

# **How to Set Up Your No Hassle Membership & Course Platform 3.0**

A Cheat Sheet to Accompany  
Neta Talmor's Instructional Videos.

Notes compiled by  
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and #1 Fan of Neta & the NH Team! 😊

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## NHP 3.0 Video #1: Overview of WordPress and Dashboard

- Using the details provided in your Welcome email, login to your new NH WordPress website “backend” called the Dashboard--
  - The black sidebar on left allows you to access everything.
  - Locate UPDATE number at top of sidebar – the same number appears at top in circular arrow. Updates must be made frequently, or your plugins and themes will not work properly.
  - This update number (which sometimes changes) shows number of elements that need updating related to themes, plugins, and WP version itself. Use buttons to update.
  - Updates must be made on a regular basis, or your themes and plugins may not work properly and/or your website security may be breached. Every time you go to the back end of your site, look first to see if updates are needed.
  - **Order of Update Operations:**
    - First: Update Plugins
    - Next: Update Themes
    - Last: Update WordPress, if necessary
- To Perform Updates:**
- Select ALL (plugins or themes) and then Update.
  - Look for message that all have been updated.
  - After updating Themes, additional Plugin updates may show up.
  - If new Plug updates show up, update them as well.

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- Click on “Go to WordPress Updates Page” to make sure all updates have been performed.

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### **Go Back to Dashboard Sidebar--**

**Posts** are usually performed on main website.

**Quiz Maker**—a surprise feature we will learn about later... (for Memberships).

**Media** is where we update and upload images, PDFs, etc.

**Pages** shows where pages of your website are. Click to see ALL PAGES. Usually for a new website there would be no pages to begin with, but NHW has provided predesigned pages for us. We will explore these later.

**WP Auto Terms** is a plug in for a privacy policy. We will explore later.

**MemberPress** plugin is very important. It powers your entire NH Membership & Course platform.

**Appearance** is where we customize the general appearance of the website.

**Plugins** are apps for your website. They add special features and enhance website. For example, Quiz Maker is a plugin and MemberPress is a plugin.

**Users** will include us as admins and any students we attract.

**Tools** general area used to make non-routine management tasks. Usually, we will not use these.

**Settings** allow us to make some changes for example, website name, today's date, etc. More in next video.

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**Custom Fields** is a plugin that allows you to edit the pages on your websites without knowing coding or editing.

**WordFence** is a plugin that helps prevent against spam and malware.

**Divi** is very important. It is the THEME and PAGE BUILDER of your website. The THEME is the "skin" of the website. It determines the overall LOOK of our websites. NH used Divi Theme to create the look of the pages of your NH Membership & Course Platform websites. It's also a page builder that allows you to build pages and layout of the pages. (Lots of this work has been done for us.)

**Avatar** is a plugin that allows you to display our pictures.

**Accessibility** is a plugin that makes your websites accessible for people with some special needs such as colorblindness.

For help open a Support Ticket: [nohasslewebsite.com/support](https://nohasslewebsite.com/support).

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### NHP 3.0 Video #2: Email updates, Avatar, 3 Color Codes, Edit Button Color Codes

#### EMAIL

- Go to Dashboard >>> Users >>> All Users >>> See your name as Admin with “junk” email from NH.
- Click on Admin >>> Edit >>> Enter your full name as this will show up on your Course or Membership.
- Edit email to yours. (Neta recommends using a Gmail address rather than the email with your name and domain name.)
- Scroll to bottom and click UPDATE.
- Scroll back up to email field. See that you are being asked to go to the email address you entered and find a confirmation email to confirm.
- Go to that email and click to confirm the change. Then check again to make sure the email has changed. If it didn't work, try a different email address. If it still didn't work, open a Support Ticket: [nohasslewebsite.com/support](https://nohasslewebsite.com/support).
- For the Website Address, check that it is yours.

#### AVATAR

- Find Profile Picture and click and upload a small photo for your Avatar.
- Find Account Management >>> New Password >>> Set New Password >>> Update Password. If kicked out, use your new password to log back in.
- Find Settings >>> General >>> Administration email address >>> enter your email >>> scroll down>>> click to Save Change >>> check email for confirmation

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email. Then check again to make sure the email has changed. If it didn't work, try a different email address.

- If it still didn't work, open a Support Ticket: [nohasslewebsite.com/support](https://nohasslewebsite.com/support).
- Find Site Title >>> change to the name of your Membership or Course.

- Find WordPress Address (URL) and Site Address. DO NOT CHANGE.

If you change by mistake, open a Support Ticket: [nohasslewebsite.com/support](https://nohasslewebsite.com/support).

- Change date/ time zone format, if desired.
- Find Elegant Themes Automatic Update Settings >>> Username and Personal API Key >>> DO NOT CHANGE!!!
- Click Save Changes.

### 3 COLOR CODES

- Find Divi >>> Theme Options >>> Find Color Pickers Default Pallet (colored circles).
- Go to Colors.co for customized color Pallet >>> choose 3 desired colors-->>> dark, medium, and light-- and copy each color code for each color (minus the #).
- Go back to Color Pickers Default Pallet and replace the codes for the three colors displayed on the right with the three colors you've chosen.
- Copy the code for the darkest color you chose.
- Scroll down to bottom of page and replace the two color-codes shown in the dark area with your color-codes, being careful to include only one hashtag for each and to leave each semicolon in place.
- Click Save Changes.

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### NHP 3.0 Video #3: Privacy Policy, Edit Memberships Levels and Courses Name, Permalink, Prices etc.

#### PRIVACY POLICY

- Go to Dashboard >>> Auto Terms >>> Website name >>> enter your website name if not correct.
- Auto Terms >>> Website URL >>> enter your website URL if not correct.
- Auto Terms >>> Company Name (does not matter if you are registered or not).
- Auto Terms >>> Country>>> choose your country from dropdown menu.
- Auto Terms >>> State>>> choose your state from dropdown menu.
- Auto Terms >>> Show legal pages in Pages Widget box >>> DO NOT check box.
- Click Save Changes; this information will automatically populate the privacy policy.

(\*\*Reminder: Neta is not an attorney and is not giving legal advice, but this Privacy Policy is a basic, useful and popular template for this plugin.)

**\*\*IMPORTANT:** Your Membership and Course Platform can hold as many courses as you want, as many memberships as you want and as many different levels and payment plans; you can drip content; you can have the same content delivered to people as a membership if they pay. every month or you can have them pay one payment for everything all at once and allow them access for forever. You can call it whatever you want. However, you want to keep it as SIMPLE as possible and straightforward.

## Edit Memberships Levels and Courses Name; Permalink

- MemberPress >>> Membership >>> NH created two different options: Course or Membership.
- MemberPress >>> Courses >>> Structure of a Course and a Structure of a Membership.
- Neta recommends, in the beginning, to just use the structure NH created so it is as “plug-and-play” as humanly possible and so you can FINISH and LAUNCH.
- Go Back to>>> MemberPress >>> Membership = Payment Structure for Memberships OR Courses >>> Click Edit on which one you want (Course or Membership).
- Change “Course Sign Up Page” or “Membership Sign Up Page” to your Course or Membership name.
- Click on Permalink Edit>>> change Permalink field to your Course or Membership name>>>click OK.
- Click on Description>>>Add one line describing your Course or Membership.
- Click on each of the three benefits>>>add three benefits for your Course or Membership.

## PRICES

- Go to Sidebar on right labeled “Membership Terms.” (This applies to Memberships OR Courses).
- >>> Chose a price.
- >>> Choose a Billing Type (frequency).
- >>> Choose Access (time frame for how the receive information or training).

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- >>> Click Update.

### TITLE

- Return to MemberPress >>> Courses.
- Depending on what you are creating—a Course or a Membership—Hover over Title >>> Edit>>> New window >>> close blue box by clicking on X >>> Click on Title and change to your official title >>> Click Update (upper right) >>> Back to Courses (upper left)

## NHP 3.0 Video #4: Connecting Stripe & PayPal to MemberPress, all MemberPress Settings

### PAYMENTS

- MemberPress>>>Settings>>> Payments Tab >>> Add Payment Method>>>MemberPress only connects to Stripe and/or PayPal.

(MemberPress also connects to Authorize.net, but that is not a popular payment method.)

These online payment methods allow MemberPress to give customers access to the course or membership they paid for.

If customers don't pay, MemberPress will prevent them from accessing the course or membership content. These actions happen automatically.

MemberPress cannot track offline payments.

**For Stripe** >>> Gateway>>> choose Stripe.

- Click on blue button "Connect with Stripe"
- Log into MemberPress screen

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• **Open support ticket at [nohasslewebsite.com/support/](https://nohasslewebsite.com/support/)>>>ask to be connected to Stripe**

• Return to MemberPress and click on blue button "Connect with Stripe" and you will automatically be connected.

• Name Field >>> type Stripe or (Neta recommends) Pay with a Credit Card.

• Click Update Options.

**For PayPal**>>>Gateway>>>PayPal Standard.

• Name>>> PayPal.

• For PayPal Set up go to >>> MemberPress.com>>>Help Center>>> Knowledge Base

• Type in PayPal for article "Configuring and Troubleshooting with PayPal Standard" and YouTube video "How to Set up PayPal Standard with MemberPress." Or Google MemberPress and PayPal.

• **ESSENTIAL PayPal STEPS THAT MUST BE CONFIGURED CORRECTLY:**  
Setting up your **Unique PayPal IPN** and Entering Your **PayPal Return URL**  
(These send messages to MemberPress that a PayPal payment was made.)

• Click Update Options.

### **EMAIL**

• MemberPress >>> Settings >>> Email Tab >>> Admin Emails & Notices >>> Admin Email Addresses >>> type your email address in field.

• MemberPress >>> Settings >>> Email Tab >>> From Name >>> type your name.

• MemberPress >>> Settings >>> Email Tab>>> From Email >>> type your email address you want to use to respond to customers/clients/members.

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- To edit the wording of any of the emails, click EDIT next to any default email and edit as desired. Then click Update Options.

### MARKETING

- Later on, use to connect Course or Membership to email service. (Look for MemberPress tutorial videos or open a Support Ticket: [nohasslewebsite.com/support](http://nohasslewebsite.com/support).)

### INFO

- MemberPress >>> Settings >>> INFO Tab>>> Fill out information >>> Click Update Options.

### GENERAL

- MemberPress >>> Settings >>>GENERAL Tab>>> Currency >>> Click Update Options.

### TAXES

- MemberPress >>> Settings >>>GENERAL Tab>>> Taxes >>> Click Update Options (Look for WordPress tutorial videos on taxes.)

### COURSES

- MemberPress >>> Settings >>>GENERAL Tab>>> Courses >>> Courses Slug—DO NOT CHANGE.
- Brand Colors>>> change to color codes for Brand (DARK) Accent (MEDIUM) and (Progress) LIGHT colors that you chose earlier.
- Logo—small. Horizontal Logo or Image of business name printed horizontally.

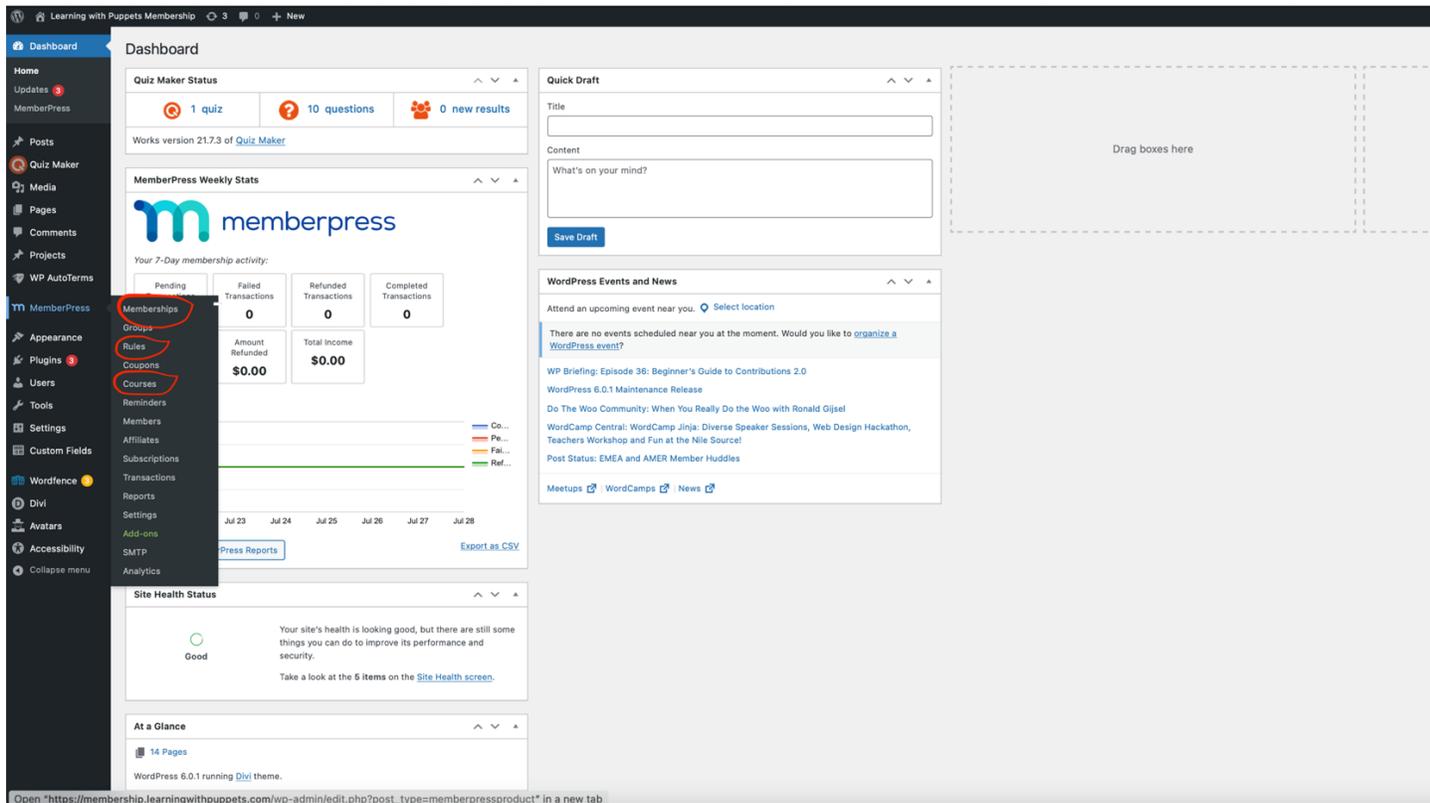
## NHP 3.0 Video #5: Understanding MemberPress, Frontend Tour, Gutenberg Block Editor (part 1)

### MEMBERPRESS FRONT END

First a bit more about MemberPress itself:

• MemberPress is a TRIANGLE consisting of three parts:

- 1) Membership = Payments= how, how much & how often people are going to pay you
- 2.) Course = Course and Membership = this is where we edit and update CONTENT
- 3.) Rules = connect the MEMBERSHIP (THE PAYMENT) with the courses or membership (THE CONTENT).



