Rural Health Partnership

HOW TO UPDATE & EDIT THE RHPSA.ORG WEBSITE
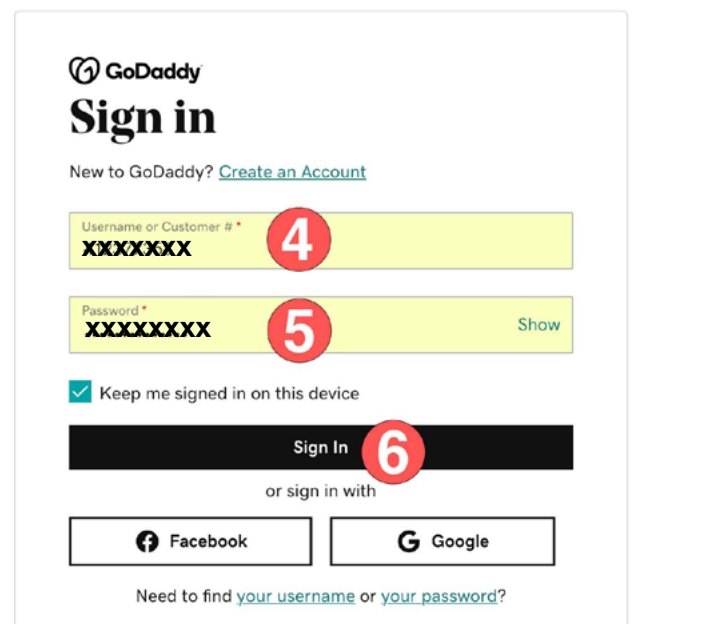
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LOGGING IN

1. Type into your address bar, www.godaddy.com

2. Click on sign in for the drop down menu
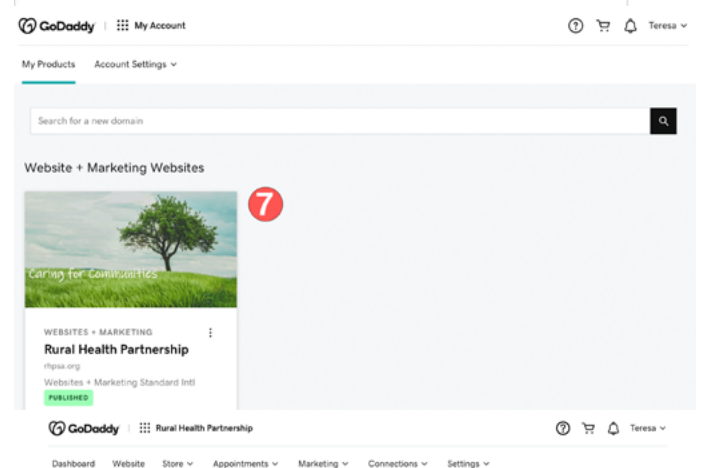
3. Click sign in.

4. As in the screen shot, the Username is:
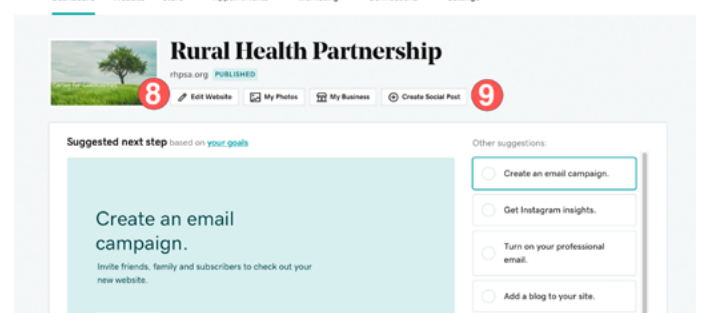
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5. We will send your password in a separate email for security purposes.
(Aisling also has access to this information).

6. Click sign in to proceed.

7. Your GoDaddy products will be displayed below.
Click on the currently published Rural Health Partnership website to proceed.

