

## How do I build the navigation menu?

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You can change, edit, or add to the menu bar located on the Website. This is done by using the Website Designer. The navigation menu supports unlimited drop downs allowing you to organize the structure to suit your needs. Each menu item can point to a site page, custom page, built-in page, to an external website, or file.

### Navigation:

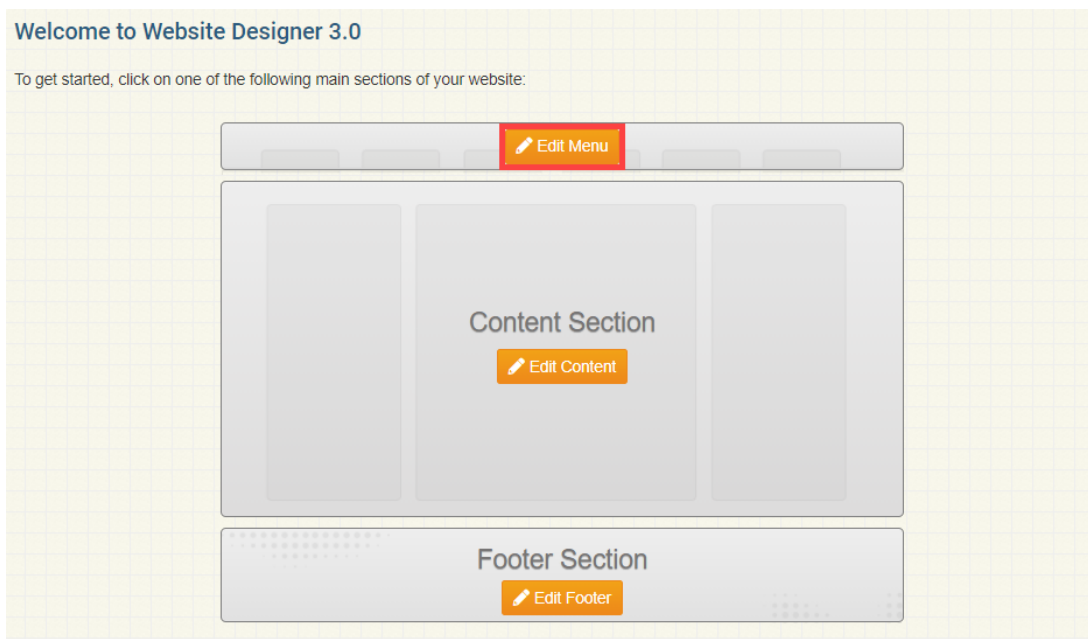
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### Accessing the Home Page Menu

1. To build or change items in your navigation menu, you must first login to the website by clicking **Member Login** near the top right of the homepage.
2. After you login, click on **Member Area** near the top right.
3. On the grey menu bar near the top, click on the **Website** tab, then click **Website Designer** on the blue menu bar.
4. You are now in **Website Designer**. In here you can access all your web design functions. Click on the orange **Edit Menu** button.



5. You will see a list of menu items comprising your homepage's current navigation menu.

## Manage Home Page Menu

[Publish Menu](#)[Preview Home Page](#)

When you finish customizing your navigation menu, please click Publish Menu to make the changes go live on your website.

Drag and drop menu items to change their sequence and levels.

[Add New Menu Item](#)

[Collapse All](#) | [Expand All](#)

Item Name	Actions
⋮ Home	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
⋮ ▶ About our Club	<a href="#">Add Menu Item</a>   <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
⋮ Calendar	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
⋮ Donate to our Club	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

## Adding or Editing a Menu Item

1a. To add a new menu item click the **Add New Menu Item** button.

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Item Name	Actions
⋮ Home	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

1b. To edit an existing menu item, click on the **Edit** link on the same line as the menu item you would like to edit.

[Collapse All](#) | [Expand All](#)

Item Name	Actions
⋮ Home	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
⋮ ▶ About our Club	<a href="#">Add Menu Item</a>   <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
⋮ Calendar	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
⋮ Donate to our Club	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

2. There will be a few fields which needs to be filled in.

- **Menu Title** - The name of the menu item. This will be displayed on your menu on your website.
- **Tool Tip**(optional) - This appears if the person hovers over top of the menu's title on the website.
- **Link type** - This is the type of link the menu will open. Please see a little lower for the different link types.

### Add Home Page Menu Item

#### Menu Item Settings

Menu Title  \*

Tool Tip

Link Type

[Cancel](#)[Save](#)

## Link Types

- **Built-in Page:** Built-in pages are system created pages that update automatically.

