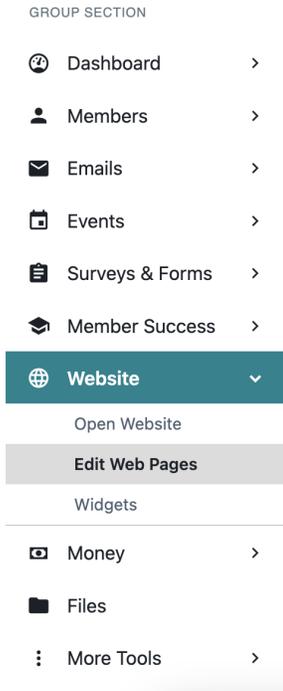


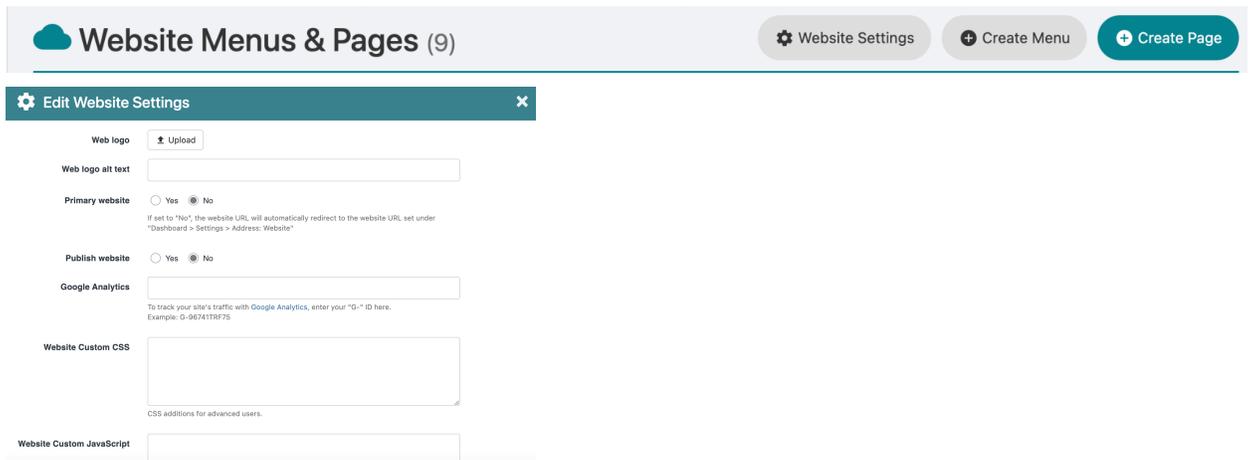
Website Builder Tips

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.

