

Bridge to Employment Site Pages Training Guide

Updated September 2023

TYPES OF CONTENT AVAILABLE

- Publicly viewable Site Featured Image
- Slideshow of Welcome Images
- Events calendar - events auto-expire after they're past
- News and information section
- Document sharing
- Social media links
- Site Contact information
- Welcome text - curated by FHI 360 staff

WHO CAN VIEW

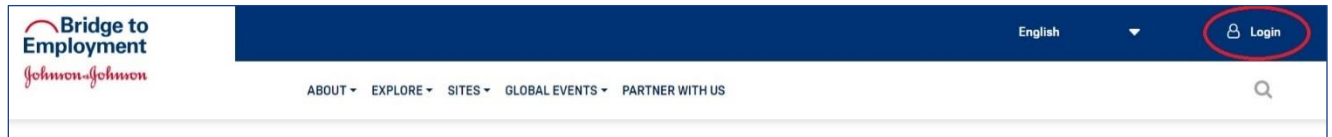
- Your Featured Image, Site Name, and Grant Period are **publicly visible** from the Sites landing page.
- Your site's Partners, Welcome text, Welcome images slideshow, News stories, Key Program Activities, and Impact stats are **publicly visible**.
- Your site's Contact information, Calendar of Events, and Documents & Resources are all **private** – only logged in users can view these sections.
 - You can share a unique URL with Students, Parents, Volunteers, and other Partners so that they are able to view the private content without logging in
 - Each Private Access link will be your site URL plus `/?site=sitename`
 - Example: <https://www.bridge2employment.org/bte-site/cork-ireland/?site=corkir>
 - FHI 360 will provide this unique link.
- FHI 360 will provide login credentials to each Site Page Administrator. Only the Site Page Administrator assigned to your Site Page can edit your Site Page content.

Building Partnerships. Transforming Communities. Empowering Youth.

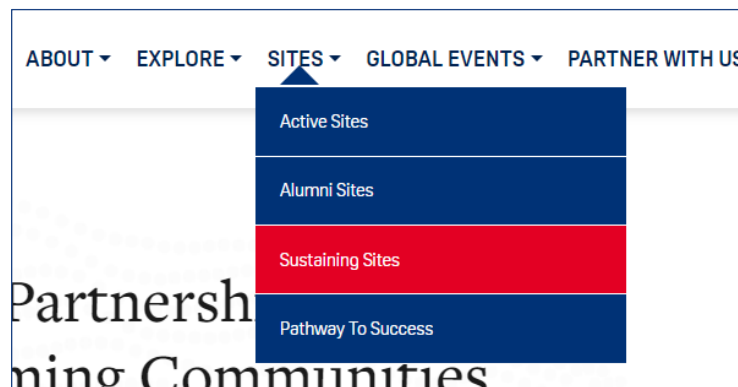
CHANGING CONTENT

STEP 1

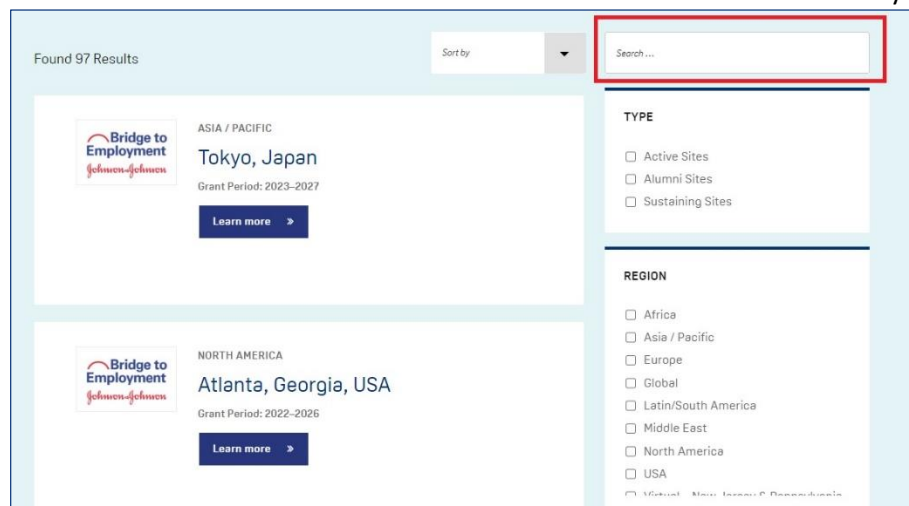
Look for the **LOGIN** link in the top menu on any page:



Use this link to sign into the BTE website. Once you are logged in, navigate to your Site Page. Either click “Sites” in the top menu or hover over “Sites” and choose “Active Sites” or “Sustaining Sites” as appropriate.

