

Mountainview Theme Documentation

Updated on July 6, 2018

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Quick Start Guide

1. Install and activate Mountainview WordPress theme.
2. Install and activate required plugins. You may optionally disable unneeded plugins later.
3. Activate important Jetpack plugin options.
4. Import sample data (if you install a theme on a fresh website).
5. Feature accommodations and enable booking services (work with MotoPress Hotel Booking plugin).
6. Set up and customize the front page.

7. Edit website identity, menus and header in the WordPress Customizer.
8. Customize other website pages.

Installation

1. In your WordPress admin panel, go to **Appearance** → **Themes** and click the **Add New** button.
2. Click **Upload Theme, Browse** and Choose File; then select the theme's ZIP file. Click **Install Now**.
3. Click **Activate** to use your new theme.
4. You'll be offered to install a number of different plugins that ensure the theme will look like the demo - you can install all of them and later deactivate / uninstall plugins you won't need.
5. Once all plugins are installed and activated, you may want to import sample data to the theme to edit all pages easier.

Warning! Import sample data only in case it's a fresh website and it doesn't contain any custom content!

Important information before importing sample data!

Such features as *Testimonials, Contact form and Tiled galleries* that are presented in the theme demo are powered by the Jetpack plugin.

If you want to use them in your theme, you should firstly enable them in Jetpack *before* importing sample data. Follow the steps below:

1. Install and activate [Jetpack](#) plugin if you have not done that yet.
2. Connect Jetpack to WordPress.com (it's free). Jetpack is a top popular plugin to improve your website at many levels, but if for some reason you don't want to connect it to WordPress.com, you can still use it by activating Jetpack Dev Mode with a help of [this plugin](#).
3. Once Jetpack is activated, go to its settings here
`your_website_url/wp-admin/admin.php?page=jetpack_modules` (replace `your_website_url` with your domain name).

and activate the following modules: Carousel, Contact Form, Custom content types, Tiled Galleries. Skip the modules you are not going to use.

4. Proceed to importing sample data.

Import sample data

When all required plugins are installed and activated, **Import Sample Data** menu should appear under **Appearance** menu on your WordPress website. Head over to this menu and run the importer by hitting on the “**Import Demo Data**” button. Be patient, the process can take up to 15 minutes.

Now you can customize your theme!

There are 2 ways you can proceed with the theme customization:

1. General website settings and design customization.
2. Add rental properties with MotoPress Hotel booking plugin and configure the needed settings for the booking system.

We recommend a way 2. This will help you firstly add properties related content and only after that customize its appearance (as well as appearance of the rest of the theme).

Add rentals and enable direct booking

We developed our custom hotel room/property booking plugin ([MotoPress Hotel Booking plugin](#)) and integrated it with the Mountainview WordPress theme. When installing the theme, you'll be offered to install and activate the Hotel Booking plugin.

The plugin fulfills several functions: with its help you will present all accommodations, services, details of the vacation rental as well as turn on online reservation of your property.

Mountainview theme is optimized for a single property (vacation rental / hotel) bookable by the room / apartment. You can also rent out multiple vacation rentals as single items.

Note! This is just a quick guide of how to create accommodations listing with booking service enabled. When you need a step-by-step guide, check out the detailed [Hotel Booking plugin documentation](#).

1. If the MotoPress Hotel Booking plugin is activated, two menus should appear: *Accommodation and Bookings*. You'll need to add apartments available in your property / all properties via Accommodation → Accommodation types → Add New. By default, the property reservation option is enabled (Accommodation → Settings → Disable Booking).

To make it even easier, firstly add the list of available categorized items: *Amenities*, all *Services* available (paid or free, e.g. parking, luggage storage, spa service), and *Bed types* (under Settings → Bed types). Once these are added, you can head over to adding accommodation types.

The difference between Accommodations and Accommodation Types is the following: accommodations are real bookable rooms, while Accommodation Types are just the catchall term for the same accommodations. For example, you may have 3 physical bookable *Accommodations* under a “Standard double room” *Accommodation Type*. The number of real rooms is added from the same Accommodation Types screen.

If you rent out multiple vacation rentals as single items, add them all as different Accommodation Types (e.g. villa #1, villa #2).

If you rent out only one vacation rental as a single item, add it as one Accommodation Type and set the “number of accommodations” to 1.

2. Add Seasons - specific time periods that can come with different pricing (for example, Summer, 2019; April, 2020, weekends).

