



SoCast Manual for Radio

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1 Getting Started

These instructions are used by a company administrator to setup the company in SoCast and create new accounts and users.

1. Go to <http://admin.socastsrcm.com>
2. Login using your administrator credentials (*provided by your Account manager*)
3. Accept the terms of use by clicking the checkbox.
4. Steps to set up your company's settings:

Go to [**Settings > Company Settings**] and fill out all the required fields

The screenshot displays the 'Company Settings' page in the SoCast SRM application. The 'Website' tab is active, showing two text areas for legal copy: 'Website Terms of Service Copy' and 'Website Privacy Statement Copy'. Each has a 'Download Template' link. A sidebar on the right, titled 'Settings', shows four checked items: Vitals, Website, Email, and Promotions. Below these is a '100%' progress indicator and a 'Save' button. A notification at the top states 'Fields with * are required.'

A. Vitals:

- i. **Name** — Your company name

B. Website:

- i. **Website Terms of Service Copy** — To set up your company's "Terms of Service" legal copy, Click the "Download Template" link to add MS Word documents. These documents should be reviewed by your legal counsel and modified before use.

- ii. **Website Privacy Statement Copy** — To set up your company's "Website Privacy Statement" legal copy, Click the "Download Template" link to add MS Word documents. These documents should be reviewed by your legal counsel and modified before use.

C. Email:

- i. **Email Service Provider** — For setting up email, ask your SoCast Account Manager to setup an iContact account and provide you with the information required
- ii. **API AppID** — Provided by Account Manager
- iii. **API Username** — Provided by Account Manager
- iv. **API Password** — Provided by Account Manager
- v. **Account Id** — Provided by Account Manager

D. Promotions:

- i. **Contest Terms of Service Policy** — To set up your company's default "Contest Terms of Service" click on the "Download Template" link to download MS Word documents. These documents should be reviewed by your legal counsel and modified before use.
- ii. **Contest Privacy Statement Copy** — To set up your company's default "Contest Privacy Statement" click on the "Download Template" link to download MS Word documents. These documents should be reviewed by your legal counsel and modified before use.
- iii. **Contest Rules Copy** — To set up your company's default "Contest Rules" click on the "Download Template" link to download MS Word documents. These documents should be reviewed by your legal counsel and modified before use.

- E. Click **[save]** to keep the changes

1.1 To set up your brand or station

1. Go to [Settings > Account Settings] and fill out all the required fields

A. Vitals:

- i. **Account Name** — Brand or station name
- ii. **Account Logo** — Choose file to upload *“High resolution PNG with transparent background”*
- iii. **Time Zone** — Time Zone for that account office
- iv. **Domains** — Enter the URL for that account. You can enter multiple URL’s. All URL’s will re direct to the primary domain

B. Website-Settings:

- i. **Website Name** — Name you assigned to this website
- ii. **Facebook App ID** — App ID for Facebook login on the website. For instructions on how to get one, see here:
<http://help.yahoo.com/l/us/yahoo/smallbusiness/store/edit/social/social-06.html>
- iii. **Facebook App Secret** — App secret ID login for your website
- iv. **Description** — Brief description of your brand
- v. **Keywords** — Words for search engine optimization
- vi. **Analytics code** — Add analytics code from third party for tracking purposes e.g. Google analytics
- vii. **Validation Email** — Email sent to new users to verify their email address
- viii. **Welcome Email** — Email sent to new users upon successfully validating their account
- ix. **Subscription Confirmation Email** — Email sent to users upon subscribing to a new email subscription group

C. Legal:

- i. **Website Terms of Service Copy** — To set up your company’s “Website Terms of Service” enter it here. This should be reviewed by your legal counsel before use.
- ii. **Website Privacy Statement** — To set up your company’s “Website Privacy Statement” enter it here. This should be reviewed by your legal counsel before use.

D. Theme:

- i. **Theme** — This is where you choose your site content theme.
- ii. **Site Content Type** — This is where you choose your site content type. Choose one of the following:
 - a. **Music**
 - b. **Newstalk**
 - c. **TV**
- iii. **City** — Add the city for that account/office
- iv. **Site Background Image** — Add an image to be used for the background on your site
- v. **Site Background Image Repeatable** — Here you will choose whether to have your site background image repeatable. You may choose from one of the following:
 - a. No Repeat
 - b. Repeat Horizontally
 - c. Repeat Vertically
 - d. Repeat Both Vertically And Horizontally
- vi. **Site Background Image Alignment** — Here you will choose your site background image alignment. You may choose from one of the following:
 - a. Left
 - b. Center
 - c. Right
- vii. **Site Background Color** — Click to choose the background color for your site
- viii. **Mobile Home Screen Logo** — Upload a square image of 114px by 114px that you wish to use as your mobile home screen logo.
- ix. **Site Header Logo** — Upload an image of 302px by 122px that you wish to use as your site header logo.
- x. **Site Header Background Image** — Upload an image of 960px by 150px that you wish to use as your site header background image.
- xi. **Mobile Site Header Background Image** — Upload an image of 1024px by 150px that you wish to use as your mobile site header background image.

- xii. Header Image Repeatable** — Here you will choose whether to have your site Header image repeatable. You may choose from one of the following:
 - a.** No Repeat
 - b.** Repeat Horizontally
 - c.** Repeat Vertically
 - d.** Repeat Both Vertically And Horizontally
- xiii. Header Image Alignment** — Here you will choose your site header image alignment. You may choose from one of the following:
 - a.** Left
 - b.** Center
 - c.** Right
- xiv. Site Header Background Color** — Click to choose your site header background color.
- xv. Navigation Style** — Here you will choose your sites navigation style. Choose one of the following:
 - a.** Light Style
 - b.** Dark Style
- xvi. Facebook Link** — This is where you will add the link of your company's Facebook page. (Ex: <http://www.facebook.com/socastsrn>)
- xvii. Twitter Link** — This is where you will add the link of your company's Twitter account. (Ex: <https://twitter.com/SoCastSRM>)
- xviii. Soundcloud Link** — This is where you will add the link of your company's Soundcloud account. (Ex: <https://soundcloud.com/SoCastSRM>)
- xix. Youtube Link** — This is where you will add the link of your company's Youtube account. (Ex: <https://www.youtube.com/user/SoCastSRM>)
- xx. RSS Link** — This is where you will add your company's RSS feed link. (Ex: www.socastsrn.com/category/news-events/)
- xxi. Primary Color** — Click to choose your site's primary color
- xxii. Listen Live Button Color** — Click to choose your sites "listen live" button color
- xxiii. On Air Now Text Color** — Click to choose your sites "on air now" text color

- xxiv. Leaderboard Ad** — This is where you will put your sites leaderboard ad code. Ad codes must be of the form: *adRender(alias,"call_letters","300x250"," (Optional) postfix e.g. PLAY"*
- xxv. Big Box Ad** — This is where you will put your sites big box ad code. Ad codes must be of the form: *adRender(alias,"call_letters","300x250"," (Optional) postfix e.g. PLAY"*
- xxvi. Mobile Ad** — This is where you will put your sites mobile ad code. Ad codes must be of the form: *adRender(alias,"call_letters","300x250"," (Optional) postfix e.g. PLAY"*
- xxvii. Interstitial Big Box Ad** — This is where you will put your sites interstitial big box ad code. Ad codes must be of the form:
adRender(alias,"call_letters","300x250"," (Optional) postfix e.g. PLAY"
- xxviii. Light Box Sponsor Ad** — This is where you will put your sites photo,video or audio sponsor ad code. Ad codes must be of the form:
adRender(alias,"call_letters","300x250"," (Optional) postfix e.g. PLAY"
- xxix. Program Schedule Logo #1** — These program schedule logos override the logos added in the “Program Schedule” tool found in the “Website” tab. The logos will rotate on site refresh
- xxx. Program Schedule Logo #2** — These program schedule logos override the logos added in the “Program Schedule” tool found in the “Website” tab. The logos will rotate on site refresh
- xxxi. Program Schedule Logo #3** — These program schedule logos override the logos added in the “Program Schedule” tool found in the “Website” tab. The logos will rotate on site refresh

E. Email

- i. iContact Client Folder ID** — This will be given to you by your SoCast Account Manager.
- ii. Notifications Email Address** — Recipient address for emails reporting notifications

- F. Promotions** — Setup legal copy to be displayed within contests
 - i. Contest Terms Of Service** — To set up your company's default "Contest Terms of Service" add them here. These documents should be reviewed by your legal counsel before use.
 - ii. Contest Privacy Statement** — To set up your company's default "Contest Privacy Statement" add them here. These documents should be reviewed by your legal counsel before use.
 - iii. Contest Rules** — To set up your company's default "Contest Rules" add them here. These documents should be reviewed by your legal counsel before use.
- G. Player** — Setup radio streaming for the account's website and players with these settings. **Note: Only radio station accounts need to fill this in.*
 - i. Call Letters** — Add your station's call letters
 - ii. Account Website URL** — Add your station's site URL.
 - iii. Stream Mount Point** — Please obtain this from your stream provider
 - iv. Stream Playlist URL** — Please obtain this from your stream provider
 - v. Akamai/Flash Stream ID** — Add your Akamai/flash stream id number. Please obtain this from your stream provider
 - vi. Ad Image Type** — Choose from the following:
 - a.** Ad code **If ad code is chosen, please put it in the ad code box below.*
 - b.** Image
 - vii. Player Video Pre-roll Ad** — This is where you add code for video pre-rolls
 - viii. Video Ad Clickthrough URL** — If a click through link is not specified in your video ad code, place one here
 - ix. Player Wrapper Ad** — This is where you add code for the ad that exists around/behind the player
 - a. Music Theme Specs** — Ad codes must be of the form:
`adRender(alias,"call_letters","320x400")`
 - b. News Theme Specs** — Ad codes must be of the form:
`adRender(alias,"call_letters","320x400")`
 - x. Player Wrapper Ad Link** — Ad codes must be of the form:
`adRender(alias,"call_letters","300x50","PLAY")`

- xi. **Last Played Big Box Ad** — Ad codes must be of the form:

`adRender(alias,"call_letters","300x250","PLAY")`

H. Facebook Page Tab Player

- i. **Page Tab Name** — The name you wish to call the tab on your Facebook page
- ii. **Page Tab Image** — Upload an image you wish to associate with your Facebook page tab player
- iii. Click **[Install Page Tab]** Please save all changes before installing page tab.

2. Go to **[Admin > Accounts]**, click **[Add Account]** and fill out all required fields

Note: If you fill in account details under **[Admin > Accounts] it will automatically fill in account details under **[account settings]**.*

3. Set up all the new users and login credentials for your company

- A. Go to **[Admin > Users]**
- B. Start by setting up your permission groups so you can assign permissions to groups of users rather than configure users individually. Permissions will control what features your users have access to.
 - i. Click **[Add New Group]** in the **[Permission Group]** module in the right column
 - ii. Provide a name for your new permission group
 - iii. Select the check boxes for permissions to apply to your new group
 - iv. Click **[Save]** when done
- C. To create a new user, click **[Add User]**
- D. Fill out all the required fields
- E. For the password field, click **[Generate Random Password]** and remember to write it down so you can send it to the new user
- F. For the permission group pull-down, select one of the permission groups you've created and/or customize permissions specific to this user
- G. Click **[Create]** when done
- H. Remember to send the email and password to the users so they can login
- I. You are directed to Personal settings screen
- J. This screen allows you to change the following fields: Staff Name, E-mail

1.2 Personal Settings

1. Go to **[Settings>Personal Settings]** and fill out required fields. Fields with * are required.

A. Vitals

- i. **Staff Name** — Enter the name of the person using this account
- ii. **Email** — enter the email of the person using this account
- iii. **Password** — A password will be emailed to the address enter above. This is also where you can re-set the password by clicking the **[Reset Password]** button.
- iv. **Security Question** — Choose a security question from the dropdown menu
- v. **Security Question Answer** — Answer the security question you chose above
- vi. **TimeZone** — Choose the timezone for this user.