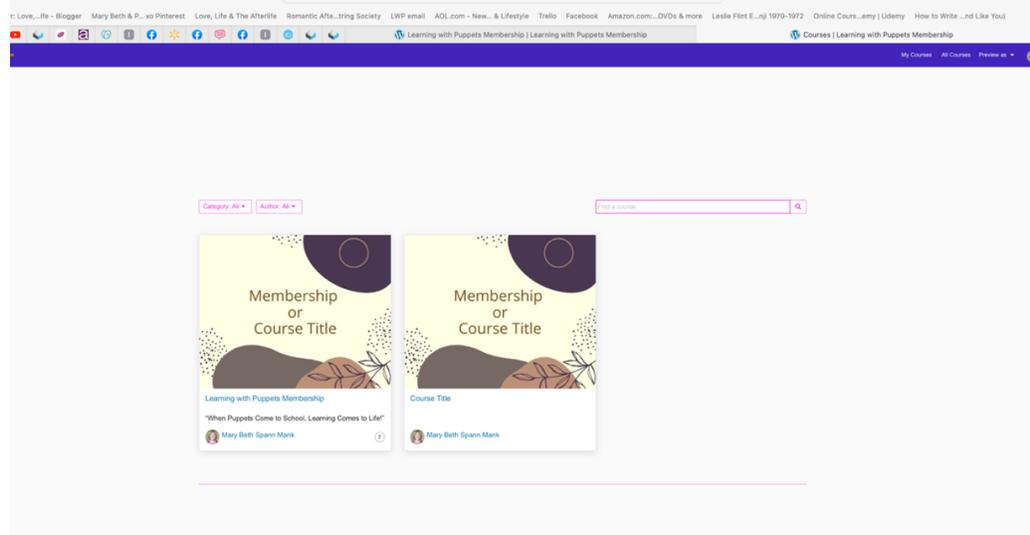
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- In MemberPress, it doesn't matter if you call something a Course or Membership because the payment schedule and the content delivery schedule for either can be up to you.
- NH already set up everything so you can create your first course and first membership, including the rules, a place to edit course levels and the structure of a course or a membership.
- If in the future, you want to add more courses add more payment options and/or add more options you can do all of that.

\*\*\*\*\*

- The HUB page for your courses and/or memberships is where “slug”/courses” appear (at the end of your site’s URL).

The HUB page looks like this:

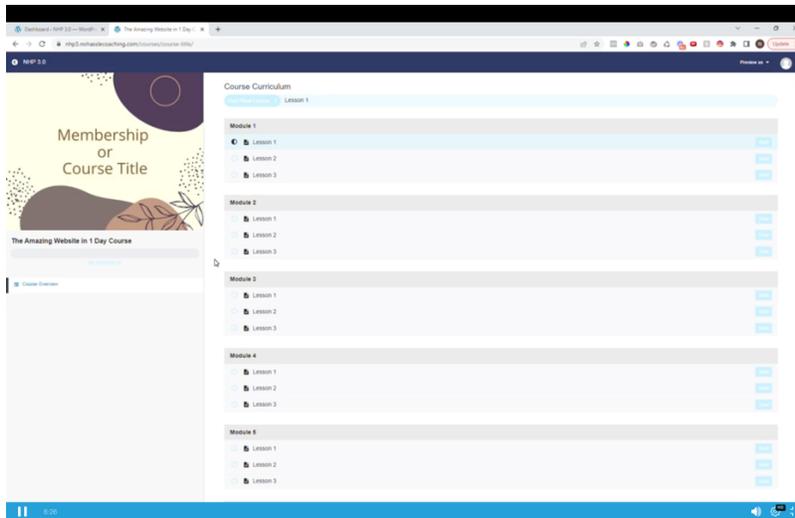


- The colors you chose earlier will be featured here.
- The name of the course and/or membership you are working on will appear beneath the image.

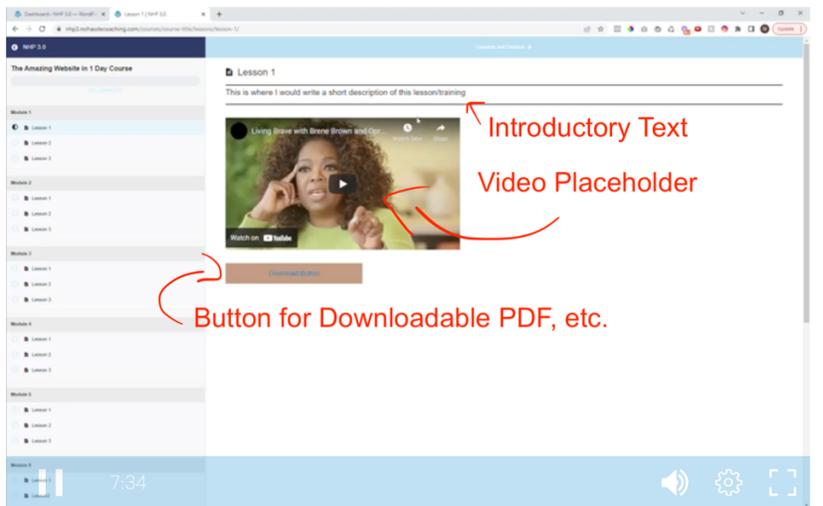
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(You can edit everything and change the images. NH provided images created in Canva and found at the bottom of the INSTRUCTION page.)

- Click on the COURSE image. You are now INSIDE on the Course Page where you can edit your Course or Membership.
- The INSIDE of the Course looks like this:



- The Course has been pre-designed with ten Modules with three lessons in each.
- If you click on any lesson, here's how it looks inside:



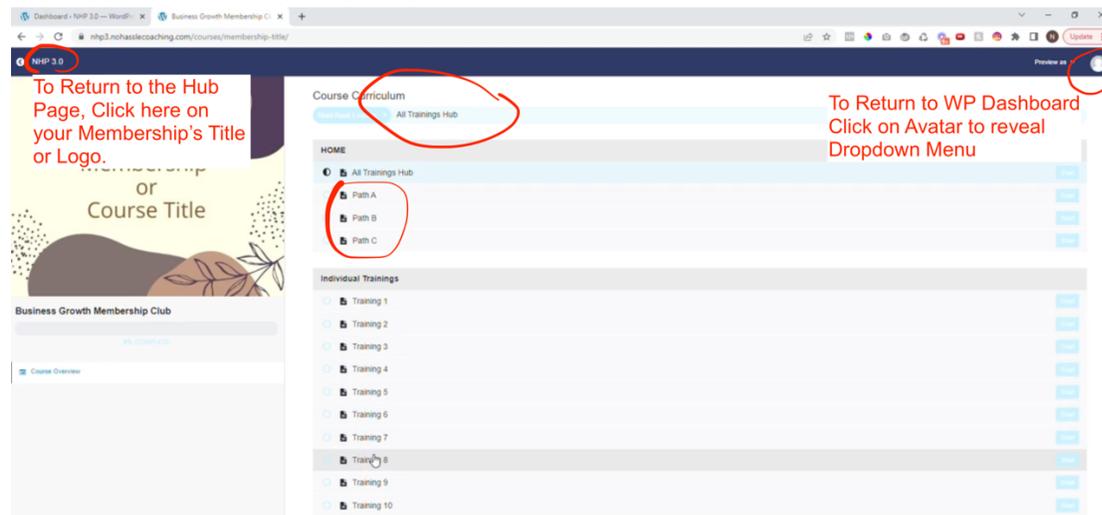
- Each lesson template has been pre-designed with Introductory Text, a Video Placwholder and a Button for Downloadables.

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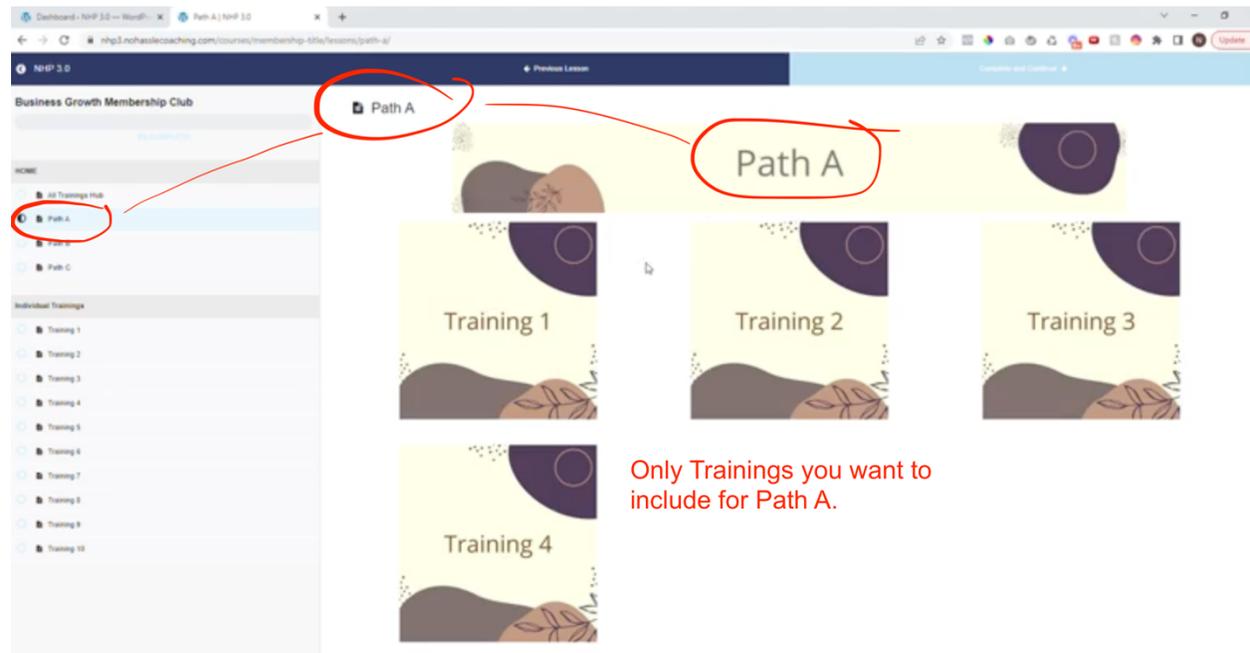
- You can easily delete or add modules or lessons. Neta recommends not worrying about beautifying your Course or Membership until after launching.

If you go back to the HUB page and click on the MEMBERSHIP Image, you arrive at a screen that looks like this:



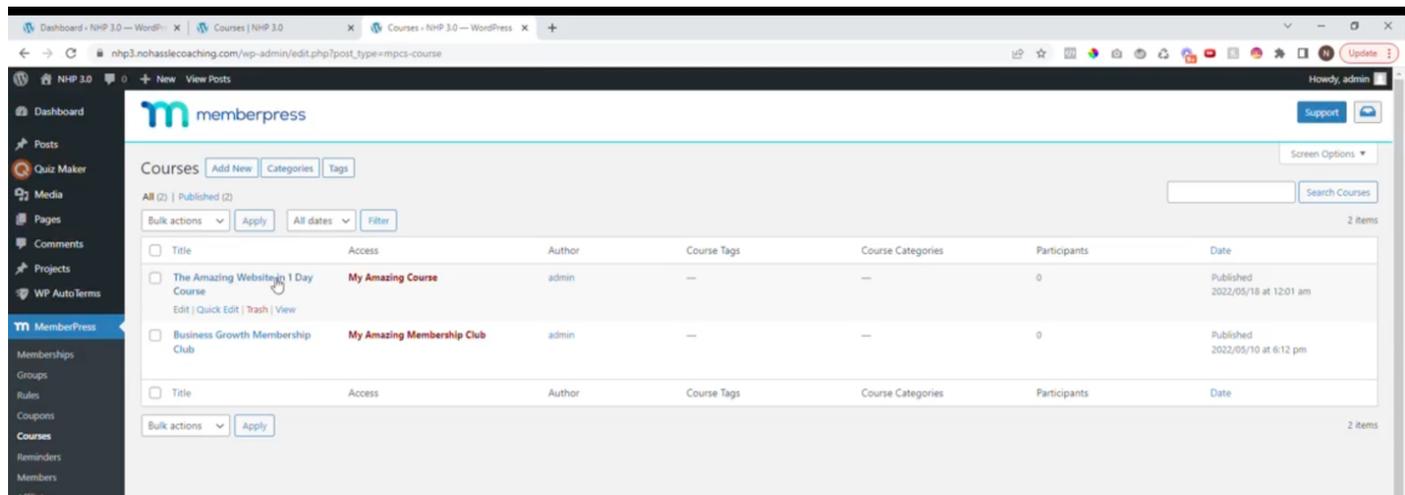
- You can see ALL THE TRAININGS (at the top) plus the three Pathways as determined by the Quiz (for Newbies, Intermediate and Advanced Members).
- If you click on a Path A (or Path B or Path C), you will see images for all the trainings you want to include for that path.

