Ektron Website Quick Reference

Creating New Year Folders, Content Blocks & Updating Next Meeting Information on Homepage
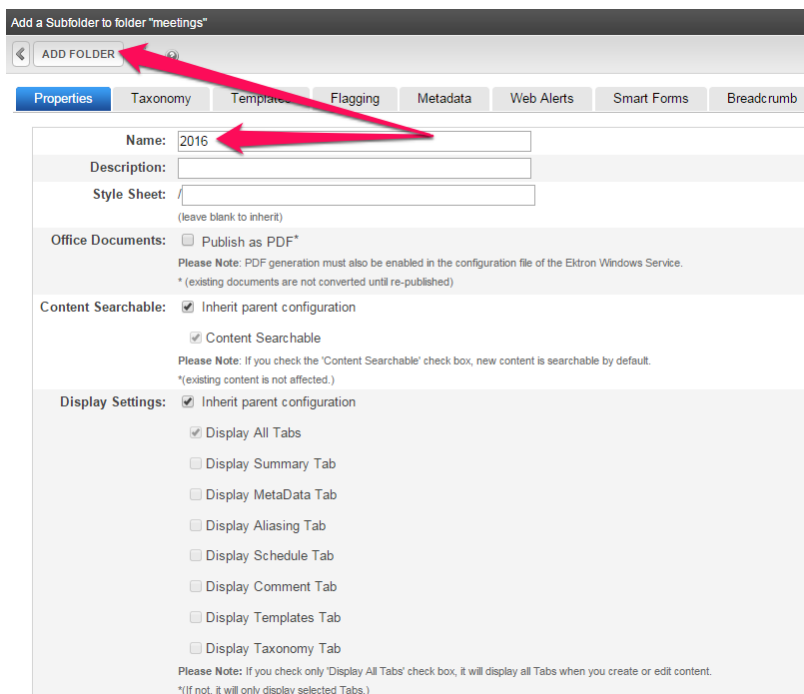
Overview

At the beginning of every New Year new folders and content blocks need to be created on many websites for meeting information.
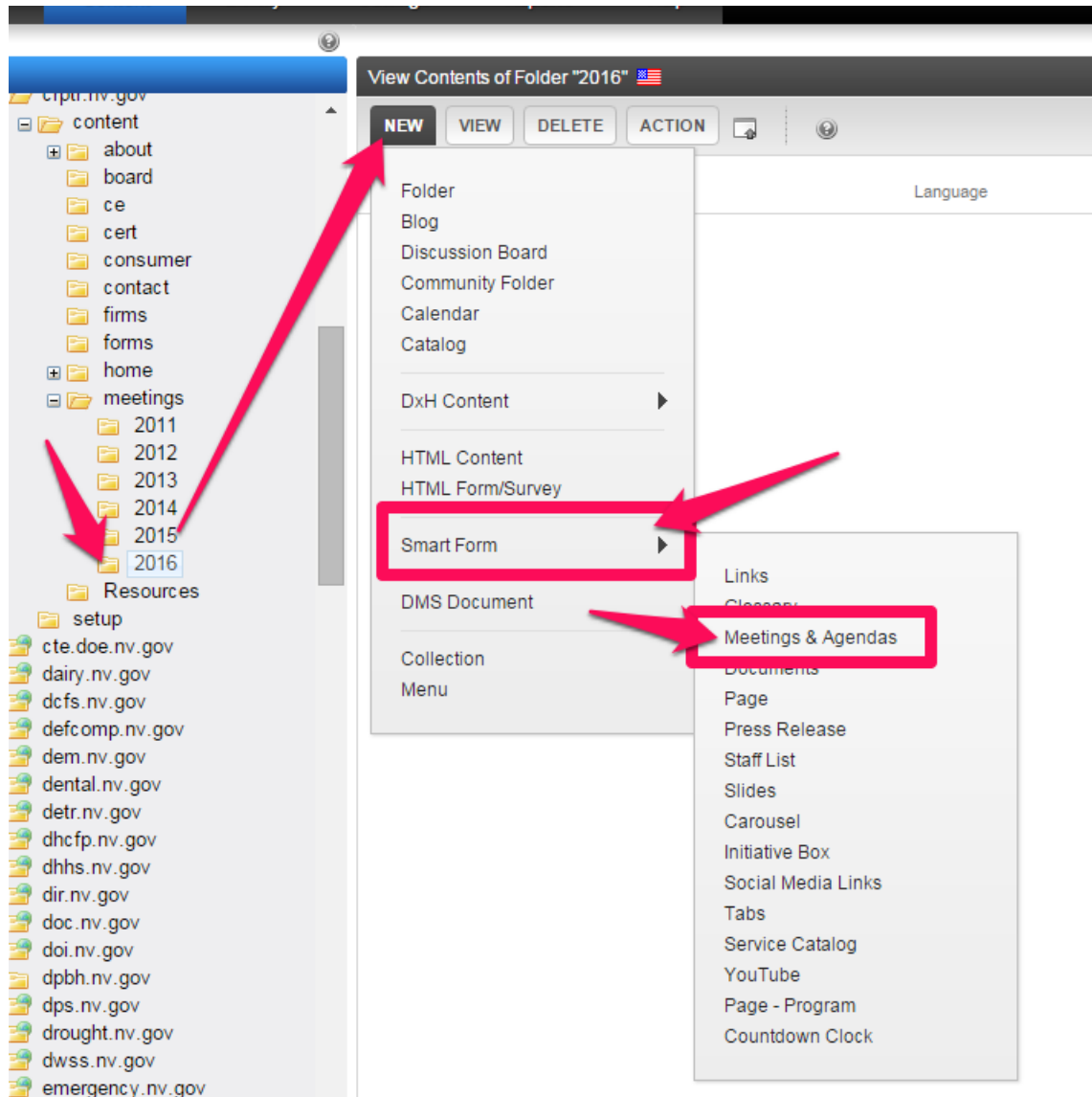
Creating the New Year Folder & Content block

