

Websites

Site design

➡ Layout manager

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their de-registrations under **Management** or **Participation**.

TA	Test Association (Ju	ude) 🗸					mynetball administration		😫 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	<	O Management O Participation

Clubs will not have the option to choose between management or participation, they will just be in participation.

I	Jude 1 🗸						mynetball administration	🙁 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	

Ster Course VIII. MEVERVE LEDT MERKE LAT SAMED LAT SAMED LAT SAMED LAT SAMED EDT PATH: Layout Manager Non-home Page Layout 1 Jul 16 1202PM 15 Auf 16 2202PM I Same Fage Layout S Feb 16 222PM I Same Fage Layout S Feb 16 22PM S Feb 16 22PM I Same Fage Layout S Feb 16 22PM I Same Fage Layout S Feb 16 22PM S Feb 16 2PM	ORGANISATION P	KOPLE REGISTRATION COMPETITIONS PLEADAR WEISTE REPORT	Management Ortriopation
Layout Manager http://testbed.gld.netball.com.au • / Hone Page Layout 18 Jul 16 12:03PM 18 Jul 16 12:03PM / Data 16 12:0	Search Menus	Q Site Layout Management 🔞	
Layout Manager Nor-home Page Layout \$ Feb 16 3229M \$ feb 16 3229M >	Site Design	URL PREVIEW EDIT MENU TEMPLATE LAST SAVED LAST PUBLISHED EDIT PUBLISH	PATH:
Non hours age bajour a set to search a set to search a	Lavout Manager	http://testbed.qld.netball.com.au 🥥 🥒 Home Page Layout 18 Jul 16 12:03PM 18 Jul 16 12:03PM 🌶 🖬	W/ehsite
Sile Styles 18 Jul 16 1203PM 14 Aug 17 1128AM		Non-home Page Layout S Feb 16 3:22PM S Feb 16 3:22PM 🖉	
	Content	Site Styles 18 Jul 16 12:03PM 14 Aug 17 11:28AM 🖋 🖬	Site design
			Layout manager

This will bring you to the **Site Layout Management** page.

It is recommended that you have an idea of what you want the website to look like before you start, what kind of widgets and how many.

To edit the home page layout, click on edit.

The banner, menu widget and news rotator are locked and are not able to be moved. You will notice a widget above image widget on the right, this is locked as Netball Australia advertises up and coming events.



	Bann	er Widget	o	
	Men	u Widget	ø	
	News Rotator		Locked	٦Į
		×		×
	Competition Snapshot	o ×	Events Widget	×
	YouTube Widget	o x	HTML Widget	×
🚼 Widget			Facebook Widget	×
Row			Widget	
Row				

To add extra sections, click **+row** to add a arrow.

	Re	ow sett	ings			
Row Options:		۲	0	0	0	
	ОК		Cancel			

Choose a row option and **ok.**

Add widgets by clicking on the **+widget** icon.

Choose a widget type, there descriptions are below.



	Widget settings
Type To Add:	
Image Widget Settings: Image File Source :	2016 Primary Schools Cup Logo jpg
Link URL :	OK Cancel

Different Widget Options

Banner	Inserts an image that displays as the banner of the website
Menu	Standard and additional menu items (recommended limit 10-12)
Image	Inserts an image
HTML	Adds page information
Advert	Inserts an advert
YouTube Video	Inserts a YouTube video
Events	Displays event information from the event manager
Twitter	Inserts Twitter feeds
Facebook	Inserts Facebook feeds
Score Board	Add in match and ladder data
News Rotator	Displays news items in a rotating setting

To edit any widget, click on the cog symbol on the right-hand side.

Facebook Widget	•
Widget	

Save when you make changes. Changes can be viewed before making them live by selecting **preview**. When you're happy with the changes select **publish** to make live on the website.





Content

⇒ File manager

Before any items can be uploaded onto the website the information needs to be stored in the file manager.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their de-registrations under **Management** or **Participation**.

TA	Test Association (Ju	ude) 🗸					mynetball administration		2 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	<	O Management O Participation

Clubs will not have the option to choose between management or participation, they will just be in participation.

