

# How to Update Branch Pages – Training Document

## LOGGING IN:

To make changes to your branch page, you need to log in to the website by using the following URL:

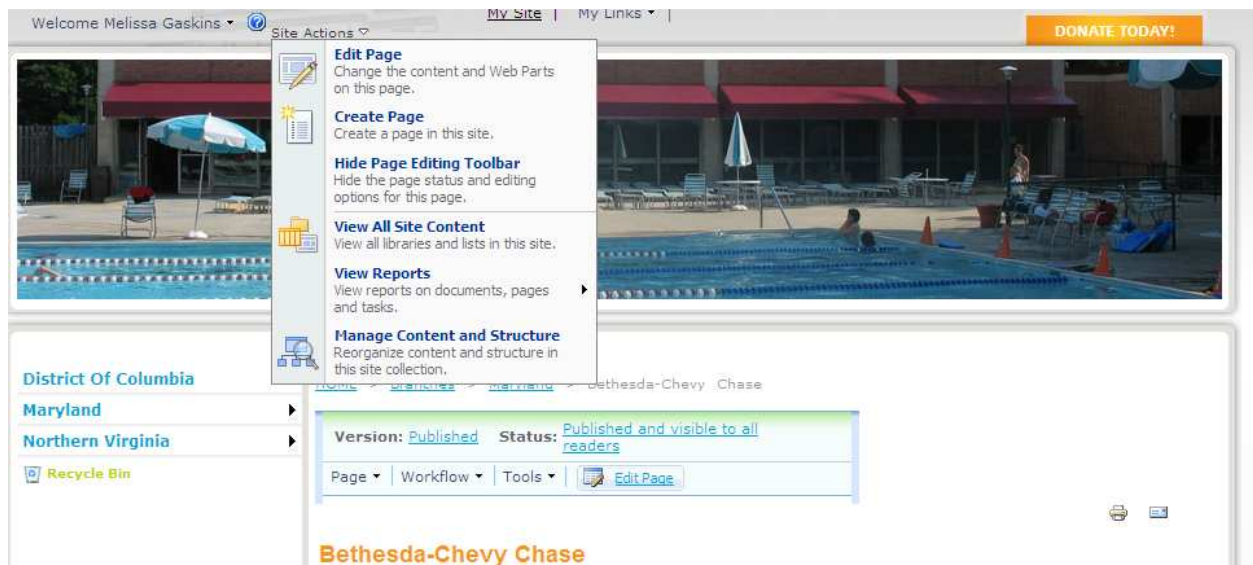
<http://www.ymcadc.org/pages/login.aspx>

\*Unfortunately, you will not be able to bookmark this URL because of the pop-up window that immediately comes up once you click on it. You may want to save it in an email folder that you can easily access when you need to make website changes.

[For today's training, your log in name is your first name.last name. (example: lani.poblete) and your password is: YMCA1234!]

Once you are properly logged in, you will see “Welcome (your name)” at the top left of your page under the Y logo. Next to the welcome note, you will see the words **Site Actions** – if you click the arrow you will see a **drop down menu (1a)** of options that you will use to make changes to your branch page.

### (1a) Site Actions drop down menu



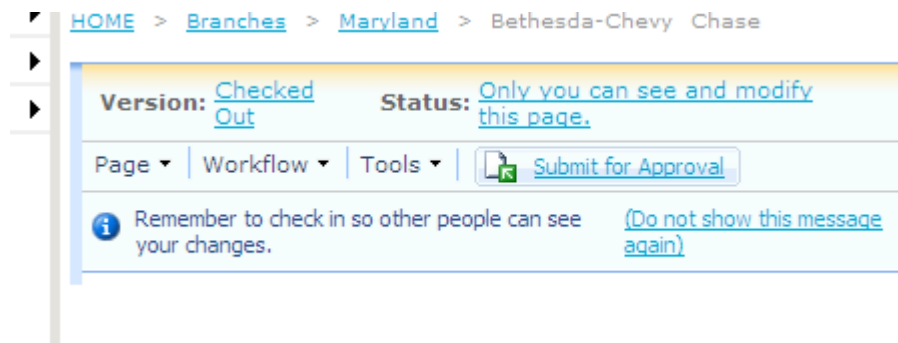
### Explanation of Different Site Actions:

The Site Actions tool bar allows you to initiate branch page changes. From this menu, you can do the following actions with one click:

- **Edit Page** allows you to edit the page that you are currently on.
- **Page Editing Toolbar (1b)**: will appear at the top of the screen. This is the main toolbar you will use to submit changes for approval to your branch page.
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- **Create a Page** allows you to create a branch sub-page. This feature will be used when you need to create a separate page for major events.
- **View All Site Content (1c)** menu shows you your Branch Library -- essentially all the documents, images and pages associated with your branch page.
- **View Reports:** You will not need access to this.
- **Manage Content Site and Structure:** You will not need access to this.

## Page Editing Toolbar (1b)



## View all Site Content (1c)

The screenshot shows the 'All Site Content' page for the Bethesda-Chevy Chase branch. The page has a navigation menu on the left and a main content area with a table of libraries.

Name	Description	Items	Last Modified
<b>Document Libraries</b>			
Documents	This system library was created by the Publishing feature to store documents that are used on pages in this site.	42	5 days ago
Images	This system library was created by the Publishing feature to store images that are used on pages in this site.	0	4 months ago
Pages	This system library was created by the Publishing feature to store pages that are created in this site.	1	2 minutes ago
<b>Picture Libraries</b>			
There are no picture libraries.			
<b>Lists</b>			
Workflow Tasks	This system library was created by the Publishing feature to store workflow tasks that are created in this site.	155	5 days ago
<b>Discussion Boards</b>			
There are no discussion boards.			
<b>Surveys</b>			
There are no surveys.			
<b>Sites and Workspaces</b>			
There are no subsites or workspaces.			
<b>Recycle Bin</b>			
Recycle Bin	Use this page to restore items that you have deleted from this site, or to empty	1	

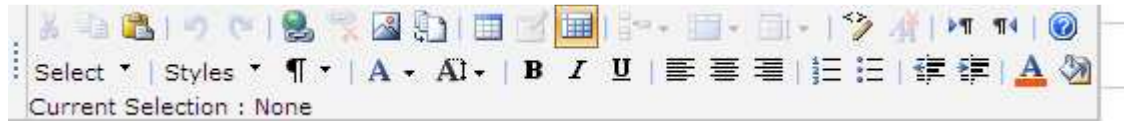
## MAKING UPDATES TO YOUR BRANCH PAGE

### How to make changes to text/content on your branch page:

- Navigate to your branch page > Under Site Actions > click to Edit Page
- Within the Page Content area, click on Edit Content -- you will now be in edit mode on your branch page and can now type your changes directly on to your branch page. \*\*Please note once you place your cursor in the Page Content area, a **Word toolbar (1d)** will appear at the top of the page. This toolbar contains all the features you can use when editing text on your branch page (bulleting, bold, italics, etc.) You can drag this toolbar around by placing your cursor on the left side over the 4 vertical dots and clicking to drag it. This will

come in handy particularly when you are making changes that are closer to the bottom of the page -- you will want this toolbar in view so that you can see all your editing options without having to constantly scroll back up and down the page.

### Word toolbar (1d)



- Once you are done making your changes go to the top of the page, and in the Page Editing Toolbar Click on Submit for Approval.

### How to Upload Documents for linking:

When you are adding any documents on your branch page, the first thing you need to do is upload the documents you will be adding (group exercise schedules, program flyers, aquatics schedules, etc.)

\*\*Please note that all documents uploaded to your branch site must be in PDF form. If you do not have a PDF writer on your computer, you will need to contact the IT department as soon as possible and put in a request to have Bullzip PDF Writer (which is free off the internet) downloaded to your system.

#### Steps to upload documents:

- Navigate to your branch page > Under Site Actions > go to View All Site Content
- Under Document Libraries > click on Documents. You will then see a list of all the documents associated with your branch page.
- You will also see a menu bar at the top left with the options: New, Upload, and Actions. Click on Upload to upload your document(s).
- Click on Browse and grab your document, then click on Okay.
- Click on Check-In. You will return to the list of documents.
- You will now need to publish your document to a 'major version'. To do this find your document in the document list (it will say "new" next to it in green font). Scroll over the document name and you will see an arrow on the right > Click on the arrow to open up the drop down menu and click on "Publish to a major version" > Click Okay > Click on Start.
- Your document has now been "Checked-in" and Published to a major version, and your document Approval Status in the document list (to the right) should say Pending or In Progress. This means it is now uploaded to your document library and ready to be linked to.

