



Website Overview for Westhill Instrumental Programs

For use by WHSBPA

Created: 1/2015

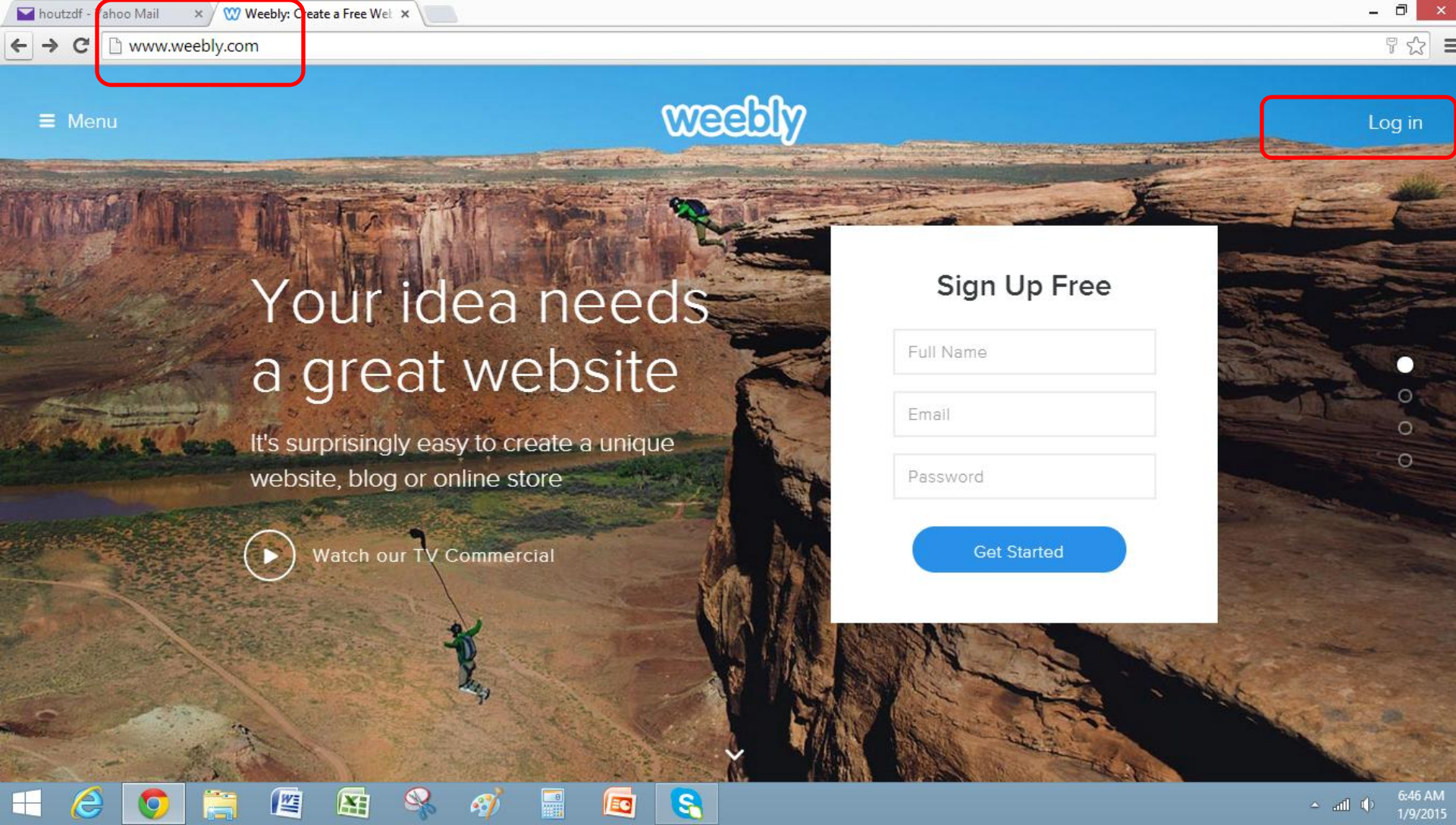
Last Modified: 1/2015

Background

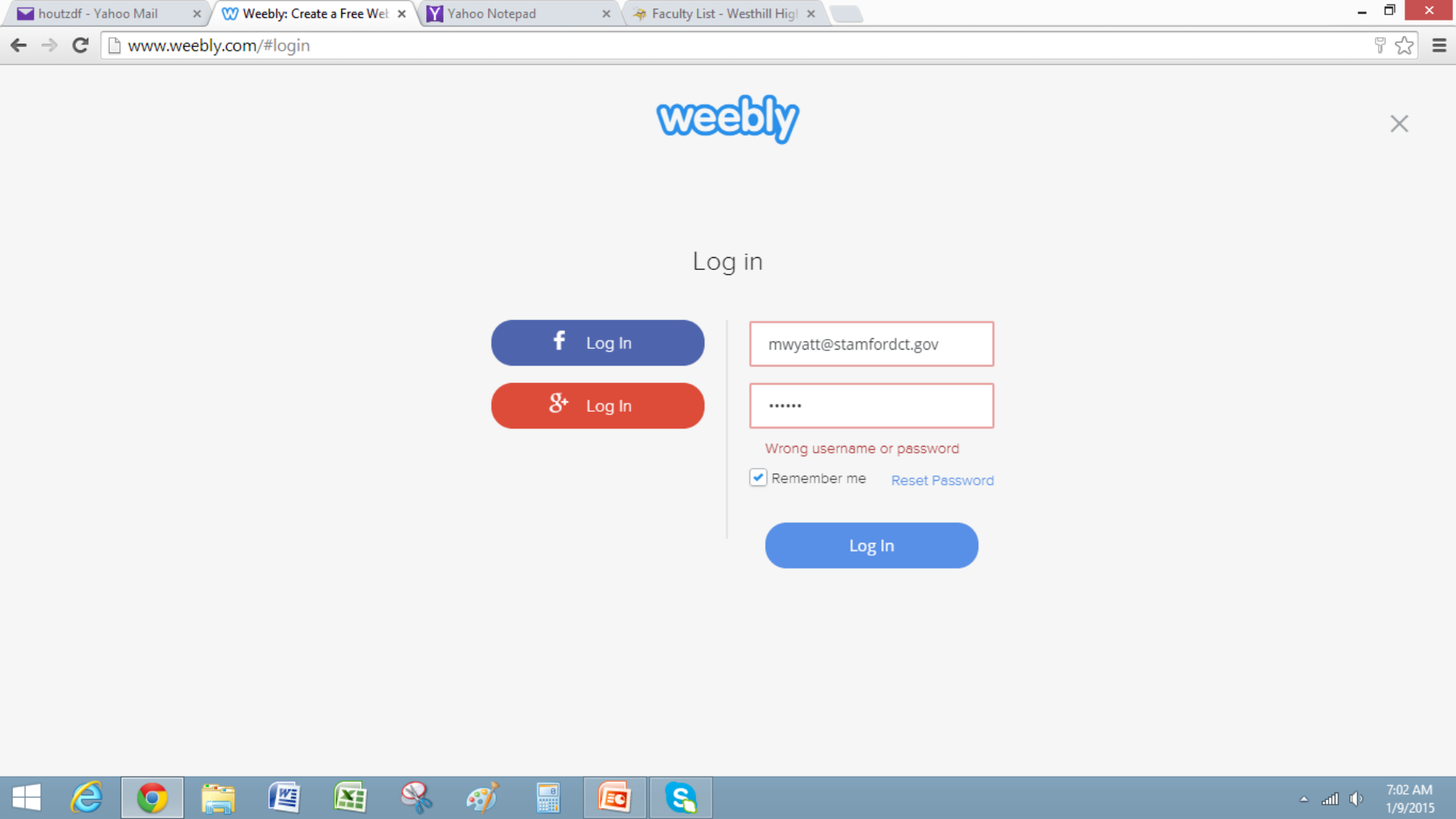
- The Westhill Instrumental Program website was created in the fall of 2014 by Brian Gasser, a marching band parent volunteer, with input from the WHSBPA board and Mr. Wyatt. Brian investigated and selected Weebly to utilize for our public and development website.
- Public Website
 - The public website is located at <http://westhillband.weebly.com/> and is accessible to ANYONE who knows the webpage (can view, access documents, but cannot modify).
 - Use of the public and development website is FREE via Weebly; WHSBPA has the option to upgrade to a paid website with additional functionality, however, the free site is more than adequate for current needs at this time
 - The public website does not currently tie to the Westhill High School website <http://www.westhillweb.com/> (but could be done easily)
 - The public websites does tie to the Westhill Band Parents Facebook site, a closed group which is accessible via invitation only
- Development Website
 - Please note: Access to the development site is via user ID and password which should be changed on a regular basis (not yet changed)
 - The following currently have full access to this site: Brian Gasser (not actively using), Dianne Houtz (actively uses), Michael Wyatt (actively uses), Marilyn Johnston (will be actively using)
- The purpose of this document is to give a basic overview on how to modify the site for operational use, e.g. post updates via BUILD functionality for now.

What can you do?

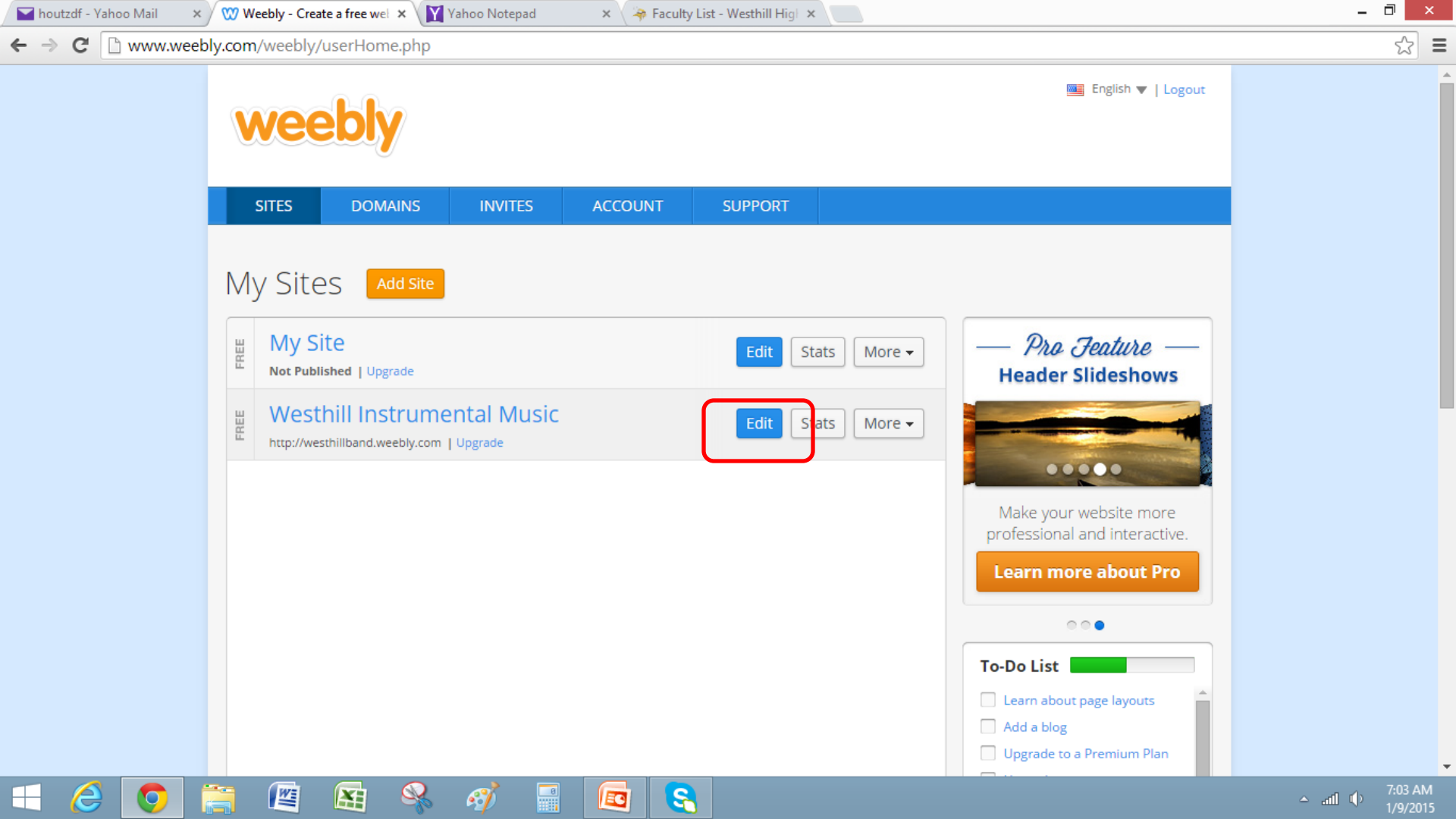
- Build
 - Add, Delete, Modify Content (Text, Documents, Images, etc.) (you will use this CONSTANTLY)
 - Use Objects on the left to add content you need
- Design – Create overall look (template) for the Website (you should not use frequently)
- Pages – Set Attributes for each Webpage (hide pages, nest pages, etc.) (change occasionally)
- Note, Design and Pages functionality will be discussed in a FUTURE document.



Enter the development website via www.weebly.com and select 'Log in'



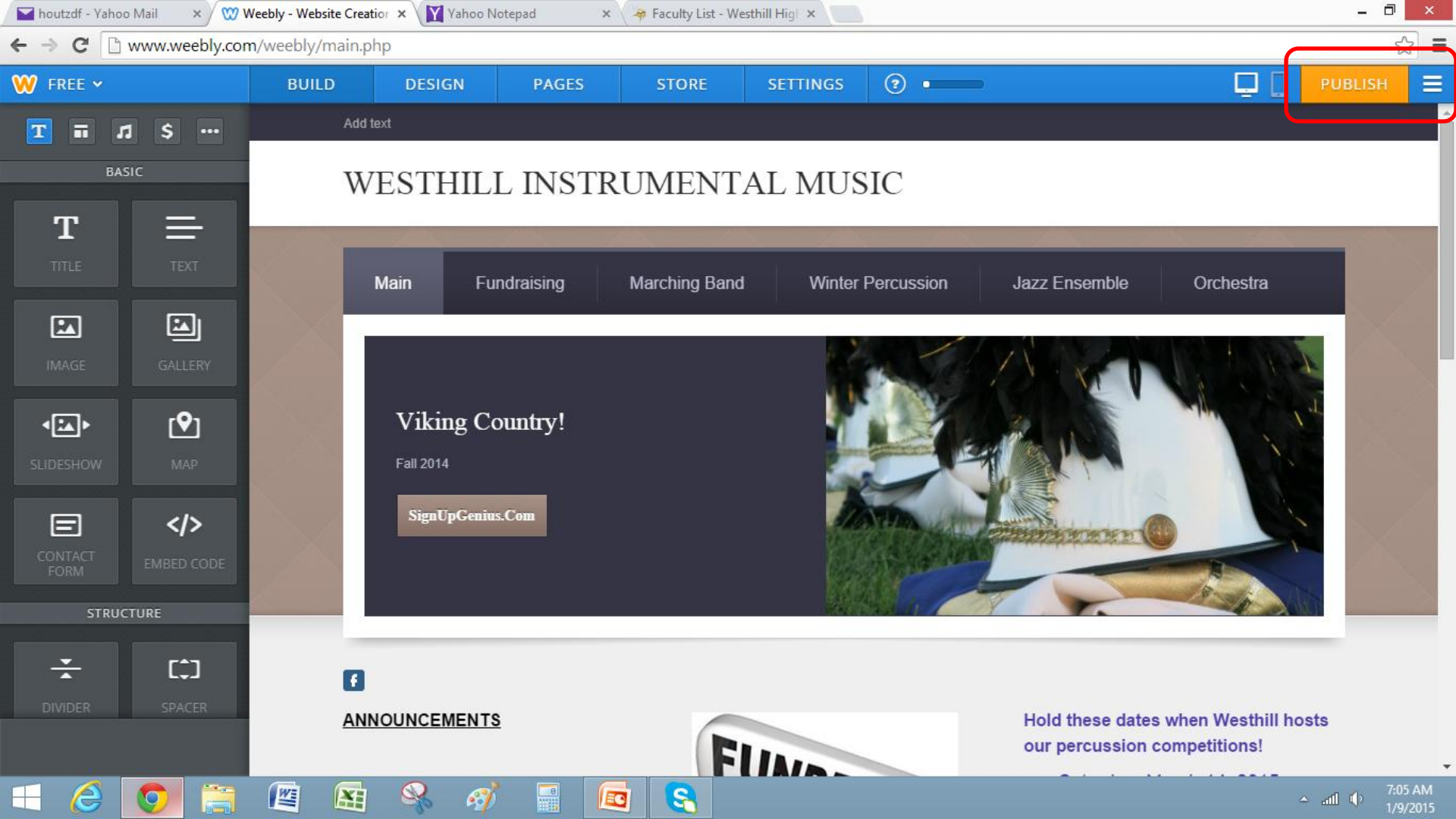
Log in=mwyatt@stamfordct.gov
Password = Afr1ca
Should be changed periodically
(not yet changed as of 1/9/2015)



Select 'Edit' box to make changes

'My Site' allows you to 'play' (try out things without affecting the main website)

'Westhill Instrumental Music' is our main site



Changes are immediate on development site, but do not appear to public without selecting 'Publish' (upper right hand corner)
Functions on the top (Build, Design, Pages, etc.)
Objects on the side (Text, Image, Document, Video, etc.)

houtzdf - Yahoo Mail | Weebly - Website Creation | Yahoo Notepad | Faculty List - Westhill Hig | New Tab

www.weebly.com/weebly/main.php

FREE | BUILD | DESIGN | PAGES | STORE | SETTINGS | PUBLISH

SignUpGenius.Com

ANNOUNCEMENTS

Schedule

TBD

TBD.pdf
Download File

FUNDRAISER

GOAL!

90%
80%
70%
60%

Please click above for our current fundraisers!

Do not forget to select the SignUpGenius button above to volunteer as a bus chaperone or to donate snacks/drinks for a specific competition!

Also, check out all our Fundraiser link above for more info. We could use your help!

Hold these dates when Westhill hosts our percussion competitions!

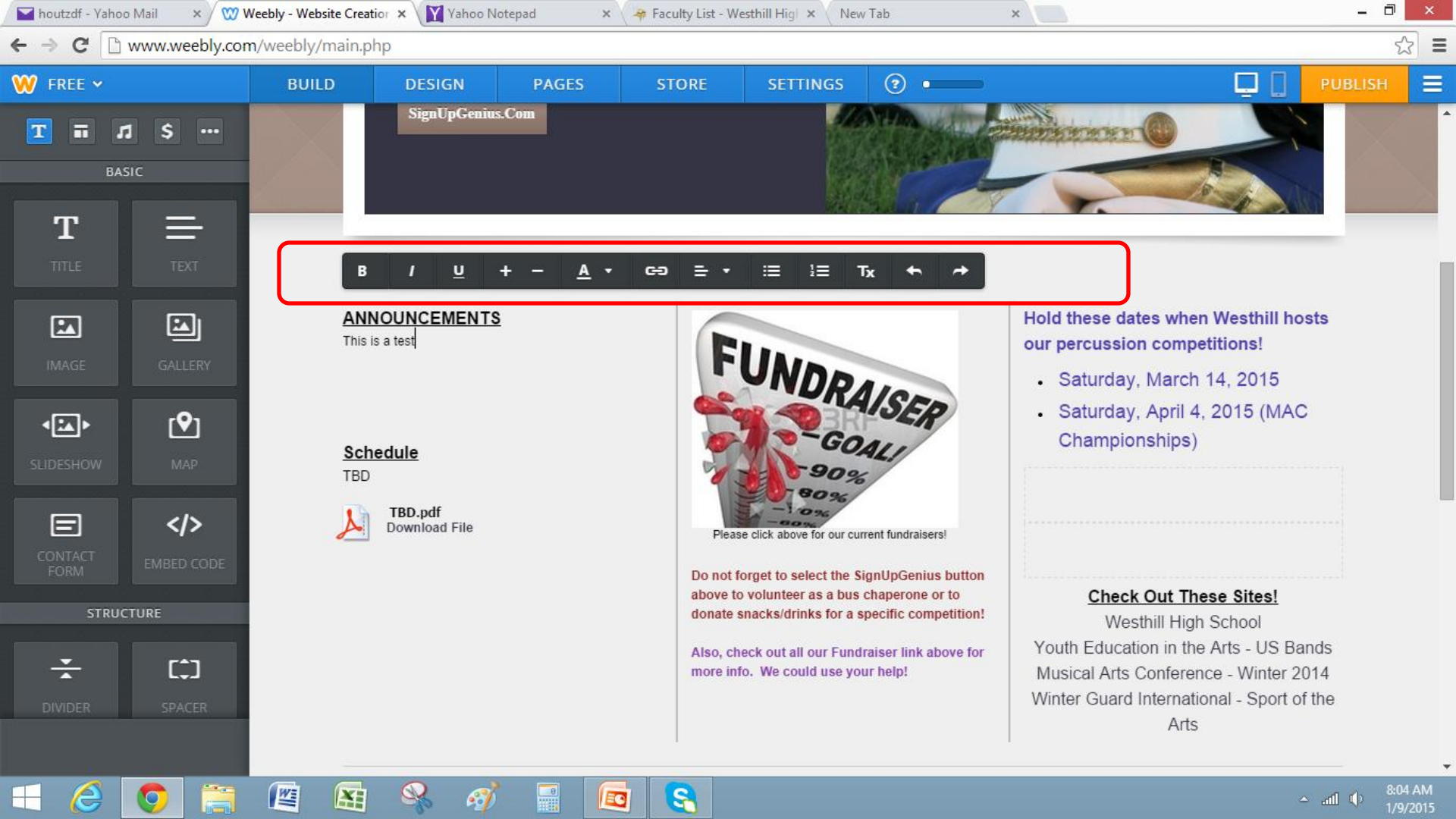
- Saturday, March 14, 2015
- Saturday, April 4, 2015 (MAC Championships)

Check Out These Sites!

Westhill High School
Youth Education in the Arts - US Bands
Musical Arts Conference - Winter 2014
Winter Guard International - Sport of the Arts

8:01 AM
1/9/2015

TEXT: Set focus on an existing text box to add or delete text. (You will see the actual text box object in light blue).



Just start entering text. Use the 'Text Tool Box' to format text. If you set focus on an icon, the description will appear (e.g. Bold, Italic, Underline, etc.) Please note, you can create a link (will be discussed later).

The screenshot shows the Weebly website builder interface. At the top, there are navigation tabs: BUILD, DESIGN, PAGES, STORE, SETTINGS, and PUBLISH. Below these is a toolbar with various icons for text, image, gallery, slideshow, map, contact form, and embed code. The main workspace displays a page layout with a header, a navigation menu, and a main content area. A 'Text' widget is being dragged from the left sidebar into the main content area. The page content includes a Facebook share button, a 'Fundraiser' section with a goal meter, a schedule, and a list of dates for percussion competitions.

www.weebly.com/weebly/main.php

W FREE ▾ BUILD DESIGN PAGES STORE SETTINGS ? PUBLISH

SignUpGenius.Com

TITLE

IMAGE GALLERY

SLIDESHOW MAP

CONTACT FORM EMBED CODE

DIVIDER SPACER

ANNOUNCEMENTS

Schedule
TBD

TBD.pdf
Download File

FUNDRAISER
-GOAL!
-90%
-80%
-70%
-60%

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Hold these dates when Westhill hosts our percussion competitions!

- Saturday, March 14, 2015
- Saturday, April 4, 2015 (MAC Championships)

Check Out These Sites!
Westhill High School
Youth Education in the Arts - US Bands
Musical Arts Conference - Winter 2014
Winter Guard International - Sport of the Arts

8:08 AM
1/9/2015

To create a new text box, drag the 'Text' object into place

houtzdf - Yahoo Mail x Weebly - Website Creator x Yahoo Notepad x Faculty List - Westhill Hig x New Tab x

www.weebly.com/weebly/main.php

W FREE v BUILD DESIGN PAGES STORE SETTINGS ? PUBLISH

SignUpGenius.Com

f

ANNOUNCEMENTS

Schedule
TBD

TBD.pdf
Download File

Click here to edit.

FUNDRAISER
-GOAL!
-90%
-80%
-70%
-60%

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- Saturday, March 14, 2015
- Saturday, April 4, 2015 (MAC Championships)

Check Out These Sites!

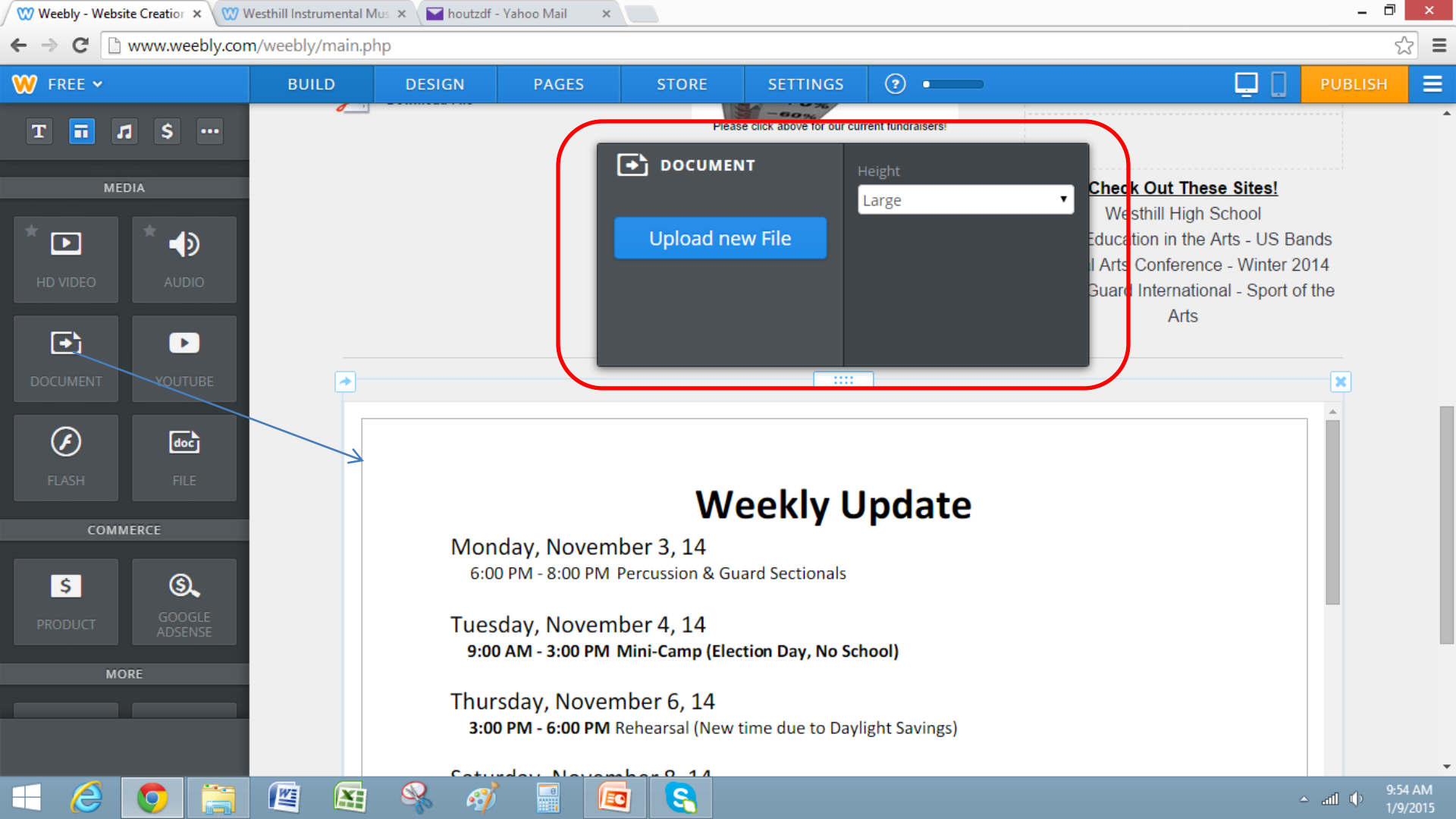
Westhill High School
Youth Education in the Arts - US Bands
Musical Arts Conference - Winter 2014
Winter Guard International - Sport of the Arts

8:10 AM
1/9/2015

Now you can modify your text as discussed before. You can “grab” the text box and move the entire box to another location, or totally delete entire text box using the ‘X’.

The following is the same for all objects:

- Modify – Select existing object and modify as needed
- Delete – To delete an entire object, select object and a light blue box will appear around the object. You can delete by selecting the ‘X’ in the upper right hand corner.
- Add – To add an entire object, drag the object from the left side of the page and place where you want, then start modifying.



DOCUMENT: In order to add a new document that can be VIEWED (e.g. Weekly Update), you would drag the 'Document' object into place, then select 'Upload new file' to insert whatever document you wish (and constantly modify). You can change the size of the document using the 'Height' option. Again, you can move the entire document or delete the entire document if you wish.

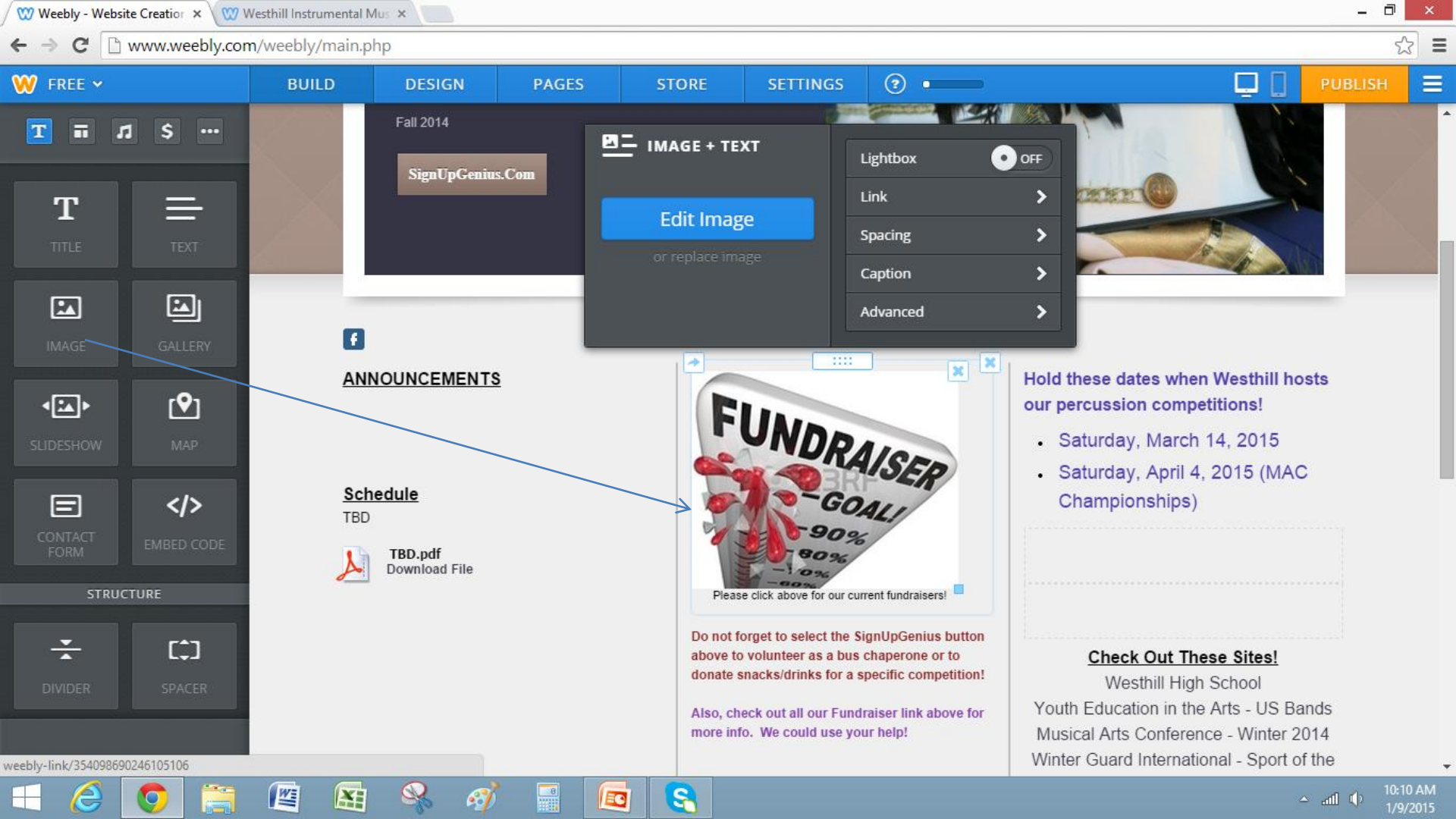
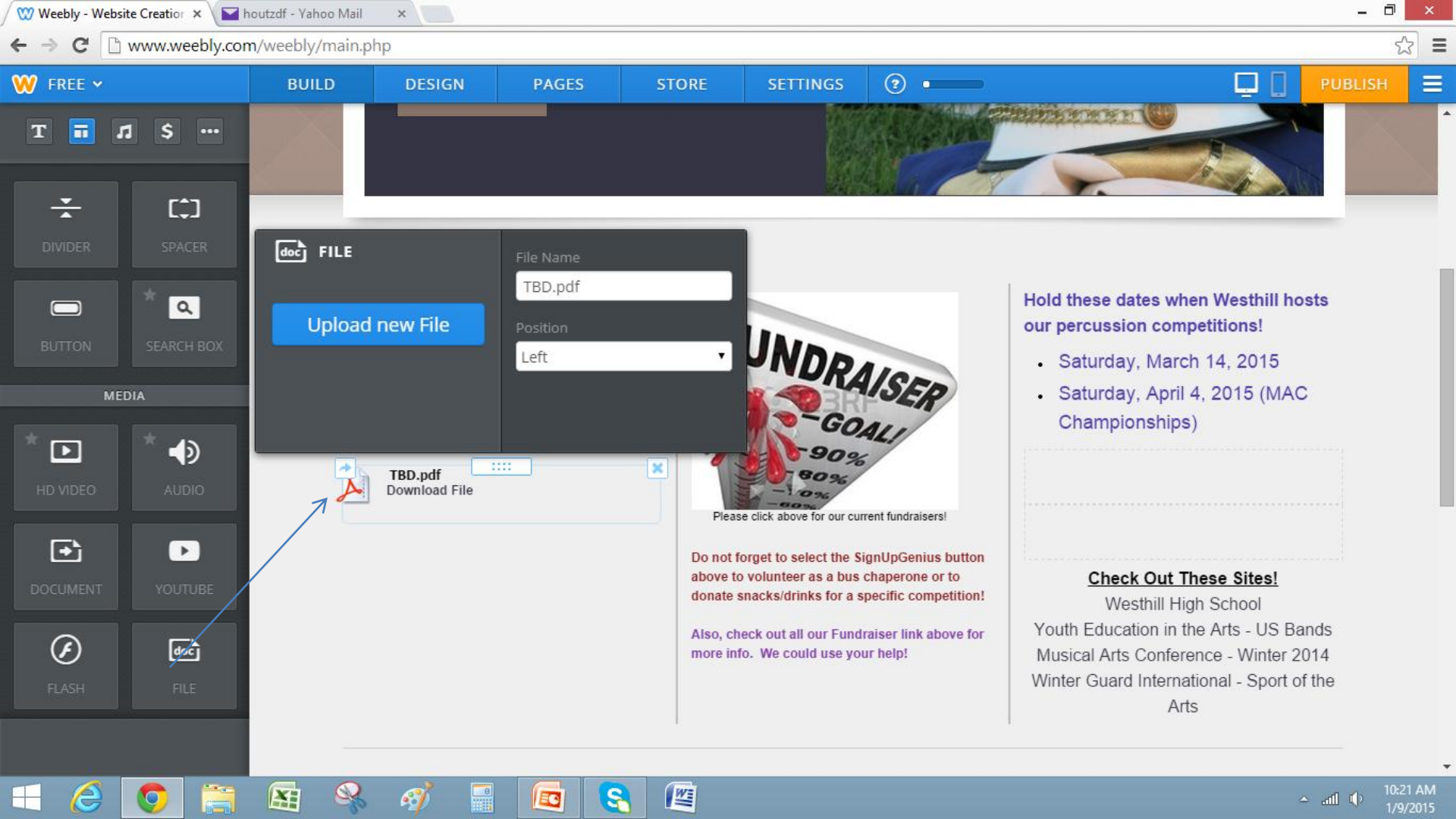


IMAGE: In order to add an image, you would drag the 'Image' object into place, then select 'Upload a photo from your computer' to insert whatever image you wish (or 'Edit Image' to modify). Again, you can move the entire document or delete the entire document if you wish. Link allows you to link the photo (will be discussed later). Caption allows you to add some text.



FILE: In order to add a document that can be downloaded by others (Note: differs from a Document object), you would drag the 'FILE' object into place, then select 'Upload new file' to insert whatever image you wish (or modify). Again, you can move the entire document or delete the entire document if you wish. You can create the name of the file to appear by using 'File Name').

Other objects currently used: Social Icons (to link to FB, Twitter, etc.)

The screenshot shows the Weebly website editor interface. The top navigation bar includes 'FREE', 'BUILD', 'DESIGN', 'PAGES', 'STORE', 'SETTINGS', and 'PUBLISH'. The left sidebar contains various widgets: PRODUCT, GOOGLE ADSENSE, BLOCK QUOTE, POLL, SOCIAL ICONS, RSVP FORM, SURVEY, FEED READER, BOOKINGS, and FORUMS. A blue arrow points from the 'SOCIAL ICONS' widget to a Facebook icon in the live preview area.

The live preview area shows a website page with the following content:

- Header: 'Fall 2014' and 'SignUpGenius.Com' button.
- Section: **ANNOUNCEMENTS** with a Facebook icon.
- Section: **Schedule** with 'TBD' and a 'TBD.pdf Download File' link.
- Image: A 3D graphic of a funnel labeled 'FUNDRAISER' with 'GOAL!' and percentages (90%, 80%, 70%, 60%) and red balloons.
- Text: 'Please click above for our current fundraisers!'
- Text: 'Do not forget to select the SignUpGenius button above to volunteer as a bus chaperone or to donate snacks/drinks for a specific competition!'
- Text: 'Also, check out all our Fundraiser link above for more info. We could use your help!'
- Text: 'Hold these dates when Westhill hosts our percussion competitions!'
- List:
 - Saturday, March 14, 2015
 - Saturday, April 4, 2015 (MAC Championships)
- Section: **Check Out These Sites!**
- List:
 - Westhill High School
 - Youth Education in the Arts - US Bands
 - Musical Arts Conference - Winter 2014
 - Winter Guard International - Sport of the

Dividers and Spacers (for formatting sections)

The screenshot shows the Weebly website builder interface. The top navigation bar includes 'FREE', 'BUILD', 'DESIGN', 'PAGES', 'STORE', 'SETTINGS', and 'PUBLISH'. The left sidebar contains various widgets: Text, Image, Music, Store, Slideshow, Map, Contact Form, and Embed Code. The main preview area shows a page with a 'SignUpGenius.Com' banner, a Facebook 'ANNOUNCEMENTS' section, and a 'Fundraiser - Goal!' graphic. Blue arrows point from the 'DIVIDER' and 'SPACER' buttons in the sidebar to their respective uses on the page. The 'DIVIDER' is used to separate the 'ANNOUNCEMENTS' section from the 'Fundraiser' section. The 'SPACER' is used to separate the 'Fundraiser' section from the 'Check Out These Sites!' section.

www.weebly.com/weebly/main.php

FREE BUILD DESIGN PAGES STORE SETTINGS PUBLISH

SignUpGenius.Com

ANNOUNCEMENTS

Schedule
TBD

TBD.pdf
Download File

FUNDRAISER
-GOAL!

Please click above for our current fundraisers!

Do not forget to select the SignUpGenius button above to volunteer as a bus chaperone or to donate snacks/drinks for a specific competition!

Also, check out all our Fundraiser link above for more info. We could use your help!

Hold these dates when Westhill hosts our percussion competitions!

- Saturday, March 14, 2015
- Saturday, April 4, 2015 (MAC Championships)

SPACER

Check Out These Sites!
Westhill High School
Youth Education in the Arts - US Bands
Musical Arts Conference - Winter 2014
Winter Guard International - Sport of the Arts

10:27 AM
1/9/2015

Gallery (for multiple images, differs from Images)

The screenshot shows the Weebly website editor interface. The top navigation bar includes 'BUILD', 'DESIGN', 'PAGES', 'STORE', 'SETTINGS', and 'PUBLISH'. The left sidebar contains various widgets: TITLE, TEXT, IMAGE, GALLERY, SLIDESHOW, MAP, CONTACT FORM, EMBED CODE, DIVIDER, and SPACER. The main workspace displays a page with a heading 'Shop at AmazonSmile and Amazon will make a donation to:' and a paragraph of text about AmazonSmile. A 'GALLERY' widget is being edited, showing a 'Columns' dropdown set to '3' and a preview of three images: a Fairway Card, a cash for causes card, and a \$50 Card. The 'GALLERY' settings panel is open, showing options for Spacing, Captions, and Advanced. A blue arrow points from the 'GALLERY' widget in the sidebar to the gallery preview in the workspace. The bottom right corner of the workspace has an 'Edit Image' button and a gear icon. The footer area contains the text 'CLICK TO ADD FOOTER'. The Windows taskbar at the bottom shows the time as 10:30 AM on 1/9/2015.

YouTube (differs from Video which is taken and downloaded from phone)

The image shows a screenshot of the Weebly website editor interface. At the top, there are browser tabs for Weebly, Yahoo Mail, and Google News. The address bar shows the URL www.weebly.com/weebly/main.php. The main navigation bar includes options like BUILD, DESIGN, PAGES, STORE, SETTINGS, and PUBLISH. On the left, a sidebar menu lists various widgets: HD VIDEO, AUDIO, DOCUMENT, YOUTUBE, FLASH, FILE, PRODUCT, and GOOGLE ADSENSE. A blue arrow points from the YOUTUBE widget icon to a video player on the main page. The video player shows a band performing at Old Town Hall. A settings panel is open over the video, displaying the YouTube logo, the text 'YOUTUBE', the YouTube Video URL <http://youtu.be/-VHGyRyJLsl>, and options for Spacing and Advanced. The Windows taskbar at the bottom shows the time as 10:40 AM on 1/9/2015.

Creating a Link – Once in the ‘Link to’ box, you can create, modify and delete links to the following: (examples follow). Do not forget to select ‘Save’ button.

The screenshot displays the Weebly website builder interface. At the top, there are browser tabs for 'Weebly - Website Creator', 'houtzdf - Yahoo Mail', and 'Google News'. The address bar shows 'www.weebly.com/weebly/main.php#'. The main navigation bar includes 'BUILD', 'DESIGN', 'PAGES', 'STORE', 'SETTINGS', and 'PUBLISH'. A 'Link to:' dialog box is open in the center, featuring a 'Remove link' button at the top right and a 'Save' button at the bottom right. The dialog box contains five radio button options: 'Website URL', 'Standard Page' (which is selected and highlighted in green), 'Store Page', 'File', and 'Email Address'. The 'Standard Page' option includes a dropdown menu with 'Fundraising' selected. The background shows a website being edited with a 'SignUpGenius.Com' link and various content blocks like 'ANNO', 'Sched', and 'Check Out These Sites!'.

1. Image links to another page in Website, set focus on the image and select 'Link'

The screenshot displays the Weebly website editor interface. The top navigation bar includes 'FREE', 'BUILD', 'DESIGN', 'PAGES', 'STORE', 'SETTINGS', and 'PUBLISH'. The left sidebar contains various editing tools under 'BASIC' and 'STRUCTURE' categories. The main workspace shows a page with a header image, a Facebook icon, and an 'ANNOUNCEMENTS' section. A central image of a 'FUNDRAISER' sign is selected, and a context menu is open over it. The menu options are: 'Edit Image' (with a subtext 'or replace image'), 'Link' (highlighted with a red box), 'Spacing', 'Caption', and 'Advanced'. The 'Link' option is currently set to 'OFF'. Below the menu, there is a 'Check Out These Sites!' section with a list of links.

weebly-link/354098690246105106

10:47 AM
1/9/2015

Selecting this image links to the 'Fundraising' page within the website

The screenshot displays the Weebly website creator interface. A 'Link to:' dialog box is open, showing options for linking to a Website URL, Standard Page, Store Page, File, or Email Address. The 'Standard Page' option is selected, and a dropdown menu shows 'Fundraising' as the chosen page. A red box highlights the 'Standard Page' section and the 'Fundraising' dropdown. The background shows a website layout with a navigation menu (BUILD, DESIGN, PAGES, STORE, SETTINGS) and a 'PUBLISH' button. The page content includes a Facebook share button, an announcement about Westhill High School percussion competitions, and a section titled 'Check Out These Sites!' listing various events.

Link to: Remove link ✕

- Website URL
- Standard Page
Fundraising
- Store Page
- File
- Email Address

Save

ANNOUNCEMENT: These dates when Westhill hosts percussion competitions!
Saturday, March 14, 2015
Saturday, April 4, 2015 (MAC Championships)

Check Out These Sites!
Westhill High School
Education in the Arts - US Bands
National Arts Conference - Winter 2014
International Guard International - Sport of the Arts

2. Button links to a webpage, set focus on button and select 'Link'

The screenshot shows the Weebly website editor interface. The browser address bar displays www.weebly.com/weebly/main.php#. The top navigation bar includes 'FREE', 'BUILD', 'DESIGN', 'PAGES', 'STORE', 'SETTINGS', and 'PUBLISH'. The left sidebar contains various editing tools under 'BASIC' (Text, Image, Slideshow, Contact Form, Embed Code) and 'STRUCTURE' (Divider, Spacer). The main workspace shows a preview of a website page titled 'Viking Country!' with a 'SignUpGenius.Com' button. A 'BUTTON' configuration panel is open over the button, with the 'Link' option highlighted by a red rectangle. Below the button, there is a 'Schedule' section with a 'TBD.pdf' download link and a fundraising graphic. A note at the bottom of the workspace says 'Do not forget to select the SignUpGenius button'. The Windows taskbar at the bottom shows the time as 11:01 AM on 1/9/2015.

www.weebly.com/weebly/main.php#

FREE BUILD DESIGN PAGES STORE SETTINGS PUBLISH

BASIC

TITLE TEXT

IMAGE GALLERY

SLIDESHOW MAP

CONTACT FORM EMBED CODE

STRUCTURE

DIVIDER SPACER

Viking Country!
Fall 2014
SignUpGenius.Com

BUTTON

Link

Spacing

Button Style

Schedule
TBD

TBD.pdf
Download File

Do not forget to select the SignUpGenius button

Hold these dates when Westhill hosts our percussion competitions!

- Saturday, March 14, 2015
- Saturday, April 4, 2015 (MAC Championships)

11:01 AM
1/9/2015

Selecting this button links to the SignUp Genius webpage

The screenshot shows the Weebly website creator interface. A 'Link to:' dialog box is open, allowing the user to link a button to various content types. The 'Website URL' option is selected and highlighted with a red rectangular box. The URL 'http://www.signupgenius.com/' is entered in the text field next to it. The 'Open link in new window' checkbox is checked. Other options include 'Standard Page', 'Store Page', 'File', and 'Email Address'. A 'Save' button is located at the bottom right of the dialog box. The background shows a website page with text about Westhill hosts percussion competitions on Saturday, March 14, 2015 and Saturday, April 4, 2015 (MAC Championships). The Windows taskbar at the bottom shows the time as 11:03 AM on 1/9/2015.

Link to: Remove link

Website URL Open link in new window

Standard Page

Store Page

File

Email Address

Save

these dates when Westhill hosts percussion competitions!
Saturday, March 14, 2015
Saturday, April 4, 2015 (MAC Championships)

Sched
TBD

Download File

Please click above for our current fundraisers!

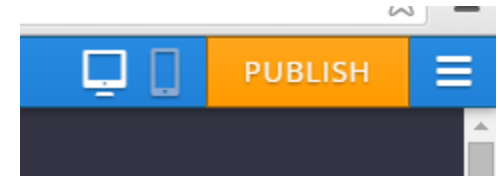
Do not forget to select the SignUpGenius button

11:03 AM
1/9/2015

Other Examples (all on the Fundraising page)

3. Selecting 'Fundraising While You Shop' image links you to the Scrips form
4. Selecting the Amazon image links you to the Amazon Smiles webpage
5. Selecting the Grocery Cards image links you to Alex Finiasz's e-mail
6. Note, the PayPal button is not yet linked (but can easily be)

Publish Page



- Your changes will be made IMMEDIATELY to the development site, but will NOT be made to the public site until you select the Publish icon.
- If you select the Website icon two icons to the left of the Publish icon, you will see how the page looks to viewers on a laptop/desktop.
- If you select the Mobile button to the left of the Publish button, you will see how the page looks to views on a mobile device.

Reminders!

- Please coordinate changes with others. You may make a change to the development site and leave knowing your changes have not yet been published on the public site, however, if someone else makes an update to the site and publishes their changes, your changes will also be made public!

Frequently Asked Questions

- Future