

TTC

Technology Transfer Centers

Funded by Substance Abuse and Mental Health Services Administration



Website Administrator Guide

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Welcome to the TTC Website Administrator Guide. This guide is for anyone in the ATTC, PTTC or MHTTC who is responsible for editing or adding content for your Center on any of the TTC Websites.

Terminology

Most of the terminology used in this guide will be familiar, but the following may help orient you to the tasks of managing your site content.

Center

A Regional Center, or Focus Area Center of the ATTC, PTTC or MHTTC.

Center Homepage

The homepage for your Center. There is one Center Homepage for each Center. However, you will still see the Center Homepage listed on your content types (more about Content Types below).

Content (Nodes)

The TTC websites are built on Drupal, a Content Management System (“CMS”). For a CMS, everything that can go on a website is considered “content”. In Drupal-speak, these can also be called “nodes”.

Drupal

Drupal CMS is one of the top content management systems used worldwide. Drupal is “open source” software, which means its code is available to anyone in the world who wants to use it, free of charge.

Group

In Drupal, users and content can be organized into Groups. For the TTC websites, each Center is managed as a Group in Drupal.

Content Types (Node Types)

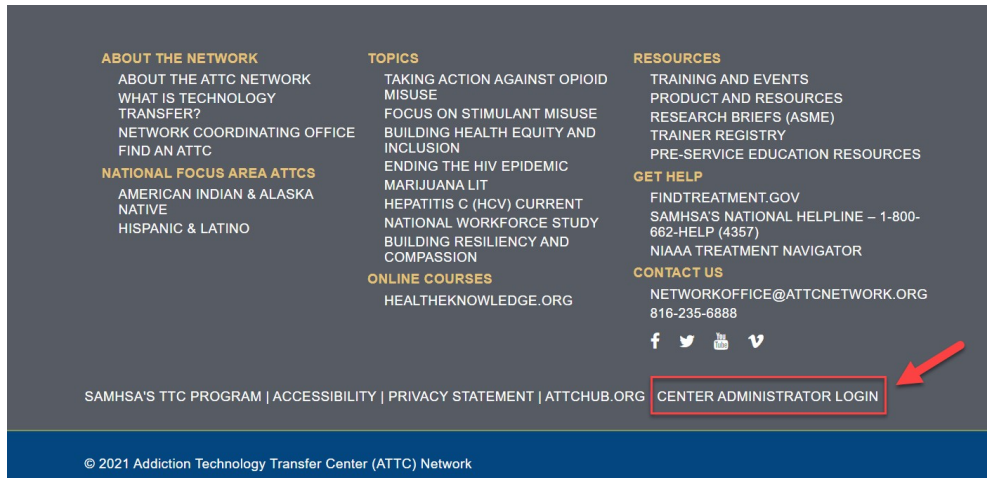
The different kinds of content you can add to a Drupal website are called “content types”. Each content type can be represented in two ways: on its own, individual web page, and with other content types in the form of a list.

Below are the types of content you as a “Center Admin” can add to your Center’s collection of web pages.

Basic Page	A page formatted to go with the website. You can use a Basic page for just about any information you want to publish on your website.	News	A news item about a timely initiative, event, or project. This item can also be marked to include in your Center’s Bimonthly Update.
Event	A training or event item that can be displayed on your Center’s calendar or added just for reporting purposes. Events can be private or public and tagged for various topics.	Product or Resource	A description of an resource, such as presentation slides, that you want to share in the online resource catalogue. Can also be added for reporting purposes and tagged with various topics.
Blocks Page	Comprised of boxes of content rendered into an area, or region, that can be arranged and displayed in on your page.	Home Page	A Center Homepage has already been created for you. This is where you will manage slider images, your Center navigation menu, Center description, contact information and Calls to Action (CTA) pods.

