netAdventist

Training Manual

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www.netadventist.org

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Chapter One

Introduction to *net*Adventist

Welcome

Thank you for choosing *net*Adventist to create and manage your Web presence. This training manual will help you learn more about our cutting-edge software and its features, as well as share tips to help you use *net*Adventist to its fullest potential.

About *net*Adventist

*net*Adventist is a content management software suite produced by TAGnet, based in Fallbrook, California. Top-notch programmers have created this revolutionary software suite to enhance your communication efforts using the latest in Web 2.0 technology. It also enables you to effortlessly integrate Google applications like Google Maps, Google Analytics, and Google Calendar into your site.

*net*Adventist makes it easy to publish documents, photos, and audio and video files, as well as post news and events. Add to that the ability to create online forms and manage mailing lists, as well as e-commerce features that link to your PayPal account. All of this is easily managed through a user-intuitive dashboard that anyone in your organization can contribute to using a secure user name and password.

Anyone can use *net*Adventist to manage their site, even those with limited technical knowledge. You don't have to be a programmer or pay a programmer to keep it up, and it is designed to enable multiple users to contribute, not just a single Web master.

*net*Adventist uses a Web interface, which means there is no software to download onto your computer and you can access it from anywhere in the world!

Software Features

*net*Adventist includes the following features:

- **Advanced Site Settings**—With *net*Adventist you have complete control over your site's advanced settings. Everything from adding keywords and new URLs to managing Google features, you have the tools at your fingertips to do what you want.
- **Automatic RSS Feed Generation**—*net*Adventist automatically generates RSS feeds of your news, events, and announcements for others to subscribe to.
- **Central File Library**—With *net*Adventist you can load and store all your site's photos, documents, and audio and video files in one central location.
- **Custom User Access Rights**—With *net*Adventist you can create custom access rights for various areas of your site and assign them to a specific user or group of users.
- **Mailing List Management**—*net*Adventist enables you to easily manage your mailing lists and send out news to your members from within your site.
- **Multilingual Capabilities**—With tools like the Google Translate widget, your site content can be made available in multiple languages. Your users also have the ability to select a language preference when they sign-up as a member of your site.
- **Online Forms and Polls**—*net*Adventist makes it easy to generate forms and polls on your site. Your forms include an e-commerce field that enables you to create order forms for products or events. Polls enable you to survey your site visitors.

- **Online Store**—Do you need to create an online catalog and be able to accept online payments? With *net*Adventist's Store feature, you can do it.
- **Podcasting**—With *net*Adventist you can broadcast audio and video content on your site and your users can subscribe to your broadcasts.

Terms and Definitions

Content Page

A content page is what you put your content (i.e. text and images) into. Content pages are the building blocks that make up your Web site.

Dashboard

The dashboard is a user-friendly interface that makes it easy to edit and administer your site. It is *net*Adventist's main control board.

Document Collection

A document collection functions like a file folder for organizing your document files.

Extension

Extensions are modules within your site that can be activated or deactivated. They allow you to choose what functionality you wish your site to have, such as forms, mailing lists, podcasts, etc.

Google Analytics

This is a free service offered by Google that generates detailed statistics about the visitors to your site. To learn more or sign-up for a free account, visit http://www.google.com/analytics.

Google Translate

This is a free service offered by Google that translates a section of text, or an entire Web page, into another language. It can be integrated into your site via a widget.

Internet Calendar Subscription (ICS)

An Internet Calendar Subscription (ICS) automatically updates the calendar of everyone who is subscribed to it. These calendars, also called iCalendars, can be found on Web sites where people host them. Their URL begins with webcal://, instead of http://, and ends with a file name that has the .ics file extension.

Log-in

A log-in allows you to securely access your *net*Adventist site and its dashboard using a personal user name and password. A log-in link can be found in the footer of your home page.

News Feed

A news feed (or Web feed) is a format for distributing frequently updated content.

PayPal

PayPal is an online payment system that enables you to securely receive credit card payments on your site. Visit www.paypal.com for more information.

Podcast

A podcast is a series of audio or video files distributed via the Internet. Users that subscribe to a podcast feed receive new files automatically for listening or viewing on their mobile device or personal computer.

RSS

This acronym stands for *Real Simple Syndication.* It is a common file format used to distribute news feeds. RSS allows Web users to subscribe to timely updates from favored sites or to aggregate feeds from many sites into one place.

Template

A template is used to determine your page layout. It also contains your widgets. Templates can be assigned to various content pages.

Theme

A theme is the visual design of your website. It includes common graphic design elements and colors that unify your site and identify its pages to your site's visitors.

Widget

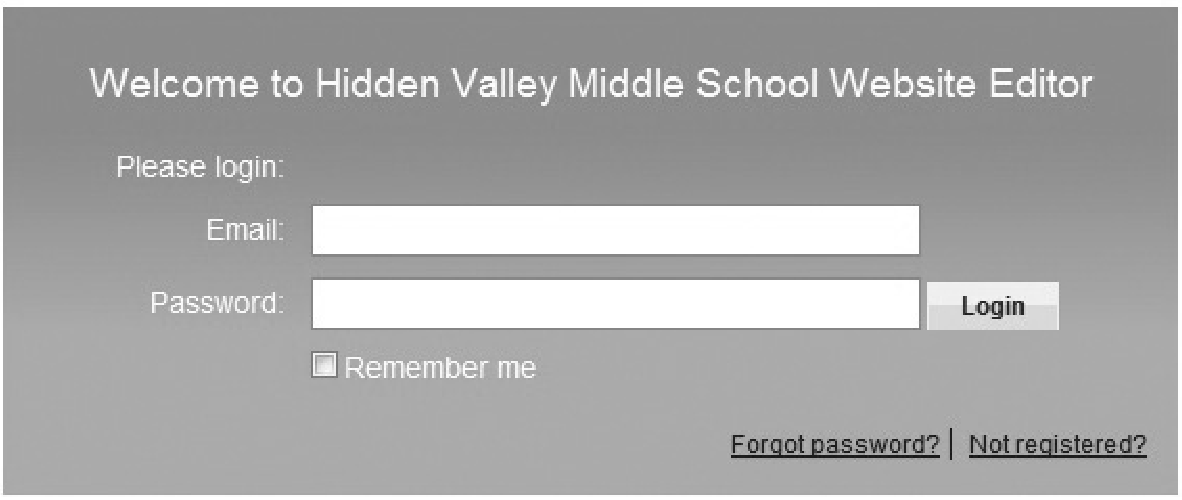
Widgets are small elements that can be added to your Web pages to insert additional functionality. For example, the Menu Widget allows you to add a menu to a particular page or template that is separate from the main menu.

Chapter Two

Getting Familiar With the Dashboard

Logging In

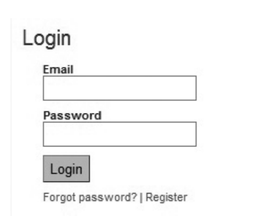
Your *net*Adventist site is managed completely online so you won't need to install or download any software. To begin accessing your site you need to log into your administrator's account. To log in, click on the **Login** link at the bottom of your **Home** page.



1. Enter in your email address and password. Then click **Login**. You will be taken back to your Home page as a logged-in member. At the bottom of your Home page you should now see some new links: **Profile**, **Logout**, and **Dashboard**. Not everyone will see a dashboard link when they log in—only those with the proper access (you will learn more about this in Chapter 10 on User Administration).
2. Click on the **Dashboard** link and you will be taken to the administration area of your site—called the dashboard.

There are a few other ways to log into your site:

Login Widget



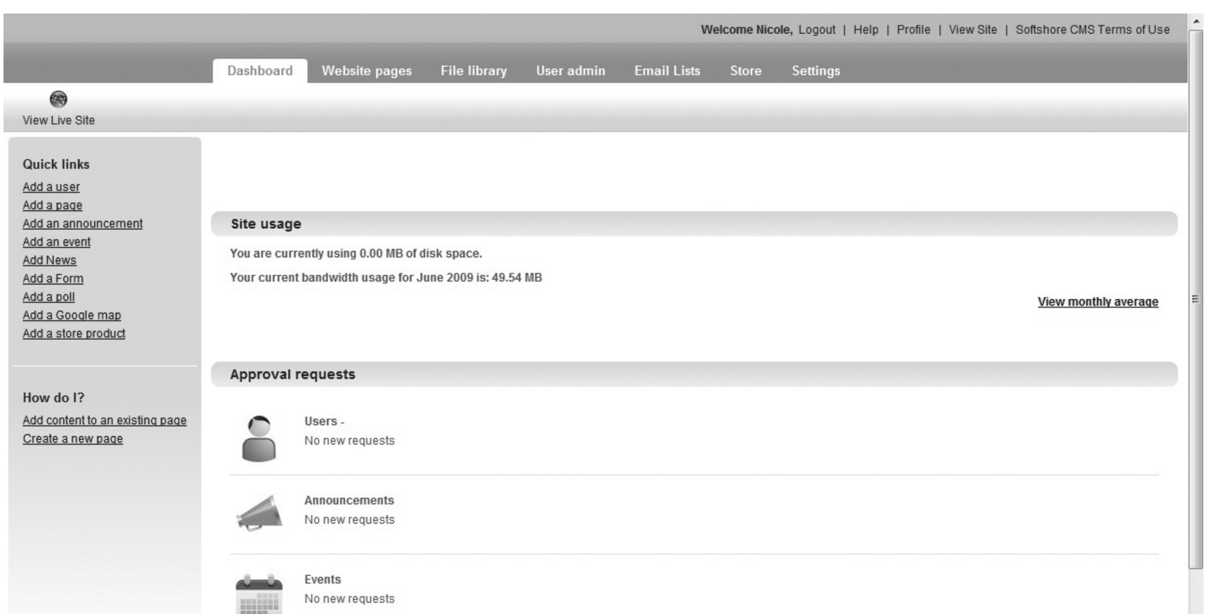
You can place the Login widget on your Home page to make it easier for your members to find where to login. Once logged in, this same widget provides links to the dashboard, the ability to edit your profile, and to log out (you'll learn more about widgets in Chapter 4).

Admin Direct Access

Site administrators and publishers can log directly into the dashboard by adding the text "**/admin**" to the URL of the Home page. For example, www.yourwebsite.com/admin. This will take you directly to your main dashboard page. You may want bookmark this address in your browser for quick access to your site's dashboard.

Dashboard Home Page

*net*Adventist uses a dashboard to administer your site. Upon logging into the dashboard you will taken to a start page that provides quick links to different sections of your site (found on the left side of the screen). This start page also provides current site usage stats and shows any requests awaiting



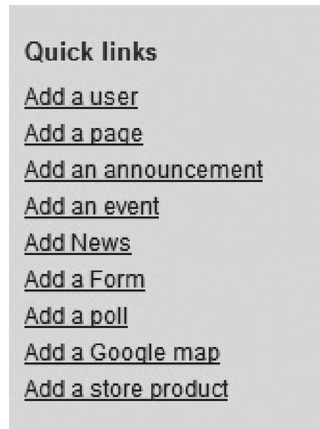
approval. These requests have been made on the front end of your site (i.e. such as a news or calendar submission or a member request), and they will not become live or active until they have been approved. Across the top center of your start page are navigation tabs that take you to the various administrative areas of your site. Should you ever want to view the front end of your site, you can do so easily by clicking on **View Live Site** (found above the **Quick links** on the left side of your screen).

1. **Top Links**
    - **Logout:** takes you to your site's Home page and logs you out.
    - **Help: (***still under construction***)** it will offer step-by-step tutorials of *net*Adventist features.
    - **Profile:** edits your User Profile details.
    - **View Site:** opens your live site in a new window.
    - ***net*Adventist Terms of Use:** legal notice about your use of *net*Adventist.
2. **Main Menu or Navigation Tabs**
    - **Dashboard:** takes you to the dashboard start page (as shown).
    - **Website Pages:** takes you to the main area where you add and edit content on your site, including main menu items, content pages, announcements, news, events, forms, podcasts, polls, photo albums, maps, etc.
    - **File Library:** takes you to a central location for uploading all your files, including audio, video, image, and document files.
    - **User Admin:** takes you to an administrative area for managing users and user access groups.

- **Settings:** takes you to an area where you can change your site's settings, including managing your theme, templates, and extensions.

  Note: *Additional navigation tabs, such as Email Lists and Store, will be added once you activate these extensions under your **Settings** tab.*

3. **Quick Links**
   These are shortcuts to frequently used areas of your site that enable you to add content, users, or features directly.



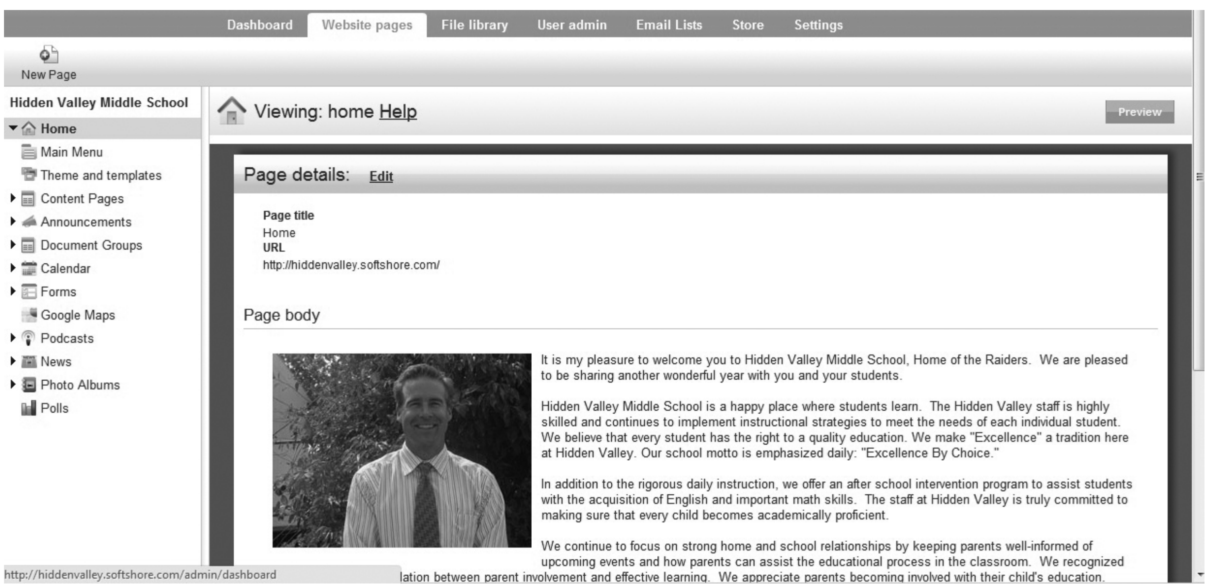
4. **How Do I?**
   These are quick-start tutorials for your site (currently under construction).
5. **Site Usage**
   This is where you can view your site's monthly file storage and bandwidth statistics. To view Web traffic statistics for your site, enable the Google Analytics feature under your **Settings** tab>**Google features** (you will learn more about this in Chapters 13 & 14).
6. **Approval Requests**
   Any new requests that are pending and awaiting approval will appear here. These include Users, News, Announcements, and Events.

Dashboard Navigation and Layout

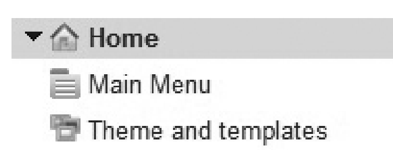
Let's look at the layout of your dashboard and how to navigate its various areas, starting with the **Website pages** area. This area is where you will spend a majority of your time, adding new content to make your web presence strong.

Website Pages Tab

Adding new content to your site is essential in keeping it fresh, which in turn keeps visitors returning to your site. Upon opening the **Website pages** tab it will default you to the **Home** page editor. Your Home page will remain blank until you add content to it here. Your Home page has its own menu item in the navigation menu that differentiates it from the other pages on your site (these other pages are edited by clicking on the **Content Pages** link in the navigation menu). Above the navigation menu there is also a **New Page** icon. This is a quick link for creating a new Web site page. Across from the New Page icon on the right side of the screen is a blue **Preview** button that allows you to preview what your page looks like live.



There are two submenu items listed under **Home** in the **Website Pages** navigation menu: **Main Menu** and **Theme and templates**. You will need to set-up your Main Menu before it will appear on your Home page (you will learn more about the Main Menu in the next chapter). You also will need to

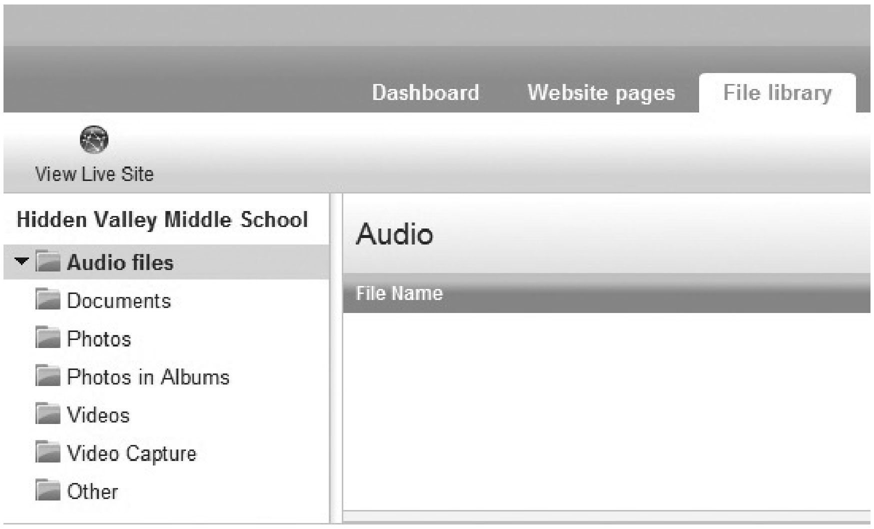


edit your Home page template to reflect the layout and widgets you wish your Home page to have (you will learn more about Themes and Templates in Chapter 4).

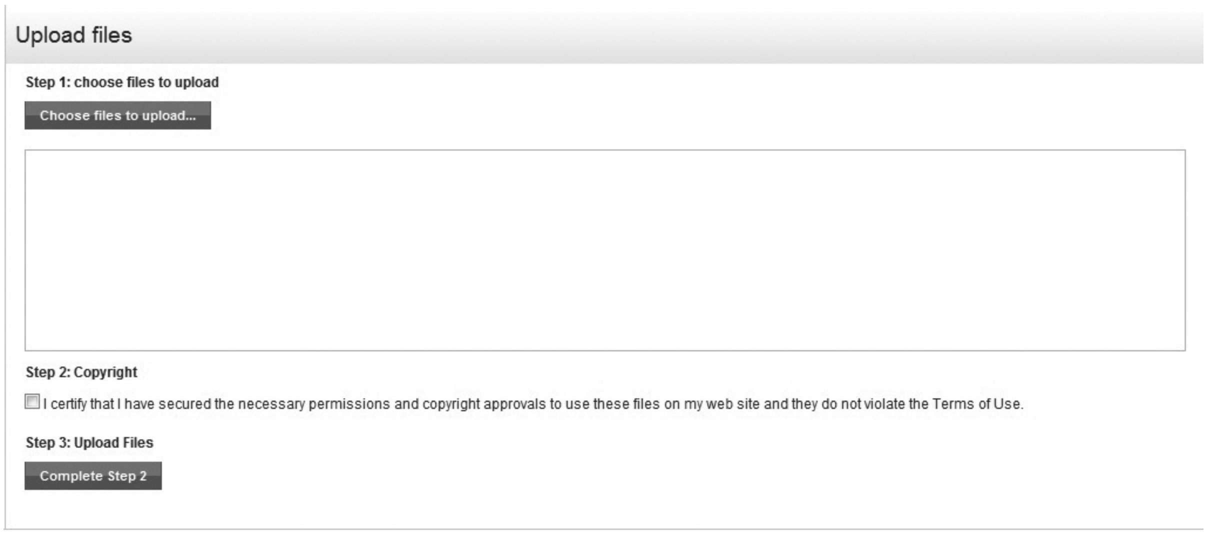
Wherever you see a black arrow next to a menu item, it means it has a submenu that will drop down once you click on the arrow. **Content Pages, Announcements, Document Groups, Calendar, Forms, Podcasts, News,** and **Photo Albums** all have submenus. Some navigation menu items—such as Podcasts and Google Maps—will not display until you have activated their extensions in the **Settings** tab under **Extensions**. Clicking on any menu item, such as Content Pages or Announcements, will take you to the editing screen for that item. You will learn more about each of these item areas in subsequent chapters.

File Library Tab

The File Library is where you upload all the files you want to use on your site. The navigation menu on the left has folders for each type of file, including **Audio file, Documents, Photos, Photos in Albums, Videos, Video Capture,** and **Other**.



When you click on the **File Library** tab it will default you to the **Audio** editor. To upload a file to any file folder just click on the blue **Upload** button on the right side of the screen. This will take you to the upload screen (as seen below). You will learn more about using the File Library in Chapter 9.

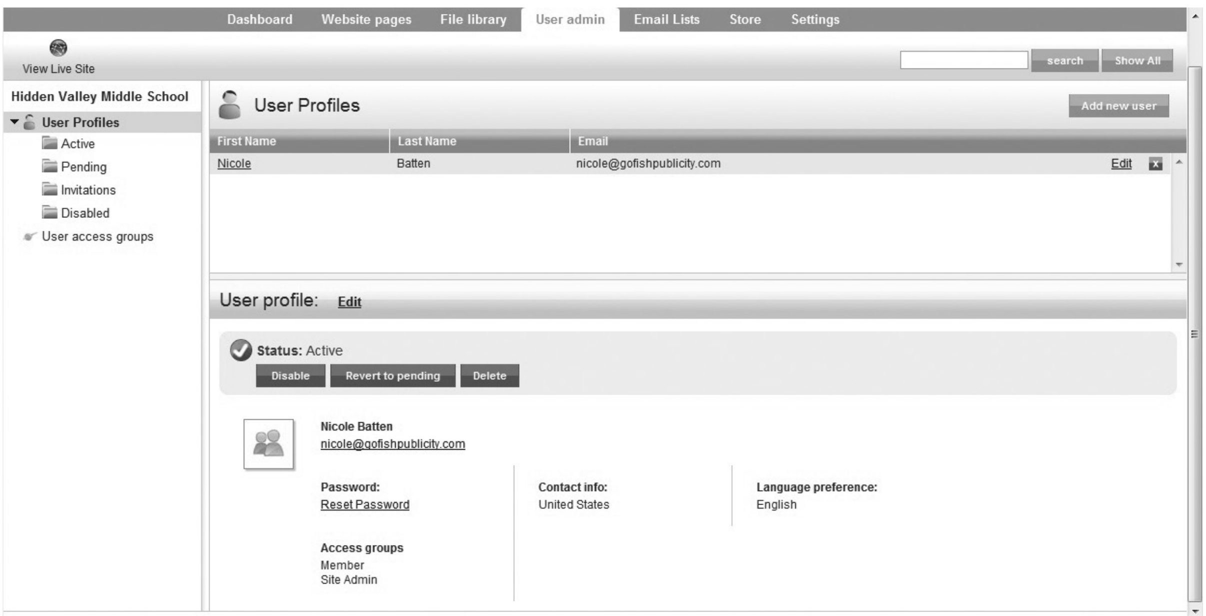


User Admin Tab

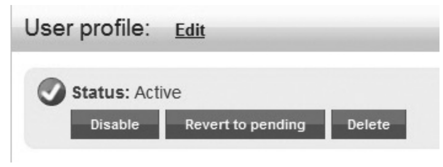
The **User Admin** tab enables you to manage user accounts for your site, this includes site administrators, publishers, members, and any customized access groups you create. When a visitor to your site registers to become a user their request will be sent here to the **Pending** subfolder in the navigation menu for your approval. Their access group will default to **Member**, which means they have no access to the dashboard. However, members can still log into the front end of your site and view content for members only.

When you approve a user for an account on your site, you can change their access group. For example, you could grant them **Publisher** status, which would allow them to edit and create items for your site pages, but not grant them access to administrative areas like **Settings** and **Theme and Templates**. The ultimate access group is **Site Admin**, which grants you access to everything. You can also create your own **User Access Group** by selecting the link from the navigation menu. You will learn more about User Access Groups and the User Admin area in Chapter 10.

When you click on the User Admin tab it will default you to the **User Profiles** section, displaying all your users in the area on the right. Like the File Library, you can search for a specific user by clicking on the blue **Search** button on the right. To see all your users, click the blue **Show All** button. Easily add a new user by selecting the blue **Add new user** button underneath.

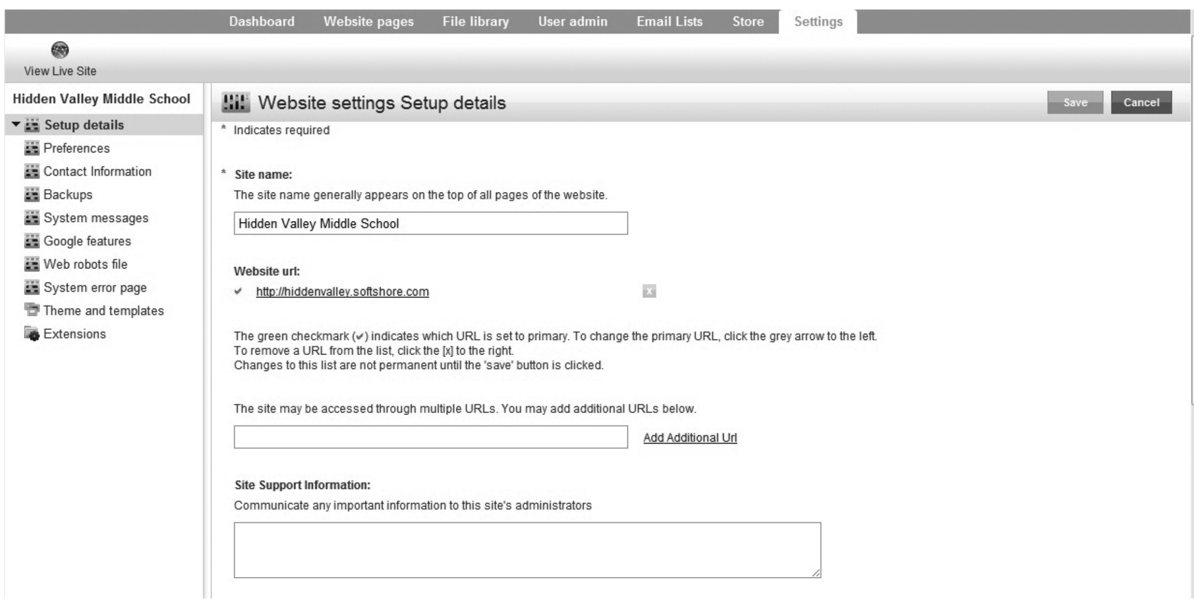


All of your active users are stored in the **Active** folder in the navigation menu of **User Admin**. When you send a user an invitation to join, it goes into the **Invitations** folder. The user will receive an email from the site with a link to activate their membership and select their password. If you need to disable a user's account, it will move them from the Active folder into the Disabled folder. It will not delete them. To delete a user, you must manually select them from the list and click the gray **Delete** button.



Settings Tab

The **Settings** tab is where you will manage all your site's administrative settings. When you click on the Settings tab you will default to the **Setup details** screen. Whenever you make changes to a screen in the Settings tab, be sure to click the blue **Save** button when you are done or your changes will not be saved.



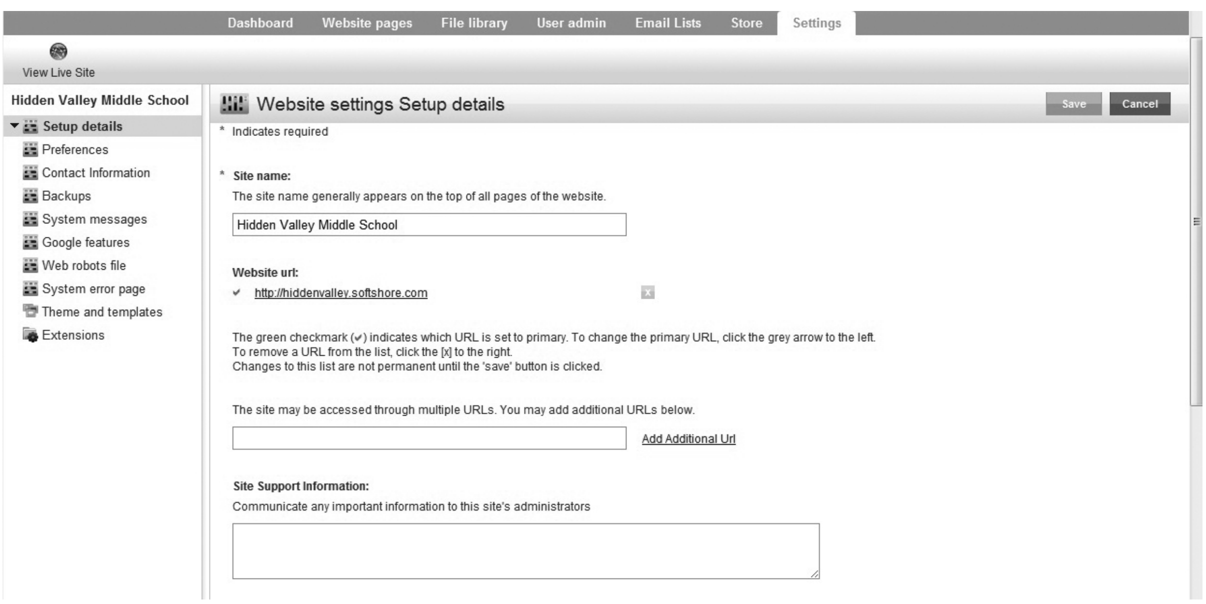
The menu items in the navigation menu of the Settings tab include the following:

- **Setup Details**—edit details like your site name, URLs, and keywords.
- **Preferences**—edit your preferences for language, currency, etc.
- **Contact Information**—edit your contact information.
- **Backups**—create a backup file to restore your site if needed.

Getting Familiar With the Dashboard

- **System Messages**—customize the text of your system emails.
- **Google Features**—enter your Google Analytics tracking code and your Google Maps API key.
- **Web Robots File**— paste your robots.txt file to allow or deny Web robots access to your site.
- **System Error Page**—customize the text of your site's error page.
- **Theme and Templates**—manage your site's theme and page templates.
- **Extensions**—activate extensions or modules you wish to use on your site.

You will learn more about each of these Setting areas in Chapter 13.



Chapter Three

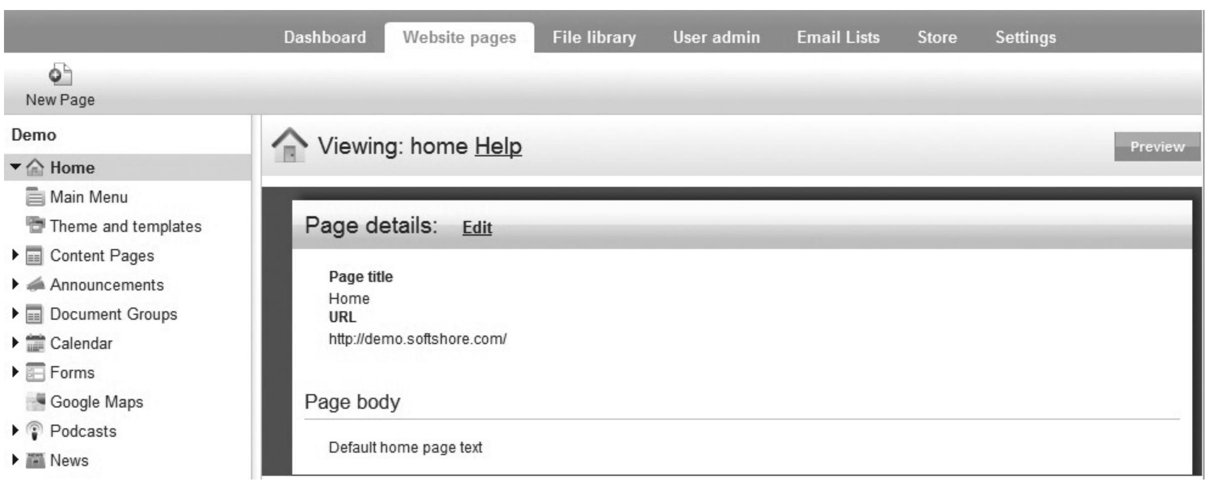
Creating and Modifying Content Pages

Content pages provide a place for you to create web pages to display content on your site, such as text and images. For example, you may want to create a content page about your staff or a page about your organization and its mission.

Your Home page has its own separate area from your other content pages. Let’s start by learning how to create your Home page.

Creating and Editing Your Home Page

Your Home Page is the very first page people will see when they visit your site. This makes your Home page the most important as it is a visitor’s first impression of your organization. Take time to consider what should—and shouldn’t—be on your Home page.

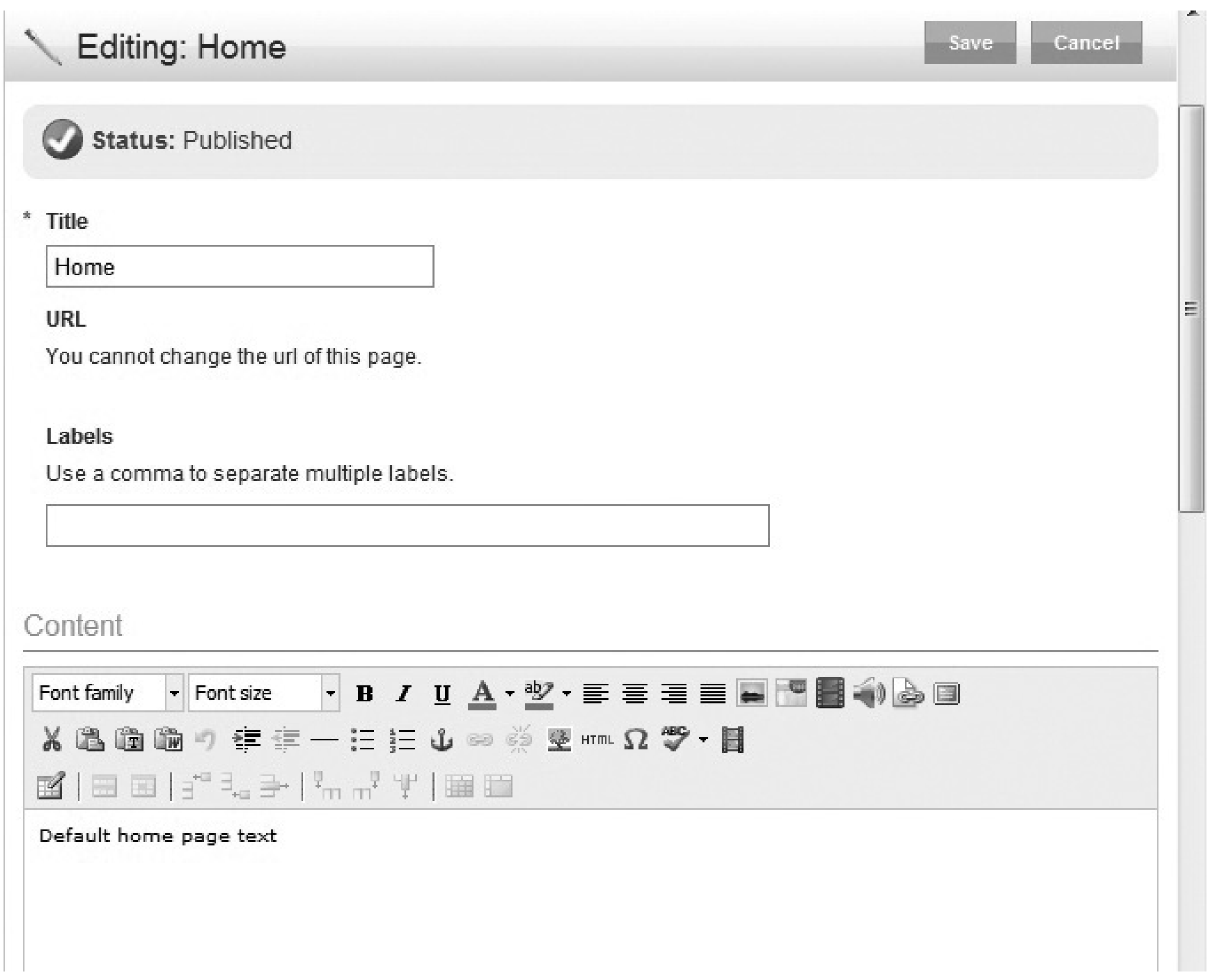


Editing Your Home Page

1. Click on the **Website pages** tab.
2. Select **Home** from the left navigation menu. The first time you access your Home page it will be blank.
3. Click on the **Edit** link next to “Page Details” to edit or add new content (such as a welcome message or video).