	Jude 1 🗸						mynetball administration	🙁 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	

A chaiger a chaiger where the point his topic meret field Quarter and Quar	ORGANISATION PEO	Pile Manager	 Management O Participat
vert a (b) (b) (c)	rch Menus	che manager	
ter to a finite Queening the Manager of the Manager	Design	Folders Files	PATH:
- The	tent	ي 😝 (هم التاريخ) - 19 (ه الله التي التي الله التي التي الله التي التي التي ال	147 1 1
	le Manager	A 🥐 Netbal Queensland	Content

This will bring you to the **File Manager** page.

To upload files or images to the file manager, select the file for documents or image for images for them to be stored into.

File Manager						
Help on this top						
Folders	Files					
		*	ng / 1, B,	9		Space Used: 31.7/100 MB (32%
Netball Queensland			Name "	Size	Туре	Date Modified
files						

Upload the files to the directory by using the icon.



File Manager						
Help on this to Folders	pic Files					
	8 8	1 1	9		Space Used: 31.7/100 MB	(32%)
OP Netball Queensland One files One of the optimal of		Name "	Size	Түре	Date Modified	

Follow the instructions to upload the files/images. Start with select files, search your computer and open.

Upload		
CHOOSE A FILE_)	UPLOAD	0
 Unzip and delete Replace files that 		ter uploading xist when uploading

To ensure that the upload was successful you can check the folders in the file manager.

⇒ News

News items can be updated news or worthwhile information source for your members.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their de-registrations under Management or Participation.

	Test Association (Ju	ıde) 🗸					mynetball administration	🙁 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	O Management O Participation
				_				

Clubs will not have the option to choose between management or participation, they will just be in participation.

	Jude 1 🗸						mynetball administration	👤 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	



			Management Participation
		PATH:	
p			
ITEM DATE EXPIRY DATE	DATE UPDATED		
	D I TITM DATE EXPREY DATE		Website

This will bring you to the **News Maintenance** page.

Creating a new news item, select add a new News item.

Edit News Item 🚱	
Item Title	*
News item Date/Time	5/12/2018 1:30 PM Image: Comparison of the second
Item Expiry	5/03/2019 12:00 AM 🛱 🕲
Hide item	
Show in news rotator (if enabled)	
Show author's name underneath item (detail view only)	
Floating Image	Directory Select Filename Clear Caption Align Left Align Right Align Center Width Height Get Original Dimensions
Item content	☑ 函 ፼ 図 ⇔ ⇔ 問 ▼ 亩 亜 密 肺 前 即 即 即 ≫ ᄣ 郎 Ω ▼ 図 ⇔ 囲 ♥ Q ▲ ◆▼ → ▼ X ℃ ① 回 图 图 图 ② 函 母 典 図 窗 1. 主 ⊡ ▼ 図 ⊙ ① ⑦ B I U === A ▼ ④ ▼ ④ ▼ ⑤ ▼ ⑤ ▼ ○ ■ ○ □ ② "Times Ne▼ 16px▼ Apply CSS▼ Custom Lin▼ Normal ▼ Format Sets ▼ Zoom ▼

Follow the instructions to add a new **news item**.

- Create an item title
- Set a news item date and item expiry date. If you give the news item an expiry it will take the news item off the live website automatically, this ensures the Association/Clubs website isn't filled with expired events and old news
- If the hide item box is ticked the item will not show on the live website
- A tick in the box for 'show in news rotator' will show your news item on the home page
- The authors name is connected to the user of MyNetball at the time of uploading the news item
- The directory will allow an image to be displayed behind the caption text on the news rotator, the image has to have been saved in the file manager



- In the item content section, a description of the event can be entered, if you want to attach a nomination form or a document to be opened.
 - To insert images select the **insert image** icon, all properties, image manger icon. Select from the file manager and insert.
 - To insert links type the text e.g. click here and highlight it. Select the **insert link** icon, paste in the URL link, change the target to new window and **ok**.

Save at the bottom of the page. Go into the organisations live website to view the newly added news item. Adjust if needed.



⇒ Events

List the organisations events here. This will filter through the events widget.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their de-registrations under Management or Participation.

TA Test Association (Jude)	~			mynetball administration	2 Default eid:38919 🗸
A ORGANISATION PE	OPLE REGISTRATION	TEAMS PROGRAMS	WEBSITE	REPORTS	O Management O Participation

Clubs will not have the option to choose between management or participation, they will just be in participation.



