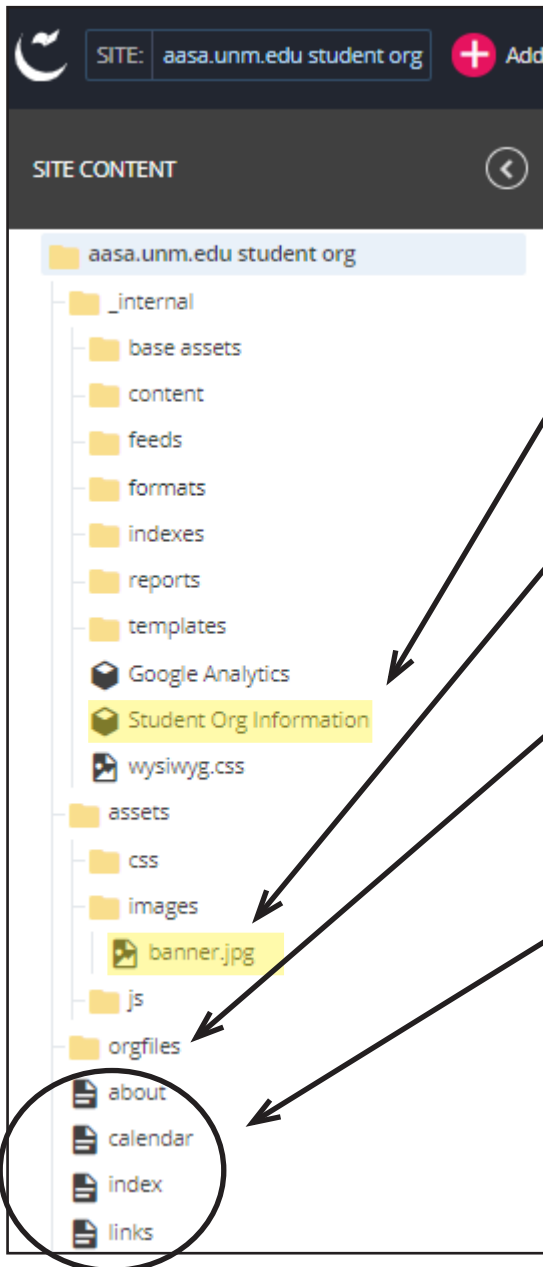# Student Org. Website Guide

This guide covers the basic set up and editing for your site. For additional support and helpful hints please refer to the following resources:

- UNM Cascade how-to videos: http://demo.unm.edu/how-tos/index.html
- Website template guide: http://demo.unm.edu/template-guide/index.html
- Editing tools explained: http://demo.unm.edu/wysiwyg/index.html

Basic setup

Login at cascade.unm.edu and select your site.

1) Add content button: allows you to create new pages, add folders, upload files.

2) Contact information widget: this will display at the bottom of every page. Go to Student Org. Information to edit.

3) Banner: this image display across top of page, you can swap out the file with your own photo or use the stock image.

4) Orgfiles: this folder is the where you will store your files. Add sub-folders to organize content and use obvious file names (e.g. group-photo-2021).

5) Pages: this is where you edit the public facing side of your site. You can keep these pages, change the titles, or delete them.

Index: home page, visitors will see this page first

Calendar: Linked the UNM Student Org. Events calendar (go to https://unmevents.unm.edu/site/sac/ to submit events). You can turn off this feature or leave it on.

Publishing site content

After making edits to a page, click the"submit" button then go through all the content check. These automated check will catch basic spelling errors, broken links, and make sure you site is accessible for people using screen readers. Fix errors if they arise, then click "finish." The last step is to hit "publish." If your content doesn't update, you proba-bly forgot to hit publish in the final step.

Adding site content and updating the website

The Cascade editing software operates just like MS word and other text editors. Use this tool guide to explore the different functions: http://demo.unm.edu/wysiwyg/index.html

Changing page title
1) Select page in your content list and hit the "edit"
2) Update the text in "display name: and "title" fields.
3) Save changes and publish to update the site.

Editing page content
1) Select page in your content list and hit the "edit"
2) Type or copy and paste text. Use insert and link buttons to add images or link to other sites
3) Hit preview to see what changes will look like on the live site. When you're satisfied with the changes, go through the publish process.

Adding photos and files
Remember to add files/photos BEFORE trying to add or link to them on a page.

1) Click on the folder "orgfiles". Once it is selected, click:"add content"
2) Select item type and then drag and drop the file or navigate to it from the "Choose File" button.
3) Give your file a simple, logical title Use all lowercase letters and no spaces (ex: member-guide-2021) . Click submit and publish the item.

Changing banner image
1) Prepare a high resolution photo scaled to 1700x600 px, save with file name "banner"
2) Rename stock image to "bannerold" (right click to change file name in folder)
3) Upload new banner image to same folder as old banner.
4) Publish index page to refresh the image.

Updating cPanel password
You may not ever have to do this. cPanel is your server account, it is NOT linked to your group's email password. Only update this setting if you change your cPanel server password.

1) Go to "manage site" then select "transports"
2) Click the transport name then "edit".
3) Scroll to password field, type in new password then hit "save". Do a test publish of you index page to make sure it worked. If you get an error, re-type your password and try again.