



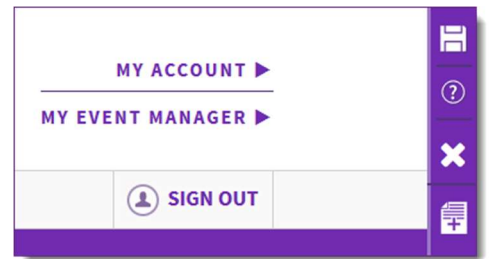
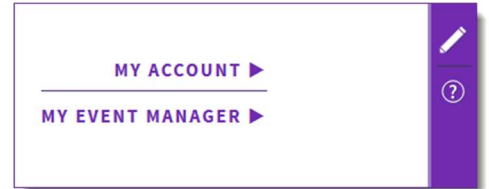


# Chapter 4: Edit and Create Content Pages

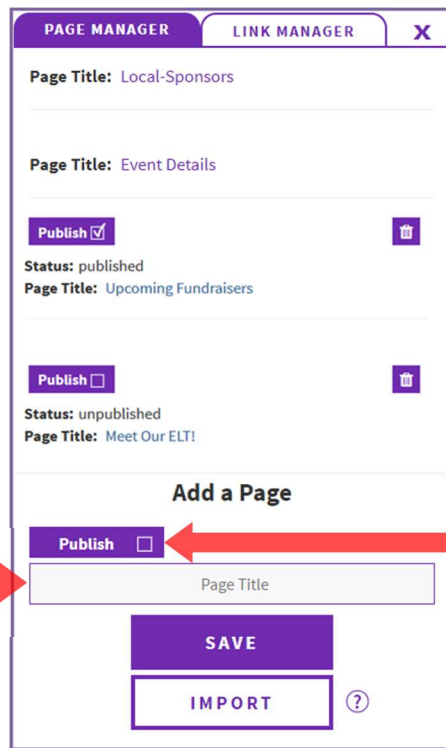
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## Using the Edit Tool

1. Click the pencil icon  to open your website for editing!
2. Save  your changes often
3. Click the X  to close out and automatically refresh your page
4. Click the page icon  to open the Page Manager



## Create a Custom Page



Create a custom page by giving it a name and SAVE

Publish your page to add it to the More Info section

## Manage Custom Pages

The screenshot shows the 'PAGE MANAGER' interface with the following elements and callouts:

- Page Manager Header:** 'PAGE MANAGER' and 'LINK MANAGER' tabs with a close button 'X'.
- Page List:**
  - Page 1: 'Page Title: Local-Sponsors' (no action buttons visible).
  - Page 2: 'Page Title: Event Details' with a 'Publish ' button and a trash icon. Callout: 'Delete your pages'.
  - Page 3: 'Page Title: Upcoming Fundraisers' with a 'Publish ' button and a trash icon. Callout: 'Publish your page to add it to the More Info section'.
  - Page 4: 'Page Title: Meet Our ELT!' with a 'Publish ' button.
- Add a Page Section:**
  - 'Add a Page' header.
  - 'Publish ' button.
  - 'Page Title' input field.
  - 'SAVE' button.
  - 'IMPORT' button with a help icon 'ⓘ'. Callout: 'Import custom pages from last year'.

## Customize Your Page

The screenshot shows the website header and navigation area with the following elements and callouts:

- Header:** 'DONATE' button, 'RELAY FOR LIFE' logo, 'MY ACCOUNT ►', and 'MY EVENT MANAGER ►'.
- Navigation:** 'LEARN ABOUT RELAY', 'GET INVOLVED', 'FUNDRAISING', 'CONNECT', and 'SIGN OUT'.
- User Area:** 'Welcome, Amy', 'MY DASHBOARD', 'MY EVENT', and 'MY TEAM'.
- Callout:** A large red '+' icon with the text 'ADD NEW SECTION' below it. Callout: 'Add new sections from the template library to build your perfect page'.

Welcome, Amy JOIN THIS RELAY

Banner Image

Publish

Page Title

Publish

Upcoming Fundraisers

ADD NEW SECTION

PAGE MANAGER

Page Title

HEADING

SUBHEADING

SINGLE COLUMN

DOUBLE COLUMN

TRIPLE COLUMN

IMAGE & TEXT

TWO IMAGES

THREE IMAGES

BANNER IMAGE

IMAGE & CAPTION

Select a template to add to your page

Sort and delete your sections

Publish each section

## Edit Event Details Page

Welcome, Amy JOIN THIS RELAY

Banner Image

Publish

Event Details

Relay For Life is a grass roots, community-based team event.  
Although every Relay For Life event is different, they do have a few things in common.

PAGE MANAGER

Page Title

HEADING

SUBHEADING

SINGLE COLUMN

DOUBLE COLUMN

TRIPLE COLUMN

IMAGE & TEXT

TWO IMAGES

THREE IMAGES

BANNER IMAGE

IMAGE & CAPTION

Add additional customization with any of our templates!

Edit default page content

# Edit Local Sponsors Page

Welcome, Amy JOIN THIS RELAY

Banner Image

Publish

Page Title

Publish

## Become a Sponsor

Single Column

Publish

You can make a meaningful contribution to the American Cancer Society as a Relay For Life sponsor. Supporting a local event sends a message that you care about our community. There are a handful of sponsorship levels to choose from and with each level, you receive valuable visibility and sponsor benefits. Learn about our sponsorship opportunities.

Heading

Publish

### Our Sponsors

Publish

COMPANY NAME  
YOUR SAMPLE TEXT HERE

COMPANY NAME  
YOUR SAMPLE TEXT HERE

Your logo

ADD NEW SPONSOR

PAGE MANAGER

Page Title

HEADING

SUBHEADING

SINGLE COLUMN

DOUBLE COLUMN

TRIPLE COLUMN

IMAGE & CAPTION

TWO IMAGES

THREE IMAGES

BANNER IMAGE

IMAGE & CAPTION

SPONSOR GRID

CLICKABLE BUTTON

Button Text

Clickable Button

Edit default page content

Add additional customization with any of our templates!

Display sponsor grid or recognize sponsors however you wish!

\*Suggested Image Sizes for Image Templates:

- Image & Text: 250x250 px
- Image & Caption: 800x400 px
- Banner Image: 1440x350 px