STUDENT STEERING COMMITTEE

SNAME Microsite Guide

Last updated by: Myrsini Papaioannou, 2020 Electronic Media Chair

Contents

Note from the Electronic Media Chair

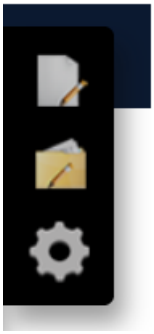
Editing the Microsite can seem like a hard task at first, particularly if it is your first web development experience. However, I guarantee that it is much easier than you expect. This Guide will be a reference point for the basic tools you will need to edit your Microsite; although, Higher Logic (the general programming tool you will use) offers various Content and Layout options which you can find at Higher Logic Support Page (https://support.higherlogic.com/hc/en-us/articles/360033047151-CMS-Overview).

The key to learning how things work with the Microsite is not being afraid to try out. If you add or edit content or pages they will not instantly be published on the internet and you will not end up becoming a laughingstock in the whole community. Don't be afraid to make mistakes (unless you press save)! Practice always makes perfect. We will see, in the course of this Guide, how you can make sure that things show up in the Microsite without even posting them. Be patient and persistent!

Remember that you can always contact your current Electronic Media Chair, as one of their roles is to offer assistance with the Microsites (current as of 2020: you can contact me at mirppn@gmail.com). If they can't figure out the solution to your problem themselves -even though they probably will, as they have some experience with the SSC Microsite- there is always an HQ representative you can reach out to. So, you are not alone!

Let's get you into the swing of things!

Getting Started



The purpose of this guide is to help you navigate through, create content for, and update your SNAME microsites. The SSC website is used as an example.

Before working on your microsite, you must be logged into your SNAME account, be a member of your SNAME Student Section community, and be listed as a microsite Administrator. Once you become an Administrator you will notice that a small tool bar shows up on the left side of your Microsite browser page. This means that from now on you can modify the Layout and Content of your Microsite! Let's get started!

Adding an Administrator

Before you can edit your SNAME microsite, you must be listed as an Administrator. Once you are an Administrator of your SNAME microsite, you can add others. To add a new Administrator (with you being a current one), the new person must first be a SNAME member and also be part of your Student Section community.
Check what communities you are in by going to your member *Profile* > *My Connections* > *Communities* or simply by clicking the dropdown arrow next to your Profile Picture on the upper right corner of the page and selecting Communities.
Contact memberservices@sname.org if you don't see your student section listed here.

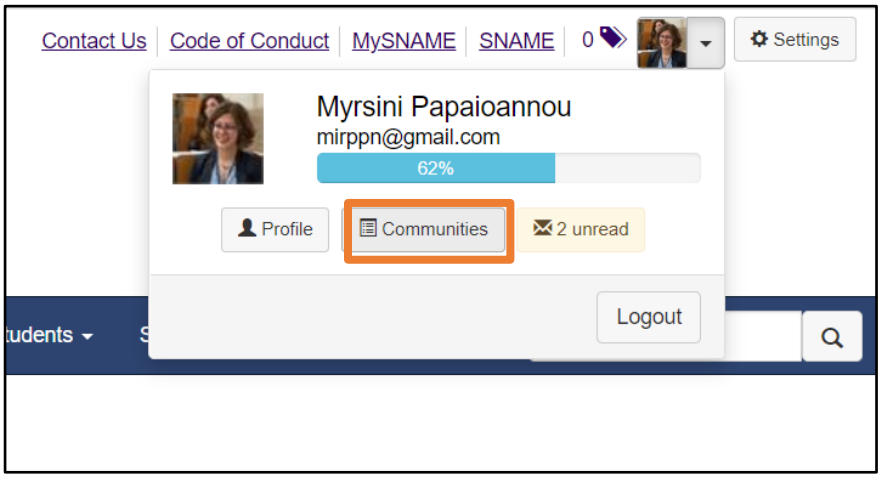


Figure 1

Now, navigate to your microsite and in the upper right corner, click *Settings* > *Members*.

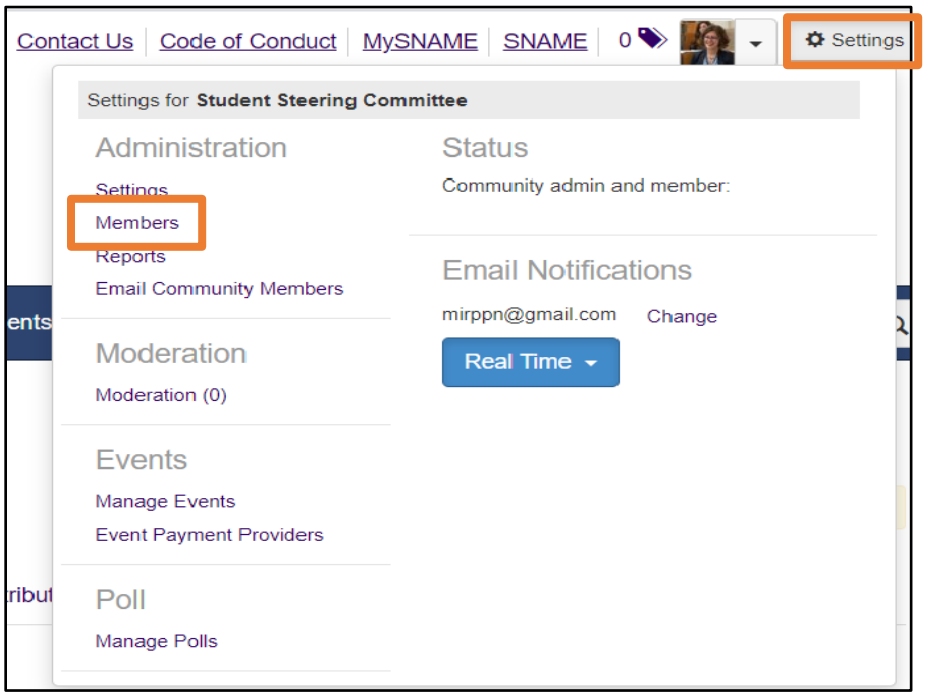


Figure 2

Select Community Admins Only and press *Apply Filter* to see who the current administrators are. To add a new administrator click *Add Member*. In the page that will show up press again the green box

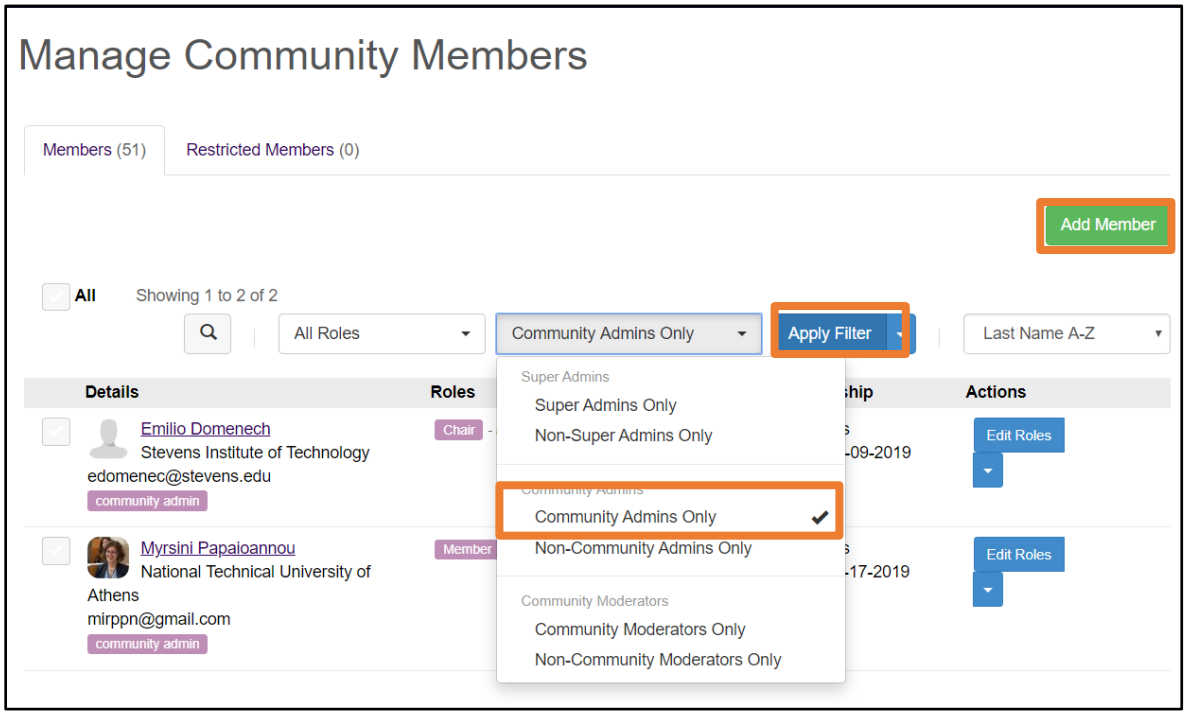


Figure 3

writing add and then you will get a pop up. You can start typing the name or the e-mail of who you want to add and select it once it appears on the 'search for' box so that you enable access for them. If the name does not pop up, then the person is likely not yet a part of your Student Section community.

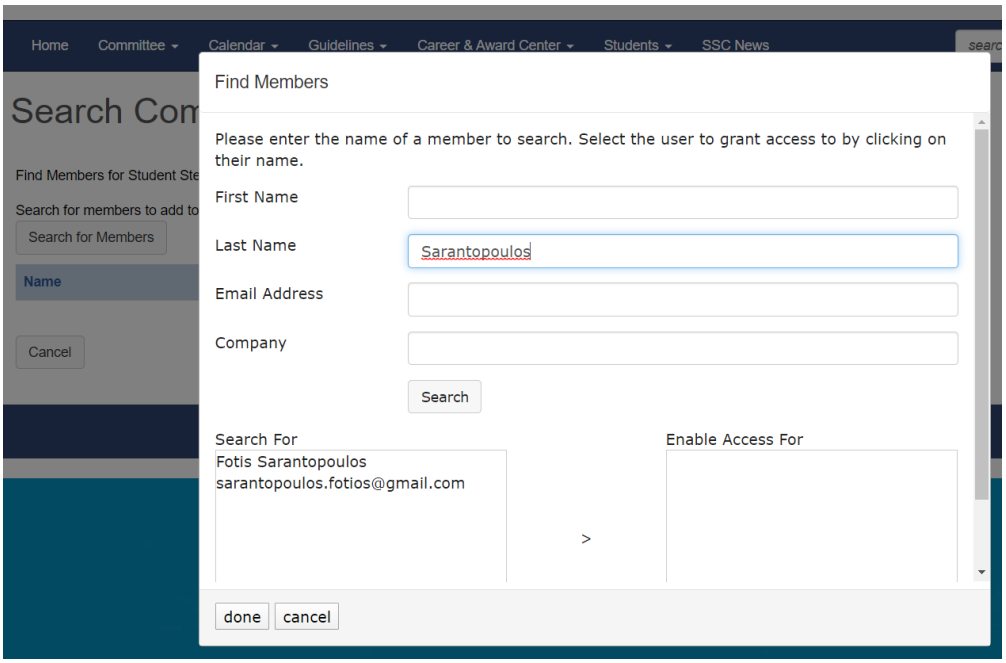


Figure 4

After you've selected who you'd like to add, find them in the members list (not the Community Admins List yet), click *Edit Roles* next to their name and check the *Community Admin* box. The person's name should now be listed in the Community Administrators List.

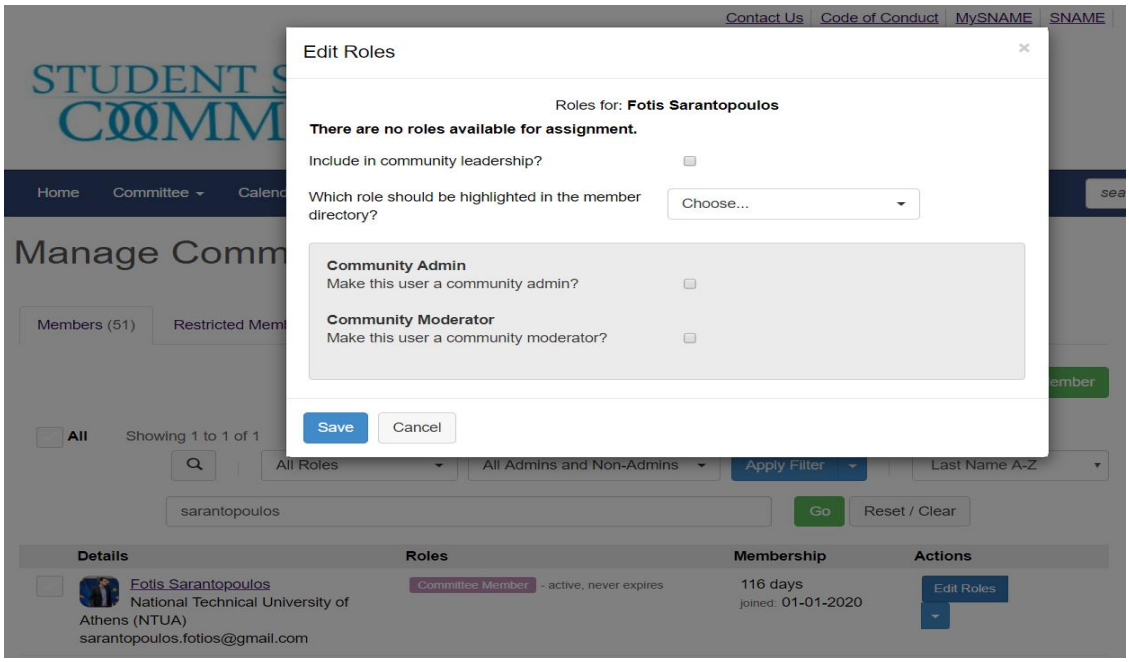


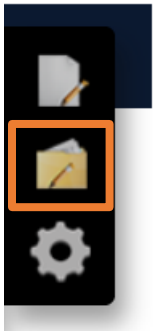
Figure 5

If you cannot get ahold of a current Administrator to add you to the website, contact memberservices@sname.org to be added.

Removing an Administrator

To remove a current administrator from the *Current Administrators* List again click Edit Roles next to the name and uncheck the 'Community Admin' box.

Page Navigation



You can use the microsite tools to edit your microsite's page navigation bar and dropdown menus that allows one to move from page to page. Changing page navigation could involve adding or removing main section headings, drop-down menu options, pages, etc. To edit navigation, on the left side of the microsite, click the second icon down, a manila folder with a pencil. (These microsite tools should appear on the left side of your microsite as long as you are an Administrator.)