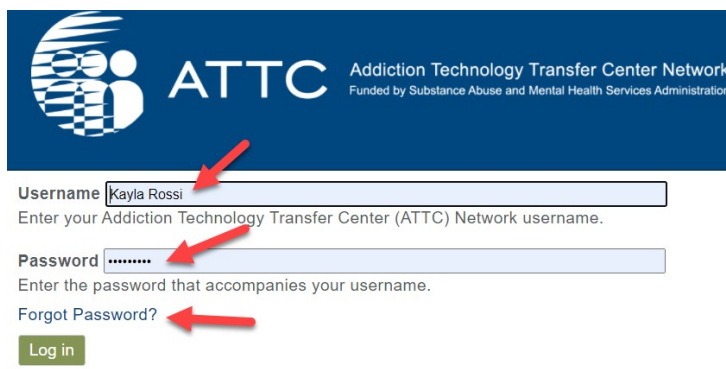
Getting Started

To login to your “Center Administrator” Account, visit your TTC Website (attcnetwork.org, pttcnetwork.org, or mhctcnetwork.org) and select “**Center Administrator Login**” in the footer:



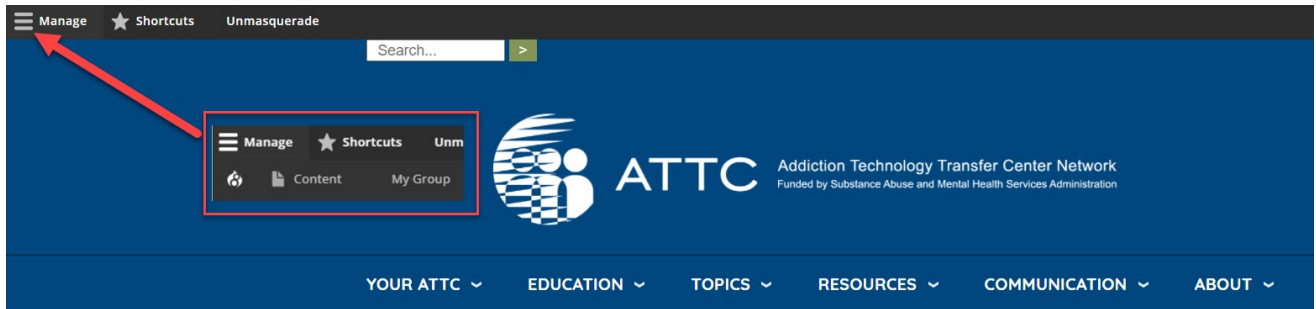
On the login page, type your username into the **Username** field. **This will be your first and last name.** Then type your password into the **Password** field.

*Forgot your password? Click the **Forgot Password?** to receive an email containing a password reset link.*



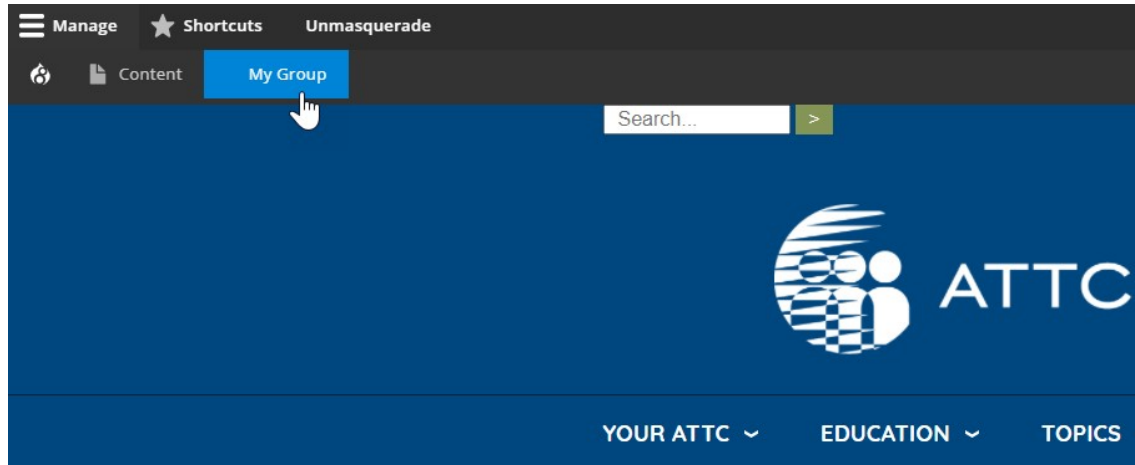
Accessing and Managing Group Content

Once you are logged in, you're ready to start managing your content. To access the content for your Center, click the **Manage** link in the upper left corner after logging in. After you click the Manage link, you'll see **two** options: **Content and My Group**.



