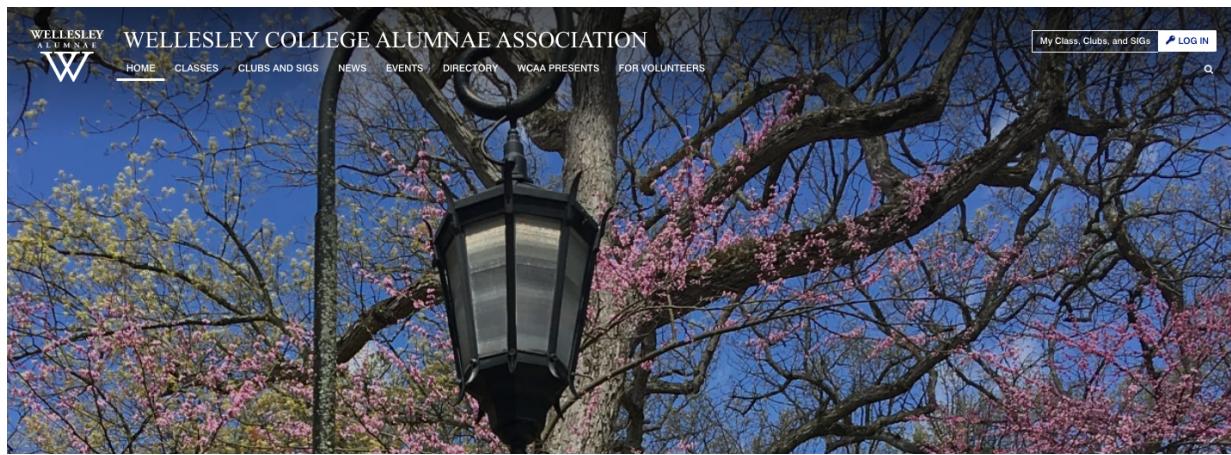


Wellesley College Alumnae Association

Web Administrator Manual



- This guide provides instructions for the administrative side of the WCAA web platform for classes, clubs, and shared identity groups.
- From managing content on your group's website, to sending out broadcast emails, and setting up event registrations—you'll find the directions you need. You can also watch [training videos here](#).
- This document will be continuously updated to reflect any changes to the back-end of the web platform and/or our operations.
- Please use the Table of Contents on the first page to locate information on specific topics.
- For initial training purposes it is suggested to start at the beginning of this manual in order to become familiar with the platform structure and functions.
- If you have questions that are not answered in the manual or experience any difficulties, please email wcaawebssupport@wellesley.edu.
- **Thank you for all you do for Wellesley!**

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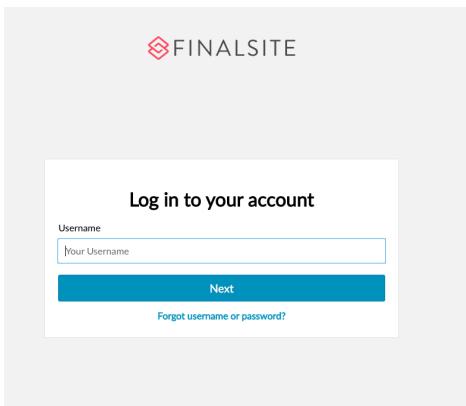
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Welcome and Logging in Instructions

HOW TO LOG IN TO THE WCAA WEB PLATFORM

1. For access to the administrative side of the WCAA Web Platform, go to:
<https://alum.wellesley.edu/admin>
2. Enter your MyWellesley username and click “Next”.



3. You will then be taken to the Wellesley College verification page. Please enter your Wellesley username and Wellesley password. If you are already logged in to your My Wellesley account, this step will be bypassed.

A screenshot of a web browser showing a login form for "WELLESLEY COLLEGE". At the top left, there is a blue bar with the text "MY WELLESLEY". The main title "WELLESLEY COLLEGE" is centered above a form. The form has a heading "Enter your username and password" and a sub-instruction "A service has requested you to authenticate yourself. Please enter your username and password in the form below.". It contains two input fields: "Username" with a key icon and "Password", both with placeholder text. To the right of the "Username" field is a "Login" button. Below the form, there is a note: "Please visit <https://reset.wellesley.edu> to reset or change your Wellesley Domain Account password. Please note: Applicants should *NOT* change their passwords -- retrieve your information here https://webapps.wellesley.edu/college_id_retrieval;". At the bottom, there is a note: "If you are a Third Party user and coming here, this is the wrong link. Please refer back to your email with the username and click on the first link." At the very bottom of the page, there is a copyright notice: "Copyright © Trustees of Wellesley College | Work at Wellesley | Make a Gift | Terms of Use | Privacy | Key Facts | Web Accessibility | Feedback | Webmaster Wellesley College 106 Central Street – Wellesley, MA 02481 (781) 283-1000".

If you don't know your MyWellesley username or password, please visit
<https://www.wellesley.edu/alumnae/wellesleylogin> to recover or reset your login information.

4. Once you have been verified, the Dashboard page will appear.

The screenshot shows the 'Dashboard' page with a red horizontal bar highlighting the 'Pages Published' module. Other visible modules include 'Messages Sent', 'Posts Published', and 'Resources Created'. Top navigation includes 'Help & Support Links', 'Share an Idea', 'Submit a Request', 'My Tickets', 'Knowledge Base', and 'Training'. A top right corner shows 'Region: Composer US East | View Status Page' and a 'Change Password' link.

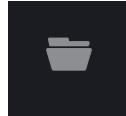
NAVIGATING THE PLATFORM

1. Most functions are found in the Waffle menu and the file menu called Resources:

Waffle Menu:



Resources:



Within the Waffle menu you will find important modules for editing your site.

- **Calendar Manager** is where listings for your calendar will be made.
- **Forms Manager** is where event registrations and other forms are created.
- **Messages** is the broadcast email tool.
- **Posts** are where content is created and managed.

The file folder icon for Resources is where images and slideshows are housed to use on your site and in email.

Please note:

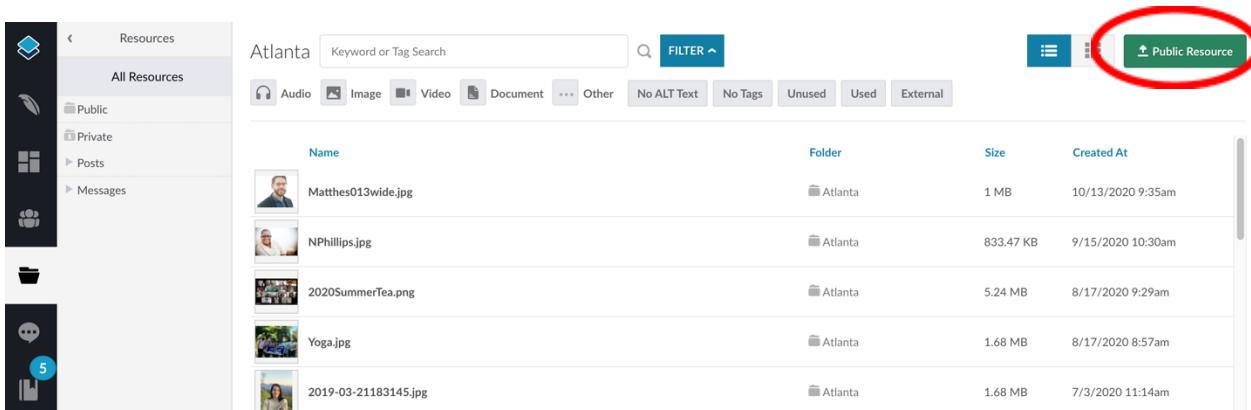
- Any photo used, regardless of how often, must be uploaded to Resources. The only exceptions are if you are including an image on a Form or Calendar Event (not a Post Event)—in these instances images can be uploaded directly from computer files.

Managing Photos and Files

By clicking on the Resources folder, you will see all the images and files available to use on your website.

UPLOADING A NEW IMAGE OR FILE

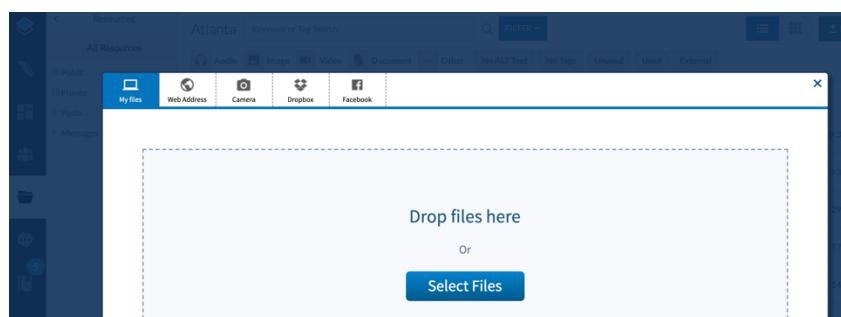
1. Click on the folder you want to upload your new image or file under.
2. To upload a new image or file, click on the green button in the upper right corner that says “Public Resources.” Images uploaded here are not visible in Resources to other group’s administrators. Public Resources means that your photo will be visible to everyone wherever you post the image, unless the page is behind a password. Please note that images in photo albums won’t be viewable unless an alum is logged in.



3. Drag and drop or go into your computer’s file manager to select which image or file you would like to upload. Images should be no larger than 100 MB. There are no restrictions regarding how many images can be included in the Resources folder.
4. Click save and the new image or file you uploaded will be at the top of the list of files and images.

UPLOADING MANY IMAGES OR FILES AT THE SAME TIME

1. Select all the files and/or images you want to upload and drag them into the area that says “Drop files here.” You can also click "Select Files" to manually select the files you want to upload.



EDITING AN IMAGE

1. Click on the photo you wish to edit.
2. Click on the edit image button (circled in red in the image below) to launch the built-in image editor.

The screenshot shows a file management interface. On the left, there is a list of images with details like name, folder, size, and creation date. On the right, a preview window displays a close-up of lavender flowers. Below the preview are various editing icons (e.g., crop, rotate, zoom) and a title field. A red circle highlights the crop icon in the toolbar.

Name	Folder	Size	Created At
Matthes013wi...	Atlanta	1 MB	10/13/2020 9:35am
NPhillips.jpg	Atlanta	833.47 KB	9/15/2020 10:30am
2020SummerT...	Atlanta	5.24 MB	8/17/2020 9:29am
Yoga.jpg	Atlanta	1.68 MB	8/17/2020 8:57am
2019-03-2118...	Atlanta	1.68 MB	7/3/2020 11:14am
175608-567x8...	Atlanta	68.37 KB	6/4/2020 10:30am

You have a few image editing options:

- Rotation
 - Cropping
 - There is a custom crop option, or you can use any of the four presets.
3. To save the edits you made to the image, click the “Save Image” button.
 - You can either save the image as a new image or replace the original.

HOW TO MAKE SLIDE SHOWS

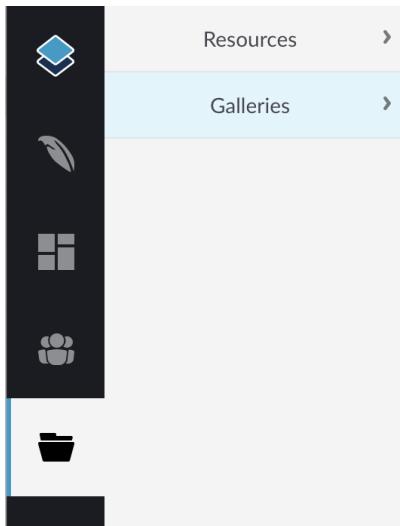
Photo albums/Slide shows are called Galleries.

In the Resources module is a Galleries option. Galleries are where individual photos are grouped into slideshows for use on your website. The four slideshows that show on every site's homepage are the first four sub-galleries in your list of galleries.

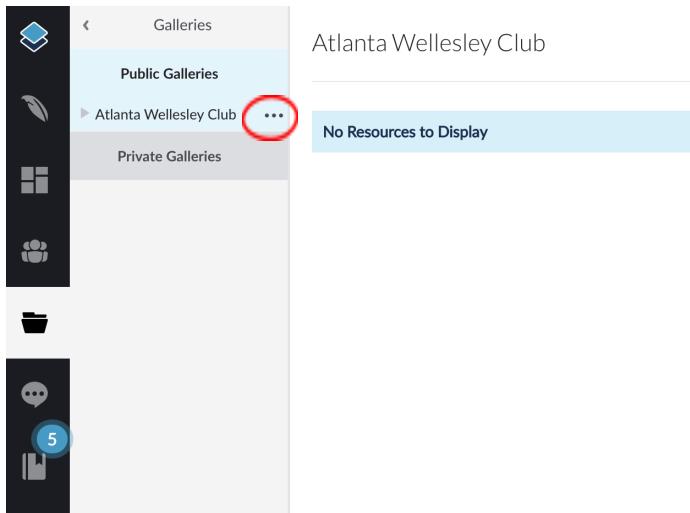
Let's look at the Wellesley Atlanta Club homepage. These four galleries, visible at the bottom of the club's homepage will always be the first four galleries here in the backend. Anything beyond the first four will show on another page called All Galleries.



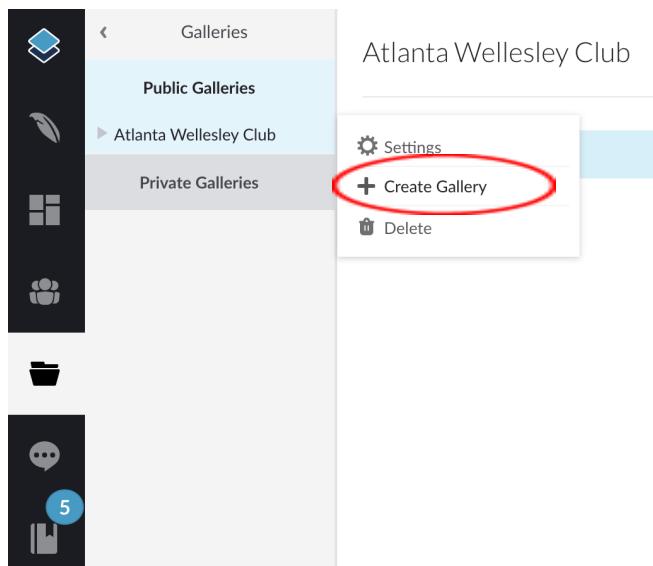
1. Click on the Resources folder icon and click on the “Galleries” tab.



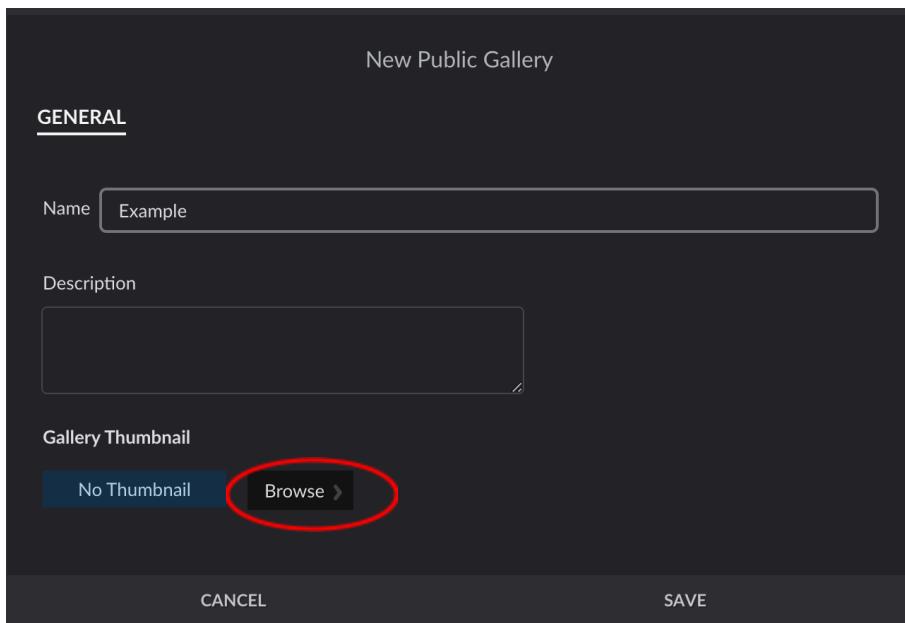
2. To create a new gallery, hover over the site you would like to add a gallery to and click on the three dots.



