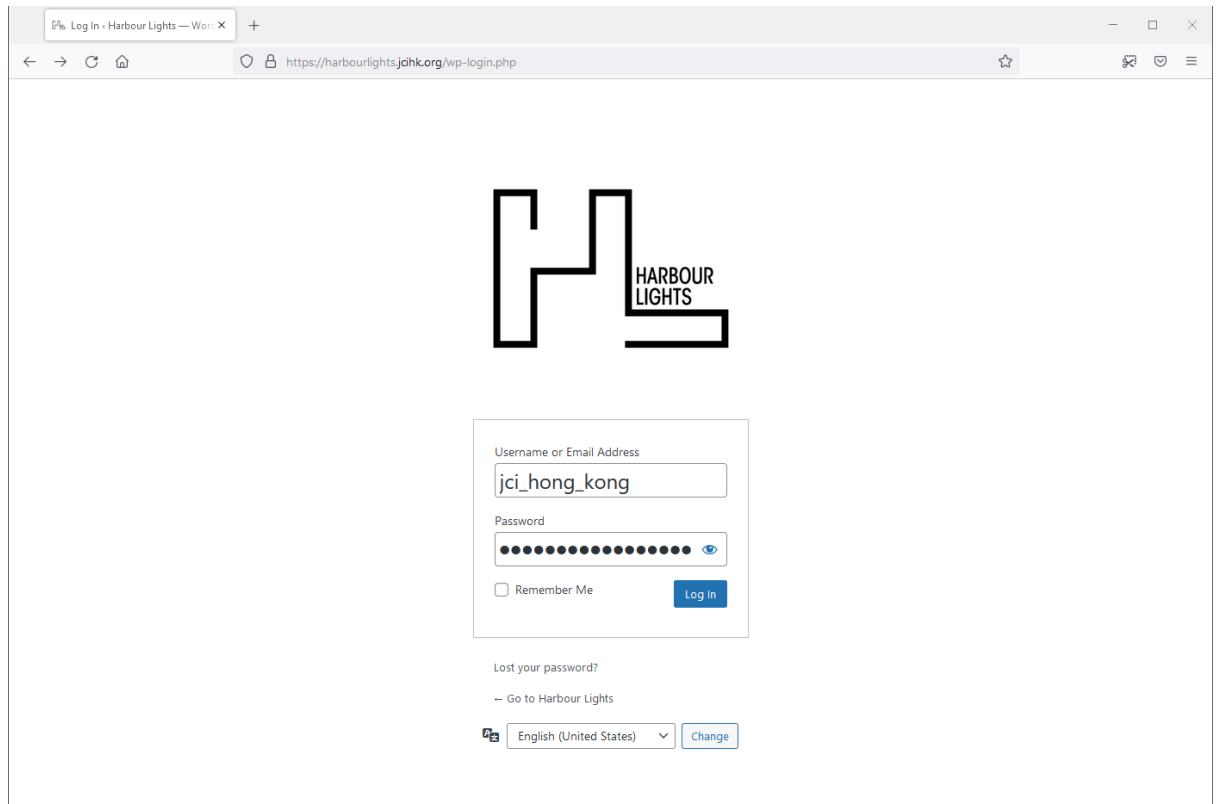


Harbour Lights Online Portal User Guideline

Last Update: 9/2/2024

1. Login to Harbour Lights Portal:

1. Go to <https://harbourlights.jcihk.org/wp-login.php>



2. Input the username and password
3. Press "Log In" to enter the portal

2. Update User Profile (Email Address, Profile Picture, Reset Password)

The screenshot shows the WordPress user profile page for a user named 'Harbour Lights'. The page is divided into several sections: Profile, Account Management, and Avatar. The Profile section includes fields for Username, First Name, Last Name, Nickname (required), and Email (required). The Account Management section includes fields for New Password and Sessions. The Avatar section includes an Upload Avatar field. The Username field is disabled and contains 'jci_hong_kong'. The First Name field contains 'JCI Hong Kong'. The Email field contains 'jci_hongkong@jcihk.org'. The New Password field contains 'Set New Password'. The Sessions field contains 'Log Out Everywhere Else'. The Upload Avatar field contains a red box with the JCI Hong Kong logo and two buttons: 'Choose from Media Library' and 'Delete local avatar'. A blue 'Update Profile' button is at the bottom left. Red circles with numbers 1, 2, 3, and 4 are placed next to the First Name, Email, New Password, and Upload Avatar fields respectively, indicating the steps to be followed.

