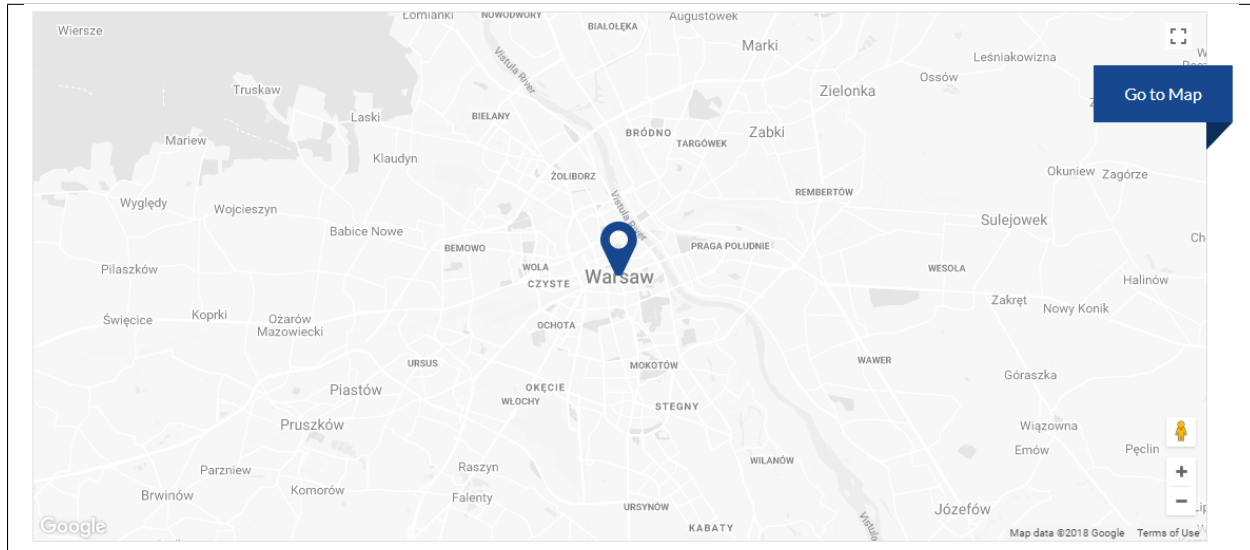
*Paste "JavaScript Style Array" here, you can find and create it on: [snazzymaps.com](https://snazzymaps.com)*

Close

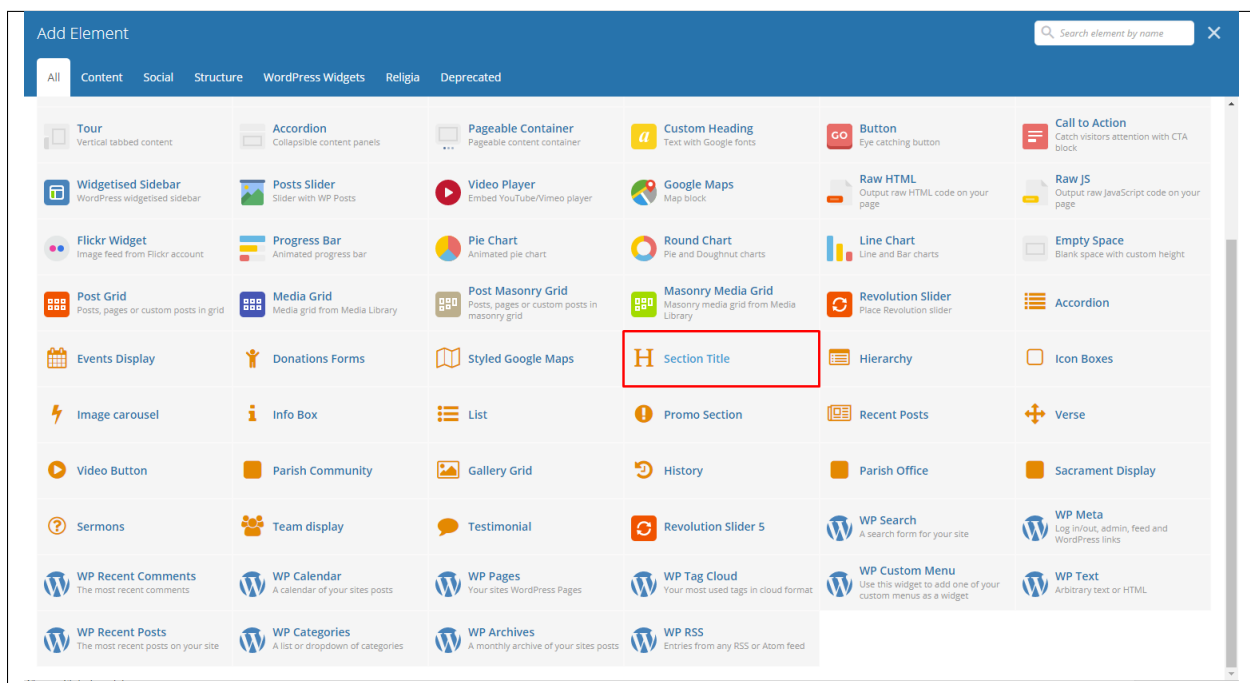
Save changes

- **Address** - The complete address of the location to show in the map.
- **Latitude** - Latitude coordinates of the location.
- **Longitude** - Longitude coordinates of the location.

- **Custom map height** - Set the height of the map. You can leave it blank for a responsive map.
- **Zoom** - Set the zoom in of the map.
- **Map marker** - Choose an image to use as the map marker.
- **Map style code** - Code for a customized map marker.



### 3.1.5 Section Title



The element is a custom header for Religia.

Section Title Settings
⚙️ — ✕

Section Header Type

Default
Default
Inline
Simple(without subtitle)

Displayed above title

Subtitle Text Color

Motive

Title

Title Text Color

Accent

Bordered?
☐ Yes

Title Position

Left

Close

Save changes

- **Section Header Type** - Options on how the layout of the header looks.

1. **Default**

- **Subtitle** - Text that will be displayed above the title.
- **Subtitle Text Color** - Text color of the subtitle.
- **Title** - Text that will be displayed as the title.
- **Title Text Color** - Text color of the title.
- **Bordered?** - Option to add a border on the header.
- **Title Position** - Location where the title will show in the row.
- **Display Icon or Image** - Option to add an icon or image on the Header.

– **Icon or Image** - Choose either to display an icon or image.

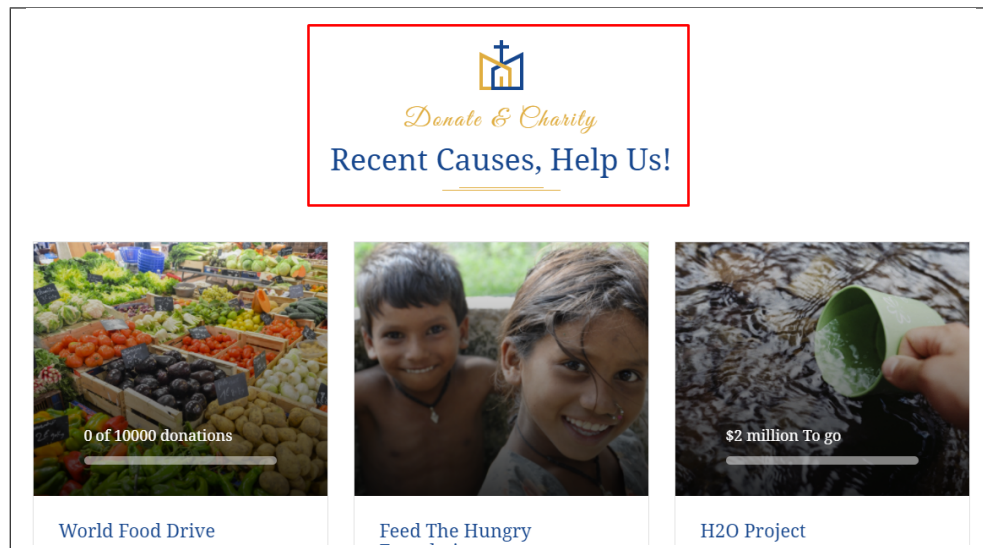
(a) **Icon** - If Icon is chosen:

\* **Icon** - Choose an icon to use.

\* **Icon Color** - Color of the icon.

(b) **Image** - If Image is chosen:

\* **Image** - Choose an image to use.



## 2. Inline

– **Title** - Text that will be displayed as the title.


– **Title Text Color** - Text color of the title.

– **Subtitle** - Text that will be displayed above the title.

– **Subtitle Text Color** - Text color of the subtitle.

– **Title Position** - Location where the title will show in the row.

Recent Causes, *Help Us!*




\$2 million To go

**H2O Project**

663 million people in the world live without clean water

\$0 Done of \$2 million Needed

DONATE



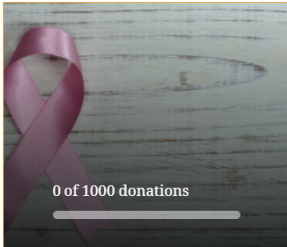
0% funded

**Child Cancer Founding**

Child Cancer Founding provides strength and comfort to familie... [read more](#)

0% funded

DONATE



0 of 1000 donations

**Breast Cancer Charity**

What are the signs and symptoms of breast cancer?


0 of 1 k donations

DONATE

### 3. Simple(without subtitle)

- **Font Size** - Font Size of the text in the header.
- **Title** - Text that will be displayed as the title.
- **Title Text Color** - Text color of the title.
- **Border Color** - Color of the border.
- **Title Position** - Location where the title will show in the row.

Recent Causes, Help Us!




0 of 10000 donations

**World Food Drive**

Selling food from the farms or cooked by people, all the proce... [read more](#)

0 of 10 k donations

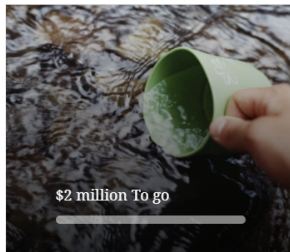
DONATE



**Feed The Hungry Foundation**

Each dollar you give will multiply 7x to provide much-needed f... [read more](#)

DONATE



\$2 million To go

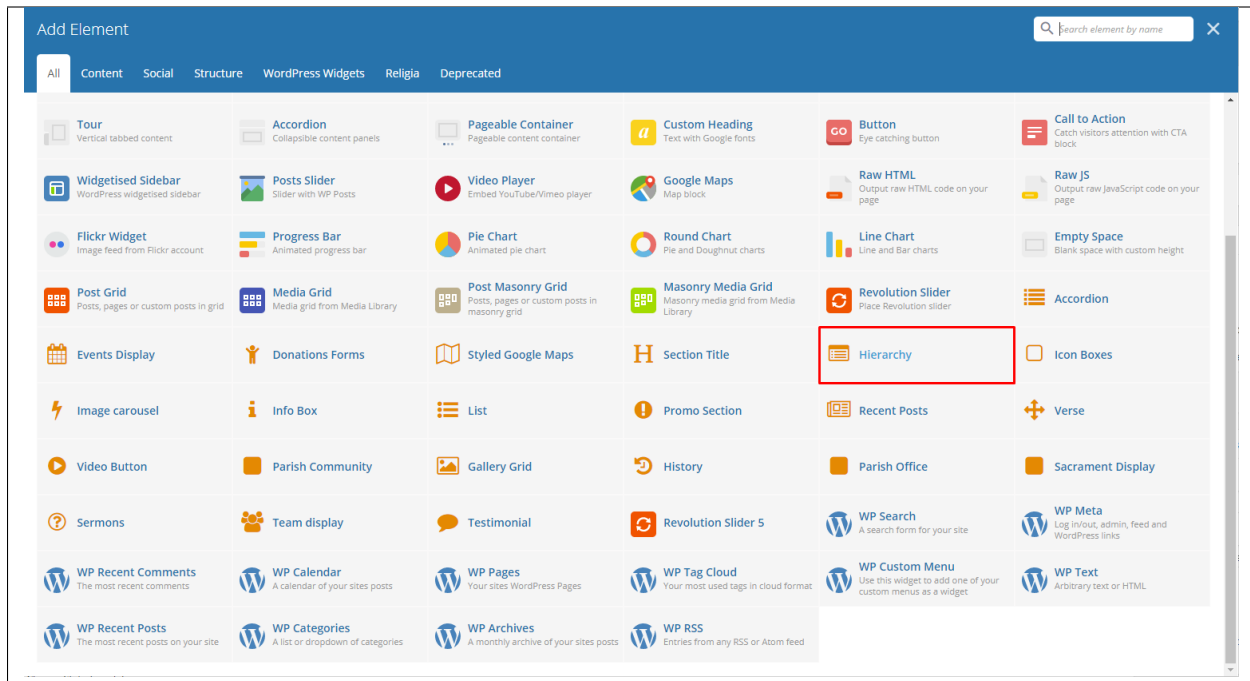
**H2O Project**

663 million people in the world live without clean water

\$0 Done of \$2 million Needed




DONATE

### 3.1.6 Hierarchy



This will show the latest posts posted in the blog.

## Hierarchy Settings



**Hierarch**  
  
*Enter hierarchy*

**Details**

**Single or Multiple inputs**  

Single ▼

**Image**  

+

**Image position**  

Left ▼

Close

Save changes

- **Hierarch** - Name of the hierarchy.
- **Details** - Details about the hierarchy.
- **Single or Multiple inputs** - Choose what to show in the page.
  1. **Single**
    - **Image** - Choose an image to use.
    - **Image position** - Where the image will be located.
  2. **Multiple**
    - **Number of images** - Number of images to add in the hierarchy.
    - **Image #** - Choose an image to use for image #.
    - **Name #** - Name for image #.



## Archbishop

The chief bishop responsible for an archdiocese. An archbishop may be granted the title, or ordained as chief pastor of a metropolitan see or another episcopal see to which the title of archbishop is attached.



Fr. Edward Evans



Fr. Faust Sokurov



Fr. Juan Sanchez



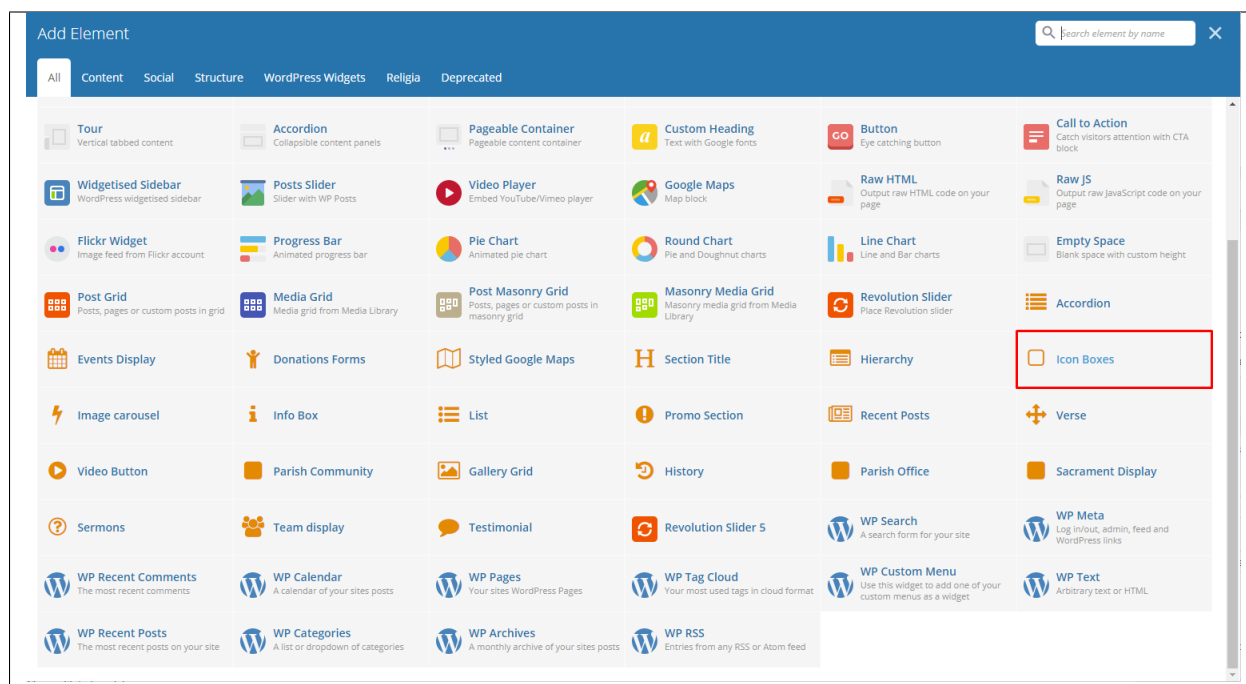
Fr. George McGregor

## Priests

An ordained minister of the Catholic, Orthodox, or Anglican Church having the authority to perform certain rites and administer certain sacraments.



### 3.1.7 Icon Boxes



This element will let you create an icon box that displays an icon with title and description or a counter.


Icon Boxes Settings


Icon Box Type

Icon with title and description

Icon with title and description

Counter





Icon Color

Motive

Title

Title Color

Accent

Description

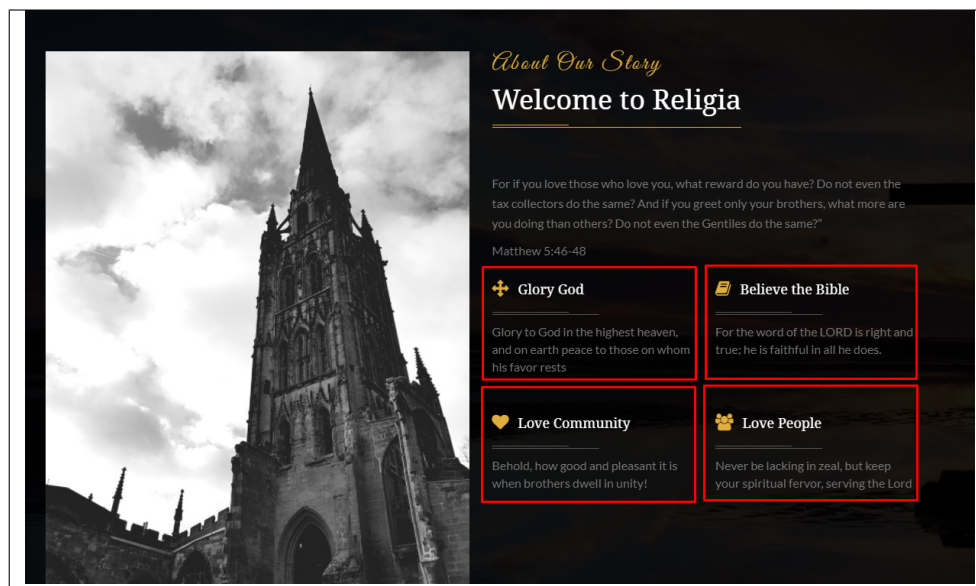
Close

Save changes

- **Icon Box Type** - Type of icon box that will be shown.

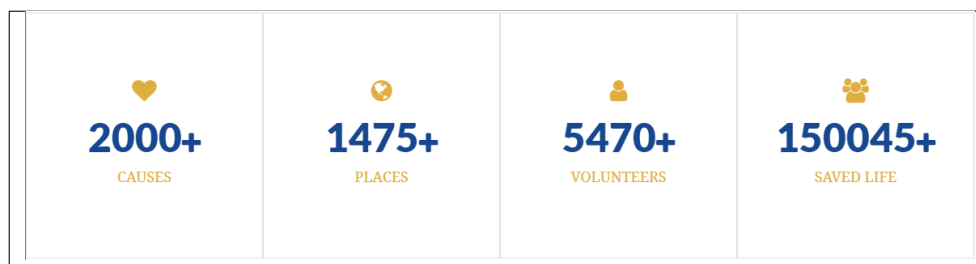
1. **Icon with title and description**

- **Icon** - Choose an icon to show in the icon box.
- **Icon Color** - Color scheme of the icon.
- **Title** - Title of the Icon Box.
- **Title Color** - Font color of the title.
- **Description** - Details for the icon box.

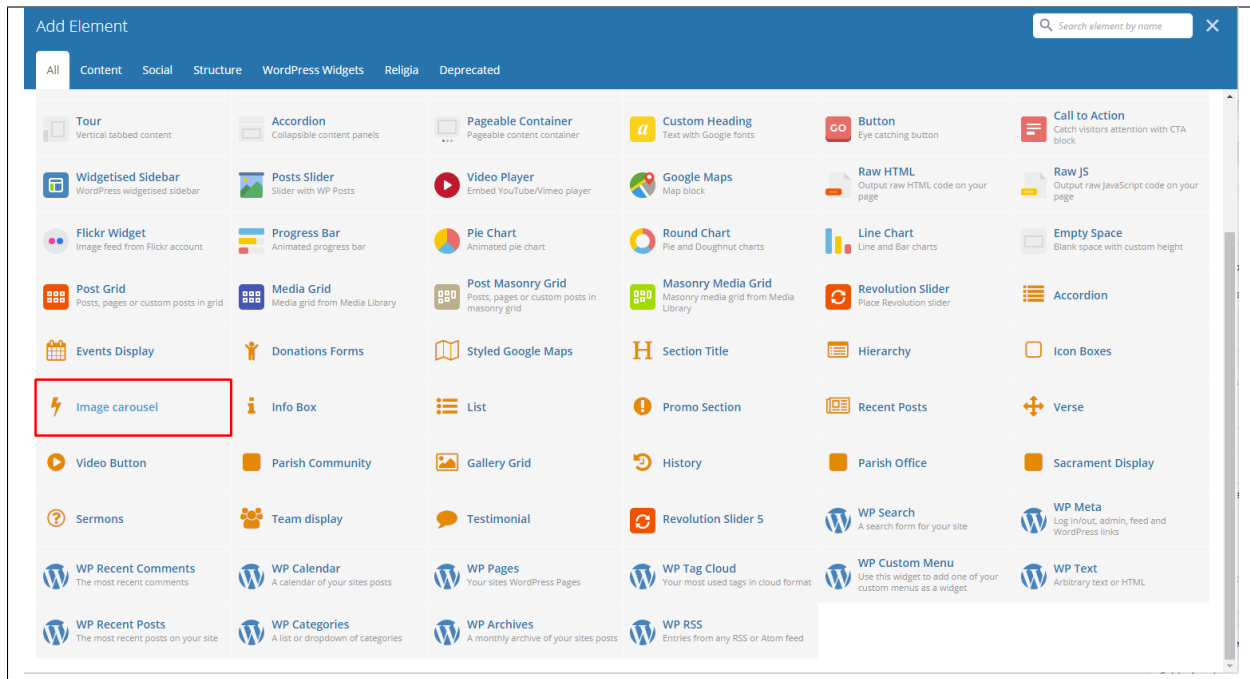


## 2. Counter

- **Color** - Color scheme of the counter.
- **Counters** - Number of counters to be displayed.
- **Icon #** - Choose an icon to show in the counter.
- **Title #** - The number for the counter.
- **Subtitle #** - Text under the title.



### 3.1.8 Image carousel



This element lets you add images that can be set to be dynamic.

### Image carousel Settings

General

Rows count

One

Columns count

5

Dotted navigation

☐ Yes

Autoplay

☐ Yes

Autoplay speed

1000

Speed [ ms ]

1000

First row images

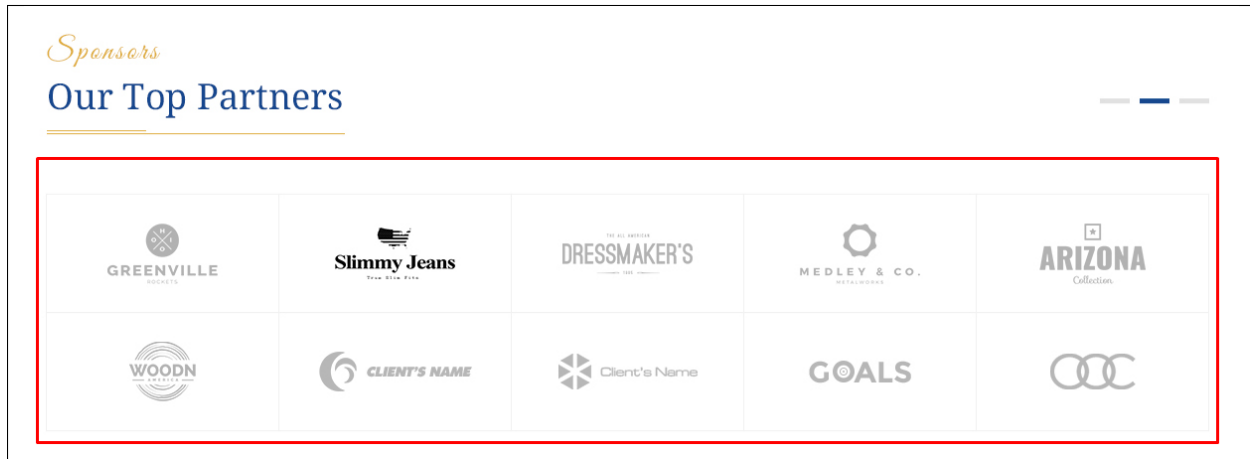
+

Close

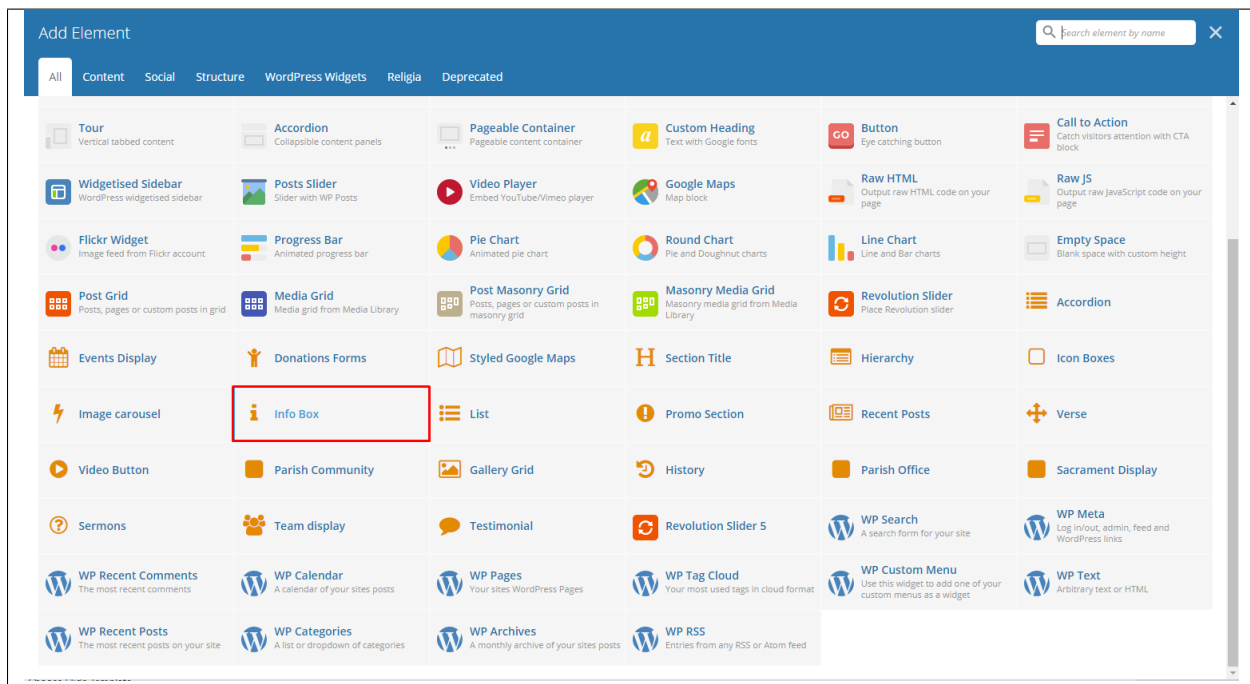
Save changes

- **Rows count** - Number of rows in the image carousel.
- **Columns count** - Number of columns in a row.
- **Dotted navigation** - Option to add a dotted navigation in the slider.
- **Autoplay** - Option to make the slider move automatically.
  - **Autoplay speed** - Speed of the slider when moving.



- **Speed [ms]** - Speed of the slider when moving.
- **First row images** - Images in the First row of the slider.
- **Second row images** - If *Row count* is set to Two, this will show. Images in the Second row of the slider.



### 3.1.9 Info Box



This element will let you add an info box that is customized.

Info Box Settings



Title



Display Icon or Image
☐ Yes

Detail

Add link after text?
☐ Yes

Number of info

Icon 1

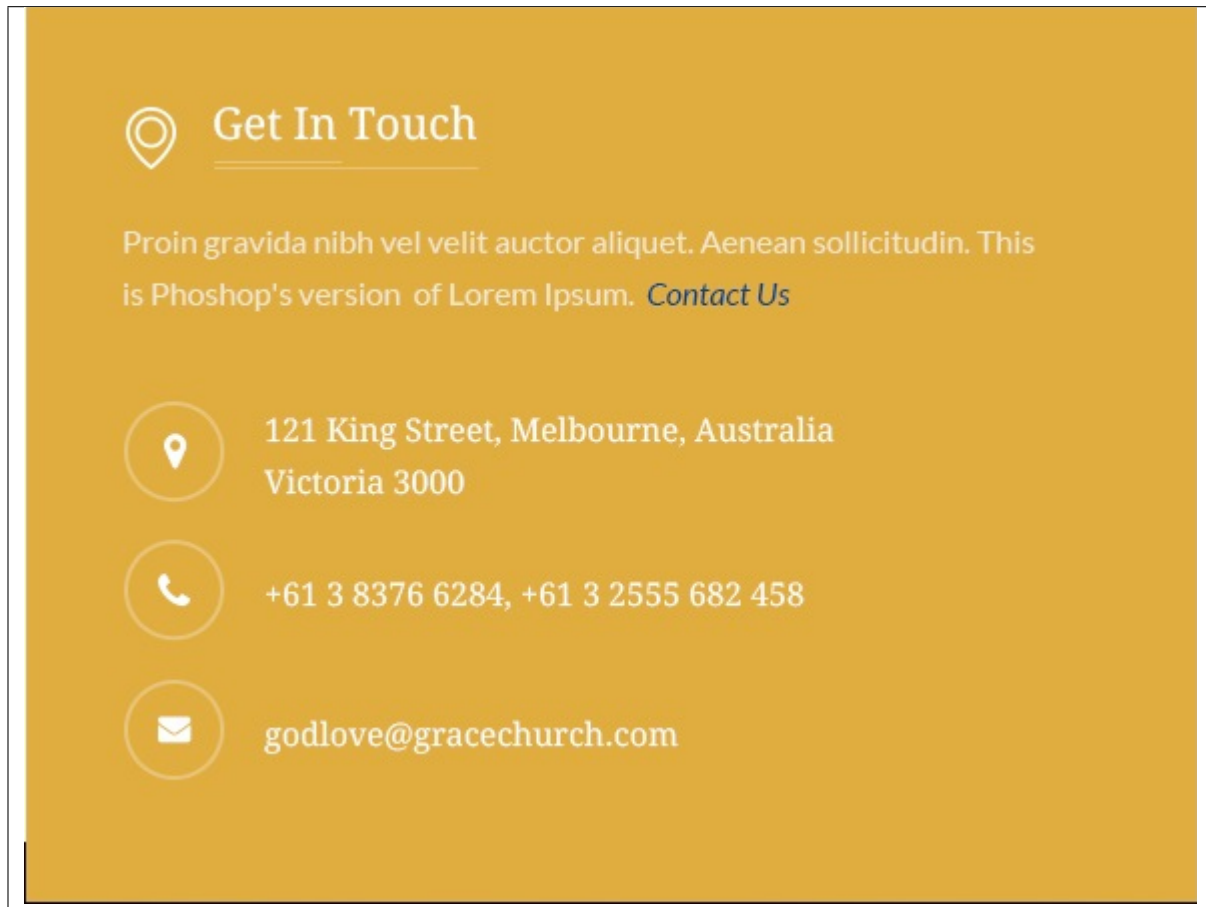
Text 1

Close

Save changes

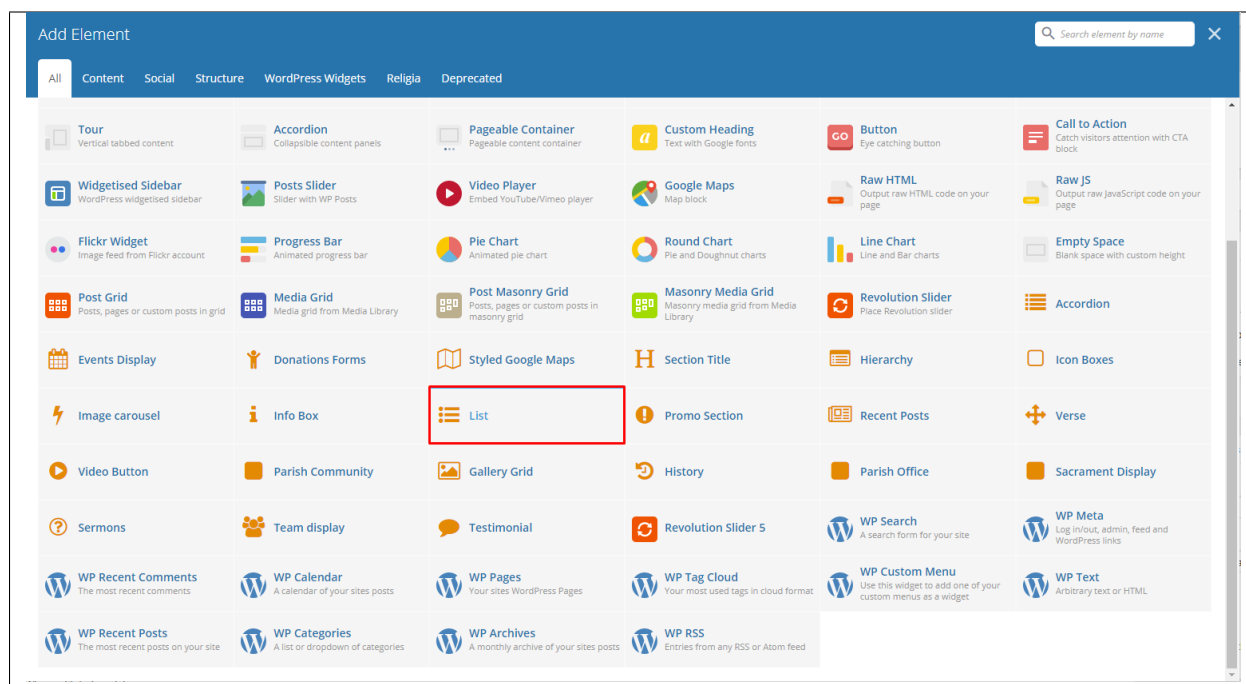
- **Title** - Title for the info box.
- **Display Icon or Image** - Option to add an icon or image in the info box.
  - **Icon/Image** - Choose an icon/image to use.
- **Detail** - Text details that will be shown below the title.
- **Add link after text?** - Option to add a link after the details .
  - **Text** - Text for the link.
  - **Enter page title** - Page title of the page to redirect when text-link is clicked.
- **Number of info** - Number of information to show.

- **Icon #** - Choose an icon for icon #.
- **Text #** - Text details of text #.





### 3.1.10 List



This element will let you add a list of items with icon.

List Settings

—

×

Number of list

1

Maximum of 20

Icon Color

Motive

Icon 1

Text 1

Close

Save changes

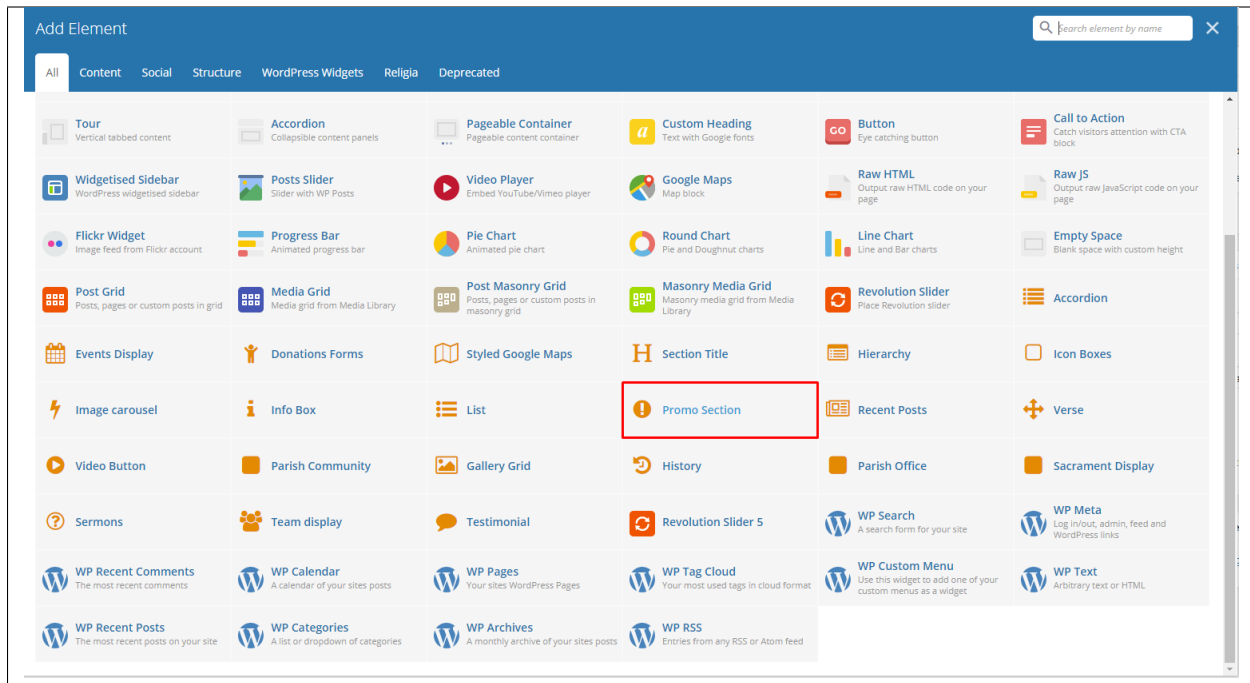
- **Number of list** - Number of list.
- **Icon Color** - Color scheme of the icon.
- **Icon #** - Choose an icon to for Icon # of the list.
- **Text #** - Text details of Text # of the list.

## What We Do?

Proin gravida nibh vel velit auctor ak quet. Aenean itudin, lorem quis dum auctor, nisi elit consequat. This is Photoshop's version of Lorem.

- ✚ Getting Through Hard Times
- ✚ Developing A Spiritual Mentality
- ✚ Sharing Is Caring
- ✚ Connect With Others
- ✚ Let The Sunset Inspire You
- ✚ Always love one another "The Lord"

### 3.1.11 Promo Section



This element lets you add a promo banner in the page.

Promo Section Settings

Title


Subtitle


Displayed same line with Title

Display Icon?

☒ Yes

Icon





Color

Motive

Button Text

Text displayed on the button

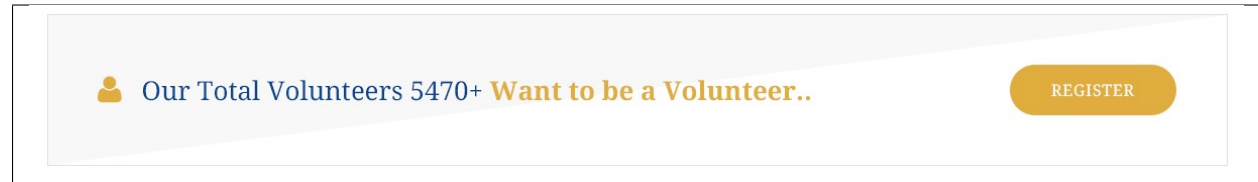
Url

Url for button

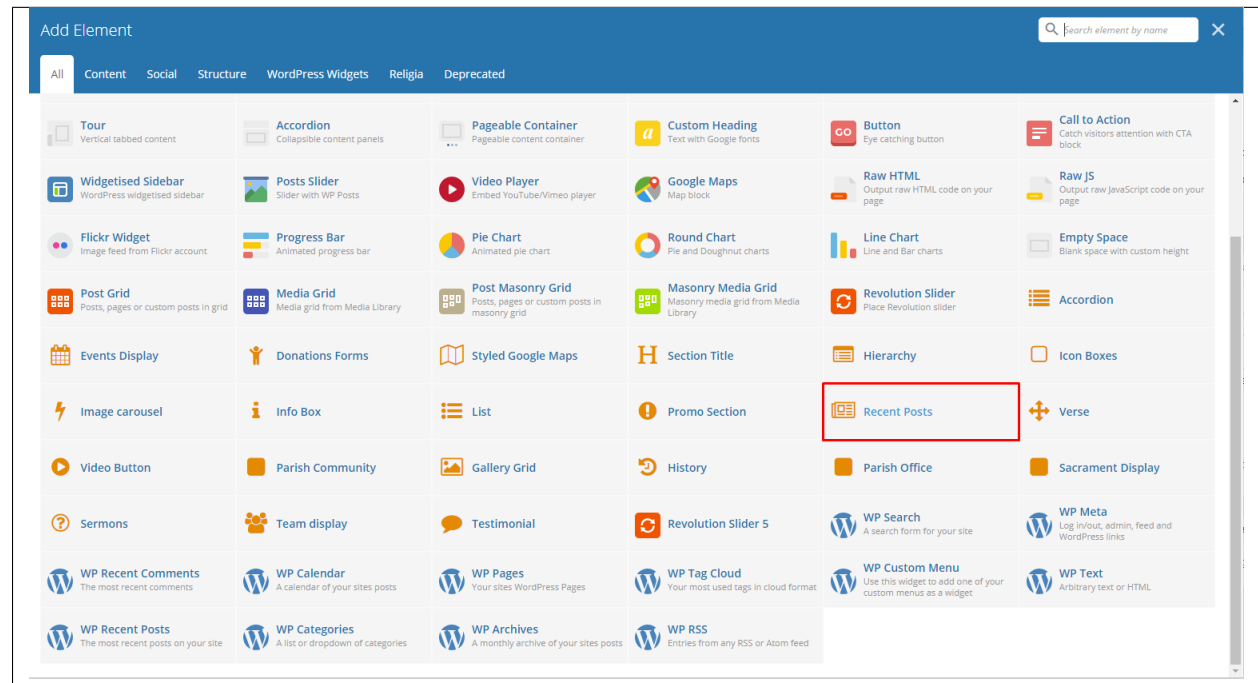
Close

Save changes



- **Title** - Text for the title of the Promo Section.
- **Subtitle** - Text for the subtitle of the Promo Section.
- **Display Icon?** - Option to add an icon to a list.
  - **Icon** - Choose an icon to use.
- **Color** - Color scheme of the Promo Section.
- **Button Text** - Text content of the button.
- **Url** - URL link of the page you want to redirect.



