

Updating your School Website Quick Start Guide



Update your Website in 4 Easy Steps

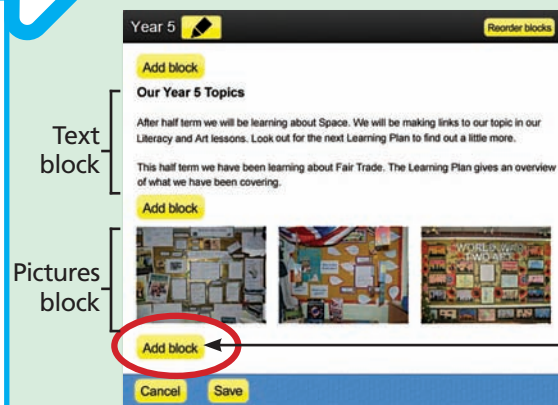
Step 1 Log in



Step 2 Click 'Edit this Page'



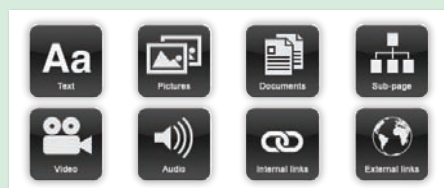
Step 3 Add or Edit Blocks of Content



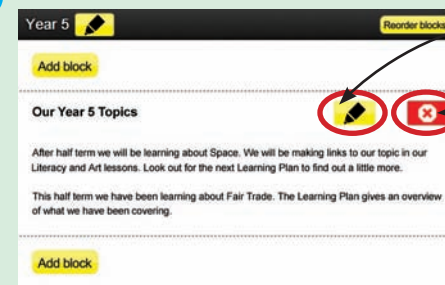
Creating your web page is like stacking building blocks, one on top of the other. Each block contains a different type of content.

You can add new blocks anywhere you see this button.

Choose from text, pictures, documents and more.



Step 3 continued...



Edit, or add to, the content of a block by clicking the pencil.

Delete an entire block by clicking the cross. Both buttons appear when the mouse hovers over the block.

Step 4

Save the Page and Log out



Forgotten your Password?

Email

[Reset my password](#)

Simply click 'Forgotten your password?' on the log-in screen, and enter your email address to reset your password.

Need any Help?

Our friendly and helpful team of School Website Advisers are here to support you should you need any assistance.

Please do not hesitate to get in touch on **01636 616630** or email techsupport@primarysite.net if you have any technical queries or further training needs. Additional copies of this guide can also be ordered at no extra cost.

Thank you for choosing PrimarySite as your school website provider.

Additional Features



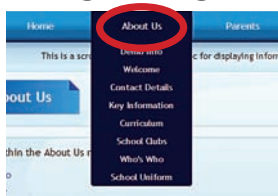
Reordering Content Blocks

Reorder blocks

You can change the order of content by clicking the 'Reorder blocks' button. Drag and drop the blocks into the required position.



Adding New Pages

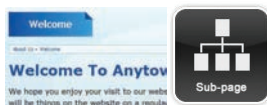


Edit menu

To add a new page to a menu, click the menu heading. Click the 'Edit menu' button, then click 'Add a new page'.



Adding Sub-Pages



Sub-pages are pages which are accessed from within an existing page. They are added using the 'Sub-page' content block.



Editing News, Diary and Newsletters

Edit news

Edit diary

Edit newsletters

These are special pages, which all have their own simple editing system. In each case, click the 'Edit' button to add or edit news stories, diary events or newsletters.



Editing the Homepage

Edit home

Click the 'Edit home' button to edit special features on your homepage such as the scrolling announcement banner, slideshow and house points if you have them.