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BOY SCOUTS OF AMERICA  
ORANGE COUNTY COUNCIL

# Website User Manual (Updated May 3, 2013)

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## Table of Contents

Login Page. . . . .	3
Adding Pages. . . . .	4
Editing Pages. . . . .	5
Managing Text in Pages / Posts. . . . .	7
Managing Sidebar and Advertisements. . . . .	9
Managing Ads for a Single Page. . . . .	12
Adding Slides to Home Page . . . . .	13
Editing Home Page Slides. . . . .	14
Deleting Slides. . . . .	15
Adding News / Posts. . . . .	15
Editing News / Posts. . . . .	16
Deleting News / Posts. . . . .	17
Managing Calendar. . . . .	18
Add Events . . . . .	19
Edit Events . . . . .	20
Editing Boxes in Home Page. . . . .	22



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Documentation: <http://wp15.wp.riefmedia.com>

### Login Page :

<http://wp15.wp.riefmedia.com/wp-login.php>

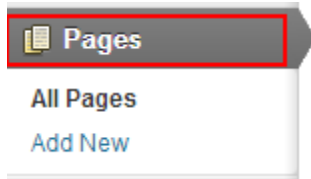
A screenshot of the WordPress login page. At the top, the WordPress logo (a circular 'W') is followed by the word "WORDPRESS" in a blue, serif font. Below this is a white login form with a light gray border. The form contains two input fields: "Username" with the text "admin" and "Password" with seven black dots. Below the password field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form, there are two links: "[Lost your password?](#)" and "[← Back to Boy Scout of America](#)".

Login with admin Username and Password.

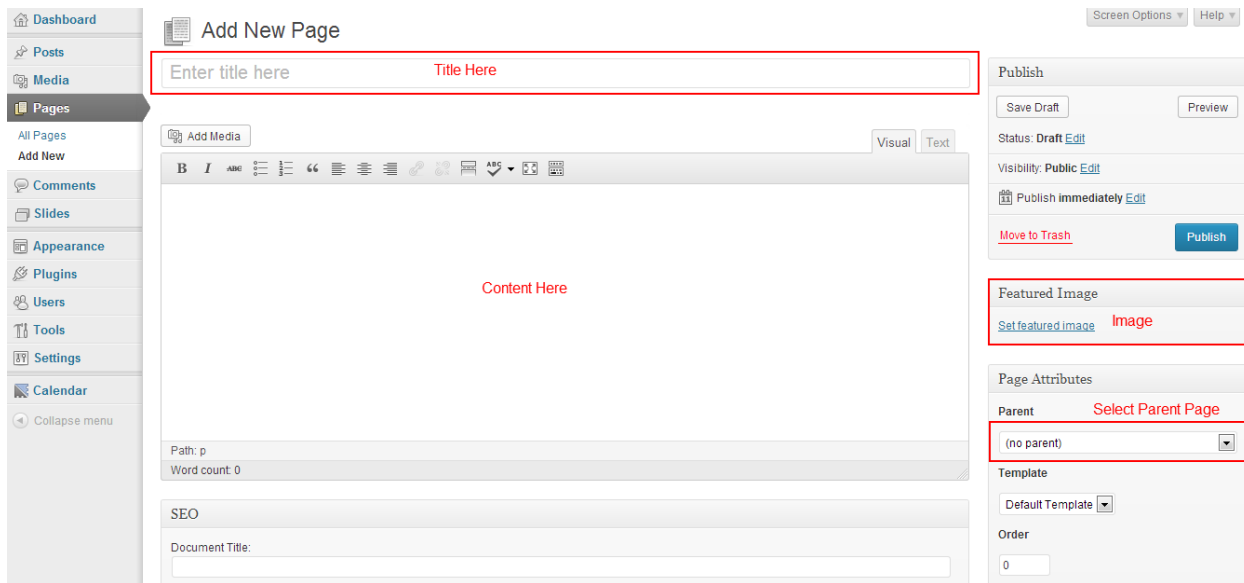


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## Adding Pages



Select **Add New** under **Pages** menu.

