SCWCLUBS.COM

Websites are a very important forms of communication.

- People thinking about Arizona are comparing communities.
- People in SCW are comparing clubs.
- Club members are checking information.

Keep you site up to date. If you club doesn't have anything 2016 it looks like your club is not active.

Post your General and Board meeting dates. This gives members over 30 days notice for meetings.

Create a test page to for practice to test different options for your webpages.

I created this document to help people maintain their club sites. This is a work in progress and from time to time I'll be updating it.
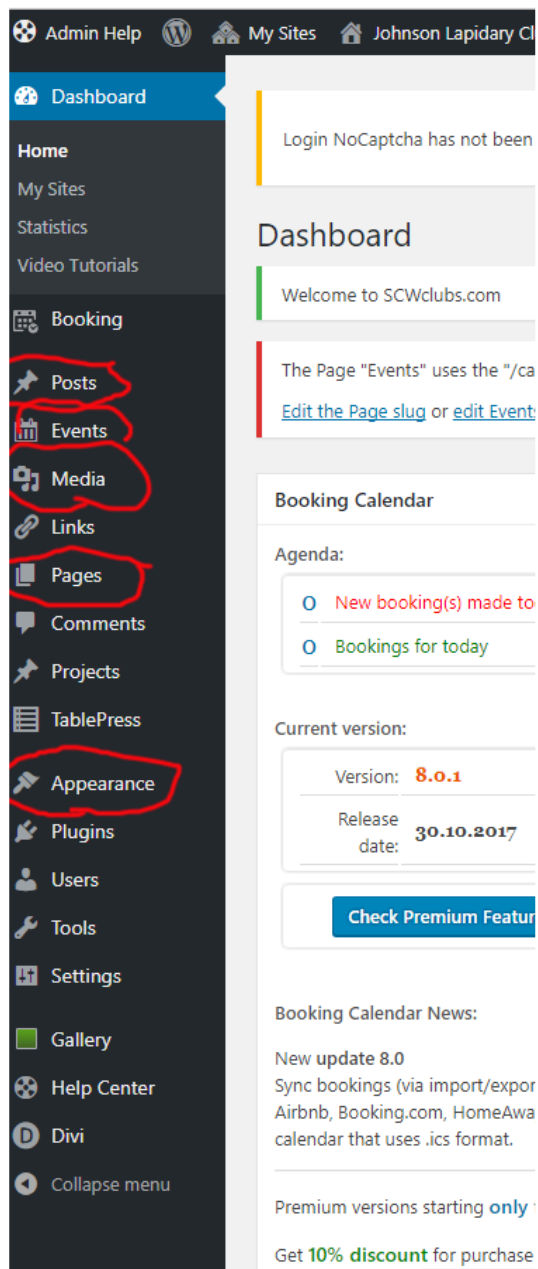
Included

Dashboard	Page Editor	Events Calendar
DIVI structure	DIVI modules	DIVI new page
Menu structure	Media Library	Create Links

