Smarty Theme Documentation

Also available Online manual and Video tutorials.
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Introduction
The Smarty WordPress Theme is a theme designed keeping Educational Institutions in mind. It is the ultimate WordPress themes for Schools, Universities, Kindergartens and other educational institutions. It has many built-in features that will help you set up your website quickly.

Some of the features of the Smarty Theme include:

- Four predefined color skins
- Three footer layouts
- Ability to add teacher profiles and assign classes to teachers
- Ability to manage details of donations and events
- Manage your school’s timetable
- 18 custom content types
- WooCommerce compatibility
- Responsive, full-width or boxed layout
- Drag & drop page builder
- SEO ready

System Requirements
To install the Smarty theme you must have a working version of WordPress already installed. For information regarding the installing of the WordPress platform, please see the WordPress Codex at https://codex.wordpress.org/Installing_WordPress.

Installing the Theme
You can install the theme just as you would install any other WordPress Theme.

Note: In order to install a theme, you would need to login to your WordPress admin area with Administrator rights.
To install the theme:

1. In the WordPress Dashboard, click on **Appearance > Themes** to open the Themes screen.

2. Click on the **Add New** button to open the Add Themes screen.
3. Click on the **Upload Theme** button and upload the zipped theme file you have received from StyleMix Themes.

**Note:** Depending on the speed of your Internet connection, it may take some time to upload the zip file.

4. Once the file is uploaded click on the **Install Now** button to install the theme.

**Note:** If you have trouble installing the theme, please see the next section: *What to do if the theme installation fails.*
5. Once the theme is installed, you need to activate the theme to enable the Smarty demos and theme auto update feature.

You will have to generate a token to activate the theme. Follow the instructions on the “Welcome to Smarty” page to generate the token. Paste the token in the provided box and click on the Submit button.

If activation is successful, you will see a green check mark.

6. The Smarty theme requires a number of plugins to function properly. Fortunately, StyleMix Themes has made it easy for you to install the plugins. Click on PLUGINS in the Smarty theme menu.

WordPress will display the list of required plugins.
7. Select all the plugins and then select “Install” from the **Bulk Actions** drop-down list and click on the **Apply** button. WordPress will install all the required plugins.

**Note:** Depending on the speed of your Internet connection, it may take some time to install all the plugins.

8. Once the plugins are installed, you need to activate all the plugins.

9. Select all the plugins, then select “Activate” from the **Bulk Actions** drop-down list and click on the **Apply** button. WordPress will activate all the plugins.
Note: All the plugins which are not free come under our EXTENDED License, so you don’t need to pay for their license to use them. Some of them might have messages requiring activation, but they are already activated on our side. No purchase code needed. When using them under our license you will need to wait for the plugin updates in our regular theme updates. If you want to be able to auto update them from wp-admin, you will need to buy your own personal license for that. However, we always include the latest versions of the plugins in every update of the theme.

Note: The WooCommerce setup wizard may automatically run after you activate the plugins.

Click on the Let’s Go button to set up a WooCommerce online store, or click on the Not right now button if you don’t want to set up WooCommerce at this time or if you don’t want an online store for your website. You can always set it up later from the WordPress Dashboard.

Once the theme is installed, you will find a new Smarty menu in the WordPress dashboard. You can use this menu to access the different theme-related pages.
What to do if the theme installation fails
If the import stalls and fails to respond after a few minutes, or if WordPress gives you an error message, you are suffering from PHP configuration limits that are set too low to complete the process. You should contact your hosting provider and ask them to increase those limits to a minimum as follows:

- max_execution_time 600
- memory_limit 128M
- post_max_size 32M
- upload_max_filesize 32M

You can verify your PHP configuration limits by installing a simple plugin found here: https://wordpress.org/extend/plugins/wordpress-php-info. You can also check your PHP error logs to see the exact error being returned.

Viewing System Status
You can also view some of your WordPress system settings by going to the Smarty theme System Status page. (Click on Smarty > System Status in the WordPress menu.) This page will provide information about your WordPress environment and your server environment.

Any items that require your attention will be highlighted in yellow.
**Getting Help**

Your Smarty theme comes with six months of free support.

In case you are facing problems with using the Smarty theme, you can get help in the following ways:

- Read our online documentation.
- Watch online video tutorials to learn how to customize the theme.
- Visit our Community Forum.
- Submit a Help Ticket.

Click on **Smarty > Support** in the WordPress menu to access the Support page.

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**Note:** You can also get extended support through subscriptions via ThemeForest.

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**Importing the Demo Content**

Don’t know where to start on building up your site? We have created an option for you to recreate our theme demo site with just one click.
To import the demo content:

1. Click on **Smarty > Demo Import** in the WordPress menu.

2. Select one of the demo layouts.

   **Tip:** You can use the demo content as a starting point for your website and modify the content to suit your needs. In that case, select the demo layout that is most appropriate for your website.

3. Click on the **Import** button.

   **Note:** Depending on the speed of your Internet connection, it may take some time to import all the content.
Note: Most of the images will be replaced with placeholder images because of licensing constraints. Also, the demo content doesn’t include WP options and Widgets, so you will have to create them manually via Appearance > Widgets.

Note: If the import fails or stalls, please see the previous section: What to do if the theme installation fails.

Tip: If you want to start from scratch after viewing the demo content, you can remove the demo content using the Reset WP plugin (https://wordpress.org/plugins/reset-wp/). This plugin resets the WordPress database back to its defaults. It will delete all customizations and content, but it does not modify files; it only resets the database. Please see the above link for more details.

