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FOR YOUR INFORMATION

- Working in the Kentico CMS makes everything responsive, mobile ready.
- As in the past, HTML source code will not be accessible in this CMS solution.
- Always **SAVE** your work on the Page Tab. If you navigate away from a page without saving, (by choosing “OK” instead of “Cancel” when you see warning popup,) your work will be lost.
- **Why do I need to list ALL Events and Support Groups in Personify or Blackbaud?**
Personify and Blackbaud will populate Community Resource Finder, our one comprehensive database. With the contact center handling the calls from all but 2 chapters, Community Resource Finder is the primary source for community resources when assisting callers. **Not having chapter information in CRF will impede our call center staff from being able to assist our callers** in the best way possible.

Additionally, **information will NOT show in online searches if not in Personify or Blackbaud.**

Please review the very short but useful 8-pg “mini-manual” to understand how Events work:
<https://www.alz.org/includes/downloads/cms/Events-mini-manual-v3.0.pdf>

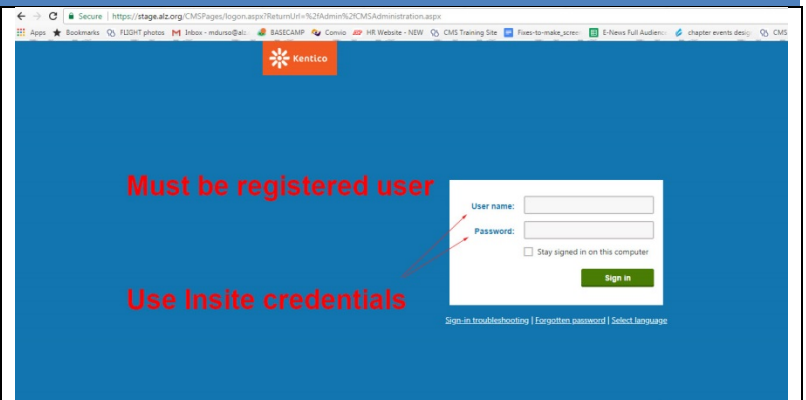
- **Why should I not use tables on my pages?**
More than 50% of our website visitors access the site via a mobile device. Tables do not size down and are virtually unreadable on mobile devices. (Visit a page with a table, shrink down your desktop browser window to be small, and you’ll see just how inaccessible your information will be). The new design was purposely “responsive” for these devices so tables are Strongly discouraged.
- **When do I need to request help from an admin via cmsupport@alz.org?**
For deleting any page; for redirecting any page or event tile to an external url, or for general assistance.
- **How do I access local pdfs and images from my computer within VDI environment?**
We recommend saving any files needed for upload on Google Drive, which is accessible within VDI.

KENTICO ACCESS & LOGGING IN

IMPORTANT: The only way to access Kentico is through VDI. The computer you are working on **must be on VDI/VMware**. (For VDI assistance, please contact HelpDesk@alz.org. Put “**VDI/VMware access needed**” in the subject line). Use any browser.

Go to stage.alz.org/admin

Note: You must have a registered login in order to access the system. Only two users per chapter. To add or remove users, please submit the user change form on the Kentico training site:
https://www.alz.org/_cms_training_site_kentico.asp

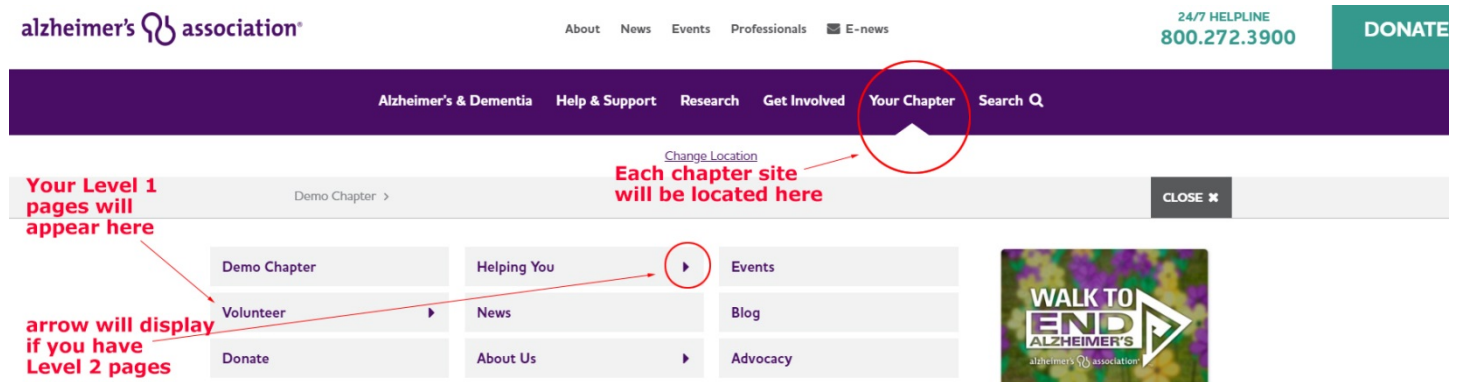


Most log-in errors result from not being within VDI.

CHAPTER SITE STRUCTURE AND SITE TREE DIRECTORY

Where is Your Site Located on alz.org?

Each chapter site will be located within one tab of the alz.org website. Your chapter will be located under the “Your Chapter” tab. When you click on that tab, your main navigation will display at the top.



Your Top Eight “Level 1” Pages

Your site contains eight Top Level pages (“Level 1”) which are fixed. Ability to add, remove, rename and reorder is not available at this level.

Your eight Level 1 pages are:

- **Helping You** – please fill out with content
- **Events** – There is a comprehensive 8-pg Events “mini-manual” posted on the Kentico training page (<https://www.alz.org/includes/downloads/cms/Events-mini-manual-v3.0.pdf>); Events on your homepage will auto-populate from Personify/Blackbaud
- **Volunteer**– please fill out with content
- **News**– please fill out with content; if you don’t have chapter news, this will auto-populate with Nat’l news
- **Blog**– right now this is set up as an external link; either to the National blog or to your own outside blog
- **Donate**– two options: (1) filled out with content or (2) links to your donate page in Blackbaud
- **About us**– please fill out with content
- **Advocacy** – this is set up as an external link to your current Advocacy page in Blackbaud

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Site Tree Directory

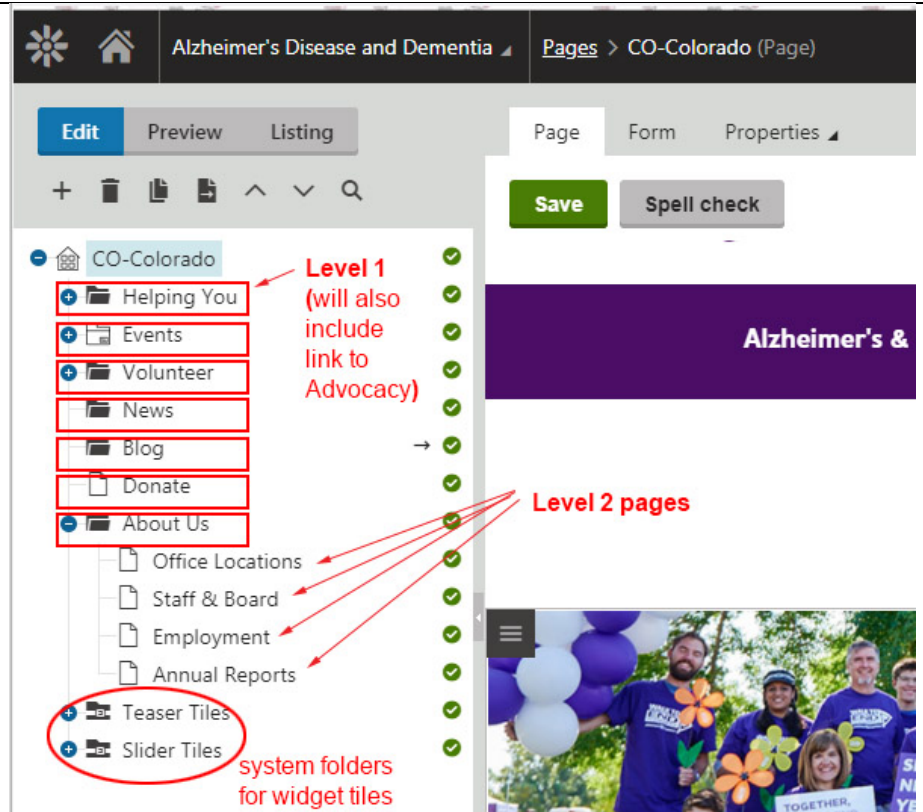
- Your chapter's site tree is on the left. The tree also displays associated files - Teaser Tiles and Slider Tiles.

- Your Level 1 pages are under your chapter's root. Chapters may populate Level 1 pages that are not direct links. You may choose to create pages nested under your Level 1 pages, which are called "Level 2."

- Chapters may also create additional Level 2 (and Level 3, if necessary,) pages but thereafter consider horizontal options to minimize deep nesting of pages. Scrolling may increase visitor engagement/conversions over clicking deeper and deeper into the site.

- Status icons display to the right of file names. An orange diamond icon means it's in preview only; a green circle with check means it's a published page to the live site.

(See pg. 11 for more info on page status icons)



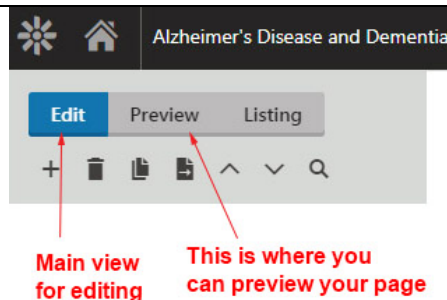
Take into consideration that due to the amount of core content that will be available, there is little need to duplicate that information at the local chapter level. Start with less information as it increases the Association's overall impact with search engine authority.

Top Left Tabs

Three buttons upper left:
EDIT | PREVIEW | LISTING

EDIT – Edit your page
PREVIEW – Preview your page
LISTING – Displays as list

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Top Right Tabs

PAGE | FORM | PROPERTIES

PAGE tab – This is where you will do most editing here. **SAVE** – click often!

FORM tab – Not an actual form. Here, you will enter a blurb & select a teaser image.

PROPERTIES tab – Depending on the page you're working on some or all of the following may be presented:

General - Preview links can be found here. Links must be only viewable from within Kentico.

Metadata – fields to add metadata. (See [Chapter SEO Guide with Meta Template](#)).

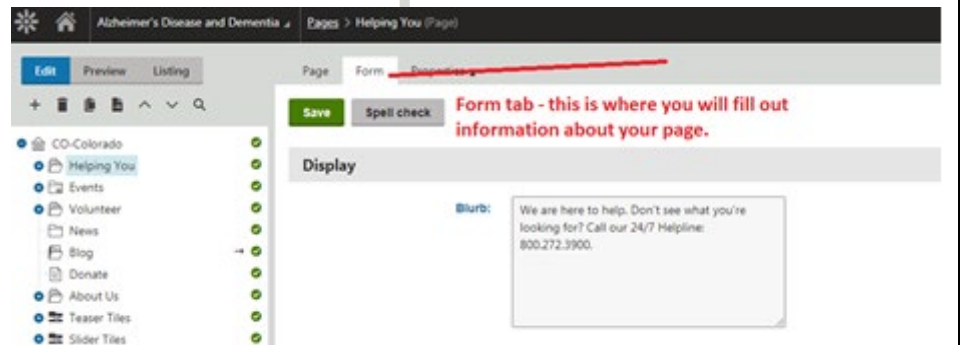
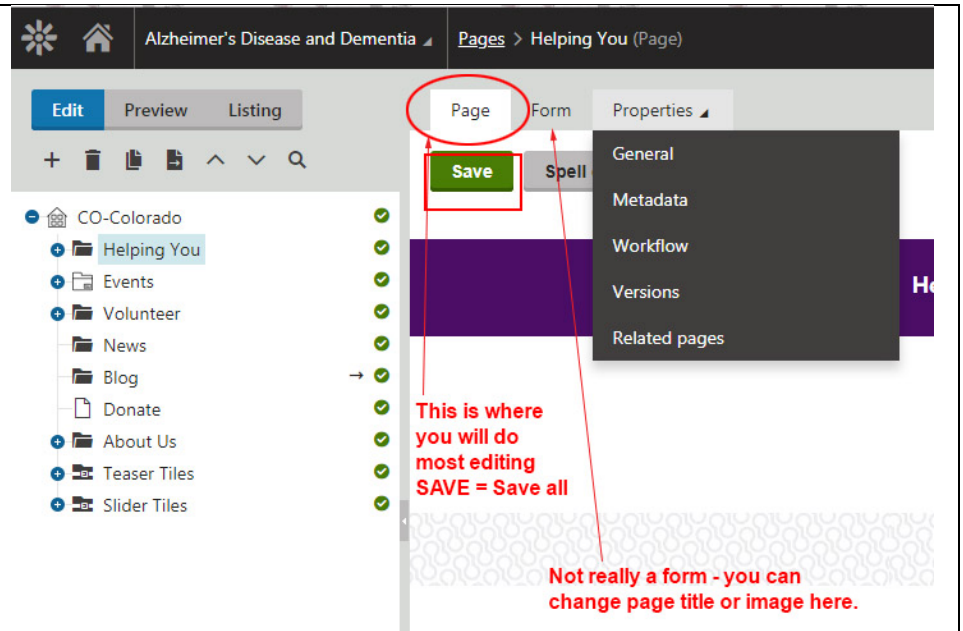
(See pg. 39 for more on metadata)

Workflow - Will show the status of your page.

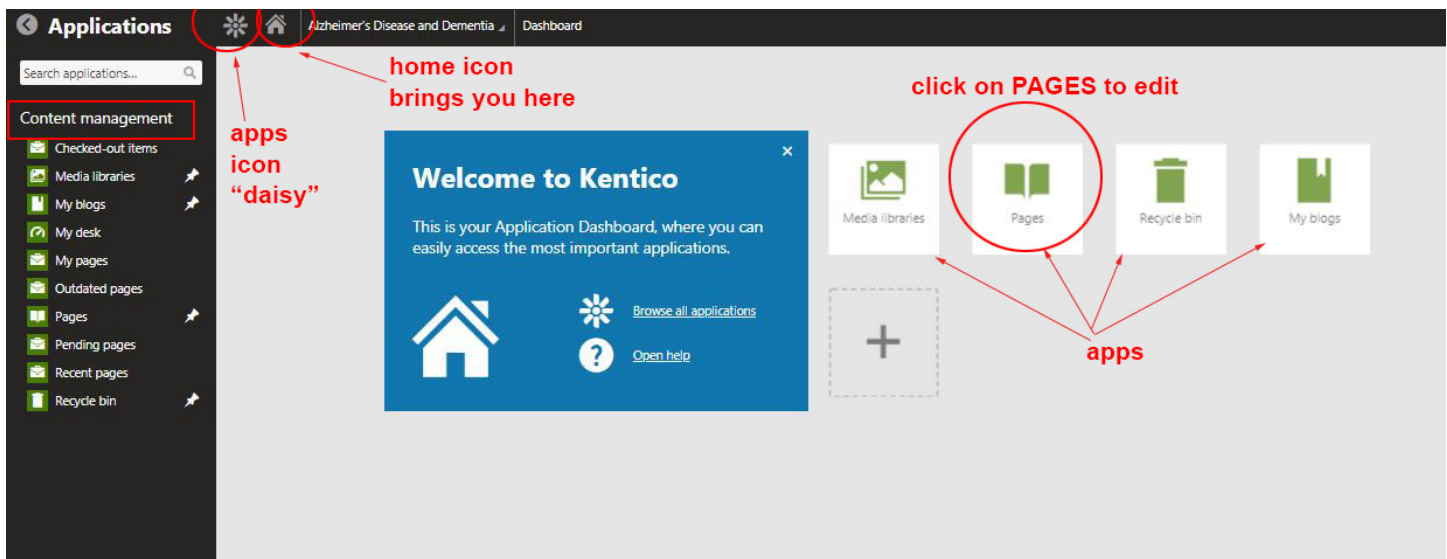
Versions - Will show versions of your pages.