### 3.1.12 Recent Posts



This element lets you add the latest blog posts.

Recent Posts Settings



General
Filters

Autoplay
☒ Yes
Autoplay slider

Autoplay speed

Speed [ ms ]


Close
Save changes

#### -General Tab-

- **Autoplay** - Option to make the slider move automatically.
  - **Autoplay speed** - Speed of the slider when moving.
  - **Speed [ms]** - Speed of the slider when moving.

#### -Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the posts order looks.
- **Order by** - How the posts are ordered.
- **Specify Posts** - Only selected posts are shown.
- **Exclude Posts** - None of the selected posts will be displayed.
- **Specify Categories** - Only show posts under the categories of blog posts.
- **Exclude Categories** - None of the posts under the categories of blog posts will show.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show items with certain keyword.




16 Apr

### The Secret of Growth

But grow in the grace and knowledge of our Lord and Savior Jesus Christ

- by createit

No Comments



16 Apr

### Building a Strong Marriage

As his love operates in the hearts of the husband and wife, the married couple is better at loving

- by createit

No Comments

### 3.1.13 Verse

Add Element

All

Content

Social

Structure

WordPress Widgets

Religia

Deprecated

Tour

Accordion

Pageable Container

Custom Heading

Button

Call to Action

Widgetised Sidebar

Posts Slider

Video Player

Google Maps

Raw HTML

Raw JS

Flickr Widget

Progress Bar

Pie Chart

Round Chart

Line Chart

Empty Space

Post Grid

Media Grid

Post Masonry Grid

Masonry Media Grid

Revolution Slider

Accordion

Events Display

Donations Forms

Styled Google Maps

Section Title

Hierarchy

Icon Boxes

Image carousel

Info Box

List

Promo Section

Recent Posts

Verse

Video Button

Parish Community

Gallery Grid

History

Parish Office

Sacrament Display

Sermons

Team display

Testimonial

Revolution Slider 5

WP Search

WP Meta

WP Recent Comments

WP Calendar

WP Pages

WP Tag Cloud

WP Custom Menu

WP Text

WP Recent Posts

WP Categories

WP Archives

WP RSS

This element lets you add a custom slider of verses with image.



Verse Settings

⚙ \_ ✕

Color

Light ▾

Autoplay

☐ Yes

Autoplay slider

Number of images

1 ▾

Image 1

+

Title 1

Verse 1

Book 1

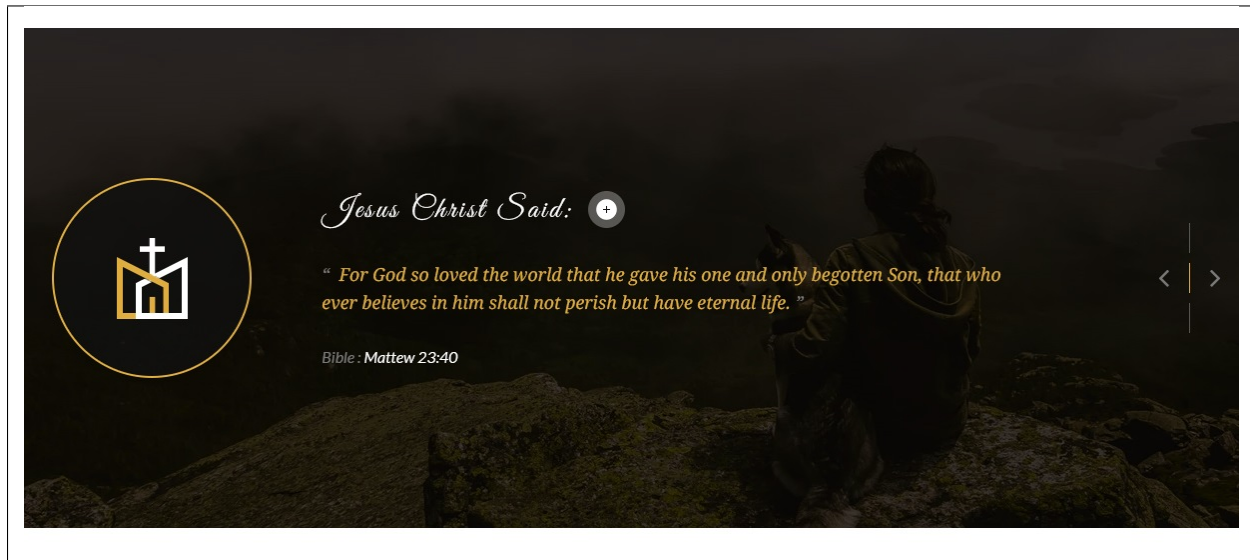
Chapter and Verse1

Close

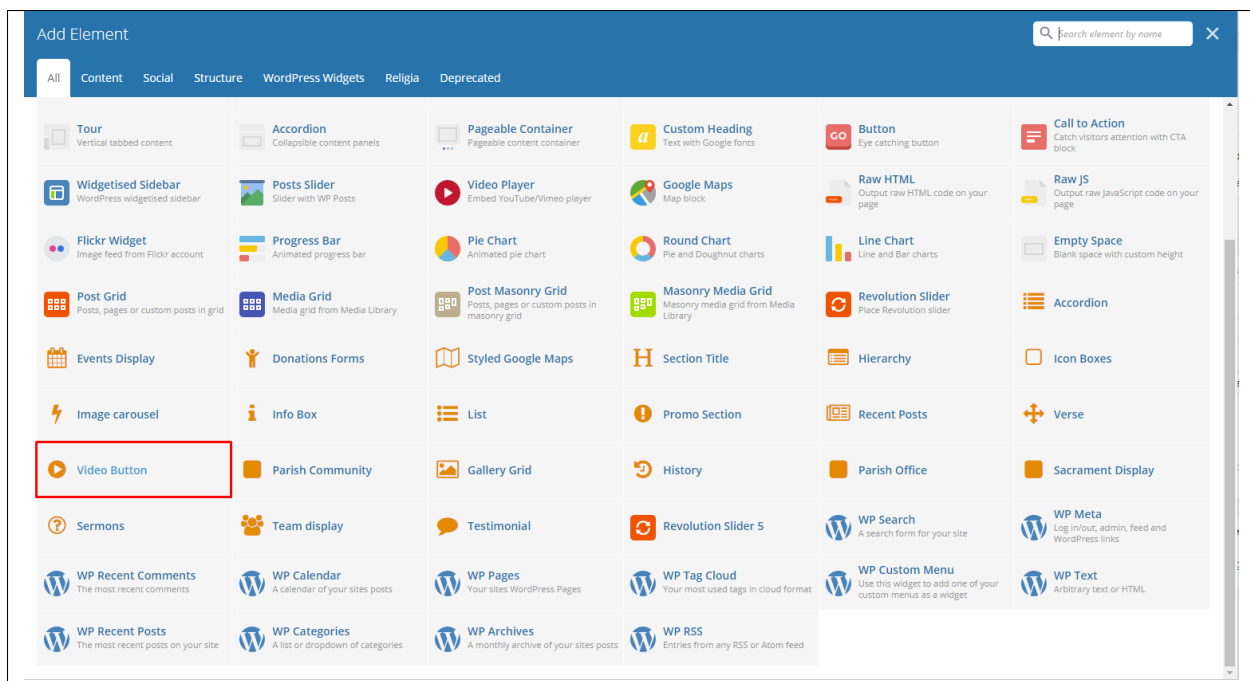
Save changes

- **Color** - Color scheme of the Verse. Use Light if the background is dark and use Dark if the background is light.
- **Autoplay** - Option to make the slider move automatically.
  - **Autoplay speed** - Speed of the slider when moving.
  - **Speed [ms]** - Speed of the slider when moving.

- **Number of images** - Number of slider with image.
- **Image #** - Choose an image for Image #.
- **Title #** - Title for the verse in Title #.
- **Verse #** - Verse or Passage you want to show in Verse #.
- **Book #** - Where the verse or passage is written.
- **Chapter and Verse #** - What chapter and paragraph in the book is the verse from.



### 3.1.14 Video Button



This element lets you a text-link for a popup video. You can add an icon or image beside the text-link.

Video Button Settings

Button Text

Text Color

Motive

Popup Link

Type in link for video

Position

Left

Display Icon or Image

☒ Yes

Icon or Image

Icon

Displayed at the top of header

Icon

Icon Color

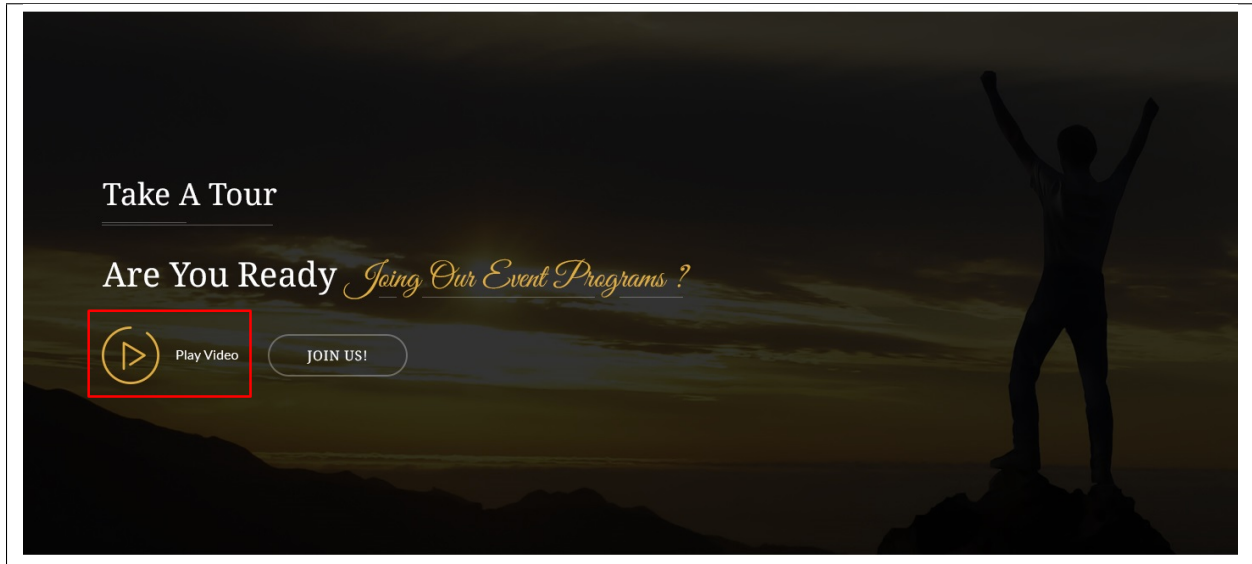
Motive

Close

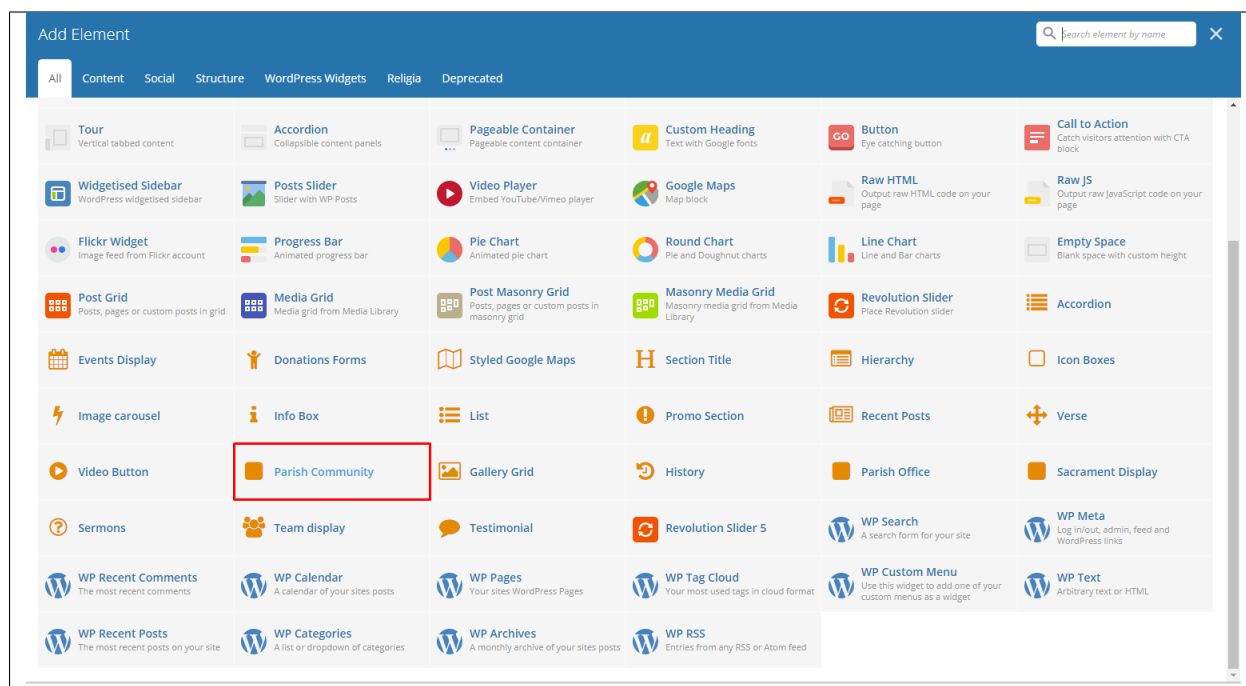
Save changes

- **Button Text** - Text that will be displayed fro the text-link.
- **Text Color** - Text color of the Button Text.
- **Popup Link** - Link for the video shown in the popup.
- **Position** - Location where the Video button will show in the row.

- **Display Icon or Image** - Option to add an icon or image beside the Video Button.
- **Icon or Image** - Choose either to display an icon or image.
  1. **Icon** - If Icon is chosen:
    - **Icon** - Choose an icon to use.
    - **Icon Color** - Color of the icon.
  2. **Image** - If Image is chosen:
    - **Image** - Choose an image to use.



### 3.1.15 Parish Community



This element lets you show items in the Parish Communities post type.

Parish Community Settings

Enter Parish Community title

Click here and start typing...

Only one sermon is allowed, leave empty to get the latest sermon

Sort Parish Community

Descending

Select order whether its descending or ascending.

Order by

ID

Select order whether its descending or ascending.

Limit

-1

Enter number of items to be displayed, default is -1 to get all products

Choose category

Click here and start typing...

Full Width?

☐ Yes


Close

Save changes

- **Enter Parish Community title** - Specify a parish community title.
- **Sort Parish Community** - How the posts order looks.
- **Order by** - How the posts are ordered.
- **Limit** - Set results limit.
- **Choose category** - Only show posts under the categories of Parish.
- **Full Width?** - Option to have the post occupy the whole row.

All


Search ...



**He Cares Foundation**

The center takes care of street children


LEARN MORE



**Pastoral Care Center**

The Pastoral Care Center ministers to those who are emotionally and spiritually wounded through counselling


LEARN MORE



**Prison Ministry**

The Prison Ministry group goes to the Correctional Institution for Women

LEARN MORE



**Light of Jesus Family**

The Light of Jesus Family is one big family. What makes us big is God's big love for us, our big love for God and for one another.

LEARN MORE

### 3.1.16 Gallery Grid

Add Element

All

Content

Social

Structure

WordPress Widgets

Religia

Deprecated

Tour

Vertical tabbed content

Accordion

Collapsible content panels

Pageable Container

Pageable content container

Custom Heading

Text with Google fonts

Button

Eye catching button

Call to Action

Catch visitors attention with CTA block

Widgetised Sidebar

WordPress widgetised sidebar

Posts Slider

Slider with WP Posts

Video Player

Embed YouTube/Vimeo player

Google Maps

Map block

Raw HTML

Output raw HTML code on your page

Raw JS

Output raw JavaScript code on your page

Flickr Widget

Image feed from Flickr account

Progress Bar

Animated progress bar

Pie Chart

Animated pie chart

Round Chart

Pie and Doughnut charts

Line Chart

Line and Bar charts

Empty Space

Blank space with custom height

Post Grid

Posts, pages or custom posts in grid

Media Grid

Media grid from Media Library

Post Masonry Grid

Posts, pages or custom posts in masonry grid

Masonry Media Grid

Masonry media grid from Media Library

Revolution Slider

Place Revolution slider

Accordion

Events Display

Donations Forms

Styled Google Maps

Section Title

Hierarchy

Icon Boxes

Image carousel

Info Box

List

Promo Section

Recent Posts

Verse

Video Button

Parish Community

Gallery Grid

History

Parish Office

Sacrament Display

Sermons

Team display

Testimonial

Revolution Slider 5

WP Search

A search form for your site

WP Meta

Log in/out, admin, feed and WordPress links

WP Recent Comments

The most recent comments

WP Calendar

A calendar of your sites posts

WP Pages

Your sites WordPress Pages

WP Tag Cloud

Your most used tags in cloud format

WP Custom Menu

Use this widget to add one of your custom menus as a widget

WP Text

Arbitrary text or HTML

WP Recent Posts

The most recent posts on your site

WP Categories

A list or dropdown of categories

WP Archives

A monthly archive of your sites posts

WP RSS

Entries from any RSS or Atom feed

This element will let you show the items in the Gallery post type.

Gallery Grid Settings

General Filter Query

**Category Filters**  
☒ Yes  
*Check to display category filters*

**Title**  
☒ Yes  
*Check to display title*

**Masonry**  
☒ Yes  
*Check to enable masonry display*

**Desired number of columns**  
three  
*Enter your desired number of column.*

**Link to archive page**  
☒ Yes  
*Check to display button that links to gallery archive page*

**Button Text**

Close Save changes

#### -General Tab-

- **Category Filters** - Option to filter items. Will show the Filters Tab.
- **Title** - Option to show the title of the post.
- **Masonry** - Option to use masonry display.
- **Desired number of columns** - Number of columns in the row.
- **Link to archive page** - Option to add a link to the gallery archive.
  - **Button Text** - Text inside the button for the link.

#### -Filters Tab-

- **Show All Filter** - Option to show all filter.




- **Filter Order** - How the posts order looks.


#### -Query Tab-

- **Order** - How the posts order looks.
- **Order by** - How the posts are ordered.
- **Limit** - Set results limit.
- **Choose category** - Only show posts under the categories of gallery.

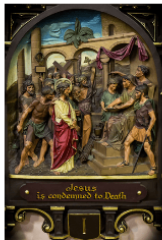
AllStoriesReligious




Vatican Art




Seven Virtues




Station of the Cross



Holy Week



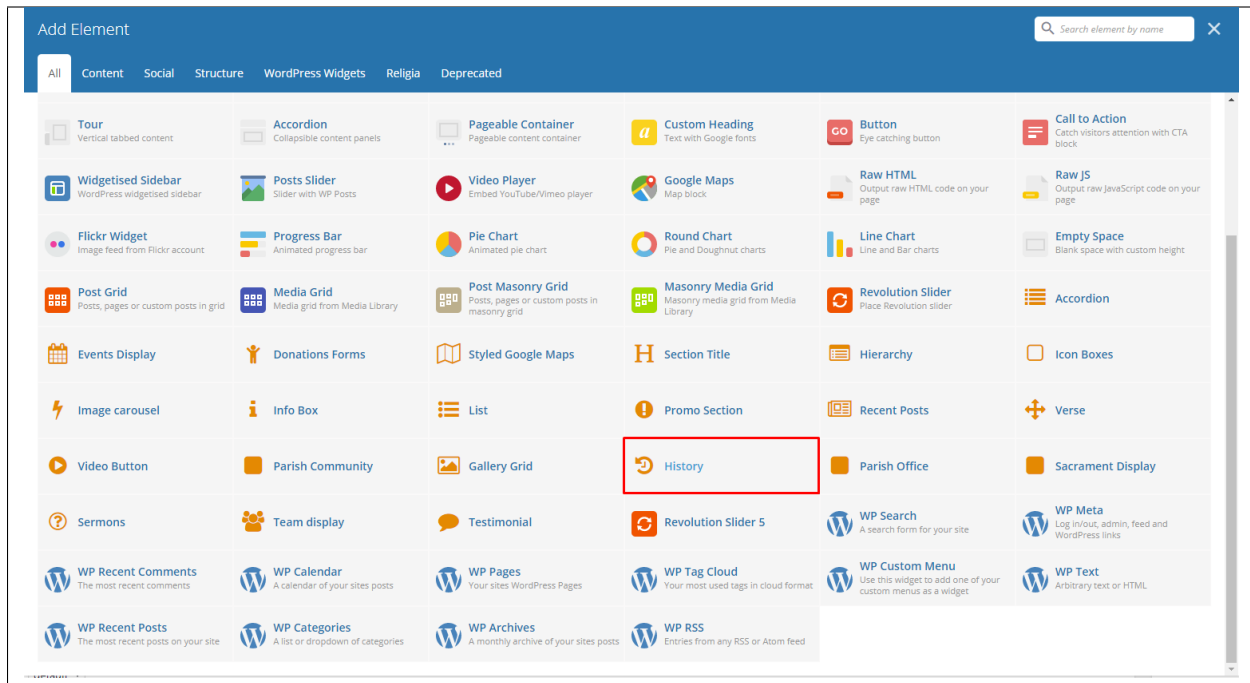
Bible Stories



Seven Sacraments




VIEW ALL

### 3.1.17 History



This element lets you add the History posts in a page.

## History Settings



**Display Type**

Horizontal(sliver) ▼

**Sort History**

Descending ▼

*Select order whether its descending or ascending.*

**Limit**

-1

*Enter number of items to be displayed, default is -1 to get all products*

**Choose category**

Click here and start typing...

**Title**

*Enter Title*

**Title Color**

Accent ▼

**Title Border Color**

Motive ▼

**Title Position**

Center ▼

Close


Save changes

- **Display Type** - How the post will be displayed.
- **Sort History** - How the posts order looks.
- **Limit** - Set results limit.

- **Choose category** - Only show posts under the categories of History.
- **Title** - Title for the post.
- **Title Color** - Color scheme of the Title.
- **Title Border Color** - Color scheme of the border.
- **Title Position** - Location of the title.


### Our History

2004




The Basilica of Our Lady of Licheń [ˈlixɛɲ] is a Roman Catholic church located at the Shrine of Our Lady of Sorrows, Queen of Poland, in the v... [Read more](#)

1958




The Cathedral of Brasília is the Roman Catholic cathedral serving Brasília, Brazil, and serves as the seat of the Archdiocese of Brasília. [Read more](#)

1949



The Las Lajas Sanctuary in southwest Colombia has made a name for its stunning architecture and a series of legends [Read more](#)

1880



Cologne Cathedral is a Roman Catholic cathedral in Cologne, North rhine-Westfalia, Germany. It is the seat of the Archbishop of Cologne and of ... [Read more](#)

### 3.1.18 Parish Office

Add Element
Search element by name

All
Content
Social
Structure
WordPress Widgets
Religia
Deprecated

<b>Tour</b> Vertical tabbed content	<b>Accordion</b> Collapsible content panels	<b>Pageable Container</b> Pageable content container	<b>Custom Heading</b> Text with Google fonts	<b>Button</b> Eye catching button	<b>Call to Action</b> Catch visitors attention with CTA block
<b>Widgetised Sidebar</b> WordPress widgetised sidebar	<b>Posts Slider</b> Slider with WP Posts	<b>Video Player</b> Embed YouTube/Vimeo player	<b>Google Maps</b> Map block	<b>Raw HTML</b> Output raw HTML code on your page	<b>Raw JS</b> Output raw JavaScript code on your page
<b>Flickr Widget</b> Image feed from Flickr account	<b>Progress Bar</b> Animated progress bar	<b>Pie Chart</b> Animated pie chart	<b>Round Chart</b> Pie and Doughnut charts	<b>Line Chart</b> Line and Bar charts	<b>Empty Space</b> Blank space with custom height
<b>Post Grid</b> Posts, pages or custom posts in grid	<b>Media Grid</b> Media grid from Media Library	<b>Post Masonry Grid</b> Posts, pages or custom posts in masonry grid	<b>Masonry Media Grid</b> Masonry media grid from Media Library	<b>Revolution Slider</b> Place Revolution slider	<b>Accordion</b>
<b>Events Display</b>	<b>Donations Forms</b>	<b>Styled Google Maps</b>	<b>Section Title</b>	<b>Hierarchy</b>	<b>Icon Boxes</b>
<b>Image carousel</b>	<b>Info Box</b>	<b>List</b>	<b>Promo Section</b>	<b>Recent Posts</b>	<b>Verse</b>
<b>Video Button</b>	<b>Parish Community</b>	<b>Gallery Grid</b>	<b>History</b>	<b>Parish Office</b>	<b>Sacrament Display</b>
<b>Sermons</b>	<b>Team display</b>	<b>Testimonial</b>	<b>Revolution Slider 5</b>	<b>WP Search</b> A search form for your site	<b>WP Meta</b> Log in/out, admin, feed and WordPress links
<b>WP Recent Comments</b> The most recent comments	<b>WP Calendar</b> A calendar of your sites posts	<b>WP Pages</b> Your sites WordPress Pages	<b>WP Tag Cloud</b> Your most used tags in cloud format	<b>WP Custom Menu</b> Use this widget to add one of your custom menus as a widget	<b>WP Text</b> Arbitrary text or HTML
<b>WP Recent Posts</b> The most recent posts on your site	<b>WP Categories</b> A list or dropdown of categories	<b>WP Archives</b> A monthly archive of your sites posts	<b>WP RSS</b> Entries from any RSS or Atom feed		

This element lets you show items in the Offices post type.

Parish Office Settings

Display Type

Single

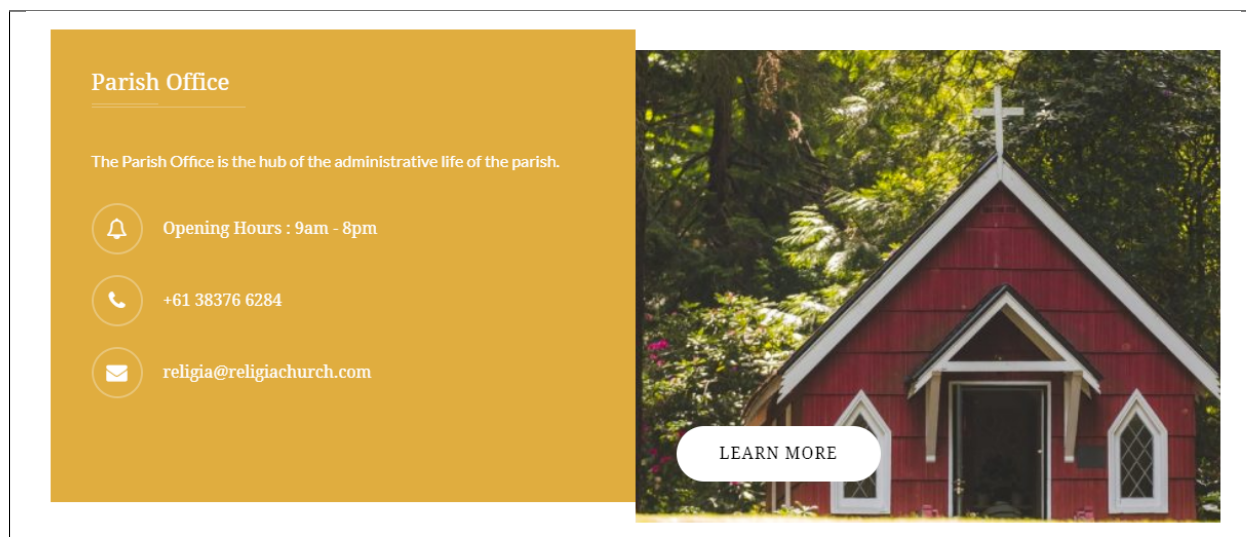
Enter Parish Office title

Click here and start typing...

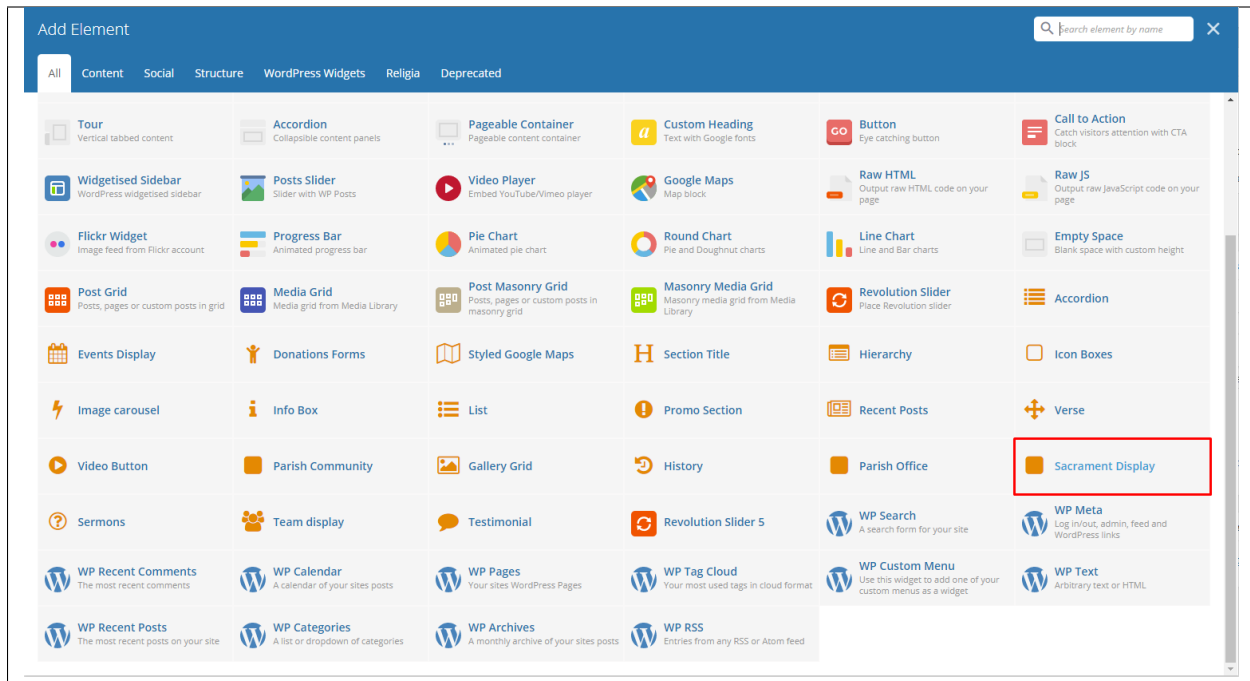
Close

Save changes

- **Display Type** - How the post will be displayed.
  1. **Single**
    - **Enter Parish Office title** - How the posts order looks.
  2. **Multiple**
    - **Sort Parish Office** - How the posts order looks.
    - **Order by** - How the posts are ordered.
    - **Limit** - Set results limit.
    - **Choose category** - Only show posts under the categories of Offices post type.






### 3.1.19 Sacrament Display



This element lets you show items in the Sacraments post type.

### Sacrament Display Settings



Enter sacrament title

Click here and start typing...

Sort Parish Office

Descending

Select order whether its descending or ascending.

Order by

ID

Select order whether its descending or ascending.

Limit

-1

Enter number of items to be displayed, default is -1 to get all products

Close

Save changes

- **Enter sacrament title** - Specify the title of the item you want to display.
- **Sort Parish Office** - How the posts order looks.
- **Order by** - How the posts are ordered.
- **Limit** - Set results limit.



## Sacrament of Baptism

Baptism is the first sacrament where you become united with Christ and the Church

[LEARN MORE](#)



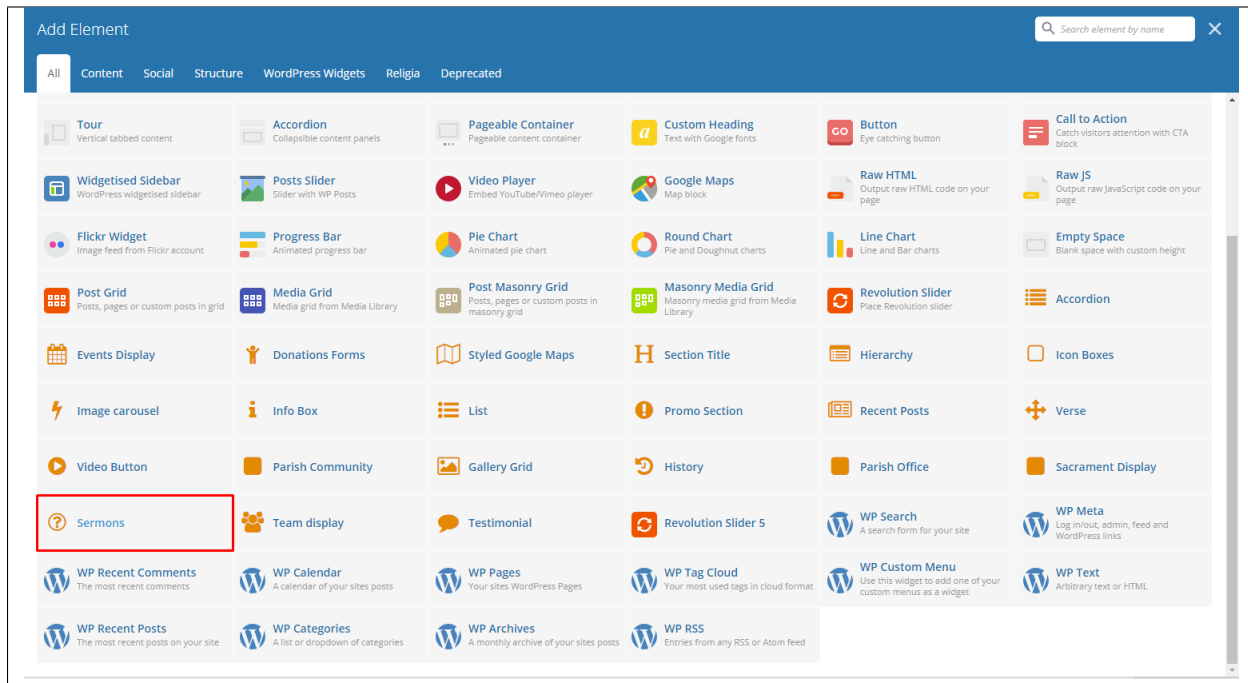
## Sacrament of Confirmation

The sacrament that follows Baptism as part of the initiation process with God and the Church

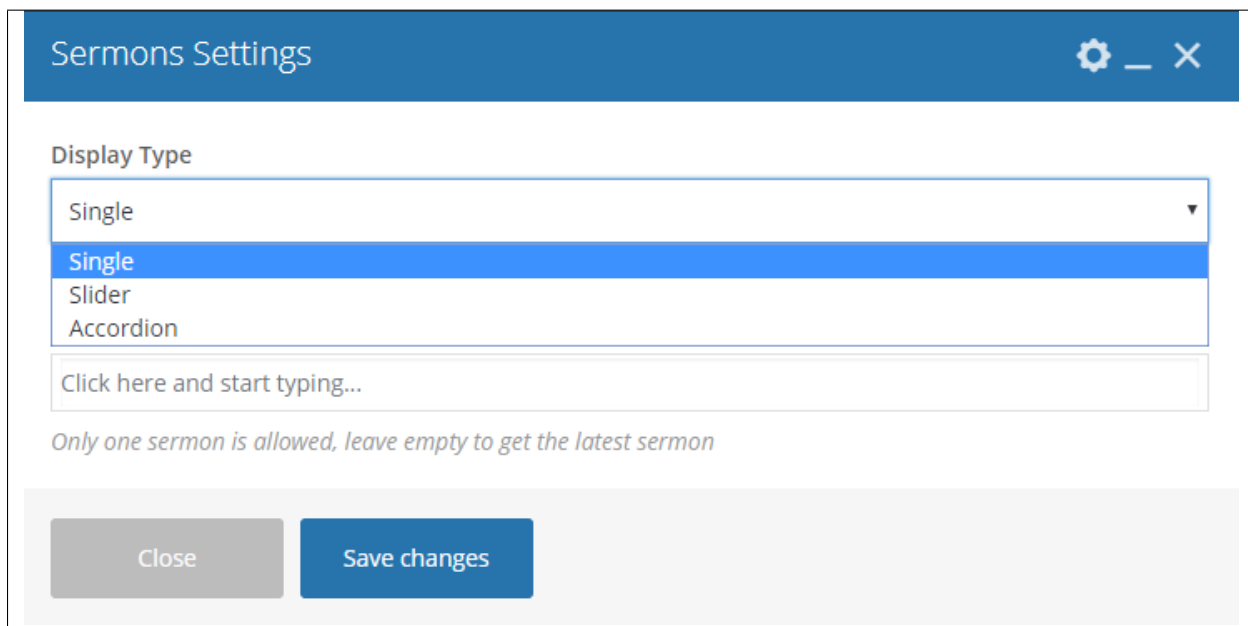
[LEARN MORE](#)



### 3.1.20 Sermons



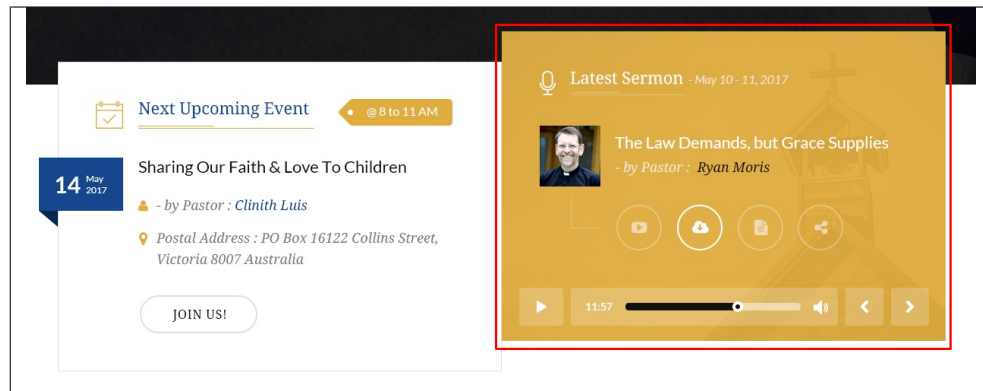
This element lets you show items in Sermons post type.



- **Display Type** - Options on the layout of the Events looks.

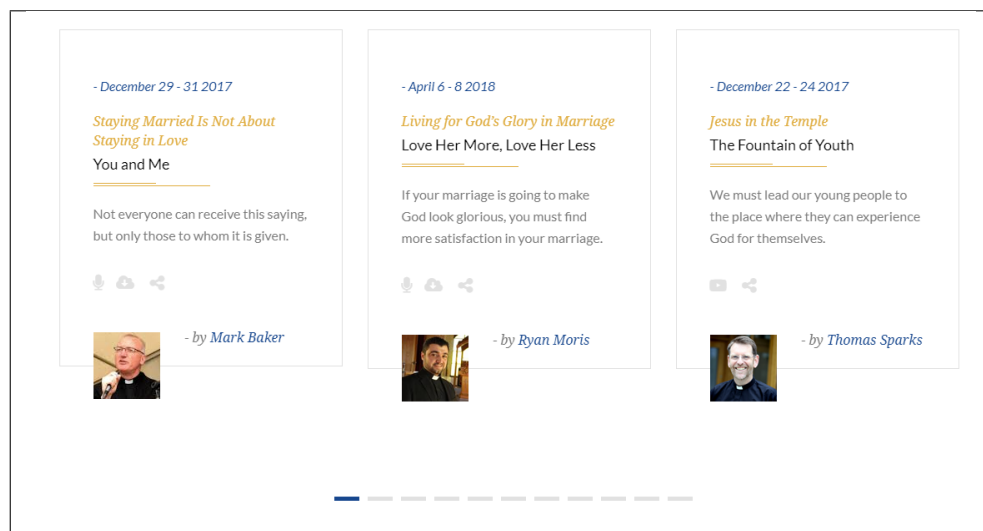
1. **Single**

- **Enter sermon title** - Choose an Events item to show in the page.



## 2. Slider

- **Autoplay** - Option to make the slider move on its own.
- **Order by** - How the posts are ordered.
- **Sort Sermons** - How the posts order looks.
- **Limit** - Number of items to show in the page.
- **Choose category** - Choose a specific category to show in the page.
- **Full Width?** - Extend the post to occupy the whole row.



## 3. Accordion

- **Choose category** - Choose a specific category to show in the page.
- **Title** - Header title of the accordion.
- **Accordion Title Color** - Font color of the Title.
- **Accordion Title Border Color** - Color scheme of the border.

