

# **Working with Your Website**

## Table of Contents

<b>Sitefinity CMS Overview &amp; Login .....</b>	<b>7</b>
Logging Into the Back End .....	7
Pages .....	8
Widgets .....	8
Content items.....	8
The Dashboard .....	9
Dashboard Navigation .....	9
Pages .....	9
Content.....	9
<b>Pages: Structure, Functionality and Appearance.....</b>	<b>10</b>
Pages overview.....	10
Creating a New Page.....	11
Adding Content Using Content Widgets.....	19
Page Layout & Column Concept .....	22
Grid Widgets .....	23
Creating Columns Using Grid Widgets .....	26
<b>Content Items .....</b>	<b>29</b>
Blogs and Blog Posts .....	29
Create a Blog Post.....	30
Edit a Blog Post.....	33
Create a New Blog .....	33
Edit Blog Properties.....	35

Events .....	36
Creating a New Event: .....	36
Editing an Event.....	42
Event Image Guidelines .....	43
Images & Image Libraries .....	47
Images .....	47
Editing Image Properties .....	47
Uploading Images.....	51
Bulk Edit Images .....	53
Moving and Deleting Images.....	55
Other Image Library Utilities .....	56
Navigation .....	56
Moving a Library.....	57
Edit Library Properties .....	57
Documents & Document Libraries.....	58
Upload Documents & Files .....	58
Bulk Edit Documents.....	60
Moving and Deleting Files .....	62
Other Document Library Utilities.....	63
Navigation .....	63
Moving a Library .....	63
Edit Library Properties .....	63
Forms .....	64

Create a Form .....	65
Building a Form.....	65
Managing Forms.....	68
Managing Form Responses.....	69
Form Widgets.....	71
Textbox.....	71
Page break.....	72
Form Navigation .....	73
Multiple choice.....	74
Checkboxes.....	75
Paragraph text box.....	76
Dropdown list.....	78
Section header .....	79
Content block.....	79
File upload.....	80
CAPTCHA.....	81
Submit button .....	81
Chapter Headlines .....	83
Creating and Editing Chapter Headlines.....	84
Edit a Chapter Headline.....	85
Publish/Unpublish Chapter Headlines .....	86
Chapter Advertising.....	87
Create a new Ad .....	87

To edit an ad, go to Content » Chapter Advertising, click on the title of the ad (the identifier), and you'll be brought to the same page you saw when you created the ad.....	89
To publish or unpublish ads.....	89
<b>Content Widgets.....</b>	<b>91</b>
Setting Widget Properties.....	91
Sitefinity Default Widgets: .....	92
Blogs widget .....	92
Blog posts widget.....	94
Card widget .....	100
Content block widget.....	102
Events widget.....	108
Calendar.....	113
Form widget .....	118
Documents list.....	119
Document link widget.....	123
Image.....	124
MPI Widgets:.....	127
Our Partners .....	127
Testimonial.....	129
Text With Video .....	131
Skinny Hero .....	134
Event Calendar.....	138
Member Directory .....	139

LinkList.....	140
Text With Image .....	142
Event Cards.....	144
Leadership.....	147
BootStrap SlideShow.....	149
MPI Button .....	150
Accordion .....	152
Horizonal Rule.....	155
MPI Chapter Widgets: .....	156
Chapter Membership Breakdown .....	156
MPI Global House Ads.....	157
Simple Chapter Ad .....	157
Chapter Committee Members .....	159
Google Map .....	159
Social Share Widget.....	160
Member Spotlight .....	160
Job Postings.....	162
<b>Troubleshooting.....</b>	<b>164</b>
Locked Page, Event, Blog Post, etc.....	164
Someone is Already Using This Username and Password Error.....	166
Newly Created Page is Totally Blank – No Header or Ad Elements.....	167

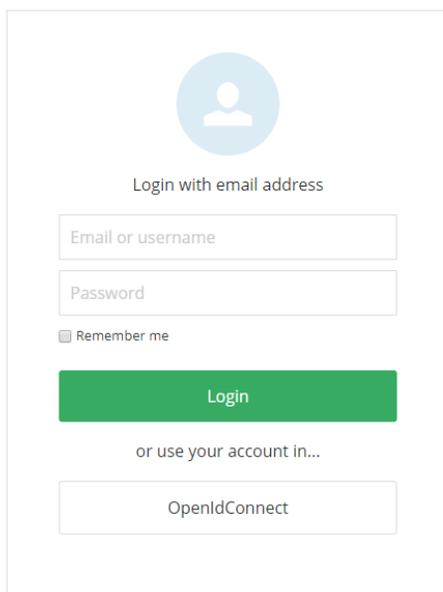
# Sitefinity CMS Overview & Login

## Logging Into the Back End

To log in to the Sitefinity CMS, go to: <https://www.mpiweb.org/sitefinity>.

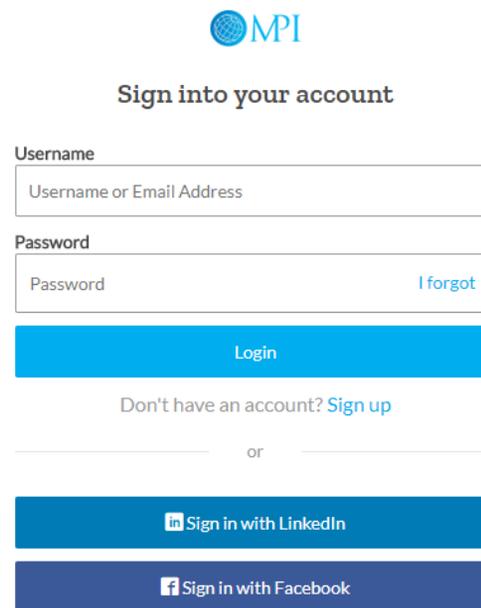
If you are already logged in to your MPI account, you will be taken directly to your chapter's dashboard when you visit [www.mpiweb.org/sitefinity](http://www.mpiweb.org/sitefinity) since it's all the same system.

If you are not already logged in to your MPI account, you will see this login screen:

You can log in here, or click the OpenIdConnect button.

If you click the OpenIdConnect button, you will be taken to the MPI login screen where you can log in to your MPI account as you normally would:



## Pages

Pages represent the canvas on which you build and structure your website. In addition, pages contain the administrative and content authoring tools you'll use to manage your website and organize its structure and appearance.

The structure and functionality of the page are created by adding widgets.

## Widgets

Content and functionality of Sitefinity CMS pages are defined through widgets. Anything you want a page to do is done via a widget.

There are two types of widgets: Content widgets are used to display content created with the content modules, and Grid widgets create the structure to display the content.

Widgets allow you to display the content you create and configure how you want that content displayed. The Sitefinity CMS comes with a set of built-in widgets, which can be directly used in the pages you create. We have also created many custom widgets for our specific needs at MPI.

## Content items

After you create the layout of your page, you can start populating the page with content. Sitefinity CMS content is easy to create and reuse. Once you create news, an event, or other content item, it is stored in the Sitefinity CMS project and other users can view, use, and edit that content.

You can also upload images and other files that you store in libraries. Content, created with the modules, is displayed on pages with the help of widgets. Sitefinity CMS has built-in modules for creating various types of contents, such as news, events, and blogs. Each type of content has a dedicated widget used to display it.

## The Dashboard

The Dashboard is the first page you'll see in the Sitefinity CMS. It contains links to the knowledgebase and analytics, recent blog posts, recent events, and a listing of pages and other content you recently worked on or uploaded under "My content." You can quickly sort content items and pages by their status (published, locked, draft), or see all of them.

## Dashboard Navigation

The main menu across the top of the Dashboard area gives you access to the Sitefinity CMS features and functions you'll need in the backend.



## Pages

This will give you an overview of all the main pages on the site. These are also referred to as "parent" pages or "top level" pages.

Use this section to create, edit, and delete pages.

## Content

This is where you create news articles, blog posts and events. You can also upload different types of media and documents, as well as create forms, edit your chapter headlines and manage advertising.

# Pages: Structure, Functionality and Appearance

## Pages overview

Pages represent the canvas on which you build and structure your website. In addition, pages contain the administrative and content authoring tools you'll use to manage your website. In the **Pages** section, you can create & edit pages, and browse & organize the structure and appearance of your website.

Each page can have a different structure, functionality or information. The functionality of the page is defined by adding widgets.

To see the pages under the existing parent pages, called "child pages," click on the caret icon ( ▶ ) to the left of the page name. This will expand the list to show you all pages under the parent page.

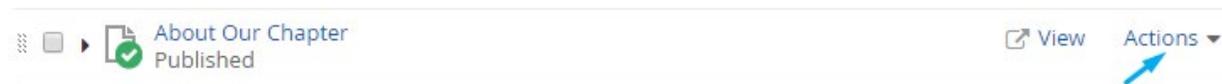
If you click on a page title, you will go into content editing mode for that page.

## Creating a New Page

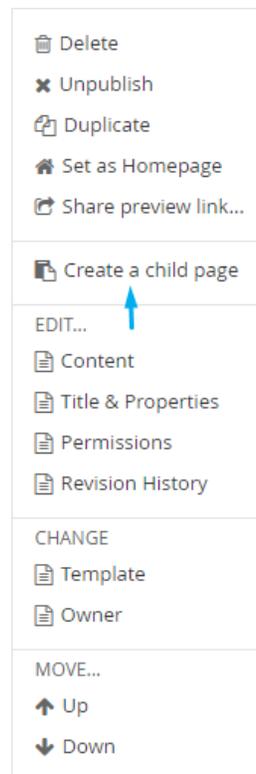
1. On the main menu at the top of the Dashboard, click *Pages*.

You are now in the **Pages** section of the admin area.

2. Find the section (parent page) under which you'd like to add a new page, then click on *Actions*.



This menu will drop down:



Click on “Create a child page.”

“*Create a page*” menu opens.

3. Enter the following information for the new page:

<p><b>Name</b> (mandatory field)</p>	<p>The page name that you use here is used by the system to create auto-generated navigation links, and will be the page title you see in the Pages section of the admin area. This name should be as concise as possible.</p> <p>Example: <b>Volunteer Info</b></p>
<p><b>Put this page...</b> (button group)</p>	<p>When you create a child page, you will not have to change this option, since the parent page you are creating this page underneath will already be selected automatically.</p>
<p><b>URL</b></p>	<p>The URL is automatically generated based on the page name that you have chosen, and the hierarchy of the page (the URL of its parent). The URL determines the new page's website address.</p> <p>You can choose a custom URL by clicking the <i>Change</i> button and entering the new name in the input field that appears.</p> <p><b>URL</b> /get-involved/ volunteer-info <input type="button" value="Change"/></p> <p>Most of the time, you won't need to change this, but you can change it if it will help keep the URL more concise. For example, you could drop the “-info” part of the URL and just use “volunteer.”</p> <p><b>URL</b> /get-involved/ <input type="text" value="volunteer"/> <a href="#">Edit URL structure</a></p>

	<p>This overwrites the automatically generated URL. To commit the change, simply click anywhere outside the text box.</p> <p>When you enter a custom URL, the URL of the page no longer changes when the place of the page in the hierarchy changes.</p> <p>To restore to the automatically generated URL of the page, click <i>Change » Edit URL structure » Restore to default structure</i>.</p>
<p><i>Show in navigation</i></p>	<p>If you deselect the <i>Show in navigation</i> checkbox, the page is not displayed in the automatically generated navigation. That means the page will only be accessible if there is a link to it on another page.</p> <p><b>Example:</b> You might have a separate page for a Volunteer Interest Form that you only want to be accessible by clicking a button on the Volunteer Information page. In that situation, you would not show the form page in the navigation.</p>
<p><b>Group page</b></p>	<p>Group pages serve as containers for other pages and do not have their own content.</p> <p><b>Example:</b> If your site has only one page for Advertising, this option would be used.</p>
<p><b>Page redirect</b></p>	<p>If you select the checkbox for <i>This page redirects to another page</i>, instead of creating an actual page, this will create a navigation item that points somewhere else, such as another website.</p> <p>Generally, this option <i>will not be used</i>.</p> <p>One situation where you could use it is to link to the website of an annual event.</p> <p><u>To select the page this navigation link will point to:</u></p> <ol style="list-style-type: none"> <li>1. Click the <i>Set page to redirect to</i> button.</li> <li>2. Select one of the following to link to:</li> </ol>

	<ul style="list-style-type: none"><li>• <i>Page from this site</i> Click a page from the sitemap.</li><li>• <i>Web address</i> Enter the URL address of the external page. <b>Always</b> check the box to <i>Open this link in a new window</i>.</li></ul> <p>3. Click <i>Done</i>.</p>
<i>Title for search engines</i>	<p>This is the page title used by search engines, displayed in the browser title bar, and used in bookmarks. It will be automatically generated based on the page name you have chosen, but to increase SEO, we will <b>always</b> need to modify this to include “MPI” and your chapter name before the page title.</p> <p><b>Example:</b> MPI New England Chapter – Volunteer Information</p>

## Template

### Select your chapter template.

The default is to use no template, but you **always** need to select your page template here.

There will be 3 templates to choose from, or the option of “No template,” but you will **always** use “ChapterTemplate[ChapterName].”

You may not be able to see your chapter’s name on the template title, but you’ll know which one it is based on the number of pages that use the template.

Click on the template to select it.

#### Custom Templates



ChapterTemplateB

Used by 0 pages



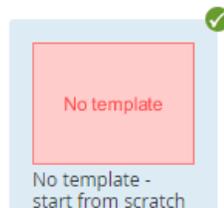
ChapterTemplateW

Used by 12 pages

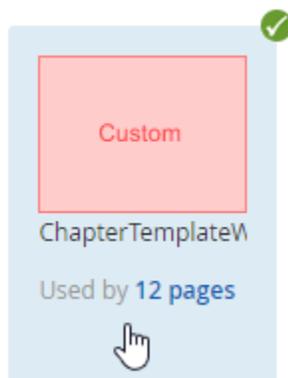


HomePageTemplat

Used by 1 page



One it is selected, it will be highlighted in blue and have a green check mark icon:



After the template is selected, click the check box for “Use the selected template as a default template when you create a new page.”

Use the selected template as a default template when you create a new page

With this option selected, new pages will always default to using the correct template moving forward, but it is always a good idea to double check.

Click “Done.”

### *Description*

To add a description of the page, click *Description, Keywords*.

The description is used by search engines to provide a summary of the webpage in search results.

This is optional, but it is always a good idea to include a description, especially on pages that don’t have any copy explaining what the page is about, such as a simple list of past presidents.

### Keywords

To add keywords, click *Description, Keywords*.

Keywords are optional as well, but may have some SEO benefits.

Separate keywords with commas.

4. After you have entered all the information required to create a page, click one of the following:

- *Create and go to add content*

Create and go to add content

The page is created, and then opens in content editing mode so you can customize the layout of the page and add content using widgets.

- If you click *Create and return to Pages*

Create and return to Pages

The page is created and saved as a draft with no content. The system returns you to *Pages*.

- *Back to Pages*

Return to *Pages* without creating or saving the page. Any information entered will be lost.

## Other Page Utilities in the “Actions” Menu

<b>Delete</b>	Deletes a page. If you accidentally click this, there is a confirmation that pops up to make sure you really want to delete the page.
<b>Publish / Unpublish</b>	If a page has been published, you will see the <i>Unpublish</i> option. This will allow you to take the page down without deleting it. If the page is in the Unpublished state, you will see the <i>Publish</i> option here.
<b>Duplicate</b>	If there is a page that has a structure you’d like to reuse with different content, this option allows you to duplicate it, then edit the content.
<b>Share preview link...</b>	If you have created a page, and need to share it with someone who does not have access to the backend of the CMS, you can use this to create a sharable link for them to view the page before it goes live.
<b>Content</b>	Takes you into content editing mode for the page.
<b>Title &amp; Properties</b>	Edit options defined during page creation.
<b>Permissions</b>	Define who can edit content on the page, add widgets, create child pages, etc.
<b>Revision History</b>	Sitefinity saves a history of previously published version of pages you can restore to if you make any mistakes.
<b>Move... Up / Down</b>	These options will move a page up or down in the navigation hierarchy.

## Adding Content Using Content Widgets

Content widgets are the main tools of the Sitefinity CMS. They are what control the content shown on a page.

After you create a page and go into editing mode, you will be in the **Content view** by default.

You will see a single large area to the left of the ad space labeled **“Column 1,”** inviting you to “Drag widgets here.”



You can drag a Content block or any other widget into the space.

Make sure you are always dropping widgets into **“Column 1” only.**

The area will have a light-yellow fill and say, **“Drop here”** when you’re in Column 1.

This is what you will see when dropping a Content block into the correct area:



A lot of the time, you might only need a few Content blocks on a page.

For example, this President's Message page consists of just one Content block for the whole page:

Content block Edit More

## President's Message

Hello Chapter Members,

Are you in the Holiday Spirit yet? Or are you one of those that sets up your Christmas tree and decorations before Thanksgiving! If you are not in the spirit yet I am sure you will be with the whirlwind of the Holiday season including amazing Holiday Parties! This year the MPITBA Holiday Party Committee has planned the incredible "Boots and Bling" Holiday Party sponsored by Visit Tampa Bay! There will be Boots-Scootin, BBQ and bottomless Booze! I look forward to seeing many of you there in your best attire at the Epicenter Event Venue on Dec 7th at 7pm!

Two other super huge announcements that you cannot miss MPITBA is accepting nominations and applications for the 2018-2019 Board of Directors through December 11th. Not only will the incoming board of directors be under the incredible leadership of Sara Melvin but they will also be a part of an incredibly talented group of individuals that will continue to move our chapter forward in innovative ways. Please make sure to get your applications in as soon as possible! Also you should have received the Chapter Needs Assessment Survey this month, if not there is a chance your email is not up to date so please visit the [mpiweb.org](http://mpiweb.org) page to update your information. This survey is to assess our chapter member's interests, likes, dislikes and to get ideas from you the members on what you would like to see in the future. Your opinion matters, so please make sure to respond to the quick survey that your Membership team has diligently put together.



I am sure I will blink and December will be over and the next thing I know it will be 2018! Slow down, take it in and enjoy! I hope everyone has a wonderful and prosperous Holiday season and a beautiful and safe New Years!

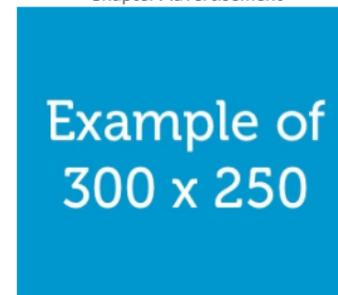
Cheers!  
Ashley Valentine, CMP

Connect with Us



Simple Chapter Ad Edit More

Chapter Advertisement



Advertisement



If you like to keep things separated, you can put the page title in its own Content block, and separate different information into their own blocks.

Check out this Industry Certifications page as an example. An MPI Button widget was also used as a quick link to submit CE hours:

Content block Edit More

## Industry Certifications

Content block Edit More

### CMP Study Group

Are you thinking about taking the CMP test? Looking for a great study group to help you prepare? GREAT NEWS! We have just the group for you! MPI Tampa Bay will be working with the Carolinas Chapter for all upcoming study groups. Not only is the Carolinas Chapter providing a great online group, the cost is minimal at just \$125.

If you are interested in joining the next study group, please fill out the form and email to [Christine@TheManagementOffice.com](mailto:Christine@TheManagementOffice.com).

If you have questions about dates or requirements, please contact Molly Johnson at [mollyj@wilmingtonhilton.com](mailto:mollyj@wilmingtonhilton.com).

Content block Edit More

### Continuing Education Credits

MPI Tampa Bay Area chapter events offer Continuing Education clock hours (CEs) for learning activities as an additional membership benefit. To acquire CE credits you may attend our live events such as our Monthly Education programs and Meetings Academy.

If you are applying for the CMP program or recertifying, please know that the CE credit calculation is regulated by the Events Industry Council (EIC). We have consulted with the EIC and if the program qualifies the Blue Print reference is included on the CE form.

MPI also offers credits for participating in and viewing webinars. [See a list of current and archived webinars](#)

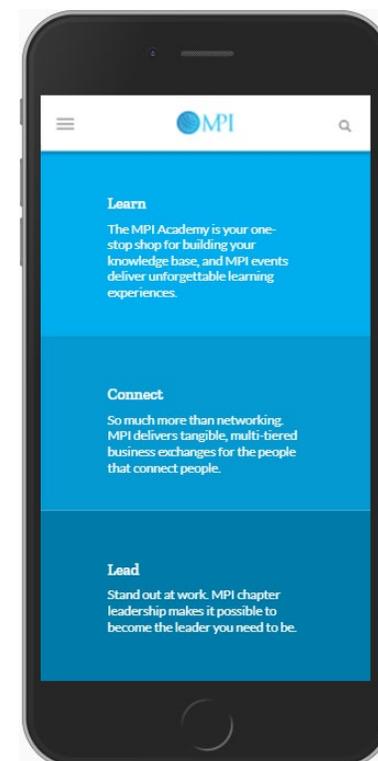
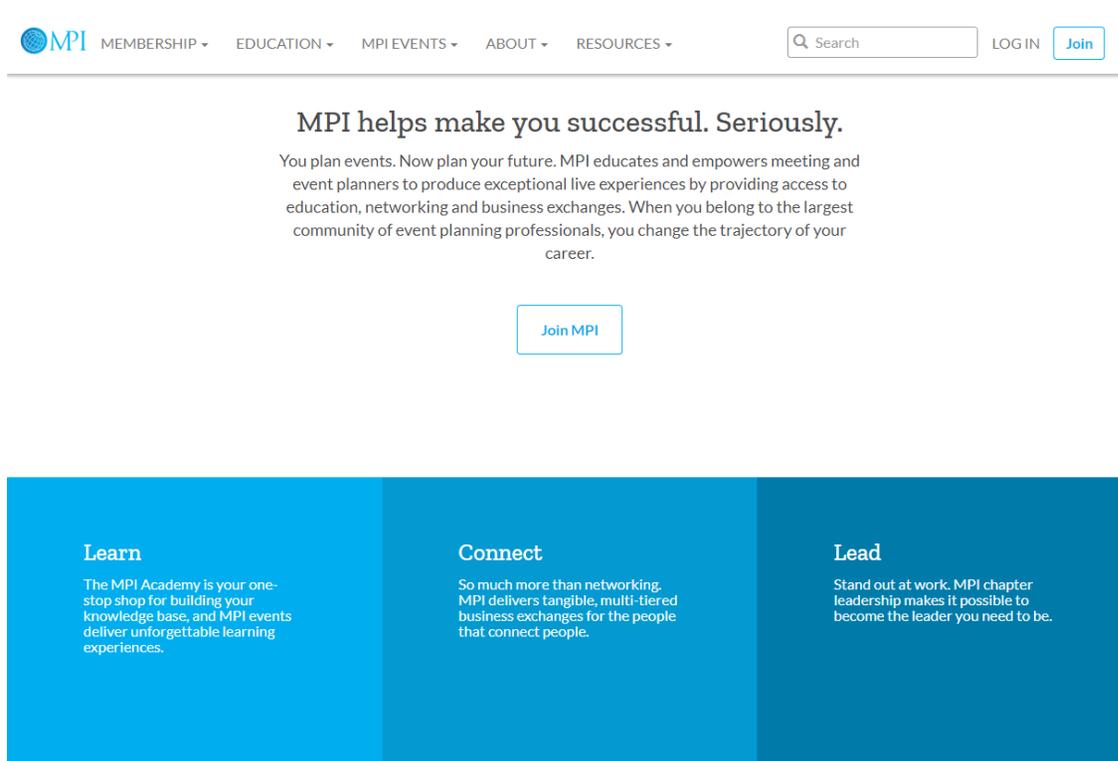
To report and archive your CE credits you should complete the CE form given out at the event and then click here to go to the MPI website where you can add your CEUs to your personal file.

MPI Button Edit More

Submit CE Hours

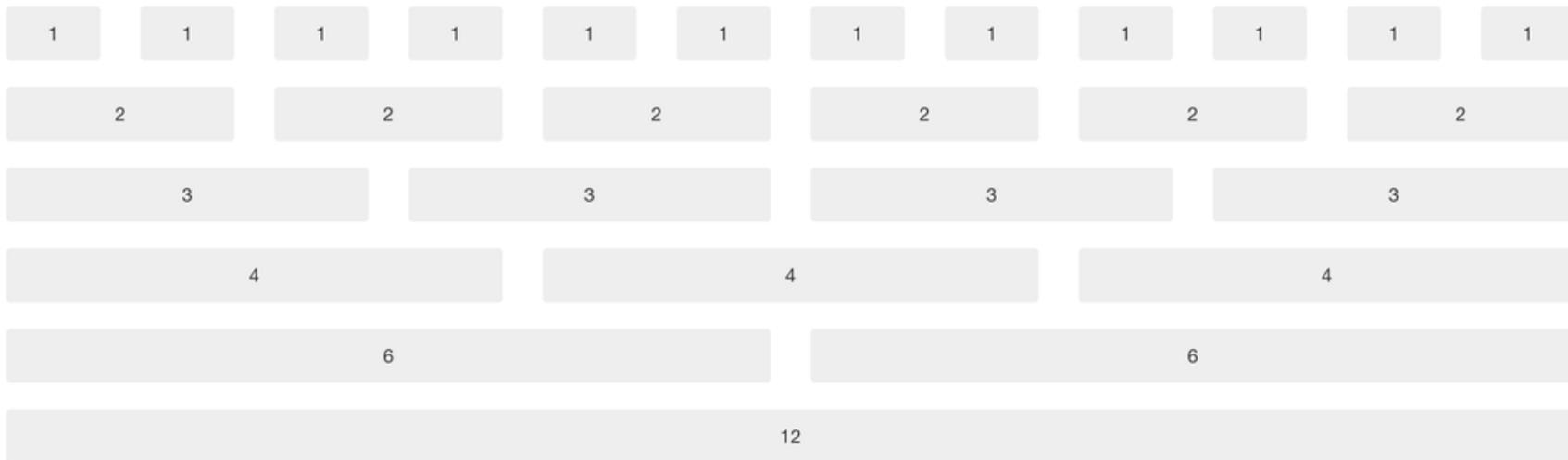
## Page Layout & Column Concept

The MPI Global and Chapter website templates within the Sitefinity CMS use a coding tool kit, or framework, called Bootstrap. Bootstrap is one of the most popular frameworks for developing mobile-friendly, or responsive, websites. A responsive website automatically adjusts for different screen sizes. Bootstrap's grid system is responsive, and the columns will re-arrange depending on the screen size. For example, on a big screen it might look better with the content organized in three columns, but on a small screen it would be better if the content items were stacked on top of each other.



Bootstrap's grid system is made up of 12 columns across the page. Columns can be grouped together to create wider columns. Grouped columns can be used in many different configurations, but the groups must always add up to 12.

For example, you can have 2 groups of 3 columns each next to a group of 6 columns.  $3+3$  is 6, plus another 6 equals 12.

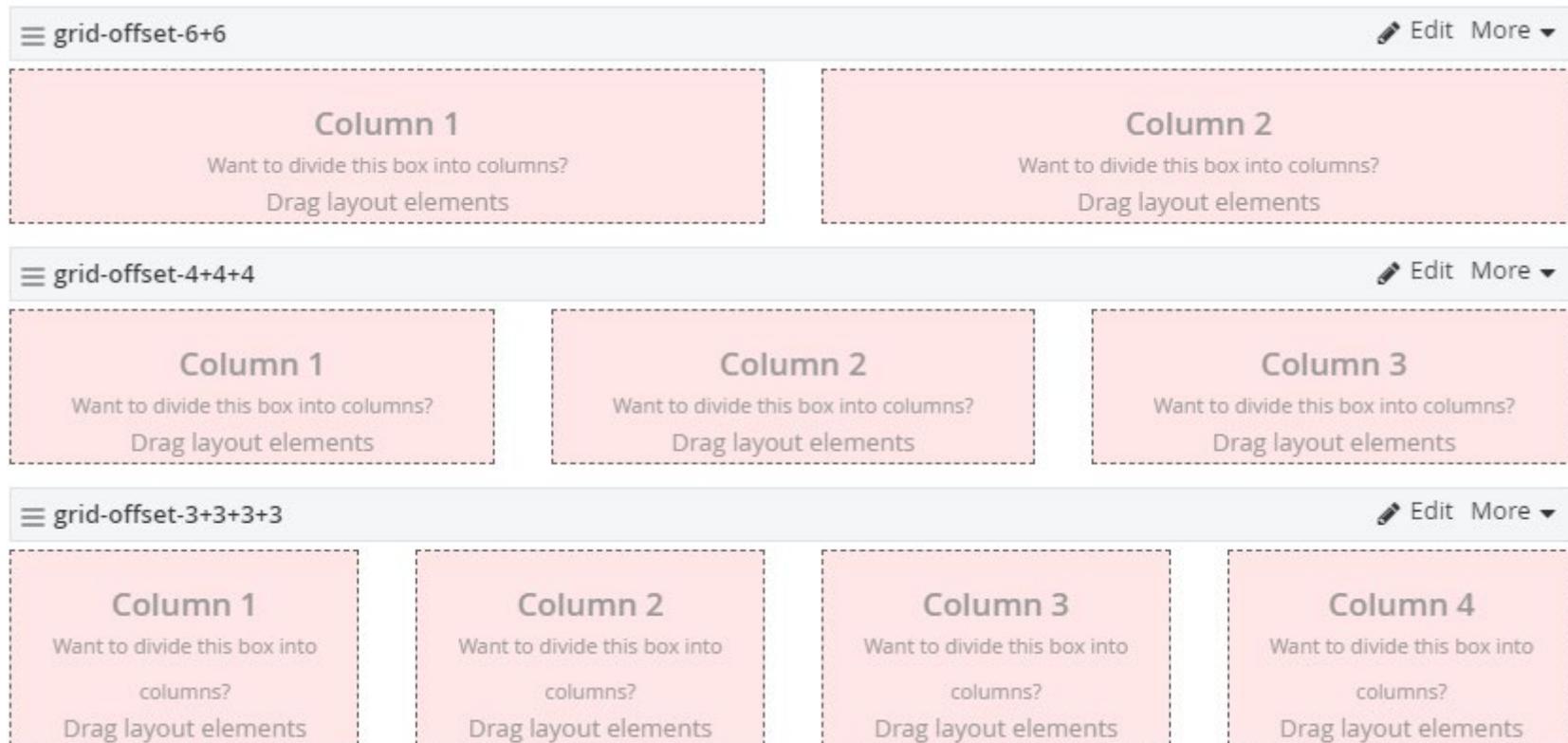


## Grid Widgets

If this seems a bit complicated, don't worry, the grouping of columns is already done for you within Sitefinity using the different Grid widgets you'll find in the Layout view of the Page editor. All you have to do is drag them onto the page - no math needed!

Grid widgets are like the bones of your page. They give it a structure, and provide a container for Content widgets to live inside.

Here's an example of what some of these Grid widgets look like after dragging them into the main content area:



The image displays three examples of Grid widgets, each with a header bar and a main content area. The header bars are labeled with their respective grid configurations: 'grid-offset-6+6', 'grid-offset-4+4+4', and 'grid-offset-3+3+3+3'. Each widget contains a set of columns, each with a title and a prompt to 'Drag layout elements'.

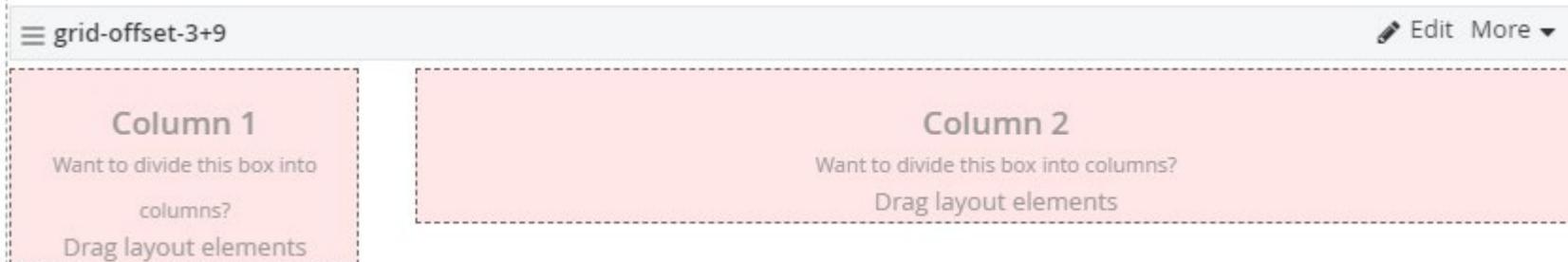
- grid-offset-6+6:** Contains two columns, 'Column 1' and 'Column 2'.
- grid-offset-4+4+4:** Contains three columns, 'Column 1', 'Column 2', and 'Column 3'.
- grid-offset-3+3+3+3:** Contains four columns, 'Column 1', 'Column 2', 'Column 3', and 'Column 4'.

As you'll see, we've included all the common combinations you might need, but you actually have a lot more options. To create the best layout for your page, you could further divide a span of columns by dropping another Grid widget into it.

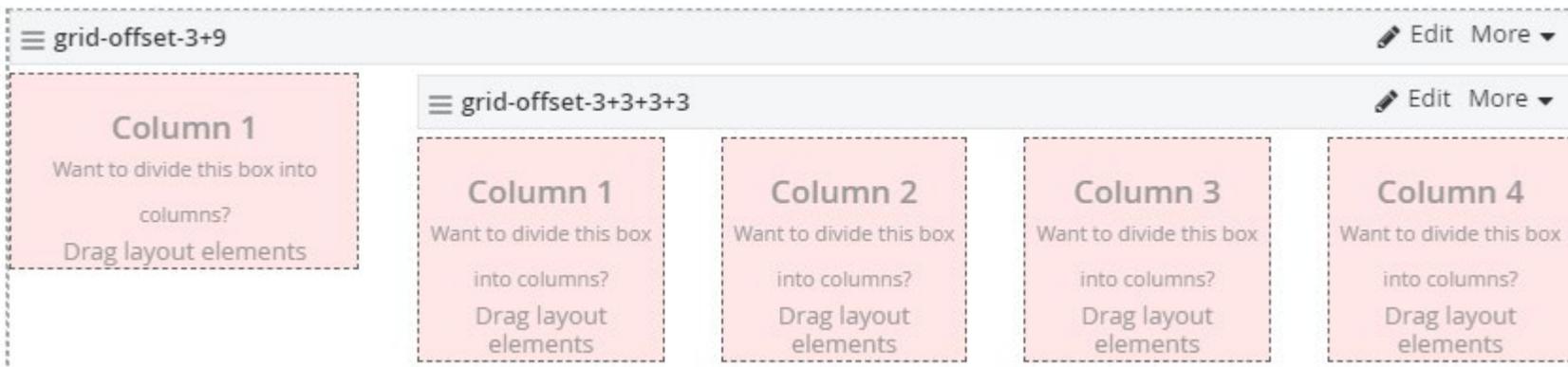
For example, there isn't a Grid widget that gives you 5 columns, but you can create 5 columns using combinations of Grid widgets nested inside of other Grid widgets.

Here is one way to create 5 columns:

First, drop a “3+9” Grid widget into the content area to create two columns – a narrow “Column 1” (spanning 3) and a wide “Column 2” (spanning 9):



Then, drop a “3+3+3+3” Grid widget into “Column 2” to divide it into 4 sections:



Of course, this is only one way to create 5 columns. There are many, many more possibilities. Feel free to create an un-published page to experiment with dividing and rearranging columns.

## Creating Columns Using Grid Widgets

You will most likely need a page that has content separated into columns. You don't have to create the column layout on the page before adding Content widgets, but it does help if you already have a design in mind.

Here is an example of columns used on an Awards page:



The screenshot shows a page editor interface. At the top, there is a single wide content block labeled "Content block" with "Edit" and "More" options. Below this is a heading: "Congratulations to our 2016-2017 Award Recipients!". Underneath the heading, the editor is split into two columns. Each column has its own "Content block" header with "Edit" and "More" options. The left column contains the text: "Rising Star", "Nevar Murray", and "The Florida Aquarium". The right column contains the text: "Volunteer of the Year", "Pauline Navarro", and "Busch Gardens".

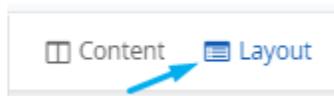
As you can see, the award names and recipients are arranged in two columns.

You can't drop a Content block next to another Content block within the same row, so you'll have to divide the row into columns.

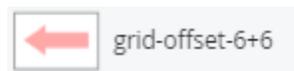
Columns are created in the **Layout view** of the page editor.

## To create columns:

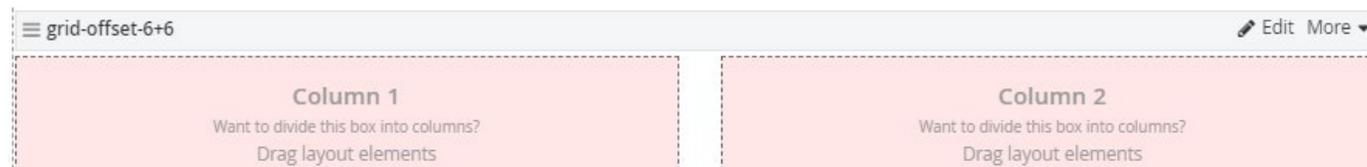
- Switch to **Layout view** by clicking the blue “Layout” link in the top right, above the Widget sidebar.



- You are now in the **Layout view**. You’ll see the Content widgets have been replaced with Grid widgets.
- To divide Column 1 into two columns, drag and drop a “grid-offset-6+6” Grid widget into Column 1.



- Now, instead of just Column 1, you’ll see it’s been divided in to two columns – Column 1 and Column 2.



- You can now switch back to **Content view** to drop widgets into the new columns.
- To delete a Grid widget, click *More* **More** in the upper right corner of the widget, then click *Delete*.

⚠ **Note:** The widget will be **deleted *instantly*** with **NO double check** to confirm the delete.  
If you delete a Grid widget that has content in it, that content will be deleted as well.  
If you do delete a widget by mistake, you can always restore the page to the last time you published it

You cannot rearrange columns (Grid widgets) in Content view, and you cannot rearrange widgets in Layout view, but you can easily toggle back and forth between the Content and Layout views while editing.

## Content Items

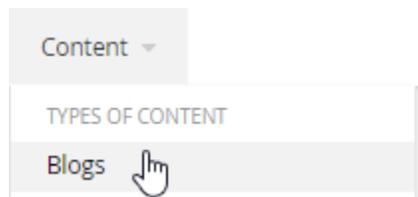
Content items are managed under the Content menu in the dashboard. The types of content you'll be working with are **Blogs, Events, Images, Documents & Files, Forms, Chapter Headlines** and **Chapter Advertising**.

### Blogs and Blog Posts

---

You can manage blogs and their posts on the **Blogs** page.

To open the **Blogs** page, on the main menu of the Dashboard, click **Content » Blogs**.



You will now see the **Blogs** page displaying a list of all created blogs, the number of posts in each blog, the date of the last post, and actions you can perform on them.

## Create a Blog Post

1. Click the *Create a post* link under the name of the blog where you want to add a post.
2. The *Create a post* page opens.
3. In the *Title* input field, enter the title of the post.
4. In the text editor, enter the body of the post.
5. In the *Summary* field, you can enter a summary for the post.
6. You can classify your blog post using the *Categories and tags* section.
7. In the *More options* section, you'll have following options:
  - To edit the generated URL of the post, click the *Change* button and enter a new URL name.
  - To allow or forbid users to leave comments about the post, select or deselect the *Allow comments* checkbox.
  - Configure multiple URLs for the blog post
    - To configure a blog post to have more than one URL, select the *Allow multiple URLs for this item...* checkbox.
    - In the input box, enter the additional URLs that you want this blog post to have. Enter one URL per line.
    - If you want all the URLs that you have entered to point to the default URL of the post, select the *Additional URLs redirect to the default URL* checkbox.  
If you uncheck this checkbox, each URL will display the blog post without redirecting.

Under *Related Data*, choose the author for the blog post by clicking the *Select* button. If you have not created any authors, you can create a new one in this menu.

To create a new author:

- Click *Create new item*
- You'll now see the *Create an Author* page where you can edit the following:  
The only required areas here are **Full Name** and an image.
  - **LinkedIn URL**  
Here you can enter the author's LinkedIn URL.
  - **Full Name**  
Enter the author's name
  - **Biographical information**  
Enter a bio for the author if you'd like.
  - **Tile, Company, Facebook URL, Twitter URL, and Email address** are all optional.
  - Under *Related Media* you will need to choose or upload an image for the author.
- Click *Publish* to save the author.

Under *Related Media*, you'll need to select or upload an image to go with the blog post.

Both the 16:9 and 4:3 images are required. You can use the same image for both if you don't have two different versions.

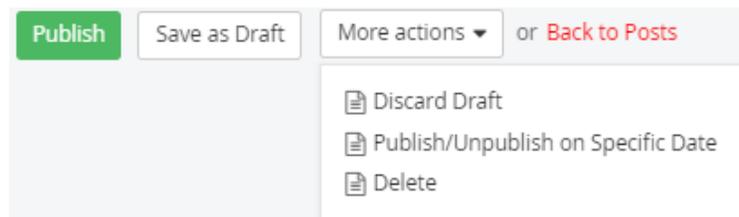
If the post is ready to go public, click *Publish*.

If you would like to preview the post, click *Save as Draft* and the *Preview* button will appear to the left.

You can also save the post as a draft, set a publish date, or drop it altogether by clicking *Back to Posts*.

To set a publish/unpublish date:

- Click the *More actions* button



- Choose *Publish/Unpublish on Specific Date*.
- You'll now see options to select a *Publication date*, and *Date to Unpublish*. The unpublish date is optional.

## Edit a Blog Post

1. On the **Posts** page of a blog, you can open a blog post for editing in one of the following ways:
  - Click the blog post you want to edit.
  - Click the *Actions* link of the post.  
From the dropdown list, click *Content*.
  - The *Edit a post* page opens.

Edit the blog fields as required.

When you are finished, click *Publish*, *Save as Draft* or set it to be Published/Unpublished on a specific date using the More actions menu.

## Create a New Blog

There will already be at least one blog created for your chapter, but you can create additional blogs if needed.

