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# Masjid

May 21, 2018



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## General Information

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### 1.1 General Information

Thank you for purchasing Masjid! 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. Masjid 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 Masjid, 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

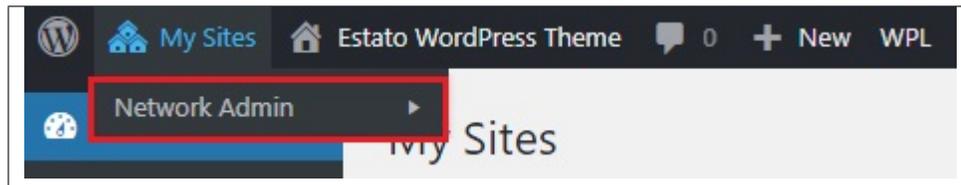
In our guide, we will show you step by step instructions on how to install our WordPress theme for beginners. Below you will find two ways to install a WordPress theme.

#### 1.3.1 Installation via Administration Panel

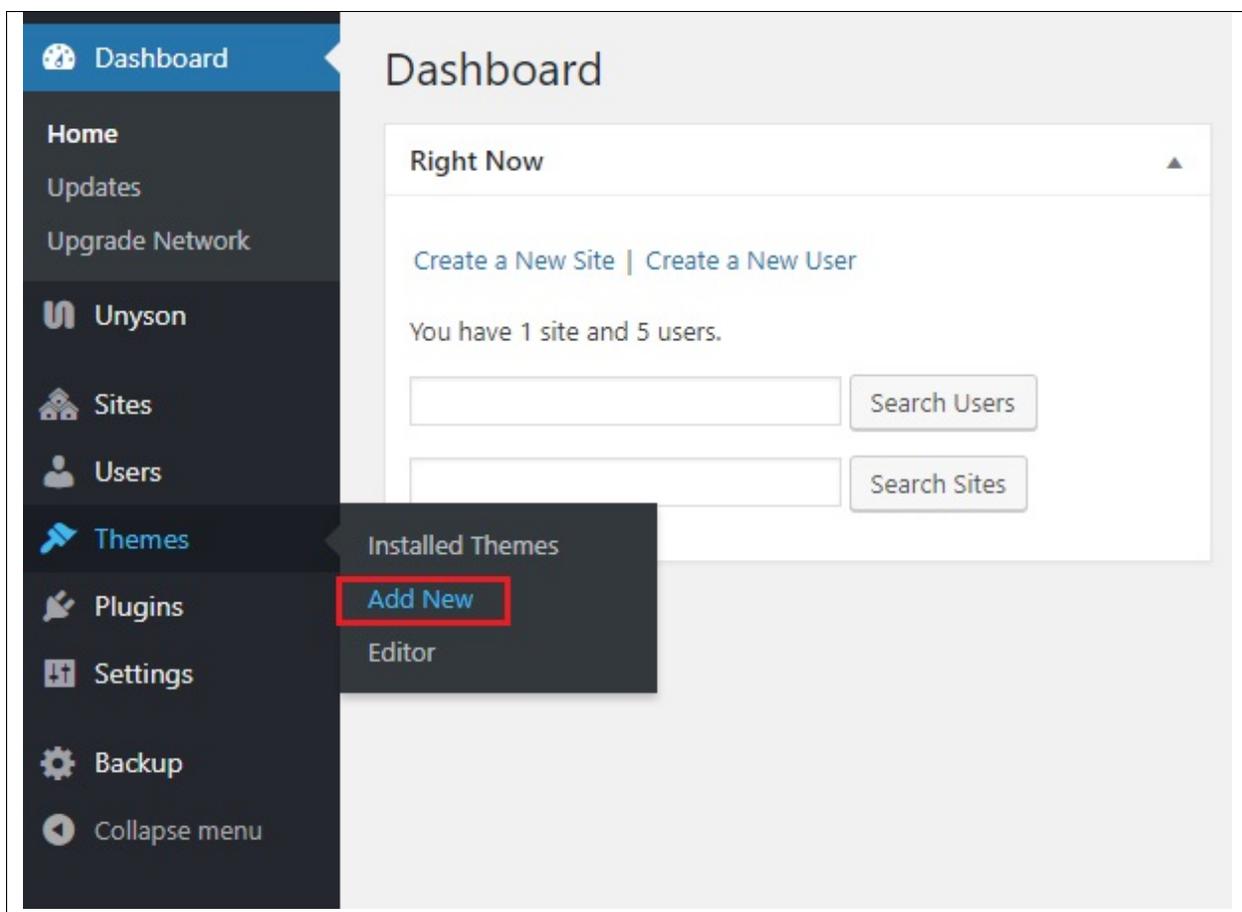
If Masjid files are downloaded from your Themeforest account, you can start an installation using WordPress administration panel.

Follow steps below to install the theme:

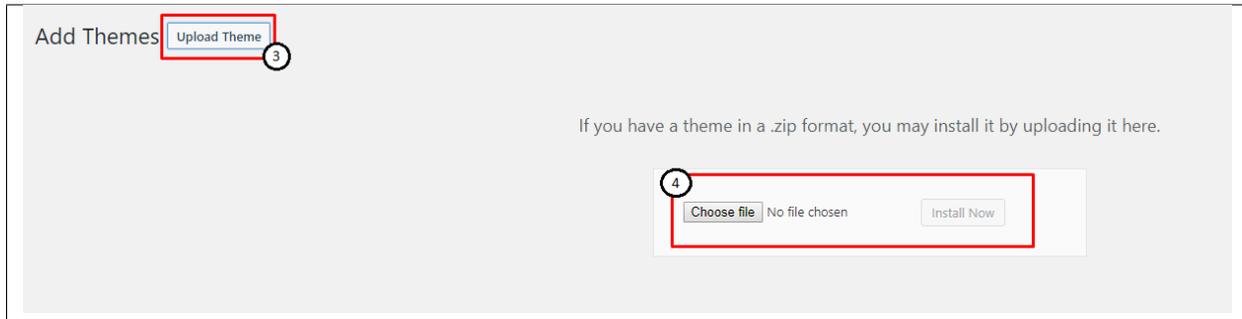
- **Step 1** - Once you've logged in to your administration panel, go to *My Sites > Network Admin*.



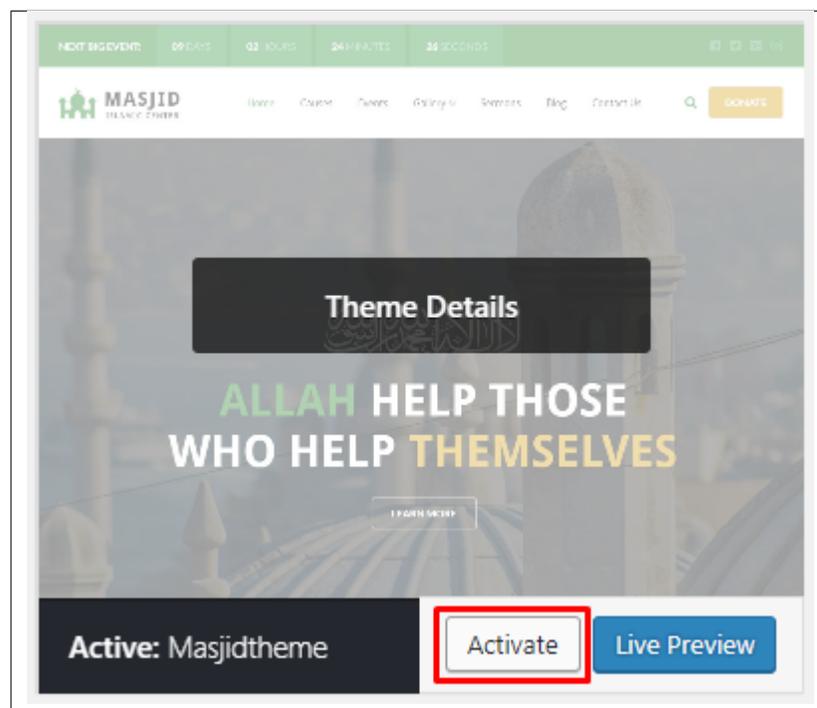
- **Step 2** - Then click on *Themes > Add New*, you will be directed to a page where you can choose available themes.



- **Step 3** - Once directed to the page, on the upper left side of the screen click on *Upload Theme* button.
- **Step 4** - Choose the *Masjidtheme.zip* file from your computer, then click *Install Now*.



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



- **Step 6** - After activating *Masjid*, 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!

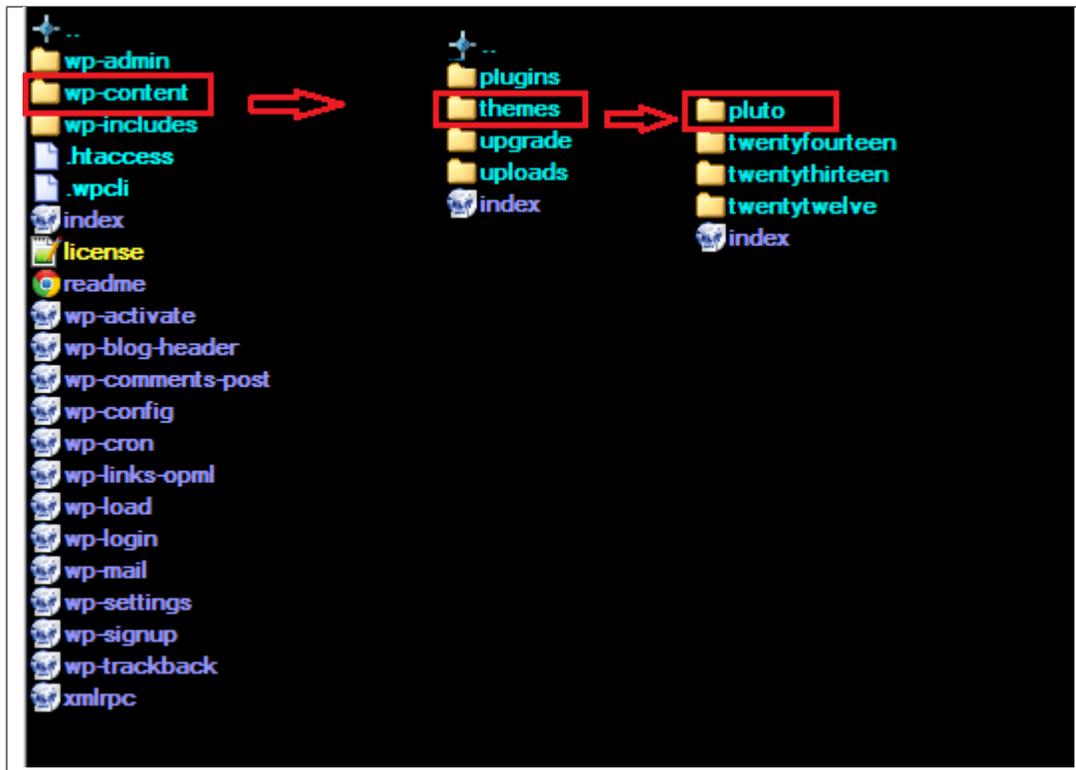
### Common Install Error: Are You Sure You Want To Do This?

If you get the following question message when installing *Masjidtheme.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 Masjid WP via FTP, follow steps below:

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



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

#### Learn more:

- [WordPress Codex – FTP clients](#)

## 1.4 Unyson, Extension, and Plugins

Some functionalities of the Masjid Theme are available because of the plugins we used to create it. Once Masjid is activated in your WordPress admin panel you should see notification about bundled plugins we recommend to install – they are included in Masjid 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](#).**

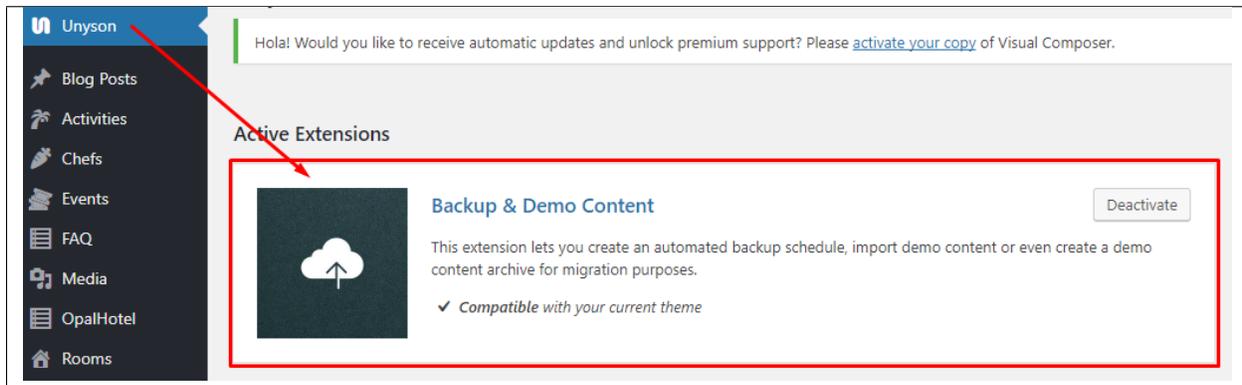
### Minimum Requirements

- WordPress 4.4 or greater
- PHP version 5.2.4 or greater
- MySQL version 5.0 or greater

### Installation

Unyson is part of *Masjid 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.
- 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.
- 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.
- CT Gallery: This extension will add gallery post type support.
- CT Team: This extension will add team post type support.
- CT Sermons: This extension will add sermon post type support.
- CT Testimonials: This extension will add testimonials 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 Masjid WP theme functionality:

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

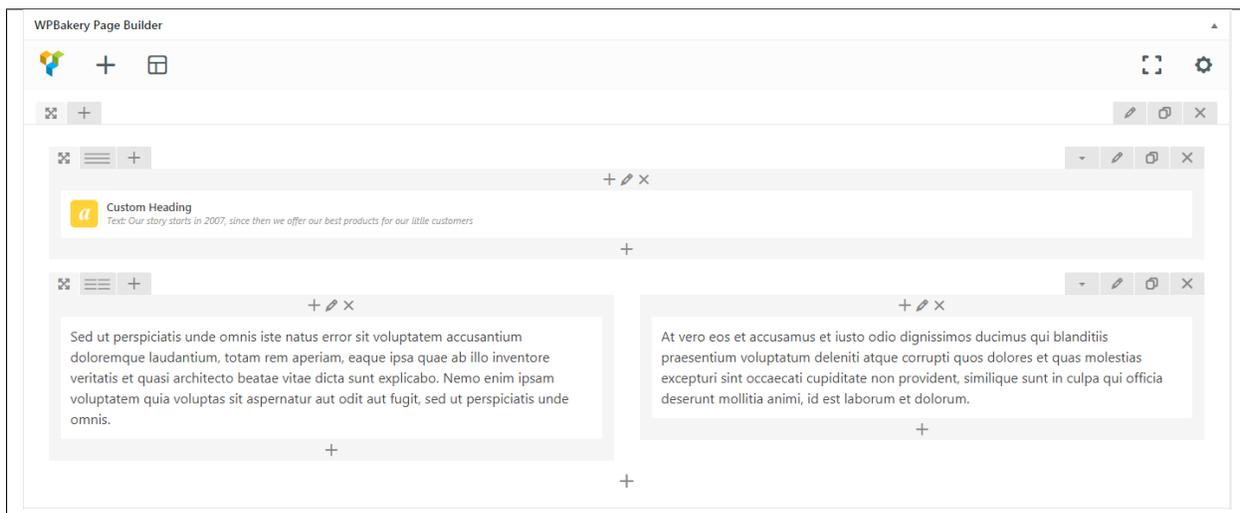
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**Note:** We recommend to not activate any of the extensions that are not part of the list above. They may not be compatible with the theme and could create unexpected issues.

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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 Masjid 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 Masjid 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 Masjid 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="c-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.

## Edit 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

*i* 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

```

<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>

```

#### Form preview *?*

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

Get our Newsletter

✉

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.

**5 May 2018**  
**Ramadan Preparation**  
 7:00 PM to 9:00 PM | Islamabad, Pakistan  
 Please join us for this unique and interactive seminar by Tadabbur Institute about the blessed month of Ramadan. Maximise your chances to make. [Read More](#)  
 JOIN US!

**15 May 2018**  
**Start of Ramadan**  
 10:00 AM to 12:00 PM | Jakarta, Indonesia  
 Ramadan in 2018 will begin in the evening of May 15, and will end in the evening of June 14. The beginning and. [Read More](#)  
 JOIN US!

**9 June 2018**  
**Eid Bazaar**  
 3:00 PM to 5:00 PM | Tehran, Iran  
 A 2 day Eid shopping extravaganza returns for 2018. Lots of shopping and gift ideas for all your last minute Eid Shoppi...

**16 July 2018**  
**Quran Retreat**  
 8:00 AM to 10:00 AM | Mosque, Makkah  
 Join Madinah College Quran Retreat this Ramadan 2018 for a weekend of emaan boosting circles recitins, memorisatinsz and

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

**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

**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](#)

## Image Hotspot

This plugin will add awesome hotspots with unlimited tooltips for a single image. Works with latest Visual Composer v5.2.x



If you never before used this plugin I suggest you to check [Live Demo](#)

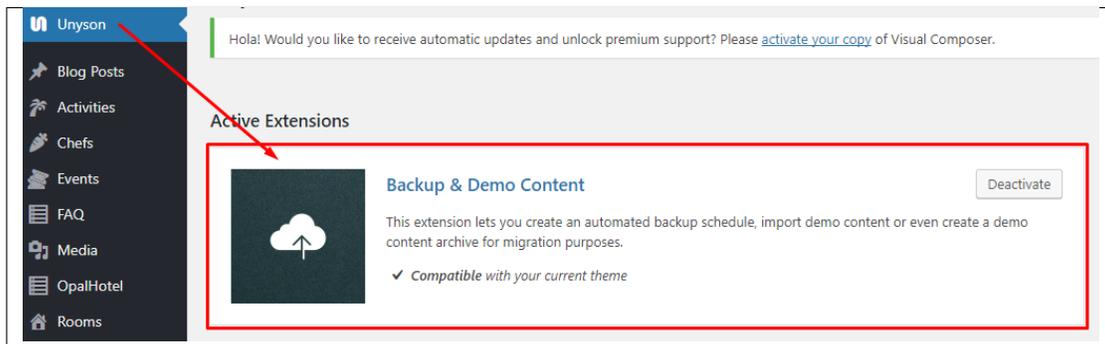
## Instagram Feed

Display Instagram photos from any non-private Instagram accounts, either in the same single feed or in multiple different ones. Add beautifully clean, customizable, and responsive Instagram feeds to your website. Super simple to set up and tons of customization options to seamlessly match the look and feel of your site.

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

## 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.

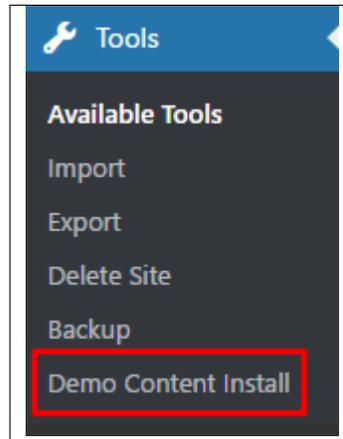


The fastest and easiest way to import our demo content is to use Theme Options *Demo Content Installer*. It will import all pages and posts, sample slider, widgets, theme options, assigned pages, and more.

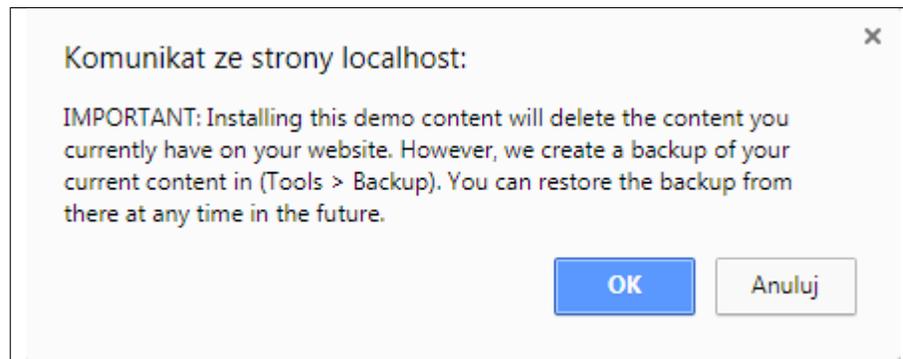
### 1.5.1 Import Demo Content

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

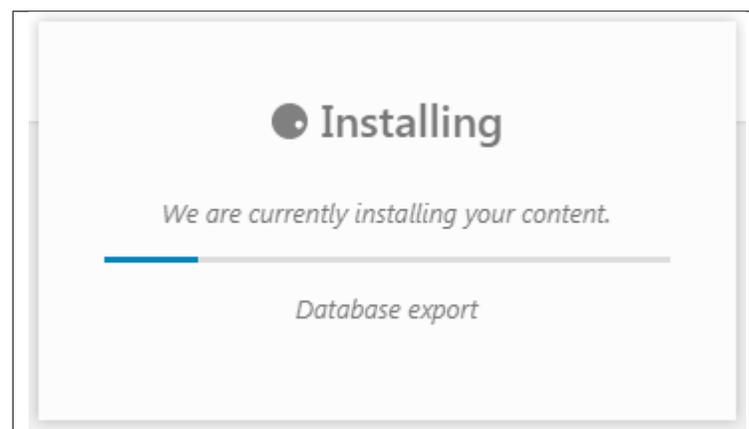
- **Step 1** – Navigate to Tools where after activating the Unyson extension *Demo Content Install* option will be available



- **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.

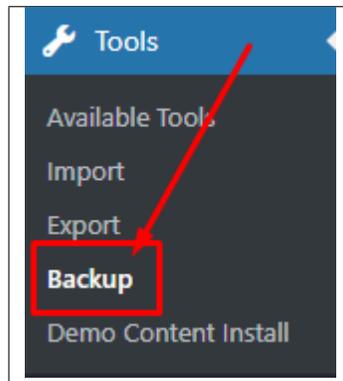


- **Step 4** – Wait until the content will be installed



*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.*

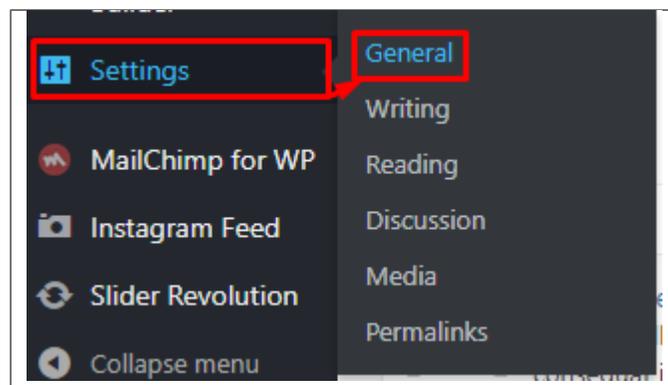
We recommend this approach on a newly installed WordPress. It will *replace* the content you currently have on your website. However, we create a backup of your current content in (Tools > Backup). You can restore the backup from there at any time in the future.



## 1.6 Right to Left

Masjid has the capability to have a Right to Left language set for the site.

To set the RTL of this theme, go to *Dashboard > General > Site Language*.



In Site Language, change the language to Arabic and click *Save Changes* button.

## General Settings

**Site Title**

**Tagline**   
*In a few words, explain what this site is about.*

**Email Address**   
*This address is used for admin purposes. If you change this we will send you an email at your new address to confirm it. The new address will not become active until confirmed.*

**Site Language** العربية ▼

**Installed**

- English (United States)
- العربية
- العربية المغربية
- Cebuano

**Available**

- Afrikaans
- অসমীয়া
- Azərbaycan dili
- گۆنئی آذربایجان
- Беларуская мова
- Български
- বাংলা
- සිංහල
- Bosanski
- Català
- Čeština
- Cymraeg
- Dansk
- Deutsch (Schweiz)
- Deutsch (Sie)
- Deutsch (Schweiz, Du)
- Deutsch
- ইংরেজি

**Timezone**  Choose the timezone as you or a UTC timezone offset.

**Date Format**  05-21 06:50:57 . Local time is 2018-05-21 14:50:57 .

**Time Format**  i a

## 1.7 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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### 1.7.1 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.

## **1.7.2 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:

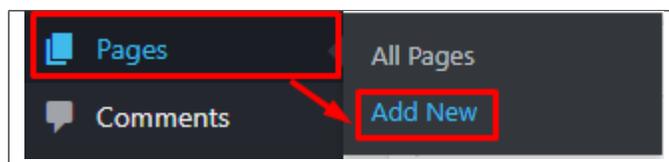
- Custom CSS
- Support for third party software and plug-ins
- WordPress Installation with Theme configuration
- Server configuration
- Site structure modifications
- Graphic adjustments, etc.
- WordPress general howto's

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.

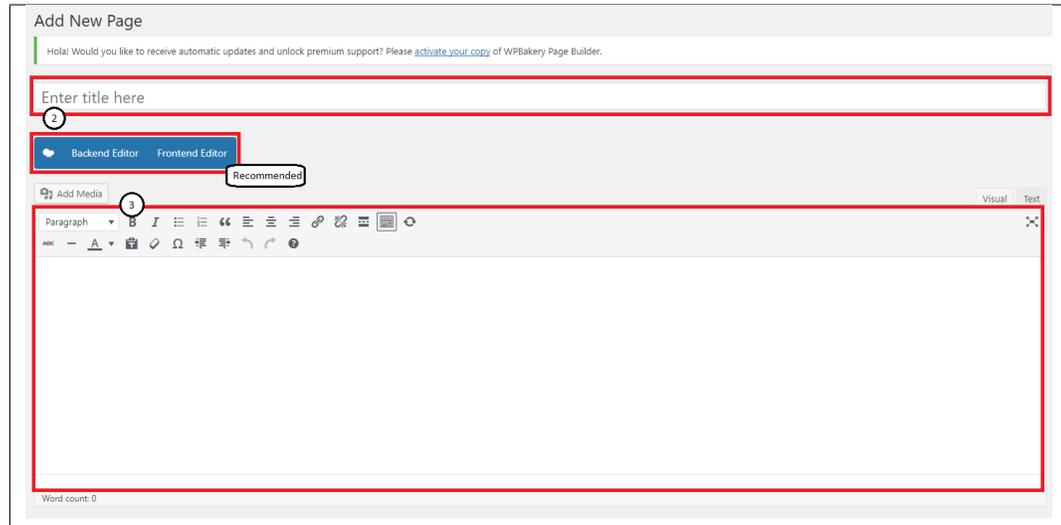
### 2.1 Create New Page

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

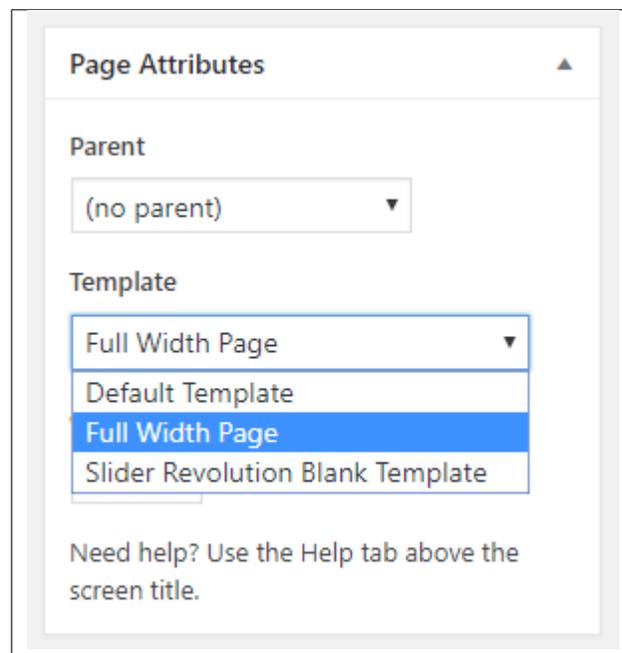
- **Step 1** - In *Dashboard*, navigate to *Pages > Add New*. You will be directed to a page where you can add details on the page.



- **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. To have the same look as the demo, at the Template section of the page attribute, use Full Width Page. This is a template set for Masjid.

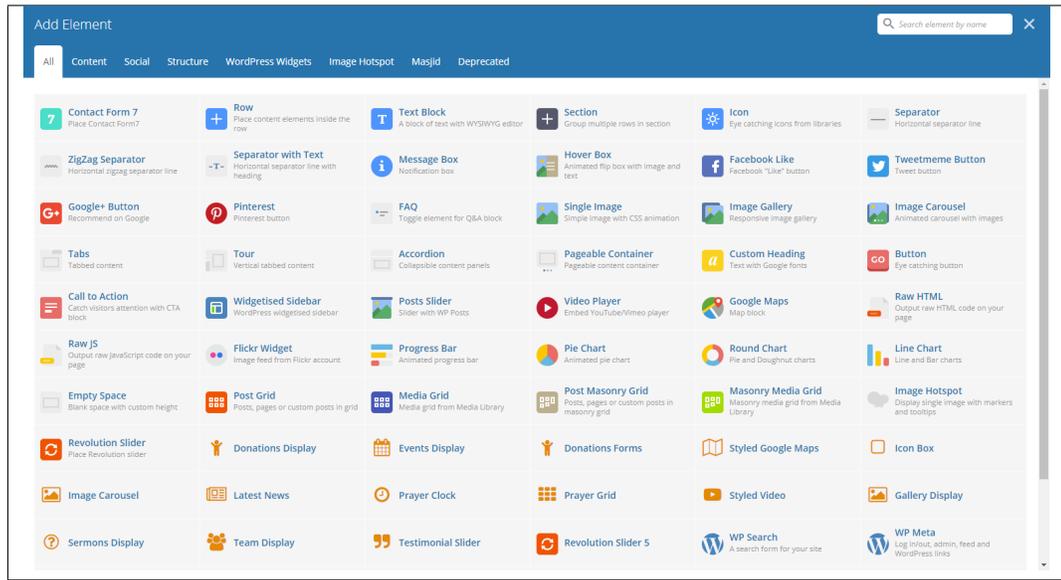


- Parent – If you want to create this page as a subpage.
- Template – You can choose one of defined page templates
- Order – The order of the page.
- **Step 5** - After adding all the contents of the page, click on the *Publish* button.

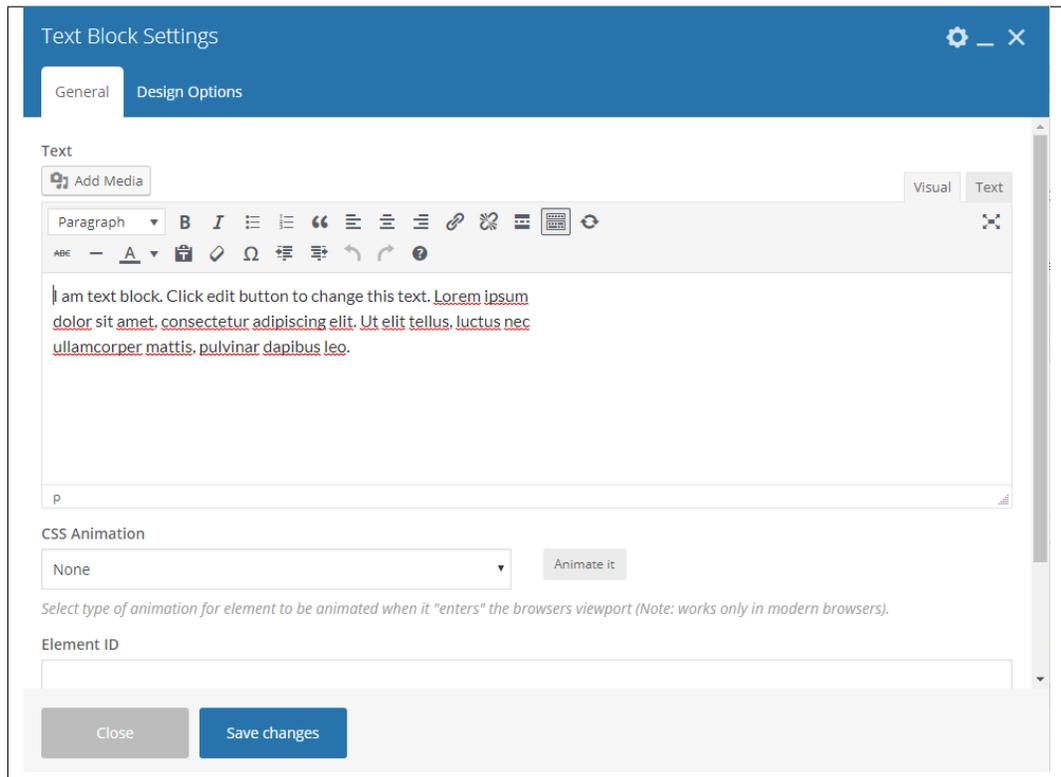
## 2.1.1 Create Page Using Visual Composer

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

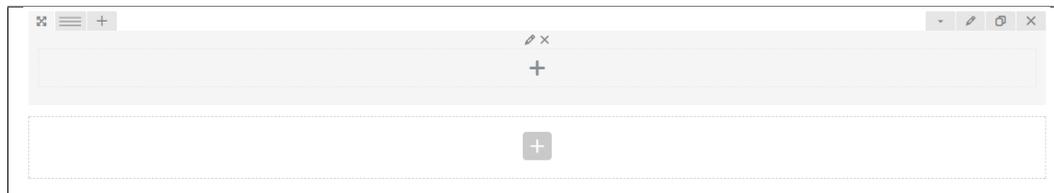




- **Text Block** – This is where you add Text to the page.



- **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

Your homepage displays

Your latest posts

A [static page](#) (select below)

Homepage:

Posts page:

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 search engines to decide whether to index your site and whether to show your site in search results.*

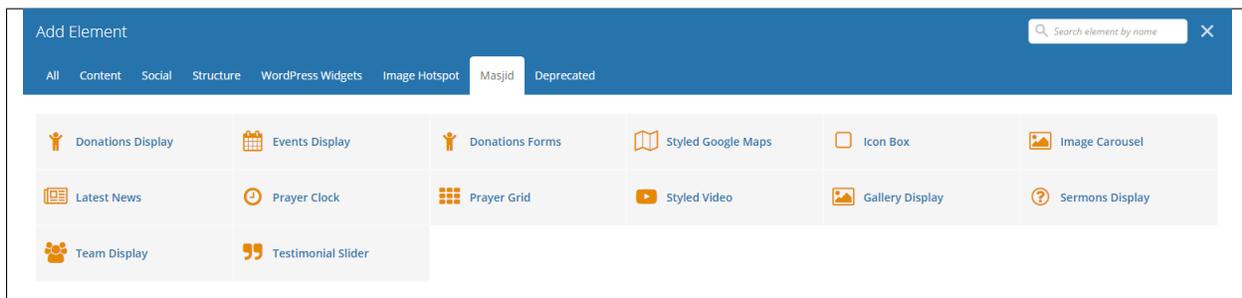
- Home
- Select —
- About Us
- Blog
- Causes
- Contact Us
- Donation Confirmation
- Donation Failed
- Donation History
- Events Page
- Categories
- Locations
- My Bookings
- Tags
- Gallery 2 Column
- Gallery 3 Column
- Gallery 4 Column
- Home
- Masonry Gallery
- Sermons

## Masjid Elements

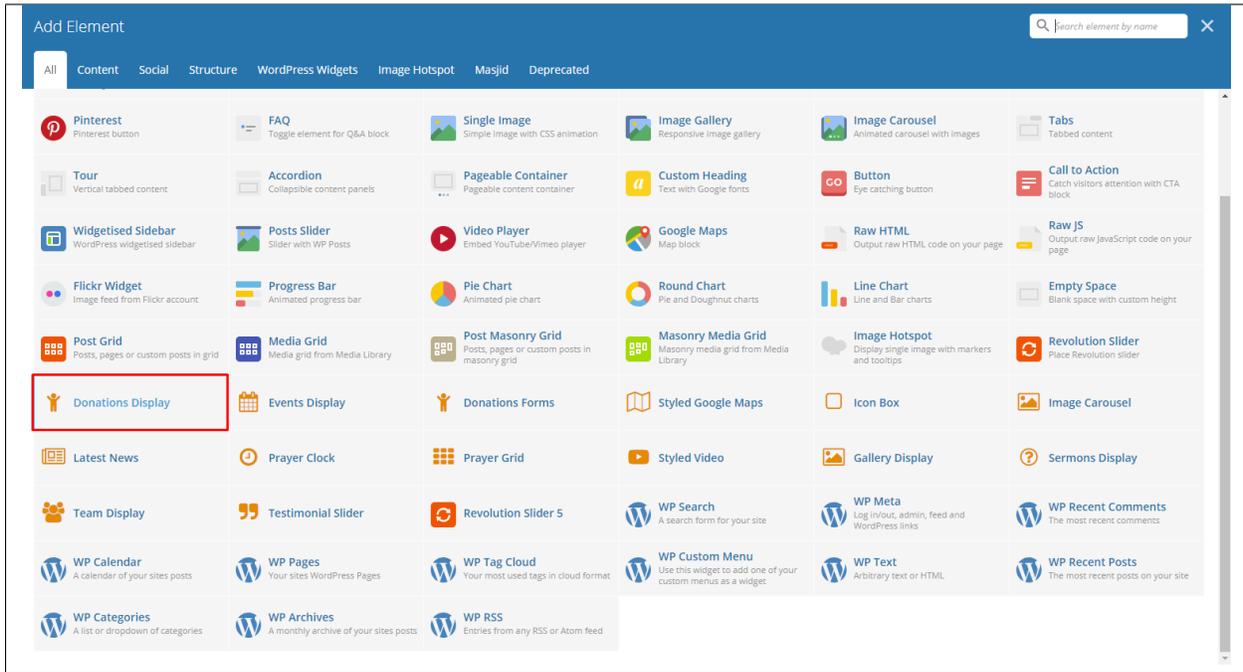
### 3.1 Masjid Custom Shortcodes

With Masjid comes many custom shortcodes for (Visual Composer) VC that are used to show content created in Masjid.