(See pg. 8 for more on versioning)

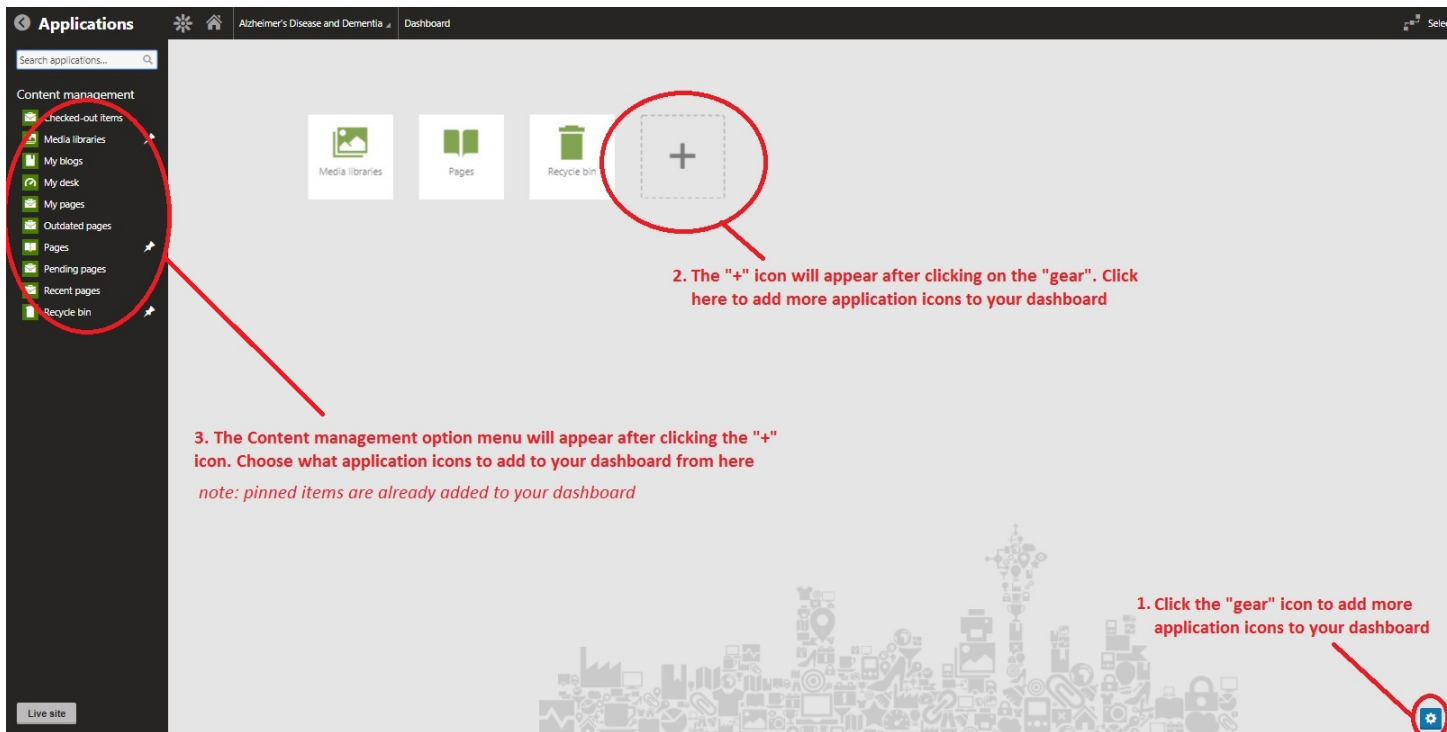
Related pages - Used by widgets.



KENTICO DASHBOARD LAYOUT



The icons you see on this dashboard are “applications” or “apps” to use in the system. (Apps may also be accessed via the “daisy” icon). The “home” icon will bring you to this page of apps, your “dashboard”.



For starters, not all apps will be shown. Over time, a complete list of all available apps will evolve. You may also add icons to your dashboard by click on the “gear” icon on the bottom right of your screen then click on the + icon that will appear on you dashboard. Choose what you want to appear on your dashboard from the options under Content Management on the left side of your screen.

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RECYCLE BIN – All *deleted* pages can be viewed and restored via an admin. *Destroyed* pages are permanently deleted. Only admins may delete pages, tiles or events, as a safety precaution.

Note: Level 1 pages are fixed in place and may not be created, renamed or reordered. Their content however, may be edited.

Note: The information you assign when you create a page - (title, blurb and image) - will remain with the page. So if you choose to feature this page within a widget, that widget may display the title, blurb and image that you have saved with it. This information may be edited at any time via any page's FORM tab.

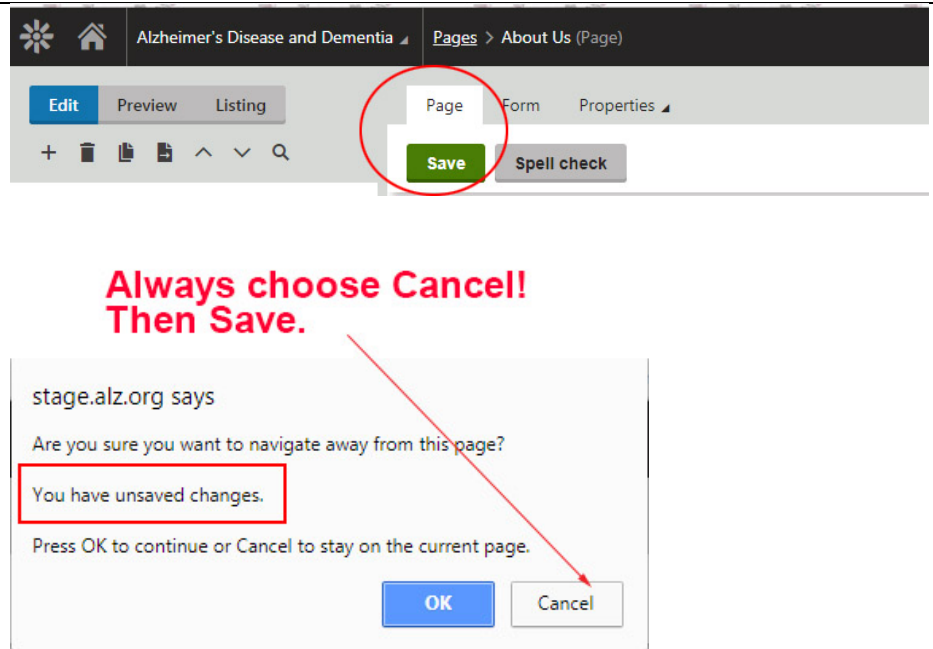
(See pg. 24 for info on widgets)

Saving a Page

- **SAVE** after editing any page or area of your page by clicking the **SAVE** button at the top of the page you're editing.

Note: A warning pops if you try to navigate to another page without saving. If you choose "OK" - no changes on the page will save and you will lose all your work.

Always choose Cancel – then Save.

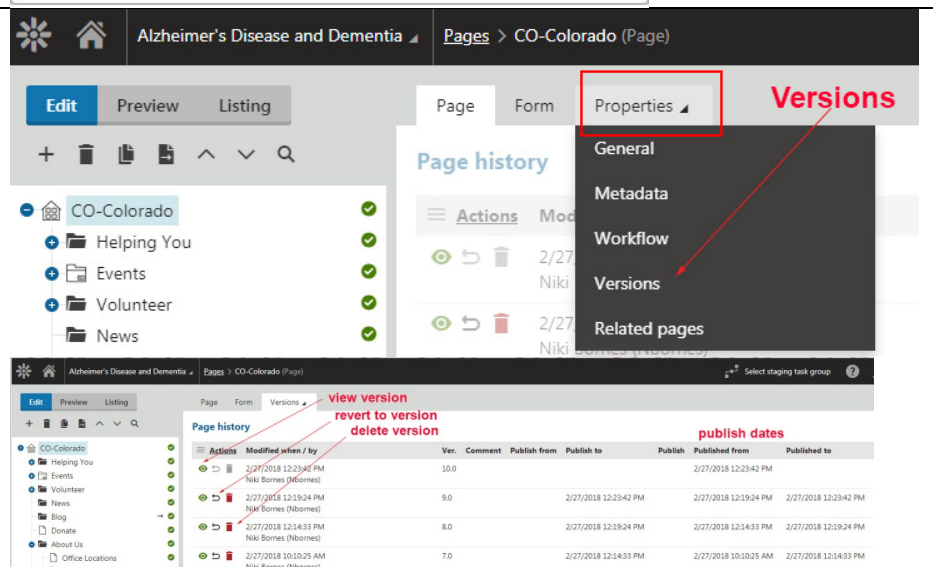


Versioning

- Prior versions of your page may be found under your Properties Tab.

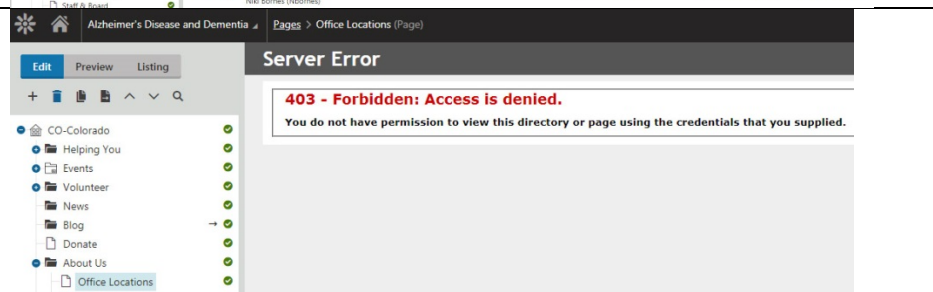
- Versions are only saved when your page has been published at least once.

- To view a version, click on the green eyeball. To revert to a prior version, click on the turned-arrow. To remove a version, click on the garbage can.



Remove (delete) a Page

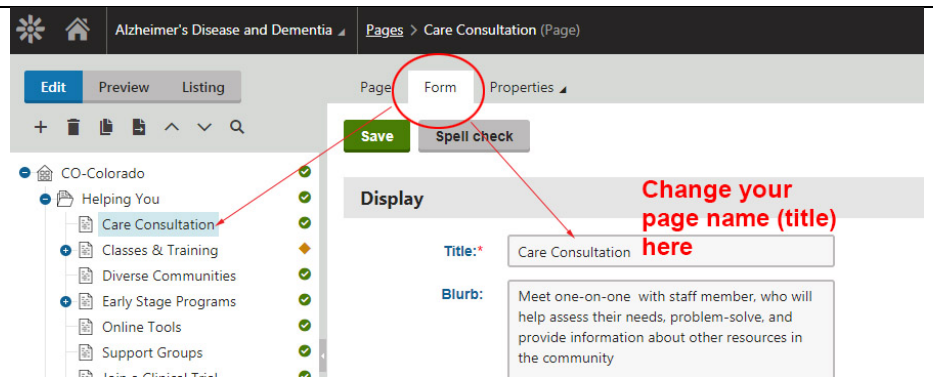
As a safety precaution, chapter users are not permitted to remove pages. To delete pages, please request via CMSSupport@alz.org with the page name(s) and an admin can delete for you



Rename a Page

1. From the left hand site tree, click on the file that requires a name change.
2. By default you're most likely on the Page Tab, click on the Forms Tab. Type in new title.
3. **SAVE** on the Forms Tab.
4. **SAVE** on the Page Tab.

Note: Level 1 pages are fixed in place and may not be created, removed, renamed or reordered.

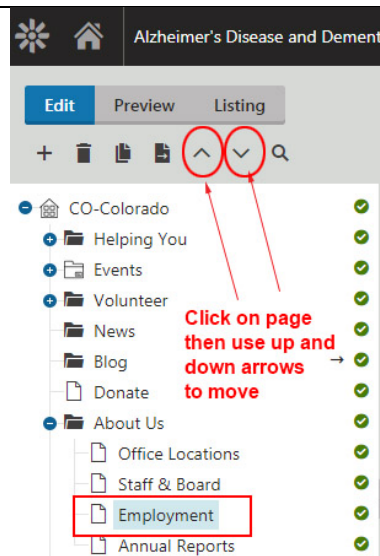


Reordering Pages

At Level 2 or Level 3 only. The Top Level (Level 1) is locked.

1. Click on the page in the site tree directory.
2. Use the up and down arrow at the top of the site tree listing.

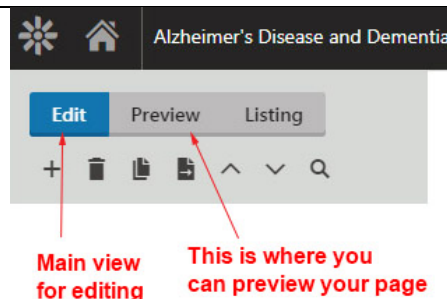
Note: Level 1 pages are fixed in place and may not be created, removed, renamed or reordered.



PREVIEWING AND PUBLISHING

Single Page Preview

- While there is no preview site, there is a single page Preview button located at the top left.
- When something is saved, it's automatically viewable through Preview.
- Sometimes certain items such as inline widgets will not render correctly on the Preview Tab. Another option to preview would be to use the Live URL link shown below in the "Preview Links to Send to Approvers" section.



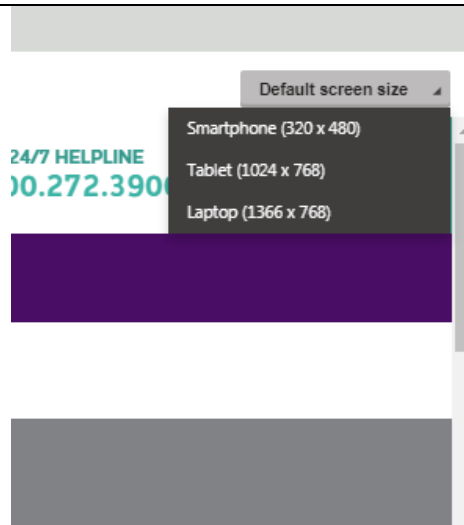
Preview Screen Size

You are able to change the way you view your pages or screen size.

1. Click on the Default screen size button on the upper right hand side of your screen.
2. A dropdown will appear showing Smartphone, Tablet, and Laptop with their screen sizes. Choose one of the three options to see how your page will look on any of the three devices listed.

Note: Standard desktop is the default size

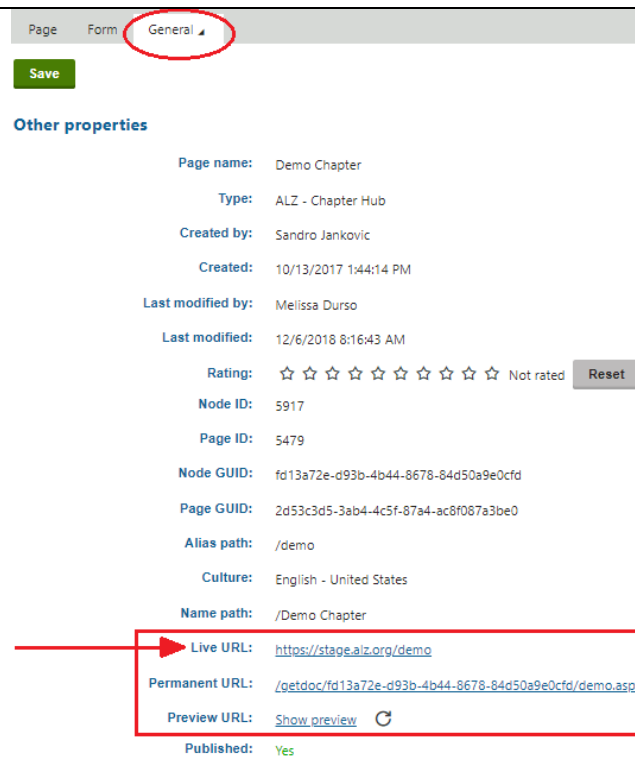
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Preview Links to Send to Approvers

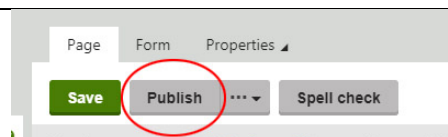
Approvers must be within Kentico to access preview links.

- Under the Properties tab, choose General –
- The approver needs to be logged in to Kentico to view your link.



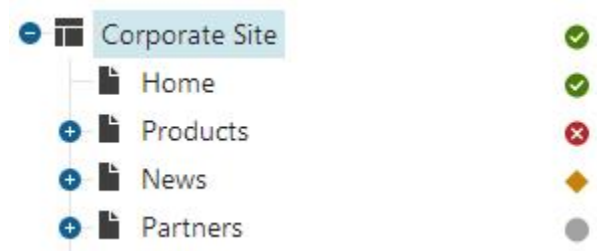
How to Publish to Live Site

- Clicking the Publish button at the top of the Page tab, publishes your changes to the live site.
- Changes may take up to 15 minutes to publish out.



