



County Websites: Basics

**Any questions or training request:
chad.jennings@uky.edu**

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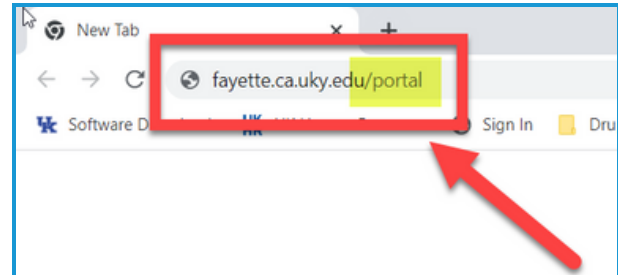
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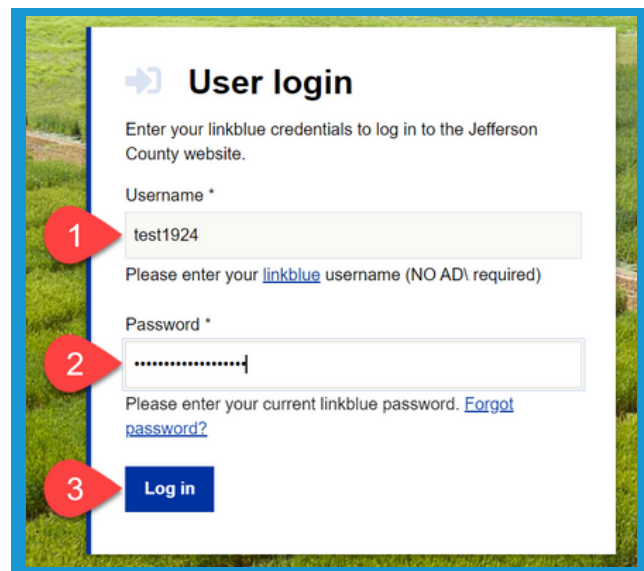
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Section 1a: Logging In

1. Go to your county's webpage. At the end of the address, type **"/portal"**.

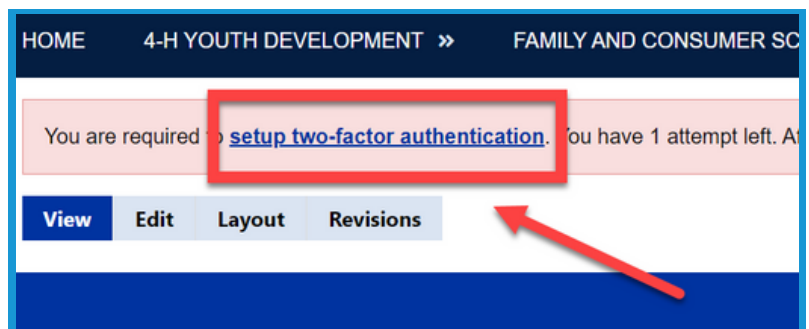


2. On the User Login screen enter your **LinkBlue ID (1)**. **Do not type "@uky.edu"**. Then enter your **LinkBlue password (2)**. Finally, click the **Log In button (3)**.



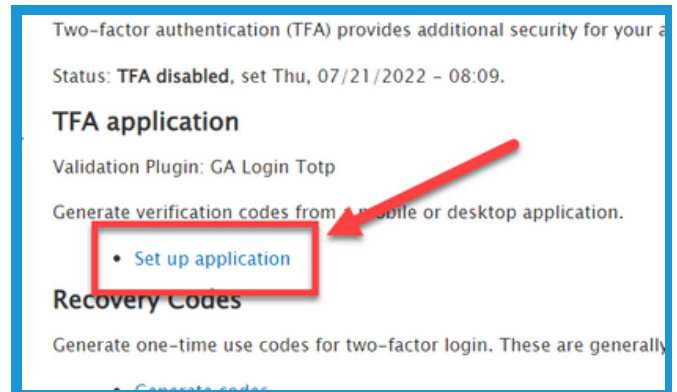
Section 1b: Setting Up 2 Factor Authentication

1. After logging in, click the **setup two-factor authentication** link at the top of the screen.

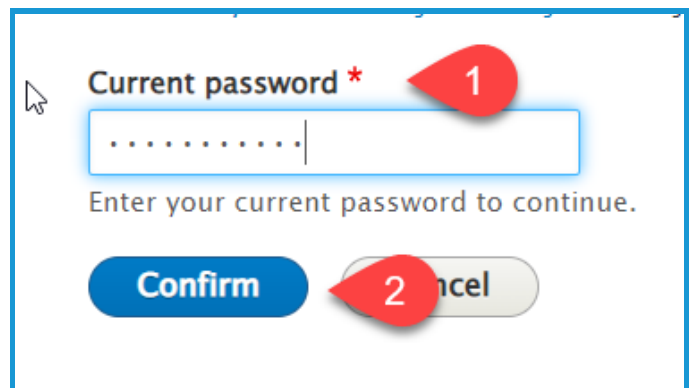


Section 1b: Setting Up 2 Factor Authentication

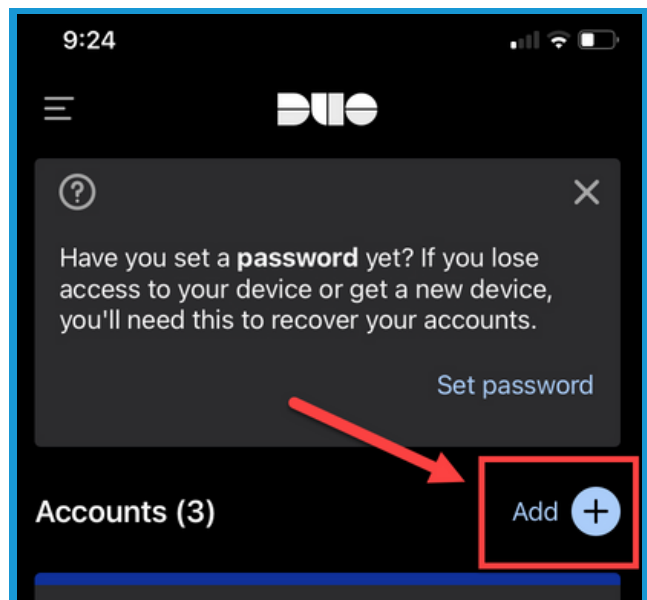
2. Select **Set up application** under TFA application on the next screen.



3. In the **Current Password** field (1), enter your LinkBlue password. Then click the **Confirm** button (2).

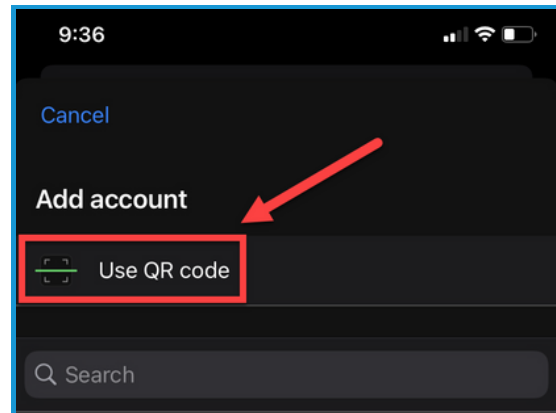


4. Open the **Duo App** on your smart device, and tap the **Add** button.



Section 1b: Setting Up 2 Factor Authentication

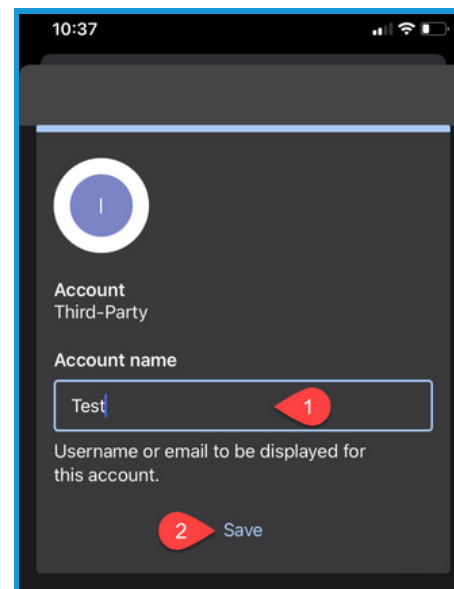
5. Tap **Use QR code** on the next screen of the app.



6. Place your phone in front of the QR code that is displayed on the webpage.

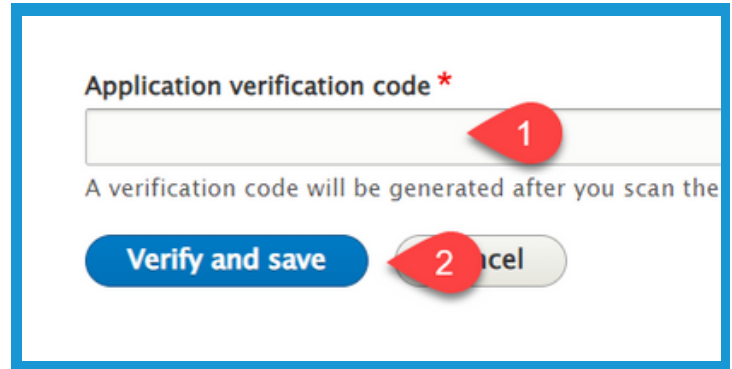


7. On your phone, follow the prompts until you get to the **Account Name** screen. Enter in a **name for the Website account (1)** and then tap **Save (2)**.

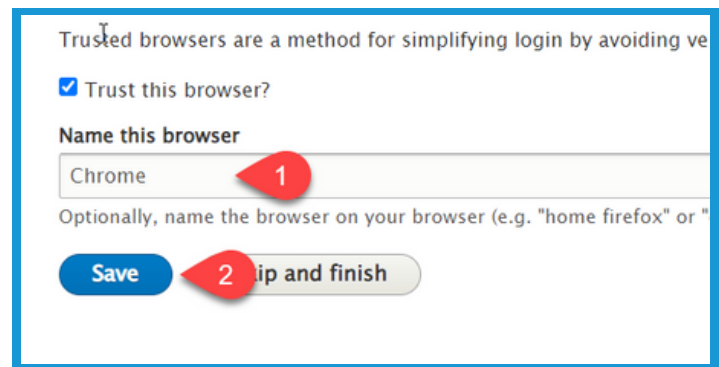


Section 1b: Setting Up 2 Factor Authentication

8. In the App, tap on the new Account listing. A six digit code will appear. **Back on the website**, enter that code in the **Application Verification field (1)**. Then click **Verify and save (2)**.

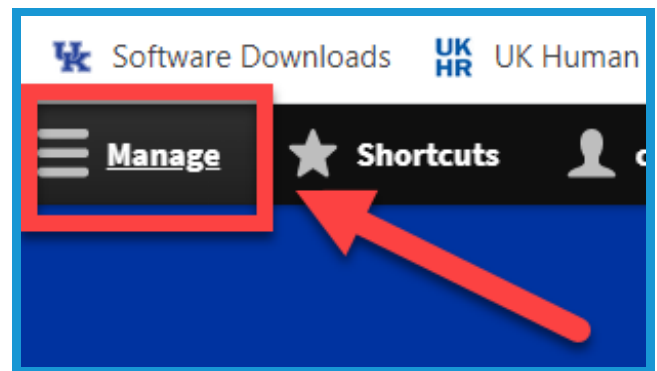


9. Verify the name of the browser **(1)**. Then click **Save (2)**.



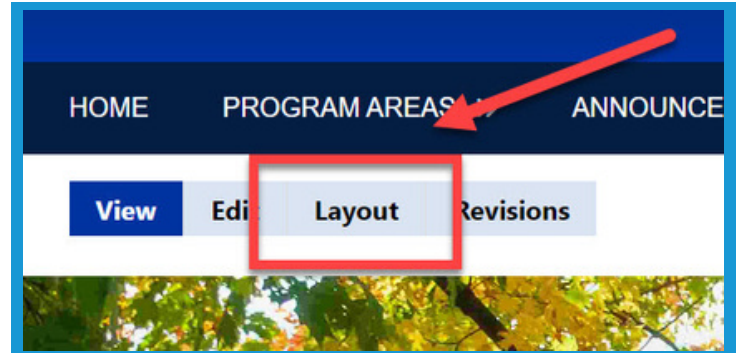
Section 2: Getting Started

1. Click **Manage** in the upper left corner.

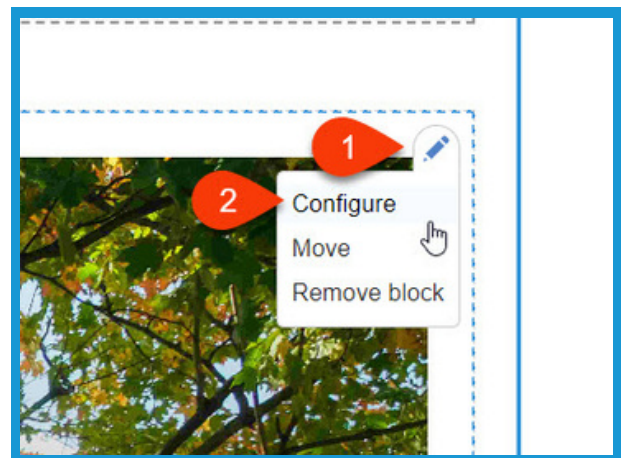


Section 3a: Home Page - Hero Image

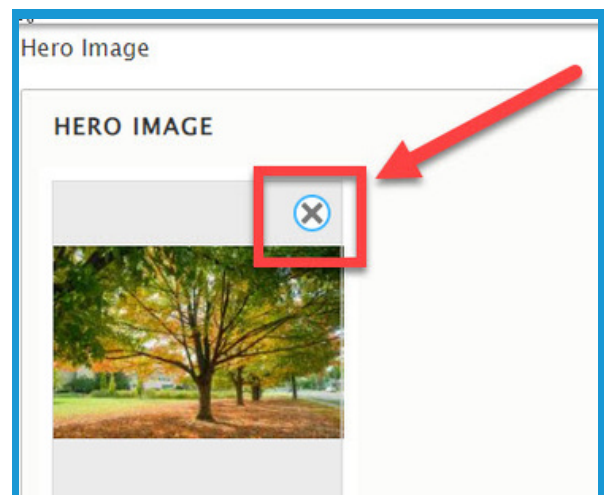
1. Select **Layout** at the top left of the page.



2. For the Hero Image, click the **Pencil icon (1)** in the upper right corner, and then select **Configure (2)**.

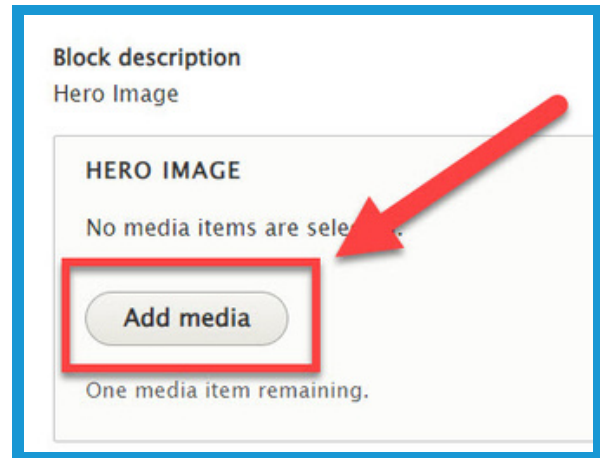


3. Click **the X** in the upper right corner of the image in configuration window.

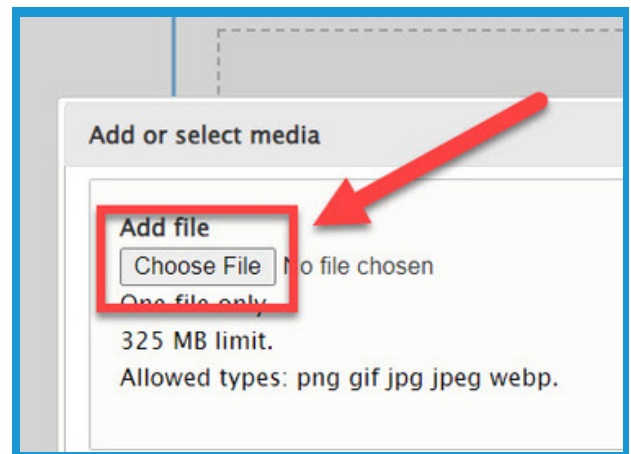


Section 3a: Home Page - Hero Image

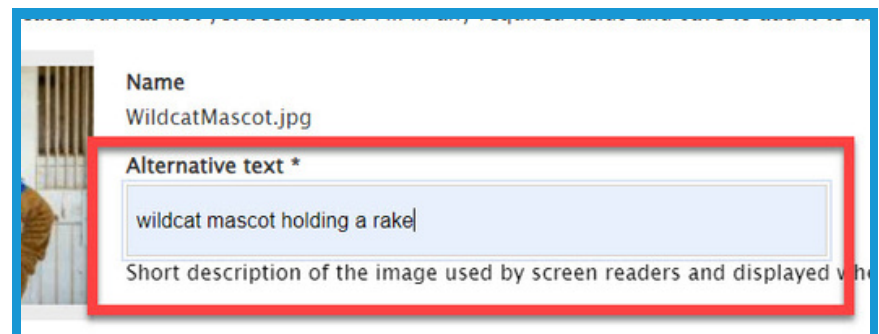
4. Click the **Add media** button.



5. Click **Choose File** and load the image needed.

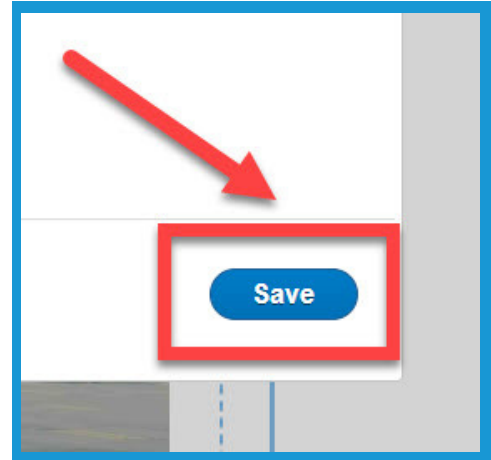


6. When the picture loads enter a brief description of the picture in the **Alternative text field**. **This is required.**

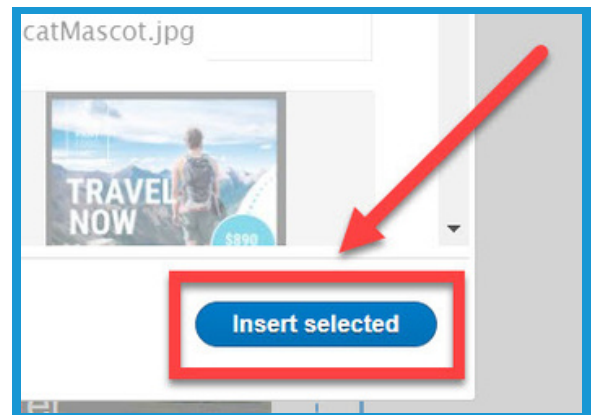


Section 3a: Home Page - Hero Image

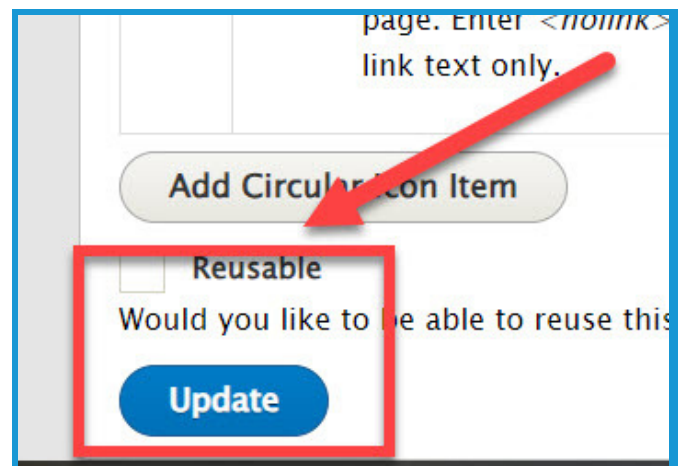
7. Select **Save** in the lower right.



8. Click **Insert selected** in the lower right corner.

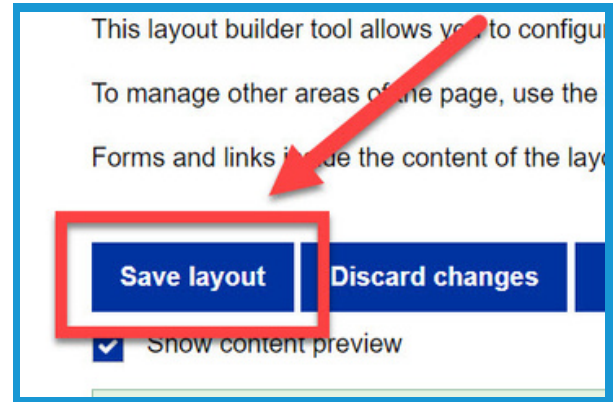


9. Click **Update** in the lower left corner.



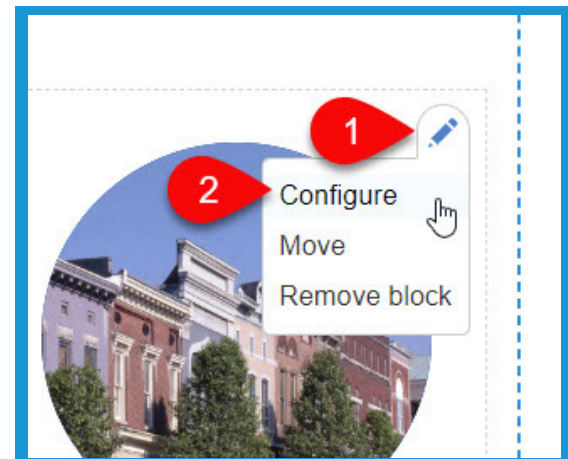
Section 3a: Home Page - Hero Image

10. Select **Save Layout** in the upper left corner of the screen.

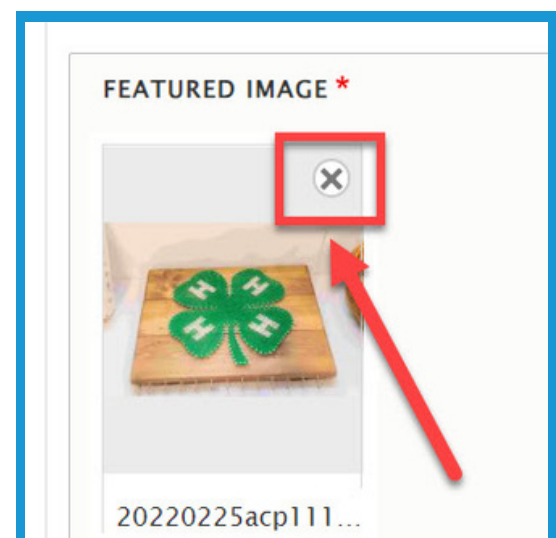


Section 3b: Home Page - Circular Icons

1. Place your mouse over the Circular Icons, click the **Pencil icon (1)** in the upper right corner, and then select **Configure (2)**.

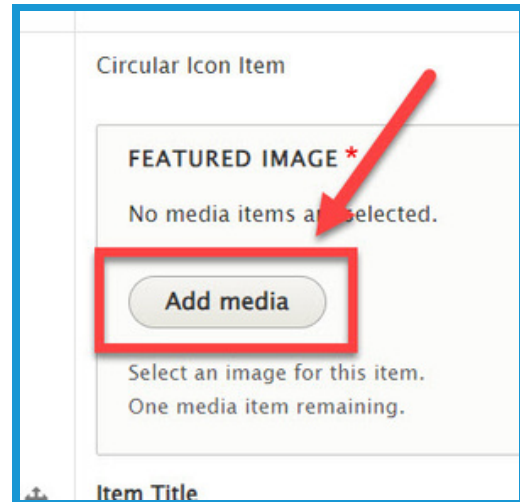


2. Click **the X** in the upper right corner of the image.

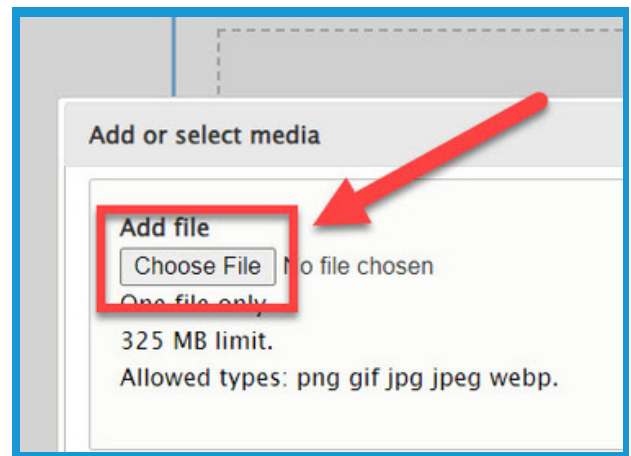


Section 3b: Home Page - Circular Icons

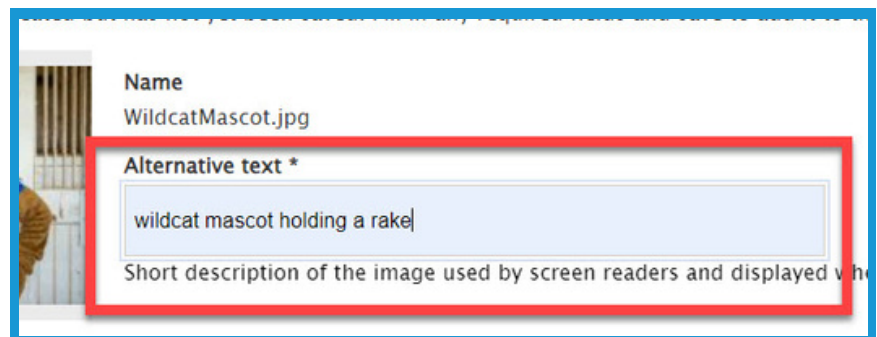
3. Click the **Add media** button.



4. Click **Choose File** and load the image needed.

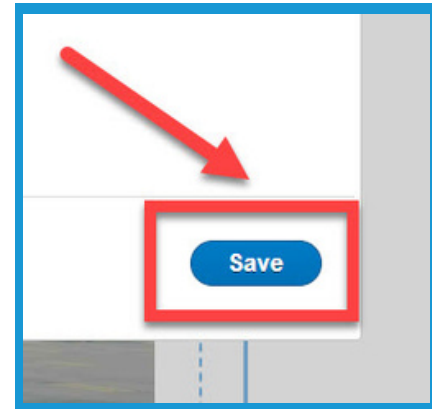


5. When the picture loads enter a brief description of the picture in the **Alternative text field**. **This is required.**

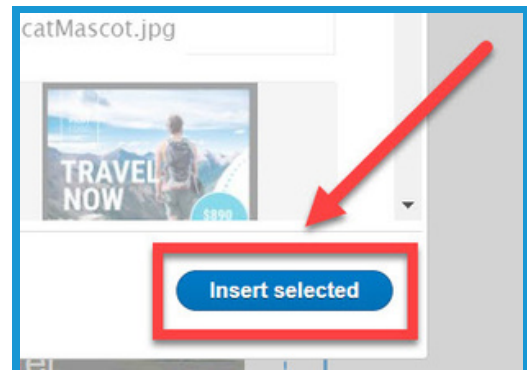


Section 3b: Home Page - Circular Icons

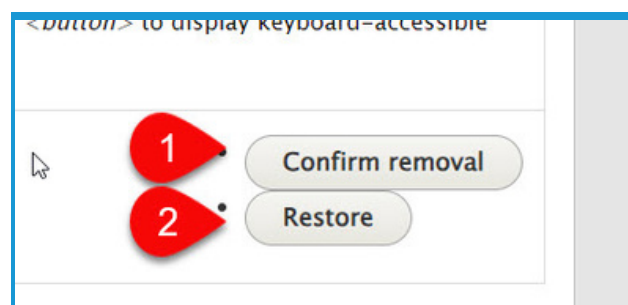
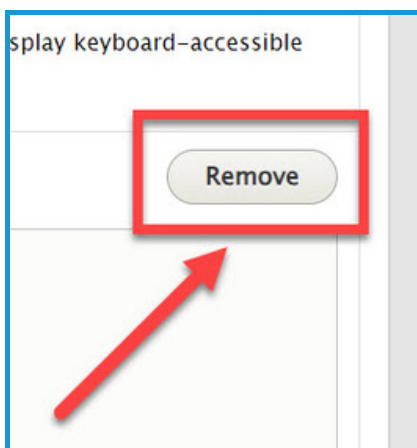
6. Select **Save** in the lower right.



7. Click **Insert selected** in the lower right corner.

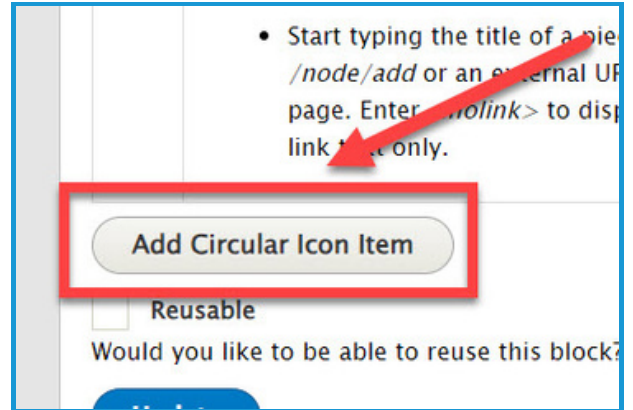


8. If a circular icon needs to be taken off the home page, click the **Remove button** in the upper right corner of icon that needs to be deleted. After click Remove you will need to select **Confirm removal (1)**, or you can retrieve the icon by selecting **Restore (2)**. **Do not remove any Program or the Community and Economic Development Icons.**

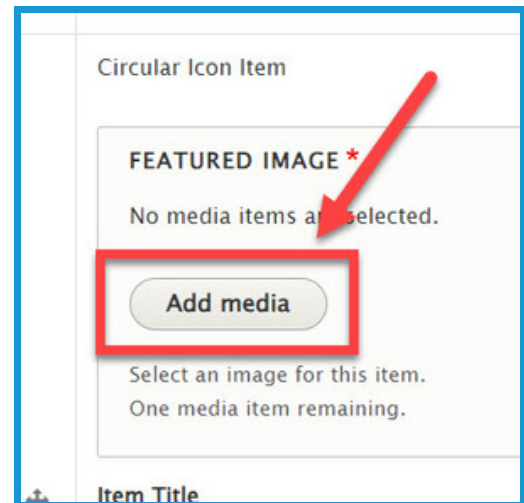


Section 3b: Home Page - Circular Icons

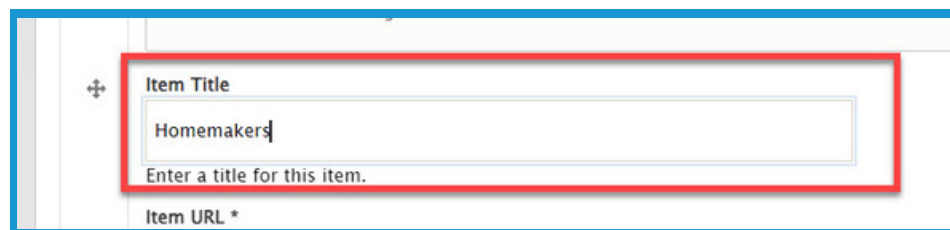
9. Click the **Add Circular Icon Item** button in the bottom left of the configuration window to add another icon to the home page.



