A How-to on NIMBioS WordPress for Organizers

NIMBioS can provide a WordPress site as a tool to help facilitate group communication and information sharing *before, during and after* a Workshop/Tutorial. The WordPress site is created by the NIMBioS Communications Manager approximately two months before the Workshop/Tutorial. Organizers will be asked to review it before it goes live and before participants are invited to join it.

The site is only as good as the organizers' use and promotion of it. As an organizer, you will be made an "Editor" on the site, which means that you can view, edit, publish, and delete any posts/pages, moderate comments, manage categories, manage tags, manage links and upload files/images. You can also register users who are not participants in the Workshop/Tutorial, if you wish. Participants are set up as "Authors," which means they can edit, publish and delete their posts and comments, as well as upload files/images.

The WordPress site works most effectively if you, as organizers, take ownership of it. Posting an introduction to yourself first is a good idea and can serve as a model for participants to create their own introductions. When you create an introductory post of yourself, create a new category called "Introductions" and encourage participants to select that category when they post their introductions.

More on "Categories"

You may know well before the Workshop/Tutorial several categories or topics that the meeting will emphasize. Therefore, it's a good idea to create these categories in WordPress before the Workshop/Tutorial so that posts can be organized by category – to do this, when you write a post, choose a category for it or create one if the category has not already been created. Your WordPress site has detailed information about how to create posts, including a video link to see how it's done.

Tips on How to Get the Most Out of Your WordPress Site

- *The site is only as good as the organizers' use and promotion of it.*
- *Create categories for posts. If you know specific Workshop/Tutorial topics ahead of time, create categories for them (by writing a post) before the meeting.*
- *Also write "tags" or keywords for your posts. Again, these can be created ahead of the Workshop/Tutorial when you write a post.*
- *Share as much as possible. Add resources to the "Workshop/Tutorial Resources" page*
- *Add the Workshop/Tutorial schedule to the "Schedule" page*
- *Create new pages. Will you have a poster session? Create a page for it. Will you be sharing learning modules? Papers on Workshop/Tutorial topics? Create pages for those too.*
- *Remember the site is not only for you and the participants' use, but as the content is accessible to outsiders, it can also serve as a resource to those who are not participating. And the WordPress content remains available long after the Workshop/Tutorial is over, which might be helpful to those interested in the topic, i.e. grad students, collaborators, other faculty, etc.*
- *If you need to make some content private, you have an option to password protect any posts or content that you add to the site.*