

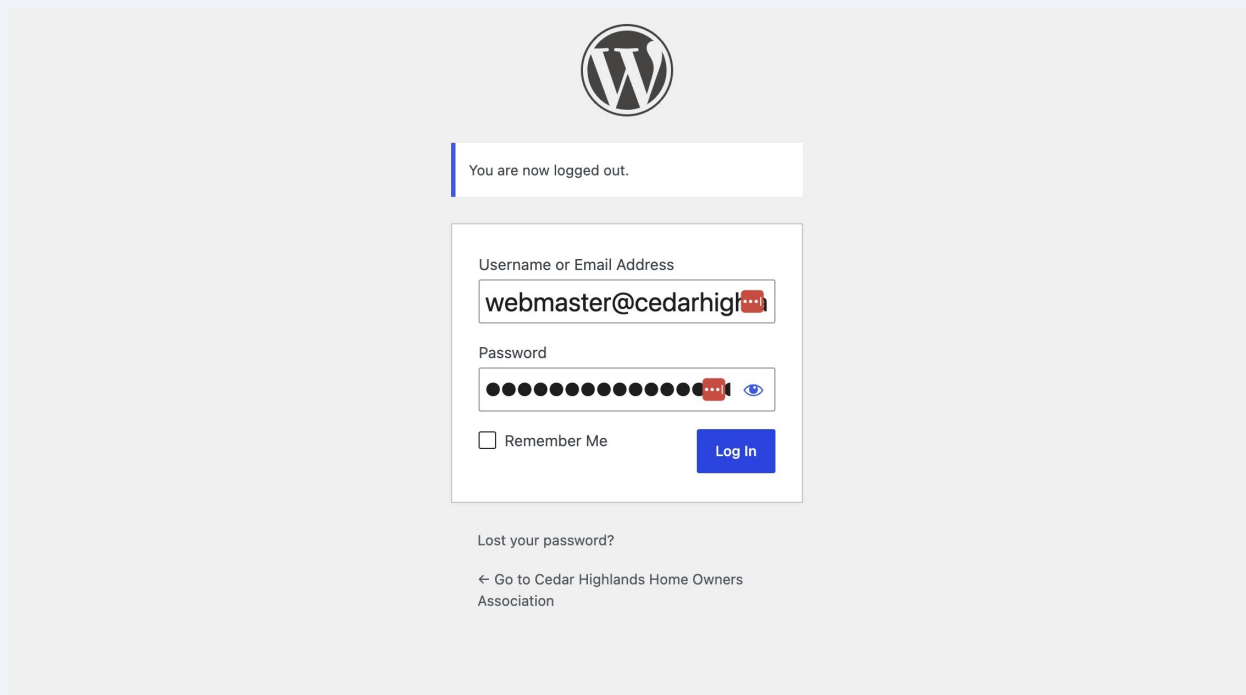
Updating HOA Meeting Schedules and Website Content Using Elementor

Learn how to update your HOA website using the Elementor page builder. This guide covers modifying meeting dates, editing text elements, and publishing your changes to keep residents informed.

