
Sella

Release

Dec 22, 2017

Contents

1	General Information	1
1.1	General Information	1
1.2	Requirements	1
1.3	Installation	1
1.4	Unyson, Extension, and Plugins	5
1.5	Demo Content	11
1.6	Support	13
2	Page	15
2.1	Create New Page	15
2.2	Homepage Setup	20
3	Sella Elements	23
3.1	Sella Custom Shortcodes	23
3.2	Sella Plugin Elements	52
4	Blogs Posts	65
4.1	Create New Blog	65
4.2	Blog Index Page	68
4.3	Blog Category	69
4.4	Blog Tags	72
5	Portfolio	75
5.1	Create Portfolio Item	75
5.2	Create Portfolio Page	78
6	Events	81
6.1	Create New Event	81
6.2	Events Category	84
6.3	Event Venue	87
6.4	Event Organizers	90
7	Tickets	95
7.1	Create Tickets	95
7.2	Delete Ticket	98
7.3	Add Ticket to Page	99
7.4	Setup Page for Tickets	100

7.5	Ticket Setup	101
8	Team Member	107
8.1	Create Team Member	107
8.2	Create Team Member Page	109
9	Jobs	113
9.1	Jobs	113
9.2	Create Jobs Page	116
10	Contact Form	121
10.1	Create Contact Form	121
10.2	Create Contact Page	123
11	Testimonials	127
11.1	Create Testimonials	127
11.2	Add Testimonials to Page	130
11.3	Delete Testimonials	131
12	FAQ	133
12.1	Create FAQ Item	133
12.2	Create FAQ Page	135
13	Widgets & Menu	139
13.1	Widgets	139
13.2	Menus	143
14	Customising Sella	151
14.1	Site Identity	153
14.2	General	153
14.3	Header Settings	155
14.4	Mobile Menu	160
14.5	Custom Post Type	161
14.6	Blog Settings	164
14.7	Coming Soon Template	167
14.8	Homepage Setting	168
14.9	Menus	169
14.10	Footer	171
14.11	Widgets	173
14.12	The Events Calendar	174
14.13	Additional CSS	180

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

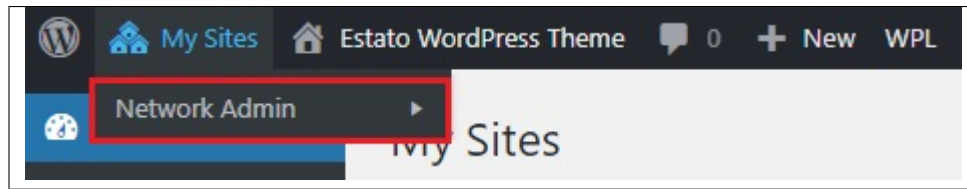
In our guide, we will show you step by step instructions on how to install our WordPress theme for beginners. Below you will find will cover two ways to install a WordPress theme.

1.3.1 Installation via Administration Panel

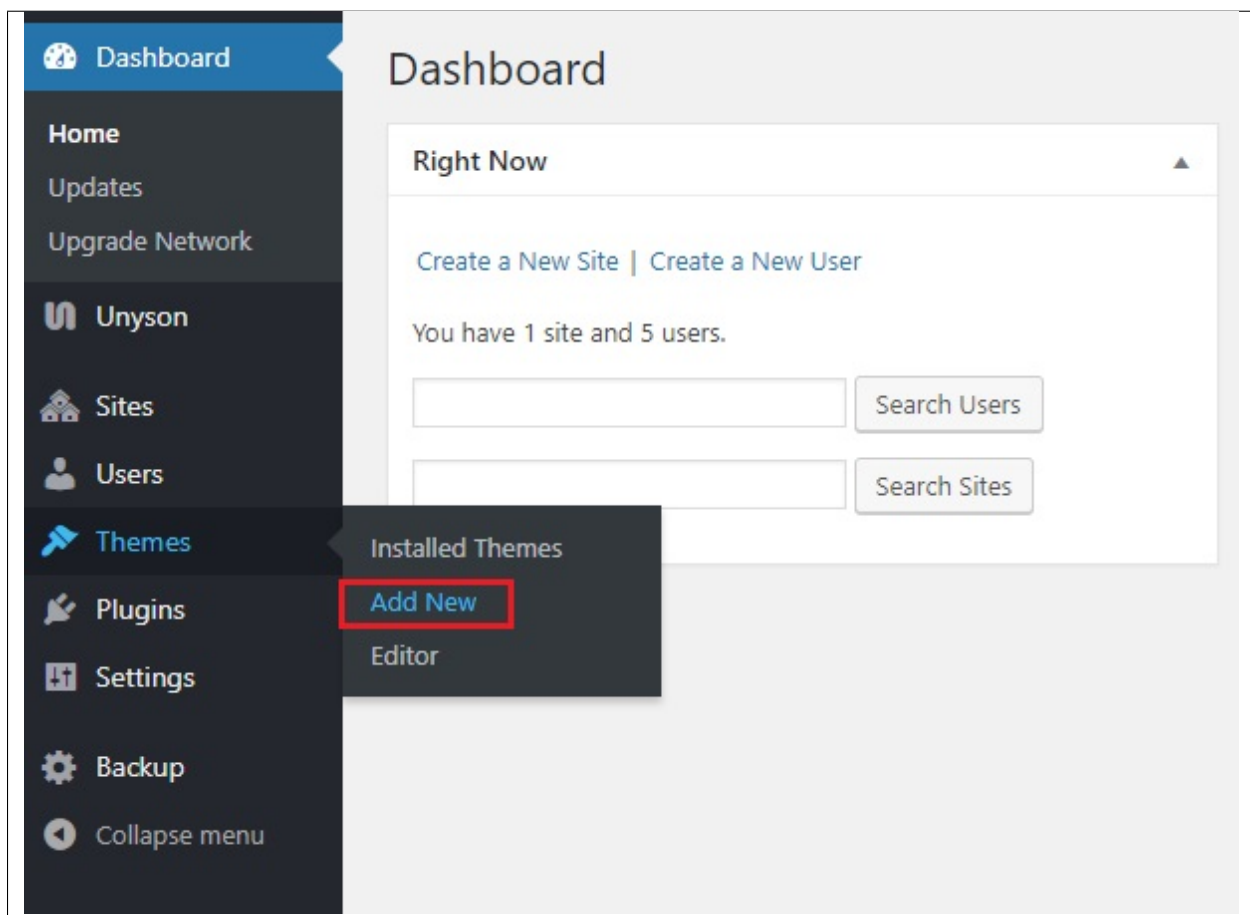
If Sella files are downloaded from your Themeforest account, you can start an installation using WordPress administration panel.

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:

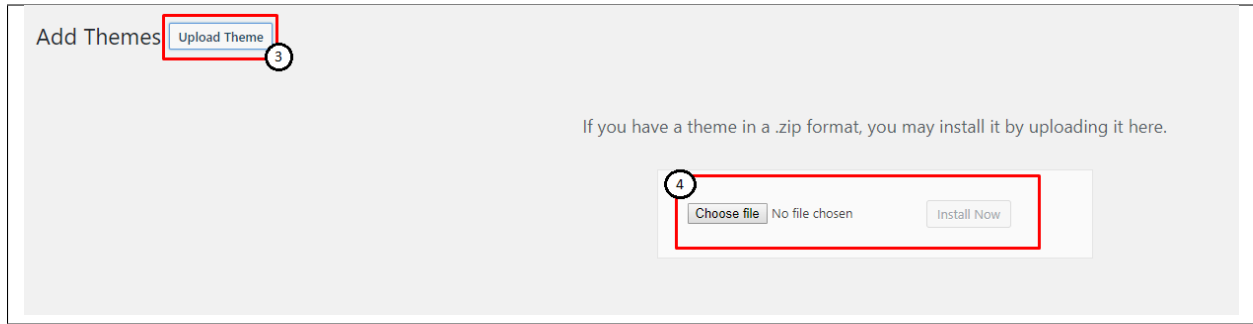
- **Step 1** - Once you've logged in to your administration panel, go to *My Sites > Network Admin*.



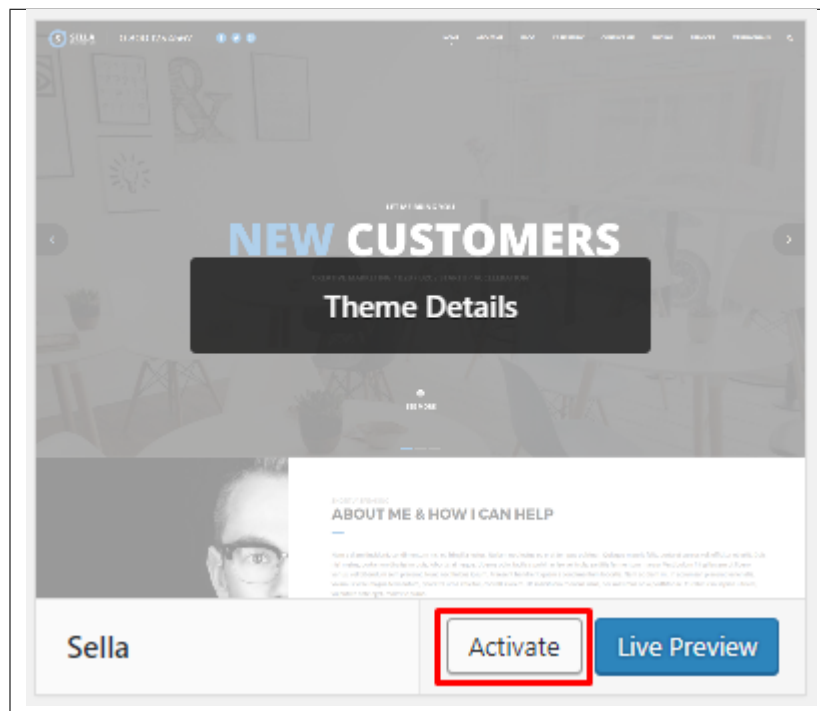
- **Step 2** - Then click on *Themes > Add New*, you will be directed to a page where you can choose available themes.



- **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!

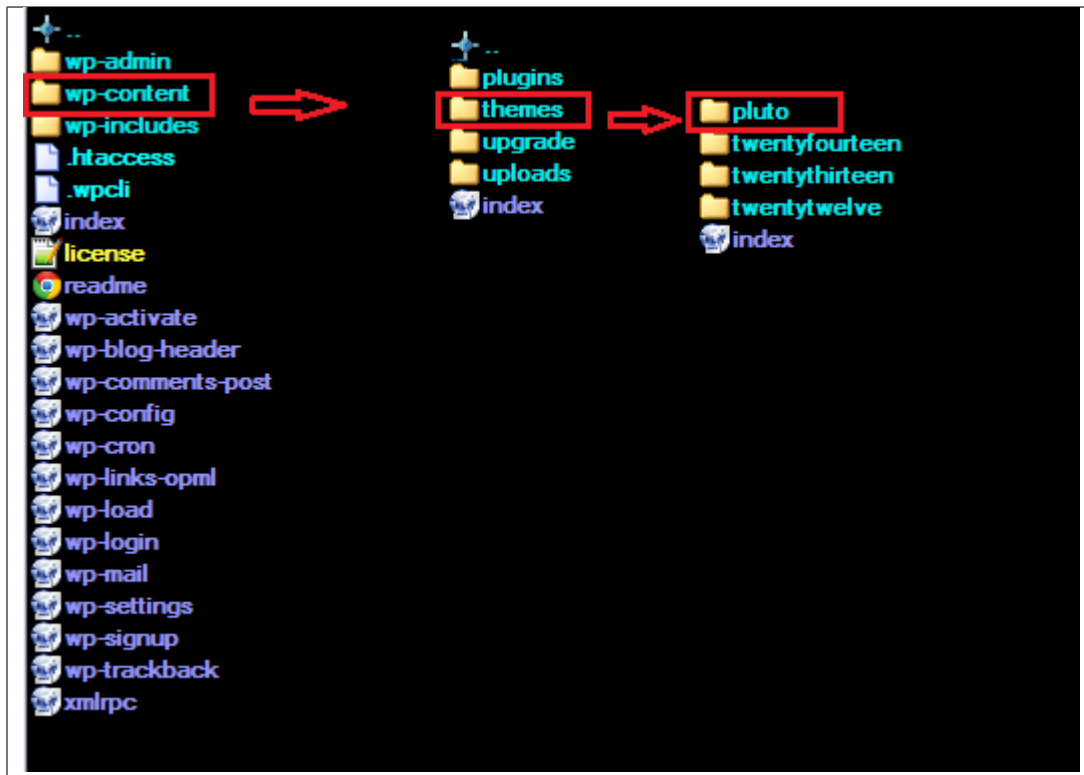
Common Install Error: Are You Sure You Want To Do This?

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](#).

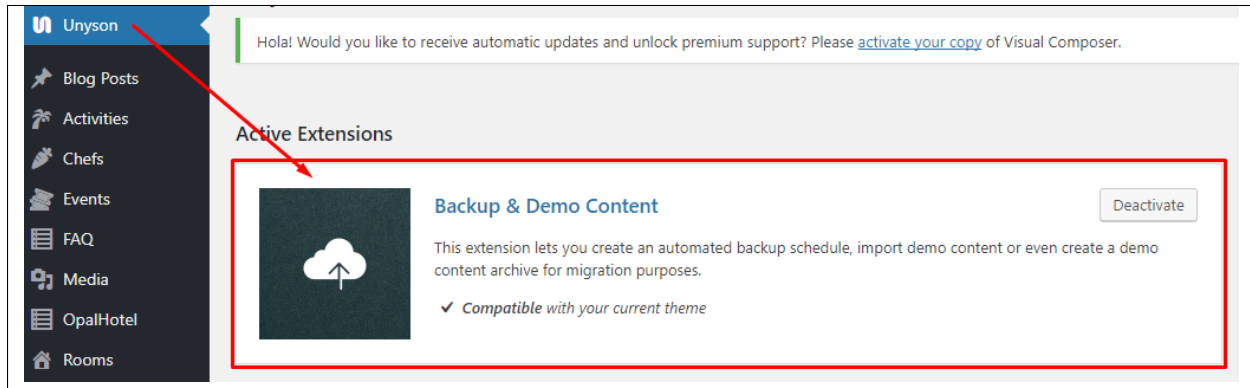
Minimum Requirements

- 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:

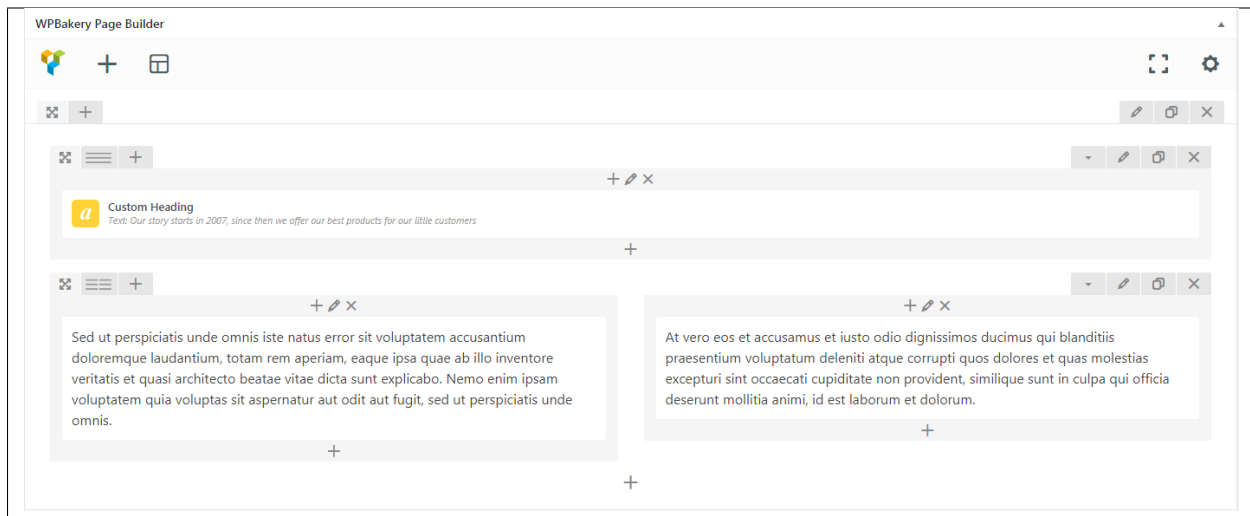
- *Backup & Demo Content* - This extension lets you create an automated backup schedule, import demo content or even create a demo content archive for migration purposes.
- *SASS Compiler* - Compiles SASS files
- *Visual Composer* - Allows for seamless integration with Visual Composer
- *Sella FAQ* - 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.

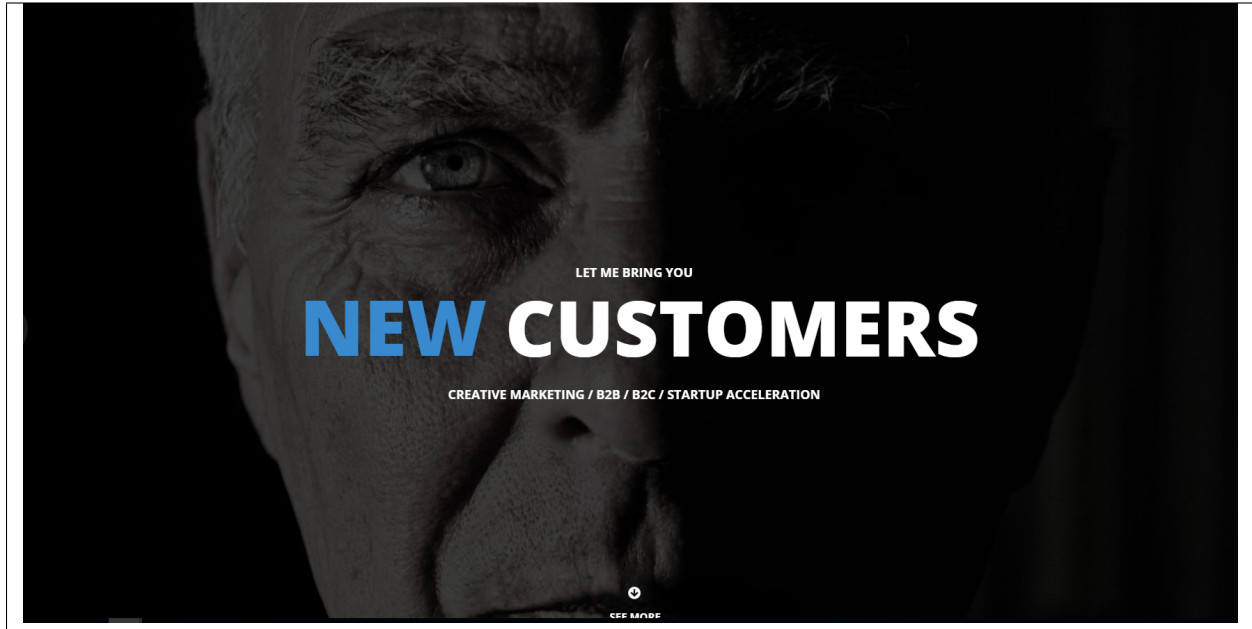
Note: As the VC plugin used with Sella WP Theme is part of a bundle, that mean that theme author has a license and only he/she can download latest versions of VC and include it in the theme. You as a theme user may use Visual Composer free of charge while you use the theme that came with VC (because 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="ct-contact-form">

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

<label> Name

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

<label> Email

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

<label> Phone

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

<label> Message

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

[submit "Send Message"]

</div>

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

The Events Calendar

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

1.4. Unyson, Extension, and Plugins

9

The Events Calendar

TIME & DATE

Start/End: 2017-11-15 to 2017-11-15 [Timeszone: UTC+0](#)
☐ All Day Event
This event is at on 2017-11-15.

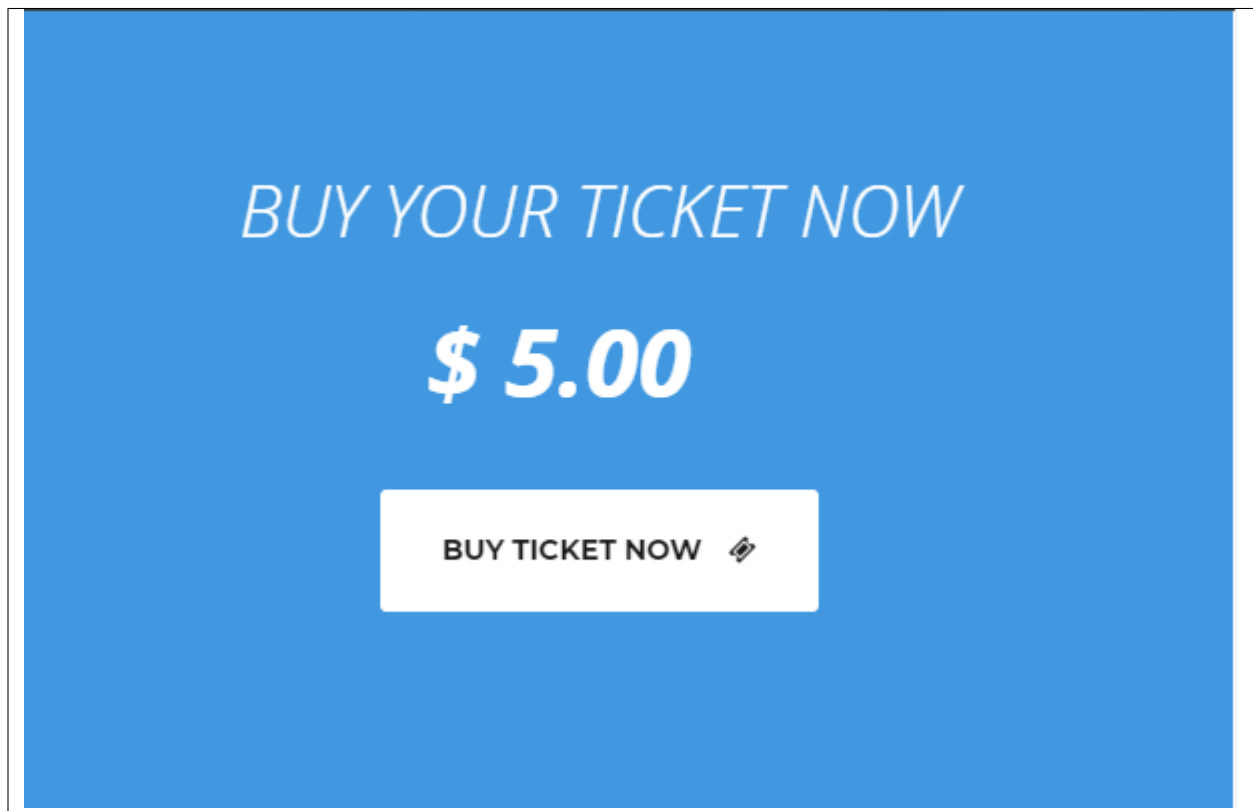
LOCATION

Venue:
Venue Name:
Address:
City:
Country:
State or Province:
Postal Code:
Phone:
187 x 100 x 100

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.

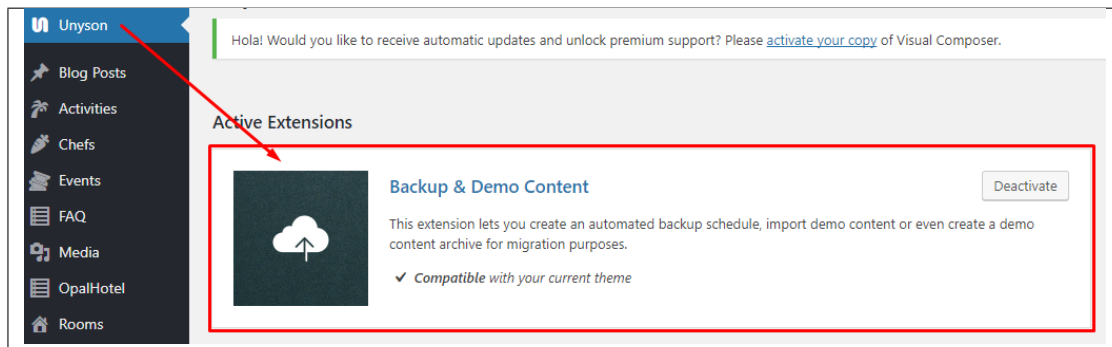


Common questions:

- 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.

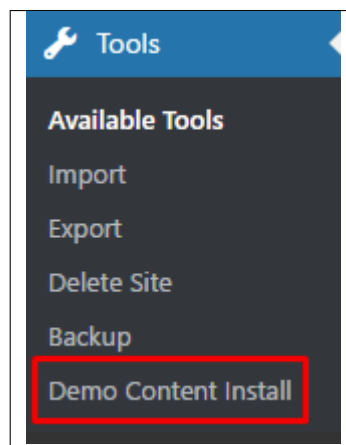


The fastest and easiest way to import our demo content is to use Theme Options *Demo Content Installer*. It will import all pages and posts, sample slider, widgets, theme options, assigned pages, and more.

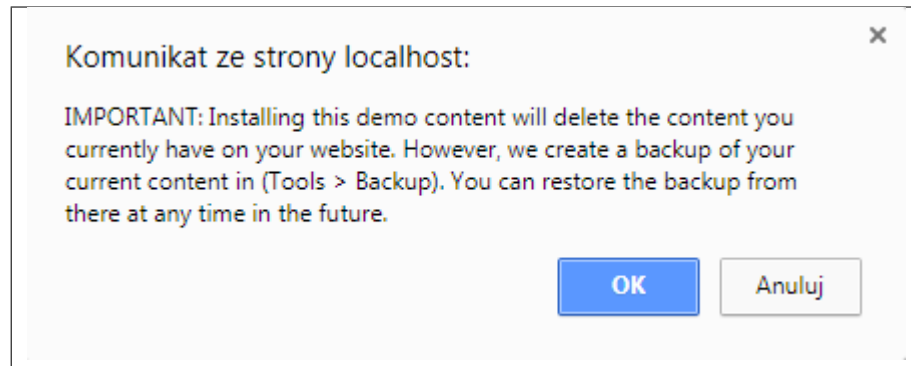
1.5.1 Import Demo Content

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

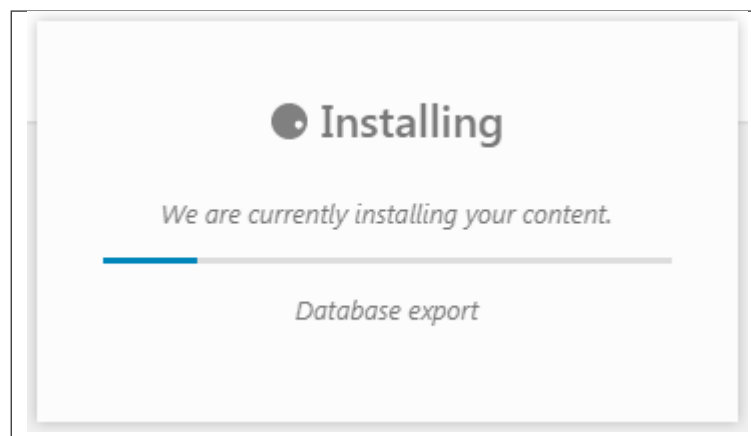
- **Step 1** – navigate to Tools where after activating the Unyson extension *Demo Content Install* option will be available



- **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.

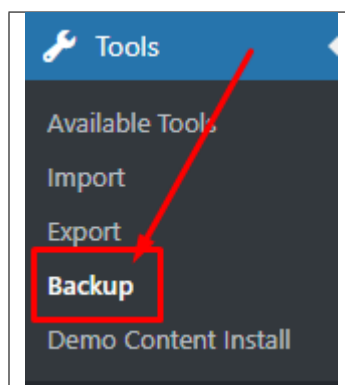


- **Step 4** – Wait until the content will be installed



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:

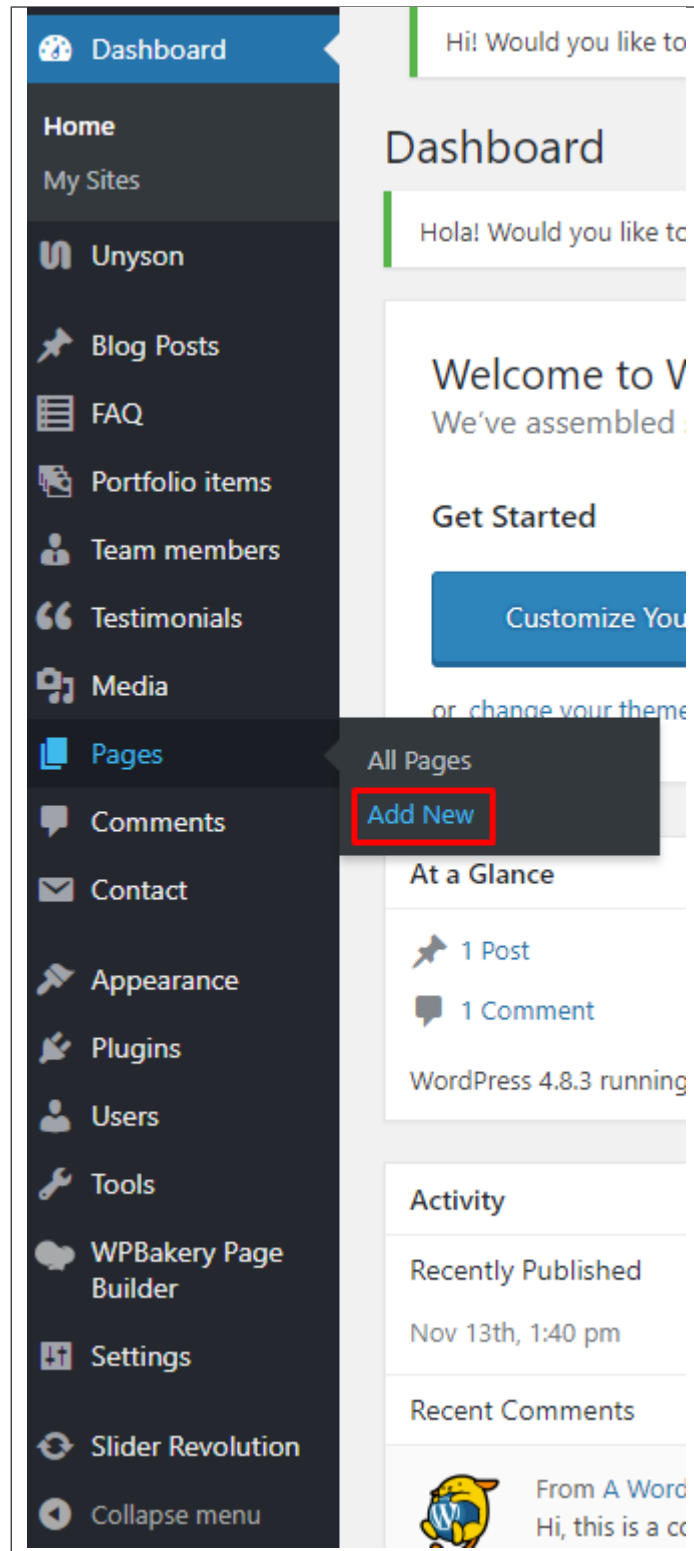
- Custom CSS
- Support for third party software and plug-ins
- WordPress Installation with Theme configuration
- Server configuration
- Site structure modifications
- Graphic adjustments, etc.
- WordPress general howto's

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.

Add New Page

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

Enter title here

Backend Editor Frontend Editor

Add Media

Paragraph

Word count: 0

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

Page Attributes

Parent

(no parent)

Template

Default Template

Order

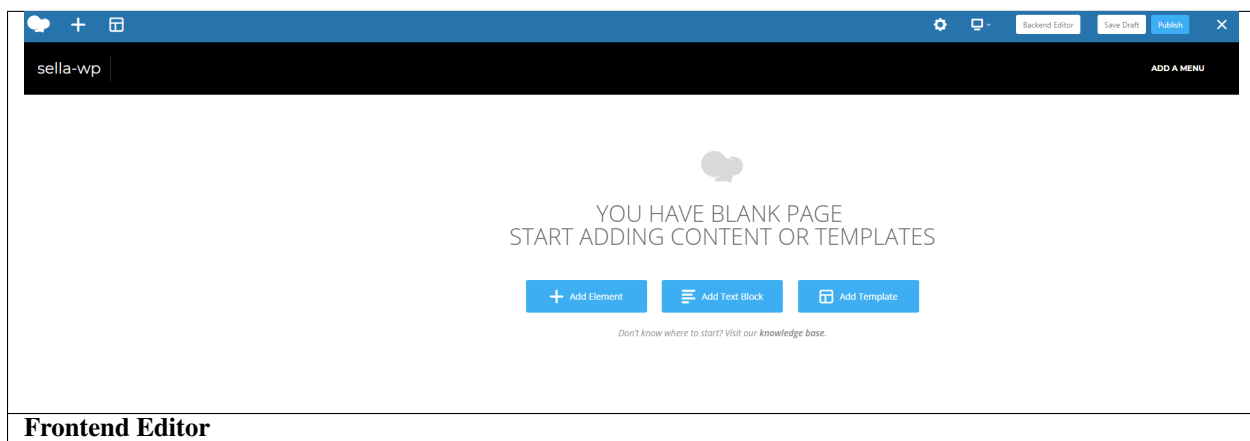
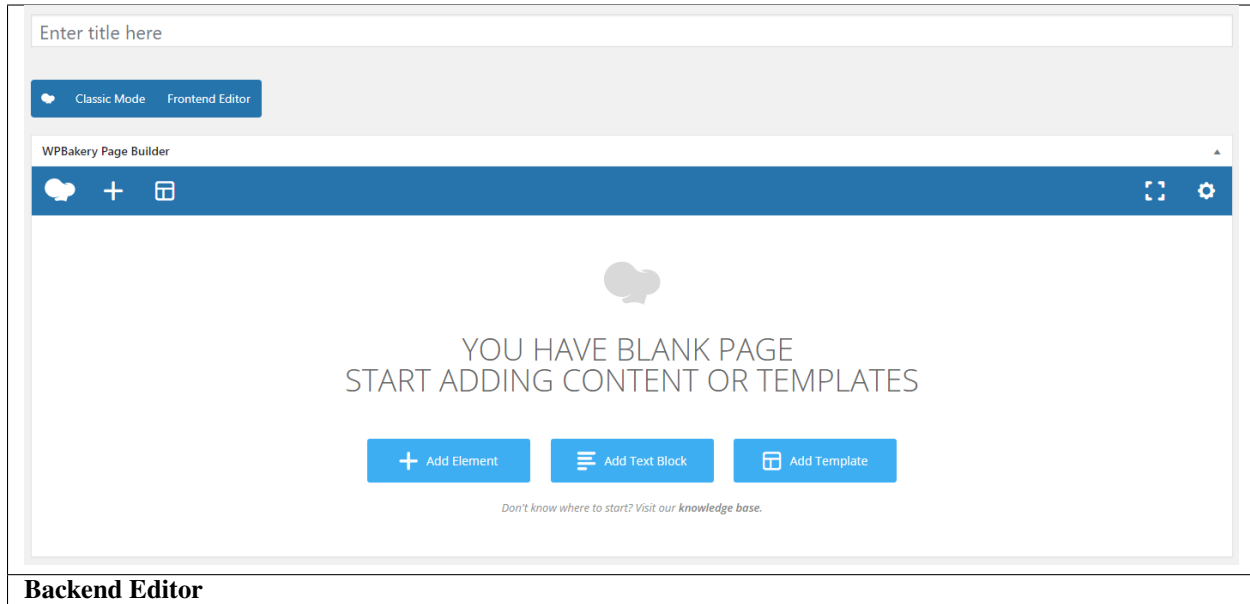
0

Need help? Use the Help tab above the screen title.

- 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.

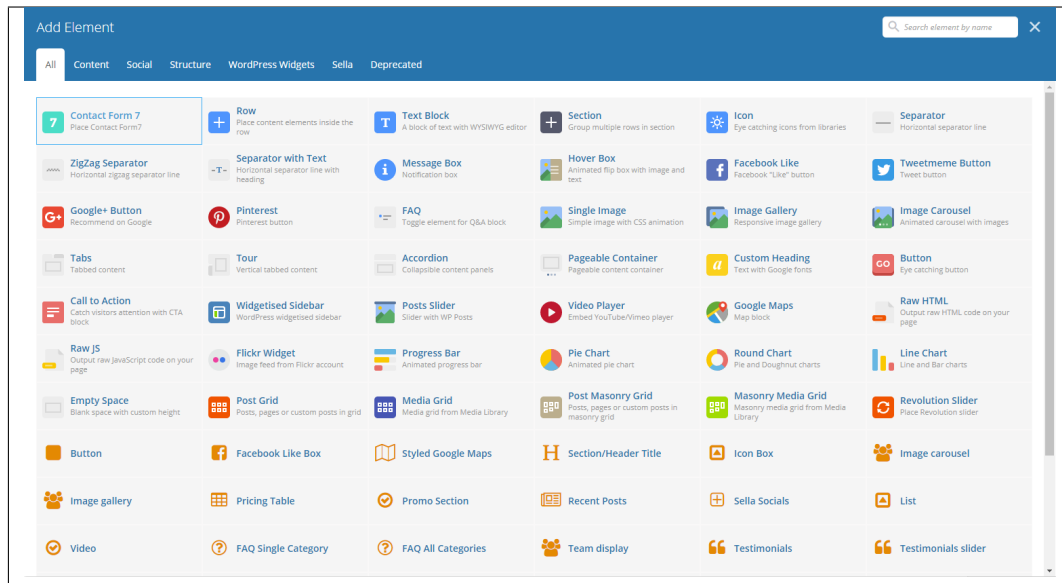
2.1.1 Create Page Using Visual Composer

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

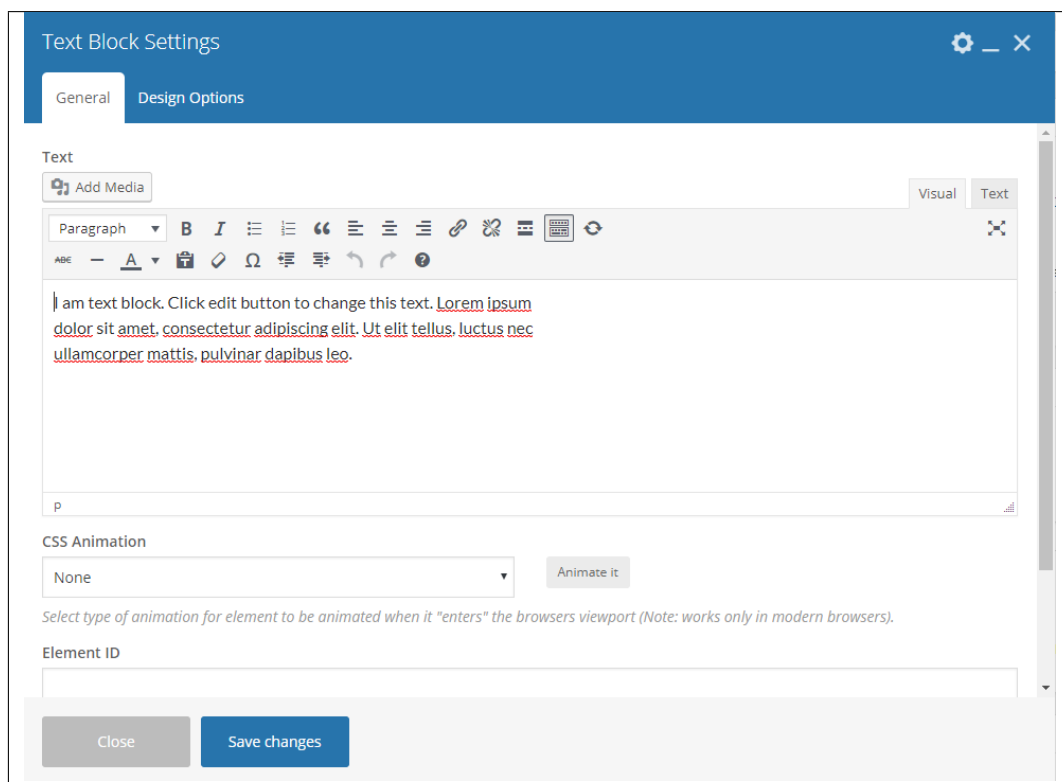


In adding contents to the page, there are many options to choose from. Some of the options are:

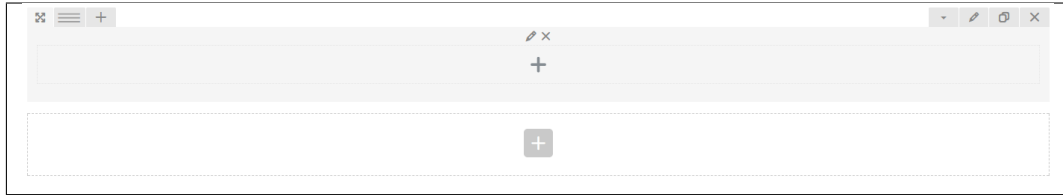
- **Elements** - You will be able to choose elements that are needed and used on the page.