## Our Latest Sermons

### Steps for Spiritual Renewal



Proin gravida nibh vel velit  
auctor aliquet. [Read More](#)

- by *Clinith Luis*



Delight Yourself In Lord



Faith Develops Perserevance



Delight Yourself In Lord



Faith Develops Perserevance



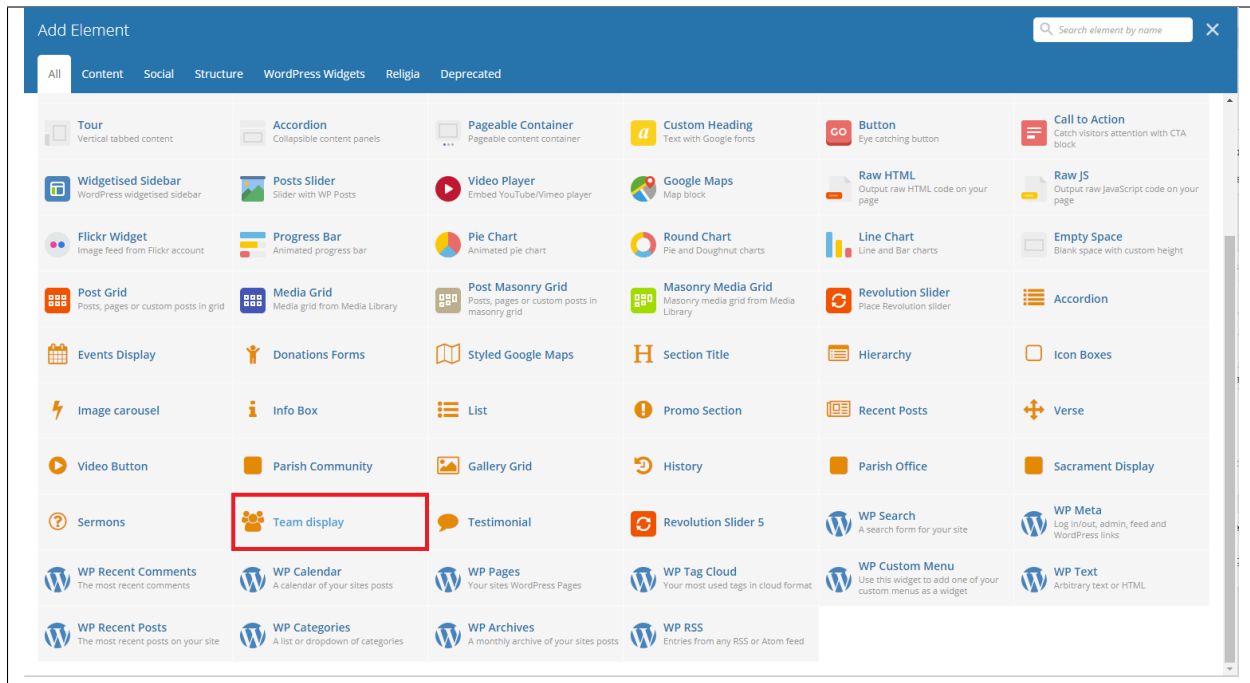
Delight Yourself In Lord



Delight Yourself In Lord



### 3.1.21 Team Display



This element lets you show items in the Sacraments post type.

Team display Settings

Order

Descending

Order by

Date

Order in which data should be fetched

Limit

-1

Autoplay

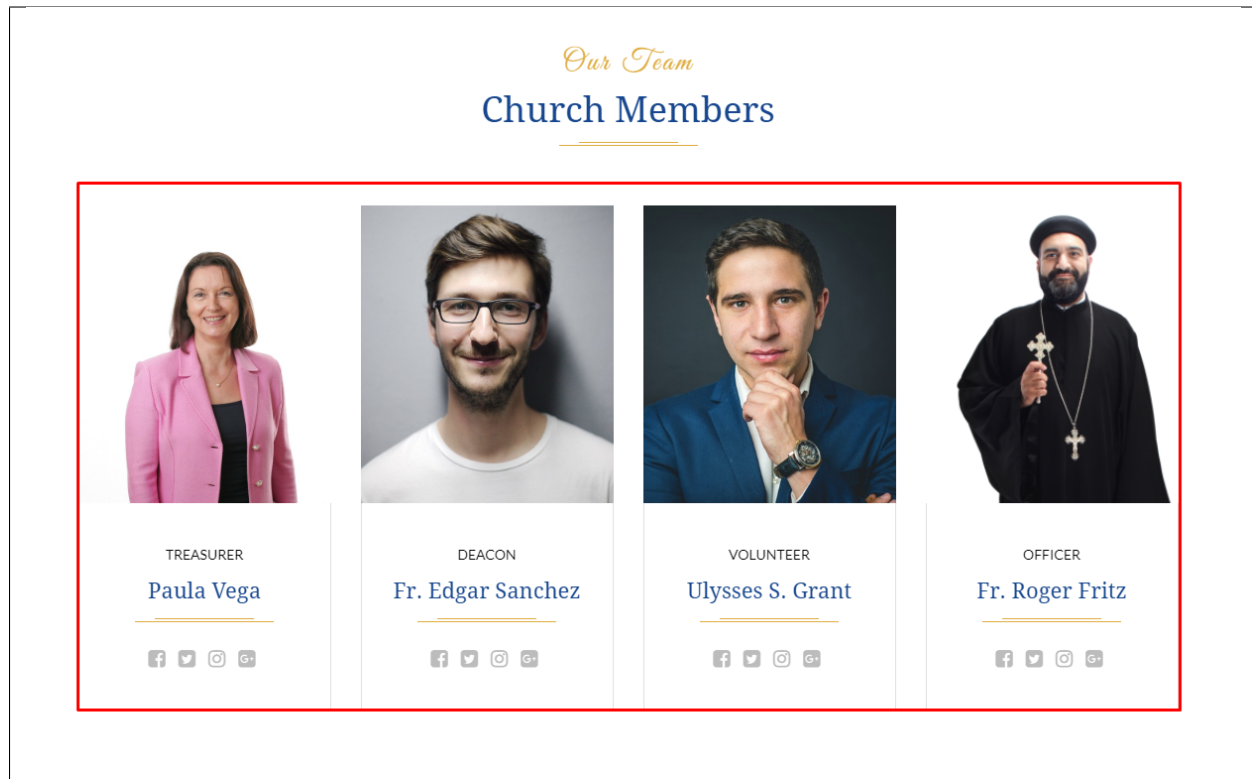
☐ Yes

Autoplay slider

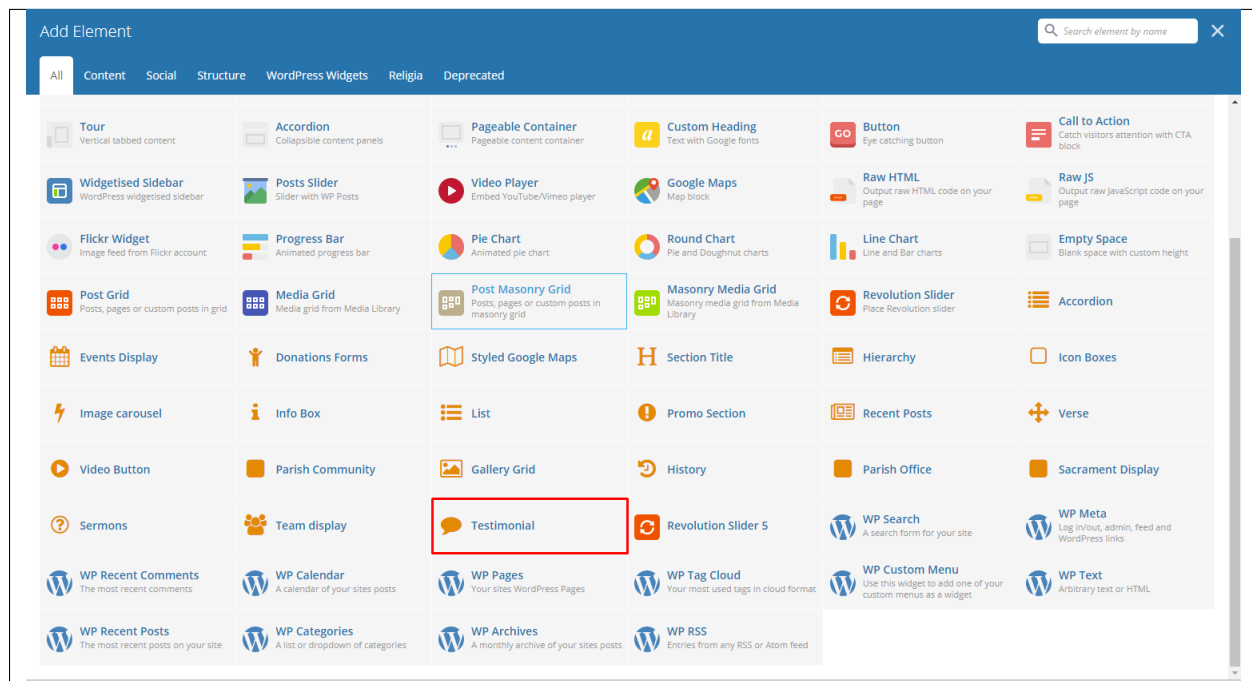
Close

Save changes



- **Order** - How the posts order looks.
- **Order by** - How the posts are ordered.
- **Limit** - Set results limit.
- **Autoplay** - Option to make the slider move on its own.



### 3.1.22 Testimonial



This element lets you show items in the Sacraments post type.

Testimonial Settings



**Style**

Default (preferably with a dark background set on section or row settings) ▼

*Choose style.*

**Autoplay**

☐ Yes

*Autoplay slider*

**Enter testimonial title**

Click here and start typing...

*Only selected testimonial will be displayed.*

**Order by**

ID ▼

*Select order whether its descending or ascending.*

**Sort Testimonial**

Descending ▼

*Select order whether its descending or ascending.*

**Limit**

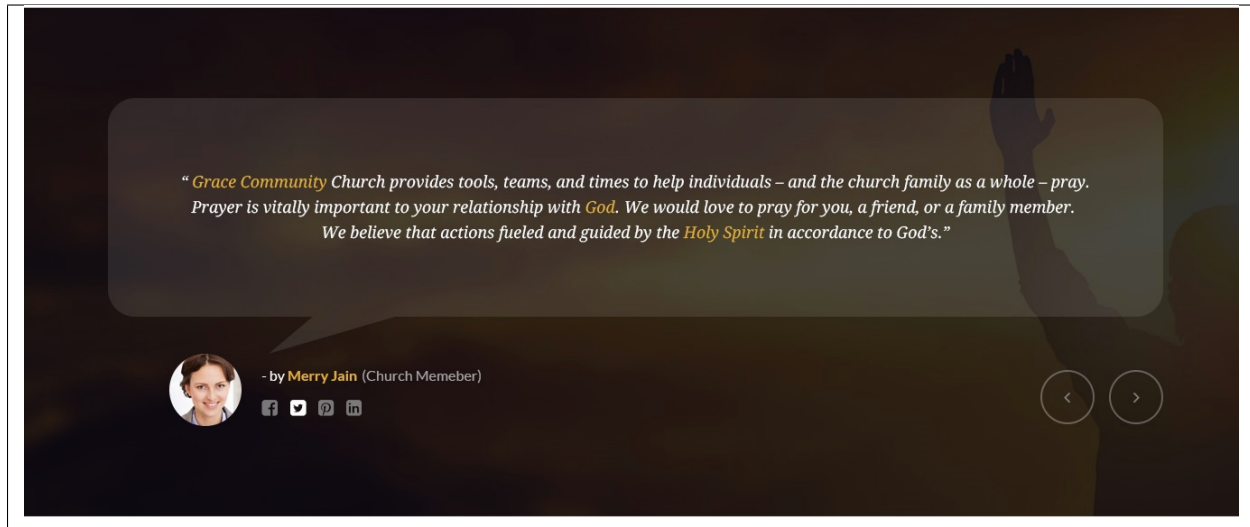
-1

*Enter number of items to be displayed, default is -1 to get all products*

Close

Save changes

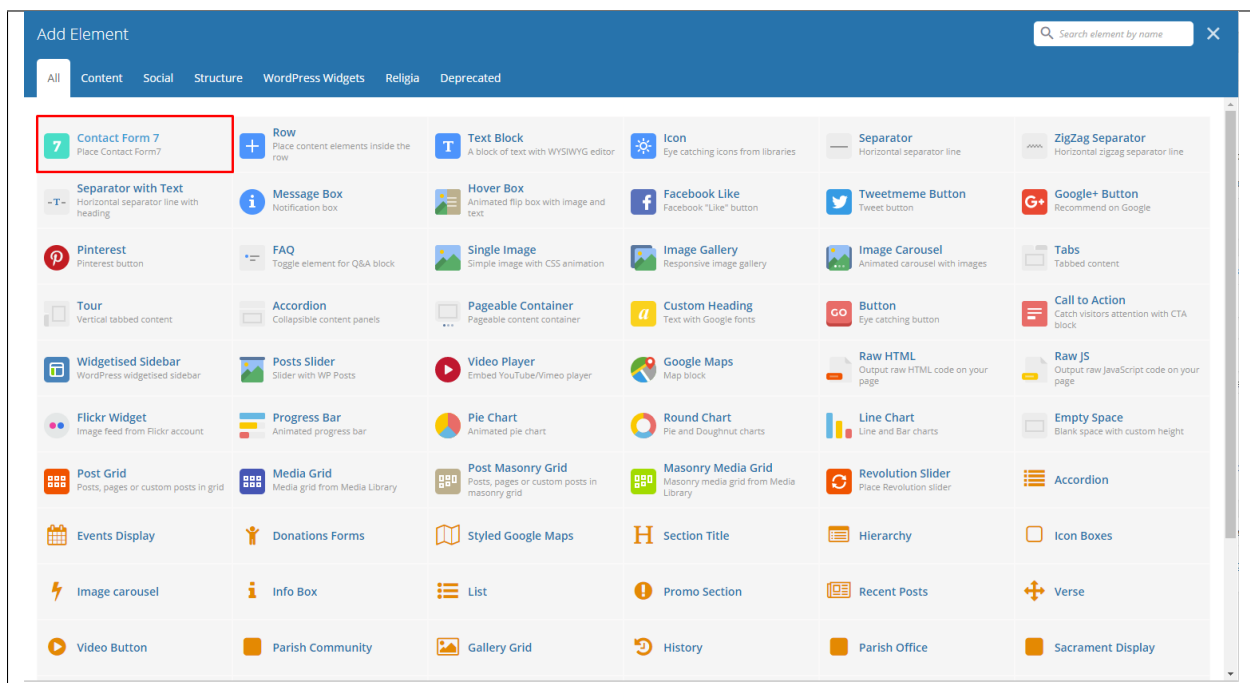
- **Style** - Options on the layout of the Testimonials looks.
- **Autoplay** - Option to make the slider move on its own.
- **Enter testimonial title** - Choose a specific testimonial title to show in the page.
- **Order by** - How the posts are ordered.
- **Sort Testimonial** - How the posts order looks.
- **Limit** - Set results limit.



## 3.2 Religia Plugin Elements

Some plugins that are used in Religia generates an element that helps customize the pages on your site. You will see the plugin elements as follows:

### 3.2.1 Contact Form 7



This is the plugin that can add a *Contact Forms* on a page. To know how to create a contact form, go to the *Create Contact Form* tutorial.

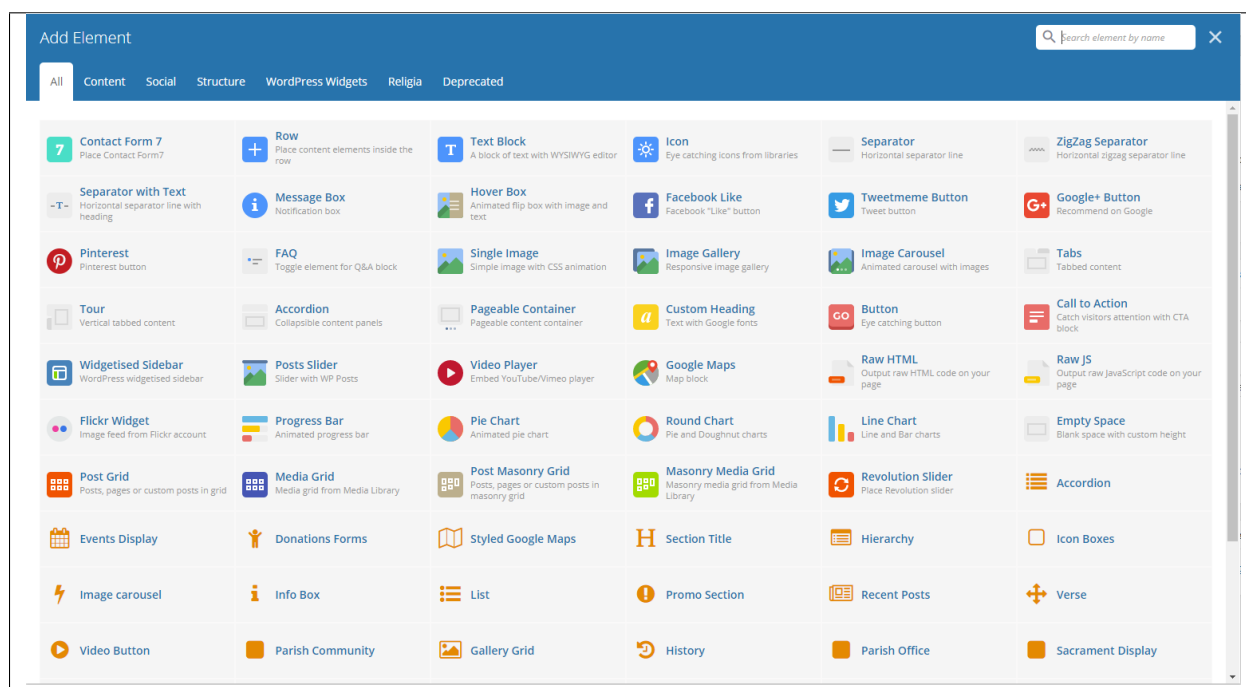


*Any Questions?*  
**Get In Touch**

---

Message

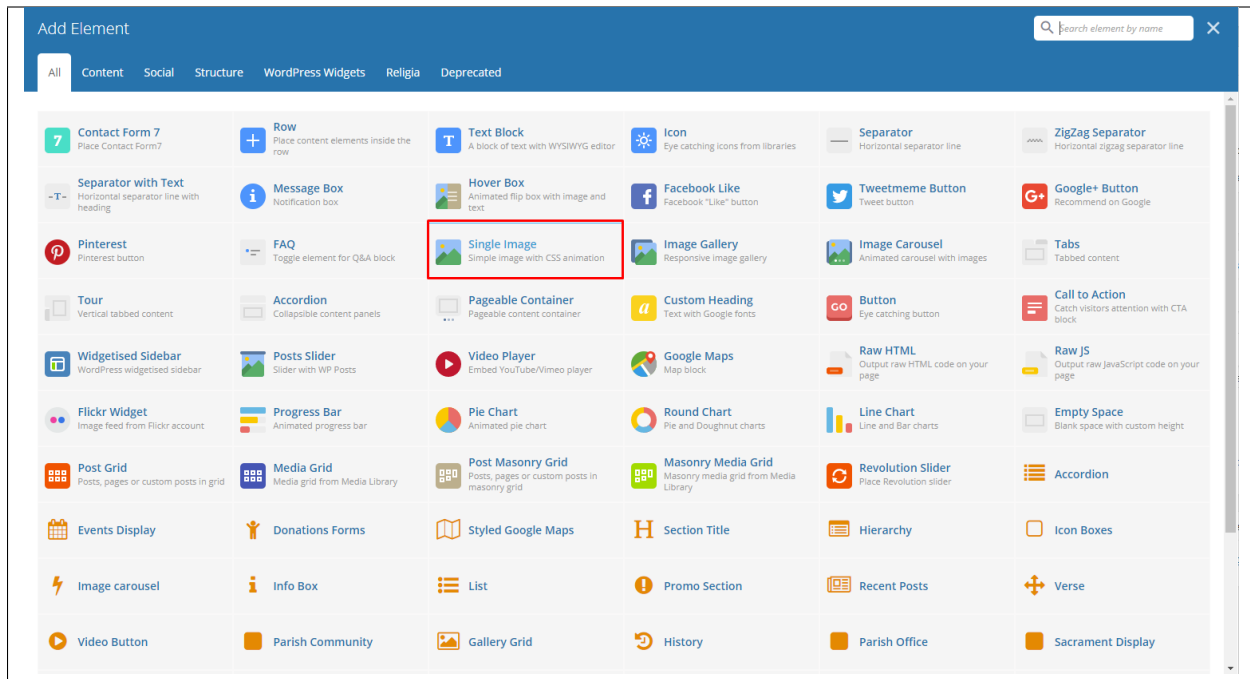
### 3.2.2 Visual Composer



This element lets you customize your page using a simple drag and drop of elements to build your page content. You can easily setup the backgrounds, colors, and styles for a whole section as well as lots of various smaller components which you can freely put wherever you want.

Some of these elements are:

## Single Image

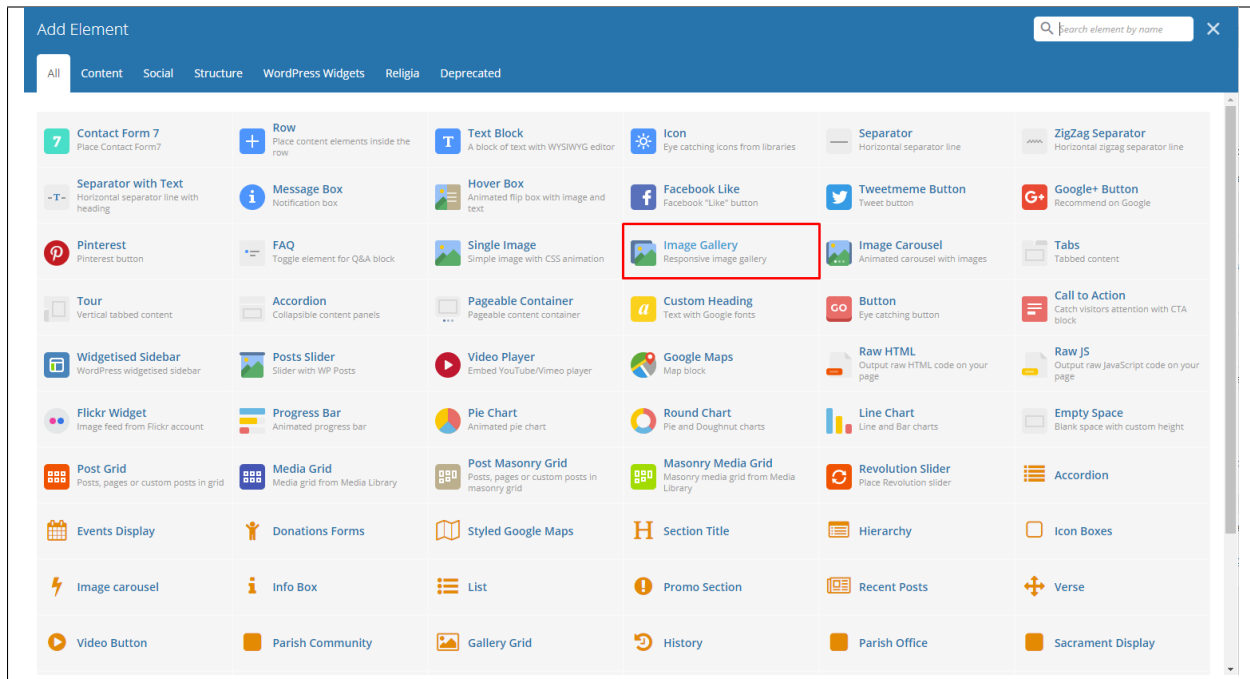


This element will let you add a single image in your page.

## Sample Single Image



## Image Gallery

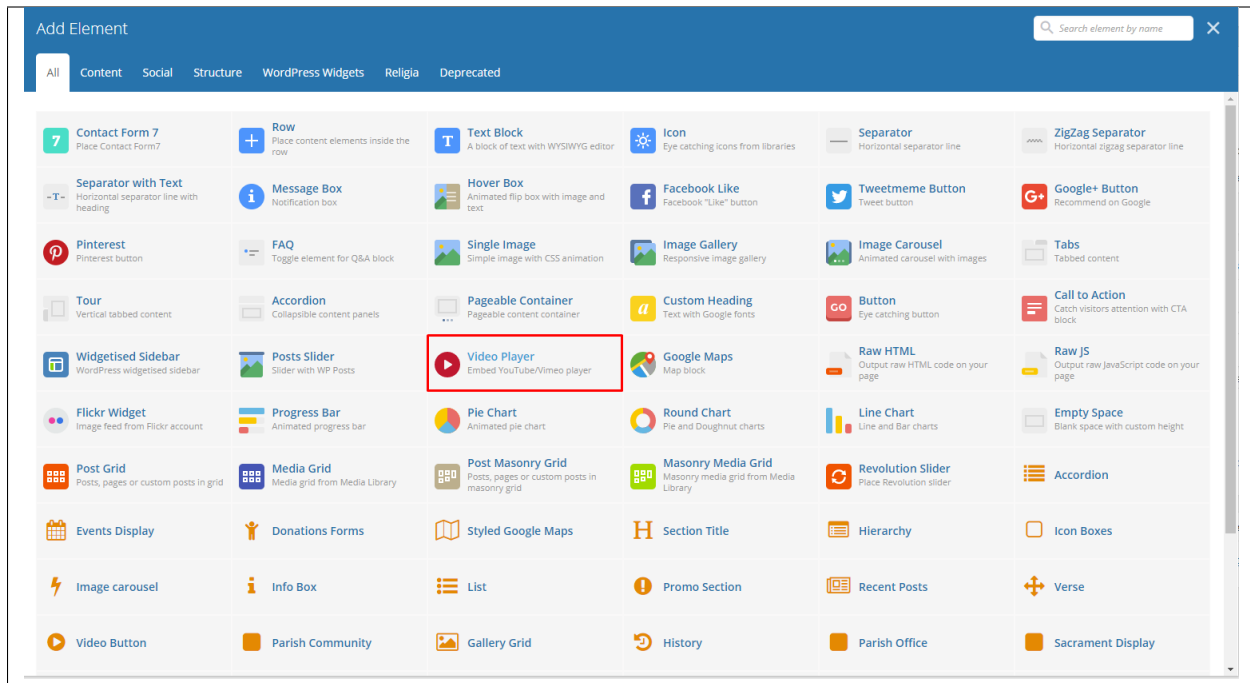


This element will let you add multiple images in your page.

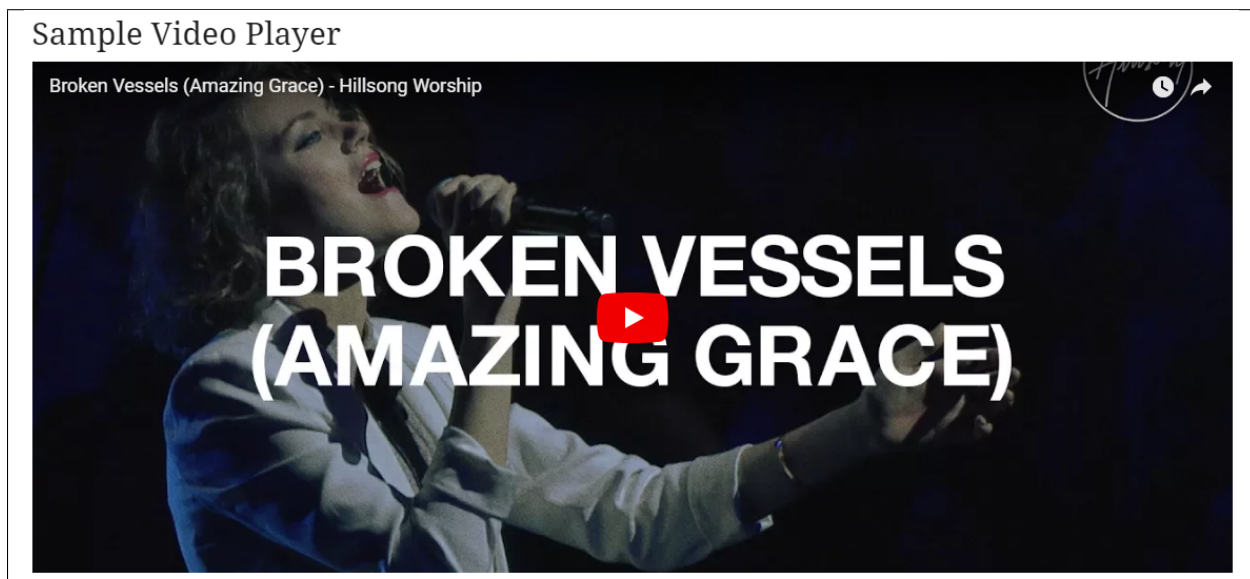
## Sample Image Gallery



## Video Player



This element will let you add a video or MP3 file inside your page by adding the link for the video/MP3.



---

### Blogs Posts

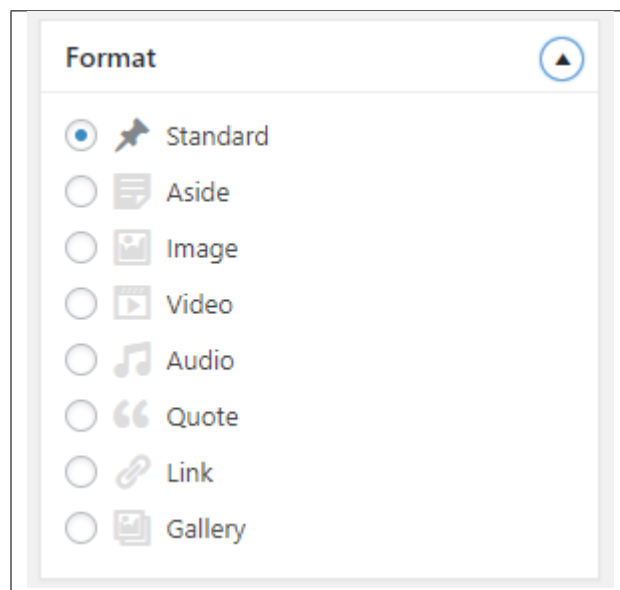
---

Religia is loaded with options for the blog. It offers many different options for you to present your blog posts, along with several different blog post layouts. In addition, there are numerous theme options and shortcode options that allow you to customize how posts are displayed.

#### 4.1 Create New Blog Post

No matter which method you use to display your blog posts, first thing you need to do is create them.

*Religia* offers several blog post formats:



- **Standard** - The default format for the blog post. It will show only the text in the blogs page.

- **Aside**
- **Image** - The Featured Image and a small preview of the text will be shown in the blogs page.
- **Video** - A video and a small preview of the text will be shown in the blogs page.

To be able to use a Video for the blogs post page, the blog format should be *Video* and the Video format settings will show where you add the Embed code of the video.

Video format settings

M4V File URL:

*The URL to the .m4v video file*

OGV File URL:

*The URL to the .ogv video file*

Direct video URL:

*Direct movie link to embed movie from popular services like Youtube, Vimeo, Dailymotion*

Embedded Code:

*You can use any custom embed code.*

To add a video in the single page of the blog, you can use the Video element in the VC.

- **Audio** - An MP3 music and a small preview of the text will be shown in the blogs page.

To be able to use a Video for the blogs post page, the blog format should be *Video* and the Video format settings will show where you add the Embed code of the video.



**Audio format settings**

MP3 File URL:

*The URL to the .mp3 audio file*

OGA File URL:

*The URL to the .oga, .ogg audio file*


Poster URL:

*The URL to the poster file*

Poster height:

*The height of the poster*

```
<iframe width="100%" height="300"
frameborder="no"
src="https://w.soundcloud.com/player/?
url=https%3A//api.soundcloud.com/tracks/5468596&
color=%23ff5500&auto_play=false&hide_related=false&show_comments=true&show_user=true&show_reposts=false&show_teaser=true&visual=true">
</iframe>
```

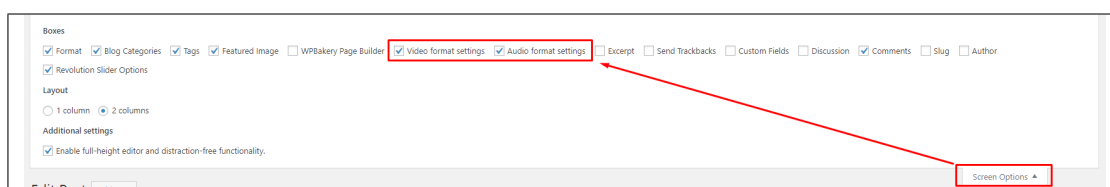
Embedded Code: 

*You can use any custom embed code.*

To add a video in the single page of the blog, you can use the Video element in the VC.

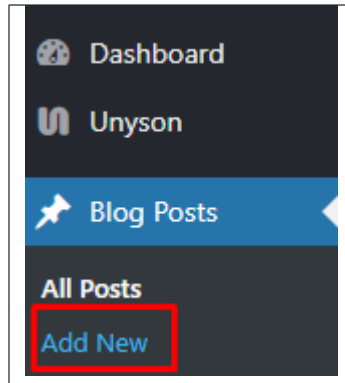
- **Quote** - The quoted word in the blog post will be shown in the blogs page.
- **Link** - A link in the blog post for a webpage will shown in the blogs page.
- **Gallery** - The image gallery in the blog post will be shown in the blogs page.

**Note:** If the settings for Video or Audio format is not displayed, go to *Screen Options* at the upper right side of the screen. Click the options for *Video format settings* or *Audio format settings*, this should display the settings.

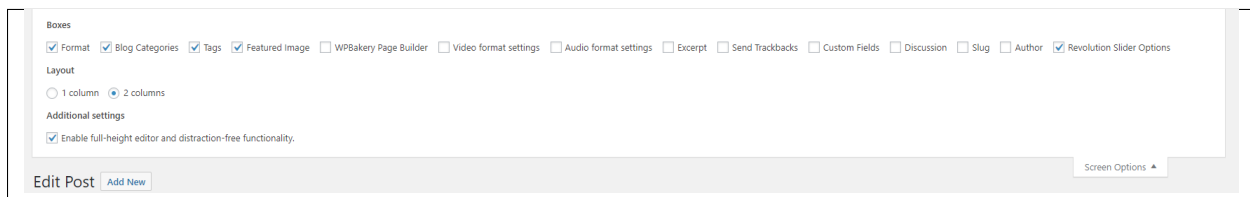


Follow the steps below to create a blog post:

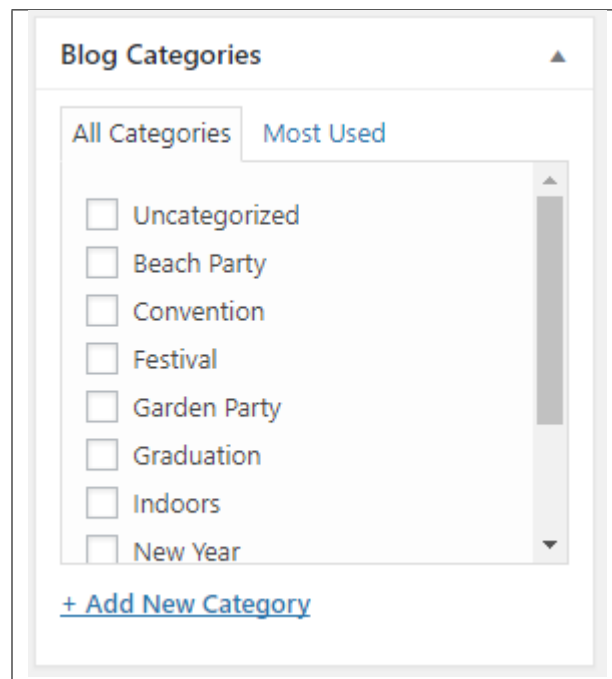
- **Step 1** - Navigate to *Blog Posts > Add New* in the Dashboard.



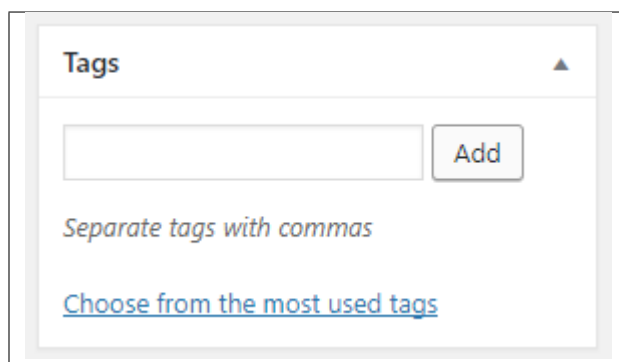
- **Step 2** - Create a title and insert your post content in the editing field. You can use any of our [shortcode](#) elements inside the post. If you want to use some additional fields, choose them from *Screen Options* at the top of the screen.



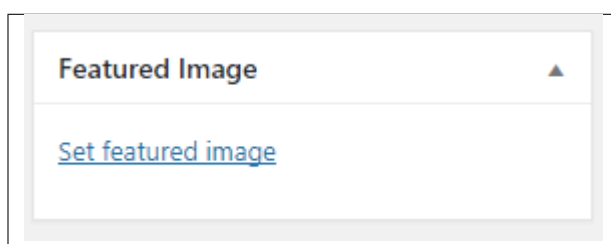
- **Step 3** - Add *Blog Categories* on the right side. Categories are meant for broad grouping of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. *Sub-categories* are made when a Category is added to a Parent Category . To assign it to the post, check the box next to the Category name.



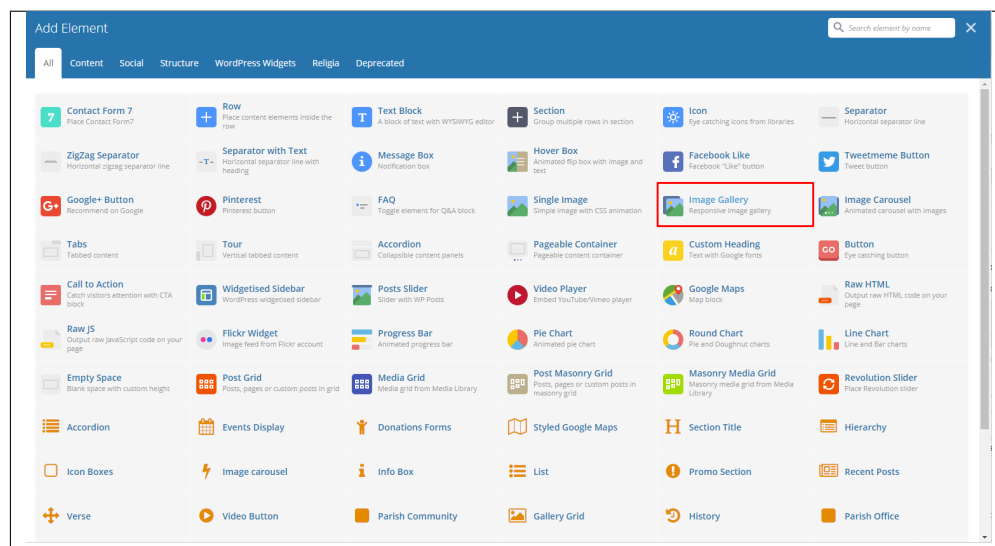
- **Step 4** - To add *Tags*, write the Tags at the textbox below the Blog Categories. Tags are meant to describe specific details of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical. Type the name of the tag in the field, separate multiple tags with commas.



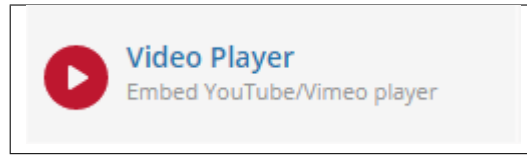
- **Step 5** - To add a *Single image*, click the Featured Image box, select an image and click *Set Featured Image*.





To add more than one image, use *Image Gallery* (Visual Composer element) , each image will be a slide in the gallery slideshow. Gallery can be created by adding images from Media gallery or by adding External links of the images that will be used.



- **Step 6** – To post *Video*, use Video Player (Visual Composer element) and paste the direct video URL from Youtube, Vimeo or Dailymotion and more.
- **Step 7** – to post *Audio*, use Video Player (Visual Composer element) and paste the direct audio URL from Soundcloud, Mixcloud and more.



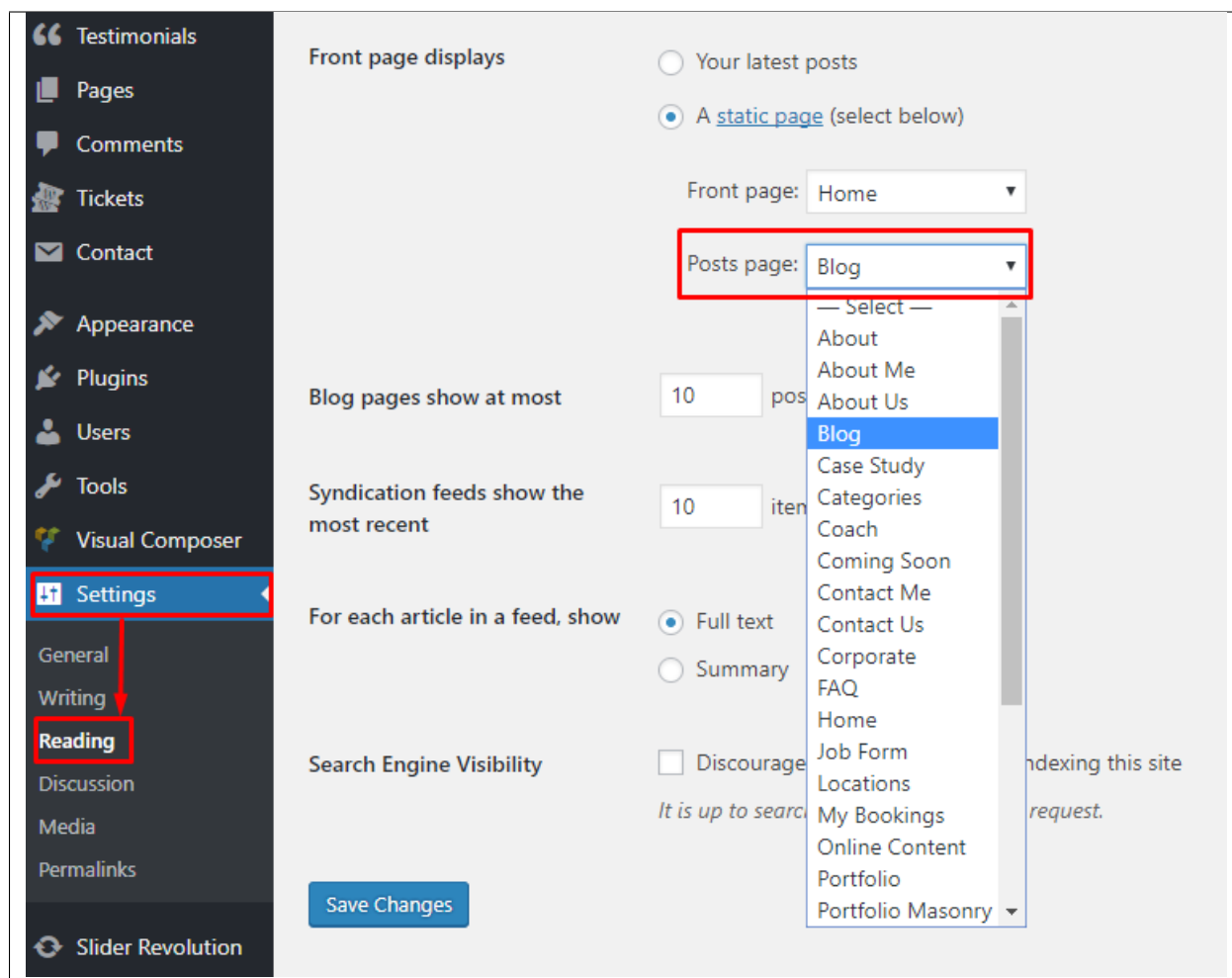
- **Step 8** – For *Quotation*, use WordPress *Blockquote* option (Shift + Alt + Q). 
- **Step 9** – For *Links*, use WordPress *Insert/Edit Link* option (Ctrl + K). 
- **Step 10** – Create an excerpt – *Excerpts* are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)
- **Step 11** – Once finished, click *Publish* to save the post.

