

How to Edit the Club Website

Note: Only Club officers can edit club websites.

Before you begin:

1. You must be logged in to CampusGroups
2. You must select the group you wish to manage from the “Manage Group” dropdown menu



3. You must click on Edit my Web Site




Note: Small details may change due to CampusGroups’ constant improvement but general directions should still work.

Info and Help



Group Web Site

 <https://kellogg-kis-test.campusgroups.com> 1
(add your own site)

How to increase traffic to your web site?

- ⇨ Post links to your web site on other web sites (i.e.: your school web site, blogs, etc)
- ⇨ Create web pages - all web pages will be indexed and found on search engines
- ⇨ Write blog posts - your blog content will be indexed by search engines and blog aggregators

K KELLOGG Web guidelines
You can import the Kellogg Web Site template ([View Template](#)) by clicking on [Import Template](#).

2 [FAQs and Tutorials](#) | [10 Examples of Sites \(screen shots\)](#) | [Looking for a professional graphic design?](#)

1. **Club Website Address** – this is the URL for linking to your club’s website
2. **Questions & Tutorials** – this is where you can look for help when you are stuck or have questions

Questions? Email support@campusgroups.com

Look at other club websites: https://haas-lahba.campusgroups.com/web_page.aspx?order=1&id=8758

What can I do with my CampusGroups Web Site Module?

Depending on your expertise in web design, this system will provide you with easy to follow templates for a relatively basic design, to a completely blank canvass that you can drop your own HTML into if you are a competent web designer.

Key Functions Include:

- General Guidance
- Creating new and editing existing pages on your website
- Using Content Widget functions
- Changing the look and feel of your website

FAQs and Tutorials
10 Examples of Sites (screen shots)
Looking for a professional graphic design?

What can I do with my CampusGroups Web Site module?

Depending on your experience with Web design, you can achieve different levels of Web site customization.


<p>1 Getting Started!</p> <p>When you start a new group, your CampusGroups Web site contains 10 web pages by default. Each page is made of Content Tags (see below) which generate dynamic content. You can easily modify or add content to these pages.</p> <ul style="list-style-type: none"> ⇨ Edit the content of your Web pages ⇨ Add menu and sub-menu navigation ⇨ Change the colors of your site ⇨ Upload your group logo and top banner 	<p>2 More Options</p> <p>When you need to create a unique look and feel for your Web site, CG allows to do the following:</p> <ul style="list-style-type: none"> ⇨ Change the HTML content of the header or footer ⇨ Hide/show the default header and footer ⇨ Add more content tags to your web pages ⇨ Hide, move or modify the side bar of each page ⇨ Restrict access to some pages to members 	<p>3 For Expert Designers</p> <p>Expert Web designers can design their own "HTML Master Page", meaning the complete HTML for the header and footer, including the with Javascripts, Meta Tags and CSS:</p> <ul style="list-style-type: none"> ⇨ Change the HTML structure of your Web site, design your header and footer ⇨ Create your own CSS and upload it ⇨ Add your own Javascript
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WEB PAGES AND MENU NAVIGATION

Options for displaying content generated by Campus Groups

Banner
 This is the header of your web site, 990px large and ideally about 120px high (if your banner does not show, try uploading it in a different format).
Upload your group banner (it should be larger than 990px)

Logo
 This is a logo we use throughout the site to indicate your group, about 150px large and 150px high maximum



[Delete](#)

Show/hide topbar & footer

Hide topbar area Hide footer area

Topbar/Header/Footer content
 Replace the content of the default topbar, header or footer with your own content [Topbar HTML editor](#) | [Header HTML editor](#) | [Footer HTML editor](#)

Web Page Elements

Your club webpage is made up of multiple elements: Banner (Header) Topbar, Top Menu, Sub Menu, Side bar, Content, Footer, and your Page Background Color. You then only have to add/edit the content in the body of your web pages. Make your choice on this screen and CampusGroups will populate basic information for you!

COLORS

Choose the colors of your Web site.