3. Add Rates to present the same accommodations with different conditions (e.g. refundable versus non-refundable). Your guests will be able to choose rates when booking a property. From the same screen, you can add variable pricing if you need different pricing options depending on a number of guests and based on the length of stay.

4. Create all needed pages (you should be offered to install these pages automatically): Search Results, Search Availability, Complete Booking, Booking Confirmation, Booking Cancellation pages with appropriate shortcodes and messages.
5. Navigate to configure general plugin *Settings and* Payment gateways. (the plugin supports multiple bookings reservation so you have no limit in setting adults and children number for the search availability form).
6. Configure *Language* settings.
7. Go to *Shortcodes* to get the needed ones and add to the needed pages and posts.
8. Create your booking rules to manage all or individual accommodations: go to *Bookings* → *Booking rules*. These rules allow you to set minimum and maximum check-in and check-out dates, minimum and maximum stay-in days for all or individual accommodations. Also, using this menu you'll be able to block the booking option for chosen accommodations at specific periods of time.
9. Optionally apply taxes and fees under *Bookings* → *Taxes & Fees*.
10. Optionally sync bookings with external calendars via iCal (under *Bookings* → *Sync calendars*). [Detailed guide](#).
11. To view, add or delete your real booking requests, go to *Bookings* menu.

The plugin is translated into 14 languages. By default it's in the language set in your WordPress global language settings.

This is just a quick guide. Most likely, you'll need more details on how to work with the plugin, so please take a look at the [Hotel Booking plugin documentation](#).

Set up the front page

Here are the steps to set up your front page:

1. Go to *Pages* → *Add New* and add a page (if you use sample data, *Home - Front page* should already be there and you can customize it without creating a new page).
2. Label it appropriately, e.g. *home page*, *front page*.
3. In the *Page Attributes*, select *Front Page template*.

Page Attributes

Parent
(no parent)

Template
Front page

Order
0

Need help? Use the Help tab above the screen title.

Publish your page.

5. Go to Settings → Reading: set “Front page displays” to *Static Page*.

6. In Settings → Reading set Front Page to the one you created during the step #2.

Your homepage displays

Your latest posts

A [static page](#) (select below)

Homepage: Home

Posts page: Blog

7. Save changes.

Edit front page

The front page can feature several sections: a sidebar (optional), a text area, widget areas, and your featured pages (via child pages).

1. The header image of the front page is a featured page of the Home page.



followed by *

te

CHILDREN:

ARCH

Chill & Escape in Mountainview Cabin



Your cabin is nestled in beautifully wooded lot and its natural setting. The incredible views of the mountains and the lake will leave you awe-struck.

You can kayak, jet ski or enjoy the beautiful sunrise and sunsets since yard faces south. There is nearby shopping, groceries, different tours and many amazing family fun spots.

Another huge part of the front page of Mountainview can be easily editable with the WordPress Customizer - a live editor.

To start working with it, go to your *WordPress dashboard* → *Appearance* → *Customize*.

The changes you make in the left-hand side menu are instantly visible (but not saved until you click Save button). You may also notice the blue icons with the pencil - you can click on them to get an instant access to all theme parts you want to modify.

3. Set widgets you want to see in the sidebar: *Widgets* → *Sidebar*. (there is a different *Blog sidebar* that will be displayed on the blog.)

✕
Published

<
Customizing ▸ Widgets
Sidebar

Add widgets here.

Search Availability ▾

Gallery: Gallery ▲

Title:



[Edit Gallery](#)

[Remove](#) | [Done](#)

Text: Weather Forecast ▾

Navigation Menu: Special Offers ▾

Recent Posts ▾

Video ▾

[Reorder](#) + Add a Widget

 Required fields are followed by *

CHECK-IN: *



CHECK-OUT: *



ADULTS:

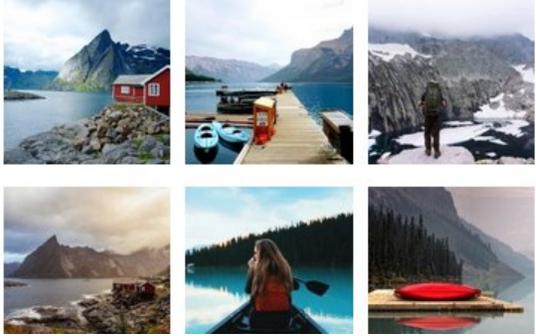
▾

CHILDREN:

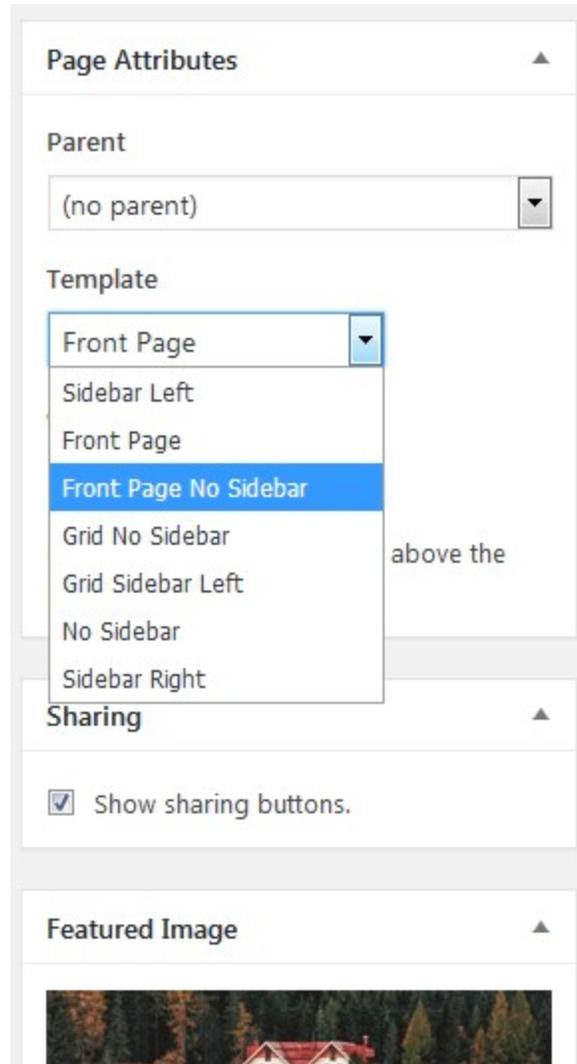
▾

SEARCH

 **Gallery**

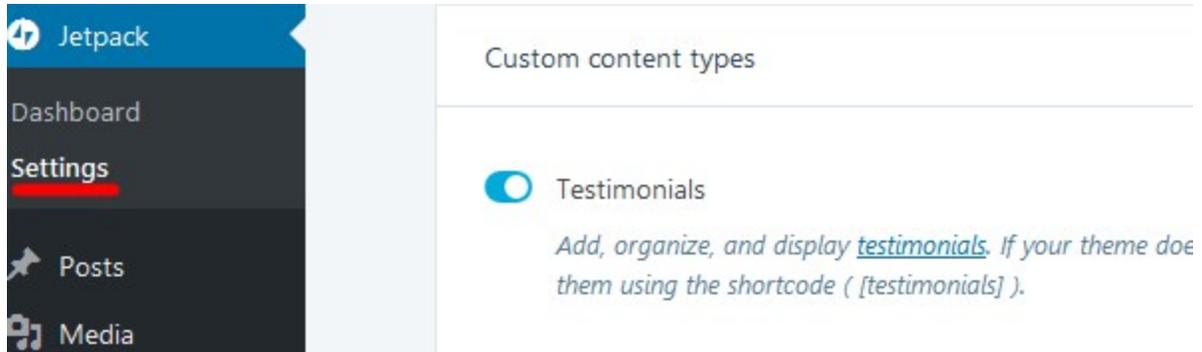


If you don't want to use sidebar on the front page, go back to Pages → Home page → Page Attributes → Template → select Front page no sidebar.