- **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 inform the search engines that permission has been given if you change this.

[Save Changes](#)

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

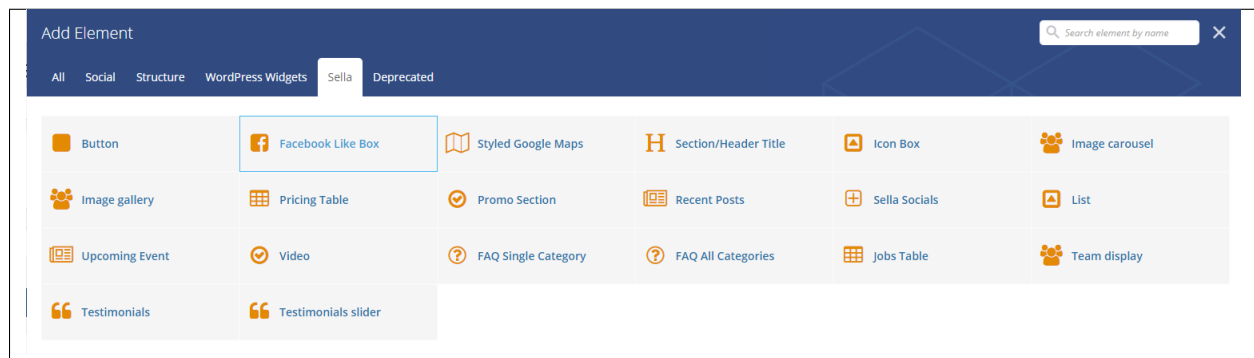
Home v1

Home V1 - Portal Slider

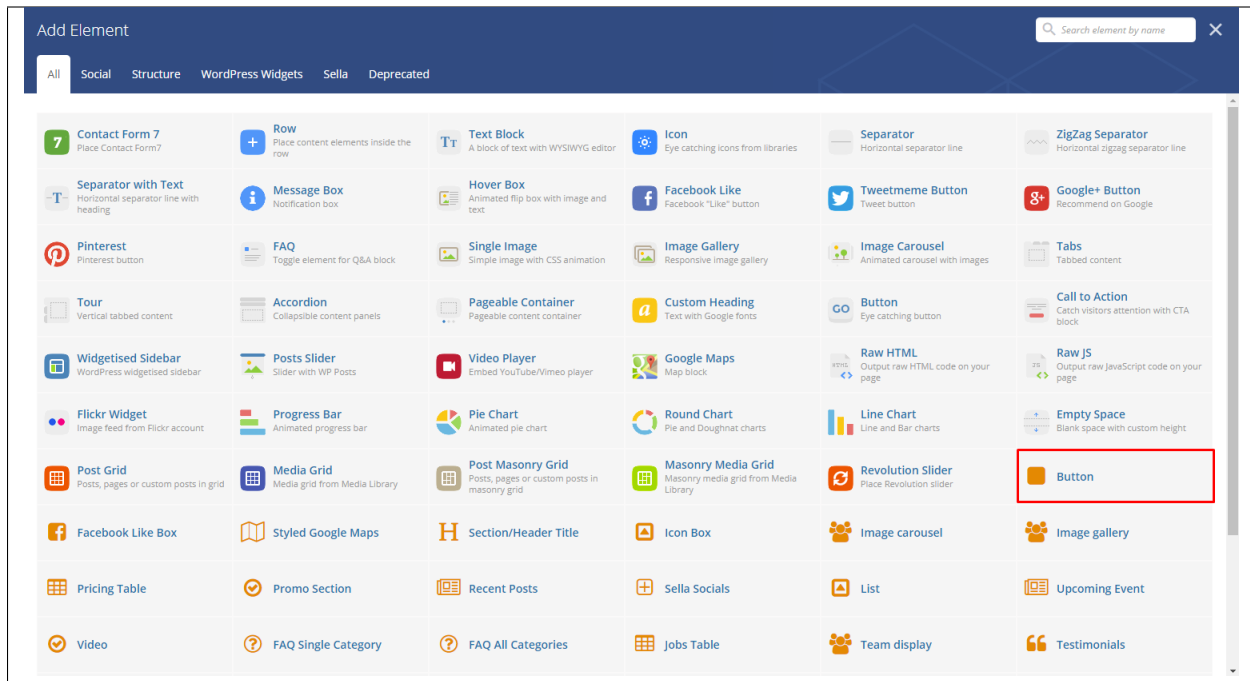
Sella Elements

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 tye

Default

Button Alignment

Left

Text

Shape

Rounded

Color

Black

Button Text Color

White

Size

Mini

Add Icon?

☐ Yes

Url

Open url in new tab?

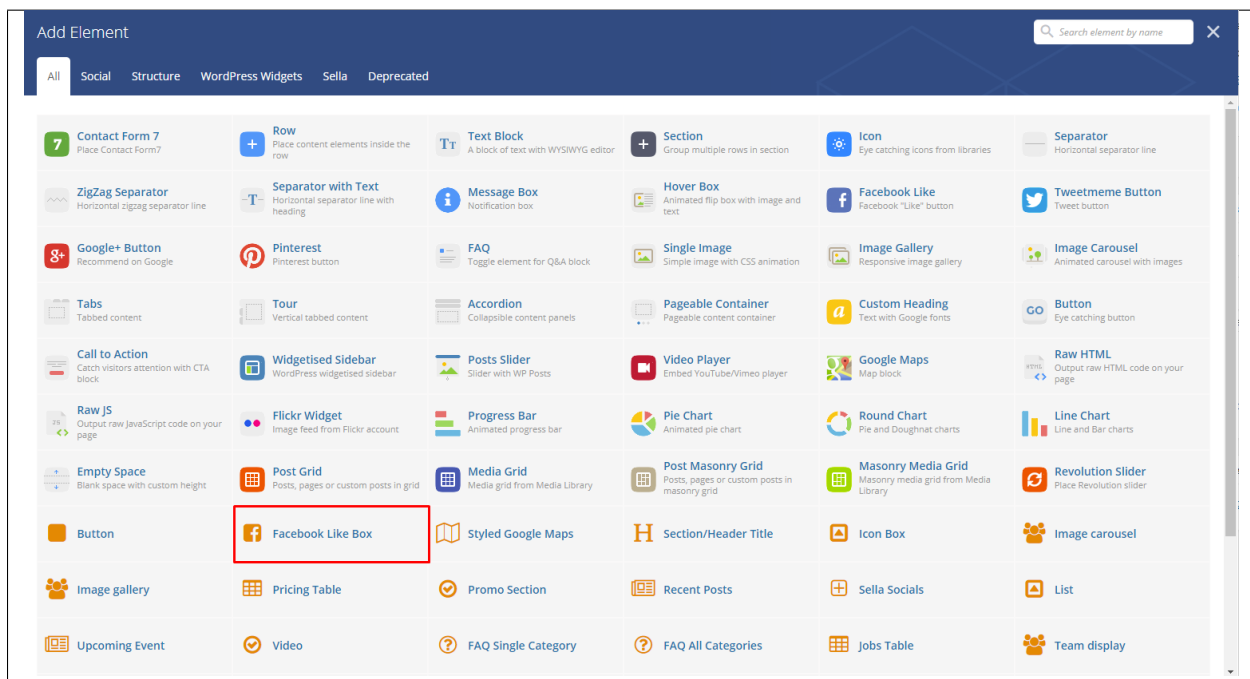
☐ Yes

Close

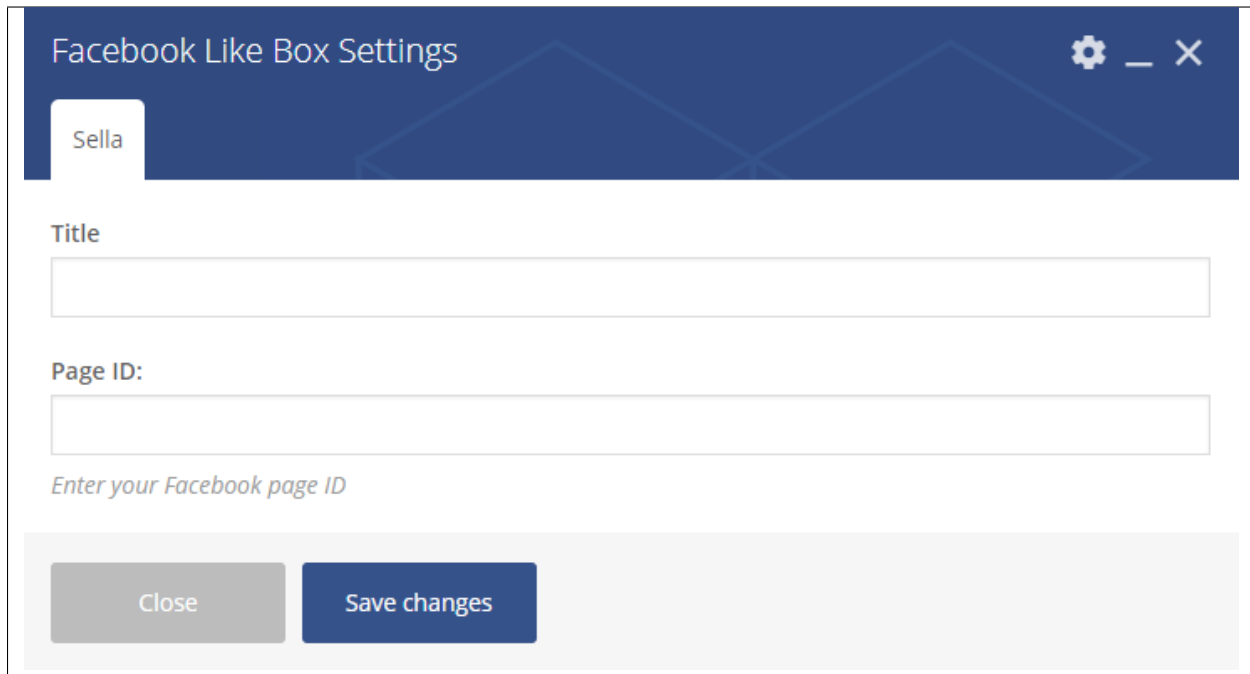
Save changes

-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:

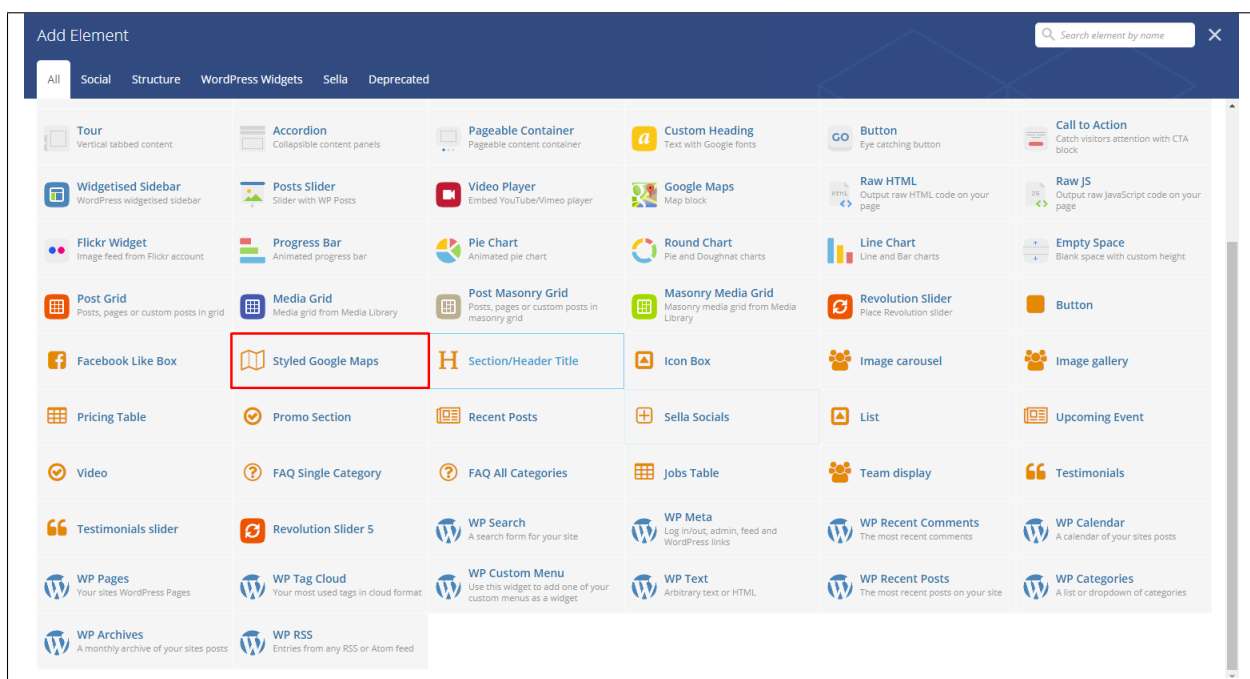
Enter your Facebook page ID

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



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

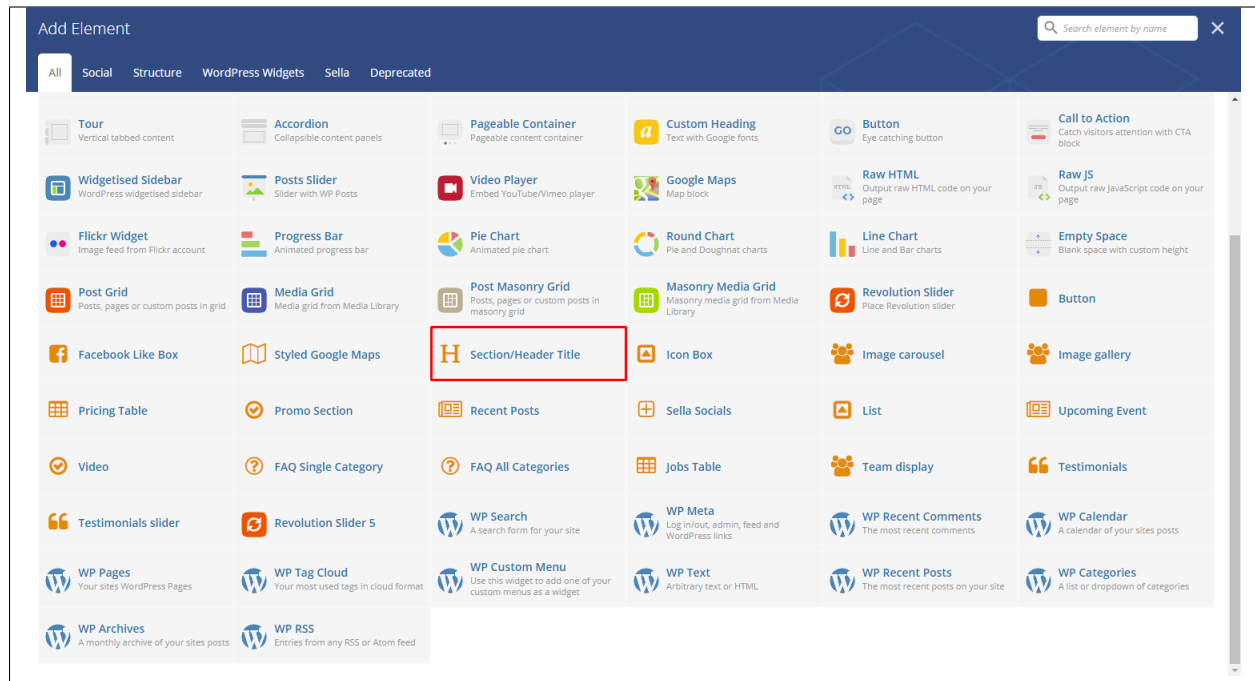
Default: 11

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

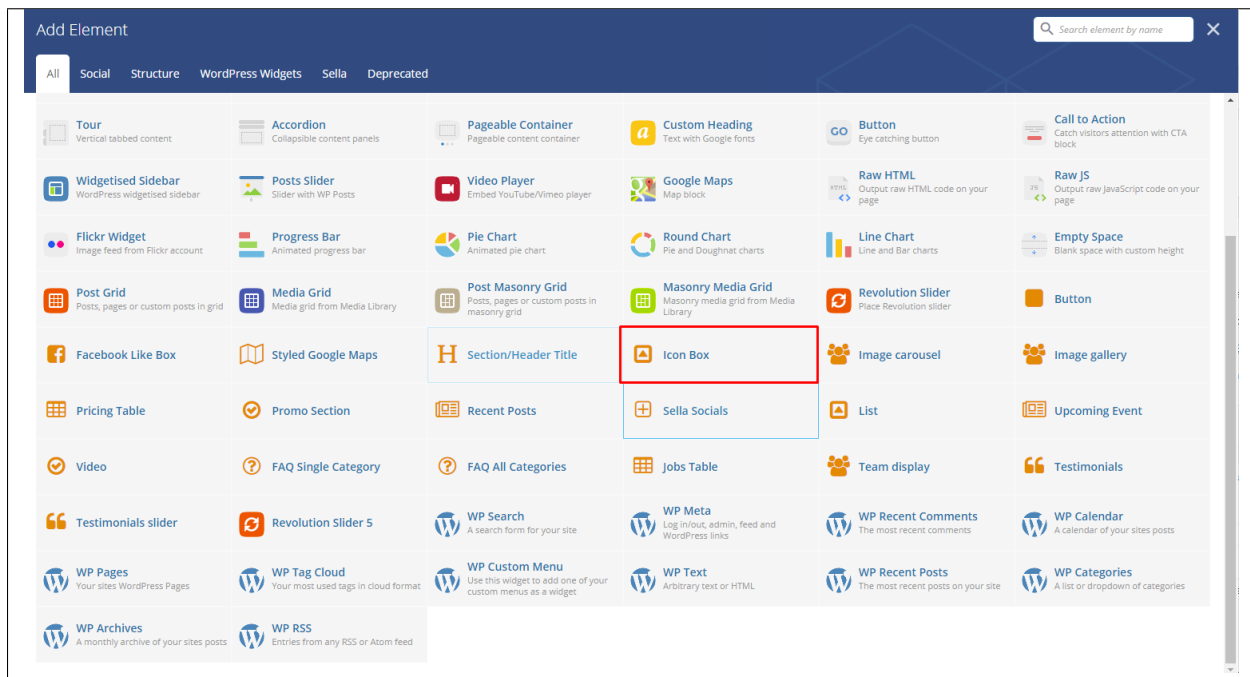
Save changes

-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

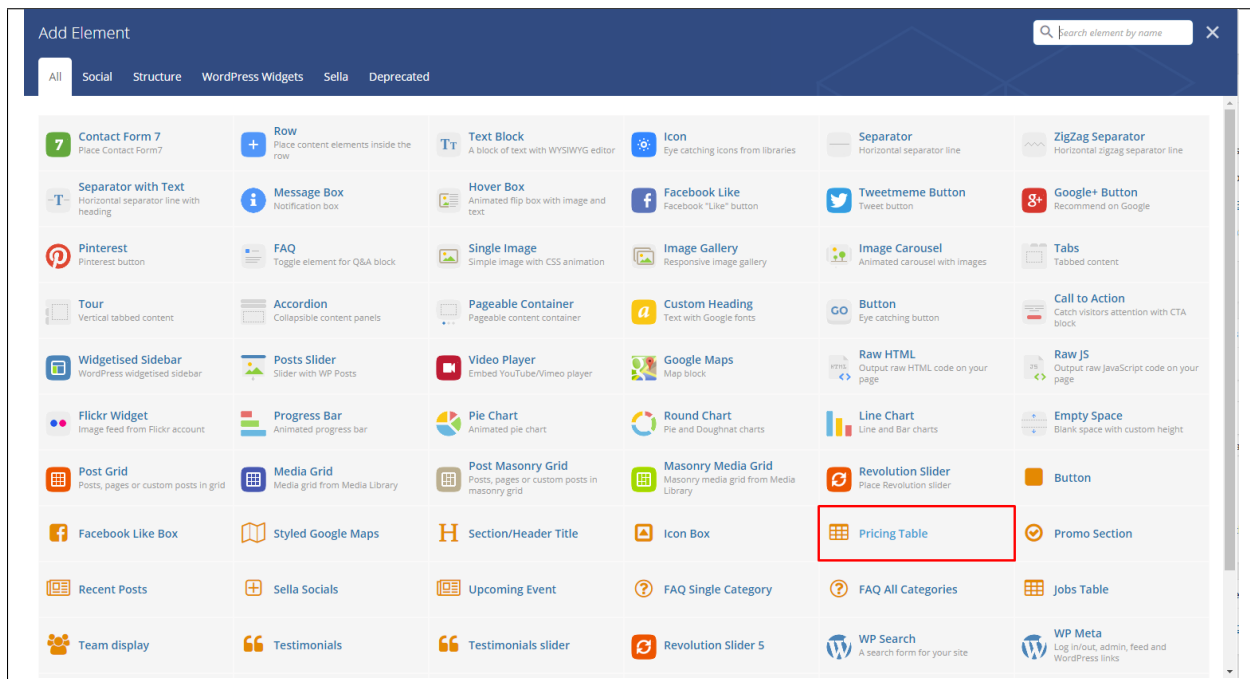
Save changes

-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

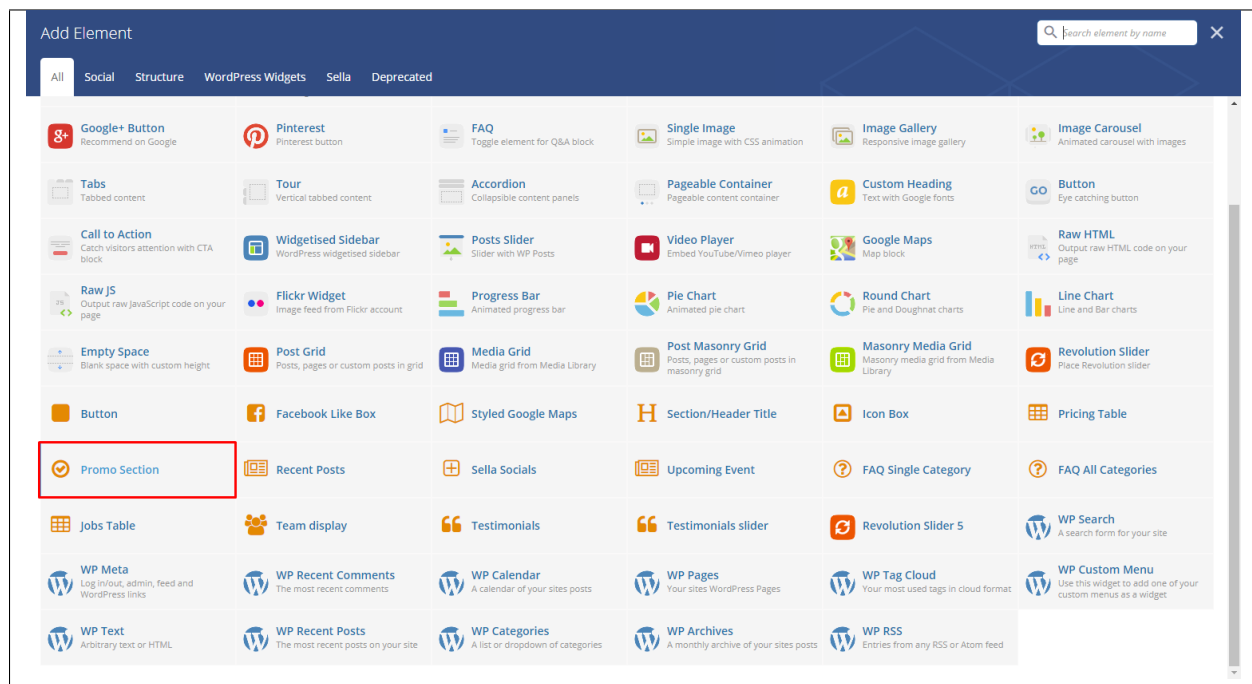
☐ Yes

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

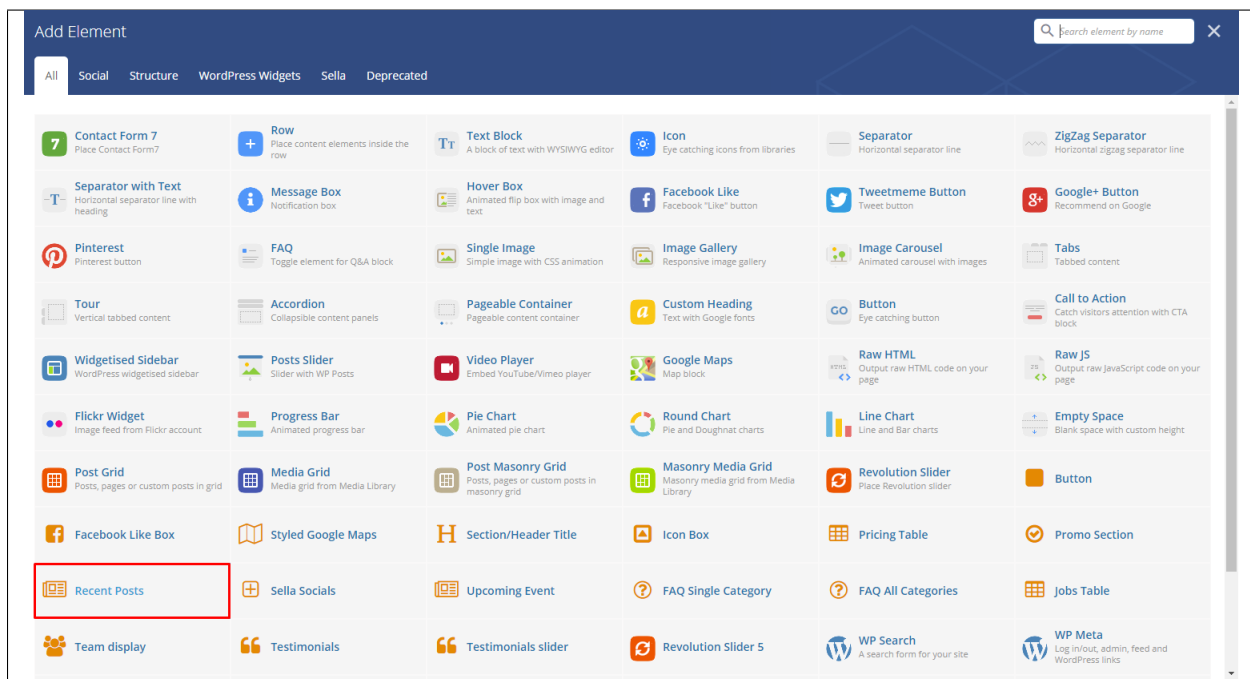
-General Tab-

- **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.

Recent Posts Settings
⚙️ — ✕

Filters
Design options

Limit
Set results limit, use -1 to disable limit

Skip X elements
Allows to skip a number of elements from results

Order
Order in which data should be fetched

Order by
Order in which data should be fetched

Specify post objects
Only selected posts will be displayed

Close
Save changes

-Filters Tab-

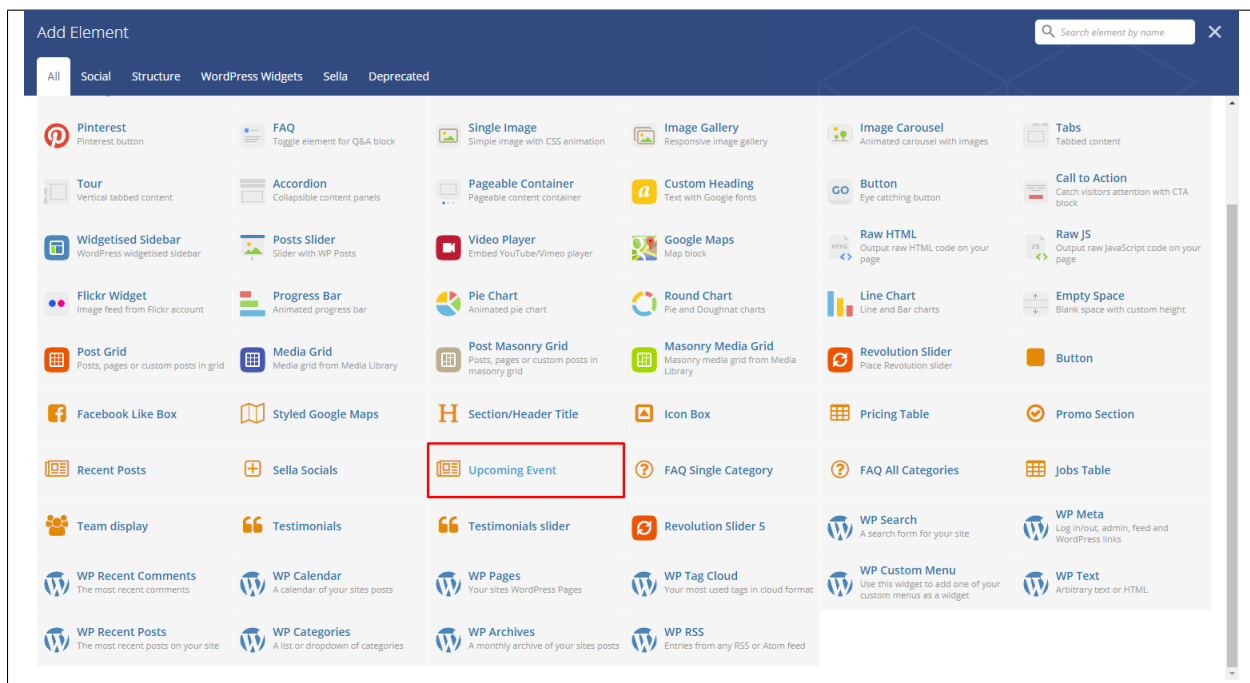
- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the posts order looks.

- **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.

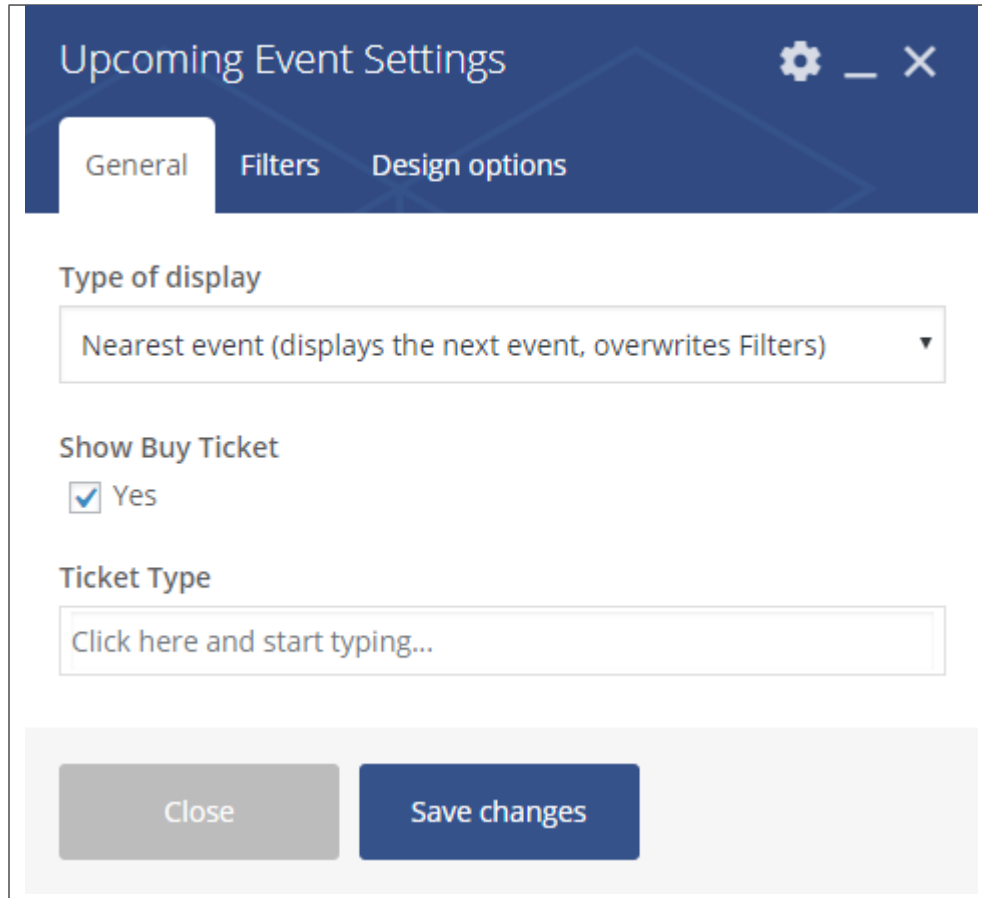
-Design options Tab-

- **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.

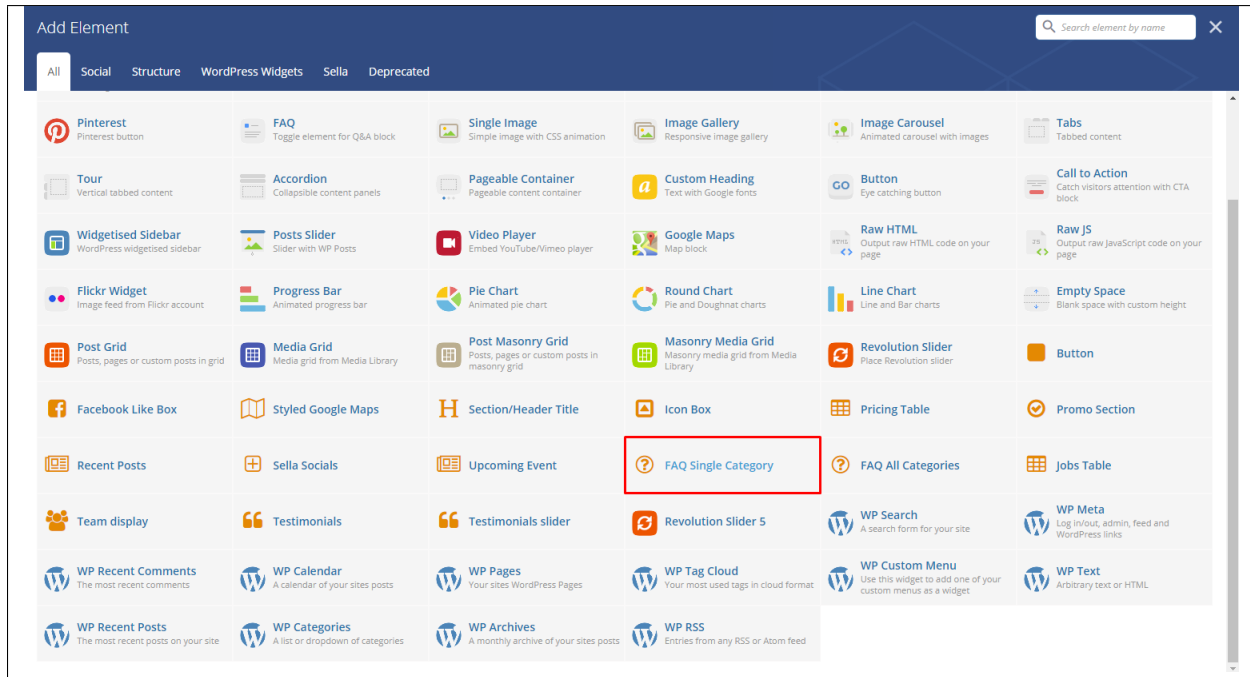
-Filters Tab-

- **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.

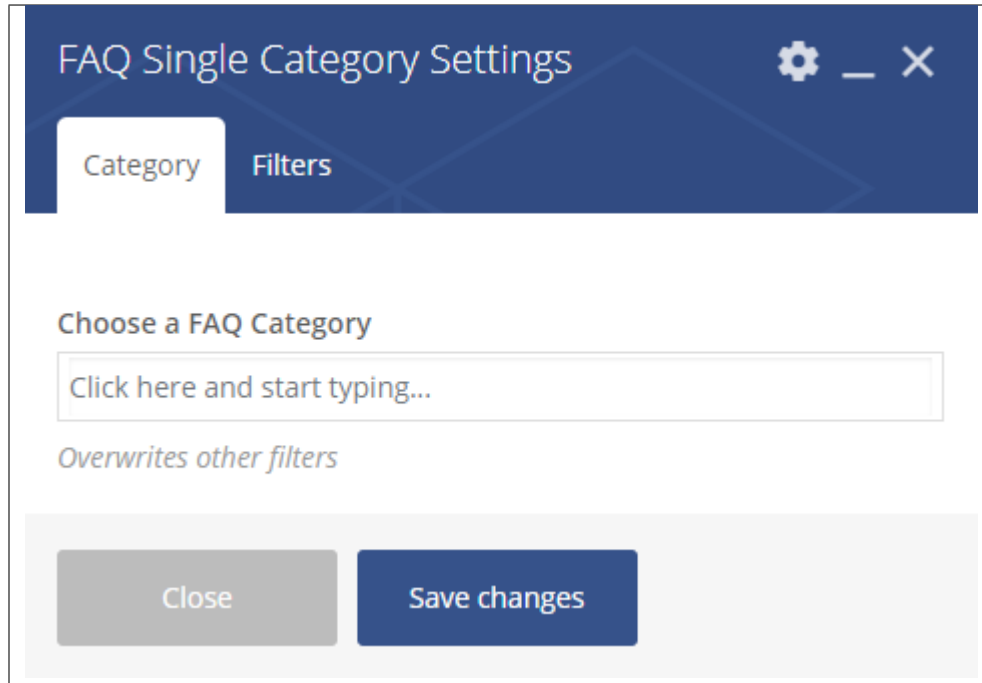
-Design options Tab-

- **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.