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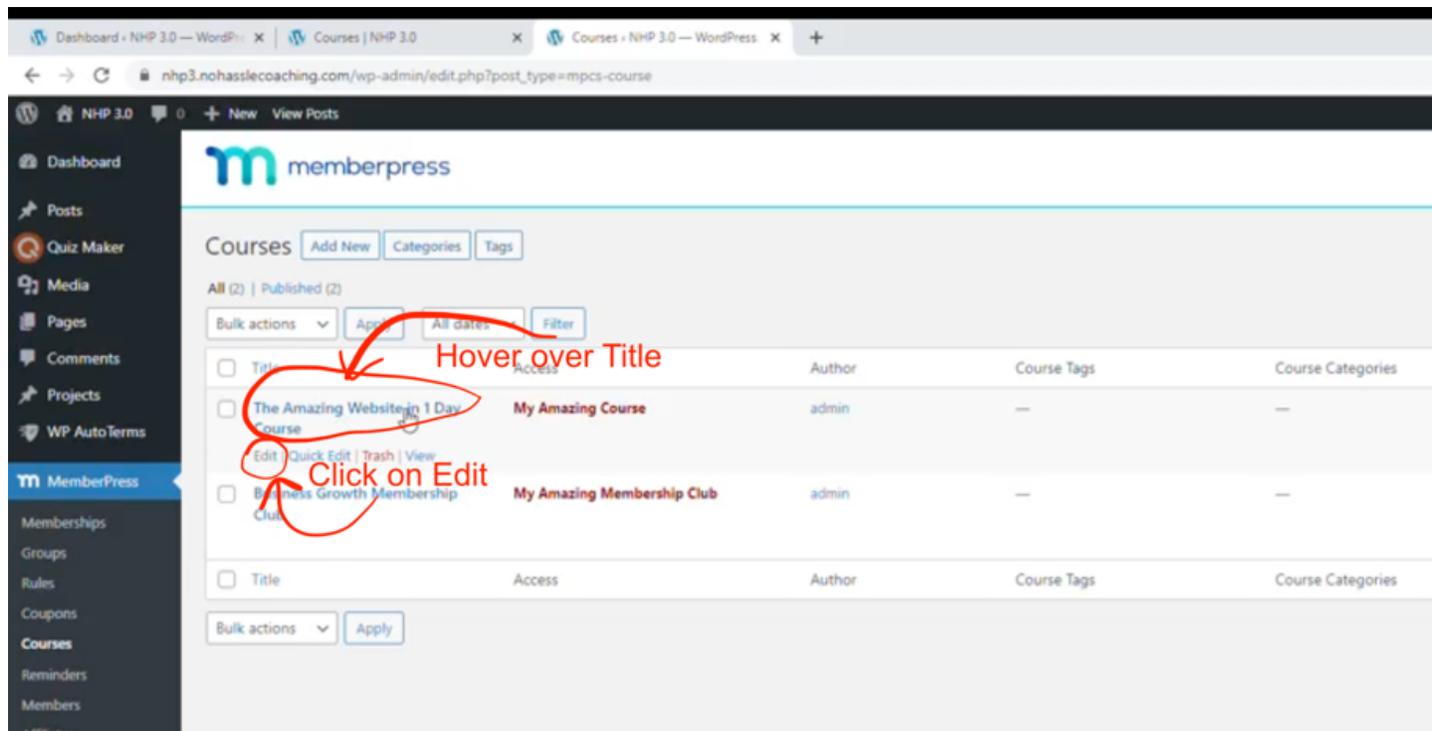


- Important: Some of the same trainings may appear in more than one Path.
- To EDIT the CONTENT of your membership or Course return to the WordPress Dashboard.
- To return to the WordPress Dashboard, click on your Avatar in the upper right-hand corner. (BTW: To return to the HUB page, click on the title of your Membership in the upper left-hand corner.)
- Once back at the WordPress Dashboard, Click on MemberPress >>> Courses. You will see this screen:

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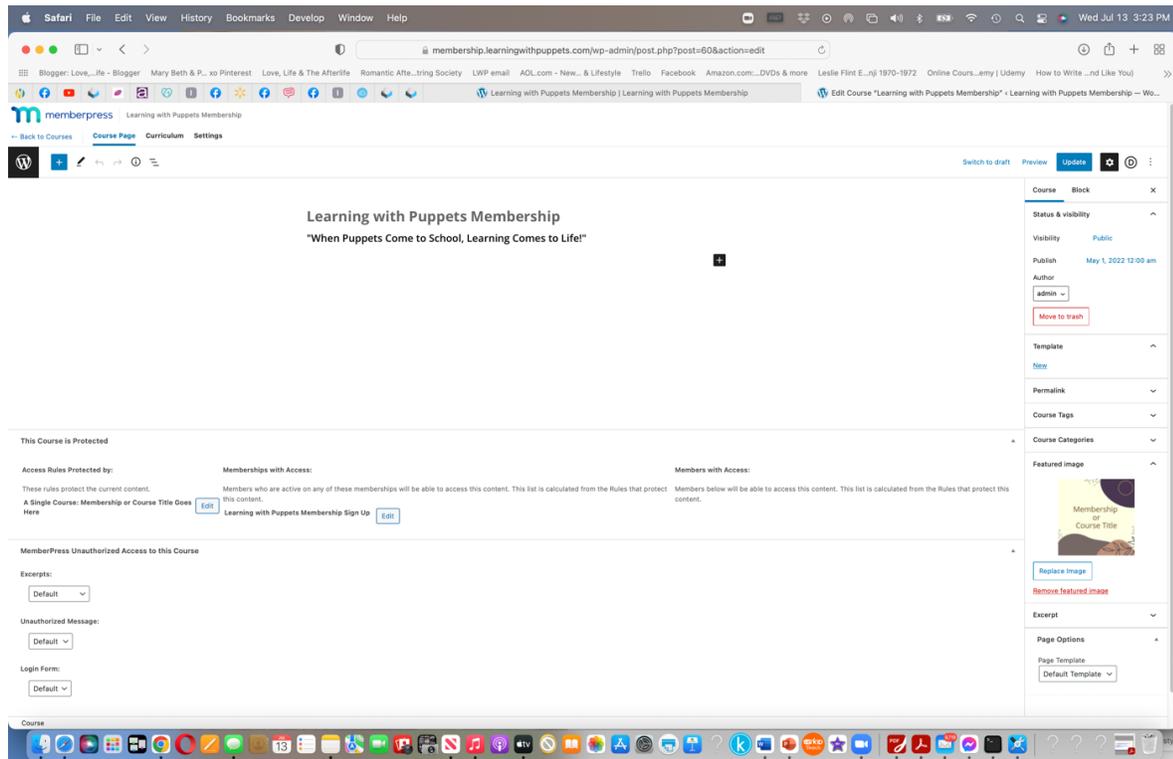
- Hover over the TITLE of the Course or Membership you wish to edit. Then click Edit.



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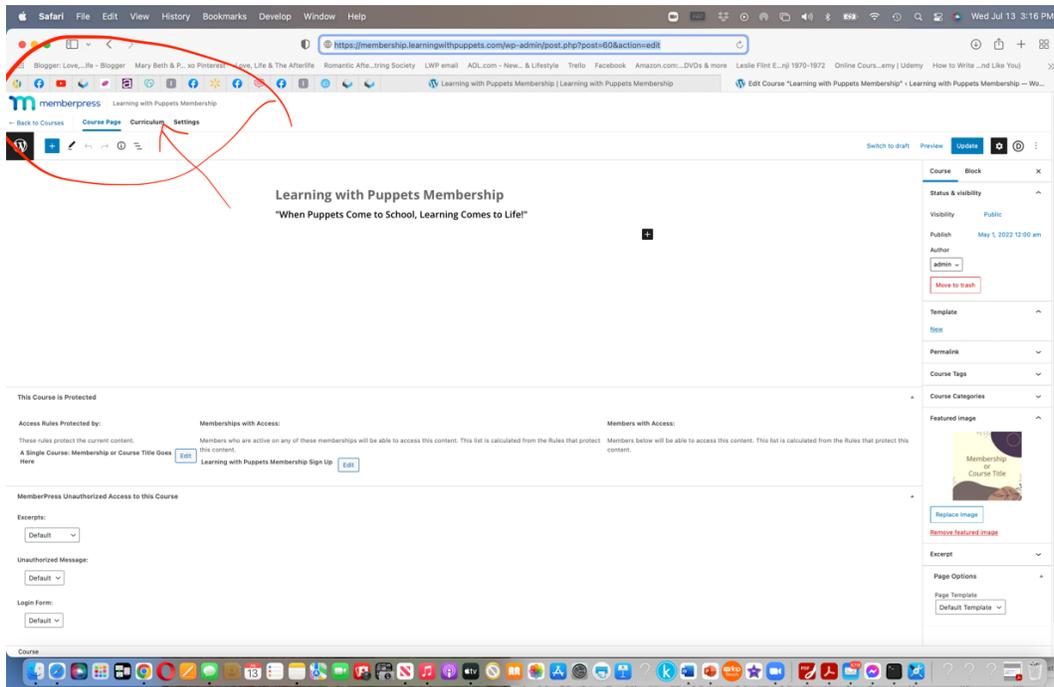
- You will see this [Course Page Tab](#) (underlined in upper-left-hand corner):



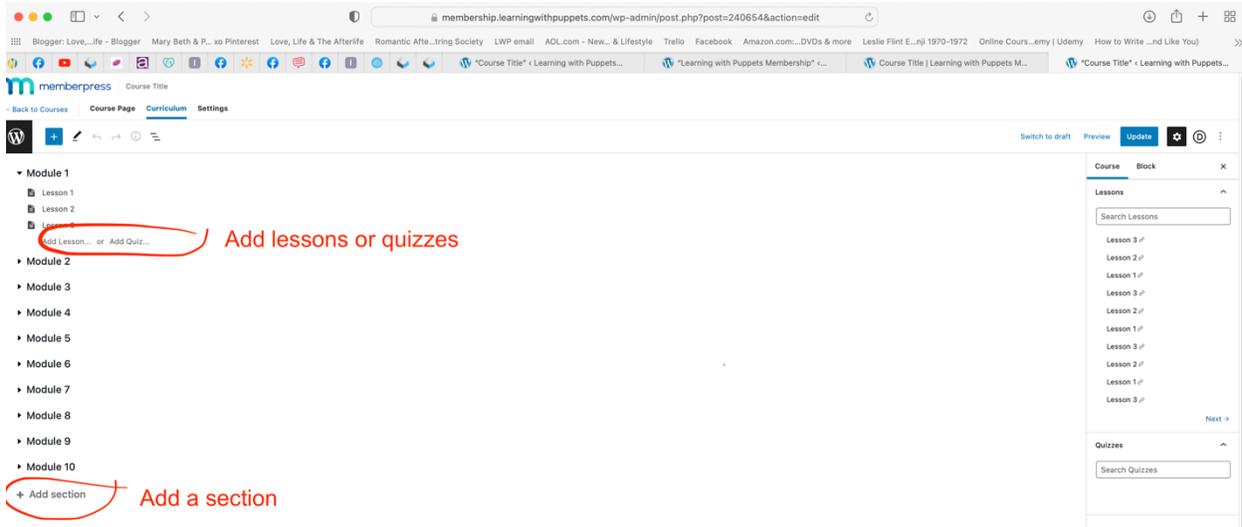
- On this Course Page you can edit the name of your course and course description (beneath the title). The description will show up under the Images shown on the HUB page.
- You can click the “replace” button and located beneath the template image and upload a new image.
- You can click on the plus (+) sign to reveal editing options.
- You can click Preview in upper right-hand corner to see how the page will appear on different devices.
- When satisfied, click UPDATE.

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- To EDIT the CONTENT, click on [Curriculum Tab](#) on upper left.



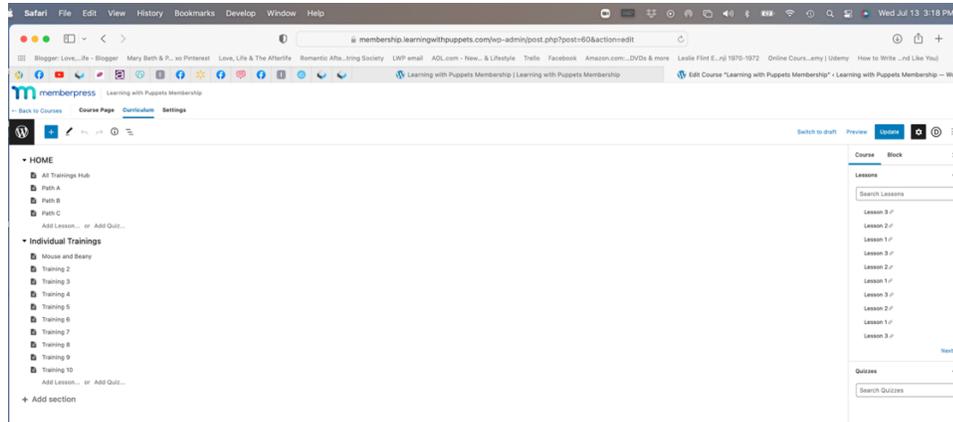
- For a Course, you will arrive at this page:



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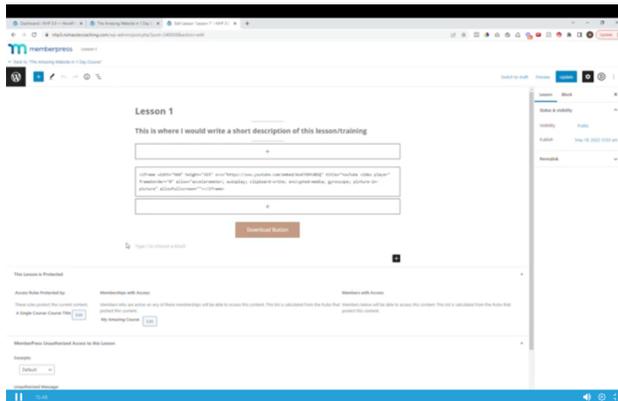
- For a Membership, you will arrive at this page:



- To DELETE elements (lessons, modules, sections, etc.) hover over each and click on the trash can or circle with X. (Neta explains this editing process in the video beginning at 14:00.)
- To ADD elements, click on “Add” lesson or quiz, label, and upload content.
- To ADD a section, click on “+ Add Section.”
- EVERY FEW MINUTES CLICK **UPDATE!**
- Courses have Lessons. Memberships have Trainings. (These names can be changed to whatever you want to call these elements.)
- To EDIT a LESSON hover over it. Click on the little “EDIT” icon that looks like pen and paper. This will open this Window in Gutenberg, the Built-In Block Editor Inside WordPress:

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If you do not see this window, go back to DASHBOARD >>> Divi >>> Theme Options >>> Builder Tab >>> Advanced >>> DISABLE Classic Editor so the screen above can be displayed.

## IMPORTANT:

- 1.) When editing LESSONS, the Classic Editor needs to be DISABLED.
- 2.) When editing PAGES (e.g., a SALES PAGE) the Classic Editor needs to be ENABLED.

## GUTENBERG

- Gutenberg is a BLOCK editor. It is a built-in editor in WordPress.
- The NH Lessons have a prearranged structure with the Lesson number at the top, a text description, a block for placing a video code and a download button for a downloadable PDF.

(Example:

### Lesson 1

- \* Text Description
- \* Video Embed Code
- \* Download Button [for PDF, etc.]

- Each of these elements is housed in a BLOCK that can be edited. Some options appear.

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- Clicking on the plus (+) signs provides more editing options.
- Neta says to make certain that in the righthand sidebar you have selected **BLOCK**.
- Neta also recommends clicking on elements you want to edit and see which options come up.
- There are different editing and styling options depending on the block. Some are available in a bar that appears above each block. Others are available in the righthand sidebar.

The screenshot shows a WordPress admin page for editing a lesson. The main content area contains the following elements:

- Lesson 1** (Title)
- This is where I would write a short description of this lesson/training** (Text area)
- A text box with a plus sign (+) for adding a new block.
- A code editor containing a YouTube embed code: `<iframe width="560" height="315" src="https://www.youtube.com/embed/4u4J58YUB10" title="YouTube video player" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture" allowfullscreen=""></iframe>`
- A rich text editor toolbar with options for bold, italic, and text color.
- A purple button that says "Download Printables Here!".
- A search bar with the text "Type / to choose a block".

