Editing My Section Website

This guide will teach you how to:

- Edit Welcome Page/HTML Content
- Create and Edit Pages
- Adding and Removing Links

Editing Welcome Page/HTML Content

Every section website provides a blank canvas for section leadership to share open-ended content they see fit to share. This content is the first thing you see when you visit a section website. Many chairs choose to include a welcome message to members.

To edit your section website, you will need:

- Your AALS username and password
- Administrator rights

Log in at Connect.AALS.org or navigate directly to your section website address. Anyone with administrative rights should see the following on the left hand side of the page:
Click the elipsis dropdown (...) for Community Administration

Under Community Home Page, click Edit HTML Content

The Edit HTML Content page is split into two sections: Buttons and Pages. Start with Pages

To edit the welcome area of the section website, click Edit next to the Default Page. See below for details on editing pages.
To edit an existing page, click **Edit** next to the page you want to edit.

To create additional pages:

1. Click **Add New HTML File**

2. Use the editor to make changes (see below for details)

**Editing Pages**

To edit your main page or any other page, you can use the **HTML Source** editors, if you are familiar with HTML code. If not, you may also use the **WYSIWYG (What You See Is What You Get)** editor.

The WYSIWYG editor is simple. Just type what you want and the content should display what you typed. You can change font type, font color, font size, spacing, and add links by clicking the buttons in the toolbar.
To use the HTML Source editor, click “HTML”.

This is what my new page looks like.

Once you’ve created your new page, now you can add a button that links to this page.

**Buttons**

*Buttons are automatically created for you.* You have the ability to add and remove buttons and to change the order in which they are displayed. See the diagram below with our new Test Page added. Note the order of the buttons.
This is how it looks on the main page of the individual section website.

Questions? Contact us at support@aals.org.