Then, an *Edit Navigation* screen similar to this one should appear:

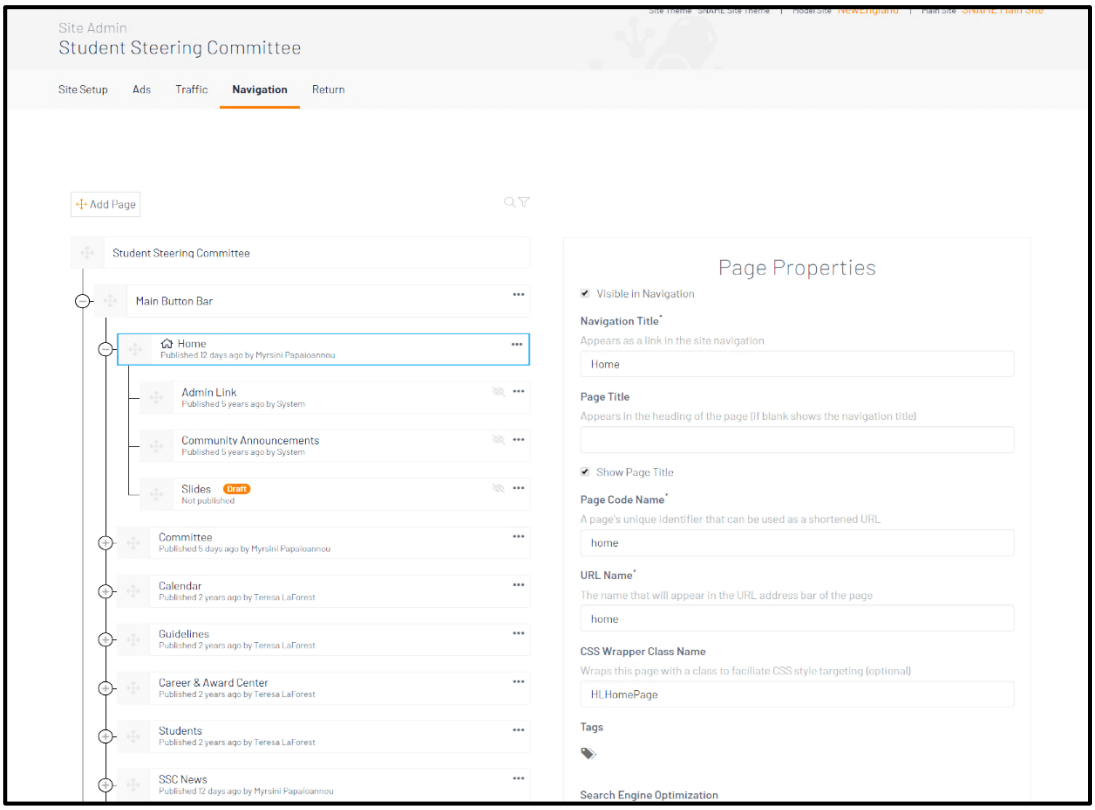
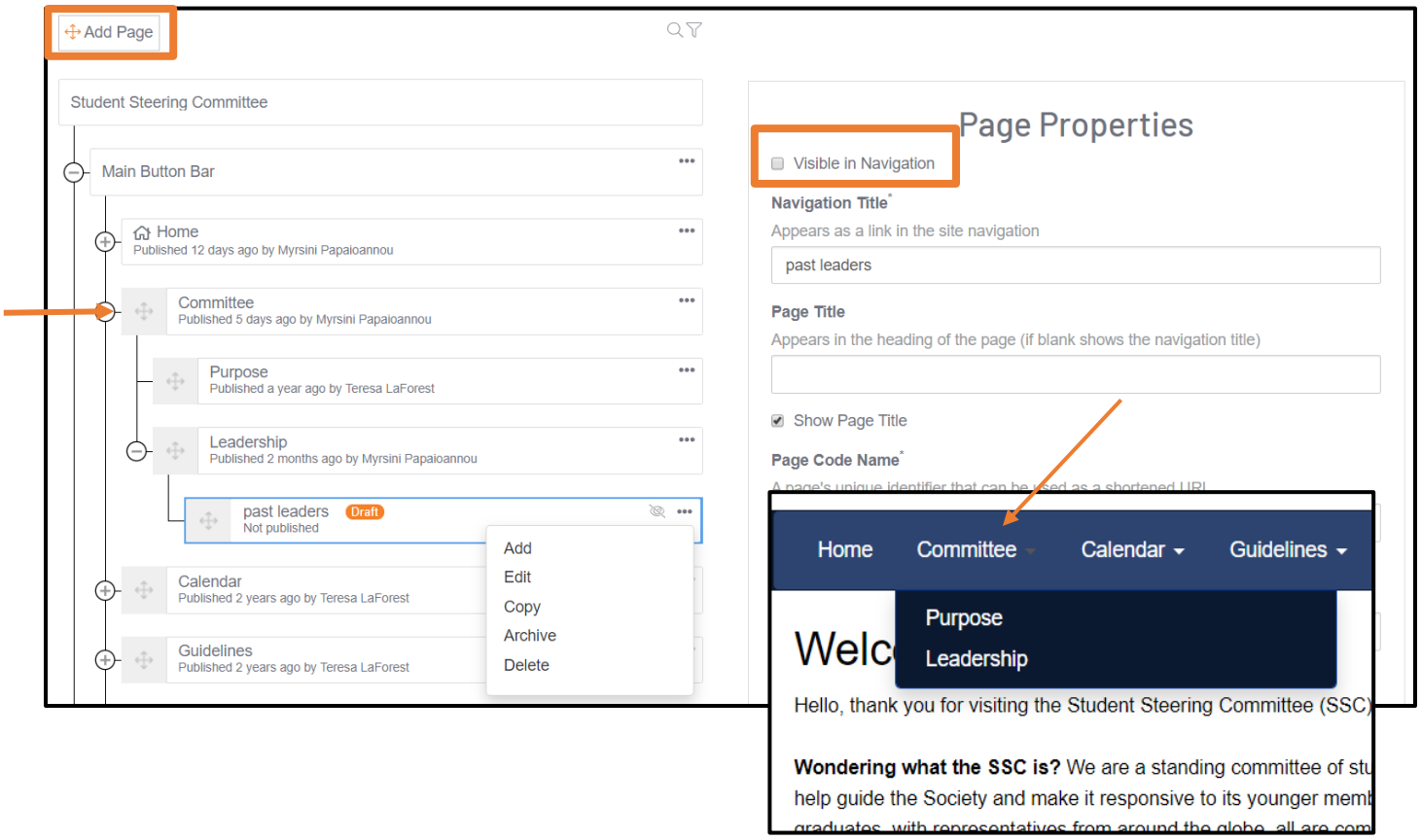


Figure 6

Navigation Bar and Dropdown Menus

We'll focus on the navigation bar and dropdown menus first. Remember, the following figures and descriptions are used as examples; your microsite will have somewhat different navigation and content pages.

You'll notice that the order of items of the *Navigation* column in the *Edit Navigation* mode (left) corresponds to the navigation bar on the live website (right).



Figures 7

This folder tree system is key to ordering your main navigation bar items. The topmost folder should be your "Site Name" (in this case, Student Steering Committee), and all other folders should lie underneath that. Clicking on the plus sign next to a folder will reveal its subfolders.
The eye icon next to a folder (e.g. past leaders) indicates that the navigation item is currently not visible on the live microsite, but its content is preserved. You can still edit or delete the page from the dropdown next to it. To make a page visible or hidden from the live microsite click ***Visible on Navigation***. The page will be able to be accessed via URL, even if the item is not included in the site navigation. Uncheck if you do not want this page to be visible -also, the eye icon will appear next to it. To make your page inaccessible you have to Send it to Draft via the dropdown menu as we will see later.

Navigation Buttons

When you click the dots next to one page you will get some editing choices

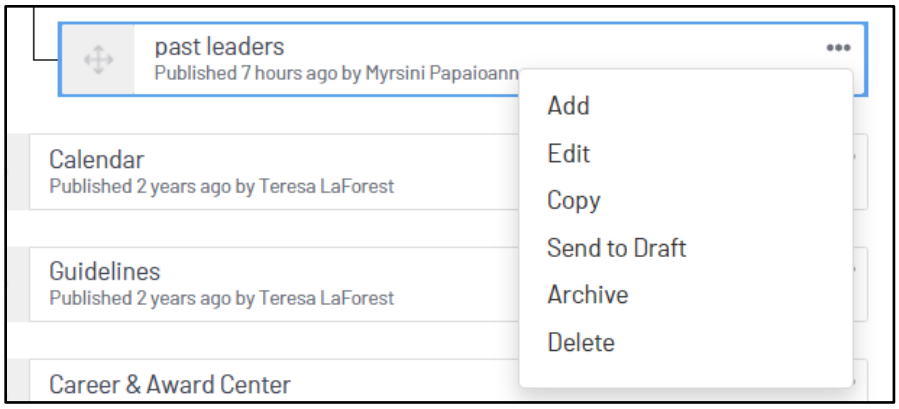


Figure 8

- **Add:** Create a New Page which is a "child" (subfolder) of the one you are currently into.
- **Edit:** This way you will exit *Edit Navigation* and you will be sent to the *Edit Page* screen.
- **Copy:** Create a "twin" of the page/folder. Twin as in that the item you create will also contain all its existing subfolders and will be placed under the prior item but not as a subfolder of it.
- **Send to Draft:** This way you can edit your page and save your changes in various browser sessions, but it won't be published until you choose to do it. This page will not be accessible- the URL will no longer work, and the item shouldn't show up on the live microsite's navigation bar. (A yellow Draft icon will appear next to the pages name to indicate this.)
- **Archive:** Clicking *Archive* will make your page disappear. But don't panic; you can access it and de-archive it later else way.
- **Delete:** This will permanently delete your page so don't play with it. If you don't want to see the page or folder while editing navigation you can use *Archive*.

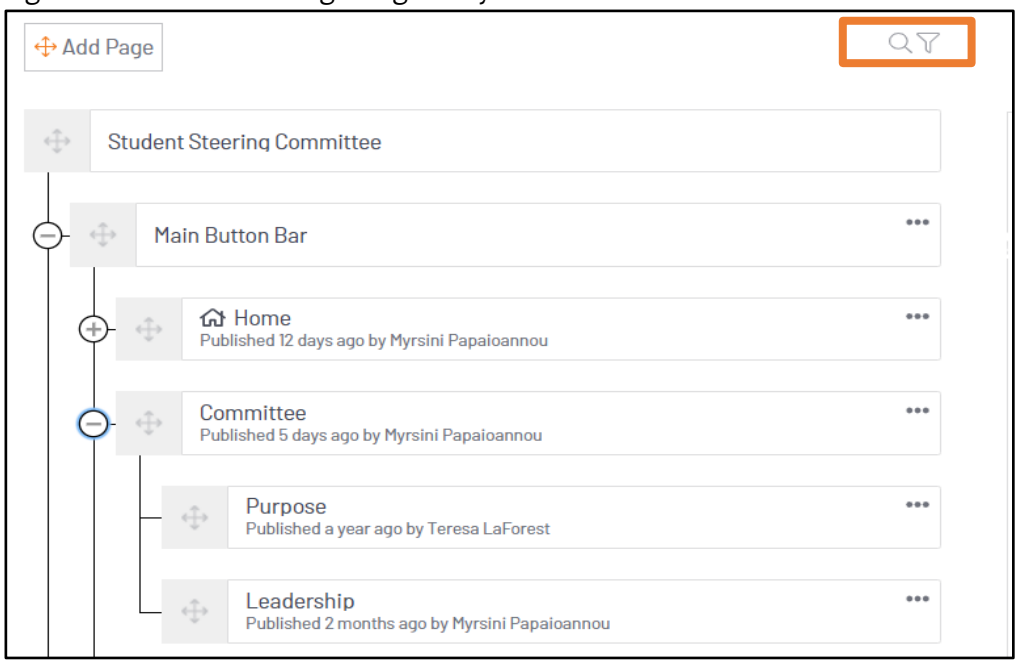


Figure 9

To find an archived item press the *filter icon* that is boxed in *figure 9*. In the pop-up select *Page Status> Archived* and click Apply. If you select *Send to Draft*, the item will appear again in the *Edit Navigation* screen, but you must publish it again for it to appear on the live microsite.

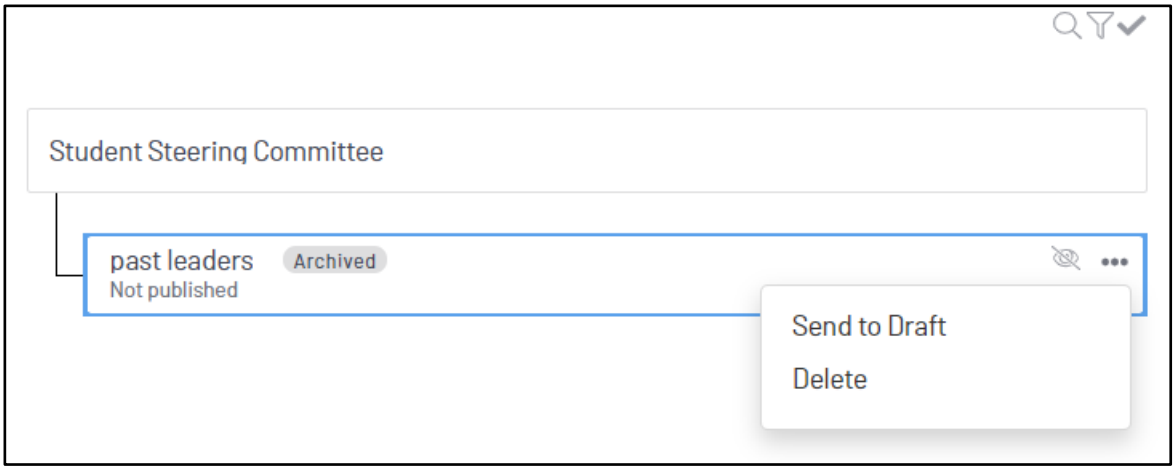


Figure 10

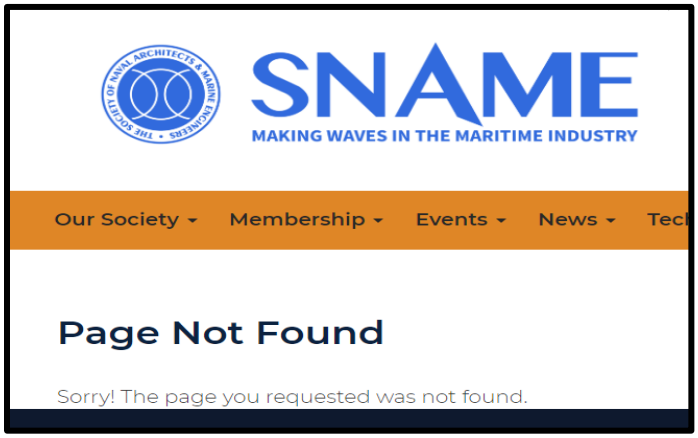


Figure 11

Reminder: While *not Visible in Navigation* your page can still be accessed by its URL – even though it doesn't appear in any Menu Bar dropdown- in contrast to being a Draft page. If you have Sent it to Draft, then the page's URL will not work and it will lead to a "Page Not Found" screen like the one on the left.

Create a New Navigation Item

To add a new navigation item press Add Page on the top left *(Figure 7)* and drag the rectangle that will appear to determine where you want it to appear. You can easily drag and drop every page that appears on the navigation by pressing the 4-arrows symbol next to it.
Note: Reordering the navigation items will immediately reorder how they appear on the live website.

Your New Page will be Invisible and a Draft by default. You have to check the Visibility box and press publish afterwards, as we have described before. You can rename your page by writing in the Navigation Title in Page Properties.

Page Properties

As you must have noticed until now, there is a frame next to the Navigation Tree called *Page Properties.* It contains some basic settings for your navigation item:

- **Visible in Navigation:** This is the box on the upper left corner of the frame which we have also mentioned earlier. Clicking on this box will hide the item from the live microsite menu.
- **Title**: *Navigation Title* corresponds to what is displayed on the live microsite's navigation bar. *Page Title* is optional and if filled in, it can be displayed on top of this page instead of what is entered in the *Navigation Title*. You can toggle if you'd like to display a page title.

