Post Types

We utilize many post types on the CCEH and CIHD websites in order to better capture, store, and display various information across the sites. This makes updating entities easy with that content updated automatically wherever the object is displayed on the sites.

- CCEH Post Types
- CIHD Post Types
- Changing Post Types

CCEH Post Types

Posts

This is the default WordPress post type and is used for 'News' items. Utilize this post type for announcements and messages and any news to be displayed on the site.

Creating Posts

- There is not a standard format or template for these types of posts.
- It is useful to have a **featured image** assigned so that it can provide context and interest in the news grids.

Events

This post type utilizes '**The Events Calendar**' (TEC) WordPress plugin. Event posts automatically have some event-specific meta data fields added to them such as: date, time, location, etc. Events are displayed under the events calendar and on the sidebar where present. The events calendar plugin provides functionality for users to subscribe to calendars or to save events to their own calendars.

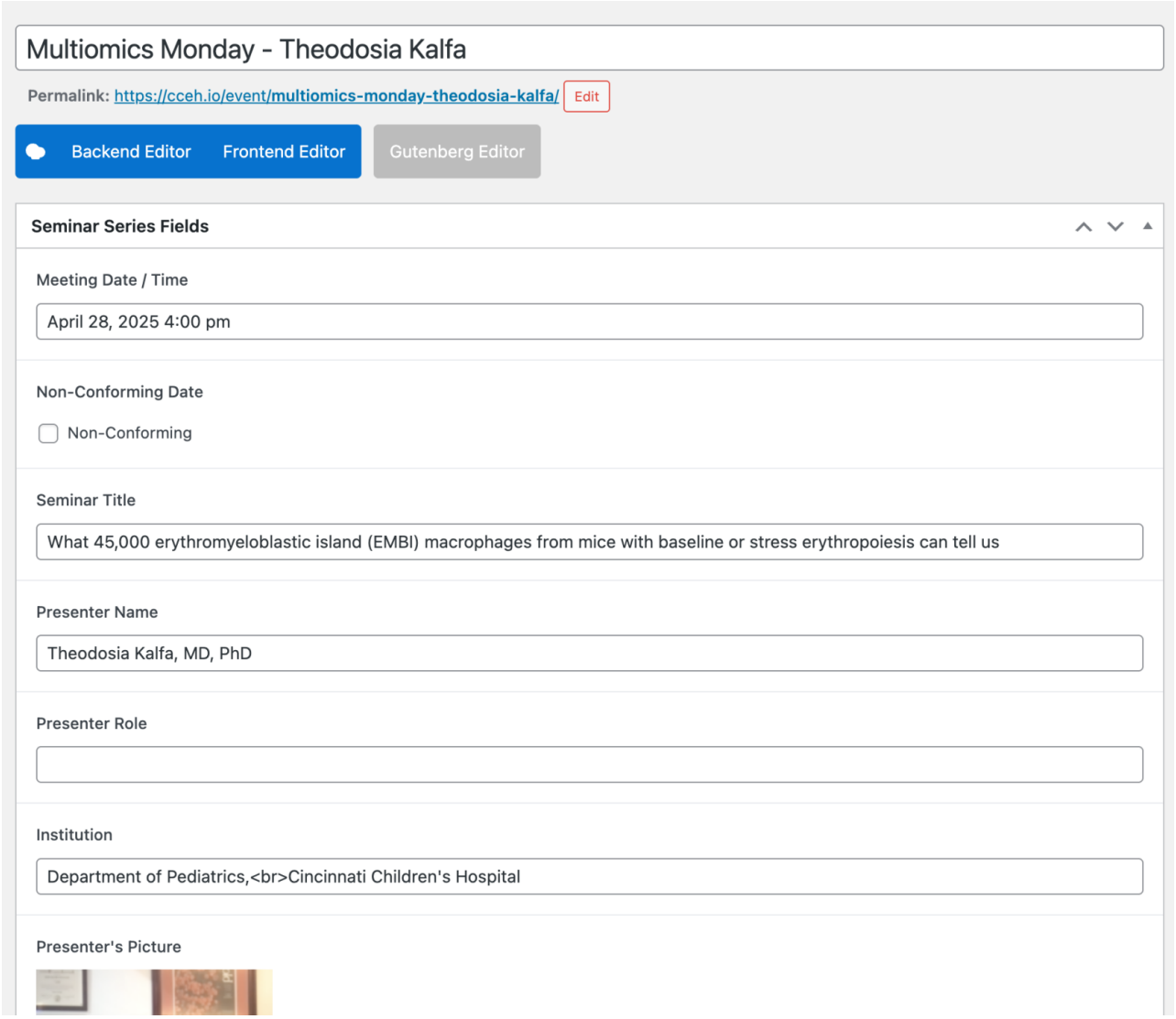
Creating Events

- There is not necessarily a standard format or template for these types of posts with the exception of **Seminar Series Events**
- A **featured image** creates interest and visual appeal in the events lists, but it is not necessary
- Make sure a **timezone** is correctly assigned - for example, the multiomics monday seminars take place at 4pm *Eastern* time. So **New York** should be selected in the TEC timezone dropdown.
- For special events, you can mark them as 'featured' or 'sticky' to emphasize them or make sure they are always visible.

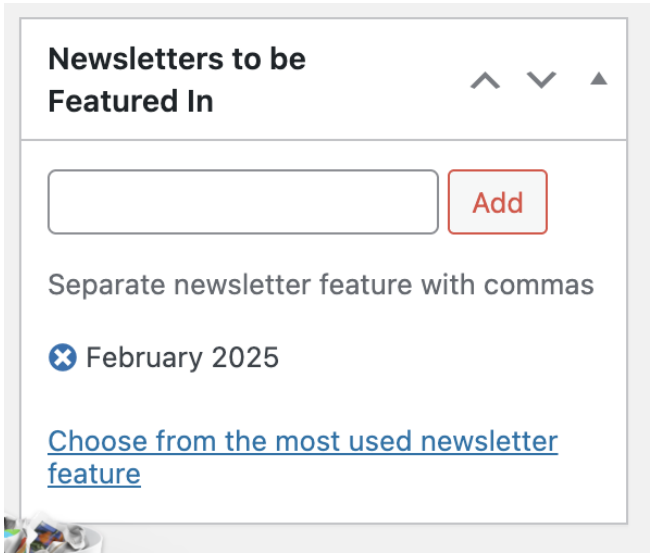
