WordPress Plugin Maintenance

Updating Plugins

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

WPBakery

To update WPBakery:

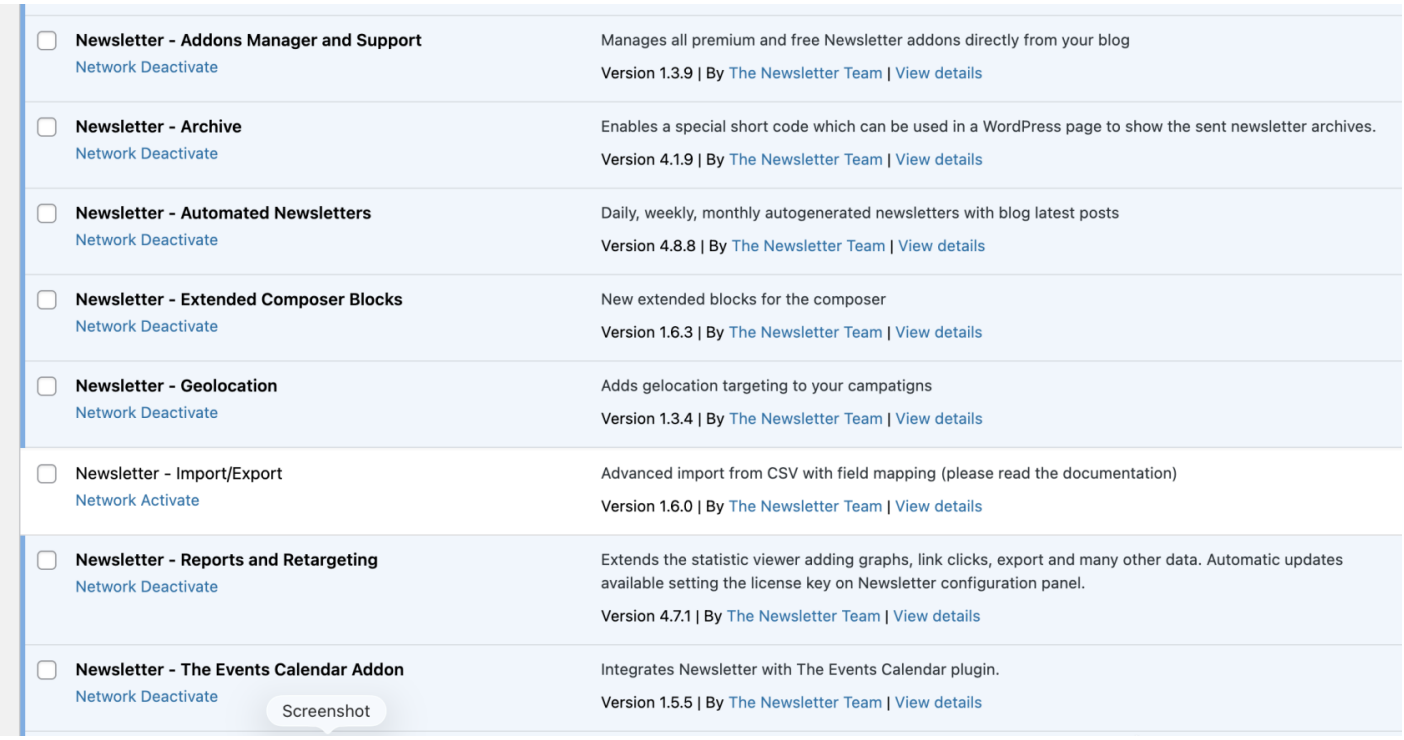
- Go to the WPBakery account page.
- Log In with credentials in BitWarden. (Account email is tcurley@cores.utah.edu.)
- Navigate to **Downloads**
- Download the latest zip and upload it to the WP Admin plugin page.
  - It should show the updated info compared to the current. Click the 'Replace installed 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.



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