The right sidebar is open to the "Block" settings, which includes:

- Block** (selected tab)
- Styles**: A "Fill" color selector.
- Width settings**: Sliders for 25%, 50%, and 75% width.
- Color**: Radio buttons for "Text" and "Background".
- Typography**: A "Size Medium(px)" selector with values 13 and 20.
- Border**: A "Radius" selector with a value of 27 px.

A red arrow points to the "Block" tab in the sidebar. At the bottom of the page, there is a "protected" section with membership access rules and "Edit" buttons for "Course Title" and "Course Sign Up".

- When satisfied, Click **UPDATE**.
- Return to the **LESSON** tab at top of page. **REFRESH** and see changes in place.

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## NHP 3.0 Video #6: Gutenberg Block Editor (part 2)

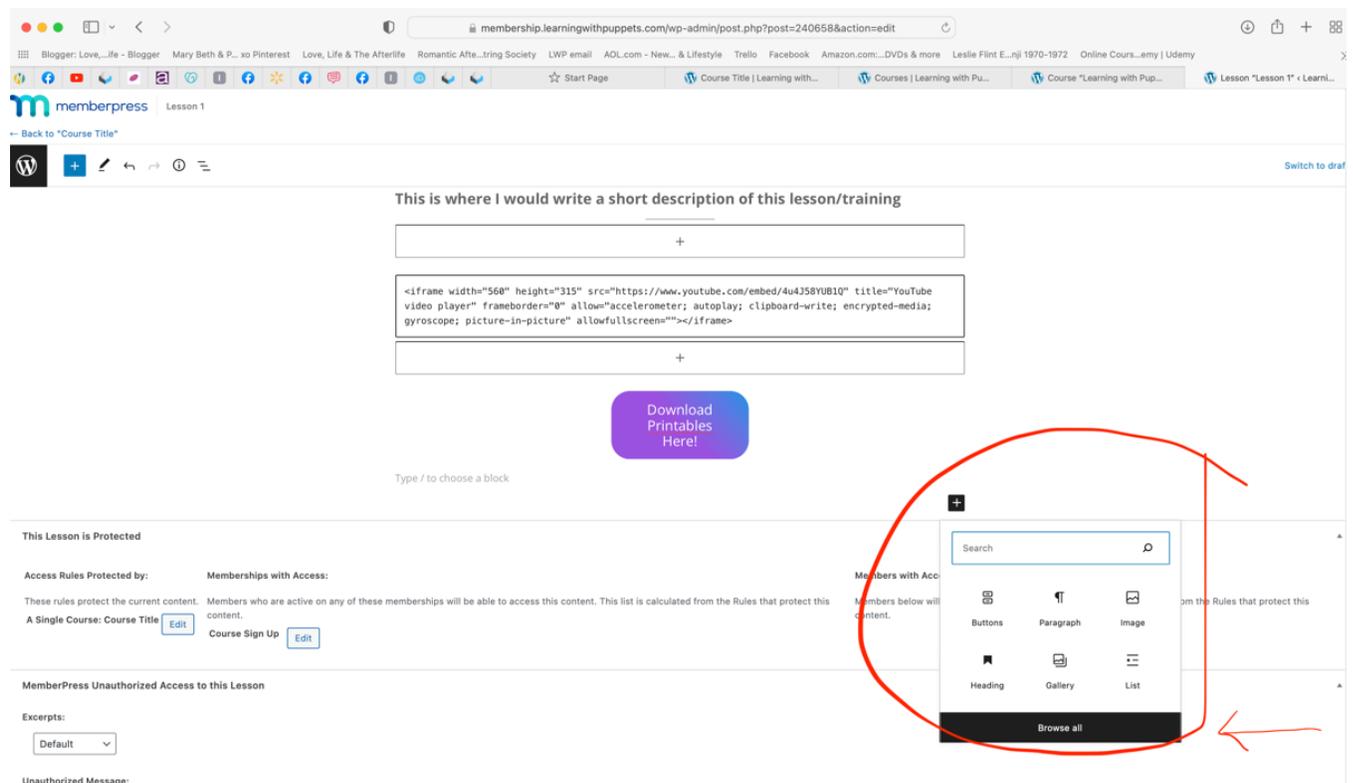
### MORE BLOCK EDITOR

- In the previous video you were shown how to edit the elements that were included in your NH 3.0 Membership & Course Platform.

- This video will show some Gutenberg basics on **how to edit, add or delete block elements**—such as add a block of text or add another image or add another **button**.

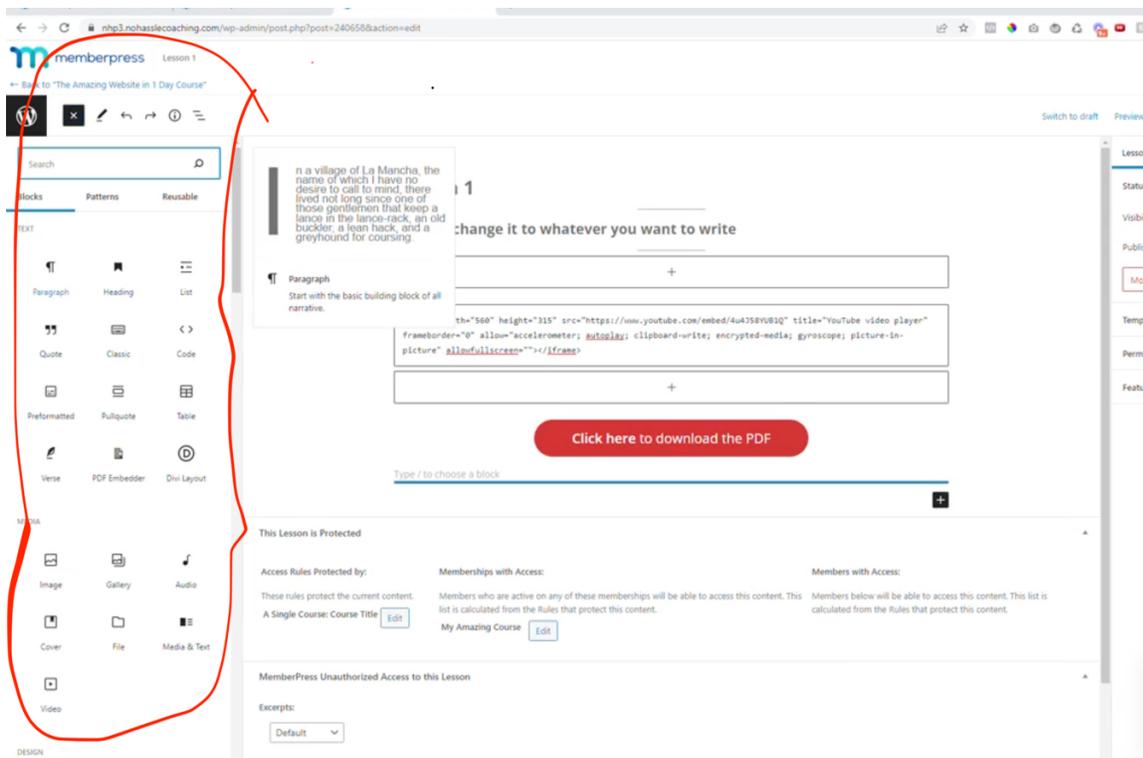
- To add a block element, click on the plus (+) sign at the lower right-hand corner of the screen.

- This will open an option menu containing block elements you can add, such as buttons and images:



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- You can choose from the options shown or type the desired block in the search bar (e.g., image, list or table) and it will appear in the menu box for you to click on.
- For a more complete menu of elements to choose from, click on the black “Browse All” button located at the bottom of the option menu. This will open a full menu on the left of the screen:



NB: At 1:43 in the video, Neta demonstrates how to place an IMAGE in a Lesson in one of three ways:

- 1.) Upload from your computer
- 2.) From the media library on your website
- 3.) Using a URL

Neta also shows how to move the image (drag and drop or use arrows) to a desired spot in the lesson.

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- Remember to UPDATE, return to the TAB for Lesson #1; Refresh and observe the changes.

- To DUPLICATE a block, click on the block, click on the three dots, and click on "duplicate."

- To place a SPACE between duplicated elements, click on the plus (+) sign, search in the Block Editor for Space and a space block will appear to be placed where you want.

- The space block size itself can be changed by dragging the grab bars on the space to narrow or increase the space block.

- These actions apply when editing the trainings in the Membership.

- To ADD a NEW lesson to a module, click on the module where you want to add a lesson.

- Click where it says, "Add Lesson." (At 4:57 in the video, Neta demonstrates how to add a new lesson.)

- **You can start from scratch and build a lesson and edit the lesson as before by clicking on the edit button OR if you want a new lesson to look like all the other lessons, you can click on the plus (+) sign at the top left of the page and click on "REUSABLE." (See Screenshot below. The REUSABLE BLOCK is shown in the red circled area on the left-hand side of the page.)**

- After clicking REUSABLE, there are saved layouts you can select to use.

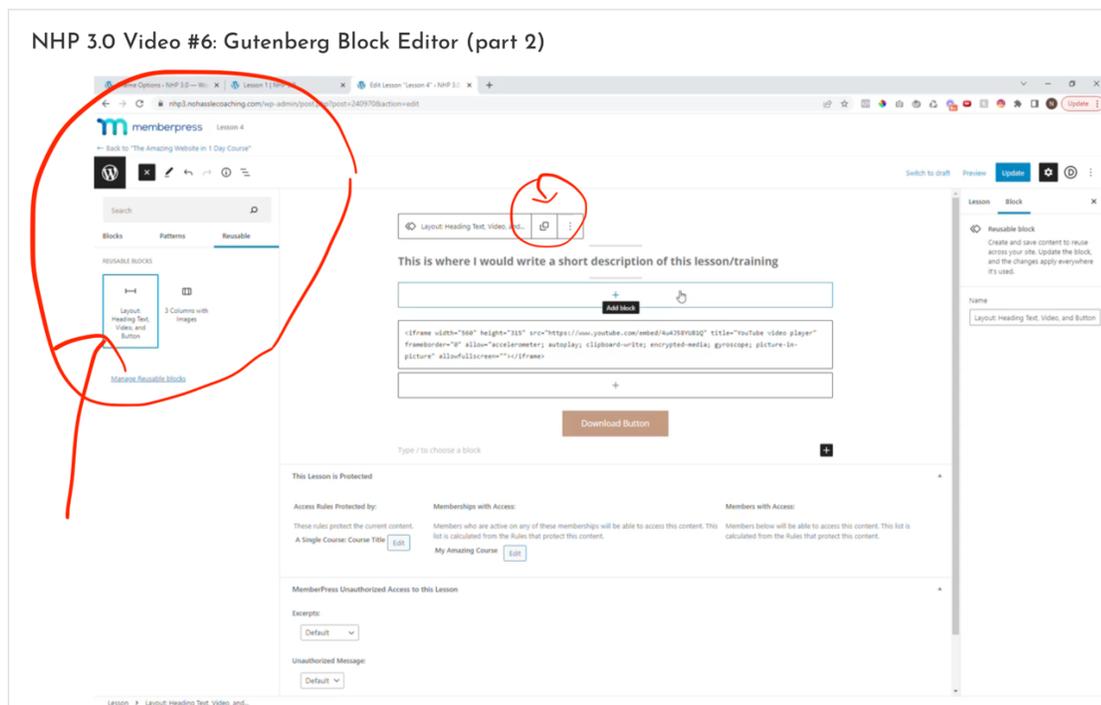
- NH saved the layout used for all the other lessons they set up.

- Click on that NH layout and **it will bring in all the same elements as are in the other lessons.**

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• **VERY, VERY IMPORTANT: DO NOT FORGET!!!**  
You must **CLICK TWICE** on the icon directly above the lesson.  
(See Screenshot below. Icon is shown in the red circled area in the **CENTER** of the page.)

• Then click **UPDATE**. Only then should you edit the lesson. Otherwise, any editing you do will affect **ALL** the other lessons and the reusable layout. So, clicking twice will preserve the reusable layout. **WHEW!!!**



• Return to the **LESSON** tab at top of page. **REFRESH** and see the new lesson in place.

• To add more modules, repeat this procedure by clicking the “Add section” plus sign (+) at the bottom of the Module list.

• To edit a Membership, follow the same procedure. (Neta describes this procedure in detail at 7:58 in the video.)

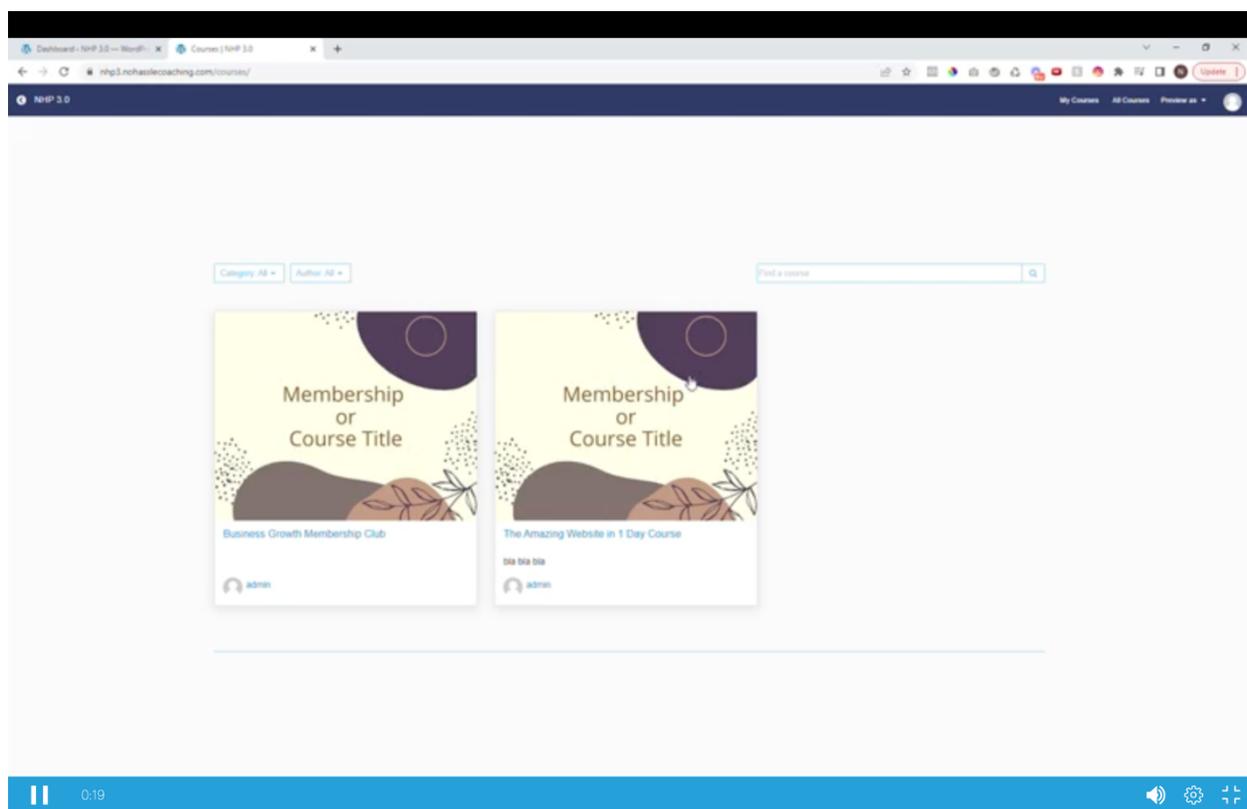
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## NHP 3.0 Video #7: Updating Course\_Membership Images, Updating Accessibility Colors

### UPDATING IMAGES AND ACCESSIBILITY COLORS

- On Course HUB page there are two images (one for a Course and one for a Membership).