Creating and Modifying Content Pages

4. A new screen will appear with several fields for you to fill in. Learn more about each field under the Creating and Editing Content Pages section of this chapter.
5. Click anywhere inside the large **Content** field box to begin entering your Home page content. A content editor toolbox should display above it to assist you in manipulating your content (a list of what each tool does is included in the next section of this chapter).
6. When you finish editing your Home page content and property fields, be sure to click the blue **Save** button or your changes won't be saved. This is very important!

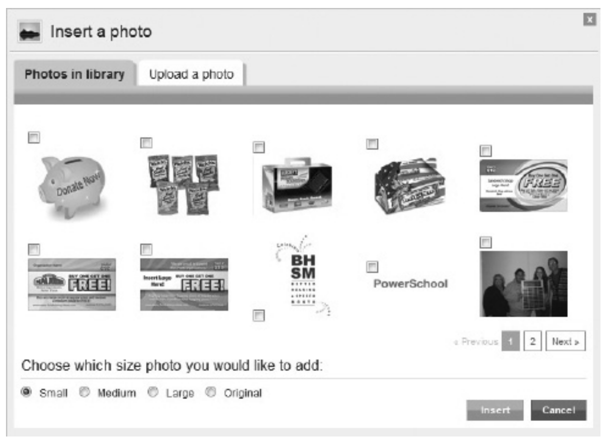
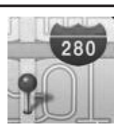
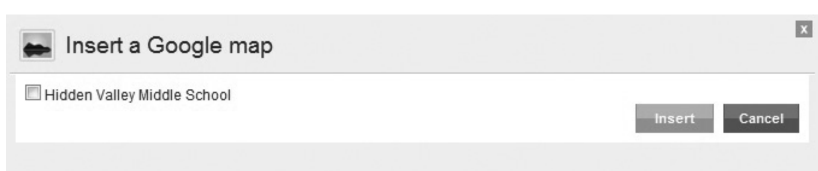


Content Editor Toolbox

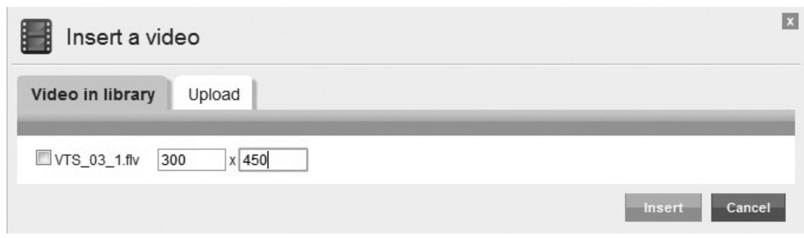
All of your content pages, including your Home page, have a Content Editor toolbox. You may recognize many of the tools in it. However, *net*Adventist does have some that are unique to our software. In the tables below we will examine what each of these tools do.

Top Row Tools:

	This drop-down box provides you with a short list of web safe fonts to choose from for use on your site. However, it is easier to just use the default font. If you are going to use different fonts on your site, don't use more than two or three fonts on a page.
	This drop-down box sets the size of your text. Keep your font size as consistent as possible, only changing it for important items—such as headlines and page subtitles.
 Bold/Italic/Underline	(Ctrl+B)/(Ctrl+I)/(Ctrl+U) These icons bold, italicize, or underline your text. NOTE: We don't recommend underlining text on web pages because it confuses users into thinking the text is a link. Instead, use bold or italics to emphasize text.
 Text Color	This overrides the default font color with another color of your choice. Again, it is important to keep your font color as consistent as possible, only changing it for important items. Too much color will confuse the reader.

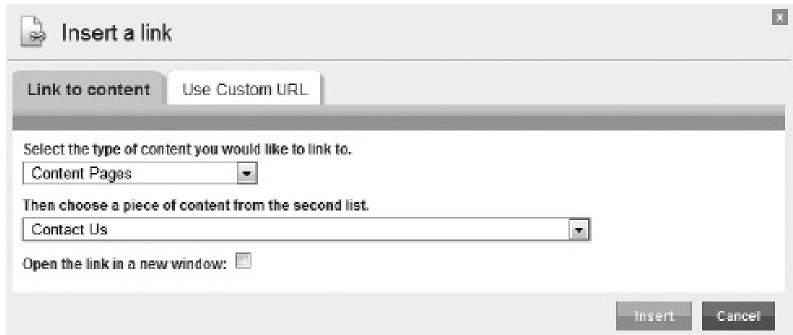
<table>
<tr><td>
Background Color</td><td>This tool puts a background color behind your text. Use this tool sparingly. We recommend leaving your backgrounds white as text is easier to read this way.</td></tr>
<tr><td>
Align Text/Image</td><td>This tool aligns paragraphs of text and images to the left, center, or right.</td></tr>
<tr><td>
Justify Text</td><td>This tool will distribute text evenly in a block format, like a newspaper column.</td></tr>
<tr><td>
Photo Chooser</td><td>Use this tool to add images to your page. It will display all image files stored on your site and allow you to insert new ones (using the upload a photo tab). Files can be inserted in three different sizes (small, medium, and large) or you can use the original size of the image.
</td></tr>
<tr><td>
Google Map Chooser</td><td>Use this tool to add Google Maps to your page. It will display all Google Maps you have linked to your site using an API key (learn more this in Chapter 14).
</td></tr>
</table>

<table>
<tr>
<td>Video Chooser</td>
<td>Use this tool to add videos to your page. It will display all Flash (.flv) and H.264 (.mp4) video files stored on your site and allow you to insert new ones (using the upload tab). You also have the option to set the video resolution (or size) when inserting your video. Keep in mind that the bigger the video window, the lower the resolution will be (and it will increase the time it takes for a user to load and play the video). netAdventist accepts only Flash and H.264 video formats for streaming on your site. There is a size limit of approximately 150MB for video uploads as well.



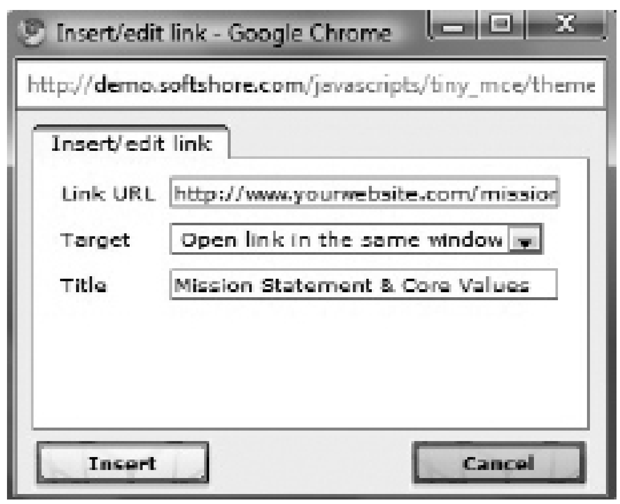
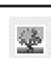
</td>
</tr>
<tr>
<td>Audio Chooser</td>
<td>Use this tool to add audio to your page. It will display all audio files stored on your site and allow you to insert new ones (using the upload tab).We recommend you use .mp3 files for playing on the internal player.

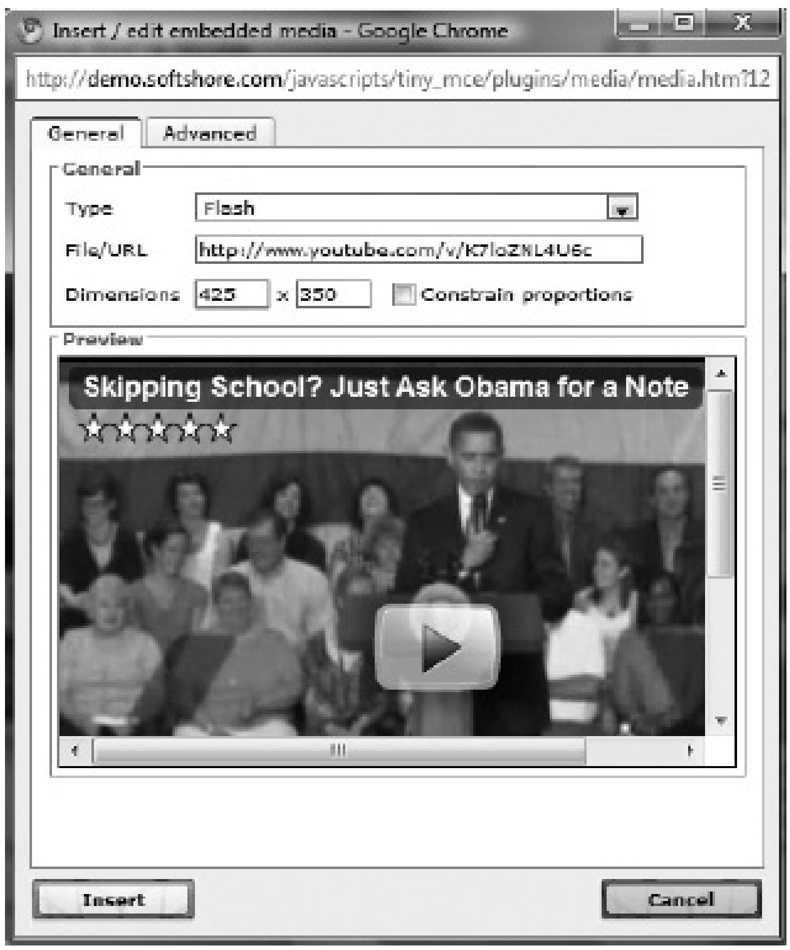
</td>
</tr>
<tr>
<td>Link Chooser</td>
<td>To use the link chooser tool highlight your text first and then click on it. Then select the type of content you wish to link to (i.e. a content page, a form, a document, etc.) in the first drop-down box. Once you select your content-type, a second list will be generated in the second drop-down box. Select the one you wish to link to and then click the Insert button.</td>
</tr>
</table>

	 You can also link to an outside website or file by clicking on the **Use Custom URL** tab. Then type or paste in the outside URL you wish to link to.
Full Screen Mode	This tool expands the content editor to full screen mode or back to its normal size.

Middle Row Tools:

Cut	(Ctrl+X) This enables you to cut out highlighted text for pasting somewhere else.
Paste	(Ctrl+V) This pastes highlighted text that has been cut or copied (Ctrl+C) into your page.
Paste As Plain Text	If you are copying text and want to remove any formatting or layout, it is best to use this pasting tool.
Paste From Word	If you are copying text and want to keep its format and layout, it is best to use this pasting tool.
Undo	(Ctrl+Z) This tool will undo your recent changes, one step per click. You can redo your undo by using Ctrl+Y.
Indent/Outdent	(Ctrl+Z) This tool will undo your recent changes, one step per click. You can redo your undo by using Ctrl+Y.
Horizonatal Rule	Use this tool to insert a horizontal line across your page.

 Lists	When you need to insert or remove a bulleted or numbered list, use this tool.
 Anchor	This will place a marker on the page that can be ‘jumped to’ with a link from somewhere else on the same page. To insert an anchor, place the cursor where you want the marker and click the **Anchor** button. Then type a meaningful name and click **Insert.** A graphic of an anchor will appear that won’t be visible to visitors. Be sure to create a link to the anchor with the **Insert/Edit Link** tool.
 Insert/Edit Link	This tool will insert a link to any site on the web or edit an existing link. You can set the link to open in the same window or a new one. This tool is often used after using the **Link Chooser.** To link to an Anchor, enter ‘#’ followed by the anchor’s name as the URL (e.g. #top). 
 Remove Link	To use this tool simply put the cursor somewhere in a link and click this button to remove the link.
 Insert/Edit Image	This tool will let you edit an image’s size, alignment, and margin, as well as view the image’s URL. It is usually used after the **Image Chooser** tool. It also allows you to insert an image from another website, if you know the URL of where it’s stored.

Edit HTML	This tool allows you to manually program your page. It will display the HTML code of the page and allow you to edit it. NOTE: This only gives you access to the ‘body’ tags, and at present time, only limited scripts will work if added here.
Insert Character	Use this tool to insert special characters, such as ▶ ⇨€ § ¢ £ ® á é ♦
Spell Check	This tool spell-checks your page (click the button’s arrow for other language options).
Insert/Edit Video	This tool will let you edit a video’s dimensions and alignment, as well as view the video’s URL. It also includes some advanced features by selecting the second tab. It is often used after the **Video Chooser** tool. It also allows you to embed a video from another website, such as YouTube, if you know the URL. 

Bottom Row Tools: Tables

Many websites use hidden tables to help layout their page. You can't actually see the tables because they have set their borders to 0 pixels. The bottom row of tools in your Content Editor Toolbox will help you create these tables.

Tables can take up an entire page or you can have several smaller tables on a single page. You can even have tables in tables. If you want to put two or more images close to each other, or have them evenly aligned, we recommend using tables to control where they appear.

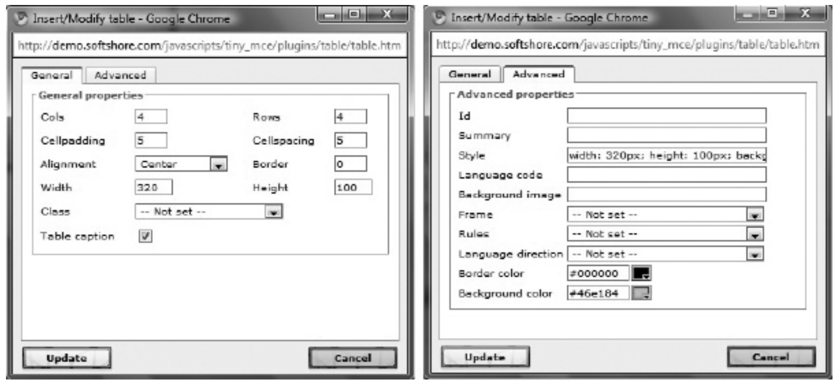
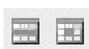
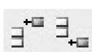
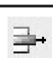
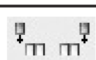
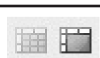
Elements of a Table:

- **Table:** A rectangular box that has one or many cells, rows, and/or columns.

This	is	a	row.
is			
a		This is a cell.	
column.			

- **Cell:** A single box in a table is called a cell.
- **Rows:** A series of cells that span from left to right are rows.
- **Columns:** A series of cells that span from top to bottom are columns.

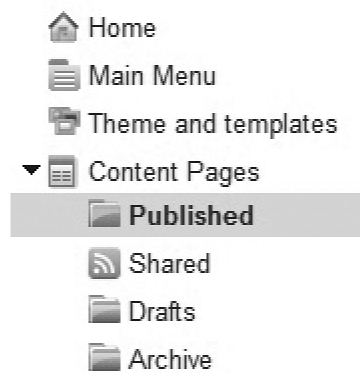
 Insert Table/ Properties	To insert a table or to edit an existing table, use this tool. It includes a variety of fields for customizing your table's properties. You can specify the number of columns and rows you wish to have, as well as set the alignment, cell padding and spacing, table border, and width and height of the table. There is also an **Advanced** tab for additional customization.

	
 Row/Cell Properties	Clicking on these tools will open up the fields for your row and cell properties. You must first highlight or have your cursor in the row or cell that you wish to view.
 Insert Row	This tool adds an additional row on top of or below your cursor. A row goes from left to right in a table.
 Remove Row	This tool removes the row your cursor is in.
 Insert Column	This tool adds an additional column to the left or right of your cursor. A column goes from top to bottom in a table.
 Remove Column	This tool removes the column your cursor is in.
 Split/Merge Cells	Use these tools if you wish to separate or merge cells you have highlighted.

Creating and Editing Content Pages

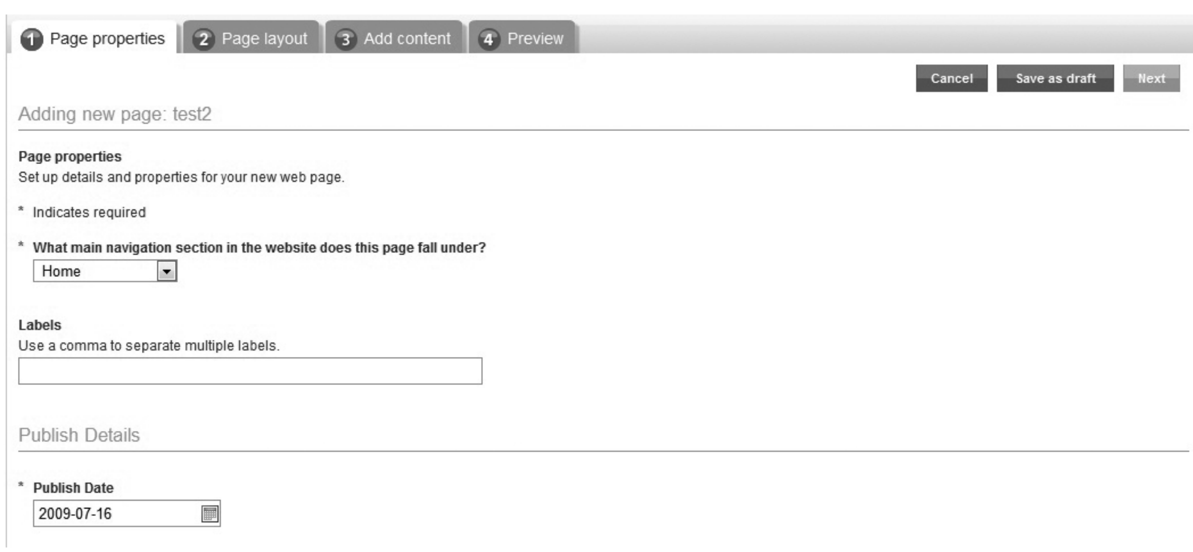
Once you have set-up your Home page, you are ready to begin adding other content pages, such as a Staff page or About Us page. All of your content pages are managed under the **Website pages** tab by clicking on **Content Pages**. Here you will find four subfolders for storing and organizing your content pages. They are:

- **Published:** for storing your live site pages.
- **Shared:** for storing pages you subscribe to from other *net*Adventist sites.
- **Drafts:** for storing your drafts not ready for public viewing.
- **Archive:** for storing pages you wish to keep (i.e. archive), either to bring back later or to store as a historical record.



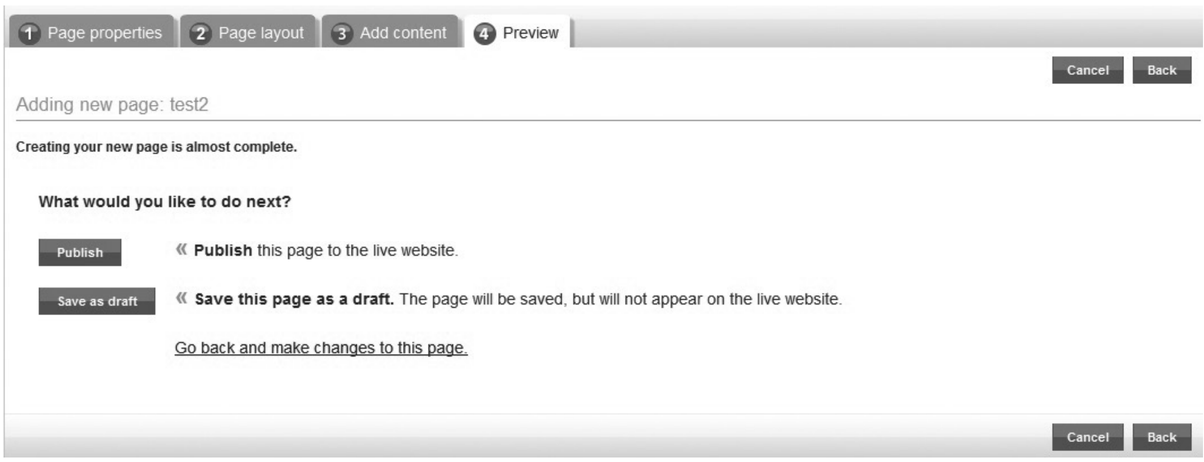
Create a New Content Page

1. Click on the Website pages tab and select Content Pages from the left navigation menu or click on the New Page icon above the navigation menu. Note: There is also a quick link provided for you on the start page of your dashboard called Add a page.
2. Click on the blue Add Content Page button on the right side of your screen (this step is skipped when you use the New Page icon or Add a page quick link). From here you will taken to the Add a New Page screen.



3. Name your page and click the Add page button. The name your page will automatically generate a corresponding URL address. For example, if you titled a page “staff,” the URL would be “www.yourwebsite.com/staff.” You can go back and edit the URL later if you wish.
4. You will now be taken to a new screen with four tabs—one for each step in the page creation process. The first tab is Page Properties. Do the following here:
   a. Select the **Main Navigation Section** you wish to link to from the drop-down box. This will affect how your page is linked in the Main Menu.
   b. Enter **Labels** for your page. Labels are key words that relate to your page content. Search engines will use them when indexing your site. Use a comma to separate them.
   c. Enter your **Publish Date**, it will default to today’s date.
   d. Select the appropriate **Sharing and Privileges** options. You will learn more about these in the next section of this chapter.
   e. Click **Next** to continue.
5. In the second tab, **Page Layout**, select the template you wish to apply to your page, and then click **Next**.
6. In the third tab, **Add Content**, enter the content (such as text or images) you wish to have on your page. There is a toolbox at the top to assist you (see the previous section to learn more about the Content Editor Toolbox).
7. In the fourth tab, **Preview**, choose to either **Publish** your page or **Save it as Draft**. Publishing it will save it to the **Published** subfolder and make it live on your site. Saving it as a draft saves it to the **Draft** subfolder

for you to come back to later, which means it won't be viewable on the front end of your site (i.e. live).



8. Be sure to go to the **Main Menu** and link your new page to it. You will learn how to do that in a later section of this chapter.

Tips for Creating and Editing Your Content

Saving – If you are working for a considerable length of time on one page, save it and re-enter the page occasionally so you don't lose your work if something goes wrong.

Styles – Your site utilizes Header tags 1, 2, and 3. These can be used to format your headings consistently in your chosen theme. You can either use the HTML tool to insert the header tags manually (e.g., <h1></h1>) or use Microsoft Word to format your headings with Header 1, 2 or 3, and then use the **Paste from Word** tool.

Using MS Word – We recommend you write your page content in a program like Microsoft Word. This means you can:

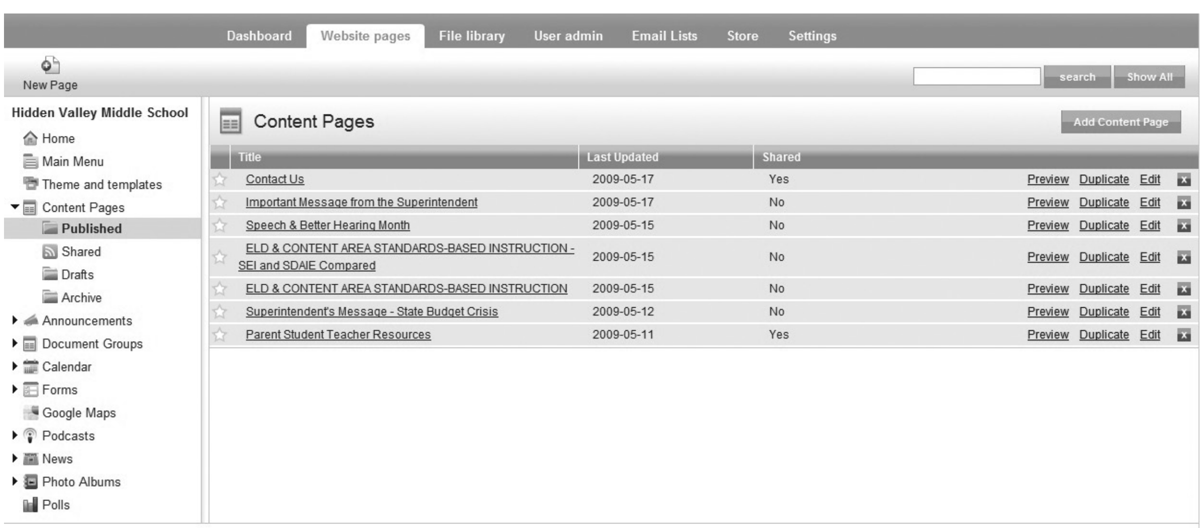
- save a backup of page your text on your computer, just in case you accidentally delete a page on your website.

- easily apply header styles and then use the 'paste from Word' tool to copy them over.
- utilize a superior spell checker that remembers your unique words.

Pop-ups – Some buttons may use a pop-up window. Make sure your browser is set to allow pop-ups from your site. You may even have two popup blockers that need disabling, for example, if you have a Google toolbar installed also.

Editing a Published Content Page

1. Click on the **Website pages** tab and select **Content Pages** from the navigation menu.
2. Click on the **Published** subfolder in the navigation menu. All of your live content pages are stored in this folder.
3. Select the content page you wish to edit from the list (you can preview it by clicking on the **Preview** link) and then click **Edit**.
4. Make your changes to the appropriate fields.
5. Click the **Save** button to save your changes.



Editing and/or Publishing a Draft Content Page

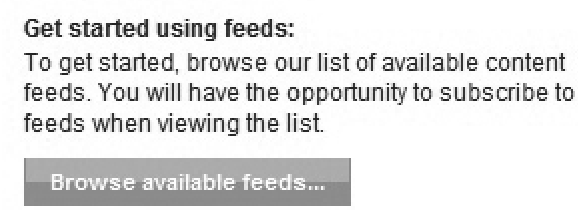
When you save a content page as a draft it is stored in the **Draft** subfolder. It does not go live on your site until you publish it.

1. Click on the **Website pages** tab and select **Content Pages** from the navigation menu.
2. Click on the **Draft** subfolder in the navigation menu.
3. Select the content page you wish to edit from the list (you can preview it by clicking on the **Preview** link) and then click **Edit**. Or if you are ready to publish your story, click the orange **Publish** button at the bottom of the screen.

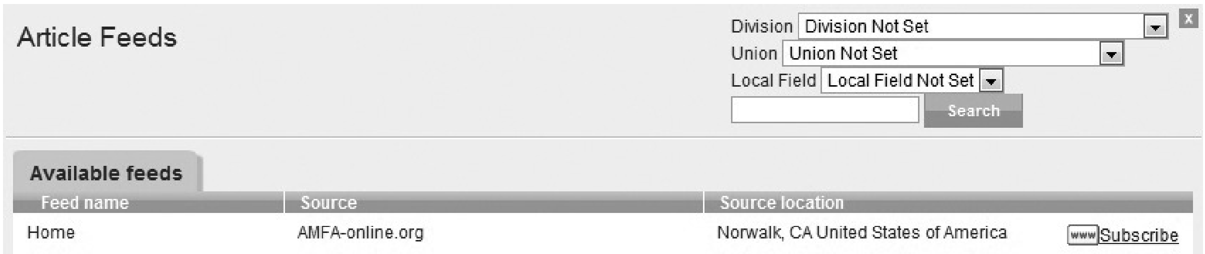
4. Make your changes and click the **Save as draft** button to save your work. Or if you are now ready to publish your story, click **Publish changes**.

Adding a Shared Content Page

You can access shared content pages from other *net*Adventist sites and subscribe to them through the **Shared** subfolder.



1. Click on the **Website pages** tab and select **Content Pages** from the navigation menu.
2. Click on the **Shared** subfolder in the navigation menu.
3. Select the **Browse Available Feeds** button. Then select the **Subscribe** link next to any of the shared news entries. Click **Done.**



Deleting a Content Page

1. Click on the **Website pages** tab and select **Content Pages** from the navigation menu.
2. Select the subfolder your page is saved under: Published, Draft, Archives, or Sharing.
3. Select the content page you wish to delete from the list and click the gray **X**.

Duplicating an Existing Content Page

In *net*Adventist you have the option of dupli-cating a page, which saves you time by allowing you to use an existing page as a template to create a new one.

1. Click on the **Website pages** tab and select **Content Pages** from the navigation menu.
2. Select the subfolder your page is saved under: Published, Draft, Archives, or Sharing.
3. Select the content page you wish to duplicate from the list and click the **Duplicate** link.

Reverting a Published Content Page to Draft Status

1. Click on the **Website pages** tab and select **Content Pages** from the navigation menu.
2. Click on the **Published** subfolder in the navigation menu.

3. Select the content page you wish to revert to draft status from the list and click the **Edit** link beside it.
4. In the new screen, click the **Revert to Draft** button. This will move it into the **Draft** folder and the page will no longer be live on your site.

Archiving a Content Page

You can create archives of old content pages using the Archive folder. This allows you to store them for historical record or store them to be reused again later.

1. Click on the **Website pages** tab and select **Content Pages** from the navigation menu.
2. Click on the **Published** subfolder in the navigation menu.
3. Select the content page you wish to archive from the list and click the **Edit** link beside it.
4. In the new screen, click the **Move to Archive** button. This will move it into the **Archive** folder and the page will no longer be live on your site.

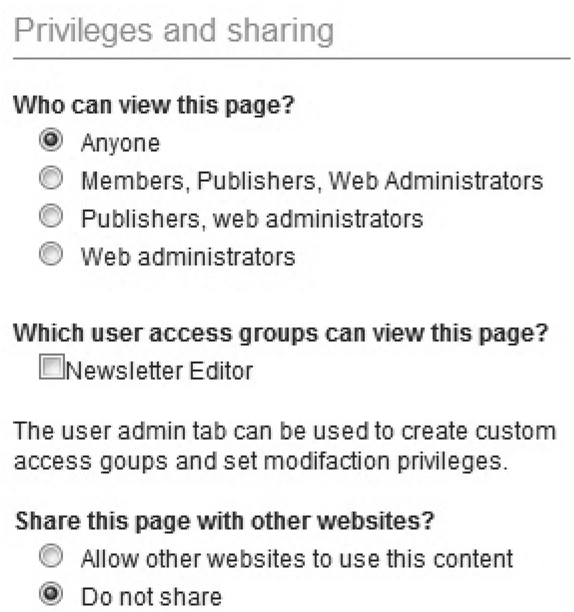
Privileges and Sharing Properties

Throughout your dashboard you have the option of setting privileges and sharing options for your content. This enables you to manage who can view your content and whether you want to share your content with others.

Following are the **Privileges and Sharing** options you will see on almost all content you enter.

Who can view this page?

Choosing a level other than **Anyone** means only those who log into your website and have a matching access level can view this content.



Which user access groups can view this page?

If you have created a custom access group (see the User Administration chapter), users with this custom access group applied to their account can view this content.

Share this page with other sites?

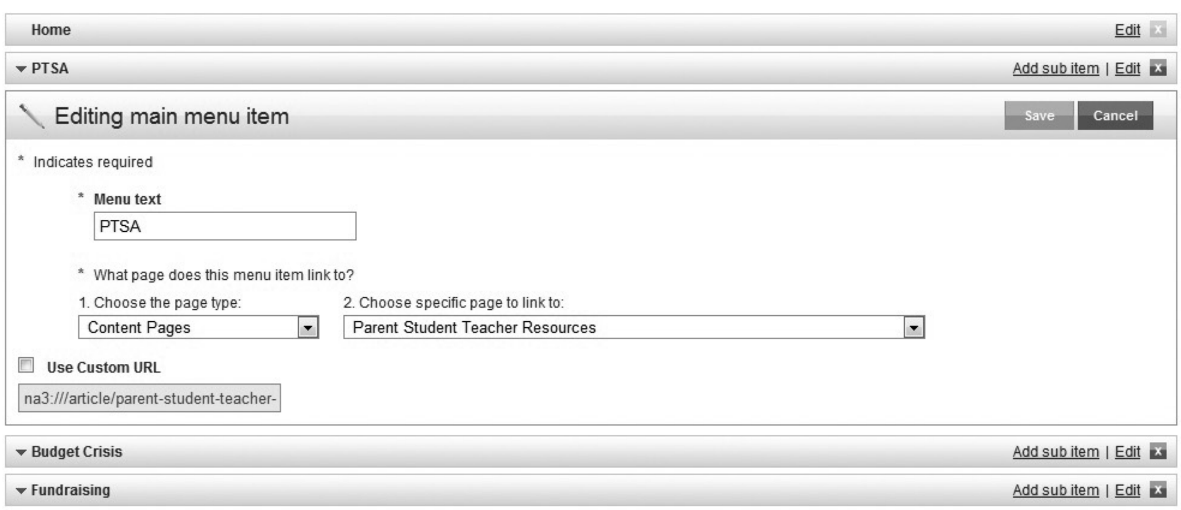
Select **Do not share** if you do not want other *net*Adventist sites to access and display your content on their own site. These other sites cannot edit your content, only display it.

Creating and Editing Your Main Menu

When setting up your Home page you may have noticed the **Main Menu** link under **Home**. This is where you manage your Main Menu and add any submenu items. Your Home page has already been linked to your Main Menu for you. Any other content pages you create will need to be added after you publish them on your site. You also have the option of adding other types of content to your Main Menu, including photo albums, podcasts, forms, news, and much more. Depending on the theme you have selected, your site's Main Menu will either appear horizontally across the top of your site or vertically down the side.

Adding Content Pages to the Main Menu

1. Click on the **Website pages** tab and select **Home** from the navigation menu.
2. Select **Main Menu** from the navigation menu.
3. Click the **Add Menu Item** button on the left side of your screen. Note: If your content page will be a **submenu item**, you can just select the main menu item you wish to place it under from the list on your screen.
4. Insert a **name** for your menu item, such as 'About Us'.



5. Select **Content Pages** from the first drop-down box under '**What page does this menu item link to?**', then select the name of content page you wish link to from the second drop-down box.
6. Then click **Save**.
7. Your menu item will be added to the bottom of the menu list. You can drag and drop it up or down to arrange it according to your liking.

Adding Other Types of Content to the Main Menu

1. Click on the **Website pages** tab and select **Home** from the navigation menu.
2. Select **Main Menu** from the navigation submenu.
3. Click the **Add Menu Item** button on the left side of your screen. Note: If your content page will be a submenu item, you can just select the main menu item you wish to place it under from the list on your screen.
4. Insert a **name** for your menu item, such as 'School News'.
5. Select your content type, such as 'News', from the first drop-down box under '**What page does this menu item link to?**', then select the name of content you wish link to, such as 'New School Fundraiser a Success', from the second drop-down box.
6. Then click **Save**.
7. Your menu item will be added to the bottom of the menu list. You can drag and drop it up or down to arrange it according to your liking.

