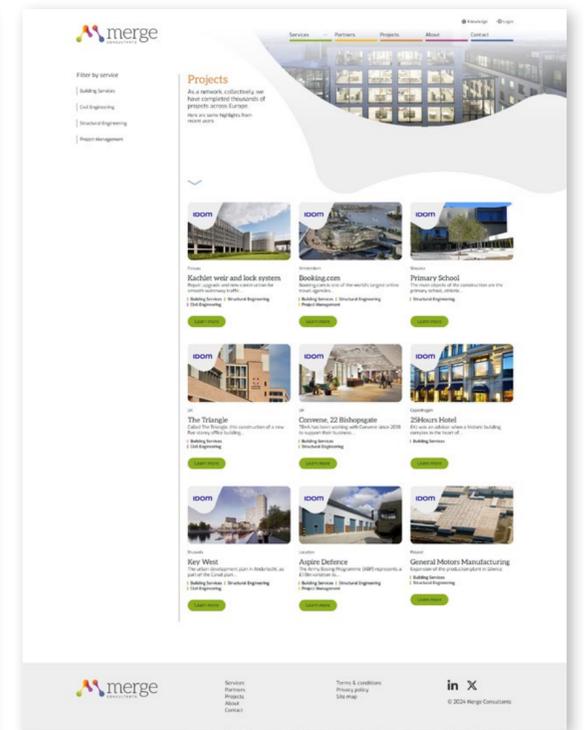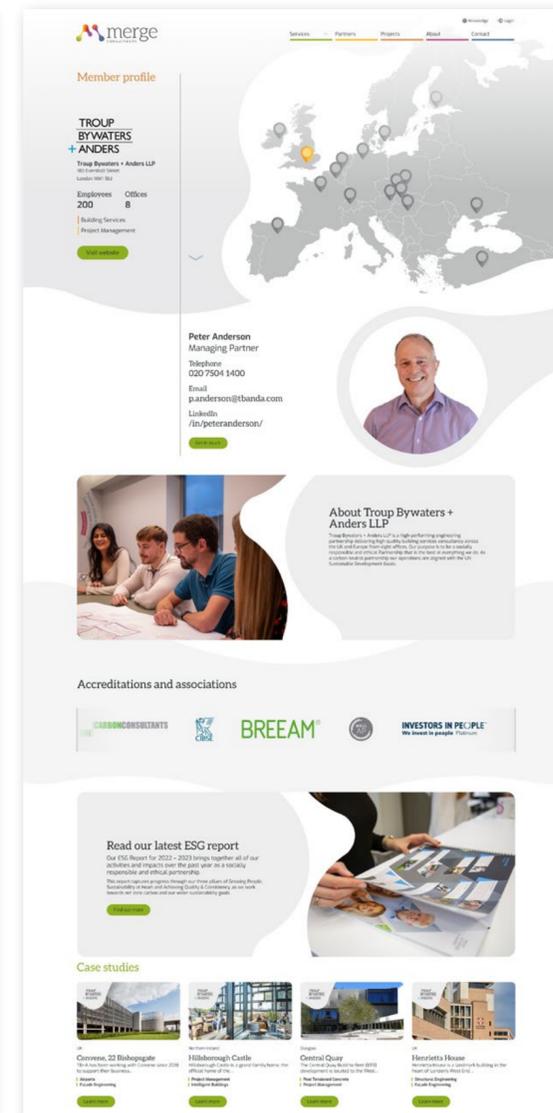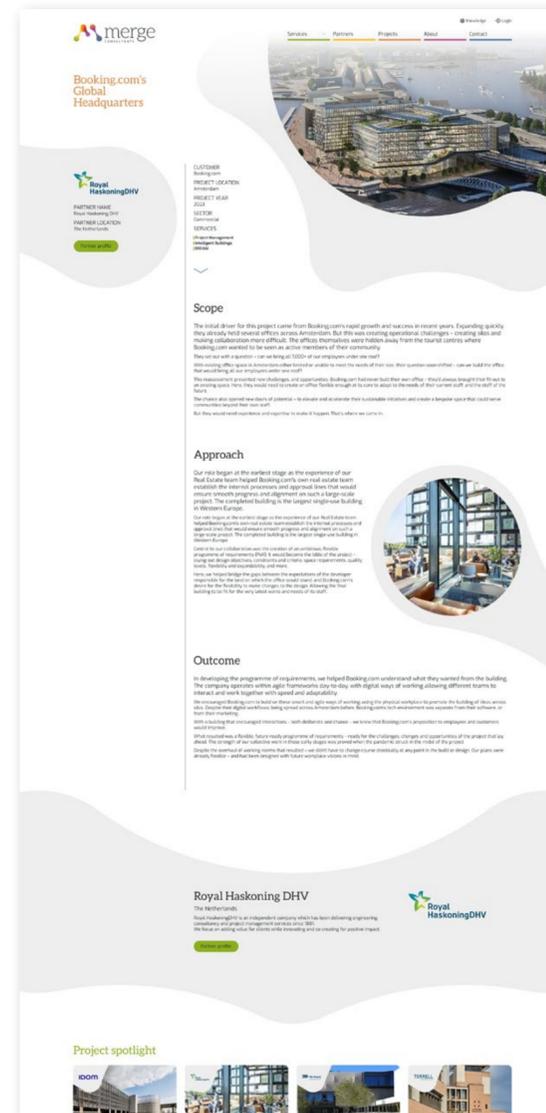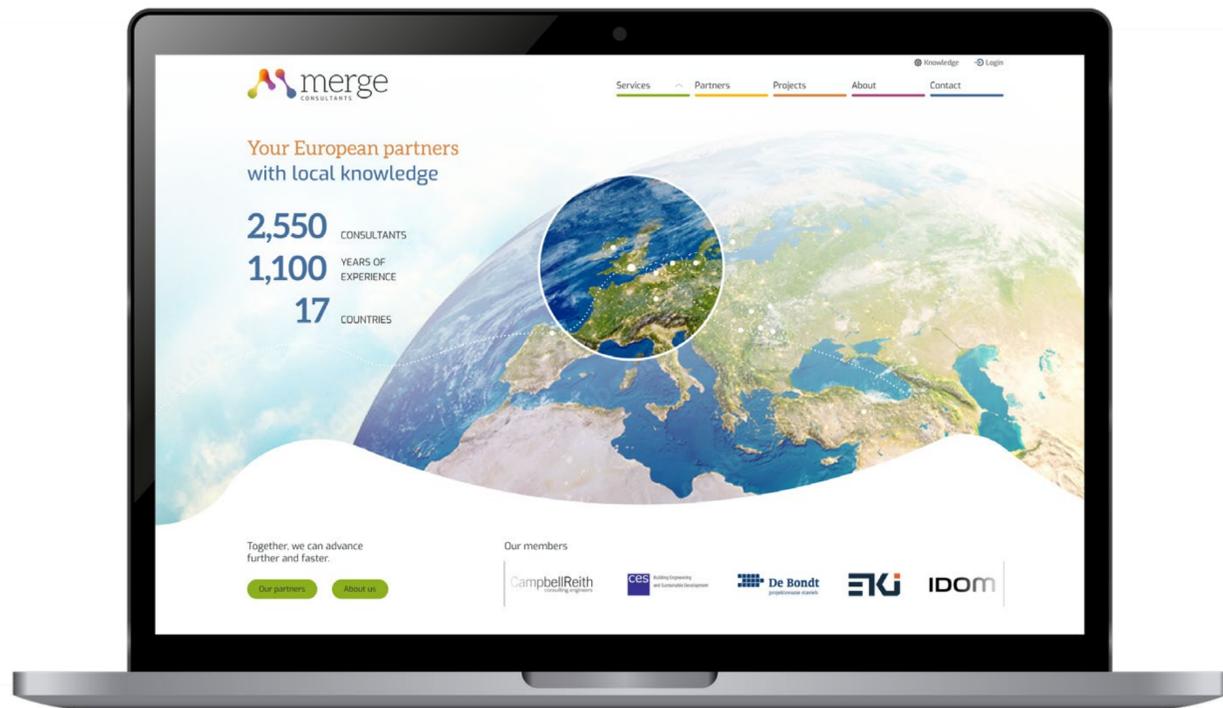# merge
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CMS guide

