



Website Training

Quick Start Guide for Local Leaders

Welcome to Your Union Website!

Your Local website is your hub for communication, updates, and organizing. This guide covers the most common things you'll need to manage your site with confidence.

Logging In

- Scroll to the **bottom of your website**
 - Click the **Log-in link**
 - Use your **home email address** (not work email)
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Add a Website Administrator

1. Go to **Manage**
 2. Click **Add single member**
 3. Enter:
 - Name
 - Username (First_Last)
 - **Home email**
 4. Save
 They'll get an email to set their password
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Navigating the Site

- **Top right:** Admin tools
 - **Bottom right:** Page editing tools
 - Tools change depending on what you're editing
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Menu Bar (Important!)

- **Add a link:** Manage → Menu → Add Link
 - **Edit or rename:** Manage → Menu → Edit
 - **Reorder:** Drag using the "+" icon
 - **Remove:** Edit → Remove
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Post News Updates

- Go to **Create** → **Add Article**
- Add text (and image if you want)
- Click **Save**

To edit or remove

- Click article → Edit or Unpublish
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Add Calendar Events

- Create → Add Event
- Fill in:
 - Name
 - Date

- Location
- Description

✓ Use recurring settings for regular meetings

Update Officer Bios

- Go to **About Us**
- Click on bio photo → Edit

Add new bio

- Create → Add Biography

Reorder officers

- Use “Reorder Form” and drag names
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Upload Files (Flyers, Minutes, etc.)

✓ Best practice: **Save as PDF first**


- Upload file using Media Browser
- Open file → copy URL

Use link anywhere on your site

Member-Only Documents (Workaround)


Create a **hidden page**:

- Create → Basic Page
- Upload documents
- Do NOT link in menu


 Share the page link directly with members

Add MemberLink or External Links

- Settings → Menu → Add Link
- Add title + URL

Save  **Action Pages (Petitions, Campaigns)**

- Add title, description, and Action Network link
- Include image + tags
- Option to add to menu

 Coordinate with Field Rep/Comms

Best Practices

- Use **home emails** for logins
 - Use **PDFs** for easy viewing
 - Keep menu simple
 - Always preview changes
 - Keep content fresh (news + events)
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Need Help?

- Use the **? icon on your site**
- Search: *Union Hall training* on YouTube
- Reach out to Council 5 Communications