#### How to create links for new documents you have uploaded:

- Navigate back to your branch page. You can use the breadcrumbs at the top of the screen .Under Site Actions > go to Edit Page.

- Within the Page Content area, type in the name of your document to be linked. This name will be what readers will see as the link. (for example: Group Exercise Schedule, Child Care flyer, Aquatics schedule, etc.) > Scroll over the text to highlight it > Click on the little Globe icon with a paperclip over it in the editing toolbar to create a hyperlink for the document. (a new window will pop up),
- Click Browse to grab your document. On the left, under Look in > Click on Current Site Documents to make sure you are looking at the documents for your branch page only.
- Scroll through the documents to the last page. (Uploaded documents appear in the order they were added so your document will show up at the end of the list - usually the last page).
- Once you find your document, click Okay. If you have done this correctly, the text will now be underlined which means it is now linked.
- Once you are done making your changes click on Submit for Approval

### **How to create a branch sub-page (Event page) for major event listings:**

- Navigate to your branch page > Under Site Actions > go to Create Page
- A **Create Page form (1e)** will pop up.
- Fill in Title and hit the tab button > this will automatically populate the same information in the URL Name box, but make sure this matches your Title name.
- Next choose "YMCA Event Page Layout" from list of layout options. > Click Create once you are done.
- Under Page Image at the top of the page you will need to insert the Standard Branch Event Photo which is in your branch page image library. To do this, click on "Click to add a new Picture"- a window will pop up.
- Click Browse to grab your image. On the left, under Look in > Click on Current Site Images to make sure you are looking at the images for your branch page only.
- Scroll through the images to the last page. (Uploaded images usually appear in the order they were added so your image may show up at the end of the list - usually the last page).
- Once you find your image, click Okay. If you have done this correctly, the image will now appear on your event page.
- To add your content, go to the Page Content area, click on 'Click here to add new content'. You can now type in your content for the event.
- Once you are done making all changes/edits, click on Submit for Approval.

\*\*Ignore the drop down Site menu at the bottom of the page. You will not be using this option.

\*\*\*Also, if you would like your newly added event to appear in the Events Calendar on the homepage, you must send a separate email to us at ywebmaster so that we can add to the homepage calendar and link it for you. Include the URL for the new event page you have created.

## Create page form (1e)

HOME > BRANCHES > MARYLAND > BETHESDA-CHEVY CHASE > PAGES > CREATE PAGE

### Create Page

**Page Title and Description**  
Enter a URL name, title, and description for this page.

Title:

Description:

URL Name:  .aspx

**Page Layout**  
Select a page layout to control how the page will be displayed.

(Article Page) Camp Site Homepage Layout  
(Article Page) Campsite Detail Layout  
(Article Page) Homepage Layout BS  
(Article Page) Homepage\_layout  
(Campsite Detail Content Type) Campsite Detail Content Type  
(Redirect Page) Redirect Page  
(Welcome Page) YMCA Home Page Layout  
**(YMCA Event Page) YMCA Event Page Layout**  
(YMCA Featured Article) YMCA Featured Article

### BEST PRACTICES FOR UPDATING BRANCH PAGES:

The following are things to keep in mind when making changes to your branch pages:

- Try to keep fonts and spacing consistent.
- Remember to remove outdated events and items.
- Consider the length of the scroll on your page before adding lengthy items/descriptions. Try to keep things as brief as possible. You DO NOT need to put every event and every class on your website.
- DO NOT add more than four email addresses for individual contacts at your branch.
- DO NOT remove the media contact info.
- At this point, you can only change the text on your page to reflect current information.
- Be sure that you “check in” the version you are working on after you are finished and hit Submit for Approval before closing your browser. If you do not do this, we will not be able to view your changes and approve or publish them to the site.

**When submitting changes to ywebmaster (for pages other than your branch page):**

- Include links for the location of the pages you would like to change when requesting changes from ywebmaster. For instance, “Please change the Reston link under Membership:  
<http://www.ymcadc.org/membership/Pages/default.aspx>.

- Specify what you would like an event to link to when adding it to the homepage (your branch page, a flyer, etc.)
- Be as specific as possible
- If the change is an EMERGENCY (branch closing, important announcement, etc.), cc Carol, Christy or Lani directly. Otherwise, please send ONLY to [ywebmaster@ymcadc.org](mailto:ywebmaster@ymcadc.org). One of us will receive the message complete your changes.