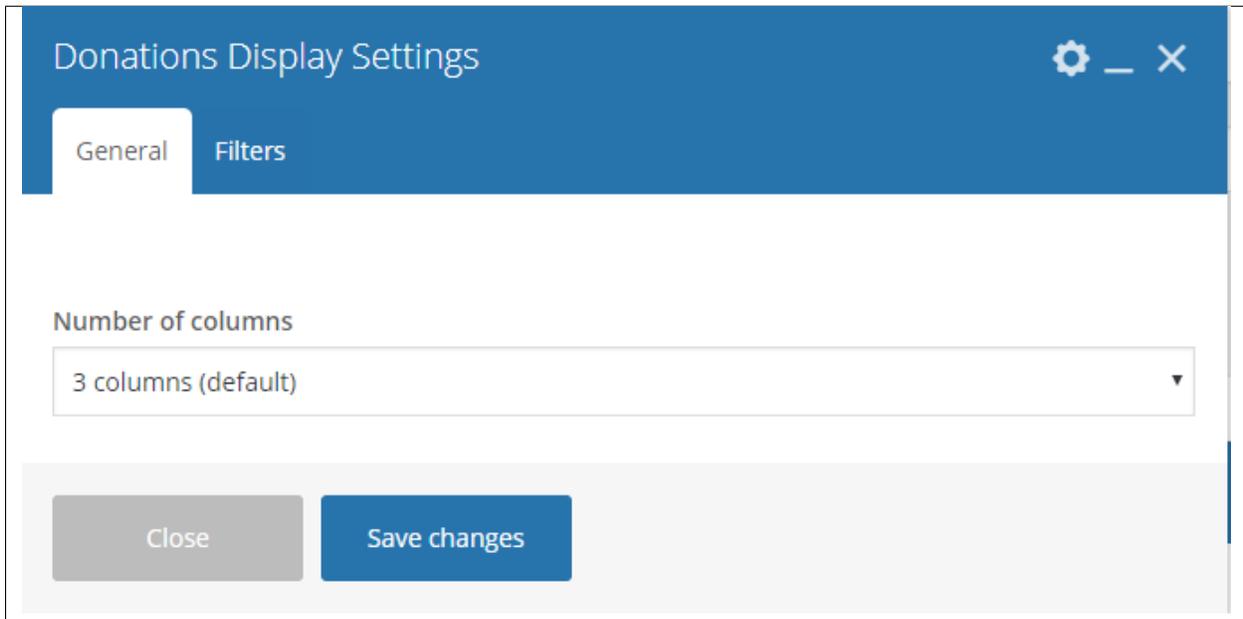
Below you will find short information about this Visual Composer elements:



### 3.1.1 Donations Display



This element will let you display Donations' items in a grid view.



**- General Tab -**

- **Number of columns** - Number of columns to display the posts.

**- Filter Tab -**

- **Limit** - Number of posts to display.
- **Order by** - How the posts are ordered.

- **Sort Donation Order** - How the posts order looks.
- **Specify Donation Categories** - Only show posts under the categories of Donations' item.

All View as:    



 12 Mar 2018

### Children's Education

We believe every child has the right to a nourishing upbringing. [read more](#)

**\$10** k Done of **\$50** k Needed

**DONATE**



 13 Mar 2018

### Donate for Water

663 million people in the world live without clean water. That. [read more](#)

**10%** funded

**DONATE**



 14 Mar 2018

### Donate for Food

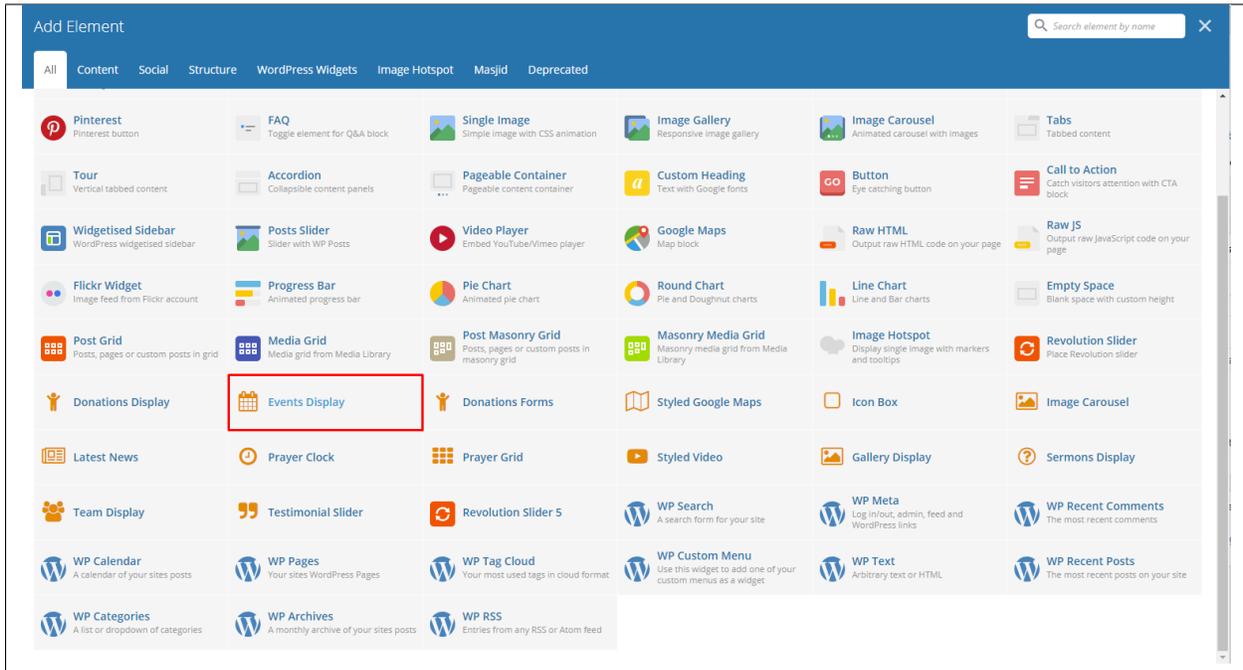
Each dollar you give will multiply 7x to provide much-needed f. [read more](#)

1 of **10** k donations

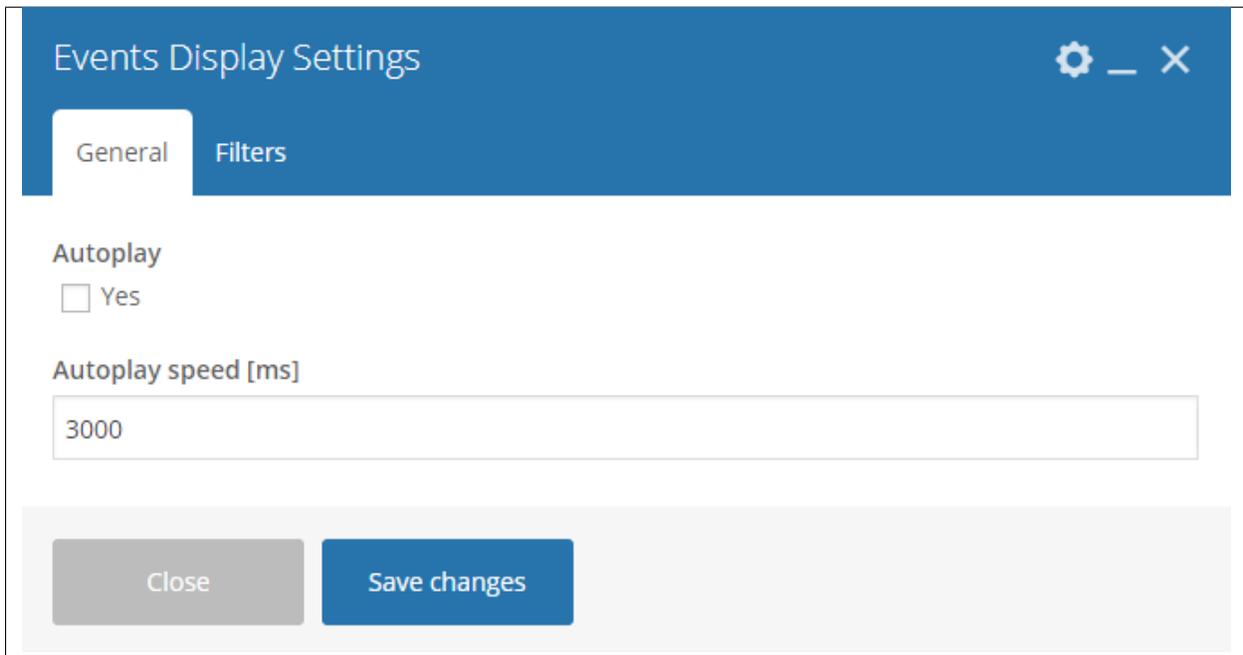
**DONATE**



### 3.1.2 Events Display



This element will let you display the Events items in a slider.

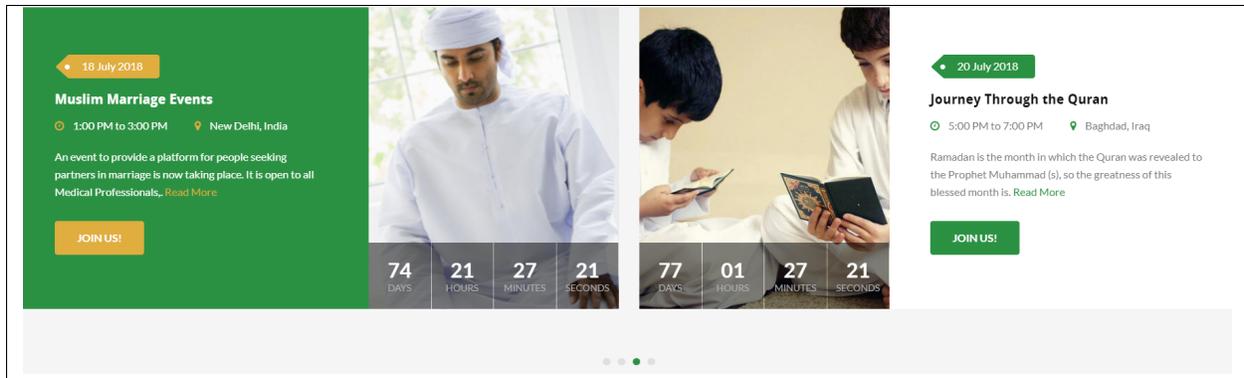


**- General Tab -**

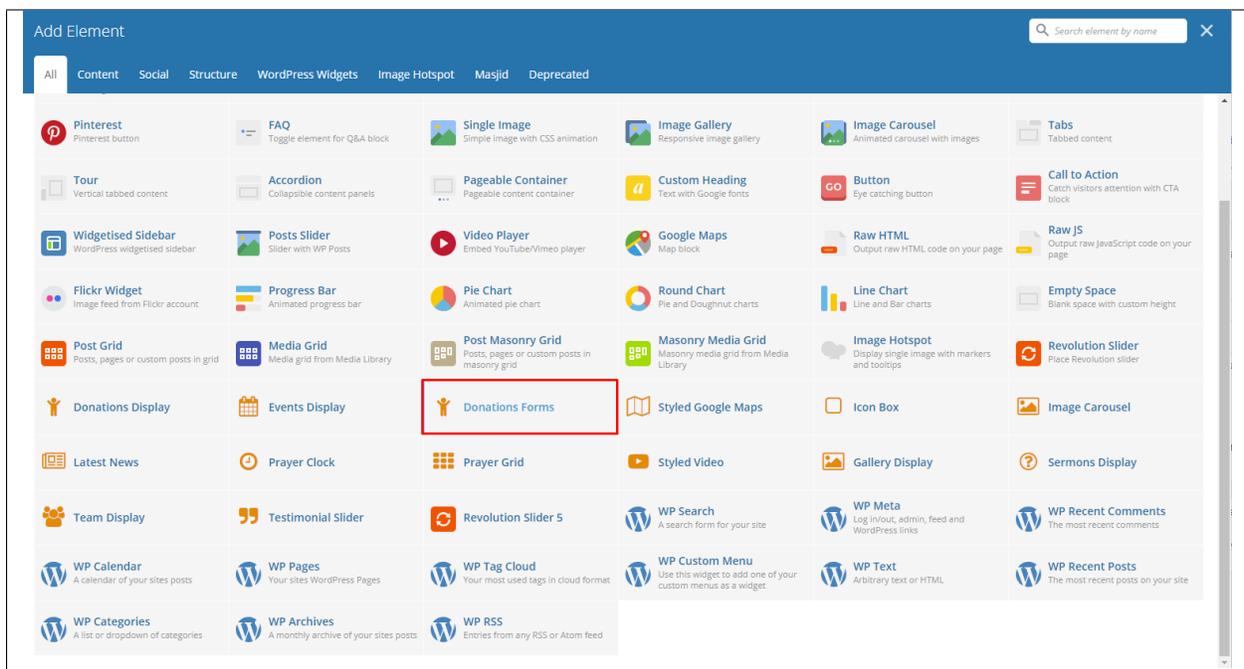
- **Autoplay** - Option to make the slider move automatically.
- **Autoplay speed [ms]** - Speed of the slider when moving.

**- Filter Tab -**

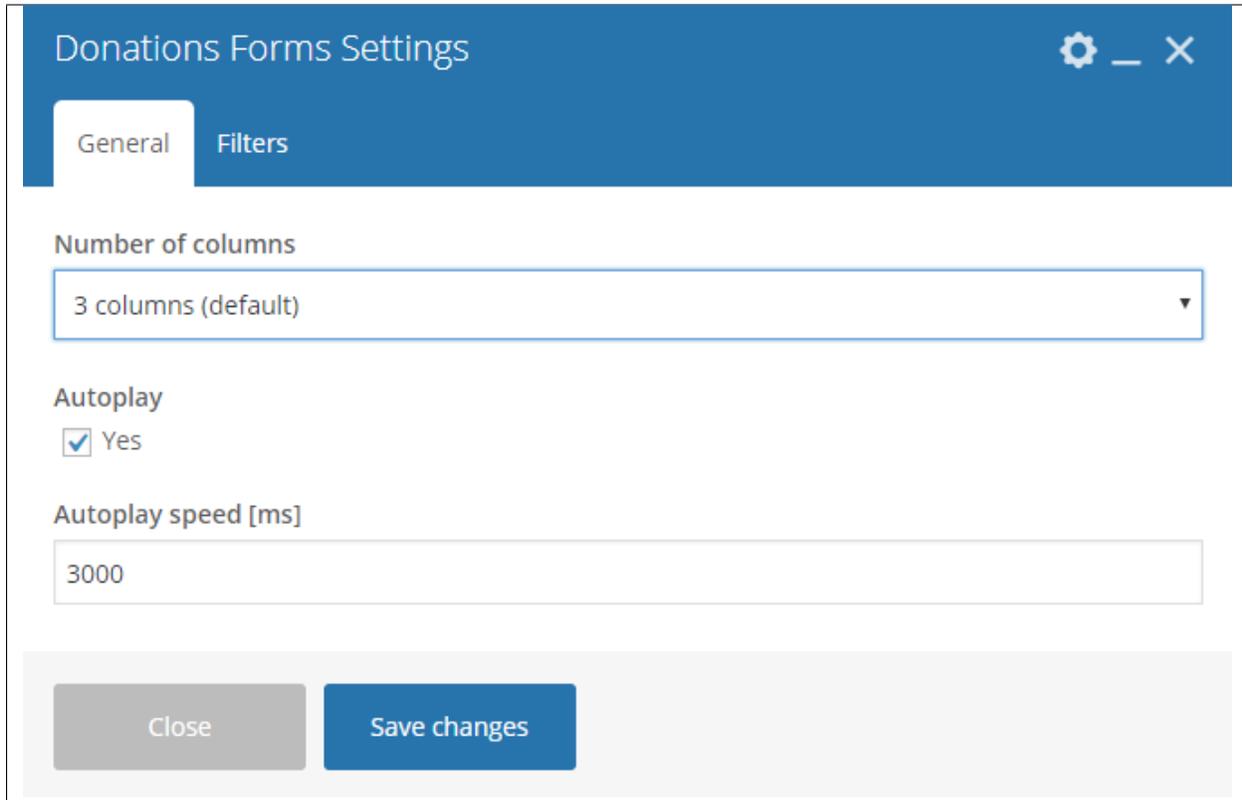
- **Limit** - Number of posts to display.
- **Order** - How the posts are ordered.
- **Order by** - How the posts order looks.



### 3.1.3 Donations Forms



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



Donations Forms Settings

General Filters

Number of columns

3 columns (default)

Autoplay

Yes

Autoplay speed [ms]

3000

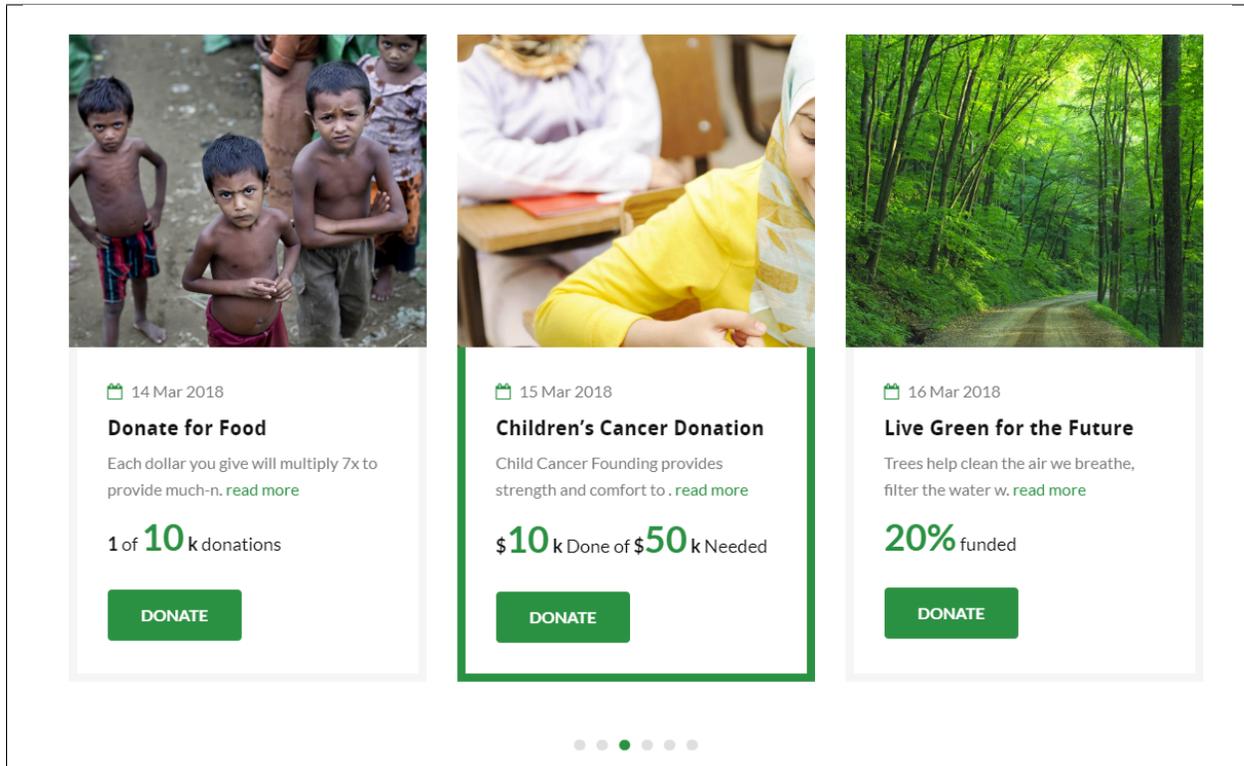
Close Save changes

**- General Tab -**

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

**- Filter Tab -**

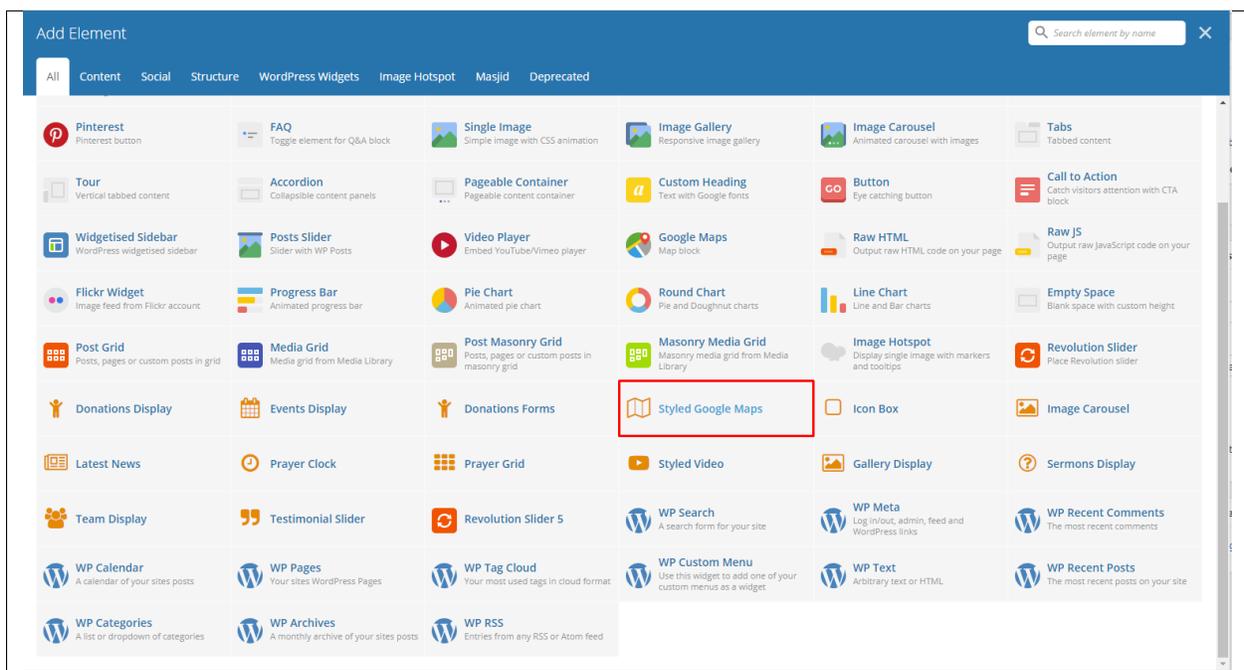
- **Limit** - Number of posts to display.
- **Order by** - How the posts are ordered.
- **Sort Donation Order** - How the posts order looks.
- **Specify Donation Categories** - Only show posts under the categories of Donations' item.



The image shows three donation cards arranged horizontally. Each card features a photograph at the top, a date, a title, a brief description, a progress indicator, and a green 'DONATE' button.

- Card 1:**
  - Date: 14 Mar 2018
  - Title: **Donate for Food**
  - Description: Each dollar you give will multiply 7x to provide much-n. [read more](#)
  - Progress: 1 of **10** k donations
  - Button: **DONATE**
- Card 2:**
  - Date: 15 Mar 2018
  - Title: **Children's Cancer Donation**
  - Description: Child Cancer Founding provides strength and comfort to . [read more](#)
  - Progress: \$**10** k Done of \$**50** k Needed
  - Button: **DONATE**
- Card 3:**
  - Date: 16 Mar 2018
  - Title: **Live Green for the Future**
  - Description: Trees help clean the air we breathe, filter the water w. [read more](#)
  - Progress: **20%** funded
  - Button: **DONATE**

### 3.1.4 Styled Google Maps



The image is a screenshot of the WordPress Elementor 'Add Element' panel. The panel has a blue header with the text 'Add Element' and a search bar on the right. Below the header, there are several tabs: 'All', 'Content', 'Social', 'Structure', 'WordPress Widgets', 'Image Hotspot', 'Masjid', and 'Deprecated'. The 'All' tab is selected. The main area displays a grid of various widgets, each with an icon and a brief description. The 'Styled Google Maps' widget is highlighted with a red rectangular box. The 'Google Maps' widget is also visible in the grid.

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

## Styled Google Maps Settings

General

**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**

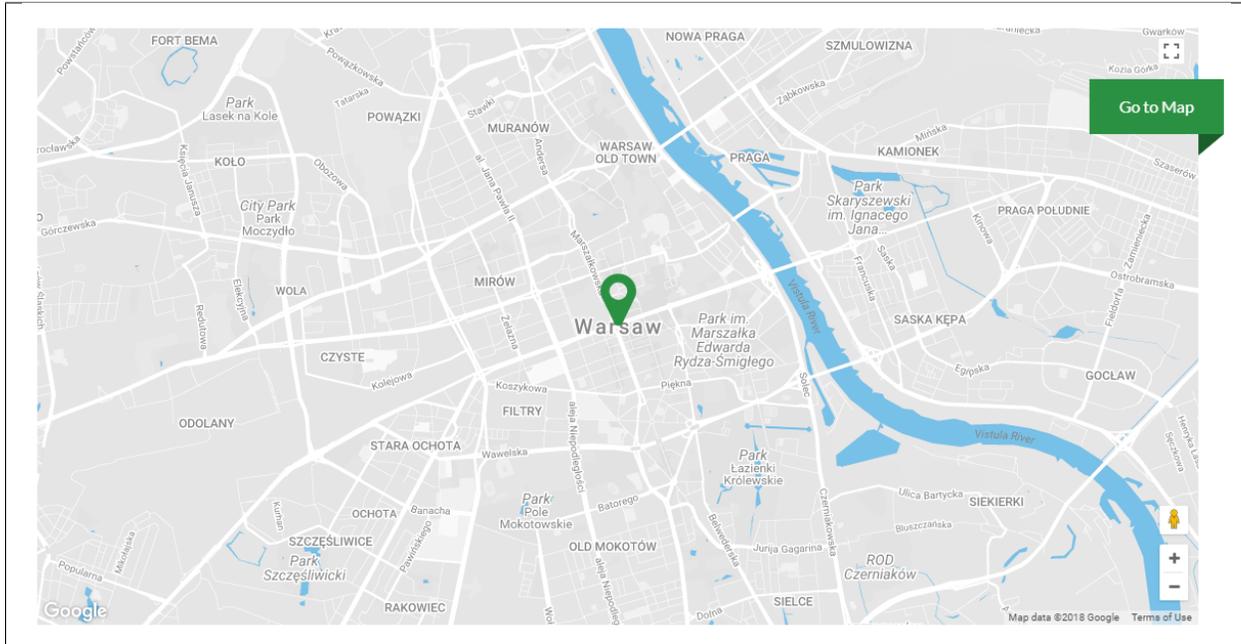
*Enter map height (in pixels or leave empty for responsive map).*

**Zoom**

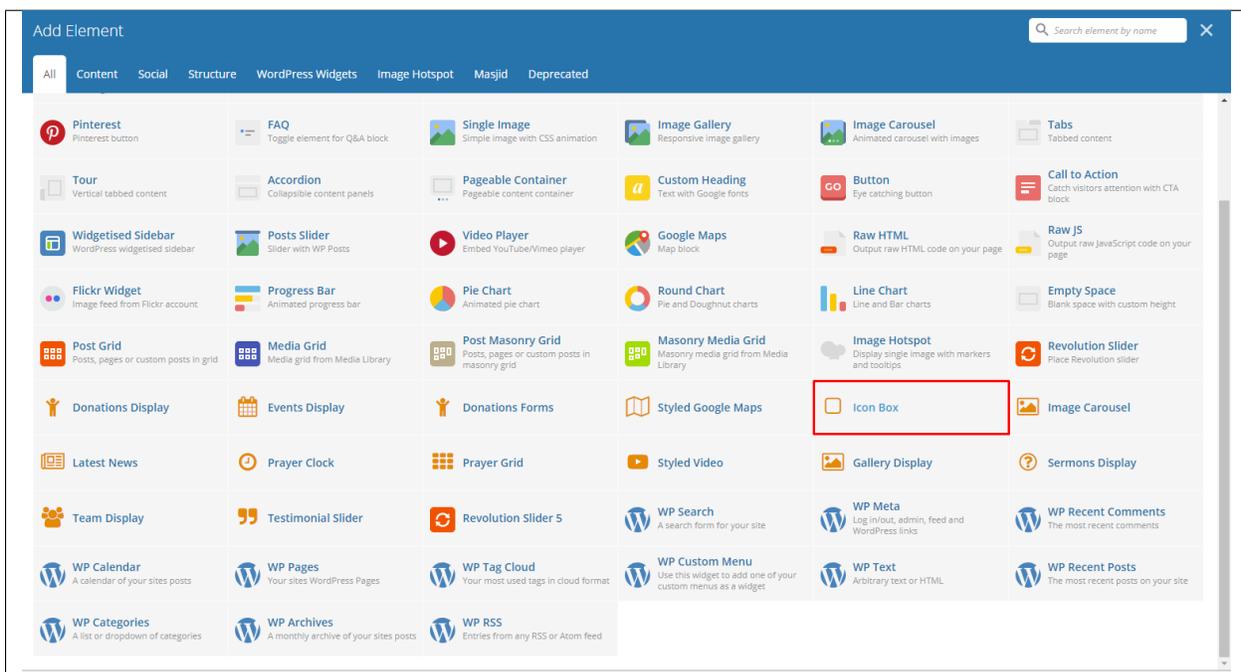
*Default: 11*

**Map marker**

- **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 Icon Box



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

### Icon Box Settings

Select display type  
Type 1

Select icon type  
Icon

Icon

Icon color  
Select Color

Select icon background shape  
Circle

Select icon background color  
Motive

Select icon alignment  
Left

Title

*Enter title text*

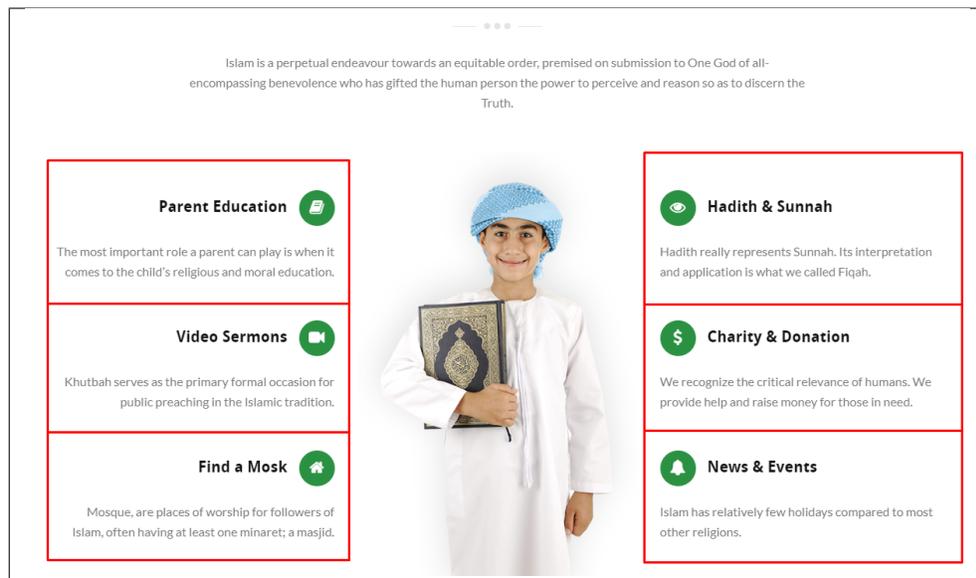
Title color  
Select Color

Close Save changes

- **Select display type** - Type of icon box that will be shown.

## 1. Type 1

- **Select icon type** - Choose whether to show an image or an icon.
- (a) **Icon**
  - \* **Icon** - Choose an icon to show in the icon box.
  - \* **Icon Color** - Color scheme of the icon.
- (b) **Image**
  - \* **Icon image** - Choose an image to show in the icon box.
- **Select icon background shape** - Background shape of the icon.
- **Select icon background color** - Background color of the icon.
- **Select icon alignment** - Location where the icon will show.
- **Title** - Title of the Icon Box.
- **Title color** - Font color of the title.
- **Select title alignment** - Location where the title will show.
- **Description** - Text description of the icon.
- **Description color** - Text color of the description.
- **Select description alignment** - Location where the description will show.



## 2. Type 2

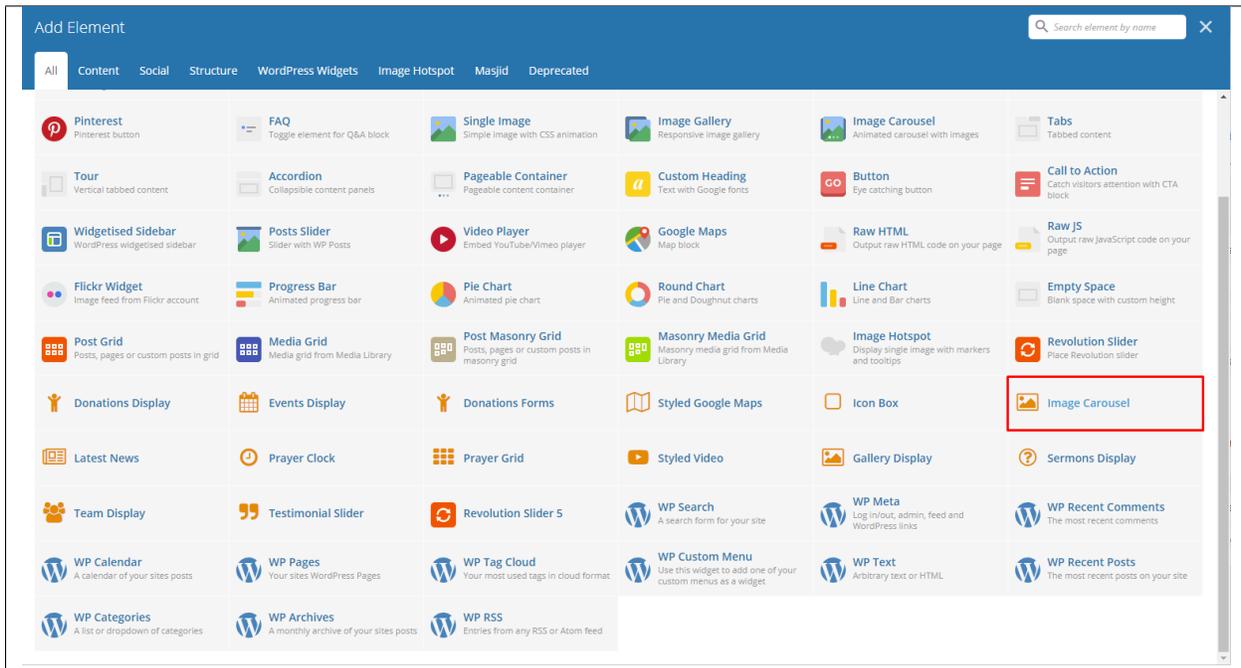
- **Select icon background color** - Background color of the icon.
- **Select icon type** - Choose whether to show an image or an icon.
- (a) **Icon**
  - \* **Icon** - Choose an icon to show in the icon box.
  - \* **Icon Color** - Color scheme of the icon.

(b) **Image**

- \* **Icon image** - Choose an image to show in the icon box.
- **Select icon alignment** - Location where the icon will show.
- **Title** - Title of the Icon Box.
- **Title color** - Font color of the title.
- **Select title alignment** - Location where the title will show.
- **Description** - Text description of the icon.
- **Description color** - Text color of the description.
- **Select description alignment** - Location where the description will show.



### 3.1.6 Image carousel



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

## Image Carousel Settings

General

**Columns count**

1

**Display navigation dots**

Yes

**Autoplay**

Yes

**Autoplay speed [ms]**

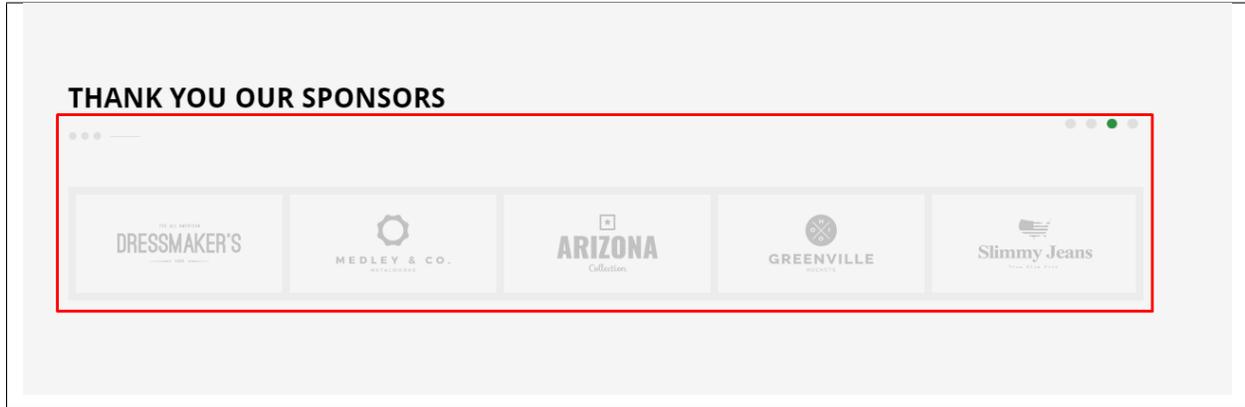
3000

**Images**

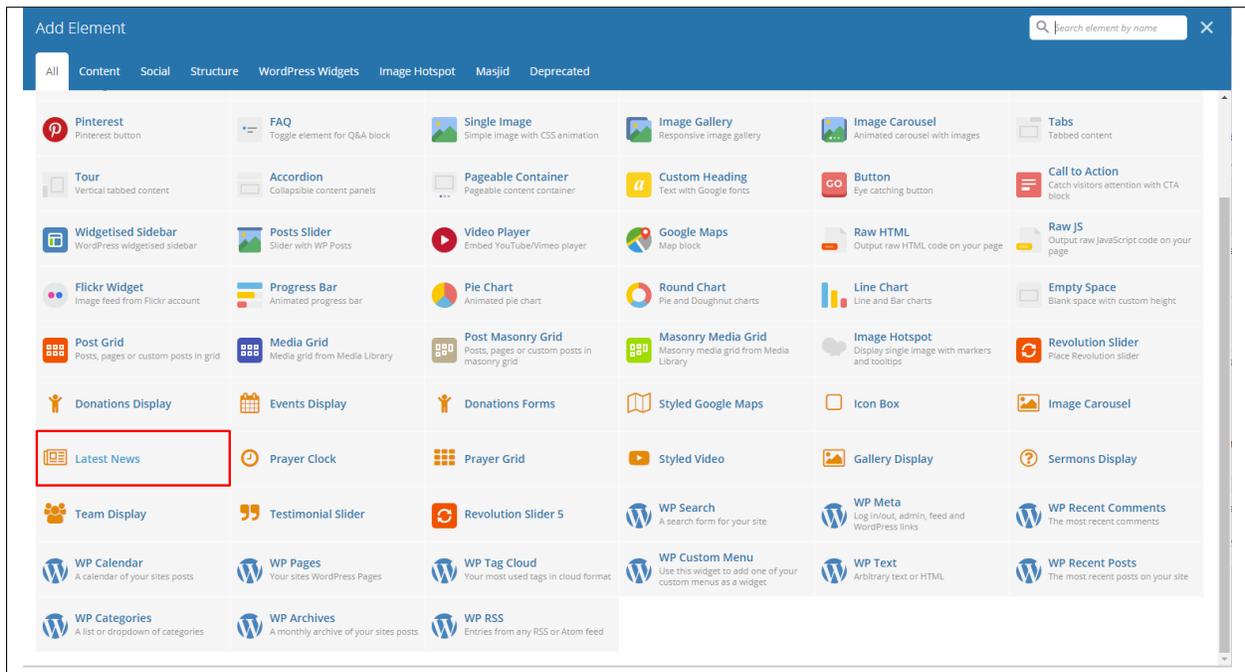
+

Close Save changes

- **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 [ms]** - Speed of the slider when moving.
- **Images** - Images in the slider.



### 3.1.7 Latest News



This element lets you add the latest blog posts.

Latest News Settings

General Filters

Number of columns

2

Close Save changes

**-General Tab-**

- **Number of columns** - number of columns to show the latest blog post.

