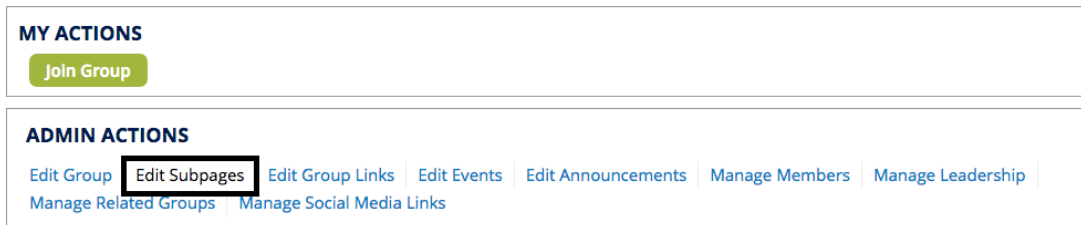


How to Create a Subpage & Display it Under Group Links

Subpages are pages that display on groups pages under “Group Links”. They can be edited straight from that page so you won't have to keep editing a document and then re-uploading it. Subpages can also be displayed on multiple group pages if you want to share the same information on other groups.

Steps:

1. Under Admin Actions, click on “Edit Subpage”
2. Click on “Add a new Subpage”



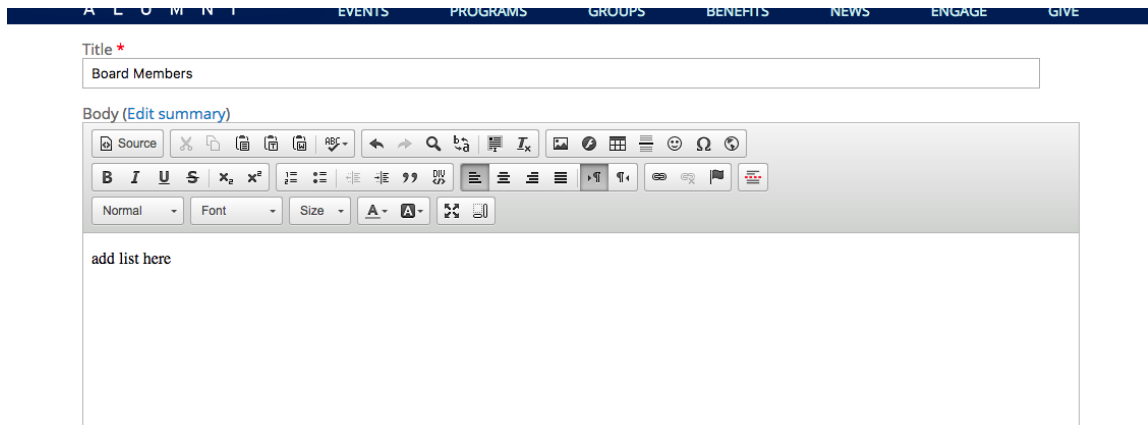
The screenshot shows a user interface with two main sections: "MY ACTIONS" and "ADMIN ACTIONS". Under "MY ACTIONS", there is a green button labeled "Join Group". Under "ADMIN ACTIONS", there is a horizontal menu of links: "Edit Group", "Edit Subpages" (which is highlighted with a black box), "Edit Group Links", "Edit Events", "Edit Announcements", "Manage Members", "Manage Leadership", "Manage Related Groups", and "Manage Social Media Links".

Duke NY subpages



The screenshot shows a subpage management interface. At the top right, there are two buttons: "Add new subpages" (highlighted with a black box) and "Add existing subpages". Below these is a search bar with the text "Search subpages" and a dropdown arrow. Underneath the search bar is a text input field labeled "Title". Below the input field is a checkbox labeled "Only my content". At the bottom of the search area are two buttons: "Search" (highlighted in green) and "clear".

3. Create a title and add content to the body and save



The screenshot shows the subpage editor interface. At the top, there is a dark blue navigation bar with the following menu items: "A L O U M N T", "EVENTS", "PROGRAMS", "GROUPS", "BENEFITS", "NEWS", "ENGAGE", and "GIVE". Below the navigation bar is a form with a "Title" field containing the text "Board Members". Below the title field is a "Body" field with a rich text editor toolbar. The toolbar includes buttons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and other formatting options. Below the toolbar, the body field contains the text "add list here".

**This will create the subpage but it will NOT automatically display it under the group links.*

To display your subpage under Group Links:

1. Under Admin Actions, click on "Edit Group Links"
2. Check the box of the subpage you want to display
3. Under bulk operations, select "Enable" and click "process"

The screenshot shows a form for managing group links. At the top, there is a text input field for 'title', a dropdown menu for 'Link type', and a checkbox for 'Enabled links'. Below these are 'Search' and 'clear' buttons. A 'Bulk Operations' dropdown menu is open, showing 'Enable' selected. A 'Process' button is highlighted with a red box. Below the form is a table with columns: Enabled, Title, Type, and Operations.

Enabled	Title	Type	Operations
<input type="checkbox"/>	test subpage	Group subpage	
<input type="checkbox"/>	test	Group subpage	
<input checked="" type="checkbox"/>	Board Members	Group subpage	

**Now your page will appear under Group Links and you'll be able to easily edit your page directly online.*