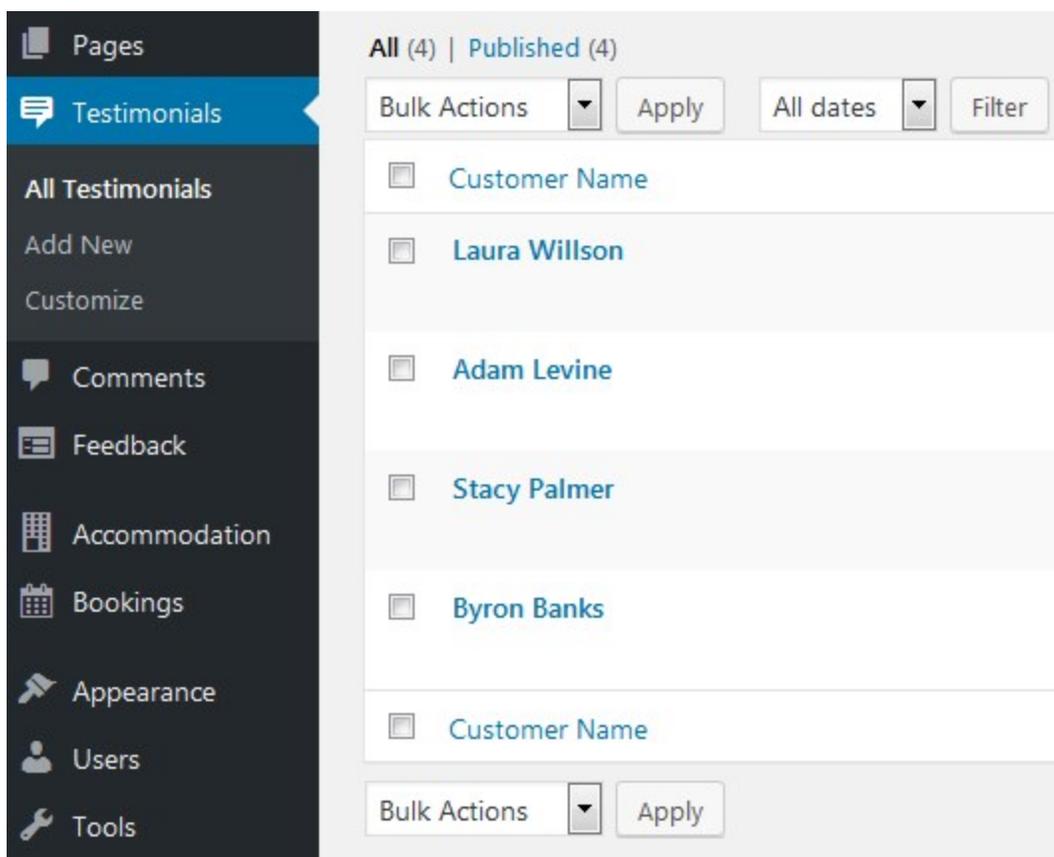


4. If you enabled *Testimonials module* in Jetpack plugin, you can display them just like in Mountainview. For this, make sure to follow the next steps:

- A. Make sure that Testimonials functionality is enabled in Jetpack: WordPress dashboard
→ *Jetpack* → *Settings* → *Writing tab* → *Custom Content types* → *enable Testimonials*.



B. For the testimonials to be displayed properly, you should firstly add them via *WordPress dashboard* → *Testimonials* → *Add new*.



C. Go to *WordPress Customizer* → *Widgets* → *Front Page Footer top*. Add “Text” widget and insert Testimonials shortcode: [testimonials]. Your earlier added testimonials should appear.

Customizing ► Widgets
Front Page Footer Top

Add widgets here.

Text ▲

Title:

Add Media Visual Text

B *I* ☰ ☷ 🔗

[testimonials]

Remove | Done

Reorder + Add a Widget

Gallery

“Great spot right on a gorgeous lake, 15 minutes from from Saratoga Springs and less then 5 from the outle everything was amazing. Would totally r

