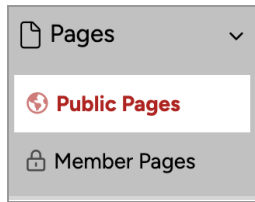
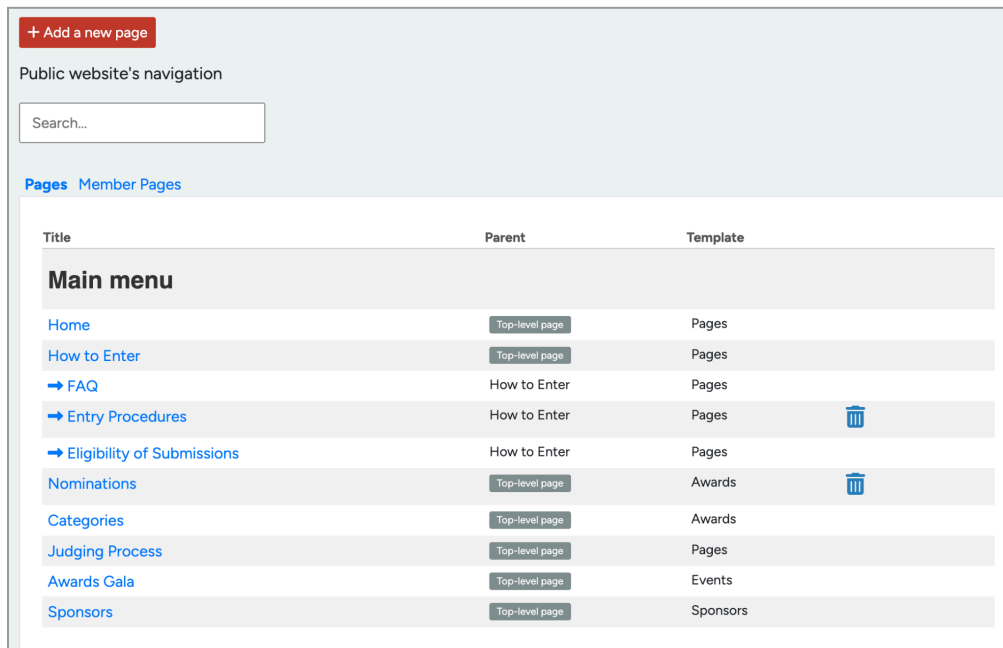


Webpage Settings

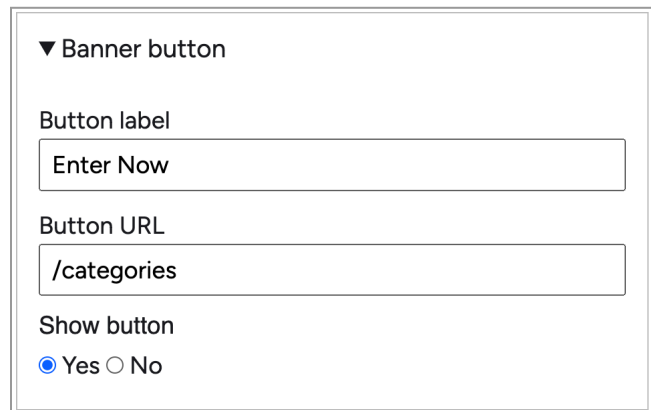
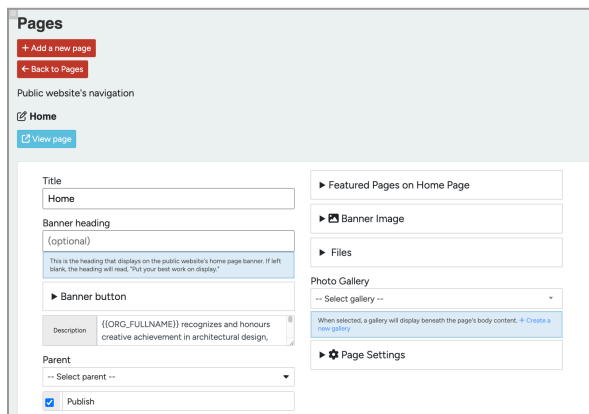


Let's walk through how to set up each page on your website. For a tutorial on setting up your website theme, please jump over to that video or [document](#), and then meet us back here.

Your Awardify account will have a number of default pages created with default content, starting with the home page.



Opening any page, and then selecting the View page button will allow you to switch between your account and the website. If your website is not currently active, this will open a preview link that is not visible to the public.



To begin, set your Title and Banner heading. For pages other than the Home page, the Title will show up in the URL, the Banner Heading will show up as the first text under the navigation links.