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Page Status Icons



	This icon indicates that the page is currently published on the live site.
	This icon indicates that the page is not published on the live site., i.e. that it has no previously published version or is in an UNpublished state.
	This icon appears next to pages that are scheduled to be published in the future.
	This icon appears next to pages under workflow that already have a published version and a new version of the page is being created, but is not published yet.
	This icon appears next to pages that are archived. Archived pages are no longer visible on the live site, but are still present in the content tree and can be restored when needed.
	This icon indicates that the page is currently checked-out. That means that it is being edited by another user. You have to wait until the user finishes editing and checks the page back in.
	This icon appears next to pages that have a redirection configured

For more information about these and other icons:

<https://docs.kentico.com/k10/managing-website-content/configuring-the-environment-for-content-editors/configuring-page-status-icons>

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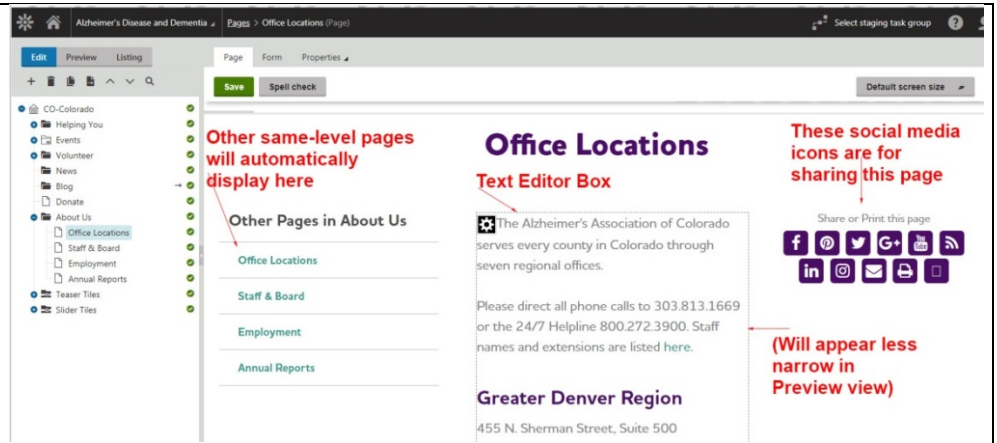
EDITING A BASIC PAGE WITH TEXT EDITOR

Article page (Basic page) - A basic page may also be referred to as an “article” page.

Entering & Formatting Text

1. Simply click into the text box, and type or paste text in.
2. Then you may apply formatting by highlighting text and using the dropdown menu to assign styles for regular text (“Paragraph” style), Header (H2), or others.

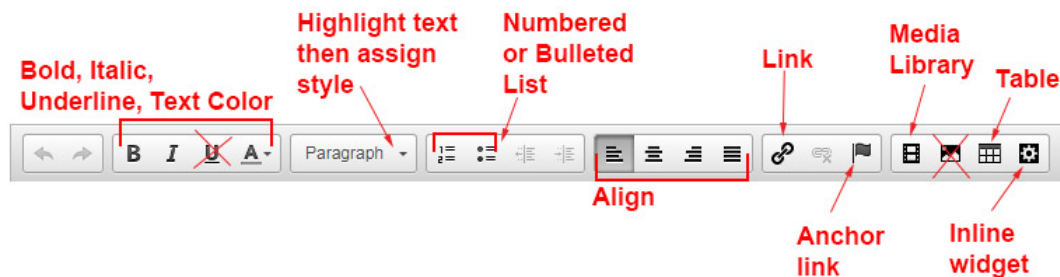
Note: The Text Editor box may appear narrow, but you’ll see text stretch and wrap around social icons when you preview your page.



Note: The two rows of purple social media share icons to the right are buttons for visitor use. They enable visitors to share the contents of you chapter’s Web page with their friends and colleagues. (See pg. 39 for info on social media)


Text Editor Icons


Icons will appear when you click in a text box. You may hover over each to see what they do.




Bold and *italics* icons may be used, but you should **never use Underline** on the web, as that indicates a link.

Text color is also discouraged – consider using a pre-set style instead. The styles dropdown will provide pre-set styles for regular “paragraph” text, and multiple headlines. You’ll see icons to assign numbered or bulleted lists, and alignment (left, center, right, justified).

Link icon –  is used for all links including link to another website, link to another page, link to another place on the same page (“anchor” or “jumplink”) and link to a PDF.

Anchor icon –  is used to place anchors or “jumplinks” at specific parts of your content. Place anchor with this icon, link anchor with Link icon.

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Media Library (“filmstrip”) icon –  or Filmstrip icon opens the Media Library, your library of all images and documents and allows you to insert image/PDF content to and from your Media Library onto your page.




Mountain icon –  also allows you to insert image, but does not save the image into your Media Library. We recommend using the filmstrip icon.

Table icon –  is used to insert a table


**NOTE: More than 50% of our website visitors access the site via a mobile device. Tables do not size down and are virtually unreadable on mobile devices. (Visit a page with a table and you’ll see just how inaccessible your information will be, even by shrinking down your desktop browser window to be small!). The new design was purposely “responsive” for these devices and as such, tables are STRONGLY DISCOURAGED.*

Inline widget icon –  is used to insert an inline widget such as an Photo Gallery or YouTube video (see instructions below)

What is an Inline Widget?

An inline widget is an icon needed to insert special functionality in your Text Editor, such as a video or image gallery. Inline widgets may vary throughout the evolution of Kentico – initially, you will have at least two inline widget choices: YouTube video, and Image Gallery.

How to Embed a Video from YouTube

- 1. In the text editing toolbar on the far right, click on the widget icon .
- 2. Click on the YouTube Video icon
- 3. **Select.**
- 4. Paste in the Video URL* from YouTube Website.
- 5. **Save & Close.**
- 6. **SAVE** on the Page Tab.

Note: The video will not display in Page or Edit but will display in Preview.

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Select widget

Recently used widgets

All widgets

ALZ

Media & services

Search in description

Chapter Event Detail

YouTube video

Widget properties (YouTube video)

Video properties

Video URL*

Width*425

Height*355

Auto start play:☐

Widget container

Widget container:(none)


Container title:

paste in URL

How to Insert a Photo Gallery

- Keep image sized small for faster loading time.
- Max number of slides = 8.
- Recommended size: 600x400px
- Slides are not linkable.
- There is no auto scroll, must be manually advanced to the next slide.

To create new photo gallery container

1. Click in Text Editor Box.
2. From the toolbar at the far right, click on the .
3. Choose Image Gallery
4. **Select.**
5. **Save & Close.**
6. **SAVE** the page.

To create new photo gallery slides

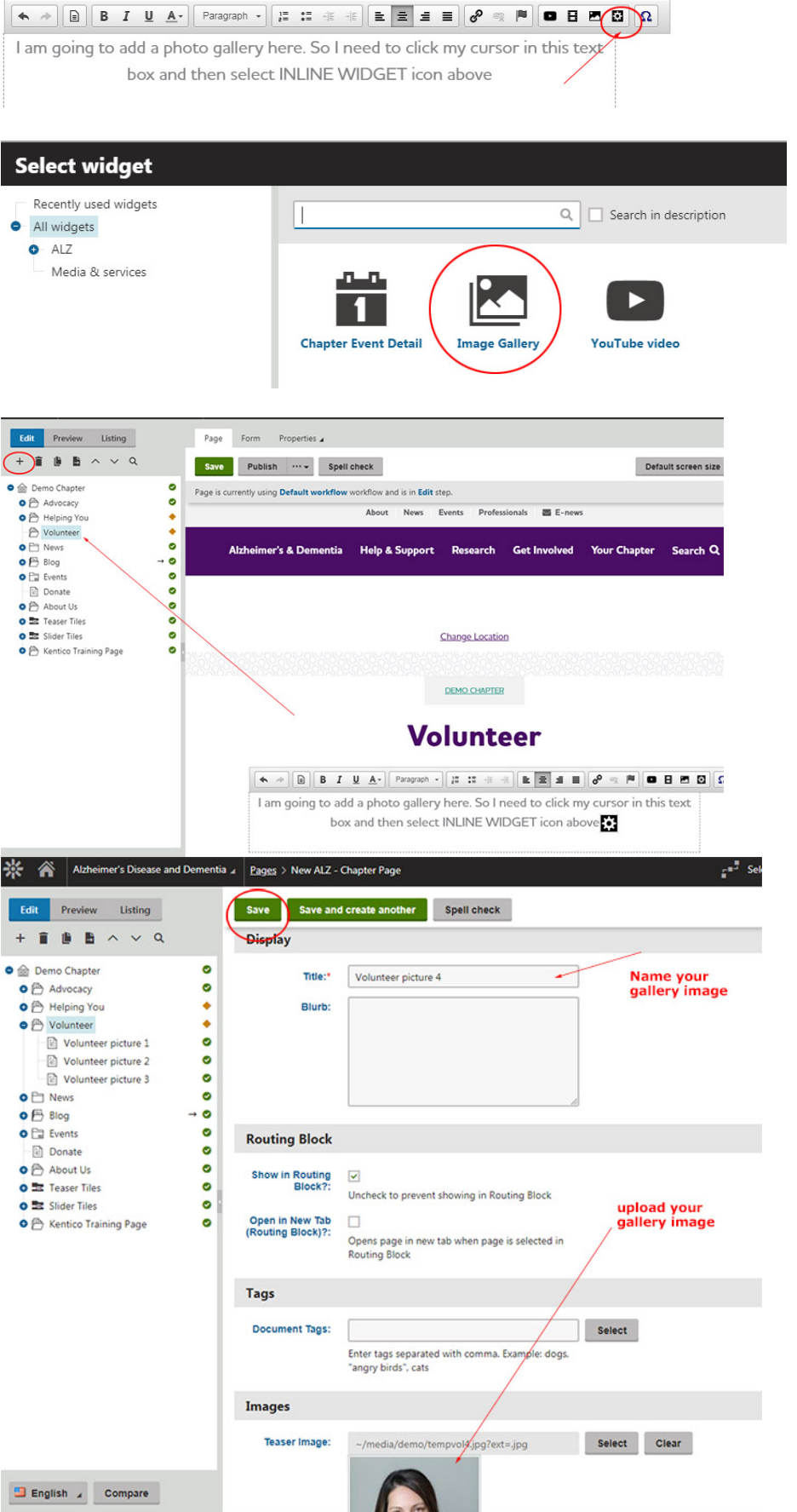
1. On the site tree, click on your page that now has the inline widget (gallery) icon.
2. Click the + at the top of the site tree directory.
- 3 Choose ALZ - Image Gallery Item
4. Add name, upload an image, add title and caption
5. **Save** out of that screen. **Save** and **Publish** each image.

Remove (delete)

As a safety precaution, chapter users are not permitted to remove images. To delete images, please request via CMSSupport@alz.org with the image name(s) and an admin can delete for you

Note: The entire photo gallery can be removed by deleting the inline widget icon within the text edit box.

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The first screenshot shows the text editor toolbar with the 'Inline Widget' icon circled in red. A text box below it says: 'I am going to add a photo gallery here. So I need to click my cursor in this text box and then select INLINE WIDGET icon above'.

The second screenshot shows the 'Select widget' dialog. The 'Image Gallery' widget is circled in red. Other options include 'Chapter Event Detail' and 'YouTube video'.


The third screenshot shows the 'New ALZ - Chapter Page' form. The 'Save' button is circled in red. The 'Display' section shows a title 'Volunteer picture 4' and a 'Blurb' area. The 'Routing Block' section has 'Show in Routing Block?' checked. The 'Tags' section has a 'Document Tags' field. The 'Images' section has a 'Teaser Image' field with a preview of a woman's face. Red arrows point to the 'Save' button, the 'Title' field, and the 'Teaser Image' field with labels: 'Name your gallery image', 'upload your gallery image', and 'Name your gallery image'.

LINKING: EXTERNAL URL, PDF, EMAIL, SITE CONTENT, ANCHOR, IMAGE

You may link items such as text, images, and entire pages to external URL's, PDF's, email addresses, pages on Kentico, anchors, and images

Link text to an External URL

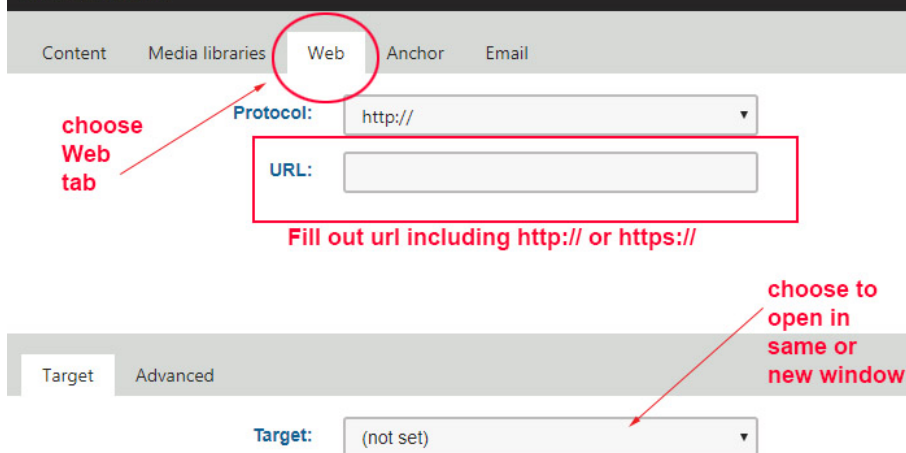
An external website is any website outside of your chapter area of alz.org. This includes links to microsites off the alz.org root such as www.alz.org/care, www.alz.org/espanol or www.alz.org/research.

1. Highlight text to link.
2. Click on link icon  in the toolbar.
3. Click on the **Web** tab.
4. Type or paste in your url

Note: Link URLs must include the http: or https: ("absolute URLs").

5. **Save & Close.**
6. **SAVE** on the Page Tab.


Insert link



The screenshot shows the 'Insert link' dialog box with the 'Web' tab selected. Red annotations include: an arrow pointing to the 'Web' tab with the text 'choose Web tab'; a red box around the 'URL' field with the text 'Fill out url including http:// or https://'; and an arrow pointing to the 'Target' dropdown with the text 'choose to open in same or new window'.

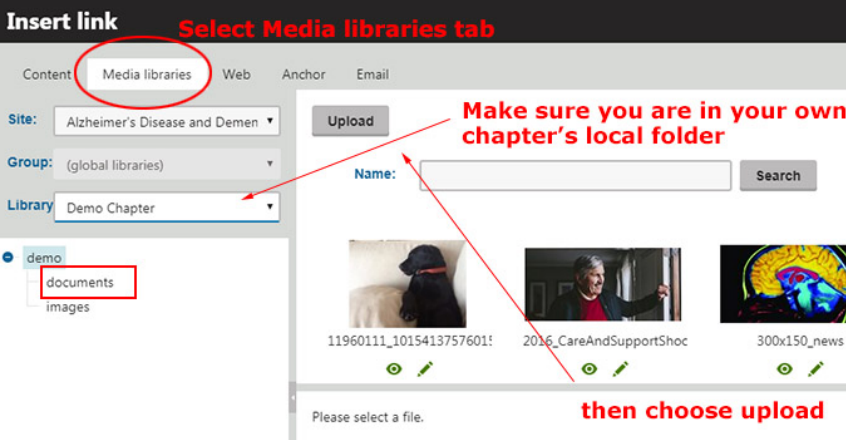
Note: chapters do not have permissions to link to an external website directly from the navigation. If this is needed, (at Level 2 or below only), please request from an admin via cmssupport@alz.org.

Link text to a PDF

1. Highlight text to link.
2. Click on link icon  in the toolbar.
3. Click on the **Media Libraries** tab.
4. Search for your PDF, then press Upload.
5. **Save & Close.**
6. **SAVE** on the Page Tab.


You may use these same steps to link to an image to another image.

For a majority of the pages on ALZ.org, we recommend not using images larger than 815 x 460 to avoid large images slowing down the loading process of a page. You may however link an image to a larger version of itself.