The image shows a modal dialog titled "FAQ Single Category Settings". It has a dark blue header bar with the title and icons for settings (gear), close (X), and a separator (dash). Below the header, there are two tabs: "Category" (active) and "Filters". The "Category" tab contains a section titled "Choose a FAQ Category" with a text input field containing the placeholder "Click here and start typing...". Below the input field, it says "Overwrites other filters". At the bottom of the dialog, there are two buttons: "Close" (grey) and "Save changes" (dark blue).

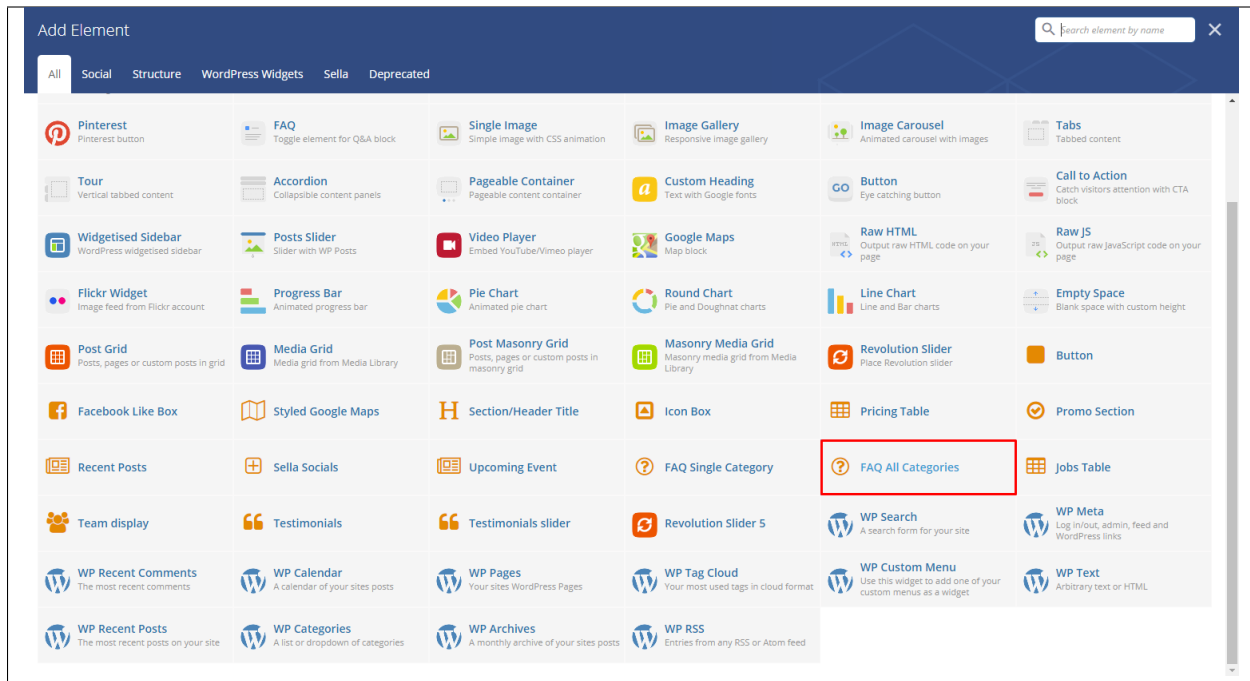
-Category Tab-

- **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.

FAQ All Categories Settings

Design options

Design options

margin

-

-

-

-

-

-

-

-

-

-

-

-

border

-

-

-

-

-

-

-

-

-

-

-

padding

-

-

-

-

-

-

-

-

-

-

-

Border color

Select Color

Border style

Theme defaults

Border radius

None

Close

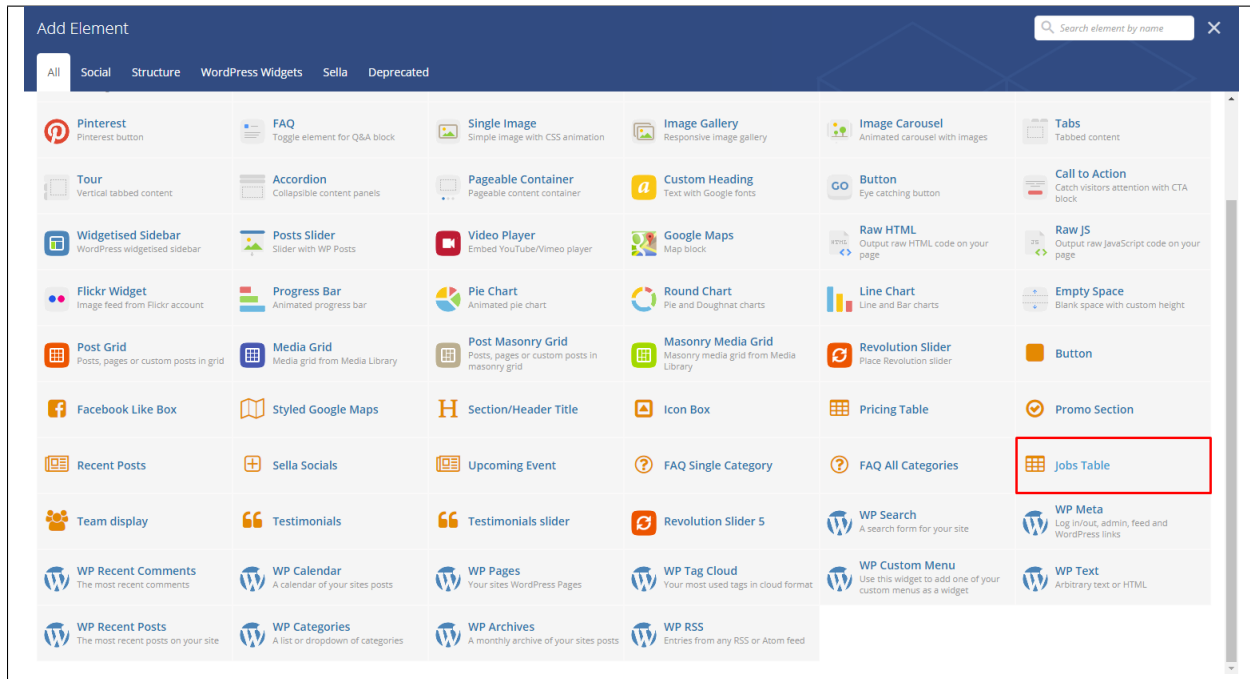
Save changes

-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.

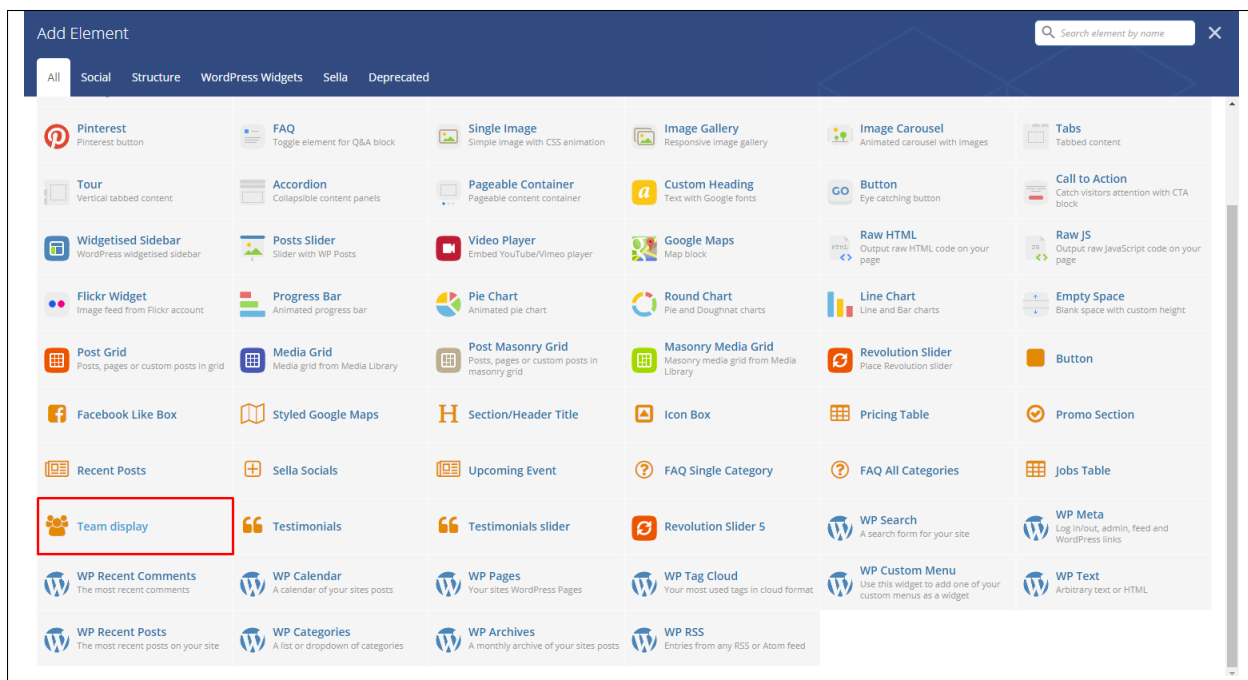
The screenshot shows the 'Jobs Table Settings' form. It has a dark blue header with the title 'Jobs Table Settings' and a search icon. Below the header, there are two tabs: 'Sella' (selected) and 'Filters'. The form contains a 'Title' field, a 'Status' section with a 'Yes' checkbox and a 'Display status?' label, and two buttons at the bottom: 'Close' and 'Save changes'.

-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

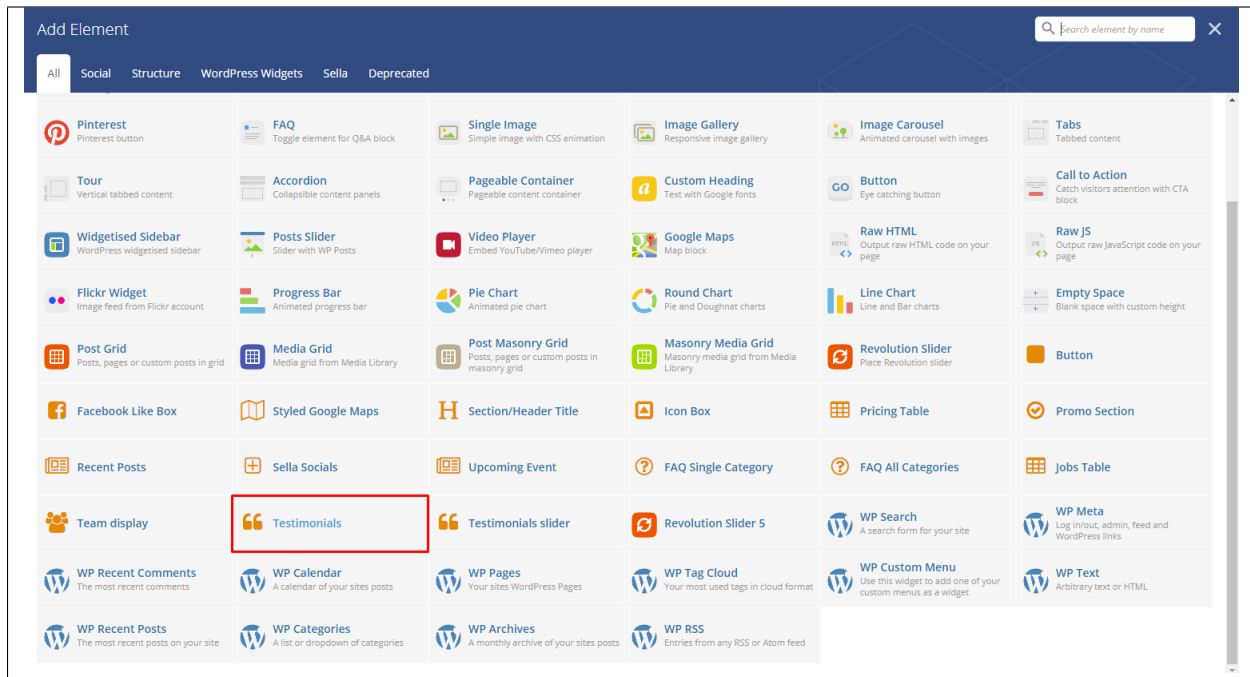
-General Tab-

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

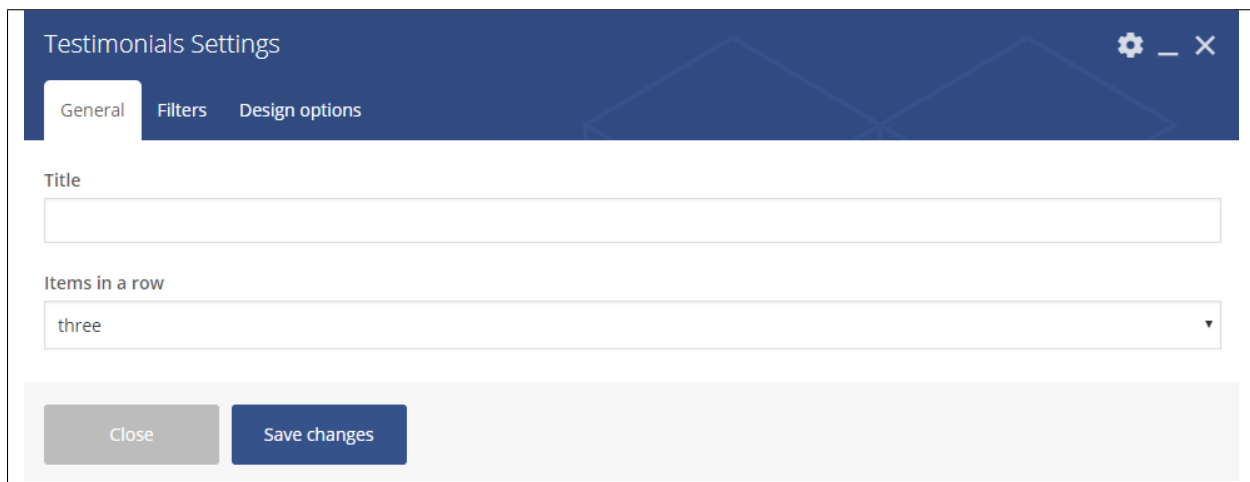
-Filters Tab-

- **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-

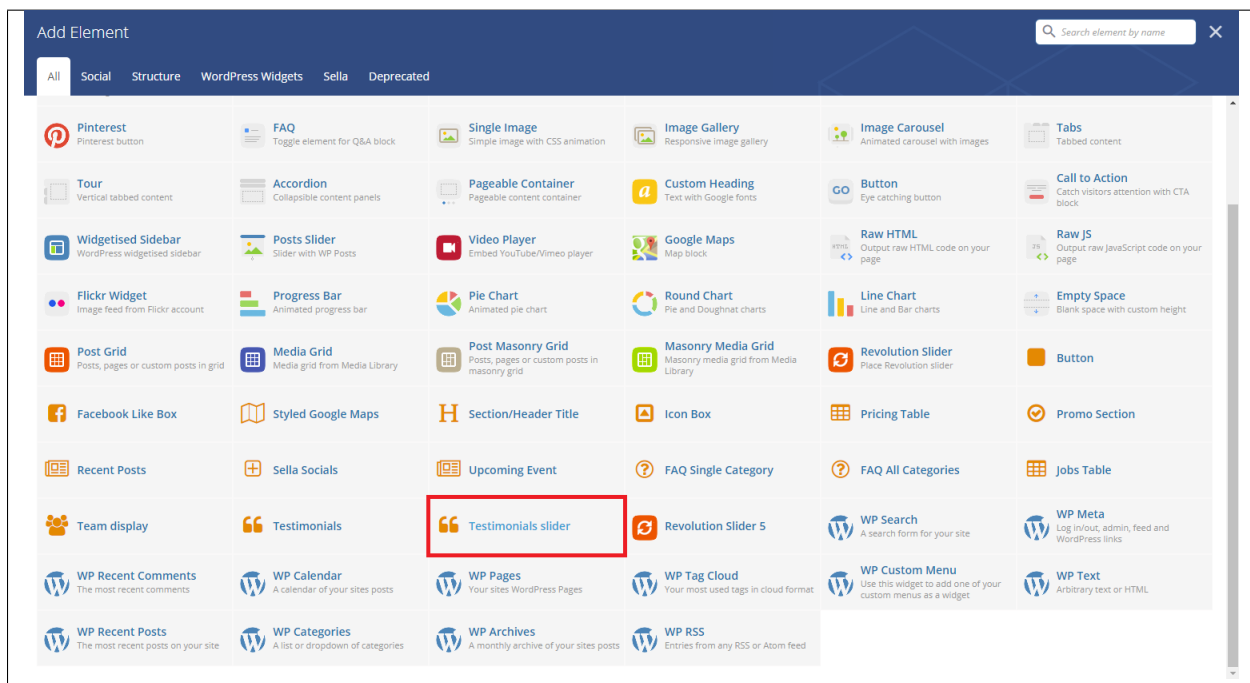
- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the testimonials order looks.

- **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

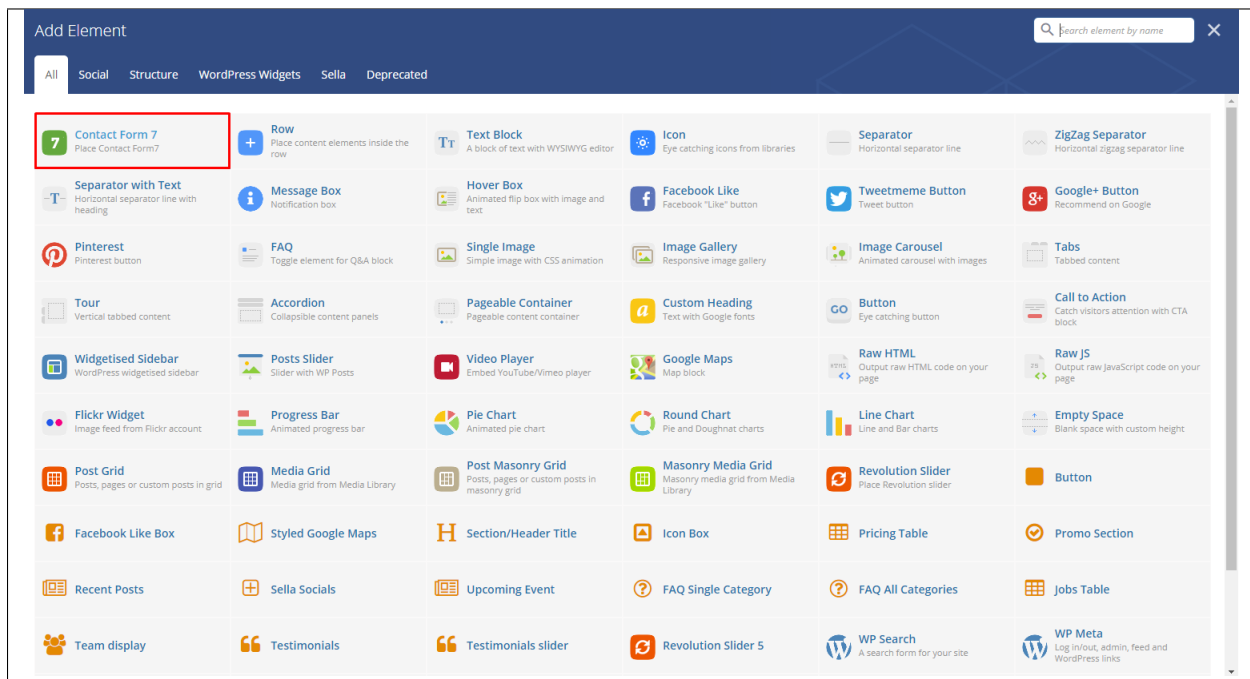
Save changes

- **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.

Name *

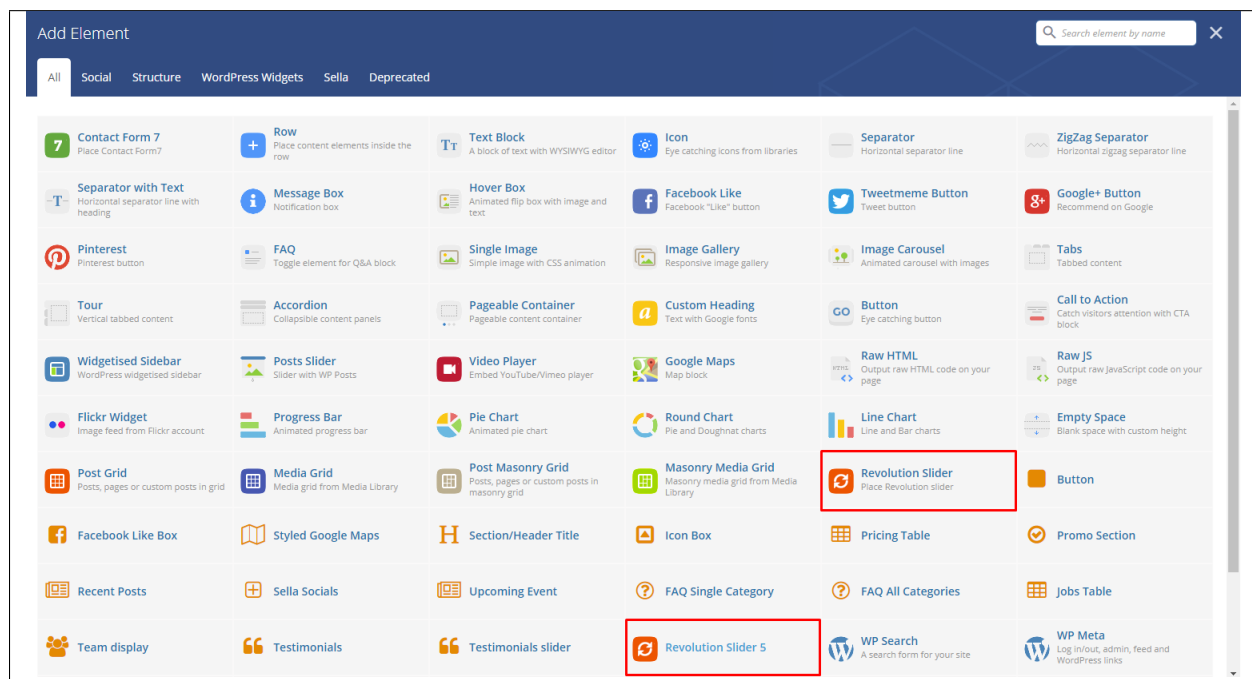
Email *

Phone no. *

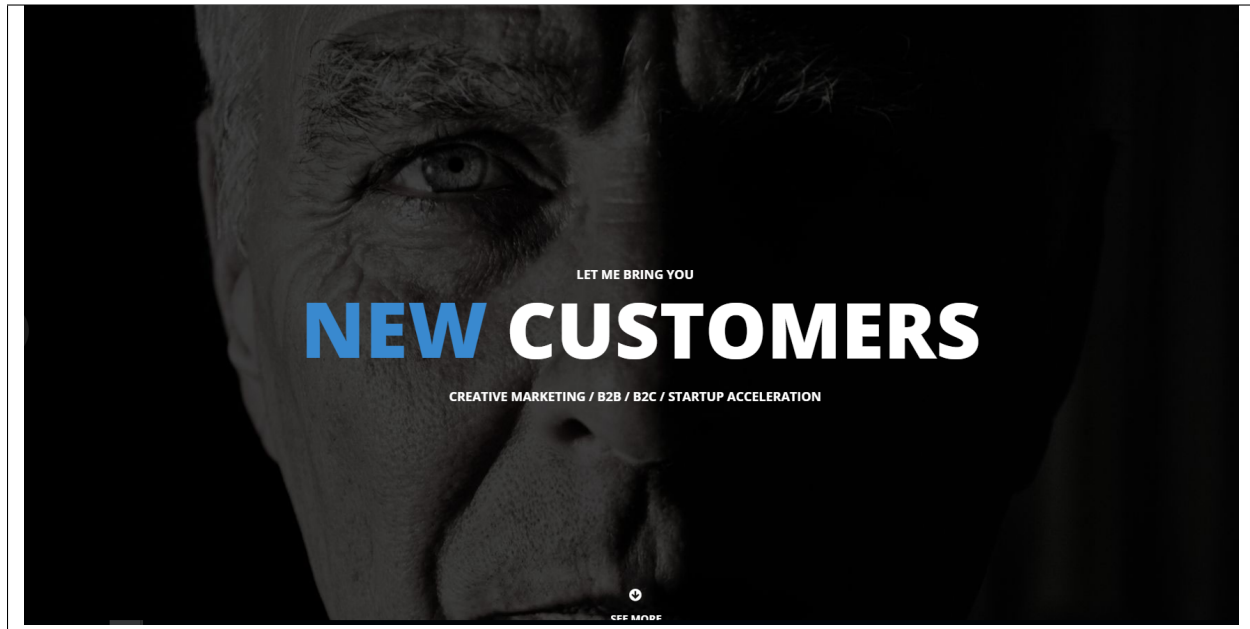
UPLOAD FILE

SEND MESSAGE

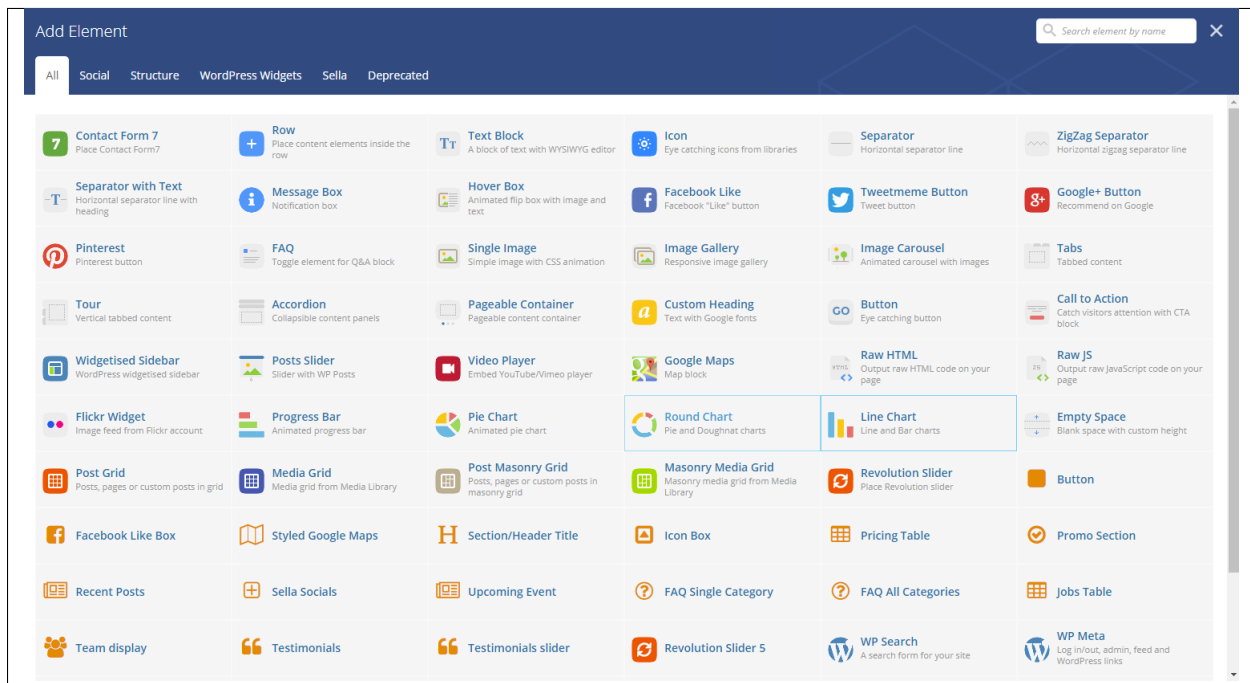
3.2.2 Revolution Slider & Revolution Slider 5



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



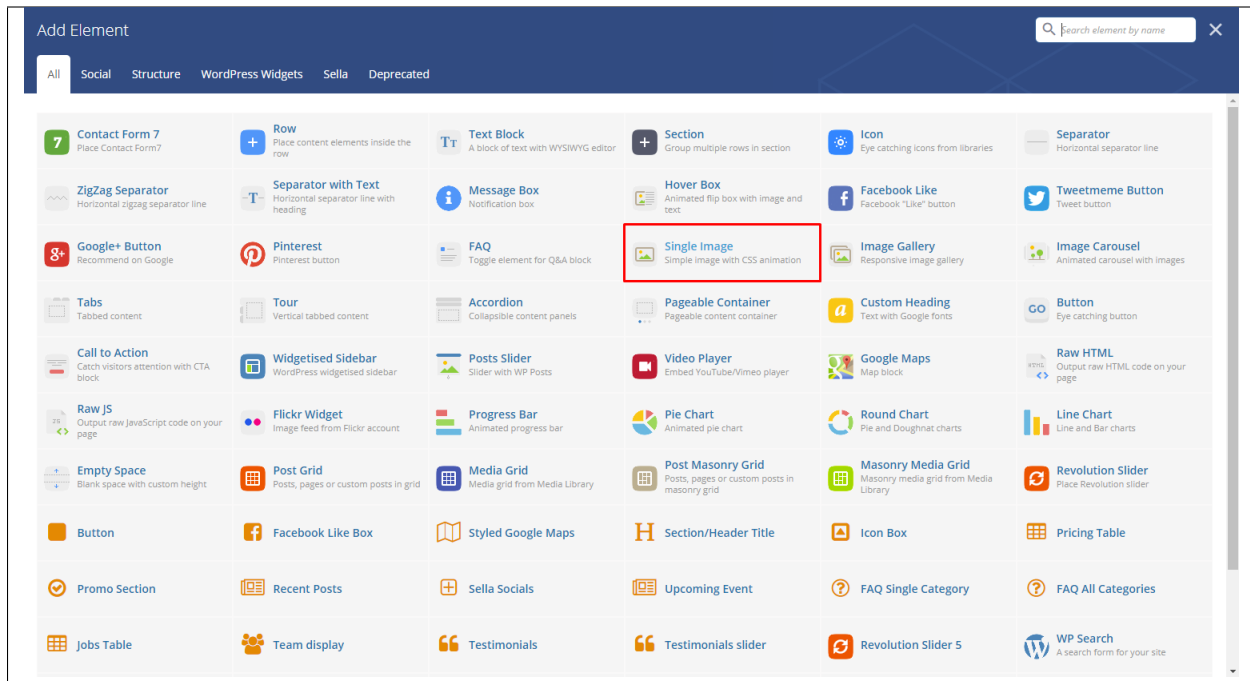
3.2.3 Visual Composer



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

Some of these elements are:

Single Image



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

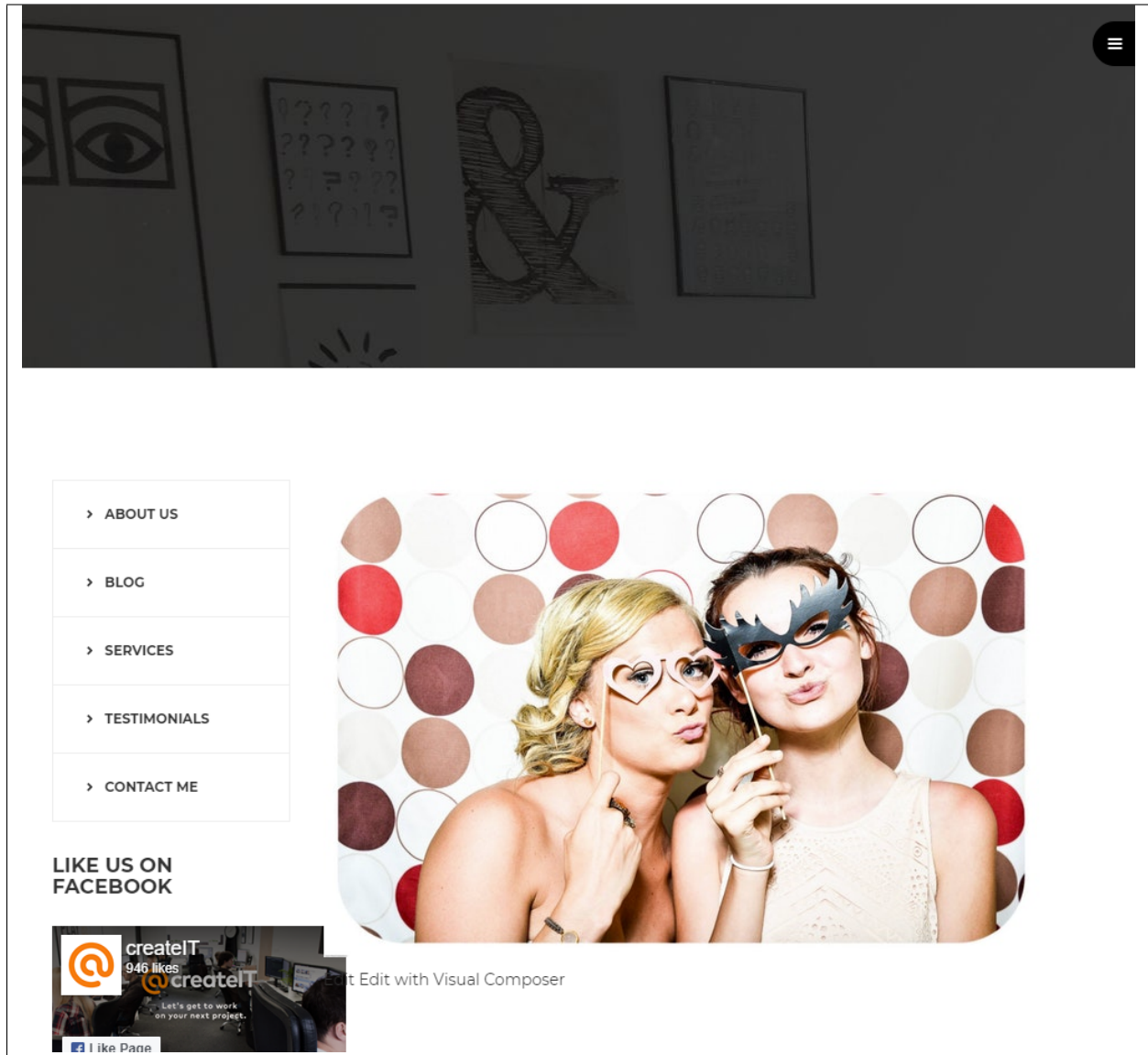
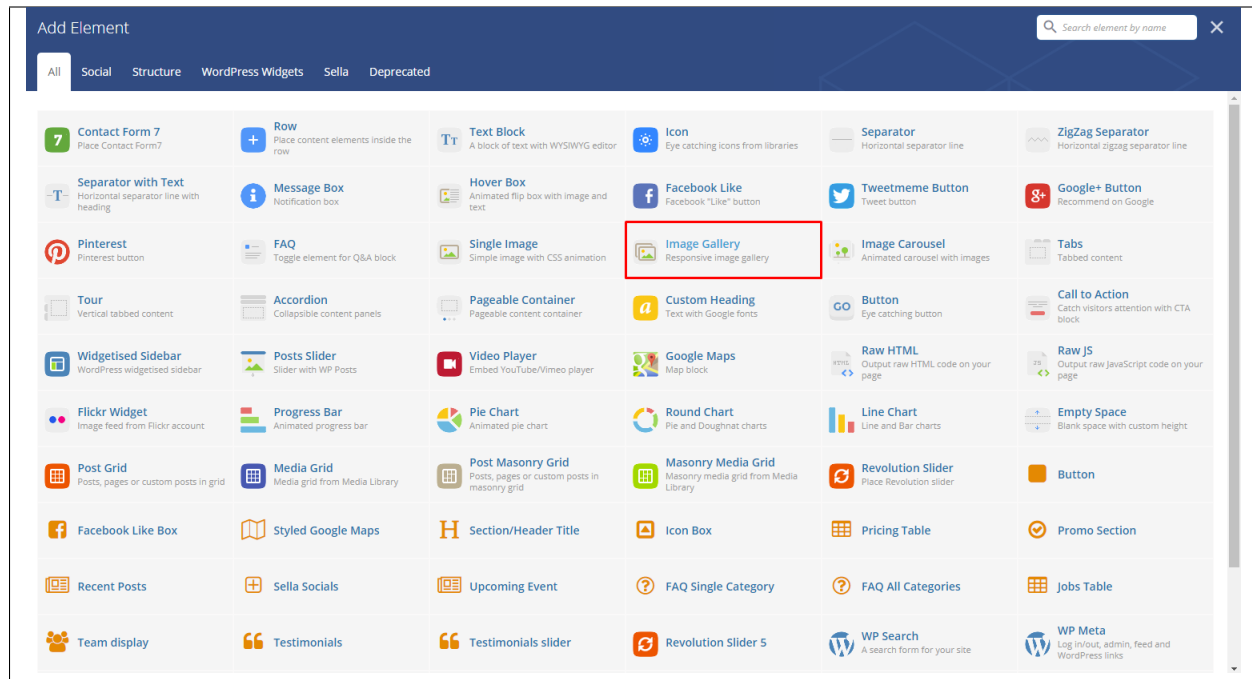
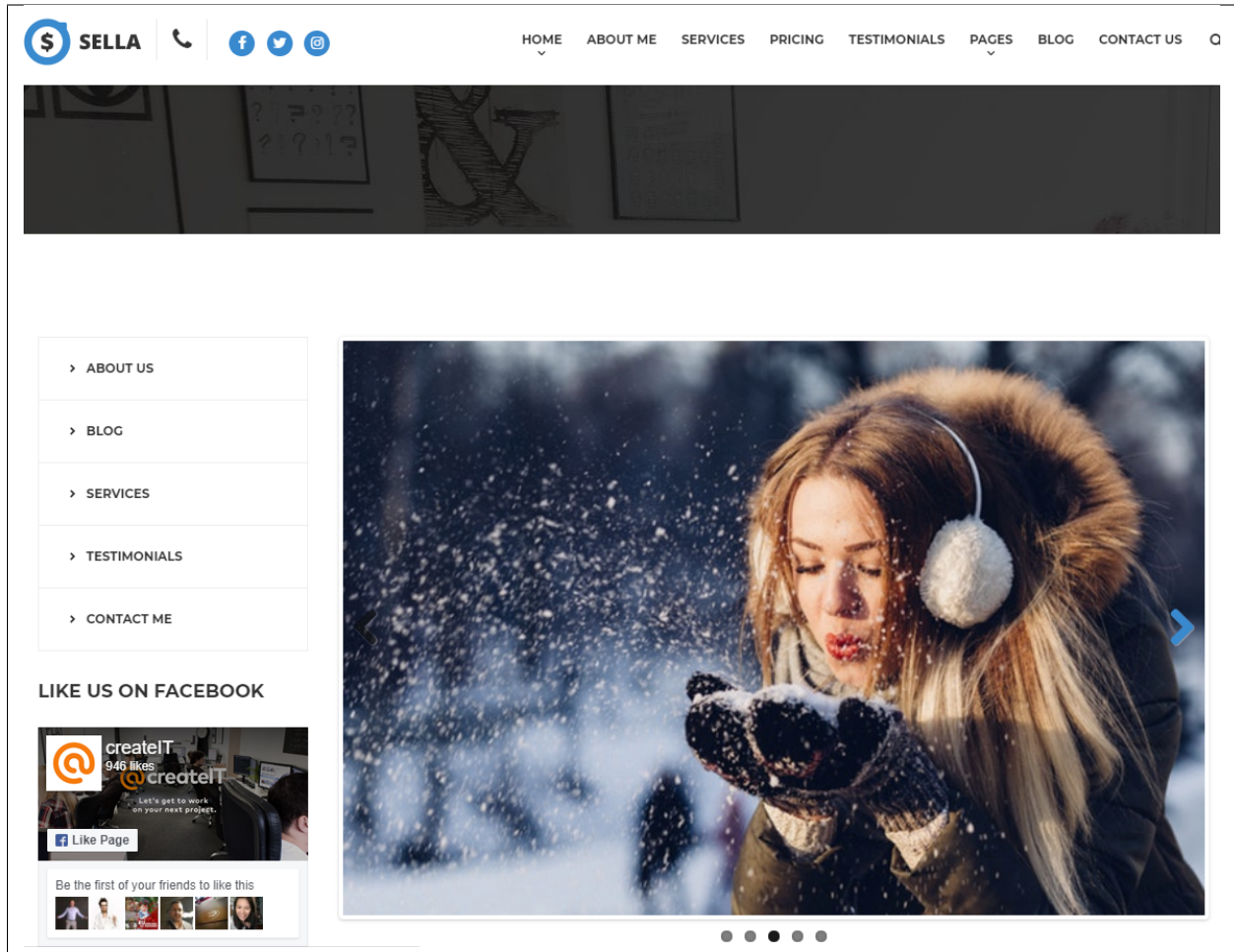