You will see all the Blogs created at *Blog Posts > All Posts*.

## 4.2 Blog Index Page

The most popular way of displaying blog posts is to setup *blog index page*. There all of your posts will be displayed and ordered by publish date.

To set the page as your post page, navigate to Posts page tool in *Settings > Reading* and choose Blog index page from the ones you created.



**Note:** On Blog index page you will see only your posts, so don't add any other content to it.

## 4.3 Blog Category

**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a blog would make it easier to locate and post on similar topics by category.

### 4.3.1 Create Blog Category

To create a *Category* for a blog, follow these steps:

- **Step 1** - Navigate your Dashboard to *Blog Posts > Categories*. You will see the *Blog Categories* page.

Blog Posts

All Posts

Add New

**Categories**

Tags

Events

FAQ

Jobs

Portfolio items

Media

Team members

Testimonials

Pages

Comments

Tickets

Contact

Appearance

Hi! Would you like to activate your version of Revolution Slider to receive live updates & get premium support? This is optional and not needed if the slider came bundled with a theme. [\(never show this message again\)](#) X

## Blog Categories

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of Visual Composer.

Current theme requires plugins activation in order to work correctly

There is an update available for: [Contact Form 7](#).

[Begin updating plugin](#)

Search Categories

47 items « 1 of 3 »

Bulk Actions Apply

<input type="checkbox"/> Name	Description	Slug	Count
<input type="checkbox"/> Alignment	Posts in this category test image and text alignment.	alignment	3
<input type="checkbox"/> Aside	Posts in this category test the aside post format.	post-format-aside	2
<input type="checkbox"/> Audio	Posts in this category test the audio post format.	post-format-audio	2

**Add New Category**

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent Category

- **Step 2** - In the page, find the *Add New Category* area. Add All the necessary information.

### Add New Category

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent Category

None ▼

*Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.*

Description

*The description is not prominent by default; however, some themes may show it.*

Add New Category

- **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.
- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

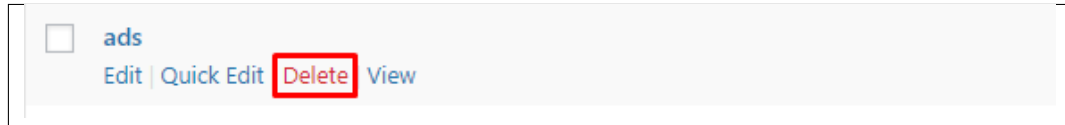
### 4.3.2 Delete Blog Category

To delete a Category, navigate your Dashboard to *Blog Posts > Categories*.

In the *Blog Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



## 4.4 Blog Tags

**Tags** are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

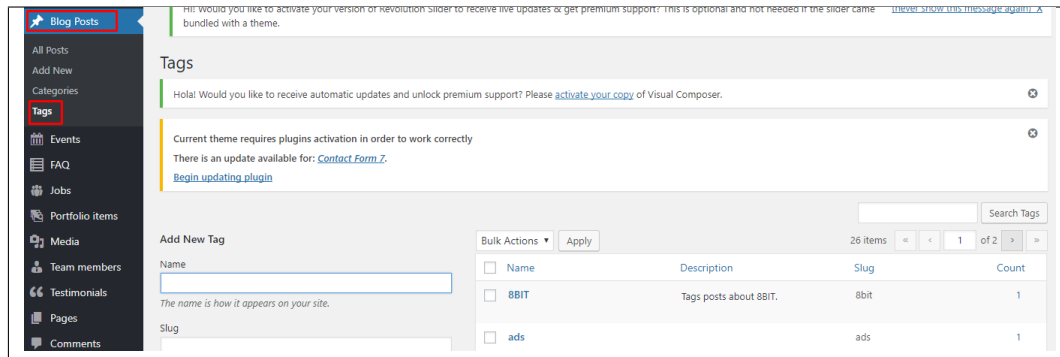
Adding tags to a blog post would make it easier to relate a post with another post even if the categories are different.

### 4.4.1 Create Blog Tags

To create a *Tag* for a blog, follow these steps:

- **Step 1** - Navigate your Dashboard to *Blog Posts > Tags*. You will see the *Tags* page.





- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.

### Add New Tag

**Name**

*The name is how it appears on your site.*

**Slug**

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

**Description**

*The description is not prominent by default; however, some themes may show it.*

**Add New Tag**

- **Name** - The name of the tag.
- **Slug** - The URL-friendly version of the name. Usually all lowercase.
- **Description** - Description of the tag.
- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

---

**Note:** Adding a tag may affect the tags from post types of the theme.

---

## 4.4.2 Delete Blog Tags

To delete a tag, navigate your Dashboard to *Blog Posts > Tags*.

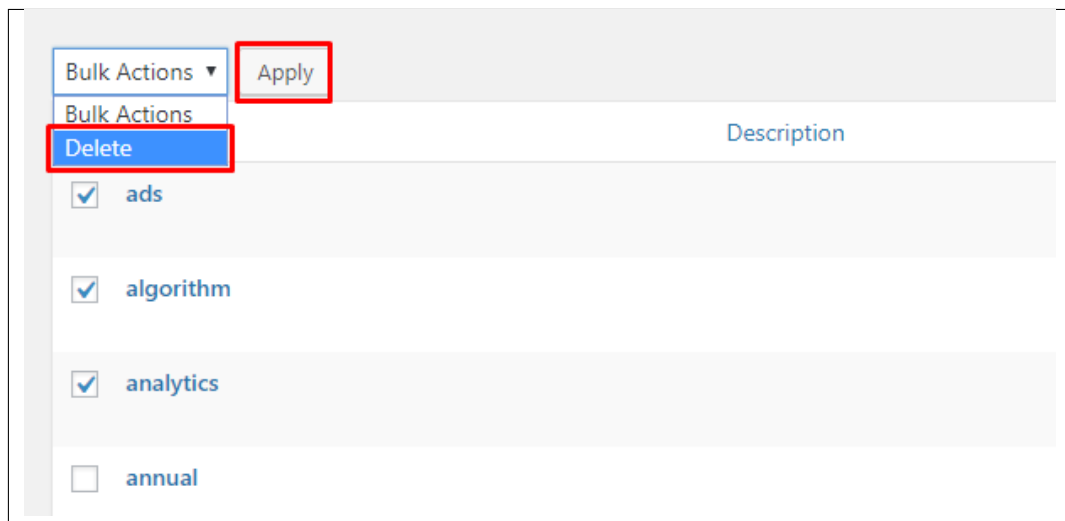
In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



---

**Note:** Deleting a tag may affect the tags from post types of the theme.

---

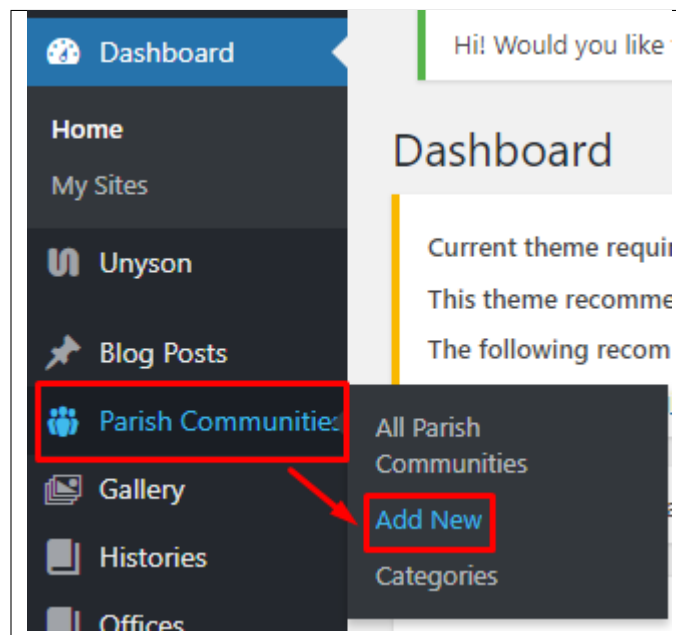
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## Parish Communities

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### 5.1 Create New Parish Community Item

To create a new *Parish Community* item, navigate in WordPress Dashboard to *Parish Communities > Add New*.



The *Add New Parish Community* page will show. Add the details for the *Parish Community*.

The screenshot shows the 'Add New Parish Community' form. It includes a title field (1), a rich text editor (2), an excerpt field (3), a 'community options' section with a modal for adding members (4), and a 'Parish Community Categories' section (5). A 'Featured Image' section (6) is also present on the right. The form has tabs for 'Backend Editor' and 'Frontend Editor', and a 'Publish' sidebar on the right.

1. **Title** - Title of the Parish Communities.
2. **Editor container** - You can add descriptions about the Parish Communities on this area.
3. **Excerpt** - Short summary of the information about the community.
4. **Community options** - Add a member of the community.
  - **Header input** - Position of the Member. ex: President
  - **Detail input** - Name of the member.
5. **Parish Community Categories** - Group a Parish Community with other Parish Communities in the same category.

6. **Featured Image** - The image shown in the pages.

After adding all the details, click on *Publish* button to save.

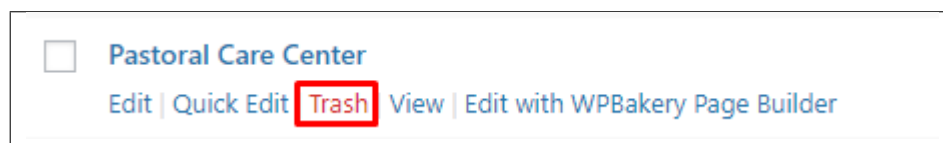
### 5.1.1 Delete Parish Communities

To delete a Parish Community, navigate your Dashboard to *Parish Communities > All Parish Communities*

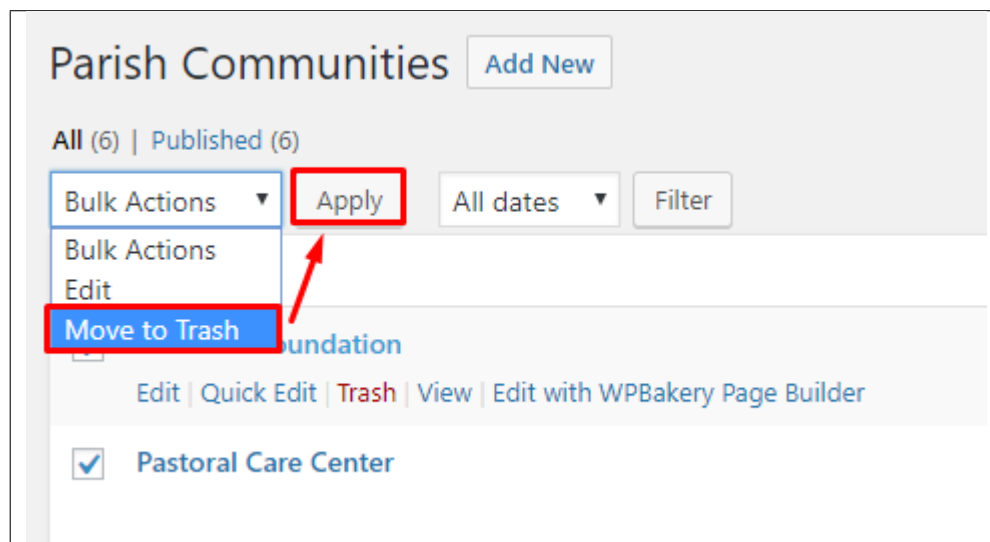
In the Parish Communities page, you will see all the created Parish Community.

To delete a Parish Communities, you have two options:

- **Single Parish Community Delete** - Hover your mouse pointer on the Parish Community that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.

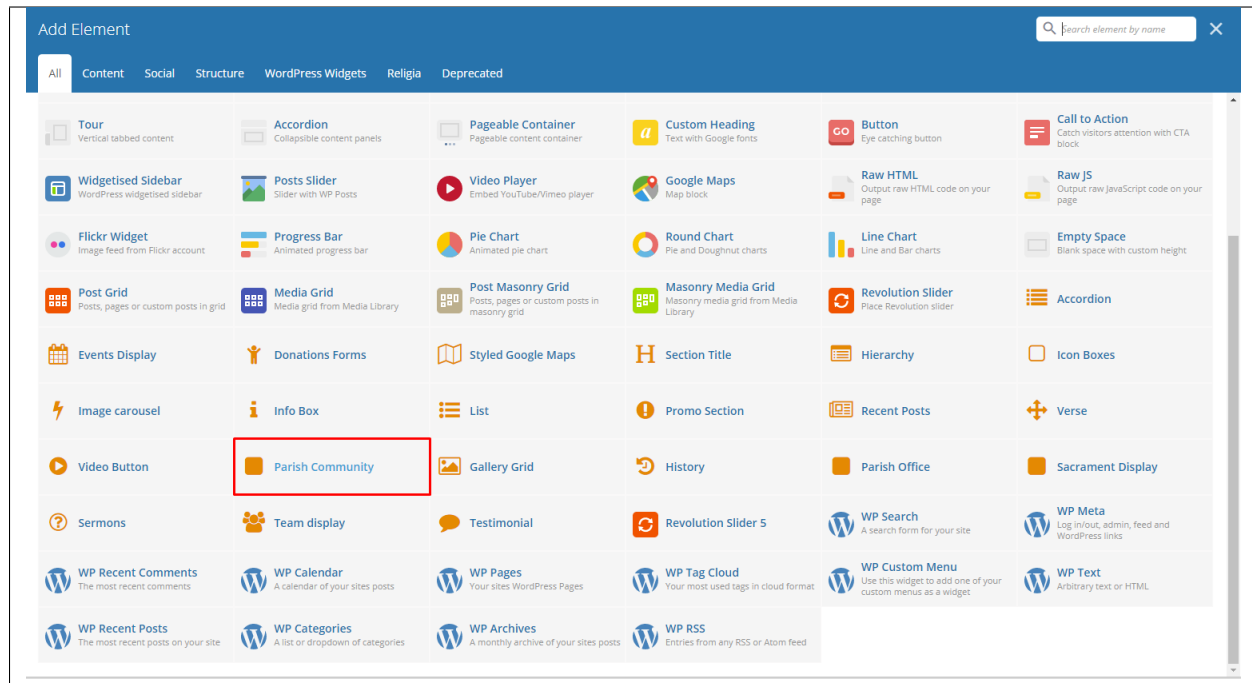


- **Multiple Parish Communities Delete** - To delete multiple galleries, click on the box beside the Parish Communities you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



### 5.1.2 Add Parish Communities to Page

To add Parish Communities to a page, an element in the Visual Composer is used: **Parish Community**



This is the element that will add Parish Communities on the page. For more information about this element, go to [Religia Custom Shortcodes > Parish Community](#).

## 5.2 Parish Community Category

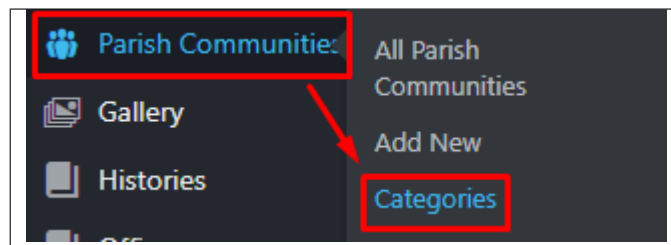
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a Parish Community would make it easier to locate and post on similar topics by category.

### 5.2.1 Create Parish Community Category

To create a *Category* for a Parish Community, follow these steps:

- **Step 1** - Navigate your Dashboard to *Parish Community > Parish Community Categories*. You will see the *Parish Community Categories* page.



- **Step 2** - In the page, find the *Add New Category* area. Add All the necessary information.

## Parish Community Categories

### Add New category

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent Parish Community Category

None ▼

*Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.*

Description

*The description is not prominent by default; however, some themes may show it.*

Add New category

- **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.
- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

### 5.2.2 Delete Parish Community Category

To delete a Category, navigate your Dashboard to *Parish Communities > Parish Community Categories*.

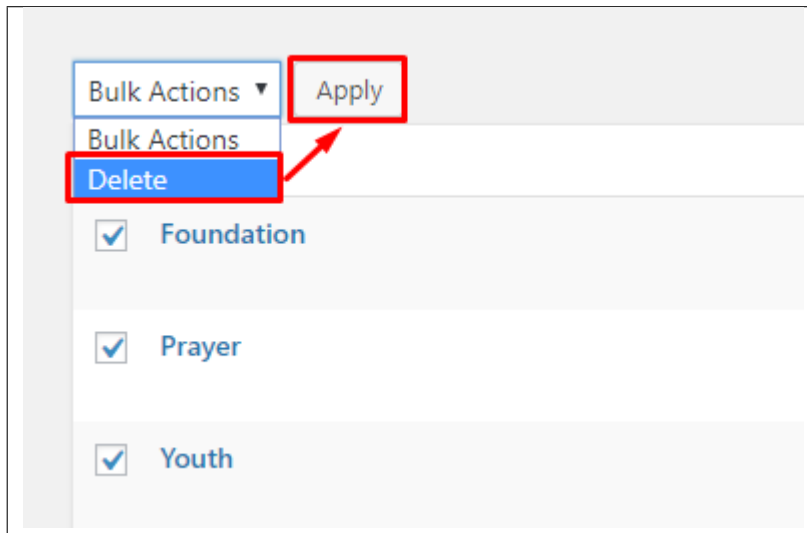
In the *Parish Community Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



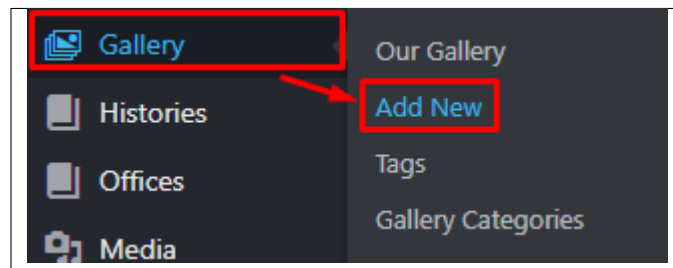
- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.





#### 6.1 Create New Gallery

To create a new *Gallery* item, navigate in WordPress Dashboard to *Gallery > Add New*.



The *Add New Gallery Item* page will show. Add the details for the *Gallery*.

**Add New Gallery Item**

Enter title here

Backend Editor Frontend Editor

Add Media

Paragraph B I [List Icons] [Link Icon] [Image Icon] [More Icon]

Visual Text

Word count: 0

**Revolution Slider Options**

Choose Slide Template

default

**Settings**

**Gallery options**

Select gallery items

Add Images

**Publish**

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Publish

**Tags**

Add

Separate tags with commas

Choose from the most used tags

**Gallery Categories**

All Gallery Categories Most Used

☐ Religious

☐ Stories

+ Add New category

1. **Title** - Title of the gallery.
2. **Editor container** - You can add descriptions about the gallery on this area.
3. **Gallery options**
  - **Select gallery items** - Add images for the gallery.
4. **Tags** - Specifically categorize a gallery.
5. **Gallery Categories** - Group a gallery with other gallery in the same category.

After adding all the details, click on *Publish* button to save.

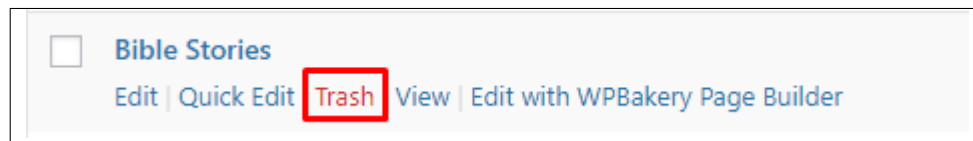
### 6.1.1 Delete Gallery

To delete a gallery, navigate your Dashboard to *Gallery > Our Gallery*

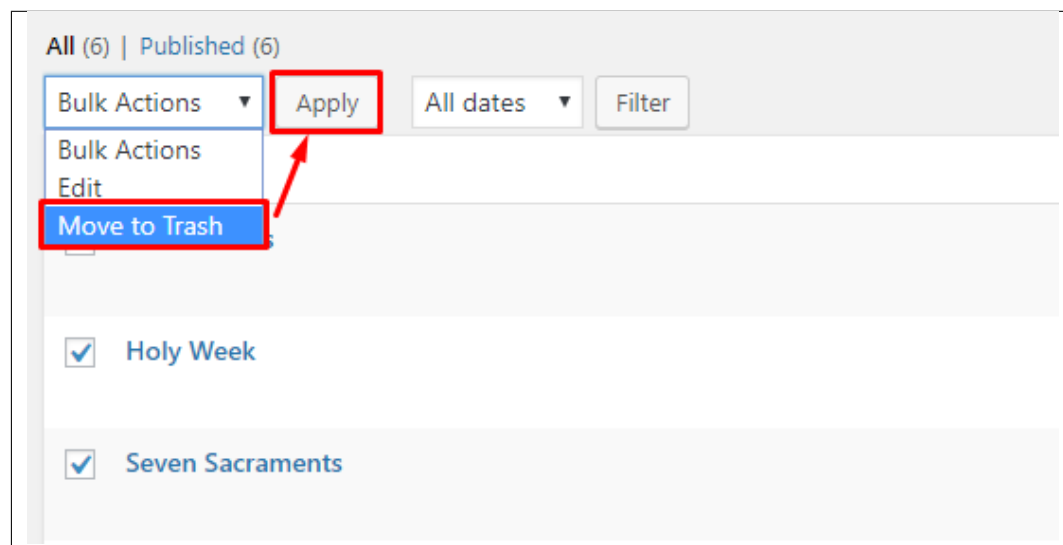
In the Gallery page, you will see all the created gallery.

To delete a gallery, you have two options:

- **Single Gallery Delete** - Hover your mouse pointer on the gallery that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.

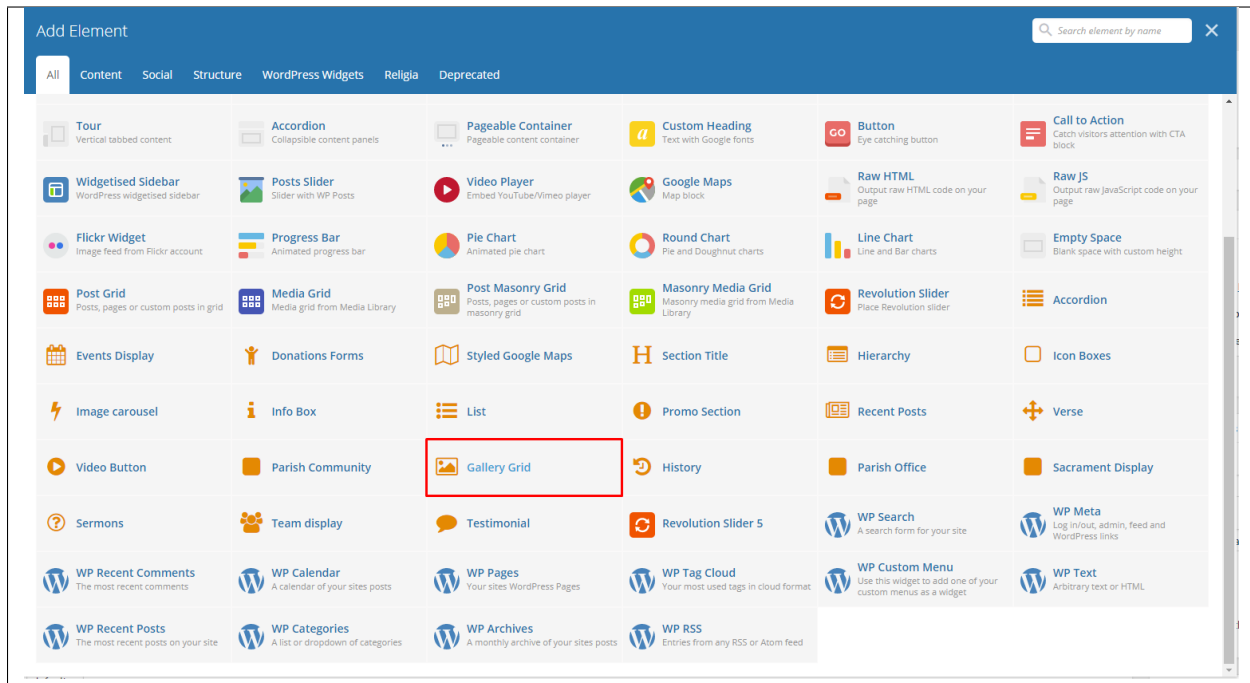


- **Multiple Gallery Delete** - To delete multiple galleries, click on the box beside the gallery you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



### 6.1.2 Add Gallery to Page

To add a gallery to a page, an element in the Visual Composer is used: Gallery Grid



This is the element that will add a gallery on the page. For more information about this element, go to [Religia Custom Shortcodes > Gallery Grid](#).

## 6.2 Gallery Category

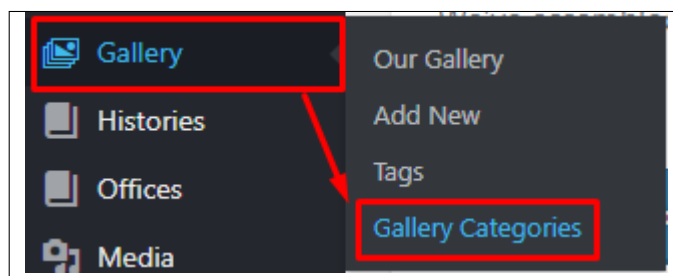
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a gallery would make it easier to locate and post on similar topics by category.

### 6.2.1 Create Gallery Category

To create a *Category* for a gallery, follow these steps:

- **Step 1** - Navigate your Dashboard to *Gallery > Gallery Categories*. You will see the *Gallery Categories* page.



- **Step 2** - In the page, find the *Add New Category* area. Add All the necessary information.

## Gallery Categories

### Add New category

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent Gallery Category

None ▾

*Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.*

Description

*The description is not prominent by default; however, some themes may show it.*

Add New category

- **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.
- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

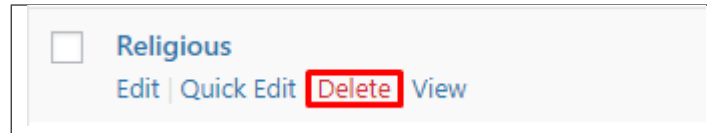
## 6.2.2 Delete Gallery Category

To delete a Category, navigate your Dashboard to *Gallery > Gallery Categories*.

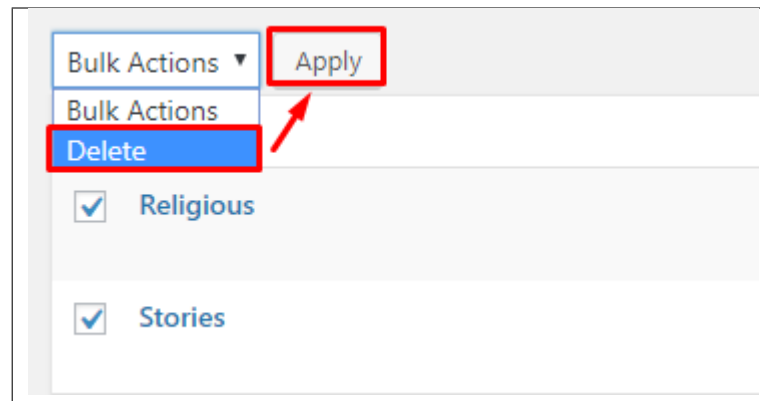
In the *Gallery Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



## 6.3 Gallery Tags

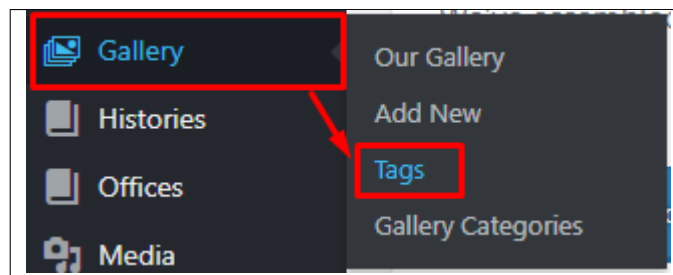
**Tags** are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a gallery post would make it easier to relate a post with another post even if the categories are different.

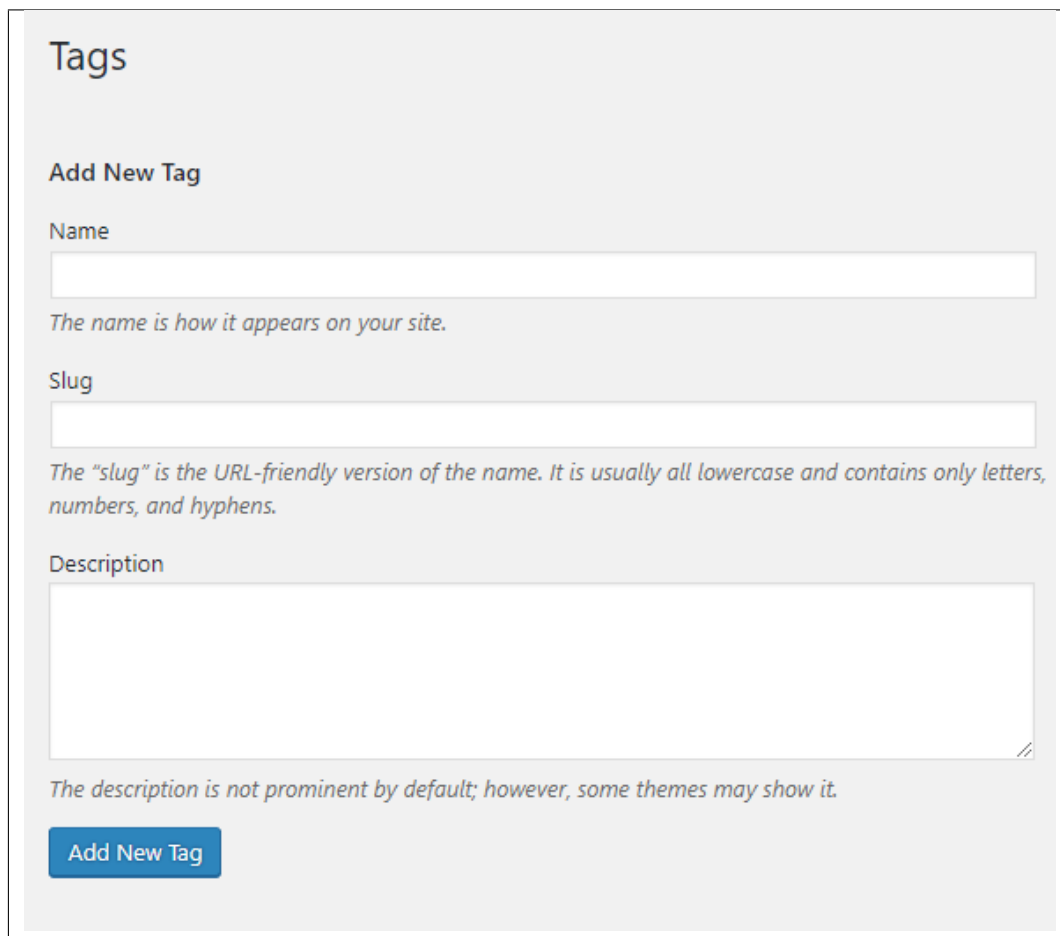
### 6.3.1 Create Gallery Tags

To create a *Tag* for a Gallery, follow these steps:

- **Step 1** - Navigate your Dashboard to *Gallery > Tags*. You will see the *Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.

The image shows a screenshot of the 'Add New Tag' form in a WordPress dashboard. The form is titled 'Tags' and contains three input fields: 'Name', 'Slug', and 'Description'. Each field has a placeholder text explaining its purpose. The 'Name' field is for the tag's name, the 'Slug' field is for the URL-friendly version, and the 'Description' field is for a brief description. A blue 'Add New Tag' button is located at the bottom of the form.

**Tags**

**Add New Tag**

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Description

*The description is not prominent by default; however, some themes may show it.*

**Add New Tag**

- **Name** - The name of the tag.
- **Slug** - The URL-friendly version of the name. Usually all lowercase.
- **Description** - Description of the tag.
- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

---

**Note:** Adding a tag may affect the tags from other post type's tags.

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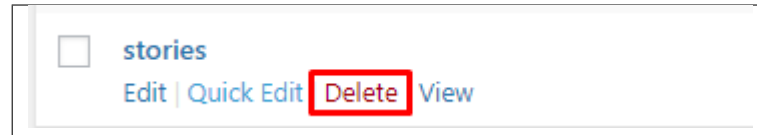
### 6.3.2 Delete Gallery Tags

To delete a tag, navigate your Dashboard to *Gallery > Tags*.

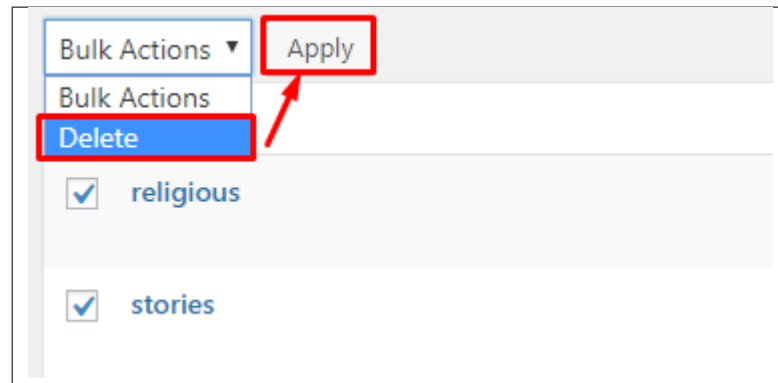
In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



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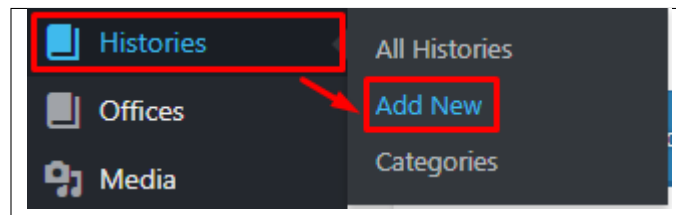
**Note:** Deleting a tag may affect the tags from other post type's tags.

---



### 7.1 Create New History

To create a new *History* item, navigate in WordPress Dashboard to *History > Add New*.



The *Add New History* page will show. Add the details for the *History*.

The screenshot shows the 'Add New History' form. At the top, there's a title field (1) with the placeholder 'Enter title here'. Below it are buttons for 'Backend Editor' and 'Frontend Editor'. The main content area is a rich text editor (2) with a toolbar and a large text area. To the right, there's a 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility options. Below the editor, there are three sections: 'History Settings' (3) with a 'History Date' field, 'Excerpt' (4) with a text area and a note about manual excerpts, and 'History Categories' (5) with a list of categories and an 'Add New category' link. At the bottom right, there's a 'Featured Image' section (6) with a 'Set featured image' link.

1. **Title** - Title of the History.
2. **Editor container** - You can add descriptions about the History on this area.
3. **History Settings**
  - **History Date** - Date for the event. The date will be shown in the single page of this item.
4. **Excerpt** - Short summary of the information about the history.
5. **History Categories** - Group a History with other Histories in the same category.
6. **Featured Image** - The image shown in the pages.

After adding all the details, click on *Publish* button to save.

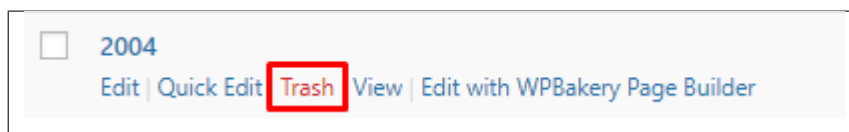
### 7.1.1 Delete History

To delete a History, navigate your Dashboard to *History > All History*

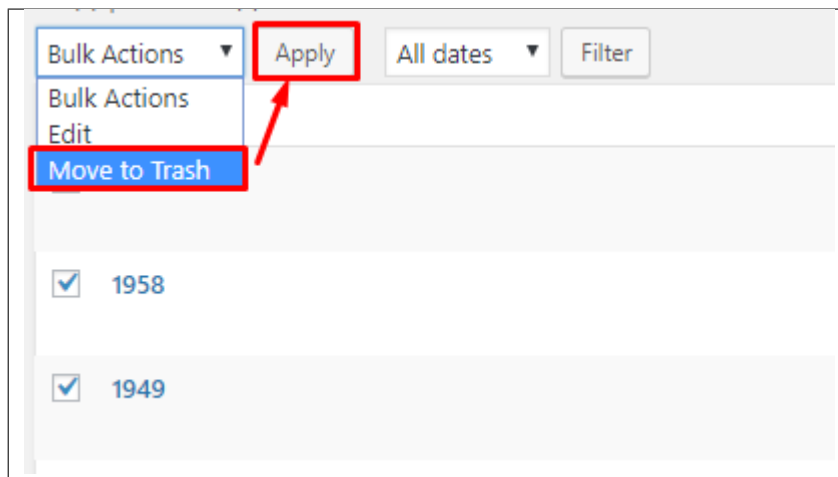
In the History page, you will see all the created History.

To delete a History, you have two options:

- **Single History Delete** - Hover your mouse pointer on the History that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.

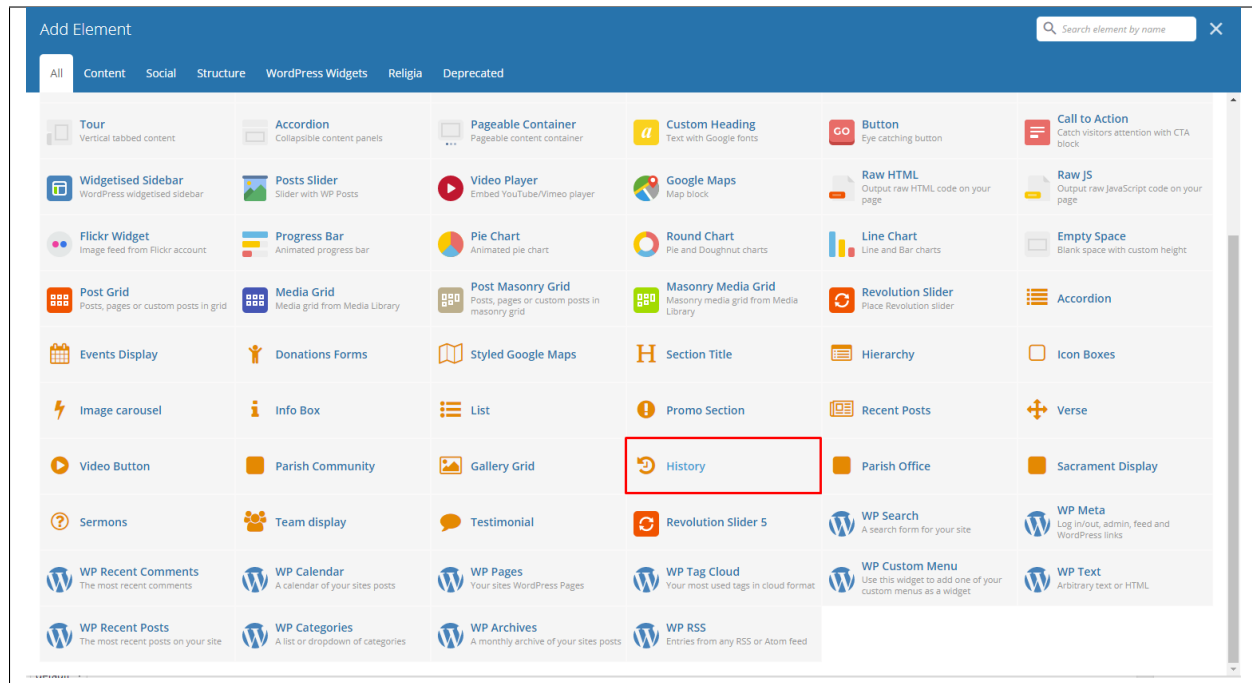


- **Multiple History Delete** - To delete multiple galleries, click on the box beside the History you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



### 7.1.2 Add History to Page

To add a History to a page, an element in the Visual Composer is used: History



This is the element that will add a History on the page. For more information about this element, go to [Religia Custom Shortcodes > History](#).