B. Social Networks

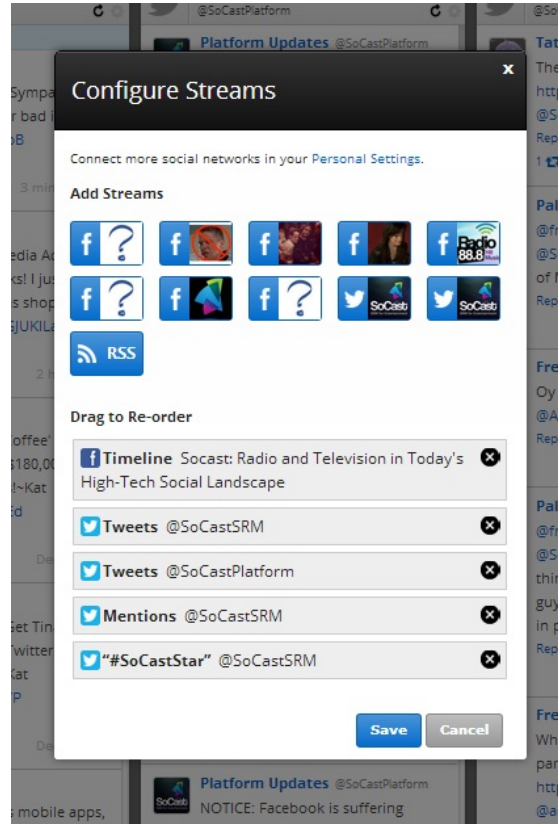
- i. **Facebook** — Connect your Facebook account to SoCast
- ii. **Twitter** — Connect the Twitter accounts you wish to use. We recommend setting your personal account as your primary account to avoid Twitter rate limits.
 - a. **Remove** — Click “remove” if you’d like to remove this Twitter account from your social
 - b. **Update Image** — Click the “update image” button to update your Twitter image within SoCast
 - c. **Set As Primary** — To set one of your Twitter accounts as the “primary” click the “Set As Primary” button
 - d. To add more Twitter accounts click the blue **[Add Another]** button
- iii. **Bit.ly** — Connect to bit.ly to shrink URLs. Otherwise, the default SoCast bit.ly account will be used
- iv. Click the **[Save]** Button

1.3 Social

1. **Monitoring** — These instructions are used to create a new stream, and monitor existing streams.

A. Create streams

- i. Go to **[Social]**
- ii. Click **[Configure streams]**



- iii. Select a stream to add from your Facebook, Twitter or RSS Feed
- iv. To Re-order streams, hover your mouse cursor over the stream you wish to move and then slide stream up or down
- v. To delete a stream click the **[X]** beside the stream you wish to delete
- vi. Click **[Save]**

2. Scheduled Posts — These instructions are used to edit, delete and monitor scheduled posts

A. Scheduled Post table

- i. **Scheduled** — The date and time a specific post is scheduled for
- ii. **Author** — Person who posted the article
- iii. **Post** —The content to be posted
- iv. **Social Network** — Social networks content has been chosen to be posted too
- v. **Actions** — These actions are used to edit, delete or publish a post immediately.
 - a. **Edit** — Click the **[Pencil]** icon to edit a post

- b. **Delete** — Click the [X] to delete a post
- c. **Post Now** — click the [up arrow] to post content now

B. Post Calendar

Post Calendar						
December 2013						
today ◀ ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 f 2 t 2	2 f 1 t 2	3 f 2 t 2	4 f 2 t 2	5 f 2 t 2	6 f 2 t 2	7
8	9 f 2 t 2	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

- i. Click the [left arrow] or [right arrow] to see how many past or future posts are scheduled for a specific day and which networks they are scheduled to be posted too

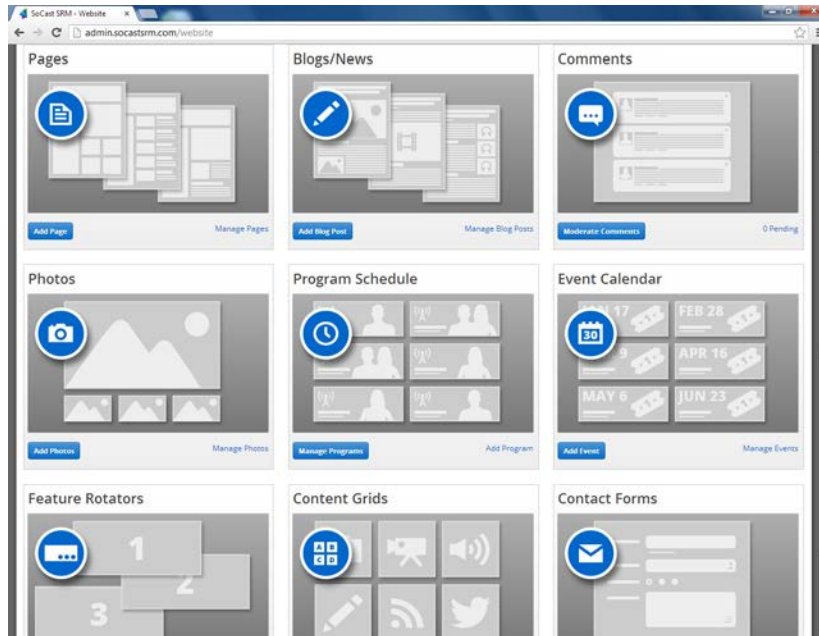
3. Past Posts — These instructions are for monitoring your past posts.

<div> <div>↑ Post</div> <div>↺</div> <div>⚙ Configure Streams</div> </div>				
Scheduled Posts			Search: <input type="text"/>	
Schedule	Author	Post	Social Network	Actions
11/06/13 01:10 PM	Kat Harlton	Our Coo Sandy Hurst will be speaking on the digital panel at the OAB Fall Conference tomorrow!	f	✍ ✕ +
10/29/13 04:06 PM	Kat Harlton	Tips for creating a great Halloween Pinterest board!!! #Halloween #Pinterest	f	✍ ✕ +
10/28/13 11:19 AM	Kat Harlton	14 Facebook Tools You Didn't Know Existed!!! (and if you did... good for you!)-Kat	f	✍ ✕ +
10/18/13 12:17 PM	Kat Harlton	In The Know: Facebook Eases Privacy Rules for Teenagers. Find out what this means and how it could a...	f	✍ ✕ +
10/15/13 12:15 PM	Kat Harlton	#Google's New Ad- Starring: You!? I can already see some issues coming with this~Kat	f t	✍ ✕ +
10/11/13 04:45 PM	Kat Harlton	Will you be dressing up your furry friend or child? Then you should enter iVillage's Halloween photo...	f	✍ ✕ +

- A. Go to **[Social > Past Posts]**
 - i. **Scheduled** — The date and time a specific post is scheduled for
 - ii. **Author** — Person who posted the article
 - iii. **Post** — What was posted
 - iv. **Social Network** — Social networks content will be shared with
 - v. **Clicks** — How many times a specific post has been clicked on
 - vi. **Hours Listened** — A percentage of hours listened for a specific post
 - B. **Last 30 Days** — This is how many “clicks” your content has received in the last 30 days
4. **Configure Lists** — These instructions are used for configuring your Twitter lists.
- A. Go to **[Social > Configure Lists]**
 - i. **Account** — Select the Twitter account you’d like to pull your lists from
 - ii. **List Type** — Select a list type you wish to configure, either one that you created or subscribed too. A list(s) should now appear below. Click the pencil icon to view the editing option for that list.
 - iii. **Created List**
 - a. **Edit list details** — Click the **[Edit list details]** button in order to edit the following details for this specific list:
 - **Name** — Name of your list.
 - **Description** — A description of your list
 - **Privacy** — Click either “public” to have this list public, or “private” to keep it hidden.
 - Click **[Save]**
 - b. **Delete** — Click the **[delete]** button if you wish to delete this list
 - c. **Tweets** — This will show tweets by members in this list
 - d. **Members** — This will show members that have been added to this specific list
 - **Add members** — Click the **[Add Members]** button to add members to this list
 - **Search list members** — use this search bar to search for a member that has been added to your list
 - e. **Add list to streams** — Click **[Add list to streams]** to add this list to your social streams in the main social page

5. **Search** — To search Twitter for specific keywords, hashtags or users, enter it in the search box.
 - A. **Tweets**-Click this tab to refine your search to just tweets
 - B. **Twitter Users**-Click this tab to refine your search to just Twitter users
 - C. Click the **[Clear Search]** button to clear the search field

1.4 Creating a new home page for your website



These instructions are used to create a new page and set it as the home page for your website.

1. Go to **[Website > Pages]**
2. Click **[Add New Page]**
3. Use the Drag-And-Drop Editor to create a new web page
 - A. **Drag-And-Drop Editor** — This is a visual preview of your page. Currently, you don't have any content elements.
 - i. **Add Widget** — Click or drag the **[Add Widget]** button to add content elements to your page. Alternatively add the **[Text Block]** widget with a single click.
 - ii. **Templates** — Click the **[Templates]** button, here you can either load a previously made template or save your current page as a template.

B. Text Editor:

- i. **Visual** — Content editor that allows you to create, edit, and format your blog content in a view similar to that of a word processor.
- ii. **HTML** — Add code to your page by adding it in the HTML code box.

C. Publish:

- i. **Preview On** — You can preview what your page will look like on either web or mobile
- ii. **Status** — This is the status of your page. (Ex. In “draft” mode, “Published” mode etc.)
- iii. **Visibility** — Who can see your page. From the drop down choose one of the following:
 - a. **Public** — Page is visible to everyone who visits your site
 - b. **Community** — Page is only visible to users who are logged onto the site.
- iv. **Parent Menu** — From the dropdown select the page you want your current page to “live under”
- v. **Permissions** — Click the **[edit]** button. In the popup select who you’d like to have permission to edit this page.
- vi. **Schedule** — Schedule when you’d like this page published to your website.
- vii. **Syndication** — Default syndication is set to “Not Syndicated”. To choose a site to syndicate this page too click the **[Edit]** button and select a site.
- viii. **Save Draft** — To save your page and NOT publish it to website, click the **[Save Draft]** button
- ix. **Publish** — To publish your page to the site immediately click the **[Publish]** button
- x. **Move To Trash** — To delete a page click the **[Move To Trash]** button

D. Theme:

- i. **Template** — From the dropdown, choose a template for your page
- ii. **Header Image** — Choose a header image for your page. Choose one of the following:
 - a. **None** — Select this if you want no header image to appear
 - b. **Page Title** — Select this if you’d like to use your page’s title

- c. **Image (Set Header Image)** — If you'd like to set a header image for your page, click **[Set Header Image]** and choose a file from either media library or your upload one from your computer or a URL.
 - d. **Ad Code** — Add custom ad code for this specific page
 - E. **Discussion** — Check the following boxes if you would like to:
 - i. Allow comments to be posted on your page
 - ii. Allow trackbacks and pingbacks on your page
 - F. **Author** — Who the post was created by
4. Click **[Publish]** when done
 5. Go back to **[Website > Pages]**
 6. In the **[Navigation]** module in the right column, select the **[Home Page]** pull down and select the page you just created as the home page

1.5 Add pages to your website's navigation

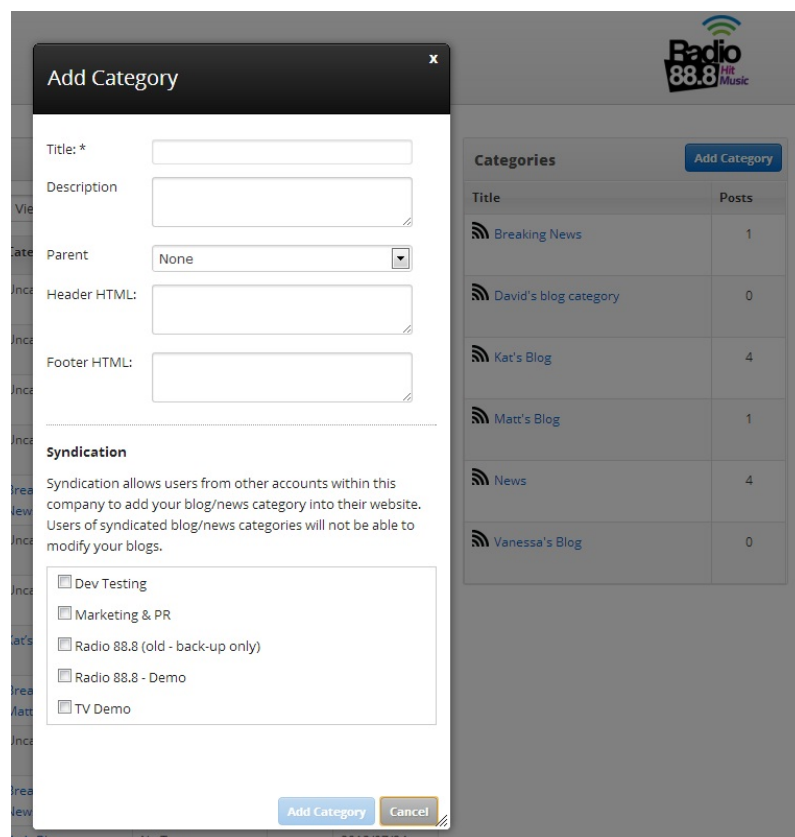
These instructions are used to add, re-order, or remove items from your website's primary and footer menu.

