**Creatively Captured
Silver Predesign Template**

 **TEMPLATE INSTRUCTIONS**

**HOW TO MANAGE HOMEPAGE ROTATING PHOTOS**

Photo Dimensions: 574x333

Each school has it’s own photo gallery app. Each school will need to do the following:

1. Sign in to the school site you wish to upload photos / Select Site Manager
2. Under the Summary tab, click Homepage
3. A menu will appear; Click Rotating Photos (Photo Gallery App)
4. Another menu will appear, Click Upload Photos
5. Upload a photo by clicking browse.
6. Add photo name and choose Save
7. Click Publish

Each school is unlimited to the amount of photos desired to add to the rotation. To achieve a single static photo, only upload one photo here. Try to keep photos to the dimensions above.

**HOW TO CROP PHOTOS**

1. Sign in to your site; Select Site Manager
2. Click the “How do I…?” tab
3. Search for ‘Crop Photos’

**HOW TO CHANGE GLOBAL ICON LINKS**

For your global icons, we are using Centricity’s built in Web Address Mappings to allow you to change the link URL’s easily. These URL’s can be setup **globally** (example: all sites use same e-mail system URL) or **site-by-site** (example: a different contact page for each school). We have set these up as global or site-by-site based on the information you provided in your kickoff meeting.

1. Sign in to your site; Select Site Manager

2. Choose the Tools tab in the center

3. Select Friendly Web Address Mappings. Each will icon link be titled here in the following format:

 **For a site-by-site link:** /icon1-school (example: *icon1-juniorhs*)

**For a global link:** /icon2-allsites

5. Click Edit to the right of the desired, and change only the URL field

6. Save

**HOW TO MANAGE FOOTER ADDRESS / PHONE / FAX**

1. Sign in to your site; Select Site Manager

2. In the left column, click Configure and navigate to Sites

3. Choose site desired to change footer information

4. Select the Contact Tab

5. Change desired information

6. Save

**APP REGIONS**

A letter titles each App Region. Any apps placed into a region will gain the characteristics of the region. (fonts, colors, ect)

See Region Diagram below:



**HOW TO ADD AN APP**

1. Sign in to the school site you wish to add apps / Select Site Manager
2. Click the How do I…? tab
3. In the left column under Help Articles, click Add Apps to a Page. This provides step-by-step instructions on adding a new app or an existing app to your page.

**HELPFUL RESOURCES**

1. Sign in to your site; Select Site Manager
2. Click the How do I…? tab
3. Here you can read instructions, watch interactive video tutorials, and access additional resources.