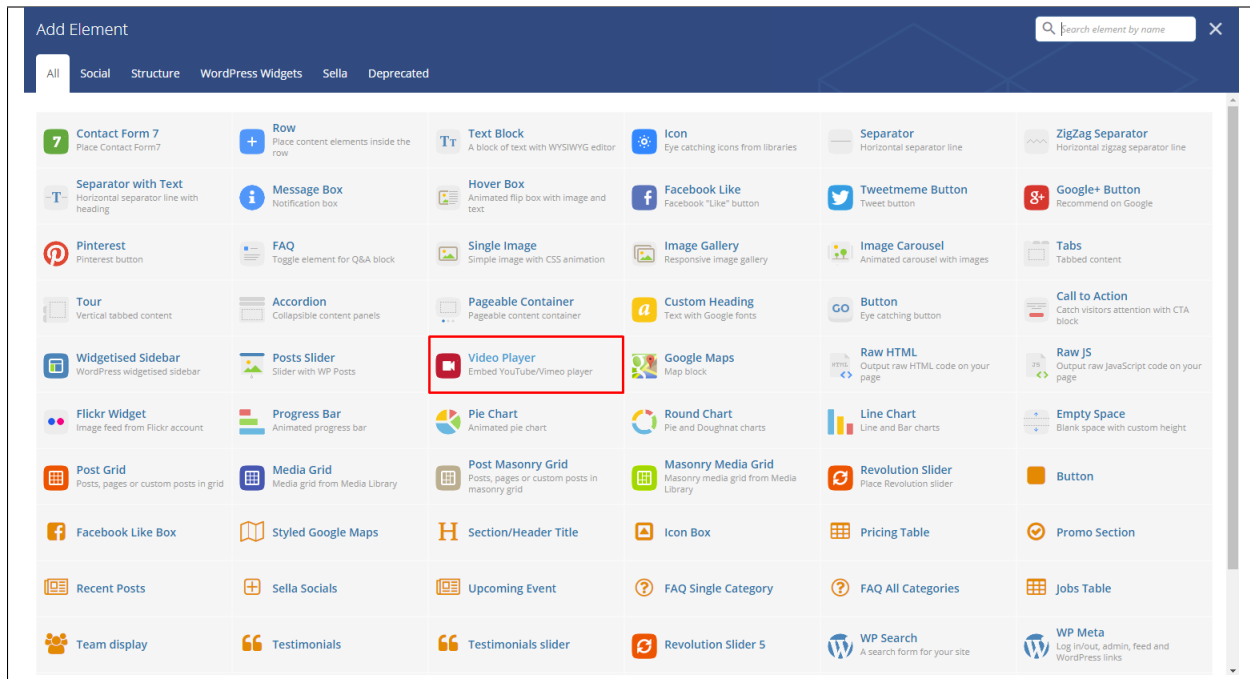
Image Gallery



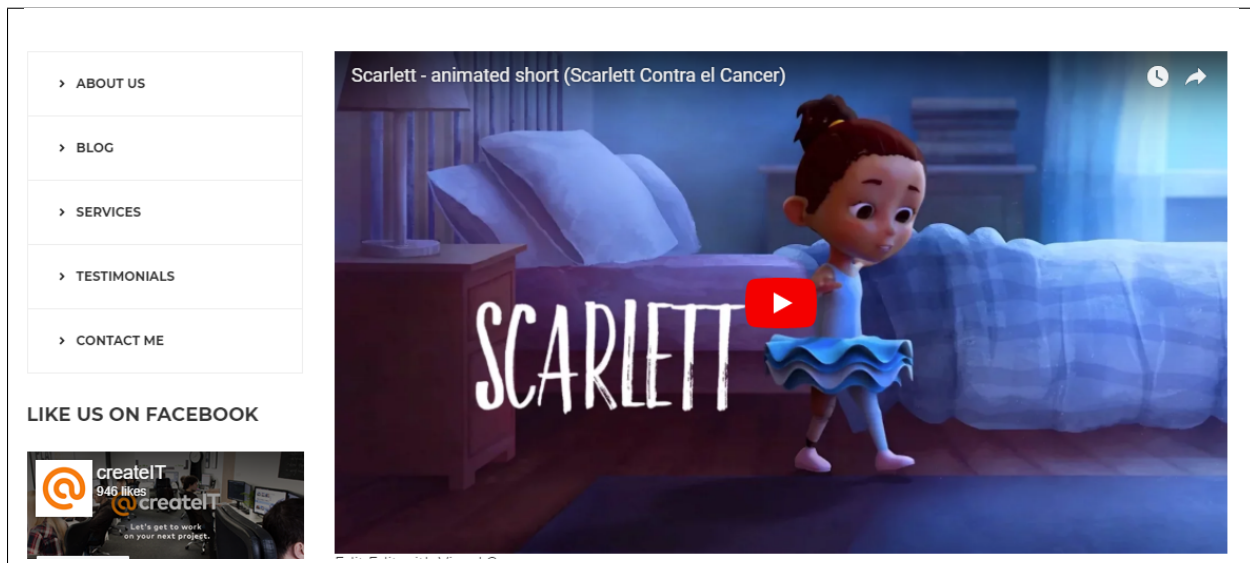
This element will let you add multiple images in your page.



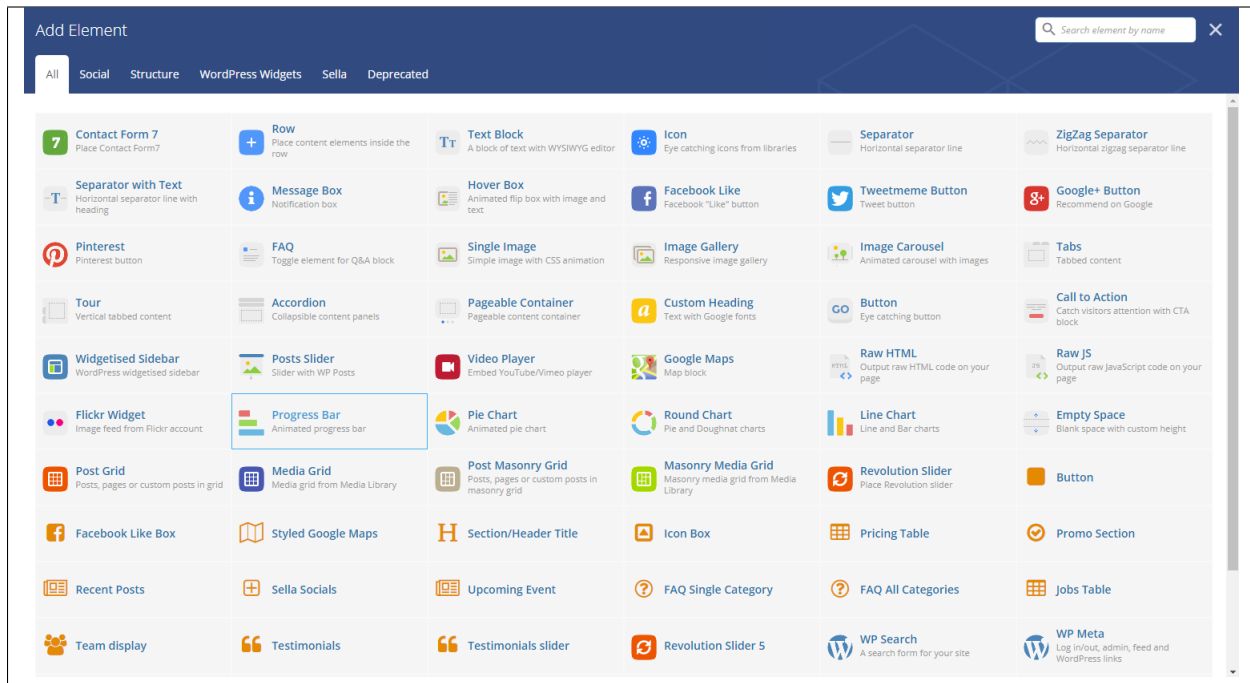
Video Player



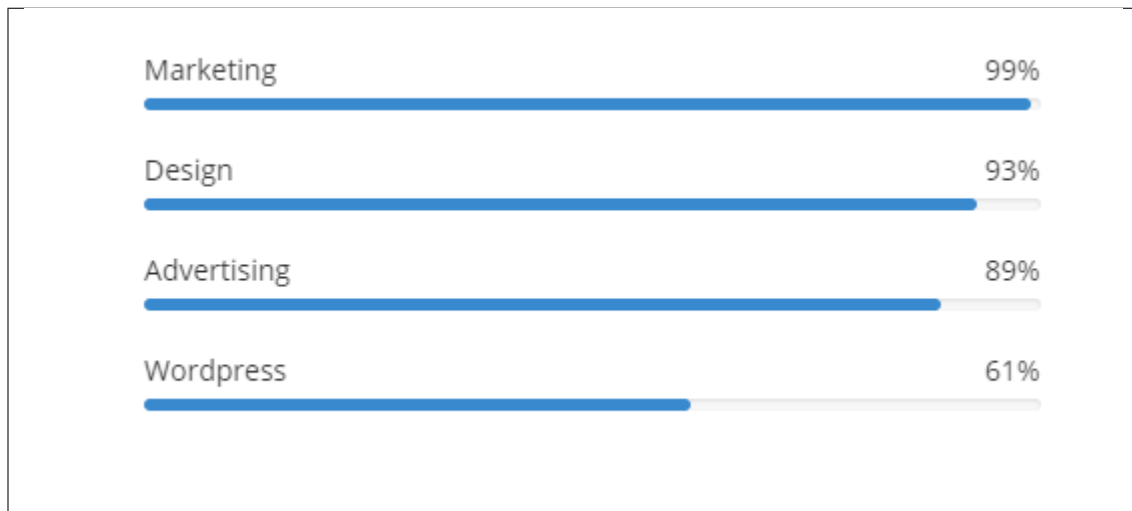
This element will let you add a video or MP3 file inside your page by adding the link for the video/MP3.



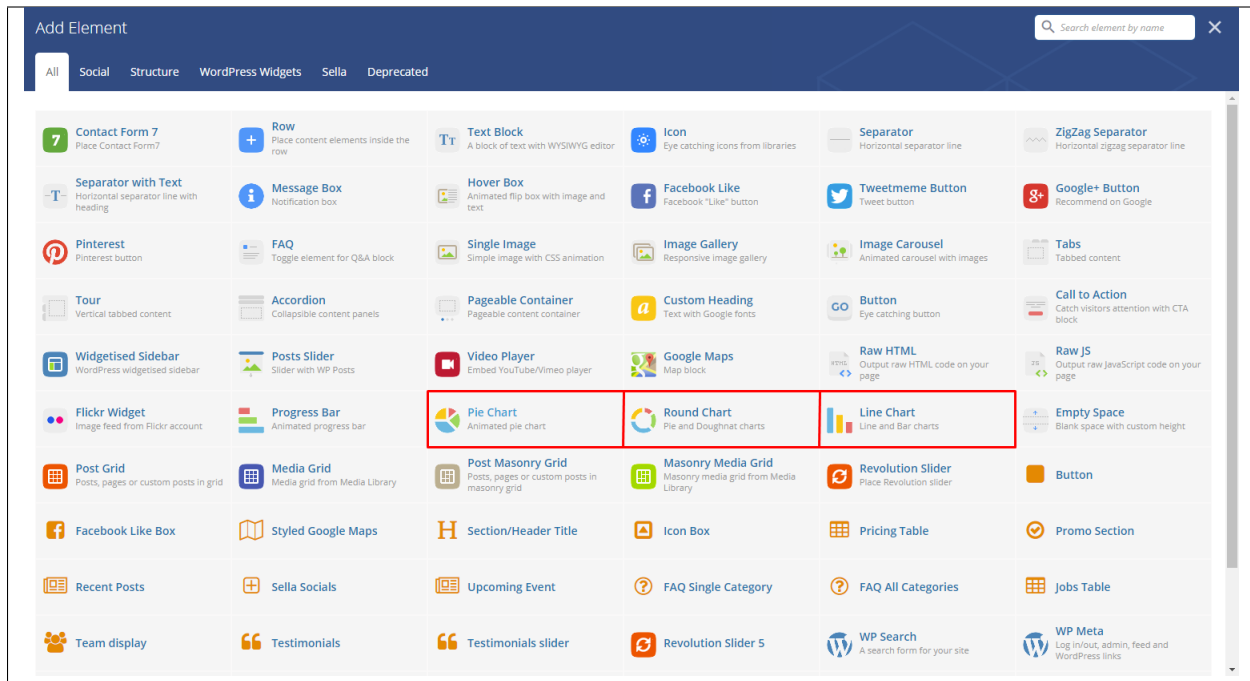
Progress Bar



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

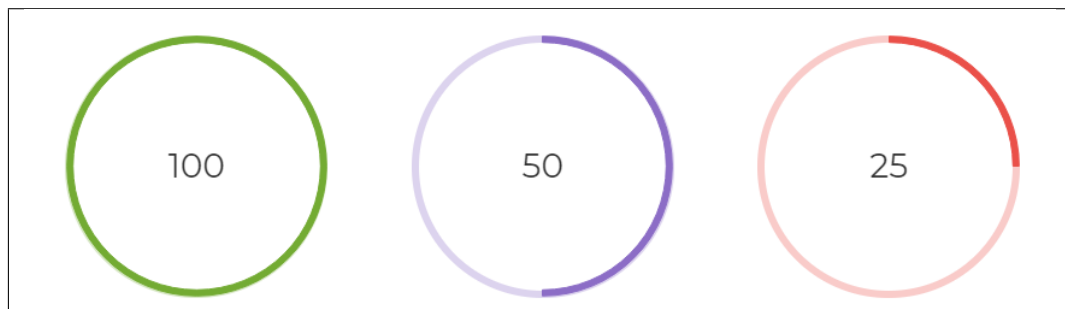


Chart

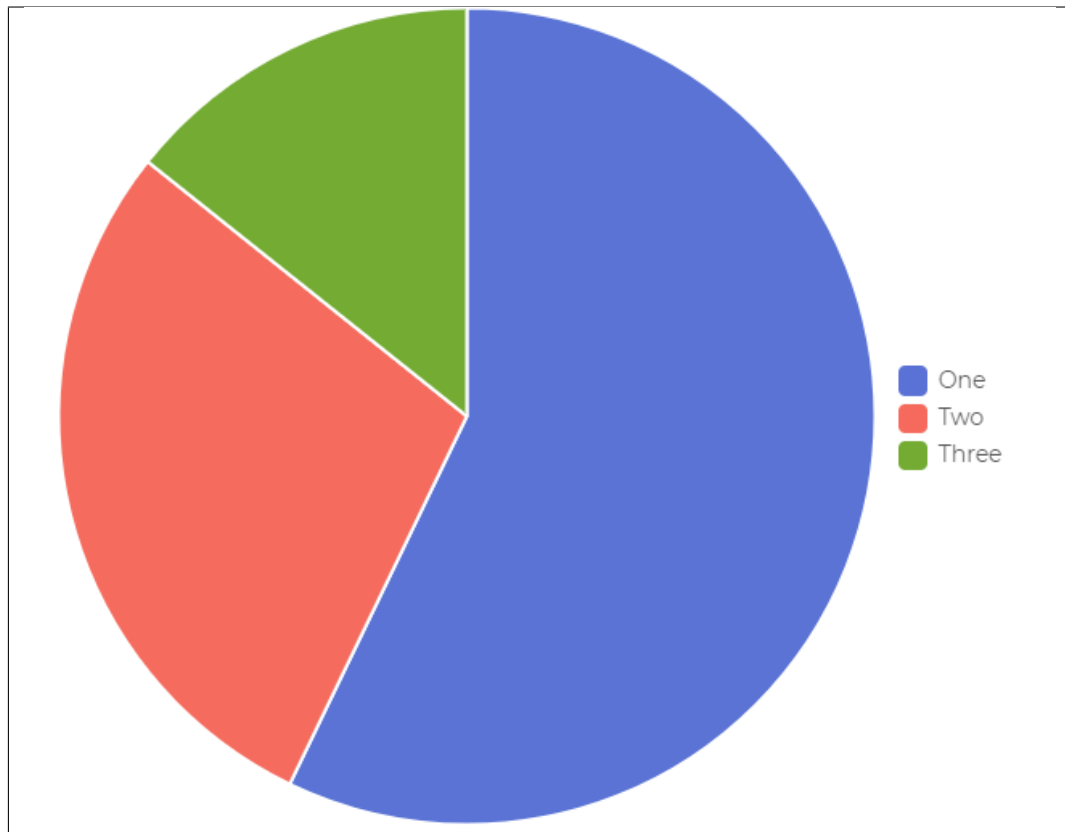


This element lets you add a graph. These are the types of graph that you can add:

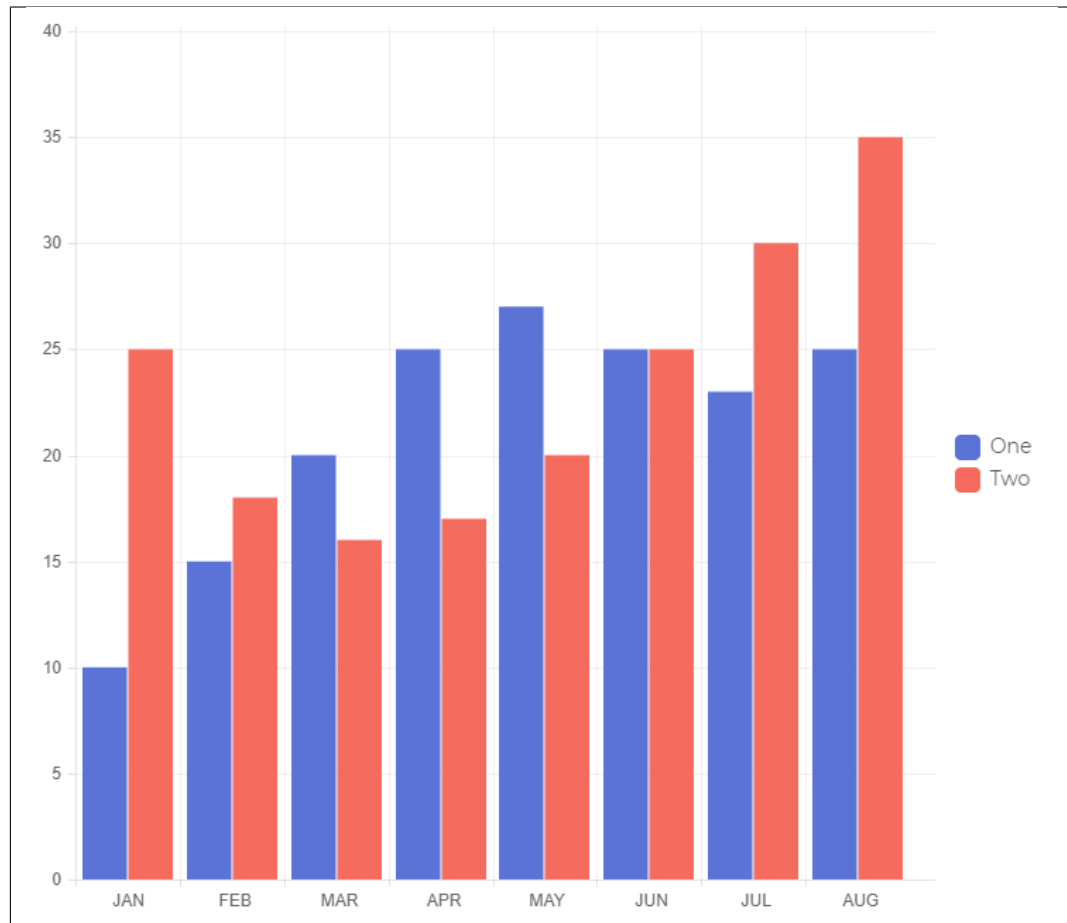
- **Pie**



- **Round**



- Line



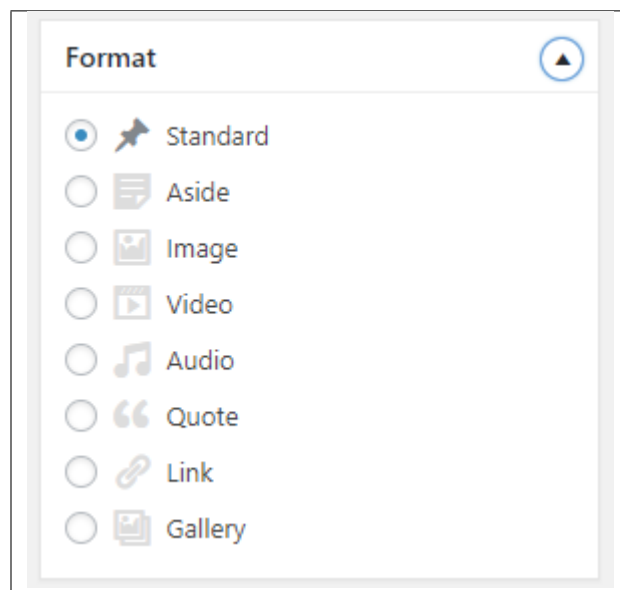
Blogs Posts

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

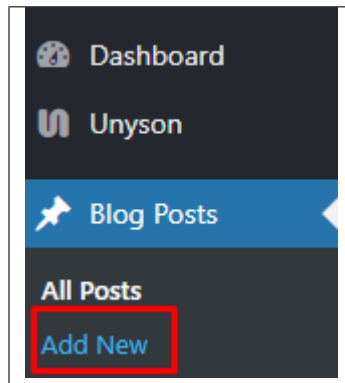
No matter which method you use to display your blog posts, first thing you need to do is create them.

Sella offers several blog post formats:

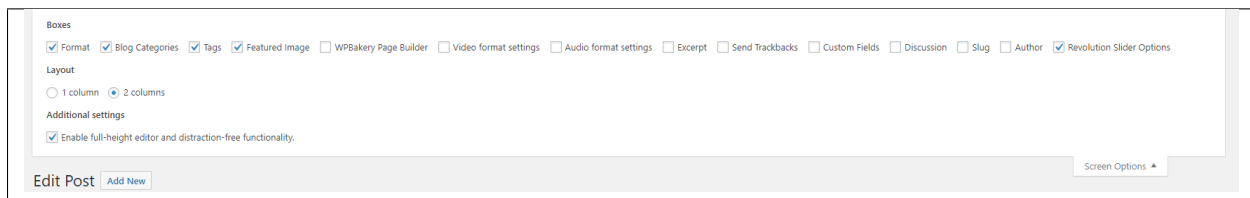


Follow the steps below to create a blog post:

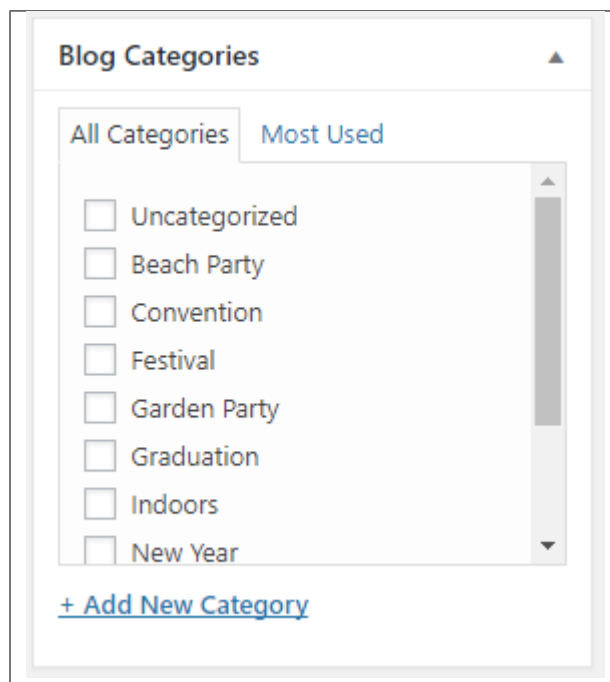
- **Step 1** - Navigate to *Blog Posts > Add New* in the Dashboard.



- **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.

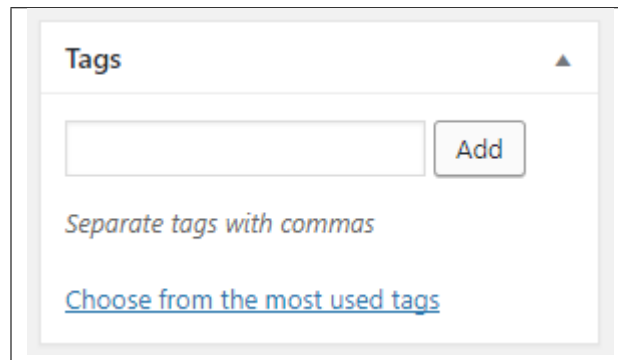


- **Step 3** - Add *Blog Categories* on the right side. Categories are meant for broad grouping of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. *Sub-categories* are made when a Category is added to a Parent Category . To assign it to the post,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

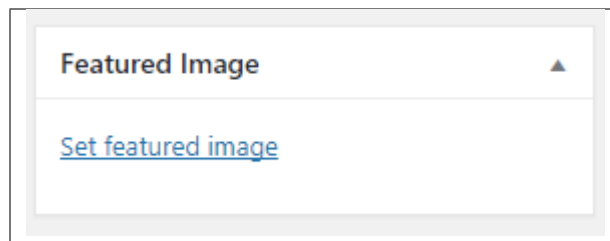


- **Step 4** - To add *Tags*, write the Tags at the textbox below the Blog Categories. Tags are meant to describe

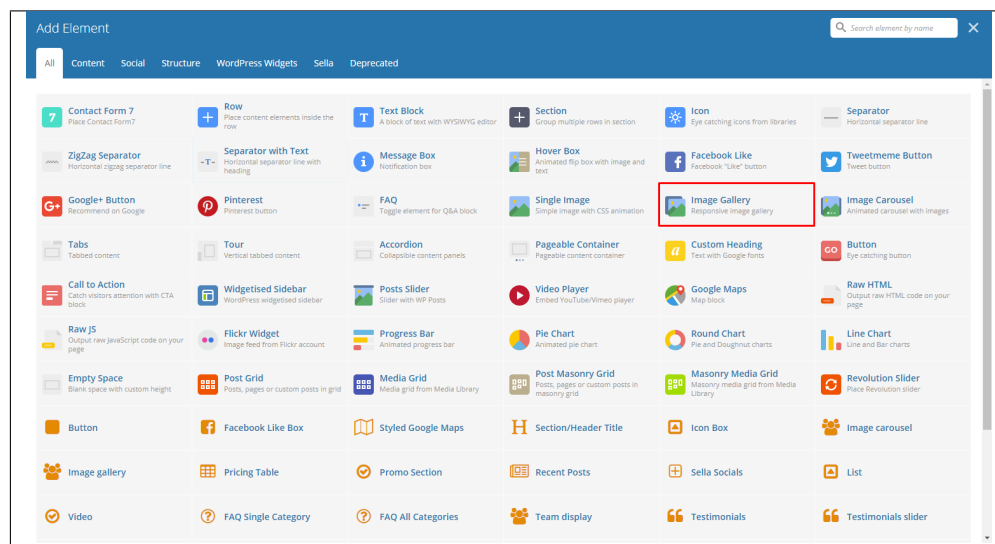
specific details of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical. Type the name of the tag in the field, separate multiple tags with commas.



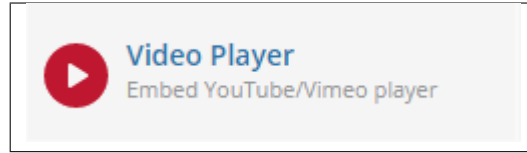
- **Step 5** - To add a *Single image*, click the Featured Image box, select an image and click *Set Featured Image*.





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.



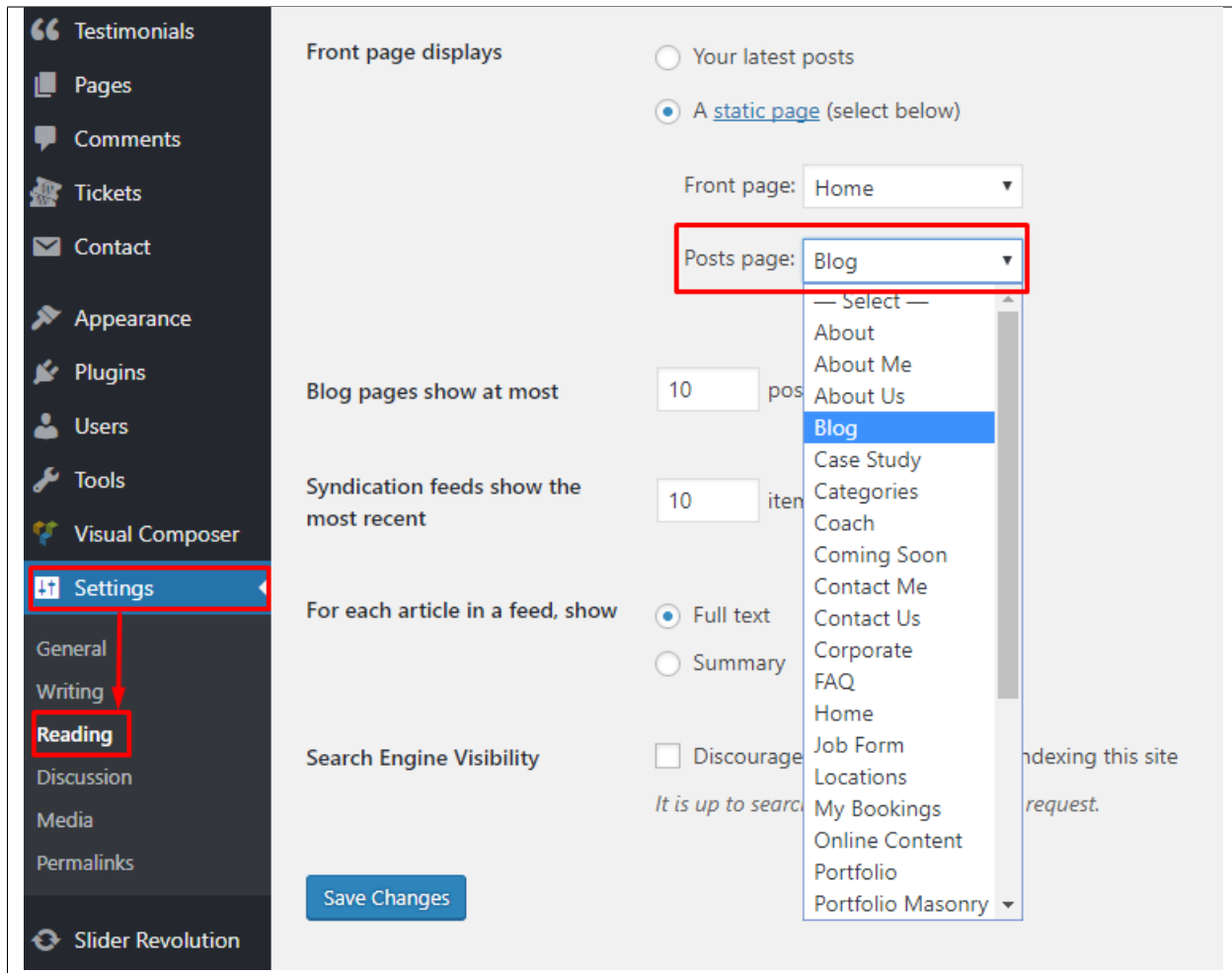
- **Step 8** – For *Quotation*, use WordPress *Blockquote* option (Shift + Alt + Q). 
- **Step 9** – For *Links*, use WordPress *Insert/Edit Link* option (Ctrl + K). 
- **Step 10** – Create an excerpt – *Excerpts* are optional hand-crafted summaries of your content that can be used in your theme. [Learn 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.



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

4.3 Blog Category

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

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

4.3.1 Create Blog Category

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

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

Blog Posts

All Posts

Add New

Categories

Tags

Events

FAQ

Jobs

Portfolio items

Media

Team members

Testimonials

Pages

Comments

Tickets

Contact

Appearance

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

Blog Categories

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

Current theme requires plugins activation in order to work correctly

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

[Begin updating plugin](#)

Search Categories

47 items « 1 of 3 »

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

Add New Category

Name

The name is how it appears on your site.

Slug

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

Parent Category

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

Add New Category

Name

The name is how it appears on your site.

Slug

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

Parent Category

None ▼

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

Description

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

Add New Category

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

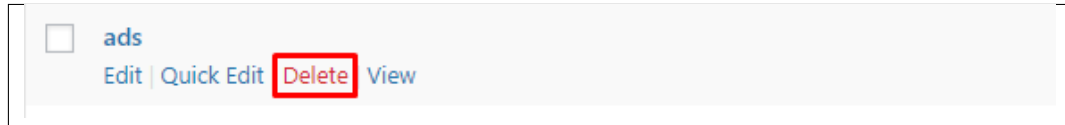
4.3.2 Delete Blog Category

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

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

To delete a category, you have two options:

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



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



4.4 Blog Tags

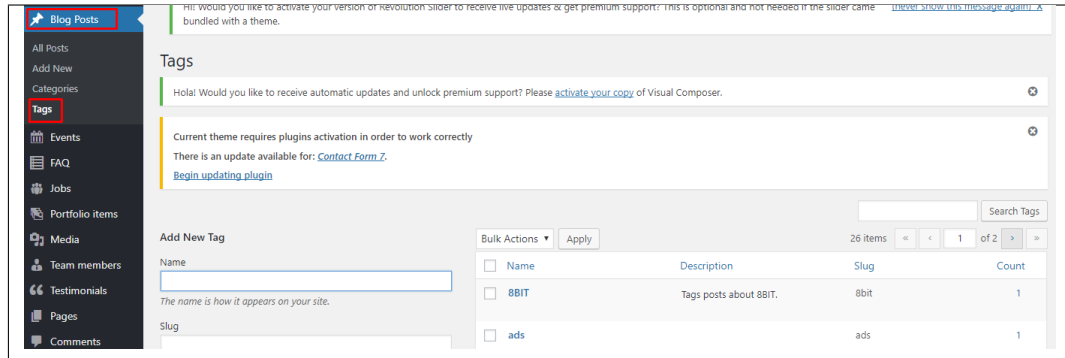
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

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

4.4.1 Create Blog Tags

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

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



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

Add New Tag

Name

The name is how it appears on your site.

Slug

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

Description

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

Add New Tag

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

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

4.4.2 Delete Blog Tags

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

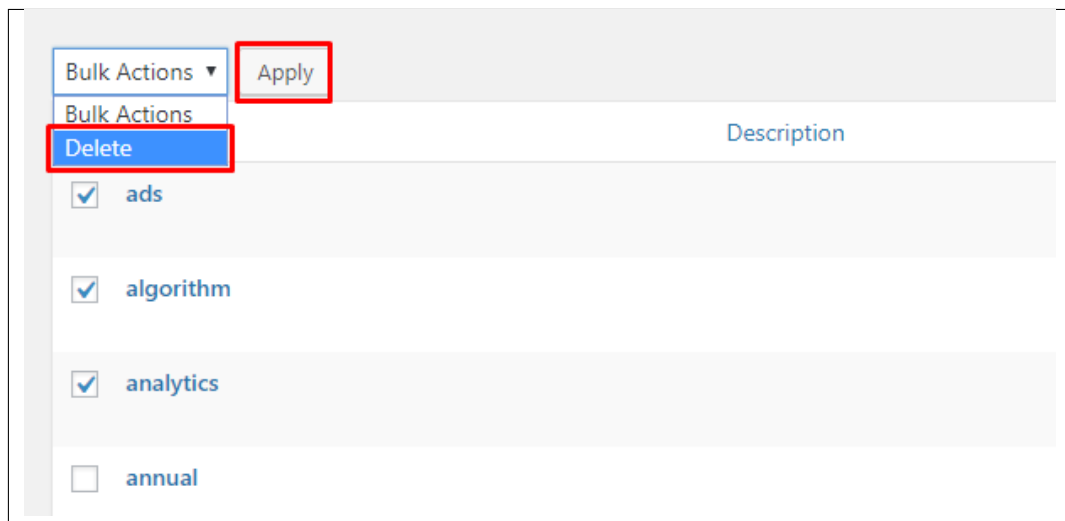
In the *Tags* page, you will see all the created tags.

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.



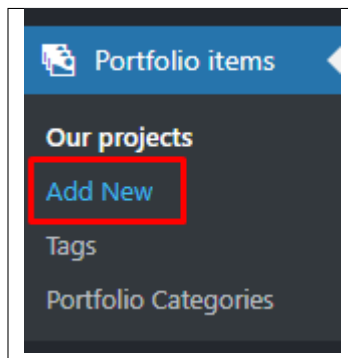
- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



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.

Add New Portfolio Item

Enter title here 1

Backend Editor Frontend Editor

Add Media 2

Paragraph 3

Word count: 0

Excerpt

Discussion

☒ Allow comments
☐ Allow trackbacks and pings on this page

Revolution Slider Options

Choose Slide Template: default

Portfolio settings 6

Client

Client website

Scope of Work

Technologies

Details

Date

End date

Right Sidebar:

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Tags 4

Add

Separate tags with commas

Choose from the most used tags

Portfolio Categories 3

All Portfolio Categories Most Used

Add New category

Post Attributes

Order: 0

Featured Image 5

Set featured image

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

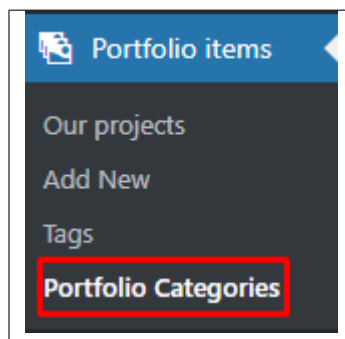
Note: The Portfolio settings is used as the details on the sidebar of the portfolio.

