



Module: Custom Web Page

Function:

Custom web pages account for about 90% of your website. These pages can be used to display content anywhere on your site and can be linked through the navigation structure.

In the Body portion of the webpage, you will have access to the Editor which enables you to add text, images, tables, hyperlinks and video files. Web Visibility can be set for each individual custom page and the widgets tool allows you to plug in other modules onto the page such as custom forms, photo galleries, polling questions, club news and events.

Key Points to Remember:

- You can create an unlimited number of custom web pages
- Custom web pages include the editor as well as widgets
- Custom web pages can be linked from any of the navigation structure

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Create a Custom Webpage

1. Log in as an administrator
2. From the top navigation, click **Web>Manage>Custom Web Pages**
3. Click the **NEW** icon (paper with folded corner)
4. **Name the webpage**-this serves as an identifier for administrators
5. **Display Name:** Optional way to customize the name of the page, members will see

6. **Body Tab**-Use the editor to add text, insert images, videos, create hyperlinks and create the layout of the page. The default setting is Design mode; however HTML view is able to web savvy users
7. **Web Visibility**-Select who will have access to view this page. Note: Anonymous indicates users who are not logged in as a member or an employee. Often times used for public side pages.
8. **Child Pages**-Use this tab to create/edit a child page that is a sub-page of this one. Use the same process as you would to create a custom webpage.
 - Child pages will appear as links on the right side of a custom page.
 - Child pages can use the editor to display information or use the widget tool to connect to other modules such as events, news, polls, slideshows, etc.
9. **Widget**-Create plug-ins on the page to other modules such as News, Events, Weather, Polls, Photo Galleries, etc... Click the **Add icon** (green + sign) to add a widget. **Click the desired widget and then the select key.**
10. **Reorganize** the order of the widgets by using the **green arrows**
11. **Delete** a widget by clicking the **delete icon (trash can)**
12. **Edit** a widget by clicking the **edit icon (wrench)**
13. When finished, click **save and close**

Display a Custom Webpage

1. Log in as an administrator
2. From the top navigation, click Web>Manage>Navigation Menus
3. Select the Navigation menu you wish to add the Custom Page to by double clicking
4. On the Menu Items tab, click the NEW icon to add a new item to the navigation
5. Name it (will display to the member)
6. Link it to the Navigation by selecting, Custom Page
7. Use the dropdown arrow to select the custom page you wish to link to
8. Save and close

Note: to display as a sub-level navigation item, first click on the main navigation title once to highlight it, then click the New icon. You can reorder sub-navigation items using the arrows once the item has been created.