## 7.2 History Category

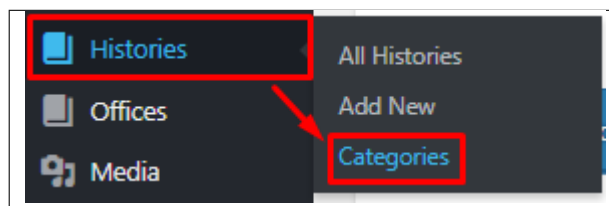
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a History would make it easier to locate and post on similar topics by category.

### 7.2.1 Create History Category

To create a *Category* for a History, follow these steps:

- **Step 1** - Navigate your Dashboard to *History > History Categories*. You will see the *History Categories* page.



- **Step 2** - In the page, find the *Add New Category* area. Add All the necessary information.

## History Categories

**Add New category**

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent History Category

None ▾

*Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.*

Description

*The description is not prominent by default; however, some themes may show it.*

**Add New category**

- **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.
- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

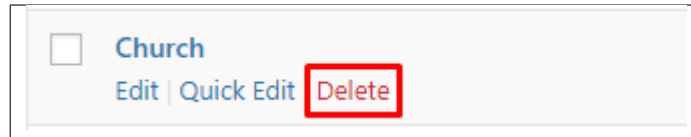
## 7.2.2 Delete History Category

To delete a Category, navigate your Dashboard to *History > History Categories*.

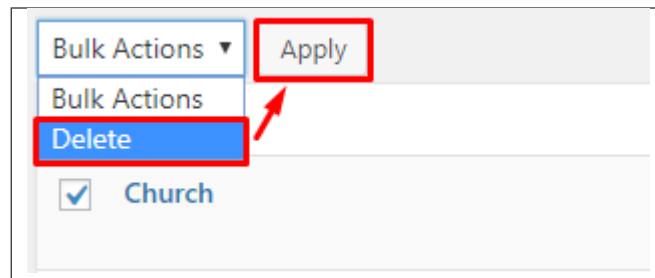
In the *History Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

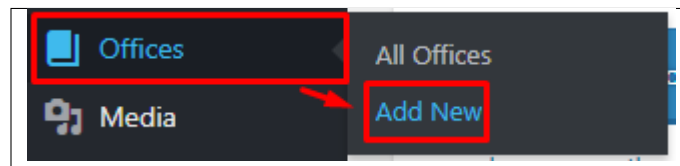


- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



#### 8.1 Create New Office

To create a new *Office* item, navigate in WordPress Dashboard to *Office > Add New*.



The *Add New Office* page will show. Add the details for the *Office* item.

The screenshot shows the 'Add New Office' form. At the top, there's a title field labeled 'Enter title here' (1). Below it are buttons for 'Backend Editor' and 'Frontend Editor'. An 'Add Media' button is also present. The main content area is a rich text editor (2) with a toolbar and a large text area. Below the editor is the 'Office Settings' section (3), which includes a 'Details' field with an 'Add' button and an information icon. The 'Excerpt' section (4) has a text area and a note about manual excerpts. The 'Featured Image' section (5) has a 'Set featured image' link. The right sidebar contains a 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility options.

1. **Title** - Title of the office.
2. **Editor container** - You can add text descriptions about the office on this area.
3. **Office Settings**
  - **Details** - Click on the add button to add office details with icon. This will show in the single page of the item.
4. **Excerpt** - Short summary of the information about the office.
5. **Featured Image** - The image shown in the pages.



After adding all the details, click on *Publish* button to save.

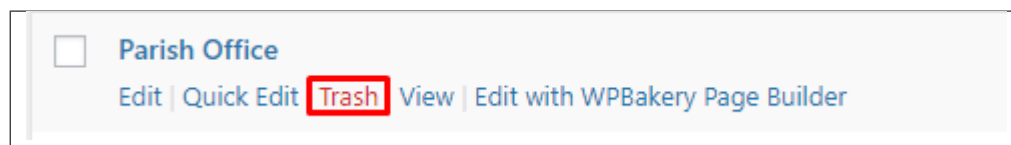
### 8.1.1 Delete office

To delete a office, navigate your Dashboard to *office > All office*

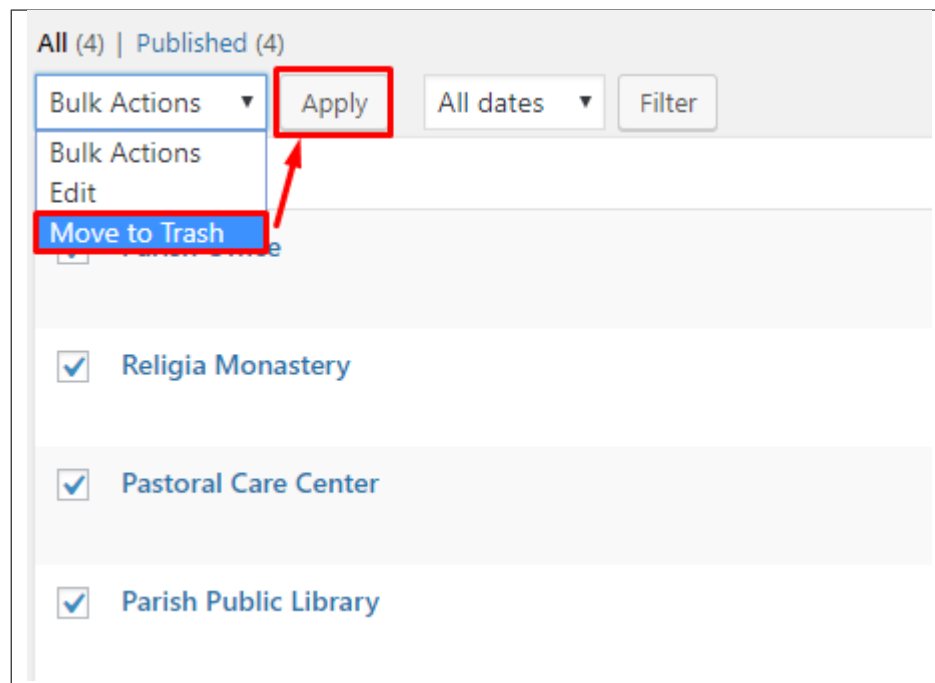
In the office page, you will see all the created office.

To delete a office, you have two options:

- **Single office Delete** - Hover your mouse pointer on the office that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.

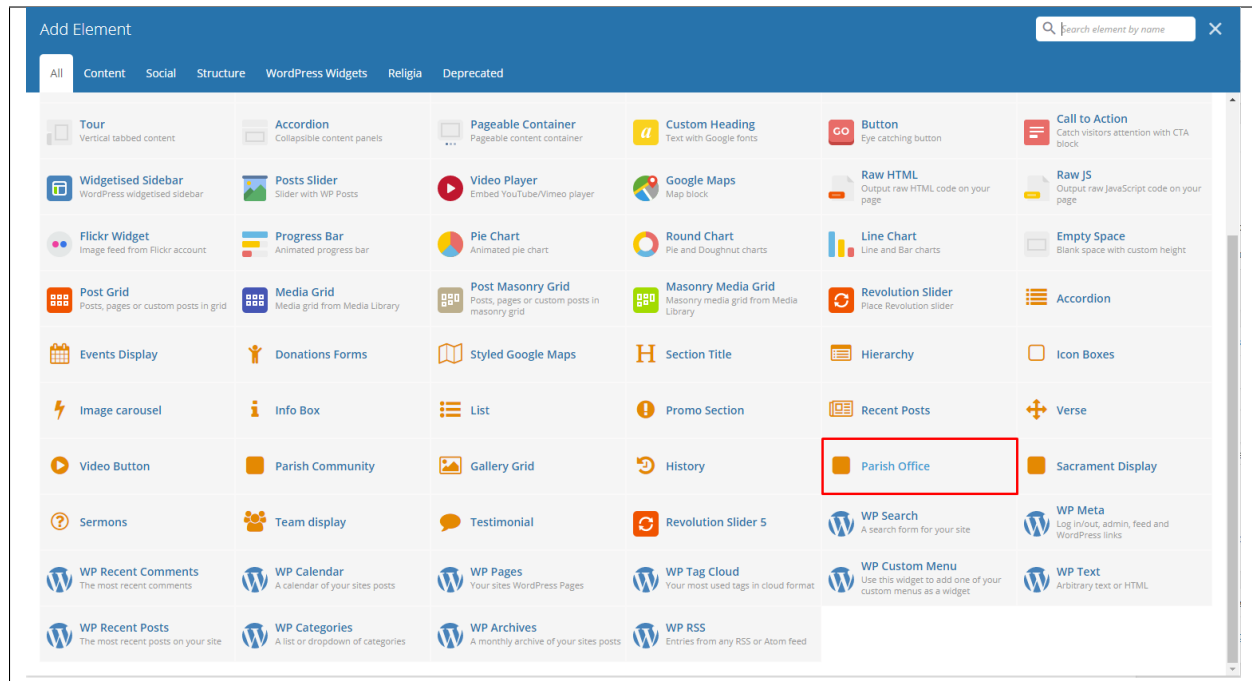


- **Multiple office Delete** - To delete multiple galleries, click on the box beside the office you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



### 8.1.2 Add office to Page

To add a office to a page, an element in the Visual Composer is used: Parish Office



This is the element that will add a office on the page. For more information about this element, go to [Religia Custom Shortcodes > Parish Office](#).

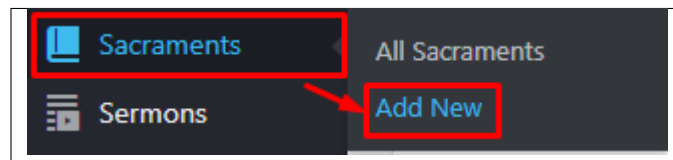
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### Sacraments

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#### 9.1 Create New Sacrament

To create a new *Sacrament* item, navigate in WordPress Dashboard to *Sacraments > Add New*.



The *Add New Sacrament* page will show. Add the details for the *Sacrament* item.

The screenshot shows the 'Add New Sacrament' form in the WordPress admin interface. The form is divided into several sections, each highlighted with a red box and a number:

- 1**: The title input field at the top, labeled 'Enter title here'.
- 2**: The main content editor area, which includes a toolbar with various text and media editing options.
- 3**: The 'Excerpt' section, which includes a text input field and a description of excerpts.
- 4**: The 'sacrament options' section, which includes a checkbox for 'Add Custom Button' and two text input fields for 'Button Text' and 'Button Url'.
- 5**: The 'Featured Image' section, which includes a link to 'Set featured image'.

On the right side of the form, there is a 'Publish' sidebar with options like 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately'.

1. **Title** - Title of the Sacrament.
2. **Editor container** - You can add text descriptions about the Sacrament on this area.
3. **Excerpt** - Short summary of the information about the Sacrament.
4. **Sacrament options**
  - **Add Custom Button** - Option to add a custom button to link with another page.
  - **Button Text** - Text inside the button.
  - **Button Url** - URL link for the page you want to redirect.

5. **Featured Image** - The image shown in the pages.

After adding all the details, click on *Publish* button to save.

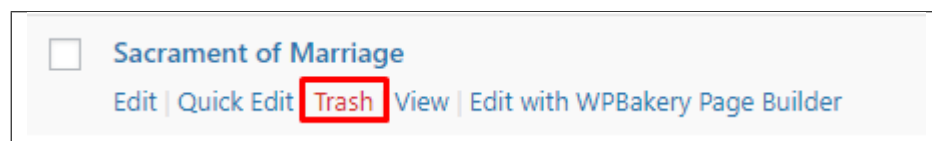
### 9.1.1 Delete Sacrament

To delete a Sacrament, navigate your Dashboard to *Sacrament > All Sacrament*

In the Sacrament page, you will see all the created Sacrament.

To delete a Sacrament, you have two options:

- **Single Sacrament Delete** - Hover your mouse pointer on the Sacrament that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.

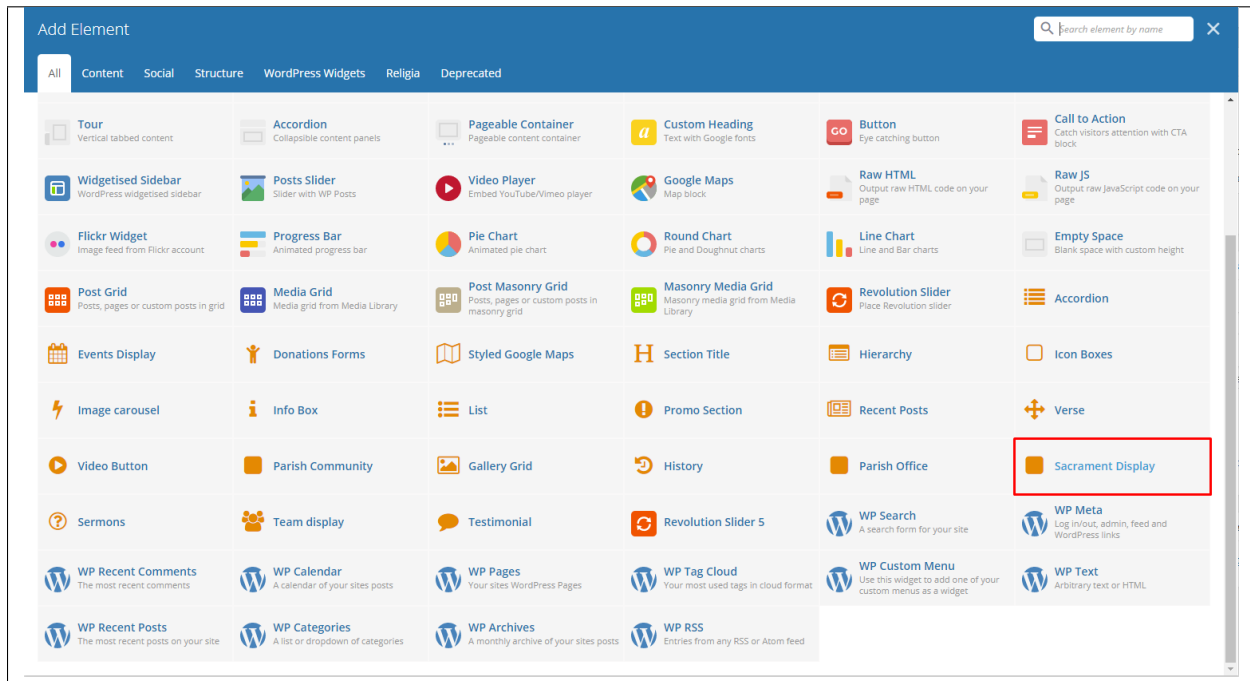


- **Multiple Sacrament Delete** - To delete multiple galleries, click on the box beside the Sacrament you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



## 9.1.2 Add Sacrament to Page

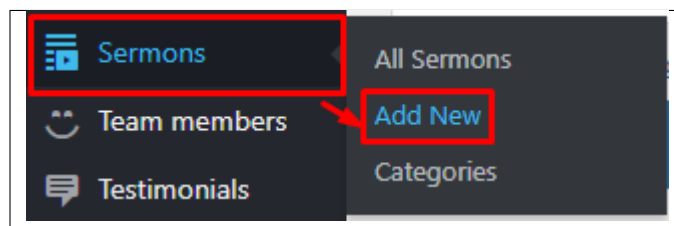
To add a Sacrament to a page, an element in the Visual Composer is used: Sacrament Display



This is the element that will add a Sacrament on the page. For more information about this element, go to [Religia Custom Shortcodes > Sacrament Display](#).

### 10.1 Create New Sermon

To create a new *Sermon* item, navigate in WordPress Dashboard to *Sermons > Add New*.



The *Add New Sermon* page will show. Add the details for the *Sermons* item.

The screenshot shows the 'Add New Sermon' form. At the top is a text input for the title (labeled 1). Below it is the WPBakery Page Builder editor (labeled 2), which is currently blank. To the right of the editor is a sidebar with 'Sermon Categories' (labeled 5) and 'Featured Image' (labeled 6). Below the editor is the 'Sermons Settings' section (labeled 3), which includes fields for Subtitle, Speaker Name, Speaker Profile Image, Event Date, Time, Choose format (Audio/Video), Mp3 File URL, OGA File URL, and Transcript file link. At the bottom is an 'Excerpt' section (labeled 4) with a text area and a link to learn more about manual excerpts.

1. **Title** - Title of the Sermon.

2. **Editor container** - You can add text descriptions about the Sermon on this area.

3. **Sermons Settings**

- **Subtitle** - Subtitle of the Sermon. This will show above the Sermon's title.
- **Speaker Name** - Name of the person who gave the spiritual message.
- **Speaker Profile Image** - Image of the speaker.
- **Event Date** - Dates that the sermon is delivered.
- **Time** - Time that the sermon is delivered.
- **Choose format** - Media format of the sermon.

(a) **Audio**

- **Mp3 File URL** - The URL to the .mp3 audio file.
- **OGA File URL** - The URL to the .oga, .ogg audio file.
- **Transcript file link** - Link for the translated text version of the audio or video format.



(b) **Video**

- **M4V File URL** - The URL to the .m4v video file.
  - **OGV File URL** - The URL to the .ogv video file.
  - **Direct video URL** - Direct movie link to embed movie from popular services like Youtube, Vimeo, Dailymotion.
  - **Transcript file link** - Link for the translated text version of the audio or video format.
4. **Excerpt** - Short summary of the information about the Sermon.
  5. **Sermon Categories** - Group a Sermon with other Sermons in the same category.
  6. **Featured Image** - The image shown in the pages.

After adding all the details, click on *Publish* button to save.

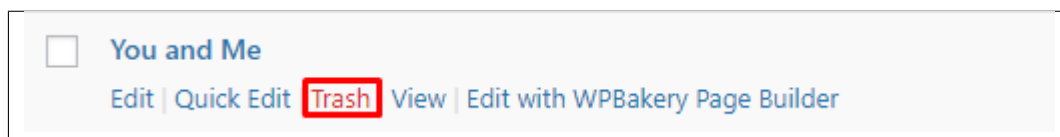
### 10.1.1 Delete Sermon

To delete a Sermon, navigate your Dashboard to *Sermons > All Sermons*

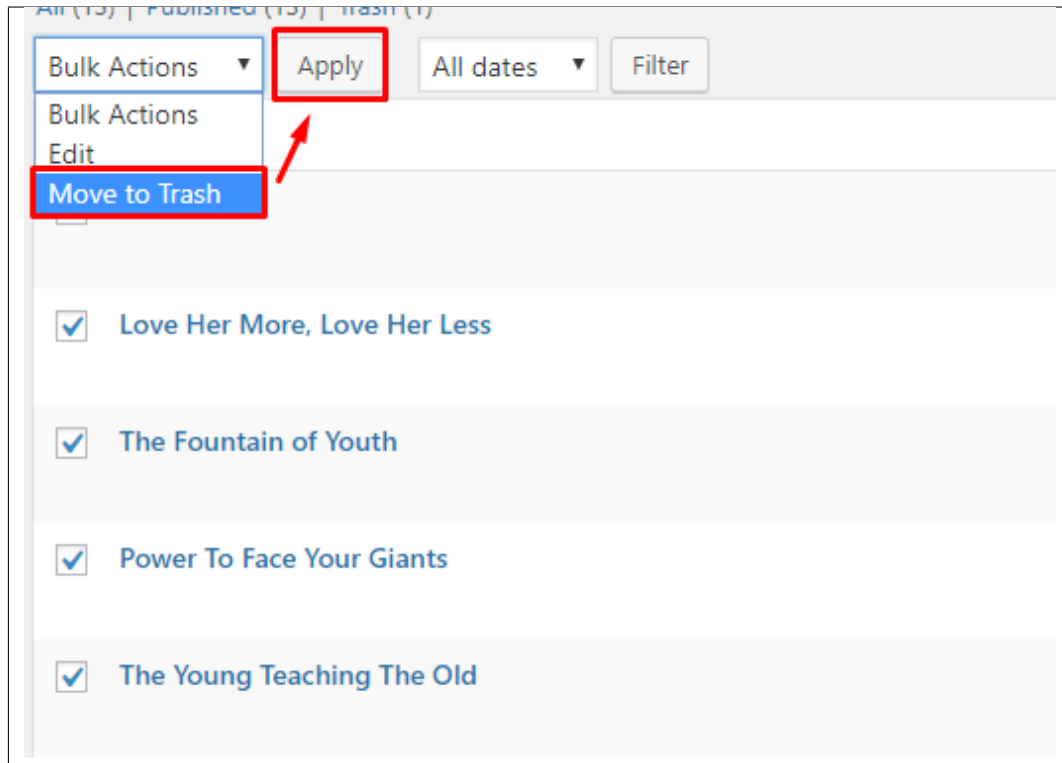
In the Sermon page, you will see all the created Sermon.

To delete a Sermon, you have two options:

- **Single Sermon Delete** - Hover your mouse pointer on the Sermon that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.

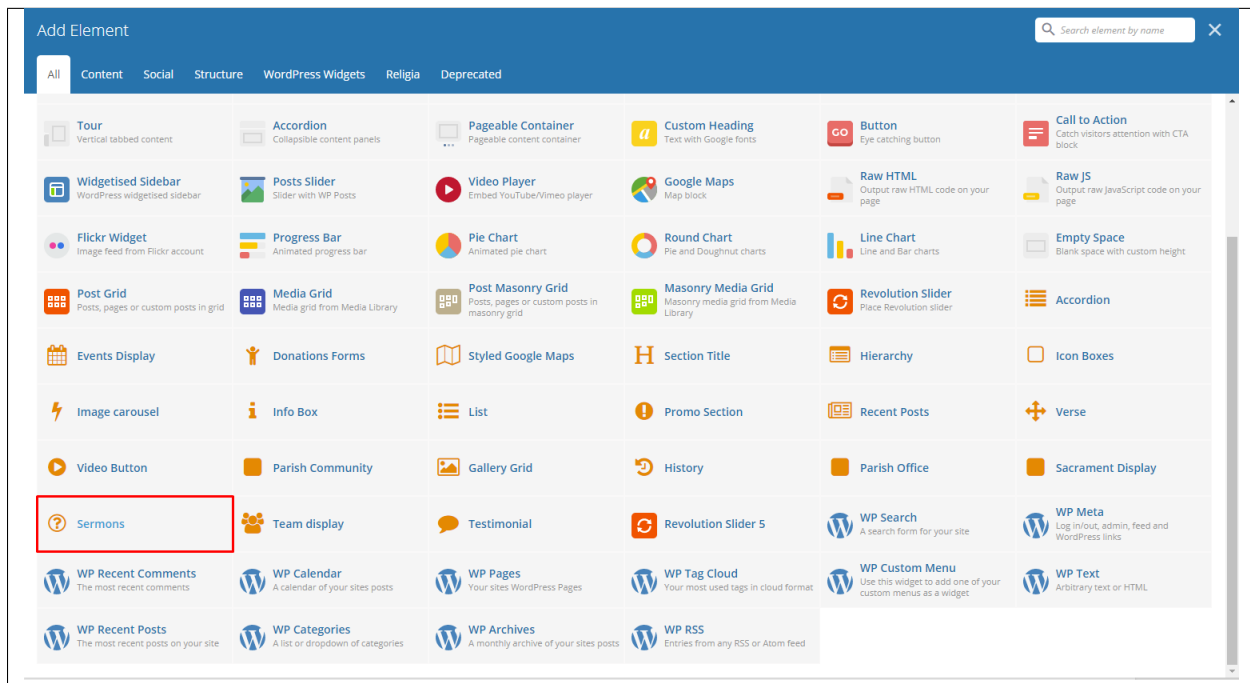


- **Multiple Sermon Delete** - To delete multiple galleries, click on the box beside the Sermon you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



### 10.1.2 Add Sermon to Page

To add a Sermon to a page, an element in the Visual Composer is used: Sermons



This is the element that will add a Sermon on the page. For more information about this element, go to [Religia Custom](#)

Shortcodes > Sermons.

## 10.2 Sermon Category

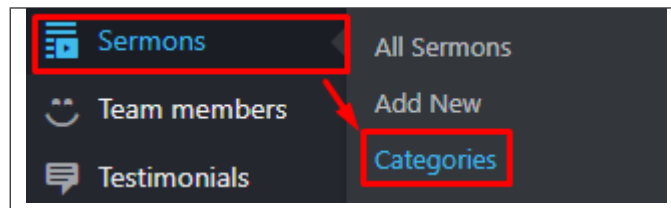
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a Sermon would make it easier to locate and post on similar topics by category.

### 10.2.1 Create Sermon Category

To create a *Category* for a Sermon, follow these steps:

- **Step 1** - Navigate your Dashboard to *Sermon > Sermon Categories*. You will see the *Sermon Categories* page.



- **Step 2** - In the page, find the *Add New Category* area. Add All the necessary information.

## Sermon Categories

### Add New category

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent Sermon Category

None ▾

*Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.*

Description

*The description is not prominent by default; however, some themes may show it.*

Add New category

- **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.
- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

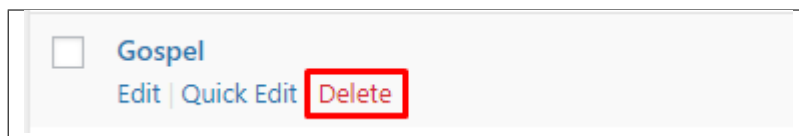
### 10.2.2 Delete Sermon Category

To delete a Category, navigate your Dashboard to *Sermon > Sermon Categories*.

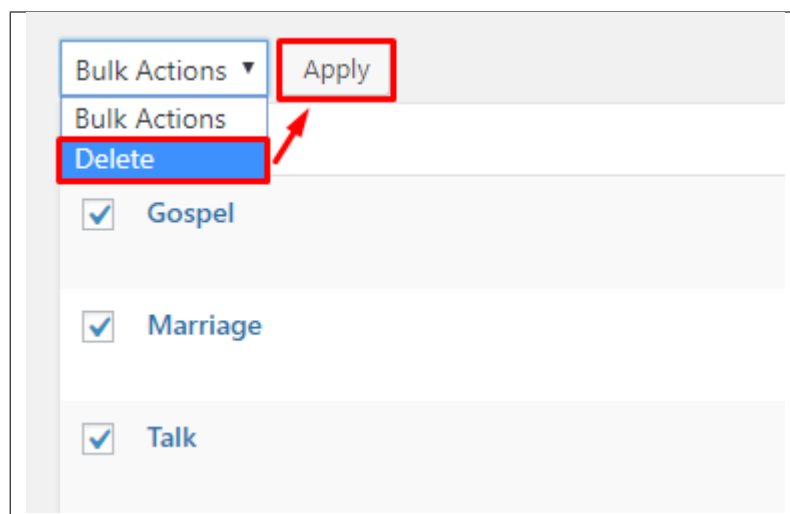
In the *Sermon Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.





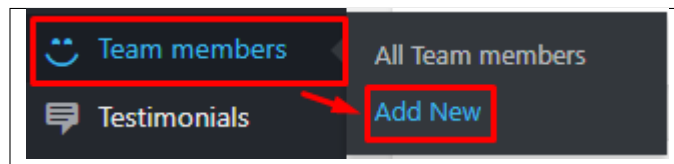
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## Team members

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### 11.1 Create New Team member

To create a new *Team* item, navigate in WordPress Dashboard to *Team members* > *Add New*.



The *Add New Team member* page will show. Add the details for the *Team member* item.

The screenshot shows the 'Add New Team member' form. It has a title field (1), a 'Team Options' section (2) with fields for Name, Position, Facebook URL, Twitter URL, Google+ URL, and Instagram URL, and a 'Featured Image' section (3) with a 'Set featured image' link. The right sidebar contains a 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish', and links for 'Status: Draft', 'Visibility: Public', and 'Publish immediately'.

1. **Title** - Name of the Team member.
2. **Team options**
  - **Name** -
  - **Position** - Position of team member.
  - **Facebook URL** - URL link for the facebook page of the team member.
  - **Twitter URL** - URL link for the twitter account of the team member.
  - **Google+ URL** - URL link for the google+ account of the team member.
  - **Instagram URL** - URL link for the instagram account of the team member.
3. **Featured Image** - The image for the team member.



After adding all the details, click on *Publish* button to save.

### 11.1.1 Delete Team

To delete a Team, navigate your Dashboard to *Team members > All Team members*

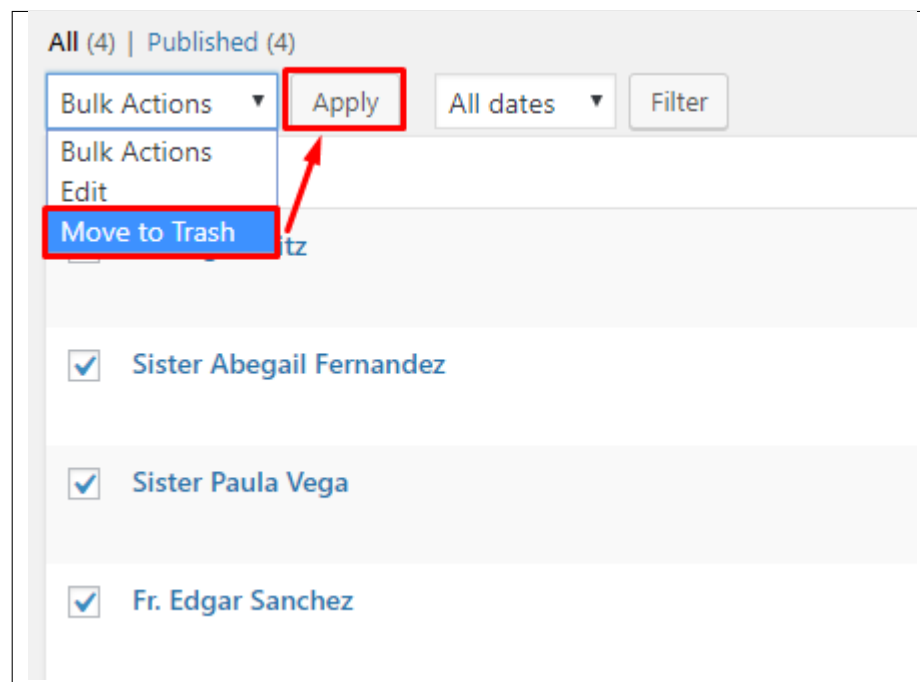
In the Team members page, you will see all the created Team members.

To delete a Team member, you have two options:

- **Single Team Delete** - Hover your mouse pointer on the Team member that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.

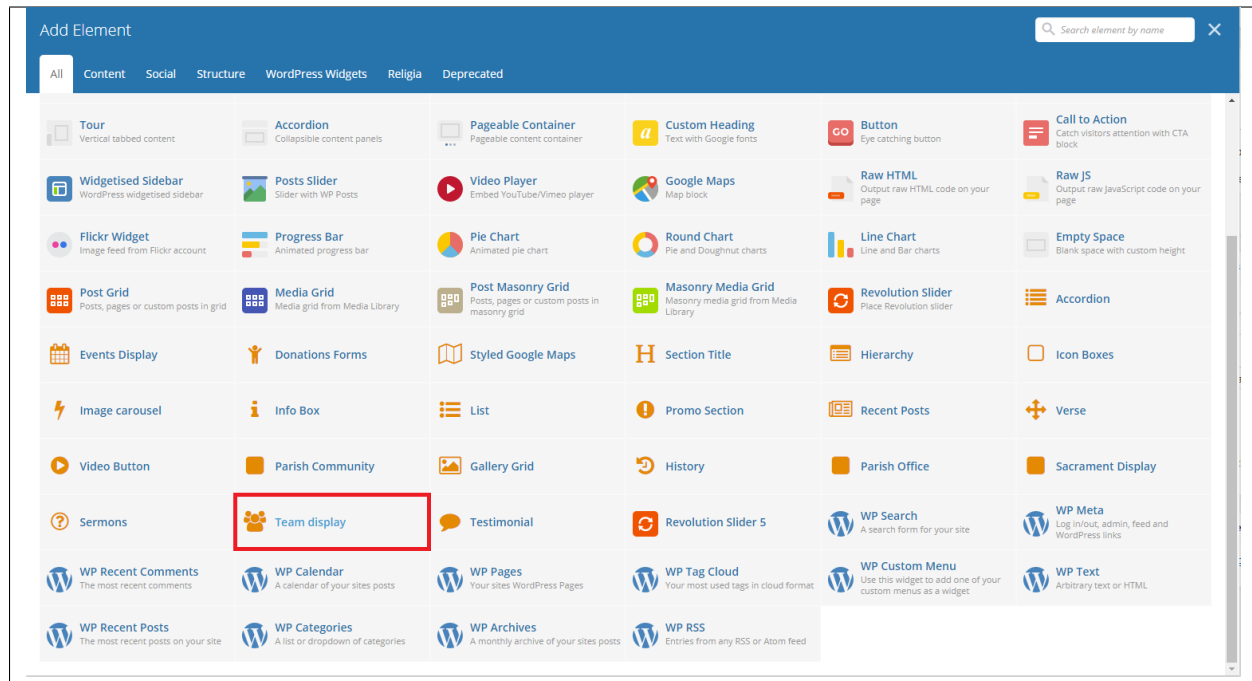


- **Multiple Team Delete** - To delete multiple galleries, click on the box beside the Team members you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



### 11.1.2 Add Team to Page

To add a Team to a page, an element in the Visual Composer is used: Team Display



This is the element that will add a Team on the page. For more information about this element, go to [Religia Custom Shortcodes > Team Display](#).

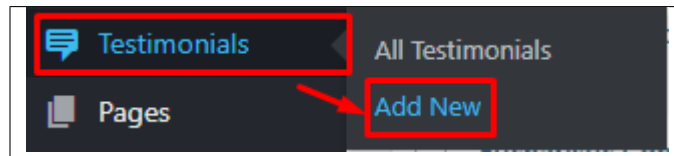
## Testimonials

### 12.1 Testimonials

A *Testimonial* is a statement that testify to someone's character and qualifications. You can use this statements on your page to establish confidence.

#### 12.1.1 Create Testimonials

To create a new testimonial, on your *Dashboard* navigate to *Testimonials > Add New*.



The *Add New Testimonial* page will show. Add the details for the testimonial.

The screenshot shows the 'Add New Testimonial' form. It includes a title field (1), a rich text editor (2), a 'Testimonial options' section (3) with 'Personal Info' and 'Social Links' tabs, and a 'Featured Image' field (4). The right sidebar contains a 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish', and status/visibility information.

1. **Title** - The title of the single testimonial page.
2. **Editor container** - You can add here the testimonial.
3. **Testimonial options**
  - **Personal Info Tab**
    - Name - The name of the one who said the testimonial.
    - Title - Description of the author that will be displayed after the author's name.
  - **Social Links Tab**
    - Facebook Page - URL for facebook page of the author.
    - Twitter - URL for the twitter account of the author.
    - Pinterest - URL for the pinterest account of the author.
    - LinkedIn - URL for the linkedIn account of the author.
    - Instagram - URL for the instagram account of the author.
4. **Featured Image** - The image for the team member.

After adding all the details, click on *Publish* button to save.

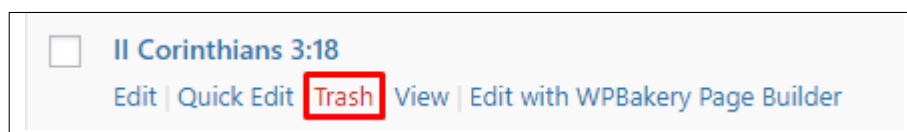
### 12.1.2 Delete Testimonials

To delete a Testimonial, navigate your Dashboard to *Testimonials > All Testimonials*

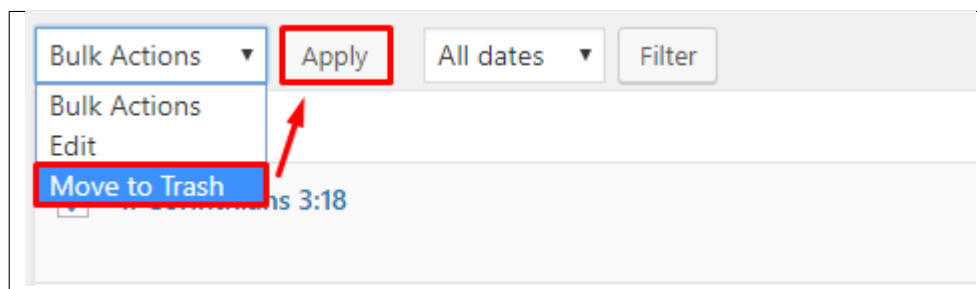
In the Testimonials page, you will see all the created testimonials.

To delete a testimonial, you have two options:

- **Single Testimonial Delete** - Hover your mouse pointer on the testimonial that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.



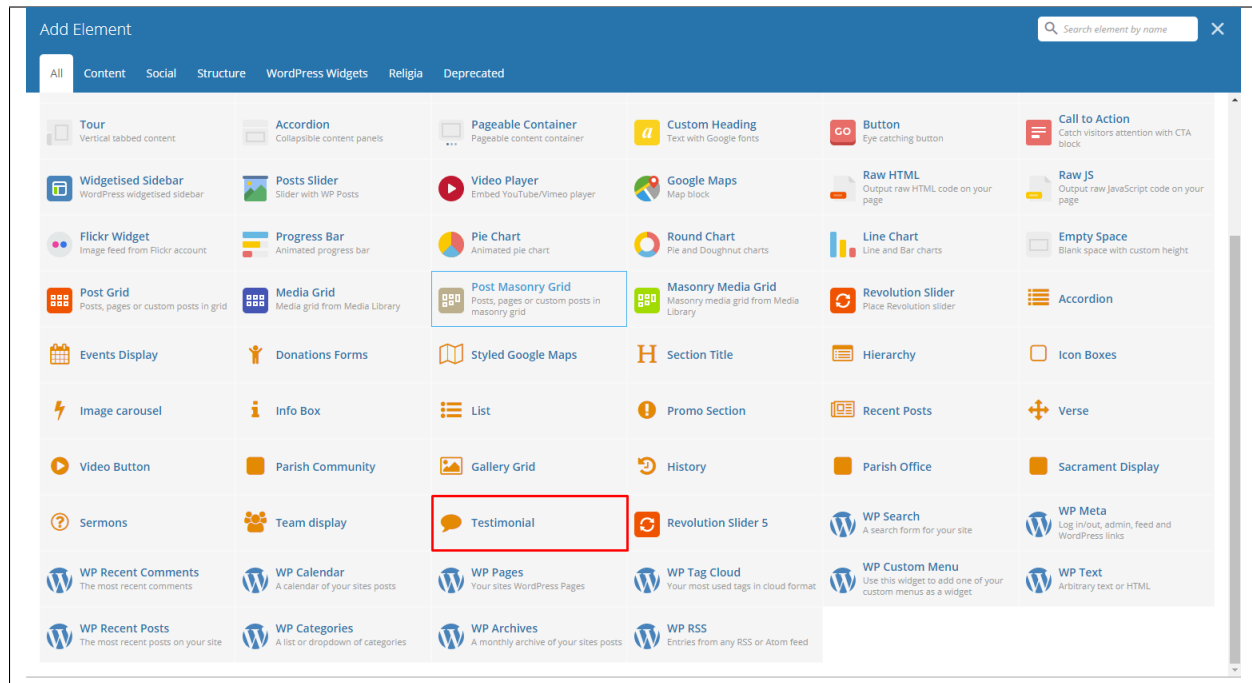
- **Multiple Testimonials Delete** - To delete multiple testimonials, click on the box beside the testimonials you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



### 12.1.3 Add Testimonials to Page

To add testimonials to a page, an element in the Visual Composer is used: Testimonial

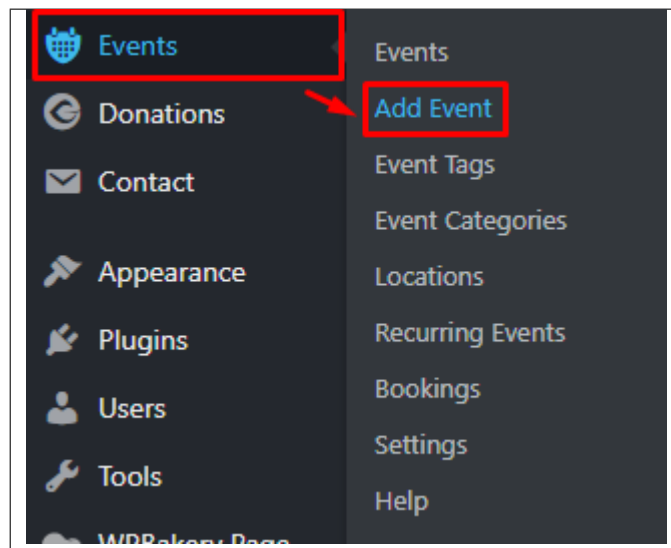
This is the element that will add a testimonial on the page. For more information about this element, go to [Religia Custom Shortcodes > Testimonial](#).



### 13.1 Create New Events

To create a new Event, follow these steps:

- **Step 1** - To start creating an Event, on your *Dashboard* navigate to *Events > Add Event*. The *Add New Event* page will show.



- **Step 2** - Once you're in the *Add New Event* page, you can add details about the Event like title, pictures, videos, pricing, etc., to help with the promotion of the Event.
- **Step 3** - This are the needed information for the Event, you can add the details.

The screenshot shows the 'Add New Event' form. Red boxes and numbers highlight specific areas:

- 1**: Title input field.
- 2**: Rich text editor area.
- 3**: 'When' section for date and time.
- 4**: 'Where' section for location details.
- 5**: 'Bookings/Registration' section.
- 6**: Contact information fields (Clergyman, Contact Number(s), Email, Location Note).
- 7**: 'Event Tags' section.
- 8**: 'Event Categories' section.
- 9**: 'Featured Image' section.

1. **Title** - The name of the Event item.
2. **Editor container** - You can add text detail/information about the event.
3. **When** - Date and time details of the Event.
4. **Where** - Location details of the event.

