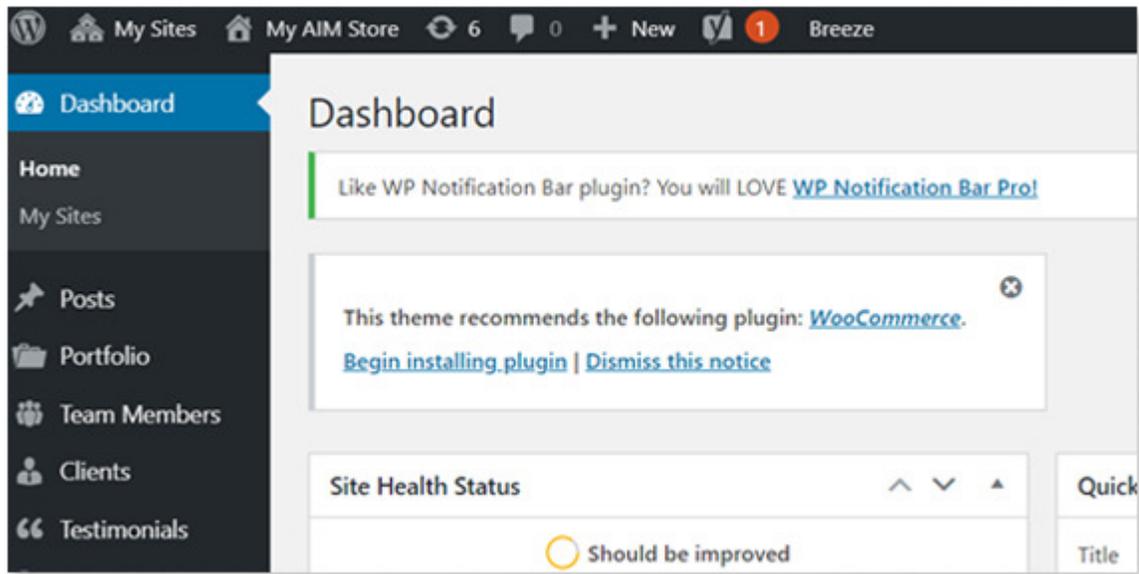




The WordPress Dashboard is the first screen you'll see when you log into the administration part of your MyAIMStore site. Getting to know your dashboard and the collection of tools used to manage content is the perfect way to personalize your MyAIMStore site.

TRAINING



## DASHBOARD OVERVIEW

Access your Dashboard by Logging in to your site <https://myaimstore.com/your-store-name-here/wp-admin> or use the **Login** link in the bottom right corner of your MyAIMStore Website. After logging in you'll see your website dashboard, and a menu of customization options on the left. Here is a quick introduction to your customization options. Let's start at the top!

**Dashboard.** The WordPress Dashboard provides navigation menu that contains some menu options such as posts, media library, pages, comments, appearance options, plugins, users, tools and settings on the left side.

**Posts.** Here is where you can create your own blog, instead of using our BarleyLife blog. To add a new post, click “**Add New**” under the Posts menu option. If you choose to do this, make sure to update the Menu to point to “**/blog/**” instead of “<https://thebarleylifeblog.com/>”

**Media.** This is the library of images used on your site. You can add additional images directly to this page, or click “**Add Media**” at the top left of any blog post or page to add to your post.

**Pages.** These are the pages which make up the content of your blog that doesn't change much. It is completely optional to add new pages or to edit the default pages which came with your new MyAIMStore site.

**Comments.** Here is where you can manage the comments that users leave on your site, whether on pages, blog posts, or elsewhere.

**Testimonies.** Your MyAIMStore site comes pre-loaded with some great testimonials, but as you build a clientele who loves your products, you can add their positive feedback here!

**Contact.** Here is where you can create custom contact forms, enabling users to contact you. Don't worry, your users can already simply click your email address on the top right of your site, or “**Contact**” in the main menu. You likely will not need to use this feature.

**Appearance.** Here is where you can customize many features of your site, including colors, wording, and more.

**Users.** Here is where you can add additional users to your site. For example, if you have writers who are contributing regular blog posts about your products, you can add them here. You will find yourself in this list as the Administrator.

**Tools.** Here are a few tools that you'll likely never need to use. But isn't it nice to know they're available?

**Settings.** Here is where you can customize a few settings for your website. Don't worry, we've set you up with the defaults.

**Custom Fields.** You likely will not need to edit or add to this feature, as we have set up defaults for you already!

**Options.** Here is where you'll need to make most of your adjustments. You'll be able to add custom CSS, custom javascript (tracking codes, for example), change your email or phone number, and make other adjustments.

**SEO.** You probably won't need to edit this section, but SEO-savvy users may wish to make adjustments. The SEO for your MyAIMStore is powered by Yoast.

**Avatars.** These optional settings determine how avatars for users and commenters on your site are handled. No need to adjust from the defaults unless you want to.

## TIPS



### Here's a Tip - Add your location to your MyAIMStore Site

Your location is displayed under your site name.

Login to your site by visiting <https://myaimstore.com/your-store-name-here/wp-admin/> or use

the **Login** link in the bottom right corner of your MyAIMStore Website.

In the left menu, click on “**Options**” Then click on the “**Member Info Options**” tab.

1. Update the member location as needed.
2. Click “**Update**”

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## DO YOU HAVE A QUESTION YOU NEED ANSWERED?

Email your question to [myaimstore@aimintl.com](mailto:myaimstore@aimintl.com) (be sure to include your name and AIM Member ID in your email). We may even use your question in a future newsletter! We hope you enjoy the MyAIMStore Connect newsletter and find it useful for your AIM business.

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