Website Management (Tech Peer – April 4, 2023)

YouTube video

https://www.youtube.com/watch?v=DYaPR1_vMHo&list=PLZ90LZOXWJ6kOE4F63Bl9yNWMYTHEPUv6&index=4

11/23 Update

Content Management for branches maintaining their own website

AAUW Site-Resources will set up Editor accounts and one super Editor for a branch/state site.

Editor - someone who will publish and manage posts and pages and manage other user's posts, etc

Super Editor - same capabilities of Editor, but can manage menu, sidebar, widgets, and header image.

This presentation is for branches that use [National's Site Resources](#) to create and maintain your website and now you want to consider maintaining part or all of it yourself. The presentation will have two parts, this written material and the Zoom presentation where you can see the various actions done live. (The recording of the Zoom will be available following the presentation) This demonstration will show one complete process that then can be duplicated for any of the pages.

The email address for site-resources is site-resources@aauw.org. To edit your website, you will need to obtain the Admin login credentials from site resources.

Remember: it is important to keep your website current.

Branch websites should contain material for two audiences:

- external (outsiders, possible new members) and,
- internal (what members need/want).

Let's start: Remember nothing is saved until you Publish the changes.

Login with your Admin Login credentials on the footer of the home page.

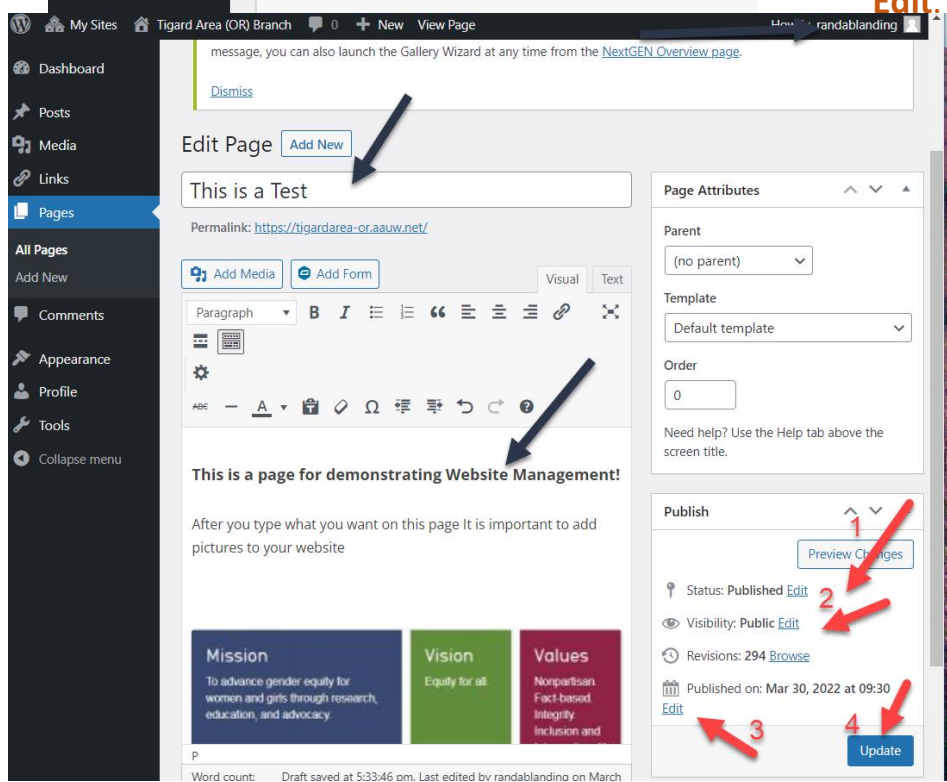© AAUW Tigard Area (OR) Branch | Admin Login | AAUW National

That will take you to the **Dashboard**. (Once you are on the Dashboard you can always hover on the name of the branch at the top and click on **Visit Site** and vice versa to return to the

