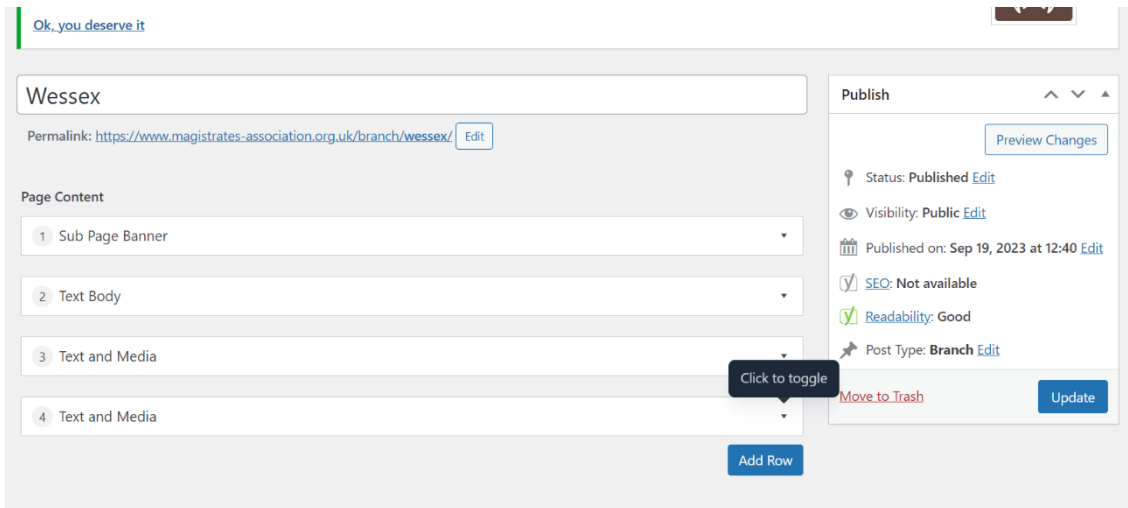


EDITING BRANCH PAGES

Only branch database users will be able to access the branch portal and edit branch pages. If you are a branch database user and would like to edit your branch page, you will need to login and head to your branch page and then select 'edit page'.

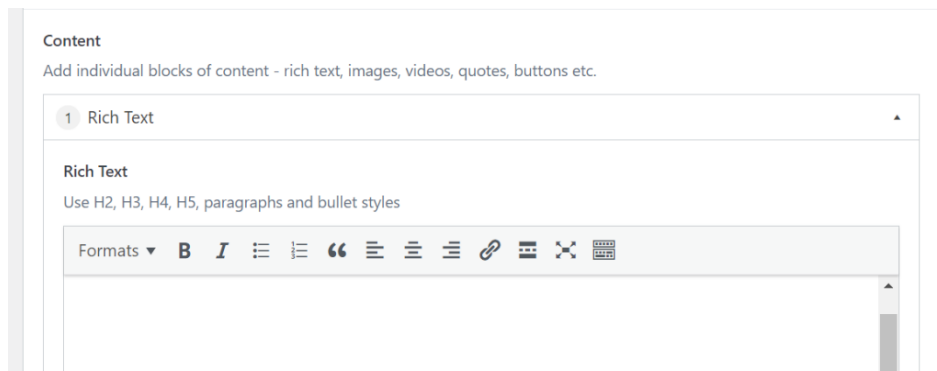
The branch page is made up of page content 'layouts', pictured below. All branch pages will have a sub page banner and text body already set up. The sub page banner does not need to be edited.

Please see 'branch Page guidance', to see the uses and potential examples for page content and the different layouts you can use.