**Important Features of the Smarty WordPress Theme**

This section describes some noteworthy features of this theme.

**Bootstrap Framework**

The Smarty theme uses the Bootstrap framework, so you can have a layout grid of up to 12 columns to design your pages. Further, each widget has its own maximum and minimum widths, so you have the flexibility of adjusting the widths of the widgets depending on the layout of the pages.
Plugins Installed with the Theme
As mentioned before, the Smarty theme requires a number of plugins to function properly. The following table gives you a brief description of each of the plugins:

<table>
<thead>
<tr>
<th>Plugin</th>
<th>Required/Optional</th>
<th>How it helps you…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breadcrumb NavXT</td>
<td>Recommended</td>
<td>Allows you to set up breadcrumb navigation on the pages showing the visitors the path to their current location on your website.</td>
</tr>
<tr>
<td>Category Order and Taxonomy Terms Order</td>
<td>Recommended</td>
<td>Allows you to set up taxonomy terms and categories hierarchically and reorder them using drag-and-drop (similar to how the Menus option works in WordPress).</td>
</tr>
<tr>
<td>Contact Form 7</td>
<td>Recommended</td>
<td>Allows you to easily design and add forms to your website.</td>
</tr>
<tr>
<td>Instagram Feed</td>
<td>Recommended</td>
<td>Allows you to display Instagram photos from any non-private Instagram accounts, either in a single feed or in multiple ones.</td>
</tr>
<tr>
<td>MailChimp for WordPress Lite</td>
<td>Recommended</td>
<td>Helps you add subscribers to your MailChimp lists using various methods. You can create good looking opt-in forms or integrate MailChimp with other forms on your site.</td>
</tr>
<tr>
<td>Revolution Slider</td>
<td>Required</td>
<td>Helps to display image sliders or carousels on your web pages. Useful for picture galleries, introductions, etc. Has many slider options for varied purposes.</td>
</tr>
<tr>
<td>STM Importer</td>
<td>Required</td>
<td>Imports the Demo pages.</td>
</tr>
<tr>
<td>STM Post Type</td>
<td>Required</td>
<td>Provides different post types.</td>
</tr>
<tr>
<td>Timetable Responsive Schedule For WordPress</td>
<td>Recommended</td>
<td>Helps to create class timetables and event timetables.</td>
</tr>
<tr>
<td>TinyMCE Advanced</td>
<td>Recommended</td>
<td>Enhances the normal page/post editor that comes with WordPress.</td>
</tr>
<tr>
<td>WooCommerce</td>
<td>Recommended</td>
<td>Helps you set up your online store to sell things on your website.</td>
</tr>
</tbody>
</table>

**Note:** We provide extra plugins with **EXTENDED** licenses and include latest updates to every version of the themes. The plugins will be updated whenever you upgrade your theme.
Types of Posts

The Smarty theme comes with many built-in types of posts that are useful for a school or other educational institution. The following table lists the various types of posts available:

<table>
<thead>
<tr>
<th>Type</th>
<th>Used for…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievements</td>
<td>Displaying achievements of your institution such as certifications that have been awarded to your organization.</td>
</tr>
<tr>
<td>Courses</td>
<td>Displaying information about the courses offered by your institution.</td>
</tr>
<tr>
<td>Donations</td>
<td>Setting up and displaying details of calls for donations.</td>
</tr>
<tr>
<td>Events</td>
<td>Setting up and displaying details of events (such as lectures or classes).</td>
</tr>
<tr>
<td>Footers</td>
<td>Designing footer elements for your pages.</td>
</tr>
<tr>
<td>Meal</td>
<td>Displaying meal menus and details.</td>
</tr>
<tr>
<td>Meetings</td>
<td>Displaying details of meetings. Allows you to describe the purpose of the meeting as well the date and time, etc.</td>
</tr>
<tr>
<td>Sidebars</td>
<td>Setting up sidebars which can then be added to your pages as widgets.</td>
</tr>
<tr>
<td>Teachers</td>
<td>Displaying information about the teachers in your institution.</td>
</tr>
<tr>
<td>Testimonials</td>
<td>Displaying testimonials from students.</td>
</tr>
<tr>
<td>Timetable Columns</td>
<td>Setting up the columns for your timetables.</td>
</tr>
</tbody>
</table>

Changing the Title of Custom Post Types

If you want, you can change the title of the following custom post types:

- Course
- Donation
- Meeting
- Teacher

To change the title of the above-mentioned custom post type:

1. Click on Appearance > STM Post Types in the WordPress menu.
2. After making the changes click on the **Save Settings** button at the bottom of the page.

**Note:** If you change any of the **STM Post Type** names, you will need to regenerate the Wordpress **Permalinks**. To do this:

Click on **Settings > Permalinks** in the WordPress menu to open the Permalink Settings page. At the bottom of the page, click on the **Save Changes** button. WordPress will regenerate the permalinks using the new names you have given.
Setting Up your Website

Once the Smarty theme is installed, you will now have to customize the theme to suit your needs. The following are some of the tasks you need to complete to customize the theme:

- Set up headers, footers, and sidebars for your website.
- Design and add widgets to your website.
- Set up the menus of the website.
- Change the main language of the site (if your main language is not English).