> An event with the category 'conference-opportunities' assigned will show up on the Opportunities page, in the top section.

Seminar Series Events

- A seminar series talk should be of post type **Event** and should be assigned the appropriate seminar in the **Events Categories** taxonomy.
- When the above is implemented, the **Seminar Series Fields** will be visible and editable when editing the post.



- The Seminar Series Fields **meeting date and time** should be added in addition to the TEC date and time, and the values should match.
- **Presenter Name** should have their credentials following their name. For example: 'Jane Doe, PhD' or 'John Smith, MD, PhD'
- **Institution** can be in the format [Department],
[Institution]. The template will automatically add the line break in the place of the html break. For example: 'Department of Pediatrics,
Cincinnati Children's Hospital'
- The post **Featured Image** can be set to be the presenter's image. This just makes it show up in some of the post grids and looks nice.
- Featured publications and core facilities can be marked to be highlighted in a specific newsletter. This can be done by assigning the '**Newsletters to be Featured In**' taxonomy on a featured publication or core facility.



For seminar talks that have already been given:

- Update the template to 'CCEH PAST Seminar Event Page' (delete all the page content beforehand and replace it all with the new template),
- Update the post type to 'Post',
- Make sure the seminar series is selected for the post category,
- Update the Meeting URL to the YouTube recording link

Centers*

This post type is to represent each of the Centers associated with CCEH.

Cores*

This post type is to represent Core Facilities that are associated with CCEH.