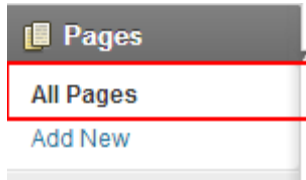


Click **Publish** button.



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## Editing Pages



Select **All Pages** under **Pages** menu.

Pages [Add New](#) Screen Options Help

All (53) | Published (53) | Trash (2) Search Pages

Bulk Actions Apply Show all dates Filter 53 items 1 of 3

<input type="checkbox"/>	Title	Author		Date
<input type="checkbox"/>	About Us <a href="#">Edit</a> <a href="#">Quick Edit</a> <a href="#">Trash</a> <a href="#">View</a>	admin	0	2013/03/25 Published
<input type="checkbox"/>	— Camps/ Facilities	admin	0	2013/04/01 Published
<input type="checkbox"/>	— List of District Websites	admin	0	2013/04/01 Published
<input type="checkbox"/>	— OC Scouting History	admin	0	2013/04/01 Published
<input type="checkbox"/>	— Our Vision & Mission	admin	0	2013/04/01 Published
<input type="checkbox"/>	— — BSA Fact Sheet	admin	0	2013/04/01 Published
<input type="checkbox"/>	— — OCBSA Board of Directors	admin	0	2013/04/01 Published
<input type="checkbox"/>	— — Scout Executive	admin	0	2013/04/01 Published
<input type="checkbox"/>	— — Staff	admin	0	2013/04/01 Published



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Edit Page [Add New](#)

Screen Options [Help](#)

## About Us

Permalink: <http://boyscout-local.com/about-us/> [Edit](#) [View Page](#)

[Add Media](#)

Visual [Text](#)

**B** *I* **ABC**

### Purpose

The purpose of the Boy Scouts of America, incorporated on February 8, 1910, and chartered by Congress in 1916, is to provide an educational program for young men and women to build character, train in the responsibilities of participating citizenship, and develop personal fitness.

### Programs

**Tiger Cubs:** A one-year program for first-grade (Age 6) boys and their adult mentors that stresses leadership, teamwork, community service and family understanding in den meetings and enjoy Day Camp.

**Cub Scouting:** A family program for boys in second through fifth grade (Ages 7-10). Cub Scouting's emphasis in quality programming at the local level. Fourth and fifth grade boys are called Webelos (We'll be loyal Scouts) and participate in more advanced activities that prepares them to become Boy Scouts. Cub Scouts enjoy overnight camp as Bears and Webelos.

**Boy Scouting:** A program for boys (Ages 11-18) designed to achieve the aims of Scouting through a vigorous outdoor program and peer group leadership with the counsel of an adult Scoutmaster. Boys set goals, experience the challenge of achieving goals and the triumph of success. (Boys also may become Boy Scouts if they have earned the Arrow of Light Award or have completed fifth grade.)

**Venturing:** Venturing is a co-educational program of the Boy Scouts of America. Venture's range from 14 to 20 years of age. The program is designed to help young men and women develop skills in areas of high adventure sports, arts, hobbies and Sea Scouting as well as learn positive leadership and ethical values from both adult and peer leaders. The result is a program of exciting and meaningful activities that helps youth pursue their special interests, grow, develop leadership skills and become good citizens.

### Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: **Mar 25, 2013 @ 5:58** [Edit](#)

[Move to Trash](#)

[Update](#)

### Featured Image

[Set featured image](#)

### Page Attributes

#### Parent

(no parent)

#### Template

Default Template

#### Order

0

Update page title, content and image and click **Update** button.





## Manage Text in Pages / Posts

### Method 1

The screenshot shows the WordPress Visual Editor for the 'About Us' page. The 'Visual' tab is active. A text block is selected, and the 'Heading 3' style is applied from the dropdown menu. The 'Programs' section is visible below, with the text 'Tiger Cubs: A one-year program for first-grade (Age 6) boys and their adult mentors that stresses leadership, teamwork, community'.

Select text in the editor and apply **Heading 3** style.

### Method 2

The screenshot shows the WordPress Text Editor for the 'About Us' page. The 'Text' tab is active. The text '<h3>Purpose</h3>' is highlighted in the code editor. The rest of the page content is visible in the background.