10. Click the **Add media** button.
(See steps 4 - 7 on page 9)

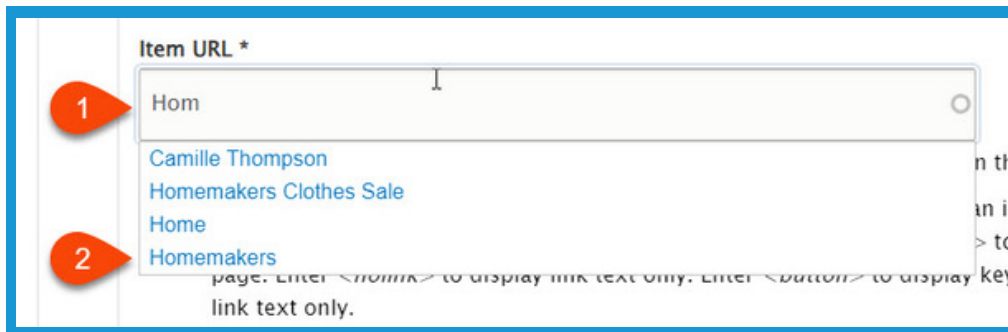


11. In the **Item Title** field list the page title that the circular icon will be used to direct the public to.

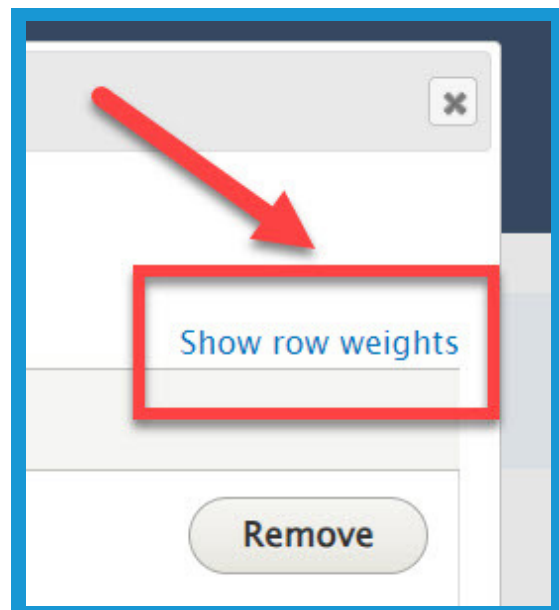


Section 3b: Home Page - Circular Icons

12. In the **Item URL field (1)** place the web address for the content that the user will be directed to when they click the icon. You can copy and paste the web address, or if the page is on the website just **type the title**. You can then click the page in the **search results (2)** below the field.

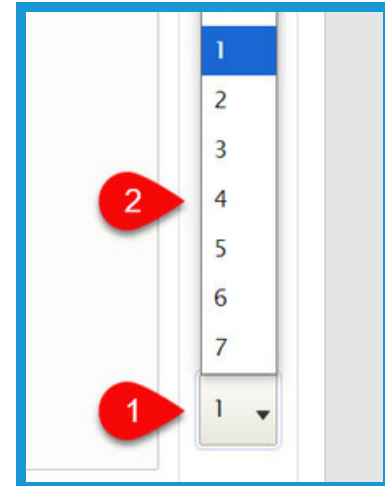


13. Click **Show row weights** in the upper right to change the order of the icons.

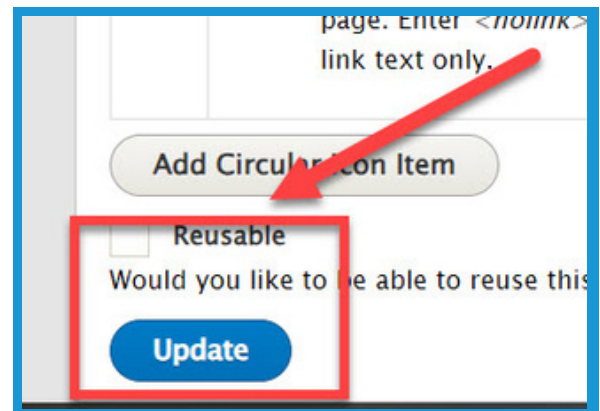


Section 3b: Home Page - Circular Icons

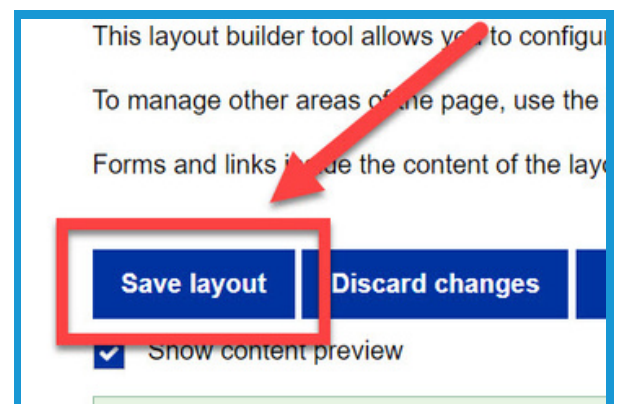
14. Click the dropdown menu to the right of the icon(1), and select the **numerical order (2)** you want the icon to go in the block.



15. Click **Update** in the lower left corner.

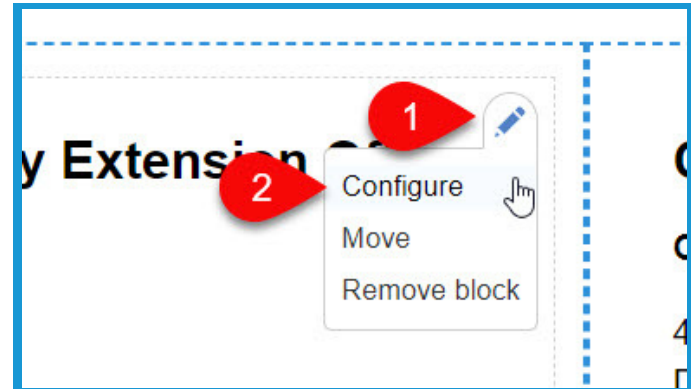


16. Select **Save Layout** in the upper left corner of the screen.

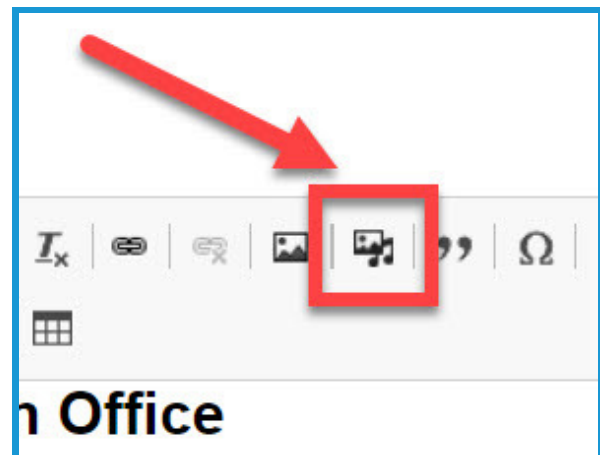


Section 3c: Home Page - Contact Information

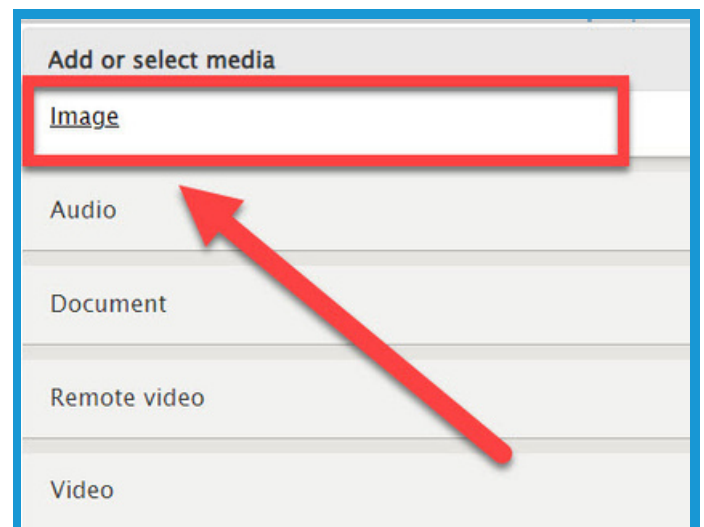
1. Place your mouse over the Building Picture, click the **pencil icon (1)** and then select **Configure (2)**.



2. Select the **Insert from Media Library** button in the toolbar at the top of the textbox.

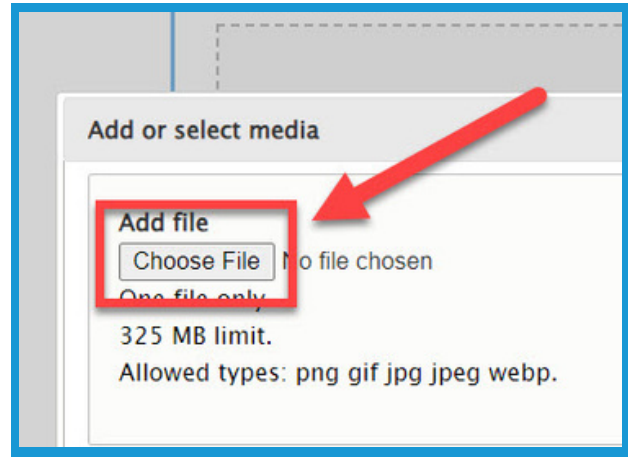


3. Select **Image** on the left side of the screen.

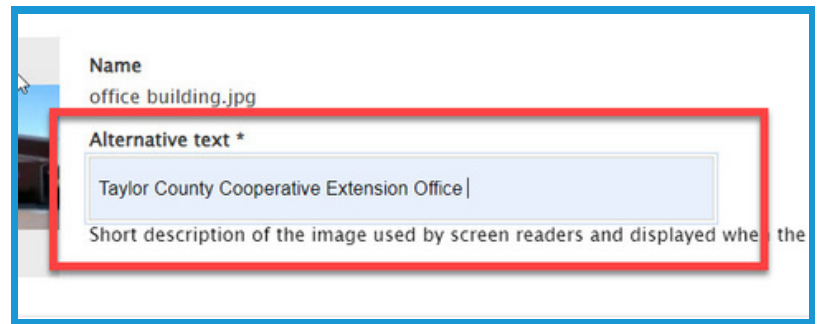


Section 3c: Home Page - Contact Information

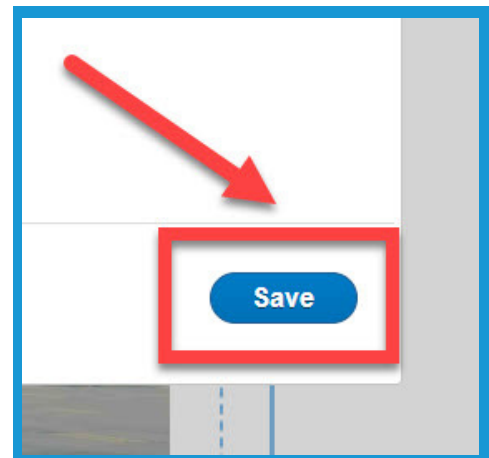
4. Click **Choose File** and load the image needed.



5. When the picture loads enter a brief description of the picture in the **Alternative text field**. **This is required.**

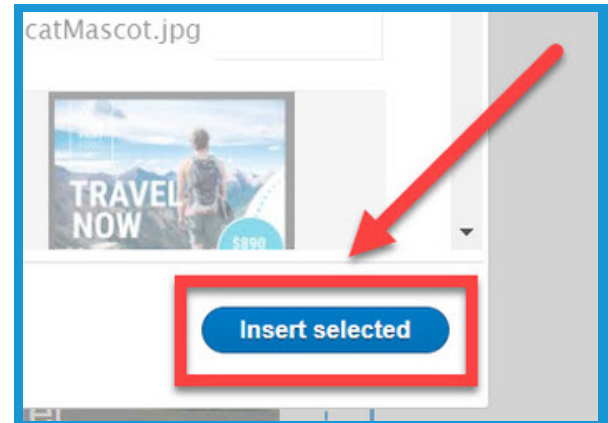


6. Select **Save** in the lower right.

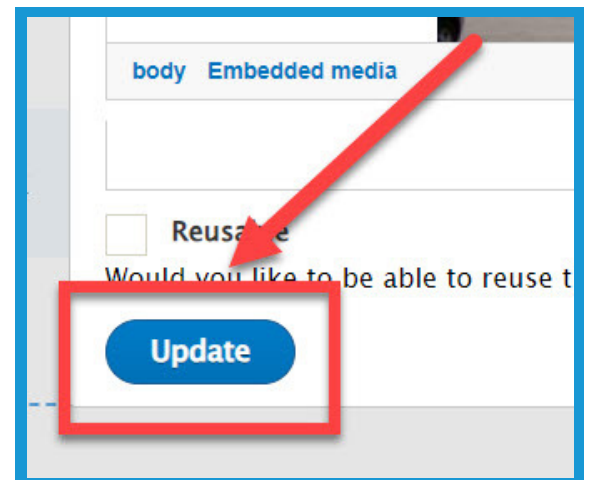


Section 3c: Home Page - Contact Information

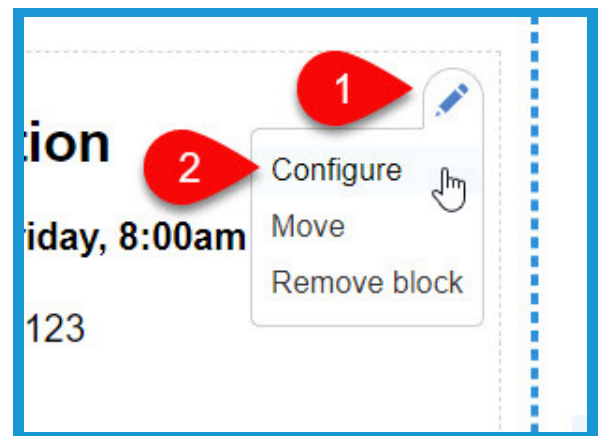
7. Click **Insert selected** in the lower right corner.



8. Click **Update** in the lower left corner.

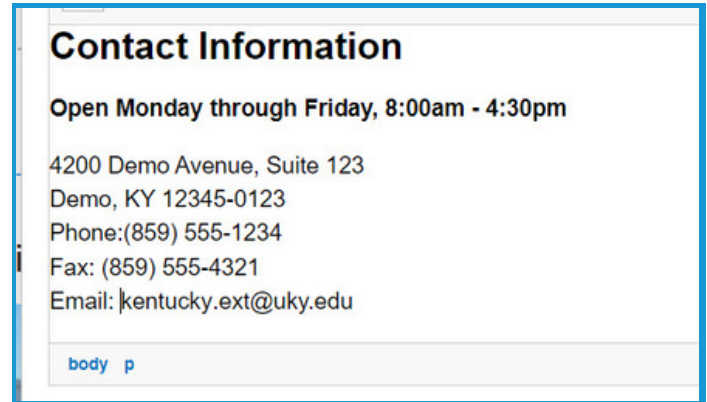


9. Place your mouse over the office address, click the **pencil icon (1)** and then select **Configure (2)**.

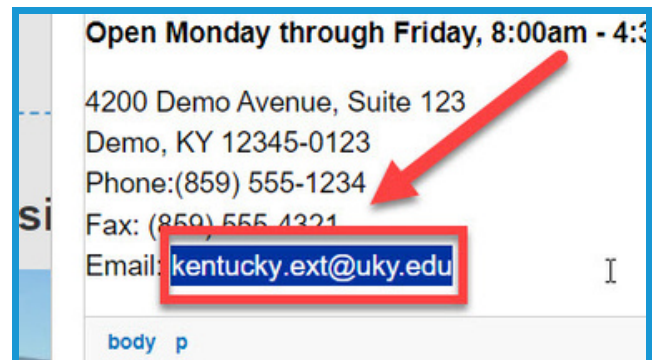


Section 3c: Home Page - Contact Information

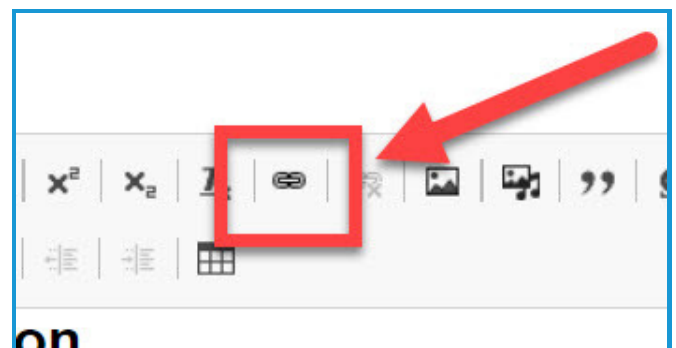
10. Delete the old information and type the updated contact information.



11. Click and drag over the **email address** to highlight the text.

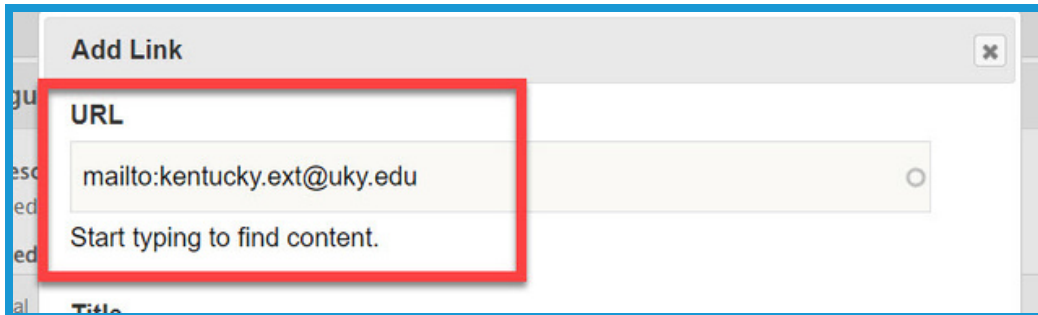


12. Click the **Link button** in the toolbar at the top of the textbox.



Section 3c: Home Page - Contact Information

13. In the **URL field** type “mailto:” followed by the **email address**.
Do not put any spaces between the characters or text.



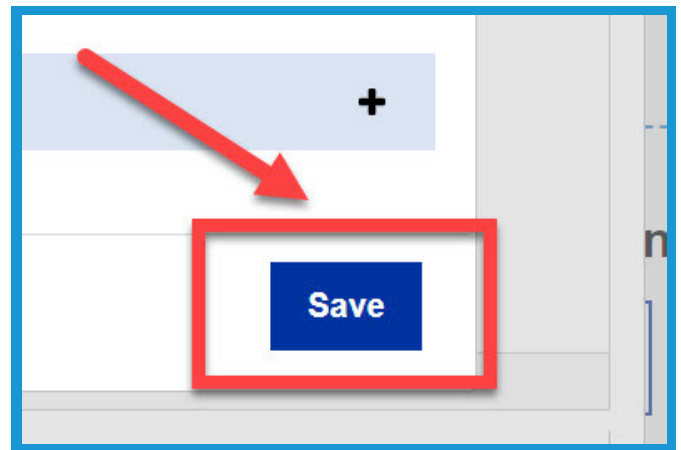
Add Link

URL

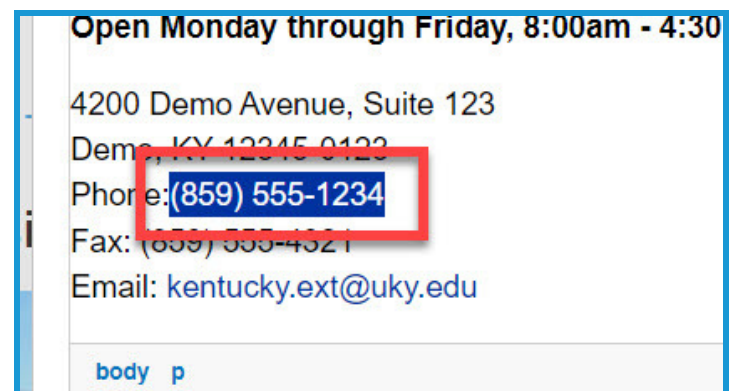
mailto:kentucky.ext@uky.edu

Start typing to find content.

14. Click **Save** in the lower right corner.



15. **Click and drag** over the **phone number** to highlight the text.



Open Monday through Friday, 8:00am - 4:30

4200 Demo Avenue, Suite 123
Demo, KY 40345-0123
Phone: (859) 555-1234
Fax: (859) 555-4321
Email: kentucky.ext@uky.edu

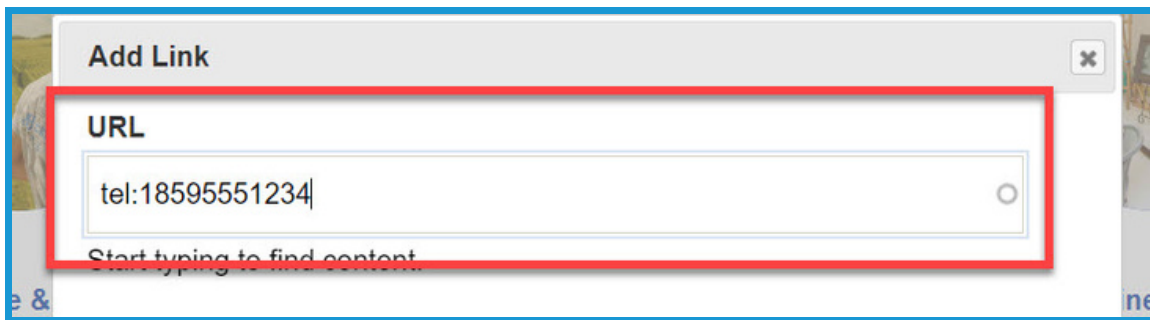
body p

Section 3c: Home Page - Contact Information

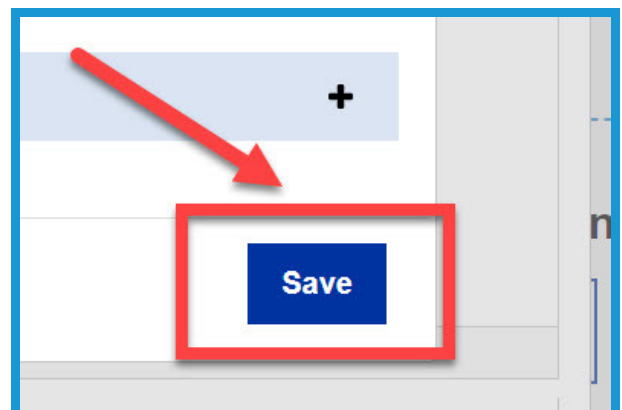
16. Click the **Link button** in the toolbar at the top of the textbox.



17. In the **URL field** type “tel:” followed by “1”, the **area code**, and the **7 digit phone number**. **Do not put any spaces between the characters or text.**

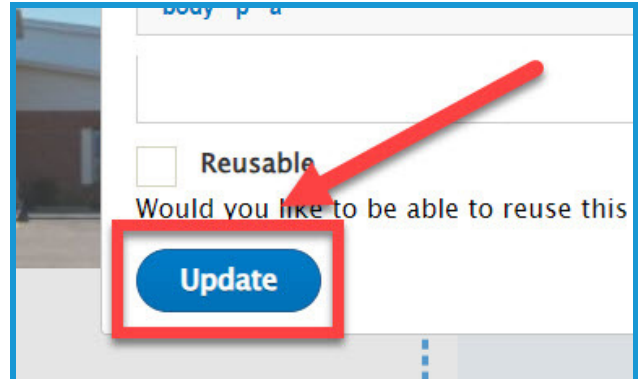


18. Click **Save** in the lower right corner.

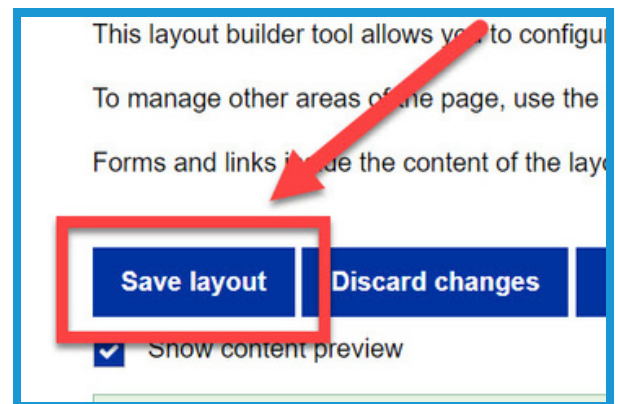


Section 3c: Home Page - Contact Information

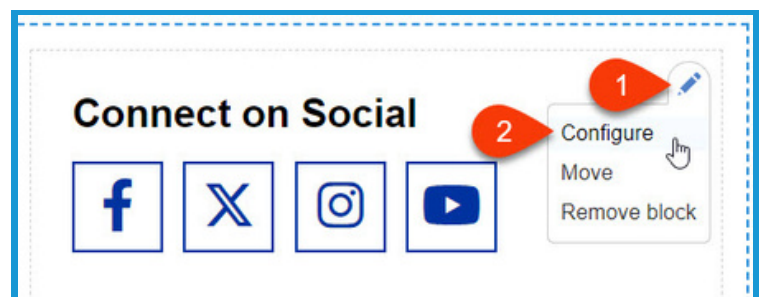
19. Click **Update** in the lower left corner.



20. Select **Save Layout** in the upper left corner of the screen.



21. Place your mouse over the **social media icons**. Click the **pencil icon (1)**, and then click **Configure (2)**.



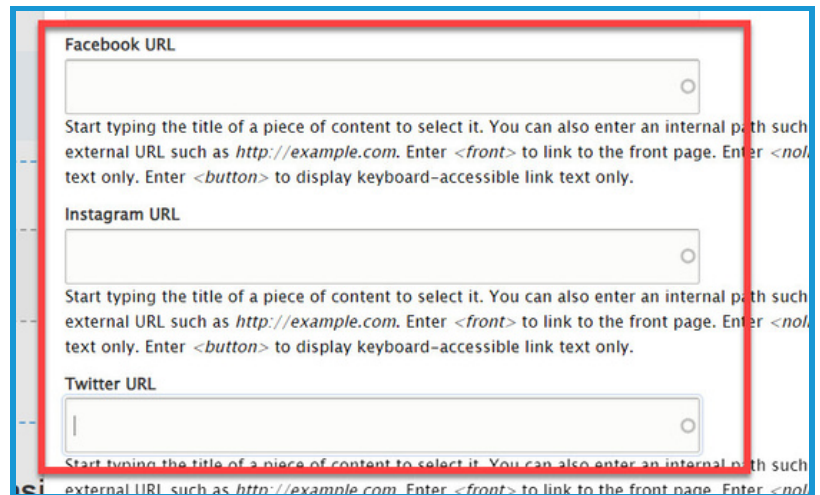
Section 3c: Home Page - Contact Information

22. Give you Social Media buttons a title in the **Icon Set Title Text** field.



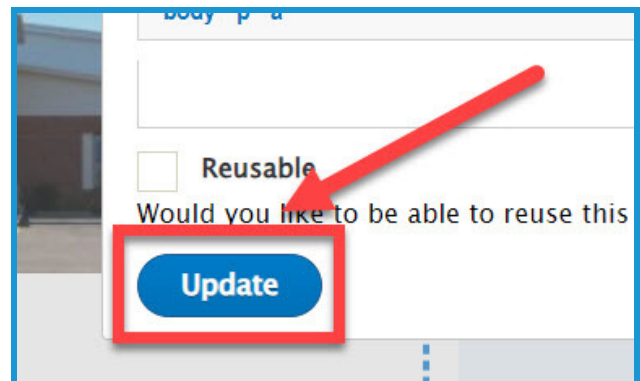
A screenshot of a web form showing a text input field labeled "Icon Set Title Text" with the text "Connect on Social" entered. Below it is a field for "Facebook URL". The entire form area is highlighted with a red border.

23. Place your social media links into the **appropriate fields provided**.



A screenshot of a web form showing three text input fields for "Facebook URL", "Instagram URL", and "Twitter URL". Each field is followed by a small circular icon. Below each field is a line of explanatory text: "Start typing the title of a piece of content to select it. You can also enter an internal path such as `<front>` to link to the front page. Enter `<no>` text only. Enter `<button>` to display keyboard-accessible link text only." The entire form area is highlighted with a red border.

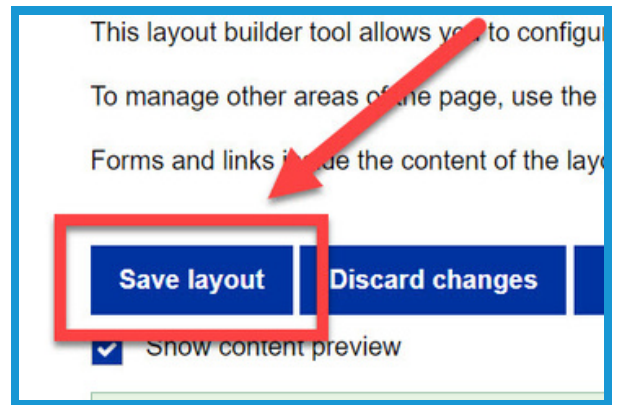
24. Click **Update** in the lower left corner.



A screenshot of a web form showing a checkbox labeled "Reusable" with the text "Would you like to be able to reuse this" below it. A red arrow points to the checkbox. Below the checkbox is a blue button labeled "Update". The button is highlighted with a red border.

Section 3c: Home Page - Contact Information

25. Select **Save Layout** in the upper left corner of the screen.

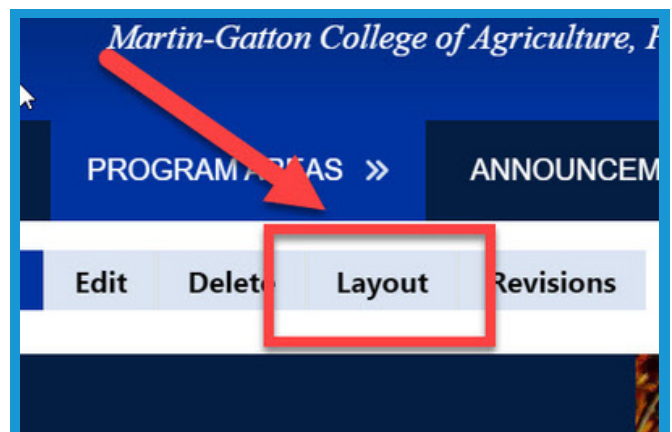


Section 4a: Program Areas Page - Split Hero Image

1. Click **Program Areas** link in the main menu bar at the top of the page.

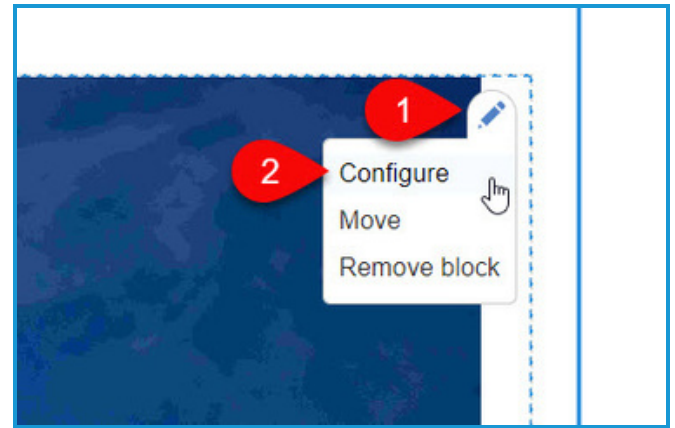


2. Select **Layout** at the top left of the page.

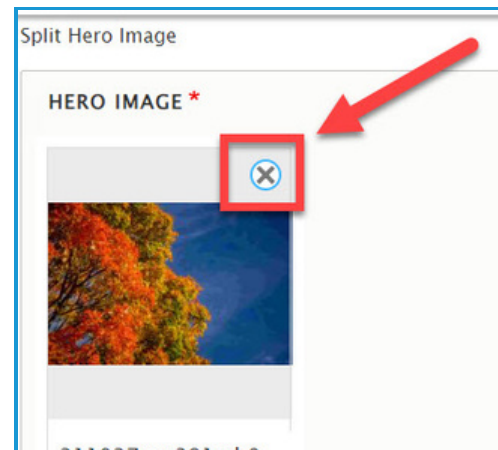


Section 4a: Program Areas Page - Split Hero Image

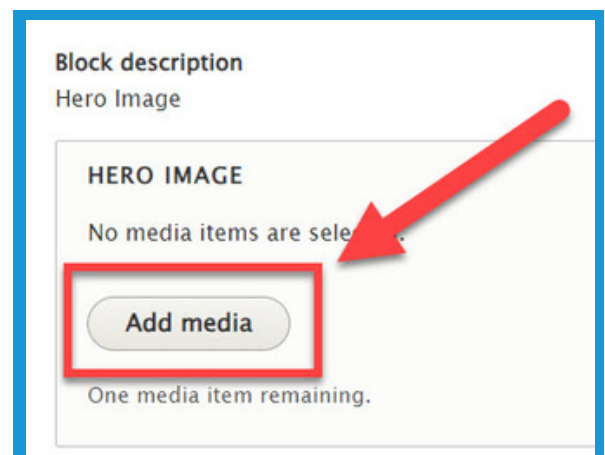
3. Place your mouse over the Split hero image. Click the **pencil icon (1)**, and then click **Configure (2)**.