Next, click on **Pages**.
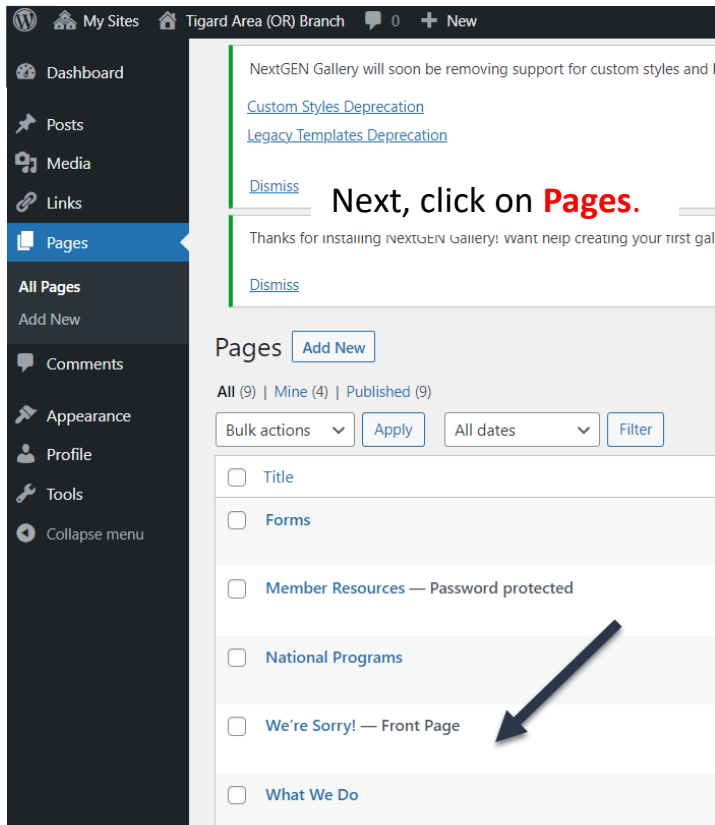
Find the page you want to edit. For this demonstration, we will edit the Front page.

Hover below the words and click on **Edit**.

That takes you to the page you plan to edit.

Type or copy and paste your text on the boxes with black arrows. You can also use the editing tools. Don't leave this page without first publishing (red arrows) but it is easy to return for further edits and additions.
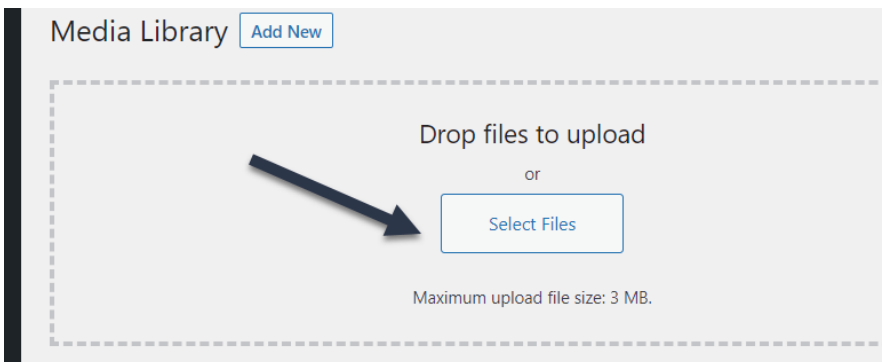
Publish Box (red arrows)

(You can click Preview Changes if you do click Edit Page at the top to return)

Now you decide you want to add a picture to the page you just Published. Find the picture you want to include and put it in a file on your computer. Then return to the Dashboard and click **Media**.
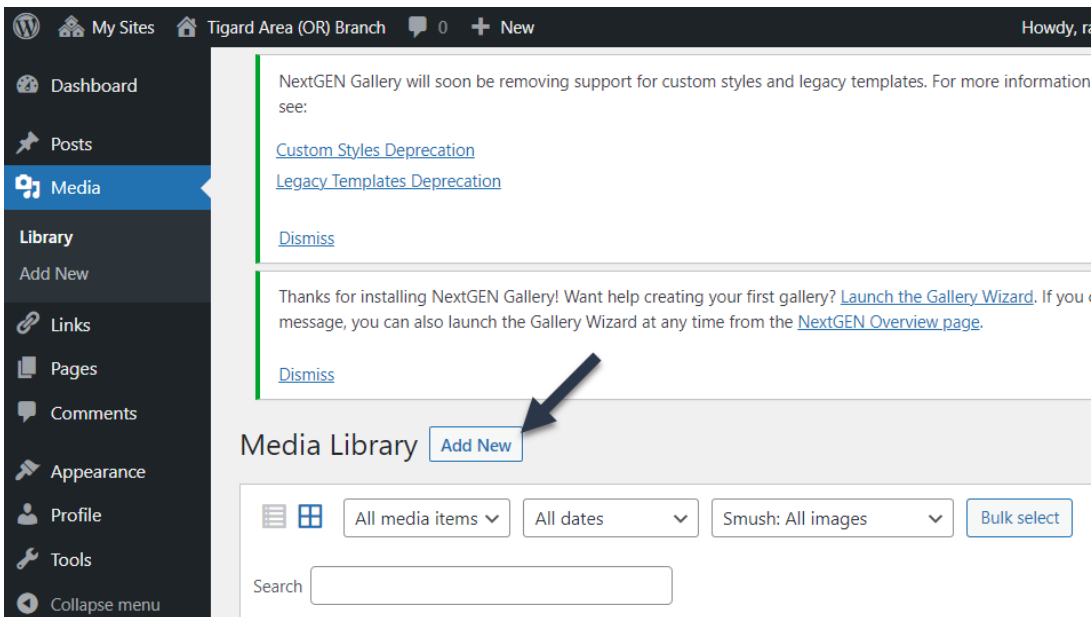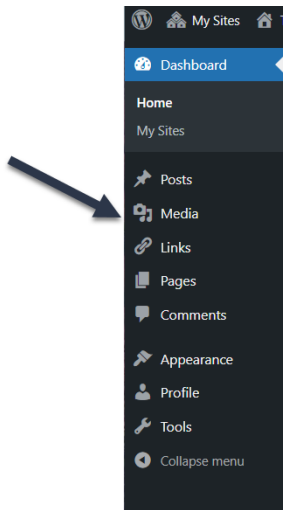

