Site Pages

Site pages contain graphics, text, forms, videos and links. They can be directories of posts or catalogs.

Topics:

How do I add a site page?

How do I add subpages?

How do I add page forms?

How do I add a catalog directory?

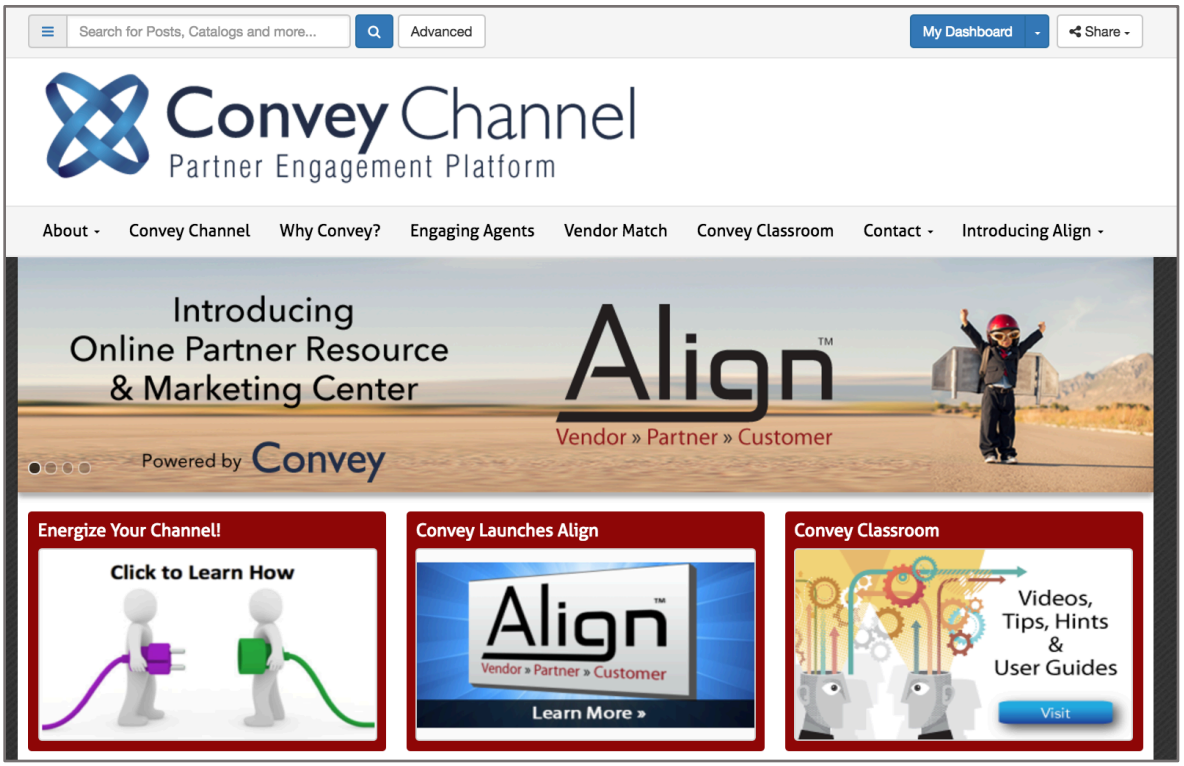
How do I select catalogs for the directory?

How do I add a post directory?

How do I select posts for the directory?

Site Pages

Site Pages appear above the banners on the site home page and allow you to display additional information. Common pages displayed by site administrators include, “About Us”, “Contact Us”, a directory of posts or catalogs, a hyperlink and a page with a form that users can fill out and submit to the site administrator.



QUICK TIP

Pages contain text, graphics, videos or forms. Catalog directories display some or all catalogs in a list or tile view. Post directories display all posts, specific posts, or specific post types in a list or tile view. Links appear in the navigation bar as a hyperlink.

Site Pages

Site pages contain graphics, text, forms, videos and links. They can be directories of posts or catalogs.

