



AzFRN Website Standard Operating Procedures

WORDPRESS

[How to Create a New User](#)

This provides guidance on how to modify or delete a user if needed, and how to send a password reset link to a user.

[How to Add/Remove/Edit Listings on the Map](#)

This explains creating new listings on the map and adding necessary information such as contact details and social media links. The guide also includes instructions on how to edit or delete a listing.

[How to Create an Event](#)

This covers adding event details, images, date and time, and publishing the event. It also includes instructions on how to view, edit, or delete events.

[How to Update the Professional Development Page](#)

Learn how to change the title, paragraph, buttons, and image on the Professional Development page. The same actions can be applied to any page on the website.

MAILCHIMP

[How to Create and Design an Email in Mailchimp](#)

This guide provides step-by-step instructions on how to create and design an email in Mailchimp. It covers everything from logging in to the platform, selecting recipients, adding subject and preview text, choosing a template or designing from scratch, using merge tags for personalization, previewing the email, sending test emails, and finally, sending the email to your audience. Whether you're new to Mailchimp or need a refresher, this guide will help you create professional and personalized emails efficiently.

[How to Use an Email Template in Mailchimp](#)

This explains how to use an email template in Mailchimp. It also explains how to use merge tags to personalize your email campaigns.

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