Featured Publications*

-- Coming soon --

Job Postings*

-- Coming soon --

Newsletters*

Newsletter post types are for the quarterly newsletters that CCEH publishes and can be found here
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Creating Newsletters

- The title of the post can just be the month and year of the newsletter
- The **issue number** in the '**Newsletter Fields**' box should just be incremented for each issue.
- The **Newsletter Date** should be in the form [Month] [Year]. For example: 'February 2025'
- Newsletters utilize many components and may take a little time to get it looking ok.
  - ---More here later---
- The Featured Image should be set to a screen shot of the first little bit of the newsletter. This shows up on the newletter landing page and gives a little sneak preview.

P&F Projects*

This post type represents all the projects funded by the CCEH Type A or B funding awards. They can be found via the link under the 'Funding' menu of the website which leads to the project page. This page allows people to filter projects by year. The year filters are accomplished via a Tabs widget. Each tab has a *Post Grid* (another WP Widget - and the grid item design is defined in the WPBakery Page Builder -> Grid Builder) are defined in set up to display posts of type 'P&F Project' for the particular year. The Post Grid has an option to include a filter as well and that is set up to allow filtering by Associated CCEH Center.

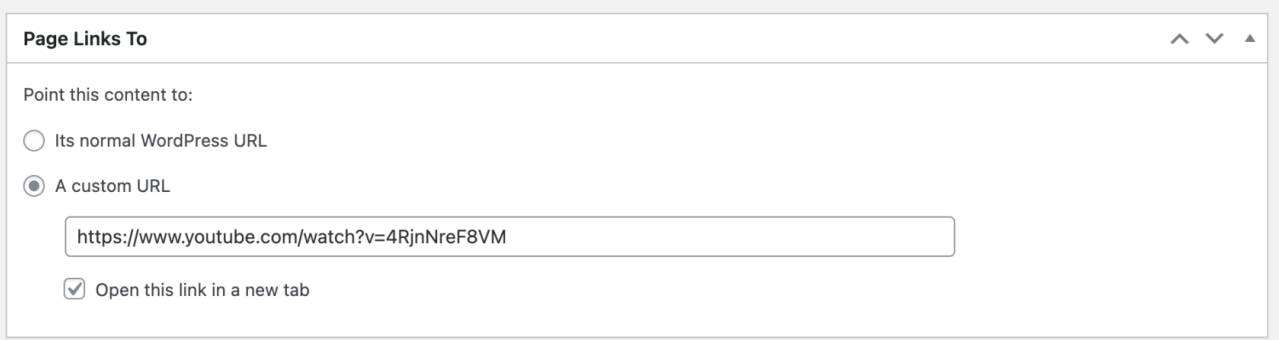
Protocols*

This is a simple post type that stores information about protocols shared by CCEH centers. Protocols are displayed in the protocol directory using the '**Posts Table Pro**' plugin. The protocol table is defined in the Post Tables settings which can be found in the Post Tables menu for site admins. Protocols are also listed under each center.

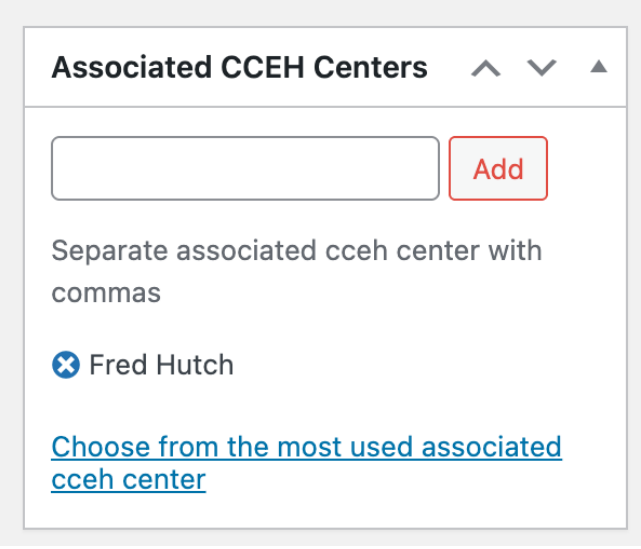
Creating Protocols

- The title of the post should be the title of the protocol
- Other details are filled out in the '**Object Details**' box.

