

Quick Sheet for Website Use

You will receive an Email from your Athletic Director when they invite you to be a user – Email will be titled VNN or Wordpress...check your inbox or spam box. You will have a username and password. You can change your password once you log in at: **maxshayesathletics.org**

Go to the following link – For VNN Help – There are videos and step by step instruction:

<https://varsitynewsnetwork.zendesk.com/hc/en-us>

You can also call VNN support at **616-930-4100**

Email: support@varsitynewsnetwork.com

Shortcuts listed below for a few key items:

LOG IN – Located on top toolbar

- 1. Enter Username**
- 2. Enter Password**

Articles

1. +New (Located on Top Toolbar)
2. Article
3. Enter Title
4. Write whatever you would like in Word Box... Steps 5-7 below will help you with this
5. Open Tool Bar Toggle (Looks like little computer keys, square box) – This is your word formats, Color, etc
6. Hyper link – looks like 2 chain links... will activate after you highlight word in article box.
7. Add Media – is for any PDF or Pictures to place in article
 - a. Click on Upload or Media library
 - b. Select picture by clicking on picture
 - c. Click blue box in lower righthand corner that says “Insert into Article”
8. Select a Sport Category (Basketball, Baseball, etc) on right hand side that you want the article to appear in. Note, all articles will land on home page of site as well as any sport page you select.
9. Slide Show – Check box if you want to appear in Slide show. Use a short title to appear in the show. Feature Image in slide show should be Horizontal (640x360 pixels)
10. Set Feature Image – This is little picture next to article. We have set defaults for you, but you may change if you would like. Look for Feature Image button on right-hand side of page.
11. Publish – options
 - a. Draft – Save and come back later
 - b. Immediately – Can put in a date when you want it to go live
 - c. Publish - When you click the blue button it will be published

School Pages (Drop Down Menu)

1. + New (Located on Top Toolbar)
2. School Page
3. Enter Title
4. Add any info you want in Word Box. If you have a PDF or URL you can skip the Word Box and go down the page to the Associated File Box and add your info here.
5. Add Media if you would like
 - a. Must go into Media library
 - b. Then upload
6. Choose Page Type – Where is Page to be located...click circle. If you select Program Link circle then select specific sport program (Example: Soccer), as page will appear under Program Links on that specific sport page.
7. Publish – options
 - a. Draft – Save and come back later
 - b. Immediately – Can put in a date when you want it to go live
 - c. Publish - When you click the blue button it will be published

Photo Gallery – 4 will view on the main page, most recent.

It will go to the sport page and to the main page

1. +New (Located on Top Toolbar)
2. New Gallery
3. Title
4. Select Files
5. Upload – Upload a group of photo's – MAC Hold down the command Key, then click the photos. PC Hold down the Control key then click the photo's
6. Choose your Category
7. Publish

Coaches Page

1. +New (Located on Top Toolbar)
2. Coaching Staff
3. Add Info
4. Head Shot – Set Image
5. Publish