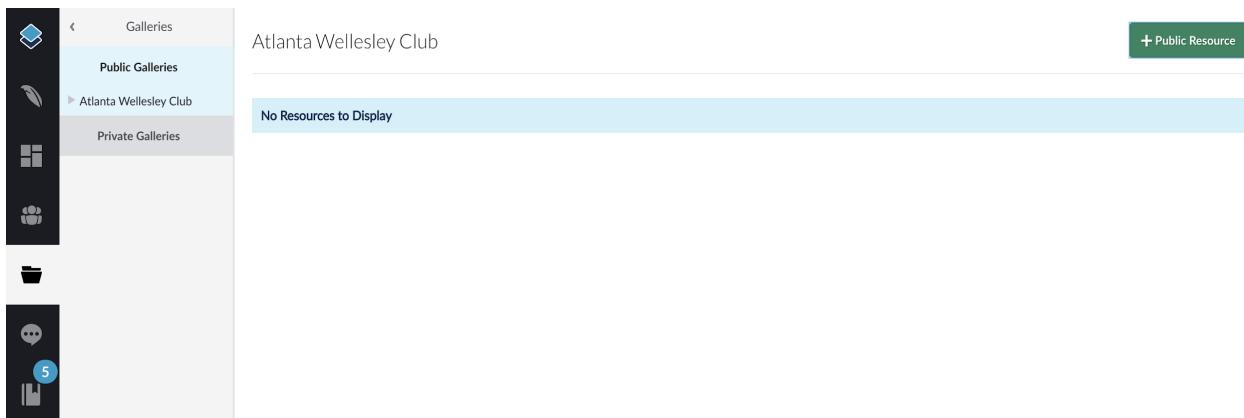
3. Click on Create Gallery.



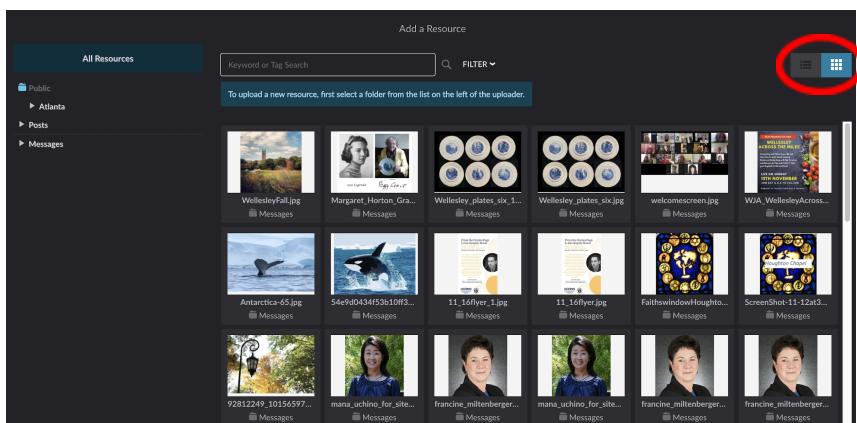
4. Give the gallery/slideshow a name. This will show up on the website.
5. You also need to give the gallery a thumbnail image. You can do this by clicking on the Browse button. Just select one of the best images from your gallery.



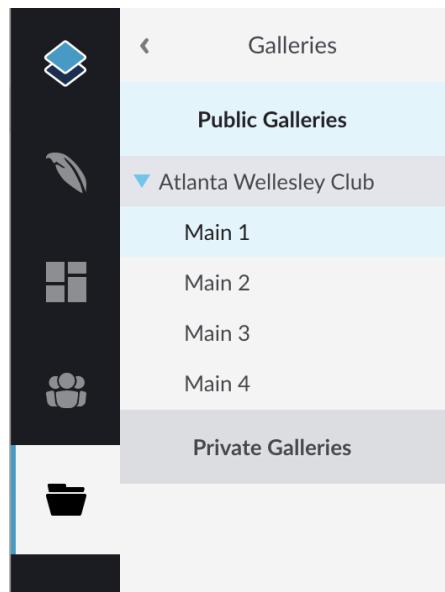
- To add images to your gallery click on the album and then the green button in the top right corner that says Public Resource.



- Then find an image to add to your gallery. It is easier to view images with the grid view. You can toggle between list view and grid view by clicking on the grid view button.

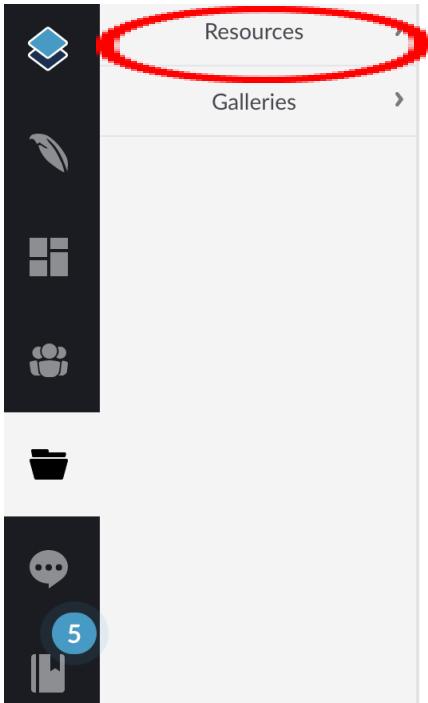


8. Repeat steps 5 & 6 for each image you would like to add to your gallery.
9. Click the “Update” button in the bottom right corner when you are finished.
10. If you want this gallery to be one of the four featured galleries on your homepage, you can drag it up to the top of the list.



ANOTHER WAY TO MAKE SLIDESHows

1. In Resources, instead of clicking on the Galleries button, click on the Resources tab.



2. Click on the green button that says “Public Resource” in the upper right corner.

A screenshot of the "Resources" interface. On the left, there's a sidebar with categories like "All Resources", "Public" (which is expanded to show "Atlanta", "AM", and "newsletters"), "Private" (with "Posts" and "Messages" options), and a folder icon. The main area shows a list of files under the "Atlanta" folder. At the top right, there's a search bar, a "FILTER" button, and a toolbar with various filters like "Audio", "Image", "Video", "Document", "Other", and several grey buttons for "No ALT Text", "No Tags", "Unused", "Used", and "External". A green button labeled "Public Resource" is circled in red. The list of files includes:

Name	Folder	Size	Created At
ScreenShot2021-01-15at110255AM.png	Atlanta	2.28 MB	1/15/2021 11:03am
zntkpsuwopuvikrjh.webp	Atlanta	57.36 KB	1/15/2021 11:02am
YOGA.webp	Atlanta	19.79 KB	1/15/2021 10:58am

3. Upload the pictures that you want for your slideshow.
4. Hover your cursor over each of the images you want for your slideshow and click on the gray check mark that appears at the right end of each image.

Atlanta

Keyword or Tag Search FILTER ^

Audio Image Video Document Other No ALT Text No Tags Unused Used External

Name	Folder	Size	Created At
 Matthes013wide.jpg	Atlanta	1 MB	10/13/2020 9:35am
 NPhillips.jpg	Atlanta	833.47 KB	9/15/2020 10:30am
 2020SummerTea.png	Atlanta	5.24 MB	8/17/2020 9:29am
			



- Once you have selected all the images you want for your slideshow, click on the button that says, “Add to New Gallery.”

Atlanta

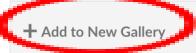
Keyword or Tag Search FILTER ^

Audio Image Video Document Other No ALT Text No Tags Unused Used External

Name	Folder	Size	Created At	
 Matthes013wi...	Atlanta	1 MB	10/13/2020 9:35am	<input checked="" type="checkbox"/>
 NPhillips.jpg	Atlanta	833.47 KB	9/15/2020 10:30am	<input checked="" type="checkbox"/>
 2020SummerT...	Atlanta	5.24 MB	8/17/2020 9:29am	<input checked="" type="checkbox"/>
 Yoga.jpg	Atlanta	1.68 MB	8/17/2020 8:57am	<input checked="" type="checkbox"/>
 2019-03-2118...	Atlanta	1.68 MB	7/3/2020 11:14am	

4 Resources Selected

- [+ Add to Existing Gallery](#)
- [**+ Add to New Gallery**](#)
- [→ Move to Folder](#)
- [Delete Resources](#)



- Select the parent of the new gallery and give your gallery a name, remembering that the name will be public on the website.
- Add a thumbnail for your gallery by clicking on the browse button. Choose one of the images you uploaded for your gallery.

New Public Gallery

GENERAL

Name

Description

Gallery Thumbnail

8. Click “Save.”

9. Toggle to the Galleries tab by clicking on the back arrow of Resources.

Name	Folder	Size	Created At
Matthes013wide.jpg	Atlanta	1 MB	10/13/2020 9:35am
NPhillips.jpg	Atlanta	833.47 KB	9/15/2020 10:30am
2020SummerTea.png	Atlanta	5.24 MB	8/17/2020 9:29am

10. Click on the Galleries tab.

Name	Folder	Size	Created At
Matthes013wide.jpg	Atlanta	1 MB	10/13/2020 9:35am
NPhillips.jpg	Atlanta	833.47 KB	9/15/2020 10:30am
2020SummerTea.png	Atlanta	5.24 MB	8/17/2020 9:29am

11. Click on the parent gallery you saved your new gallery under and your new gallery will appear at the bottom of the list.

12. If you want your new slideshow to appear on the front of the homepage, drag it to the top of the list.

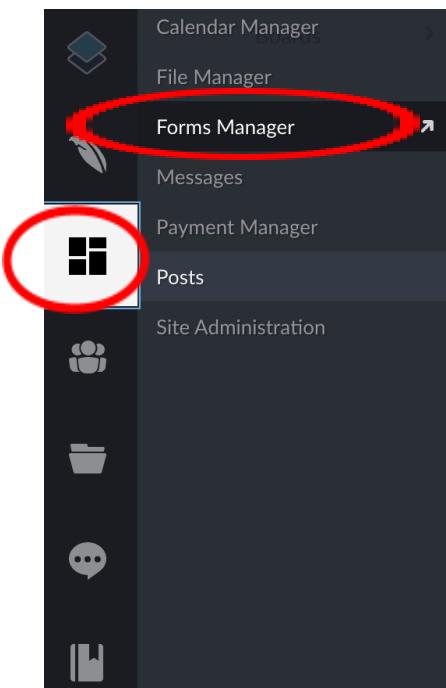
13. Go to your group's website and you will see your new gallery.

Event Registrations

Here's how to make a form for an event registration.

CREATING A FORM FROM A TEMPLATE

1. Hover over the waffle menu and click on “Forms Manager.”



2. Click on the tab that says “Form Templates List.”

A screenshot of a web application titled "finalsite form templates". The URL is "alum.wellesley.edu/cf_forms/admin.cfm?cmd=manageTemplates". The page has a navigation bar with tabs: Dashboard (circled in red), Forms List, Form Templates List (selected), Saved Elements List, Manage Categories, Manage List Library, and Module Rights. The main content area is titled "MANAGE TEMPLATES" and contains a table with the following data:

Form Name	Last Edited	Edited By	Comment
Free Event Template	February, 22 2021 11:34:01	rmarshal	
Item Sale Template	February, 13 2020 08:29:25	hilary.mezzi	
Membership Template	May, 11 2020 12:20:50	rmarshal	
Paid Event Registration Form	February, 13 2020 08:28:42	hilary.mezzi	
Tiered Pricing Template	February, 13 2020 08:30:06	hilary.mezzi	
WJA Form Template	December, 30 2020 19:05:16	Ikaplan3	originally from annual meeting

At the bottom left, there is a pagination control: "10 ▾ Showing forms 1-6 of 6 : Page 1".

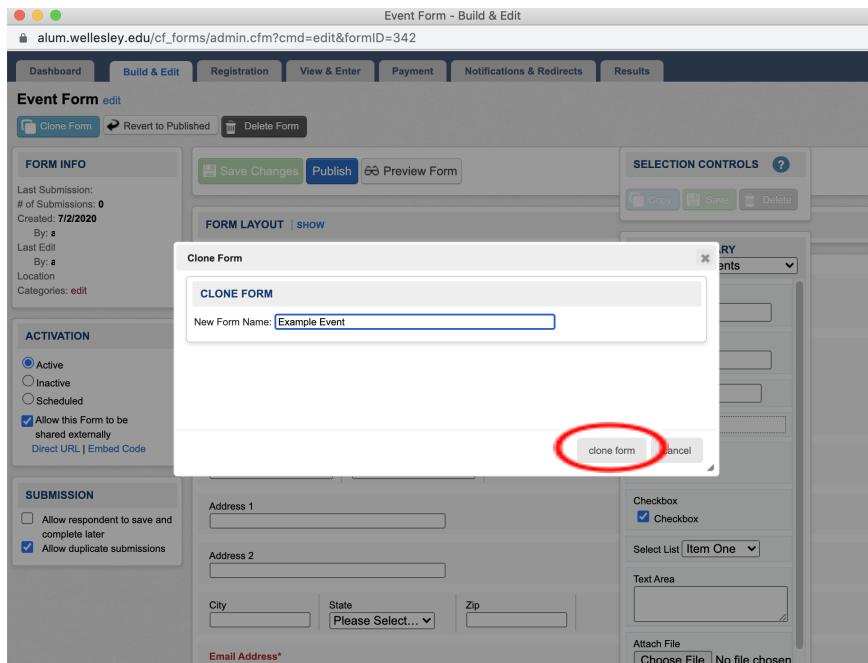
3. Click on the form that says “Free Event Template.”

The screenshot shows a web-based application titled "finalsite form templates". The URL is "alum.wellesley.edu/cf_forms/admin.cfm?cmd=manageTemplates". On the left, there's a sidebar with links like "Dashboard", "Form Templates List" (which is selected and highlighted in blue), "Saved Elements List", "Manage Categories", "Manage List Library", and "Module Rights". The main area is titled "MANAGE TEMPLATES" and contains a table with columns: "Form Name", "Last Edited", "Edited By", and "Comment". The table lists several forms: "Free Event Template" (last edited Feb 22, 2021, by rmarshal), "Item Sale Template" (last edited Feb 13, 2020, by hilary.mezzi), "Membership Template" (last edited May 11, 2020, by rmarshal), "Paid Event Registration Form" (last edited Feb 13, 2020, by hilary.mezzi), "Tiered Pricing Template" (last edited Feb 13, 2020, by hilary.mezzi), and "WJA Form Template" (last edited Dec 30, 2020, by lkaplan3, with a comment "originally from annual meeting"). A red circle highlights the "Free Event Template" row.

4. Click on the blue button in the corner that says “Clone Form”.

The screenshot shows the "Event Form - Build & Edit" interface. The URL is "alum.wellesley.edu/cf_forms/admin.cfm?cmd=edit&formID=342". The top navigation bar includes "Dashboard", "Build & Edit" (selected), "Registration", "View & Enter", "Payment", "Notifications & Redirects", and "Results". The main content area is titled "Event Form edit". It features a toolbar with "Clone Form" (highlighted with a red circle), "Revert to Published", and "Delete Form". Below this are sections for "FORM INFO" (Last Submission: 7/2/2020, # of Submissions: 0) and "ACTIVATION" (Active is selected). The "FORM LAYOUT" section contains fields for "Event Name", "First Name*", "Last Name*", "Address 1", "Address 2", "City", "State" (with a dropdown menu "Please Select..."), "Zip", and "Email Address*". To the right is a "ELEMENT LIBRARY" panel with various form element options like Text Field, Email Field, Date Picker, Hidden Field, Radio Buttons, Checkbox, Select List, Text Area, and Attach File. Buttons for "Save Changes", "Publish", and "Preview Form" are also visible.

5. Now you have your own copy of the template to edit. Name your event and click on the button that says “Clone Form.”



6. Hover over “Event Name” and click on the pencil icon to edit the name.

FORM INFO

Last Submission:
of Submissions: 0
Created: 11/19/2020
By: a
Last Edited: 11/19/2020
B:
Location: Where used >
Categories: edit

ACTIVATION

Active
 Inactive
 Scheduled
 Allow this Form to be shared externally
[Direct URL](#) | [Embed Code](#)

SUBMISSION

Allow respondent to save and complete later
 Allow duplicate submissions

FORM LAYOUT

Join us for a really fabulous event!
Date:
Time:
Description
Please RSVP by March 15, 2020

First Name*	Last Name*	
Address 1		
Address 2		
City	State Please Select...	Zip
Email Address*		

SELECTION CONTROLS

[Copy](#) [Save](#) [Delete](#)

ELEMENT LIBRARY

Standard Elements

- Text Field
- Email Field
- Date Picker
- Hidden Field
- Radio Buttons
 - Yes
 - No
- Checkbox
 - Checkbox
- Select List [Item One](#)
- Text Area
- Attach File [Choose File](#) No file chosen

7. Change the name in the Content box to what you want your event to be named and click the “Save” button at the bottom.

The screenshot shows the 'Build & Edit' interface for an event named 'Example Event'. On the left, there's a sidebar with 'FORM INFO' (Last Submission: 11/19/2020, # of Submissions: 0), 'ACTIVATION' (Active selected), and 'SUBMISSION' (Allow duplicate submissions checked). The main area has tabs for Dashboard, Build & Edit (selected), Registration, View & Enter, Payment, Notifications & Redirects, and Results. A modal window titled 'Element Properties' is open, showing 'SETTINGS' with 'Header Size: H1' and a 'Content' field containing 'Event Name'. Below this are sections for 'DATE-BASED CONDITIONAL SETTINGS' and 'ADMIN-ONLY CONDITIONAL SETTINGS', both with unchecked checkboxes. At the bottom of the modal are 'cancel' and 'save' buttons, with 'save' being circled in red. The bottom of the screen shows form fields for City, State (Please Select...), Zip, Email Address*, Attach File, and Choose File.

