

WordPress Plugin Maintenance

Updating Plugins

For some licensed plugins, updates need to be obtained from their sites and manually uploaded.

WPBakery

To update WPBakery:

- Go to the WPBakery [account page](#).
- Log In with credentials in BitWarden. (Account email is tcurley@cores.utah.edu.)
- Navigate to **Downloads**
- Download the latest zip and upload it to the [WP Admin plugin page](#).
 - It should show the updated info compared to the current. Click the 'Replace installed with updated' button.
- Make sure to 'Network Activate' the plugin so it can be used for both sites.

The7 Theme

- Go to: <https://themeforest.net/downloads>
- Log in with credentials in BitWarden. (Account email is help@cores.utah.edu.)
- Click on Download for: The7 — Ultimate WordPress & WooCommerce Theme
 - Choose the 'Installable Wordpress File Only' option
- Upload the file to the [WP Admin Theme page](#).
 - It should show the updated info compared to the current. Click the 'Replace installed with updated' button.
- Make sure to 'Network Enable' the plugin so it will be updated for both sites.

Newsletter Add-Ons

The Newsletter plugin allows for maintaining subscribers and email lists along with automatic and one-off email sending. The main Newsletter plugin should be able to be updated via the regular [plugins page](#). But the Addons (seen in screen shot below) require manual updating.

<input type="checkbox"/>	Newsletter - Addons Manager and Support Network Deactivate	Manages all premium and free Newsletter addons directly from your blog Version 1.3.9 By The Newsletter Team View details
<input type="checkbox"/>	Newsletter - Archive Network Deactivate	Enables a special short code which can be used in a WordPress page to show the sent newsletter archives. Version 4.1.9 By The Newsletter Team View details
<input type="checkbox"/>	Newsletter - Automated Newsletters Network Deactivate	Daily, weekly, monthly autogenerated newsletters with blog latest posts Version 4.8.8 By The Newsletter Team View details
<input type="checkbox"/>	Newsletter - Extended Composer Blocks Network Deactivate	New extended blocks for the composer Version 1.6.3 By The Newsletter Team View details
<input type="checkbox"/>	Newsletter - Geolocation Network Deactivate	Adds geolocation targeting to your campaigns Version 1.3.4 By The Newsletter Team View details
<input type="checkbox"/>	Newsletter - Import/Export Network Activate	Advanced import from CSV with field mapping (please read the documentation) Version 1.6.0 By The Newsletter Team View details
<input type="checkbox"/>	Newsletter - Reports and Retargeting Network Deactivate	Extends the statistic viewer adding graphs, link clicks, export and many other data. Automatic updates available setting the license key on Newsletter configuration panel. Version 4.7.1 By The Newsletter Team View details
<input type="checkbox"/>	Newsletter - The Events Calendar Addon Network Deactivate	Integrates Newsletter with The Events Calendar plugin. Version 1.5.5 By The Newsletter Team View details

Screenshot

To update Newsletter Addons:

- Go to the Newsletter [account page](#).
- Log In with credentials in BitWarden. (Account email is help@cores.utah.edu.)
- Navigate to **Downloads**
- Find the relevant plugin(s) and click 'Download' to get the latest version.
- Upload the downloaded zip files to the CIHD [WP Admin plugin page](#).
- Make sure to 'Network Activate' the plugin so it can be used for both sites.

Revision #9

Created 2025-10-29 15:44:37 UTC by Megan Bowler

Updated 2026-06-05 22:01:23 UTC by Megan Bowler