Tip: If you have imported the demo content, remove it first before customizing the theme using the Reset WP plugin (https://wordpress.org/plugins/reset-wp/). This plugin resets the WordPress database back to its defaults. It will delete all customizations and content, but it does not modify files; it only resets the database. Please see the above link for more details.

Alternatively, instead of removing the demo content, you can use it as a starting point for your website and modify the content to suit your needs.

Customizing the Theme

You can perform general customization of the Smarty theme by going to Appearance > Customize (just as you would normally do for any other theme). Here, you can set up the following:

- General site settings such as the home page or front page; site title, tagline, logo and icon; fonts used for the headings and text of the website; etc.
- Menus
- Widgets
- Links to your Social Network sites such as Facebook, Google+, Twitter, YouTube, Instagram and SoundCloud.
- Header and Footer for your pages.
- General Page Settings such as the spacing for page titles; background image for the 404 Error page; and the layout or structure of certain pages such as the blog page, donation page, event page, and shop pages.
- Footer
• Custom CSS code to further customize the formatting of the various areas of the website.

**Setting Up the Header**

You can customize the look-and-feel of the header. You can also control what items appear in the header area of your pages.

**To set up or customize the header of your web pages:**

1. Click on Appearance > Customize > Header in the WordPress menu.
Setting Up the Footer

You can customize the look-and-feel of the Footer. You can control what items appear in the footer area of your pages. You can also set up additional footers that you can attach to some of your pages.

Select from one of four styles for the header.

Select this checkbox if you want the header to remain visible even when you scroll down the page.

Select this checkbox to display the top bar (i.e., the bar above the header).

Select the items to be displayed in the top bar. (The items here will vary depending on the Style selected above.)
To set up or customize the footer of your web pages:

1. Click on Appearance > Customize > Footer in the WordPress menu.

2. Click on Layout to customize the layout of the footer.

Select the number of widget area columns you want in the footer.

Select the Social Network buttons to be displayed in the footer. (Note: You need to specify the hyperlinks for the buttons in the Appearance > Customize > Social Networks page.

Type the copyright message to be displayed in the footer.

Click on these buttons to see how your website will look on different devices.
Note: You can specify what information should be shown in the columns of the footer by going to Appearance > Widgets and dragging widgets into the different Footer areas.
Adding Custom Code to the Footer
Sometimes, you may want to add special items (such as a visitor counter) in the footer that are added to the page using JavaScript or HTML.

To add custom code to the footer:

1. Click on Appearance > Customize > Footer in the WordPress menu.

2. Click on Additional Scripts.

Setting Up Additional Footers
Other than the regular footer that appears at the bottom of each page, you can define additional footers which you can place on other pages.

Note: Though these are called “footers”, they are actually additional panels of content that can be displayed on specific pages. They are ideally used for content that you want repeated on some of the pages, but not all. These “footers” will be displayed at the bottom of the post/page, just above the regular page/post footer.
To set up additional footers:

1. Click on **Footer > Add New** in the WordPress menu and create the footer content in the same way as you create a normal page or post.

   **Tip:** You can make use of the **Visual Composer** to design the footer. See **Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages** for more information on using the Visual Composer.

2. Once you have created the footer, you can add it to any page by selecting it from the **Footer** panel when designing or editing the page.
**Setting Up Sidebars**

The Smarty theme has two sidebars, left and right. These sidebars can be selected for archives as well as single pages or posts. You can create additional sidebars using Visual Composer widgets or elements. These additional sidebars can be added to individual pages or posts.

**To set up the sidebars:**

1. Click on **Appearance > Customize > Page Settings > Layout** in the WordPress menu.

![Image](image.png)

- Click on this button after making the changes.
- Select the position of the sidebar (Left/Right) from the **Sidebar Position** drop-down list.
- **Tip:** Select **Hide** from the drop-down list if you don’t want any sidebar to be displayed.
- From the **Sidebar** drop-down list, select the name of the sidebar that you want to display on the page. You can select either the default WordPress sidebar or one of your custom sidebars.
Note: If using the default WordPress sidebars, you can add widgets to the sidebar by going to Appearance > Widgets and dragging widgets onto the sidebars.

To set up sidebars on individual pages or posts:

1. While creating or editing the page or post, add a **Widgetised Sidebar** or an **STM Sidebar** Visual Composer element to the page.

Note: You may first have to add an extra column for the sidebar by clicking on the button.

Note: Use the **Widgetised Sidebar** element if you want to add one of your predefined **widgets** to the column, and use the **STM Sidebar** element if you want to add one of your predefined **sidebars** to the column.
Tip: See Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages for more information on using the Visual Composer.

Creating Additional Sidebars
In addition to the left and right sidebars, you can create your own sidebars using Visual Composer widgets or elements. You can then add these sidebars to individual pages or posts.

To create additional sidebars:

1. Click on Sidebar > Add New in the WordPress menu.

2. Design the sidebar as you would design any other page. You can also add sections to the sidebar using Visual Composer Elements and Widgets, if required.

Note: Once you have created the sidebars, you can add these sidebars to any of your pages or posts. See Setting Up Sidebars for more details.
**Adding Menus to your Website**

The Smarty theme supports up to three menus. You can have:

- A menu on the top bar (above the page header area)
- A menu as part of the header itself
- A menu on the About page

In addition to the above, you can also create custom menus that you can place on any page you want using the Visual Composer Custom Menu widget.