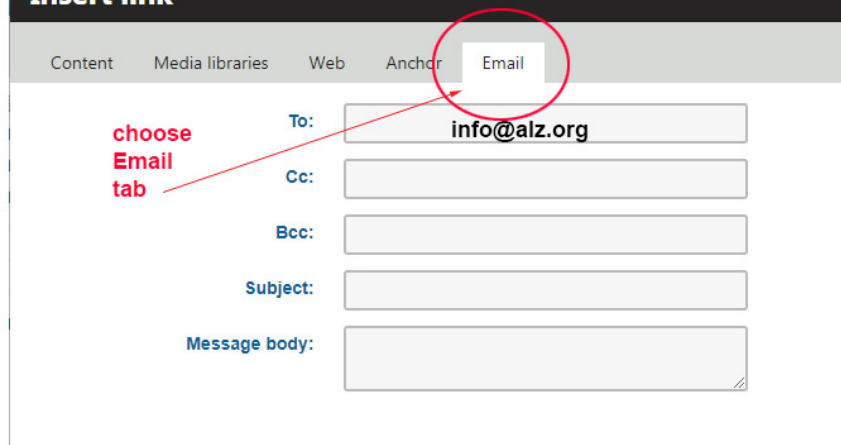
The screenshot shows the 'Insert link' dialog box with the 'Media libraries' tab selected. Red annotations include: an arrow pointing to the 'Media libraries' tab with the text 'Select Media libraries tab'; an arrow pointing to the 'Upload' button with the text 'Make sure you are in your own chapter's local folder'; and a red box around the 'documents' folder in the left sidebar with the text 'then choose upload'.

Link text to an Email

1. Highlight text to link.
2. Click on link  icon in the toolbar.
3. Click on the **Email** tab.
4. Fill in information
5. **Save & Close**.
6. **SAVE** on the Page Tab.

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Insert link



Content Media libraries Web Anchor **Email**

choose Email tab

To: info@alz.org


Cc:

Bcc:

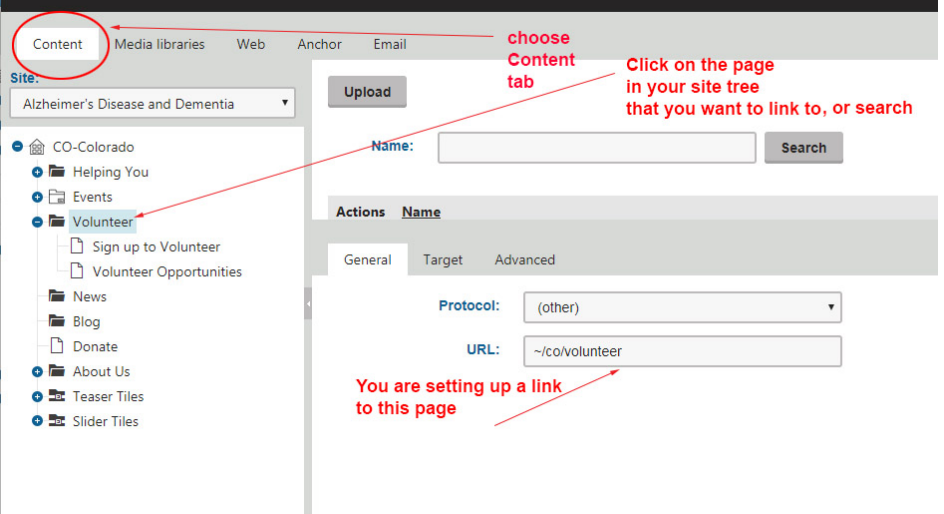
Subject:

Message body:

Link text to another page on Kentico

1. Highlight text to link.
2. Click on link  icon in the toolbar.
3. Click on the **Content** tab.
4. Click on the page within your site tree that you would like to link.
5. **Save & Close**.
6. **SAVE** on the Page Tab.

Insert link



Content Media libraries Web Anchor Email

choose Content tab

Click on the page in your site tree that you want to link to, or search

Site: Alzheimer's Disease and Dementia

Upload

Name:

Search

Actions Name

General Target Advanced

Protocol: (other)

URL: ~/co/volunteer

You are setting up a link to this page

CO-Colorado

Helping You

Events

Volunteer

Sign up to Volunteer

Volunteer Opportunities

News

Blog

Donate

About Us

Teaser Tiles

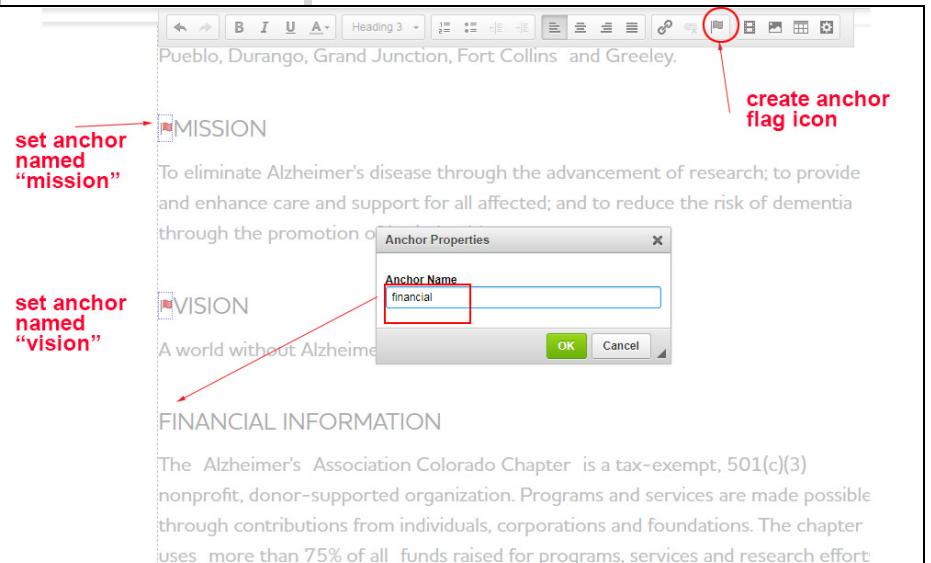
Slider Tiles

Anchor (Jump) Links

Anchor links are helpful when you have a long page of text. You may set up anchors at places within your text, then set up top links to jump down to any part of the page you have added an anchor.

First set anchors within your text:

1. Go to the Text Editing Box and click your cursor in the place for the anchor. This will be the destination spot a user will "jump down" to.
2. Click on the Flag icon in the toolbar. In the popup box, give it a short name.
3. Click **OK**.



Pueblo, Durango, Grand Junction, Fort Collins and Greeley.

MISSION

To eliminate Alzheimer's disease through the advancement of research; to provide and enhance care and support for all affected; and to reduce the risk of dementia through the promotion of

VISION

A world without Alzheimer

FINANCIAL INFORMATION

The Alzheimer's Association Colorado Chapter is a tax-exempt, 501(c)(3) nonprofit, donor-supported organization. Programs and services are made possible through contributions from individuals, corporations and foundations. The chapter uses more than 75% of all funds raised for programs, services and research effort

set anchor named "mission"

set anchor named "vision"

create anchor flag icon

Anchor Properties

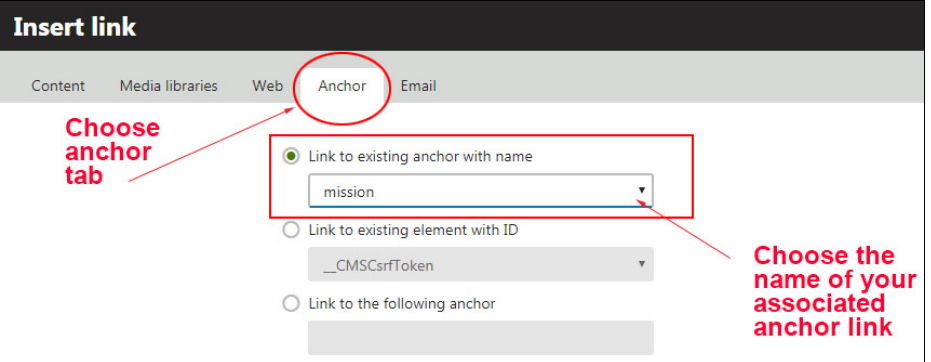
Anchor Name

financial

OK Cancel

Then set up links at the top of your page:

1. Type your link name
2. Highlight text
3. Click on the Anchor Tab at the top and select the anchor name.
4. **Save & Close.**
5. **SAVE** at the Page Tab.



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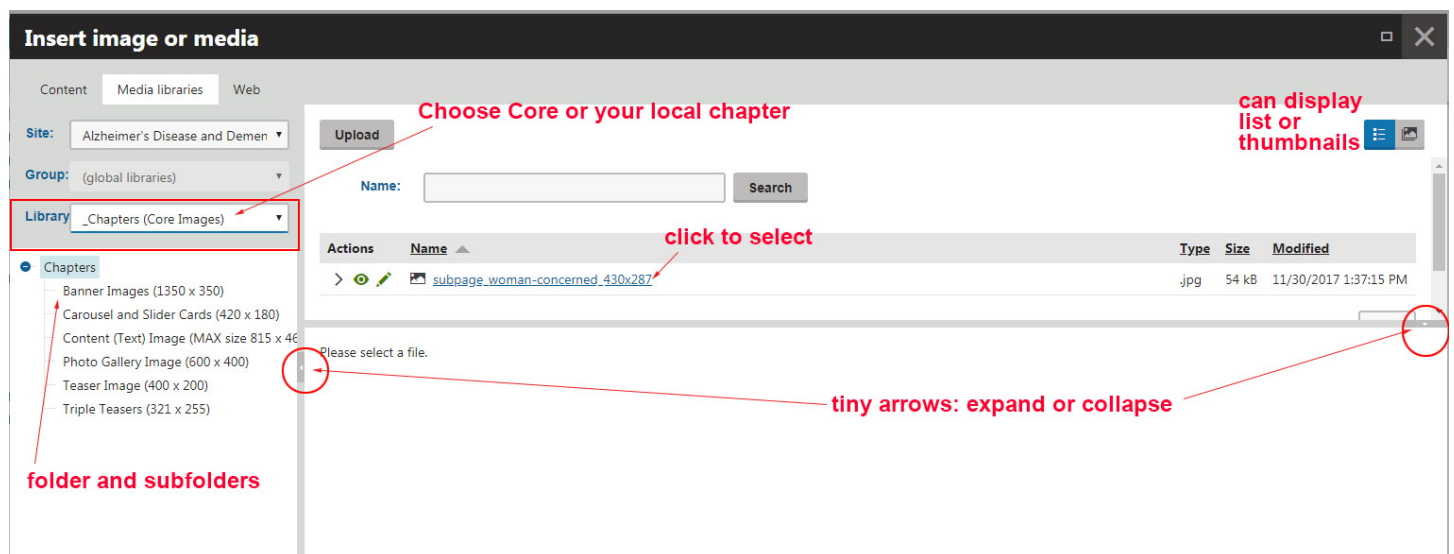
IMAGES & THE MEDIA LIBRARY

What is the Media Library?

The Media Library houses all Kentico images and PDFs (documents) for your chapter.

You will work with two folders:

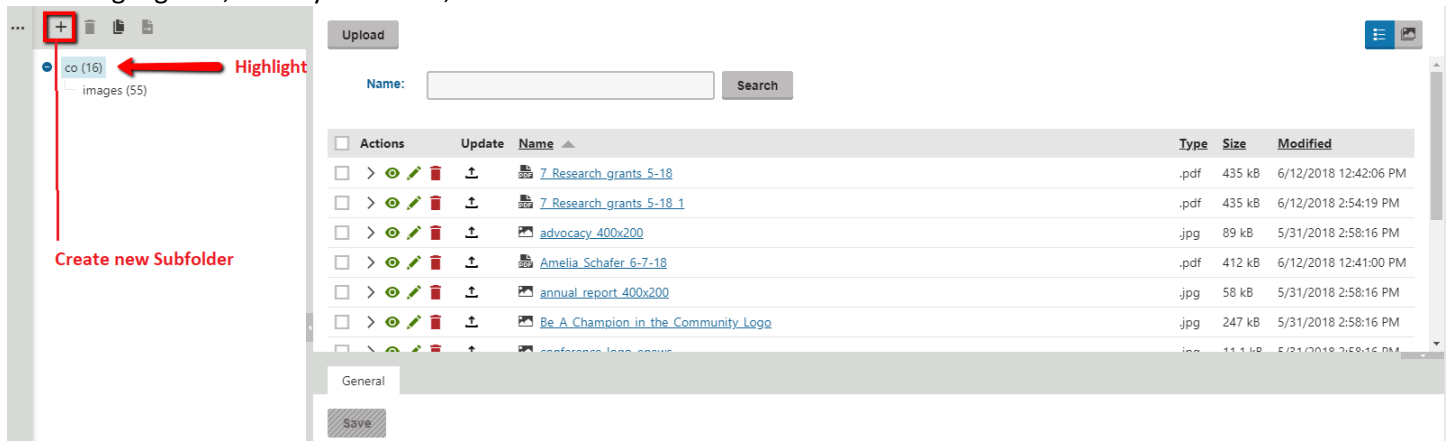
1. “_Chapters (Core Images)” : This folder and subfolders are maintained by the Home Office and will continue to be populated with additional pre-sized images for your use.
2. “Your chapter name” : This folder is your own local folder in which you may upload images as well as create additional subfolders to better organize your images.



Click within your Text Editor box, and choose the Media Library icon (“filmstrip”) to add an image.

Another way to view your full Media Library is to click on the House icon in the upper left corner of your screen, then on the Media Library app tile. An attempt to edit an image that’s not from one of the chapter’s image folders will result in an error message in a pink box. No harm is done, but you need to click on one of the chapter image folders to get into the right location.

To create new Media Library subfolders within your Local Folder, simply click on the “+” when you have your Local Folder highlighted, name your folder, save & close.



Images and VDI

To work with images within VDI, the required environment for Kentico access, you may not have direct access to drives. Consider either emailing photos you will need to yourself, or use Google Drive, which spans environments, to store and retrieve images.

Image Specifications

Image editing needs to be done outside of the Media Image Library.

- Image resolutions as small as possible to reduce load time, 72dpi recommended.
- Image resolution should not exceed 150 dpi.
- Accepted file types: png, gif, jpg, jpeg.
- Maximum file size is 10MB - All image sizes are estimates.
- Maximum image widths are 815px.
- Kentico will resize images proportionally to fill image containers

Two free online image editors:

www.webresizer.com

<https://www.polarr.co/editor/0>

Chapter Image Sizes

- **Banner Images (1350 x 350)**

These are the images that you can use on the Banner widget on your homepage

[NOTE: The banner area "crops down" - because of this, it's not advisable to use too much text as part of your image, if you are creating your own banner. You see the effect of this by shrinking down your browser window to simulate a phone or tablet. Areas around the very center of the banner may crop out depending on size of window/viewing device.]

- **Carousel Slider Cards (420 x 180)**

These are the images that you can use for the Slider tiles that go in your Carousel Slider widget

- **Content (Text) Image (MAX size 815 x 460)**

These are the images that you can use in text in the text editor box

- **Photo Gallery Image (600 x 400)**

These are the images that you can use within your inline Image Gallery widget

- **Teaser Image (400 x 200)**

These are the images that you can use for the images that go on the Forms tab of each page

- **Triple Teasers (321 x 255)**

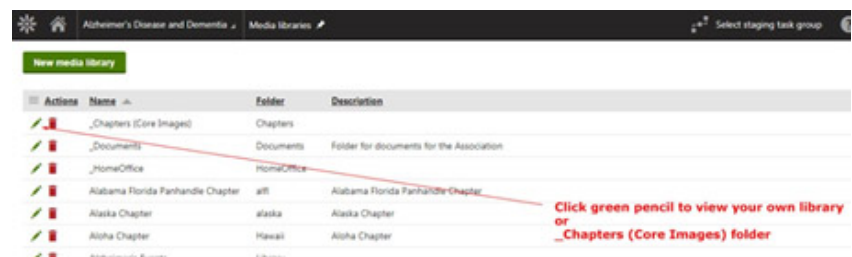
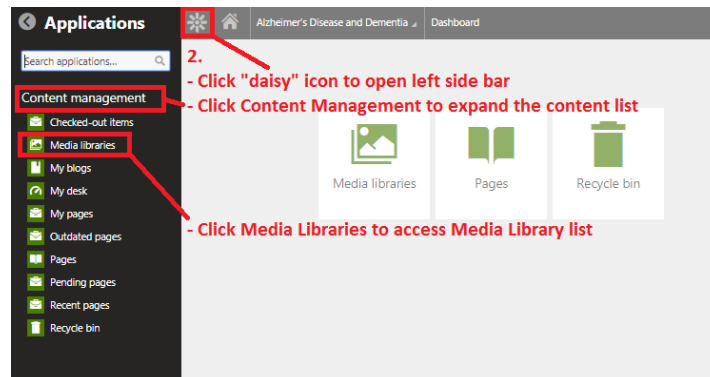
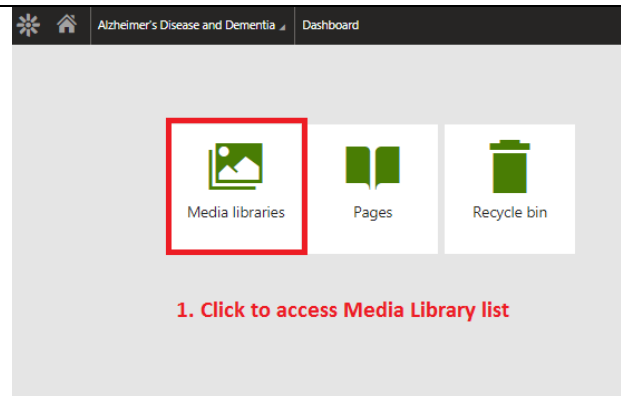
These are the images that you can use for the Triple Teaser widget

Viewing Media Library

There are a few different ways to view the media library

1. From your Dashboard, click on the Media Library app icon (if you have it added to your Dashboard).
2. Or, click on the “Daisy” icon followed by “Content Management” then “Media libraries” from the list on the upper left hand side of your screen.
3. Both methods take you to the list of all Media Libraries. By clicking the green pencil, you may view images from _Chapters(Core Images) folder or Your own chapter folder.