Add **h3** tag for the text.  
 Eg: `<h3>Test Here</h3>`  
 Also can use **h1,h2,h4,h5,h6**



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## Front End View

# About Us

## Purpose

The purpose of the Boy Scouts of America, incorporated on February 8, 1910, and chartered by Congress in 1916, is to provide an educational program for young men and women to build character, train in the responsibilities of participating citizenship, and develop personal fitness.

## Programs

**Tiger Cubs:** A one-year program for first-grade (Age 6) boys and their adult mentors that stresses leadership, teamwork, community service and family understanding in den meetings and enjoy Day Camp.

**Cub Scouting:** A family program for boys in second through fifth grade (Ages 7-10). Cub Scouting's emphasis is on quality programming at the local level. Fourth and fifth grade boys are called Webelos (We'll be loyal Scouts) and participate in more advanced activities that prepares them to become Boy Scouts. Cub Scouts enjoy overnight camp as Bears and Webelos.





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## Manage Sidebar and Advertisements



Select **Widgets** under **Appearance** menu.

Available Widgets

Drag widgets from here to a sidebar on the right to activate them. Drag widgets back here to deactivate them and delete their settings.

<b>Ad: HTML/Javascript Ad</b> Place an ad code like Google ads or other ad provider	<b>Ad: Image/Banner Ad</b> Place an image ad with a link	<b>AEC Contributors</b> A list of calendar contributors linked to their organization websites
<b>AEC Upcoming Events</b> This widget has been replaced by the [eventlist] shortcode, read the documentation for details!	<b>Archives</b> An advanced widget that gives you total control over the output of your archives.	<b>Authors</b> An advanced widget that gives you total control over the output of your author lists.
<b>Bookmarks</b> An advanced widget that gives you total control over the output of your bookmarks (links).	<b>Calendar</b> An advanced widget that gives you total control over the output of your calendar.	<b>Categories</b> An advanced widget that gives you total control over the output of your category links.
<b>Image Widget</b> Showcase a single image with a Title, URL, and a Description	<b>Meta</b> Log in/out, admin, feed and WordPress links	<b>Meteor Slides Widget</b> Add a slideshow widget to a sidebar
<b>Navigation Menu</b> An advanced widget that gives you total control over the output of your menus.	<b>Pages</b> An advanced widget that gives you total control over the output of your page links.	<b>Recent Comments</b> The most recent comments
<b>RSS</b> Entries from any RSS or Atom feed	<b>Search</b> An advanced widget that gives you total	<b>Tags</b> An advanced widget that gives you total

Primary

Secondary

Header

**Left Content**  
Loaded left side of page's main content area.

- Ad: Image/Banner Ad
- Ad: Image/Banner Ad
- Ad: Image/Banner Ad
- Ad: HTML/Javascript Ad
- Ad: Image/Banner Ad

After Content



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Upload an image and enter Advertisement URL.

Click **Save** button.

**Ad: Image/Banner Ad**

[Click here to upload a new image.](#) You can also paste in an image URL below.

Image URL

Ad Click Destination:  
**Advertisement URL**

Auto Resize to Max Width?

When you're ready for a more powerful adserver, [visit Broadstreet.](#)

Show/Hide Widget  
Hide on checked

Show only for Logged-out users  
 Show only for Logged-in users

Miscellaneous +/-

Front Page  
 Blog Page

Delete | Close **Save**

**Left Content**

Loaded left side of page's main content area.

**Weptile Image Slider Widget**

Title

Options **Slide setting**

**Visual**

Width: 160 px  
Height: 1000 px  
Responsive:   
Slider Theme: Default  
Directional Navigation:   
Button Navigation:   
Pause on mouse hover:   
Start random:   
Previous Text: Previous  
Next Text: Next

**Transitions**

Effects: Fade  
Speed: 2000 ms  
Duration: 5000 ms  
Slices:   
Box Columns:   
Box Rows:

**Images Ad details**

1.  Link: http://  
Link's Target: In a new win  
Link's Rel:   
Caption:   
Alt:

2.

You can upload new images or pick one of your images from your gallery and drag them to reorder.

**Upload image from here**

Upload or Pick Image

This widget is brought to you by [Weptile](#).

Show/Hide Widget  
Hide on checked

Show only for Logged-out users  
 Show only for Logged-in users

Miscellaneous +/-

Front Page  
 Blog Page

Delete | Close **Save**



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Ad: Image/Banner Ad

Your ad is ready.

Scaled Visual:



<http://wp15.wp.riefmedia.com/wp-conte>

Ad Click Destination:  
<http://www.ssriv.org/home.aspx>

Auto Resize to Max Width?

When you're ready for a more powerful adserver, [visit Broadstreet.](#)

Show/Hide Widget  
Hide on checked

Show only for Logged-out users

Show only for Logged-in users

Miscellaneous +/-

Front Page

Blog Page

Delete | Close Save



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## Manage Ads for a Single Page

http://wp15.wp.riefmedia.com/wp-conter

Ad Click Destination:  
http://www.ssriv.org/home.aspx

Auto Resize to Max Width?

When you're ready for a more powerful adserver, [visit Broadstreet.](#)

Show/Hide Widget  
Show on checked

About Us  
 Adult Membership  
 Being A Cub Scout  
 Benefits  
 Bequest Gifts

Delete | Close

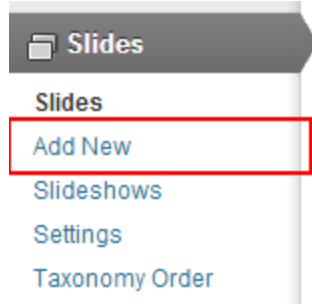
First select **Show on Checked** from the top box and check the pages where the ads should show.

Click **Save** button.



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## Adding Slides to Home Page





Select **Add New** under **Slides** menu.

Slides [Add New](#) Screen Options Help

All (2) | Published (2)  Search Slides

Bulk Actions  Show all dates  2 items

Slide Image	Slide Title	Slide Link	Date
<input type="checkbox"/> 	<a href="#">Slide 2</a> <input type="button" value="Edit"/> <input type="button" value="Quick Edit"/> <input type="button" value="Trash"/>	#	2013/03/25 Published
<input type="checkbox"/> 	<a href="#">Slider 1</a>	#	2013/03/25 Published
Slide Image	Slide Title	Slide Link	Date

Bulk Actions  2 items

*Annotations: Red arrows point from text labels to the 'Add New' button, the 'Edit' button in the first row, and the 'Trash' button in the first row.*



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## Add New Slide

Heading ( Optional )

Excerpt

Content ( Optional )

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Slide Image (980x412)

[Set featured image](#) Add Image

Slide Link

Link ( Optional )

Add the URL this slide should link to.

Screen Options Help

Publish

Save Draft

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

[Move to Trash](#) [Publish](#)

Slideshows

All Slideshows Most Used

[+ Add New Slideshow](#)


Title, Content and links are optional.  
Image size: 941 X 377 pixels.

## Editing Slides

Upload an image: Click on **Set Featured Image**, new page will open, drag and drop image and wait for uploading. After uploading **Set Featured Image** button will be active (right bottom), click on it and close it on top right. Click **Publish** button.

Slide 2

Slide Image (941x377)

 [Set featured image](#)

[Remove featured image](#)

Slide Link

#

Add the URL this slide should link to.

SEO

Publish

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

[Published on: Mar 25, 2013 @ 8:18](#) [Edit](#)

[Move to Trash](#) [Update](#)

Slideshows

All Slideshows Most Used

[+ Add New Slideshow](#)

Layout

Layout is a theme-specific structure for the single view of the post.

Title, Content and links are optional.  
Image size: 941 X 377 pixels.  
Click **Update** button.