- At the bottom of the INSTRUCTIONS page you received when you purchased your new NH Membership & Course Platform, you will find several image templates that NH created for you in Canva. (If you do not have a Canva account you can open one at [canva.com](https://canva.com) for FREE and upgrade to a paid account later, if desired.)

- Choose a template and click on “Use template.” Check to make sure it will open to your Canva account so that you can edit them as you please.

## How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

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- **To replace the COURSE images displayed in the HUB**, go back to MemberPress >>> Courses >>> Click EDIT on the Course >>> Go to left-hand sidebar and click on Featured Image.

- Clicking on Featured Image reveals the current image that is on display.
- Click on REPLACE IMAGE and then click on UPLOAD FILES or MEDIA LIBRARY (upper left-hand corner) to select new image and UPDATE.

- You can use the NH Images provided or edit them easily in Canva. (There are many YouTube Videos for this. Editing in Canva is VERY EASY!)

### Image Sizes:

(NH already created editable Canva images in the correct sizes.)

- Images for Featured Images in the HUB are 500 x 400 px
- Images for Trainings inside the Membership are 300 x 300 px
- A Banner Image is 1500 x 200 px.

- Return to Courses and Refresh.

- To replace the MEMBERSHIP images displayed in the HUB, go back to MemberPress >>> Courses >>> Click EDIT on the Membership.

- Go to left-hand sidebar and click on Featured Image.

- **To replace Training Images in the Membership**, go to MemberPress >>> Membership >>> Curriculum >>> Click on ALL TRAINING HUB. (Neta explains this process beginning at 4:24 in the video.)

- After replacing each Image as before, make sure that each training still connects to its corresponding training or lesson or path. To do that you need to go directly to each Training and copy the entire URL link and paste it into the link area for the new image (hovering over the image to find this link image and field). Click Update.

## How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

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- Return to Front End. Test to see that clicking on the new image links to the correct training, lesson, path, etc.

### **ACCESSIBILITY COLORS**

- To Edit Accessibility Plugin >>> Return to WP Dashboard >>>Divi >>> Theme Customizer >>> Accessibility >>> Change color of top three dark colors bars to your color by inserting your Hex color code in three separate places in Accessibility. (Neta demonstrates this process at 7:13 in the video)  
>>> Click Publish.

## **NHP 3.0 Video #8: Review of all Pages, Changing Global Colors, Editing with Custom Fields**

### **PAGES**

- Ordinarily when you get a WordPress website, there are no pages installed. But the NH 3.0 Membership & Course Platform team already created pages for us.

- Your website has two different types of pages using two different editors:

**1.) LESSON PAGES** are edited in **GUTENBERG** (MemberPress>>>Courses)

AND

**2.) WordPress Pages** are edited in **DIVI** (WP Dashboard>>>Pages>>> ALL PAGES).

- Go to WP Pages>>> All Pages. You see the pages NH created.
- Some of the WP pages can be left alone - others need to be edited (customized) for your business.
- **Here we are going to use DIVI to edit pages that are NOT lesson pages.**
- You do NOT have to edit the Account Page, the Login page, or the Privacy Policy page. (The Privacy Policy page was updated when you updated WP Auto Terms.)
- NH created a Sales page and a Thank You page, a Membership Landing (Sales) page and a Welcome page that invites Members to Take the Quiz with Path A, B and C.
- Based on their quiz answers, members are directed to the Path that most meets their needs.
- At 5:38 in the video, Neta displays the COURSE Sales Page and the COURSE Thank you (for signing up) page.

## How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

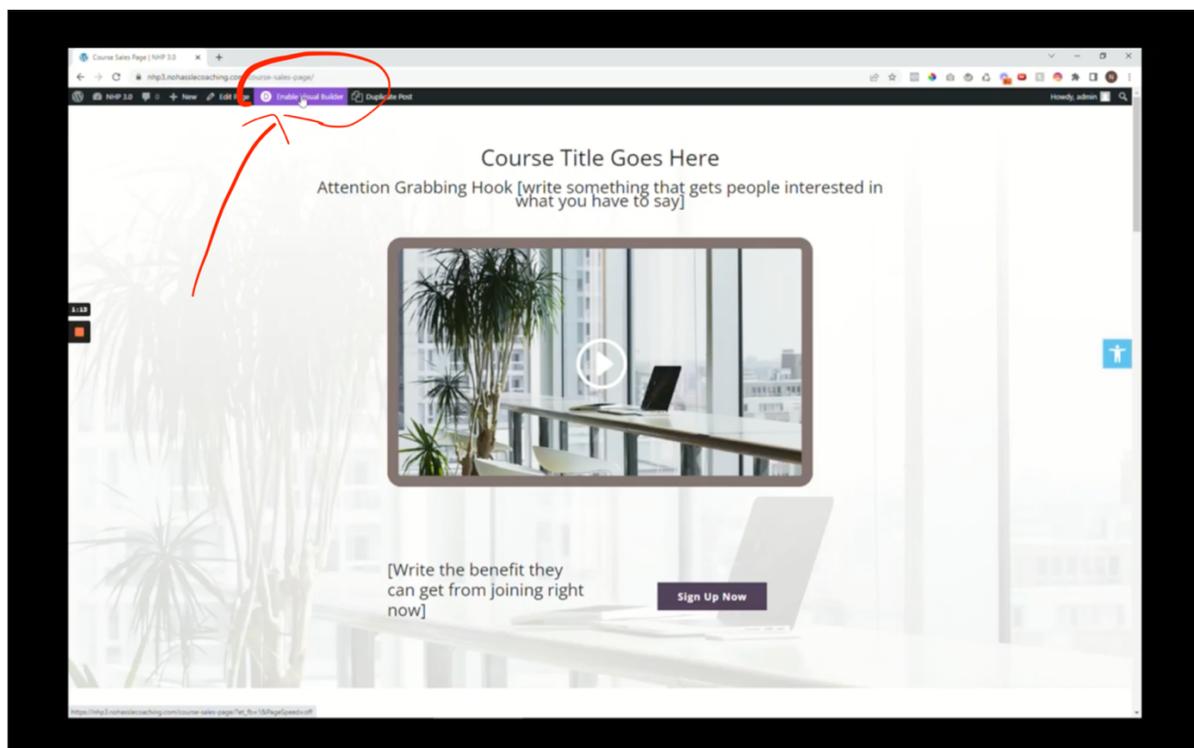
31

- At 6:32 in the video, Neta displays the MEMBERSHIP Sales Page including the “Sign Up Now” Button, the MEMBERSHIP Welcome Page with a VIDEO WELCOME and the button encouraging new members to “Click Here to Take the Quiz” (after which they will be directed to the QUIZ page).
- They also can use a separate button to join a FB page.
- The Quiz Page will then direct members to Path A, Path B or Path C in the Members area where they can access trainings customized to their needs.
- Return to Course Sales Page. If you updated the Accessibility Colors, they will be evident in the button.

### CHANGING GLOBAL COLORS

#### • To change colors across your entire website:

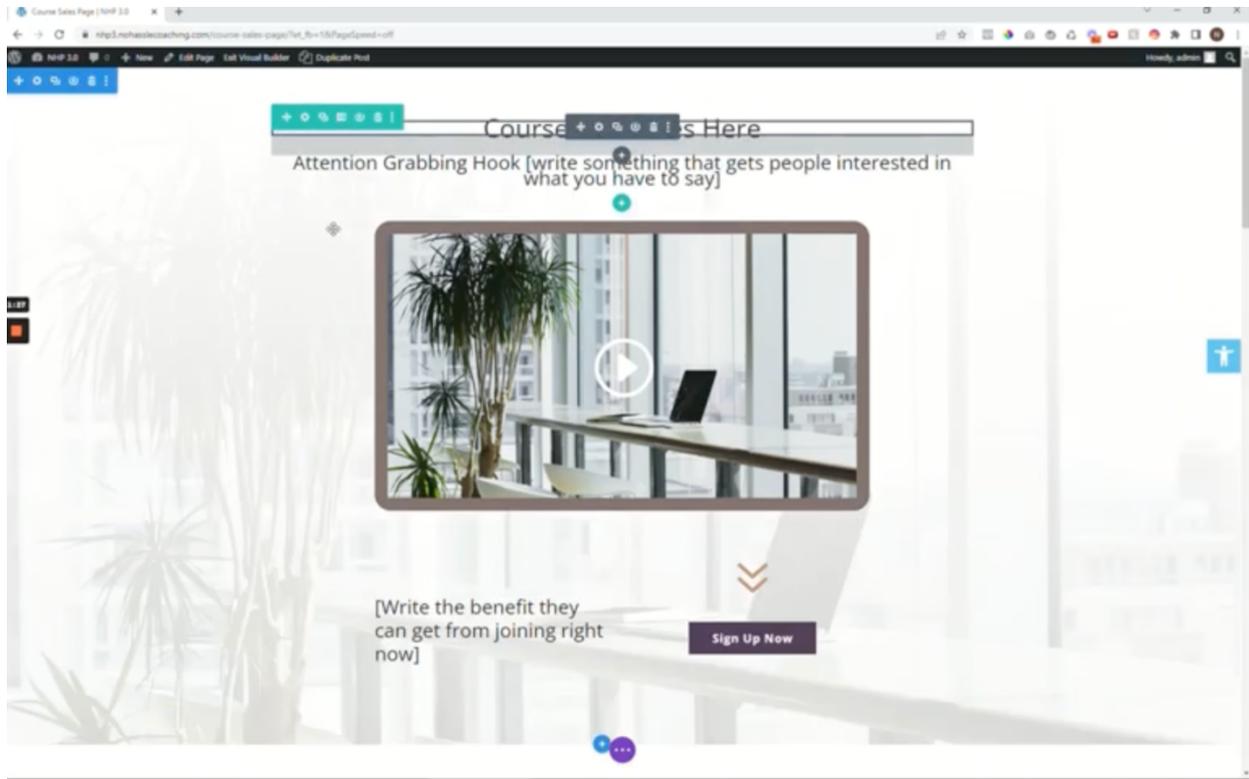
- 1.) Once on the page you intend to edit, **Click on to Enable Visual Builder located at the top of the page.** (See Screenshot below.)



## How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

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2.) You know Divi Builder is loaded when you hover over different page areas and you see blue and green and grey boxes. (See screenshot below.)

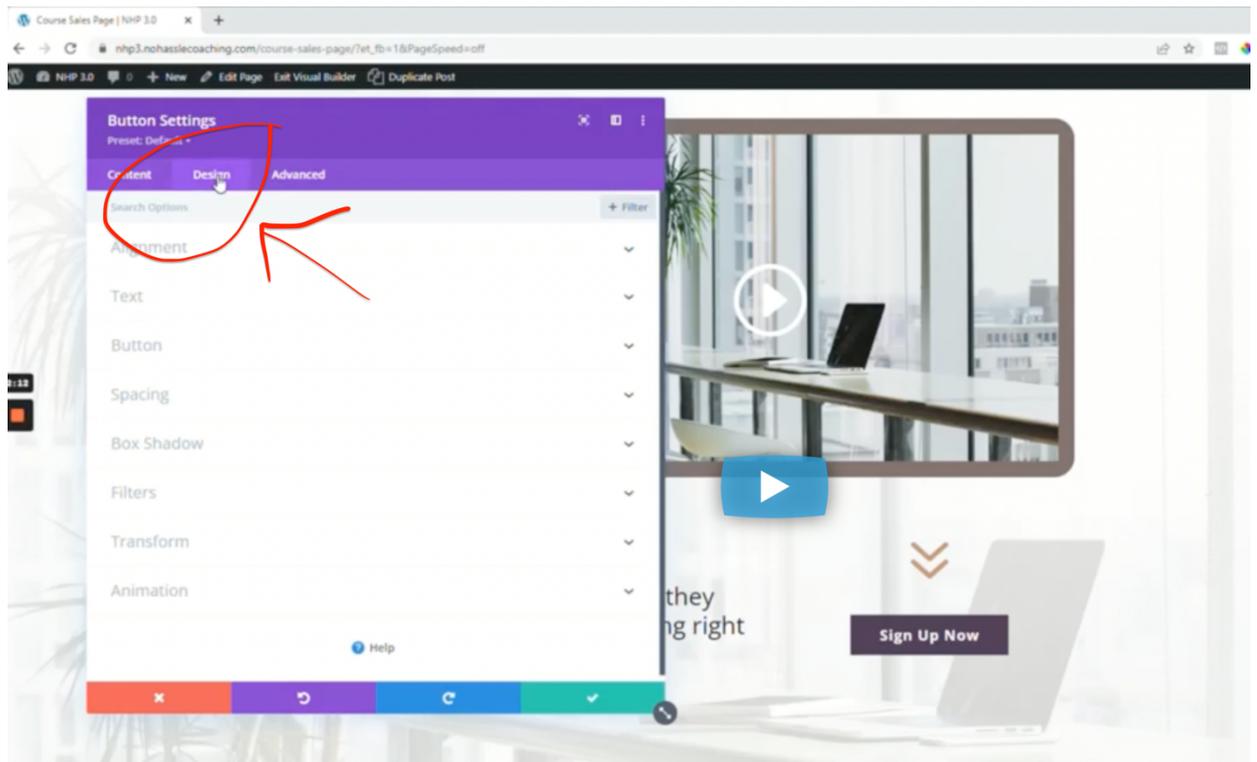


3.) At 10:30 in the video, Neta invites us to hover over the “Sign Up Now” button and click on the GEAR icon. This will open a Button Settings window that you can grab and move around on the page.

4.) Click on the Design Tab. (See Screenshot below.)

