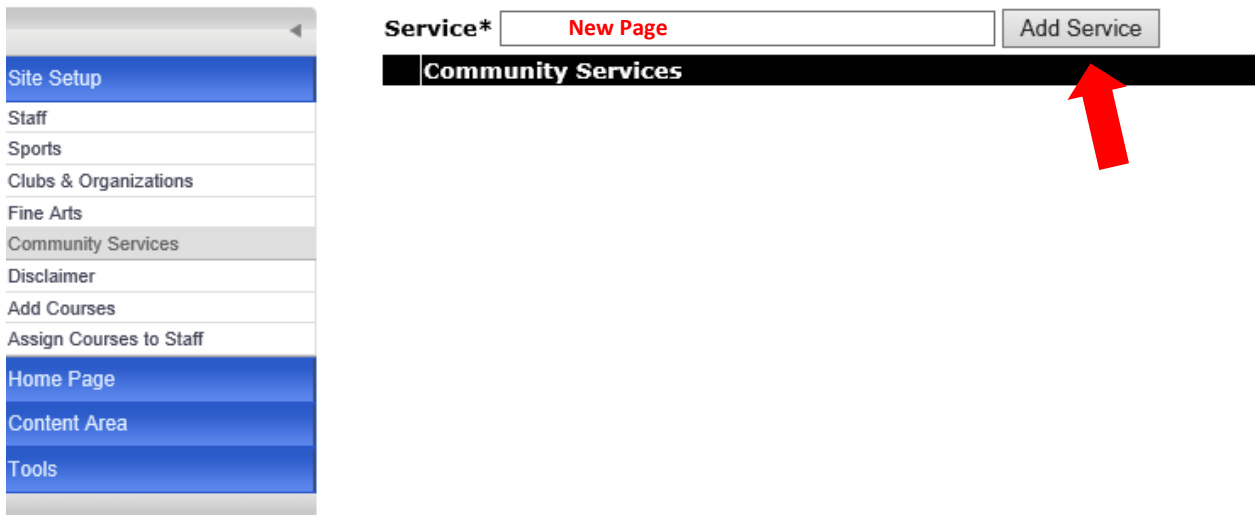


How to create extra main pages using Community Services.

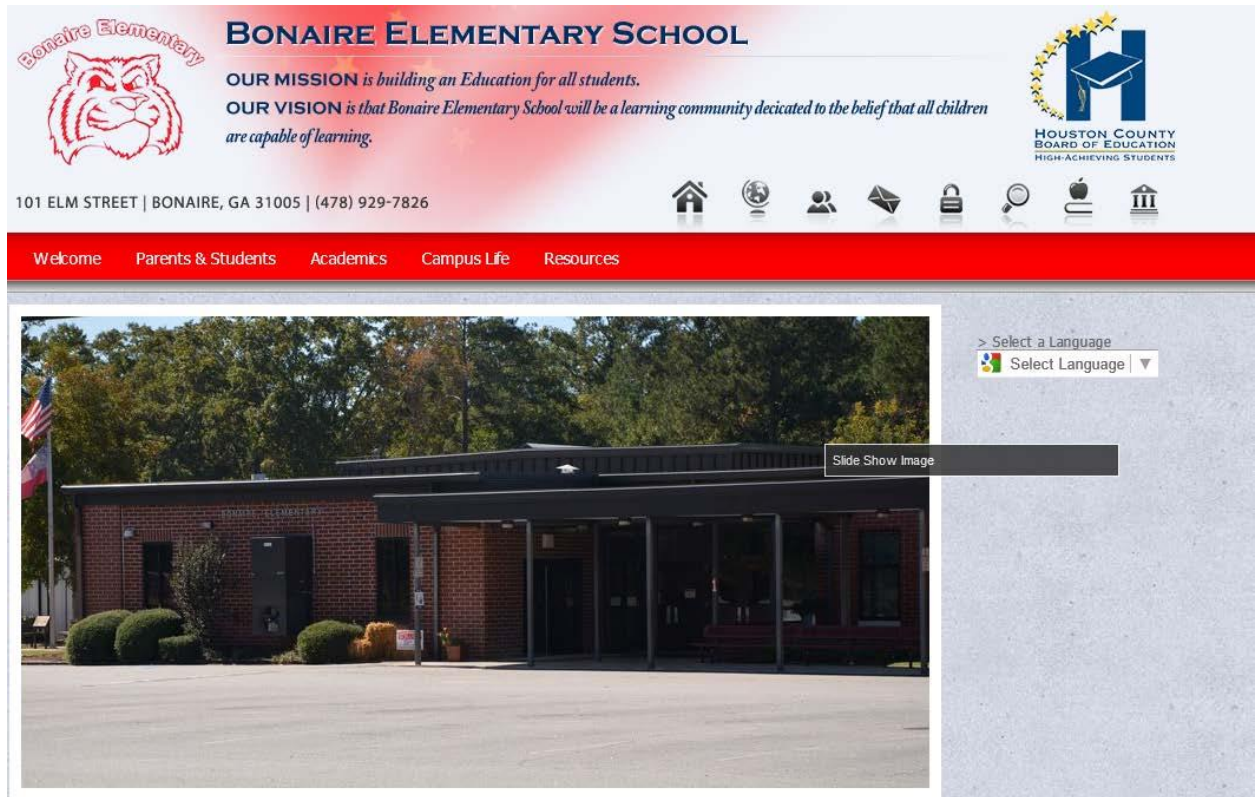
1. From the School Admin Area, under Site Setup, Select Community Services.



