



Botanica Condominium

Website Administrator Guide

WordPress 6.9.1 — Botanica Condo Theme + Plugin v1.0

CONFIDENTIAL — For authorised administrators only

This guide covers:

-  Accessing and navigating the WordPress admin panel
-  Creating and managing Notices
-  Adding Forms and uploading or linking Documents
-  Adding Maintenance articles and Events
-  Managing the Resident login list
-  Handling contact form messages
-  Site Settings and SMTP email configuration
-  Security, backups, and routine maintenance tasks

1. System Overview

The Botanica Condominium website runs on WordPress 6.9.1 and consists of two custom components installed alongside WordPress core:

Component	Purpose
Botanica Condo Theme	Controls the visual design and all page layouts. Green, gold and cream colour scheme.
Botanica Condo Plugin	Provides all site functionality: custom content types, resident login, file downloads, contact inbox, and site settings.

Content Types

All content is managed through the WordPress admin panel. The following content types are available:

Menu Label	Content Type	What it does
Notices	bc_notice	Board and management announcements. Supports pinning, expiry dates, and residents-only visibility.
Forms	bc_form	Downloadable form files. Grouped by category. Supports residents-only downloads.
Documents	bc_document	Official documents (bylaws, AGM minutes, etc.). Grouped by document type.
Maintenance	bc_maintenance	Maintenance tips, instructions, and seasonal guides. Grouped by category.
Events	bc_event	Calendar events with date, time, location, and event type.

Server Details

Operating System	Ubuntu 24.04 LTS
Web Server	Apache 2
Database	MariaDB 10.11 (database: wordpress_db)
PHP Version	8.1+
WordPress Path	/var/www/html/wordpress
Theme Path	/var/www/html/wordpress/wp-content/themes/botanica-condo-theme
Plugin Path	/var/www/html/wordpress/wp-content/plugins/botanica-condo-plugin

Site URL	https://botcondo.elucidare.com
Admin URL	https://botcondo.elucidare.com/wp-admin

2. Accessing the Admin Panel

All content management is done through the WordPress admin panel. You do not need server access for day-to-day tasks.

Logging In

- 1 Open your browser and go to: <https://botcondo.elucidare.com/wp-admin>
- 2 Enter your WordPress administrator username and password.
- 3 Click Log In. You will be taken to the Dashboard.



Admin login is separate from resident login

The WordPress admin login (/wp-admin) uses a WordPress username and password. The resident OTP login is a completely separate system for residents only.

The Admin Sidebar

The left sidebar contains all management sections. The key areas for day-to-day administration are:

Notices	Add, edit, or remove board and management notices
Forms	Upload and manage downloadable form files
Documents	Upload or link official documents (bylaws, minutes, etc.)
Maintenance	Add maintenance tips and seasonal guides
Events	Add and manage calendar events
Residents	Manage the resident login email list
Messages	View contact form submissions from residents
Settings → Botanica Condo	Edit site address, management info, and OTP settings
WP Mail SMTP	Configure outgoing email / SMTP settings
Pages	Edit the static pages (rarely needed)
Users	Manage WordPress admin user accounts

3. Managing Notices

Notices are the primary way to communicate with residents. They appear on the homepage and on the Notices page. Pinned notices are shown first.

Adding a New Notice

- 1 In the admin sidebar, click Notices → Add New Notice.
- 2 Enter the notice title in the Title field at the top.
- 3 Write the full notice text in the main editor area below the title.
- 4 Add a short summary in the Excerpt box (below the main editor). This summary appears on the Notices list page.
- 5 In the Notice Settings panel on the right, set the following options as needed (see table below).
- 6 When ready, click Publish in the top right corner. The notice appears on the website immediately.

[Screenshot: Add New Notice screen with Notice Settings panel visible]

Pinned	Tick this to keep the notice at the top of the list. Use for urgent notices only.
Residents Only	Tick this to hide the notice from non-logged-in visitors.
Publish Date	Optional. The date the notice takes effect (display only).
Expire Date	Optional. The notice will automatically stop showing after this date. Leave blank for permanent notices.

Editing or Deleting a Notice

- 1 Click Notices in the sidebar to see the list of all notices.
- 2 Hover over a notice title and click Edit to open it, or click Trash to delete it.
- 3 Make your changes and click Update to save.