8. From this point you can add photos directly to your account and edit the website by clicking on the button.

9. Once your social media accounts are connected to this account, you will also be able to create posts from here.

EDIT & PREVIEW MODE

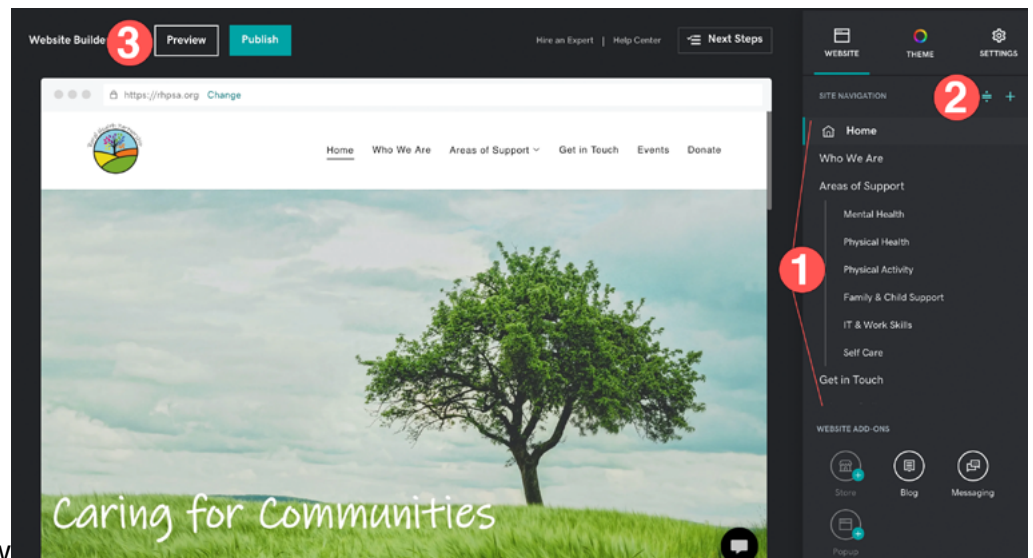You will be presented with how to website currently looks in Edit Mode.

This is essentially a preview of how the site looks, but you're able to navigate throughout the site, click on all the element, make changes to text, layout and add photos/videos etc.

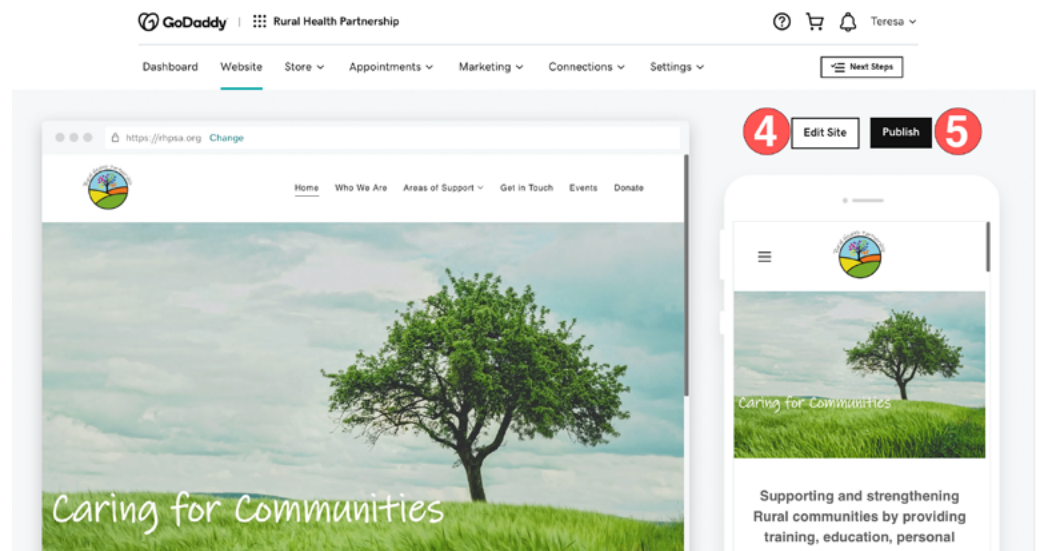1. All the pages are available to see in the right tab as shown.

