


Getting Started in OHANA

Adding New Page to Site

- 1) First go to your website.
- 2) click on **Login** Link
- 3) Enter your **User Name** and **Password**
- 4) Click **Login** Button.
- 5) Click on  in the upper right tabs of the Ohana Administration Ribbon and select **Add Page**
- 6) Enter a **Page Title**.
- 7) Enter a brief **Description** of the page (optional)
- 8) Enter **Keywords** for this page to help Search Engines identify relevant content of this page on your site. If you add multiple keywords put a comma between each word or phrase.
- 9) Under **Navigation Display** determine where you want this new page to appear in your site navigation.
 - a. **DO NOT Display in navigation** – Page will not appear at all in the navigation menus. These page will be accessible on the Navigation Management screen under the **Non-Navigation Items** section. You can always create links to these pages thru the “**Link to another Ohana Item**” icon in the WYSIWYG toolbar once it is saved.
 - b. **Display as a Top Link** - Page will appear on the main Navigation Menu at top of the website
 - c. **Display in Navigation Under** – Page will be added to the Sub-Navigation Menu under a Top-Linked Page you select from dropdown.
- 10) Select **Page Type**
 - a. **This Page will be a Content Page** – typical selection if you are adding text to this page
 - b. **The Page will be Redirected to another URL** – select this if you wish to add a “page” to your site that when someone clicks on it – they will be redirected to another site or location. If you select this option, a field will appear for you to enter the URL (web address) of the webpage you wish to redirect traffic to (not typical).
- 11) Next select if you want **PAGE SECURITY** for this page. Depending on what you select here will determine if the page will be available to everyone or can only be viewed after the visitor logs in to your website.

Options on how to secure this page:

- a. **Grant Access to Everyone** = open to everyone who visits this page
- b. **Grant Access to Logged-In Users Only** = will be accessible to anyone that has a login to the website.
- 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.*)

12) Click **Create Page and Proceed to Content**

13) If you selected **Page will be a Content Page**, you will be taken to the page you just created so you can add text, images, etc.

14) When you are finished be sure to click the **Save** icon in the upper left of the OHANA Administration ribbon to save your page.

15) **Logout** when you are finished.