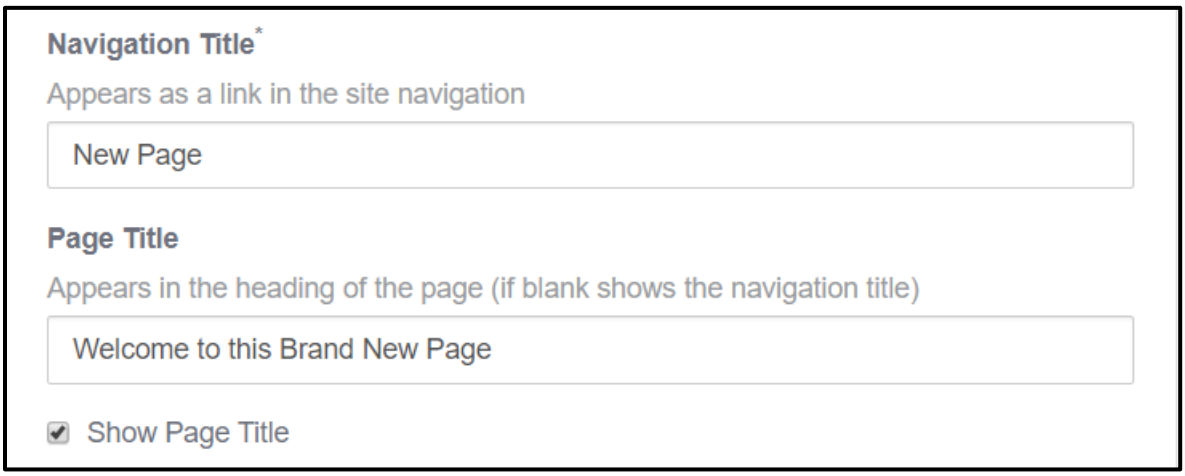


Figure 12

Using the example titles in Figure 1, this is what the live microsite looks like (currently without any content):

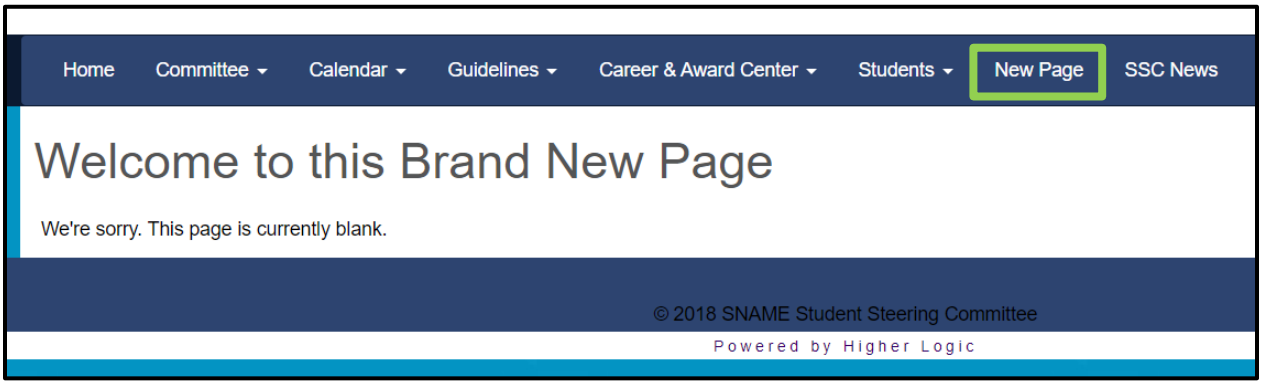


Figure 13

- **URL Name:** This is of course what appears in the URL. For example this 'New Page' has URL Name "new-page" which means it can be accessed via the link: *https://www.sname.org/studentsteeringcommittee/new-page*

Update the URL name to something that makes sense for the page. **Once you have established a URL name, be very careful of changing it—if other websites (or your own) links back to the original URL, but you changed it, errors and frustration will ensue!**

- **Page Code Name**: You can think of Page Codes as a shortened URL, making them easier to remember for site navigation and linking purposes. When linking to a page (in a discussion post, email ,etc.), it is recommended to use its Page Code rather than hard-coding the entire URL. This way, if you or another admin ever update its URL, the Page Code will still link to the new URL automatically.
- **CSS Wrapper Class Name:** Allows you to modify the arrangement in which your content items will be displayed. You can also leave it blank.
- **Permissions and Security**: It enables you to select who can view the navigation item's content. You can leave it as "Everyone," limit it to those that are logged in, or limit it to those who are part of certain SNAME groups or communities.

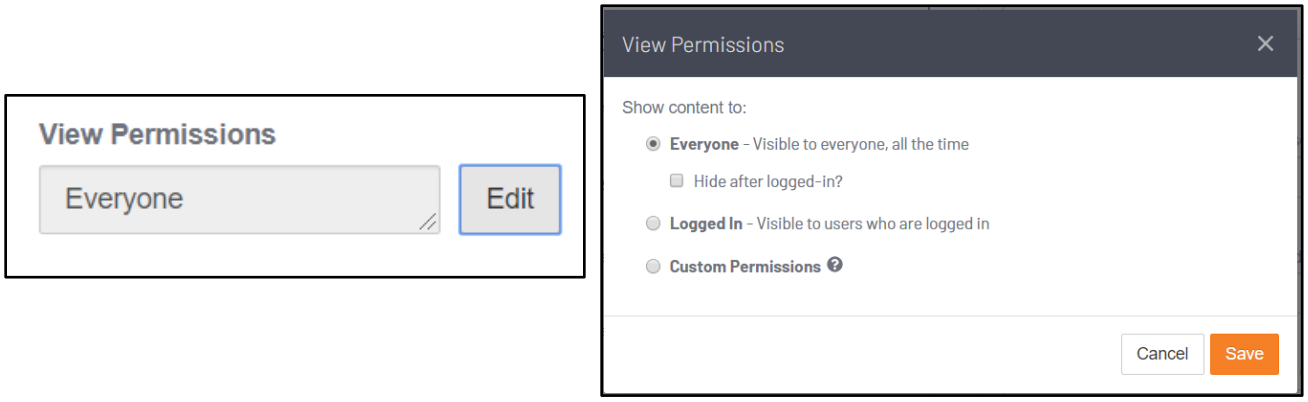


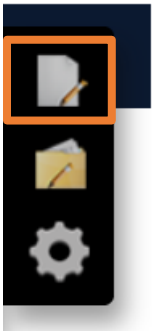
Figure 14

- **Syndication:** Controls whether this page's content can be syndicated on other pages and/or sites. Unchecked allows for syndication. (You shouldn't bother a lot about it.)

Once you have updated your navigation item's options to your preference, at the very bottom, you can click *Save* (for your changes- it leaves your page in "draft-state") or *Publish* (so that your changes appear to the live microsite) or *View* to view your live microsite with the updates.

Content

Now that we have some understanding of the navigation tools available for your website, let's talk about creating content for your page. To edit the content of a specific page or create new content for your page you can either press the edit button on the lower right side of the *Edit Navigation Screen* (or from the editing choices we saw in Figure 8) or select *Edit this Page* from the *Pen-and-Paper* icon on the microsite tools.



OR

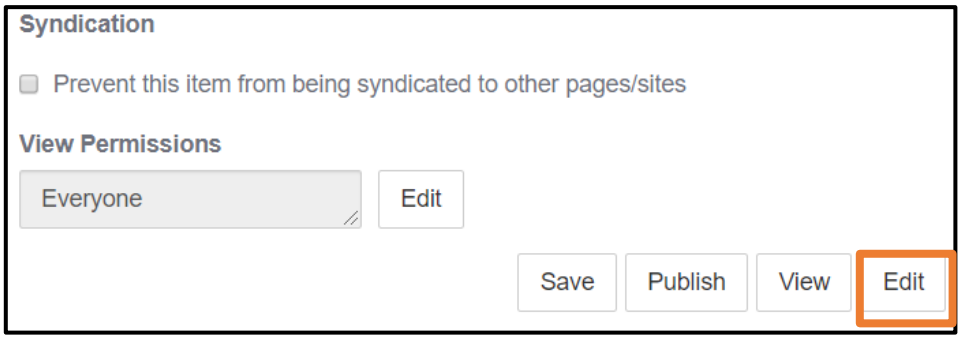


Figure 15

Let's say we want to add content to the 'New Page' we created before in the *Edit Navigation.* When you press the Edit button (from any of the locations we mentioned above) you should be seeing a screen like this:

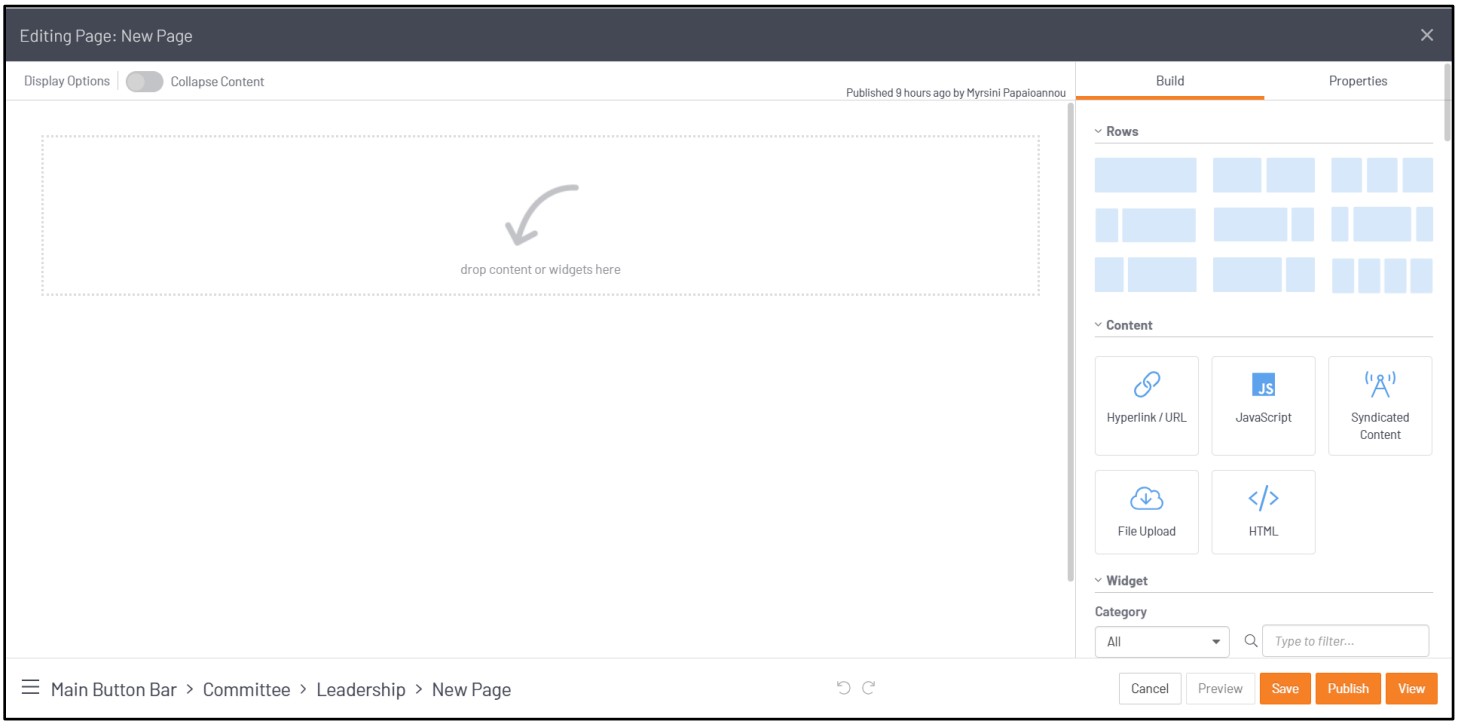


Figure 16

As you can see is has the same drag-and-drop logic with the *Edit Navigation* tool. On the bottom of the Page you can see the pages location (in this case *Main Button Bar>Committee>Leadership>New Page*)

and you saving tools. Again, *View* opens a new browser page and helps you to see the changes you publish on the live microsite.
Also, if you click on the three lines icon on the lower left side of the screen (Figure 16) the Navigation tree appears again and you can edit many pages without going back to the microsite tools.
Moreover, you can notice that there are two tabs on the upper right corner of the screen: *Build* and *Properties. Build* section helps you to add new content to this page and Page Properties is exactly the same as the *Page Properties* frame we discussed in pages 9-11. We will now analyse the Build tab.

Adding New Content

After creating a new navigation item, you'll see that the left side of the screen (Figure 16) is still blank and you can only see the following sign:

Figure 17

So as you can see, first of all you have to drag and drop content or widgets. Every item that you drop will have its own frame and editing tools.
You don't have to add every content box below the other; you can also have content-widgets next to one another by choosing the right row configuration. It is not necessary to have one Row for every content/widget you add since you wish them to be one below the other, but you have to add a new Row if you want to change this configuration. Let's make this clear with an example:

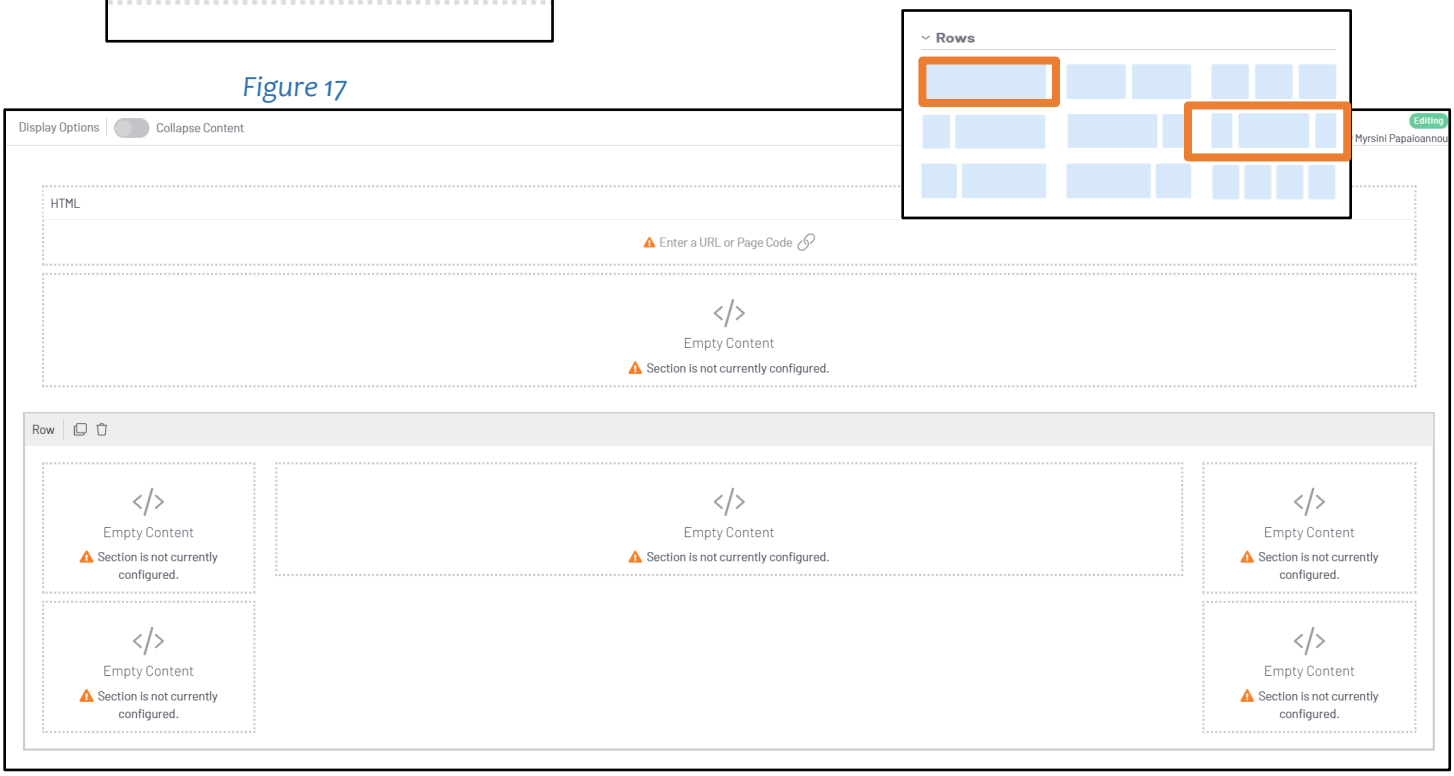


Figure 18

Here we have added only two Rows: the first contains two content boxes one below the other and the second allows us to have three columns of content. Basically, we get one Row that allows only one column of content boxes and a second one that allows three columns, which, however, can have as many Rows as we wish. Here we have selected two Rows for the side columns and one for the middle one. You can edit separately each Row and content/widget box if you click close to the item of your choice.

