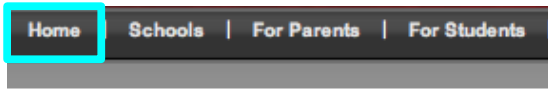


Updating the Wellness Committee

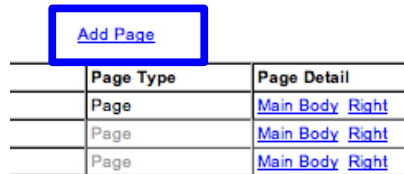
1. Login to www.wrps.org/admin
2. Click the “Home” link on the top of the screen.



3. Next, scroll down until you find the Wellness Committee Page and click the “Main Body” link.
4. From there you should see Text/Graphic Editors with links at the bottom that look like this:

[Change Position](#) [Move](#) [Update Text/Graphic Editor](#) [Preview](#) [Delete](#)

5. To update the Text/Graphic Editor, click the link that says: **Update Text/Graphic Editor**.
6. From there, you can edit anything you want. When finished, click the “Update” button.



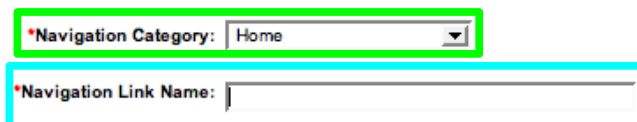
A screenshot of a table with an 'Add Page' link highlighted in a red box. The table has two columns: 'Page Type' and 'Page Detail'. There are three rows of data, each with 'Page' in the 'Page Type' column and 'Main Body Right' in the 'Page Detail' column.

Page Type	Page Detail
Page	Main Body Right
Page	Main Body Right
Page	Main Body Right

7. To add a new page under Wellness Committee, or any other page, click the “Add Page” link at the top of the Home page.
8. **The Navigation Category** will already be filled in for you.
9. The **Navigation Link Name** is what your going to see on the Home page. Example: Wellness Committee Meetings.

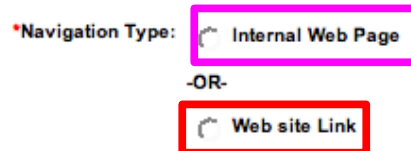
Add Page

* indicates a required field.



A screenshot of the 'Add Page' form. The 'Navigation Category' dropdown menu is highlighted with a red box and contains the value 'Home'. The 'Navigation Link Name' text input field is highlighted with a red box and is currently empty.

10. Then you need to decide if the webpage being added is a Internal Webpage(in wrps.org) or a **Website link**(not wrps.org).
 - a. If you choose **Internal Web Page**, then a extra section will pop out that looks like this:



A screenshot of the 'Navigation Type' selection options. The 'Internal Web Page' radio button is selected and highlighted with a red box. Below it, the text '-OR-' is displayed, followed by the 'Web site Link' radio button, which is highlighted with a red box.

11. Then in the **Physical File Name**, you want to type something simple and all lowercase.
Example: If I had a title named Wellness Committee Meetings, a simple physical file name could be: wcm
12. Then In the **Page Title** text box, type the title of your new page. Then select if you want the title left justified or centered.
13. The **Existing Banner Graphic** will default to the WRPS graphic. **NOTE: DO NOT CHANGE THIS!**

*Navigation Type: Internal Web Page

Adding Level 2 links underneath this page will automatically make it a menu opening link as well

Physical File Name: .cfm
(only small case letters a-z, upper case letters A-Z, 0-9, and underscores are allowed)

Page Title:
 Left Justified Centered Default ?

[Click here for Advanced Settings](#)

Existing Banner Graphic: [View](#)

-OR-

New Banner Graphic:

14. The you can select between to radio buttons, **Active or Inactive**. This is located by the **Navigation Link Status**. Active will make this page visible immediately, while inactive lets you make changes and wont be visible until you change it.
15. The **Navigation Order** lets you change the order of your page, by clicking the drop down bar you can pick where you want your page to go. NOTE: By default it will always put it at the bottom of the page.
16. The **Navigation Level** lets you pick what level you want your page to be, this is done through a drop down bar.
17. Once you are done, click the **“Add”** button, and your page will show up where ever you put it.

Navigation Link Status: Active Inactive

*Navigation Order: After

*Navigation Level: