Website Administration

Contents

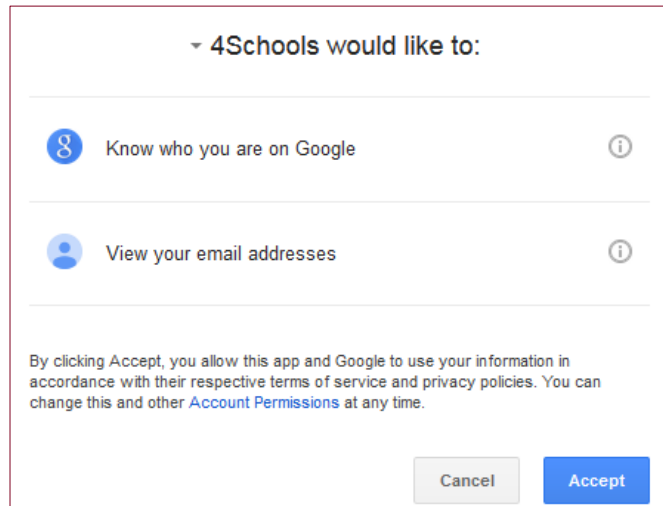# Logging In

The easiest way to log in is to Sign-In with Google
- Sign into your district Google Apps Account
- Open an new tab and go to https://app.4schools.net/client/index.cfm?memberid=1103&app=cms
- Click the red button at the bottom: **8+ Sign In with Google**

The first time you login you may get this message below….click 'Accept'

Once you have logged in successfully you should see a screen similar to this:
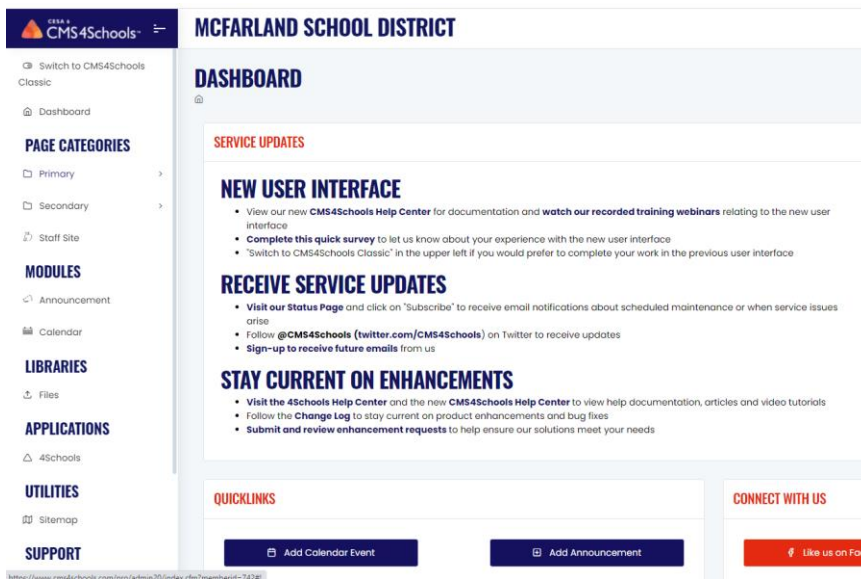
Once you have logged in this way, you can change your password under USER… 'Edit My Profile' and then just use that password along with your network username instead of using Google Sign-In or you can just always login with the Google Sign In.

File Upload

Use the Files, under Libraries, to upload a file to the web site in order to link to it – either a document or image
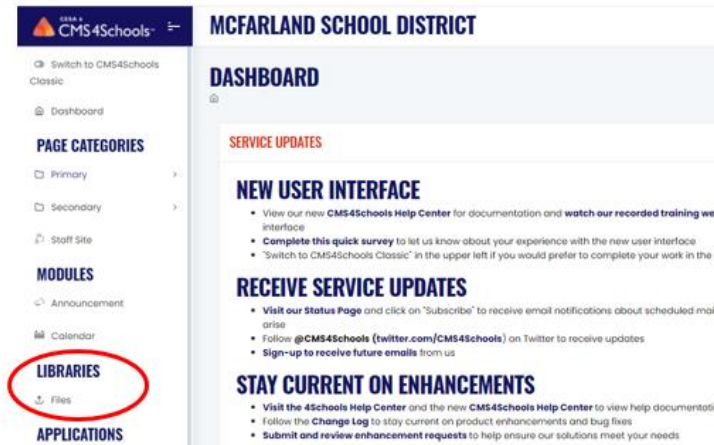
When you open the Files area you will see a group of folders at the top. Open the folder that you would like to place the file in and click 'Add File'. Files from the current folder are listed under any sub-folders.