Adding an Outside URL to the Main Menu

1. Click on the **Website pages** tab and select **Home** from the navigation menu.
2. Select **Main Menu** from the navigation submenu.
3. Click the **Add Menu Item** button on the left side of your screen. Note: If your content page will be a submenu item, you can just select the main menu item you wish to place it under from the list on your screen.
4. Insert a name for your menu item, such as 'Healthy Heart Fundraiser'.
5. Leave both drop-boxes blank and skip to **Use Custom URL**. Check the box beside it.
6. Copy and paste in your URL or type it in, being sure to keep the **http://**.
7. Then click **Save**.

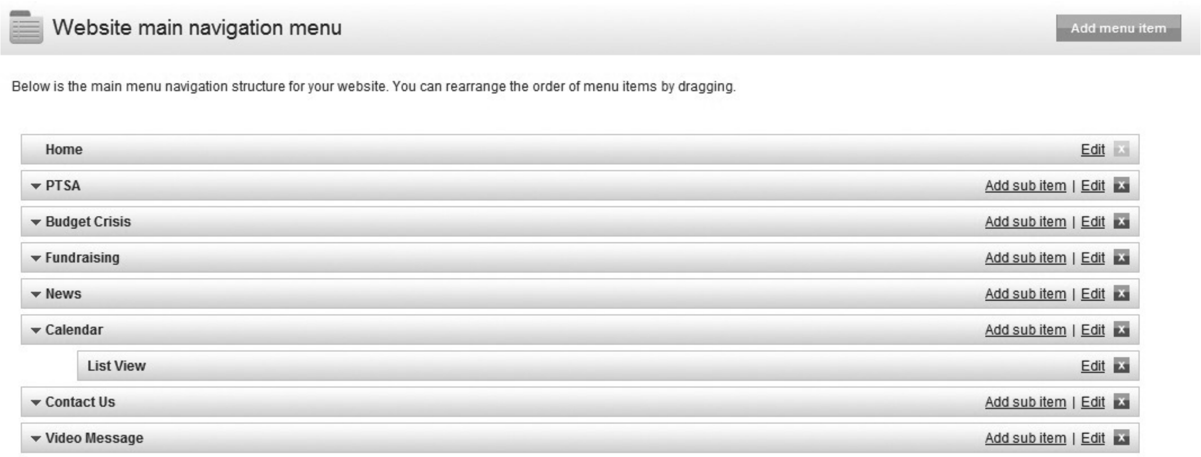
Editing a Main Menu Item

1. Click on the **Website pages** tab and select **Home** from the navigation menu.
2. Select **Main Menu** from the navigation menu.
3. Select the **Main Menu Item** you wish to edit from the list on your screen and click **Edit** beside it. To delete it, click the **X** beside it.
4. Make the appropriate changes and then click **Save**.

Adding a Submenu Item to the Main Menu

1. Click on the **Website pages** tab and select **Home** from the navigation menu.

2. Select **Main Menu** from the navigation submenu.
3. Select the main menu item you wish to link your submenu item under from the list on your screen and click **Add submenu item** beside it.



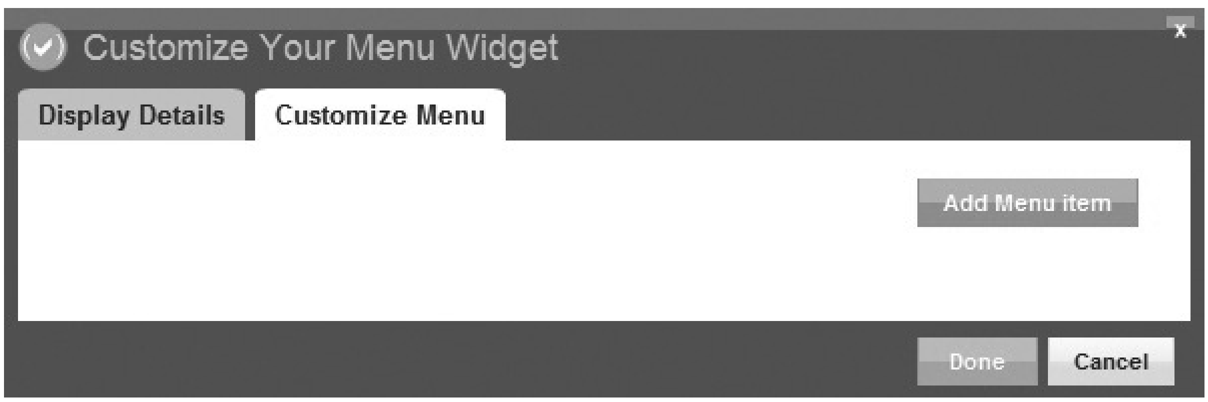
4. Fill in the appropriate fields just as you would a main menu item.
5. Then click **Save**.
6. Your submenu item will display beneath your main menu item on your screen. Submenu items can be dragged and dropped just as main menu items can be to change the order in which they appear. NOTE: Click the small triangle next to a main menu item to make its submenu items reappear or hide.

Adding a Menu Widget

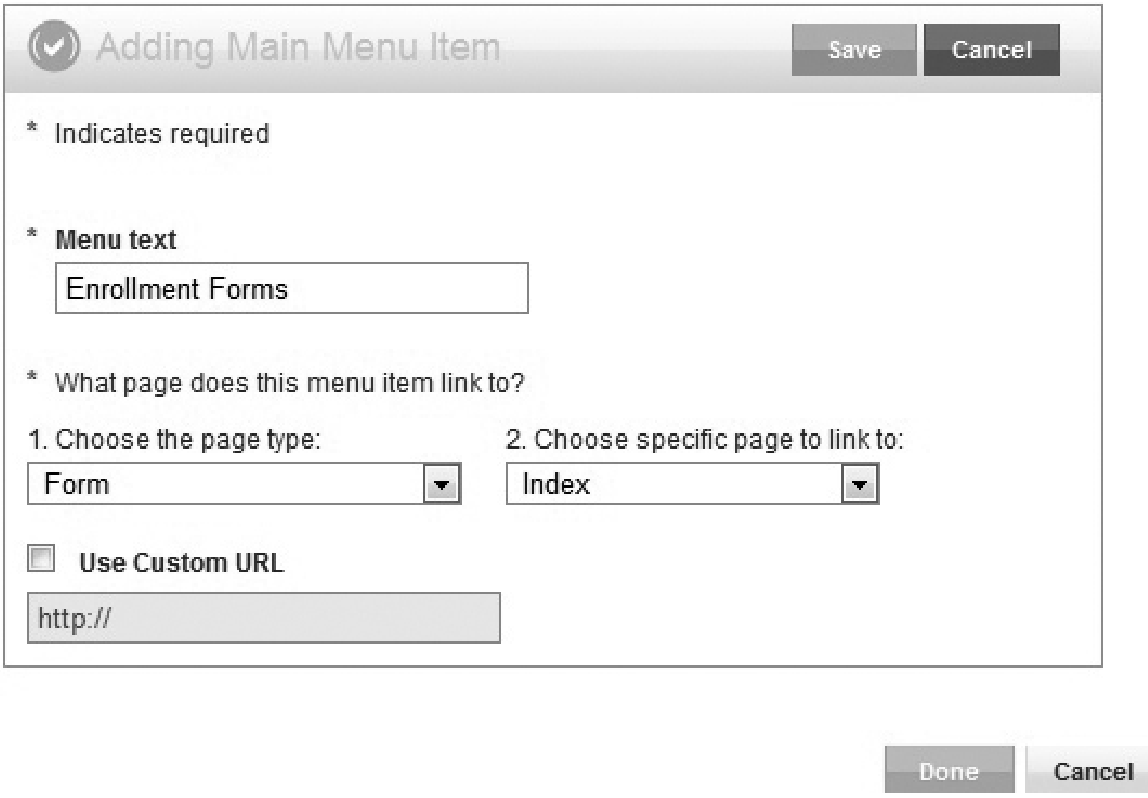
You also have the option of adding a menu widget to the template of a page. This means you can have different menus appearing in different areas of your site that are using particular templates. For example, all History pages can have a History template applied to them, and on that template is a menu Widget that is filled with History related links.

Follow these steps to configure the Menu Widget:

1. Place the widget on your page's template (see the next chapter for more on using templates and placing widgets).
2. Click on the blue **Menu Widget** link to open it for editing.
3. Give your menu a title, such as History, or you can leave it blank if you don't want a title to appear.



4. Click the **Customize Menu** tab to add your menu items, following the same steps as mentioned previously for adding a main menu item. Make sure you click **Save** for each item you enter. DO NOT CLICK **Done,** as it will not save the item you were last adding.
5. When you have finished entering menu items, click **Done**. NOTE: If your menu items are not being added it could be because you are clicking Done before clicking **Save**.


Adding Main Menu Item
Save
Cancel
* Indicates required
* Menu text
Enrollment Forms
* What page does this menu item link to?
1. Choose the page type:
Form
2. Choose specific page to link to:
Index
Use Custom URL
http://
Done
Cancel

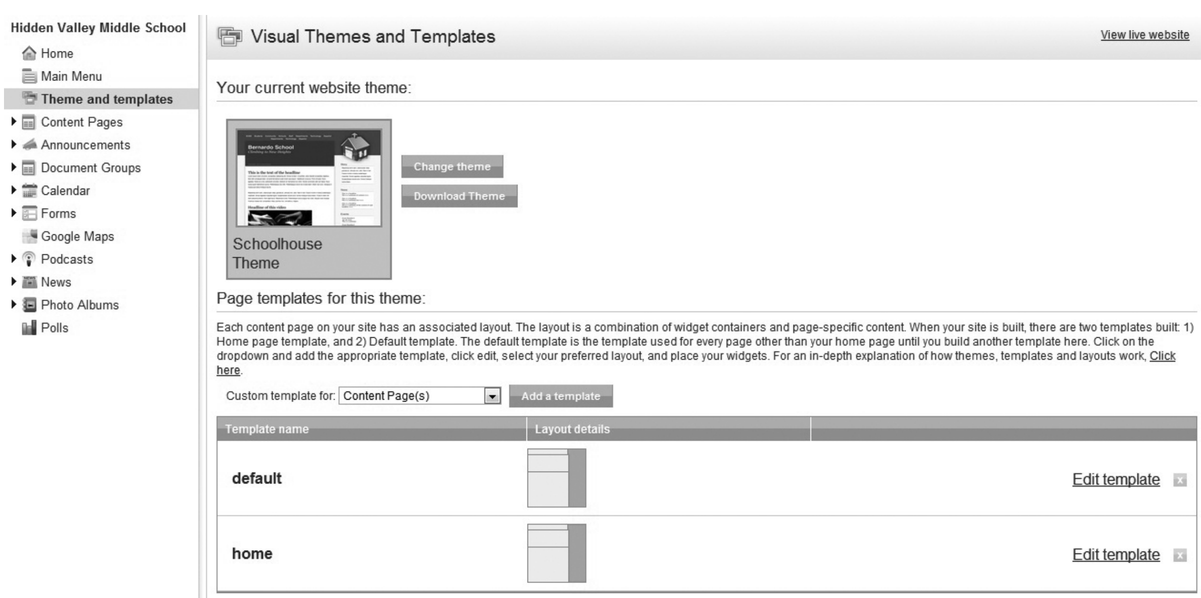
Chapter Four

Templates, Widgets, and Themes

Your templates, widgets, and theme all function together to affect the layout and design of your site. The theme affects graphic elements like your site's color scheme. Each theme has a set of layouts that are accessed through templates. These layouts provide a place to add widgets.

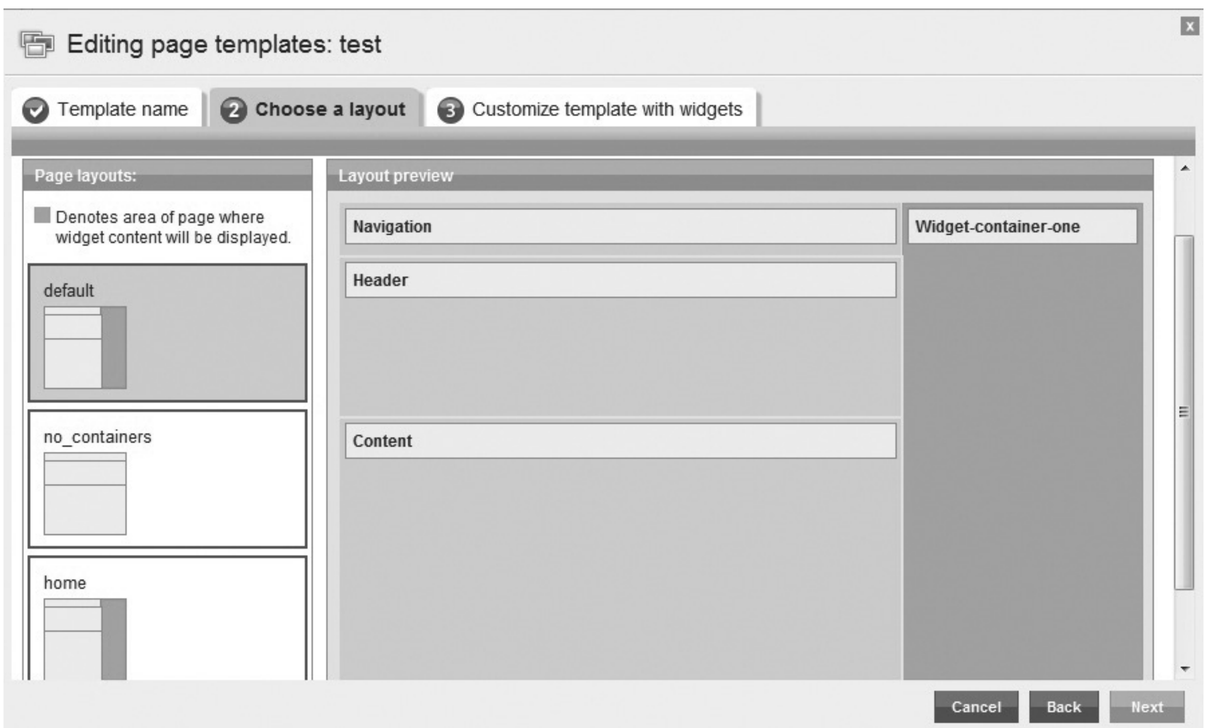
Templates

Templates allow you to create unique layouts for each of your site pages. A template is created by choosing a layout and putting a set of widgets into it. You can create many different templates for one site. By default there are two templates for each theme, Home and Default. The Home template controls your Home page, other pages are set to the Default template. To make all the pages on your site look the same, you can select the Default layout for your Home template or the Home layout for the Default template. You can also create your own templates using the layouts provided with your theme.



Building a New Template

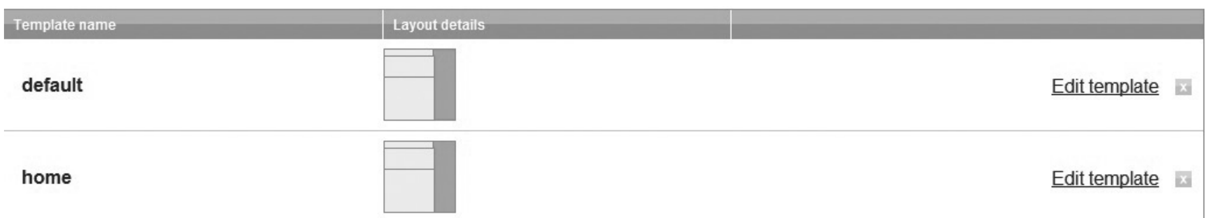
1. Click on the **Website pages** tab and select **Themes and templates** from the navigation menu.
2. Select the blue **Add a template** button. Note: The drop-down box next to it will display **Content Pages** by default, however, you can also create a template for your announcement, event, and news pages by selecting them from the drop-down box (before clicking the Add a template button).
3. A new dialog box will open. Name your new template and select **Next**.
4. Choose a **Layout** from the left side of your screen by clicking on it. Available layouts will change depending on which theme you have currently selected for your site. Click **Next**.



5. Select which widgets you want and add them to the yellow containers in your layout (see the next section of this chapter to learn how to place widgets).
6. Click **Done** when finished.

Editing an Existing Template

1. Click on the **Settings** tab and select **Themes and templates** from the navigation menu.
2. Select the template you wish to edit from the list and click the **Edit template** link. A dialog box will open allowing you to edit the existing template.

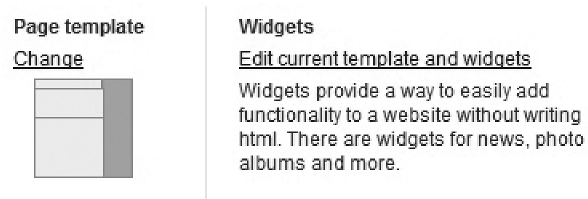


3. Either change or leave the template name as is, then select **Next**.
4. In the next screen change your layout by clicking on a new one. Available layouts will change depending on which theme you have currently selected for your site. Click **Next**.
5. Select which widgets you want to add or delete (see the next section of this chapter to learn how to add or delete widgets).
6. Click **Done** when finished to save all your changes.

Applying a Template to a Content Page

1. Click on the **Website pages** tab and select **Content Pages** from the navigation menu.

2. Select the subfolder your page is stored under, such as **Published** or **Draft**.
3. Select the page you wish to apply the template to and the click **Edit** link beside it.
4. Scroll down to the bottom of the page and click **Change** under **Page Template**.



5. Select the new template you wish to apply to this page.
6. Click **Save**.

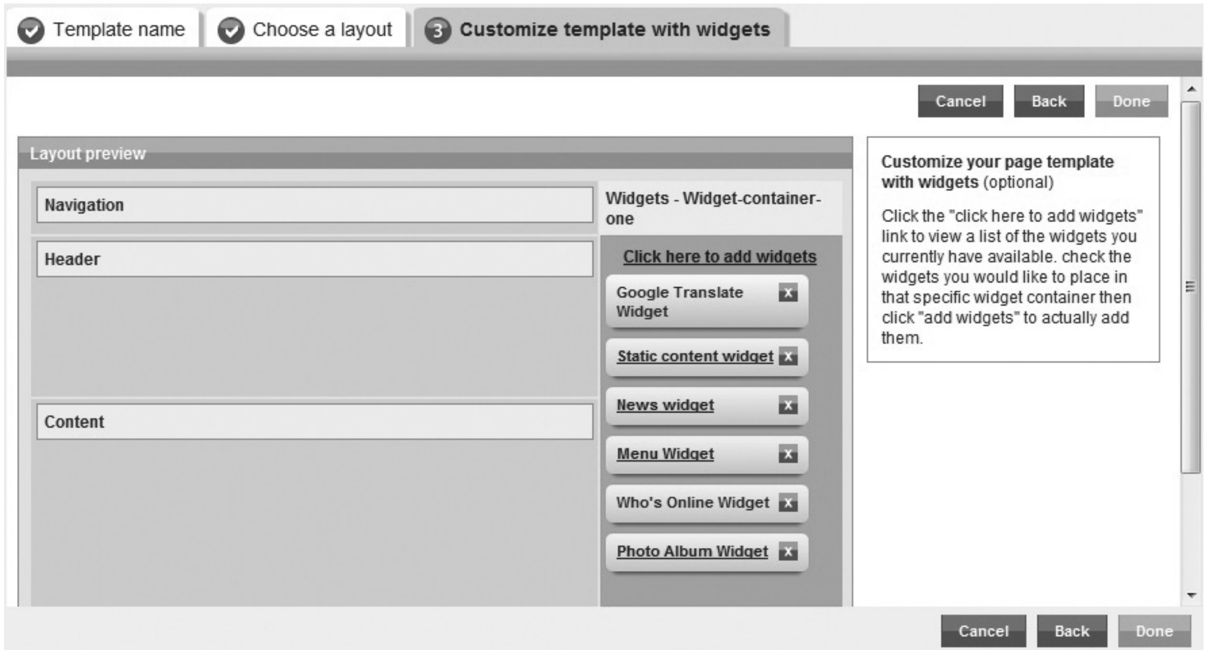
Note: You can also edit templates from the **Theme and Templates** screen under **Settings**.

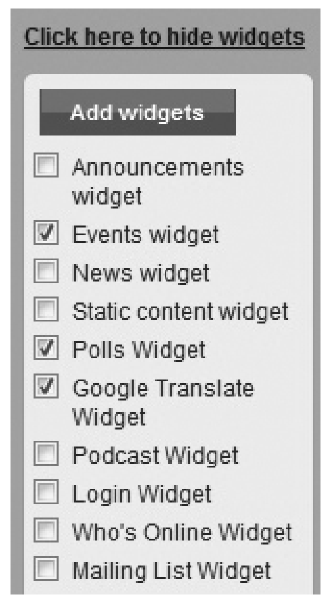
Widgets

A widget is a small package of pre-made functionality, such as a Login widget or Live Media widget. You can add multiple widgets to each template you create.

Adding a Widget to a Template

1. Click on the **Settings** tab and select **Themes and templates** from the navigation menu.
2. Select the template you wish to add a widget to and click on the **Edit Template** link.
3. Leave the name of the template the same and select **Next**.
4. Leave the highlighted layout the same and select **Next**. Note: The yellow containers represent areas where you can place widgets in your template. The widgets will always display when this template is selected for any content page.





5. Select the **Click here to add widgets** link. Available widgets will be displayed with a check box in front of each widget. Select the widgets you want in your template by checking the box.
6. When you are finished be sure to scroll back up to the top of the widget selection box and click on the **Add Widgets** button or your selections will not be added.
7. Once added, widgets can be moved and placed in any order within a container by simply dragging and dropping them. Some widgets will require editing to display properly.
8. To exit the template select **Done** again.

Editing Widgets in Existing Templates

1. Click on the **Settings** tab and select **Themes and templates** from the navigation menu.

2. Select the template you wish to edit and click on the **Edit Template** link.
3. Leave the name of the template the same and select **Next**.
4. Leave the highlighted layout the same and select **Next**.
5. Select the widget you to wish edit by clicking on its name. A dialog box will then open to allow you to edit the widget. Once you are finished editing select **Done**.
6. To delete a widget click on the gray **X** next to it.
7. To exit the template select **Done** again.

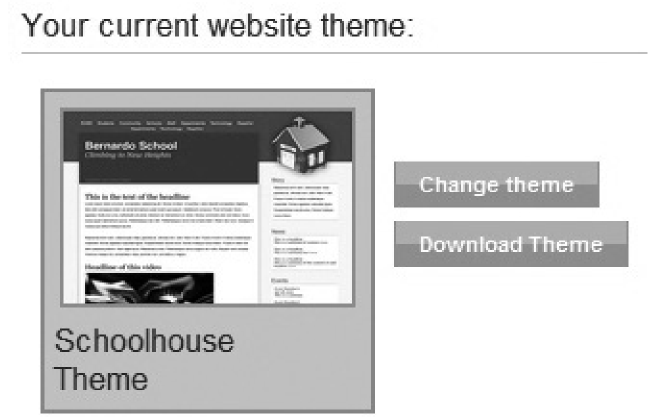
Themes

A variety of themes come preloaded with *net*Adventist. You can also create your own custom theme to use on your site (you will learn more about that in Chapter 14).

Changing Your Site Theme

1. Click on the **Settings** tab and select **Themes and templates** from the navigation menu.
2. Select the **Change Theme** button at the top of the screen.
3. A list of standard themes will appear in a new box.

Scroll through the themes and select the one you wish to view by highlighting it. To preview the theme, select the **Preview** link. Your Home page will open in a new tab or window displaying the new theme.



4. To change your theme permanently, highlight the theme you wish to choose and select the **Choose as Theme** button. Your theme will change to the new theme and the box will close.

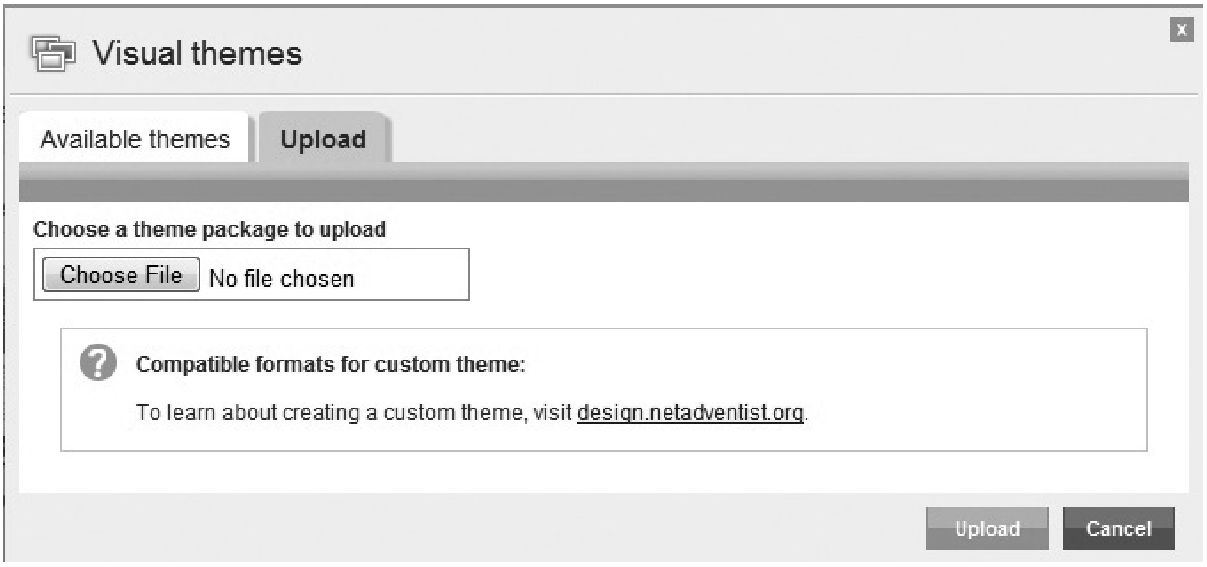
Downloading a Theme to Customize

1. Click on the **Settings** tab and select **Themes and templates** from the navigation menu.
2. Highlight the theme you wish to customize and click on **Download Theme**. A zip file will be created and placed on your computer.

Uploading a Custom Theme

If you know basic HTML and CSS coding, you can design your own theme and upload it to your site.

1. Click on the **Settings** tab and select **Themes and templates** from the navigation menu.
2. Select the **Change Theme** button at the top of the screen.
3. In the new screen select the **Upload** tab to upload your custom theme.


Visual themes
Available themes
Upload
Choose a theme package to upload
Choose File
No file chosen
Compatible formats for custom theme:
To learn about creating a custom theme, visit design.netadventist.org.
Upload
Cancel

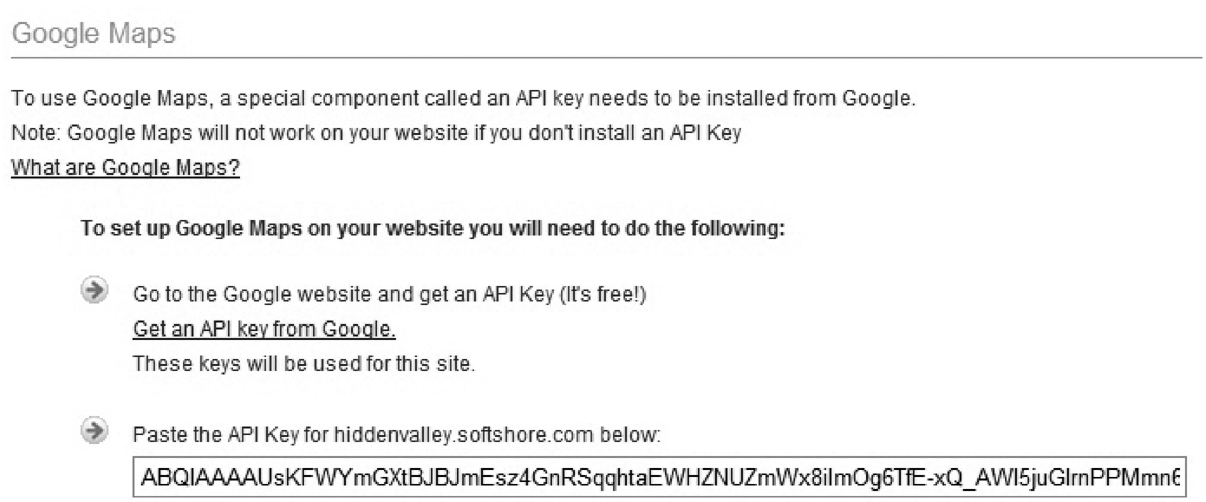
Chapter Five

Google Maps, Polls, Photo Albums

Google Maps

The Google Maps feature in *net*Adventist allows you to create and add multiple Google Maps to your site. For example, you can embed a Google Map in your Contact Us page to help people find your location. You are not required to have a Google account to use Google Maps, however, you will need to obtain a Google Maps API key (more about this later). You will not be able to create or add Google Maps to your site pages until you have obtained an API key and entered it under the **Settings** tab in **Google features**. You only have to do this once.

Please note that you will have to obtain an API key for each custom URL address you link to your site (including all primary and secondary URLs). This means whenever you add a new custom URL to your site, you will also need to obtain a new API key for the new URL. URL addresses can be found in **Settings** under **Setup details**.

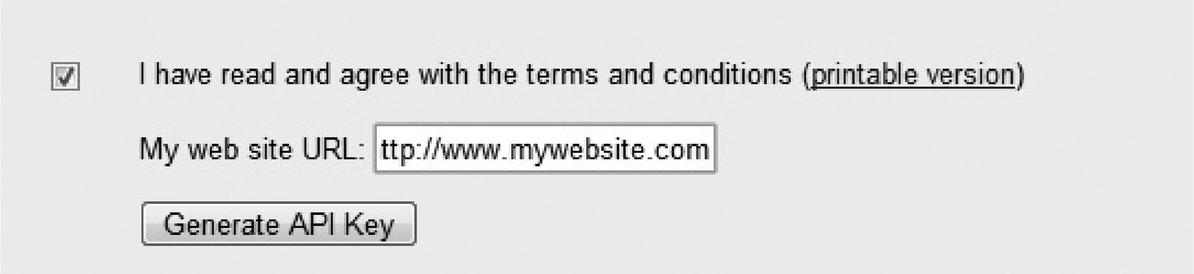


Obtaining a Google Maps API Key

1. Click on the **Setting**s tab and select **Google features** from the navigation menu.

2. Scroll to the bottom of the page to the Google Maps section.
3. Select the link **Get an API key from Google**. You will be taken to the Google Maps API page outside of your *net*Adventist site.
4. Scroll to the bottom of the Google Maps API page and check the terms and conditions checkbox, then enter your website's URL address in the field provided. Click the **Generate API Key** button. A page will display with your API key for you to copy.

5. Copy the API key and return back to your *net*Adventist dashboard under **Settings>Google features**. Paste the API key into the field provided, making sure to first place your cursor into the field.



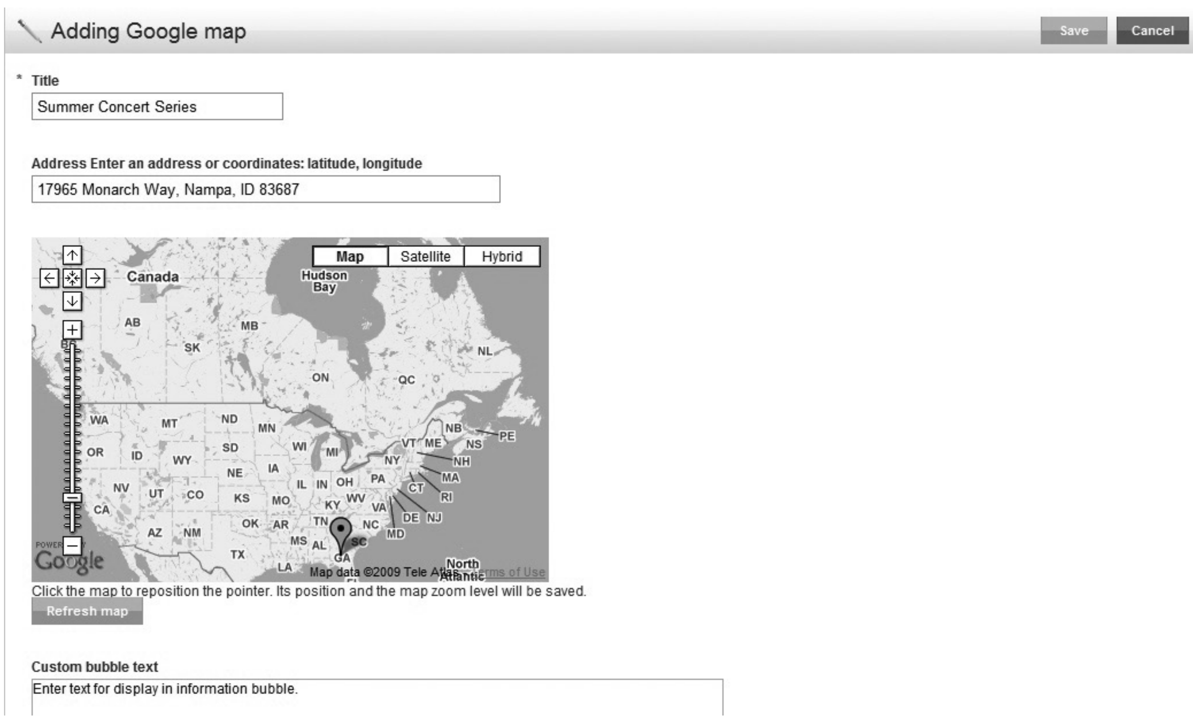
6. Select **Save** to finish.

Adding a Google Map to a Content Page

1. Now click the **Website pages** tab and select **Google Maps** from the navigation menu.
2. Select the **Add a new Google Map** button on the top

right. There is also a quick link on the main page of your dashboard on the left side of the screen. Click Add a Google Map.

3. Give your map a name. Then either use the pointer on the map to find your location or type the address in manually. Add any custom text you wish to display with your map.



4. Select **Save**. This will take you back to the main Google Maps screen.
5. Select your new Google Map from the list and click the **Edit** link beside it.
6. Adjust your map to the appropriate display size.
7. To add your new map to a content page, click the **Content Pages** link in the left navigation menu and find the specific content page you wish to add your map to in the list. Select the **Edit** link next to it.
8. Place your cursor in the **Content** field box and select

the **Google Maps chooser** icon from the top row of tools in the content editor toolbox. A dialog box will open. Check the box beside your new map and press the **Insert** button.

