
Sella
Release

Dec 22, 2017

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General Information

1.1 General Information

Thank you for purchasing Sella! We're very pleased that you have chosen our plugin to extend your website. We're doing our best not to disappoint you! Before you get started, please check out these documentation pages. Sella 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 Sella, 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

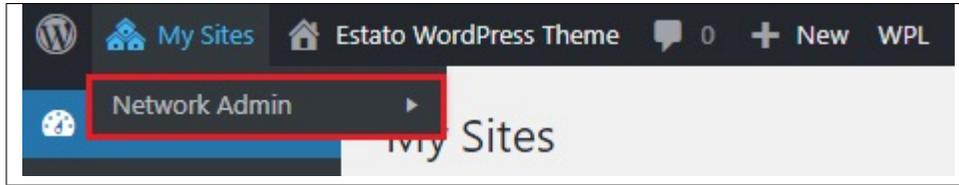
In our guide, we will show you step by step instructions on how to install our WordPress theme for beginners. Below you will find will cover two ways to install a WordPress theme.

1.3.1 Installation via Administration Panel

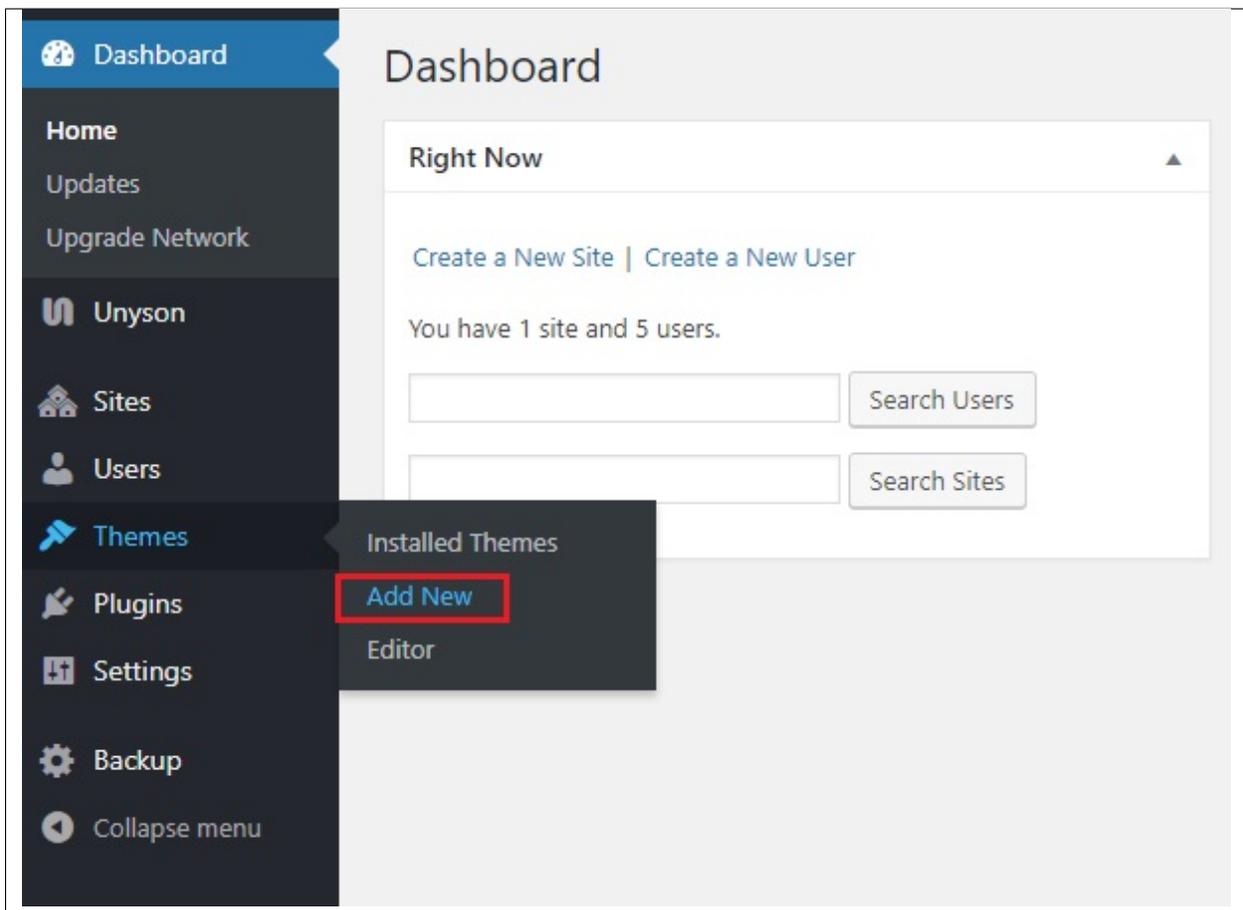
If Sella files are downloaded from your Themeforest account, you can start an installation using WordPress administration panel.

In [Wordpress Older Version](#) you can find instructions how to proceed with 4.7.0 and lower versions of WordPress. If you're using newer version, follow steps below to install the theme:

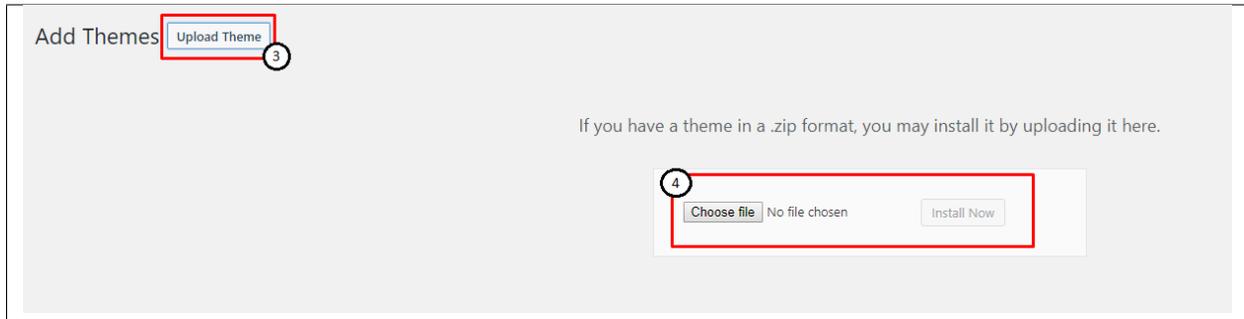
- **Step 1** - Once you've logged in to your administration panel, go to *My Sites > Network Admin*.



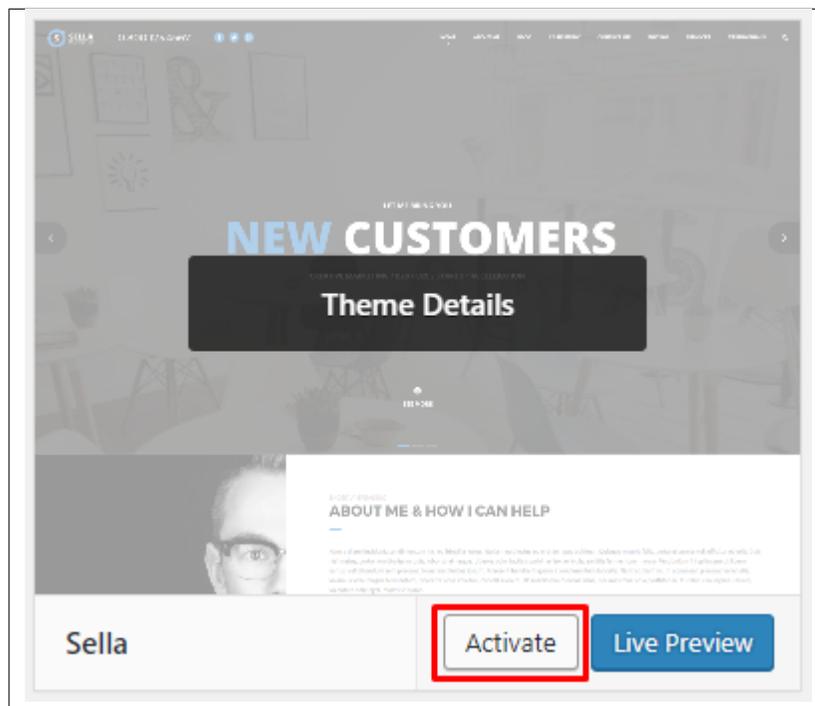
- **Step 2** - Then click on *Themes > Add New*, you will be directed to a page where you can choose available themes.



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



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



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

Theme installation instructions

Please follow these steps:

If there is a folder `real-estate-listing-realtyna-wpl` in your `/wp-content/plugins/` directory, please remove it prior to installation

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 Estato Plugin plugin is active)
4. (Optional) Click 'Add sample properties' in WPL settings, click here: (click only when WPL plugin is active)

Done!

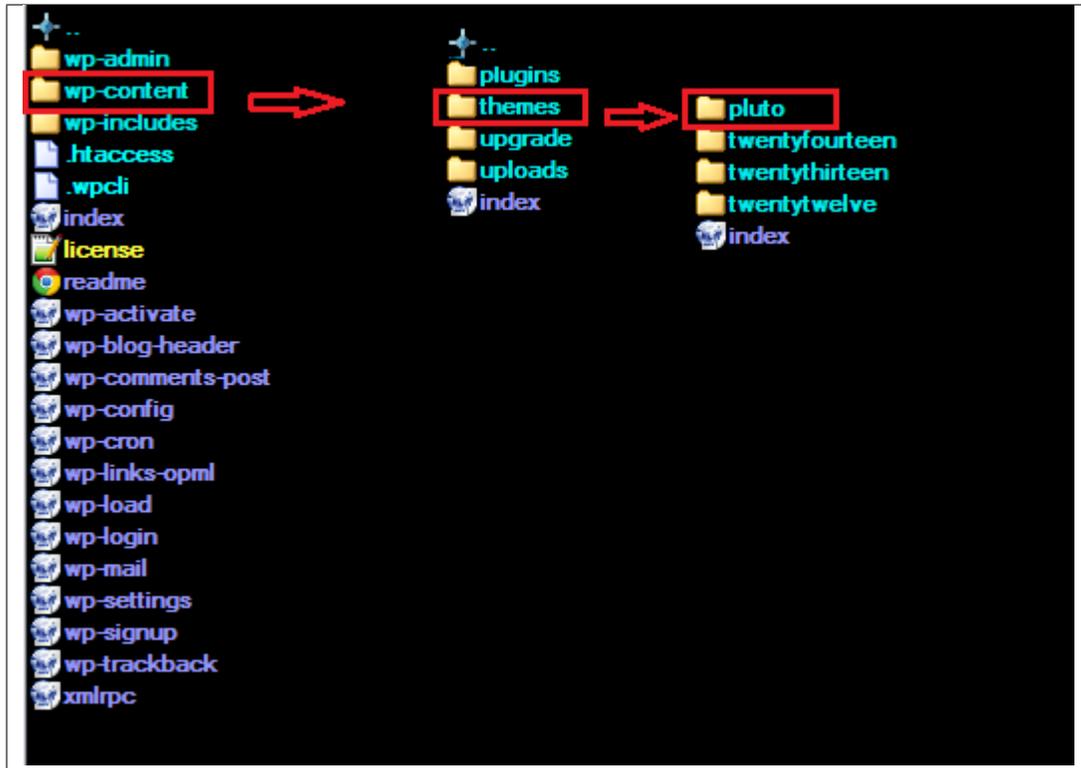
Common Install Error: Are You Sure You Want To Do This?

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

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



Learn more:

- [WordPress Codex – FTP clients](#)

1.4 Unyson, Extension, and Plugins

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

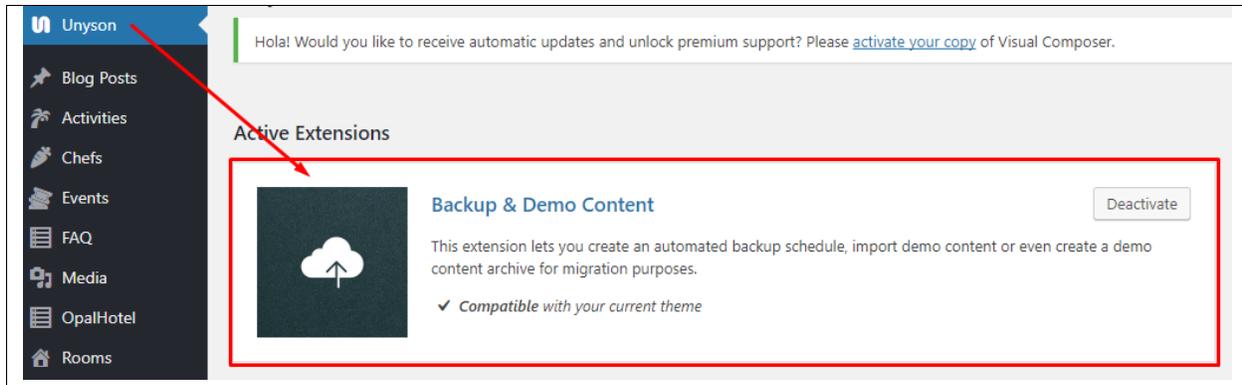
Minimum Requirements

- WordPress 4.0 or greater
- PHP version 5.2.4 or greater
- MySQL version 5.0 or greater

Installation

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

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



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

- **Backup & Demo Content:** This extension lets you create an automated backup schedule, import demo content or even create a demo content archive for migration purposes.
- **SASS Compiler:** Compiles SASS files. Remember to activate it when you are going to change theme colors via Customize.
- **Sella FAQ:** This extension will add FAQ post type support
- **Sella Portfolio:** Sella Portfolio
- **Sella Team:** This extension will add team post type support.
- **Sella Testimonials:** This extension will add testimonials post type support

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 Sella WP theme functionality:

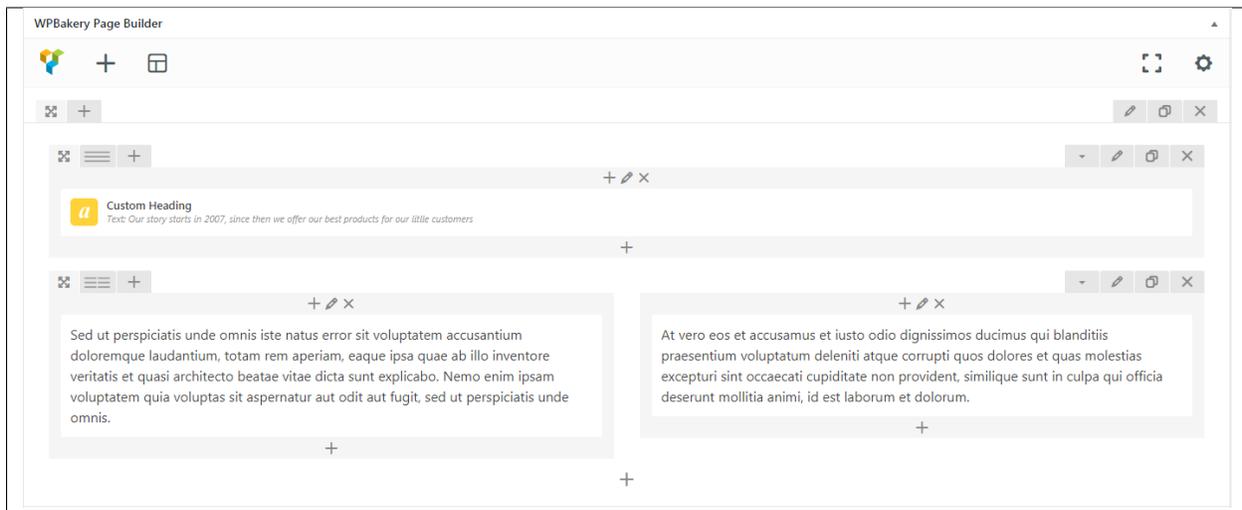
- *Backup & Demo Content* - This extension lets you create an automated backup schedule, import demo content or even create a demo content archive for migration purposes.
- *SASS Compiler* - Compiles SASS files
- *Visual Composer* - Allows for seamless integration with Visual Composer
- *Sella FAQ* - This extension will add FAQ post type support
- *Sella Portfolio* - This extension will add portfolio post type support
- *Sella Team* - This extension will add team post type support
- *Sella Testimonials* - This extension will add testimonials post type support

Available Extensions - extensions not yet downloaded or activate.

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.

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.

Note: As the VC plugin used with Sella 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).

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 Sella 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 Sella 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="cfc-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](#).

The Events Calendar

Create an events calendar and manage it with ease. The Events Calendar plugin provides professional-level quality and features.

The Events Calendar

TIME & DATE

Start/End: to [Timezone: UTC+0](#)

All Day Event

This event is at on 2017-11-15.

LOCATION

Venue:

Venue Name:

Address:

City:

Country:

State or Province:

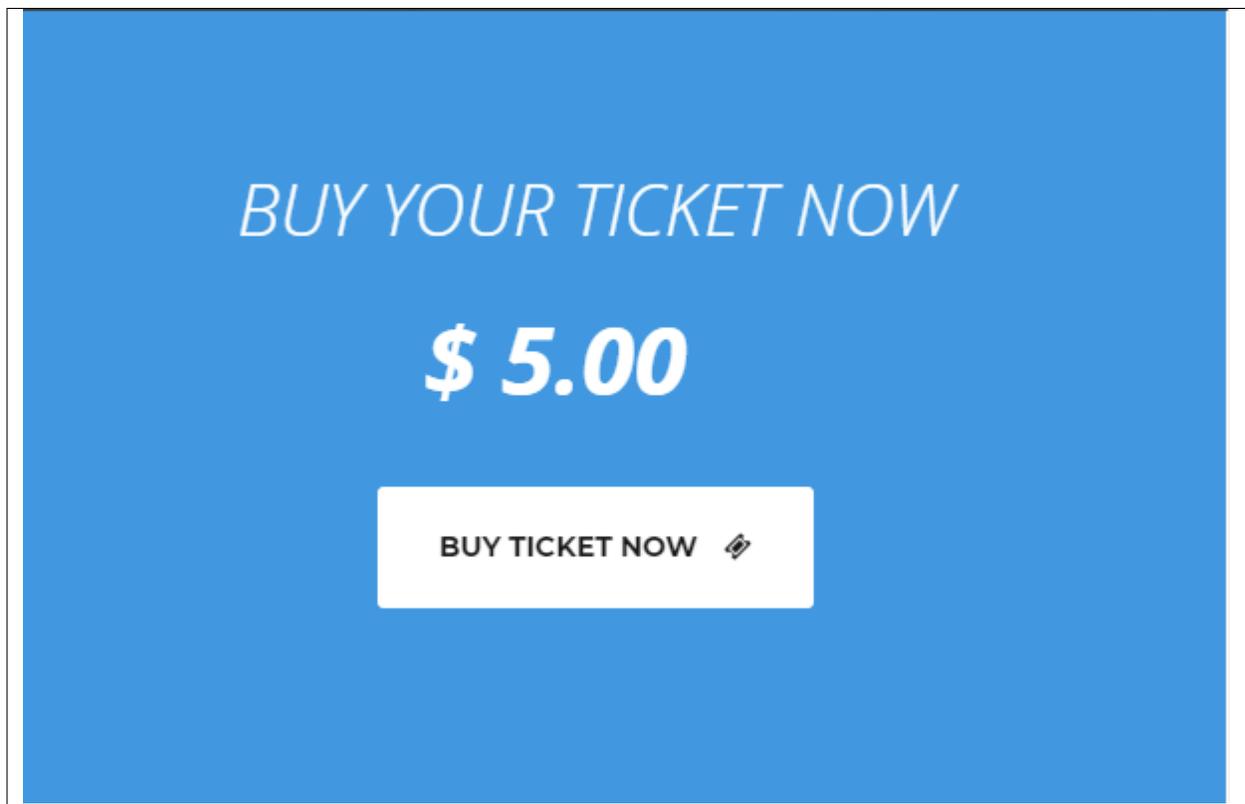
Postal Code:

Phone:

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

CampTix Event Ticketing

CampTix is an easy to use and flexible events ticketing. It allow visitors to purchase tickets to your online or offline event, directly from your WordPress website.

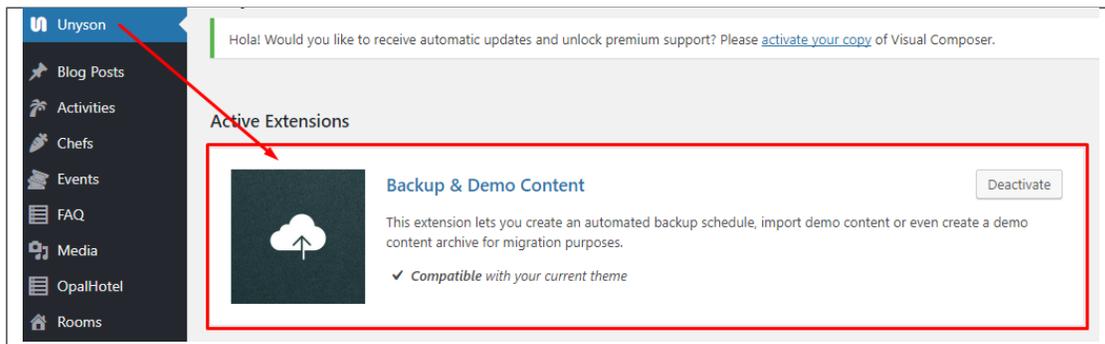


Common questions:

- How to update the plugin when it was packaged with your theme?
- Purchase Code isn't working

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.

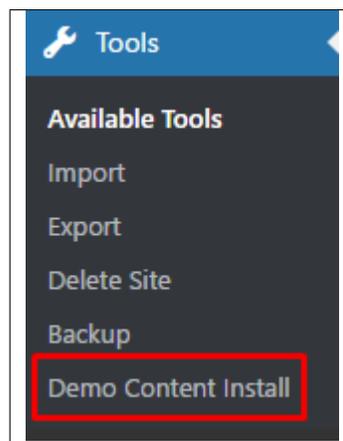


The fastest and easiest way to import our demo content is to use Theme Options *Demo Content Installer*. It will import all pages and posts, sample slider, widgets, theme options, assigned pages, and more.

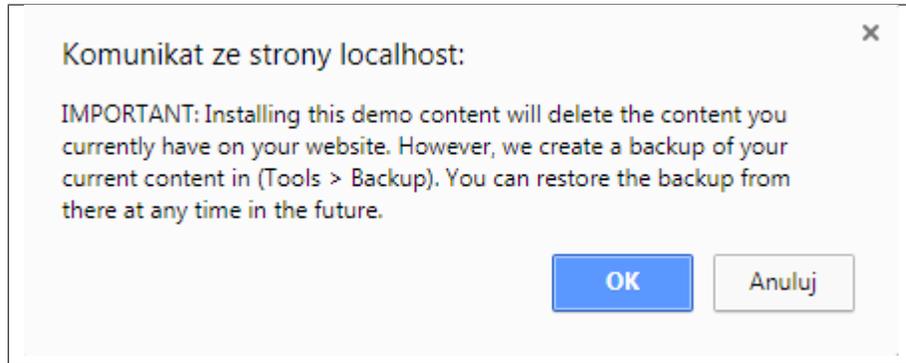
1.5.1 Import Demo Content

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

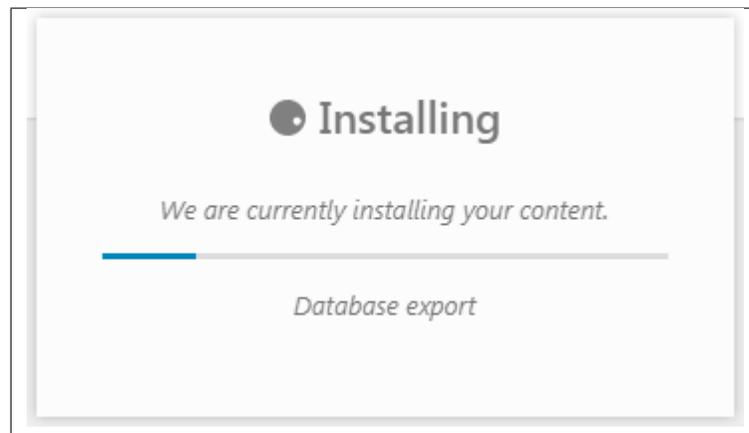
- **Step 1** – navigate to Tools where after activating the Unyson extension *Demo Content Install* option will be available



- **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.

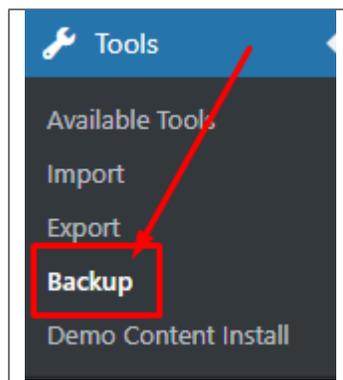


- **Step 4** – Wait until the content will be installed



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

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



1.6 Support

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

1.6.1 Free Support

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

- **E-mail** – 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.

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

1.6.2 Premium Support

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

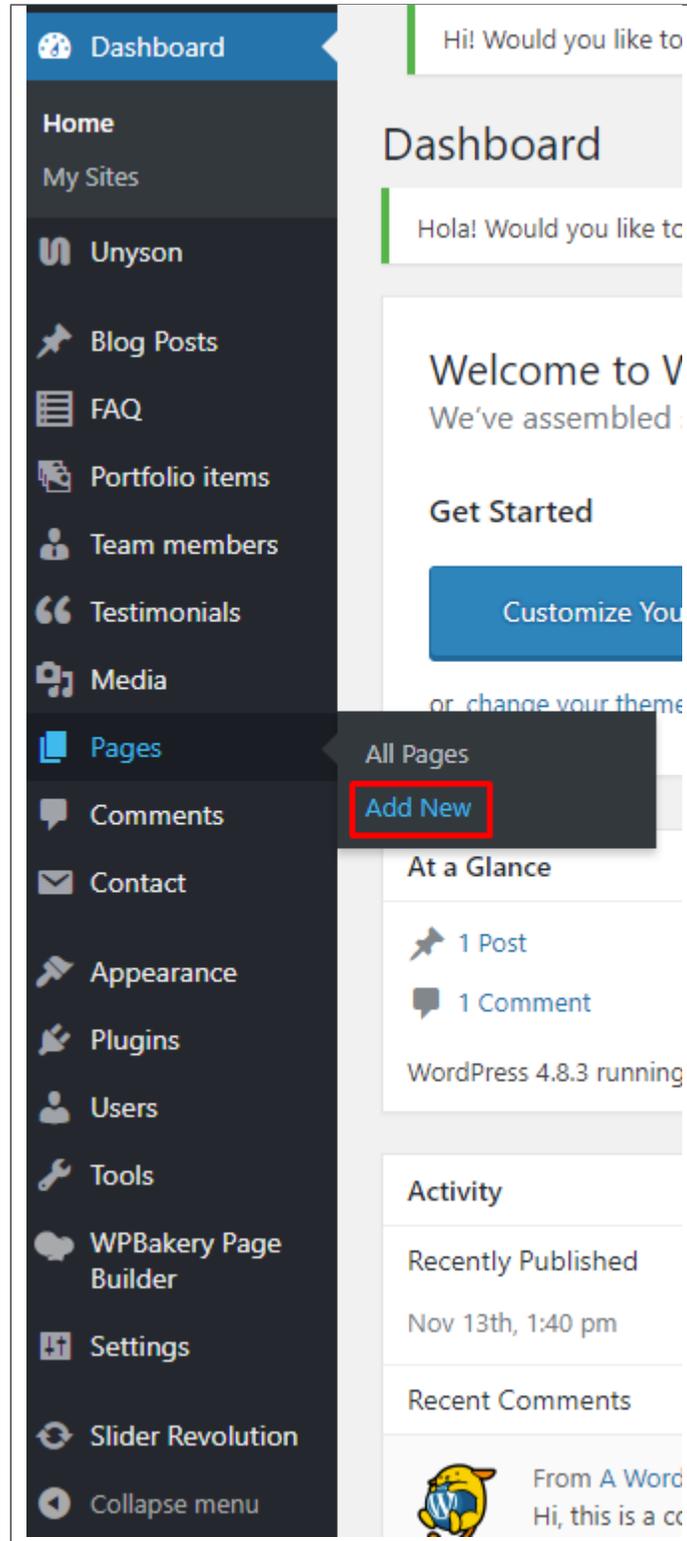
- Custom CSS
- Support for third party software and plug-ins
- WordPress Installation with Theme configuration
- Server configuration
- Site structure modifications
- Graphic adjustments, etc.
- WordPress general howto's

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

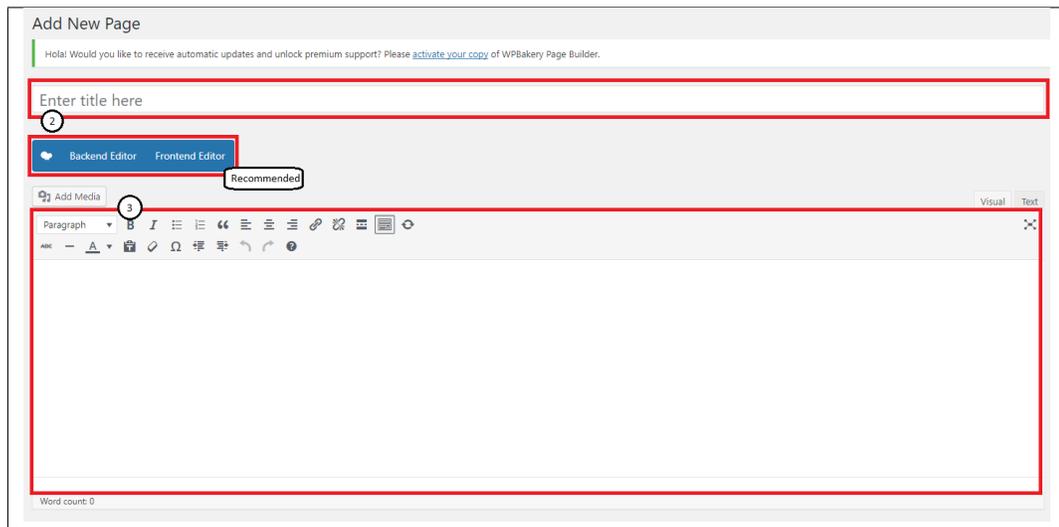
2.1 Create New Page

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

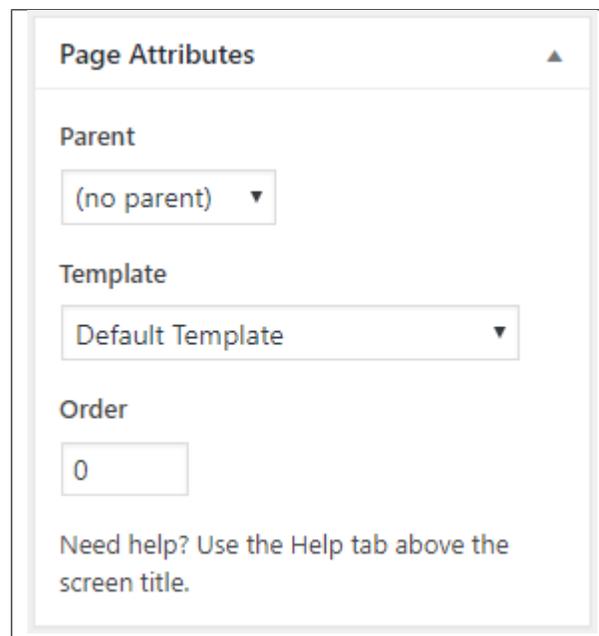
- **Step 1** - In *Dashboard*, navigate to *Pages > Add New*. You will be directed to a page where you can add details on the page.



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



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

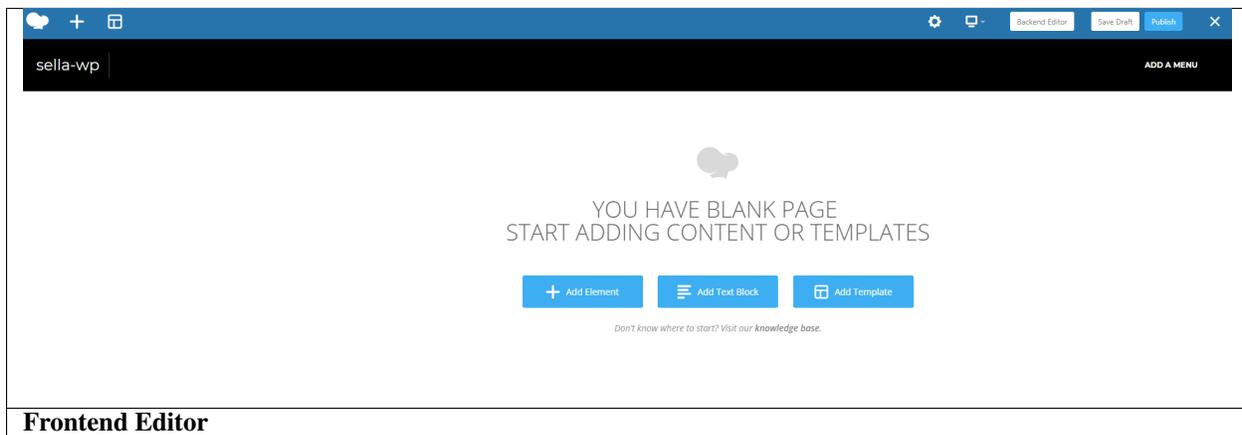
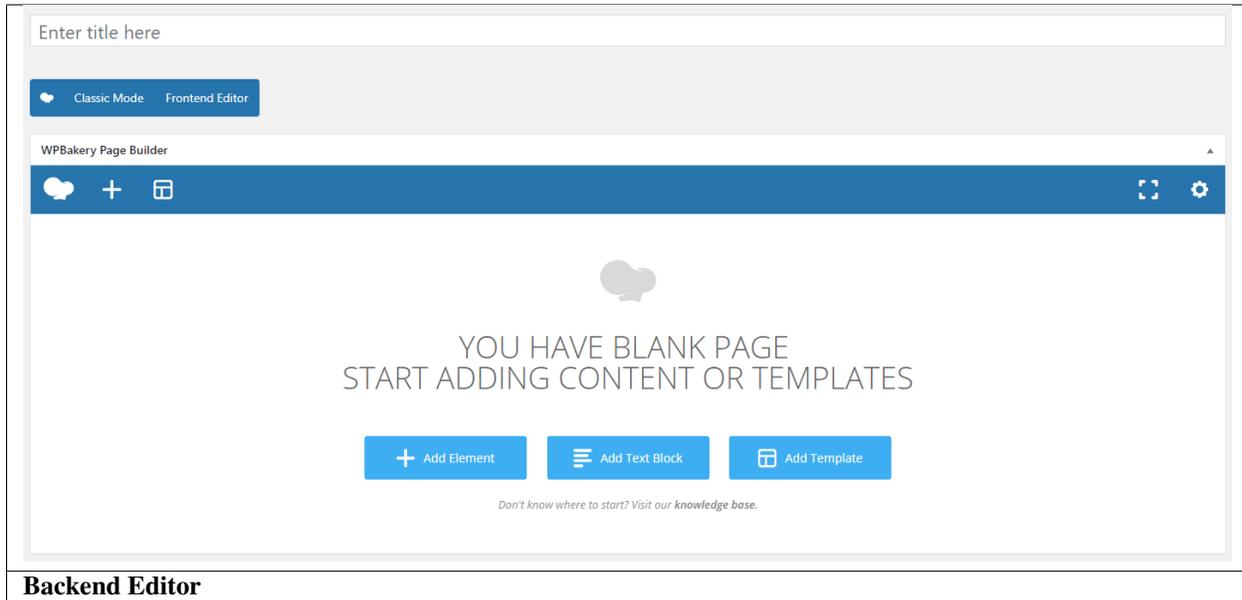


- Parent – If you want to create this page as a subpage.
- Template – You can choose one of defined page templates
- Order – The order of the page.

- **Step 5** - After adding all the contents of the page, click on the *Publish* button.

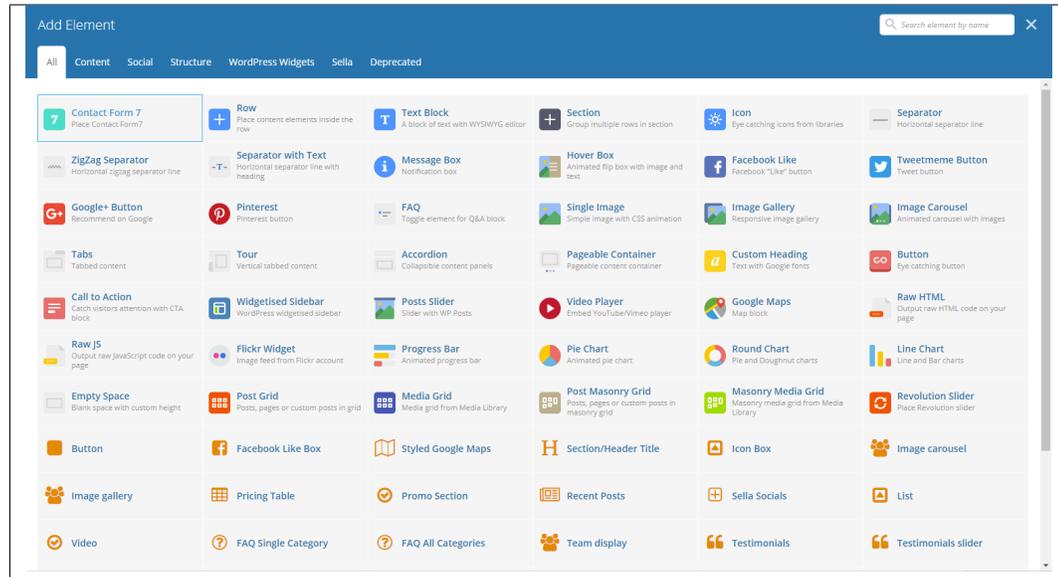
2.1.1 Create Page Using Visual Composer

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

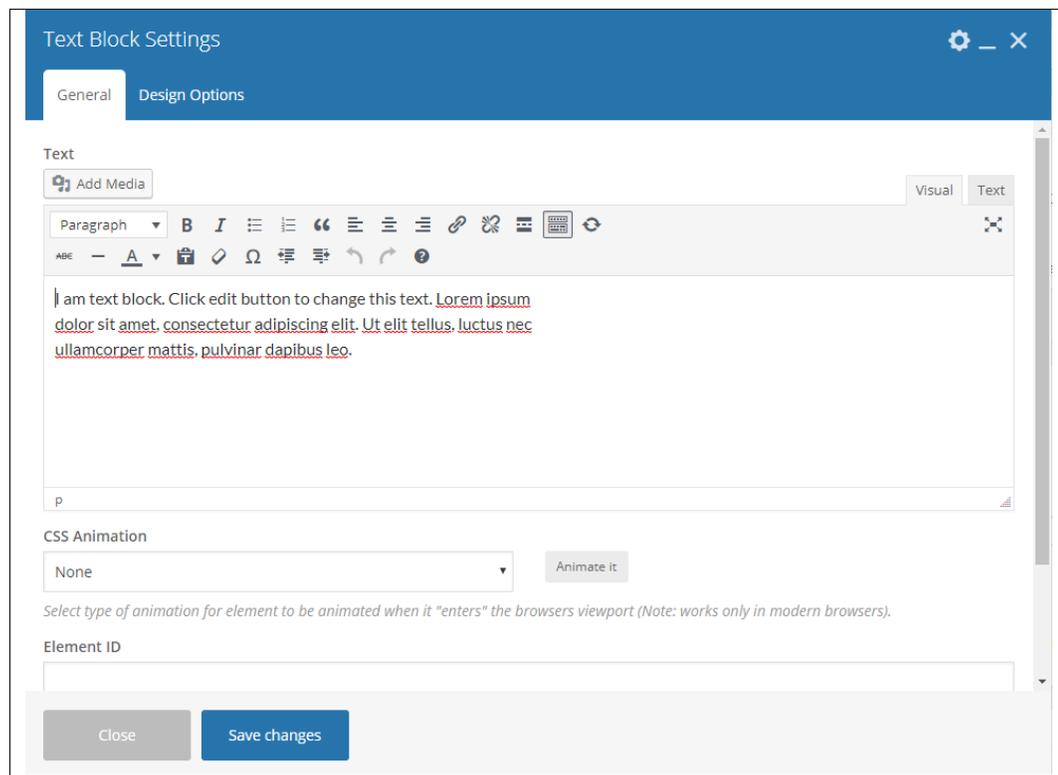


In adding contents to the page, there are many options to choose from. Some of the options are:

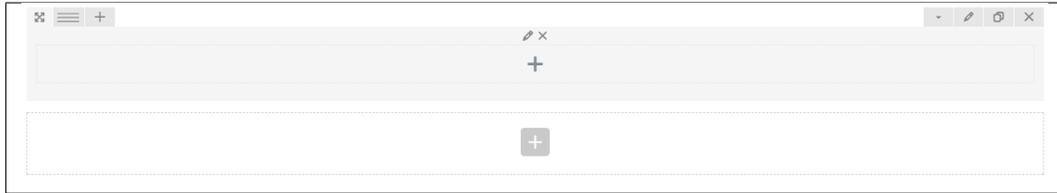
- **Elements** - You will be able to choose elements that are needed and used on the page.



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



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



2.2 Homepage Setup

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

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

Reading Settings

Front page displays

Your latest posts

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

Front page: Home V1 - Portal Slider

Posts page:

Blog pages show at most posts

Syndication feeds show the most recent items

For each article in a feed, show

Full text

Summary

Search Engine Visibility

Discourage search engines from indexing this site

It is up to you to make sure your site is compliant with robots.txt and meta tags.