## How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

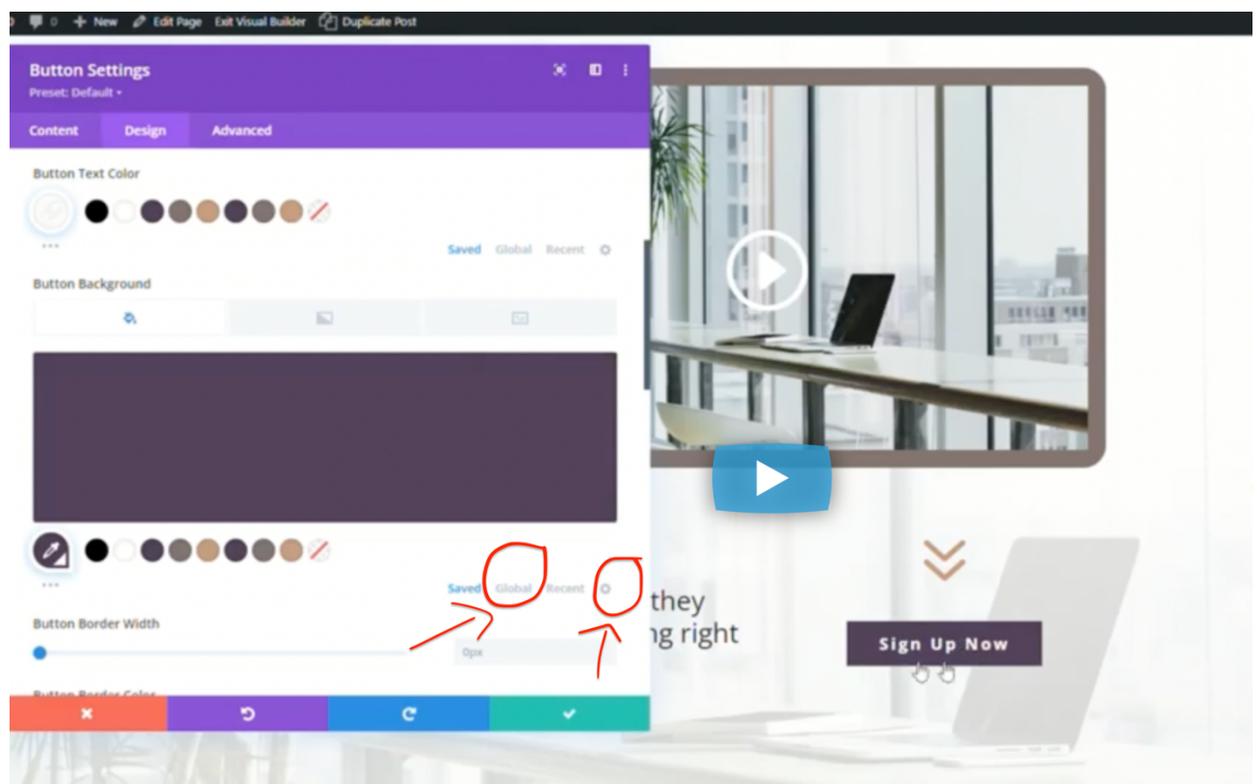
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- 5.) Go to left hand list and click on BUTTON.
- 6.) Scroll down. This opens an area titled BUTTON BACKGROUND.
- 7.) Notice the dark purple default color rectangle that matches the color of the button.
- 8.) Beneath the purple rectangle click on GLOBAL.
- 9.) Then click on the tiny ICON situated to the right of GLOBAL. (See Screenshot below.)

## How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

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9. At 11:46 in the video Neta explains and demonstrate how to change colors to your preferred colors.

**10. As you go along, watch what Neta does and pay close attention to the various places you need to click to save your colors. These changes will apply to all the colors of your website.**

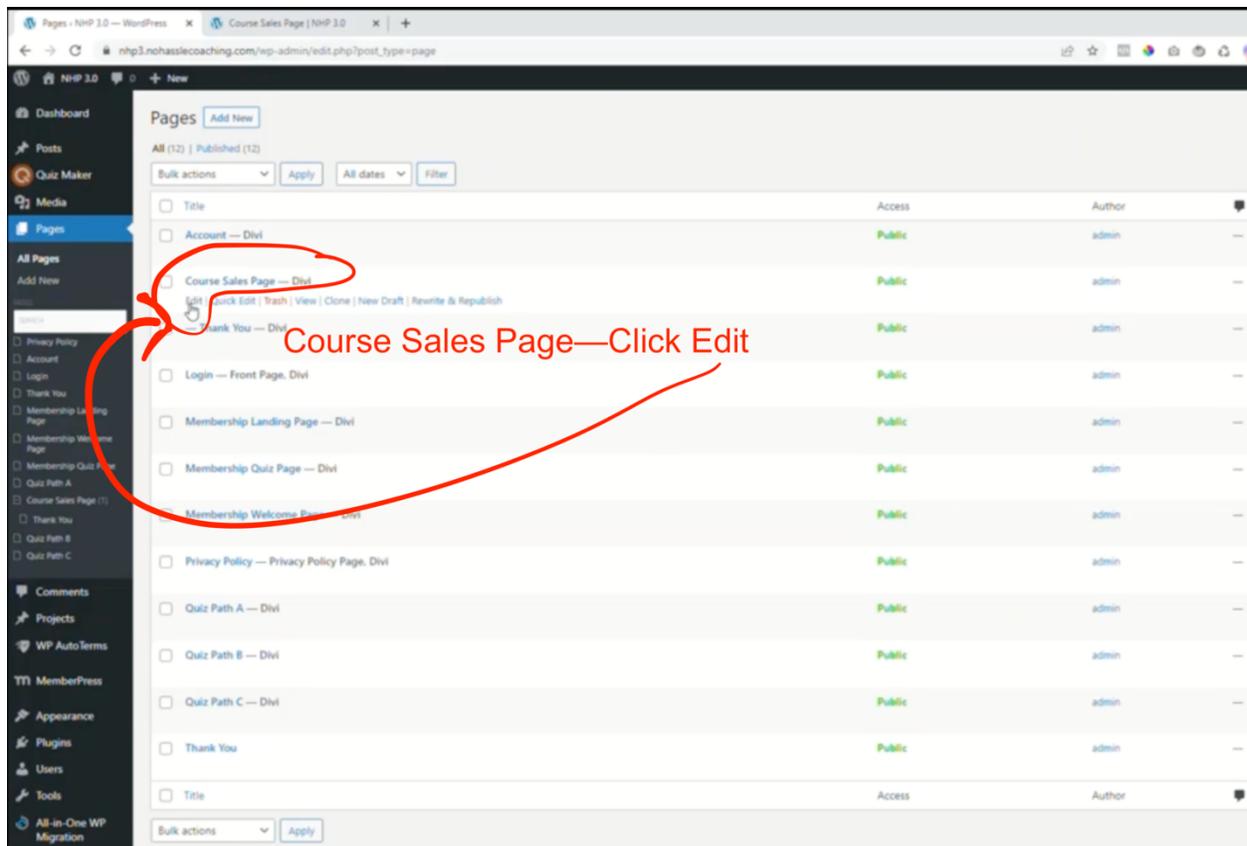
**• To edit Pages, you must ENABLE the Classic Editor.**

To enable Classic Editor allowing you to edit WP Pages, go to back to WP Dashboard >>> Divi >>> Theme Options >>> Builder (at top) >>> Advanced >>> Enable Classic Editor >>> Save Changes.

# How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

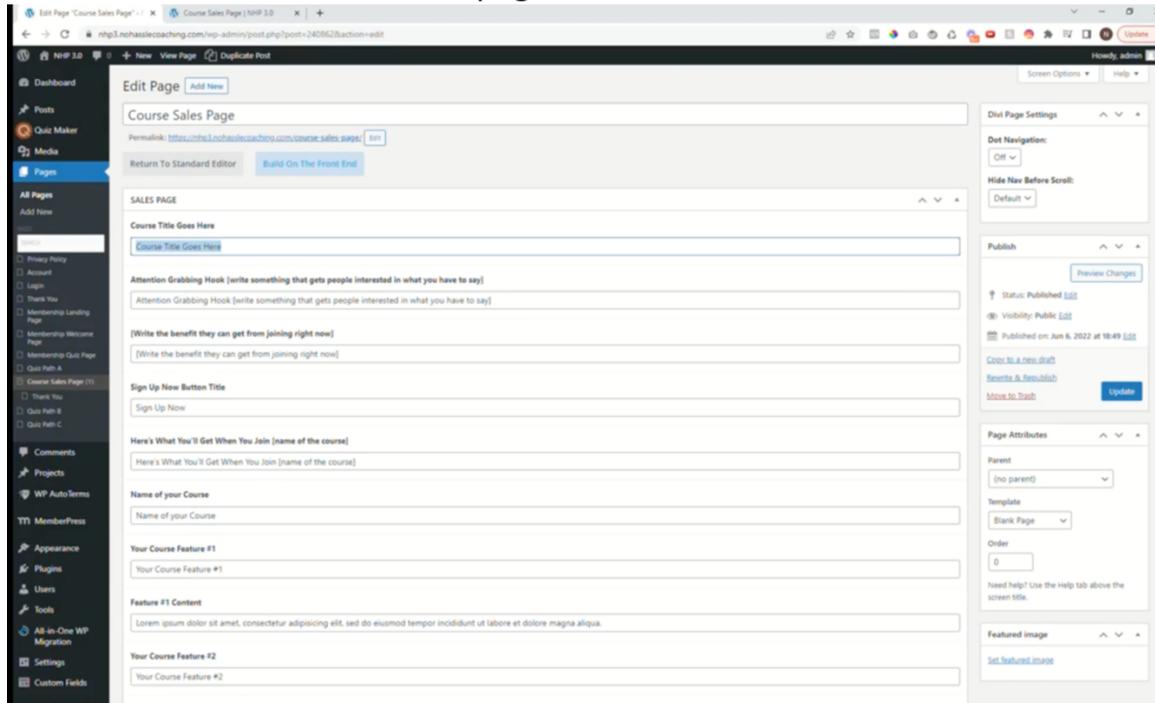
35

- Return to WP Pages >>> Course Sales Page. You will arrive at a page that looks like this:

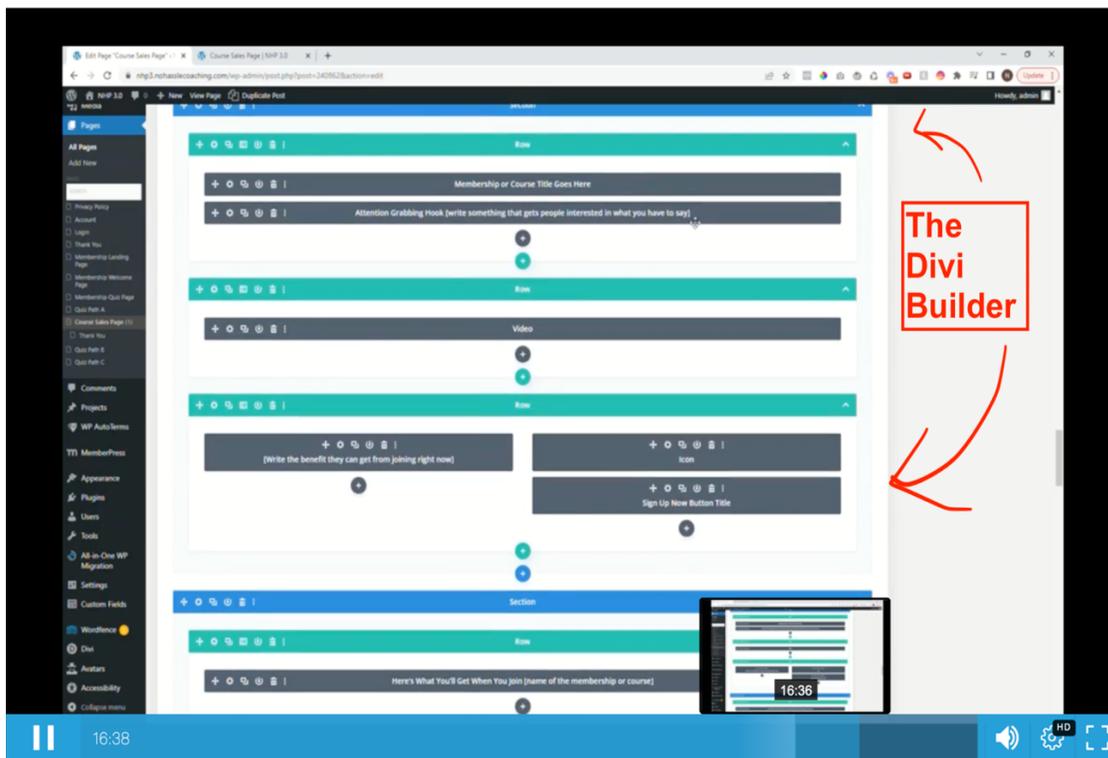


# How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

- Click **Edit**. You will arrive at a page that looks like this:



- Scroll down to view the **Divi Builder**. You will arrive at a page that looks like this:

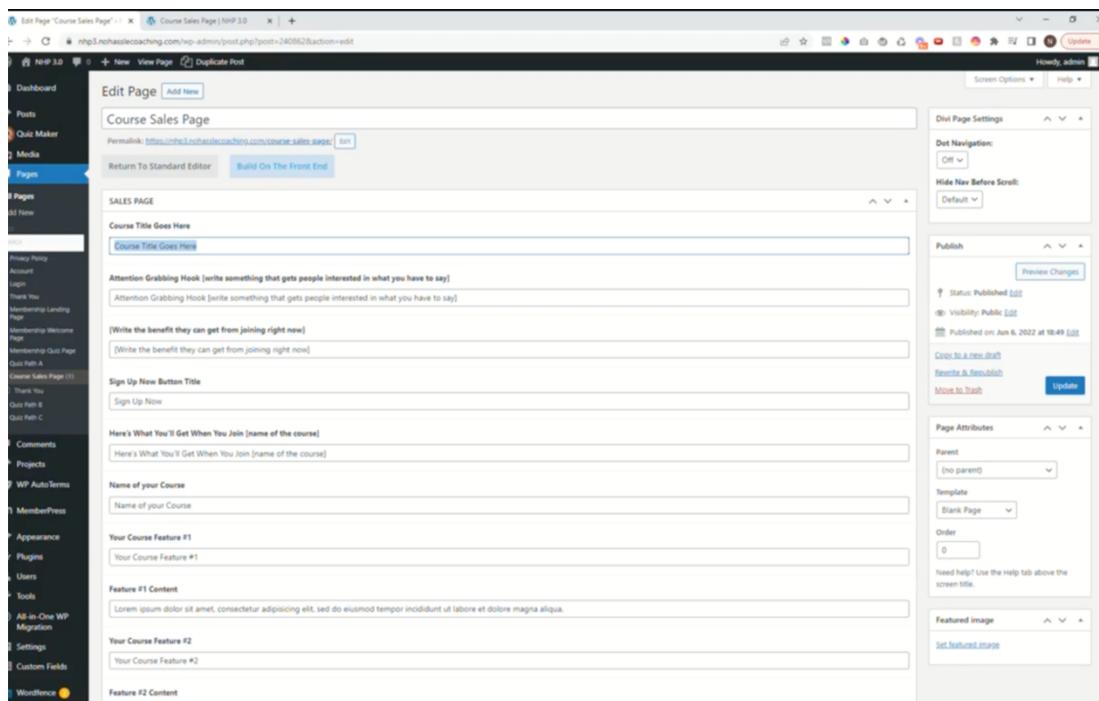


# How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

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## EDITING WITH CUSTOM FIELDS

- Scroll up again. These fields (pictured below) are **CUSTOM FIELDS** NH created for you. The information in each cell corresponds to the same information displayed on the front end of the sales page, including images and background images which can also be easily replaced.