**-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.

## OUR LATEST NEWS

Be Up to Date to with Our Latest News and Topics



21  
Feb

### Marriage and Islam

"And marry those among you who are single and those who are fit among your male slaves and your female slaves; if they are needy, Allah will make them free from want out of His grace; and Allah is Ample-giving, Knowing." (Surah an-Nur, 24:32)

[READ MORE](#)

- by createit | 4 Comm. | in events, news



21  
Feb

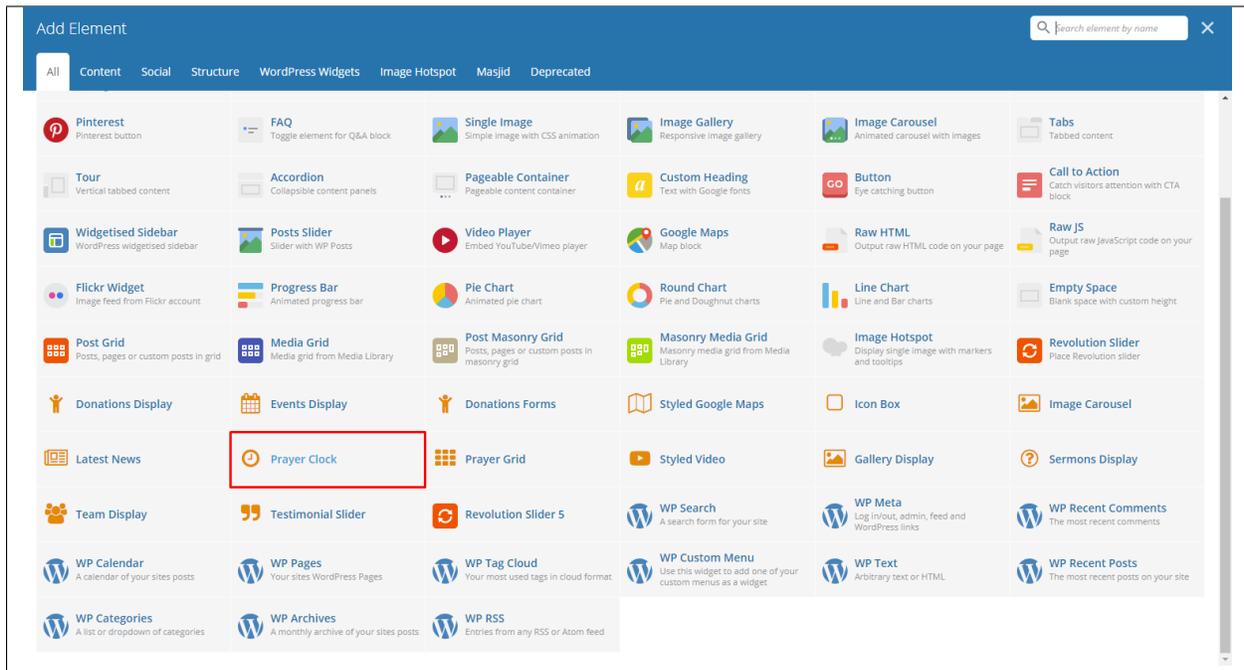
### The Ideal Muslim in the Community

The Muslim community is based on sincerity, purity of human feelings and fulfilment of rights and needs to every member.

[READ MORE](#)

- by createit | No Comm. | in causes, news

### 3.1.8 Prayer Clock



This element will let you add a clock that indicates what prayer is scheduled with icon.

**-Part # Tab-**

- **Icon** - Choose an icon to use.
- **Select icon color** - Color scheme of the icon.
- **Title** - Title of this part.
- **Select title color** - Text color of the title.

---

**Note:** The time that this element follows to indicate the scheduled prayer will be based on the time zone which the user's computer is set.

---



### 3.1.9 Prayer Grid

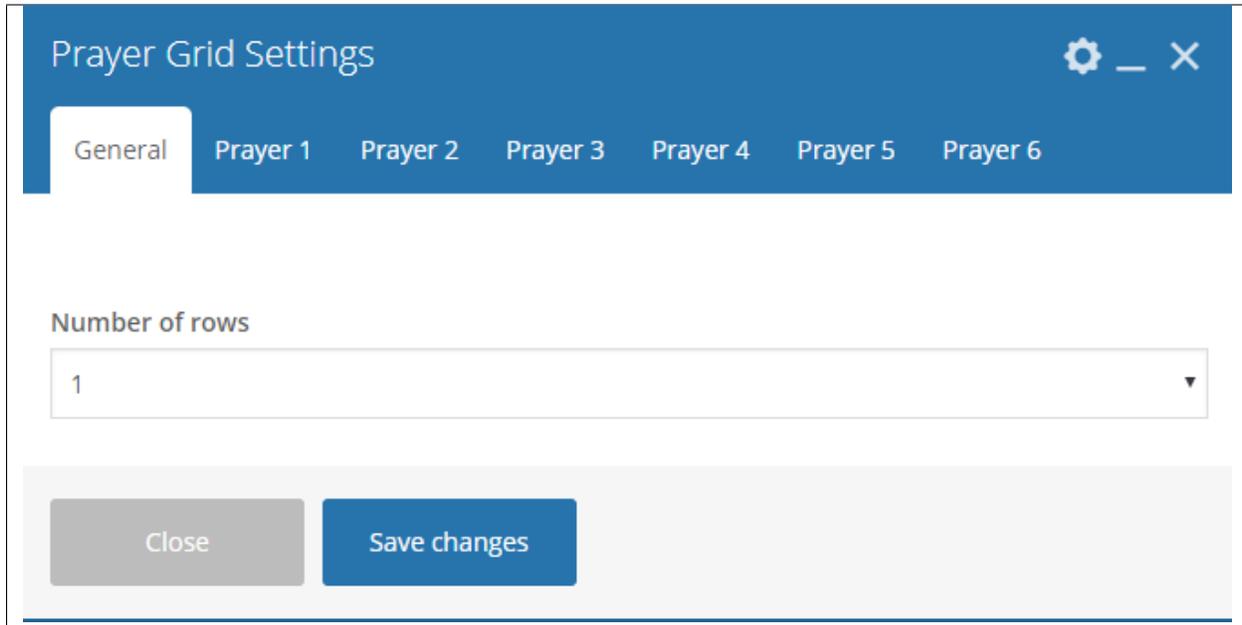
Add Element

Search element by name

All Content Social Structure WordPress Widgets Image Hotspot Masjid Deprecated

<b>Pinterest</b> Pinterest button	<b>FAQ</b> Toggle element for Q&A block	<b>Single Image</b> Simple image with CSS animation	<b>Image Gallery</b> Responsive image gallery	<b>Image Carousel</b> Animated carousel with images	<b>Tabs</b> Tabbed content
<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>Image Hotspot</b> Display single image with markers and tooltips	<b>Revolution Slider</b> Place Revolution slider
<b>Donations Display</b>	<b>Events Display</b>	<b>Donations Forms</b>	<b>Styled Google Maps</b>	<b>Icon Box</b>	<b>Image Carousel</b>
<b>Latest News</b>	<b>Prayer Clock</b>	<b>Prayer Grid</b>	<b>Styled Video</b>	<b>Gallery Display</b>	<b>Sermons Display</b>
<b>Team Display</b>	<b>Testimonial Slider</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 a grid for the prayer schedules.



Prayer Grid Settings

General Prayer 1 Prayer 2 Prayer 3 Prayer 4 Prayer 5 Prayer 6

Number of rows

1

Close Save changes

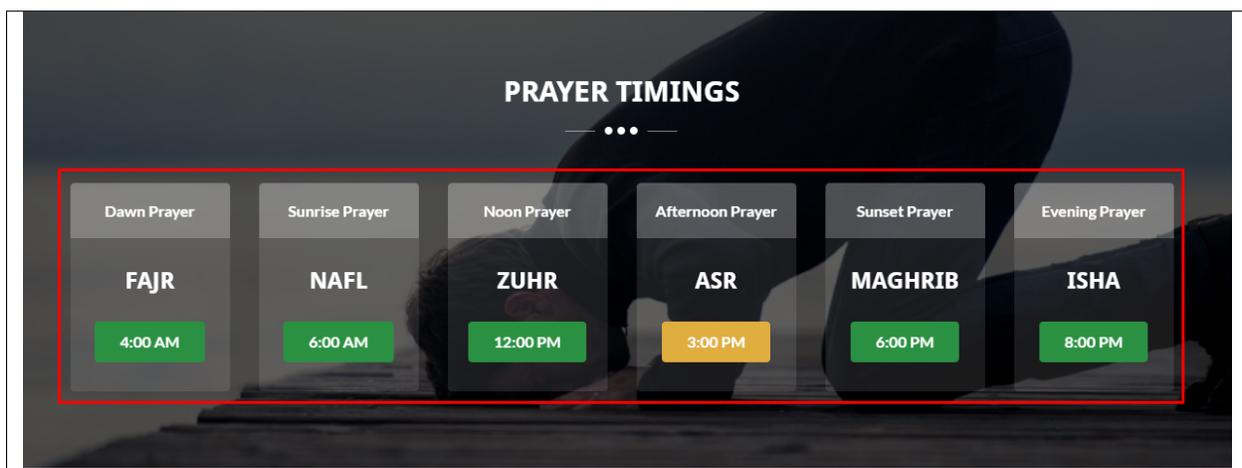
#### -General Tab-

- **Number of rows** - number of rows for the grid.

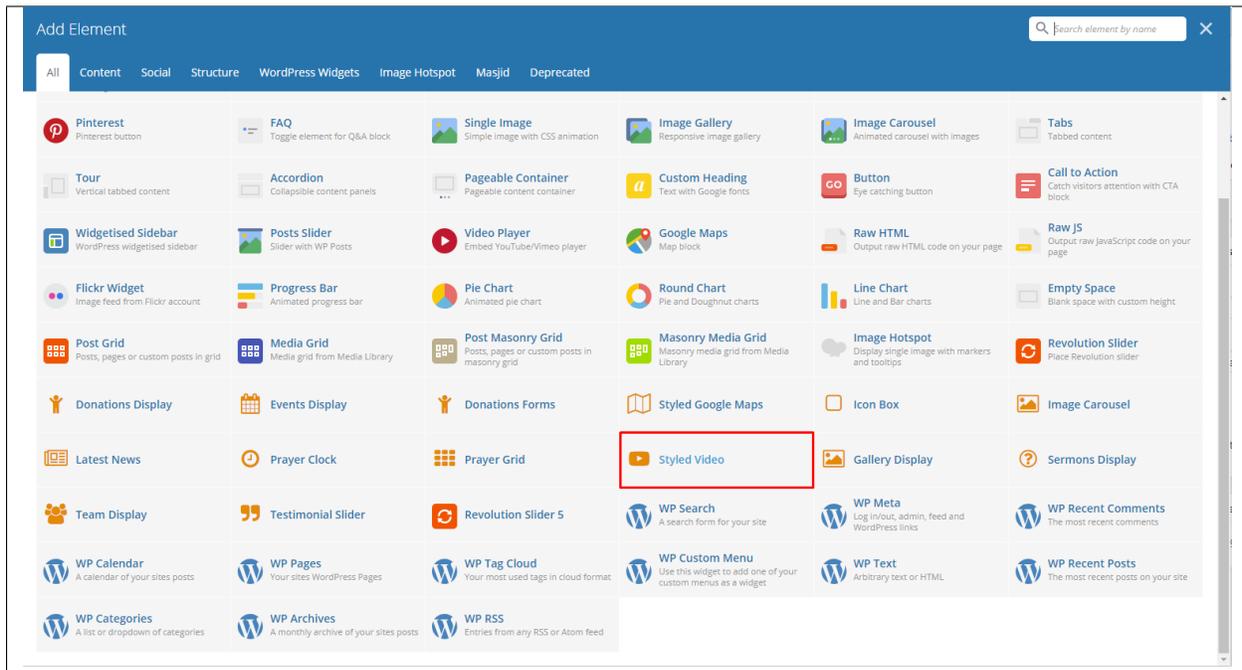
#### -Prayer # Tab-

- **Prayer heading** - Text in the header of the prayer box.
- **Prayer name** - Text in the middle of the prayer box.
- **Prayer time** - Text for the time that the prayer is scheduled. This is a static input.

**Note:** The time that this element follows to indicate the scheduled prayer will be based on the time zone which the user's computer is set.



### 3.1.10 Styled Video



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

### Styled Video Settings

Video

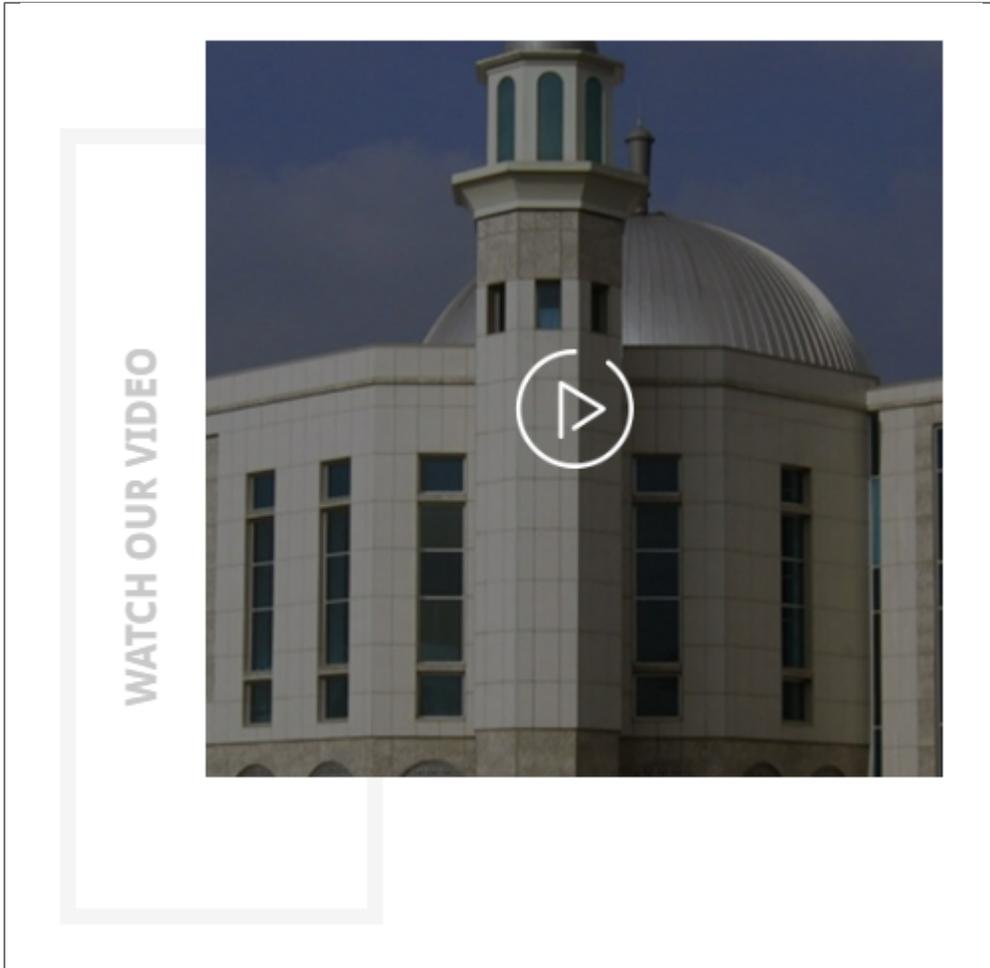
*Enter video URL (e.g., [https://www.youtube.com/watch?v=cZ\\_CqHphjoo](https://www.youtube.com/watch?v=cZ_CqHphjoo))*

Frame color

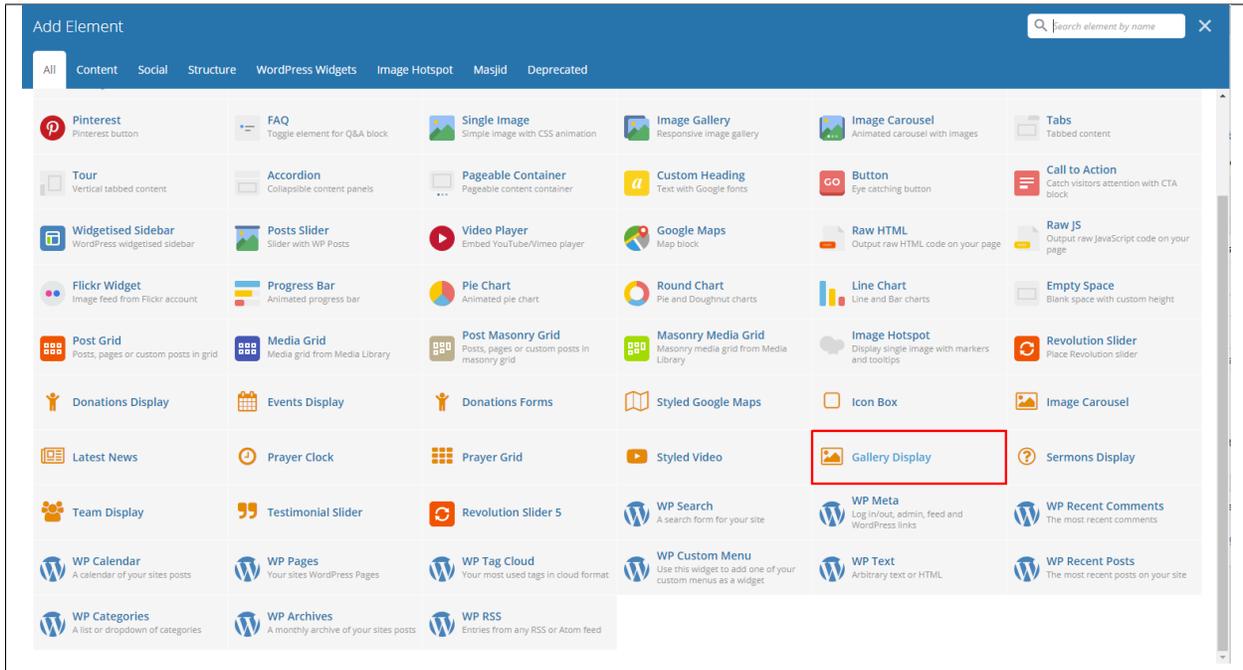
Frame Position

Text color

- **Video** - Link for the video.
- **Frame color** - Color scheme of the frame.
- **Frame Position** - Location of the frame.
- **Text color** - Text color of the text in the frame.



### 3.1.11 Gallery Display



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

## Gallery Display Settings ⚙️ \_ ✕

General
Query

**Desired number of columns**

three

*Enter your desired number of columns*

**Masonry**

Yes

*Check to enable masonry display*

**Category Filters**

Yes

*Check to display category filters*

**Link to archive page**

Yes

*Check to display button that links to gallery archive page*

Close

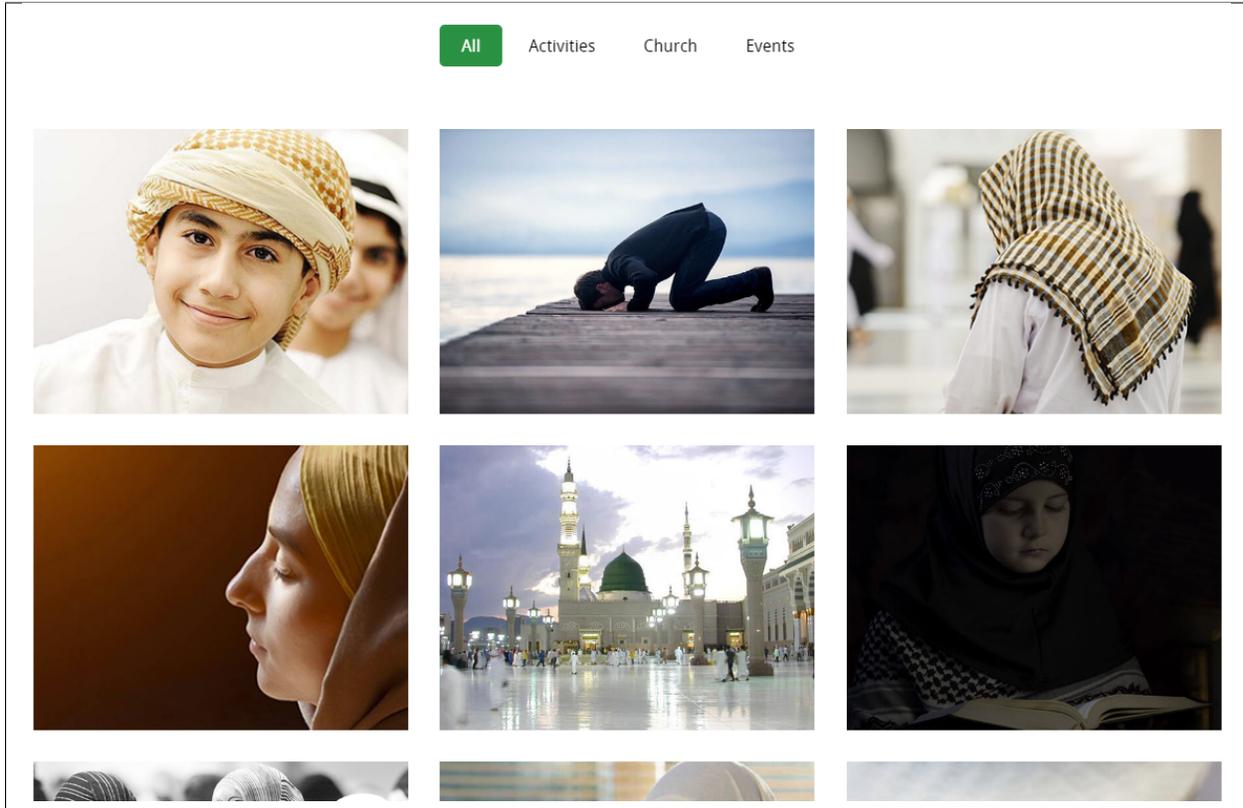
Save changes

### -General Tab-

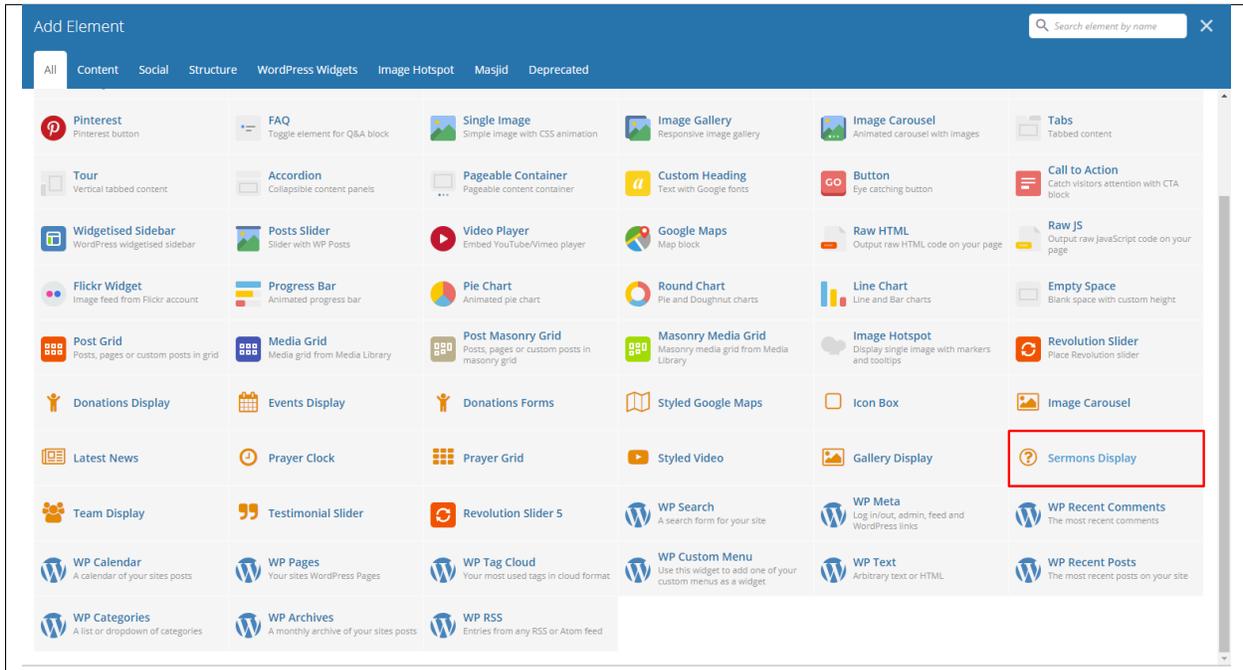
- **Desired number of columns** - Number of columns in the row.
- **Masonry** - Option to use masonry display.
- **Category Filters** - Show the category to filter in the page.
- **Link to archive page** - Option to add a link to the gallery archive.

### -Query Tab-

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



### 3.1.12 Sermons Display



This element lets you show items in Sermons post type.

## Sermons Display Settings

Filters

**Limit**

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

**Order**

*Order in which data should be fetched*

**Order by**

*Order in which data should be fetched*

**Specify sermon categories**

*Only sermons under the selected category will be displayed*

### -Filter Tab-

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



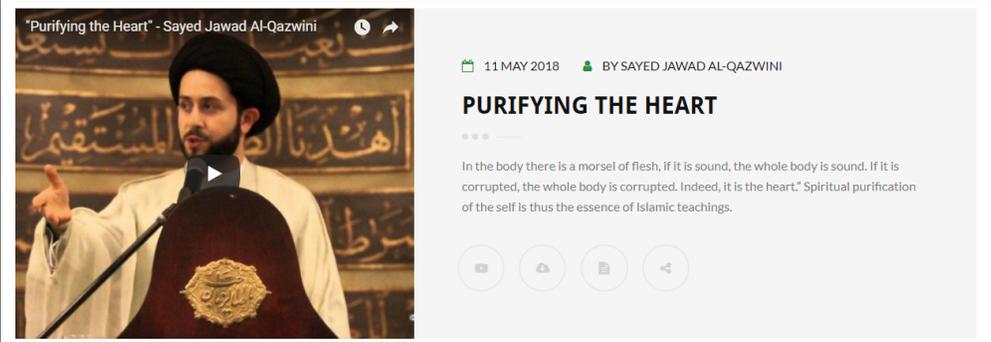
11 MAY 2018 BY SAYED JAWAD AL-QAZWINI

## PURIFYING THE HEART

...

In the body there is a morsel of flesh, if it is sound, the whole body is sound. If it is corrupted, the whole body is corrupted. Indeed, it is the heart." Spiritual purification of the

**Note:** To get the same layout as the demo site:



11 MAY 2018 BY SAYED JAWAD AL-QAZWINI

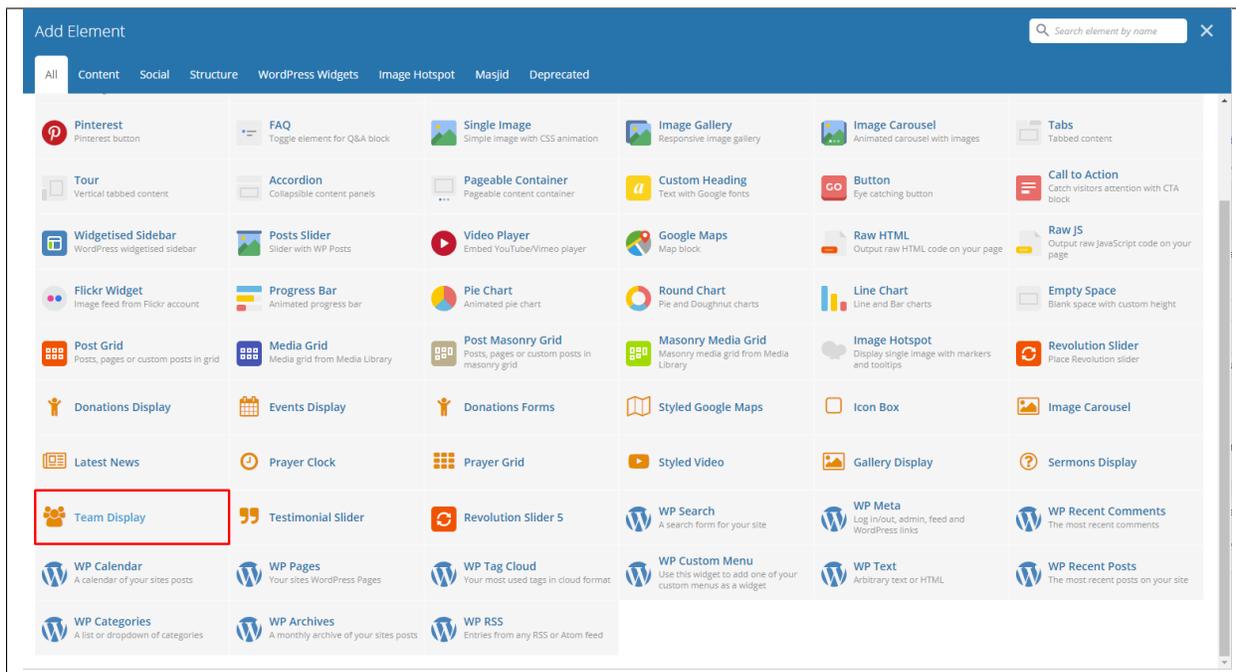
## PURIFYING THE HEART

...

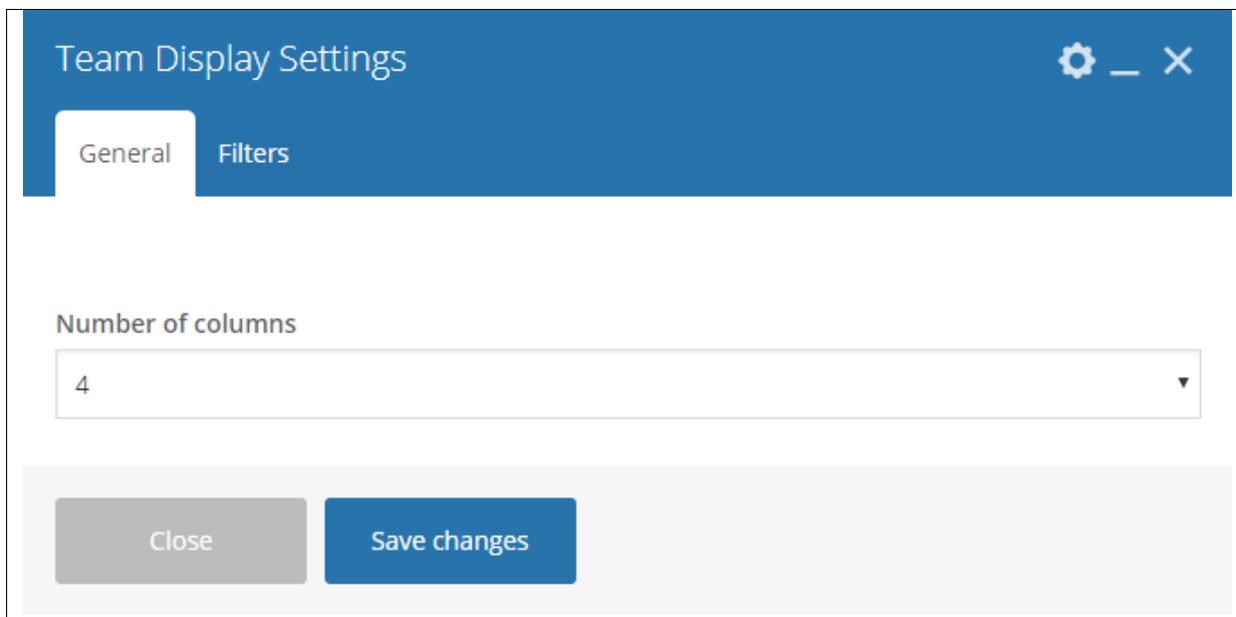
In the body there is a morsel of flesh, if it is sound, the whole body is sound. If it is corrupted, the whole body is corrupted. Indeed, it is the heart." Spiritual purification of the self is thus the essence of Islamic teachings.

Set the Page template of the page where the sermons are displayed to *Full Width Page*.

### 3.1.13 Team Display



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



#### -General Tab-

- **Number of columns** - number of columns to show the team members.

#### -Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.

- **Order** - How the team members order looks.
- **Order by** - How the team members are ordered.
- **Specify Team members** - Only selected team members are shown.
- **Exclude Team members** - None of the selected team members will be displayed.
- **Specify Team Categories** - Only show team members under the categories of blog posts.
- **Exclude Team Categories** - None of the team members under the categories of blog posts well show.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show items with certain keyword.

### OUR TEAM

— • • • —

Listed below are the key people that are dedicated to help and organize events for the community.



(Volunteer)

**Omar Karim**

Anyone who realises how special Islam is will rush to gain knowledge about it!

[CONTACT](#)



(Team Leader)

**Wajid Malik**

Allah does'nt change the condition of people until they change themselves

[CONTACT](#)



(Volunteer)

**Yasmin Mogahed**

Allah Always Replaces with Something Better for You

[CONTACT](#)



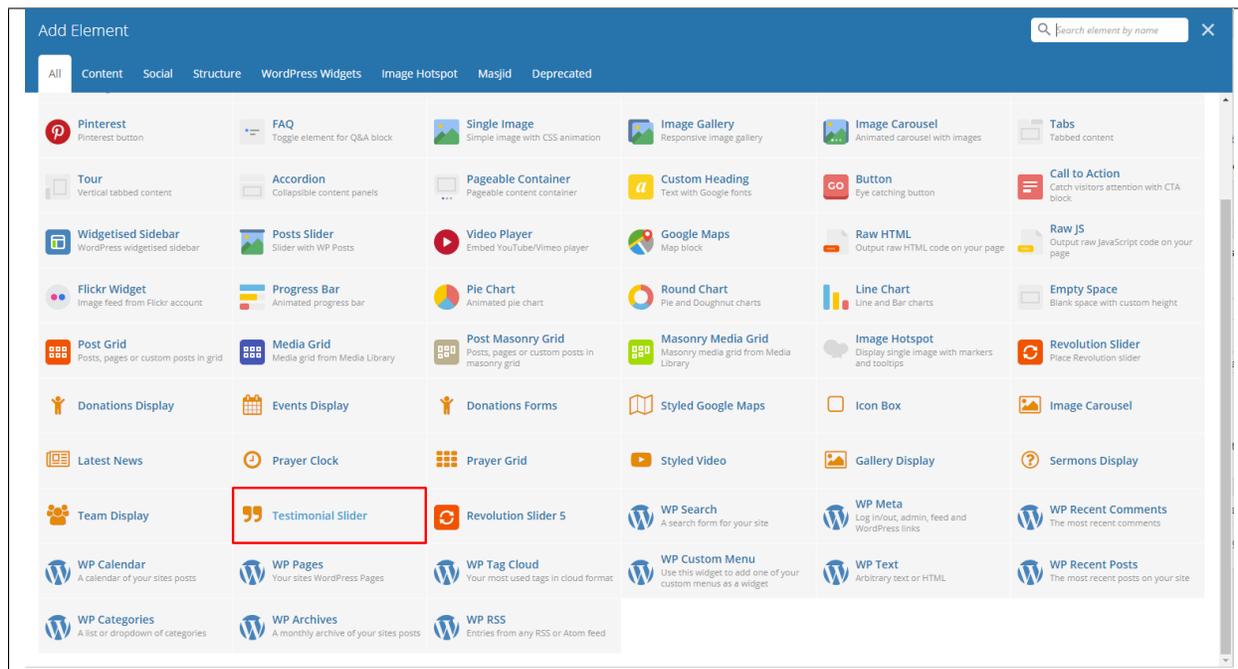
(Volunteer)

**Zaid Khan**

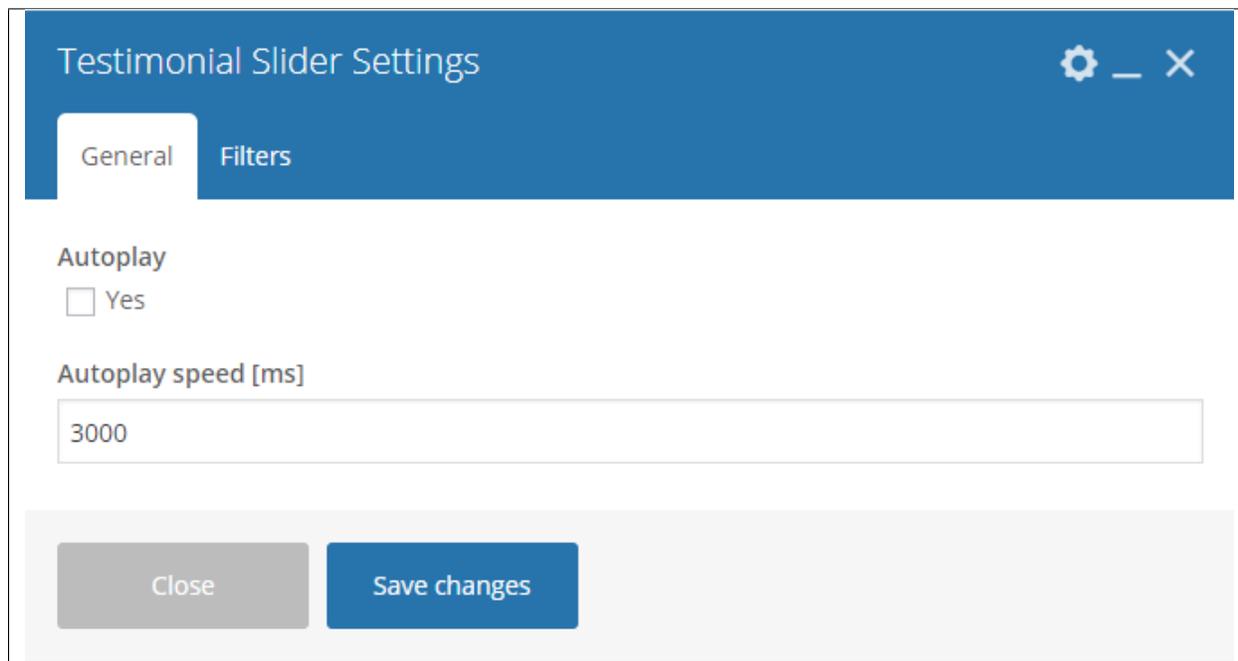
Change starts from first realising that you're in error.