Your Center's Group Content Pages

To view, edit, or add new content for your group, select **My Group**.

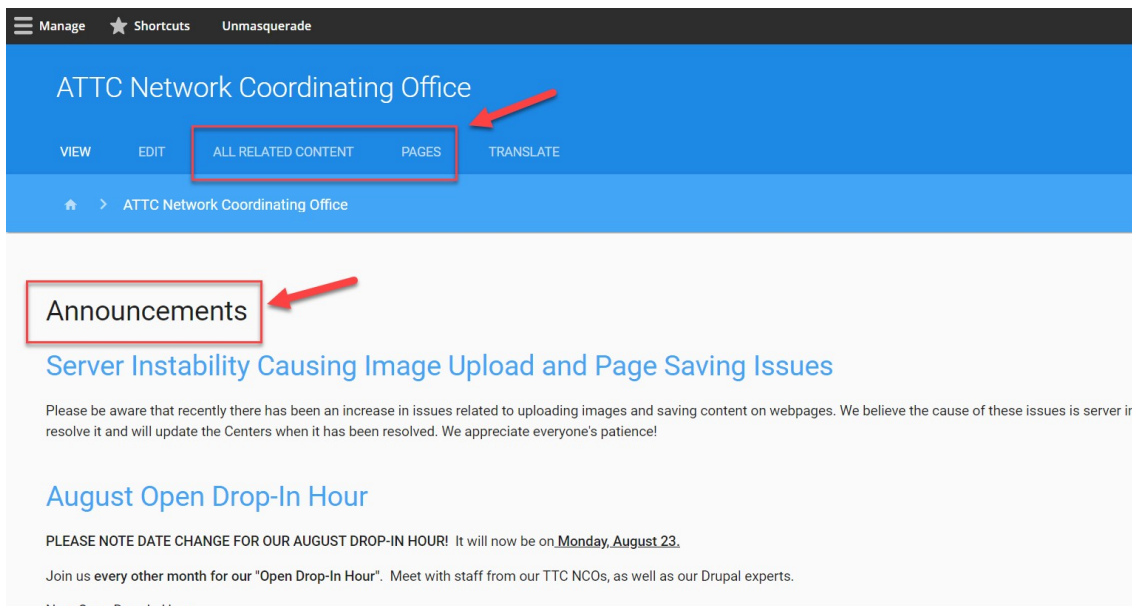


Note: You can create and upload content using the **Content** link, but then it has to be linked to your group in order for you to display it as part of your Center pages. It's much easier to keep track of the content you create and upload if you start by going to your **"My Group"** content list first.


This is your center group content page. It is a private area of the site for managing your Center's content as well as to view website **Announcements**. On the main page you will see an **Announcements** section. This is for your group to view important website information and updates.

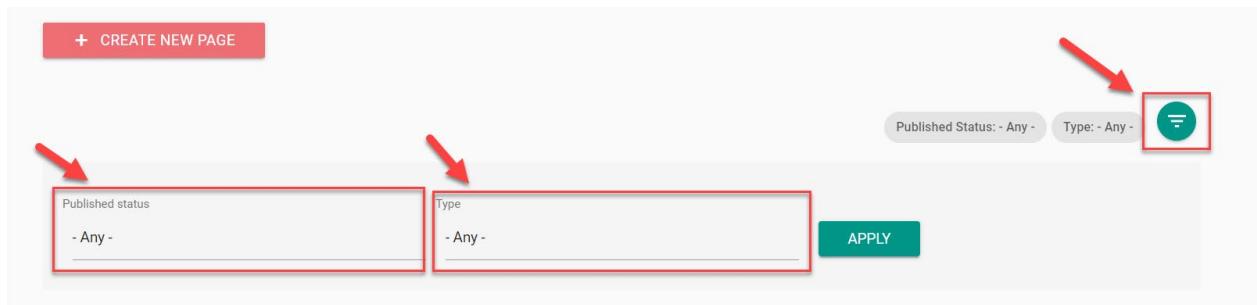
You will also see different tabs which allow you to access all the content that's already been created for your Center as well as create new content for your Center.