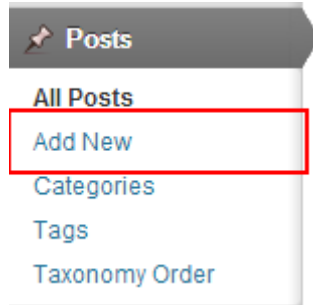


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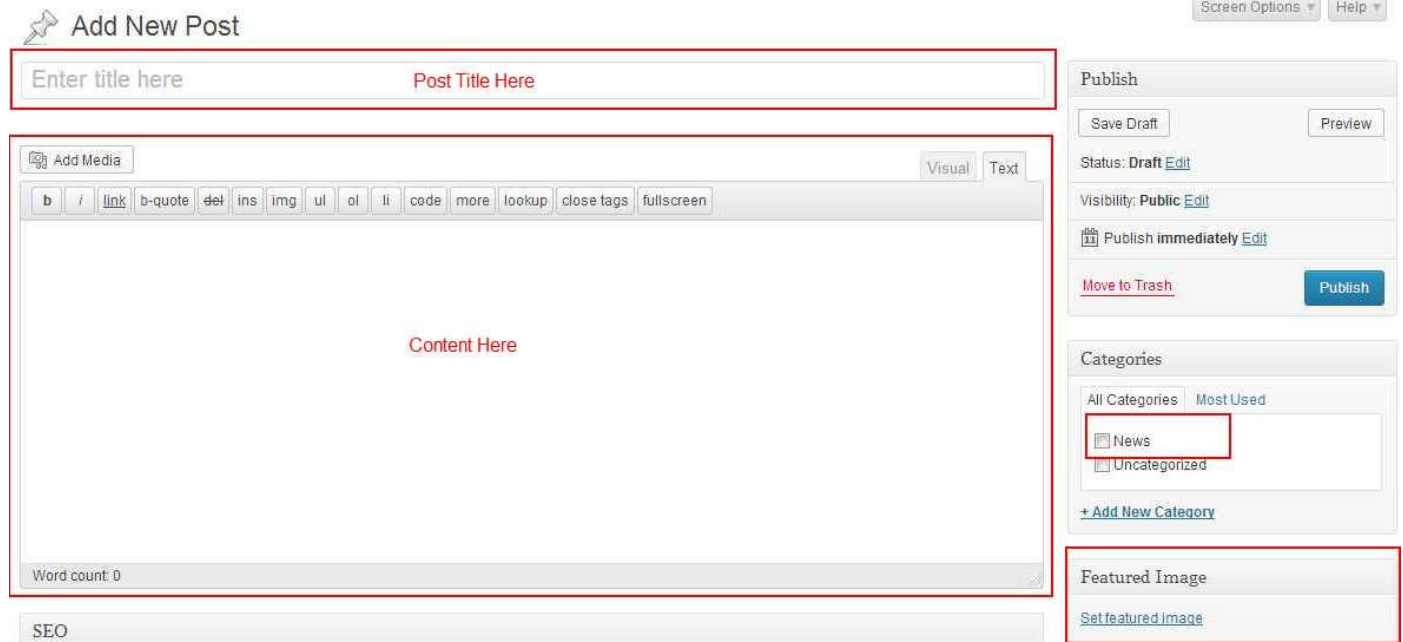
## Delete Slides

Click on **Trash** link in listing page.

## Adding News / Posts



Select **Add New** under **posts** menu.



Select **News** category from **Categories** box for example. Otherwise keep it blank.  
Enter content and click **Publish** button.



## Editing News / Posts

The image shows a sidebar menu titled "Posts" with a sub-menu containing the following items: "All Posts" (highlighted with a red box), "Add New", "Categories", "Tags", and "Taxonomy Order".

Select **All Posts** under **posts** menu.

The image shows a table of posts. The first row is highlighted. Red arrows point from the "Edit Post" and "Delete Post" labels to the "Edit" and "Trash" links in the first row. The table has columns for Title, Author, Categories, Tags, and Date. The first row contains "News Title", "admin", "News", and "2 mins ago Published".

Click on **Edit** link under each posts title for editing.

The image shows the "Edit Post" interface. The "News Title" field is highlighted with a red box. Below it is a rich text editor with a toolbar and a text area containing Lorem Ipsum text. To the right is a sidebar with "Publish" status, "Visibility: Public", "Published on: Apr 5, 2013 @ 5:48", "Categories" (with "News" selected), and "Featured Image" section. The "Update" button is highlighted with a blue box.

Update post title, content and image and click **Update** button.