The 'Where' section of the form includes the following elements:

- ☐ This event does not have a physical location.
- Location Name:**
- Create a location or start typing to search a previously created location.*
- Address:**
- City/Town:**
- State/County:**
- Postcode:**
- Region:**
- Country:**
- Location not found*

- **This event does not have a physical location.** - Option for events that don't have a physical location.
- **Location Name** - Full address of the location of the event.



- **Address** - Street/Building/Floor Number of the event location.
- **City/Town** - City/Town of the event location.
- **State/County** - State/County of the event location.
- **Post Code** - Post Code of the event location.
- **Region** - Region of the event location.
- **Country** - Country of the event location.

#### 5. **Booking/Registration** - Booking information of the event.

Bookings/Registration

☒ Enable registration for this event

Tickets

You can have single or multiple tickets, where certain tickets become available under certain conditions, e.g. early bookings, group discounts, maximum bookings per ticket, etc. Basic HTML is allowed in ticket labels and descriptions.

Ticket Name	Price	Min/Max	Start/End	Avail. Spaces	Booked Spaces
<div>Name</div> <div>Standard Ticket</div> <div>Description</div>	<div>Price</div> <div>0.00</div>	<div>Spaces</div> <div>10</div> <div>At least</div> <div>spaces per booking</div> <div>At most</div> <div>spaces per booking</div>	<div>Available from</div> <div>at</div> <div>Available until</div> <div>at</div>	<div>Required?</div> <div><input type="checkbox"/></div>	<div>Available for</div> <div>Everyone</div>

[Hide Advanced Options](#)

Close Ticket Editor

[Add new ticket](#)

Event Options

Total Spaces

Individual tickets with remaining spaces will not be available if total booking spaces reach this limit. Leave blank for no limit.

Maximum Spaces Per Booking

If set, the total number of spaces for a single booking to this event cannot exceed this amount. Leave blank for no limit.

Booking Cut-Off Date

12:00 AM

This is the definite date after which bookings will be closed for this event, regardless of individual ticket settings above. Default value will be the event start date.

- **Enable registration for this event** - Option to enable booking for an event.
- **Tickets** - Ticket information is set.
  - \* **Name** - Name of tickets, example: Standard, Intermediate, VIP
  - \* **Description** - Details about the ticket.
  - \* **Price** - Ticket price.
  - \* **Spaces** - Available tickets to sell.
  - \* **At least** - minimum number of this ticket to buy per booking.

- \* **At most** - maximum number of this ticket to buy per booking.
- \* **Available from** - Starting date of this ticket when available.
- \* **Available until** - End date of this ticket when available.
- \* **Required?** - Option for when YES, user must buy 1 or the minimum number of this ticket.
- \* **Available for** - Option for to whom this ticket is available.
- **Add new tickets** - Create a new ticket.
- **Event Options**
  - \* **Total Spaces** - Total space available in the event.
  - \* **Maximum Spaces Per Booking** - Maximum space that can be booked per booking.
  - \* **Booking Cut-Off Date** - End date of the booking for this event.

#### 6. Event Details

- **Clergyman** - The one who is celebrating the event.
- **Contact Number(s)** - Contact number for the event organizer.
- **Email** - Email for the event organizer.
- **Location Note** - Details for the location of the event.

7. **Event Tags** - Specific details that can be use to group this event with other events.

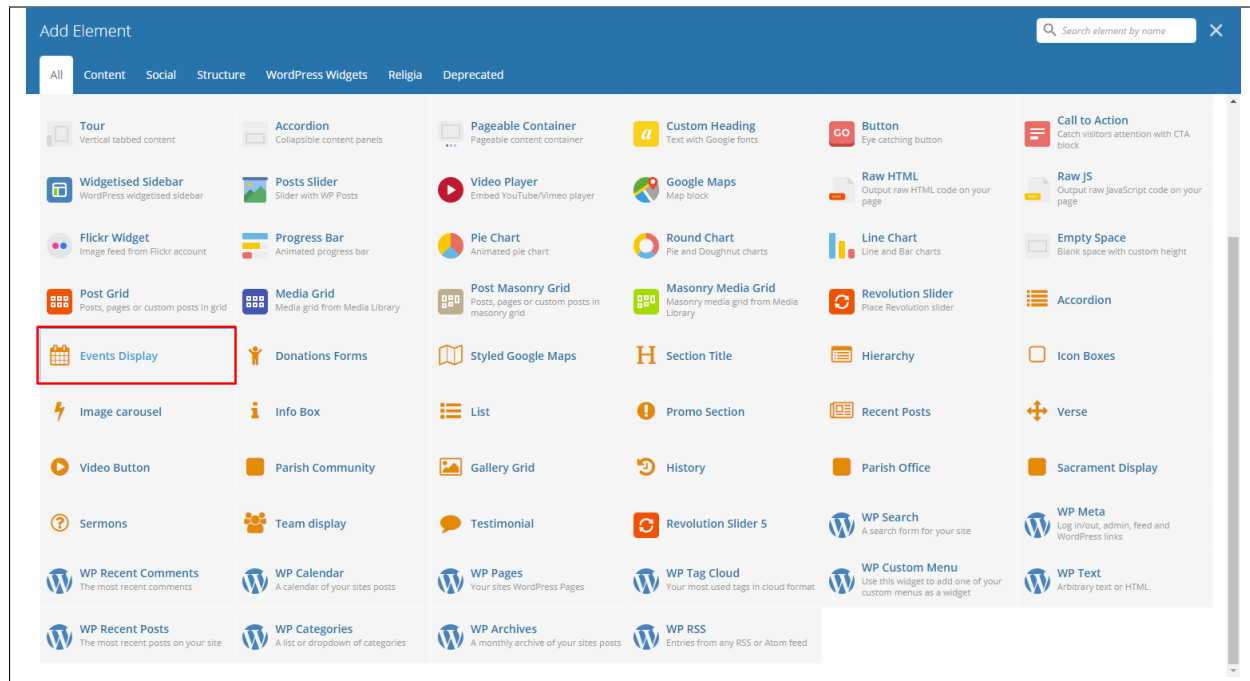
8. **Event Category** - A broad detail that can categorize this event with other events.

9. **Featured Image** - The Image shown in the listings/pages.

- **Step 4** - Add all the needed details and descriptions for the Event, Once satisfied click on *Publish* button.

### 13.1.1 Add Events to Page

To add Events to a page, an element in the Visual Composer is used: Events Display



This is the element that will add a Donations on the page. For more information about these elements, go to [Religia Custom Shortcodes > Events Display](#).

## 13.2 Events Tags

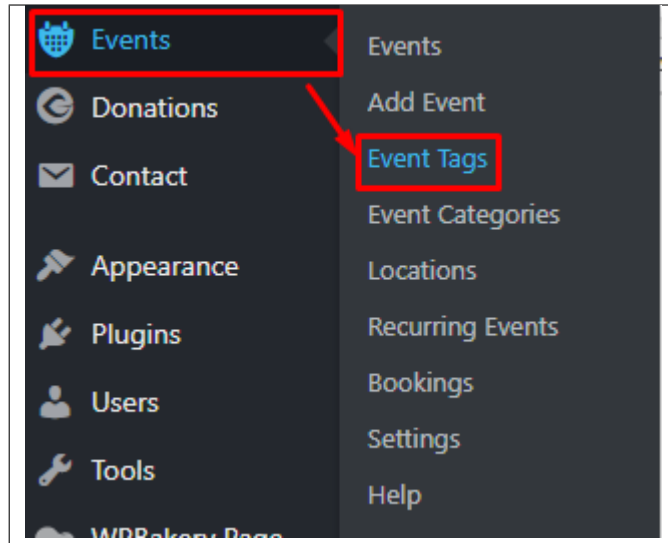
**Tags** are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a Events post would make it easier to relate a post with another post even if the categories are different.

### 13.2.1 Create Event Tags

To create a *Tag* for a Events, follow these steps:

- **Step 1** - Navigate your Dashboard to *Events > Event Tags*. You will see the *Event Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.

## Event Tags

### Add New Event Tag

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Description

*The description is not prominent by default; however, some themes may show it.*

Color

Select Color

*Choose a color for your tag. You can access this using the `#_TAGCOLOR` placeholder.*

Image

Choose/Upload Image

*Choose an image for your tag, which can be displayed using the `#_TAGIMAGE` placeholder.*

Add New Event Tag

- **Name** - The name of the tag.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Description** - Description of the tag.
  - **Color** - Add a color scheme for this event category.
  - **Image** - Add an image to represent the category. This image will be used by the **Event Tags** element to display Event items by category.
- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

---

**Note:** Adding a tag may affect the tags from other component of the site.

---

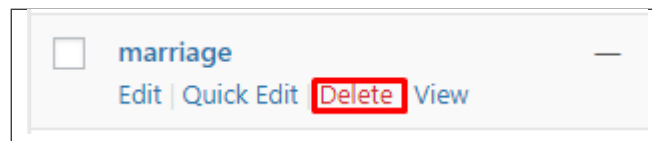
### 13.2.2 Delete Events Tags

To delete a tag, navigate your Dashboard to *Events > Event Tags*.

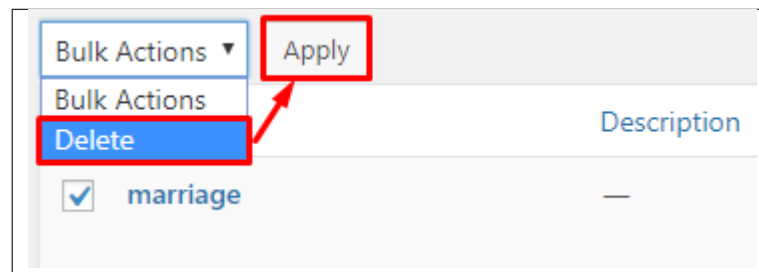
In the *Event Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



---

**Note:** Deleting a tag may affect the tags from other component of the site.

---

## 13.3 Events Category

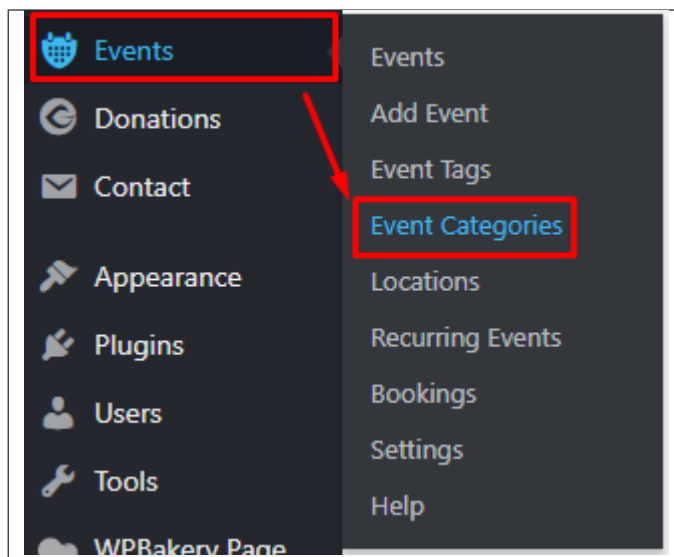
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a Event would make it easier to locate and post on similar topics by category.

### 13.3.1 Create Events Category

To create a *Category* for Events, follow these steps:

- **Step 1** - Navigate your Dashboard to *Events > Categories*. You will see the *Categories* page.



- **Step 2** - In the page, find the *Add New item* area. Add All the necessary information.

## Event Categories

### Add New Event Category

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent Category

None ▾

*Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.*

Description

*The description is not prominent by default; however, some themes may show it.*

Color

Select Color

*Choose a color for your category. You can access this using the `#_CATEGORYCOLOR` placeholder.*

Image

Choose/Upload Image

*Choose an image for your category, which can be displayed using the `#_CATEGORYIMAGE` placeholder.*

Add New Event Category

- **Name** - The name of the category.
- **Slug** - The URL-friendly version of the name. Usually all lowercase.
- **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
- **Description** - Description of the category.
- **Color** - Add a color scheme for this event category.



- **Image** - Add an image to represent the category. This image will be used by the **Event Categories** element to display Event items by category.
- **Step 3** - Once done filling out the information of the category, click on *Add New item* button to save.

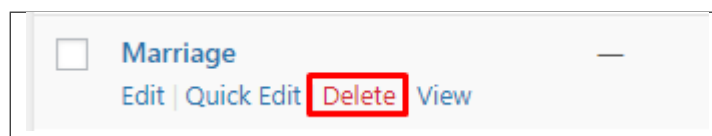
### 13.3.2 Delete Events Category

To delete a Category, navigate your Dashboard to *Events > Categories*.

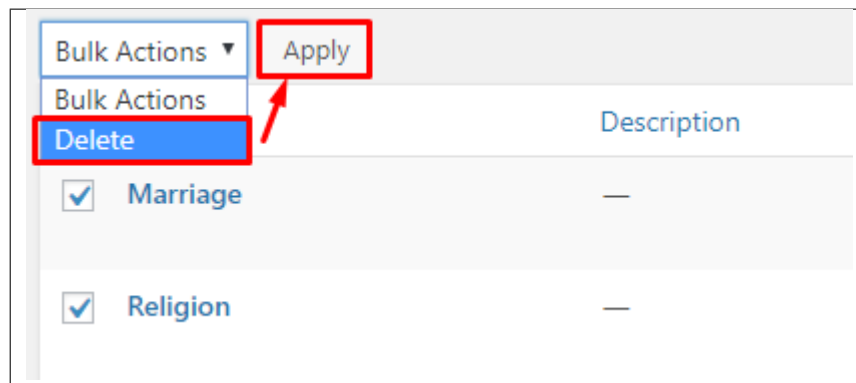
In the *Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



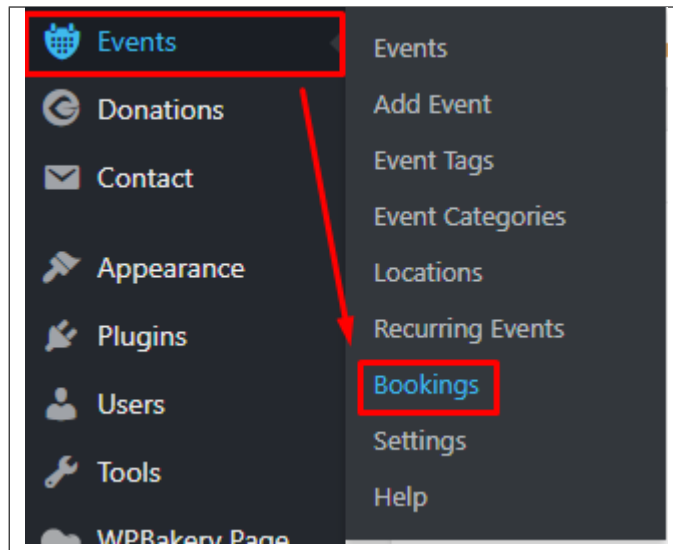
- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



## 13.4 Event Bookings

To monitor and check for the bookings of an event, read the following information:

- To check Events Bookings, go to *Events > Bookings*.



- You will be at *Event Bookings Dashboard* where all events that are created are shown.

**Event Bookings Dashboard**

**Recent Bookings**

CSV ⚙️ Future events ▾ 20 Rows ▾ Needs Attention ▾ Filter

Name	Event	Spaces	Status	Total	
createit	Wedding Seminar: To Do Before the I Do	2	Pending	\$200.00	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
createit	Pre Marriage Counseling	1	Pending	\$100.00	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>

**Events With Bookings Enabled**

Future events ▾ Filter

Event	Date and time
<a href="#">Wedding Seminar: To Do Before the I Do</a> – Booked Spaces: 0/150   Pending: 2	12/05/2018 - 14/05/2018 @ 09:00 - 10:30
<a href="#">Pre Marriage Counseling</a> – Booked Spaces: 0/150   Pending: 1	27/05/2018 - 28/05/2018 @ 08:00 - 12:00
<a href="#">June Mass Wedding</a> – Booked Spaces: 0/200   Pending: 0	10/06/2018 @ 09:00 - 12:00
<a href="#">Eucharistic Congress</a> – Booked Spaces: 0/1000   Pending: 0	25/06/2018 @ 08:00 - 19:00
<a href="#">Sharing Our Faith &amp; Love</a> – Booked Spaces: 0/300   Pending: 0	07/07/2018 @ 08:00 - 12:00
<a href="#">Family Planning Seminar</a> – Booked Spaces: 0/100   Pending: 0	04/08/2018 - 05/08/2018 @ 13:00 - 14:30
<a href="#">How to get Married Seminar</a> – Booked Spaces: 0/100   Pending: 0	16/09/2018 @ 00:00
<a href="#">Catholic Charismatic Renewal</a> – Booked Spaces: 0/100   Pending: 0	17/09/2018 @ 13:00 - 17:00
<a href="#">Pre-Wedding Seminars</a> – Booked Spaces: 0/200   Pending: 0	11/11/2018 @ 00:00
<a href="#">Pentecost Sunday</a> – Booked Spaces: 0/250   Pending: 0	16/12/2018 @ All Day
<a href="#">Easter Week</a> – Booked Spaces: 0/250   Pending: 0	14/04/2019 - 20/04/2019 @ 00:00

- In *Recent Bookings*, Bookings for events are shown with the option for that booking. You can *Approve*, *Reject*, *Delete*, or *Edit/View* the booking.
- In *Events With Bookings Enabled*, you can click on the name of the event you want to see the booking details. You will see the details and bookings of the event.

### Manage 'Wedding Seminar: To Do Before the I Do' Bookings

[View Event](#)[Edit Event](#)



Event Name : Wedding Seminar: To Do Before the I Do

Availability : 0/150 Spaces confirmed

Date : 12/05/2018 - 14/05/2018 @ 9:00 am - 10:30 am

Location : [Cebu Metropolitan Cathedral](#)

#### Bookings



20 Rows ▾ All ▾ [Filter](#)

Displaying Event : Wedding Seminar: To Do Before the I Do

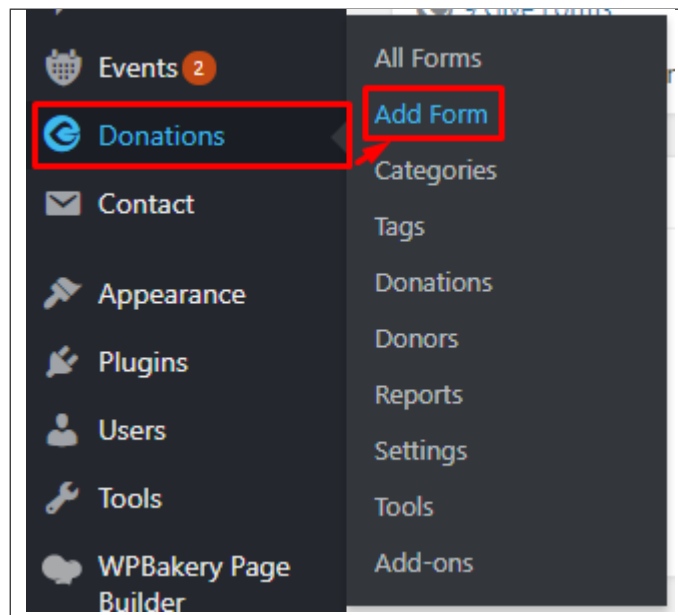
Name	Event	Spaces	Status	Total	
createit	<a href="#">Wedding Seminar: To Do Before the I Do</a>	2	Pending	\$200.00	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>



### 14.1 Create New Donations

To create a new Donation, follow these steps:

- **Step 1** - To start creating an Donation, on your *Dashboard* navigate to *Donations > Add Donation*. The *Add New Donation* page will show.



- **Step 2** - This are the needed information for the Donation, you can add the details.

The screenshot shows the 'Add New Donation Form' interface. It includes a title field at the top, a large text editor in the center, and a 'Donation Form Options' section at the bottom. On the right side, there are panels for 'Publish', 'Form Categories', 'Form Tags', and 'Featured Image'. Red boxes and numbers highlight specific areas: 1 points to the title field, 2 points to the text editor, 3 points to the 'Donation Form Options' section, 4 points to the 'Form Categories' panel, 5 points to the 'Form Tags' panel, and 6 points to the 'Featured Image' panel.

1. **Title** - The name of the Donation item.
2. **Editor container** - You can add text detail/information about the Donation.
3. **Donation Form Options** - Set the details and format of the Donation.
  - **Donation Options**
    - \* *Donation Option* - Set the price and level of the possible amount donations. Choose from: Multi-level or Set Donation
      - (a) Multi-level Donation - Create a multi optioned donation for the form.

Donation Option
☒ Multi-level Donation
☐ Set Donation

*Do you want this form to have one set donation price or multiple levels (for example, \$10, \$20, \$50)?*

Display Style
☒ Buttons
☐ Radios
☐ Dropdown

*Set how the donations levels will display on the form.*

Custom Amount
☒ Enabled
☐ Disabled

*Do you want the user to be able to input their own donation amount?*

Minimum Amount

\$ 1.00

*Enter the minimum custom donation amount.*

Custom Amount Text

Give a Custom Amount

*This text appears as a label below the custom amount field for set donation forms. For multi-level forms the text will appear as it's own level (ie button, radio, or select option).*

Donation Level

Amount

\$ 1.00

Text

Donation Level

Default
☒ Default

Add Level

- *Display Style* - How the level of the donation is displayed.
- *Custom Amount* - Option to allow users to input their own donation amount.
- *Minimum Amount* - Set the minimum amount that the user can donate.
- *Custom Amount Text* - Text to describe the minimum amount.
- *Donation Level*
  - Amount - Donation amount for this level.
  - Text - Name of the donation level.
  - Default - Option to set the donation level as the default level.

**Notice:** Test mode is enabled. While in test mode no live donations are processed.

\$ 1.00

Feed 5 People Feed 25 People Feed 60 People

**Select Payment Method**

☒ Test Donation ☐ Offline Donation

**Personal Info**

First Name \* ⓘ Last Name ⓘ

First Name Last Name

Email Address \* ⓘ

m.sayson@createit.pl

Donation Total: \$1.00

**DONATE NOW!**

(b) Set Donation - Set a single donation for the form.

Donation Option ☐ Multi-level Donation ☒ Set Donation

*Do you want this form to have one set donation price or multiple levels (for example, \$10, \$20, \$50)?*

Set Donation \$ 1.00

*This is the set donation amount for this form. If you have a "Custom Amount Minimum" set, make sure it is less than this amount.*

Custom Amount ☒ Enabled ☐ Disabled

*Do you want the user to be able to input their own donation amount?*

Minimum Amount \$ 1.00

*Enter the minimum custom donation amount.*

Custom Amount Text Give a Custom Amount

*This text appears as a label below the custom amount field for set donation forms. For multi-level forms the text will appear as it's own level (ie button, radio, or select option).*

- *Set Donation* - Donation amount set for the form.
- *Custom Amount* - Option to allow users to input their own donation amount.
- *Minimum Amount* - Set the minimum amount that the user can donate.
- *Custom Amount Text* - Text to describe the minimum amount.



### – Form Display

- \* *Donation Option* - How the donation information of the form is displayed.
- \* *Submit Button* - The text/label inside the button.
- \* *Default Gateway* - What payment gateway is used for the form.
- \* *Guest Donations* - Option to allow guest users to donate.
- \* *Registration* - Option to display the Registration and/or Login link if user is a non-logged-in user.
- \* *Floating Labels* - Option to allow floating labels.

### – Donation Goal

- \* *Donation Goal* - Option to enable donation goal.
- \* *Goal Format* - The display format of donation goal.
- \* *Goal Amount* - The amount you want to reach for this form.
- \* *Progress Bar Color* - The color for the goal progress bar.
- \* *Close Form* - Option to automatically close the donation form once donation goal is reached.

### – Form Content

- \* *Display Content* - Option to add details about the donation form.
- \* *Content Placement* - Location where the donation details are shown.
- \* *Content* - Content for the donation details.

### – Terms & Conditions

- \* *Terms and Conditions* - Option to require the user to accept terms before donating. Choose options: Global Option, Customize, or Disable
- \* *Agreement Label* - This will show when Customize option is enabled. Label for the terms.
- \* *Agreement Text* - This will show when Customize option is enabled. Content for the terms.

### – Offline Donations

- \* *Offline Donations* - Option to enable offline donation for the form.
- \* *Billing Fields* - This will show when Customize option is enabled. Enable the billing details section for this form's offline donation payment gateway.
- \* *Donation Instructions* - This will show when Customize option is enabled. Content for the instructions.

### – Email Notification

- \* *New Donation* - Options for Email details for new donations. You can edit the email by clicking *Custommize*.
- \* *Donation Receipt* - Options for Email details for donation receipt. You can edit the email by clicking *Custommize*.
- \* *New Offline Donation* - Options for Email details for new offline donations. You can edit the email by clicking *Custommize*.
- \* *Offline Donation Instruction* - Options for Email details for offline donation instruction. You can edit the email by clicking *Custommize*.

4. **Excerpt** - Short summary of the information about the Donation.

5. **Form Category** - A broad detail that can categorize this Donation with other Donations.

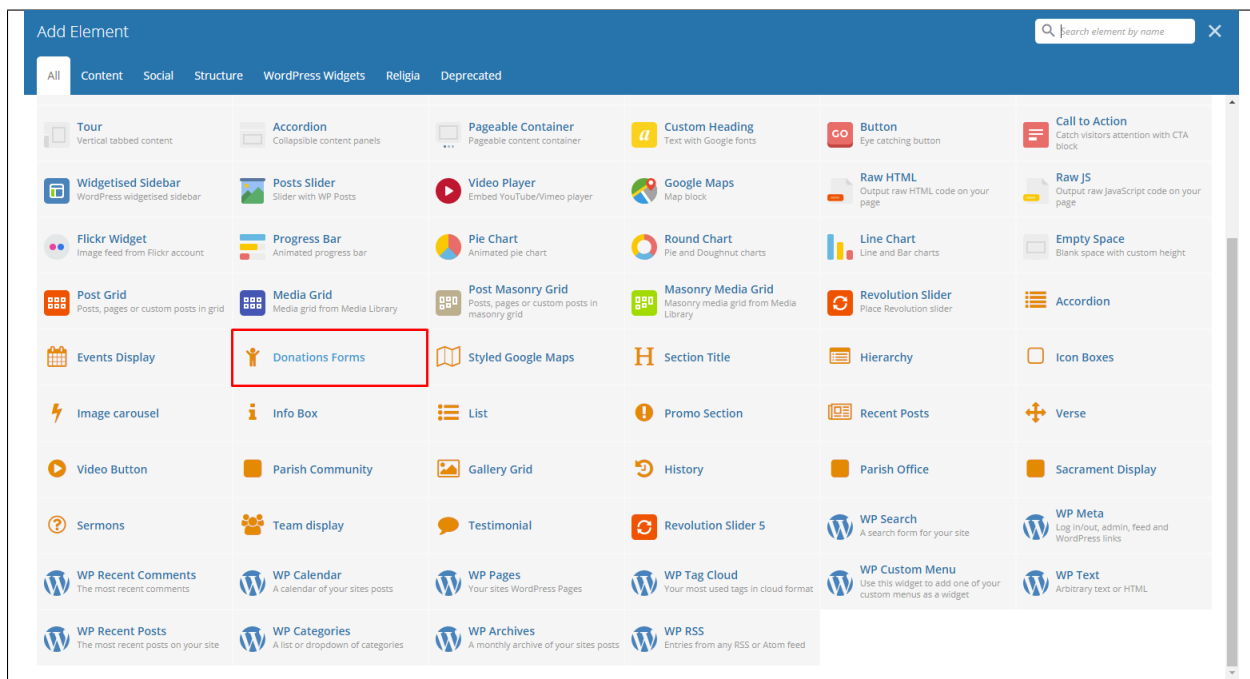
6. **Form Tags** - Specific details that can be use to group this Donation with other Donations.

7. **Featured Image** - The Image shown in the listings/pages.

- **Step 3** - Add all the needed details and descriptions for the Donation, Once satisfied click on *Publish* button.

## 14.1.1 Add Donations to Page

To add Events to a page, an element in the Visual Composer is used: Donations Forms



This is the element that will add a Donations on the page. For more information about these elements, go to [Religia Custom Shortcodes > Donations Forms](#).

## 14.2 Donations Category

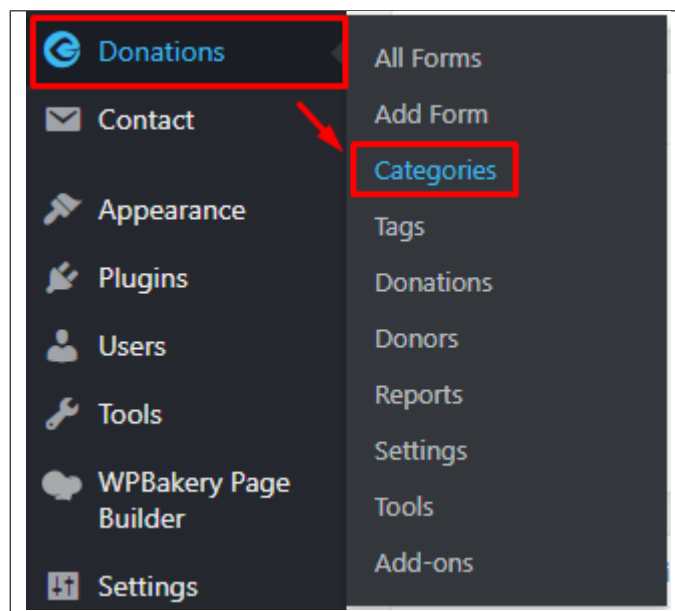
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a Donation would make it easier to locate and post on similar topics by category.

### 14.2.1 Create Donations Category

To create a *Category* for Donations, follow these steps:

- **Step 1** - Navigate your Dashboard to *Donations > Categories*. You will see the *Form Categories* page.



- **Step 2** - In the page, find the *Add New item* area. Add All the necessary information.

## Form Categories

### Add New Category

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Parent Category

None ▾

*Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.*

Description

*The description is not prominent by default; however, some themes may show it.*

Add New Category

- **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.
- **Step 3** - Once done filling out the information of the category, click on *Add New item* button to save.

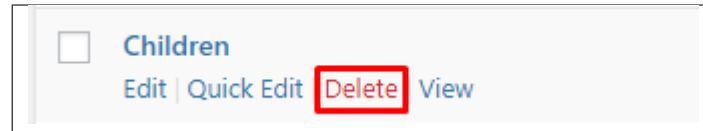
### 14.2.2 Delete Donations Category

To delete a Category, navigate your Dashboard to *Donations > Categories*.

In the *Form Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



## 14.3 Donations Tags

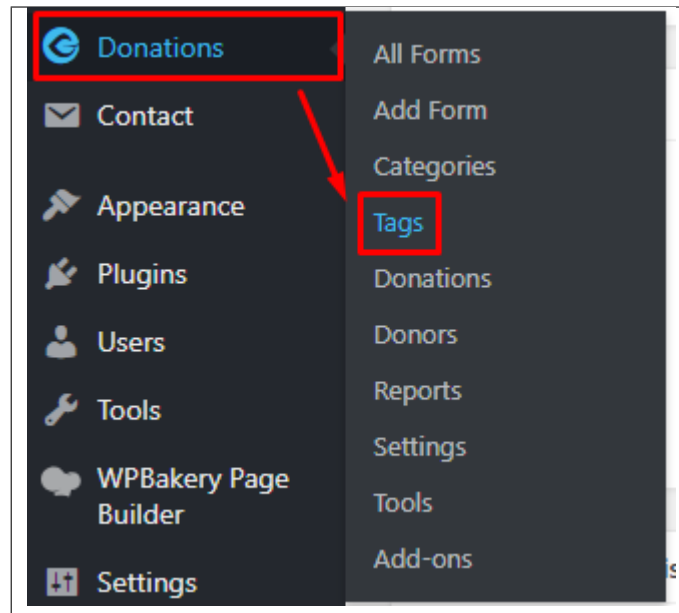
**Tags** are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a Donations post would make it easier to relate a post with another post even if the categories are different.

### 14.3.1 Create Donation Tags

To create a *Tag* for a Donations, follow these steps:

- **Step 1** - Navigate your Dashboard to *Donations > Tags*. You will see the *Form Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.

## Form Tags

### Add New Tag

Name

*The name is how it appears on your site.*

Slug

*The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.*

Description

*The description is not prominent by default; however, some themes may show it.*

[Add New Tag](#)

- **Name** - The name of the tag.

- **Slug** - The URL-friendly version of the name. Usually all lowercase.
- **Description** - Description of the tag.
- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

---

**Note:** Adding a tag may affect the tags from other component of the site.

---

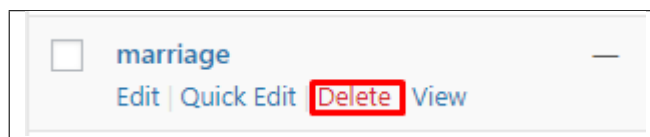
### 14.3.2 Delete Donations Tags

To delete a tag, navigate your Dashboard to *Donations > Tags*.

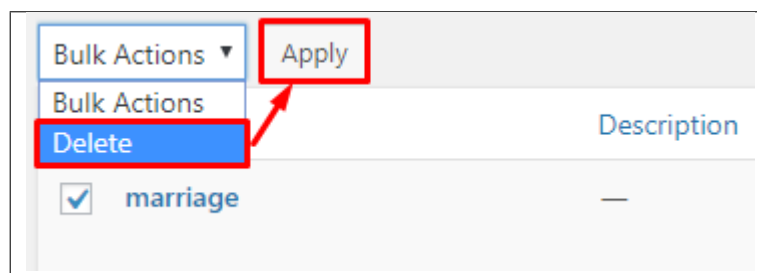
In the *Form Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.




---

**Note:** Deleting a tag may affect the tags from other component of the site.

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## CHAPTER 15

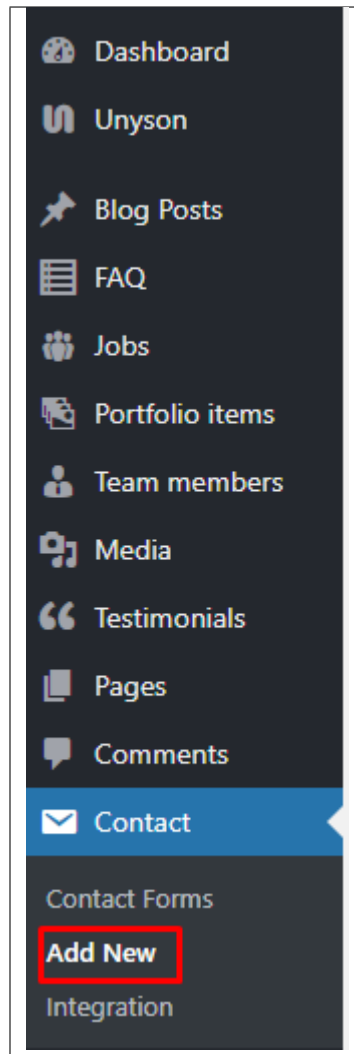
---

### Contact Form

---

#### 15.1 Create Contact Form

To create a new *Contact Form* item, navigate in WordPress Dashboard to *Contact > Add New*.



The *Add New Contact Form* page will show. Add the details for the *Contact Form*.

Enter title here

Form Mail Messages Additional Settings

Form

text email URL tel number date text area drop-down menu checkboxes radio buttons acceptance quiz reCAPTCHA file submit

```
<label> Your Name (required)
[text* your-name] </label>

<label> Your Email (required)
[email* your-email] </label>

<label> Subject
[text your-subject] </label>

<label> Your Message
[textarea your-message] </label>

[submit "Send"]
```

Save

1. **Title** - The title for the *Contact Form*
2. **Form Details** - Details and information of the form.
  - Form - The codes for the user interface of the form.
  - Mail - Set the email template of the form.
  - Messages - Message prompt when an action is done with the form.
  - Additional Settings - You can add customization code.

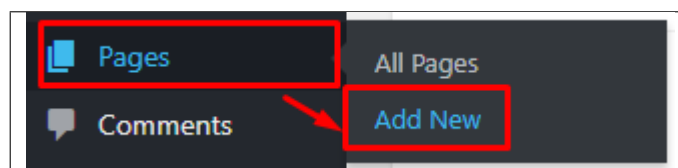
After adding all the details, click on *Save* button to save.

## 15.2 Create Contact Page

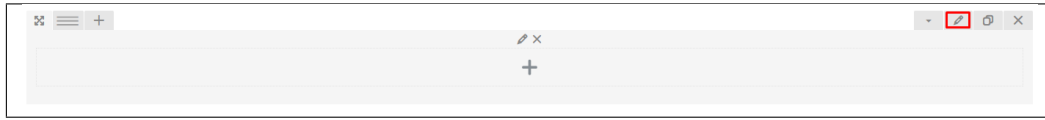
*Contact Form Page* of Religia is generated by the theme from *Contact Form* item.

To create an *Contact Form Page*, follow these steps:

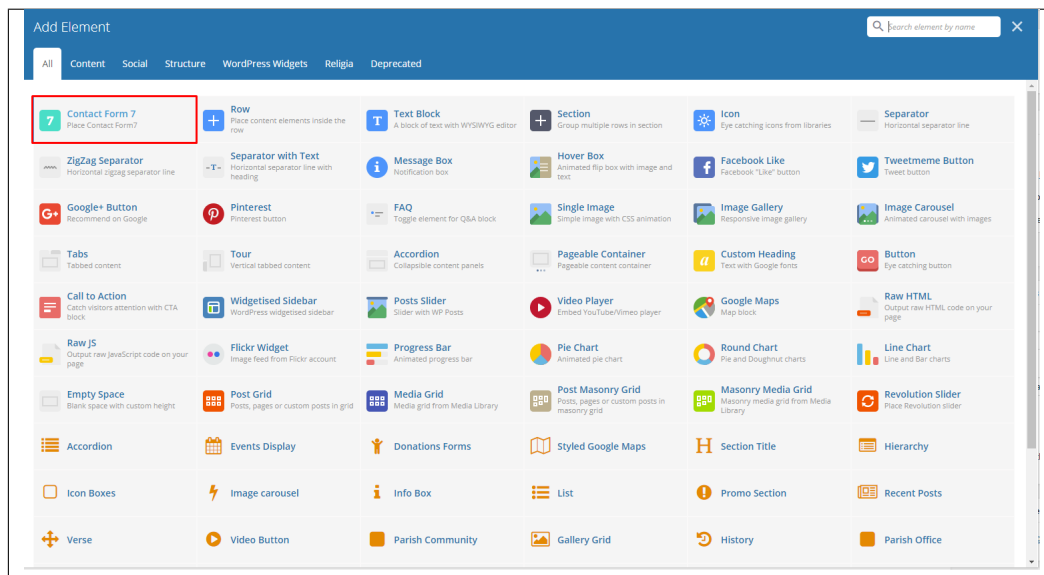
- **Step 1** - Create a new page where to add the *Contact Form*.



- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.



- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Contact Form* item. The *Contact Form* can be generated by *Contact Form 7* of *Theme Element*.



- **Step 6** - The *Contact Form 7 Settings* will pop-up. Change details as needed.

Contact Form 7 Settings

Select contact form

Send us a Message

Choose previously created contact form from the drop down list.

Search title

Enter optional title to search if no ID selected or cannot find by ID.

Close

Save changes

- **Select contact form** - The form you want to add to the page.
- **Search title** - Optional title to search if no form is added.
- **Step 7** - You can customize the page by adding other elements to the page.

- **Step 8** - Once you have finished customizing the page, click on the *Publish* button.

### Sample Contact form

*Any Questions?*  
**Get In Touch**

Full Name \*

Email \*

Subject

Message



---

## MailChimp Plugin

---

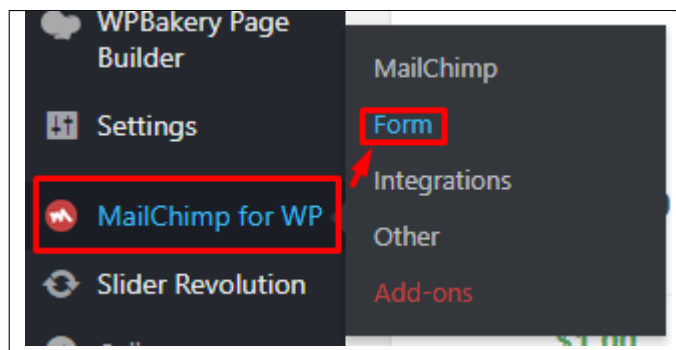
MailChimp for WordPress helps you add more subscribers to your MailChimp lists using various methods. You can create good looking opt-in forms or integrate with any other form on your site, like your comment, contact or checkout form.

### 16.1 Create New MailChimp Form

To start with making a MailChimp Form, you must set up a MailChimp list in your MailChimp Dashboard. You can read how to make a MailChimp list in this [article](#).

Once you have made the MailChimp list, you can make the MailChimp Form.

- In your wordpress dashboard go to *MailChimp for WP > Form*



---

**Note:** Free users: You should be taken to the 'Edit form' page straight away.

Premium users: you will need to make a new form by clicking the 'Create New Form' button atop the Sign-up Forms list.

---

- You will be redirected to *Edit Form*, you will see the content of the form here.

**Edit Form**

Subscribe Newsletter

<> 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 Street Address City State ZIP Country Phone Number

**Form fields**

Submit button List choice Form action

```
<div class="ct-newsletter">
  <div class="form-group">
    <div class="input-group">
      <input type="text" name="FNAME" class="form-control ct-newsletter-name" placeholder="Firstname" required="">
      <input type="text" name="LNAME" class="form-control ct-newsletter-name" placeholder="Lastname" required="">
      <input type="email" name="EMAIL" class="form-control ct-newsletter-email" placeholder="Your email address" required="">
      <button type="submit" class="btn ct-newsletter-button">Subscribe to newsletter</button>
    </div>
  </div>
</div>
```

- You can add a field in your form by clicking the buttons in *Choose a field to add to the form*. The items in the List fields are the items in your MailChimp list.