2. Type the title of your page into the block beside "Service*," and then click "Add Service."



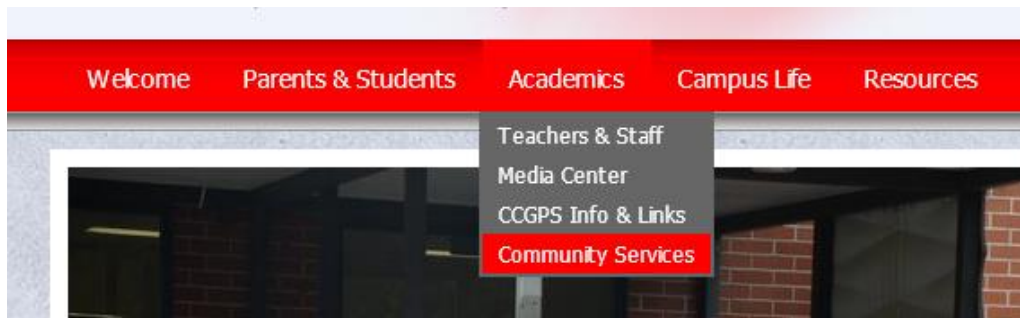
3. Go to your live website. Refresh.



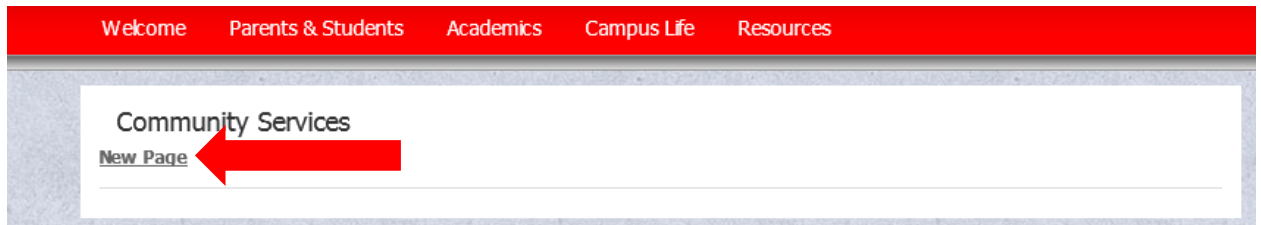
4. Find and click your Community Services label.