Zone	Color	Zoning
Click on a color schema:		
Top menu color:	#00CC33	
Top menu highlighted color:		
Top banner text color:	#003399	
Top menu text color:		
Page background color:	#0033FF	
Content text color:		
Content background color:		
Side bar background color:		
Footer text color:		
Footer background color:		
Calendar color:		

Diagram illustrating the page layout zones:

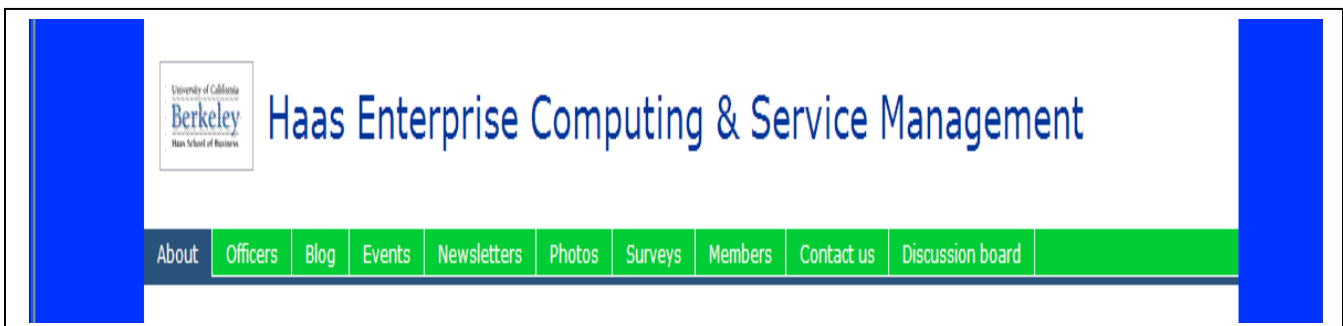
- Topbar
- Header (Banner)
- Top menu
- Content
- Sub Menu
- Side bar
- Footer

Labels: Page background color (left and right sides)

Save colors (Save settings then preview)

Choose your page layout from this box of choices

Club Logo – this is pulled from your uploaded club logo automatically
Club Name – this is pulled from your Group name



This is the **DEFAULT BANNER** – you can custom your selection by following '3' below.

Top menu color is green Text Banner is blue Page background is blue

Web Pages and Menu Navigation – these are the individual web pages you have published on your club web site automatically created by CampusGroups

WEB PAGES AND MENU NAVIGATION

You can edit the web pages of your site, or add more pages if needed. By default, a link to each page will be placed in the horizontal menu. However, if you add your page under a "Menu item" the link to your page will appear in the sub navigation area, within the side bar.

[Show me an illustration](#)

Create a new menu item: **Add** Create a new Web page: **Add**

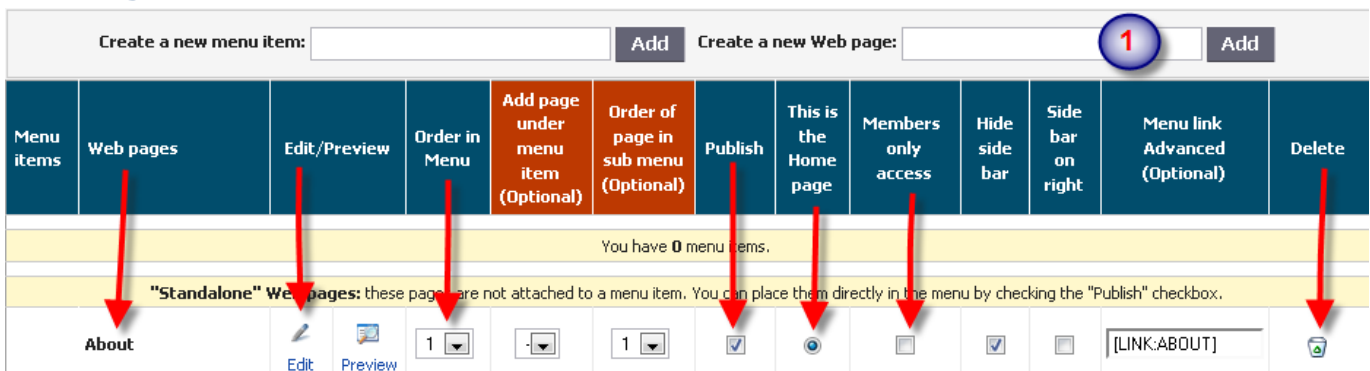
Menu items	Web pages	Edit/Preview	Order in Menu	Add page under menu item (Optional)	Order of page in sub menu (Optional)	Publish	This is the Home page	Members only access	Hide side bar	Side bar on right	Menu link Advanced (Optional)	Delete
You have 0 menu items.												
"Standalone" Web pages: these pages are not attached to a menu item. You can place them directly in the menu by checking the "Publish" checkbox.												
	About	Edit Preview	1	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[LINK:ABOUT]	Default Page
	Officers	Edit Preview	2	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:OFFICERS]	Default Page
	Blog	Edit Preview	3	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:BLOG]	Default Page
	Events	Edit Preview	4	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[LINK:EVENTS]	Default Page
	Newsletters	Edit Preview	5	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:NEWSLETTERS]	Default Page
	Photos	Edit Preview	6	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:PHOTOS]	Default Page
	Surveys	Edit Preview	7	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:SURVEYS]	Default Page
	Members	Edit Preview	8	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:MEMBERS]	Default Page
	Contact us	Edit Preview	9	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:CONTACT US]	Default Page
	Discussion board	Edit Preview	10	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:DISCUSSION B...	Default Page