Note: You can ONLY upload images to your own Chapter’s Media Library, NOT _Chapters(Core Images). You may also upload images via the text editor by using the filmstrip icon. More detailed instructions to do so are below.



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Insert an Image

FROM _CHAPTERS (CORE IMAGES) FOLDER:

1. Place your cursor within Text Editor, and click the “filmstrip” Media Library icon.
2. Make sure you are on the top “Media Libraries” tab.
3. In dropdown, choose “_Chapters (Core Images)”
4. If need be, use tiny arrows to expand/collapse so you can view file list.
5. Click on subfolder for pre-sized images
6. Click on filename to choose
7. **Click SAVE.**

Inserting your own local image may be done by uploading your image to Media Library then selecting it.

FROM (UPLOAD TO) LOCAL FOLDER:

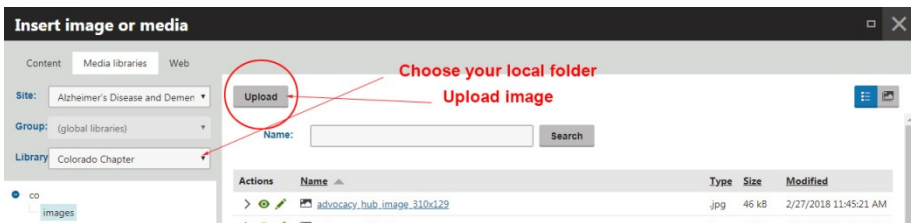
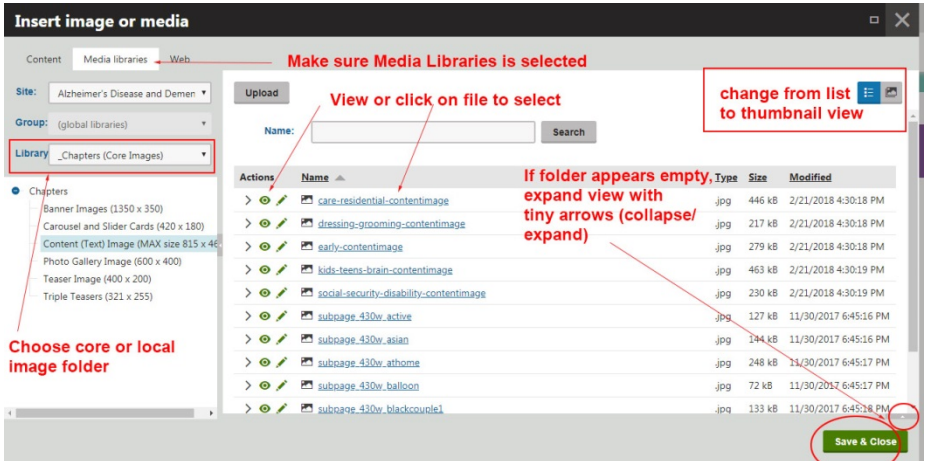
1. Place your cursor within Text Editor, and click the “filmstrip” Media Library icon.
2. Make sure you are on the top “Media Libraries” tab.
3. In dropdown, choose your chapter’s local folder
4. Use the Upload button to import an image into your local folder from your computer.
5. If need be, use tiny arrows to expand/collapse so you can view file list.
6. Click on filename to choose
7. **Click SAVE.**

Note: You may ONLY UPLOAD in YOUR OWN MEDIA LIBRARY. You may see an error if you attempt to upload to _Chapters(Core Images), or your image simply will not upload.

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Click the "filmstrip" icon to upload/insert an image



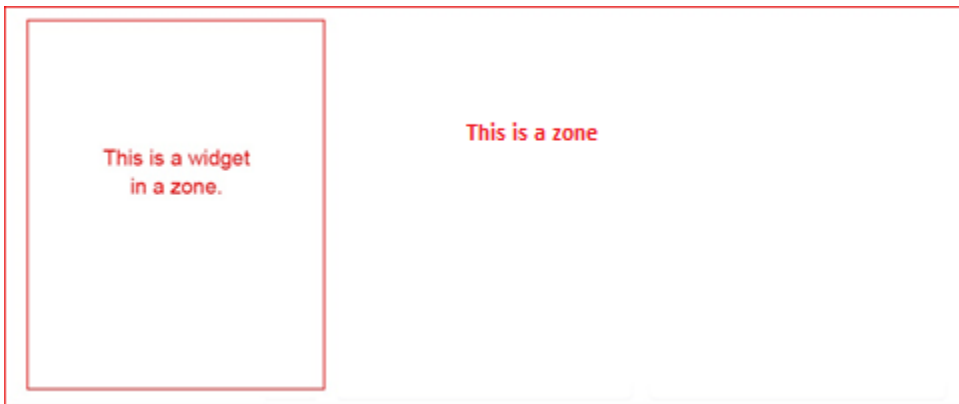
You May LINK any image by highlighting it and following instructions for linking. See p. 15-17

Think of your new Website pages as a puzzle of sorts – a template to which you will add and edit pieces.

What are Zones?

Zones are main areas of your page. Think of zones as “containers” which house content pieces called widgets. It is best practice not to reorder or move zones on the page.

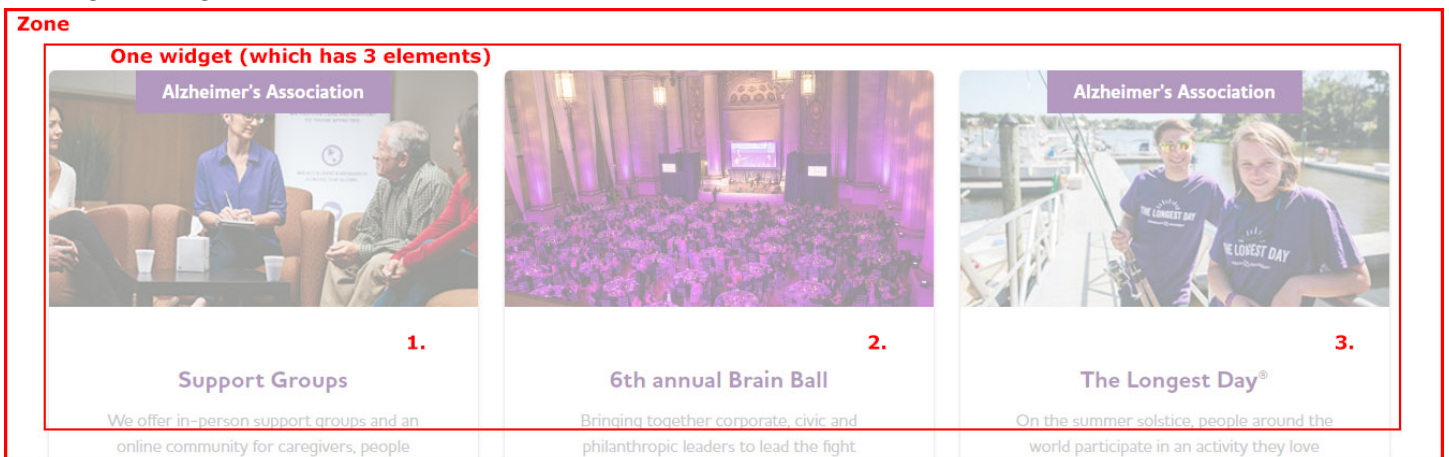
Some Zones will be editable and some will be UNeditable (“locked”) and not removable. Examples of UNeditable zones include: Recent Chapter Items, Enews Signup, chapter name, footer, and others. UNeditable zones will not display the icons necessary to configure/edit (“hamburger” and/or gear icons, explained below).



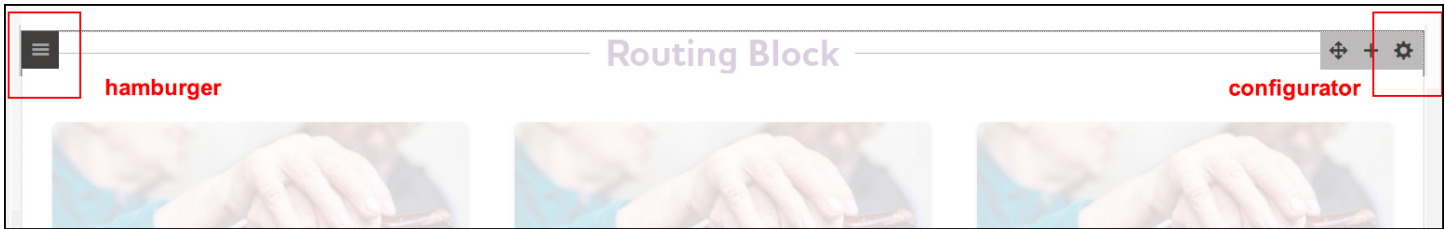
What are Widgets?

Widgets are pieces of content which are displayed in various forms within a zone. Certain widgets will appear on certain pages. Initial widgets you may encounter include the Hub (dark purple band on the left), Router (displays Level 2 pages), Carousel/Slider and Triple Teaser. Over time, more widgets may be added. **It's easiest to have one widget per zone.**


Note: Some widgets may appear as three separate items when in fact, the one widget may have three elements (such as multiple tiles). For example, the Featured Events widget looks like 3 separate items when all 3 tiles are contained within one singular widget.



Hamburger vs Configure Gear Icons



Hamburger Applies to ZONES

Click on left **hamburger** icon  to make changes to the Zone and its contents (all widgets within zone).


ADD NEW WIDGET – To add a new widget to the selected zone (Not recommended; best to keep 1:1 ratio).

COPY ALL – To copy everything (all widgets) in the zone.

PASTE – To paste a copy of your widget in the existing content zone. Paste also works across pages so you may copy a widget from one page and paste it onto another.

REMOVE ALL WIDGETS – This will remove the zone contents (all widgets) leaving you an empty “collapsed” zone.

Gear Applies to WIDGETS

Click on right **gear** icon  to configure the widget itself.

Editing options may differ depending on the type of zone or widget you’re working on.

CONFIGURE – To configure the current widget selected within the zone.


COPY – To copy the widget you have selected along with it’s configuration.


PASTE – To paste your copy below the existing zone contents, you can use this here. Paste also works across pages so you may copy a widget from a zone on one page and into another zone on another page.

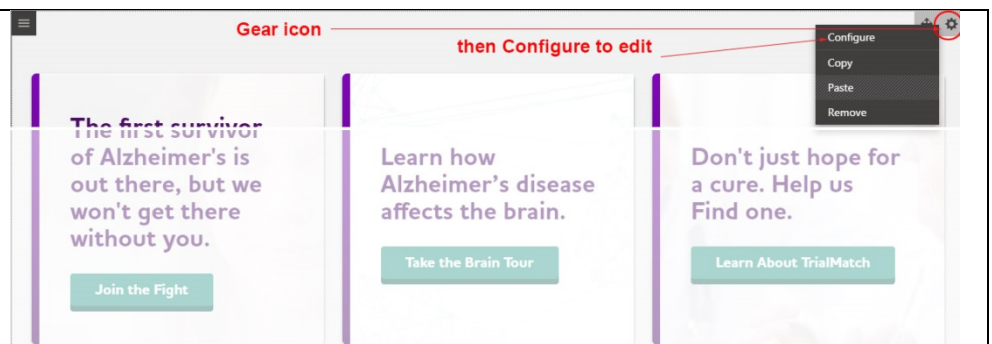
REMOVE – This will remove the widget you have selected.

With few exceptions, we’ll be working with one widget per zone.

Edit a widget

- Click on gear icon  in upper right corner of any zone where you can select Configure to edit the existing. You will be presented with relevant options related to that particular widget.


- You can also Copy, Paste, or Remove through the dropdown menu of the Configure gear icon .

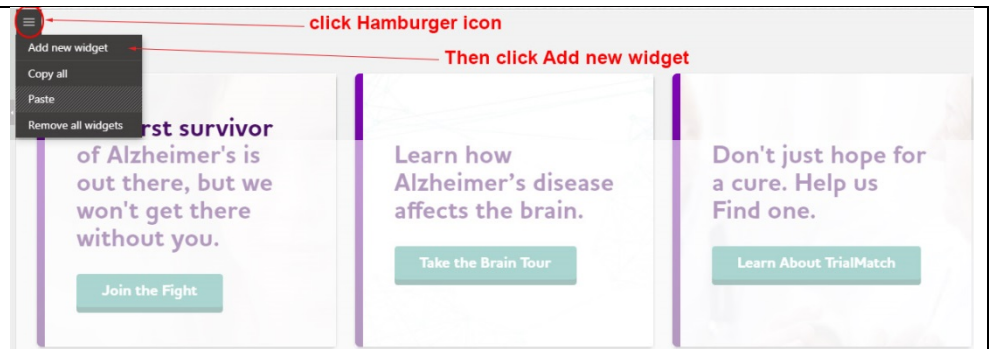



Note: You can copy a widget then paste it on a different page.

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Add a New Widget

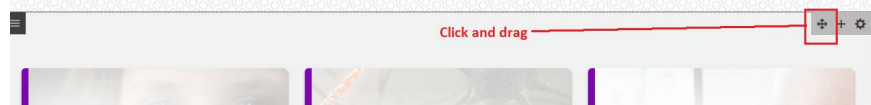
1. Go to an existing zone on the page.
2. Click the hamburger  and choose Add New Widget from the drop down menu.
3. Go to All Widgets > ALZ > Chapters to find the widget choices available to chapters.
4. **Select**.
5. Then **SAVE** at the Page level.



Note: This widget will be added within the zone of the selected hamburger icon .

Moving a Widget within a Zone

- Widgets may be moved within a zone. For example if you have multiple widgets within one zone and would like a specific widget to be displayed at the top of the zone
- To move a widget click on the icon  and hold, then drag that widget to where you would like in that zone.



Add or Delete a Zone

- Zones cannot be added. However, the widget contents inside a zone can be copied and when pasted they paste into the same zone.
- Zones cannot be deleted but the widget contents within them can. So the empty zone will appear deleted ("collapsed") when published.



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Banner ("Hub Header Image") Widget

[Editable - Image Size: (1350 x 350)]

Note: the banner image is not linkable, but the bottom text (currently reads >Register) can be linked.



Join us!

Find a Colorado Walk to End Alzheimer's near you!

[▶ Register](#)

Edit the Homepage Banner ("hub header image") Widget

1. Click on gear icon ⚙ in upper right corner of the widget.
2. Click on Configure from the drop down.
3. A popup box will present you with fields to populate: Header Text*, Text*, Button Text*, URL*, Target* (where it opens) and select an Image*. Populate your content.
4. Click **Apply**, then **Save & Close**.
5. Once you're back on your page, click **SAVE** at the top of your page.

Note: When you do Image Select, you are taken to the Media Library where you can pick from existing images _Chapters(Core Images) or your Local Chapter folder or upload from your computer. If an error message displays, you may be in the wrong image folder.