9. The dialog box will disappear revealing the map placed on the page. Click **Save** to finish.

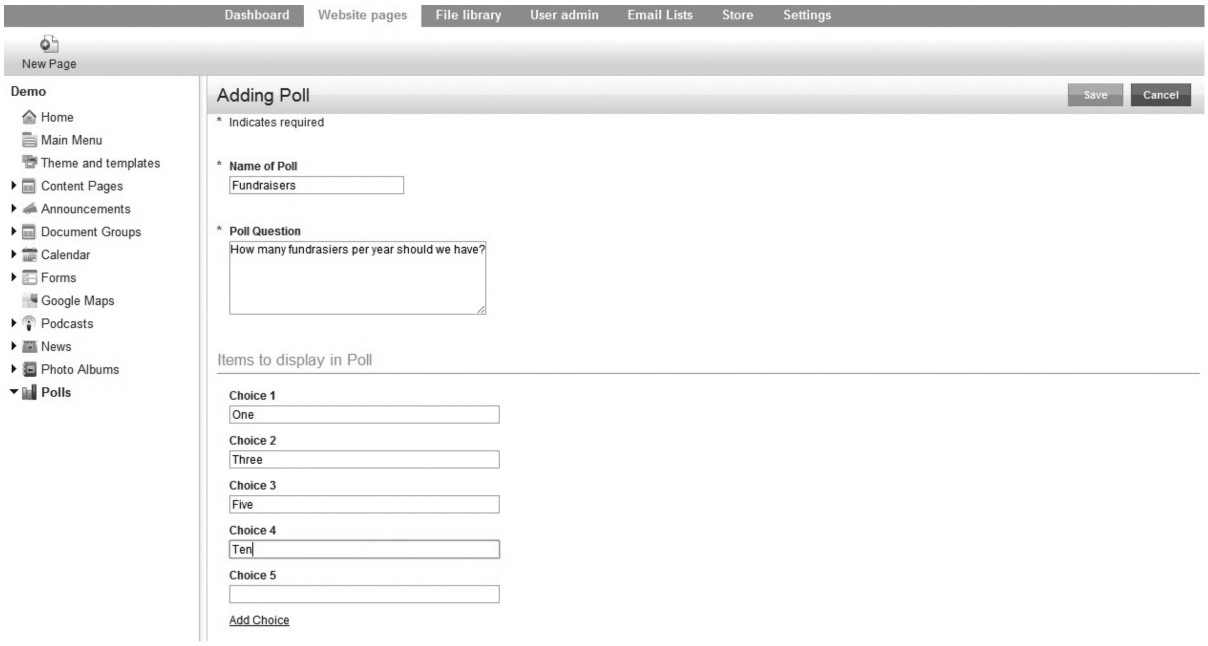
Polls

Polls allow you to survey visitors to your site. It also enables you to ask your members questions and have them vote on things. Polls are created in the Website pages tab under the Polls link (there is also a quick link on the main page of your dashboard for creating polls). Once you create your poll you must add it to a template (using a Poll Widget) before it will display on your site. You can also link your poll to a content page by using the Link chooser in your content editor toolbox. You can add as many polls as you wish to your site and see the voting results. You also have the option of limiting who can view your polls based on the user access group you assign to them.

Creating a Poll

1. Click on the **Website pages** tab and select **Polls** from the navigation menu.
2. Click the blue **Add Poll** button in the top right of your screen.
3. Give your poll a name. Fill in the question and answer

fields. Click **Add Choice** to add more answer fields. Set your access level in the properties at the bottom.



4. Select **Save**. Your new poll will now appear in your Polls list.
5. Make sure you add your new poll to a template or it won't display on your site (see below for more on how to configure a Poll Widget after you add it to a template).

Editing a Poll

1. Click on the **Website pages** tab and select **Polls** from the navigation menu.
2. Select the poll you wish to edit and click the **Edit** link beside it.
3. Make your changes and click the **Save** link.

Configuring a Poll Widget

1. Open the template you wish to place your poll on and add the Poll Widget

to it (see the previous chapter for more on placing widgets).

2. Click on the **Polls Widget** link to open it for editing.
3. Give your poll a title, or you can leave it blank if you don't want a title to appear.

4. Select the poll you wish to display from the drop-down menu.
5. Click **Done** to save your work and close the display box.
6. Click **Done** again to save your template changes.

Viewing Your Poll Results

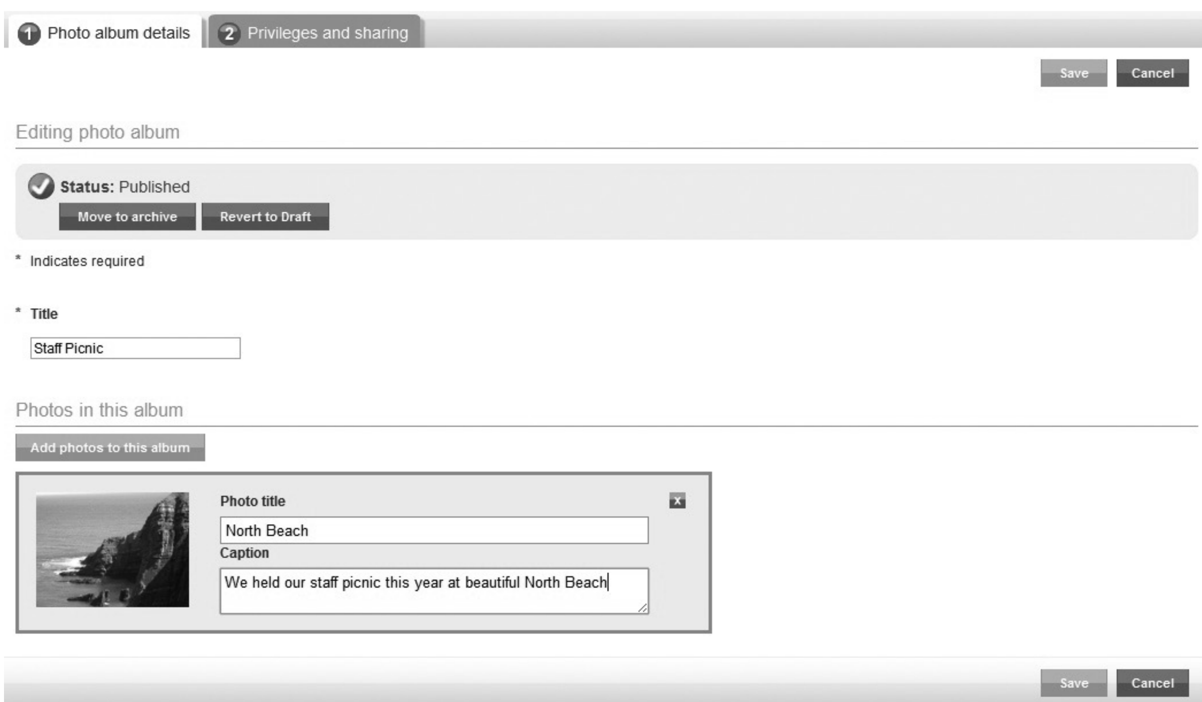
1. Click on the **Website pages** tab and select **Polls** from the navigation menu.
2. Select the poll you wish to view the live results for and click the **pie chart icon** beside it (next to the **Edit** link). You will be taken to a results page to view the results.

Photo Albums

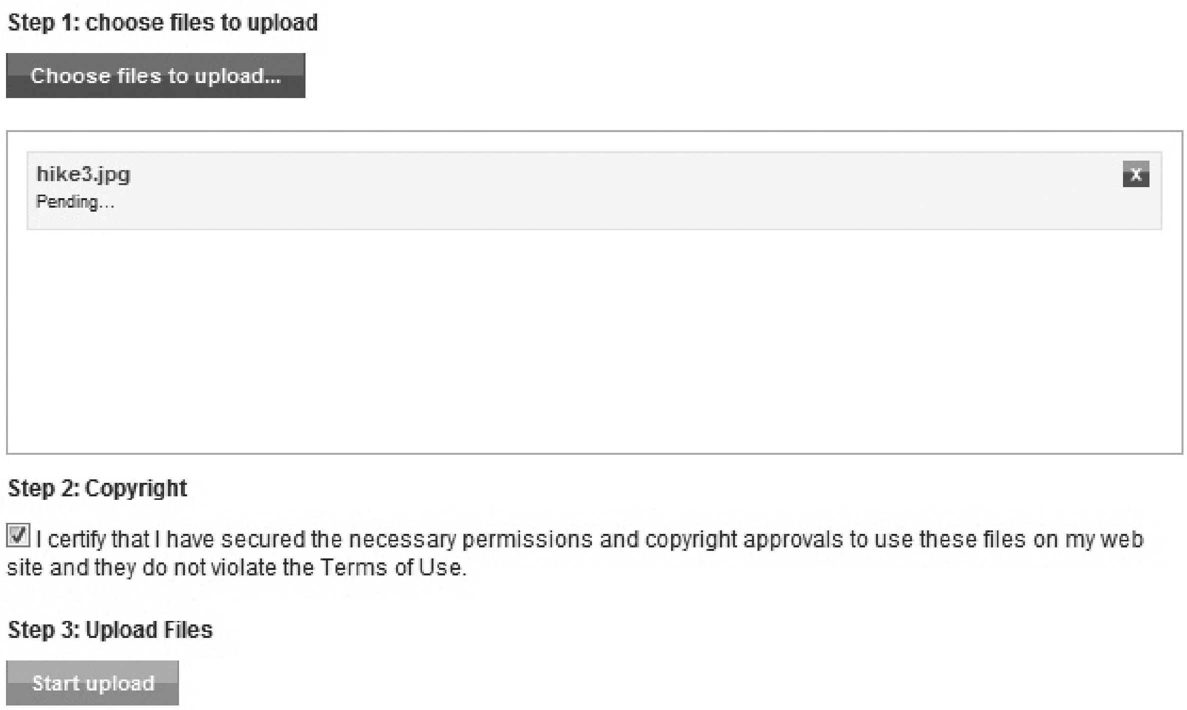
The Photo Albums module allows you to organize your photos into groups. You can then use the Photo Albums widget to display these 'groups' in various areas on your site. Your photo albums can be managed in the **Website pages** tab under **Photo Albums**. Once you create your photo album you must add it to a template (using a **Photo Album Widget**) before it will display on your site. You can also link your photo album to a content page by using the **Link chooser** in your content editor toolbox.

Creating a Photo Album

1. Click on the **Website Pages** tab and select **Photo Albums from the navigation menu.**
2. To add a new photo album, click on the **Add a photo album** button.
3. Give your album a name and click **Add photo album.**
4. You should now see two tabs for the two steps to creating your photo album: 1) **Photo Album Details** and 2) **Page Properties**. In the first step, add photos to your album by clicking on the **Add Photos to this album** button at the bottom of the screen.



5. A dialog box will open. Click the **Choose Files to Upload** button and browse your computer for the photos you wish to upload. To upload more than one file at a time, select the **Choose Files to Upload** button again.



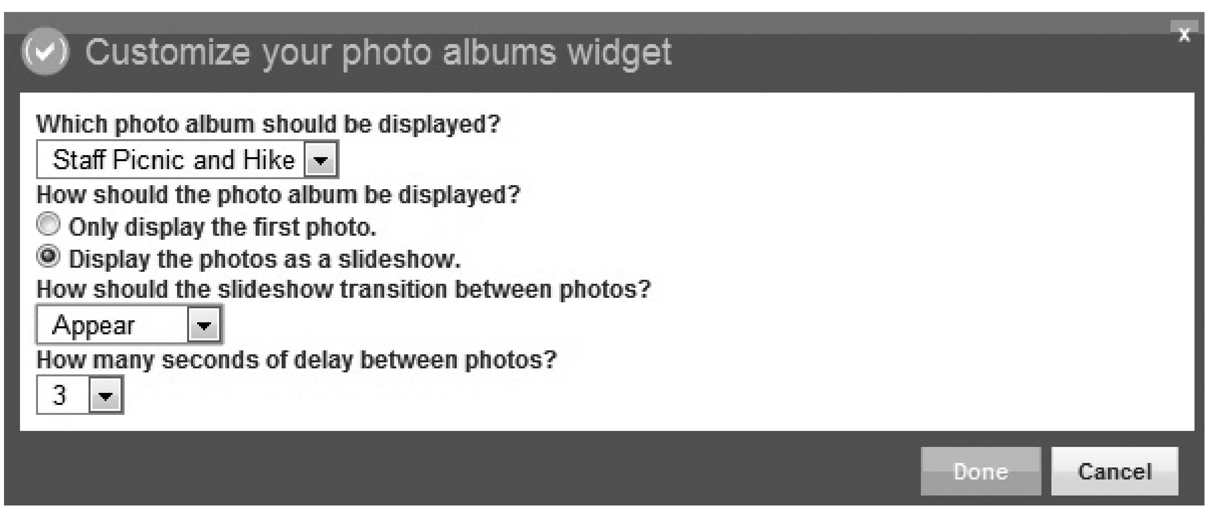
6. Select the **Copyright** checkbox to show you are authorized to use the photos. If you are not authorized to use the photos on your site, discontinue the upload.
7. Click **Start upload**. A green progress bar will show the status of your file upload.
8. When your file(s) are done uploading the dialog box will disappear. You can then enter titles and captions for each of your photos inside the appropriate field boxes.
9. Click on the **Page Properties** tab at the top when you are done. Designate your sharing status and access levels. Be sure to do this before clicking **Save or it will input the default properties automatically.**

Editing a Photo Album

1. Click on the **Website Pages** tab and select **Photo Albums from the navigation menu.**
2. The Photo Albums page will automatically display all photo albums you have created. You can preview an album by highlighting it with your cursor. Select the photo album you wish to edit from the list and click the **Edit** button beside it.
3. Make your changes or add additional photos, and then click **Save.**

Configuring Your Photo Album Widget

1. Open the template you wish to place your photo album on and add the Photo Album Widget to it (see the previous chapter for more on placing widgets).
2. Click on the **Photo Album Widget** link to open it for editing.



3. Select from the drop-down menu which photo album you wish to be displayed.
4. Select how you wish the photo album to display—as a

slideshow or a single photo. If you choose slideshow then two additional options will appear: one for controlling your slideshow format and the other for selecting how many seconds of delay you want between each slide (i.e. photo).

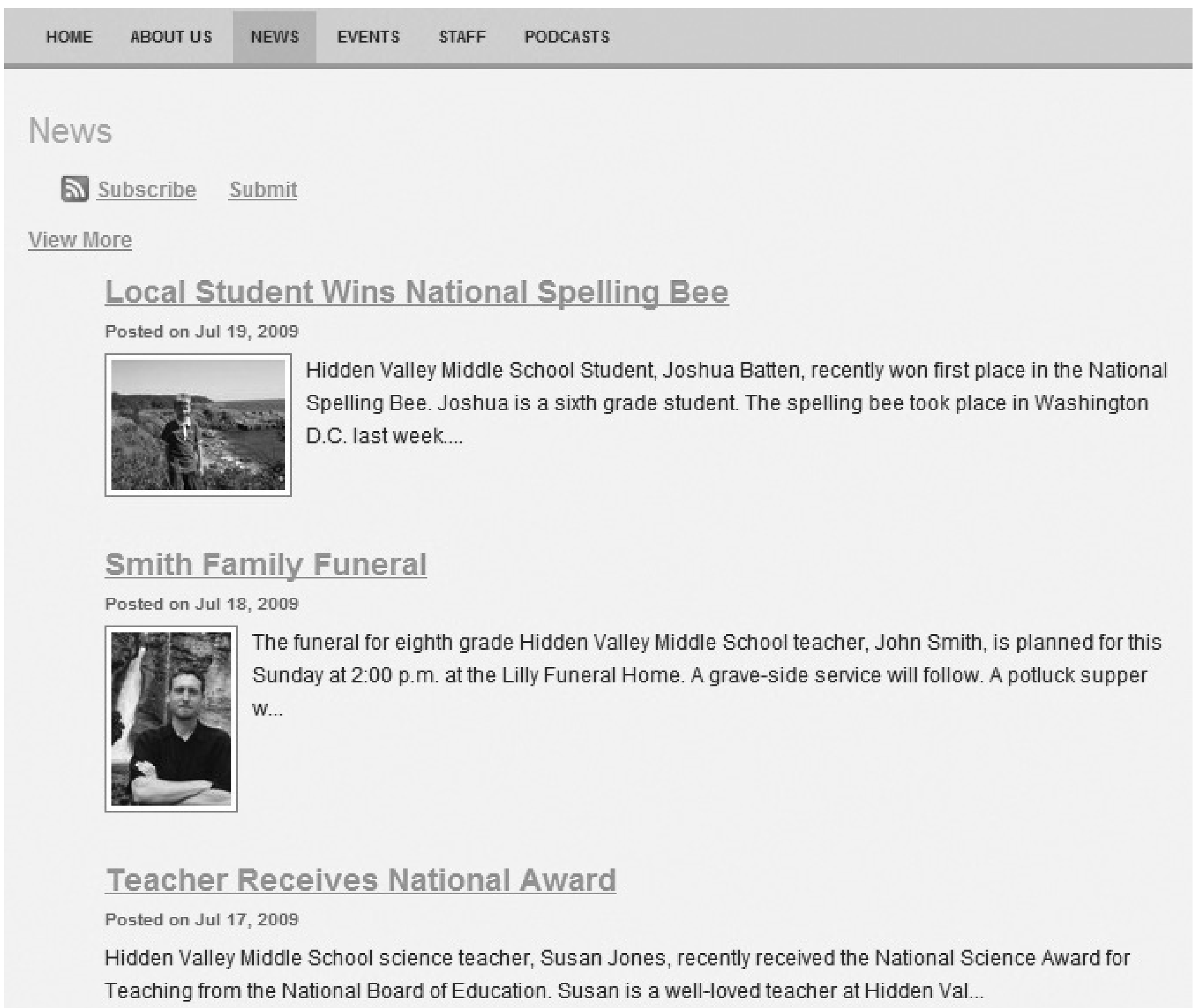
5. Click **Done** to save your work and close the display box.
6. Click **Done** again to save your template changes.

Chapter Six

News, Calendar, and Announcements

News

Your *net*Adventist site comes with an easy-to-use news feed system. Your news feeds can be edited under the **Website pages** tab by clicking on **News** in the navigation menu (there is also a quick link on the main page of your dashboard for adding news). Your users can also submit news items through the front-end of your site, however, they must be approved by a site administrator before they appear on your site. In addition, visitors can subscribe to your news feed on the front-end of your website by visiting your News page and clicking on **Subscribe**.



Your news feeds are organized and stored in five folders. They are:

- **Published**: for storing live news items.
- **Shared**: for storing your subscriptions to other *net*Adventist news feeds (these will automatically appear on your News page).
- **Pending:** for storing news items submitted on the front-end of your site (these will require a site administrator's approval).
- **Drafts**: for storing drafts of your news feeds that aren't ready to go live on your site.
- **Archive:** for storing expired news items (they are automatically sent here once they expire and can be revisited later or permanently deleted).

As your news items expire they will automatically be sent to the **Archive** folder where you can either delete them or revisit them. You can choose to return an archived news item to the **Draft** folder by selecting the news item and then clicking the **Revert to Draft** button.

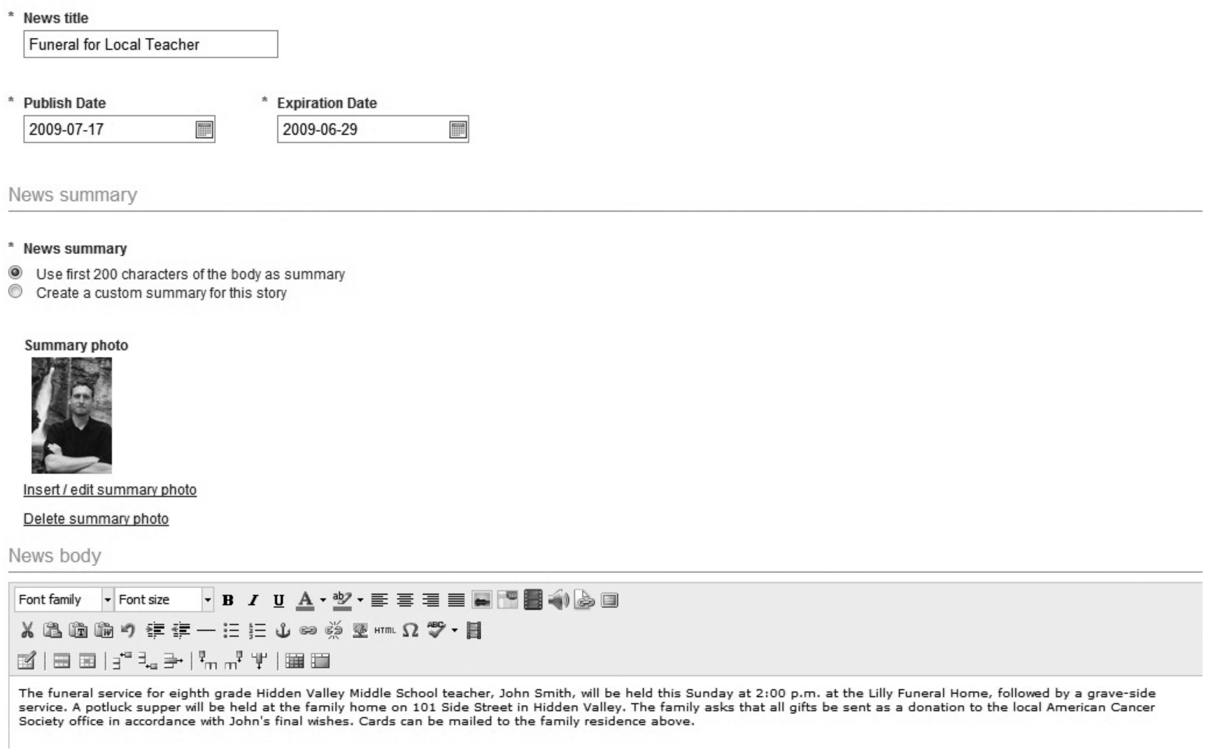
There re three ways you can display news on your site. 1) You can link your News page to your **Main Menu.** ALL of your news feeds will automatically display on your News page, including shared feeds from other sites. 2) You can place a **News Widget** in a template. This allows you to select a specific news feed. 3) You can use the **Link Chooser** in the content editor toolbox to link to a specific news item.

Adding a News Item

1. Click on the **Website pages** tab and select **News** from the navigation menu.
2. Click on **Add News** button on the right side of the

screen. You can also add news by using the **Add News** quick link on your main dashboard page

3. Fill in the appropriate fields with your news **title** (i.e. headline), **publish date** (date you want it to appear on your site), **expiration date** (date you want it to come



off your site), **news summary** and **photo** (they will appear below your title on your news page), **news body** (your full article complete with text, photos, links, and video), and your **privileges and sharing** options.

4. Click **Publish** to save your news item and make it live on your site or click **Save as Draft** to save it for later (this will not make your news item viewable on your site).

Editing a Published News Item

1. Click on the **Website pages** tab and select **News** from the navigation menu.

2. Click on the **Published** subfolder in the navigation menu. All of your live news items are stored in this folder.
3. Select the news item you wish to edit from the list (highlight it to preview it) and then click the **Edit** link beside it.
4. Make your changes to the appropriate fields.
5. Click the blue **Publish** button to save your changes.

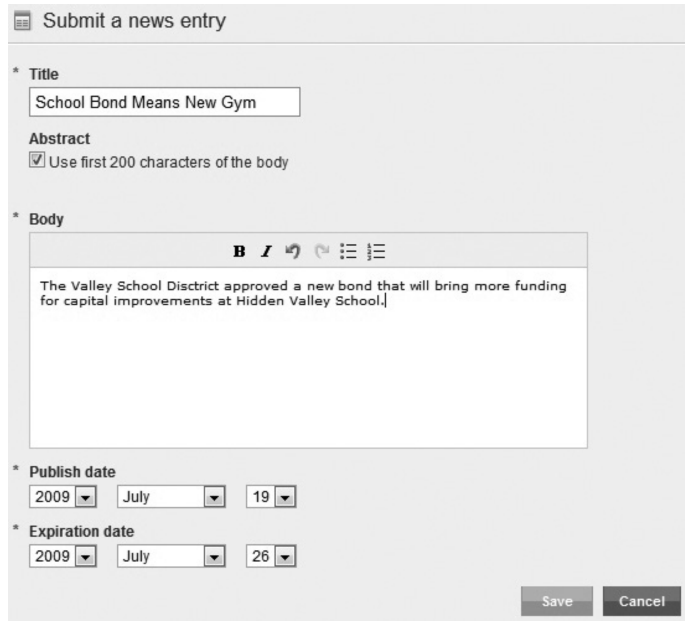
Editing and/or Publishing a Draft News Item

When you save a news item as a draft, it is stored in the **Draft** subfolder. It does not go live on your site until you publish it.

1. Click on the **Website pages** tab and select **News** from the navigation menu.
2. Click on the **Draft** subfolder in the navigation menu.
3. Select the news item you wish to edit from the list (highlight it to preview it) and then click the **Edit** link beside it. Or if you are ready to publish your news item, click the orange **Publish** button.
4. Make your changes and click the **Save as draft** button to save your work. Or if you are now ready to publish your news item, click **Publish changes**.

Submitting a News Item on the Front End of Your Site

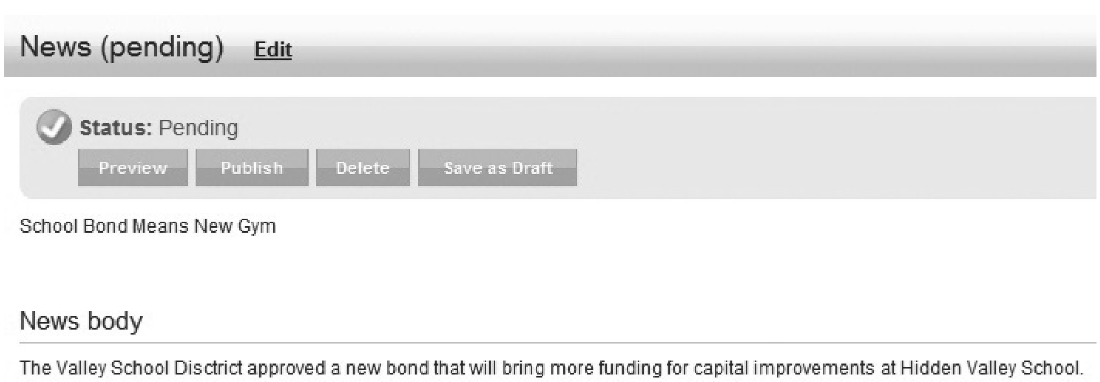
1. Any of your members can submit news items on the front end of your site (they will have to be logged-in to do this).
2. Go to your website's **Home** page and select **News** from the main menu or click on your **News Widget**. If you haven't added News to your main menu or a News Widget to your Home page template, you will need to do so before it can be used or displayed.



3. Once you have the **News** page open, select the **Submit** button at the top the screen.
4. A box will open with a simple editor so that news can be entered. When finished, scroll to the bottom and select **Save**. The news item will automatically be sent to the **Pending** folder for a site administrator to approve.

Approving a Submitted News Item

1. Click on **Website pages** and select **News** from the navigation menu.
2. Click on the **Pending** subfolder in the navigation menu.
3. Select the news item you wish to approve (highlighting it will allow you to preview it) and click the orange **Approved** button at the bottom of the screen.



Subscribing to a Shared News Feed

Click on **Website pages** and select **News** from the navigation menu.

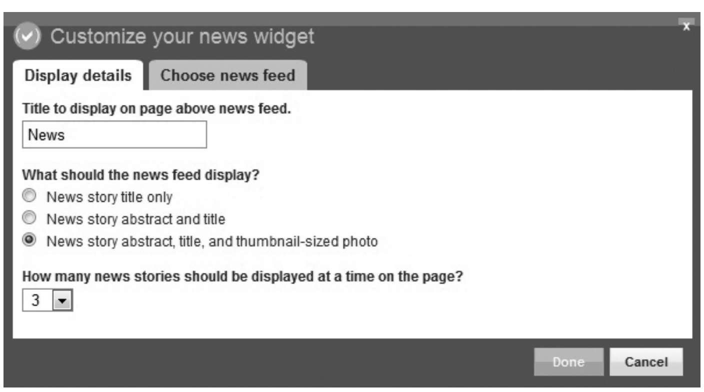
Click on the **Shared** subfolder in the navigation menu.

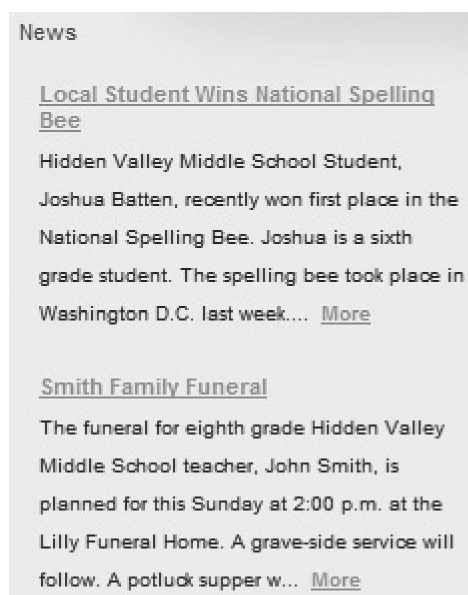
Select the **Browse Available Feeds** button. Then select the **Subscribe** link next to any of the shared news entries. Click **Done.** The shared news item you subscribe to will show on your news page along with your own local content.

Configuring the News Widget

The news widget allows you to display the latest news items from a specific news feed on your Home page, or any other page you place it on. You can use it to display your own news stories—or the news stories of another website that you have subscribed to—in the Shared folder. Follow these steps to configure the News Widget:

1. Place the widget on your page's template (see Chapter 4 for more on using templates and placing widgets).
2. Click on the blue **News Widget** link to open it for editing





3. Give your news widget a **title**, such as School District News, or you can leave it blank if you don't want a title to appear. Select how you want your news feed to display, as well as how many news stories should be displayed at a time.
4. Click the **Choose news feed** tab and select the news feed you wish to add.
5. Click **Done**.

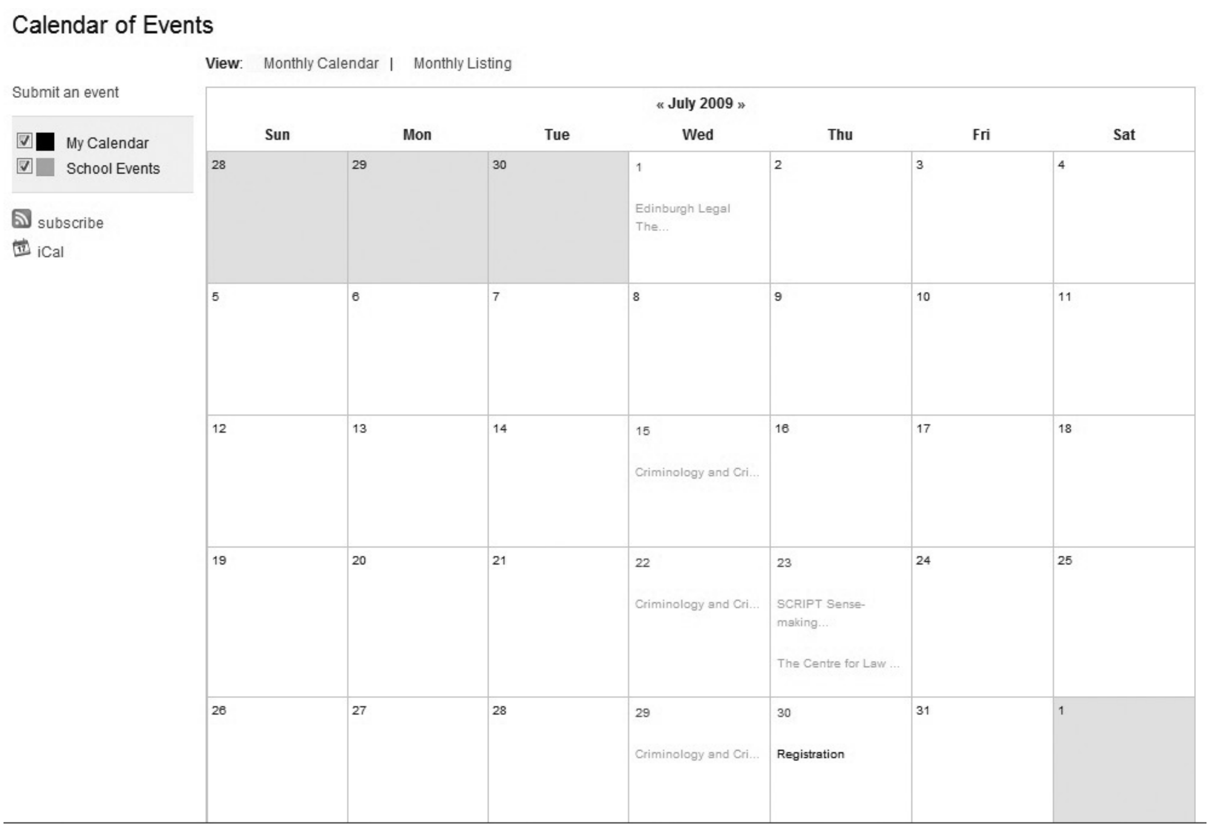
Calendar

Your *net*Adventist site comes with an easy-to-use online calendar. Your calendar event entries can be added and edited under the **Website pages** tab by selecting the **Calendar** link in the navigation menu (a quick link for adding an event is also available on the main page of your dashboard). In addition, members of your site can submit events through the front-end of your site, however, their submissions will not appear live until approved by a site administrator.

You will need to add your calendar to your main menu or place an Events widget on your Home page for people to access it. Visitors to your site have the option of viewing your events in either a listing format or a calendar format. To view the complete details of an event, simply select the event from the calendar. Visitors can also subscribe to your site calendar via an RSS feed or iCal subscription.

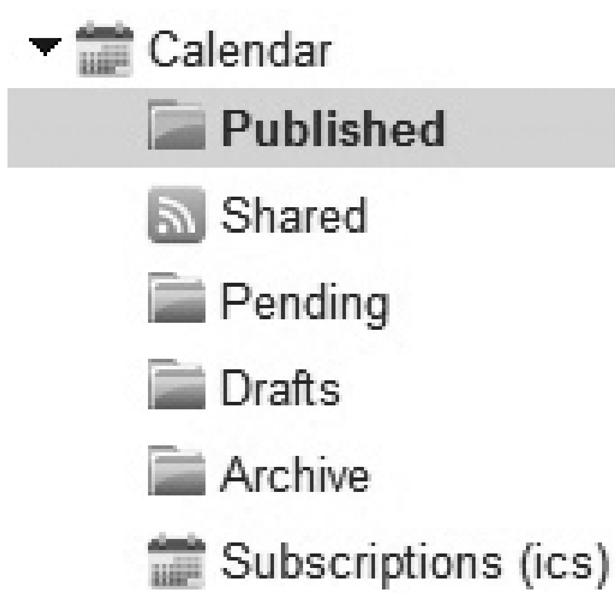
You do have the option of adding events from other calendars to your own site calendar as well. These can be calendars from other *net*Adventist sites or outside iCalendar subscriptions. Events from other online calendars will display on the front-end of your site in a different color from your own events. Your own events will always display in black.

Your calendar events are organized and stored into six folders.



They are:

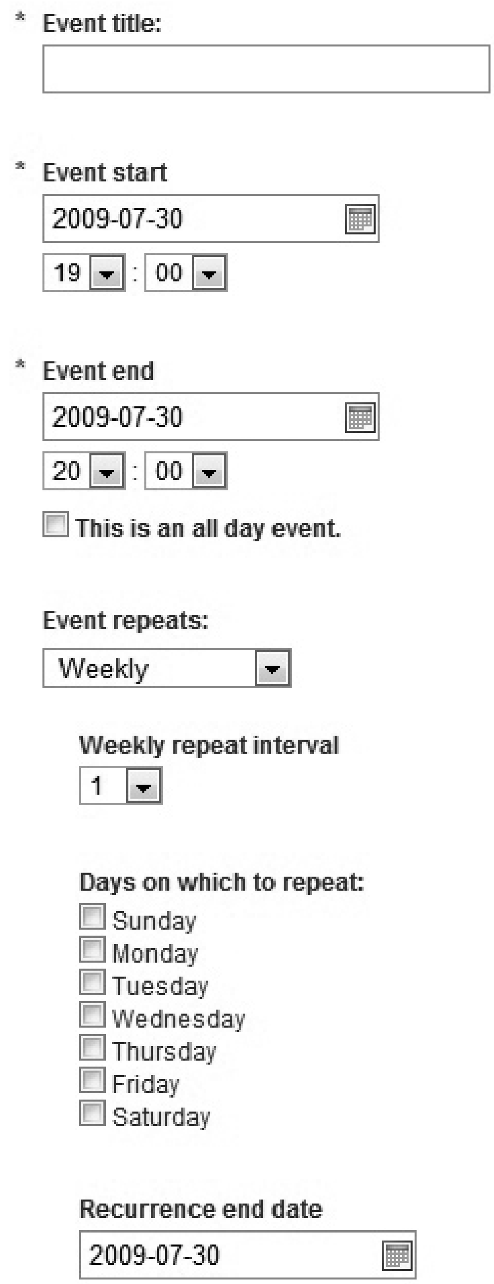
- **Published**: for storing events that appear live on your site calendar.
- **Shared**: for storing your subscriptions to other *net*Adventist calendars (these will automatically integrate with your own calendar).