4. Click **the “X”** in the upper right corner of the picture in the configuration window.

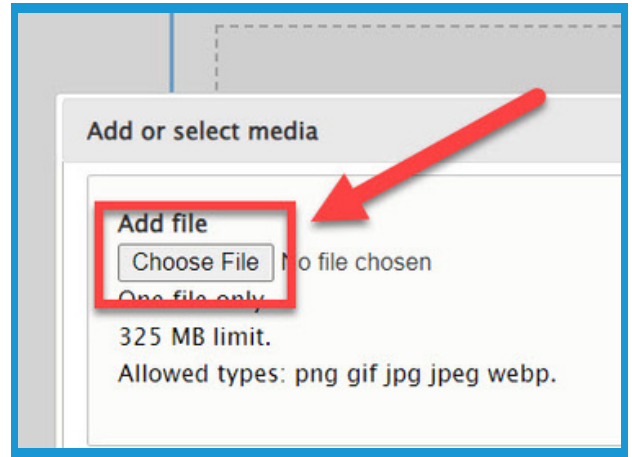


5. Click the **Add media** button.

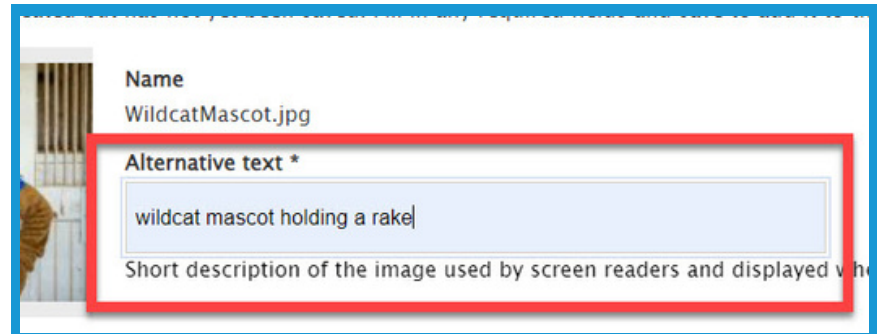


Section 4a: Program Areas Page - Split Hero Image

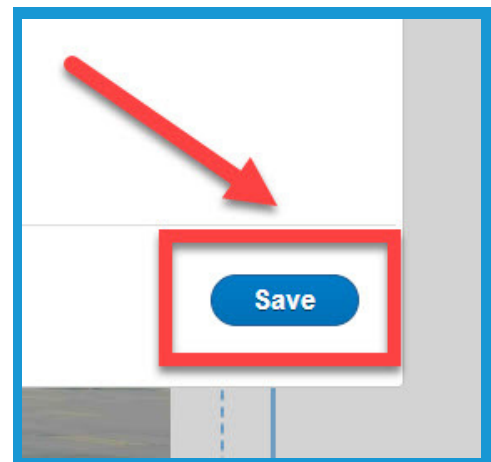
6. Click **Choose File** and load the image needed.



7. When the picture loads enter a brief description of the picture in the **Alternative text field**. **This is required.**

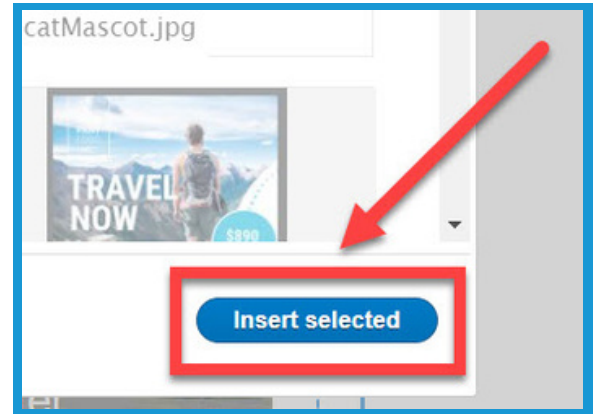


8. Select **Save** in the lower right.

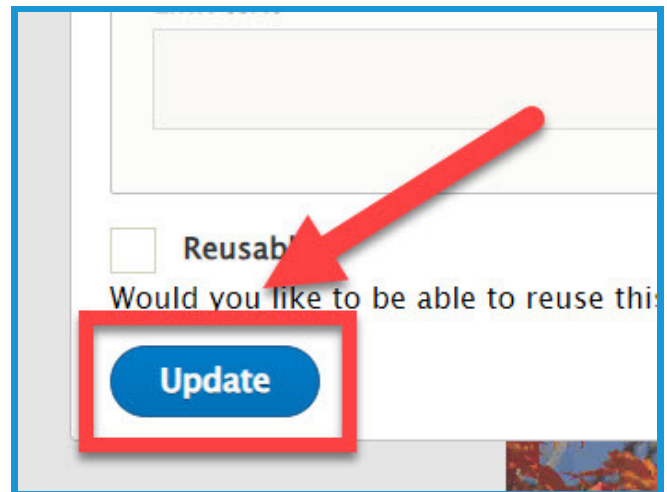


Section 4a: Program Areas Page - Split Hero Image

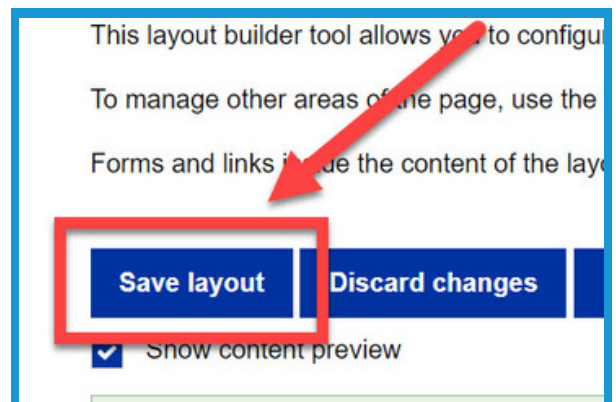
9. Click **Insert selected** in the lower right corner.



10. Click **Update** in the lower left corner.

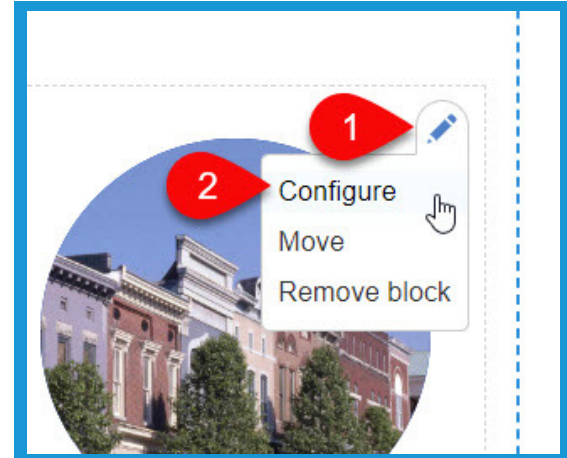


11. Select **Save Layout** in the upper left corner of the screen.

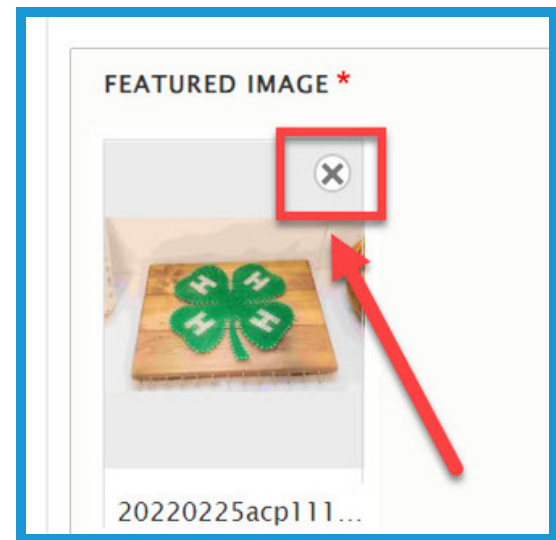


Section 4b: Program Areas Page - Circular Icons

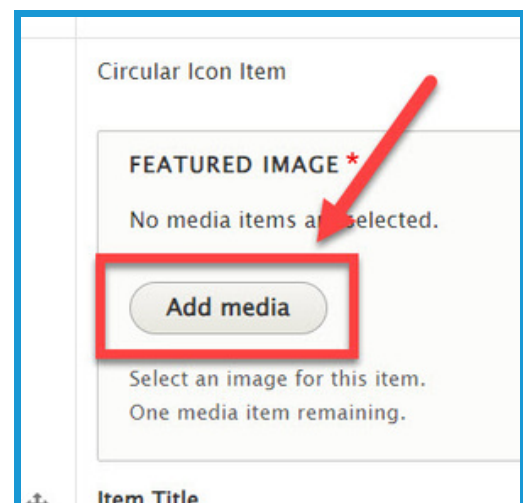
1. Place your mouse over the Circular Icons, click the **Pencil icon (1)** in the upper right corner, and then select **Configure (2)**.



2. Click **the X** in the upper right corner of the image.

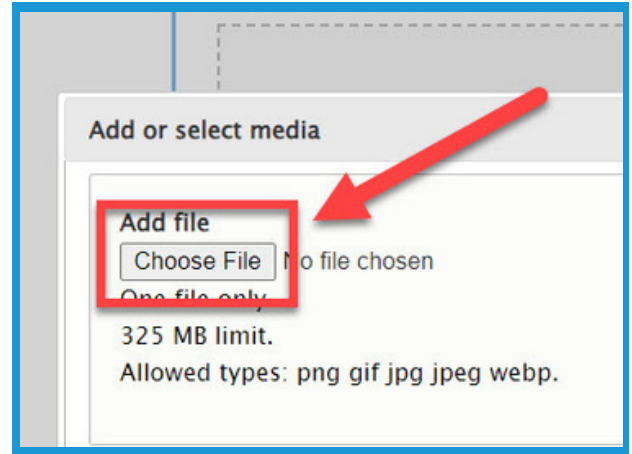


3. Click the **Add media** button.

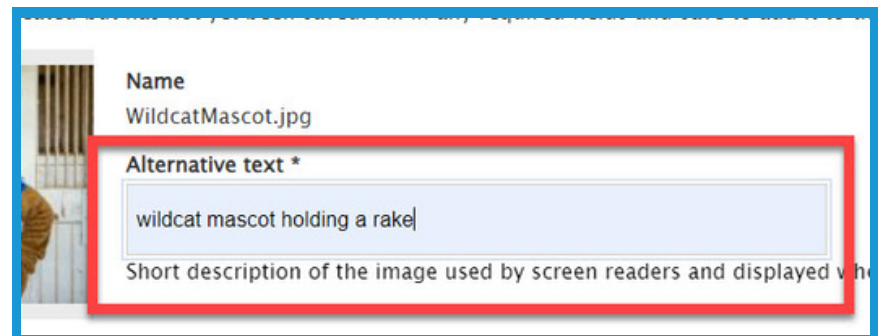


Section 4b: Program Areas Page - Circular Icons

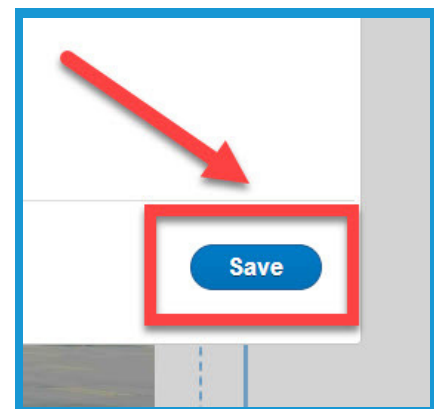
4. Click **Choose File** and load the image needed.



5. When the picture loads enter a brief description of the picture in the **Alternative text field**. **This is required.**

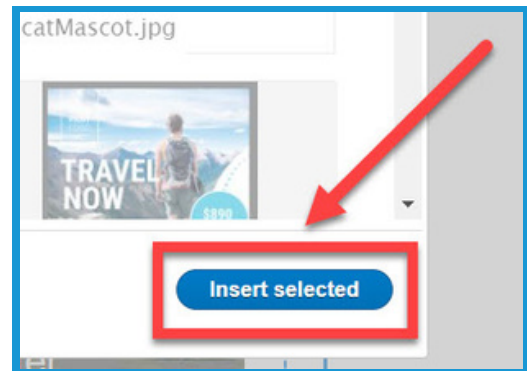


6. Select **Save** in the lower right.

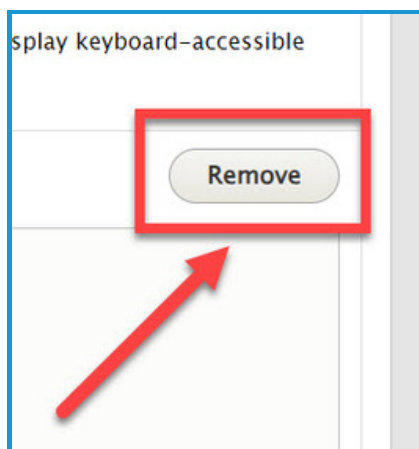


Section 4b: Program Areas Page - Circular Icons

7. Click **Insert selected** in the lower right corner.

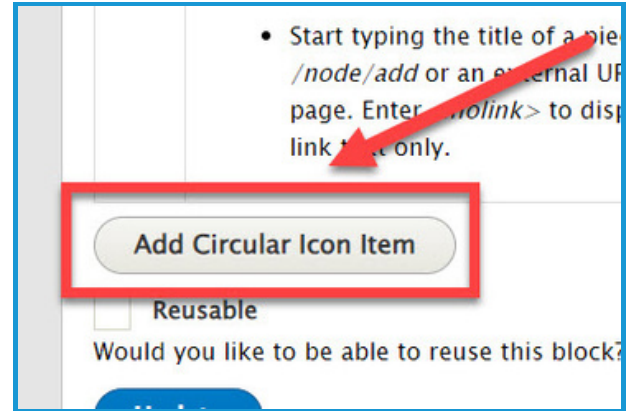


8. If a circular icon needs to be taken off the home page, click the **Remove button** in the upper right corner of icon that needs to be deleted. After click Remove you will need to select **Confirm removal (1)**, or you can retrieve the icon by selecting **Restore (2)**. **Do not remove any Program or the Community and Economic Development Icons.**

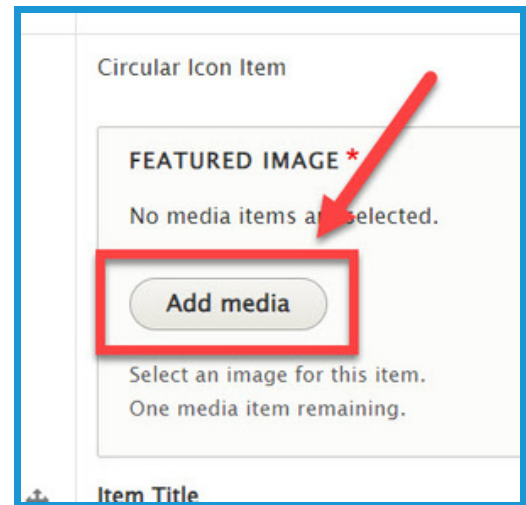


Section 4b: Program Areas Page - Circular Icons

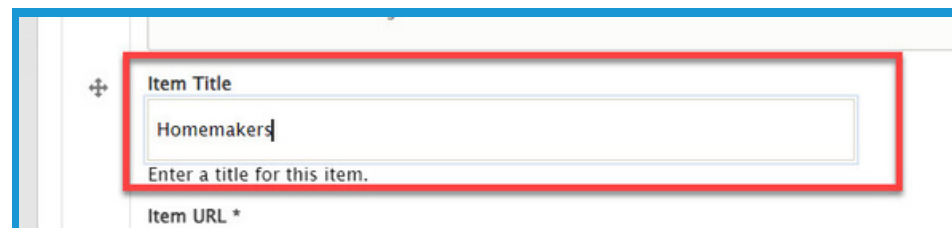
9. Click the **Add Circular Icon Item** button in the bottom left of the configuration window to add another icon to the home page.



10. Click the **Add media** button.
(See steps 4 - 7 on page 9)

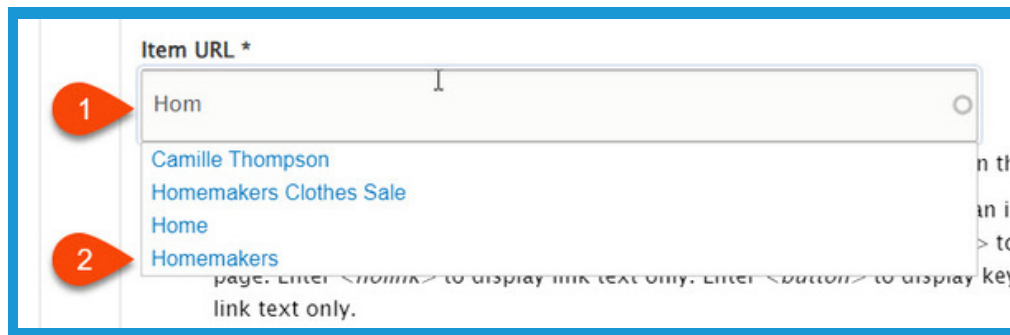


11. In the **Item Title** field list the page title that the circular icon will be used to direct the public to.

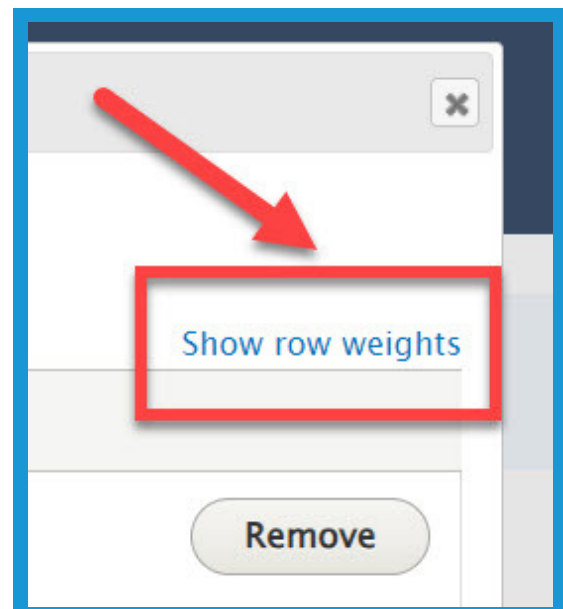


Section 4b: Program Areas Page - Circular Icons

12. In the **Item URL field (1)** place the web address for the content that the user will be directed to when they click the icon. You can copy and paste the web address, or if the page is on the website just **type the title**. You can then click the page in the **search results (2)** below the field.

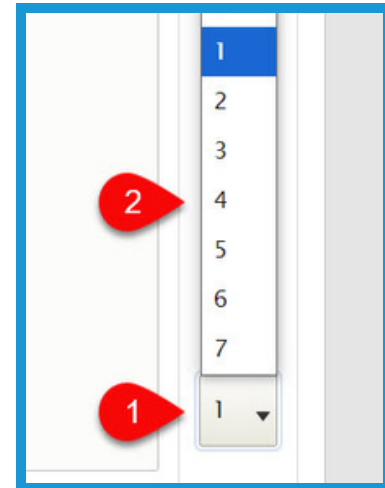


13. Click **Show row weights** in the upper right to change the order of the icons.

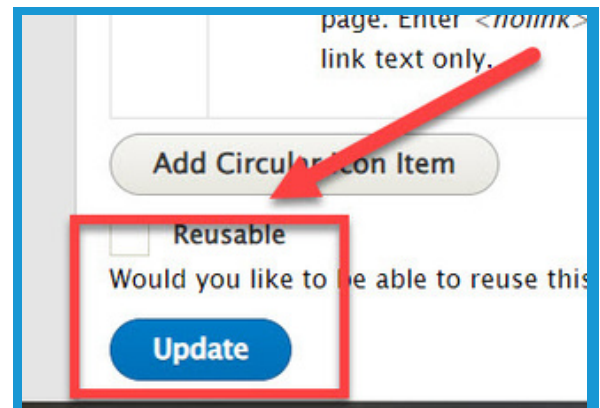


Section 4b: Program Areas Page - Circular Icons

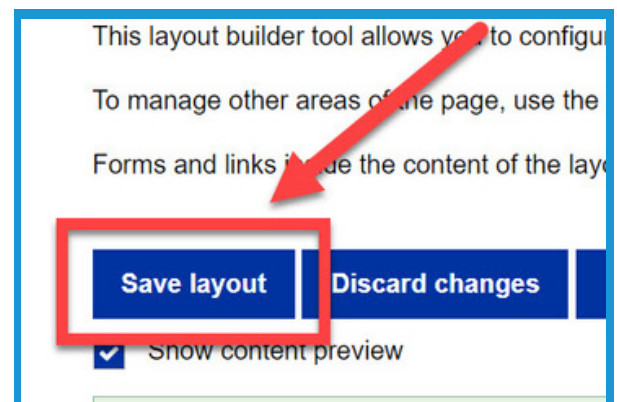
14. Click the dropdown menu to the right of the icon(1), and select the **numerical order (2)** you want the icon to go in the block.



15. Click **Update** in the lower left corner.



16. Select **Save Layout** in the upper left corner of the screen.

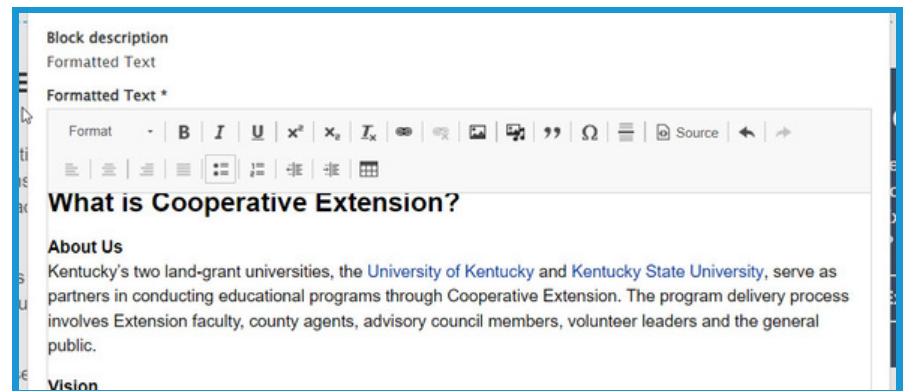


Section 4c: Program Areas Page - Mission Statement

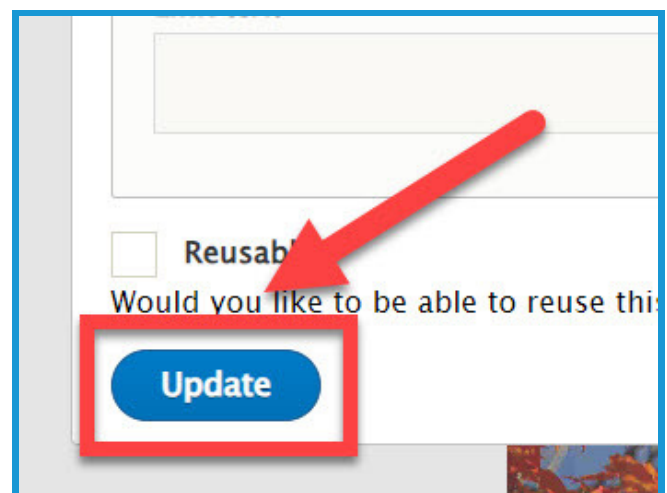
1. Place your mouse over the mission statement. Click the **pencil icon (1)** in the upper right corner, and then click **Configure (2)**.



2. Remove the unwanted text and either type or copy and paste the needed text into the provided box. **Do not copy and paste or click and drag images or files.**

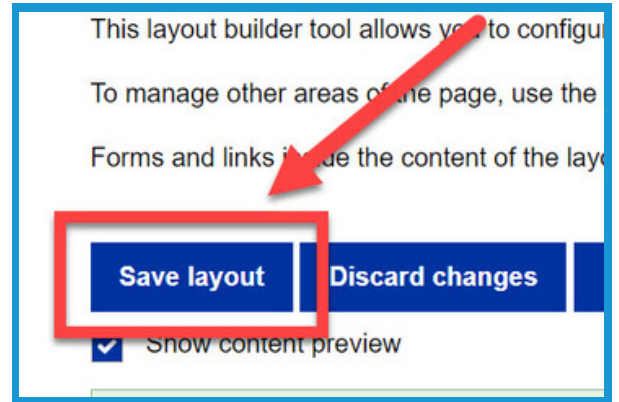


3. Click **Update** in the lower left corner.



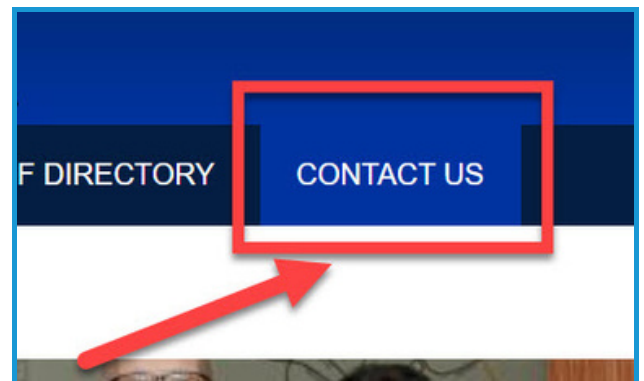
Section 4c: Program Areas Page - Mission Statement

3. Select **Save Layout** in the upper left corner of the screen.

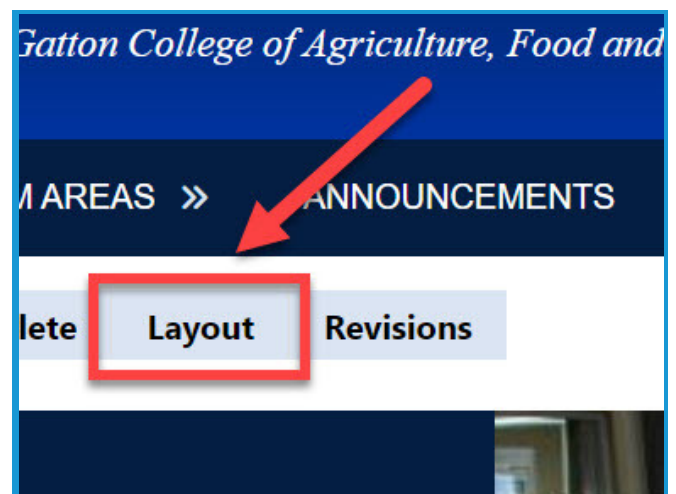


Section 5a: Contact Us Page - Split Hero Image

1. Click **Contact Us** link in the main menu bar at the top of the page.

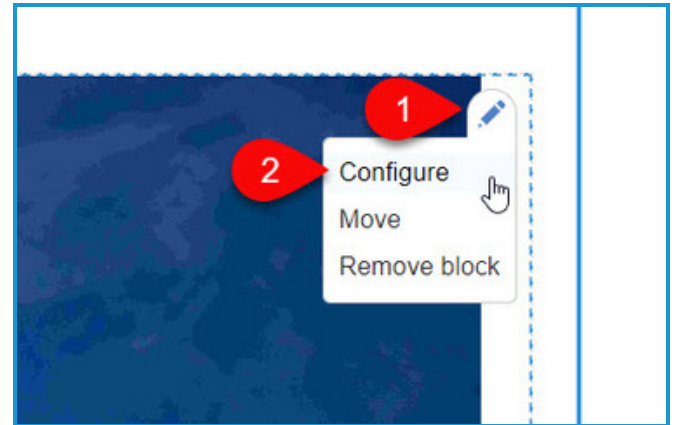


2. Select **Layout** at the top left of the page.

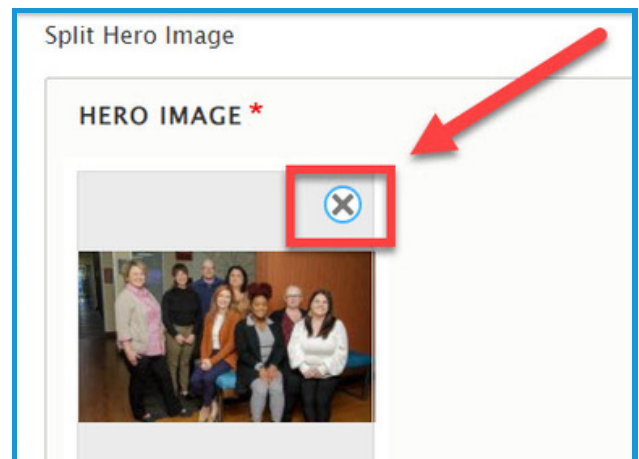


Section 5a: Contact Us Page - Split Hero Image

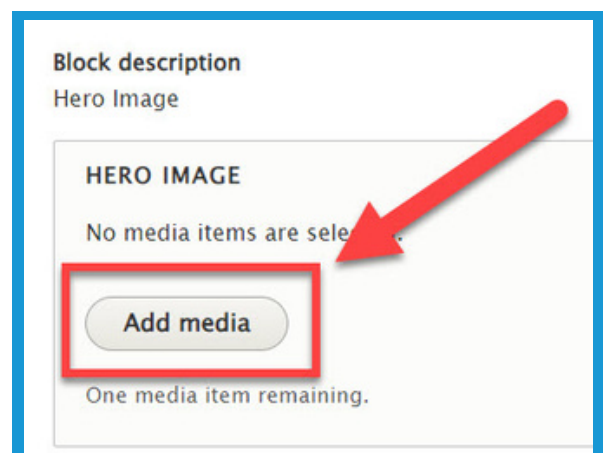
3. Place your mouse over the Split hero image. Click the **pencil icon (1)**, and then click **Configure (2)**.



