Feature Boxes

Feature Boxes are 3 large areas on the home page right below the banners. The boxes can feature catalogs and posts, hold a calendar of events, or contain images and videos.

Topics:

Where do I go to customize the Feature Boxes?

How can I customize the Feature Boxes?

How do I feature and schedule catalogs and posts?

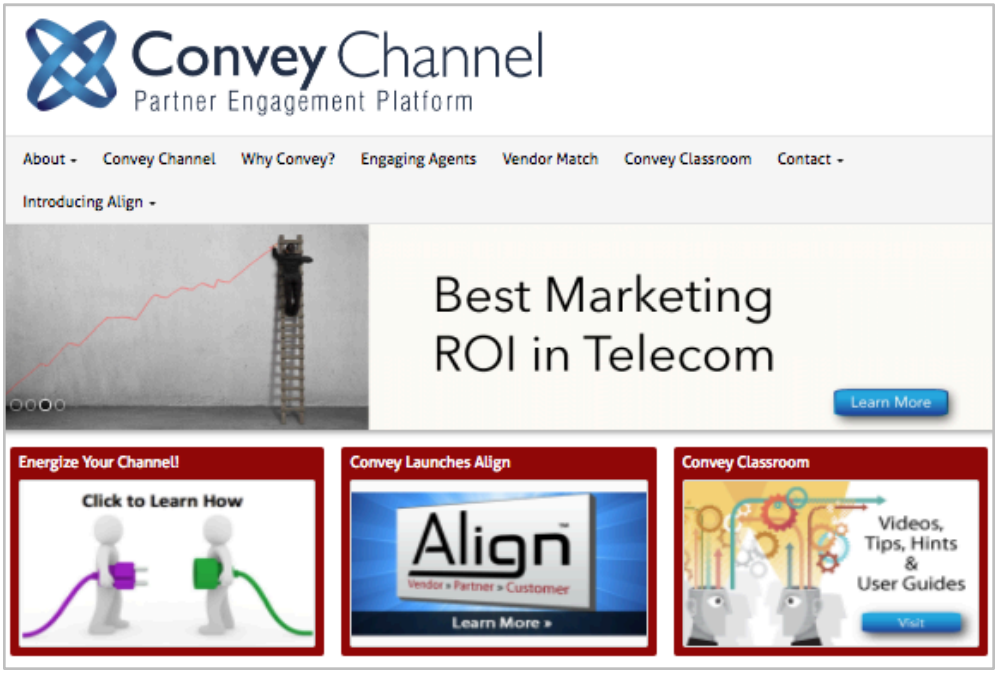
How do I feature and schedule events?

How do I automate having events from catalogs added to the event calendar?

How do I add a video or graphic to a feature box?

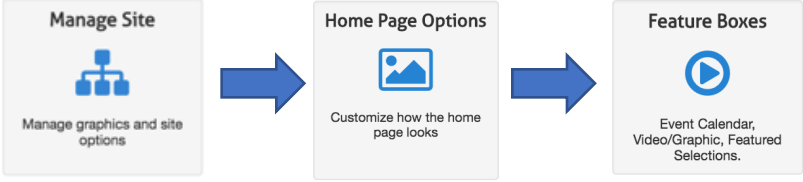
Feature Boxes

Feature Boxes allow you to prominently display up to 3 large areas of information on your home page. The boxes can be changed to feature catalogs and posts, events or images and videos. Your home page can display up to 3 small boxes or 1 large box and a small box.



Where do I locate the ability to customize the Feature Boxes?

From your dashboard, select Manage Site, then select Home Page Options and then select Feature Boxes.



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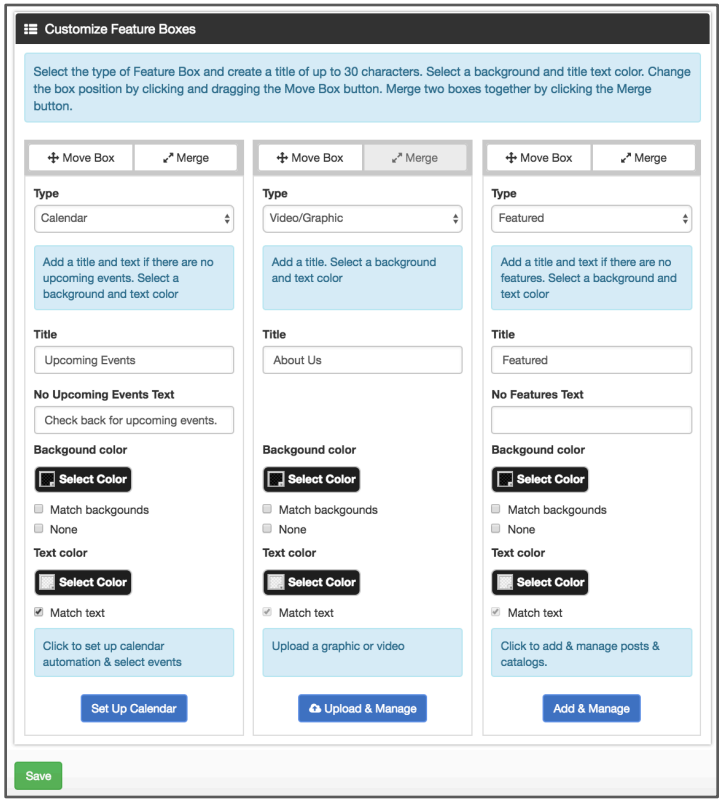
Customize



How can I customize the Feature Boxes?

1. Select the Feature Box type (video & graphic, calendar, featured)
2. Change the position of a box by clicking “Move Box” and dragging it to a new position.
3. Merge 2 boxes together to create a larger box by selecting “Merge”
4. Enter a title of up to 40 characters.
5. Add a message to a calendar box if there are no upcoming events.
6. Change the background color of the box by clicking “Select Color”. Click “Match Backgrounds” to make the colors behind all boxes match.
7. Change the text color by clicking “Select Color” and click “Match Text” to have the text colors match on all boxes.
8. Click “Set Up Calendar” to turn on automation and add events to the calendar.
9. Click “Upload and Manage” to add a video and graphic.
10. Click “Add and Manage” to add selections to the Featured Box.

QUICK TIP

You can only create 1 merged box at a time. The box can be positioned on either the left or the right side of the page. You can also only combine an event or catalog and post feature box.

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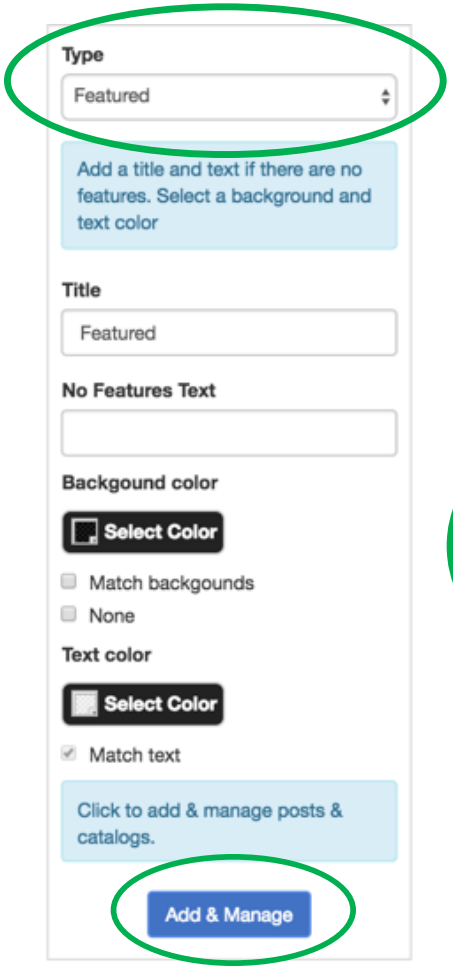
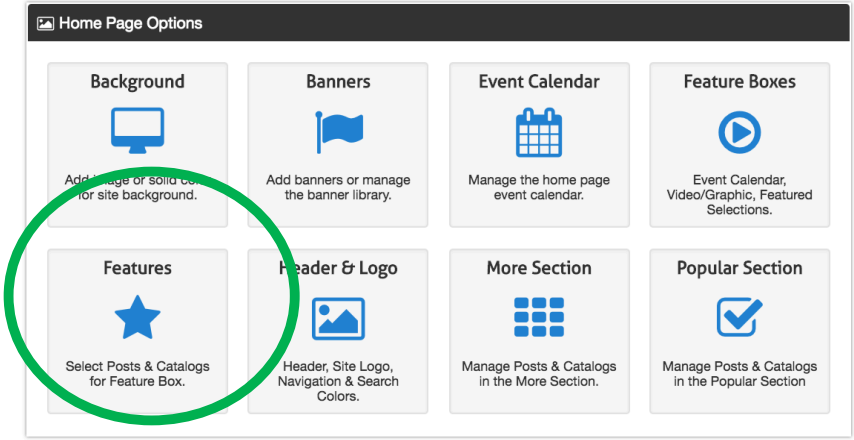


How do I feature and schedule catalogs and posts to appear in the feature box?
Once you have selected a box as "featured", customize the options, then select "Add & Manage"



What happens when I click "Add & Manage"?
The system will take you to the "Features" section (Also found in Home Page Options - see above) so you can add catalogs or posts into that section.