**Setting Up the Standard Menus**

As mentioned above, your theme allows you to have a menu on the top bar and a second menu in the header area. You can also set up a menu on the About page.

**To set up the Standard Menus:**

1. Click on Appearance > Menus in the WordPress menu to open the Menus page.
2. You can now set up the menus as you would do for any other WordPress theme.

**Creating Custom Menus**

Your theme also allows you to create custom menus to display on certain pages.

**To create Custom Menus:**

1. When designing a page, add the Custom Menu Visual Composer widget to the page.

**Tip:** See Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages for more information on using the Visual Composer.
Select this checkbox to create the custom menu.

Click on this ‘+’ to add the menu items.

Click on this button to set the URL for the menu item. You can select a page from your website or you can type an external link.

Type the text that should appear in the menu.

Click on this ‘+’ to add more menu items.

Click on this button to view/hide the details.
2. After creating the menu items, click on the **Save changes** button to close the dialog box and return to the post/page editing screen.

3. Finally, click on the **Publish** or **Update** button to save the changes you have made to the page.

### Localizing or Changing the Language of the Theme

If you are using the Smarty theme in a non-English speaking country, you can change the language of the theme so that the wp-admin area will be in the language of your choice.

You can change your site’s main language via **Settings > General > Site Language**. This will change all your WordPress related prompts to the selected language, but you will still have to localize the theme related options and screens.

It’s easy to localize your site using the [Loco Translate](https://localise.biz/help/wordpress/translate-plugin/beginners) plugin. (You can see a related tutorial in the following page: [https://localise.biz/help/wordpress/translate-plugin/beginners](https://localise.biz/help/wordpress/translate-plugin/beginners).)

Another way is to add your translations using the [PoEdit](https://poedit.net) platform. Basically, you need to create a .po file that contain the translations and PoEdit will generate a .mo file for you. You then need to upload the .mo file to your theme’s language folder (`../wp-content/themes/theme-folder/languages/`).

#### Note: Before adding translations for static strings, you need to rename the language files correctly according your site’s language. The theme language files are located in the `../wp-content/themes/theme-folder/languages/` folder. You can find a list of language codes at [WordPress in your Language](https://wordpress.org/support/network/languages). As an example, the language code for English is en_EN, so you would save the translated files as en_EN.po and en_EN.mo.

#### Note: If you are using timetables in your website, you will need to change the names of the days in the timetables to your local language. See *Defining Timetable Columns* for more details.

#### Note: The Smarty theme comes with many custom post types. You can quite easily change these custom post type names to the language of your choice. See *Changing the Title of Custom Post Types* for more information.
Adding Teacher and Administrator Information

The Smarty theme has got a custom Teachers post type for adding the details of your teachers and administrators. Using the Teachers post type you can easily add additional information like the Position, Social links and E-mail ID of your teachers and administrators.

To add details of teachers and administrators:

1. Click on Teachers > Add New in the WordPress menu.
2. Use the **Details** panel to add the position and contact details of the teacher or administrator.

![Details panel](image)

**Note:** Once you have entered the details of all your teachers/administrators, you can display this information on other pages using the following widgets:

*(STM) Teachers - Grid
(STM) Teacher - Contact details
(STM) Teacher - Bio*
Adding Course Details

The Smarty theme has got a custom Courses post type for adding the details of your courses. Using the Courses post type you can easily add information about a course and assign a teacher to the course.

**To add details of a course:**

1. Click on **Courses > Add New** in the WordPress menu.

Use a **(STM) Topics** widget to display the list of topics included in the course.

Use **Paragraph** and **Topic** elements to enter the topics included in the course.
Note: The **Paragraph** and **Topic** elements are part of the *(STM)* **Topics** widget, so click on the “+” symbol that is within the *(STM)* Topics panel to add these elements to the panel.

2. Use the **Details** panel to assign the course to a teacher.

Tip: Once you’ve added all the courses as different posts, you can display a list of courses on any page/post by adding the *(STM)* **Classes** element to the page/post.
Adding a Timetable

The Smarty Theme makes it easy for you to display one or more Timetables of “events” happening in your institution. There are many options to format and display the timetable in many ways. You can even display a timetable of “upcoming” events.

**Note:** Though this manual calls them “events”, you can actually use the Timetable feature to display a table of any date-based information. So, for example, you could display a timetable of events happening in the institution, or even a regular timetable showing the classes/lectures for different categories of students.

**Defining Timetable Columns**

Before you can display the timetables, you should first define the columns of the timetable. This is usually the days of the week. You need to create seven posts of the type “Timetable Columns” for the seven days of the week.

**To define Timetable columns:**

1. Click on **Timetable Columns > Add New** in the WordPress menu.

   ![Define Timetable Columns](image)
2. Define the rest of the days in a similar way.

**Tip:** If you are using the theme on a non-English website, type the name of the day in the language of your choice.

**Creating Timetable Events**

As mentioned earlier, the timetable displays “events”. These events could be anything, such as seminars, competitions, etc. or they could even be “subjects” as in a regular timetable.

**Tip:** You have great flexibility while displaying your timetables. For example, you could assign categories for your events and have different timetables displaying different categories of events. Click on **Events > Categories** in the WordPress menu to define the categories for the events.

**Tip in a Tip:** Once you have defined categories, you can quickly change the order of the categories by using drag-and-drop if you click on **Events > Taxonomy Order** in the WordPress menu.