Gene Mitofsky

Content Manager Tips
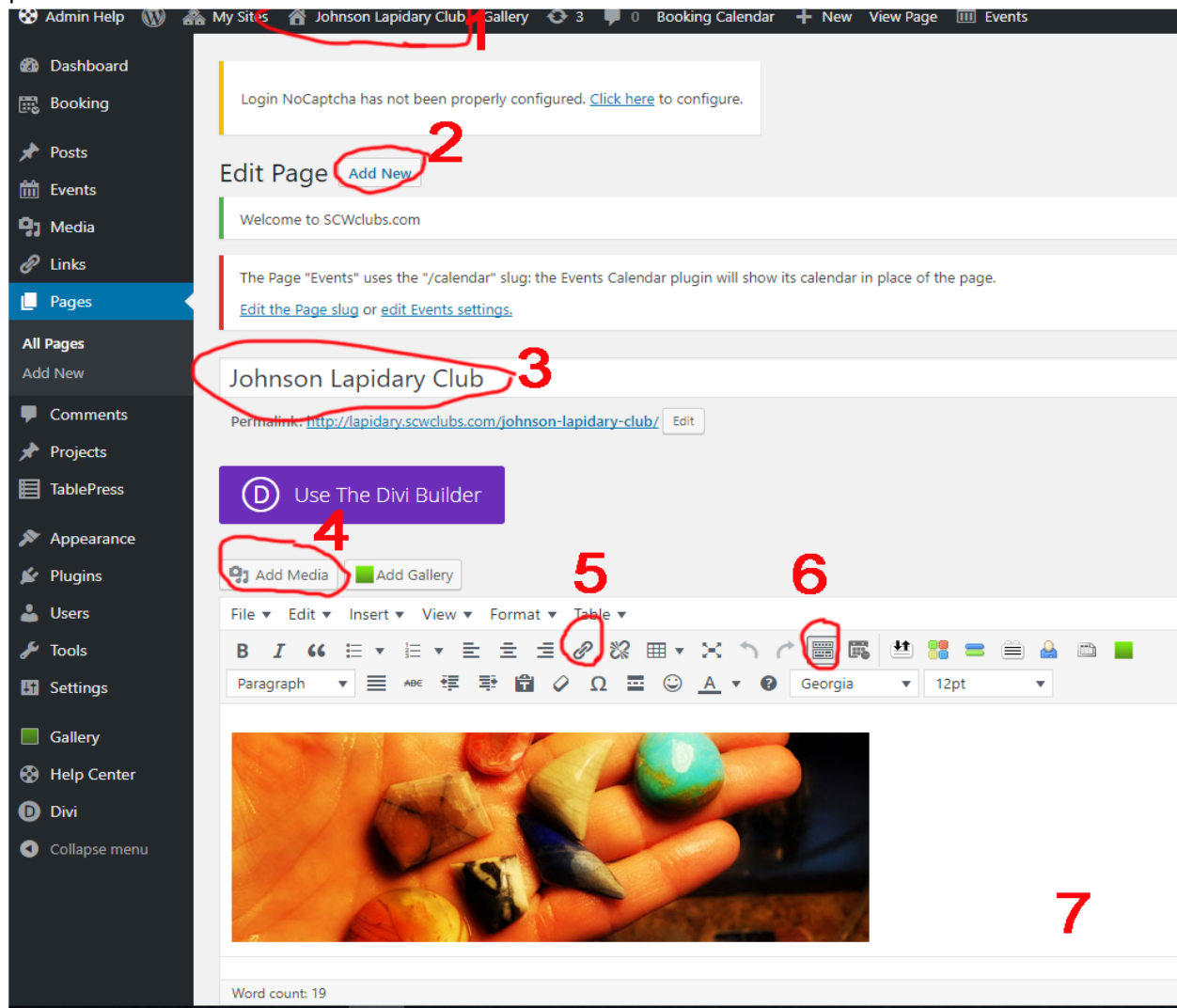
DASHBOARD

Posts – usually your opening page

Events – your calendar page

Media   - upload pictures, pdfs

Pages – edit and new

Appearance – for menu structure

PAGE EDITOR... For DIVI when you click TEXT module you will see an editor, similar to a word processor.

1 = after each change view site

2 = for adding new pages

3= title of page that will show on website

  4= to insert picture or pdf

5= link tool

6= if you don't see both editing lines, this will show both
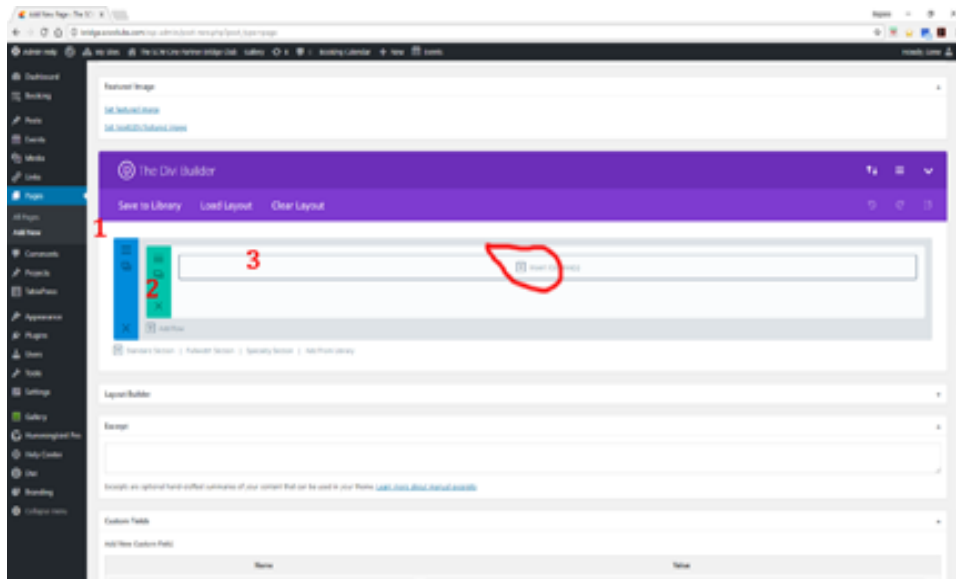
7= upload command (not shown on picture.

Instructions by Gene Mitofsky

DIVI ADD A NEW PAGE

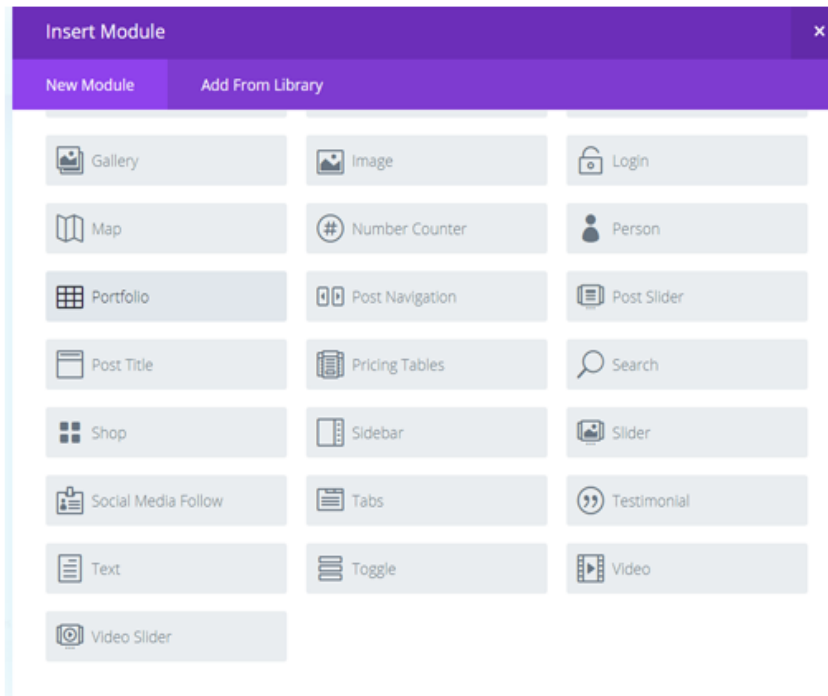Click ADD NEW PAGE, give it a title, choose Use The DIVI Builder