1. On the main menu of the dashboard, choose **Content » Blogs**.  
The **Blogs** page opens.

2. Click *Create a blog*.

 A green rectangular button with the text "Create a blog" in white.

The *Create a blog* page opens.

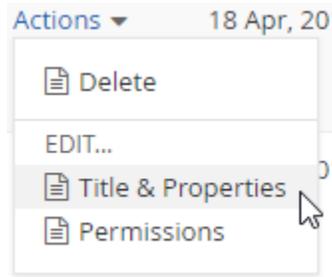
3. Under *Title*, enter the title for the blog.
4. Under *Default* page, select the page where the blog will be located.  
If you have already created a page for the blog, select it here.  
If you have not already designated a page for this blog, you can create the blog without selecting anything here, but if you use a Blogs (blog list) widget, you'll need to create a page for the blog to display by default. You can create that page and edit the properties of this blog later to designate the page.
5. You can change the automatically generated URL of the blog by clicking *Change* under *Blog URL*, and then entering the new URL in the input area.
6. You can specify if you want an RSS feed to be generated for this blog by clicking *Alternative publishing (RSS)* and selecting *RSS feed* checkbox.

To change the settings of the automatically generated RSS feed, click the *Change* button. Click *Done* when finished.

7. Click *Create this blog*.  
The system creates the blog, then the *Create posts* page opens for this blog.
  - If you want to create a blog post now, click *Create a post*.
  - If you want to return to the **Blogs** page without creating a post, click *All blogs* located to the right of the blog name.

## Edit Blog Properties

To edit the properties of an existing blog, go to the Blogs page and click Actions for the blog you want to work with.



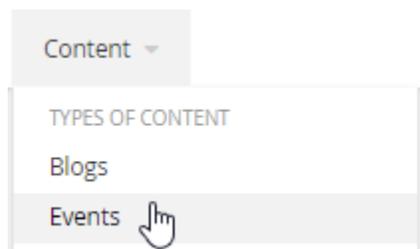
You will now be able to change the title or select a Default page for the blog.

## Events

---

### Creating a New Event:

1. From the main menu, choose **Content » Events**.



You are now in the **Events** section of the admin area.

2. Click *Create an event*.


 A green rectangular button with the text 'Create an event' in white.

The *Create an event* page opens.

3. In the *Title* input field, give the event a name.
4. In the text editor, enter information about the event. You can add images and format the text any way you need to.
5. To enter a shorter summary of the event, click on *Click to add summary*.

6. Select if the event will repeat. The default is *None*. If the event does not repeat, you don't need to change anything here.

Schedule the starting and the ending date and time of the event using the **Event start** and **Event end** fields.

In the *Repeat event* dropdown box, choose one of the following:

<p><b>Daily</b></p>	<ul style="list-style-type: none"> <li>• Choose the <b>Start time</b> and the <b>End time</b> of the event, or click the <i>All Day</i> checkbox.</li> <li>• The <b>Time Zone</b> will default to your local time zone, but you can change that here if needed. You will not see the <b>Time Zone</b> option if you checked <i>All Day</i>.</li> <li>• Under <i>Repeat...</i>, select the interval of repetition. For example, "Every [ <b>2</b> ] day(s)" will be repeat the event every other day. You can also select to repeat the event every weekday.</li> </ul> <p>Under "Event start," select the date of the first occurrence of the event.</p> <p>Under <i>Event end...</i>, you can choose to end the event after:</p> <ul style="list-style-type: none"> <li>• A certain number of repeats.</li> <li>• On a particular date.</li> <li>• Selecting <i>no end date</i> will repeat the event indefinitely.</li> </ul>
<p><b>Weekly</b></p>	<ul style="list-style-type: none"> <li>• Choose the <b>Start time</b> and the <b>End time</b> of the event, or click the <i>All Day</i> checkbox.</li> <li>• The <b>Time Zone</b> will default to your local time zone, but you can change that here if needed. You will not see the <b>Time Zone</b> option if you checked <i>All Day</i>.</li> <li>• Under <i>Repeat...</i>, select the interval of repetition.</li> </ul>

	<p>For example, “Every [ 2 ] week(s) on” will repeat the event every other week.</p> <ul style="list-style-type: none"> <li>• Select the weekdays when the event will occur.</li> <li>• Under <b>Event start</b>, select the date of the first occurrence of the event.</li> </ul> <p>Under <b>Event end...</b>, you can choose to end the event after:</p> <ul style="list-style-type: none"> <li>• A certain number of repeats.</li> <li>• On a particular date.</li> <li>• Selecting “no end date” will repeat the event indefinitely.</li> </ul>
<p><b>Monthly</b></p>	<ul style="list-style-type: none"> <li>• Choose the <b>Start time</b> and the <b>End time</b> of the event, or click the <b>All Day</b> checkbox.</li> <li>• The <b>Time Zone</b> will default to your local time zone, but you can change that here if needed. You will not see the <b>Time Zone</b> option if you checked <b>All Day</b>.</li> <li>• Under <b>Repeat...</b>, you can choose the repeat interval in one of two ways: <ul style="list-style-type: none"> <li>• Enter the day of the month when the event will occur and enter the interval of repetition. For example, “Day [ 5 ] of every [ 2 ] month(s),” will make the event occur on the 5<sup>th</sup> day of every other month.</li> <li>• Alternatively, you can select the week of the month that the event will occur, then select either a weekday or select between <b>day</b>, <b>weekday</b>, and <b>weekend day</b>. Enter the interval of repetition. For example, you can select the <b>third Monday</b> of every second month.</li> </ul> </li> </ul> <p>Under <b>Event end...</b>, you can choose to end the event after:</p> <ul style="list-style-type: none"> <li>• A certain number of repeats.</li> <li>• On a particular date.</li> <li>• Selecting “no end date” will repeat the event indefinitely.</li> </ul>

## Yearly

- Choose the **Start time** and the **End time** of the event, or click the *All Day* checkbox.
- The **Time Zone** will default to your local time zone, but you can change that here if needed. You will not see the **Time Zone** option if you checked *All Day*.
- Under *Repeat...*, you can choose the repeat interval in one of two ways:
  - Select the month and the day.  
The event will occur annually on this date.
  - Alternatively, you can select the week of the month that the event will occur, then select either a weekday or select between *day*, *weekday*, and *weekend day*, then Select the month.  
For example, you can choose the first **Sunday of April**.

Under *Event end...*, you can choose to end the event after:

- A certain number of repeats.
- On a particular date.
- Selecting “no end date” will repeat the event indefinitely.

7. Choose your Chapter name as a category.

This is **required**.

If you need to create additional event categories, you can create a new category here, but it **must be created under your existing chapter category**.

8. The *Calendar* dropdown menu will default to MPI Global Calendar. This is the only option to choose from and cannot be changed.

9. A location is **required**. To assign the location, click *Location*.

The *Location* menu will expand where you can enter the address of the event.

10. To provide contact information for the event, click *Contact information*.  
The *Contact information* section will expand where you can enter the address of the event.  
The Contact Name will display as the event **Organizer** on Event pages.
  
11. Under *More options*, you can create a custom URL for your event if you would like.
  
12. Add an image for the event under *Related media*. This is required.  
Select from an existing image or upload a new one.  
  
Refer to the Event Image Guidelines section for event image best practices.
  
13. *Venue Details* gives you a place to get even more detailed about the location.  
Add info specific to the venue such as ballroom names, exhibit hall information, etc.
  
14. *Venue Name* – enter the venue name here.
  
15. Under *Event type*, click the checkbox for *Chapter Event*

## 16. Update Expiration

If you have updated your event, you can use this feature to add an “Updated” badge to the event when displayed in an **MPI EventCard** widget.

If you choose an **Update Expiration** date, the “Updated” badge will be added to the event, and automatically removed on the date you choose here.

This badge will not be displayed if you don’t set an expiration date.

**Note:** The badge is **only** displayed on **Event Cards** within an **MPI EventCard** widget. It will **not** be displayed in the Calendar or Events widgets.



17. You can include a link to a map under **MapLink**. Simply copy and paste a Google Maps URL.

18. Copy and paste your registration link into the **RegistrationLink** box.

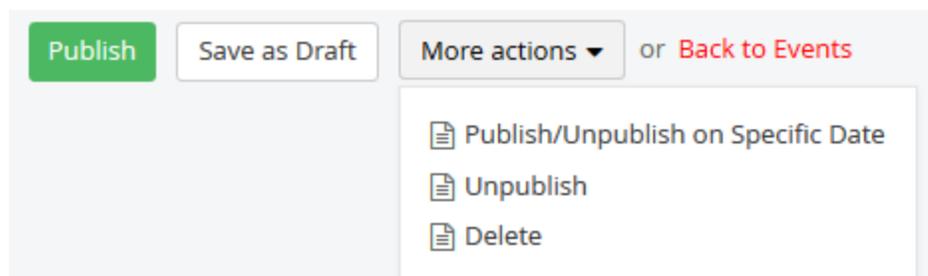
19. If the event has its own separate website, you can enter that URL in the **OverrideUrl** box.

If you use this, when someone clicks on the event within a calendar or event card, they will be taken directly to that website, not the event details within your chapter website.

20. In the **Chapters** field, start typing your chapter name, when you see it displayed under the field, click it, then click **Add**.  
 ⚠ **This is required.** If you do not enter your chapter name here, the event will not display in your calendar.

**Preview:** When you have one or more pages defined to include events, or a default page, the **Preview** button is enabled.

If you are ready to publish the event, click **Publish**.



You can also save the event as a draft.

Under the *More Actions* button, you'll be able to Publish or Unpublish the event on a specific date, Unpublish now, or delete. If you click *Back to Events*, anything you have done here will be lost.

If you click *Publish/Unpublish on a Specific Date*, a menu will be shown for this option.

You'll now be able to select a date and time for this event to be added to the calendar (**Publication date**), and a date to remove (**Unpublish**) if desired.

When finished, click *Save*.

## Editing an Event

To edit or update an event after posting, on the **Events** page, click on the title of the event and you'll be brought back into the same menu you used to create the event.

To quickly **Publish** or **Unpublish** an event, on the **Events** page, click on *Actions* for the event you want to work with, then you can view, delete, publish/unpublish or duplicate.

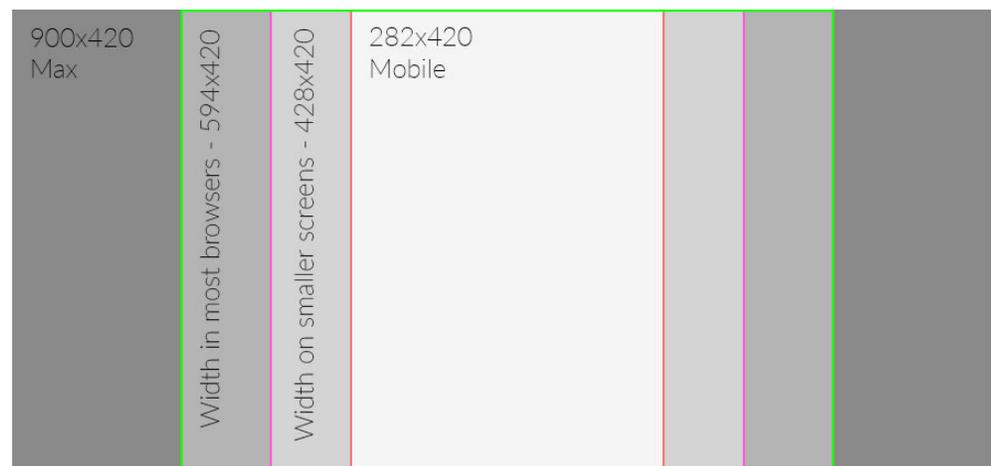
## Event Image Guidelines

Event images are displayed on the page for the event, as well as in event cards. The image ratio is the same for both areas, so you'll only need to create one image.

Because the website is responsive, the image may be cropped horizontally on some smaller displays resulting in large parts of the image being cut off.

You can compensate for this by following these guidelines:

- Event images should be **900px wide by 420px high**
- The general “safe zone” (outlined in green and purple) for the most important area of the image is a **428-594px-wide** area in the middle of the 900px wide image. If you keep your logo, etc., within that area, it will be less likely to be cut off in any way on most screen/browser sizes.
- On most current smartphones, the event image will generally never display smaller than 282px wide by 420px high (outlined in red).



Below are some examples of how an event image is displayed on different screen sizes. We have added a gray background to the 900x420px image so you can see how wide the image actually is.

In general, on an Event page the event image will display like this:



## June 2018 Special Event



June 26, 2018  
5:00 PM - 8:00 PM

It will display similarly in an event card:



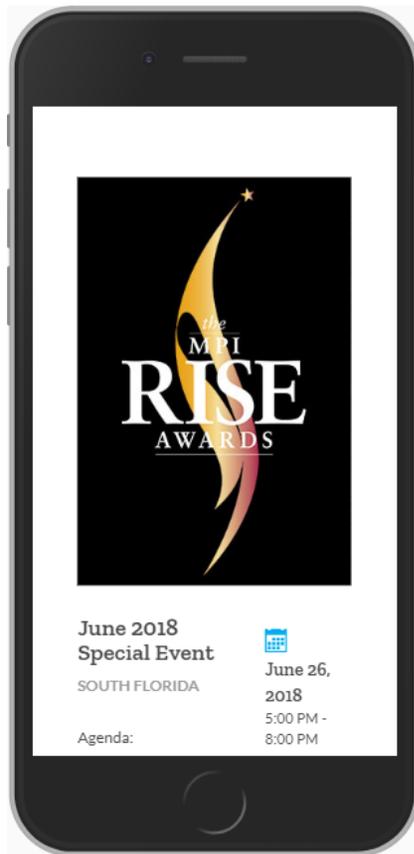
On smaller screens or smaller browser windows, you'll see that more of the sides of the image are cropped:



**June 2018  
Special Event**

 <b>June 26, 2018</b> 5:00 PM - 8:00 PM
 <b>See Location</b>

On an iPhone or similarly sized smartphone, you'll see only a 282px wide section in the center of the image is displayed:



## Images & Image Libraries

---

### Images

You can manage all the images on your site through the *Images* page. Use this page to manage image libraries, edit, delete and upload images.

### Editing Image Properties

After you have uploaded an image, you can configure various properties of the image including resizing and cropping.

You can get to the image properties anywhere images are used via the *Edit all properties* button you'll see after choosing or uploading an image in different areas around the site.

A rectangular button with a thin border and rounded corners, containing the text "Edit all properties" in a simple sans-serif font.

These instructions will guide you on how to edit the images using the **Images** page, but no matter how you get there, the procedures are the same once you are on the **Edit image properties** menu.

To open the **Images** page, on the main menu of the Dashboard, click *Content » Images*.

Once on the **Images** page, open an image library, then click on the image you want to edit.

You'll now be able to edit the following:

- Change the title of the image, by entering the new title in **Title** input field.
- Preview the image.

In the **Preview** pane, by clicking the gear icon  in the top right corner of the image, you'll have the following options:

- **Open the file**  
View the image in its original size
- **View All sizes**  
View a list of all the sizes at which the image appears on your site.
- **Crop/Resize/Rotate...**  
This option will open the image editor.

Use these buttons to crop, resize or rotate the image left/right 90 degrees. The last button will undo any changes you've made.

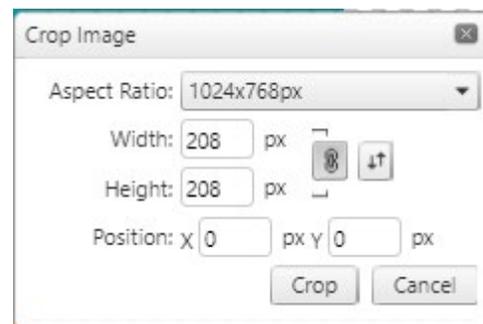


If the image is very large, use the zoom buttons to zoom out so you can see the entire image in the editor.

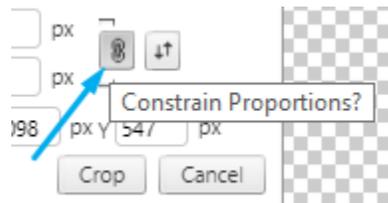


### Crop

You can use the crop menu to select a pre-defined aspect ratio, or enter in your own dimensions, then move the crop area where you'd like it.



To do a free-form crop, deselect the *Constrain Proportions* option (looks like a small chain link)



You'll now be able to freely move the crop area to any dimensions you want.

After you click *Crop*, the image will be cropped. Close the crop menu by clicking *Cancel* or closing the window.

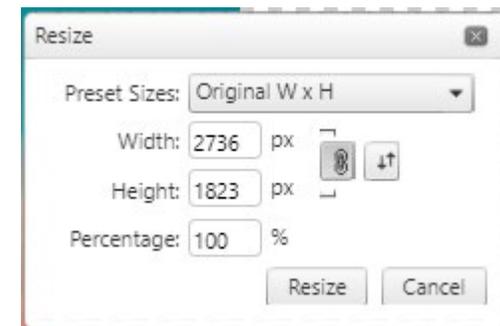
### Resize

There is not a free-form resize option, so the easiest way to size an image is to use a preset size or a percentage.

After you click *Resize*, the image will be resized. Close the resize menu by clicking *Cancel* or closing the window.

When finished editing the image you can save the changes by clicking *Save* or save the edited image as a new image by clicking *Save as* and entering a new name.

- **Replace the file**  
This will allow you to replace the image.  
It will only change the image file. Everything else about it, including where it is used, will remain the same.



This is handy if you have a graphic that contains a date or other info, and you simply need to change the information, but the image is otherwise the same. You would only have to replace the image this way instead of having to change it everywhere the image is currently being used.

After clicking *Replace the file*, you'll see the old image disappear, then click *Select image from your computer*. Browse your computer to find the image you want to upload and click *Open*.

- **Change the library which the image belongs to**  
Click the *Change* button and select the new library from the menu that appears.
- **Alternative text**  
Under *Alternative text*, enter the text in the input field.  
The text that you enter in *Alternative text* is used for accessibility reasons and by search engines.
- **Categories and tags**  
Click *Categories and tags* to change the categories and the tags which the image is assigned to.
- **To add details to the image, click *Details*.**  
The following input fields appear:
  - ***Author***  
Enter an author of the image.
  - ***Description***  
The description you enter in that input field appears as a tooltip for the image in browsers that support ToolTips feature. When the image is opened, the description appears under the image

When you are finished, click *Publish* to save what you've done, *Save as Draft* to save and come back later, or *Back to [Library]* to discard changes and go back to the library.

## Uploading Images

You can upload images in a variety of ways, and you'll probably most commonly upload images where you need them, i.e., within a content area or while creating an event, but you may also need to upload several images at a time.

These instructions will guide you on how to upload one or more images at once using the **Images** page.

To open the **Images** page, on the main menu of the Dashboard, click *Content » Images*.

- Click *Upload images*.  
The *Upload images* menu opens.
- Either drag the files you want to upload to the page, or click *Select image from your computer* to locate the files, and then click *Open*.  
You can select more than one image.  
After you choose your file(s), the name of the image file and its size are displayed.
- Click the library into which you want to upload images.
- To upload more images, click *Add more images*.
- If you need to remove an image from the list before uploading, click the “x” to the right of the file name.
- Under *Where to store the uploaded images?*, select the library where you want to store the images by clicking *Change*.  
Choose a library from the list, then click *Done*.

If you have not created any libraries, you can only choose *Default Library*.

**To create a new library within this menu:**

- Click *Create a new library*.
- Enter the name of the library under *Library name*
- Choose where you'd like to put the library.
  - **No parent**  
The library will not be located within another library
  - **Selected parent library...**  
With this option, you can place the new library under or “inside” an existing library for organizational purposes.
- Click *Create this library*  
You can edit the properties and add a description later if you wish.
- Click *Upload and Publish*.  
You could also choose *Upload and Save as Draft*, or *Go back* (and drop this set of uploads.)
- When the upload is finished, choose between the following:
  - *View all images* - Returns to the **Images** page.
  - *Upload more images* - To perform a new set of uploads.

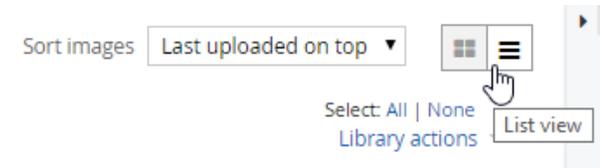
## Bulk Edit Images

You can edit the properties of many images at the same time. To do this, perform the following:

- On the **Images** page, click the image library you'd like to work with.

By default, you'll see the images displayed as thumbnails. You can work with multiple images this way, but it's easier to do so in the list view.

To switch to list view, in the small menu in the upper right, click on the button with the three horizontal lines.



You'll now see the images in a list with all the information about them clearly laid out.

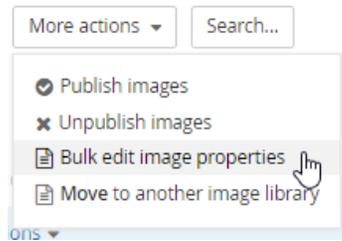
For selecting large amounts of images, it may be easier to select all, and then deselect the ones you want to exclude from editing.

To **Select all** in list view, click the check box in the heading of the list.



You can do this in thumbnail mode by clicking **Select: All** or **None** in the top right menu.