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- Page 16 -

## Deleting News / Posts

All (1) | Published (1)

Bulk Actions  Show all dates

<input type="checkbox"/>	Title	Author	Categories	Tags	<input type="button" value="Comment"/>	Date
<input type="checkbox"/>	News Title <input type="button" value="Edit"/> <input type="button" value="Quick Edit"/> <input type="button" value="Trash"/> <input type="button" value="View"/>	admin	News	—	<input type="button" value="0"/>	2 mins ago Published
<input type="checkbox"/>	Title	Author	Categories	Tags	<input type="button" value="Comment"/>	Date

Bulk Actions  1 item

Click on **Trash** link to delete post.

- Page 17 -



## Managing Calendar

### Manage Calendar Categories



Select **Event Categories** under **Events** menu.

**Add New Category**

**Category Name**

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

Description

The description is not prominent by default; however, some themes may show it.

**Color**

Category Color

Events in this category will be identified by this color.

Assign an optional image to the category. Recommended size: square, minimum 400x400 pixels.

Name	Description	Slug	Events
<input type="checkbox"/> Council Events		council-events	1
<input type="checkbox"/> Day Camps		day-camps	0
<input type="checkbox"/> Newport Sea Base		sea-base	1
<input type="checkbox"/> Oso Lake		oso-lake	0
<input type="checkbox"/> Outdoor Education Center		outdoor-education-center	0
<input type="checkbox"/> Schoepe Scout Reservation		schoepe-scout-reservation	0
<input type="checkbox"/> Training		training	0
<input type="checkbox"/> Weekend Camps		weekend-camps	1

Enter **Category** name and its color.  
Click **Add New Category** button.

To edit a category, place mouse over a category from the list, click **Edit** link. Enter all data and click **Update** button.



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## Add Events

The 'Events' menu is shown with the following items: All Events, Add New (highlighted with a red box), Event Categories, Event Tags, Calendar Feeds, Calendar Themes, Theme Options, and Settings.

Select **Calendar** under **Calendar** menu.

The screenshot shows the 'Add New Event' form in a WordPress admin interface. The form is divided into several sections:

- Event Title:** A text input field with the placeholder 'Enter title here' and a red box around it.
- Event Details:** A section containing:
  - EVENT DATE AND TIME:** Includes checkboxes for 'All-day event?' and 'No end time?'. It has date and time pickers for 'Start date / time' (29/4/2013, 7:30am) and 'End date / time' (29/4/2013, 8:30am). It also includes options for 'Repeat...', 'Exclude...', and 'Exclude dates:'.
  - EVENT LOCATION DETAILS:** A section for location information.
  - EVENT COST AND TICKETS:** A section for pricing and ticketing.
  - ORGANIZER CONTACT INFO:** A section for contact details.
- Event Categories:** A list of categories with checkboxes, including 'Council Events', 'Day Camps', 'Newport Sea Base', 'Oso Lake', 'Outdoor Education Center', 'Schoepe Scout Reservation', 'Training', and 'Weekend Camps'. A red box highlights this section.
- Event Tags:** A text input field with an 'Add' button and a 'Choose from the most used tags' link. A red box highlights this section.
- Event Description:** A rich text editor with a toolbar and a 'Word count: 0' indicator. A red box highlights this section.
- Buttons:** 'Save Draft', 'Preview', 'Publish', and 'Move to Trash' buttons are visible.
- Other Options:** 'Layout', 'Stylesheet', 'Template', and 'Featured Image' buttons are at the bottom right.

Add all Event details.  
Click **Publish** button when complete.





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## Edit Events

- Events
- All Events**
- Add New
- Event Categories
- Event Tags
- Calendar Feeds
- Calendar Themes
- Theme Options
- Settings

Select **All Events** under **Events** menu.

The screenshot shows the 'Events' management interface. At the top, there is a navigation bar with 'Events' and 'Add New'. Below this, there are filters for 'All (3)', 'Published (3)', and 'Trash (3)'. A search bar is also present. The main content area displays a table of events with columns for 'Title', 'Post Date', 'Author', and 'Event date/time'. The first event is 'Camporee', which has an 'Edit' button highlighted with a red box and a red arrow pointing to the 'Edit' label above the table. Another red arrow points from the 'Edit' button to the 'Delete' label above the table. The table also shows 'Canoeing' and 'Men of Character Dinner' events. At the bottom, there are 'Bulk Actions' and 'Apply' buttons.

