

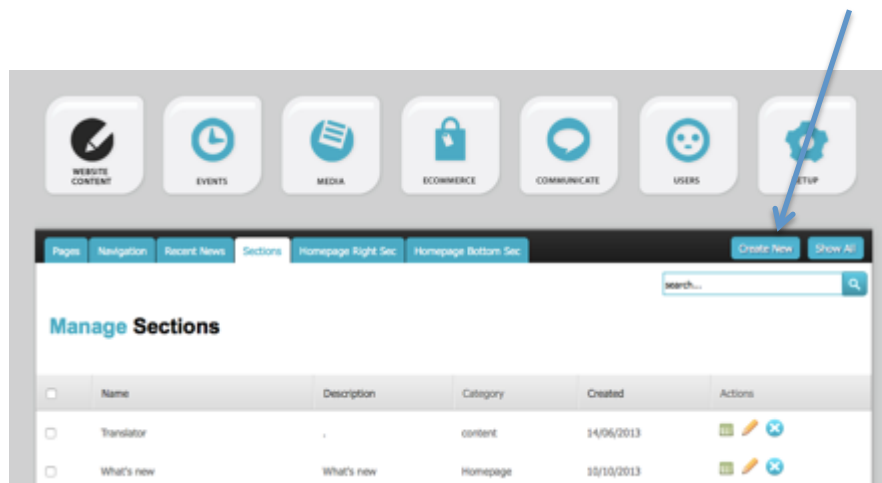
Working with Sections

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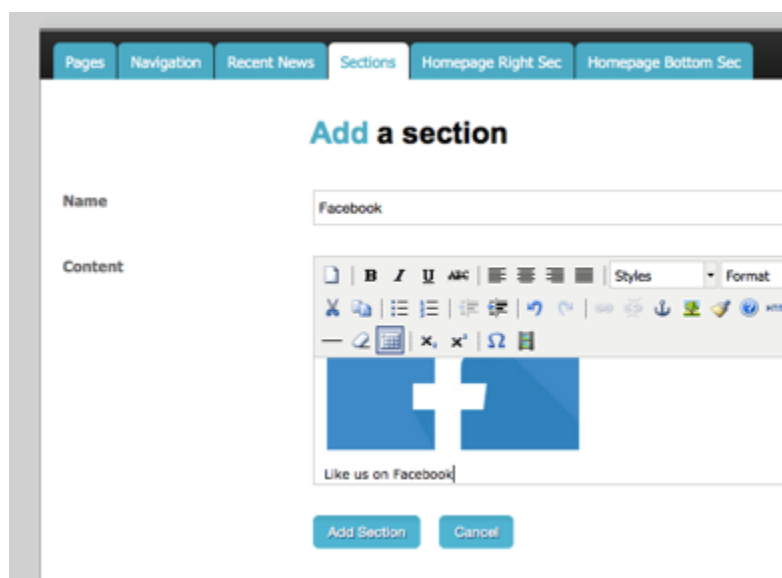
The mobile friendly template allows you to create sections for your website. Sections should be used to convey short snippets of important information. This could be links to outside websites, a brief run-down of your upcoming events or it can be used to house widgets such as the Google Translator or the SunSmart widget.

Once you create a a section, these sections can be housed on your homepage either on the right hand side or down the bottom. These sections can also be added to any page on your website, on the right hand side.