Topics:

How do I add a site page?

How do I add subpages?

How do I add page forms?

How do I add a catalog directory?

How do I select catalogs for the directory?

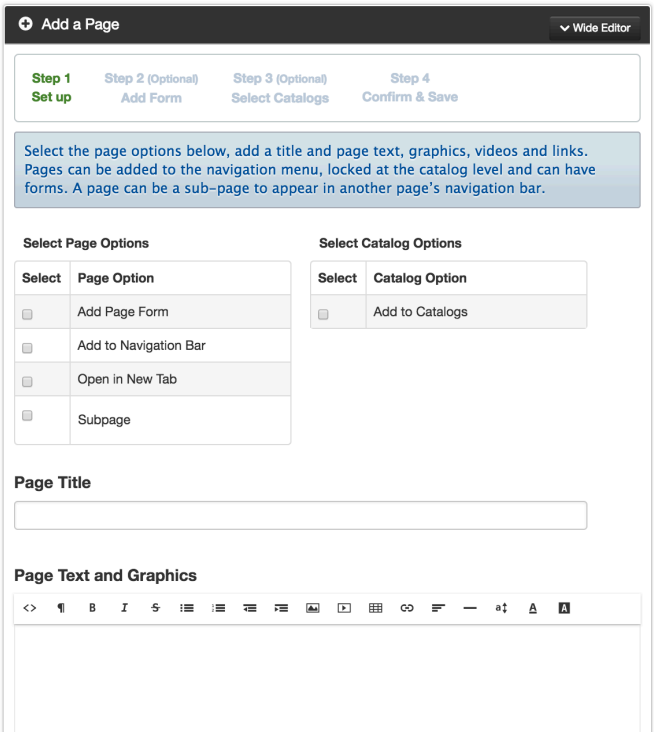
How do I add a post directory?

How do I select posts for the directory?

Site Pages

Add a Site Page

Go to Manage Site, then select Pages & Directories and click Add Page. From here you can add a form to the page, add your page to the navigation bar, make your page a subpage on your navigation bar, have you page open in a new tab when selected, or have your page appear within each catalog navigation bars. Use the text and graphic area to add text, videos, images, and customize you page.



How do I add a page to the navigation bar?

Click the select box to "Add to Navigation Bar" in Step 1 so the link appears on the home page.

How do create subpages?

Click the "Subpage" select box and then select the parent page.

How do I have pages open in a separate tab?

Click the select box to open the page in a separate tab.

What is the purpose of the page title?

It is the name of the page, and will be the display name for site navigation and on the page itself

QUICK TIP

Use the page options to add a form, add the page to the navigation bar, open it in a new tab or make it a subpage. Click "Add to Catalogs" to add this page to one or more catalogs on the site.

Site Pages

Site pages contain graphics, text, forms, videos and links. They can be directories of posts or catalogs.

Topics:

How do I add a site page?

How do I add subpages?

How do I add page forms?

How do I add a catalog directory?

How do I select catalogs for the directory?