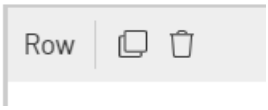


Figure 19

When editing a Row, you will get these two options:

- The left icon is used to duplicate the whole Row's content boxes and it creates an exact same item right.
- The right icon is used to delete the Row and everything it contains.

Figure 20

When editing a content box (HTML is just an example here), you get the same choices for every type of content or widget:

- The pen and paper icon helps you edit the particular content box: a pop up will emerge, depending on the type of content/widget you have included.
- The plus icon copies the content/widget to clipboard. (This won't cut the content/widget from the editing screen.). The clipboard will be created above the *Rows* section in the *Build tab* (Figure 16) and it will look like this:

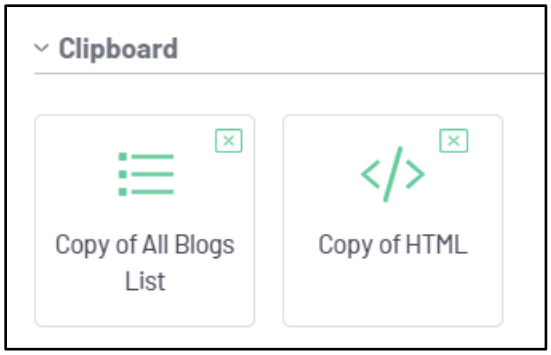


Figure 21

- Except from those, you have again the Duplicate and Delete icons like when you edit a Row.

Row Properties

When you select an existing Row, like the second one in Figure 18, the Properties tab (or the upper right corner of the screen) changes so that it contains settings for this specific Row instead of the whole Page (Figure 22). You can determine the Row's column-Layout as we have said before and choose whether you want your Row to occupy the full width of the live microsite (I wouldn't recommend that) or a fixed space. You should be able to change a Row's configuration even after you

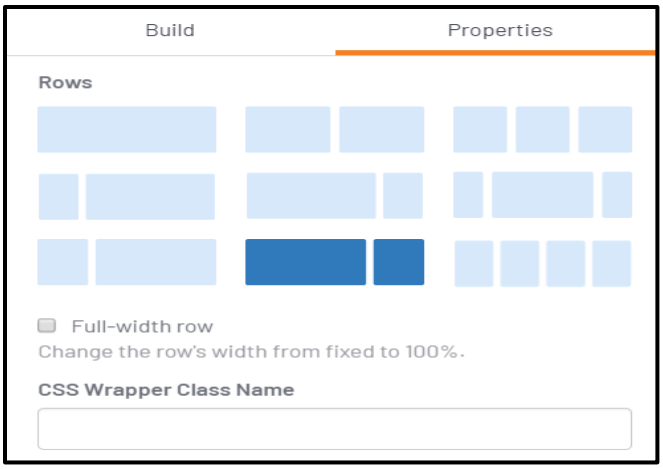
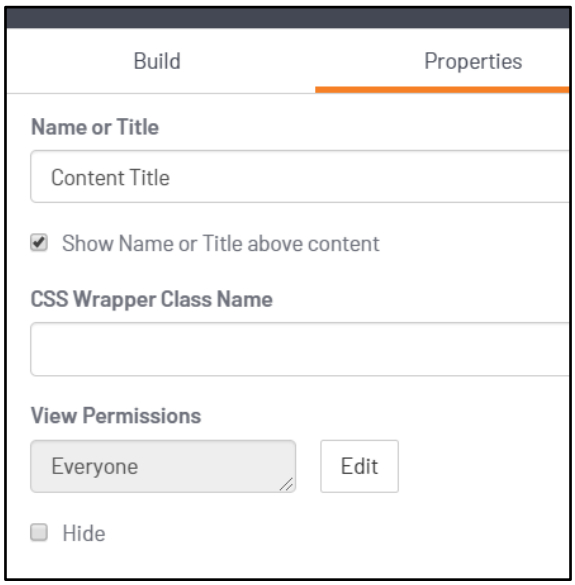


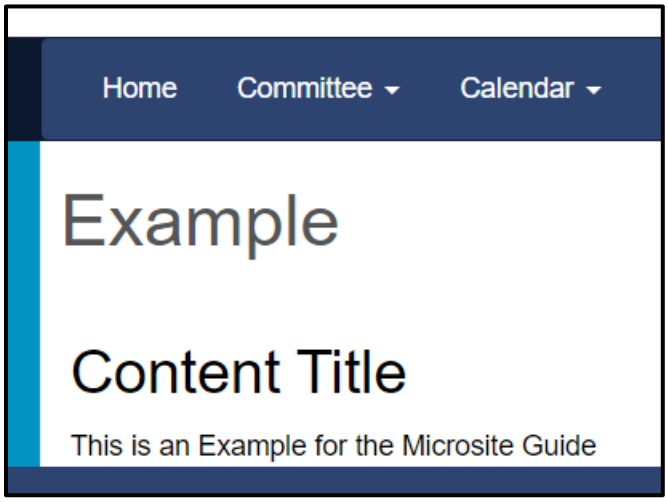
Figure 22

have added content in it – the content will move to the most logical position in the Row depending on the new Layout. However, each time I have tried this my content disappears; so I would suggest the following practice:
If you want to rearrange your content add a Row beneath the one you would like to change and fix that Row's Layout. Then move the content boxes one by one in the positions of your preference. Remember: The Row's Layout regards the number and width of its columns. Each column can have as many content boxes as you wish.

Content Properties

Before we discuss about the types of content, we will mention a couple of things about the Properties tab that emerges when selecting a content/widget box:
It takes the place of Page Properties (next to Build and it contains some basic settings as seen in the figure below.)





Figures 23

For example, here we have added one Row with one Column of HTML content. As we have said before, the page is located *in Committee>Leadership>New Page*, but has a Page title "Example". The content box itself has a title "Content Title" and it contains the sentence: 'this is an example for the microsite Guide'. You can choose to display the content title or not, similarly to the Page title. You can also hide the content or change the view permissions. These settings are for one content box only and do not apply for the whole Row. For example, here we have two "rows" of content in one Row and we have chosen to hide the second one without hiding the first, even though they are in the same Row.

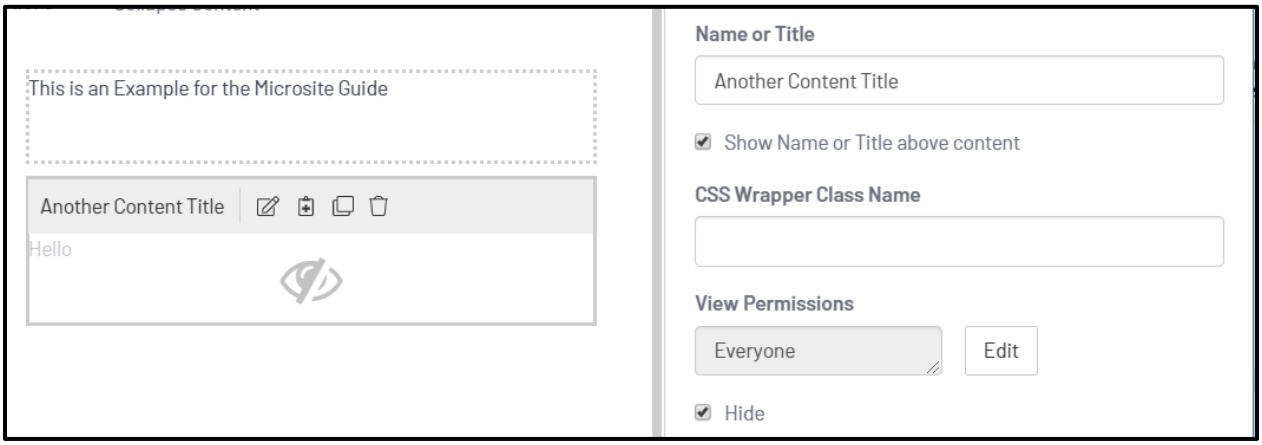


Figure 24

Types of Content

There are various types of content you can put onto your website. Here we will describe: "HTML Content," "Upload a File," and "Hyperlink / URL". Higher Logic gives you many content/widget options but we can not examine all of them without writing a book. You can find more information at Higher Logic Support at https://support.higherlogic.com/hc/en-us/articles/360033047111-Build-Page-Layout-and-Content

HTML Content

"HTML Content" will likely be your most commonly used type of content as you can write your stories, updates, information, etc., include pictures and hyperlinks if you want, and more. Below is what to expect on screen:

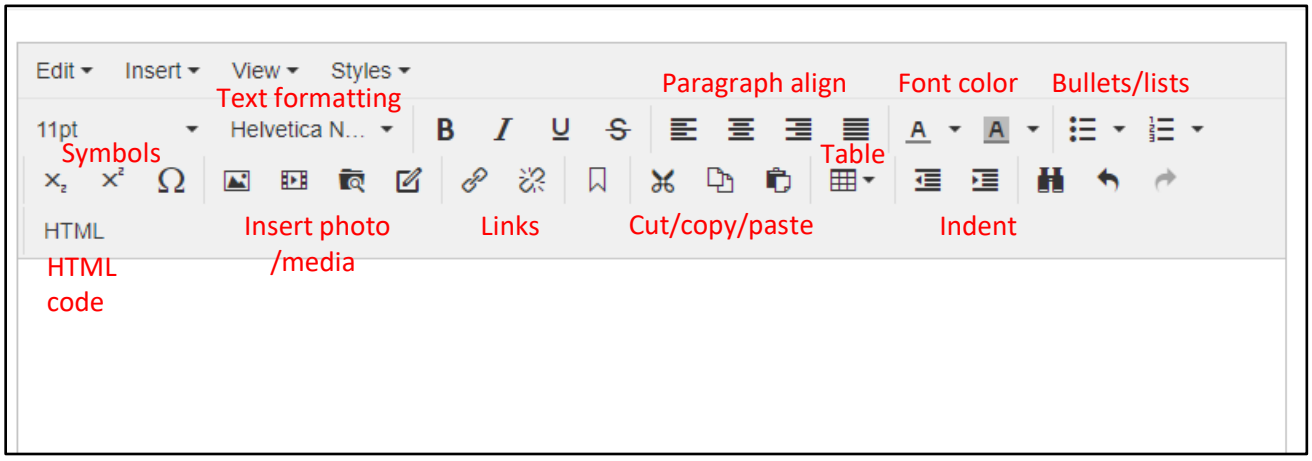


Figure 25

For text, a lot is pretty self-explanatory, such as selecting font size, type, styling, etc. You can align paragraphs and make bulleted or numbered lists.

Pictures

To insert a picture, click the picture icon to get this screen:

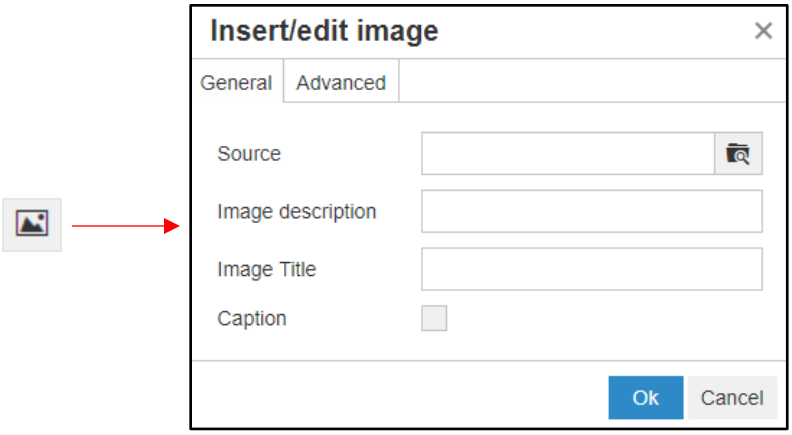


Figure 26

To pick an image, click the folder/magnifying glass button next to "Source."

From there, you'll see an *Image Uploader* box (Check Annex A) where you can upload new photos or select a previously uploaded one to insert. Feel free to make folders to stay organized with your content. When you've uploaded or found the photo you want to use, click that photo, and you may need to click "Insert."

Then, back to the box in 2, under the "General" tab, you'll be able to add the following (or leave blank):

- Image description
- Image title, which is displayed when you hover over the image on the live microsite
- Caption, which you'll be able to then add below the image in the *Edit Content* mode's screen

In the Advanced tab, you can set the Border Width of the Picture and the Vertical and Horizontal space it will occupy on the page. Note that: this is not like skipping lines, the pictures caption will be placed under that space. Also, the "Style" box will have more information automatically entered into it.

Figure 27

For now, I'm going back and leaving image description, title, and caption blank for the picture and clicking *ok*. As an example, I've placed the picture in the middle of some example text.

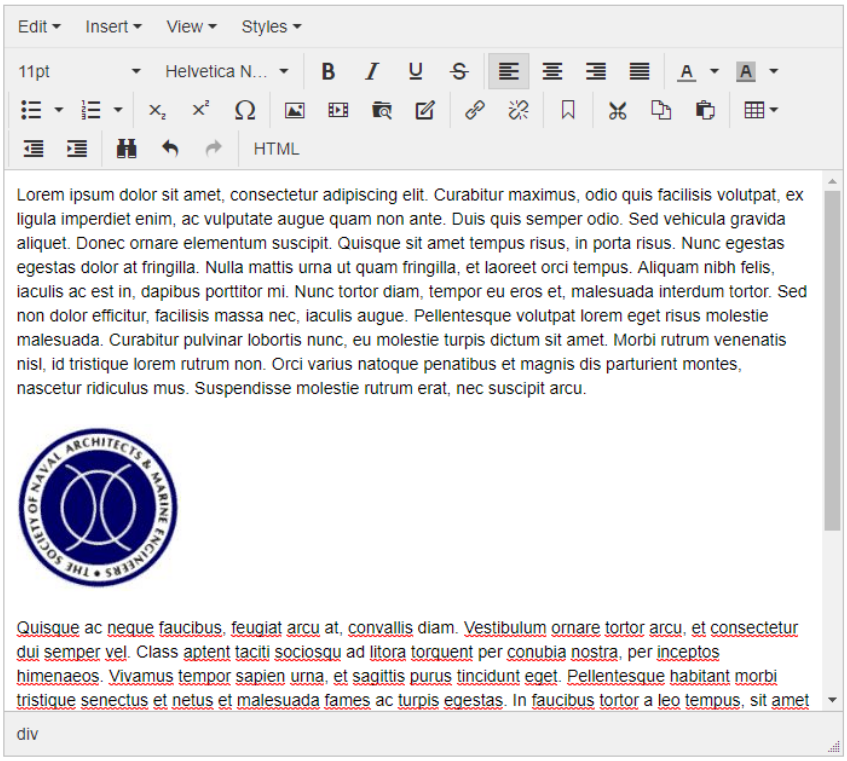


Figure 28

If you want to edit the picture options, click on the picture so it's highlighted, and then click the picture icon. You'll notice that the image is on its own line separate from the text by default. You can click the picture and then change its location (i.e. left, center, or right aligned to the page) by clicking one of the align buttons.