1. Create your section. WEBSITE CONTENT – Sections. Click on Create New

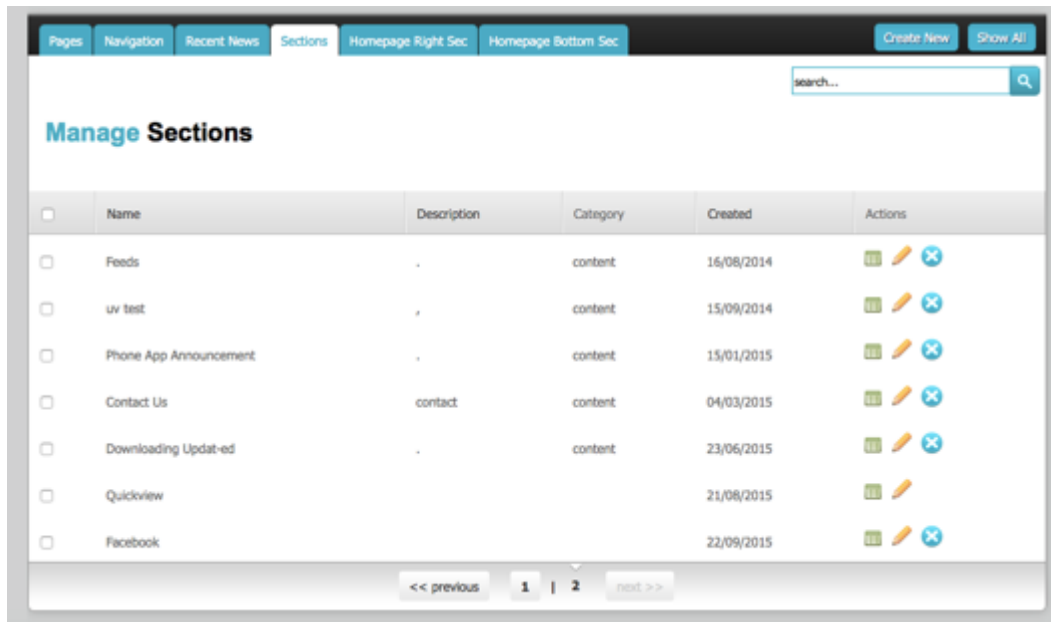


Give your section a name and add content, then click on ADD SECTION.



Working with Sections

Your newly created section is now appearing in “Manage Sections”. It is now time to place the section in the area you wish it to appear.



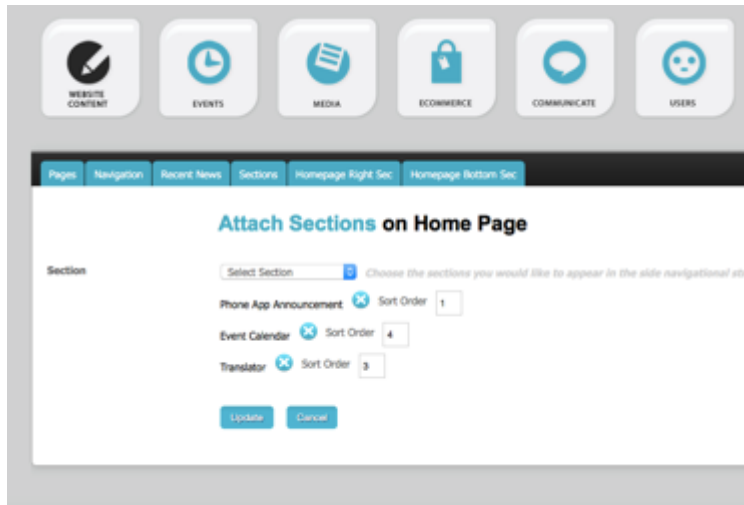
The screenshot shows a web interface for managing sections. At the top, there are navigation tabs: Pages, Navigation, Recent News, Sections (selected), Homepage Right Sec, and Homepage Bottom Sec. There are also buttons for 'Create New' and 'Show All', and a search bar. The main content area is titled 'Manage Sections' and contains a table with the following data:

<input type="checkbox"/>	Name	Description	Category	Created	Actions
<input type="checkbox"/>	Feeds	.	content	16/08/2014	
<input type="checkbox"/>	uv test	.	content	15/09/2014	
<input type="checkbox"/>	Phone App Announcement	.	content	15/01/2015	
<input type="checkbox"/>	Contact Us	contact	content	04/03/2015	
<input type="checkbox"/>	Downloading Updat-ed	.	content	23/06/2015	
<input type="checkbox"/>	Quickview			21/08/2015	
<input type="checkbox"/>	Facebook			22/09/2015	

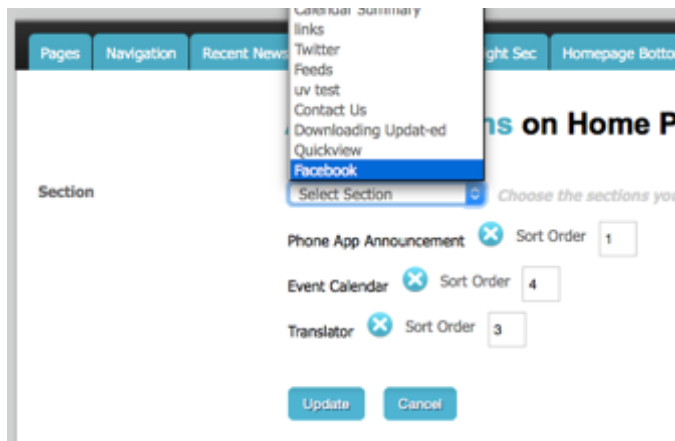
At the bottom of the table, there is a pagination control: '<< previous' | 1 | 2 | next >>'. The number '2' is highlighted, indicating the current page.