[CONTACT](#)

### 3.1.14 Testimonial Slider



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

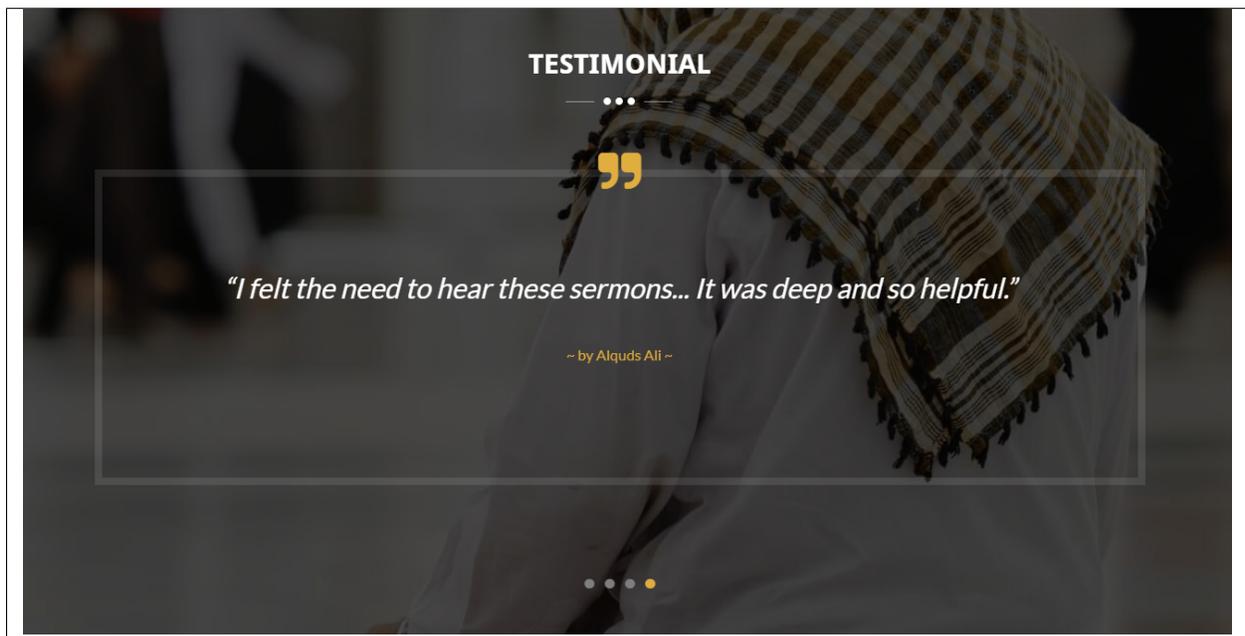


#### -General Tab-

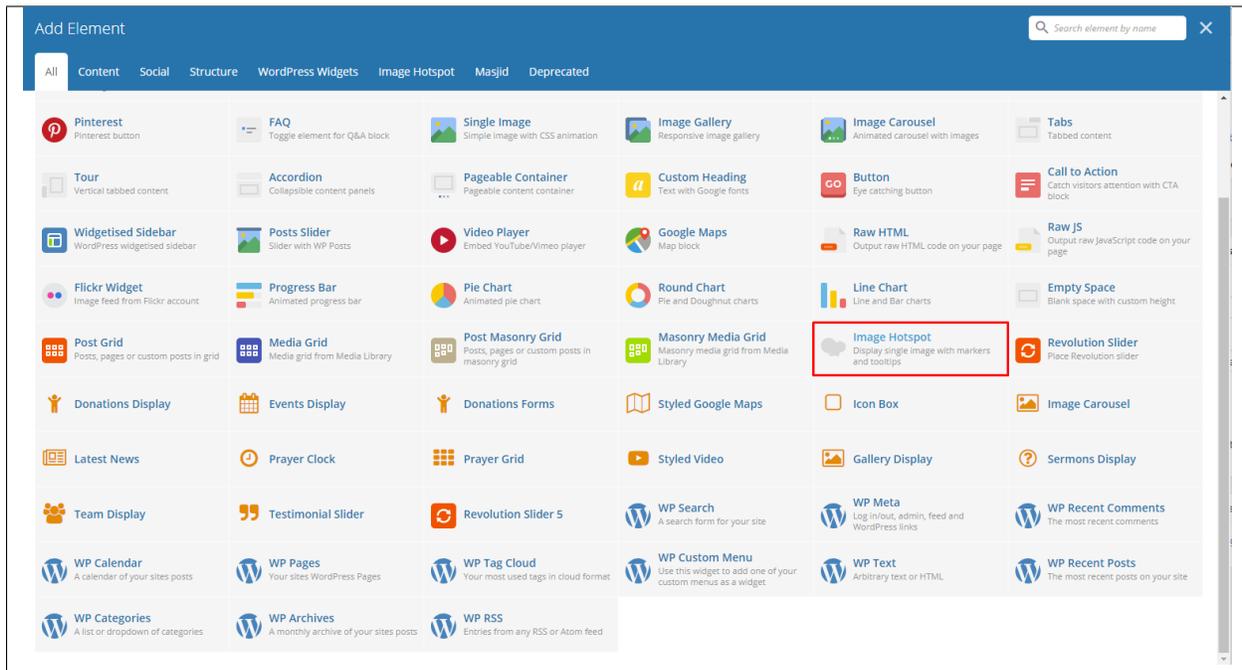
- **Autoplay** - Option to make the slider move automatically.
- **Autoplay speed [ms]** - Speed of the slider when moving.

#### -Filters Tab-

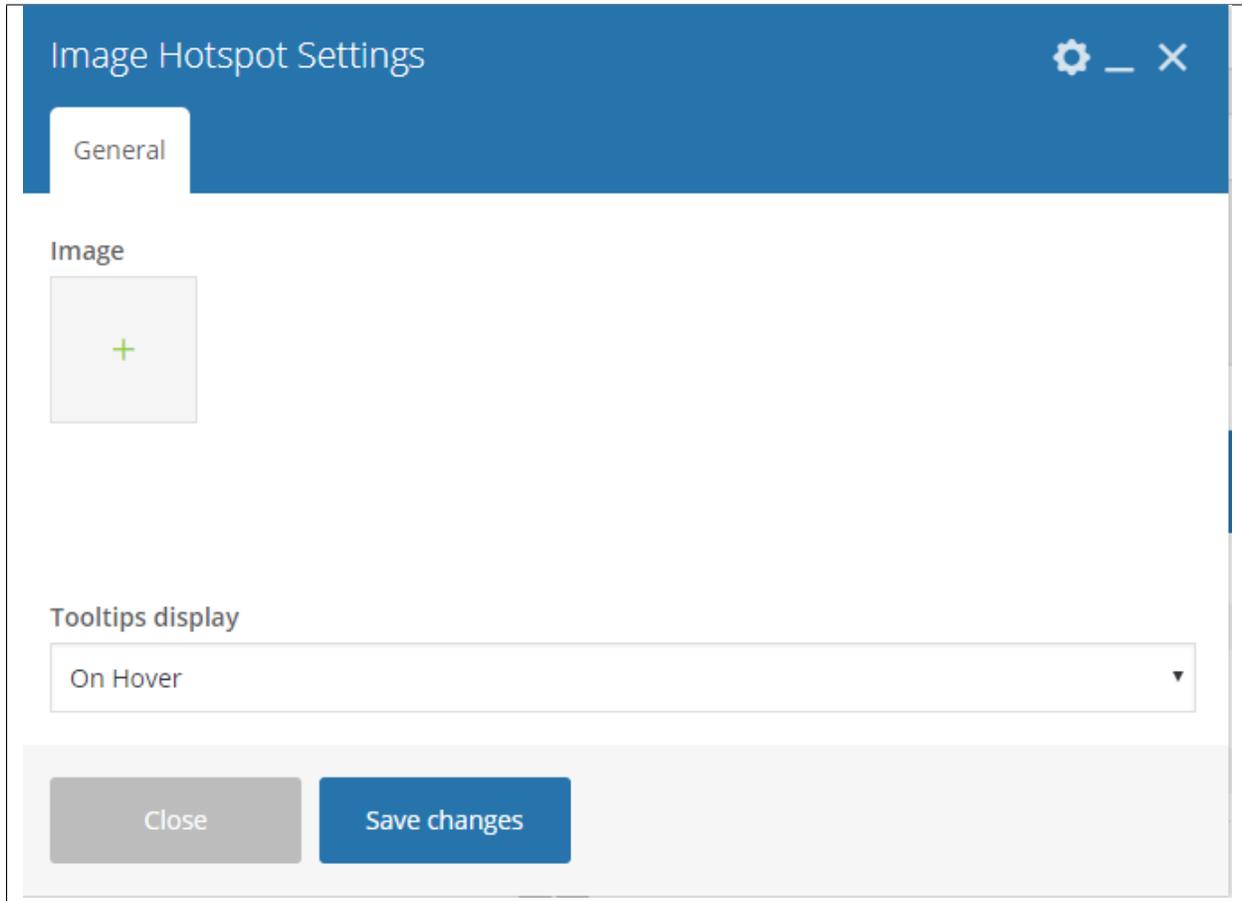
- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the testimonials order looks.
- **Order by** - How the testimonials are ordered.
- **Specify Testimonials** - Only selected testimonials are shown.
- **Exclude Testimonials** - None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



### 3.1.15 Image Hotspot



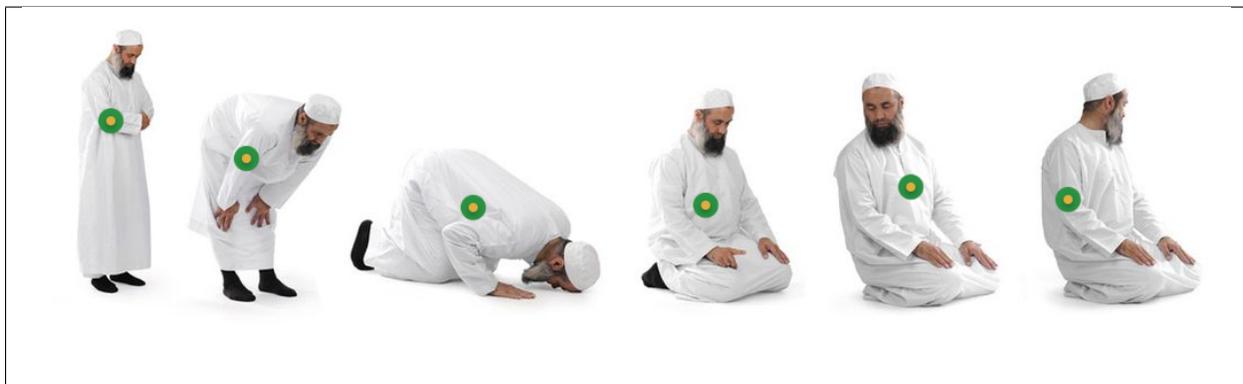
This element lets you show an image with tooltips with descriptions.



**-General Tab-**

- **Image** - Image to add tooltips on.
- **Tooltips display** - How the tooltips will show.

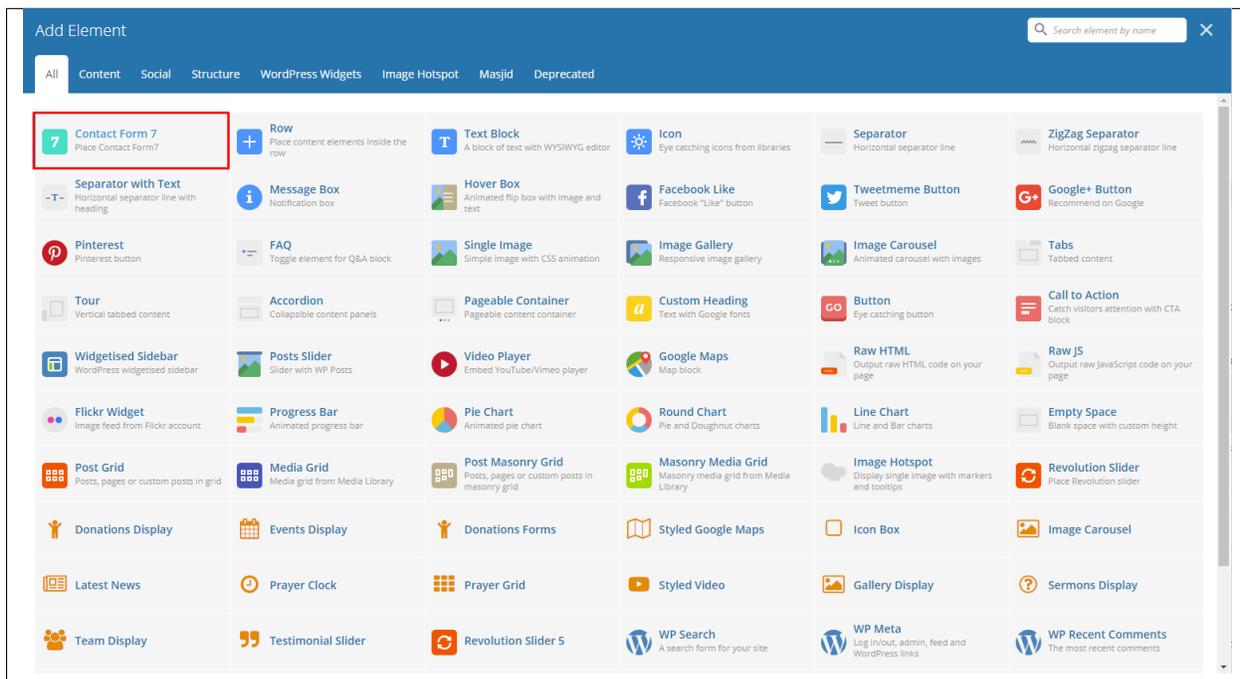
**Note:** To add a tooltip click on the area where you like the tooltip to show, and the Hotspot Tooltip Content will show.



## 3.2 Masjid Plugin Elements

Some plugins that are used in Masjid 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.

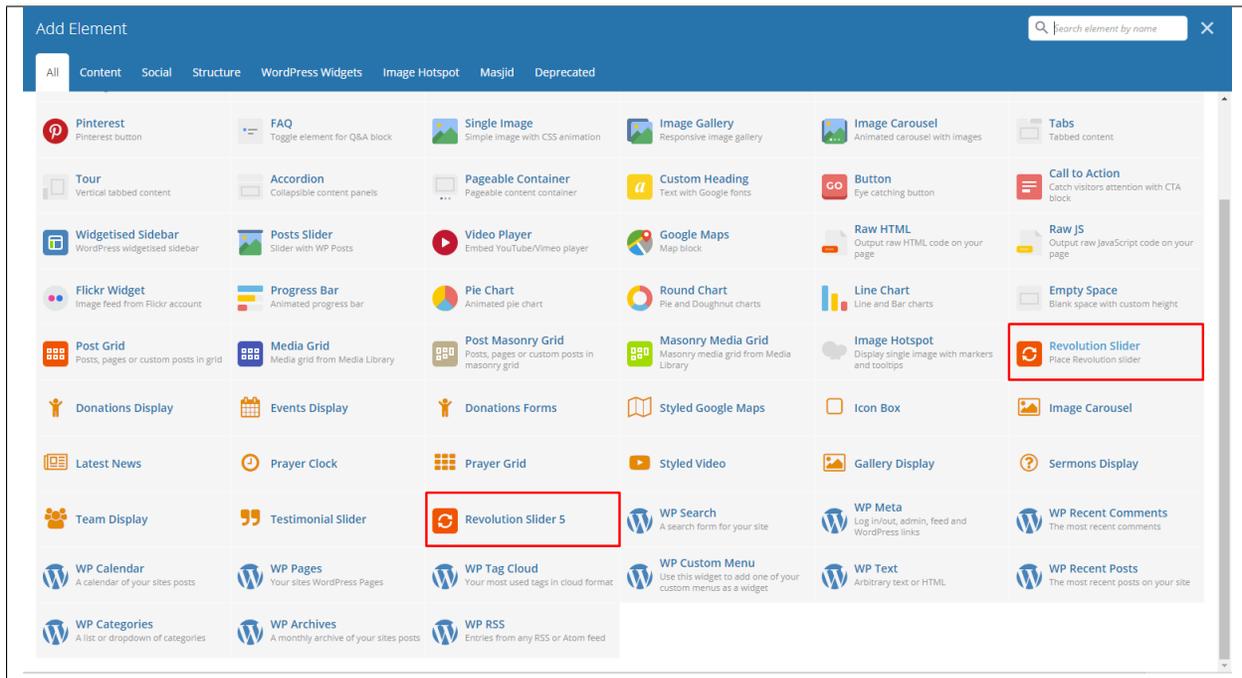
## GET IN TOUCH

— • • • —

If you would like any further information send us a message

<input type="text" value="Full Name *"/>	<input type="text" value="Email *"/>	<input type="text" value="Subject"/>
<input style="width: 100%; height: 60px;" type="text" value="Message"/>		
<input type="button" value="SEND NOW"/>		

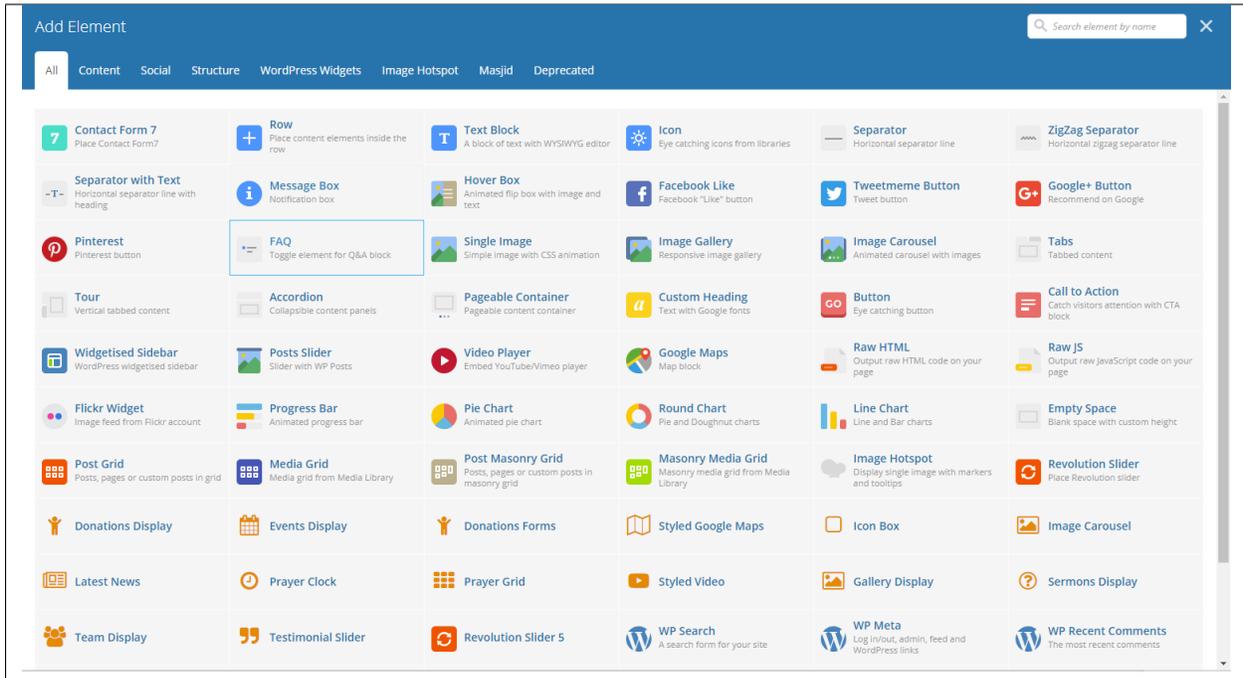
### 3.2.2 Revolution Slider & Revolution Slider 5



This plugin lets you add a slider that you made under the *Slider Revolution*. The slider revolution lets you make your own customized slider. To know how to use the slider revolution, go to the *Create Revolution Slider*.



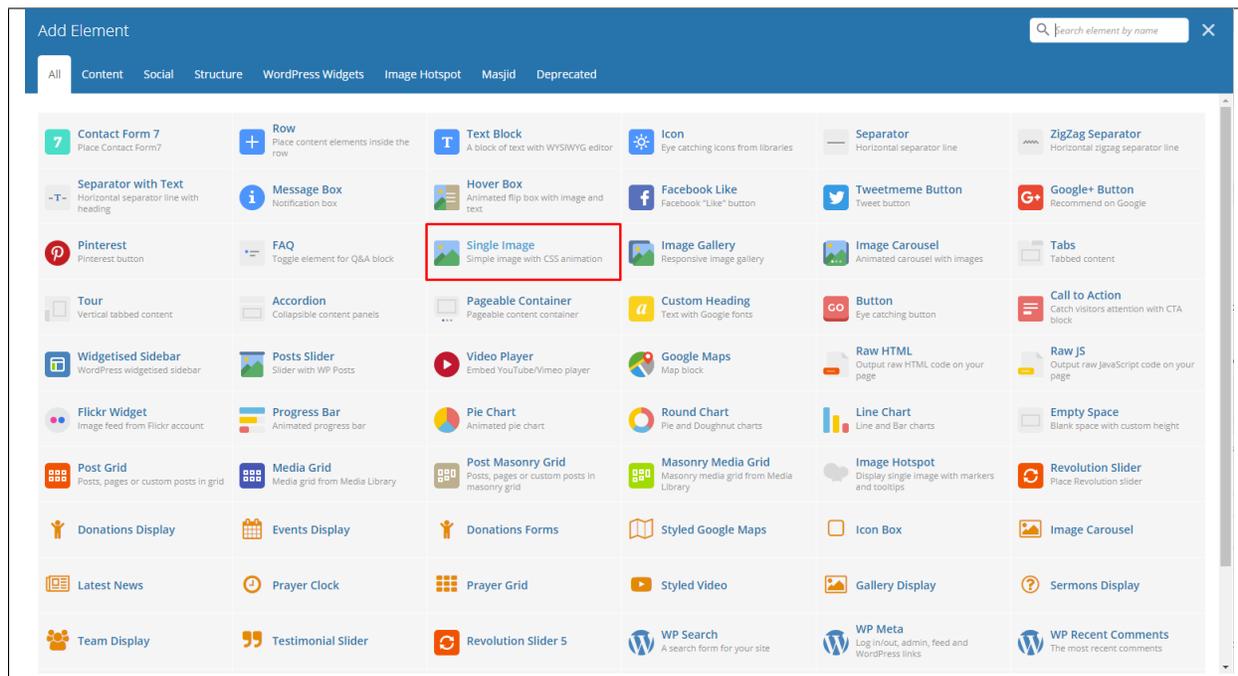
### 3.2.3 Visual Composer



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.

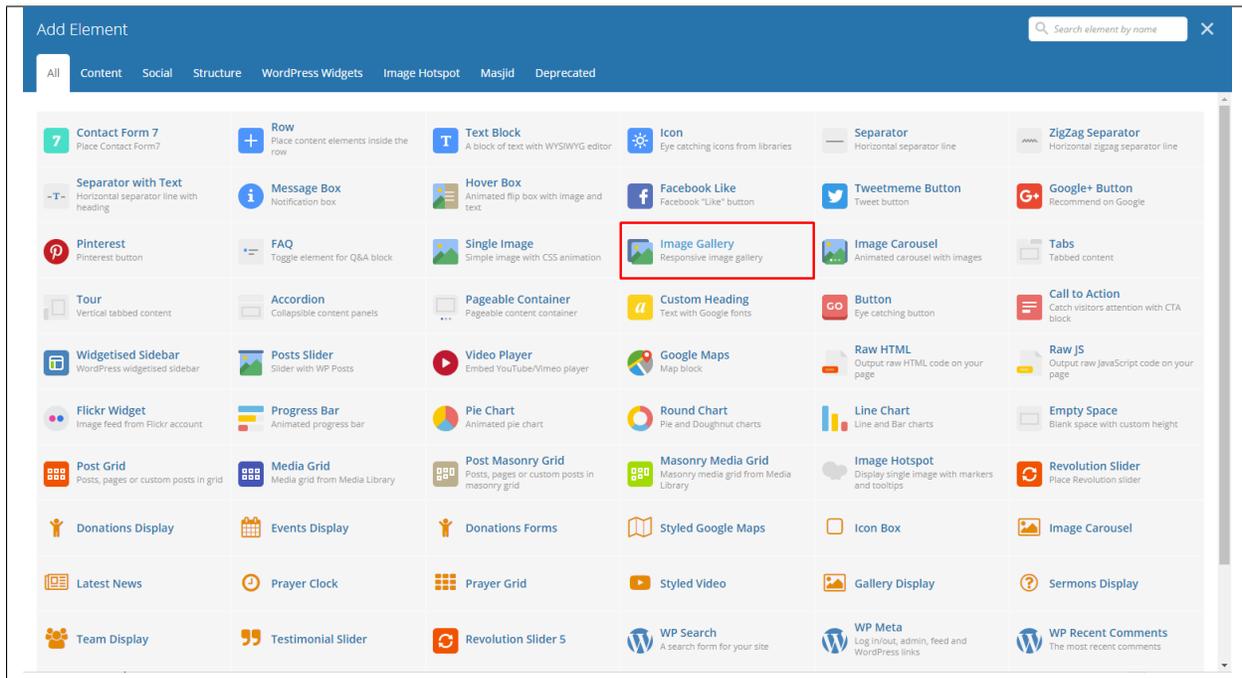


21  
Feb

*“And marry those among you who are single and those who are fit among your male slaves and your female slaves; if they are needy, Allah will make them free from want out of His grace; and Allah is Ample-giving, Knowing.” (Surah an-Nur, 24:32)*

Islam, unlike other religions is a strong advocate of marriage. There is no place for celibacy like, for example the Roman Catholic priests and nuns. The prophet (pbuh) has said “there is no

## Image Gallery



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



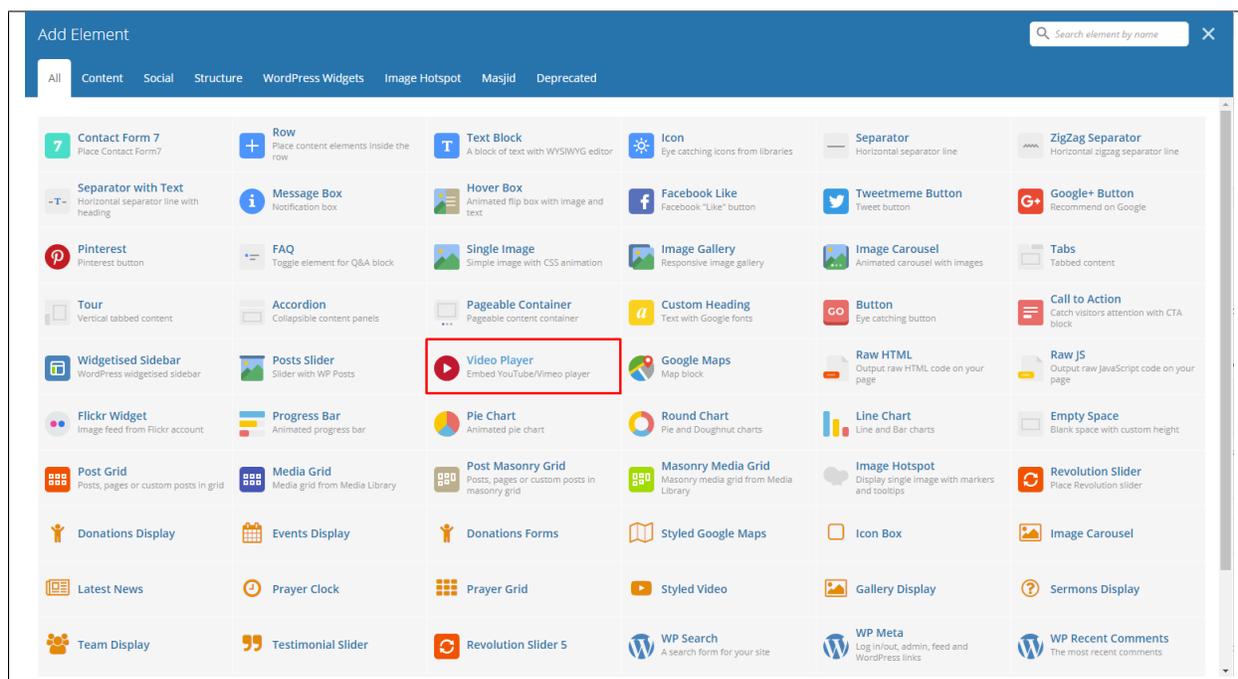
21

Feb

### The Ideal Muslim in the Community

The Muslim community is based on sincerity, purity of human feelings and fulfilment of rights and needs to every member.

## Video Player



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



21

Feb

### Values of a True Muslim

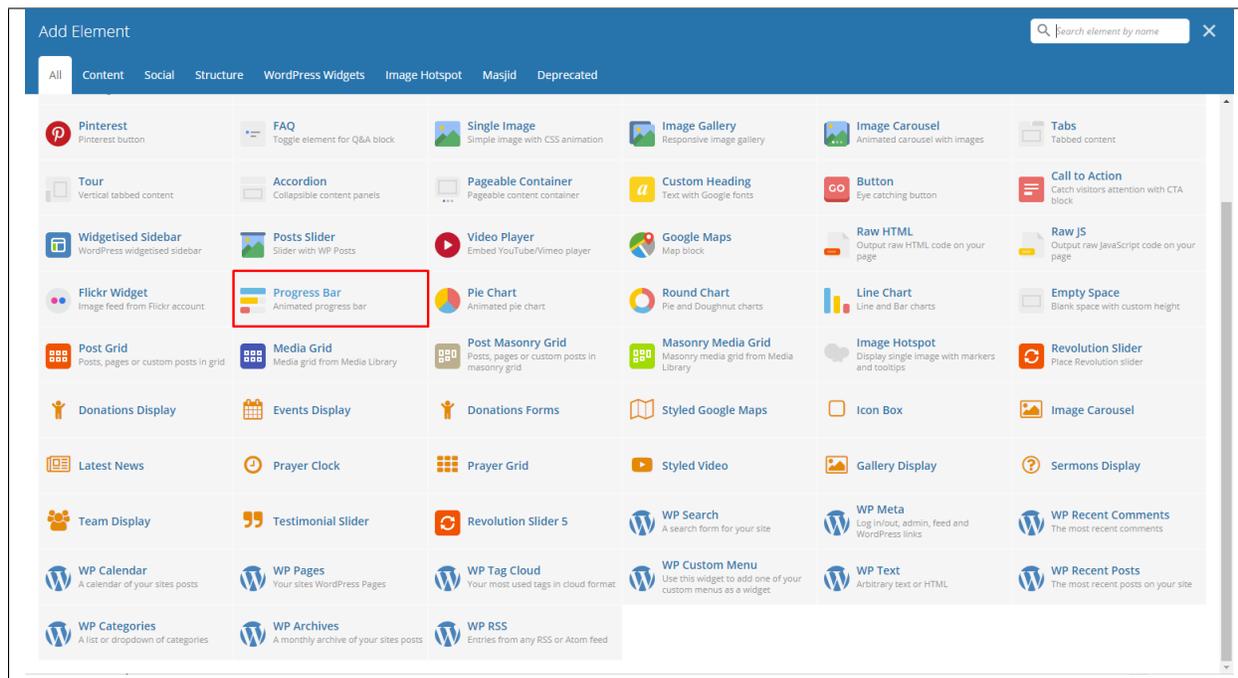
The Quran advocates many values that shape one's intellectual and spiritual journey to God; but most importantly, these values also enable adherents to be more tolerant as they consider themselves vicegerent of God.

- by createit

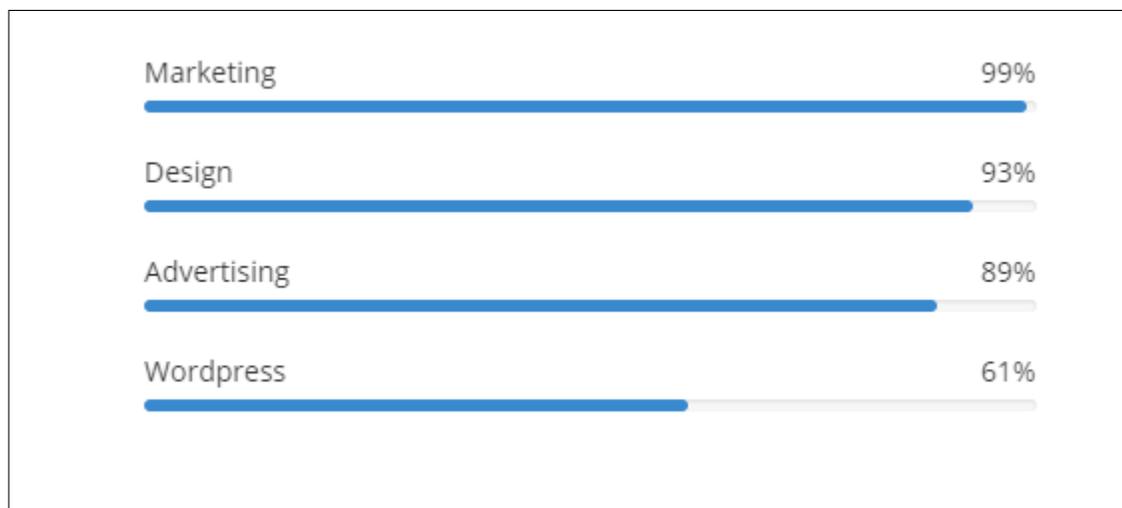
No Comments

in encouragement

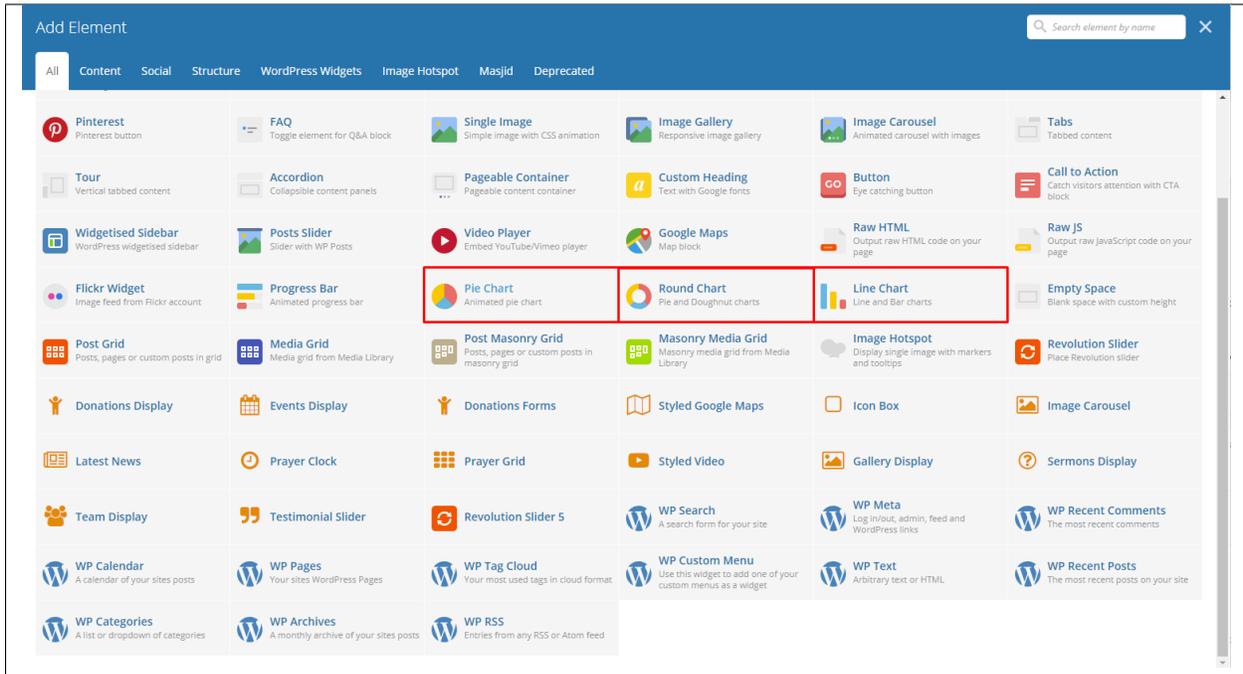
## Progress Bar



This element will add an animated progress bar in your page.

