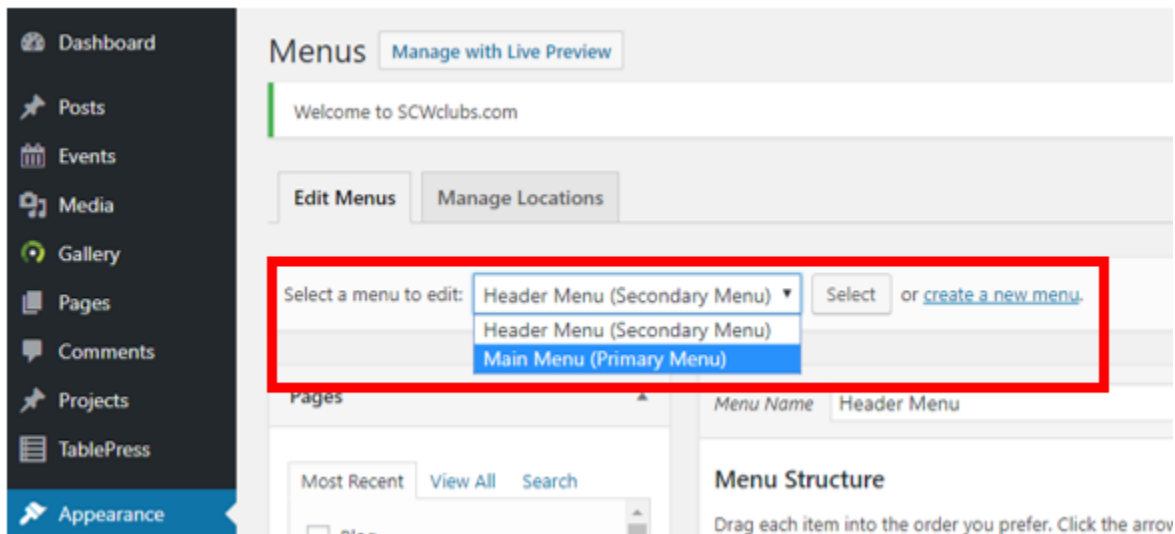


# MENUS

From the Dashboard, Navigate to Appearance then select Menus

If you do not see your Main Menu Headings you are looking at the wrong menu. Click on the down arrow ▼ then select Main Menu (Primary Menu) and click Select.

*(Note: Do not make any changes to the Header Menu. This is the blue header set up by the Rec Centers.)*



Pages or Custom Links with no indent will show as Main Menu headings on the website. Indented items will be Sub-Headings in the Menu.

*Best practice: if you have sub-headings the parent should always be a Custom Link, see below.*

## To add a new page to the menu:

The newest pages will show in a box in the upper left of the screen. Check the page you want to add to your menu and click Add to Menu. It will always go to the bottom of the Menu Structure section. Then drag the page to the location you want in the menu.

## To remove a page from your menu:

Click on the down arrow ▼ on the page you want to remove, then click Remove. You can remove a page from the menu, but it will not delete the actual page. If you want to delete a page, navigate to Pages in the dashboard, hover over the selected page and click trash. This will delete the page and it will also remove it from the menu.

## Custom Links

These can be non-clickable parent categories in your menu or direct links to an external site or document that you have uploaded to Media.

Click on the down arrow ▼ on Custom Links. In the URL field enter only a # then enter the title and click Add to Menu. Move to the location you choose. This is good for parent menu items that have subpages.

For Custom links to external websites, enter the URL of where you want to go and add the text of what you want it called in the menu. This can be used to set up links to External websites directly from the Menu.

You can also add a Custom Link to a PDF document directly in the menu. One example would be adding a link to a Membership Form. You will need to upload the PDF document to Media, copy the URL for pasting into the Custom Link. Make sure to copy the entire URL!