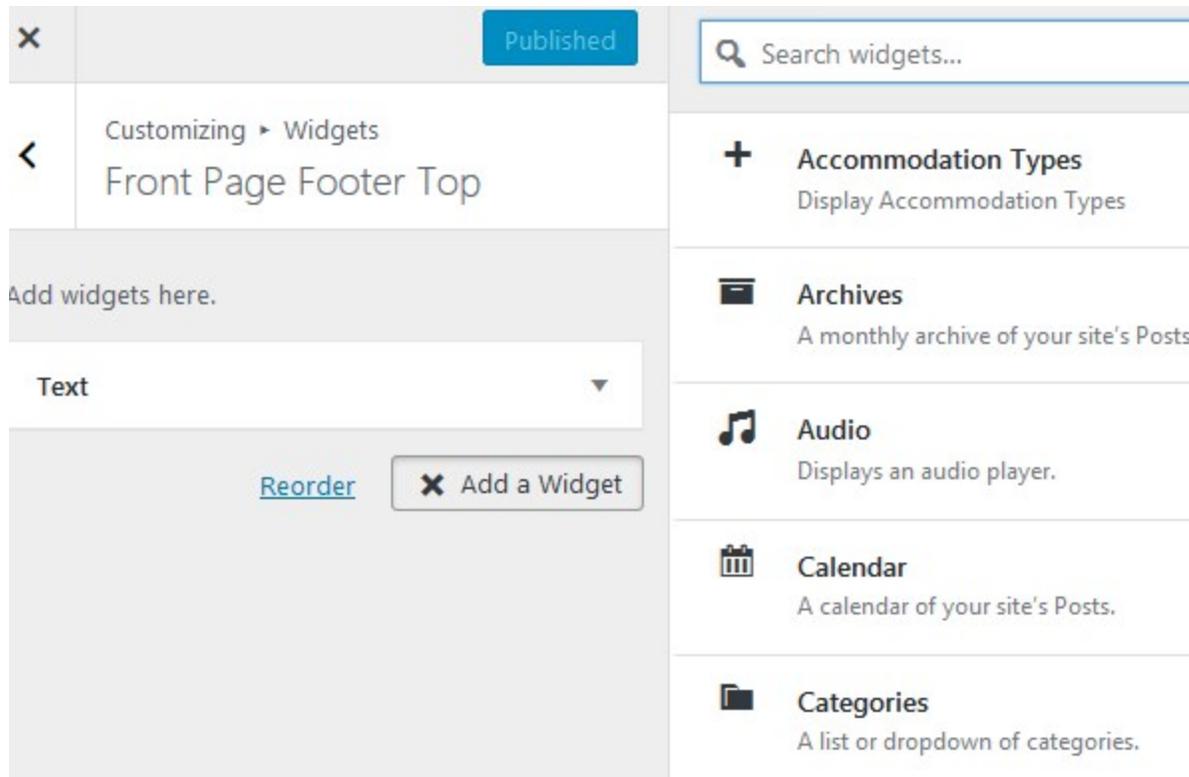
— Byron Banks



← →

More shortcode attributes for modifying Testimonials layout can be found [here](#).

If you don't want to use Jetpack Testimonials in this front page widgets section, you can use any other preferable widget into this section (click "Add widget").



5. The front page also features *Rooms, Activities and Gallery* links. This is a *Featured pages section*.

To create the sections with featured pages, you must use WordPress **child pages**. We created them to make sure that all your content is added easily, looks great and remains even if you uninstall the theme.

For example, if you want to feature quick links to your property offers, deals, activities or any other page on the front page in an elegant gallery, simply go to those pages (e.g. *property offers, deals, activities*) and set the **parent page of each to Front page**: go to the needed page → *Page Attributes* menu:

Page Attributes ▲

Parent
Home ▼

Template
Grid Sidebar Left ▼

Order
0

Need help? Use the Help tab above the screen title.

Sharing ▲

Show sharing buttons.

Featured Image ▲



Make sure that each page has a featured image. In result, all the child pages will look like this:



Rooms



Activities

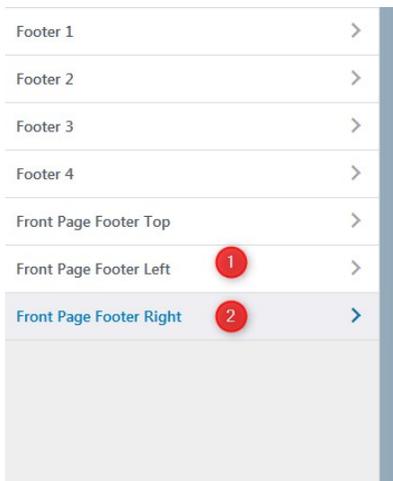


Gallery

Featured pages section (3 pages are Child ones of the Parent Front page)

You can add *Activities* in the same way using child and parent pages (add *Activities* page and then add the actual activities as child pages of *Activities* page).

6. There are also two front page bottom widget sections: you can use any needed widgets there. To customize them, go to *WordPress Customizer* → *Widgets* → *Front Page Footer Left* and *Front Page Footer Right*.



Overview 1

Located on the shores of Lake George, Mountainview cabin is walkable to popular hiking trails, open-space museums and cafes.

The condo sleeps up to 20 persons and features a full kitchen and dining area, free WiFi and cable, hardwood floors and one bathroom with tub and shower.

Relax outside on the spacious balcony and take in the fresh mountain air and Holla lift with golf course views. Bedding includes a king in the master, queen in the second bedroom.

House Rules 2

This house is on a lake so this is required. Pets are allowed area is available. No fires per rearrangement is not allowed floor.