About

Abuse

Agency Page

Agent

Blog

Blog Section

Blog Single

Buttons

Calculate Loan

Charts

Contact Us

CustomLogin

CustomRegister

fgfgfg

For Rent

For Sale

Forms

Grid System

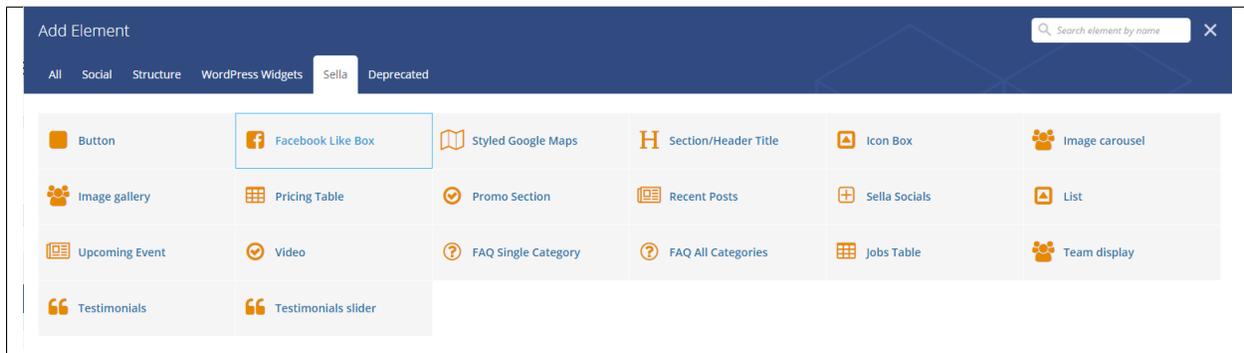
Home v1

Home V1 - Portal Slider

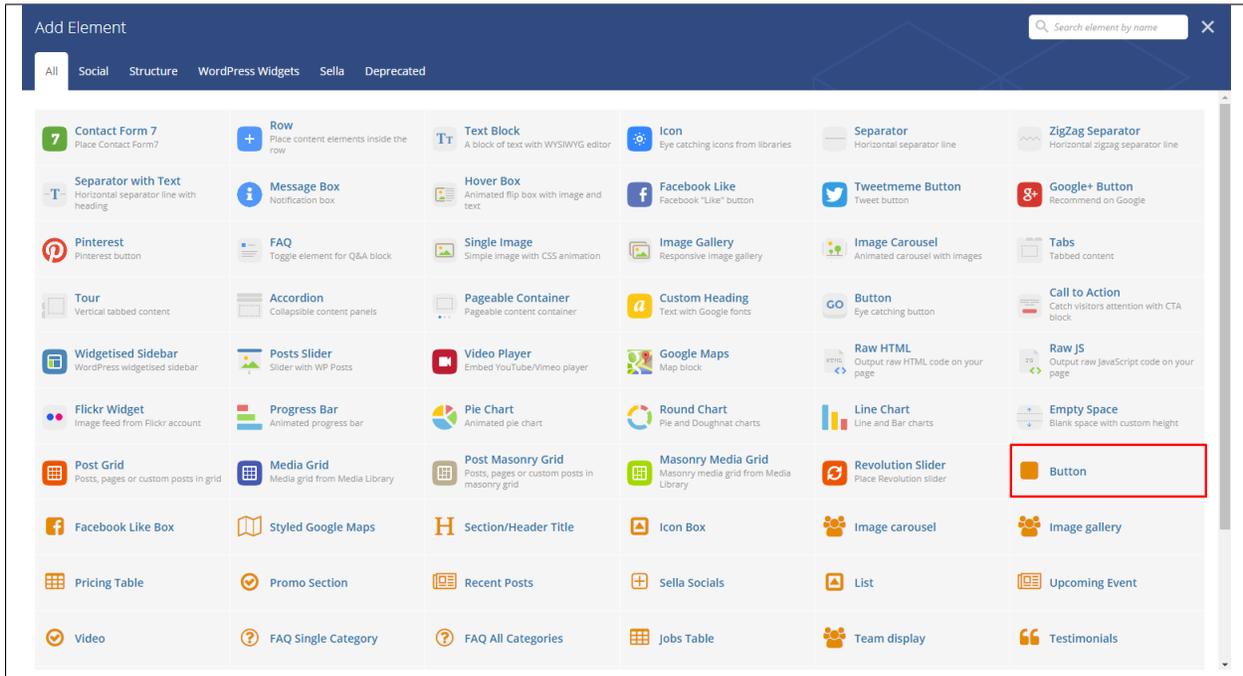
Sella Elements

3.1 Sella Custom Shortcodes

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



3.1.1 Button



This theme comes with VC element that give you the option to create buttons that can be used in the theme.

Button Settings

Button Design options

Button enabled
 Yes

Button type
Default

Button Alignment
Left

Text

Shape
Rounded

Color
Black

Button Text Color
White

Size
Mini

Add Icon?
 Yes

Url

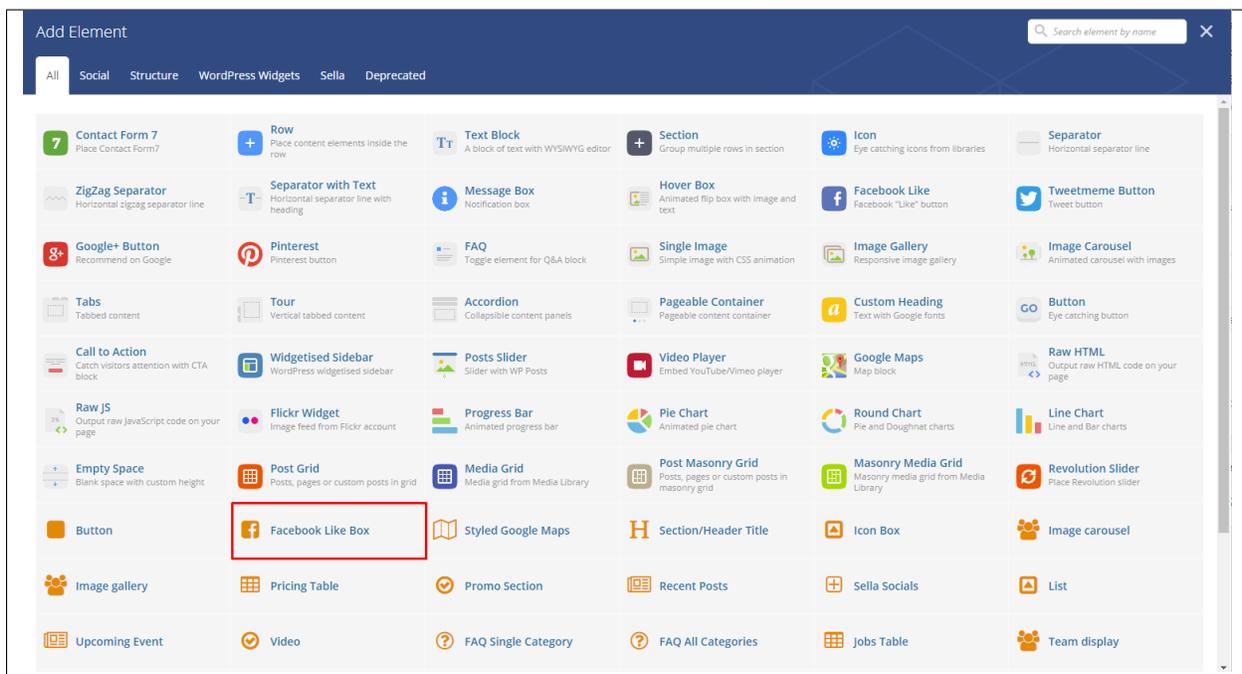
Open url in new tab?
 Yes

Close Save changes

-General Tab-

- **Button enable** - Option to enable the button.
- **Button type** - Type of button showing.
- **Button Alignment** - Where the button is located.
- **Text** - The label of the button.
- **Shape** - Shape of the button.
- **Color** - Color of the button.
- **Button Text Color** - Color of the text label.
- **Size** - Size of the button.
- **Add Icon?** - Option to add an icon in the button.
- **Icon** - If Add icon is *Yes*, this option will show. Add the icon you would like to use.
- **URL** - URL link for the button.
- **Open url in new tab?** - Option to be able to open the link on a new tab.

3.1.2 Facebook Like Box



This will let you connect to a page in Facebook for advertising and information. Visitors on your site can *Like* and/or *Share* the FB page you are showing.

Facebook Like Box Settings

Sella

Title

Page ID:

Enter your Facebook page ID

Close Save changes

-Sella Tab-

- **Title** - Title of the page.
- **Page ID** - Page ID of the FB page you would like to show. To know how to get your *Page ID* click [here](#).

3.1.3 Styled Google Maps

Add Element

Search element by name

All Social Structure WordPress Widgets Sella Deprecated

Tour Vertical tabbed content

Accordion Collapsible content panels

Pageable Container Pageable content container

Custom Heading Text with Google fonts

Button Eye catching button

Call to Action Catch visitors attention with CTA block

Widgetised Sidebar WordPress widgetised sidebar

Posts Slider Slider with WP Posts

Video Player Embed YouTube/Vimeo player

Google Maps Map block

Raw HTML Output raw HTML code on your page

Raw JS Output raw JavaScript code on your page

Flickr Widget Image feed from Flickr account

Progress Bar Animated progress bar

Pie Chart Animated pie chart

Round Chart Pie and Doughnut charts

Line Chart Line and Bar charts

Empty Space Blank space with custom height

Post Grid Posts, pages or custom posts in grid

Media Grid Media grid from Media Library

Post Masonry Grid Posts, pages or custom posts in masonry grid

Masonry Media Grid Masonry media grid from Media Library

Revolution Slider Piece Revolution slider

Button

Facebook Like Box

Section/Header Title

Icon Box

Image carousel

Image gallery

Pricing Table

Promo Section

Recent Posts

Sella Socials

List

Upcoming Event

Video

FAQ Single Category

FAQ All Categories

Jobs Table

Team display

Testimonials

Testimonials slider

Revolution Slider 5

WP Search A Search form for your site

WP Meta Log in/out, admin, feed and WordPress links

WP Recent Comments The most recent comments

WP Calendar A calendar of your sites posts

WP Pages Your sites WordPress Pages

WP Tag Cloud Your most used tags in cloud format

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

WP Text Arbitrary text or HTML

WP Recent Posts The most recent posts on your site

WP Categories A list or dropdown of categories

WP Archives A monthly archive of your sites posts

WP RSS Entries from any RSS or Atom feed

Lets you add a styled google map on a page. You will be able to customize this map in the *Styled Google Maps Settings*.

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

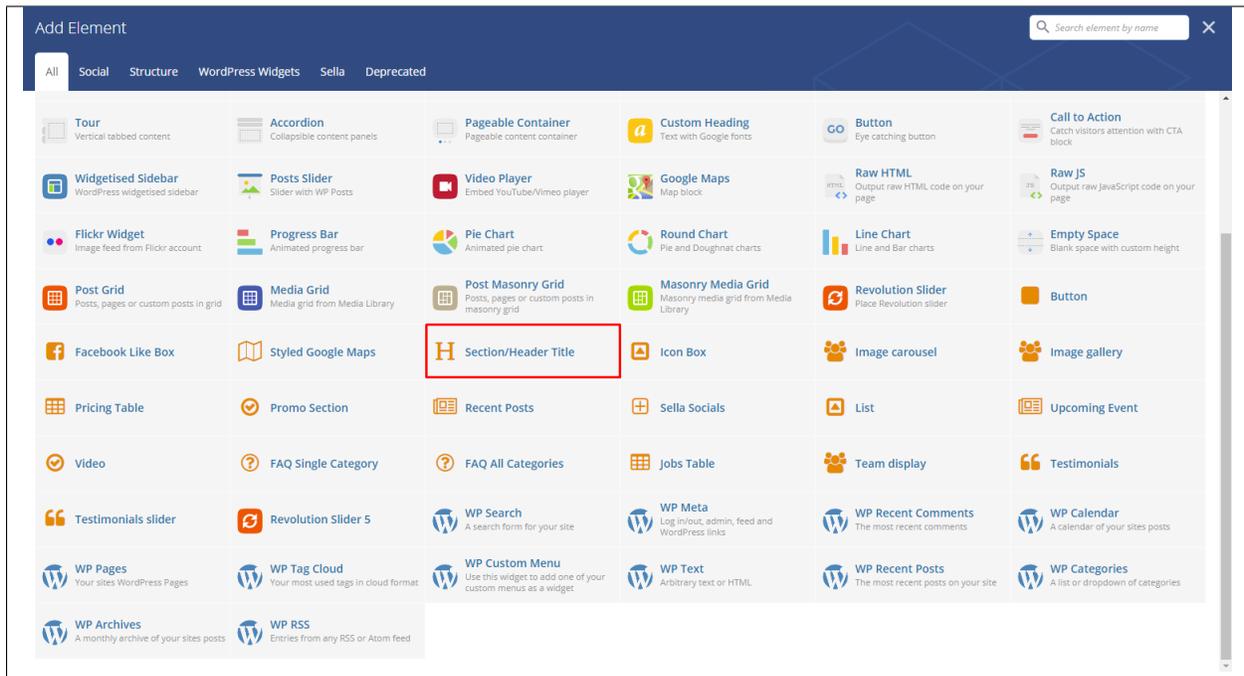
Default: 11

Map marker

-General Tab-

- **Address** - Set an address for the map.
- **Latitude** - Option to add a latitude of the address.
- **Longitude** - Option to add a longitude of the address.
- **Custom map height** - Height of the map.
- **Zoom** - Zoom percentage of the map.
- **Map marker** - Option to add a custom map marker.
- **Map style code** - Paste “JavaScript Style Array” here, you can find and create it on: snazzymaps.com

3.1.4 Section/Header Title



This theme comes with VC element that give you the option to create a header/section title that can be used in the theme.

Section/Header Title Settings

Sella

Type
Default

Title:

Title Text Color:
 Select Color

Subtitle:

Displayed above title

Subtitle Text Color:
 Select Color

Title Position:
Left

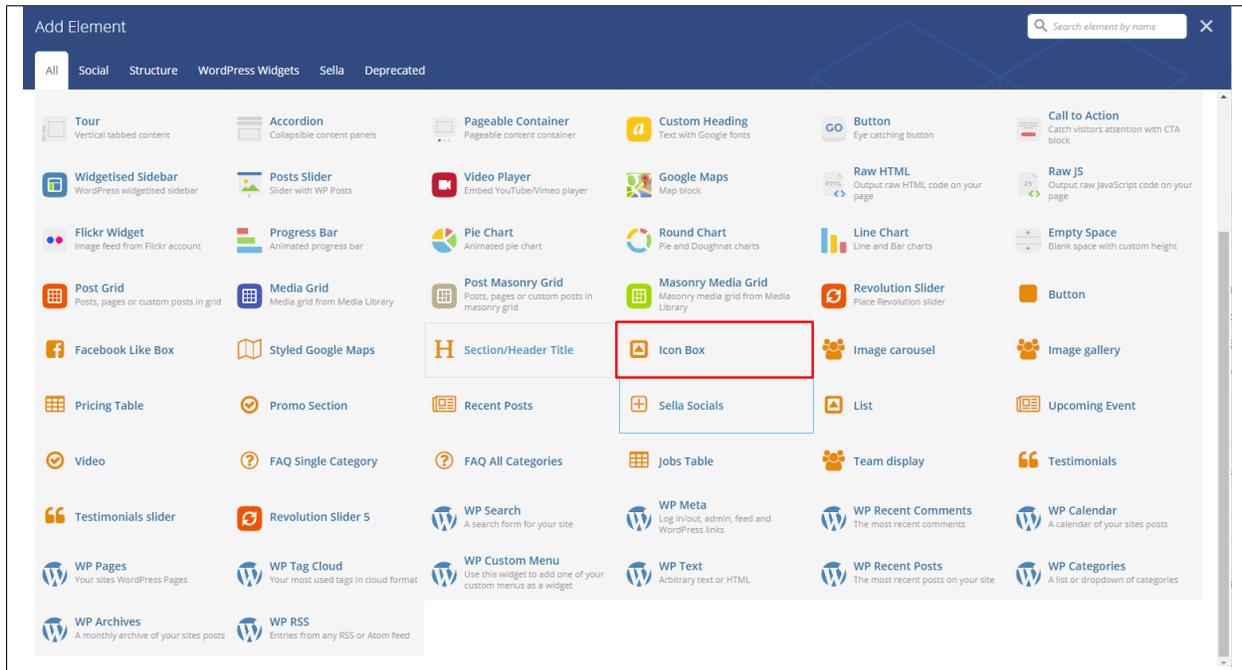
Close Save changes

-Sella Tab-

- **Type** - Format of how the title would look like.
- **Title** - What is written as the title.

- **Title Text Color** - The color of the title's font.
- **Subtitle** - What is written as the subtitle of the title.
- **Subtitle Text Color** - The color of the subtitle's font.
- **Title Position** - Location of the title in the section.

3.1.5 Icon Box



This element lets you add an icon box with many option on how it would look like on a page. You will be able to customize this icon box in the *Icon Box Settings*.

Icon Box Settings

Sella

Icon box Layout
Contact Information

Title:
sample

Icon title color:
Select Color

Subtitle:

Icon subtitle color:
Select Color

Icon:
AD®

Icon color:
Select Color

Url Type:
Default

URL:

Background color:

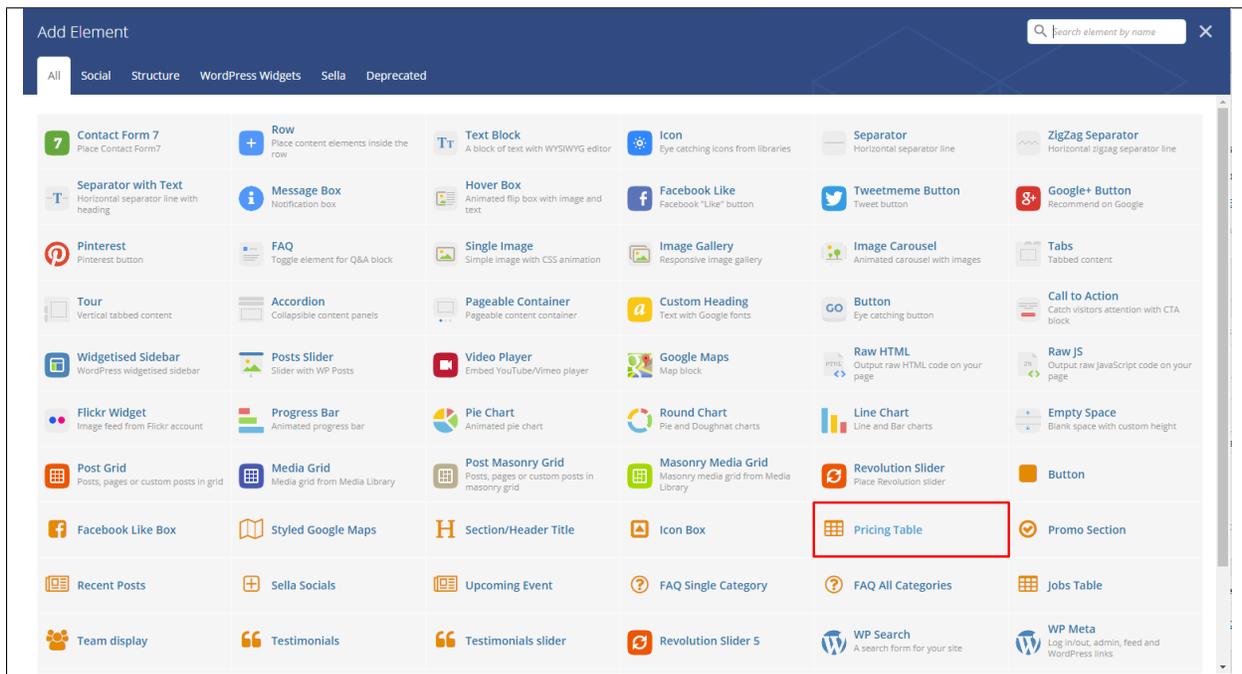
Close Save changes

-Sella Tab-

- **Icon box Layout** - Options on how the icon box would look.



- **Title** - Title of the icon box.
- **Icon title color** - Color of the title's font.
- **Subtitle** - Subtitle of the title.
- **Icon subtitle color** - Color of the subtitle's font.
- **Icon** - Options for the icon shown in the icon box.
- **Icon color** - Color of the icon image.
- **Icon color on hover** - Color of the icon image when mouse arrow hovers above.

3.1.6 Pricing Table

Below you will see all the available options that can/need to be set to use *Pricing Table*.

Pricing Table Settings

Sella

Title

Subtitle

Price

Currency

US Dollars (\$) ▼

Period

Per Annum, Per Month, Per Hour, Lifetime, etc.

Text

Badge

Yes

Distinction

Yes

Check to set distinction

Item List

Enter items separated by comma

Button

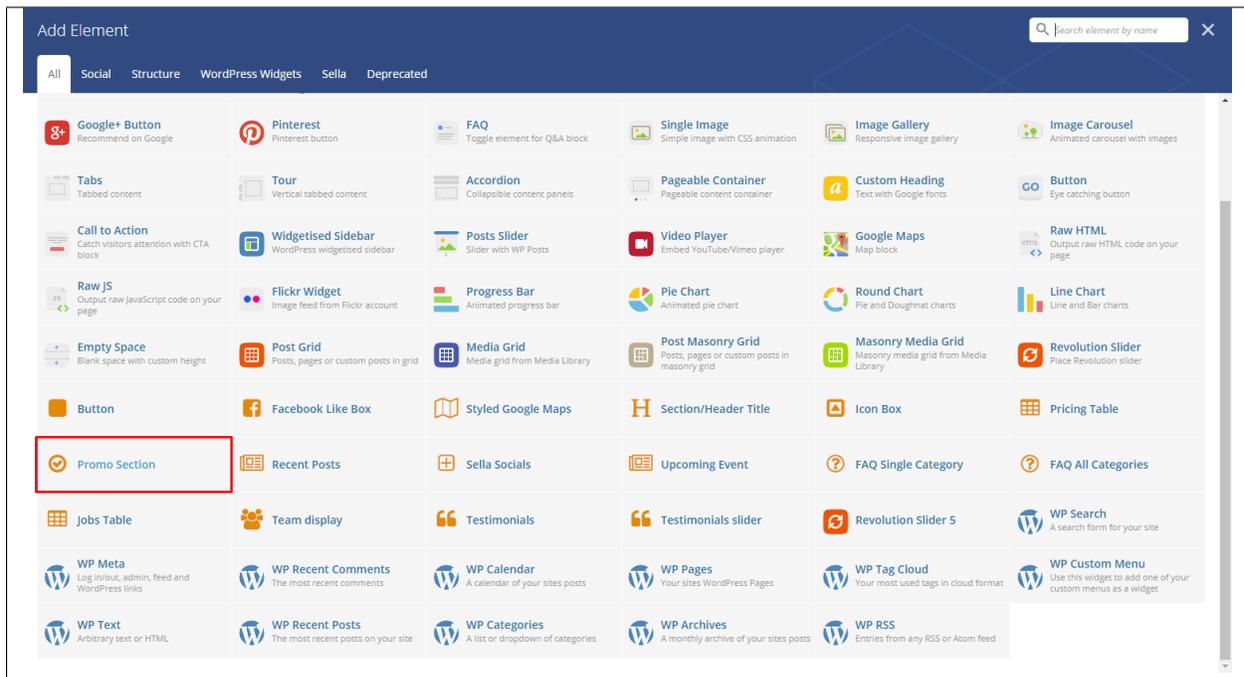
Yes

Close Save changes

-Sella Tab-

- **Title** - Title for the pricing table.
- **Subtitle** - Subtitle of the title.
- **Price** - The price of the listing.
- **Currency** - Currency of the price.
- **Period** - Period of the item in which it is usable by the buyer.
- **Text** - Description of the listing being posted.
- **Badge** - Option to show a badge on the listing.
 - **Badge Text** - If *Badge* option is yes, this will show. This is the text on the badge.
- **Distinction** - Option to customize the look of the top part of a pricing table.
 - **Distinction Color** - The background color.
 - **Distinction Text Color** - The text color of the top part of the pricing table.
- **Item List** - List of items included in the listing.
- **Button** - Option to add a button on the pricing table. If *Yes*, the button settings will show.

3.1.7 Promo Section



This will create a promo section on the page.

Promo Section Settings

General Design options

Section Title

Promo Section Background

None

Full Width: Bootstrap Container

Yes

Extend Promo Section

None

Image:

Heading

Heading color:

Select Color

Subheading

Subheading color:

Select Color

Padding-left

None

Padding-Right

None

Separator

None

Button

Yes

Close Save changes

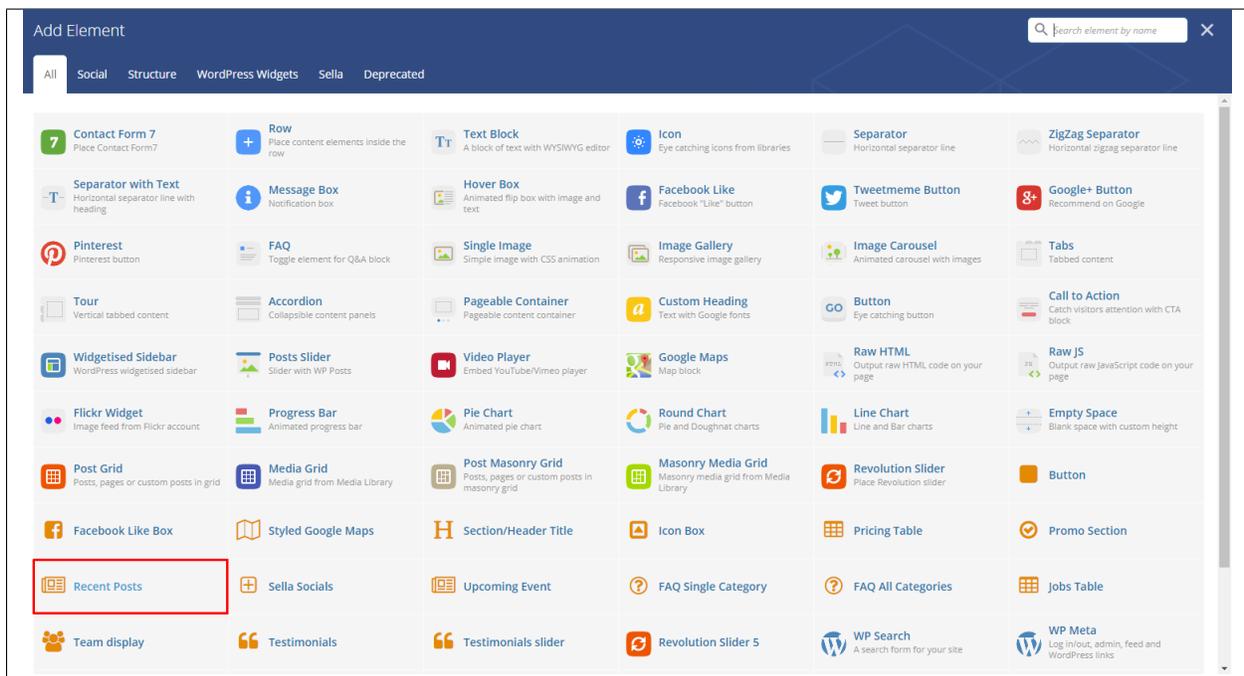
-General Tab-

- **Section Title** - Title for the promo section.
- **Promo Section Background** - Color of the section background.
- **Full width: Bootstrap Container** - Extend the section to its full width.
- **Image** - Image inside the promo section.
- **Heading** - Description of the item/service.
- **Heading color** - Font color of the heading.
- **Subheading** - Sub-description of the item/service.
- **Subheading color** - Font color of the subheading.
- **Padding-left** - Add a padding on the left side.
- **Padding-right** - Add a padding on the right side.
- **Separator** - Add a separator for the heading and the image.
- **Button** - Option to add a button on the promo section. If this option is *Yes*, the *Button Settings* option will show.

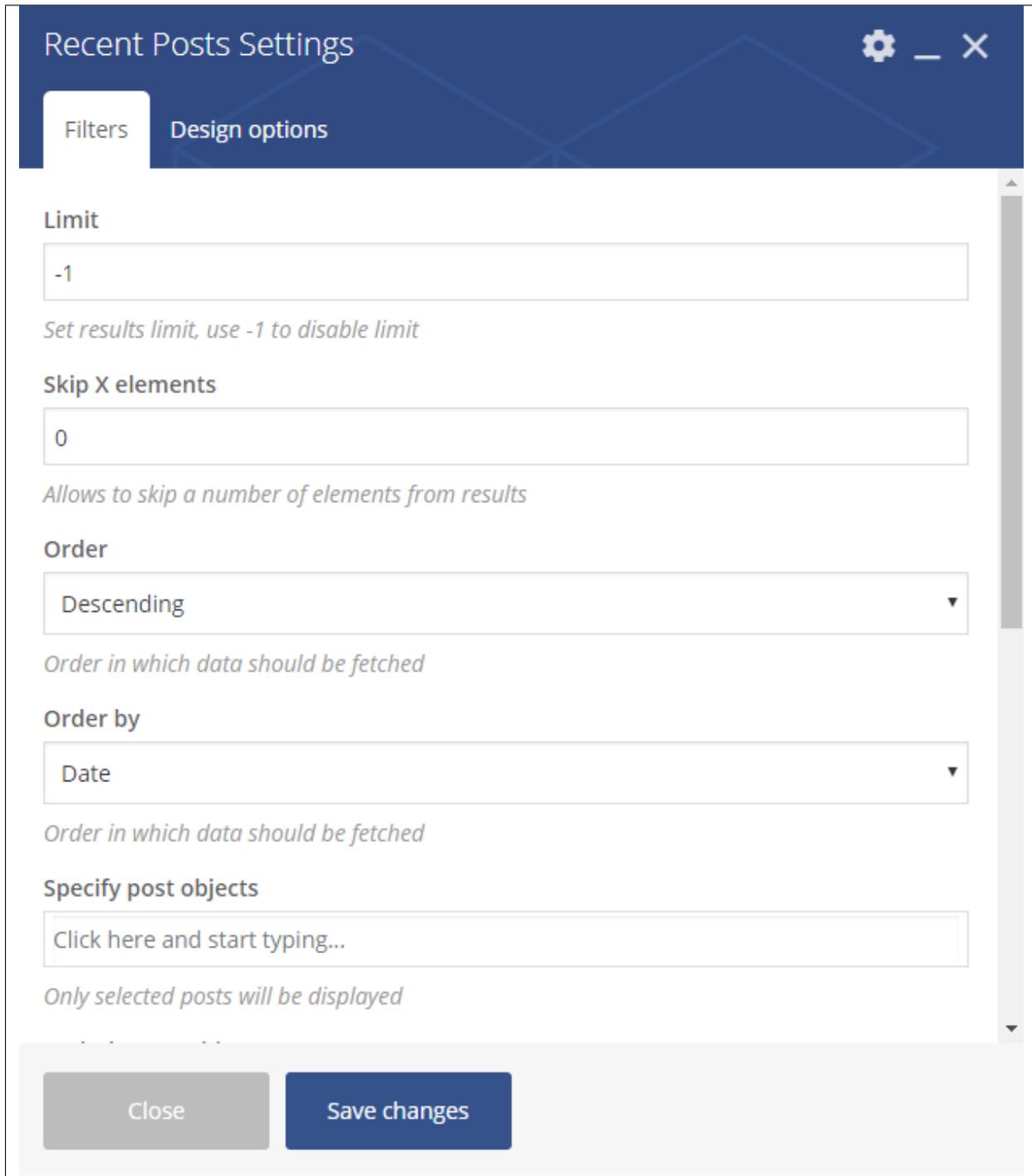
-Design options Tab-

- **Design options** - Add/Change the margin, border, or padding of the promo section.
- **Border color** - Color of the border line.
- **Border style** - The style of the border line.
- **Border radius** - The size of the border.
- **Background** - Background color or image of the promo section.

3.1.8 Recent Posts



This will show the latest posts posted in the blog.



The screenshot shows a 'Recent Posts Settings' dialog box with a dark blue header. The 'Filters' tab is selected, and the 'Design options' tab is also visible. The settings are as follows:

- Limit:** A text input field containing '-1'. Below it is the instruction: 'Set results limit, use -1 to disable limit'.
- Skip X elements:** A text input field containing '0'. Below it is the instruction: 'Allows to skip a number of elements from results'.
- Order:** A dropdown menu showing 'Descending'. Below it is the instruction: 'Order in which data should be fetched'.
- Order by:** A dropdown menu showing 'Date'. Below it is the instruction: 'Order in which data should be fetched'.
- Specify post objects:** A text input field with the placeholder text 'Click here and start typing...'. Below it is the instruction: 'Only selected posts will be displayed'.

At the bottom of the dialog, there are two buttons: 'Close' (grey) and 'Save changes' (dark blue).

-Filters Tab-

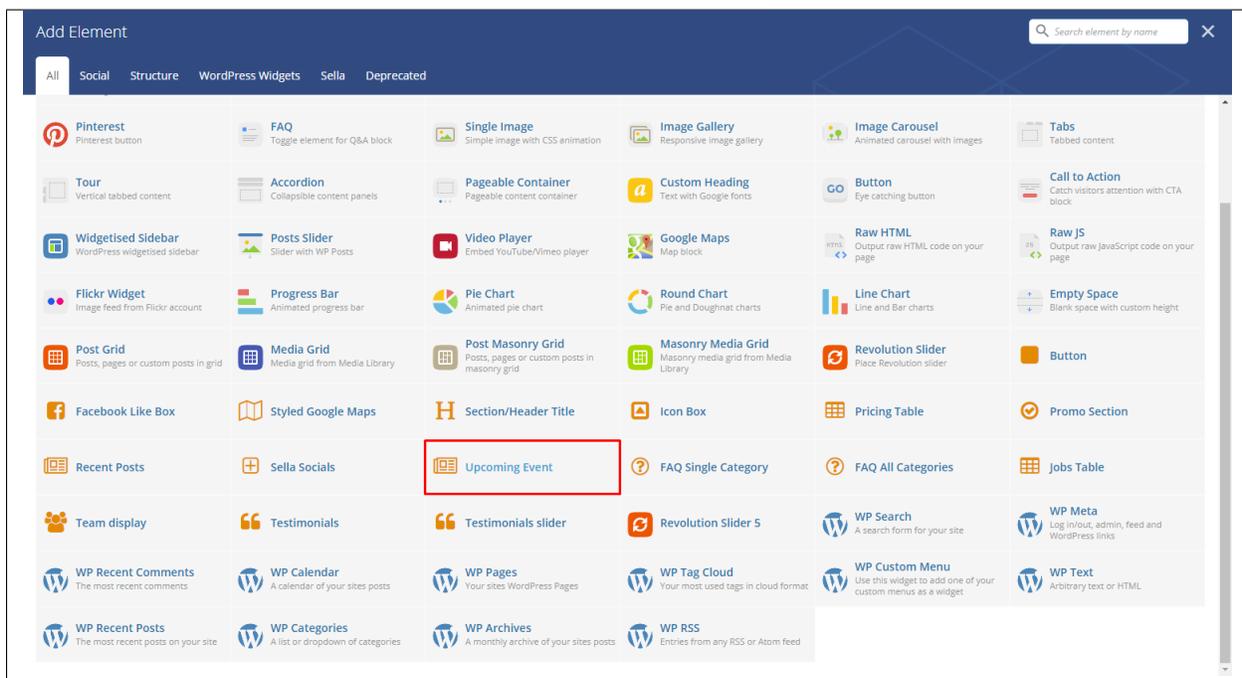
- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the posts order looks.

- **Order by** - How the posts are ordered.
- **Specify post objects** - Only selected posts are shown.
- **Exclude post objects** - None of the selected posts will be displayed.
- **Specify terms of category taxonomy** - Only show posts under the categories.
- **Exclude terms of category taxonomy** - None of the posts under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show items with certain keyword.

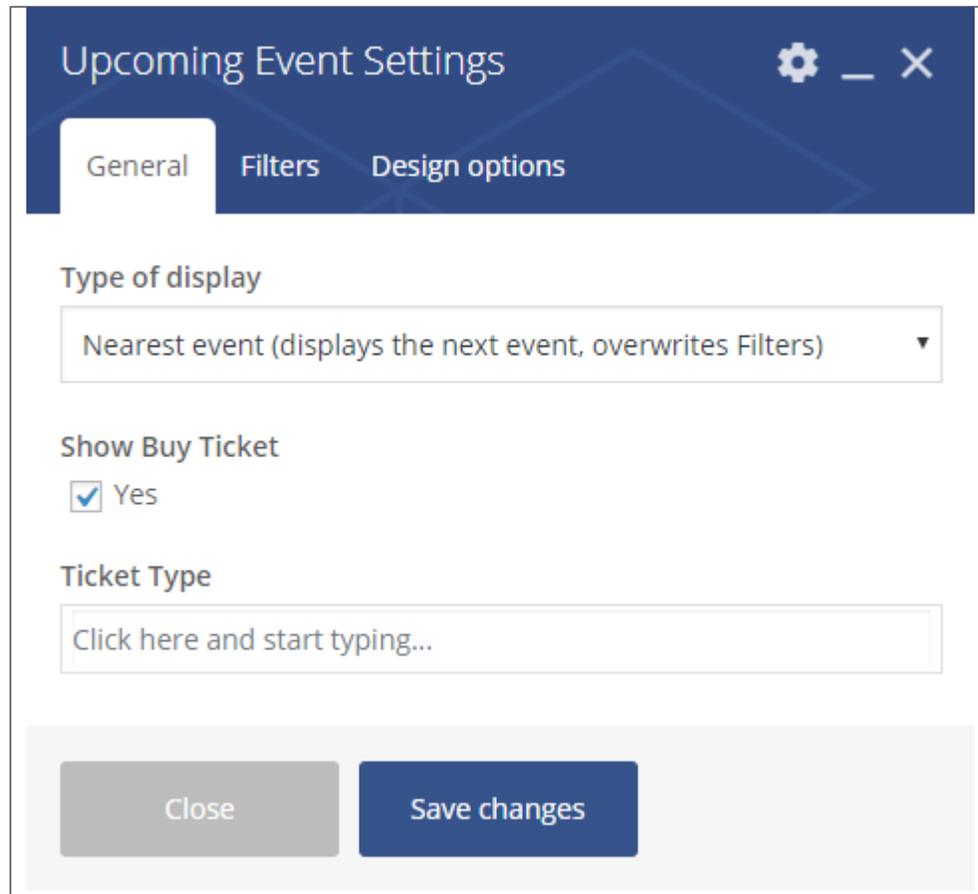
-Design options Tab-

- **Design options** - Add/Change the margin, border, or padding of the promo section.
- **Border color** - Color of the border line.
- **Border style** - The style of the border line.
- **Border radius** - The size of the border.
- **Background** - Background color or image of the promo section.

3.1.9 Upcoming Event



Below you will see all the available options that can/need to be set to use *Upcoming Event* element.



Upcoming Event Settings

General Filters Design options

Type of display

Nearest event (displays the next event, overwrites Filters)

Show Buy Ticket

Yes

Ticket Type

Click here and start typing...

Close Save changes

-General Tab-

- **Type of display** - How the events are being shown.
- **Show Buy Ticket** - Option to add a *Buy Ticket* button.
- **Ticket Type** - The ticket that was made in *Tickets*. To know how to create tickets, go to *Create Tickets* tutorial.

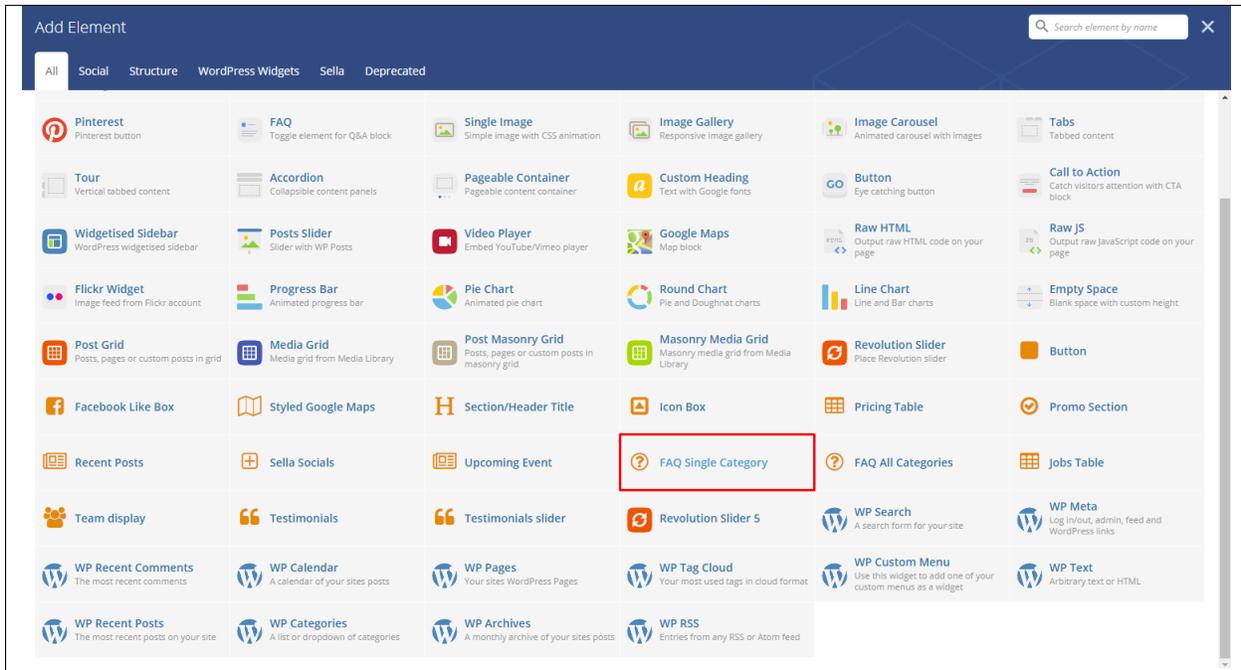
-Filters Tab-

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

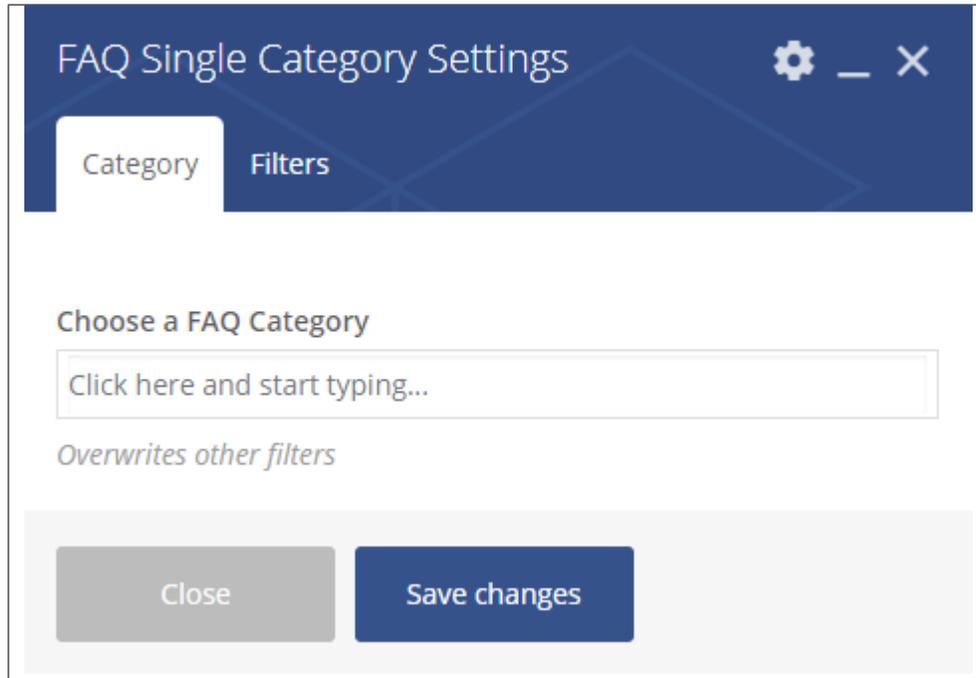
-Design options Tab-

- **Design options** - Add/Change the margin, border, or padding of the promo section.
- **Border color** - Color of the border line.
- **Border style** - The style of the border line.
- **Border radius** - The size of the border.
- **Background** - Background color or image of the promo section.