This will bring you to the Event Maintenance page.



Edit Event Item 🚱	
Item Title	•
Date/Time of event	6/12/2018 12:00 AM
Item Expiry	5/03/2019 12:00 AM 🛗 🕲
Hide item	
Show in news rotator (if enabled)	
Show author's name underneath item (detail view only)	
Floating Image	Directory Select Filename Clear Caption O Align Left O Align Right O Align Center Width Height Get Original Dimensions
Item content	 ■ ● ● ○ ■ ▼ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Creating a new events item, select add a new event item.

Follow the instructions to add a new **event item**.

- Fill in the information below, including a title and date. If you give the event an expiry it will take the event off the live website automatically, this ensures the Association/Clubs website isn't filled with expired events and old news.
- If the hide item box is ticked the item will not show on the live website
- A tick in the box for 'show in news rotator' will show your news item on the home page
- The authors name is connected to the user of MyNetball at the time of uploading the news item
- The directory will allow an image to be displayed behind the caption text on the news rotator, the image has to have been saved in the file manager
- In the item content section, a description of the event can be entered, if you want to attach a nomination form or a document to be opened.
 - To insert images select the **insert image** icon, all properties, image manger icon. Select from the file manager and insert.
 - To insert links type the text eg. click here and highlight it. Select the **insert link** icon, paste in the URL link, change the target to new window and ok.

Click on **show in news rotator** if you want it to be a part of the news section.

Save at the bottom of the page. Go into the organisations live website to view the newly added event item. Adjust if needed.





⇒ Photo galleries

Photo galleries can be used for sharing carnival photos with your membership or player profiles, committee profiles and life member's profiles. If you have rep teams, players, coaches or umpires that are involved in high performance pathways this can be used to highlight those achievements to the Associations/Clubs broader membership.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

 Itest Association (Jude) >
 mynetball administration
 O Default eid38919 >

 ORGANISATION
 PEOPLE
 REGISTRATION
 TEAMS
 PROGRAMS
 WEBSITE
 REPORTS

Associations can manage their de-registrations under Management or Participation.

Clubs will not have the option to choose between management or participation, they will just be in participation.

J	Jude 1 🗸						mynetball administration	🙁 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	

🛱 ORGANISATION P	PEOPLE REGI	ISTRATION COMPETITIONS PROGRAM WEASTE PORTS	Management O Participation
Search Menus	٩	Photo Gallery Maintenance 🕢	
Site Design Content	> ~	ווווע אסאטא אוווע אוווע אסאטאע אוווע אסאטאט אוווע אוווע אסאטאט אווווע אוווע אוווע אוווע אוווע אווווע אווווע אוו	PATH: Website
File Manager News		3852 NQ NQ Sidenbow 28.hun 13 h549M 2 G V B 3873 h No rda Game its a Fassion: As above 26.hul 13 302FM 4 G V B Total Records 2	Content
Events Photo Galleries			Photo galleries

This will bring you to the **Photo Gallery Maintenance** page.

Creating a new photo gallery, select add a new gallery.



Edit Photo Ga		
Title		
Description (optional)		Edit HTML
Gallery Type	 Advanced Slideshow (shows thumbnails, captions, and allows navigation between slid Classic Slideshow (shows thumbnails, captions, and allows navigation between slides) Simple (arranges all slides on page and captions-if entered- underneath) 	
Select Images	2016 Primary Schools Cup Logo.jpg 2016-QLD Fusion-NQ-ANL-Lockup.jpg 2017 Firebirds Logo - CMYK.jpg 2017 Firebirds Logo - CMYK.pdf 8FC_2122.jpg 8FC_2138.jpg 8FC_2148.ino	*
Image List		Refresh List
No records found		
		Update Gallery

Fill in the information needed and select images.

The images need to be uploaded into the file manager to be able to find the images. Select the images to add to the gallery group, when finished click **update gallery**.



HTML pages

⇒ General pages

HTML pages can be created and stored in the organisation's website content section

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their de-registrations under **Management** or **Participation**.



Clubs will not have the option to choose between management or participation, they will just be in participation.





This will bring you to the **HTML page manager** page.

To create a new Html page, click on **go** next to blank page.