Login and Navigation

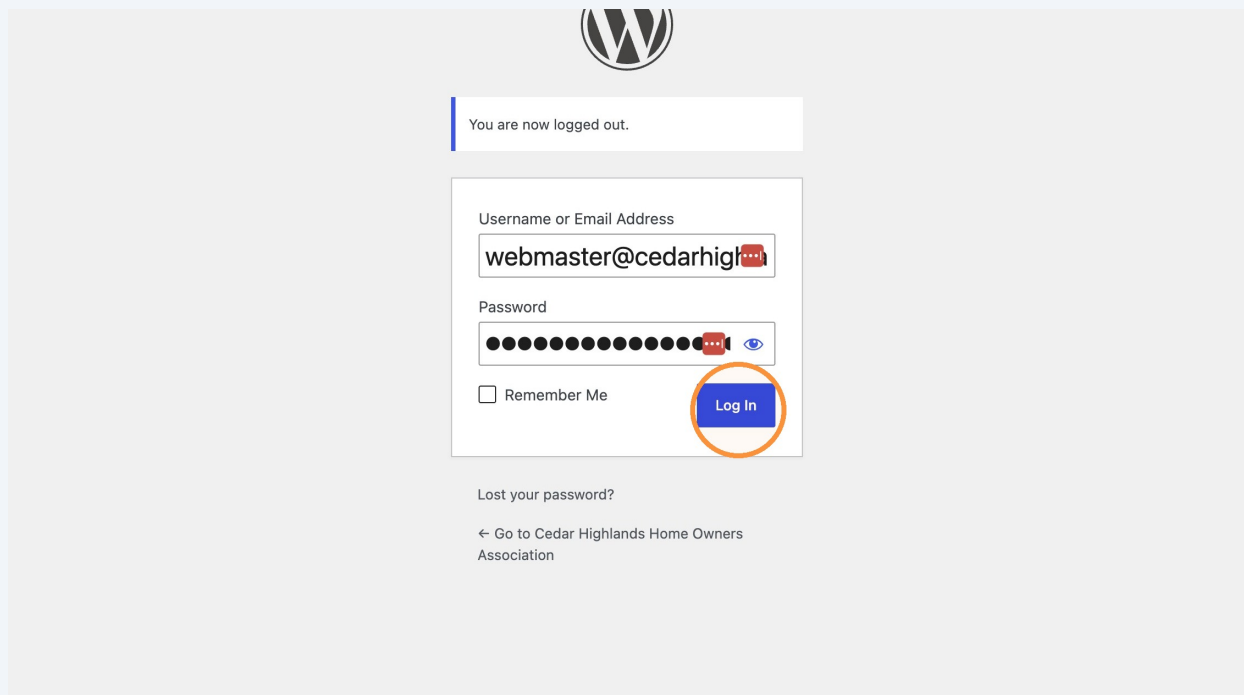
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Navigate to https://www.cedarhighlandshoa.org/wp-login.php?loggedout=true&wp_lang=en

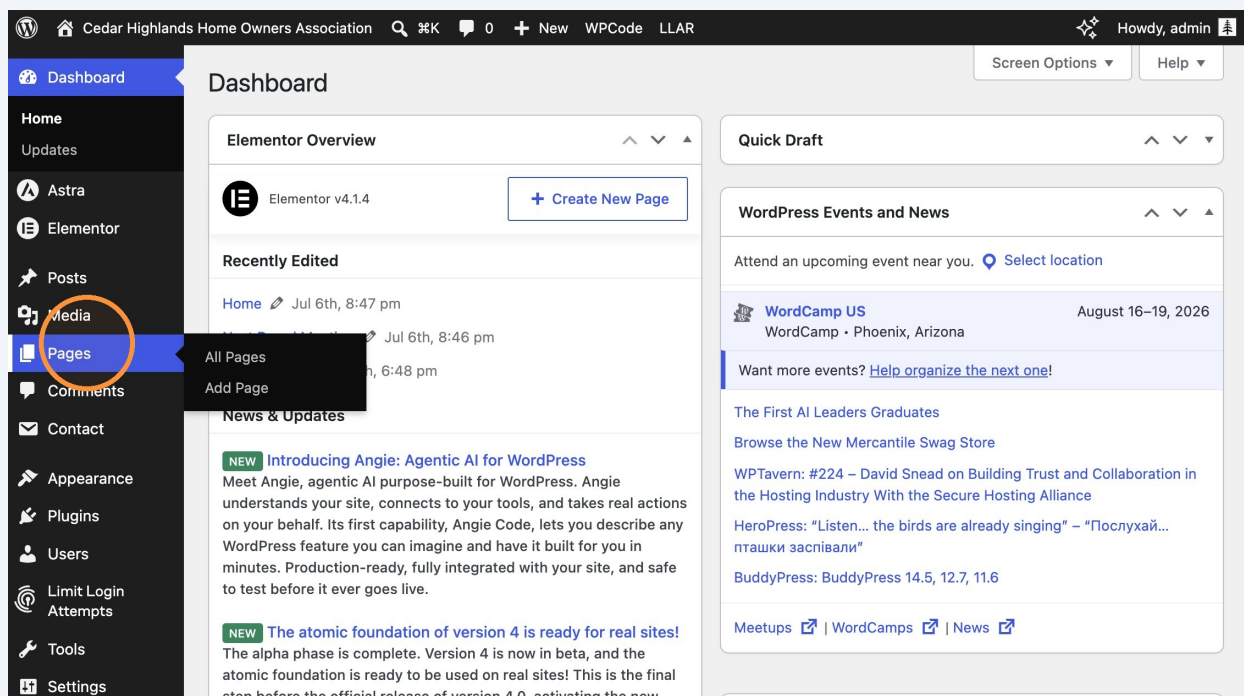


The screenshot shows the WordPress login interface. At the top center is the WordPress logo. Below it, a message states "You are now logged out." The login form contains two input fields: "Username or Email Address" with the value "webmaster@cedarhigh" and "Password" which is masked with dots. There is a "Remember Me" checkbox and a "Log In" button. At the bottom, there is a link for "Lost your password?" and a link to "Go to Cedar Highlands Home Owners Association".