4. Click **the “X”** in the upper right corner of the picture in the configuration window.

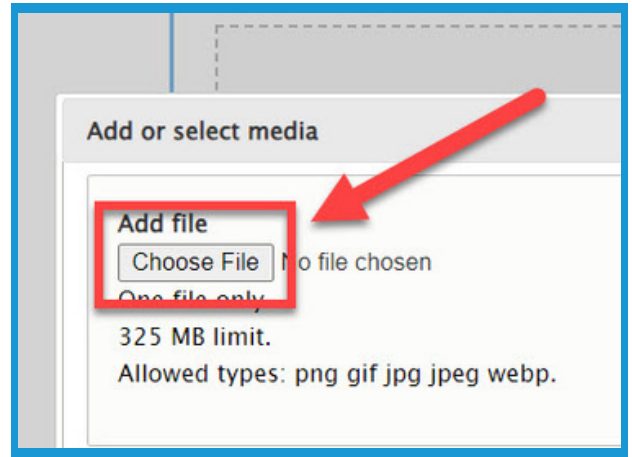


5. Click the **Add media** button.

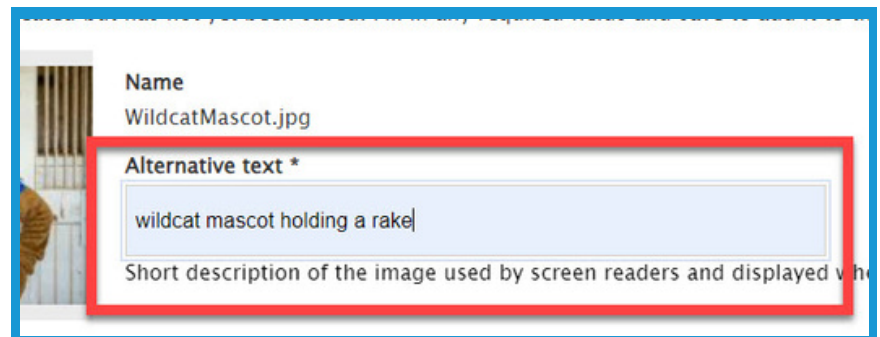


Section 5a: Contact Us Page - Split Hero Image

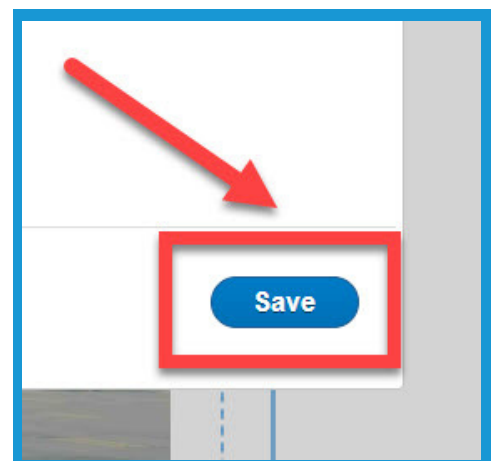
6. Click **Choose File** and load the image needed.



7. When the picture loads enter a brief description of the picture in the **Alternative text field**. **This is required.**

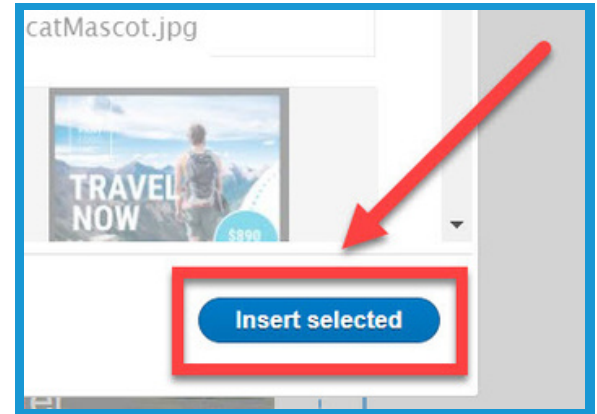


8. Select **Save** in the lower right.

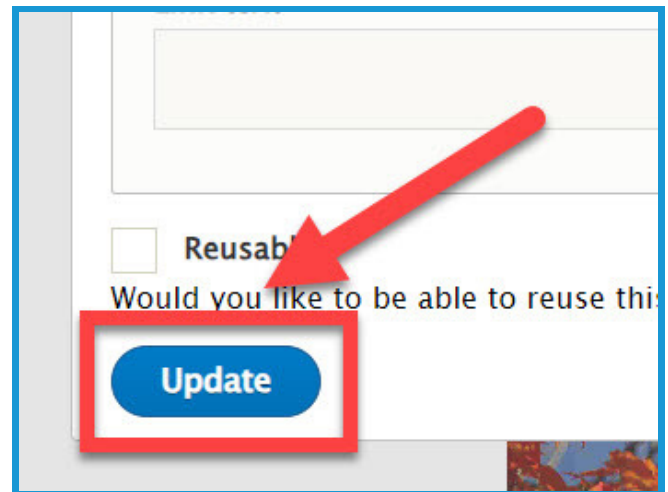


Section 5a: Contact Us Page - Split Hero Image

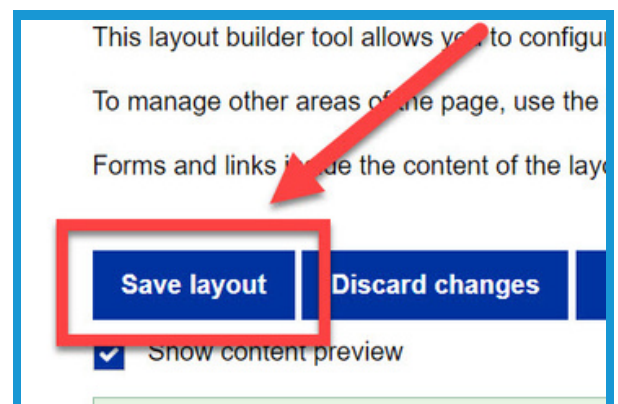
9. Click **Insert selected** in the lower right corner.



10. Click **Update** in the lower left corner.

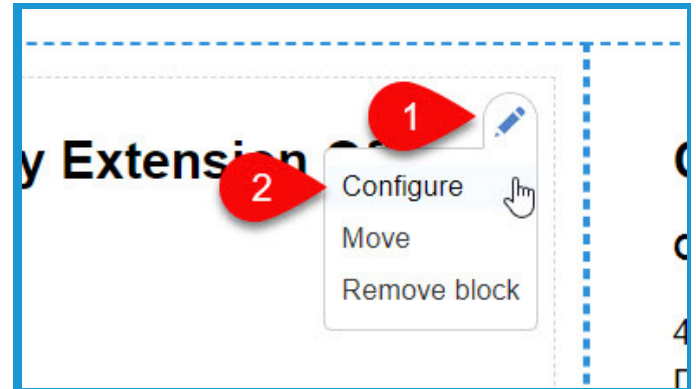


11. Select **Save Layout** in the upper left corner of the screen.

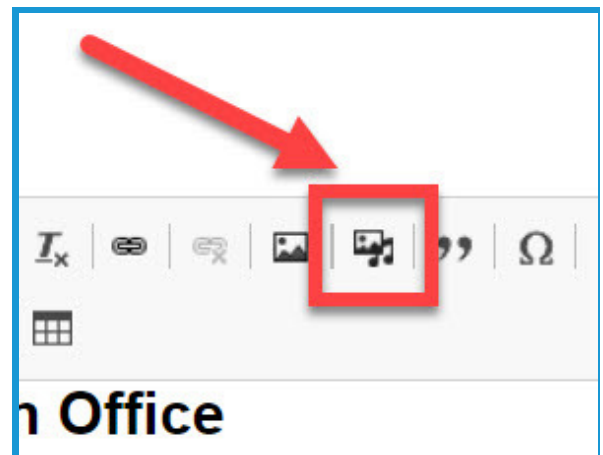


Section 5b: Contact Us Page - Contact Information

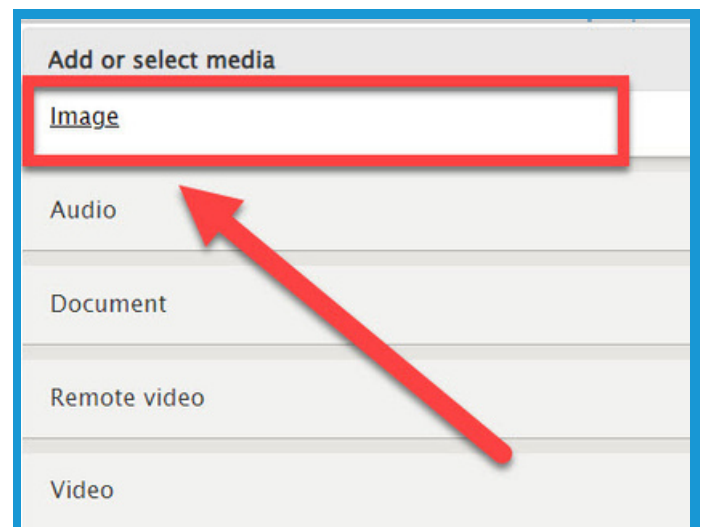
1. Place your mouse over the Building Picture, click the **pencil icon (1)** and then select **Configure (2)**.



2. Select the **Insert from Media Library** button in the toolbar at the top of the textbox.

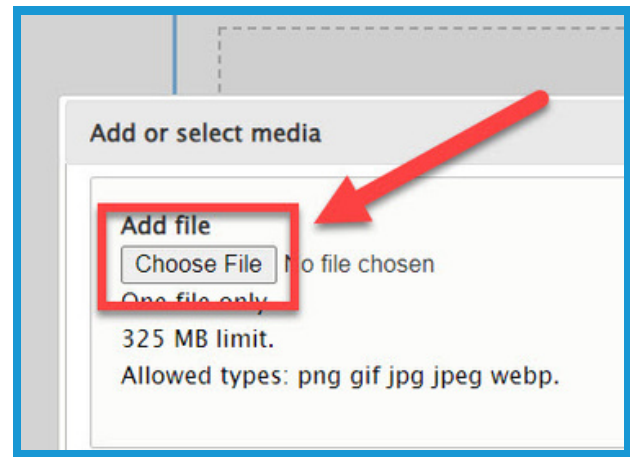


3. Select **Image** on the left side of the screen.

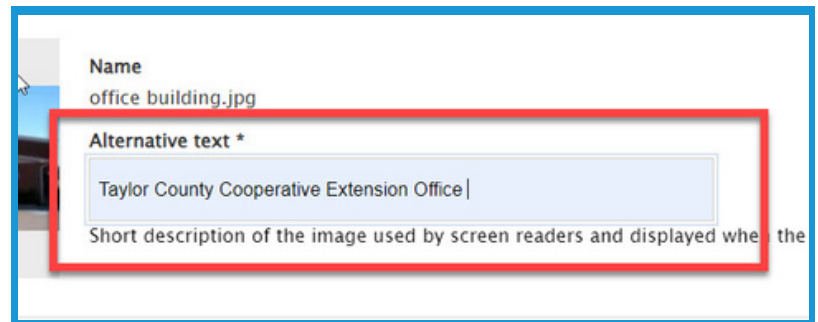


Section 5b: Contact Us Page - Contact Information

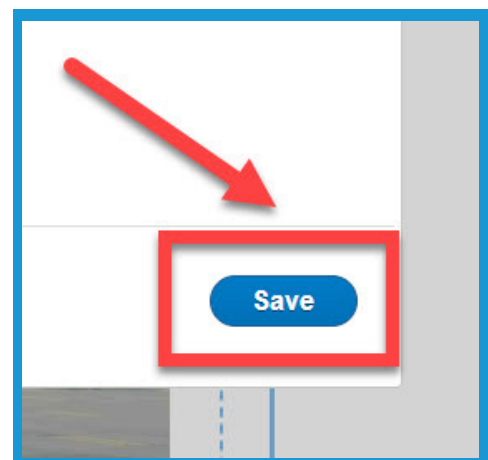
4. Click **Choose File** and load the image needed.



5. When the picture loads enter a brief description of the picture in the **Alternative text field**. **This is required.**

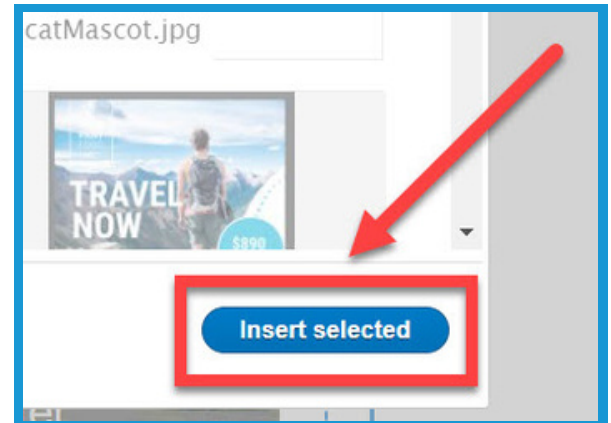


6. Select **Save** in the lower right.

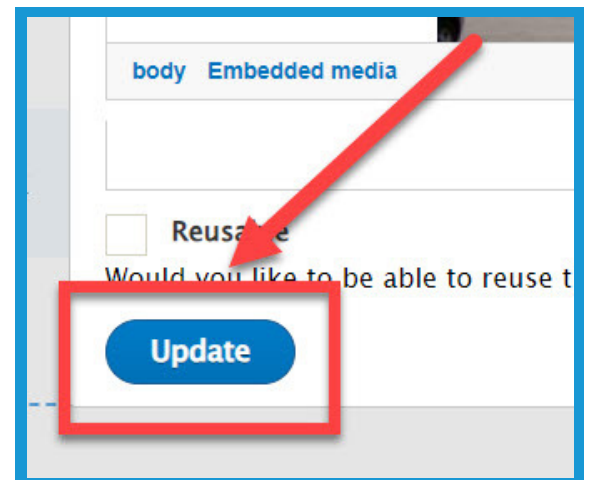


Section 5b: Contact Us Page - Contact Information

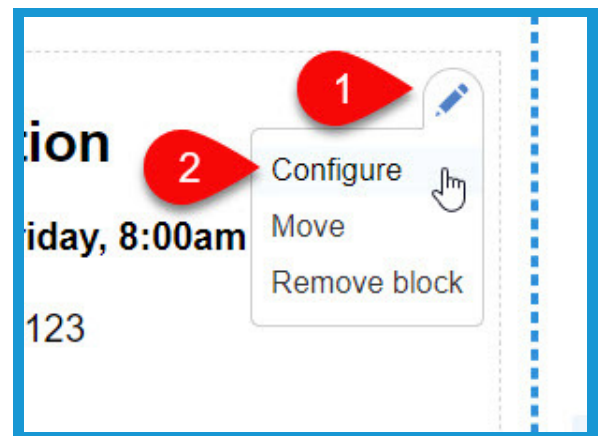
7. Click **Insert selected** in the lower right corner.



8. Click **Update** in the lower left corner.

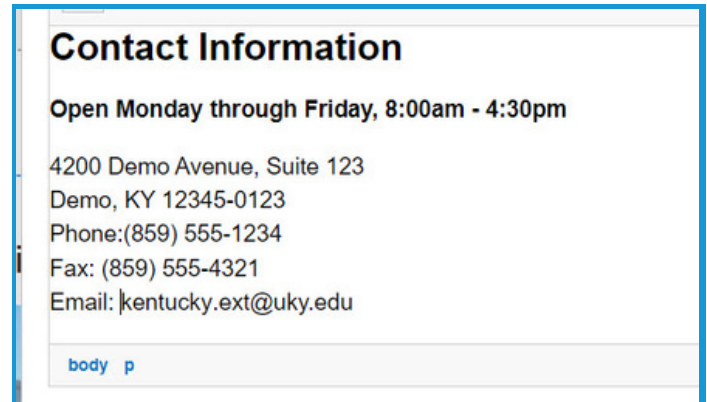


9. Place your mouse over the office address, click the **pencil icon (1)** and then select **Configure (2)**.

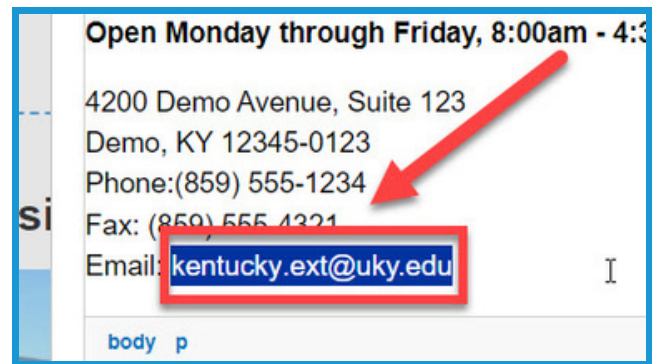


Section 5b: Contact Us Page - Contact Information

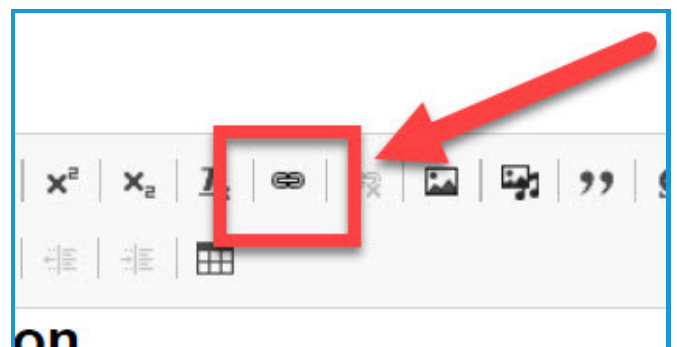
10. Delete the old information and type the updated contact information.



11. **Click and drag** over the **email address** to highlight the text.

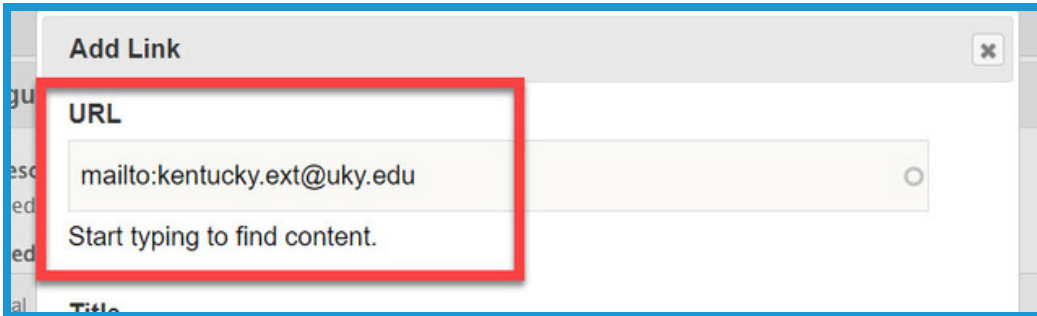


12. Click the **Link button** in the toolbar at the top of the textbox.



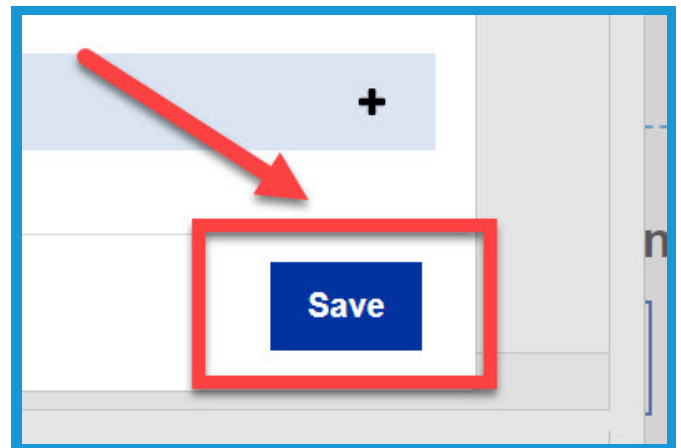
Section 5b: Contact Us Page - Contact Information

13. In the **URL field** type “mailto:” followed by the **email address**.
Do not put any spaces between the characters or text.

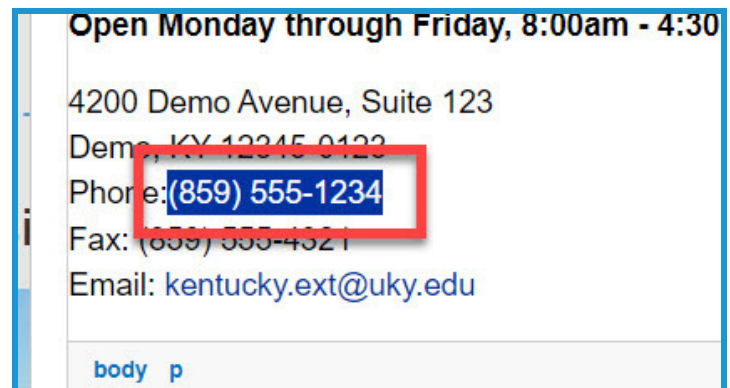


The screenshot shows a dialog box titled "Add Link". The "URL" field is highlighted with a red box and contains the text "mailto:kentucky.ext@uky.edu". Below the URL field, there is a search bar with the text "Start typing to find content." and a "Title" field.

14. Click **Save** in the lower right corner.



15. **Click and drag** over the **phone number** to highlight the text.



The screenshot shows a contact information page. The phone number "(859) 555-1234" is highlighted with a red box. The page also displays the following information:

- Open Monday through Friday, 8:00am - 4:30
- 4200 Demo Avenue, Suite 123
- Demo, KY 40345-0123
- Phone: (859) 555-1234
- Fax: (859) 555-4321
- Email: kentucky.ext@uky.edu

Section 5b: Contact Us Page - Contact Information

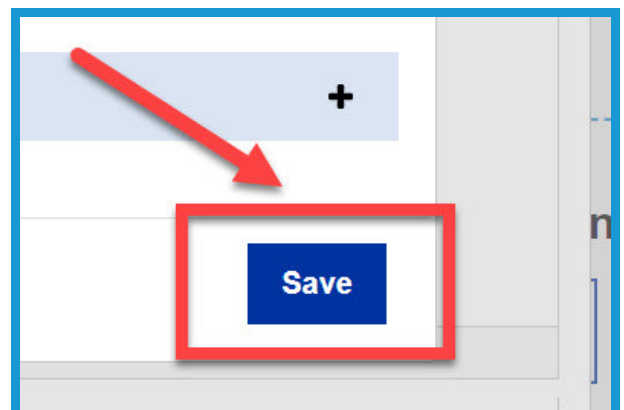
16. Click the **Link button** in the toolbar at the top of the textbox.



17. In the **URL field** type “tel:” followed by “1”, the **area code**, and the **7 digit phone number**. **Do not put any spaces between the characters or text.**

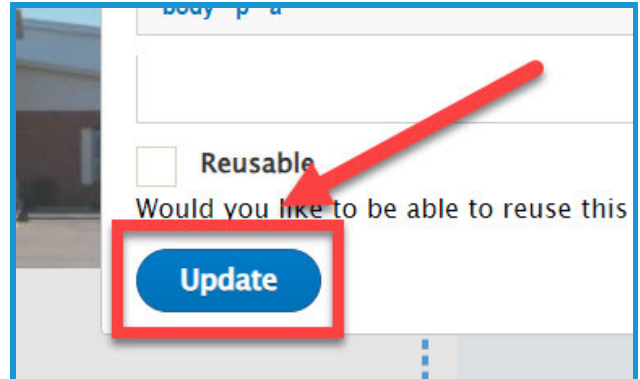


18. Click **Save** in the lower right corner.

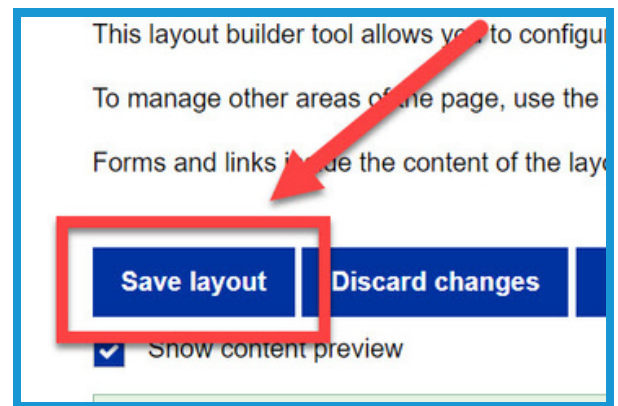


Section 5b: Contact Us Page - Contact Information

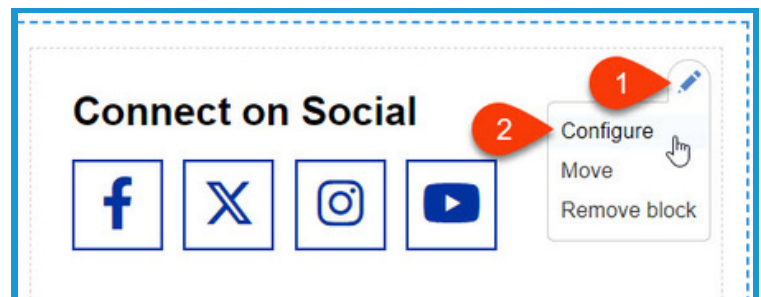
19. Click **Update** in the lower left corner.



20. Select **Save Layout** in the upper left corner of the screen.



21. Place your mouse over the **social media icons**. Click the **pencil icon (1)**, and then click **Configure (2)**.



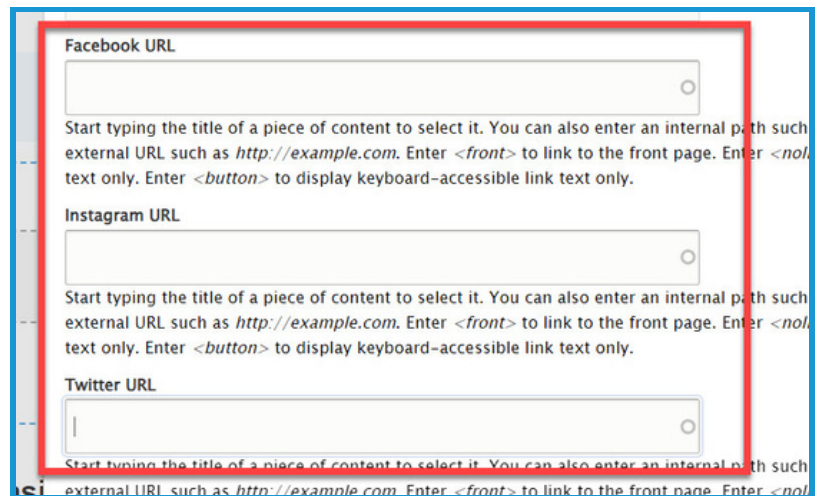
Section 5b: Contact Us Page - Contact Information

22. Give you Social Media buttons a title in the **Icon Set Title Text** field.



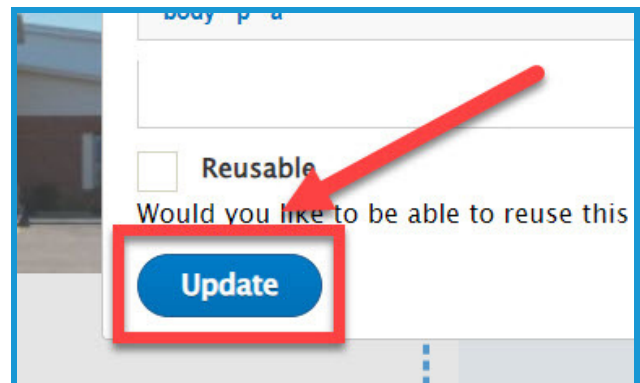
A screenshot of a web form showing a text input field labeled "Icon Set Title Text" with the text "Connect on Social" entered. Below it is a field for "Facebook URL". The entire section is highlighted with a red border.

23. Place your social media links into the **appropriate fields provided**.



A screenshot of a web form with three text input fields: "Facebook URL", "Instagram URL", and "Twitter URL". Each field has a small circular icon on the right. Below each field is a line of instructional text: "Start typing the title of a piece of content to select it. You can also enter an internal path such as `<front>` to link to the front page. Enter `<no>` text only. Enter `<button>` to display keyboard-accessible link text only." The fields are highlighted with a red border.

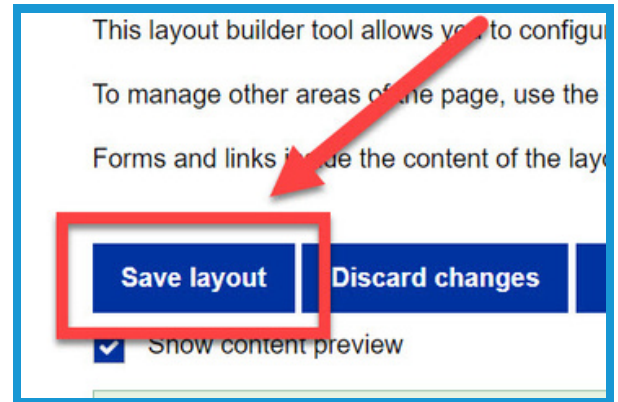
24. Click **Update** in the lower left corner.



A screenshot of a web form showing a "Reusable" checkbox and a blue "Update" button. A red arrow points to the "Update" button. The button is highlighted with a red border.

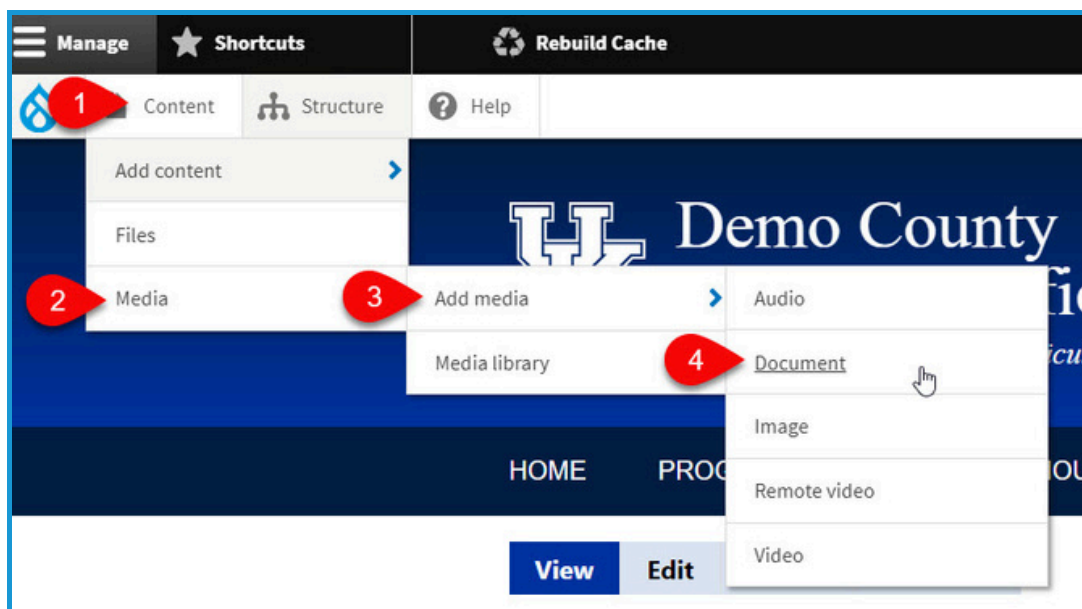
Section 5b: Contact Us Page - Contact Information

25. Select **Save Layout** in the upper left corner of the screen.



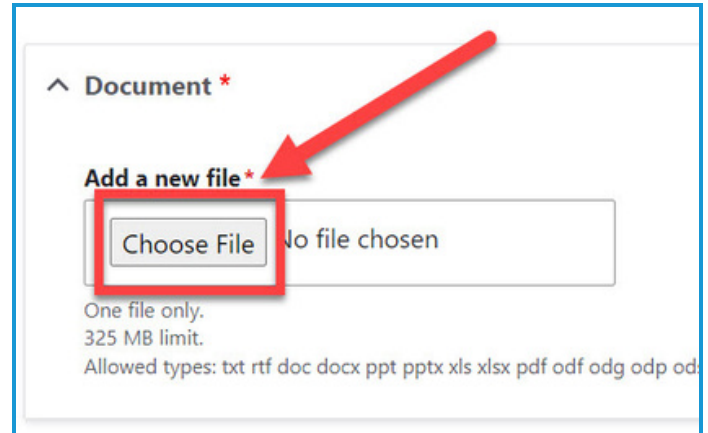
Section 6a: PDF's - How to Load a PDF

1. Place your mouse over **Content** (1) in the upper left corner. Then place your mouse over **Media** (2). Next place your mouse over **Add media** (3). Finally, click **Document** (4).