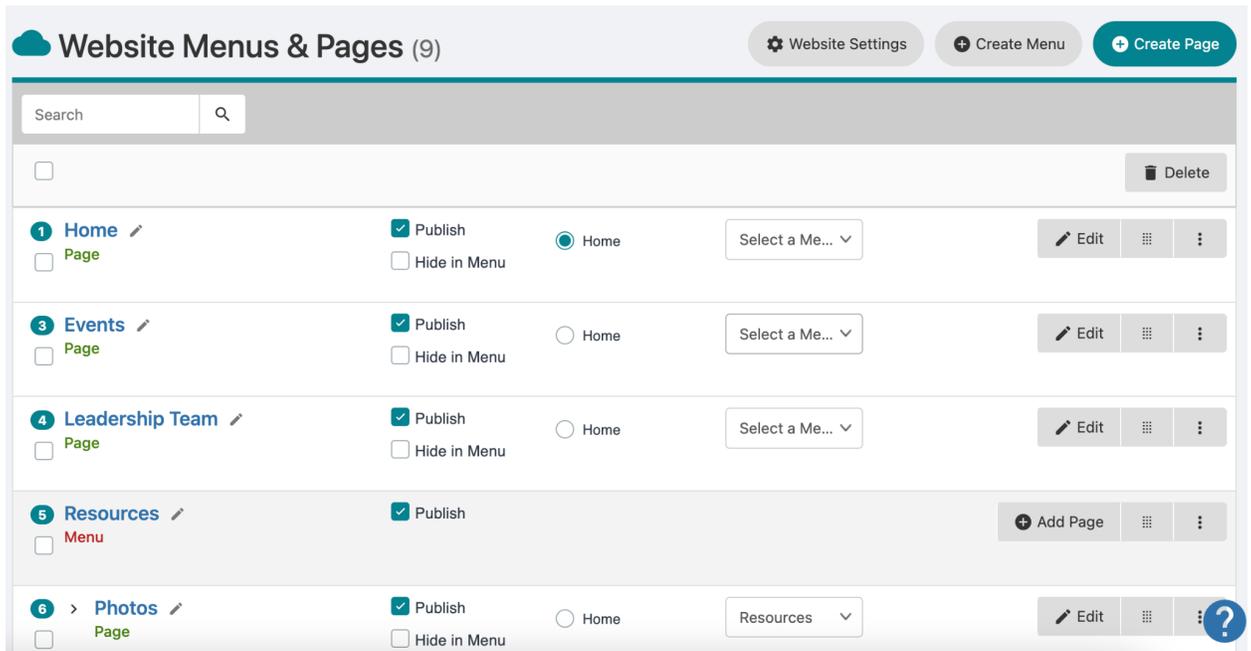


- Here you can edit the settings under **Website Settings**

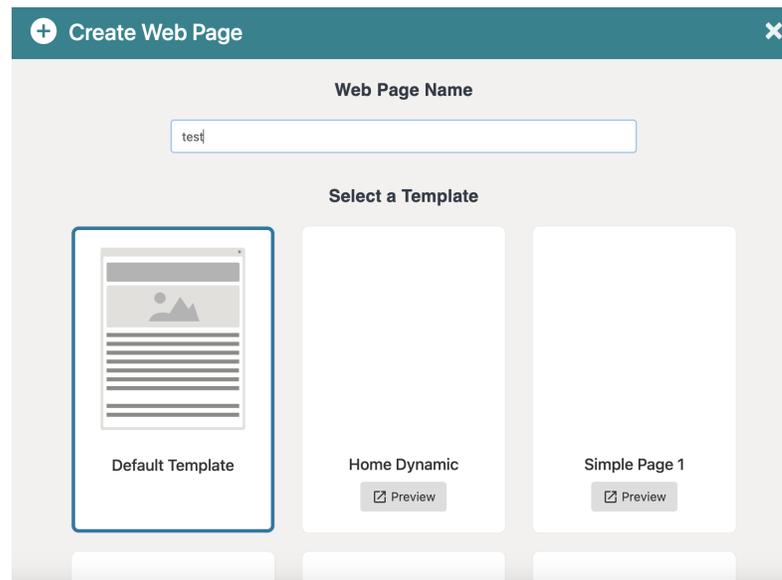


- If there is a different website you already have for your org and want to redirect to, click **no** under primary website.

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

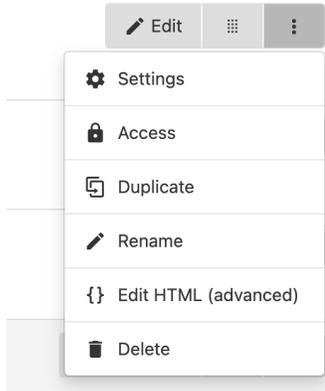


- **Create Menu** - creates a tab that has a drop down menu where you can put multiple pages under
- **Create Page** - creates a tab that leads to a different page.
 - You can put these pages under menus in the section that says **Select a Menu**
 - Choose a template for what you want that page to look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



- **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 Webpage Settings
✕

Menu page name

SEO

Title of page

Description
This should be a short description of the Web page content (no more than 100 characters).
 Read about this on the W3 Schools and on our blog

Keywords
This should be a comma separated list of words that best define the Web page content (2-6 will be fine). Read about this on the W3 Schools and on our blog

URL name
This is what will be seen in the URL of the page

Robot index Yes No
Check this box if you want your Web page to be indexed by search engines like Google.

ADVANCED

Redirect url
You can redirect this page to another URL specified above.

Or, you can pick from the following automated content pages (click to select):

- List of Members
- List of Officers
- List of Events
- List of Documents
- List of Photos
- List of News
- List of Links
- List of Surveys & Forms
- List of Newsletters