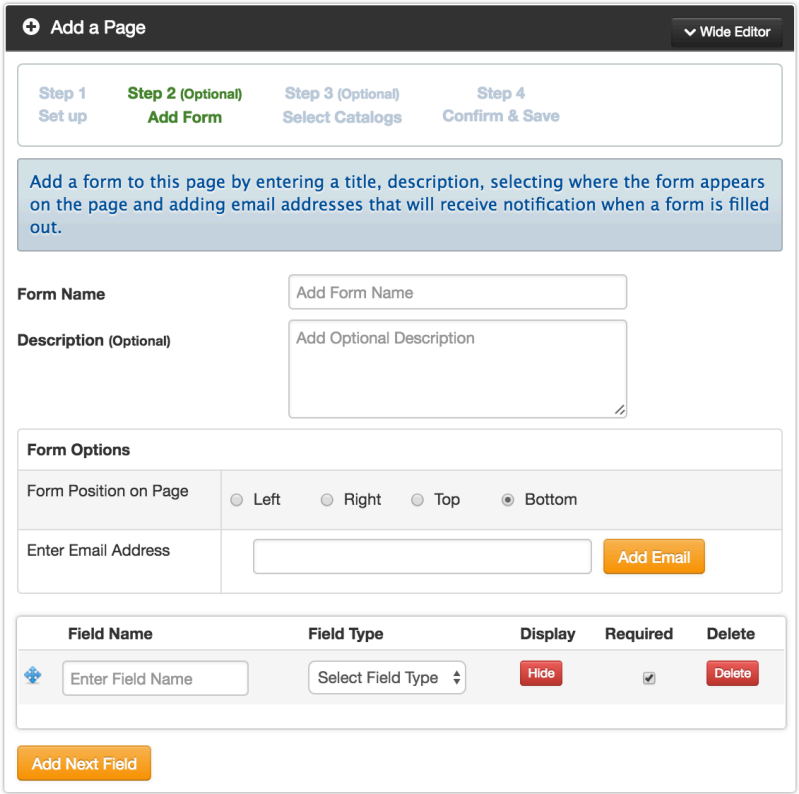
How do I add a post directory?

How do I select posts for the directory?

Site Pages

How do I add page forms?

In step 1 of Add Page, click the "add form" box. Create a title and optional instructions. Enter email addresses of individuals you would like to be notified when a form is filled out. Click the "add fields" button to add form fields and indicate if those fields are required and if the label is displayed. Enter a field name, select the type and then click save to add the field. Move the fields up or down or create a second field column by moving them to the right. Add a header to separate the fields. Click Next or Save when finished.



What is the form title and description?

The title and description appears before the form fields. The description is optional. The form name will appear in reports.

Why do I add emails in form set up?

Add email addresses for individuals to be alerted when a form is filled out. Form submitters may also be viewed in form reports under the administration section.

What field types are available in forms?

Form fields can be text, radio buttons, select boxes, look up fields, number or date and text areas.

QUICK TIP

Forms create calls to action for viewers. Once a form is filled out, one or more of your team can be alerted by email.

Site Pages

Site pages contain graphics, text, forms, videos and links. They can be directories of posts or catalogs.

Topics:

How do I add a site page?

How do I add subpages?

How do I add page forms?

How do I add a catalog directory?

How do I select catalogs for the directory?