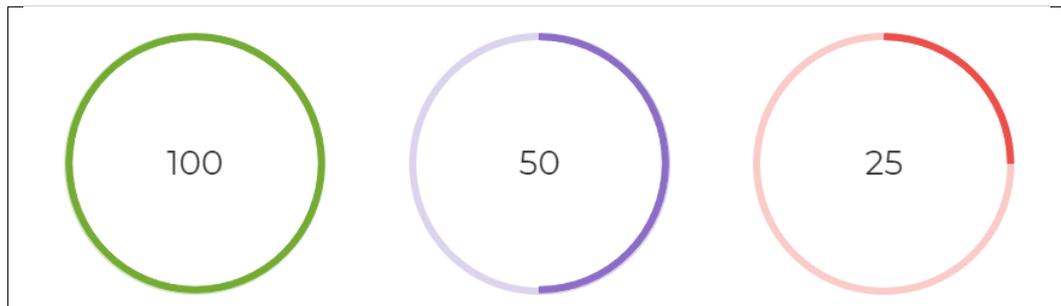


## Chart

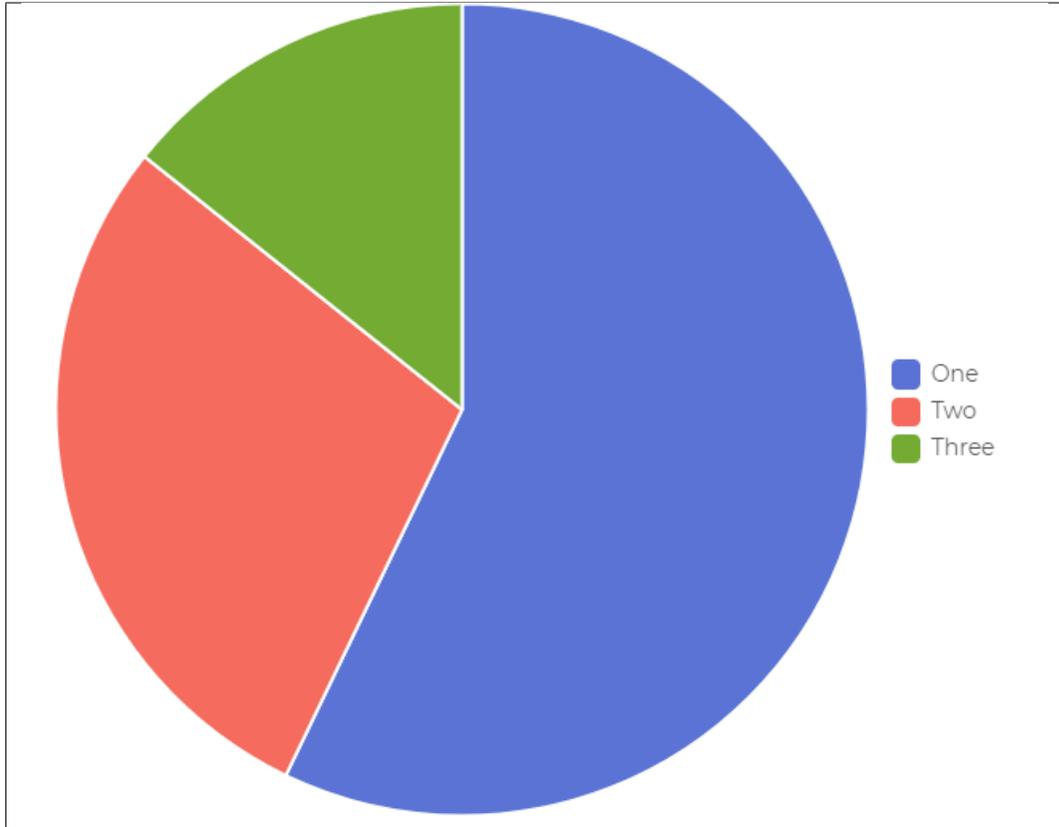


This element lets you add a graph. These are the types of graph that you can add:

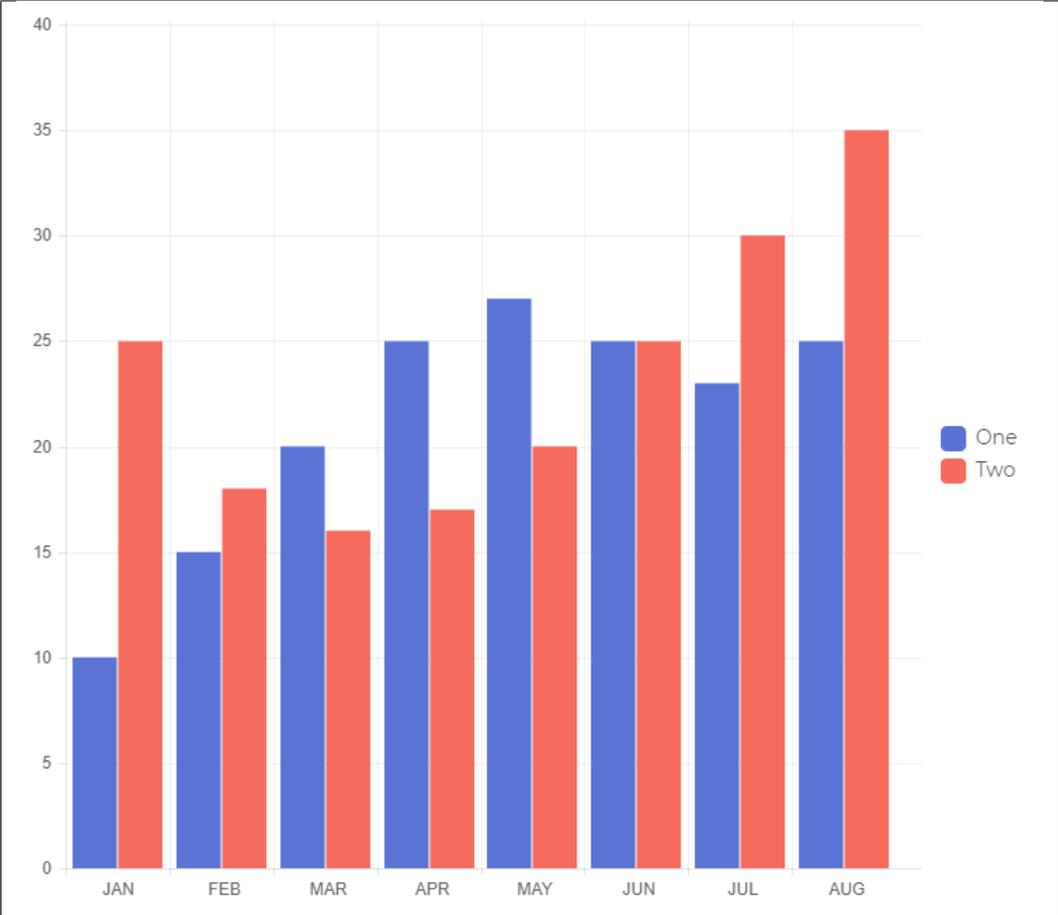
- Pie



- Round



- Line

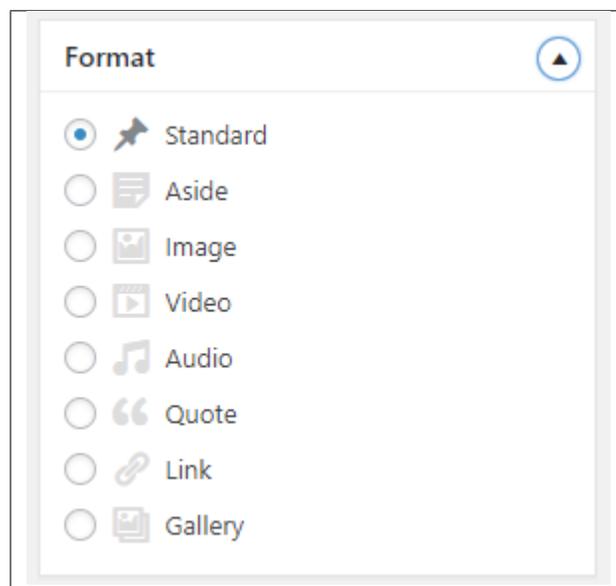


Masjid is loaded with options for the blog. It offers many different options for you to present your blog posts, along with several different blog post layouts. In addition, there are numerous theme options and shortcode options that allow you to customize how posts are displayed.

### 4.1 Create New Blog

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

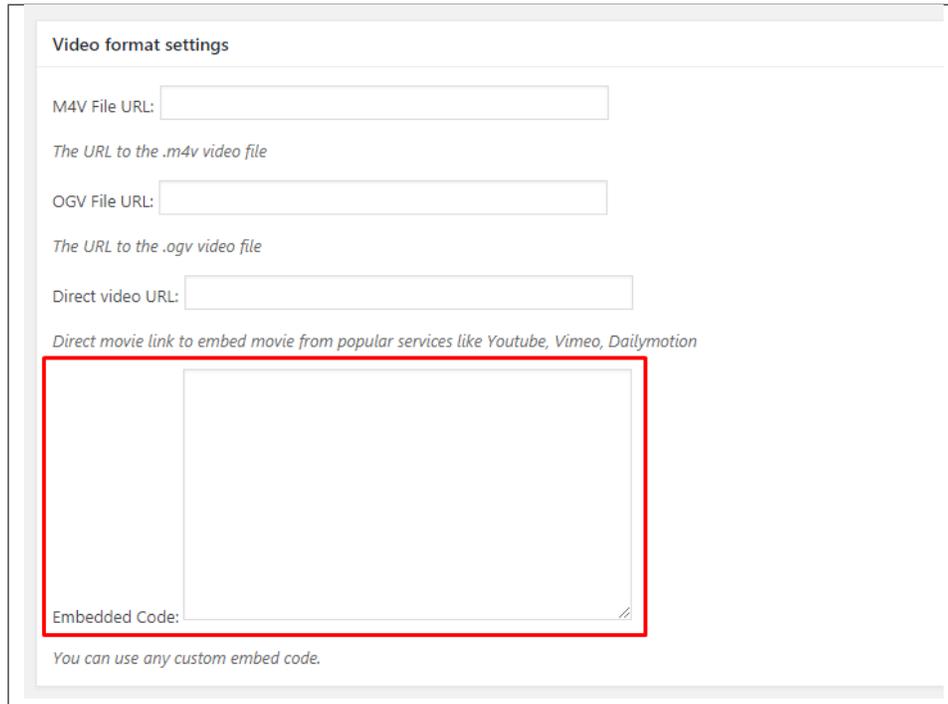
*Masjid* offers several blog post formats:



- **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.