Scroll down and you will see……

1. Section (little or none to do)
2. Row (little or none to do)
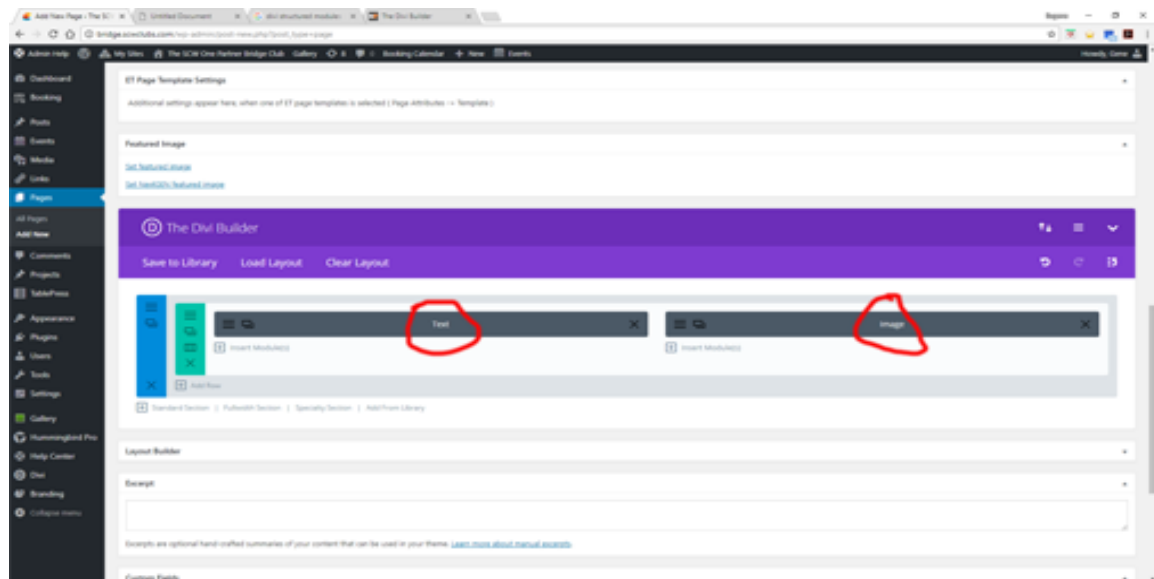3. Insert columns – click the + choose column

4. Click = to add modules
5. Scroll down to TEXT and click, this will bring up the editor you are familiar with, like a word processor
   a. When down click SAVE & EXIT, then UPDATE or PUBLISH If new page
6. Click + add module, choose image then click upload and choose from media library

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DIVI modules

Your layout will look like this…..

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DIVI suggestions

You can then add sections (one or more columns)   You can add modules.   You can have a heading module

Tables – good for officers   Go to Tablepress (dashboard) and create a new table, name it   Then go to a page, add a section, add text module and open to edit There will be an icon to insert tablepress, click and choose the table you want. Be careful not to choose the table icon, use the tablepress icon.   Then you can highlight the link and change the text size, color, etc.

People   boxes with photo, name and title
        Create a section and choose number of columns
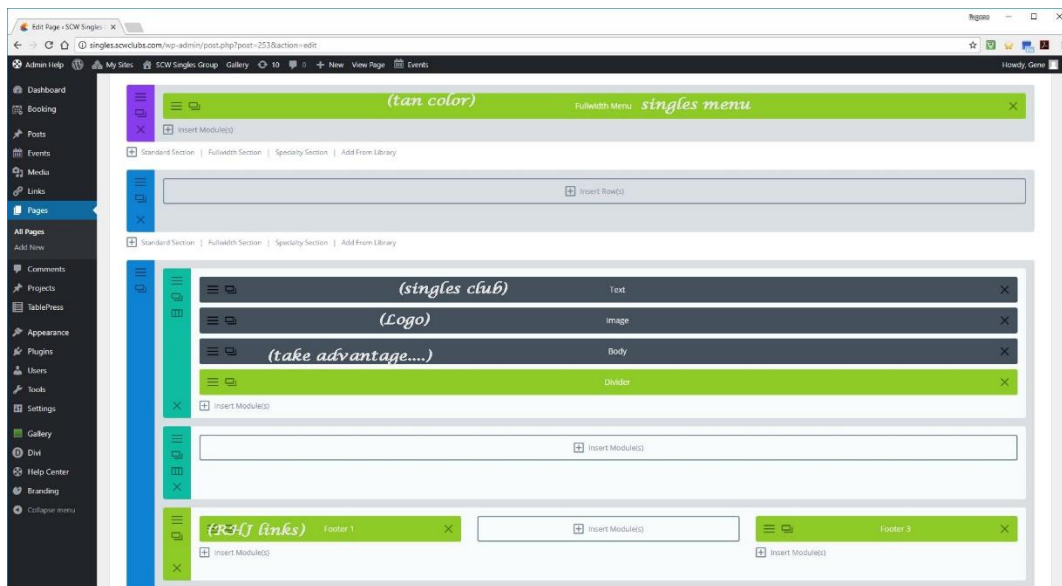   Add the people module and fill in the information
Sections
Standard (choose number of columns)   Speciality (preset columns and photos)
Full width
View on mobile devices Divi, theme customizer, mobile styles then you can change the text size, etc for each tablet, phone, computer.
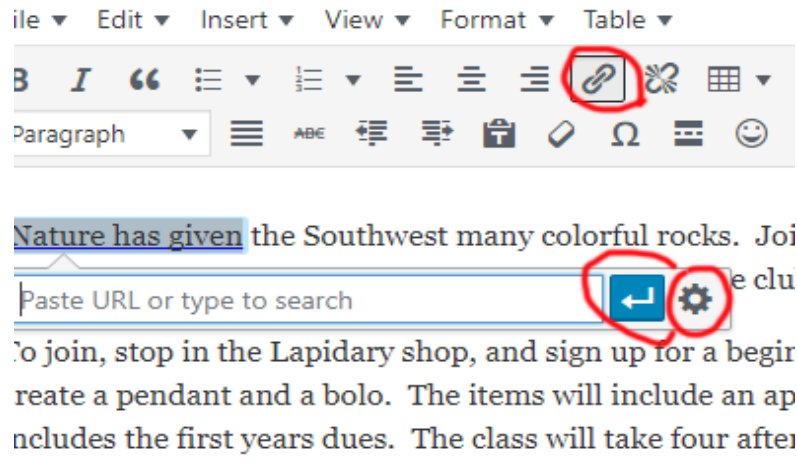**Navigation menu** Full with section, full width menu has the navigation (page links)

Example from one club…..