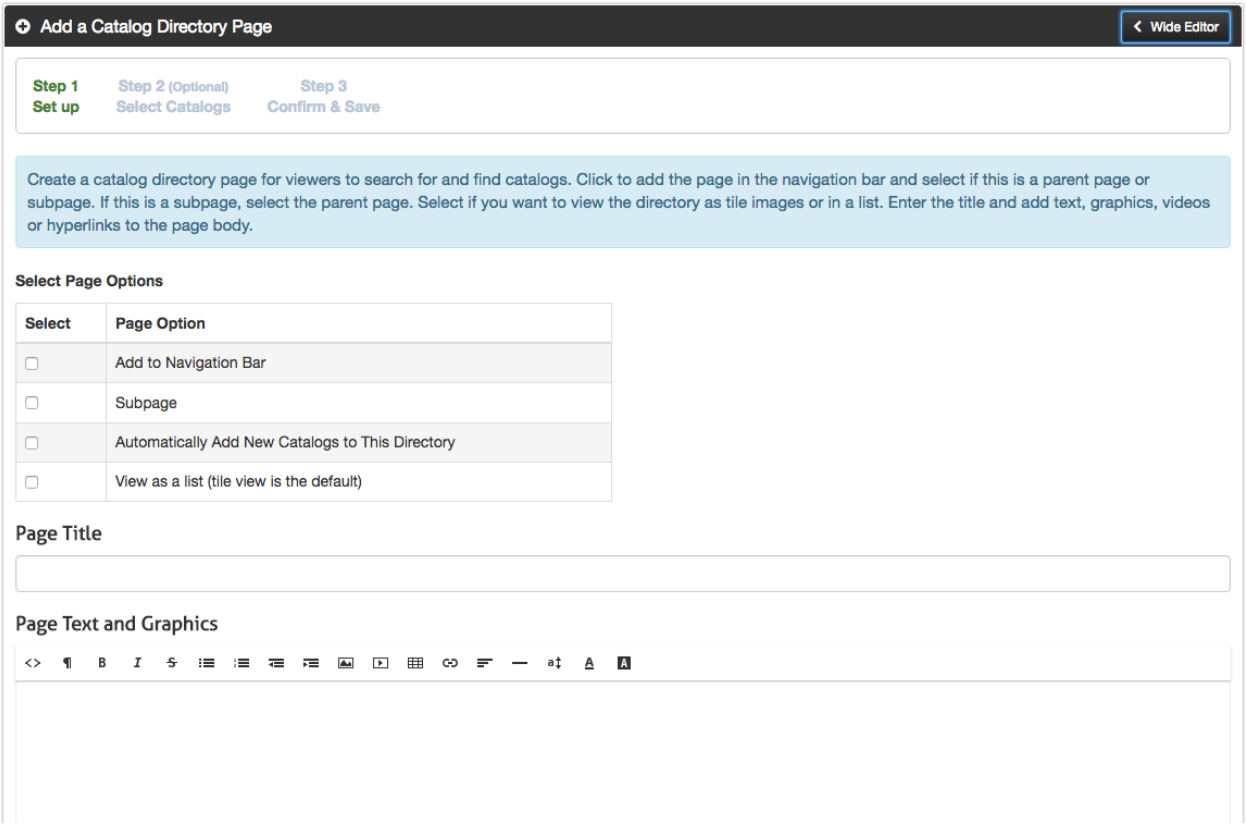
How do I add a post directory?

How do I select posts for the directory?

Site Pages

Add a Catalog Directory – Step 1

Go to Manage Site, then select Pages & Directories and Click Add Catalog Directory. Click to add this directory to the navigation bar, make it a subpage of another page, and to automatically add new catalogs to the directory. Select if you would like the directory to be list view, otherwise it will default as tile view. Add a title and use the text editor to add text, videos or graphics. Click next to select the catalogs that will appear in the directory.



QUICK TIP

Tile views present catalog logos on the page. List views present more information about the catalog including the title and description.

Site Pages

Site pages contain graphics, text, forms, videos and links. They can be directories of posts or catalogs.

Topics:

How do I add a site page?

How do I add subpages?

How do I add page forms?

How do I add a catalog directory?

How do I select catalogs for the directory?