- Check in: 3:00 pm
- Check out: 11:00 am
- Kid friendly
- Ask about pets

Site title and logo

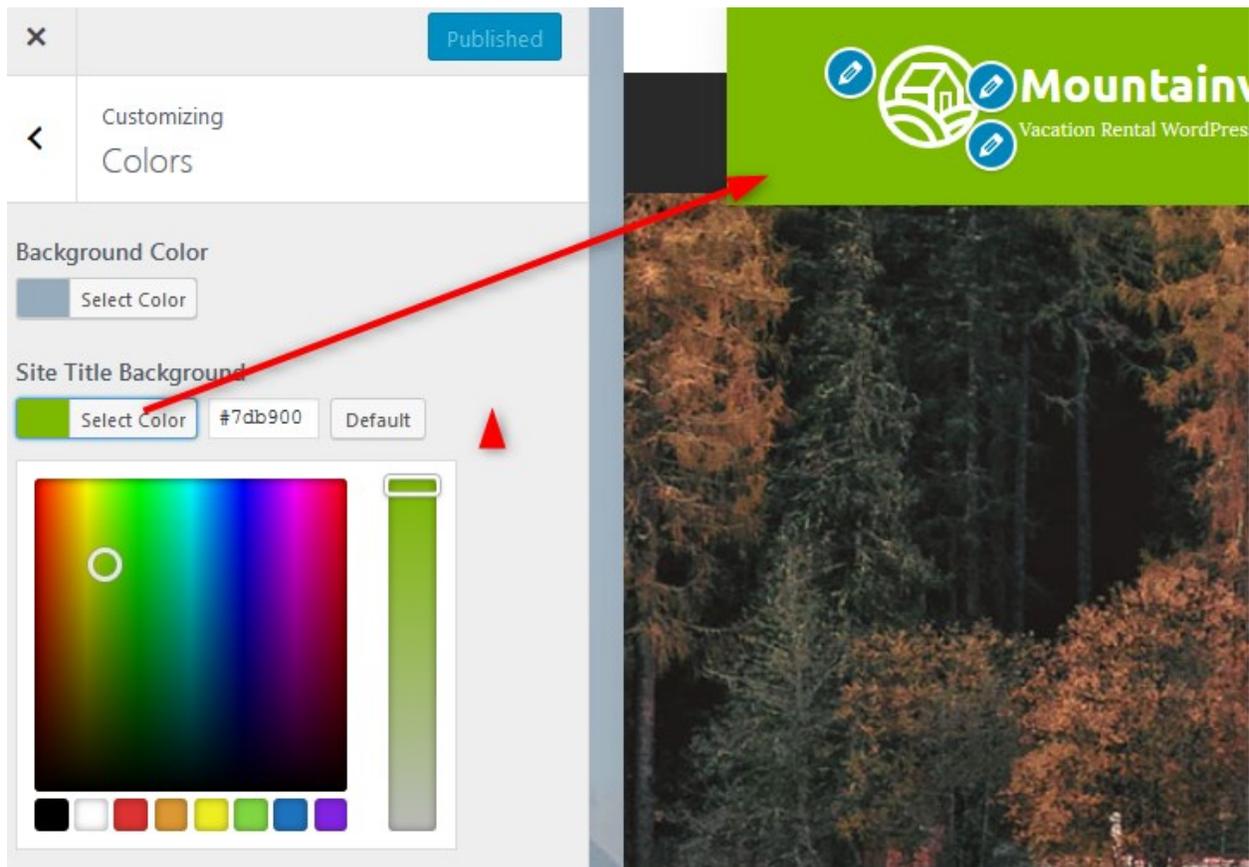
In WordPress Customizer, go to *Site Identity* to edit site title and logo and tagline.

Header image

The main header image is a *featured image of the page*. To set it, you should go directly to your Front page from the main WordPress Dashboard and change the featured image.

Colors

Currently in Mountainview you can change a background color and a site title background.



Background image

If you want to set your custom image on the background, navigate to *Background image* in the WordPress Customizer and upload it.