1. **Open the Ektron Workarea and right-click on the main meetings folder and select *Add Folder* from the drop-down menu.**
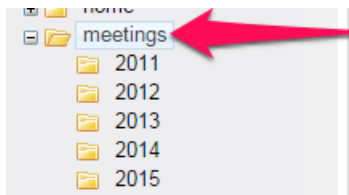
2. **Enter the year (ex: 2016) for the Name of the folder and click the *Add Folder* button.**

3. **Click on the year folder just created and click the *New* button and select Smart Form > Meetings & Agendas.**

4. **Name the new content block consistent with last year's content block.**

5. **Enter the Page Title consistent with the naming used on last year's Meetings & Agendas page.**

6. **Publish the content block. Then re-open it if you are using the homepage widget.**

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7. Enter the *Display Title (Home)* & *link the Document Home URL link to itself* **(you can't create the link if you have not published or saved the content block).**

Page Title (optional):
2016 Meetings

Page Copy (optional, general copy above the meeting and agendas area):

Page Style:	Home Style:	Display Title (Home):	Document Home URL:
Style 1 ▾	Style 1 ▾	Next Scheduled Meeting	2016 Meetings 📑

Updating the Homepage Widget

Next Scheduled Meeting

November 16, 2015@ 05:30 PM

8. **In the Ektron workarea click on the HOME folder and edit the site homepage.**

