COLLABORATIVE FUNDRAISING:

ADDING YWCA USA'S DONATION LINK TO YOUR SPHERE TEMPLATE

1. Login to your Sphere CMS and select the "Site Structure" tab. Switch your view to "Folder".

2. Expand the "Primary Navigation" area.

3. Expand the "How You Can Help" area or whatever area your YWCA donation form is called.

4. Click the "New" dropdown at the top of the CMS. Select the option called "Tools".

5. Under the alphabetical dropdown, select the tool called "External Hyperlink".

6. This will open up an external hyperlink for you to create. Title this "YWCA USA Donation Form" in the title field. In the Link Location field, hit the "Select" button. Move your mouse back over to the area you just opened on the left-hand side and hover over your existing donation form. Select the option that appears that says "Place Below".

7. On the external hyperlink item you are creating, click on the "URL Link" tab.

8. In the field called "URL" put in http://www.ywca.org/donate.

9. At the bottom of the page, select the "Publish Immediately" checkbox and click the "Create" button.

10. You should see the new "Donate to the YWCA USA" link appear below your existing donation form in the site tree. Please go to your live site to confirm this link is now appearing and is linked correctly.

11. If you have any questions, please contact us at webmaster@ywca.org