How to Add a "BLOG" Page to Your FTH Website

Login as Site Administrator, Click on 'Launch Admin Console'

On the Select a Module Dropdown menu, select 'Custom Web Pages'

Site Administration						×
Make any changes to save all changes.	your website using this	administration	n area. Be sure to click the "Sav	e" button a	at the bottom of the window to	
	S	elect a Module	✓ Website Settings			
			Membership Management			<u> </u>
Basic Settings	Appearance Hom	e Page	Email & Contact Forms Custom Web Pages	I Links	Floater Messages	
Access Settings	Administrator Info	Website S	File Manager			
The following are th	e basic club information a	and configurati	Meeting Agenda Settings Dues Management	, and runni	ing.	

then Select 'Create New Page'

reate as many custom web pages / links as you like. Be sure to click the "Save" button at the bottom of the indow to save all changes. <u>Less</u> to edit or remove an existing web page / link, first select the page you want to edit or remove. If removing the age, then click the "Delete Page" button. The oreate a link only , enter the URL in the "Your Web Page Content" area and the link title as the "Web Page tle", then select Public, Members Only or Officers Only Access—this determines under which left menu your link placed. (<i>NOTE: Unlisted links are not permitted.</i>) Keep all other fields blank . Select Web Page: Create New Page the List Deleted Pages Creating new page. Your Web Page Content / or Link URL: Web Page Tools: Select a Tool () Your Web Page Content / or Link URL: Web Page Tools: Select a Tool () Normal Font Normal () () () () () () () ()	ustom Web Pages	
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Paragraphs: 0, Words: 0, Characters (including HTML): 0 Note: Custom web page content has a limit of 65535 characters. Click the state including the editing area to/from full screen.	 Click the [™]₂ icon above to maximize the editing area to/from 	full screen.
Paragraphs: 0, Words: 0, Characters (including HTML): 0 Note: Custom web page content has a limit of 65535 characters. Click the significant above to maximize the editing area to/from full screen. Click the significant above to (1) upload an image/photo to the server & then (2) insert it.	 Click the static icon above to maximize the editing area to/from Click the static icon above to (1) upload an image/photo to the 	full screen. server & then (2) insert it.

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This title will appear in the is what is shown in the ap controlled by the Page Ty	e page tab or title bar of the l propriate left side menu for pe setting, below.	browser and helps with the sea pages that are set as Public, N	arch engine ranking. This title also Members Only, or Officers Only, as
Relocate this Web Page's M	Menu Entry	Menu Entry Position #	
Select New Position of M	lenu Entry 🗘	4	
Use the drop down to spe If you instead set the posi is used to sort the custom	cify a new position for this w tion # manually and then clio menu entries by Menu Pos	veb page's menu entry. (NOTE ck Save , note that the position ition # 1st, and Alphabetically 2	: This takes effect *immediately*.) # is a positive whole number that 2nd.
Veb Page Name			
blog.html			
This will be the name of y ".html" will automatically b For example: http://portma	our web page that is part of be appended to the end of th acquarie.toastmastersclubs.	the URL that is shown in the a ne name. org/mypage.html.	ddress bar of the browser. The
Neb Page Description			
Blog information from our	members. See what has I	been happening, achieveme	nts and future meetings.
This will be description of for the search engines.	your web page used in the r	meta tag. An accurate descript	ion will help with the page ranking
Veb Page Keywords			
blog, news, speech, achie	evements		
These keywords will also	help with the page ranking i	n the search engines.	
Neh Pare Reference Notes			
 For example, these notes Also, you might leave note 	could contain reference info es for someone to know how	ormation on widgets, flash, or o v to swap out or insert photos,	ther special features you used. or where to find them.
Select the Page Type for this Custom Page / Link:	Public Access (Listed in Members Only Access (Officers Only Access (Li Unlisted Access (Not in	Main Menu for everyone.) (Listed in Members Only men isted in Members Only menu menu & only accessible via	nu.) I.) link.)

This will give you a Blog entry on the Main Menu on the websites front page.

Why is this important?

Google uses various techniques to sort websites higher up their search results. Currently, they are paying attention to active Blog pages. For example, if I searched for "toastmasters northern beaches", the clubs with active Blog pages will appear higher than other clubs in Areas 8 or 22 that don't and you may get the visitor.

(While you're there, check to ensure that no old information has been left on the web site.)