(See the next page for managing featured posts and catalogs)

QUICK TIP

Save your changes in Feature Box Set Up before you navigate to the Features section to add catalogs and posts.

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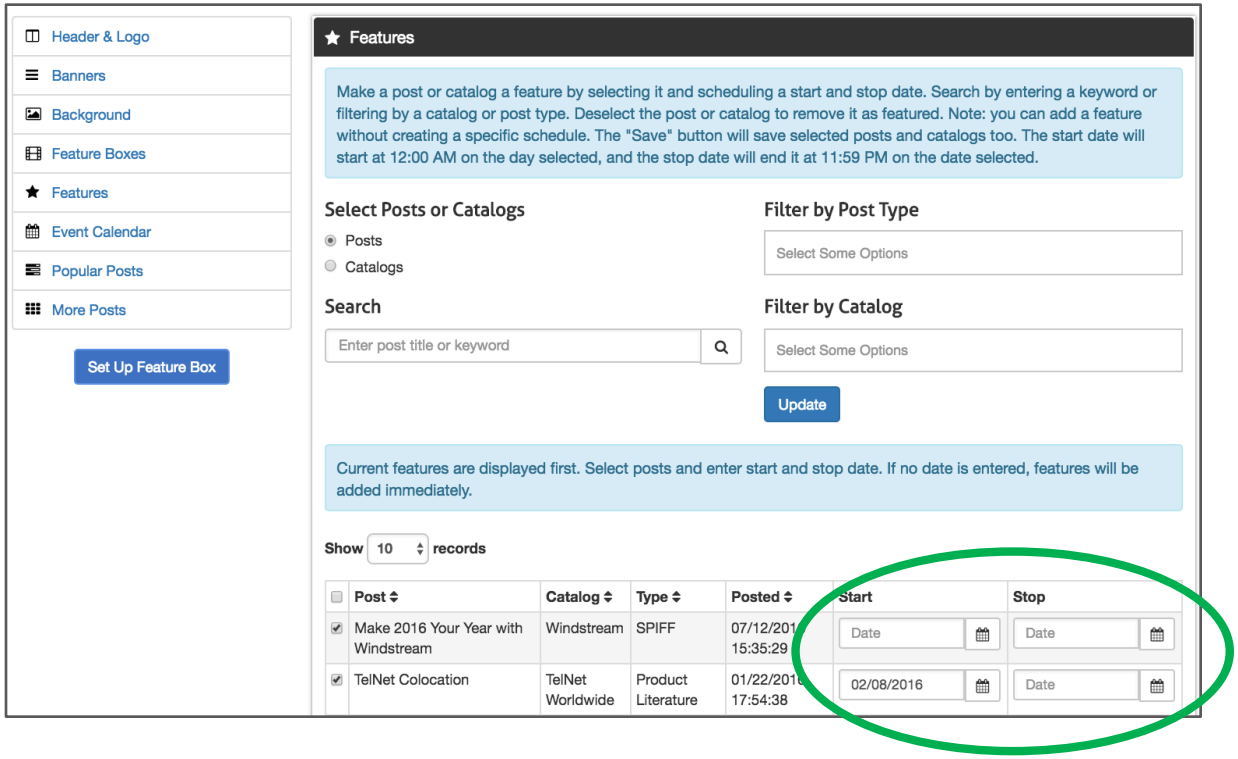
Feature Boxes

How do I feature and schedule catalogs and posts in the featured box?
Select posts or catalogs. If you have selected "post", you can filter the posts that display by post type (articles, case studies, etc.) If you have selected "catalog", filter by specific catalogs. If you have selected "posts" as featured, you can schedule the feature to start and stop being displayed in the featured box.



QUICK TIP

We recommend that you always schedule a feature so that you do not have to remember to come back and remove it later! If you feature more than 1 catalog or post at a time, the selections will automatically rotate every time your home page is refreshed.