Html Page Maintenance 😮
Sack to Html Page Manager
Hint: You may first need to upload any images you wish to include within this page, or files you wish to link to within this page.
Page Identifier: The Identifier does not appear on the page unless the checkbox below is checked. Enter text that uniquely describes the page - e.g. 'Our History' Use page identifier as page heading Page Content:
■ ● ● ● ■ ▼ = = = ● 目目 ● 目目 ● 目目 ● E E E Ω ▼ E ● = ♥ R ▲ ◆ ▼ → ▼ ★ □ □ ■ ● ● ● ● ● ● ▲ ⊠ ■ 1 = = □ ▼ ● ● ● ● ○ ① ⑦ B I U === A * ○ ▼ ▼ ■ = = ■ ■ Aa = A = = = := □ ● ● "Times Ne▼ 16px▼ Apply CSS▼ Custom Lin▼ Normal ▼ Format Sets ▼ Zoom ▼

- Give the page a name in the **page identifier** section. Tick **use page identifier as page heading** to show this as the page name on the website.
- Add text, images, links or embed you tube videos into the page content box.
- \circ $\;$ To embed videos and links, search for the content on the internet.
- For video's select share and embed and copy the code given.
- To insert images select the **insert image** icon, all properties, image manger icon. Select from the file manager and insert.
- To insert links type the text eg. click here and highlight it. Select the **insert link** icon, paste in the URL link, change the target to new window and **ok**.

Save at the bottom of the page. Select the **preview** options if needed and adjust if needed.

⇒ Home page (top)

This is not used in Netball.

- ➡ Home page (bottom) This is not used in Netball.
- ➡ Templates This is not used in Netball.



Advertising

⇒ Advert maintenance

Advertisements can be placed in a number of different locations on the site and can take the form of traditional banner or button sizes using images or text-based ads. Text Ads can be particularly useful for creating ads for internal club/association advertising such as sale or merchandise.

Firstly, adverts need to be created using the Advert Maintenance menu item then these ads can be placed in various positions on the site using the Advert Placement menu item. Each time an ad is clicked it is recorded and a report of these clicks can be viewed via the Advert Statistics menu item.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.



Associations can manage their de-registrations under Management or Participation.

Clubs will not have the option to choose between management or participation, they will just be in participation.

L	Jude 1 🗸						mynetball administration	😍 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	

🧶 Netball Queensland 🗸		mynetball adminis	
ORGANISATION PEO Search Menus	PLE REGIS	Advert Maintenance	Management Particip
Site Design	>	Maintenance Placement Statistics	PATH:
Content HTML Pages	>	O Add New Advert	Website Advertising
Advertising	Ý	No records found Total Records: 0	Advert maintenance

This will bring you to the **Advert Maintenance** page.

Creating a new advert, select add new advert.



Back to Advert Manager	
Advert Name:	
Ad Type:	 Banner Text
Destination URL:	
Display URL: (max 35 Chars)	
URL Target:	
Banner File:	Select
Banner Image Alt Text:	
Text Ad Headline: (max 25 Chars)	
Text Ad Description: (max 70 characters)	
	PREVIEW SAVE ADVERT
Advert Preview	

Fill in the information required and **save advert**.

⇒ Advert placement

There are several positions available for advertising on your site including a banner position at the top of the page and smaller ones down the left and right-hand sides of the page.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their de-registrations under **Management** or **Participation**.

TA	Test Association (Ju	de) 🗸					mynetball administration		👤 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	<	O Management O Participation

Clubs will not have the option to choose between management or participation, they will just be in participation.

	Jude 1 🗸						mynetball administration	🙁 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	



🌦 Netball Queensland 🗸				m	yne	tball ac	lmin	istra		😢 Sian Jackson 🗸
CIRCANISATION PEOPLE	REGISTI	RATION COMPE	TITIONS PROGRAMS	WEBSITE	Rypor	TS				Management Participation
Search Menus		Advertisin	g Placement	0					~	
Site Design	>	Maintenance	Placement Statistics						PATH:	
Content	>								Website	
HTML Pages	>	Note: When config	uring an Advert widget withi	n the Layout Mana	iger use the	applicable Adver	t Position N	umber with	Advertising	
Advertising	~	Advert Position Number	Source	Advert Name	Ad Type	Last Updated	Actions	Preview (1997)	Advert placement	
Advert Maintenance		1	No advert				Edit			
Advert Placement		2	Use SportzVault adverts				Edit			
Auvert Placement		3	Use SportzVault adverts				Edit			

This will bring you to the **Advertising placement** page.