    - The **Logo, Highlight**, and 2 **description** fields can be *ignored* as they are not applicable to protocols
- The URL to the protocol (ie the YouTube link) should be defined both in the '**Website/Link** ' field and in the '**Page Links To**' box and should be marked to open in a new tab.



    - **The Page Links To** box comes from a Plugin that allows you to define the URL for a post as something other than the default wordpress link to its content. This is useful for videos and protocols because they have no defined 'page' on the website but rather reference external URLs where their content lives.
- If the Protocol is associated with a specific Core Facility, that can be selected in the '**Protocol Relationships**' box.
- To properly associate the Protocol to it's parent CCEH Center, the '**Associated CCEH Center**' taxonomy should be assigned. This is found in the right hand column when editing a post.

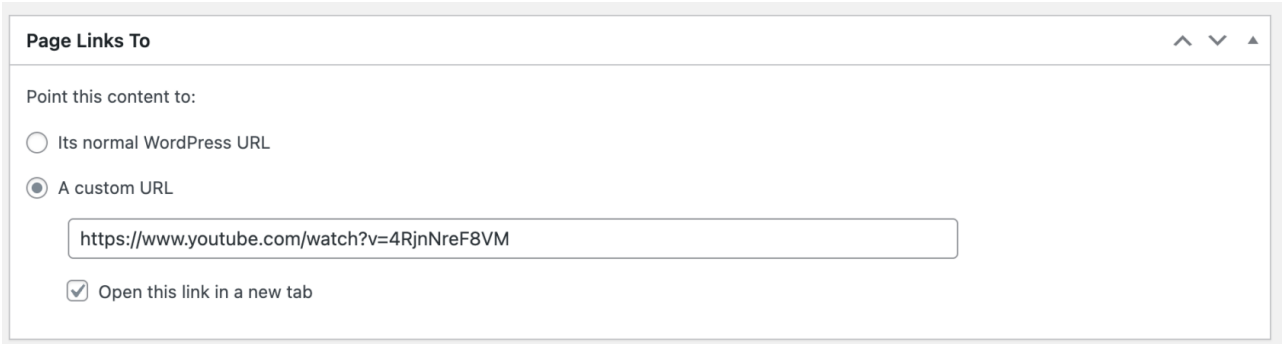


Videos*

This is a simple post type that stores information about different videos CCEH has posted. Videos are displayed in the video directory using the '**Posts Table Pro**' plugin. There are various tables defined for each of the main video topics. The settings for these can be found in the Post Tables menu for site admins

Creating Videos

- The title of the post should be the title of the video
- Other basic details are filled out in the '**Video Details**' box.
- The URL to the video (ie the YouTube link) should be defined in the '**Page Links To**' box and should be marked to open in a new tab.



  - **The Page Links To** box comes from a Plugin that allows you to define the URL for a post as something other than the default wordpress link to its content. This is useful for videos and protocols because they have no defined 'page' on the website but rather reference external URLs where their content lives.
- A **Sub-Topic** should be selected for the video - this will make sure it appears in the correct table. The parent topic *should not* be selected.

> All starred post types are generated using the ACF Plugin

CIHD Post Types

Posts

This is the default WordPress post type and is used for 'News' items. Utilize this post type for announcements and messages and any news to be displayed on the site.

Creating Posts

- There is not a standard format or template for these types of posts.
- It is useful to have a **featured image** assigned so that it can provide context and interest in the news grids.

