

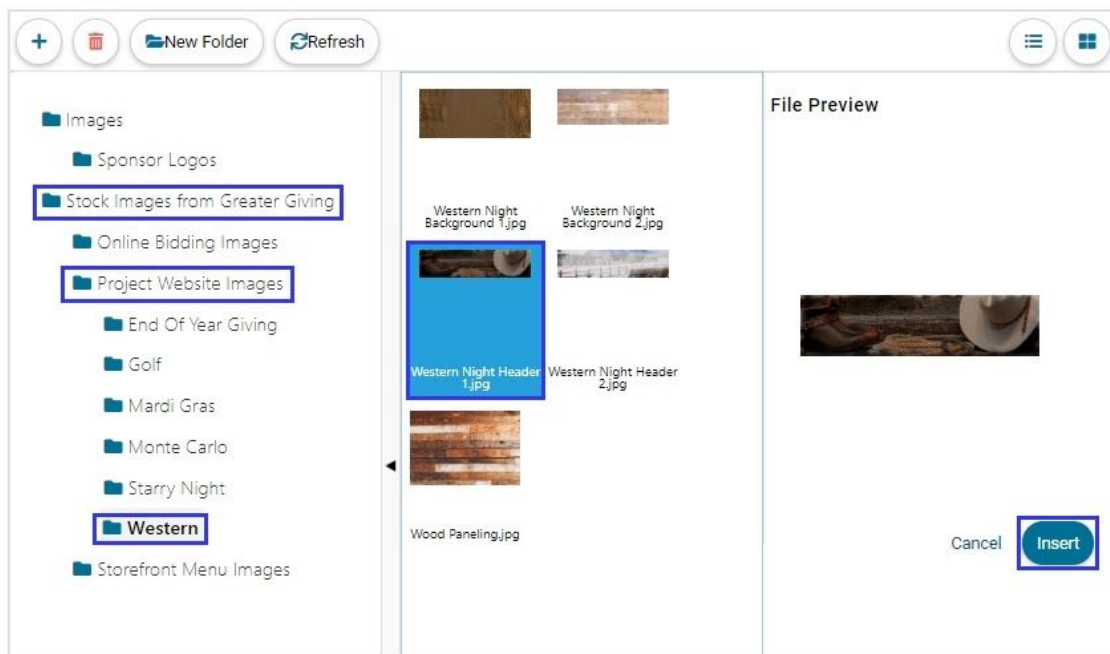
Western Gala Website General Settings:

The Project Website General Settings can be considered as the starting point for creating a successful Project Website. You can use the Project Website General Settings to set the theme, design, and layout of your pages.

The following instructions detail how to edit your Project Website General Settings to match those of the Greater Giving Western Gala Project Website. Please Note: These instructions do not include how to add a new page or how to use Advanced Editing to further customize the page, only how to set the Settings to provide the same look and feel.

1. Click **Manage Project** in the **Main Menu**, and select **Manage Project Website**.
 - o If a website still needs to be created, see [Creating a Project Website](#).
2. Click **Edit General Settings**.
3. Select the **Layout** you would like to use. *We have used the Customizable - Simple-Fixed-Width-Left-Right-Sidebar.*
4. Select the **Project Information to Display**. *We have selected all information, which comes from your [Project Settings](#).*
5. To upload the Golf themed Website Banner:
 - o Click **Select Image from Image Manager** for the Website Banner.
 - o Click on the **Stock Images from Greater Giving** folder to expand it.
 - o Click on the **Project Website Images** folder to expand it.
 - o Select the **Western** folder.
 - o Select the file called **Western Night Header 1.jpg**
 - i. *There is an alternate option of Western Night Header 2.jpg if you prefer.*
 - o Click the **Insert** button.

Image Manager



6. To upload the Western themed background, repeat the steps above for the Background Image, but select the file called **Wood Paneling.jpg**.
 - *There is some additional background options as well that can be selected.*
7. Use the radio buttons to determine if you want your Banner above or below the Navigation header. *We have used the Above option.*
8. Use the radio buttons to determine your **Navigation Orientation** (if you want the links horizontal on vertical on the screen). *We have used the Horizontal option.*
9. To set the **Color Scheme** based on the Greater Giving Western Gala template, select the **Choose website colors from below** radio option. Click each color box, and enter the respective code into the textbox provided. Click **Apply** to save the color.