To access the content that has already been created, click on the **Pages** tab.




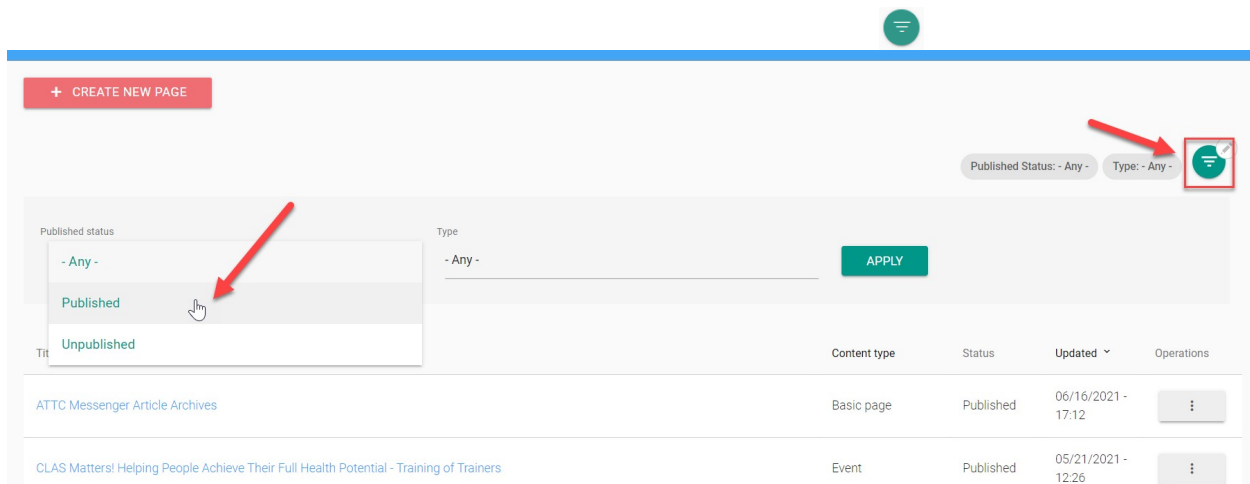
Finding Content

When you are viewing your Center’s list of Content, you access the search option by clicking on the Filter button  There are two ways you can search for content: by **Published Status**, and by **Type**.



Finding Content by Published Status


To search content by Published status. Click the Filter button  (upper right, above the list of content) to open the filter menu. Then, click the dropdown menu below “Published Status” to select content with either Published or Unpublished status:



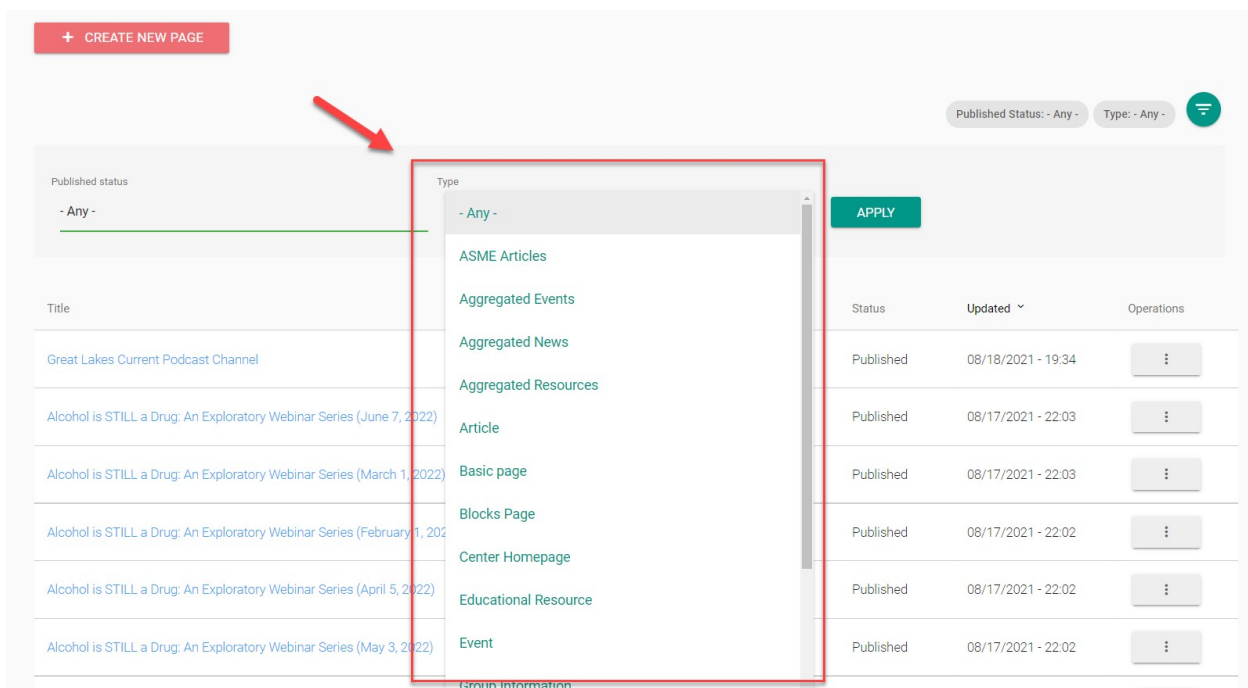
Published content is visible to the public. If a content page is Unpublished, only the Center Admin and site administrators can see it.

Finding Content by Type

All of the content types that have been created for your Center will be shown on a drop down menu with a scrollbar under Type. This includes both the individual types of content (like News) and the lists of content that are displayed with your Center pages (like Aggregated News).

To search content by Type, click the Filter  button (upper right, above the list of content) to open the filter menu, then use the *drop down **Type** menu:

***Many of these content types will not apply to centers**

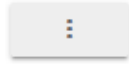


The screenshot shows a content management interface. At the top left, there is a red button labeled "+ CREATE NEW PAGE". On the right side, there are two filter dropdowns: "Published Status: - Any -" and "Type: - Any -". A red arrow points to the "Type" dropdown menu, which is open and shows a list of content types: "- Any -", "ASME Articles", "Aggregated Events", "Aggregated News", "Aggregated Resources", "Article", "Basic page", "Blocks Page", "Center Homepage", "Educational Resource", and "Event". Below the dropdown, there is a table with columns for "Status", "Updated", and "Operations". The table contains several rows of content, all with a status of "Published".

Status	Updated	Operations
Published	08/18/2021 - 19:34	⋮
Published	08/17/2021 - 22:03	⋮
Published	08/17/2021 - 22:03	⋮
Published	08/17/2021 - 22:02	⋮
Published	08/17/2021 - 22:02	⋮
Published	08/17/2021 - 22:02	⋮

Managing Content

To **Manage Existing Content**: Locate the content, then click the **Manage** button to the right of the content:



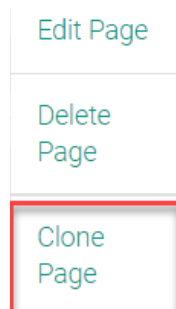
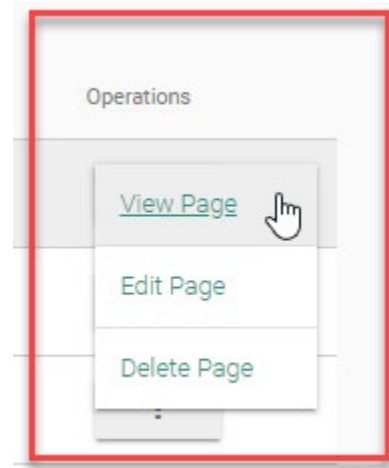
Once you have located the Center page you wish to work on, you will click the Manage button and select the action you wish to take:

View Page: View the page (*shows how the page actually looks on the website*)

Edit Page: Modify the page's title and contents.