2 Click "Log In"



3 Click "Pages" in the WordPress sidebar



4 Click "Edit with Elementor" for the Home page

The screenshot shows the WordPress admin interface for the 'Cedar Highlands Home Owners Association' site. The left sidebar has the 'Pages' menu item highlighted. The main content area displays a list of pages. The first page, 'Home — Front Page, Elementor', is selected, and the 'Edit with Elementor' link is circled in orange. Other pages listed include 'Board Meetings', '2023-2009 Minutes', '2024 Minutes', and '2025 Minutes'.

Title	Author	Date
Home — Front Page, Elementor	admin	Published 2020/04/13 at 11:18 am
Board Meetings — Elementor	admin	Published 2020/04/13 at 11:18 am
2023-2009 Minutes — Elementor	admin	Published 2021/04/25 at 6:50 pm
2024 Minutes — Elementor	admin	Published 2024/01/08 at 6:34 am
2025 Minutes — Elementor	admin	Published 2025/03/22 at 8:17 am

Page Content Updates

5 Click the "Upcoming HOA Board Meetings" text block to open the editor

The screenshot shows the Elementor page editor for the 'Home' page. The 'NOTICES' section is visible, containing two text blocks. The first block, titled 'Upcoming HOA Board Meetings', is selected, and the text 'The meeting dates and times for 2026 are:' is circled in orange. The second block, titled 'ELECTION NOTICE', is also visible.

NOTICES

Upcoming HOA Board Meetings

We are scheduled to hold our regular quarterly meetings at the **Cedar City Public Library (East/West) Conference Room**.
The meeting dates and times for 2026 are:

- Thursday, July 9th at 6pm

ELECTION NOTICE

The 2026/2027 Annual Meeting Election Committee chaired by Greg Pierce, is now accepting nominations for CHHOA Board of Directors. Contact CHHOA Board of Directors with nominations or questions at: board@cedarhighlandshoa.org

The Board of Directors are:

- 6 In the left column, click and edit text related to the update you want to make.

Conference Room.

The meeting dates and times
for **2026** are:

- 7 You can also edit text in the preview editor on the right side of the page.

The screenshot shows a website editor interface. On the left is the 'Edit Text Editor' with 'Style' and 'Advanced' tabs. The main area displays a 'NOTICES' section. The first notice, titled 'Upcoming HOA Board Meetings', states: 'We are scheduled to hold our regular quarterly meetings at the Cedar City Public Library (East/West) Conference Room. The meeting dates and times for 2027 are: Thursday, July 9th at 6pm'. The year '2027' is circled in orange. The second notice, titled 'ELECTION NOTICE', states: 'The 2026/2027 Annual Meeting Election Committee chaired by Greg Pierce, is now accepting nominations for CHHOA Board of Directors. Contact CHHOA Board of Directors with nominations or questions at: board@cedarhighlandshoa.org'. Below this, it lists the Board of Directors: 'The Board of Directors are: David Crowther, Steve Danto, Justin Hawks, I inford Nelson and Lori Silva'.

Section Management

8 To duplicate a section, right-click the section and select "Duplicate"

The screenshot displays the Scribe editor interface with two panels. The top panel shows a live preview of a web page with sections titled "Neighborhood Directory" and "Interested In Volunteering?". The "Interested In Volunteering?" section is highlighted with a purple border, and a right-click context menu is open over it, with the "Duplicate" option circled in orange. The bottom panel shows the "Edit Text Editor" sidebar, which includes a "Text Editor" tab and a "Paragraph" dropdown menu. The "Interested In Volunteering?" section is also visible in this panel, and the "Duplicate" option is again circled in orange in the context menu.

Neighborhood Directory

The Neighborhood Directory is available. For anyone wanting to be included in the directory, please email: websitemanager@cedarhighlandshoa.org

If you are already opted into the directory and have questions, or would like to have your information updated or removed, please email: websitemanager@cedarhighlandshoa.org

Interested In Volunteering?

We ask for more community involvement in very important areas. If you have experience you believe will contribute to any committee (ARC, Fire & Safety, or Roads), please contact the board at: board@cedarhighlandshoa.org

Thank You!

