


Getting Started in OHANA

Adding New Content Items


Content Items are the special areas/boxes on the right hand side of the page template.

- 1) Go to your website.
- 2) Click on **Login**
- 3) Enter your **User Name** and **Password**
- 4) Click **Login**.
- 5) The OHANA Administration Ribbon will appear on the top of your screen, once you are logged in.
- 6) Click on  in the upper right tabs and select **Content Items**.
- 7) A table listing the current **Content Items** records will open.
- 8) Click **Add** button at the top left of screen.
- 9) In the section titled **Name**, create a name for this Content box to help web editors manage it on the Content Items record screen.
- 10) In the section titled **Content**, you can add text and images. The **WYSIWYG Toolbar Features** at the top of the **Content** area will help you format the details you enter.
- 11) Scroll back to the top of the screen and click on the **Pages to Display** tab.
- 12) Here you can designate if this Content Item box will only **Display on Homepage** or you can select which other pages of your website that you wish the content item box to appear on. It will appear in the same location on all pages that you select here.
- 13) Click the **Security** tab if you are managing member security for the website and want to secure this Content Item Box to only be seen by select members or only after they login to the website.
- 14) Here you have several options on how to secure this page:
 - a. **Grant Access to Everyone** = everyone who visits the site will be able to see this Content Item box.
 - b. **Grant Access to Logged-In Users Only** = will be visible to anyone that has a valid login to the website, after successful login.
 - c. **Keep Private and Decline Access to Everyone** = only you will be able to see this page.

d. Or Select Groups to Grant Access =


- i. Member/Constituent records must be loaded in your website in order to use this Select Groups feature (*Requires Advanced OHANA Package or higher*)
- ii. Groups may need to be setup in system once member/constituent records are loaded on website. (*Contact Innovative Association Services for assistance on this feature.*)

15) Click on **Save Content Piece** button at bottom of page to store your new item and return to the **Content Item Records** listing.

16) To designate in what order you want the new item to appear with the other Content Item boxes, click on the  button on top left of the **Content Item Records** screen.

17) In the **Sort Records** screen, click on the item you wish to sort. Drag and drop it to where you want it to appear in the list order of **Content Items**. This sort order will be consistent throughout the web pages that each Content Item is designated to display.

18) Click **Save Order** button to store your changes and return to the **Content Item Records** screen .

19) Click on  in the upper right of the OHANA Administration ribbon to return to the home page of the website and review your changes.

20) When you are finished,  will log you out of OHANA.