December 2024

Website

The purpose of our website is to give an overview of the Merge network, introduce each of the members and showcase example projects.
The objective is for prospective clients to enquire about working with the network on new projects.
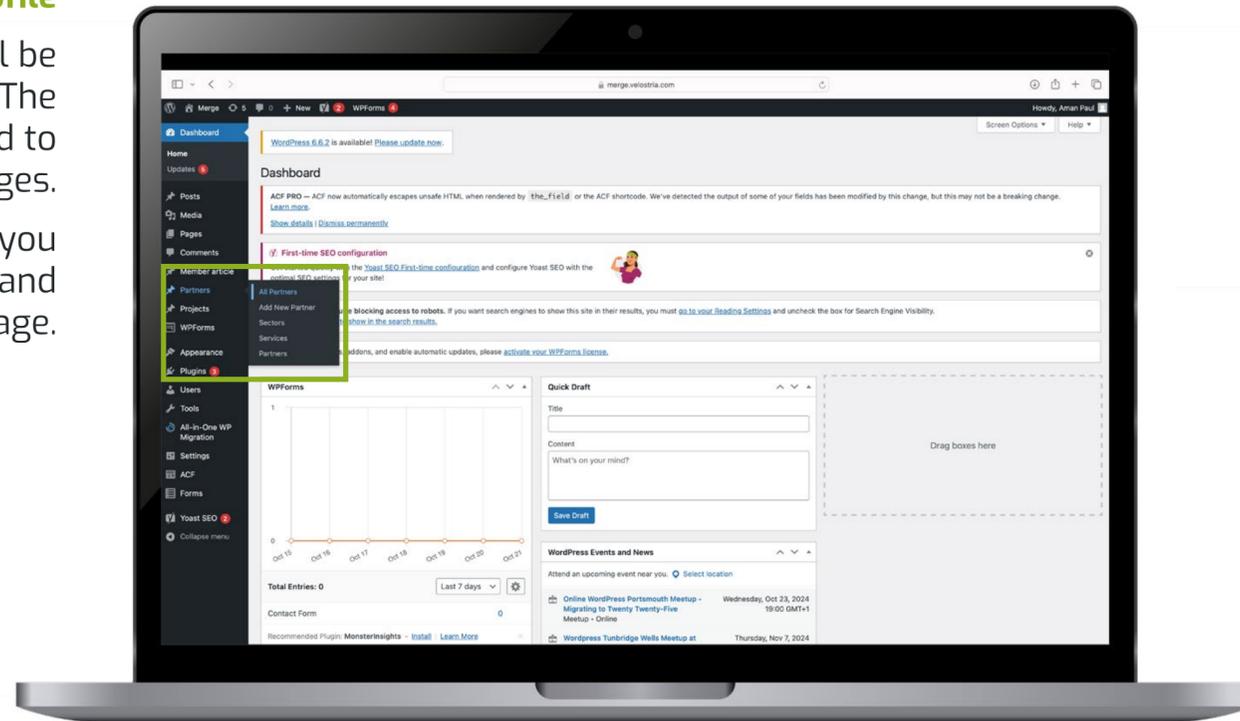
Website - CMS Guide

Dashboard

This guide will walk you through the steps to create and manage your projects and partner information on the Merge website.
To access the CMS please go to: **www.mergeconsultants.net/wp-admin**

