

Website Administration

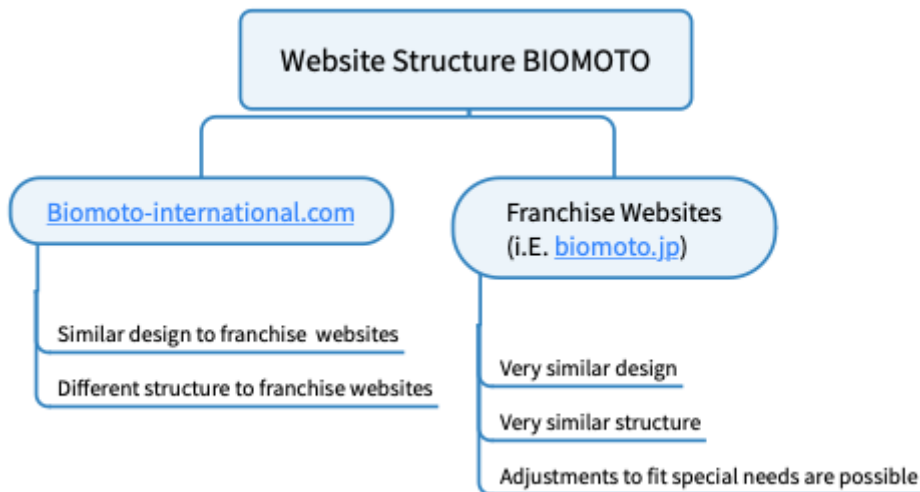
Basic and advanced knowledge within the BIOMOTO website structure

- Website Structure
 - Structure of franchise websites
- Basics
 - Basics
 - Login to Backend
 - Important Menu Items
- Adding a new Country
 - Legal regulations
 - Adding a new Country
- Adding a new shop
 - How to add a new shop

Website Structure

How are the websites of BIOMOTO structured?

Structure of franchise websites



BIOMOTO tries to have the best user experience and ensure a huge recognition value on their websites. To ensure this we build up all websites in a similar way. This also saves time and money.

You can find a sample website for our franchise partner here:

<https://dev.biomoto-international.com> (English)

<https://ch.biomoto-international.com> (German)

We will provide this sample website as a starting point to you.

Of course you can do special adjustments to fit the needs of your customers but we kindly ask you to do this always in consultations with us. This is because of brand awareness and some technical issues.

As we want to build up a global directory of all shops worldwide it is important that every new shop is created according to our specifications. You will find the manual for adding shops in a post below.

Website structure for each country

Landing Page Country (Direct Member)

Our Method

Service

Sports Analysis

Motion Analysis

Biomechanics

Bikefitting

Prices

Find us

List with all stores in the country

Header Picture

Welcome Text

Service offers

Prices

Team

Opening Hours

Contact form

Contact

Basics

What is biomoto-international.com based on? How to login to the Content Management System (CMS)?

Basics

The whole website network of BIOMOTO is configured as a [WordPress](#) Multisite / Network installation.

[WordPress](#) is one of the most common Content Management System (CMS) in the world.

To add more functionality and get more convenience there are several plugins installed. Most important ones are:

- **Beaver Builder**

A Front-End builder. This is the centerpiece of the website.

Please find some tutorials for Beaver Builder [here](#).

- **Beaver Themer**

A Theme Builder and add-on for Beaver Builder to populate dynamic elements, layout templates and create individual header and footer. You won't get in touch with this most likely.

- **Ultimate Addons for Beaver Builder**

Add-on for Beaver Builder to have more modules to build the website.

- **Advanced Custom Fields**

Add custom fields at every post type to individualize every part of the website. In case of BIOMOTO this Plug In is important for creating the main color scheme and registration of new stores in a country.

- **HappyForms**

A form plugin with a drag-and-drop form builder.

Theme

The whole network is using the Beaver Builder (Child) Theme. Individual pages can be structured and designed with the Beaver Builder. It's also possible to create more Child Theme variants for other continents/countries if needed.