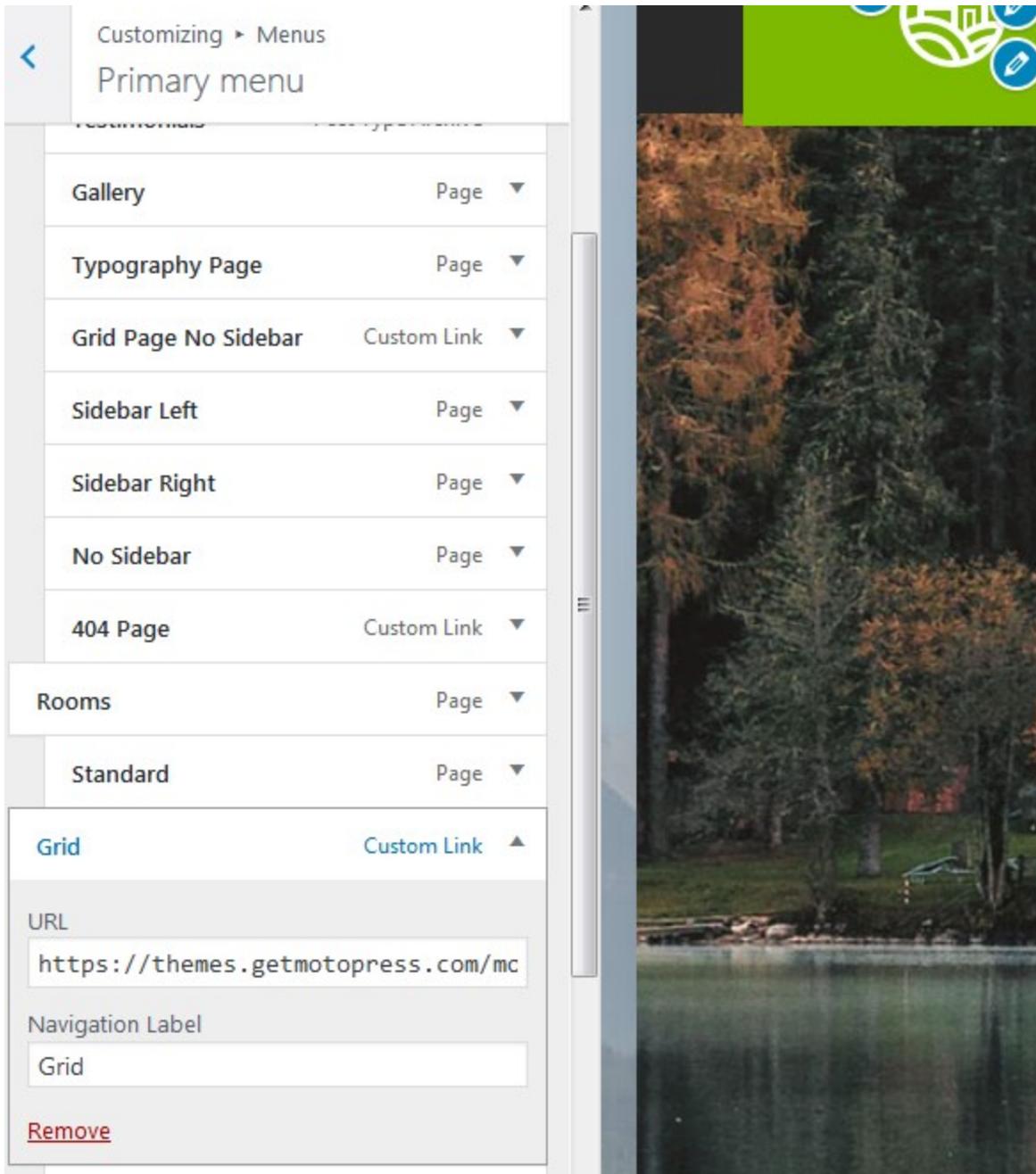
Menus

There are different menu locations: primary navigation menu, contact info menu, four footer menu widgets, social icons and sidebar. You can customize or delete any of them.

To edit any of the menus, go to *WordPress Customizer → Menus*.

The alternative way to customize your menus from the WordPress dashboard is via *Appearance → Menus*.

Primary menu - is the one with your site pages. If you already added some pages, simply drag and drop them in the WordPress Customizer to set the needed order in the primary menu. You can also rename, add or delete menu buttons.



Add any piece of content to your footer menu - social media icons, contact info or website page links via WordPress customizer in the same way we described for other menus. You can add up to 4 items (columns) into Footer menu.

Customizing ▸ Menus
Footer 2

Menu Name
Footer 2

Upcoming Events	Custom Link ▲
URL #	
Navigation Label Upcoming Events	
Remove	
Annual Event	Custom Link ▼
Submit Event	Custom Link ▼
Meetings	Custom Link ▼

[Reorder](#) [+ Add Items](#)

Menu Locations
Here's where this menu appears. If you'd like to change that, pick another location.