Harbour Lights 0 + New Show all languages

Posts
Media
User Profile
Collapse menu

Profile

Username Usernames cannot be changed.

1

Last Name

Nickname (required)


2 If you change this, we will send you an email at your new address to confirm it. The new address will be used for all communications.

Account Management

3

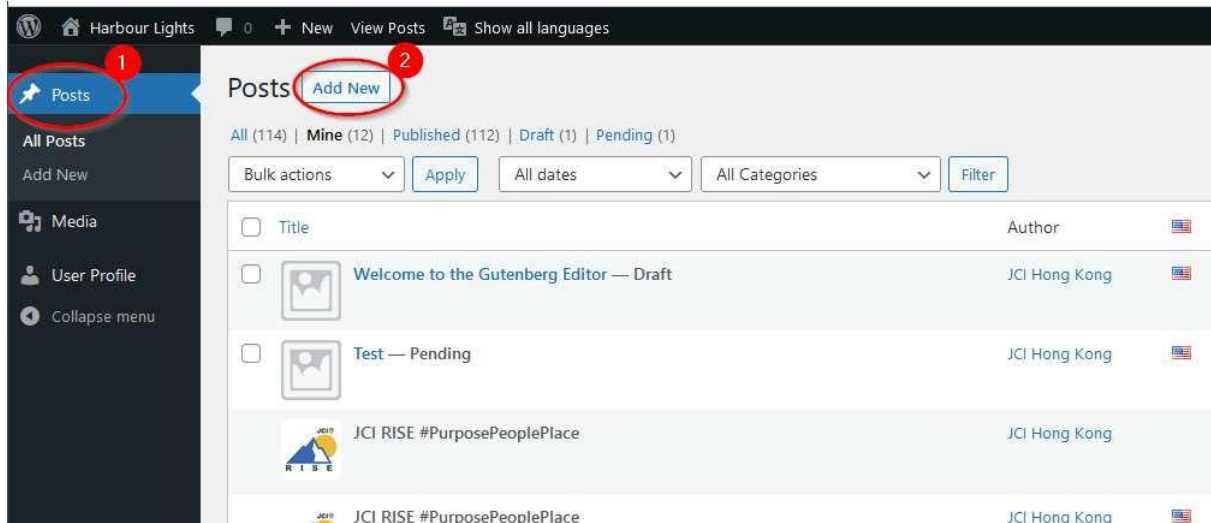
Sessions Did you lose your phone or leave your account logged in at a public computer? You can log out of all other devices.

