



General Program Page Update Instructions

Below are instructions for how new Program Page templates and sections will work after the new version 3 updates, and how you can contribute to them.

Overview


All programs have centralized information related to the program that is the same across installations. This is important to make sure all users are getting the same baseline of essential information before the content focuses on installation-specific information, because for many this is the first time they are learning about the program.

You will be able to add content above and below the centralized content. This is generally preferred, as the centralized content is meant to appear in the order it appears but if you feel your content is very appropriate for an area in the middle and you're able to add content there (not all centralized content is broken up to allow content to be added in the middle) then feel free to do so.

Adding Local Content

There will be sections on some pages that are placeholders placed there specifically to be edited / added to by installation content managers - those will be called out in your program-specific training materials so be sure to go over those as well.


All programs include 3 call to actions at the top that are centrally managed / not editable - here is an example from BOSS:



Get Involved

YOU determine how involved you want to be and how to participate. Volunteer for events, or take on a leadership role within the program.


[Sign Up](#)



Events

BOSS is open to all single service members, and joining is easy. Join us at meetings and / or any activities. Search for local activities.

[Search Events](#)



Contact

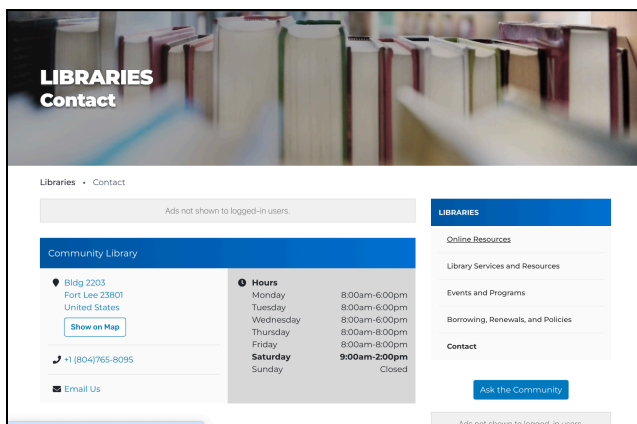
Contact and locate you local BOSS representatives and connect with us on social media.

[Contact Us](#)

There will be sections of content on some pages that are placed there specifically to be edited / added to by installation content managers - those will be called out in your program-specific training materials so be sure to go over those as well.

Contact Page

Every program has an automatically generated “Contact” page that includes the contact information for the locations associated with the program. You can add content above the contact information appearing there for any installation-specific information that would be appropriate there.



The screenshot shows a web page titled "LIBRARIES Contact" with a background image of bookshelves. The page layout includes a header with "Libraries" and "Contact" tabs, a main content area for "Community Library" with address, phone, and email information, a "Hours" section with a table of operating times, and a right sidebar with links to "Online Resources", "Library Services and Resources", "Events and Programs", "Borrowing, Renewals, and Policies", and "Contact". A "Show on Map" button is also present.

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00am-6:00pm	8:00am-6:00pm	8:00am-6:00pm	8:00am-6:00pm	8:00am-6:00pm	8:00am-8:00pm	9:00am-2:00pm	Closed

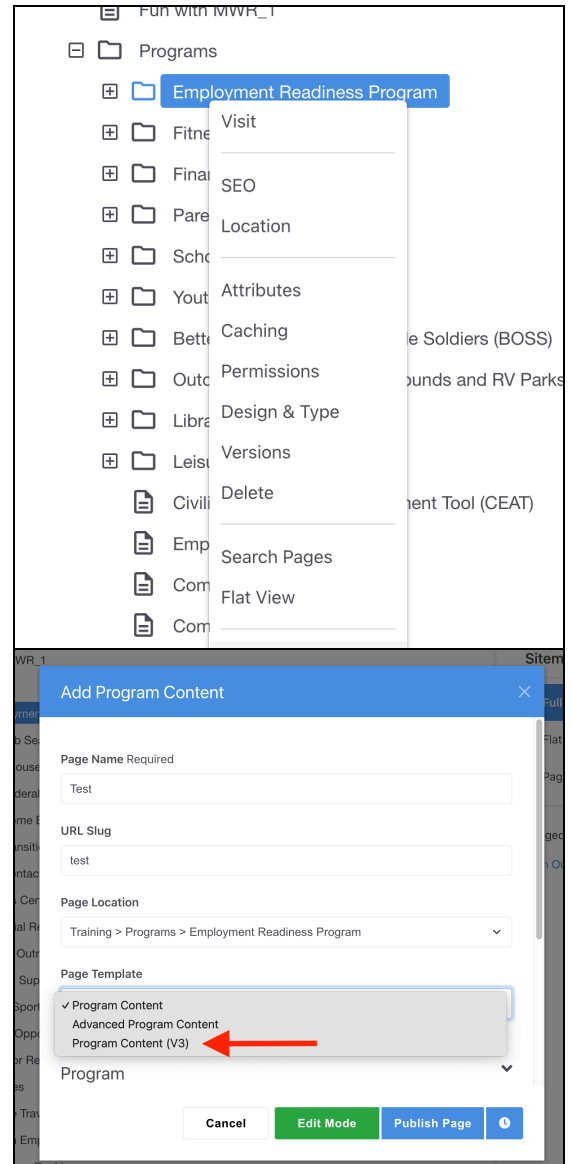
Adding Subpages

If there comes a time when you think adding another subpage would be helpful (for instance, including a page for a specific location / facility to include information specific to that facility) that is something that's available to do. Do please submit a help desk ticket to let us know what page(s) you're planning on making to keep everyone on the same page.

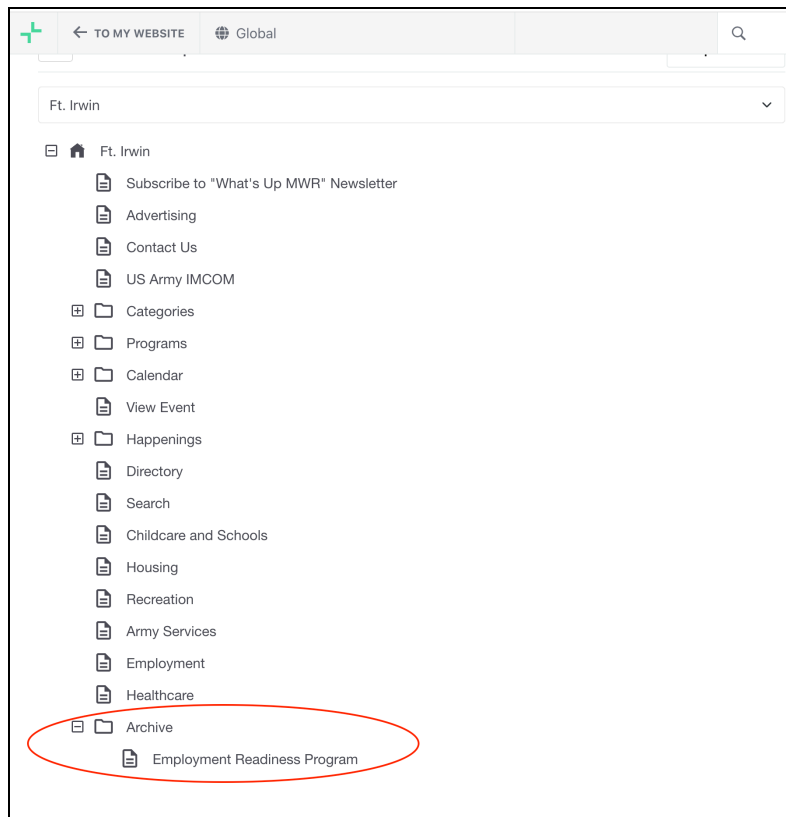
The process for creating a new Program Content subpage for your program section is as follows:

- 1.) Go to your Sitemap
- 2.) Find the parent page for your new program section
- 3.) Click on it and choose "Add Page"
- 4.) Choose "Program Content" (it will be the only option).
- 5.) Fill in the name of your page, and then for page template, use the drop down to choose "Program Content (V3)" - this is the new program content page type.
- 6.) Hit "Publish Page" and your new page will be created and ready for you to populate.

Note that your old program pages will be stored under a hidden page in your sitemap, /archive - none of them will be deleted. The goal here is not to pull these back into the program section, but if there is installation-specific information from these pages that you think would be valuable to add back into the new program content pages, by all means do that. Try to avoid adding redundant information and definitely avoid copying the older pages back into



the new program section.



Content Guidelines - No Accordions, No Posters / Graphics with text in them

Accordions - these are being phased out because they end up hiding a lot of essential content as well as housing a lot of information that should be on subpages. Please avoid using these - eventually they will be phased out of the system entirely.

Images including text / Poster graphics - Please avoid using images with text or poster graphics on the site. This content is not indexed by search engines and is not ADA compliant. If there is information on a poster that you think would be helpful on the site, please convert the information into text. You can include graphical elements from the poster as image blocks or inside a content block if they are relevant and legitimate

photographs and images. Additionally, Slide show blocks should only be used for photographs as galleries.

Most content you will be expected to add can be added using just the content block, with very few exceptions. Some programs will need to edit custom blocks to add their information or add tables in a content block, but those things will be covered in detail in program-specific documentation to make them easy to populate for installation content managers.

General Process Notes

Note that some links in the centralized content might not appear to work - that is intentional as once the pages are made live, the URL paths will resolve correctly. For instance, contact pages will often be linked to by this path:

/programs/[program-name]/contact - that will show "Page Not Found" for now because we have the program pages at a temporary URL on your site while you build them out (program-name-2). You will see similar behavior from links to other pages within the same section. So don't panic when you see that, it is all part of the process!