3.1.10 FAQ Single Category



This element lets you add an FAQs with a single category on the page.



FAQ Single Category Settings

Category Filters

Choose a FAQ Category

Click here and start typing...

Overwrites other filters

Close Save changes

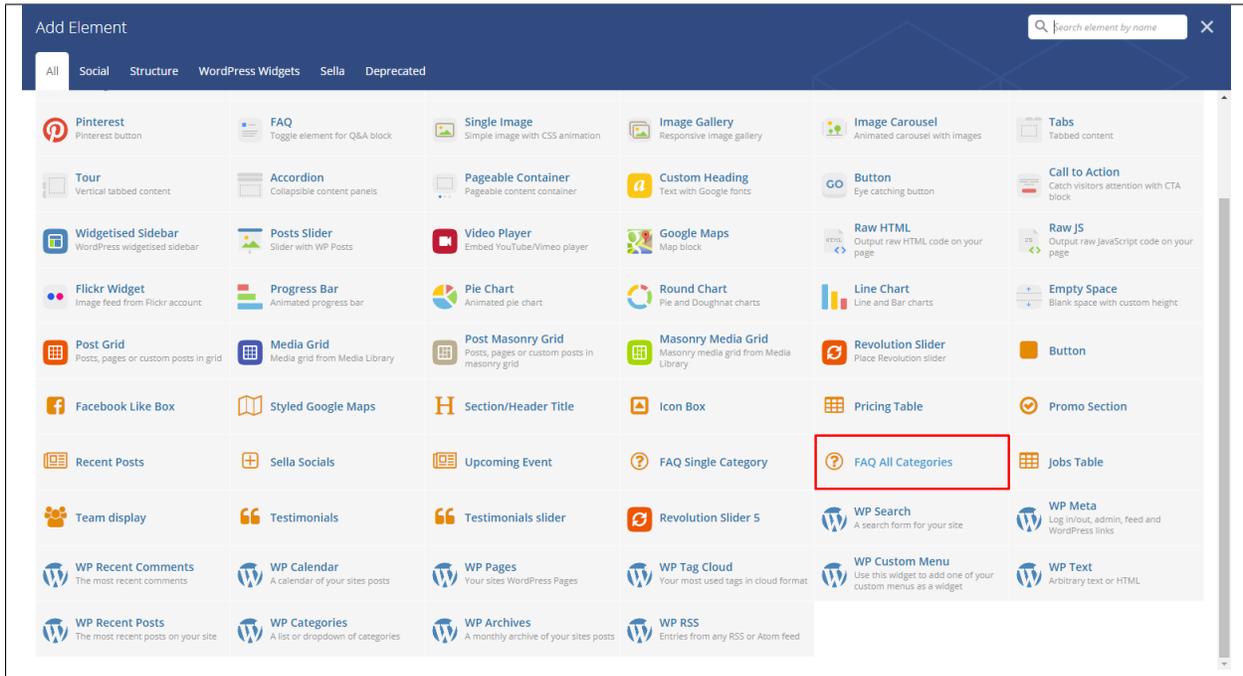
-Category Tab-

- **Choose a FAQ Category** - Category of the FAQs that you want to show.

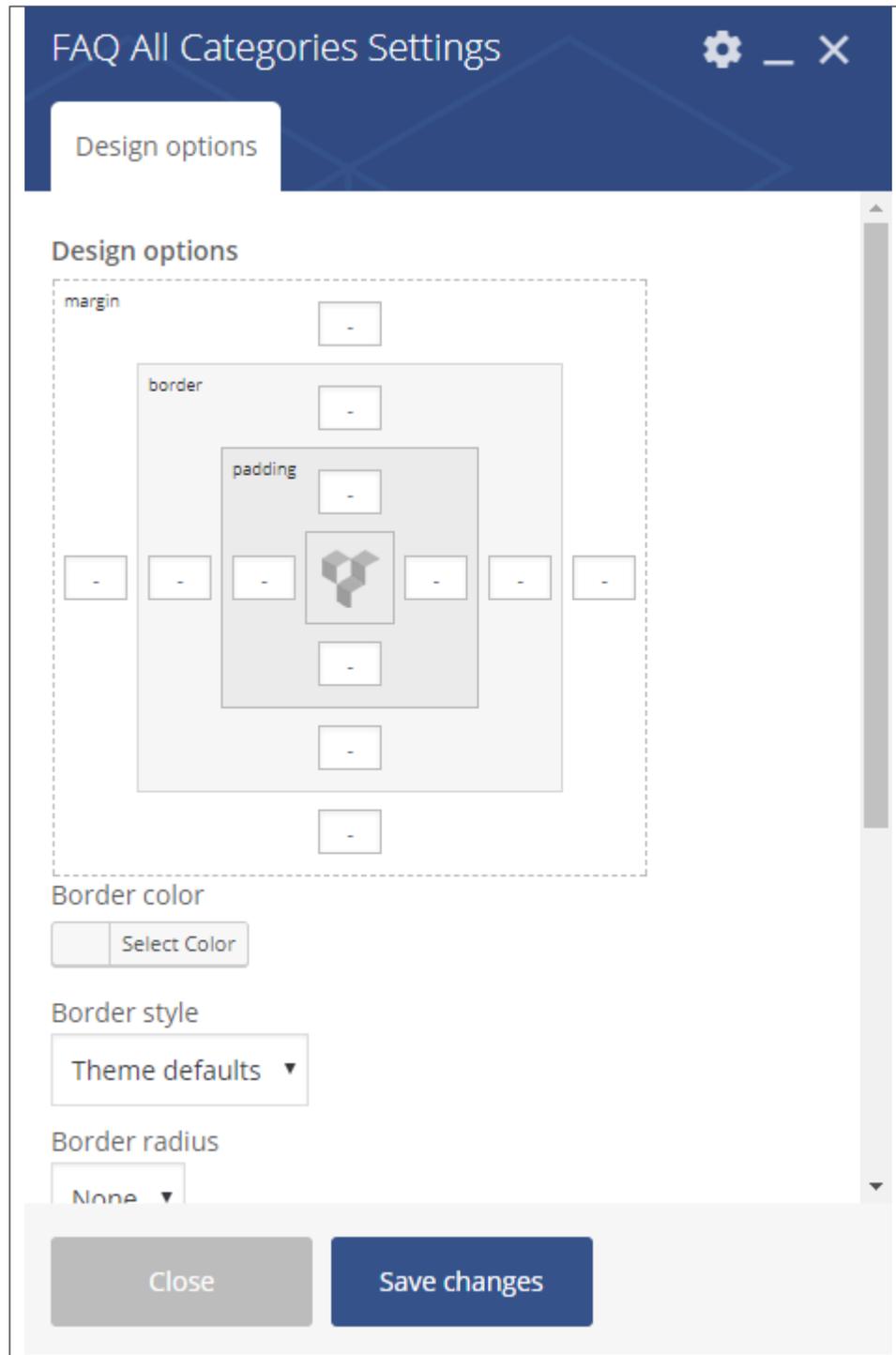
-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the FAQs order looks.
- **Order by** - How the FAQs are ordered.
- **Specify ct-faq objects** - Only selected FAQs are shown.
- **Exclude ct-faq objects** - None of the selected FAQs will be displayed.
- **Specify terms of ct-faq-taxonomy taxonomy** - Only show FAQs under the categories.
- **Exclude terms of ct-faq-taxonomy taxonomy** - None of the FAQs under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

3.1.11 FAQ All Categories



This element lets you add all the FAQs on the page.

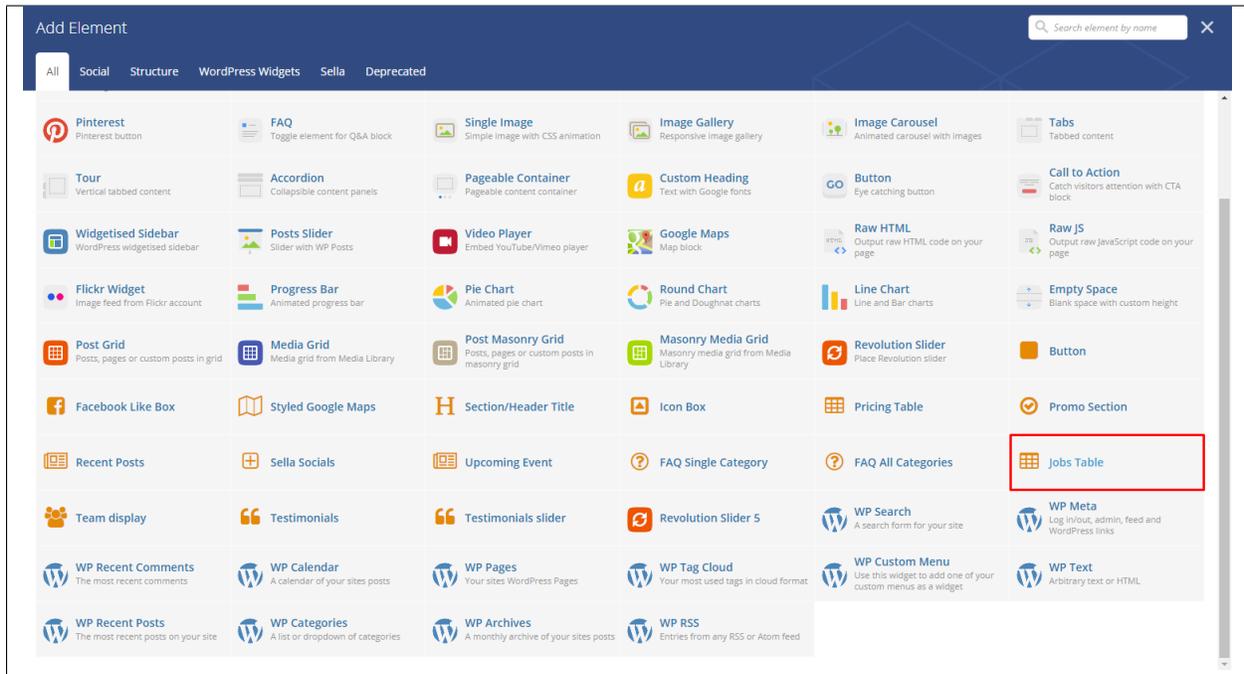


-Design options Tab-

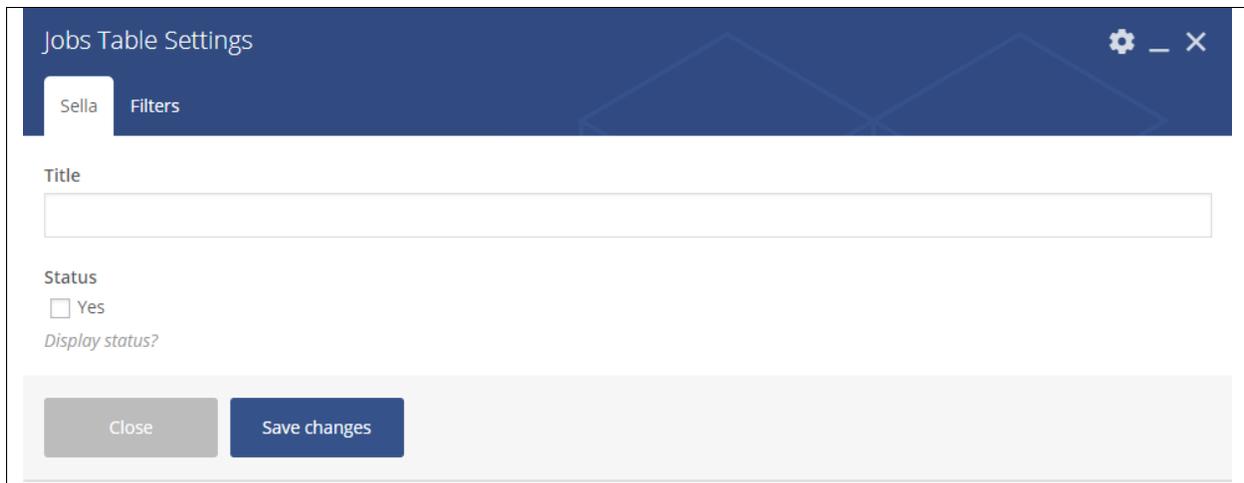
- **Design options** - Add/Change the margin, border, or padding of the promo section.
- **Border color** - Color of the border line.
- **Border style** - The style of the border line.

- **Border radius** - The size of the border.
- **Background** - Background color or image of the promo section.

3.1.12 Jobs Table



Lets you add a table that has the jobs created in the *Jobs* in it. To know how to create a jobs item, go to *Create Jobs Item* tutorial.



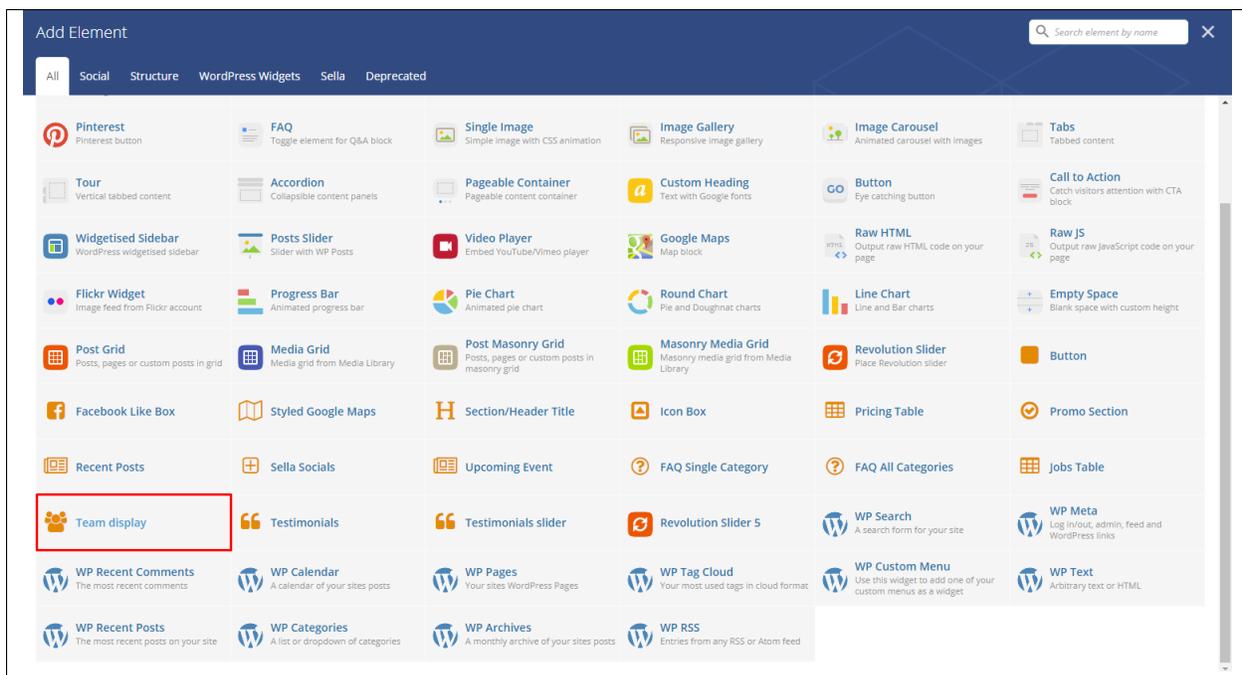
-Sella Tab-

- **Title** - Title of the table.
- **Status** - Option to display status of the *Jobs* item.

-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the jobs order looks.
- **Order by** - How the jobs are ordered.
- **Specify ct-jobs objects** - Only selected jobs are shown.
- **Exclude ct-jobs objects** - None of the selected jobs will be displayed.
- **Specify terms of category taxonomy** - Only show jobs under the categories.
- **Exclude terms of category taxonomy** - None of the jobs under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

3.1.13 Team Display



Lets you add a table of the team members created in the *Team Members*. To know how to create a team member item, go to *Create Team Member* tutorial.

Team display Settings

General Filters

Display Skills

Yes

Name Color

White

Close Save changes

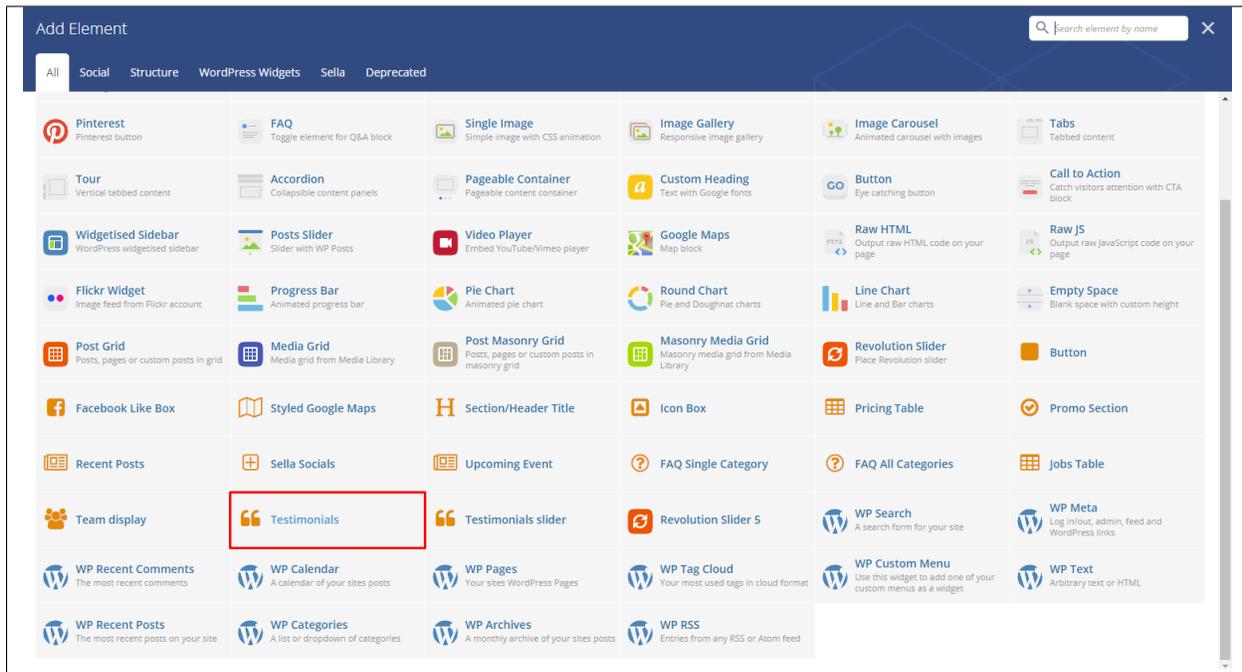
-General Tab-

- **Display Skills** - Option to show the skills of the team members.
- **Name Color** - Font color of the team member's name.

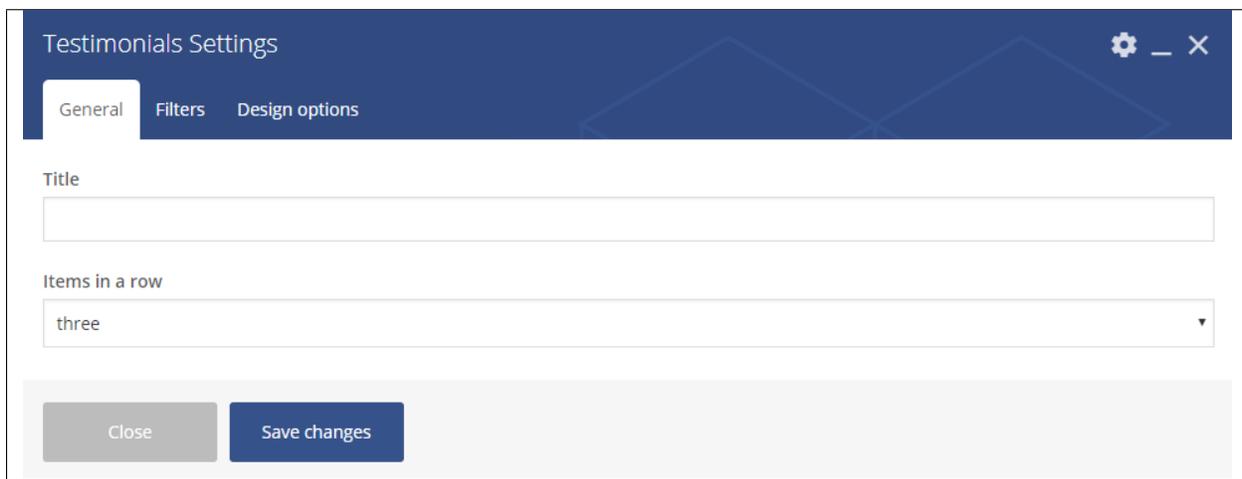
-Filters Tab-

- **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 ct-team objects** - Only selected team members are shown.
- **Exclude ct-team objects** - None of the selected team members will be displayed.
- **Specify terms of ct-team-taxonomy taxonomy** - Only show team members under the categories.
- **Exclude terms of ct-team-taxonomy taxonomy** - None of the team members under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

3.1.14 Testimonials



Gives you an option to show people static *Testimonial Items* that are made on your site.



-General Tab-

- **Title** - Title of the Testimonials block.
- **Items in a row** - Number of testimonials being shown in a row.

-Filters Tab-

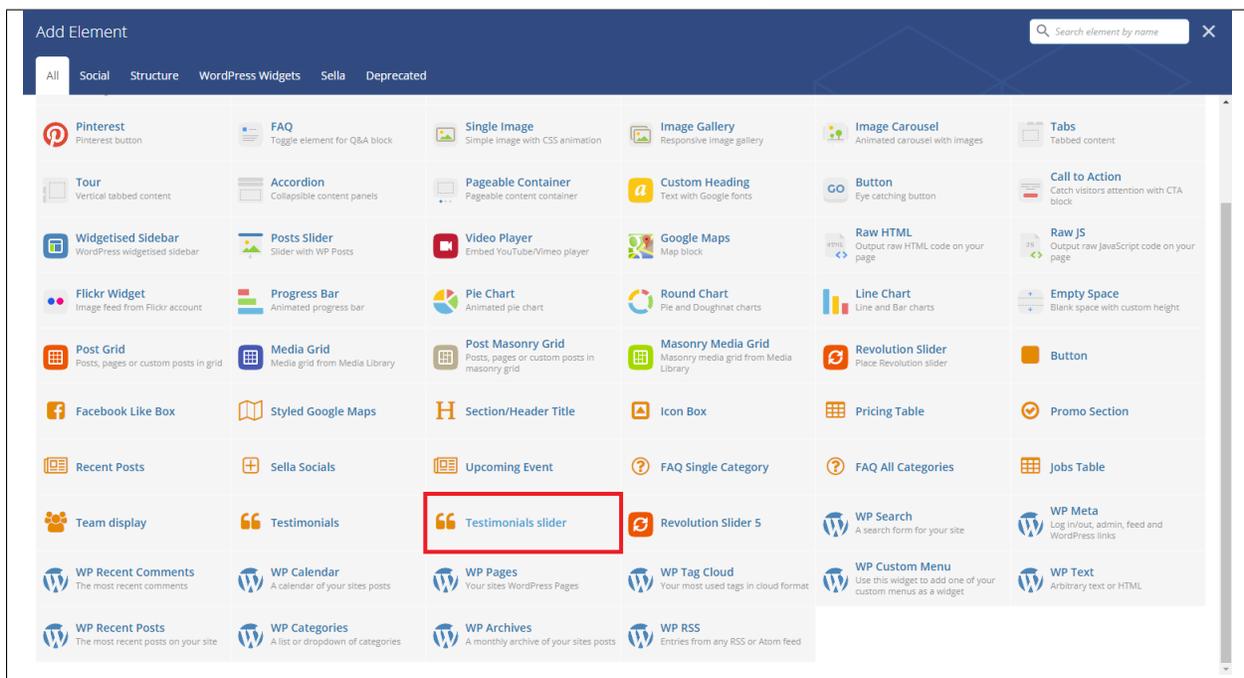
- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the testimonials order looks.

- **Order by** - How the testimonials are ordered.
- **Specify ct-testimonials objects** - Only selected testimonials are shown.
- **Exclude ct-testimonials objects** - None of the selected testimonials will be displayed.
- **Specify terms of category taxonomy** - Only show testimonials under the categories.
- **Exclude terms of category taxonomy** - None of the testimonials under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

-Design options Tab-

- **Design options** - Add/Change the margin, border, or padding of the promo section.
- **Border color** - Color of the border line.
- **Border style** - The style of the border line.
- **Border radius** - The size of the border.
- **Background** - Background color or image of the promo section.

3.1.15 Testimonials slider



Gives you an option to show people dynamic *Testimonial Items* that are made on your site.

Testimonials slider Settings

Text color

Select Color

Autoplay

Yes

Speed [ms]

800

Fade

Yes

Dots

Yes

Order

Descending

Order by

Date

Order in which data should be fetched

Limit

6

Number of elements (max 6)

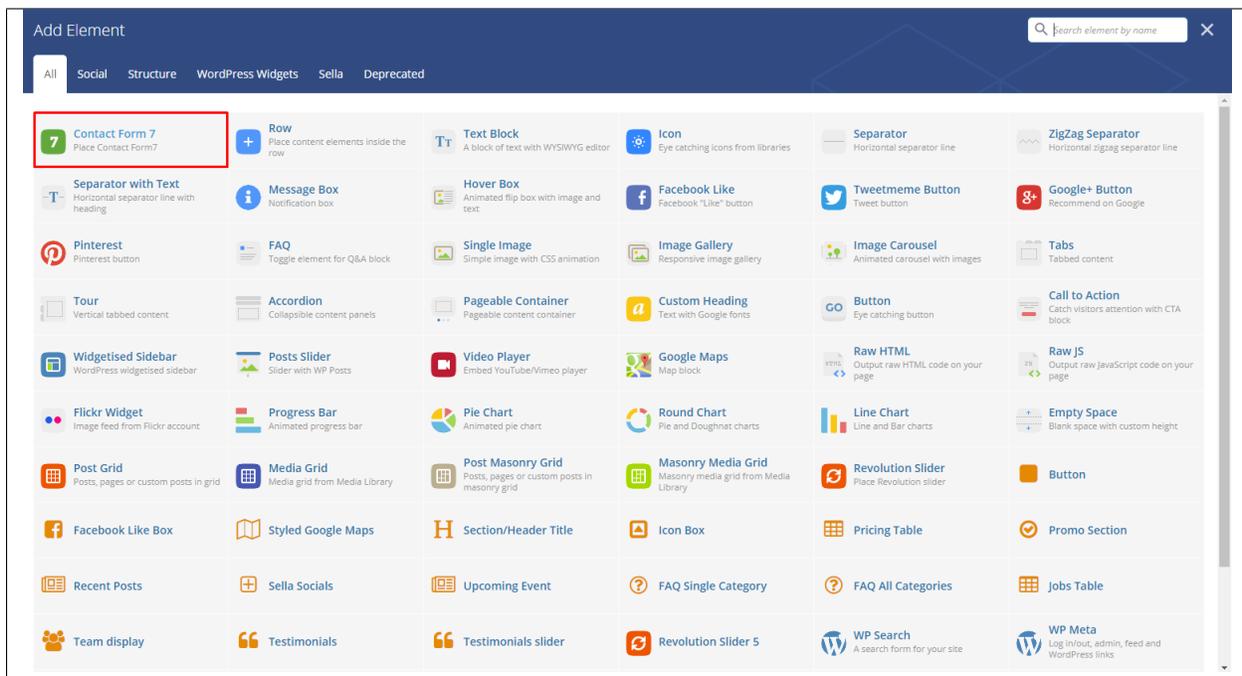
Close Save changes

- **Text color** - Font color of the testimonials.
- **Autoplay** - Make the slider automatically move.
- **Speed [ms]** - Speed of the autoplay.
- **Fade** - Option to make the testimonials fade rather than slide to change.
- **Dots** - Option to show navigation dots at the bottom of the testimonial slider.
- **Order** - How the testimonials order looks.
- **Order by** - How the testimonials are ordered.
- **Limit** - Limit on how many testimonials will show.

3.2 Sella Plugin Elements

Some plugins that are used in Sella 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.

3.2.2 Revolution Slider & Revolution Slider 5

Add Element
Search element by name

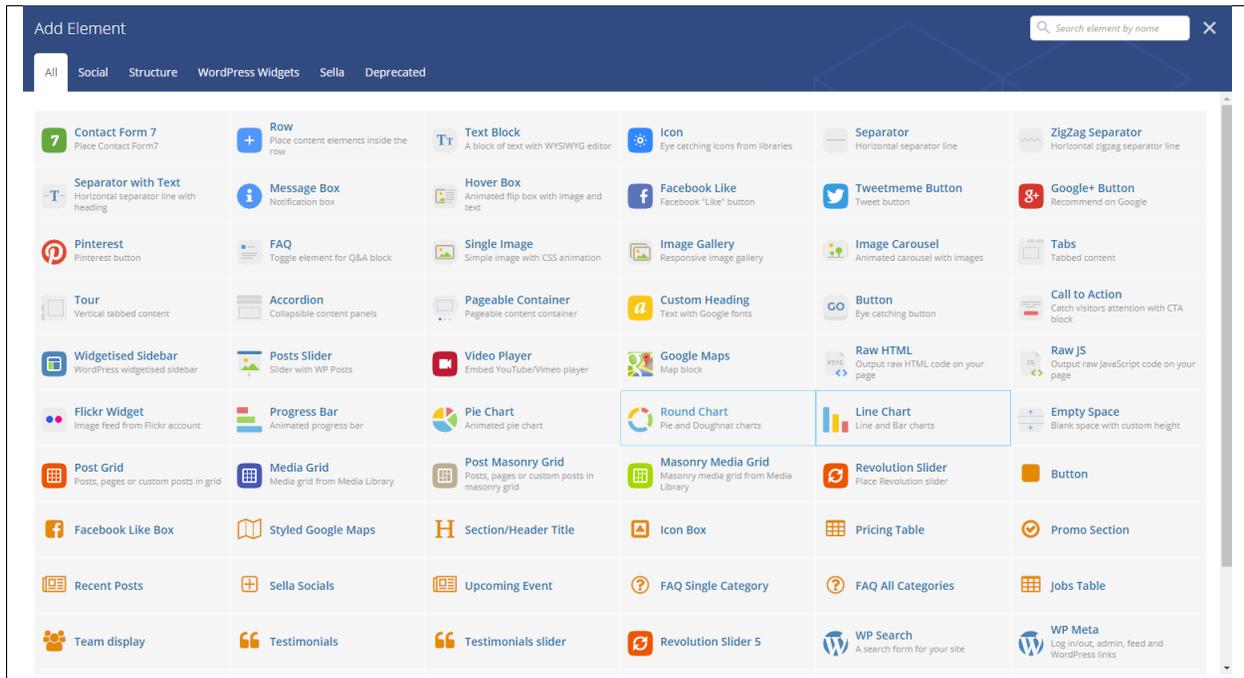
All
Social
Structure
WordPress Widgets
Sella
Deprecated

Contact Form 7 Place Contact Form7	Row Place content elements inside the row	Text Block A block of text with WYSIWYG editor	Icon Eye catching icons from libraries	Separator Horizontal separator line	ZigZag Separator Horizontal zigzag separator line
Separator with Text Horizontal separator line with heading	Message Box Notification box	Hover Box Animated flip box with image and text	Facebook Like Facebook "Like" button	Tweetmeme Button Tweet button	Google+ Button Recommend on Google
Pinterest Pinterest button	FAQ Toggle element for Q&A block	Single Image Simple image with CSS animation	Image Gallery Responsive image gallery	Image Carousel Animated carousel with images	Tabs Tabbed content
Tour Vertical tabbed content	Accordion Collapsible content panels	Pageable Container Pageable content container	Custom Heading Text with Google fonts	Button Eye catching button	Call to Action Catch visitors attention with CTA block
Widgetised Sidebar WordPress widgetised sidebar	Posts Slider Slider with WP Posts	Video Player Embed YouTube/Vimeo player	Google Maps Map block	Raw HTML Output raw HTML code on your page	Raw JS Output raw JavaScript code on your page
Flickr Widget Image feed from Flickr account	Progress Bar Animated progress bar	Pie Chart Animated pie chart	Round Chart Pie and Doughnat charts	Line Chart Line and Bar charts	Empty Space Blank space with custom height
Post Grid Posts, pages or custom posts in grid	Media Grid Media grid from Media Library	Post Masonry Grid Posts, pages or custom posts in masonry grid	Masonry Media Grid Masonry media grid from Media Library	Revolution Slider Place Revolution slider	Button
Facebook Like Box	Styled Google Maps	Section/Header Title	Icon Box	Pricing Table	Promo Section
Recent Posts	Sella Socials	Upcoming Event	FAQ Single Category	FAQ All Categories	Jobs Table
Team display	Testimonials	Testimonials slider	Revolution Slider 5	WP Search A search form for your site	WP Meta Log in/out, admin, feed and WordPress links

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*.



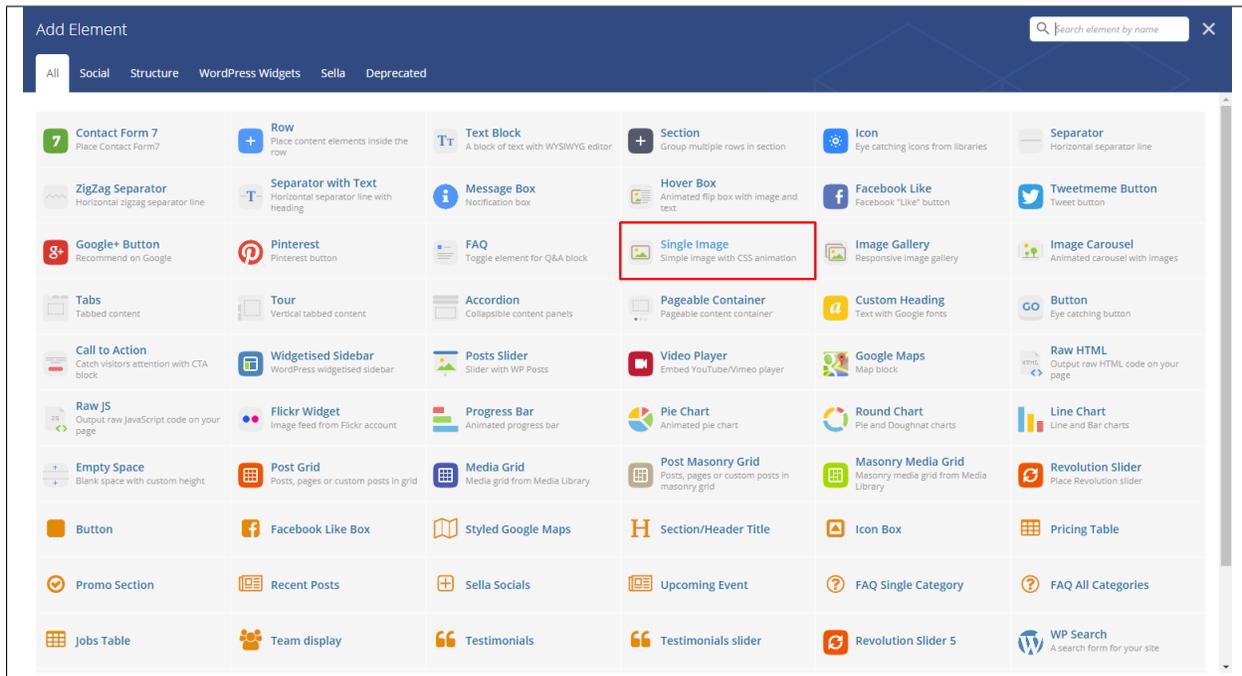
3.2.3 Visual Composer



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.



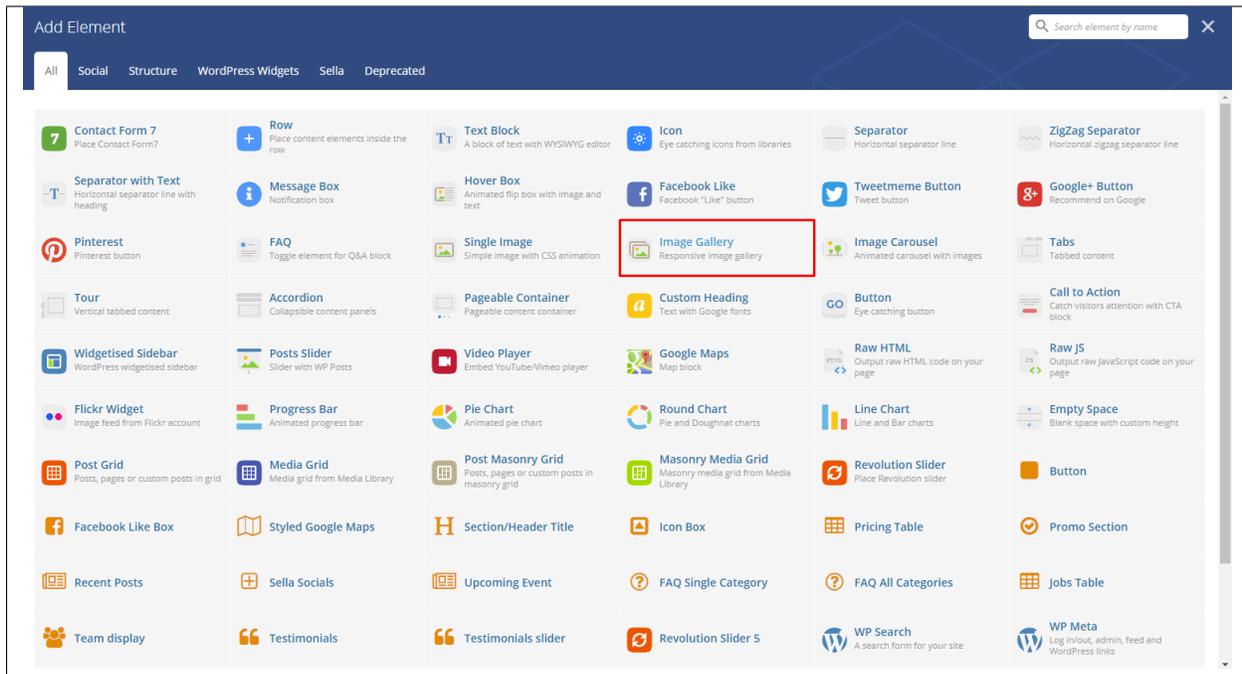
- > ABOUT US
- > BLOG
- > SERVICES
- > TESTIMONIALS
- > CONTACT ME

LIKE US ON
FACEBOOK



...t Edit with Visual Composer

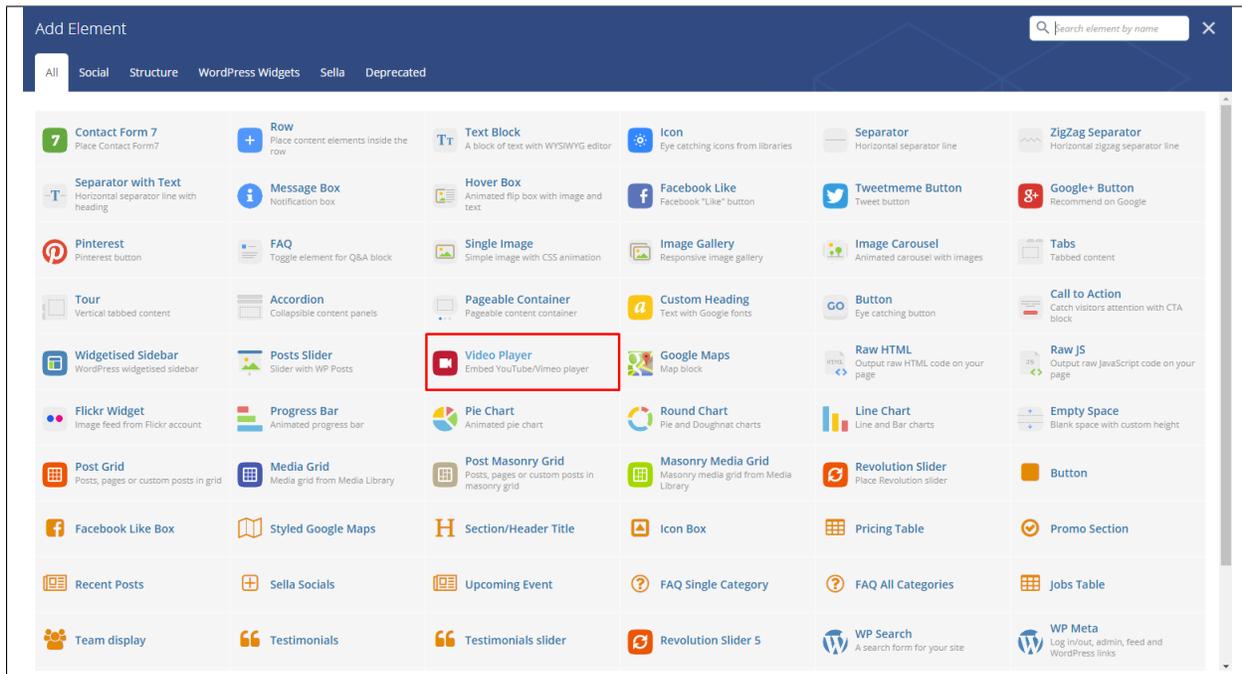
Image Gallery



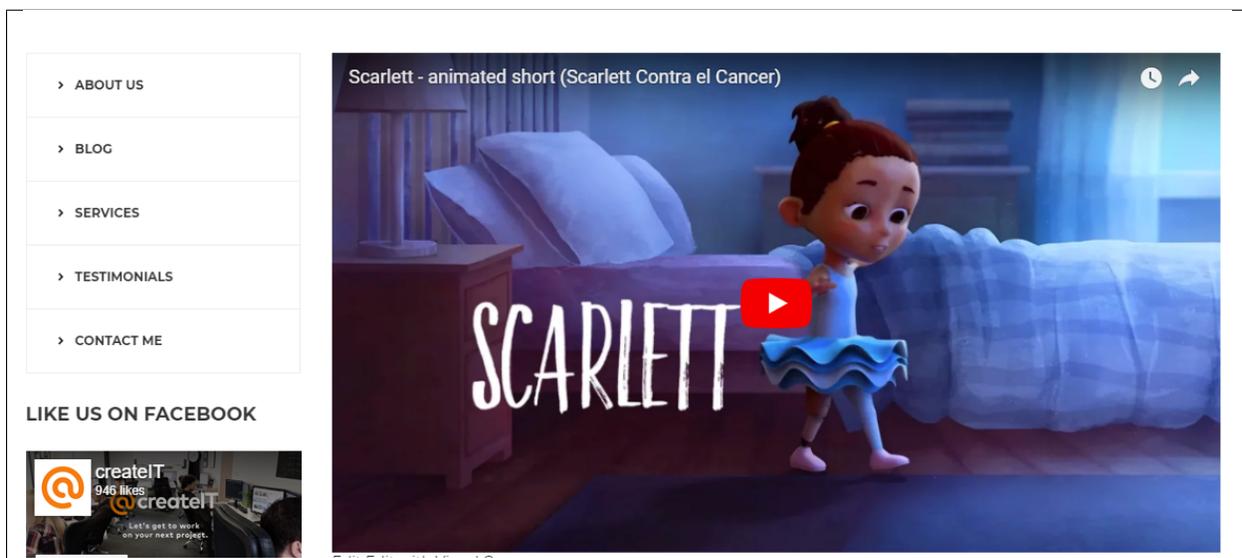
This element will let you add multiple images in your page.