The Banner button dropdown lets you edit the first Call to Action button. You can direct your public to submit an entry or a nomination, or buy tickets to your Gala event. Feel free to change this button as your awards season progresses.

The Description box adjusts the text that appears between the Heading and the Banner Button, this is a good place to introduce yourself and your awards program.

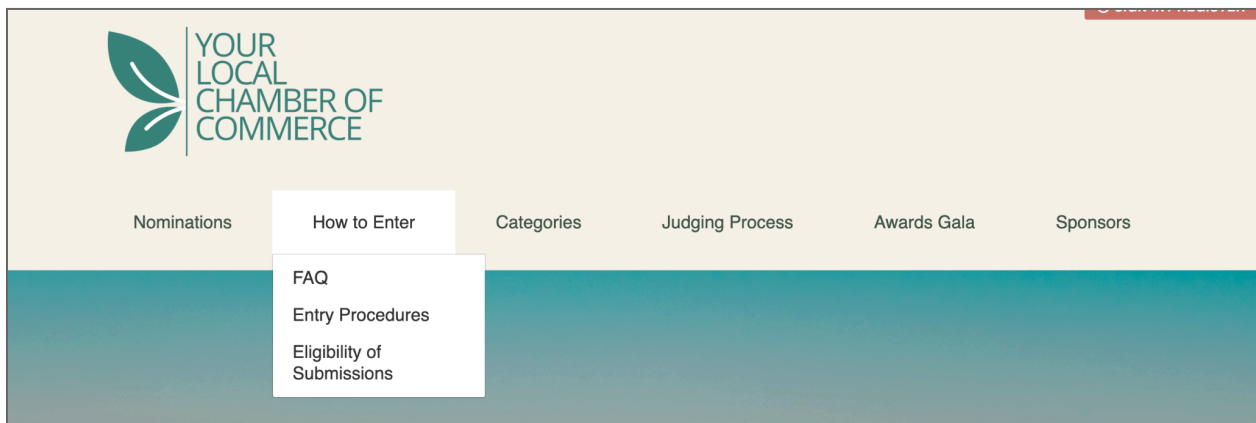
Description	<p><code>{{ORG_FULLNAME}}</code> recognizes and honours creative achievement in architectural design, outstanding construction and service to the consumer. Entries come from a wide assortment of association members who share one common denominator: excellence and innovation in addressing complex design/build issues.</p>
-------------	---

Parent
✓ -- Select parent --
Awards Gala
Categories
Eligibility of Submissions
Entry Procedures
FAQ
How to Enter
Judging Process
Nominations
Sponsors

Selecting a Parent makes this page a subpage. This means it will show up as a sub-item in the menu. For example, back in the pages view, you will see that the FAQ, Entry Procedures, and Eligibility of Submissions pages are distinguished with arrows. This means that the 'How to Enter' page is set as the Parent.

How to Enter	Top-level page	Pages	
→ FAQ	How to Enter	Pages	
→ Entry Procedures	How to Enter	Pages	
→ Eligibility of Submissions	How to Enter	Pages	

This is how this appears on the website.



YOUR LOCAL CHAMBER OF COMMERCE

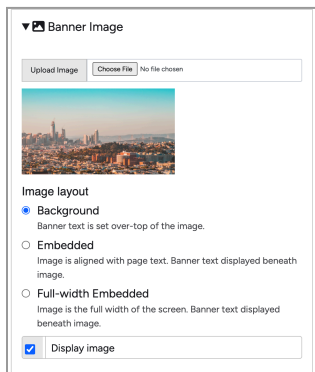
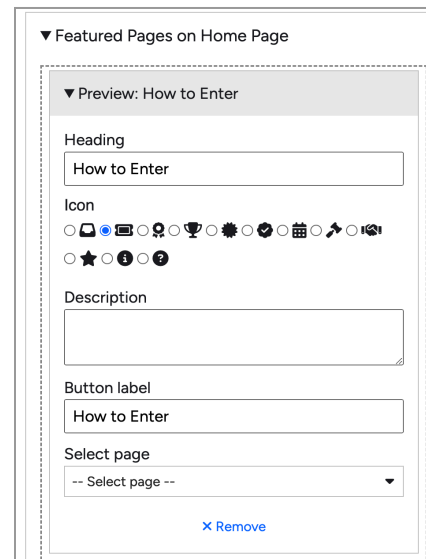
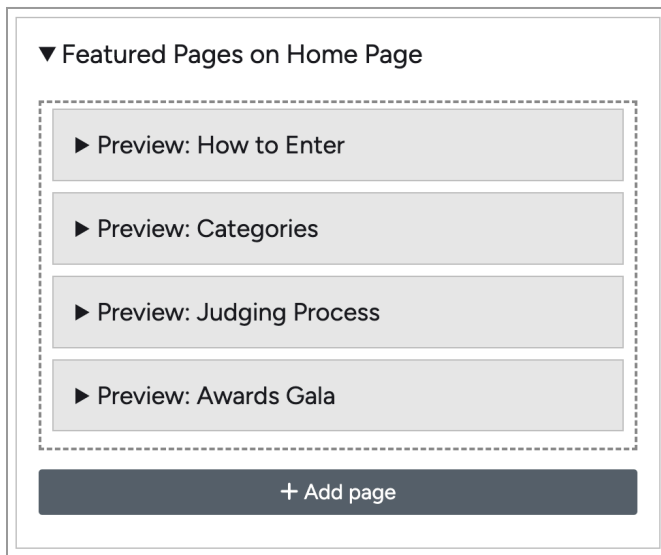
Nominations **How to Enter** Categories Judging Process Awards Gala Sponsors

FAQ
Entry Procedures
Eligibility of Submissions

Moving on to the next setting, you can choose to publish or unpublish the page. This option is great when your website is live but you don't have all of the content on that page available for the public yet.



The 'Featured Pages on Home Page' dropdown is where you can set the buttons and icons that will show up below your banner. You can customize the text on these buttons, as well as the icons and where the links are pointed. You can add or remove as many of these buttons as you would like.



The Banner Image will show either behind or above your Heading, Description, and Button.

After uploading your image, there are a few ways to display it, and you may want to adjust this depending on the image size. A larger image can be displayed in the Background, with the text showing over top. Embedded places this image above your text, great for a smaller image or a graphic with text. Full-width Embedded shows your image above the text, full width on the screen. This is great if you are using a wide and short image.

▼ Files

Upload Files No file chosen

File types: pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, webp, mp3, m4a, mov, mp4, mpeg, mpeg, webm, zip

Next there is a Files upload spot, this is useful if you have forms that you would like Entrants to fill out as part of their entry form, or other documents that might be useful. Links to download these files will appear on your homepage. You can make this link visible or invisible.

There are two ways to show photos on any webpage. The first way is to create a photo gallery. This will display a collection of photos related to the purpose of your page. After creating your Gallery, it will be available in the dropdown here.

Photo Gallery

-- Select gallery --

When selected, a gallery will display beneath the page's body content. [+ Create a new gallery](#)

The Page Settings are advanced settings offering further customization. If you are a website beginner, the default settings here will be completely suitable.

▼ ⚙ Page Settings

Template
Home (Pages)

Menu
Main

Sort
0

Redirect URL

Activate redirect

URL Pattern *
Home (e.g., /)

Season *
2024

▶ Meta Data (SEO)

To begin this section, Awardify webpages are divided into multiple templates. If you would like to start with a blank page, select a 'Regular content page'. For an in-depth walkthrough of each template, see our Website Templates video and [document](#).

The Sort textbox will set the order that your pages appear on the navigation menu, or the dropdown (if you've set a Parent).

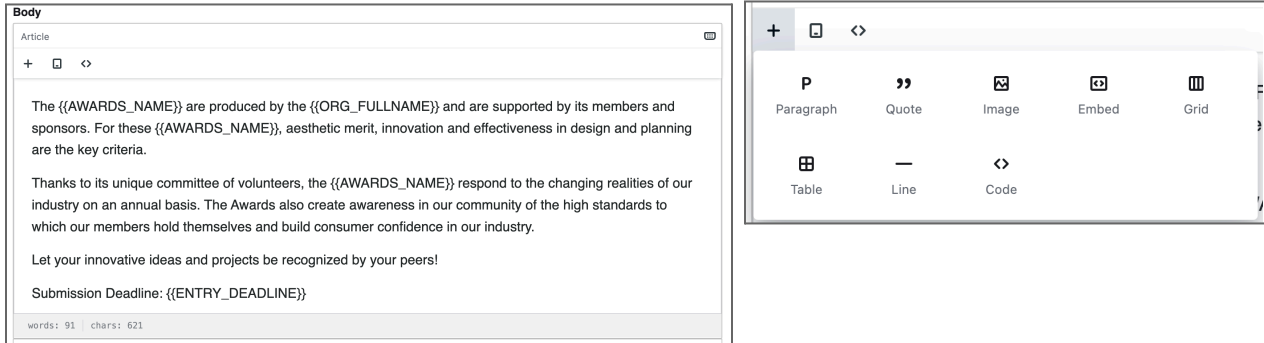
Next is a section to establish a redirect if necessary.