8. Do the same thing for the Event Details section. Hover over the section and click on the pencil icon to make edits. Make sure to click the “Save” button to save the edits you made.

Example Event [edit](#)

[Clone Form](#) [Revert to Published](#) [Delete Form](#)

FORM INFO

Last Submission:
of Submissions: 0
Created: **11/19/2020**
B
Last L.
By:
Location: [vnere used >](#)
Categories: [edit](#)

[Save Changes](#) [Publish](#) [Preview Form](#)

SELECTION CONTROLS [?](#)

[Copy](#) [Save](#) [Delete](#)

FORM LAYOUT [SHOW](#)

Event Name

Join us for a really fabulous event!

Date:
Time:
Description
Please RSVP by March 15, 2020

First Name*	Last Name*	
Address 1 <input type="text"/>		
Address 2 <input type="text"/>		
City <input type="text"/>	State <input type="text" value="Please Select..."/>	Zip <input type="text"/>
Email Address* <input type="text"/>		

ELEMENT LIBRARY [Standard Elements](#)

- Text Field**
- Email Field**
- Date Picker**
- Hidden Field**
- Radio Buttons** Yes No
- Checkbox** Checkbox
- Select List** [▼](#)
- Text Area**
- Attach File**

9. Delete the information boxes that you do not need for your form. For example, if you do not need the city section, hover over it and click the trash can icon.

ACTIVATION

- Active
- Inactive
- Scheduled

Allow this Form to be shared externally
[Direct URL](#) | [Embed Code](#)

SUBMISSION

- Allow respondent to save and complete later
- Allow duplicate submissions

Join us for a really fabulous event!

Date:
Time:
Description
Please RSVP by March 15, 2020

First Name* Last Name*

Address 1
Address 2

City State Zip

Email Address*

Text Field
Email Field
Date Picker
Hidden Field
Radio Buttons
 Yes No
Checkbox
 Checkbox
Select List Item One
Text Area
Attach File Choose File No file chosen

10. If you would like to add an information box, drag the box that says “Text Field” onto your form.

FORM LAYOUT | SHOW

SELECTION CONTROLS

Event Name

Join us for a really fabulous event!
Date:
Time:
Description
Please RSVP by March 15, 2020

ELEMENT LIBRARY
Standard Elements

Text Field (This field is highlighted with a red circle)

Email Field
Date Picker
Hidden Field
Radio Buttons
 Yes No
Checkbox
 Checkbox
Select List Item One
Text Area
Attach File Choose File No file chosen

11. Click the pencil icon over the new text field you added to edit the information.

12. Save your form and publish your form. **Please note:** All forms can be accessed by all web administrators.

Here are some important tips:

- a. Include your group name in the form name along with a title that clearly identifies what the form is for.
- b. Since forms for all groups can be accessed, please take care to ensure you are editing and cloning only your own group's forms.
- c. You can search by form name using the search field on the top left bar. You can also search by Category (see below to add that information to new and existing forms), which will display only your group's forms.
- d. When creating the form, select your group as a Category, which will then allow you to filter just your forms by using the Categories Search. To add a Category, select "edit" next to Categories in the Form Info area on the top left. Once you select edit, a list of groups will appear and you can check off your group.

Example Event [edit](#)

[Clone Form](#) [Revert to Published](#) [Delete Form](#)

FORM INFO

Last Submission:
of Submissions: 0
Created: 11/19/2020
By:
Last Edited: 11/20/2020
By:
Location: [View on map](#) >
Categories: [edit](#)

ACTIVATION

Active
 Inactive
 Scheduled
 Allow this Form to be shared externally
[Direct URL](#) | [Embed Code](#)

SUBMISSION

Allow respondent to save and complete later
 Allow duplicate submissions

FORM LAYOUT [SHOW](#)

Event Name

Join us for a really fabulous event!
Date:
Time:
Description
Please RSVP by March 15, 2020

ELEMENT LIBRARY Standard Elements

- Text Field**
- Email Field**
- Date Picker**
- Hidden Field**
- Radio Buttons** Yes No
- Checkbox** Checkbox
- Select List** Item One
- Text Area**
- Attach File**

13. Now it is time to set notifications and redirects. Click on the Notifications and Redirects tab.



14. Decide which people need to be notified of any submissions to the form. Add their email addresses under the “Send Email to” section and click the green check mark when done.

NOTIFICATION & REDIRECT

General Email Options

Email Sender | Send confirmation emails from a custom email address ("Wellesley College" donotreply@finalsite.net" by default)

Admin Notification Email

Send email to: wendy@wellesley.edu

Email Contents

- Include form name and date of submission
- Include full results of the form submission (Credit card numbers excluded. Attached files will be included as a link.)
- Include a link to view results
- Include a custom message at the beginning of the email
- Include Submission ID in the subject of the email

15. Make sure that “Include full results of the form submission” is checked

Admin Notification Email

Send email to: wendy@wellesley.edu

Email Contents

- Include form name and date of submission
- Include full results of the form submission (Credit card numbers excluded. Attached files will be included as a link.)
- Include a link to view results
- Include a custom message at the beginning of the email
- Include Submission ID in the subject of the email

16. You can now set the message that is displayed when someone submits the form. Type in your custom message in the box. Highlight the text and select a bigger font-size so that it is sure to be seen.

Respondent Confirmation

Redirect Page

Display a message Redirect to a site page Redirect to URL

Your custom message here.

Show number of submissions
 Show a graph of results
 Show results of form

17. The last step is to compose your email confirmation text. Customize your subject field and type an email message to your attendees letting them know you received the submission. Click save changes when you are done.

Email Confirmation

- Send confirmation email to respondent
- Make this a required field
- Include full results of the form submission (Credit card numbers excluded. Attached files will be included as a link.)
- Include a custom message at the beginning of the email

Email Subject: Form Submission Received for form: Free Event Template

Personalization

Text area containing: Thank you for signing up!

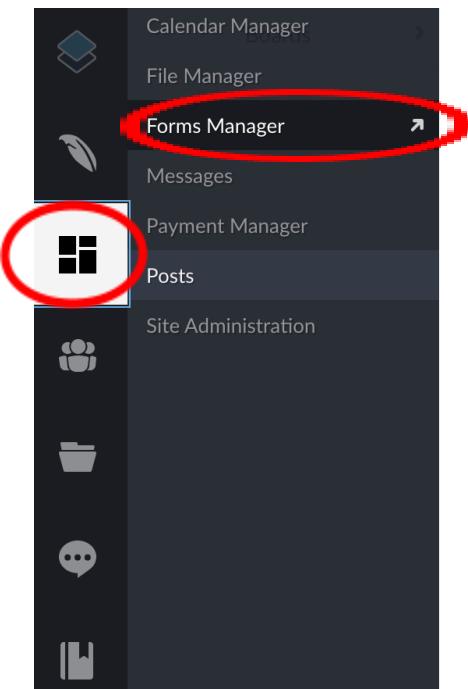
Save Changes

18. Now you are ready to put the form on your website. See the section about WebPage Content for these instructions.

TRACKING RSVPs

Great news! You've gotten a few submissions to your event registration form. Let's take a look.

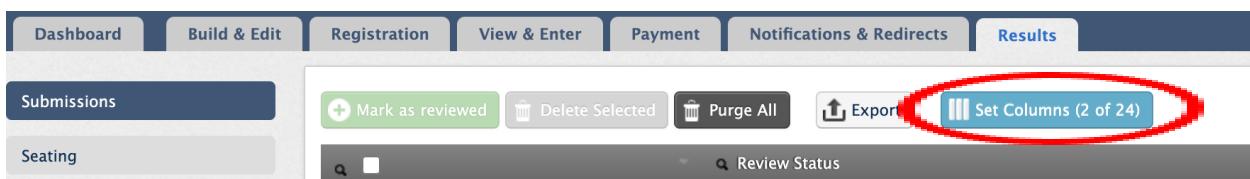
1. Navigate back to the Forms Manager from the waffle menu.



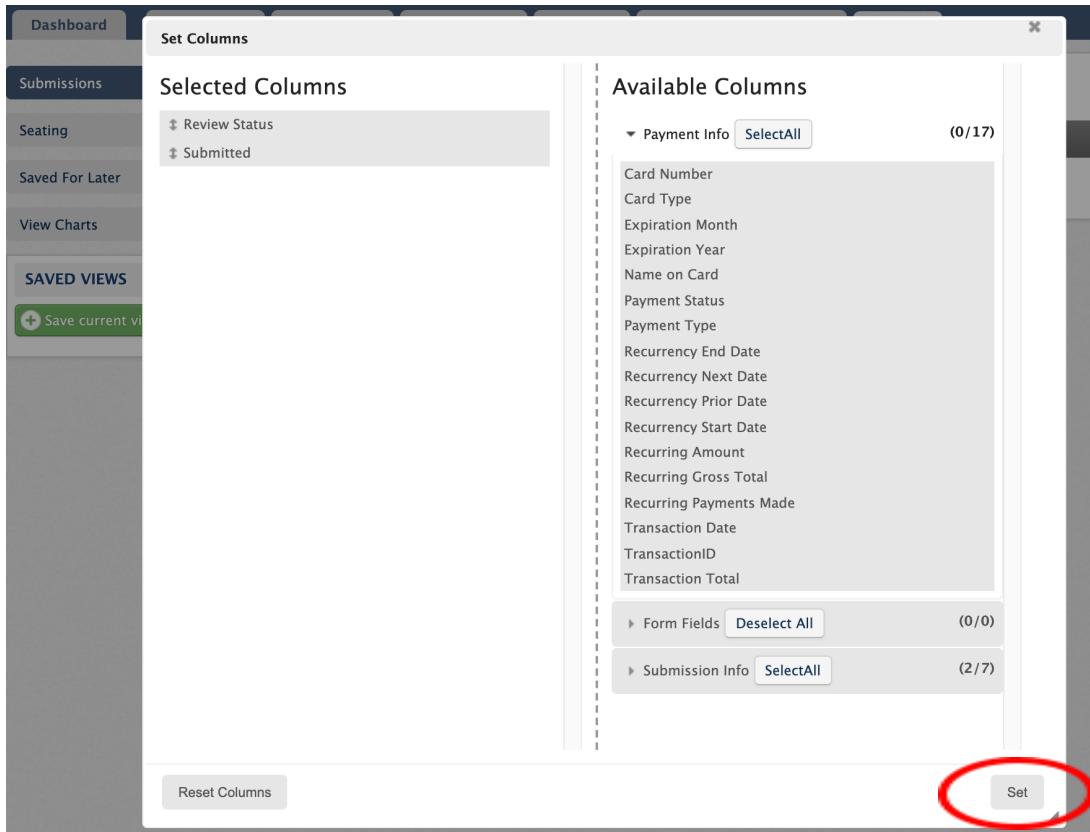
2. Click on your form.
3. Click the last tab (the “Results” tab), and see the submissions. You may notice the information you asked for is showing up here. That is because the module allows you to customize exactly what you see.



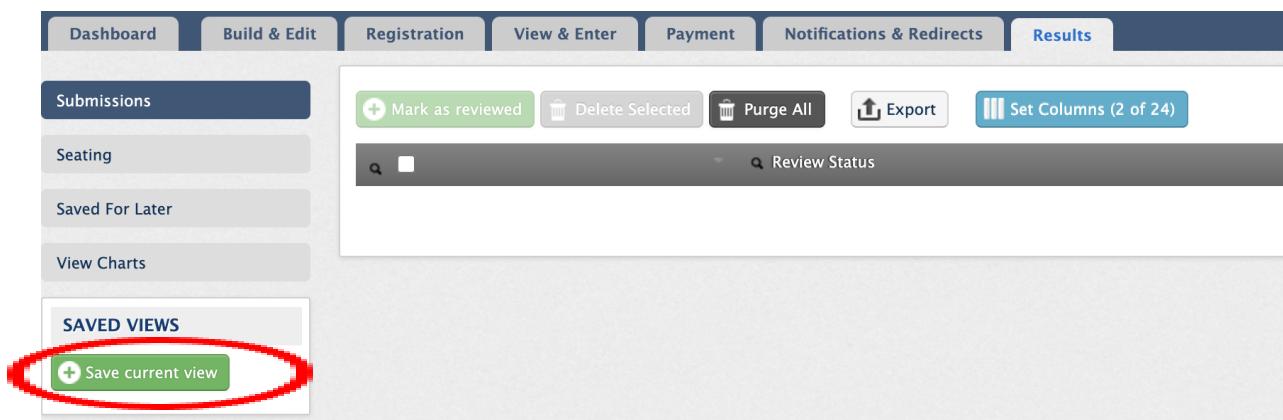
4. Click the blue “Set Columns” button. Here is where you can really customize your view of the results. You can easily select every field collected to show on your report or just some. You can add a column to the Results tab that gives you the status of the transaction. You can do this by going to Set Columns and choosing which ones you would like displayed from the right side. Once you click on them they will be added to the left hand column and then you can select Set at the bottom right. Please note that any changes you make to your columns will only be visible to you. Other admins will need to set up their own Results tab columns.



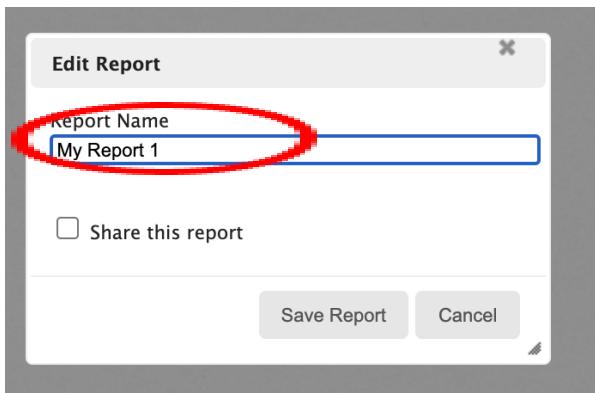
5. Once you are satisfied that you are seeing all the information you need, click the button that says “Set.”



6. Then move to the left side of the your screen and click on the button that says “Save Current View.” !



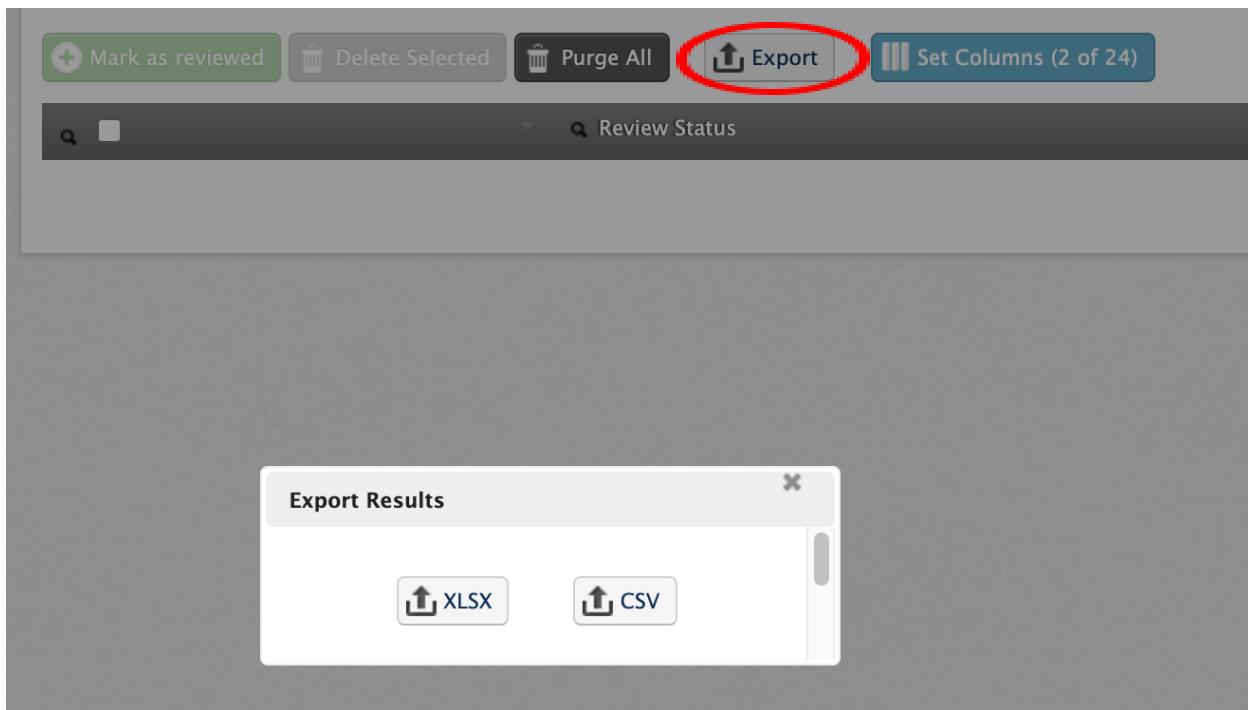
7. Then Name the report.