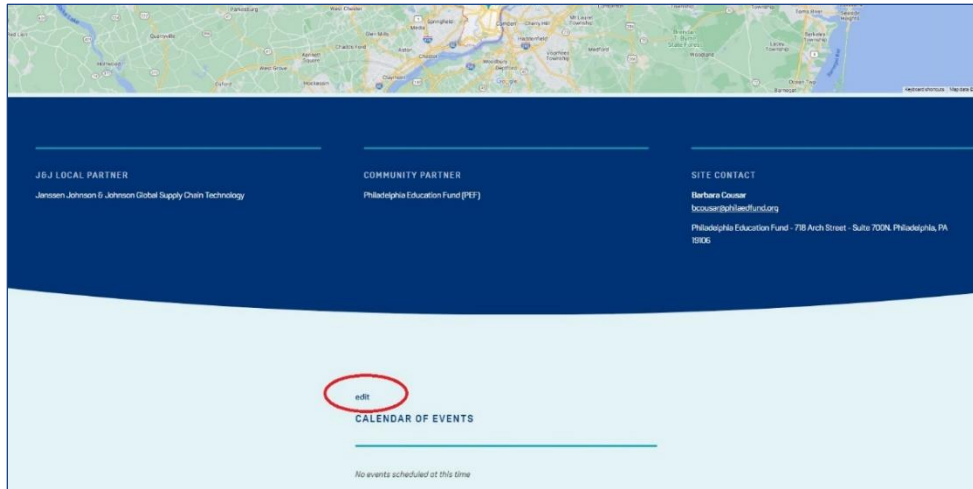


From here, you will see a list of BTE Sites. Either scroll down or use the search bar to find your site.



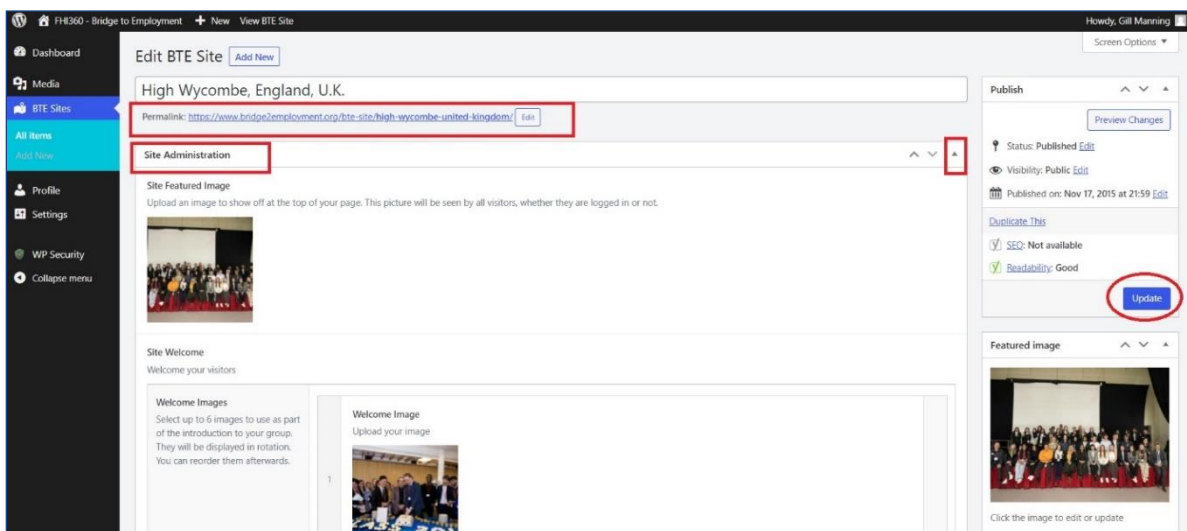
Building Partnerships. Transforming Communities. Empowering Youth.

Once you are on your Site Page, you will see the word “**edit**” underneath your site map and partners. It’s small, so you may need to look closely.



STEP 2

This edit button will take you to the back end of your Site Page, where you will be able to make edits. You can see under your site name the link to view your Site Page. “View BTE Site” at the top of the page will return you to the front-end view of your Site Page. You can ignore the left-side menu. The right-side menu includes the “**Update**” button, which you **MUST** click once you have made edits in order to save your changes to your Site Page. In the middle, you will see several sections. You can expand and contract each section using the small arrows on the right side of each section header bar. The section where you will make updates is **Site Administration**.

