Webmaster Part 3

1- Logon to the KofC-CA-D2 website to access the home page, as defined on the ==Webmaster Intro== document after you uploaded a new Newsletter or Doc with the Fz FTP Client.

2- Select and open the home page. On the homepage hover over the homepage and select the "==Beaver Builder==" editor. Wait for the page to load. (May take 5 to 10 seconds or more at times).

3- On the homepage click inside the column that has the content area for the ==Current Newsletter== content area displayed.

4- This will bring up the BB ==Text Editor== window where you will need to do a couple of things to do to update that content area. If you have just uploaded a new Newsletter, then:

   a. Simply highlight (Move your mouse) over the part of the text that has the Month displayed such as: ==Month==-2020 and type over the highlighted text to change it. ==Note:== The name or text displayed here ==IS NOT== related to the actual file name and is strictly for public display. Make it readable and sensible. See image:

   b. Go back and hover over the link shown above and ==click== on the ==Gear== to expose the link editor. Here is an example of that screen:
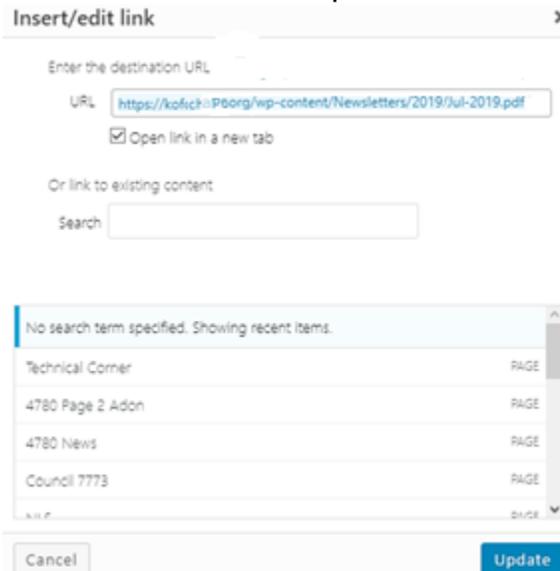
   c. Here again you will need to only highlight and edit the Month as displayed in the ==URL== text box shown on the second line in the image above. Make sure to use the proper format as defined in the ==Webmaster Part 1== document as this format is ==most important== and must be maintained.

   d. After you finished the edit make sure to click on the ==Update== button at the bottom right of the screen.

e. Now you should be back on the BB editor page where you will see the same display that you had before as shown below the image on item 4b. Important now that you have made that change AND the link is exposed, simply move your mouse over the link and click on it. This will bring up something and if all is good it will bring up the new Newsletter. You guessed it. THIS IS HOW TO TEST a new or updated link right from within the BB editor BEFORE you publish it. If this failed, then you blew it. Here are the items to check:

    i. Make sure that you uploaded the Newsletter using the FTP Client app. See Webmaster Part 2 for the details on this.

    ii. Make sure that you followed the Naming Convention as laid out in Webmaster Part 1. Note: The name must match which includes upper- & lower-case letters.

    iii. Go back & check the link that you edited on the home page. Correct as needed.

    iv. If you still experience an issue the entire link may have gotten corrupted. Here is an example of what the fully qualified link should look like:
https://kofcchap6ca.org/wp-content/Newsletters/3340/Aug-2019.pdf
The actual line shown above is for council 7773 and that number will display your Assembly or Council number.

f. Once verified, save the changes made by clicking on the SAVE button found at the bottom of the editor window as shown below:

| Save | Save As... | Cancel |
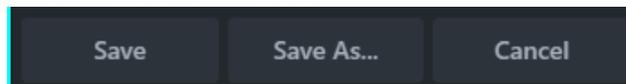
g. Now, if you are done editing the whole page you need to publish it. To do that simply go to the "DONE" Button located at the top right of your screen. Clicking on that button will bring up 3 selections:

| Discard | Save Draft | Publish |

h. Here you can make the final selection to handle all the work you just completed.

    1- If you have scrambled the page and want to abandon it, then click on the Discard Button and a conformation screen will be presented. Click OK and your page will revert to what it was prior to your efforts. 😊

    2- Select Save Draft Button if you know that there is more to do or want a break. The next time you bring up the BB editor you will be brought back to where you left off. Select Publish and all your changes will now become LIVE for the world to see.

        a. At this point it is recommended that you verify that page by using another browser or a new "Private" page on the same browser.

        b. Once that page is displayed verify that your changes are correct and work.

        c. Tip: If the page does not show your updates simply Refresh that page.

Note: Steps outlined on this document can be used for and new Document that you upload and want to add a link to it. The only difference will be that your link for Docs would change the fully qualified path would become - Example:
http://kofcchap6ca.org/wp-content/Docs/3340/assembly-officers.pdf
Note: The council number would change to your Assembly or Council number.