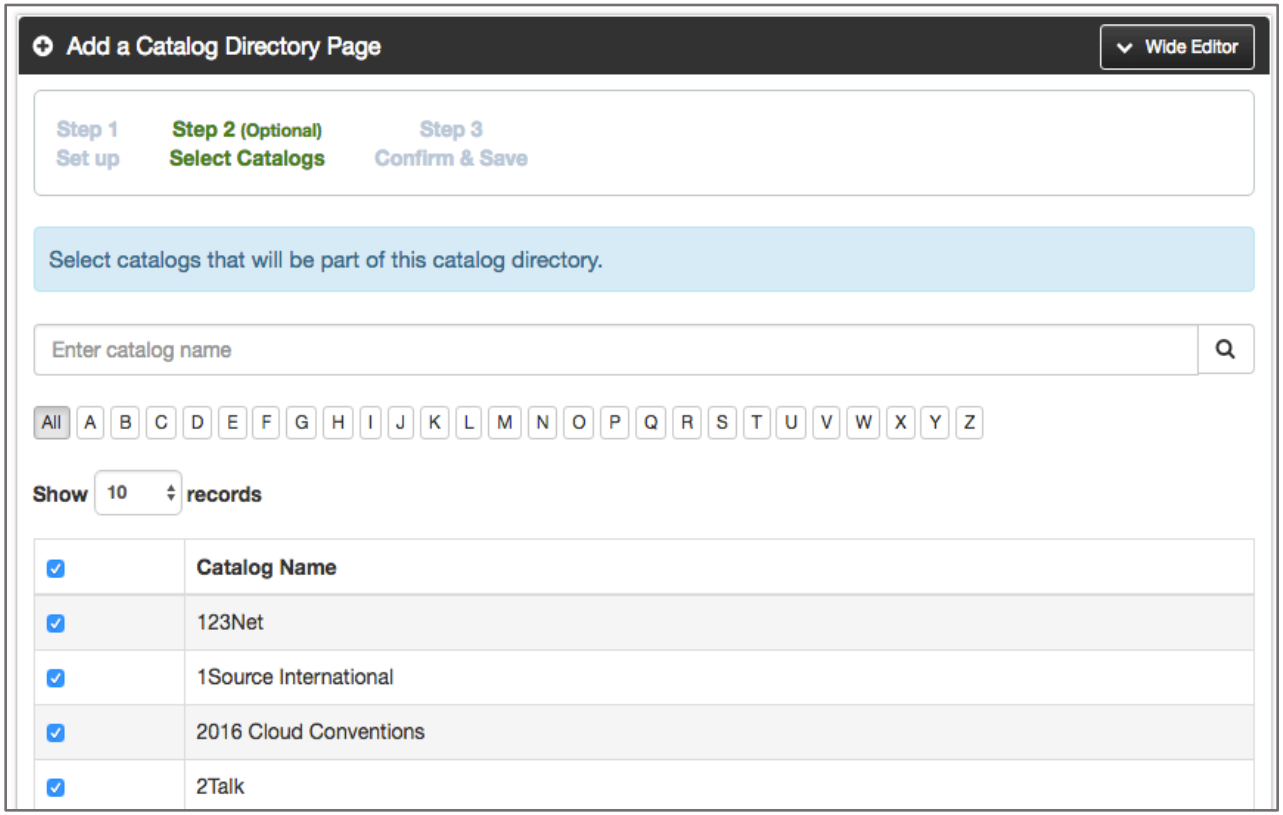
How do I add a post directory?

How do I select posts for the directory?

Site Pages

Add a Catalog Directory – Step 2 Select Catalogs

Once Step 1 of the Catalog Directory set up process is complete, click Next to select the catalogs you would like to appear in the directory. Click "Select All" to select all of the catalogs.



QUICK TIP

Create multiple catalog directories to organize the way a viewer finds catalogs. Make sure to have an "All Catalogs" directory to show every catalog. Tile views present catalog logos on the page. List views present more information about the catalog including the title and description.

Site Pages

Site pages contain graphics, text, forms, videos and links. They can be directories of posts or catalogs.

Topics:

How do I add a site page?

How do I add subpages?

How do I add page forms?

How do I add a catalog directory?

How do I select catalogs for the directory?

How do I add a post directory?

How do I select posts for the directory?

Site Pages

Add a Post Directory – Step 1

Go to Manage Site, then select Pages & Directories and Click Add Post Directory. Click to add this directory to the navigation bar and/or make it a subpage of another page. Add a title and use the text editor to add text, videos or graphics.. In this step you will determine which member types can view this directory (optional) and which catalogs the posts come from. Once you are satisfied with your selections click next, review your changes and save.

QUICK TIP

Consider creating directories of specific posts types such as rebates & coupons, promotions & spiffs, or training to call the viewer's attention to those items.

Site Pages

Site pages contain graphics, text, forms, videos and links. They can be directories of posts or catalogs.