If you want to wrap the text around the image, open up the image editor box (Figure 26). Let's switch to the "Advanced" tab again:

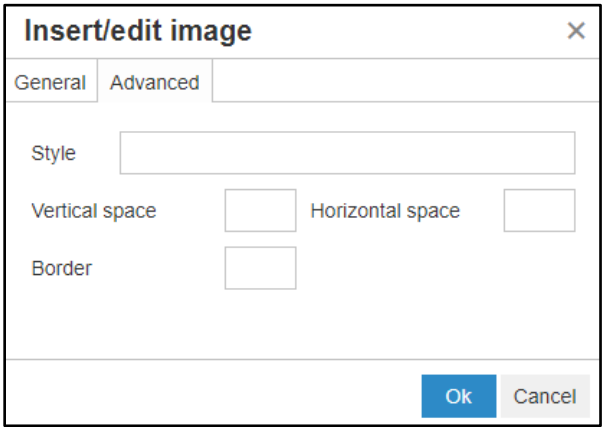
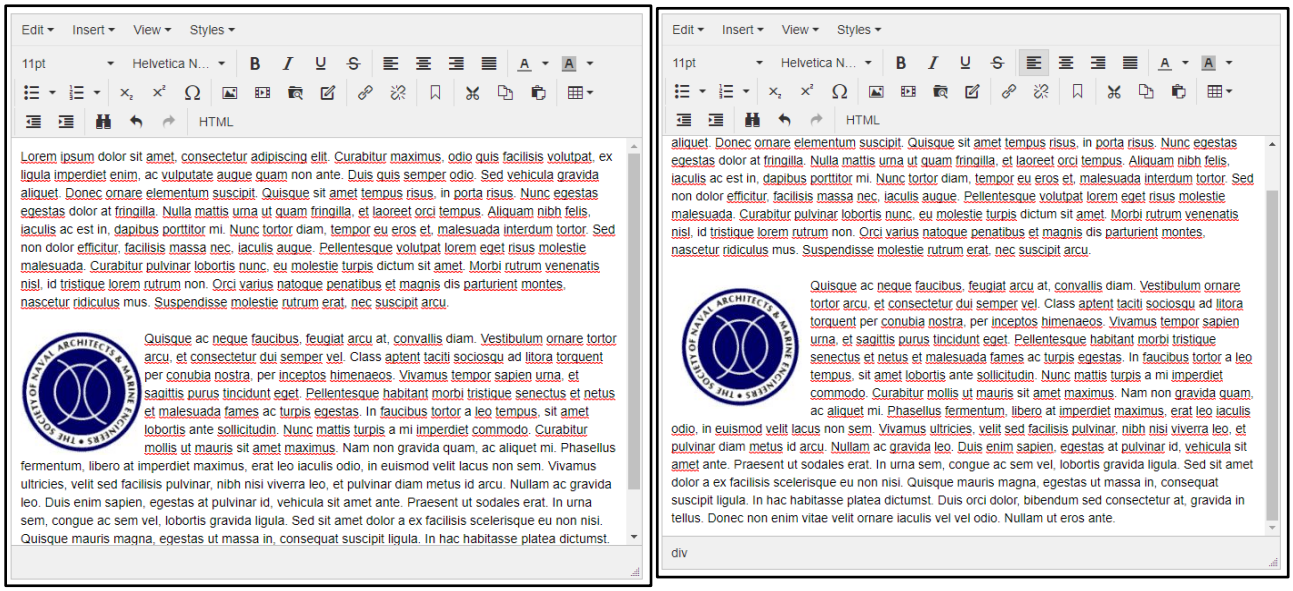


Figure 29

You can enter the following syntax into the "Style" box: **float: left;**

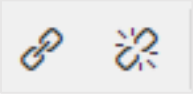
Hit "Ok." Your text should now look like this:



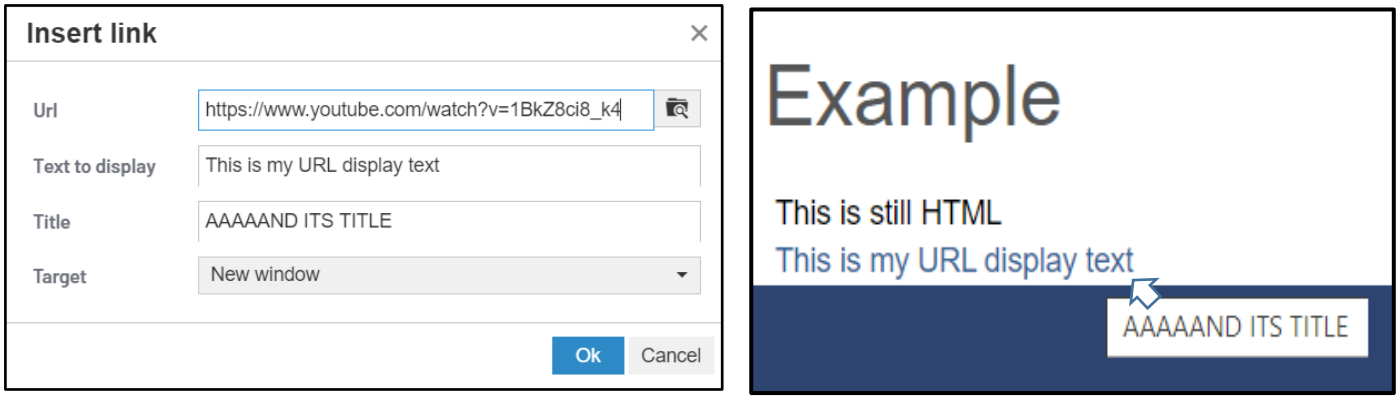
Figures 30

You can also use the syntax: **float: right;** to put the picture on the right side of the screen with wrapped text.
Play with where you insert the picture (at the start of a certain paragraph perhaps) to see how the wrapped text changes in relation to the picture.
Figure 30 (right image) is an example with both vertical and horizontal space at 10.

Hyperlinks (as part of HTML content)



With the "Hyperlink / URL" content type in the *Edit Content* mode, you can enter the URL address to whatever website you wish to link to, decide whether you want the page to open in the current or a new window and enter a *Text to display* instead of the URL address itself. The "Title" will be what you see when you hover over the link in the live microsite.



Figures 31

Tables

You can insert a table into your microsite page as part of the HTML content by clicking the table button and then selecting the number of rows and columns. (You can always add or remove some later.)

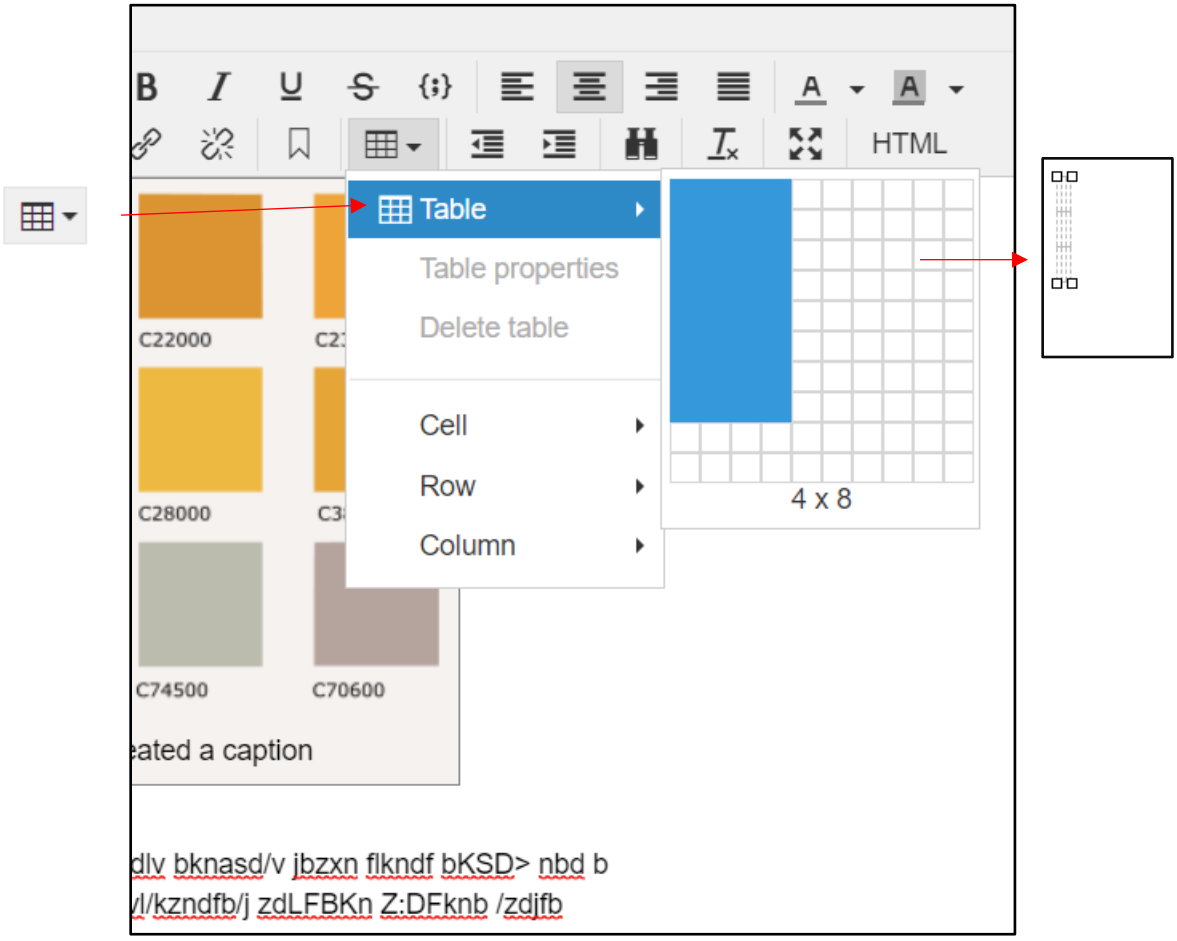


Figure 32

A teeny, tiny table is what you start with. But have no fear—we can fix this. Drag the edges of the table to give the cells the size you want. You can also highlight all cells you want to edit simultaneously, go to the table button, and click "Table properties" (which will now be clickable).

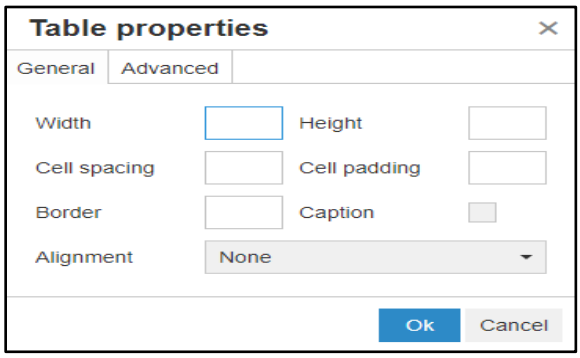


Figure 33

You can enter in a "Width" and "Height" to change the cell sizes. You may need to redo this to reset the table size if you edit the content within the table.

- Change "Cell padding" to provide more white space around your content within the table.
- Change "Border" to add a border around the selected cell(s).
- Check "Caption" to build in an area for a title or caption for the table at the top.
- Change "Alignment" to change where the entire table is located on the microsite page (i.e. left, center, right). (This may cause a bit of funky formatting, so be careful.)

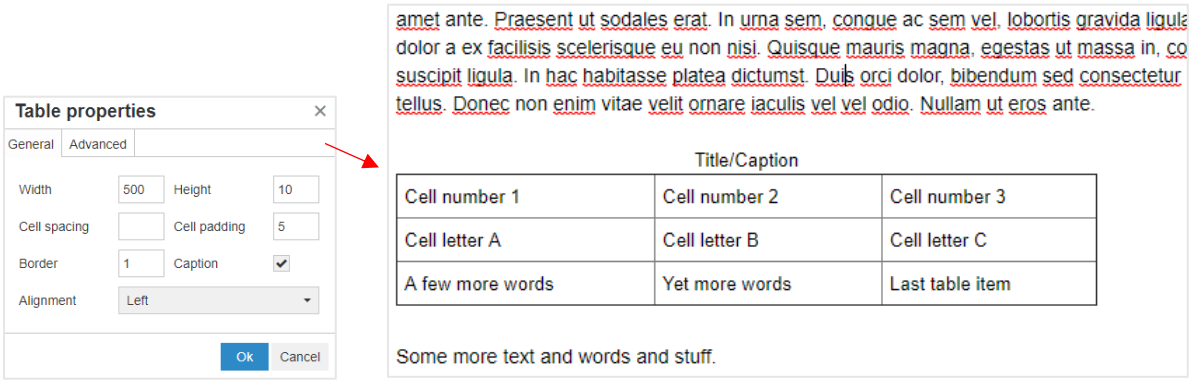


Figure 34

- If you want to adjust the alignment of a certain cell(s), close out of the "Table properties" box and go back to the *Edit Content* mode. Highlight the desired cells and then click the desired paragraph align button (e.g. left, center, right).

- To add more rows or columns, click the table button, go to row or column, and click insert; follow similar steps to delete rows or columns.

- To merge cells, go to the table button, go to cell, and then merge cells; follow similar steps to split cells.

Embedded Facebook Feed

You can embed a window that displays your Facebook page on your microsite as part of the HTML Content type. (There are likely ways to embed Instagram, Twitter, etc. on your page, but I'll leave that up to you.) An example embedded Facebook window is below:

Figure 35

To insert your Facebook feed, on your microsite, begin by clicking the *insert media* button in the Edit pop up of HTML content.

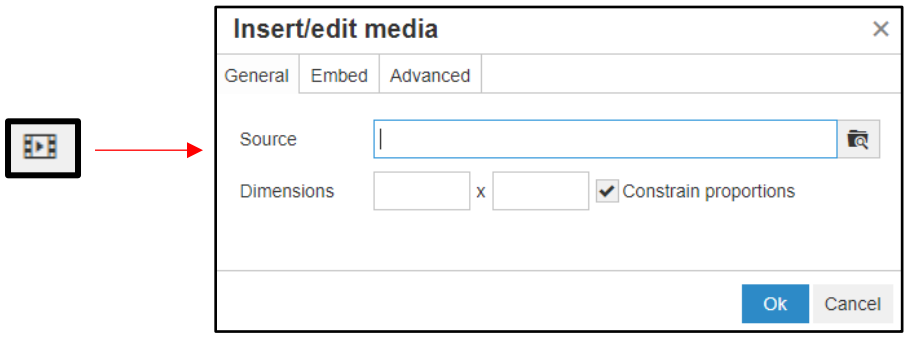


Figure 36

Then in a new tab/window, go to Facebook for Developer's Page Plugin website, https://developers.facebook.com/docs/plugins/page-plugin. You'll see something like this:

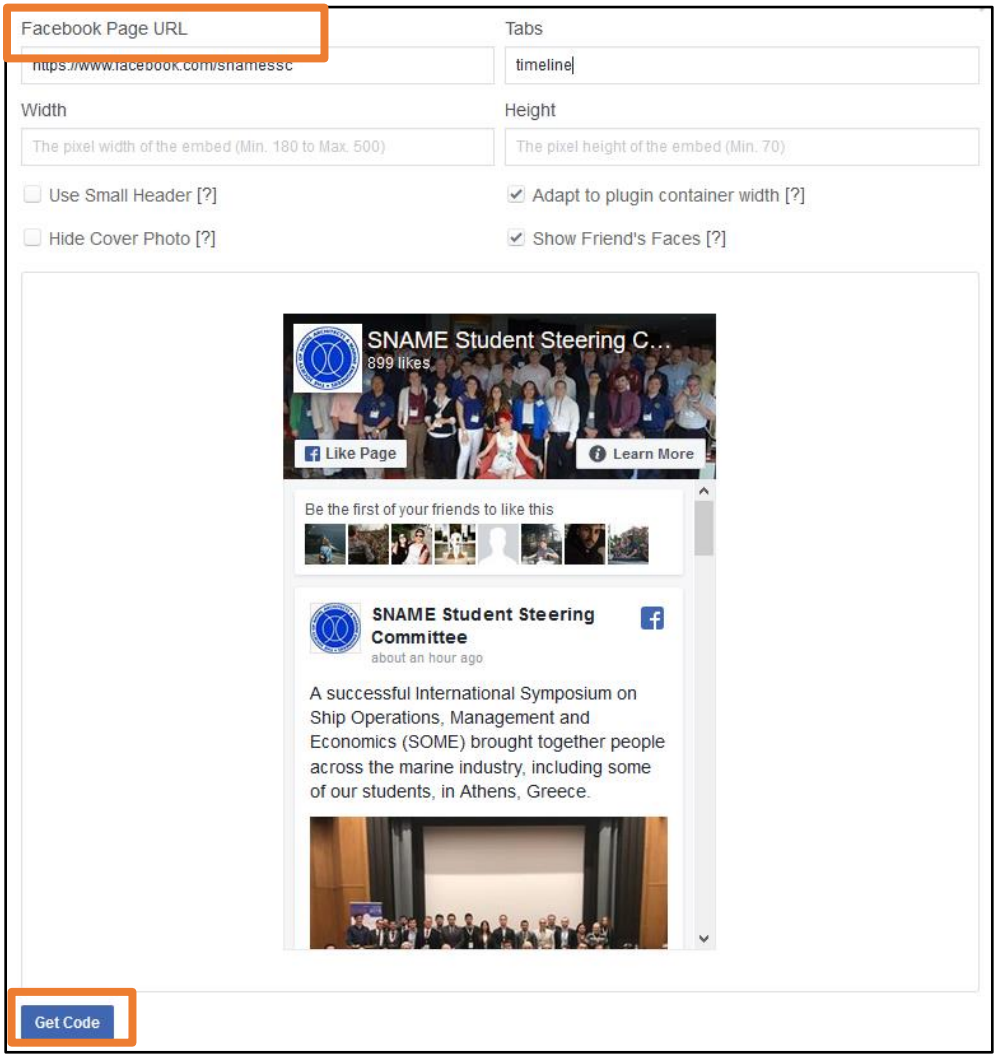


Figure 37

Enter in your own Student Section Facebook page's URL. You can adjust settings like the size of the window, whether you want a small header, etc. After adjusting the settings as desired, click *Get Code*, and when the popup window is displayed, click the *iFrame* tab. Copy the code. (Feeling like a hacker yet?)

