






# Getting Started in OHANA

## Adding a link to non-Navigation Page

- 1) First go to your website.
- 2) click on **Login**
- 3) Enter your **User Name** and **Password**
- 4) Click **Login** button.
- 5) First you need to add the primary page which will appear in your Navigation.
  - a. If it already exists, continue with the instructions below.
  - b. If it does not exist, **Add Page** and designate where it will appear in the navigation
- 6) Now click on  in the upper right tabs of the Ohana Administration Ribbon and select **Add Page** to create the page you will be linking to from the primary page.
- 7) Enter a **Page Title**, **Description** (optional), and **Keywords** for this page to help search engines identify relevant parts of this page on your site. If you add multiple **Keywords** put a comma between each word.
- 8) Under **Navigation Display** select **DO NOT Display in Navigation** – the first option. Your new page will not appear at all in the navigation menus. These pages will be available to view on the **Navigation Management** screen under the **Non-Navigation Items** section.
- 9) Select **Page Type = This Page will be a Content Page** (typical selection if you are adding text to this page.)
- 10) Next select if you want **Page Security** for this new 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.*)

- 11) Click **Create Page and Proceed to Content**
- 12) Enter the content, images, etc. and when you are finished click the **Save** icon in the upper left to save your page.
- 13) Now go to  in the upper right tabs of the Ohana Administration Ribbon and select **Navigation Management**.
- 14) Locate the primary page that you want to place the link to the non-navigation page you just created. Click **Edit**.
- 15) Place your cursor on the primary page where you want the link to go.
- 16) Click on  (“Link to another Ohana Item” icon) in the WYSIWYG toolbar.
- 17) Select **Webpages** from the drop down on the **Insert Link to an Ohana Item** window.
- 18) Select the page you just created and click **OK** to add the link to this page on the primary page content.
- 19) You can rename this link, once it is inserted on the page, by clicking inside the text of the hyperlink and typing what you wish to appear, like “click here for more details”. (The important thing to remember is that the hyperlink/underline **must** remain intact below the text for this to work).
- 20) Repeat these steps if you have multiple non-navigations pages to add to the primary page.
- 21) Click **Save** on the upper left hand side of screen to save the main page.
- 22) The  will take you back to the home page.
- 23) Click  to Logout of OHANA when you are finished.