Council Websites PowerPoint notes

Slides …

1. No notes
2. When your Council website is set up, you will have start-up pages and menus. This presentation will show you how to modify and add pages to your website. All the screenshots are from the Council 9139 website which was set up last year, and modified since then.
3. You will be provided with a username and password, and be able to create additional usernames for the members of your council. Note that a login is ONLY needed to modify the website … not for the general user.
4. When you login, you will be taken to the Dashboard. This will display the menu entries for modification of the site at the left hand side. You should only do this from a computer, not from a mobile device. If you don't see the menu on the left, increase the width of the window.
5. Let's start by looking at the features available for the Homepage. Click on Pages on the left and you will see a list of the pages in the website. If you don't see the Homepage scroll down until you see it. Hover over the entry, and you will see the Edit menu, select Edit
6. The Homepage Edit window has a number of tabs across the top of the window … the first one is "Slides" and this allows you to select the Format of your homepage … either "Slides with featured images" or "Call to action with patterned background". This site has the "Slides" option selected … which allows you to add multiple images which will "scroll" across the page. Each slide has a number of options to add titles and action buttons.
7. This is the edit feature if you select the "Call to action" format, but I won't spend time on this.
8. Another feature which shows on the Homepage, and all other pages, is the Announcement bar … this allows you to set up as many announcements as you like, which will pop up one after the other. Again you can hover over an existing announcement to edit it, or click on the "Add New" button to create one.
9. The announcement edit window allows entry of the text of the announcement, and an optional link which it will go to if the user clicks on it. You can also provide an expiry date if you like, and the announcement will not show after that date.
10. Another feature of the Homepage is the "Quick Links" bar. This will be set up for you as shown, but you can edit the entries and add additional entries if you like
11. The quick links provided point to pages on the site for Events, Programs, Join Us, and Newsletters (a sub-category on the Resources page)
12. The third tab on the Homepage edit window is "Stats" which allows you to enter the name and image of the Grand Knight, and information about your council.
13. The Location tab allows you to enter the address of your council … as you edit the address a "Magnifying glass" icon will show on the right of the field. Clicking this icon will do a "Google" search for the address you entered, and "auto-fill" any additional details. If you don't seem to be able to get a correct location, open a separate browser widow to find your church or building address and copy/paste it into this field, pressing the magnifying glass icon after pasting. A Google map will be shown for your location. The text above the map displayed on your Homepage will say "Are you a Knight? Come to our next meeting". This is fixed.
14. Events are a special feature which will show automatically on the Homepage and the Calendar page. As before you can edit one by "hovering" over the entry and choosing "Edit", or add one by clicking the Add New button.

15. The Edit Event window has a number of tabs. The Overview tab allows selection of a Category: Council Meetings, General Council Events, Holidays and Holy Days, State Council Events. Each Category has it own color and new categories can be added. Additional features of the different categories may be added in future. Clicking in the start date & time field will pop up a window showing a Calendar and Time selection widget. Note that an End Date and Time must be selected, even if it's the same date. (there is no entry for "recurrence" as there is in the Google Calendar, but this feature might be added in the future)
    The location can be entered using the same techniques as for council location.
16. For each event, an Organizer and Co-organizer name, image, and contact details may be entered
17. The description window can contain simple text, images, links, etc
    An event can be associated with an existing program, and will show on the Program page.
    Documents and photos can be added from the Media Library
    You can also add Forms for users to "sign-up" for an event, but this is too big a subject to be covered in this Overview
18. Events will be displayed in the Events calendar, and show in the Upcoming Events pane of the Homepage.
19. Example of an Event as displayed
20. Clicking on the Programs entry in the Dashboard menu allows addition/editing of programs. As before, click Add New or hover over an existing Program entry to edit.
21. The Overview tab allows entry of a Description, which can include images, links, and Forms.
22. Use the Chairman tab to add Names, images, and contact details of Program Chairs and Co-chairs.
    Documents and images can be added using the other tabs.
23. Use the Photo tab to add an image to represent this Program on the website
24. This is how it will appear in the Programs pages
25. The Council Leadership page will be created for you to add your Council Officers
26. This page is in "Directory" format, and allows you to add names, images, and contact details of your Council officers.
27. This is how it will appear in the Council Leadership page
28. Your council Newsletters can be added using the "Resources" menu … again click Add New or hover over an entry to edit it.
29. For each Newsletter, give it a Title, select "Newsletters" for the Resource Category, and "File Download" for the Resource Type.
    Additional description is optional … you may enter anything "special" about this Newsletter, such as the first few lines of the Chaplain's comments, for example.
    In the File Download field, click on Add File, and you will be taken to the Media Library to upload or select your Newsletter.
30. This is the Media Library, where you can upload and/or select files such as images or PDFs
31. This is after adding a file … PDFs are the best format for any text documents such as Newsletters
32. Newsletters can be accessed from the Resource menu
33. Finally, we'll take a quick look at Menu editing features … choose Menus from the Dashboard menu.
    Any page can be added to the menus by selecting it in the "Pages" list, and clicking "Add to Menu". The new entry will be added to the bottom but can be moved by selecting the entry and dragging to the required position
34. To make small changes to the text or location of a menu entry, or to remove it, click on the "down-pointing" arrow to the right of the entry, and it will be expanded.
    The Navigation Label is the text that will be shown in the menu.
    Use "Move Up one, Down one, etc. to relocate the entry, or just drag it for larger movements.
35. Questions – contact Dave Whatmuff at StateSecretary@MNKnights.org