9. **Click on the metadata tab**

Content	Summary	Metadata	Aliases	Schedule	Comment	Templates

10. **Scroll down to the section for Banner Right: (Content) and click the EDIT button**
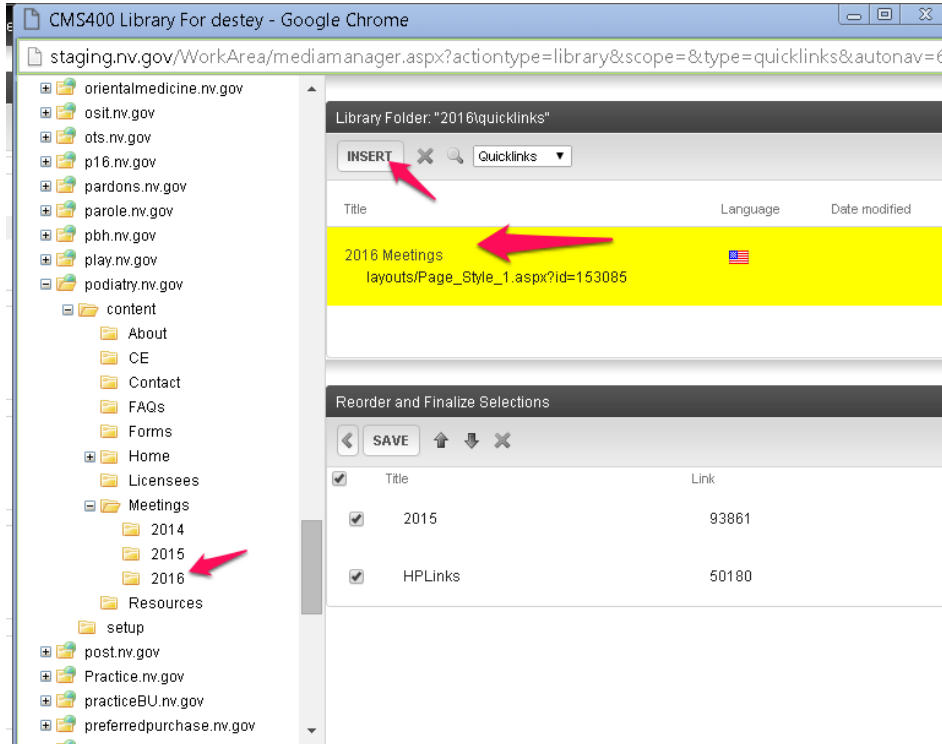
Banner Right: (Content)
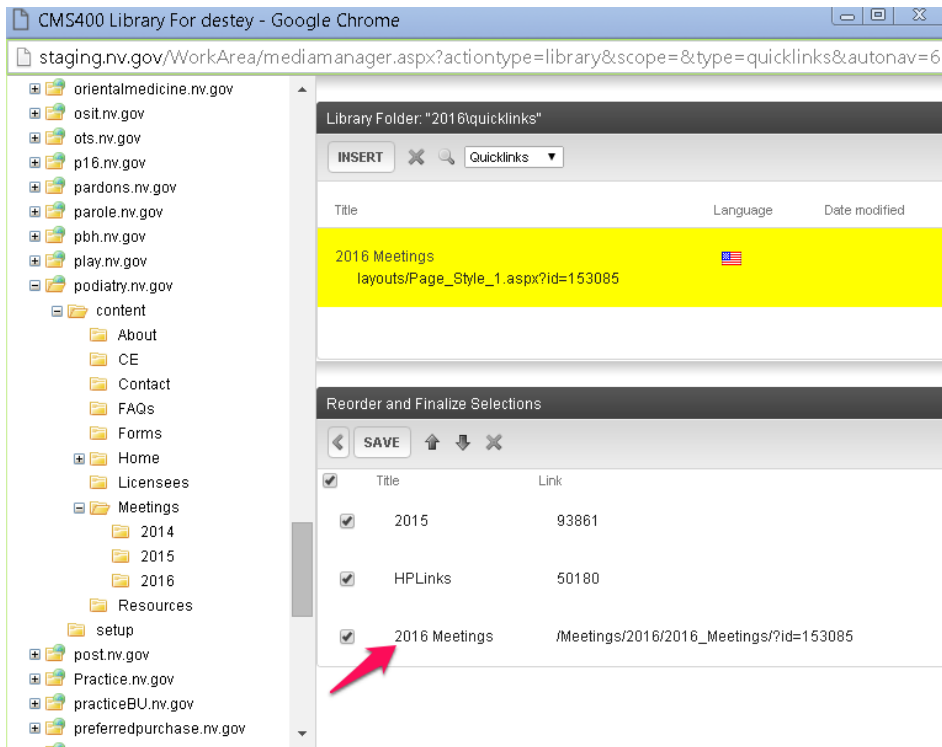2015 (ID: 93861)
HPLinks (ID: 50180)

Edit

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11. Navigate to the 2016 folder in the left pane, and click on the 2016 Meetings content block in the top portion of the right pane then click the INSERT button.
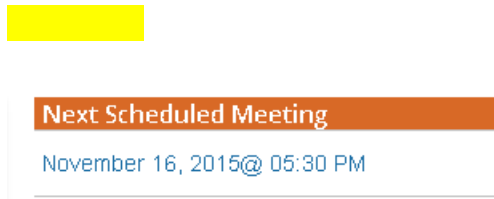