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

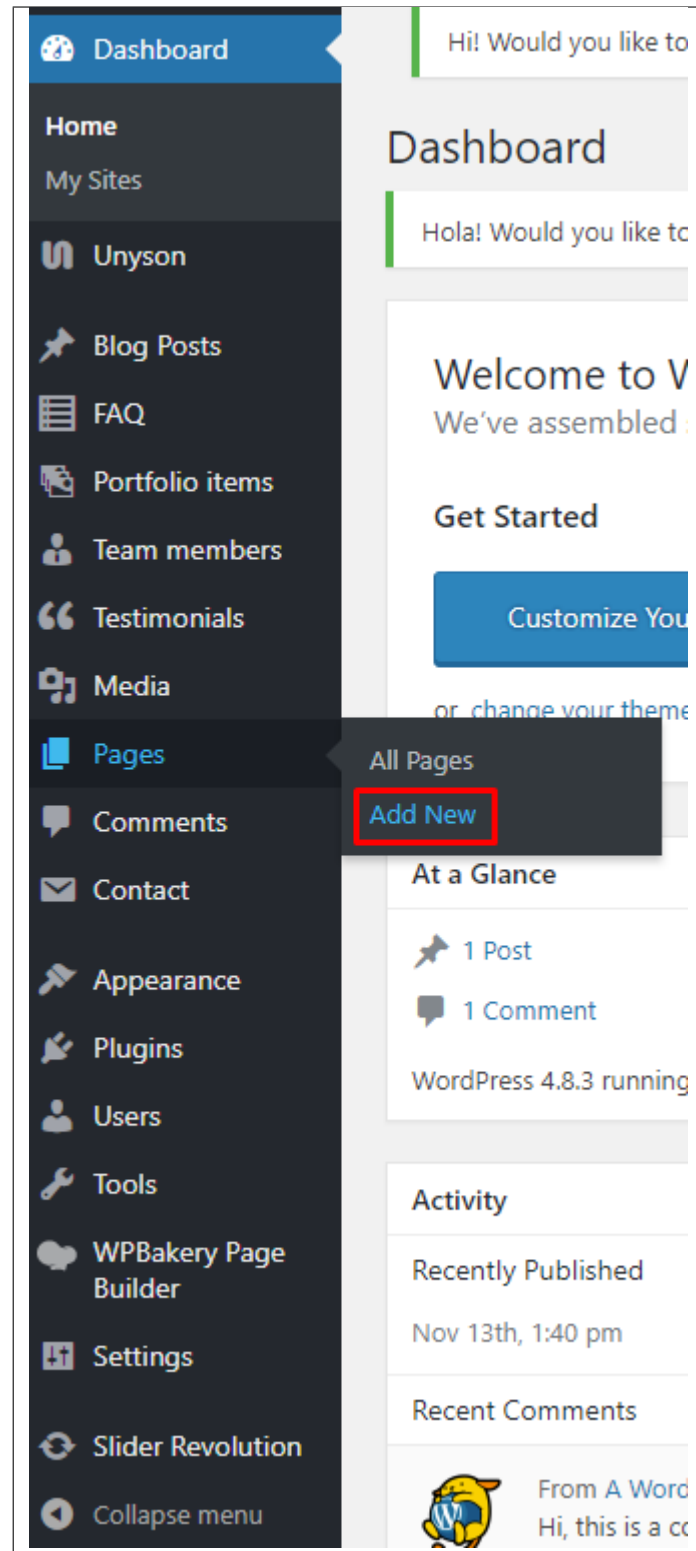
After adding all the details, click on the *Add New category* button to save.

5.2 Create Portfolio Page

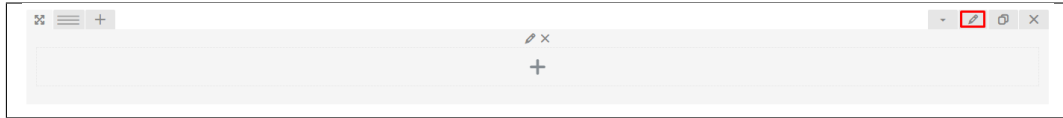
Portfolio of Sella is generated by the theme from *Portfolio Items*.

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

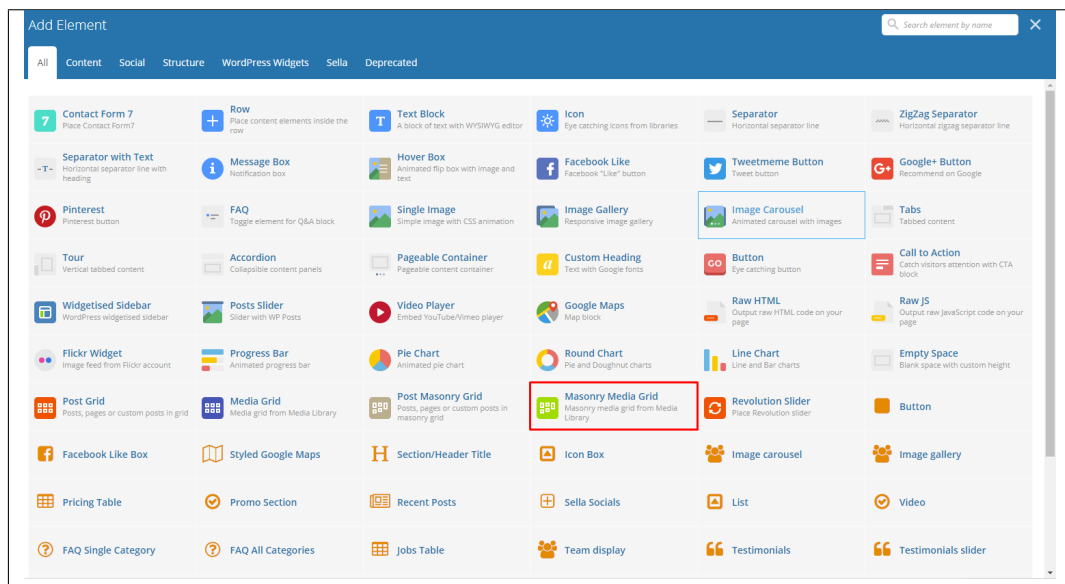
- **Step 1** - Create a new page where to add the *Portfolio*.



- **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-

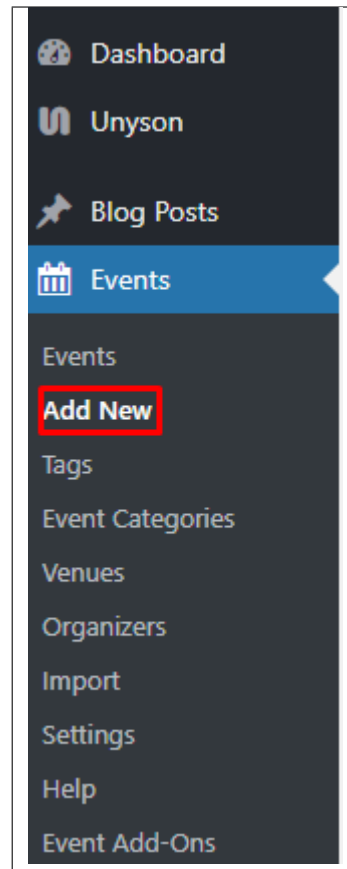
- Grid element template – Masonry grid: Overlay with rotation (Choose how the Masonry Grid will act)

- **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.

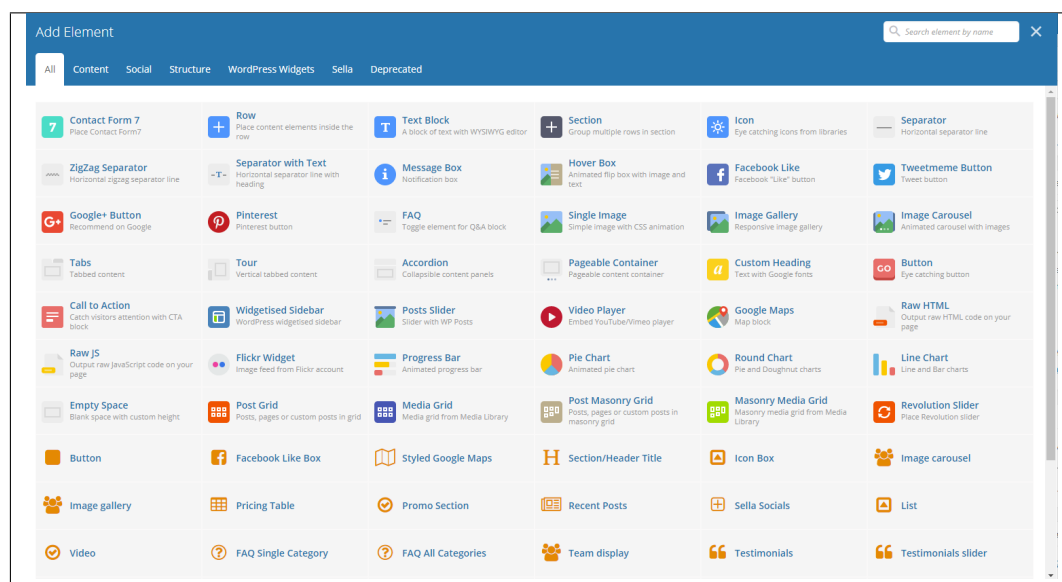
6.1 Create New Event

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 Sella event creation interface. A red box highlights the main content area, and blue callouts 1 through 8 point to specific sections:

- 1**: Title field (labeled 'Enter title here').
- 2**: Editor container (labeled 'Add Media' and 'Visual' toolbar).
- 3**: The Events Calendar section, including:
 - TIME & DATE**: Start/End date and time, All Day event checkbox, and a note about the event date.
 - LOCATION**: Venue field, Show Google Maps checkboxes, and Show Google Maps Link checkbox.
 - ORGANIZERS**: Organizer field and Add another organizer button.
 - EVENT WEBSITE**: URL field.
 - EVENT COST**: Currency Symbol, Before cost, and Cost fields.
 - ADDITIONAL FUNCTIONALITY**: Link to available add-ons.
- 4**: Discussion section (labeled 'Custom Fields', 'Excerpt', and 'Discussion' with checkboxes for Allow comments and Allow trackbacks and pingbacks).
- 5**: Publish button.
- 6**: Event Categories section (labeled 'All Event Categories', 'Most Used', and 'Add New Event Category').
- 7**: Event Options section (labeled 'Hide From Event Listings', 'Sticky in Month View', and 'Feature Event').
- 8**: Featured image section (labeled 'Set featured image').

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

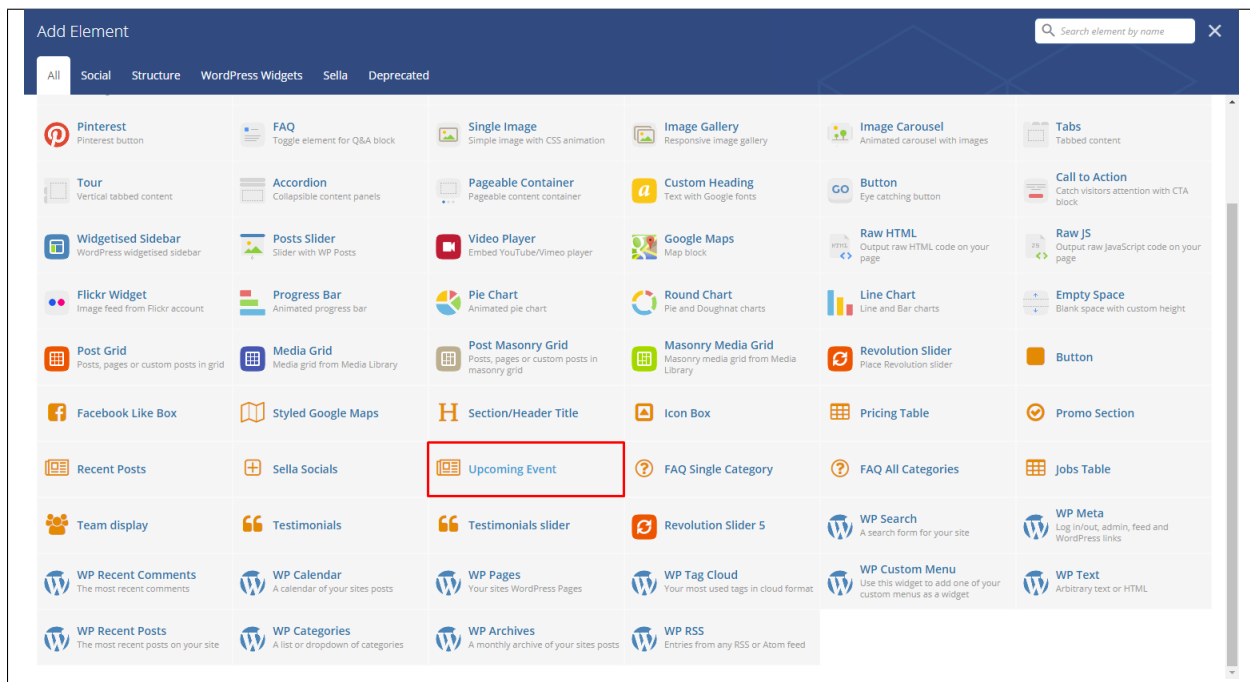
- Hide From Event Listings
- Sticky in Month View
- Feature Event

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

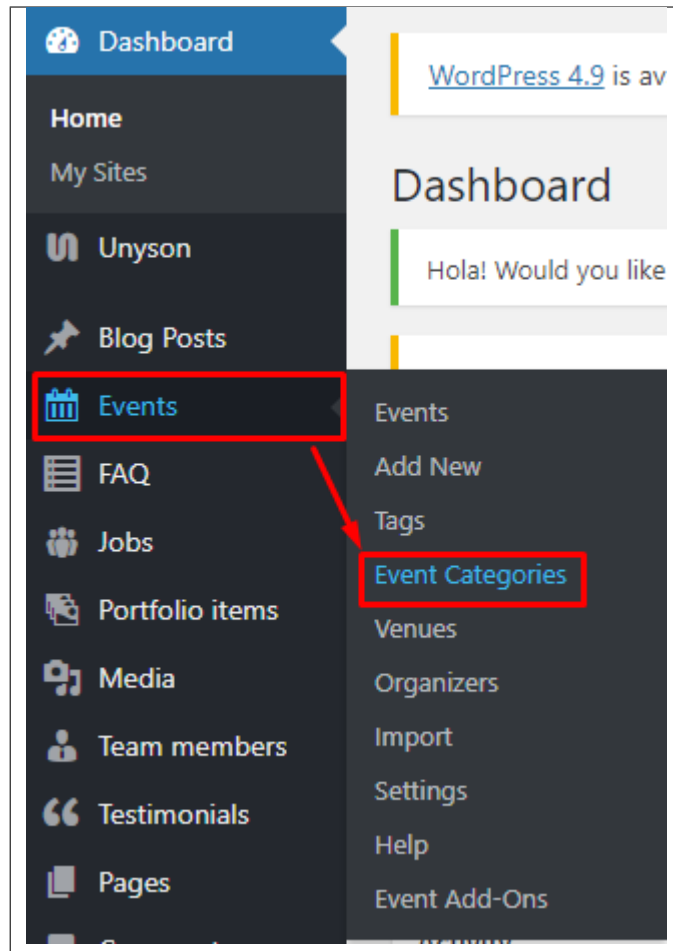
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

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

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 Event Category

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

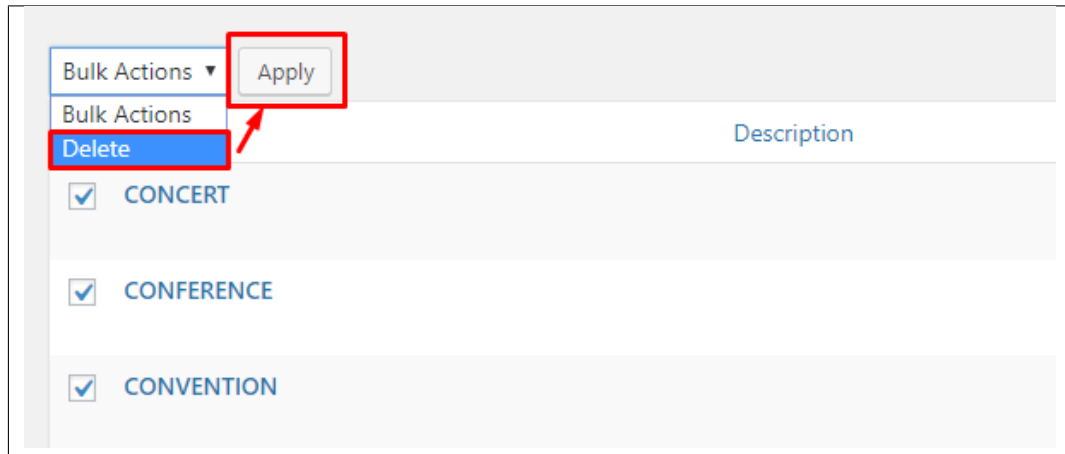
In the *Event Categories* page, you will see all the created category.

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.



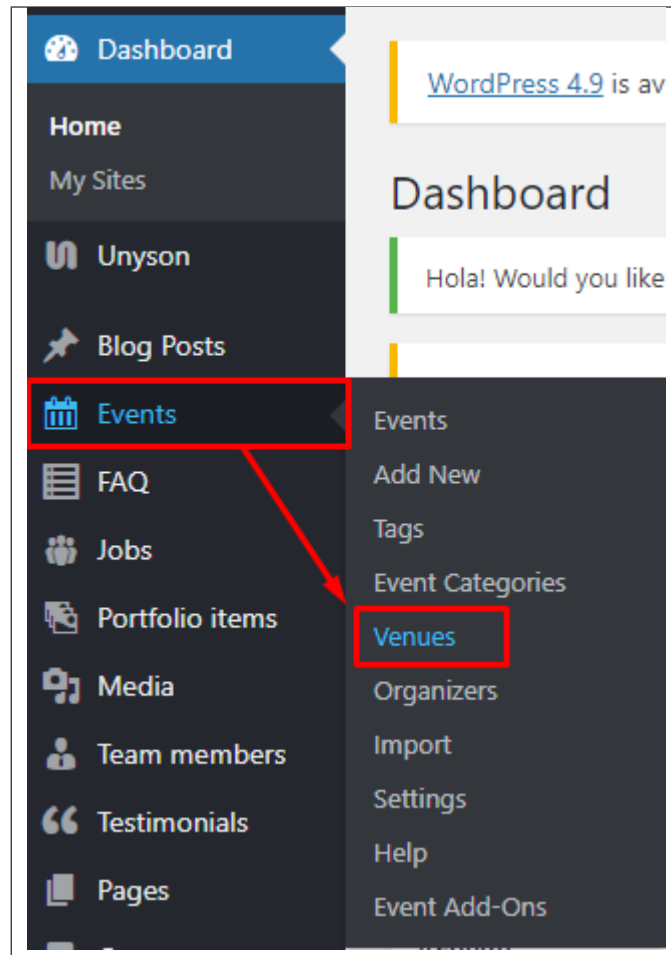
6.3 Event Venue

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*.

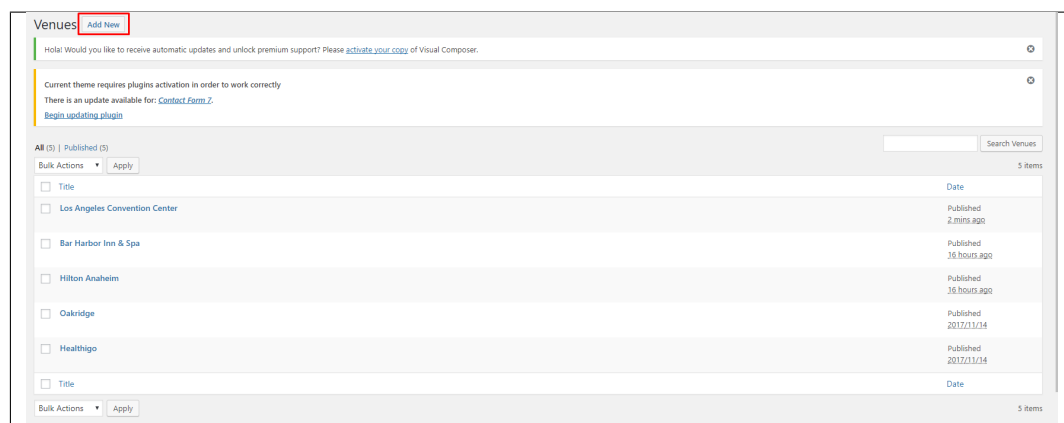
6.3.1 Create Event Venue

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.

The screenshot shows a web form for creating a venue. It is divided into three main sections, each highlighted with a red box and a blue number:

- 1. Title:** A text input field at the top left with the placeholder text "Enter title here".
- 2. Editor container:** A large rich text editor below the title field. It includes a toolbar with options like Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Link, and Image. Below the editor is a "Word count: 0" indicator.
- 3. Venue Information:** A section containing several form fields:
 - Address: Text input
 - City: Text input
 - Country: Dropdown menu with "Select a Country:"
 - State or Province: Text input
 - Postal Code: Text input
 - Phone: Text input
 - Website: Text input
 - Show Google Map: ☒
 - Show Google Maps Link: ☒

On the right side of the form, there is a "Publish" sidebar with options: "Save Draft", "Status: Draft Edit", "Visibility: Public Edit", "Publish immediately Edit", and a "Publish" button.

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.

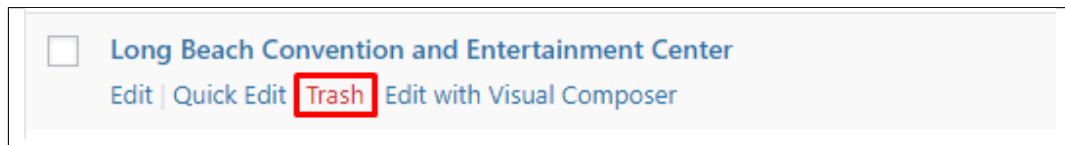
6.3.2 Delete Event Venue

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

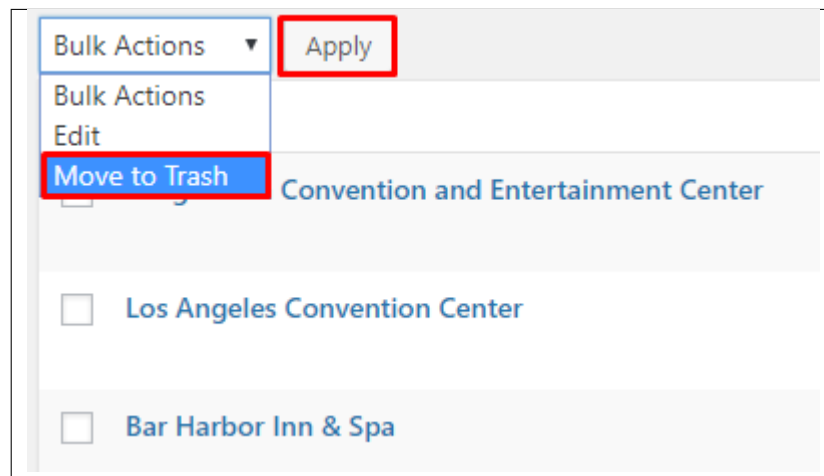
In the *Venues* page, you will see all the created venues.

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.



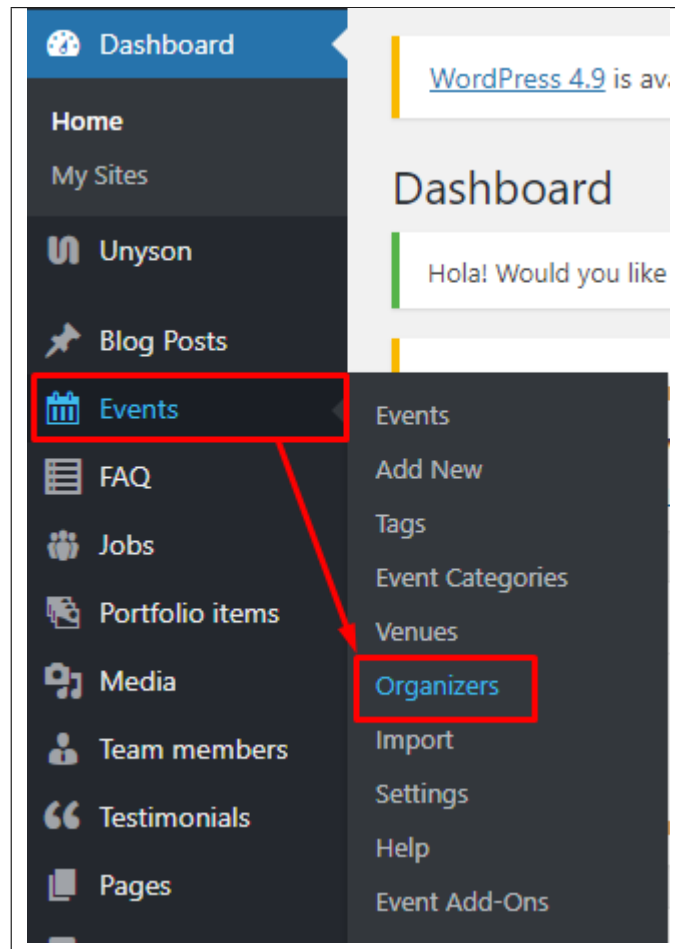
6.4 Event Organizers

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*.

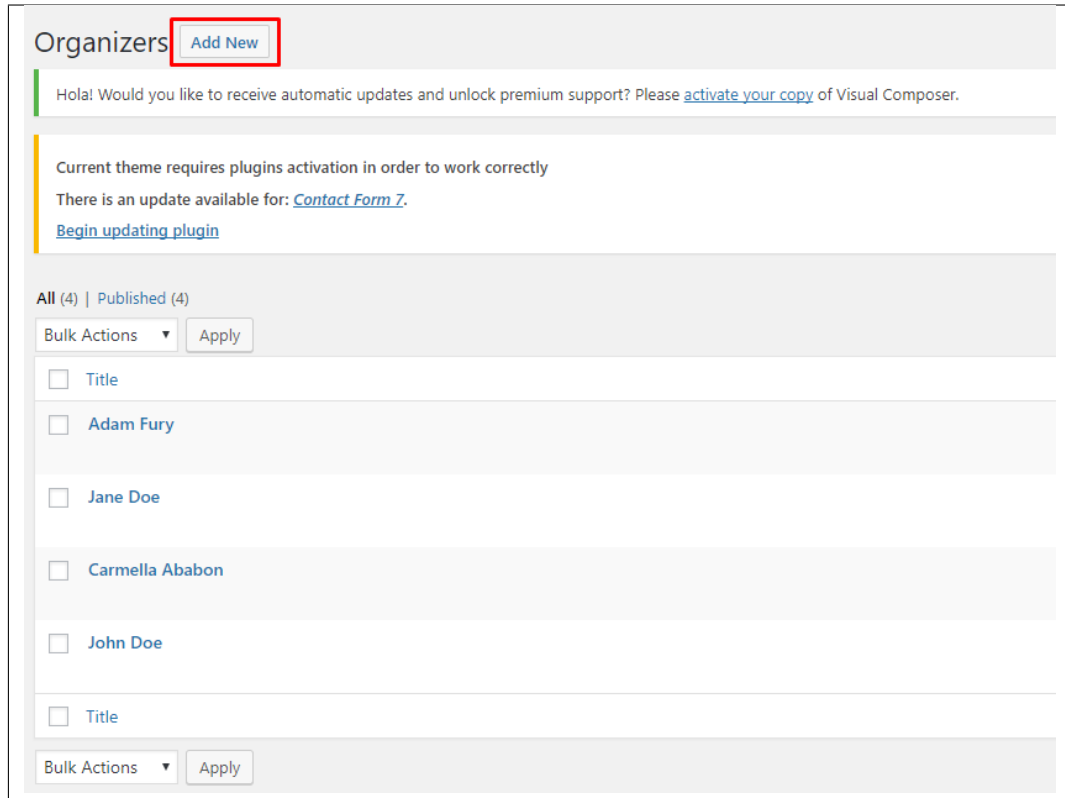
6.4.1 Create Event Organizer

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.



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

The screenshot shows the Sella event organizer creation interface. It features a title field at the top, a rich text editor in the middle, and a form for organizer details at the bottom. The right sidebar contains publishing options like 'Save Draft', 'Status: Draft', 'Visibility: Public', and a 'Publish' button.

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.

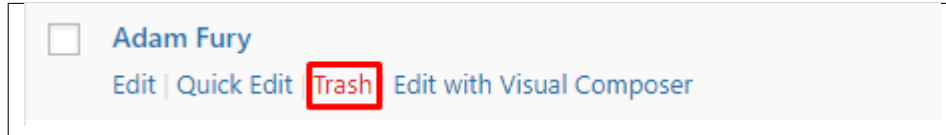
6.4.2 Delete Event Organizer

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

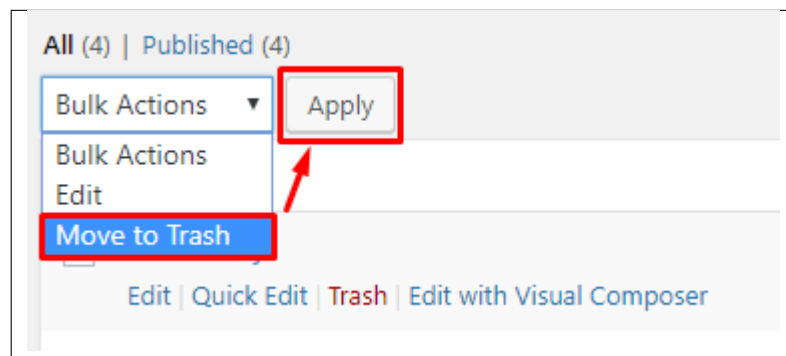
In the *Organizers* page, you will see all the created organizers.

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.

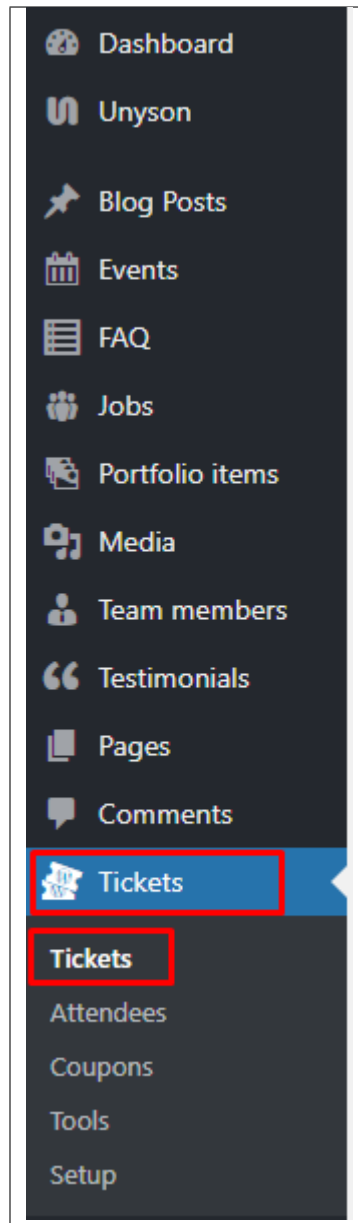


- **Multiple Organizer Delete** - To delete multiple organizers, click on the box beside the organizers you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Move to Trash* option. Click on *Apply* button to delete.



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

☐

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

BACKEND EDITOR

FRONTEND EDITOR

Excerpt

Revolution Slider Options

Choose Slide Template

default

CampTix Meta Log

No log entries yet.

Questions

DEFAULT First name, last name and e-mail address *

Add a [new question](#) or an [existing one](#).

Publish

Save Draft

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish Immediately [Edit](#)

Publish

Ticket Options

Price: 0.00 USD

Quantity: 0

Availability

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 *exiting one*.
4. **Ticket Options** - The price and quantity of the ticket to be sold.
5. **Availability** - When the ticket is available.

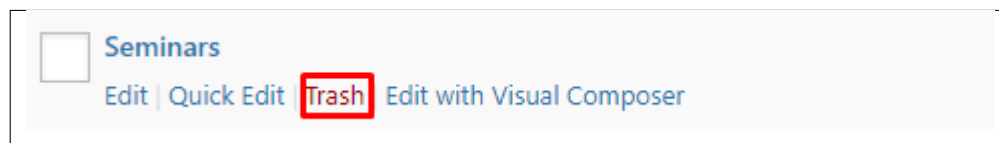
7.2 Delete Ticket

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

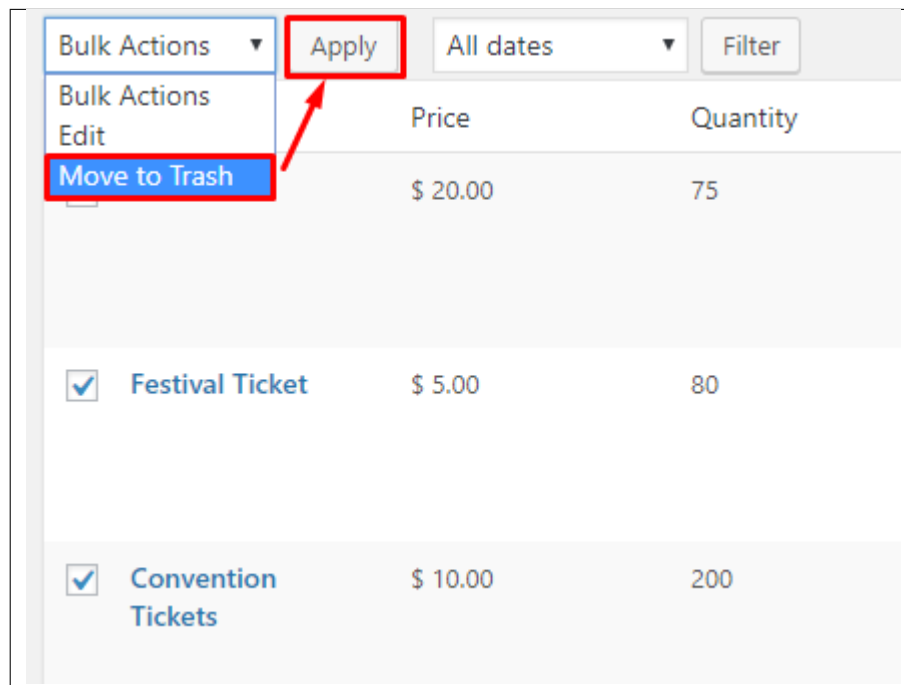
In the Tickets page, you will see all the created tickets.

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**

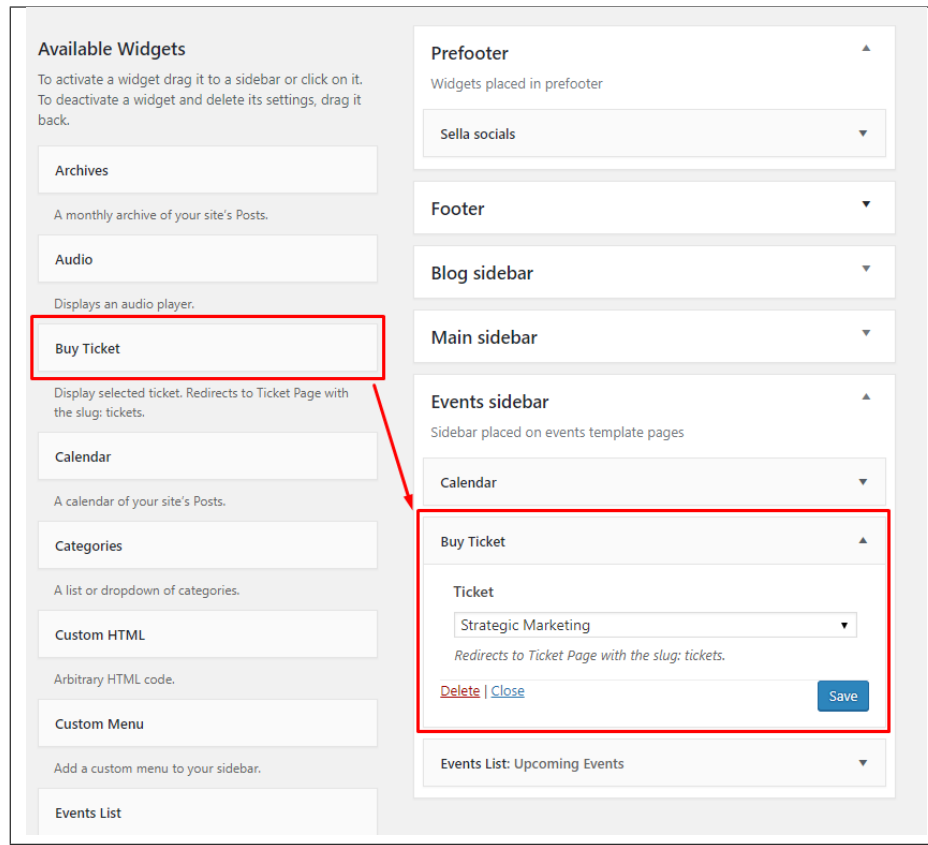
Using the *Upcoming Event* element in the VC, you can choose to show a ticket and set which ticket to use.

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 a red box highlights it with the label 'Option to show ticket'. Below it, the 'Ticket Type' dropdown is set to 'Strategic Marketing', and a red box highlights it with the label 'What ticket to show'. At the bottom, there are 'Close' and 'Save changes' buttons.

(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.

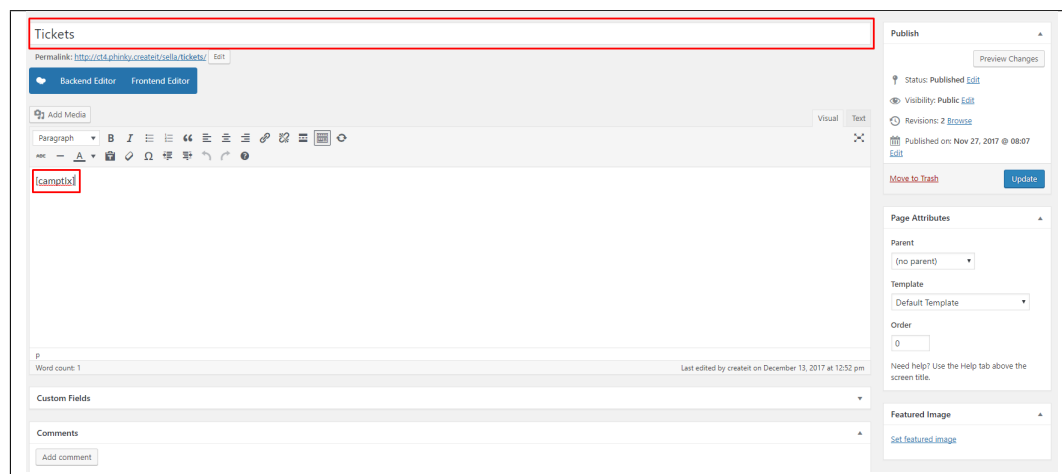
Go to *Appearance > Widget*, drag and drop the *Buy Ticket* widget to the side bar that you will use. Then add which ticket you would like to show in the sidebar.



