

WordPress Instructions: www.frontier-u.com

In these instructions, we will show you how to [Build Pages](#), [Edit existing pages](#), [Upload materials](#) and [Create a Login](#) to the website.

Building Pages

If you want to create a page from scratch, we have templates of elements that's will make building the page easier.

For a Frontier-U page, the Basic template order is:

1. Back Button and Frontier U Header
2. Page Title
3. Page Title Underline
4. Buttons
 - a. You can use any button template – you can change and customize them later
5. Form Instructions*
 - a. This is optional if you would like to add additional info
 - b. You can customize the info in this template
 - c. You can use the Canadian Full Time Instructions or Canadian Part time instructions
6. Below Button Spacer

The screenshot shows a WordPress page editor interface. At the top, there's a navigation bar with 'Frontier U', 'Customize', 'New', 'Edit Page', and 'Edit with Elementor'. The page content includes a 'Back' button (1), the 'FRONTIER U' logo, the page title 'Manitoba Full-Time' (2), a horizontal line (3), and four buttons: 'Employee Agreement' (4), 'Payroll Set Up', 'Tax Forms', and 'Benefits'. Below the buttons, there's a paragraph of text (5) explaining the mandatory forms to complete. At the bottom, there's a spacer (6).

1 Back

FRONTIER U

2 Manitoba Full-Time

3

4 Employee Agreement Payroll Set Up Tax Forms Benefits

5 Found within the above buttons, the mandatory forms to complete are the **Acceptance of the Employee Agreement, Payroll Set Up, Federal Tax Form, Provincial Tax Form and Sirius Enrollment Form.**

The **Acceptance of the Employee Agreement, Federal Tax Form, Provincial Tax Form and Sirius Enrollment Form** are to be **downloaded, filled out, scanned and submitted** at the button below. The **Payroll Set Up** can be completed in browser.

6

Editing Pages/Uploading Content

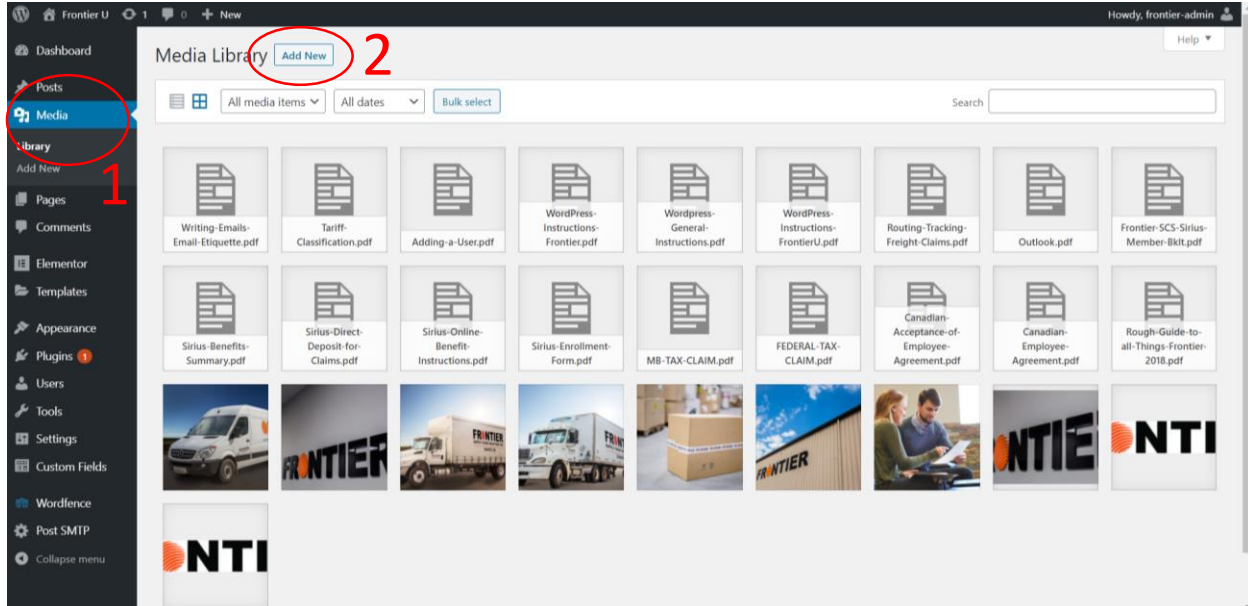
If you are adding to an existing page, there are templates for elements such as buttons and titles that are saved in the “template folder”. This makes it easy to build pages that are consistent with the others.

To add to an existing page:

1. Add the template you want
 - a. Button Template
 - b. Information Section Template
2. Customize the element
 - a. Click the element you want to edit
 - b. On the left hand side, the menu bar will allow you to edit text, icons, and images.
 - c. Edit the text, button icon, or link it to another page, document, or youtube video

To Upload/Link a document or video:

1. For Documents:
 - a. Upload the pdf version of the document into the “Media” Section (found in the menu of wordpress)
 - b. Copy the link once uploaded into the Media



Frontier U 1 New Howdy, frontier-admin

Dashboard Posts **Media** Library Add New Pages Comments Elementor Templates Appearance Plugins 1 Users Tools Settings Custom Fields Wordfence Post SMTP Collapse menu

Media Library [Add New](#)

Drop files to upload
or
[Select Files](#)
Maximum upload file size: 64 MB.

3

All media items All dates Bulk select Search

Writing-Emails-Email-Etiquette.pdf	Tariff-Classification.pdf	Adding-a-User.pdf	WordPress-Instructions-Frontier.pdf	WordPress-General-Instructions.pdf	WordPress-Instructions-FrontierU.pdf	Routing-Tracking-Freight-Claims.pdf	Outlook.pdf	Frontier-SCS-Sirius-Member-Bkit.pdf
Sirius-Benefits-Summary.pdf	Sirius-Direct-Deposit-for-Claims.pdf	Sirius-Online-Benefit-Instructions.pdf	Sirius-Enrollment-Form.pdf	MB-TAX-CLAIM.pdf	FEDERAL-TAX-CLAIM.pdf	Canadian-Acceptance-of-Employee-Agreement.pdf	Canadian-Employee-Agreement.pdf	Rough-Guide-to-all-Things-Frontier-2018.pdf

Frontier U 1 New Howdy, frontier-admin

Attachment details

File name: Writing-Emails-Email-Etiquette.pdf
File type: application/pdf
Uploaded on: August 12, 2020
File size: 326 KB

Title:

Caption:

Description:

Uploaded By: frontier-admin

File URL: [Copy URL](#)

4

[View attachment page](#) | [Link more details](#) | [Delete permanently](#)

2. Youtube video links can be copied and pasted directly in the page "link section"
3. Click the Icon/button you wish to link content to
4. Copy the link to the video/document into "link" section

EXAMPLE

Edit Icon

Copy link to Video or document

Click Folder > My template > Add template

Back

FRONTIER U

Benefits

Icon

View Framed

Shape Circle

Link <https://www.frontier-u.com/sirius->

Alignment

Need Help ?

UPDATE

Sirius Enrollment Form

Member Booklet

Benefits Summary

Claims Direct Deposit

Online Benefit Sign Up

Drag content here