Events

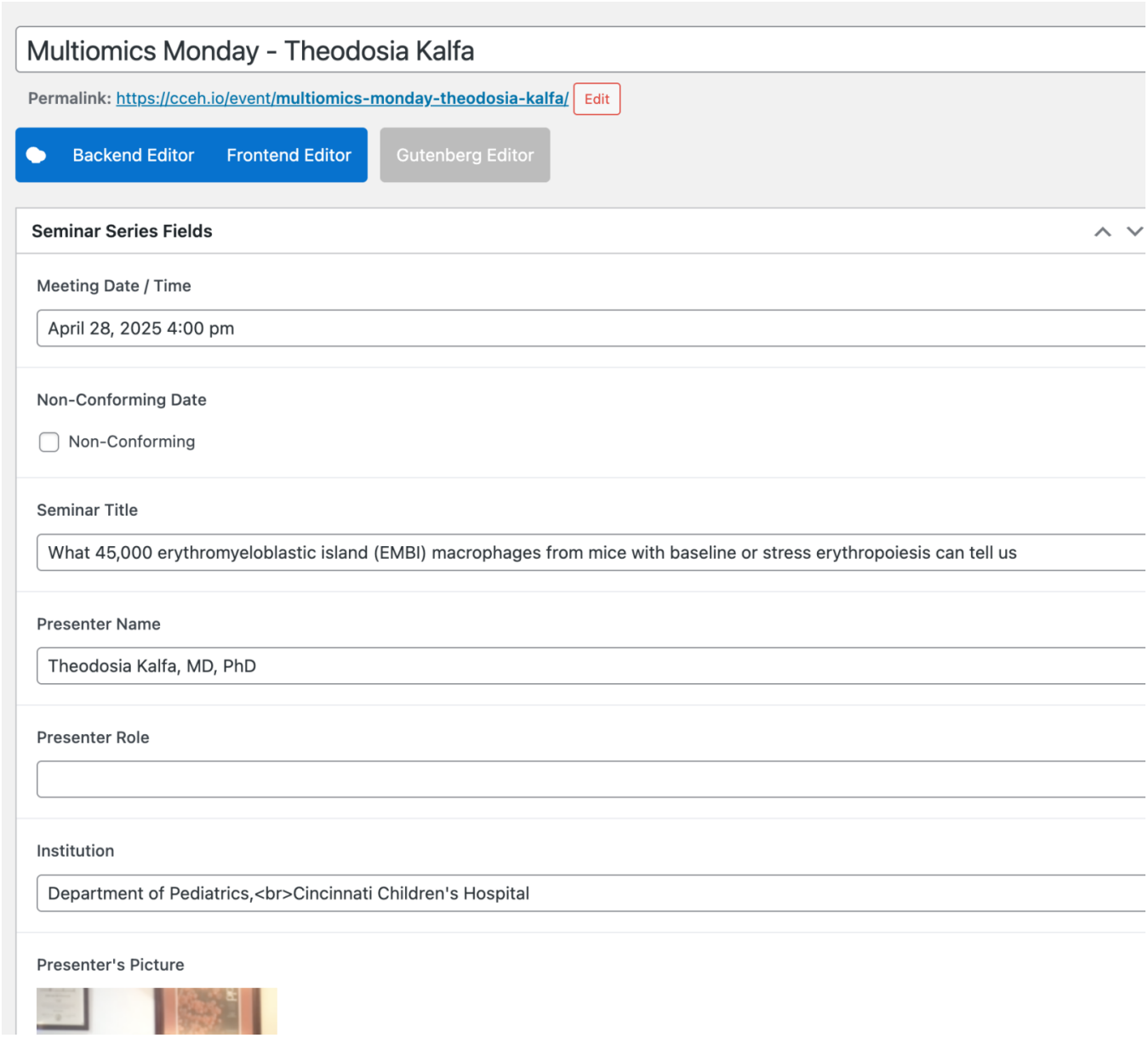
This post type utilizes '**The Events Calendar**' (TEC) WordPress plugin. Event posts automatically have some event-specific meta data fields added to them such as: date, time, location, etc. Events are displayed under the events calendar and on the sidebar where present. The events calendar plugin provides functionality for users to subscribe to calendars or to save events to their own calendars.