8. The next time you come in to check on the results you can click on the save view link to see the already optimized view.

A screenshot of the 'Results' page. At the top, there is a navigation bar with tabs: Dashboard, Build & Edit, Registration, View & Enter, Payment, Notifications & Redirects, and Results. The 'Results' tab is active. Below the navigation bar is a sidebar with links: Submissions, Seating, Saved For Later, and View Charts. On the main content area, there is a 'SAVED VIEWS' section. Inside this section is a green button labeled '+ Save current view'. Below this button is a blue box containing the text 'My Report 1'. Above the 'SAVED VIEWS' section are several action buttons: 'Mark as reviewed', 'Delete Selected', 'Purge All', 'Export', and 'Set Columns (2 of 24)'. There is also a search bar with the placeholder 'Review Status'.

9. You can also use the export button to export the results into several different file formats.

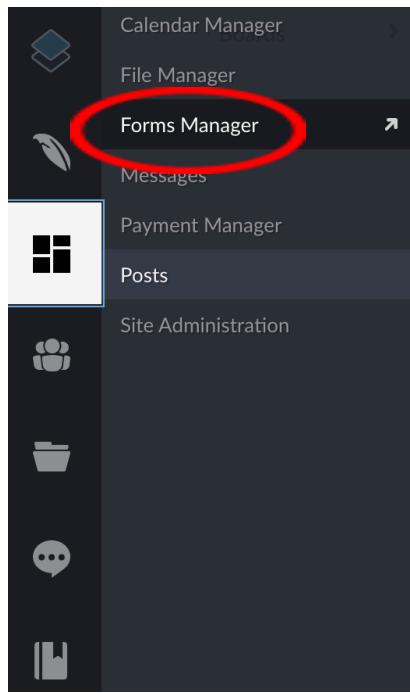


10. You also open each submission and print it or save it as a PDF.

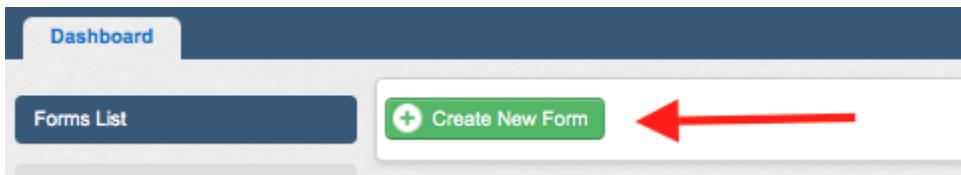
	First_Name	Last_Name	Class_Year	Address_1	Address_2
<input checked="" type="checkbox"/>	Jaclyn	Smith	1975	11 Winding Way	—
<input type="checkbox"/>	Jean	Gardiner	1981	17 Locust Lane	—

CREATING A FORM WITH PAYMENT

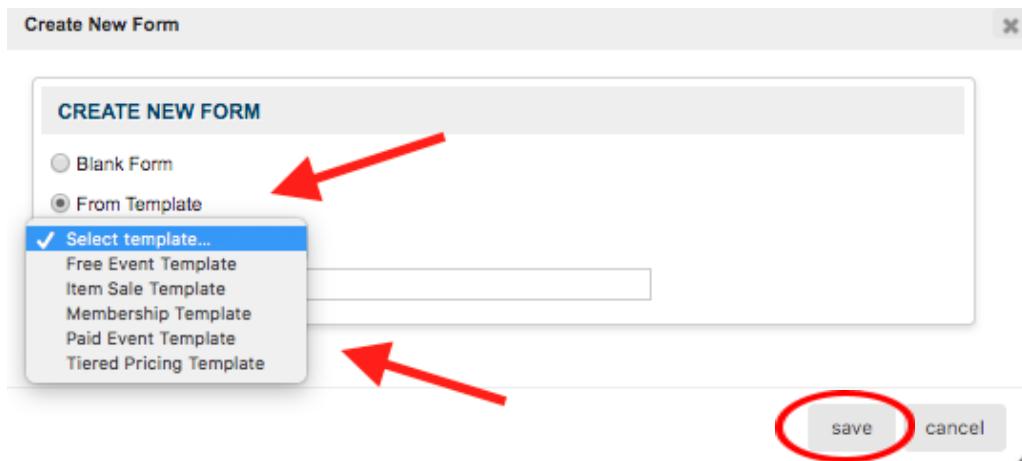
1. Go to the Waffle menu and select Forms Manager



2. Click on Create New Form



3. A new pop-up window will appear where you can choose the type of form that you need and name your form. Once you do this, click save.



4. Give your new form a unique name which includes your class, club or SIG name and click save to create your form.



5. If you hover over any of the form fields the pen or delete option will pop up. Choose the pen option to edit the field.



6. A box will appear where you can add and edit text. If there are fields that you do not need, just hover over them and choose the trash can to delete. Once you are done, select the green save button at the top left.

SETTINGS

Content

Event Name

7. If you need to add a field just go over to the right hand side under Element Library and choose the type of field you want by dragging it to the right of the field you want it next to or beneath/on top of the field for a new line. Save and Publish your form.

The screenshot shows the 'FORM LAYOUT' tab of a form editor. On the left, there's a section titled 'Event Name' with fields for 'First Name*' and 'Last Name*'. On the right, there's a 'ELEMENT LIBRARY' panel with various field types: Text Field, Email Field, Date Picker, Hidden Field, Radio Buttons, and Checkbox. A red arrow points from the 'Text Field' option in the library to a dashed green drop zone labeled 'drop here to create a new column' between the 'Hidden Field' and 'Text Field' sections. The 'Save Changes' button is highlighted with a red circle.

8. Next, go to the Notification & Redirects tab. Click on the + symbol to add the email addresses that you would like to get notified of any transactions from this form. The green checkmark will save your additions. Make sure to check "Include full results" on the form submission.

Dashboard Build & Edit Registration View & Enter Payment Notifications & Redirects Permissions

NOTIFICATION & REDIRECT

General Email Options

Email Sender | Send confirmation emails from a custom email address ("Wellesley College" donotreply@finalsite.net" by default)

Admin Notification Email

Send email to | **+ Add** 

Email Contents

- Include form name and date of submission
- Include full results of the form submission(Credit card numbers excluded. Attached files will be included as a link.)
- Include a link to view results
- Include a custom message at the beginning of the email
- Include Submission ID in the subject of the email

Respondent Confirmation

Redirect Page

Display a message Redirect to a site page Redirect to URL 

Your custom message here. 

Show number of submissions
 Show a graph of results
 Show results of form

Email Confirmation

Send confirmation email to respondent
 Make this a required field
 Include full results of the form submission(Credit card numbers excluded. Attached files will be included as a link.)
 Include a custom message at the beginning of the email 

Email Subject: Form Submission Received for form: Event for WCAB 

Personalization

Add your message here 

Save Changes 

10. [Please return to the Event Registrations section to learn how to edit the form and add fields.](#)

11. Select the Payment tab



12. Check the “Process payments with this form” box. Then select your group’s name. **Please note you cannot process any payments if your group name is not available here**, as your group is not set up with Bluesnap. This process is changing in the Fall of 2021 and in this interim period no new BlueSnap accounts should be established.

The screenshot shows the 'PAYMENT SETTINGS' section of a form editor. At the top, there is a 'Enable Payment' button followed by a checkbox labeled 'Process payments with this form', which is checked. Below this, there is a heading 'Payment Types' with a horizontal line. Under 'Payment Types', there are two main sections: 'Credit Gateways' and 'Other Methods'. The 'Credit Gateways' section contains a list of names, each preceded by a radio button. The names listed are: 1972, 1989, 2001, 2006, Atlanta, Baltimore, Boston, Central Virginia, Chicago, Dallas, Minnesota, Oregon, Santa Barbara, Washington, Westchester, WCAA Bluesnap, and None. The 'None' option is highlighted with a red arrow. The 'Other Methods' section contains a button labeled '+ Add payment type'. At the bottom, there is a 'Currency' dropdown menu set to 'United States Dollars (USD - \$)'. Two red arrows are present: one pointing to the 'Process payments with this form' checkbox and another pointing to the 'None' option in the 'Credit Gateways' list.

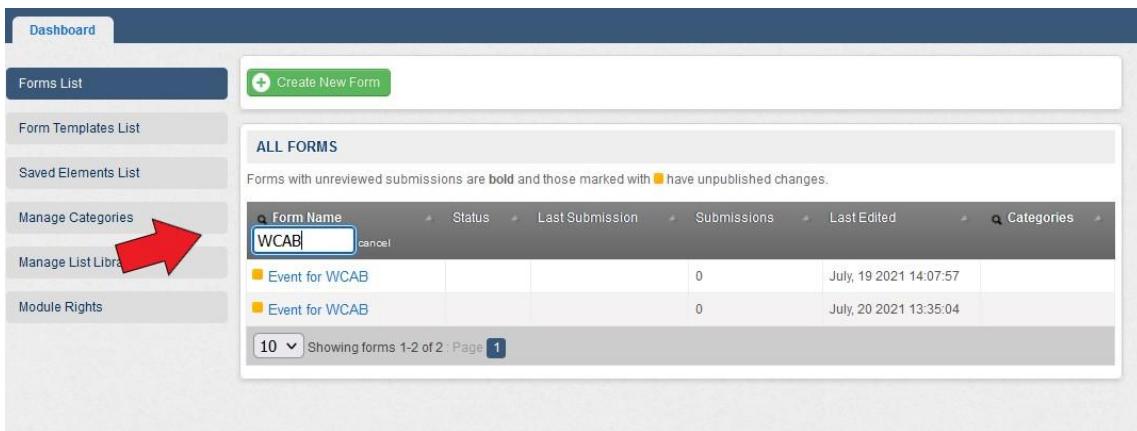
Credit Gateways
1972
1989
2001
2006
Atlanta
Baltimore
Boston
Central Virginia
Chicago
Dallas
Minnesota
Oregon
Santa Barbara
Washington
Westchester
WCAA Bluesnap
None

13. Select how you want to receive the notifications and send notifications.

Gateway Reporting and Invoices

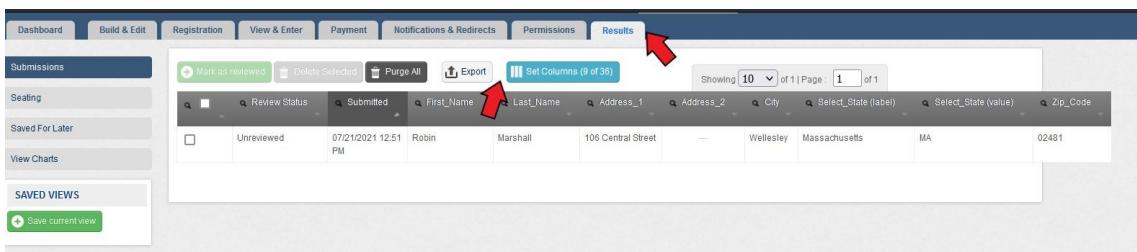
Name/Invoice Number	<input type="checkbox"/> Use Custom Form Name/Invoice Number
Admin Invoice Emails	<input checked="" type="radio"/> Combine admin form confirmation and payment receipt confirmation into one email <input type="radio"/> Separate form confirmation and payment receipt into two emails
Respondent Invoice Emails	<input type="radio"/> Combine respondent form confirmation and payment receipt into one email <input checked="" type="radio"/> Separate form confirmation and payment receipt into two emails
Payment Receipt Emails	<input type="checkbox"/> Customize respondent card payment receipt message <input type="checkbox"/> Customize respondent other/ACH method pending payment receipt message

14. To track your RSVPs go back to the Form Manager and find your form by going to the small magnifying glass under Form Name and typing in the title.



The screenshot shows the 'Forms List' section of the Form Manager. On the left, there's a sidebar with links like 'Dashboard', 'Forms List' (which is selected), 'Form Templates List', 'Saved Elements List', 'Manage Categories', 'Manage List Library' (with a red arrow pointing to it), and 'Module Rights'. The main area is titled 'ALL FORMS' and contains a search bar with 'WCAB' typed in. Below the search bar is a table with two rows of data. The columns are 'Form Name', 'Status', 'Last Submission', 'Submissions', 'Last Edited', and 'Categories'. The first row has 'Event for WCAB' in the 'Form Name' column, and the second row also has 'Event for WCAB'. Both rows show '0' in the 'Submissions' and 'Last Edited' columns. At the bottom of the table, it says 'Showing forms 1-2 of 2 Page 1'.

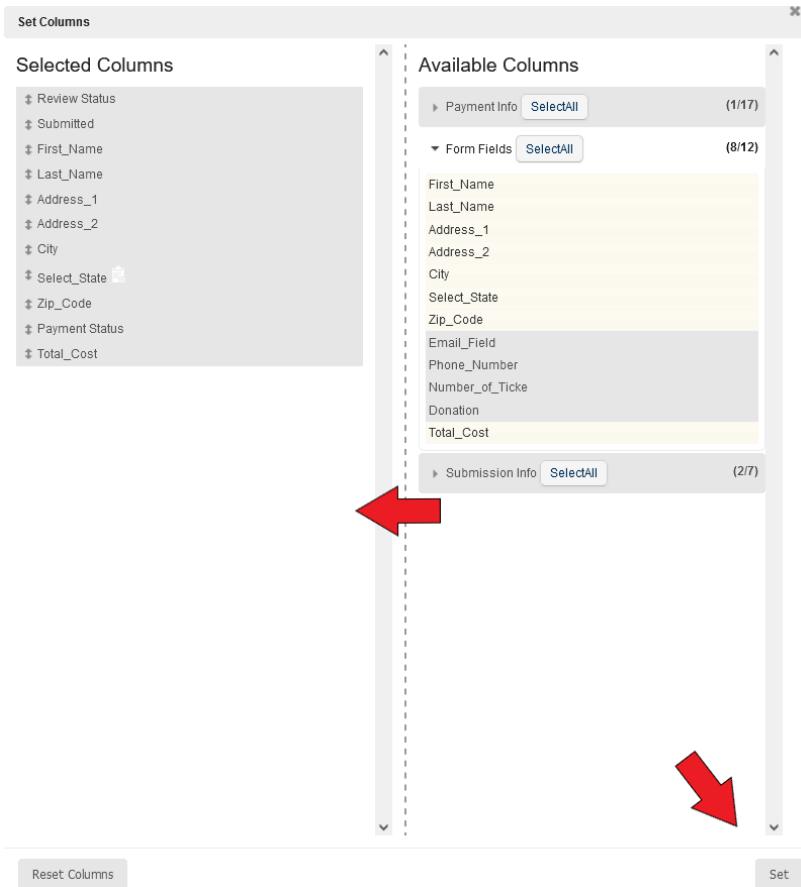
15. Once you have your form, click on the Results tab. This is the area where you will see all of the ticket purchases. You can customize your view by clicking on the blue Set Columns button.



The screenshot shows the 'Results' tab of the Form Manager. The top navigation bar includes 'Dashboard', 'Build & Edit', 'Registration', 'View & Enter', 'Payment', 'Notifications & Redirects', 'Permissions', and 'Results' (which is selected). On the left, there's a sidebar with 'Submissions', 'Seating', 'Saved For Later', 'View Charts', and 'SAVED VIEWS' with a 'Save current view' button. The main area displays a table of results. At the top of the table, there are several buttons: 'Mark as reviewed', 'Delete Selected', 'Purge All', 'Export', and a blue 'Set Columns (9 of 36)' button (with a red arrow pointing to it). The table itself has columns for 'Review Status', 'Submitted', 'First_Name', 'Last_Name', 'Address_1', 'Address_2', 'City', 'Select_State (label)', 'Select_State (value)', and 'Zip_Code'. One row of data is visible, showing 'Unreviewed', '07/21/2021 12:51 PM', 'Robin', 'Marshall', '106 Central Street', 'Wellesley', 'Massachusetts', 'MA', and '02481'.

16. Two columns that are helpful to have when you are reviewing your results are Total Cost (Under Form Fields) and Payment Status (under Payment Info).

The right hand side shows the Available Columns and the left shows the ones that are Selected.



17. If you click on a column from the right it will be moved to the left. You must choose the Set button on the bottom right when you are done. **Please note** that these choices will only show up on **your** view of the form results. Other administrators in your group accessing the form will need to set up their own view.

18. Once you add your custom columns you can go back up to the top and choose Export. A dialog box will open and you can pick either xlsx or csv for the format of the spreadsheet generated.

If there were funds collected, the Payment Status and Total Cost columns you created will have information. Payment status will be Completed or Abandoned (the option was chosen on form, but the financial part of the transaction was not completed).

