

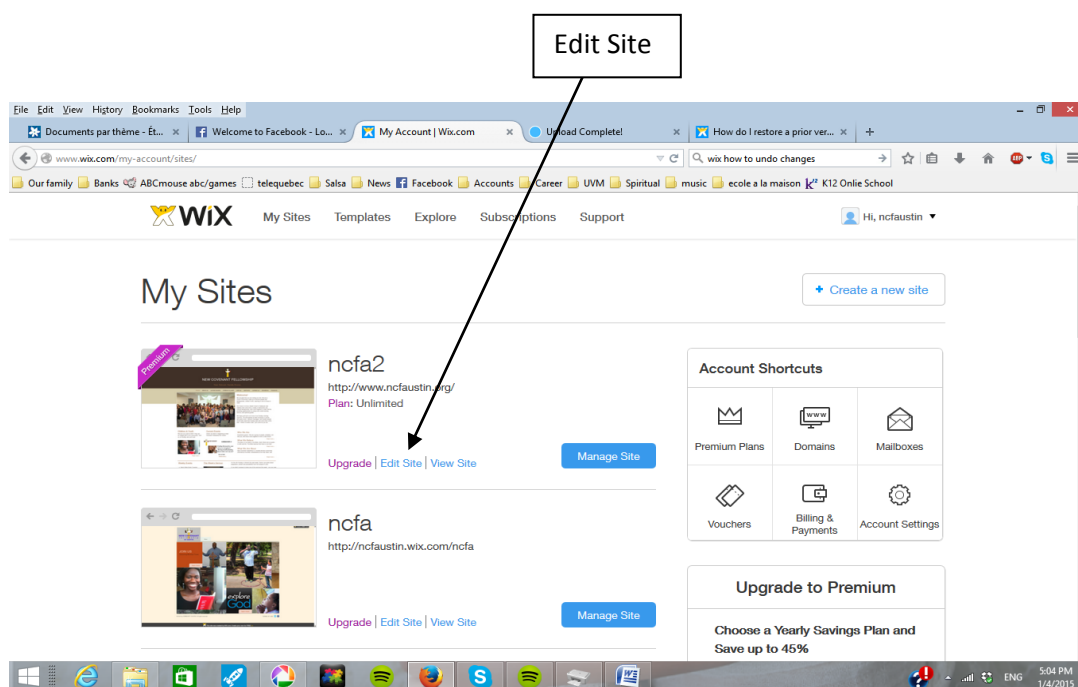
Website Maintenance Instructions

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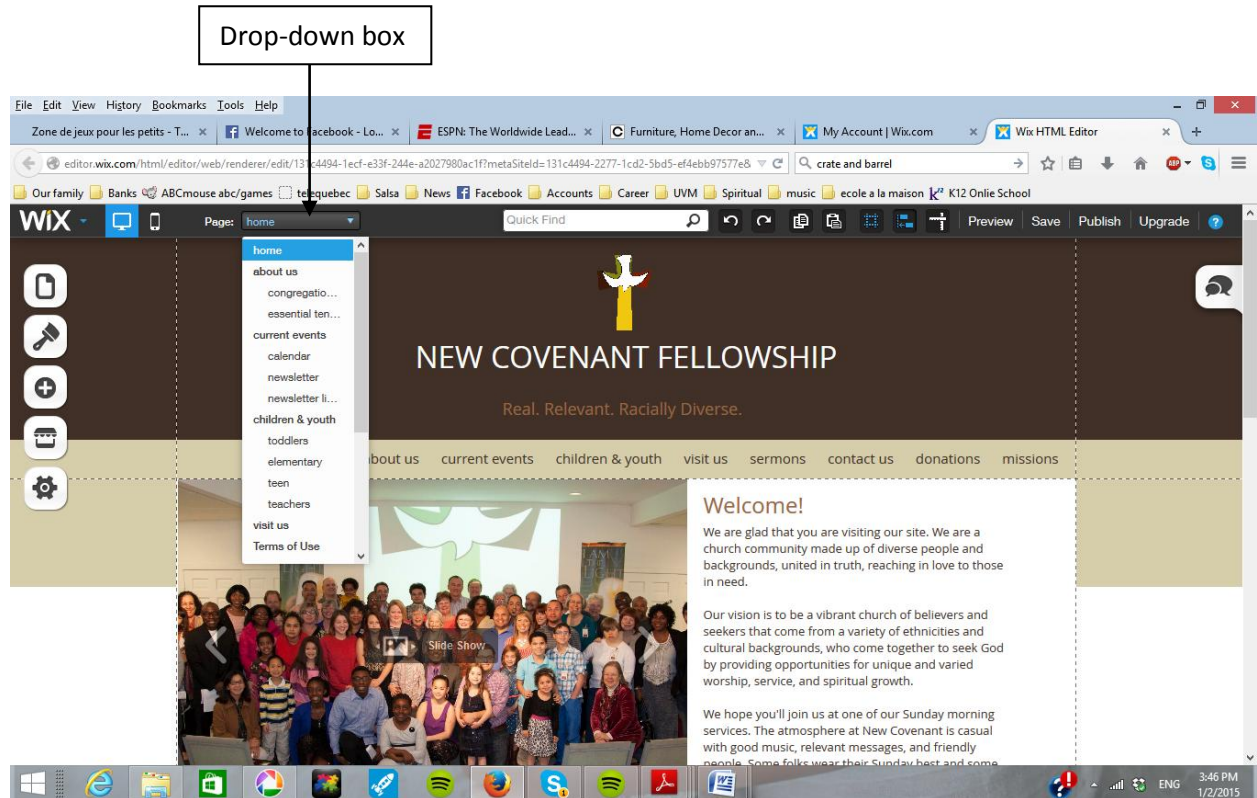
Date : January 2, 2015