1. Go to **[Website > Pages]**
2. In the **[Navigation]** module in the right column, click the **[Add Menu item]** button at the bottom of the module. Fill in the "add new menu item" pop up window:
 - A. **Item Type** — choose from one of the following:
 - i. **Page**
 - ii. **Link**
 - iii. **Promotion**
 - B. **Page** — Select which page you want to add from the dropdown menu
 - C. **Target**—Select whether you want your page to open in the:
 - i. **Current window**
 - ii. **New window**
 - D. **Publish Date** — Set the date for when you want your page published to the site
 - E. **Expiry Date** — Set the date for when you want your page to expire from the site

3. Click the **[Add]** button
4. Once added, you can re-order the page by dragging it up and down.
5. To make one page appear in a sub-menu beneath another page, drag the page to the left or right to indent into a sub-menu.

1.6 Create a new blog or news and add entries to it

1. **Create a Category** — These instructions are used to create a new blog category, create a new page that lists entries from that category, and add a new blog entry to that category.
 - A. Go to **[Website > Blogs & News]**
 - B. In the **"Categories"** table on the right, click the **[Add Category]** button
 - C. Fill out the category details:



The screenshot shows the 'Add Category' dialog box in the foreground, overlaid on the 'Categories' table in the background. The dialog box has a title bar with 'Add Category' and a close button. It contains several input fields: 'Title: *', 'Description', 'Parent' (a dropdown menu set to 'None'), 'Header HTML:', and 'Footer HTML:'. Below these is a 'Syndication' section with a text block explaining that syndication allows users to add the category to their website and that users of syndicated categories cannot modify their blogs. Underneath the text are five checkboxes: 'Dev Testing', 'Marketing & PR', 'Radio 88.8 (old - back-up only)', 'Radio 88.8 - Demo', and 'TV Demo'. At the bottom of the dialog are 'Add Category' and 'Cancel' buttons. The background shows the 'Categories' table with columns 'Title' and 'Posts'. The table lists several categories: 'Breaking News' (1 post), 'David's blog category' (0 posts), 'Kat's Blog' (4 posts), 'Matt's Blog' (1 post), 'News' (4 posts), and 'Vanessa's Blog' (0 posts). The 'Add Category' button is visible in the top right of the table area.

Title	Posts
Breaking News	1
David's blog category	0
Kat's Blog	4
Matt's Blog	1
News	4
Vanessa's Blog	0

- i. **Title** — This can either be the name of a blog, e.g., "John's Blog", or a sub-category for a blog
 - ii. **Description** — You can add a short description of the blog, but it is not required
 - iii. **Parent** — If this is going to be a sub-category of a blog, choose what blog it belongs to, otherwise select "**None**"
 - iv. **Header HTML** — HTML code that gets inserted into the header of all blog/news articles in this category. Use this to insert custom designs or sponsored ad code.
 - v. **Footer HTML** — HTML code that gets inserted into the footer of all blog/news articles in this category. Use this to insert custom designs or analytics code.
 - vi. **Syndication** — **Choose other stations you'd like to share that category with.**
***Note:** Syndication allows users from other accounts within this company to add your blog/news category into their website. Users of syndicated blog/news categories will not be able to modify your blogs.
 - vii. Click **[Add Category]** button to save it
2. **Working With Categories** — These are the instructions for working with blog categories after they have been created.
- A. **Editing A Category** — These are the instructions for editing a blog category
 - i. Go to **[Website > Blogs & News]**
 - ii. In the "categories" field on the right hand side, find the category you wish to edit and "hover" your mouse over the category title.
 - iii. Click **[Edit]**
 - iv. Edit your category settings.
 - B. **Deleting A Category** — These are the instructions for deleting a blog category
 - i. Go to **[Website > Blogs & News]**
 - ii. In the "categories" field on the right hand side, find the category you wish to delete and "hover" your mouse over the category title.
 - iii. Click **[Delete]**. A popup window will prompt you to "delete" or "cancel"
 - iv. Click **[Delete]** if you are sure you want to delete the category, click **[Cancel]** if you want to keep it.
 - v. The category should now be deleted.
3. **Create a Blog Listing Page** — These are the instructions for creating a new blog listing page.
- A. Go to **[Website > Pages]**

- B. Click the **[New Page]** button
- C. Enter the title for your page in the title field
- D. In the Drag-And-Drop Editor, click the **[Add Widget]** button
- E. Select the **[Blog/News List]** element from the grid selection window
- F. Set up the blog or news listing settings
 - i. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
 - ii. **Display Title** — Choose whether you'd like to have the title displayed by clicking "yes" or "no" from the dropdown menu
 - iii. **Blog/News Category** — Set the category or categories that you want this blog listing to display from. (*press the "Ctrl" button to select multiple categories*)
 - iv. **Items to Display** — Set the number of blog entries you want to be displayed in this listing.
 - v. **Length of Article Summary** — Set the number of characters you want displayed from your blog or article as a "teaser"
 - vi. **Thumbnail Size** — To choose the size of your thumbnail image, select one of the following:
 - a. Small
 - b. Medium
 - c. Large
 - i. **Allow Multiple Pages** — Select "Yes" if you want to display a paginator once there are more than the set items to display, otherwise select "No"
 - ii. Click the **[Save]** button to save the settings for this blog listing widget
- G. Fill out the rest of your page's settings and then either click **[Save Draft]** to publish at a later date or time, or **[Publish]** to publish it immediately

4. Add a New Blog/News Entry — These are the instructions for adding a new blog/news entry.

The screenshot shows the 'Blogs & News Item' form. At the top, there's a breadcrumb trail: 'Website > Blogs & News > Blogs & News Item'. The form is divided into several sections. On the left, there's a 'Classic editor' tab. Below it is the 'Visual Composer' section, which has a message: 'No content yet! You should add some...'. It includes two numbered steps: 1. 'This is a visual preview of your page. Currently, you don't have any content elements. Click or drag the button + Add widget on the top to add content elements on your page. Alternatively add Text block with single click.' 2. 'Click the pencil icon on the content elements to change their properties.' Below the Visual Composer is a 'Discussion' section with checkboxes for 'Allow comments' and 'Allow trackbacks and pingbacks on this page.' On the right side of the form, there's a 'Publish' section with a 'Preview on: Web Mobile' toggle, a 'Status' dropdown (set to 'Draft'), a 'Visibility' dropdown (set to 'Public'), a 'Schedule' dropdown (set to 'Immediate Edit Remove'), and a 'Sticky' checkbox. Below these are buttons for 'Save Draft', 'Publish', and 'Move to Trash'. At the bottom right is a 'Categories' section with a list of categories: 'Breaking News', 'David's blog category', 'Kat's Blog', 'Matt's Blog', 'News', and 'Vanessa's Blog'.

- A.** Go to **[Website > Blogs & News]**
- B.** Click the **[New Post]** button in the post listings table.
- C.** Create your blog/news post
 - i.** Enter the title for your blog
 - ii.** Click the **[Templates]** button to select a pre-saved template for your blog
 - iii.** Click the **[Add widget]** button to add the desired elements for you blog, *e.g., Text Block, Photo Gallery, Video Player, etc.* (For widget instructions see section 6)

5. Publish

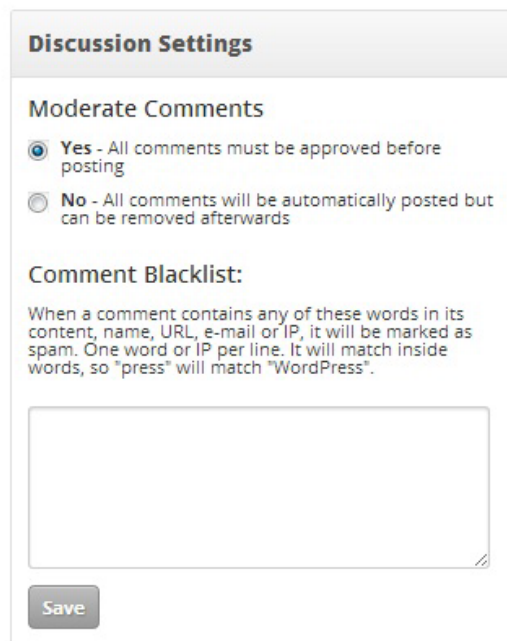
- A. Preview On** — You can preview what your blog will look like on either web or mobile
- B. Status** — This is the status of your blog. (Ex. In “draft” mode, “Published” mode etc.)
- C. Visibility** — Who can see your blog. From the drop down choose one of the following:
 - i. Public** — blog is visible to everyone who visits your site
 - ii. Community** — Blog is only visible to users who are logged onto the site.
- D. Schedule** — Schedule when you’d like this blog published to your website.
 - i. Immediate** — This is the default.
 - ii. Edit** — Click **[edit]** to schedule a date and time for your blog to be published.
Click **[Set]**

- iii. **Remove** — Click **[remove]** to remove the pre-existing scheduled time
- E. **Save Draft** — To save your blog and NOT publish it to website, click the **[Save Draft]** button
- F. **Publish** — To publish your blog to the site immediately click the **[Publish]** button
- G. **Move To Trash**
- 6. **Featured Image** — To set your blog’s featured image, choose one of the following. (*If you don’t set the featured image, no image will show up with your blog listing.*)
 - A. **Full Width**
 - B. **Left Wrap**
 - C. **Right Wrap**
 - D. **No Image**
- 7. **Tags** — Add tags to your blog post. Be sure to separate tags with commas, or choose from the most used tags.
- 8. **Categories** — In the right column, under the “Categories” module, select the name of the category you want this blog to live under.
 - A. **All Categories** — Displays all available categories that you can post to
 - B. **Most Used** — Displays the categories most frequently posted to
 - C. **Rank Posts** — Drag and drop the post to the position you want it to be displayed in the blog/news widget when published.
- 9. Fill out the rest of the required fields then either click **[Save Draft]** to publish at a later date or time, or **[Publish]** to publish it immediately
- 10. **Ranking Posts** — These are the instructions for choosing the ranking order of your blog posts
 - A. Go to **[Website > Blogs & News]**
 - B. In the “categories” field on the right hand side, find the category you wish to rank posts for and “hover” your mouse over the category title.
 - C. Click **[Rank Posts]** link
 - D. Drag and drop posts to **the position you want them to be displayed in the blog/news widget.** **Note: Ordering may not appear as intended when listing posts from multiple categories.*
 - E. Click **[Save]**

1.7 Moderate comments from your website

These instructions are used to approve or reject comments from your website.

1. Go to **[Website > Comments]**
2. **Discussion Settings**
 - A. **Moderate Comments**



The screenshot shows a web form titled "Discussion Settings". Under the "Moderate Comments" section, there are two radio button options: "Yes - All comments must be approved before posting" (which is selected) and "No - All comments will be automatically posted but can be removed afterwards". Below this is a "Comment Blacklist:" section with explanatory text: "When a comment contains any of these words in its content, name, URL, e-mail or IP, it will be marked as spam. One word or IP per line. It will match inside words, so 'press' will match 'WordPress'." There is a large text input area for the blacklist and a "Save" button at the bottom.

- i. **Yes** — Select “Yes” if you want to have to approve the comments before they are displayed on the website
 - ii. **No** — Select “No” if you want all comments to display on the site without having to be approved first
 - B. **Comment Blacklist** — When a comment contains any of these words in its content, name, URL, e-mail or IP, it will be marked as spam. One word or IP per line. It will match inside words, so "press" will match "WordPress".
 - C. **Click the [save] button**
3. **Comment Sections** — For the following 5 tabs:
 - A. **All** — Shows all comments
 - B. **Pending** — Comments that have yet to be “approved”
 - C. **Approved** — Comments you have approved to be posted to your page/site




- D. Spam** — Comments you have marked as “spam”. These are considered irrelevant and may contain advertising, graphic language or links to other websites
 - E. Trash** — Comments you have sent to “trash”. These are comments you have deleted and/or don’t want shown on your page/site.
 - i. Empty Trash-** To empty your trash completely click the **[Empty Trash]** button
4. Click the tab you want and then hover your mouse cursor over the comment in question. Then choose from the following:

Comments

Website > Comments

All Pending (6) Approved Spam (1) Trash (5)

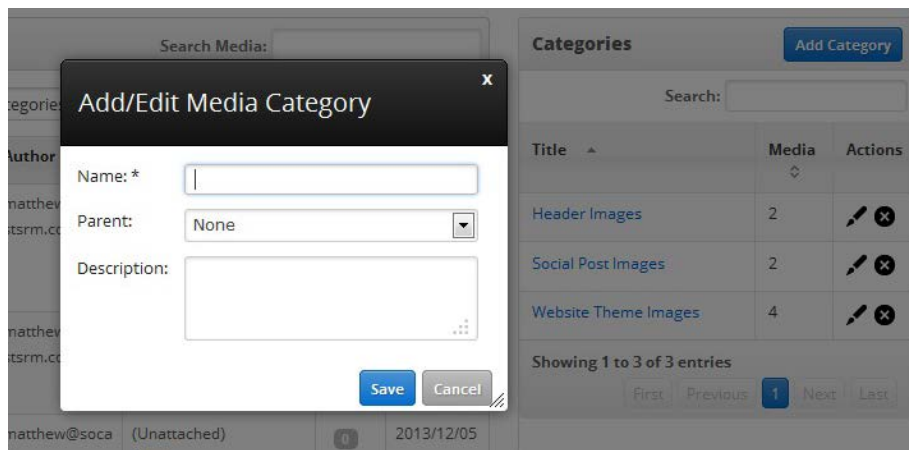
Bulk Actions Show all comment types Search Comments:

<input type="checkbox"/>	Author	Comment	In Response To
<input type="checkbox"/>	 Robbie /u/1296882/Robbie 10.8.43.148	Submitted on 2013/10/22 at 9:10 pm Your article was right on point! Approve Reply Quick Edit Edit Spam Trash	Robbie's Super Blog 0 View Post
<input type="checkbox"/>	 Matt /u/20306/Matt 10.29.184.225	Submitted on 2013/10/22 at 7:02 pm Great Blog!	Edgar Allen Bro 1 View Post
<input type="checkbox"/>	 Kat /u/20387/Kat 10.168.10.210	Submitted on 2013/05/09 at 3:45 pm Couldn't agree more. Especially with that last point.	How To: Social Media Like A Celebrity 0 View Post

- A. Approve** — Choose “Approve” to have comments appear on your page/site. They will also appear under the “approved” tab
- B. Unapprove** — Choose “Unapprove” to not have comments appear on your page/site.
- C. Reply** — Allows you to reply to that specific comment
- D. Quick Edit** — Allows you to edit the user’s comment without switching to another page
- E. Edit** — Takes you to a new more detailed editing screen.
- F. Spam** — Marks this comment as “spam” and lists it under the “Spam” tab
- G. Trash** — To have comments deleted and sent to trash

1.8 Media Library

1. **Add Media to Library** — These instructions are used to manage your media library.
 - A. Go to **[Website > Media Library]**
 - B. Click the **[Add Media To Library]** button
 - C. Add media files to your library by choosing one of the following options:
 - i. Drag and drop a file
 - ii. Click **[Select Files]** to upload a file from your computer. Maximum upload file size is 14MB.
 - iii. Fill in your photo's details:
 - a. **Title** — Add a title for your media
 - b. **Alternate Text** — Alt text for the image, e.g. "The Mona Lisa"
 - c. **Caption** — Write a caption for the media you uploaded
 - d. **Description** — Add a description for your photo
 - e. **File URL** — Enter a link URL or click "None", "File URL", or "Attachment post URL" for presets
 - f. **Media Categories** — Here you can choose from a pre-existing media category or create a new one
 - **Insert into post** — Click **[Insert into post]** to insert the media you just uploaded into a blog/news article.
 - **Delete** — Click **[Delete]** to delete the media you have uploaded.
 - g. Click the **[save all changes]** button
2. **Categories** — These are the instructions for adding a new category.



- A. Click the **[Add Category]** button and fill in the required fields:
 - i. **Name** — The name of your category
 - ii. **Parent** — A Previously made category that you want this category to “live under”.
 - iii. **Description** — A description for this category
 - iv. Click the **[Save]** Button
3. **Manage Media Library** — These instructions are used to manage your media library once media has been added.

Media Library

[Website](#) > Media Library

[Add Media to Library](#)

All (55)

Images (50)

Audio (1)

Unattached (31)

Search Media:

Bulk Actions

▼

Apply

Show all dates

▼

Show all media categories

▼

Filter

	File	Media Category	Author	Attached to		Date
	Radio888_Header-Programlmg1_302x136_apr13 PNG		matthew@soca-stsrm.com	(Unattached) Attach	0	2013/12/05
	Radio888_HeaderBg-Alt_960x150_apr13 JPG	Website Theme Images	matthew@soca-stsrm.com	(Unattached) Attach	0	2013/12/05
	Radio888_Header-Programlmg4_302x136_apr13 PNG	Website Theme Images	matthew@soca-stsrm.com	(Unattached) Attach	0	2013/12/05
	Radio888_Header-Programlmg3_302x136_apr13 PNG	Website Theme Images	matthew@soca-stsrm.com	(Unattached) Attach	0	2013/12/05
	Radio888_Header-Programlmg2_302x136_apr13 PNG	Website Theme Images	matthew@soca-stsrm.com	(Unattached) Attach	0	2013/12/05

- A. Go to **[Website > Media Library]**
 - i. **All** — Shows all the media that has been uploaded to the library
 - ii. **Images** — Shows only images that have been uploaded to the library
 - iii. **Audio** — Shows only audio (such as mp3's) that have been uploaded to the library
 - iv. **Video** — Shows only video that have been uploaded to the library
 - v. **Unattached** — Media that has not been attached to a post, page or RSS feed.

- vi. **Attach Media** — To attach media to a post, page or RSS feed, go to **[Website > Media Library > Unattached]**
 - a. Click the checkbox beside the media you want to attach.
 - b. From the “Bulk Actions” dropdown choose “Attach To Post”
 - c. Click the **[Apply]** button
 - d. Fill in your query
 - e. Make sure you choose either Posts, Pages or Rss
 - f. Click **[Search]**
 - g. Choose from the results and then click **[Select]**
- vii. **Apply** — Apply bulk actions to media by using the dropdown menu. You can choose from:
 - a. **Delete permanently**
 - b. **Add To Category**
 - c. **Attach To Post**
- viii. **Scan For Lost Attachments** — This button will only looks for attachments where the post has been deleted

1.9 Add a photo gallery to a page

1. **Create a photo gallery** — These instructions are used to create a photo gallery and add it to your website.
 - A. Go to **[Website > Photos]**
 - B. Click **[Add Photo Gallery]** button
 - C. Fill out required fields
 - i. **Name** — Add the name of the photo gallery
 - ii. **Photos** — Click the **[Add From Media Library]** button
 - a. Click **[Select Files]** to upload a file from your computer. Maximum upload file size is 14MB.
 - b. **From URL** — Click **[from url]** to add media from another website
 - Select either “image” or “audio, video or other file”

- **URL** — Add the url of the image, audio, video or other file you'd like to upload
- **Title** — Add a title for your media
- **Alternate Text** — Alternate text for the image (ex. *"The Mona Lisa"*)
- **Image Caption** — Write a caption for the image you uploaded
- **Alignment** — Choose from none, left, center, or right
- **Link image to** — To link your image to another page/site enter the url here.
- Click **[insert into post]**

c. Media Library

d. Fill in your photo's required details:

- **Title** — Add a title for your media
- **Media Categories** — Assign or create a category for the media you just uploaded.

e. Click the **[select]** button

f. Click the **[done and close]** button

iii. Caption — Write a caption for the image you uploaded

iv. Description — Add a description for your photo

v. Actions: Click the **[X]** icon to remove an image from the gallery

vi. Click the **[Add From Media Library]** button to add an additional photo

D. Click the **[Save]** button to save your photo gallery

2. Add a Photo Gallery to a Page

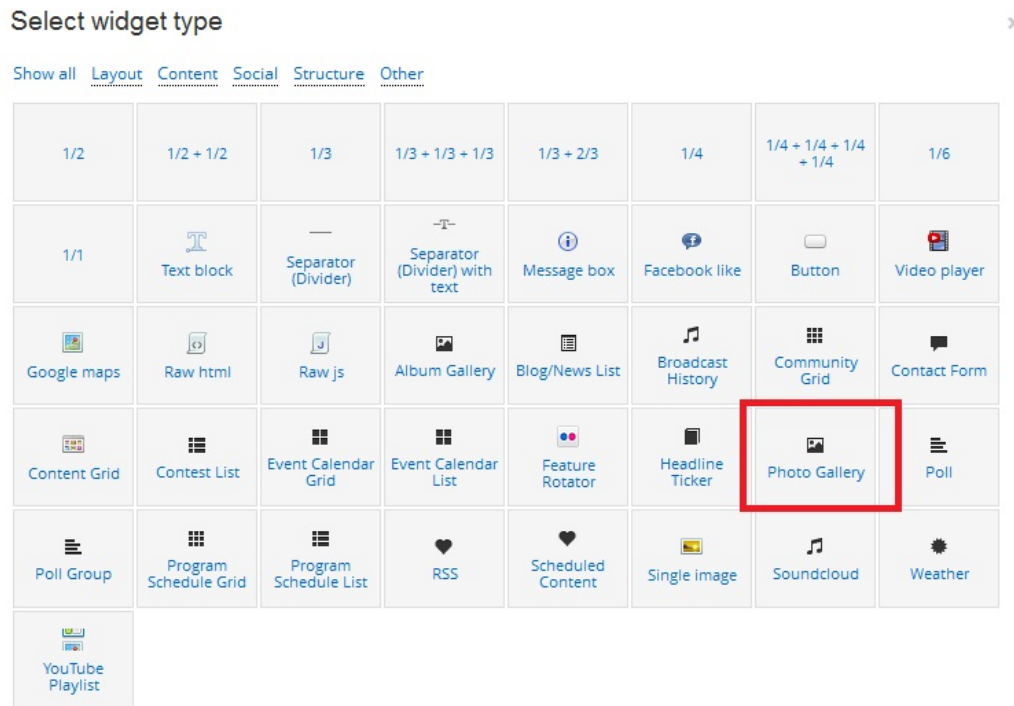
A. Go to **[Website > Pages]**

B. Click the **[New Page]** button

C. Enter the title for your page in the title field

D. In the Drag-And-Drop Editor, click the **[Add Widget]** button

- E. Select **[Photo Gallery]** from the grid selection window



- i. **Widget Name** — this is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
 - ii. **Display Title** — Display photo album title on page. Choose either “yes” or “no” from the dropdown menu.
 - iii. **Photo Gallery** — Select the photo gallery that you want to display on this page
 - iv. **Items to display per page** — Set the number of photos you want to be displayed in this widget
 - v. **Columns** — Set the number of columns you want to be displayed. *Note: If column width is less than half the page (300px) interstitial ads will not appear.
 - vi. **Allow Multiple Pages** — Select "Yes" if you want to display a paginator once there are more than the set items to display, otherwise select "No"
- F. Click the **[Save]** button to save the settings for the photo gallery widget
- G. Fill out the rest of the page’s required fields and then either click **[Save Draft]** to publish at a later date or time, or **[Publish]** to publish it immediately.

1.10 Add a contact form to a web page

1. **Create a Contact Form** — These instructions are used to create a new web page containing a contact form.

- A. Go to **[Website > Contact Forms]**
- B. Click the **[Add Contact Form]** button
- C. Set up the details for your contact form

The screenshot shows the 'Contact Forms Editor' interface. At the top, there's a breadcrumb trail: 'Website > Contact Forms > Contact Forms Editor'. The SoCast logo is in the top right corner. A light blue banner at the top of the editor area says 'Fields with * are required'. Below this is a 'Create New Contact Form' section. It contains three main fields: 'Name: *' with a text input, 'Recipient Email: *' with a text input and a note 'Separate multiple email addresses with commas.', and 'Fields: *' which includes a 'Drag to re-order:' label and a table. The table has five columns: 'Label', 'Type', 'Options (comma separated values)', 'Required', and 'Actions'. The first row in the table has an empty 'Label' input, 'Single-Line Text' in the 'Type' dropdown, an empty 'Options' input, a 'Required' checkbox, and an 'Actions' button with a plus icon. A 'Save' button is at the bottom left of the 'Create New Contact Form' section.