Avatar

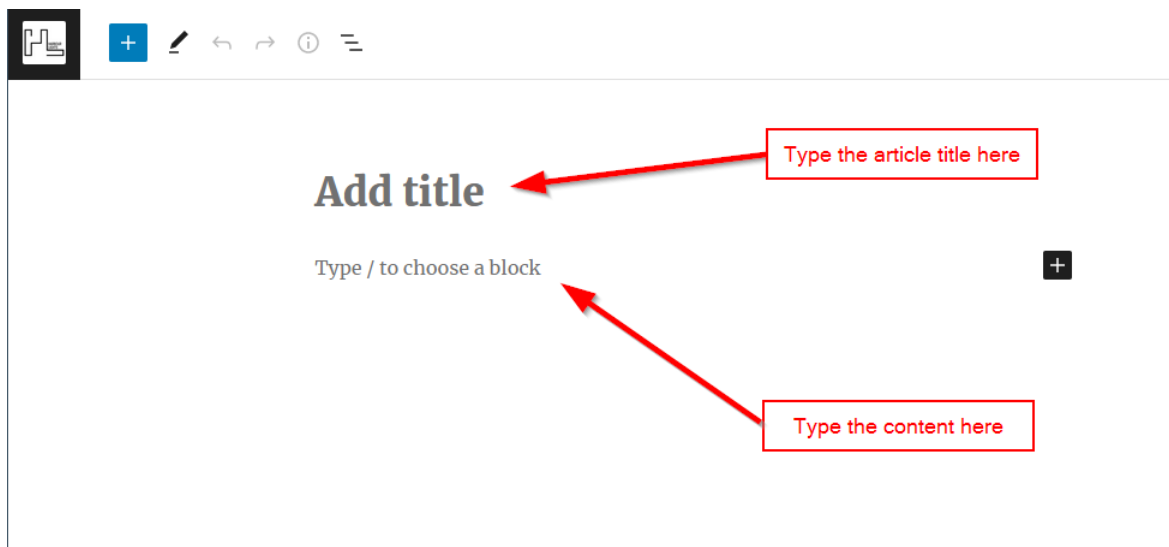
4 

1. Click "User Profile" at the menu at the left of the page
2. Do NOT change the "First Name" (Will display as the author of your articles)
3. Update the email address to the email address to an email that can receive notification
4. Reset the password when needed
5. Upload the Avatar Image (Will display as the author image of your articles)

3. Create a new Article



1. Click “Posts” at the menu at the left of the page
2. Press “Add New”
3. Type the title and article content



4. To Insert image, move the cursor to the place you wish to add image, and click “Add block”

Wofoo Social Enterprises

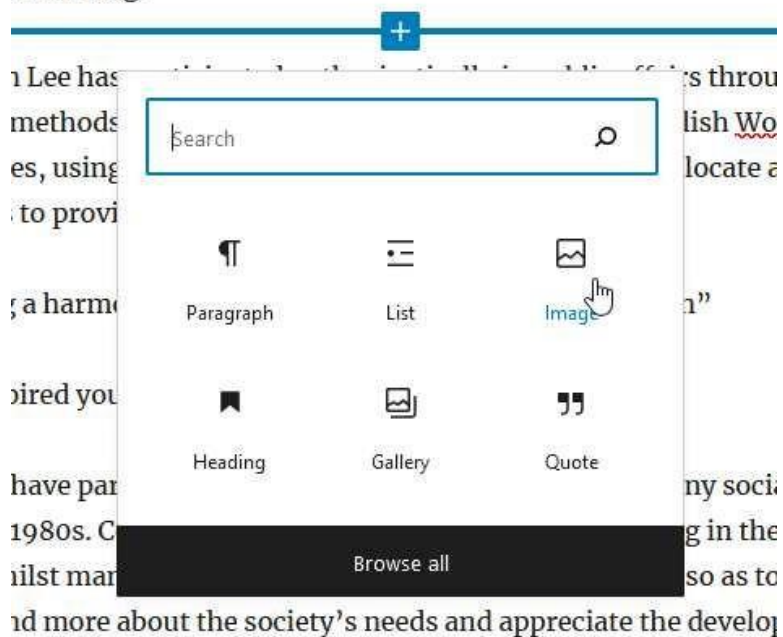
Junior Chamber International Hong Kong is honoured to invite the President of Wofoo Social Enterprises, Dr. Joseph LEE, GBS, JP to share his concept and methods of sharing.

Dr. Joseph Lee has participated enthusiastically in public affairs through different methods since 1970s; later this inspired him to establish Wofoo Social Enterprises, using benefits management regime, effectively allocate and use its resources to provide diversified services to the society.