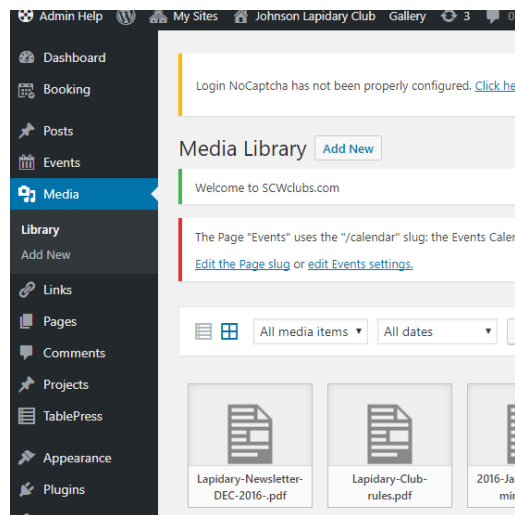Instructions by Gene Mitofsky

LINKS

To create a link

1. Highlight the text
2. Click the link inco
3. Click the gear icon to locate the page you want to link to or insert URL address
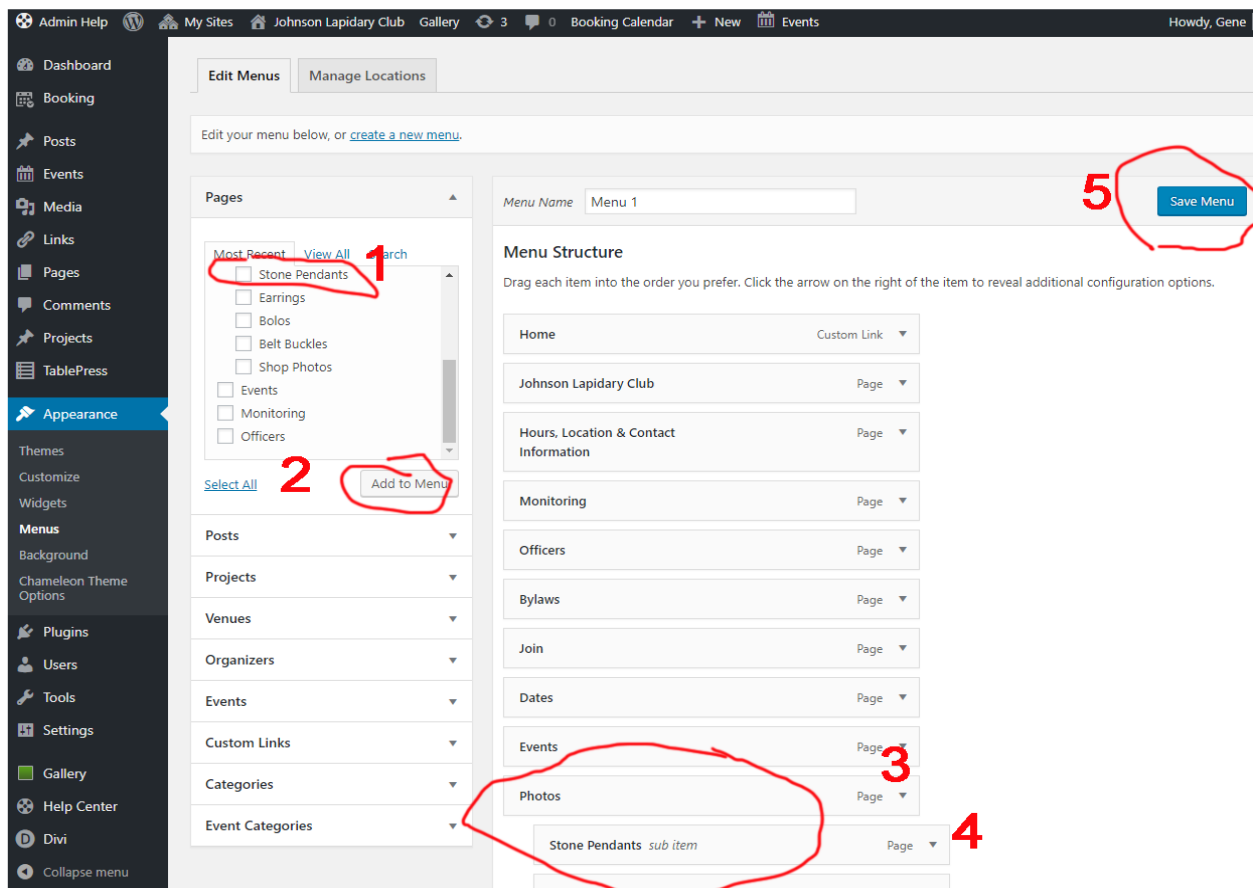4. Click the apply arrow

MEDIA

click Media then click add new to upload picture or PDF

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MENU

1= any new page will show in this area

2= check the new page, then #2 add to menu, it will always go to the bottom of the menu

3= parent pages no indent will show as heading on website

4= indented will be sub pages only show on mouse over on website

5= after dragging any page to where you want it, save the menu

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EVENTS

These will appear in the event calendar. Especially good for general and board meeting times. Official notification of meetings.

1=New event

2= Give it a Name, suggestion – put the date in the name making it easier to edit or delete

3= enter a short description or copy event title

4= Enter the date, starting and ending times

5= Enter the venue and if you want google maps showing (default is yes)

6= Publish

The Slider holds images, text, and a colored background.
The Fullwidth Header can have image and text

Instructions by Gene Mitofsky