If you cannot find the Community Services label it is because you have deleted it. This will need to be relinked before you can move forward. Follow these steps first.

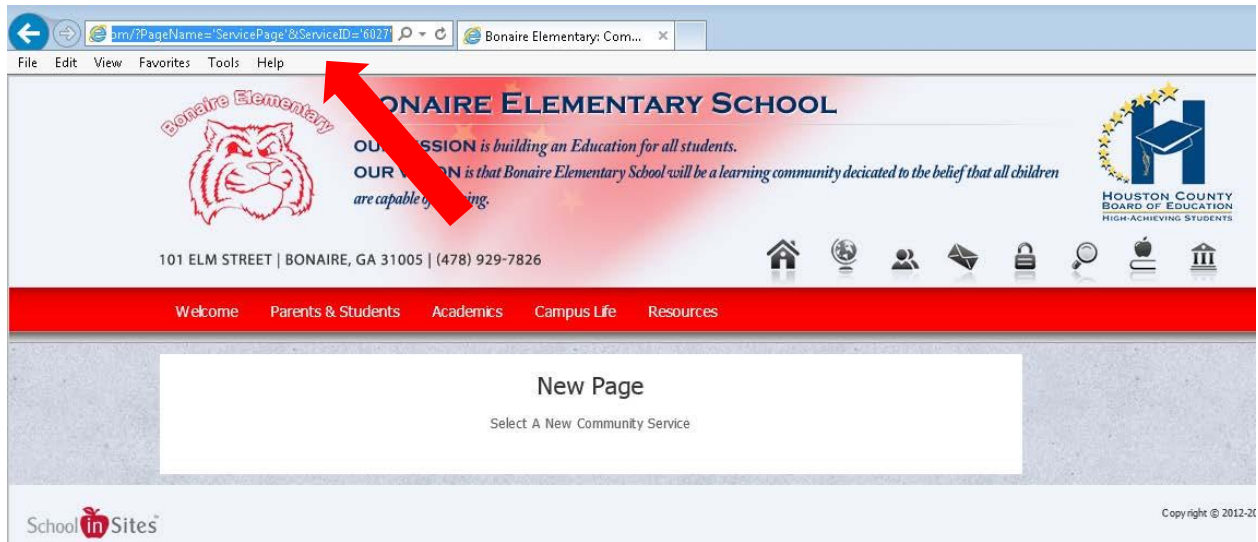
- a. In the custom content area create a link (content area) under any of your top navigation labels.
- b. Title the link Community Services
- c. Select Community Services from the drop down
- d. Save and Publish



5. Click on your newly created page.



6. Copy the URL for your new page.



7. Launch your Custom Content area.



This feature has been updated to use a new interface with improved functionality. The updated interface must be launched in a new window.

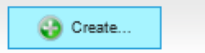
To access this area now click the button below.

[Launch now](#)

To learn more read our [help document](#).

Or, use the video training: [Video Tutorial](#).

8. In your Custom Content area, click Create.



9. Pick the label that you want your "New Page" to fall under then click OK.

Create content x

Where do you want to create the new content?

- 📁 Bonaire Elementary
 - ▷ 📁 Welcome
 - ▷ 📁 Parents & Students
 - ▷ 📁 Academics
 - ▷ 📁 Campus Life
 - ▷ 📁 Resources

No node selected yet, please select a node in the list above before clicking 'ok'


or [Cancel](#)