**To create timetable events:**

1. Click on **Events > Add New** in the WordPress menu.
2. Use the **Options** panel to define custom colors for the event. You can also specify a URL to a page to be displayed when the user clicks on this “event” in the timetable.

3. In the **Event** panel, enter the start and end time for the “event” and optionally a description. You can add multiple time or hour entries.
4. Finally, click on the **Publish** button to save the entry.

**Displaying the Timetable**

Once you have defined all the “events” for a timetable, you can easily display the timetable anywhere on your website using a *timetable shortcode* such as the following one:

```[tt_timetable event_category='1-st-grade,2-st-grade,7th-grade,8th-grade' filter_style='tabs' filter_kind='event_and_event_category']```

The shortcode can be placed either in the main content of the page or in a sidebar or other content block.

Luckily, the Smarty Theme comes with a special shortcode generator to help you create the shortcode.
Setting Up Timetable Shortcodes
To display the timetable on your website, you need to insert a timetable shortcode on your page. The shortcode can simply be `[tt_timetable]` or it can be more complex such as the one shown above.

To create the shortcode for a timetable:

1. Click on **Settings > Timetable** in the WordPress menu to open the Timetable Shortcode Generator screen.

2. Select Events, Event Categories, Columns, etc. to display in the timetable.

**Note:** If you select items, only those “events” that match your selections will be displayed, but if you do not select any items, all the “events” will be displayed in the timetable.
3. Make other selections, as required, in the rest of the page.

4. Optionally, you can use the **Fonts, Colors, and Custom CSS** options (at the top of the page) to format the timetable.

5. The generated shortcode will be displayed at the top of the page.

6. Click on the **Copy to Clipboard** button to copy the shortcode to the clipboard so as to allow you to paste it in the page where you want to display the timetable.

**Note:** In addition to copying to the clipboard, you can type a **unique id** for the shortcode and click on the **Save** button to save your definition so that you can use it as a base for future timetable definitions.
Tip: By default, timetable entries are called “events”. But you can change this to something more appropriate for your institution (such as “classes”) in the Events post type configuration section of the Timetable Shortcode Generator page.

Displaying Upcoming Events

In addition to the regular timetable, the Smarty Theme also has an Upcoming Events widget to allow you to display a scrolling list of upcoming events on your web page.

You can add this widget to any sidebar or footer of your web page. The widget allows you to display current events, the current day’s upcoming events, or all upcoming events.
Adding Meetings

An educational institution may have many events during the year such as competitions, youth festivals, annual day, etc. With the Smarty theme you can easily add information about these events on your website. You can also categorize these events.

**Note:** Since the theme uses “events” in timetables, these other types of events are called “meetings”.

**Setting up Meeting Categories**

Before uploading details of meetings to your website, it is a good idea to first create meeting categories and tags. This will help you segregate the meetings based on their category, and display meetings of just a particular category, if required.

**To set up meeting categories:**

1. Click on **Meeting > Categories** in the WordPress menu.

2. Create categories just as you would create normal categories in WordPress.
Tip: To reorder the list of categories, click on Meeting > Taxonomy Order in the WordPress menu, to open the Taxonomy Order page. Here, you can re-order the categories by dragging them with the mouse.

Note: You can similarly create Meeting Tags by clicking on Meeting > Tags in the WordPress menu.

Creating a Meeting Post

Once you have defined your meeting categories, you can create Meeting posts with details of the meetings.
Note: The Smarty theme allows you to have a sidebar on your Meeting pages. The sidebar can be placed either to the left or the right of the page. You can also specify whether the sidebar should be a normal WordPress sidebar (which you can then customize from the Appearance > Widgets page), or one of your custom sidebars.

To specify the Meeting page sidebar settings:

1. Click on Appearance > Customize > Page Settings > Layout.
2. Adjust the settings in the Event section of the Layout panel.

To create a Meeting post:

1. Click on Meeting > Add New in the WordPress menu.

2. Create the meeting post as you would create any other post or page.

Tip: See Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages for more information on using the Visual Composer.
3. Specify the details of the meeting such as the date, starting and ending times, venue, location, e-mail, etc. in the Information panel at the bottom of the page.

![Information Panel]

**Displaying Meeting Details on Other Pages**

Once you have created your meeting posts, you can display the details on any page or post by adding the (STM) Events Visual Composer element to the page or post. You can then specify the settings for the element as can be seen in the following screenshot.
Specify whether to display the events as a list or a grid.

Select the category of the events to be displayed.

Specify how many events to display.

If you select this checkbox only **Events count** number of events will be displayed on the page at one time and WordPress will display pagination buttons to facilitate moving between the pages.
**Joining the Meeting**

Meeting pages have a **Join event** form that is displayed at the bottom of the Meeting page.

Viewers can join the meeting by filling and submitting the form.

**Viewing Details of all Persons Joining a Meeting**

When viewers submit the **Join event** form, the details are added to the **Members** page in the WordPress admin area.

**To view details of persons joining a meeting:**

1. Click on **Meeting > All Members** in the WordPress menu to view the list of persons joining the meeting.

   Each person’s name will appear in a separate row.
Click on the title to view the details of the person joining the meeting.

Message from the person joining the meeting.

Contact details of the person joining the meeting.
Adding Media Galleries

You can easily set up multiple media galleries using the Smarty theme. You can create galleries of images, videos or audio files and display them on your pages using Visual Composer elements.

Creating a Media Gallery Entry