The URL pattern is also available for further customization of the website setup. Much like setting parent pages, setting the URL can help with the navigation of your website.

When creating a new season, all customization will carry over, so if you have created a webpage that is irrelevant to your new season, you can set it back to the previous season, and it will not show on your website.

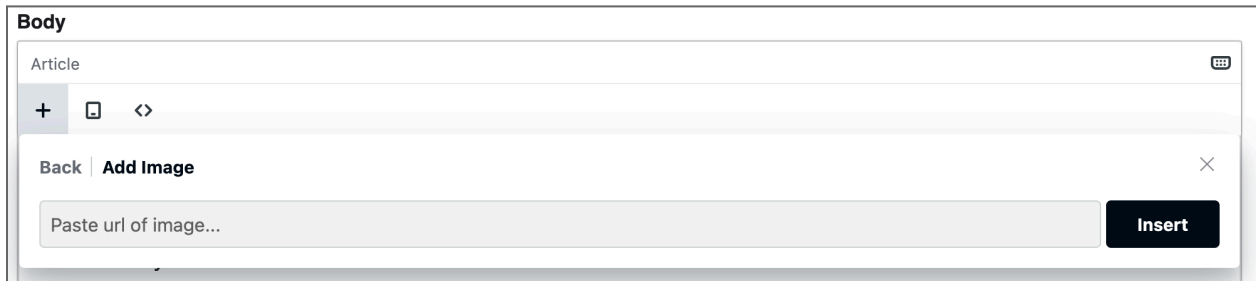
To edit your Meta Data, set keywords for your webpage and a description.

To add content to your page, use the body textbox. Hitting the + button will open a menu of items you can add to the body:

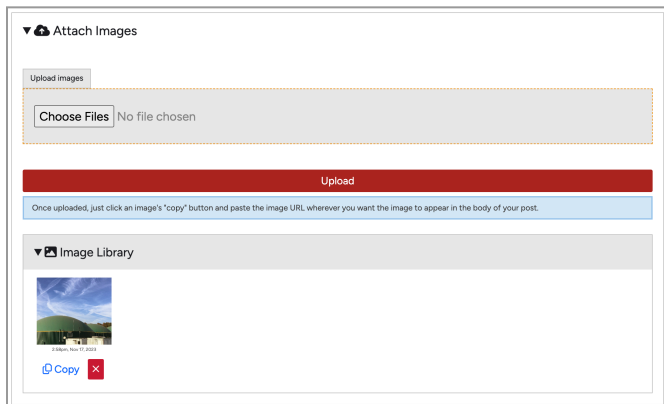


Paragraph will just add normal text content. Adding a quote will not change much on the front end, it simply allows search engines to understand your content better.

Add images into your content with the Image button, this will open a place to paste a link.



To get this link, scroll down below the body and the variables to the 'Attach images' area. After uploading your image, it will show in the image library below, with a link to copy. Use this link to paste into the spot seen earlier.



Add youtube or vimeo videos with the embed button. Grids and tables allow you to format your content into columns.

Inserting a line is a great way to visually divide your content and add a style element. Lastly, if you would like further customization than the options here, you can add your own code.


In the default content, you will notice variables that follow a specific format with double curly brackets. This allows you to use dynamic content when you change seasons, meaning you will not need to find every reference to a past







year or awards event, they will be automatically updated. The dropdown variables menu provides a list of available variables you can use on any webpage.

▼ ⚡ Variables

Save some time with dynamic variables

Use dynamic variables to stream data into your pages right from the database. E.g., If you change the entry deadline, use the "Entry deadline" variable in your page to save the work of updating every page where you wrote the date.

Just click on the  icon to copy the variable, and paste it into your page wherever you want it. The code will be updated with the real information on the public website.

<code>{{AWARDS_NAME}}</code> 	Awards name <i>E.g., "Awards of Excellence"</i>
<code>{{SEASON_YEAR}}</code> 	Season year <i>E.g., "2023"</i>
<code>{{PREVIOUS_YEAR}}</code> 	Previous year <i>Useful when you need to refer to the time limit on submitted projects. E.g., Jan 1 to Dec 31, "2022"</i>
<code>{{ORG_PHONE}}</code> 	Office phone number
<code>{{ORG_EMAIL}}</code> 	Office email address
<code>{{ORG_FULLNAME}}</code> 	Organization full name <i>E.g., "Your Local Chamber of Commerce"</i>

These are the basic settings for each of your webpages. The different templates will affect the content that is displayed on each page as well. Check out the [Webpage Templates document](#) for an overview of each one!