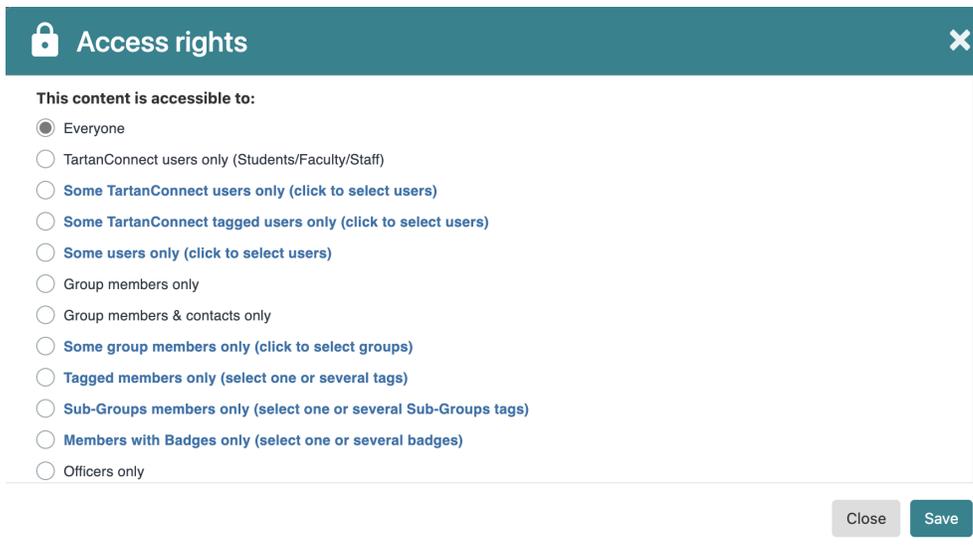
Open in a new tab Yes No

Make this menu a Call-To-Action button (dark color) Yes No

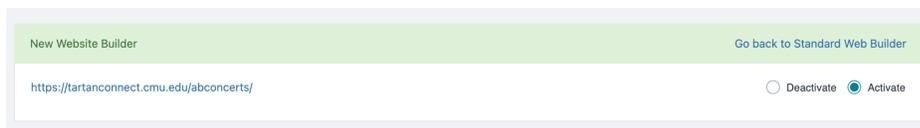
Make this menu a Call-To-Action button (light color) Yes No

Password protect
Password-Protect this page. Visitors will be asked to enter a password to access the content of the page.

- **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 doesn't think it's 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.



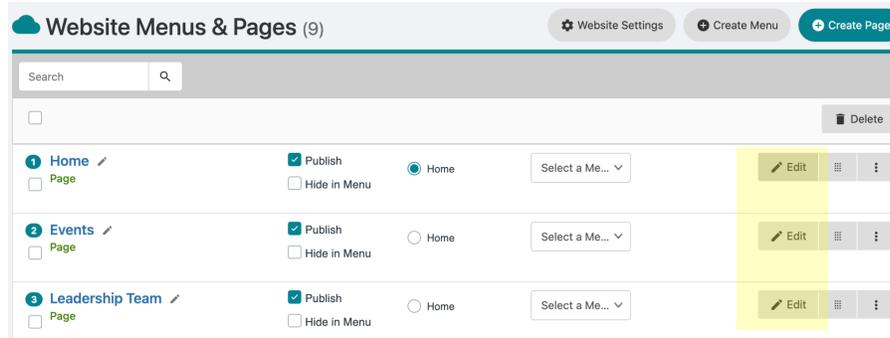
- There are 3 different ways to open your website, where you will edit:
 1. Click the link at the top



2. Click **Open Website** on the side bar



3. Click **Edit** on any page



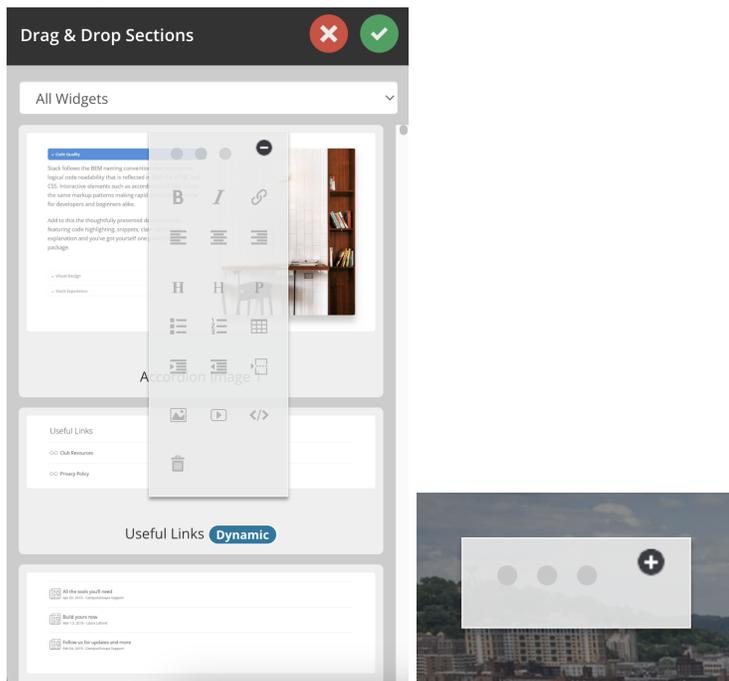
- Once you are in the website, you will see this header:



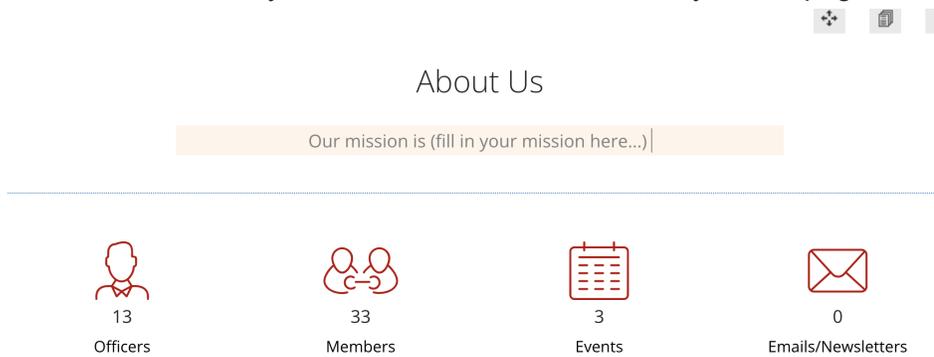
- The top orange circle will exit the website editor and bring you back to **Website Menus & Pages**
- The blue circle next to the orange circle will allow you to edit the website

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.



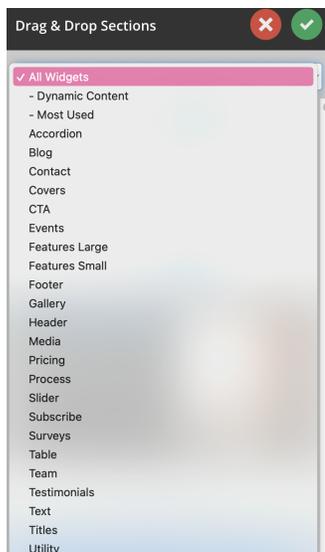
- You can click into any textbox to edit the words directly on the page.



- 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.

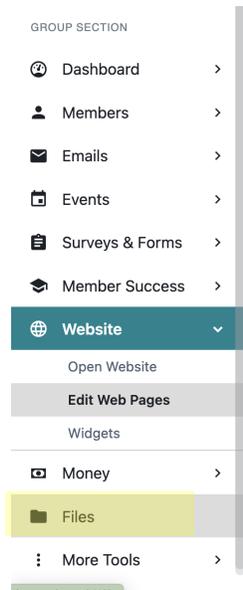


- The drop down menu provides a list of the different types of widgets you can choose from.



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.

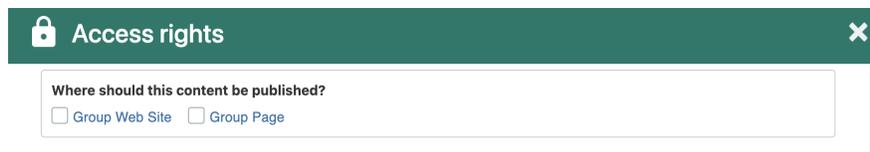
- If you want to add **Documents**, first drag and drop the widget. If the files are shown on the website, that means they are public. If they are not shown but you have files in your folder in Tartan connect that you want to add onto your website, follow these steps:
 1. Exit the website editor
 2.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



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

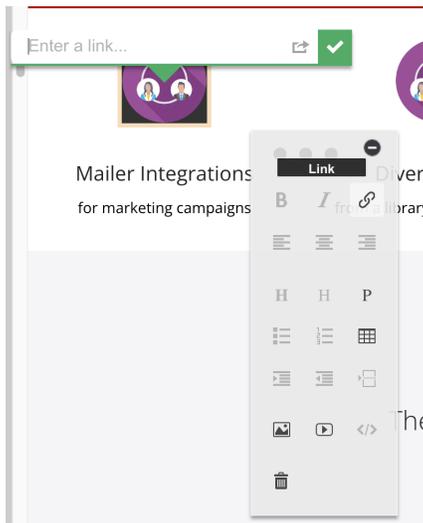


4. Selecting **Group Web Site** will show the files on the website. Selecting **Group Page** will show the files on the Tartan Connect group page.



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)