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## Module: Navigation Menus

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**Function:** There are 4 main types of navigation menus/items you can create (Public/Primary, Secondary, Member and Employee). Navigation items can be linked to a module, a custom webpage, a URL or an attachment.

### Key Points to Remember:

- **Primary/Public Navigation**-Most important items. Can be found across the top of some sites or along the top left of a website
- **Secondary Navigation**-Less Important Items such as Directions, Contact Us, Employment forms will appear in the upper right corner of a site
- **Member Navigation**-When a Member logs in to the 'private' portion, will appear under the primary navigation
- **Employee Navigation**-For Employees

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### Create a Navigation link

1. Login as an administrator
2. From the top navigation, click **Web>Manage>Navigation Menu**
3. Double click the **navigation menu** in which you would like to add a new link (Ex: Primary, Second, Member, Employee)
4. On the menu items tab, click the **new icon**
5. Enter the **name** of the new navigation item/link
6. In the **Navigation Link section**, select what you would like to link to (module, custom page, attachment, URL)

7. Use the **dropdown arrow** to the right of your selection to specify which module, custom webpage or attachment you would like to link to.
8. For the **URL option**, enter the entire URL address including the http://
9. **Save and Close**

**Note:** To add a **sub-navigation item vs. a main navigation item**, follow steps 1-3; then Click the menu item in which you would like to add a new link (Ex: Golf, Tennis, Fitness, Dining, etc), resume steps 4-9.