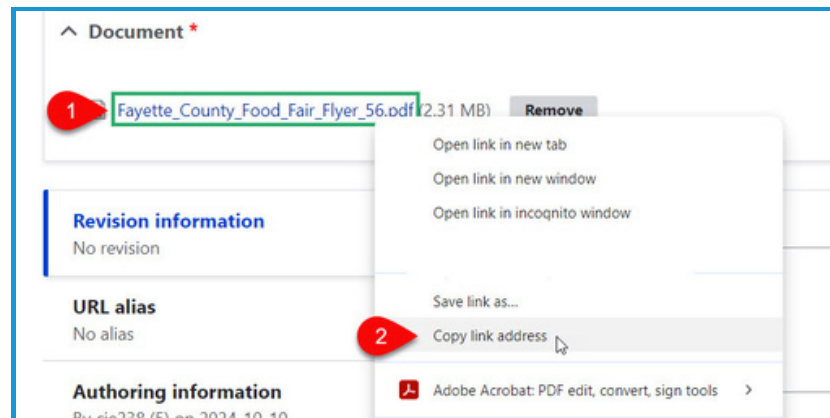


Section 6a: PDF's - How to Load a PDF

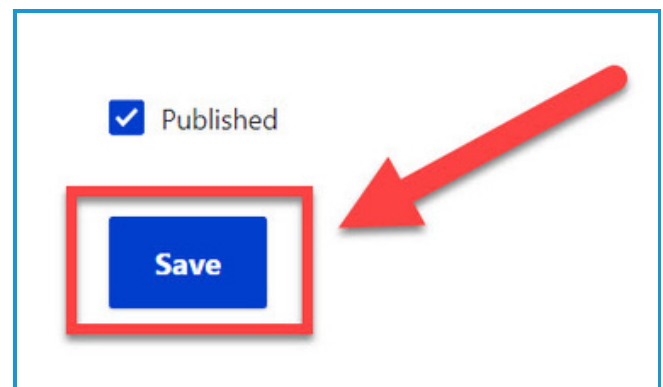
2. Click **Choose File** on the next page. Locate the PDF you want upload, and **double left click** on the file.



3. **Right click on the file (1)** once it loads at the top of the page. Select **Copy link address (2)** in the menu that appears.

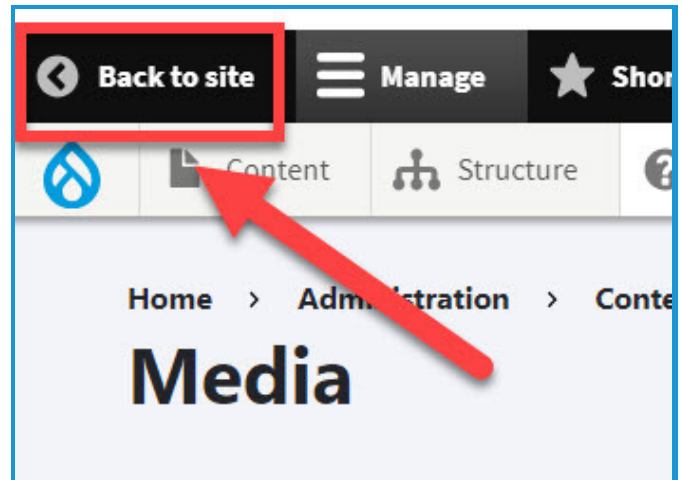


4. Click **Save** in the bottom left corner.



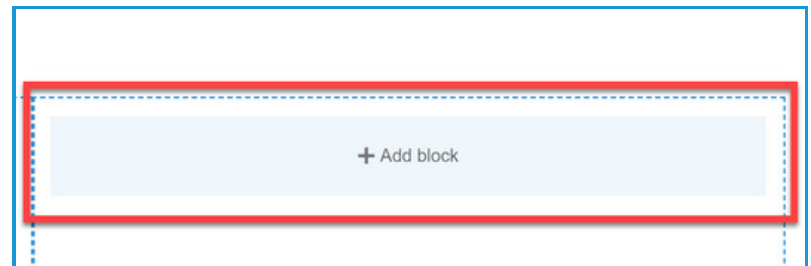
Section 6a: PDF's - How to Load a PDF

5. Click **Back to Site** in the upper left corner of the screen.

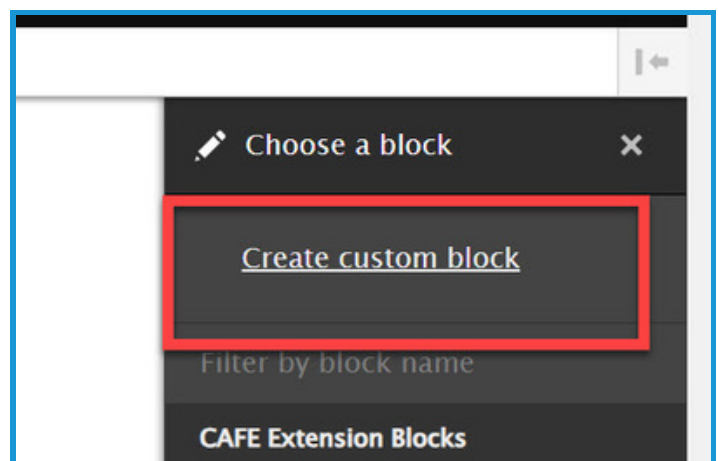


Section 6b: PDF's - Creating Buttons in Text Box

1. In a new or pre-existing section on a landing page, click **Add Block**. **If you are adding a button to a Basic Page skip to step 4.**

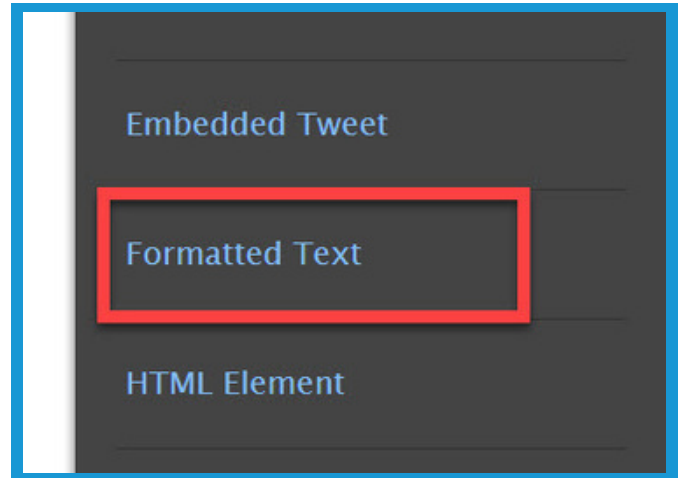


2. Click **Create custom block** in the menu that appears on the right side of the screen.

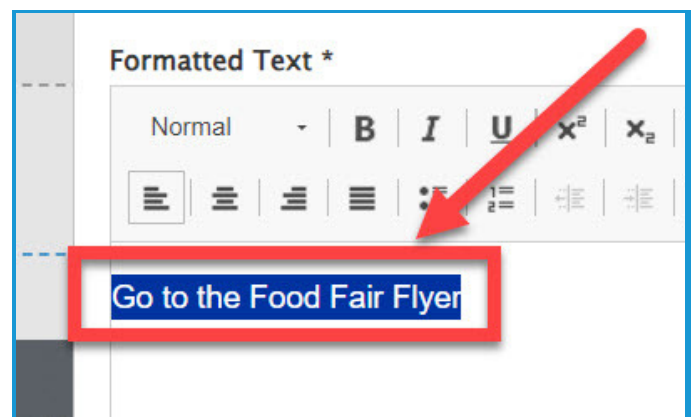


Section 6b: PDF's - Creating Buttons in Text Box

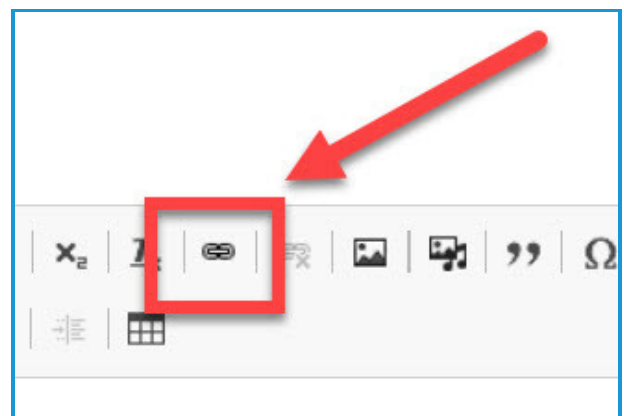
3. Select **Formatted Text** in the new menu on the right side. Note that you can also add buttons to **Accordion sets** and **Tabbed Blocks** as well.



4. **Type the text** you want for the button, and then **click and drag** over it to highlight the text.

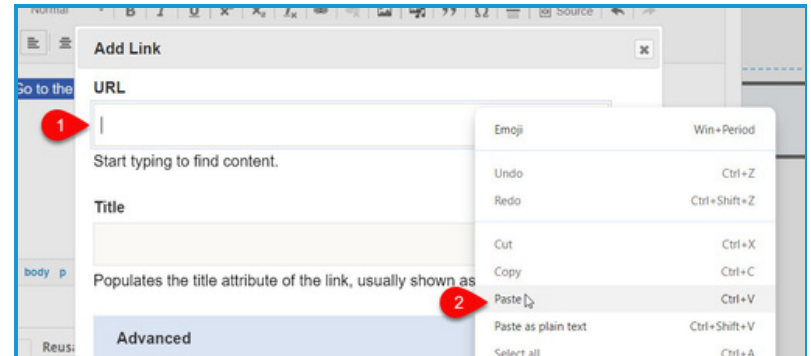


5. Click **the Link button** in the toolbar at the top of the text box.

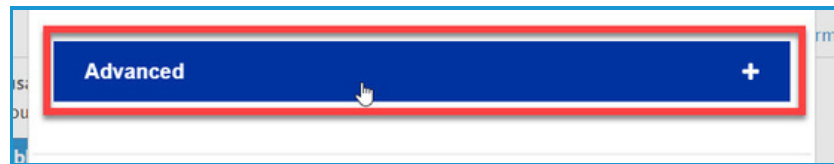


Section 6b: PDF's - Creating Buttons in Text Box

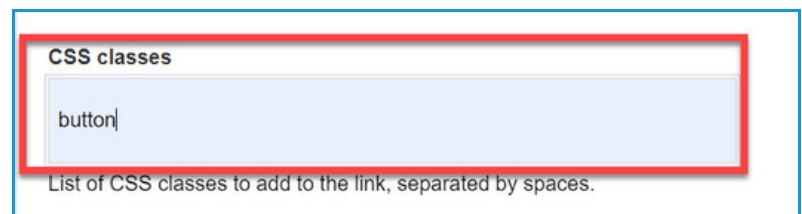
6. Right click in the **URL** field (1) and select **Paste** (2).



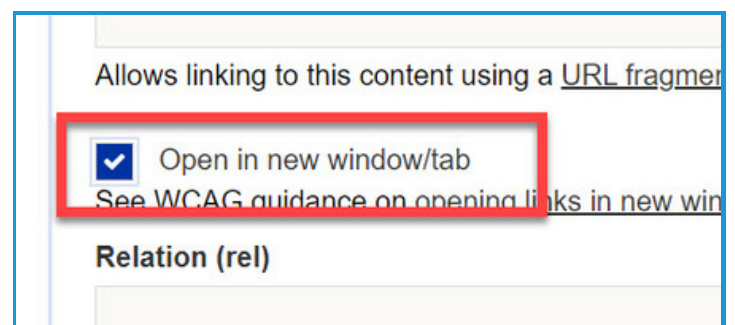
7. Click **Advanced** at the bottom of the Add Link window.



8. Type “**button**” in **lowercase** in the CSS classes field.

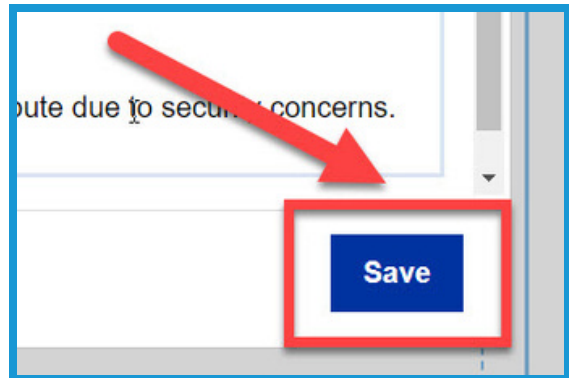


9. Check the box to the left of **Open in new window/tab** near the bottom of the window.

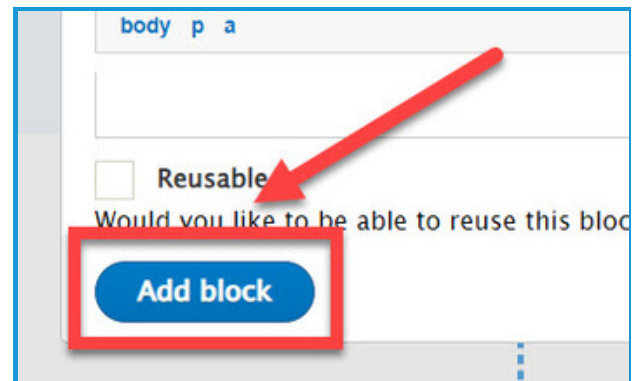


Section 6b: PDF's - Creating Buttons in Text Box

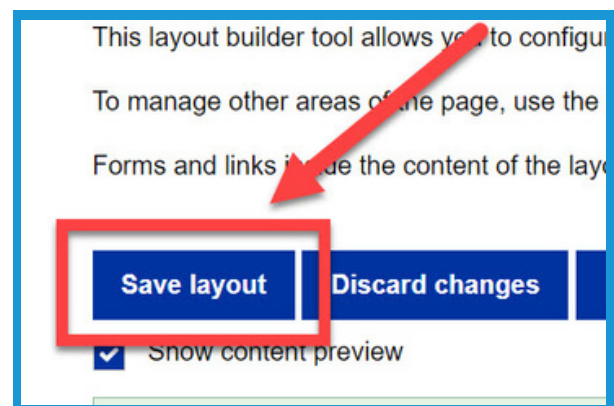
10. Click **Save** in the lower right corner.



11. Click **Add Block** or **Update** in the lower left corner.

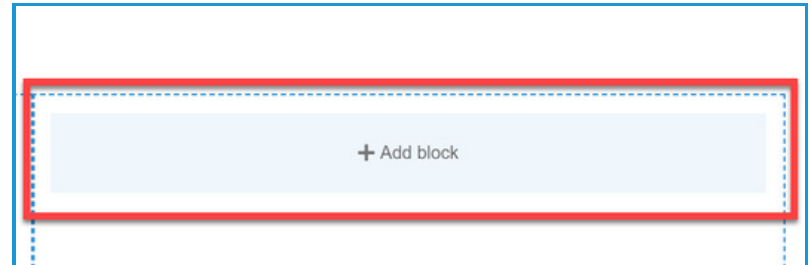


12. Select **Save Layout** in the upper left corner of the screen.

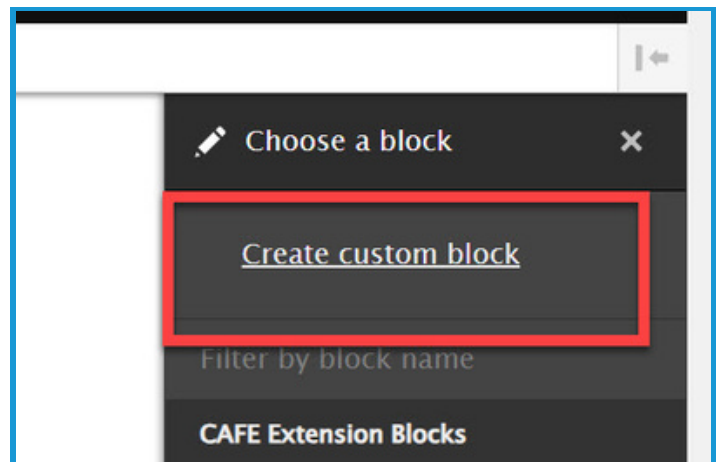


Section 6c: PDF's - Creating An Image Card

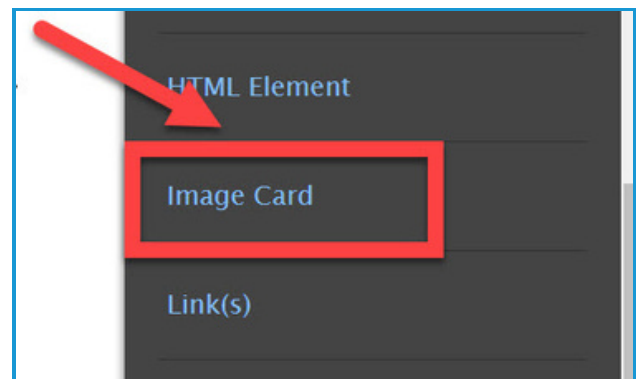
1. In a new or pre-existing section on a landing page, **click Add Block.**



2. Click **Create custom block** in the menu that appears on the right side of the screen.

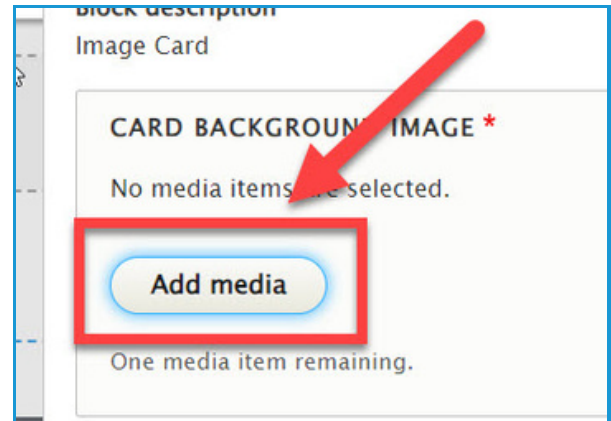


3. Select **Formatted Text** in the new menu on the right side.

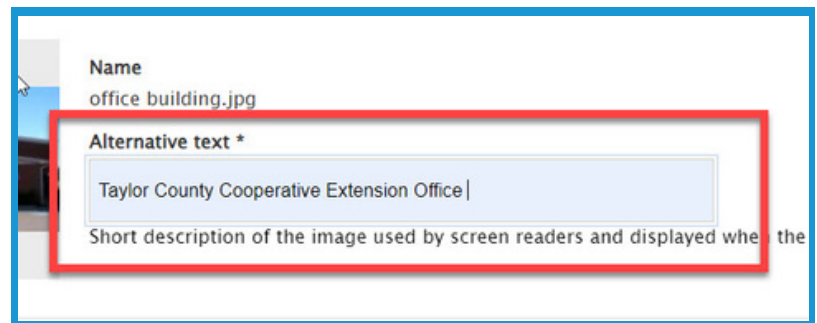


Section 6c: PDF's - Creating An Image Card

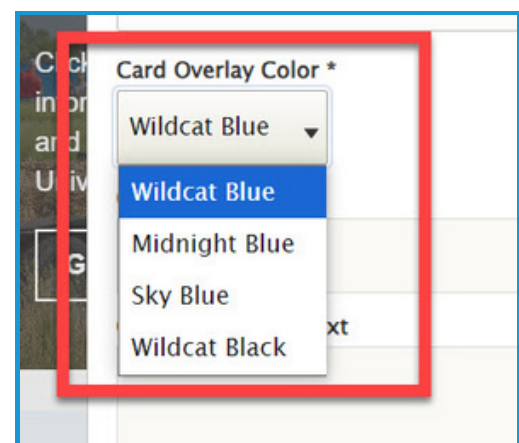
4. Click the **Add Media** button under the **Card Background Image** section of the Configuration window. Locate the image needed and **left double click** to upload to the website.



5. When the picture loads enter a brief description of the picture in the **Alternative text field**. **This is required.**



6. Click the **Card Overlay Color dropdown menu** and select the color to blend into the image.



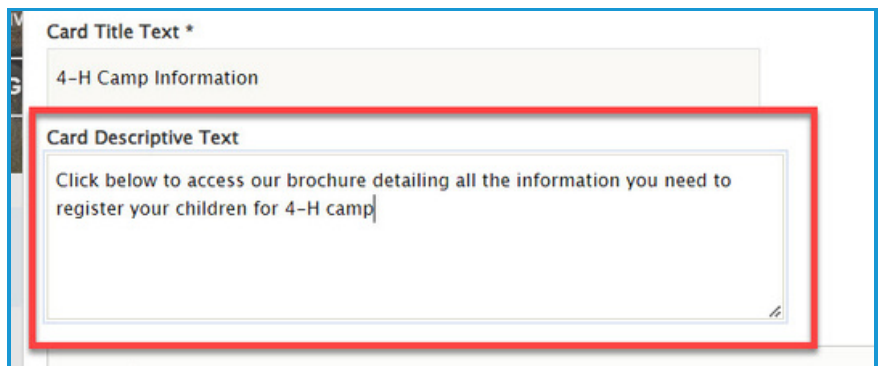
Section 6c: PDF's - Creating An Image Card

7. Enter a Title in the **Card Title Text** field. **Note this is a required field.**



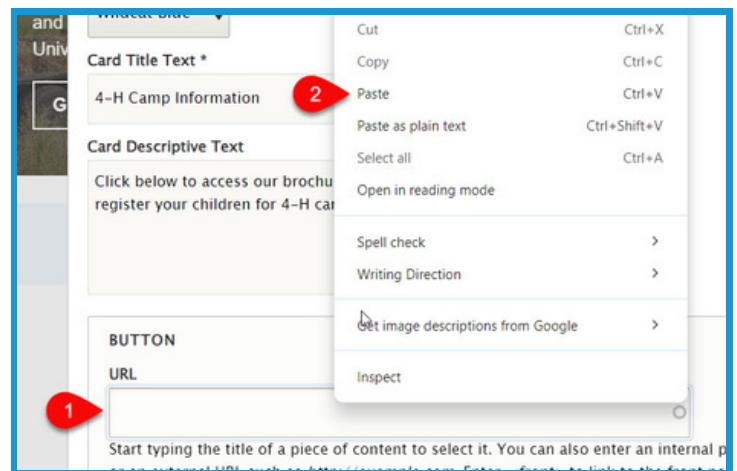
A screenshot of a web form showing the 'Card Title Text *' field. The field contains the text '4-H Camp Information' and is highlighted with a red rectangular border. Below it is the 'Card Descriptive Text' field.

8. In the **Card Descriptive Text** field of the PDF enter a description of the PDF so the User knows what content they will be accessing.



A screenshot of a web form showing the 'Card Descriptive Text' field. The field contains the text 'Click below to access our brochure detailing all the information you need to register your children for 4-H camp' and is highlighted with a red rectangular border.

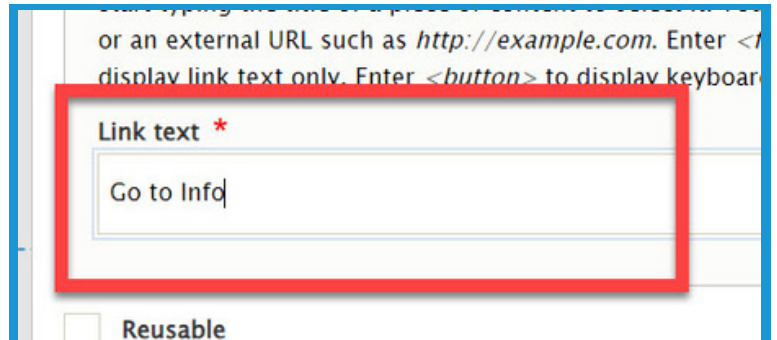
9. **Right click in the URL field (1)** at the bottom of the screen. Select **Paste (2)** to copy the PDF web address.



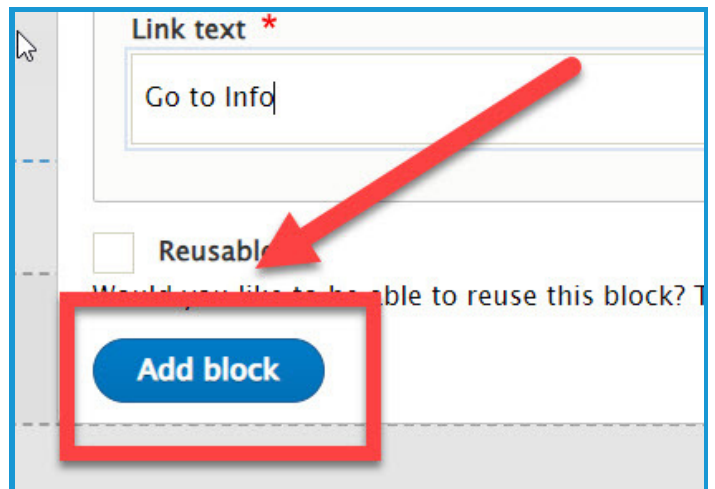
A screenshot of a web form showing the 'URL' field. A red circle labeled '1' points to the URL field. A right-click context menu is open over the field, and a red circle labeled '2' points to the 'Paste' option. The context menu includes options like Cut, Copy, Paste, Paste as plain text, Select all, Open in reading mode, Spell check, Writing Direction, Get image descriptions from Google, and Inspect.

Section 6c: PDF's - Creating An Image Card

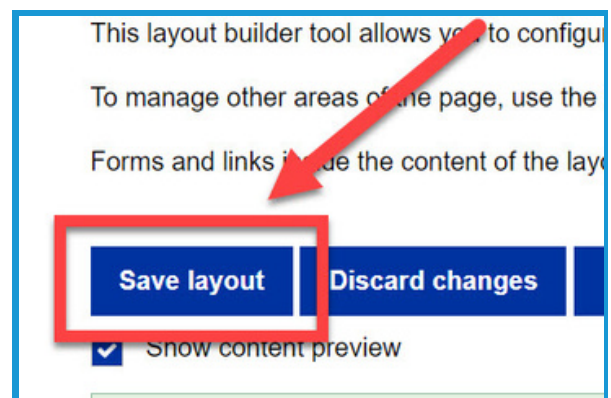
10. In the **Link text field** enter the text that the user will click on to access the PDF.



11. Click **Add Block** in the lower left corner.

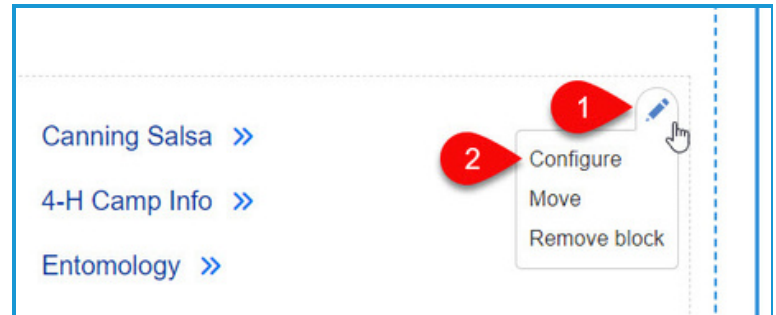


12. Select **Save Layout** in the upper left corner of the screen.

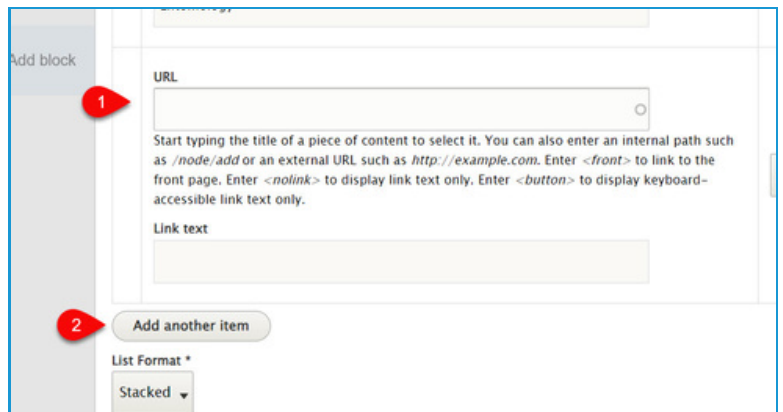


Section 6d: PDF's - Adding to a Link(s) block

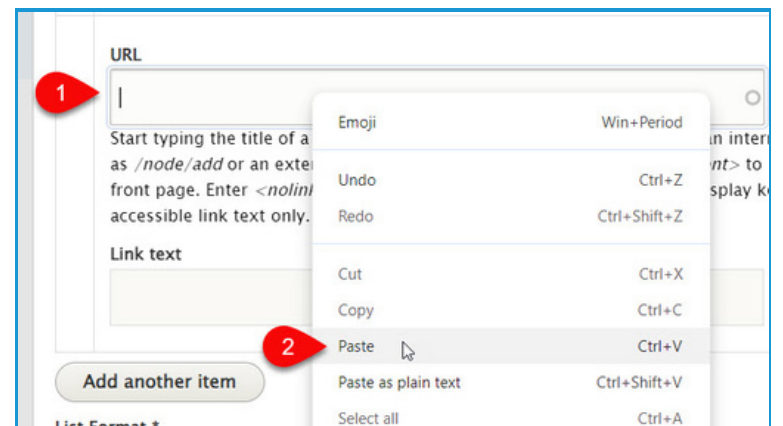
1. While in Layout, place your mouse over the Links block. Click the **pencil icon (1)**. Then click **Configure (2)**.



2. Scroll to the bottom of the Configure Block window. There should be a **blank URL field (1)**. If there is not one, click **Add another item (2)**.



3. **Right click** in the **URL field (1)**. Then select **Paste (2)**.



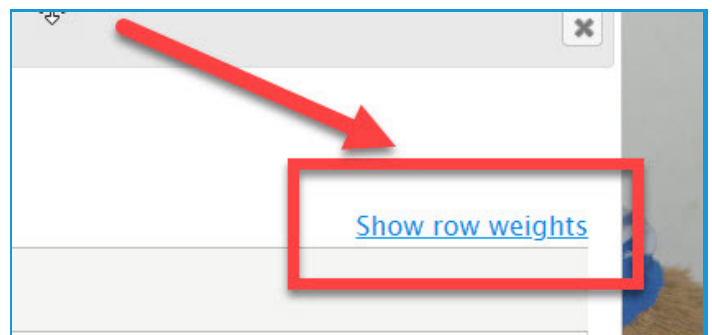
Section 6d: PDF's - Adding to a Link(s) block

4. In the **Link text** field enter the text that the user will click on to access the PDF.

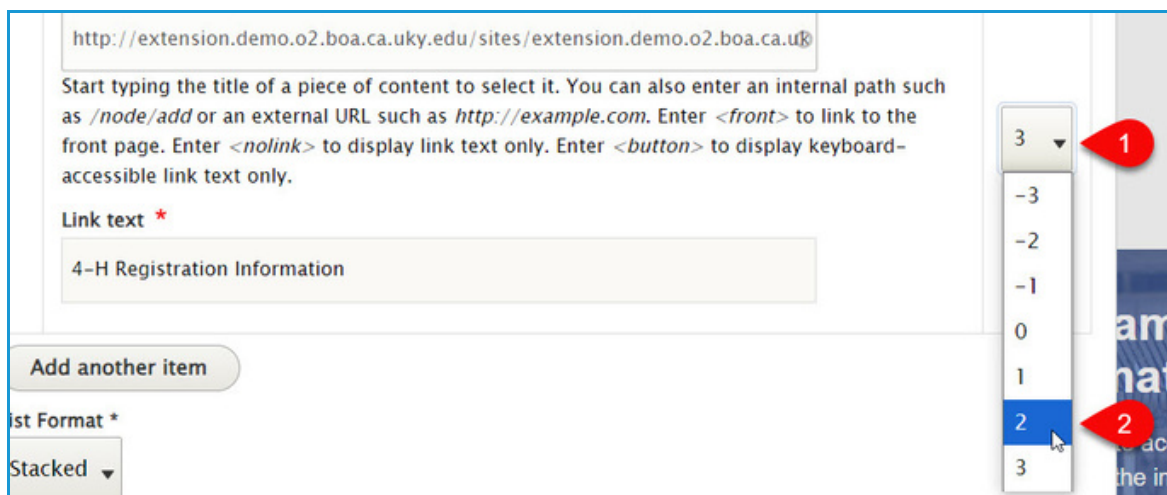


A screenshot of a web form. At the top, it says "accessible link text only." Below that is a text input field labeled "Link text *" containing the text "4-H Registration Information". Below the input field is a button labeled "Add another item". A red rectangular box highlights the "Link text" field.