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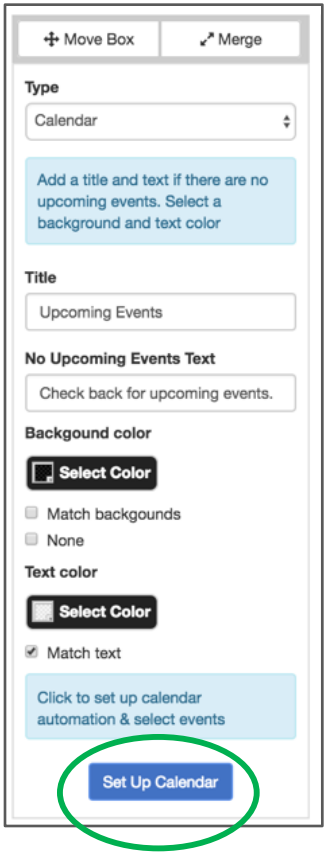
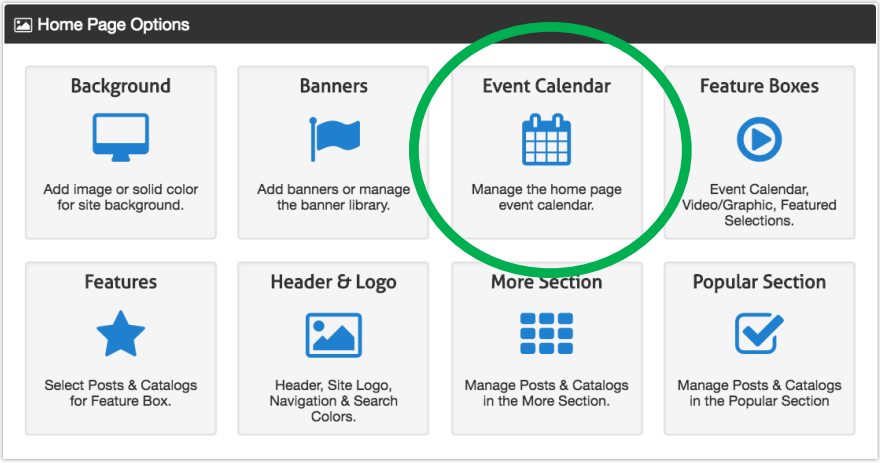
Calendar

How do I feature and schedule events?

Access the Event Calendar Wizard by clicking the Set Up Calendar button on the Feature Boxes Page or by selecting Event Calendar from the Home Page Options Section of Manage Site.





QUICK TIP

It is always recommended that you save changes in featured box set up before clicking to "set up calendar".

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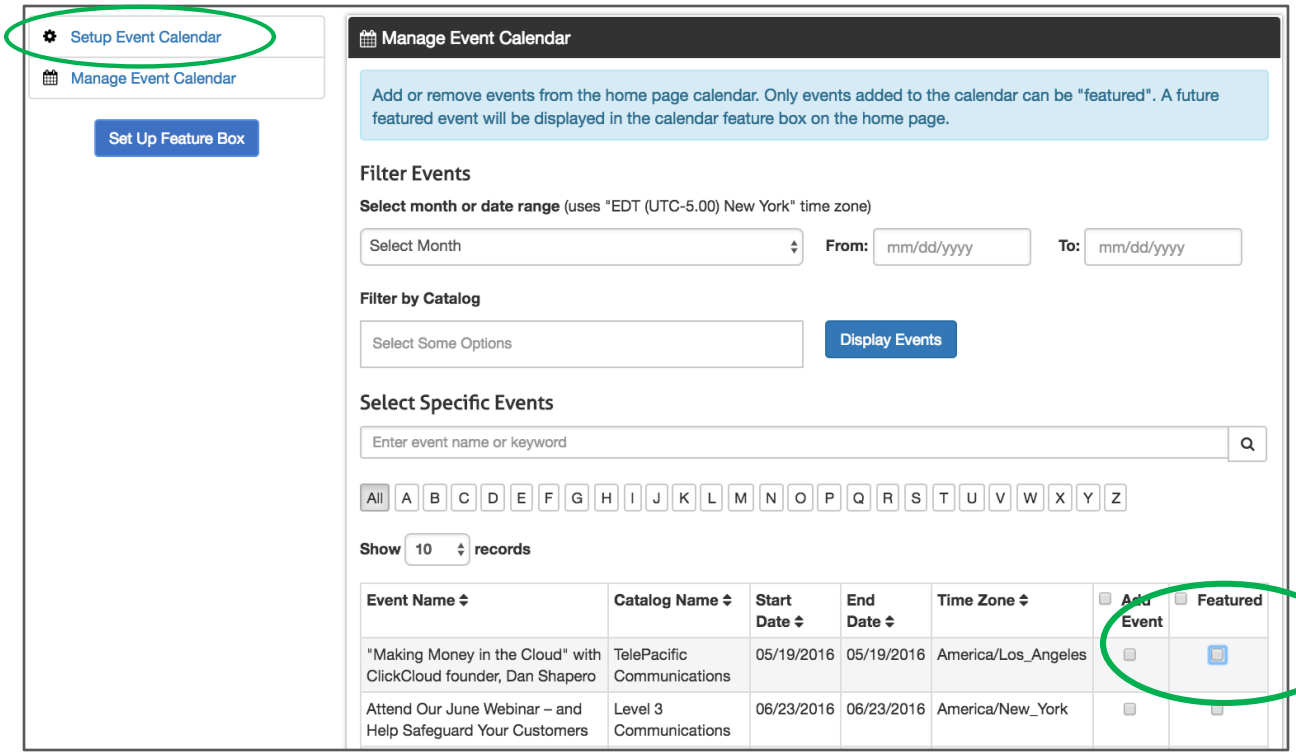
Calendar