Administrator

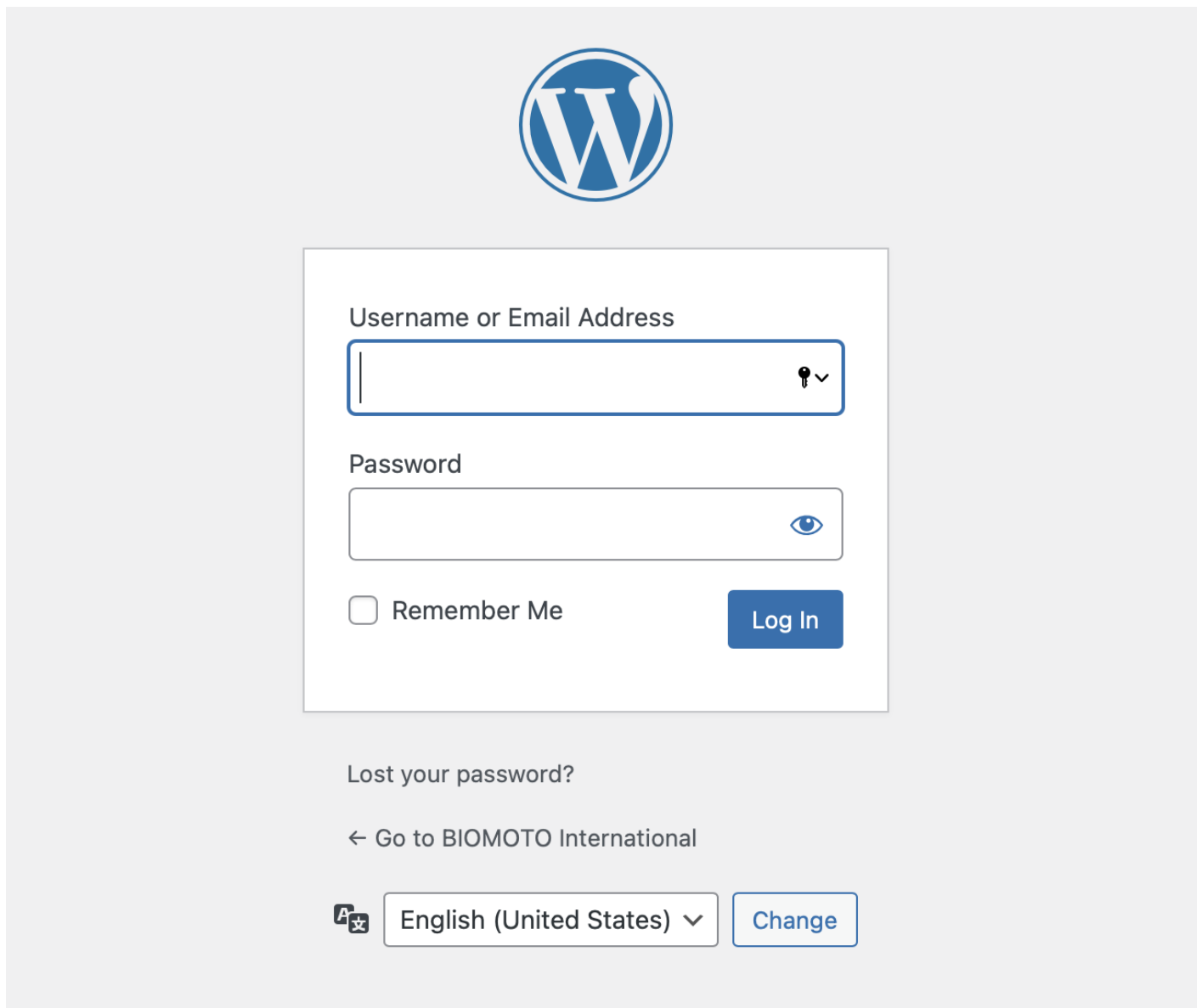
The whole network is administrated by [Ideenplantage](#). If you have any questions or problems feel free to contact info@ideenplantage.de.

You will also get your credentials by Ideenplantage.

Login to Backend

To login to the background please visit <https://biomoto-international.com/wp-admin> and enter your credentials.

Your credentials will be sent to you by [Ideenplantage](#). You can use your Username or Email Address.

A screenshot of the WordPress login interface. At the top center is the WordPress logo, a blue circle with a white 'W'. Below it is a white login box with a blue border. Inside the box, there are two input fields: 'Username or Email Address' and 'Password'. The 'Username or Email Address' field has a key icon and a dropdown arrow on the right. The 'Password' field has an eye icon on the right. Below the fields is a checkbox labeled 'Remember Me' and a blue 'Log In' button. Below the login box, there is a link 'Lost your password?' and a link '← Go to BIOMOTO International'. At the bottom, there is a language selector showing 'English (United States)' with a dropdown arrow and a 'Change' button.