The screenshot displays the Sella website interface. At the top left is the Sella logo, a phone icon, and social media icons for Facebook, Twitter, and Instagram. A horizontal navigation menu includes links for HOME, ABOUT ME, SERVICES, PRICING, TESTIMONIALS, PAGES, BLOG, and CONTACT US. Below the navigation is a dark banner image. On the left side, a sidebar contains a vertical list of menu items: ABOUT US, BLOG, SERVICES, TESTIMONIALS, and CONTACT ME. Below the sidebar is a Facebook widget for 'createIT' with 946 likes and a 'Like Page' button. The main content area features a large hero image of a woman with long hair wearing a fur-lined winter hat and earmuffs, blowing snow from her gloved hands. A blue arrow on the right side of the image indicates a carousel or scroll function. At the bottom of the image, there are five small circular indicators.

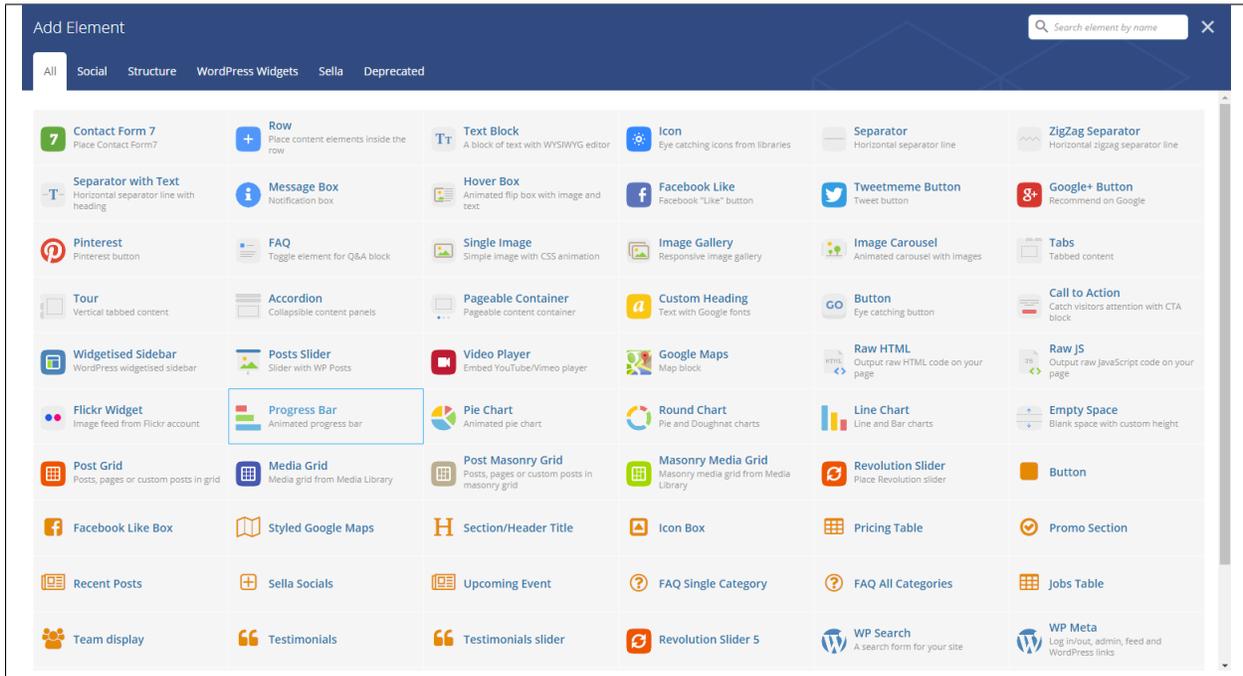
Video Player



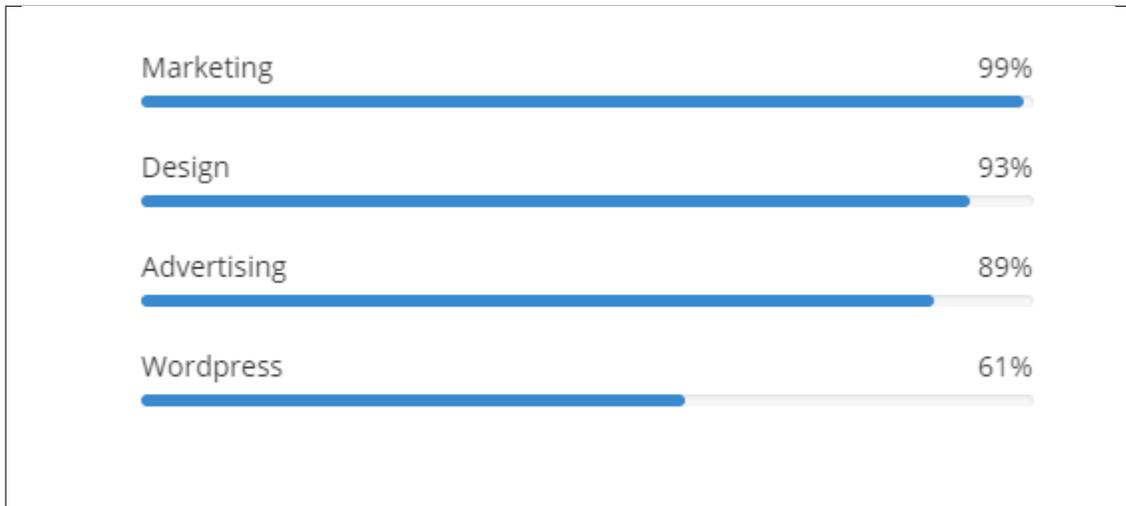
This element will let you add a video or MP3 file inside your page by adding the link for the video/MP3.



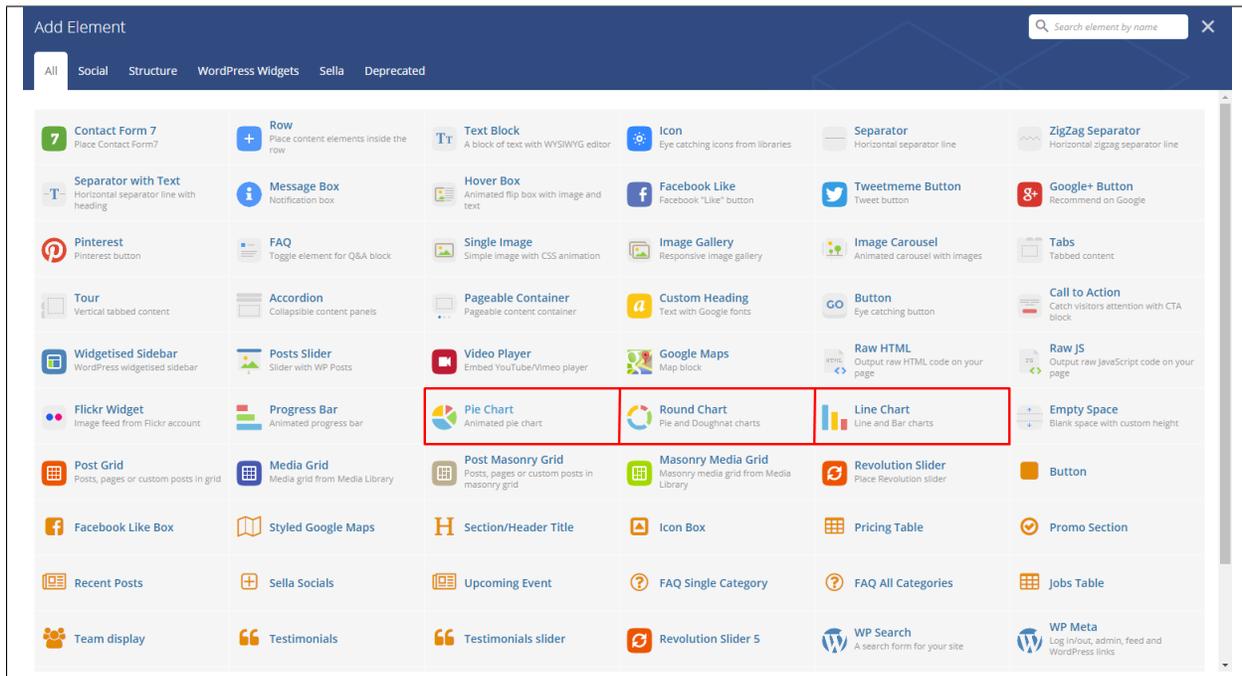
Progress Bar



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

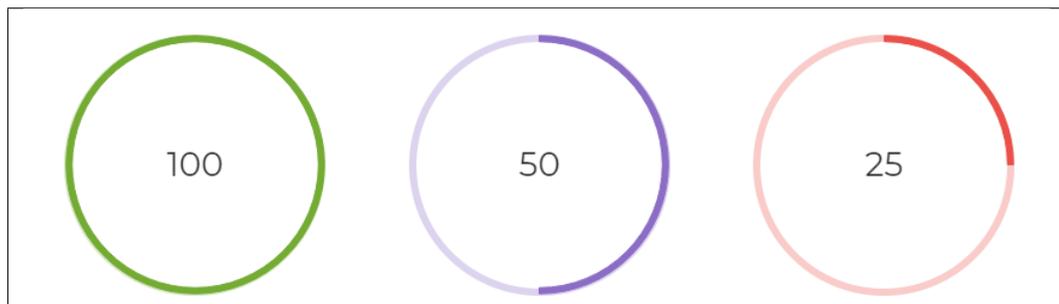


Chart

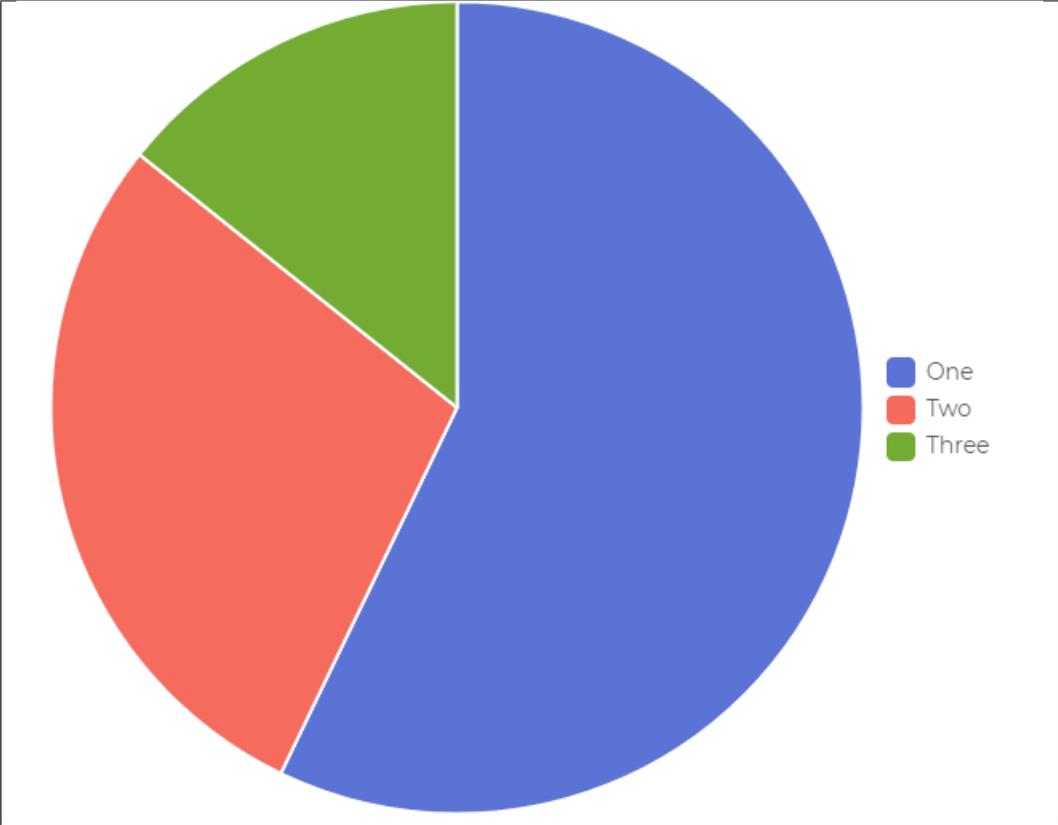


This element lets you add a graph. These are the types of graph that you can add:

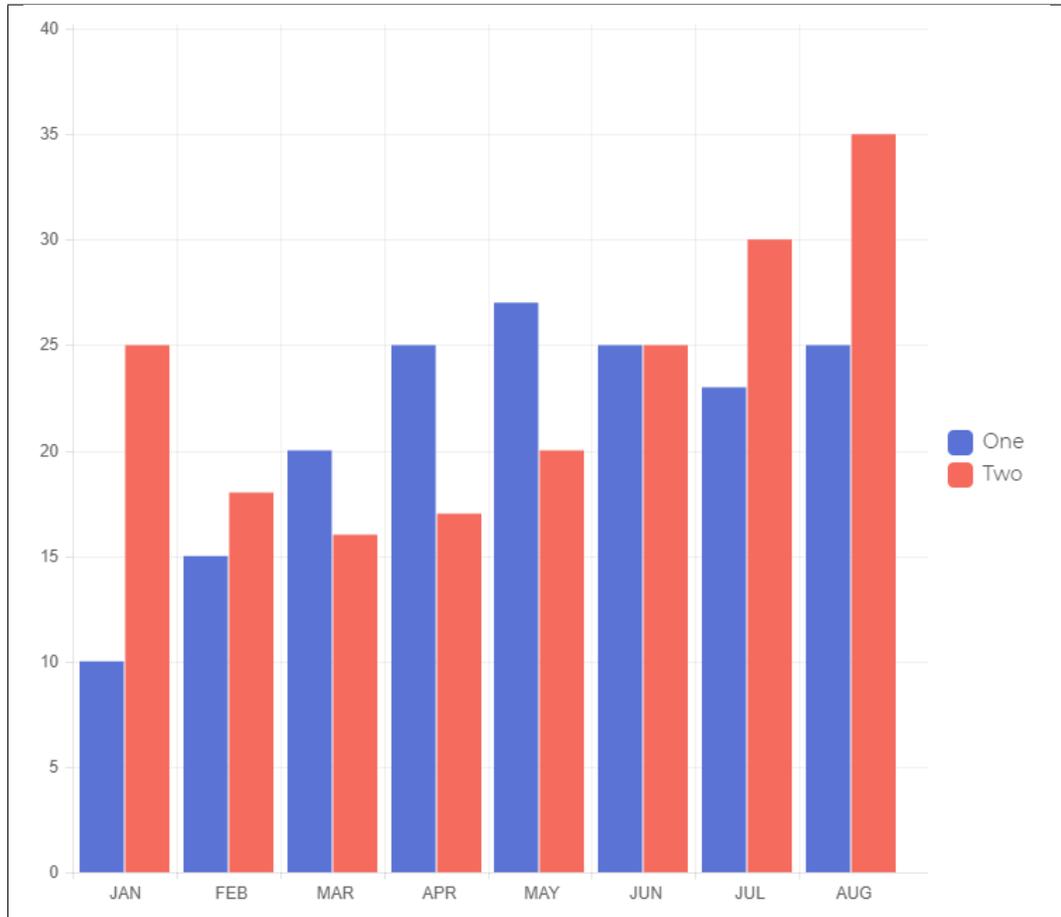
- **Pie**



- **Round**



- Line



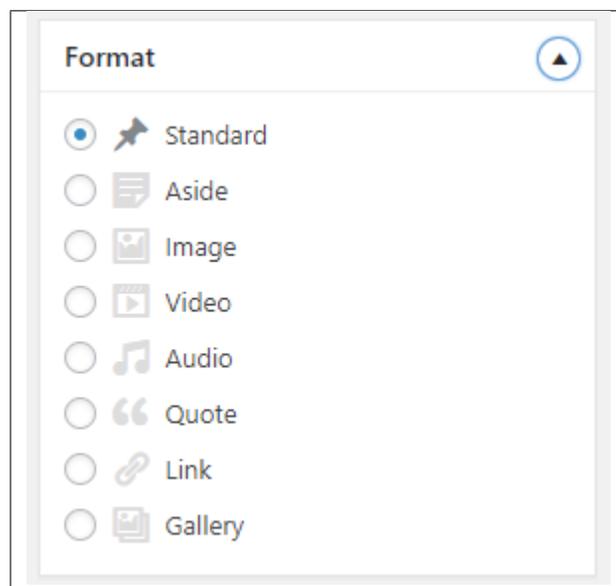
Blogs Posts

Sella 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

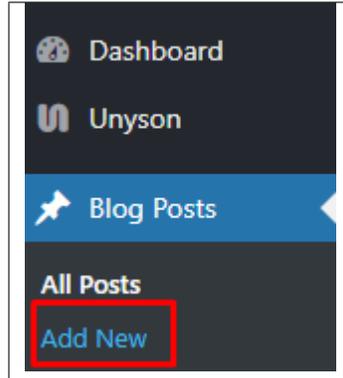
No matter which method you use to display your blog posts, first thing you need to do is create them.

Sella offers several blog post formats:

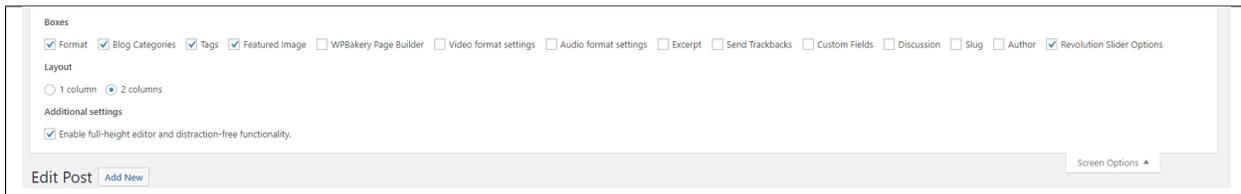


Follow the steps below to create a blog post:

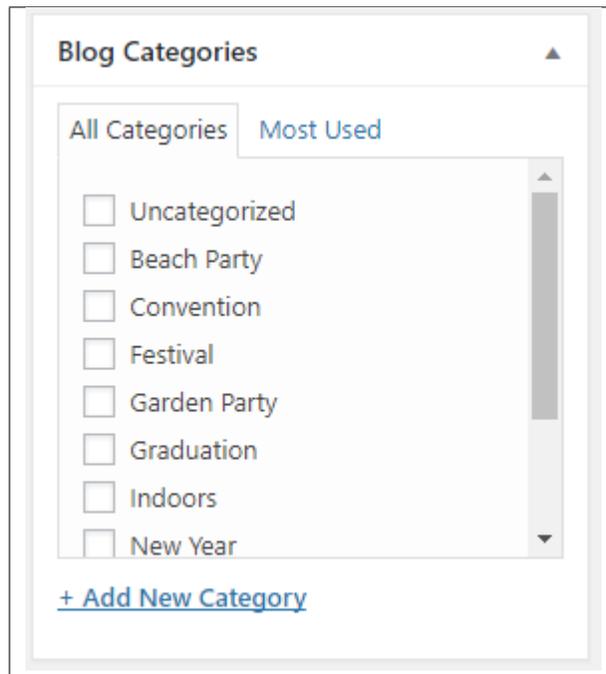
- **Step 1** - Navigate to *Blog Posts > Add New* in the Dashboard.



- **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.

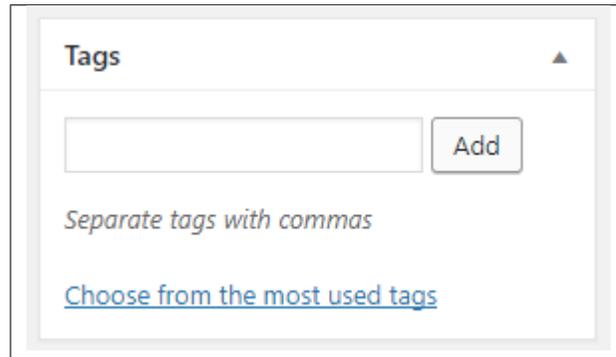


- **Step 3** - Add *Blog Categories* on the right side. Categories are meant for broad grouping of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. *Sub-categories* are made when a Category is added to a Parent Category . To assign it to the post,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

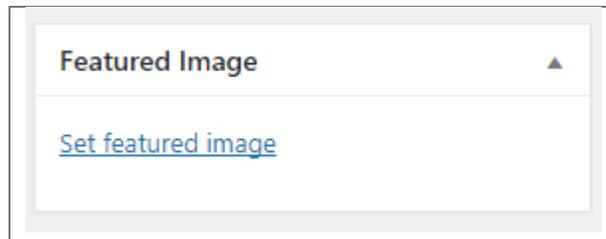


- **Step 4** - To add *Tags*, write the Tags at the textbox below the Blog Categories. Tags are meant to describe

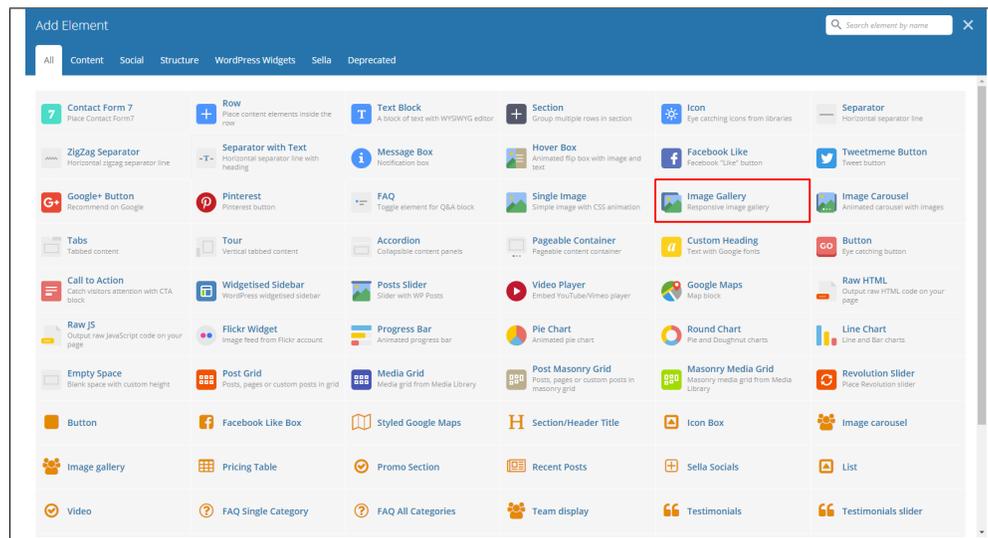
specific details of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical. Type the name of the tag in the field, separate multiple tags with commas.



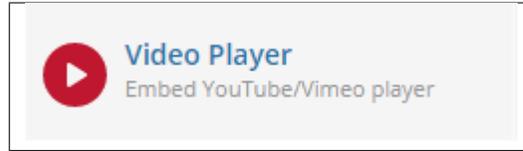
- **Step 5** - To add a *Single image*, click the Featured Image box, select an image and click *Set Featured Image*.



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 page. The left sidebar contains a list of settings categories: Testimonials, Pages, Comments, Tickets, Contact, Appearance, Plugins, Users, Tools, Visual Composer, Settings (highlighted), General, Writing, Reading (highlighted), Discussion, Media, Permalinks, and Slider Revolution. The main content area is the 'Reading' settings section. It includes options for 'Front page displays' (radio buttons for 'Your latest posts' and 'A static page (select below)'), 'Front page:' (dropdown menu set to 'Home'), 'Posts page:' (dropdown menu set to 'Blog', highlighted with a red box), 'Blog pages show at most' (input field set to '10'), 'Syndication feeds show the most recent' (input field set to '10'), 'For each article in a feed, show' (radio buttons for 'Full text' and 'Summary'), and 'Search Engine Visibility' (checkbox for 'Discourage search engines from indexing this site'). A 'Save Changes' button is located at the bottom of the settings area.

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.

The screenshot shows the WordPress admin dashboard for 'Blog Posts'. The left sidebar has 'Categories' highlighted. The main content area is titled 'Blog Categories' and contains several notification messages. Below the notifications, there is a search bar and a table of existing categories. To the left of the table is the 'Add New Category' form.

Name	Description	Slug	Count
<input type="checkbox"/> Name			
<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

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

Add New Category

Name

The name is how it appears on your site.

Slug

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

Parent Category

None ▼

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

Description

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

- **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

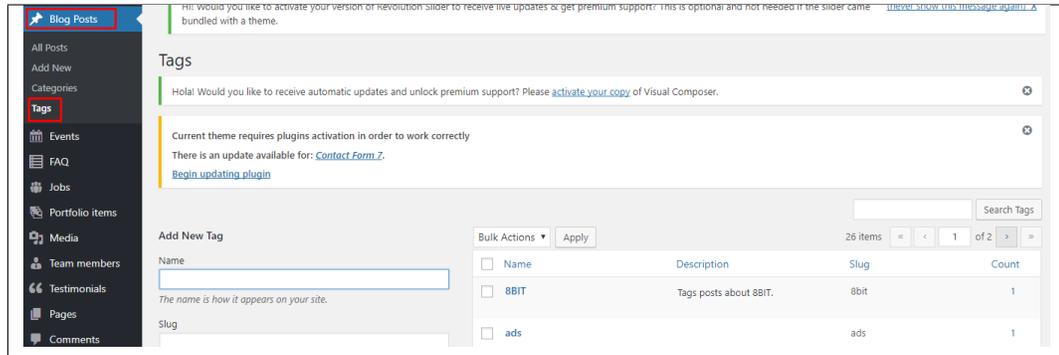
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

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 events and portfolio.

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.



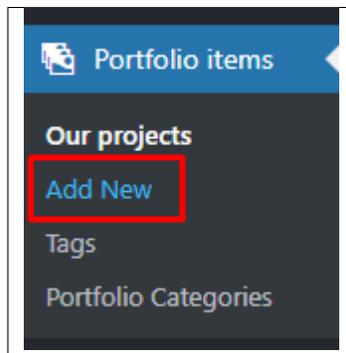
- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



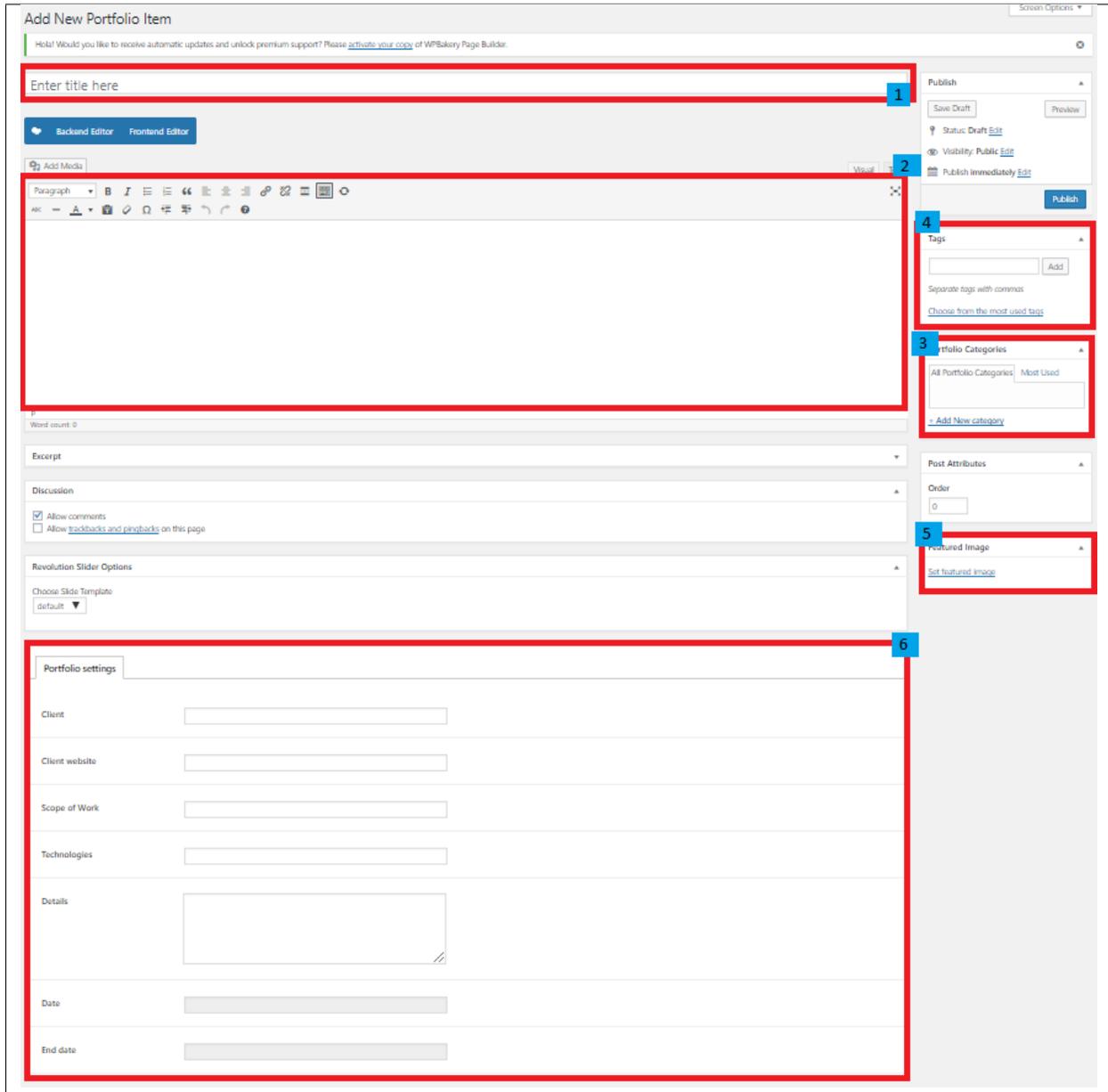
Note: Deleting a tag may affect the tags from events and portfolio.

5.1 Create Portfolio Item

To create a new *Portfolio Item*, navigate in WordPress Dashboard to *Portfolio items > Add New*



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



1. **Title** - Title of the portfolio.
2. **Editor container** - Images visible on portfolio item page. Content visible in the Editor container is added with use of *Add Media* option or using Sella Elements.
3. **Portfolio Categories** (optional) – Assign to already existing category or add new one.
4. **Tags** (optional)
5. **Featured Image** - The image visible on the page where the portfolio is used.
6. **Portfolio settings**
 - Client
 - Client website
 - Details

- Start date
- End date

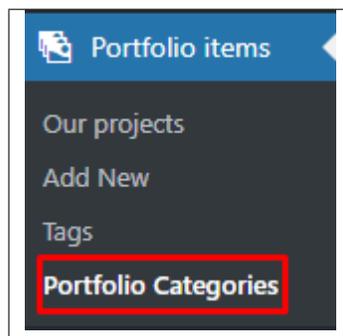
Note: The Portfolio settings is used as the details on the sidebar of the portfolio.

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

5.1.1 Create Portfolio Categories

Categories are convenient ways to organize your FAQ items, that can be added to more than just one category.

To create new *Portfolio Category*, navigate in WordPress Dashboard to *Portfolio items > Portfolio Categories*.



The *Portfolio Categories* page will show, here you can add the details of the Portfolio Category that you would like to create.

Portfolio Categories

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate you](#)

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 Portfolio 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

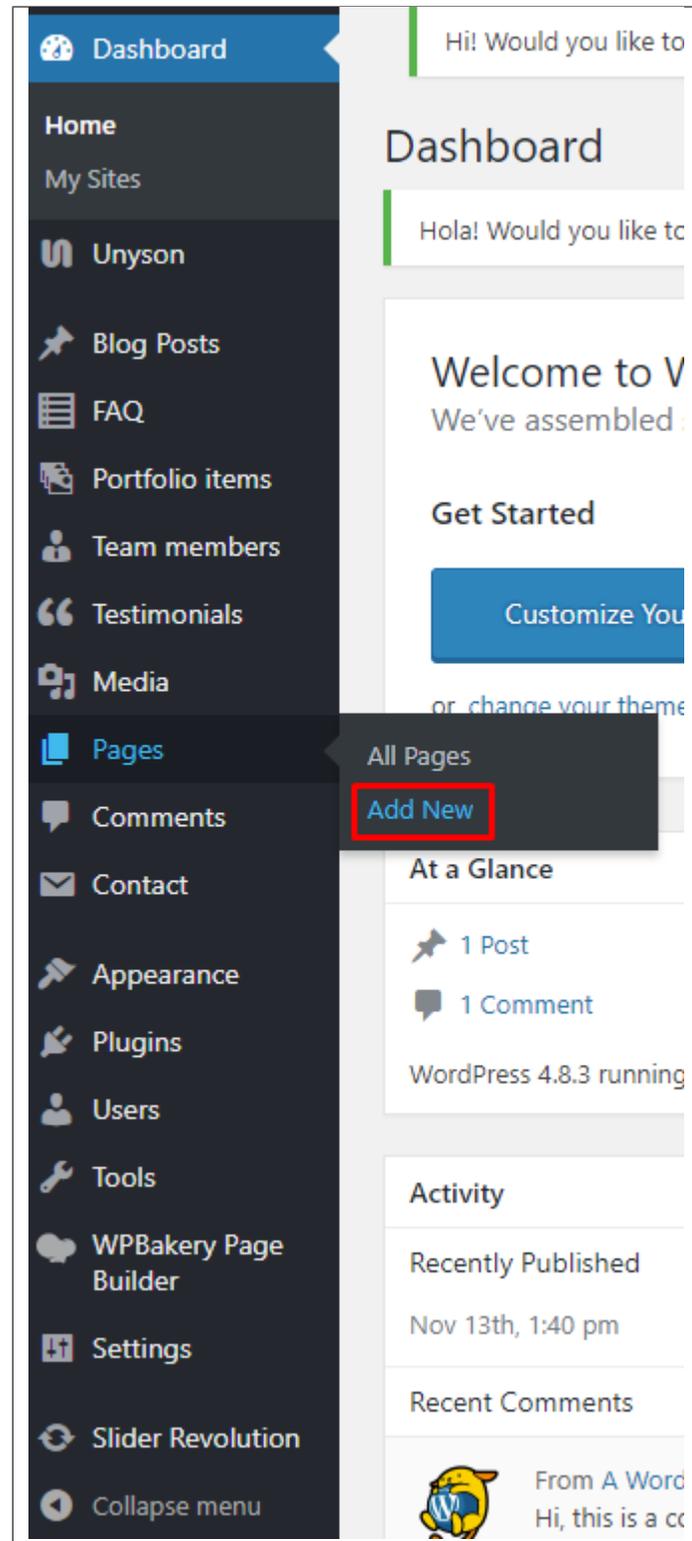
After adding all the details, click on the *Add New category* button to save.

5.2 Create Portfolio Page

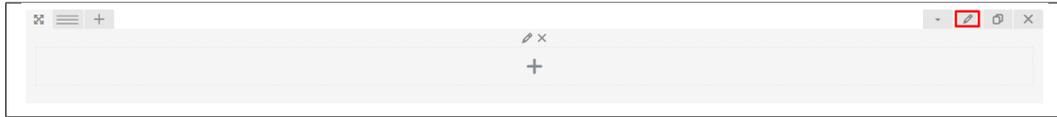
Portfolio of Sella is generated by the theme from *Portfolio Items*.

To create a simple *Portfolio Page*, follow these steps:

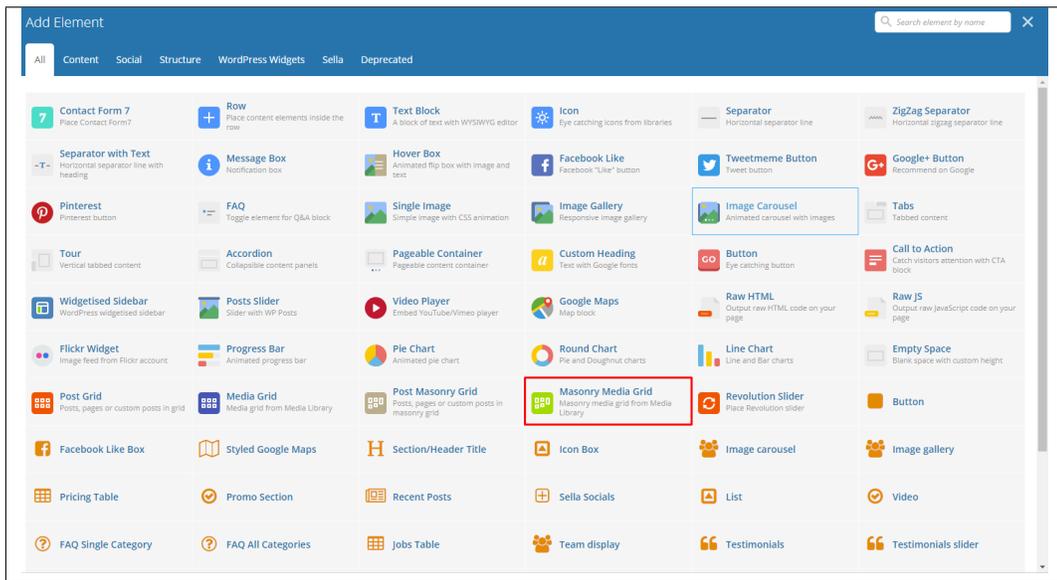
- **Step 1** - Create a new page where to add the *Portfolio*.



- **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 *Portfolio Items*. To add the *Portfolio Items*, add a *Post Masonry Grid* element to the page.



- **Step 6** - Change the following information to get the *Portfolio Items*.

-General Tab-

- Data source – Ct-portfolio (setting this option, images will be taken from Portfolio item)
- Total items – choose number of elements that will be visible on the site.
- Display Style – Show all
- Show filter – Yes
- Grid elements per row – choose 3, 4 or 6 Elements per row
- Gap – 30px
- Initial loading animation – Default

-Item Design-

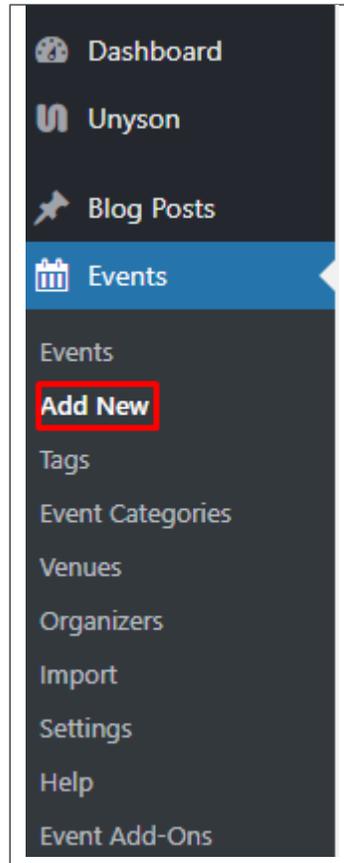
- Grid element template – Masonry grid: Overlay with rotation (Choose how the Masonry Grid will act)

- **Step 7** - You can customize the page by adding other elements to the page.
- **Step 8** - Once satisfied with the page, click *Publish* to save.