“Creating a harmonious society by a people-oriented approach”

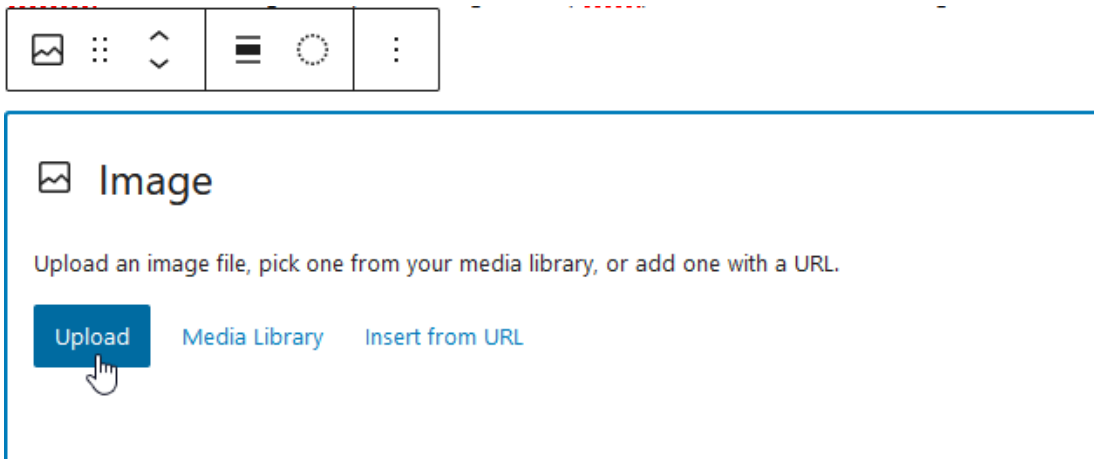
5. Choose “Image”

Junior Chamber International Hong Kong is honoured to invite the President of Wofoo Social Enterprises, Dr. Joseph LEE, GBS, JP to share his concept and methods of sharing.