- Select the images you want to edit, and click **More actions** » **Bulk edit image properties**.



The *Bulk edit* page appears displaying all the selected images.

	Title	Alternative text	Description
	ancient-architecture-building-415980	ancient-architecture-building-415980	
	architecture-auditorium-blue-382297	architecture-auditorium-blue-382297	
	banquet-catering-celebration-265903	banquet-catering-celebration-265903	

- You can apply the following to all selected images:
  - **Common image library**  
Click *Change library* and select the library from the dropdown box that appears. All images are moved to that library.

- Common categories  
Click *Click to add common categories* link.
- Common tags

For each of the selected images, you can change the following:

- *Title*
- *Alternative text*  
The text that you enter in Alternative text is used for accessibility reasons and by search engines.
- *Description*  
The description you enter in the input field appears as a tooltip for the image in browsers that support ToolTips feature.

When finished, click *Save changes*.  
The system returns you to *Images* page.

## Moving and Deleting Images

- To move one or more images to another library, on the **Images** page, select the images, and in the toolbar click *More actions* » *Move to another image library*.  
A window appears where you select the library where you want to move the images and click *Move*.
- To delete images, perform one of the following:
  - On the *Images* page, select one or more images you want to delete and click the *Delete* button in the toolbar.

Delete

- On the **Images** page, click the *Actions* link of the image you want to delete and then click *Delete*.
- On *Edit image* page, click *More actions* » *Delete*.
- A dialog box appears where you must confirm the deletion.

⚠ The deletion is permanent and the image is not moved to the Recycle Bin.

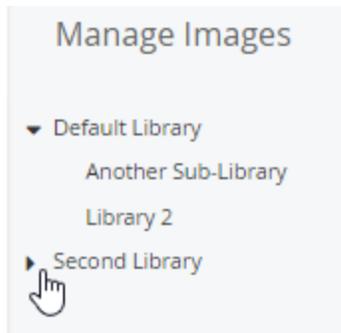
## Other Image Library Utilities

### Navigation

On the Images page, you will only see top-level libraries, but you'll be able to see how many sub-libraries are under a top-level library, if there are any.



To quickly access sub-libraries, click on the library name under *Manage Images* in the right sidebar to expand the library, showing its sub-libraries. If there is not a caret icon next to the library name, that library has no sub-libraries.



### **Moving a Library**

To move an entire library under another library, click *Actions* for that library, then click *Move to...*

You'll now be able to change the parent library. To make the move, click *Move*.

### **Edit Library Properties**

To move an edit the name, description or location of a library, click *Actions* for that library, then click *Edit Properties*

Here, you'll be able to edit the *Image Library name*, add or edit the *Description*, or move it either to the top-level, or under a different library.

## Documents & Document Libraries

---

You can manage documents and files on the *Documents & Files* page.

To open the *Documents & Files* page, in the main menu in the upper part of the screen, click *Content » Documents & Files*.

You'll now be on the *Documents & Files* page, displaying a list of all created libraries together with actions you can perform on them.

Use this page to manage document libraries and upload and edit documents or files.

### Upload Documents & Files

You can upload documents in a variety of ways, and you'll most commonly upload documents where you need them, i.e., through a widget, but you may also need to upload several documents or files at a time.

These instructions will guide you on how to upload one or more images at once using the **Documents & Files** page.

To open the **Documents & Files** page, on the main menu of the Dashboard, click *Content » Documents & Files*.

- Click *Upload documents or other files*.  
The *Upload documents or other files* menu opens.
- Either drag the files you want to upload to the page, or click *Select documents or other files from your computer* to locate the files, and then click *Open*.  
You can select more than one document or file.  
After you choose your file(s), the name of the file and its size are displayed.

- Click the library into which you want to upload the files.
- To upload more images, click *Add more documents*.
- If you need to remove a file from the list before uploading, click the “x” to the right of the file name.
- Under *Where to store uploaded documents or other files?*, select the library where you want to store the images by clicking *Change*.  
Choose a library from the list, then click *Done*.

If you have not created any libraries, you can only choose *Default Library*.

To create a new library within this menu:

- Click *Create a new library*.
- Enter the name of the library under *Library name*
- Choose where you’d like to put the library.
  - No parent  
The library will not be located within another library
  - Selected parent library...  
With this option, you can place the new library under or “inside” an existing library for organizational purposes.
- Click *Create this library*

You can edit the properties and add a description later if you wish.

- Click *Upload and Publish*.  
You could also choose *Upload and Save as Draft*, or *Go back* (and drop this set of uploads.)
- When the upload is finished, choose between the following:
  - *View all items* - Returns to the **Documents & Files** page.
  - *Upload more documents or other files* - To perform a new set of uploads.

## Bulk Edit Documents

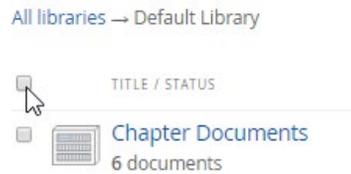
You can edit the properties of many documents or files at the same time. To do this, perform the following:

- On the **Documents & Files** page, click the library you'd like to work with.

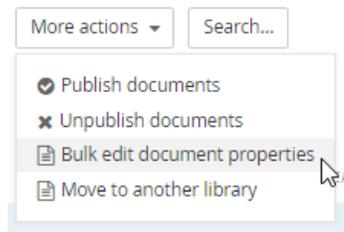
You'll see the files displayed as a list.

For selecting large amounts of files, it may be easier to select all, and then deselect the ones you want to exclude from editing.

To *Select all*, click the check box in the heading of the list.



- Select the files you want to edit, and click *More actions* » *Bulk edit document properties*.



The *Bulk edit* page appears displaying all the selected files.

- You can apply the following to all selected images:
  - **Common library**  
Click *Change* and select the library from the dropdown box that appears. All files are moved to that library.
  - **Common categories**  
Click *Click to add common categories* link.
  - **Common tags**

For each of the selected files, you can change the following:

- *Title*
- *Description*

When finished, click *Save changes*.  
The system returns you to *Documents & Files* page.

## Moving and Deleting Files

- To move one or more images to another library, on the **Document & Files** page, select the images, and in the toolbar click *More actions* » *Move to another library*.  
A window appears where you select the library where you want to move the file(s) and click *Move*.

- To delete files, perform one of the following:

- On the **Documents & Files** page, select one or more files you want to delete, then click the *Delete* button in the toolbar.



- On the **Documents & Files** page, click the *Actions* link of the image you want to delete and then click *Delete*.
- A dialog box appears where you must confirm the deletion.

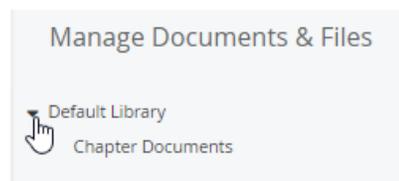
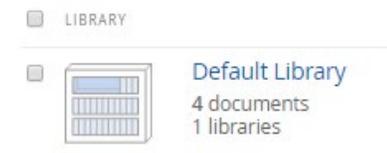
⚠ The deletion is **permanent** and the file is **not** moved to the Recycle Bin.

## Other Document Library Utilities

### Navigation

On the **Documents & Files** page, you will only see top-level libraries, but you'll be able to see how many sub-libraries are under a top-level library, if there are any.

To quickly access sub-libraries, click on the library name under *Manage Documents & Files* in the right sidebar to expand the library, showing its sub-libraries. If there is not a caret icon next to the library name, that library has no sub-libraries.



### Moving a Library

To move an entire library under another library, click *Actions* for that library, then click *Move to...*

You'll now be able to change the parent library. To make the move, click *Move*.

### Edit Library Properties

To move an edit the name, description or location of a library, click *Actions* for that library, then click *Edit Properties*

Here, you'll be able to edit the *Library name*, add or edit the *Description*, or move it either to the top-level, or under a different library.

## Forms

---

Before you can add a form to a page using the Form widget, you must first create at least one form.

There may already be some forms created, but you'll also be able to easily create them as needed. Forms are created and managed very much like Pages.

Once you create a form in the backend, you can then drag and drop Form widgets onto pages.

You can utilize a wide array of form field widgets, such as textbox, multiple choice, dropdown lists, and rearrange and manage them just like using widgets on a regular page.

Once visitors fill in forms on your website, you can manage and export their responses.

You can manage and create forms on the *Forms* page.

To open the *Forms* page, in the main menu in the upper part of the screen, click *Content » Forms*.

You'll see a list with all created forms together with actions you can perform on them.

*See: Managing Forms*

If no forms have been created yet, you'll see a link to *Create a form*.

## Create a Form

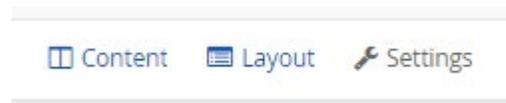
- In the *Title* input field, enter the name of the form.
- Do not change the *Name used in code (for developers)*
- You will also not need to change anything under *Advanced*. “MVC only” is selected by default. This is the option that must always be selected.

Continue by clicking *Create and go to add fields*, or you can save the blank form by clicking *Create and return to forms*.

## Building a Form

If you clicked *Create and go to add fields*, or the *Create a form* button, you’ll now be in the form designer.

In the upper right-hand area above the widget sidebar, click *Settings*.  
You can also start creating the form and change these settings afterwards.



You can change the following settings:

- **Restrictions**

In this radio button group you can control the responses to the form. Choose one of the following:

- ***One entry per IP***

The form can be filled out and submitted only once from a particular IP. If the user tries to submit the form more than once from the same IP address, the system displays an error message.

- ***One entry per username***

The form can be filled out and submitted only once by a particular user. If the same user tries to submit the form more than once, the system displays an error message.

Use this option only if there is user registration prior to submitting the form.

- ***No restrictions: Everyone can submit unlimited number of entries***

The form can be submitted unlimited number of times from the same user and IP.

### ***Confirmation options***

In this radio button group, you choose what happens after a user submits the form.

Select one of the following:

- ***Show message for success***

The text box under this option is pre-filled with a generic success message. You can leave this as-is or personalize it.

- ***Redirect to a page...***

After submitting the form, the system can redirect the user to another page of the website.

In the input field that appears, enter the URL of the page from your website you want to open when the form is submitted.

### *Send email notification for responses to ...*

In this section, you'll be able to choose which email addresses will receive a notification when there is a response to the form.

Select one of the following:

- *My email address*  
If you choose this option, an email will be sent to the email address you are logged in under, and it will be displayed when the box is checked.
- *List of email addresses...*  
If this box is checked, the system will send emails to all email addresses entered in the field. Enter one email address per line.

No other options will need to be changed.

Form responses are collected and stored within the CMS and can be exported into Excel via the **Forms** page.

*See: Managing Forms*

- Click on **Content** to switch back to the form widgets.
- You can now build the form by dragging form widgets in to the body of the form.
- After you drag one form widget into the body, a Submit button will automatically be added.
- Add and configure all the form widgets you need to build your form. *Learn More about Form Widgets*
- You are also able to create columns using Grid widgets by clicking **Layout**.
- When you are done, click **Publish** to save the form, or **Save Draft** to save and work on it later.

- You will be returned to the Forms page.

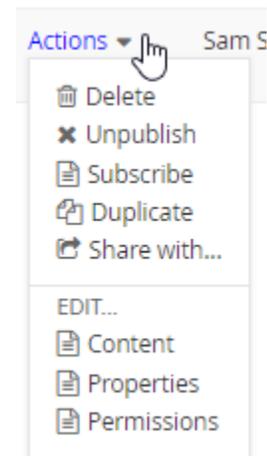
## Managing Forms

On the Forms page, you'll be able to edit forms that have already been created, create new forms, view & manage responses, publish/unpublish and delete forms.

- To edit a form, click on the title of the form.  
You will be taken into the form designer.

Use the Actions menu to perform the following:

- **Delete the form**  
You will be prompted to confirm the delete.  
**Note:** This will also delete all responses from the CMS
- **Unpublish/Publish**  
If the form is currently published, you'll be able to *Unpublish*.  
If it is *Unpublished*, you will be able to *Publish*.
- **Edit Content**  
Takes you to the form designer
- **Edit Properties**  
Change the title



## Managing Form Responses

When you create and publish a form on the website, the users can fill it out and submit their answers. The responses you get to a form are visible in the backend and you can see them via the *Forms* page.

To work with the responses collected from a form, click the *[number] responses* link

TITLE	OWNER	DATE
<input type="checkbox"/>  Affiliate Membership Published	<input type="checkbox"/> View <a href="#">1 responses</a> Actions ▾	Sam Space 12 Apr, 2018 10:11

Once you're in the Responses area, you'll see a list of all responses.

To quickly view the content of the responses without exporting, click on one you'd like to view, and a window will pop up on the right side of the page displaying all the responses from the text fields, checkboxes, etc.

RESPONSE	SOURCE	SUBMITTED ON	USERNAME	UNTITLED
<input checked="" type="checkbox"/> 2	Tampa Bay Area Chapter	12 Apr, 2018	1@2.com	Response Number Two
<input type="checkbox"/> 3	Tampa Bay Area Chapter	12 Apr, 2018	1@2.com	Response Number Three

**Response**

2

 Submitted on	IP Address
April 12, 2018   11:21 AM	10.1.0.151

Username  
1@2.com

Untitled  
Response Number Two

- To export a selection of form responses, selecting the checkboxes next to the form responses you want to export, or click the checkbox in the heading next to "Response" to select all, and then clicking the *Export to Excel* button.



- To delete one or more submitted responses, select the responses in the grid and click the *Delete* button in the toolbar of the page. You will be prompted to confirm the delete.
- You can search for responses using the *Search* button in the toolbar of the page.

## Form Widgets

### Textbox

Use this widget to give the user the opportunity to enter free text no longer than a line, such as street address, e-mail, etc.

After you drag the *Textbox* widget in your form, click the *Edit* button in the upper-right corner of the widget.

The *Textbox* window appears, displaying the following tabs:

#### Labels and text

On this tab, perform the following:

- In *Label* input field enter the label of the textbox.  
For example, **Address or Email**
- If desired, you can add *Placeholder* text which is text that will be displayed in the field before the user adds anything. Once someone clicks into it to enter text, this will be removed.
- If needed, in *Instructional* text, enter instructions or explanatory text for the textbox.  
The text is displayed below the textbox.

Field Label   
Instructional Text Under the Field

- If required, in *Predefined* value, enter a predefined value for the textbox that is displayed in the box by default. The user can change it.  
This is different from Placeholder text because it *will* be submitted with the form if the user *does not* change it. Placeholder text will *not* be submitted.

- If you want to make the textbox mandatory, select the *Required field* checkbox.  
A textbox appears where can you enter the error message that is displayed if the user does not fill out the textbox.

### Limitations

These options will prevent users from entering a type of data different from what you're asking for. In other words, they'll only be able to enter the type of response you define here.

For example, if you select "email" here, people will have to enter a valid email address and no other kinds of input is allowed. If the @ symbol is missing, there will be an error message.

- Using the *Type* dropdown menu, define what kind of input you'd like to allow.
- In *Range* input fields, enter the minimum and maximum number of characters that a user can enter in the textbox.  
If you do not want to set a limit to the textbox, leave the *Max* input field empty and the *Min* input field 0.  
A minimum input of 0 will allow the field to be left blank.
- Enter an error message that is displayed if the user enters less than or more than the defined limits.

When you are finished, click *Save*.

### Page break

The page break widget can turn a form into a multipage form.

Page breaks work as separators and divide the form to different pages. They enable users to navigate between the pages of the form.

At the end of each page, the page break automatically includes a *Next* button and a *Submit* button on the last page.

You can also enable the ***Previous step*** option, so that users can navigate between form pages. By default, this option is not enabled.

When you place the page break on the form body, the form automatically displays two new layout placeholders – header and footer. When you remove the last page break element, the header and footer placeholders are removed from the form as well.

In the editor of the **Page break** widget, you can modify the following:

- ***Next step*** button  
You can edit the name of the button that enables users to go to the next form page.
- ***Allow users to step backward***  
This option enables users to go to the previous page of the form. By default, this option is disabled.
- ***Previous step*** button  
You can edit the name of the button that enables users to go to the previous form page.  
If you did not enable the ***Allow users to step backward*** option, this button is hidden.

When finished, click **Save**.

### **Form Navigation**

The **Form navigation** widget is optional, but helpful in multipage forms. It will display which step the user is currently on, and the previous steps that have been completed.

It is best to place this at the top or bottom of the form page.

In the editor, you can change what the labels say. By default, they are **Step 1**, **Step 2**, etc. The number of pages you have will be reflected in the editor automatically.



When you are finished, click *Save*.

### **Multiple choice**

Use this widget to ask the user a question, allow them to select only one of several predefined answers. Multiple choice is a radio button group, and the label of the group is the question that you want to ask.

After you drag the *Multiple choice* widget into your form, click the *Edit* button in the upper-right corner of the widget.

The *Multiple choice* window appears, displaying the following options:

- In the *Label (Question)* input field, enter the label of the radio button group.  
The label of a multiple choice group should be a question, with the possible options given as predefined radio buttons.  
Users will only be able to select one option.
- In the *Choices* input fields, enter the possible answers to the question you have defined.  
By default, there are three input fields.  
In each input field, enter an answer, or choice.  
If you need more or less choices, you can add and remove input fields by clicking *Click to add a choice* under the existing choices.  
You must have at least two choices.

- If you select *Add "Other" as a last choice checkbox*, the system adds another undefined choice to the multiple choices.  
When the user selects that last choice, an input field is displayed, where the user can enter another answer different from the predefined multiple choices.
- If you want to make this section mandatory, check the *Required field* checkbox.  
A textbox appears where you can enter the error message that is displayed if the user does not fill out the textbox.

When you are finished, click *Save*.

### **Checkboxes**

Use this widget to ask the user a question and give the user the opportunity to select one or more of the predefined answers.

After you drag the *Checkboxes* widget into your form, click the *Edit* button in the upper-right corner of the widget.

The *Checkboxes* window appears, displaying the following options:

- In the *Label (Question)* input field, enter the label of the checkbox group.  
Users will only be able to select multiple options.
- In the *Choices* input fields, enter the possible answers to the question you have defined.  
By default, there are three input fields.  
In each input field, enter an answer, or choice.

If you need more or less choices, you can add and remove input fields by clicking “*Click to add a choice*” under the existing choices.

You must have at least two choices.

- If you select *Add "Other" as a last choice checkbox*, the system adds another undefined choice to the multiple choices.  
When the user selects that last choice, an input field is displayed, where the user can enter another answer different from the predefined choices.
- If you want to make this section mandatory, check the *Required field* checkbox.  
A textbox appears where you can enter the error message that is displayed if the user does not fill out the textbox.

When you are finished, click *Save*.

### **Paragraph text box**

Use this widget to give the user the opportunity to enter free text longer than one line, such as customer feedback.

After you drag the *Checkboxes* widget into your form, click the *Edit* button in the upper-right corner of the widget.

The *Textbox* window appears, displaying the following tabs:

### **Labels and text**

On this tab, perform the following:

- In *Label* input field enter the label of the textbox.  
For example, **Address** or **Email**
- If desired, you can add *Placeholder* text which is text that will be displayed in the field before the user adds anything. Once someone clicks into it to enter text, this will be removed.
- If needed, in *Instructional* text, enter instructions or explanatory text for the textbox.  
The text is displayed below the textbox.
- If required, in *Predefined* value, enter a predefined value for the textbox that is displayed in the box by default. The user can change it.  
This is different from Placeholder text because it *will* be submitted with the form if the user *does not* change it.  
Placeholder text will *not* be submitted.
- If you want to make the Paragraph textbox mandatory, select the *Required field* checkbox.  
A textbox appears where can you enter the error message that is displayed if the user does not fill out the textbox.

### **Limitations**

The Paragraph text box only has a character limit.

- In *Range* input fields, enter the minimum and maximum number of characters that a user can enter in the textbox.  
If you do not want to set a limit to the textbox, leave the *Max* input field empty and the *Min* input field 0.  
A minimum input of 0 will allow the field to be left blank.
- Enter an error message that is displayed if the user enters less than or more than the defined limits.

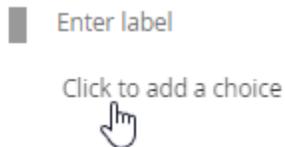
When you are finished, click **Save**.

## Dropdown list

Use this widget to ask the user a question and select only one of many predefined answers.

After you drag the *Dropdown list* widget into your form, click the *Edit* button in the upper-right corner of the widget.

- In the *Label (Question)* input field, enter the label of the dropdown box.
- Under *Choices*, enter the possible answers to the question you have defined.  
By default, there are three input fields.  
In each input field, enter an answer (choice).
- To add a choice, click, *Click to add a choice* under the choices list.  
This will bring up an empty choice in the list. Click “Enter label” to give it a name.



Now click “Enter label” to give it a name.



The field will be highlighted in yellow and allow editing.

- To delete a choice, click the “x” in the left side of the choice label.

- If you want to make the dropdown menu mandatory, select the *Required field* checkbox.  
A textbox appears where you can enter the error message that is displayed if the user does not fill out the textbox.

**Note:** If there are already forms created that capture an address, the list of US states, Canadian provinces and/or list of all countries, etc. will be pre-existing. Should you need a different long list of dropdown menu choices that would not be feasible to enter manually, contact support and we can create the dropdown menu choices for you.