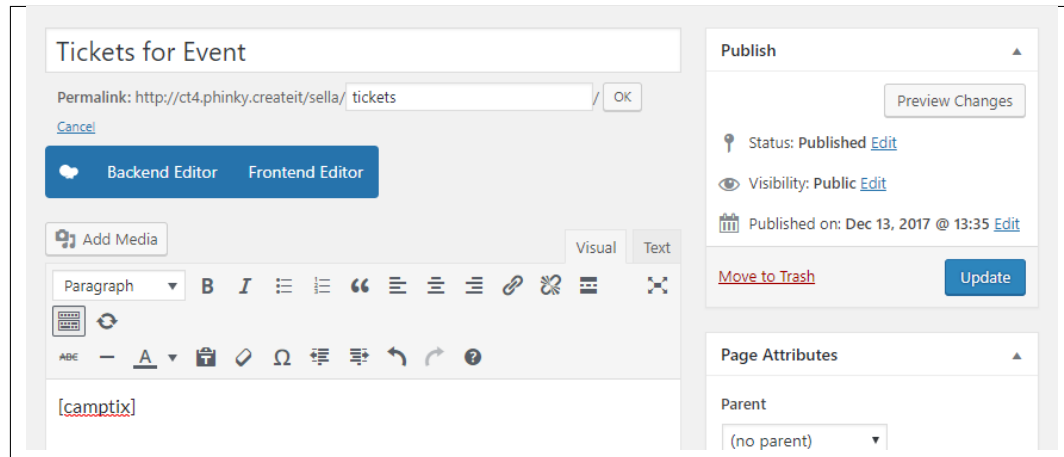
7.4 Setup Page for Tickets

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 **[camptix]**.

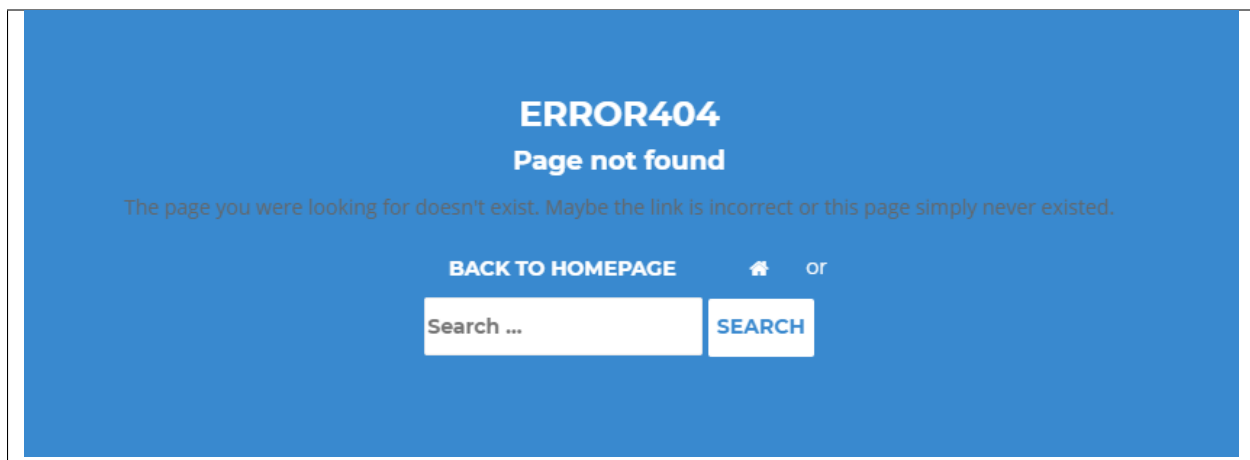


- **Step 3** - After, click on the *Publish* button, to save.
- **Step 4** - Once the page is saved, check the permalink of the page. Click on the edit button and change the inside of the text box to **tickets**, then click the *OK* button.



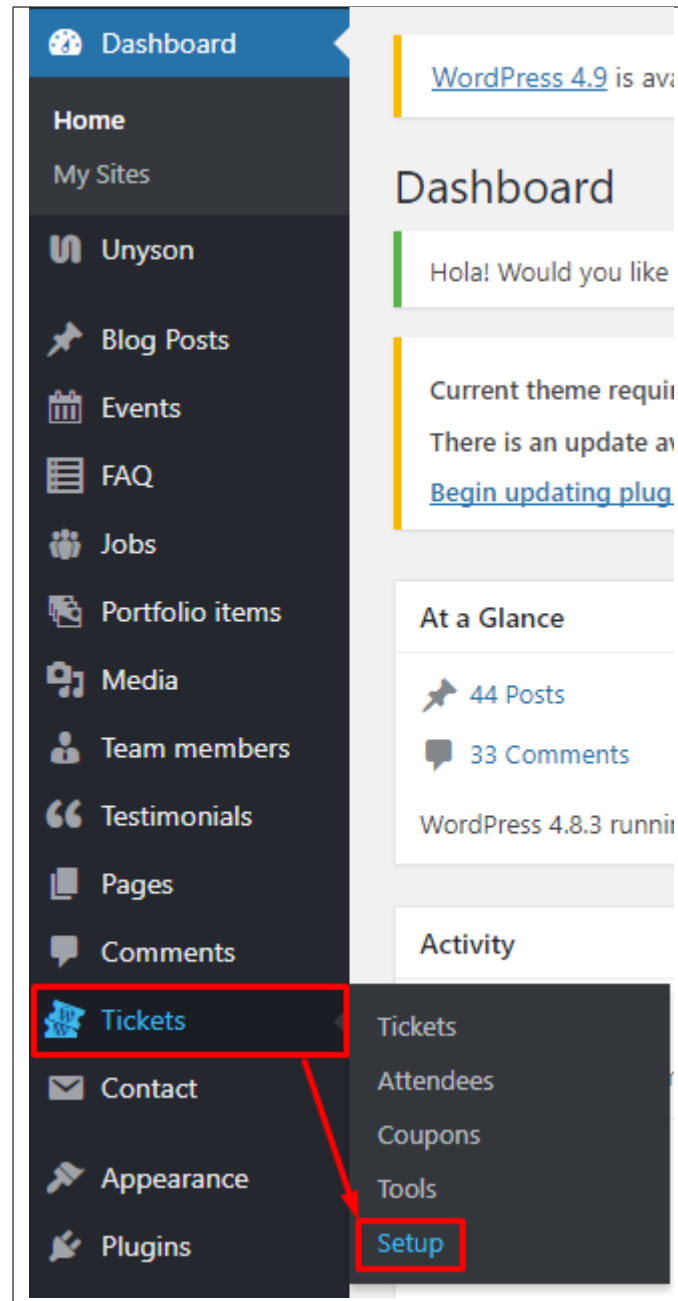
- **Step 5** - Click on the *Update* button, to save.

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

Seminars

Currency

U.S. Dollar (\$ 10,000.00) ▼

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.

Save Changes

- **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	<div>Hi there!</div> <div>You have purchased the following ticket:</div> <div>[receipt]</div>
Multiple purchase	<div>Hi there!</div> <div>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:</div>
Multiple purchase (receipt)	<div>Hi there!</div> <div>You have purchased the following tickets:</div> <div>[receipt]</div>
Pending Payment Succeeded	<div>Hey there!</div> <div>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:</div>
Pending Payment Failed	<div>Hey there!</div> <div>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</div>
Single Refund	<div>Hey there!</div>

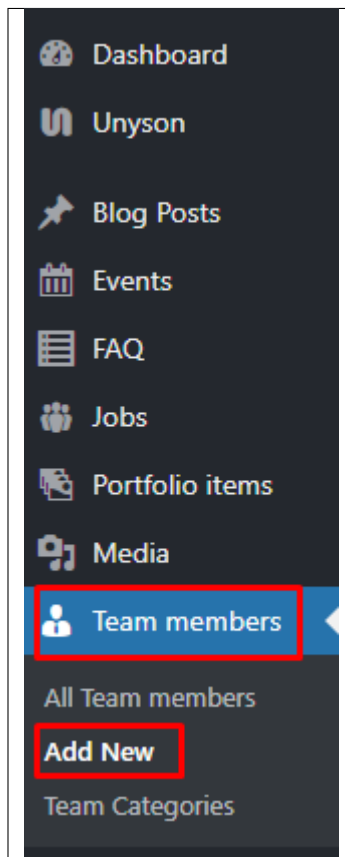
You can customize your *Confirmation E-mail Templates* here. This templates will be e-mailed automatically to the one who buys/refunds a ticket.

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

Team Member

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.

The screenshot shows the 'Add New Team member' page in Sella. The page is divided into several sections, each highlighted with a red box and a blue number:

- 1**: Title field labeled 'Enter title here'.
- 2**: Rich text editor with a toolbar and a large text area.
- 3**: Team options section, including:
 - Position:
 - Facebook URL:
 - Twitter URL:
 - Instagram URL:
 - LinkedIn URL:
 - Skills: A list of skills with percentages (Marketing 92%, PR 85%, Managing 98%) and an 'Add' button.
- 4**: Publish sidebar, including:
 - Status: Draft [Edit](#)
 - Visibility: Public [Edit](#)
 - Publish immediately [Edit](#)
 - Publish button
- 5**: Featured image section, including:
 - Set featured image [Set featured image](#)

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.

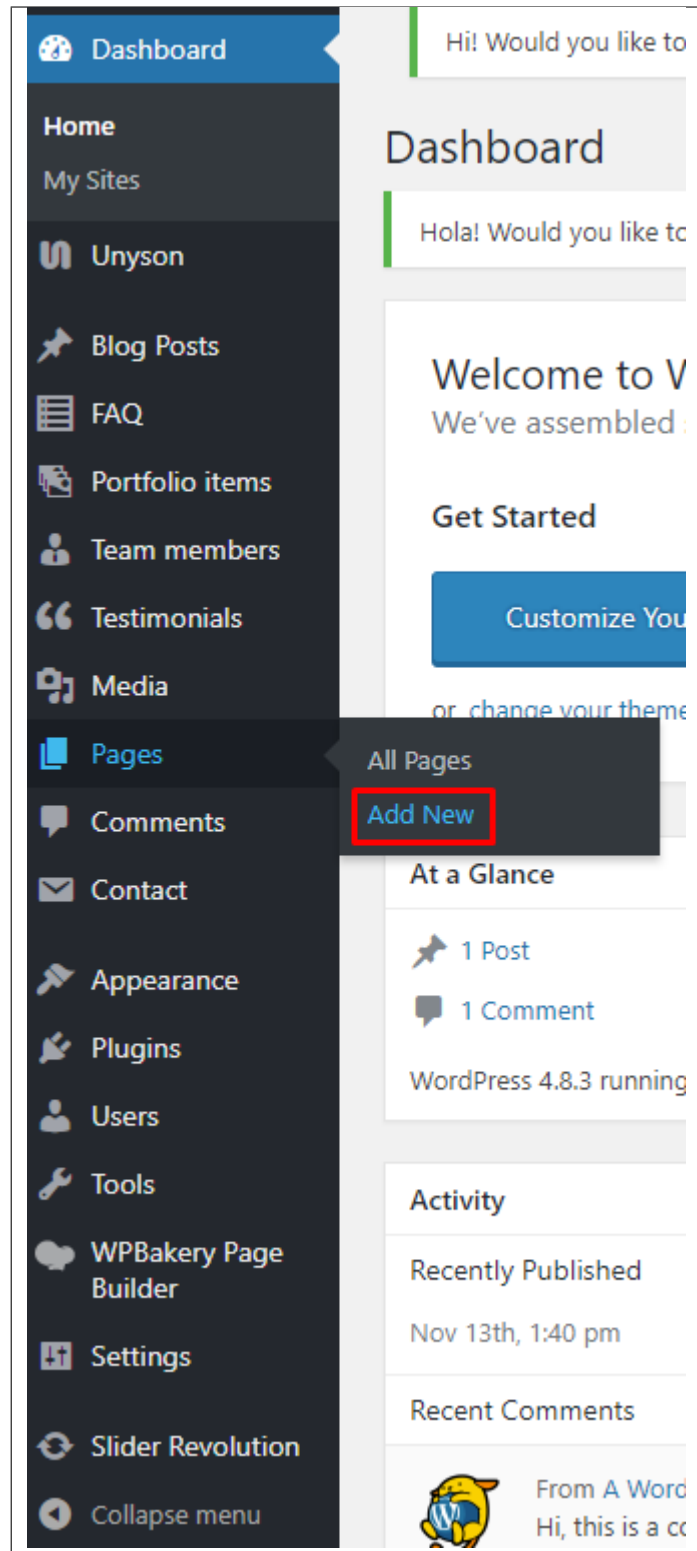
After adding all the details, click on *Publish* button to save.

8.2 Create Team Member Page

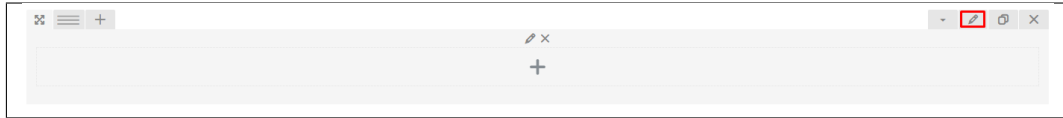
Teams of Sella is generated by the theme from *Team members* items.

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

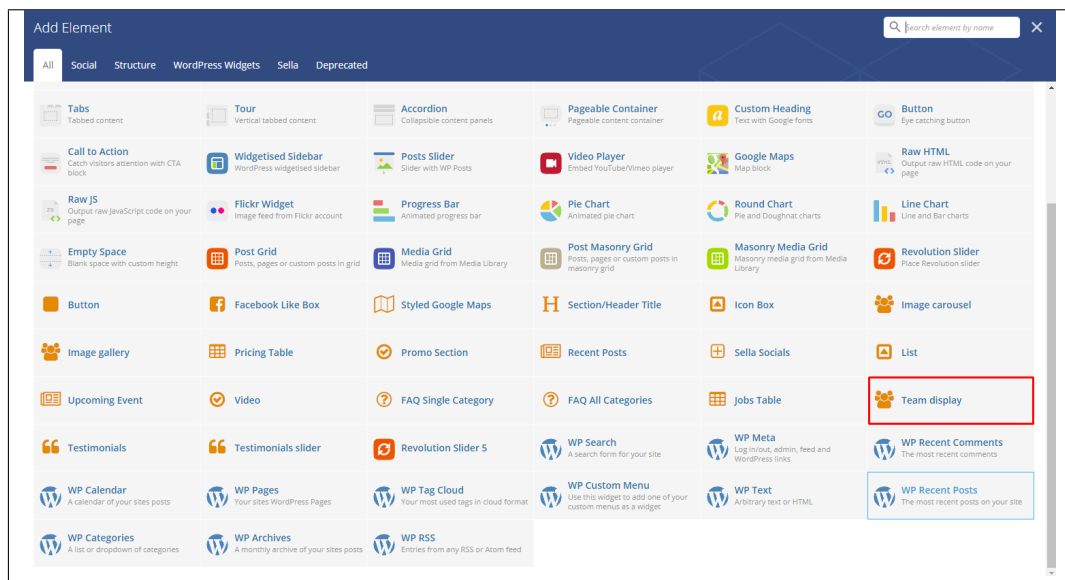
- **Step 1** - Create a new page where to add the Teams page.



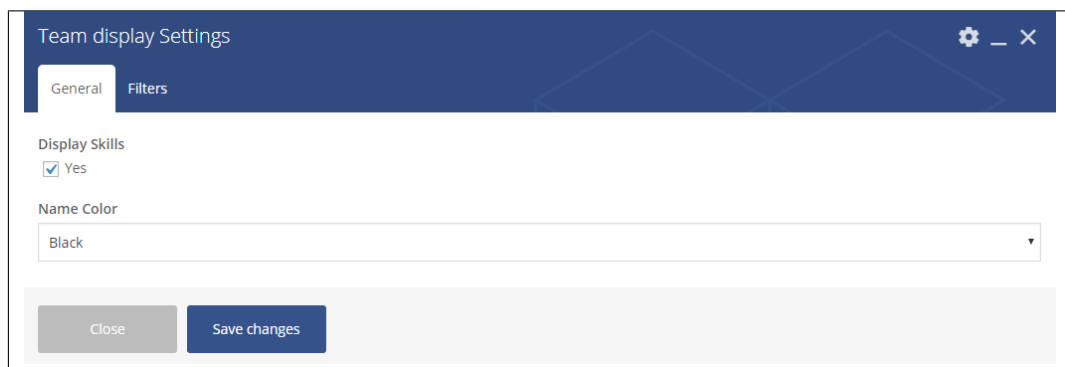
- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.



- **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 -

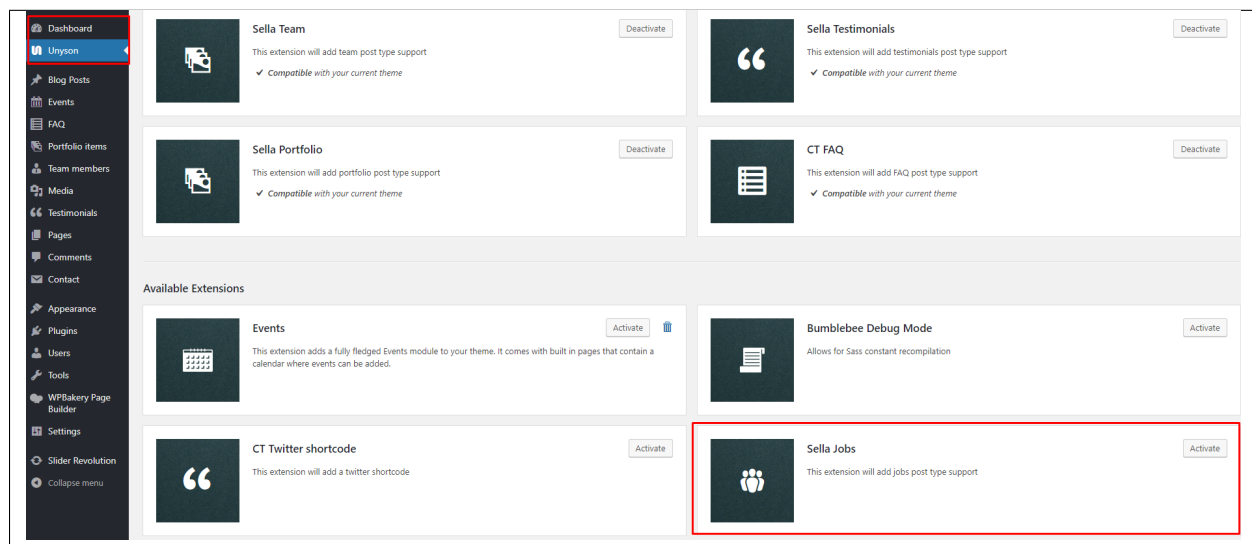
-Filters Tab-

- 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.

Jobs

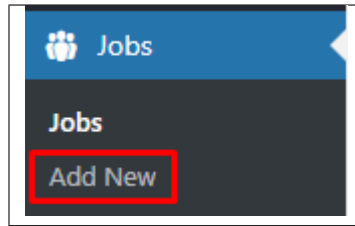
9.1 Jobs

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*



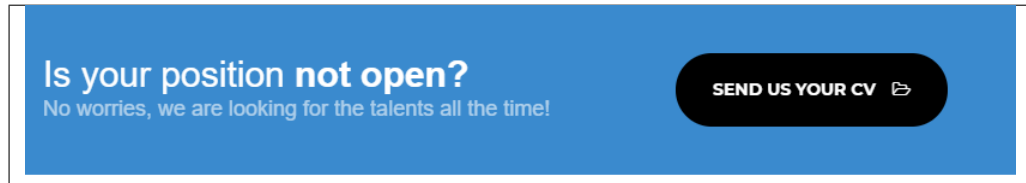
The *Add New Job* page will show. Add the details for the job.

The screenshot displays the Sella job creation interface. It features a top navigation bar with 'Backend Editor' and 'Frontend Editor' tabs. Below this is a 'Publish' sidebar with options like 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. The main content area is divided into three sections, each highlighted with a red box and a number:

- 1. Title field:** A text input field at the top left labeled 'Enter title here'.
- 2. Editor container:** A large text editor area with a rich text toolbar (including bold, italic, link, and list icons) and a 'Word count: 0' indicator at the bottom.
- 3. Job Options:** A form section containing several input fields and a checkbox:
 - Type:** A text input field.
 - Location:** A text input field.
 - Department:** A text input field.
 - Display Call to Action:** A checkbox labeled 'Yes'.
 - Button URL:** A text input field with a note: 'Type in Page name. Applicable only if Display Call to Action is YES.'
 - End date:** A date input field with a note: 'If empty, application has expired.'

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.

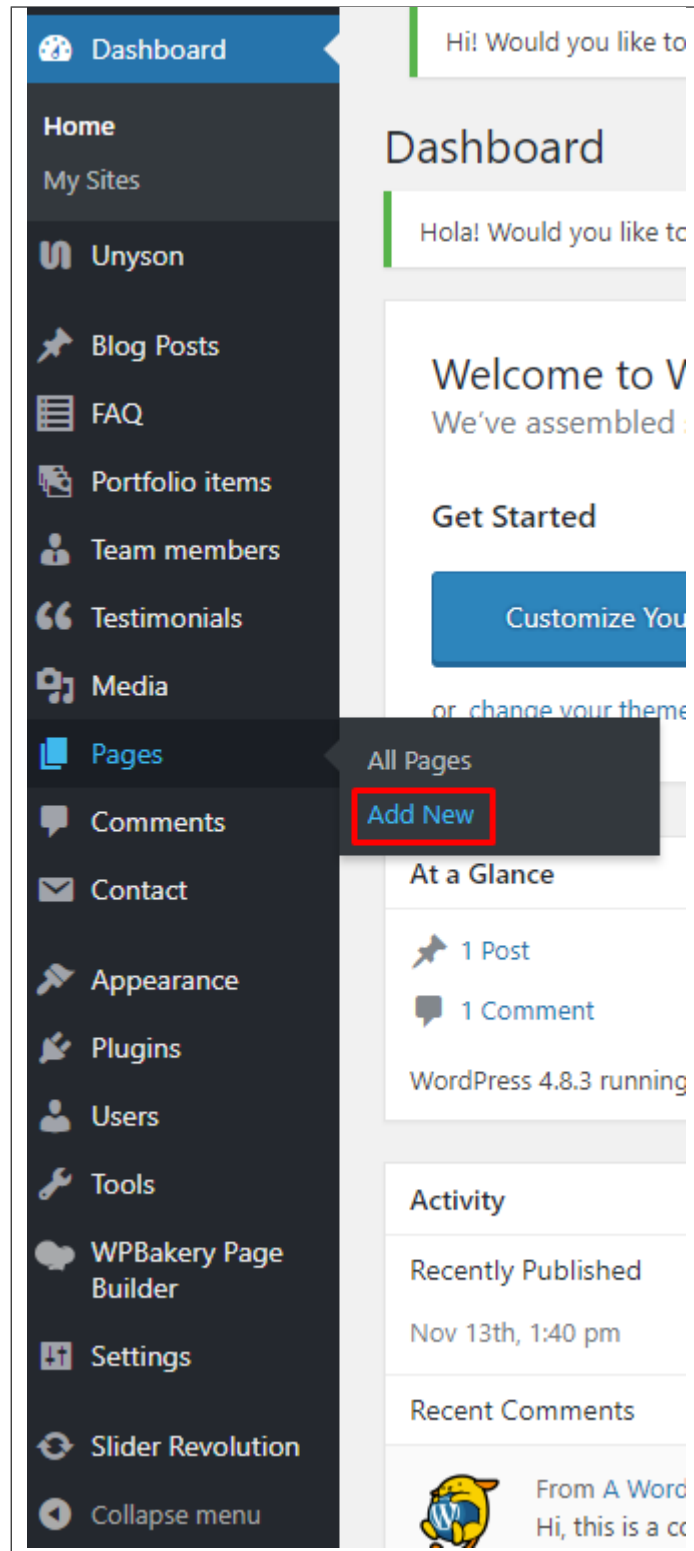
After adding all the details, click on *Publish* button to save.

9.2 Create Jobs Page

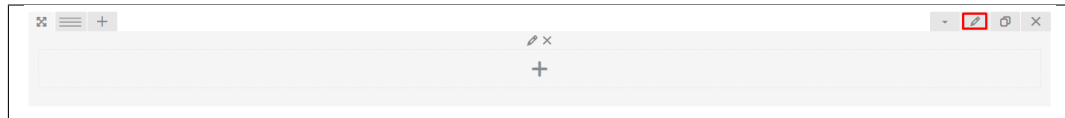
Jobs of Sella is generated by the theme from *Jobs* items.

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

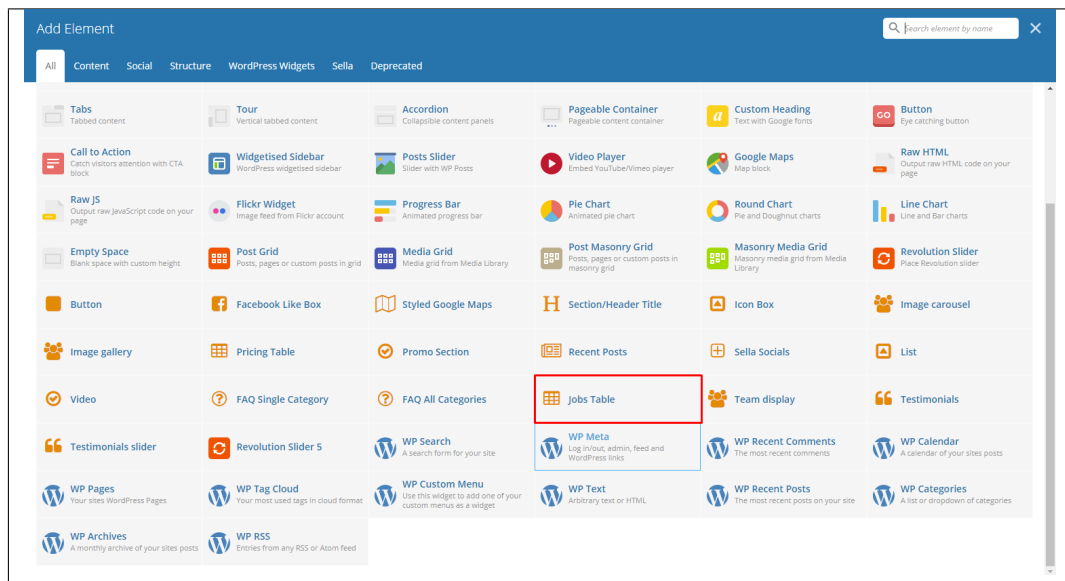
- **Step 1** - Create a new page where to add the Jobs page.



- **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.

Jobs Table Settings

Sella

Filters

Title

Status

☐ Yes

Display status?

Type

Stripped

Close

Save changes

-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-

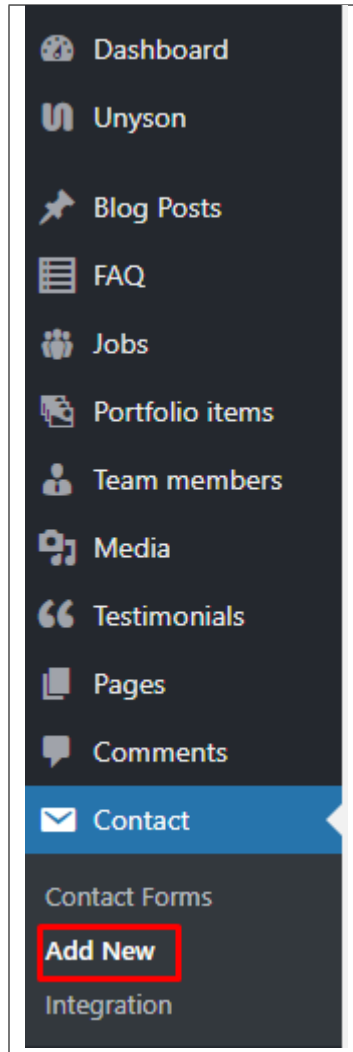
- You can set the filter for the table. Set/Change as needed.
- **Step 7** - You can add more elements on the page as you like. Once satisfied, click on the *Publish* button.

CHAPTER 10

Contact Form

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.

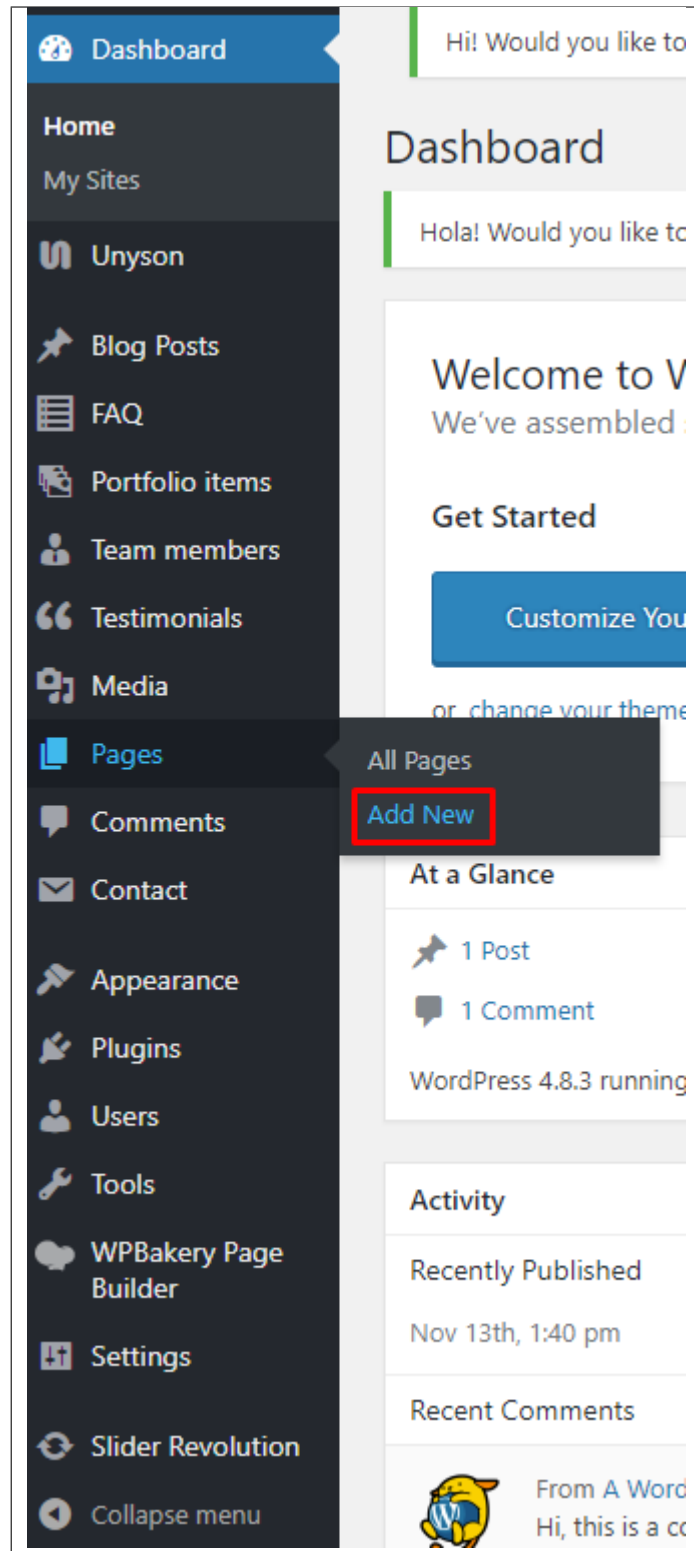
After adding all the details, click on *Save* button to save.

10.2 Create Contact Page

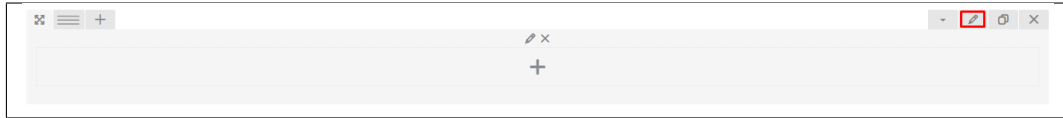
Contact Form Page of Sella is generated by the theme from *Contact Form* item.

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

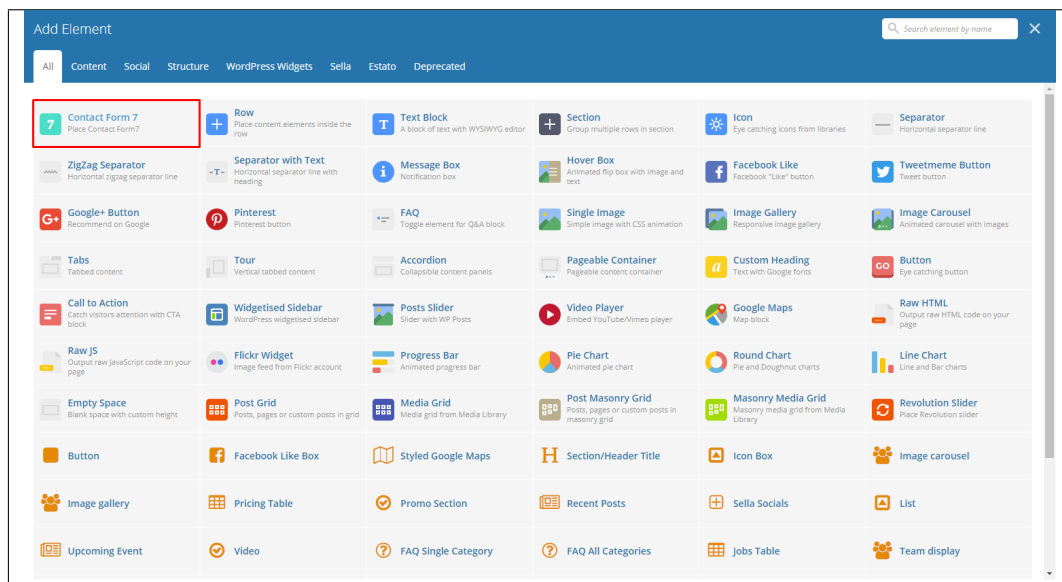
- **Step 1** - Create a new page where to add the *Contact Form*.



- **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.

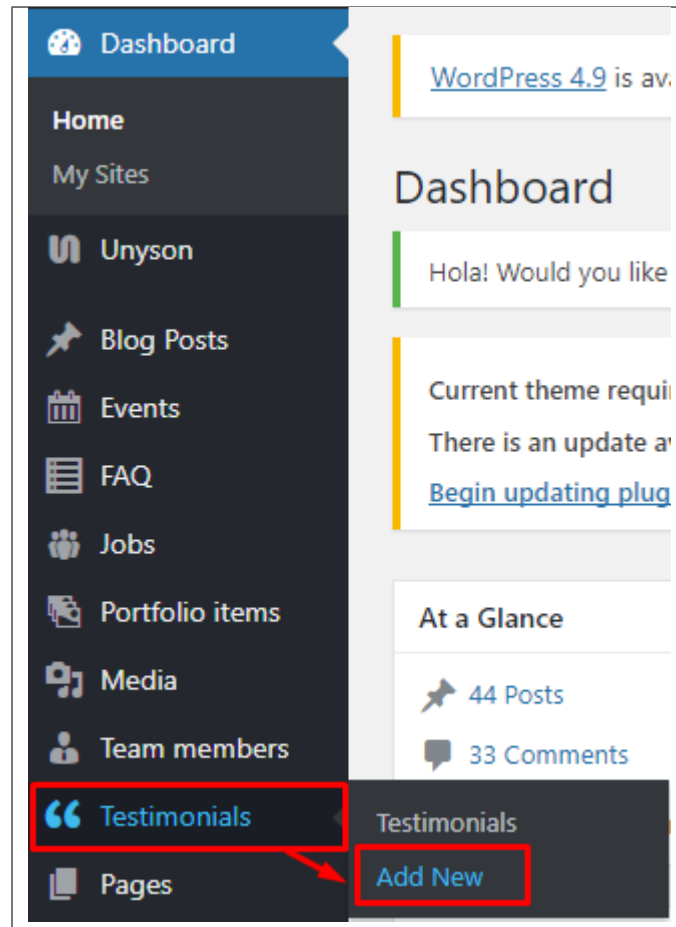
- **Step 8** - Once you have finished customizing the page, click on the *Publish* button.

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.