The image shows a 'Video format settings' form. It contains three input fields for URLs: 'M4V File URL', 'OGV File URL', and 'Direct video URL'. Below each field is a descriptive note. The 'Direct video URL' field is followed by a note about embedding from popular services. At the bottom, there is a large text area labeled 'Embedded Code:' which is highlighted with a red rectangular border. Below this area is a note: '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=fals
e&show_comments=true&show_user=true&show_rep
osts=false&show_teaser=true&visual=true">
</iframe>
```

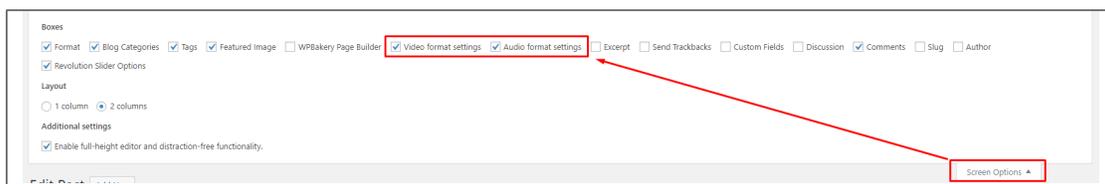
Embedded Code:

*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.

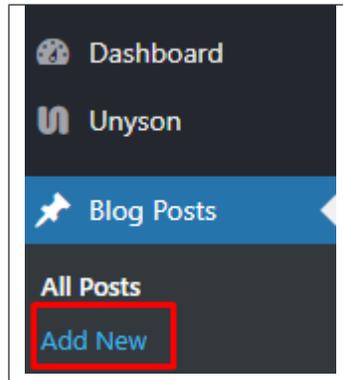
- **Quote** - The quoted word in the blog post will be shown in the blogs page.
- **Link** - A link in the blog post for a webpage will shown in the blogs page.
- **Gallery** - The image gallery in the blog post will be shown in the blogs page.

**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.

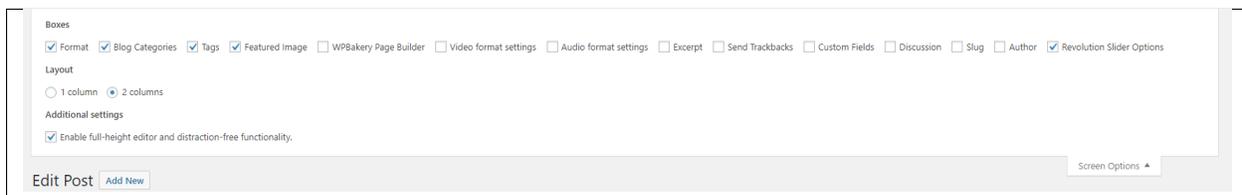


Follow the steps below to create a blog post:

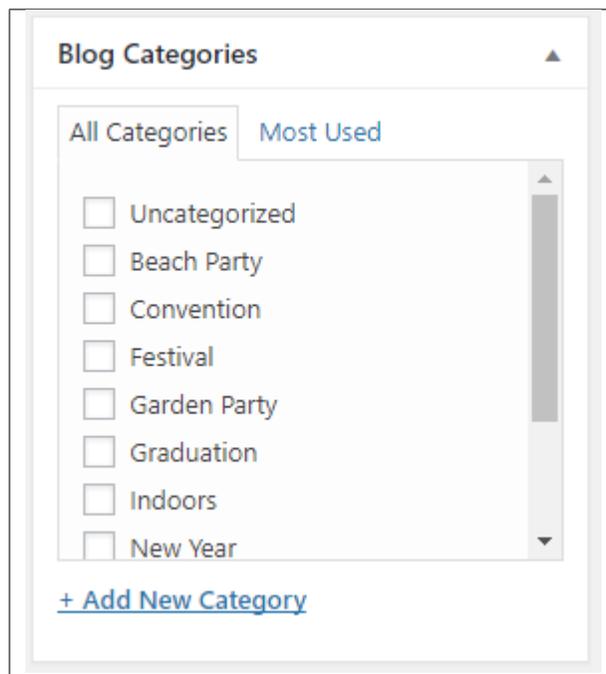
- **Step 1** - Navigate to *Blog Posts > Add New* in the Dashboard.



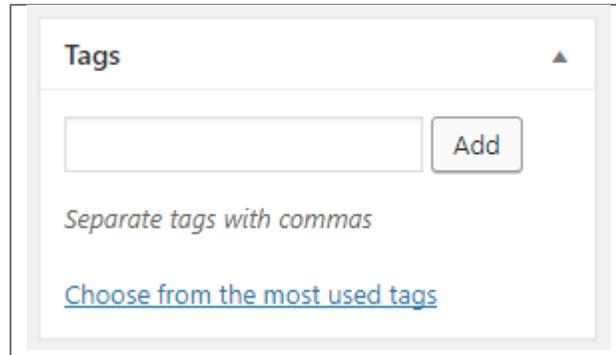
- **Step 2** - Create a title and insert your post content in the editing field. You can use any of our [shortcode](#) elements inside the post. If you want to use some additional fields, choose them from *Screen Options* at the top of the screen.



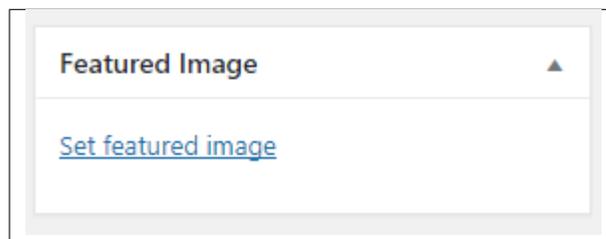
- **Step 3** - Add *Blog Categories* on the right side. Categories are meant for broad grouping of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. *Sub-categories* are made when a Category is added to a Parent Category . To assign it to the post,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



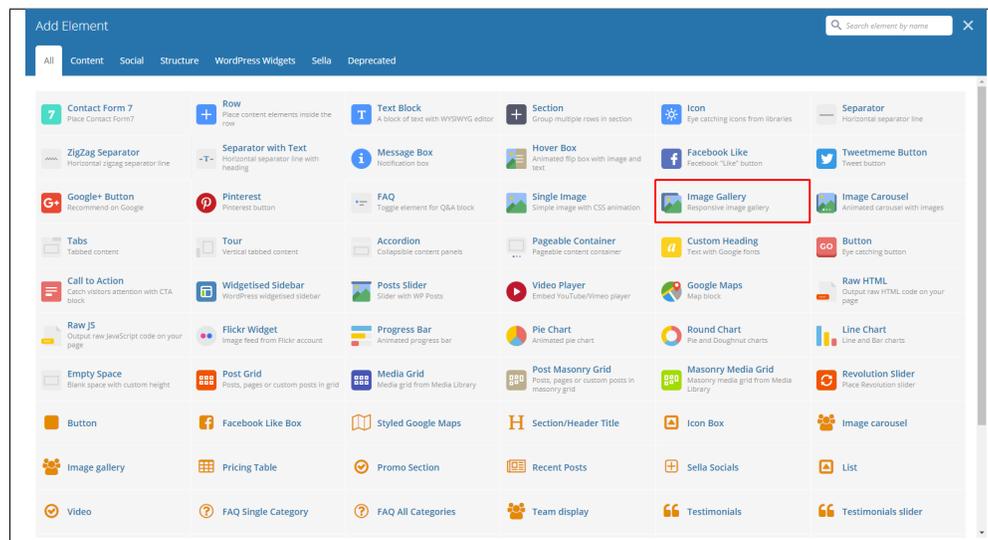
- **Step 4** - To add *Tags*, write the Tags at the textbox below the Blog Categories. Tags are meant to describe specific details of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical. Type the name of the tag in the field, separate multiple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



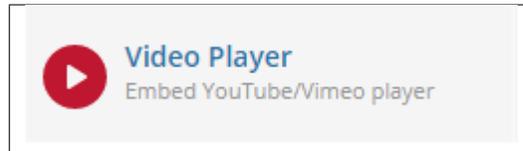
- **Step 5** - To add a *Single image*, click the Featured Image box, select an image and click *Set Featured Image*.



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.

The screenshot shows the WordPress dashboard settings for the 'Reading' section. The left sidebar contains a menu with 'Settings' highlighted in red. The main content area shows the following settings:

- Front page displays:** Radio buttons for 'Your latest posts' (unselected) and 'A static page (select below)' (selected). Below this, 'Front page:' is set to 'Home' and 'Posts page:' is set to 'Blog' (highlighted with a red box).
- Blog pages show at most:** A text input field containing '10' followed by 'posts'.
- Syndication feeds show the most recent:** A text input field containing '10' followed by 'items'.
- For each article in a feed, show:** Radio buttons for 'Full text' (selected) and 'Summary' (unselected).
- Search Engine Visibility:** A checkbox for 'Discourage search engines from indexing this site' (unchecked). Below it, the text reads 'It is up to search engines to request.'.

The 'Posts page:' dropdown menu is open, showing a list of pages: '— Select —', 'About', 'About Me', 'About Us', 'Blog' (highlighted in blue), 'Case Study', 'Categories', 'Coach', 'Coming Soon', 'Contact Me', 'Contact Us', 'Corporate', 'FAQ', 'Home', 'Job Form', 'Locations', 'My Bookings', 'Online Content', 'Portfolio', and 'Portfolio Masonry'.

**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.

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

<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**

*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

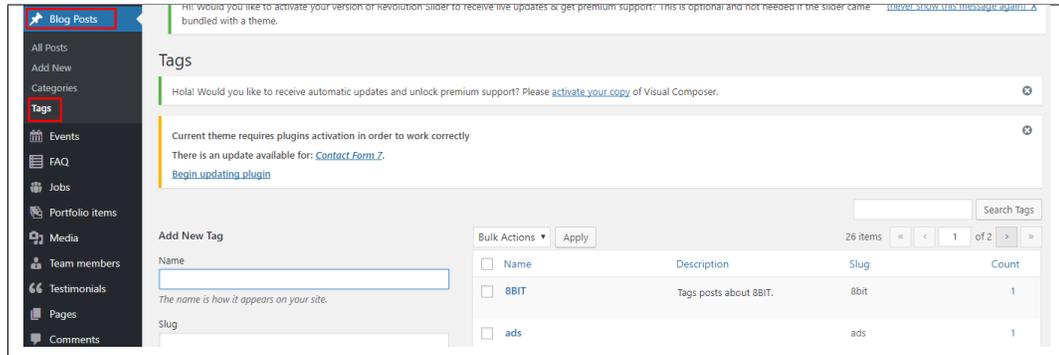
**Tags** are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

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.*

- **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.

---

## 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.

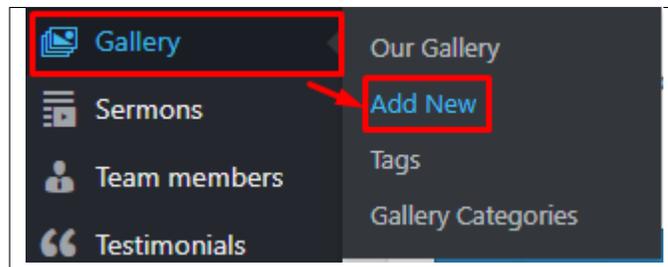


**Note:** Deleting a tag may affect the tags from other component of the site.

---

## 5.1 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*.

1. **Title** - Title of the gallery.
2. **Gallery options** - Add the images for the gallery.
3. **Tags** - Specifically categorize a gallery.
4. **Gallery Categories** - Group a gallery with other gallery in the same category.

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

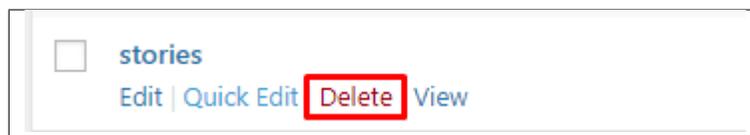
### 5.1.1 Delete Gallery

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

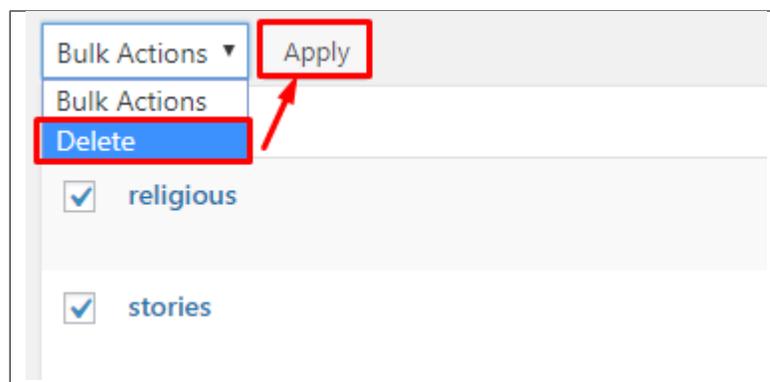
In the Gallery page, you will see all the created gallery.

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.

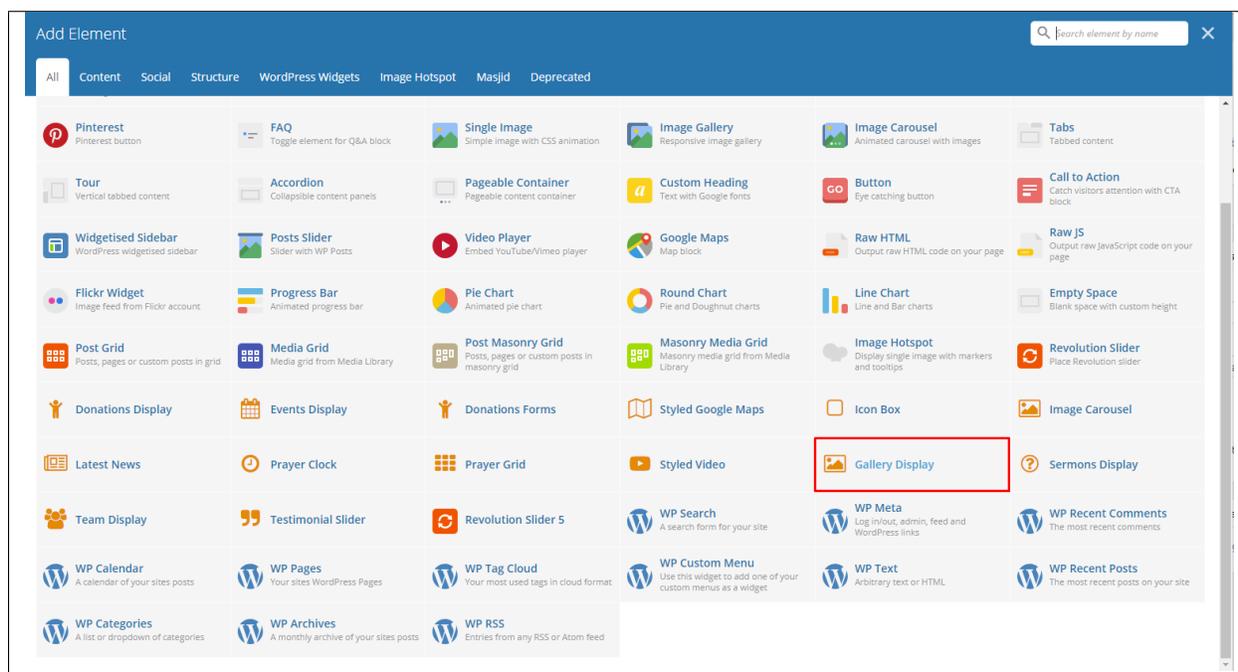


- **Multiple Gallery Delete** - To delete multiple galleries, click on the box beside the gallery you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



## 5.1.2 Add Gallery to Page

To add a gallery to a page, an element in the Visual Composer is used.



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

## 5.2 Gallery Category

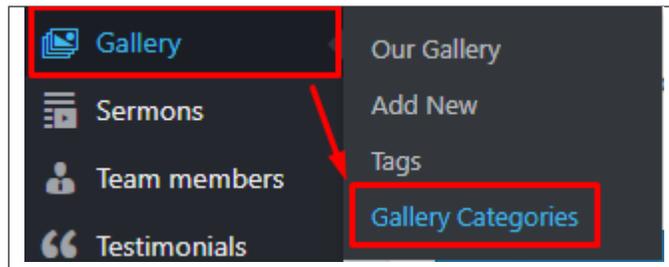
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

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

### 5.2.1 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.*

- **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.

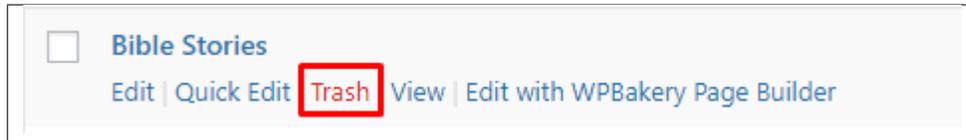
### 5.2.2 Delete Gallery Category

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

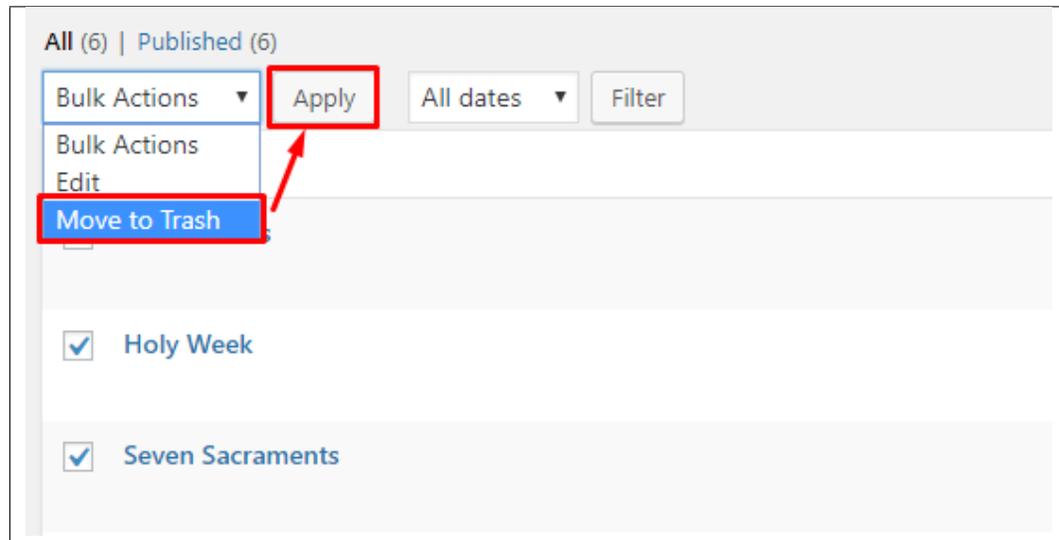
In the *Gallery Categories* page, you will see all the created category.

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.



## 5.3 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.

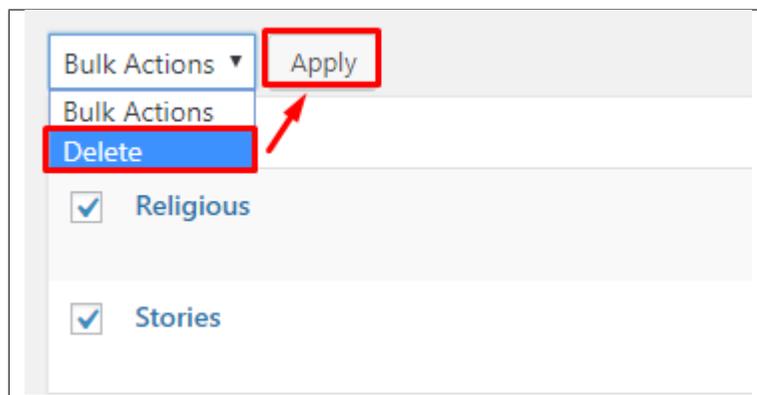
### 5.3.1 Create Gallery Tags

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.



- **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.

---

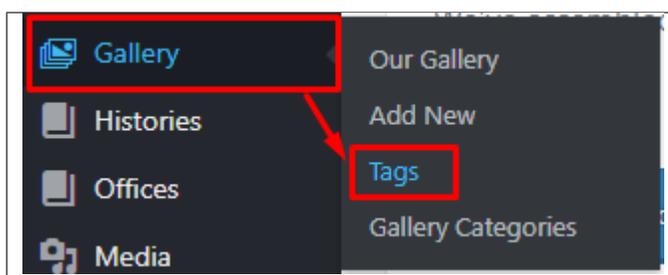
### 5.3.2 Delete Gallery Tags

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.

## 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](#)

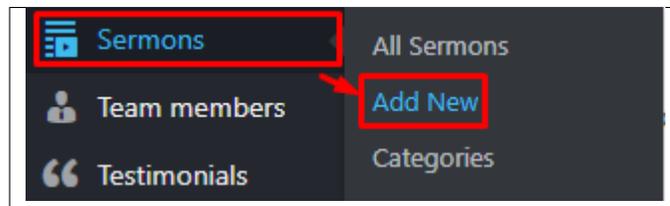
---

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

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### 6.1 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 with the following components:

- Section 1:** A text input field labeled 'Enter title here'.
- Section 2:** A rich text editor with a toolbar containing options like Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Link, and Unlink. Below the editor is a 'Word count: 0' indicator.
- Section 3:** 'Sermons Settings' section with five input fields:
  - Speaker:** Input field with a placeholder: 'The person who gives spiritual messages.'
  - Date:** Input field.
  - Direct video URL:** Input field with a placeholder: 'Direct movie link to embed movie from popular services like Youtube, Vimeo.'
  - Embedded Code:** Input field with a placeholder: 'You can use any custom embed code.'
  - Transcript file link:** Input field with a placeholder: 'Link for the translated text version of the video format.'
- Section 4:** 'Sermon Categories' section with two tabs: 'All Sermon Categories' and 'Most Used'. Under 'Most Used', there are four checkboxes: 'Evangelistic', 'Narrative', 'test', and 'Topical'. A '+ Add New category' link is at the bottom.

1. **Title** - Title of the Sermon.
2. **Editor container** - You can add text descriptions about the Sermon on this area.
3. **Sermons Settings**
  - **Speaker** - Name of the person who gave the spiritual message.
  - **Date** - Dates that the sermon is delivered.
  - **Direct video URL** -
  - **Embedded Code** - Time that the sermon is delivered.
  - **Transcript file link** - Media format of the sermon.
4. **Sermon Categories** - Group a Sermon with other Sermons in the same category.

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

### 6.1.1 Delete Sermon

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

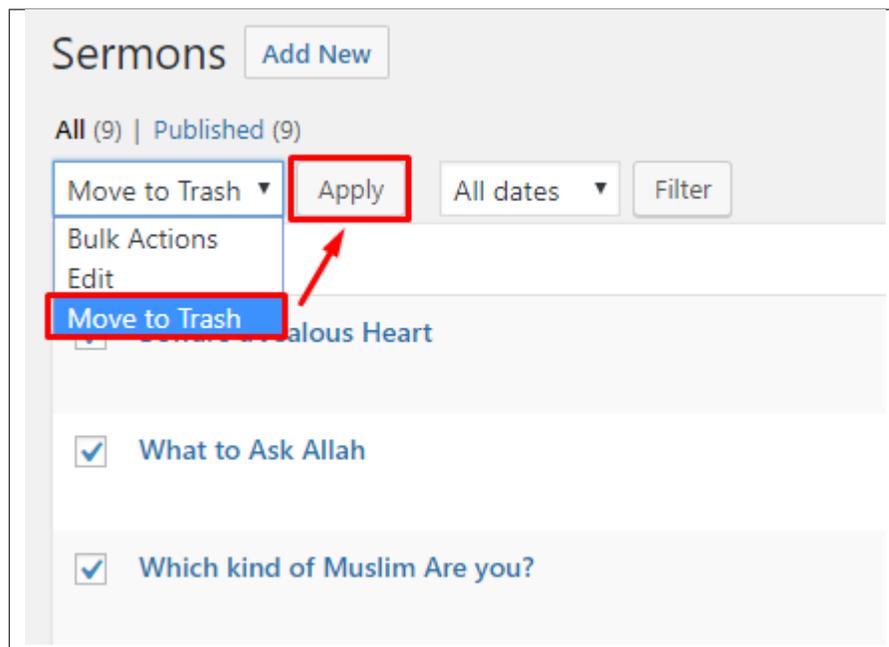
In the Sermon page, you will see all the created Sermon.

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.

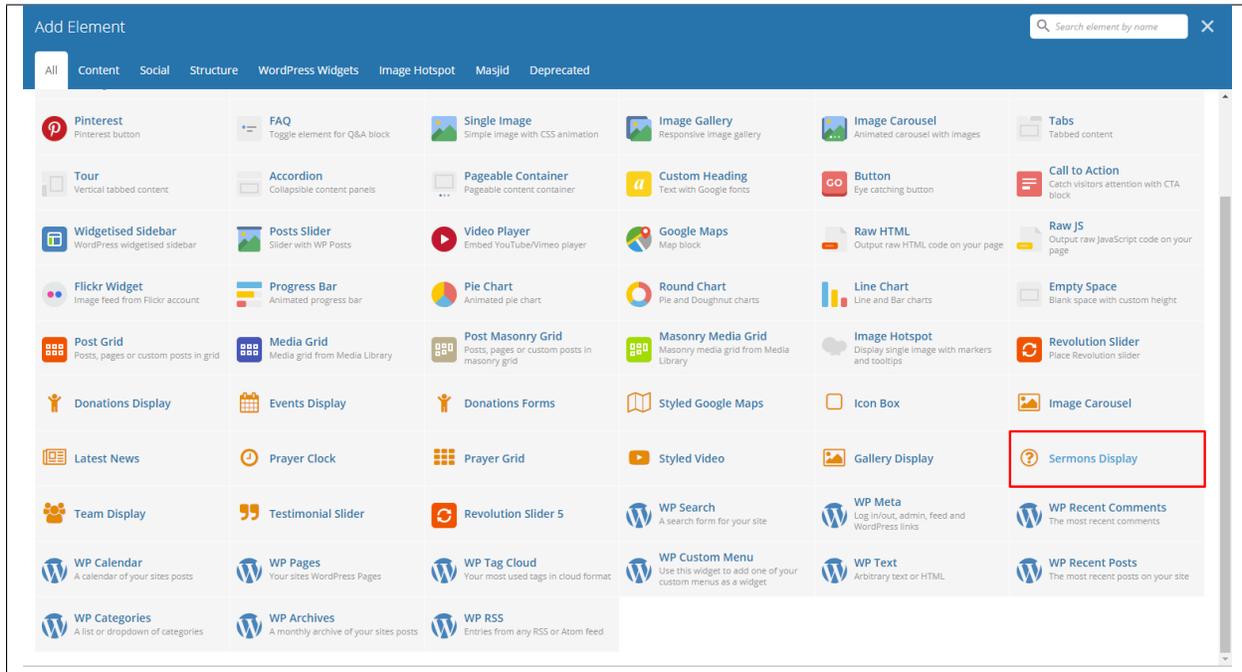


- **Multiple Sermon Delete** - To delete multiple galleries, click on the box beside the Sermon you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



### 6.1.2 Add Sermon to Page

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



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

## 6.2 Sermon Category

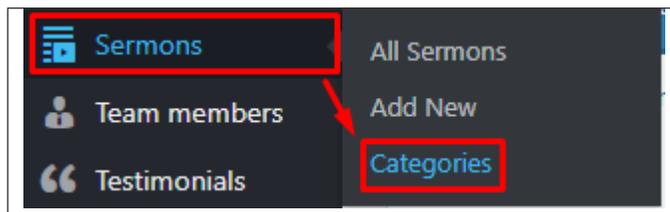
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

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

### 6.2.1 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.*

- **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.

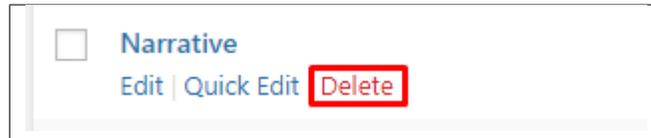
## 6.2.2 Delete Sermon Category

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

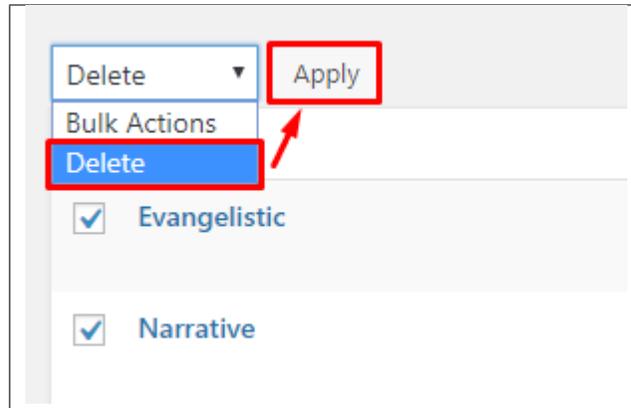
In the *Sermon Categories* page, you will see all the created category.

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.



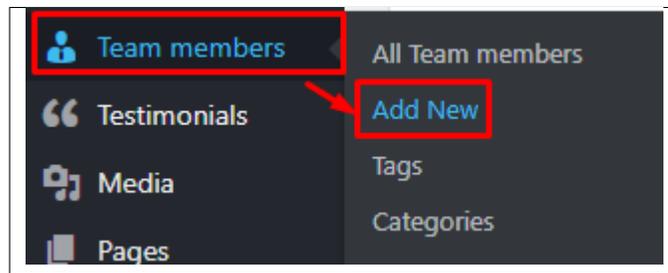
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## Team members

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### 7.1 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 in a WordPress backend editor. The form is divided into several sections, each highlighted with a red box and a number:

- 1**: Title field with the placeholder text 'Enter title here'.
- 2**: Rich text editor with a toolbar and a large text area.
- 3**: 'Team options' section with a 'Position' field.
- 4**: 'Tags' section with an 'Add' button and a text input field.
- 5**: 'Team Categories' section with a 'Most Used' tab and a text input field.
- 6**: 'Featured Image' section with a 'Set featured image' link.

The right sidebar contains a 'Publish' section with buttons for 'Save Draft', 'Publish', and 'Publish immediately', along with status and visibility information.

1. **Title** - Name of the Team member.
2. **Editor container** - You can add short descriptions about the team member on this area.
3. **Team options**
  - **Position** - Position of team member.
4. **Tags** - Specifically categorize a team member.
5. **Team Categories** - Group a team member with team members in the same category.
6. **Featured Image** - The image for the team member.

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

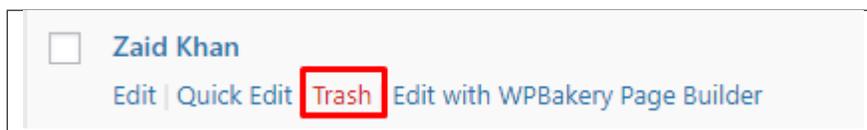
### 7.1.1 Delete Team

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

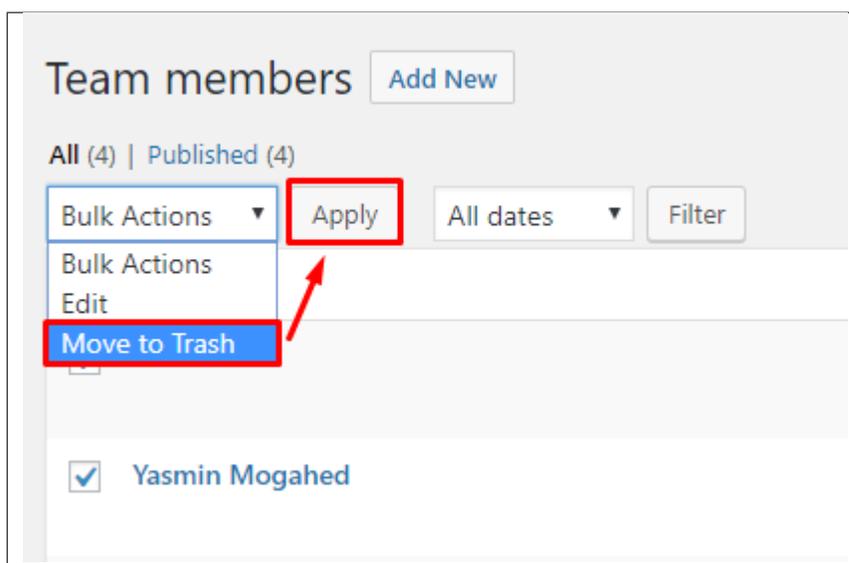
In the Team members page, you will see all the created Team members.

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.

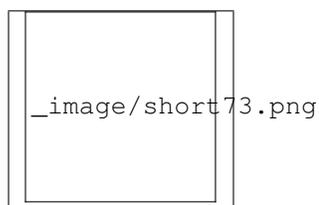


- **Multiple Team Delete** - To delete multiple galleries, click on the box beside the Team members you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



### 7.1.2 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 [Masjid Custom Shortcodes > Team Display](#).

## 7.2 Team Members Tags

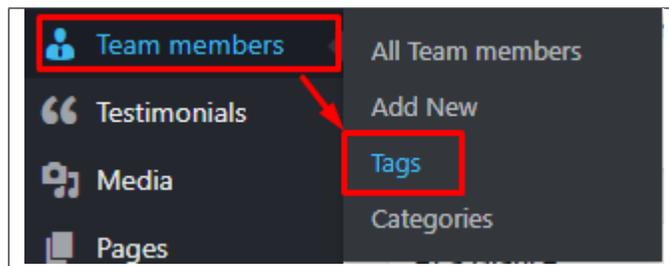
**Tags** are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

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

### 7.2.1 Create Team Members Tags

To create a *Tag* for a Team Members, follow these steps:

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



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

## 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.

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

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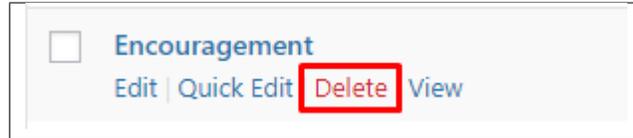
### 7.2.2 Delete Team Members Tags

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

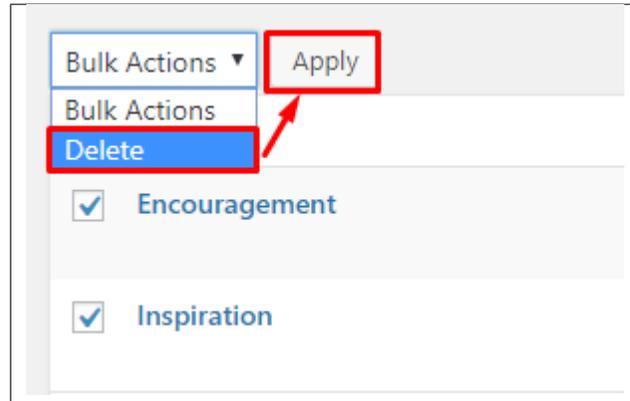
In the *Tags* page, you will see all the created tags.

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 component of the site.

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## 7.3 Team Members Category

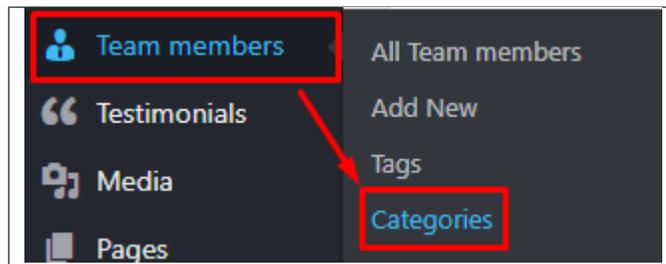
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

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

### 7.3.1 Create Team Members Category

To create a *Category* for a Team Members, follow these steps:

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



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

## Team 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 Team 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.*

- **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.

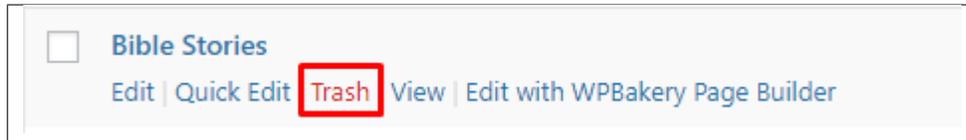
### 7.3.2 Delete Team Members Category

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

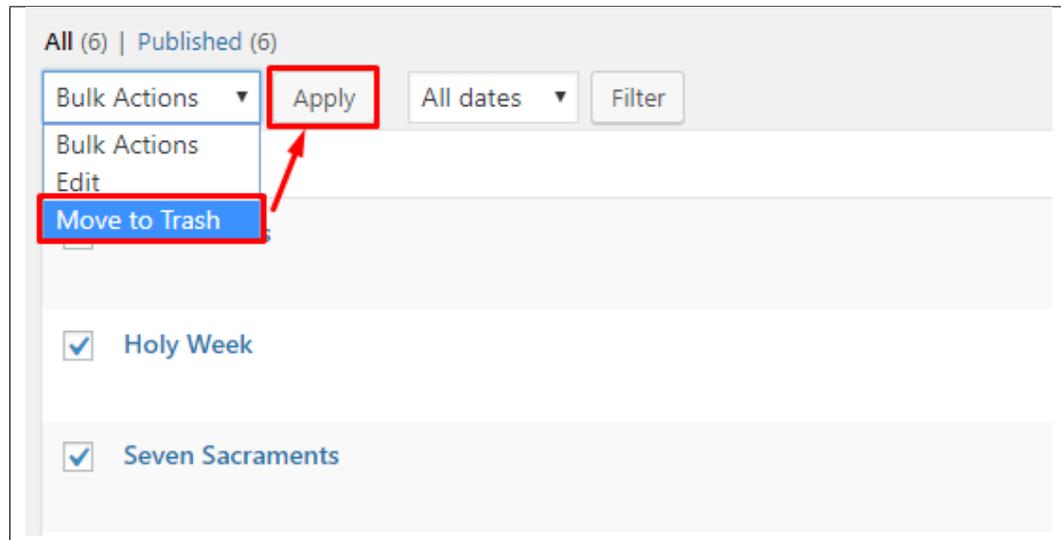
In the *Team Members Categories* page, you will see all the created category.

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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## Testimonials

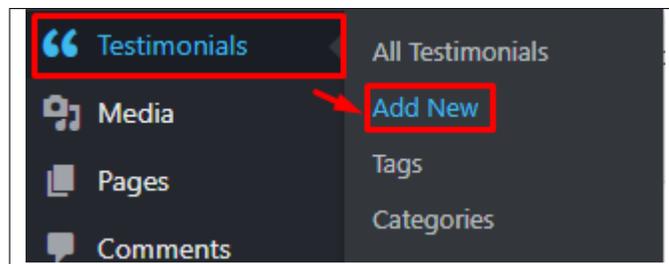
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### 8.1 Testimonials

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

#### 8.1.1 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 features a title input field (1), a rich text editor (2) with a toolbar, a tags input field (3), and a testimonials categories field (4). The right sidebar contains a 'Publish' section with buttons for 'Save Draft', 'Publish', and 'Publish immediately', along with status and visibility options. The bottom section includes 'Revolution Slider Options' with a 'Choose Slide Template' dropdown set to 'default'.

1. **Title** - The title of the single testimonial page.
2. **Editor container** - You can add here the testimonial.
3. **Tags** - Specifically categorize a testimonials.
4. **Testimonials Categories** - Group a testimonial with testimonials in the same category.

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

### 8.1.2 Delete Testimonials

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

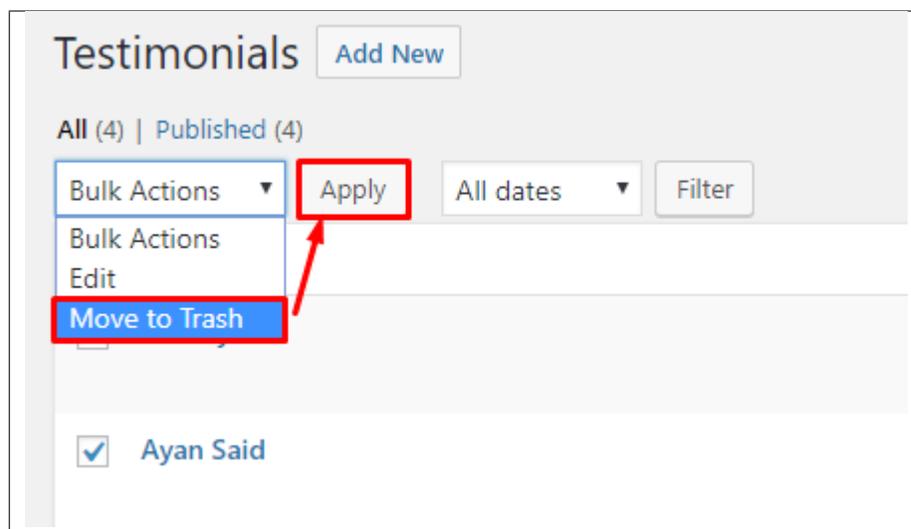
In the Testimonials page, you will see all the created testimonials.

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.



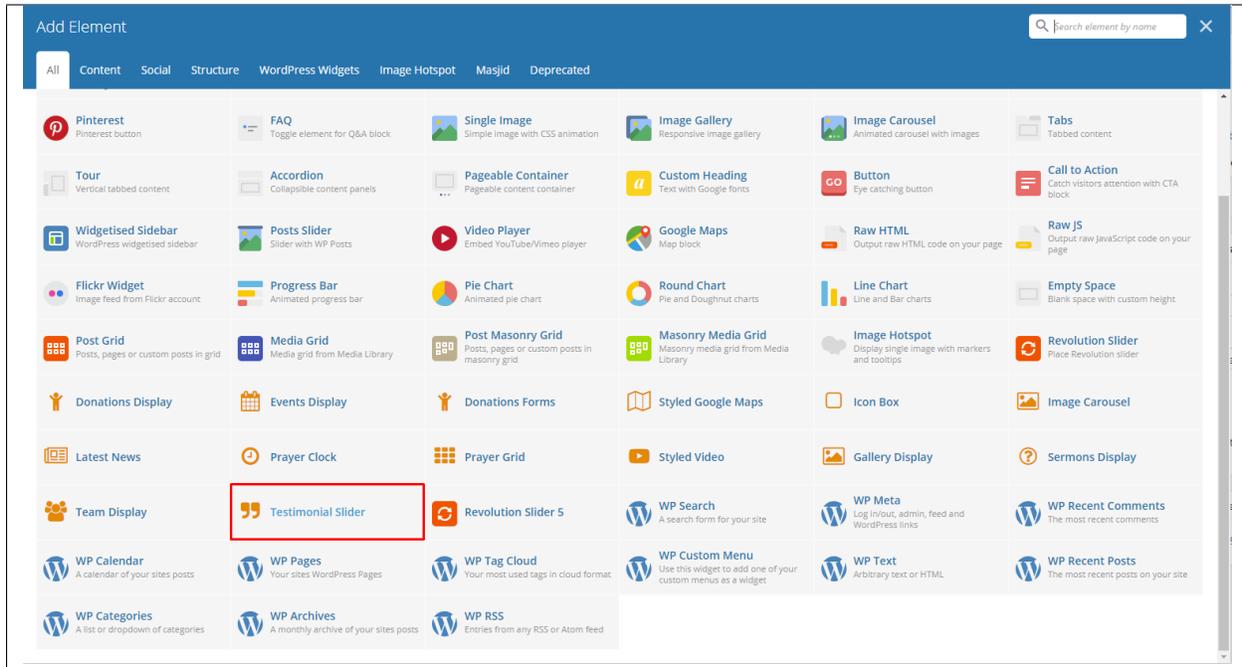
- **Multiple Testimonials Delete** - To delete multiple testimonials, click on the box beside the testimonials you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



### 8.1.3 Add Testimonials to Page

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

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



## 8.2 Testimonial Tags

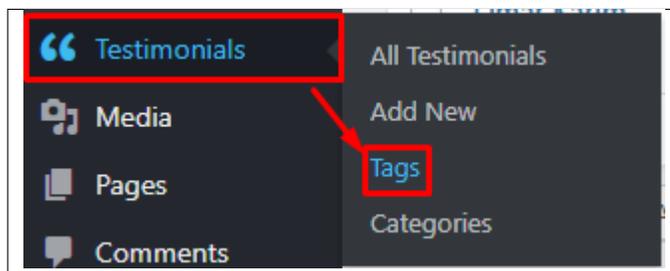
**Tags** are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

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

### 8.2.1 Create Testimonial Tags

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

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



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

## 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.

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

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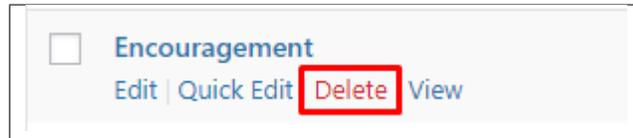
### 8.2.2 Delete Testimonial Tags

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

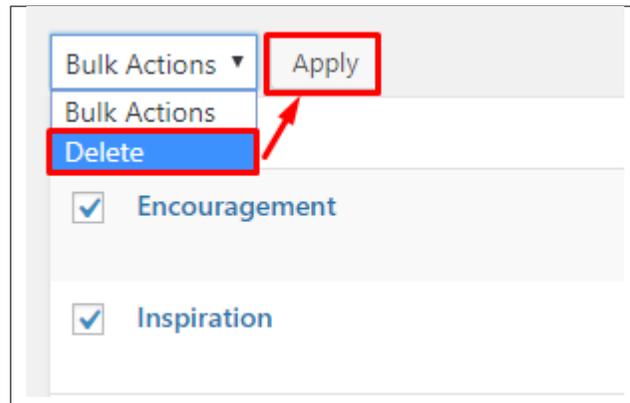
In the *Tags* page, you will see all the created tags.

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 other component of the site.

## 8.3 Testimonial Category

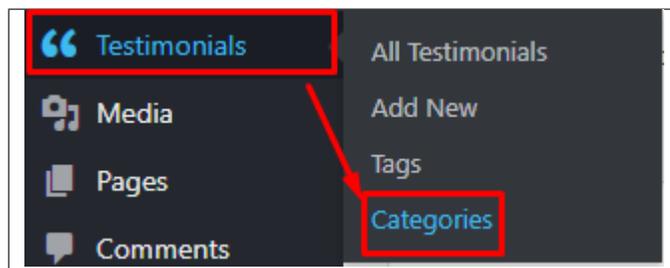
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

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

### 8.3.1 Create Testimonial Category

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

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



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

## Testimonials 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 Testimonials 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.*

- **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.

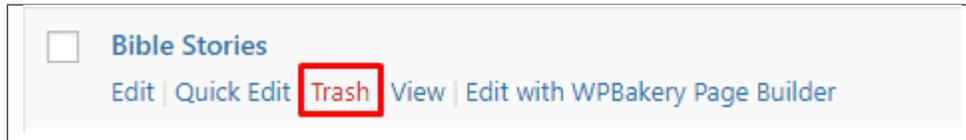
### 8.3.2 Delete Testimonial Category

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

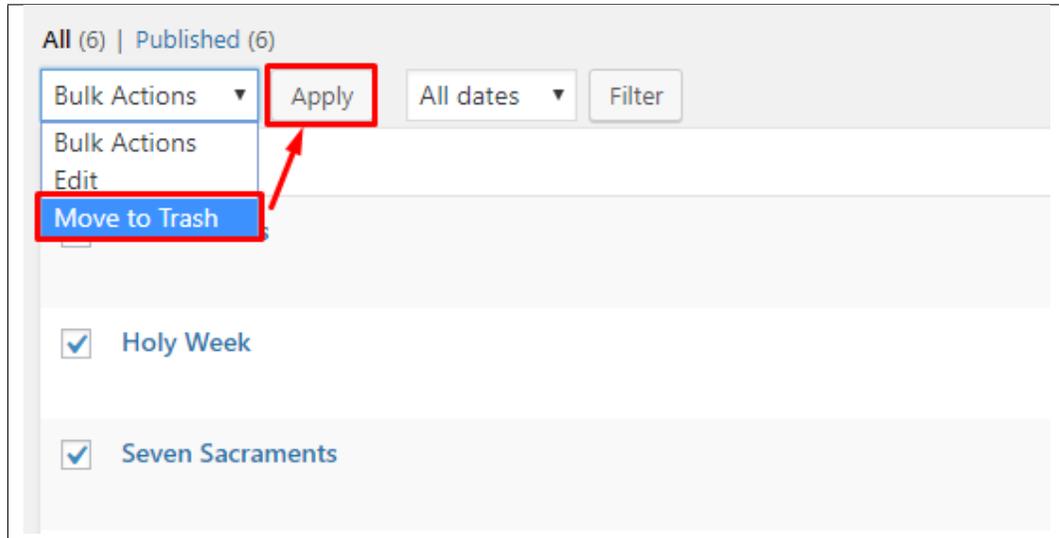
In the *Testimonial Categories* page, you will see all the created category.

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.



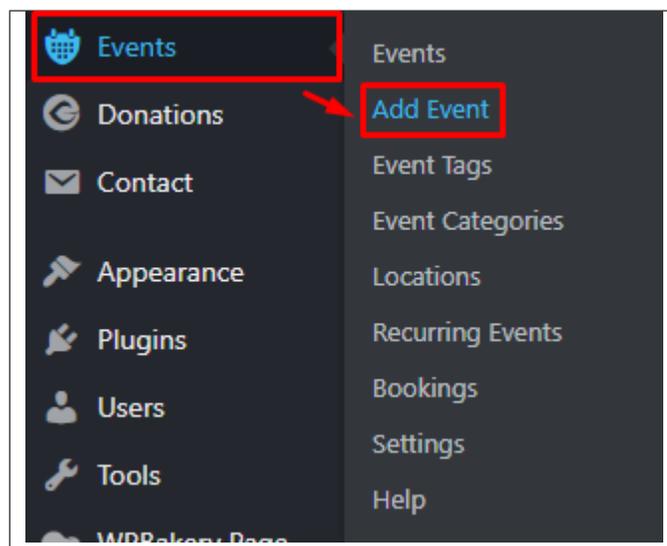
- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



## 9.1 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 your in the *Add New Event* page, you can add details about the Event like title, pictures, videos, booking, etc., to help with the promotion of the Event.
- **Step 3** - These are the needed information for the Event, you can add the details.

The screenshot shows the 'Add New Event' form with the following numbered callouts:

- 1: Title field (Enter title here)
- 2: Rich text editor
- 3: When section (Date and time)
- 4: Where section (Location details)
- 5: Bookings/Registration section
- 6: Clergyman, Contact Number(s), Email, and Location Note fields
- 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, images, or videos about the event.
3. **When** - Date and time details of the event.
4. **Where** - Location details of the event.

The 'Where' section includes the following elements:

- This event does not have a physical location.
- Location Name:** [Text input field]
- Create a location or start typing to search a previously created location.*
- Address:** [Text input field]
- City/Town:** [Text input field]
- State/County:** [Text input field]
- Postcode:** [Text input field]
- Region:** [Text input field]
- Country:** [Dropdown menu, currently showing 'none selected']
- 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
<p><b>Name</b> <input type="text" value="Standard Ticket"/></p> <p><b>Description</b> <input type="text"/></p> <p><b>Price</b> <input type="text" value="0.00"/></p> <p><b>Spaces</b> <input type="text" value="10"/></p> <p><b>At least</b> <input type="text"/> spaces per booking</p> <p><b>At most</b> <input type="text"/> spaces per booking</p> <p><b>Available from</b> <input type="text"/> at <input type="text"/></p> <p><b>Available until</b> <input type="text"/> at <input type="text"/></p> <p><b>Required?</b> <input type="checkbox"/></p> <p><b>Available for</b> <input type="text" value="Everyone"/></p> <p><a href="#">Hide Advanced Options</a></p> <p><input type="button" value="Close Ticket Editor"/></p> <p><a href="#">Add new ticket</a></p>					

**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.

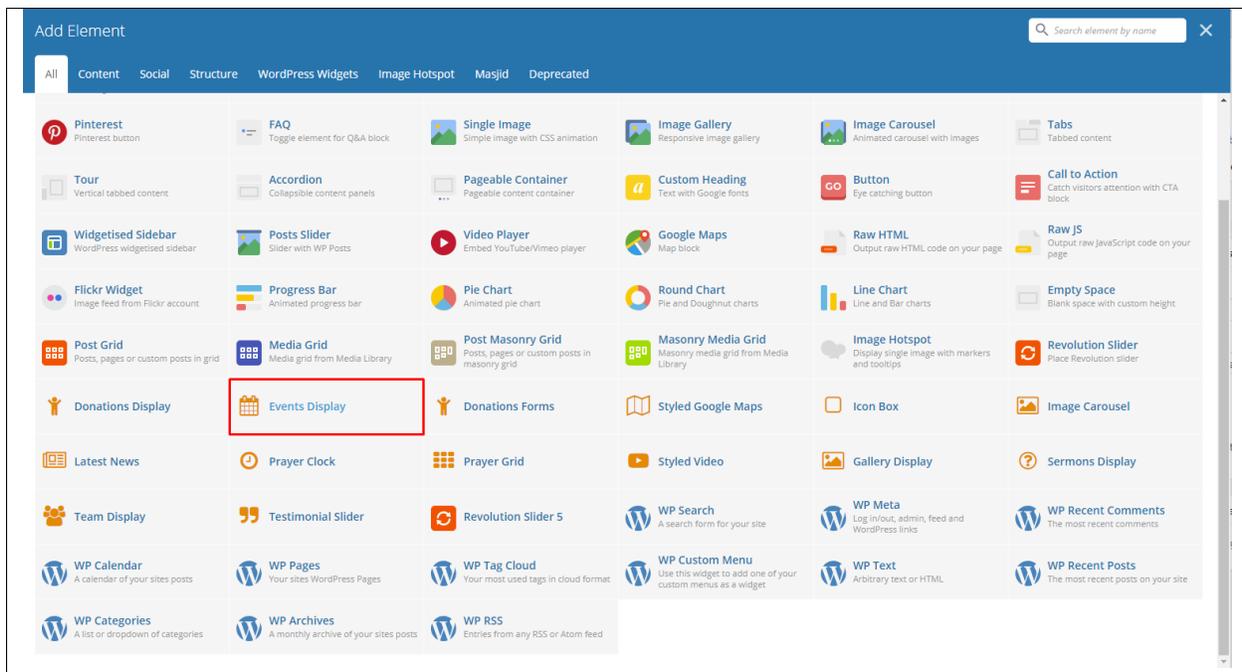
**Booking Cut-Off Date**   
This is the definite date after which bookings will be closed for this event, regardless of individual ticket settings above. Default value will be the event start date.

- **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 Tags** - Specific details that can be use to group this event with other events.
7. **Event Category** - A broad detail that can categorize this event with other events.
8. **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.

### 9.1.1 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 [Masjid Custom Shortcodes > Events Display](#) .

## 9.2 Events Tags

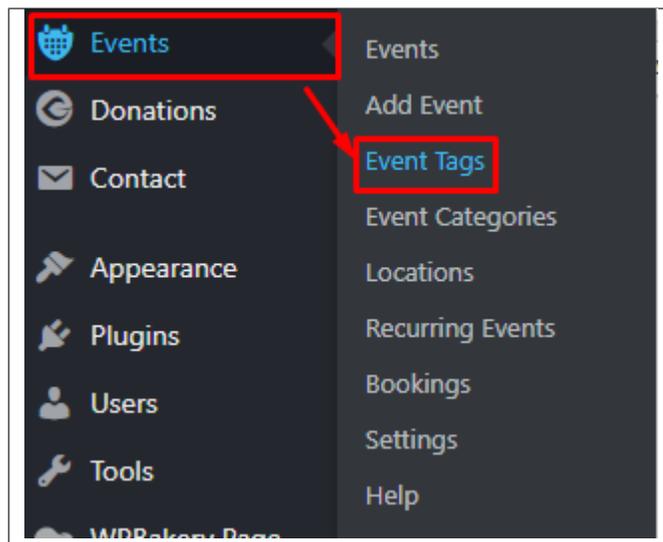
**Tags** are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

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

### 9.2.1 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

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

Image

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

- **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.

---

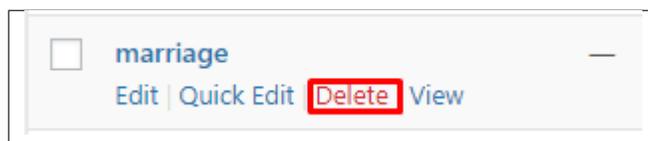
## 9.2.2 Delete Events Tags

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

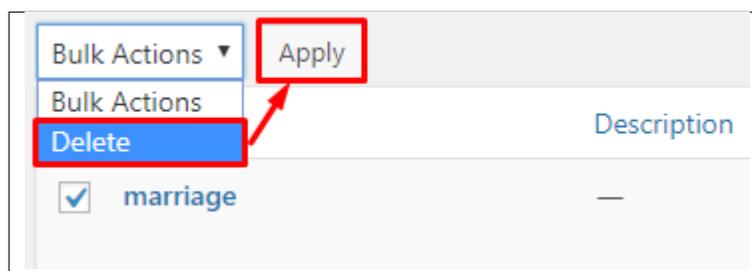
In the *Event Tags* page, you will see all the created tags.

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.

---

## 9.3 Events Category

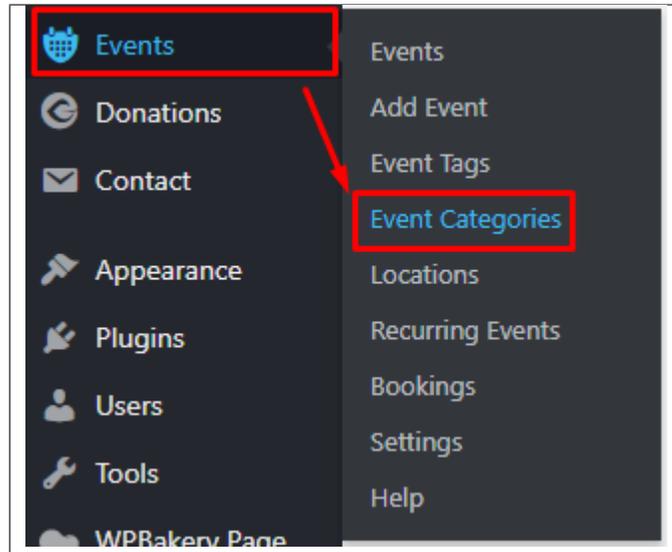
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

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

### 9.3.1 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

*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.

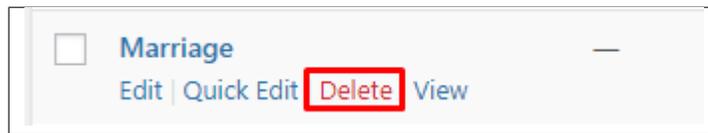
### 9.3.2 Delete Events Category

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

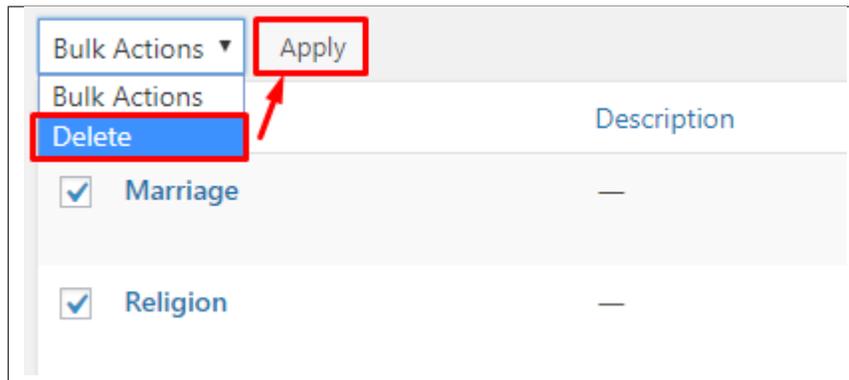
In the *Categories* page, you will see all the created category.

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.



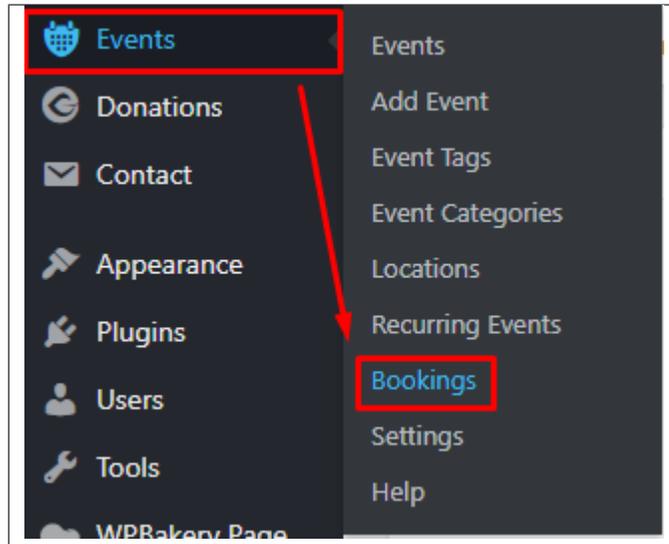
- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



## 9.4 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

CSO Future events  20 Rows  Needs Attention  Filter

Name	Event	Spaces	Status	Total	
createit	Start of Ramadan	2	Pending	\$30.00	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
createit	Eid Bazaar	1	Pending	\$10.00	<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="#">Start of Ramadan</a> – Booked Spaces: 0/20   Pending: 2	15/05/2018 - 14/06/2018 @ 10:00 - 12:00
<a href="#">Eid Bazaar</a> – Booked Spaces: 0/20   Pending: 1	09/06/2018 - 10/06/2018 @ 15:00 - 17:00
<a href="#">Quran Retreat</a> – Booked Spaces: 0/20   Pending: 0	16/07/2018 @ 08:00 - 10:00
<a href="#">Muslim Marriage Events</a> – Booked Spaces: 0/20   Pending: 0	18/07/2018 @ 13:00 - 15:00
<a href="#">Journey Through the Quran</a> – Booked Spaces: 0/20   Pending: 0	20/07/2018 @ 17:00 - 19:00
<a href="#">Muslim Marriage Events Part 2</a> – Booked Spaces: 0/20   Pending: 0	22/07/2018 @ 09:00 - 11:00
<a href="#">Children Islamic Teaching Event</a> – Booked Spaces: 0/20   Pending: 0	23/07/2018 @ 14:00 - 16:00

- 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 'Start of Ramadan' Bookings [View Event](#) [Edit Event](#)

Event Name : Start of Ramadan  
Availability : 0/20 Spaces confirmed  
Date : 15/05/2018 - 14/06/2018 @ 10:00 am - 12:00 pm  
Location : [Jakarta, Indonesia](#)

**Bookings**

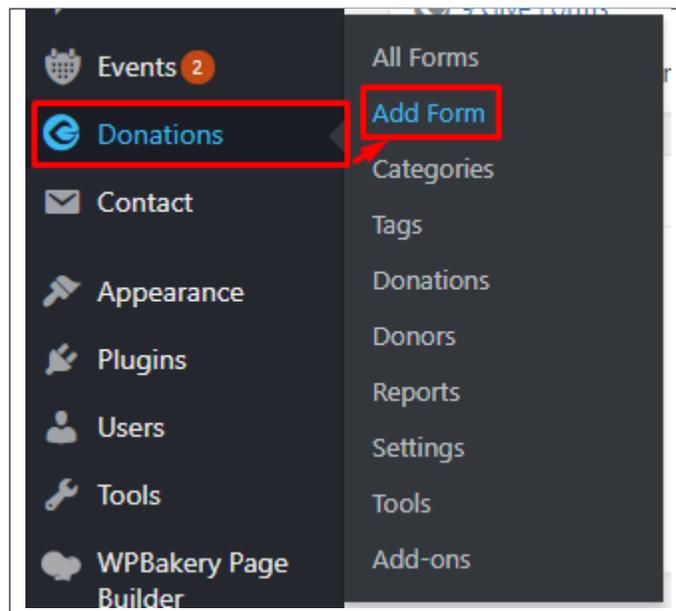
  20 Rows ▾ All ▾ Filter Displaying Event : Start of Ramadan

Name	Event	Spaces	Status	Total	
createit	Start of Ramadan	2	Pending	\$30.00	<a href="#">Approve</a>   <a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>

### 10.1 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 Form*. The *Add New Donation Form* page will show.



- **Step 2** - Once your in the *Add New Donation Form* page, you can add details about the Donation like title, pictures, videos, donation amount, etc., to help with the promotion of the Donation.
- **Step 3** - These 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 (1), a WYSIWYG editor (2), a 'Donation Form Options' section (3) with sub-sections like 'Donation Options', 'Form Display', 'Donation Goal', 'Form Content', 'Terms & Conditions', 'Offline Donations', and 'Email Notifications'. On the right, there is a 'Publish' sidebar (4) with options like 'Save Draft', 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. Below the publish sidebar are 'Form Categories' (5) and 'Form Tags' (6) sections. At the bottom right, there is a 'Featured Image' section (7) with a 'Set featured image' button.

1. **Title** - The name of the Donation item.
2. **Editor container** - You can add text detail/information, images, or videos 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

*Enter the minimum custom donation amount.*

---

Custom Amount Text

*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

---

Text

---

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

Email Address \*

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

*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

*Enter the minimum custom donation amount.*

---

Custom Amount Text

*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.

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

\$ 1.00

Give What You Can

Select Payment Method

Test Donation  Offline Donation

Personal Info

First Name \*

Last Name

Email Address \*

Donation Total: \$1.00

**DONATE NOW!**

### – 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**

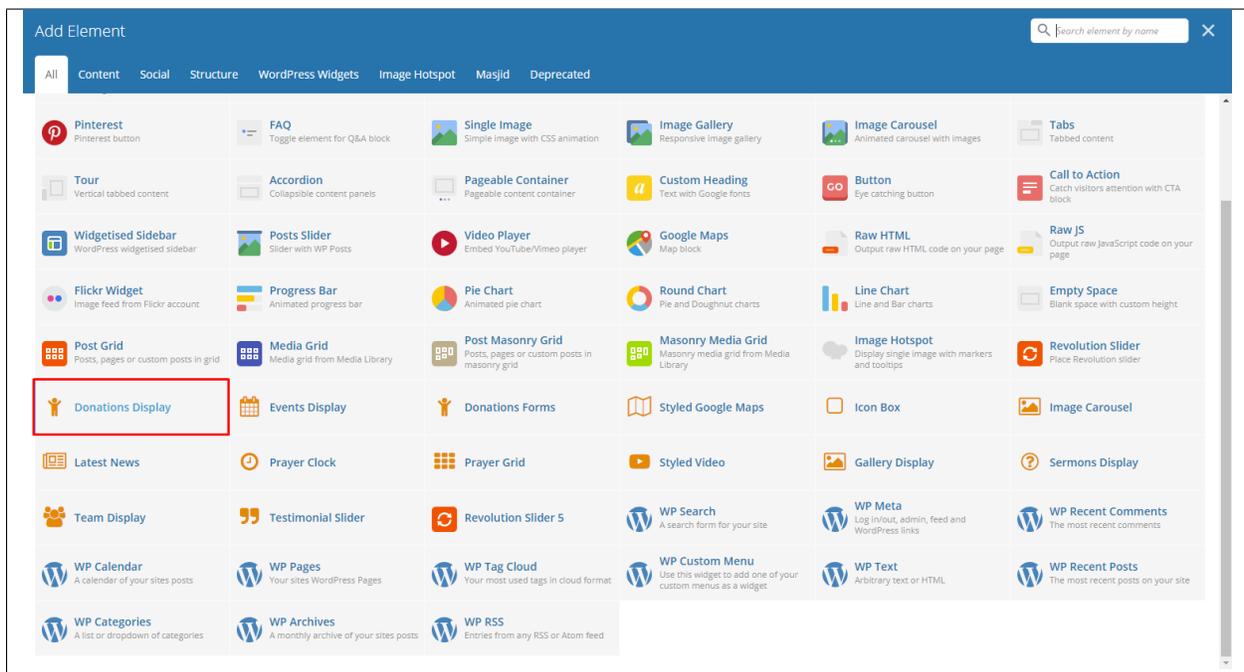
- \* *New Donation* - Options for Email details for new donations. You can edit the email by clicking *Custommize*.
- \* *Donation Receipt* - Options for Email details for donation receipt. You can edit the email by clicking *Custommize*.
- \* *New Offline Donation* - Options for Email details for new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

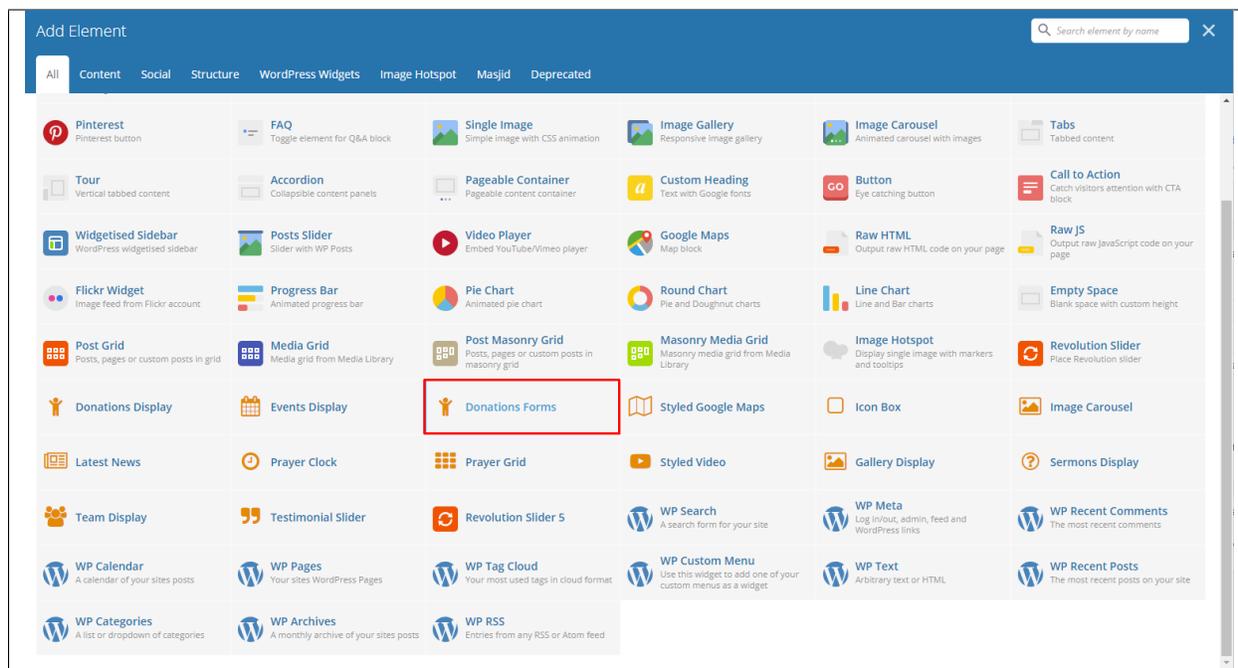
4. **Excerpt** - Short summary of the information about the Donation.
5. **Form Category** - A broad detail that can categorize this Donation with other Donations.
6. **Form Tags** - Specific details that can be use to group this Donation with other Donations.
7. **Featured Image** - The Image shown in the listings/pages.

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

### 10.1.1 Add Donations to Page

To add Donations to a page, elements in the Visual Composer is used: Donations Display and Donation Forms





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

## 10.2 Donations Category

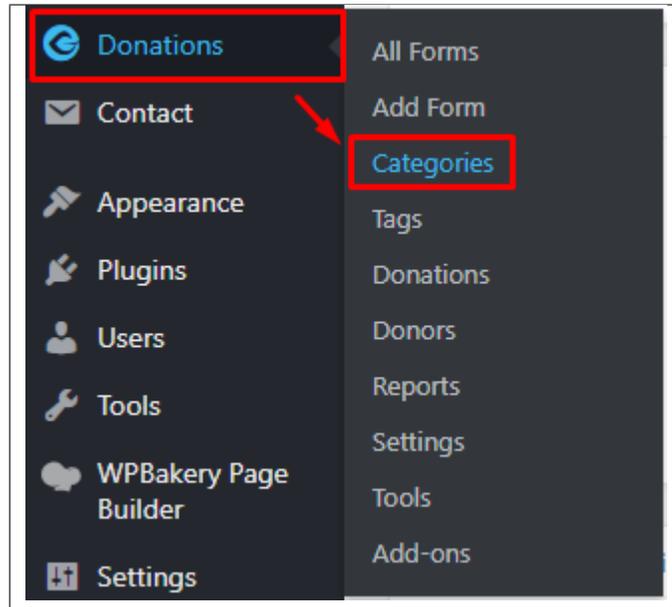
**Categories** are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

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

### 10.2.1 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.

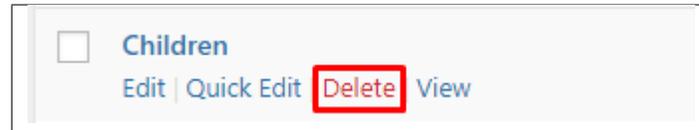
### 10.2.2 Delete Donations Category

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

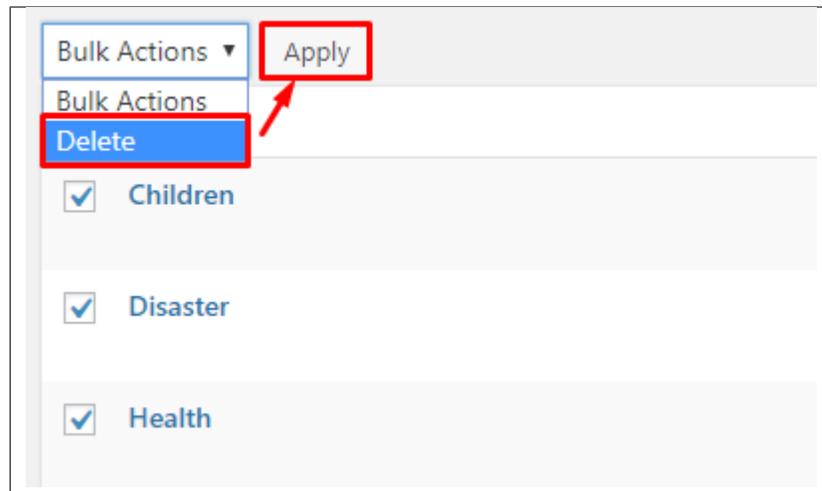
In the *Form Categories* page, you will see all the created category.

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.



## 10.3 Donations Tags

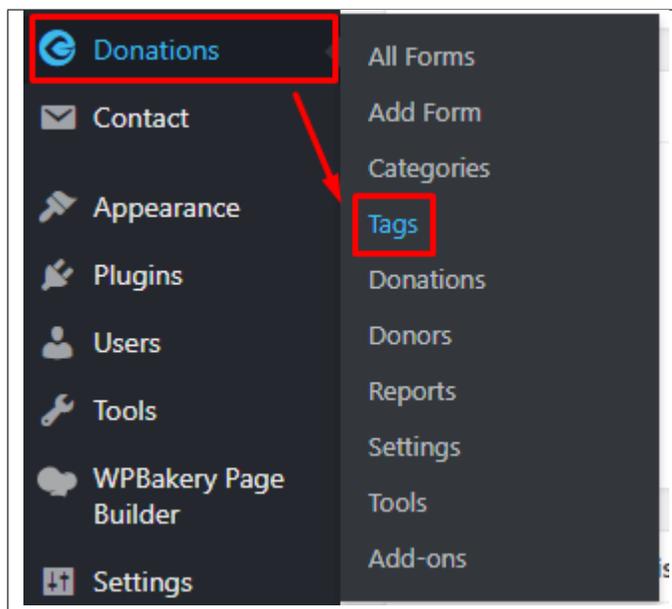
**Tags** are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

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

### 10.3.1 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.*

– **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.

---

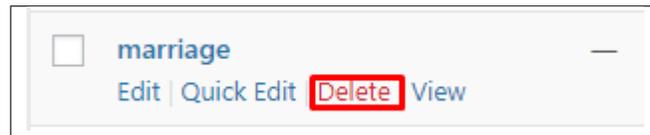
### 10.3.2 Delete Donations Tags

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

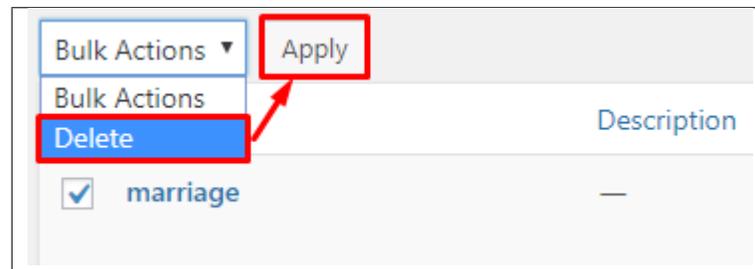
In the *Form Tags* page, you will see all the created tags.

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.



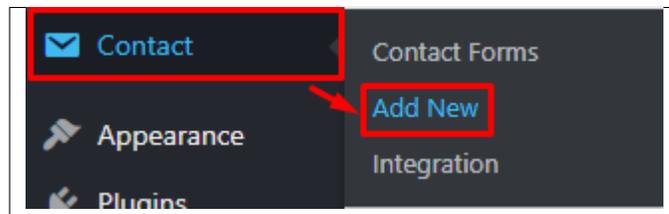
---

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

---

### 11.1 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.

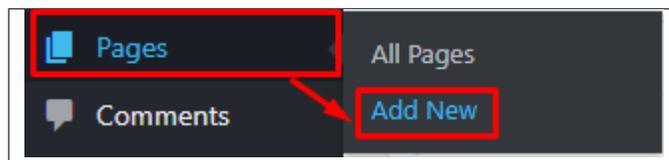
After adding all the details, click on *Save* button to save.

## 11.2 Create Contact Page

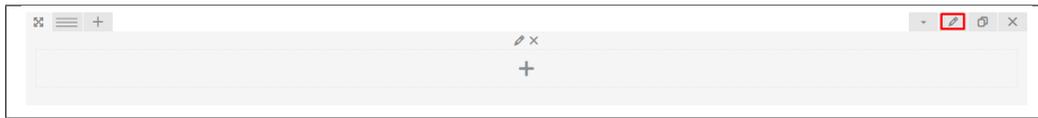
*Contact Form Page* of Sella is generated by the theme from *Contact Form* item.

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

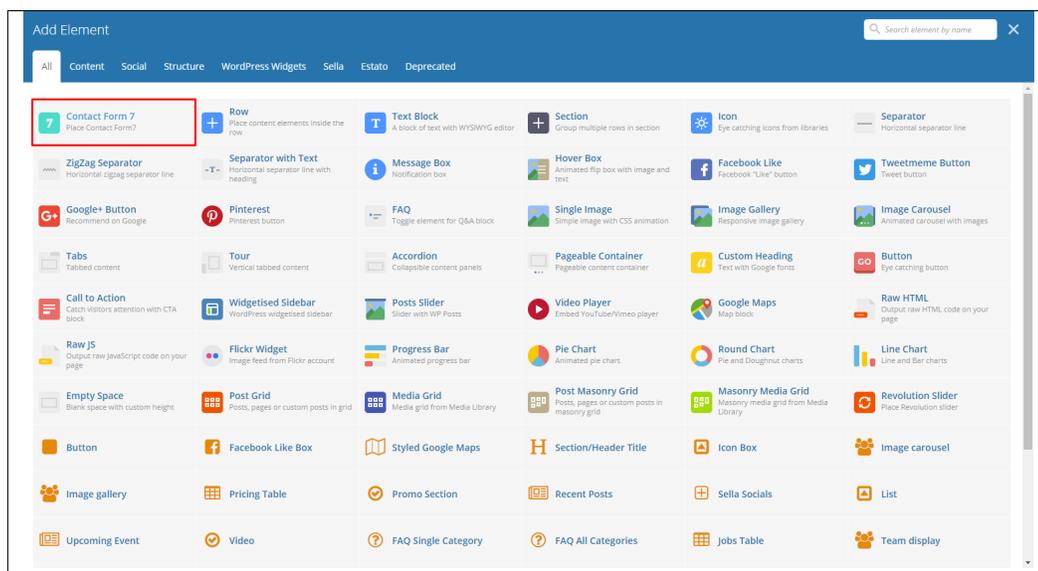
- **Step 1** - Create a new page where to add the *Contact Form*.



- **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**

The image shows a contact form titled "GET IN TOUCH" centered at the top. Below the title is a decorative horizontal line with three dots in the middle. Underneath that is the text "If you would like any further information send us a message". The form itself is enclosed in a red border and contains four input fields: "Full Name \*" with a person icon, "Email \*" with an envelope icon, "Subject" with a star icon, and a "Message" text area with a document icon. At the bottom center of the form is a green button labeled "SEND NOW".

---

## MailChimp Plugin

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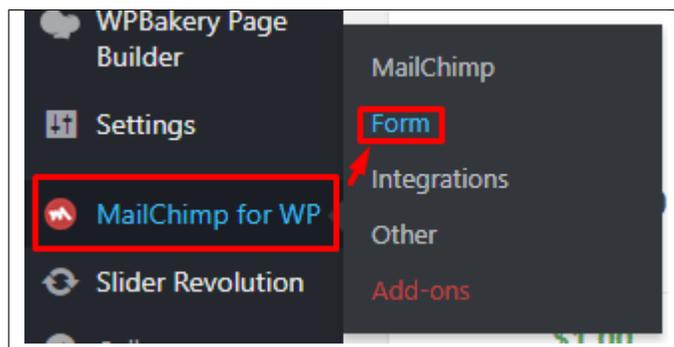
MailChimp for WordPress helps you add more subscribers to your MailChimp lists using various methods. You can create good looking opt-in forms or integrate with any other form on your site, like your comment, contact or checkout form.

### 12.1 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*



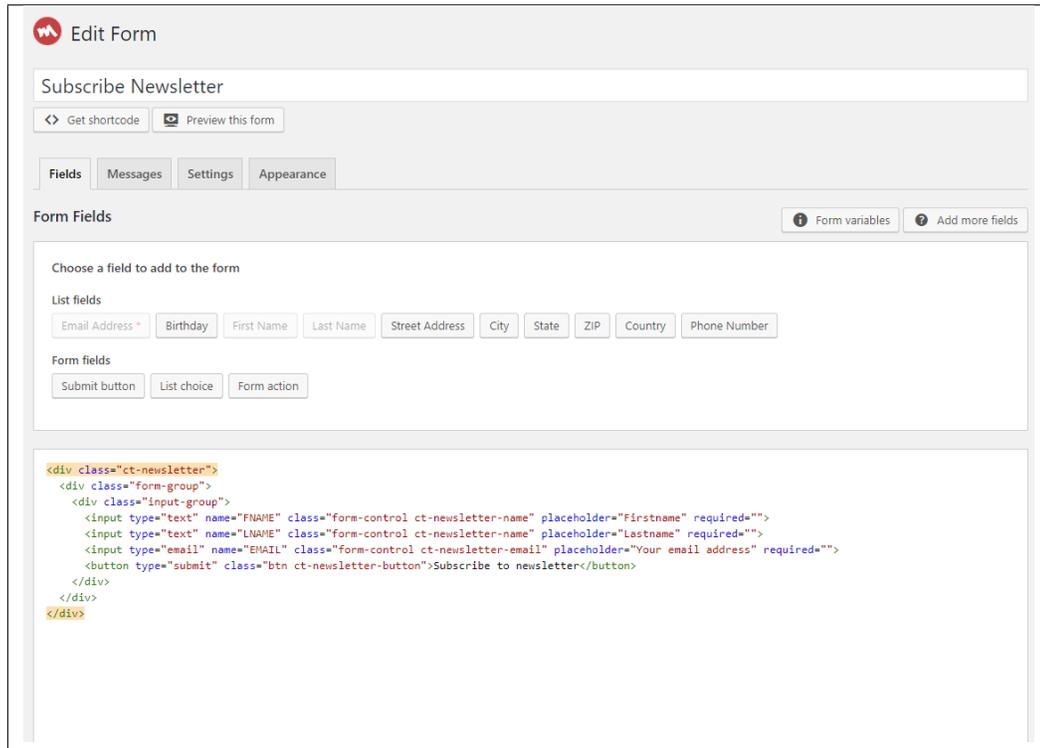
---

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

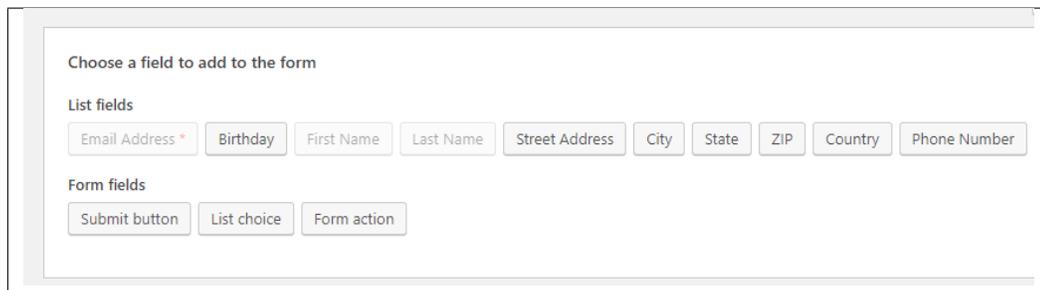
Premium users: you will need to make a new form by clicking the 'Create New Form' button atop the Sign-up Forms list.

---

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



- 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.



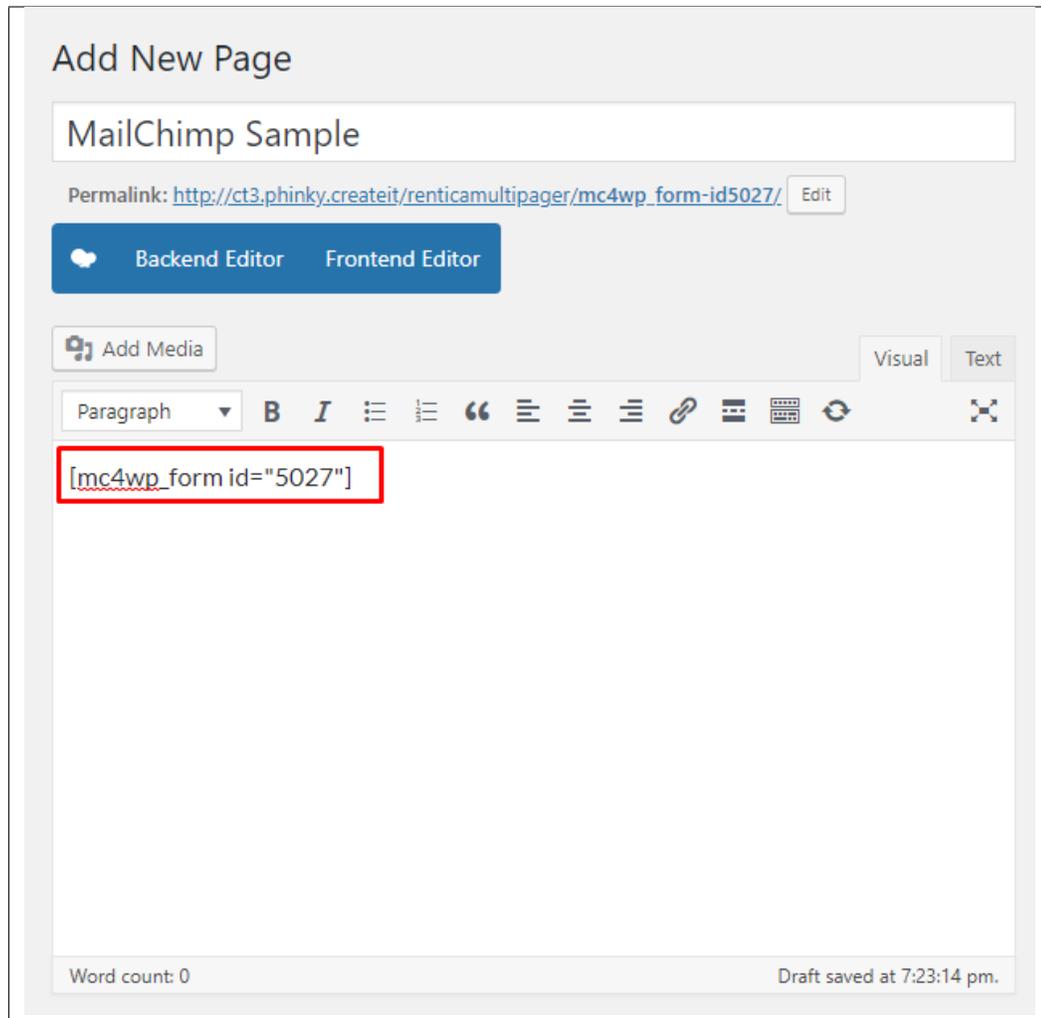
- To change the look of your form, you can go to the *Appearance* tab of the MailChimp form. You can choose the style in *Form Style*. You can customize the style of the form, just read these [article](#).
- Once you are done, click on the *Save Changes* button.

## 12.2 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**  createIT

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 is a text input field containing 'Subscribe to Newsletter', which is highlighted with a red box. Below it, a shortcode is displayed: `[contact-form-7 id="5046" title="Subscribe to Newsletter"]`. The interface includes tabs for 'Form', 'Mail', 'Messages', and 'Additional Settings'. The 'Form' tab is active, showing a 'Form' section with a text area containing HTML code for a newsletter subscription form. The code includes input fields for 'Firstname', 'Lastname', and 'Email Address', and a submit button labeled 'Subscribe to newsletter'. A 'Save' button is located at the bottom left of the form editor. On the right side, there are sections for 'Status' (with 'Duplicate', 'Delete', and 'Save' buttons) and 'Information' (with links for 'Docs', 'FAQ', and 'Support').

**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="#">create!</a>	8d1760f8a8	1

**Merge Fields** [Edit this list in MailChimp](#)

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

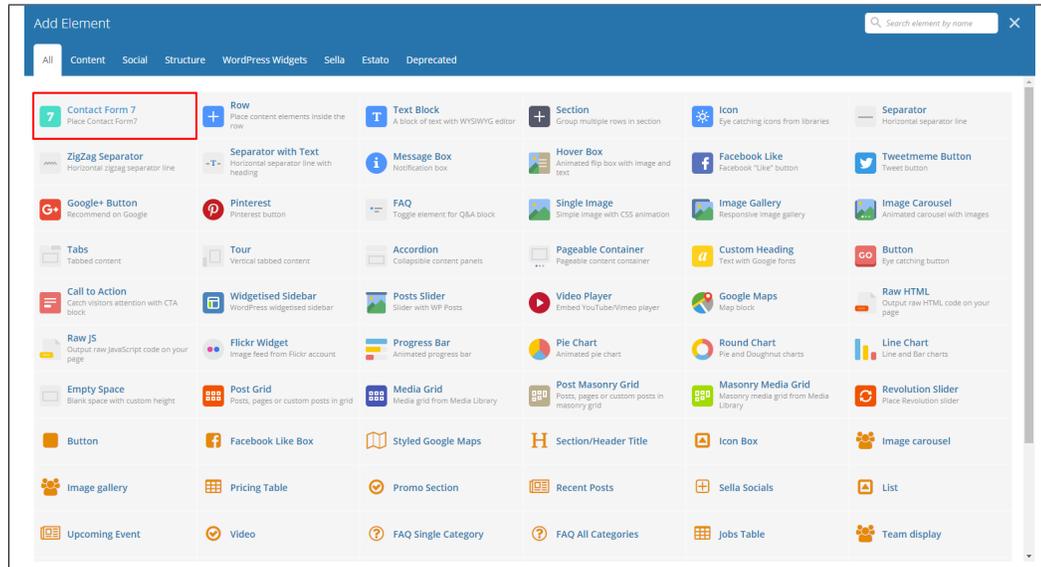
**Form**

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"][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>
```