To modify what is displayed in these positions:

- Click the Edit link for the relevant advertising position to change the placement. **NOTE:** Some advert positions may be fixed and cannot be changed. Where the club/association only has a LITE account none of the advertising placements will be able to be changed.
- The Advert Placement edit screen is displayed.
- There are three options to choose from when setting an ad placement: No Advert: Nothing is displayed in the given advert position Use Own Advert: An advert that you have created and selected in the given advertising position
- Use SportzVault adverts: Ads are sourced from the InteractSport advertising server.
- If you choose "Use Own Advert" you will be required to select an ad from the drop-down list (ads can be created using the Advert Maintenance screen, see above). When choosing your own ad only those that fit within the given dimensions of the advertising position will be able to be selected.
- To preview an ad to see what it looks like before saving press the Preview button

Advertisin	g Placement	0	
Maintenance	Placement Statistics		
		Layout Manager use the applie	cable Advert Position Number within the table bel
		Layout Manager use the applie	Actions

To save changes press the Update link or to cancel, press the Cancel link and changes will be lost



⇒ Advertising statistics

Statistics are kept for on how many times an advert is clicked which is useful for giving feedback to advertisers or even charging a sponsor advertising "by the click through". A report is also available on how clicks have been made by ad position so that the most effective advertising position can be tracked. Statistics in this report are updated every hour.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their de-registrations under Management or Participation.

TA	Test Association (Je	ude) 🗸					mynetball administration	😍 Default eid:38919 🗸	
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS		O Management O Participation
	_	_		_				_	

Clubs will not have the option to choose between management or participation, they will just be in participation.

J	Jude 1 🗸						mynetball administration	😍 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	

🧶 Netball Queensland 🗸		mynetball administration	Sian Jackson 🗸
CRGANISATION PEOF	LE REGI		Management Participation
Search Menus		Advertising Statistics 🕜	PATH:
Site Design	>	Maintenance Placement Statistics	Website
Content	>	View statistics by advertisment •	Advertising
HTML Pages	>	Advert Name Number Clicks	
Advertising	×	* Statistics updated every hour	Advertising statistics
Advert Maintenance			
Advert Placement			
Advertising Statistics)		

This will bring you to the **Advertising Statistics** page.



Menu management

⇒ Menu editor

The site menu can be customised from this page. Any number of Custom Menu items can be added in a hierarchical structure, enabling users of the site to access content on the public web site.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their de-registrations under **Management** or **Participation**.



Clubs will not have the option to choose between management or participation, they will just be in participation.

J	Jude 1 🗸						mynetball administration	👤 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	\bigcirc

🇶 Netball Queensland 🗸	¢.	mynetball administration	😌 Sian Jackson 🗸
A ORGANISATION PE	EOPLE REG	ISTRATION COMPETITIONS PROGRESS WEBSITE PORTS	Management Participation
Search Menus		Edit Site Menu 🔞	
Site Design	>	Menu Mode 1	PATH:
Content	>	O SIMPLE • ADVANCED	Website
HTML Pages	>		Menu management
Advertising	>		Menu editor
Menu Management			
Menu Editor		🗄 😪 Root 🛍 TARGET	

This will bring you to the **Edit Site Menu** page.

There are two menu modes; simple and advanced. Recommend advanced as it's more options.

Simple Mode: This means that a menu will be made up of a number of built in sections, combined with the dynamic section that is defined via the menu editor. Certain built in sections can be customised via the *Menu Preferences* page

In Simple mode, no built-in sections are displayed in the menu editor, only the dynamic user defined section

Advanced Mode: This means that a menu is completely specified by the user, and no built-in sections are displayed. However, individual built in menu items (such as links to News pages, or Results and Statistics pages) can be specified (see below '<u>#Assigning or changing the target of a menu item</u>).



- A name this is the text that displays on the menu item on the public web site. It should be brief (ideally no more than 15 characters).
- Optionally have a 'target' ie the page/file that will open when the item is selected. The target is displayed in the tree view next to the item.
- Optionally have 'child items' which appear as a sub menu when the item is selected. There is no limit on the level to which sub menus are nested.