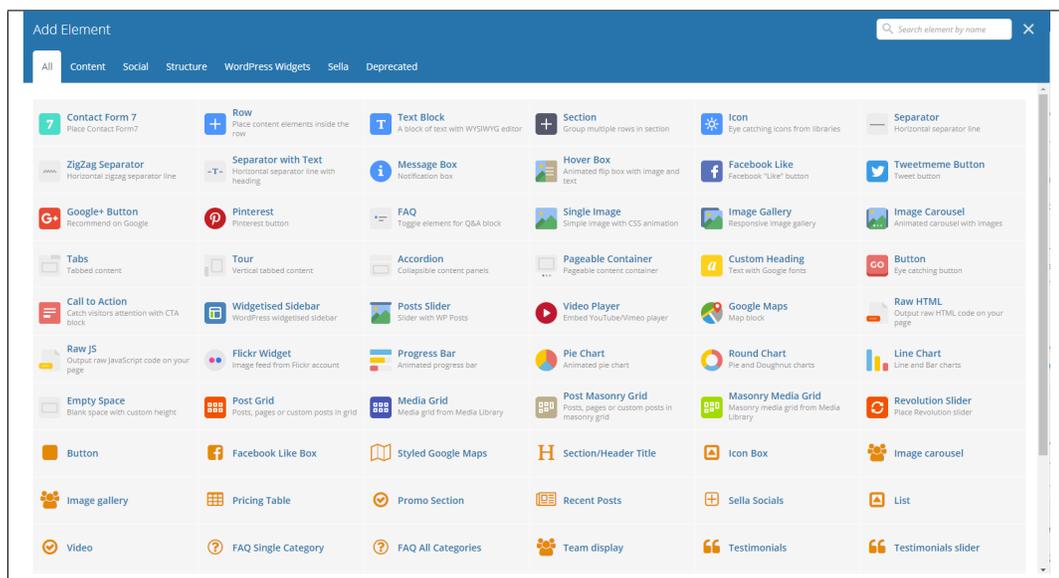
6.1 Create New Event

To create a new event, follow the steps:

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



- **Step 2** - Once you're in the *Add New Event* page, you can add details about the event like title, pictures, videos, pricing, etc., to help with the promotion of the event. You can use the *Elements in Sella* to customize it to your liking.



- **Step 3** - This are the needed information for the event, you can add the details.

The screenshot shows the WordPress event creation form. The form is divided into several sections, each highlighted with a red box and a blue number:

- 1**: The title field at the top.
- 2**: The rich text editor for the event description.
- 3**: The 'The Events Calendar' section, which includes:
 - TIME & DATE**: Start/End date and time, and an 'All Day event' checkbox.
 - LOCATION**: Venue selection, 'Show Google Maps' checkboxes, and 'Show Google Maps Link' checkbox.
 - ORGANIZERS**: Organizer selection and 'Add another organizer' button.
 - EVENT WEBSITE**: URL field.
 - EVENT COST**: Currency symbol, 'Before cost' checkbox, and cost field.
 - ADDITIONAL FUNCTIONALITY**: Link to 'available add-ons'.
- 4**: The 'Discussion' section at the bottom, including 'Allow comments' and 'Allow trackbacks and pings' checkboxes.
- 5**: The 'Publish' button in the top right corner.
- 6**: The 'Event Categories' section on the right sidebar.
- 7**: The 'Event Options' section on the right sidebar, including 'Hide From Event Listings', 'Sticky in Month View', and 'Feature Event' checkboxes.
- 8**: The 'Featured Image' section on the right sidebar.

1. **Title** - The name of the event.
2. **Editor container** - You can add the information for the event, like the rules and requirements to attend the event.
3. **The Events Calendar**
 - **Time & Date** - You can set the *Time & Date* of the event.
 - **Location** - You can *Add* or select a *Venue* of the event.
 - **Organizers** - You can *Add* or select an *Organizer* of the event. You can set more than one organizer in an event.
 - **Event Website** - You can add an event website if there is one.
4. **Discussion** - Option to allow the *trackback/comments* section of an event.
5. **Tags** - Specifically categorize an event.
6. **Event Categories** - Group an event with other events in the same category.

7. Event Options

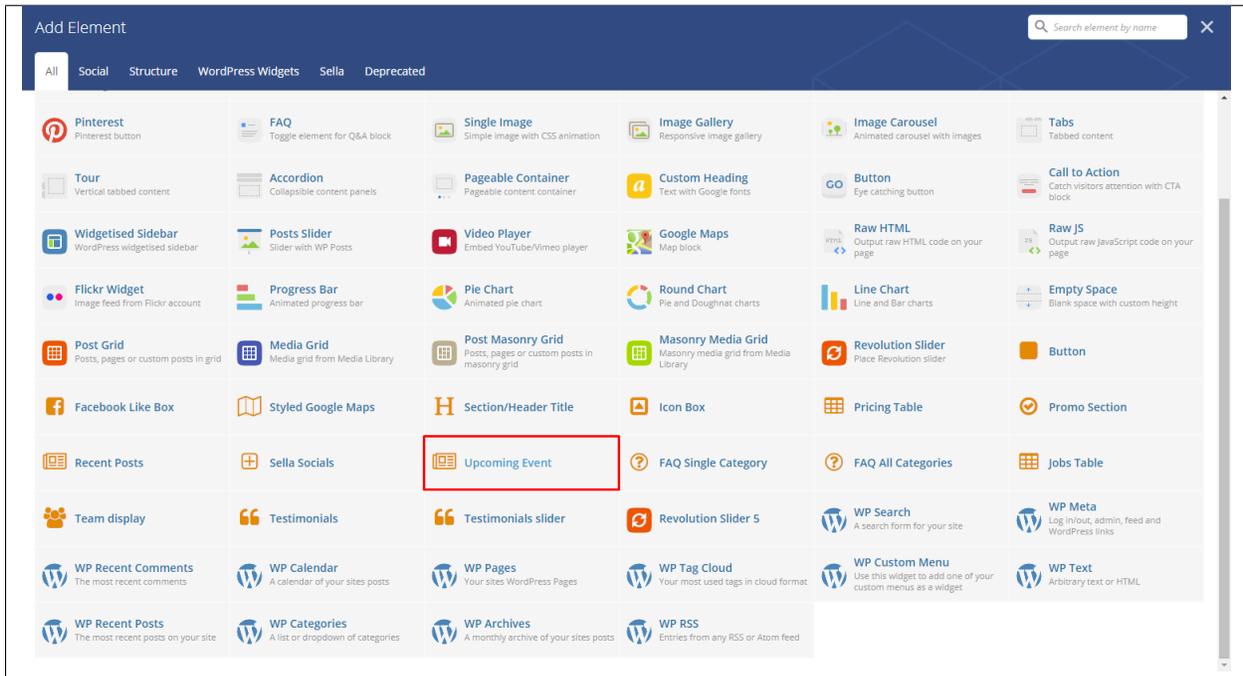
- Hide From Event Listings
- Sticky in Month View
- Feature Event

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.

6.1.1 Add Events to Page

To add events on a page, an element in the Visual Composer is used.



This is the element that will add an event on the page. For more information about this element, go to *Sella Custom Shortcodes > Upcoming Event*.

6.2 Events Category

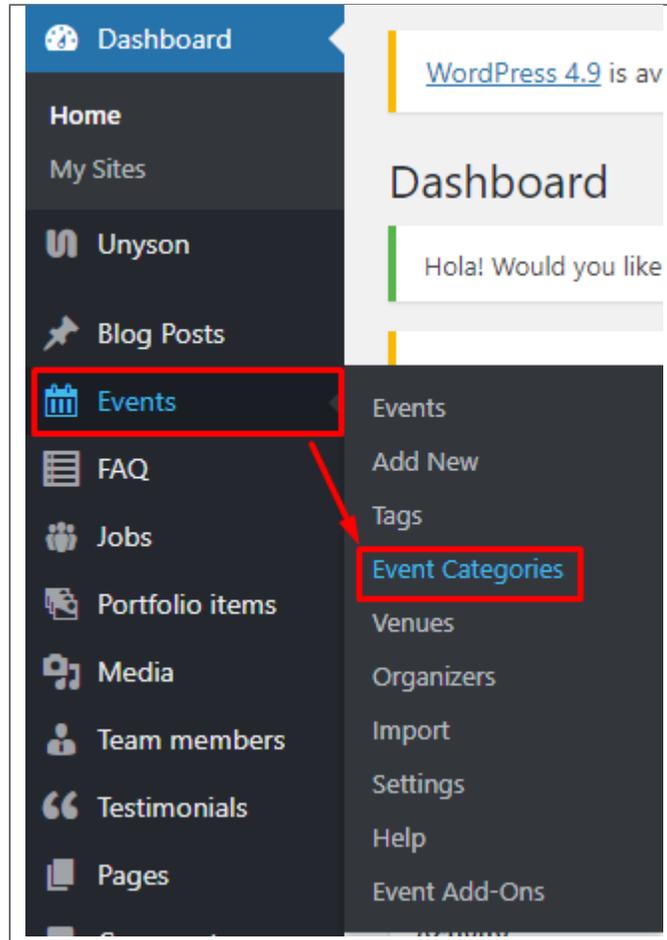
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

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

6.2.1 Create Events Category

To create a *Category* for an event, follow these steps:

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



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

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 Event Category

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 Events Category

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

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

To delete a category, you have two options:

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



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



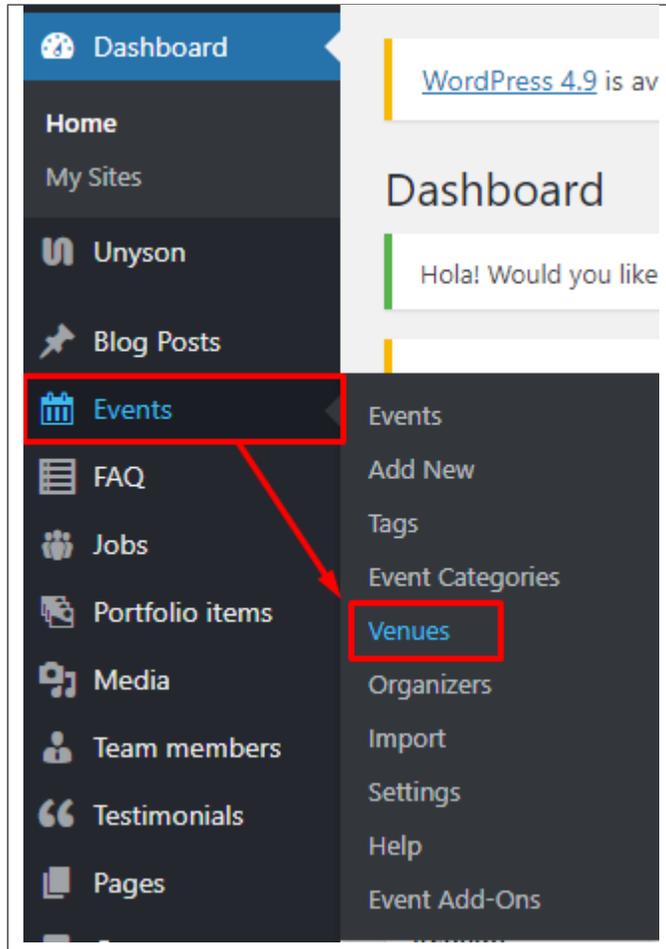
6.3 Event Venue

An *Event Venue* is where the event is going to be held. The venue can be used by many events, so to make it efficient and fast you can store the event venues information in the database by using the Events plugin then *Venues*.

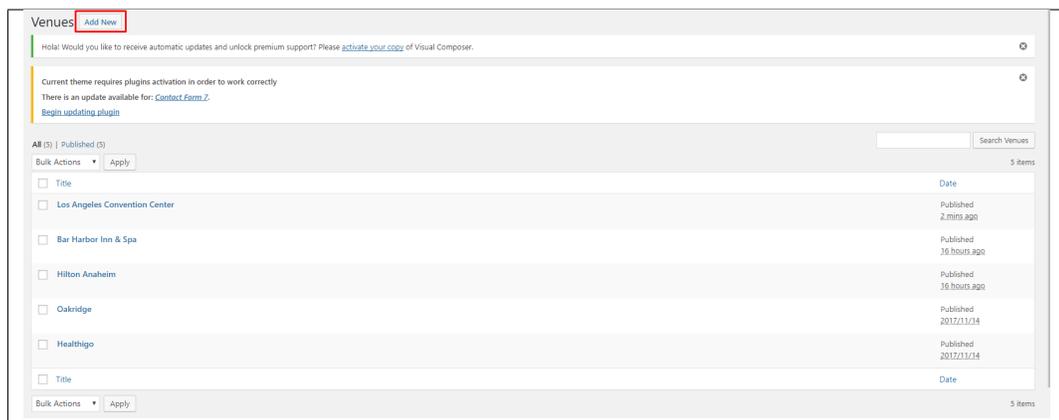
6.3.1 Create Event Venue

To create an event venue, follow the steps:

- **Step 1** - In your Dashboard, navigate to *Events > Venues*. You will be directed to the *Venues* page.



- **Step 2** - Click on the *Add New* button to add a new venue. The *Add New Venue* page will pop-up.



- **Step 3** - This is where you will add the details of the venue.

1. **Title** - The name of the venue.
2. **Editor container** - You can put additional details about the venue in this area, like pictures and descriptions.
3. **Venue Information** - **Specific information needed for the venue.**
 - **Address** - Street address of the venue.
 - **City**
 - **Country**
 - **State or Province**
 - **Postal Code**

- **Phone** - Contact number for the venue.
- **Website** - Website of the venue.
- **Show Google Map** - Option to show the address in a google map on the page.
- **Show Google Maps Link** - Option to show the link of the google map.
- **Step 4** - Once finished with adding the details, click on the *Publish* button to save.

6.3.2 Delete Event Venue

To delete an Event Venue, navigate your Dashboard to *Events > Venues*.

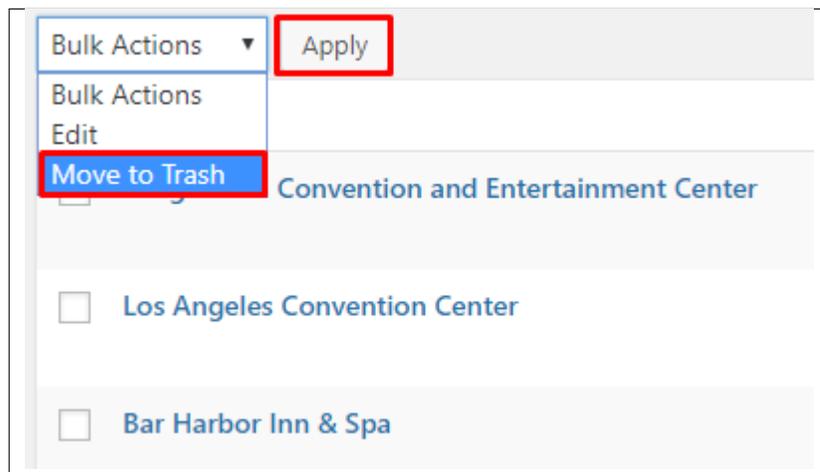
In the *Venues* page, you will see all the created venues.

To delete an event venue, you have two options:

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



- **Multiple Venue Delete** - To delete multiple venues, click on the box beside the venues 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.



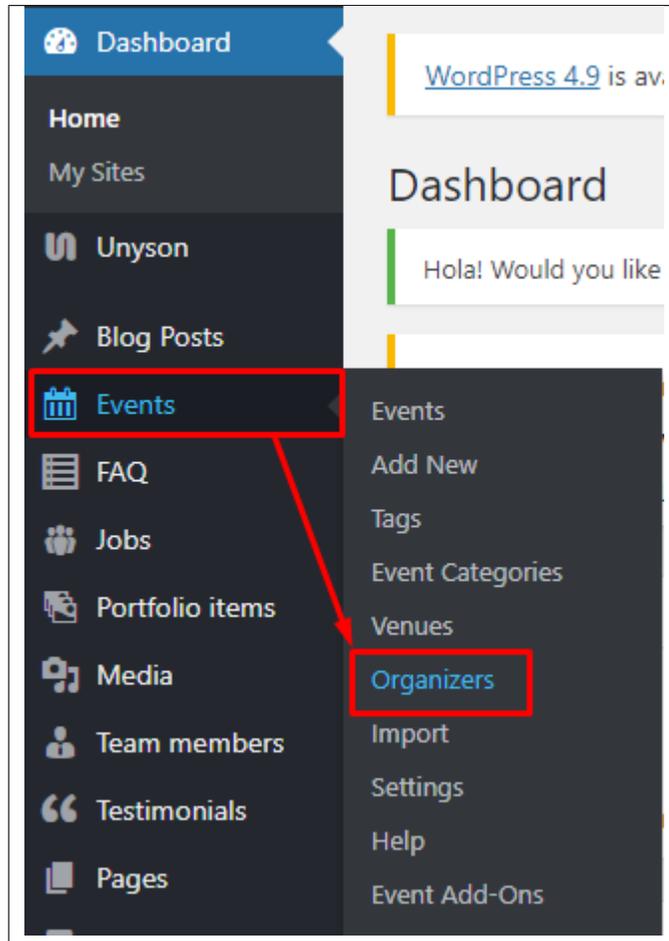
6.4 Event Organizers

The *Event Organizers* are the ones that are making/organizing the events. Just like the event venues, an event organizer can be connected to more than one event at a time. To make it efficient and fast you can store the event organizers information in the database by using the Events plugin then *Organizers*.

6.4.1 Create Event Organizer

To create an event organizer, follow the steps:

- **Step 1** - In your Dashboard, navigate to *Events > Organizers*. You will be directed to the *Organizers* page.



- **Step 2** - Click on the *Add New* button to add a new organizer. The *Add New Organizer* page will pop-up.

The screenshot displays the 'Organizers' management screen. At the top left, the word 'Organizers' is followed by a red-bordered button labeled 'Add New'. Below this, there is a green notification bar with the text: 'Hola! Would you like to receive automatic updates and unlock premium support? Please [activate your copy](#) of Visual Composer.' A yellow notification bar follows, stating: 'Current theme requires plugins activation in order to work correctly' and 'There is an update available for: [Contact Form 7](#). [Begin updating plugin](#)'. The main content area shows a list of organizers under the filter 'All (4) | Published (4)'. Each organizer entry consists of a checkbox and a text label: 'Title', 'Adam Fury', 'Jane Doe', 'Carmella Ababon', 'John Doe', and 'Title'. At the top and bottom of the list are 'Bulk Actions' dropdown menus and 'Apply' buttons.

- **Step 3** - This is where you will add the details of the venue.

1. **Title** - The name of the organizer.
 2. **Editor container** - You can put additional details about the organizer in this area, like pictures and descriptions.
 3. **Venue Information** - Specific information of the organizer.
 - **Phone** - Contact number of the organizer.
 - **Website** - Website of the organizer if any.
 - **Email** - Email address of the organizer.
- **Step 4** - Once finished with adding the details, click on the *Publish* button to save.

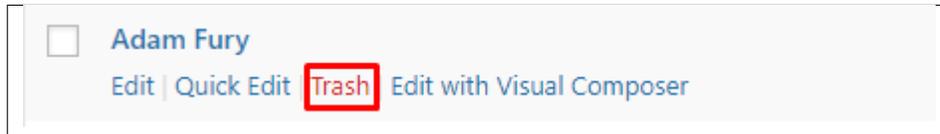
6.4.2 Delete Event Organizer

To delete an Event Organizer, navigate your Dashboard to *Events > Organizers*.

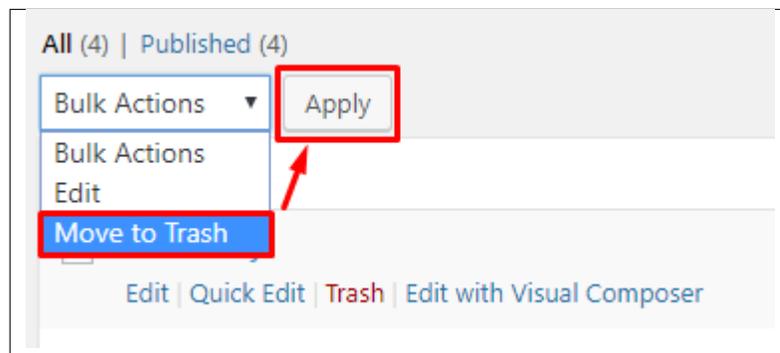
In the *Organizers* page, you will see all the created organizers.

To delete an event organizer, you have two options:

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

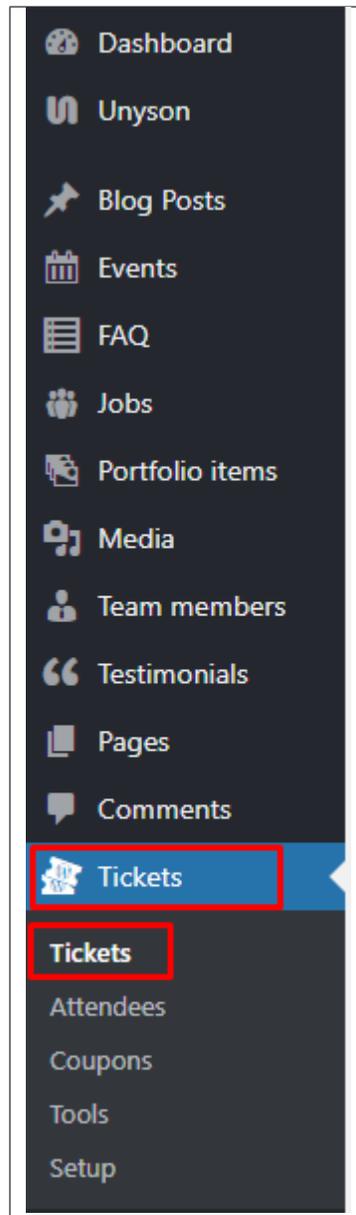


- **Multiple Organizer Delete** - To delete multiple organizers, click on the box beside the organizers you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Move to Trash* option. Click on *Apply* button to delete.



7.1 Create Tickets

To create a new *Ticket* for an event, navigate your WordPress Dashboard to *Tickets > Tickets*.



The *Tickets* page will show. You will see all the tickets that are created.

To make the ticket, click on the *New Ticket* button at the top.

Tickets **New Ticket**

Hola! Would you like to receive automatic updates and unlock premium support? Please [activate](#)

Current theme requires plugins activation in order to work correctly

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

All (2) | Published (2)

Bulk Actions ▾ Apply All dates ▾ Filter

<input type="checkbox"/>	Title	Price
<input type="checkbox"/>	christmas ticket	4.00
<input type="checkbox"/>	this event Ticket	5.00
<input type="checkbox"/>	Title	Price

Bulk Actions ▾ Apply

You'll be directed to the *Add New Ticket* page. Add the details for the *Ticket*. Add the details for the ticket.

Enter title here 1

BACKEND EDITOR FRONTEND EDITOR

Excerpt 2

Revolution Slider Options

Choose Slide Template
default ▾

CampTix Meta Log
No log entries yet.

Questions 3

DEFAULT First name, last name and e-mail address *
[Add a new question](#) or an [existing one](#).

Publish 4

Save Draft
 Status: Draft [Edit](#)
 Visibility: Public [Edit](#)
 Publish Immediately [Edit](#)
 Publish

Ticket Options 4

Price: 0.00 USD
 Quantity: 0

Availability 5

Leave blank for auto-availability
 Start:
 End:

1. **Title** - Name of the tickets.
2. **Excerpt** - Small description of the tickets.
3. **Questions** - Information needed when customers wants to buy/register a ticket. You can add more question by adding *new question* or an *existing one*.
4. **Ticket Options** - The price and quantity of the ticket to be sold.
5. **Availability** - When the ticket is available.

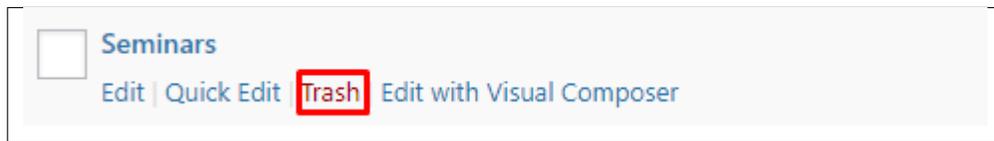
7.2 Delete Ticket

To delete a Ticket, navigate your Dashboard to *Tickets > Tickets*

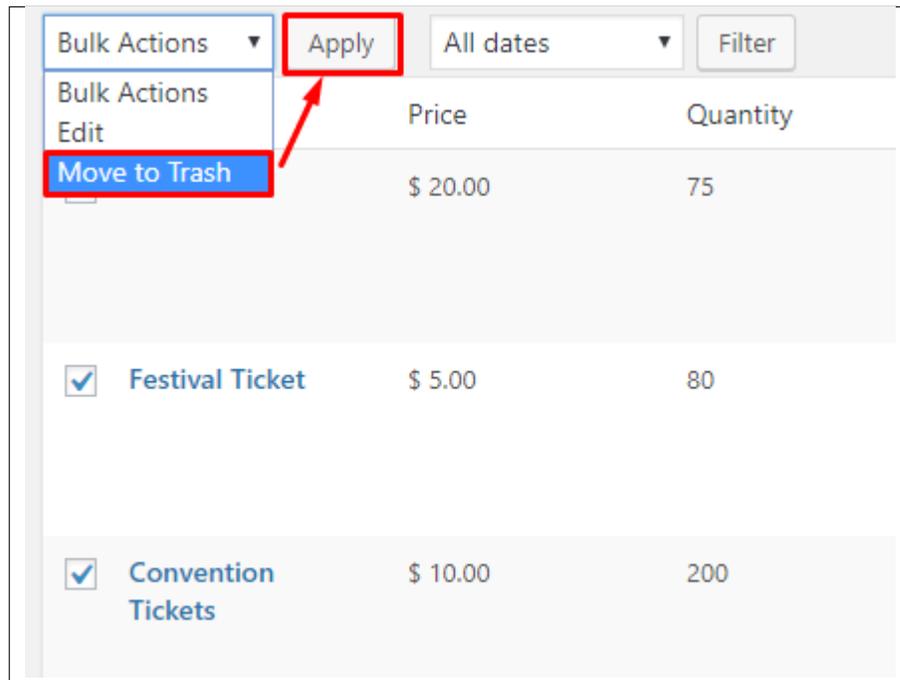
In the Tickets page, you will see all the created tickets.

To delete a ticket, you have two options:

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



- **Multiple Tickets Delete** - To delete multiple tickets, click on the box beside the tickets 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.

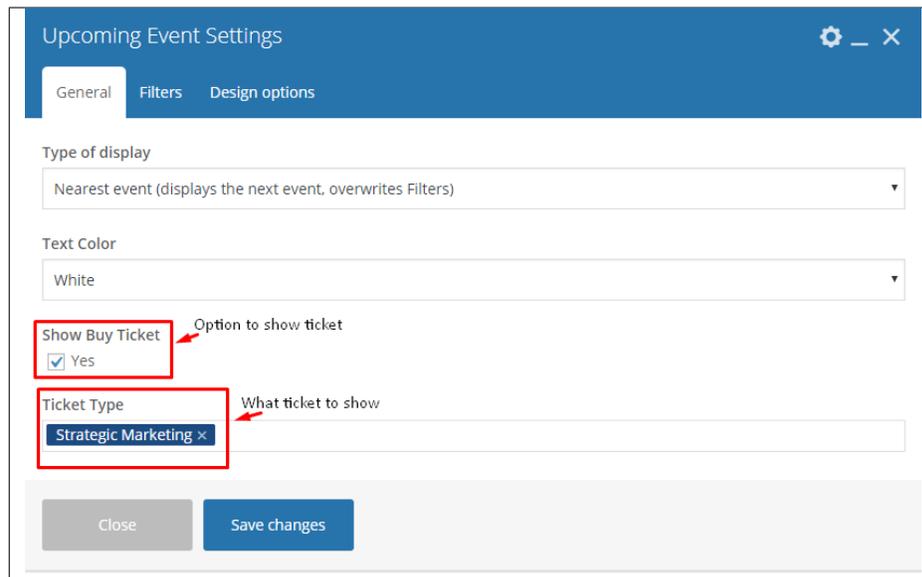


7.3 Add Ticket to Page

To add a ticket to a page or event's page, you can use 2 options:

1. **Element**
2. **Widget**
 - (a) **Element**

Using the *Upcoming Event* element in the VC, you can choose to show a ticket and set which ticket to use.

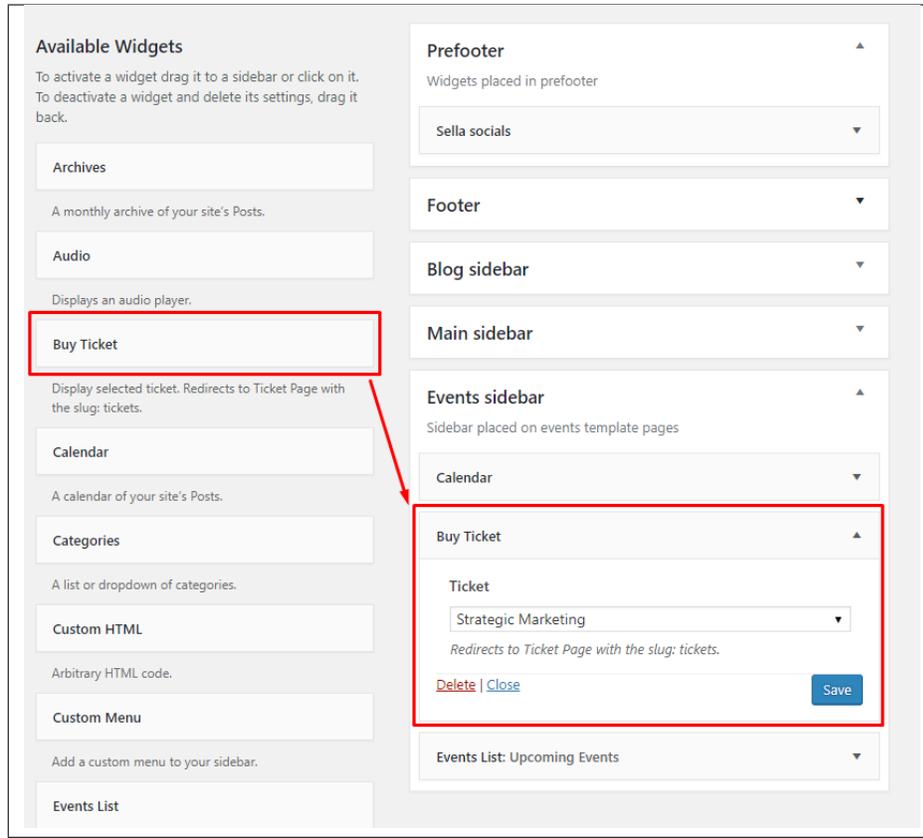


The screenshot shows the 'Upcoming Event Settings' dialog box with the 'General' tab selected. The 'Type of display' is set to 'Nearest event (displays the next event, overwrites Filters)'. The 'Text Color' is set to 'White'. The 'Show Buy Ticket' checkbox is checked, and the 'Ticket Type' dropdown is set to 'Strategic Marketing'. Red boxes and arrows highlight these settings.

- (b) **Widget**

To make the button a widget in the sidebar of the event's page, you can add a *Buy Ticket* widget on the sidebar.

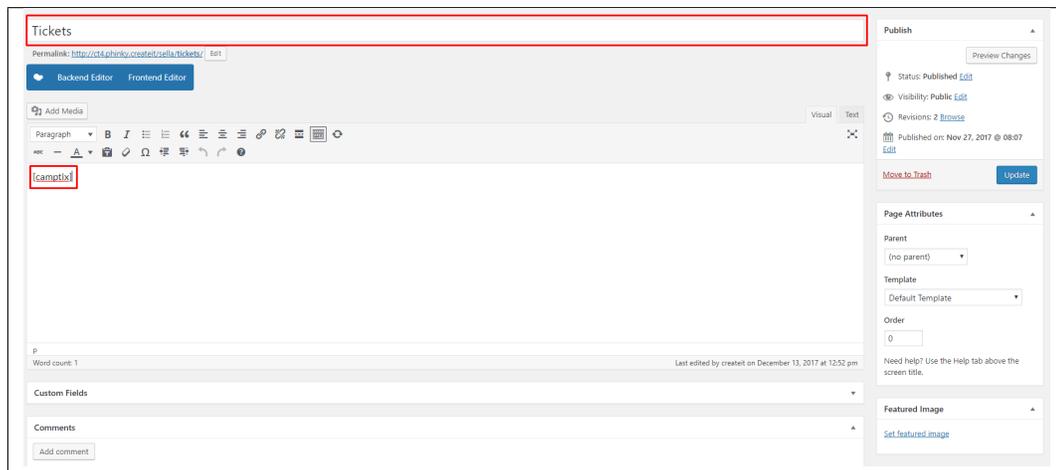
Go to *Appearance > Widget*, drag and drop the *Buy Ticket* widget to the side bar that you will use. Then add which ticket you would like to show in the sidebar.



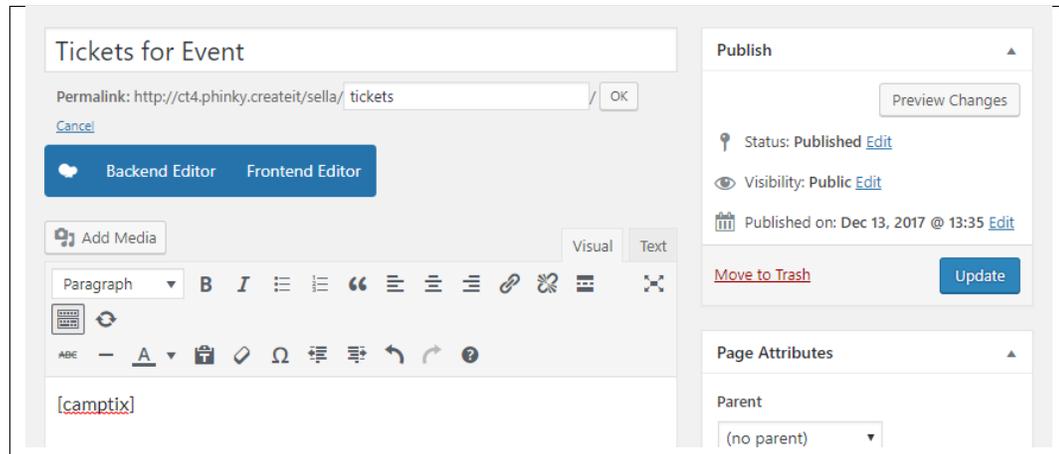
7.4 Setup Page for Tickets

To setup a page where the *Buy Ticket Now* button will direct, follow these steps:

- **Step 1** - Create a new page in *Pages*.
- **Step 2** - Write the title of the page. Then on the editor container write **[campitix]**.

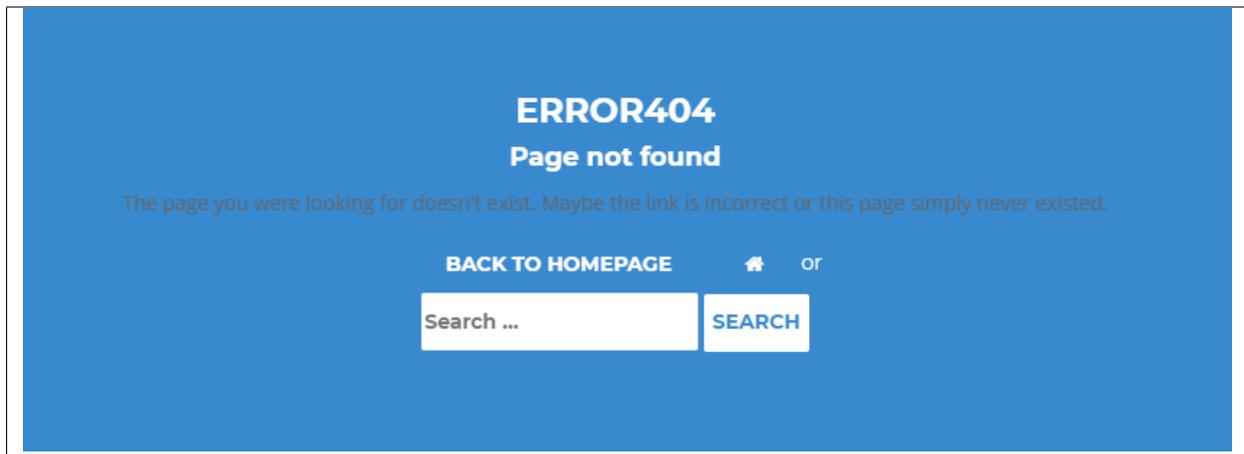


- **Step 3** - After, click on the *Publish* button, to save.
- **Step 4** - Once the page is saved, check the permalink of the page. Click on the edit button and change the inside of the text box to **tickets**, then click the *OK* button.



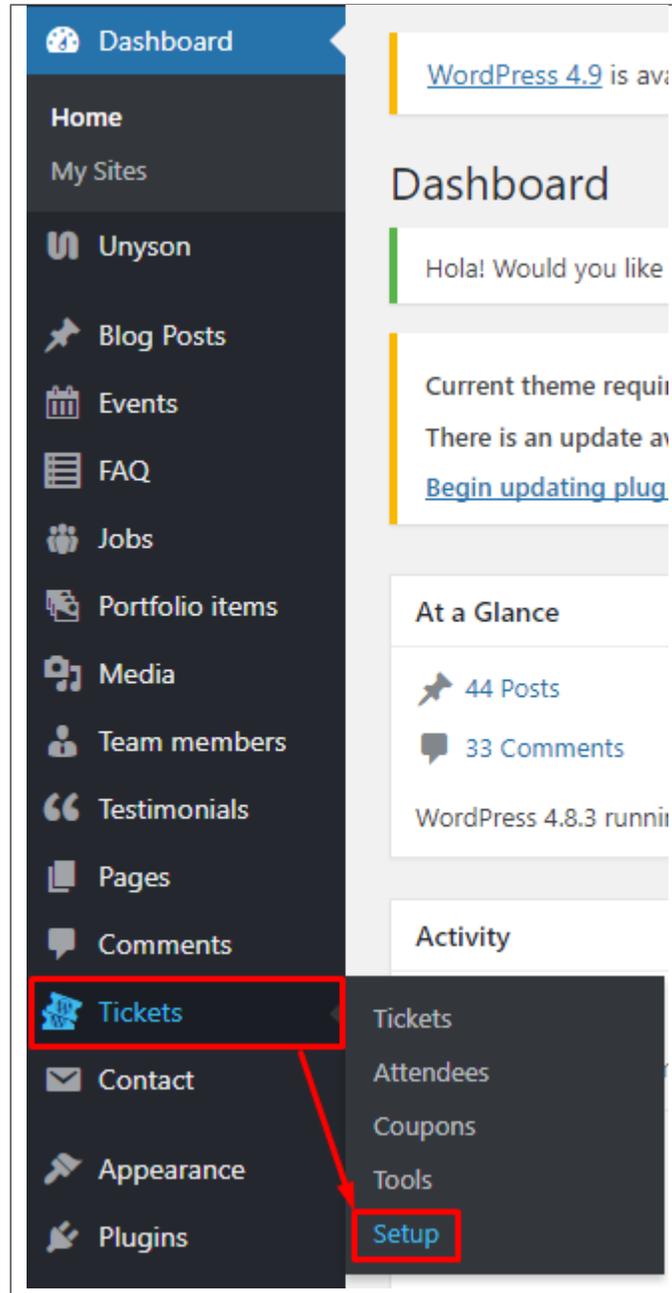
- **Step 5** - Click on the *Update* button, to save.

Note: The page that is made is the page that when the *Buy Ticket Now* button is clicked, this page will be directed. So if you won't do this, when you click the *Buy Ticket Now* button you will get an error.



7.5 Ticket Setup

To get to the *Ticket Setup*, navigate your Dashboard to *Tickets > Setup*. This is where you can set the tickets payments, currency, and E-mail templates.



The *CampTix Setup* page will show. There are 3 tabs on the page:

7.5.1 General

General Payment E-mail Templates

General Configuration

General configuration.

Event Name

Currency
Make sure you select a currency that is supported by all the payment methods you plan to use.

Enable Refunds Yes No
This will allows your customers to refund their tickets purchase by filling out a simple refund form.

- **Event Name**
- **Currency** - Set the currency for the payment of the tickets. You can only set one currency for all the tickets.
- **Enable Refunds** - Option to allow refund for purchased tickets.

7.5.2 Payment

General Payment E-mail Templates

PayPal

PayPal Express Checkout

Supported currencies: AUD, CAD, EUR, GBP, JPY, USD, NZD, CHF, HKD, SGD, SEK, DKK, PLN, NOK, HUF, CZK, ILS, MXN, BRL, MYR, PHP, TWD, THB, TRY.

Enabled Yes No

API Username

API Password

API Signature

Sandbox Mode Yes No

The PayPal Sandbox is a way to test payments without using real accounts and transactions. If you'd like to use Sandbox Mode, you'll need to create a [PayPal Developer](https://developer.paypal.com/) account and obtain the API credentials for your sandbox user.

Save Changes

Payment method when purchasing a ticket.

- **Enabled** - Option to enable paypal as a payment method.
- **API Username**
- **API Password**
- **API Signature**
- **Sandbox Mode** - Paypal Sandbox is a way to test payments without using real accounts and transactions.

7.5.3 E-mail Templates

General
Payment
E-mail Templates

E-mail Templates

Customize your confirmation e-mail templates.

You can use the following shortcodes inside the message: [event_name], [ticket_url], [receipt], and [buyer_full_name].

Single purchase

Hi there!

You have purchased the following ticket:

[receipt]

Multiple purchase

Hi there!

Thank you so much for purchasing a ticket and hope to see you soon at our event. You can edit your information at any time before the event, by visiting the following link:

Multiple purchase (receipt)

Hi there!

You have purchased the following tickets:

[receipt]

Pending Payment Succeeded

Hey there!

Your payment for [event_name] has been completed, looking forward to seeing you at the event! You can access and change your tickets information by visiting the following link:

Pending Payment Failed

Hey there!

We're so sorry, but it looks like your payment for [event_name] has failed! Please check your payment transactions for more details. If you still wish to attend the

Single Refund

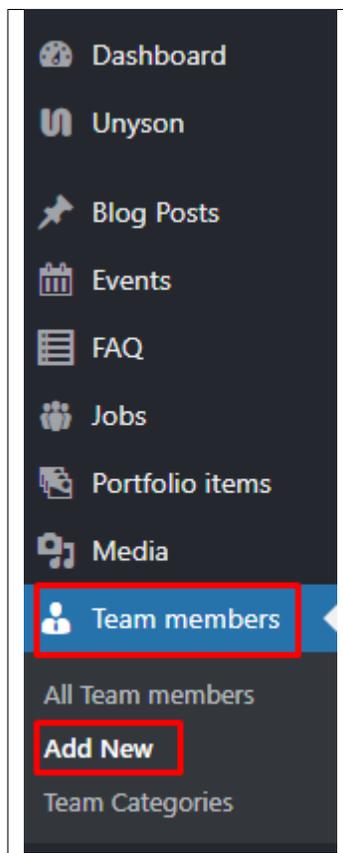
Hev there!