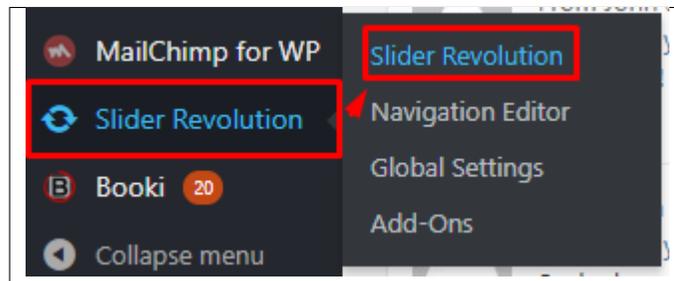
- On the page where you want to add the contact form, add a Contact Form 7 element to the area you want the form to show.



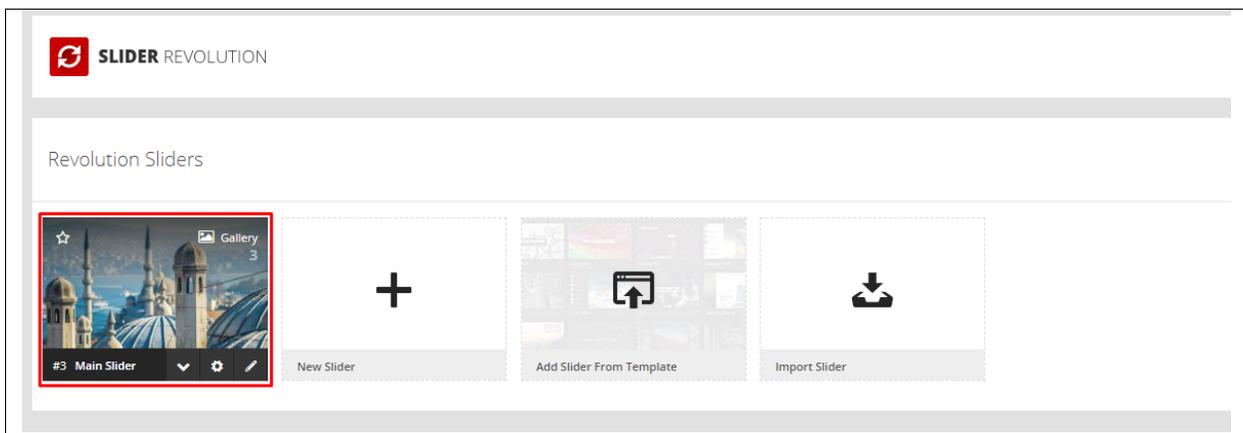
- Then select the form title of the form. You can add other elements in the page if you like. Once done, click on publish.

### 13.1 Edit a Revolution Slider

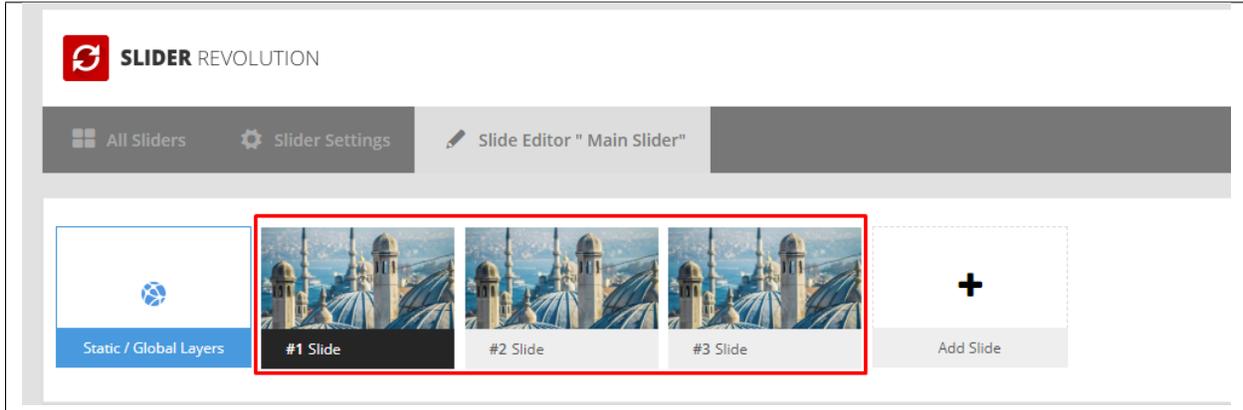
To edit an existing revolution slider, in your dashboard go to *Slider Revolution > Slider Revolution*.



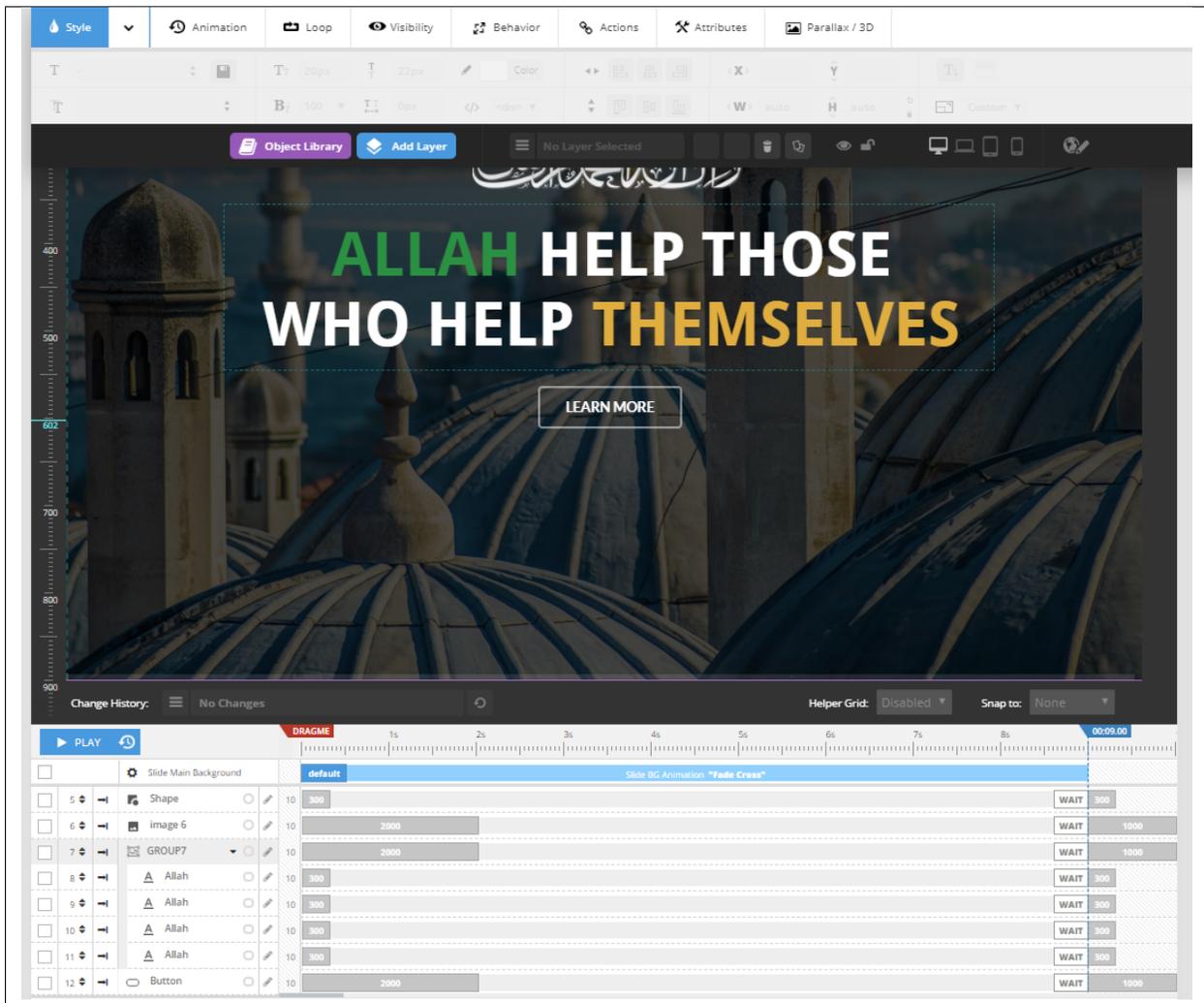
You can see the existing revolution slider at the *Revolution Sliders* area. Choose the revolution slider that you would like to edit.



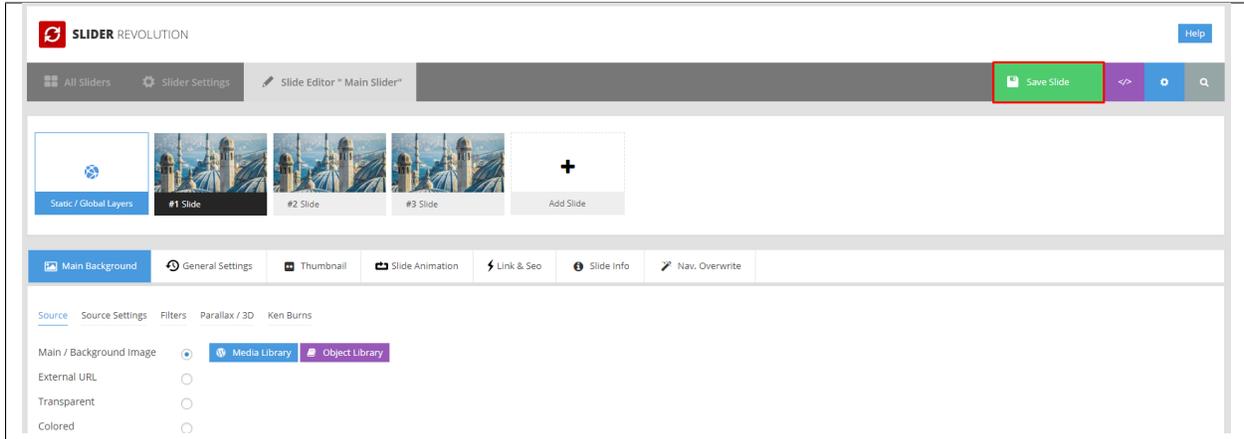
In the Slide Editor, you will see the slides that are created for a revolution slider. Click on the slide you want to edit.



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.





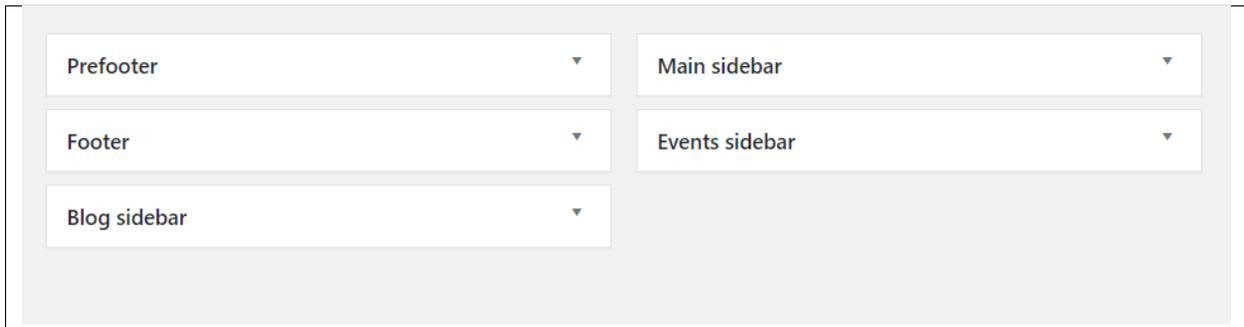
---

## Widgets & Menu

---

### 14.1 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.



## 14.1.1 Sidebars

**Available Widgets**  
To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.

- Archives**  
A monthly archive of your site's Posts.
- Audio**  
Displays an audio player.
- Buy Ticket**  
Display selected ticket. Redirects to Ticket Page with the slug: tickets.
- Calendar**  
A calendar of your site's Posts.
- Categories**  
A list or dropdown of categories.
- Custom HTML**  
Arbitrary HTML code.
- Custom Menu**  
Add a custom menu to your sidebar.
- Events List**  
A widget that displays upcoming events.
- Facebook Like Box**

**Footer**

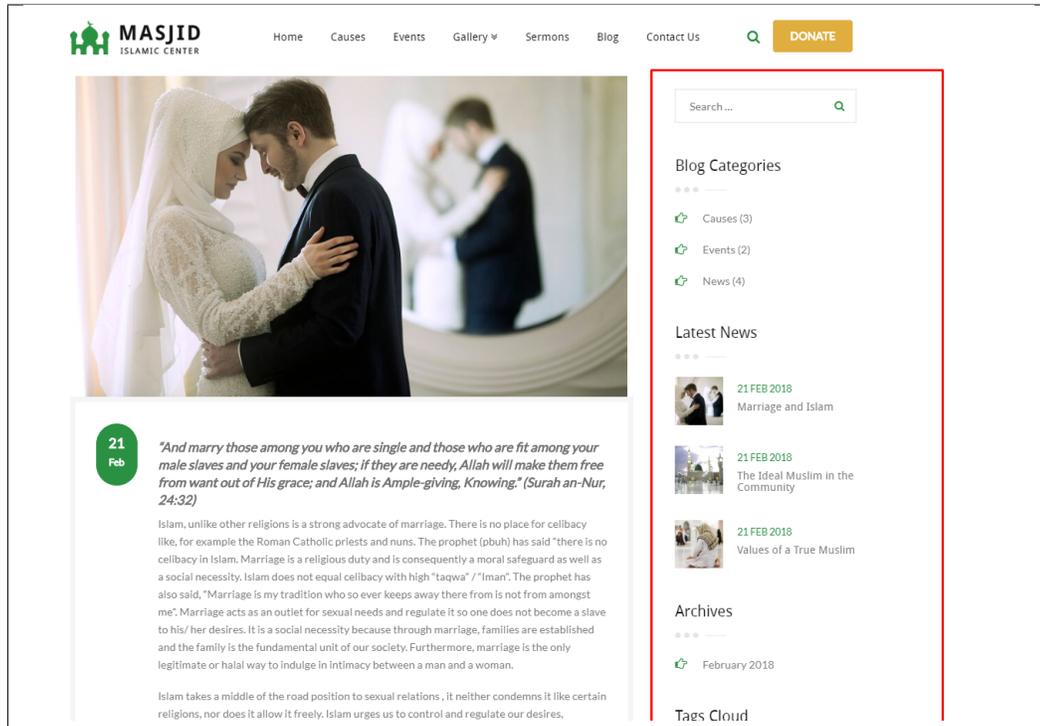
**Blog sidebar**

**Main sidebar**

**Events sidebar**

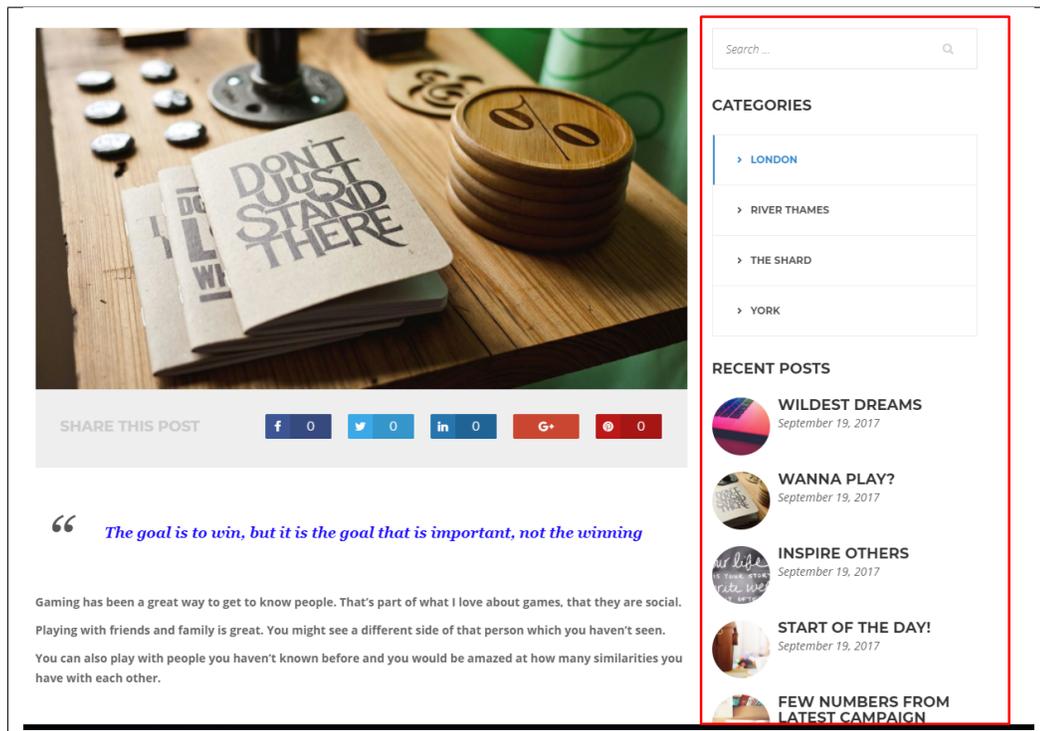
In Masjid you have access to 6 sidebars that can be customized using available theme widgets.

- **Footer 1-4 column**



You can enable/disable the footer in the *Appearance > Customize > Footer*, then uncheck the *Footer display*.

- Give Single Form Sidebar
- Blog sidebar



You can enable/disable blog sidebar in the *Appearance > Customize > Blog Settings > Blog/Single blog post*, then uncheck the *Display blog sidebar*.

### 14.1.2 How to Edit Widgets

You can access widget edit screen under *Appearance > Widgets* panel or via *Customize* on path *Appearance > Customize > 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 widget 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 settings and save 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.