How do I feature and schedule events?

Click "Setup Event Calendar to have the site automatically add events to the calendar based on your preferences. To add specific events, filter the selection by month or dates and by catalog, then select specific events by clicking "add event" and "featured" so they appear on the calendar.



QUICK TIP

Unlike catalogs and posts, event features cannot be scheduled. They will automatically appear in the Feature Box one month in advance of the scheduled start date and automatically expire at the end date.

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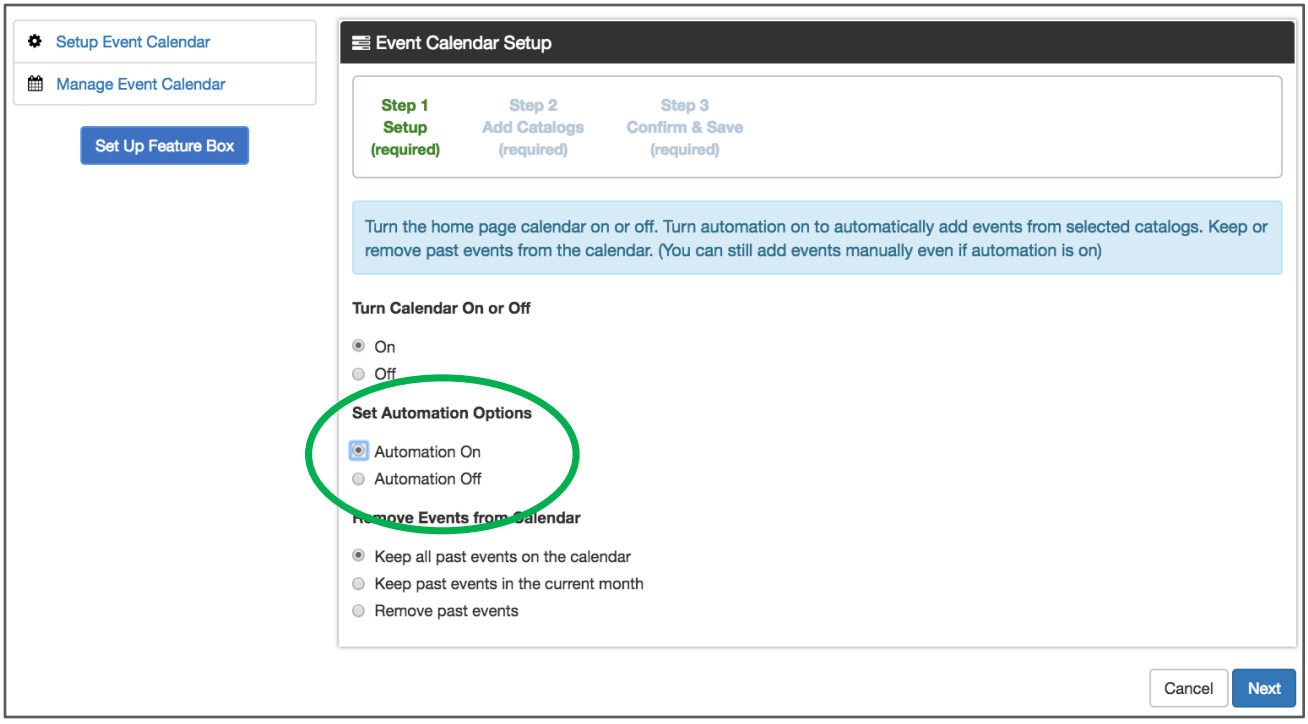
Calendar

How do I automate adding events to the home page calendar?
From "Setup Event Calendar, turn automation on in step one and select if past events will appear on the calendar. Move to step 2 to select the catalogs that will automatically have their events added to the home page calendar.