When you are finished, click *Save*.

### **Section header**

Use this widget to display a simple heading for a section.

Under *Format*, you can choose different heading sizes.

When finished, click *Save*.

### **Content block**

This will give you a Content block you can use for almost anything. Use this widget to enter content directly using the text editor and its features. You can use the basic formatting options of the text editor. You can type and format text, insert images, documents, and symbols.

For more information on the Content block widget, see the Widgets section.

## **File upload**

Use this widget to give the user the possibility to upload one or more file attachments to the form.

After you drag the *File upload* widget in your form, click the *Edit* button in the upper-right corner of the widget.

The *File upload* window appears, displaying the following tabs:

### **Label and text**

On this tab, perform the following:

- Under the *Label* field, enter the label of the upload box.  
For example, “Upload an Ad”
- In *Instructional text*, enter instructions or explanatory text for the textbox if needed.  
The text is displayed bellow the label and above the “Choose File” button.
- If you need to make the upload mandatory, select the *Make required* checkbox.

### **Limitations**

On this tab, perform the following:

- If you want the user to be able to attach more than one file, select the *Allow multiple file uploads* checkbox.
- Under *Range*, in the In *Min* and *Max* fields, enter the range of the file size in MB you’ll accept as attachments.
- You can change the error message to display when the file size is out of range.
- Under *Allowed file types*, select one of the following:

- *All file types*
- *Selected file types...*  
A checkbox group appears where you can limit the types of files that you accept as attachments. You can also enter the file extension manually, by selecting *Other...*

You can edit the error message that will appear if the attached file does not meet the specified criteria.

When finished, click *Save*.

### **CAPTCHA**

Fun fact: CAPTCHA is an acronym for “**C**ompletely **A**utomated **P**ublic **T**uring test to tell **C**omputers and **H**umans **A**part.”  
Use this widget to protect your website from spam and abuse.

You do not need to edit any settings for the CAPTCHA after dropping it into the form.

### **Submit button**

Use this widget to display the button that the user uses to submit the form. You must have a **Submit button** widget in your form. The widget is automatically added by the system when you drop the first widget in the form, but if it’s accidentally deleted you can add a new one.

You can also edit the button to make it say something other than “Submit.”

- Click the *Edit* button in the upper-right corner of the widget. The *Submit button* window appears.
- In *Label* input field, enter the label of the button. By default the button is labeled *Submit*.
- If you have a multipage form, you can give the user a link to go back to the previous step by ticking the checkbox under the label. You can also change the text of the *Previous Step* link.

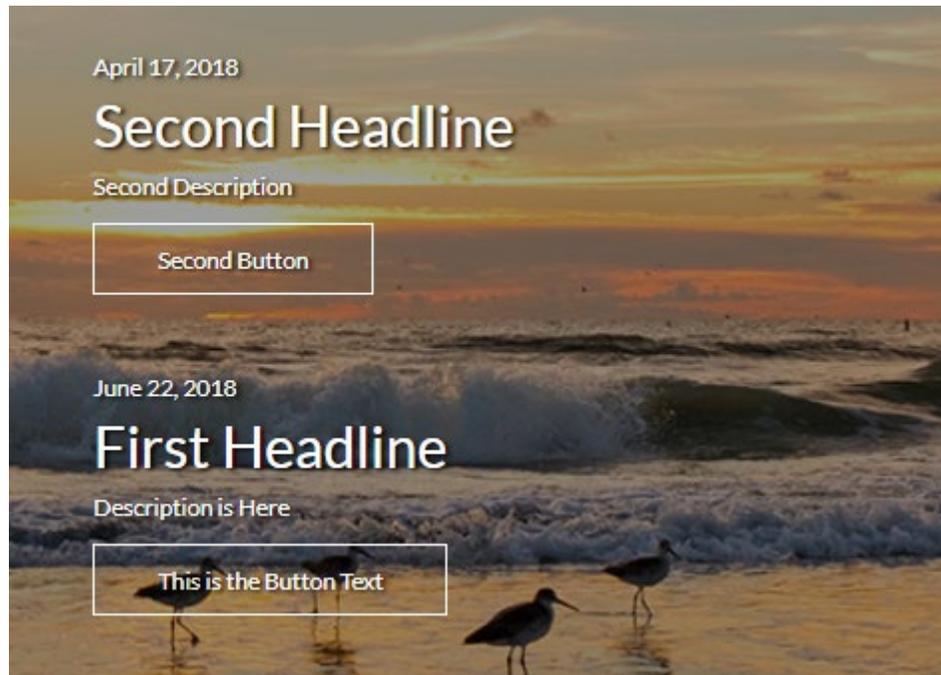
[Previous step](#)

- When you are finished, click *Save*.

## Chapter Headlines

---

Chapter Headlines are short headlines with descriptions and a call-to-action button that is displayed in the hero image area of your site.



You can create as many Headlines as you want, but only one or two can be displayed at the same time. Headlines are displayed descending from most recently published to oldest.

The creation and management of a Headline is similar to an Evens or Blog post. You can also Publish or Unpublish them on certain dates, allowing you to schedule out headlines far in advance if needed and have them update automatically.

To get to the **Chapter Headlines** page, on the main menu of the Dashboard, click **Content » Chapter Headlines**.

You will now see the **Chapter Headlines** page displaying a list of all created headlines, or you'll be able to create a new headline.

## Creating and Editing Chapter Headlines

3. Open the **Chapter Headlines** page.
4. There should already be at least one or two headlines already created, but in the event that none exist, you'll be prompted to create one.
5. Click the link or button to *Create a Chapter Headline*
6. In the *Title* field, enter the title of the headline.
7. Under *Description*, enter a description of the headline. This will be displayed under the title.
8. *Link Text* is the text that will be displayed on the call-to-action button under the title and description.
9. *Link URL* is the page or website the button will point to. This can be an internal page, an event or external website.
10. You can classify your blog post using the *Categories and tags* section.
11. Choose a *Date* to display on the headline. This can be today's date or the date of an upcoming event.

**Note:** The date here does not affect the order in which the headlines are displayed. Headlines are ordered by the publish date.

12. All fields are required.

If the headline is ready to go public, click *Publish*.

You can also save the headline as a draft, set a publish date, or drop it altogether by clicking *Back to Chapter Headlines*.

To set a publish/unpublish date:

- Click the *More actions* button



- Choose *Publish/Unpublish on Specific Date*.
- You'll now see options to select a *Publication date*, and *Date to Unpublish*. The unpublish date is optional.

## Edit a Chapter Headline

3. On the **Chapter Headlines** page, click the title of the headline you want to edit.

This will bring up the same page as the creation of a headline.

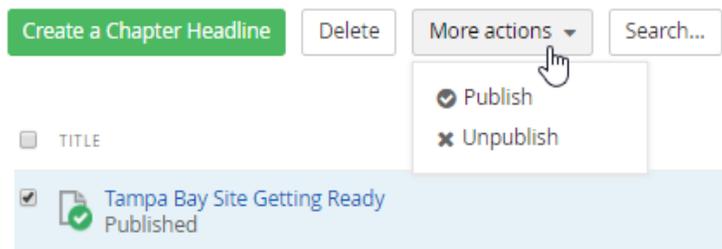
When you are finished, click *Publish*, *Save as Draft* or set it to be Published/Unpublished on a specific date using the *More actions* menu.

## Publish/Unpublish Chapter Headlines

- To Publish or Unpublish headlines, on the **Chapter Headlines** page, select the headline or headlines you want to work with by clicking the checkbox next to the headline title.



- Next, click the *More actions* button and choose *Publish* or *Unpublish*.



## Chapter Advertising

Chapter ads are displayed across the website by default in two “zones” – in the right sidebar of every page as a Sidekick ad, and at the bottom of every page as an Inline ad. These are built into the website template, so you do not have to insert them on each page manually. These ads are at the template level and cannot be edited or deleted, but you are able add additional rotating ads to pages using the **Chapter Advertising** widget under **MPI Chapter Widgets**.

You can upload as many ads as you want into rotation and assign each ad to one of the two zones - Sidekick or Inline (banner).

A start date and an end date can be set for each ad to limit its time in rotation automatically.

Custom tracking and reports will be provided based on the parameters input into the ad. Both impressions and click-throughs will be tracked.

### Create a new Ad

On the main menu of the Dashboard, click **Content » Chapter Advertising**.

You will see a listing of all chapter ads. You can add, edit or delete an ad.

To create a new ad:

Click the *Create a ChapterAD* button.  
You'll now see the ad creation menu.

All of the following fields are required:

#### Banner Type

In the dropdown menu, choose from **Inline Banner (728x90)** or **Sidekick Banner (300x250)**

#### Ad Identifier

Create a **unique** one-word identifier that will be used to track your ad in the Google Analytics platform. This will also act as the “title” of your ad on the **Chapter Advertising** page.

**⚠ This unique identifier must be all lowercase with no spaces or special characters.**

#### Ad Start Date

This is the date that your ad will begin rotation on your chapter website.

#### Ad End Date

This is the date your ad will end rotation on your chapter website.

#### Choose where this banner will be displayed

In this dropdown menu, you can select where this ad is displayed.

- *Home Page*  
The ad will be displayed **ONLY** on the Home page – **NO other pages.**
- *Run of Site*  
The ad will be displayed **ONLY** on the Interior pages – **Everywhere EXCEPT the Home page.**
- *Both*  
The ad will be displayed on **ALL** pages – Home and Interior.

### Ad Image

Inline (banner) ads must be 728px x 90px and Sidekick ads must be 300px x 250px.

Click *Select Image* to choose from an existing image or upload a new one.

Select or upload the image, then click *Done*

### Ad Link

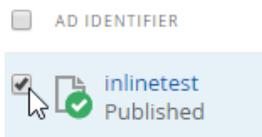
Enter the URL for the ad here. It must include the http:// or https:// at the beginning.

When finished, click *Publish*.

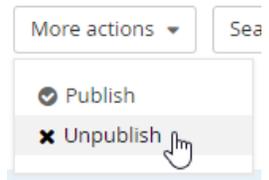
Once an ad has been uploaded, it goes into rotation on the site and a single ad from the ad pool is pulled when a page loads. If no ads are loaded into the system, or if all ads fall outside of the date-range, that area of the page will be blank.

**To edit an ad**, go to **Content » Chapter Advertising**, click on the title of the ad (the identifier), and you'll be brought to the same page you saw when you created the ad.

To publish or unpublish ads, go to **Content » Chapter Advertising**, click the checkbox(es) for the ad(s) you'd like to work with.



Next, click *More Actions*, and either Publish or Unpublish.



## Content Widgets

All content and functionality of the Sitefinity CMS pages are defined through widgets.

Widgets are controls which you drag and drop onto the page in content editing mode, then configure to display content.

Anything you want your page to do is done with a widget. All the widgets detailed here are Content widgets, and since you'll work with those more often than Grid widgets, we'll refer to Content widgets simply as "widgets."

## Setting Widget Properties

Widgets have properties that are set per widget which change the functionality of each particular widget individually. There are no global widget settings.

For example, if you want to display upcoming events using the Events widget, you'll need to tell the widget a date range, which event categories to use, how many events to display on one page, and how to display them. If you also want a past events list, you can do that with another Events widget configured differently - they won't affect each other.

After you drag a widget onto a page, you'll need to tell it what to display in its Edit mode. Each type of widget has its own unique controls

## Sitefinity Default Widgets:

---

### Blogs widget

Use this widget to display a list of blogs.

By default, the widget will be auto populated with all created blogs.

If you only have a few blogs and want to include all of them in the list,

If you need to configure the display of the posts, click the Edit button  Edit in the upper-right corner of the widget.

The configuration window appears where you can configure the following:

#### Content

In the content tab, you can choose which blog or blogs you want to pull from.

Under “Which blogs to display?” select one of the following:

- All blogs  
With this selection, all posts from all blogs are displayed.
- Selected blogs...  
A list of all your blogs is displayed.

Select one or more blog items you want to display using the checkboxes, then click *Done selecting*.

### **List Settings**

On this tab, you can choose how to display the blogs you have selected.

Select one of the following options:

- **Use paging**

The system divides the posts into pages.

In the input field, you can specify how many posts per page you want to display.

- **Use limit**

The system displays only a limited number of the posts you have chosen to display.

In the input field, you can specify how many posts you want to display.

- **No limit and paging**

Generally this option should be avoided as it can result in an extremely long page and slow load times, but if you only have a few different blogs, it may be OK to display all at once.

In the **Sort blogs** dropdown menu, you can select a sorting method for the posts. By default, the most recent post is shown first. You shouldn't need to change this.

**List template** will only have one option and cannot be changed.

### **Single item settings**

Here, you can choose how you want to display a single blog post when it's clicked on.

Under “**Open single item in...**,” you can choose from the following:

- **Auto-generated page**  
When you click a blog, it is displayed in an automatically generated page with the same layout as the page. This means that if you have a blog list on a page with other content, the blog will be displayed where the Blogs widget was dropped along with all the other existing content on the page. Avoid this option.
- **Selected existing page...**  
From the list of existing pages, select the specific page in which blogs are displayed.
- **Default page for blog**  
The default page set in the backend when creating or editing a blog item will be used.  
**Use this option.** This will send the viewer to the page the blog is on. If you have a Blogs widget displaying all blogs on a page with another blog, the current (active) blog will not be clickable, since you are already on its page.

The **Detail template** dropdown menu will only have one option and cannot be changed.

## Blog posts widget

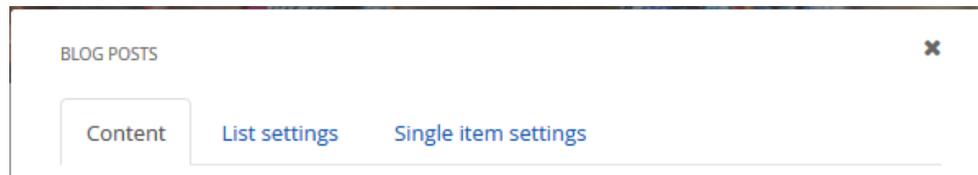
Use this widget to display already existing blog posts.

By default, the widget will be auto populated with all posts from all blogs in a list.

If you only have one blog and want to display all posts from all categories, in a list format, you won't need to change anything here.

If you need to configure how the posts are displayed, click the Edit button  **Edit** in the upper-right corner of the widget.

The configuration window appears where you can configure the following:



### Content

In the content tab, you can choose which blog or blogs you want to pull from, which posts you want to display from specific categories, with certain tags, and/or from a date range.

Under “Which blog posts to display?” select one of the following:

- **From all blogs**  
With this selection, all posts from all blogs are displayed.
- **From selected blogs only...**  
The system displays posts only from the selected blog.
  - To select the blog, click the **Select** button.  
A list of all created blogs appears.  
Select the blog you want to use, then click the green **Done selecting** button.
- **Selected blog posts...**

You can choose to display only the posts you manually select.

The option, “From currently open blog” will not be used.

If you click **Narrow selection**, you can further specify which posts to display by choosing one of the following:

- **All published blog posts**

This is selected by default and displays all posts from the blogs selected in the previous step.

- **Selection of posts...**

You can narrow down the displayed posts to categories, tags, and date ranges.

Select one or more of the following:

- **Categories...**

A **Select** button will appear. Click it to select the categories from which you want to display posts, then click **Done**.

- **Tags...**

This will display posts with tags you select.

- **Date...**

“Any time” will be selected by default. Click the “**Change**” button to select a time interval, so that posts created during that interval will be displayed, or choose Custom range... and use the “**From**” and “**To**” input fields to select a custom time interval.

## List Settings

On this tab, you can choose how to display the posts you have selected.

If the posts are on a blog-only page, you may not need to change anything here.

By default, the posts will be paginated, and 20 posts will be displayed per page.

If you are adding a blog feed somewhere else, you may want to limit this by selecting one of the following options:

- **Use paging**

The system divides the posts into pages.

In the input field, you can specify how many posts per page you want to display.

- **Use limit**

The system displays only a limited number of the posts you have chosen to display.

In the input field, you can specify how many posts you want to display.

- **No limit and paging**

⚠ This option should not be used as it can result in an extremely long page and slow load times.

In the **Sort blog posts** dropdown menu, you can select a sorting method for the posts. By default, the most recent post is shown first. You shouldn't need to change this.

**List template** has two options:

- **Blog post list**

This option is a simple bulleted list of posts with the title, date, author shown, and summary shown, and a link to view the full story.

- **Blog Post**

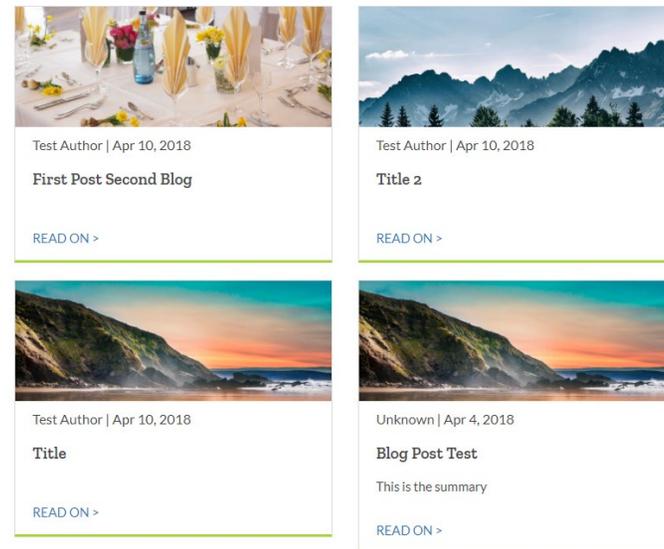
Apr 3, 2018, 15:40 PM by Jay HoughTest25  
 Threepio! Come in, Threepio! Threepio! Get to the top!  
[Full story](#)

- **First Blog Post**

Mar 29, 2018, 15:40 PM by Chapter Admin  
 This is a fun summary of this blog post.  
[Full story](#)

- **Chapter blog post list**

This will display the blog posts as tiles or cards that contain an image, author, date, title, and summary if there is one.



### Single item settings

Here, you can choose how you want to display a single blog post when it's clicked on.

Under “**Open single item in...**,” you can choose from the following:

- Auto-generated page  
Use this option *only* when the page contains a single **Blog posts** widget and nothing else.
- Selected existing page...  
If you have any other items on a page *with* a Blog posts widget, you will need to designate a page to display a single post when it is clicked, otherwise the page for the single post will show the other items as well.

To create a page to display a single post:

- Create a child page under Chapter News, name it “Single Blog Post”
- **Un-check** “Show in navigation”
- Use template “ChapterTemplate”
- Click “Create and go to add content”
- On the page, drag a **Blog posts** widget into the main content area.  
The page does not need any other elements or editing.
- Publish the page

Now you have a page that can display a single blog post. Click the **Edit** button on the **Blog posts** widget, go to the **Single item settings** tab, click the radio button for “Selected existing page...,” click the Select button, choose the “Single Blog Post” page you created under Chapter News, then click “Done selecting.”

The **Detail template** dropdown menu will only have one option and cannot be changed.

## Card widget

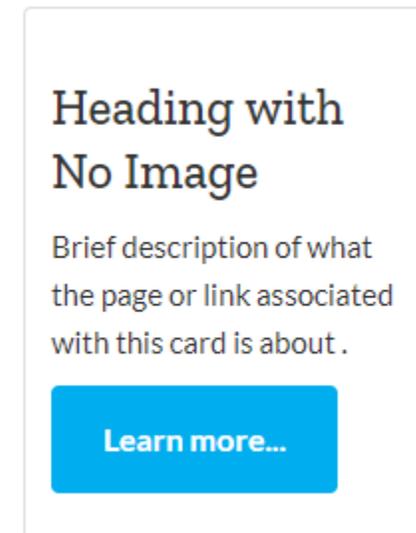
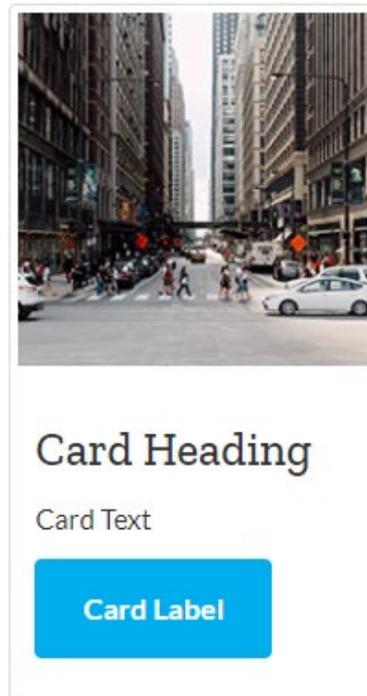
A Card is a simple content container that has an image, a heading, some text, and a call-to-action button.

You can also use a card without an image.

Cards work best with a square or rectangular image in a 3 or 4 column layout.

Here are examples of Cards with and without an image as they would be displayed on a page:

To configure the content of a Card, click the Edit button  **Edit** in the upper-right corner of the widget.



The configuration window appears where you can configure the following:

- **Heading**  
This will be the heading of the card which will be displayed under the image, or at the top of the card if you do not use an image.

- **Text**

Enter a description for the card.

- **Image**

An image is optional, but if you have 3 or 4 cards in a row, they must all be consistent within the row – all must have an image or no image.