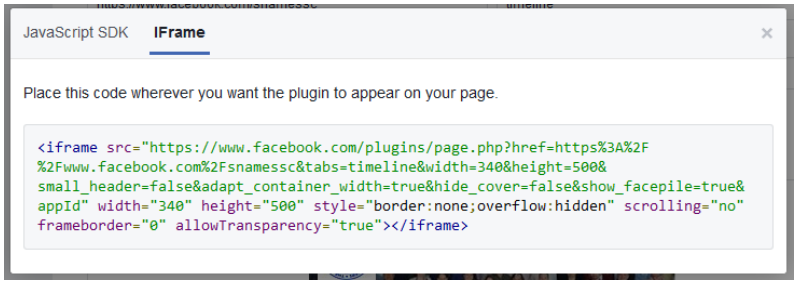


Figure 38

Then, to bring in the Facebook feed, switch back to your microsite insert/edit media window (Figure 33), click *Embed*, and paste the code you copied. Then, if you switch back to the *General* tab, you should see a Source URL appear. You can further modify the dimensions of the feed if you want, and then click *Ok*. You should now see the feed in your Edit Content window. *Save and Publish* to verify the feed is displaying as desired.

Upload a File

If you want the navigation item to link directly to a file (e.g. PDF, Word doc, photos, etc.), you can select the "Upload a File" content type.
You will get a pop up with various source choices for the file. Click "Browse" to drag or select a file from your computer or even a variety of other services (e.g. Google Drive, Dropbox, Flickr, etc.).

Here is an example of a document I would like to add:

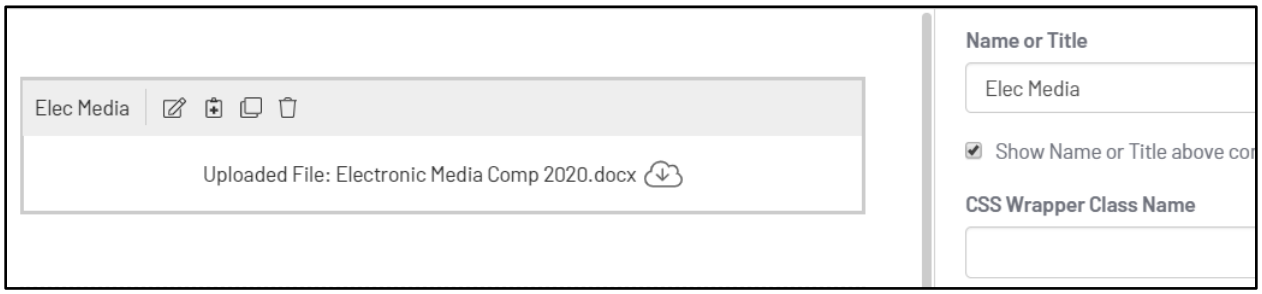


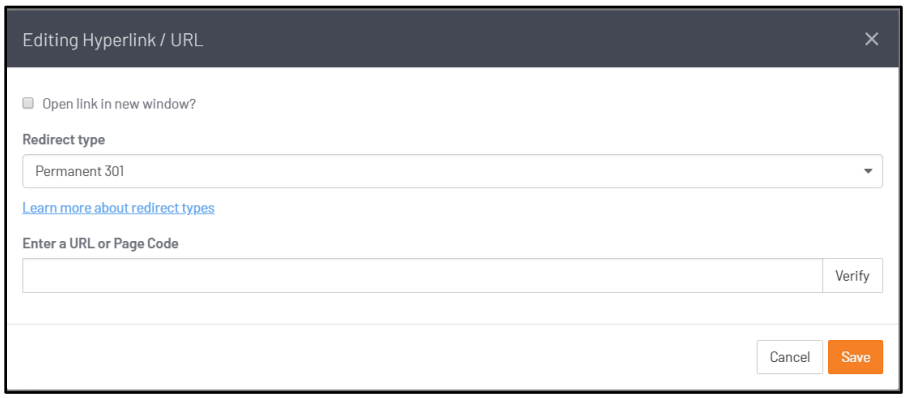
Figure 39

Again you get the Name/Title box, similarly to a URL/Hyperlink, doing the same thing.

Note: if your Page contains only one upload file content box then your Page's URL will directly ask the user permission to download the file and the Page will not load. If the File is an image, then you will get a black screen with you image in the center if you follow the Page's URL. If you have at least one more content box or widget on the Page then the File will be displayed like a Hyperlink, and the viewer will have to click on it to download it.

Hyperlink

To insert a hyperlink, drag the Hyperlink/URL box from the Build tab to your desired content-Row/Column and then click the edit icon. If you have no other content/widgets on your Page then every time you type in the navigation item's defined URL, you will be taken to the URL address input you entered in *Edit Content* mode.



Figures 40

Decide whether you want the link to open in the current or a new window and pick the redirect type (permanent or temporary). You can verify the link as well to make sure the link leads to where you want. The hyperlink must have a Hyperlink Name. If you don't add something yourself, it will be named "Hyperlink" by default and it will be displayed instead of the URL address

Figure 41

For example, in this example page I have added two hyperlinks and the have by default named "Hyperlink". This is exactly what will be sawn on the live microsite.

Not very informative, don't you find? :

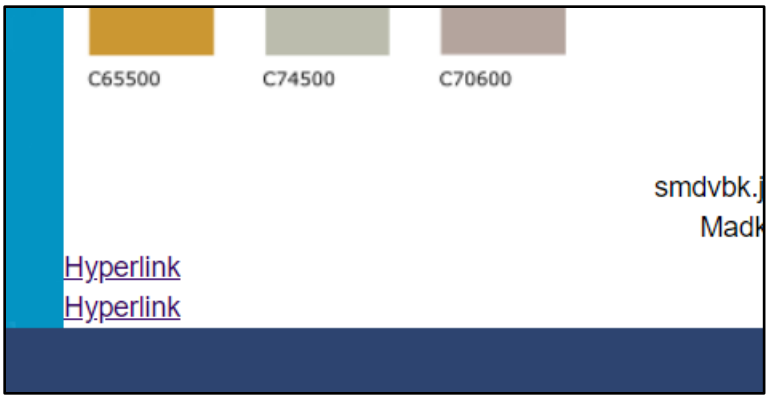


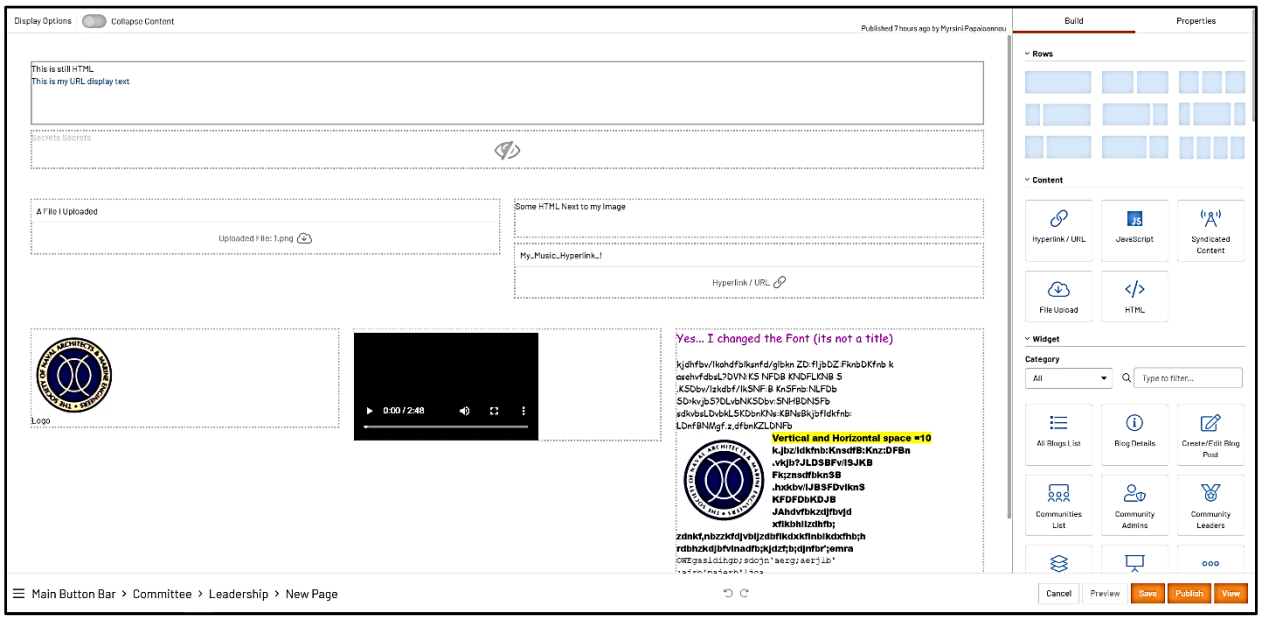
Figure 42

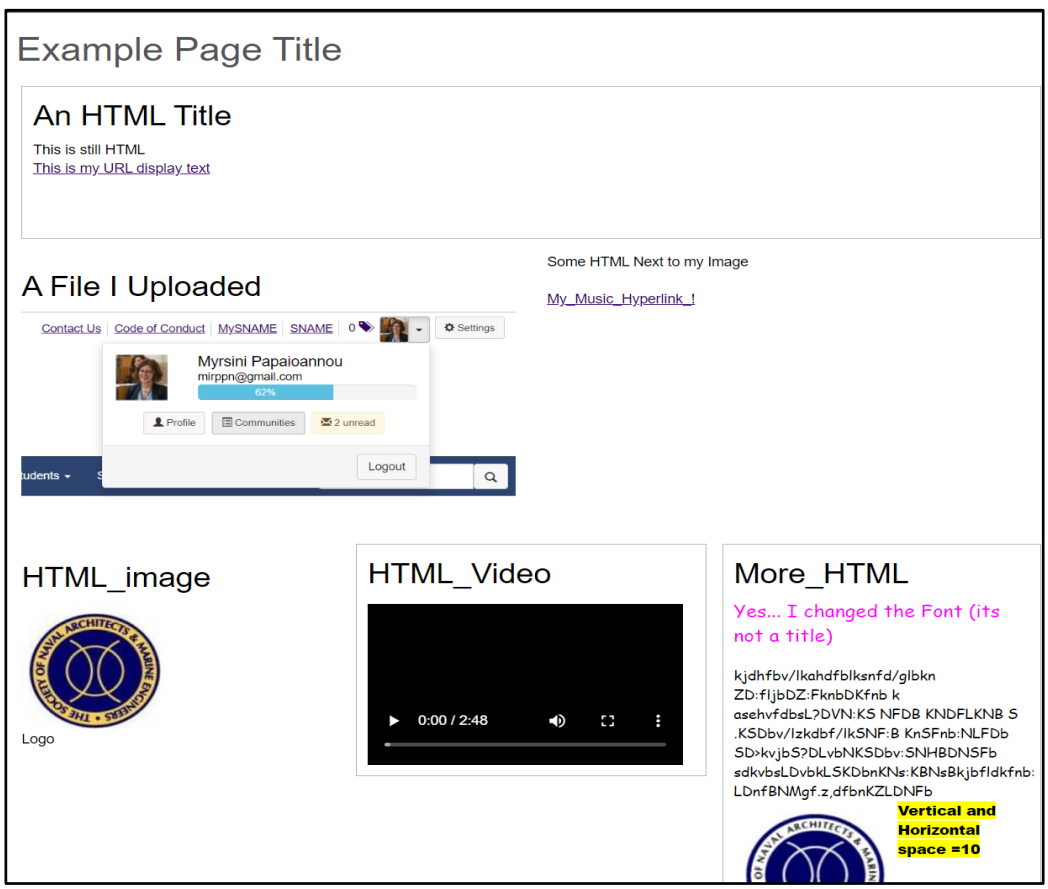
That is after we have renamed them:

Figure 43

Multiple Content Items

As we have seen in some examples, you can have multiple content items under one navigation item. This is useful for page layout purposes and may help with the organization of your content. Let's see an example of how you can put together all we the types of content we have discussed above:





Let's explain what we see in the figures above.
We have added three Rows:

- The first one is a one column Row which has two Rows inside it. The first internal row contains an HTML box with some text and a hyperlink. We have also chosen a *CSS Wrapper Class Name* "HLLandingControl" which creates a light border around the box. (There must be other Class Names as well, but this is the only one I have used since now.) The second internal row has also HTML content, but we have chosen to hide it from the live microsite.
- The second row is a two column Row. The left column has one internal row and the right column has two content boxes dropped into it. The left column has an "Upload File" box and the right column contains an HTML box and a Hyperlink/URL box (not inside the HTML).
- The third row is a three-column row. Each column contains 1 HTML content box: HTML (with only one image inside), HTML (with embedded video) and HTML (with text around an image) – from left to right.

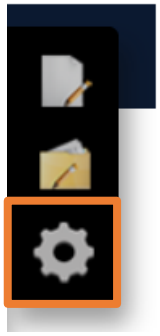
Now a few notes regarding multiple content items:

- When you have **multiple HTML content items**, they will be displayed consecutively in the order they're listed in the *Edit Page* screen. If you have their *Show title* box ticked, the title will be displayed and some space will be added automatically between these items.
- If you include one of the **Hyperlink / URL types**, the hyperlink will be displayed immediately below the prior content item without any space, and the hyperlink text displayed will be your content item title.
- If you include one of the **Upload a File types and upload a document (e.g. PDF, Word, Excel)**, a link will be displayed immediately below the prior content item without any space, and the link text displayed will be your content item title.
- If you include one of the **Upload a File types and upload a picture (e.g. JPG or PNG)**, the *full-sized* image will show up. If you have their *Show title* box ticked, the title will be displayed and some space will be added automatically between these items.
- If you have unchecked the visibility box so **a content item is "not visible on page,"** you will see the item on the *Edit Page* screen, but you will not see its content on the live microsite.

You can play with the ordering of content items and check the live microsite to make sure things are displaying properly.

Site Setup

All the previous chapters regard more or less the content of your Page (adding navigation items and the arrangement and integration of various types of content). Now we will talk about its visual identity.



If your Microsite is new you may want to change the default theme colours and add some logos and images. If you are not the first person editing the microsite, you could keep some visual features - that characterise your site- the same (e.g. your logo), but you may want to change some colours or the Layout style. Let's walk through your options.