- i. **Name** — Add a name for your content grid
- ii. **Recipient Email** — Set the email address that you want form submissions to be sent to
- iii. **Fields** — Set up the fields for the contact form
 - a. **Label** — Name the field of information that you want users to fill out
 - b. **Type** — Select the type of field that you want to use. Choose from the following:
 - **Single-Line Text**
 - **Multi-Line Text**
 - **Pulldown**
 - **Email Field**
 - c. **Options** — If using a "Pull down" type field, enter the options
 - d. **Required** — Select whether the field is required or not
 - e. **Actions** — Click the **[+]** button to add an additional field
 - f. Click the **[Save]** button

2. **Add a Contact Form to a Page** — These are the instructions for adding a contact form to a page.
 - A. Go to **[Website > Pages]**
 - B. Click the **[New Page]** button
 - C. Enter the title for your page in the title field
 - D. In the Drag-And-Drop Editor, click the **[Add Element]** button
 - E. Select the **[Contact Form]** element from the grid selection window
 - F. Set up the contest listing settings
 - i. **Widget Name** — this is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
 - ii. **Contact Form** — Select the contact form that you want to be displayed on this page
 - iii. Click the **[Save]** button to save the settings for this contact form page
 - G. Fill out the rest of page's required fields then either click **[Save Draft]** to publish at a later date or time, or **[Publish]** to publish it immediately

1.11 Add a content grid to a web page

1. **Create a Content Grid** — These instructions are used to create a content grid.
 - A. Go to **[Website > Content Grid]**
 - B. Click the **[Add Content Grid]** button
 - C. Set up the details for your content grid
 - i. **Name** — Add a name for you content grid
 - ii. **Content** — Select the different types of content and sources that you want to populate your grid with. You can choose as many from the following as you wish:
 - a. **Blog/News Category** — You can choose one of the following from the drop down menu:
 - All Categories. *Adding **All Categories** will remove other added ones.*
 - Or an “added” category

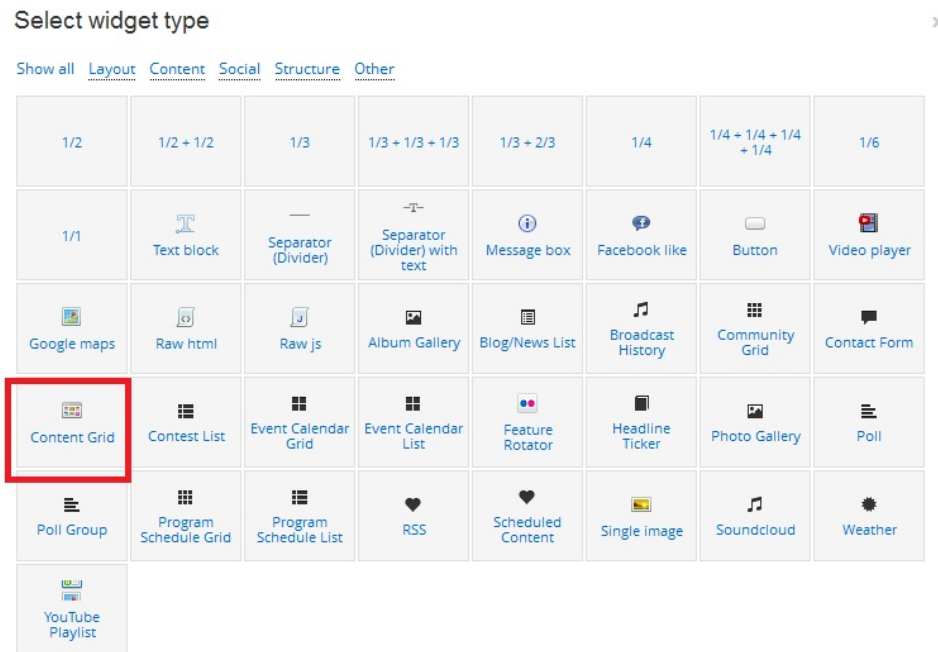
- b. **Photo Gallery** — You can choose one for the following from the dropdown menu:
 - All Photo Galleries. *Adding **All Photo Galleries** will remove other added ones.*
 - Or an “added” category
- c. **Facebook Page** — Add the link of the Facebook page you wish to use. (Ex. <https://www.facebook.com/username>)
- d. **Twitter Page** — Add the link of the Twitter account you wish to use. (Ex. <https://twitter.com/username>)
- e. **YouTube Channel** — Add the link of the Youtube Channel account you wish to use. (Ex. <http://www.youtube.com/user/username>)
- f. **SoundCloud Track** — Add the link of the SoundCloud Track you wish to use. (Ex. <https://soundcloud.com/username>
Ex. <https://soundcloud.com/username/sets>
Ex. <https://soundcloud.com/username/sets/setname>)
- g. **RSS Feed** — Add the link of the RSS Feed page you wish to use. (Ex. <http://rss.cbc.ca/lineup/topstories.xml>)

D. Click the **[Save]** button to save your content grid

2. **Add a Content Grid to a Page** — These instructions are used to create a new web page containing a content grid.

- A. Go to **[Website > Pages]**
- B. Click the **[New Page]** button
- C. Enter the title for your page in the title field
- D. In the Drag-And-Drop Editor, click the **[Add Widget]** button

- E. Select the **[Content Grid]** widget from the grid selection window



- F. Set up the content grid settings:
- i. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
 - ii. **Display title** — Select **"Yes"** if you want to display a title, otherwise select **"No"**.
 - iii. **Content Grid** — Select the content grid that you want to be displayed on this page
 - iv. **Items to Display** — Set the number of items you want to be displayed in this listing
 - v. **Allow Multiple Pages** — Select **"Yes"** if you want to display a paginator once there are more than the set items to display, otherwise select **"No"**
 - vi. Click the **[Save]** button to save the settings for this content grid widget
- G. Fill out the rest of the page's required fields (*see 3.1.A for instructions*) then either click **[Save Draft]** to publish at a later date or time, or **[Publish]** to publish it immediately

1.12 Create a new event calendar and add events to it

1. **Create Event Calendar** — These instructions are used to create a new event calendar page and add new events to it.

- A. Go to **[Website > Event Calendar]**
- B. In the table in the right column, click the **[Add Calendar]** button and fill in the required fields. Fields with * are required
 - i. **Title** — Name of your event calendar
 - ii. **Header HTML** — Custom HTML to be placed in the header of every event page within this calendar
 - iii. **Footer HTML** — Custom HTML to be placed in the footer of every event page within this calendar
 - iv. **Syndication** — Syndication allows users from other accounts within this company to add your event calendar into their websites. Users of syndicated event calendars will not be able to modify your events. Select the accounts you want to syndicate the event calendar with.
- C. Click the **[Save]** button

2. **Create an Event** — These instructions are used to create a new event.

- A. Go to **[Website > Event Calendar]**
- B. Click the **[Add Event]**
- C. Fill out the required fields. Fields with * are required:
 - i. **Name** — The name of your event
 - ii. **Start Date** — The date your event will start
 - iii. **End Date** — The date your event will end
 - iv. **Publish Date** — The date you wish to publish your event to the site
 - v. **Calendar** — Create a new event calendar (*See step 1.B.i*)
 - vi. **Venue** — Where your event will be held
 - vii. **Age** — Set age restrictions for your event. **Note: This does not validate age.*
 - viii. **Price** — How much it costs to get into your event
 - ix. **URL to purchase** — Add a URL to purchase tickets from
 - x. **Event URL** — Link your event to a URL
 - xi. **Description** — A description for your event

xii. **Picture** — Add an image to go with your event. Click the **[Add From Media Library]** button. *(For instructions on adding media please go to 1.8.C.ii)*

D. Click the **[Save]** button

3. **Create Event Listings Page** — These instructions are used to create a new event listings page

A. Go to **[Website > Pages]**

B. Click the **[New Page]** button

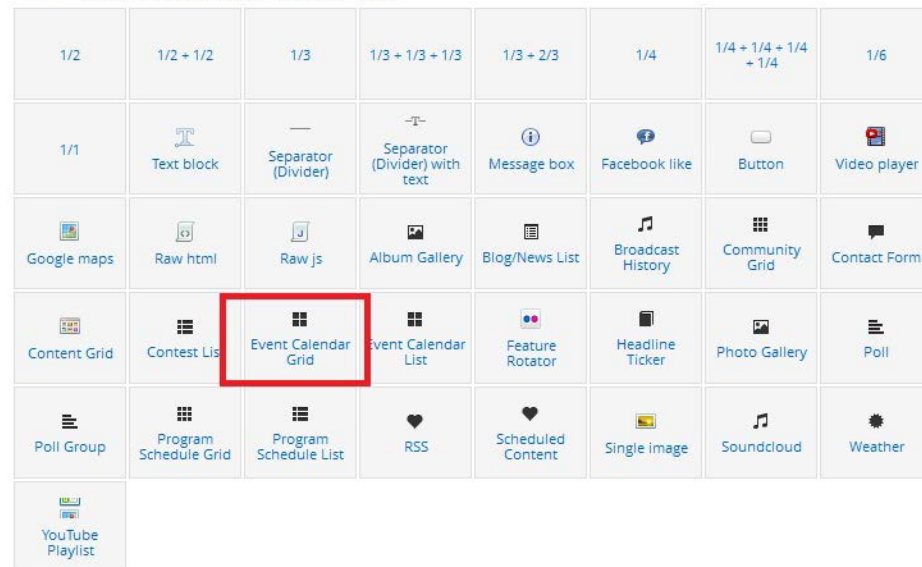
C. Enter the title for your page in the title field

D. In the Drag-And-Drop Editor, click the **[Add Widget]** button

E. Select the **[Event Calendar Grid]** or **[Event Calendar List]** element from the grid selection window

Select widget type

Show all Layout Content Social Structure Other



F. Set up the event calendar grid or event calendar list settings *(both are the same)*

i. **Widget Name** — this is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.

ii. **Display Title** — Select **"Yes"** if you want to display a title, otherwise select **"No"**.

iii. **Calendar** — *(press the "Ctrl" button to select multiple calendars)* set the Calendar that you want this listing to display from.

iv. **Items to Display** — Set the number of items you want to be displayed in this listing.

- v. **Allow Multiple Pages** — Select "Yes" if you want to display a paginator once there are more than the set items to display, otherwise select "No".
- G. Click the **[Save]** button to save the settings for this event widget.
- H. Fill out the rest of the pages required fields (*for instructions see 3.1.A*) then either click **[Save Draft]** to publish at a later date or time, or **[Publish]** to publish it immediately.

1.13 Add a feature rotator to a web page

1. **Create a Feature Rotator** — These instructions are used to create a feature rotator.
 - A. Go to **[Website > Feature Rotator]**
 - B. Click **[Add Feature Rotator]** button
 - C. Set up the feature rotator
 - i. **Name** — Enter the name of the Feature Rotator. This will not show up on the website.
 - ii. **Height** — Add height allowance in px. There is no height limit.
 - iii. **Width** — Maximum width allowance is 605 px.
 - iv. **Features** — Click the **[Add From Media Library]** button. (*For instructions on how to upload media see 1.8.C.ii*)
 - v. Once uploaded, fill in the rest of your feature rotator's fields. Fields with * are required.
 - a. **Image** — Upload the image to be rotated
 - b. **Caption** — Add a caption for the image
 - c. **URL** — Add a click through URL for the image
 - d. **Target** — Choose whether you want the URL to open in a new window or the current window
 - e. **Publish Date** — Choose the date you want the feature rotator to be publicly visible in the rotation
 - f. **Expiry Date** — Choose the date you want the feature rotator to expire and be taken off rotation from your page/site
 - g. **Enabled** — Gives you the ability to turn the image on or off for a period of time.

- D. Click the **[Save]** button to save the feature rotator.
- 2. **Add a Feature Rotator to a Page** — These instructions are used to add a feature rotator to a page.
 - A. Go to **[Website > Pages]**
 - B. Click the **[New Page]** button
 - C. Enter the title for your page in the title field
 - D. In the Drag-And-Drop Editor, click the **[Add Widget]** button
 - E. Select the **[Feature Rotator]** widget from the grid selection window
 - F. Set up the feature rotator settings. *Feature Rotator width is determined in the feature rotator editor. We recommend leaving the widget width at full width (1/1) to avoid confusion.*
 - i. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
 - ii. **Feature Rotator** — Select the feature rotator you want to display on this page
 - iii. Click the **[Save]** button to save the settings for this widget
 - G. Fill out the rest of the page's required fields (*see 3.1.A for instructions*) then either click **[Save Draft]** to publish at a later date or time, or **[Publish]** to publish it immediately

1.14 Polls

- 1. **Create a Poll** — These instructions are used to create a new poll.
 - A. Go to **[Website > Polls]**
 - B. Click the **[Add New Poll]** button

- C. Set up the poll. Fill in the required fields. Fields with * are required.

Poll Editor

Website > Polls > Poll Editor



Add Polls

Title: *

Description:

Poll Group:

☐ test
 [Create New](#)

Start Date: *

End Date: *

Options: *

Label	Votes	
<input type="text"/>	<div></div>	+
<input type="text"/>	<div></div>	+

- i. **Title** — Name of your poll
 - ii. **Description** — A description for your poll
 - iii. **Poll Group** — Click **[Create New]** to create a new poll group (*See step # 2 below*)
 - iv. **Start Date** — The date your poll will start
 - v. **End Date** — The date your poll will end
 - vi. **Options** — Fill in the options for your poll:
 - a. **Label** — The label for your poll options. (*Ex. yes, no, maybe*) If you wish to add more labels to your poll click the **[+]** sign in the right hand column.
 - b. Click the **[Save]** button
- D. To see past polls click **[Past]** in the left hand column
2. **Create a Poll Group** — These instructions are used to create a new poll group.
 - A. Go to **[Website > Polls]** In the right hand column "Poll Groups" click **[Add Group]**
 - B. Fill in the required fields. Fields with * are required.
 - i. **Name of group** — Name of your poll group
 - ii. Click the **[Save]** button
3. **Add a Poll to a Page** — These instructions are used for adding a poll to a page.
 - A. Go to **[Website > Pages]**

- B. Click the **[New Page]** button
 - C. Enter the title for your page in the title field
 - D. In the Drag-And-Drop Editor, click the **[Add Widget]** button
 - E. Select the **[poll]** widget from the grid selection window
 - F. Set up the poll's settings:
 - i. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website
 - ii. **Display Title** — Select "Yes" if you want to display a title, otherwise select "No".
 - iii. **Poll** — Select a poll from the dropdown menu
 - iv. **Display Results As** — Choose one of the following poll results options:
 - a. **Percentage** — This is the automatic default unless changed
 - b. **Number Of Votes**
 - c. **None**
 - v. Click the **[Save]** button
4. **Add a Poll Group to a Page** — These instructions are used for adding a poll group to a page.
- A. **Go to [Website > Pages]**
 - B. Click the **[New Page]** button
 - C. Enter the title for your page in the title field
 - D. In the Drag-And-Drop Editor, click the **[Add Widget]** button
 - E. Select the **[Poll Group]** widget from the grid selection window
 - F. Set up the poll group's settings:
 - i. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website
 - ii. **Display Title** — Select "Yes" if you want to display a title, otherwise select "No".
 - iii. **Poll** — Select a poll group from the dropdown menu
 - iv. **Display Results As** — Choose one of the following poll results options:
 - a. **Percentage**
 - b. **Number Of Votes**
 - c. **None**
 - vi. Click the **[Save]** button


1.15 Setup your radio show program schedule

1. **Create a program schedule** — These instructions are used to add new programs to your station's program schedule.

- A. Go to **[Website > Program Schedule]**
- B. Click the **[Add Program]** button
- C. Fill in your program's required fields. Fields with * are required.

Program Editor

Website > Program Schedule > Program Editor



Fields with * are required

Edit Program

Name: *

Description:

Page:

☒ Internal Page ☐ External Link

None

Site Header Image:

Add From Media Library

Dimensions: Music - 300x135px, News - 120x120px. File type: png

Program Schedule Button:

Add From Media Library

Dimensions: 296x137px. Will use account logo if no image is provided.

Schedule: *

☒ Recurring Program ☐ One-Time Program

Add Time Slot

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12:00 AM							
12:30 AM							
1:00 AM							
1:30 AM							

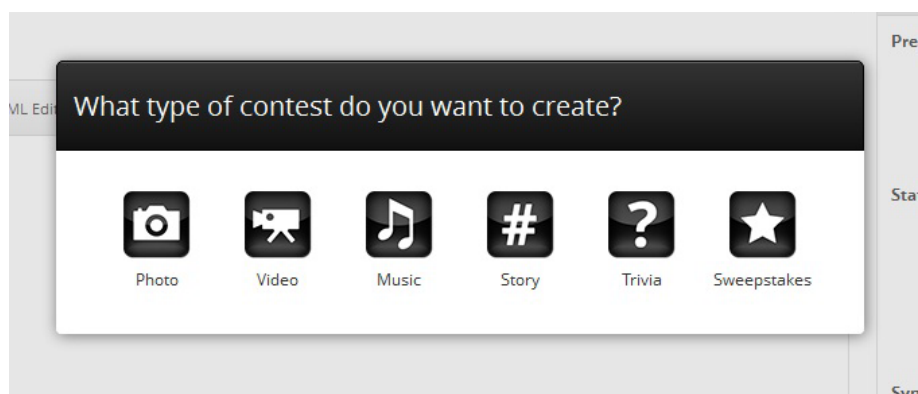
- i. **Name** — Enter the name of the program you are setting up, e.g., "John and Jane in the Morning"
- ii. **Description** — Here you can add a short description of your show, but it is not required
- iii. **Page** — Choose one of the following options:
 - a. **Internal Page** — Click the dropdown to link your program to an internal page on your site.
 - b. **External Link** — Add an external link for your program
- vi. **Site Header Image** — Select the header image for this specific show. Click the **[Add From Media Library]** button. *(For instructions on how to upload media see 1.8.C.ii) Dimensions: Music - 300x135px, News - 120x120px. File type: png*

- iv. **Program Schedule Button** — Select the image you want to use as your program schedule button when it appears on a page. *Dimensions: 296x137px. Will use account logo if no image is provided.*
 - v. **Schedule** — Choose either “recurring program” or “one-time program” then click **[Add Time Slot]** to set up the dates and times that this particular show will be running
 - vi. Hit **[Save]** button
- D. Repeat steps **B & C** to add additional programs to your schedule
 - E. Go to **[Website > Program Schedule]** and observe the **"Display Order"** module in the right column. Drag to re-order the programs you have created to desired order.
 - F. Click the **[Save]** button

2 Promotions

2.1 Create a new contest

1. **Create New Contest** — These instructions are used to create a new contest.
 - A. Go to **[Promotions > Contest]**
 - B. Click the **[Add Contest]** button
 - C. **Contest Type** — Select the type of contest that you want to create



D. Contest Name — Enter the name of your contest

- i. Description Editor**— Use the “Drag and Drop Editor” to enter the description for your contest. This will appear at the top of the contest page and just below the header image throughout the entire contest.

E. Options

- i. Contest Flow Tab** — Set up the contest phases and their dates. Choose one of the following contest flows:



Contest Flow | Design | Entry Requirements | Legal

Winner selection process: *

- ☐ Entry > Judge > Winner
- ☐ Entry > Vote > Winner
- ☐ Entry > Vote > Judge > Winner
- ☐ Entry > Judge > Vote > Winner

a. Winner Selection Process: Entry > Judge > Winner

- **Entry** — Enables entrants to sign-up for the contest
 - **Heading** — To change your entry heading from the default, click on the text box. This is a required field.
 - **Description** — Click the **[Edit Description]** button to edit the description from the default.
 - **Start Date** — Date contest signups start
 - **End Date** — Date contest signups end
 - Click the checkbox if you'd like entries to be approved before qualifying for the contest
 - Click the checkbox if you'd like entrants to like the Facebook Page in order to enter
 - People can sign up for contest once per:
 - **Hour**
 - **Day (24 Hours)**
 - **Week (7 Days)**
 - **Month (30 Days)**
 - **No Limit**
- **Judge** — Enables judges to select winners

- **Heading** — To change your judging heading from the default, click on the text box. This is a required field.
- **Description** — Click the **[Edit Description]** button to edit the description from the default.
- **Start Date** — Date “judging” starts
- **End Date** — Date “judging” ends
- Number of winner(s) to be selected by judges
- **Winner** — Date when winners of contest are announced.
Winners selected from judging must be confirmed before being posted to the website. To confirm winners, simply click on the "confirm winners" button in the "Judging" tab after completing all selections.
 - **Heading** — To change your winner heading from the default, click on the text box. This is a required field.
 - **Description** — Click the **[Edit Description]** button to edit the description from the default.
 - **Date** — Date winner is selected
- Click the **[Save and Continue]** button

b. Entry > Vote > Winner

- **Entry** — Enables entrants to sign-up for the contest
 - **Heading** — To change your entry heading from the default, click on the text box. This is a required field.
 - **Description** — Click the **[Edit Description]** button to edit the description from the default.
 - **Start Date** — Date contest signups start
 - **End Date** — Date contest signups end
 - Entries need to be approved before qualifying for the contest
 - Must like the Facebook Page in order to enter
 - People can sign up for contest once per:
 - **Hour**
 - **Day (24 Hours)**

- **Week (7 Days)**
 - **Month (30 Days)**
 - **No Limit**
- **Vote** — Enables voters to sign-up and vote
 - **Heading** — To change your vote heading from the default, click on the text box. This is a required field.
 - **Description** — Click the **[Edit Description]** button to edit the description from the default.
 - **Start Date** — Date user “voting” begins
 - **End Date** — Date user “voting” ends
 - People can vote once per:
 - **Day**
 - **Contest**
 - Number of winners to be selected by votes
 - Must like Facebook page in order to vote
- **Winner** — Date when winners of contest are announced.
 Winners from voting must be verified by you before being posted to the website. Please verify winners by going to the "Winner Verification" tab, which will become available at the end of the voting phase.
 - **Heading** — To change your winner heading from the default, click on the text box. This is a required field.
 - **Description** — Click the **[Edit Description]** button to edit the description from the default.
 - **Date** — Date winner is selected
- Click the **[Save and Continue]** button

c. Entry > Vote > Judge > Winner

- **Entry** — Enables entrants to sign-up for the contest
 - **Heading** — To change your entry heading from the default, click on the text box. This is a required field.
 - **Description** — Click the **[Edit Description]** button to edit the description from the default.

- **Start Date** — Date contest signups start
- **End Date** — Date contest signups end
- Entries need to be approved before qualifying for the contest
- Must like the Facebook Page in order to enter
- People can sign up for contest once per:
 - **Hour**
 - **Day (24 Hours)**
 - **Week (7 Days)**
 - **Month (30 Days)**
 - **No Limit**
- **Vote** — Enables voters to sign-up and vote
 - **Heading** — To change your vote heading from the default, click on the text box. This is a required field.
 - **Description** — Click the **[Edit Description]** button to edit the description from the default.
 - **Start Date** — Date user voting begins
 - **End Date** — Date user voting ends
 - People can vote once per:
 - **Day**
 - **Contest**
 - Number of finalist(s) to be selected by votes
 - Must like Facebook page in order to vote
- **Judge** — Enables judges to select winners
 - **Heading** — To change your judging heading from the default, click on the text box. This is a required field.
 - **Description** — Click the **[Edit Description]** button to edit the description from the default.
 - **Start Date** — Date judging starts
 - **End Date** — Date judging ends
 - Number of winner(s) to be selected by judges

- **Winner** — Date when winners of contest are announced.

Winners selected from judging must be confirmed before being posted to the website. To confirm winners, simply click on the "confirm winners" button in the "Judging" tab after completing all selections.

- **Heading** — To change your winner heading from the default, click on the text box. This is a required field.
- **Description** — Click the **[Edit Description]** button to edit the description from the default.
- **Date** — Date winner is selected

- Click the **[Save and Continue]** button

d. Entry > Judge > Vote > Winner

- **Entry** — Enables entrants to sign-up for the contest

- **Heading** — To change your entry heading from the default, click on the text box. This is a required field.
- **Description** — Click the **[Edit Description]** button to edit the description from the default
- **Start Date** — Date contest signups start
- **End Date** — Date contest signups end
- Entries need to be approved before qualifying for the contest
- Must like the Facebook Page in order to enter
- People can sign up for contest once per:
 - **Hour**
 - **Day (24 Hours)**
 - **Week (7 Days)**
 - **Month (30 Days)**
 - **No Limit**

- **Judge** — Enables judges to select winners

- **Heading** — To change your judging heading from the default, click on the text box. This is a required field.

- **Description** — Click the **[Edit Description]** button to edit the description from the default.
- **Start Date** — Date judging starts
- **End Date** — Date judging ends
- Number of finalist(s) to be selected by judges
- **Vote** — Enables voters to sign-up and vote
 - **Heading** — To change your vote heading from the default, click on the text box. This is a required field.
 - **Description** — Click the **[Edit Description]** button to edit the description from the default.
 - **Start Date** — Date user voting begins
 - **End Date** — Date user voting ends
 - People can vote once per:
 - **Day**
 - **Contest**
 - Number of winner(s) to be selected by votes
 - Must like Facebook page in order to vote
- **Winner** — Date when winners of contest are announced.
 Winners from voting must be verified by you before being posted to the website. Please verify winners by going to the "Winner Verification" tab, which will become available at the end of the voting phase.
 - **Heading** — To change your winner heading from the default, click on the text box. This is a required field.
 - **Description** — Click the **[Edit Description]** button to edit the description from the default
- Click the **[Save and Continue]** Button

ii. Design Tab — Upload assets and apply customizations

Contest Flow Design Entry Requirements Legal

Colors

Header Text Body Text Link Text Background

Images (jpg/png)

Insert From Media Library

Header: displayed at the top of all pages in the contest (810w, automatically resized).

Insert From Media Library

Button: thumbnail used when sharing to Facebook (180w, 180h, automatically resized).

Insert From Media Library

Page Tab: used as icon on the Facebook Page Tab (111w, 74h, automatically resized).

Custom CSS

- a. **Colors** — Customize the colors of text and background
- b. **Images** — Upload header, button and page tab images
 - **Header** — Click the **[Add From Media Library]** button. (*For instructions on how to upload media see 1.8.C.ii*) The header image is displayed at the top of all pages in the contest (810w, automatically resized)
 - **Button** — Click the **[Add From Media Library]** button. (*For instructions on how to upload media see 1.8.C.ii*) The thumbnail is used when sharing to Facebook (180w, 180h, automatically resized)
 - **Page Tab** — Click the **[Add From Media Library]** button. (*For instructions on how to upload media see 1.8.C.ii*) The page tab is used as icon on the Facebook Page Tab (111w, 74h, automatically resized).
- c. **Custom CSS** — This space is where developers can add coding for additional customization
- d. Click the **[Save and Continue]** button

iii. Entry Requirements Tab — Set up additional entry restrictions/requirements

Entry Restrictions

Restrict entrants using the following conditions

Age Restrictions
Minimum Maximum

Location Restriction

Entry Fields

Define what media entrants must provide in order to enter the contest. For instance, to require entrants to upload their favorite YouTube video, choose "Video" for media and type "My favorite YouTube video" for the label.