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- A **featured image** creates interest and visual appeal in the events lists, but it is not necessary
- Make sure a **timezone** is correctly assigned - for example, the multiomics monday seminars take place at 4pm *Eastern* time. So **New York** should be selected in the TEC timezone dropdown.
- For special events, you can mark them as 'featured' or 'sticky' to emphasize them or make sure they are always visible.

Seminar Series Events

- A seminar series talk should be of post type **Event** and should be assigned the appropriate seminar in the **Events Categories** taxonomy.
- When the above is implemented, the **Seminar Series Fields** will be visible and editable when editing the post.



- The Seminar Series Fields **meeting date and time** should be added in addition to the TEC date and time, and the values should match.
- **Presenter Name** should have their credentials following their name. For example: 'Jane Doe, PhD' or 'John Smith, MD, PhD'
- The post **Featured Image** can be set to be the presenter's image. This just makes it show up in some of the post grids and looks nice.

Featured Publications*

-- Coming soon --

Job Postings*

-- Coming soon --

Members*

This post type represents all faculty and staff associated with CIHD. The member list populates the Utah CIHD Team on the home page, the faculty list, the member list and the contact us page depending on the attributes assigned to each member in the '**Roles**' box.

Creating/Editing Members

- **Title** of the member 'post' should be 'Last Name, First Name'. The title determines sorting in several locations and we'd like them to sort alphabetically by last name.
- **Member Name and Title** should be in the format: '[First] [Last], [Credentials]'. For example: 'Jane Doe, PhD' or 'John Smith, MD, PhD'
- The **Featured** flag determines if the faculty member should be 'featured' on the main page of the website.

Contact Information

- **Email Address** and **Phone Number** are self described.
- **Member Contact Info URL** can be utilized to point to an address book entry for the user. For example, it could point to the university's address book for the member. This can give a bit more privacy for members.

Web Content

- If a member should have their own page - ie, if they have been featured at any point - then the page should be given the '**Member Page Template**' by clicking on the WPBakery backend builder, clicking 'Default WordPress Theme Layout', then 'Add Template'.
  - The content that populates the template above comes from the **Featured Faculty Introduction** field so this field *should be populated* if the member has their own page. This field can have images and text.
  - All faculty who have their own page will have their picture outlined and clickable on the faculty page.
- The **Related Posts** field allows you to link a member to previous content - either media or posts - which will be listed under their name on the faculty page.
    - This is mostly for historical reference.

All starred post types are generated using the ACF Plugin

Changing Post Types

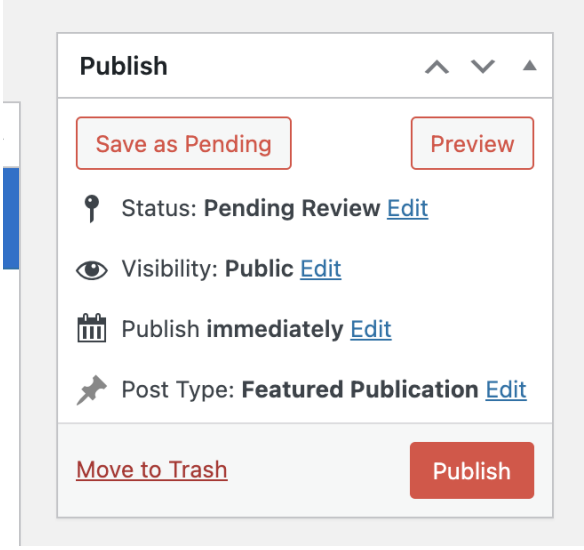
A post type can be changed easily thanks to the 'Post Type Switcher' WordPress plugin.