CONTENT WIDGETS

1. **Content Widgets** – these are ‘pieces’ on your web site that are automatically created by CampusGroups
2. **Manual Content** – text or pictures manually added to the website by an officer



Editing Your Club Website



1. **Create a new Web Page** – enter the name of a new page and click Add
2. **Web Pages** – This name will also appear on the top menu (tab) of the website
3. **Edit** – Edit is where you can add pictures, change the text or change the layout of a webpage
4. **Order in Menu** – this is what determines the order of the tabs at the top of the website
5. **Publish** – If this is checked, this particular web page will show up on the website
6. **This is the Home Page**- only one of your web pages can be the first screen that people see when they go to your website
7. **Members only Access** – Checking this box will force visitors to your web site to log-in with their CampusGroups account before being able to see the contents of this page
8. **Delete** – if you no longer need a webpage, use this to delete it

Illustration of “How to Build the WebSite”.

The image shows a screenshot of a website management interface. At the top, a dark blue navigation bar contains menu items: About, Events, Blog, Officers, Newsletters, Members, Contact us, and Discussion board. A dropdown menu is open under 'Officers', showing sub-items: Resources, Photos, Additional Case Books, and Surveys. Below this is a table with columns for Menu items, Web pages, Edit/Preview, Order in Menu, Add page under menu item (Optional), Order of page in sub menu (Optional), Publish, This is the Home page, Members only access, Hide side bar, Side bar on right, Menu link Advanced (Optional), and Delete.

Annotations include:

- A red box labeled "Menu" pointing to the top navigation bar.
- A red box labeled "Menu Item" pointing to the "Officers" menu item.
- A red box labeled "Sub Menu" pointing to the dropdown menu under "Officers".
- A red box labeled "Standalone" Web page (directly placed in the menu) pointing to the "About" row in the table.
- A red circle around the "Resources", "Photos", "Additional Case Books", and "Surveys" rows in the table.
- A red circle around the "Publish" checkbox in the "Events" row.
- A red circle around the "Officers..." dropdown in the "Newsletters" row.

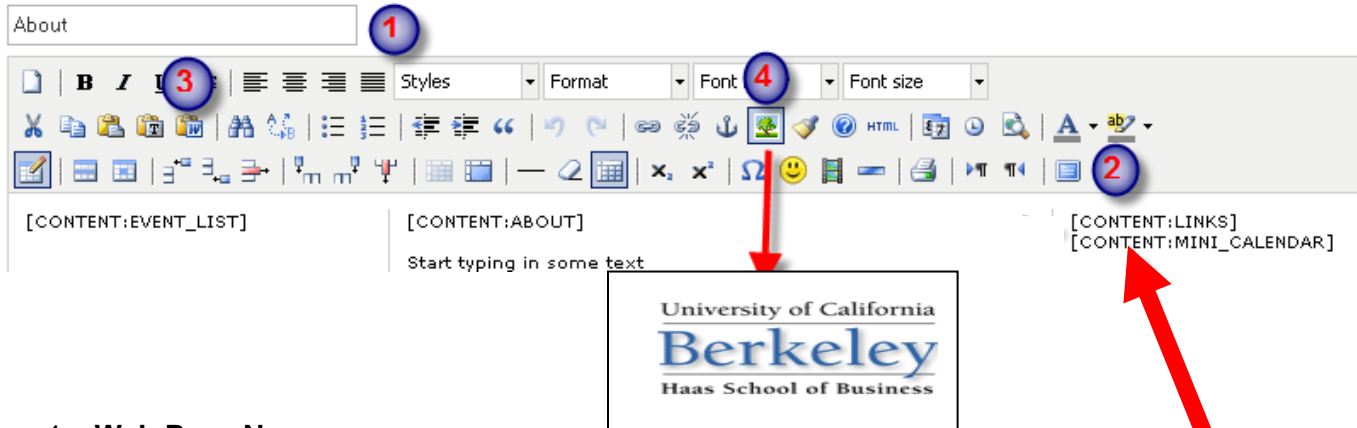
A callout box titled "Publishing Web Pages" contains the following text:

You can either place your Web page directly in the Menu by clicking on the "Publish" checkbox.

Or you can place your Web page under a Menu Item by selecting the Menu Item in the dropdown list.