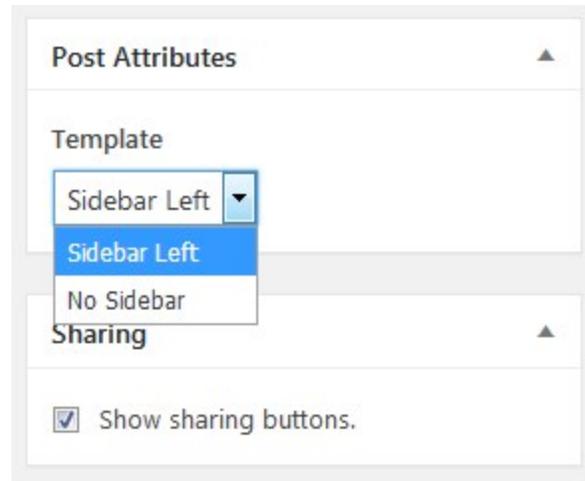
- Primary (Current: Primary menu)
- Header left (Current: Contacts menu)

Social icons

To add social icons to Footer or Header menu, navigate to *WordPress Customizer* → *Menus* → *Add Menu* → *Add Custom links* with the appropriate names (e.g. Twitter, Tripadvisor) and links to your social media accounts.

Blog

The Blog page is designed with an individual sidebar (separate from the optional front page sidebar). For the single posts, you can use either with or without sidebar page templates (set the preferable template in Post Attributes).



If you plan to use a sidebar on the blog, you can customize widgets that appear in this sidebar (separately from the front page sidebar). To add widgets to the blog sidebar, go to *WordPress dashboard* → *Appearance* → *Widgets* → *Blog sidebar*.

If you don't add any widgets to the blog sidebar, the page will display the major sidebar of the front page.

Booking options in Customizer

Go to *WordPress Customizer* → *Booking options* to choose the needed layout for accommodations listing:

Default (list with sidebar)

Required fields are followed by *

CHECK-IN: *

CHECK-OUT: *

ADULTS:

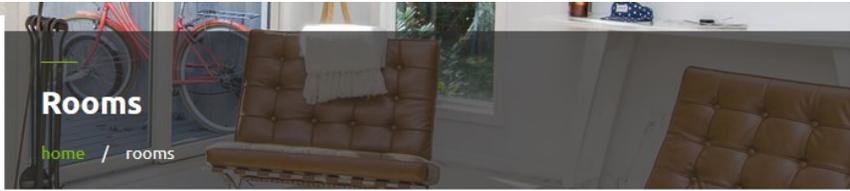
 

CHILDREN:

SEARCH

Gallery



Two-Bedroom Apartment with Sauna

This two-bedroom exceptional townhome style apartment with a private sauna is located at our wooden condominium in the heart of the mountains.

Grid

Rooms Grid

[home](#) / [rooms grid](#)



Two-Bedroom Apartment with Sauna

This two-bedroom exceptional townhome style apartment with a private sauna is located at our wooden condominium in the heart of the mountains.

- 👤 Adults: 4
- 👶 Children: 2
- 🛎 Amenities: [minibar](#), [sauna](#), [tv](#), [wi-fi](#)



Deluxe One-Bedroom Apartment

Located at the start of the popular mountain trail, this spacious apartment is just within 1.9 miles of the lake. A patio, fireplace and hardwood floors are provided.

- 👤 Adults: 2
- 🛎 Amenities: [fireplace](#), [kitchen](#), [outdoor hot tub](#), [tv](#), [wi-fi](#)

List

Rooms List

[home](#) / [rooms list](#)



Two-Bedroom Apartment with Sauna

- Adults: 4
- Children: 2
- Amenities: [minibar](#), [sauna](#), [tv](#), [wi-fi](#)
- View: mountains
- Size: 40m²
- Bed Type: 4 queen size beds

Prices start at: **\$148** per night

[VIEW DETAILS](#)

[BOOK](#)



Deluxe One-Bedroom Apartment

Contact us page

In Mountainview we use Jetpack contact us page. If you enabled Contact form module as we described in the Installation section, you should see *Feedback* menu on your WordPress dashboard. There you can generate a contact form and then simply paste its shortcode to the Contact us page. You can also use any other plugin to insert a contact form.

Page Templates

There are several page layouts you can work with:

1. Sidebar left (with a customizable sidebar).
2. Front page
3. Front page no sidebar
4. Grid no sidebar
5. Grid sidebar left
6. No sidebar
7. Sidebar right

Set the needed layout in the page Attributes of the page.