Basic Updates :

- 1) Login to NCFA website :<http://www.wix.com>
 - a. Username:
 - b. Password:
- 2) Select “Edit Site” for “ncfa2” as shown below:



- a. This will bring you to the front page of the NCFA website in “Edit” mode as shown below:
- b. Immediately select the page you own via the drop-down box
- c. You will now be redirected to your page where you can start editing as you wish

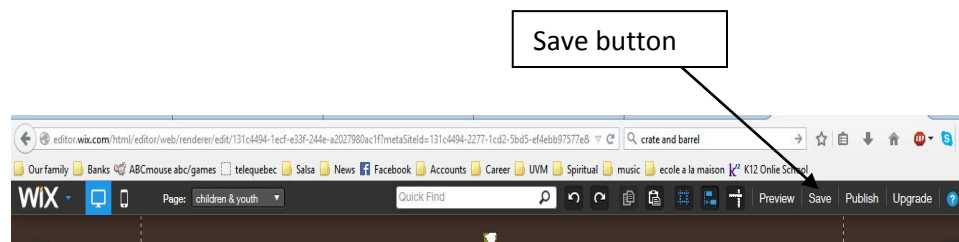


3) Basic editing to change text or pictures is pretty much just like writing a word document.

- a. Just click on the text, image or slide show you wish to change and a dialog box will pop up.
- b. Click on “Edit Text”, “Change Image” or “Organize Images” depending on what you’re editing.

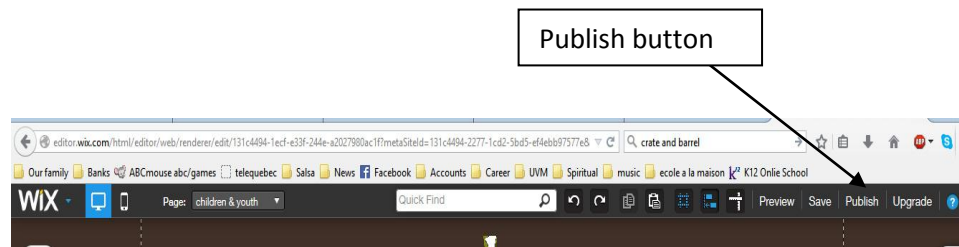
4) Save your changes

- a. Click on “Save” at top of Wix editor as show below:

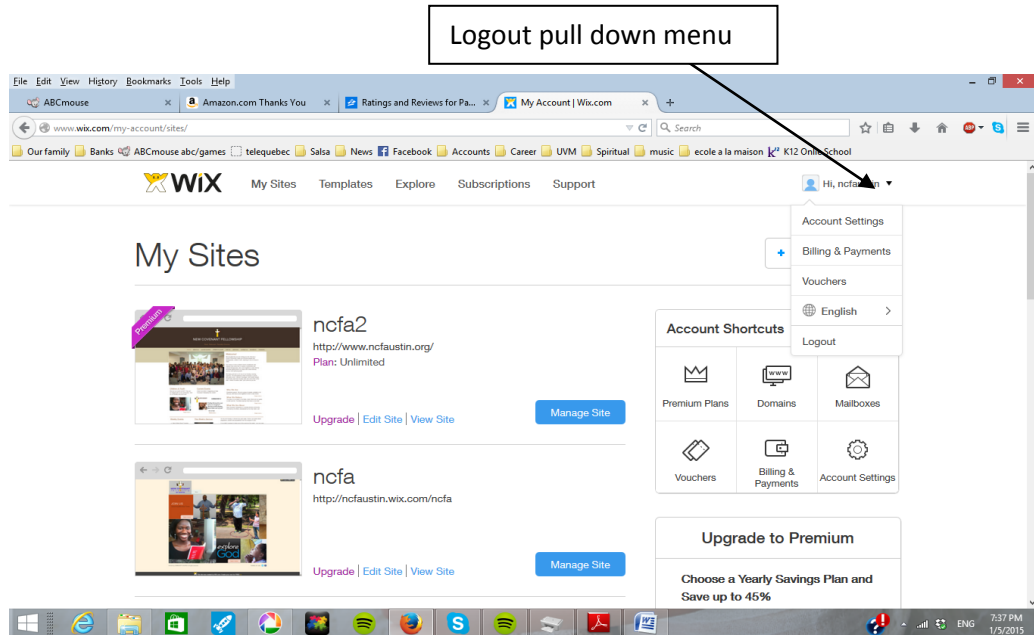


5) Preview your changes

- a. Click on the “Preview” button to the left of the “Save” button above and this will put you in “Preview” mode.
 - b. You can now navigate the page or site as if it were viewable to the world.
- 6) Publish changes:
- a. **IMPORTANT NOTE:** please review the [website policy](#) on publishing changes to the website.
 - b. If in “Preview” mode, return to “Edit” mode by clicking on the blue “Back to Editor” button at the top left corner of the page.
 - c. Once you’re ready to make your changes viewable to the world, just click on the “Publish” button as shown below:
 - d. Follow prompts to complete publishing of updates



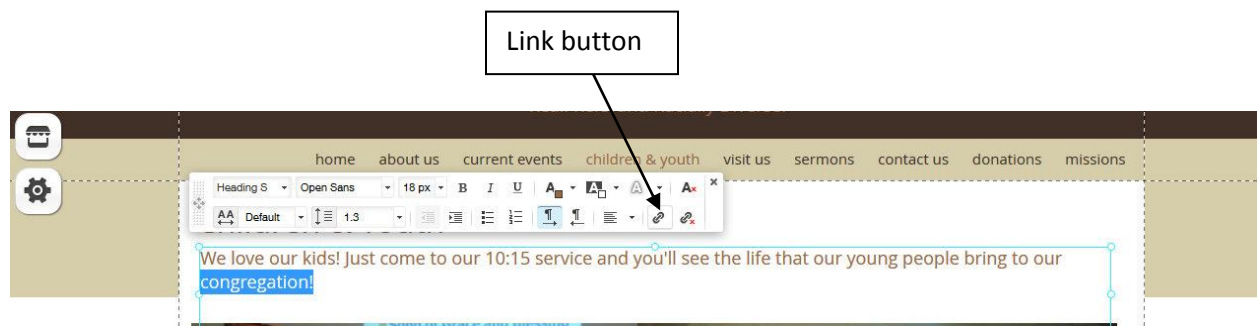
- 7) Logout
- a. **IMPORTANT NOTE:** Since Wix does not allow multiple users to edit the site at the same time, it is very important that once you’re finished with your updates that you log out of Wix.
 - b. Click on “Hi, ncfaustin” on the upper right-hand side of the main login window as shown below.
 - c. Select “Logout”



Advanced Updates:

1) Add link to text:

- a. Follow basic editing step #3 above to enter edit mode for text.
- b. Highlight text that you wish to create a link
- c. A dialog box will pop up to select what type of link you want (e.g. web address, page, document, email, etc.).