Media *	Label *	Options	Actions
<input type="text" value="Text"/>	<input type="text" value="Name"/>	<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Publicly Viewable	
<input type="text" value="Text"/>	<input type="text" value="Email"/>	<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Publicly Viewable	
<input type="text" value="Text"/>	<input type="text" value="ZIP/Postal Code"/>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Publicly Viewable	
<input type="text" value="Text"/>	<input type="text" value="Phone Number"/>	<input type="checkbox"/> Required <input type="checkbox"/> Publicly Viewable	
<input type="radio" value="Radio"/>	<input type="text" value="Gender"/>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Publicly Viewable	
<input type="text" value="Pulldown"/>	<input type="text" value="Birth Date"/>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Publicly Viewable	
<input type="text" value="Photo"/>	<input type="text" value="My Photo"/>	<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Publicly Viewable <input type="checkbox"/> Auto-fill during entry	
<input type="text" value="Text"/>	<input type="text" value="Photo Caption"/>	<input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Publicly Viewable <input type="checkbox"/> Auto-fill during entry Length: <input type="text" value="Multi Line"/>	
<input type="button" value="+ Add Row"/>			

a. Entry Restrictions

- **Age Restrictions** — Add a minimum or maximum age restriction for contest entry
- **Location** — Add a location restriction for contest. Locations can be city (e.g. Toronto, Ontario), State/Province (e.g., Ontario, Canada), or country (e.g., Canada).

- #### b. Entry Fields
- Define what media entrants must provide in order to enter the contest. For instance, to require entrants to upload their favorite YouTube video, choose "Video" for media and type "My favorite YouTube video" for the label. Click the **[+]** button to add additional fields to the default fields of this contest.

- **Music** — Allow users to upload an .mp3 file
- **Video** — Allow users to submit a YouTube link
- **Photo** — Allow users to upload a photo
- **Text** — Allow users to write in a small, medium or large text field. This is typically used for answering basic questions, captioning uploaded content, or submitting a story.
- **Story** — Allows users to submit a story/user experience
- **Pulldown** — Provide users with a pull-down of multiple options to a question
- **Checkbox** — Add a checkbox that users can click to agree to specific terms or conditions

c. Click the **[Save and Continue]** button to proceed to the next tab

iv. **Legal Tab** — Add the legal copy for your contest

The screenshot shows the 'Options' page for a contest, with the 'Legal' tab selected. The page includes a header 'Options' and a sub-header 'Legal'. Below the header is a light blue box with the text 'Fields with * are required.' and a close button. The main content area is divided into two sections: 'Contest Rules *' and 'Terms & Conditions *'. Each section has a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, subscript, superscript, link, unlink, list, indent, outdent, quote, and a 'Source' button. The editors are currently empty.

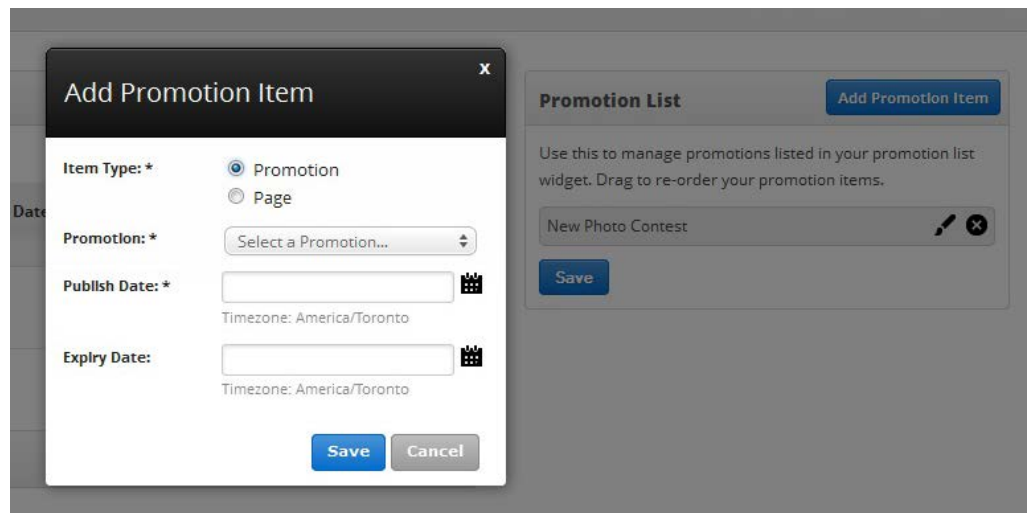
- a. **Contest Rules** — To set up your contest's rules, add them here. These documents should be reviewed by your legal counsel before use.
 - b. **Terms and Conditions**- To set up your contest's "Terms and Conditions" add them here. These documents should be reviewed by your legal counsel before use.
 - c. **Privacy Policy** — To set up your contest's "Privacy Policy" add it here. These documents should be reviewed by your legal counsel before use.
- v. **Entry Approvals** — This is where you will be able to view and manage user contest entries.
 - a. **Pending** — These are user entries waiting to be approved or rejected.
 - b. **Approved** — These are users entries that have been approved by a contest administrator
 - c. **Rejected** — These are user entries that have been rejected by a contest administrator

F. Publish Contest

- i. **Publish to Web** — Under the "**Publish**" module in the right column; click the **[Publish]** button. Choose to add the contest to a Top Menu Navigation, or click **[Skip]** to publish it to your contest listings page only.
- ii. **Publish to Facebook** — Under the "**Publish**" module in the right column; click the **[Publish to Facebook]** button. Follow the instructions in the pop-up to add the contest to your Facebook page.
- iii. **Iframe embed**
 - a. **Width** — Enter the width you want the iframe to be. Minimum width is 851px
 - b. **Height** — Enter the height that you want the iframe to be. Minimum height is 1000px
 - c. **iFrame Code** — Copy and paste the following code into your website or blog. Entrants must use Facebook Connect to sign-up.

G. Promotion List — Here you can add and manage your promotions/promotions list

i. Add Promotion Item — To add a promotion/contest to your promotion list.

The image shows a screenshot of a web application interface. On the left, a modal dialog box titled 'Add Promotion Item' is open. It contains the following fields: 'Item Type' with radio buttons for 'Promotion' (selected) and 'Page'; 'Promotion' with a dropdown menu showing 'Select a Promotion...'; 'Publish Date' and 'Expiry Date' with date pickers and a 'Timezone: America/Toronto' label. At the bottom of the dialog are 'Save' and 'Cancel' buttons. On the right, the 'Promotion List' widget is visible. It has a title bar with an 'Add Promotion Item' button. Below the title bar, it says 'Use this to manage promotions listed in your promotion list widget. Drag to re-order your promotion items.' There is a list item 'New Photo Contest' with a drag handle icon and a delete icon. A 'Save' button is at the bottom of the widget.

ii. Click the **[Add Promotion Item]** button and fill in the following fields:

- a. Item Type** — Choose a promotion item type by clicking either “promotion” or “page”
- b. Promotion** — Select a promotion from the dropdown menu
- c. Publish Date** — Set a date for when you wish your promotion/contest to be published to your site’s navigation
- d. Expiry Date** — Set an expiry date for when you’d like your promotion/contest to expire from your site’s navigation
- e.** Click the **[save]** button
- f.** Drag to re-order your promotion items.

2. Create Contest Listings Page — These instructions are used to create a new page that lists all your contests and create a new contest to add to the listing

- A.** Go to **[Website > Pages]**
- B.** Click the **[New Page]** button
- C.** Enter the title for your page in the title field
- D.** In the Drag-And-Drop Editor, click the **[Add Widget]** button
- E.** Select the **[Contest List]** widget from the grid selection window
- F.** Set up the contest listing settings:
 - i. Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.

- ii. **Items to Display** — Set the number of contests you want to be displayed in this listing
 - iii. **Allow Multiple Pages** — Select "Yes" if you want to display a paginator once there are more than the set items to display, otherwise select "No"
 - iv. Click the **[Save]** button to save the settings for this contest listing widget
- G. Fill out the rest of your page's required fields (*see 3.1.A for instructions*) and then either click **[Save Draft]** to publish at a later date or time, or **[Publish]** to publish it immediately

3 Email

3.1 Setup your email newsletter and send emails

1. **Create a Subscription Group** — These instructions are used to create a new email subscription group
 - A. Go to **[Email > Subscription Groups]**
 - B. Click on **[Add Subscription Group]** Button. In the pop up window, fill in the required fields. Fields with * are required.

The screenshot shows the 'Email Publisher' interface. On the left, there's a sidebar with 'Subscription Groups' and 'Filters' tabs, an 'Add Subscription Group' button, a 'Subscription Group Name' input field, and a status 'Showing 0 to 0 of 0 entries'. A modal window titled 'Create a new Subscription Group' is open. It has a close button (X) in the top right. Inside the modal, there's an 'Info' section with a close button (X) and the text 'Fields with * are required.'. Below this, there's a form with two fields: '* Subscription Group Name:' followed by a text input field, and 'Enable Subscription Group:' followed by a checkbox. At the bottom right of the modal is an 'Add' button.

- i. **Create a subscription group name** — The name of the subscription group you created
- ii. **Enable Subscription Group** — Check “enable subscription group” to allow users to subscribe to this email list. Leave it unchecked if you don’t want users to subscribe to this email list.
- iii. Click **[Add]**

C. Subscription Groups

- i. **Subscription Group Name** — The name of your email subscription group
- ii. **Total** — Total number of users in a specific subscription group
- iii. **Active** — Total number of “active” users in a specific subscription group
- iv. **Enabled** — How many emails are in a specific subscription group
- v. **Last Sync** — Date subscription group was created
- vi. **Actions** — Here you can sync email group to iContact, edit subscription group name or delete subscription group

D. Create a Filter

- i. Go to **[Email > Filters]**
- ii. Click **[Add New Filter]** fill in the required fields. Fields with * are required.
- iii. **Filter Name** — The name of the filter you’ve created
- iv. **Subscription Group** — The subscription group you’ve chosen for that filter
- v. **Select a Filter Category** — Pull down menu. Fill in corresponding required fields.
- vi. Click **[Add]**

4 Members

4.1 Manage subscribers to your website

1. **Create a new member database** — These instructions are used to import users from your old database into your website, export users from your website, delete users, and manually validate user’s email addresses.
2. Go to **[Members]**
 - A. **Name** — Name of subscriber

- B. Email** — Email of subscriber
- C. Location** — Location of subscriber
- D. Gender** — Gender of subscriber
- E. Birthdate** — Birthdate of subscriber
- F. Engagement** — How active your user is
- G. Source** — Where they “subscribed” from, e.g. Station website, Facebook, etc.
- H. Date Joined** — The date subscriber joined
- I. Action** — Click the pencil icon to edit user. In the pop up window edit the user’s settings:
 - i. Validate Email** — Manually validates the account, bypassing the email validation system.
 - ii. Reset Password** — Manually reset the password for this account.
 - iii. Show profile** — Shows the user's public profile and picture.
 - iv. Permanently delete** — Permanently deletes this user from the membership database.

6 Widgets

6.1 Layout Widgets

- 1. Add a Widget** — These are the instructions for adding a widget to a blog post, page or contest.
- 2.** Go to any blog post, page or contest and in the Drag-And-Drop Editor click the **[Add Widget]** button. You may add as many widgets as you like.
 - A. Layout Widgets**
 - i. 1/2** — Adds a column half the width of the page
 - ii. 1/2 + 1/2** — Adds 2 columns, each half the width of the page
 - iii. 1/3** — Adds a column one third the width of the page
 - iv. 1/3 + 1/3 + 1/3** — Adds 3 columns, each one third the width of the page
 - v. 1/3 + 2/3** — Adds 2 columns, one third the width of the page and the other two thirds the width of the page
 - vi. 1/4** — Adds a column one quarter the width of the page

vii. $1/4+1/4+1/4+1/4$ — Adds 4 columns, each one quarter the width of the page

viii. $1/6$ — Adds a column one sixth the width of the page

B. Content Widgets

i. **Text Block** — This is where you add plain text

a. **Extra Class Name** — If you wish to style particular content element differently, then use this field to add a class name and then refer to it in your css file.

b. Click the **[Save]** button

ii. **Separator (divider)**

iii. **Separator (divider) with text**

iv. **Message Box**

a. **Message Box Type**

b. **Message Text**

c. **Extra Class Name** — If you wish to style particular content element differently, then use this field to add a class name and then refer to it in your css file.

d. Click the **[Save]** button

v. **Button**

a. **Text On Button** — Text that will show on your button

b. **URL Link** — Link that you want your button to direct too

c. **Color** — Choose a color for your button

d. **Size** — Choose a size for your button

e. **Icon** — Choose a pre-existing icon to correspond with your button

f. **Target** — Choose whether to have your button open a new page or stay on the existing one

g. **Extra Class Name** — If you wish to style particular content element differently, then use this field to add a class name and then refer to it in your css file.

h. Click the **[Save]** button

vi. **Video Player**

a. **Widget Title** — Heading text. Leave it empty if not needed.