- After editing click UPDATE.
- Return to front end; refresh page and see changes in place.
- At 8:17 in the video, Neta reviews all the elements that are editable in these custom fields.
- This is how you will edit all the PAGES this same way.
- Always remember: after editing click UPDATE.

## NHP 3.0 Video #9: Divi Tutorial on How to Edit Pages with the Visual Builder

- Because of the Custom Fields NH provides, there aren't many pages that need editing on front end. Neta provides some Divi directions; for more direction or to achieve something not shown open a Support Ticket:

[nohasslewebsite.com/support](http://nohasslewebsite.com/support).

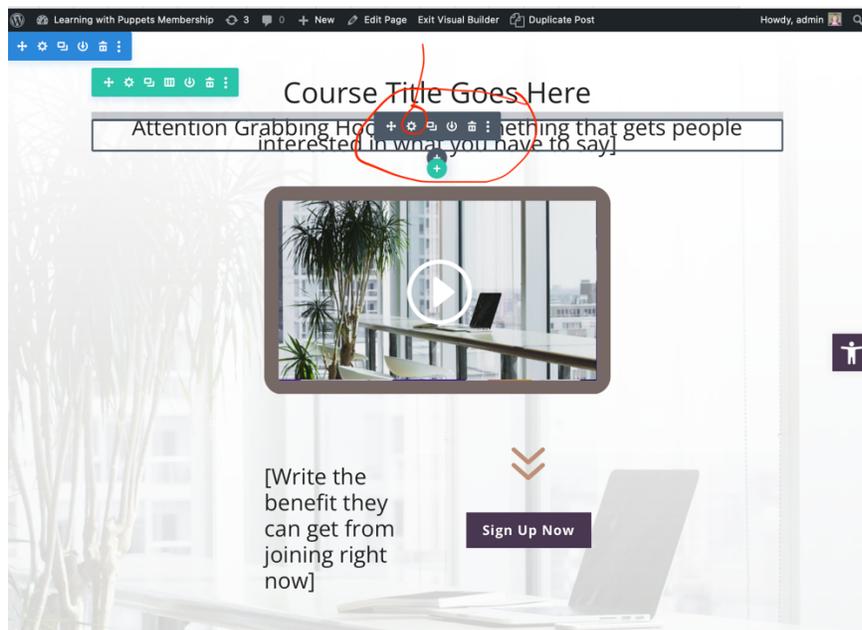
- Go to (Backend) >>> WP Pages >>> Pages >>> Course Sales Page >>> View (Front End).

- There are some things you can only do on the FRONT END.

- Click on the page to open it and ENABLE VISUAL BUILDER (at top). The Visual Builder allows you to see the changes you are making as you are making them.

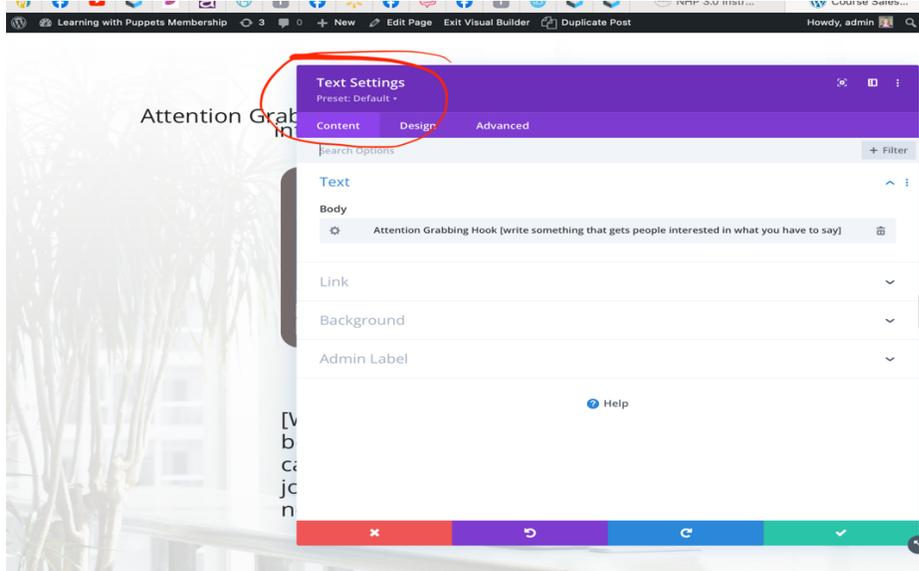
- To edit anything that is already connected to a custom field, such as TEXT, hover over it and the editing bar will appear. Click on the GEAR icon labeled Module Settings.

(See Screenshot below.)



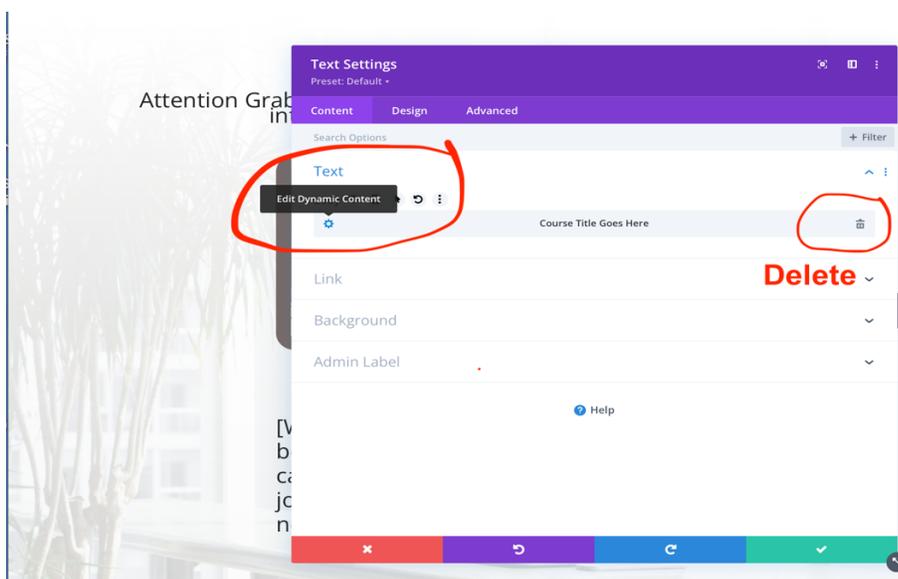
# How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

- A “Text Settings” screen opens: (See Screenshot below.)



- If you click on the gear to the left of the text, it reveals the label “Dynamic Content.”

- Don't edit here. There is no need to “trash” or remove the dynamic content. It's best to edit text in the backend instead. (See Screenshot below.)



## How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

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- In Divi, when editing on the front end with the Visual Builder, and you hover over the feature you want to edit you will see the Divi Structure:

**BLUE boxes called SECTIONS** house **rows** and **modules**.

**TEAL boxes called ROWS**; there can be many rows within a single section.

**GRAY boxes called MODULES**—not to be confused with modules in a course.

**The Divi MODULES are like the BLOCKS in Guttenberg.**  
**MODULES house CONTENT such as a video, text, or image.**

- When editing, ask yourself, “What am I trying to do?  
Am I trying to add or remove a section?  
Am I trying to add or remove a row?  
Am I trying to add or remove a module?  
Once you know what you're trying to do, you will know where to go.

**• You MUST edit VIDEOS on the Front End.**

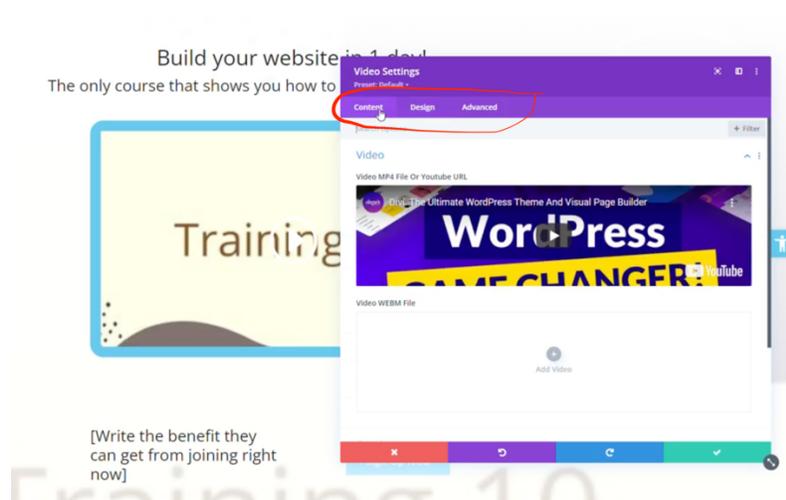
- To edit (replace) a video, hover over the video>>>look for the Grey Module box >>> click on the GEAR icon.

- That will open this window with THREE TABS:
  - 1.) CONTENT tab
  - 2.) DESIGN tab
  - 3.) ADVANCED tab

(See Screenshot below.)

# How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

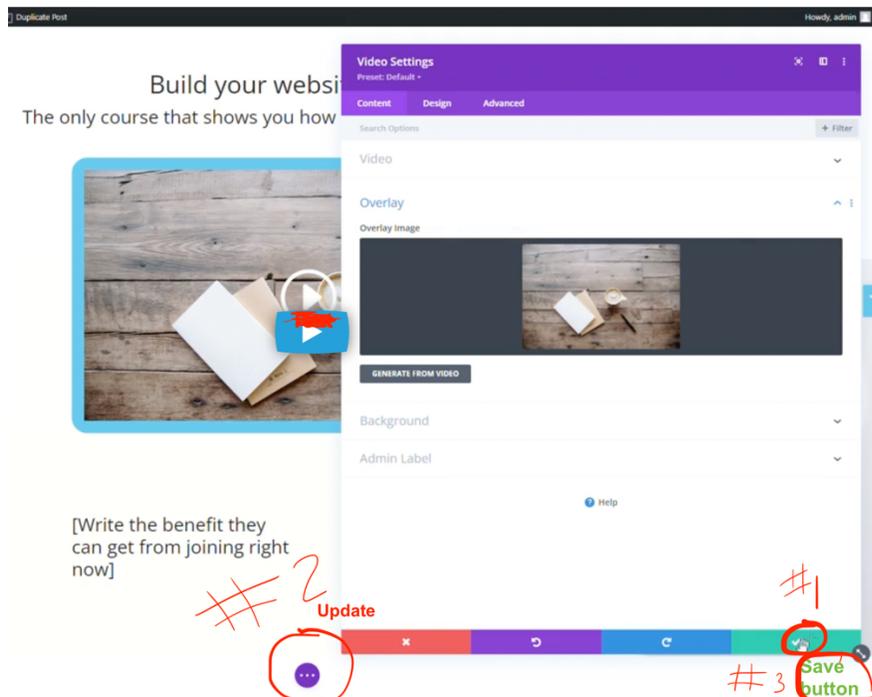
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- You will almost never touch the Advance tab.
- You will need to do things in the Content and Design Tab.
- Divi is very logical: if you want to change the Content of an element, you must go to the Content Tab; if you want to change the Design of an element you must go to the Design Tab.
- At 7:00 in the video, Neta demonstrates how to edit (replace) the placeholder video (content).
- Begin by going to the CONTENT Tab.
- Hover over video and click on trash can that shows up in the upper right-hand corner of the video to DELETE it.
- DELETING didn't remove the module itself, it only removes the video inside.
- Click ADD VIDEO. Uploading a file is not recommended because you don't want to store your videos on your website.
- Go to upper left-hand corner and click on **"Insert From URL."**

# How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

- Click Green SAVE checkmark (✓) button in the Dynamic screen. (See #1 in the Screenshot below.)
- Click Green Save checkmark (✓) button at the bottom-right. (See #2 in the Screenshot below.)
- Click the purple icon to UPDATE THE PAGE. (See #3 in the Screenshot below.)
- To change video overlay image, scroll down to OVERLAY. The overlay is the image that sits atop a video Delete what is there and then click on Add Image. Select image you have already uploaded to Media Library.
- Click Green SAVE checkmark (✓) button in the Dynamic screen (#1).
- Click Green Save checkmark (✓) button at the bottom-right (#2)
- Click the purple icon to UPDATE THE PAGE (#3).



## How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

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- To add new TEXT, ask yourself, "Do I want a new section, row or module?" Then click on the button that color coordinates with the element you want to add. **BLUE** for **SECTIONS**; **TEAL** for **ROWS** and **Gray** for **MODULES**.
- At 11:10 in the video, Neta demonstrates how to add a new TEXT Module.

There are three tabs that allow you to edit

- (1) The Content (to edit the **WORDING** of the text)
- (2) Design of the text (to change the **LOOK** of the text: color, size, shadow, etc.)
- (3) Advanced

- The main purpose of a **TEAL** Row is to determine how many **COLUMNS** you will have.
- At 12: 50 in the video, Neta demonstrates how to create different **Columns in Rows**. To change the structure of the row, hover over the **TEAL** bar and click on the column icon.
- In this same section of the video, Neta shows how to **DUPLICATE**, **HIDE (DISABLE)** and **ENABLE** Modules.

## **NHP 3.0 Video #10: Setting up the Quiz for your Membership (skip video if you are creating a course)**

### **THE MEMBERSHIP QUIZ**

- On the WELCOME Page (provided in WP Pages) members are encouraged to take a Quiz comprised of 10 questions that helps decide which Content Path is best for them and then directs them to the right Path.
- You need to come up with 10 questions with three answer choices for each question that each correspond to one of your three Paths. (You can have more or less than 10 questions, but Neta recommends 10.)
- Upon completing the Quiz, members will each be redirected to a path as determined by their answers. This reduces member overwhelm.
- Go to WP >>> Quiz Maker >>> Quizzes >>> Locate NH Quiz >>> Click on Edit >>> General.
- General Tab >>> Just change name of Quiz.
- Styles Tab >>> Quiz Color >>> Change to your own Light or Medium Color
- Settings >>> Nothing to do.
- Results Tab >>> Nothing to do.