Delete Page: Delete the page.

Note: If you are editing an event you will also have the option to 'Clone' the event.

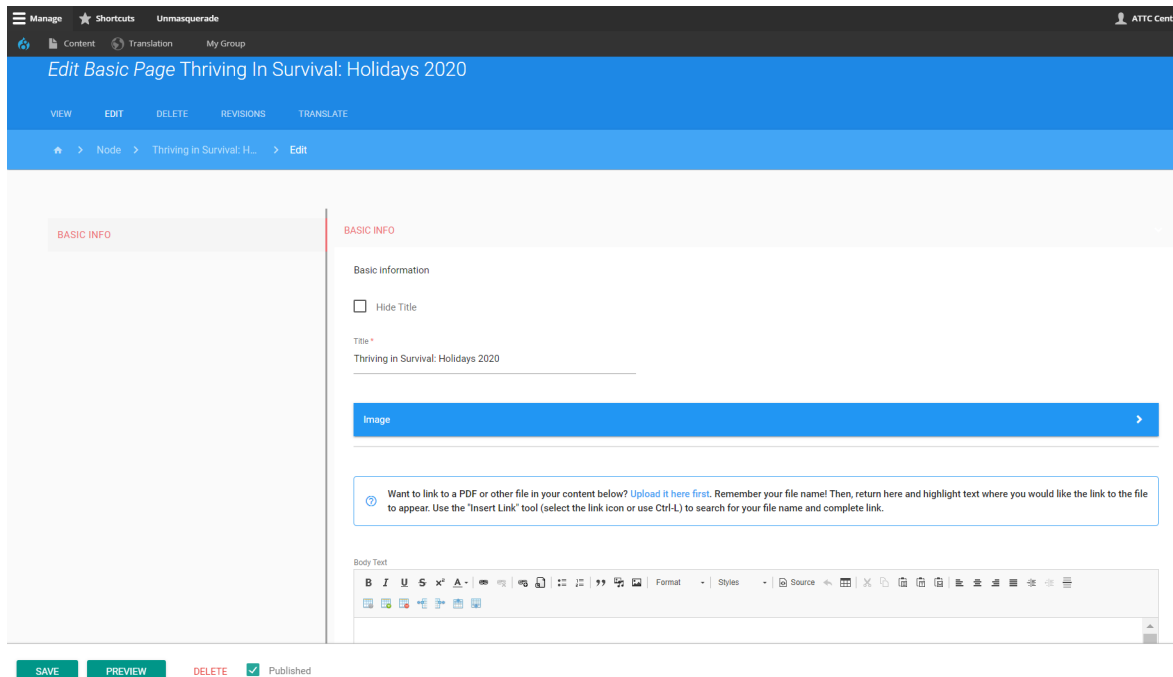


Editing a Page

When you edit a page in Drupal, you can edit the page content and all of the page information. Some of this information is displayed to the public, and other pieces of information are just for your use as a “Center Admin”.