2. Clicking on the icon next to number 2 will allow you change the order of pages in the navigation bar. For example, should you want the donate button to appear furthest left on the navigation menu, you would just drag this to the top of the list.

3. Clicking on the preview button will bring up the screen as shown right. This is how the website will look on a desktop computer and on a smart phone screen.

4. You can browse the website in this mode but to make any further adjustments you need to click back into Edit Site.

5. If at this point you were happy with how the site looks, you can click Publish and the site will go live. Sometimes edits that have been made to the site can take a while to come into effect, but usually things update instantly.

MAKING EDITS (1)

1. To make an edit, in edit mode, if you hover the mouse over any element on the page, these plus sign buttons will appear.
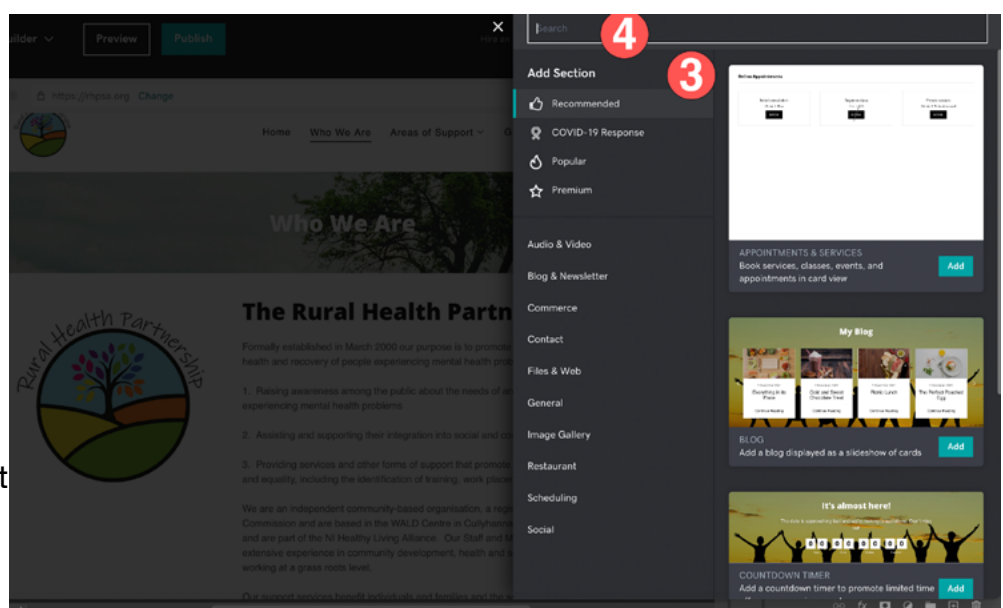

2. Hovering over these plus signs will bring up an 'Add Section' option. When clicked it will take you to the screen shot shown below.

3. You will be given a list of available sections to choose from within your subscription, with the option for a further list of premium options.