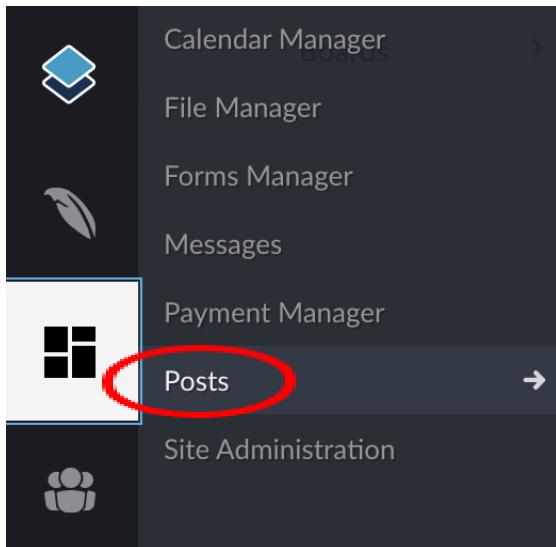
A	B	C	D	E	F	G	H	I	J	K	L
Review St	Submitted	First_Name	Last_Name	Address_1	Address_2	City	Select_St	Select_St	Zip_Code	Payment Status	Total_Cost
Unreviewed	07/21/2022	Robin	Marshall	106 Central		Wellesley	Massachusetts	MA	02481	Completed	50
Unreviewed	07/21/2022	Robin	Marshall	106 Central		Wellesley	Massachusetts	MA	02481	Abandoned	50

Editing Your Web Pages (Posts)

Rather than editing directly on the page, you will be entering content into a module called Posts. There is a location in the Posts module for each page or content area of your website.

EDITING EXISTING POSTS

1. Access the Posts module by clicking on the Waffle menu.

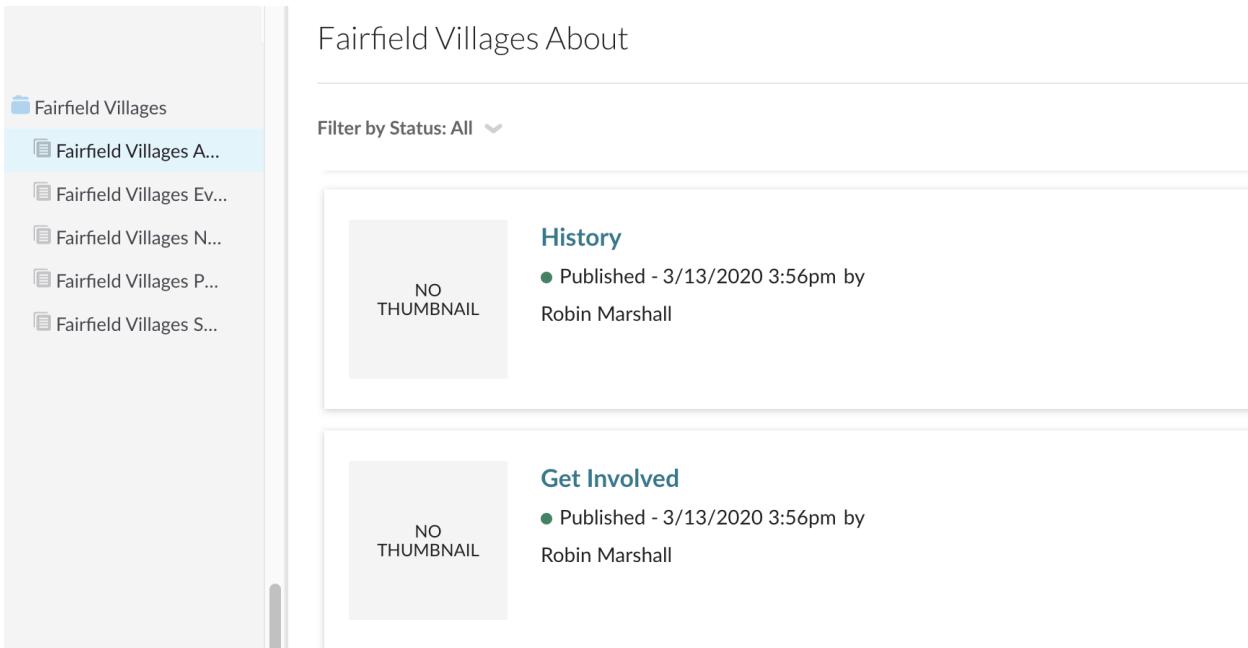


2. You will see what is called a Board for each sub-page. Click on the board to see what is posted to it.



3. These boards correspond to the pages on your site

4. For example, each post under the “Fairfield Villages About” board is a subpage to that section.



Fairfield Villages About

Filter by Status: All

History
 NO THUMBNAIL
 Published - 3/13/2020 3:56pm by Robin Marshall

Get Involved
 NO THUMBNAIL
 Published - 3/13/2020 3:56pm by Robin Marshall

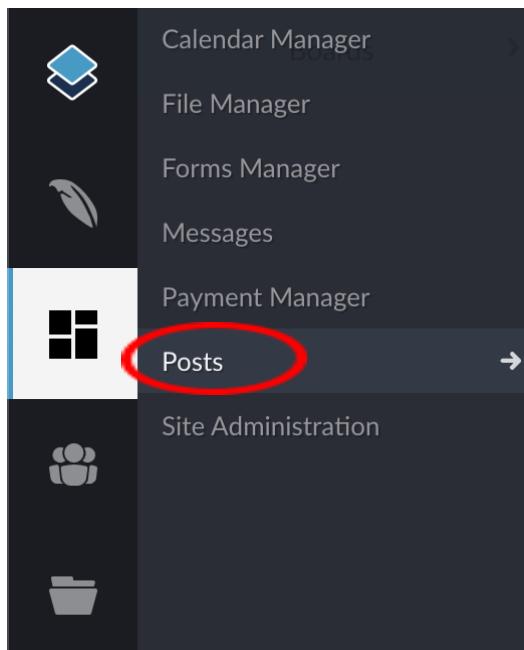
5. Click on one of the posts. In a separate browser tab, navigate to the live page you want to edit. By toggling between the live page and the post in the admin site you will see they have the same content.
6. Make your desired changes to the post. Once you click the button “Update” in the bottom right hand corner, the changes will be live. You can view the changes by refreshing the page.



CREATE A NEW POST IN “NEWS”

This process differs when you want to edit something under the “News” section. In this case, you want to keep the archive of past news/events. Instead of editing what is there you will create new content posts.

1. Click on the Waffle icon and click on the tab that says “Post”



2. Click on the News Board and then Create post on the top right hand corner

A screenshot of the Atlanta News board interface. On the left, there's a sidebar with icons for Boards, Atlanta (selected), Atlanta About, Atlanta Events, Atlanta News (circled in red), Atlanta Past Events, and Atlanta Support. The main area shows a list of posts. The first post is titled "Join the Wellesley College Alumnae Association Book Club" and includes a thumbnail image of a book cover. The second post is titled "The Power of the Book Award" and includes a thumbnail image of two people. At the top right of the main area, there is a green "Create Post" button with a red arrow pointing to it. There is also a search bar labeled "Search Posts".

3. Enter a title for your News post

A screenshot of a web-based news post editor. On the left, a sidebar lists various boards: Boards, Atlanta, Atlanta About, Atlanta Events, Atlanta News (which is selected and highlighted in blue), and Atlanta Support. The main area shows a title "Example News Post" in a large, bold font, circled in red. Below the title is the URL <https://alum.wellesley.edu/atlanta/news/latest-news/p/~board/atlanta-news/post/>. A text input field contains the value "example-news-post". There are two tabs at the top: "Body Content" (selected) and "External Redirect URL". Below these tabs is a toolbar with various icons for text formatting (bold, italic, underline, etc.) and other functions. The main content area is currently empty.

4. Enter the text/body content.

5. You can add formatting such as links, bolds, and italics to your text by clicking on the icons on the bar above the body content box.

6. Enter a short summary of the content in the summary field.

The screenshot shows the 'Content Editor' interface. At the top left, there's a title bar labeled 'Example News Post'. Below it, a URL field contains 'https://alum.wellesley.edu/atlanta/news/latest-news/p/~board/atlanta-news/post/'. Underneath the URL, there are two tabs: 'Body Content' (which is selected) and 'External Redirect URL'. A rich text editor toolbar is visible above the main content area. On the right side of the screen, there are three fields: 'Start', 'Featured Until', and 'Expire', each with a file icon. Below these fields is a section titled 'Summary' which is also circled in red. This summary section includes its own rich text editor toolbar and a 'Plain Text Summary' input field below it.

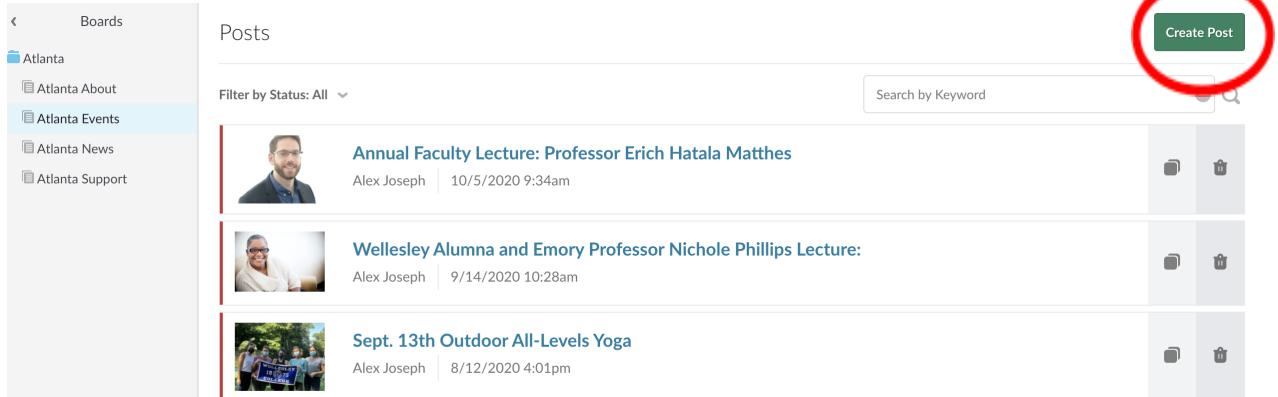
7. Add a thumbnail image (may require scrolling down.)

This screenshot shows the 'Content Editor' interface after step 7 has been completed. The 'Plain Text Summary' section is visible at the top. Below it is a section titled '+ Category & Tags'. Further down, a large red circle highlights the 'Thumbnail & Resources' section. This section contains a 'Thumbnail' field with a 'Browse' button, an 'Alt Text' field containing 'Example News Post', and a 'More Resources' section with a 'No Resource Set' button and an 'Attach Resources' link. At the bottom of the page, there are sections for '+ Comments' and '+ Additional Settings'.

- Click: SAVE and publish immediately.
- Once published, a News post will appear on the home page and on the subpage called “News”

EVENT POSTS

- Click Create Post to make a new post for your event on the Events board.



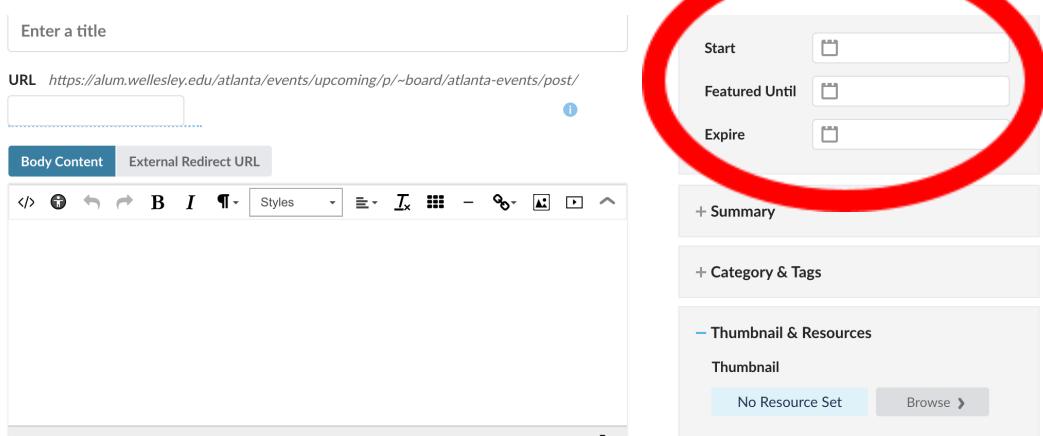
The screenshot shows a sidebar with 'Boards' and 'Atlanta' sections. Under 'Atlanta', 'Atlanta Events' is selected. The main area displays three posts with thumbnails, titles, and dates. A red circle highlights the 'Create Post' button in the top right corner of the interface.

Thumbnail	Title	Date	Action Buttons
	Annual Faculty Lecture: Professor Erich Hatala Matthes	10/5/2020 9:34am	
	Wellesley Alumna and Emory Professor Nichole Phillips Lecture:	9/14/2020 10:28am	
	Sept. 13th Outdoor All-Levels Yoga	8/12/2020 4:01pm	

- Enter a title.
- Enter the event details. You can use headings and other styles. By clicking on the arrow, see below, you can expand the options available.

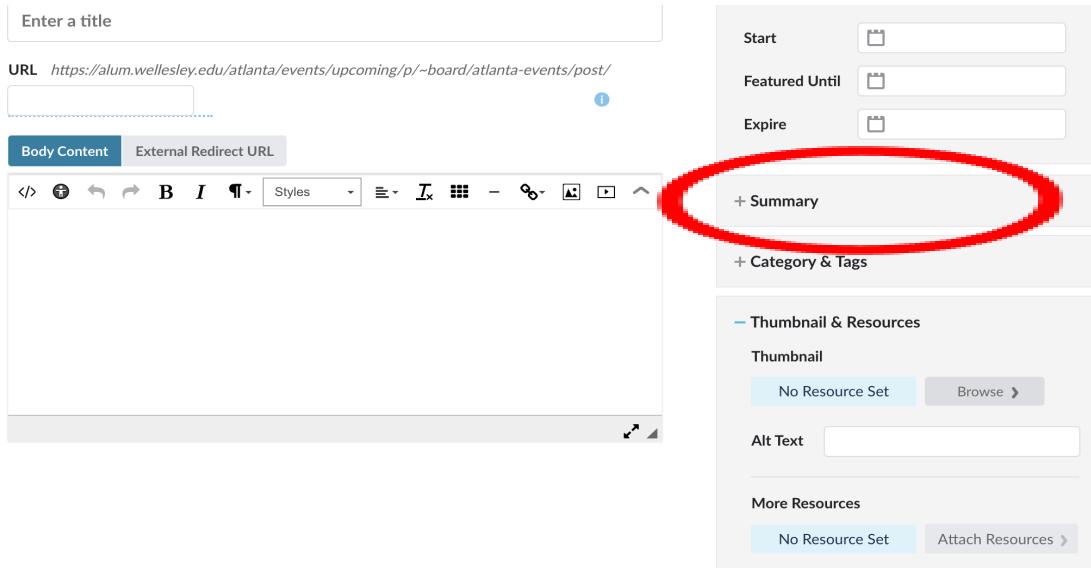


- Add a thumbnail image. Have the image ready and you can add it by clicking on the green “Public Resource” button.
- If you want this event to appear on your homepage, be sure to add an end date where it says “Featured Until.” You could make the end date the last date registration will be open, or even the date of the event.



The screenshot shows the 'Create Post' form for an event. It includes fields for 'Enter a title', 'URL', and 'Body Content'. On the right, there are several date-related fields: 'Start', 'Featured Until', and 'Expire', each with a calendar icon. A large red oval highlights these three date fields. Below them are sections for '+ Summary', '+ Category & Tags', and '- Thumbnail & Resources'.

6. Make sure to enter a short summary or call to action in the summary field, because this will populate on the homepage.



ADD A LINK TO A REGISTRATION FORM

1. Navigate over to the Forms Manager module under the Waffle Menu.
2. Find your event and copy the link to your event by clicking on the link that says “Direct URL.”

Example Form [edit](#)

[Clone Form](#) [Save As Template](#) [Revert to Published](#) [Delete Form](#)

FORM INFO

Last Submission:
of Submissions: **0**

Created: **12/7/2020**
By: **ajoseph**

Last Edited: **12/7/2020**
By: **ajoseph**

Location: [Where used >](#)
Categories: [edit](#)

[Save Changes](#) [Publish](#) [Preview Form](#)

SELECTION CONTROLS [?](#)

[Copy](#) [Save](#) [Delete](#)

ACTIVATION

Active
 Inactive
 Scheduled

Allow this Form to be shared externally
[Direct URL](#) | [Embed Code](#)

[save](#) [cancel](#)

Begin by dragging elements from the right and dropping them above this text.

[Submit](#)

[Save Changes](#) [Publish](#) [Preview Form](#)

ELEMENT LIBRARY

Standard Elements

- [Text Field](#)
- [Email Field](#)
- [Date Picker](#)
- [Hidden Field](#)
- [Radio Buttons](#)
- Yes No
- [Checkbox](#)

3. Toggle back to the event you created in the Posts module and at the end of your document type the text you'd like linked- for example, "RSVP Here" or "Register Now."
4. Highlight the text and click on the link icon so you can add the link to your event to the text.