12. The new meetings page will appear at the bottom of the right pane bottom section.

13. Using the arrows place the new meetings page directly above or below the 2015 page.
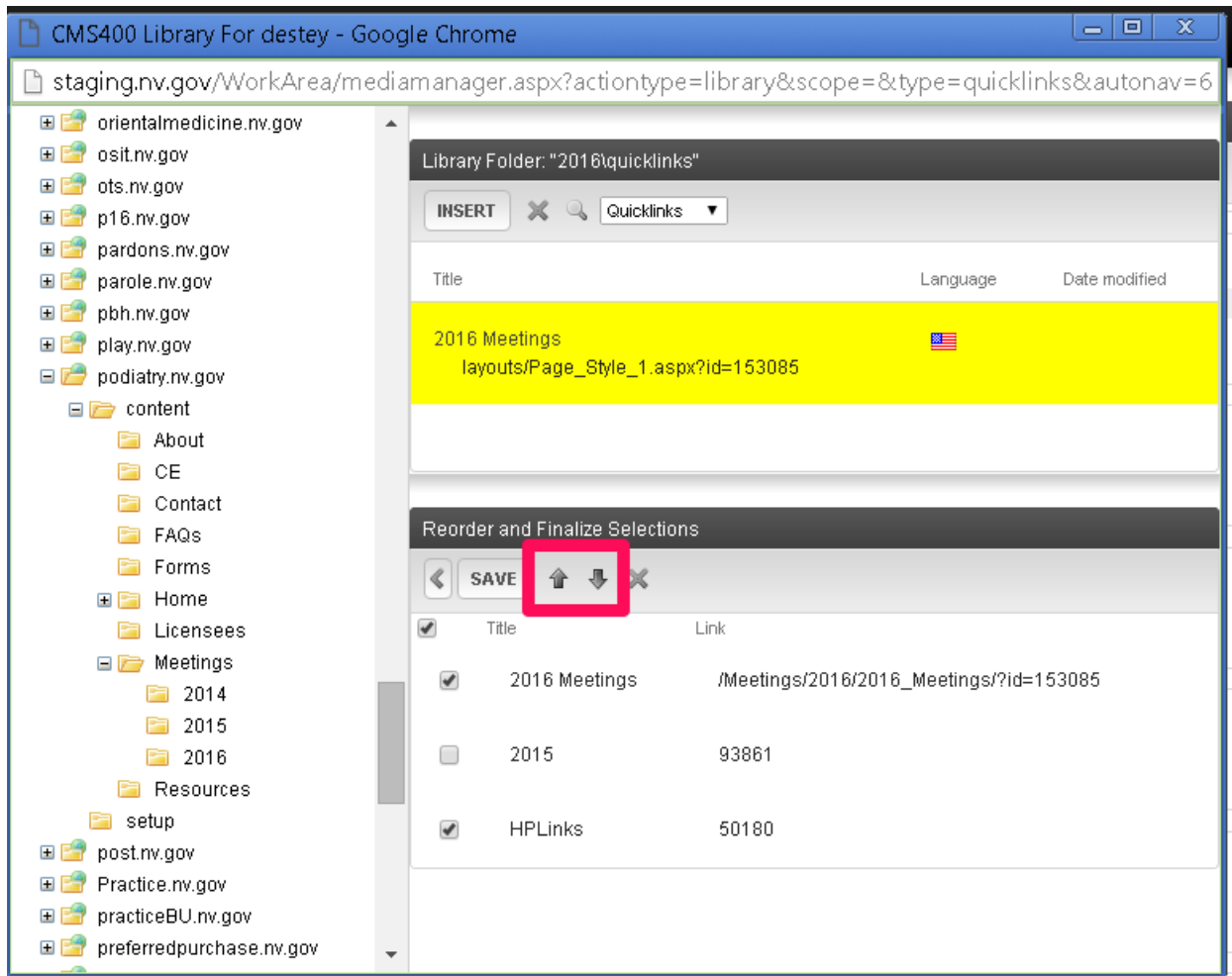
14. Uncheck the 2015 box and click the SAVE button. You should see the updated Meeting Widget on the

15. Email stateweb@admin.nv.gov if you would like the new meeting year to appear in the top or left site