10. Give your new page a name then under Document Type select Link (custom) then click Create.

Create content x

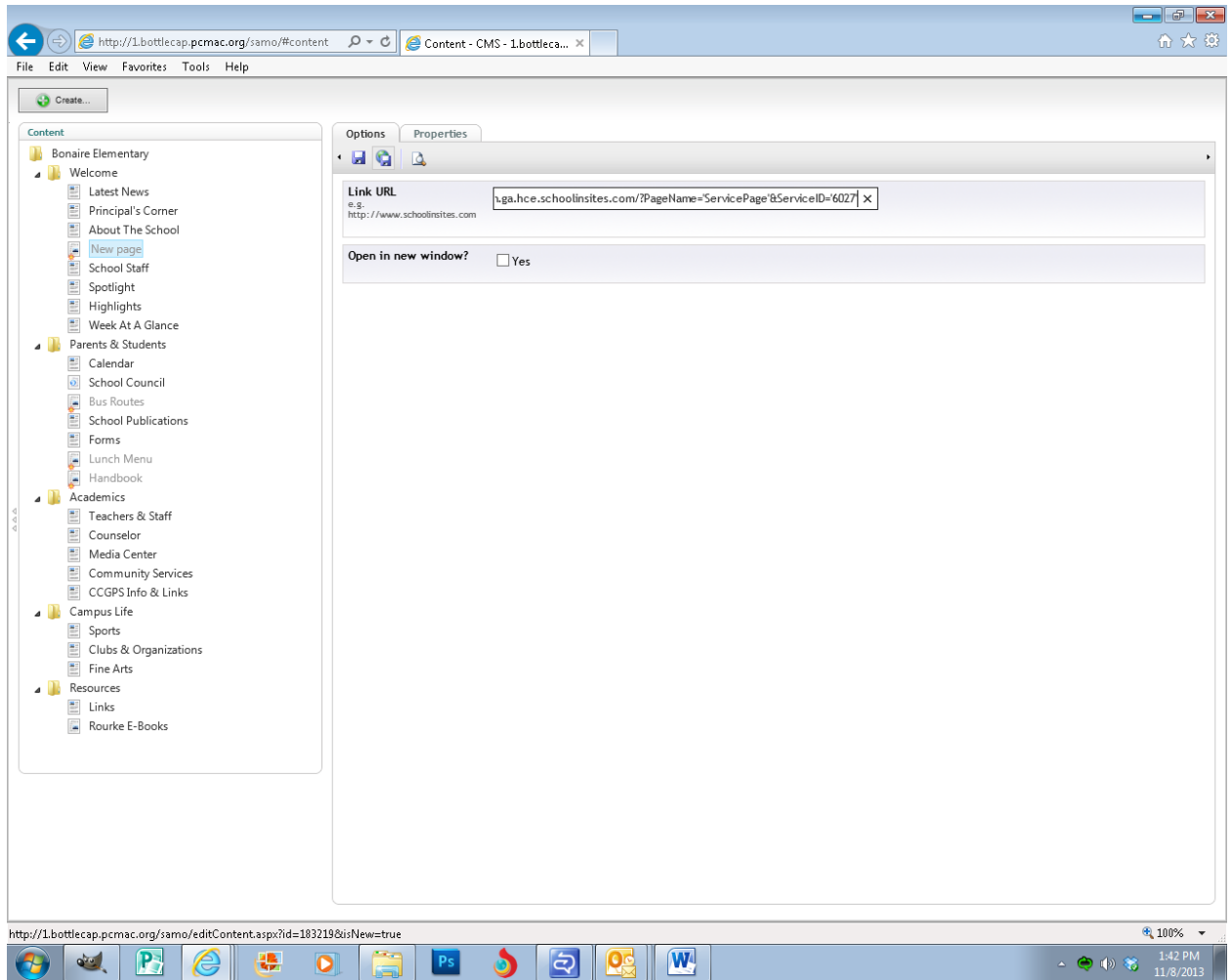
Name:

Choose Document Type:

 **Link (custom)**
A link to an external website.

or [Cancel](#)