Boards

- [Atlanta](#)
 - [Atlanta About](#)
 - [Atlanta Events](#) (selected)
 - [Atlanta News](#)
 - [Atlanta Support](#)

Author: Alex Joseph [edit](#)

URL
<https://alum.wellesley.edu/atlanta/events/upcoming/p/~board/atlanta-events/post/>

[annual-faculty-lecture-pr](#) [i](#)

[Body Content](#) [External Redirect URL](#)

A B I P U H L S C R M D E F G H J K L N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<p style

ADD A BUTTON STYLE

1. Highlight the text that you want to link your event to and click the link icon.

The screenshot shows a content editor interface with a sidebar on the left listing 'Boards' and a main editing area on the right. In the main area, there is a toolbar with various icons. A red circle highlights the 'Link' icon (a chain symbol) in the toolbar. A context menu is open over some text, with the 'Add Link' option highlighted. Another red circle highlights the 'Add Link' option in the context menu. The text being edited discusses a lecture by Professor Erich Hatala Matthes.

Author: Alex Joseph

URL: <https://alum.wellesley.edu/atlanta/events/upcoming/p/~board/atlanta-events/post/>

Body Content External Redirect URL

Itv Lecture will take place on Thursday, November 10th.

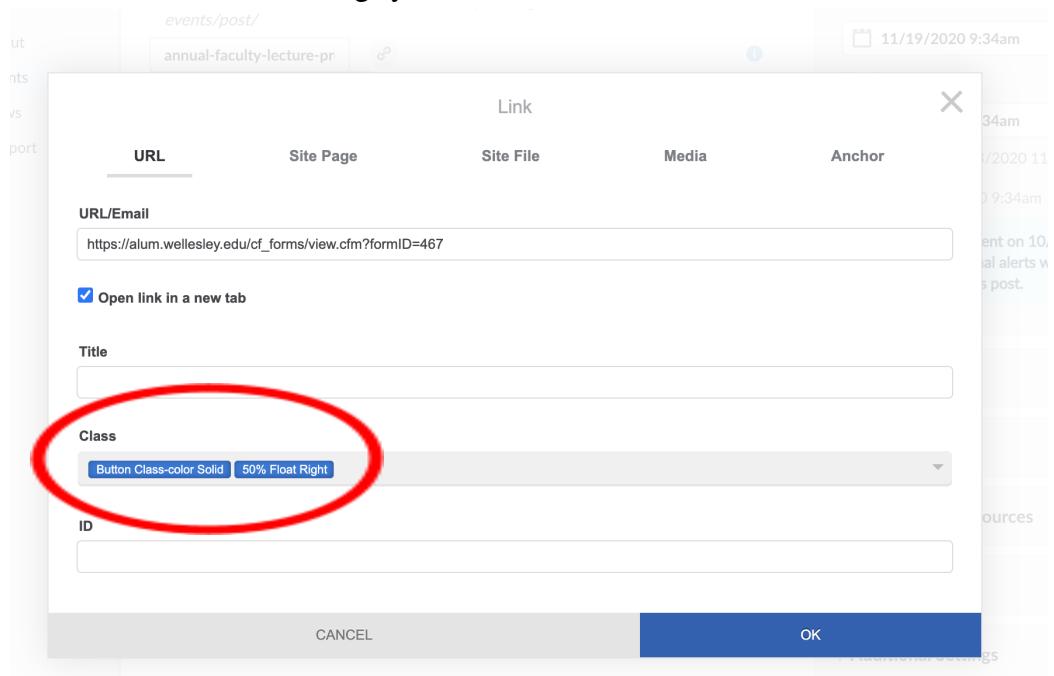
Our speaker is Professor Erich Hatala Matthes. Professor Matthes is the Associate Professor of Philosophy and Faculty Director of the Frost Center for the Environment at Wellesley College. His teaching and research focus on the ethics, politics, and aesthetics of art, cultural heritage, and the environment. He majored in English and Philosophy at Yale and earned his PhD in Philosophy from the University of California, Berkeley.

His lecture is *When Good Artists Do Bad Things*. He will discuss the ethical and aesthetic issues surrounding the immoral actions of famous artists (e.g. Woody Allen, Bill Cosby, etc.).

Register Now

Start 10/5/2
Featured 11/19/
Expire 11/19/
Last Modified Joseph
Created: 10/5/2016
No alert 9:34am. No
+ Summary
+ Category
+ Thumbnail
+ Comment

2. Choose which button settings you want.



3. Click save to make the post live immediately.

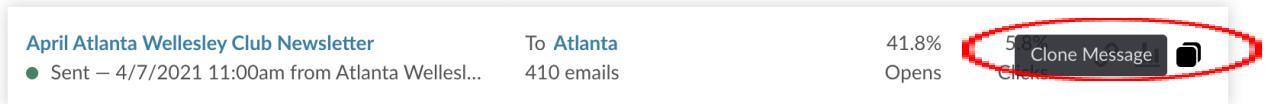
4. View the event from the homepage and you will see your button.

Sending Emails via Messages Module

To create an email to go to your group, you can clone a previous message and adapt the content, or create a new message by using a template. Directions for both options are included here, followed by instructions on how to send the message.

CLONING AN EXISTING EMAIL

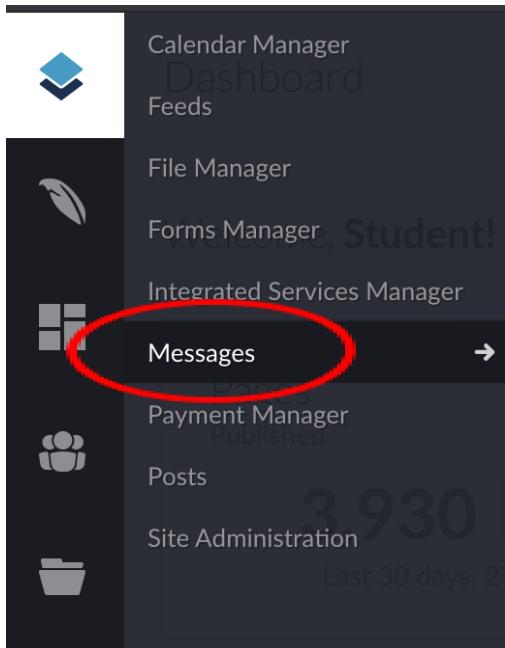
1. Click on the Clone icon (overlapping squares) of the message you want to clone.



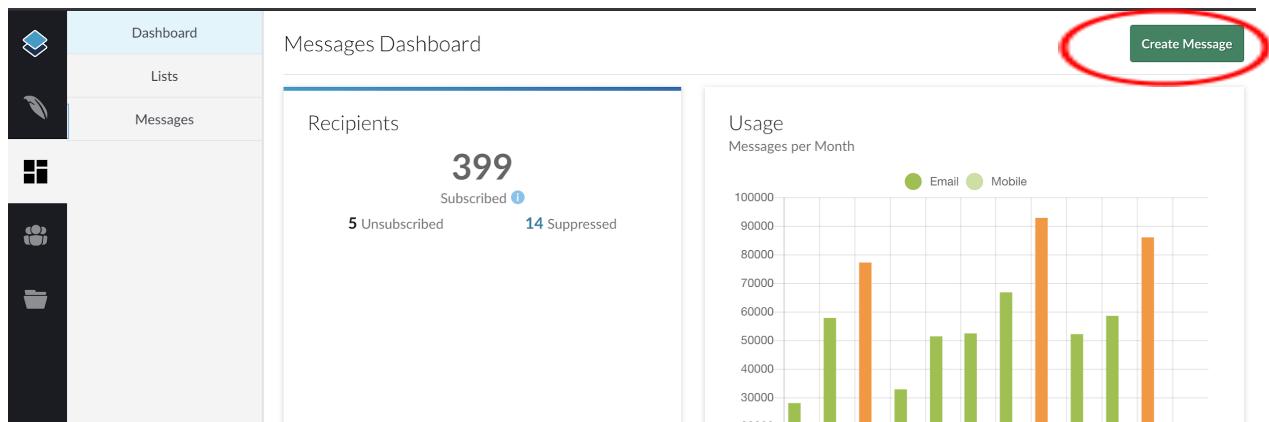
2. Click “Clone Message” and edit your new message to your liking (look at instructions under Using a Template step #5 for making changes).

USING A TEMPLATE

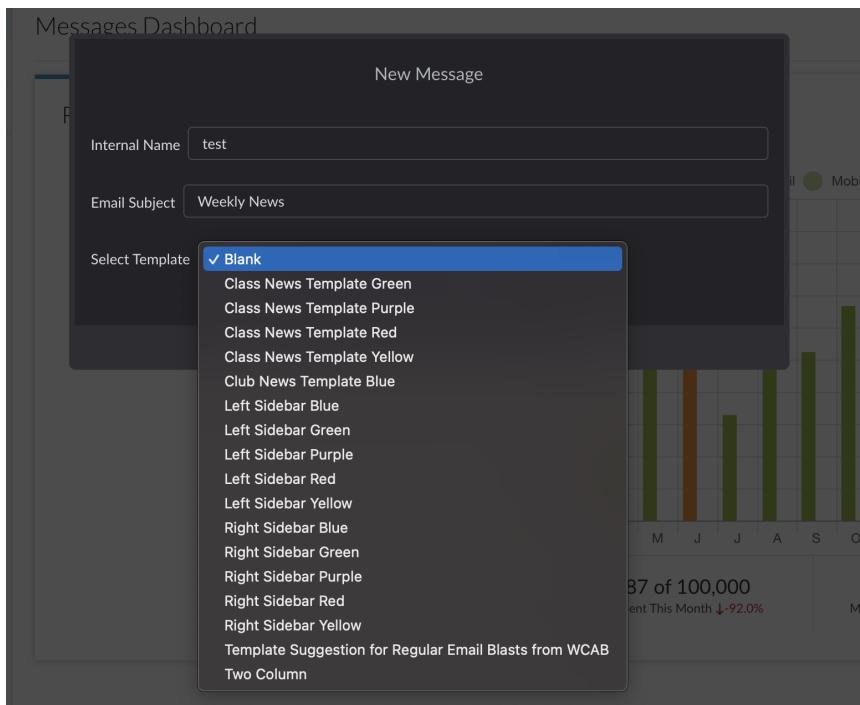
1. Navigate to the Messages module in the Waffle menu.



2. Click the green button that says “Create Message” in the top right corner.



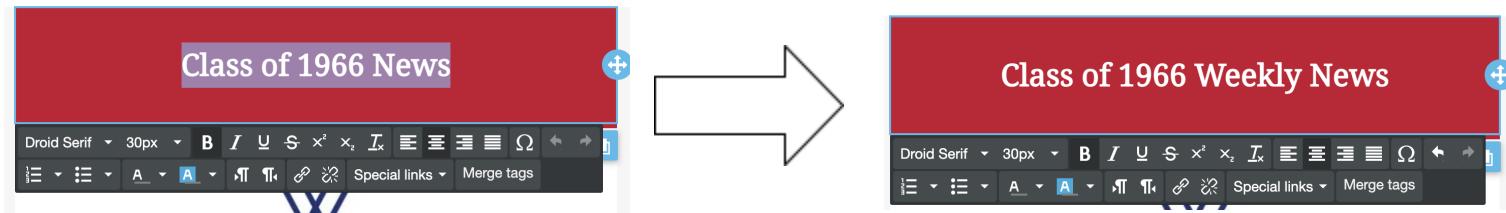
- Fill out an internal name for the email, the email subject line, and a template from the Select Template drop down menu.
- You will only be able to access messages for your own group. We encourage you to experiment with the layout of your emails by incorporating different types of content elements (for example text, image, button etc. - see the screen captures in Steps 5 and 7 that shows all options). Once you have a format you like, you can clone that Message for future sends.



- Click Next when you are finished.
- From here you can decide if this layout meets your needs or if you would like to make some changes. The next steps highlight the type of adjustments you can make.

The screenshot shows the email editor interface. At the top, there is a red header bar with the text "Class of 1966 News". Below it is the Wellesley Alumnae logo. The main content area contains placeholder text: "HEADLINE GOES HERE" and "Moris luctus sollicitudin lacinia. Ut sit amet nisi mi. Vivamus eget vehicula ipsum. Aliquam sem turpis, semper sed nunc nec, dictum cursus tellus. Morbi vitae ultricies diam. Sed auctor semper viverra. Vivamus commodo arcu et aliquet mattis. Nunc pellentesque quis nunc eget vulputate.". To the right, there is a sidebar with tabs for "CONTENT", "ROWS", and "SETTINGS". Below the tabs is a grid of icons for adding various content elements: TEXT, IMAGE, BUTTON, DIVIDER, SOCIAL, DYNAMIC CONTENT, HTML, VIDEO, and ICONS.

6. The header is editable. You can make changes to it by highlighting the text and making an update. As you can see in the images below, the header changed from “Class of 1966 News” to “Class of 1966 Weekly News.”



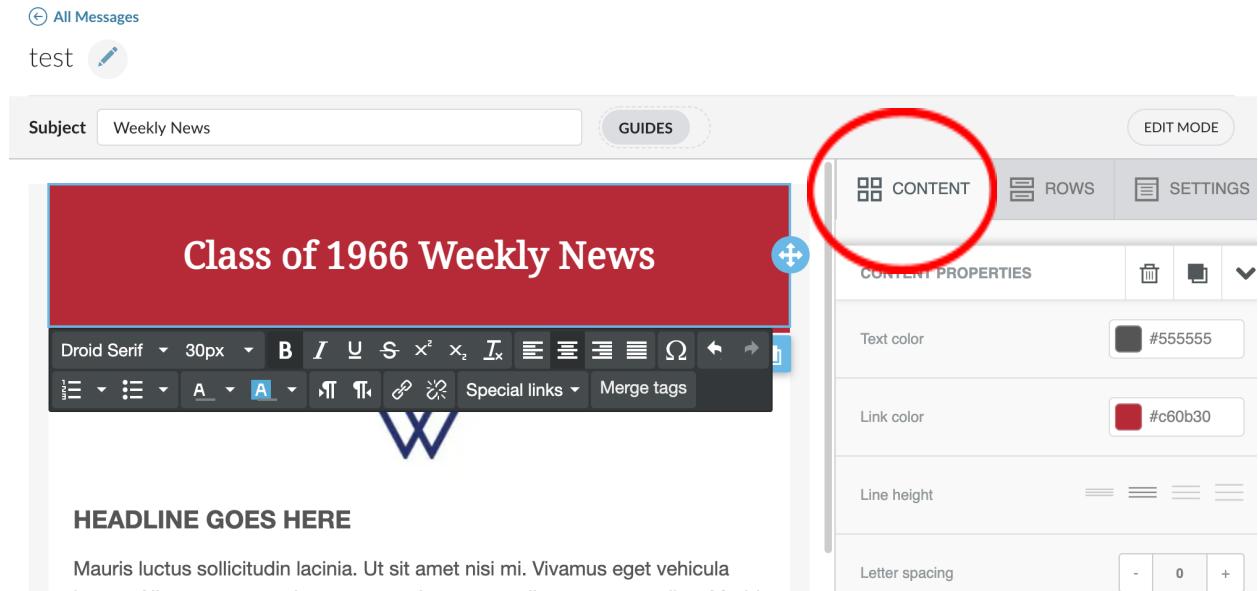
7. The same goes for the other content areas. Simply highlight the text and edit what you want.

This screenshot shows a web editor's content builder. On the left, there's a preview area with a red header containing the text "Class of 1966 News". Below the header is a logo for "WELLESLEY ALUMNAE" with a blue "W". Underneath the logo is a section with the heading "HEADLINE GOES HERE" circled in red. The main content area contains two paragraphs of placeholder text: "Mauris luctus sollicitudin lacinia. Ut sit amet nisi mi. Vivamus eget vehicula ipsum. Aliquam sem turpis, semper sed nunc nec, dictum cursus tellus. Morbi vitae ultricies diam. Sed auctor semper viverra. Vivamus commodo arcu et aliquet mattis. Nunc pellentesque quis nunc eget vulputate." and another identical paragraph below it. On the right side of the interface, there's a sidebar with a "GUIDES" tab and an "EDIT MODE" button. Below these are tabs for "CONTENT", "ROWS", and "SETTINGS". The "CONTENT" tab is selected and displays a grid of nine icons: TEXT (with a large "T"), IMAGE (with a camera icon), BUTTON (with a hand cursor icon), DIVIDER (with a horizontal line icon), SOCIAL (with a plus sign icon), DYNAMIC CONTENT (with a document icon), HTML (with an HTML tag icon), VIDEO (with a play button icon), and ICONS (with a star icon).

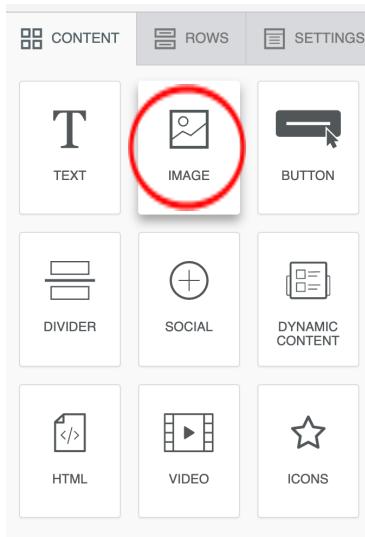
ADDING A PHOTO

You must upload the image to Resources first. Only then will the photo be available to insert into your Message.