Note: The banner area "crops down" - because of this, it's not advisable to use too much text as part of your image, if you are creating your own banner. You see the effect of this by shrinking down your browser window to simulate a phone or tablet. Areas around the very center of the banner may crop out depending on size of window/viewing device.]

Widget properties (Hub Header Image)

Fill out header (title)

Header Text*:
The maximum number of allowed characters is 200

Fill out text

Text*:

Choose image

Image*:

Link

Button Text*: **Link Text**

The maximum number of allowed characters is 16

URL*: **Link url**

The maximum number of allowed characters is 200

Target*:

Apply then Save

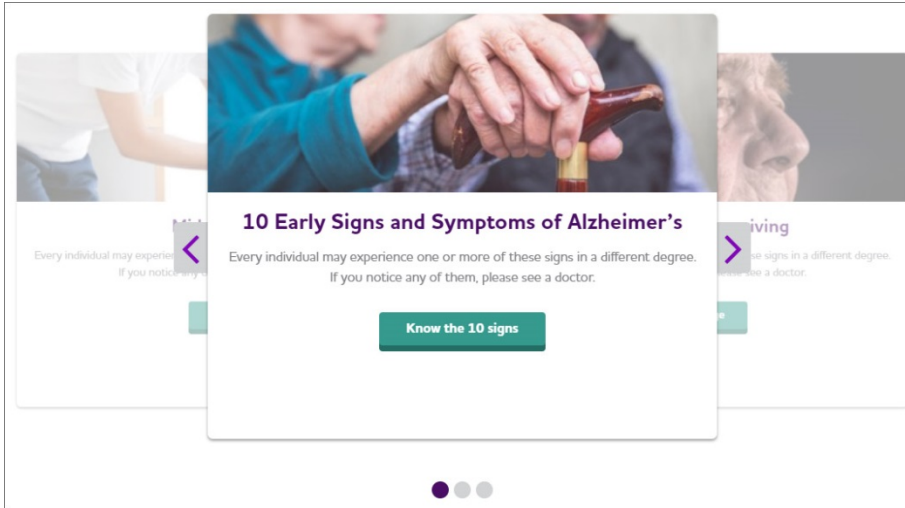
☒ Refresh page

Slider (carousel) Widget

[Editable - Image Size: (420 x 180)]

The Slider Carousel allows users to shuffle through tiles to chosen pages. Although there can be any number of slides displayed, which include links, most visitors won't view more than the first three to five. You can mix and match national slider tiles and/or chapter tiles.

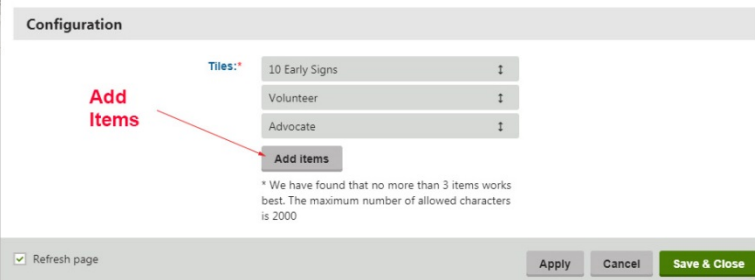
Note: Create new slider tiles via your site tree.



Choose Slides to Feature

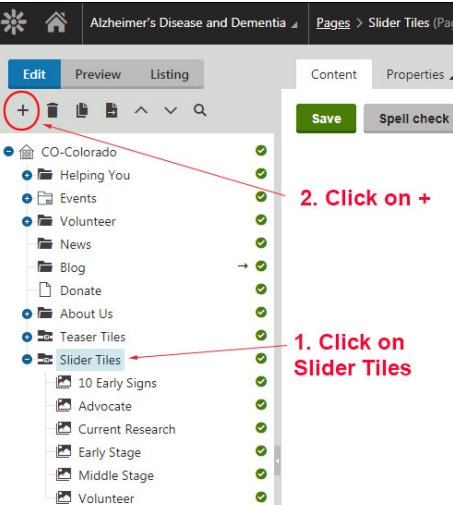
1. Click on gear icon ⚙ in upper right corner of the widget.
2. Click on Configure from the drop down.
3. Click gray button **Add Items**.
4. In Select Items, check the boxes of items to include.
5. Click **Select**. **Apply**, then **Save & Close**.
6. **SAVE** on the Page Tab.

Widget properties (Slider)



Create a Slide

1. Click on the Slider Tiles Folder on your site tree.
2. Click the "+" sign above the site tree.
3. A new page will open that will look like the FORMs section of a basic page. You will need to provide a Name*, Header text*, Subheader text*, Button text*, URL*, and select an Image* from the Media Library.



4. **SAVE.**

5. Now when you go to the Carousel Slider zone, Configure, Add Items button, you'll see the one you just created in the list of options.

Alzheimer's Disease and Dementia Pages > New ALZ - Slider Item

Edit Preview Listing

Save Save and create another Spell check

Configuration

Name*

The maximum number of allowed characters is 200

Display

Header Text*

The maximum number of allowed characters is 200

Subheader Text*

Image

3. Fill in the content/information for the slider tile you are creating on this page (similar to the FORMS tab on a basic page)

Edit an Existing Slide

1. Go to site tree and click on the Slider Tiles Folder.
2. Click on the tile that needs editing. You'll be presented with all the fields that are editable.
3. **SAVE.**

Note: A change to a tile will change all other instances of that tile throughout your site. So, if you have a Slider Carousel on another page, that tile will reflect any changes you've made on this instance.

Configuration

Name*

Early Stage

The maximum number of allowed characters is 200

Display

Header Text*

Early Stage Caregiving

The maximum number of allowed characters is 200

Subheader Text*

Every individual may experience one or more of these signs in a different degree. If you notice any of them, please see a doctor.

Image

Displayed tile image

Image*

/media/Images/Hub/hub2.jpg?ext=.jpg

Select Clear

(420 x 180). The maximum number of allowed characters is 200

Button

Button text

Button Text*

Early Stage

The maximum number of allowed characters is 24

Button link

URL*

~/Help/Support/Caregiver/Center/Stages/Behav

Select

The maximum number of allowed characters is 200

Where it opens

Target*

Same

New

The maximum number of allowed characters is 8

Button CSS Class*

btn btn-secondary

The maximum number of allowed characters is 24

Reorder Slides

1. Click on gear ⚙, then Configure.
2. Use up/down arrows to reorder items

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Widget properties (Slider)

Configuration

use arrows to reorder items

Tiles*

10 Early Signs


Middle Stage

Early Stage

Add items

* We have found that no more than 3 items works best. The maximum number of allowed characters is 2000

To remove slides from your Slider Carousel, simply de-select them via the gear icon.

1. Click on gear , then Configure.
2. De-select items

Select item

Search

Select allDeselect all

☐ Item name

☒ Advocate

☐ Middle Stage

☒ Volunteer

☒ 10 Early Signs

☐ Late Stage

☐ Middle Stage

☐ Community Conversations

☐ Coachella Valley Support Groups

☐ Current Research

☐ Early Stage

Simply de-select to remove slide from your display

<12>

Items per page10

Select

Remove Slides (permanently)

To delete slider tiles, please email CMSSupport@alz.org with the tile name/s you would like removed and we will remove them for you.

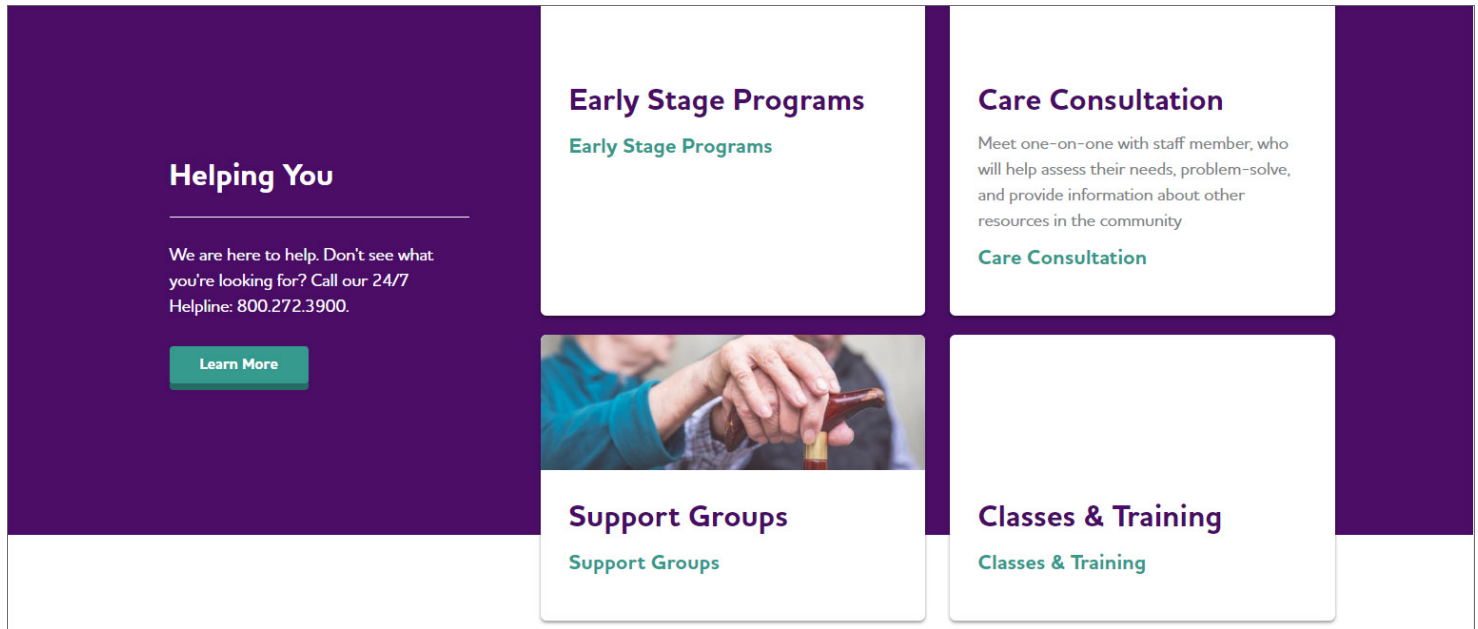
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The screenshot shows the ADCDC website with the 'Edit' button circled in red. A red arrow points from the 'Edit' button to the 'Middle Stage' link in the 'About Us' section.


Hub Links Widget

[Editable – Teaser Image Size: (400 x 200)]

The Hub zone will have a large purple area on the left, with (approx) 4 tiles representing page links on the right. You may choose to feature any combination of pages from your local site or National pages listed. Each tile displays information from that page's FORM tab (image, page name, blurb and URL link). As such, you may edit page information via those individual FORM tabs – but for local pages only.



Working with the Left Link Section of the Widget (Purple area; “Helping You” in example)

1. Click on the Configure gear icon  in upper right corner of the widget.
 2. Click on Configure from the dropdown menu.
 3. Page* is where you choose what you want this area linked to.
 4. Click the gray **Select** button.
 5. Scroll through your directory and click on the page you want to link to.
 6. Click **Select**.
 7. Then click on **Apply**, then **Save & Close**.
- The system will automatically pull in the title already assigned to that page for you. Add button text at bottom.

Note: Change the description text between the title and button by going to the linked page and editing the Blurb section on the FORM tab.

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Widget properties (Hub Links - Chapter)

Pages

Choose page to highlight in purple area on left

Page:* **Select** **Clear**

The maximum number of allowed characters is 200

Tiles:*

- About Us
- Donate
- Advocacy
- What is Alzheimer's?

Add items

Select tiles in pairs. Minimum of 2, maximum of 4.
The maximum number of allowed characters for the tile paths is 1000

Display

Button Text

Button text: **Select**

The maximum number of allowed characters is 200


Link text under 4 page tiles

Learn More Link Text:* **Select**

☒ Refresh page

Apply **Cancel** **Save & Close**

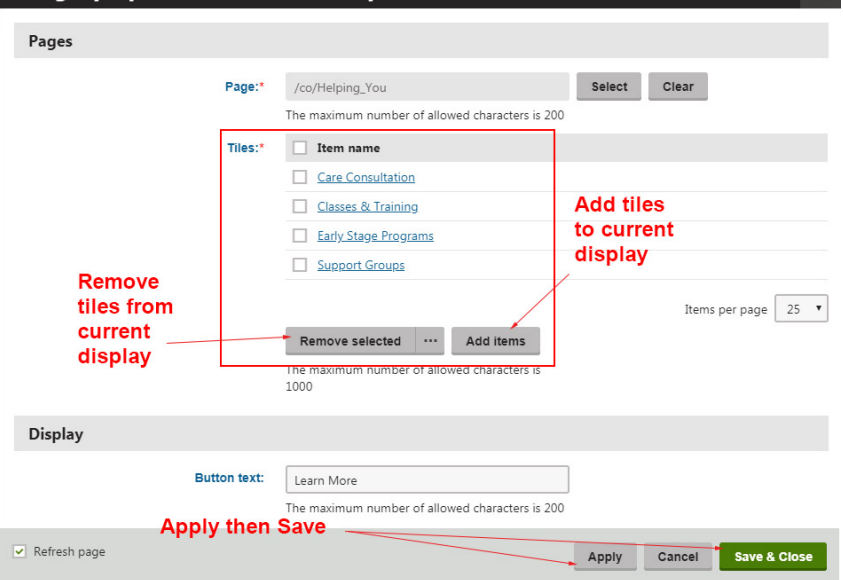
Working with the Right Links Section of the Widget (4 page tiles)

1. Click on gear icon  in upper right corner of this widget.
2. Click on Configure from the drop down menu.
3. Click **Add Items** to choose which 4 page links display as tiles on the right side of the widget
4. To remove tiles check the box for each tile and click **Remove selected**.
5. Click **Apply**, then **Save & Close**.


Note: Right Hub tiles must be chosen in even numbers. 2, or 4 are most common. If you try to add an odd number such as 3, one will not appear.

Note: Adding or removing selections will add or remove from your widget only. Permanently removing a page/item would be done on the site tree directly.

Widget properties (Hub Links - Chapter)

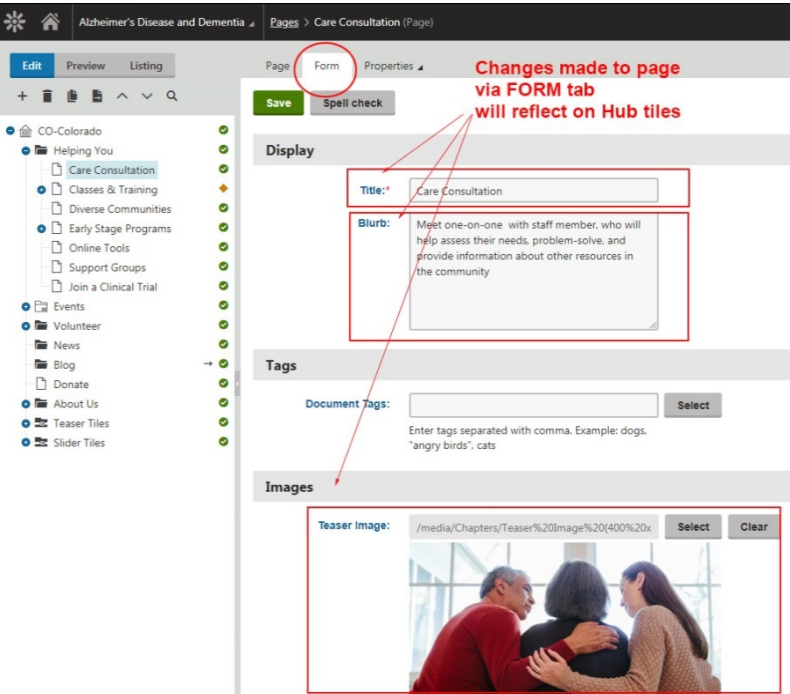


Editing Hub Images and Text


Editing blurb text and changing the image is done on the actual page (*not* in the widget itself through the Configure gear icon ).

1. Click on the page name in the site tree
2. You'll land on the PAGE Tab but you will want to click on the FORM Tab.
3. Change the title, blurb text, or image.
4. **SAVE** while in the Form Tab, then **SAVE** on the Page Tab.