- **Pending:** for storing events submitted on the front-end of your site that are awaiting site administrator approval.
- **Drafts**: for storing drafts of your events that are not ready to go live on your site.

- **Archive:** for storing expired events (they are automatically sent here once they expire and can be revisited later or permanently deleted).
- **Subscriptions (ICS)**: for storing subscriptions to online calendars outside *net*Adventist.

Adding an Event to the Calendar



1. Click on the **Website pages** tab and select **Calendar** from the navigation menu. Select either Published or Draft from the navigation menu and click the blue **Add event** button on the top right of your screen. Note: You can also select **Add an event** from the **Quick links** menu on your main dashboard page for direct access.
2. A new screen will appear. Fill in the appropriate fields with your event **title** (i.e. headline), **event start date** (date you want it to appear on your site), and **event end date** (date you want it to come off your site).
3. If your event repeats regularly, select its rotation (weekly, monthly, etc.) from the drop-down box. This will cause additional fields to appear for selecting your repetition properties.

4. Fill in the rest of fields for **event location**, **event body** (text, photos, and links about your event), and select your **privileges and sharing** properties.
5. Click **Publish** to save your event and make it live on your site, or click **Save as Draft** to save it for later (this will not make your event viewable on your site).

Editing a Published Event

1. Click on the **Website pages** tab and select **Calendar** from the navigation menu.
2. Click on the **Published** subfolder in the navigation menu. All of your live events are stored in this folder.
3. Select the event you wish to edit from the list (highlight it to preview it) and then click the **Edit** link beside it.
4. Make your changes to the appropriate fields.
5. Click the blue **Publish** button to save your changes.

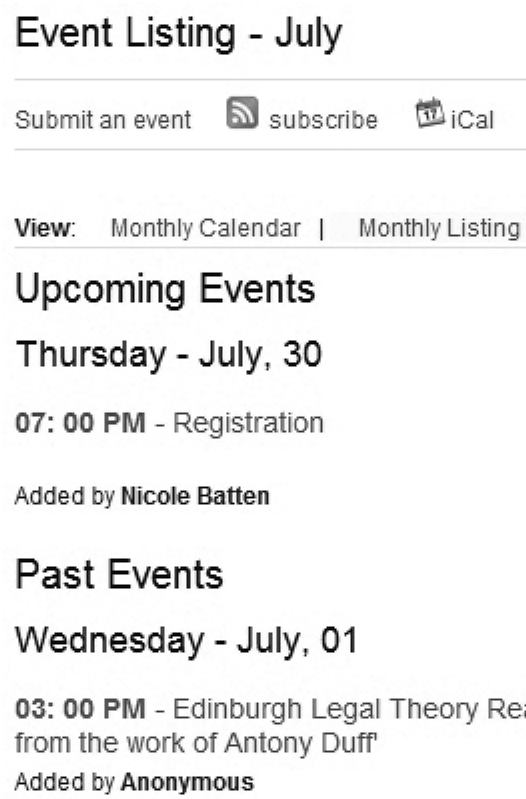
Editing and/or Publishing a Draft Event

When you save an event as a draft, it is stored in the **Draft** subfolder. It does not go live on your site until you publish it.

1. Click on the **Website pages** tab and select **Calendar** from the navigation menu.
2. Click on the **Draft** subfolder in the navigation menu.
3. Select the event you wish to edit from the list (highlight it to preview it) and then click the **Edit** link beside it. Or if you are ready to publish your event, click the orange **Publish** button.
4. Make your changes and click the **Save as draft** button to save your work. Or if you are now ready to publish your event, click **Publish changes**.

Submitting an Event on the Front End of Your Site

Any of your site members can submit news items on the front end of your website. Note: They will have to be logged-in to do this.



1. Log into your site.
2. Go to the **Home** page and select **Calendar** from your main menu or click on your **Events Widget**. Note: If you haven't added the Calendar to your main menu or an Events Widget to your Home page template, you will need to do so before it can be used or displayed.
3. Once you have the Calendar page open select the **Submit** button at the top the screen. Note: If you don't see the Submit button on your screen, it is because you haven't logged in yet.
4. A display box will open with a simple editor for you to fill in about your event. When finished scroll to the bottom and select **Save**. The news item will automatically be sent to the **Pending** folder for a site administrator to approve.

Subscribing to an Online Calendar (ICS)

1. Click on the **Website pages** tab and select **Calendar** from the navigation menu.

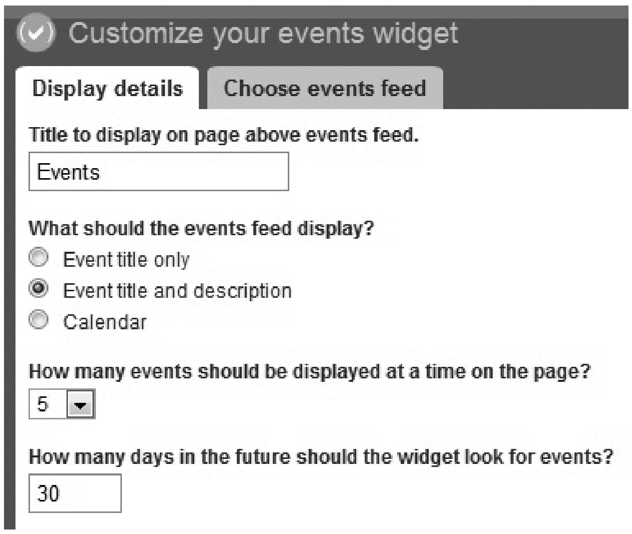
2. Click on the **Subscriptions (ics)** subfolder in the navigation menu.
3. At the top of the screen will be a place for adding new subscriptions. Give your subscription a **title** in the first field and then type (or copy and paste) the **URL** of your subscription into the second field.
4. Click the blue **Save** button. Your subscription should appear in the box below.

Configuring the Events Widget

The Events Widget allows you to display upcoming events on your Home page, or any other page you place it on. You can use it to display your own upcoming events or the upcoming events of another online calendar you subscribed to in the Shared folder. Follow these steps to configure the events widget:

1. Place the widget on your page's template (see Chapter 4 for more on using templates and placing widgets).
2. Click on the blue **Events Widget** link to open it for editing.
3. Give your events widget a title, such as School District Events, or you can leave it blank if you don't want a title to appear. Select how you want your events to display, as well as how many events should be displayed at a time.

4. Click the **Choose events feed** tab and select the events feed you wish to add.
5. Click **Done**.

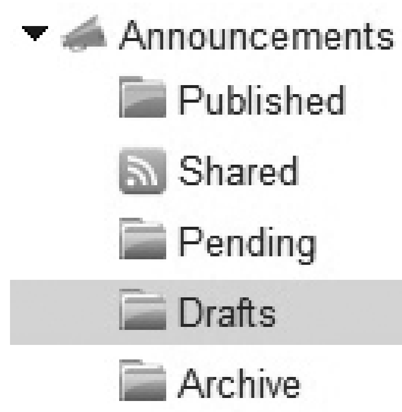


Announcements

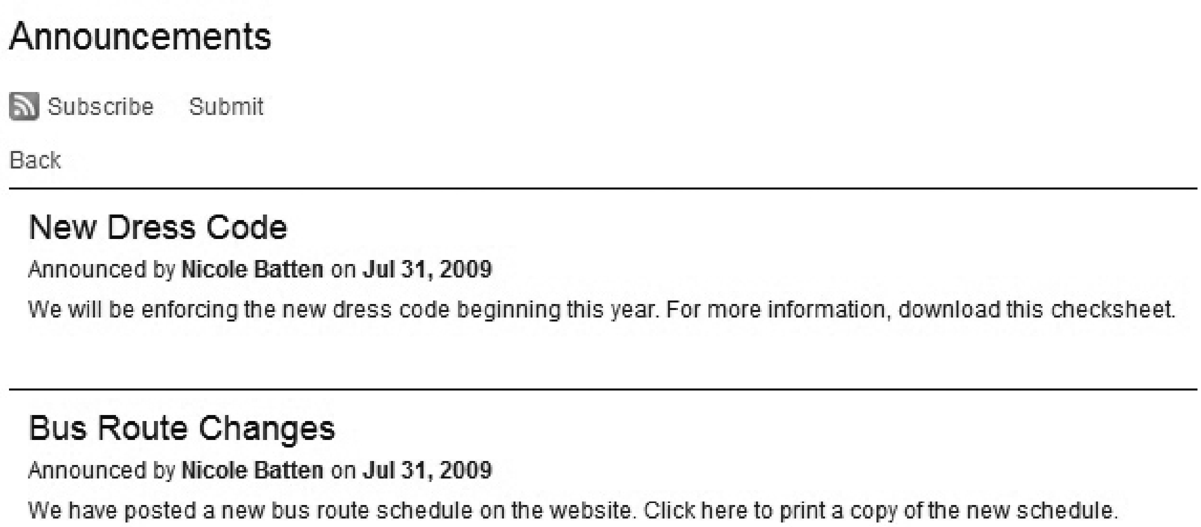
Your *net*Adventist site comes with an easy-to-use announcements module. Your announcement feeds are managed through the **Website pages** tab by clicking on **Announcements** in the navigation menu (a quick link for adding an announcement is also available on the main page of your dashboard). In addition, members of your site can submit announcements through the front-end of the site, however, their submissions will not appear live until approved by a site administrator. Visitors can also subscribe to your announcements via a RSS feed. You will need to add your announcements to your main menu or place an Announcements Widget on your Home page for people to access them.

Your announcements are organized and stored in five folders. They are:

- **Published**: for storing live announcements.



- **Shared**: for storing your subscriptions to other *net*Adventist announcement feeds (these will automatically integrate with your own announcements).
- **Pending:** for storing announcements submitted on the front-end of your site that are awaiting site administrator approval.
- **Drafts**: for storing drafts of your announcements that are not ready to go live on your site.
- **Archive:** for storing expired announcements (they are automatically sent here once they expire and can be revisited later or permanently deleted).

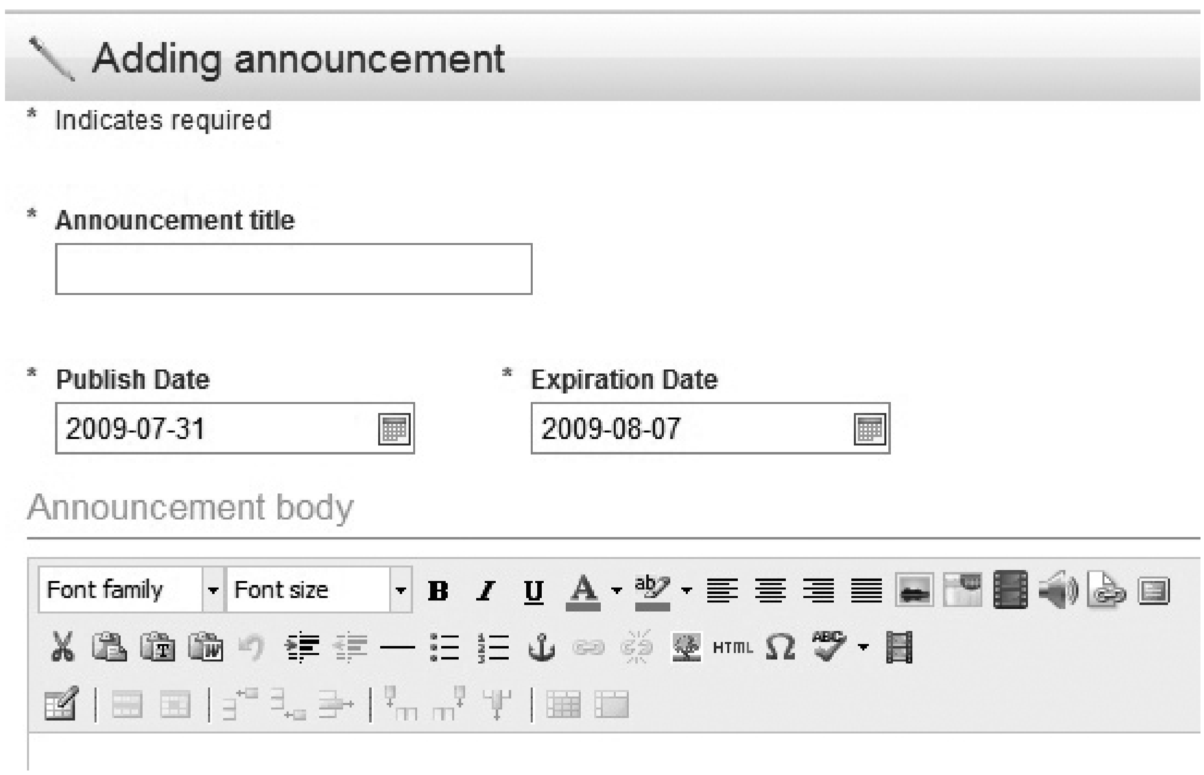


Adding an Announcement

1. Click on the **Website pages** tab and select **Announcements** from the navigation menu. Select either **Published** or **Draft** from the navigation menu and click the blue **Add announcement** button on the

top right of your screen. Note: You can also select **Add an announcement** from the **Quick links** menu on your main dashboard page for direct access.

2. A new screen will appear. Fill in the appropriate fields with your announcement **title** (i.e. headline), **publish date** (date you want it to appear on your site), **expiration date** (date you want it to come off your site), **announcement body** (text, photos, and links about your announcement), and select your **privileges and sharing** properties.
3. Click **Publish** to save your announcement and make it live on your site, or click **Save as Draft** to save it for later (this will not make your announcement viewable on your site).



Editing a Published Announcement

1. Click on the **Website pages** tab and select **Announcements** from the navigation menu.

2. Click on the **Published** subfolder in the navigation menu. All of your live announcements are stored in this folder.
3. Select the announcement you wish to edit from the list (highlight it to preview it) and then click the **Edit** link beside it.
4. Make your changes to the appropriate fields.
5. Click the blue **Publish** button to save your changes.

Editing and/or Publishing a Draft Announcement

When you save an announcement as a draft it is stored in the **Draft** subfolder. It does not go live on your site until you publish it.

1. Click on the **Website pages** tab and select **Announcements** from the navigation menu.
2. Click on the **Draft** subfolder in the navigation menu.
3. Select the announcement you wish to edit from the list (highlight it to preview it) and then click the **Edit** link beside it. Or if you are ready to publish your announcement, click the orange **Publish** button.
4. Make your changes and click the **Save as draft** button to save your work. Or if you are now ready to publish your announcement, click **Publish changes**.

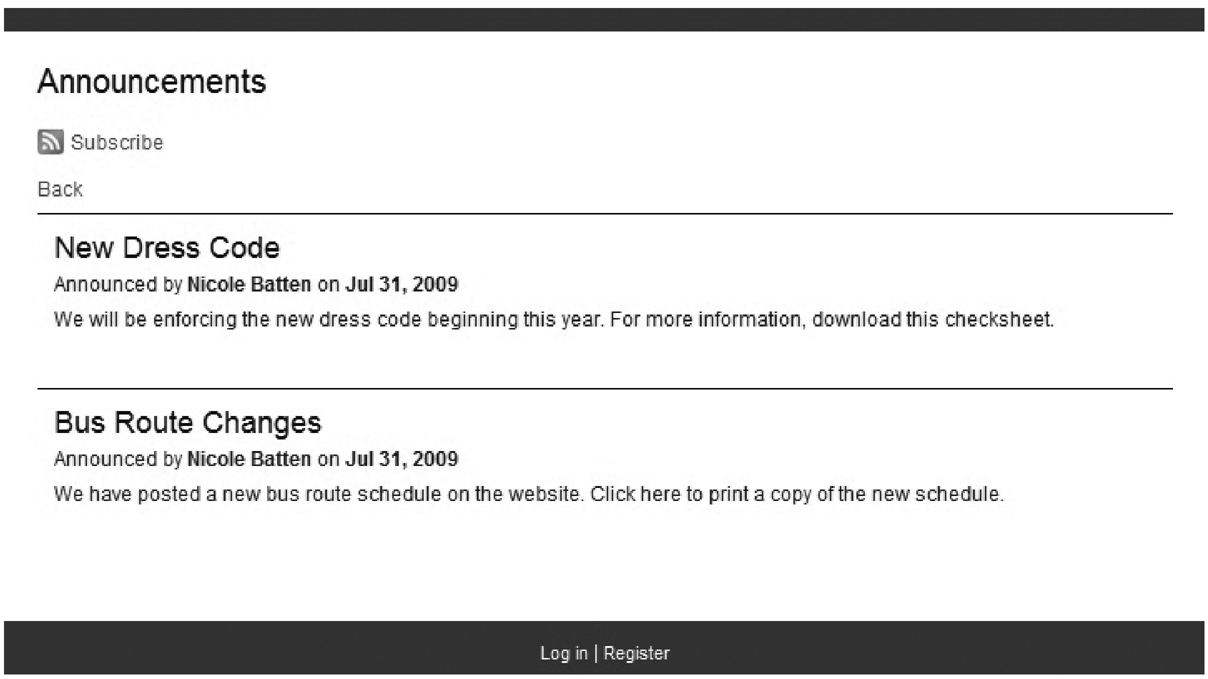
Submitting an Announcement on the Front End of Your Site

Any of your site members can submit announcements on the front end of your website. Note: They will have to be logged-in to do this.

1. Log into your site.
2. Go to the **Home** page and select **Announcements**

from your main menu or click on your **Announcements Widget**. Note: If you haven't added Announcements to your main menu or an Announcements Widget to your Home page template, you will need to do so before it can be used or displayed.

3. Once you have the Announcement page open, select the **Submit** button at the top the screen. Note: If don't see the Submit button on your screen, it is because you haven't logged in yet.

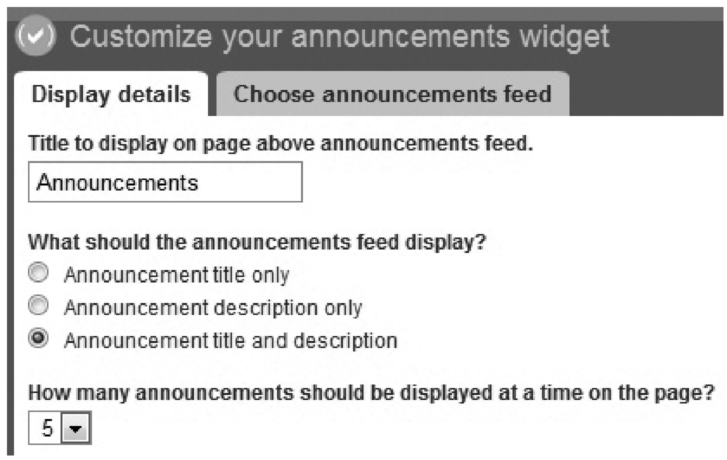


4. A display box will open with a simple editor for you to fill in about your announcement. When finished, scroll to the bottom and select **Save**. The announcement will automatically be sent to the **Pending** folder for a site administrator to approve.

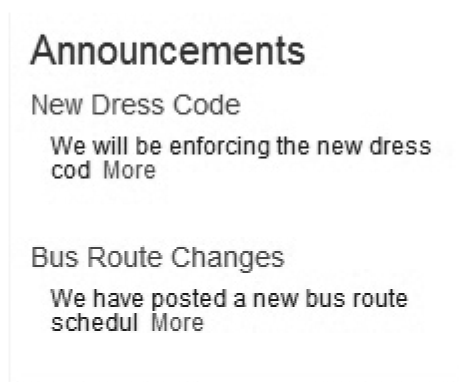
Configuring the Announcement Widget

The Announcements Widget allows you to display the latest announcements on your Home page, or any other page you place it on. You can use it to display your own announcements or the latest announcements of another site you subscribed to in the Shared folder. Follow these steps to configure the Announcements Widget:

1. Place the widget on your page's template (see Chapter 4 for more on using templates and placing widgets).
2. Click on the blue **Announcements Widget** link to open it for editing



3. Give your Announcements Widget a title, such as Bulletin Board, or you can leave it blank if you don't want a title to appear. Select how you want your announcements to display, as well as how many announcements should be displayed at a time.
4. Click the **Choose announcements feed** tab and select the announcement feed you wish to add from the drop-down box. Note: To add a shared announcement feed, you must first add that announcement feed to your Shared folder. Click Done to close the display box and save your choices.



5. Click **Done** again.

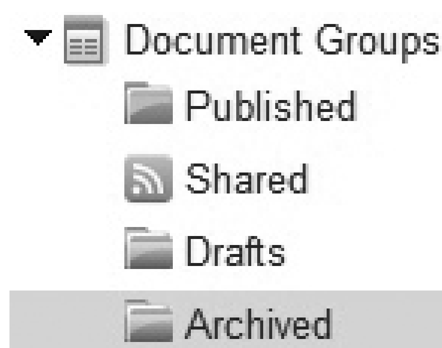
Chapter Seven

Document Groups and Podcasts

Document Groups

Document groups help you organize and store documents and files you want to make available for download—such as an archive of newsletters. You can upload most file types to your document groups library; however we recommend using the PDF file format. It is the most widely used format for viewing files and anyone can download the free Acrobat Reader software online. If you do not have a program for creating PDF files, there are many free versions available online, including www.cutepdf.com. *Note: Keep your PDF file size down by compressing it to "screen quality," instead of "print quality."*

Your document groups are organized and stored in four folders. They are:



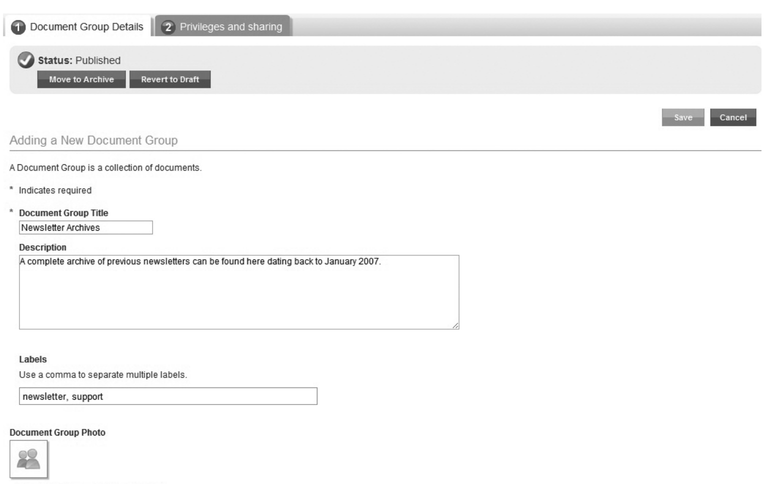
- **Published**: for storing live document groups.
- **Shared**: for storing your subscriptions to other *net*Adventist document groups (these will automatically integrate with your own document groups).
- **Drafts**: for storing drafts of your document groups that are not ready to go live on your site.
- **Archived:** for storing old document groups (to be reused later).

Note: To retire a document group to the **Archived** folder, select the folder it is stored in (i.e. **Published** or **Draft**) and then select the document group it from the list. Click the **Edit** button beside it. In the new screen, click the **Move to Archive** button. This will move it from its existing folder into the Archived folder and remove it from the front-end of your site.

Document Groups and Podcasts

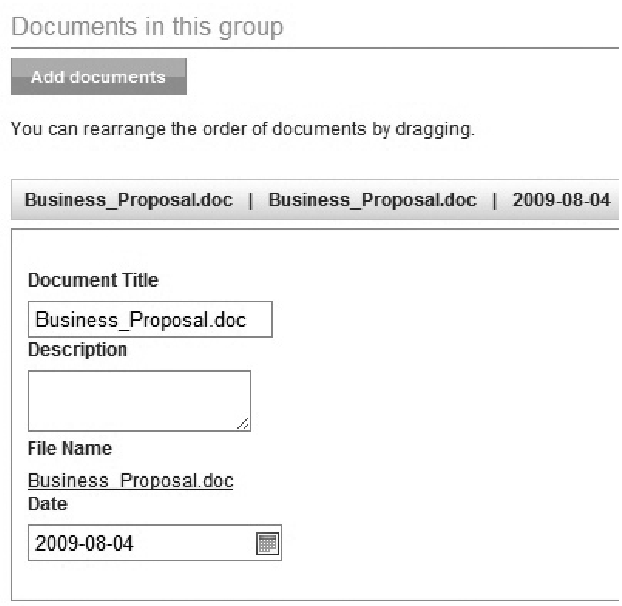
Creating a Document Group

1. Click on the **Website pages** tab and select **Document Groups** from the navigation menu.
2. Select either **Published** or **Draft** from the navigation menu and click the blue **Add Document Group** button on the top right of your screen.
3. Enter a title for your document group. Think of it as the title of the folder where you add your associated document files. Enter a description and add any labels (or keywords) you want associated with the group. Click **Edit/Insert Document Group Photo** to upload a photo for the group.
4. Click **Save**. At the bottom of the page a new button will appear (scroll down to view it). To begin adding documents, select the blue **Add documents** button (see the steps for adding documents below). Repeat to add more files.
5. Click the **Privileges and sharing** tab to set your document group properties.
6. Click **Save**.



Adding a Document to a Document Group

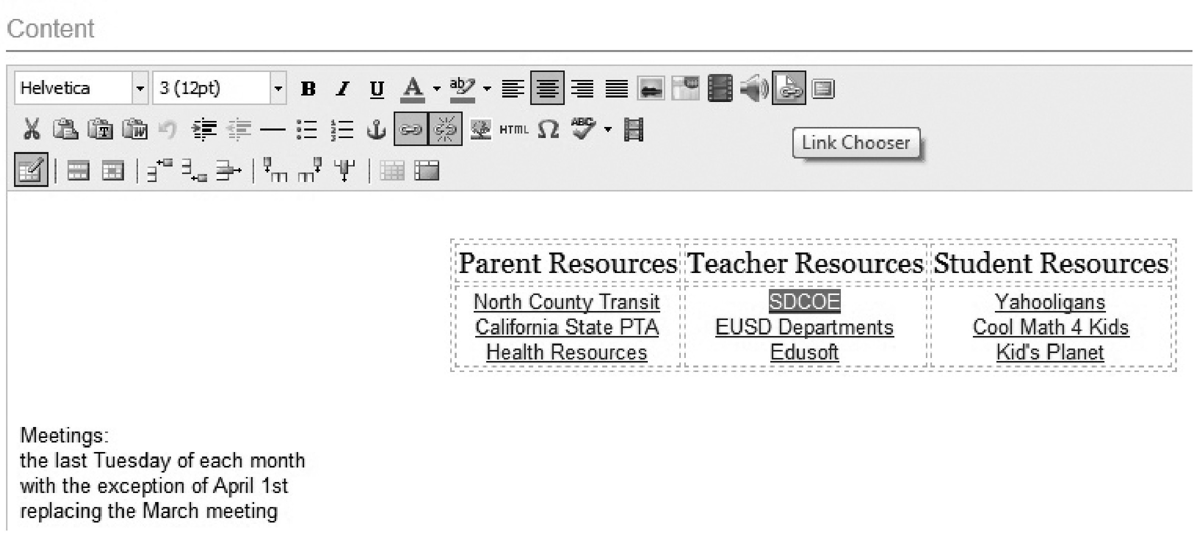
1. Click on the **Website pages** tab and select **Document Groups** from the navigation menu.
2. Select the folder your document group is under (i.e. either **Published**, **Draft**, or **Archived**) from the navigation menu.
3. Choose your document group from the list and highlight it. Then click **Edit**.
4. *Scroll to the bottom of the page and select the* blue **Add documents** button. A display box will appear listing the files already available in your file library. Choose the file you wish to add and then select **Insert**. Or you can select the **Upload** tab to upload a new file. Once the upload is finished, the display box will change to a blank screen with a link called **Insert document**. Select it.
5. A new screen will now appear with fields specific to the document, such as title, description, date, etc. Fill in the appropriate information.



6. Continue clicking the **Add documents** button until you have added all the files you want to your document group. Note: To rearrange the order of your documents, simply drag and drop them into the order you want.
7. Click **Save**.

Linking to a Document Group in a Content Page

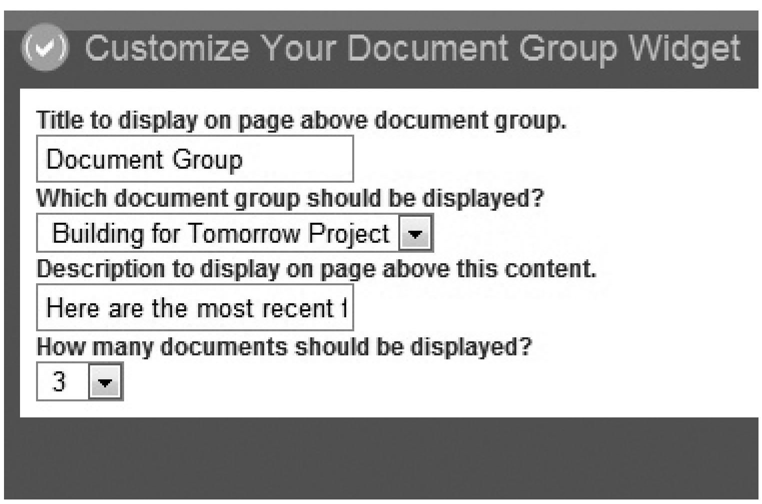
1. Click on the **Website pages** tab and select **Content Pages** from the navigation menu.
2. Select the folder your page is stored under and then select your page from the list. Click the **Edit** button beside it.
3. Scroll down to the **Content** field box and highlight the text you wish to link to.
4. Click on the **Link Chooser** icon in the content editor toolbox. Select **Document Group** from the first drop-down box and then select the name of the document group you wish to link to in the second drop-down box.
5. Click the blue **Insert** button.

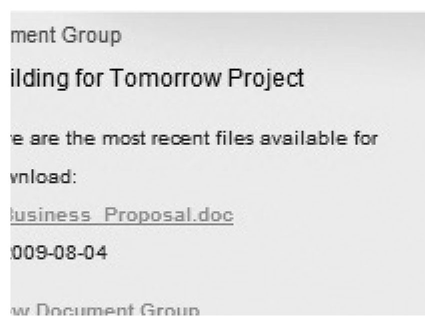


Configuring the Document Group Widget

The Document Group Widget allows you to display a group of documents on any template you place it on. You can use it to display your own document groups or a group from another *net*Adventist site. Follow these steps to configure the Document Groups Widget:

1. Place the widget on your page's template (see Chapter 4 for more on using templates and placing widgets).
2. Click on the blue ***Document Groups Widget*** link to open it for editing. A new display box will appear.
3. Give your Document Groups Widget a **title**, such as Newsletter Archives, or you can leave it blank if you don't want a title to appear.
4. Select which document group you wish to use from the drop-down box.
5. Type in a description about your document group or use the default text already there.
6. Select the number of documents you wish to display at a time.
7. Click **Done** to save your work and close the display box.
8. Click **Done** again





Podcasts

The Podcasts module in *net*Adventist enables you to upload a series of audio or video files for visitors to view, listen, or subscribe to—such as a lecture series or product demonstration. It includes a media player that plays your audio and video podcasts from within your site. You also have the option of linking related material to your podcast, such as a Power Point or Excel file.

Your podcasts are organized and stored in three folders. They are:

- **Published**: for storing live podcasts.
- **Shared**: for storing your subscriptions to other *net*Adventist podcasts.
- **Subscriptions (RSS)**: for storing subscriptions to external podcasts outside *net*Adventist.

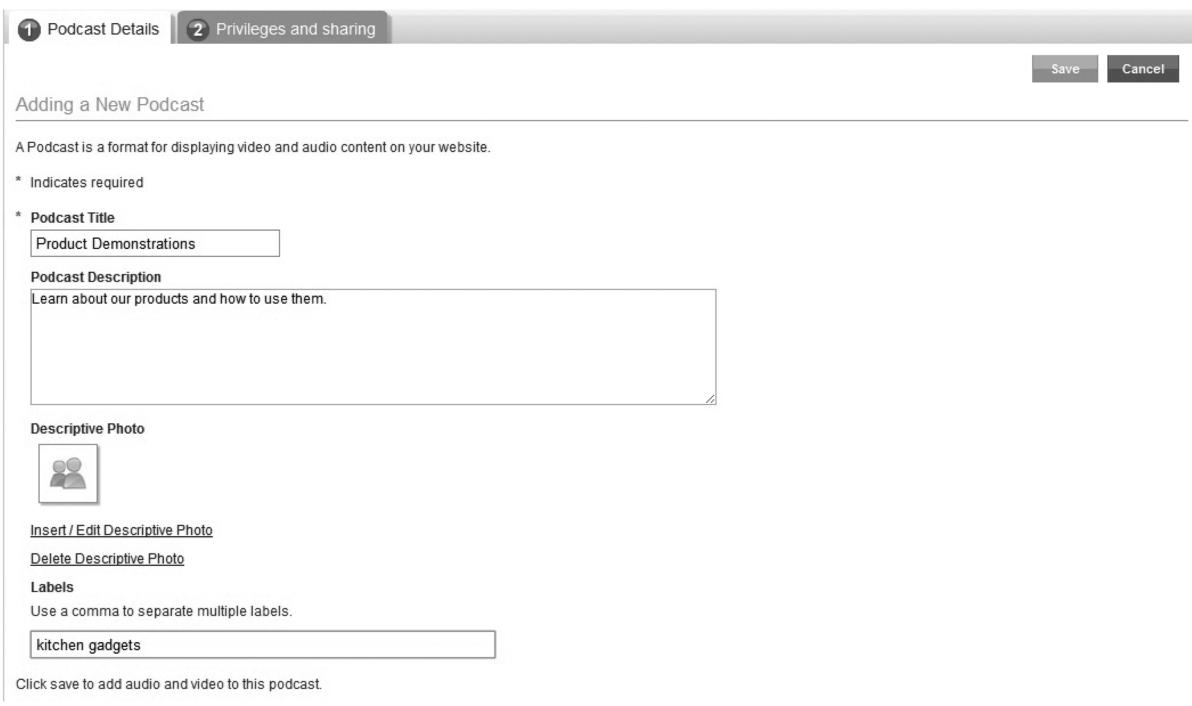
Audio/Video Formats

*net*Adventist accepts most audio and video formats for uploading and downloading; however, the internal media player will *only* play .MP3, .MP4, and .FLV (Flash) file formats. There are many software programs out there that will create files in these formats. For example, **iTunes** (which works on both Macs and PCs) can convert your files into .MP3 format. **Nero** (for PC users) can create .MP4 files. PC users can also use **Media Coder** (free).

Creating a Podcast

1. Click on the **Website pages** tab and select **Podcasts** from the navigation menu.
2. Select the **Published** folder from the navigation menu and click the blue **Add Podcast** button on the top right of your screen.

3. Enter a title and description for your podcast. Click **Edit/Insert Descriptive Photo** to upload a photo for your podcast. Add any labels (or keywords) you want associated with the podcast. Click **Save**.
4. At the bottom of the page two new buttons will appear (scroll down to view them). To begin adding audio or video files, select the blue **Add an Audio File** or **Add a Video File** buttons (see the steps for adding audio and video files below). Repeat to add more files.
5. Click the **Privileges and sharing** tab to set your podcast properties.