QUICK TIP

If the Calendar is turned off, events cannot be accessed from the home page. Individual catalogs can still have their calendars available.

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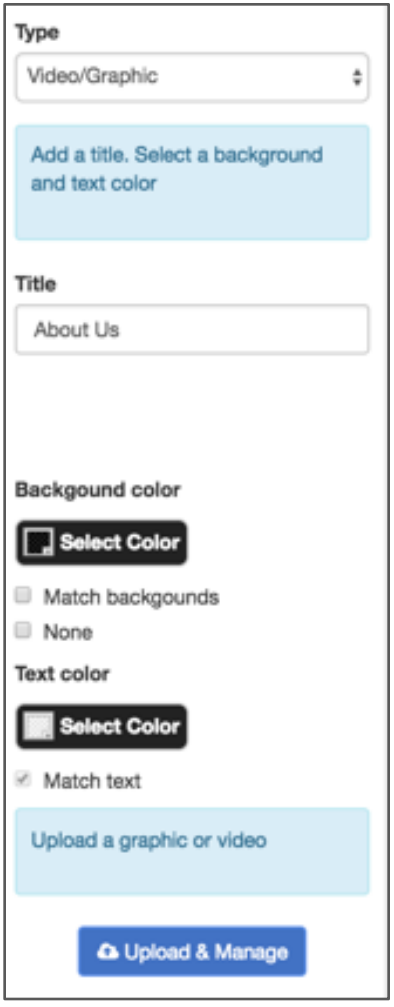
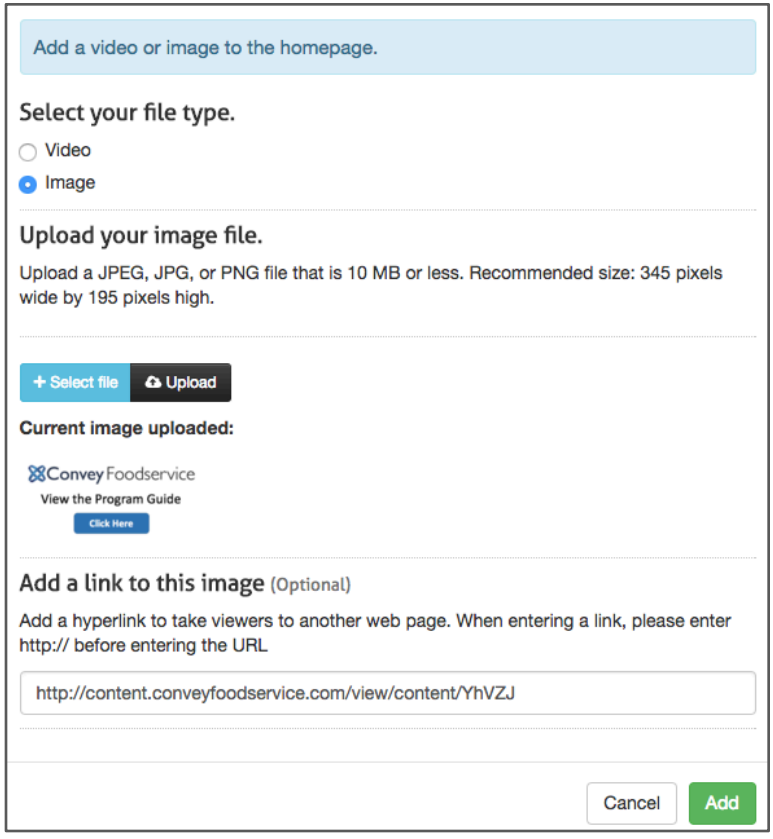


How do I add a video or graphic to a feature box?
Select the upload and manage button, then your file type. Find the file on your computer and upload it. If this is an image file, you can add a hyperlink to that image.



QUICK TIP

Video files play when someone clicks the feature box. Consider adding a hyperlink to a graphic image to take the user to a page or post.