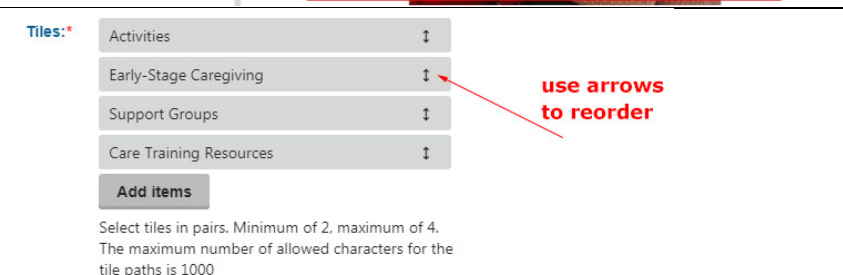
Note: Level 1 page names may not be altered.



Reorder Hub tiles

1. Click on gear , then Configure.
2. Use up/down arrows to reorder items

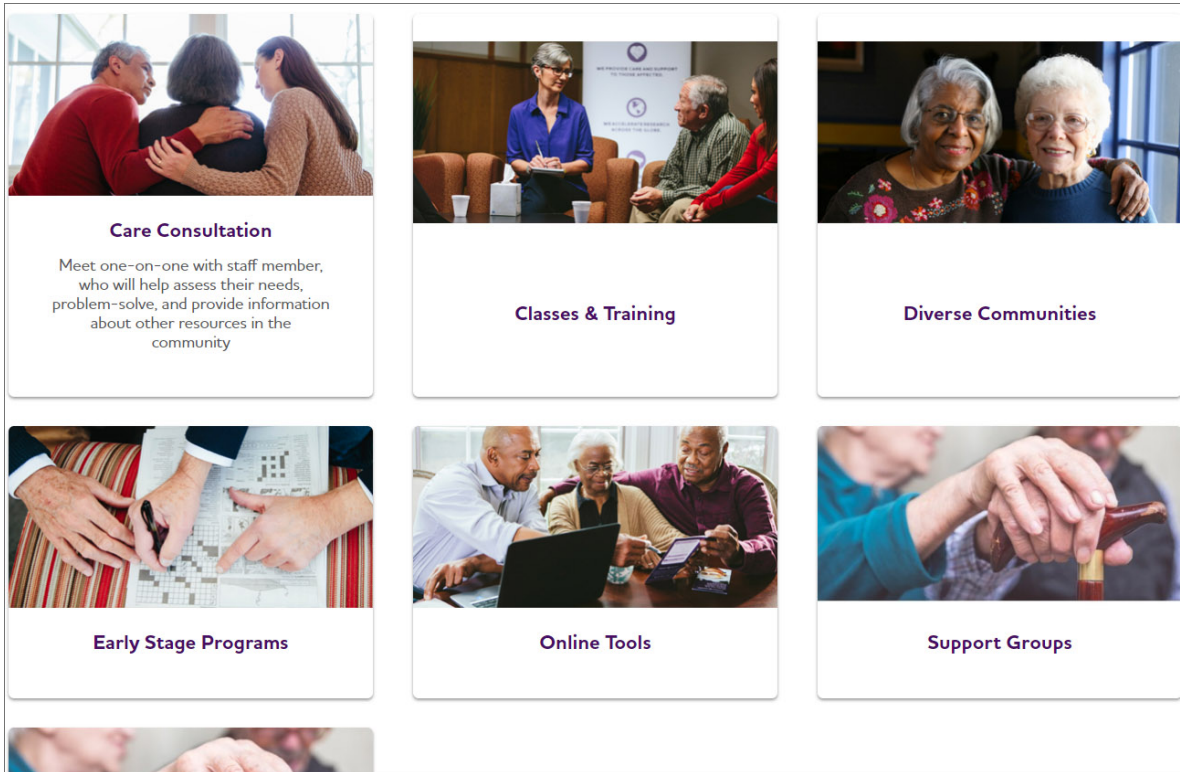
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Routing Block Widget

[Editable via Site Tree]

The Routing Block displays rows of 3 page tiles that have shadows on the bottom of each tile and NO horizontal purple bar running behind them. The Routing Block will automatically display a tile for each page nested under the parent page on which the Routing Block lives. For example, if a Routing Block is added to a Level 1 page, it will display a tile for each Level 2 page nested underneath that page. The Routing Block widget will be available on some but not all pages. The default title of this block is editable.

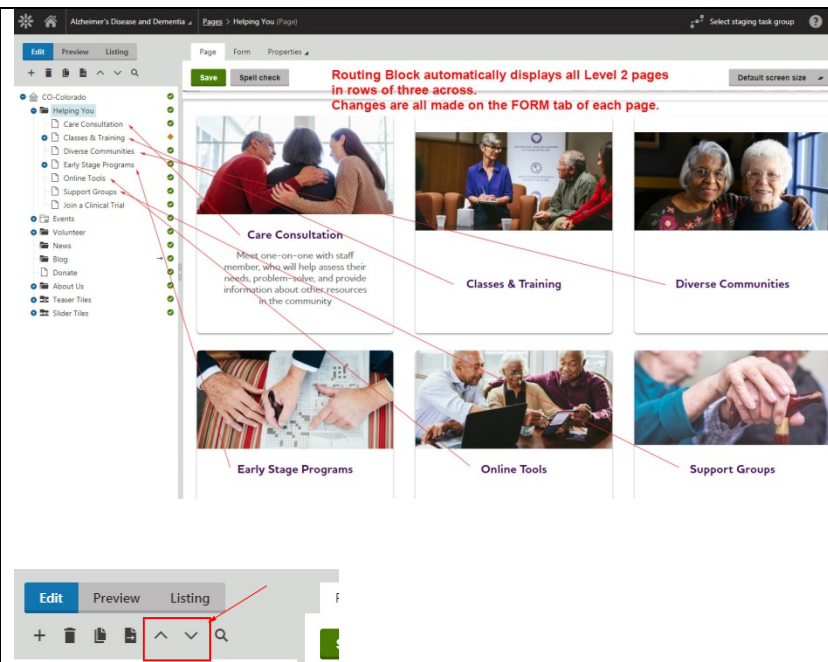


Reordering Routing Block tiles

- Routing block tiles will display in the order in which they appear on your site tree.

- Change your page order on the site tree to adjust the order of the Routing Block display by clicking on a page and using the up and down arrows at the top of your site tree.

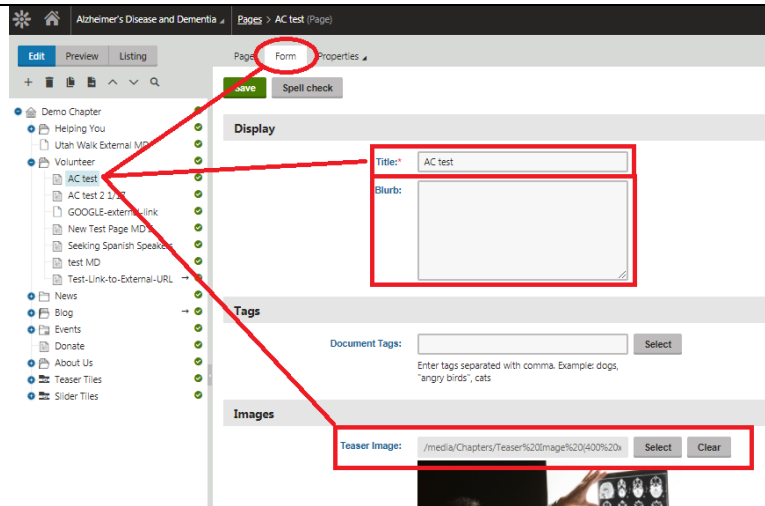
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Editing Routing Block items

If you want to change an image, title, blurb or URL link of any Routing Block item, go to the page itself and make changes via the FORM tab.

1. Go to the Web page requiring a change.
2. You'll land on the Page Tab. Click on the Form Tab. This is where you can assign this page a Title*, Blurb (description), and Teaser Image (display image).
3. Click the **SAVE** button on the Form Tab.
4. Click the **SAVE** button on the Page Tab.
5. Click Publish



Hiding Pages from Routing Block items

You may also want to hide certain pages to prevent them from appearing in the Routing Block. This can be easily done via the FORM tab.

1. Go to the Web page requiring a change.
2. You'll land on the Page Tab. Click on the Form Tab.
3. Scroll to the section called Routing Block and uncheck the "Show in Routing Block?" checkbox
4. Click the **SAVE** button on the Form Tab.
5. Click the **SAVE** button on the Page Tab.
6. Click Publish

Routing Block

Show in Routing Block?: ☒

Uncheck to prevent showing in Routing Block

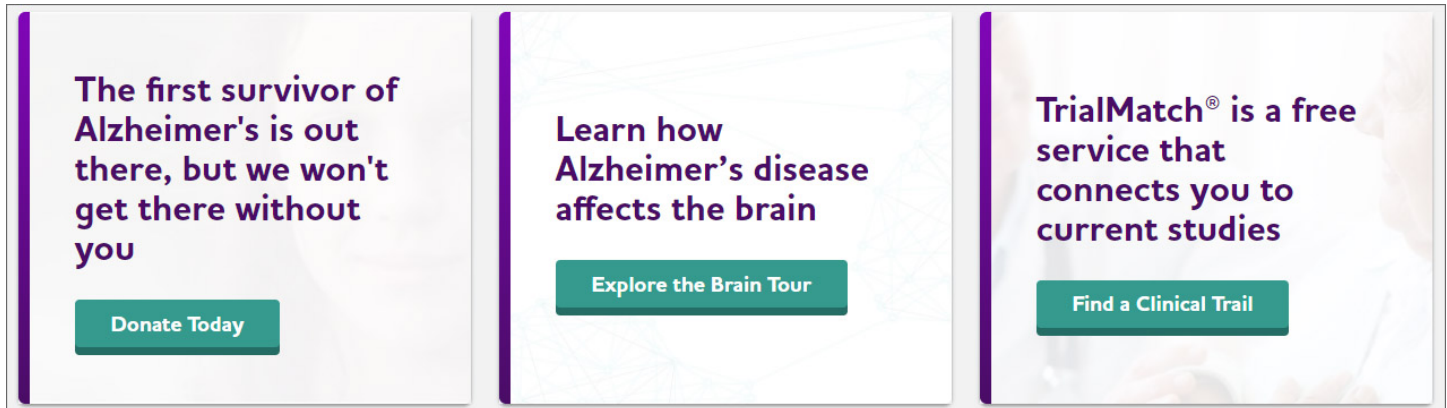
Open in New Tab (Routing Block?): ☐

Opens page in new tab when page is selected in Routing Block


Triple Teaser Widget

[Editable - Image Size: (321 x 255)]

The Triple Teaser will be distinguishable by the vertical purple stripe on the left hand side of each tile. Each tile will also contain text along with a button. Triple Teasers have 3 items only. Some teaser tiles are developed by National and made available for chapter use, or you may create your own. Chapters choose which items (National, Local, or both) to display. Uploaded images will have a vertical purple bar and fading affect applied automatically.



Add a tile to the Triple Teaser row

1. Click on gear , then Configure.
2. Click **Add items**.
3. Choose the three pages you want to appear in the Tiles* section.
4. Click **Select**.
5. Click **Apply**, then **Save & Close**.

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Widget properties (Triple Teaser)

Teaser Tiles

Tiles*
(National) - Alzheimer's 1st Survivor
(National) - Brian Tour
(National) - Trial Match
Add items
The maximum number of allowed characters is 2000

CSS (Development Only)

Widget container
Widget container: (none)
Container title: Triple Teaser

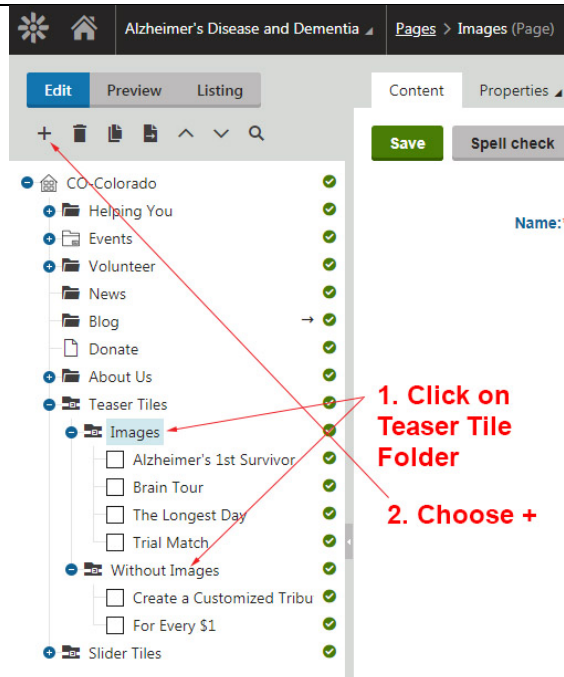
Apply then Save

☒ Refresh page

Create a New Triple Teaser tile

1. Go to Teaser Tiles folder on site tree.
2. Choose subfolder “Images” or “Without Images”
3. Click + at the top of the site tree directory.
4. Click on ALZ – Teaser Tile.
5. Fill out fields for Name*, Text (description), Button Text*, link URL* and optional image.
5. **SAVE.**

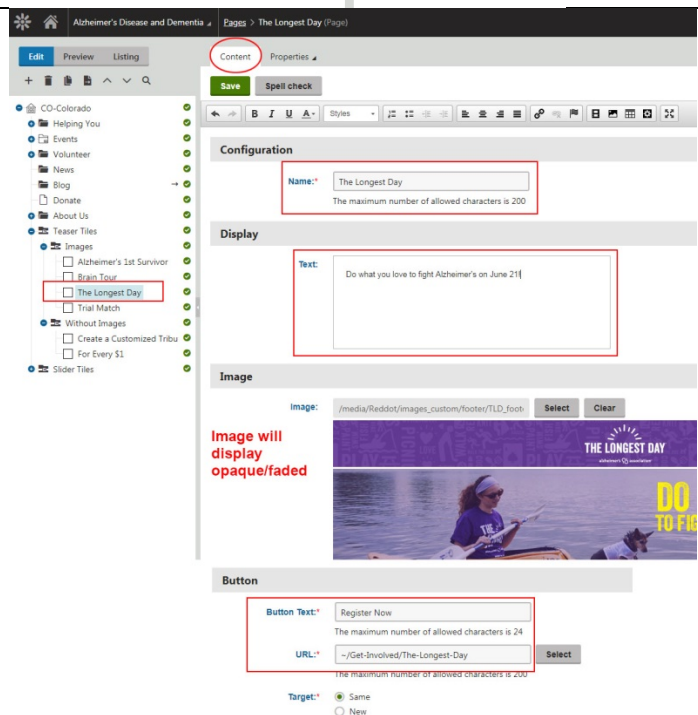
Note: Your new tile will now appear within your Teaser Tile site tree folder with the others as an option to choose.



Edit Contents of an Existing Triple Teaser Tile

1. Go to the site tree and click on the Teaser Tiles folder.
2. Click on the tile you want to edit.
3. The Content Tab will appear. Here you can edit the Name*, Text (description), Button Text*, URL* (for link), and Image. Make your edits.
4. Click **SAVE.**

Note: A change to a tile will change all other instances of that tile throughout your site. So, if you have a Triple Teaser on another page, that tile will reflect any changes you’ve made on this instance.



Reorder Triple Teaser Tiles

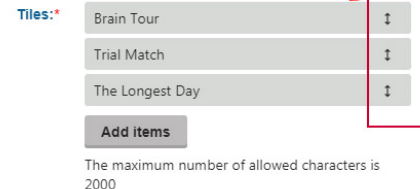
1. Click on gear ⚙, then Configure.
2. Use up/down arrows to reorder items

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Widget properties (Triple Teaser)


Teaser Tiles

use arrows to reorder items

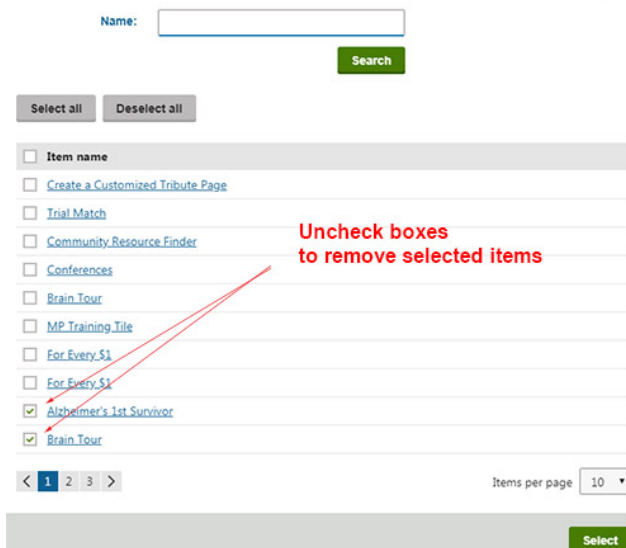


Remove Triple Teaser Tiles (from display)

To remove slides from your Triple Teaser, simply de-select them via the gear icon.

