

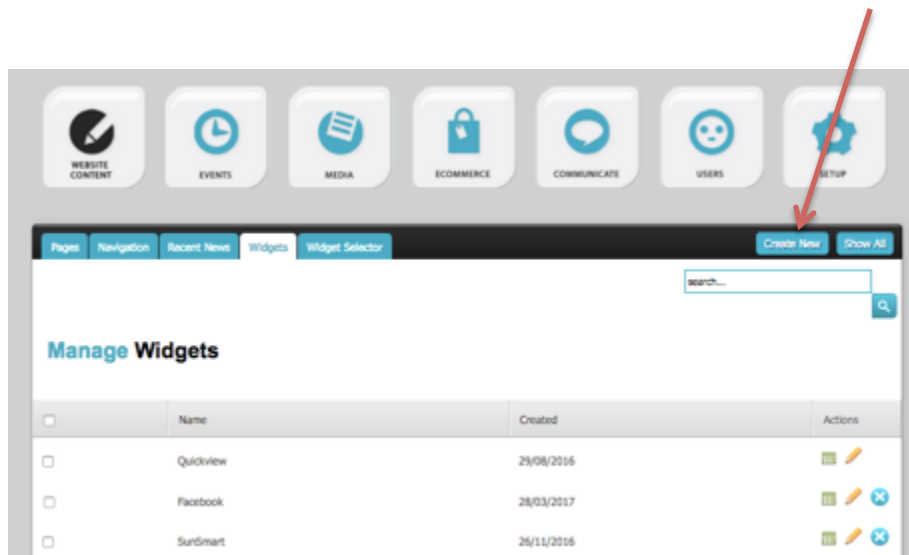
# Working with Widgets

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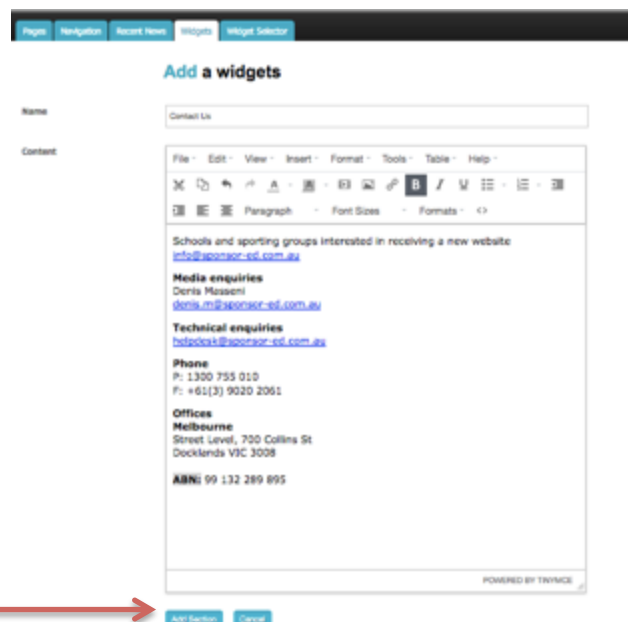
The mobile friendly template allows you to create widgets for your website. Widgets should be used to convey short snippets of important information. This could be links to outside websites, a brief run-down of your upcoming events or it can be used to house external widgets such as the Google Translator or the SunSmart widget.

Once you create a widget, they can be housed on your homepage either on the right hand side or down the bottom (Depending on the theme chosen). These widgets can also be added to any page on your website, on the right hand side.

Create your widget. WEBSITE CONTENT – Widgets. Click on Create New

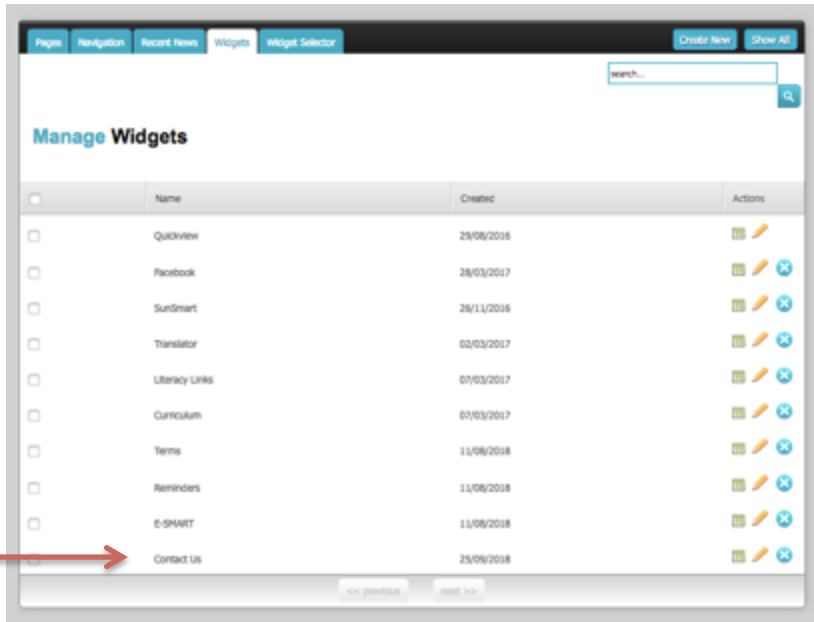


Give your widget a name and add content, then click on ADD SECTION.

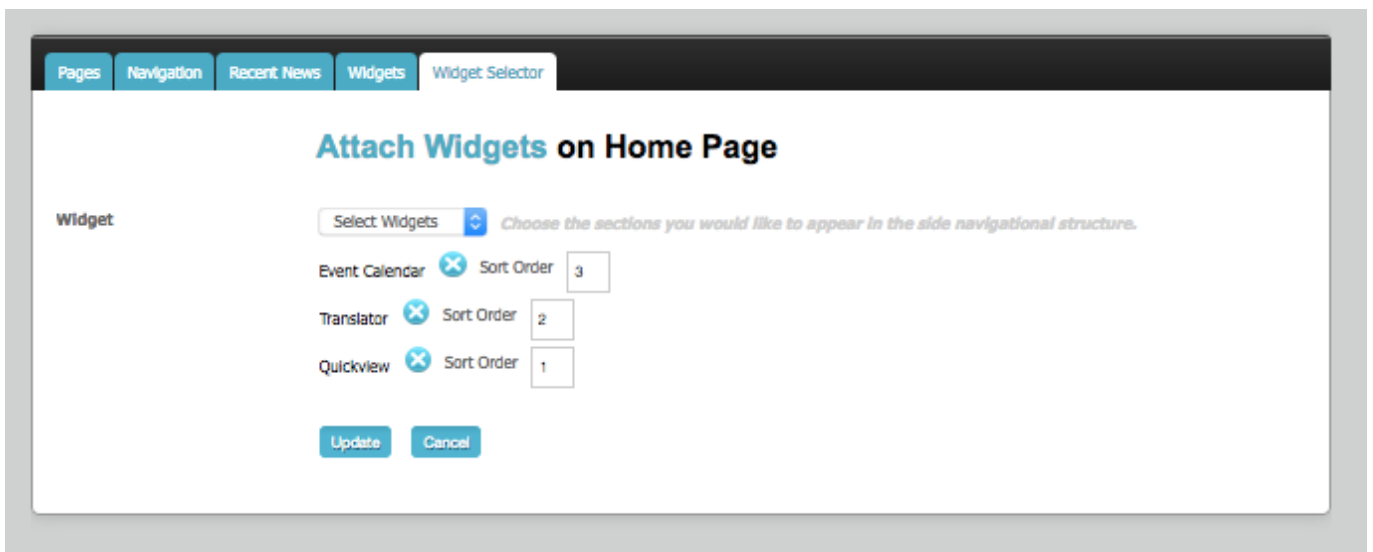


# Working with Widgets

Your newly created widget is now appearing in “Manage Widgets”. It is now time to place the widget on your homepage or other pages in your site.

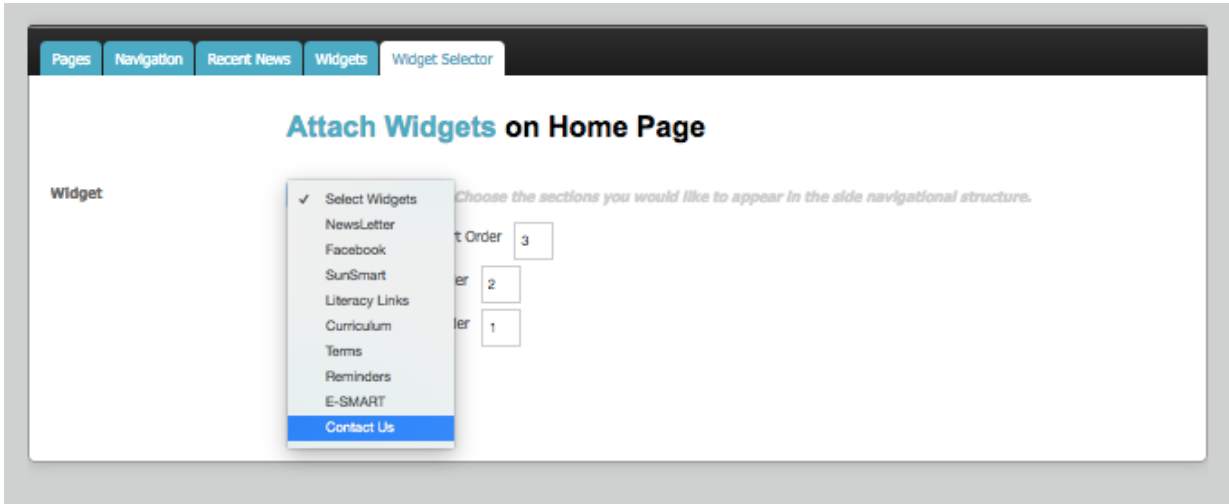


**To add to your Homepage**  
WEBSITE CONTENT – Widget Selector

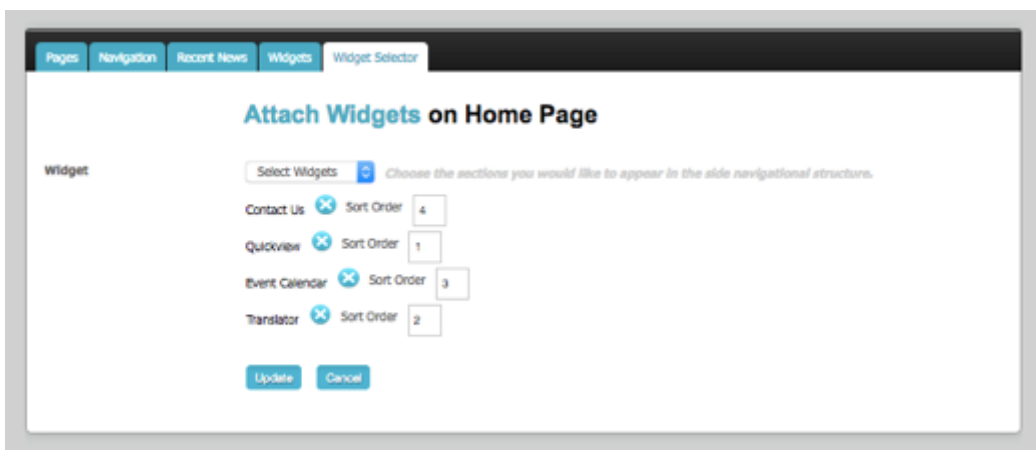


# Working with Widgets

Click on the drop down menu to reveal your sections.  
Select your section from the menu.



Give your section a number – 1 being the first widget from the left and 4 being the very right widget. You can change the numbers to reflect the priority you wish to give to each section. You can have more than one row of widgets. Once you are happy with the order click UPDATE.



# Working with Widgets

Visit your site to see your new widget.

The screenshot displays a website footer with four distinct widget sections:

- EVENT QUICK VIEW:** Lists two events, both titled "Year 3/4 Robotics Incursion" and "Our Science and Technology cur", each dated "Tue 9th October".
- TRANSLATOR:** Features a "Select Language" dropdown menu and is noted as "Powered by Google Translate".
- EVENT CALENDER:** Shows a calendar for "SEPTEMBER 2018" with days of the week (S, M, T, W, T, F, S) and dates from 1 to 30.
- CONTACT US:** Provides contact information for schools and sporting groups, including email addresses for media and technical enquiries, phone numbers, and the physical address in Melbourne. A red arrow points to this section.

## Widgets on Pages

If you would like this widget to appear in different PAGES on your website, go to WEBSITE CONTENT and Pages tab. Find the page you want the section to appear and click on the pencil or EDIT.

Underneath your content box you will see a series of drop down menus, one of which is called WIDGET.

# Working with Widgets

Content

File · Edit · View · Insert · Format · Tools · Table · Help ·

✂ ↻ ↶ ↷ A B / U

Paragraph · Font Sizes · Formats · <>

This guide will help you to create a page and insert it into the Navigation of your site.  
[This is a test PDF.](#)

POWERED BY TINYMCE

Show in navigation?

Publish Page?  *Tick this box to publish this page, that is to be viewed publicly or privately, leave unticked if draft.*

Insert Photo Gallery  *Insert a photo gallery with the page if applicable. Galleries created in Media*

**Widget**  *Choose the sections you would like to appear in the side navigational structure.*

Access Type  *Choose public or private and select the group that can view if private.*

Administrative Access *Choose the Role that can edit this page besides your own.*

Group

Email

App

Facebook

Twitter

Show in navigation?

Publish Page?  *Tick this box to publish this*

Insert Photo Gallery  *Insert a pi*

Widget  *Choose E*

Access Type  *Choo*

Administrative Access *can edit:*

Group

Email

App

Facebook


Twitter


- Select Widgets
- Quickview
- NewsLetter
- Event Calendar
- Facebook
- SunSmart
- Translator
- Literacy Links
- Curriculum
- Terms
- Reminders
- E-SMART
- Contact Us

Select widget from drop down menu.

# Working with Widgets

Widget

Select Widgets  Choose the sex

Contact Us  Sort Order

You can choose more than one widget per page – just number them 1 (being top, 2, 3, 4 etc land underneath).

Visit your site to see your widget on the page.

## CREATING A PAGE

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This guide will help you to create a page and insert it into the Navigation of your site.

[This is a test PDF.](#)

## CONTACT US

Schools and sporting groups interested in receiving a new website

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