Accessing your partner profile

Once logged in, you will be shown the CMS dashboard. The left sidebar should be used to navigate to the 'Partners' pages.
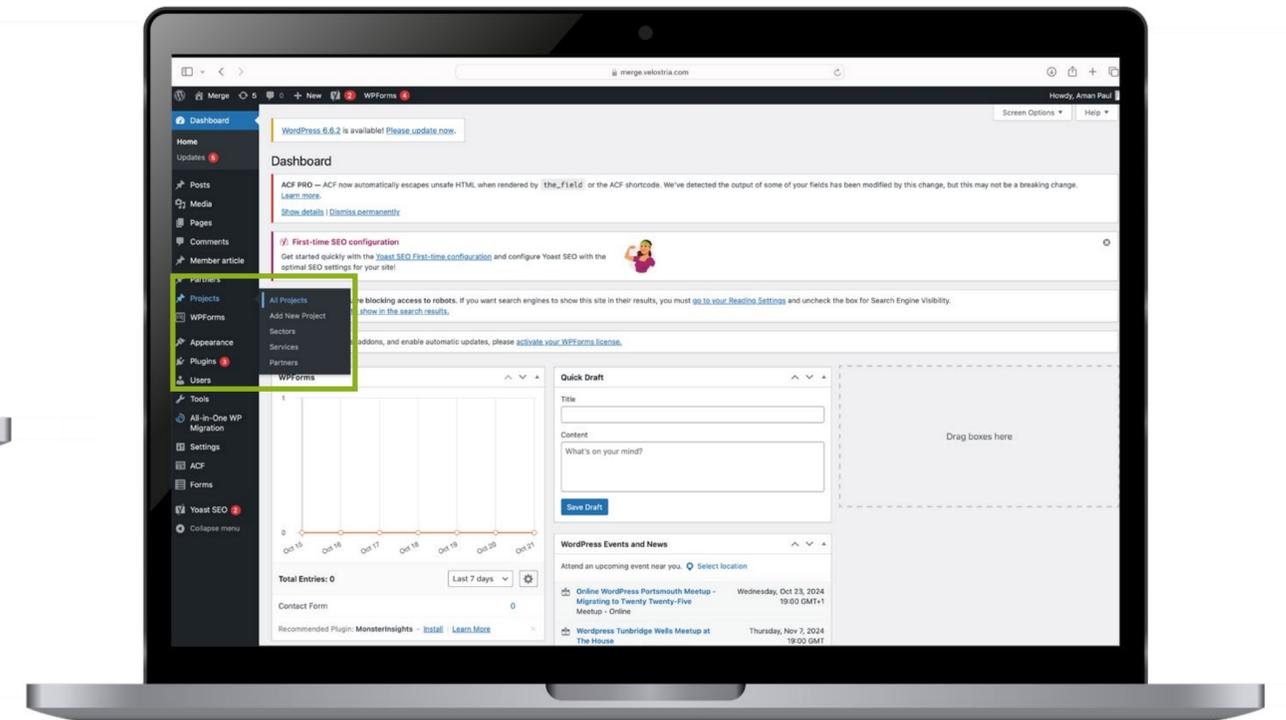
From this dropdown you can choose to view and edit your partner page.

Adding a new project

Once logged in, you will be shown the CMS dashboard. The left sidebar should be used to navigate to the 'Projects' page.

From this dropdown you can choose to edit existing projects, or add new ones.

Website - CMS Guide

Partner Information

This guide will walk you through the essential steps to efficiently manage and update your partner profile on the Merge website.

Partner name and description

This is what the partner will be referred to across the site.
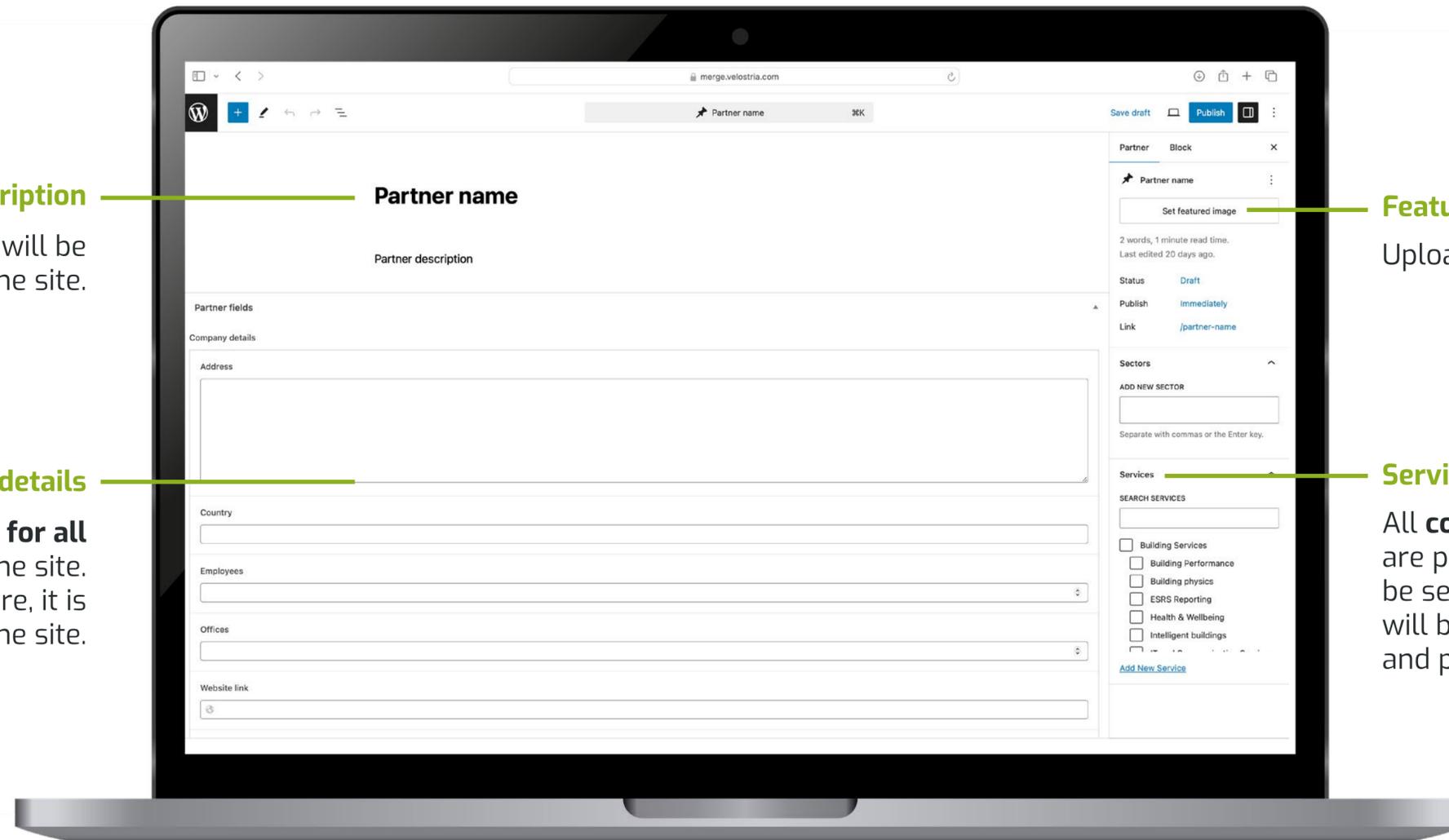
Company details