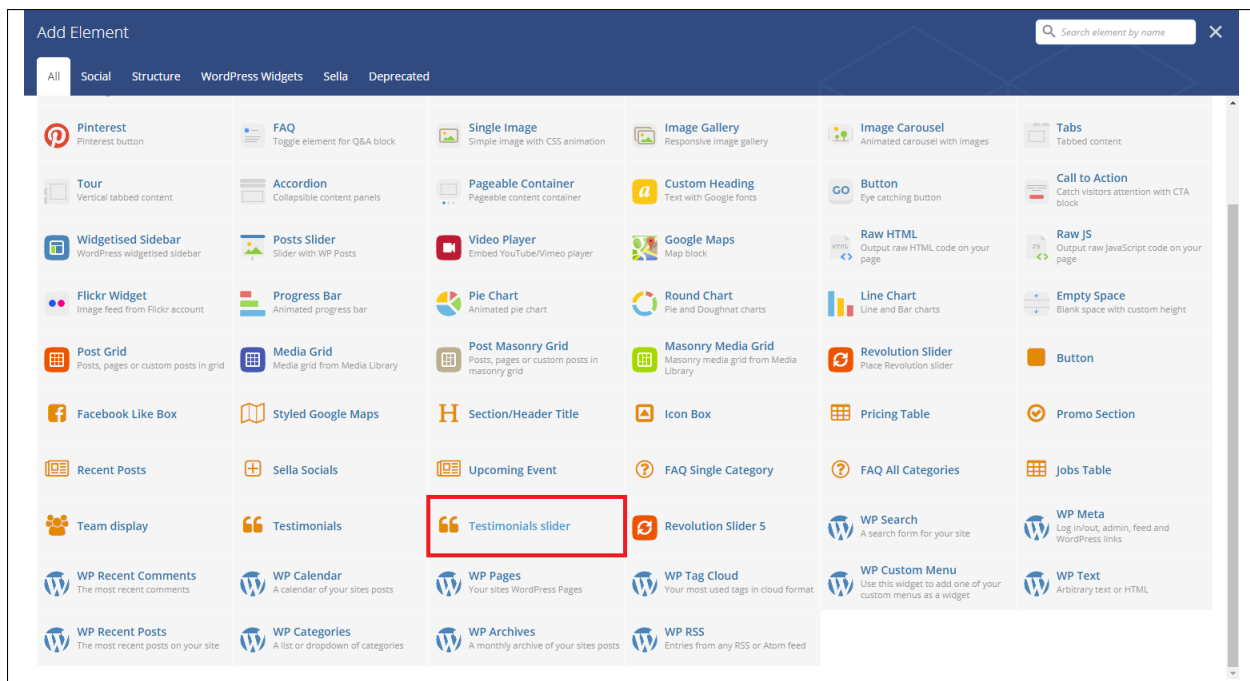
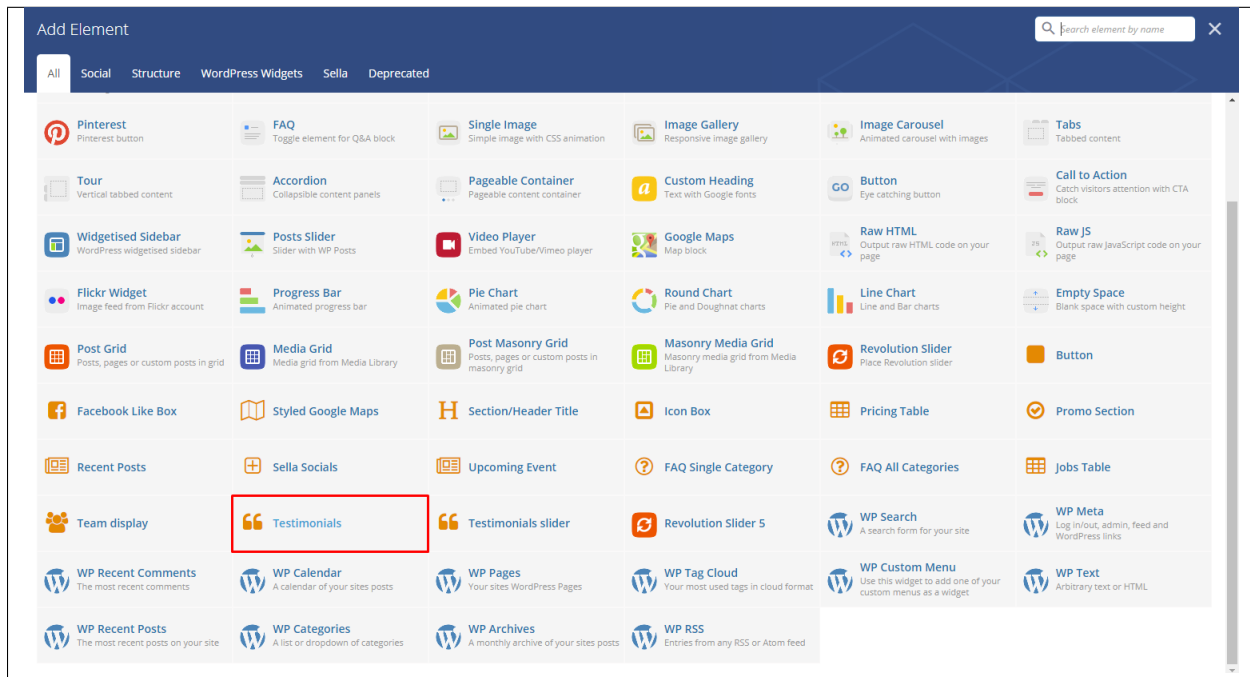
The screenshot shows the Sella CMS editor interface. At the top, there is a title field labeled "Enter title here" (1). Below the title field are tabs for "BACKEND EDITOR" and "FRONTEND EDITOR". The main editing area is a rich text editor (2) with a toolbar containing various formatting options like bold, italic, link, and list. Below the rich text editor is a "Revolution Slider Options" panel (3) with a "Choose Slide Template" dropdown set to "default". At the bottom, there is an "Author" section (3) with fields for "Name" (John Doe), "Title" (Sales Manager), and "Company" (Company inc.). On the right side, there is a "Publish" panel (4) with buttons for "Save Draft", "Preview", and "Publish", and links for "Status: Draft", "Visibility: Public", and "Publish immediately". Below the "Publish" panel is a "Featured Image" section (4) with a link to "Set featured image".

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.

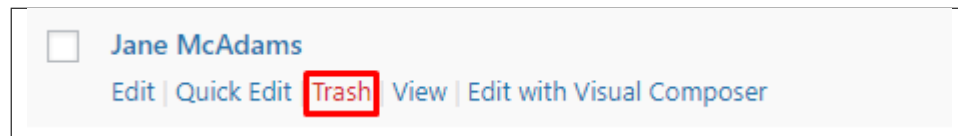
11.3 Delete Testimonials

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

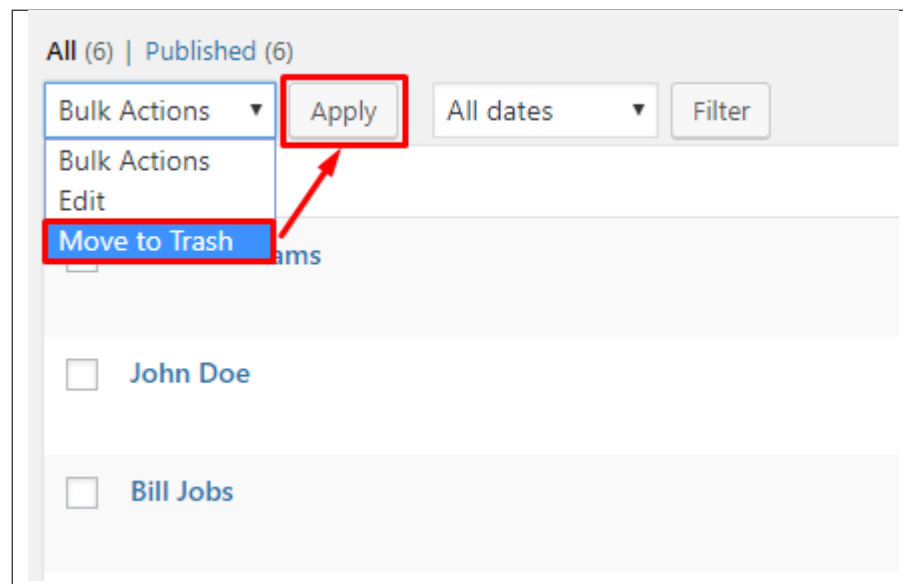
In the Testimonials page, you will see all the created testimonials.

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.



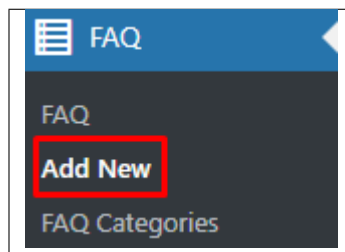
- **Multiple Testimonials Delete** - To delete multiple testimonials, click on the box beside the testimonials you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



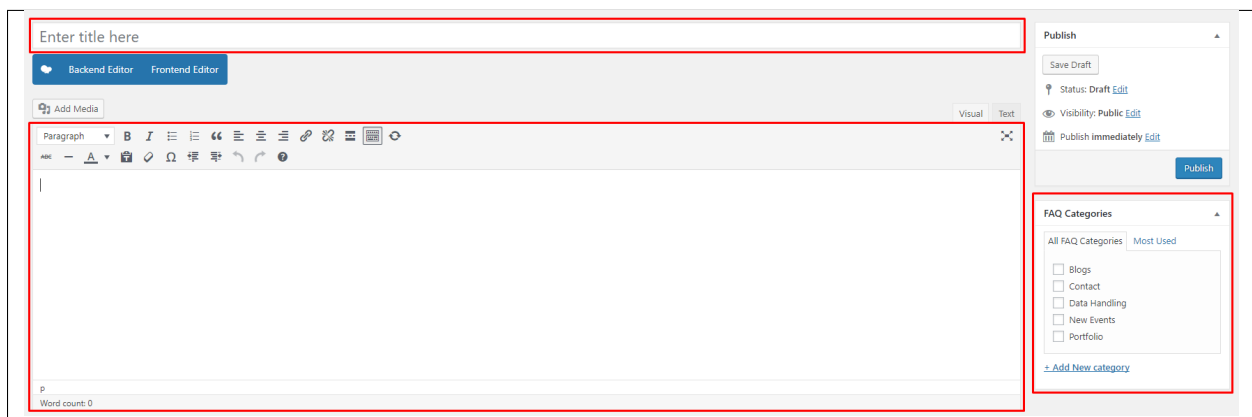
12.1 Create FAQ Item

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.

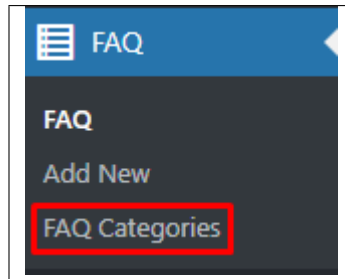
- **Editor Container** – Where the answers for the question is added.
- **FAQ Categories** (optional) – Assign to preexisting category or add a new one.

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

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

Bulk Actions ▾
☐ Name
☐ Blogs
☐ Contact
☐ Data Handling
☐ New Events
☐ Portfolio
☐ Name

Bulk Actions ▾
Apply

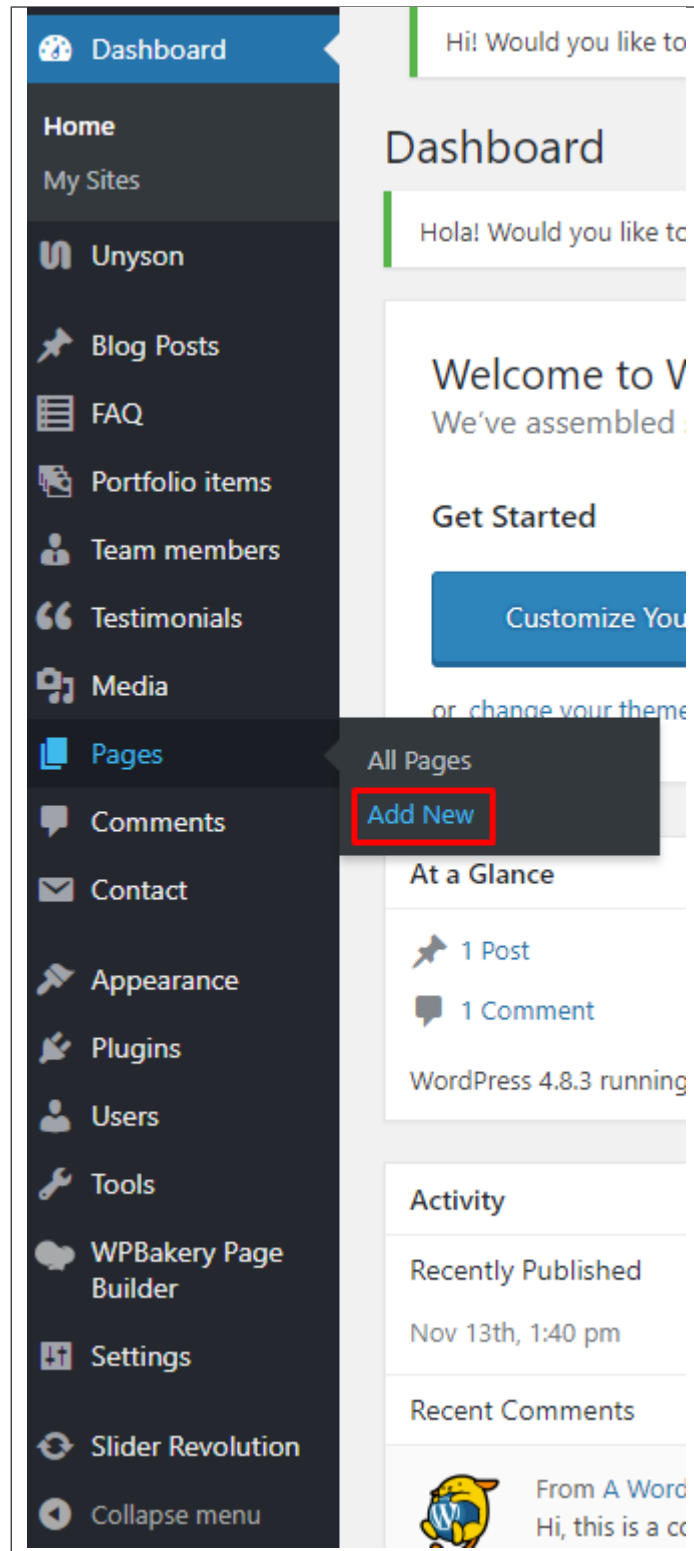
After adding all the details, click on *Add New category* to save.

12.2 Create FAQ Page

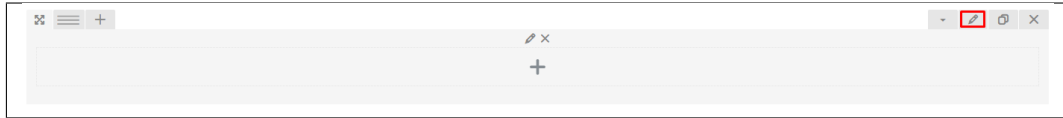
Frequently Asked Questions (FAQ) of Sella is generated by the theme from *FAQ Items*.

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

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

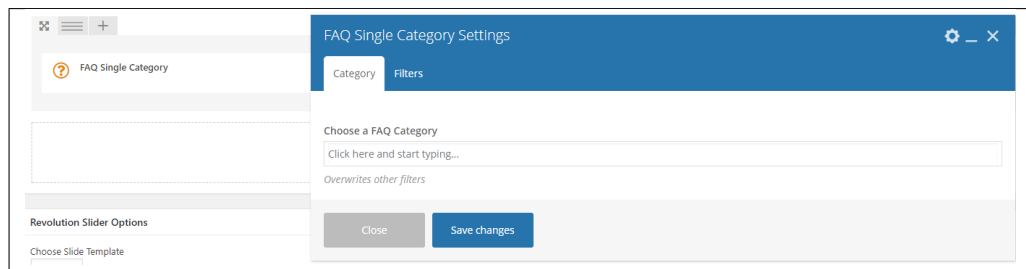


- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.



- **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

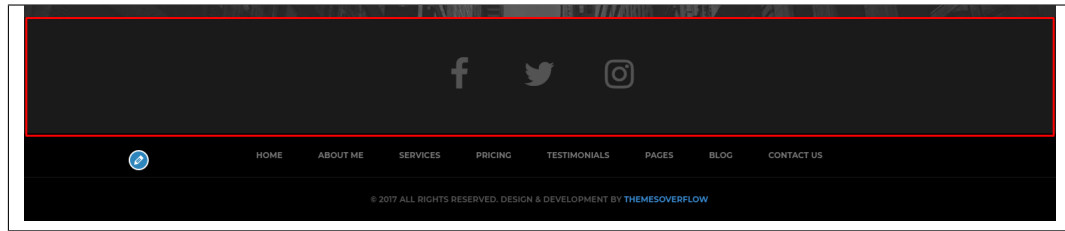
Blog sidebar

Main sidebar

Events sidebar

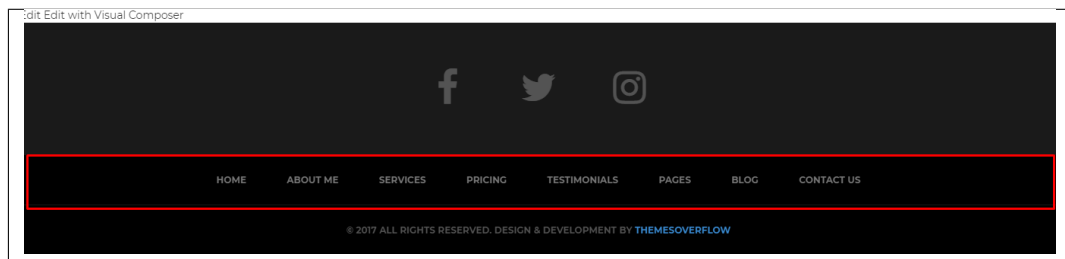
In Sella you have access to 5 sidebars that can be customized using available theme widgets.

- **Prefooter**



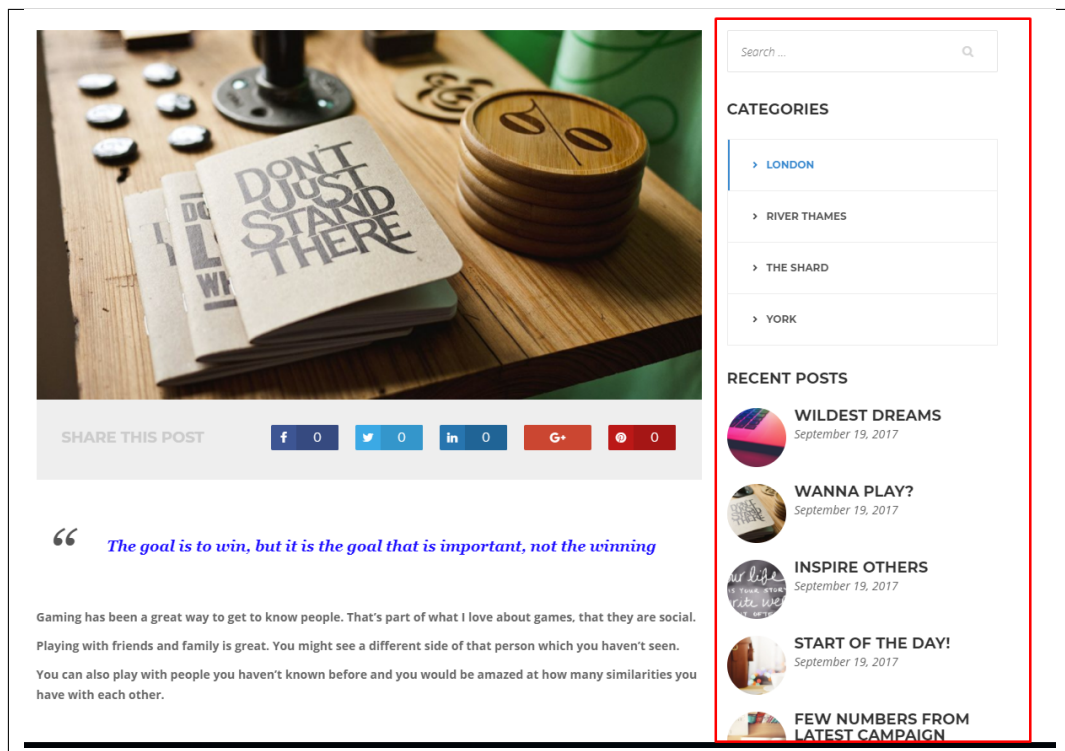
You can enable/disable the pre-footer in the *Appearance > Customize > Footer*, then uncheck the *Pre-footer display*.

- **Footer**



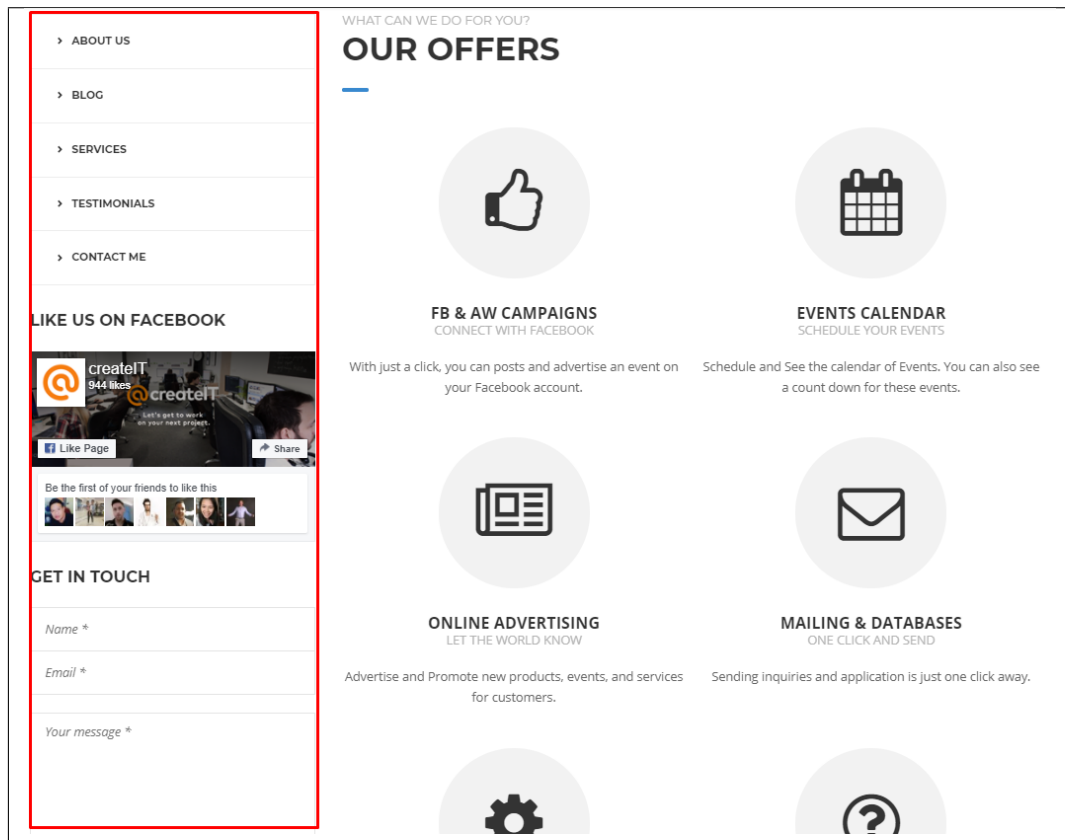
You can enable/disable the footer in the *Appearance > Customize > Footer*, then uncheck the *Footer display*.

- **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



- Events sidebar

Search ...

November 2017

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

« Sep

« ALL EVENTS

TOFICON

DECEMBER 10 - December 11

[+ GOOGLE CALENDAR](#)
[+ ICAL EXPORT](#)

DETAILS

START:

December 10

END:

December 11

EVENT CATEGORY:

CONVENTION

EVENT TAGS:

convention, figurine, toys

ORGANIZER

John Doe

PHONE:

123 4567

EMAIL:

martha@createit.pl

WEBSITE:

http://ct4.phinky.createit/

UPCOMING 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

BUY YOUR TICKET NOW

\$ 4.00

BUY TICKET NOW

13.1.2 How to Edit Widgets

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

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

To add a widget to your site, drag and drop the name of the widget you want to use from the *Available Widgets* section into one of the 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.

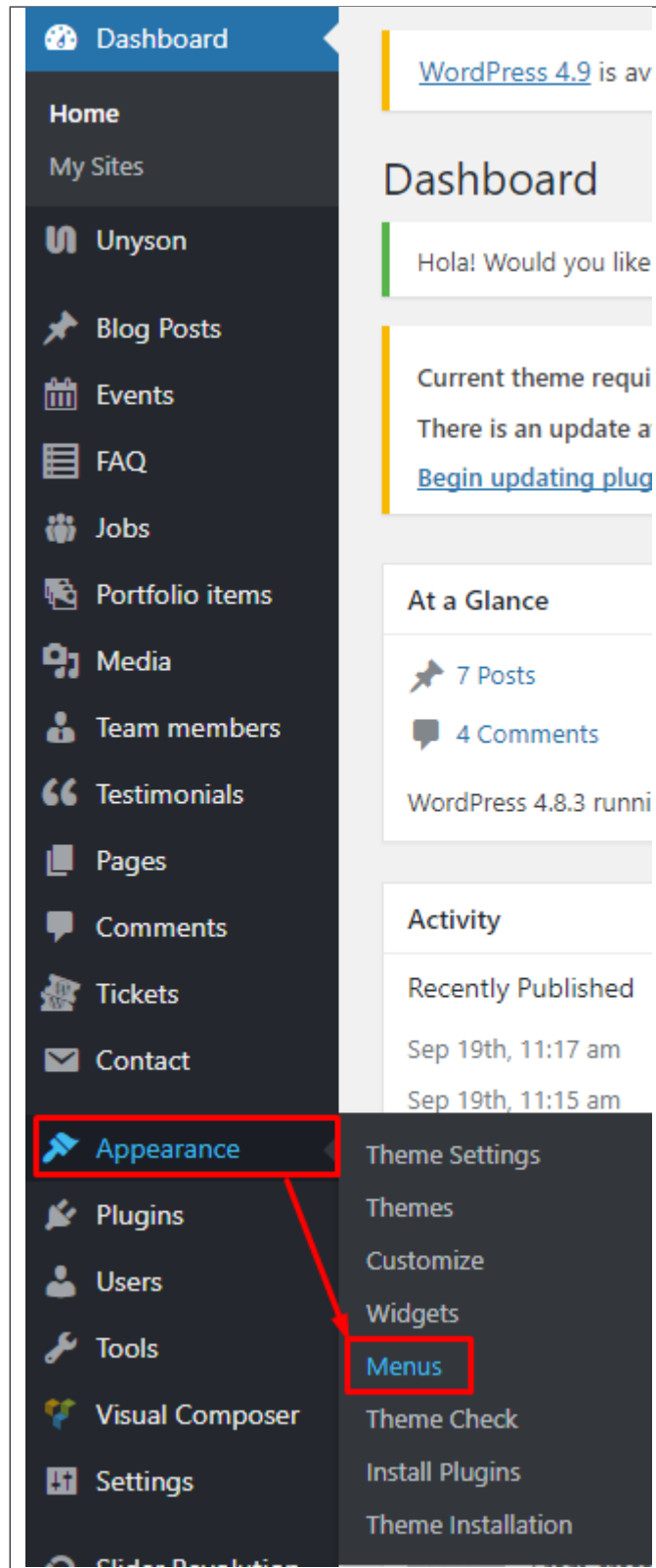
13.2 Menus

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

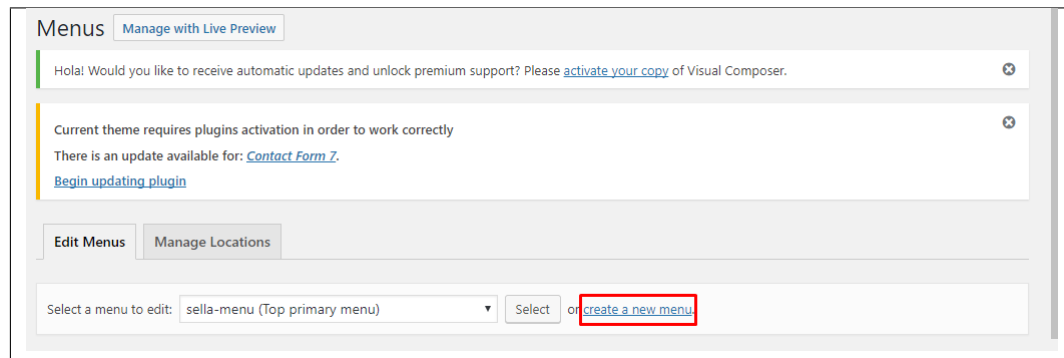
13.2.1 Menu Setup

To make a simple menu, follow the steps:

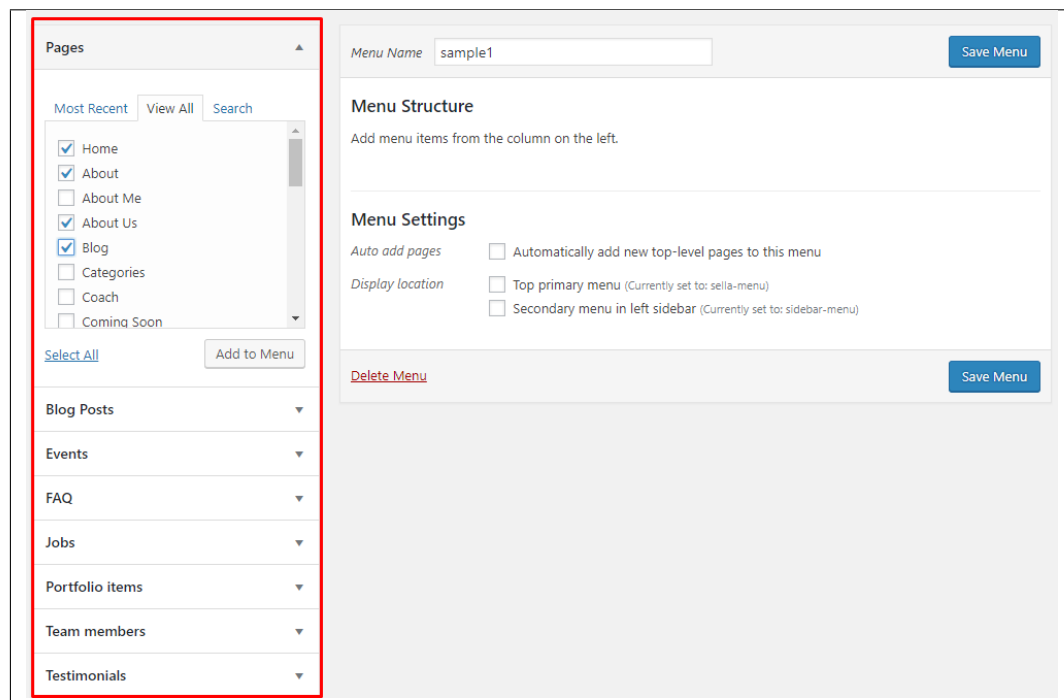
- **Step 1** - Navigate your Dashboard to *Appearance > Menus*. The *Menus* page will show.



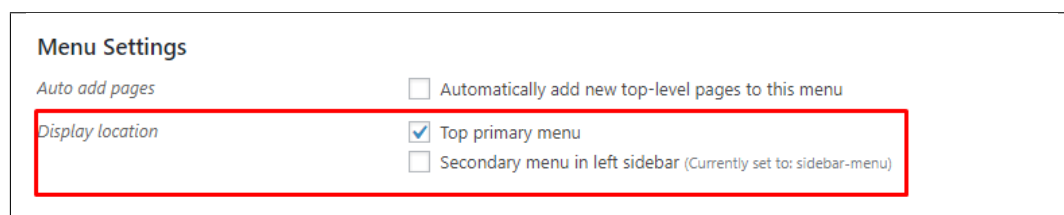
- **Step 2** - In the menus page, you can edit a menu or make a new menu. To make a new menu, locate *create a new menu*.



- **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.



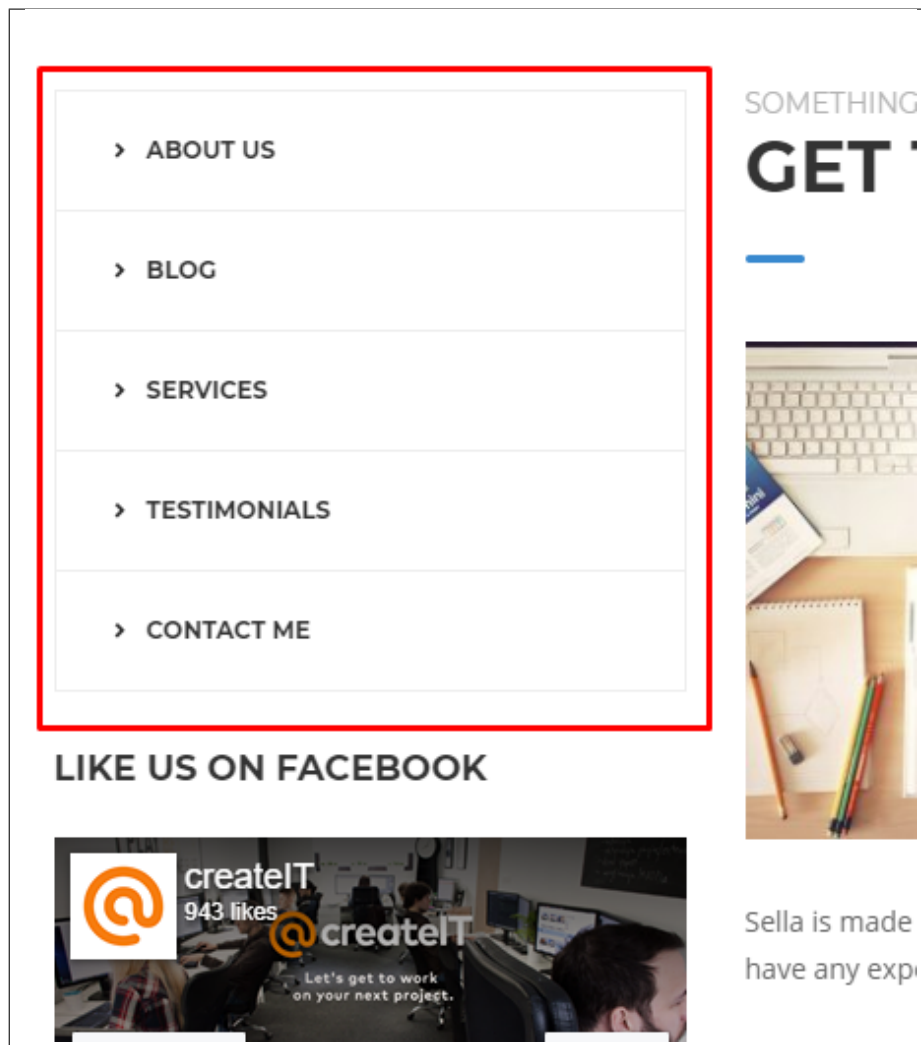
- **Step 5** - You can set a menu as a *Top primary menu* or *Secondary menu in the left sidebar*.



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:

the slug: tickets.

Categories

A list or dropdown of categories.

Custom Menu

Add a custom menu to your sidebar.

Prefooter
Footer
Blog sidebar
✓ Main sidebar
Events sidebar

Cancel Add Widget

Facebook Like Box

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](#)

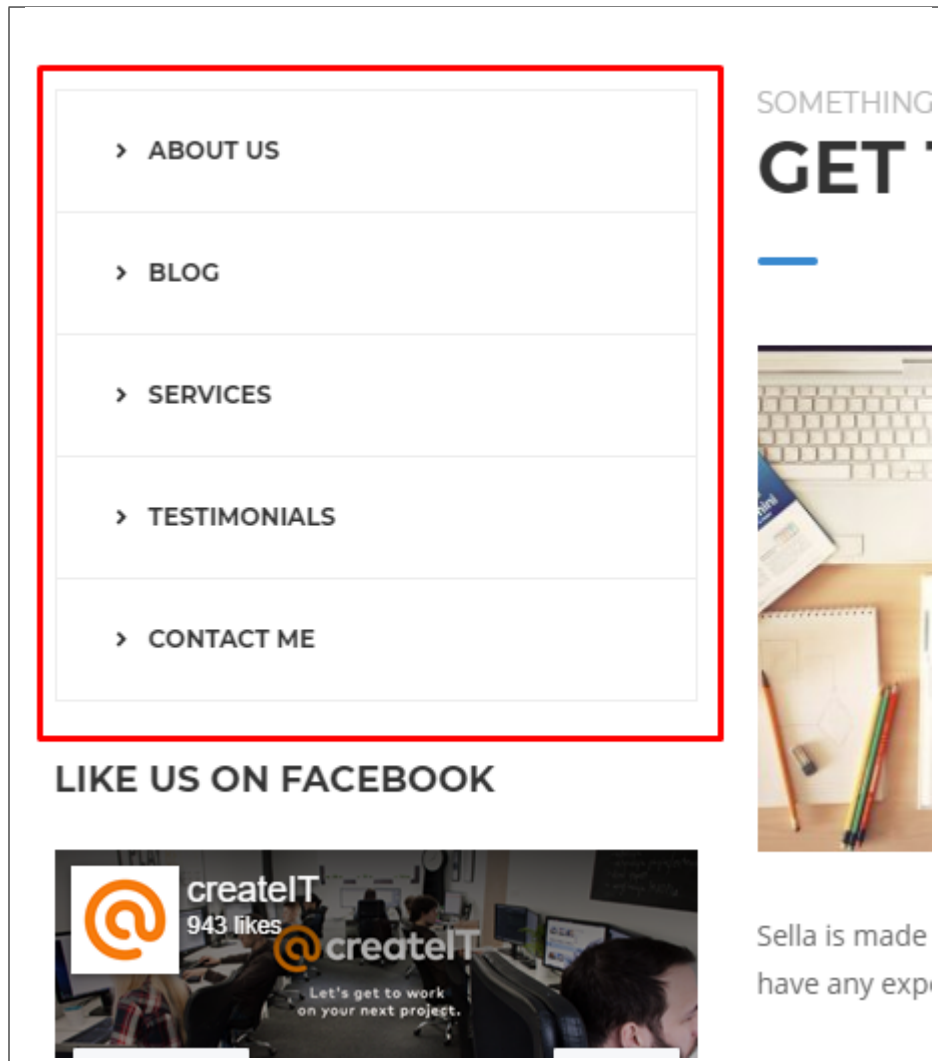
Facebook Like Box

Text: Get in touch

Events sidebar

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

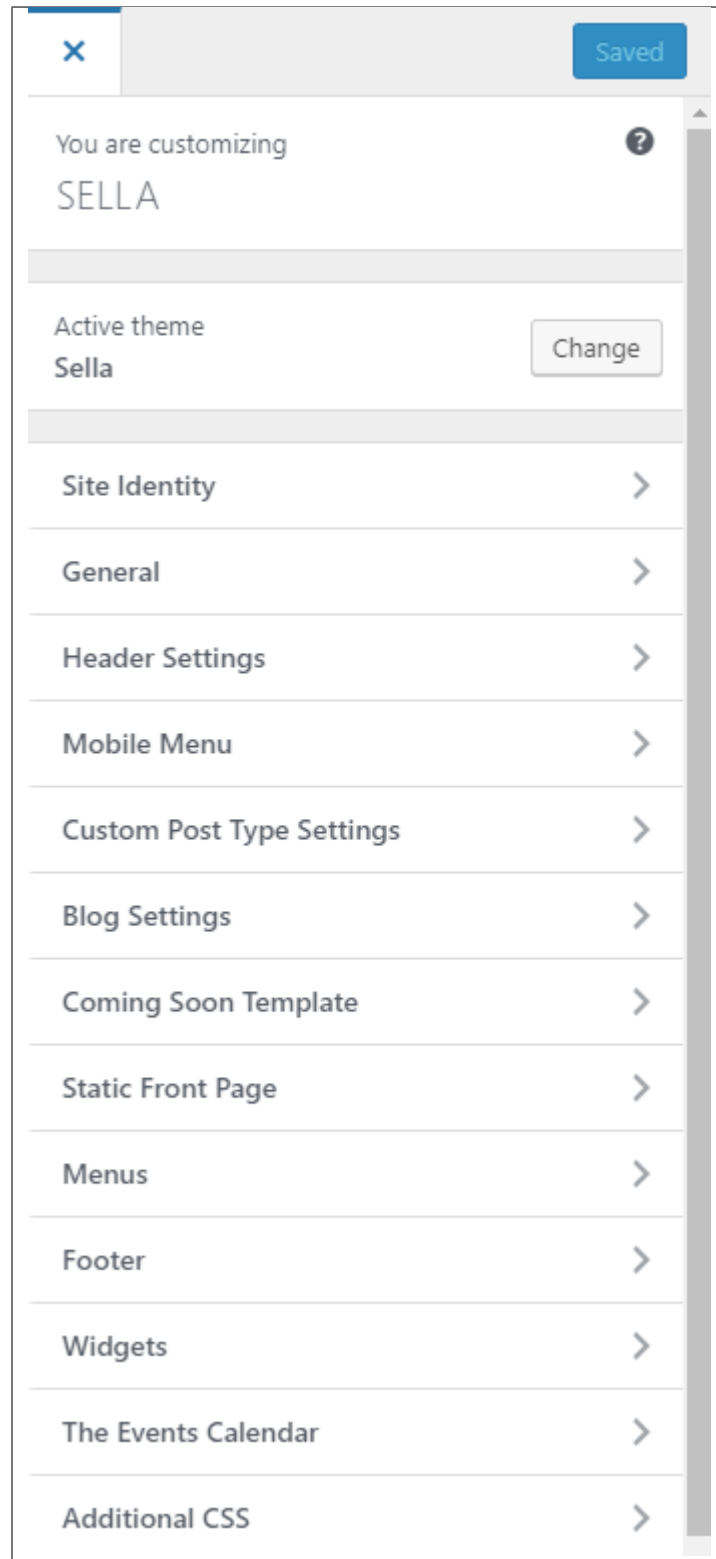
You can see the changes on the page where the sidebar is used.