Click **Add New**

Select your picture from the file on your computer to upload it to your website's **Media Library.**
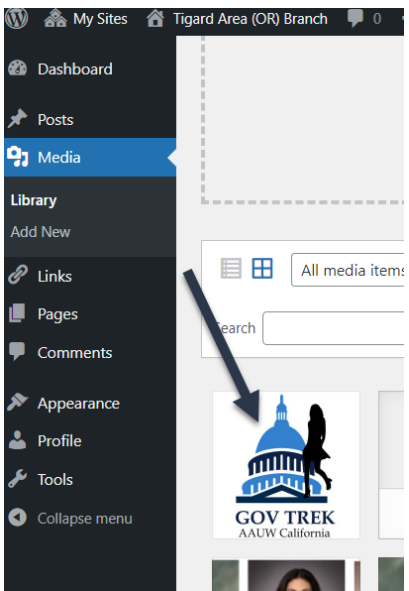
Now edit the page that you just published (updated). Put the cursor where you want to insert the picture. Click **Add Media** button (top left). That takes you back to the Media Library so now you can click on the desired picture. Then click **Insert into page** button on the right bottom.
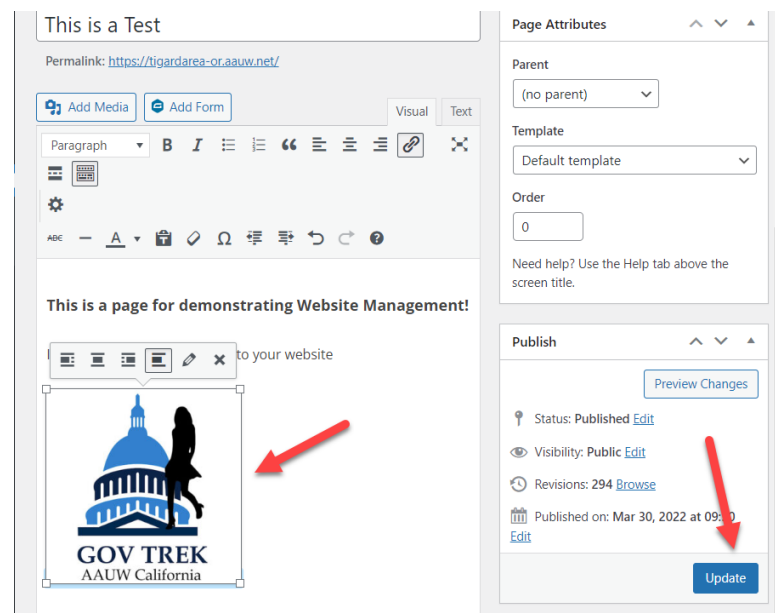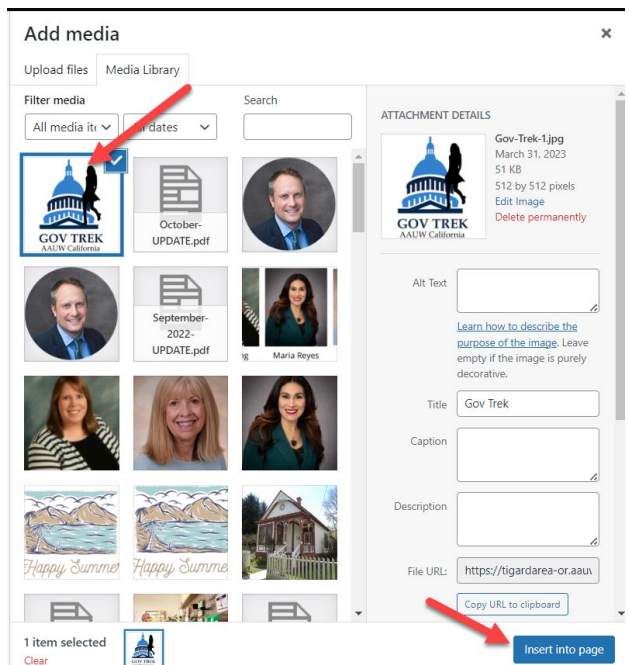
You can change the size of the picture and where you want it on the page.

Important: Click **Update** in the Publish box.

My last words of wisdom: The first time or two that you do this task it may seem hard; soon you'll say to yourself, "Why did I think this was hard?"