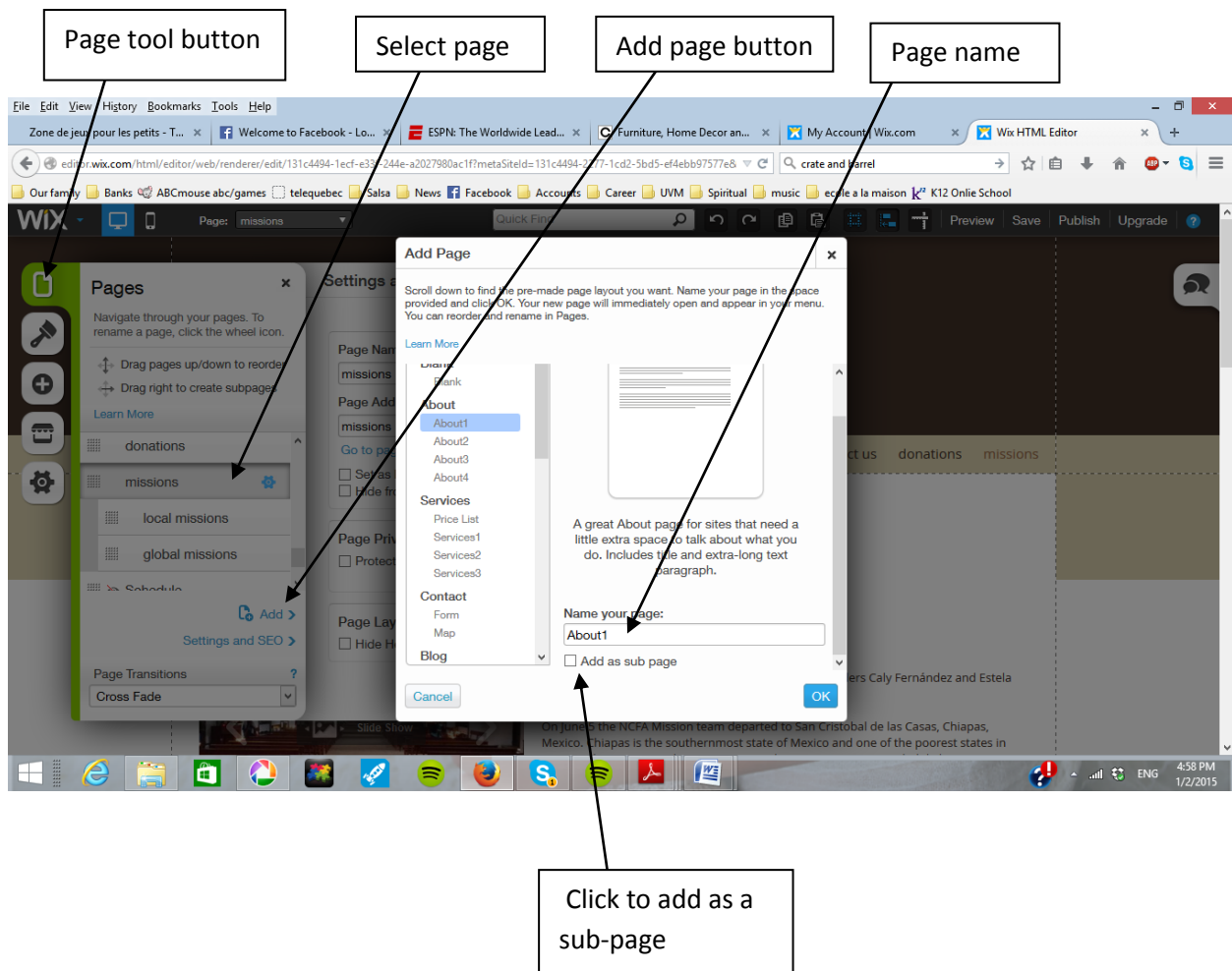


- d. Select the type of link and follow the instructions as appropriate.
- e. Save and publish per instructions in the [basic updates](#) section.