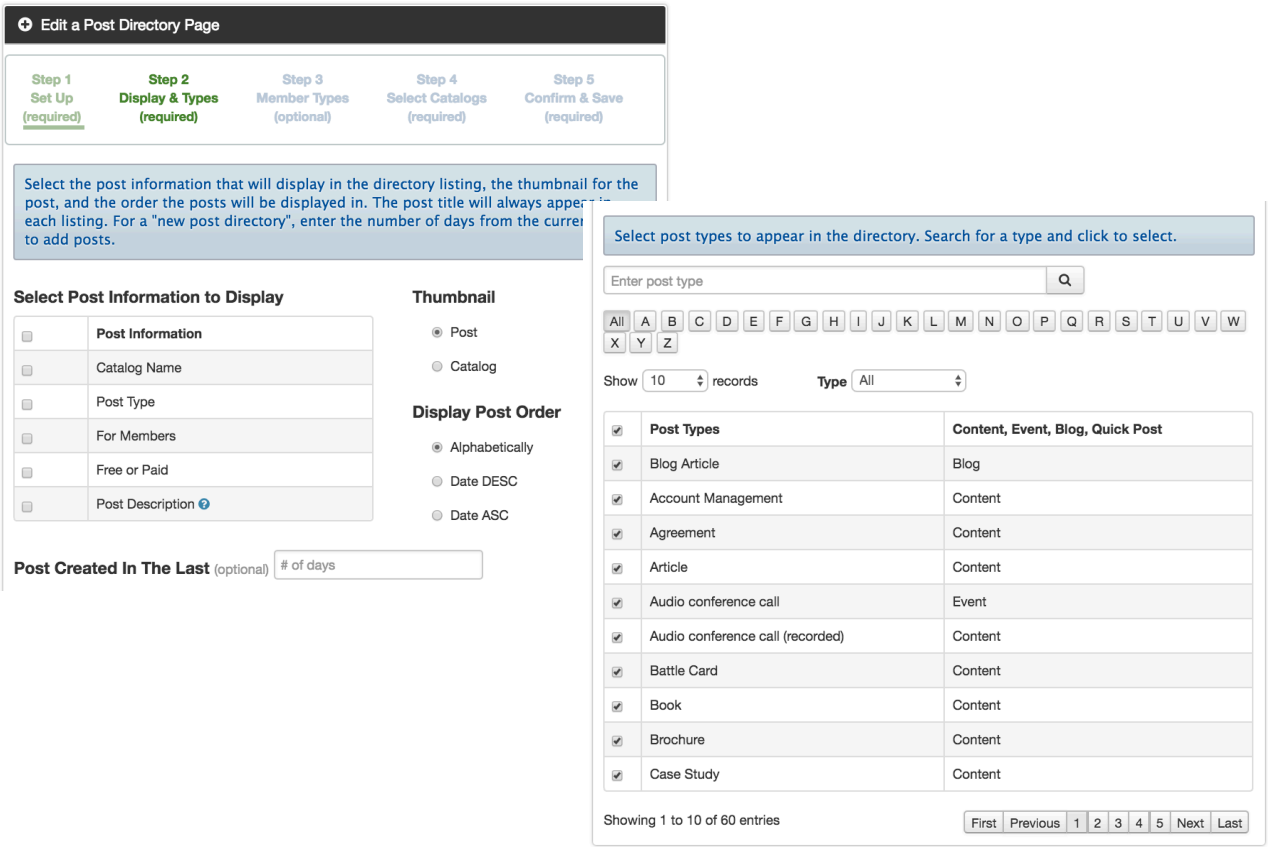
Topics:

- How do I add a site page?
- How do I add subpages?
- How do I add page forms?
- How do I add a catalog directory?
- How do I select catalogs for the directory?
- How do I add a post directory?
- How do I select posts for the directory?

Site Pages

Add a Post Directory– Step 2 Select Post Types

Select the information shown in the directory, the thumbnail and how the directory listings are ordered.



QUICK TIP

You can select specific posts to go into the post directory vs. selecting a general type of post. Remember, that if you select specific posts, you will need to keep your directory updated.