Website:

Main Text: #814414

Emphasis Color: #542b0d

Banner Background Color: #ffffff

Link Text: #d86f21

Textbox Text: #814414

Button Text: #ffffff

Main Background: #dcb99d

Emphasis Reverse Color: #ffffff

Footer Background Color: #814414

Hover Link Text: #814414

Textbox Background: #ffffff

Button Background: #814414

COLOR SCHEME ⓘ

Choose website colors from below

Manually configure website colors in Project Website

WEBSITE

Main Text: Apply

Main Background:

Emphasis Color:

R: 25 G: 25 B: 25

Navigation:

Link Text: #814414

Background Color: #ffffff

Link Background: #ffffff

10. If you would like additional buttons in the Navigation header, enable the toggle for **Button 1** and/or **Button 2**.
 - You may link to either a different **Project Website Page** or **Outside URL**.
Note: This project does not make use of additional buttons.

HEADER

HEADER BUTTONS ⓘ

Button 1 Display Button Text Link To Page

Button 2 Display Button Text Link To Page

11. If you would like the Website to automatically display your **Sponsors**, use the toggle to enable that option. See [Displaying Sponsors](#) for how a sponsor qualifies to be displayed here. See *image below for our selections*.
- You may enter a **Headline** that is above the Sponsors.
 - You may also choose **Information** (Name, Logo, Link) **to Display**, and where it is located on the website.

SPONSORS ⓘ

Display

Headline

Display duplicate Sponsorships

Display
 Name
 Logo
 Link

Display Order
 Alphabetical
 Sponsor Level

Display Position
 Landing
 All on the left
 All on the right

12. If you would like to display an **About Us** and **Contact Us** areas at the bottom of the screen, use the toggle to enable them. Use the text editor to add your own organization information.

PAGE SECTIONS

About Us Section
 Display

B / U [List icons] Normal serif 16px [Color icon] [A icon] [Grid icon]

13. Footer links can be enabled/disabled much like Header buttons found on step 10. The primary difference is that these are displayed as clickable links as opposed to buttons. *We did not use any footer links in this template.*
14. If you would like to have a **Copyright Section** visible at the bottom of your page, select the most appropriate radio option.
15. Never underestimate the power of a social media presence! You can enable where you would like the icons placed at (icons being each social media platform) as well as the URL that goes to your own organization's social media site. *We have selected for the icons to display in the lower right of our footer for this template.*

SOCIAL MEDIA

Icon Placement ⓘ
 None
 Lower right of footer
 Upper right of header
 Both lower right of footer and upper right of header

The URLs below should begin with <http://> or <https://>

Organization URL

Facebook URL

YouTube URL

Instagram URL

16. You can **Customize Receipt Emails** (automatic confirmations that go out when a purchase or donation is made) for your entire website by using the toggle to Enable the settings. The following can be set:
- The **Confirmation Header** is the message that will appear above the receipt.
 - The **Confirmation Footer** is the message that will appear at the bottom of the receipt, after the transaction/payment information.

- The **Confirmation Contact Email Address** should be the email for who guests should reach out to.
 - The **Confirmation Contact Name** is the name of the individual in charge of the project website. Generally, questions about registration/donations would be directed to this person.
 - The **Confirmation Contact Phone** is the phone number of the Confirmation Contact.
 - The **Confirmation From Email Address** is the email address that will appear in the 'From' box when email receipts are sent. This email can be the same as the Confirmation Contact Email Address. When guests reply to their confirmation email, their message will be sent to this address.
 - The **Salutation** is the default salutation that appears before the Confirmation Header on the receipt.
 - The **Org Receiving Emails** field is the list of emails that should be receiving copies of the transaction receipt (other than the purchaser/donor). These should be the individual(s) in your organization that need to have copies of the transaction receipts.
 - The **Subject** is the subject line for the email receipt.
 - The **Top Thank You** caption will replace the default 'Thank You' text in the receipt.
17. Final Additional Settings that can be enabled at the bottom of the General Settings page.
- **Share This Page** - This option will add a menu of popular social media sites that visitors to your site can log into in order to share your page.
 - **Event Search Key Words** - Provides search terms so guests can find your event through popular search engines.

Note: You can always return to the Project Website General Settings to change any of the aspects covered here. Changes made here could override [Advanced Editing](#) done to change colors, images, or page layout.