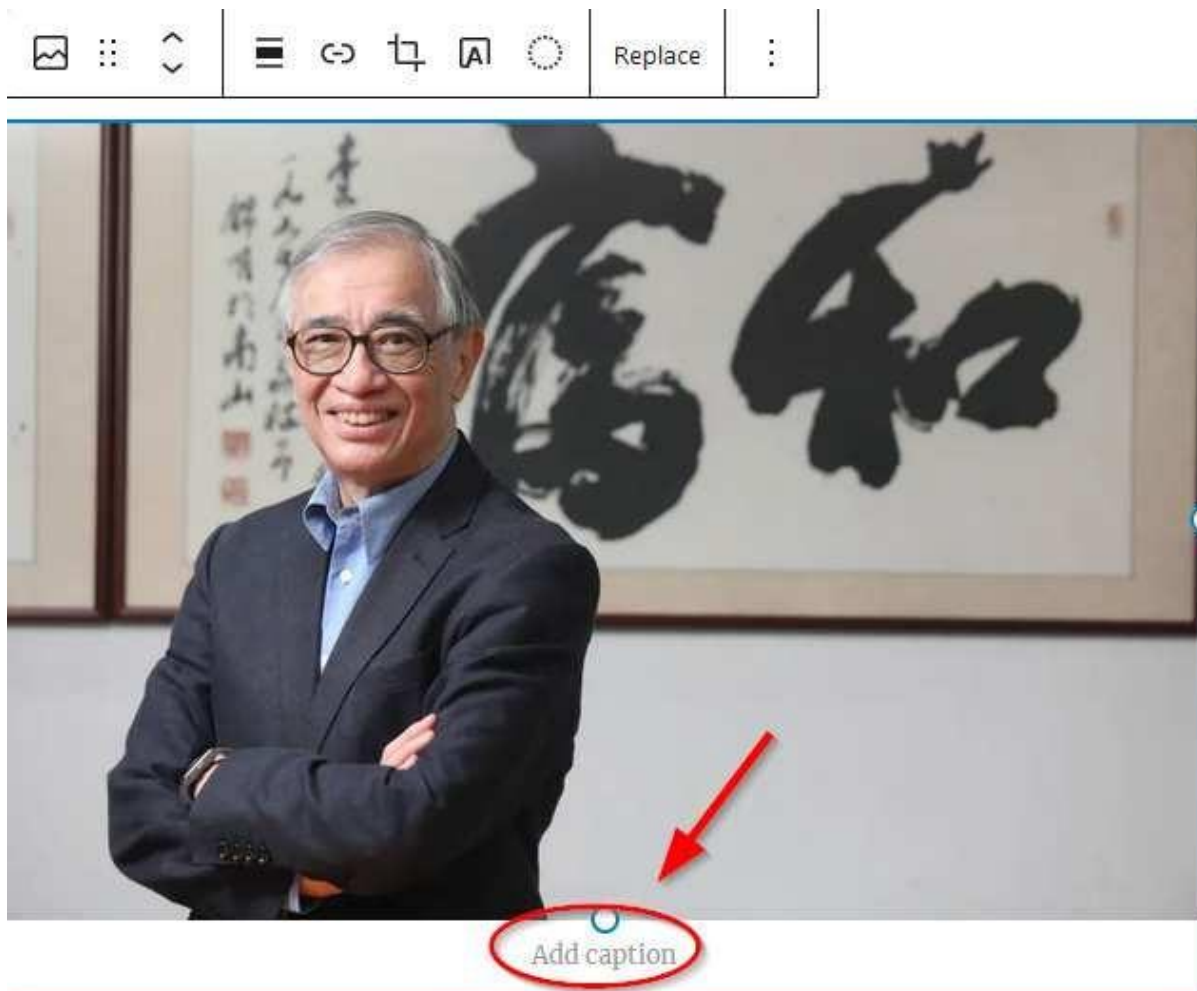


The screenshot shows a content management system interface. A blue horizontal line with a plus sign (+) is positioned above the text. Below the text, a block menu is open, displaying various content types: Paragraph, List, Image, Heading, Gallery, and Quote. The 'Image' option is highlighted with a mouse cursor. At the bottom of the menu, there is a 'Browse all' button. The background text is partially obscured by the menu.

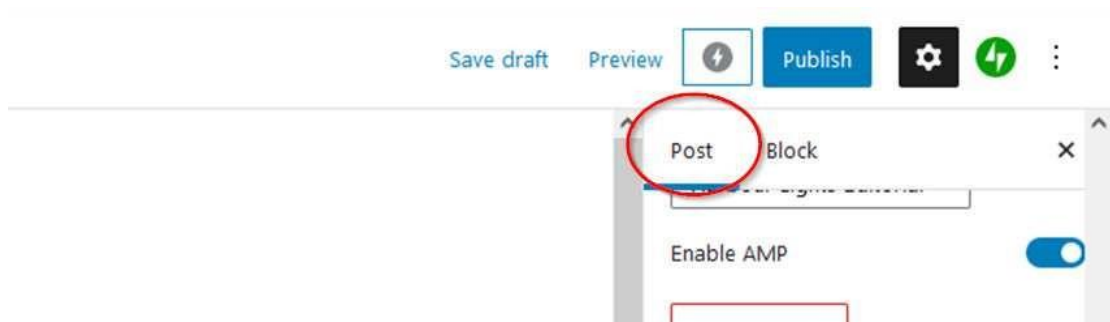
6. Click "Upload", and browse your file and upload the image