To create a media gallery you need to first add the media using Media Gallery posts.

To add media for your media galleries:

1. Click on Media Gallery > Add New in the WordPress menu.
2. Add a name or title for the media.
3. Provide the details of the media in the Details panel.
Tip: If you assign categories to your media gallery items, you can then display different categories of items in different galleries. Click on **Media Gallery > Categories** in the WordPress menu to define the categories.

**Tip in a Tip:** Once you have defined categories, you can quickly change the order of the categories by using drag-and-drop if you click on **Media Gallery > Taxonomy Order** in the WordPress menu.
**Displaying the Media Gallery**

Once you’ve added/uploaded the media gallery items, you can display the gallery on any page or post by using (STM) Media Gallery Visual Composer elements.

**To display a media gallery:**

1. Depending on your requirements add one of the following Visual Composer elements to your page:
   - **Gallery** – for a general gallery
   - **(STM) Media Gallery** – for a gallery with titles and where you can select the gallery format.
   - **(STM) Media Gallery - Audio** – for a gallery of only audio files with titles and where you can select the gallery format.
   - **(STM) Media Gallery - Video** – for a gallery of only video files with titles and where you can select the gallery format.
Adding Meals Menus

If your institution provides meals to the students you can display meal menus on your website. Meal menus are similar to timetables, but they display information about the available meals. The Smarty theme has provisions to display attractive meal menus using the Meal post type. You can also upload a picture and a brief description of the meal.

Specifying Days and Meal Times

Before creating a meal menu, you first need to set up the days and meal timings.

To set up the meal days and times:

1. Click on **Meal > Weekdays** in the WordPress menu to open the **Add New Weekdays** screen. Here, you can define the days of the week just as you set up normal WordPress categories.

![Add New Weekdays](image)

2. Click on **Meal > Meal Time** in the WordPress menu to open the **Add New Meal Time** screen. Here, you can define the mealtimes (such as breakfast, lunch, etc.) just as you set up normal WordPress categories.
Adding Meal Descriptions

Once you have set up your meal days and mealtimes, you can add the details of the meals using the Meal custom post type.

To add meal descriptions:

1. Click on Meal > Add New in the WordPress menu.
Tip: You can add an image for the food item using the Featured Image panel.
**Displaying Meal Menus on your Website**

Once you’ve added all the food item posts, you can display the meal menu on any page or post by adding an *(STM)* Meal Visual Composer element to the page or post.
Adding Donation Appeals

Donations form an important part of the income of all educational institutions. Many times organizations collect donations to meet particular needs, such as building an extra wing, collecting money to buy sports uniforms, etc.

The Smarty theme allows you add one or more pages to your website giving information about the donations you have received. You can display not only how much you have received but also how much you still need to collect. The theme also allows you to publish a list of donors.

Setting Up Donation Options

The Smarty theme allows you to collect donations via your website by using PayPal as the payment gateway. In order to collect donations via your website, you need to first set up the donation options.

To set up the donation options:

1. Click on Appearance > STM Donation Options in the WordPress menu.
You can also set up an e-mail message that will be sent to the admin of your website whenever a visitor makes a donation, and an e-mail (such as a thank-you message) that will be sent to the donor.

Creating a Donation Post

You create donation posts using a custom post type of Donations.
**Note:** The Smarty theme allows you to have a sidebar on your Donation pages. The sidebar can be placed either to the left or the right of the page. You can also specify whether the sidebar should be a normal WordPress sidebar (which you can then customize from the **Appearance > Widgets** page), or one of your custom sidebars.

**To specify the Donation page sidebar settings:**

1. Click on **Appearance > Customize > Page Settings > Layout.**
2. Adjust the settings in the **Donation** section of the Layout panel.

To create a donation posts:

1. Click on **Donation > Add New** in the WordPress menu.

2. Create the donation just as you would create any other post.

**Tip:** See **Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages** for more information on using the Visual Composer.
3. Add the information about the donation in the **Information** panel (at the bottom of the Add New Donation page).

### Displaying Donation Details on Other Pages

Once you have created the donation post, you can display the post on the website using a special *(STM) Donations* element.

**To display donation details:**

1. Create a new page for the donation.

2. Using the Visual Composer, add an *(STM) Donations* element to the page.
Tip: See Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages for more information on using the Visual Composer.

After you publish the page, it can be viewed on the website.
The page shows how much has been collected against each donation target. It also shows the number of days left to achieve the target. Viewers can click on the donation title or on the Donate Now button to see complete details of the donation appeal.
From here, viewers can click on the Donate Now button to make a donation via PayPal.

Viewers can click on one of the buttons at the left, or they can type any figure here.

Items with an asterisk (*) are mandatory. The e-mail id should be the viewer’s PayPal e-mail id.

Viewers can click on this button to make a payment via PayPal.
Viewing a List of Donors

When make donations, the details are added to the Donors page in the WordPress admin area.

To view details of donors:

1. Click on Donations > All Donors in the WordPress menu to view the list of donors.

   Each person’s name will appear in a separate row.
Adding Certifications or Achievements

Credibility is a very important aspect of any educational institution. The more credible or trustworthy an institution is, the more the number of students it will attract. One way of gaining the trust of prospective students is by displaying the achievements or certifications of your institution on your website.

The Smarty theme has an Achievements custom post type that you can use to put up certificates or pictures of awards or certificates your institute has won.