Each partner page acts as **a hub for all partner details** displayed across the site. When information is updated here, it is updated everywhere on the site.

Featured image

Upload partner logo here.

Service tags

All **core and specialist services** that are provided by the partner should be selected here. This information will be **used to help filter projects** and partners across the site.

Website - CMS Guide

Partner Information

This guide will walk you through the essential steps to efficiently manage and update your partner profile on the Merge website.

Map markers

These are the coordinates of the partner pin used on the maps.

To adjust the placement of your pin, tweak these values accordingly (eg. -10 will move the pin slightly to the left)
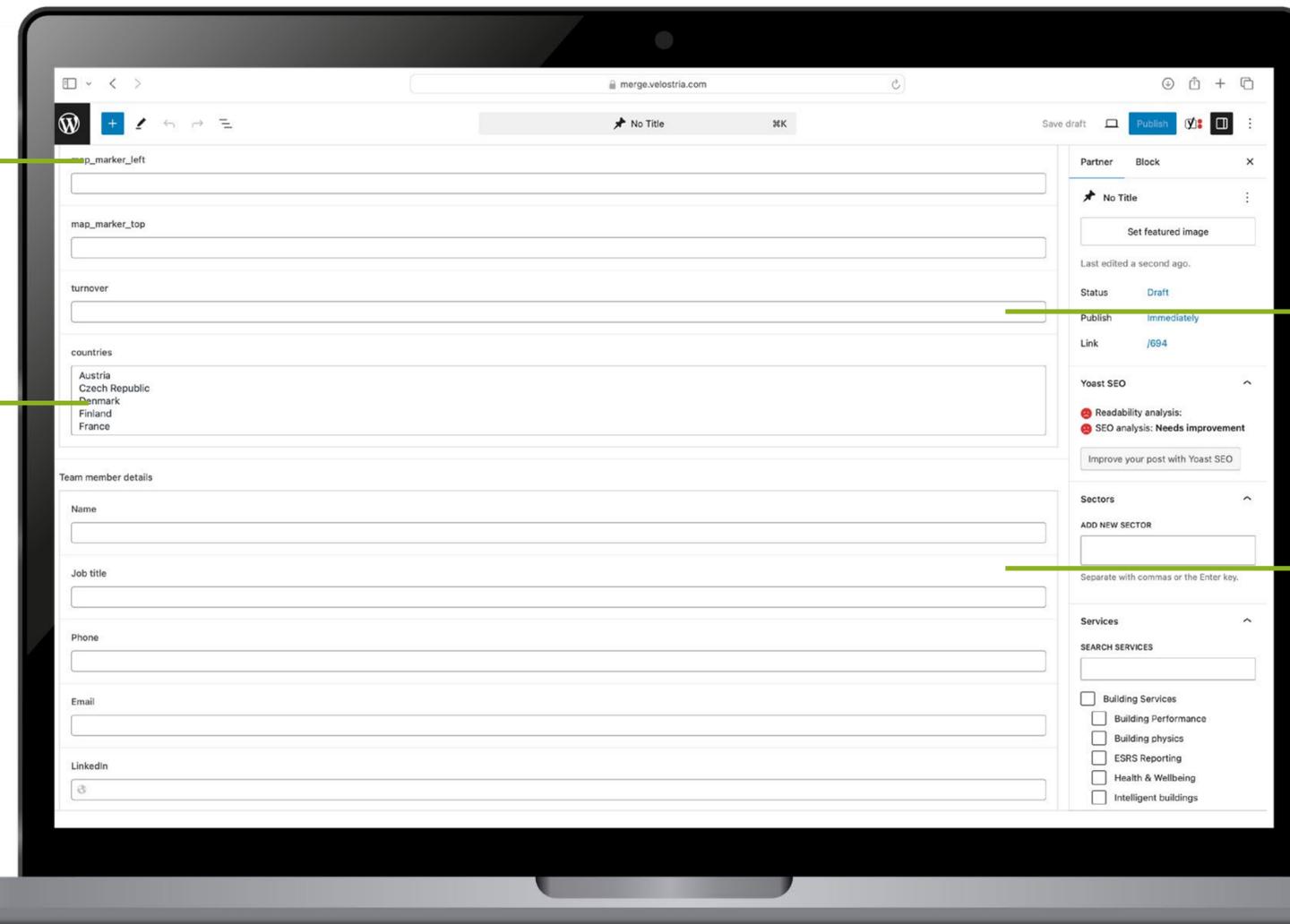
Countries