1. Click on gear , then Configure.
2. De-select items

Select item



Name:

Search

Select all Deselect all

☐ Item name

- ☐ [Create a Customized Tribute Page](#)
- ☐ [Trial Match](#)
- ☐ [Community Resource Finder](#)
- ☐ [Conferences](#)
- ☐ [Brain Tour](#)
- ☐ [MP Training Tile](#)
- ☐ [For Every \\$1](#)
- ☐ [For Every \\$1](#)
- ☒ [Alzheimer's 1st Survivor](#)
- ☒ [Brain Tour](#)

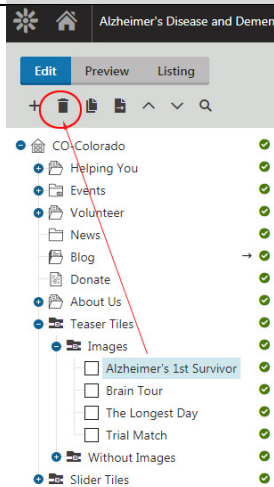
< 1 2 3 >

Items per page 10

Select

Delete Triple Teaser Tiles (Permanently)

To delete tile permanently, please email CMSSupport@alz.org with the tile name/s you would like removed and we will remove them for you.



All Information on Events is available on the Kentico training page as a “mini manual”

https://www.alz.org/includes/cms_training_site_kentico.asp#events

Featured Events Widget (Events Page)

[Editable]

Please note: Events need to be entered in Personify or Blackbaud. Kentico will post these events to your Website automatically from these programs. All information on Events including step-by-step instructions is available in the short 8-pg mini-manual.

Questions about Blackbaud or Personify

Email helpdesk@alz.org. Use the subject line "Blackbaud assistance needed" or "Personify assistance needed."

Blackbaud

https://insite.alz.org/operations/luminate_ecrm.aspx

Personify

<http://training.insite.alz.org/catalog/personify>

The Featured Events detail pages will be for **special circumstances only**, for those events which cannot be entered into Personify or Blackbaud - such as a non-Association event.

All Information on Events is available on the Kentico training page as a “mini manual”

https://www.alz.org/includes/cms_training_site_kentico.asp#events

Featured News Widget

[Editable - Image Size: (420 x 180)]

This widget is limited to three chapter news items and can be used with or without images. Title is also editable. In Configure, you can mix and match, National and/or chapter. The items will display in the order in which they are chosen. If the chapter does not enter anything, it will pull in the most recent National items.

Featured News Items

<p>Alzheimer's Disease Redefined: New Research Framework Defines Alzheimer's by Brain Changes, Not Symptoms</p> <p>April 10, 2018 Press Releases</p>	<p>Major Alzheimer's and Dementia Research Funding Increase Signed Into Law</p> <p>March 23, 2018 Press Releases</p>	<p>New Alzheimer's Association Report Reveals Sharp Increases in Alzheimer's Prevalence, Deaths and Cost of Care</p> <p>March 20, 2018 Press Releases</p>
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To Choose Existing News

1. Click on gear ⚙, then Configure.
2. You'll be presented with a check box list of available items your chapter can choose from.
4. **Select** three.
5. Click on **Save**, then **Apply**, **Save & Close**.
6. **SAVE** at the Page level.

Edit an Existing News Item

1. In the site tree, click on the News folder to open it. You'll see each news item.
2. Click on the news item in the News folder for editing.
3. Go to Form tab.
4. **SAVE** at the Page level.

Note: you may only edit your own local news stories

Create a Featured News Item

1. From the site tree, click on the News folder.
2. Click + at the top of the site tree.
3. Click on **ALZ – Chapter News** then begin populating this news item.
4. News Types include: Enews, Blog, External News, Press Releases.
5. **SAVE**

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Remove News (from display)

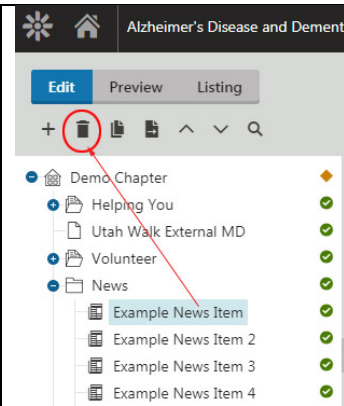
To remove news from your Featured News widget, simply de-select via the gear icon.

1. Click on gear ⚙, then Configure.
2. De-select items

Delete News (Permanently)

To delete news permanently, please email CMSSupport@alz.org with the news name/s you would like removed and we will remove them for you.

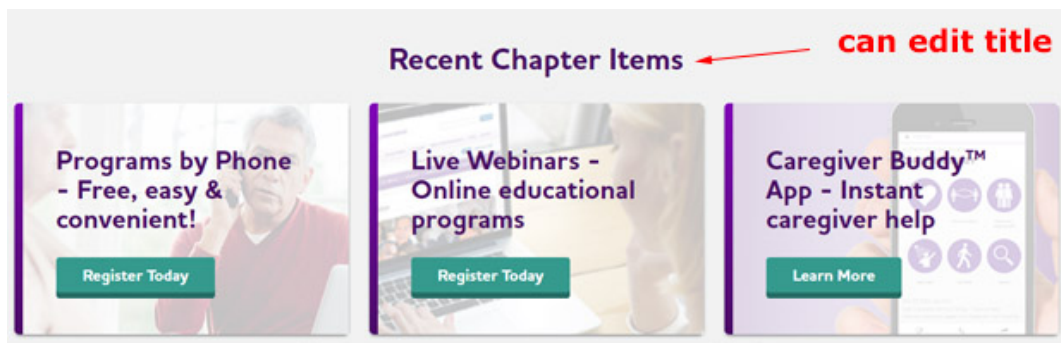
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Recent Chapter Items Widget

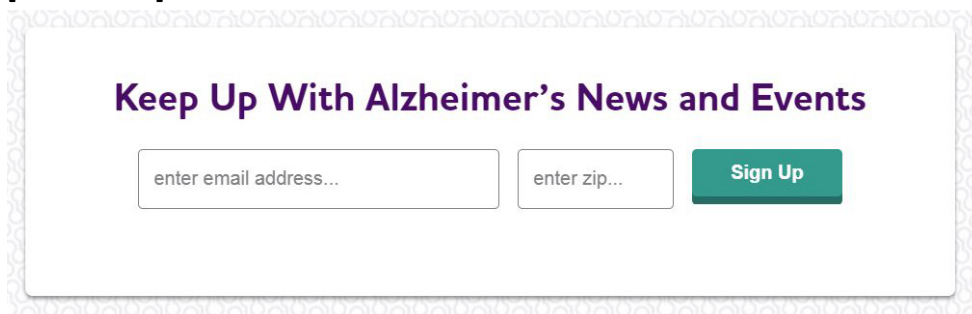
[UNEditable]

This widget, located on the bottom of your homepage, pulls in information directly from Personify and Blackbaud. This widget (except for the title text) is locked, uneditable. It is linked programatically to display your most three recent items from Personify and Blackbaud. As a reminder, ALL events need to be listed within one of those programs and/or Community Resource Finder in order to display here. If you have entered a listing and it is not appearing correctly, please email helpdesk@alz.org (not cmssupport@alz.org). Helpdesk can help with anything related to Personify, Blackbaud, or event search or event display results. The problem may likely need to be fixed within Personify or Blackbaud, outside of Kentico. For more on events see page 34.



Enews Newsletter Signup Widget

[UNEditable]



ZONES

Chapter Description Zone

[Editable]

Click your cursor on text to edit.

Description of your chapter goes here

Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla vitae elit libero, a pharetra augue. Donec ullamcorper nulla non metus auctor fringilla. Cras justo odio, dapibus ac facilisis in, egestas eget quam. Sed posuere consectetur est at lobortis. Donec id elit non mi porta gravida at eget metus. Nulla vitae elit libero, a pharetra augue. Donec id elit non mi porta gravida at eget metus.

Footer Area Zone

[UNEditable]

Social media icons go to National presence.

National Headquarters |
225 N. Michigan Ave., | Floor 17, | Chicago, IL 60601

[Contact Us](#) | [Security and Privacy Policy](#) | [Copyrights and Reprints](#) | [Press](#) | [Select Language](#)

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Adding Meta Data (tags)

- Association meta standards are available on Insite.
<https://insite.alz.org/communications/web.aspx>
- In the Properties Tab dropdown menu, there is a listing for Metadata. You can add page title, page description and a field under Tags – Page Tags where you can enter keywords.
- If nothing is entered, these fields will “inherit” the root-level information

Note: Currently, keywords are of lesser importance than title and description.

The screenshot shows the 'Metadata' tab in the Insite system. At the top, there are tabs for 'Page', 'Form', and 'Metadata', with 'Metadata' being the active tab. A red arrow points to the 'METADATA tab' label. Below the tabs is a 'Save' button. The 'Page settings' section includes:

- Page title:** A dropdown menu set to 'Inherit' and a text box containing 'Chapter'.
- Page description:** A dropdown menu set to 'Inherit' and a large text box.
- Page keywords: (separated by comma):** A dropdown menu set to 'Inherit' and a large text box.
- Page tag group:** A dropdown menu set to 'Inherit' and a dropdown menu set to 'Chapter Tags'.
- Page tags:** A text box for entering tags, with a 'Select' button to the right.

 Below the 'Page tags' section, there is a note: 'Enter tags separated with comma. Example: dogs, "angry birds", cats'.

Analytics: About Tracking and Reporting

- As before, your Web analytics and data reports may be found on [Insite](#) under Communications, Web.
- The Insite [Web overview page](#) also contains other valuable CMS information.
- Google Analytics are to be used for reporting. Should any Kentico stats be viewable, they are not to be used for reporting purposes.

The screenshot shows the 'insite.alz.org' intranet. At the top, there are links for 'EMPLOYEE CENTER', 'SHOP', and 'WALK CENTRAL'. Below these are navigation links for 'Updates', 'Calendars', 'Forms', 'Trainings', 'Directories', and 'Email'. The main content area is titled 'Web' and includes a list of links: 'alز.org overview', 'Our URL', 'Search engine marketing', and 'Web analytics and reports'. A red box highlights the 'Web analytics and reports' link. To the right of the links, there is a section titled 'Add to My Links' with a 'Comments?' link and a user profile for 'Lisa Blaney-Koen'.

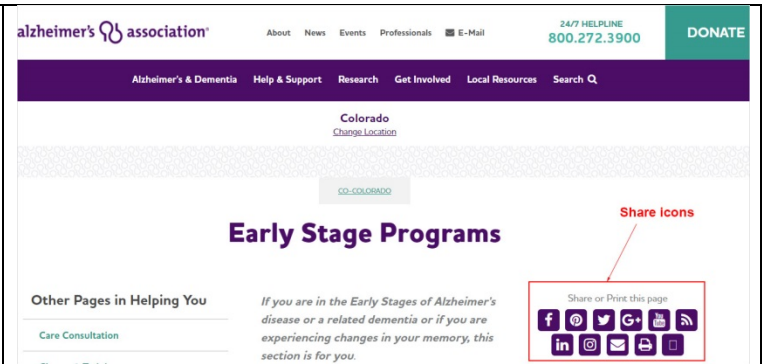
Social Media

- Icons in the footer of the Web page go to the National presence, and may not be edited.
- To highlight local social media, you may insert a graphic (such as Facebook or Twitter logo) on your “About Us” or a new page, then link that graphic to your own chapter’s social media pages.

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The screenshot shows the 'National Headquarters' address: '225 N. Michigan Ave. Floor 17 Chicago, IL 60601'. Below the address, there is a red text box that says 'These will automatically point to National pages for each; Not Editable'. Below this, there are links for 'Contact Us', 'Security and Privacy Policy', 'Copyrights and Reprints', 'Press', and 'Select Language'. At the bottom, there is a row of social media icons: Facebook, Pinterest, Twitter, Google+, YouTube, RSS, LinkedIn, Instagram, Email, Print, and a mobile device icon. To the right of the icons is a 'BBB ACCREDITED CHARITY' logo.

Note: The two rows of purple social media share icons to the right on the top of each page are buttons for visitor use. They enable visitors to share the contents of a page with others.



RESOURCES

Kentico Training Page

The Kentico Training Page is a comprehensive online resource for anything you may need. It includes the latest version of the user manual, training videos, and tips on getting started. Additionally on this same page you will find user request forms for system access, as well as information about where to find web data, Kentico assistance and more!

Link to Kentico Training Page: https://www.alz.org/includes/cms_training_site_kentico.asp

Kentico Assistance

We have a team of support people to help you troubleshoot and answer any Kentico questions you may have. Staff are available covering most time zones. Just send an email to CMSSupport@alz.org and someone will get back to you asap! Please include your chapter name and phone number if you need a call. Some answers may take up to 24-48 hours depending on volume, we appreciate your patience. Please do not copy Helpdesk as this will result in multiple tickets and loops. cmssupport@alz.org is for Kentico only, please use other resources for Blackbaud, Personify, Event search results or VDI issues.

Personify/Blackbaud/VDI Assistance

Your events will be entered into outside systems such as Blackbaud or Personify. Kentico will display these events on your website automatically. **CMS Support will only be able to assist with Kentico questions.** If you need information about using Blackbaud or Personify, or an Event is not showing from one of these programs, please visit the links below:

- **Blackbaud**
https://insite.alz.org/operations/luminate_ecrm.aspx
- **Personify**
<http://training.insite.alz.org/catalog/personify>

Please refer any Blackbaud or Personify questions to the Helpdesk, with the subject line "Blackbaud assistance needed" or "Personify assistance needed" so that helpdesk may route you to the correct team as quickly as possible.

- For **VDI** assistance, please contact helpdesk@alz.org. Put "VDI/VMware access needed" in the subject line
- For events search results questions or concerns, contact helpdesk@alz.org.

Who Should I Contact?

Please contact cmssupport@alz.org for questions about Kentico:	Please contact helpdesk@alz.org for questions outside of Kentico:
<ul style="list-style-type: none">• Kentico usage questions• Deleting a page or any item on site tree• Kentico Featured Events page• Linking featured event tiles to CRF, Personify, Blackbaud• Kentico publishing• user IDs/access (submit form from training page)• Anything else Kentico-related	<ul style="list-style-type: none">• VDI• Personify• Blackbaud (includes creating or using any form)• Event search• Event search results• Event in Personify/Blackbaud not displaying or displaying incorrectly on site

FAQS

Do I have to enter all my Events into Personify and Blackbaud?

YES - all events will be displayed directly from Personify or Blackbaud. This allows them to show up in the Event Search. Please see the Events “mini manual” ([https://www.alz.org/includes/ cms_training_site_kentico.asp#events](https://www.alz.org/includes/cms_training_site_kentico.asp#events)) posted on the Kentico training page for full information.

How do I get an image from my computer into the VDI environment?

To work with images within VDI, the required environment for Kentico access, you may not have direct access to drives. Consider either emailing photos you will need to yourself, or use Google Drive to store images for access.

I know my Advocacy page is outside of Kentico in Blackbaud – how can I edit it?

You can edit that page within Blackbaud. Contact Aline Stone (astone@alz.org) for any questions about working with your Advocacy page.

Can I link directly from my navigation to another website?

This requires admin permissions, and may be added at Level 2 and below only. Please send an email to cmssupport@alz.org if needed.

Can I edit any social media icons to point to my own chapter’s site?

The social media icons within the footer are uneditable and will point to the National office social media presence. You may however, add a social media graphic or icon on any page, and then link that graphic to your own chapter’s social media channels.

I get an error msg when I try to delete a page?

Initially, only admins will be able to delete pages, teaser or slider tiles, as a safety precaution. Please send an email to cmssupport@alz.org to request deletion of any item.

I need to get someone set up with Kentico access

Each chapter may have up to two Kentico User IDs. If at any point you need to change users, complete the Request Change form ([https://www.alz.org/includes/ cms_training_site_kentico.asp#user](https://www.alz.org/includes/cms_training_site_kentico.asp#user)). Please fax 2 separate forms (1 to remove a user(s), 1 to add another user(s)) to the number on the form.