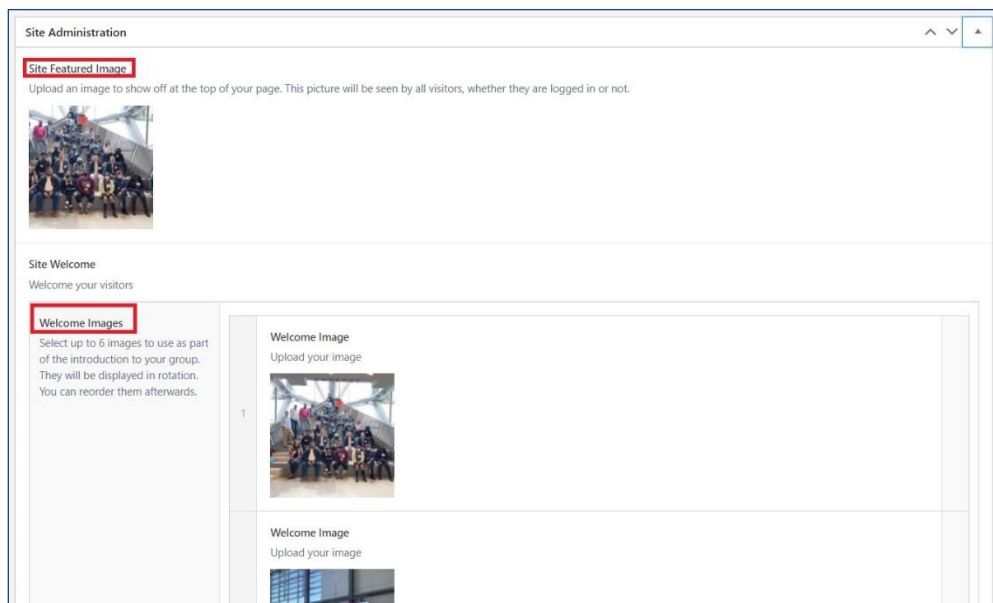


It is important to note that all the sections of content are *optional*. Also, **if you click away from this edit page without clicking the Update button, it will not save any changes.**

Building Partnerships. Transforming Communities. Empowering Youth.

STEP 3

The first sections you will see under Site Administration are your **Site Featured Image** and your **Welcome Images**. You can add 1 image as your feature, which will appear on the Sites landing page, and up to 6 images to your Welcome Images slideshow. You can update any of these images at any time. As you hover over the Welcome Image boxes, you will see a + and – sign on the right side – these buttons allow you to add a new image or delete an existing image.



STEP 4

Next, you will see the **Events** section. Here you can add upcoming events for your site, including kick-off events, BTE activities, Parent Nights, field trips, and more. The Event Title, Location, and Start/End times are required. You also have the option of adding an image and description.

**If you do not see an Events section, look for a button that says “Add Site Home Content Layout,” which will allow you to add any sections that have not already been added.*



Building Partnerships. Transforming Communities. Empowering Youth.

Note that each event can be expanded or contracted using the little arrow on the left side. A new event can be added, or an existing event can be deleted, using the + and – buttons on the right side. You will also find a blue button at the bottom of each section that allows you to add a new item to that section.

Site Home Area

1 Site Events Content Block

Site Events

Event Title *

Title or name of the event.

BTE-Philadelphia Kickoff Event

Event Image

Add an image to represent your event.

No image selected Add Image

Event Location *

Location of the event.

Mastery Charter School

Event Description

Description of the event.

Visual Text

B I U “ ” ABC [List Icons] [Undo] [Redo] [Link] [Unlink]

1

STEP 5

Next you will find the site **News** section. This works much like the Events section.

2 Site News Items Content Block

News Items

Add News Item

Please note that at this time, the News section **does not** have the ability to display images on the front end. Please **do not** upload images for “Lead Image” or “News Image Gallery” – they will **not** appear on your Site Page. (See crossed-out sections in screenshot below).

You can provide a Headline for your news update, as well as a text description for the news you are sharing. This might include activity recaps, student success stories, community service, and more.

Building Partnerships. Transforming Communities. Empowering Youth.

2 Site News Items Content Block

News Items

News Headline *
The title or news headline.

