

Week four – Designing your website (Part two)

Task 1: Change the modules which will show in the footer and sidebar sections

You can change the modules which will be used in your footer and sidebar by going to the **Website and Configuration page** (cog in the top right-hand corner of your site and then the top cog) and go to the footer/sidebar tab.

Top Tip: code with square brackets such as the - [officer_field id="46" field="MobilePhone"] – pulls in information from other parts of your site e.g. the positions. So only delete this code if you are certain you do not want to use this functionality. Otherwise leave it as it is and write around it.

Task 3: Create and add content to your public facing web pages

All pages which exist on your website can be found by going to the **Administration Dashboard** (top right-hand corner) under the **Website content** section where you will see **website pages**.

You can add new pages from here or edit the content of pages which already exist by clicking onto the names of these pages and then click edit (bottom right-hand corner) to add text or images. Use our help guide if needed and refer to your wireframe to see what pages you want to appear in the menu bar so you can work on these first. Once done move onto task 4 to find out how to make them appear on your main menu bar

Top tip: We would not recommend editing the names of existing pages. Instead, create new pages and delete or leave those you do not want to use.

Task 5: Compare the public facing site to your wireframe

Look over the plan designed in week 3. Have you added everything you wanted to?

If you want to add something which is not included in the help guides and you cannot find where to add it then contact the membership team

Task 2: Add your social media channels

Platform allows you to integrate your Facebook feed into the sidebar (if applicable) and to have icons which link people to your other social media channels in the footer as well as at the top of your site. Read our guidance on [how to add Facebook to the sidebar](#).

You can input the information for your other social media channels which will appear as icons in the footer by going to the **Website and Configuration page** (cog at the top right -hand corner) and clicking on the cog next to your primary ensemble. Under the promotion tab you will be able to input URLs for your twitter/youtube and other social media channels

Top tip: For groups with multiple ensembles with separate social media channels, it might be better to have pages dedicated to each ensemble under the menu bar and link people to the different ensembles social media channels through those pages.

Task 4: Change the main menu items and navigation links

We would suggest using your wireframe from week 3 as a guide to help change the menu items. Also read our [Customising your Making Music Platform](#) guidance on navigation links and customising the home page menu for more information. You would need to go to the **Administration dashboard** (top right-hand corner) and look under the **Site navigation menu** section.

Top tip 1: Navigation links help people to find website pages which exist on the site by creating a link to this page.

Top tip 2: We would not recommend editing the names of existing navigation links. Instead create new navigation links and disable or delete those you do not want to use.