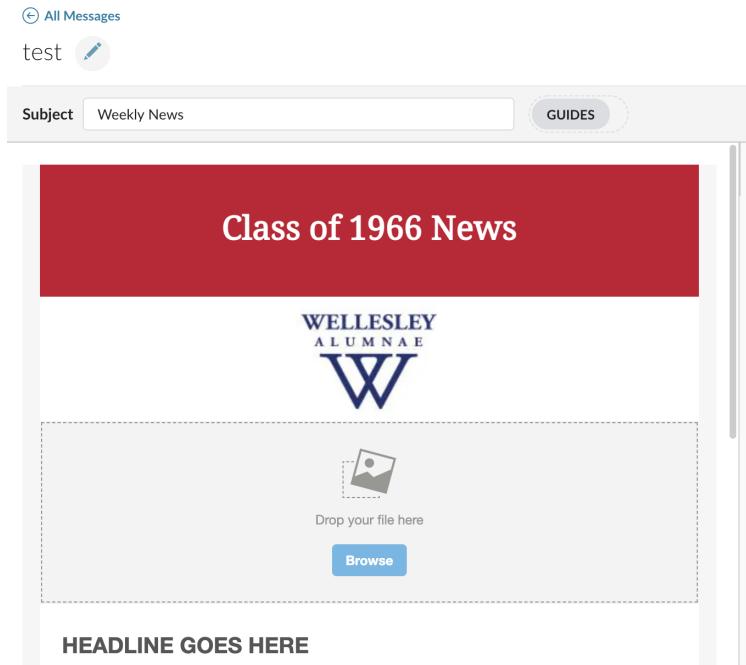
1. To add a photo to your newsletter, first click on the content tab.



2. Click and hold on the button that says Image. Drag the button where you want your image to be.



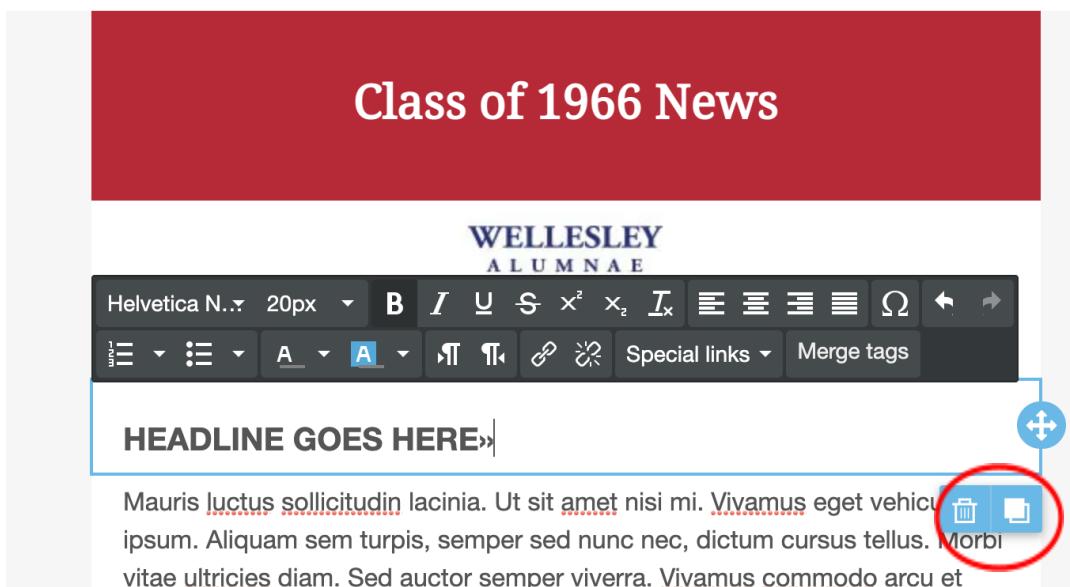
3. Click on the Browse button or drag the image you want onto the gray box.



4. Images in emails should be approximately sized 600 pixels wide. Using a larger image can cause slow loading times and/or can crop the graphic differently than expected.

THE CLONE ICON

1. Next to the blue and white Trash icon there is the Clone icon (which looks like two squares overlapping).



2. After clicking on the Clone icon you can drag and drop the copy by clicking on the four arrows icon.

The screenshot shows a section of an email editor interface. At the top, there is a bolded heading "HEADLINE GOES HERE»". Below it, another identical heading "HEADLINE GOES HERE»" is shown. To the right of this second heading is a blue circular icon with a white crosshair symbol, which is highlighted with a red circle, indicating it's a cloning tool. To the right of the second heading are standard edit icons: a trash can and a copy/paste symbol. Below these headings is a paragraph of placeholder text: "Mauris luctus sollicitudin lacinia. Ut sit amet nisi mi. Vivamus eget vehicul... ipsum. Aliquam sem turpis, semper sed nunc nec, dictum cursus tellus. Morbi vitae ultricies diam. Sed auctor semper viverra. Vivamus commodo arcu et aliquet mattis. Nunc pellentesque quis nunc eget vulputate." The entire content area has a light gray background.

ADDING A BUTTON

1. Go to the Content panel and drag the Button element into the email.

The screenshot shows the "CONTENT" tab selected in the editor's sidebar. On the left, there is a red header bar with the text "Class of 1966 News". Below it is the Wellesley College logo, which includes the text "WELLESLEY ALUMNAE" and a large stylized "W". Underneath the logo is another bolded heading "HEADLINE GOES HERE»". Further down is another bolded heading "HEADLINE GOES HERE»". The right side of the screen shows the "CONTENT" panel with various element icons: TEXT (with a "T"), IMAGE (with a camera icon), and a large blue "BUTTON" icon. Other icons include DIVIDER, SOCIAL, and DYNAMIC CONTENT. There are also three small icons at the bottom of the panel: a horizontal line with arrows, a plus sign inside a circle, and a square with a grid.

2. Adjust the text on the button.

ipsum. Aliquam sem tortis, semper sed nunc nec, dictum cursus tellus. Morbi
vitae ultricies diam. Sed auctor semper viverra. Vivamus commodo arcu et
alio

Global font ▾ 16px ▾

B I U x² x₂ S I_x ↪ ↫ ↬ ↭

Example



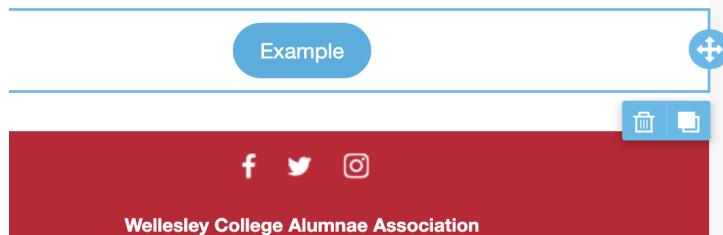
3. Under the Content Properties panel you can edit the appearance of your button. You can also add the URL for your button here.

The screenshot shows a web editor interface. On the left, there is a main content area containing text and social media sharing buttons. On the right, a Content Properties panel is open, which includes sections for Action (Link type, Url) and Button Options (Auto width, Background color #3AAEE0, Text color #ffffff).

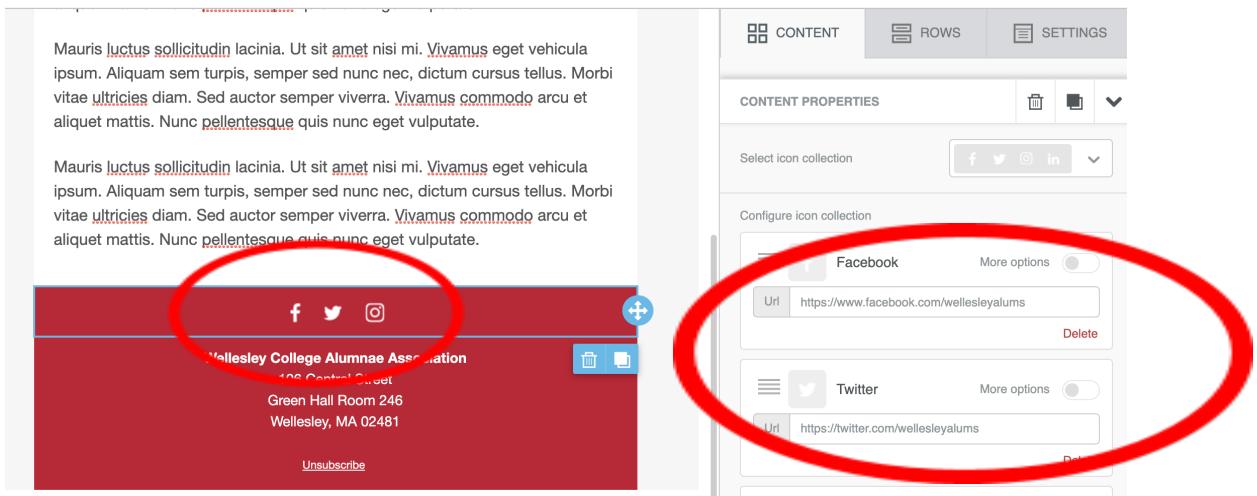
4. If you scroll down the Content Properties panel, you will see a Border Radius setting. By increasing the border radius you can make your button more round. By decreasing the border radius you can make your button more square-like.

iattis. Nunc pellentesque quis nunc eget vulputate.

ctus sollicitudin lacinia. Ut sit amet nisi mi. Vivamus eget vehicula
liquam sem turpis, semper sed nunc nec, dictum cursus tellus. Morbi
cies diam. Sed auctor semper viverra. Vivamus commodo arcu et
iattis. Nunc pellentesque quis nunc eget vulputate.



5. If you have chosen an email template like the one in the example below, there are links to the Wellesley Alumnae Association's social media accounts. By clicking on the area that has the Facebook, Twitter, and Instagram icons, it will take you to the Content Properties section. There, you can edit the link locations if your group has your own social media accounts.

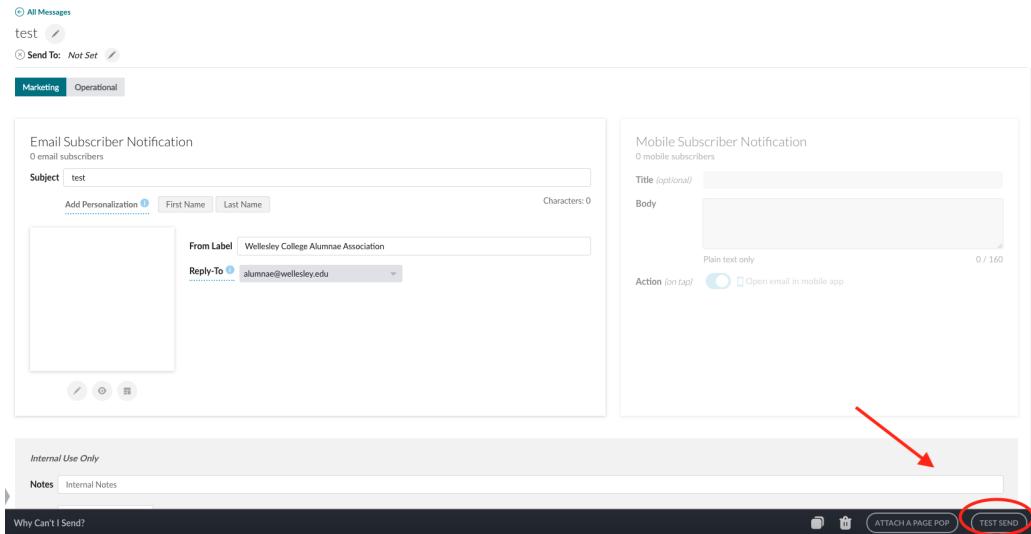


6. Click the Save button on the bottom right corner. Then click the preview button in the bottom right corner.

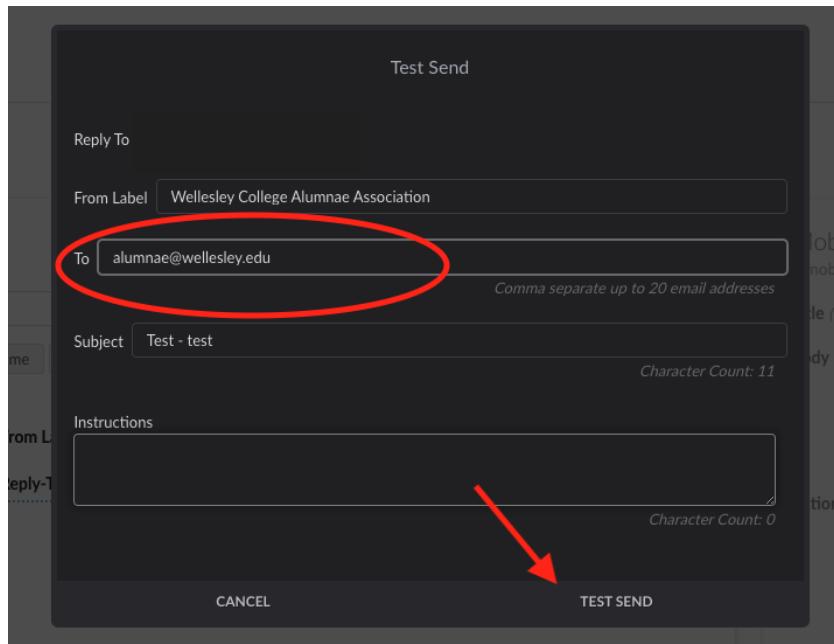
PREPARING YOUR MESSAGE TO SEND

1. Click Message Details to get your email ready to send.
2. Double check your subject line, add a From label, and select a Reply-To address.

3. Click Update in the bottom right corner and then click Test in the bottom right corner.



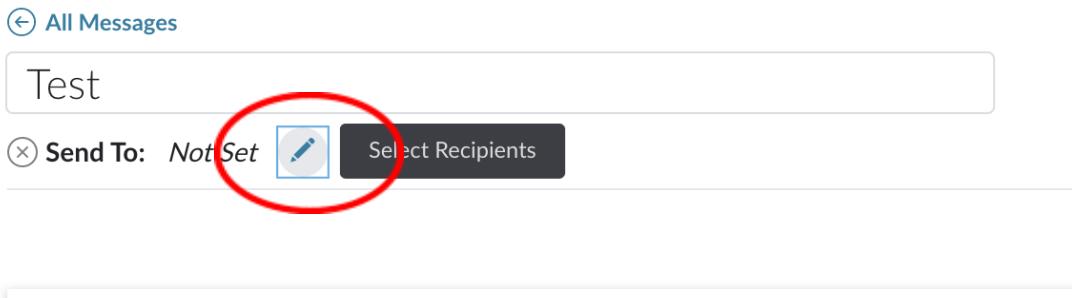
4. Add the email addresses you would like the Test email sent to and then click “Test send”



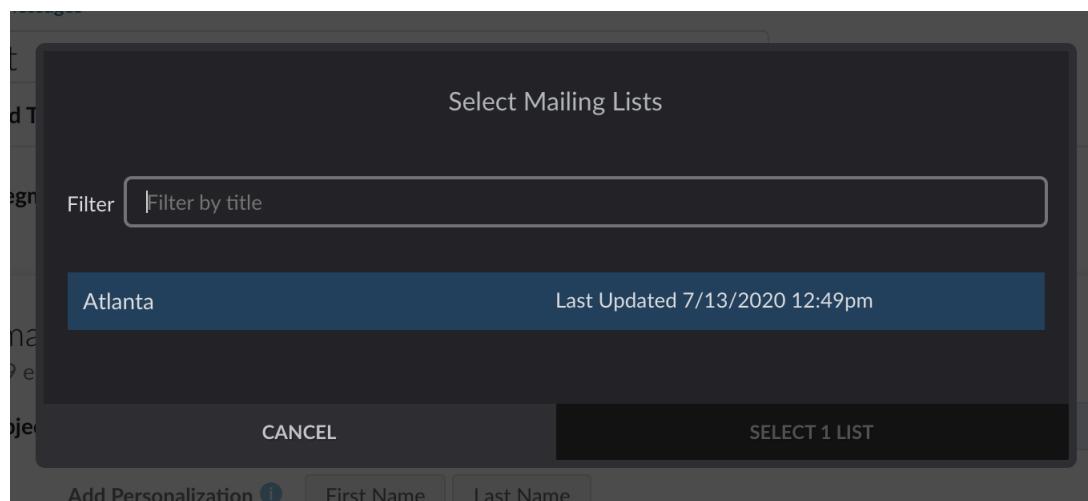
ADDING A LIST

Once you have reviewed your message, you are ready to add your mailing list.