Site Pages

Site pages contain graphics, text, forms, videos and links. They can be directories of posts or catalogs.

Topics:

How do I add a site page?

How do I add subpages?

How do I add page forms?

How do I add a catalog directory?

How do I select catalogs for the directory?

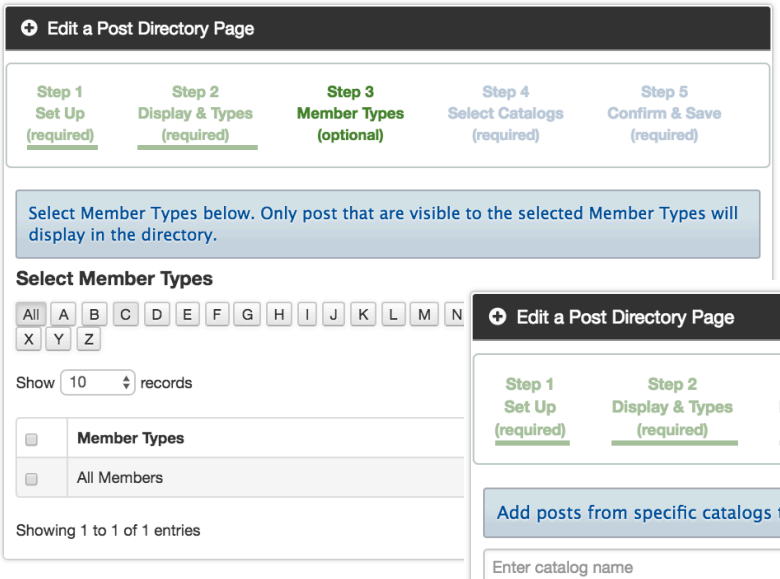
How do I add a post directory?

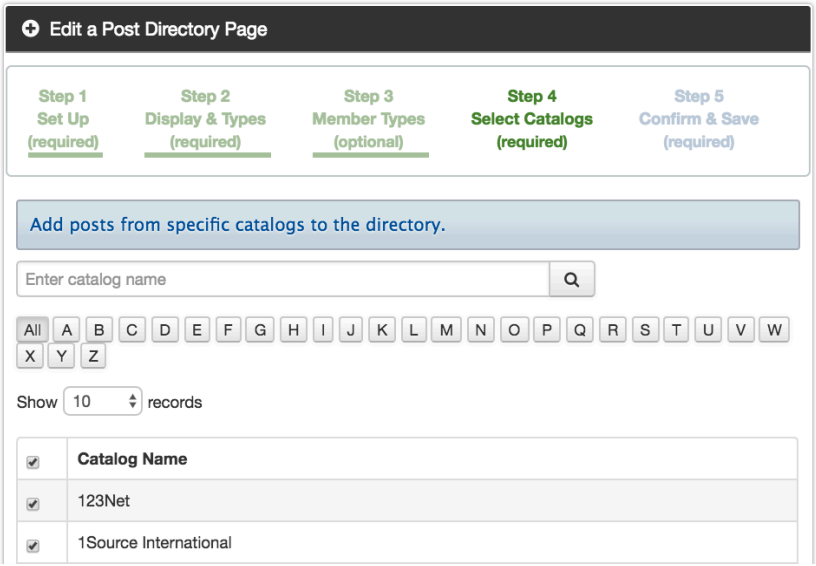
How do I select posts for the directory?

Site Pages

Add a Post Directory– Steps 3 & 4: Select Member Types and Catalogs

Once Step 2 of the Post Directory set up process is complete, click Next to select member types (set up in the Application Process). If no member types have been set up, you can skip this step by clicking Next. In Step 4, you can select individual catalogs by entering their name in the search bar or click "Select All" to have posts from all catalogs appear in the directory.





QUICK TIP

You can select specific posts to go into the post directory vs. selecting a general type of post. Remember, that if you select specific posts, you will need to keep your directory updated.