Notices expire automatically

If you set an Expire Date, the notice disappears from the public site on that date without any action needed. It remains in the admin panel as a draft and can be republished.

4. Forms and Documents

Adding a Form

Forms are downloadable files such as move-in/out requests, amenity booking forms, and parking applications.

- 1 Click Forms → Add New Form in the sidebar.
- 2 Enter the form name as the Title (e.g. "Move-In / Move-Out Request Form").
- 3 Add a short description in the Excerpt field (shown to residents below the form title).
- 4 In the Form File & Settings panel, click Choose File and select the file from your computer. Allowed formats: PDF, DOCX, XLSX, ODT. Maximum size: 10 MB.
- 5 Set the Category (e.g. "Move In/Out", "Maintenance Request", "Parking").
- 6 Set a Sort Order number if you want this form to appear in a specific position within its category (lower numbers appear first).
- 7 Tick Requires Login if the form should only be available to logged-in residents.
- 8 Click Publish.

Adding a Document

Documents include official building documents such as Bylaws, AGM Minutes, financial statements, insurance summaries, and policy documents.

Option A — Upload a PDF directly

- 1 Click Documents → Add New Document.
- 2 Enter the document title (e.g. "Bylaws — Amended 2023").
- 3 In the Document File & Settings panel, click Choose File and select the PDF. Maximum size: 50 MB.
- 4 Set the Category: Bylaw, AGM Minutes, Policy, Financial, Insurance, or Other.
- 5 Set the Document Date (e.g. the date the document was adopted or the AGM date).
- 6 Tick Requires Login (recommended for bylaws and financial documents).
- 7 Click Publish.

Option B — Link to a SharePoint or OneDrive document

If your documents are stored in SharePoint or OneDrive, you can link directly instead of uploading a copy.

- 1 In SharePoint or OneDrive, right-click the file and choose Share.
- 2 Set the permission to "Anyone with the link can view" and copy the link.
- 3 In the Document meta box, paste the link into the SharePoint URL field.
- 4 Complete the other fields (Category, Date, Requires Login) as normal and click Publish.
- 5 When a resident clicks View or Download, they will be redirected to the SharePoint viewer or download. The login gate is still enforced by the plugin before the redirect.

SharePoint links vs. uploaded files

SharePoint links are easier to keep up to date (edit the file in SharePoint and the site always shows the latest version). However, anyone who obtains the SharePoint URL directly can access the file without going through the login gate. For documents requiring strict access control, upload the file directly.

Document Categories

Bylaw	Condominium bylaws and amendments
AGM Minutes	Annual General Meeting minutes
Policy	Building policies and rules
Financial	Financial statements and budgets
Insurance	Insurance certificate and summaries
Other	Any document that does not fit the above categories

5. Maintenance Articles

Maintenance articles provide residents with practical guidance about the building: how to bleed radiators, seasonal tips, fire safety reminders, and so on.

Adding a Maintenance Article

1	Click Maintenance → Add New Article in the sidebar.
2	Enter the article title (e.g. "How to Bleed Your Radiator").
3	Write the full article content in the editor. You can use headings, lists, and images.
4	Add a one- or two-sentence summary in the Excerpt field.
5	In the Article Settings panel, set the Type and Category (see tables below).
6	Click Publish.

Article Types

Tip	A helpful hint or best practice (shown with a light bulb icon)
Update	A change or update residents should be aware of (shown with a pin icon)
Instruction	Step-by-step instructions for a task (shown with a document icon)
Seasonal	Seasonal or time-specific guidance (shown with a snowflake icon)

Suggested Categories

Categories group articles on the Maintenance page. You can type any category name. Suggested categories include:

- HVAC & Heating
- Plumbing
- Electrical
- Fire Safety
- Parkade & Parking
- Exterior & Common Areas
- Seasonal

6. Managing Events

Events appear on the Calendar page and in the Upcoming Events sidebar. Add all board meetings, AGMs, social events, and major maintenance notices here.

Adding an Event

- 1 Click Events → Add New Event in the sidebar.
- 2 Enter the event title (e.g. "Board Meeting — April 2025").
- 3 Optionally add agenda or details in the main editor.
- 4 In the Event Details panel, fill in the fields below.
- 5 Click Publish.