Click “**Select image.**” This brings up the image selection window. You can choose from images already in the library, or upload a new one.

If you upload a new image, you will need to select the image library you’d like the image to go into.

The title will auto-populate with the filename, but it is recommended to change this to something more descriptive and in title case (the first letter of each word capitalized).

You can add **Alternative Text** at this time, or later when you insert the image.

**⚠ Alternative text** must always be filled out. It will be auto-populated with the image title, but it is recommended that you change it to a more descriptive phrase. This is an ADA requirement for sight-impaired people who may be using a screen reader, or if the image doesn’t load for some reason, people will at least know what it is supposed to be. It also improves SEO.

- **Label**

This is the button text. Keep this concise – one to four words.

- **Link to...**

Under this area, select from the following:

- **Page within the site...**

Choose an existing page from the site

- **External URL ...**

Clicking this option will display a text box to enter a URL for an external website

## Content block widget

This is the widget you will probably use the most.

With this widget, you can enter content using the text editor and its features.

You can type and format text, insert images, documents, symbols, and paste in pre-formatted text and tables from Microsoft Word.

To add content to a content block, click the **Edit** button  **Edit** in the upper-right corner of the widget. You can also click on the Create Content button in the middle of the widget.

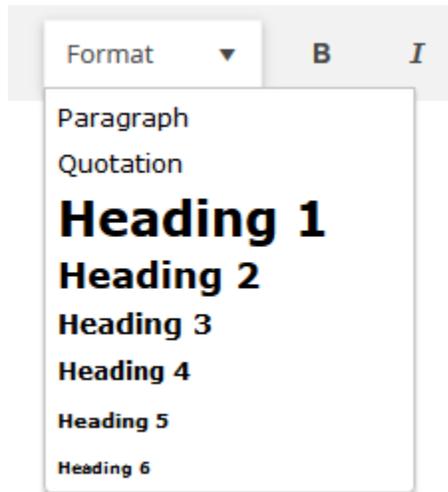
The **Edit** window appears and the text editor is displayed.



## Content Block Editor Tools:

**Button**  
*Tooltip text*

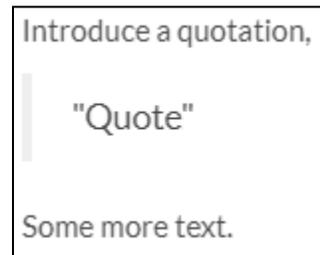
### What it Does



*Format*

This is where you can select the different text formats you can use. By default, the “Paragraph” option is already selected, and this will generally be the option you’ll use for most content.

“Quotation” will indent and slightly enlarge text you’d like to highlight:



Heading 1 will only be used within Hero areas.

For page titles and titles of sections, use Heading 2.

For page sub-sections, use Heading 3.

 <p><i>Bold, Italic, Underline</i></p>	<p>These are the typical Bold, Italic and Underline options.</p>
 <p><i>Insert Unordered List, Insert Ordered List</i></p>	<p>These will create a bulleted list or a numbered list. You can click the button first and then start typing, or apply the list to selected text.</p>
 <p><i>Indent</i></p>	<p>Indent. Same as hitting “Tab” in Word. If you click this, you’ll see an “Outdent” button appear next to it, which will undo the indent if clicked.</p>
 <p><i>Insert Hyperlink</i></p>	<p>This will bring up a box which will let you choose what the link will go to. You can choose between the following:</p> <ul style="list-style-type: none"> <li>• <b>Web Address</b> Link to any external site. Enter the web address, and in the <b>Text to display</b> box, enter what you’d like the link to say on the screen.</li> <li>• <b>Page from this site</b> Selecting this option will bring up a list of all pages on your site that you can link to. In this case, the <b>Text to display</b> box which will auto-populate with the title of the selected page, but you can change it if you need to.</li> <li>• <b>Anchor</b> This is a more advanced option used to jump to certain sections of the page using anchor tags. For more information on this, click the “How to insert an anchor” link.</li> <li>• <b>Email</b> This will create a link to send an email. Enter the email address in the <b>Email address</b> box, then you can either copy and paste the address into the <b>Text to display</b> box if you want to display the email address on the page, or enter some text instead.</li> </ul>



Insert Image

This brings up the image selection window. You can choose from images already in the library, or upload a new one.

Once you select the image, you will see a different menu to give the image a title, alternative text, set the alignment and choose the size.

If you upload a new image, you will need to select the image library you'd like the image to go into.

The title will auto-populate with the filename, but it is recommended to change this to something more descriptive and in title case (the first letter of each word capitalized).

You can add **Alternative Text** at this time, or later when you insert the image.

**Alternative text** must always be filled out. It will be auto-populated with the image title, but it is recommended that you change it to a more descriptive phrase. This is an ADA requirement for sight-impaired people who may be using a screen reader, or if the image doesn't load for some reason, people will at least know what it is supposed to be. It also improves SEO.



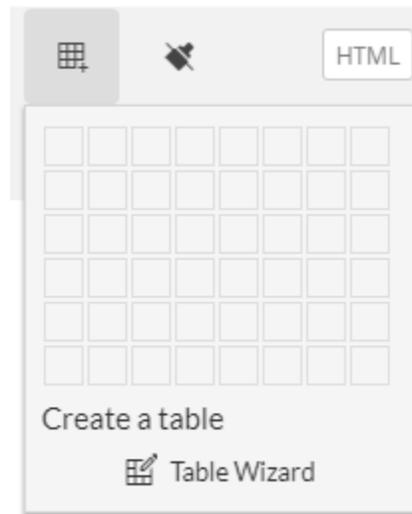
Insert File

This will insert a file from your document library as a link. You can also upload a document to the library within the menu. The procedure is the same as uploading an image, except there will not be an option for alternative text.



Create a table

Use this button to create a table. When clicked, this menu will drop down:



Mouse-over the cells in this menu to define how many columns and rows you'd like your table to have, then click the cell your mouse is over. The table will be inserted into your content area. You can resize the table by clicking in it to select it, then dragging the anchor points.

When you click on the table, another menu bar will appear which allows you to add or remove columns or rows:



You can also resize columns and rows by hovering over the cell dividers and dragging them to the desired width or height.



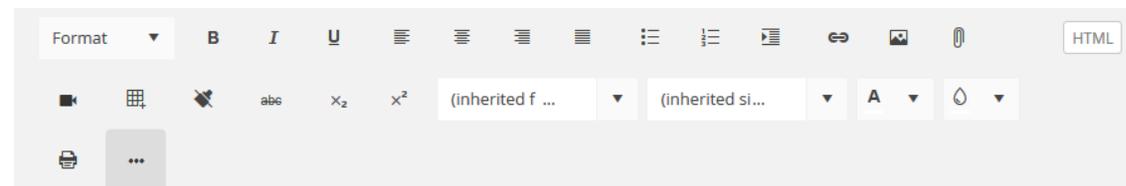
*Clean Formatting*

When copying and pasting content out of Word or from another website, the fonts, colors, styles line spacing, etc., will be pasted in with it. This tool will strip any formatting from selected text, letting you style it to match the rest of the text on your site.



*All tools*

When you click the “All tools” button you’ll be shown some additional menu items: left align, center, right align, justify, and font color & size options.



*Align text left, Center text*



*Align text right, Justify text*

These are the usual alignment options like you’d see in a word processor.



*Select font family*

Use this button to change the font of text.

It is recommended that you do not change this option. The font should stay as the Global default font.



Select font size

Use this button to change the font size of text.  
For regular text used in the website body, always use the default “(inherited size)” option.



Font Color

By default, the font color will be automatically set to black even though it looks like white is selected - you typically won't need to change this.

## Events widget

Use this widget to display existing events in a “card” format.



**CERTIFICATE COURSES**  
**Denver Meeting  
Conference**  
May 31, 2017 | D...



**EVENTS**  
**Networking  
Event**  
May 31, 2017 | Au...



**DFW CHAPTER**  
**How to Meet**  
Jun 16, 2017 | Ne...



**EVENTS**  
**title**  
Aug 4, 2017 | dall...

You must have at least one event created before adding the Events widget to a page.

When you drag and drop an Events widget onto a page, it will be auto populated with up to 20 event cards by default. You can then configure it to display events from certain calendars, event types date ranges, or all events.

To change which events are displayed, click the **Edit** button  **Edit** in the upper-right corner of the widget.

The configuration window appears where you can configure the following:



### **Content**

In the content tab, you can choose which calendar(s) you want to pull from and which events you want to display.

Under **Which events to display?** select one of the following:

- All events  
With this selection, all events are displayed, and up to 20 will be shown per page within the widget.
- Events by date...  
This will make the widget only display events from a selected date range:
  - Upcoming events...  
By default, this option will display upcoming events from any time in the future.  
If you click the “Change” button, another window will pop up which will let you choose events from a range of days, weeks, months or years.  
Under “Custom range...” you can choose a specific date range, down to the hour.

- Current events  
This option should not be used by itself, but it's fine to use in conjunction with Upcoming events.  
△ Selecting *only* "Current events" will only show events that are *currently in progress*, and the widget will be empty unless there is an event happening at the time the webpage is being viewed. I.e., if you have an event scheduled for July 4, 2019 from 10am-2pm, the widget will only display the event content on July 4, 2019 from 10am-2pm, the rest of the time the content area would be empty.
  
- Past events...  
Just like Upcoming events, by default, this option will display upcoming events from any time in the past.  
If you click the "Change" button, another window will pop up which will let you choose events from a range of days, weeks, months or years.  
Under "Custom range..." you can choose a specific date range, down to the hour.
  
- Selected events...  
You can choose to display only the events you manually select.

If you click "**Narrow selection**," you can further specify which events to display by choosing one of the following:

- All published events  
This is selected by default and displays all events from the dates selected in the previous step.
  
- Filtered events by...  
You can narrow down the displayed events by Calendar, Categories, Chapters and Tags

Select one or more of the following:

- **Calendar...**  
A **Select** button will appear. Click it to select the calendar from which you want to display events, then click **Done**.
- **Categories...**  
Select the categories from which you want to display events, then click **Done**.
- **Chapters...**  
Select the chapter from which you want to display events, then click **Done**.
- **Tags...**  
This will display events with tags you select.

### **List Settings**

On this tab you can choose how to display the events you have selected.

By default, the events will be paginated within the widget's content area, and up to 20 event cards will be displayed per page. You can limit this by selecting one of the following options:

- **Use paging**  
The system divides the event cards into pages.  
In the input field you can specify how many events per page you want to display.

- **Use limit**

The system displays only a limited number of the events you have chosen to display.

In the input field, you can specify how many events you want to display.

- **No limit and paging**

⚠ This option should not be used as it can result in an extremely long page and slow load times.

In the **Sort events** dropdown menu, you can select a sorting method for the events. By default, the event with the oldest start date is shown first.

You shouldn't need to change this if you are only displaying Upcoming events. This will sort the events by the order in which they happen starting with your next upcoming event and moving forward.

**List template** will only have one option and cannot be changed.

### Single item settings

Here, you will choose how you want to open the details of a single event when it's clicked on.

Under **Open single item in...**, you can choose from the following:

- **Auto-generated page**

If your page **only** contains an Events widget, you can leave this setting as-is and use an auto-generated page.

- **Selected existing page...**

If you have other items on a page *with* an Events widget, such as a calendar or content block, you will need to designate a page to display a single event when it is clicked, otherwise the page for the single event will show the other items as well.

To create a page to display a single event:

- Create a child page under Education & Events, name it “Single Event”
- **Un-check** “Show in navigation”
- Use template “ChapterTemplate”
- Click “Create and go to add content”
- On the page, drag an Events widget into the main content area. The page does not need any other elements or editing.
- Publish the page

Now you have a page that can display all the details of a single event item. Click the **Edit** button on the Event widget, go to the **Single item settings** tab, click the radio button for “Selected existing page...,” click the Select button, choose the “Single Event” page you created under Education & Events, then click “Done selecting.”

The **Detail template** dropdown menu will only have one option and cannot be changed.

## Calendar

The Calendar widget displays a calendar of events on your website. You can select the content to display, then specify how events are listed and displayed individually. The widget provides options to filter the displayed events based on various criteria.

To configure the Calendar, click the **Edit** button  **Edit** in the upper-right corner of the widget.

The configuration window appears where you can configure the following:

### Content

On the **Content** tab, choose which events you want to display in the calendar from the following options:

Under **Which events to display?** select one of the following:

- All events

With this selection, the calendar shows all events that are uploaded and published.

- Events by date...

This will make the widget only display events from a selected date range:

- Upcoming events...

By default, this option will display upcoming events from any time in the future.

If you click the “Change” button, another window will pop up which will let you choose events from a range of days, weeks, months or years.

Under “Custom range...” you can choose a specific date range, down to the hour.

- Current events

This option should not be used by itself, but it’s fine to use in conjunction with Upcoming events.

⚠ Selecting *only* “Current events” will only show events that are currently in progress, and the calendar will be empty unless there is an event happening at the time the webpage is being viewed. I.e., if you have an event scheduled for July 4, 2019 from 10am-2pm, the calendar will only display the event on July 4, 2019 from 10am-2pm, the rest of the time the calendar will appear as if it has no events in it.

- Past events...  
Just like Upcoming events, by default, this option will display upcoming events from any time in the past.  
If you click the “Change” button, another window will pop up which will let you choose events from a range of days, weeks, months or years.  
Under “Custom range...” you can choose a specific date range, down to the hour.
- Selected events...  
You can choose to display only the events you manually select.

If you click “**Narrow selection,**” you can further specify which events to display by choosing one of the following:

- All published events  
This is selected by default and displays all events from the dates selected in the previous step.
- Filtered events by...  
You can narrow down the displayed events by Calendar, Categories, Chapters and Tags

Select one or more of the following:

- Calendar...  
A **Select** button will appear. Click it to select the calendar from which you want to display events, then click **Done**.
- Categories...  
Select the categories from which you want to display events, then click **Done**.

- Chapters...  
Select the chapter from which you want to display events, then click **Done**.
  
- Tags...  
This will display events with tags you select.

### **List Settings**

On this tab you can set the calendar behaviors.

By default, the week starts on Sunday and the Default view set to “Month.” You can change this with the following options:

- **Week starts on**  
Select whether you want the calendar to list days from Monday through Sunday, or Sunday through Saturday.
  
- **Default view**  
Click the “Default view” dropdown to select the range of days to view.  
The options are Day, Work Week, Week, Month, Agenda, and Timeline.  
You can also allow users switch to one of the other views.
  
- **Calendars**  
Choose if you want to allow users to filter out certain calendars.

**List template** will only have one option and cannot be changed.

### Single item settings

Here, you will choose how you want to open the details of a single event when it's clicked on.

Under **Open single item in...**, you can choose from the following:

- **Auto-generated page**  
If your page **only** contains a Calendar, you can leave this setting as-is and use an auto-generated page.
- **Selected existing page...**  
If you have other items on a page *with* a Calendar widget, such as a content block or event feed, you will need to designate a page to display a single event when it is clicked, otherwise the page for the single event will show the other items as well.  
If you have already created a "Single Event" page, you can use that here as well.

To create a page to display a single event:

- Create a child page under Education & Events, name it "Single Event"
- **Un-check** "Show in navigation"
- Use template "ChapterTemplate"
- Click "Create and go to add content"
- On the page, drag an Events widget into the main content area. The page does not need any other elements.

- Publish the page

Now you have a page that can display all the details of a single event item. Click the **Edit** button on the widget, go to the **Single item settings** tab, click the radio button for “Selected existing page...,” click the Select button, choose the “Single Event” page you created under Education & Events, then click “Done selecting.”

The **Detail template** dropdown menu will only have one option and cannot be changed.

## Form widget

Use this widget to display forms you have created with the form builder.  
You must have at least one form already created before using this widget.

For information on how to create a form, see the **Forms** in the **Content** section of the knowledgebase.

After you drag and drop the *Form* widget on your page you must configure it to display a form.  
Click the Edit button  **Edit** in the upper-right corner of the widget.

The form selection window appears displaying a list of all created forms.

- Under the **Form** tab, select the form you want to display on the page.  
If you need to display more than one form on a page, you can more **Form** widgets to the page.
- Under the **Settings** tab, you’ll see **Confirmation options**.  
Select “Use custom confirmation” to choose what happens after a user submits the form.

Select one of the following:

- “Show message for success”  
A textbox appears, where you define the success message that appears when a user submits the form. By default, the confirmation message reads, “Success! Thanks for filling out our form!”
- “Redirect to a page...”  
After submitting the form, the system can redirect the user to another page of the website. Click the “Select” button, and you’ll be able to select a page from the site to forward to after the form is submitted.
- When you are finished, click “Done selecting.”

## Documents list

The Documents list widget can display a list of files from a document library.

You must have files already uploaded to a previously created library in order to use this widget.

You can display documents as a list or in a table format:

 <a href="#">MPI NE Board Org Chart 2018-2019</a> (842 KB)	<table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Size</th> <th></th> </tr> </thead> <tbody> <tr> <td> <a href="#">MPI NE Board Org Chart 2018-2019</a></td> <td>xlsx</td> <td>842 KB</td> <td><a href="#">Download</a></td> </tr> <tr> <td> <a href="#">Volunteer_Handbook_2.10.2017</a></td> <td>docx</td> <td>307 KB</td> <td><a href="#">Download</a></td> </tr> <tr> <td> <a href="#">board_descriptions_with_chairs_2018_2019</a></td> <td>docx</td> <td>28 KB</td> <td><a href="#">Download</a></td> </tr> <tr> <td> <a href="#">2016-2017-Revised-Scholarship-Application</a></td> <td>docx</td> <td>50 KB</td> <td><a href="#">Download</a></td> </tr> </tbody> </table>	Title	Type	Size		 <a href="#">MPI NE Board Org Chart 2018-2019</a>	xlsx	842 KB	<a href="#">Download</a>	 <a href="#">Volunteer_Handbook_2.10.2017</a>	docx	307 KB	<a href="#">Download</a>	 <a href="#">board_descriptions_with_chairs_2018_2019</a>	docx	28 KB	<a href="#">Download</a>	 <a href="#">2016-2017-Revised-Scholarship-Application</a>	docx	50 KB	<a href="#">Download</a>
Title		Type	Size																		
 <a href="#">MPI NE Board Org Chart 2018-2019</a>		xlsx	842 KB	<a href="#">Download</a>																	
 <a href="#">Volunteer_Handbook_2.10.2017</a>		docx	307 KB	<a href="#">Download</a>																	
 <a href="#">board_descriptions_with_chairs_2018_2019</a>		docx	28 KB	<a href="#">Download</a>																	
 <a href="#">2016-2017-Revised-Scholarship-Application</a>	docx	50 KB	<a href="#">Download</a>																		
 <a href="#">Volunteer_Handbook_2.10.2017</a> (307 KB)																					
 <a href="#">board_descriptions_with_chairs_2018_2019</a> (28 KB)																					
 <a href="#">2016-2017-Revised-Scholarship-Application</a> (50 KB)																					

When you drag the Documents list widget into a page, it will display all documents from all libraries by default. To change this, click the Edit button  Edit in the upper-right corner of the widget.

The configuration window appears where you can configure the following:

### Content

You'll be shown a menu for **Which documents to display?** with the following options:

- **From All Libraries**  
All documents and files that are uploaded and published will be displayed in the list.
- **From selected libraries only...**  
The Document list will display documents and files only from a certain library.
  - To select a library, click **"Select."**  
You will now be able to select a library.  
Select the library you want to display, and click *Done selecting*.
- **From currently opened library**  
This option will not be used.

You can also click **"Narrow selection by..."** to filter the displayed documents or files, using categories, tags, and dates.

Select one or more of the following:

- **by Categories...**  
Click the “Select” button to select the categories from which you want to display documents and files and click “Done.”
- **by Tags...**  
Click “Select” to select the tags, so that documents and files tagged with those particular tags will be displayed and click “Done.”
- **by Dates...**  
Click “Select.” Select one of the predefined time intervals, so that documents and files uploaded during that interval will be displayed or choose “Custom range...” and use the “From” and “To” input fields to select a time interval. When finished click “Done.”

### **List settings**

On this tab you can choose how to display the events you have selected.

By default, the events will be paginated within the widget’s content area, and up to 20 event cards will be displayed per page. You can limit this by selecting one of the following options:

- **Use paging**

The system can divide the document list into pages to save space.

In the input field you can specify how many documents per page you want to display.

- **Use limit**

The system displays only a limited number of the documents you have chosen to display.

In the input field, you can specify how many documents you want to display.

- **No limit and paging**

This option should not be used as it can result in an extremely long page and slow load times.

In the **“Sort documents”** dropdown menu, you can select a sorting method for the documents. By default, the most recently published is displayed first.

The **“List template”** dropdown menu is where you can select the list or table format.

### **Single item settings**

You won't need to change anything here. The documents will either open in the browser (in the case of a PDF), or prompt the user to download it when clicked.

## Document link widget

Use this widget to display a link to a single document on your page. You can choose a document from a document library or upload a new document.



Volunteer Handbook 2.10.2017 (307 KB)

After you drag a **Document link** widget onto your page, you must configure it to display a link to a document.

Click the Edit button  Edit in the upper-right corner of the widget.

The **Select Document** window opens and displays recent documents. If there are no documents currently in any libraries, you'll be able to upload one here.