You can create a folder **within the current folder** by clicking this

You can add a file to the current folder by clicking Add File

This shows you the folder you are currently in

Click on folder name to open folder

Once a file is uploaded, right-click the file name and choose Copy Link / Copy Link Address (wording depends on the browser you are in) to copy the URL you need to access the file.

Modifying Pages

Go to Page Categories to access your pages:

Each Main Body can be made up of one or more modules. Some of the available modules are
- Announcements
- Bulletin Board/Forum/Blog
- Calendar of Events
- Embed Audio/Video
- Expand/Collapse Content
- Interactive Forms
- Links
- Photo Gallery
- Resources/News
- Slide Show
- Text/Graphic Editor (most common – what instructions for Home Page dealt with)
-

Each Right Side Bar can be made up of one or more modules. The available modules are:
- Announcements
- Mini Calendar
- Quick Links
- Resource/News
- Right Side Text/Graphic
- Slide Show
- Translator Widget
- Upcoming Events

PAGES

Search:

PREVIEW button found here

NAME	STATUS	LAST UPDATE	EDIT		ACTIONS
District Home Level 1 Index	Published Hidden	7/8/15 12:31 PM Michelle Eversoll	Content	Settings	Actions ▾

Content button allows you to modify the Main Body and a Right menu

Settings allows you to change page parameters such as Visible/Hidden, Page Title, and order of pages.

Most pages are made up of the Text/Graphic Editor

Formatting toolbars

This is where you enter your content information.

SAVE your work

If you would like to include a picture you can quickly do it by using the Image Settings area.

You can even link your picture to another web page or web site using the Link box (not shown above)

Instructions on embedding a link are on next page…..

Embedding a link

To place a link to a website in your text, do the following:

- Highlight the word(s) you want for your link (example: "Visit my website for more Info"
- Click the link icon in the toolbar
- Enter the website address in the URL box
- If you would like the new website to open in a separate window, click on Target then select 'New Window (blank)'
- Click 'OK'
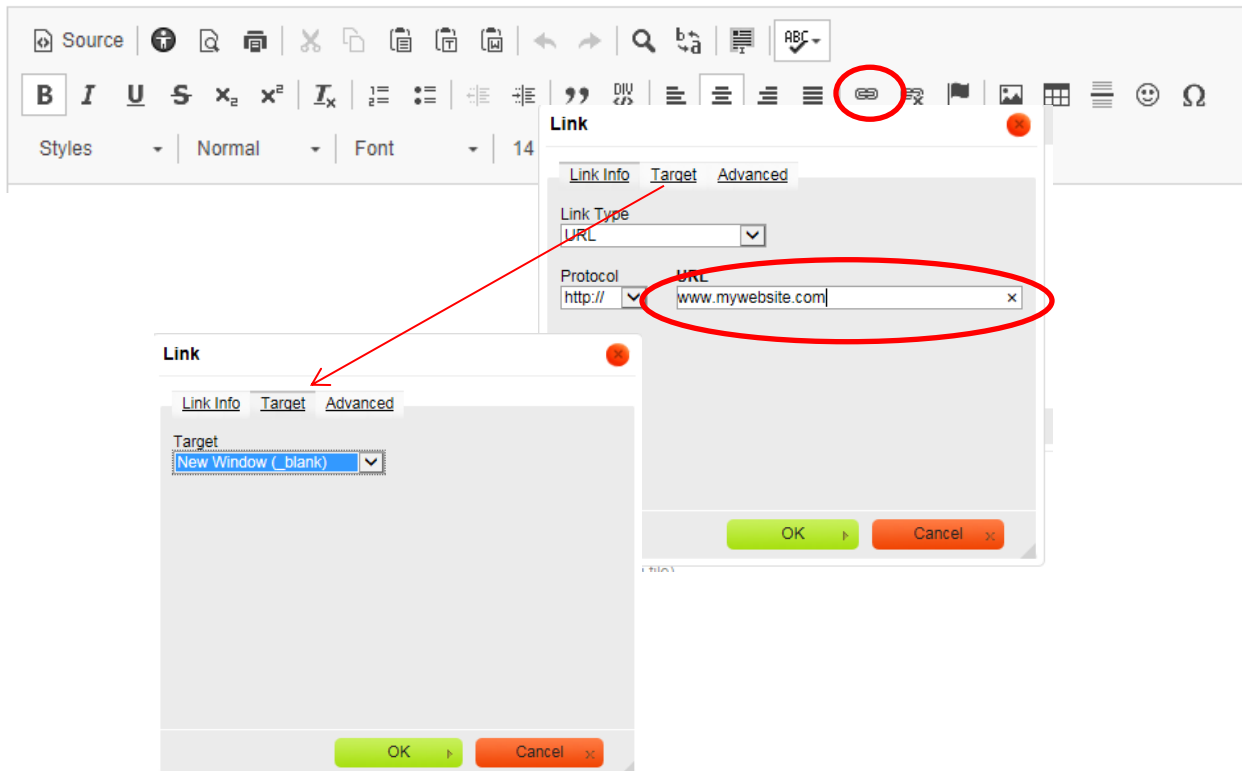
Adding Pages