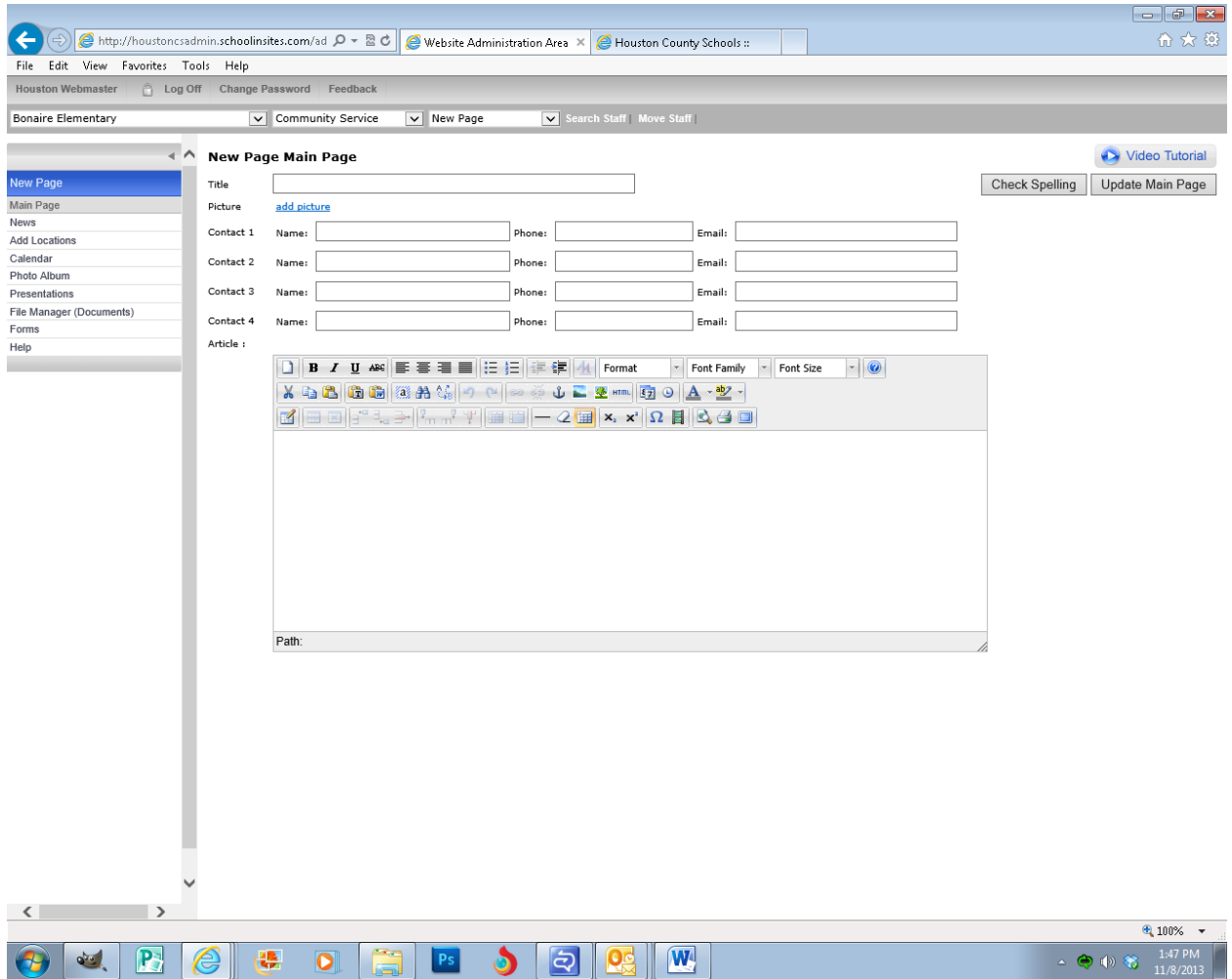
11. Paste in your URL that you copied then Save and Publish. You can now close out of the Custom Content area.



12. Back in the admin area select Community Services from your drop down menu then under chose a service select your “New page.”



13. You have now created a new main page!



Also, when you have created all the new main pages that you wish, you can go back in and hide community services from your drop down menu so the Community Services page does not show on your live website. To do this go to Custom Content and unpublish the Community Services link.