**Tip:** It is a good idea to set up achievement categories. Once this is done you can categorize your achievements and display different types of achievements on different pages.

**Setting up Achievement Categories**

Before uploading details of achievements to your website, it is a good idea to first create achievement categories. This will help you segregate the achievements based on their category, and display achievements of just a particular category, if required.

**To set up achievement categories:**

1. Click on **Achievements > Categories** in the WordPress menu to open the Achievement Categories page.

2. Here, you can create categories just as you would create normal categories in WordPress.

**Tip:** To reorder the list of categories, click on **Achievements > Taxonomy Order** in the WordPress menu, to open the Taxonomy Order page. Here, you can re-order the categories by dragging them with the mouse.
Adding Achievement Posts

If your institution has won any awards, shields, certificates, etc., you can take a photo of these awards and upload them to your website.

To add certifications or achievements to your website:

1. Click on Achievements > Add New in the WordPress menu.

Displaying the Certifications or Achievements on the Website

Once you have created the achievement posts, you can display the posts on your website using a special Achievement element.
To display the certificates or achievements:

1. Create a new page or post for the achievements or certifications.

2. Using the Visual Composer, add an Achievement element to the page.

**Tip:** See Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages for more information on using the Visual Composer.
Specify which category of achievements to display. If you don’t select any categories, all the achievements will be displayed.

Specify how many achievements to display at a time.

Specify the size for the achievement images. By default, the images will be displayed at 548x342 px.
Adding Testimonials

Just as Certifications and Achievements add credibility to your organization, testimonials too are very important for strengthening the credibility of your organization.

You can easily add Testimonials using a custom post type of Testimonials.

To add Testimonial posts:

1. Click on Testimonials > Add New in the WordPress menu.

   Type the name and details of the person giving the testimonial.

   Type the testimonial here.

   Optionally, add an image as a Featured Image.
Displaying Testimonials on Other Pages or Posts

Once you have created the Testimonial posts, you can display them all over the site, by just inserting a Visual Composer Testimonials element.

To display the testimonials on the website:

1. Add the Visual Composer Testimonials element on any page or post where you want to display the testimonials.

Tip: See Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages for more information on using the Visual Composer.

Tip: If selecting Carousel, you must specify the number of testimonials to display (in the Carousel settings page), or else the Carousel will not display.

Note: The Carousel will display all the testimonials you have posted. However, if you select “Single static” from the Type drop-down list, you can create a one-off testimonial that is not part of the other testimonials.
Adding Other Content

Other than the special types of content covered in the previous sections of this manual, you can also add regular content to your website as normal pages and posts. You can create your pages using Classic mode or the Visual Composer Backend or Frontend Editors.

**Tip:** See Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages for more information on using the Visual Composer.

**Adding Pages**

The following additional options are available while adding pages:

1. You can add sliders to the page (if you have set up sliders using the Revolution Slider plugin).

2. You can change the formatting of the page title area (for a particular page) using the Page title panel.
3. If you want you can use custom formatting styles for the page.

4. You can also show/hide the Shopping Cart link, the Breadcrumbs, and an additional footer at the bottom of the page.
Adding Posts

The following additional options are available while adding regular posts:

1. You can add sliders to the post (if you have set up sliders using the Revolution Slider plugin).

2. You can add an additional footer at the bottom of the post.
Miscellaneous Features

The Smarty theme also supports blogs. You can set up a custom blog page. You can also have custom sidebars on the blog.

The Smarty theme is also compatible with the WooCommerce plugin, so you can have an e-commerce shop on your website.

Adding a Blog to your Website

You can also have a regular blog on your website where you (or anyone with admin/author rights) can put up posts.

**Note:** Blog posts can be published from the WordPress admin area. Only someone with admin or author rights can put up blog posts.

You can assign any page you create as the start page of your blog by clicking on Appearance > Customize > Site Settings > Static Front Page and selecting the page in the Posts page drop-down list.
Note: The Smarty theme allows you to have a sidebar on your Blog pages. The sidebar can be placed either to the left or the right of the page. You can also specify whether the sidebar should be a normal WordPress sidebar (which you can then customize from the Appearance > Widgets page), or one of your custom sidebars.

To specify the Blog page sidebar settings:

1. Click on Appearance > Customize > Page Settings > Layout.
2. Adjust the settings in the Blog section of the Layout panel.
Incorporating a WooCommerce Shop in your Website

WooCommerce is the most popular e-commerce plugin for WordPress. Now you can have a shop with all e-commerce features on your WordPress site.

Before you start adding products, please go through the WooCommerce plugin settings and specify everything you need for your shop.
Please see [https://docs.woothemes.com/documentation/plugins/woocommerce/getting-started/](https://docs.woothemes.com/documentation/plugins/woocommerce/getting-started/) for more details on setting up a shop using the WooCommerce plugin.
Updating the theme

We will periodically provide updates of your theme. These updates are essential if you want to have a bug-free website as we give new features and improvements to the theme over time. Some of these updates might be needed in order to make the theme compatible with newer versions of WordPress.

**Note:** There is no risk of losing your settings and pages when you update the theme. However, any modifications you have made to the core theme files will be lost, so you should back up those files before you update the theme.

**Tip:** After upgrading the theme, you can update extra plugins via Appearance > Install Plugins.

There are three ways of updating our WordPress themes to newer versions:

- Updating via the WordPress Admin Panel (using the Envato Extension)
- Update via the WordPress Admin Panel (using an extra plugin)
- Updating via FTP

**Updating via the WordPress Admin Panel (Envato Extension)**

The easiest way of updating the theme is by using the Envato Extension.

Before you can update the theme using the Envato Extension, you will first need to enter the correct API credentials in Customize > Site Settings > One Click Update. You will need to provide your ThemeForest or Envato Username and your Envato API Key (a secret API key you have on ThemeForest).
Note: If you don’t have an Envato API Key, you can create one under the Settings > API Keys section of your profile on ThemeForest.

Once you have set the One Click Update settings you can easily update the theme via Dashboard > Updates.

Tip: After upgrading the theme, you can update extra plugins via Appearance > Install Plugins.

Updating via the WordPress Admin Panel (using an Extra Plugin)

For this method you should first install Easy Theme and Plugin Upgrades plugin (http://wordpress.org/plugins/easy-theme-and-plugin-upgrades/) This plugin will update your theme when you upload the theme.zip file.

Once you have installed the Easy Theme and Plugin Upgrades plugin:

1. Download the theme file update from ThemeForest.

2. Extract the Smarty.zip file from the downloaded theme file.

3. In the WordPress dashboard, click on Appearance > Themes > Add New > Upload Theme > Browse...

4. Select the Smarty.zip file that you extracted in step 2 and click on Install Now.

Tip: After upgrading the theme, you can update extra plugins via Appearance > Install Plugins.

Updating via FTP

Another way of updating your theme is via FTP.
Extract the contents of the Smarty.zip file (which you will find inside the theme update file you have downloaded from Themeforest). The contents will be extracted to a folder called smarty\ and to subfolders within the smarty folder.

**Tip:** Make sure your unzipping software does not create any extra directory with the same name nested within the smarty\ folder. In other words, make sure you extract the files to smarty\ and not smarty\smarty\.

Using an FTP program, upload the smarty\ folder (and its subfolders) to /wp-content/themes/ on your web server.

**Note:** The FTP program will give a warning that the smarty\ folder already exists. Choose Replace All.

**Tip:** After upgrading the theme, you can update extra plugins via Smarty > Plugins.

**Final Tip:** Whichever method you use to update your theme, clear your browser cache after each update if you notice anything off. Old theme files can sometimes persist in your local cache and make you think something’s wrong.
Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages

Your Smarty theme incorporates the WPBakery Visual Composer plugin that helps you build pages quickly and easily with an intuitive drag-and-drop interface.

**Note:** This appendix gives you a brief overview of using the WPBakery Visual Composer to create your pages. Please see [http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full_screen_preview/242431](http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full_screen_preview/242431) to view a short manual on how to use the Visual Composer, or [http://vc.wpbakery.com/video-tutorials/](http://vc.wpbakery.com/video-tutorials/) to see some tutorial videos.

**Tip:** Click on **Visual Composer > General Settings** in the WordPress menu to set up or control the functioning of the Visual Composer plugin.

You can control whether the Visual Composer plugin should be enabled or not for different types of pages and posts in the Visual Composer Settings pages. If the Visual Composer is disabled, you will see the WordPress **Classic Editor** with buttons to switch to the Visual Composer (as in the following image):
As can be seen in the above image, the Visual Composer can work in two modes: as a Backend editor, or as a Frontend editor.

**Working with the Backend Editor**

Click on the Backend Editor button to switch to the Backend mode.
To add an element to the page, click on the **Add Element** button and select an element or widget from Visual Composer’s vast array of elements or widgets.
Note: You will find all the Smarty theme related elements or widgets in the STM, STM-Partials, STM - Course and STM - Widgets tabs.

For some of the elements you may have to specify additional details or settings.
The element will be added to your page and formatted according to your settings.

To make changes to any added element, hover the mouse pointer over the element. You will see icons that allow you to move, edit, copy or delete the item.

Tip: As you add elements with the Visual Composer, use the Preview button to see what your page will look like.
Working with the Frontend Editor
The Backend Editor shows you the “blocks” that make up your page, but does not show you what your page actually looks like. Alternatively, you can work with the Frontend Editor to see what the actual page looks like as you create/edit it.

Note: This was just a brief overview of using the WPBakery Visual Composer to create your pages. Please see http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full-screen_preview/242431 to view a short manual on how to use the Visual Composer, or http://vc.wpbakery.com/video-tutorials/ to see some tutorial videos.
Appendix B: Using the Revolution Slider

Your Smarty theme incorporates the Revolution Slider plugin that allows you to display a series of images or other content on your web pages as a slider or carousel. This is useful for picture galleries, introductions, etc.

**Note:** This appendix gives you a brief overview of using the Revolution Slider. Please see [http://www.themepunch.com/revslider-doc/slider-revolution-documentation/](http://www.themepunch.com/revslider-doc/slider-revolution-documentation/) for more detailed instructions.

Before you can add a slider to a page/post, you first have to create the slider. Click on **Slider Revolution** in the WordPress menu to access the Sliders page.

![Slider Revolution interface](image)

You can create a new slider from scratch or you can use a free or paid template.
Once the slider has been created, you can add it to your pages/posts in one of the following ways:

- In the page/post editor, add a shortcode `[rev_slider alias="xxx"]` (where “xxx” is the name of the slider), or using the Classic Editor, click on the button and select a slider to insert it at your cursor location.

- In the Widgets screen (Appearance > Widgets), drag the “Revolution Slider” widget to a sidebar.

- Using Visual Composer, add a Revolution Slider widget/element to the page/post.