To add a new page or menu item that goes to a URL, use the buttons at the top of the Page list

ACTIONS

📄 Add Page   🔗 Add Link
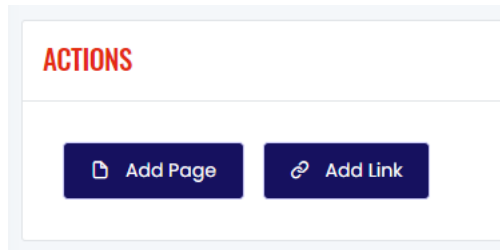
Fill in the Add Page screen and click 'Add'

ADD PAGE
⌂ / Page Categories / Primary / District / Add Page

Required Settings   Banner Settings   Display Settings   SEO Settings   Security Settings   Toggle All Settings

REQUIRED SETTINGS

TITLES

Navigation Title

Name that will appear on the left-hand side menu when your website is displayed. For example: Student Services

The navigation title appears in the menus and navigation tools on the site.

Page Title

Name that appears at the top of your page

The page title appears directly on the page as the highes level heading.

File Name

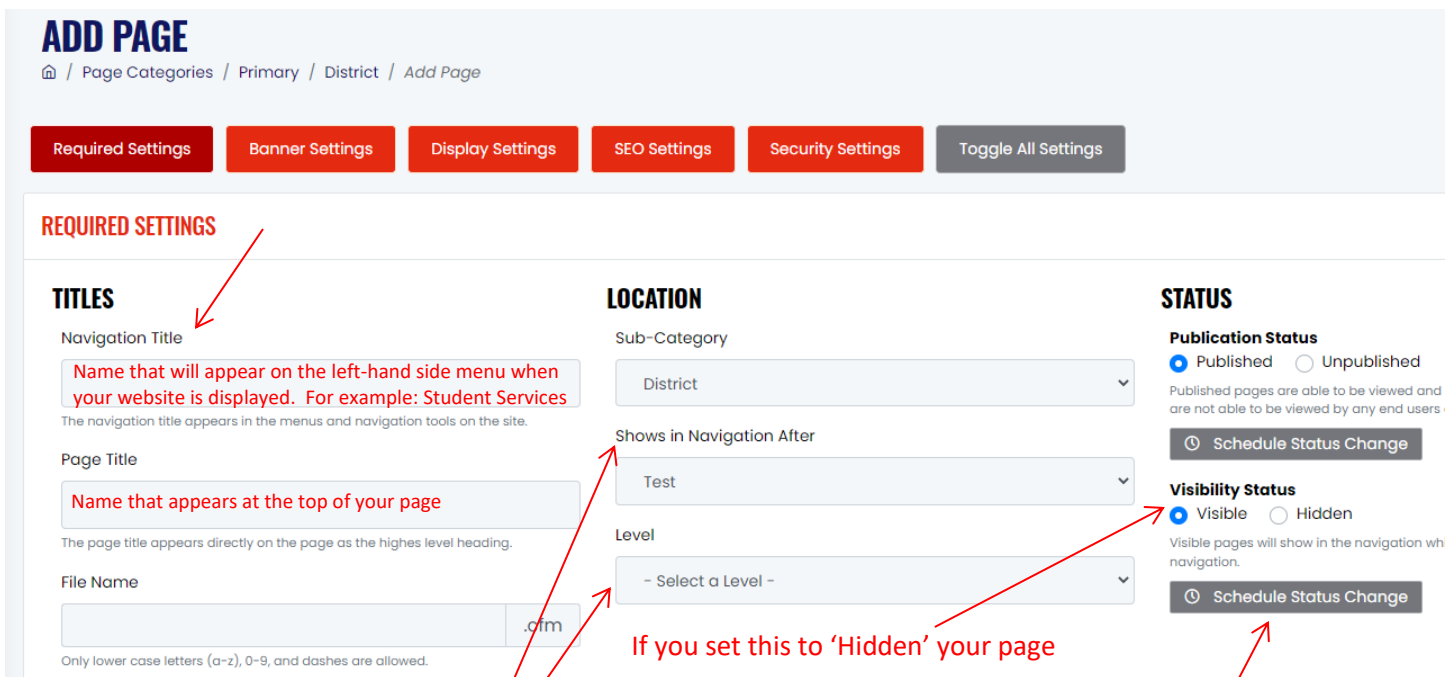[   ] .cfm

Only lower case letters (a-z), 0-9, and dashes are allowed.

LOCATION

Sub-Category

District ▾

Shows in Navigation After

Test ▾

Level

- Select a Level - ▾

STATUS

Publication Status
🔵 Published   ⚪ Unpublished

Published pages are able to be viewed and are not able to be viewed by any end users

🕐 Schedule Status Change

Visibility Status
🔵 Visible   ⚪ Hidden

Visible pages will show in the navigation wh navigation.

🕐 Schedule Status Change