Username or Email Address

Password

Remember Me [Log In](#)

[Lost your password?](#)

[← Go to BIOMOTO International](#)

 English (United States) [Change](#)

After you successfully logged in you should see the WordPress Dashboard:

- About WordPress
- WordPress.org
- Documentation
- Support
- Feedback
- Media
- Pages
- Comments
- Forms 1
- Appearance
- Beaver Builder
- Plugins
- Users
- Tools
- Settings
- Custom Fields
- General Settings
- CPT UI
- NS Cloner
- Post SMTP
- Collapse menu

WordPress 6.1.1 is available! [Please update now.](#)

Dashboard

Site Health Status

Should be improved

Your site has a critical issue that should be addressed as soon as possible to improve its performance and security.

Take a look at the **4 items** on the [Site Health screen](#).

At a Glance

6 Pages 6 Sent Emails

WordPress 5.9.3 running [Beaver Builder Child Theme](#) [Update to 6.1.1](#)

theme.

Activity

No activity yet!

Postman SMTP

Postman is configured and has delivered 5 emails.

Postman will send mail via [SMTP-STARTTLS](#) to [km21140.keymachine.de:587](#) using **Password (Plain)** authentication.

[Email Log](#) | [Settings](#)

Quick Draft

Title

Content

What's on your mind?

[Save Draft](#)

WordPress Events and News

Attend an upcoming event near you. [Select location](#)

State of the Word Online Thursday, Dec 15, 2022

Want more events? [Help organize the next one!](#)

[Share Your Experience: The 2022 WordPress Survey is Open](#)

[People of WordPress: Huanyi Chuang](#)

[WPTavern: #55 – Dennis Dornon on How Partnerships Have Helped Grow His WordPress Plugin Business](#)

[Do The Woo Community: Acquisitions Are Not a Goal of Building a Product](#)

[Do The Woo Community: Building an Agency Team and Culture for Success with Marius Vetrici](#)

[Meetups](#) | [WordCamps](#) | [News](#)

Important Menu Items

Have a look at the highlighted menu items. These are the ones that can be important to you.

The image shows a screenshot of the WordPress dashboard for a site named 'BIOMOTO Japan'. The left sidebar contains a menu with several items highlighted in red. Red arrows point from these items to text boxes containing instructions:

- Media**: Here you can find and upload every kind of pictures or logo for your BIOMOTO website.
- Pages**: Find all the pages of your website in this menu.
- Locations**: Administrate, add and delete shops located in your country.
- Appearance**: Do some heave adjustments. Be careful what you do.
- Beaver Builder**: (This item is also highlighted in red but has no callout box)
- Users**: Add and delete Users = Shop owner.

The dashboard background shows various widgets such as 'Site Health Status', 'Quick Draft', 'At a Glance', 'Activity', 'Recent Comments', and 'Postman SMTP'.

Adding a new Country

Step by Step Guide to add a new Country

Adding a new Country

Legal regulations

Each country has its' own laws to run a website. It is important for us to know if there are special legal requirements in your country to run your BIOMOTO website. Please make sure to inform us so we can take action to comply with your laws.

Please find examples for some countries below.

Germany

- Imprint with special informations based on the services you provide
- Privacy Policy with individual informations based on the services you use on the website
- Cookie acceptance to save cookies on visitors computer
- and some more

Adding a new Country

This is a step by step guide how to add a new country. Some tasks have to be done by the Administrator of the Multisite Network. Some others by the direct member / you.

#	Task	Who
1	Register Country Domain and map to BIOMOTO WordPress Multisite In some countries we need additional informations to register a top level domain. We will come back to you and ask for these information if needed.	Administrator
2	Create a "NoReply" E-Mail Inbox A No Reply E-Mail Inbox is necessary to send E-Mails via SMTP. This helps to not get into the spam folder of the recipient.	Administrator
3	Create a Subdomain for the country Using a 2 or 3 character subdomain ensures to have a place to develop the website and afterwards set it online by mapping the Top Level Domain to this instance.	Administrator
4	Clone the English or German development Site Our development sites are a good starting point for the countrys' website. That will save you time and money. You will find the demo sites at: https://dev.biomoto-international.com https://ch.biomoto-international.com	Administrator