### **SUPER IMPORTANT INFORMATION ABOUT THE THREE PATHS:**

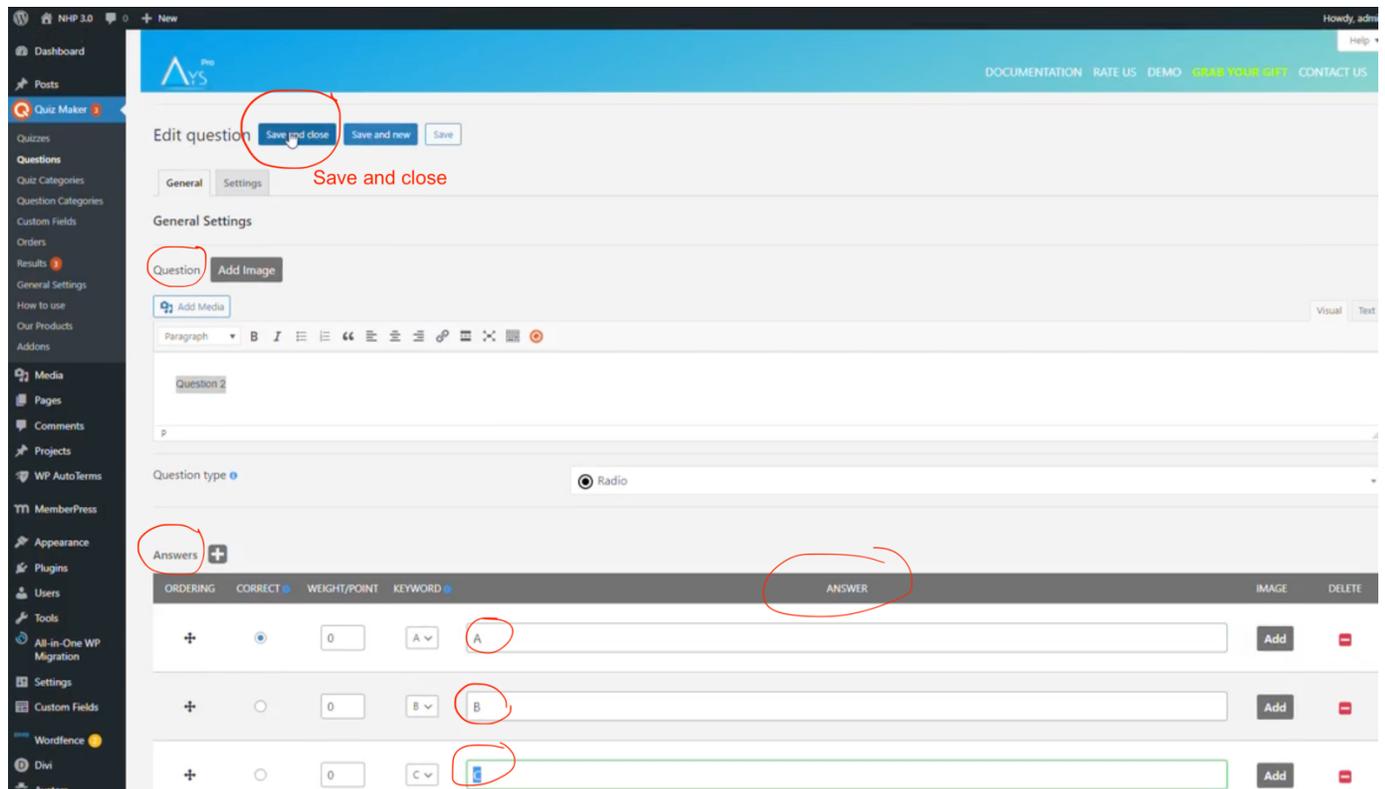
**You can change the TITLE of each Path but DO NOT CHANGE THE SLUG.**

**At 7:45 in the video, Neta explains what NOT to change with regard to the Paths and SLUGS.**

- Return to **Quiz Maker** >>> Questions >>> Question 1 >>> Hover over the question>>> click EDIT >>> Provide a Question >>> Provide an Answer

# How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

- Do NOT change Keywords or anything else.
- Click Save and Close.
- Repeat for the remaining Questions.



- Return to Pages >>> All Pages >>> Membership Quiz Page >>> View >>> View changes.

## NHP 3.0 Video #11: Sign Up Flow, Testing and Getting Support

### ABOUT THE SIGN-UP FLOW FROM BUYER'S PERSPECTIVE

- You want to send prospects to the **Course Sales Page**. This is the page that described the benefits and features of your offer. It's also the page where people will sign up and then be directed to the payment page.
- Go to Pages >>> All Pages >>> Course Sales Page>> QUICK EDIT.
- You don't want the URL to read "Course Sales Page."
- Change "Course Sales Page" to "your domain name/slug."
- Change the slug to something like "1-Day Course." Neta recommends adding some identifying feature or descriptor so you can easily sort this course from other courses you may create in the future.
- Click UPDATE in left sidebar.
- Click VIEW.
- The buttons to Sign Up are DYNAMIC so they did not change even though you changed the slug name.
- This newly created Sales Page URL is the link you will use – in blogposts, in social media posts, ads, in emails--to send prospects to your Sales Page where they will have an opportunity to click the "Sign Up Now" button and purchase your course.
- The "Sign Up Now" button connects prospects with where they will go to pay.
- Return to MemberPress >>> Memberships where you edited the Course title and price.
- You need to see where new paying customers will create login details (user name and password).

## How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

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- Because you are the admin, the login fields do not appear to you.
- To see the login fields and the areas that connect Stripe +/or PayPal, go to your web browser and open the page in an **incognito (private) window** which should have all the correct information in place. (See Screenshot of incognito window below.)

Price: \$299

First Name:

Last Name:

Address Line 1:\*

Address Line 2:

City:\*

Country:\*

-- Select Country --

State/Province:\*

Zip/Postal Code:\*

Email: \* Invalid Email

Password: \* Invalid Password

Password Confirmation:\*

Have a coupon?

visa mastercard american express

Name on the card:\*

Credit Card:\*

- After paying, customers are redirected to a Thank You page that allows them to access the Course now.

### • TO SUMMARIZE THE SIGN-UP FLOW

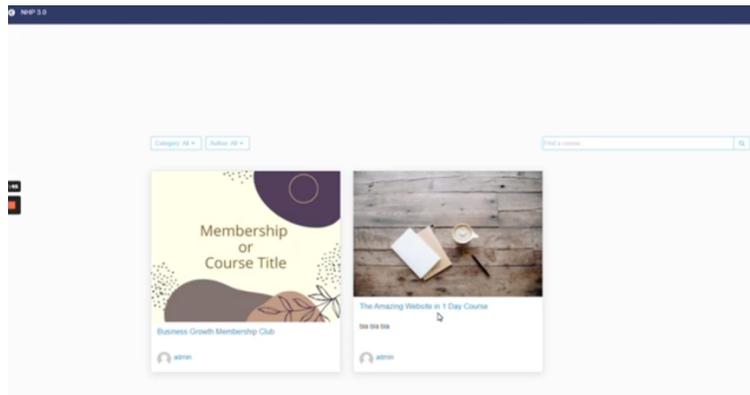
1.) For A COURSE >>> Pages >>> All Pages >>> Course Sales Letter >>> BUY BUTTON >>> Payment Page to enter information >>> Thank You Page >>> Course Hub Page.

## How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

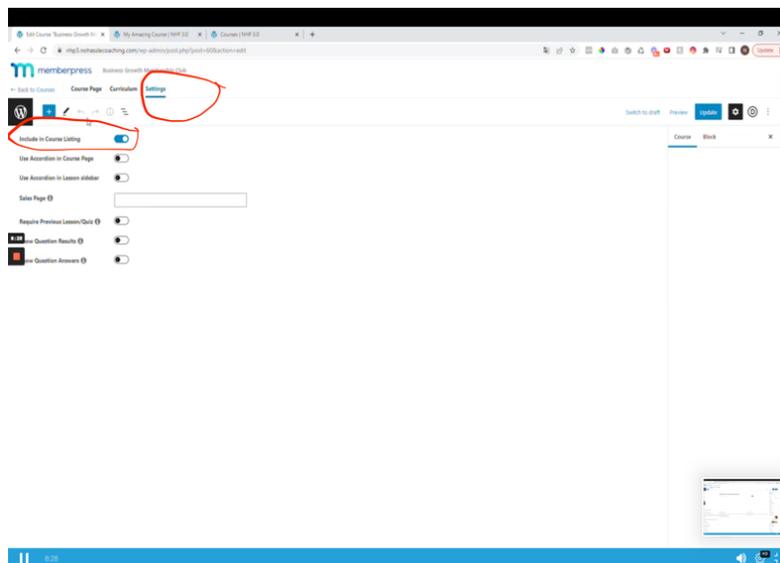
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2.) For a **MEMBERSHIP** >>> Pages>>> All Pages >>> Membership Landing Page (Sales Page) >>> BUY BUTTON >>> Payment Page to enter information >>> Membership Welcome Page >>> Membership Quiz Page >>> Correct Path based on their questions.

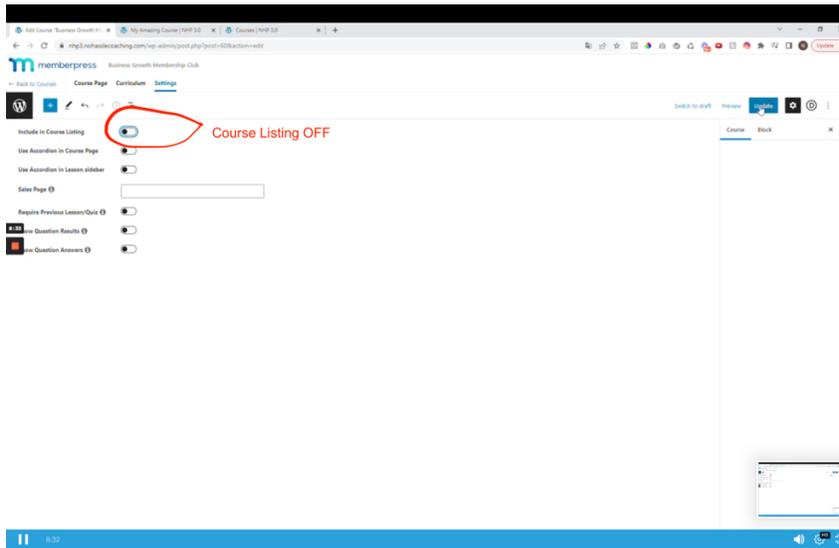
- On the HUB page, during training you had both a Course and a Membership displayed. (See Screenshot Below.) But you probably only want to keep one, so you need to turn off the other one.



- To remove one or the other go to MemberPress >>> Courses >>> HUB page >>> Click EDIT on the Course or Membership you want to eliminate>>> Go to Settings>>> Include in Course Listings >>> Toggle OFF. (See Screenshots below.)

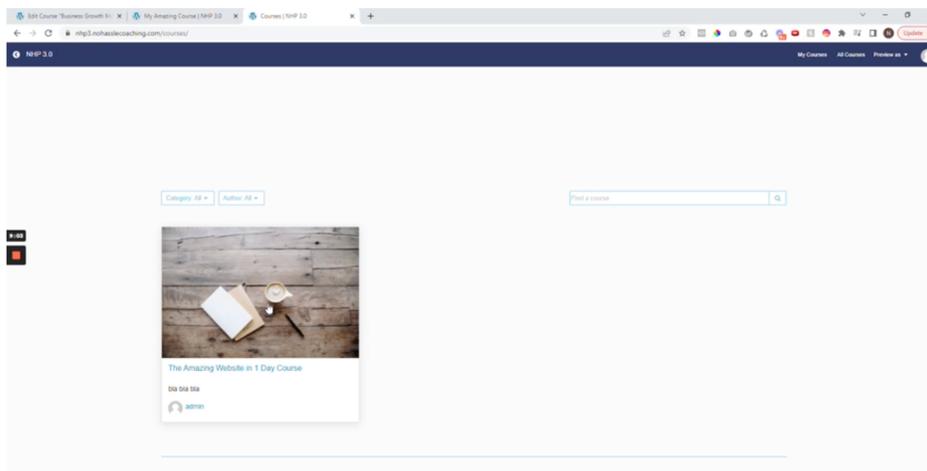


# How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)



- Return to HUB >>> Refresh page at top and see only one offering. (See Screenshot below.)

NHP 3.0 Video #11: Sign Up Flow, Testing and Getting Support



## RE: Payments

- If the payment process is set up correctly, MemberPress will know the customer paid and the customer will be able to access everything immediately.
- **IMPORTANT!** If customers aren't able to gain access to the content they paid for—even if you got paid—you must correct your payment set-up. When set-up correctly, MemberPress will be notified and the rules you set up will be in effect.

# How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

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## About Email Autoresponder Notifications

- MemberPress >>> Settings >>> Email Tab >>> Member Notices >>> Send Welcome Email.
- MemberPress >>> Settings >>> Email Tab >>> Admin Emails and Notices >>> New Signup (with details about what they signed up for).

## To View a Transaction

- MemberPress >>> Transactions  
If it's a Membership with monthly payments, you will see RECURRING SUBSCRIPTION (or Non-Recurring for One-time payments).

## Testing the Payment and Delivery Process

- Have someone else test it to make certain it works.
- You should test it too.
- To test it, you will need:
  - 1.) The LINK to your sales page (MemberPress >>> All Pages >>> Sales Page >>> copy the URL to the page.
  - 2.) Change price just for the test (MemberPress >>> Membership >>> Course >>> Change to \$1.00)
  - 3.) Go to upper right-hand corner and LOGOUT.
  - 4.) Go through sales process yourself.
  - 5.) Use the sales Page URL you copied to take yourself to your own sales page.
  - 6.) **When signing up use a DIFFERENT EMAIL ADDRESS than what you used as ADMIN.**
  - 7.) If paying with PayPal don't use same account you registered with OR use a credit card OR Use Stripe.
  - 8.) Check the email to make certain you received it.
  - 9.) When all good, login as an admin.
  - 10.) Go to the MemberPress Dashboard and look at "Completed Transactions" to see the total has changed from 0 to 1 and the \$ amount.

## How to Set Up Your NH Membership & Course Platform 3.0, Continued. (A Cheat Sheet to Accompany Neta's Instruction Videos)

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- 11.) If you see PENDING TRANSACTION that probably means that PayPal was not correctly transfigured and must be fixed.
- 12.) Go to MemberPress>>>Transactions>>> to see that the STATUS is marked as COMPLETE and not PENDING.

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If when setting up your website you are STUCK on any one thing for more than 10-15 minutes, STOP and open a Support Ticket at:

[nohasslewebsite.com/support](http://nohasslewebsite.com/support).

**IMPORTANT!** When submitting a ticket, give the exact details of what is wrong and what you already tried. **Remember: It's terrific to be specific!** 😊