

# EDITING THE HOME PAGE

The home page is divided into these sections:

menu options that only appear if the administrator is signed in		
<h2>BANNER</h2> (Wade Logo, three quick links to Patient and professional pages and search bar)		
<b>Left navigation Primary links menu</b>	<b>Home Content Block</b> Welcome message	<b>WADE Newsletter</b> Broadcast email to users sent from this section
	<b>Promoted Pages</b> Page(s) that are promoted to the home page. There should always be a least on page on the site promoted to the home page.	<b>Calendar of Events Block</b> Links to pages on this site and My AADE

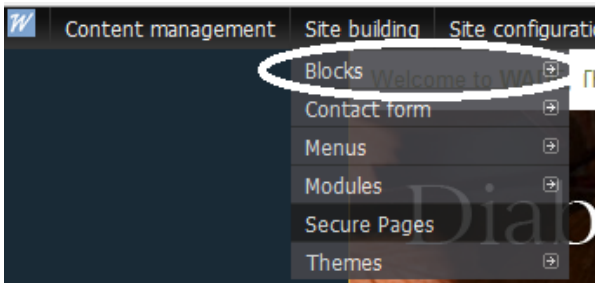
## The Banner:



The banner is rarely edited. Editing the banner is beyond the duties of the Webmaster. If the banner needs to be edited technical help should be requested from tech resources (time spent charged to WADE)

## Home Content Block:

Below the banner in the center of the page is the 'Home Content' block. The core message is rarely changed:



To edit the Home Content Block follow this instructions:

After signing in you will see the menu options for administrators. Click on <Site building> then from the drop down menu click on <Blocks>

<b>Home Intro</b>	+ Home Content	Home Intro	<a href="#">configure</a>	<a href="#">delete</a>
<b>Sidebar left</b>	+ Primary links	Sidebar left	<a href="#">configure</a>	
<b>Sidebar right</b>	+ Newsletter: WADE Announcements	Sidebar right	<a href="#">configure</a>	
	+ Calendar of Events	Sidebar right	<a href="#">configure</a>	<a href="#">delete</a>

On the next screen opposite of Click on Configure

## Block body:

On the next screen edit the welcome message the same way you edit any other page.

Save block

Then go to the bottom of the screen and click on <Save block>

## WADE Newsletter



### [WADE Newsletter](#)

For Healthcare Professionals: Stay informed on our latest news!



The WADE newsletter is the link to the broadcast e mails sent to members and users. It is located in the top right column. If the text or location of the WADE Newsletter needs to be edited technical help should be requested from tech resources (time spent charged to WADE). See also [How to Send a Broadcast E mail](#).

## Calendar of Events Block

### [Job Postings](#)

### [Join AADE/ WADE](#)

### [Calendar of Events](#)



#### Home Intro

+ Home Content Home Intro [configure](#) [delete](#)

#### Sidebar left

+ Primary links Sidebar left [configure](#)

#### Sidebar right

+ Newsletter: WADE Announcements Sidebar right [configure](#)

+ Calendar of Events Sidebar right [configure](#) [delete](#)

The links and text can be edited by the Webmaster. Just click on <configure> and follow the direction as described for editing the Home Content Block

## Promoted Pages

Any page can be promoted to the front page. To promote a page

[Publishing options](#)

Published

Promoted to front page

Sticky at top of lists

View

Edit

- Click on the <edit tab. on the page
- Scroll to the bottom of the screen
- Check the <Promoted to front page box> and click <save button>

Save

Preview

Delete