Title	Post Date	Author	Event date/time
Camporee	2013/04/17 Published	admin	April 20, 2013 @ 12:00 pm – April 22, 2013 @ 6:00 pm
Canoeing	2013/04/17 Published	admin	April 20, 2013 @ 9:00 am – 4:00 pm
Men of Character Dinner	2013/04/17 Published	admin	April 17, 2013 @ 7:00 pm – 9:00 pm





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ericca + New View Event Howdy, admin Screen Options

### Edit Event [Add New](#)

Permalink: [http://wp15.wp.rifmedia.com/al1ec\\_event/camporee/?instance\\_id=](http://wp15.wp.rifmedia.com/al1ec_event/camporee/?instance_id=) [Edit](#) [View Event](#)

#### Camporee

**Event Details**

**EVENT DATE AND TIME**

All-day event?   
No end time?   
Start date / time: 20/4/2013 12:00pm (Time zone: America/New\_York)  
End date / time: 22/4/2013 6:00pm  
 Repeat...  
 Exclude... (Choose a rule for exclusion)  
Exclude dates: (Choose specific dates to exclude)

**EVENT LOCATION DETAILS**

**EVENT COST AND TICKETS**

**ORGANIZER CONTACT INFO**

**Publish**

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: **Apr 17, 2013 @ 19:56** [Edit](#)

[Move to Trash](#) [Update](#)

**Event Categories**

Event Categories Most Used

- Weekend Camps
- Council Events
- Day Camps
- Newport Sea Base
- Oso Lake
- Outdoor Education Center
- Schoepe Scout Reservation
- Training

[+ Add New Category](#)

**Event Tags**

[Add](#)

*Separate tags with commas*

Portala

[Choose from the most used tags](#)

**Layout**

**Stylesheet**

[Add Media](#) [Visual](#) [Text](#)

**b** **/** [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#) [lookup](#) [close tags](#) [fullscreen](#)

Word count: 0 Last edited by admin on April 17, 2013 at 7:56 pm

Click **Update** Button.



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## Editing Boxes in Home Page

**Appearance**

- Themes
- Widgets**
- Menus
- Theme Settings
- Editor

Select **Widgets** under **Appearance** menu.

**Widgets**

These are the four boxes in home page.

Available Widgets

Drag widgets from here to a sidebar on the right to activate them. Drag widgets back here to deactivate them and delete their settings.

<b>Ad: HTML/Javascript Ad</b> Place an ad code like Google ads or other ad provider	<b>Ad: Image/Banner Ad</b> Place an image ad with a link	<b>AEC Contributors</b> A list of calendar contributors linked to their organization websites
<b>AEC Upcoming Events</b> This widget has been replaced by the [eventlist] shortcode, read the documentation for details!	<b>Archives</b> An advanced widget that gives you total control over the output of your archives.	<b>Authors</b> An advanced widget that gives you total control over the output of your author lists.
<b>Bookmarks</b> An advanced widget that gives you total control over the output of your bookmarks (links).	<b>Calendar</b> An advanced widget that gives you total control over the output of your calendar.	<b>Categories</b> An advanced widget that gives you total control over the output of your category links.

Primary

The main (primary) widget area, most often used as a sidebar.

- Image Widget: ANNOUNCEMENTS & EV
- Image Widget: ADDITIONAL SITES
- Image Widget: NEWS & MEDIA
- Image Widget: JOIN SCOUTS NOW

Secondary

Primary **Click here for open**

The main (primary) widget area, most often used as a sidebar.

Image Widget: ANNOUNCEMENTS &

Select an Image

Title: ANNOUNCEMENTS & EVENTS

Alternate Text:

Caption:

Link: # **Link**

Stay in Window

Size: Full Size

Align: none

Show/Hide Widget: Hide on checked

Click **Select an image** button and drag and drop an image to the popup window and click **Insert Into Widget** button.

Click on **Save** button in image widget sidebar.