Select every European country in which you operate.

To select multiple:

Mac: hold down CMD
Windows: hold down CTRL

Turnover

This figure should be entered in **Euros.**

Team member information

This information refers to the **contact details** of the partner. The photo uplodaded should be a **square headshot** of the contact.
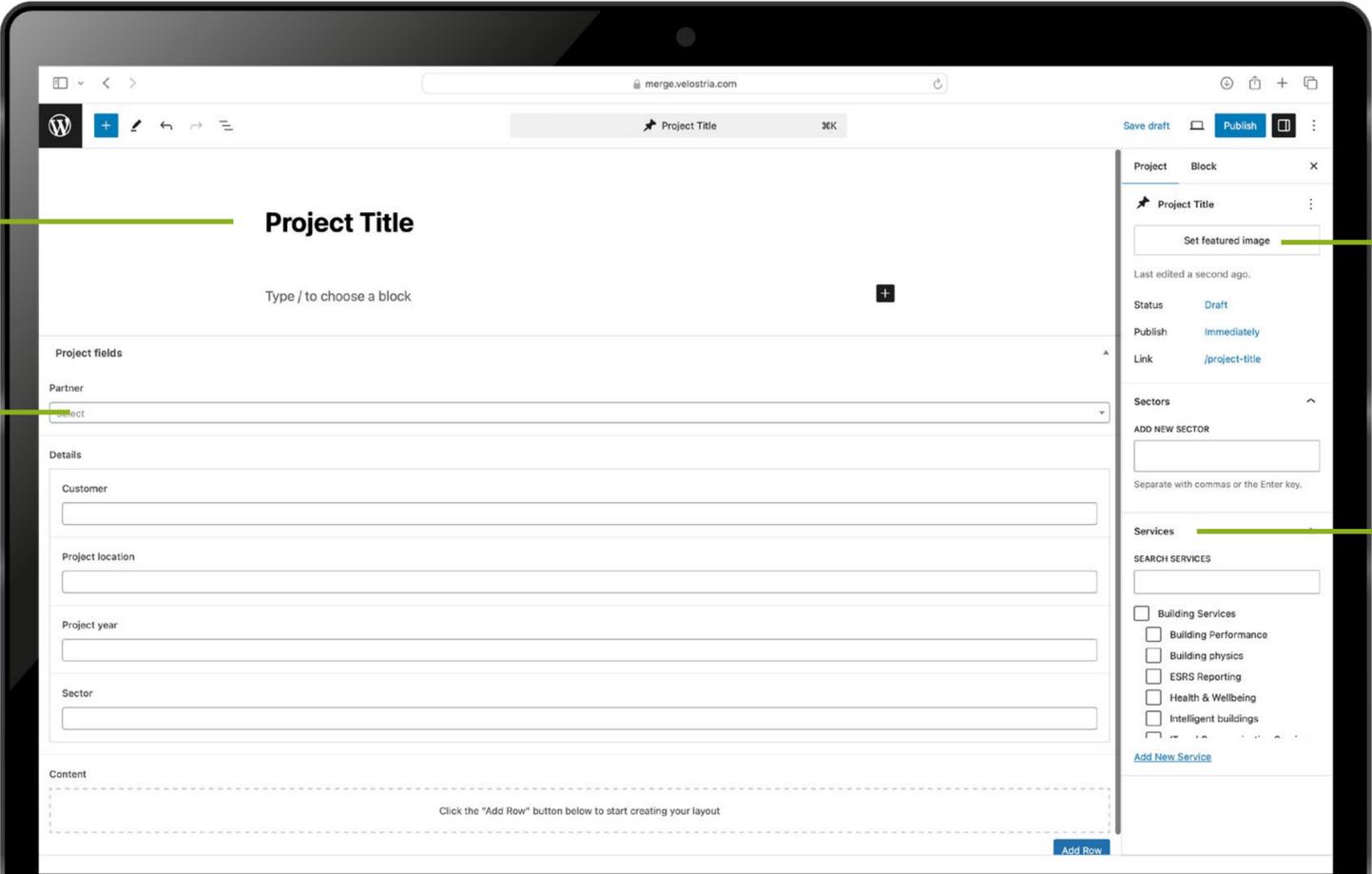
Website - CMS Guide