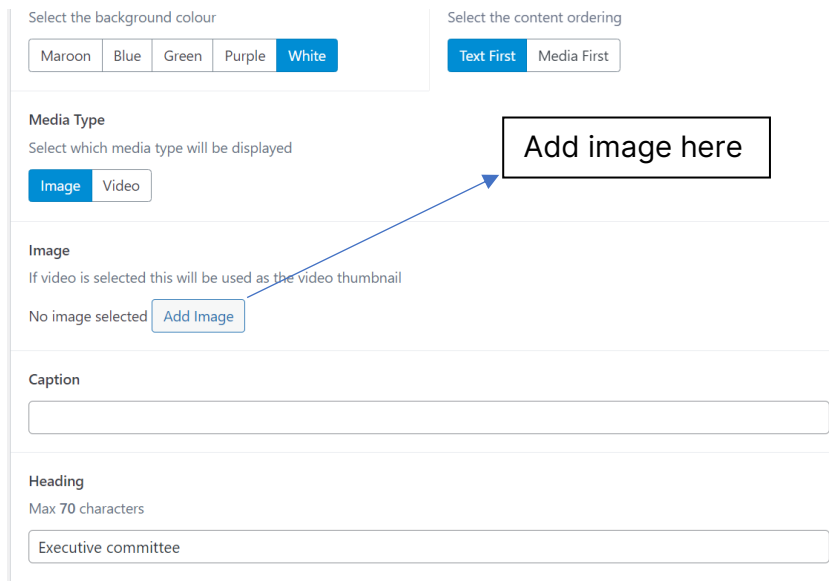


To edit a section, please click on the toggle to expand. If you would like to add a different layout, please click on the toggle and select '+' and add layout.

In the 'text body' layout, you can add information about your branch within rich text. You won't be able to add images, documents or videos in the 'text body' layout as his is just for rich text.



In the 'text and media' layout, you can add an image or documents. You might want to add your executive members and then link their email address.



Select the background colour
Maroon Blue Green Purple White

Select the content ordering
Text First Media First

Media Type
Select which media type will be displayed
Image Video

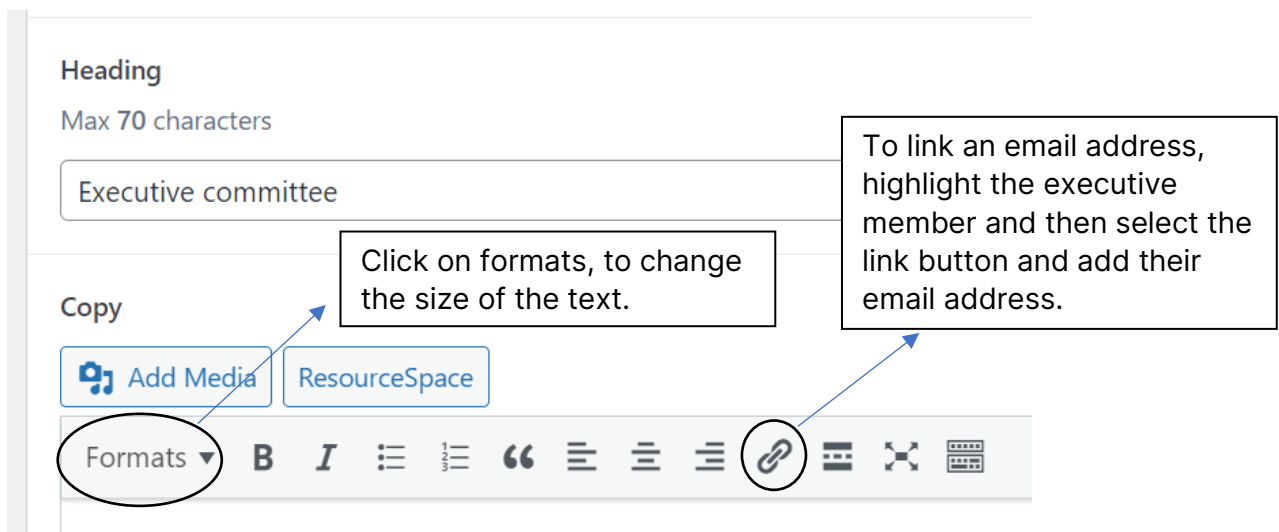
Image
If video is selected this will be used as the video thumbnail
No image selected Add Image

Caption

Heading
Max 70 characters
Executive committee

To add an image, select 'image' and then go to upload files from your desktop.

To add your executive committee members, you can add their name and role to the text box.



Heading
Max 70 characters
Executive committee

Copy
Add Media ResourceSpace

Formats

To link an email address, highlight the executive member and then select the link button and add their email address.

Click on formats, to change the size of the text.

To add a document, add a new 'text and media' page layout. Select 'add media' and upload your document, make sure the file is saved as you would like it displayed on the page. (Image below)

Add media ✕

Upload files Media Library Resource Space [< Expand Details](#)

Drop files to upload
or
[Select Files](#)

Maximum upload file size: 20 MB.

[Insert into branch](#)