Featured Images and Sidebar Display

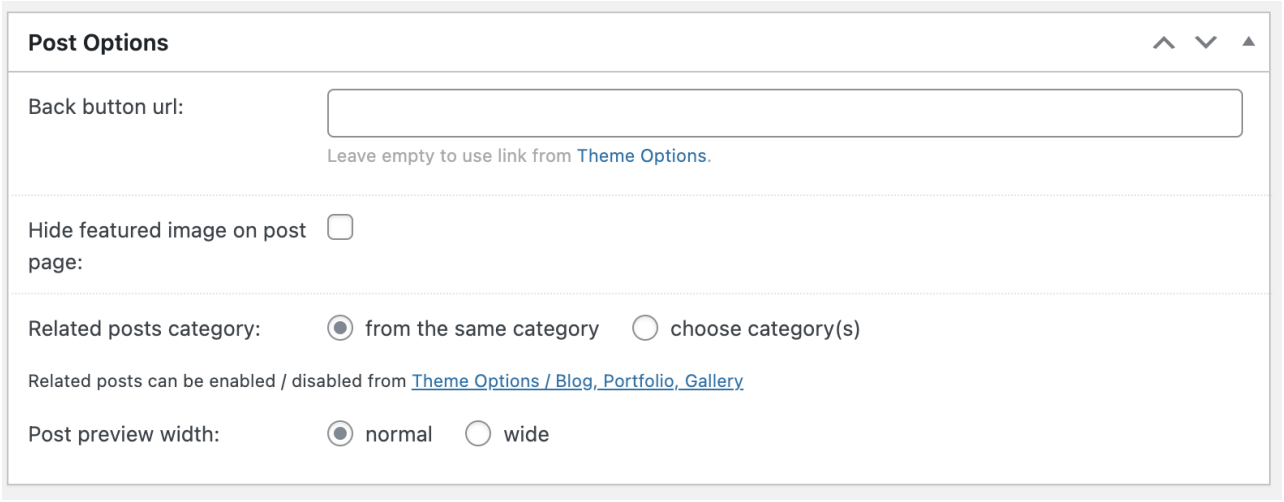
Most of the custom posts should not show their featured image at the top of its content. By default, a normal 'Post' will be set up to display it. Also, normal posts will display the sidebar by default whereas sometimes we do not want the sidebar to be displayed. Both the options to control the featured image and sidebar displays are only able to be seen/edited when editing a normal post. But, if a featured image is added to a custom post type, sometimes the post is triggered to display it even though the option to hide it is not available to that post.

If you need to edit hiding the featured image or sidebar items for a custom post type, you will need to switch the post type to 'Post' and then edit those fields, and finally set the post type back to whatever is appropriate:

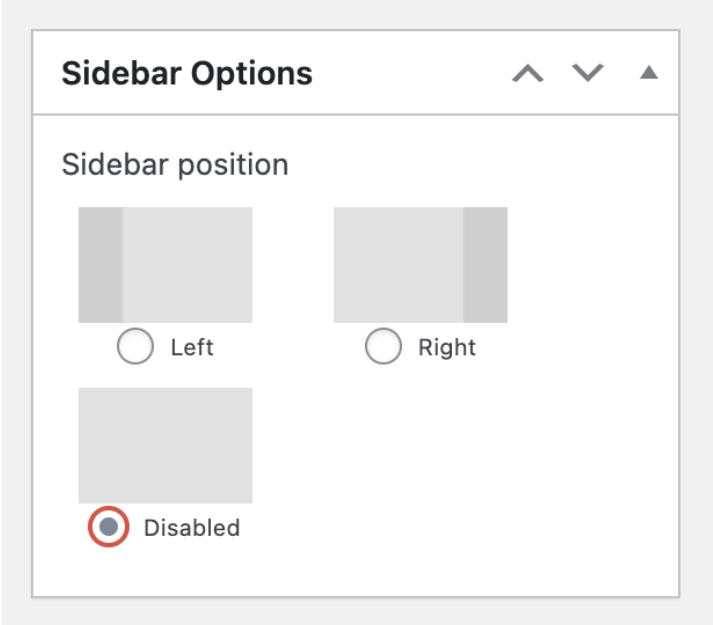
- Change the post type from the publish box.



- Change the post type to '**Post**' and either 'Save as Pending' or 'Publish' to save it. Then you toggle the hide featured image flag:



- And you hide the sidebar:



- Finally, change the post type back to whatever.