Projects

This guide will walk you through the essential steps to create and manage your project pages on the Merge website.

Project name and description

This is what the project will be titled on the site. The description should be a short, **one-line summary of the project,** used to entice people to read more about the project.

Partner

Select the relevant partner from the dropdown. This will ensure all relevant partner info is pulled through to the project pages.

Featured image

Upload best project image here. This will be used on the page banner and project card.

Service tags

All **core and specialist services** that are relevant to the project should be selected here. This information will be used to help filter projects across the site.

Website - CMS Guide

Projects

This guide will walk you through the essential steps to create and manage your project pages on the Merge website.

Adding content

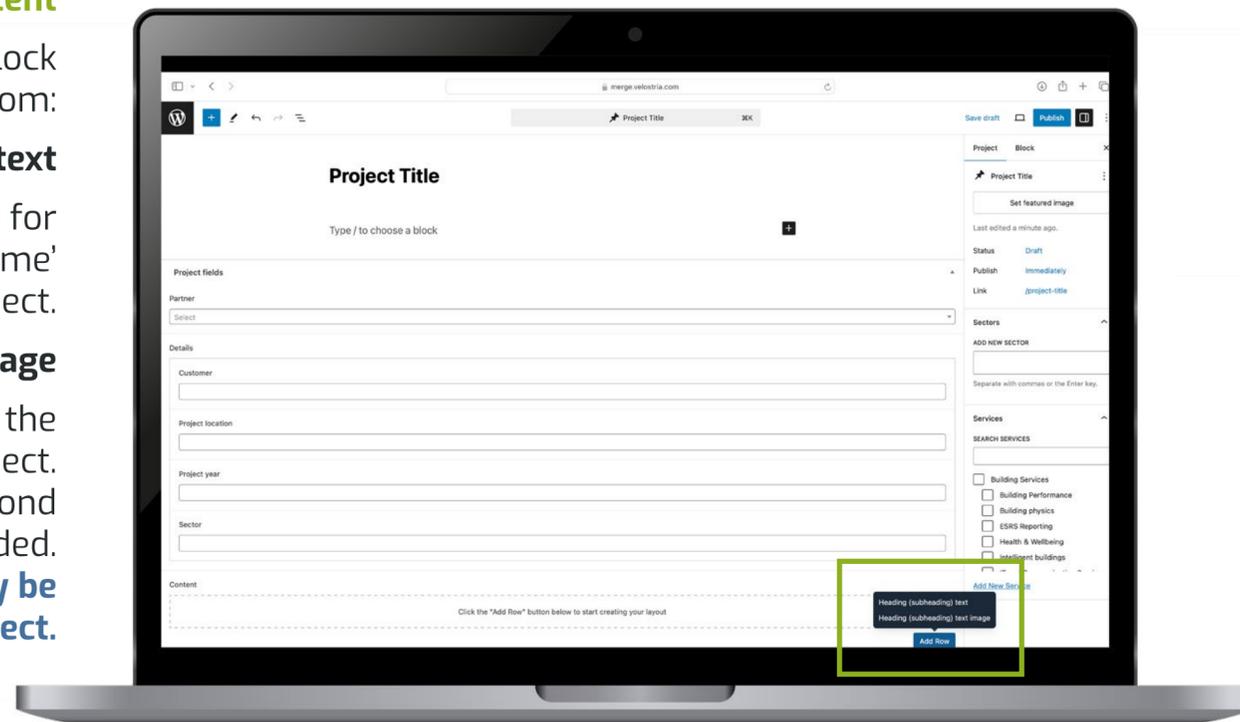There are two content block options to choose from:

Heading (subheading) text

This should be used for the 'Scope' and 'Outcome' sections of the project.

Heading (subheading) text image

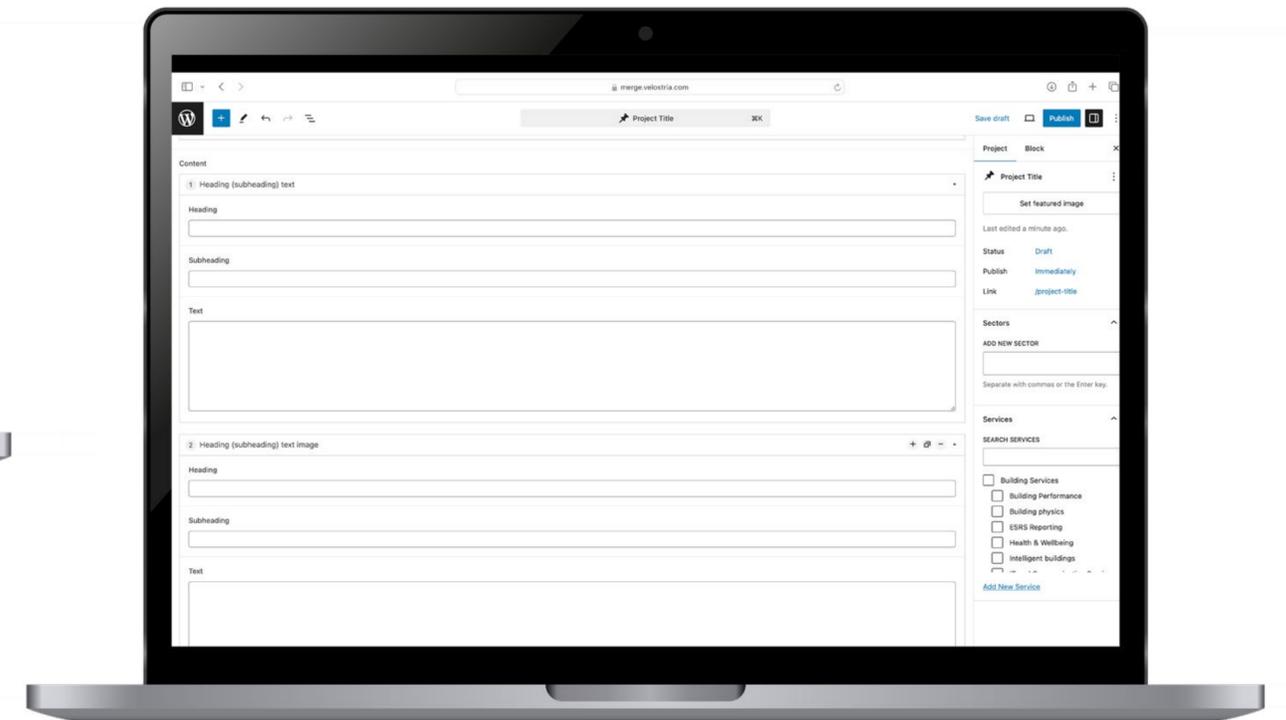This should be used for the 'Approach' section of the project. This block allows for a second project image to be added. **This block should only be used once in a project.**

Content blocks

The sections within these blocks reflect the content template supplied.

There are options to add a heading, sub-heading, body copy and to some, a project image. **A maximum of two images should be used per project (one featured image and one in the approach section.**

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Got a question?

For any queries, please contact
merge.consultants.brand@gmail.com