The options you can choose are:

- **Home** - The club's home page.
  - **Bulletin List** - A webpage with a list of club bulletins.
  - **Club Executives** - A webpage displaying the Club Executives as a list.
  - **Contact Us** - A webpage which a person can email the website contact.
  - **Download Files** - A webpage that lists files in the Download Files area
  - **Event Calendar** - A webpage that displays a calendar with events on it from Event Planner, MyEventRunner, Speakers and Calendar Items.
  - **Home Page Stories** - A webpage that displays stories.
  - **Photo Albums** - A webpage that displays photo albums.
  - **Search** - A webpage where you can perform a search for content on the website.
  - **Sign Up** - A webpage where a person can enter in their information to be added to the club's email list.
  - **Speakers** - A webpage that displays speakers.
  - **eDirectory Report 2.0 (Login Required)** - Takes the member to the eDirectory Report 2.0 page in ClubRunner.
  - **Edit My Profile (Login Required)** - Takes the member to their profile in ClubRunner.
  - **Email Message Centre (Login Required)** - Takes the member to the Email Message Centre.
  - **View Club Directory (Login Required)** - Takes the member to the Club Directory
  - **View Club Documents (Login Required)** - Takes the member to the Club Documents page.
  - **View Club Photo Directory (Login Required)** - Takes the member to the Club Photo Directory.
- **Custom Page:** This allows you to link to a custom page you have created within the website
  - **Custom URL:** Allows you to enter in any URL or website address which will redirect visitors to that site. Be sure to include the https:// in front of the website address. Target lets you specify whether to open that link in the same window or a new one.
  - **Document:** Allows you to select a file for download from the club's documents area.
  - **Event:** Displays a drop down list of events from Event Planner and MyEventRunner.
  - **Folder:** You can store additional sub-menus in this folder.
  - **Home Page Download File:** Allows you to select a file for download from the Download Files area.
  - **Photo Album:** This activates a dropdown menu, in which you may select a link to a photo album to display on the homepage menu.
  - **Public Signup Lists:** Displays a dropdown list for a volunteer signup list.

- **Site Page:** This allows you to link to a site page you have created within the website.
- **Speaker:** Displays a dropdown list of Speakers which you can select.
- **Story:** This activates a drop down menu, in which you may select a link to an existing story to display.

3. After you select the link, it will give you a few other options.

- **Open in new window:** When the user clicks on the link, it opens in a new tab or window. This is normally checked if the link is leaving the website. IE. A news website.
- **Link Style - Regular Link:** The menu item looks like the default links on the menu.
- **Link Style - Primary Button:** Makes the menu item a button, which is colored as the primary color the theme.
- **Link Style - Secondary Button:** Makes the menu item a button, which is colored white with the secondary color of the theme as an out line.

Open in new window:

**Link Style:**  Regular Link  
 Primary Button  
 Secondary Button

*This only takes effect on the main level of the menu, when there are no sub-menu items. Link Styles are only available for Next Gen themes.*

4. Click **Save** to save the changes, or **Cancel** to cancel the changes.

### Add Home Page Menu Item

#### Menu Item Settings

Menu Title \*

Tool Tip

Link Type

Cancel

5. After adding, removing, or editing of any menu item items, click on the **Publish Menu** button near the top right of the Menu Management Screen. This updates the website with the changes.

### Manage Home Page Menu

**i** When you finish customizing your navigation menu, please click Publish Menu to make the changes go live on your website.

*Drag and drop menu items to change their sequence and levels.*

[Collapse All](#) | [Expand All](#)

Item Name	Actions
Home	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

## Creating Folders and Organizing the Navigation Menu

To organize the Club's Navigation menu item into 'Drop-down' folders, add a 'Folder' type

navigation menu item to the list of items, then drag-and-drop other Navigation Menu items, into the new folder.

**Note:** You may add an unlimited number of sub-menu items to the menu. This turns the menu into a drop-down folder, listing all the sub-menu items beneath the folder. To do so, click the **Add New Menu Item** link, then choose the Link Type **Folder** to create the folder.

1. To begin, create the 'Folder' with the 'Add New Menu Item' button on the page.

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[Publish Menu](#) [Preview Home Page](#)

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[Collapse All](#) | [Expand All](#)

Item Name	Actions
Home	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

2. On the 'Add New Menu Item' page, enter the title of the Folder, and then choose the Link Type 'Folder' and click the orange 'Save' button to save the Folder to navigation menu.

### Add Home Page Menu Item

Menu Item Settings

Menu Title:  \*

Tool Tip:

Link Type:

[Cancel](#) [Save](#)

3. After saving the folder, drag-and-drop the [Grab Points](#) on one of the navigation menu items and 'drop' it into the folder.

[Collapse All](#) | [Expand All](#)

Item Name	Actions
Home	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
About our Club	<a href="#">Add Menu Item</a>   <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Calendar	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Donate to our Club	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Facebook page <span>Primary</span>	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Contact Us	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Our Club Projects <span>Calendar</span>	<a href="#">Add Menu Item</a>   <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

4. The navigation menu item will move into the folder.

Collapse All | Expand All

Item Name	Actions
Home	View   Edit   Delete
About our Club	Add Menu Item   View   Edit   Delete
Donate to our Club	View   Edit   Delete
Facebook page <span>Primary</span>	View   Edit   Delete
Contact Us	View   Edit   Delete
Our Club Projects	Add Menu Item   View   Edit   Delete
Calendar	View   Edit   Delete

5. Click the orange 'Publish Menu' button in the top-right of the page to save the changes.

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Collapse All | Expand All

Item Name	Actions
Home	View   Edit   Delete

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- [VIDEO: Building the navigation menu](#)
- [Website Designer - How to choose a new Theme](#)
- [VIDEO: Website Live Designer webinar with Zach W.](#)
- [VIDEO: How do I add the "Contact Us" widget to our website?](#)