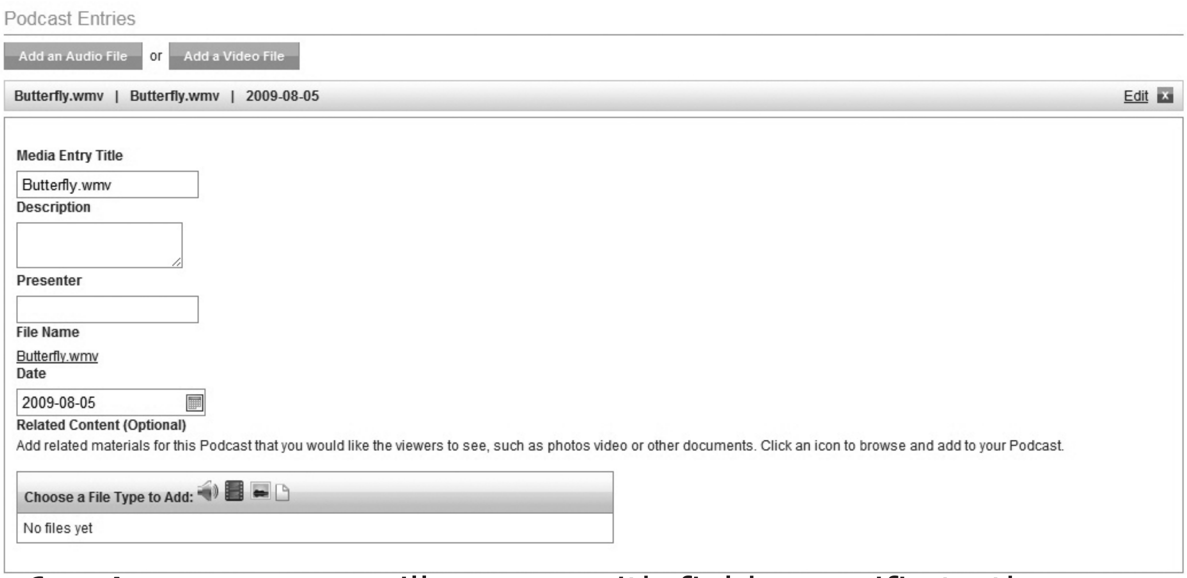


6. Click **Save**. You will see a new screen that includes the URL for adding your podcast to iTunes.

Adding Audio and Video Files to a Podcast

1. Click on the **Website pages** tab and select **Podcasts** from the navigation menu.

2. Select the **Published** folder from the navigation menu.
3. Choose your podcast from the list and highlight it. Then click **Edit**.
4. *Scroll to the bottom of the page and select either the* blue **Add an Audio File** or **Add a Video File** button. A display box will appear listing the files already available in your file library. Choose the file you wish to add and then select **Insert**.
5. Or you can select the **Upload** tab to upload a new file. Once the upload is finished, the display box will change to a blank screen with a link called **Insert podcast**. Select it.



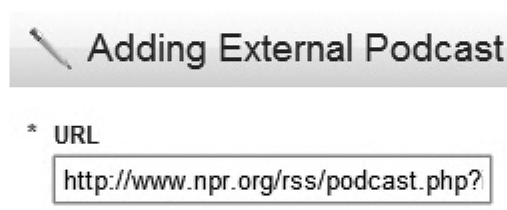
6. A new screen will appear with fields specific to the podcast, such as title, description, date, etc. Fill them in with the appropriate information. You will also see a toolbox for adding related content, such as an Excel file.
7. Continue clicking the **Add an Audio File** or **Add a Video File** buttons until you have added all the files you want to your podcast. Note: To rearrange the order of your podcasts simply drag and drop them into the order you want.
8. Click **Save**.

Subscribing to a Shared Podcast Feed

1. Click on **Website pages** and select **Podcasts** from the navigation menu.
2. Click on the **Shared** subfolder in the navigation menu.
3. Select the **Browse Available Feeds** button. Then select the **Subscribe** link next to any of the shared podcast entries. Click **Done.**

Adding an External Podcast Feed

1. Click on **Website pages** and select **Podcasts** from the navigation menu.
2. Click on the **Subscriptions (RSS)** subfolder in the navigation menu.
3. Click on the blue **Add External Podcast** button on the right side of the screen.
4. Copy and paste the URL of the external podcast you wish to subscribe to into the **URL** field.
5. Click the blue **Import** button on the right side of the screen. This will take you back to the previous screen where you will now see your podcast displayed. Note: If you have already added Podcasts to your site's main menu you should see the external podcast feed you just added in the submenu.



Configuring the Podcast Widget

The Podcasts Widget displays the most recent entries of a specified podcast on your Home page, or any other page you place it on. You can use it to display the latest entries of your own podcast or those of an external one. Follow these steps to configure the Podcasts Widget:

1. Place the widget on your page's template (see Chapter 4 for more on using templates and placing widgets).
2. Click on the blue **Podcast Widget** link to open it for editing.

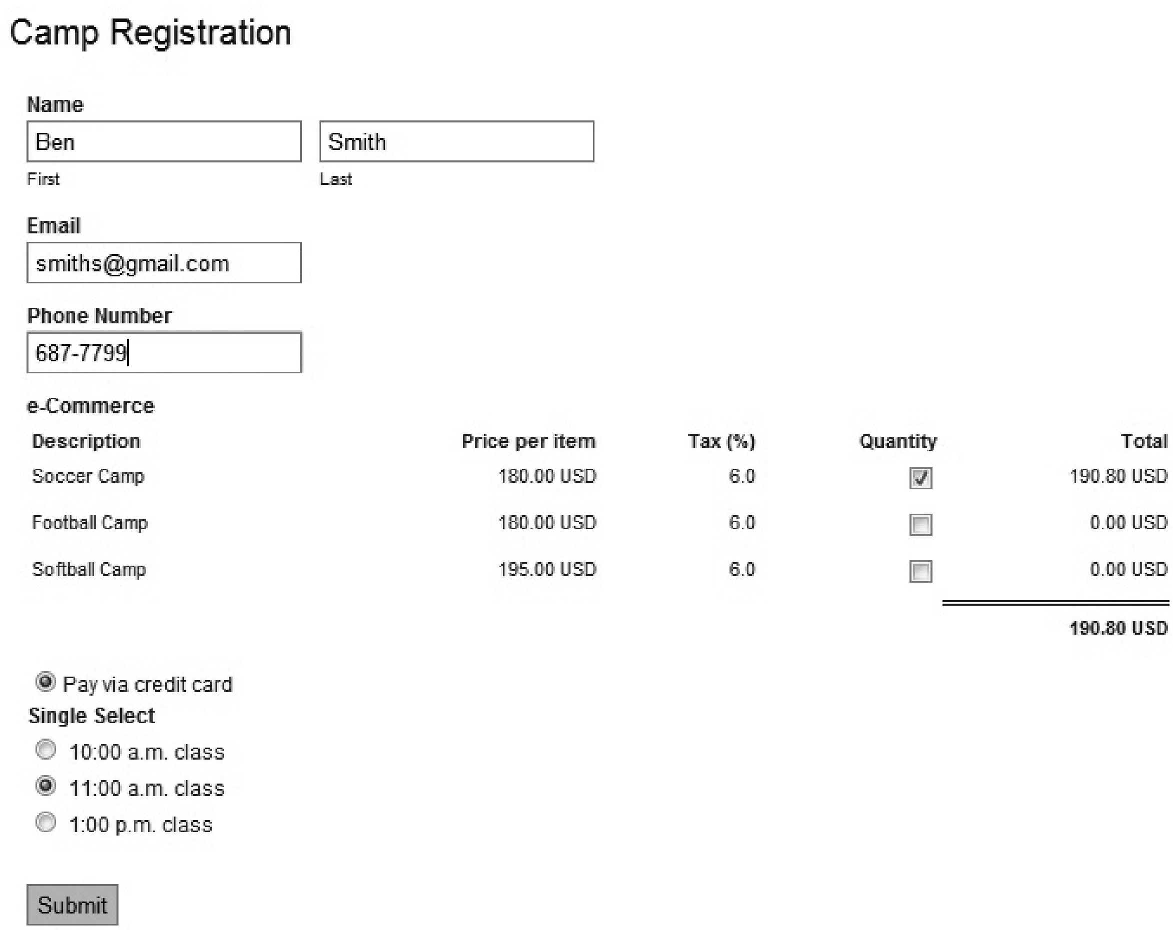
3. Select the name of your podcast from the first drop-down box.
4. Select the number of entries you want to display at a time from the second drop-down box. Click **Done** to save your work and close the display box.
5. Click **Done** again to close your template.

Chapter Eight

Creating and Using Forms

Forms

*net*Adventist allows you to create and publish interactive forms on your website that users can fill out and submit. The information from these forms is then either emailed to one or more people or stored in your dashboard to be downloaded later as a group (via


Camp Registration

Name

Ben | Smith

First | Last

Email

smiths@gmail.com

Phone Number

687-7799

e-Commerce

Description	Price per item	Tax (%)	Quantity	Total
Soccer Camp	180.00 USD	6.0	☑	190.80 USD
Football Camp	180.00 USD	6.0	☐	0.00 USD
Softball Camp	195.00 USD	6.0	☐	0.00 USD
				190.80 USD

◉ Pay via credit card

Single Select

○ 10:00 a.m. class

◉ 11:00 a.m. class

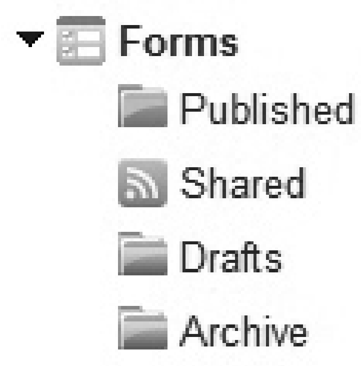
○ 1:00 p.m. class

Submit

a CSV file). Your form editor allows you to choose from a wide variety of fields so you can completely customize your form.

Your forms are created and edited under the **Website pages** tab by selecting the **Forms** link from the navigation menu (a quick link for adding a form is also available on the main page of your dashboard).Your forms are organized and stored in four folders:

- **Published**: for storing live forms.



- **Shared**: for storing your subscriptions to other *net*Adventist forms.
- **Drafts**: for storing drafts of your forms that are not ready to go live on your site.
- **Archived:** for storing old forms (to be reused later).

We recommend using **Form Packages** to group related forms together. A form package functions like a folder and helps you organize and link to multiple forms. In your content pages and your main menu you have the option of linking to a form package (which lists all of the forms within the package) or linking to a specific form. Please note: You are not required to associate a form with a package when creating it.

Once you are no longer using a form you can either delete it or move it to the **Archived** folder (to be used again at a later date). To do this simply select the folder it is stored in (i.e. **Published** or **Draft**) and then select your form from the list. Click the **Edit** button beside it. In the new screen, click the **Move to Archive** button. This will move the form from its existing folder into the Archived folder and remove it from the front-end of your site.

Creating a Form Package

1. Click on the **Website pages** tab and select **Forms** from the navigation menu.
2. Click on the either the **Published** or **Draft** subfolder in the navigation menu.
3. Select the blue **Add form package** button on the top right of the screen.

4. A new screen will appear asking you to title your form

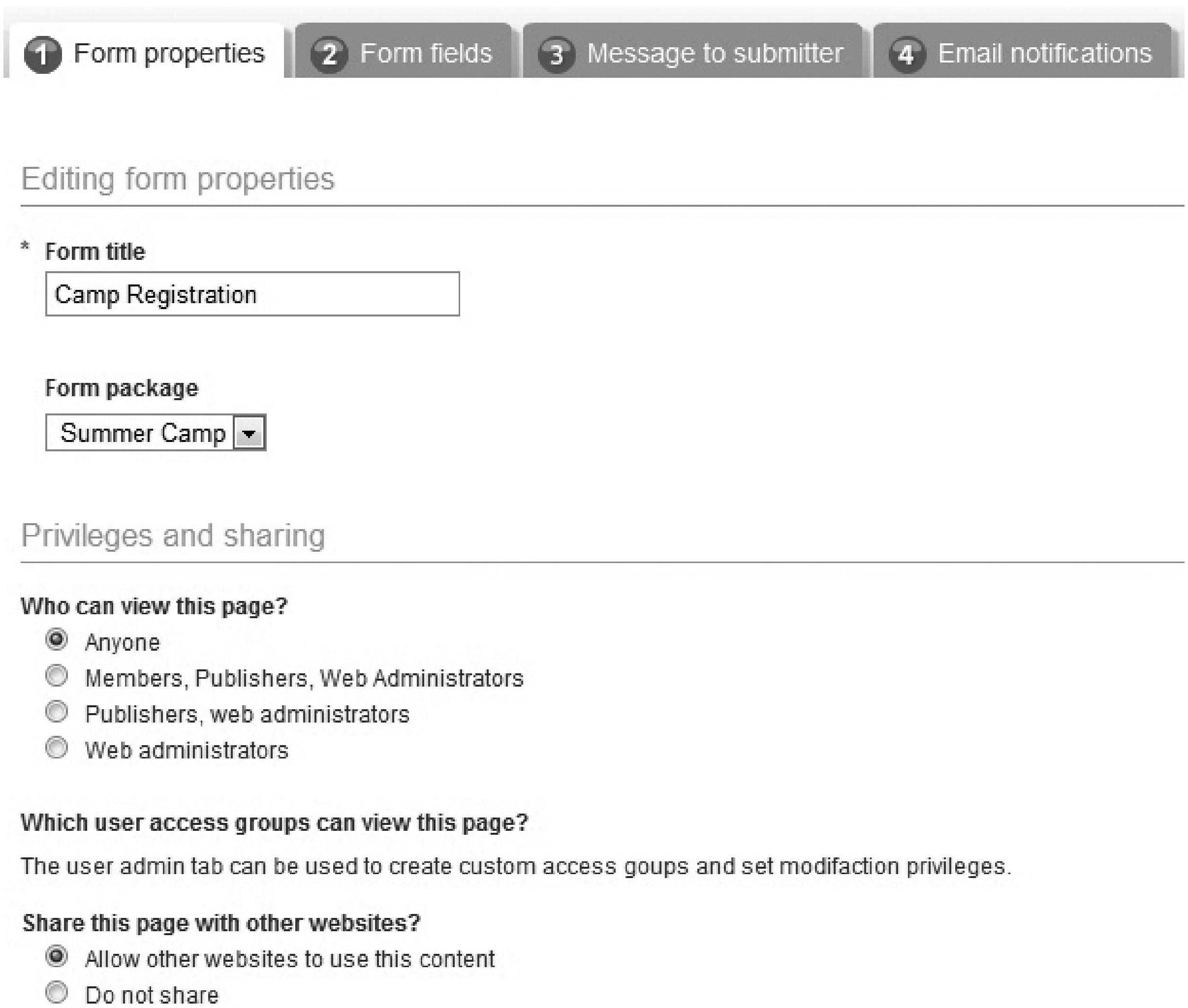
package and to select its privileges and sharing properties. Click the **Add form package** button when you are done.

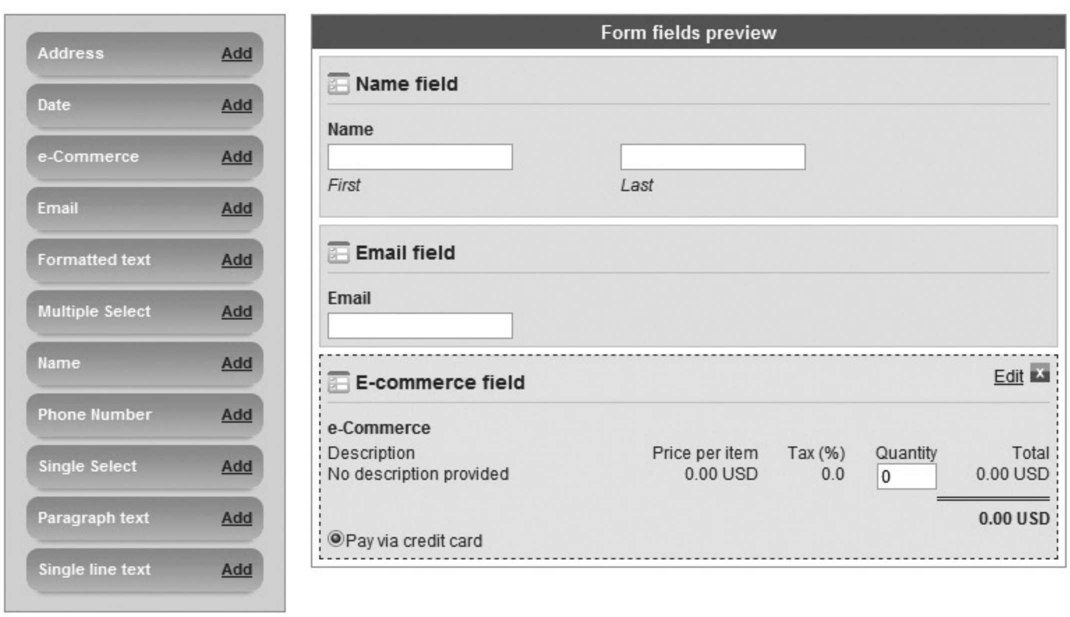
5. In the next screen, select whether you want to add a form to your package or return to the main index screen. Note: Once you have added forms to a form package you can view what forms are in it by clicking on the black triangle next to the title.

Creating a Form

1. Click on the **Website pages** tab and select **Forms** from the navigation menu.
2. Click on the either the **Published** or **Draft** subfolder in the navigation menu.
3. Select the blue **Add form** button on the top right of the screen.
4. A display box will appear asking you to title your form. Click the **Add form** button when you are done.
5. Four new tabs will appear at the top of your screen, one for each step in creating your form. Click on the tabs to move between them. Note: At any time you can click **Cancel** or **Save as draft** to continue later. Click **Next** to progress to the next step or **Back** to return to a step.
6. In **step 1** select the **form package** you want to add your form to from the drop-down box. Then select the **privileges and sharing properties** you want for your form. Click **Next**.
7. In **step 2** click on the **Add** link next to the fields you wish to add to your form. They will appear on the right side of screen in the order you add them. You can drag-and-drop them to move them into a different order. Place your cursor over a field and click the **Edit** link to format the properties of your field. Click on the gray **X** to

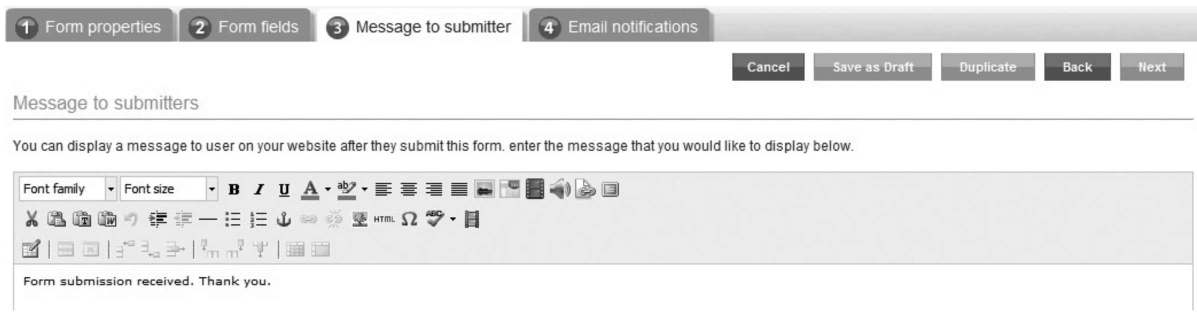
Creating and Using Forms



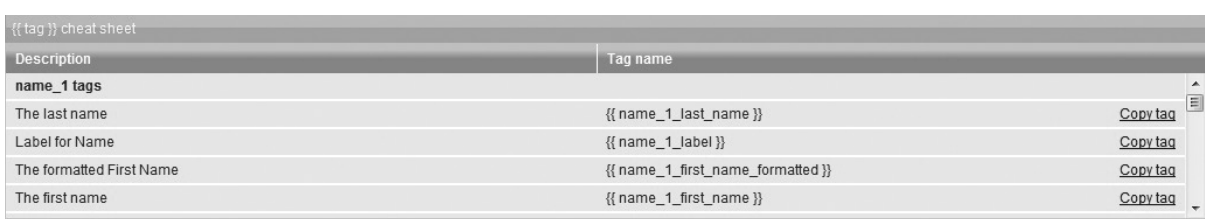


delete the field from your form. See below for a detailed description of what each field does. Click **Next**.

8. In **step 3** enter a custom confirmation or thank you message to appear after a user has submitted the form successfully. This message can include links and images. A default message is already displayed here. If you wish to use it, click **Next**.



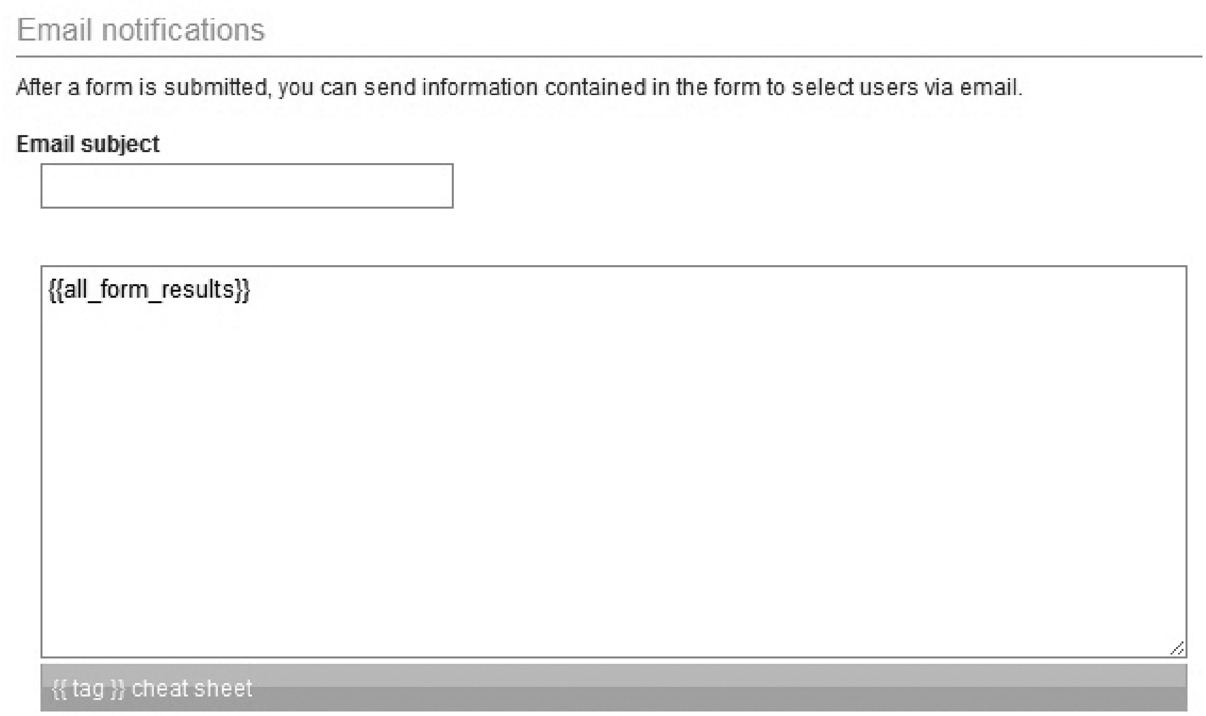
9. Note: You can use **tags** when creating your custom message. Tags extract information from your form and put it into your email automatically—allowing you to customize your form for each person. Some commonly used tags are available by scrolling to the bottom page and clicking on the orange **Cheat Sheet**. This will display a list of tags for you to use. To add a tag, click the **Copy tag** link and then paste the tag into the message using Ctrl + V or the **Paste** button in the editor. For example, if the user entered their last name as “Smith” and you used the Last Name tag, their custom message might appear as “Thank you, Mr. Smith.”



{{ tag }} cheat sheet

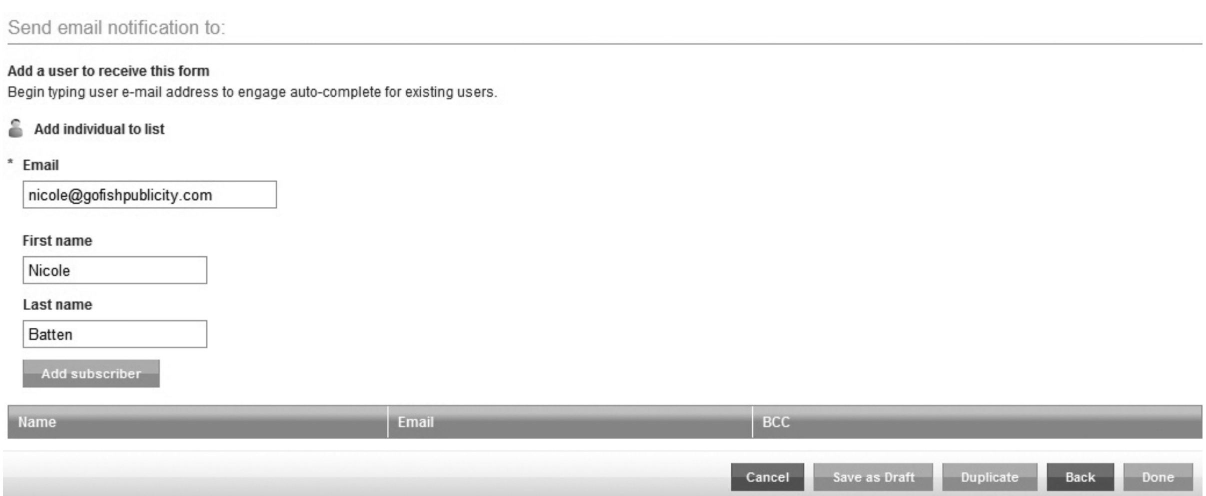
Description	Tag name	
name_1 tags		
The last name	{{ name_1_last_name }}	Copy tag
Label for Name	{{ name_1_label }}	Copy tag
The formatted First Name	{{ name_1_first_name_formatted }}	Copy tag
The first name	{{ name_1_first_name }}	Copy tag

10. In **step 4** enter your email subject and body text for your email notification. Your email notification will be sent to



anyone you select—notifying them about the recently submitted form. By default, your content field will have {{all_form_results}} entered. This tag will display all the form results in the email. You can add additional text, such as instructions or reminders of what this form is for. You can also add more tags, as mentioned earlier.

11. Scroll down to the bottom of the page and you will see where to enter the email address of anyone you wish



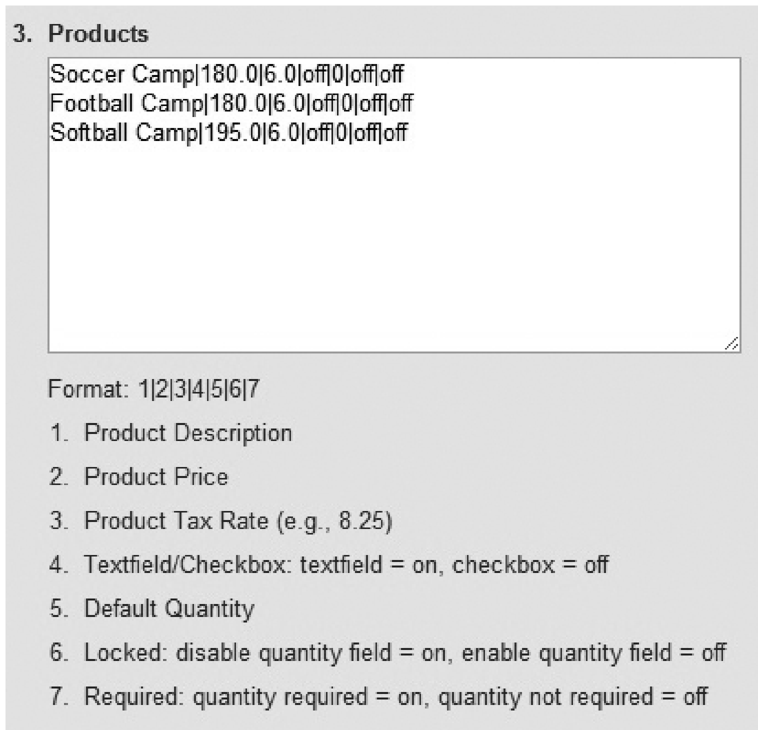
to receive the form. You can add more than one person if required. If you start typing in the name or email of a person who already exists as a member of your site, their details will appear in a drop-down list. You can enter multiple email addresses and names. Click **Add subscriber** to add them to the list at the bottom.

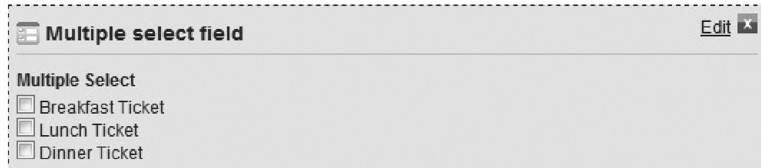
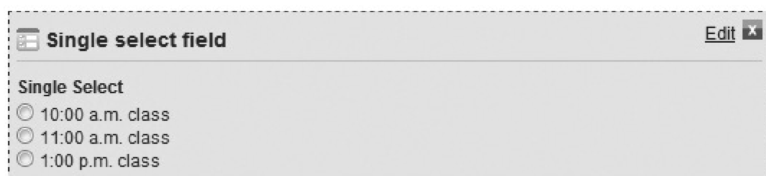
12. Click **Done** when finished.
13. The form's status will be set to Draft. Click **Publish** to make the form live on your site. If you need to create a form that is similar to one already created, you can use the **Duplicate** button.
14. Don't forget to link your new form to your site—using either the main menu, a Menu Widget, or a content page (via the Link Chooser). You can choose to link to the entire form package or just a specific form.

Explanation of Form Fields

Address	This field allows you to collect a mailing address, including country. Selecting Edit allows you to format your address fields and set its properties.
Date	This allows you to include a date on your form. Selecting Edit allows you to format your date and set its properties.
e-Commerce	This field allows you to set-up a shopping cart within your form and accept payment through PayPal. Selecting Edit allows you to enter your PayPal account information and your product information. Your product information uses a formula, separated by these bars |.

<table>
<tr><td></td><td>

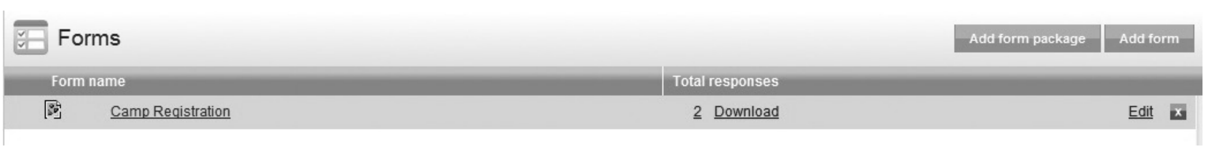

</td></tr>
<tr><td>Email</td><td>This field allows you to collect an email address. Selecting Edit allows you to format your email field and set its properties.</td></tr>
<tr><td>Formatted Text</td><td>This field allows you to enter messages in between fields. It is helpful for separating different sections of your form. Select Edit to type and format your text.</td></tr>
<tr><td>Multiple Select</td><td>This field allows you to create a list for people to select more than one item from using a checkbox or drop-down menu. It is different from the Single Select field because users can choose multiple options.</td></tr>
</table>

<table>
<tr><td></td><td>
</td></tr>
<tr><td>Name</td><td>This field allows you to collect a first and last name. Selecting Edit allows you to format your name fields and set its properties.</td></tr>
<tr><td>Phone Number</td><td>This field allows you to collect a phone number. Selecting Edit allows you to format your phone number field and set its properties.</td></tr>
<tr><td>Single Select</td><td>This field allows you to create a list for people to select just one item from using radio-buttons. It is different from the Multiple Select field because users can select only one option from the list.

</td></tr>
<tr><td>Paragraph Text</td><td>This field allows users to write multiple lines of text in their form, such as for a comments box.</td></tr>
<tr><td>Single-line Text</td><td>This field limits users to one line of text, such as in the ‘name’, ‘date’, ‘email’ fields.</td></tr>
</table>

Accessing Submitted Form Data

1. Click on **Website pages** and select **Forms** from the navigation menu.

2. Click on the folder, **Published** or **Draft,** your form is saved under.
3. Select your form from the list.
4. To download all of the form data as a group, click the **Download** link. This will save a CSV file on your computer that can be opened in Excel or a similar program.
5. To view individual form submissions, click on the number next to the Download link. The number represents how many forms have been received. Select a name from the list to view that individuals form data or to view their payment processing status. Click **View submission** for a more detailed look or to print their data.



Editing a Form/Publishing a Form

1. Click on the **Website pages** tab and select **Forms** from the navigation menu.
2. Click on the folder, **Published** or **Draft,** your form is saved under.
3. Select your form from the list and click the **Edit** link beside it.
4. Make your changes and click the **Done** button.
5. To publish click the **Publish** button.

Subscribing to a Shared Form

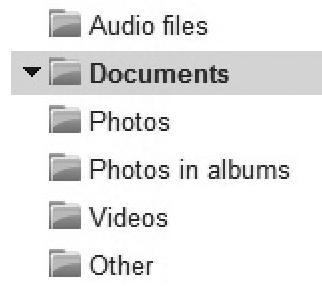
1. Click on **Website pages** and select **Forms** from the navigation menu.

2. Click on the **Shared** subfolder in the navigation menu.
3. Select the **Browse Available Feeds** button. Then select the **Subscribe** link next to any of the shared form entries. Click **Done.**

Chapter Nine

File Library

File Library



The File Library provides a central place to manage and upload the files you want to use on your site—from documents to images to media. Your file library is organized into six folders: Audio files, Documents, Photos, Photos in albums, Videos, and Other.

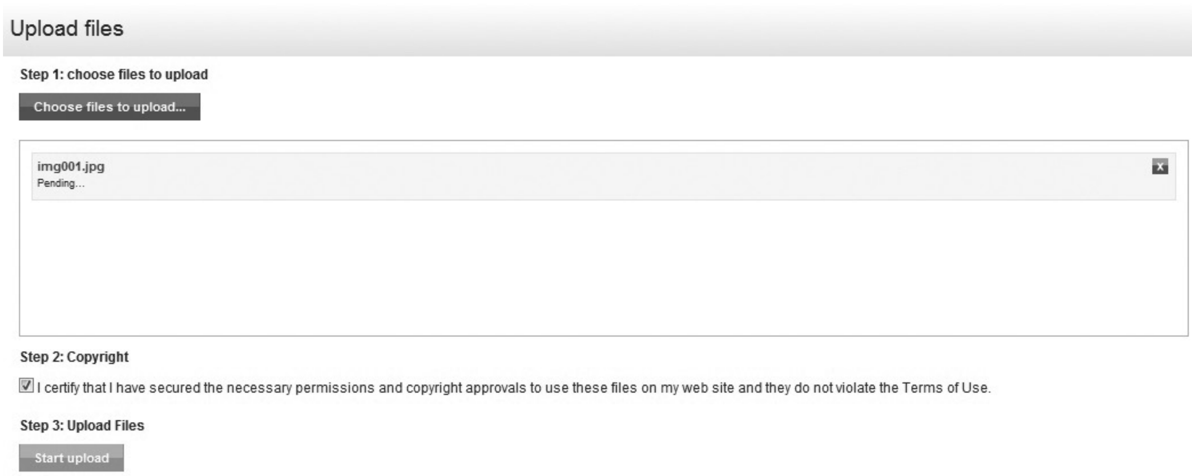
When uploading your files simply select the correct file folder to upload your file type to. For example, you should upload your video Flash files to the **Videos** folder. Your Word and Excel documents, as well as your PDF files, should be uploaded to the **Documents** folder. Your audio recordings, such as an MP3 files, should be uploaded to the **Audio files** folder. Your images can be uploaded to the **Photos** folder. To create and manage your photo albums, click on the **Photo in albums** folder. The **Other** folder is for other file types you wish to make available for downloading on your site.