If the target is displayed as '?' it simply means that there is a valid target page, but the name is not displaying properly within the tree view of the administration site (it will still display correctly on the public site).

Edit Site Menu 😮	
Menu Mode 3	
	Append ResultsVault Tree
Menu items 🜖	
B- 국 Root 웹 - NQ Clothing Online 웹 - FAQ 웹 - Our Sponsors 웹 - New Child 웹 - User Agreement 웹	TARGET No target No target No target File: MyNetball User Agreement - 2017 Final.pdf
There are unapplied changes. When all changes	have been made, click Publish Menu to apply the changes, or Abandon Changes to lose all changes since the last publish.
	Abandon Changes Publish Menu

It is recommended that your menu is arranged logically, with related items grouped as a sub menu.

Customising the menu

When you first customise the menu, a single item will appear - named Root. This is the top level of the new menu, and all items are created as 'child' items of the Root level. Any changes you make do not take effect until you click the <u>Apply Changes</u> button at the bottom of the screen. Once this is clicked, the new menu is available immediately on the public site.

Adding a new menu item

To add a new menu item under a current menu (the *root* menu is the top layer) use the following steps:

- a. Click the Create Child image
- b. Enter a heading for the menu item (this will be the name of the menu on the site).
- c. Select the item the menu will link to from the drop-down list.
- d. Save the changes by clicking **OK**.

Editing an existing menu item

To edit the name of, or change the links of, an existing menu item, use the following steps:



- a. Click the name of the menu item.
- b. This opens the menu item's edit box
- c. Save changes by clicking **OK**.

Deleting a menu item

- a. Click the name of the menu item.
- b. This opens the menu item's edit mode.
- c. Click on the **delete** link in the lower left corner of the edit box.

Assigning or changing the target of a menu item

The target of a menu item is the page or file that is displayed when the item is clicked in the menu (i.e. the URL). Menu items do not have to have a target - in most cases, an item that has child items will not have a target.

Items may be launched in a new window by checking the **Open in New Window** checkbox.

This would usually be the case for FILE or EXTERNAL target types.

Click the menu item to select it for editing There are seven types of targets, which are listed in the **Target Type** dropdown:

NONE	No target (this is the default for new items)	
PAGE	This refers to a <u>HTML page</u> previously defined. Select the page title from the list.	
GALLERY	This refers to a <u>Slideshow Gallery</u> previously defined. Select the gallery title from the list.	
FILE	This refers to a <u>file</u> that has previously been uploaded. Select the filename from the list. Files can only be launched in a new browser window.	
EXTERNAL	This refers to an URL anywhere on the Internet. The full URL (including http://) should be entered.	
BUILTIN	 This refers to a number of built in pages within SportzVault (these relate to pages accessible via the built in section of the menu in simple mode: Home Page - Access the site home page News Main news page Events Main events page WebStore - Public WebStore page (WebStore option must be enabled) About - Page giving summary information about the club/association, as well as office bearers (if entered) Clubs - (associations only) Listing of clubs in the association Grounds - (associations only) Listing of grounds in the association Results and Statistics pages - individual Results and Statistics pages (for example: Fixture, Teams etc etc) 	



SEPARATOR This provides a menu separator that is useful for grouping items within a sub menu. You cannot enter any other information if you select this option. Separators are not usually applicable in the top level of the menu.

BUILTIN is not available in all SportzVault Packages.

Moving menu items

Menu items can be moved anywhere on the tree by dragging and dropping the folder

- To move a menu item as a child of another item: Drag the source item folder onto the target item folder.
- To move a menu item to be positioned after another item (at the same level): Hold down the Control key and Drag the source item folder onto the target item folder.
- To move an item to be positioned before another item (at the same level): Hold down the Shift key and Drag the source item folder onto the target item folder.

Applying your changes

You can make any number of changes to the menu; **however no changes will be applied to the public web site until you click the Apply Changes button**. All changes will then be saved and will be available on your SportzVault site within a few minutes.

To abandon all changes, click the **Abandon changes** button. You will lose all changes made in the current session.

⇒ Menu preferences

Recommended to use advanced mode, this item isn't needed.