1. At the top, underneath the name of your message, where it says “Send To,” click on the pencil icon.



2. Select which mailing list(s) you would like to send your email to.



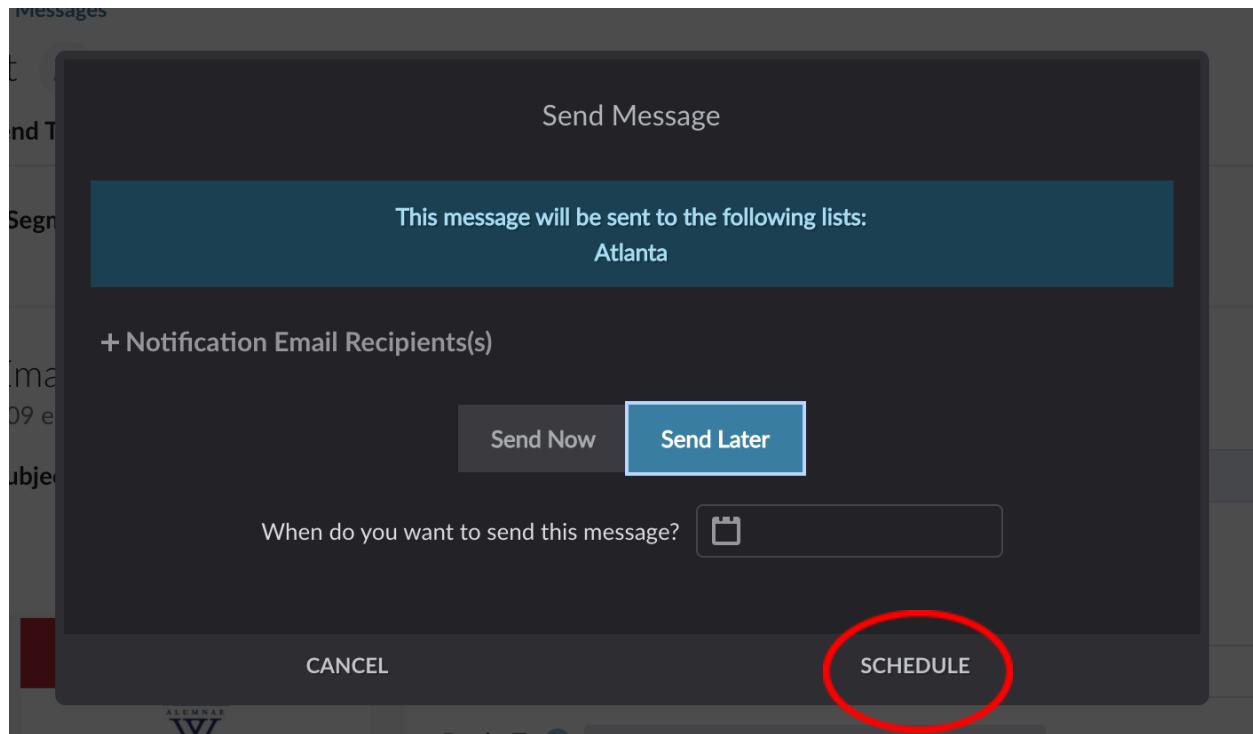
SCHEDULE AN EMAIL

1. Click the button that says “Schedule Send” at the bottom right of the screen.



2. Click “Send Later” and edit the section where it says “When do you want to send this message?”

3. Click the Schedule button when you are finished.



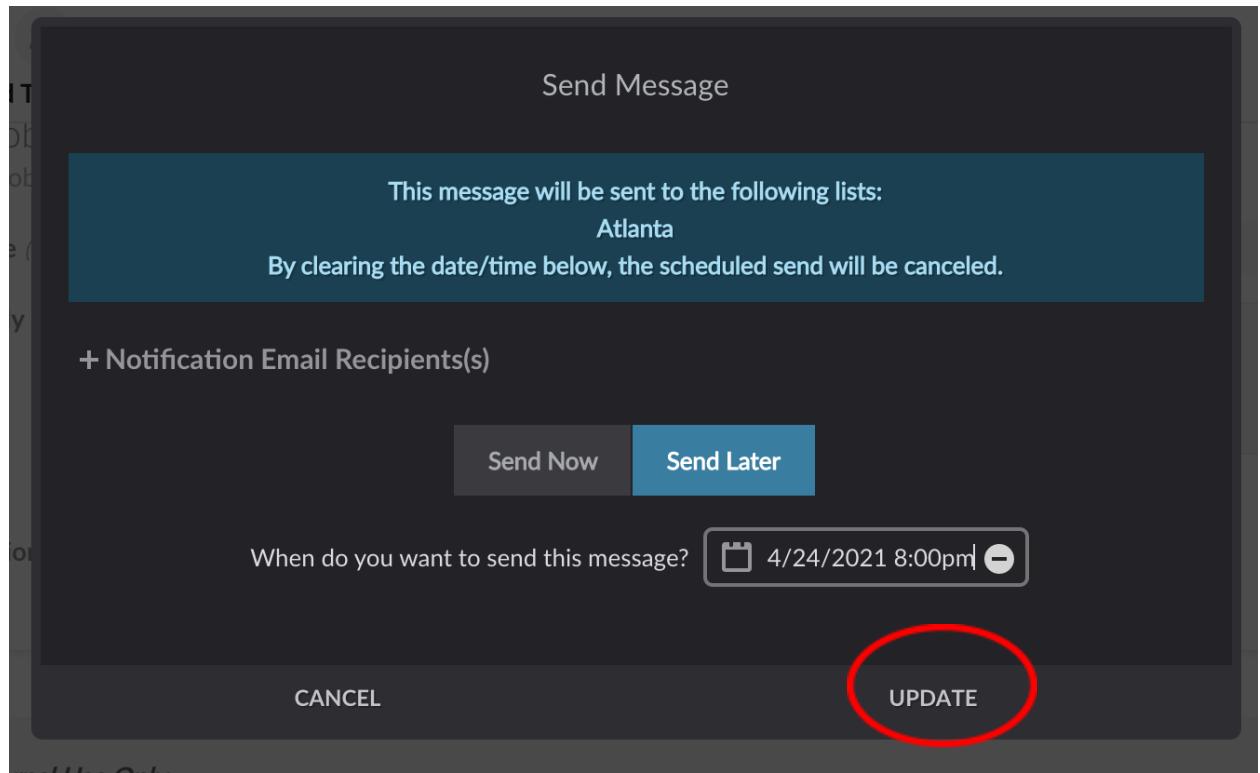
CANCEL A SCHEDULED EMAIL

1. Click on the email name (for example, the test email says “Test”).

Scheduled

A screenshot of a scheduled email message. The subject line is "Test". To the right, it says "To Atlanta". Below the subject, it shows "Scheduled – 4/22/2021 8:00pm from alexandra....". At the bottom of the message body, the text "That's all, folks!" is visible.

2. In the bottom right corner click “Update Schedule” and from there you can change the time/date the email is supposed to be sent. If you clear the date it will cancel the schedule send. Click “Update” when you are finished.



3. You will now be able to return to your email to edit it.

Calendar Manager

The Calendar allows your constituents to see all events at a glance. It also gives you the opportunity to share your events on the main WCAA calendar.

It is important to know that event posts and Calendar are separate components meant to complement each other. If you create an event post, you can add the link to the calendar listing. Calendar entries can't be made into a post—you will need to do that separately.

1. Events are listed under the “Events” tab of your website.



2. Upcoming events are located under the “Upcoming Events” tab. Events are created in the Posts module.

[Upcoming](#) | [Past Events](#) | [Photo Albums](#) | [Calendar](#)WELLESLEY COLLEGE ALUMNAE OF ATLANTA > [EVENTS](#) >

Upcoming



Author Shelly Anand's Mother's Day Reading Meet-Up

Local author and alum Shelly Anand will be reading from her new children's book Laxmi's Mood. Join us on Saturday, May 1st at 2:00 p.m. at Mason Mill Park.

3. There is also a calendar feature for each site. This calendar will show all the events you created by using Calendar Manager.

[Upcoming](#) | [Past Events](#) | [Photo Albums](#) | [Calendar](#)WELLESLEY COLLEGE ALUMNAE OF ATLANTA > [EVENTS](#) > [CALENDAR](#)

Calendar

< APRIL 2021 >



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

28

29

30

31

1

2

3

EVENTS ON YOUR HOMEPAGE

Your website also has a list of events on the homepage. Here's how these are made:

1. On the dashboard, click on the square and then click on the tab that says Calendar Manager.

[**FULL CALENDAR**](#)

TUESDAY, APRIL 20

Careers in Government and Politics

⌚ 6:00 PM - 7:45 PM

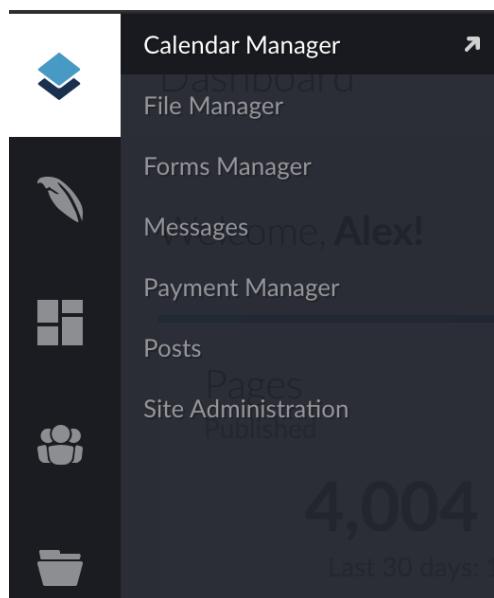
SUNDAY, APRIL 25

Window on Wellesley

WEDNESDAY, APRIL 28

Women & Financial Literacy

⌚ 12:00 PM



- Click on the “Calendars” tab for a list of all calendars.

The screenshot shows a software interface titled "Calendar Manager". At the top, there is a navigation bar with tabs: "Dashboard", "Calendars" (which is highlighted with a red circle), "Events", "Import", and "Export". Below the navigation bar, there is a section titled "CLUBS" which contains a table with one row. The table has columns for "Calendar Title" (with a value of "Atlanta"), "Last Updated" (with a value of "08/28/2020"), "Updated By" (with a value of "rmarshal"), and "Calendar Type" (with a value of "normal").

Posts can be re-ordered by changing the start date in the post.

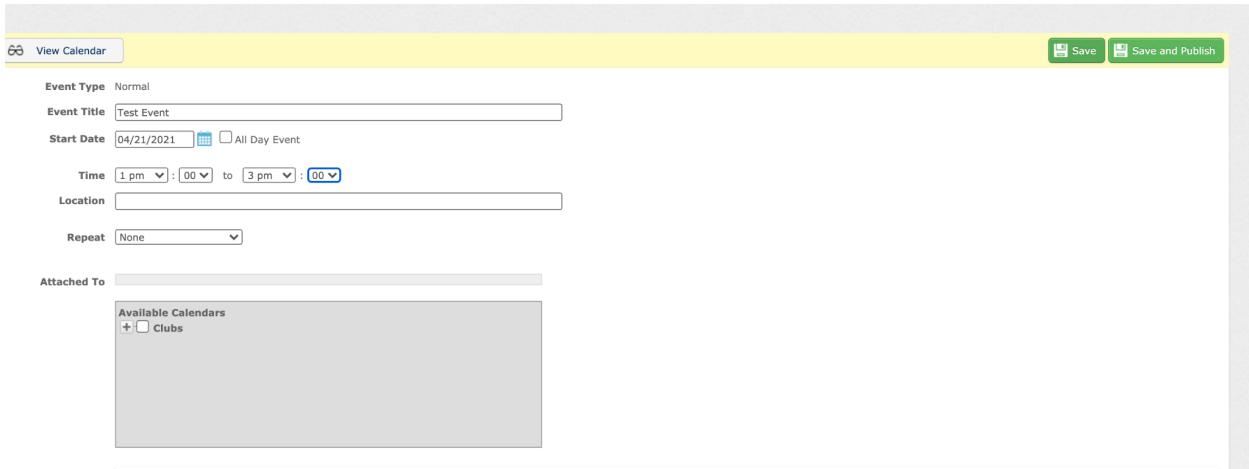
When you go into the news or events boards, you will see that the oldest post is last on the list. This also means that the oldest post will appear last in the list of News/Events.

You can change the date by editing the start date, which can be viewed on the right hand side of the post's editing page.

- Click on the “Events” tab to create an event. Click on the green “Create Event” button at the top left.

The screenshot shows a software interface titled "Events". At the top, there is a navigation bar with tabs: "Dashboard", "Calendars", "Events" (which is highlighted with a red circle), "Import", and "Export". Below the navigation bar, there is a "Create Event" button (highlighted with a red circle) and a "Bulk Publish" button. To the right of these buttons, it says "today | Wednesday, April 21, 2021" and there are buttons for "Day", "Week", "Month", and "Year". Below this, there is a calendar for April 2021. The days of the week are labeled: Mon, Tue, Wed, Thu, Fri, Sat, Sun. The dates are color-coded: grey for weekends, pink for weekdays, and purple for specific dates like the 21st. There are also checkboxes for "Show Published" and "Show Unpublished".

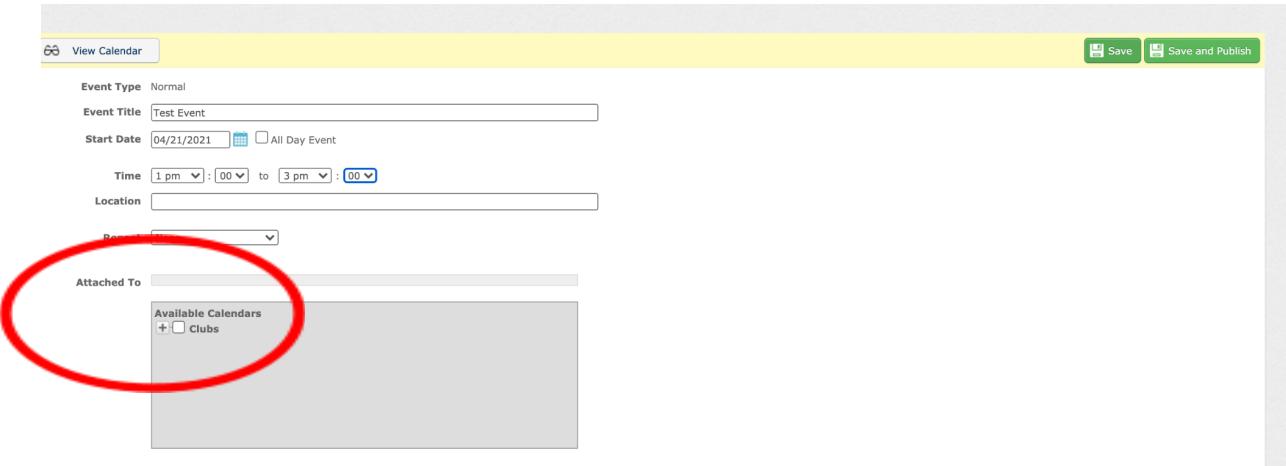
- Put in the information for your event. Enter a name for your event and choose the time. The time does not have a timezone attached to it, so be sure to include the timezone in your description.

A screenshot of a web-based calendar event creation form. The form includes fields for Event Type (Normal), Event Title (Test Event), Start Date (04/21/2021), Time (1 pm : 00 to 3 pm : 00), Location, Repeat (None), and Attached To. A sidebar on the right lists 'Available Calendars' with an option for 'Clubs'. Buttons for Save and Save and Publish are at the top right.

For security purposes, please do not include Zoom links with your public facing event information. Details like that should be sent to your group or registrants directly.

The same would be true of information such as a home address where an event is taking place.

5. Under the “Attached To” section, choose a calendar for your event. We encourage you to put your event on the main WCAA calendar—please put your group name on it so that site visitors know which class, club, or SIG the event is for.

A screenshot of the same calendar event creation form as above. The 'Attached To' section is highlighted with a large red oval. This section contains a list of available calendars, with 'Clubs' being the selected option. The rest of the form fields are identical to the first screenshot.

6. Click Save when you are finished. Then click “Save and Publish.”

The screenshot shows a web-based event creation interface. At the top, there's a yellow header bar with a 'View Calendar' button. Below it, the main form has fields for 'Event Type' (set to 'Normal'), 'Event Title' ('Test Event'), 'Start Date' ('04/21/2021'), 'Time' ('1 pm : 00 to 3 pm : 00'), 'Location' (empty), 'Repeat' ('None'), and 'Attached To' (a section showing 'Available Calendars' with '+ Clubs'). In the top right corner of the form area, there are two green buttons: 'Save' and 'Save and Publish'. A large red circle highlights the 'Save and Publish' button.

7. Now go to the Events tab on your website, where your event should appear at the bottom.

If you would like to have your past events appear on a Past Events page, please contact wcaawebssupport@wellesley.edu. It is also possible to set up past messages to feed to a Past Newsletters page.

Questions?

- If you have questions that are not answered in the manual or experience any difficulties, please email wcaawebssupport@wellesley.edu.
- [Find answers to topics frequently asked about in this resource document.](#)
- [View questions and answers from the BLUEprint 2020 Web Administrator Session.](#)