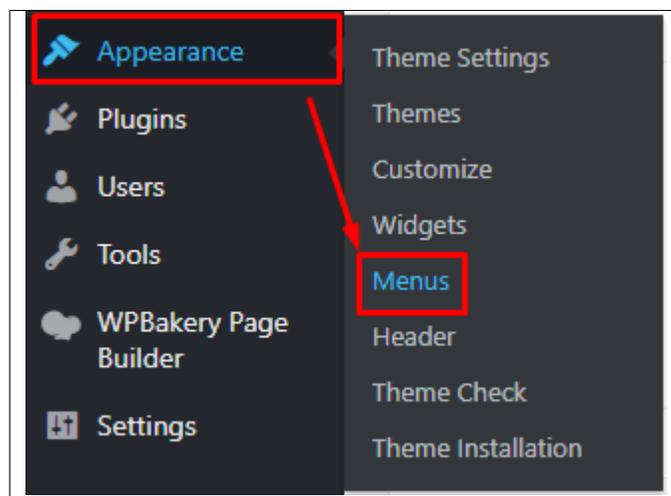
## 14.2 Menus

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

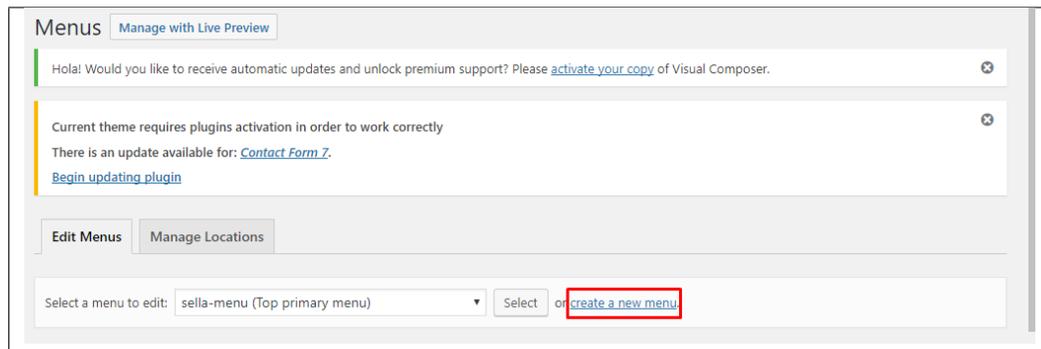
### 14.2.1 Menu Setup

To make a simple menu, follow the steps:

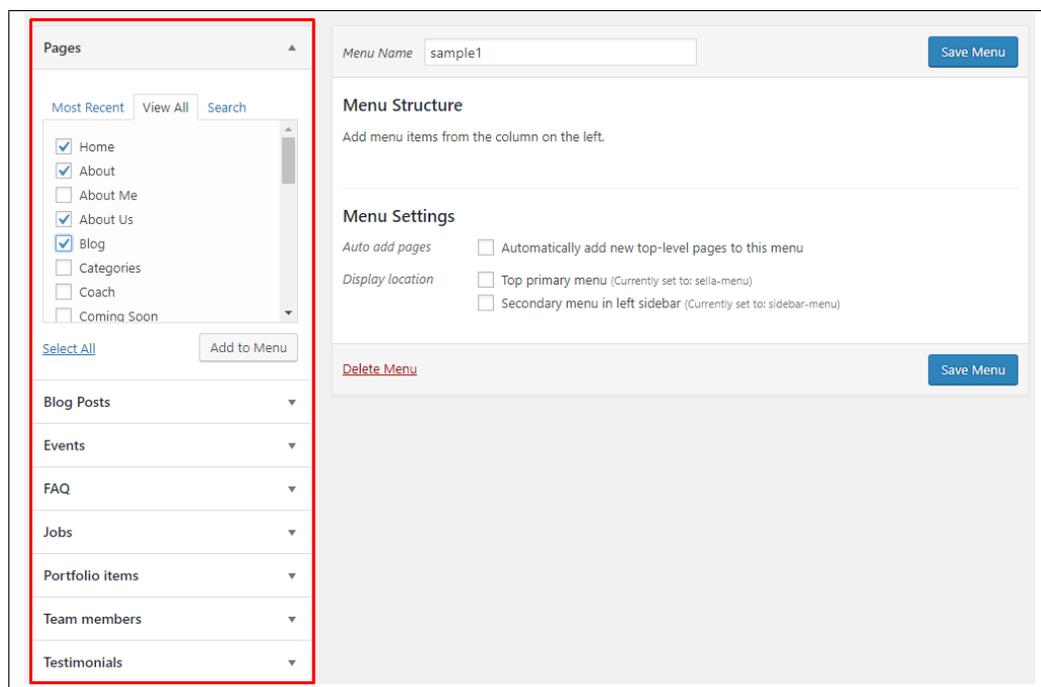
- **Step 1** - Navigate your Dashboard to *Appearance > Menus*. The *Menus* page will show.



- **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.



- **Step 5** - You can set a menu as a *Top primary menu* or *Secondary menu in the left sidebar*.



1. **Top primary menu** - visible on the top of the page.



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

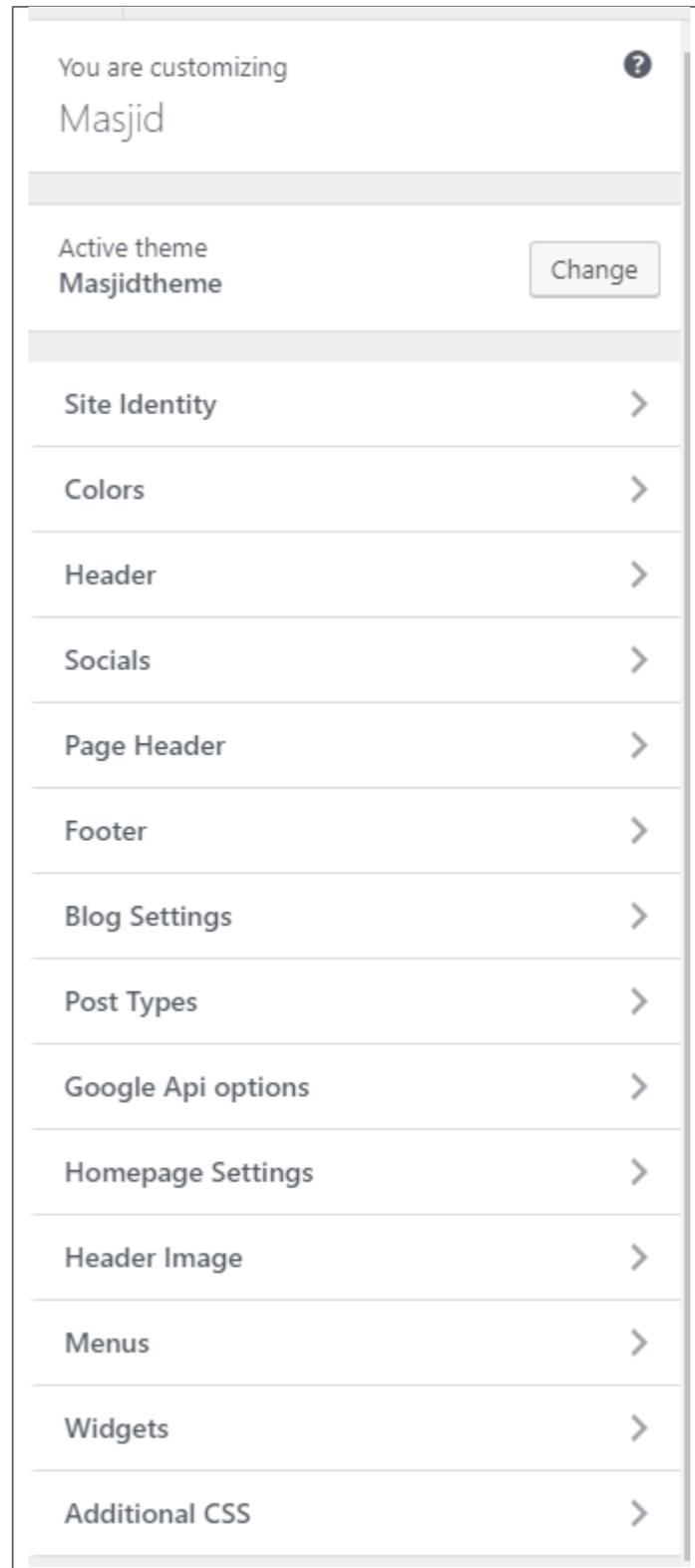
## CHAPTER 15

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### Customising Masjid

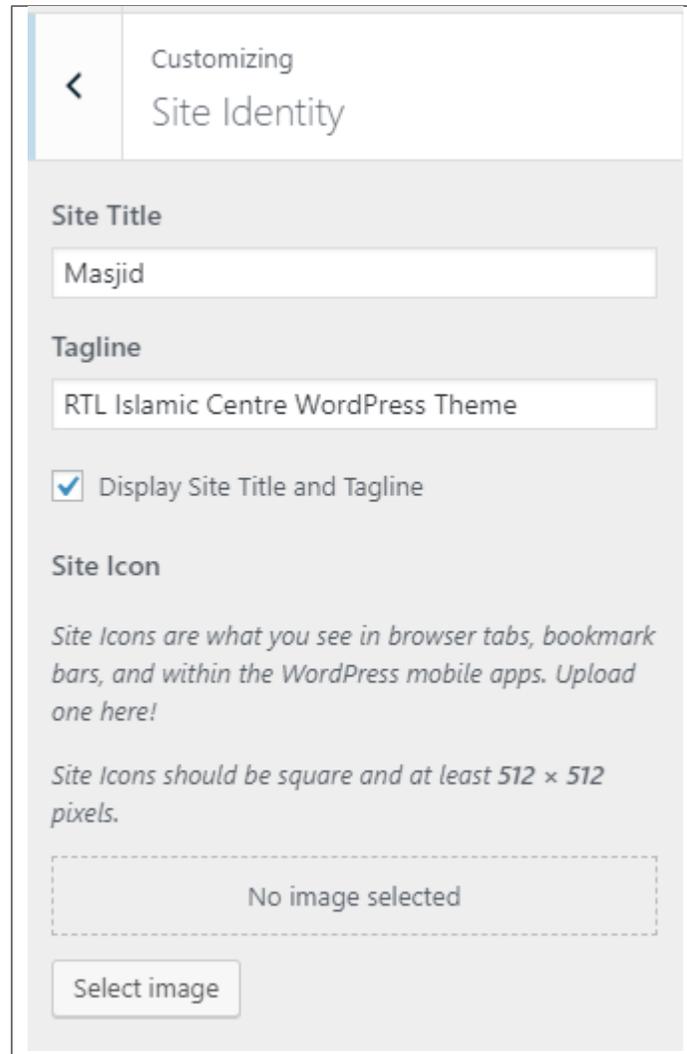
---

Masjid 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*.



## 15.1 Site Identity

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



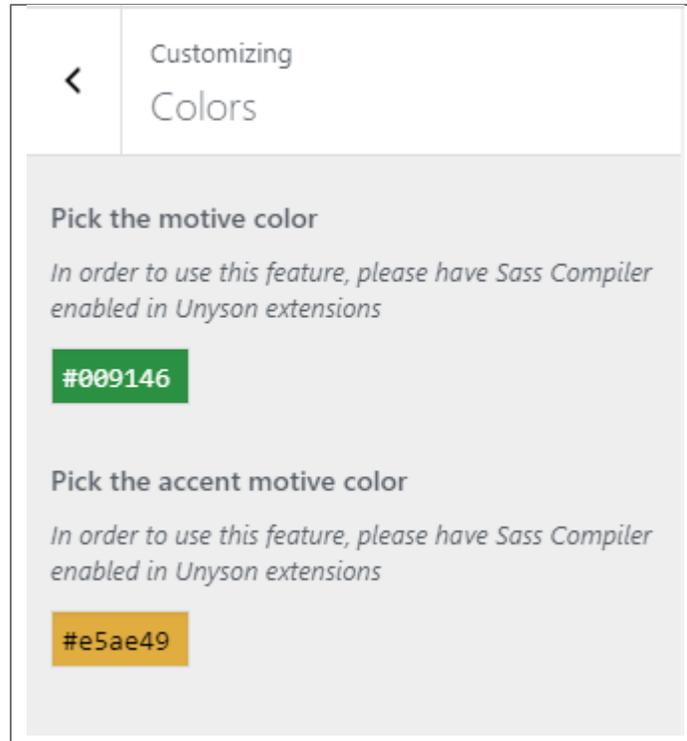
The screenshot shows the 'Customizing Site Identity' panel in the WordPress Customizer. It features a back arrow on the left. The 'Site Title' field contains 'Masjid'. The 'Tagline' field contains 'RTL Islamic Centre WordPress Theme'. A checked checkbox is labeled 'Display Site Title and Tagline'. The 'Site Icon' section includes a dashed box with 'No image selected' and a 'Select image' button. Below the dashed box, 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.'

- **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.

## 15.2 Colors

You can pick the color scheme of the site here.



---

**Note:** In order to use this feature, please have SASS Compiler enabled in Unyson extensions.

---

- **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.

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

## 15.3 Header Settings

The *Header* is where to set the behavior of the header.

< Customizing Header

**Logo** ⓘ  
*Logo for the website*



[Edit](#)

**Enable event counter** ⓘ  
*Check to enable event counter in the top bar*

Yes

**Event counter text**  
*Enter text for event counter*

NEXT BIG EVENT:

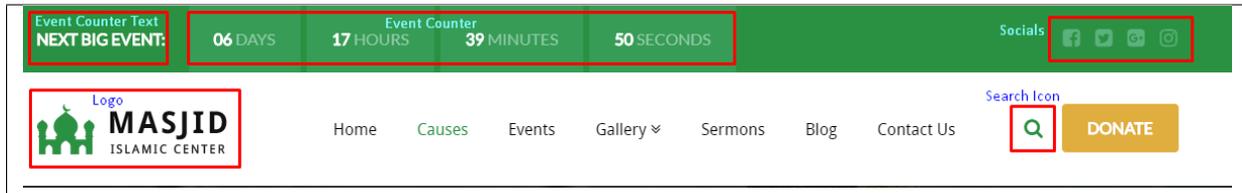
**Enable socials** ⓘ  
*Check to enable socials in the top bar*

Yes

**Enable search** ⓘ  
*Check to enable search in the header*

Yes

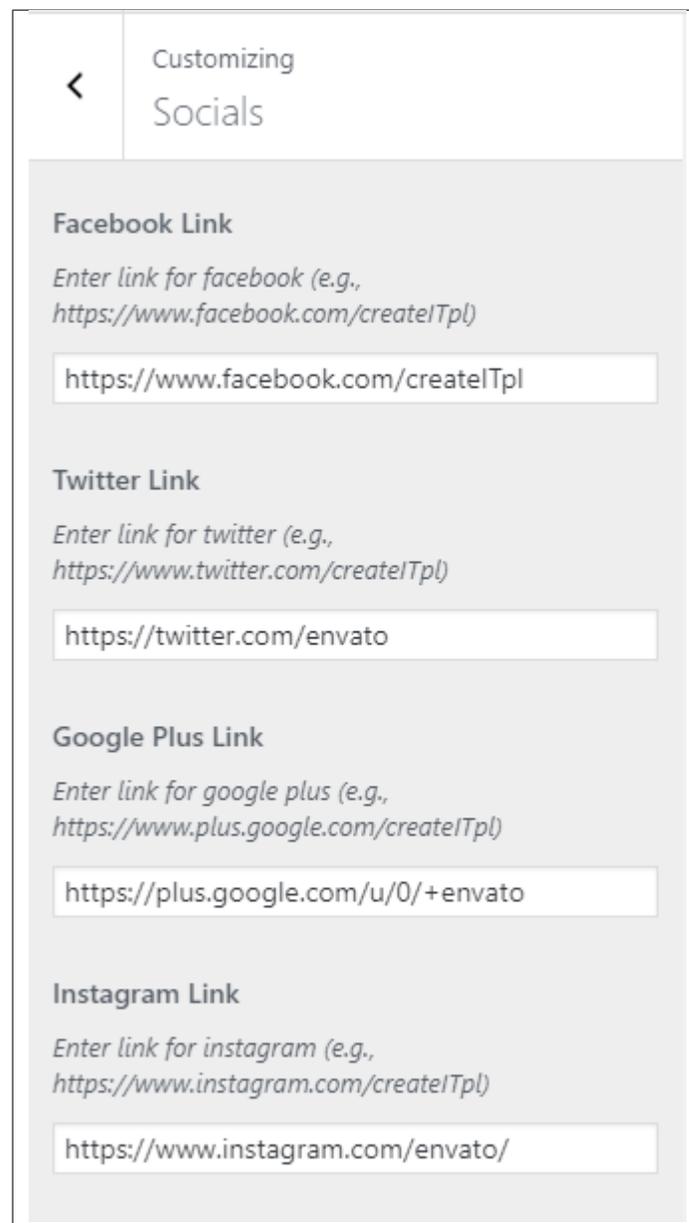
- **Logo** - Logo shown in the header of the site.
- **Enable event counter** - Option to show the latest event's counter.
- **Event counter text** - Text beside the event counter.
- **Enable socials** - Option to show the socials of the site.
- **Enable search** - Option to show the search icon in the header.



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

## 15.4 Socials

The *Socials* is where to set the social media accounts of the site.



- **Facebook Link** - URL link for the facebook account of the site.
- **Twitter Link** - URL link for the twitter account of the site.
- **Google Plus Link** - URL link for the google+ account of the site.
- **Instagram Link** - URL link for the instagram account of the site.

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

## 15.5 Page Header

The *Page Header* is where to set the look of the default header.

Customizing  
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*

Yes

**Page header type** ⓘ  
*Select page header type from list*

Parallax ▾

**Background image** ⓘ  
*Background image for page header*



[Edit](#)

**Mobile background image** ⓘ  
*Image for mobile devices*



[Add Image](#)

**Page header height** ⓘ  
*Type page header height in px*

280

**Note:** This options will show when header option of the page is set to: **Use Global Customizer Settings**

- **Display page header** - Option to display the default page.
- **Display breadcrumbs** - Option to display the breadcrumbs in the header of the site.

Customizing  
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*

Yes

**Page header type** ⓘ  
*Select page header type from list*

Parallax ▼

**Background image** ⓘ  
*Background image for page header*



[Edit](#)

**Mobile background image** ⓘ  
*Image for mobile devices*



[Add Image](#)

**Page header height** ⓘ  
*Type page header height in px*

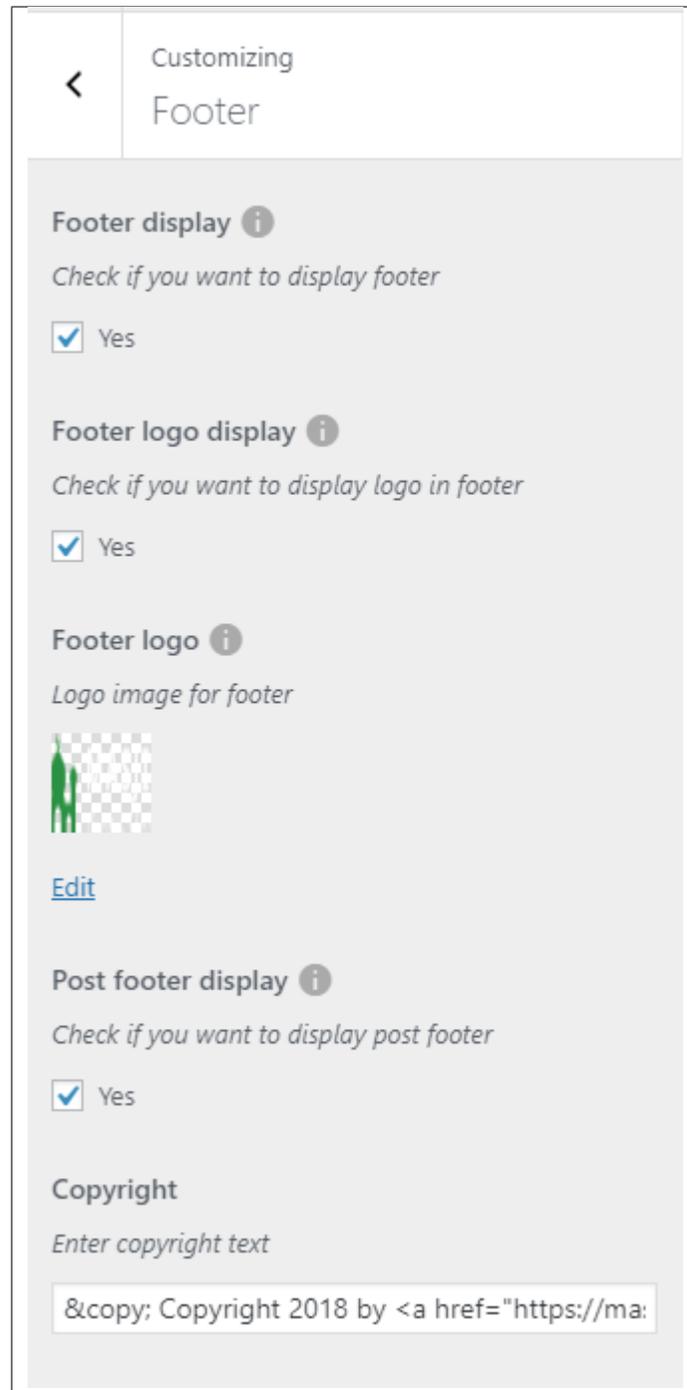
280

- **Page header type** - Select page header type from list.
  - **Background image** - Set the image to use as the background.
  - **Mobile background image** - Set the image to use as the background for the mobile view.
  - **Page header height** - Height of the header.
- 

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

## 15.6 Footer

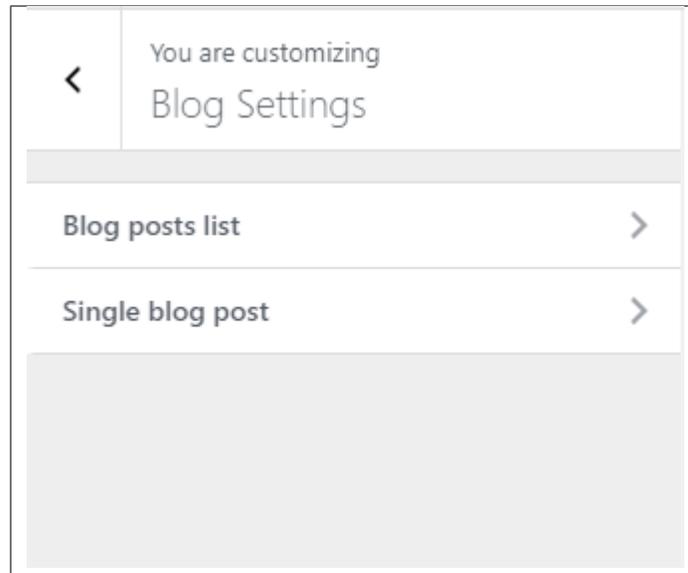
You can customize the footer here.



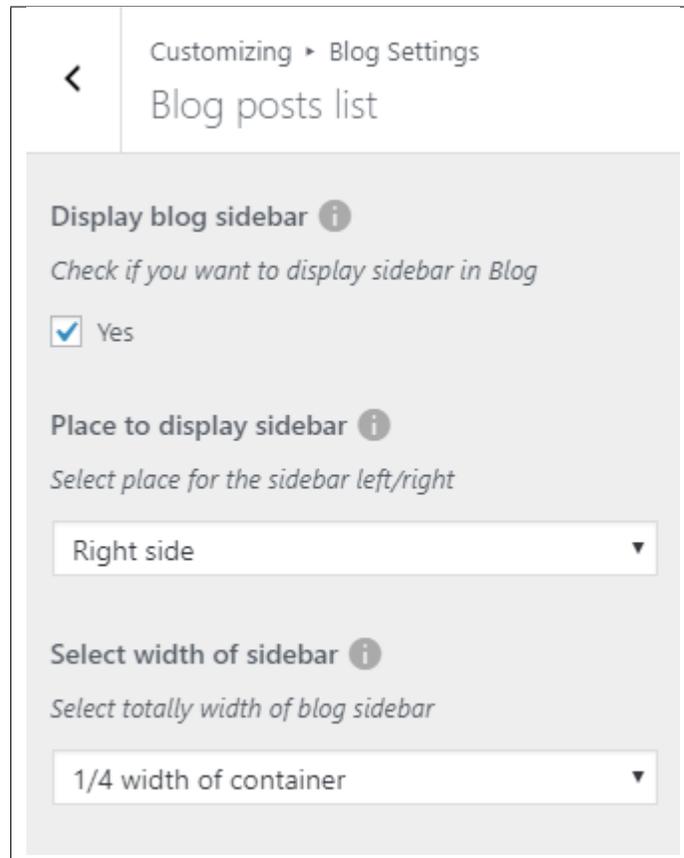
- **Footer display** - Option to display footer on the site.
- **Footer logo display** - Option to show a logo in the footer.
- **Footer logo** - The image to show as the logo in the footer.
- **Post footer display** - Option to display a section after the footer on the site.
- **Copyright** - The copyright text at the bottom right of the pages.

## 15.7 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.



- **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.
- **Tags after post** - Option to display tags after post.
- **Social share** - Option to show the *Social Media Share Buttons*.
- **Social Share** - Activate the social media share you would like to show.
- **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** ⓘ

*Select place for the sideba left/right*

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

Google+

Pinterest

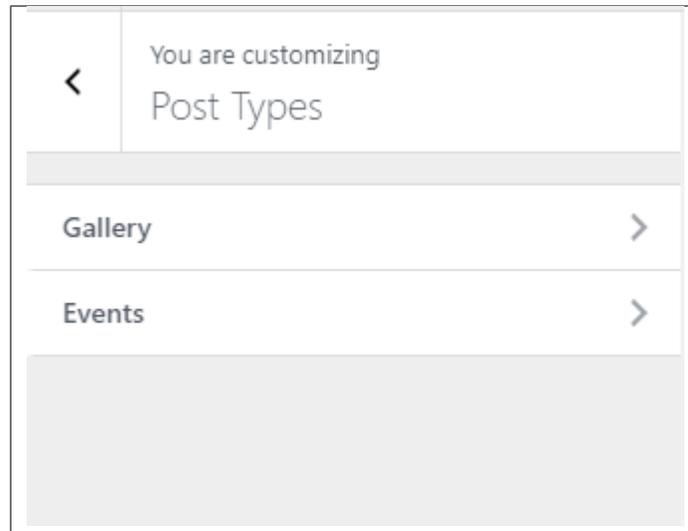
**Display coments after post** ⓘ

*Check if you want to activate comments on blog*

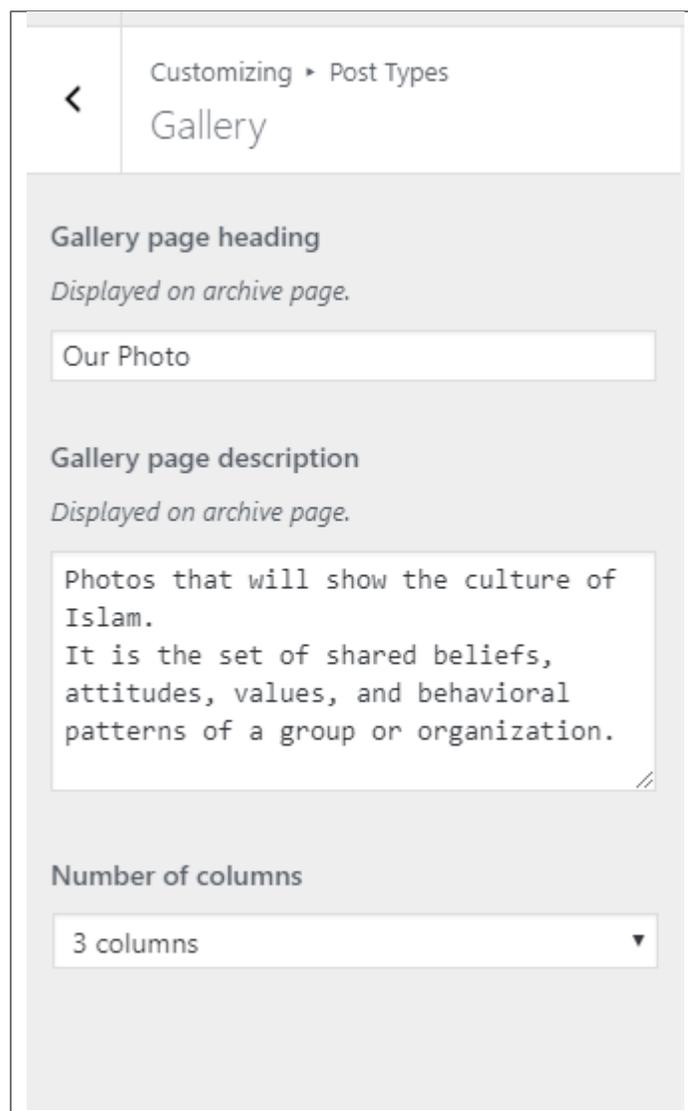
Yes

## 15.8 Post Types

This section is divided into 2:



## 15.8.1 Gallery



The screenshot shows the WordPress Customizer interface for the 'Gallery' post type. The breadcrumb trail at the top reads 'Customizing > Post Types > Gallery'. The settings are organized into three sections:

- Gallery page heading**: A text input field containing 'Our Photo'. Below the field is the note 'Displayed on archive page.'
- Gallery page description**: A text area containing the text: 'Photos that will show the culture of Islam. It is the set of shared beliefs, attitudes, values, and behavioral patterns of a group or organization.' Below the field is the note 'Displayed on archive page.'
- Number of columns**: A dropdown menu currently set to '3 columns'.

**Note:** These options will show in the Gallery Archive only.

- **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)
- **Number of columns** - Number of columns the gallery is displayed in the archive.

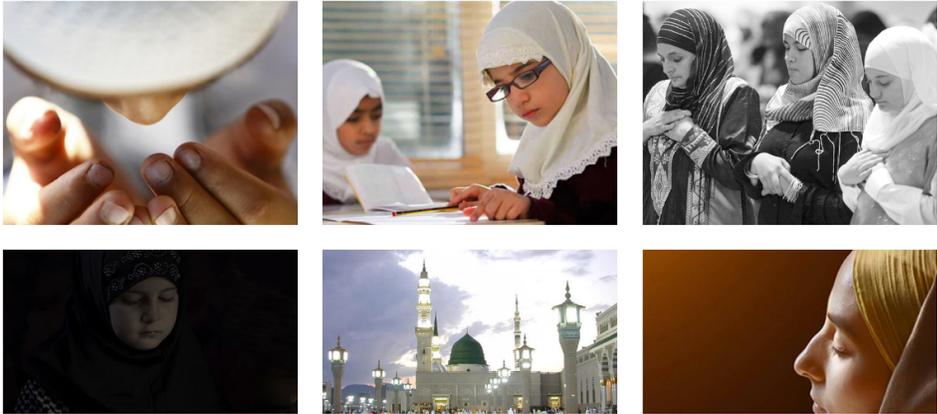
Gallery Page Heading

## OUR PHOTO

Gallery Page Description

Photos that will show the culture of Islam. It is the set of shared beliefs, attitudes, values, and behavioral patterns of a group or organization.

All Activities Church Events



The gallery features six photographs arranged in a 2x3 grid. The top row includes: 1) A close-up of hands holding a shallow, light-colored bowl. 2) Two young girls in white hijabs and glasses reading a book together. 3) Three women in various styles of hijabs looking down. The bottom row includes: 1) A woman in a dark hijab looking down in a dimly lit setting. 2) A night view of a mosque with a prominent green dome and minarets, illuminated against a dark sky. 3) A close-up profile of a woman's face with a white hijab.

## 15.8.2 **\*\*Events\*\***

Customizing > Post Types  
Events

**Events page heading**  
*Displayed on archive page.*

MUSLIM EVENTS

**Events page description**  
*Displayed on archive page.*

These are the events that are celebrated by Muslims. Islam has relatively few holidays compared to most other religions; nevertheless, sacred days and times are very important to Muslims.

**Number of columns**

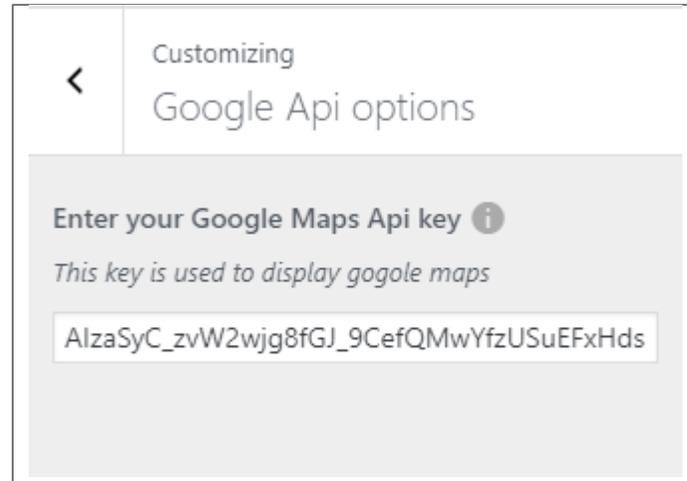
2 columns (default)

**Note:** This options will show in the Events Archive only.

- **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)
- **Number of columns** - Number of columns the events is displayed in the archive.

## 15.9 Google Api Options

The *Google Api Options* is where to set the google API key for your google map.



- **Enter your Google Maps Api key** - Enter the Google API key for the google map.

---

**Note:** If you don't have a Google API key, click [here](#) to create a new key.

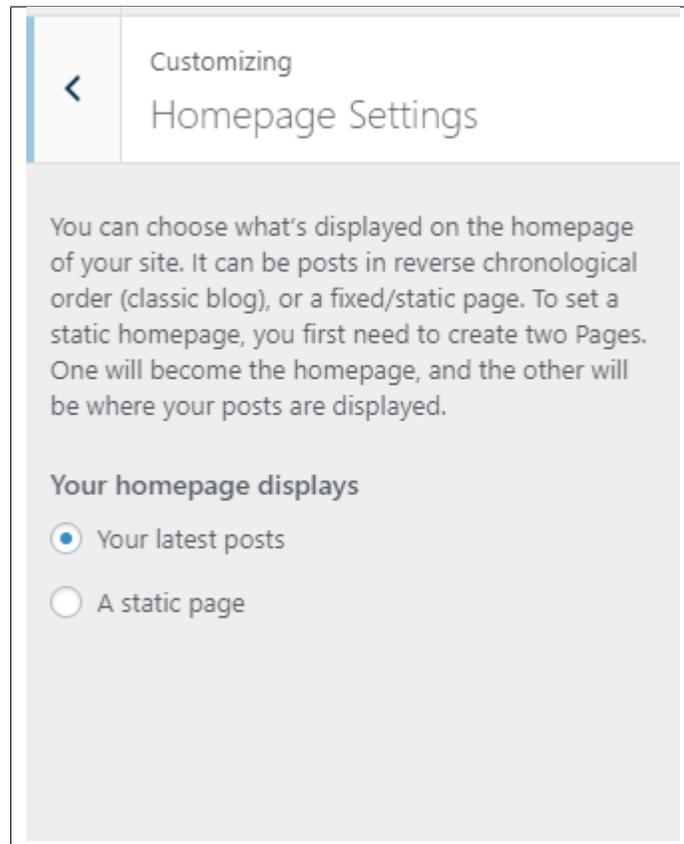
---

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

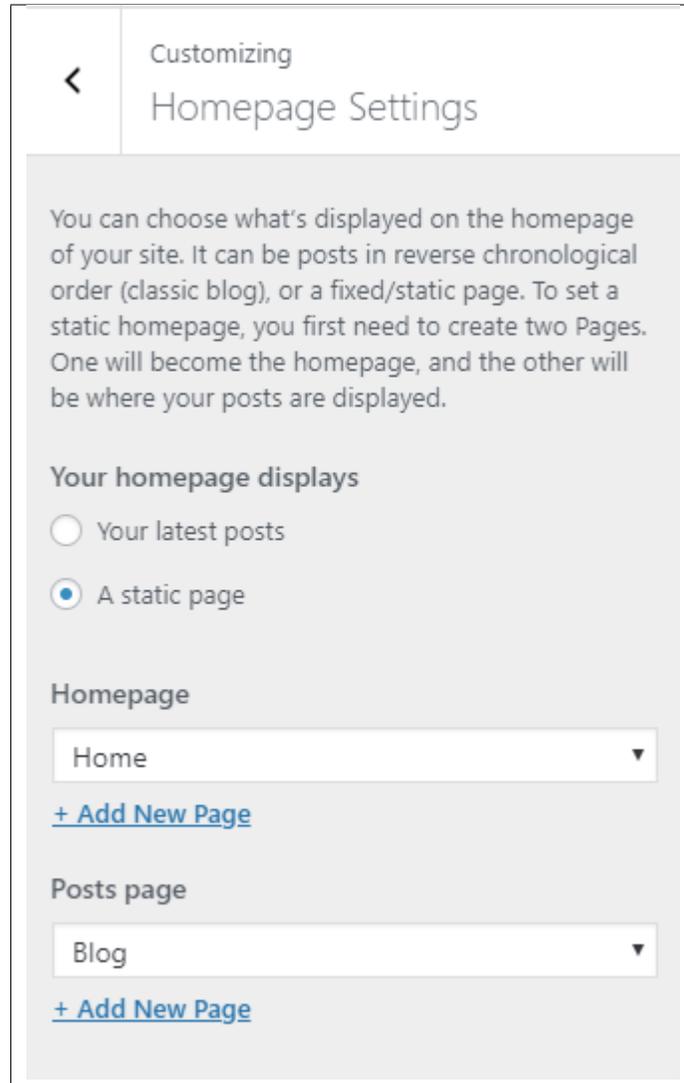
## 15.10 Homepage Settings

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 posts on your blog.



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



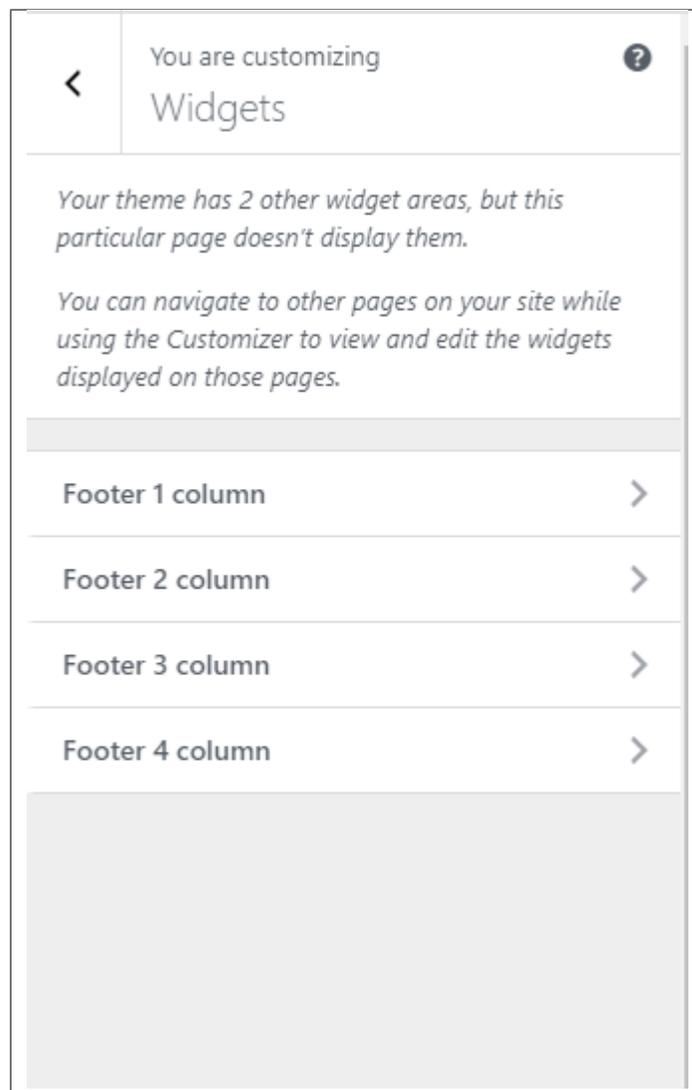
---

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

---

## 15.11 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

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

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## 15.12 Additional CSS

You can add your own CSS code for your site.