- b. **Video Link** — Link to the video. More about supported formats at [WordPress codex page](#).
- c. **Video Size** — Enter video size in pixels. *Example: 200x100 (Width x Height)*.
- d. **Extra Class Name** — If you wish to style particular content element differently, then use this field to add a class name and then refer to it in your css file.
- e. Click the **[Save]** button

vii. Google Maps

- a. **Widget Title** — Heading text. Leave it empty if not needed.
- b. **Google Map Link** — Link to your map. Visit [Google maps](#) find your address and then click "Link" button to obtain your map link.
- c. **Map Height** — Enter map height in pixels. *Example: 200*
- d. **Map Type** — Select button alignment. Choose from:
 - **Map**
 - **Satellite**
 - **Map+Terrain**
- e. **Map Zoom** — This is automatically set to a default of 14. You may choose a level of zoom from 1-20.
- f. **Extra Class Name** — If you wish to style particular content element differently, then use this field to add a class name and then refer to it in your css file.
- g. Click the **[Save]** button

viii. Content Grid

- a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. **Display Title** — Choose whether you'd like to have the title displayed by clicking **"Yes"** or **"No"** from the dropdown menu
- c. **Content Grid** — Select the content grid that you want to display on this page
- d. **Items to Display** — Set the number of blog entries you want to be displayed in this listing.

- e. **Allow Multiple Pages** — Select "Yes" if you want to display a paginator once there are more than the set items to display, otherwise select "No"
- f. Click the **[Save]** button

iv. Single Image

- a. **Select Image** — *(For instructions on how to upload media see 1.8.C.ii)*
- b. **Image Size** — From the dropdown menu choose an image size.
 - **Thumbnail**
 - **Medium**
 - **Large**
 - **Full**
 - **Custom**
- c. **Custom Width** — For use with custom image size. A number in pixels.
Example: 200
- d. **Custom Height** — For use with custom image size. A number in pixels.
Example: 200
- e. **Image Link** — Enter url if you want to link this image with any url. Leave empty if you won't use it
- f. Click the **[Save]** button

C. Social

i. Facebook Like

- a. **Button Type** — Select a type for your Facebook like button:
 - **Standard**
 - **Button Count**
 - **Box Count**
- b. Click the **[Save]** button

D. Structure

- i. **Raw HTML** — Enter your raw HTML content/code. Click the **[Save]** button
- ii. **Raw JS** — Enter your raw javascript content/code. Click the **[Save]** button

E. Other

i. Album Gallery

- a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. **Display Title**- Choose whether you'd like to have the title displayed by clicking "Yes" or "No" from the dropdown menu
- c. **Items to Display** — Set the number of blog entries you want to be displayed in this listing.
- d. **Allow Multiple Pages** — Select "Yes" if you want to display a paginator once there are more than the set items to display, otherwise select "No"
- e. Click the [Save] button

ii. Blog/News List

- a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. **Display Title** — Choose whether you'd like to have the title displayed by clicking "Yes" or "No" from the dropdown menu
- c. **Blog/News Category** — Select the blog/news category you'd like to display. *(press the "Ctrl" button to select multiple categories)*
- d. **Sort Order** — Select how you want the posts in this widget to be sorted
 - **Publish Date** — Orders all posts by date /time published
 - **Modified Date** — Orders all posts by date/time last modified
- e. **Sort by using Ranking System on each category**
 - **Yes** — This widget will display posts to reflect changes made to the category's rank, then by "Sort Order"
 - **No** — This widget will displays posts based on your selection in the "Sort Order" options.
- f. **Items to Display** — Set the number of blog entries you want to be displayed in this listing.
- g. **Allow Multiple Pages** — Select "Yes" if you want to display a paginator once there are more than the set items to display, otherwise select "No"

- #### h. Click the **[Save]** button

iii. Broadcast History

- Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- Display Title** — Choose whether you'd like to have the title displayed by clicking **"Yes"** or **"No"** from the dropdown menu
- Items to Display** — Set the number of blog entries you want to be displayed in this listing. Should be a multiple of 5. Max 50.
- Allow Multiple Pages** — Select **"Yes"** if you want to display a paginator once there are more than the set items to display, otherwise select **"No"**
- Click the **[Save]** button

iv. Community Grid

- a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. **Display Title** — Choose whether you'd like to have the title displayed by clicking **"Yes"** or **"No"** from the dropdown menu
- c. **Items to Display** — Set the number of items you want to be displayed in this widget. Max 100.
- d. **Allow Multiple Pages** — Select **"Yes"** if you want to display a paginator once there are more than the set items to display, otherwise select **"No"**
- e. Click the **[Save]** button

v. Contact Form

- Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- Display Title** — Choose whether you'd like to have the title displayed by clicking **"Yes"** or **"No"** from the dropdown menu
- Enable captcha to prevent SPAM** — Choose whether you'd like to have the captcha enabled by clicking **"yes"** or **"no"** from the dropdown menu. There can only be one captcha verification per page. *Captcha should be disabled if this widget is going to be less than full width (1/1).*

- d. Click the **[Save]** button

vi. Contest List

- a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. **Display Title** — Choose whether you'd like to have the title displayed by clicking **"Yes"** or **"No"** from the dropdown menu
- c. **Items to Display** — Set the number of items you want to be displayed in this widget.
- d. **Allow Multiple Pages** — Select **"Yes"** if you want to display a paginator once there are more than the set items to display, otherwise select **"No"**
- e. Click the **[Save]** button

vii. Event Calendar Grid

- a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. **Display Title** — Choose whether you'd like to have the title displayed by clicking **"Yes"** or **"No"** from the dropdown menu
- c. **Calendar** — Choose which calendar you'd like displayed in the widget.
(press the "Ctrl" button to select multiple calendars)
- d. **Items to Display** — Set the number of items you want to be displayed in this widget.
- e. **Allow Multiple Pages** — Select **"Yes"** if you want to display a paginator once there are more than the set items to display, otherwise select **"No"**
- f. Click the **[Save]** button

viii. Event Calendar List

- a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. **Display Title** — Choose whether you'd like to have the title displayed by clicking **"Yes"** or **"No"** from the dropdown menu
- c. **Calendar** — Choose which calendar you'd like displayed in the widget.
(press the "Ctrl" button to select multiple calendars)

- d. **Items to Display** — Set the number of items you want to be displayed in this widget.
 - e. **Allow Multiple Pages** — Select **"Yes"** if you want to display a paginator once there are more than the set items to display, otherwise select **"No"**
 - f. Click the **[Save]** button
- ix. **Feature Rotator** — Feature Rotator width is determined in the feature rotator editor. We recommend leaving the widget width at full width (1/1) to avoid confusion.
 - a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
 - b. **Feature Rotator** — Choose a feature rotator to be displayed from the drop down menu
 - c. Click the **[Save]** button
- x. **Flash Player**
 - a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
 - b. **Flash File URL (SWF)** — Enter a flash file url, or click **[Insert From Media Library]** to add an existing one on file.
 - c. **Width** — Enter the width of flash.
 - d. **Height** — Enter the height of flash
 - e. **Enable Auto Play** — Select **"Yes"** if you want to enable auto play, otherwise select **"No"**
 - f. **Enable Loop** — Select **"Yes"** if you want to enable loop, otherwise select **"No"**
 - g. **Enable Transparency** — Select **"Yes"** if you want to enable transparency, otherwise select **"No"**
 - h. **Enable Full Screen** — Select **"Yes"** if you want to enable full screen, otherwise select **"No"**
 - i. Click the **[Save]** button

xi. Headline Ticker

- a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. **Blog/News Category** — Select a blog/news category to display headlines from. *Press the "Ctrl" button to select multiple types*
- c. **Background Color for Category Name** — Select a background colour for category name.
- d. **Background Color for Headline** — Select a background colour for headline.
- e. **Font Color for Category Name** — Select a font colour for category name.
- f. **Font Color for Headline** — Select a font colour for headline.
- g. **Font Style for Category Name** — Select a font style for category name.
- h. **Font Style for Headline** — Select a font style for headline
- i. **Apply Padding** — Select padding for the ticker. Select **"Yes"** if you want to apply padding, otherwise select **"No"**
- j. **Apply Gradient Effect** — Select gradient effect for the ticker. Select **"Yes"** if you want to enable the gradient effect, otherwise select **"No"**
- k. **Hours to Auto Expire** — Display all posts published within the last X hours from selected categories. Leave as zero to never expire.
- l. Click the **[Save]** button

xii. Photo Gallery

- a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. **Display Title** — Choose whether you'd like to have the title displayed by clicking **"Yes"** or **"No"** from the dropdown menu
- c. **Photo Gallery** — Choose which photo gallery you'd like displayed in the widget.
- d. **Items to Display** — Set the number of items you want to be displayed in this widget.

- e. **Columns** — Select how many columns you like for your photo gallery. You may select up to 5. If column width is less than half the page (300px) interstitial ads will not appear.
- f. **Allow Multiple Pages** — Select "Yes" if you want to display a paginator once there are more than the set items to display, otherwise select "No"
- g. Click the **[Save]** button

xiii. Poll

- a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. **Display Title** — Choose whether you'd like to have the title displayed by clicking "Yes" or "No" from the dropdown menu
- c. **Poll** — Select the poll you'd like to have displayed in the widget from the dropdown menu.
- d. **Display Results As** — Select how you'd like the poll results displayed:
 - **Percentage**
 - **Number of votes**
 - **None**
- e. Click the **[Save]** button

xiv. Poll Group

- a. **Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. **Display Title** — Choose whether you'd like to have the title displayed by clicking "Yes" or "No" from the dropdown menu
- c. **Poll Group** — Select the poll group you'd like to have displayed in the widget from the dropdown menu.
- d. **Display Results As** — Select how you'd like the poll results displayed:
 - **Percentage**
 - **Number of votes**
 - **None**
- e. Click the **[Save]** button

xv. Program Schedule Grid

- a. Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. Display Title** — Choose whether you'd like to have the title displayed by clicking **"Yes"** or **"No"** from the dropdown menu

xvi. Program Schedule List

- a. Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. Display Title** — Choose whether you'd like to have the title displayed by clicking **"Yes"** or **"No"** from the dropdown menu
- c. Items To Display Per Page** — Set the number of items you want to be displayed in this widget.
- d. Allow Multiple Pages** — Select **"Yes"** if you want to display a paginator once there are more than the set items to display, otherwise select **"No"**
- e.** Click the **[Save]** button

xvii. RSS

- a. Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. Display Title** — Choose whether you'd like to have the title displayed by clicking **"Yes"** or **"No"** from the dropdown menu
- c. RSS URL** — Enter the RSS URL you'd like to appear here.
- d. Target** — Select whether you want your page to open in the:
 - **Current window**
 - **New window**
- e. Items To Display Per Page** — Set the number of items you want to be displayed in this widget.
- f. Allow Multiple Pages** — Select **"Yes"** if you want to display a paginator once there are more than the set items to display, otherwise select **"No"**
- g.** Click the **[Save]** Button

xviii. Scheduled Content

- a. Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. Start Date** — The date you want your scheduled content to appear/start. *Format: YYYY-MM-DD HH:MM (24 hour time)*
- c. End Date** — The date you want your scheduled content to be removed/end. *Format: YYYY-MM-DD HH:MM (24 hour time)*
- d.** Click the **[Save]** Button

xix. Soundcloud

- a. Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. Display Title** — Choose whether you'd like to have the title displayed by clicking "yes" or "no" from the dropdown menu
- c. URL** — The Soundcloud wordpress url (*Ex: <http://api.soundcloud.com/tracks/95217943> or <http://api.soundcloud.com/playlists/4063444>*)
- d.** Click the **[Save]** Button

xx. Weather

- a. Type** — From the drop down menu choose 1 of the following:
 - **Current Conditions**
 - **7 Day Extended Forecast**
- b. Units Of Measure** — From the drop down menu choose 1 of the following:
 - **Metric**
 - **Imperial**
- c. Location** — Type in the location you'd like the weather conditions for.
- d.** Click the **[Save]** Button

xxi. YouTube Playlist

- a. Widget Name** — This is the name of the widget showing in the Drag-And-Drop Editor. It will not be displayed on the website.
- b. Display Title** — Choose whether you'd like to have the title displayed by clicking "Yes" or "No" from the dropdown menu

c. YouTube Playlist ID —

(Ex:<http://www.youtube.com/playlist?list=YouTube Playlist ID> Or just input *YouTube Playlist ID*)