4. You can use the search bar to find specific sections that might not be obvious from the first list.
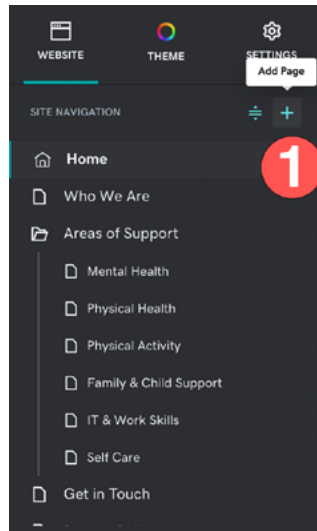
On the next page I will go through an example of how add another page, image and some text.
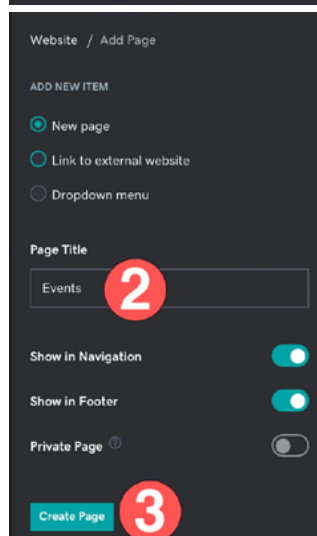
MAKING EDITS (2)

I'm going to add an Events page as this was a feature mentioned in the initial brief that would be beneficial.
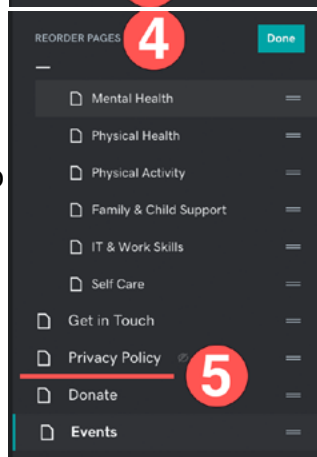
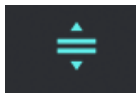1. Click the plus sign for Add Page

2. I've named the page 'Events' and opted to have it displayed in the footer as it's an important feature that should be visible.
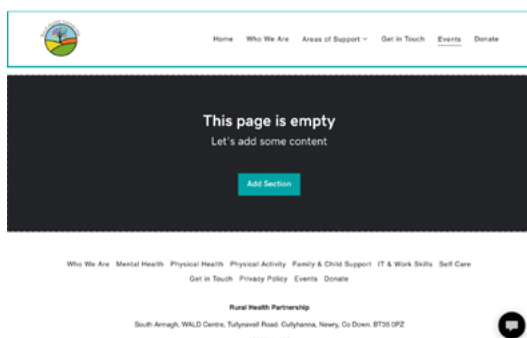
3. Create page.

4. Clicking on the 'Reorder' button as shown before will allow you to drag into your desired order.
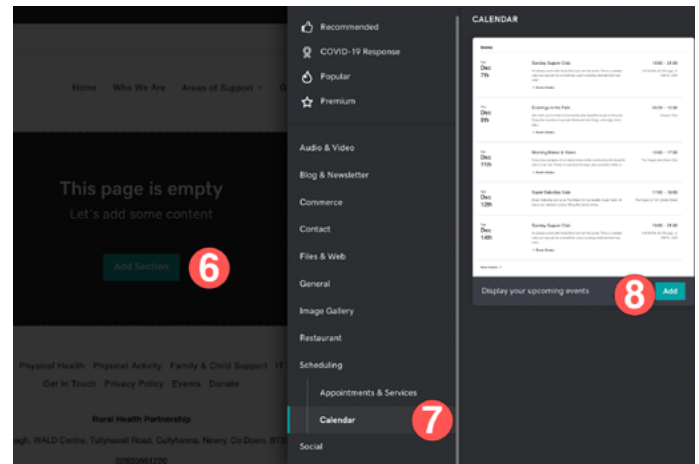
5. I will drag the Events page above the Donate, as I want that to be the furthest right in the navigation bar.
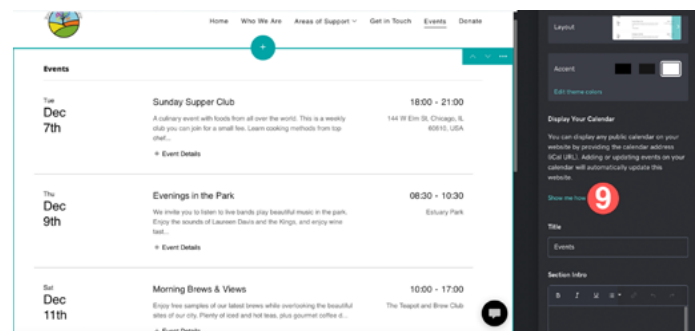The result is shown below.

6. Click on Add Section.

7. Under 'Schedule' you'll have the option to choose a live calendar to include on your page.
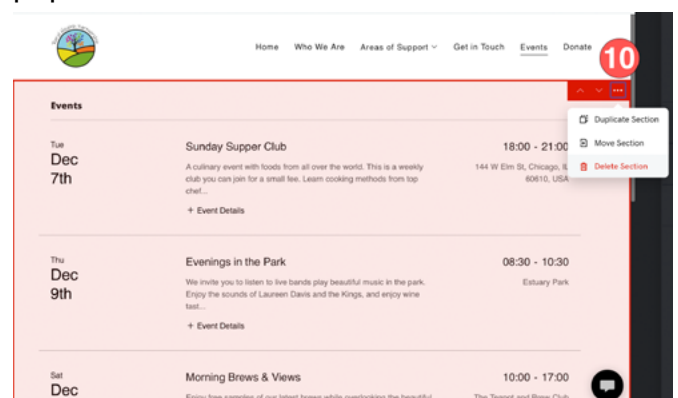
8. Clicking Add will place a live calendar on this page which will look like the screen shot below.

9. To have this feature Live on the RHP website, you will need to link an iCal URL to this section. The show me how button goes over how to achieve this in detail. I think this would be an excellent feature to include in the website.

10. Until this option has been enabled I will show you how to delete a specific section, shown below.
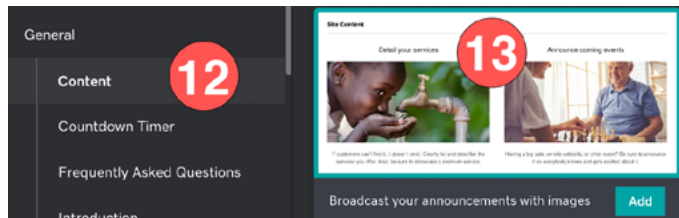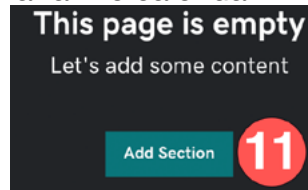Click on the 3 settings dots and click the waste paper basket.
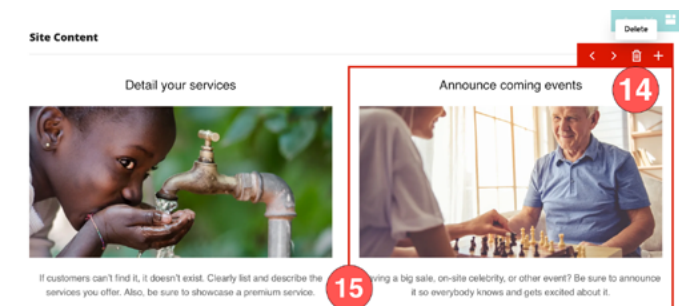
MAKING EDITS (3)

We want users to know that a live calendar is on the way, so I will place a coming soon image in its place.

11. Add Section.

12. From the sections list, under 'General' and Content, you'll be given several options with varying layouts.

13. I selected this option as shown above.

As I only want to have a single image on this page, I need to delete any of the material provided in the default layout.