You can customize your *Confirmation E-mail Templates* here. This templates will be e-mailed automatically to the one who buys/refunds a ticket.

Note: If there are any changes to the setup, click Save Changes button to save.

8.1 Create Team Member

To create a new *Team Member* 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.

1. **Title** - The name of the team member.
2. **Editor container** - You can add here the role of the team member that will be shown in the website.
3. **Team options**
 - Position - Team member's position in the company.

- Facebook URL - Team member's facebook account.
- Twitter URL - Team member's twitter account.
- Instagram URL - Team member's instagram account.
- LinkedIn URL - Team member's LinkedIn account.
- Skills - Skill the team member have. Add new skills or delete existing ones.

4. **Team Categories**

5. **Featured Image** - Team members picture that will be shown in the site.

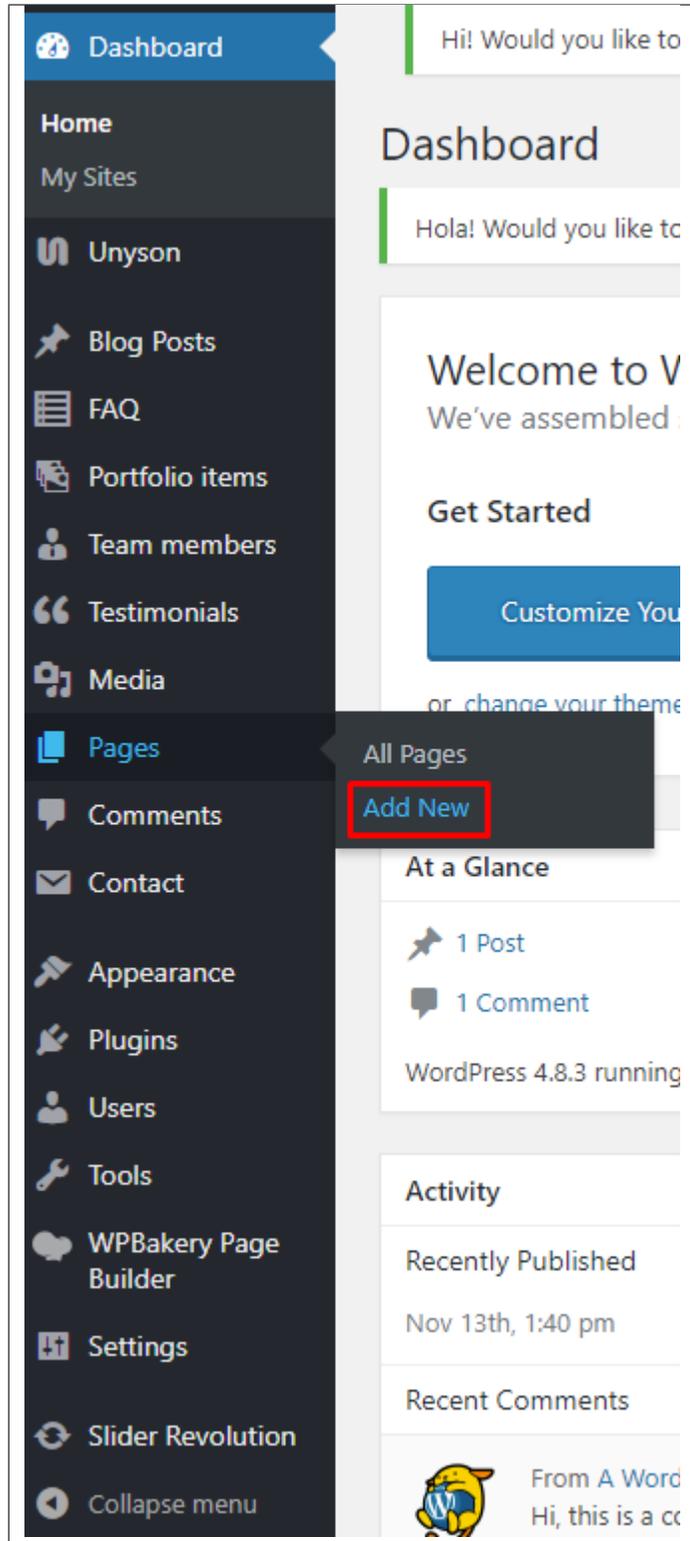
After adding all the details, click on *Publish* button to save.

8.2 Create Team Member Page

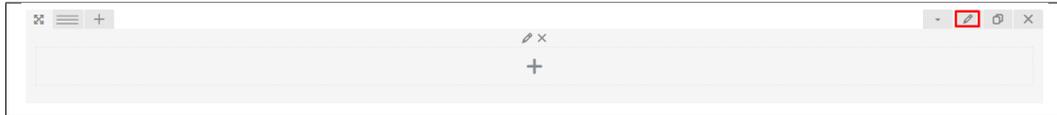
Teams of Sella is generated by the theme from *Team members* items.

To create a simple *Job Page*, follow these steps:

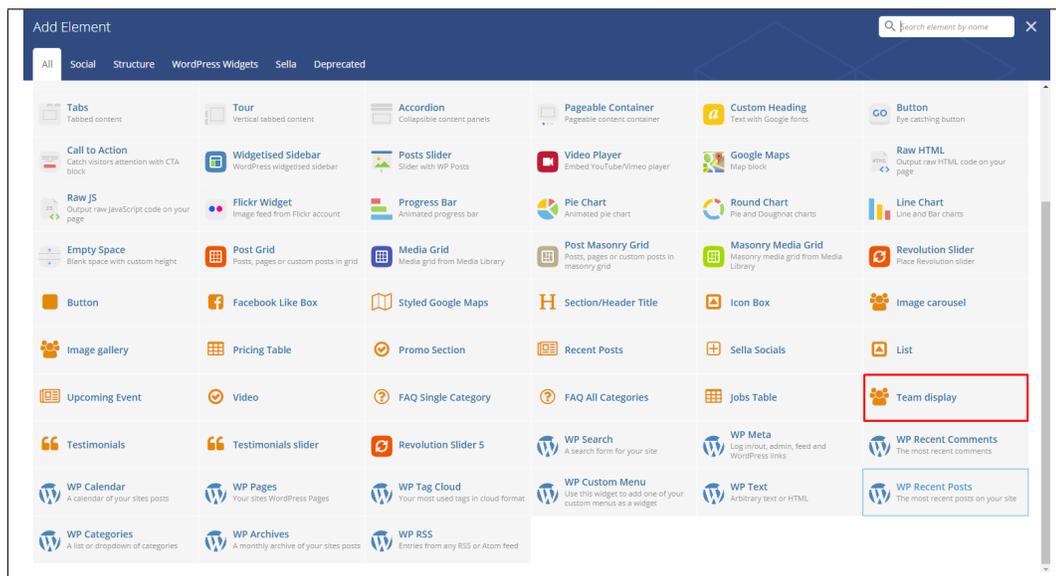
- **Step 1** - Create a new page where to add the Teams page.



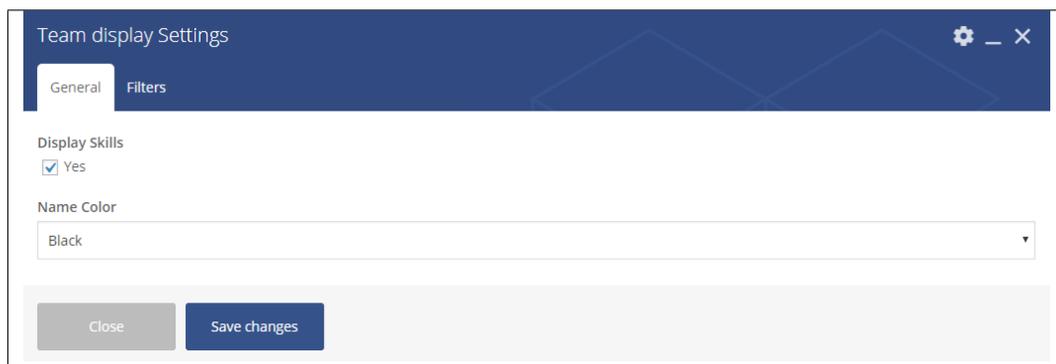
- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.



- **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 *Team members* items. To add the *Team members* items, add a *Team display* element to the page.



- **Step 6** - Add the needed information for the *Team display* element. Click *Save changes* to save.



-General Tab-

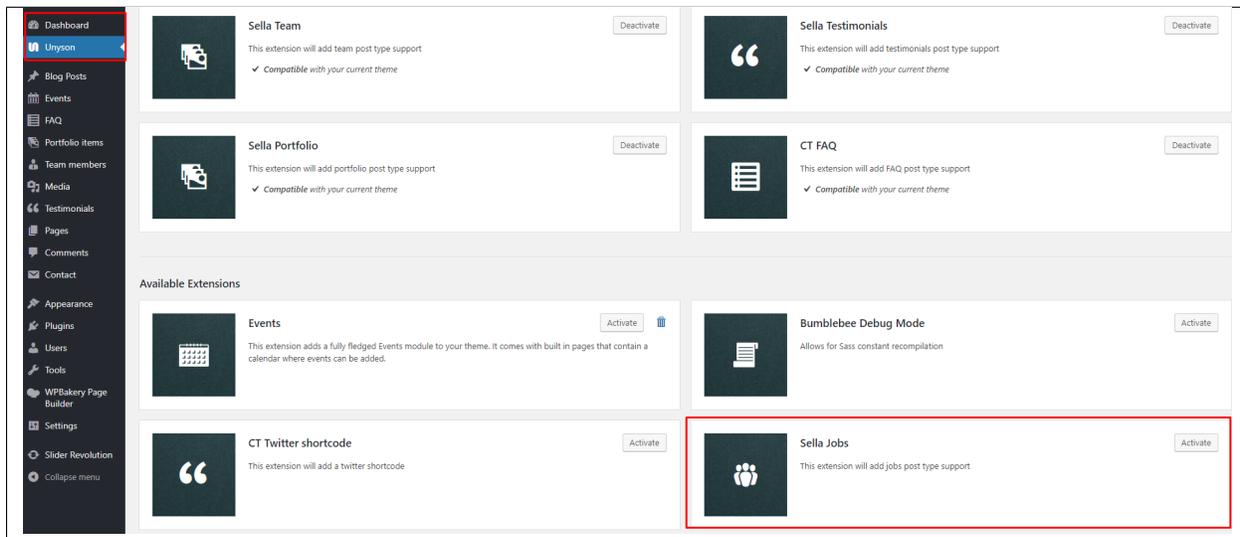
- Display Skills - Option to show skill in the element.
- Name Color -

-Filters Tab-

- You can set the filter for the table. Set/Change as needed.
- **Step 7** - You can add more elements on the page as you like. Once satisfied, click on the *Publish* button.

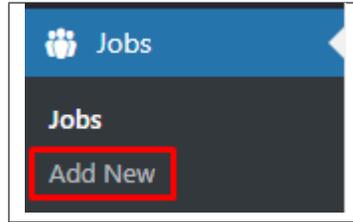
9.1 Jobs

To activate *Jobs* extension in *Sella*, navigate your Wordpress Dashboard to *Unyson > Sella Jobs* and click the *Active* button to activate.



9.1.1 Create Jobs Item

To create a new *Jobs* item, navigate your WordPress Dashboard to *Jobs > Add New*



The *Add New Job* page will show. Add the details for the job.

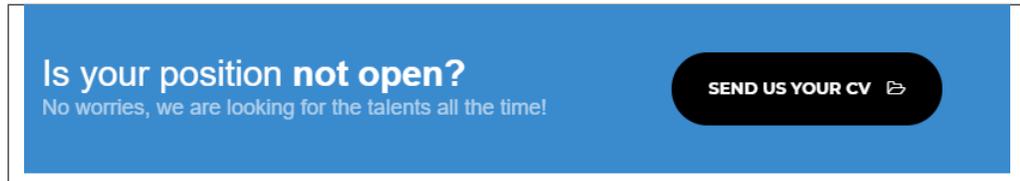
The screenshot displays the Sella job creation interface. It is divided into three main sections, each highlighted with a red box and a blue number:

- 1**: A text input field at the top left containing the placeholder text "Enter title here".
- 2**: A large text editor area below the title field. It includes a toolbar with various formatting options (bold, italic, link, etc.) and a "Word count: 0" indicator at the bottom left.
- 3**: A section titled "Job Options" containing several form fields: "Type", "Location", "Department", "Display Call to Action" (with a checkbox), "Button URL" (with a note: "Type in Page name. Applicable only if Display Call to Action is YES."), and "End date" (with a note: "If empty, application has expired.").

On the right side of the interface, there is a "Publish" panel with buttons for "Save Draft", "Preview", and "Publish", along with status and visibility information.

1. **Title** - The Job Title of the job.
2. **Editor container** - You can add here the job's descriptions and requirements.
3. **Job Options**

- Type - Type of the job.
- Location - Location where the job is done.
- Department - Department which the job is assigned.
- Display Call to Action - This option is for the pop-up to send a CV to show.



- Button URL - The URL for the location of the page where the *Apply Now* button will navigate to. This is also the URL for the *Call to Action* pop-up.
- End Date - The date for the last day of the job to be posted. If empty, application has expired.

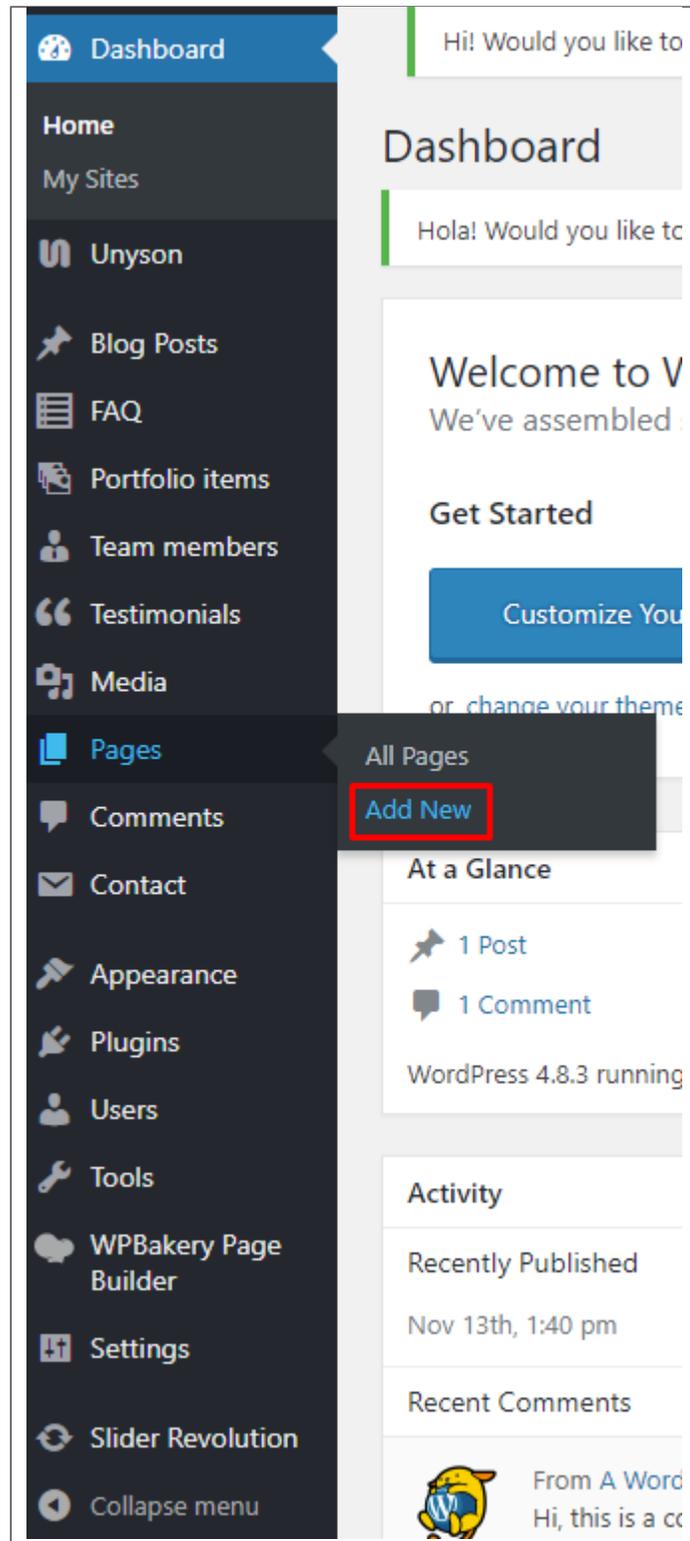
After adding all the details, click on *Publish* button to save.

9.2 Create Jobs Page

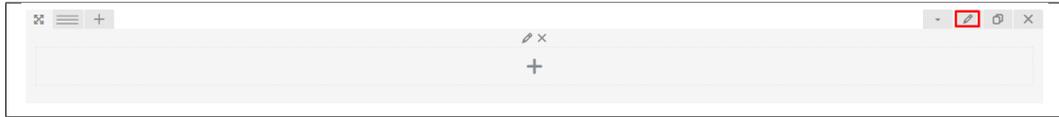
Jobs of Sella is generated by the theme from *Jobs* items.

To create a simple *Job Page*, follow these steps:

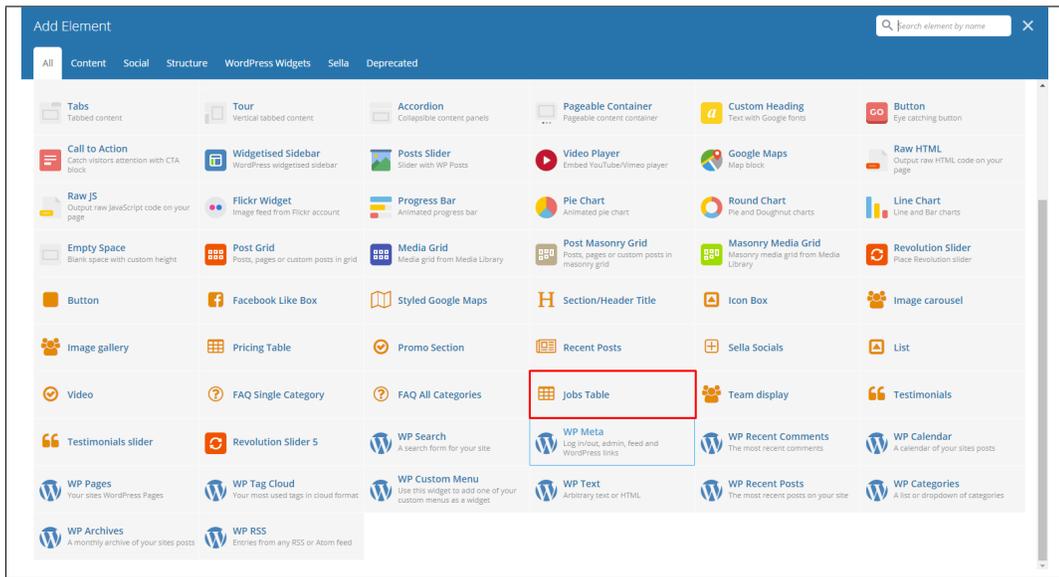
- **Step 1** - Create a new page where to add the Jobs page.



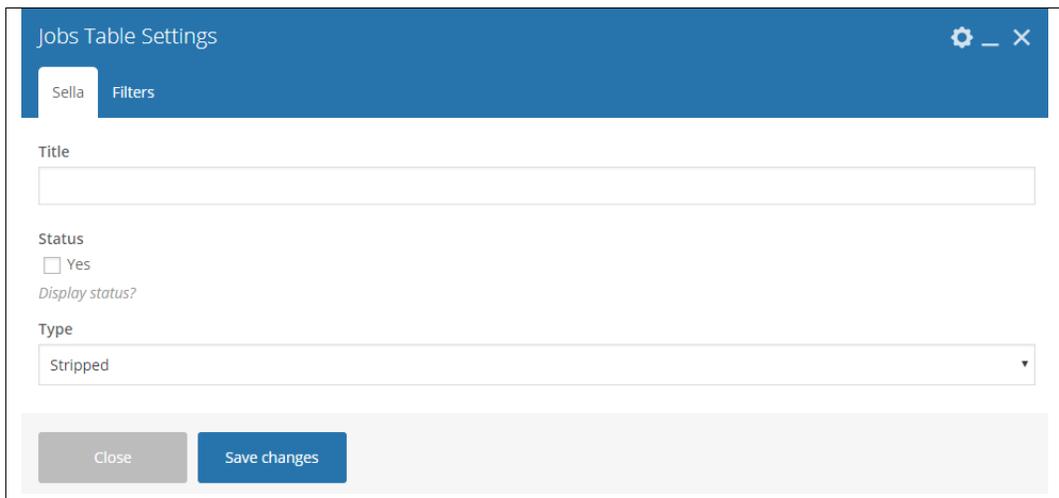
- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.



- **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 *Jobs* items. To add the *Jobs* items, add a *Jobs Table* element to the page.



- **Step 6** - Add the needed information for the *Job Table* element. Click *Save changes* to save.



-Sella Tab-

– Title - Job Table title.

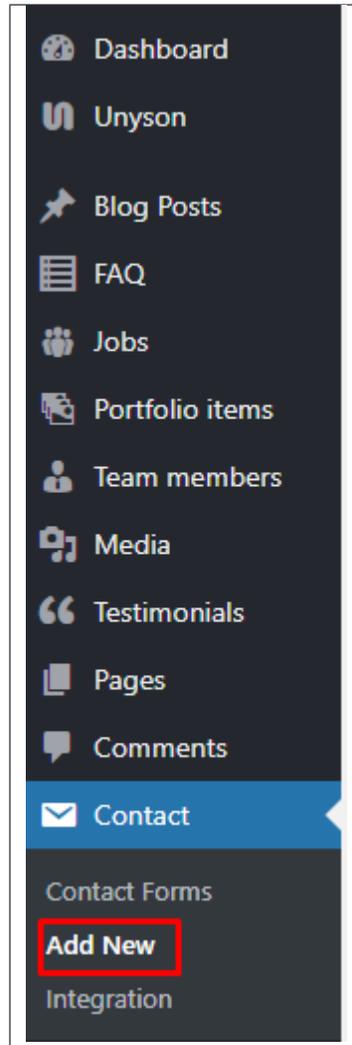
- Status - Check *Yes* to show the status of the job, if **Open(Apply)** or **Expired**.
- Type - The look of the table.

-Filter Tab-

- You can set the filter for the table. Set/Change as needed.
- **Step 7** - You can add more elements on the page as you like. Once satisfied, click on the *Publish* button.

10.1 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

1

2

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.

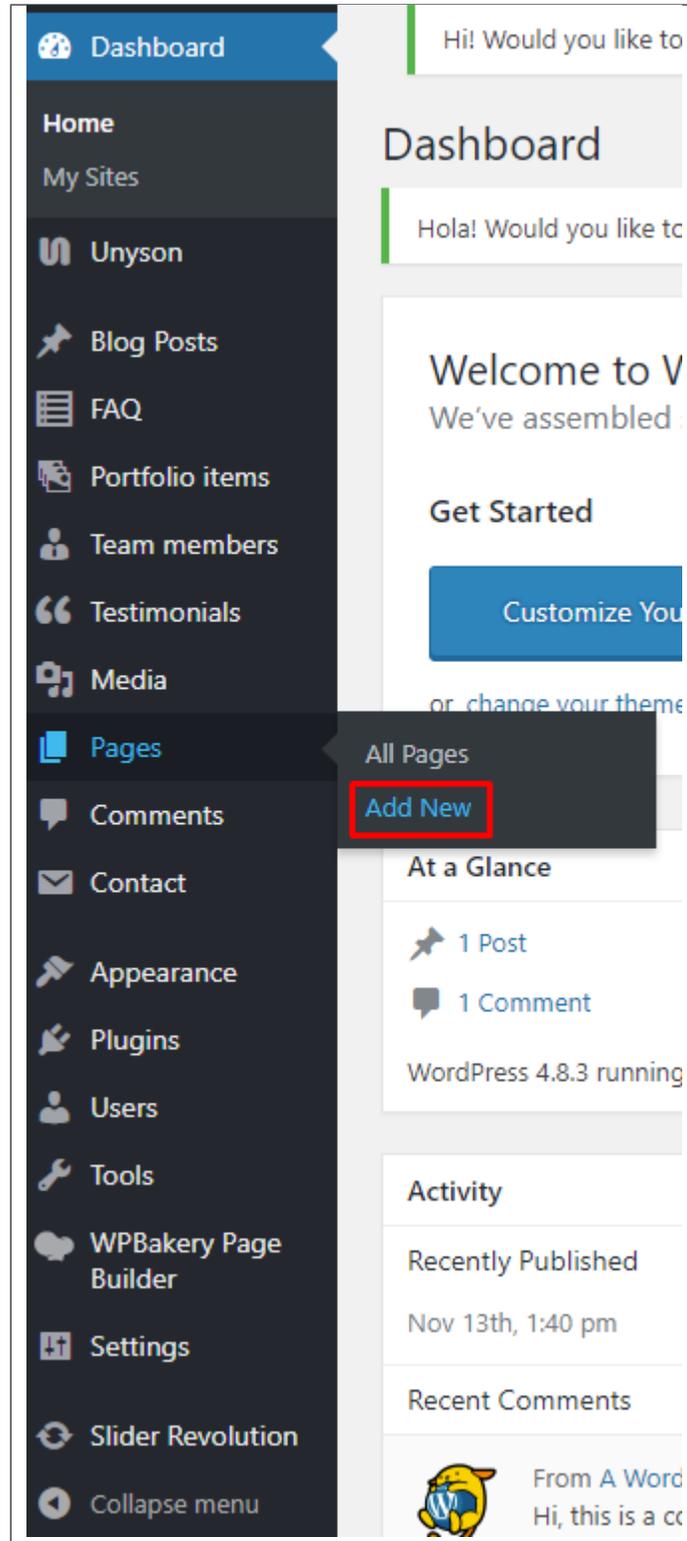
After adding all the details, click on *Save* button to save.

10.2 Create Contact Page

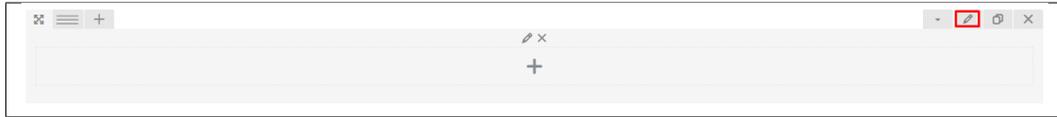
Contact Form Page of Sella is generated by the theme from *Contact Form* item.

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

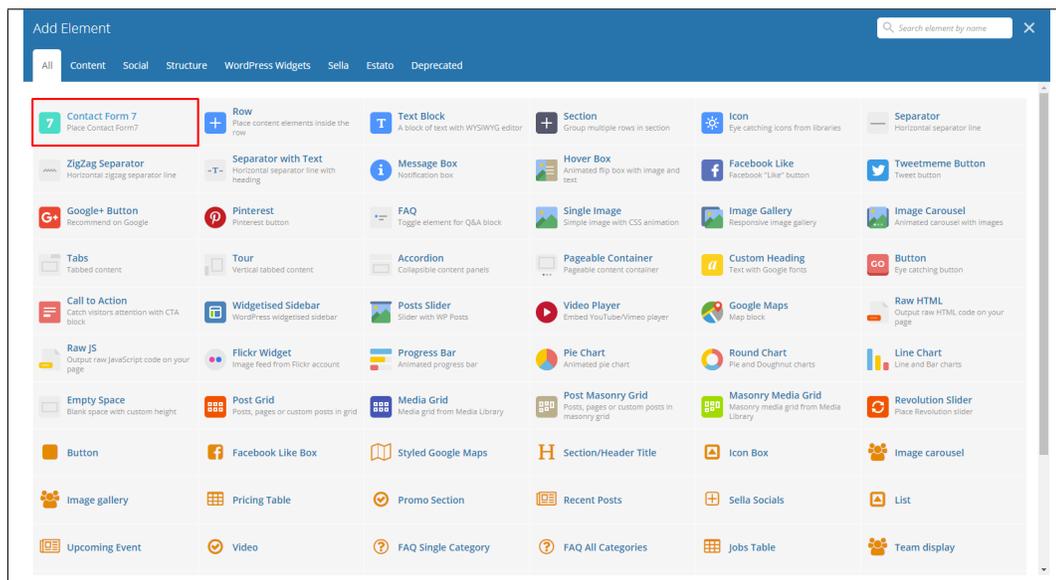
- **Step 1** - Create a new page where to add the *Contact Form*.



- **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.

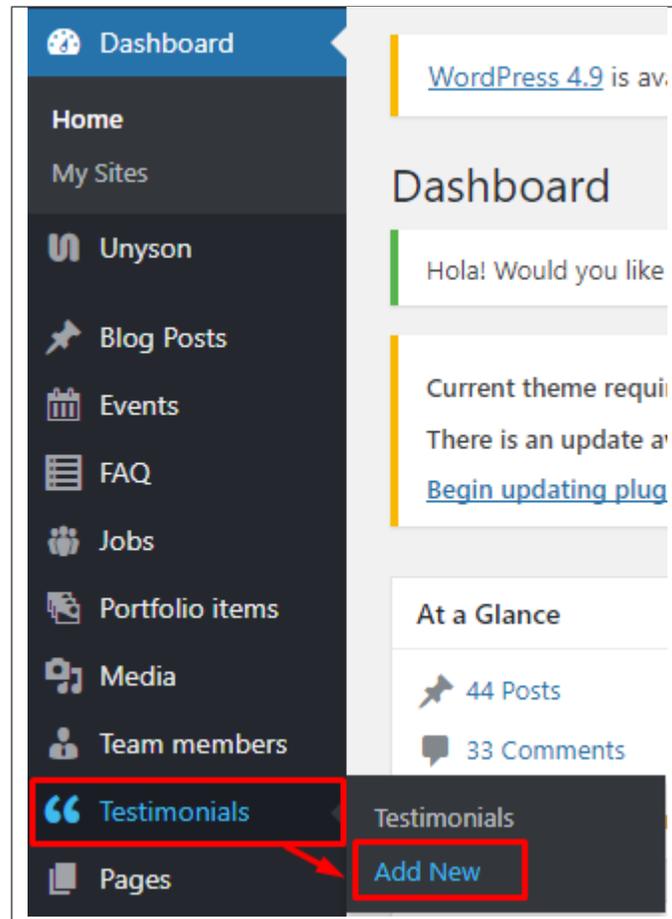
- **Step 8** - Once you have finished customizing the page, click on the *Publish* button.

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.

11.1 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 WordPress editor interface for creating a testimonial. The interface is divided into several sections, each highlighted with a red border and a blue number:

- 1**: Title field with the placeholder text "Enter title here".
- 2**: Text editor area with a rich text toolbar and a word count of 0.
- 3**: Author information form with fields for Name (John Doe), Title (Sales Manager), and Company (Company inc.).
- 4**: Featured image field with a "Set featured image" link.

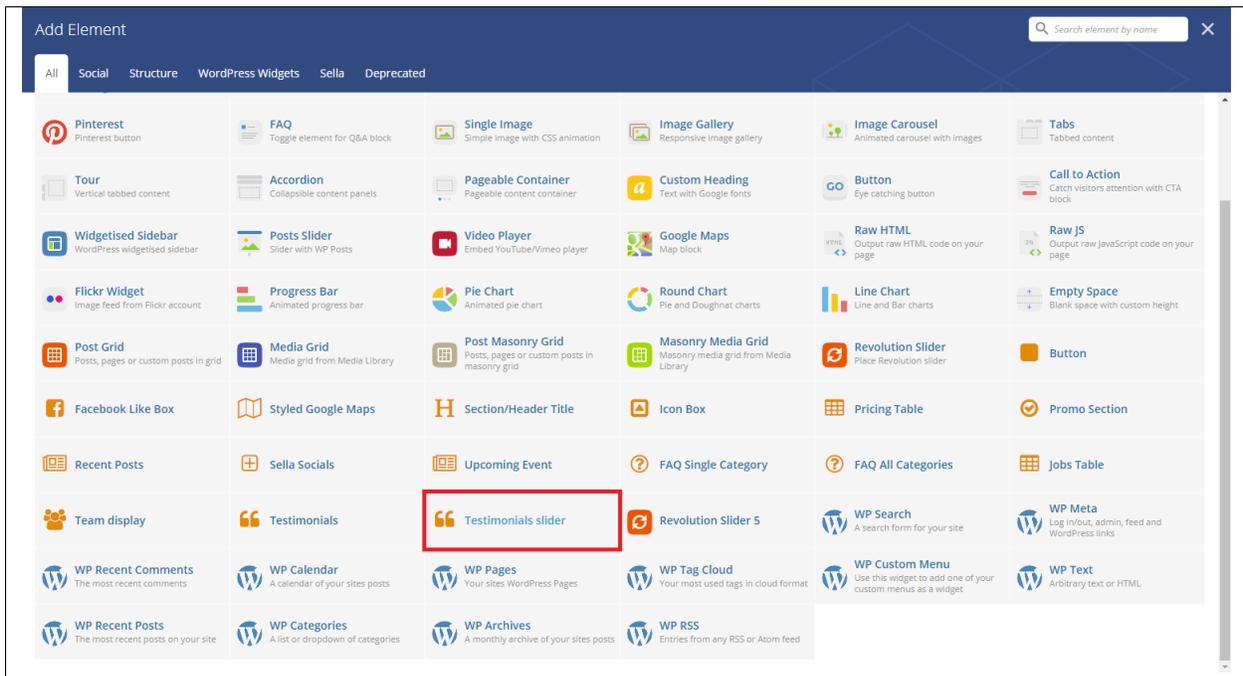
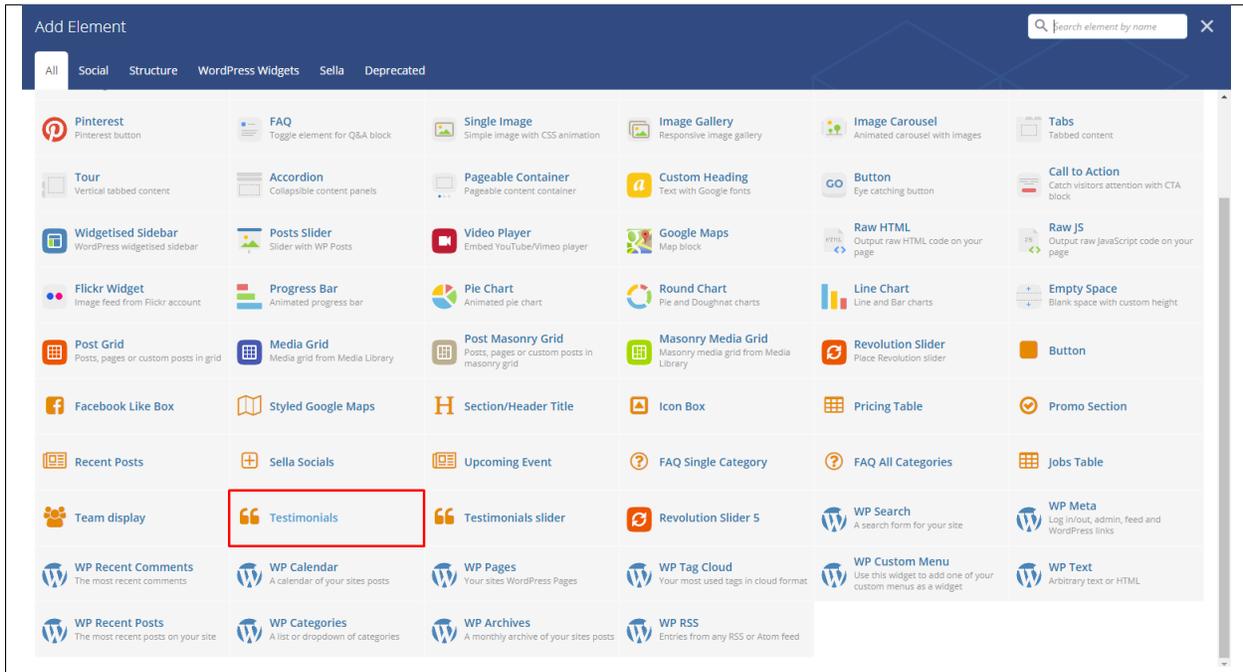
Other visible elements include the "Publish" sidebar on the right with buttons for "Save Draft", "Preview", and "Publish", and the "Revolution Slider Options" section below the text editor.

1. **Title** - The title of the single testimonial page.
2. **Editor container** - You can add here the testimonial.
3. **Author**
 - Name - The name of the one who said the testimonial.
 - Title - Position in the company.
 - Company - Name of the company.
4. **Featured Image** - Author's picture.

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

11.2 Add Testimonials to Page

To add testimonials to a page, elements in the Visual Composer are used.



These are the elements that will add an event on the page. For more information about this element, go to *Sella Custom*

Shortcodes > Testimonials/Testimonials slider.

11.3 Delete Testimonials

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

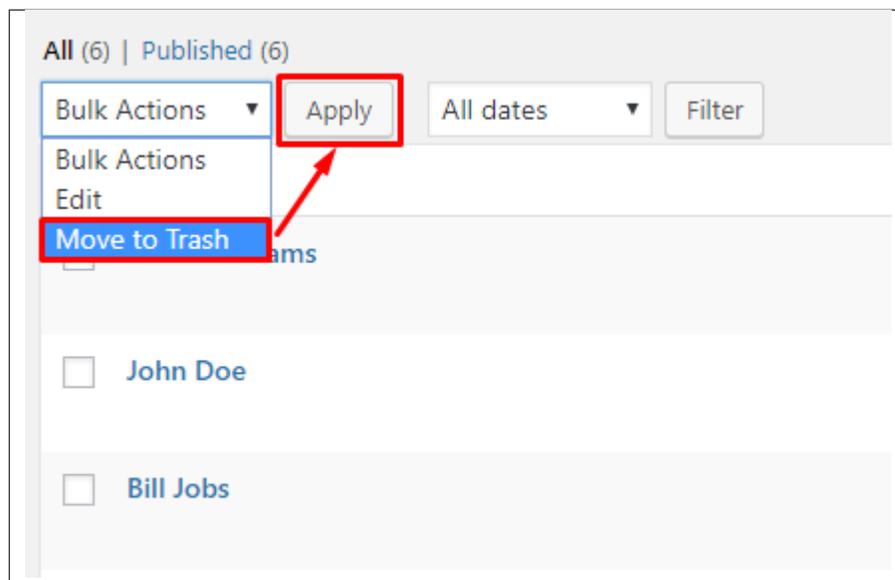
In the Testimonials page, you will see all the created testimonials.

To delete a testimonial, you have two options:

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



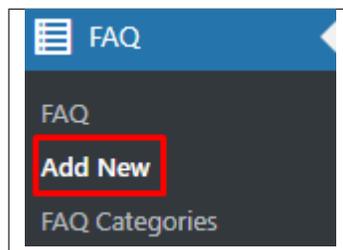
- **Multiple Testimonials Delete** - To delete multiple testimonials, click on the box beside the testimonials you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



12.1 Create FAQ Item

Frequently Asked Questions (FAQ) of *Sella* is generated by the theme from FAQ items.

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



The *Add New FAQ* page will show, information on the FAQs can be define here.



- **Title** – The FAQ's question should be written as the title.

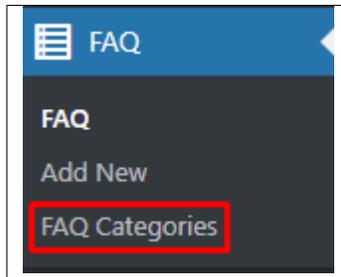
- **Editor Container** – Where the answers for the question is added.
- **FAQ Categories** (optional) – Assign to preexisting category or add a new one.

Once done, click on *Publish* button.

12.1.1 Create FAQ Categories

Categories are convenient ways to organize your FAQ items, that can be added to more than just one category.

To create new *FAQ Category*, navigate in WordPress Dashboard to *FAQ > Faq Categories*.



The *FAQ Categories* page will show, here you can add the details of the FAQ Category that you would like to create.

FAQ Categories

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

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 FAQ Category

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.

Bulk Actions ▾

- Name
- Blogs
- Contact
- Data Handling
- New Events
- Portfolio
- Name

Bulk Actions ▾

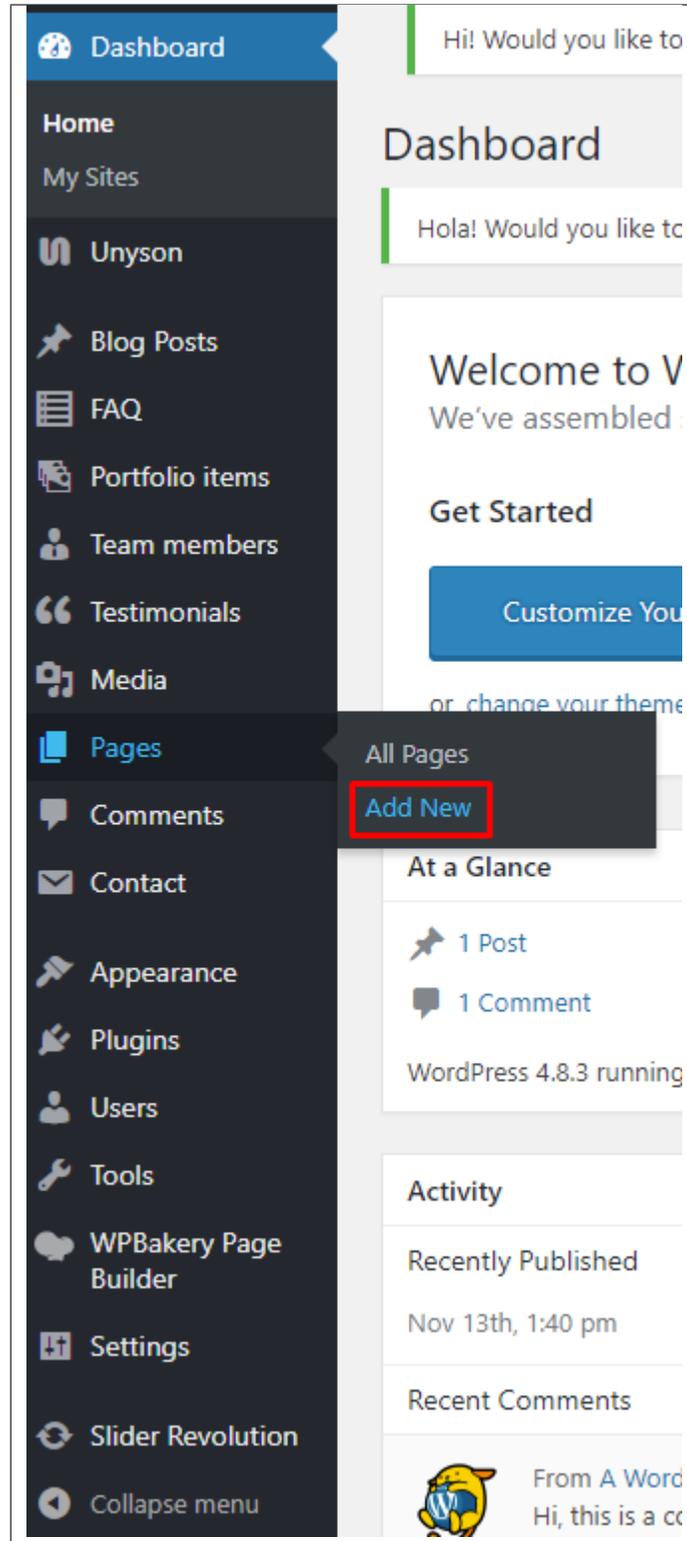
After adding all the details, click on *Add New category* to save.