In the right side of the window under **Already uploaded documents**, you can select the library where the document you want to display is located. You can see all documents and sub-libraries in this library.

- Click the document you want to display.
- Click "Done selecting."

To upload a document, click "Upload document" in the top left of the window. You can either drag and drop the file into the window, or click "Select document from your computer" to browse your computer to find the document you want to upload, then click "Open."

You can select only one document.

- Under **Where to store the uploaded document?** click "Select" to select the library where you want to store the document.

The tree with all created libraries appears. Select the library and click “Done selecting.”

The **Title** of the document will be auto-populated with the file name, but you can change this if you’d like.

- Click on **Categories and tags** to choose the categories and the tags for the document is assigned to.
- Click “Upload.”  
The document will now be uploaded.

To change the selected document, click the “Change document” button and perform the previous steps again.

To edit the document, click “Edit all properties.”

The **Edit properties** window opens. Perform procedure [Edit the properties of documents and files](#).

When you are finished, click “Save.”

The **Document Link** window closes and the widget is configured to display the file you have selected.

## Image

Use this widget to display a single image on your page.

You can choose an image from those already uploaded or upload a new image.

After you drag an **Image** widget onto your page, you can configure it to display an image.

Click the Edit button  **Edit** in the upper-right corner of the widget.

The **Select Image** window opens and displays recent images.

If there are no images currently in any libraries, you'll be able to upload one here.

In the right side of the window under **Already uploaded images**, you can select the library where the image you want to display is located.

- Click the image you want to display.
- Click “Done selecting.”

To upload an image, click “Upload image” in the top left of the window. You can either or drag and drop the file into the window, or click “Select image from your computer” to browse your computer to find the image you want to upload, then click “Open.”

You can select only one image this way.

- Under “**Where to store the uploaded image?**” click “Select” to select the library where you want to store the image.

The tree with all created libraries appears. Select the library and click “Done selecting.”

- The **Title** of the image will be auto-populated with the file name, but you can change this if you'd like.
- Alternative text can also be added here or on the next window.

**⚠ Alternative text** must always be filled out. This is an ADA requirement for sight-impaired people who may be using a screen reader, or if the image doesn't load for some reason, people will at least know what it is supposed to be. It also improves SEO.

- Click on **Categories and tags** to choose the categories and the tags for the document is assigned to.

- Click “Upload.”

The image will now be uploaded.

To change the selected image, click the “Change document” button and perform the previous steps again.

To edit the image, click “Edit all properties.”

The **Edit properties** window opens.

The **Title** will be auto-populated with the file name, but you can change it if you want to.

⚠ **Alternative text** must always be filled out. It will be auto-populated with the image title, but it is recommended that you change it to a more descriptive phrase. This is an ADA requirement for sight-impaired people who may be using a screen reader, or if the image doesn’t load for some reason, people will at least know what it is supposed to be. It also improves SEO.

Under the **Image Size** dropdown menu, you can change the display size of the image.

⚠ **Note:** this does not change the actual size of the image file – only the dimensions will be changed when displayed. If you change the dimensions to be larger than the original dimensions, the image can become blurry, pixelated or stretched.

If you check the box for “This image is a link...” you will see the following options:

- To the image in its original size

If this option is chosen, when the image is clicked, it will open by itself in the window at its original size.

- To selected page...  
This option will turn the image into a link to an internal page. Click “Select” to choose the page you’d like the image to link to.

When you are finished, click “Save.”

## MPI Widgets:

---

### Our Partners

The Our Partners widget will display up to 24 sponsor/partner logos with a heading.



After dragging the widget onto the page, click the Edit button  in the upper-right corner of the widget.

You can now configure the following areas:

## Main Area

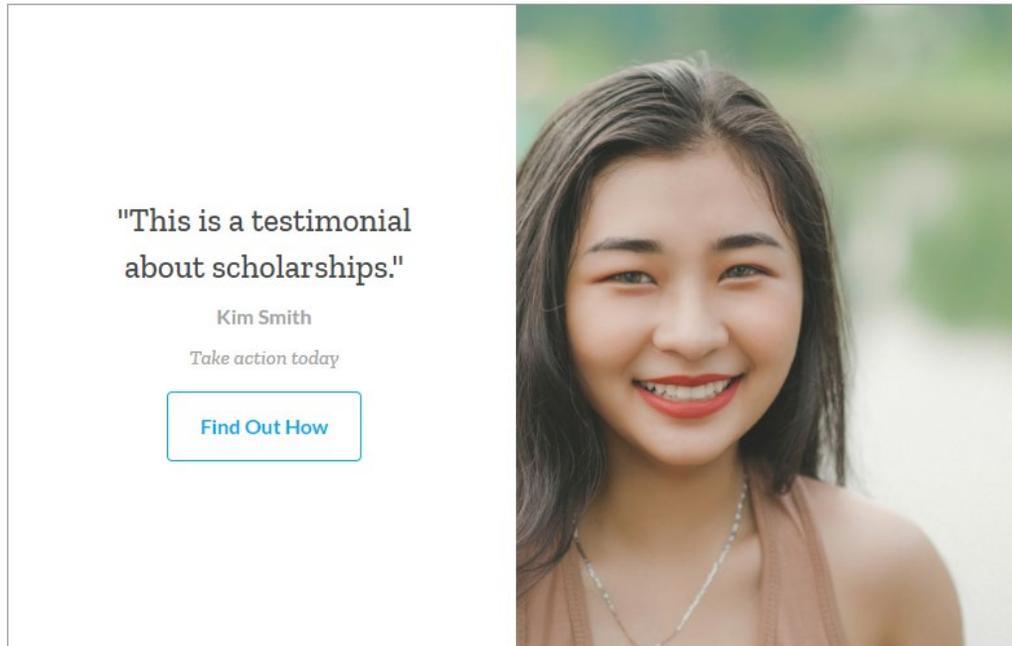
- **Main Heading**  
This is the text that will display above the group of logos

## Logos

- **Partners 1-24**  
This is where you can add images for each of the 24 possible logo images. You can use any number of images you'd like from two up to 24.
  - For each Partner logo, click *Select image* to choose a logo image. You can choose one from your image libraries, or upload a new one.
  - Under *Logo URL*, enter the website for the sponsor. This is optional.

## Testimonial

The **Testimonial** widget displays a quote, source of the quote, short message, optional CTA button(s) and a large photo.



This element works best in a 12-column content area.

After dragging the widget onto the page, click the Edit button  **Edit** in the upper-right corner of the widget.

You can now change the following:

### Content

- **Quote**  
Enter the quote. Quotation marks are not automatically added, so you can choose to include them or not.
- **Quote Source Name:**  
Enter the source of the quote, either a person's name or another source. ("Kim Smith" in the example.)  
This field is optional.
- **Quote Source Title**  
This is optional as well. ("Take Action Today" in the example.)
- **Select the image:**  
Click "Select image" to choose an image. You can select from already uploaded image or upload a new one.

### **Call(s) to Action**

These CTA buttons are optional. If you do not enter any text, the button will not display.

- Enter the text you'd like to display on the button or buttons. Keep this short – up to four words max is recommended.
- Under **Select Page**, click the "Select" button to choose which internal page you'd like this button to link to.
- Under "Call to Action Style" you can choose from four different color combinations for the button.

**All other options must be set to "Default."**

**NOTE:** The image will not display in page editing mode, but you can see it when you preview or publish the page.

## Text With Video

This widget will create a content area with an video from YouTube, a heading, a descriptive paragraph and CTA button.

### Main Heading

WEC 2018 is a completely redesigned education and engagement program unlike anything we've done before. Visit [www.mpiweb.org/wec](http://www.mpiweb.org/wec)

CTA Button



After dragging the widget onto the page, click the Edit button  in the upper-right corner of the widget.

You can now configure the following areas:

### Heading

Enter the main heading text.

### Content

Here, enter a description for the video using the text editor.

## Video

- Video Source

⚠ In the source field, paste in the **EMBED** URL for the video **NOT** the URL used in the browser address bar.

### To get the Embed URL:

- Find the video you want to use on YouTube
- Click the **SHARE** link



- Click **EMBED**



- Under **Embed Video**, you'll see some HTML code. You will need to copy **only** the URL and nothing else. For example: <https://www.youtube.com/embed/tamsq2gd0Bc>

## Embed Video

---

```
<iframe width="560" height="315"  
src="https://www.youtube.com/embed/tamsq2gd0Bc"  
" frameborder="0" allow="autoplay; encrypted-  
media" allowfullscreen></iframe>
```

- **Video to Right of Left of copy?**  
Choose whether you'd like the video placed to the **Left** or **Right** of the text.  
If nothing is selected, the text will default to the left, and the video will be on the right.

### **Call(s) to Action**

Add one or two CTA buttons under the text that can link to an internal page.

- Enter the text you'd like to display on the button or buttons. Keep this short – up to four words max is recommended.
- Under **Select Page**, click the "Select" button to choose which internal page you'd like this button to link to.
- Under "Call to Action Style" you can choose from four different color combinations for the button.

All other options must be set to “Default.”

## Skinny Hero

A Skinny Hero is a great way to dress up a page using a photo that spans the entire width of the page with a text overlay. This element should only be placed directly under the navigation.



This is an example of the Skinny Hero with its default settings and a generally dark image.



Skinny Hero with Dark Blue overlay

# Skinny Hero Widget

Gray overlay

# Skinny Hero Widget

Lighter colored image with gray text

To use this widget, drag it onto the page directly under the navigation menu, but **make sure** it is placed in the **ChapterContent** area **NOT** ChapterNavigation.

Drop here  
ChapterContent ✓

Drop here ✗  
ChapterNavigation

After dragging the widget onto the page, click the Edit button  Edit in the upper-right corner of the widget.

You can now edit the following:

### Main Area

- **Main Heading (H1)**  
This is the large text that will display in the hero area

### Colors / Background Image

- **Font Color:**  
“Default” will already be selected. The default color is white.  
You can choose from **White, Black, Grey** or **Light Grey**.
- **Overlay Color**  
This is a semi-transparent color overlay that can be placed over the image. It won’t affect the text.  
You can choose from **Light Blue, Dark Blue, Grey** or **None**. If you select nothing here, it will default to “None.”
- **Background Image:**  
To choose a background image, click the “**Select image**” button, then pick from your image library, or upload a new image.

Click “**Save.**”

**Notes on Image Selection:** The image you pick will be “cropped” by the widget from the top left to 148px tall on large screens, 123px on medium screens, and 117px on mobile and small screens. The image dimensions will not

change, but only the top portion of the image will be shown, so be conscientious of this when choosing the image.

As you can see in the examples, with the skyline photo, you can barely see the tops of the buildings, but the mountain range image has been manually cropped to the appropriate dimensions using the image tools within Sitefinity to make sure the mountain range is seen in the hero instead of just sky and clouds.

You can access the image editing tools by clicking the “Edit all properties” button after choosing or uploading the image.

## Event Calendar

The Event Calendar Widget will display events in a list, or feed, format with the event title, date and location.

After dragging the widget onto the page, click the Edit button  Edit in the upper-right corner of the widget.

You can now edit the following:

### Calendar Title

In the text box under “Main Heading (H1),” enter the heading of your Event Calendar.

If you do not enter anything here, the title will default to “MPI Live Events”

### Event Filters

Here, you can choose to include or exclude different types of events by selecting “Yes” or “No” and “Show” or “Hide” from the dropdown menu.

Choose from:

- Global Events
- Chapter Events
- Education Events

## Member Directory

You can add a member directory for your chapter with this widget. This pulls from the MPI Global member database.

Within the Page editor, you will not see the member information, but when you publish, you'll be able to see it working.

After dragging the widget onto the page, click the Edit button  **Edit** in the upper-right corner of the widget.

Enter your **Chapter ID** and an optional **Title** for the directory, then click "Save."

If you do not enter a Title, the widget will default to display "Member Directory" as the title.

### Member Directory

 <p><b>Adam Tillot...</b> Regional Director of Sales at Prestig... Portland, OR</p>	 <p><b>Alaine Gee</b> Meeting Planner at Henry V Events Portland, OR</p>	 <p><b>Alec Botts</b> Portland, Oregon</p>
 <p><b>Alexa Hujik</b> Education and Events Coordinat... WILSONVILLE, Or...</p>	 <p><b>Alisha Leon...</b> Sales Manager at Oregon Garden... Silverton, OR</p>	 <p><b>Amanda Ho...</b> Senior Event Planner at Portla... Milwaukie, Oregon</p>
 <p><b>Amanda Go...</b> Program Manager at Drupal... Portland, OR</p>	 <p><b>Amanda L E...</b> Conference Sales Coordinator at... Not Available</p>	 <p><b>Amy Spatris...</b> President at Wild Bill's NW Inc. Portland, OR</p>
 <p><b>Amylynn Jo...</b> Consultant at MWI Animal Health Boise, ID</p>	 <p><b>Anna M Vel...</b> Assoc. Community Manager at Puppet Portland, OR</p>	 <p><b>Anne Lindse...</b> Sales Manager at Hyatt House... Portland, OR</p>
 <p><b>Anne M. Hal...</b> Owner at Marrone Hallinan Event... Walterville, OR</p>	 <p><b>April Dipo</b> Procurement and Project Specialist... Milwaukie, OR</p>	 <p><b>Ashley High...</b> VP Special Events at Providence Par... Portland, Oregon</p>

[See More](#)

## LinkList

The LinkList will display a small image next to a link title with a description. You can also add a short text overlay to the image. You can also give the list a title or heading.

This widget can be used singularly, or use multiple LinkList widgets to create a list of links with images. It works best using the full width of a content area.

An image must always be used in the LinkList widget. If you omit the image, there will be an empty space where the image would be.

### Main Heading - This is Optional

---



#### This is the Link Title

Here is a brief description of the link.



#### Second Link

Second Link Description

After dragging the widget onto the page, click the Edit button  in the upper-right corner of the widget.

You can now configure the following areas:

### **Heading (Optional)**

In the text box under “Main Heading (H1),” enter the heading of your link list if you desire.

### **Link Title**

The name of the link – “This is the Link Title” in the example.

⚠ Although there are formatting options here, **do not** change any of the formatting.

The link title will always be displayed in the blue serif font.

### **Link Description**

This is optional. You can add a brief description under the link title if you want.

### **Page Link**

Select a page from your site using the “Select” button.

### **External Link URL**

If you are linking to an external site, enter the URL here.

### **Image Text**

This is optional and will add text on top of your image.

⚠ Although there are formatting options here, **do not** change any of the formatting.

## Link Image

- **Image to Right or Left of copy?**  
The image will always appear to the left of the link regardless of the option selected here. You can leave it unselected.
- **Font Color:**  
The font color will always default to white regardless of the option selected here. You can leave it unselected.
- **Image Source**  
Click the “Select image” button to choose the image used here.  
Choose from your image library, or upload a new image.

When finished, click “Save.”

## **Text With Image**

This widget will create a content area with an image, a heading, a descriptive paragraph and CTA button.



### **Main Heading**

Paragraph content. Add a description of the element here.

[Explore Destinations](#)

After dragging the widget onto the page, click the Edit button  Edit in the upper-right corner of the widget.

You can now configure the following areas:

### **Heading**

Enter the main heading text.

### **Content**

Here, you can enter a description for the element. This is optional.

### **Image**

- **Image to Right of Left of copy?**  
Choose whether you'd like the image placed to the **Left** or **Right** of the text.  
If nothing is selected, it will default to **Left**.
- **Image Source**  
Select the image by clicking the **"Select Image"** button.  
You can choose from an existing image or upload a new one.

### **Call(s) to Action**

Add one or two CTA buttons under the text that can link to an internal page.

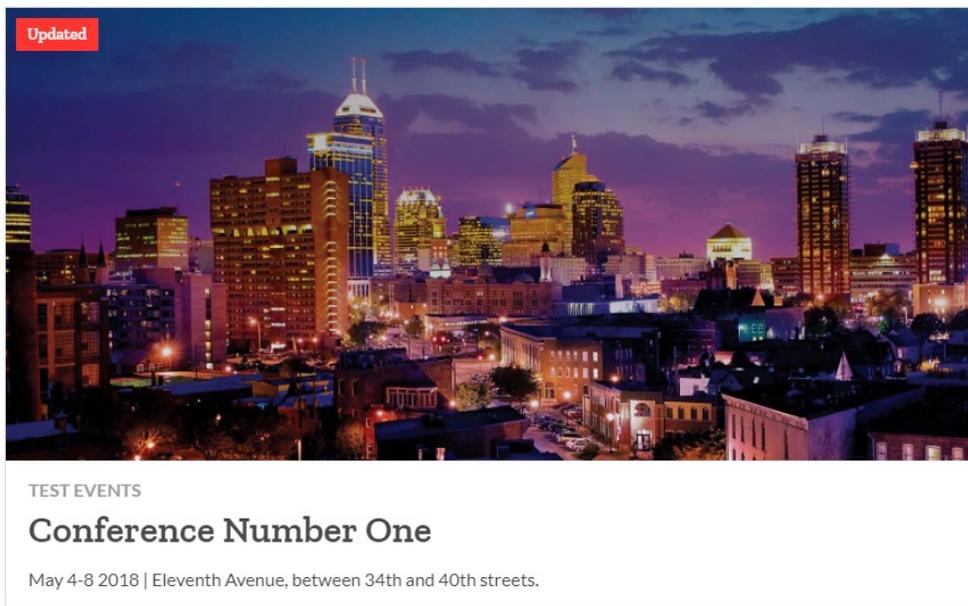
- Enter the text you'd like to display on the button or buttons. Keep this short – up to four words max is recommended.
- Under **Select Page**, click the **"Select"** button to choose which internal page you'd like this button to link to.

- Under “Call to Action Style” you can choose from four different color combinations for the button.

**All other options must be set to “Default.”**

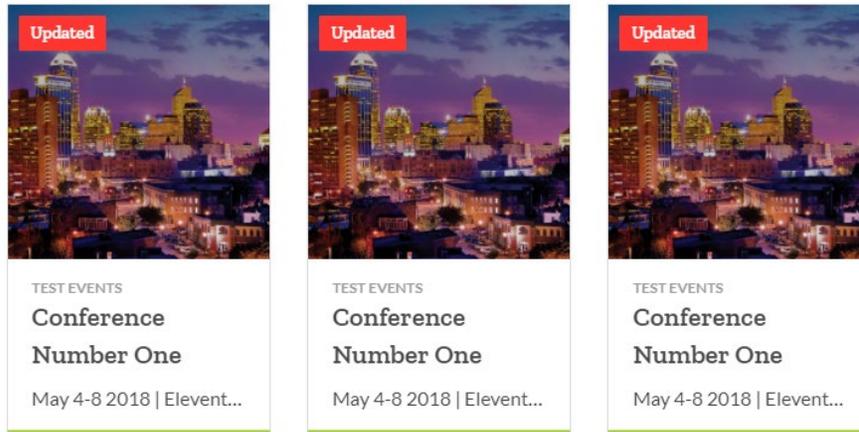
## Event Cards

The Event Cards widget will display one large event card, or a group of three or four event cards.



Large Card

## Event Group Title



## Medium Cards



Optional CTA

## Small Cards

Updated 11/08/2018

This widget will not be auto-populated with any content, so you will always have to define which events you'd like to include.

After dragging the widget onto the page, click the Edit button  Edit in the upper-right corner of the widget.

You can now configure the following areas:

### **Heading**

This is optional, and if used, will create a title for the event card or card group.

### **Events**

Here, you can define the number of events displayed, and which events to display.

#### **Card Size**

In this dropdown menu, choose from:

- **Large** – Use for featured cards  
The heading is automatically removed if this option is selected.
- **Medium** – Use when three cards appear in a row
- **Small** – Use when four cards appear in a row

After this menu, use the “Select” buttons to choose the event you'd like to include for each card.

## Call(s) to Action

These are optional CTA buttons you can add under the event card(s) that can link to an internal page.

Enter what you'd like to display on the button in the text box. Keep this short – three words max.

Under “Select Page,” choose the page you'd like to link to from your site map.

## Colors / Padding

⚠ **Do not change any options in this section.**

## Leadership

Use the Leadership widget to easily display chapter leader headshots, names and titles.

You can add up to 8 chapter leaders per widget. If you have more than 8, you can drag in another Leadership widget.

After dragging the widget onto the page, click the Edit button  in the upper-right corner of the widget.