To access the Site Setup screen you have to click on the third icon (gear icon) of the microsite tools. You should be seeing this:

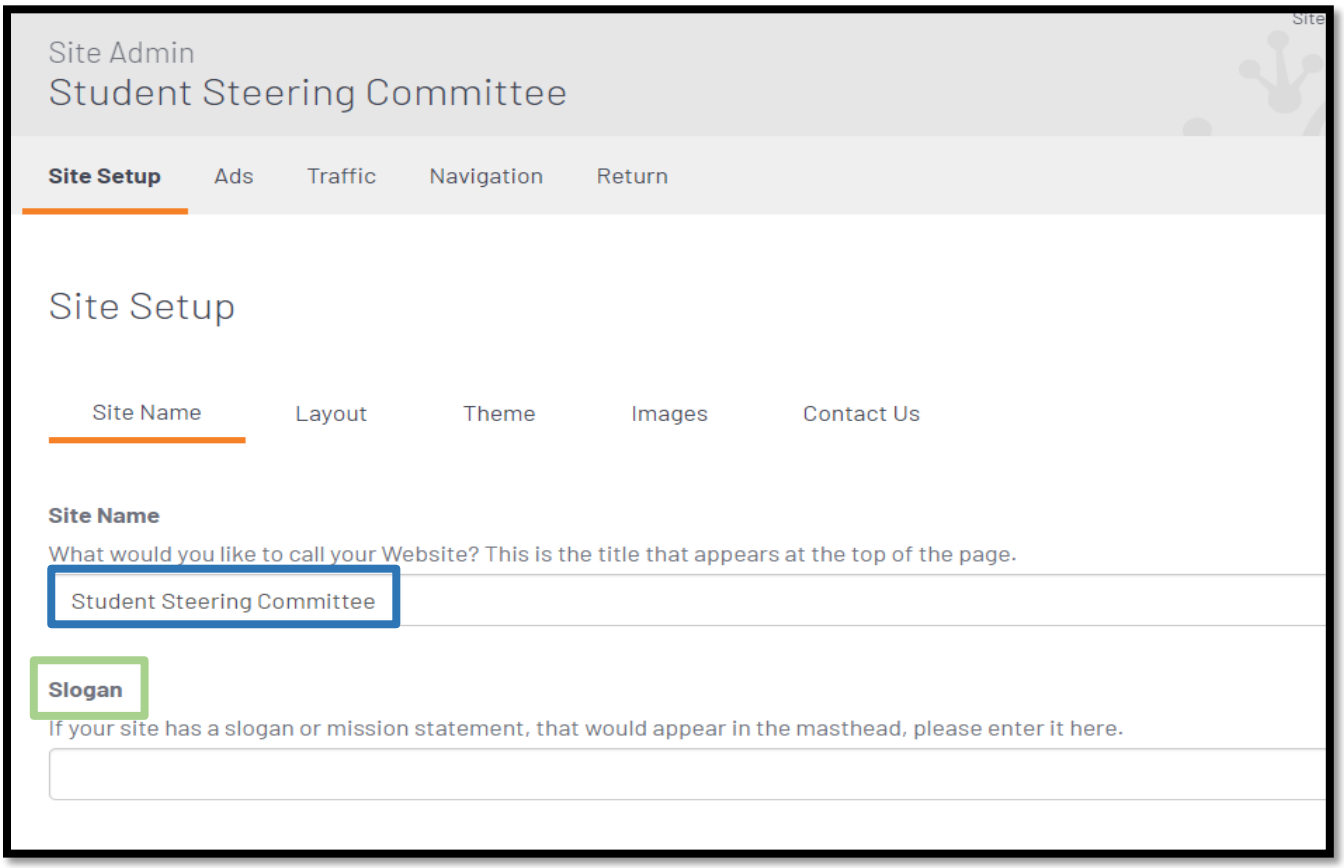


Figure 44

As you can see there are some tabs on the top of the Page: "Site Setup", "Ads", "Traffic", "Navigation" and "Return". You shouldn't be bothering with the **Ads tab** as you probably don't have a reason to show ads on your microsite. The **Traffic tab** opens up a screen with diagrams (like the one in Figure 45) that shows you the number of your microsite views, visitors and referrers. It is a good indicator of how much attention your site attracts and it partially reflects the effort you put into it.

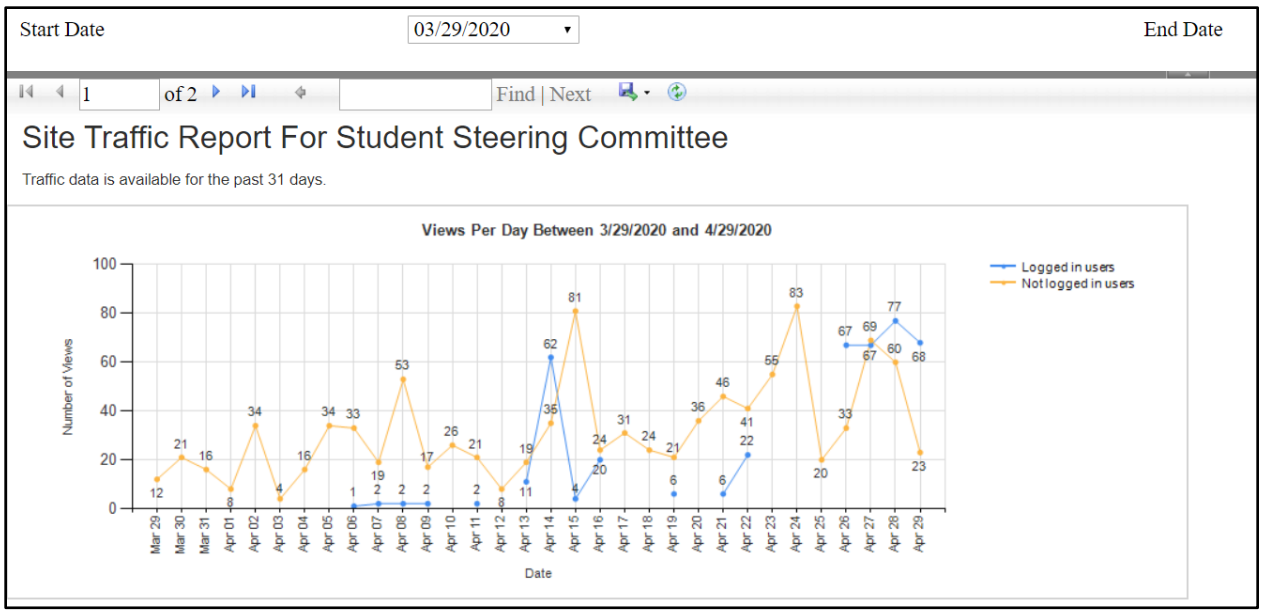


Figure 45

The Navigation tab leads you to the **Edit Navigation** screen we have thoroughly talk about in the past paragraphs. **Return** takes you back to your Live Microsite.

Now let's analyze the **Site Setup options**. First comes the **Site Name tab**:

As you can see in Figure 44, first you can determine your microsite's name which is what will be displayed on the browser's tab. In our case, this is "Student Steering Committee".

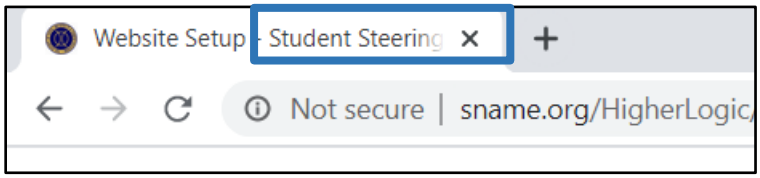


Figure 46

NOTE: this doesn't have to be the same with the path name of your site
The path name is what lies after the https://www.sname.org/...
You shouldn't change the path name after your site is created because if it is used in hyperlinks of other sources then the old path will not be able to lead your viewers to your site!

Figure 47

Besides that, you are given the opportunity to place your site's slogan on the top of your page (above the Menu Bar). For instance, here we have added "SNAME IS YOU" which appears next to the site's Logo.

Under the slogan bar you can find the path name setting, but as I said it's better to not mix that up.

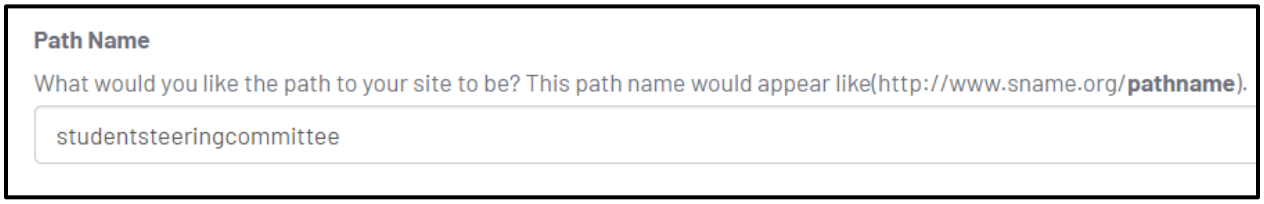


Figure 48

Now let's talk about the **Layout tab.** Here you will mainly be able to set the style of your header and footer.

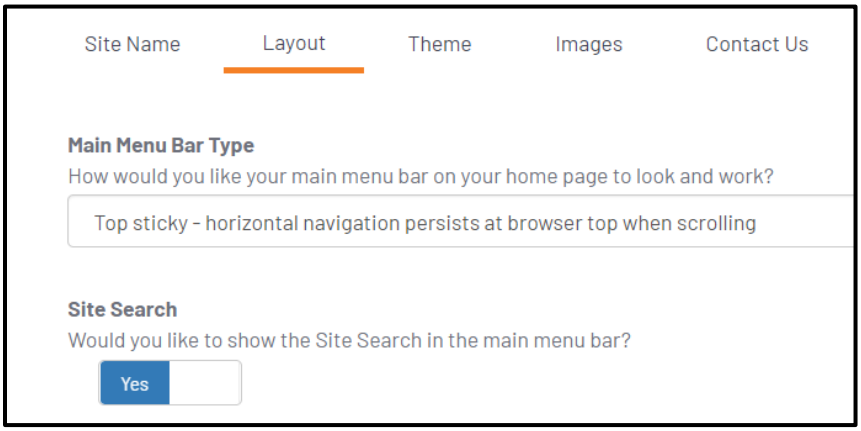
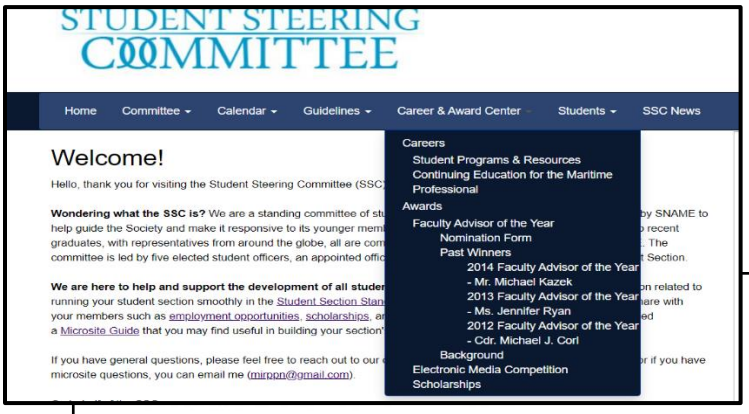


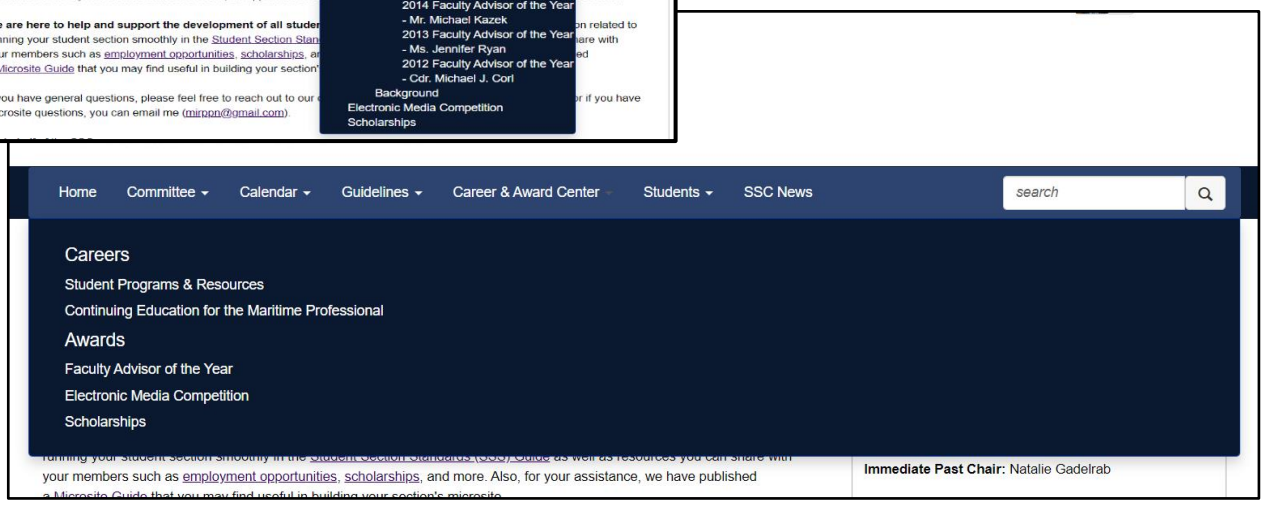
Figure 49

First of all, you get to choose the style of your Main Menu Bar and decide whether or not it is going to include a search box. Here are some examples of Menu Bar Types:



Feel free to try out different styles, customize your microsite and make it unique.

Figures 50



After the header style you also customize your footer -lying on the bottom of the page of each navigation item. Here are some Footer choices

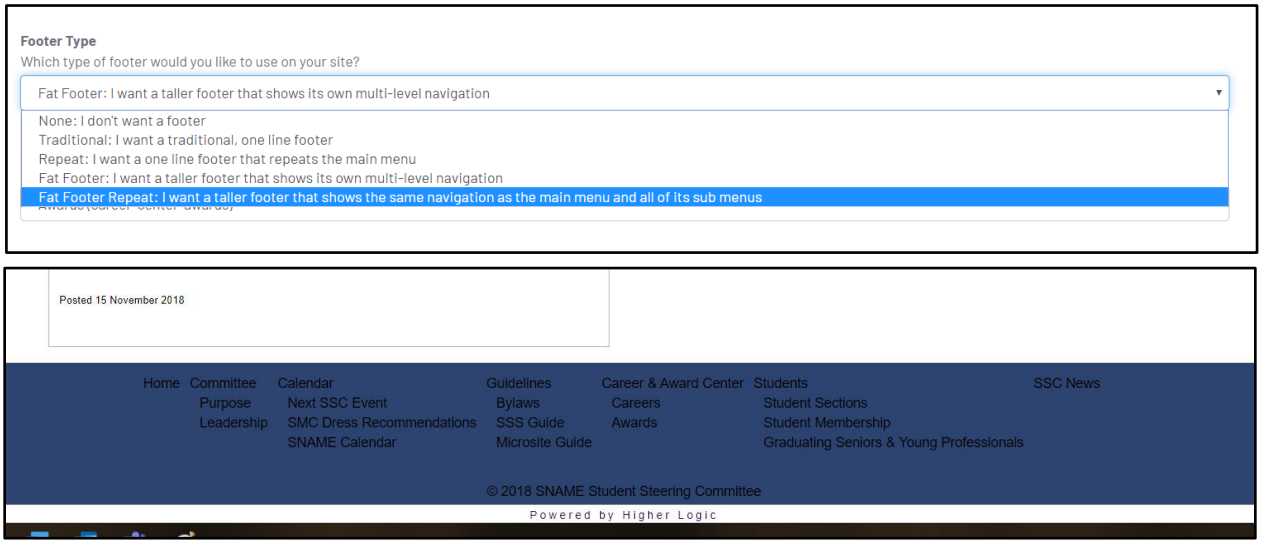
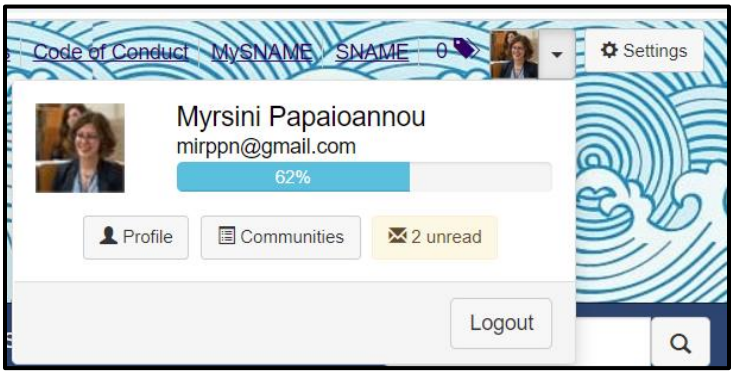