7. To add caption, click the image and type the caption below

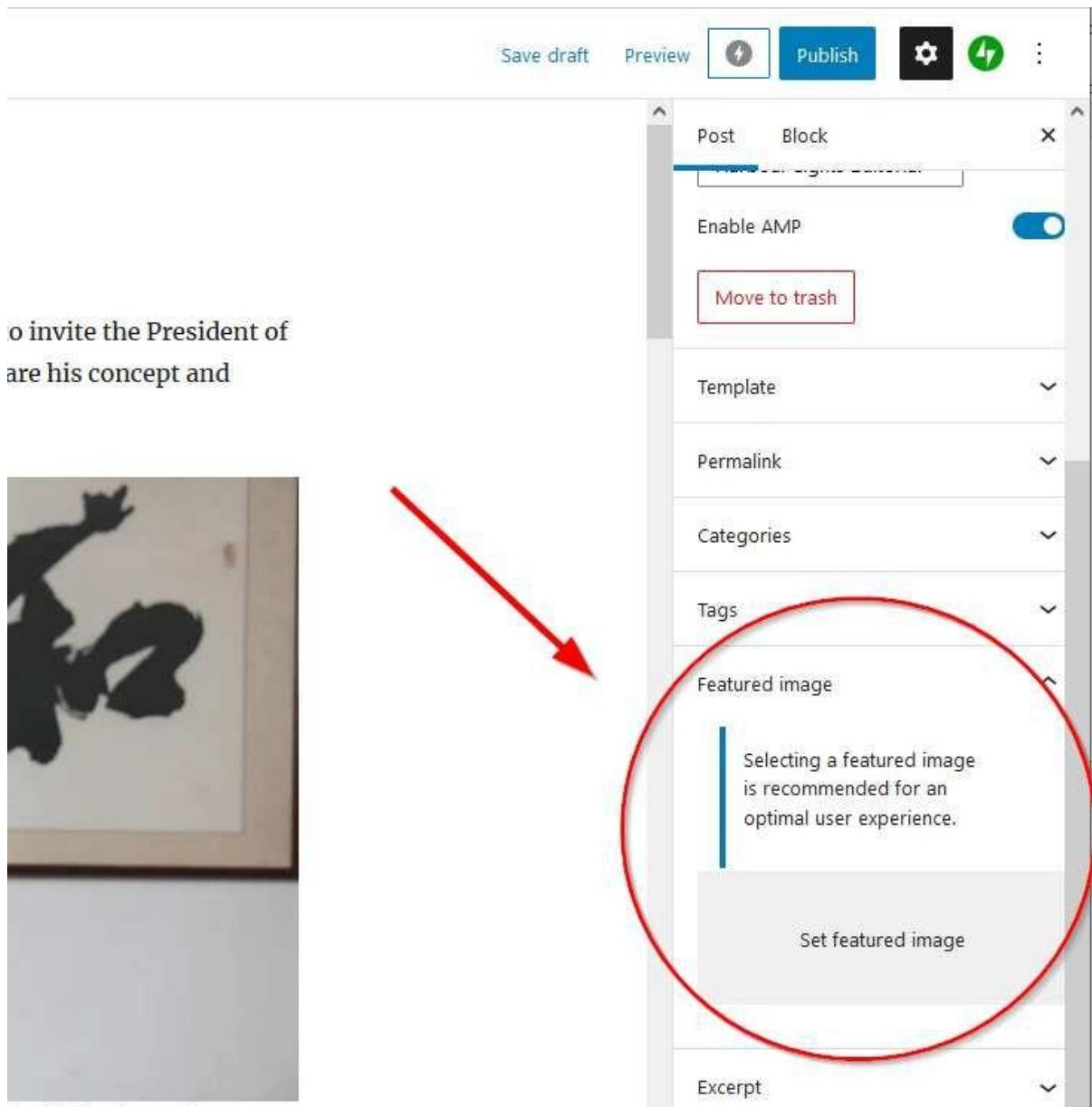


8. Select "Post" at the right menu



9. Set the following settings at the menu at the left of the page:

- Setup the "Featured Image", choose the image that you wish to show on the article list



Featured image

Upload files | Media Library

Suggested image dimensions: 1200 by 675 pixels.

Search

1 select the image

ATTACHMENT DETAILS

XMC_6709.jpg
March 2, 2022
505 KB
4898 by 3265 pixels
[Edit Image](#)
[Delete permanently](#)

Alt Text

[Learn how to describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title XMC_6709

Caption

Description

File URL: <https://harbourlights.jchk.c>
[Copy URL to clipboard](#)

2 Set featured image

Set featured image

- Add Tags, add the keywords here, separated by commas

Tags

Add New Tag

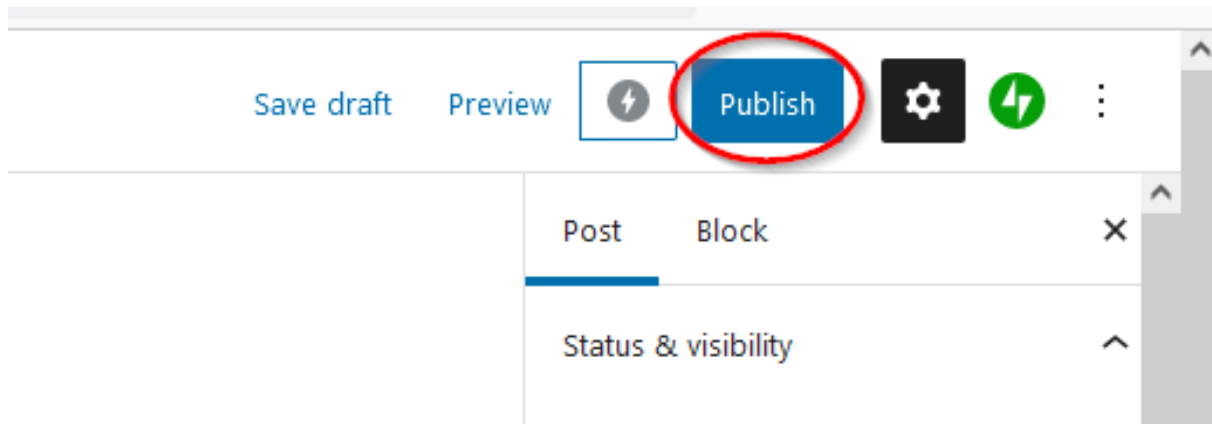
interview X

wofoo social enterprises X

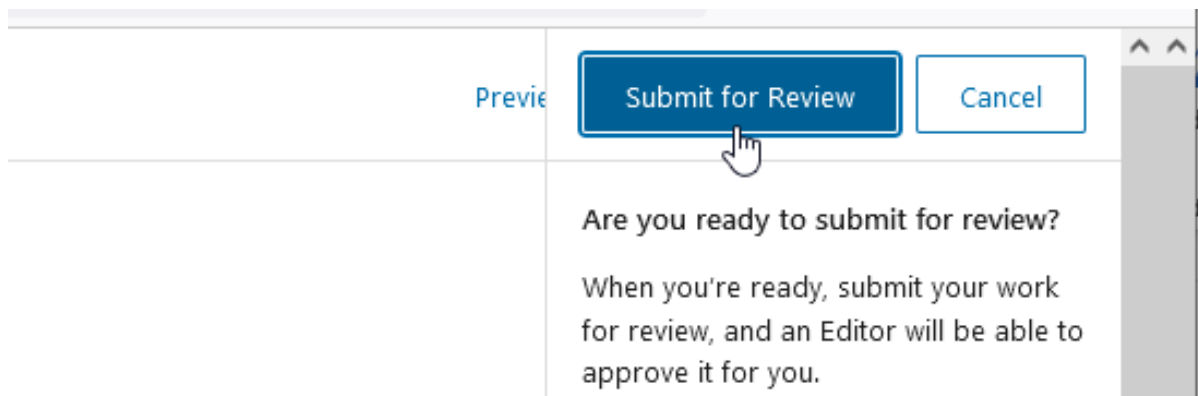
JCI Hong Kong X |

Separate with commas or the Enter key.

