Website Builder Tips

How to navigate your website/ settings:

• To access your group's website and settings, go to your group and then click **Website** on the left.

GRC	OUP SECTION	
٢	Dashboard	>
:	Members	>
\succ	Emails	>
	Events	>
Ê	Surveys & Forms	>
۲	Member Success	>
۲	Website	~
	Website Open Website	•
	Website Open Website Edit Web Pages	~
(Website Open Website Edit Web Pages Widgets	~
•	Website Open Website Edit Web Pages Widgets Money	~
	Website Open Website Edit Web Pages Widgets Money Files	`
•	Website Open Website Edit Web Pages Widgets Money Files More Tools	• •

• Here you can edit the settings under Website Settings

Website Menus & Pages (9)			Website Settings	Create Menu	
dit Website S	Settings	×			
Web logo	1 Upload				
Web logo alt text					
Primary website	🔿 Yes 🔘 No				
	If set to "No", the website URL will automatically redirect to the website URL set under "Dashboard > Settings > Address: Website"				
Publish website	🔿 Yes 🛞 No				
Google Analytics					
	To track your site's traffic with Google Analytics, enter your "G-" ID here. Example: G-96741TRF75				
bsite Custom CSS					
	CSS additions for advanced users.				
Custom JavaScript					

• If there is a different website you already have for your org and want to redirect to, click **no** under primary website.

• On the website page, a default layout is already given to you. From this, you can add, delete, edit pages and menus.

Website Menus & Pa	ages (9)		🎝 Website Settings	Create Menu Create Page
Search Q				
				🗑 Delete
● Home × Page	✓ Publish ☐ Hide in Menu	Home	Select a Me V	🖍 Edit 💠 🗄
3 Events Page	✓ Publish ☐ Hide in Menu	O Home	Select a Me V	🖍 Edit 💠 🗄
 4 Leadership Team ✓ Page 	✓ Publish ☐ Hide in Menu	⊖ Home	Select a Me V	🖍 Edit 💠 🗄
 S Resources Menu 	Publish			Observation of the second
 ● Photos ● Page 	Publish	O Home	Resources V	✓ Edit ::: ??

- **Create Menu** creates a tab that has a drop down menu where you can put multiple pages under
- **Create Page** creates a tab that leads to a different page.
 - You can put these pages under menus in the section that says Select a Menu
 - Choose a template for what you want that page to look like

+ Create Web Page		×
	Web Page Name	
test		
	Select a Template	
Default Template	Home Dynamic	Simple Page 1

• **Publish** check box - uncheck to remove from website, but can keep info if you want to put back in website later

- **Hide in Menu** check box uncheck to remove from menu bar. Link still works to send to people
- **Home** radio button- select which is landing page
- Within each page, if you click on the 3 dots, you can go to Settings

	🖍 Edit		:			
•	Settings					
ê	Access					
Ē	Duplicate					
	Rename					
	E dia LITA	(1)			
1)		_ (advan	icea)			
	Delete					
🔧 Edit	Webpage	Setting	gs			×
Me	nu page name	Home				
SEO						
	Title of page					
	Description					
		This should Read about	be a short des this on the W3	scription of the Web page content (no more than 100 characters). 3 Schools and on our blog		
	Keywords	This should	be a comma s	separated list of words that best define the Web page content (2-6		
		will be fine).	Read about t	his on the W3 Schools and on our blog		
	URL name	home This is what	will be seen i	n the URL of the page		
	Robot index	• Yes	🔿 No			
		Check this b	ox if you wan	t your Web page to be indexed by search engines like Google.		
ADVANCE	D					
	Redirect url					
		Or, you ca List List List List List List List List	n pick from th t of Members t of Officers t of Events t of Document t of Photos t of News t of Links t of Surveys & t of Newslette	e following automated content pages (click to select): ts tForms		
Оре	en in a new tab	⊖ Yes	No No			
Make this n Action butt	nenu a Call-To- on (dark color)	⊖ Yes	No			
Make this n Action butt	nenu a Call-To- on (light color)	⊖ Yes	No No			
Pas	ssword protect					
		Password- of the page	Protect this p e.	age. Visitors will be asked to enter a password to access the conter	ht	
					Close	Sav