Choose a field to add to the form

**List fields**

Email Address \* Birthday First Name Last Name Street Address City State ZIP Country Phone Number

**Form fields**

Submit button List choice Form action

- To change the look of your form, you can go to the *Appearance* tab of the MailChimp form. You can choose the style in *Form Style*. You can customize the style of the form, just read these [article](#).
- Once you are done, click on the *Save Changes* button.

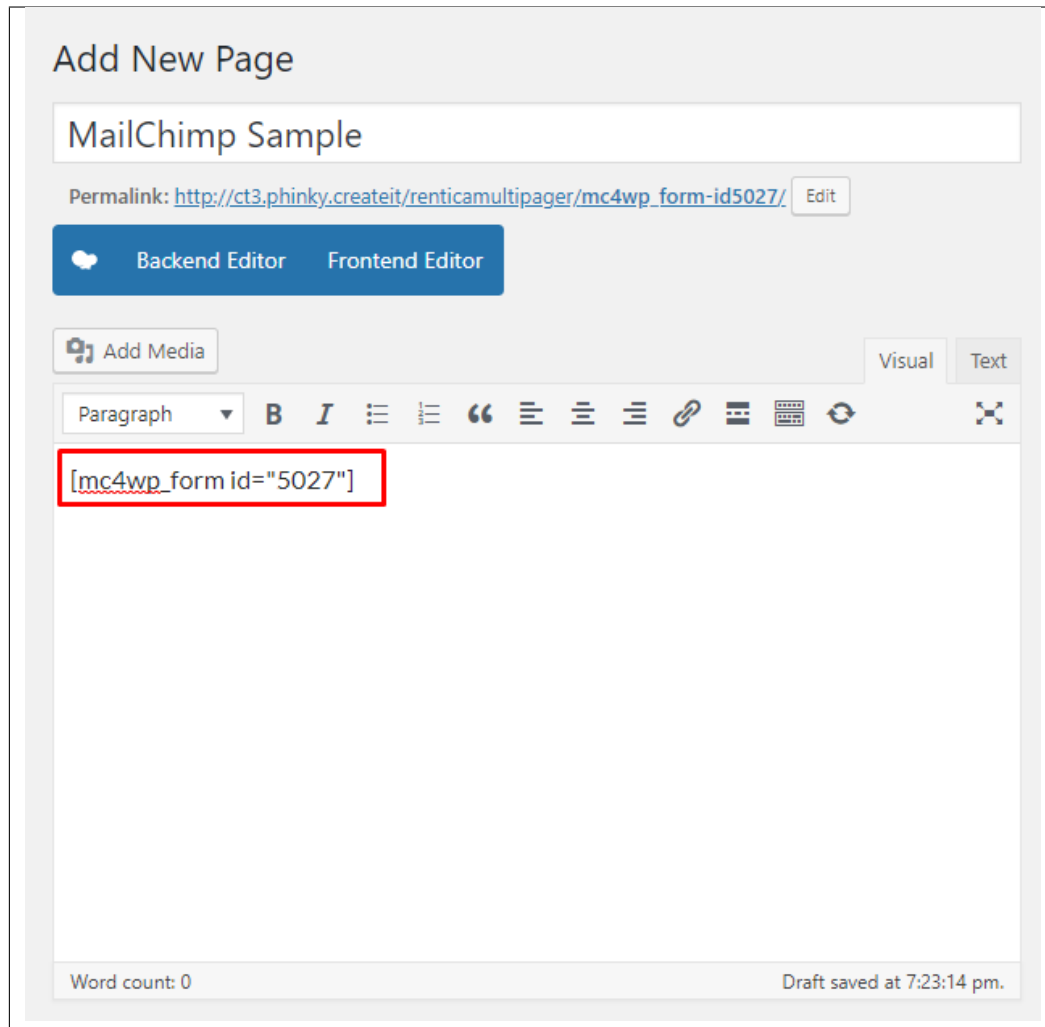
## 16.2 MailChimp Form on Page

### Directly to the Page

- You can add the MailChimp shortcode directly to the page where you would like to add it.



- You can get the MailChimp shortcode at the bottom of the Mailchimp Form or by clicking <> *Get shortcode* button below the title of the form.



- You can add other elements in the page if you like. Once done, click on publish.

### Integration with Contact Form 7

- You can see other plugins that can be integrated with MailChimp in *MailChimp for WP > Integrations*.
- Here you can see that contact form 7 is capable on integrating with MailChimp.

**Integrations**

The table below shows all available integrations. Click on the name of an integration to edit all settings specific to that integration.

**Enabled integrations**

Name	Description
Contact Form 7	Subscribes people from Contact Form 7 forms.
Custom	Integrate with custom third-party 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.
WooCommerce Checkout	Subscribes your WooCommerce customers.
Easy Digital Downloads	Subscribes your Easy Digital Downloads customers.
Events Manager	Subscribes people from Events Manager booking forms.
MemberPress	Subscribes people from MemberPress register forms.
AffiliateWP	Subscribes people from your AffiliateWP registration form.
Ninja Forms	Subscribe visitors from your Ninja Forms forms.
WPForms	Subscribe visitors from your WPForms forms.
Gravity Forms	Subscribe visitors from your Gravity Forms forms.

- Click on Contact Form 7 under Enabled Integration to configure the settings.

**Contact Form 7 integration**

Subscribes people from Contact Form 7 forms.

To integrate with Contact Form 7, configure the settings below and then add `[mc4wp_checkbox]` to your CF7 form mark-up.

**MailChimp Lists** ☒ createI

Select the list(s) to which people who check the checkbox should be subscribed.

**Checkbox label text**

HTML tags like `<strong><em><a>` are allowed in the label text.

**Pre-check the checkbox?** ☒ Yes ☐ No

Select "yes" if the checkbox should be pre-checked.

**Load some default CSS?** ☐ Yes ☒ No

Select "yes" if the checkbox appears in a weird place.

**Double opt-in?** ☒ Yes ☐ No

Select "yes" if you want people to confirm their email address before being subscribed (recommended)

**Update existing subscribers?** ☐ Yes ☒ No

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

[Save Changes](#)

- Once you are done with the configuration, click on *Save Changes* button.
- On your dashboard, go to *Contact > Add New* to create a integrated form in contact form 7.

- Add the title of the form then create the form by clicking the coding or clicking the buttons on what you would like the form to show.

The screenshot shows the 'Edit Contact Form' interface. At the top, there's a title 'Subscribe to Newsletter' in a red-bordered box. Below it, a shortcode is provided: `[contact-form-7 id="5046" title="Subscribe to Newsletter"]`. The interface has tabs for 'Form', 'Mail', 'Messages', and 'Additional Settings'. The 'Form' tab is active, showing a 'Form' section with a red border. This section contains a list of form controls (text, email, URL, tel, number, date, text area, drop-down menu, checkboxes, radio buttons, acceptance, quiz, reCAPTCHA, file, submit) and a code editor with HTML/shortcode code for the form. The code includes fields for first name, last name, and email, and a submit button labeled 'Subscribe to newsletter'. On the right side, there's a 'Status' section with 'Duplicate', 'Delete', and 'Save' buttons. Below that is an 'Information' section with links to 'Docs', 'FAQ', and 'Support'. A 'Save' button is at the bottom left of the form editor.

Edit Contact Form [Add New](#) [Help](#)

Subscribe to Newsletter

Copy this shortcode and paste it into your post, page, or text widget content:  
`[contact-form-7 id="5046" title="Subscribe to Newsletter"]`

**Form** Mail Messages Additional Settings

**Form**

You can edit the form template here. For details, see [Editing Form Template](#).

text email URL tel number date text area drop-down menu checkboxes radio buttons  
acceptance quiz reCAPTCHA file submit

```
<div class="ct-newsletter">
  <div class="form-group">
    <div class="input-group">
      [text* FNAME class:form-control class:ct-newsletter-name placeholder
      "Firstname"] [text* LNAME class:form-control class:ct-newsletter-name placeholder
      "Lastname"] [email* EMAIL class:form-control class:ct-newsletter-email placeholder
      "Email Address"] <input type="hidden" name="mc4wp-subscribe" value="1" /> [submit
      class:btn class:ct-newsletter-button "Subscribe to newsletter"]
    </div>
  </div>
</div>
```

[Docs](#)  
[FAQ](#)  
[Support](#)

[Save](#)

**Note:** To successfully integrate the value from the Contact Form to MailChimp, the tags in contact form should be the same as of the tags in MailChimp.

**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
<a href="#">createit</a>	8d1760f8a8	1

[Edit this list in MailChimp](#)

**Merge Fields**

Name	Tag	Type
Email Address*	EMAIL	email
Address	ADDRESS	address
Birthday	BIRTHDAY	birthday
First Name	FNAME	text
Last Name	LNAME	text
Phone Number	PHONE	phone

**Edit Contact Form** [Add New](#)

Subscribe to Newsletter

Copy this shortcode and paste it into your post, page, or text widget content:

```
[contact-form-7 id="5046" title="Subscribe to Newsletter"]
```

**Form** | Mail | Messages | Additional Settings

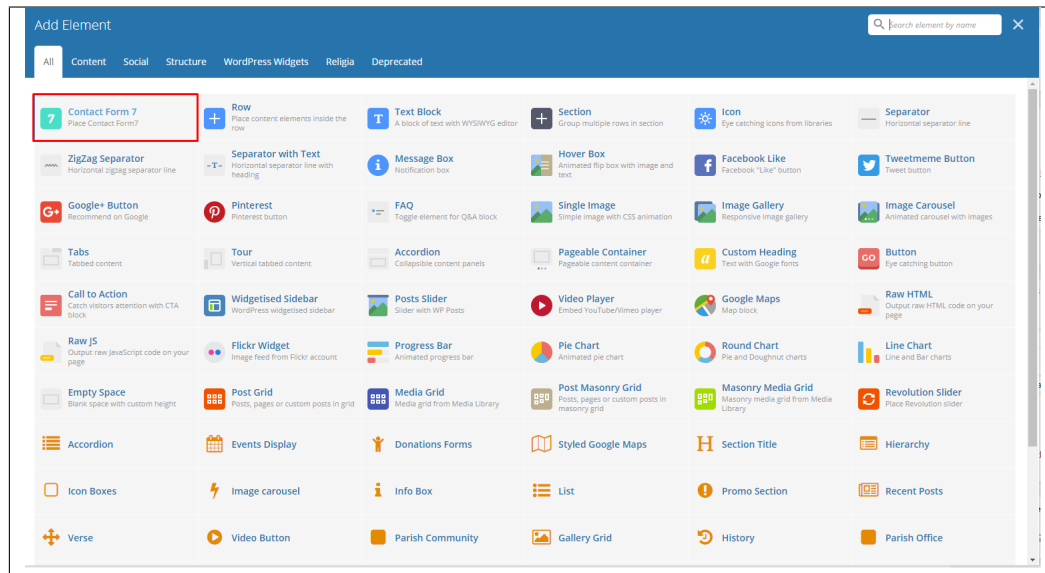
**Form**

You can edit the form template here. For details, see [Editing Form Template](#).

[text](#)
[email](#)
[URL](#)
[tel](#)
[number](#)
[date](#)
[text area](#)
[drop-down menu](#)
[checkboxes](#)
[radio buttons](#)
[acceptance](#)
[quiz](#)
[reCAPTCHA](#)
[file](#)
[submit](#)

```
<div class="ct-newsletter">
  <div class="form-group">
    <div class="input-group">
      [text* FNAME class=form-control class:ct-newsletter-name placeholder "Firstname"][text* LNAME class=form-control class:ct-newsletter-name placeholder "Lastname"]
    </div>
    [email* EMAIL class=form-control class:ct-newsletter-email placeholder "Email Address"]
  </div>
  <input type="hidden" name="mc4wp-subscribe" value="1" />
  <input type="submit" value="Subscribe to newsletter" />
</div>
```

- On the page where you want to add the contact form, add a Contact Form 7 element to the area you want the form to show.

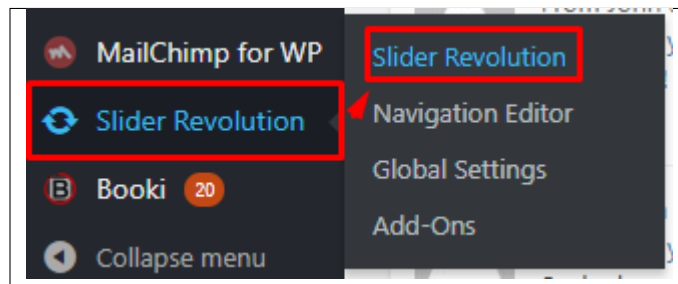


- Then select the form title of the form. You can add other elements in the page if you like. Once done, click on publish.

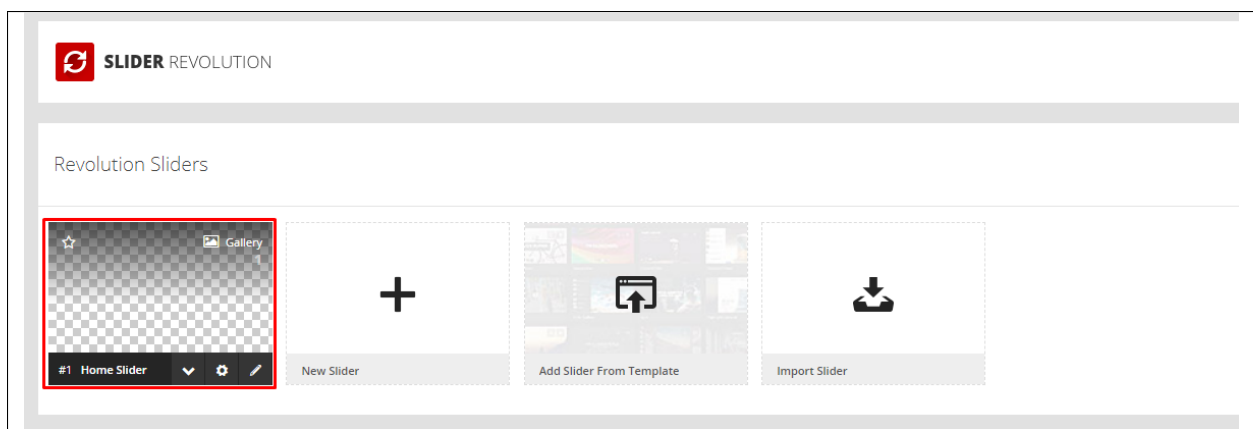
## Revolution Slider

### 17.1 Edit a Revolution Slider

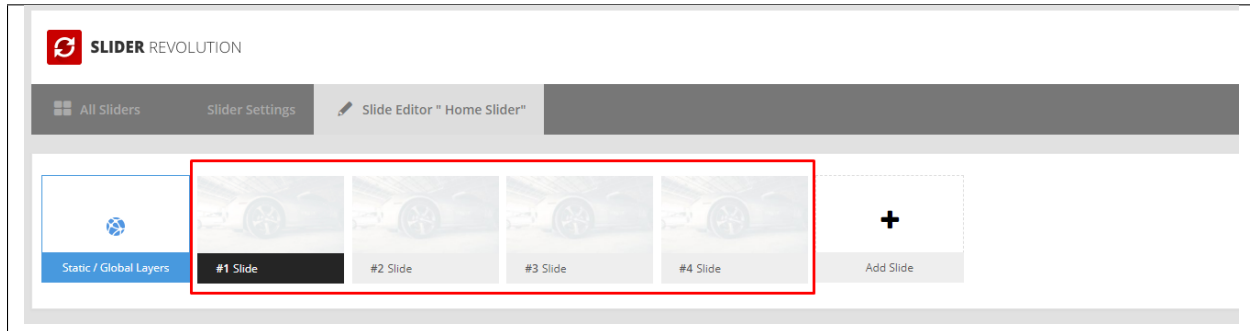
To edit an existing revolution slider, in your dashboard go to *Slider Revolution > Slider Revolution*.



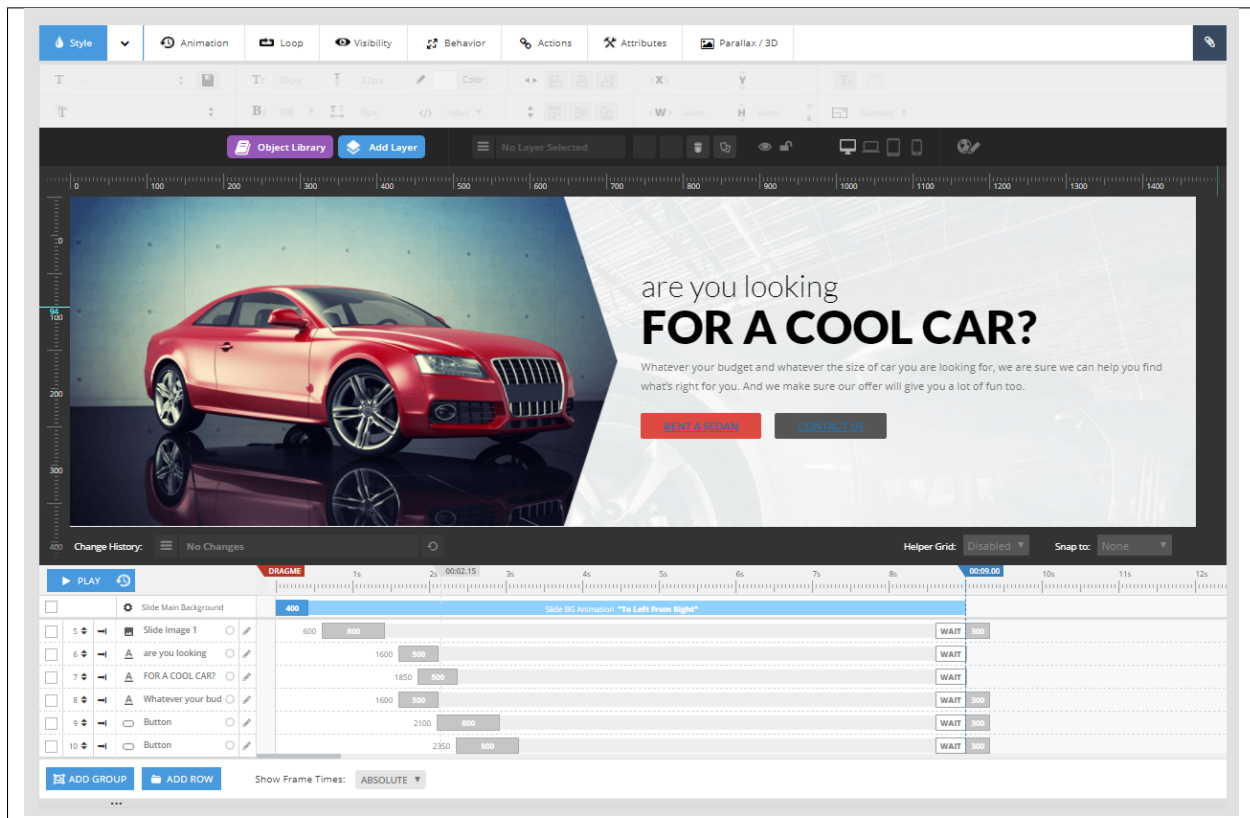
You can see the existing revolution slider at the *Revolution Sliders* area. Choose the revolution slider that you would like to edit.



In the Slide Editor, you will see the slides that are created for a revolution slider. Click on the slide you want to edit.

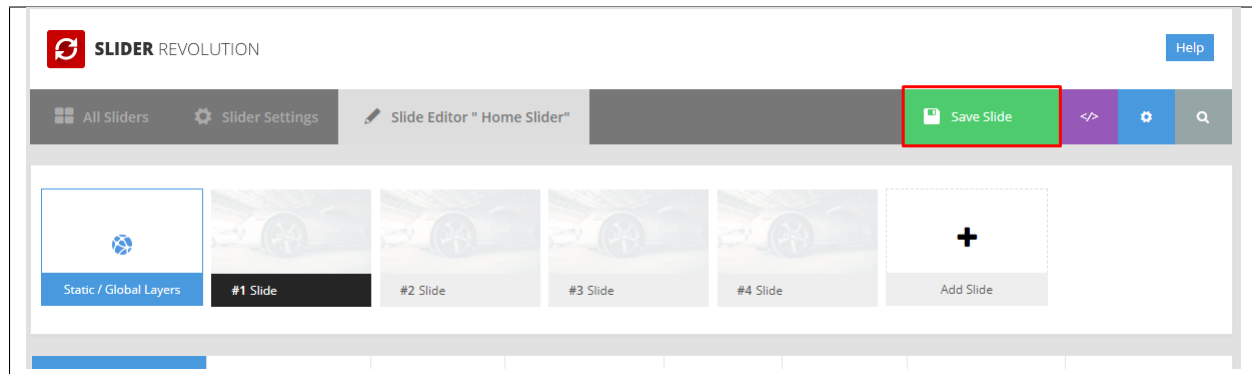


You can edit the text and image content of the revolution slider as you see fit in the editor. For more info on how to use the Revolution Slider, [click here](#).



Once you are satisfied, click the *Save Slide* button at the upper right of the page.







## Widgets & Menu

### 18.1 Widgets

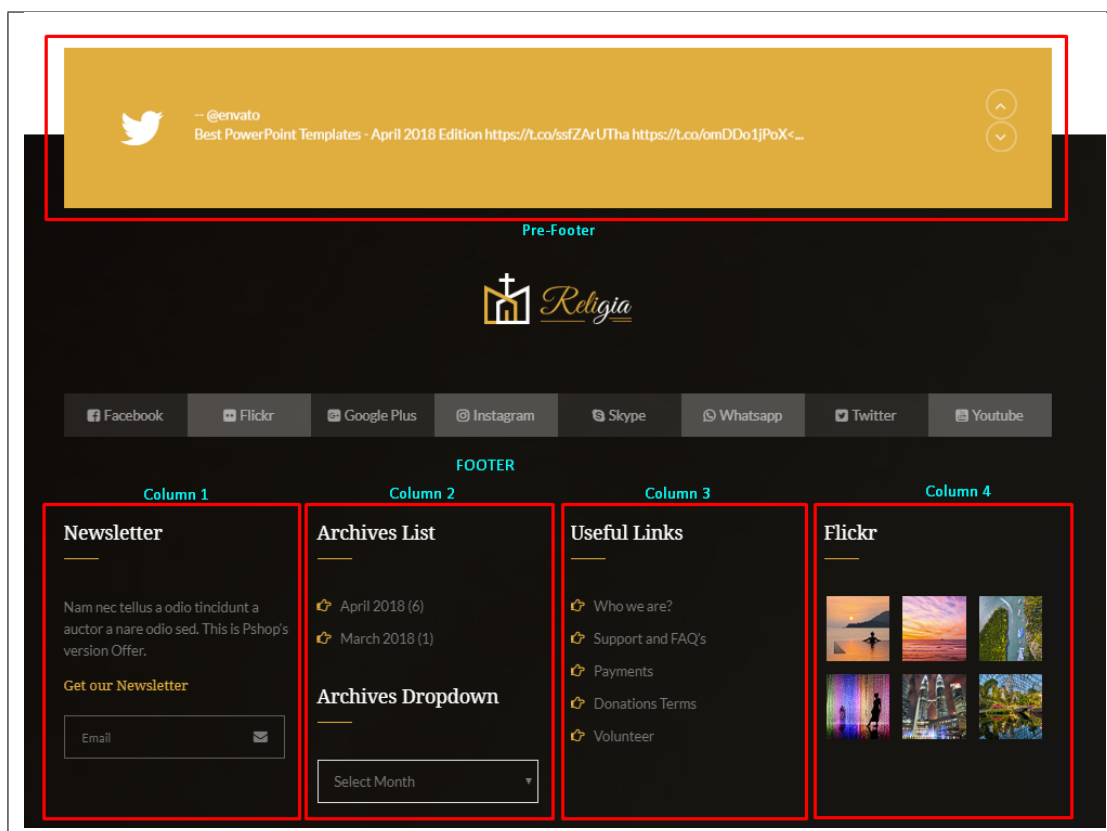
**Widgets** are small blocks of content, which you can find in theme footer or sidebar. They were originally designed to provide a simple and easy-to-use way of giving design and structure control of the WordPress Theme to the user, which is now available on WordPress Themes to include the header, footer, and elsewhere in the WordPress design and structure.

Footer 1 column ▼	Give Single Form Sidebar ▼
Footer 2 column ▼	Prefooter Widget Area ▼
Footer 3 column ▼	Blog sidebar ▼
Footer 4 column ▼	

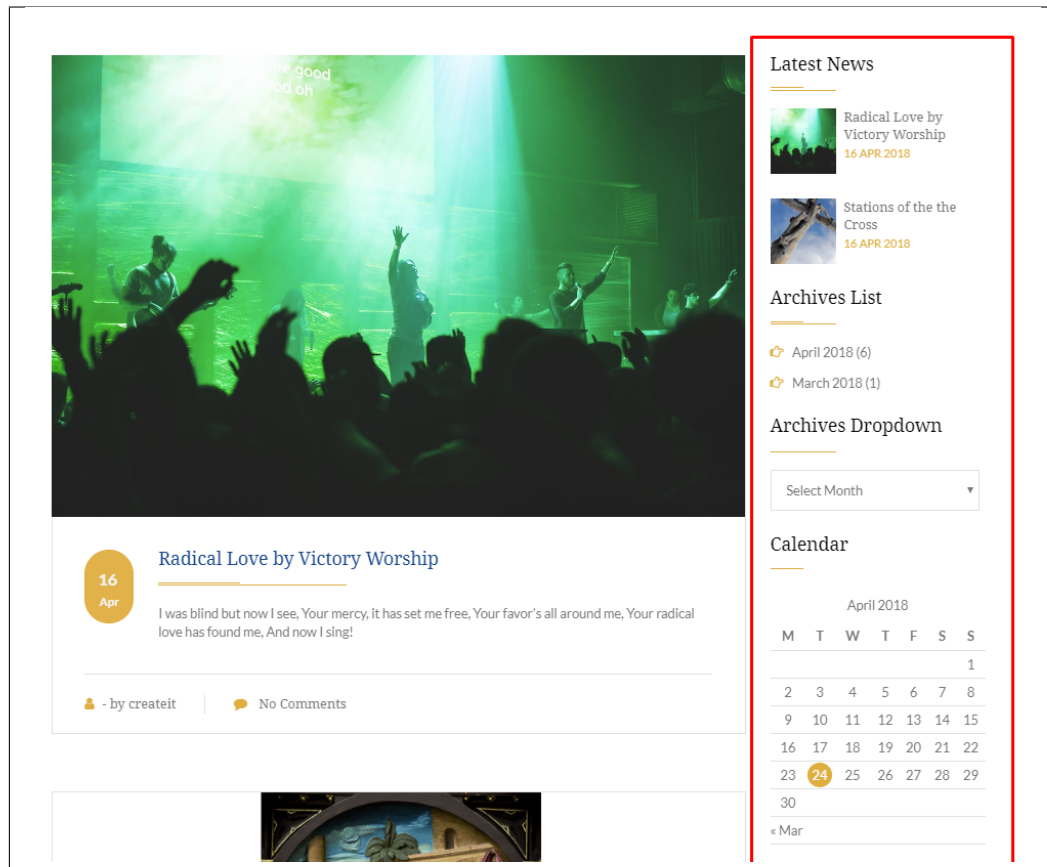
## 18.1.1 Sidebars

The screenshot shows the WordPress 'Widgets' management screen. At the top, there's a 'Widgets' title and a 'Manage with Live Preview' button. To the right are 'Screen Options' and 'Help' dropdown menus. The main area is divided into two columns. The left column, titled 'Available Widgets' with an upward arrow, contains a list of widgets with their descriptions: Archives (A monthly archive of your site's Posts), Audio (Displays an audio player), Calendar (A calendar of your site's Posts), Categories (A list or dropdown of categories), CT Flickr (Displays latest flickr photos), CT Sermons (Display The Latest Sermons), CT Twitter (Display Twitter widget), Custom HTML (Arbitrary HTML code), and Event Locations. The right column displays seven sidebar areas, each with a dropdown arrow: Footer 1 column, Footer 2 column, Footer 3 column, Footer 4 column, Give Single Form Sidebar, Prefooter Widget Area, and Blog sidebar.

In Religia you have access to 7 sidebars that can be customized using available theme widgets.



- Prefooter Widget Area
- Footer 1 column
- Footer 2 column
- Footer 3 column
- Footer 4 column



- **Blog sidebar**
- **Give Single Form Sidebar**

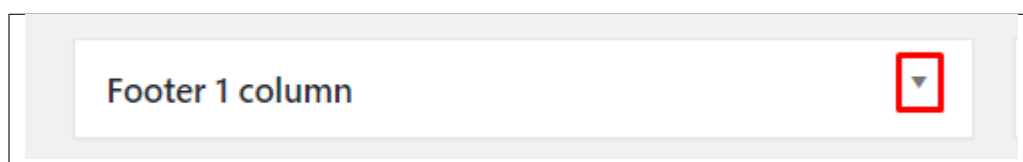
### 18.1.2 How to Edit Widgets

You can access widget edit screen under *Appearance > Widgets* panel or via *Customize* on path *Appearance > Customise > Widgets*. It has three main areas:

- Available Widgets
- Inactive Widgets
- Inactive Sidebars and widget areas

To add a widget to your site, drag and drop the name of the widget you want to use from the *Available Widgets* section into one of the sidebar areas on the right-hand side of the window.

After you have added it, the widget will open up or if it doesn't, you can click on the triangle to open it, and you can change the order by dragging the widget.



The specific settings needed will depend on what type of widget you are using.

For instance, if it is a text widget, you just need to type in the text (and optionally, HTML code), and save the widget.

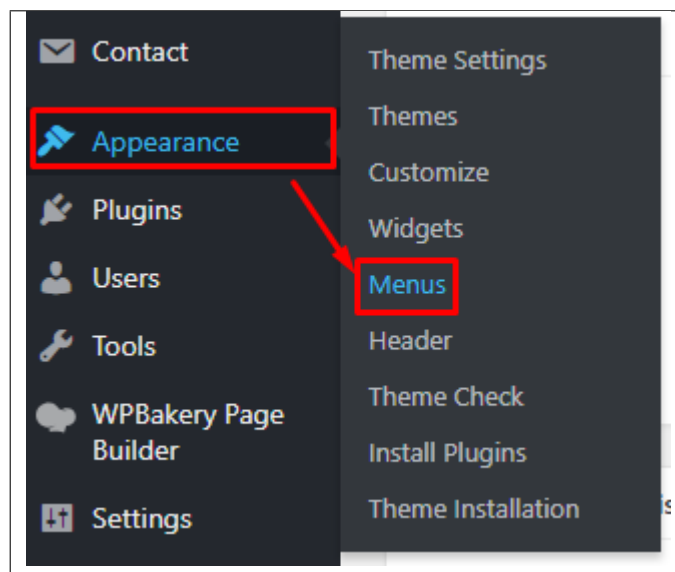
## 18.2 Menus

*Menus* are a list of commands or options you can customize for you to use in your site.

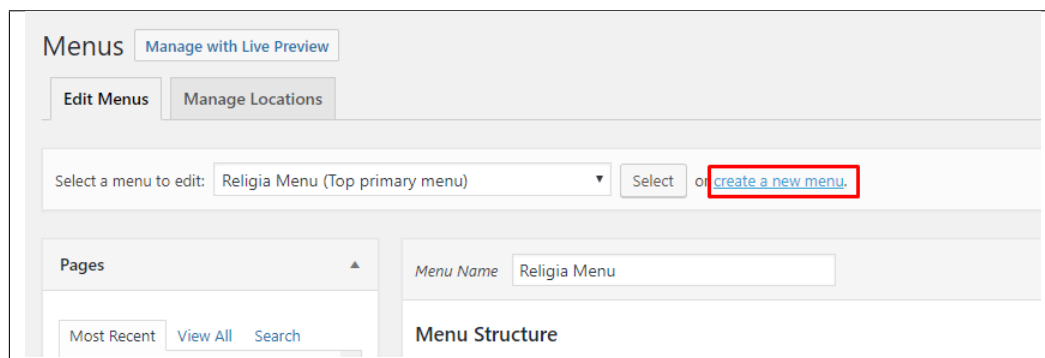
### 18.2.1 Menu Setup

To make a simple menu, follow the steps:

- **Step 1** - Navigate your Dashboard to *Appearance > Menus*. The *Menus* page will show.



- **Step 2** - In the menus page, you can edit a menu or make a new menu. To make a new menu, locate *create a new menu*.



- **Step 3** - You will be asked to name your menu. After naming the menu, click *Create Menu*.

- **Step 4** - From the right side choose pages, links, or categories that you want to add to your menu and click on *Add to Menu*. Once menu items are added, you can reorder or nest them via drag and drop tool. Remember to click Save Menu when you finish to keep your changes saved.

The screenshot shows the Religia menu management interface. On the left, a sidebar lists various content categories. The 'Blog Posts' category is expanded, showing a list of posts with checkboxes. The right panel displays the 'Menu Name' field set to 'sample', a 'Save Menu' button, and sections for 'Menu Structure' and 'Menu Settings'. The 'Menu Settings' section includes options for 'Auto add pages' and 'Display location'.

- **Step 5** - You can set a menu as a *Top primary menu*, *Menu for side navigation*, *Post-footer Menu*, or *Topbar Page Template Menu*.

The screenshot shows the 'Menu Settings' section in the Religia interface. The 'Display location' section is highlighted with a red box, showing four options: 'Top primary menu' (checked), 'Menu for side navigation (Currently set to: Side Navigation)', 'Post-footer Menu (Currently set to: Footer Menu)', and 'Topbar Page Template Menu (Currently set to: Religia short menu)'. The 'Auto add pages' section is also visible, with the option 'Automatically add new top-level pages to this menu' unchecked. At the bottom, there are 'Delete Menu' and 'Save Menu' buttons.

- **Top primary menu** - For primary menu.
- **Menu for side navigation** - For the toggle menu. Displayed only on desktop mode.
- **Post footer Menu** - For the post footer menu aligned with the copyright.
- **Topbar Page Template Menu** - For pages with Topbar Page Template

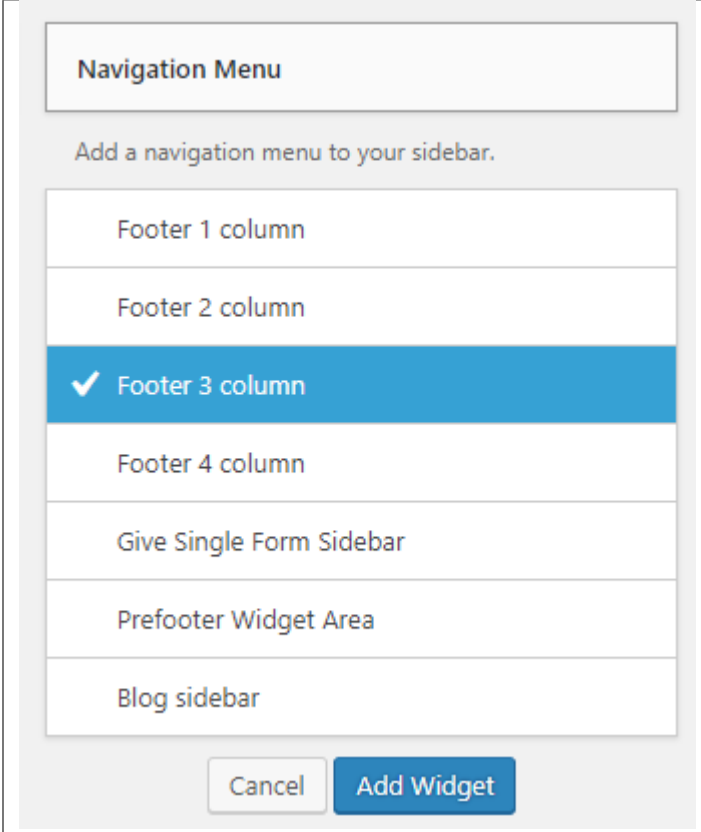


- **Step 6** - After any changes, click on *Save Menu* button.

### 18.2.2 Using Menu on Widget

*Menus* can also be shown on widgets section of Dashboard.

After creating the menu you want to use, go to *Appearance > Widgets* and set the menu on your site using *Navigation Menu* widget like in the example below:



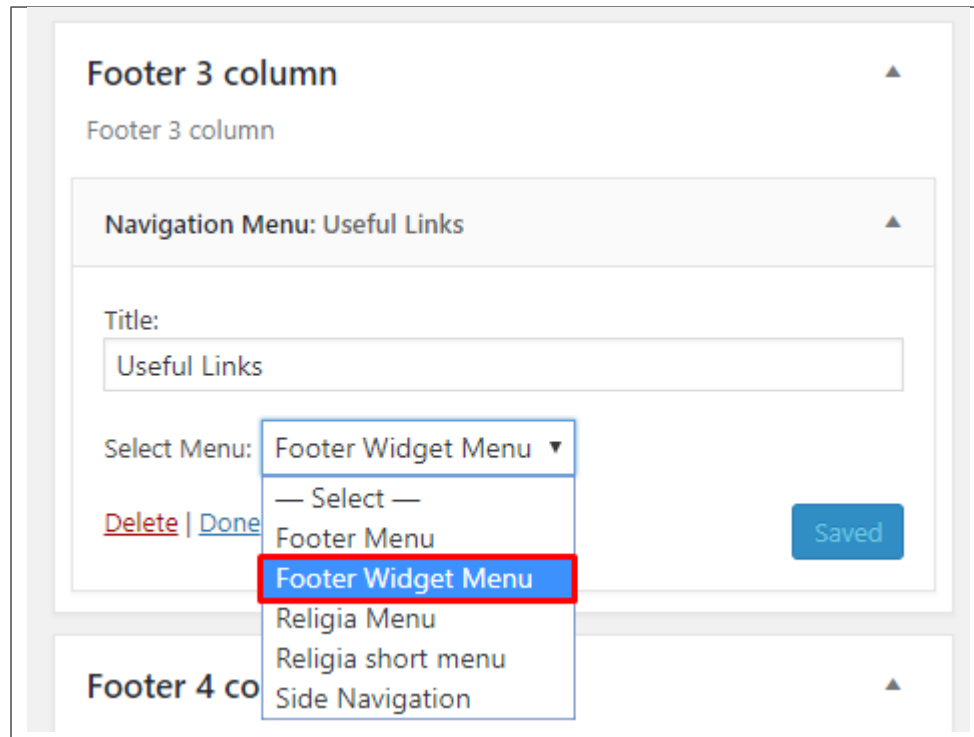
**Navigation Menu**

Add a navigation menu to your sidebar.

- Footer 1 column
- Footer 2 column
- ✓ Footer 3 column
- Footer 4 column
- Give Single Form Sidebar
- Prefooter Widget Area
- Blog sidebar

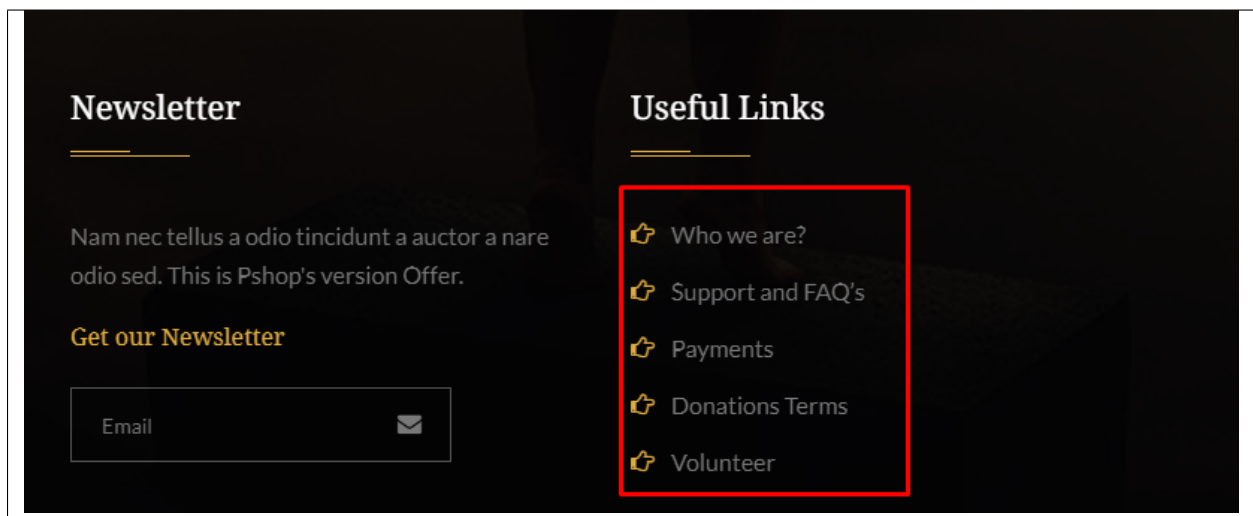
Cancel Add Widget

Choose the sidebar you want the menu to be added, then click on the *Add Widget* button.



Set the menu to the one you want to add, then click the *Save* button.

You can see the changes on the page where the sidebar is used.