Date	Required. The date of the event.
Type	AGM, Board Meeting, Social Event, Maintenance, Notice, or Other. Controls the colour on the calendar.
Location	e.g. "Party Room", "Zoom", "Board Room". Shown in the sidebar and calendar tooltip.
Start Time	Optional but recommended.
End Time	Optional.
All Day	Tick for full-day events (hides the time fields on the calendar).
Requires Login	Tick to hide the event from non-logged-in visitors.



Recurring meetings

WordPress does not have built-in recurring events. For regular board meetings, add a new event each month. Copy an existing event using a duplication plugin such as "Yoast Duplicate Post" (free) to save time.

7. Managing Residents

Only email addresses in the Residents list can use the resident login system. Residents are not WordPress users — they are managed entirely through the Residents admin page.

Adding a Single Resident

- 1 Click Residents in the sidebar.
- 2 Fill in the Add Resident form: Email (required), Name, Unit Number, and Notes.
- 3 Click Add Resident.

Bulk Import via CSV

To add many residents at once, prepare a plain-text CSV file with no header row:

```
email,name,unit_number
jsmith@email.com,Jane Smith,412
rbrown@email.com,Robert Brown,205
```

- 1 In the Residents page, expand "Bulk Import via CSV".
- 2 Click Choose File and select your CSV file.
- 3 Click Import CSV. Existing emails are updated, not duplicated.

Disabling and Removing Residents

Disable	Prevents the resident from logging in without deleting their record. Use when a resident moves out temporarily or their status is unclear. Click Enable to restore access.
Remove	Permanently deletes the resident from the list. They cannot log in until re-added. Cannot be undone.

8. Contact Messages

When a resident submits the Contact form on the website, the message is saved to the Messages inbox in the admin panel and also forwarded to the management email address configured in Settings.

Viewing Messages

- 1 Click Messages in the admin sidebar. Unread messages are shown in bold with a red NEW badge. The sidebar label also shows the unread count.
- 2 Click View next to a message to read the full text. The message is automatically marked as read.
- 3 Click Reply by Email to open your email client with the resident's address and subject pre-filled.
- 4 Click Delete to permanently remove a message.



Email forwarding

Each contact form submission is also emailed to the management address set in Settings → Botanica Condo → Management Email. If you are not receiving these emails, check the SMTP configuration in WP Mail SMTP.

9. Site Settings

All site-specific settings are managed at Settings → Botanica Condo. These settings control the information shown in the footer, header, and contact page.

Botanica Condo Settings

Setting	Example	Notes
Civic Address	200 Bellerose Drive St. Albert, AB T8N 5E4	Shown in footer and Contact page. Line breaks are supported.
Office Hours	Mon–Fri 9am–5pm	Shown in footer.
Google Maps URL	https://maps.google.com/...	Paste the Maps share link. Adds a map button to the Contact page.
Facebook URL	https://facebook.com/...	Optional. Adds a Facebook link to the footer.
Public Contact Email	info@botcondo.ca	Shown on the Contact page.
Management Company	ABC Property Management	Shown in the footer.
Management Phone	780-555-0100	Shown in footer and Contact page.
Management Email	manager@abcpm.ca	Contact form messages are forwarded here. Not shown publicly.
OTP Expiry (minutes)	15	How long a login code remains valid. Default: 15 minutes.
Homepage Welcome	<p>Welcome...</p>	HTML welcome text shown on the homepage. Basic HTML tags are permitted.

WordPress General Settings

A small number of standard WordPress settings also affect the site. These are found at Settings → General:

Site Title	Shown in the browser tab and email subjects. Set to "Botanica Condominium".
Tagline	Shown under the logo on the homepage hero banner.
WordPress Address	Must match the live site URL (https://botcondo.elucidare.com). Do not change without also updating the database.
Admin Email	WordPress system emails (password resets, updates) go here.

10. Security and Routine Maintenance

WordPress Updates

Keeping WordPress, themes, and plugins up to date is the single most important security measure. Check for updates weekly.

- 1 Go to Dashboard → Updates in the admin panel.
- 2 If WordPress core updates are available, click Update Now.
- 3 Under Plugins, select all plugins and click Update Plugins.
- 4 After updating, visit the front-end of the site and test a few pages to confirm nothing broke.