12.2 Create FAQ Page

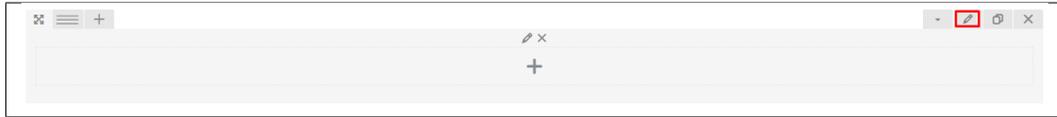
Frequently Asked Questions (FAQ) of Sella is generated by the theme from *FAQ Items*.

To create an *FAQ Page*, follow these steps:

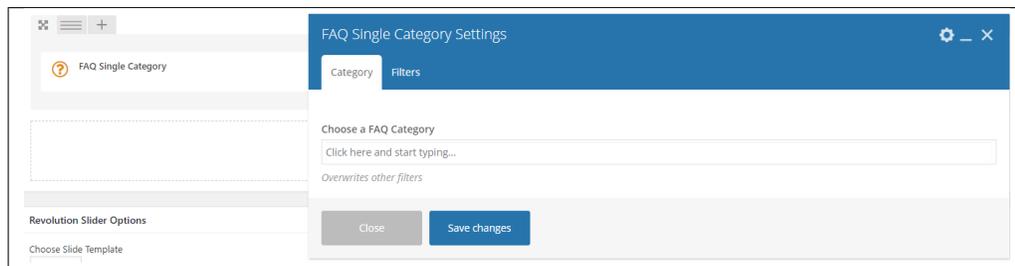
- **Step 1** - Create a new page where to add the FAQs.



- **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 *FAQ Items*. The *FAQ Items* can be generated by 2 types of *Theme Element*: **FAQ Single Category** or **FAQ All Categories**.
 1. **FAQ Single Category** - You can specifically add FAQ Items using the categories of the FAQ Items.



2. **FAQ All Categories** - All the FAQ Items are shown.
- **Step 6** - You can customize the page by adding other elements to the page.
 - **Step 7** - Once you have finished customizing the page, click on the *Publish* button.

13.1 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.

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**

Prefooter ▼

Footer ▼

Blog sidebar ▼

Main sidebar ▼

Events sidebar ▼

13.1.1 Sidebars

Prefooter ▼

Footer ▼

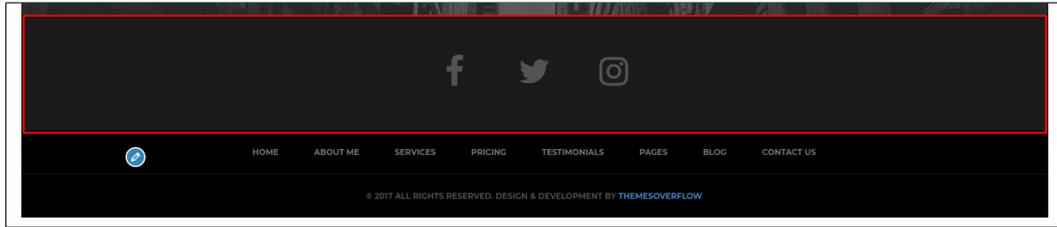
Blog sidebar ▼

Main sidebar ▼

Events sidebar ▼

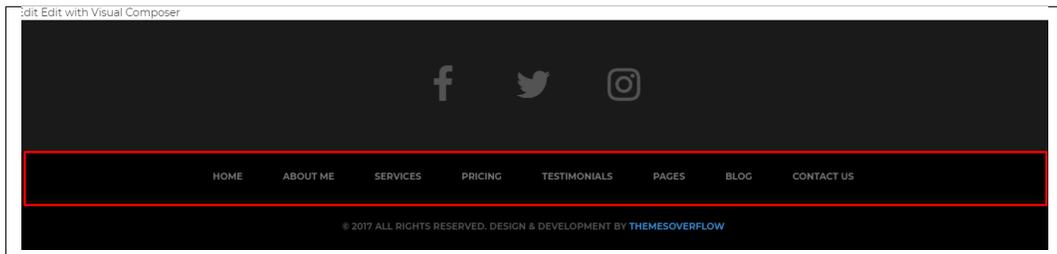
In Sella you have access to 5 sidebars that can be customized using available theme widgets.

- **Prefooter**



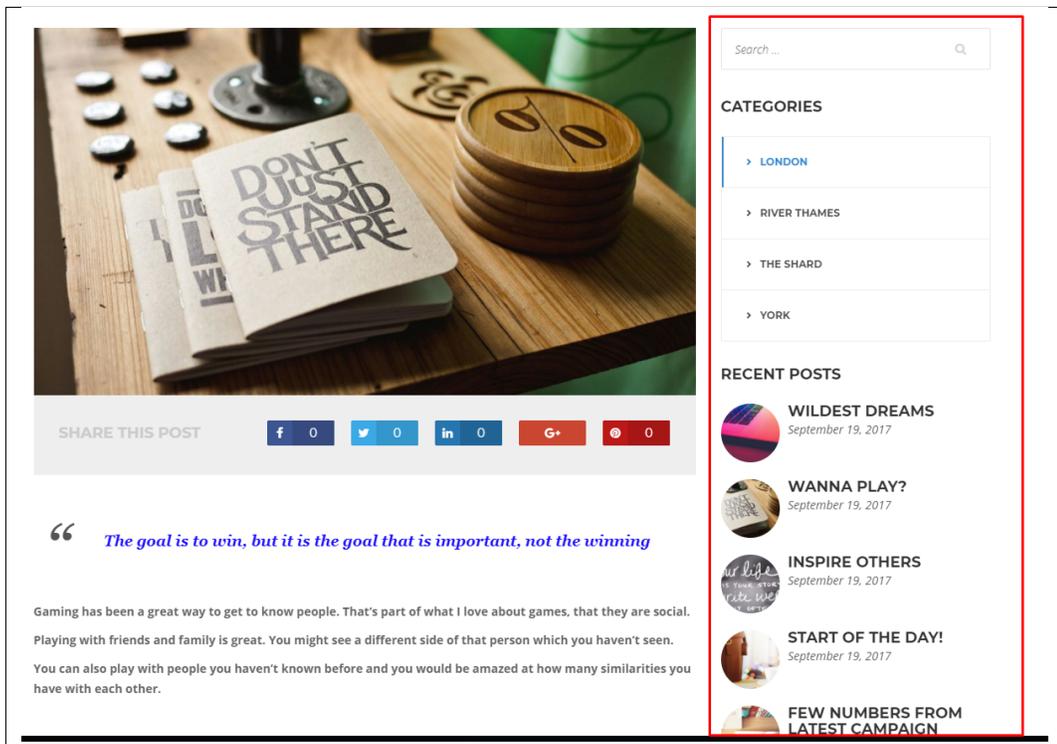
You can enable/disable the pre-footer in the *Appearance > Customize > Footer*, then uncheck the *Pre-footer display*.

- **Footer**



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

- **Blog sidebar**



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

• Main sidebar

The image shows a website layout with a main sidebar on the left and a main content area on the right. The sidebar is highlighted with a red border and contains the following elements:

- Navigation menu with links: > ABOUT US, > BLOG, > SERVICES, > TESTIMONIALS, > CONTACT ME.
- Section: LIKE US ON FACEBOOK.
- Facebook widget for 'createll' with 944 likes and a 'Like Page' button.
- Section: GET IN TOUCH.
- Contact form with fields for Name *, Email *, and Your message *.

The main content area is titled 'WHAT CAN WE DO FOR YOU?' and 'OUR OFFERS'. It features six offer cards:

- FB & AW CAMPAIGNS**: CONNECT WITH FACEBOOK. Description: With just a click, you can posts and advertise an event on your Facebook account.
- EVENTS CALENDAR**: SCHEDULE YOUR EVENTS. Description: Schedule and See the calendar of Events. You can also see a count down for these events.
- ONLINE ADVERTISING**: LET THE WORLD KNOW. Description: Advertise and Promote new products, events, and services for customers.
- MAILING & DATABASES**: ONE CLICK AND SEND. Description: Sending inquiries and application is just one click away.
- Settings**: Represented by a gear icon.
- Help**: Represented by a question mark icon.

• Events sidebar

The screenshot shows a WordPress event widget for 'TOFICON' on December 10-11, 2017. The widget is divided into several sections:

- Search:** A search bar with a magnifying glass icon.
- Calendar:** A calendar for November 2017 with the date 29 highlighted.
- UPCOMING EVENTS:** A list of events:
 - TOFICON:** December 10 - December 11
 - SNOW FESTIVAL:** December 10 - December 11
 - MEDCON:** December 10
 - INSPIRE:** December 10 @ 9:00 Am - 5:00 Pm UTC+0
 - COMIC CON:** December 11 @ 9:00 Am - December 12 @ 10:00 Pm UTC+0
- VIEW ALL EVENTS:** A link to view all events.
- Ticket Information:** A section titled 'BUY YOUR TICKET NOW' with a price of '\$ 4.00' and a 'BUY TICKET NOW' button.
- Event Details:**
 - TOFICON:** DECEMBER 10 - December 11
 - Image:** A photograph of two anime-style figurines, one holding a guitar.
 - Buttons:** '+ GOOGLE CALENDAR' and '+ I CAL EXPORT'.
 - DETAILS:**
 - START:** December 10
 - END:** December 11
 - EVENT CATEGORY:** CONVENTION
 - EVENT TAGS:** convention, figurine, toys
 - ORGANIZER:**
 - NAME:** John Doe
 - PHONE:** 123 4567
 - EMAIL:** martha@createit.pl
 - WEBSITE:** http://ct4.phinky.createit/

13.1.2 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.

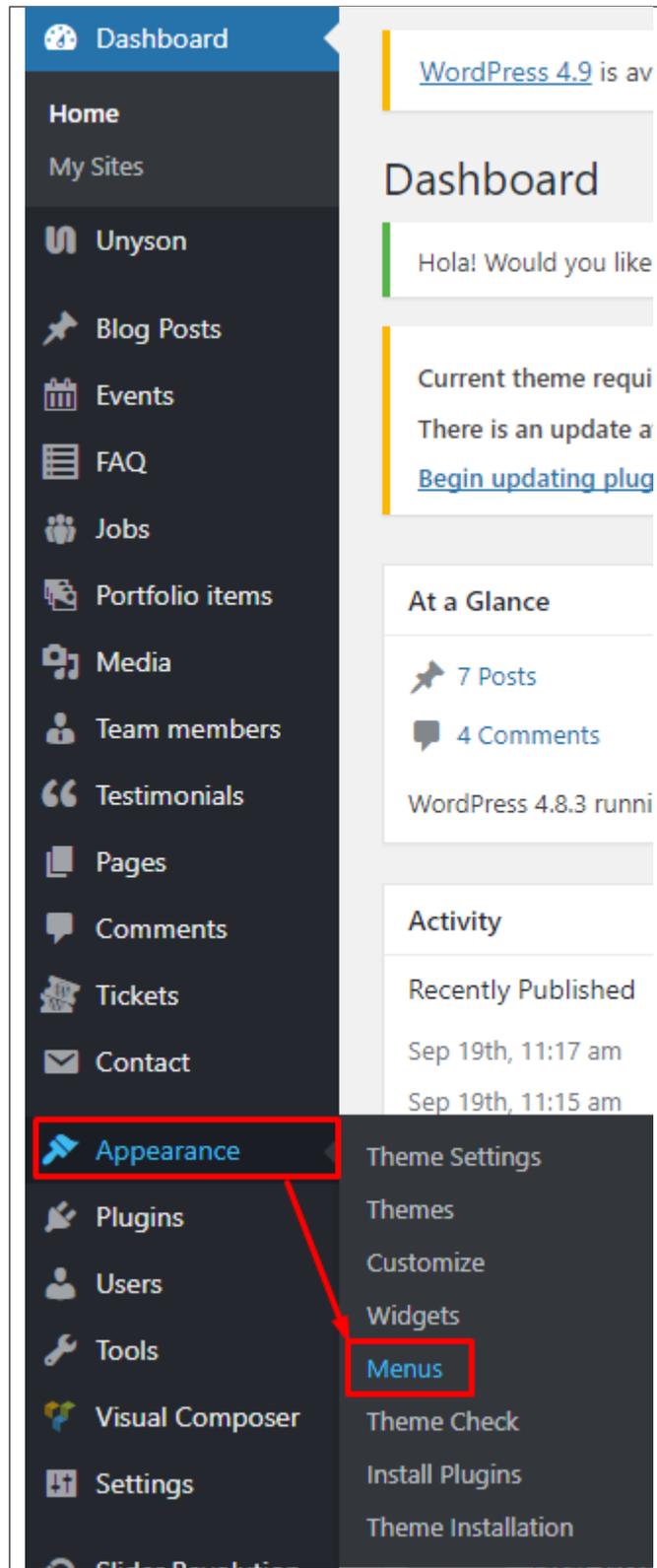
13.2 Menus

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

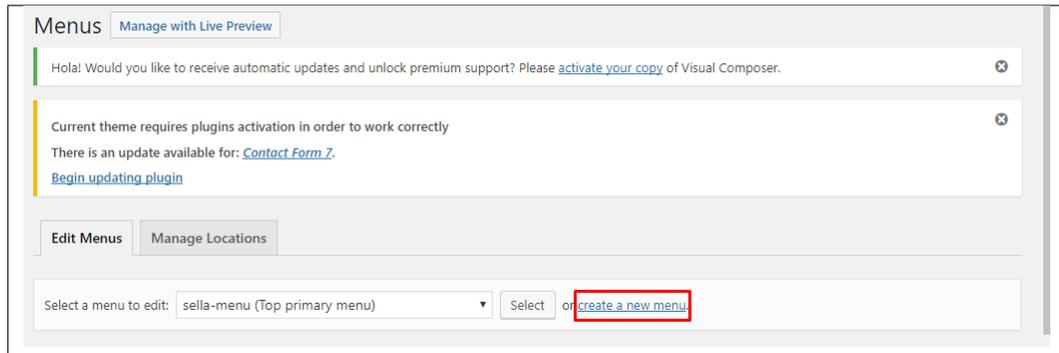
13.2.1 Menu Setup

To make a simple menu, follow the steps:

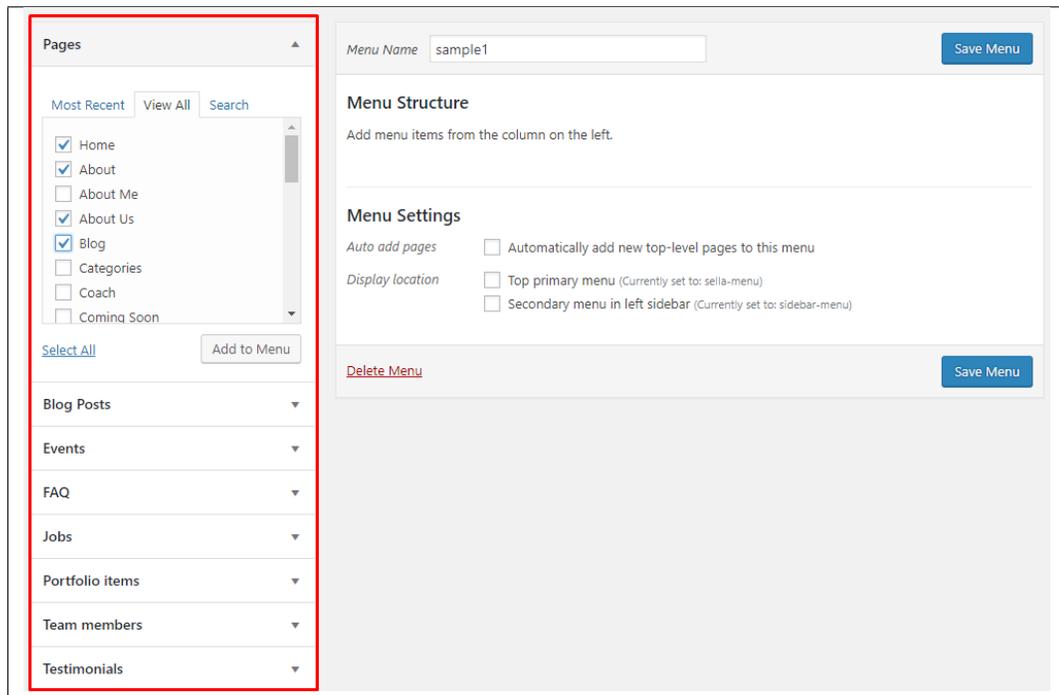
- **Step 1** - Navigate your Dashboard to *Appearance > Menus*. The *Menus* page will show.



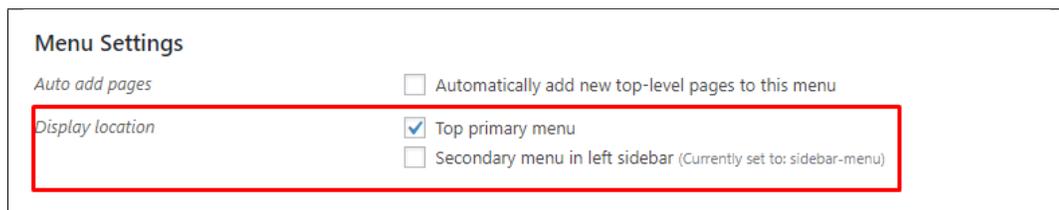
- **Step 2** - In the menus page, you can edit a menu or make a new menu. To make a new menu, locate *create a new menu*.



- **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.



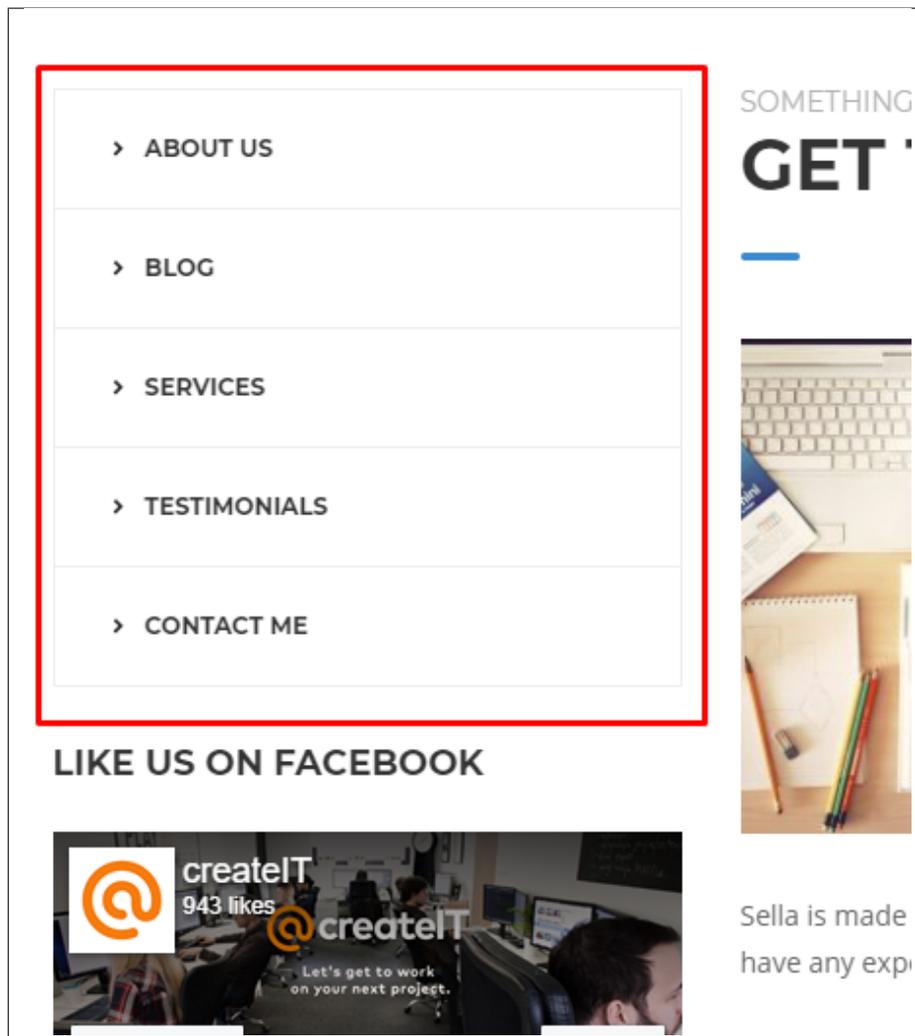
- **Step 5** - You can set a menu as a *Top primary menu* or *Secondary menu in the left sidebar*.



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



2. **Secondary menu in the left sidebar**

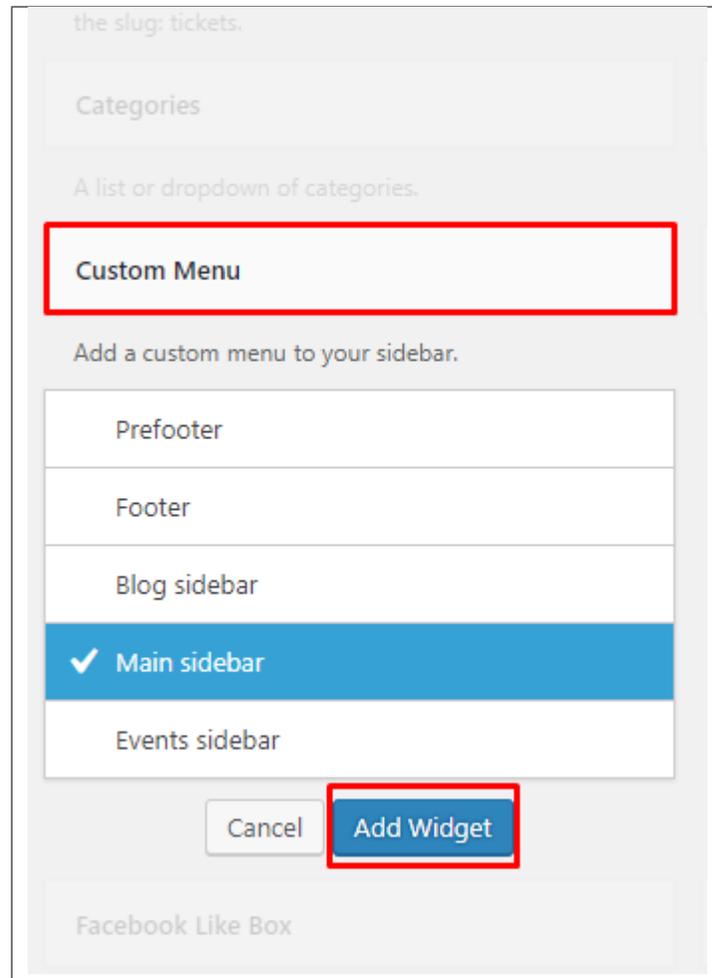


- **Step 6** - After any changes, click on *Save Menu* button.

13.2.2 Using Menu on Widget

Menus can also be shown on widgets section of Dashboard.

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



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

Main sidebar ▲

Sidebar placed on default template page

Custom Menu ▲

Title:

Select Menu: sidebar-menu ▼

[Delete](#) | [Close](#) [Save](#)

Facebook Like Box ▼

Text: Get in touch ▼

Events sidebar ▼

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

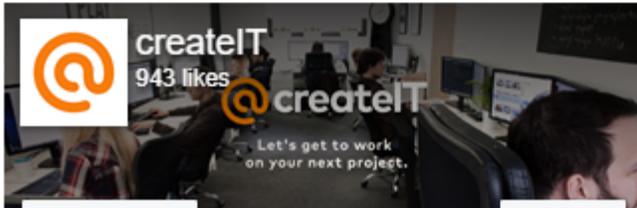
You can see the changes on the page where the sidebar is used.

- > ABOUT US
- > BLOG
- > SERVICES
- > TESTIMONIALS
- > CONTACT ME

SOMETHING
GET



LIKE US ON FACEBOOK

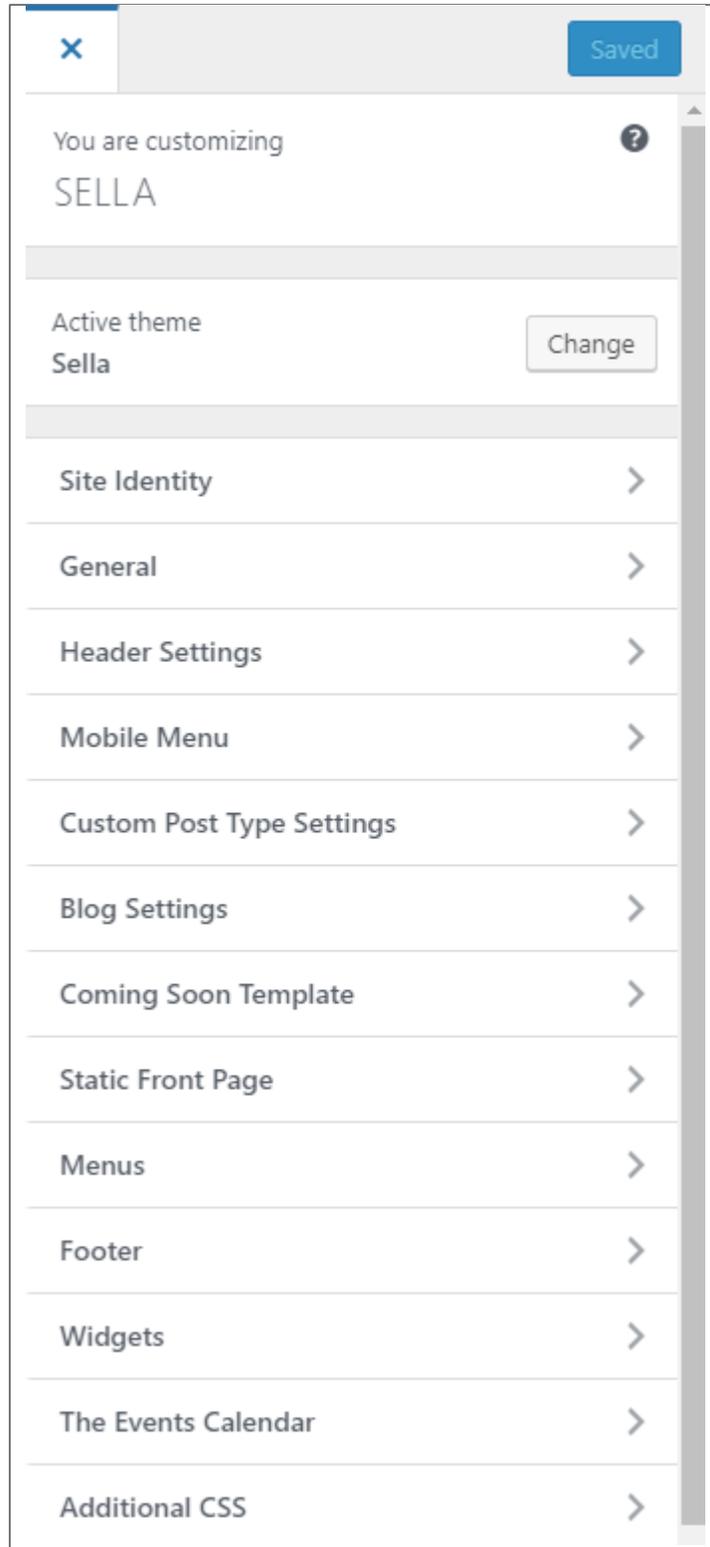


Sella is made
have any expi

CHAPTER 14

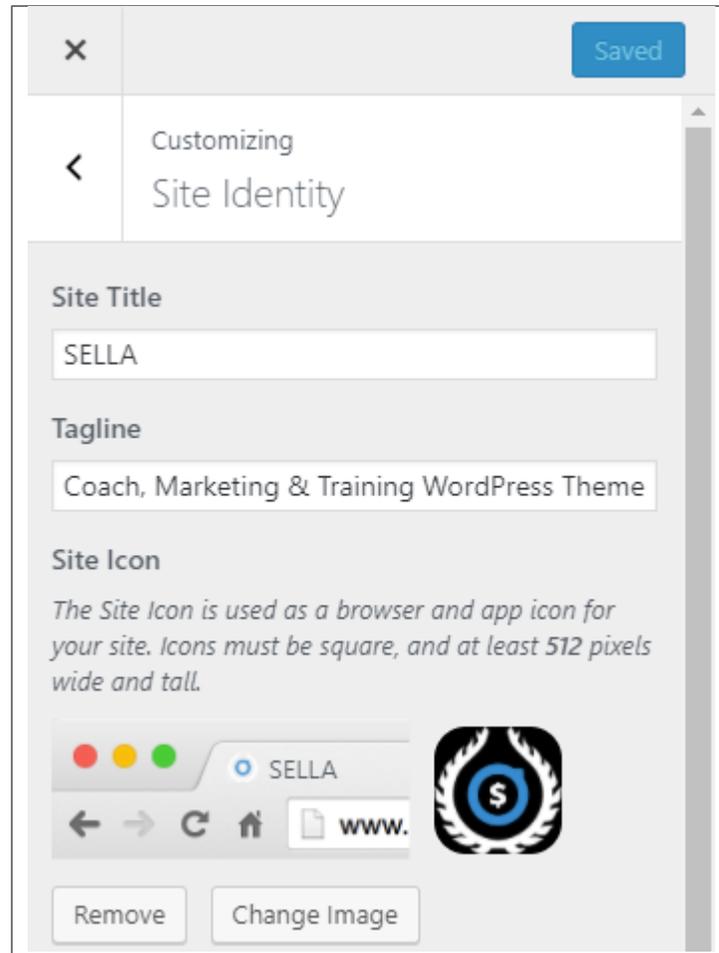
Customising Sella

Sella 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*.



14.1 Site Identity

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

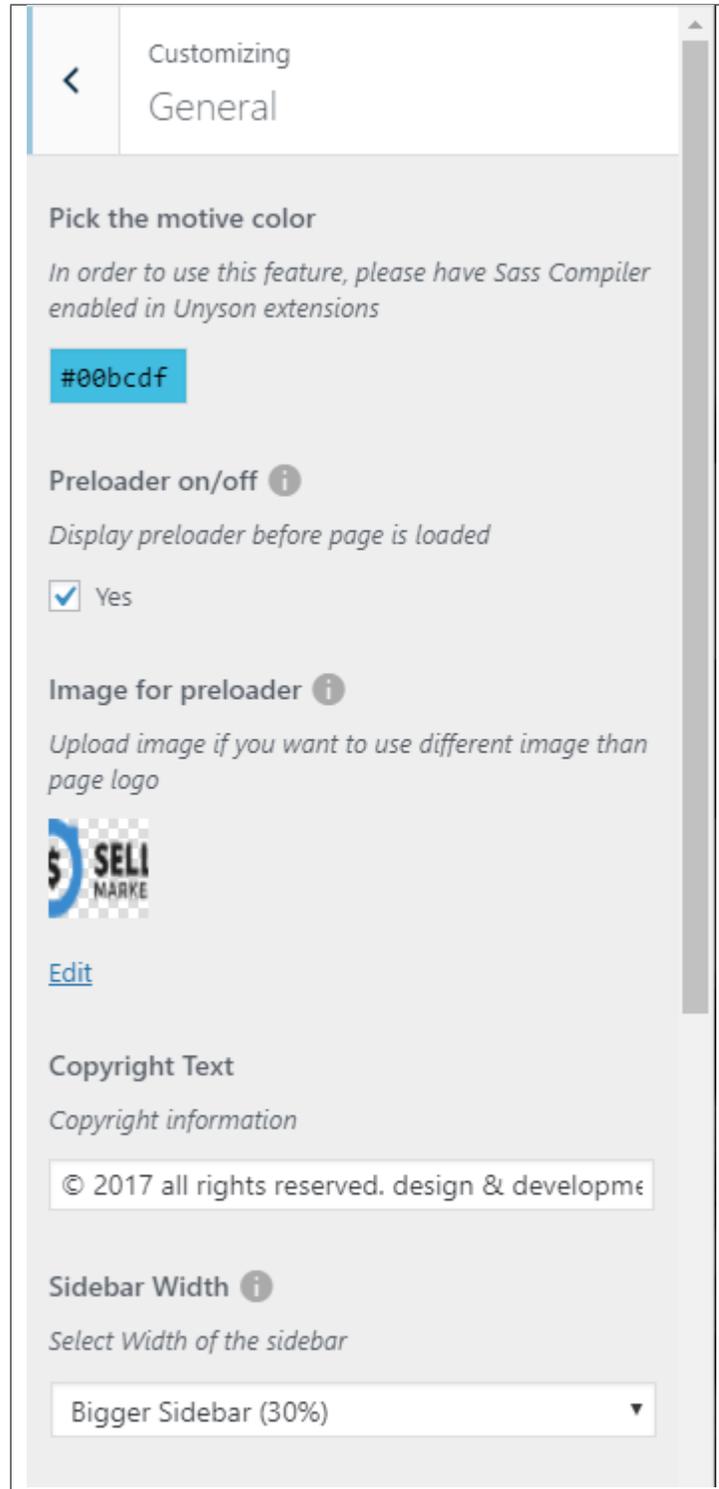


- **Site Title** - The title of the site you created.
- **Tagline** - The slogan/catchphrase for you site. What people will remember if they see your site.
- **Site Icon** - The icon used as a browser or app icon. Icons must be square, and at least 512 pixels wide and tall.

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

14.2 General

You can pick the color scheme of the site here.



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

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

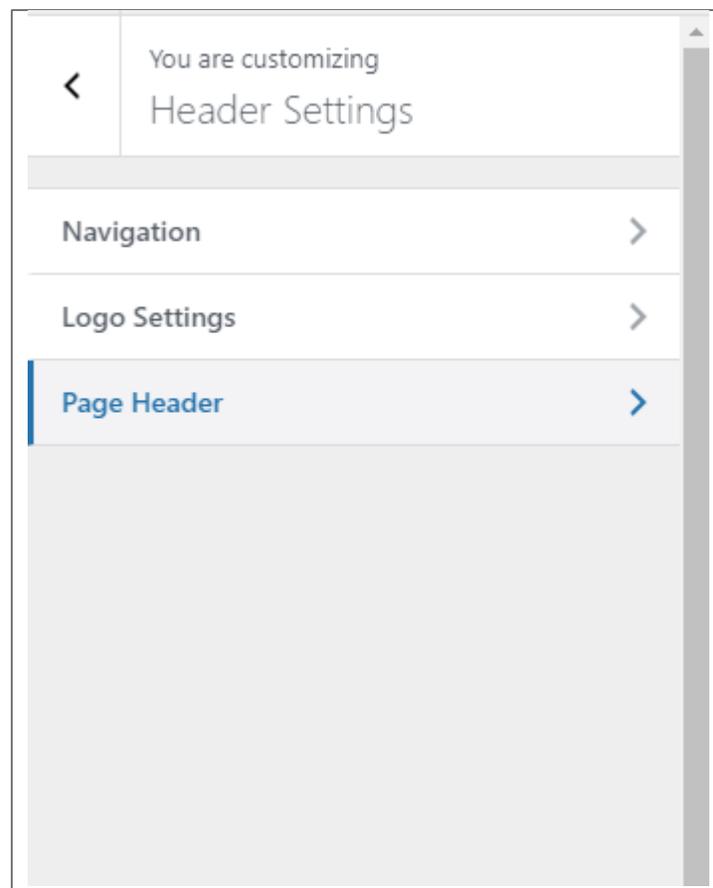
- **Preloader on/off** - Display preloader before page is loaded.
- **Image for preloader** - The image that will show in the preloader.
- **Copyright Text** - Copyright information.
- **Sidebar Width** - The width set for the sidebar.

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

14.3 Header Settings

The *Header Settings* is where to set the behavior of the header and how it looks.

The header settings is divided into 3 parts:



- **Navigation**
 - **Navigation behavior type** - How the navigation of the header behaves.
 - **Transparent Navigation background** - Option to have the background of the header transparent.
 - **Search in navigation** - Option to show a search area on the header.
 - **Social** - Option to show the phone number and social media accounts of the site on the header.
 - **Phone** - The phone number that will be displayed in the *Social* area.
 - **Facebook** - The facebook account will be navigated in the *Social* area.

- **Twitter** - The twitter account will be navigated in the *Social* area.
- **Instagram** - The instagram account will be navigated in the *Social* area.
- **New Tab** - Option to open the *Social* buttons in a new tab.

Customizing ▸ Header Settings
Navigation

Navigation behavior type ⓘ
Select type of navigation behavior

Fixed (default) ▼

Transparent Navigation background ⓘ
Check to have transparent background

Yes

Search in navigation ⓘ
Display search icon at the end of the navigation

Yes

Socials
Check to display socials

Yes

Phone ⓘ
Telephone Number

0 800 123 4567

Facebook ⓘ
Enter Facebook URL

<https://www.facebook.com/createlTpl>

Twitter ⓘ
Enter Twitter URL

#

Instagram ⓘ
Enter Instagram URL

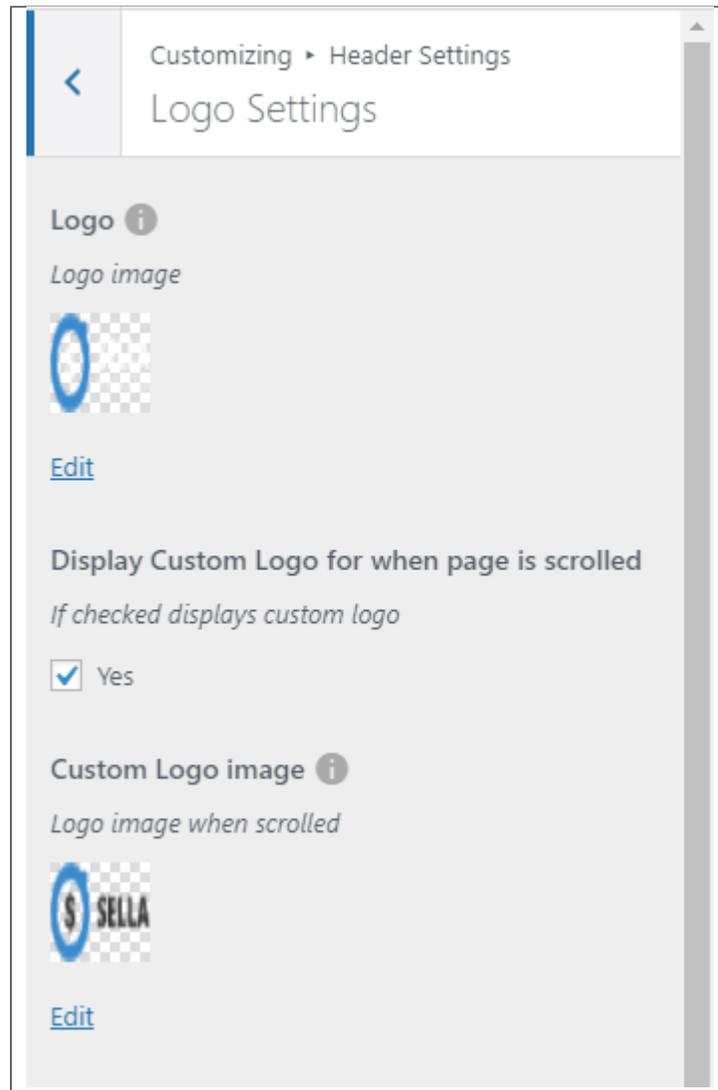
#

New Tab
Check to open urls in new tab

Yes

- **Logo Settings**

- **Logo** - The main logo displayed on the site.
- **Display Custom Logo for when page is scrolled** - Option to show the *Custom Logo* when scrolling.
- **Custom Logo image** - The logo that will replace the main logo when the background color changes from light/dark.



- **Page Header**

- **Display page header** - Option to display header on top of the pages.
- **Display page header in main page** - Option to display header on top of the main page.
- **Page Header Type** - The type of the header.
- **STATIC Background Image** - Background image of the header when Static is selected as header type.
- **PARALLAX Background Image** - Background image of the header when Parallax is selected as header type.

- **Head height** - The header height in pixels.
- **Parallax ratio** - Ratio of the parallax.

