

# SC - Family Counseling

Family Counseling

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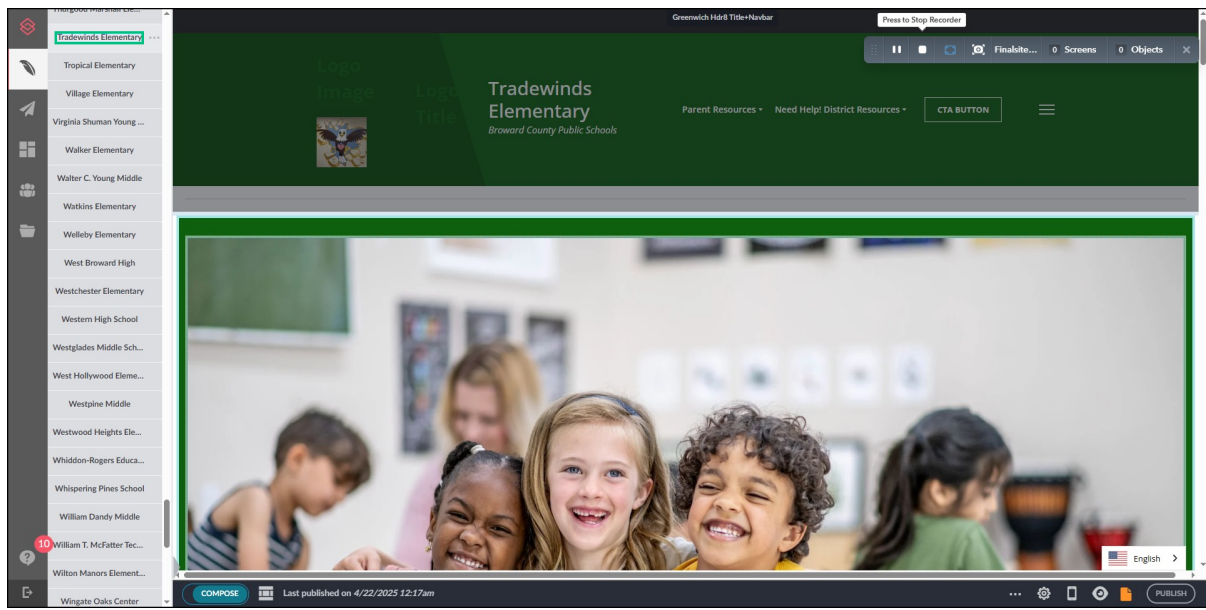
Last Modified On: Tuesday, May 13, 2025

# 1 - Sites - Finalsite CMS

## Steps

### 1.1 - Tradewinds Elementary

Select your school name

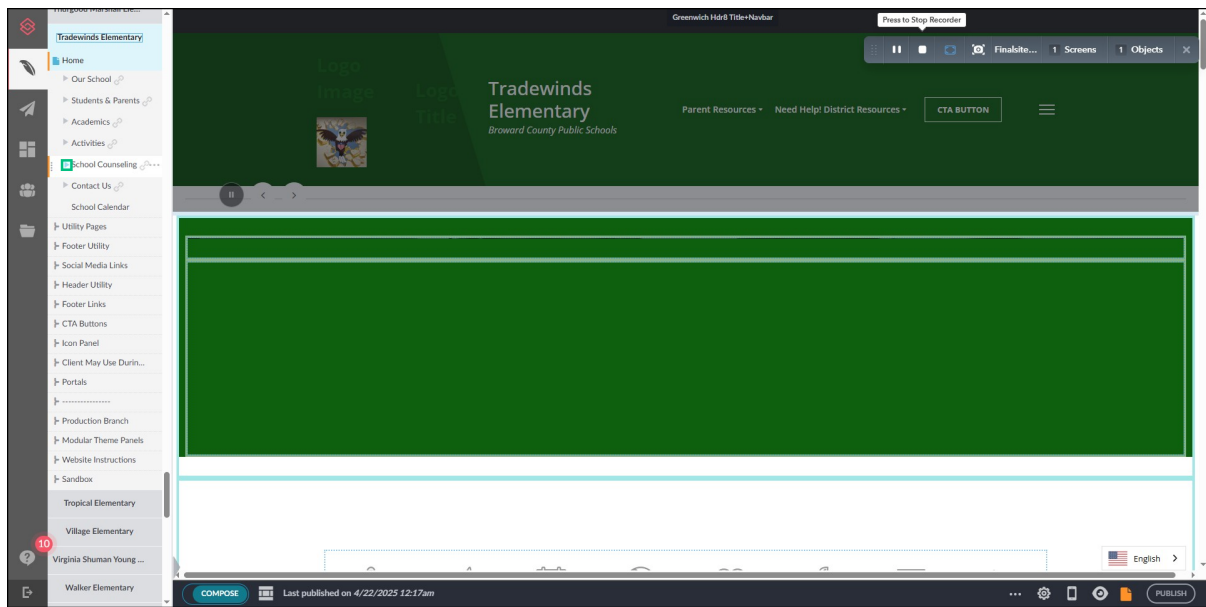


## 2 - Sites - Finalsite CMS

### Steps

#### 2.1 - School Counseling

Click the arrow next to School Counseling

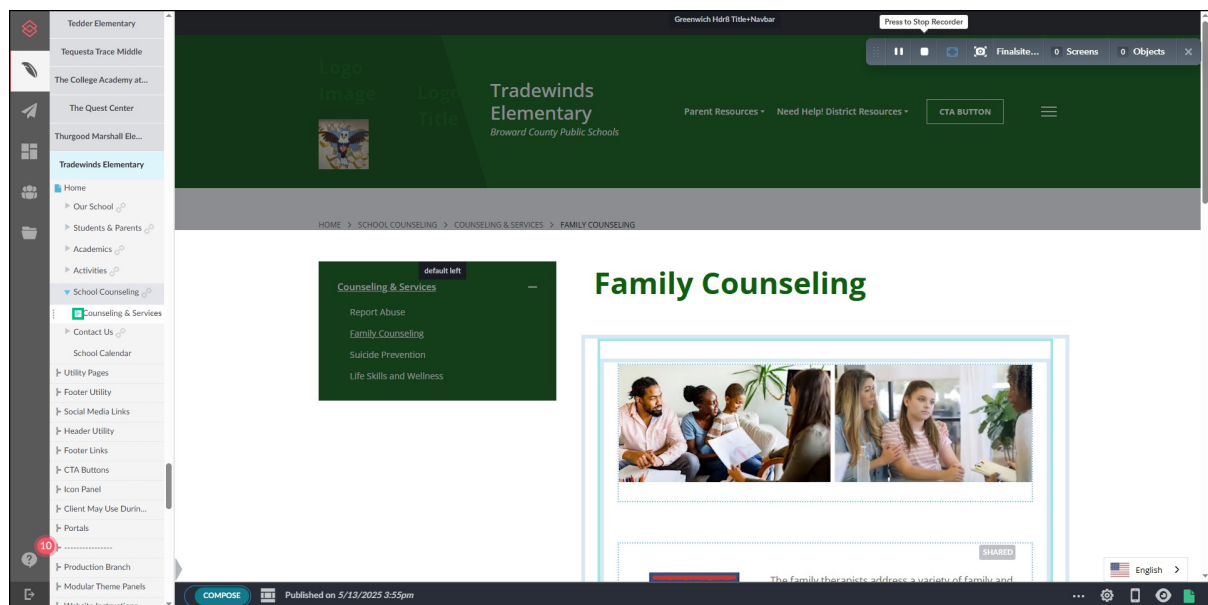


## 3 - Sites - Finalsite CMS

### Steps

#### 3.1 - Counseling & Services

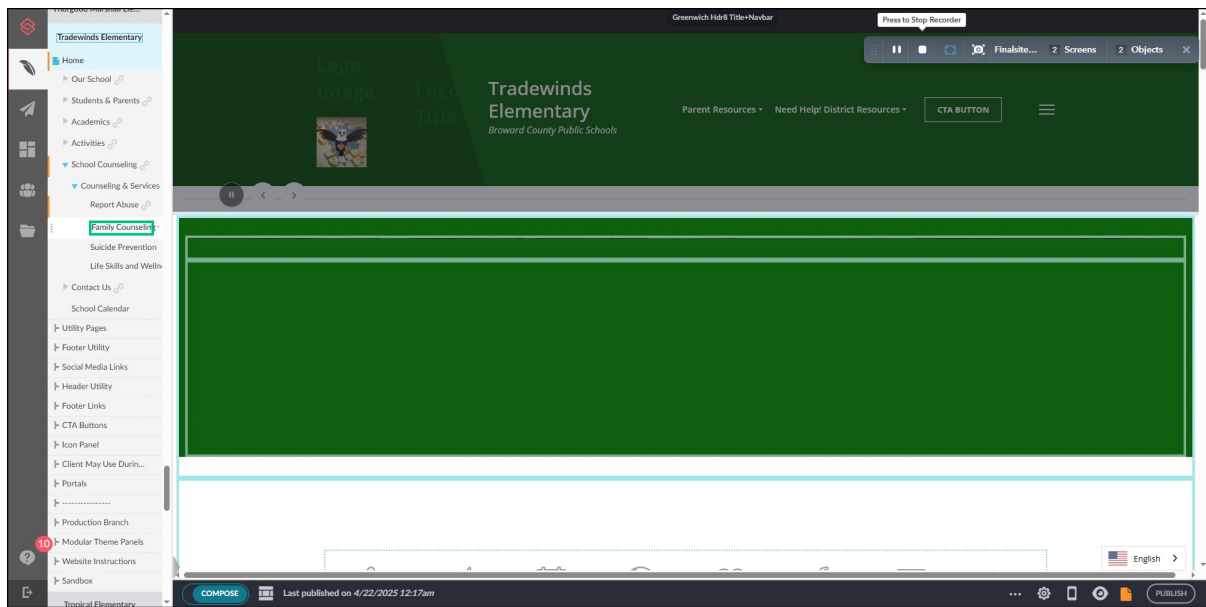
Click the arrow next to Counseling & Services



## 4 - Sites - Finals site CMS Steps

### 4.1 - Family Counseling

Select the Family Counseling page



## 5 - Family Counseling Steps

### 5.1 - Family Counseling Image

Hover over the Family Counseling image element



### 5.2 - Update Image Element

Click the gear to edit the page elements

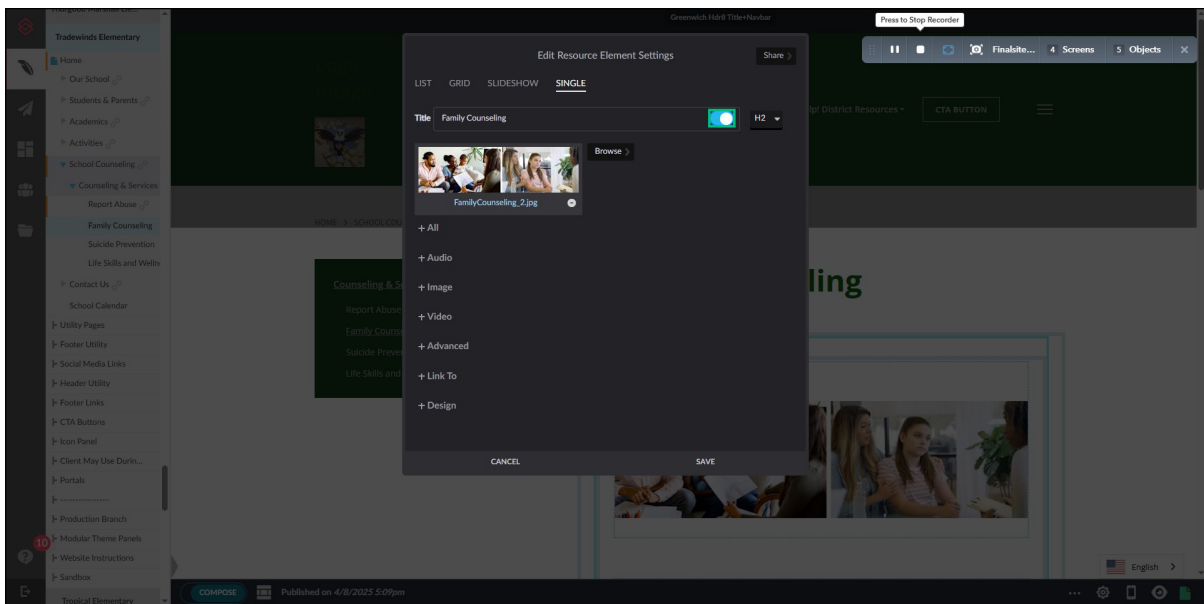


## 6 - Sites - Finals site CMS

### Steps

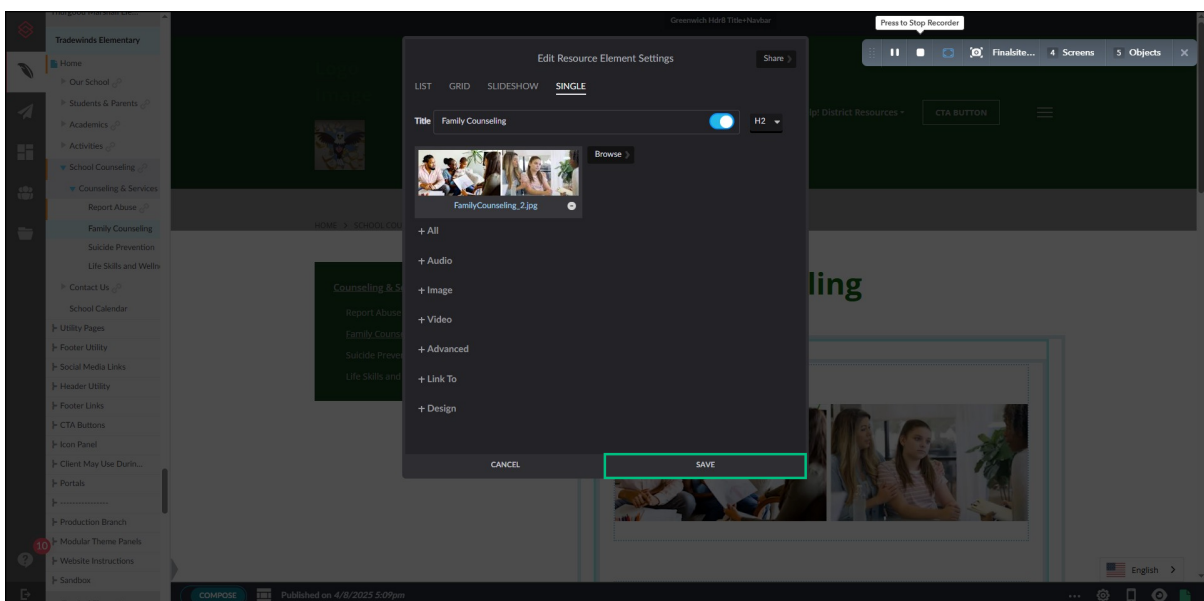
#### 6.1 - Title Toggle

Click the toggle to hide the page Title. The title should show gray when it's disabled.



#### 6.2 - SAVE

Click SAVE

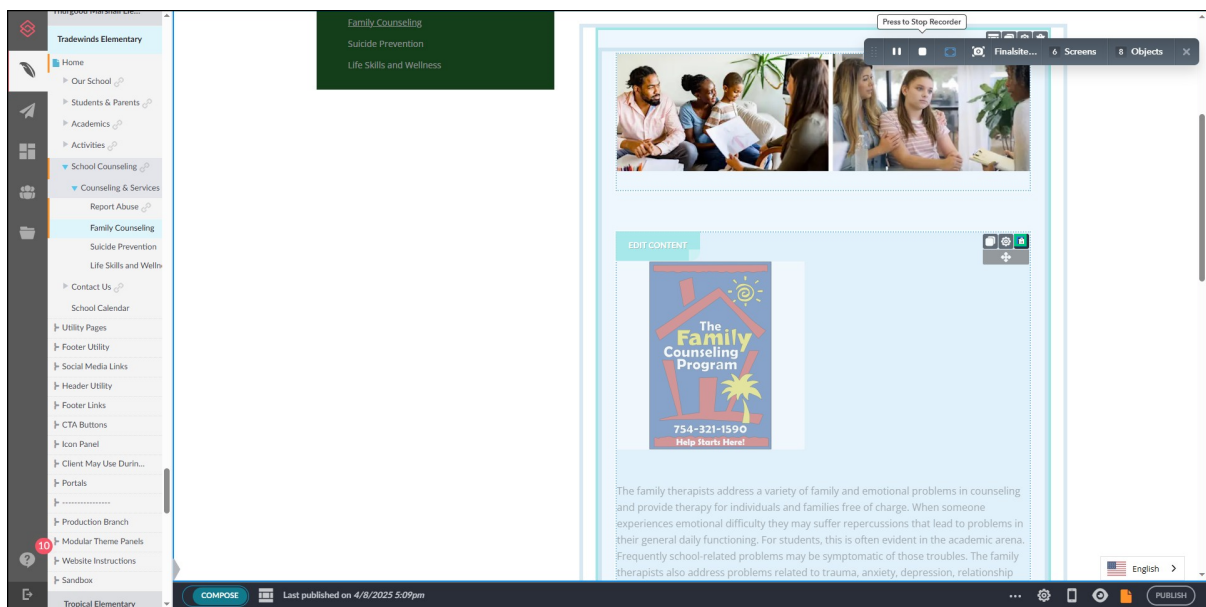


## 7 - Family Counseling

### Steps

#### 7.1 - Delete Family Counseling non-shared

Hover over the Family Counseling content element. Click the trash can to delete the element.

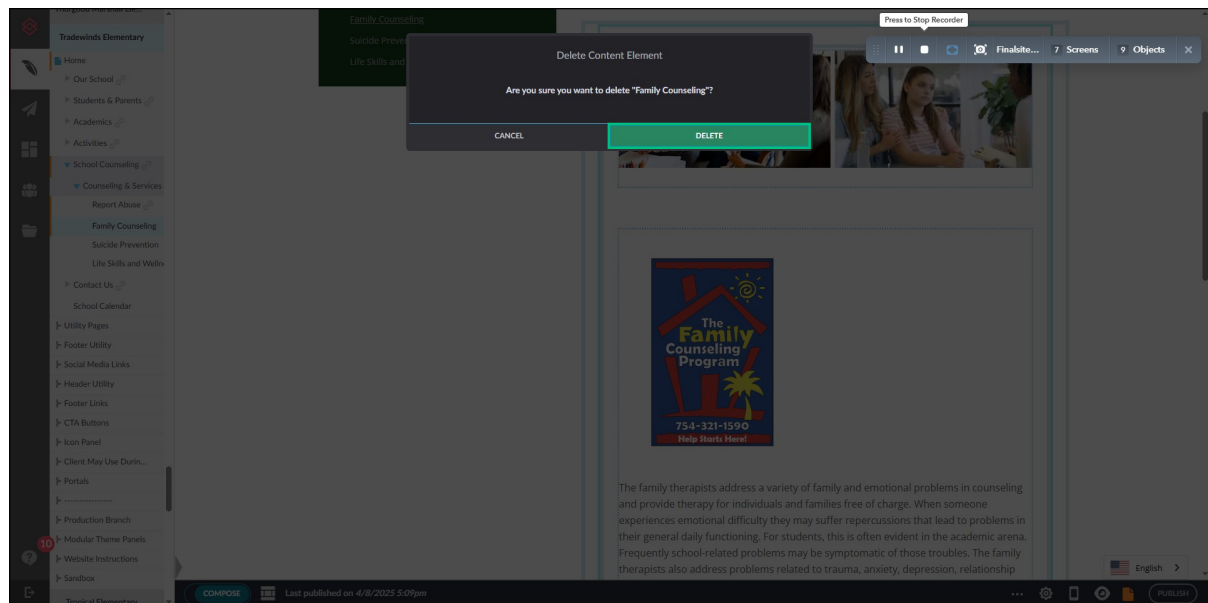


## 8 - Sites - Finalsite CMS

### Steps

#### 8.1 - DELETE

Click DELETE

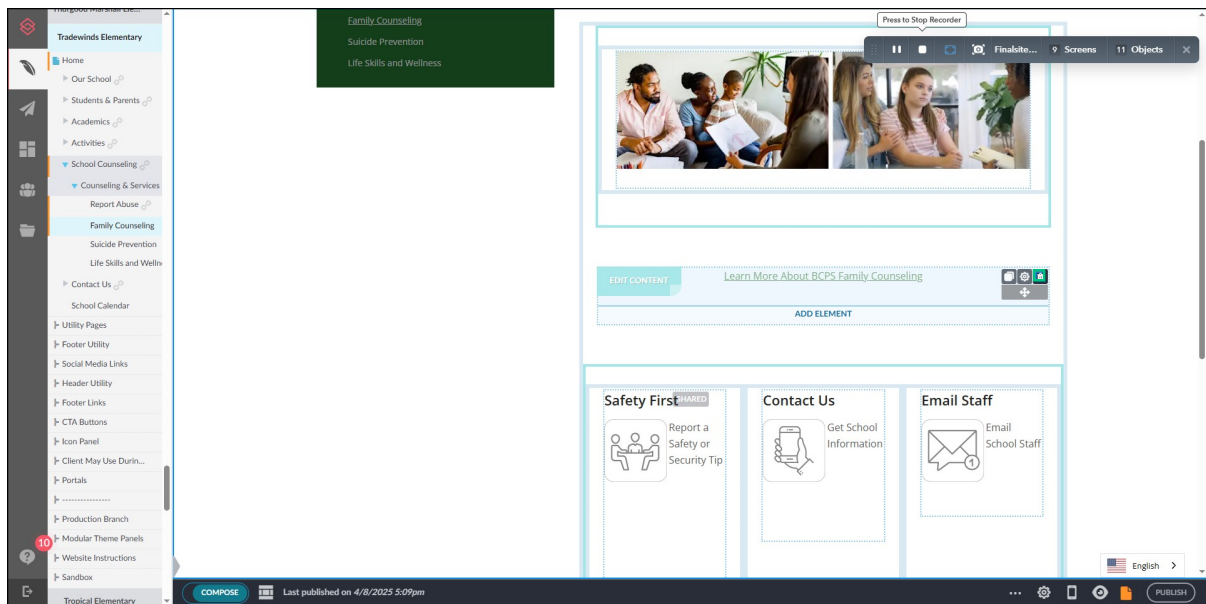


## 9 - Family Counseling

### Steps

#### 9.1 - Learn More About BCPS Family Counseling non-shared app

Hover over the Learn More About BCPS Family Counseling content element. Click the trash can to delete the element.

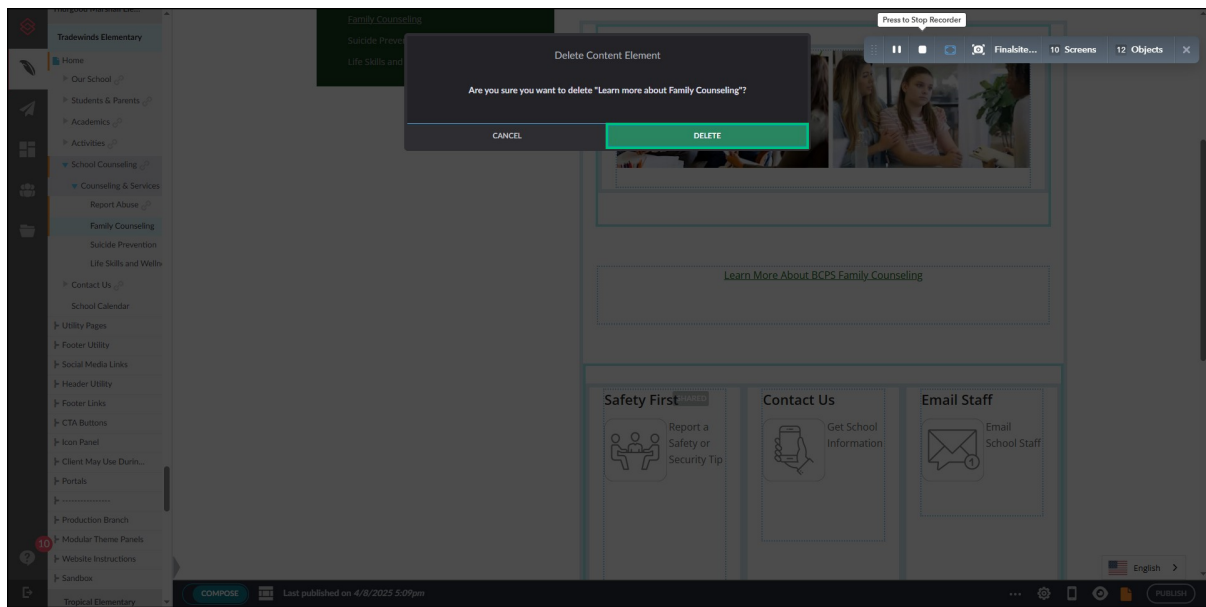


## 10 - Sites - Finalsite CMS

### Steps

#### 10.1 - DELETE

Click DELETE

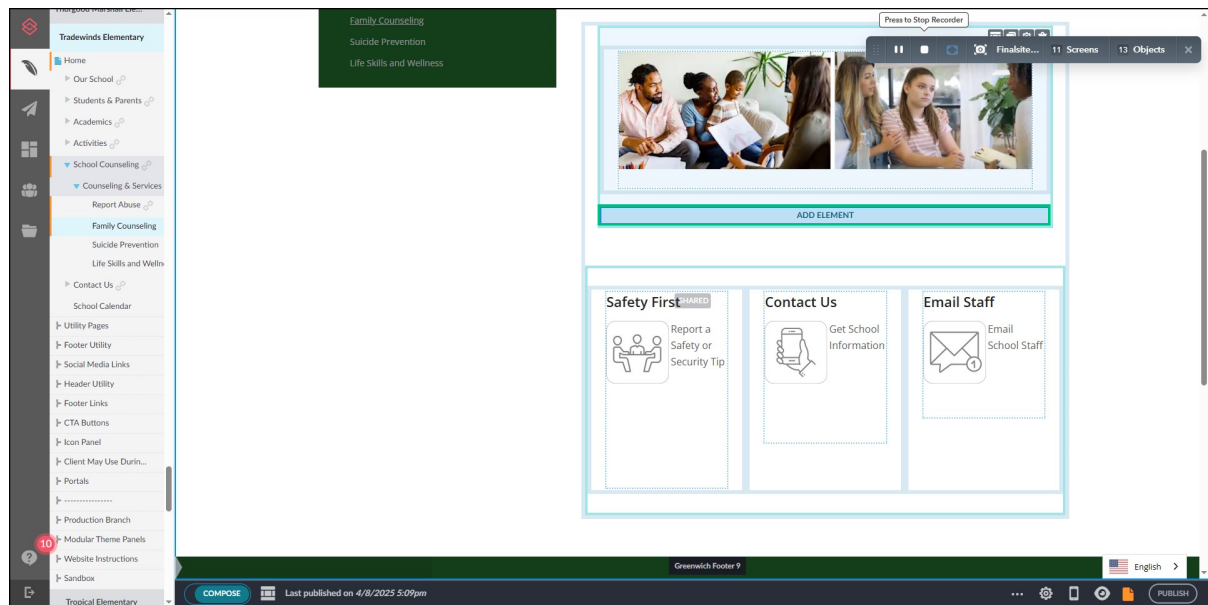


# 11 - Family Counseling

## Steps

### 11.1 - ADD ELEMENT

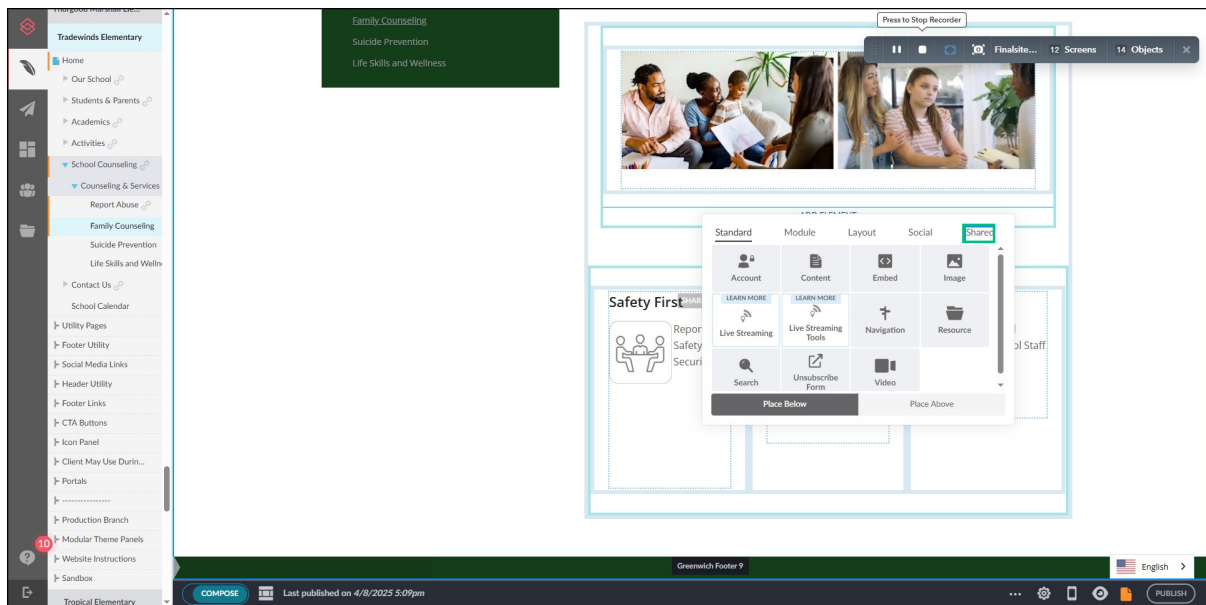
Click ADD ELEMENT at the bottom of the image element



## 12 - Family Counseling Steps

### 12.1 - Shared

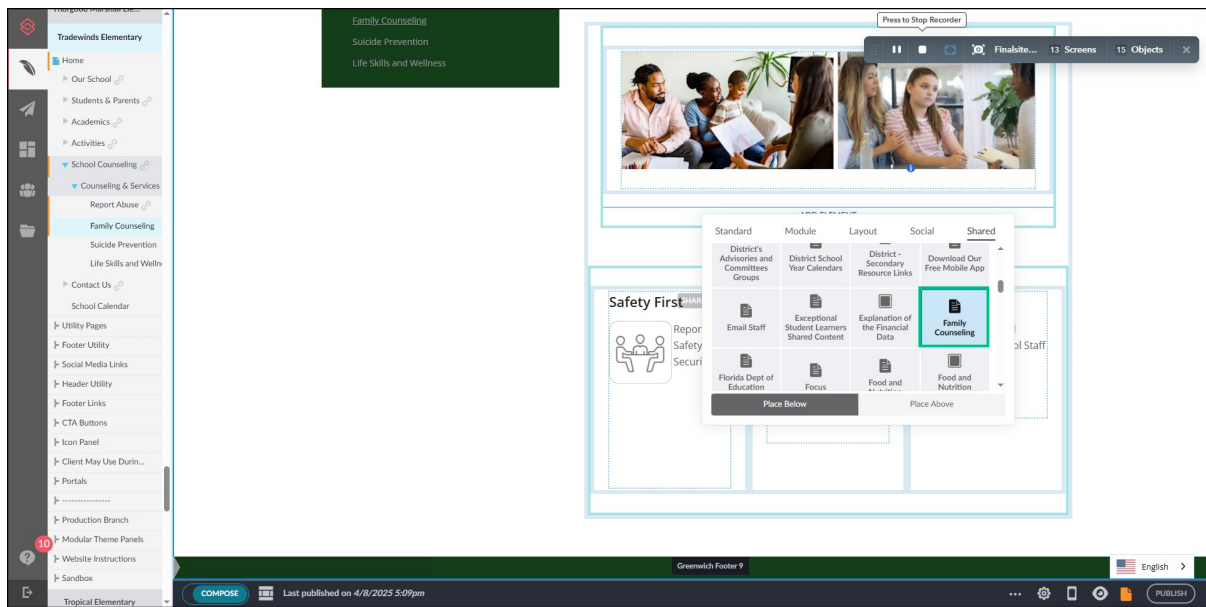
Choose the Shared tab



## 13 - Family Counseling Steps

### 13.1 - Family Counseling

Select the Family Counseling element

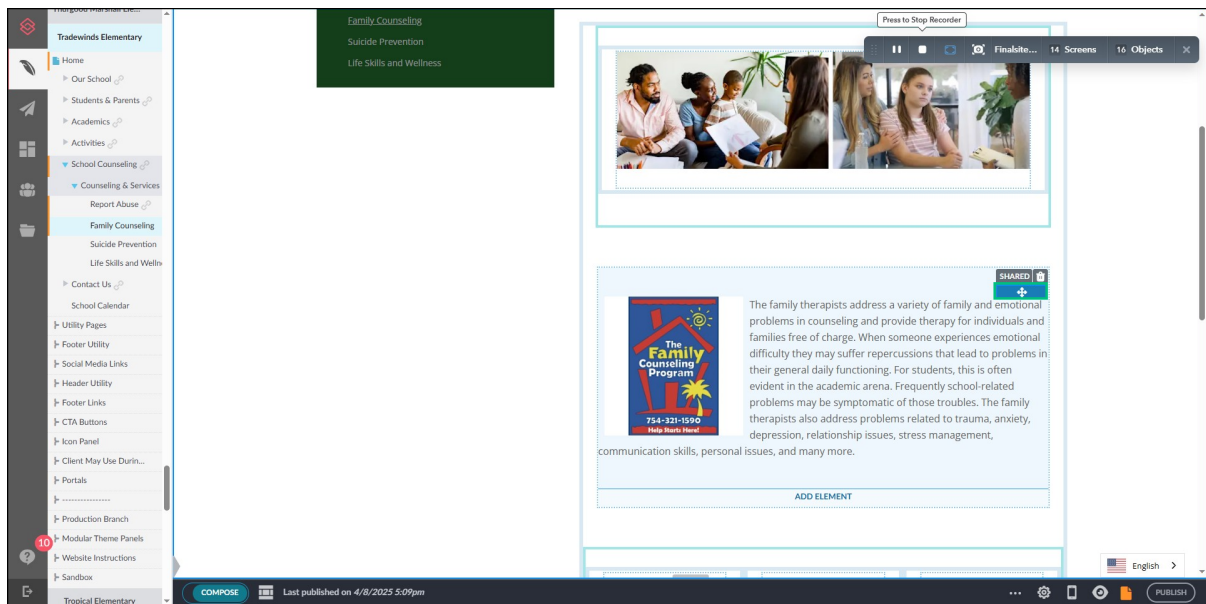


## 14 - Family Counseling

### Steps

#### 14.1 - Move Element

Hover over the Family Counseling SHARED element. Click the crosshair and drag the element to the area under the image.



## 15 - Family Counseling Steps

### 15.1 - ADD ELEMENT

Click ADD ELEMENT at the bottom of the Family Counseling element



# 16 - Family Counseling Steps

## 16.1 - Shared

Choose the Shared tab



## 17 - Family Counseling

### Steps

#### 17.1 - Learn more about Family Counseling

Select the Learn more about Family Counseling element



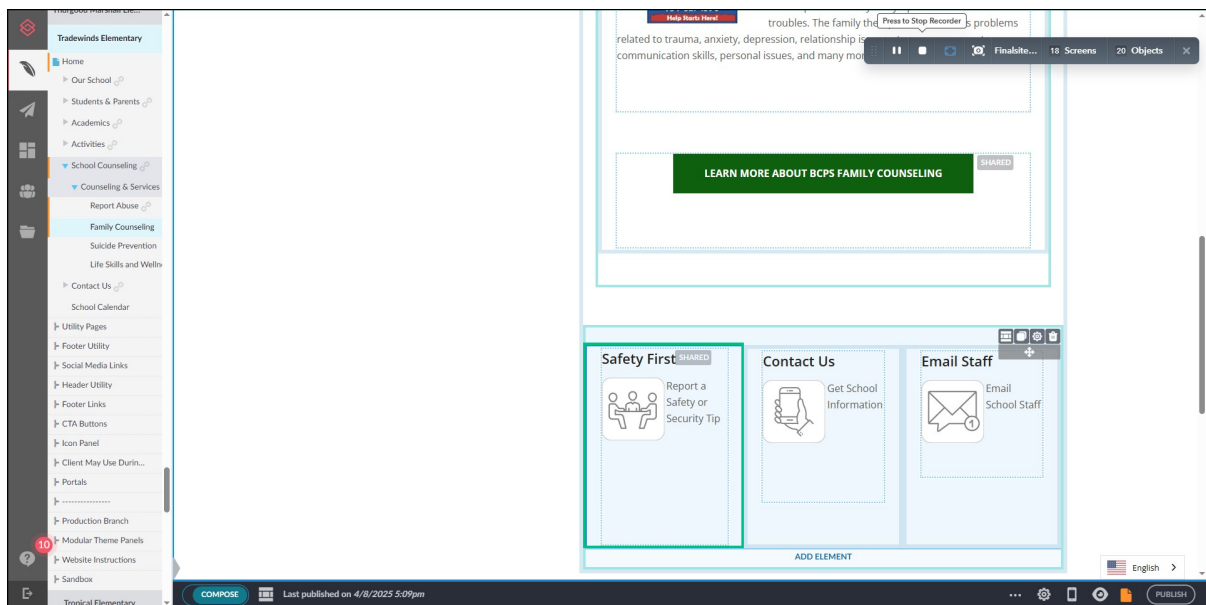
## 18 - Family Counseling

### Steps

#### 18.1 - Review and verify three elements

Verify the Safety First, Contact Us, and Email Staff elements are on the page below the Learn More About BCPS Family Counseling element.

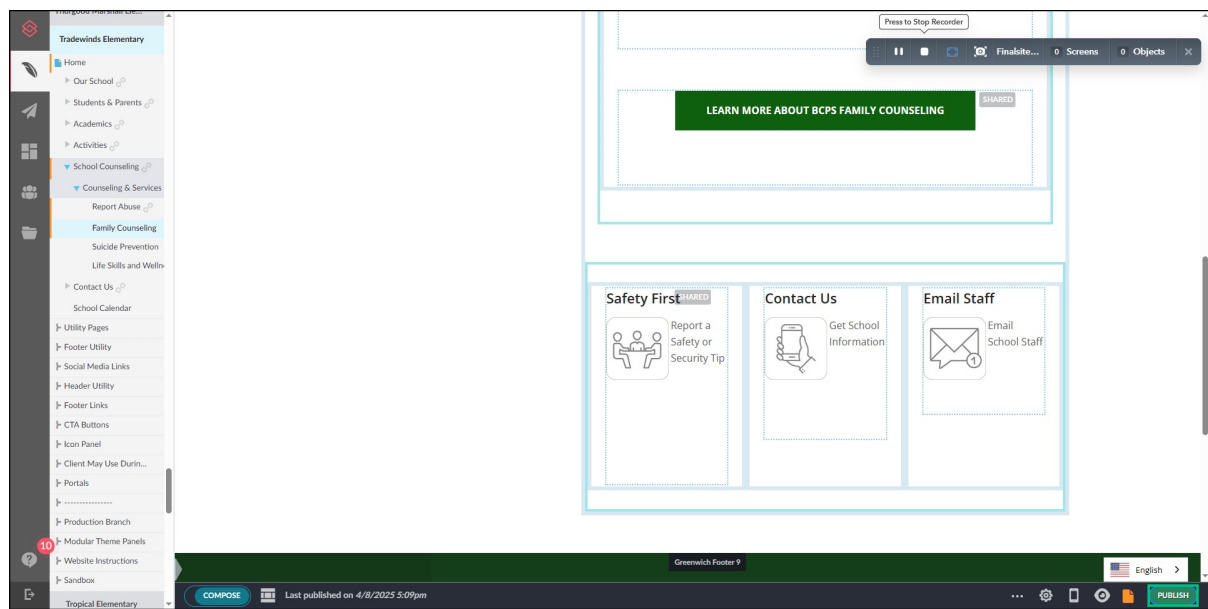
**NOTE:** You may delete any extra elements on the page.



## 19 - Sites - Finalsite CMS Steps

### 19.1 - PUBLISH

Click PUBLISH



## 20 - Sites - Finalsite CMS

### Steps

#### 20.1 - PUBLISH

Click PUBLISH