5. To place the PDF higher up in the block, scroll to the top of the configuration window. **Select Show row weights** at the top right of the window.



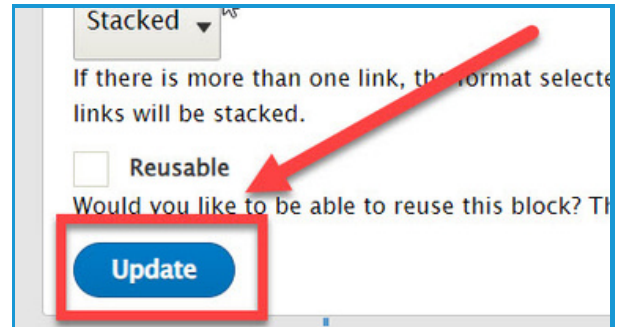
6. **Scroll to the PDF.** Click the **dropdown menu (1)** to the right. Select the **numerical order (2)** you want to the PDF to be placed in the list.



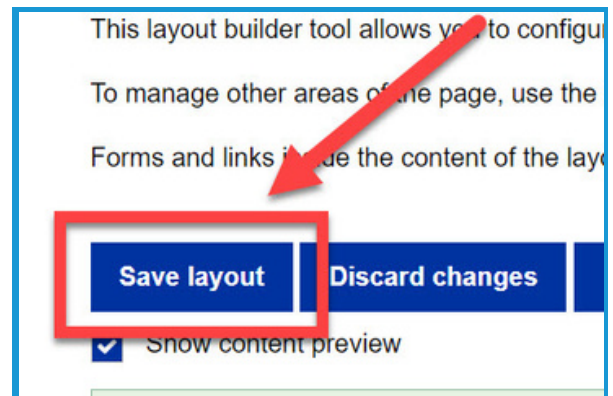
A screenshot of a configuration window for a PDF. It shows a URL field with "http://extension.demo.o2.boa.ca.uky.edu/sites/extension.demo.o2.boa.ca.u...", a text input field for "Link text *" containing "4-H Registration Information", and a "Show row weights" dropdown menu. The dropdown menu is open, showing options from -3 to 3. A red circle with the number "1" points to the dropdown arrow, and another red circle with the number "2" points to the number "2" in the list. Below the dropdown is a "List Format *" dropdown menu set to "Stacked".

Section 6d: PDF's - Adding to a Link(s) block

7. Click **Update** in the lower left corner.

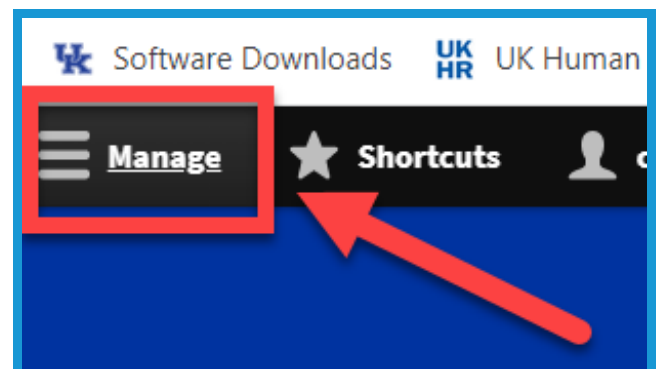


8. Select **Save Layout** in the upper left corner of the screen.



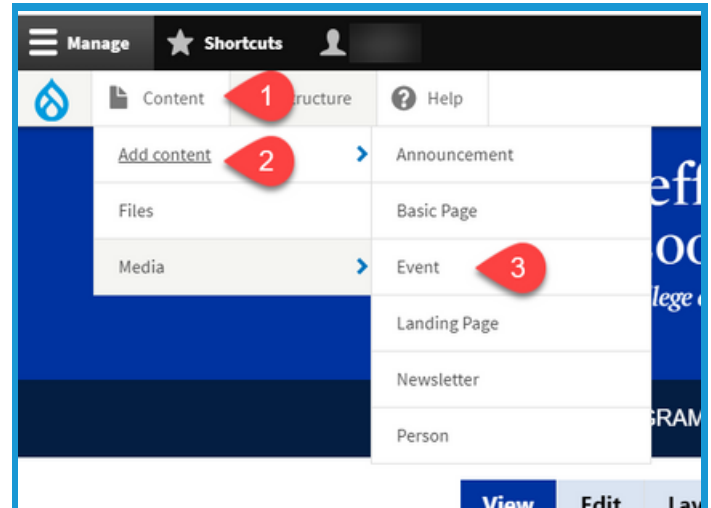
Section 7: Creating an Event

1. Click **Manage** in the upper left corner.

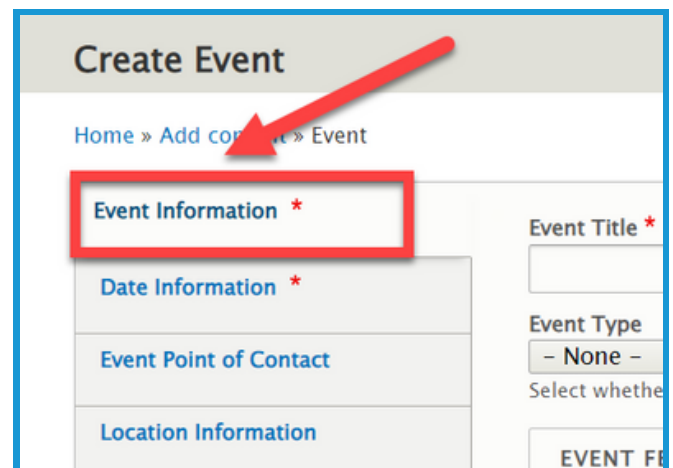


Section 7: Creating an Event

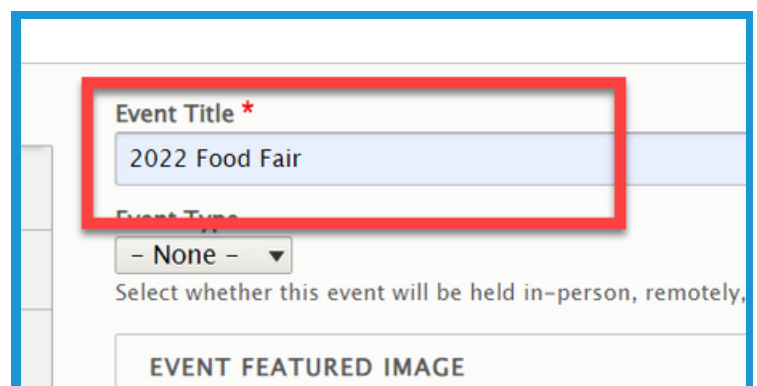
2. Place your mouse over **Content (1)** in the upper left. Then, place your mouse over **Add Content (2)**. Finally, click **Event (3)** in the new menu.



3. Click the **Event Information** tab in the upper left corner.

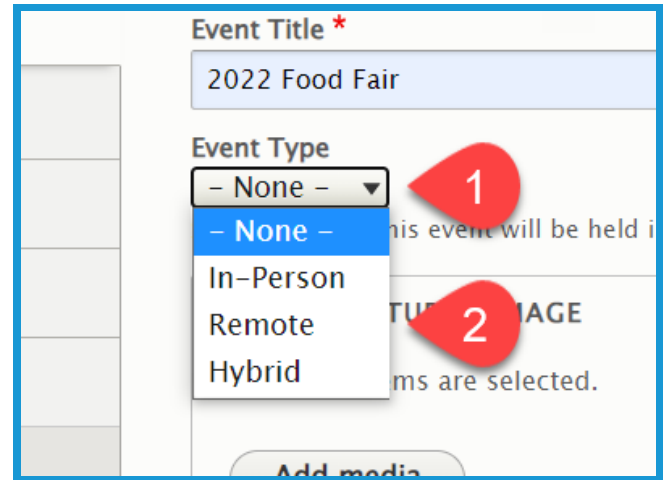


4. Type the name of the event in the **Event Title field** at the top of the screen. **This is a required field.**



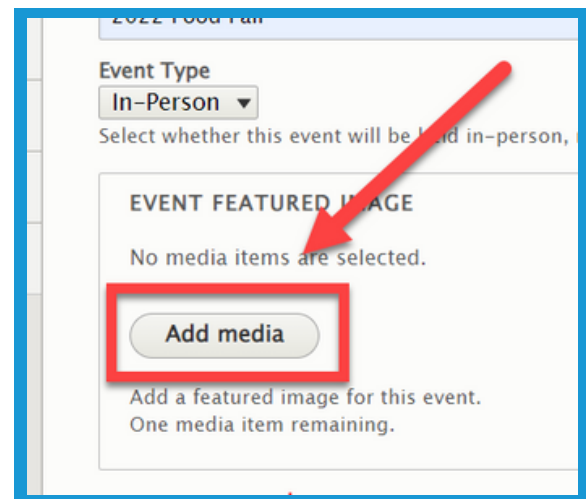
Section 7: Creating an Event

5. Click the **Event Type (1)** dropdown to select one of **three delivery options (2)** for the event.



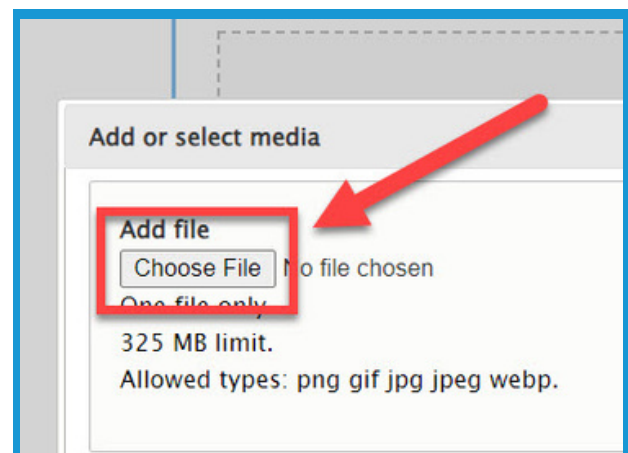
The screenshot shows the 'Event Title' field with the text '2022 Food Fair'. Below it is the 'Event Type' dropdown menu, which is open and shows four options: '- None -', 'In-Person', 'Remote', and 'Hybrid'. A red circle with the number '1' is placed over the dropdown arrow, and another red circle with the number '2' is placed over the 'In-Person' option.

6. Click the **Add media** button.



The screenshot shows the 'Event Type' dropdown set to 'In-Person'. Below it is the 'EVENT FEATURED IMAGE' section, which says 'No media items are selected.' A red arrow points to the 'Add media' button, which is highlighted with a red box.

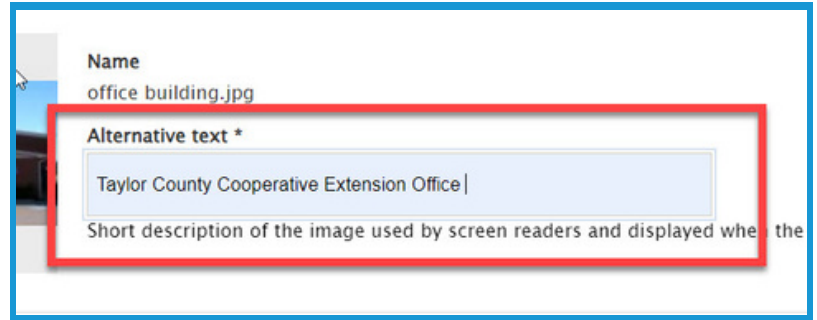
7. Click **Choose File** and load the image needed.



The screenshot shows the 'Add or select media' dialog box. It has an 'Add file' section with a 'Choose File' button. A red arrow points to the 'Choose File' button, which is highlighted with a red box. Below the button, it says 'No file chosen', 'One file only', '325 MB limit.', and 'Allowed types: png gif jpg jpeg webp.'

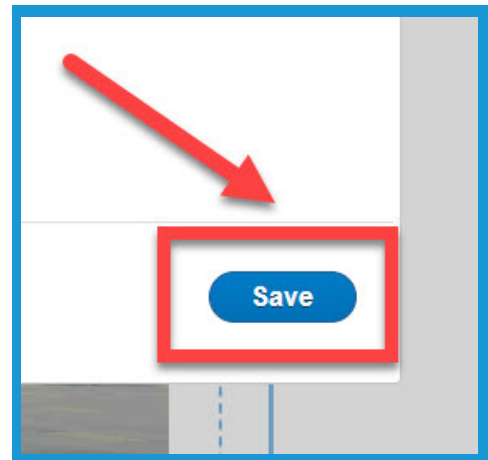
Section 7: Creating an Event

8. When the picture loads enter a brief description of the picture in the **Alternative text field**. **This is required.**

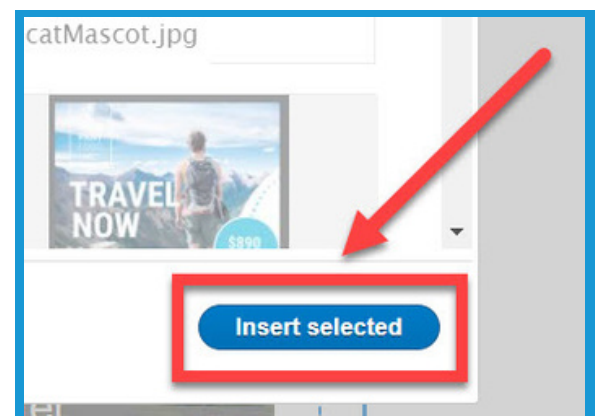


A screenshot of a web form for uploading an image. The form has a 'Name' field with the value 'office building.jpg'. Below it is an 'Alternative text *' field, which is highlighted with a red border. This field contains the text 'Taylor County Cooperative Extension Office |' and a smaller text box below it with the text 'Short description of the image used by screen readers and displayed when the'. A red arrow points to the 'Alternative text' field.

9. Select **Save** in the lower right.



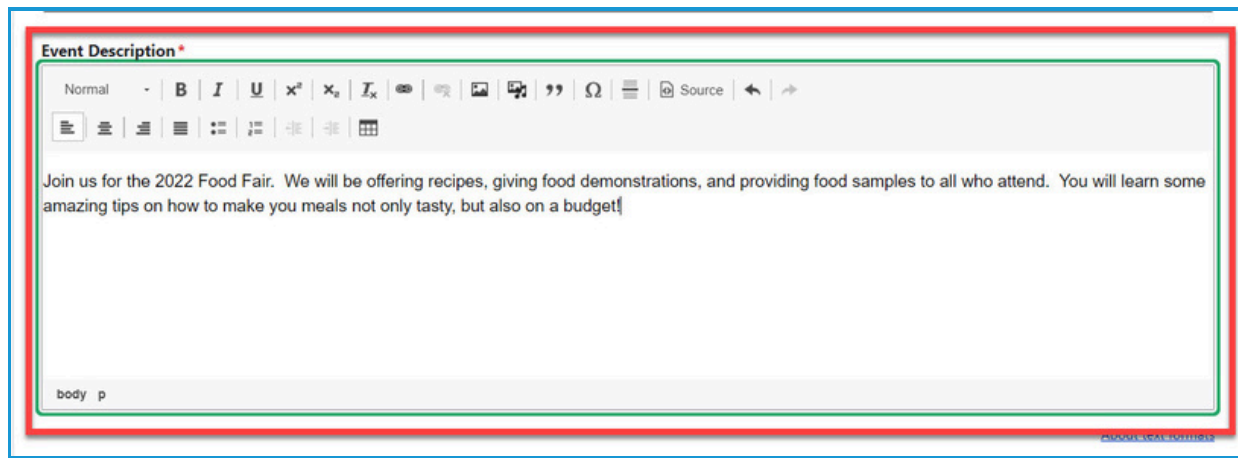
10. Click **Insert selected** in the lower right corner.



Section 7: Creating an Event

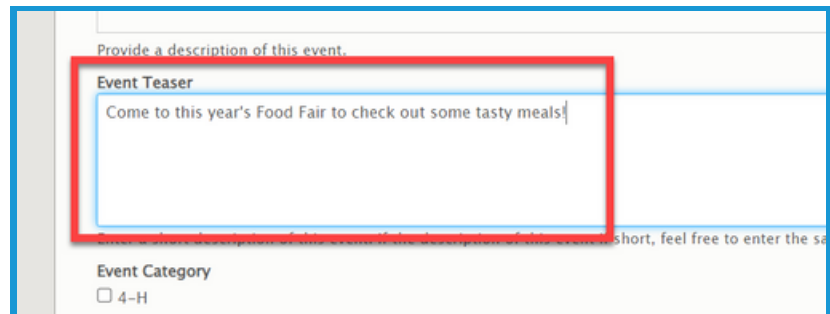
11. Type the specifics of the event in the **description field (1)**.

This is a required field.



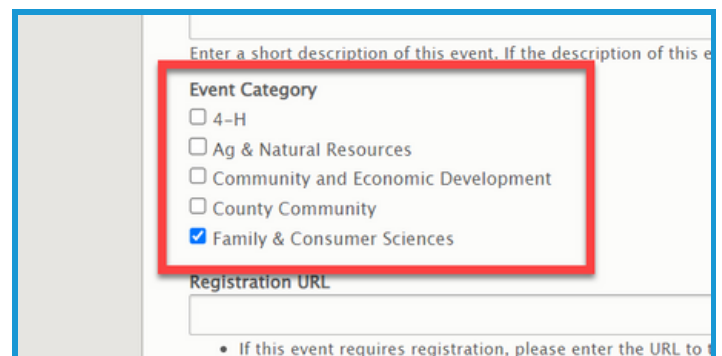
The screenshot shows a text editor titled "Event Description*" with a rich text toolbar. The text inside the editor reads: "Join us for the 2022 Food Fair. We will be offering recipes, giving food demonstrations, and providing food samples to all who attend. You will learn some amazing tips on how to make you meals not only tasty, but also on a budget!". The text editor is highlighted with a red border.

12. In the **Event Teaser** field, type a 1 or 2 sentence summary of the event to grab the user's interest.



The screenshot shows a form with a label "Provide a description of this event." and a text input field titled "Event Teaser". The text inside the field is "Come to this year's Food Fair to check out some tasty meals!". The field is highlighted with a red border.

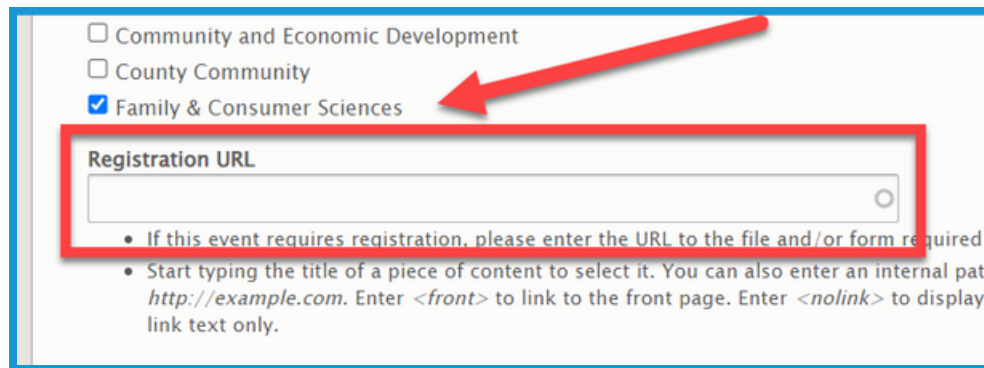
13. Under **Event Category**, check the box next to the section that is hosting the event. Multiple Programs can be selected. **Note that additional options can be added. Please contact your trainer for that information.**



The screenshot shows a form with a label "Enter a short description of this event. If the description of this e" and a list of checkboxes under the heading "Event Category". The checkboxes are: "4-H", "Ag & Natural Resources", "Community and Economic Development", "County Community", and "Family & Consumer Sciences". The "Family & Consumer Sciences" checkbox is checked. The list is highlighted with a red border.

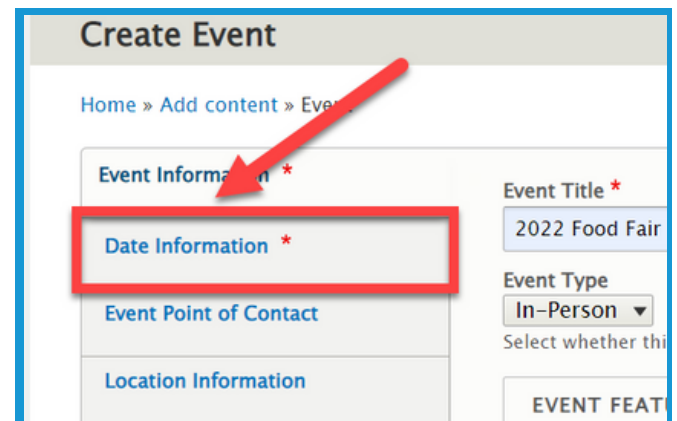
Section 7: Creating an Event

14. In the **Registration URL** field place a link to the location where participants can sign up for the event.



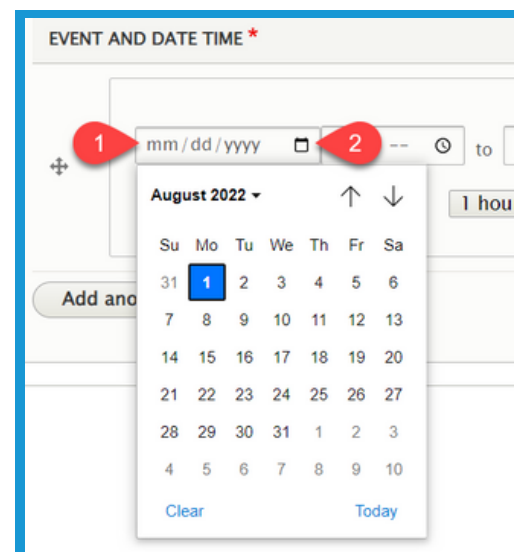
A screenshot of a web form for creating an event. At the top, there are three checkboxes: "Community and Economic Development", "County Community", and "Family & Consumer Sciences". The "Family & Consumer Sciences" checkbox is checked. Below these is a text input field labeled "Registration URL". A red arrow points from the "Family & Consumer Sciences" checkbox to the "Registration URL" field. Below the input field, there are two bullet points: "If this event requires registration, please enter the URL to the file and/or form required" and "Start typing the title of a piece of content to select it. You can also enter an internal path `http://example.com`. Enter `<front>` to link to the front page. Enter `<noLink>` to display link text only."

15. Select the **Date Information** tab on the left side of the screen. The tab is required when creating an event.



A screenshot of the "Create Event" page. The page has a breadcrumb trail: "Home » Add content » Event". On the left side, there are four tabs: "Event Information", "Date Information", "Event Point of Contact", and "Location Information". The "Date Information" tab is highlighted with a red box and a red arrow. On the right side, there are several fields: "Event Title" with the value "2022 Food Fair", "Event Type" with a dropdown menu set to "In-Person", and "EVENT FEAT".

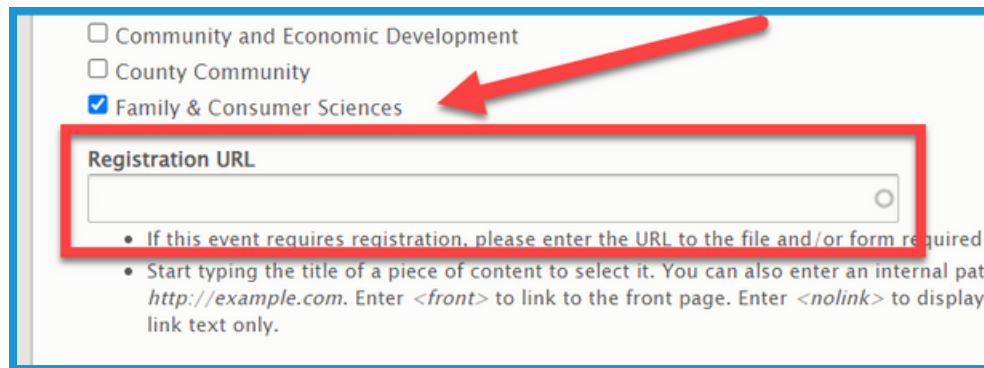
16. You can type the date by clicking in the **field (1)** or click the **calendar button (2)** to select the needed date.



A screenshot of the "EVENT AND DATE TIME" form. It shows a date input field with a red circle labeled "1" around the text "mm/dd/yyyy". To the right of the input field is a calendar icon with a red circle labeled "2" around it. Below the input field, a calendar for "August 2022" is displayed. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The date "1" is highlighted in blue. There are "Add and" and "1 hour" buttons visible.

Section 7: Creating an Event

14. In the **Registration URL** field place a link to the location where participants can sign up for the event.

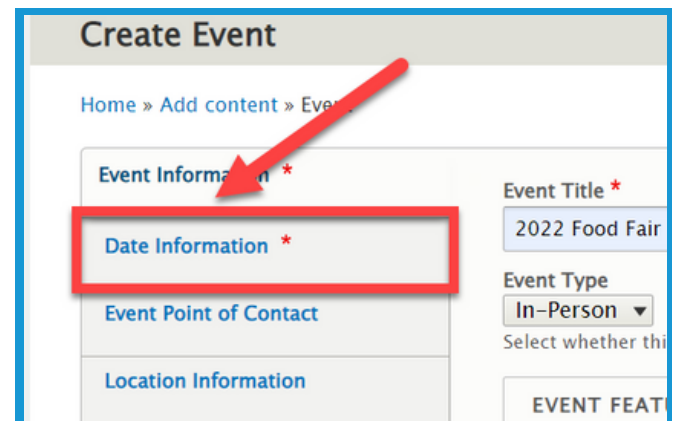


Community and Economic Development
 County Community
 Family & Consumer Sciences

Registration URL

- If this event requires registration, please enter the URL to the file and/or form required
- Start typing the title of a piece of content to select it. You can also enter an internal path `http://example.com`. Enter `<front>` to link to the front page. Enter `<noLink>` to display link text only.

15. Select the **Date Information** tab on the left side of the screen. The tab is required when creating an event.



Create Event

Home » Add content » Event

Event Information *

Date Information *

Event Title *

2022 Food Fair

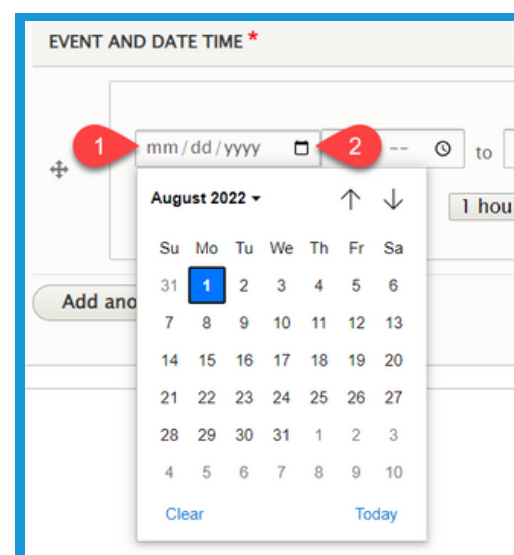
Event Type

In-Person

Select whether this event is...

EVENT FEAT

16. You can type the date by clicking in the **field (1)** or click the **calendar button (2)** to select the needed date.



EVENT AND DATE TIME *

mm/dd/yyyy -- to

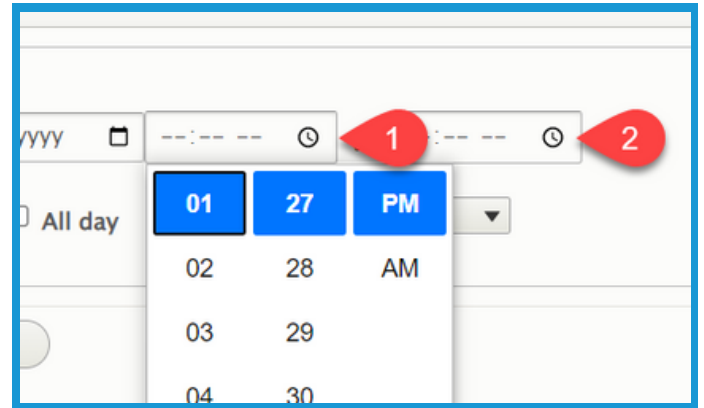
August 2022

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

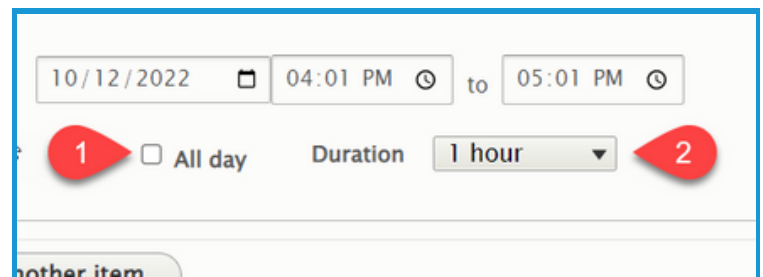
Clear Today

Section 7: Creating an Event

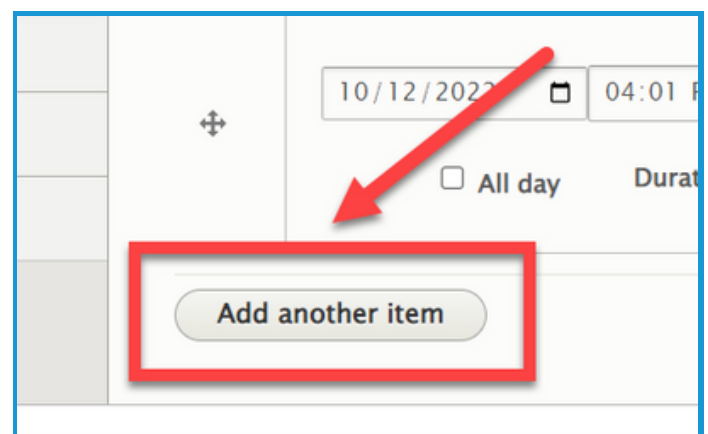
17. Click the **clock button** to set the **start (1)** and **end time (2)**.
You can also type the time. Use the **up and down keys** to select AM or PM.



18. Check the box next to **All day (1)** if the event is that length. Also, you can use the **Duration (2)** dropdown if you want to set the length of the event.