10. After complete editing the article, press “Publish” button at the upper right of the screen



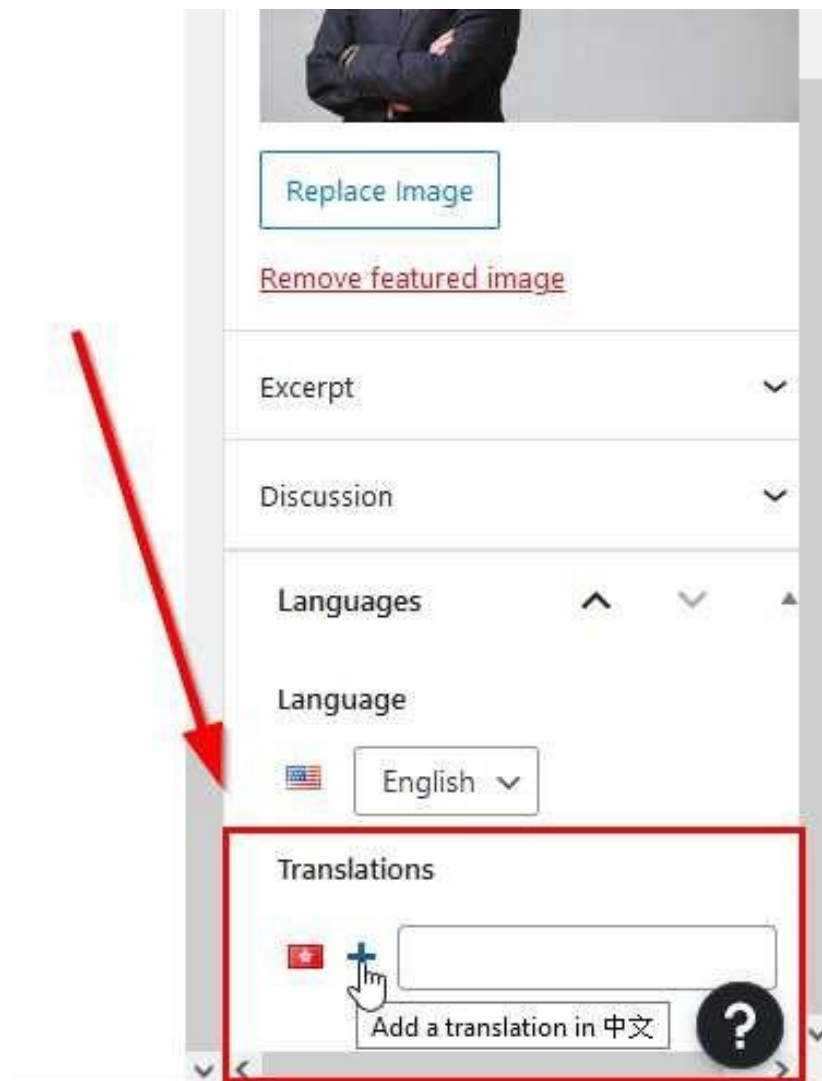
11. Press “Submit for Review” and notice National Publication Director to review your article



12. Post the translated version of the article:

*Note that if the article is in one language only, you still need to setup this step to ensure visitor can see your article in both English and Chinese version of Harbour Lights website

- scroll down to the bottom of the right menu, expand the “Language” section, click the “ + ” button next to the HK flag



- Edit the Chinese content and submit the post for review (repeat steps 8-11 for the Chinese article)

The screenshot shows the WordPress editor interface for a post titled "和富社會企業". The main content area includes a large image of a man in a suit standing in front of a calligraphy scroll. Below the image is a text block with the following content:

Type / to choose a block

國際青年商會香港總會是次有幸邀請和富社會企業創始人兼會長李宗德博士GBS,OSTJ 太平紳士接受採訪，分享他的共享理念及方法。

李宗德博士自70年代後期便以不同方式熱心參與公共事務，其後更啟迪了他創立和富社會企業，並運用企業的效益管理模式，有效地配置和運用自身的資源，為社會提供多元化服務。

「以人為本·實現仁的社會」

The right sidebar contains the following settings:

- Post: Block
- Status & visibility: Visibility: Public; Publish: Immediately; Post Format: Standard
- Stick to the top of the blog:
- Pending review:
- Author: Harbour Lights Editorial
- Enable AMP:
- Template: [Dropdown]
- Permalink: VIEW POST; <https://harbourlights.jchhk.org/?p=1802>
- Categories: Search Categories; Cover Stories; Editor's Choice; Interview; JCI RISE; National International Affairs