Menu items	Web pages	Edit/Preview	Order in Menu	Add page under menu item (Optional)	Order of page in sub menu (Optional)	Publish	This is the Home page	Members only access	Hide side bar	Side bar on right	Menu link Advanced (Optional)	Delete
Officers		Preview	4			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:OFFICERS]	
↳ Resources		Edit Preview		Officers...	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:RESOURCES]	
↳ Photos		Edit Preview	6	Officers...	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:PHOTOS]	Default Page
↳ Additional Case Books		Edit Preview		Officers	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:ADDITIONAL]	
↳ Surveys		Edit Preview	7	Officers...	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:SURVEYS]	Default Page
"Standalone" Web pages: these pages are not attached to a menu item. You can place them directly in the menu by checking the "Publish" checkbox.												
	About	Edit Preview	1			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:ABOUT]	Default Page
	Events	Edit Preview	2			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Blog	Edit Preview	3			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Newsletters	Edit Preview	5			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Members	Edit Preview	8			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Contact us	Edit Preview	9			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[LINK:CONTACT US]	Default Page

Editing a Web Page (figure 1)



1. **Web Page Name**
2. **Maximize Edit Window** – use this button to full-screen the edit window
3. **Paste from Word** – use this button when pasting text from a Word document
4. **Insert Picture** – use this button for inserting images into your webpage (upload picture)
5. **Content Widget** – these are the tags used to represent the automatic boxes (calendar, links) that CampusGroups automatically shows when viewing the actual webpage

Note: You can add/edit text or insert images anywhere you want. You can also add/remove the dynamic content tags anywhere you want. **FIGURE 1 SHOWS THE CODE WHEN YOU EDIT THE WEB PAGE.**

Content Widgets

You can edit and view the tags to add content widgets to your web pages by finding the *Content tag*.

CONTENT WIDGETS

Use these tags to add content to your web pages. Simply copy/paste the tags (ex: [CONTENT:CALENDAR]) within the HTML of your web pages.

Content tag	Description	Privacy	Preview	RSS feeds (advanced)
<input style="width: 100%;" type="text" value="[CONTENT:OFFICERS]"/>	The list of your officers <input checked="" type="checkbox"/> Display photos <input checked="" type="checkbox"/> Display email addresses	<input type="checkbox"/> Privacy settings	<input type="button" value="Preview"/>	<input type="checkbox"/> Rss feed

Useful links

We have not posted any links yet.

- Putting [CONTENT:LINKS] on your web page (while editing) will cause the following to show up
- Click on *Preview* next to the tag to view what will actually show up on a web page

CONTENT WIDGETS

Use these tags to add content to your web pages. Simply copy/paste the tags (ex: [CONTENT:CALENDAR]) within the HTML of your web pages.

Content tag	Description	Privacy	Preview	RSS feeds (advanced)
[CONTENT:OFFICERS]	The list of your officers <input checked="" type="checkbox"/> Display photos <input checked="" type="checkbox"/> Display email addresses	Privacy settings	Preview	Rss feed
[CONTENT:CALENDAR]	Your event calendar	Privacy settings	Preview	Upcoming Past All
[CONTENT:MINI_CALENDAR]	Your small-sized event calendar	Privacy settings	Preview	
[CONTENT:EVENT_LIST]	Your list of upcoming events	Privacy settings	Preview	
[CONTENT:SURVEYS]	Your surveys	Privacy settings	Preview	Rss feed
[CONTENT:ABOUT]	Your about us page (edit)	Privacy settings	Preview	
[CONTENT:NEWSLETTERS]	Your list of newsletters	Privacy settings	Preview	Rss feed
[CONTENT:CONTACT]	Your contact information (edit)	Privacy settings	Preview	
[CONTENT:BLOG]	Your blog	Privacy settings	Preview	Rss feed
[CONTENT:MINI_BLOG]	Your blog summary	Privacy settings	Preview	
[CONTENT:PHOTOS]	Your photos sorted into albums (edit)	Privacy settings	Preview	
[CONTENT:MINI_PHOTOS]	A quick list of photo thumbs with your latest photos (edit)	Privacy settings	Preview	
[CONTENT:FILES]	Your files sorted into folders	Privacy settings	Preview	
[CONTENT:MINI_FILES]	A quick list of files	Privacy settings	Preview	
[CONTENT:DISCUSSION]	Your discussion board (requires web site visitors to log on to your web site)	Privacy settings	Preview	
[CONTENT:LINKS]	Your useful links (edit)	Privacy settings	Preview	
[CONTENT:MEMBERS]	Your members	Privacy settings	Preview	

By selecting the Content Tag for your website, you can also select the Privacy settings that will allow you to distribute your data to the public or keep it private within your club.