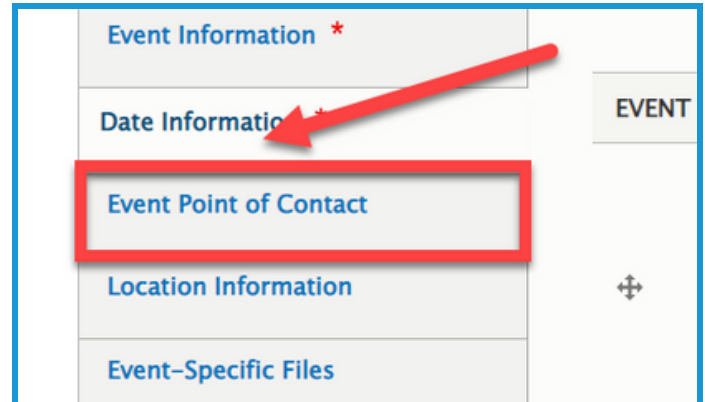


19. Click the **Add another item** button if the event occurs over multiple days and additional dates need to be added. **For every new date, a new event will be created.**

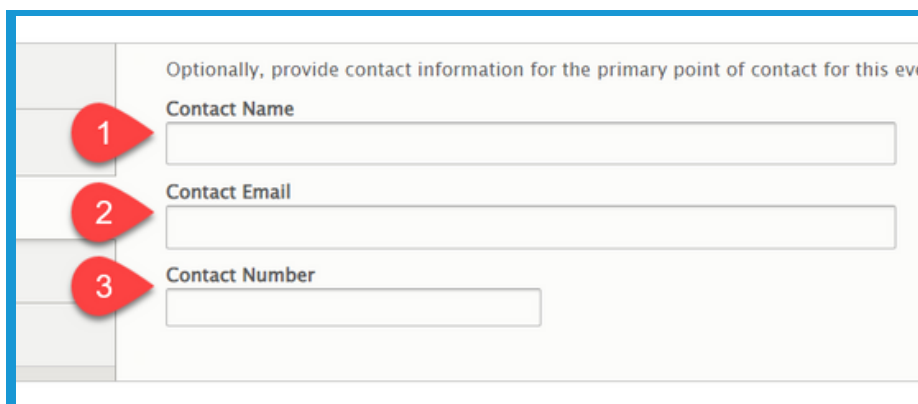


Section 7: Creating an Event

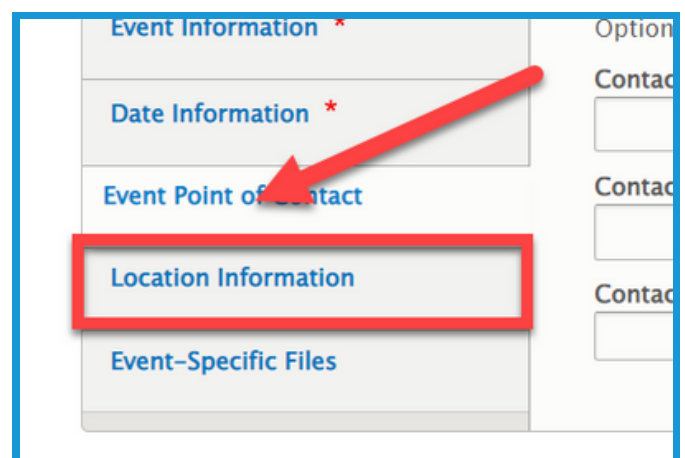
20. Select the **Event Point of Contact** tab on the left side of the screen.



21. In the provided fields enter the **Contact name (1)**, **Contact Email (2)**, and **Contact Number (3)**.

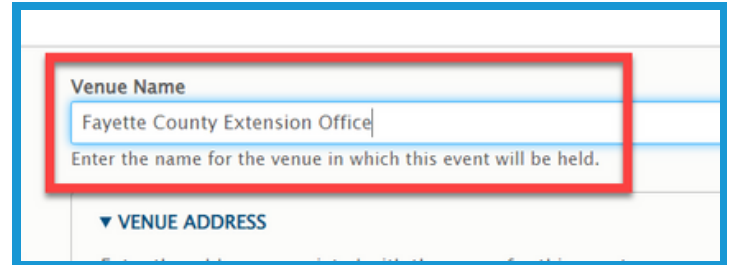
A screenshot of a form for entering contact information. The form has a title: 'Optionally, provide contact information for the primary point of contact for this event'. Below the title are three input fields: 'Contact Name', 'Contact Email', and 'Contact Number'. To the left of each input field is a red circular callout containing a white number: '1' for Contact Name, '2' for Contact Email, and '3' for Contact Number. The entire form is enclosed in a blue border.

22. Select the **Location Information** tab on the left side of the screen.



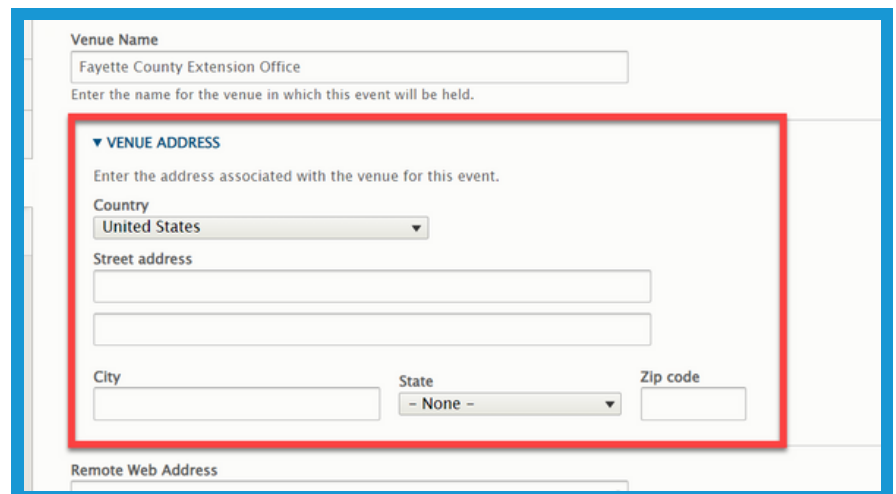
Section 7: Creating an Event

23. Under **Venue Name** type the name of the event location.



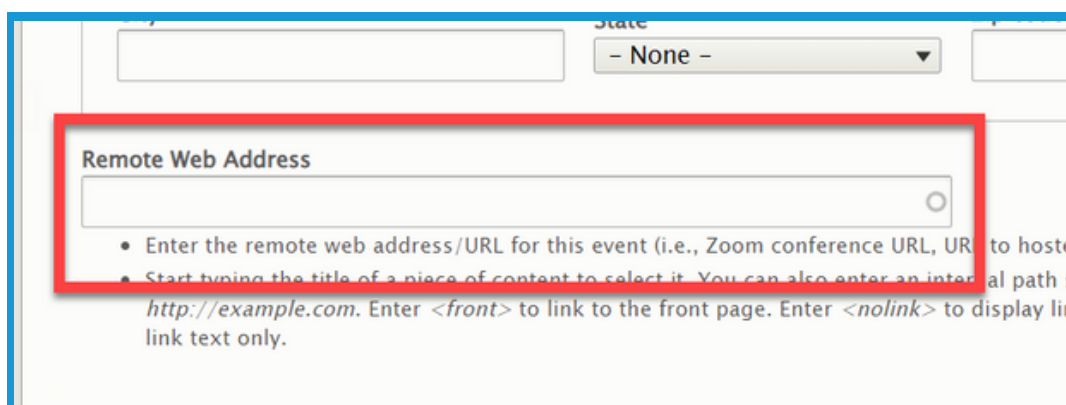
A screenshot of a web form. The 'Venue Name' field is highlighted with a red box. The text 'Fayette County Extension Office' is entered into the field. Below the field, the text 'Enter the name for the venue in which this event will be held.' is displayed. Below this, there is a section header '▼ VENUE ADDRESS'.

24. In the **Venue Address** section enter the address of the event.



A screenshot of a web form. The 'Venue Name' field is filled with 'Fayette County Extension Office'. Below it, the text 'Enter the name for the venue in which this event will be held.' is visible. The 'VENUE ADDRESS' section is highlighted with a red box. It contains the text 'Enter the address associated with the venue for this event.' followed by a 'Country' dropdown menu set to 'United States', two 'Street address' text input fields, and 'City', 'State' (dropdown menu set to '- None -'), and 'Zip code' text input fields. Below this section is a 'Remote Web Address' field.

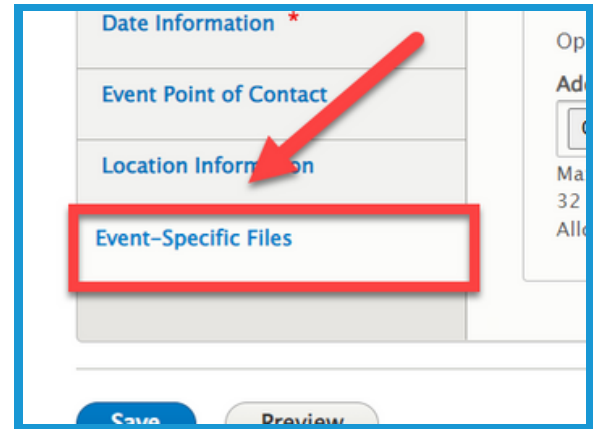
25. The **remote web address** field is used to include a link to a Zoom meeting or other form of online conference tool. **Do not use this field as it might result in individuals accessing the event to cause disruptions.**



A screenshot of a web form. The 'Remote Web Address' field is highlighted with a red box. Below the field, there are two bullet points: 'Enter the remote web address/URL for this event (i.e., Zoom conference URL, URL to host...' and 'Start typing the title of a piece of content to select it. You can also enter an internal path s...'. Below the bullet points, there is a line of text: 'http://example.com. Enter <front> to link to the front page. Enter <nolink> to display lin... link text only.'

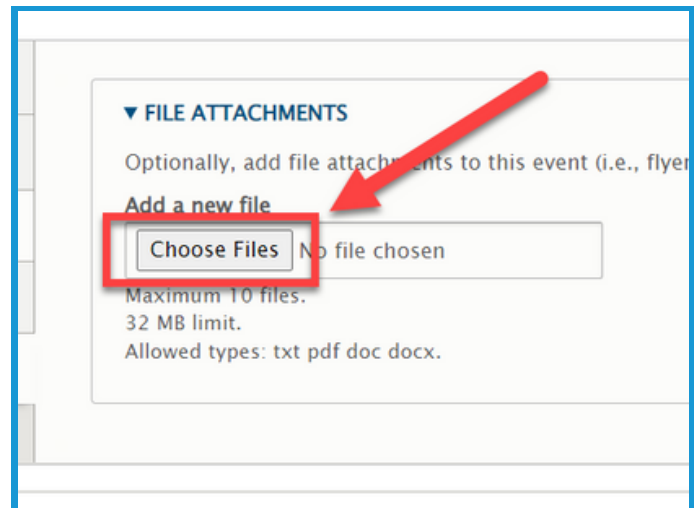
Section 7: Creating an Event

26. Select the **Event-Specific Files** tab on the left side of the screen.

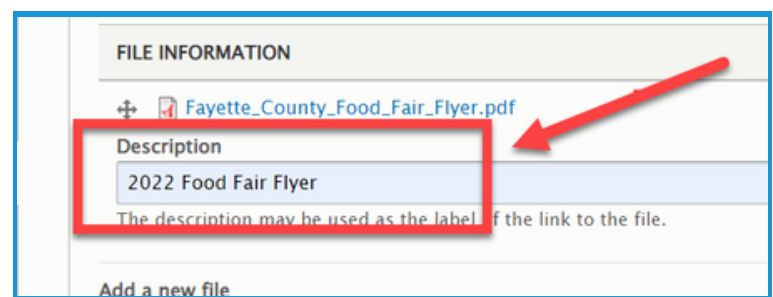


27. Click the **Choose Files** button at the top of the screen, and import the file from your computer.

Note that this file will not go to your Media Library.



28. In the **Description** field, give the file a label.



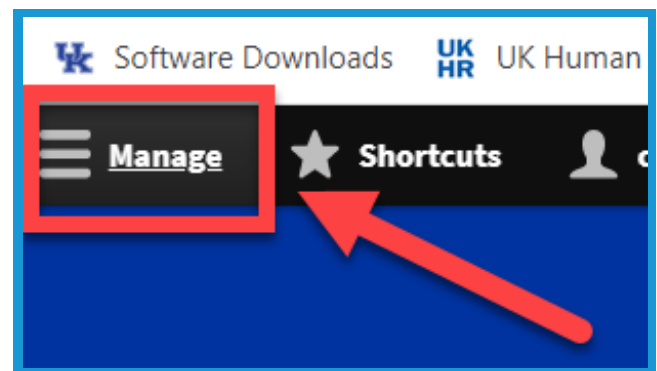
Section 7: Creating an Event

29. Click **Save** in the lower left corner.

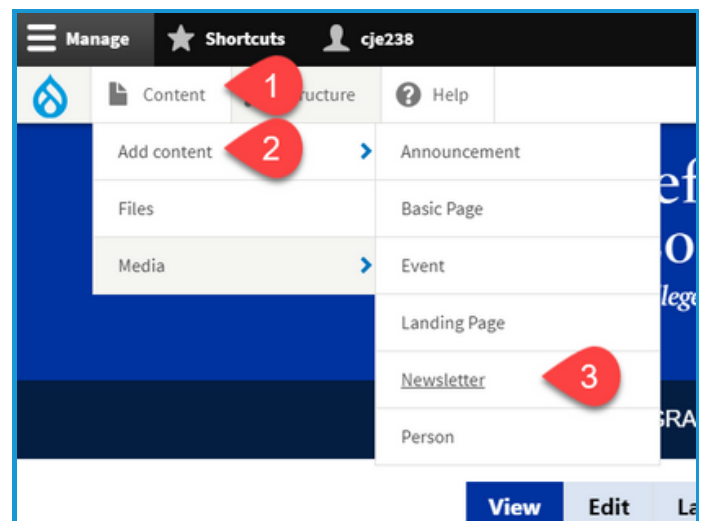


Section 8: Creating a Newsletter

1. Click **Manage** in the upper left corner.

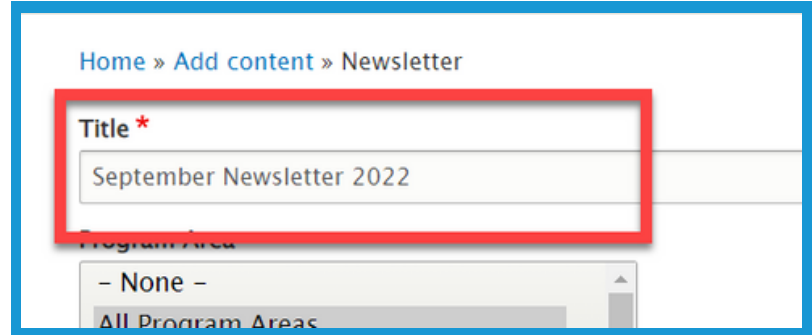


2. Place your mouse over **Content (1)** in the upper left. Then, place your mouse over **Add Content (2)**. Finally, click **Newsletter (3)** in the new menu.



Section 8: Creating a Newsletter

3. In the **Title** field type the name of the newsletter. Try to remain consistent in the naming of the newsletters when posting.



Home » Add content » Newsletter

Title *

September Newsletter 2022

Program Area

- None -

All Program Areas

4. In the **Program Area** section select the program associated with the newsletter.



Title *

September Newsletter 2022

Program Area

All Program Areas

4-H Youth Development

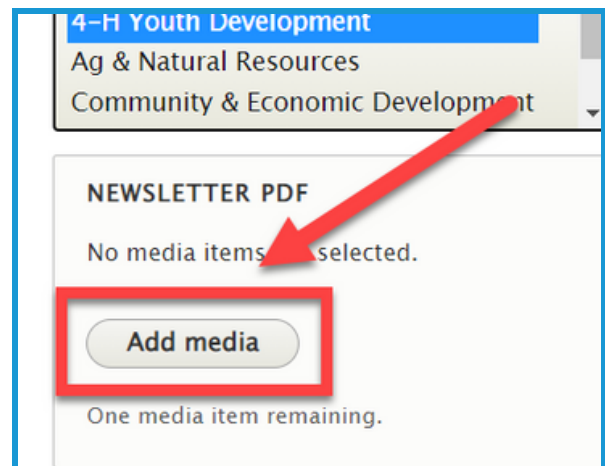
Ag & Natural Resources

Community & Economic Development

NEWSLETTER PDF

No media items are selected.

5. Click **Add Media** under **Newsletter PDF** to load the needed file.



4-H Youth Development

Ag & Natural Resources

Community & Economic Development

NEWSLETTER PDF

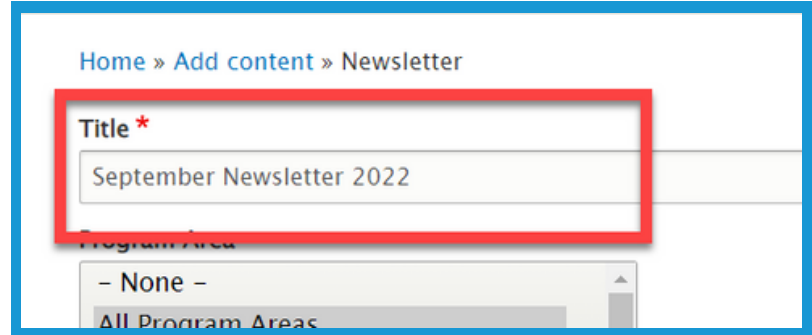
No media items are selected.

Add media

One media item remaining.

Section 8: Creating a Newsletter

6. In the **Title** field type the name of the newsletter. Try to remain consistent in the naming of the newsletters when posting.

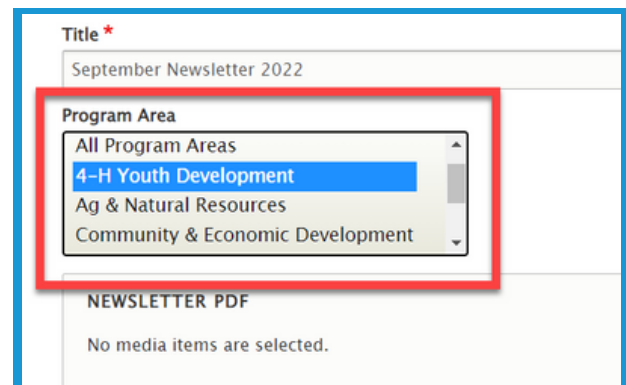


Home » Add content » Newsletter

Title *
September Newsletter 2022

Program Area
- None -
All Program Areas

7. In the **Program Area** section select the program associated with the newsletter.

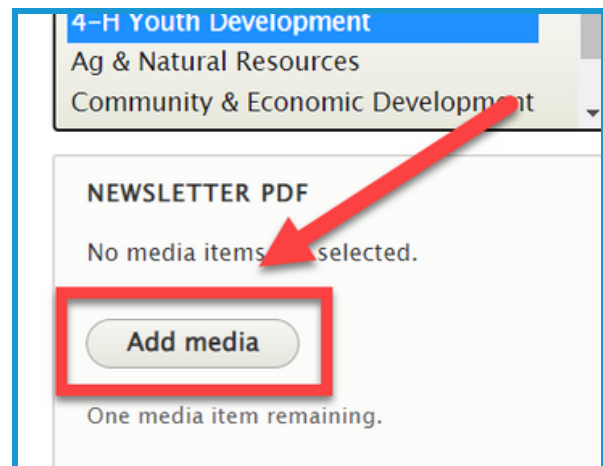


Title *
September Newsletter 2022

Program Area
All Program Areas
4-H Youth Development
Ag & Natural Resources
Community & Economic Development

NEWSLETTER PDF
No media items are selected.

8. Click **Add Media** under **Newsletter PDF** to load the needed file.



4-H Youth Development
Ag & Natural Resources
Community & Economic Development

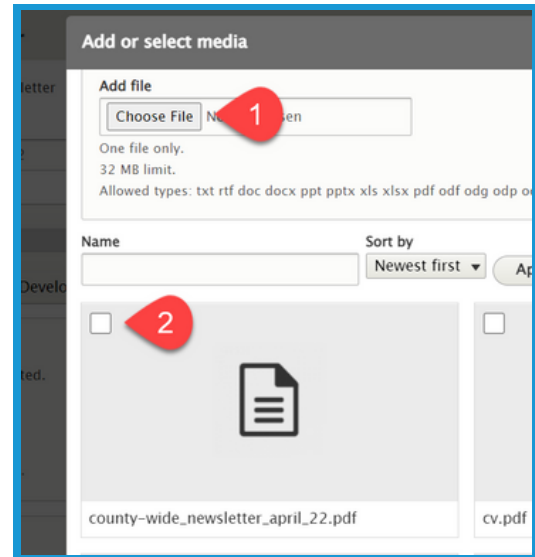
NEWSLETTER PDF
No media items are selected.

Add media

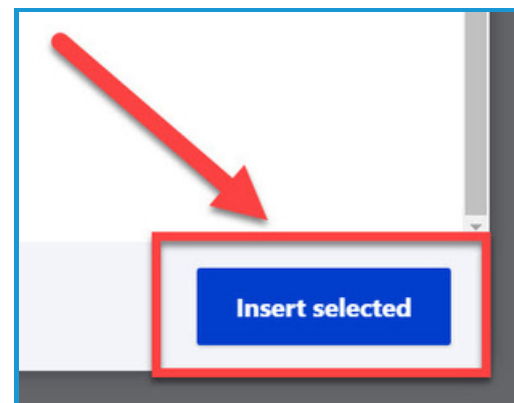
One media item remaining.

Section 8: Creating a Newsletter

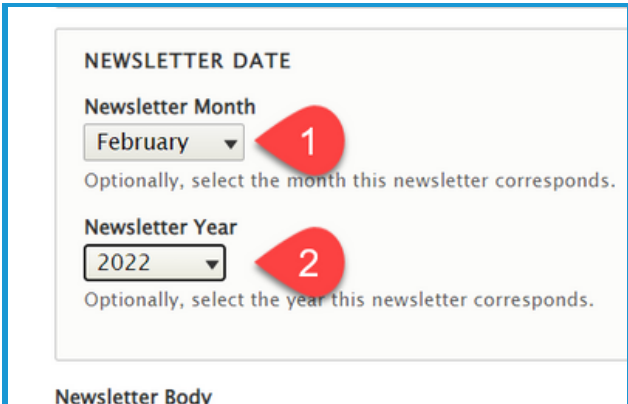
9. Select **Choose File (1)** to import a file from your computer, or load a newsletter from the **File Library (2)**.



10. Select **Insert selected** in the lower right corner.

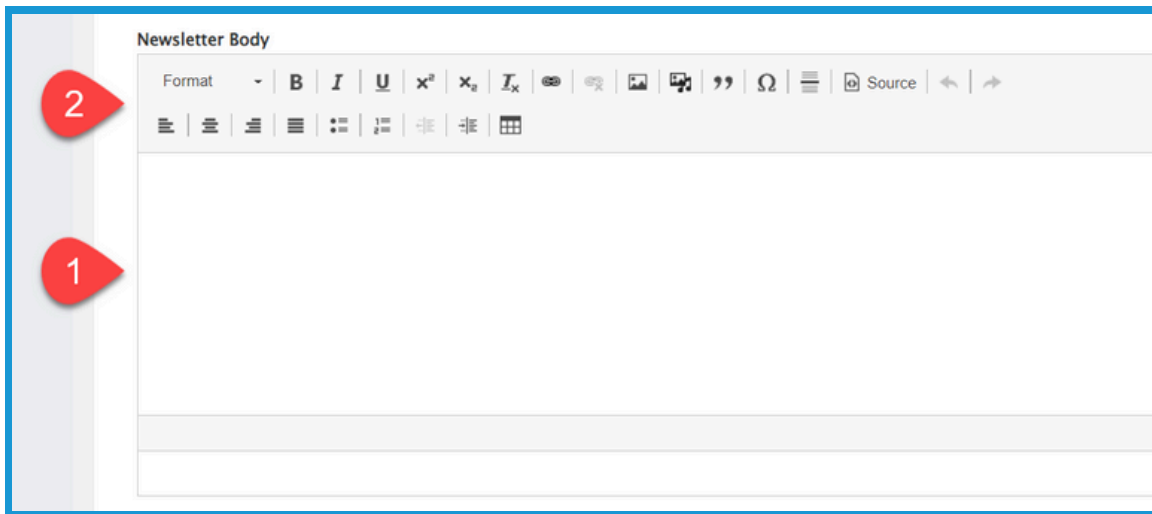


11. Choose the **Newsletter Month (1)** and **Newsletter Year (2)** from the dropdowns under Newsletter Date.

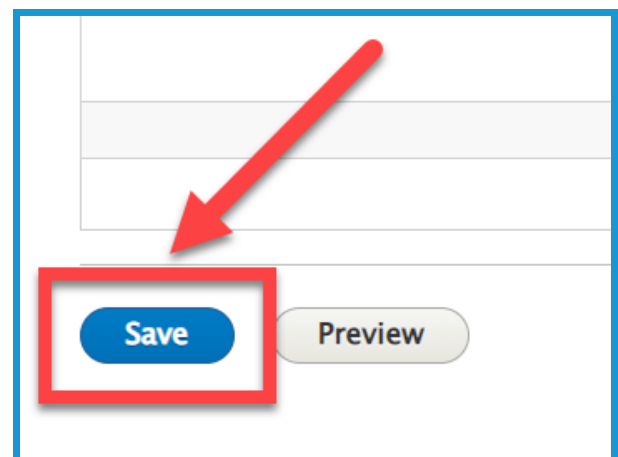


Section 8: Creating a Newsletter

12. In the **Newsletter body**, enter the text from the **newsletter (1)**. You can use the **toolbar (2)** of the textbox to modify the text. **We recommend loading a picture to this box for social media post. If not, when the social media buttons are used the post will use the Kentucky State University logo or the University of Kentucky logo at the bottom of the page.**

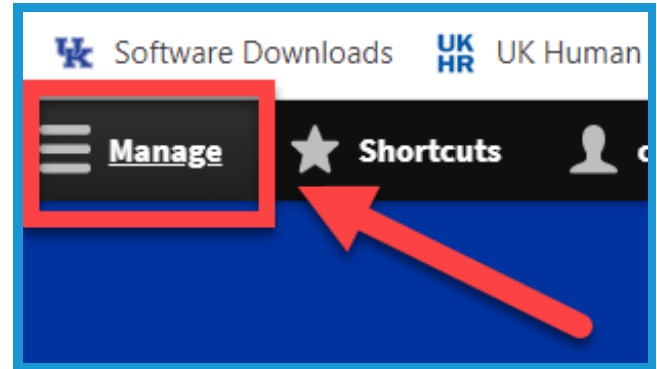


13. Click **Save** in the lower left corner of the screen.

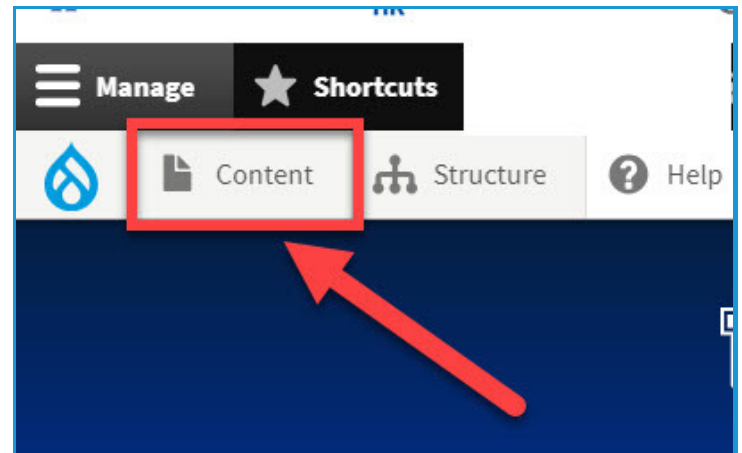


Section 9a: Maintaining the Content Library - Deleting

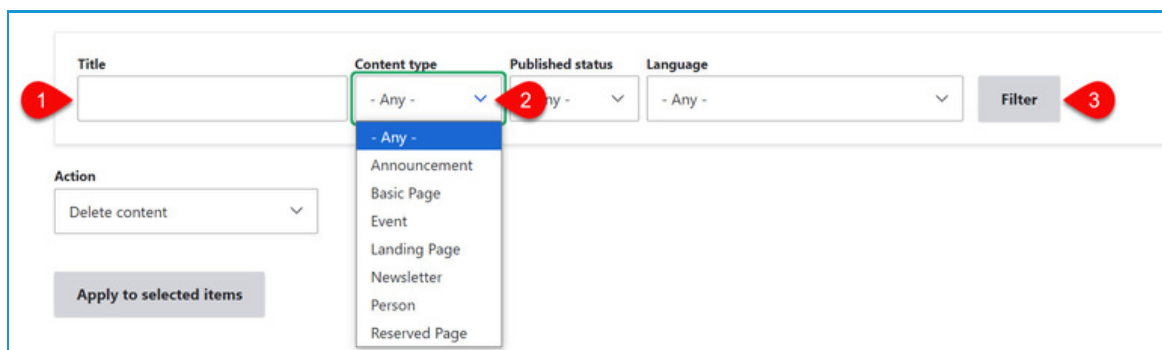
1. Click **Manage** in the upper left corner.



2. Click **Content** in the upper left corner.

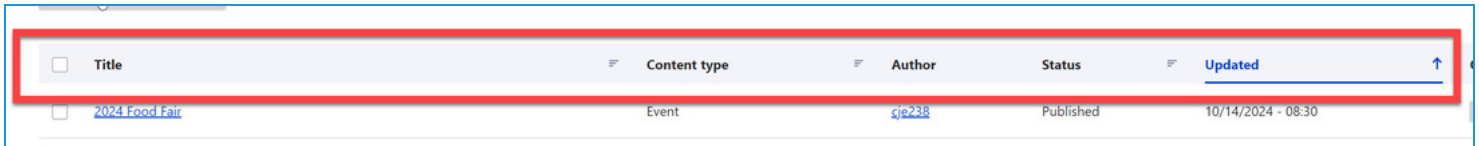


3. If needed, you can utilize the **Filters** at the top of the screen to locate the needed content page. You can type the name of the page in the **Title field (1)**. You can also search for the type of page using the **Content Type (2)** dropdown menu. When ready, click the **Filter button (3)** to activate the filter.



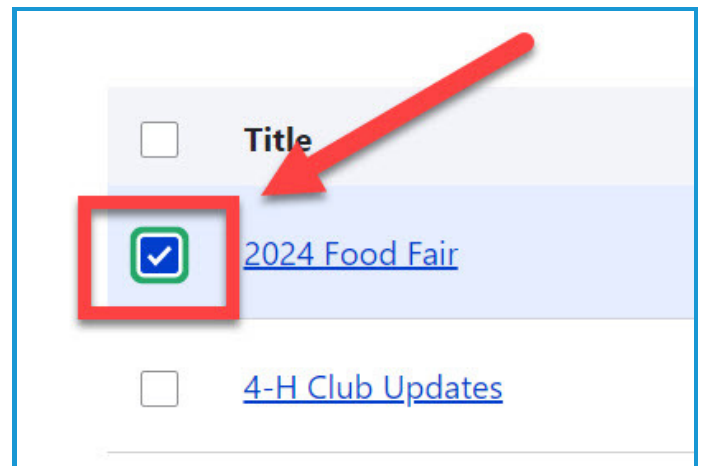
Section 9a: Maintaining the Content Library - Deleting

4. Sort the pages by clicking on **any of the column titles** in the content library. By default, the page that was most recently created or updated will be shown at the top of the page.

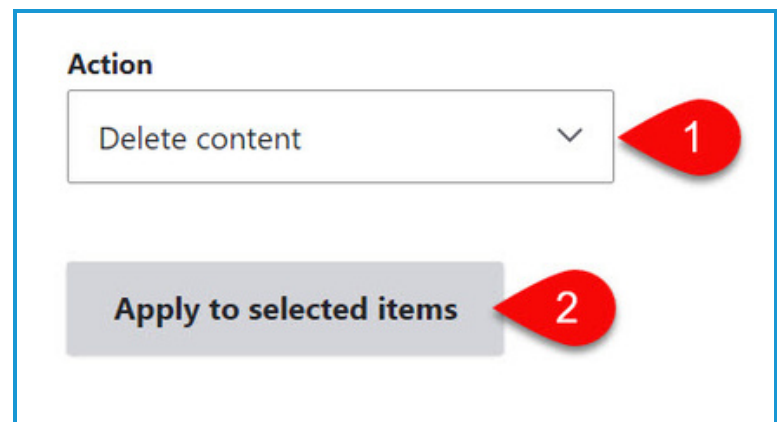


| <input type="checkbox"/> | Title | Content type | Author | Status | Updated |
|--------------------------|--------------------------------|--------------|------------------------|-----------|--------------------|
| <input type="checkbox"/> | 2024 Food Fair | Event | cjc238 | Published | 10/14/2024 - 08:30 |

5. Click the **checkbox** the left of the page title you are wanting to delete.

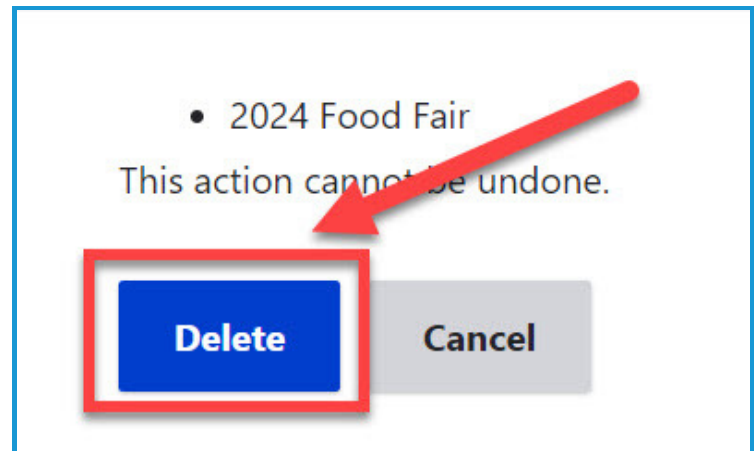


6. Make sure **Delete Content (1)** is selected in the Action dropdown menu. Then click the **Apply to selected items button (2)**.