If you set this to 'Hidden' your page will not display until you change it to 'Visible'

You can actually tell it when to make your page Visible/Hidden.

This tells it what order to put your pages in

This allows you to have sub levels of web pages

Add / Modify Dates to Calendars

To add a date to a Calendar, select Calendar

CMS4Schools

- Switch to CMS4Schools Classic
- Dashboard

PAGE CATEGORIES
- Primary
- Secondary
- Mobile Site
- Staff Site

MODULES
- Announcement
- Calendar
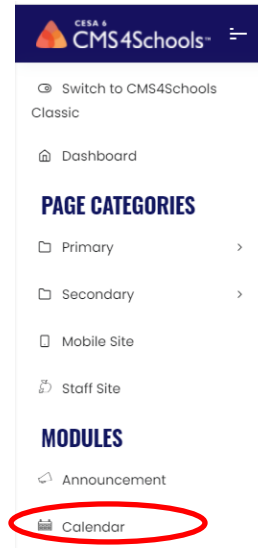
Use the arrows at the top to select the correct month & year. You can select Event Category but not required.

CALENDAR
/ Modules / Calendar

ACTIONS

Categories | Facilities | Locations | Import Events | Weekly Email Settings

EVENTS

Event Category

All Categories

DECEMBER 2021

Sun	Mon	Tue	Wed
28	29	30	
	7p School Board Special Meet	MHS Capitol Pageant Rehears	
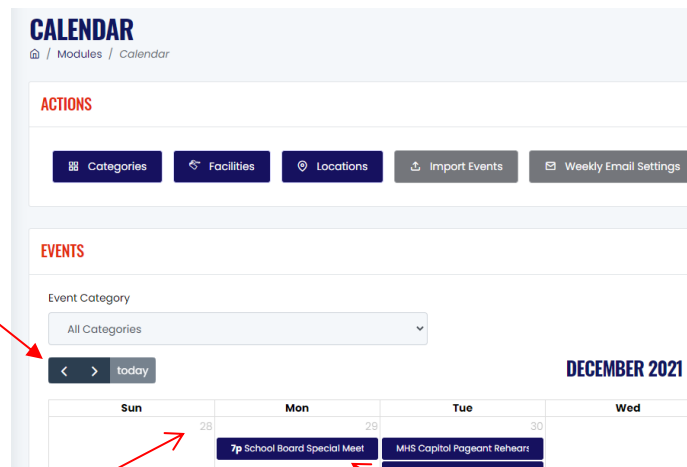
To add a new date, click on the date number.

To modify an event, click on the event name

ADD EVENT
/ Modules / Calendar / Add Event

General Settings | Content Settings | Attachment Settings | Facility Settings | Location Settings | RSVP Settings | Toggle All Settings

GENERAL SETTINGS

Event Title

If you leave the title blank, the event description will appear as the title instead.