5	<p>Create an admin user</p> <p>You will be able to login with your admin user credentials under https://biomoto-international.com/wp-admin. With this access you gain control over the complete country website.</p>	Administrator
6	<p>Activating several plugins</p> <p>Since we use many premium plugins we have to check these and activate them one by one.</p>	Administrator
7	<p>Empty Cashes</p> <p>Swift Performance and Beaver Builder Cache needs to be emptied after doing big changes.</p>	Administrator
8	<p>Workshop</p> <p>Giving a workshop to show the functions of the website. If this is not possible, please refer to this manual and kindly ask us for help if needed.</p>	Administrator / Member
9	<p>Translate names of pages and the page URL</p> <p>First go to the "Pages" menu and start to translate and change the name of each page. You have to rename the last part of the URL, too. Find the URL at the "Page" tab on the right side. For the URL just exchange the last part, use a "-" instead of a space and just use characters a-z (lower case) and letters 1-9.</p>	Administrator / Member
10	<p>Translate the content</p> <p>When you are in "Pages" menu you can hover over each page name and you will find the link "Beaver Builder" directly below the page name. Press it to get into the editor and you will be able to translate and change the whole content.</p> <p>If you want, we can provide you with a machine translation into your language and you "just" have to proofread the content.</p>	Administrator / Member

11	<p>Mapping the Top Level Domain to the Site</p> <p>When you finished translating everything we can put the website into live status. We just have to map the Top Level Domain (TLD) - like biomoto.de instead of de.biomoto-international.com - to the site.</p>	Administrator
12	<p>Update database entries</p> <p>To make sure that all changes take place, we have to update many database entries. It's a search and replace action.</p>	Administrator

Adding a new shop

How to add a new shop

How to add a new shop

What has to be considered technically

Since we want to build up a big worldwide BIOMOTO directory it is important to create a new shop page only the way described below.

Step by step guide

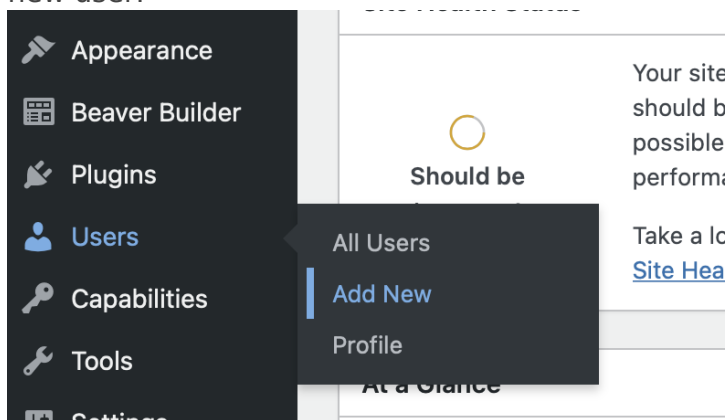
1. Contact us for creating a mail address

The shop will need an e-mail address. We are going to set this up and it will be something like "city@biomoto.xy". We will send you the login data for the mailbox afterwards.

2. If necessary create a new user

If you as an administrator want to manage the shop page you can skip this step.

If the shop page shall be administrated by the shop owner and this is not you, you have to create a new user:



Get down to the "Add new User" paragraph and fill out the form.

Add New User

Add Existing User

Enter the email address or username of an existing user on this network to invite them to this site. That person will be sent an email asking them to confirm the invite.

Email or Username

Role

Skip Confirmation Email Add the user without sending an email that requires their confirmation.

Add Existing User

Add New User

Create a brand new user and add them to this site.

Username (required)

Email (required)

Role

Skip Confirmation Email Add the user without sending an email that requires their confirmation.

Add New User

Please use this uniform schema: country-city-1

If there are more shops in one city just increase the number at the end.

Example: The second shop in Tokyo would get the username:

japan-tokyo-2

Our system will send an email to the specified email address. After clicking on the confirmation link in the mail you can set a password and the user is registered to the system.