~~**News Lead Image**
Upload an image to go with the news item.~~

~~**News Text ***
The actual text of the news item.~~

~~**News Image Gallery**
Set up a gallery of images for~~

Visual Text

Click to initialize TinyMCE

Add Gallery Image

STEP 6

Next, you will see the **Site Social Media** section. This section allows you to share links to your social media accounts, which are another great opportunity for you to share your site's activities and successes.

3 Site Social Media

Site Facebook The site Facebook page URL. Users will be able to click through directly to your page. https://www.facebook.com/profile.php	Site Twitter URL The site Twitter feed URL. https://twitter.com/	Site Linked In Page The site's URL to a Linked In page. https://www.linkedin.com/	Site Instagram Site Instagram page. https://www.instagram.com/bte.philly
---	--	--	--

~~4 Key Program Activities Content Block~~

~~5 Impact Content Block~~

Do not edit the Key Program Activities or Impact Content blocks - FHI 360 will keep these up to date.

Building Partnerships. Transforming Communities. Empowering Youth.

STEP 7


Next you will see the **Site Contact Information**. Consider entering specific location directions or building access information, or alternate contact methods in the Other Contact section as appropriate. This information is only visible to users who are signed in or users with your unique site URL.

Site Contact Information	
Add the proper contact information for you site and offices.	
Contact Person or Office Name of the contact person or office.	<input type="text" value="Barbara"/>
Contact Email Address Email address for the main contact.	<input type="text" value="bcousar@"/>
Contact Phone Phone number for the main contact.	<input type="text"/>
Contact Address The street or mailing address.	<input type="text" value="Philadelphia Education Fund - 718 Arch Street - Suite 700N. Philadelphia, PA 19106"/>
Other Contact Information Other special contact information.	<input type="text"/>

STEP 8

Finally, you will find the **Site Documents** section. This section works like the News and Events sections and allows you to share documents and resources with your participants and parents. You may upload items such as your calendar, field trip permission slips, student handbook, and more. Users such as parents and students will be able to view and download these documents from your Site Page.

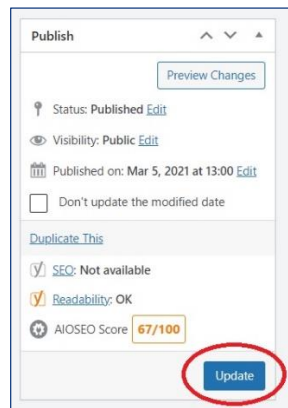
Please be mindful of file sizes – very large files will slow down your webpage. Images can be less than 1 MB and still display very well on a webpage. If you have a file over 10 MB that you cannot make smaller, you may consider linking to it instead of uploading. Or, you may contact FHI 360 for assistance.

Site Documents	
Upload documents for your site members, they will be able to download them after they log in from your site specific page.	
Document Name * The visible clickable name used for the document.	<input type="text" value="Philadelphia BTE Spring 2023 Calendar"/>
Document Description A brief description of the document or its purpose.	<input type="text"/>
Document File * Upload the actual document file. Recommend using .zip here unless the file is directly viewable like a PDF.	 Revised - BTE-Philly-Spring 2023-Annual-Calendar-Jan.25th File name: Revised-BTE-Philly-Spring-2023-Annual-Calendar-Jan.25th.pdf File size: 455 KB
Document Name * The visible clickable name used for the document.	<input type="text" value="Student Handbook"/>

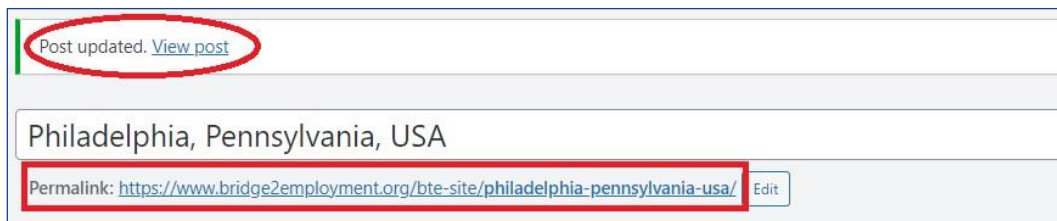
Building Partnerships. Transforming Communities. Empowering Youth.

STEP 9

Lastly, **do not forget to click that UPDATE button** on the right side of the screen when you are done adding or editing content to save your changes.



Once your page has updated, you will see a little message at the top that says “Post Updated” with a link to view the page. You can either click that View Post link or click the Permalink under your site name to return to the front end of your Site Page and view your updates.



That’s it! Congratulations on updating your Site Page. If you run into any issues, please contact FHI 360 for assistance.