You can now configure the following areas:

## Main Heading (H1)

### Leadership Title



Rick Sanchez  
*President*



Summer Smith  
*Chapter Administrator*



Jen Haskell  
*VP of Education*



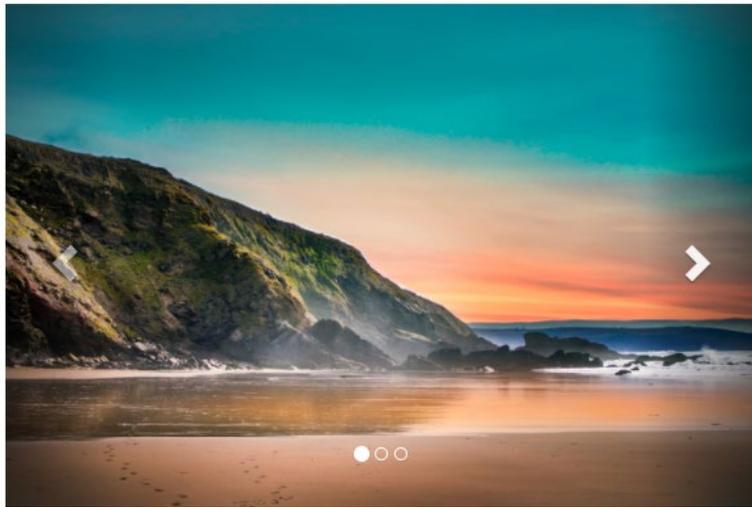
Nance June  
*VP of Finance*

- Here, you can add a title for the group of leaders. “Leadership Title” in the example. This is optional if you already have a page heading.
- After the heading, you can add **Leaders 1-8**.
- For each, enter their **Name, Title**, and choose an image. You can use an existing image from the image library, or upload a new one.
- Once you’ve added all the leadership, click “**Save.**”
- To remove a board member, click the “Remove Image” button and clear out the Leader Name, Leader Title and Leader Email fields, then Save.

## Bootstrap SlideShow

This will create an image carousel/slideshow with up to 24 images.

It is set to auto-play on loop, and will advance every 5 seconds, but users can advance manually using the arrows to the left and right. This element can be used in a variety of column widths, and you can add links to the images.



After dragging the widget onto the page, click the Edit button  in the upper-right corner of the widget.

- You will now see the window where you can add images for each of the 24 slides. You can use any number of images you'd like from two up to 24.
- Click "Select image" to choose an image for the slide. You can choose one from your image libraries, or upload a new one.
- In the text box under "Slide Url (number)," you can enter a URL that the image will link to. This is optional.

## MPI Button

With the MPI Button widget, you can create simple buttons to call attention to important links like a form or download. You can link to an internal page, or use an external URL.



You can choose from a blue button with white text, or a white button with blue text.

After dragging the widget onto the page, click the Edit button  Edit in the upper-right corner of the widget.

You can now configure the following areas:

### Button Text

This is the text that will be displayed on the button.

### Page Link

Under “Select Page,” click the “Select” button to choose an internal page for the button to link to. Click on the page to select it, then click “Done selecting.”

### External Link URL

Use this text box to enter a URL of an external page.

### **Document Link**

Under “Select Document,” click the “Change Document” button to choose a document from the document libraries, or upload a new one.

If you’re using an existing document, click on the document to select it, then click “Done selecting.” The document will be selected and linked to the button

If you upload a document, select it from your computer, tell the system where you would like it to be saved, and then click “Upload.” The document will be uploaded and linked to the button.

### **Button Properties**

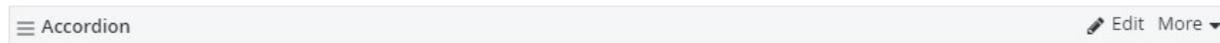
- **Button Color**  
Choose from **Blue Box with White Text** or **White Box with Blue Text**.
- **Button Alignment**  
This is how the button will be aligned within the column where you place the widget.  
Choose from **Left**, **Center** or **Right**.  
If nothing is selected, it will default to **Left** alignment.

## Accordion

The Accordion widget will allow you to create a list of items with headings that expand and collapse to show the content inside. A single Accordion widget can contain up to 10 tabs. If you need more than 10, use a second widget, and so on.

In the page editor, you **will not** see the widget the way it will look on the page – all you will see is the heading bar and edit icon. You will need to preview the page in order to see what it will look like.

This is what the Accordion looks like within the editor:



This is not an error or bug, it is the correct behavior of this widget.

*(See next page for images of the widget on a page)*

This is what the widget looks like on a page with all sections collapsed:

Business Development	>
Career Development	>
Community Outreach & Advocacy	>
Professional Development	>
Marketing & PR	>
Member Recruitment	>
Membership Retention	>
Member Engagement and Recognition	>
Mid Atlantic Conference and Expo (MACE)	>
Publications	>

One section expanded:

I am interested in getting my CMP? How can the chapter support me?	>
<u><a href="#">How do I update my Membership Profile?</a></u>	▼
To update your membership profile, you must log in to MPI by clicking "LOG IN" in the upper right of this website. Or, you may call their office at 1-972-702-3000. Because there is often a delay for local chapters to receive the corrections and updates to your profile please also contact our <a href="#">Chapter Administrator</a> with changes to your profile so she can update it at the local level as well.	
How can I provide feedback to the chapter?	>

After dragging the widget onto the page, click the Edit button  in the upper-right corner of the widget.

**WAIT** a few seconds for the widget to fully populate. This is not an error or bug, it just takes time for all of the content blocks to load.

Scroll up so you can see the Accordion ID and “Tab 1”

You can now configure the following areas:

### **Accordion ID**

If you are using more than one Accordion widget on a page, you will need to give them ID numbers in numerical order.

It is a good practice to always enter “1” in this field in case you do need to add another Accordion, so you don’t need to go back in and add the number later.

### **Tab 1-10:**

Each “tab” will have a Header and Content block.

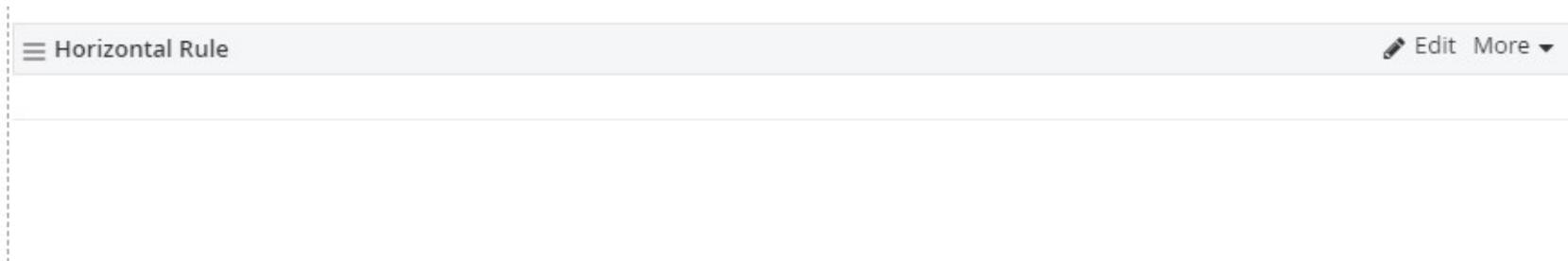
- **Header**  
This is the text that will be shown on the “outside” of the Accordion and will act as a link to expand the section.
- **Content**  
This is a standard Content Block, just inside of another widget. It has all the same tools and functionality as the regular Content Block widget.

If you don’t need to use all 10 slots, you can fill in what you need, and leave the rest blank.

After you have populated the widget, click “Save,” then preview the page so you test it and see what it looks like.

## Horizontal Rule

The Horizontal Rule widget will create a thin divider line between elements.



To use this widget, drag it onto the page. There is nothing else to do or edit.

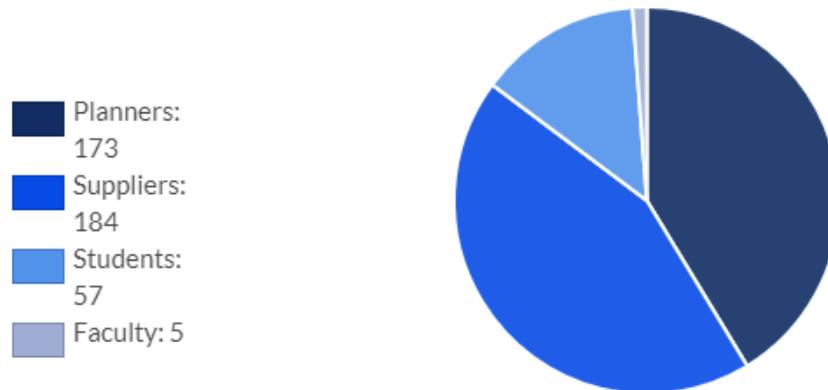
## MPI Chapter Widgets:

---

### Chapter Membership Breakdown

This widget will display a pie chart of your chapter's membership population, showing percentages of Planners, Suppliers, Students and Faculty. The data used here is pulled from the MPI Global database, so it is always up to date, and there is no need to enter any data manually.

MPI Chapter Membership Population



After dragging the widget onto the page, click the Edit button  in the upper-right corner of the widget.

Now, simply select your chapter from the dropdown menu, and click "Save."

## MPI Global House Ads

With this widget, you can promote specific MPI Global campaigns on your chapter's site.



After dragging the widget onto the page, click the Edit button  Edit in the upper-right corner of the widget.

You can now select an MPI Global House Ad from the dropdown menu.

## Simple Chapter Ad

As part of the website template, each page on the website will contain a rotating & tracked Chapter Ad and MPI Global ad built into the sidebar, but you can also insert additional individual non-tracked ads using this widget.

You can choose from a 300 x 250 pixel "Sidekick Ad" or a 725 x 90 pixel In-Line Ad, also called a Banner Ad.

After dragging the widget onto the page, click the Edit button  Edit in the upper-right corner of the widget.

You can now configure the following areas:

- **Ad Size**

In the dropdown menu, choose from In-Line Ad (725X90) or Sidekick Ad (300X250)

⚠ You **must** select an Ad Size. **Do not leave this un-selected** as this will result in an error.

- **Ad Image**

Click “Select Image” and choose an existing image from a library, or upload a new one.

**Note:** The ad images you use **must** be the specified dimensions. If they are not, the image will be stretched or compressed.

⚠ Do not edit or remove the text in field that appears below the image selection button.

- **Ad URL**

In this text box, enter the URL the ad will link to.

When finished, click “Save.”

## Chapter Committee Members

Use the Chapter Committee Members widget to easily display chapter leader headshots, names and titles.

This widget will pull your board of directors information from the MPI Global database.

After dragging the widget onto the page, click the Edit button  Edit in the upper-right corner of the widget.

Now, simply select your chapter from the dropdown menu.

When finished, click “Save.”

## Google Map

You can add a Google map to your site using this widget.

After dragging the widget onto the page, click the Edit button  Edit in the upper-right corner of the widget.

Under Address Details, enter a Location Name (optional), Address, City, State, Zipcode and Country.

When finished, click “Save.”

## Social Share Widget

The **Social share** widget enables your users to easily share the current page.

When you place the widget on the page, a list of social networks icons appears as page sharing options.

You can place the widget anywhere on the page, but it is best to place it either at the top or bottom of the page.

The widget defaults to display Facebook, Twitter and LinkedIn. If you don't want viewers to share on any other social network platforms, you won't need to configure anything.

To change which social network options to display, click the Edit button  Edit in the upper-right corner of the widget.

You will now be able to select or de-select sharing options.

## Member Spotlight

The **Member Spotlight** widget is a template for a Member Spotlight page heading.



**Sam Space**  
Summary or Title, etc.

This widget must use the full width of the Column 1 content area. If it is placed within a column, the image will become skewed.

After dragging the widget onto the page, click the Edit button  Edit in the upper-right corner of the widget.

You can now configure the following areas:

- **Member Name**

Type the member's name in this field.

- **Member Image**

Click "Select Image" and choose an existing image from a library, or upload a new one.

You do not need to enter anything in the field below the "Select Image" image button. That field will be populated by the file name of the image.

It is best to use an image with a square crop. If it is a large image, that's OK, it will be sized down within the widget automatically.

- **Member Summary**

In this text box, enter the title or any other information you'd like to appear under the member's name. You can also leave this blank.

When finished, click "Save."

## Job Postings

If you would like to display career opportunities from your state on a page, you can do so with the **Job Postings** widget.

### Job Postings

[Meeting Planner- NEW POSITION!](#)

Park Ridge, Illinois, United States

[Meetings and Events Coordinator](#)

Chicago, Illinois, United States

[Virtual Sourcing Manager](#)

Chicago, Illinois, United States

[Virtual Account Executive](#)

Chicago, Illinois, United States

[Account Manager - virtual opportunity in the Chicagoland area](#)

Chicago, Illinois, United States

[Senior PR Executive](#)

Northbrook, IL, US

[MORE JOBS](#)

After dragging the widget onto the page, click the Edit button  in the upper-right corner of the widget.

You will see a few different choices for how many jobs you'd like to show, which state you're in and also have the opportunity to fine-tune the jobs based on keywords.

- **Choose number of postings to show**

You can choose to display 3, 5, 7 or 10 posts.

- **Choose your state**

You can choose your state here, or leave it blank if you'd rather sort by keywords.

- **Choose any keywords you want to specify in your job listings**

In this field, you can enter in keywords to restrict the results. Keywords must be comma-separated. This field is optional.

When finished, click "Save."

**Note:** The widget will not populate with job posts within the page editor. This is not an error or bug. To see what it will look like populated, preview the page.

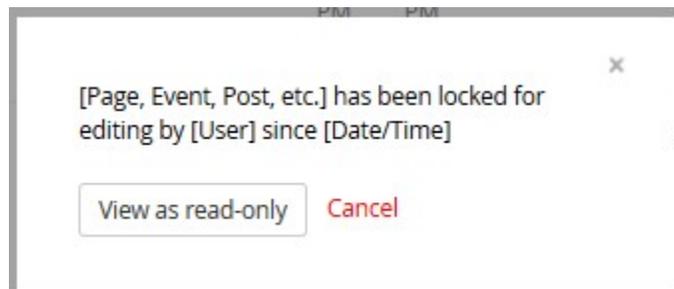
## Troubleshooting

### Locked Page, Event, Blog Post, etc.



If you see a red lock icon on a page or other content item, that means another user is currently working on it, or they locked it accidentally by closing the browser or backing out of the item without publishing or clicking the “Back to Pages/Events/Blog Posts” link at the top of the editor after viewing the item.

When you click on a locked item, you will see the following message:



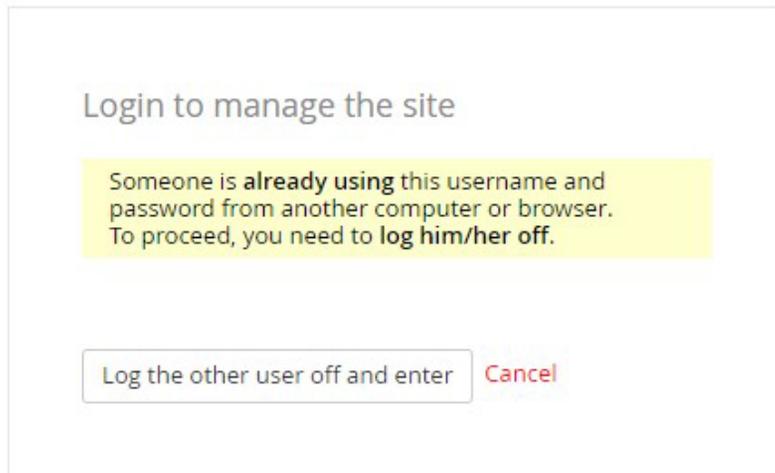
To resolve this, contact the user who has the item locked. That user will have to log in, click on the title of the page/event/post/etc., and then either click Publish, or click the “Back to Pages/Events/Blog Posts” link at the top of the editor.

If you cannot get in touch with the user who has the item locked and need it unlocked immediately, submit a support request and a webmaster will be able to unlock it for you.

If there is only one website administrator, it is still possible to lock an item if you back out of it improperly, and you will see the locked icon, but you'll still be able to get into it since you are the item's owner.



## Someone is Already Using This Username and Password Error



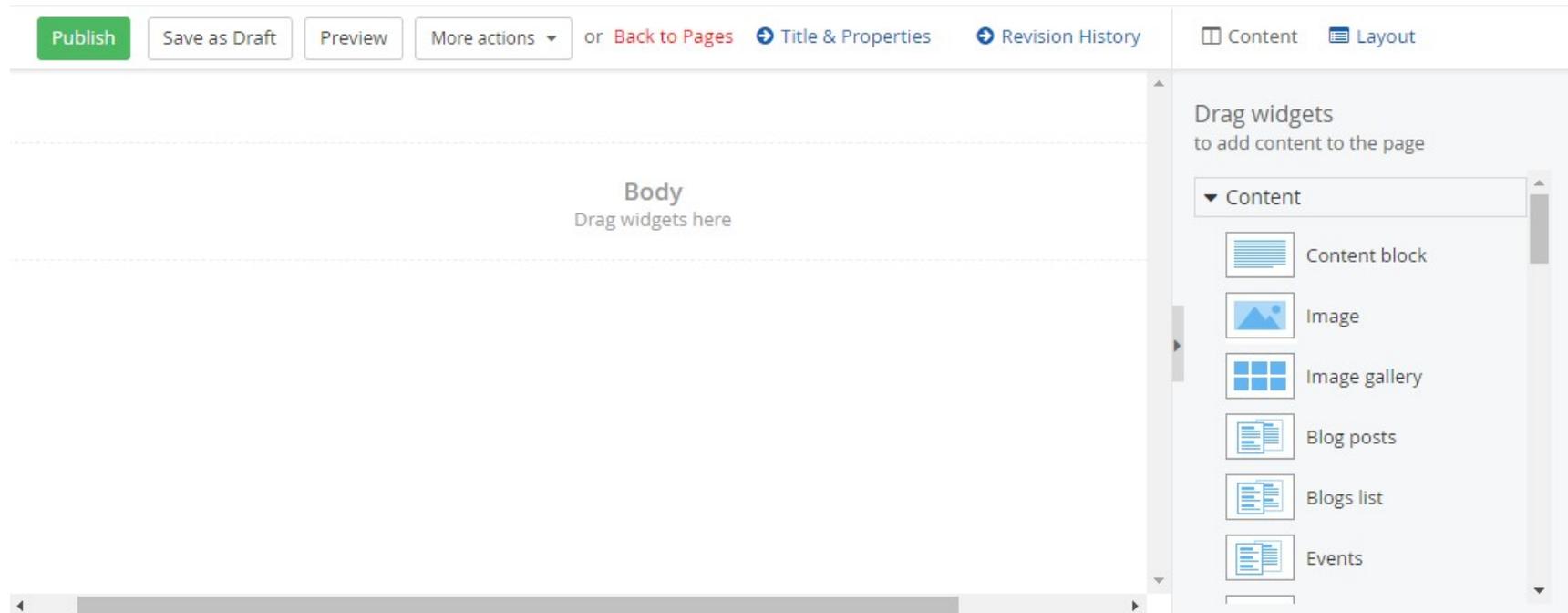
You may see this message if you close your browser/browser tab while still logged in to MPIweb.org, so the next time you open a browser to login to the back end, you are technically still logged in, but the browser has now “forgotten” your session.

To resolve this, simply click the “**Log the other user off and enter**” button. This will start a new session and bring you to your dashboard.

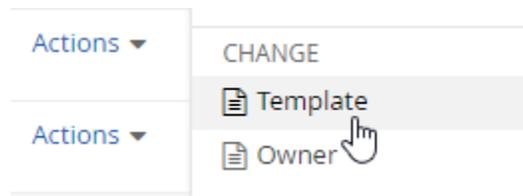
This message would also be displayed if for some reason you have given your credentials to someone else, and they are currently logged in as you.

## Newly Created Page is Totally Blank – No Header or Ad Elements

If you create a new page, and you do not see your chapter header/hero image or any other page structure, that means the default template was not selected.



To fix this, click “Back to Pages,” then click on “Actions” for that page, and under the CHANGE heading, click “Template.”



You will now see a window pop up where you can select a template.

There are 3 template options, or the option of “No template.”

Select the template used by the highest number of pages – that is your chapter template for all pages.

Click on the template to select it:

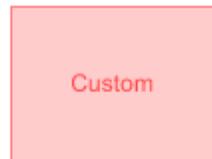
The template will be highlighted in blue and have a green check mark icon when it’s selected.

### Custom Templates



ChapterTemplateB

Used by 0 pages



ChapterTemplateW

Used by 12 pages



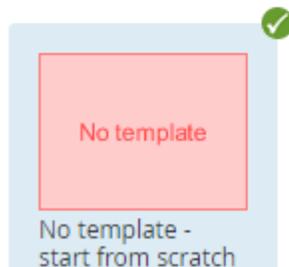
HomePageTemplat

Used by 1 page



ChapterTemplateW

Used by 12 pages



No template -  
start from scratch

Next, click checkbox for “Use the selected template as a default template when you create a new page”

Use the selected template as a default template when you create a new page



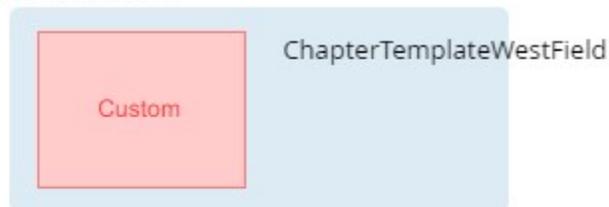
This will set the correct page template as the default moving forward, and you won’t have to worry about selecting one each time you make a new page, but it is always a good idea to double check.

Last, click “Done.” Your template is now changed.

When you create a page the next time, you should see that the template is “ChapterTemplate[ChapterName]”

Template (You can change it later)

Use template



Select another Template

Don't use template (start from scratch)

If the page is published and you already have content on the page, you will get a message that says **“You are about to change the template of a published page. A new draft will be created for this page and the selected template will be applied to this draft.”**

This is OK, just click “Continue.” After the template is applied, the page will be in draft, and you may have to rearrange some widgets.