Important ARC Reminder to all HOA Members

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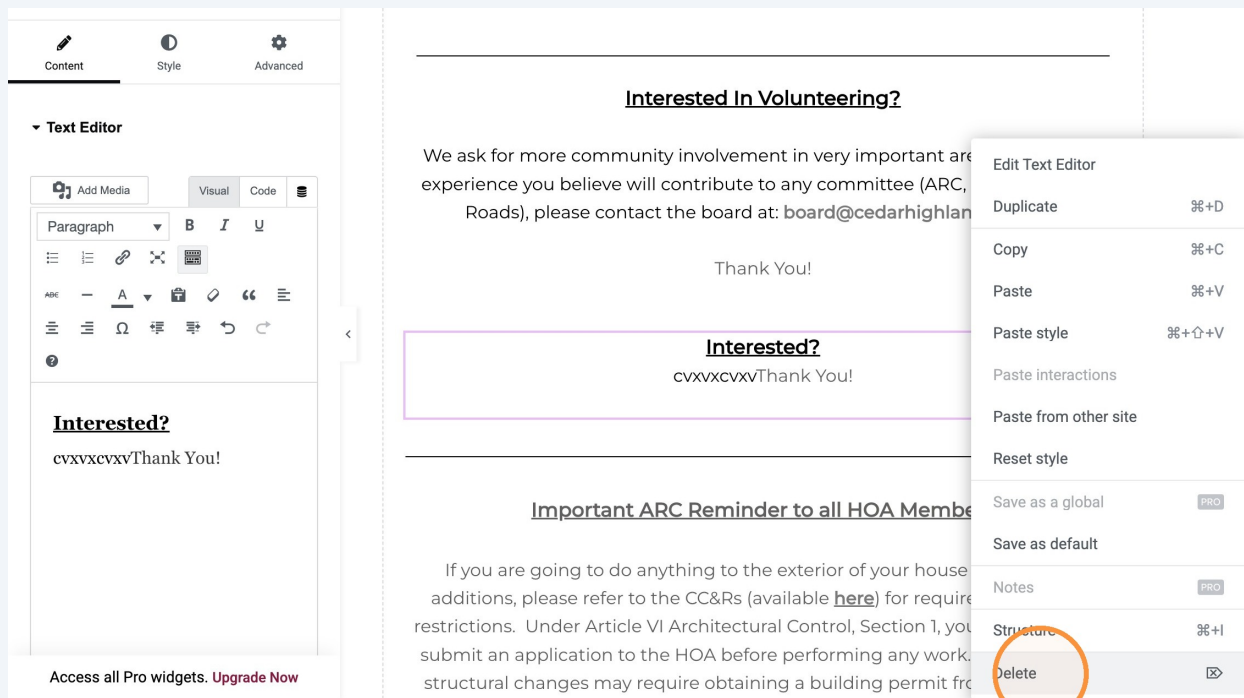
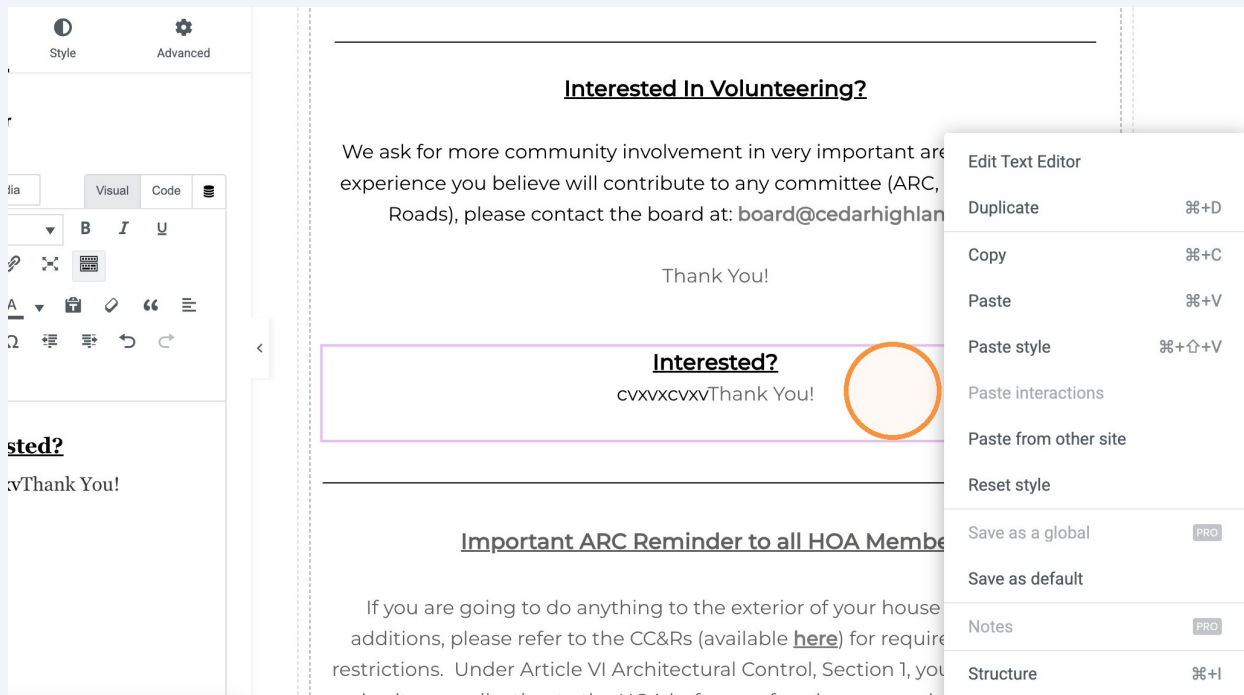
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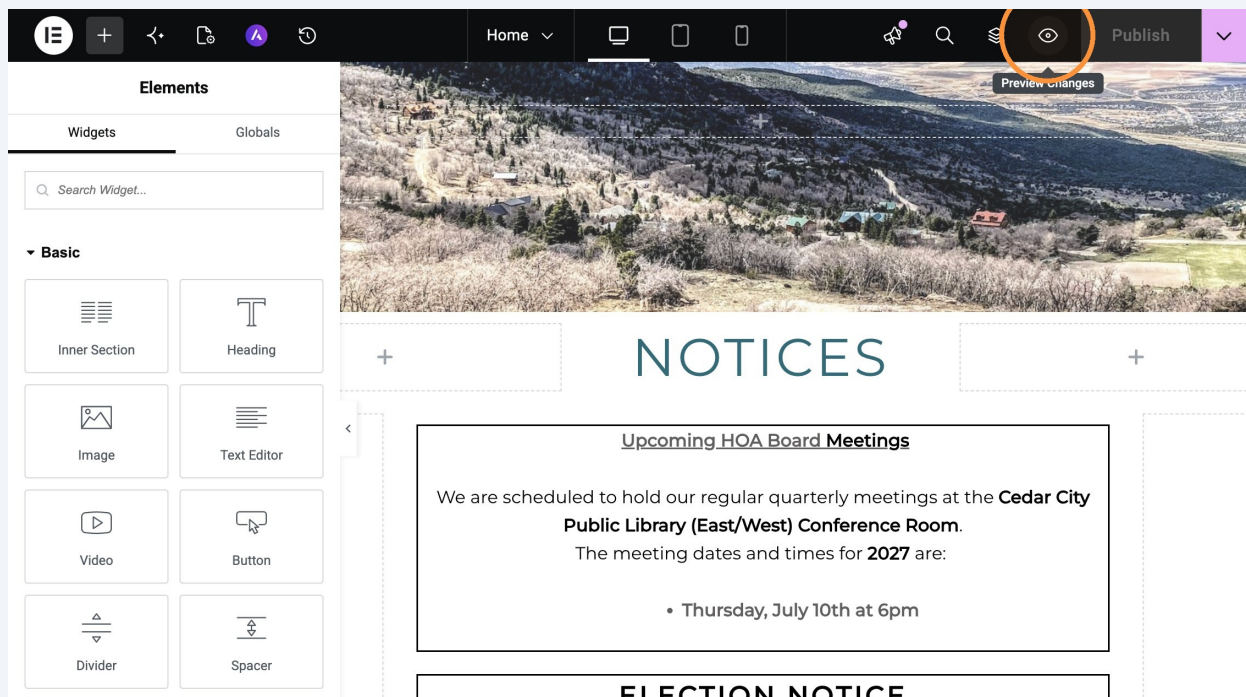
Thank You!

- 9 To remove a section, right-click the section and select "Delete" from the menu.



Finalizing Changes

- 10 Click the "Preview Changes" icon to view the live site prior to publishing



- 11 When you are ready to publish your changes to the website, click "Publish".