Event Category

Event Date

11/29/2021

Date format: m/d/yyyy

Event Time

Begin Time | End Time

Event Repetition
- None
- Daily
- Weekly
- Monthly
- Specific Dates

CONTENT SETTINGS

Date Description

Description may replace the event title or can be used for additional information.

Event Description

Styles | Format | Font | Size

Words: 0, Characters: 0

Minimally you should fill in the Event Title, Category & Date

If you would like, you can enter a time and description.
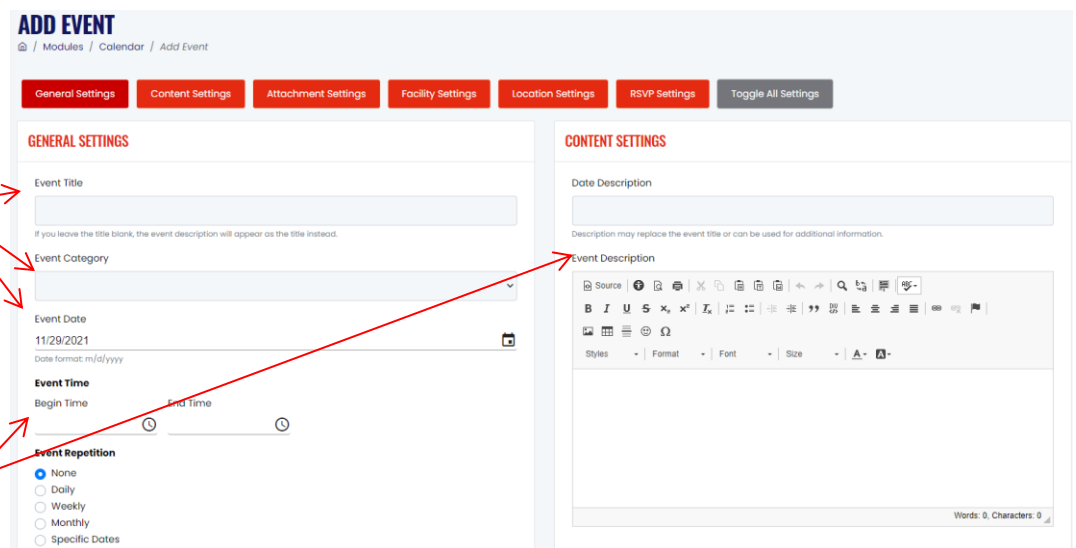
(event creation con't on next page)

Attachments: You can use the Attachment option to attach files. The file links window when the user opens the Event.

Links: You can add links to additional info as well. If you put a 'Title' with the link, the Title is displayed as a hyper-link and when the user clicks on it, they are taken to the specified URL. These also appear in the Event description window.

Recurrence: You can specify an event to reoccur daily, weekly or monthly. Each of these options lets you specify additional information, such as an ending date for the recurrence. You can also use the 'Select Your Dates' option to specify multiple dates for an event.

ATTACHMENT SETTINGS

FILES
Attachment 1

Choose file

File 1 Title

⊕ Add Another Attachment

LINKS
Link 1 Address

https://

Link 1 Title

⊕ Add Another Link

LOCATION SETTINGS

Location

⊕ Add New Location

Extra Location Text

We are not using these fields at this time except for sports info that is imported from RSchool . Put location information in your description.

Add Event   Reset

Allow to RSVP: You can allow people to RSVP to an event by clicking this box. You enter one or more emails that that will rec**eive the RSVPs.**

RSVP SETTINGS

⬤ Allow RSVPs

If an event has an RSVP attached to it, when the user opens the event they will see an RSVP link

test

Category: District
Date: December 5, 2015
RSVP Form: Click here to RSVP

<print>   <close window>

If a user clicks the RSVP they will see these 2 boxes where they can enter their info and info for other attendees!

RSVP Step 1 of 2 - test

Fill out the form below and click the Continue button.

First Name: Michelle
Last Name: Eversoll
Phone Number: 838-4528

Number Attending: 2 ▾ (including yourself)
Note: You can enter attendee information in Step 2.

Continue to Step 2   Clear Form

RSVP Step 2 of 2 - test

Fill out the form below and click the Finish button.

#	First Name	Last Name	Email
1.	Michelle ×	Eversoll	
2.			

Finish   Clear Form

For each person that RSVPs, an email is sent to the email you specified.