- **Title of page** title shown in a Google search query
 - Recommended to not use special characters
- **Description** text under the title shown in a Google search query
- Keywords how search engine finds you
 - Recommended to not use words that are similar to each other so search engines doesnt think its spam (i.e. "managing, management, manager")
- **Robot index** select yes if you want search engine to search for it. Select no if there is sensitive info and you don't want it to be searched.
- You can check off other advanced settings like opening that page in a new tab, changing the color theme of the buttons, adding a password to access the page
- Under the 3 dots again, if you go to **Access**, you can set access rights to only allow certain groups to see the website.

Access rights	×
This content is accessible to:	
Everyone	
TartanConnect users only (Students/Faculty/Staff)	
○ Some TartanConnect users only (click to select users)	
○ Some TartanConnect tagged users only (click to select users)	
○ Some users only (click to select users)	
◯ Group members only	
◯ Group members & contacts only	
○ Some group members only (click to select groups)	
○ Tagged members only (select one or several tags)	
○ Sub-Groups members only (select one or several Sub-Groups tags)	
○ Members with Badges only (select one or several badges)	
Officers only	
	Close Save

- There are 3 different ways to open your website, where you will edit:
 - 1. Click the link at the top

New Website Builder	Go back to Standard Web Builder
https://tartanconnect.cmu.edu/abconcerts/	O Deactivate 🖲 Activate

2. Click Open Website on the side bar



3. Click **Edit** on any page

left website Menus &	Pages (9)		C Website Settings	
Search Q				
				i Delete
 Home Page 	PublishHide in Menu	Home	Select a Me V	🖍 Edit 🖩 🗄
2 Events Page	Publish	⊖ Home	Select a Me Y	✓ Edit III III
 3 Leadership Team Page 	PublishHide in Menu	O Home	Select a Me 🗸	🖍 Edit 🖩 🗄

• Once you are in the website, you will see this header:



- The top orange circle will exit the website editor and bring you back to **Website Menus & Pages**
- The blue circle next to the orange circle will allow you to edit the website

Click the blue circle. Now, here are some tips to help with editing your website:

• You will see a gray rectangular widget with text formatting settings. You can move that around by dragging it by the top three circles. The minus button at the top will minimize the widget and turn into a plus button which will bring back the settings.



• You can click into any textbox to edit the words directly on the page.



• The side menu has widgets you can add to your website. Drag and drop them to the page you want it in. There are three icons on the top right to move its position, duplicate, and delete.

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Members Benefits			
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.			

• The drop down menu provides a list of the different types of widgets you can choose from.



Dynamic Content means it retrieves information from your organization's Tartan Connect, so it is easy to use and integrate into your website. You can not manually change this information for just the website.

- If you want to add **Documents**, first drag and drop the widget. If the files are shown on the website, that means they are public. If they are not shown but you have files in your folder in Tartan connect that you want to add onto your website, follow these steps:
 - 1. Exit the website editor
 - 2. Go to Files

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•	Website Open Website Edit Web Pages Widgets Money	~
	Website Open Website Edit Web Pages Widgets Money Files	~

3. In the three dots next to the folder you want public, click **Privacy**.



4. Selecting **Group Web Site** will show the files on the website. Selecting **Group Page** will show the files on the Tartan Connect group page.

Access rights	×
Where should this content be published?	
Group Web Site Group Page	

Features Large and Features Small are useful for adding your own information.

- You can add and replace icons and photos.
- You can add links to icons and text by clicking the link icon in the gray box.



- Click the arrow next to the green check mark to open that link in a new tab.
- If you want to link to a page within the website, use the page url name (i.e. if you want clicking a link to bring you to the home page, type in "home" as the link)