Section 9a: Maintaining the Content Library - Deleting

7. Click **Delete** on the next page to confirm deletion of the content page.

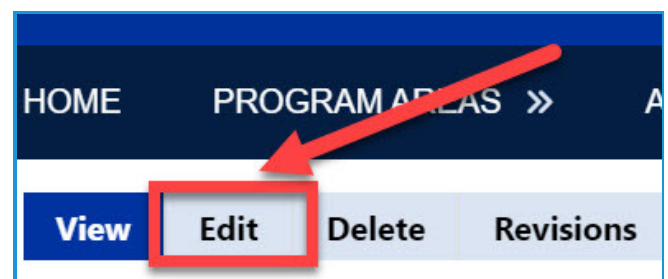


Section 9b: Maintaining the Content Library - Editing a Newsletter or Event

1. Click the **hyperlink** of the page you want to edit in the Content Library.

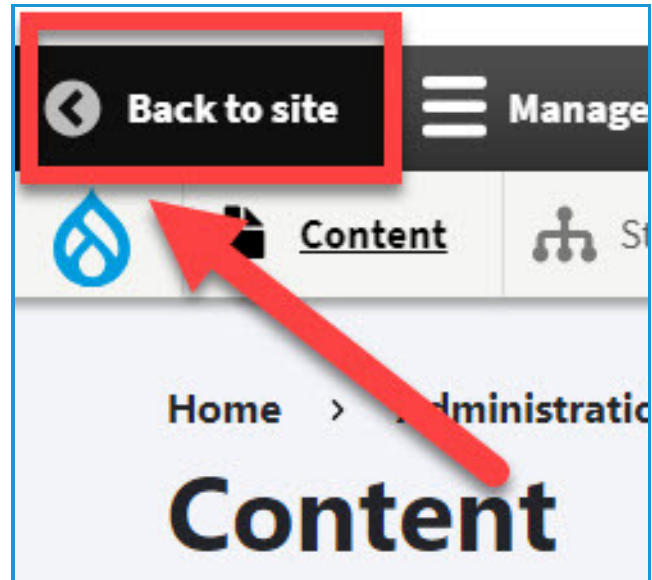


2. Click **Edit** at the top of the **Newsletter or Event page** when it opens.



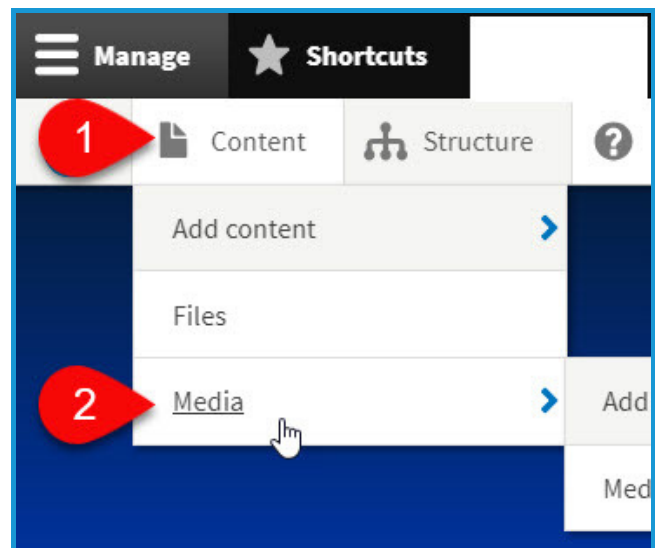
Section 9c: Maintaining the Content Library - Exiting

1. Click **Back to site** in the upper left corner.



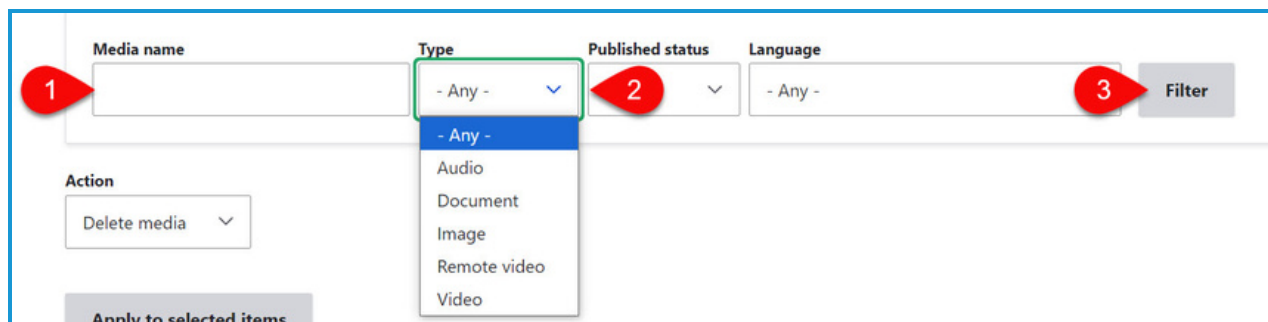
Section 10a: Maintaining the Media Library - Deleting

1. Click **Layout** at the top of the page.

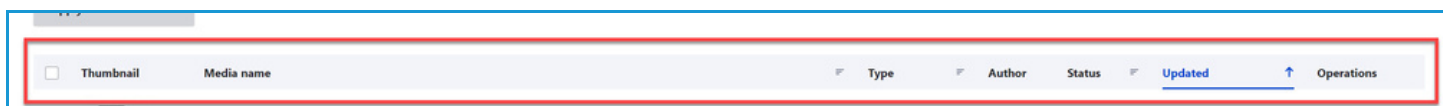


Section 10a: Maintaining the Media Library - Deleting

2. If needed, you can utilize the **Filters** at the top of the screen to locate the needed media. You can type the name in the **Media name field (1)**. You can also search for the type of media by clicking the **Content Type (2)** dropdown menu. When ready, click the **Filter button (3)** to activate the filter.



3. Sort the pages by clicking on **any of the column titles** in the media library. By default, the page that was most recently created or updated will be shown at the top of the page.

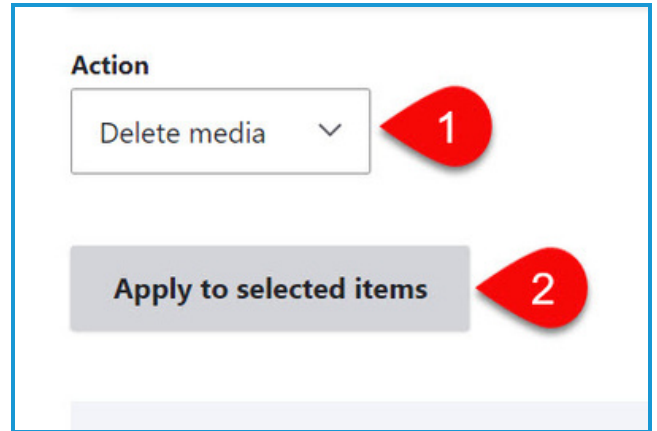


4. Click the **checkbox** to the left of the page title you are wanting to delete.

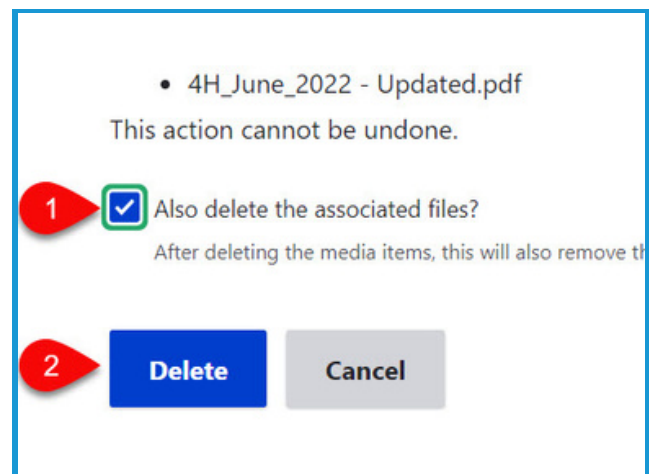


Section 10a: Maintaining the Media Library - Deleting

5. Make sure **Delete media(1)** is selected in the Action dropdown menu. Then click the **Apply to selected items button (2)**.



6. Make sure the checkbox is selected next to “**Also delete the associated files?**” (1) Then click the **Delete button (2)**.



Section 10b: Maintaining the Media Library - Editing

1. Once in the Media library (see **Sec 10a, step 1, Page 75**), locate the file, and click on the **hyperlink of the file name**.

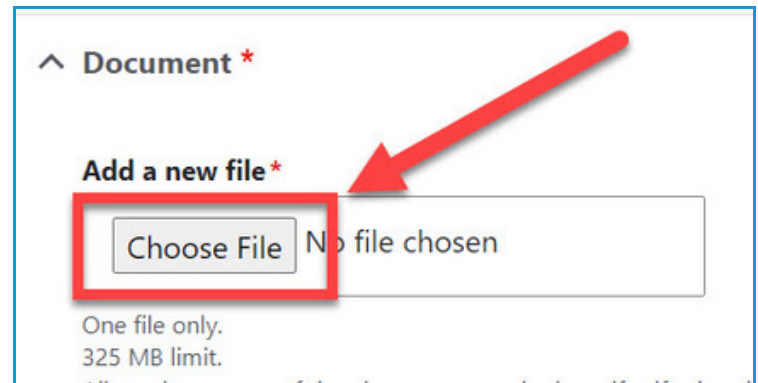


Section 10b: Maintaining the Media Library - Editing

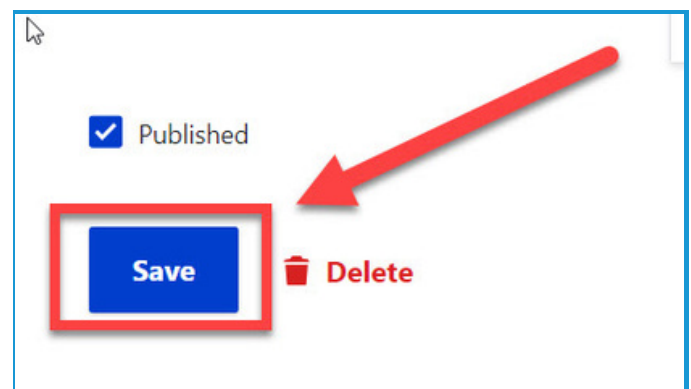
2. Click **Remove** to the right of the file name.



3. Select **Choose File**, and load the new file from your computer.

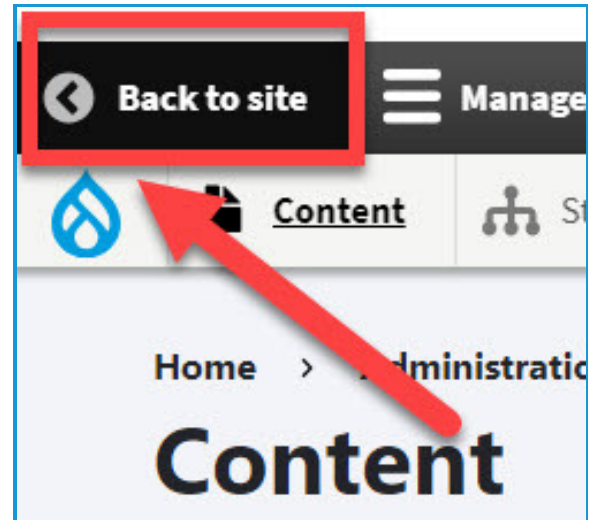


4. Click **Save** in the lower left corner.



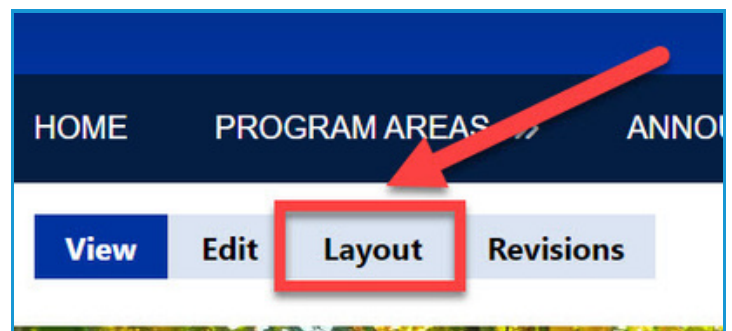
Section 10c: Maintaining the Media Library - Exiting

1. Click **Back to site** in the upper left corner.

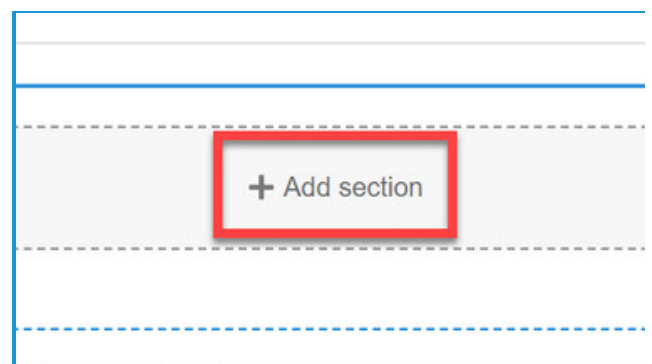


Section 11a: Creating an Alert Block

1. Click **Layout** at the top of the page.

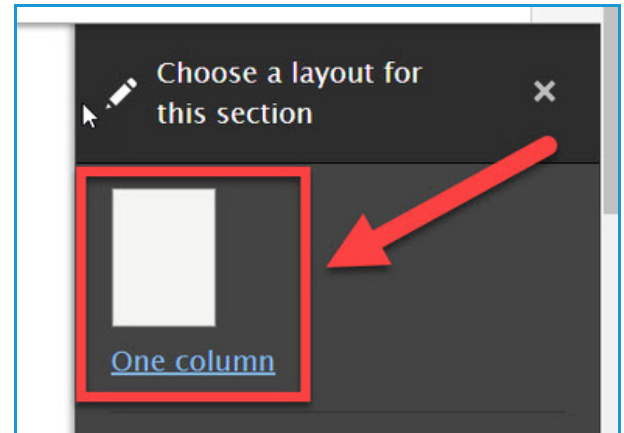


2. Click **Add Section** at the top of the page.

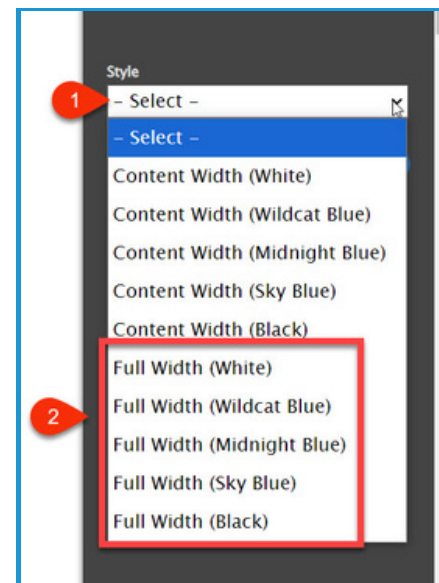


Section 11a: Creating an Alert Block

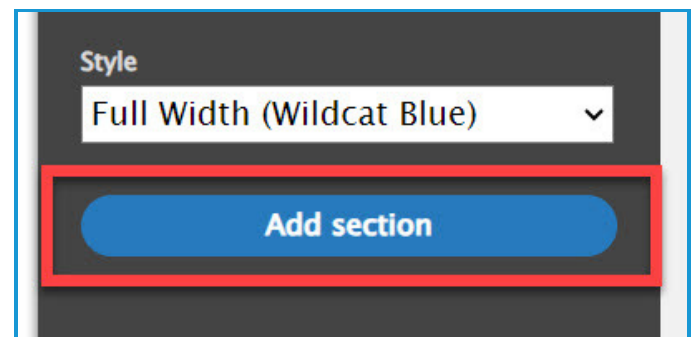
3. Select **One column** from the menu that appear on the right side of the screen.



4. Click the **Style dropdown menu (1)** on the right side of the screen. Then select one of the **Full Width (2)** options.

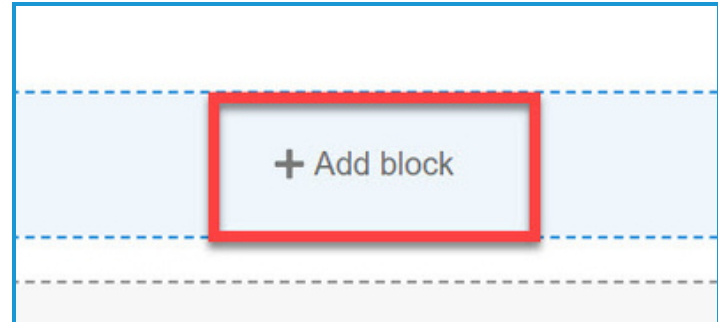


5. Select **Add section** under the Style dropdown menu on the right side of the screen.

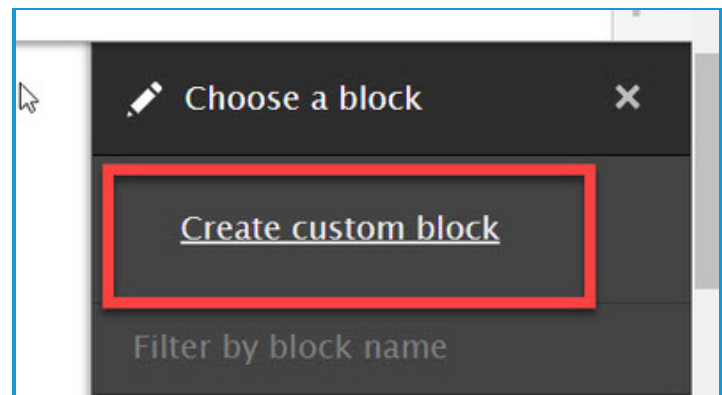


Section 11a: Creating an Alert Block

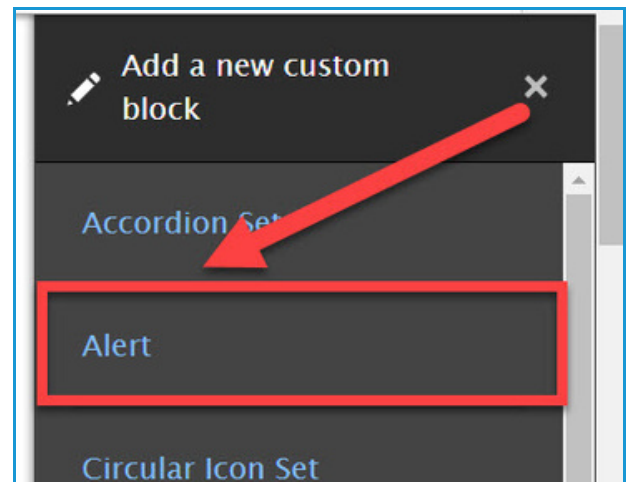
6. Click **Add block** at the top of the page.



7. Select **Create custom block** in the upper right corner of the menu that appears on the right side of the screen.

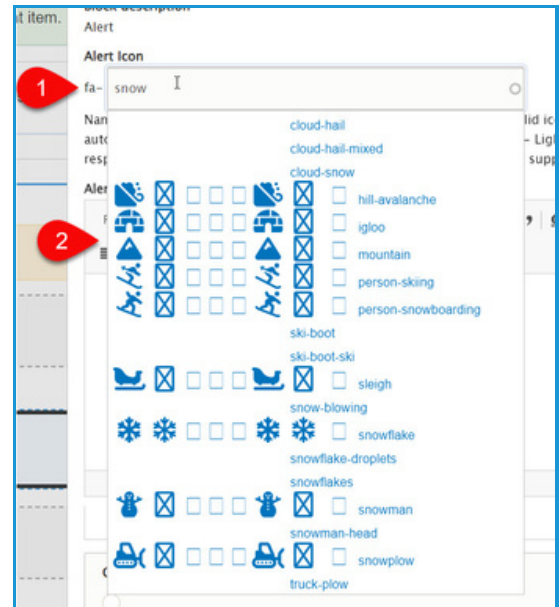


8. Select **Alert** from the custom block menu on the right side of the screen.

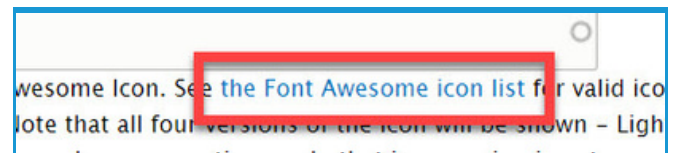


Section 11a: Creating an Alert Block

9. In the **Alert Icon** field (1) type a key word to look for an icon for your alert block. If you an icon (2) in search results, you can click it to use the icon in your block.



10. To see available icons you can click the **Font Awesome icon list hyperlink** located below the Alert Icon field.

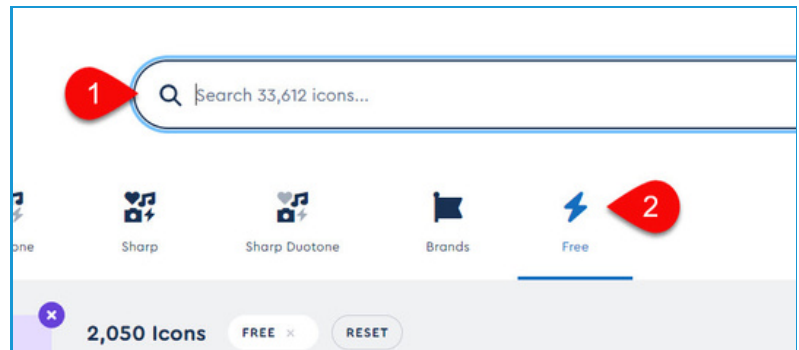


11. Click the link that says “**2,050 free and open-source icons**” on the Font Awesome webpage when it opens.

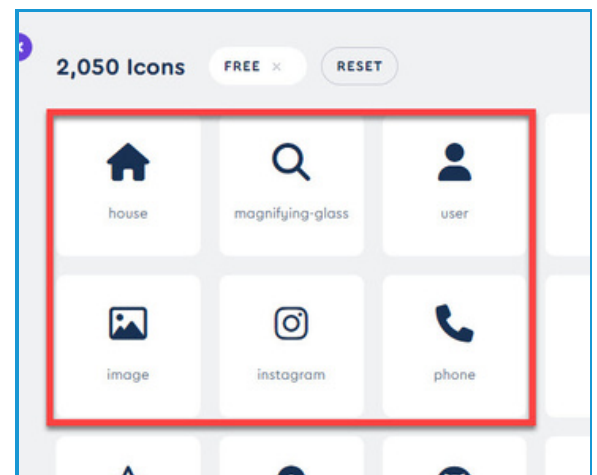


Section 11a: Creating an Alert Block

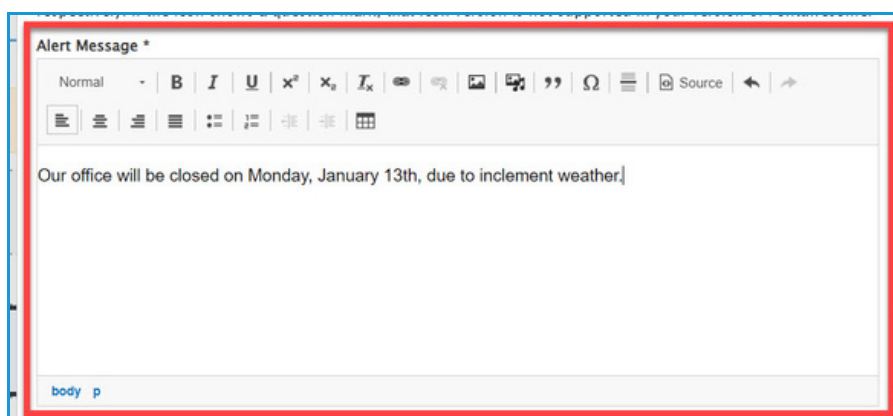
12. You can search for icons using the **search engine (1)** at the top of the page. Just make sure the icons are located in the **free section (2)**. **OR....**



13. You can look through the **2,050 free icons at the bottom of the page**. Once the icon you want is located, remember the **name located under the icon**. You can then go back to your website and type that name into the alert icon field (**step 9**).

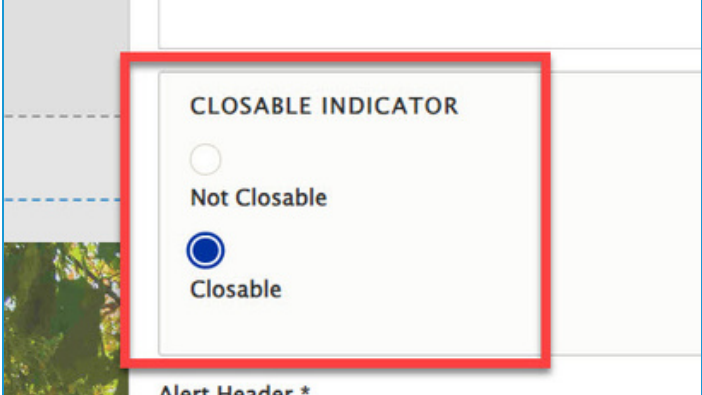


14. In the **Alert Message text box**, type the message for the users to read. **Please do not use additional images or increase the size of the text. This will be distracting from the alert icon, and from additional required text fields in the Alert Block.**



Section 11a: Creating an Alert Block

15. Under **Closable Indicator**, determine whether or not you want the user to be able to close the alert on their web browsers.




CLOSABLE INDICATOR

Not Closable

Closable

Alert Header *

16. In the **Alert Header field**, type a title to appear above the alert message.



Closable

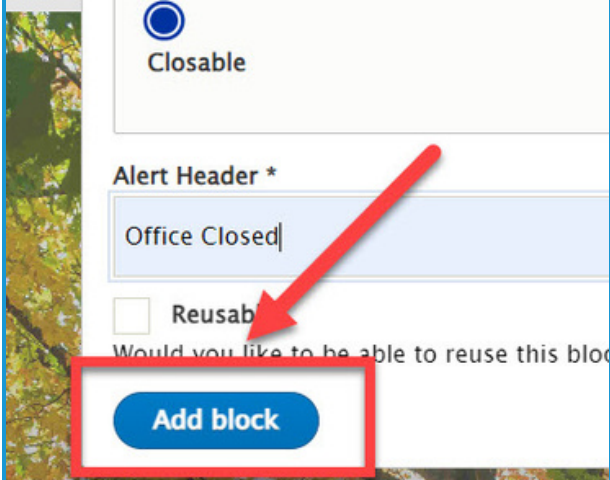
Alert Header *

Office Closed|

Reusable

Would you like to be able to reuse this block? This option can not

17. Select **Add block** in the bottom left corner.



Closable

Alert Header *

Office Closed|

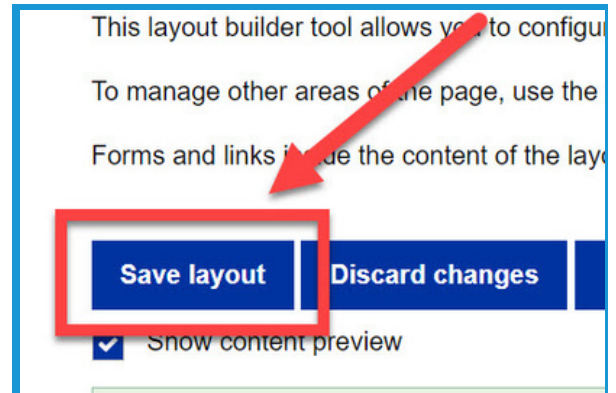
Reusable

Would you like to be able to reuse this block?

Add block

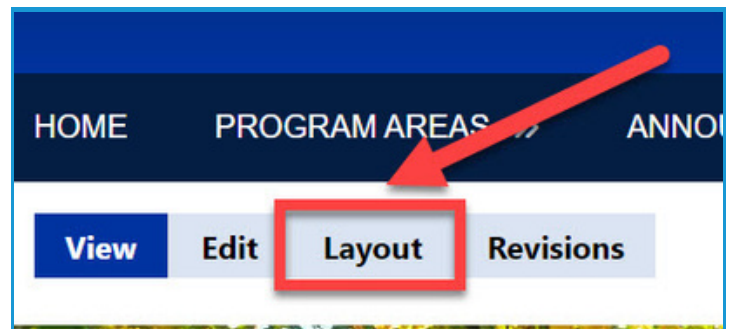
Section 11a: Creating an Alert Block

18. Select **Save Layout** in the upper left corner of the screen.

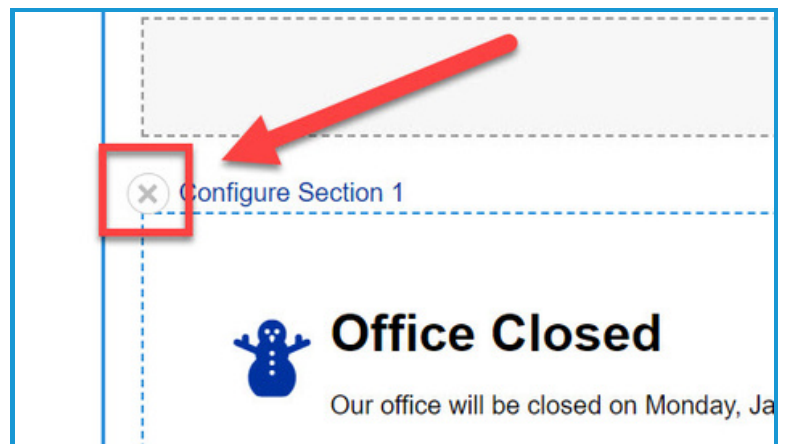


Section 11b: Removing an Alert Block

1. Click **Layout** at the top of the page.

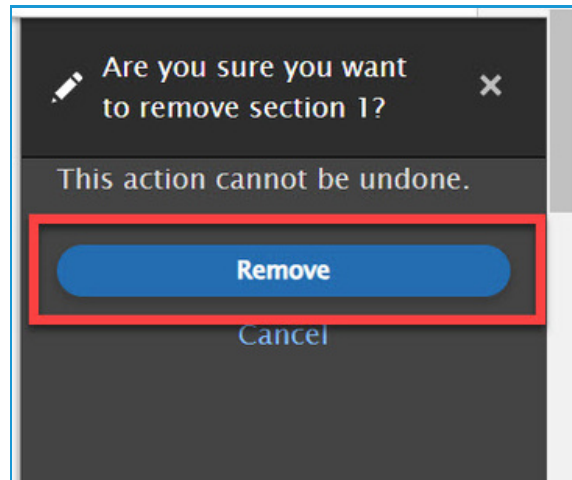


2. Click the **X** in the upper right corner of the alert block.



Section 10b: Removing an Alert Block

3. Click **Remove** on the right side of the screen.



4. Select **Save Layout** in the upper left corner of the screen.