Uploading a File

1. Select the File Library tab.
2. Click on the appropriate **folder** in the navigation menu that you wish to upload your file to, such as Photos or Videos.
3. Select the blue **Upload** button in the top right side of your screen. This will take you to the File Uploader, which will be the same for all file types you upload.
4. Click the **Choose files to upload...** button. Browse your computer for the file you want to upload. You can choose more than one audio file to upload by clicking on the **Choose files to upload...** button again until all the files you wish to upload are displayed on the screen.
5. To continue to the next step select the **Copyright**

checkbox. Please note that if you are not authorized to use a file or share it with the public, you should not upload it to your site.

6. Select **Start Upload**. A progress bar will display for each file until all files have reached 100%, then you will be returned to the Audio file index.

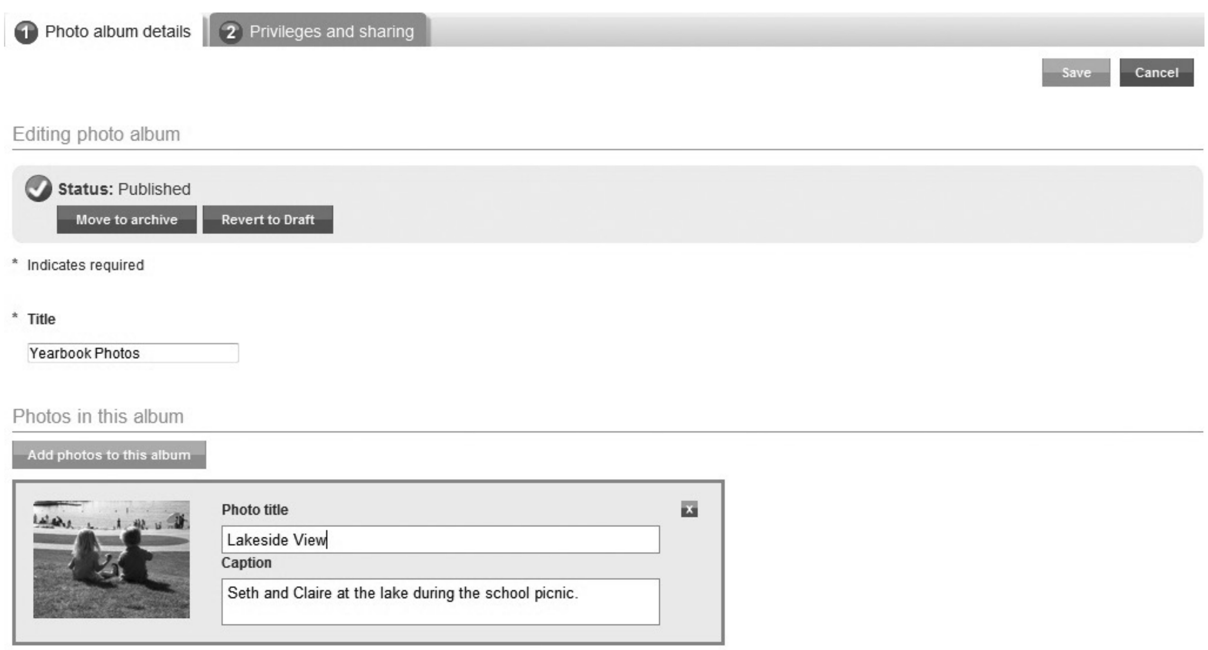


Creating and Managing Photo Albums

1. Select the **File Library** tab.
2. Select the **Photos in Album** folder from the navigation menu.
3. Click on the **Manage Photo Albums** button.
4. To add a new photo album, select the **Add a photo album** button. Or you can select an existing photo album from the list to edit. A dialog box will open.
5. Give your album a name and click the **Add photo album** button. A new screen will display with two tabs—one for adding photos to your album and one for your privileges and sharing options.
6. In the first tab scroll down to the bottom of the screen and click on the **Add photos to this album** button. A **File Uploader** dialog box will display. Follow the steps 4 through 6 for uploading a file.

7. After returning to the photo album screen you will see your photos listed with fields next to them. These are for naming your individual photos and adding captions.
8. Once you are finished click on the **Privileges and sharing** tab.
9. Click **Save** when you are done. This will save your changes and make your photo album live. You will need to link your album to your site before anyone can view it. You can do this via the **Main Menu** or using the **Link Chooser** in the content editor toolbox. You can also add a Photo Album widget to a template.

Linking to a Photo Album on a Content Page



1. Click on the **Website pages** tab and select **Content Pages** from the navigation menu.
2. Select the folder your page is stored under and then select your page from the list. Click the **Edit** button beside it.
3. Scroll down to the **Content** field box and highlight the

text you wish to link to.

4. Click on the **Link Chooser** icon in the content editor toolbox. Select **Photo Album** from the first drop-down box and then select the name of the photo album you wish to link to in the second drop-down box. If you select **Index** it will link to an index screen displaying a complete list of all your photos albums.
5. Click the blue **Insert** button.

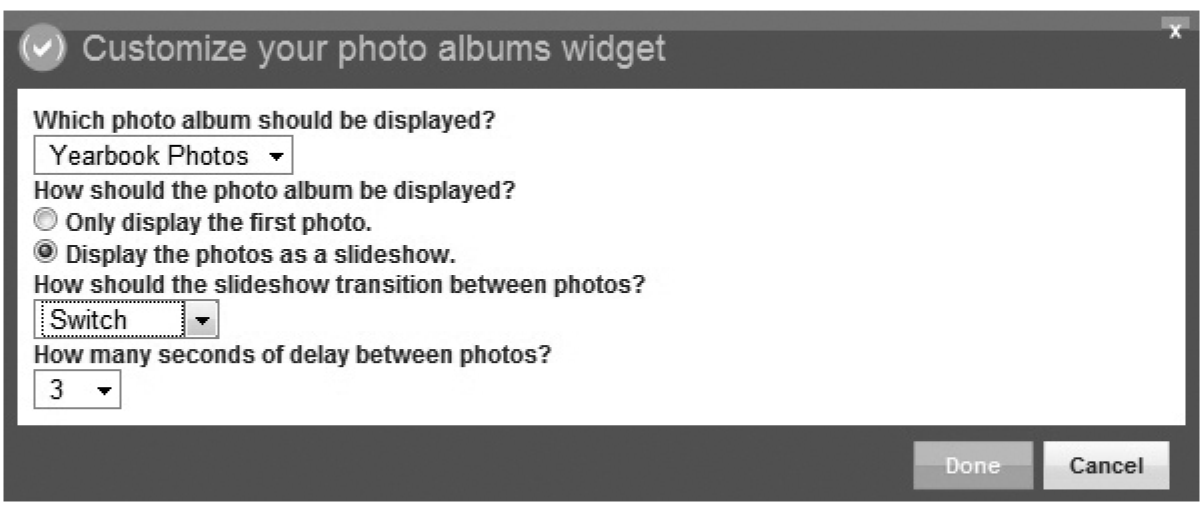
Linking to a File on a Content Page

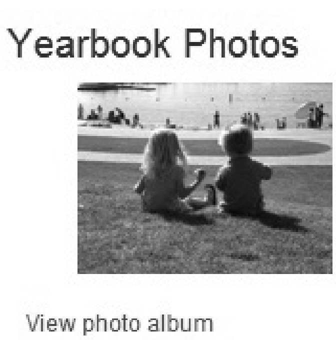
1. Click on the **Website pages** tab and select **Content Pages** from the navigation menu.
2. Select the folder your page is stored under and then select your page from the list. Click the **Edit** button beside it.
3. Scroll down to the **Content** field box and highlight the text you wish to link to.
4. Click on the **Link Chooser** icon in the content editor toolbox. Select the appropriate folder under the **File Library** subhead, such as Audio Files, from the first drop-down box and then select the name of the file you wish to link to in the second drop-down box. If you select **Index,** it will link to an index screen displaying a complete list of all the files in that folder.
5. Click the blue **Insert** button.

Configuring the Photo Album Widget

The Photo Album Widget allows you to display a photo album on any template you place it on. You can use it to display your own photo albums or a photo album from another *net*Adventist site. Follow these steps to configure the Photo Album Widget:

1. Place the widget on your page's template (see Chapter 4 for more on using templates and placing widgets).
2. Click on the blue **Photo Album Widget** link to open it for editing. A new display box will appear.
3. Select which photo album you wish to use from the drop-down box.
4. Select whether you want the album to display as a slideshow or not.
5. If you choose the slideshow option, two more fields will appear—one for selecting the type of transition you wish to use and one for the time delay between pictures.
6. Click **Done** to save your work and close the display box.
7. Click **Done** again.





Chapter Ten

User Administration

User Administration

The User Administration module is where you add, approve, and remove users, set user access levels, reset passwords, and create custom access groups. Only site administrators have access to the User Administration module.

When you click on the User Administration tab, you will see four folders in the navigation menu: Active, Pending, Invitations, and Disabled. When a user registers on your Home page for an account, their request will go to your **Pending** folder. Their account will not be made active until a site administrator approves it. All users that have been added or approved by a site administrator can be found in the **Active** folder. User accounts that have been deactivated are placed in the **Disabled** folder. Users that you send an invitation to (to become a member of your site) are placed in the **Invitations** folder. Once the user receives your invitation via email, they must click on the enclosed link before their account will be activated.

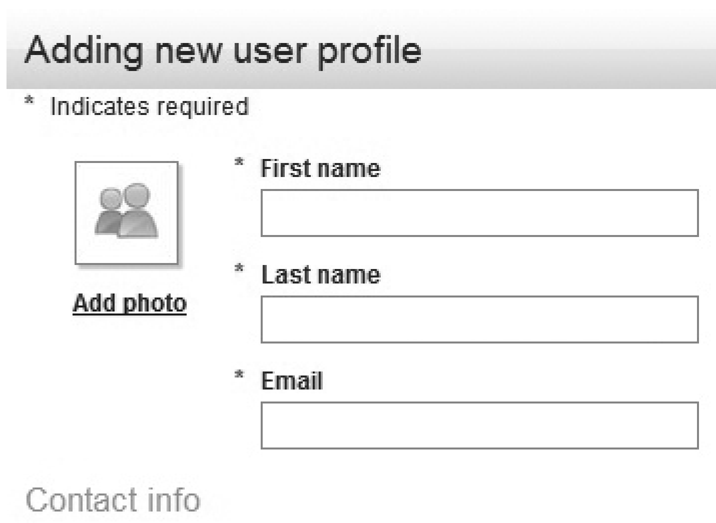
There is also a link in the navigation menu of the User Administration tab called **User access groups**. This is where you manage your access groups and create custom ones. Your *net*Adventist site comes with three default access groups: Site Admin, Publisher, and Member. The **Site Admin** group has access to all areas of the site. The **Publisher** group has access to the Website pages tab and the File Library tab—which means they can edit and publish content on your site, but they can't change your site's settings, edit templates, create forms, manage mailing lists, or approve new users. The **Member** group can view content designated for members as well as submit news, events, and announcements on the front-end of the site (these must be approved by a site administrator before they go live).

User Administration

User Registration

Visitors to your site can apply to become a user or member of your site through the ***Register*** link on your Home page. Once a visitor applies, the request is sent to the Pending folder. You must approve (or deny) the request to make their account active and give them access to your site. When you approve the request, you can select the user access group you wish the user to belong to.

Adding a New User

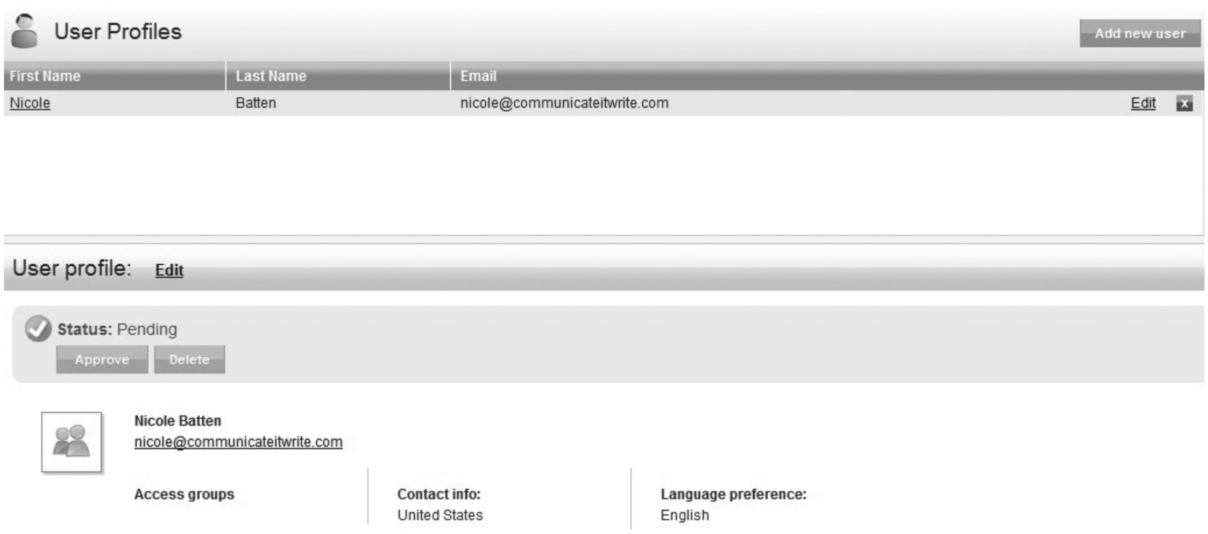


1. Select the **User Admin** tab.
2. Click on the blue **Add new user** button on the top right of the screen. You can also use the quick link, **Add a user**, on your main dashboard screen.
3. Fill in the fields.
   The name and password fields are required.
4. Select the appropriate **user access group**.
5. Click the blue **Add profile** button. The user will automatically be approved.

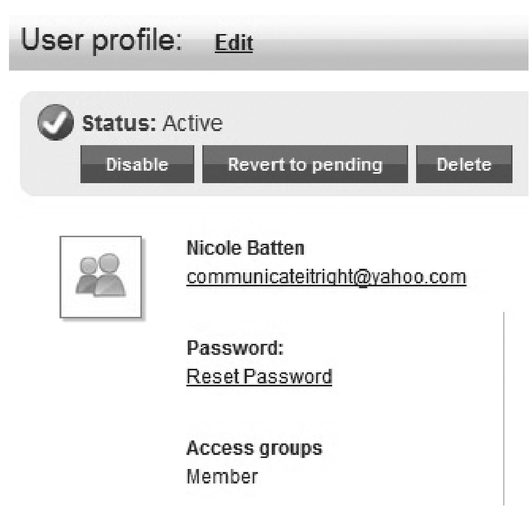
Approving a New User

1. Click on the **User Admin** tab and select the **User Account** link.
2. Select the **Pending** folder from the navigation menu.

3. **Highlight** the name you wish to approve.
4. Click the orange **Approved** button in the screen below. This will move their profile into the Active folder.
5. When you approve a user, their access group defaults to Member status. To change a user's access group, click on the **Edit** button and select the correct access group from the drop-down menu.



Resetting a User Password



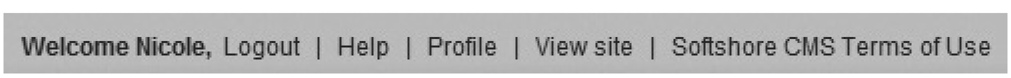
1. Click on the **User Admin** tab and select the **User Account** link.
2. Select the **Active** folder from the navigation menu.
3. Select the **user** you wish to reset from the list.
4. In the bottom screen, click on the **Reset Password** link. This will send an email to the user with a link for them to reset their password.

Creating a Custom User Access Group

1. Click on the **User Admin** tab and select the **User access groups** link.
2. Click the blue **Add User Group** button on the top right of the screen.
3. Give your new user group a name.
4. Select the areas of your site you wish this user group to have access to by clicking on the boxes next to the area name. To give this user group access to all areas, click on the **Select All** box.
5. Click the blue **Save** button.

Editing Your User Profile

1. Click on the **Dashboard** tab.
2. Select the **Profile** link at the top of your main page.
3. Edit your profile fields or upload a photo of yourself.
4. Click the **Submit** button at the bottom of the screen.
5. You can also click the Profile link in your Login Widget or at the bottom of your Home page to edit your profile.



Chapter Eleven

Email Lists

Email Lists

The Email Lists module allows you to create and maintain mailing lists. A mailing list is a distribution list for a group mailing. You can send email messages or news updates to these mailing lists from within your *net*Adventist dashboard. When you send a message (also called a **Post**) to one of these lists, everyone in it will receive your message. There is also a widget that you can place on your site for visitors to subscribe or unsubscribe to your various mailing lists. Only site administrators can access the Email Lists module. Note: You do have the option of creating a user custom access group and giving it access to Email Lists as well.

When you click on the **Email lists** tab, you will see four folders (two of which are subfolders) in the navigation menu: Mailing lists, Draft posts, Previous posts, and Shared lists. The **Mailing**

lists folder is where all your mailing lists are stored. From here you can view the number of subscribers for each mailing list and send out new posts (i.e. email messages). Email messages you are working on (but are not ready to send yet) are stored in the **Draft posts** folder. All sent email messages are stored in the **Previous posts** folder. The **Shared lists** folder is where you can access shared mailing lists from other *net*Adventist sites.

Creating a New Mailing List

1. Click on the **Email lists** tab and select the **Mailing lists** folder from the navigation menu.
2. Click on the blue **Add new list** button.
3. **Name** your mailing list and give it a description.
4. Edit the **footer message** with anything that you would like to always be included with posts sent from this email list, such as your organization's name. Leave the "You are subscribed to: {{ LIST_NAME }}.
5. Select your privileges and sharing options.
6. Add any names and emails you want in your list—these can be members or non-members of your site. To do this, type in their information and then click the blue **Add member** button for each name and email address. Please note: Current member emails will auto-complete when you start typing their email addresses. Select the correct email address from the list, and the first and last names will auto-fill.
7. As you add subscribers, their names will appear in the box below. Each person will have to **confirm** their subscription before they will begin receiving posts from you. An email will be sent to them, prompting them to confirm their subscription to your mailing list. This helps prevent spamming.
8. Click blue **Save** button.

Viewing or Editing Your Mailing List

1. Click on the **Email lists** tab and select the **Mailing lists** folder from the navigation menu.
2. Highlight the mailing list you wish to view or edit. You will see a number underneath the **Subscribe** column. This represents the total number of subscribers for that list. Scroll down to the bottom of your screen to view a complete list of your mailing list subscribers (be sure to highlight the list first, before attempting to scroll down).
3. To edit your list, click on the **Edit** link on the right side of your screen. Now you can make changes to your mailing list fields. You can also add or remove subscribers here.
4. Click blue **Save** button when you are finished.

Sending an Email Message to a Mailing List

1. Click on the **Email lists** tab and select the **Mailing lists** folder from the navigation menu.

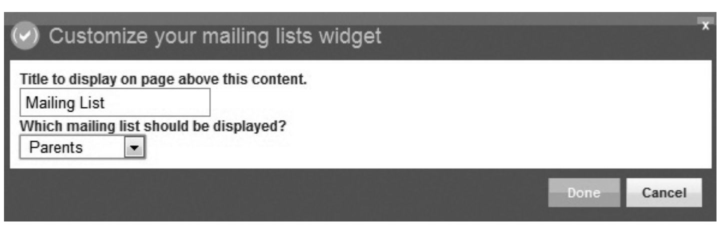
2. Select the **New post** link on the right side of the screen.
3. Select a **mailing list** from the drop-down box.
4. Enter your email description in the **subject** field, such as "Don't forget Monday's staff meeting" or "Weekly news update."
5. Type the body of your email into the **Body** field. We recommend creating your message first in Microsoft Word and then copying and pasting it over. Note: At this time there are no editing tools for the Body field; these will be added later.
6. Add tags to your message by selecting the orange **{{tag}} cheat sheet** bar.
7. Attach a file to your message by clicking on the white **Choose File** button. This will allow you to browse your computer and select a file to upload. Click on the **Upload another attachment** link to upload additional files.
8. Select **Save as draft** if you aren't ready to send your message yet. Select **Send message** if you are ready to send your message now. Note: Subscribers can unsubscribe to your mailing list by clicking on the **unsubscribe** link in your email post.

Subscribing to a Shared Mailing List

1. Click on the **Email lists** tab and select **Shared lists** from the navigation menu.
2. Select the **Browse Available Feeds** button. Then select the **Subscribe** link next to any of the shared lists entries. Click **Done.**

Configuring the Mailing List Widget

1. Place the widget on your page's template (see Chapter 4 for more on using templates and placing widgets).
2. Click on the blue *Mailing List Widget* link to open it for editing. A new display box will appear.
3. Give your widget a name.
4. Select which mailing list you wish to use from the drop-down box.
5. Click **Done** to save your work and close the display box.
6. Click **Done** again.

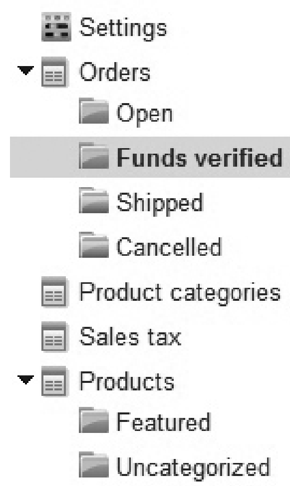


Chapter Twelve

Store

The Store Module

The Store module in *net*Adventist allows you to create an online catalog where you can sell items or accept donations on your site. All credit card payments are processed through PayPal. If you haven't already, you will need to go to www.paypal.com and set-up your account. *net*Adventist is compatible with both PayPal Express Checkout and PayPal Website Payments Pro. The Pro version integrates fully with your site and allows you to accept credit cards directly on your site.



Your store is managed through the **Store** tab in your dashboard. If you can't see the Store tab, then you haven't yet activated your Store extension. To activate it, go to your **Settings** tab and select **Extensions** from the navigation menu. Before visitors will be able to purchase from your store, you must first enter some basic information in your settings and create your product catalog.

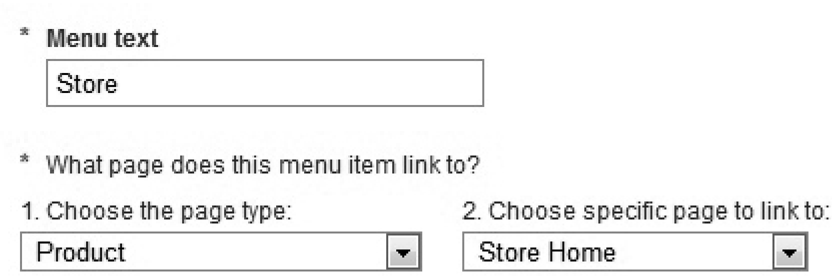
When you click on the **Store** tab, it will default to the **Verified Orders** screen—once you begin using the store this is where new orders will be displayed. There are five main folders in the navigation menu: **Settings, Orders, Product Categories, Sales tax,** and **Products**.

- **Settings** is where you enter your PayPal account information and your contact information, as well as list your shipping and return policies.
- The **Orders** folder has four subfolders. New orders are stored in the **Open** subfolder. Once PayPal verifies the funds, the order is sent to the **Funds verified** subfolder. Once an order has been shipped, it is sent to the **Shipped** subfolder. Cancelled orders are store in the **Cancelled** subfolder.

- The **Product categories** folder is for creating categories to organize your products under.
- The **Sales tax** folder allows you to enter Sales tax information for calculating totals.
- The **Products** folder has two subfolders: **Featured** and **Uncategorized**. The first one enables you to select featured products to highlight in your store, such as a special sale item. All uncategorized products are stored in the Uncategorized folder. To view your categorized products, click on the **Product categories** folder and click the **Sort products** link under each category.

Setting-up Your Store

There are several steps to go through to set-up your store, starting with entering your sales tax information. Once you create your store, be sure to link it to your Main Menu so people can access it (select **Product** for the page type from the drop-down box and then select **Store Home** from the second drop-down box).

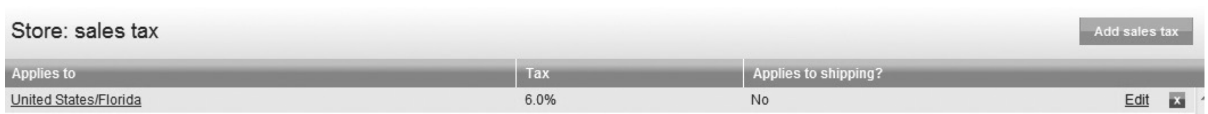


Step One: Sales Tax

1. Click on the **Store** tab and select **Sales tax** from the navigation menu.
2. Click the blue **Add Sales tax** button on the right side of the screen.
3. Select your **country**. Then select either **state** or **postal**

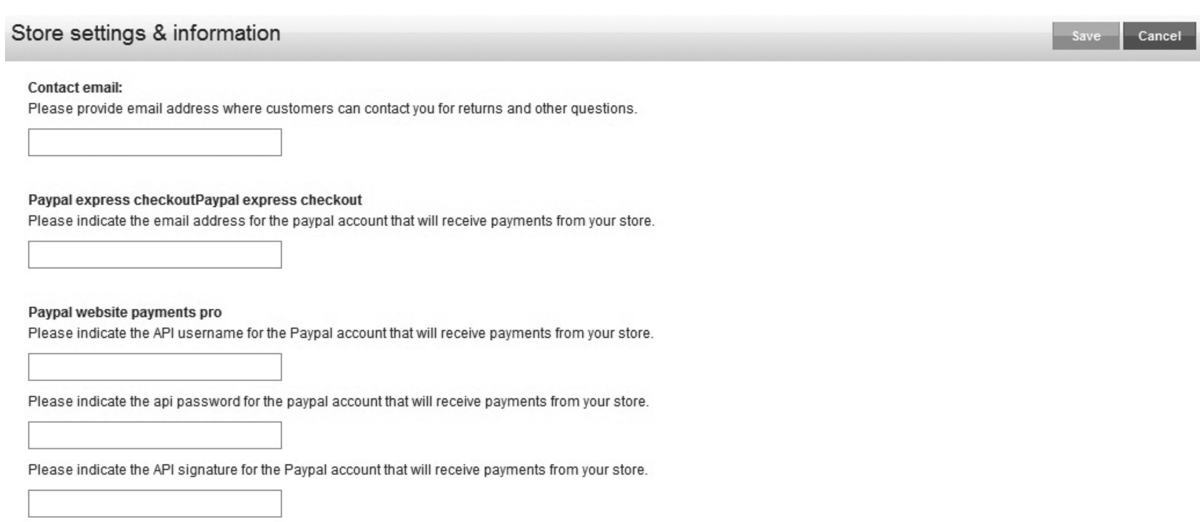
code for your tax area. Select your state from the drop-down box or enter your postal code.

4. Enter your **sales tax rate**. Select whether the sales tax applies to **shipping** or not, then enter a **sales tax status**.
5. Click **Save**.



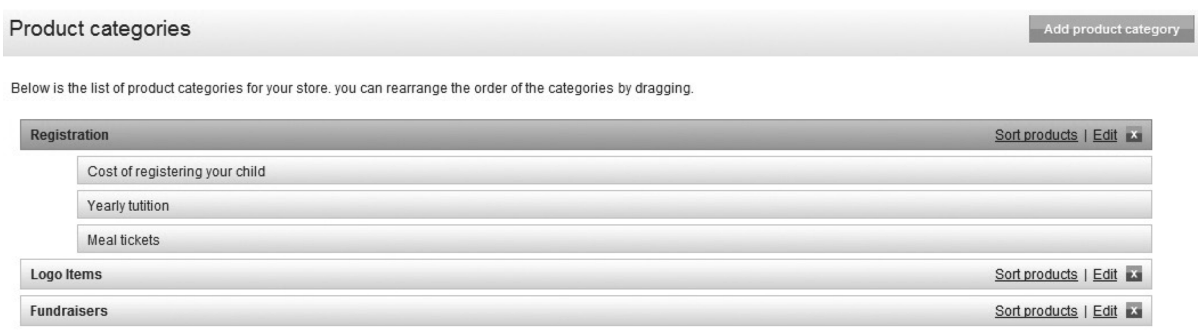
Step Two: Settings

1. Select **Settings** from the navigation menu.
2. Enter a contact **email** address for questions about an order.
3. Enter your **PayPal** account information.
4. Enter your **shipping** and **return policies**.
5. Enter your **contact information**.
6. Click **Save**.



Step Three: Product Categories

1. Select **Product Categories** from the navigation menu.
2. Click on the **Add Product Category** button on the right side of the screen. You will need to add your product categories first before you can add products to a category.
3. Type in your category **name** and click **Add category**.
4. Drag and drop your categories into the order you wish them to display. Once you add products to your categories, you will be able to drag and drop them into the order you wish them to display by clicking on the **Sort Products** link.



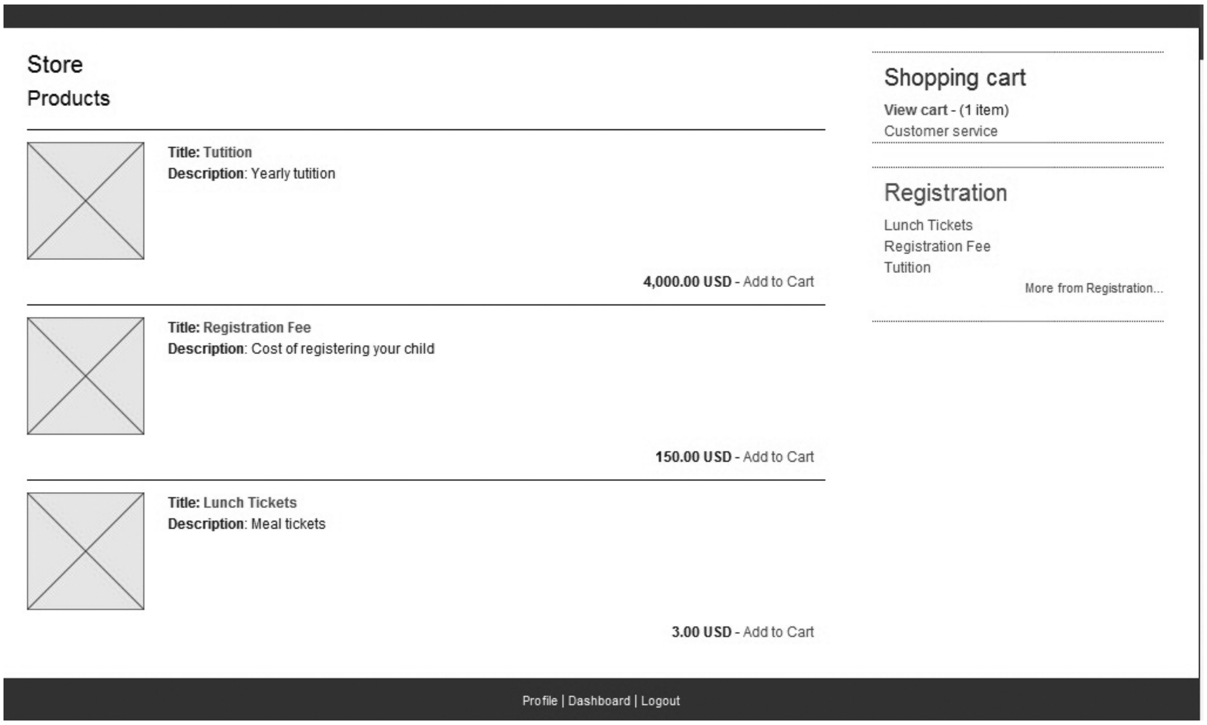
Step Four: Products

1. Select **Products** from the navigation menu.
2. Click on the **Add product** button on the right side of the screen (you will need to repeat this for each product you wish to add to your Store).
3. Enter a **name**, **category**, product **image**, and **description**.
4. Select whether or not you want this to be a **featured** product.
5. Give your product a **SKU** number. This is a unique number

associated with your product. The number of products you plan to enter will determine the number of digits in your SKU number.

6. Select **Next**.
7. Enter the **price** and whether the item is taxable.
8. Enter **shipping** cost and quantity in **stock**.
9. If you are entering a **downloadable product**, follow steps 3 and 4 and then skip to step 6. Note: A downloadable product is considered a virtual product like a digital picture, audio file, or a digital document (such as an e-book). The purchaser will be able to download the product once his or her payment has been verified.
10. If you are entering a **donation**, follow steps 3 and 4 and skip to step 11.
11. Click **Save**.
12. Repeat the above steps until all products have been entered.

Once you are finished setting-up your store, go to the front-end of your site to view it. Your featured items will display first. In the right sidebar will be a list of your categories. Your products will display on the left side of the screen. When you select a product, you will be taken to a page displaying that product and be able to add it to your shopping cart. The shopping cart is found on the top right of the screen. Visitors can view your store policies and contact information by clicking on the **Customer service** link on the right side of the screen under their shopping cart.



Once an order is placed, the transaction will be sent to PayPal. When PayPal verifies the funds, the order will appear in your Funds verified folder. To finish the order, click on the **Mark as shipped** button and it will be sent to the Shipped folder. An email will be sent to the purchaser stating their order has been fulfilled and shipped. Each order is assigned an **order number** to make tracking easy. You also have the ability to make notes about an order by selecting the order number and then scrolling to the bottom of the page where a **Note** field will appear. Your orders can be **exported** to an Excel file for record-keeping purposes.

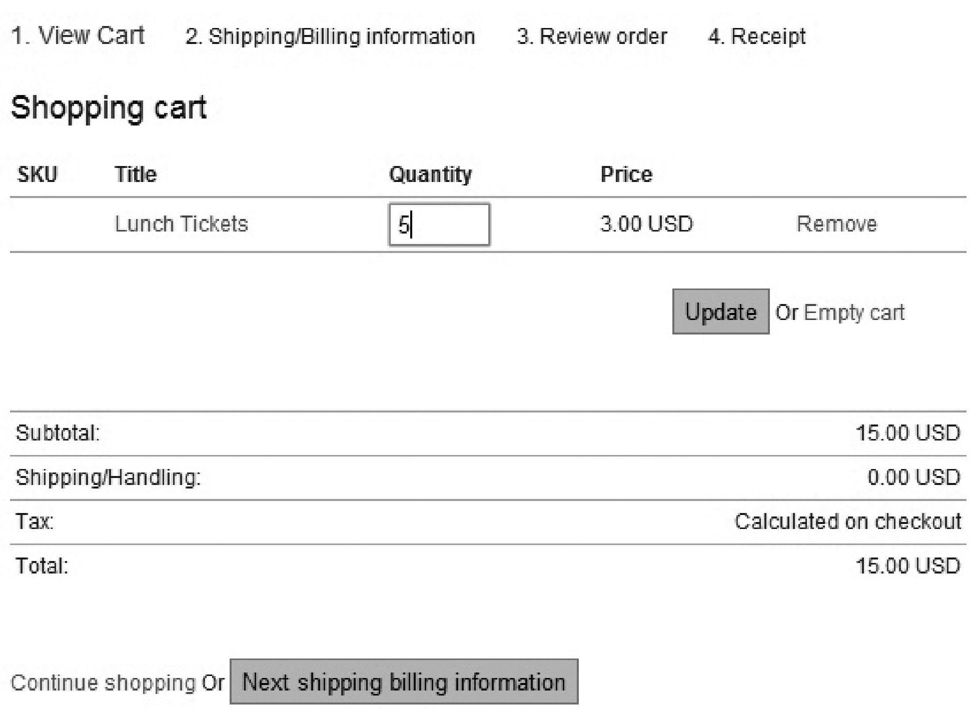
Exporting Orders to an Excel File

1. Select the **Store** tab.
2. Select the **Open** subfolder from the navigation menu.
3. Click on either the **Export open orders to Excel** or the **Export all orders to excel** button on the top right of the screen.