Figure 51



Something else that you can play with is the Welcome box, which pops up by pressing the arrow next to your profile picture on the top right of the Page. You have control of all the little buttons that are included in this box: Completeness bar, Communities, Profile and Login link. Also you can set the name of the button on the right side your Profile (here: Settings) in case you found a more informative name. Note: this won't change the function of the button- just the name. For example, you could write: "Other" (Figures 53)

Figures 52

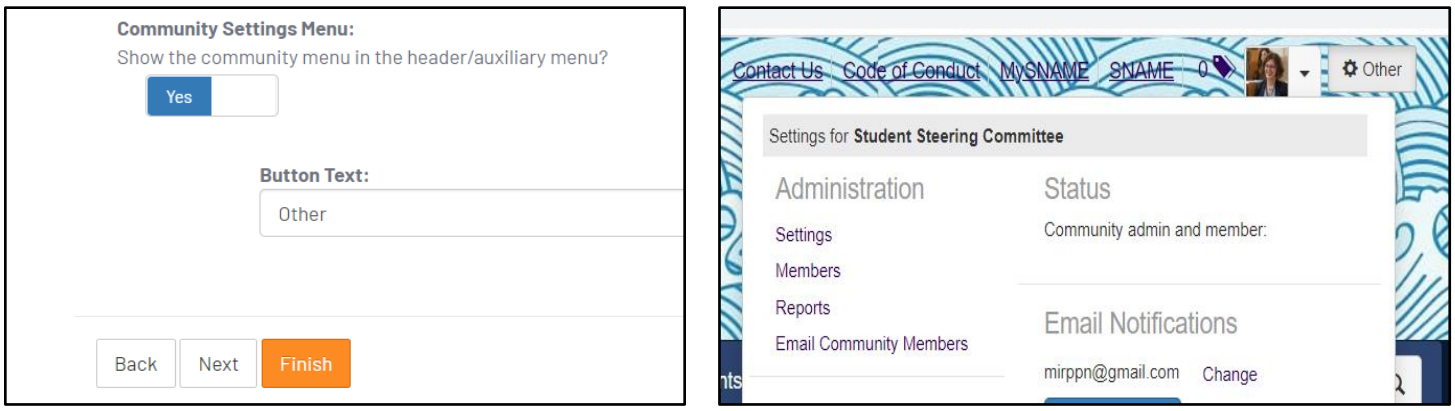


Figure 53

From the **Theme tab** you should be able to edit your sites colors and either select from some fixed designs (Select a Theme) or create your own pallet (Local Design) from scratch. (I haven't managed to change this until now, perhaps it is a super admin's ability.)

From the **Image tab** you can basically determine all other images that will characterize your site. We will talk about the image uploader in *Annex I*.

- **Logo:** it will be located above the Menu bar next to the slogan (if you have one), **(1)**
- **Phone Logo:** the Logo when displayed on phone screens,
- **Phone Home Screen Logo:** like an app logo; it will appear when somebody saves your webpage on their phone home screen,
- **Alternative logo for discussion emails,**
- **Header background:** it occupies the space above the header (behind the logo), **(2)**
- **Menu Bar (3), Page (4), Footer Background Color/Image** (figure 45),
- **Favicon:** the logo that appears next to the Site's Name on the browser tab (Figure 46 upper left)

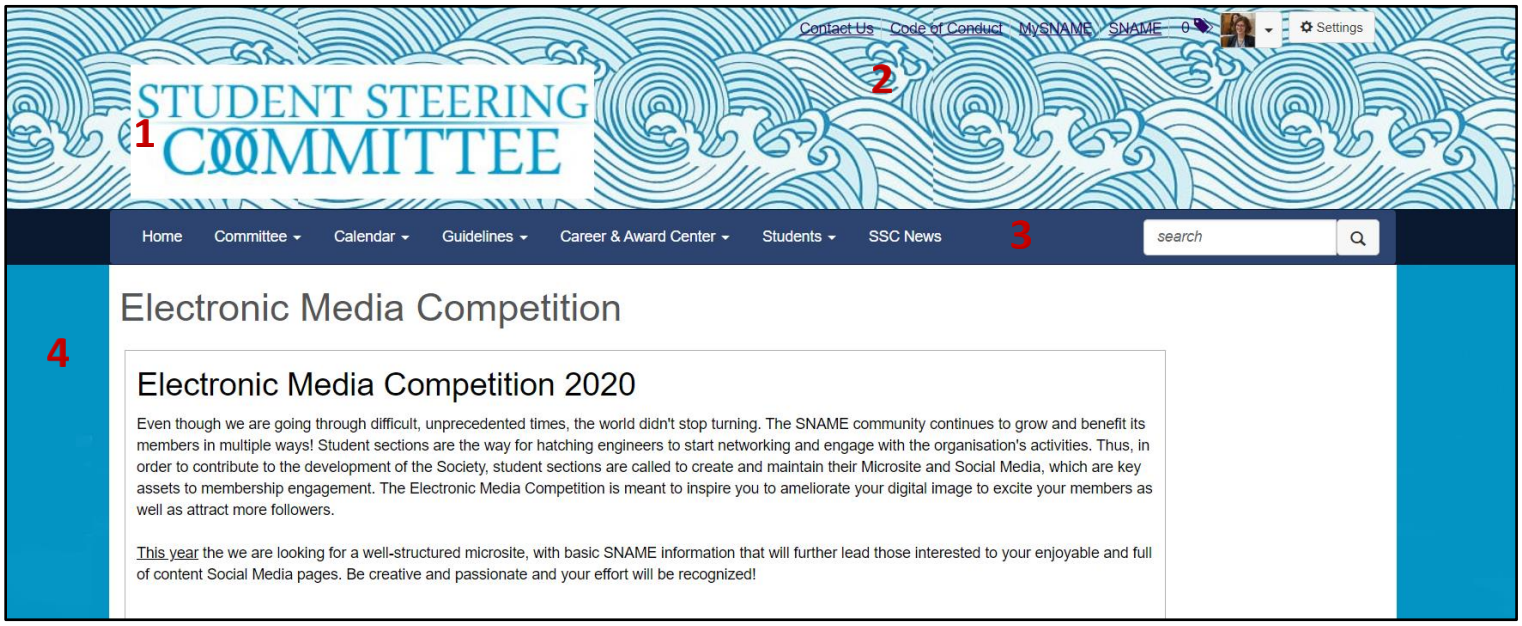


Figure 54

Troubleshooting

First, good luck. Second, here are a few hopefully useful tips.

- Patience is a must.
- If content isn't formatting the way you want it to, it may help to copy the content's text you want to use and paste it into Notepad, update the paragraph spacing how you want it to be, create a *new* Content Item (to start from scratch), and copy and paste the text from Notepad into the new Content Item editor. Then, go back and add any images, tables, or more complicated items.
- If you're familiar with HTML, you can edit the source code directly.
    - Funky things sometimes happen when you start mixing paragraph tags <p> and break tags <br>. I'm not super familiar with this, but that could cause formatting headaches. Return to the point above
- I'm hesitant to delete certain navigation items that I'd found built into my website (e.g. Directory, Library, Blogs, Calendar). I don't know how to recreate that type of code if it were to be gone forever, so I just hide navigation items I don't wish to display.

Annex A – Image Uploader

We will discuss shortly about uploading images either during the *Edit Page* Mode or when editing the *Page Setup*. The basic concept is that to upload an image anywhere on your Microsite it must first be added to an image "database" (if you can call it that). Afterwards, you choose the image of your preference from this "pool" (you can choose any image previously uploaded here) of files and you insert it.

Edit Page Mode

Whilst in Edit Page screen, for example when you want to add an image in HTML content or upload an image file, will be see this popup.

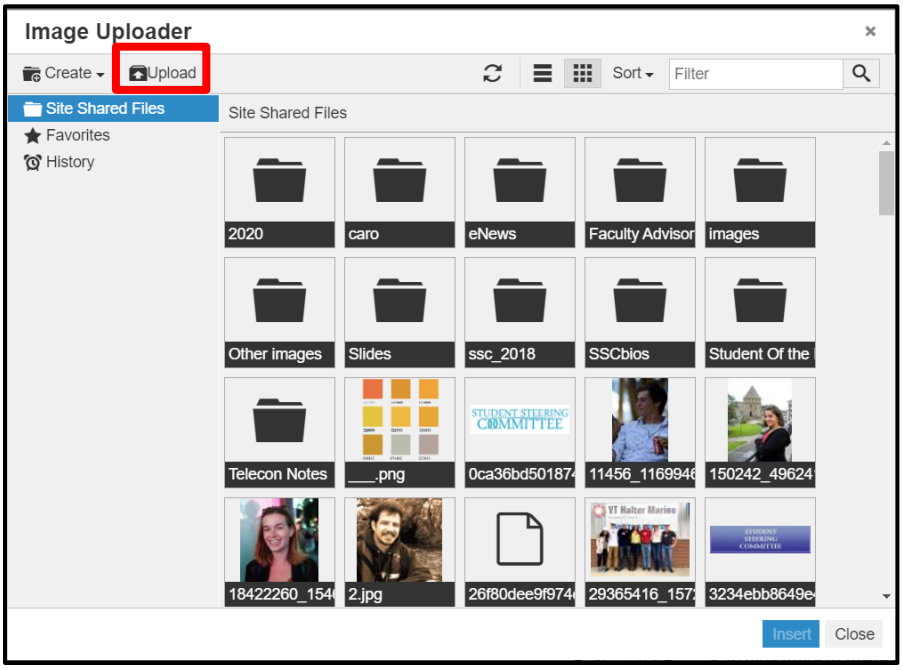


Figure 55

To upload an image from your device on the *Image Uploader* click the Upload button on the top left (Figure 55). Feel free to also create folders to organize your content and tidy up the image uploader. Hit insert when you have clicked on your image.

Page Setup Mode

When you are editing your Page Setup and you want to upload an image, for example a Logo or a Background Image as we saw on Page 34 you will be directed to a different image uploader when you press the *Choose* button:

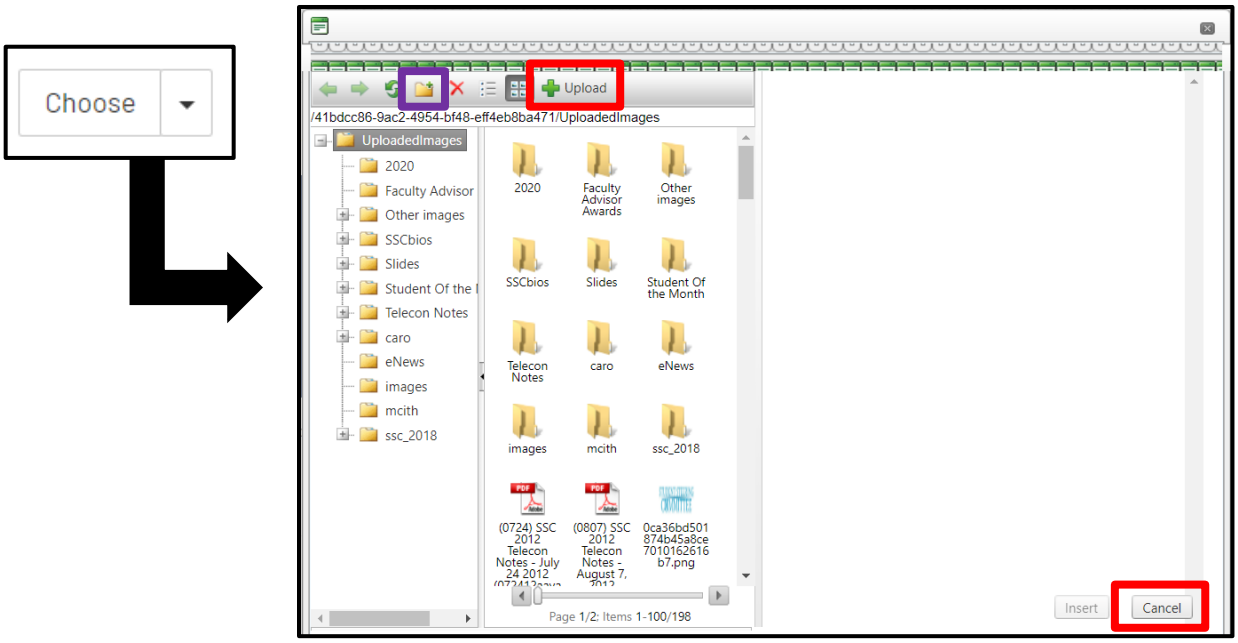


Figure 56

Again, you have to press the *Upload* button (Figure 56) to insert your image to the Uploader and then *Insert* it on the position you want (Logo, Background etc.).

When you hit *Upload (plus icon)* you will see the following popup:

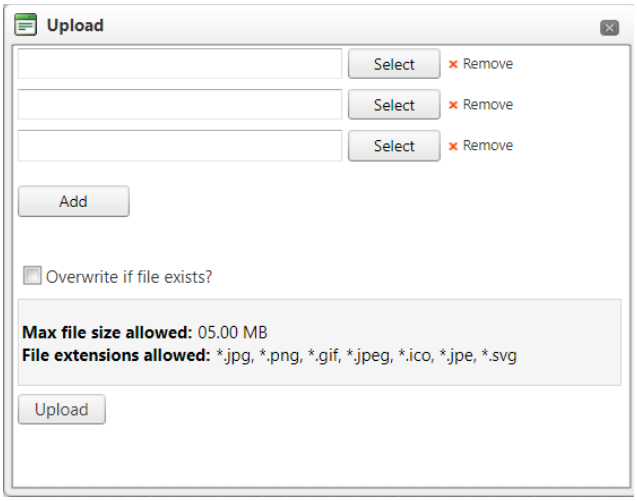


Figure 57

You can *Add* any number of file "slots" you want (to upload), press *Select* to find images from your device and hit *Upload* to insert your files to the image uploader.

A Few Notes on Social Media

Social media sites, such as **Facebook, Instagram, Twitter, LinkedIn**, etc., are great ways to widen your reach and strengthen your online presence. Feature photos and stories of your members and their activities and achievements.

When setting up a new social media page, please notify your current SSC Electronic Media Chair and SNAME Headquarters so we can follow you back.

Current as of 2020
SSC Electronic Media Chair: Myrsini Papaioannou (mirppn@gmail.com)
SNAME HQ: Cindy Slone (cslone@snamme.org)

When selecting a profile picture, we advise you to use your Student Section's logo design or a SNAME logo (with a little creative license granted). This way, our SNAME sections will have some unity as well as a certain degree of professionalism.

SNAME HQ has requested that all Facebook pages be set up as business pages. They also request that you add the following SNAME HQ representative as administrator to your page:

Current as of 2020
A. Thais De Oliveira (atd26518@marymount.edu)

While this request may seem unusual, please know that they do not intend to interfere with any of your typical posting, but if you need assistance, it is much easier for them to provide it. The most likely scenario they would help with is if the past student officers fail to pass on account access to future officers, thus leaving future officers locked out of their SNAME Facebook page with no way to recover access. SNAME HQ is also happy to help with other issues such as resizing photos for banners or other questions.

Both Thais and Cindy are listed as SNAME staff on SNAME's website (https://www.sname.org/oursociety/staff) and can be contacted directly by email (thaisd@sname.org and cslone@snamme.org, respectively) to confirm affiliation with SNAME HQ.