2) Add sub-page:

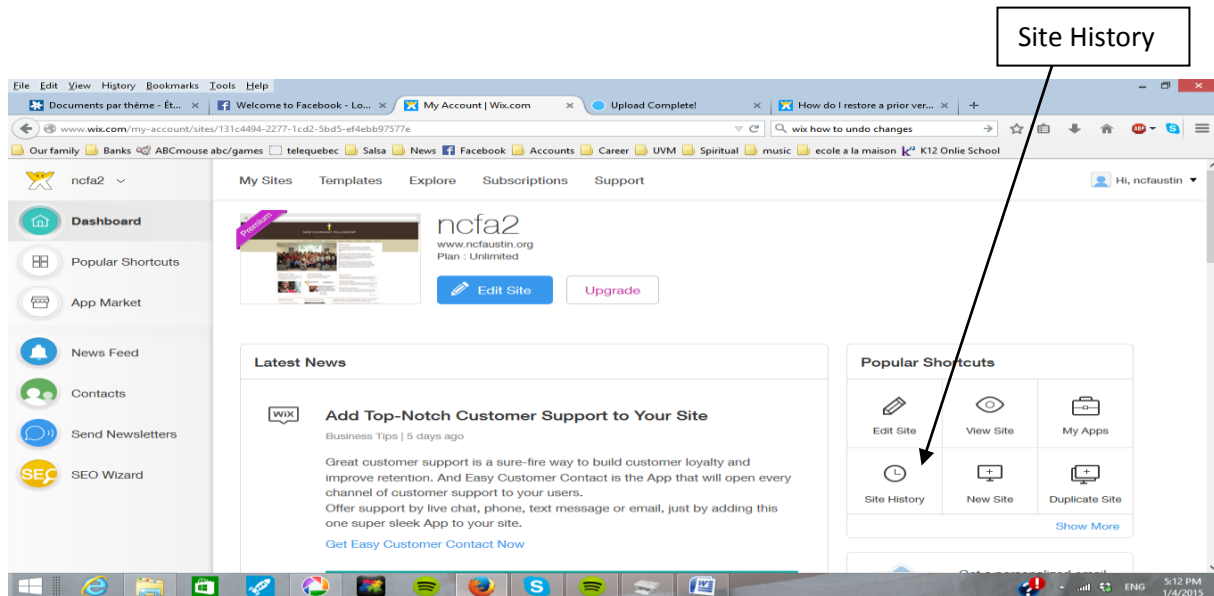
- a. Select "Page" tool button on left as shown below:

- b. Scroll down to select the specific page you want to add sub-page(s) too
- c. Click on specific page to highlight
- d. Click the “Add” button and a dialog box will open as shown below:
- e. Highlight “About1” and rename page as appropriate
- f. Click “Add as a sub-page” just below the new page name
- g. Click “OK” button
- h. Click “Done” button
- i. Navigate to the new sub-page(s) and make appropriate updates per instructions in the [basic updates](#) section.
- j. Switch to “Preview” mode to make sure updates are as desired.
- k. Save and publish per instructions in the [basic updates](#) section.

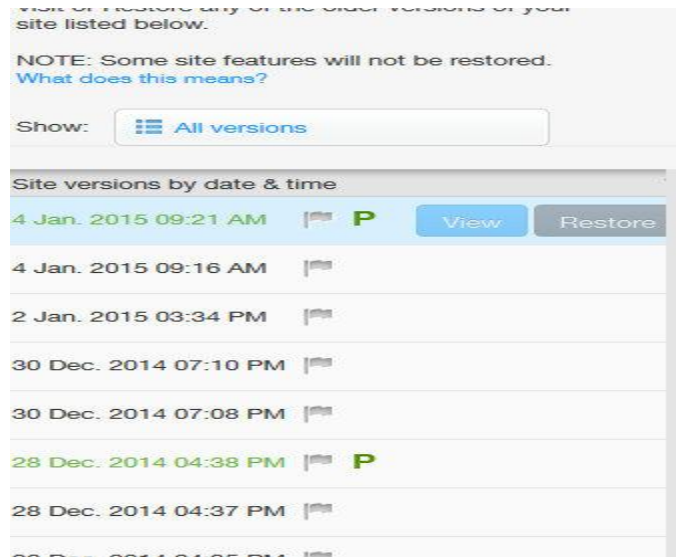


How to restore a prior version of the site

- 1) Go to the main account page as shown in step #2 above in the “Basic Updates” section. Note that this page is most likely in your browser tab section since a new window is opened when you clicked “Edit Site”.
- 2) Click on the blue “Manage Site” button to the right of the “ncfa2” site.
- 3) Click on the “Site History” button to the right as shown below.