Test after every update

Although rare, plugin updates can occasionally conflict. Always check the homepage, Notices page, and resident login after updating. If something breaks, use your backup to restore (see below).

Backups

UpdraftPlus is the recommended free backup plugin. Configure it to run automatically and store backups off-server.

- 1 Install UpdraftPlus from Plugins → Add New.
- 2 Go to Settings → UpdraftPlus Backups.
- 3 Set the backup schedule: Files every week, Database every day.
- 4 Choose a remote storage destination: Google Drive, Dropbox, or OneDrive. Click the relevant icon and follow the authorisation steps.
- 5 Click Backup Now to create an immediate backup and confirm it uploads to your chosen storage.

Managing WordPress Admin Accounts

Keep the number of WordPress administrator accounts to a minimum. Each account with administrator access can modify any part of the site.

- Go to Users → All Users to see all accounts.
- Remove any accounts that are no longer needed.
- Use strong, unique passwords. Consider a password manager.
- Never share admin credentials. Create a separate account for each administrator.

- If an administrator leaves, delete their account immediately and reassign their content to another user.

PHP Session Storage

The resident OTP login uses PHP sessions. On Ubuntu 24.04, sessions are stored in `/var/lib/php/sessions`. Confirm the directory has correct permissions:

```
| sudo chmod 1733 /var/lib/php/sessions/
```

If residents report being logged out unexpectedly or unable to complete login, this permission is the first thing to check.

Routine Maintenance Checklist

Complete the following tasks on a regular schedule:

Frequency	Task	How
Weekly	Check for updates	Dashboard → Updates → update core and plugins
Weekly	Review contact messages	Messages → check for unread and action or forward
Weekly	Review new notices needed	Notices → check expiry dates and add any new announcements
Monthly	Add next board meeting	Events → Add New Event with date, time, and location
Monthly	Confirm backup is running	Settings → UpdraftPlus → check last backup date and storage
Quarterly	Review resident list	Residents → disable or remove moved-out residents
Quarterly	Review documents	Documents → confirm all links and uploads are working
Annually	Upload new AGM minutes	Documents → Add New Document → category: AGM Minutes
Annually	Renew SSL certificate	Let's Encrypt auto-renews via certbot if configured. Verify with: <code>sudo certbot renew --dry-run</code>

11. Quick Reference

Important URLs

Website	https://botcondo.elucidare.com
Admin Panel	https://botcondo.elucidare.com/wp-admin
Resident Login	https://botcondo.elucidare.com/resident-login/
Verify Code	https://botcondo.elucidare.com/verify-code/
Settings	https://botcondo.elucidare.com/wp-admin/options-general.php?page=botanica-settings
Residents	https://botcondo.elucidare.com/wp-admin/admin.php?page=bc-residents
Messages	https://botcondo.elucidare.com/wp-admin/admin.php?page=bc-messages
WP Mail SMTP Settings	https://botcondo.elucidare.com/wp-admin/admin.php?page=wp-mail-smtp
WP Mail SMTP Test	https://botcondo.elucidare.com/wp-admin/admin.php?page=wp-mail-smtp-tools

Server Commands (SSH)

For advanced troubleshooting via SSH on the Ubuntu server:

Task	Command
Restart Apache	<code>sudo systemctl restart apache2</code>
Restart PHP-FPM	<code>sudo systemctl restart php8.3-fpm</code>
Check Apache error log	<code>sudo tail -50 /var/log/apache2/error.log</code>
Check mail log	<code>sudo tail -50 /var/log/mail.log</code>
Check PHP upload limits	<code>php -r "echo ini_get('upload_max_filesize');"</code>
Fix file permissions	<code>sudo chown -R www-data:www-data /var/www/html/wordpress/wp-content/</code>
Fix session permissions	<code>sudo chmod 1733 /var/lib/php/sessions/</code>
Renew SSL certificate	<code>sudo certbot renew</code>

Custom Database Tables

wp_bc_allowed_emails	Resident email addresses allowed to log in via OTP
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wp_bc_otp_tokens	One-time login codes (bcrypt-hashed). Cleaned up nightly.
wp_bc_contact_messages	Contact form submissions inbox

End of Administrator Guide