



FinalSite: Web Training

February 2, 2022

Overview & Purpose

Introduction to FinalSite. Training on basic web editing. Discussion of best practices, organization and web administration roles.

Editing Basic Elements on a Page

1. Creating a new site underneath your homepage
 - a. Naming of site/url
 - b. Selecting a layout
2. Creating a basic text post
 - a. Formatting
 - b. Adding a link
 - c. Adding a button
3. Uploading a PDF or picture to resource manager
 - a. How to upload a resource
 - b. Linking to your resource

Editing Linked Elements

1. Adding a post
2. Linking a post to your page
3. Boards and Tags
4. Banners

Calendar Manager

1. Creating a new event
2. Linking calendars to the event

Notes

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Requesting website changes

For advanced website changes please put in a helpdesk ticket including any attachments to Kevin Rafferty