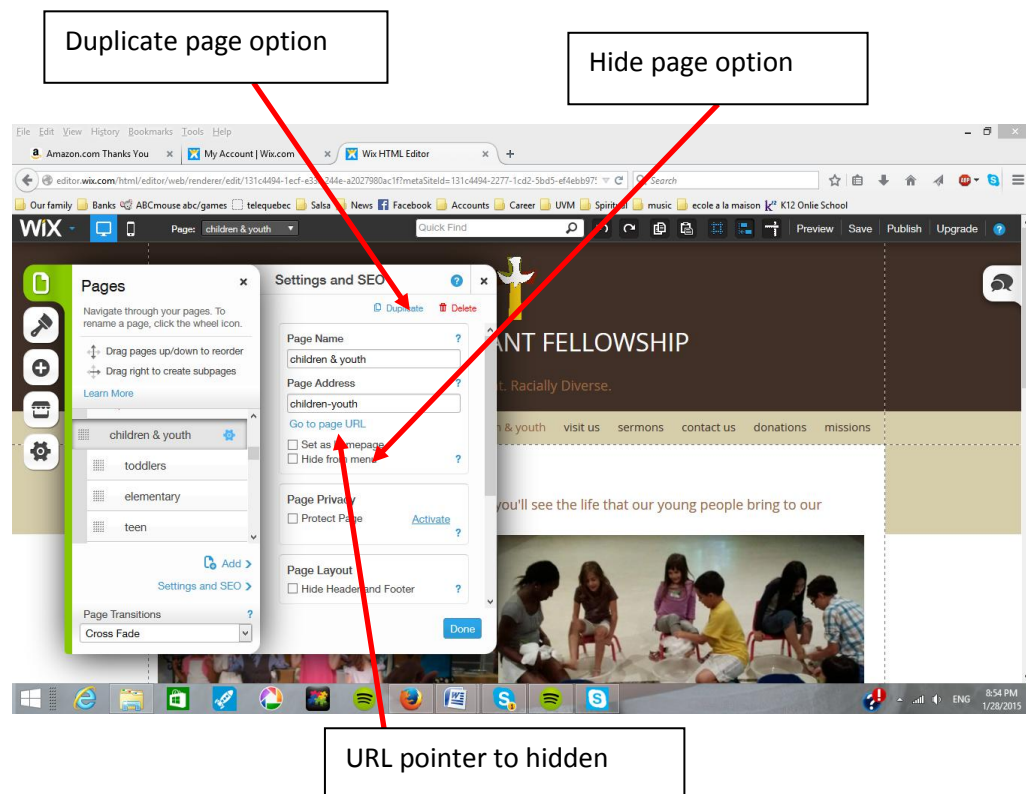
- 4) A dialog box will display and hit “Continue”
- 5) The list of site versions will appear to the left as shown below.
- 6) Place cursor over the version you wish to restore and click on “Restore”
- 7) A prompt will appear to “Cancel” or “Restore”. Select “Restore” to revert the site back to the desired version.



Website Policy for publishing updates:

- 1) Only committee members are allowed to publish updates to the website.
Current committee members are Nikkie S., Carol S., Viola L., Bonnie L. and Robert B.
- 2) Basic website updates do NOT require committee approval and can be published immediately by the page owner.
 - a. Basic website updates include changes to update text, images or slide shows as well as basic layout changes to the page.
 - b. Basic website updates do NOT include adding sub-pages, major layout changes to page or any major changes to the home (e.g. front) page of the website. These changes require committee review and approval.
- 3) Major website updates require committee approval before publishing the updates to the world.
 - a. Major website updates include adding sub-pages, any major changes to the home page or major layout changes to a page.
- 4) Steps to implement major updates to website page(s)
 - a. Create draft of new page layout using the “hidden” page feature of Wix. Note that to speed up redesign, there is a “duplicate” page

feature you can use to quickly create a starting point for the draft page.



- b. Alert the committee of the proposed changes via email BEFORE publishing any updates. The committee should be sent the hidden URL link that can be retrieved as shown in the diagram above.
- c. Once committee reviews the proposed changes and approves them, the page owner can implement the changes and save the changes but, should not publish the updates.
- d. The owner can alert the committee that the page(s) has been updated and is ready for review by the committee.
- e. The committee will login to the website and review the updates and provide feedback.
- f. If there are comments, the owner will make the appropriate edits to the page(s) and alert the committee. Repeat step d.
- g. Once the committee approves the updates, the owner can publish the changes immediately to make world viewable