CHAPTER 14

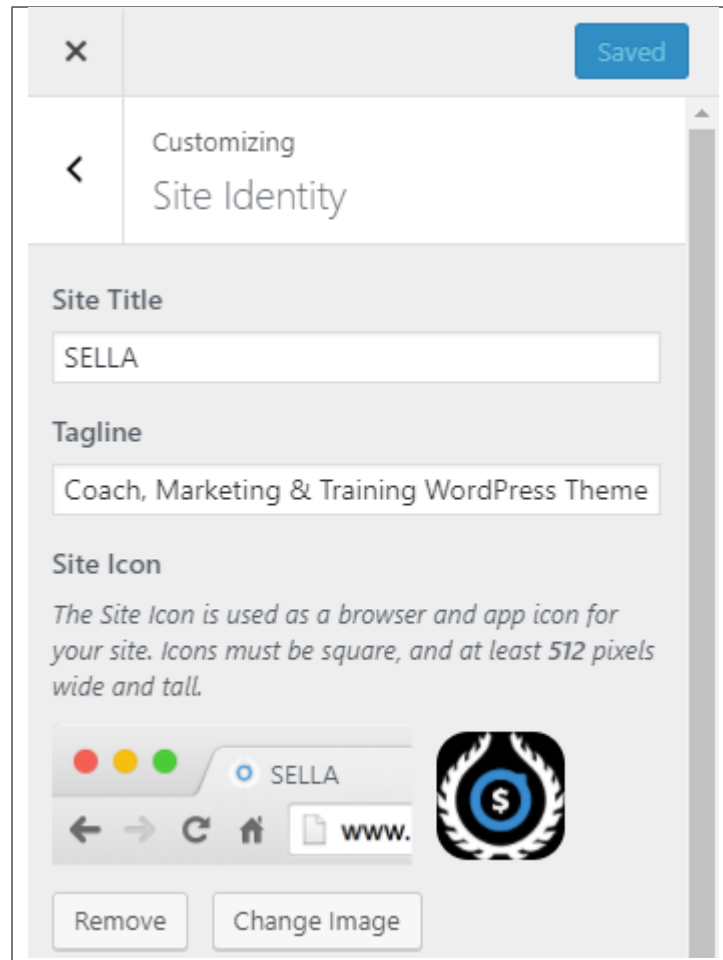
Customising Sella

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.

The screenshot shows the 'Customizing Site Identity' interface in WordPress. At the top, there is a close button (X) and a 'Saved' button. Below the title 'Customizing Site Identity', there are three main sections: 'Site Title' with a text input field containing 'SELLA'; 'Tagline' with a text input field containing 'Coach, Marketing & Training WordPress Theme'; and 'Site Icon'. The 'Site Icon' section includes a descriptive text: 'The Site Icon is used as a browser and app icon for your site. Icons must be square, and at least 512 pixels wide and tall.' Below this text is a preview of the site icon, which is a black square with a white 'S' and a blue flame-like border. To the left of the icon is a browser window mockup showing the site title 'SELLA' and a 'www.' icon. At the bottom of the 'Site Icon' section are two buttons: 'Remove' and 'Change Image'.

- **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.

<

Customizing
General

Pick the motive color

In order to use this feature, please have Sass Compiler enabled in Unyson extensions

#00bcd4


Preloader on/off ⓘ

Display preloader before page is loaded

☒ Yes

Image for preloader ⓘ

Upload image if you want to use different image than page logo



[Edit](#)

Copyright Text

Copyright information

© 2017 all rights reserved. design & developme

Sidebar Width ⓘ

Select Width of the sidebar

Bigger Sidebar (30%) ▼

- **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.

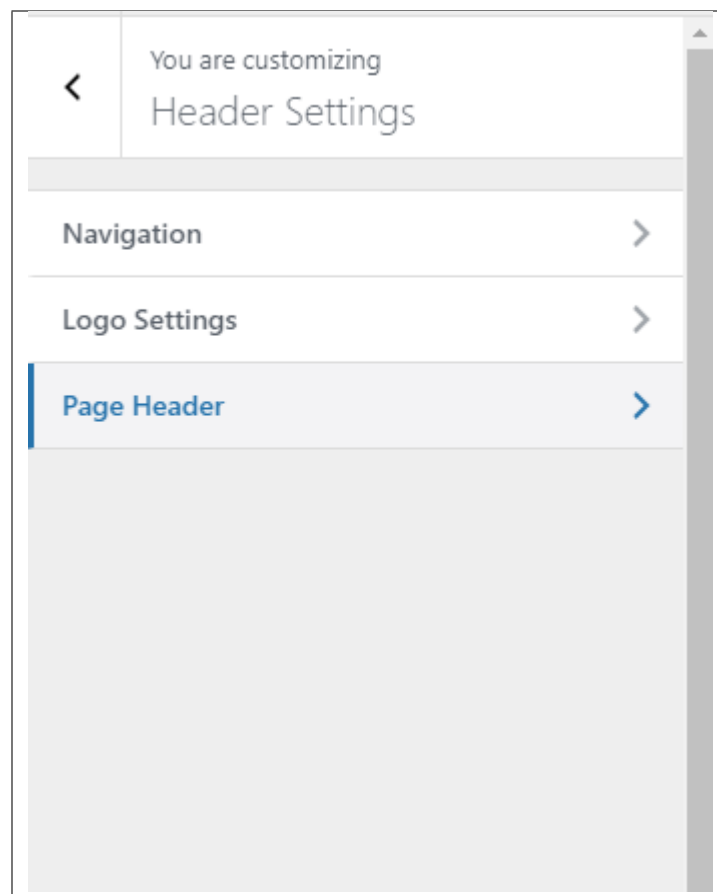
- **Preloader on/off** - Display preloader before page is loaded.
- **Image for preloader** - The image that will show in the preloader.
- **Copyright Text** - Copyright information.
- **Sidebar Width** - The width set for the sidebar.

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/createtpl>

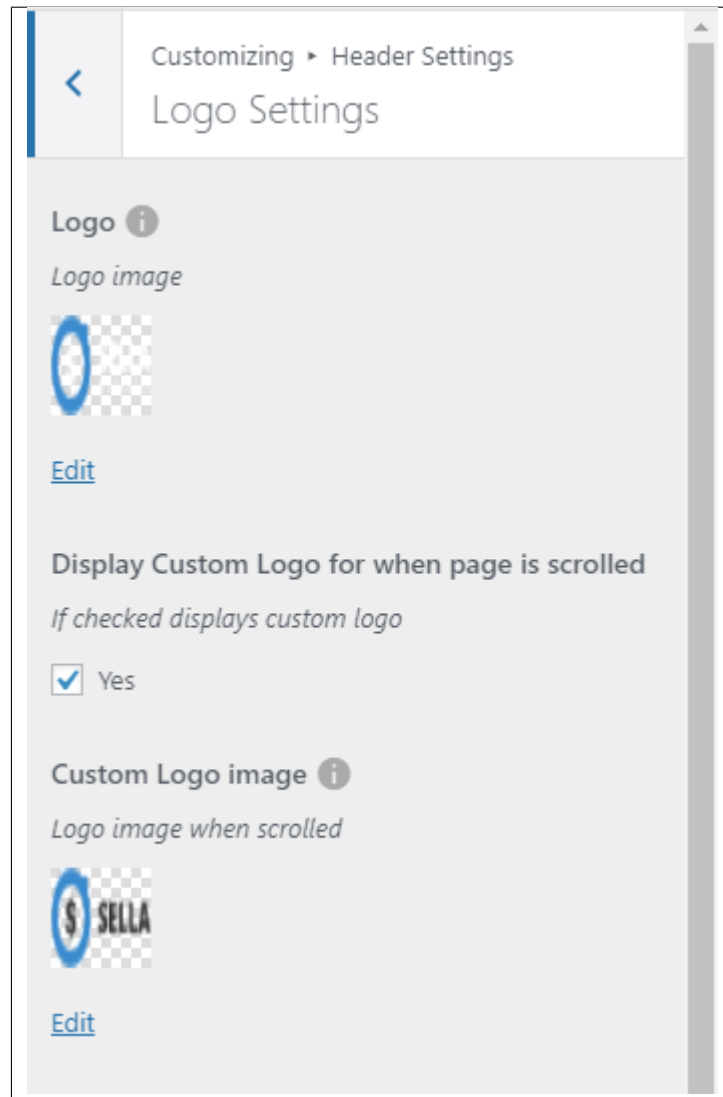
Twitter ⓘ
Enter Twitter URL
#

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

Paralax ▼

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

Parallax ratio ⓘ
Enter parallax ratio


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.

< Customizing
Mobile Menu

Unique mobile menu logo ⓘ
Upload a unique logo for mobile menu
☒ Yes

Logo ⓘ
Select logo to display on mobile menu

[Edit](#)

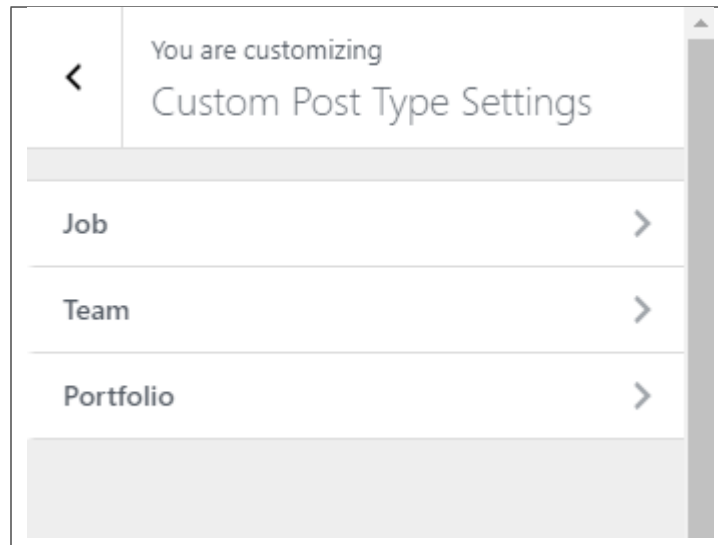
Display Login/Register
Login/Register
☒ Yes

Display search
☒ Yes

- **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.

Customizing ▸ Custom Post Type Settings
Job

Display sidebar ⓘ
Check if you want to display sidebar in Blog
☒ Yes

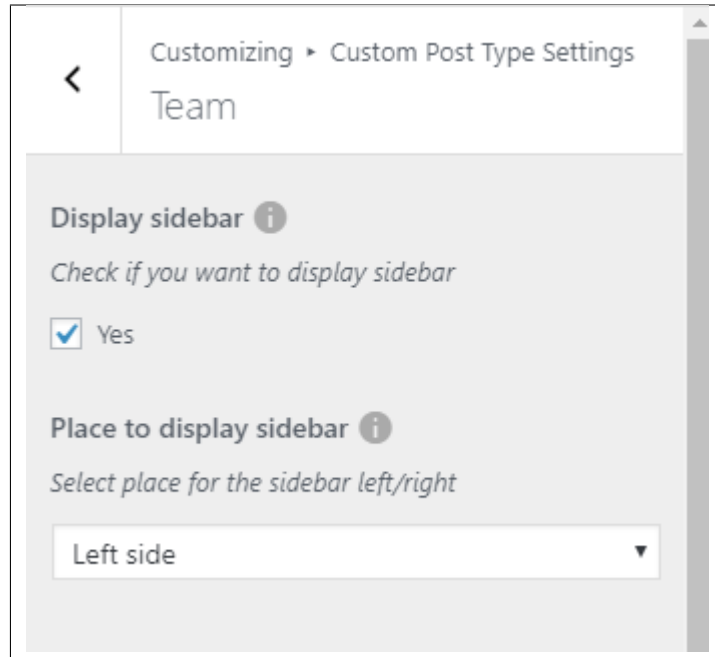
Place to display sidebar ⓘ
Select place for the sidebar left/right
Left side ▼

Pick the title text color
#000000

Pick the subtitle text color
#035ca9

- **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.



Customizing ▸ Custom Post Type Settings
Team

Display sidebar ⓘ
Check if you want to display sidebar

☒ Yes

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

Left side ▼

- **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*.

<

Customizing ▶ Custom Post Type Settings
Portfolio

Display portfolio sidebar ⓘ
Check if you want to display sidebar in Portfolio
☒ Yes

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

Right side ▼

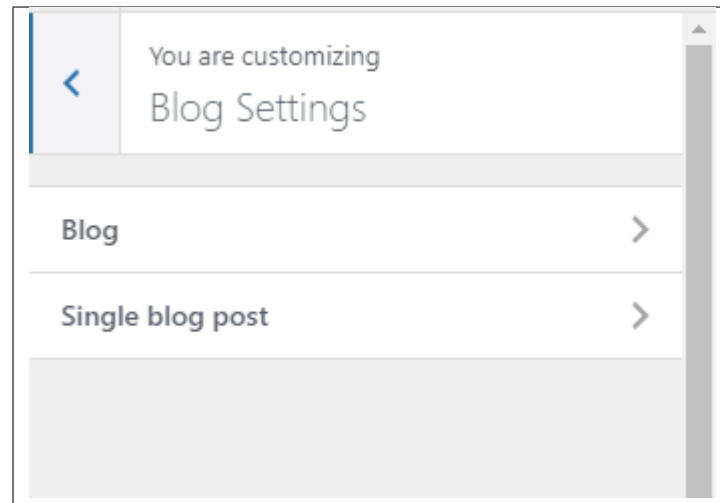
Social share ⓘ
Display social share after post
☒ Yes

Social Share ⓘ
Display social share icons in portfolio sidebar

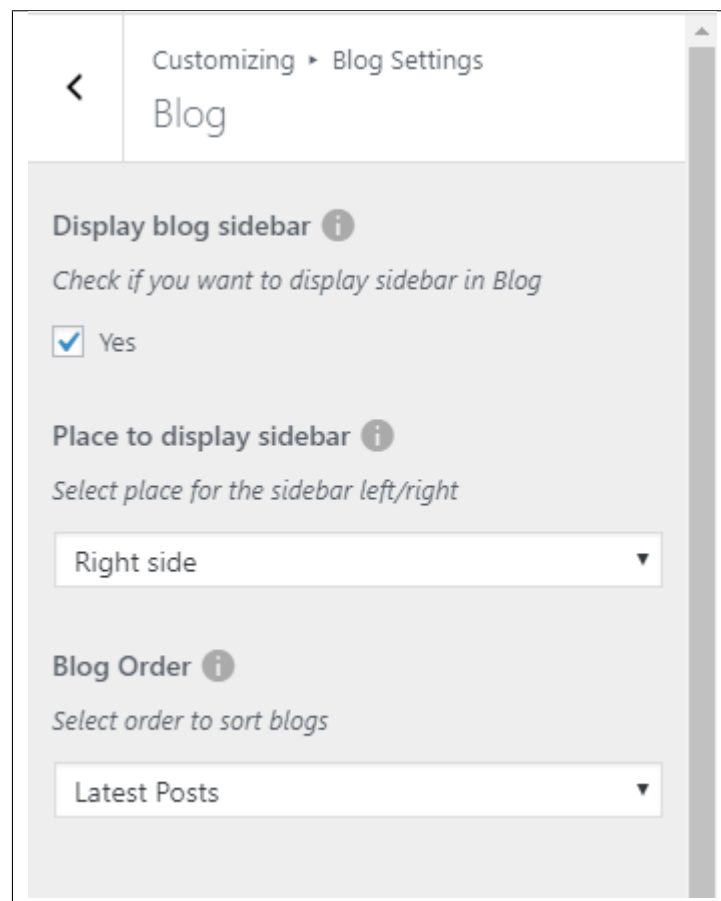
☒ Facebook
☒ Twitter
☐ Reddit
☐ Digg it
☒ LinkedIn
☒ Google+
☒ Pinterest

14.6 Blog Settings

The blog settings is divided into 2:

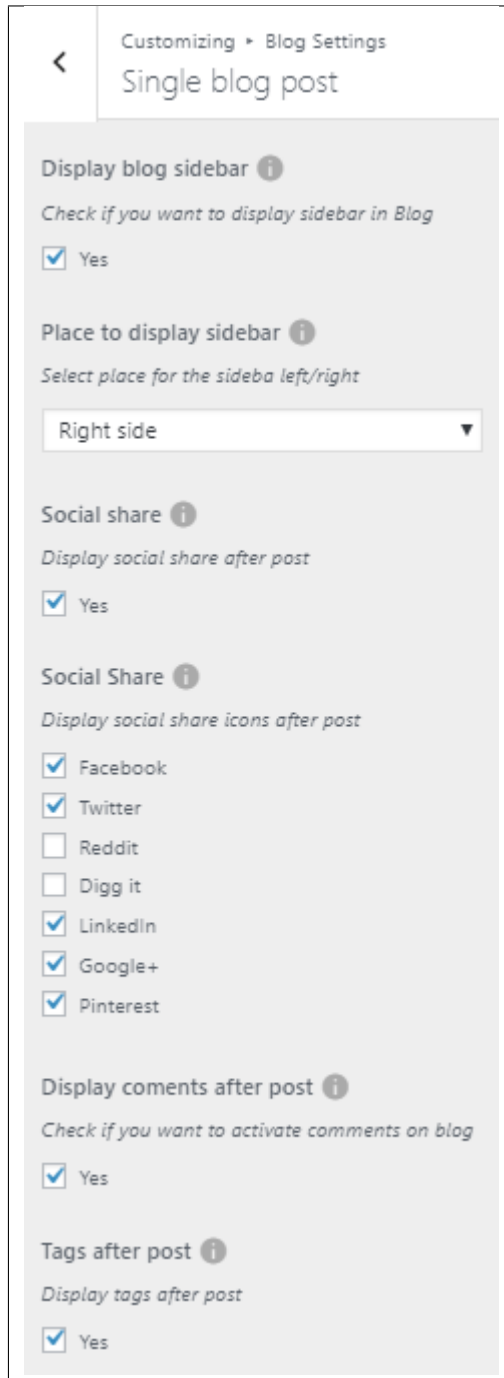


- **Blog**
 - **Display blog sidebar** -
 - **Place to display sidebar**
 - **Blog Order**



- **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.



Customizing > Blog Settings

Single blog post

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

☒ Yes

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

Right side ▼

Social share ⓘ
Display social share after post

☒ Yes

Social Share ⓘ
Display social share icons after post

☒ Facebook
☒ Twitter
☐ Reddit
☐ Digg it
☒ LinkedIn
☒ Google+
☒ Pinterest

Display coments after post ⓘ
Check if you want to activate comments on blog

☒ Yes

Tags after post ⓘ
Display tags after post


☒ Yes

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

Display socials
Social inputs are from navigation Header Settings
☒ Yes

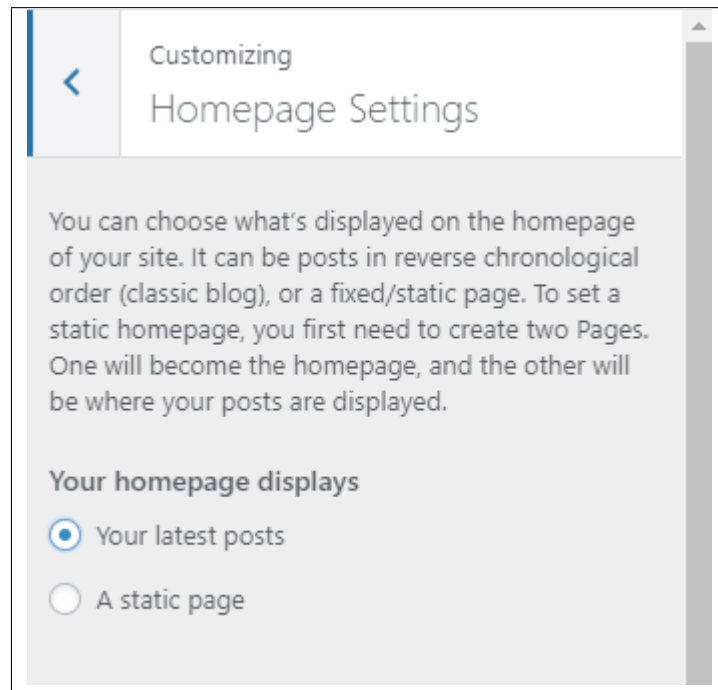
- **Navigation Logo** - Option to show the logo.
- **Upload Logo** - The logo that will be displayed on the page.
- **Date** - The date of the event that will be coming.
- **Display social** - Option to show *Socials* on the page.

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.

Customizing
Homepage Settings

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

Your homepage displays

☐ Your latest posts

☒ A static page

Homepage

Home ▼

[+ Add New Page](#)

Posts page

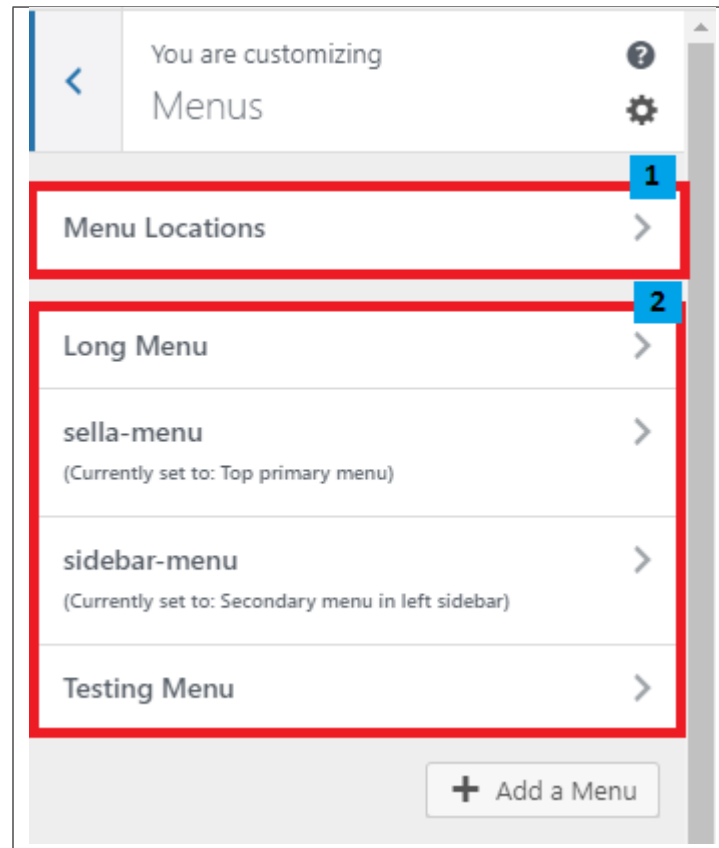
Blog ▼

[+ Add New Page](#)

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

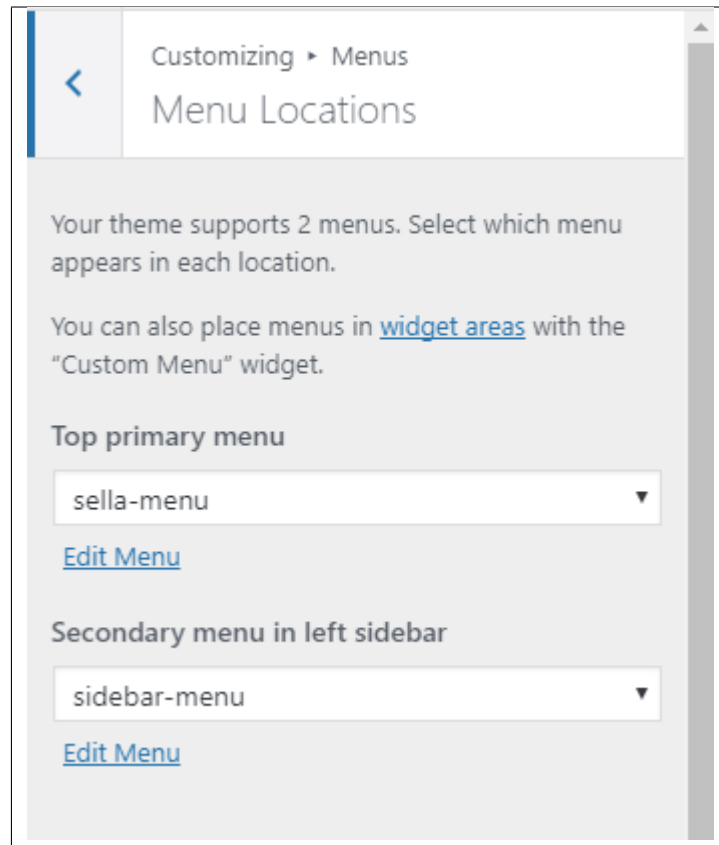
14.9 Menus

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

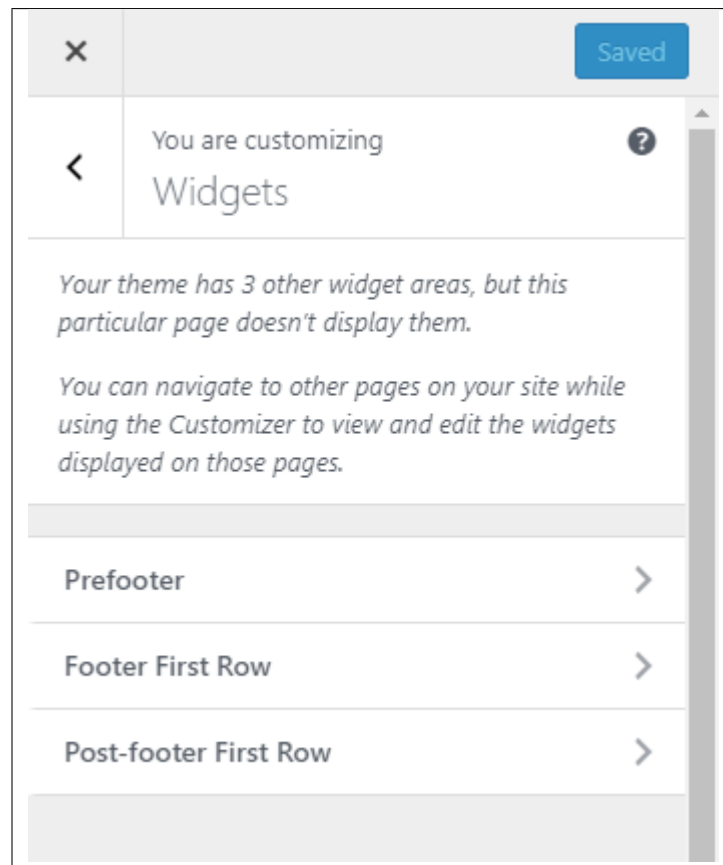
Number of post footer rows ⓘ
Select number of post footer rows
Two rows ▼

- **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.

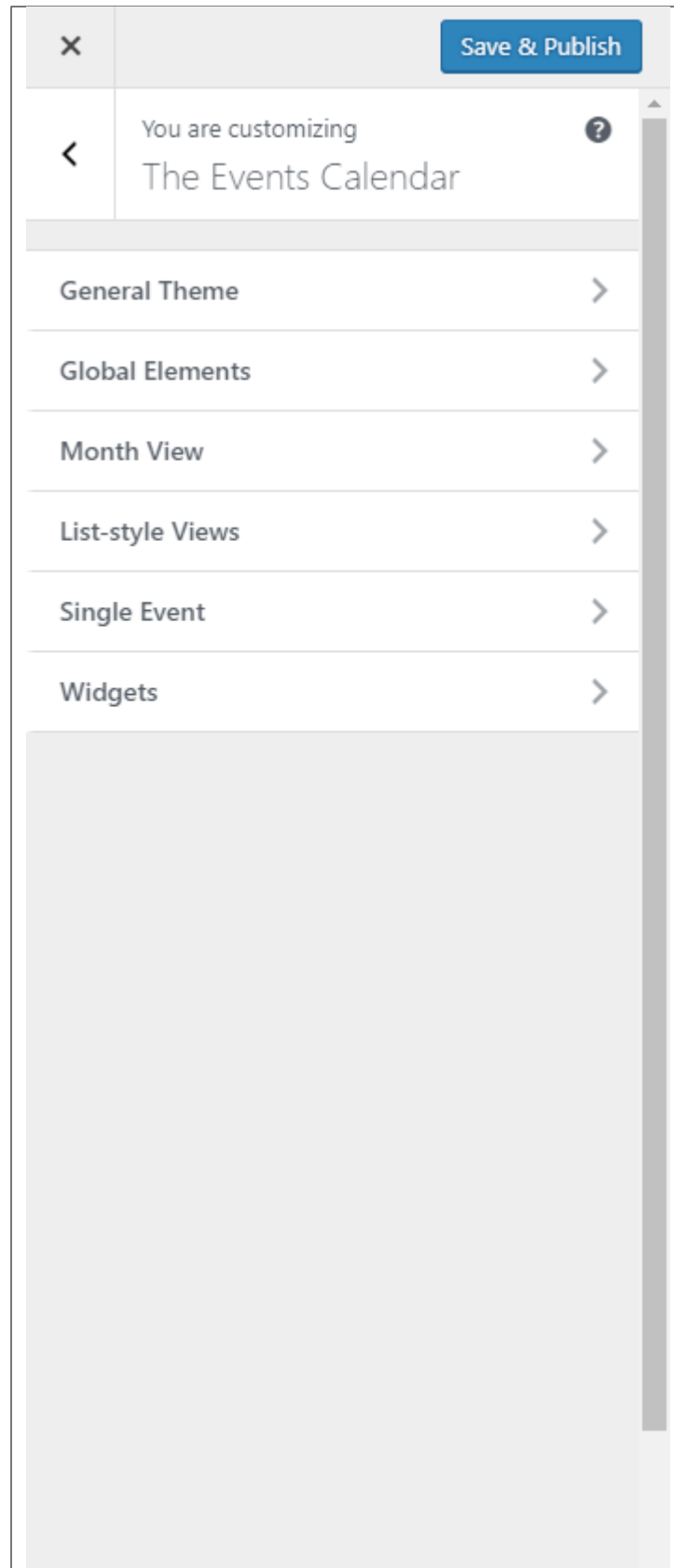


- **Prefooter**
- **Footer First Row**
- **Footer Second Row**
- **Post-footer First Row**
- **Blog sidebar**
- **Main sidebar**

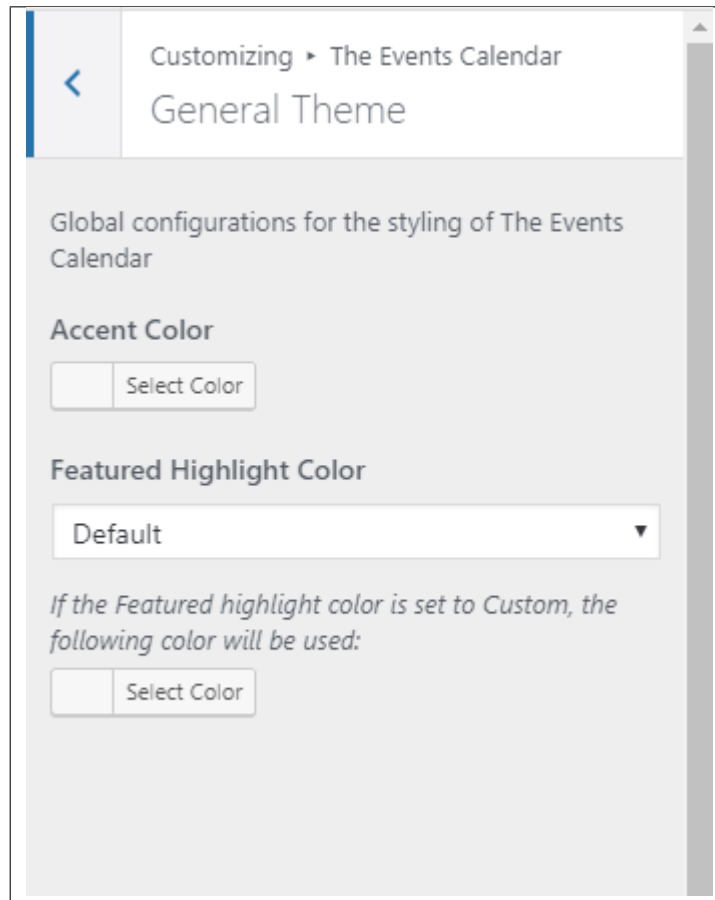
Note: You can also do the same thing by following **How to Edit Widgets** instructions in *Widgets & Menu > Widgets*.

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

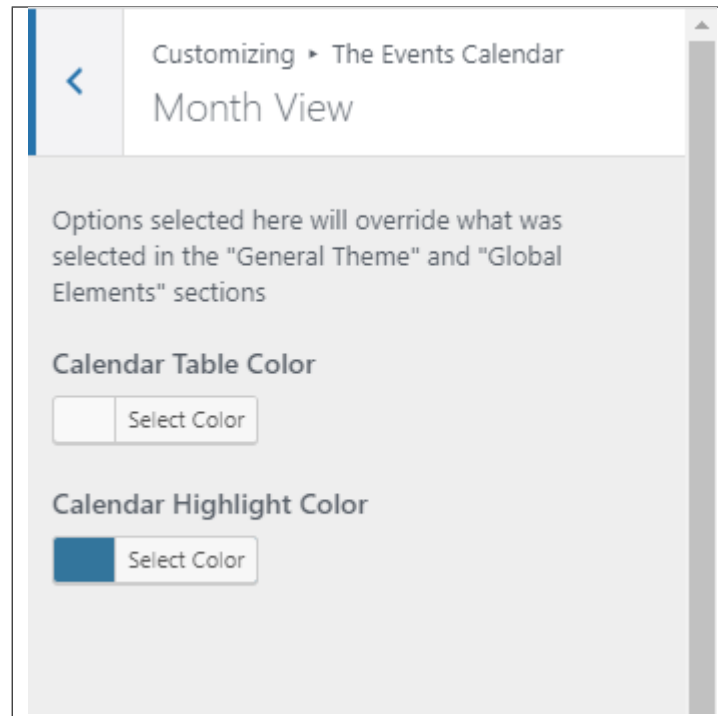
Select Color

Map Pin

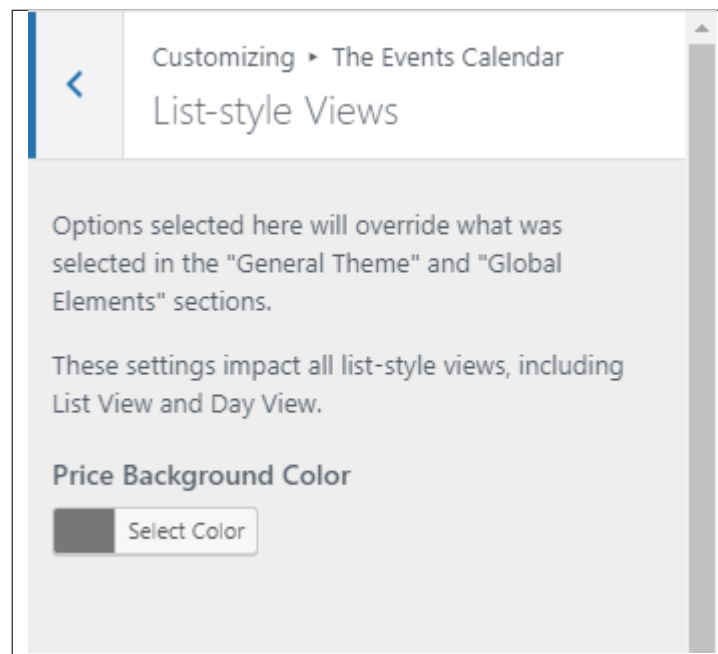
No image selected

Select Image

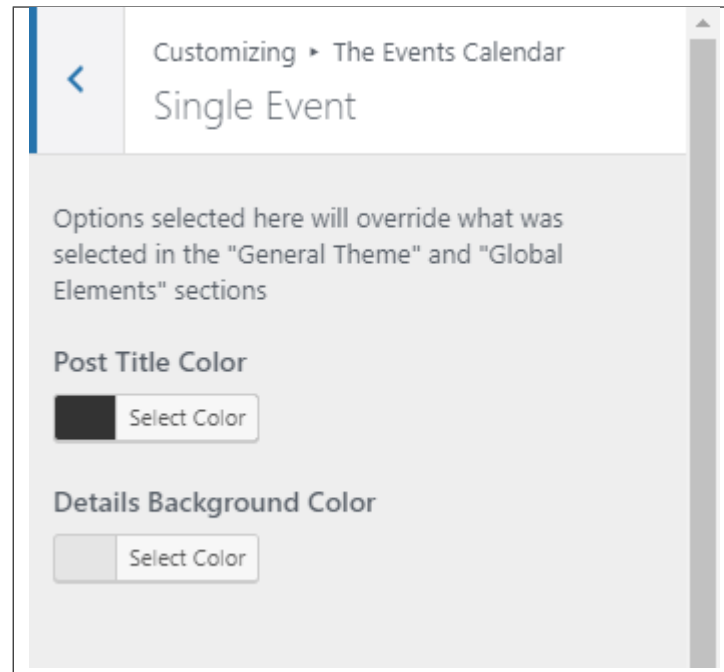
- **Month View**



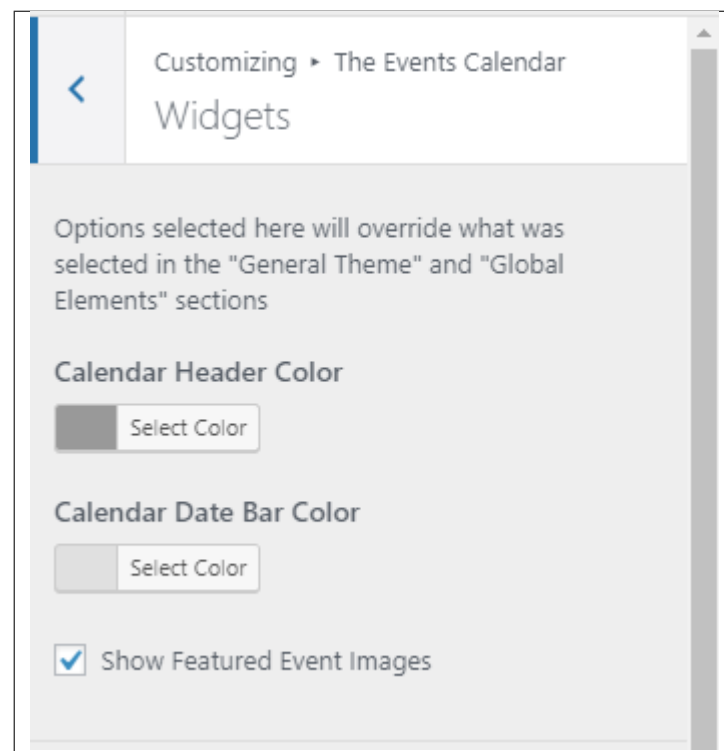
- **List-style Views**



- **Single Events**



- **Widgets**



14.13 Additional CSS

You can add your own CSS code for your site.