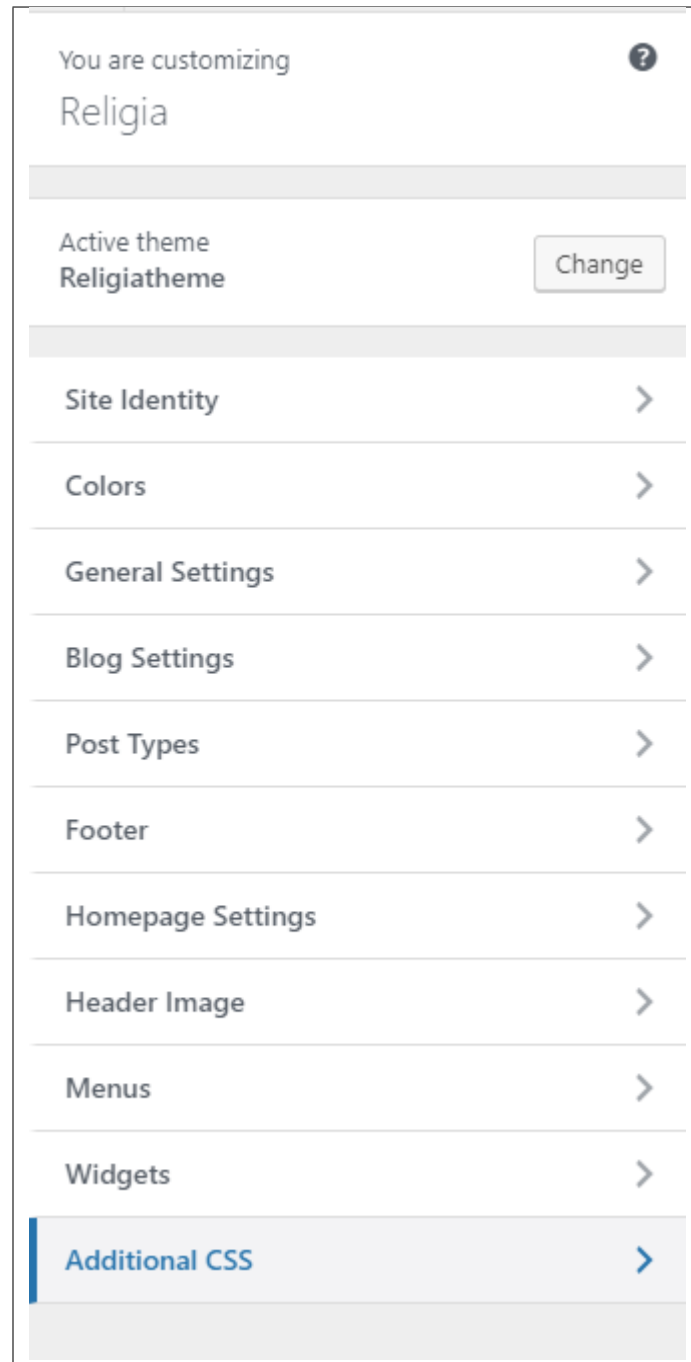
## CHAPTER 19

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### Customising Religia

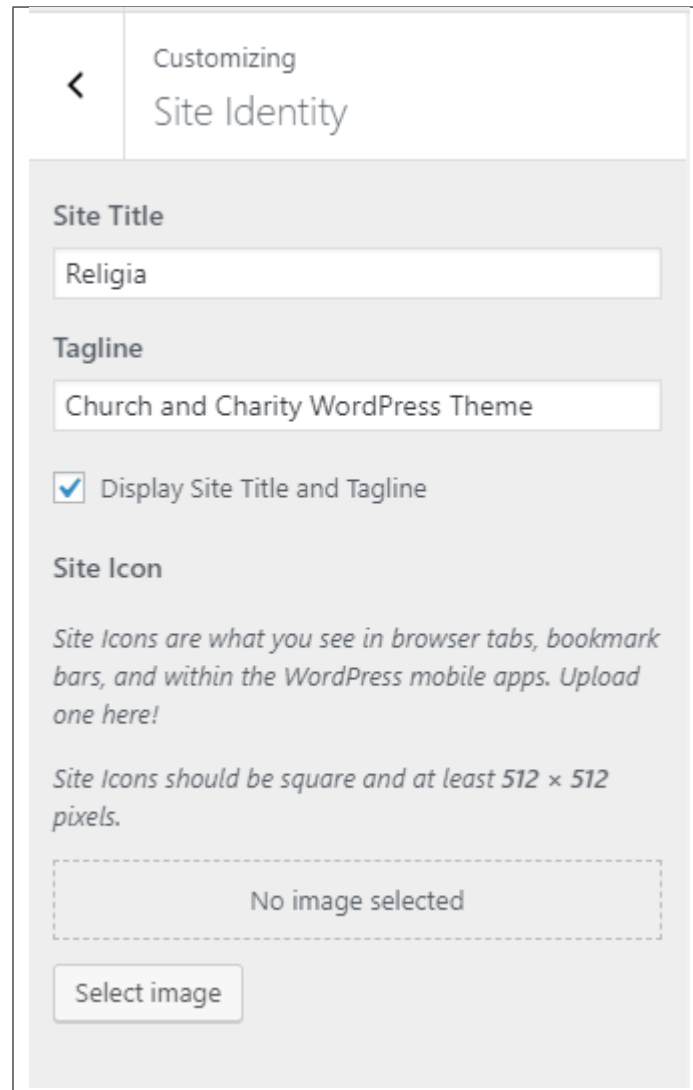
---

Religia comes with an advanced customizer, which allows to edit most of the theme's elements in one place. If you want to use it, navigate to *Appearance > Customize*.



## 19.1 Site Identity

Here you will have the option to customize your site's identity or how it can be viewed by people.

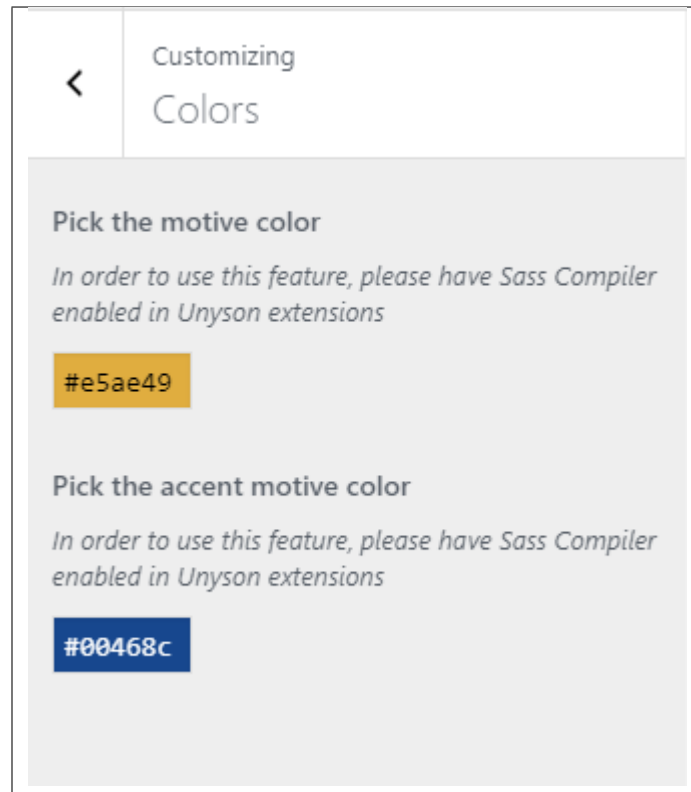
The image shows a screenshot of the WordPress Customizer interface, specifically the 'Site Identity' section. At the top, there is a back arrow and the title 'Customizing Site Identity'. Below this, the 'Site Title' is set to 'Religia' in a text input field. The 'Tagline' is set to 'Church and Charity WordPress Theme' in another text input field. A checkbox labeled 'Display Site Title and Tagline' is checked. Under the 'Site Icon' section, there is explanatory text: 'Site Icons are what you see in browser tabs, bookmark bars, and within the WordPress mobile apps. Upload one here!' and 'Site Icons should be square and at least 512 x 512 pixels.' Below this text is a dashed rectangular box containing the text 'No image selected'. At the bottom of the section is a button labeled 'Select image'.

- **Site Title** - The title of the site you created.
- **Tagline** - The slogan/catchphrase for your site. What people will remember if they see your site.
- **Display Site Title and Tagline** - Option to display Site Title and Tagline in the site.
- **Site Icon** - The icon used as a browser or app icon. Icons must be square, and at least 512 pixels wide and tall.

Add all the information you like to add, then click on the *Save & Publish* button.

## 19.2 Colors

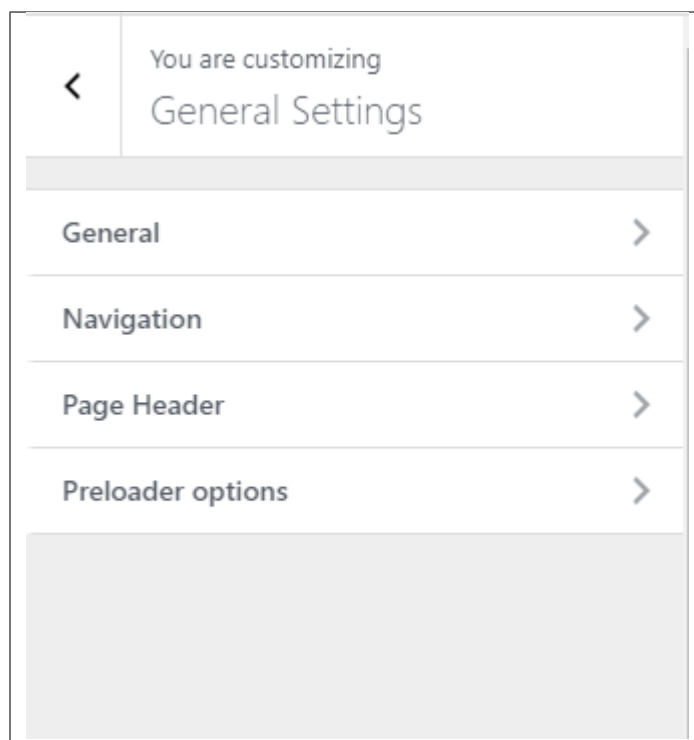
You can pick the color scheme of the site here.



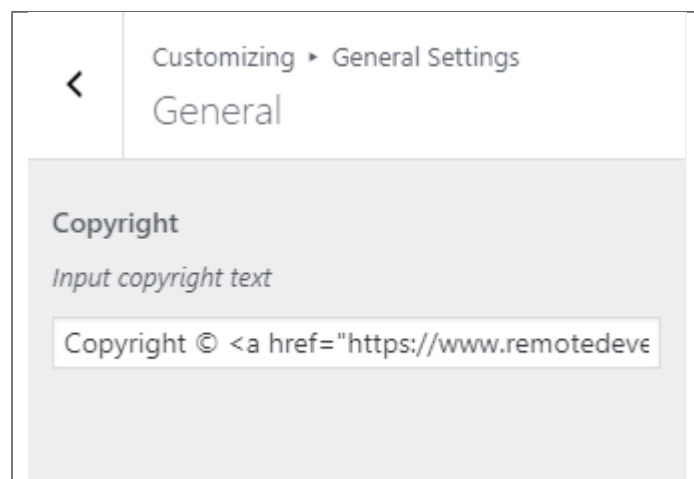
- **Pick the motive color** - Pick the main color scheme of the site.
- **Pick the accent motive color** - Pick the secondary color scheme of the site.

## 19.3 General Settings

This section is divided into 4:



### 19.3.1 General



- **Copyright** - Copyright information of the site.





### 19.3.2 Navigation

<

Customizing ▸ General Settings

Navigation

Navigation type ⓘ

Select type of navigation.

Animated fixed ( default ) ▾

Socials ⓘ

Check if you want to display socials

☒ Yes

Facebook ⓘ

#

Flickr ⓘ

#

Google+ ⓘ

#

Instagram ⓘ

#

LinkedIn ⓘ

#

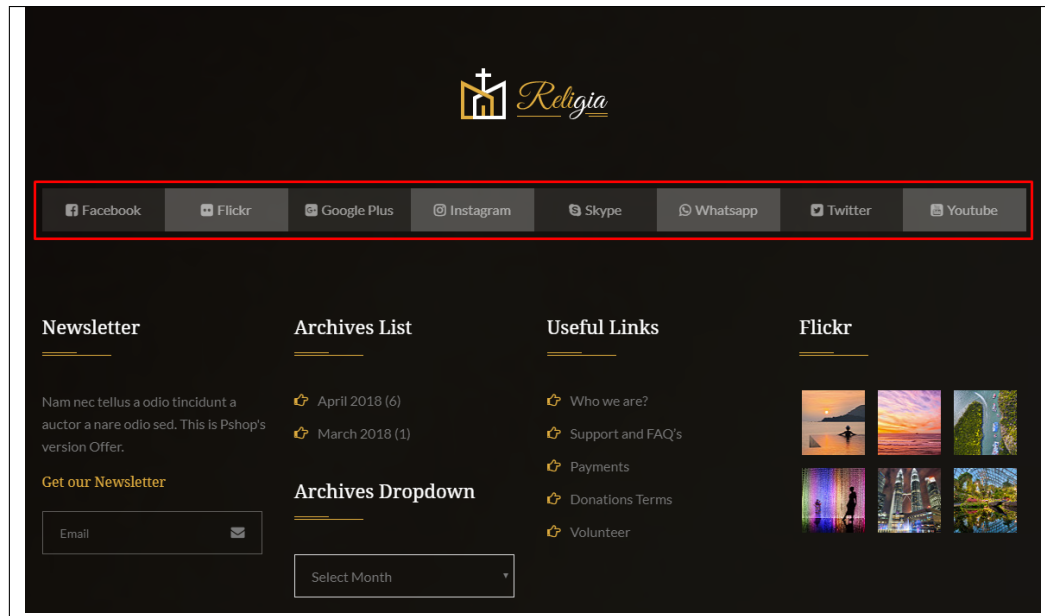
Skype ⓘ

#

Whatsapp ⓘ

#

- **Navigation type**
- **Socials** - Option to show social share icon at the navigation and buttons on top of the footer.



- **Facebook** - Link for facebook social.
- **Flickr** - Link for flickr social.
- **Google+** - Link for google-plus social..
- **Instagram** - Link for instagram social.
- **LinkedIn** - Link for linkedin social.
- **Skype** - Link for google-plus social.
- **Whatsapp** - Link for whatsapp social.
- **Twitter** - Link for twitter social.
- **Youtube** - Link for youtube social.
- **Search** - Option to show search icon at the navigation.
- **Side Navigation** - Option to add a side navigation for the site.



- **Contact Number** - Contact number that will show when *Topbar Navigation Page Template* is used for the page.
- **Email Address** - Email Address that will show when *Topbar Navigation Page Template* is used for the page.



### 19.3.3 Page Header

<

Customizing ▸ General Settings

Page Header

Display page header ⓘ

Check to display page header in top of the page (customizable in options of every page)

☒ Yes

Display breadcrumbs ⓘ

Check to display breadcrumbs in page header. Make sure Unyson Breadcrumbs Extension is activated.

☐ Yes


Head section type ⓘ

Select head type from list

Parallax ▾

Mobile background image ⓘ


Image for mobile devices



[Add Image](#)

Background image ⓘ

Background image for header



[Edit](#)

Head height ⓘ

Type head height in px

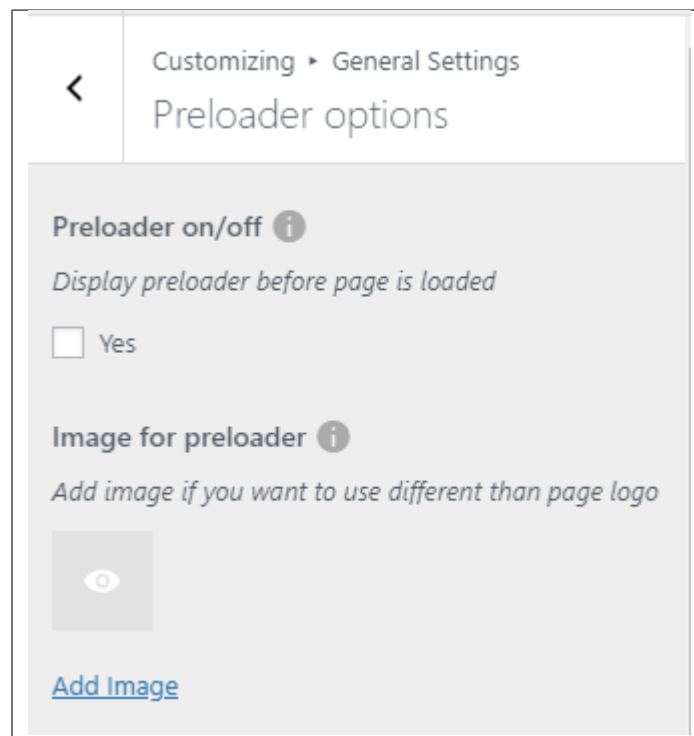
200

- **Display page header** - Option to display page header in top of the page (customizable in options of every page).
- **Display breadcrumbs** - Option to display breadcrumbs in page header. Make sure Unyson Breadcrumbs Extension is activated.



- **Head section type** - Animation of the header section. Choose from : Parallax or Static
- **Mobile background image** - The header's background image of the mobile interface of the site.
- **Background image** - The header's background image of the site.
- **Head height** - Header height.

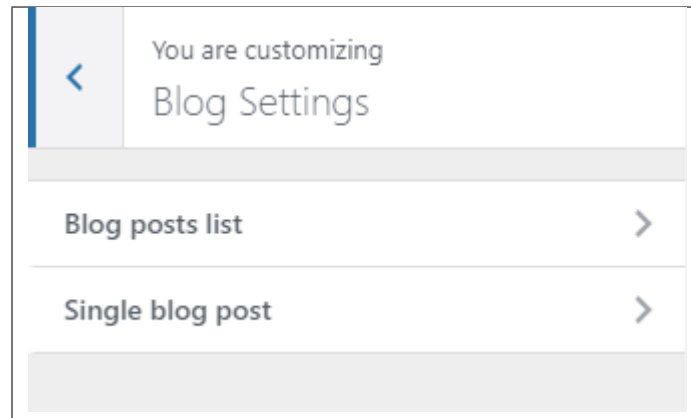
#### 19.3.4 Preloader on/off



- **Preloader on/off** - Option to show preloader before page is loaded.
- **Image for preloader** - The image in the preloader.

## 19.4 Blog Settings

The blog settings is divided into 2:



- **Blog posts list**
  - **Display blog sidebar** - Option to display sidebar in blog list page.
  - **Place to display sidebar** - Where the sidebar is placed.
  - **Select width of sidebar** - Width size of the sidebar.
  - **Tags after post** - Option to display tags after post.

Customizing > Blog Settings

Blog posts list

**Display blog sidebar** ⓘ  
*Check if you want to display sidebar in Blog*

☒ Yes

**Place to display sidebar** ⓘ  
*Select place for the sidebar left/right*

Right side ▼

**Select width of sidebar** ⓘ  
*Select totally width of blog sidebar*


1/4 width of container ▼

**Tags after post** ⓘ  
*Display tags after post*


☐ Yes

- **Single blog post**

- **Display blog sidebar** - Option to show sidebar on the individual blog's page.
- **Place to display sidebar** - Location on the page where the sidebar is placed.
- **Select width of sidebar** - Width size of the sidebar.
- **Tags after post** - Option to show blog's tags after the post.
- **Social Share** - Option to show the *Social Media Share Buttons*.
- **Display comments after post** - Option to have a comments area after the post.




Customizing ▸ Blog Settings  
Single blog post


**Display blog sidebar** 


*Check if you want to display sidebar in Blog*

☒ Yes

**Place to display sidebar** 


Right side



**Tags after post** 


*Display tags after post*

☐ Yes

**Social share** 

*Display social share after post*

☐ Yes

**Social Share** 

*Display social share icons after post*

☐ Facebook

☐ Twitter


☐ Reddit

☐ Digg it

☐ LinkedIn

☐ Google+

☐ Pinterest

**Display comments after post** 

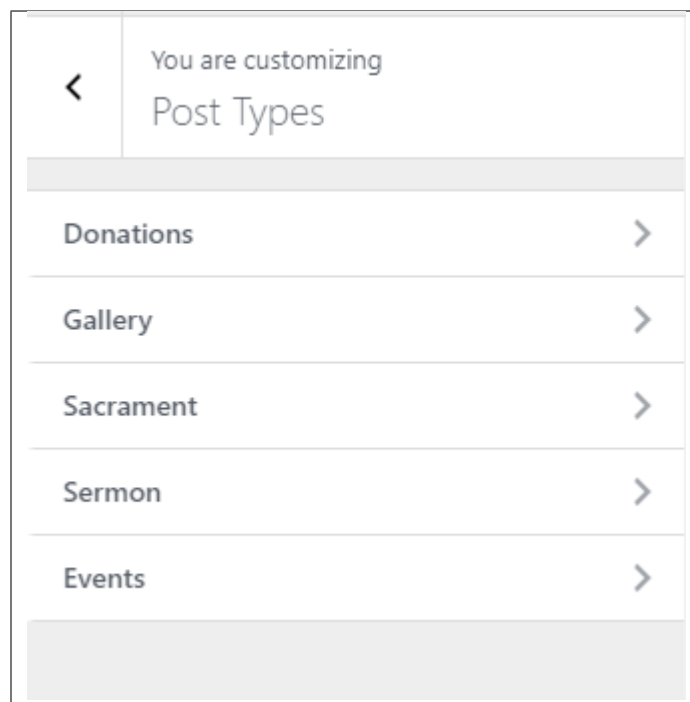
*Check if you want to activate comments on blog*

☒ Yes

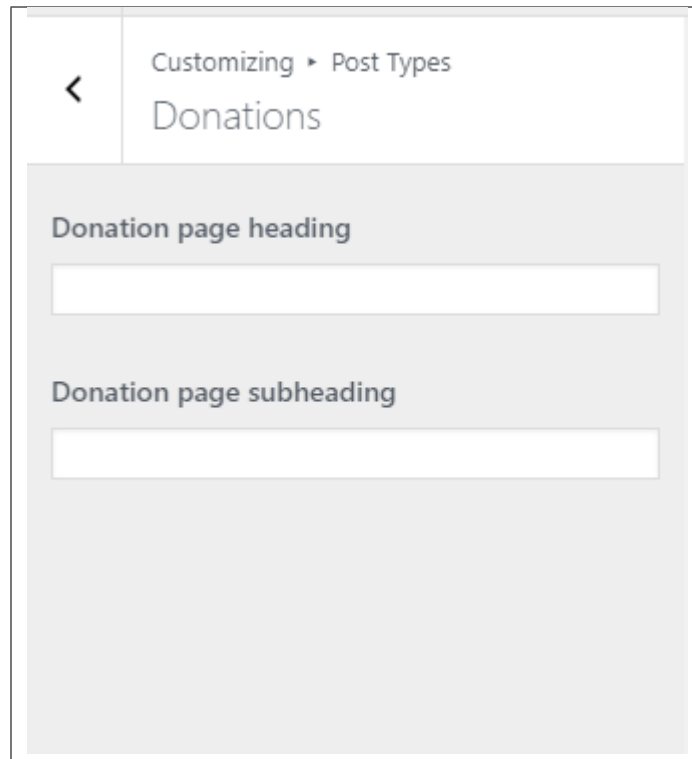


## 19.5 Post Types

This section is divided into 5:



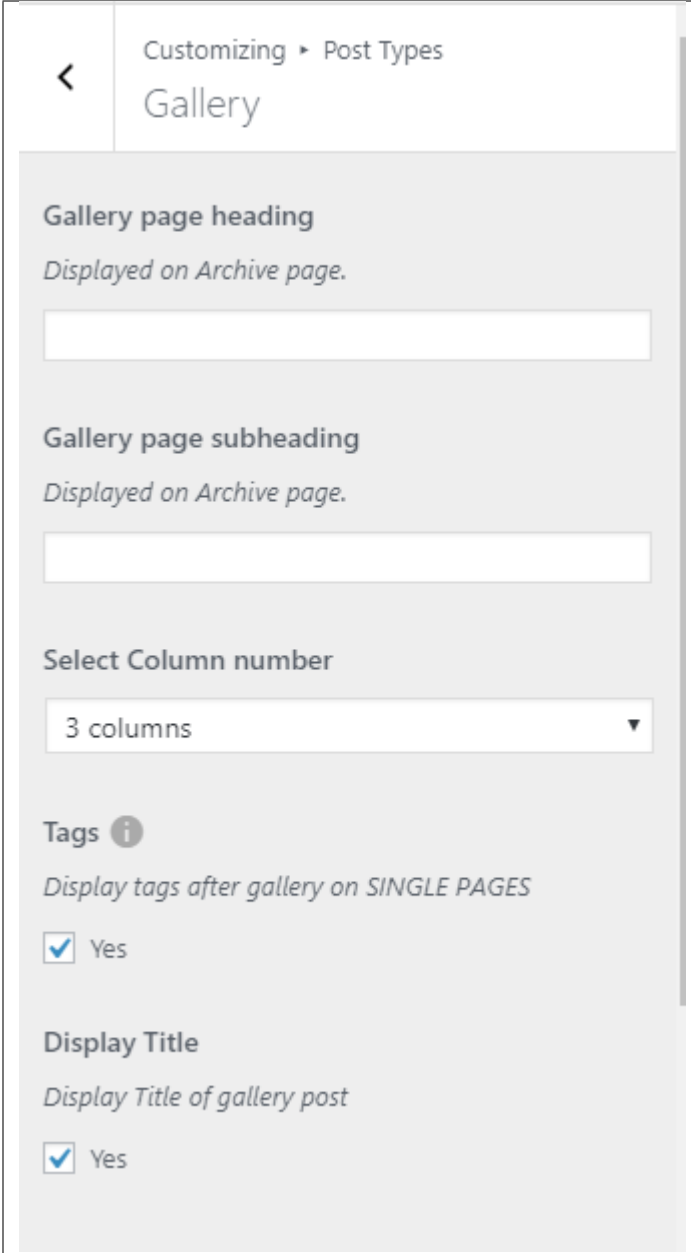
## 19.5.1 Donations



The screenshot shows the WordPress Customizer interface for the 'Donations' post type. At the top, a breadcrumb trail reads 'Customizing > Post Types'. Below this, the title 'Donations' is displayed. The main content area is divided into two sections: 'Donation page heading' and 'Donation page subheading'. Each section contains a text input field. The 'Donation page heading' field is currently empty, while the 'Donation page subheading' field contains the text 'Donations'.

- **Donation page heading** - Text for the heading that will show in the Donation archive page. (Leave blank to use default text)
- **Donation page subheading** - Text for the subheading that will show in the Donation archive page. (Leave blank to use default text)

## 19.5.2 Gallery



The screenshot shows the 'Customizing > Post Types > Gallery' settings in the WordPress Customizer. The panel has a light gray background and a white header bar with a back arrow and the title 'Gallery'. The settings are organized into sections with bold headings and italicized descriptions. Each section has a corresponding input field or checkbox.

**Gallery page heading**  
*Displayed on Archive page.*

**Gallery page subheading**  
*Displayed on Archive page.*

**Select Column number**

3 columns ▼

**Tags** ⓘ  
*Display tags after gallery on SINGLE PAGES*

☒ Yes

**Display Title**  
*Display Title of gallery post*

☒ Yes

- **Gallery page heading** - Text for the heading that will show in the Gallery archive page. (Leave blank to use default text)
- **Gallery page subheading** - Text for the subheading that will show in the Gallery archive page. (Leave blank to use default text)
- **Select Column number** - Number of columns the gallery is displayed in the archive.
- **Tags** - Display tags of the single page of gallery.
- **Display Title** - Option to show the title of the gallery item.

Discover the church


Religia Photo Gallery

Subheader Text


Header Text

AllReligiousStories

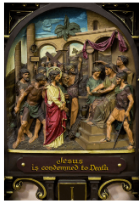
Columns




Vatican ArtTitle




Seven Virtues




Station of the Cross



Holy Week

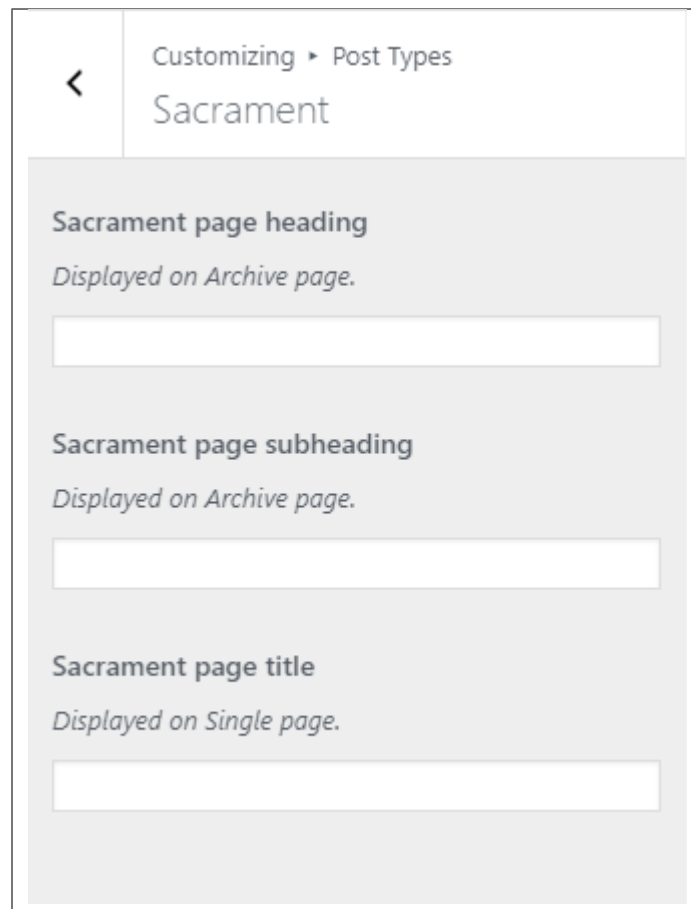


Bible Stories



Seven Sacraments

### 19.5.3 Sacrament



Customizing > Post Types  
Sacrament

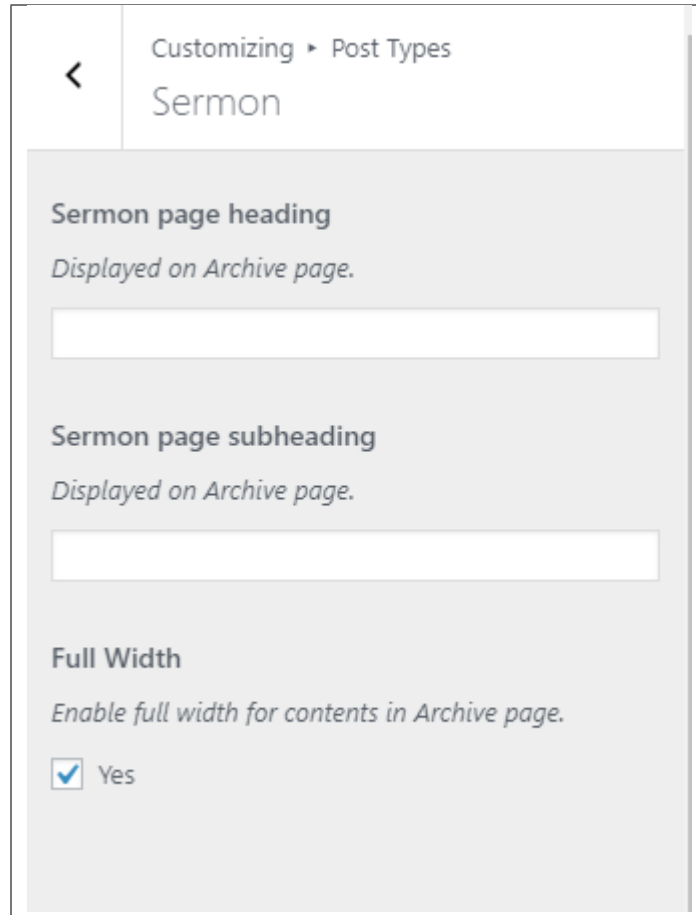
**Sacrament page heading**  
*Displayed on Archive page.*

**Sacrament page subheading**  
*Displayed on Archive page.*

**Sacrament page title**  
*Displayed on Single page.*

- **Sacrament page heading** - Text for the heading that will show in the Sacrament archive page. (Leave blank to use default text)
- **Sacrament page subheading** - Text for the subheading that will show in the Sacrament archive page. (Leave blank to use default text)
- **Sacrament page title** - Text title of the sacrament item's page.

## 19.5.4 Sermon



The screenshot shows the 'Customizing Post Types' settings for 'Sermon'. It includes three sections: 'Sermon page heading' with a text input field, 'Sermon page subheading' with a text input field, and 'Full Width' with a checked checkbox and the label 'Yes'.

Customizing ▸ Post Types  
Sermon

**Sermon page heading**  
*Displayed on Archive page.*

**Sermon page subheading**  
*Displayed on Archive page.*

**Full Width**  
*Enable full width for contents in Archive page.*

☒ Yes

- **Sermon page heading** - Text for the heading that will show in the Sermon archive page. (Leave blank to use default text)
- **Sermon page subheading** - Text for the subheading that will show in the Sermon archive page. (Leave blank to use default text)
- **Full Width** - Option to enable full width for the Sermon's archive page.

## 19.5.5 Events

[<](#) Customizing ▸ Post Types

Events

**Events page heading**  
*Displayed on Archive page.*

**Events page subheading**  
*Displayed on Archive page.*

**Full Width**  
*Enable full width for contents in Archive page.*  
☒ Yes

**Event Button Text**  
*Displayed on Archive page when booking is enabled on event.*

**Display comments after post** ⓘ  
*Check if you want to activate comments on events*  
☒ Yes

- **Events page heading** - Text for the heading that will show in the Events archive page. (Leave blank to use default text)
- **Events page subheading** - Text for the subheading that will show in the Events archive page. (Leave blank to use default text)
- **Full Width** - Option to enable full width for the Events' archive page.
- **Event Button Text** - Button text of buttons in Events archive for events that have enabled booking.
- **Display comments after post** - Option to allow comments after the post.

## 19.6 Footer


You can customize the footer here.



[<](#) Customizing Footer

### Footer Background

Select image for footer background



[Edit](#)

### Prefooter display i

Check if you want to display footer

☒ Yes

### Prefooter Widget area

Check if you want to display prefooter widget area

☒ Yes


### Prefooter logo i

Check if you want to display logo in prefooter

☒ Yes

### Logo image i

Logo image for footer



[Edit](#)

### Socials display i

Check if you want to display socials on footer(Values are from NAVIGATION settings.)

☒ Yes

### Post footer display i

Check if you want to display post footer. Copyright text and menu set as Post-footer menu are displayed.

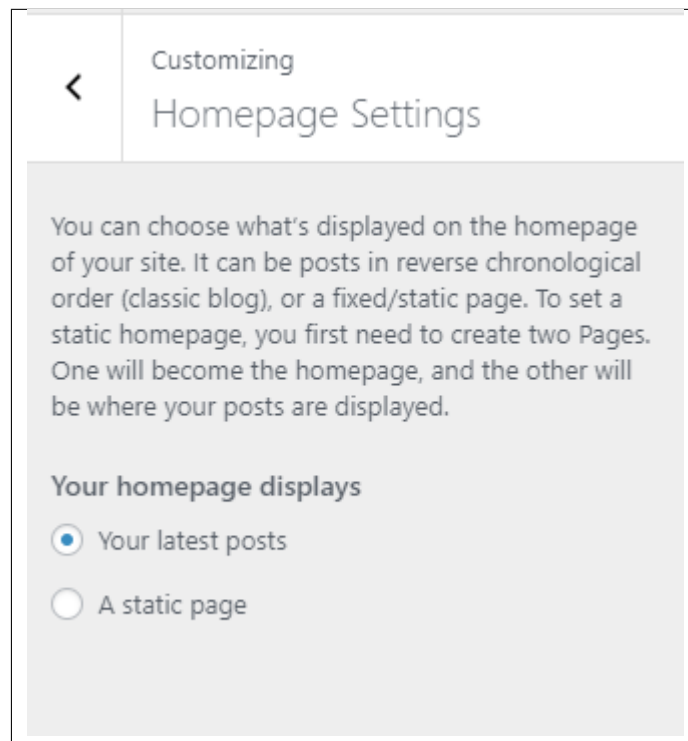
☒ Yes

- **Footer Background** - Background image of the footer.
- **Prefooter display** - Option to display prefooter on the site.
- **Prefooter Widget area** - Option to add the Prefooter widget area.
- **Prefooter logo** - Option to show a logo in the footer.
- **Logo Image** - The image to show as the logo.
- **Socials display** - Option to show social share buttons on the footer. (Values can be managed in *General Settings* > *Navigation* > *Socials*)
- **Post footer display** - Option to display a section after the footer on the site.

## 19.7 Homepage Settings

Option for the front page is shown here.

- **Front page displays** - Options on how the front page/home page looks like.
  - **Your latest posts** - Show the latest post on your blogs.



- **A static page** - Set a page that would stay the same until the page is replaced manually.

< Customizing  
Homepage Settings

You can choose what's displayed on the homepage of your site. It can be posts in reverse chronological order (classic blog), or a fixed/static page. To set a static homepage, you first need to create two Pages. One will become the homepage, and the other will be where your posts are displayed.

**Your homepage displays**

☐ Your latest posts

☒ A static page

**Homepage**

Home Church ▼

[+ Add New Page](#)

**Posts page**

Blog ▼

[+ Add New Page](#)

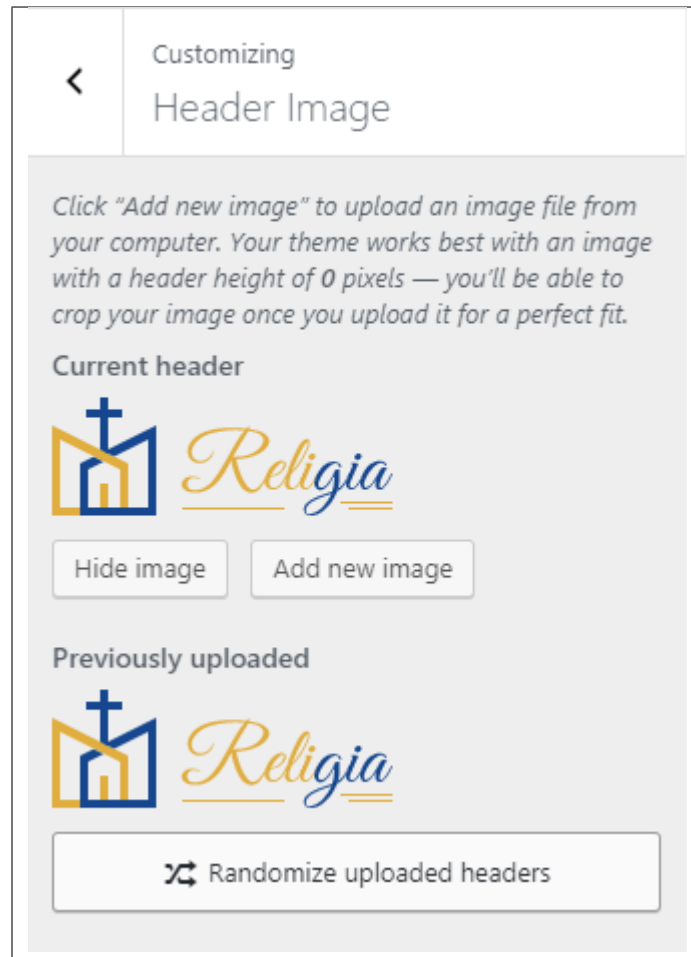
---

**Note:** You can also do this using the **Homepage Setup** instructions in [Page > Homepage Setup](#).

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## 19.8 Header Image

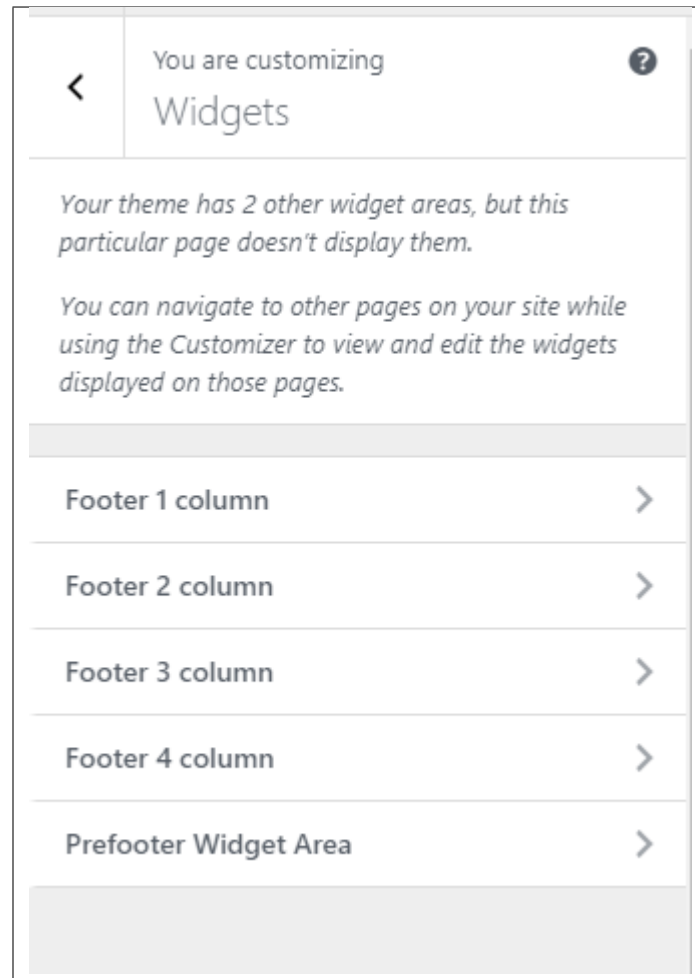
You can add/edit the logo that will show in the header of the page.



You can hide the header icon by clicking the *Hide image* button or you can add a new icon by clicking the *Add new image* button.

## 19.9 Widgets

You can customize what is inside the widgets on the page. If a widget is placed on the page you see on the preview, it will be listed on the left side under widgets.



- Footer 1 column
- Footer 2 column
- Footer 3 column
- Footer 4 column
- Post footer 1 column

---

**Note:** You can also do the same thing by following **How to Edit Widgets** instructions in [Widgets & Menu > Widgets](#).

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## 19.10 Additional CSS

You can add your own CSS code for your site.