Customizing ▸ Header Settings

Page Header

Display page header ⓘ

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

Yes

Display page header in main page ⓘ

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

Yes

Page Header Type ⓘ

Select header type from list

Parallax ▾

STATIC Background Image ⓘ

Background image when STATIC is selected as Page Header Type



[Edit](#)

PARALLAX Background Image ⓘ

Background image when PARALLAX is selected as Page Header Type



[Edit](#)

Head height ⓘ

Type head height in px

320

Parallax ratio ⓘ

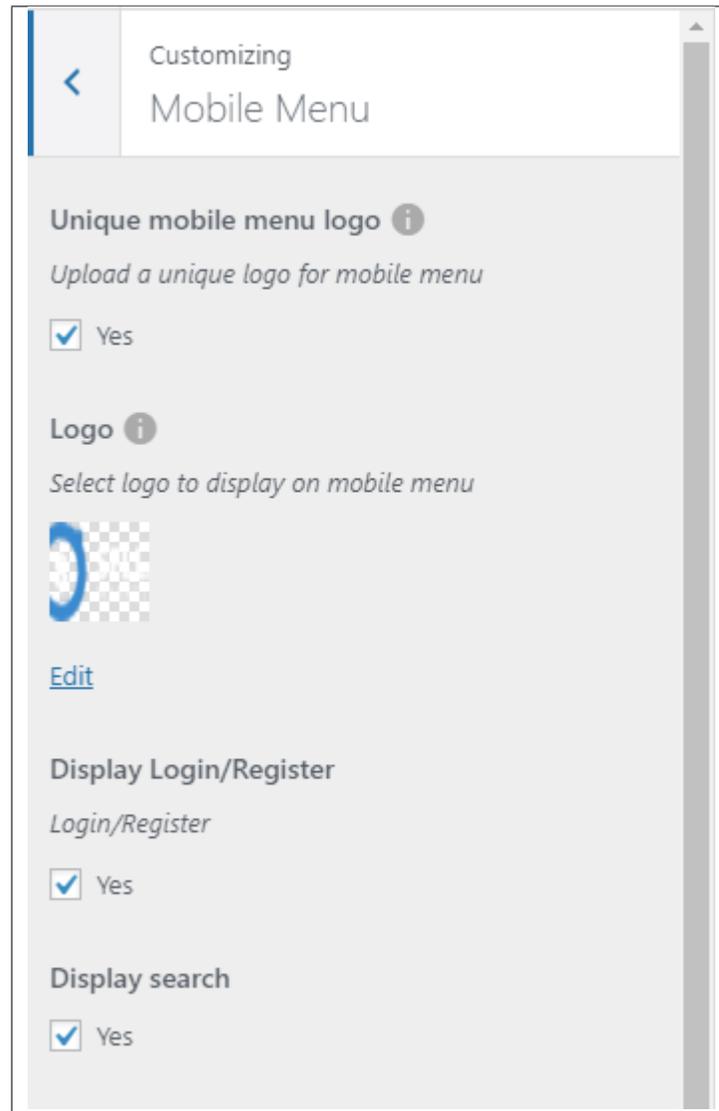
Enter parallax ratio

0.5

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

14.4 Mobile Menu

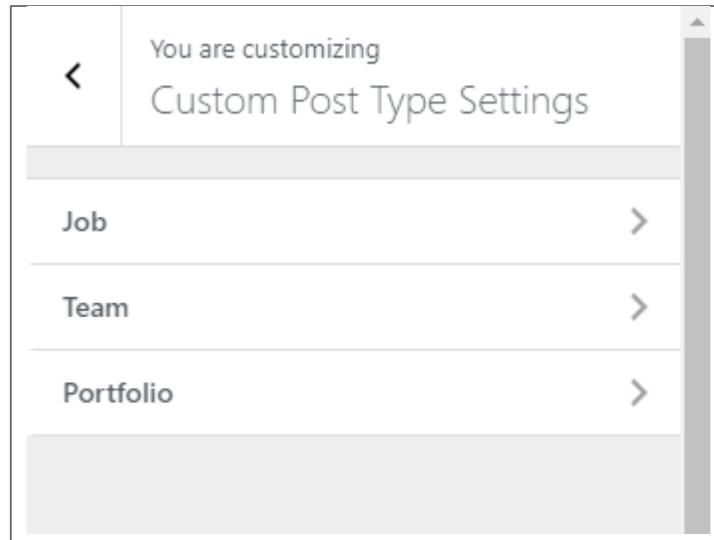
Options on what to show in the *Mobile view* of the site.



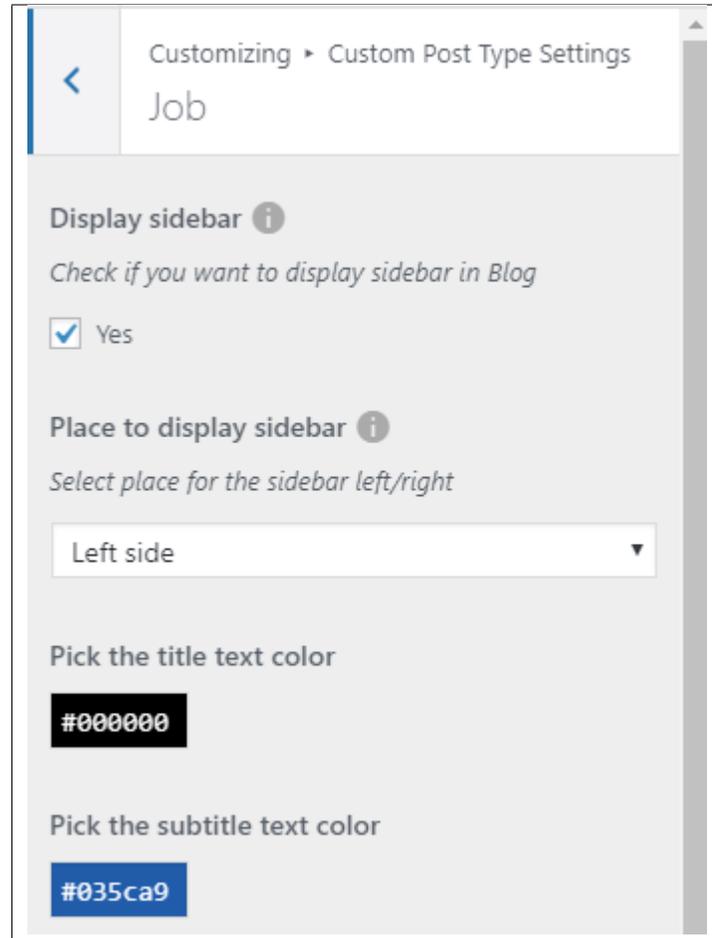
- **Unique mobile menu logo** - Option to have a unique logo for the mobile view.
- **Logo** - The unique logo for the mobile view.
- **Display Login/Register** - Show the login/register page in the mobile view.
- **Display search** - Show an option for search.

14.5 Custom Post Type

The custom post type is divided into 3:

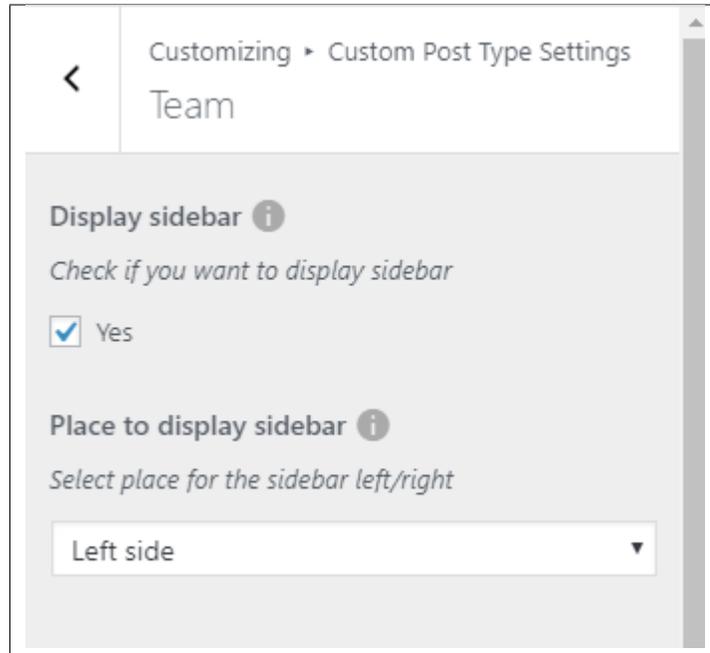


- **Job**
 - **Display sidebar** - Option to display the sidebar in the page where the job is shown.
 - **Place to display sidebar** - Location on the page where the sidebar is placed.
 - **Pick the title text color** - Color of the title of the job.
 - **Pick the subtitle text color** - Color of the subtitle of the job.



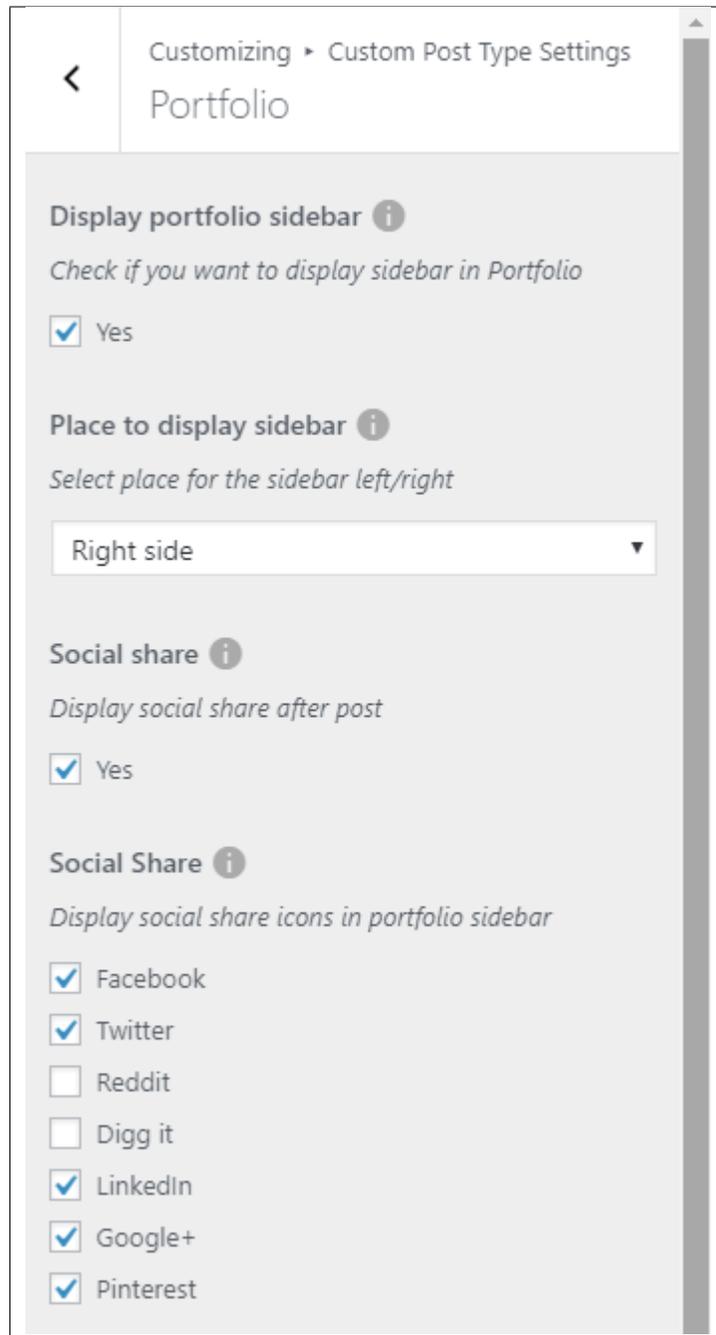
- **Team**

- **Display sidebar** - Option to display sidebar on the page of the team member.
- **Place to display sidebar** - Location on the page where the sidebar is placed.



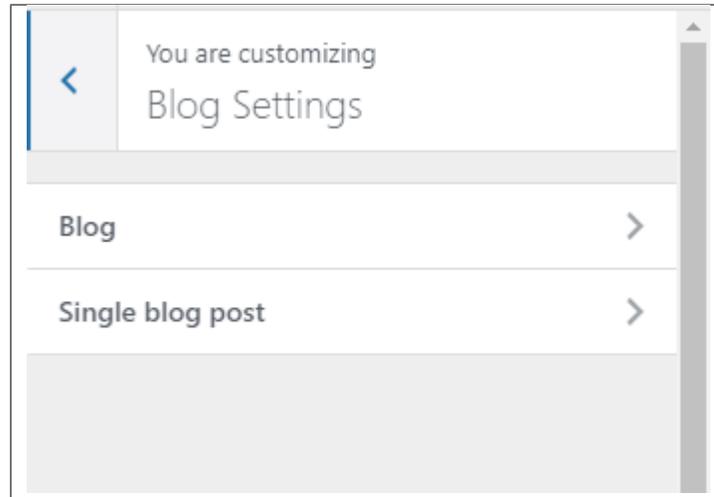
- **Portfolio**

- **Display portfolio sidebar** - Option to show the portfolio's *Portfolio settings* as a sidebar.
- **Place to display sidebar** - Location on the page where the sidebar is placed.
- **Social share** - Option to show the *Social Media Share Buttons*.
- **Social Share** - Options of social media to show as *Social Media Share Buttons*.

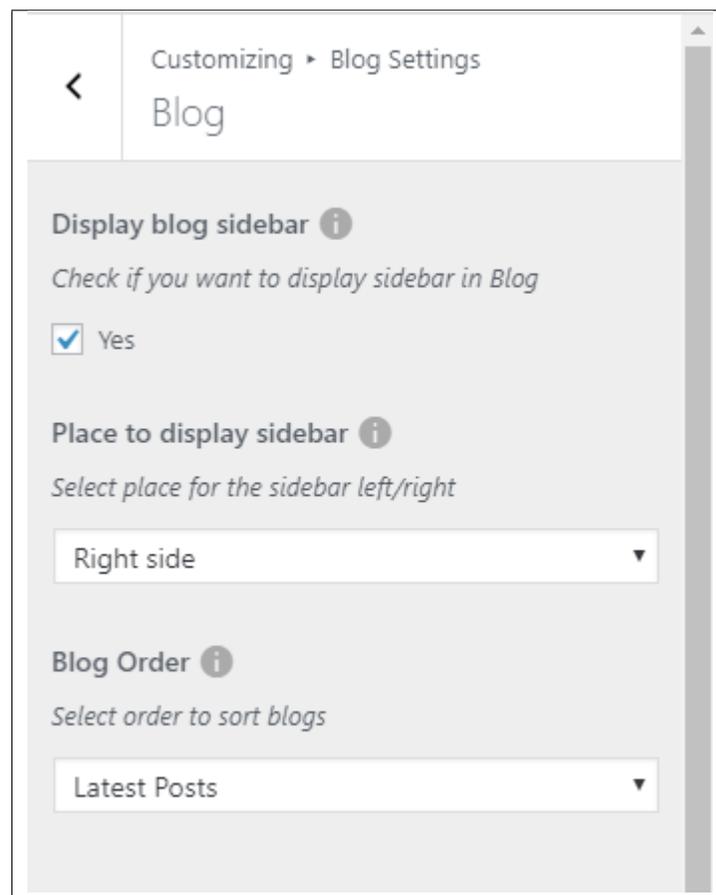


14.6 Blog Settings

The blog settings is divided into 2:

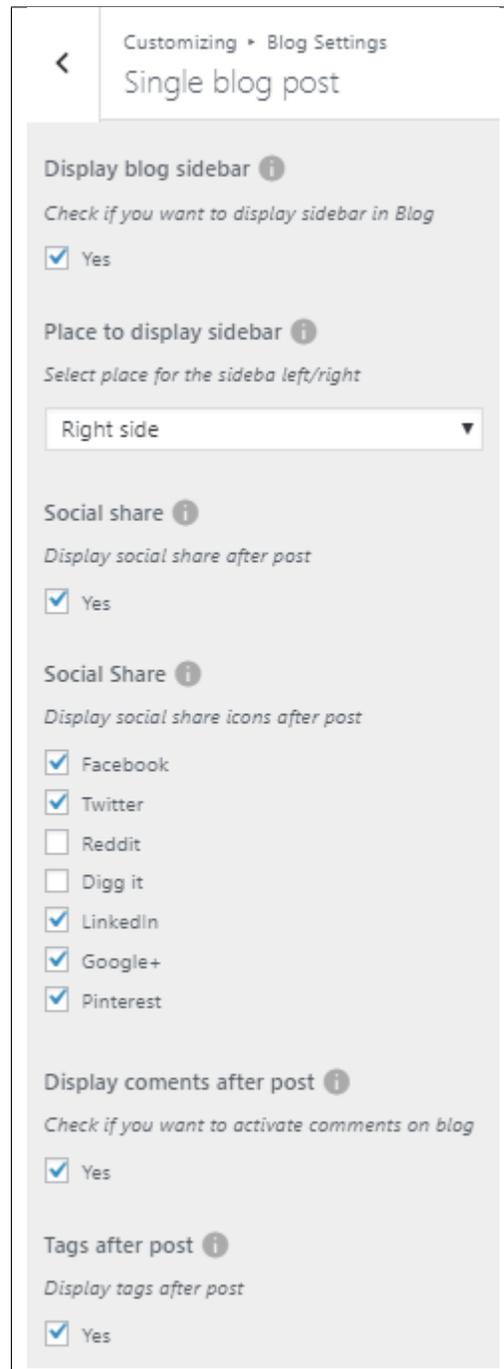


- **Blog**
 - **Display blog sidebar** -
 - **Place to display sidebar**
 - **Blog Order**



- **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.
- **Social Share** - Option to show the *Social Media Share Buttons*.
- **Social Share** - Options of social media to show as *Social Media Share Buttons*.
- **Display comments after post** - Option to have a comments area after the post.
- **Tags after post** - Show the blog's tags after the post.



14.7 Coming Soon Template

You can customize the *Coming Soon Page*.

Customizing
Coming Soon Template

Navigation Logo ⓘ
Display logo on navigation

Yes

Upload Logo ⓘ
Select logo to display



[Edit](#)

Date
Input release date

2017/12/25 00:00

Display socials
Social inputs are from navigation Header Settings

Yes

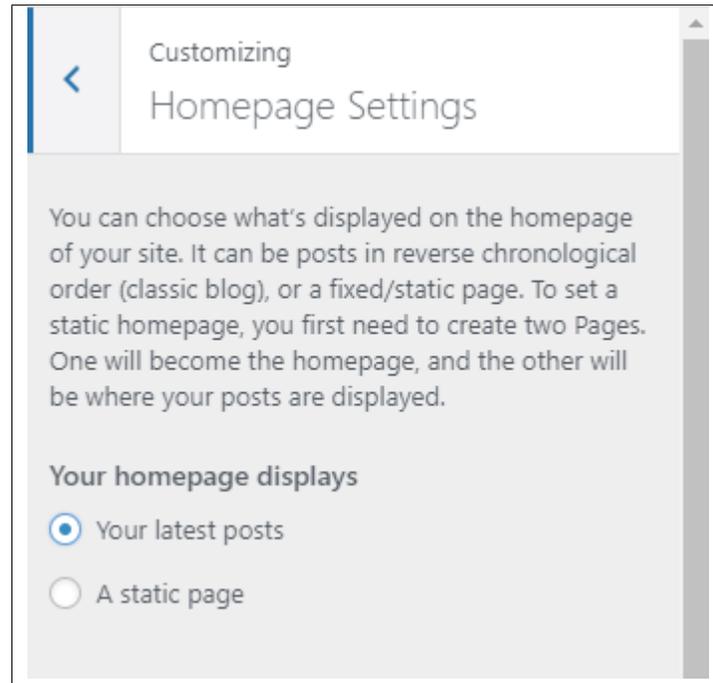
- **Navigation Logo** - Option to show the logo.
- **Upload Logo** - The logo that will be displayed on the page.
- **Date** - The date of the event that will be coming.
- **Display social** - Option to show *Socials* on the page.

Note: The links for the **Socials** are the same as the ones set on the *Header Settings > Navigation*.

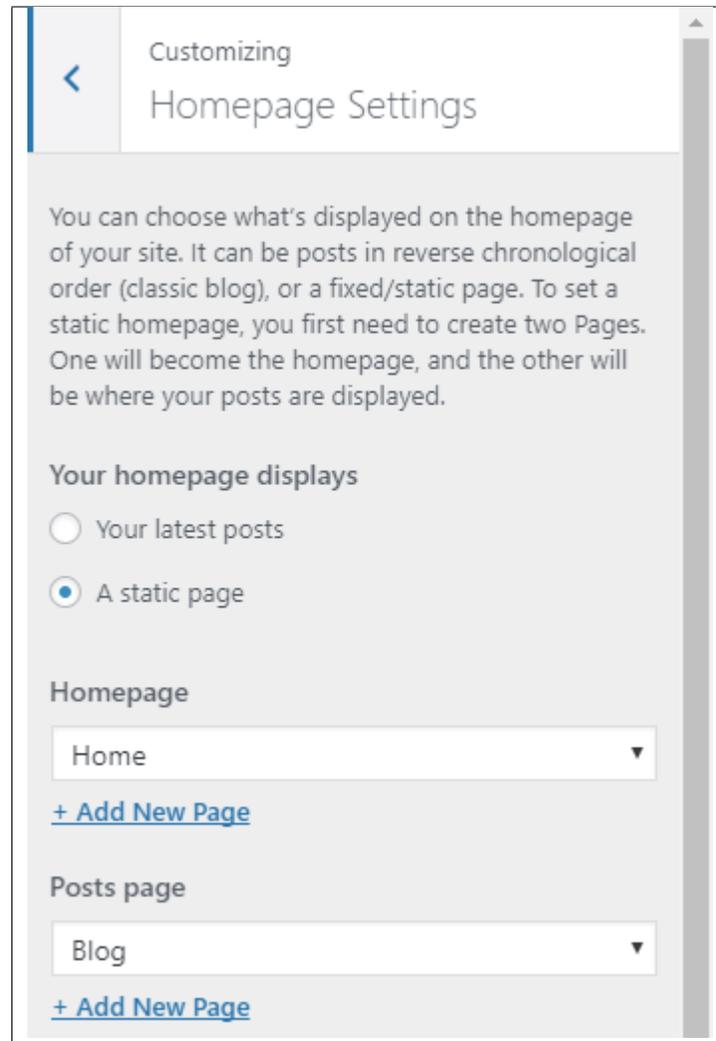
14.8 Homepage Setting

Option for the front page is shown here.

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



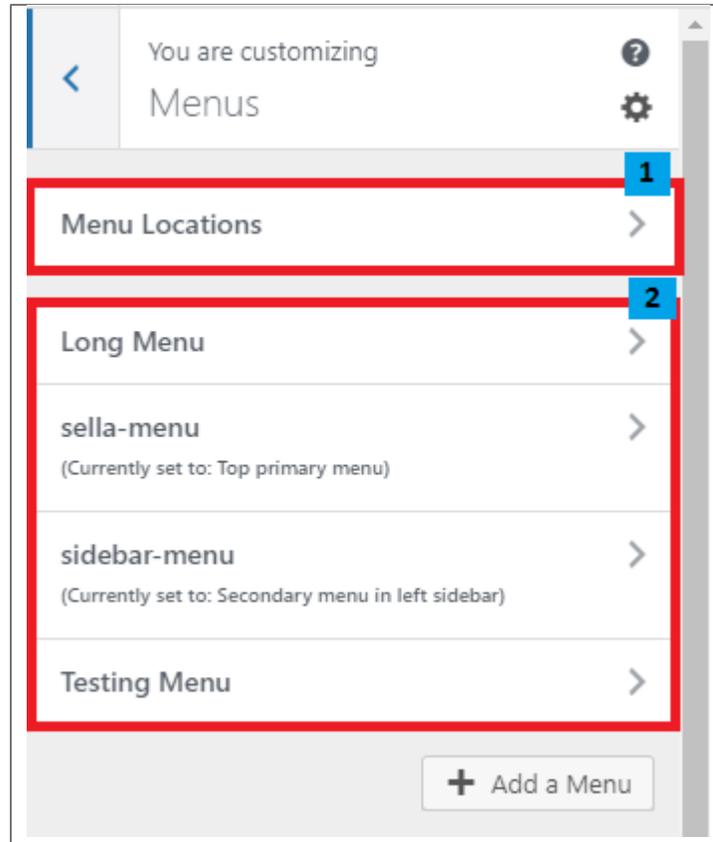
- **A static page** - Set a page that would stay the same until the page is replaced manually.



Note: You can also do this using the **Homepage Setup** instructions in *Page > Homepage Setup*.

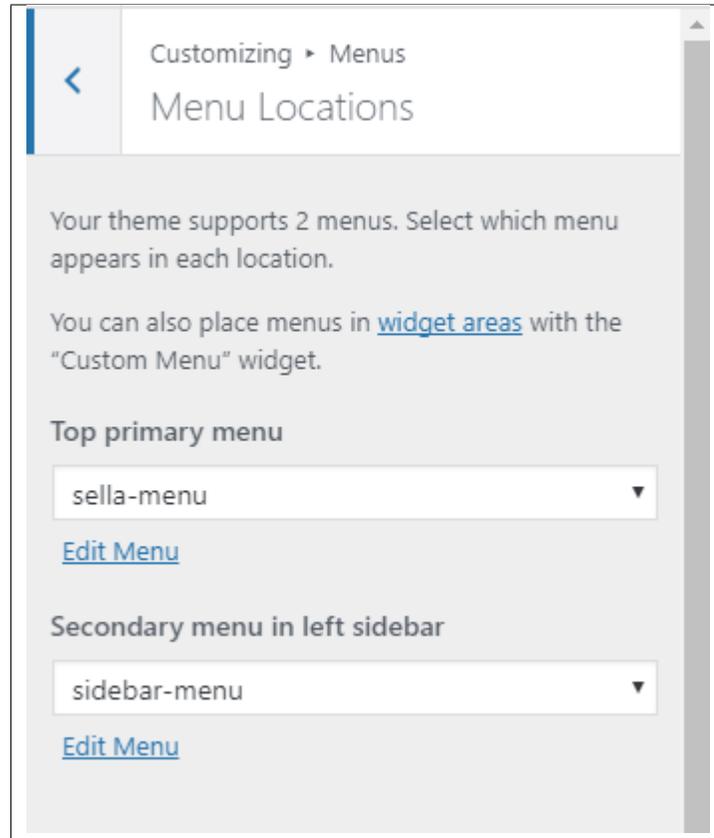
14.9 Menus

You can change the details and settings of a menu here.



1. **Menu Location** - Sella supports 2 menus: *Primary Menu and Sidebar Menu*

- **Top primary menu** - Choose which menu in the *Menus* would like to use as the primary menu.
- **Secondary menu in left sidebar** - Choose which menu in the *Menus* would like to use as the sidebar menu.



2. **Menus** - These are the menus made by you. You can make/add a new menu or delete it here.

Note: You can also do the same thing by following **Menu Setup** instructions in *Widgets & Menu > Menu > Menu Setup*.

14.10 Footer

You can customize the footer here.

Customizing
Footer

Pre-footer display ⓘ
Check if you want to display pre-footer
 Yes

Footer display ⓘ
Check if you want to display footer
 Yes

Number of footer rows ⓘ
Select number of footer rows
One row ▼

Footer logo ⓘ
Check if you want to display logo in footer
 Yes

Logo image ⓘ
Logo image for footer

[Add Image](#)

Post footer display ⓘ
Check if you want to display post footer
 Yes

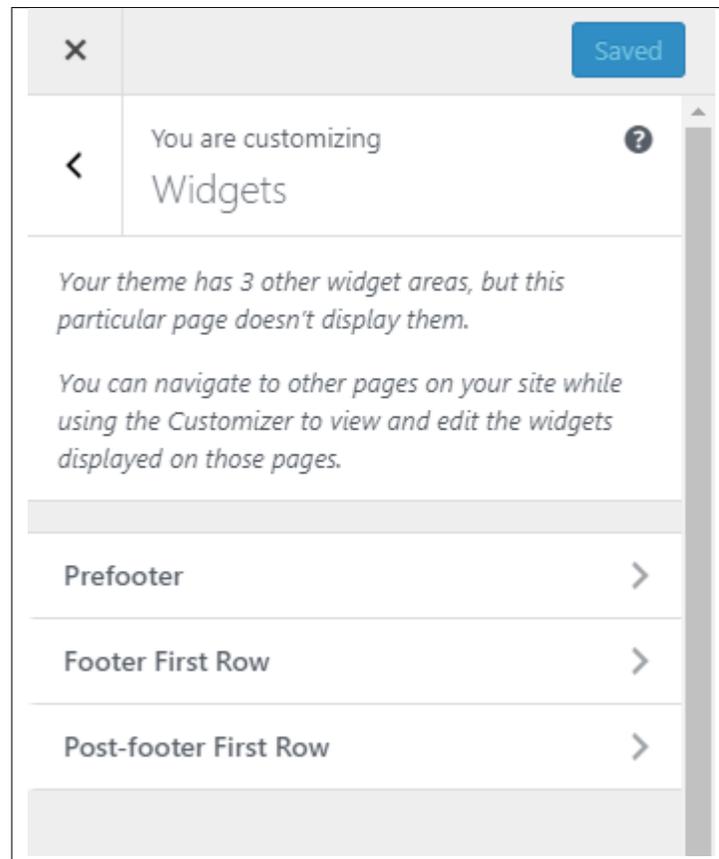
Number of post footer rows ⓘ
Select number of post footer rows
Two rows ▼

- **Pre-footer display** - Option to display a section before the footer on the page.
- **Footer display** - Option to display footer on the page.
- **Number of footer rows** - Number of rows in the footer.
- **Footer logo** - Option to show a logo in the footer.
- **Logo Image** - The image to show as the logo.

- **Post footer display** - Option to display a section after the footer on the page.
- **Number of post footer rows** - Number of rows in the post footer.

14.11 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.

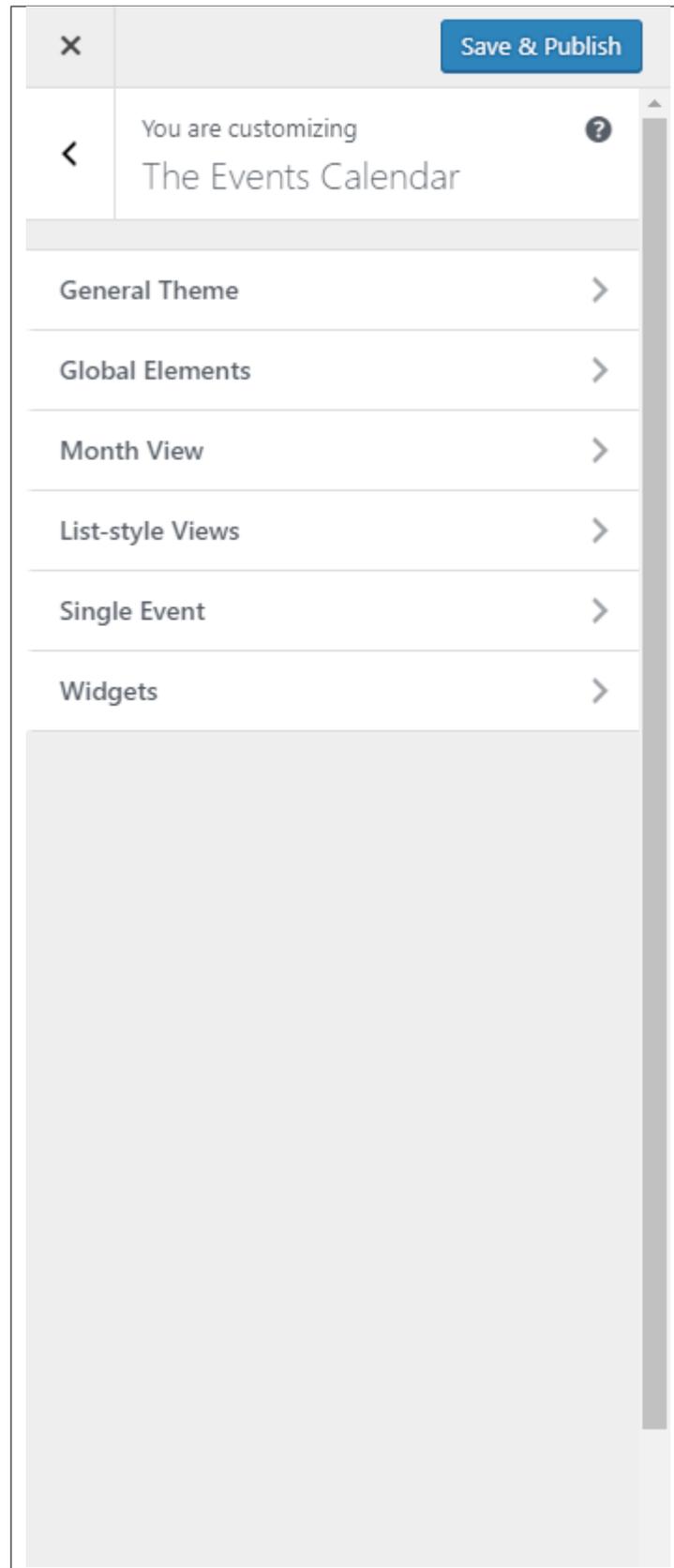


- **Prefooter**
- **Footer First Row**
- **Footer Second Row**
- **Post-footer First Row**
- **Blog sidebar**
- **Main sidebar**

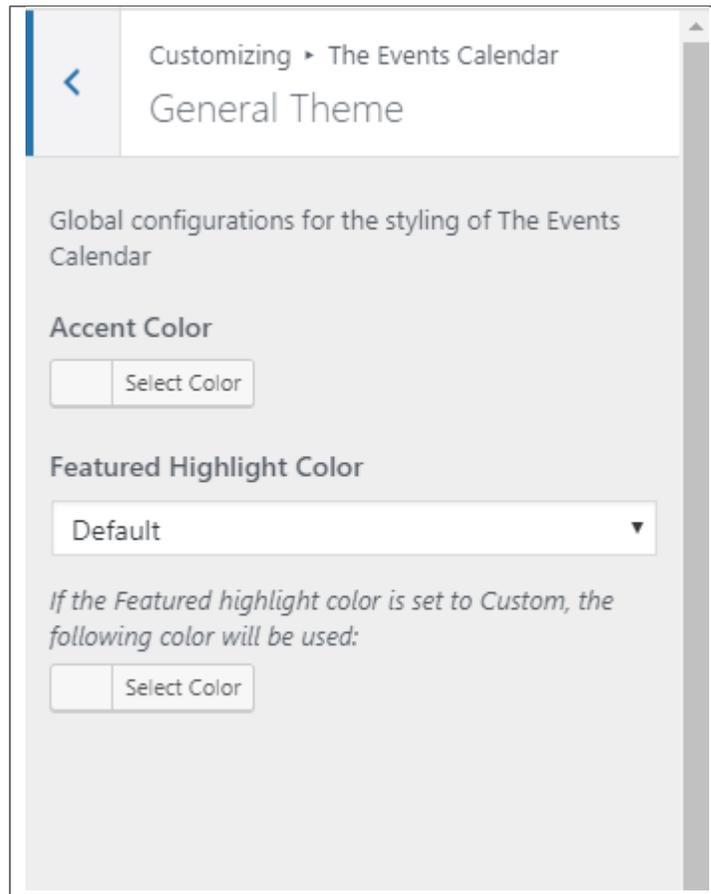
Note: You can also do the same thing by following **How to Edit Widgets** instructions in *Widgets & Menu > Widgets*.

14.12 The Events Calendar

You can customize the *Event Calendar* and *Individual Event Page*.



- **General Theme** - Global configurations for the styling of The Events Calendar.



- **Global Elements**

Customizing ▶ The Events Calendar
Global Elements

Options selected here will override what was selected in the "General Theme" section

Link Color
 Select Color

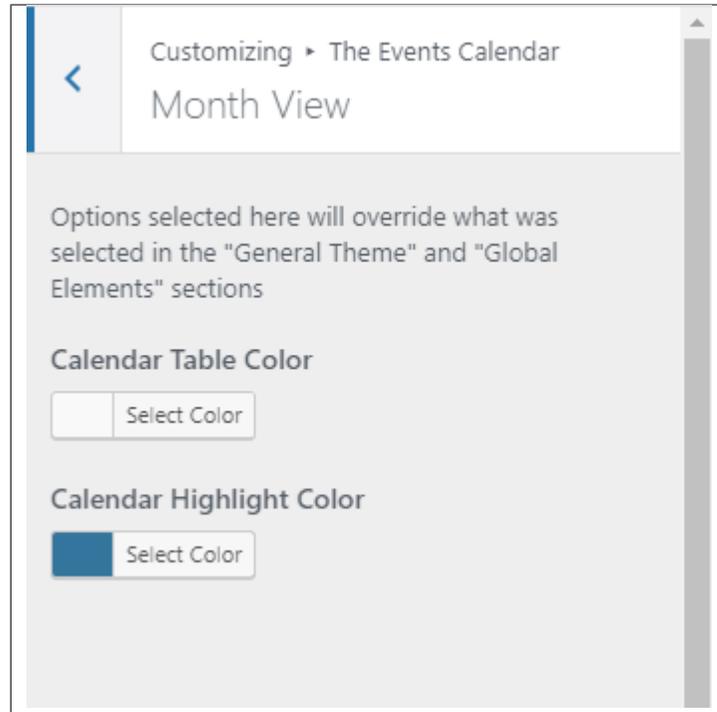
Filter Bar Color
 Select Color

Button Color
 Select Color

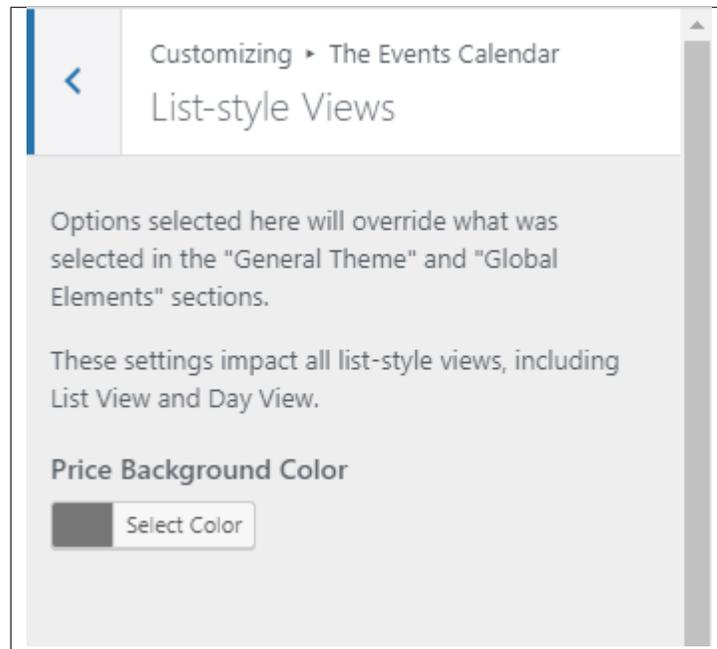
Map Pin
 No image selected
 Select Image

The screenshot shows a mobile-style interface for customizing the 'Global Elements' of 'The Events Calendar'. At the top, there is a back arrow and the breadcrumb 'Customizing ▶ The Events Calendar'. Below that is the title 'Global Elements'. A grey box contains the instruction: 'Options selected here will override what was selected in the "General Theme" section'. There are four sections, each with a title and a 'Select' button: 'Link Color', 'Filter Bar Color', 'Button Color', and 'Map Pin'. The 'Map Pin' section shows a dashed box with the text 'No image selected' and a 'Select Image' button below it.

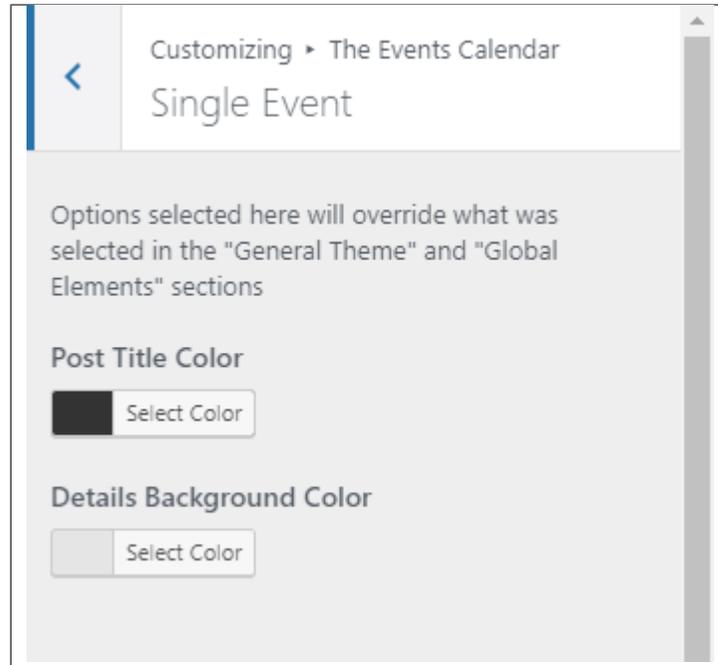
- **Month View**



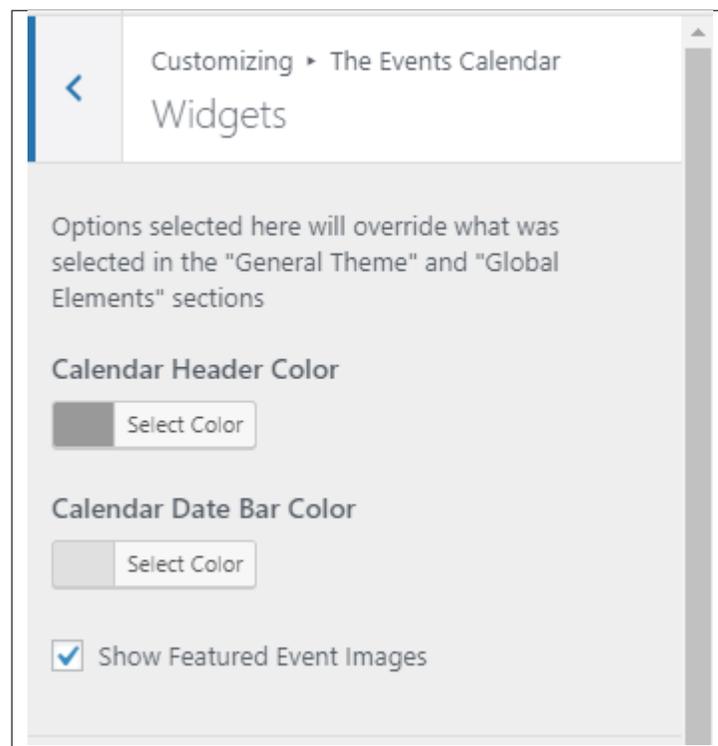
- **List-style Views**



- **Single Events**



- **Widgets**



14.13 Additional CSS

You can add your own CSS code for your site.