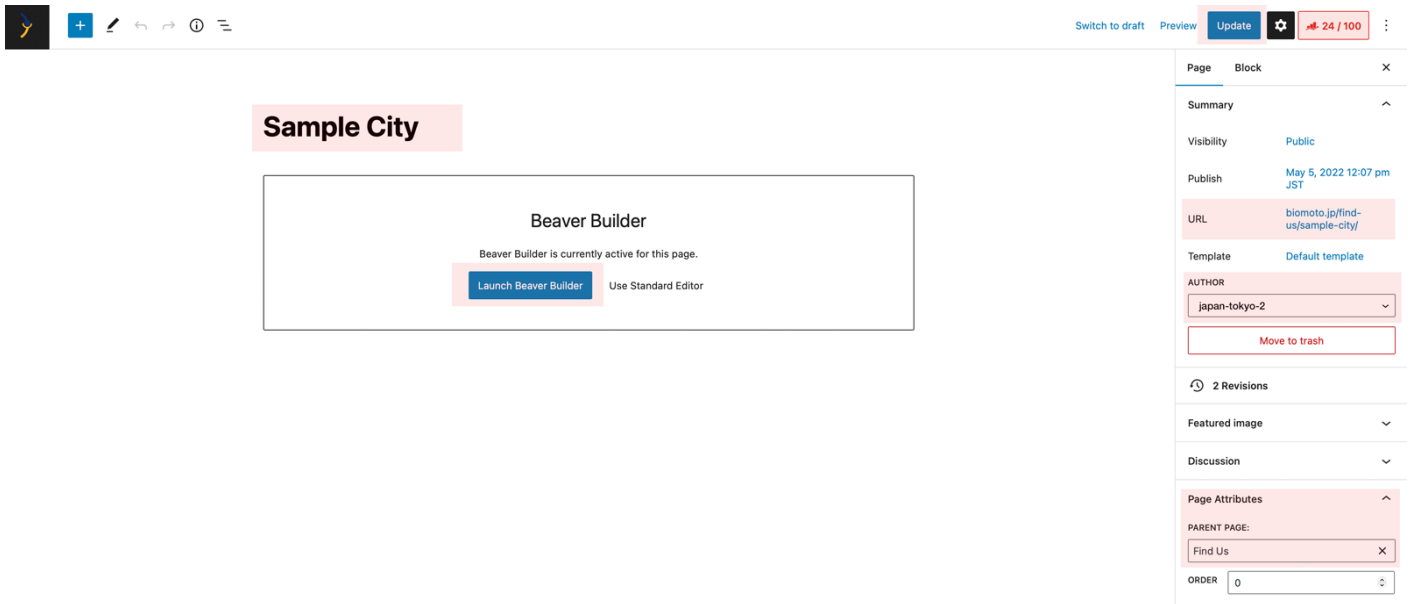
If you don't want to send this mail please check the "Skip Confirmation Email" checkbox. You will have to set up the password manually by navigating to the "Users" -> "All Users" Menu, editing the new user and giving a new password by clicking on the "Set New Password" Button at the end of the page.

3. Create a new page with the name of the city where the shop is located

With our demo site there already comes a sample shop page called "Sample City". You can either edit this to your needs, just duplicate this page to use it as a template or create a whole new page.

First navigate to the menu "Pages".

You can hover over the "Sample City" entry and click "Edit" to directly edit the page. To duplicate the page please hover your mouse over the "Sample City" name and click on "Duplicate Page". There will be a new page where you can hover your mouse over it again and press "Edit". You will see a new menu similar to this:



The screenshot displays the WordPress page editor interface. The main content area shows a page titled "Sample City" with a "Beaver Builder" notice. The right-hand sidebar contains several settings sections: "Page" (with "Update" and "24 / 100" buttons), "Summary", "Visibility" (set to "Public"), "Publish" (dated "May 5, 2022 12:07 pm JST"), "URL" (set to "biomoto.jp/find-us/sample-city/"), "Template" (set to "Default template"), "AUTHOR" (set to "japan-tokyo-2" with a "Move to trash" button), "2 Revisions", "Featured image", "Discussion", and "Page Attributes" (with "PARENT PAGE" set to "Find Us" and "ORDER" set to "0").

First edit the city name. If there are than one shops in one city please contact us since we have got different options to solve this.

As second make sure the URL changed to the city name, too.

Third edit the author. If you as an admin want to manage the page please set the author to your username. If it is the shop owner please change the author to the user created in step 2.

Last check if the parent page is set to "Find us" - or the corresponding translation in your language.

When everything is good please hit the "Update" Button. Afterwards you can open the Page Editor by clicking on the blue "Launch Beaver Builder".

4. Edit Content

5. Create the shop entry