Working with Sections

WEBSITE CONTENT – Homepage Right Section

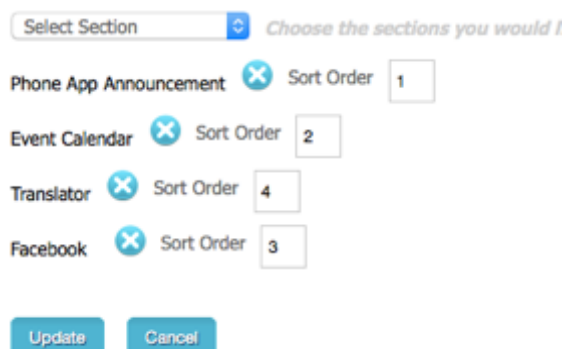


Click on the drop down menu to reveal your sections.
 Select your section from the menu.



Give your section a number – 1 being the first section from the top and 3 being the bottom section. You can change the numbers to reflect the priority you wish to give to each section. Once you are happy with the order click UPDATE.

Attach Sections on Home Page



Working with Sections

Visit your site to see your new section.



Once you have created the section – it can be placed either on the Homepage Right or the Homepage Bottom Section.

The same steps are used to place the section in “Homepage Bottom Section”. It is a matter of personal preference as to which one you use.

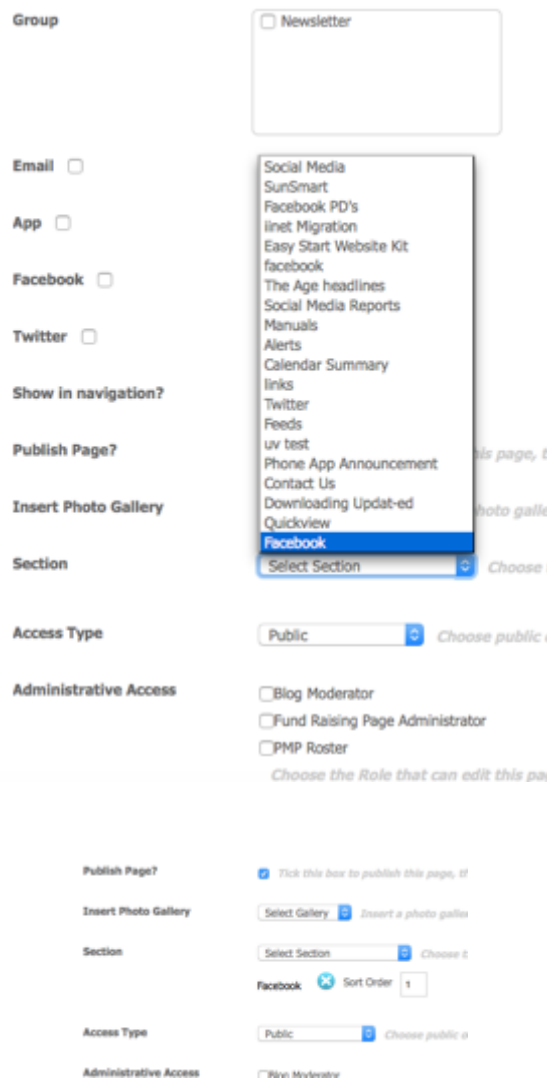


Working with Sections

If you would like this section to appear in different PAGES on your website, go to WEBSITE CONTENT and Pages tab. Find the page you want the section to appear and click on the pencil or EDIT.

Underneath your content box you will see a series of drop down menus, one of which is called SECTION.

Select your section from this drop down menu and give it a number then UPDATE your page.



The screenshot shows a configuration panel for a website section. The 'Section' dropdown menu is open, showing a list of options: Social Media, SunSmart, Facebook PD's, inet Migration, Easy Start Website Kit, facebook, The Age headlines, Social Media Reports, Manuals, Alerts, Calendar Summary, links, Twitter, Feeds, uv test, Phone App Announcement, Contact Us, Downloading Updat-ed, Quickview, Facebook (highlighted), and Select Section. Other settings include 'Group' (Newsletter), 'Email', 'App', 'Facebook', 'Twitter', 'Show in navigation?', 'Publish Page?', 'Insert Photo Gallery', 'Access Type' (Public), and 'Administrative Access' (Blog Moderator, Fund Raising Page Administrator, PMP Roster).

Working with Sections

Visit your site to see your section on the page!