4. **Browse** your computer for where you wish to save the file and give it a name.
5. Click **Save** to close the dialog box.

Placing an Order on the Front-end of Your Site

1. Select your **Store Home** from the main menu or a menu widget.
2. Click on the **products** you wish to add to your cart.
3. Enter a quantity and click **Update**. You can clear your cart at any time by clicking **Empty cart**.
4. Click **Continue shopping** to return to your Store Home to add more products to your cart.
5. Or click the **Next: Shipping/Billing Information** button at the bottom of the screen.
6. Enter your shipping and billing information into the fields provided. Note: Make sure the email address you enter



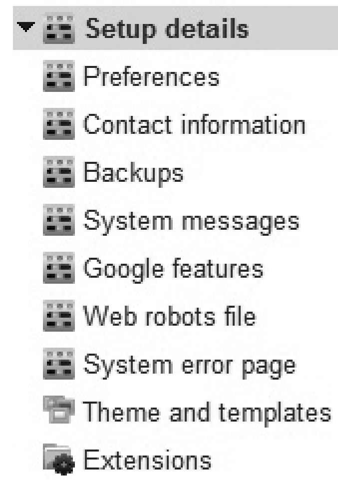
matches your PayPal buyer account.

7. Click the **Next: Review Order** button at the bottom of the screen.
8. Review your order and click the **Place order via PayPal button** at the bottom of the screen.
9. This will take you to a **PayPal screen** to complete your credit card information. Your order will be sent to the *net*Adventist site and placed in the **Open** folder until the funds are verified.

Chapter Thirteen

Settings

The **Settings** tab helps you manage all your site's administrative settings. Only the Site Admin has access to this area of the site. There are ten different links under this tab: Setup Details, Preferences, Contact Information, Backups, System Messages, Google Features, Web Robots File, System Error Page, Theme Templates, and Extensions.



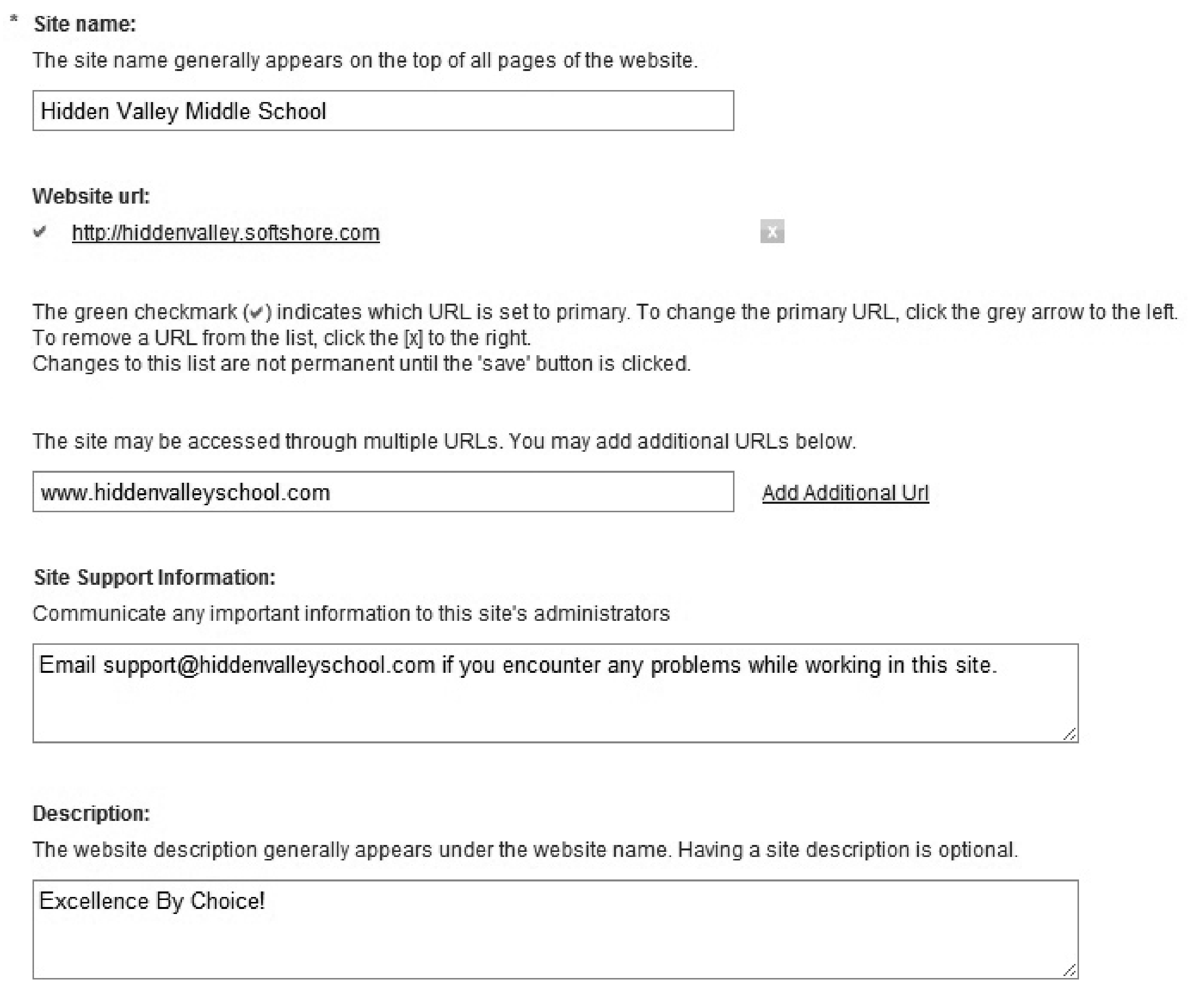
Setup Details

Here is where you edit your site name, secondary URLs, support information, description, and keywords. Your site name displays at the top of your site pages and your description displays underneath it. Your support information allows you to leave instructions for your site administrators, such as who to call when there is a problem. Your keywords help search engines find your site.

Your site has a primary URL and secondary URLs. You can have as many secondary URLs as you wish. The primary URL is the one that shows in the web address field no matter which of the secondary URLs is used to gain access to your site. The secondary URLs are alternate custom URL addresses you create and register with a domain registrar.

Adding Additional URLs

1. Select the **Settings** tab.
2. Select **Setup details** link from the navigation menu.
3. Under **Website URL** you will see a list of the current URLs being used to access your site. The one with a green checkmark is your primary URL Enter additional web addresses for your site in the field provided. If you have redirected web addresses you would like to use,



enter them here.

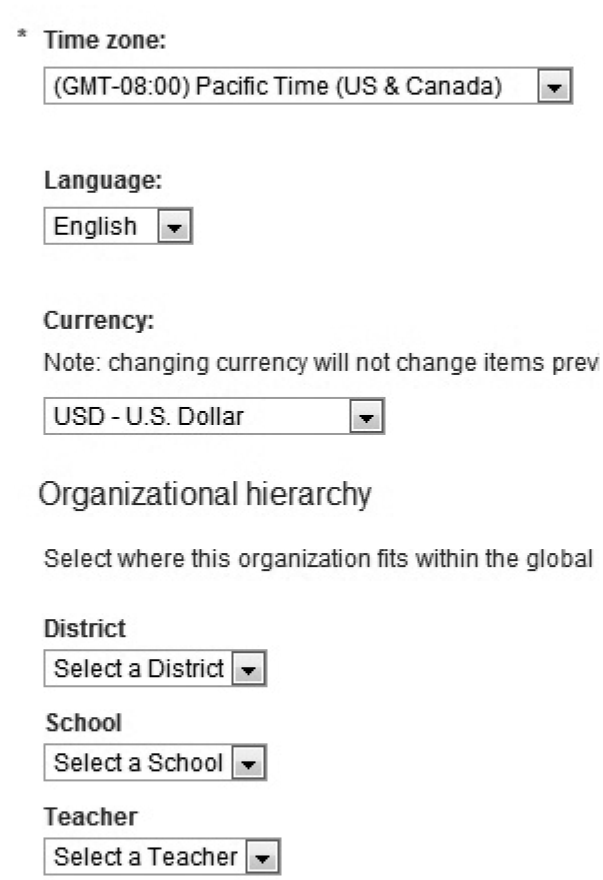
4. Select the **Add Additional URL** link if you have more than one URL to add.
5. Select the blue **Save** button once you have added all your URLs to the list. Anytime you add a new URL to your website you will need to add a new **Google Maps API key** for it so that Google Maps will work properly. See the instructions for adding Google Maps.
6. To **make a secondary URL into your primary URL**, select the gray checkmark next to it. This will turn it green.

Deleting a URL

1. Select the **Settings** tab.
2. Select **Setup details** link from the navigation menu.
3. Find the secondary URL you wish to delete under **Website URL** and click the gray **X** next to it.
4. The URL will be removed after you click the blue **Save** button.
5. Only secondary URLs can be deleted. To delete a primary URL, you must first select another one to be primary.

Preferences

Here is where you edit your preferences for time zone, language, currency, and organizational heirarchy (this indicates your relationship to other *net*Adventist sites). Be sure to click Save when you finish entering your information into the Preferences fields. Note: When you change your currency it doesn't change the currency of any previously entered items in your store.



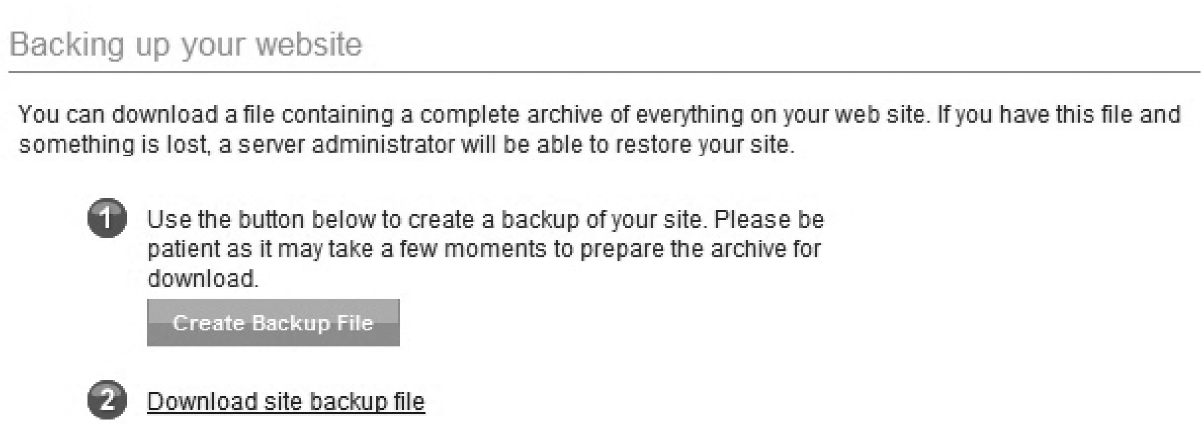
Contact Information

Here is where you edit the mailing address your site is registered to. Be sure to click Save when you finish entering your information into the address fields.

Backups

Here is where you can create a backup file to restore your site if needed. Be sure to do this periodically as it will prevent a lot of frustration if your site crashes.

Backing Up Your Site



Select the **Settings** tab.

Select the **Backups** link from the navigation menu.

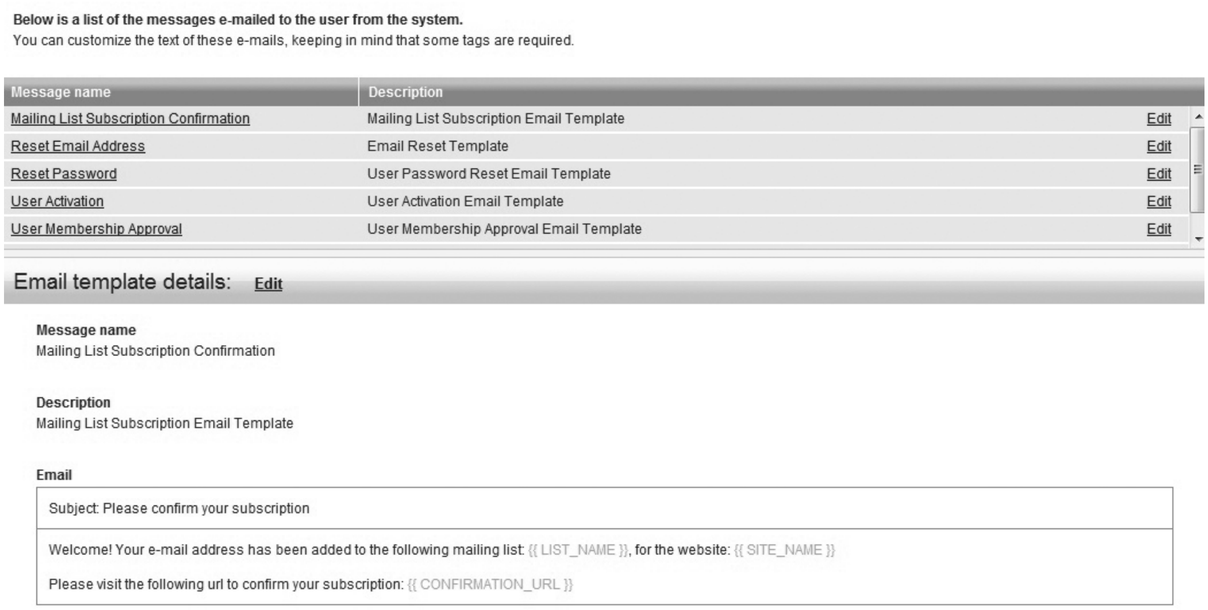
Click on the blue **Create Backup File** button. It will take a few minutes (depending on the size of your site) to generate this file.

Click the **Download site backup file** link to save the file to your computer.

System Messages

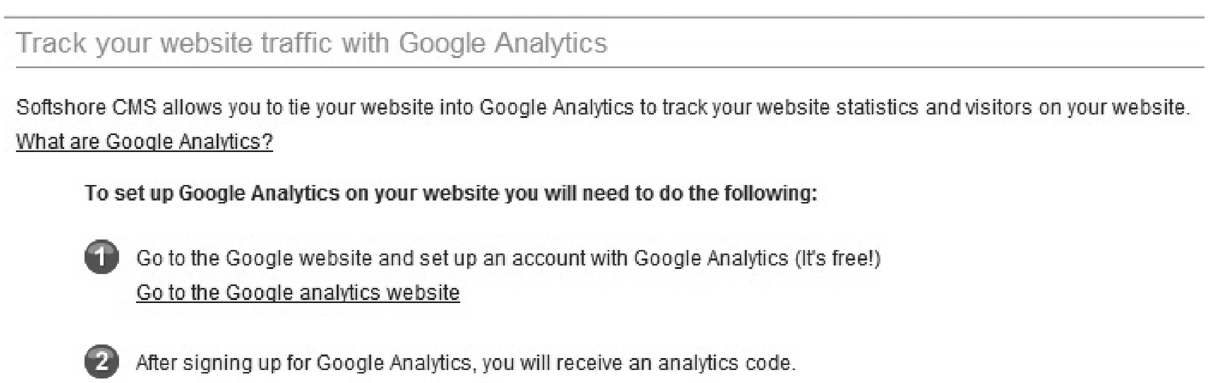
Here is where you can customize the text of your system emails. Just keep in mind that some tags are required (a cheat sheet link is at the bottom of each page). To **view the content** of a system message, select it from the list and it will appear in the sceen below. To **edit a system message**, select it from the list and click the **Edit** link beside it. Click **Save** when you are finished.

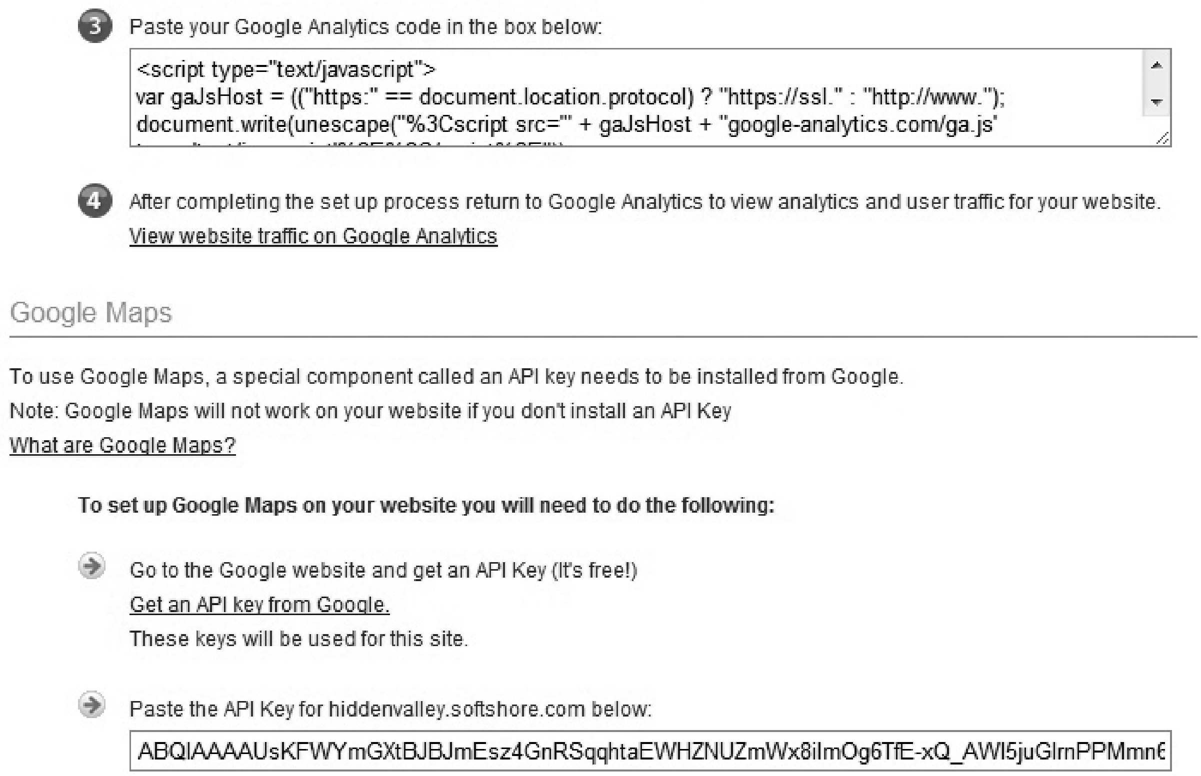
Google Features



Here is where you enter your Google Analytics tracking code and your Google Maps API key. Google Analytics works with your site to track its traffic. You will need to sign-up for a Google Analytics and copy the code it assigns you into the box here. You will also have get a Google Maps API key and enter it here. Links have been provided for you to obtain both the code and the key.

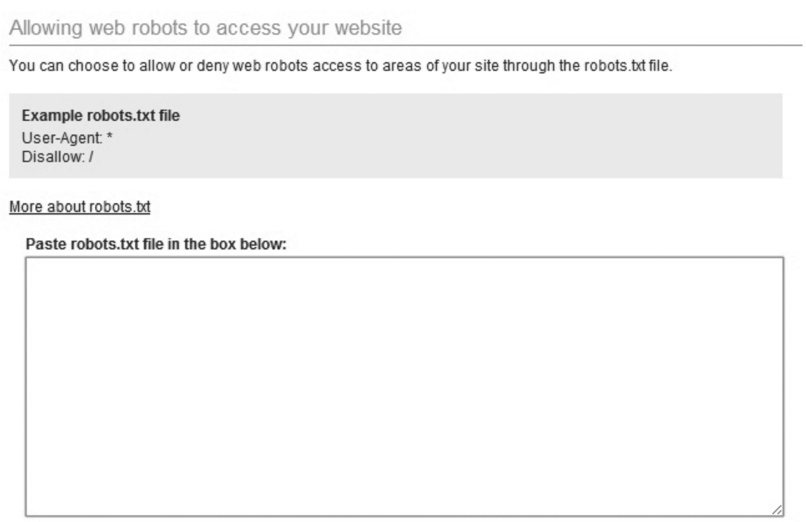
Web Robots File





Here is where you paste your robots.txt file to allow or deny web robots access to specific areas of your site. A link has been provided for you to learn more about web robots. Once you enter your web robots text, be sure to click Save.

System Error Page



Here is where you customize the text of your site's error page—the page visitors see when there is an internal error on your site. If you leave it blank the site will use the default error page. You may wish to add a contact email here so that visitors can notify you when there is a problem with your site. Click in the **Content** field and enter your text. Click **Save** when finished.

Theme and Templates

Here is where you manage your site's theme and page templates. To learn more about how to do this, read **Chapter 4** on templates, widgets, and themes.

Extensions

Here is where you activate and deactivate extensions or modules you wish to use on your site, such as your store. To do this, select the extension you wish to alter from the list and select the gray **Deactivate** link to disable it or blue **Activate** link to enable it on your site.

Store

	Extension name	Author	This extension allows you to:	
✔	**Content**	Softshore	A base extension that will give you Announcements, Articles and News	This extension cannot be deactivated.
✔	**Document Management**	Softshore	Document Groups Extension	Deactivate
✔	**eCommerce Store**	Softshore	A base extension that will give you an E-Commerce store	Deactivate
✔	**Email Blasts**	Softshore	Create and manage mailing lists.	Deactivate
✔	**Forms**	Softshore	Create and manage Forms.	Deactivate
✔	**Google Maps**	Softshore	The Google Maps extension allows a user to create and customize Google maps for inclusion in content across their site. Extension allows user to move the map pointer, customize the Google map description box, and include the option of driving directions f	Deactivate
✔	**Google Translate**	Softshore	Allows users to translate frontend in their language.	Deactivate
✔	**Instant Connection Widget**	Softshore	This widget allows a system adminstrator to create content that can be distributed instantaneously to corresponding widgets on any site with an active Instant Connection widget.	Deactivate
✔	**Login Widget**	Softshore	Allows you to place a login widget on your page.	Deactivate
✔	**Menu Widget**	Softshore	An extension that provides a widget for placing additional menus on your site.	Deactivate
✔	**Photo Albums**	Softshore	Photo Albums	Deactivate
✔	**Podcasts**	Softshore	An extension for managing podcasts.	Deactivate
✔	**Polls**	Softshore	The poll extension provides site visitors with the ability to vote on a question with up to twelve possible responses, and view the results of the voting.	Deactivate
✔	**RSS Feeds**	Softshore	RSS/Atom Feed widget	Deactivate
✔	**Who's Online**	Softshore	A widget that displays number of guests and members currently logged in.	Deactivate

Chapter Fourteen

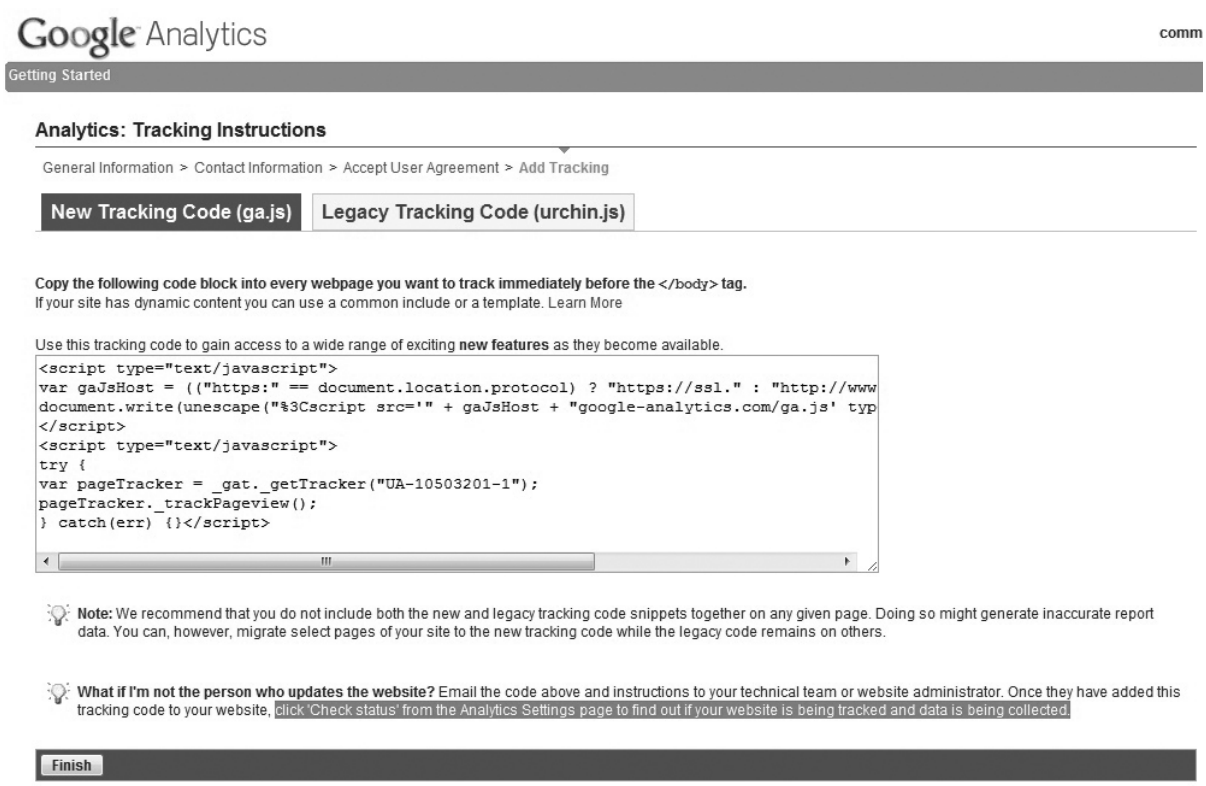
Advanced Features

Creating a Google Analytics Account

Google Analytics allows you to track your site traffic. It invisibly integrates with your site (through a special code provided by Google) to track site activity and provide you with easy to read reports. Multiple users can access your reports once you grant them access in your Analytics account.

Follow these instructions to set-up your Google Analytics account:

1. Go to www.google.com/analytics and select the **Sign Up Now** link.
2. Use your Google email account, if you already have one, and sign-in. If you don't have a Google account, you will need to sign-up for one.
3. Once you sign-in you will be taken to your Analytics page where you can add your site's URL to begin tracking your site. To do this, select **Create New Account** from the **My Analytics Accounts** drop-down box in the top orange bar. Repeat this to add additional URLS to track.
4. Click the **Sign Up** button.
5. Enter your URL and click **Continue**.
6. Enter your contact information and click **Continue**.
7. Click the **Yes, I agree to the above terms and conditions** box.
8. Click the **Create New Account** link.
9. Save the Google Analytics **tracking code** that is displayed in the screen. You will need to paste it into your Google Features page under the Settings tab.
10. Click **Finish**.
11. Return to your *net*Adventist site and click on the

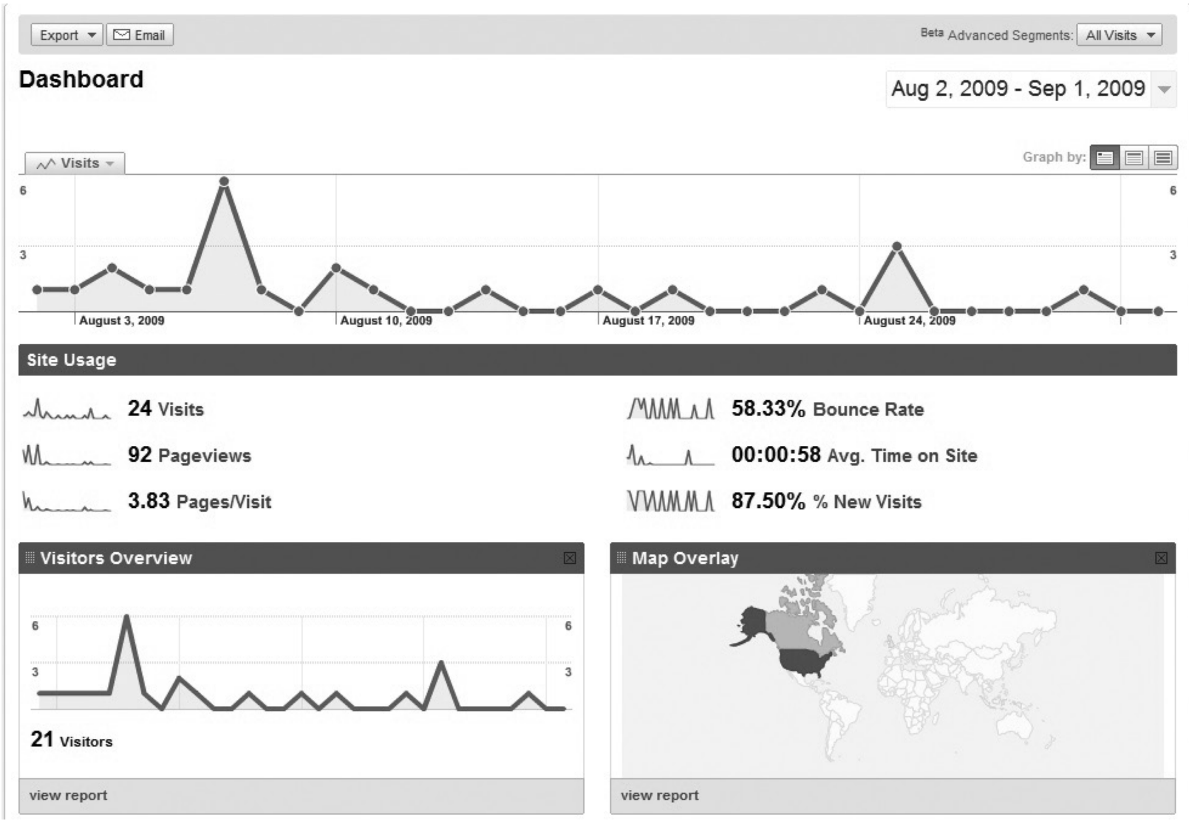


Settings tab. Select **Google features** from the navigation menu. Paste your code into the field. Click **Save**.

It takes up to 24 hours after you paste your code into your *net*Adventist site for Google Analytics to begin tracking your site. To check your status, click **Check Status** from the Google Analytics Settings page. This will tell you if your website is being tracked and data is being collected.

You can also add the Google Analytics script to a page on your site to collect data for that particular page. To do this, go to the page you wish to track under **Content Pages** in the **Website pages** tab. Select **Edit** to edit your page content, then select **HTML** in the Editor toolbox. A dialog box will open showing the HTML script for your page. Place your curser on the very top line and press enter. In that space paste your script into the box, then click the **Update** button at the bottom of the screen.

To view your analytical data, return to your Google Analytics page and view the data there. This can also be done by returning to the **Settings** tab and selecting **Google features**, then clicking on the **View website traffic on Google Analytics** link.



Creating a PayPal Account

PayPal allows you to securely handle credit card transactions—something you will want to do if you are using the Store extension. The money that goes into your PayPal account from sales or donations on your site can be deposited into your bank account through PayPal as well. There is a small transaction fee for each order that is processed using PayPal. To learn more about using PayPayl, select the **Help** link at the top of their site.

You will need to enter bank account information to become verified. PayPal will debt a small amount, just a few cents, from your bank account and then ask you to verify the amount of the debit to proof you are the account holder. This bank account can then be used to deposit funds from orders at your store.

PayPal Express

PayPal Express is the simplest version of PayPal and works for sellers who receive a limited number of orders or who don't have an organizational name. When a visitor places an order on your site they will be transferred to PayPal's website to complete payment and you will be notified when it is completed.

Follow these instructions to register for a PayPal Express account:

1. Visit www.PayPal.com and select the **Sign-up** link.
2. Choose either **Personal** or **Premier** and select the **Get Started** button.
3. Fill in the fields and click the **Agree and Create Account** button.
4. Return to your site and click on the **Store** tab.
5. Select **Settings** from the navigation menu.
6. Enter the **email** you signed-up with at PayPal and click **Save**.

PayPal Website Payments Pro

PayPal Website Payments Pro allows you to accept both credit cards and PayPal payments directly on your website. Pro uses two API-based solutions: Direct Payment and Express Checkout. You will need an API signature to integrate Pro with your store. You also must sign-up for a Business account, which has a monthly fee. The registration process takes longer for Pro and is a bit more complicated.

Follow these instructions to register for a PayPal Pro account:

1. Visit www.PayPal.com and select the **Sign-up** link.
2. Choose **Business** account and select the **Get Started** button underneath it.
3. Select **Website Payments Pro** from the drop-down list.
4. You will need either a social security number or federal tax identification number to complete your registration, as well as an estimate of your monthly sales volume. Read through the instructions and select **Continue**.
5. Click the **Sign Up** button Fill in the fields and click the **Agree and Create Account** button.
6. Continue to the next step until your entire application is finished.
7. You will then have to wait to receive an approval email from PayPal, which takes up to two business days.
8. After receiving your approval, return to your site and click on the **Store** tab.
9. Select **Settings** from the navigation menu.
10. Enter your API user name, password, and signature (see the steps below for obtaining this).
11. Click **Save**.

Obtaining a PayPal API Signature

1. Log into your PayPal account and click on the **Profile** link in the top menu.
2. Click **API Access** from the navigation menu.
3. Click **Request API Credentials**.
4. Check **Request API signature** and click **Agree and Submit**.

5. To complete the process, click **Done**.
6. Make note of the API username, password, and signature. You will need to enter this information under the **Store** tab in **Settings**. This is very important!

Customizing Your Theme

You can customize your site's theme by downloading an existing etAdventist theme from your site and editing it in the **Design Center**. You can also start from scratch and create your own theme in the Design Center. Note: You will need some basic knowledge of web programming to do this.

In the Design Center you can upload images (such as your logo) and edit layout files, style sheets, and configuration files. However, there will be some items you can't change. You will be able to preview your work and view available tags (a tag cheat sheet is provided).

Your theme package structure is made up of three elements: YML files (these provide configuration information about your theme), public files (such as images and stylesheets), and layouts (these are HTML Liquid files that contain the code for the HTML structure of your theme). YML files allow you to name your design theme, create container names for widgets, name your layouts, designate which widgets the layout uses, and provide a grid definition of your layout. *net*Adventist's grid is a 10 x 10 representation of your layout (A-J vertical and 1-10 horizontal). The grid is displayed in *net*Adventist to show site administrators a rough image of it.

For help using the Design Center, visit the *net*Adventist website at …..

Using an Existing Theme

1. Click on the **Settings** tab in your site's dashboard and select **Themes and templates** from the navigation menu.
2. Highlight the theme you wish to customize and click **Download Theme**.
3. A zip file will be created and placed on your computer.
4. Log into the **Design Center** and upload your zip file for customization by clicking on **Upload New Theme**.
5. Customize your theme according to your wishes.
6. When you are finished, click on the **My Themes** tab and click the **Export** button.
7. This will provide you with a zip file of your theme package. Go to your site to upload it.
8. Click on the **Settings** tab and select **Themes and templates** from the navigation menu.
9. Select the **Change Theme** button at the top of the screen.
10. In the new screen select the **Upload** tab to upload your custom theme.

Starting from Scratch

1. Log into the **Design Center** and click on **Create New Theme**.
2. Upload your site images and edit your YML files and stylesheets to create your site.

3. When you are finished, click on the **My Themes** tab and click the **Export** button.
4. This will provide you with a zip file of your theme package. Go to your site to upload it.
5. Click on the **Settings** tab and select **Themes and templates** from the navigation menu.
6. Select the **Change Theme** button at the top of the screen.
7. In the new screen select the **Upload** tab to upload your custom theme.