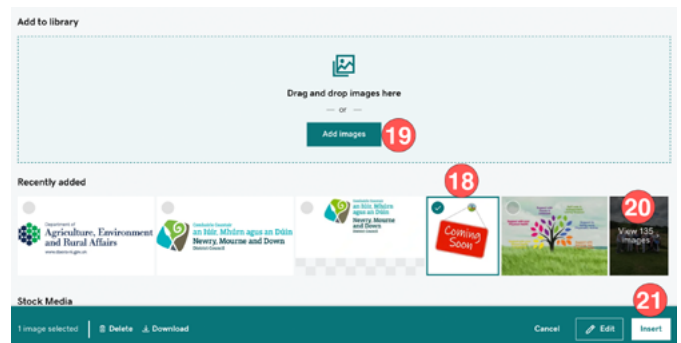14. Again, hovering over any element editing or deleting options. I deleted the right image.

15. Any text I will just highlight and delete. Now we need to replace the stock image with one of our own.

16. Click on the image to bring up further options on the right tab.

17. Click on Change Image.
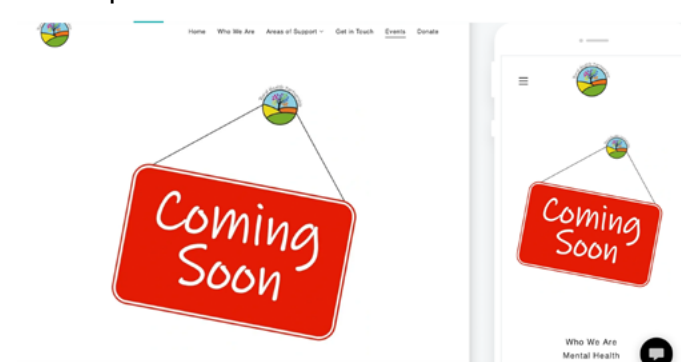This takes us to an important website feature for adding new images which you will need to do.

18. The Coming Soon image I will choose is in the recently added carousel.

19. Adding other images you will click on Add images at 19.

20. You can view a list of previously added images.

21. When ready to proceed, click the bottom right Insert.

Below is how this looks on smart phone and desktop.

Always switch between Edit and Preview just to keep an eye that things are sitting on the page as you intend.

There are several photo galleries on the site, so it's important you know how to work this feature.

In the Family and Childcare Support page, there is a gallery for the Hopeful Minds Programme which I'm using as an example.

22. Click on the section anywhere outside of the photos. This will bring up the options as shown in 23.

23. Clicking on the plus will allow you to add up to 250 images in total to a gallery.

DONATE BUTTON

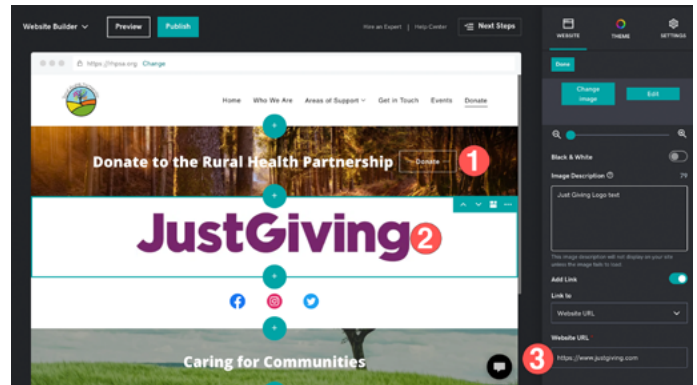The donate feature is still to be finalised.
When the donate button is clicked it takes the user to this page seen right.
1. The button when clicked will take the user to the justgiving external website.

2. Clicking on the image of the Just Giving logo will do take the user to the same place.

3. You can see the website URL can be edited in this bottom right field.
When things are up and running with your justgiving account, you can edit this to take users to the correct address.

FURTHER INFORMATION

GoDaddy website builder is a useful tool and after familiarization it is very user friendly.

There are excellent online tutorials available to help you figure out anything you might be unsure about.

https://www.websitebuilderexpert.com/website-builders/how-to-build-a-website-on-godaddy/

This is a great resource for learning the ins and outs of this building software.

https://www.youtube.com/watch?v=2O5jAkcKIRA
This is another great step by step resource for getting the best out of this software.