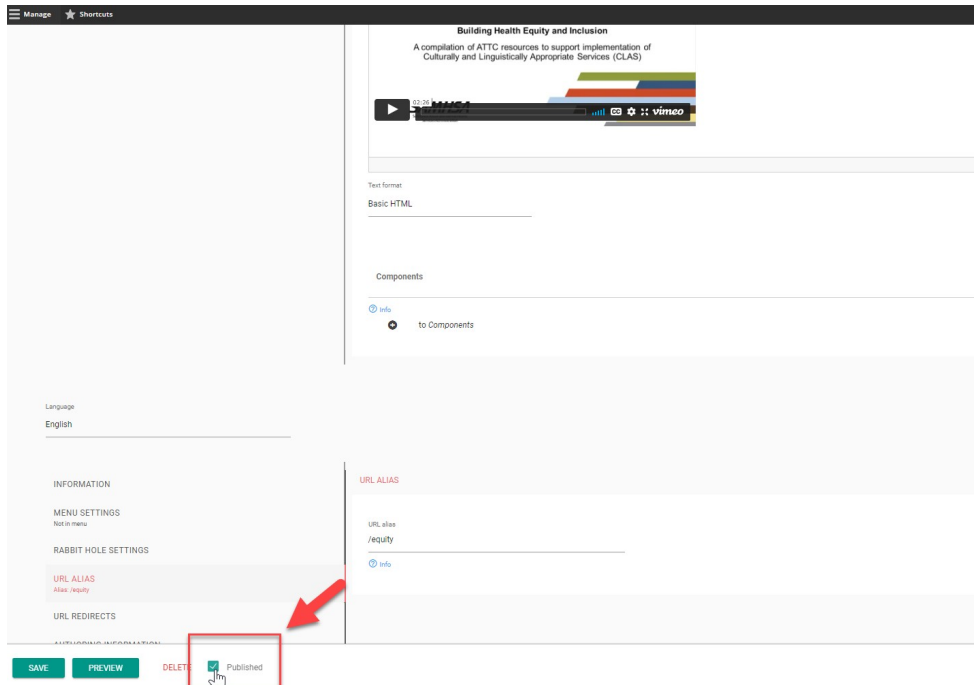
The ***Basic Info** section is where you will do all of your content editing:

*The tab sections and editable content will vary depending on the content type you have selected



Published vs. Non-published Page Status

Each new page that is created is automatically set to be Published to the web. If you wish to create the page but keep it unpublished and save it in Drupal, click the box to uncheck 'Published' next to Save at the bottom left corner of the page.



Editing Page Title and Adding an Image

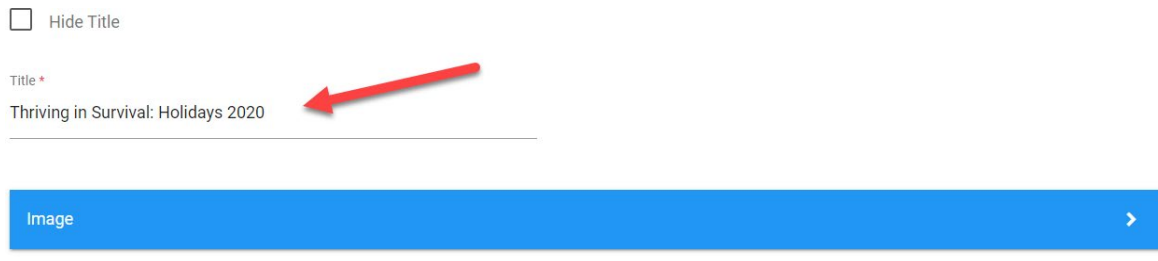
Each of your Center's Pages will have a Title field. When you edit the Title field, it changes the title that appears on the website.

Hide Title

Title *

Thriving in Survival: Holidays 2020

Image >

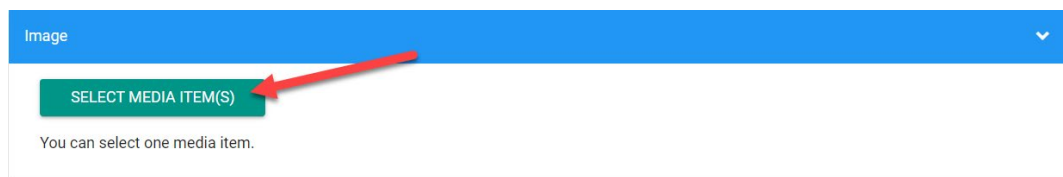
A screenshot of a web form. At the top, there is a checkbox labeled "Hide Title". Below it is a text input field with the label "Title *" and the text "Thriving in Survival: Holidays 2020". A red arrow points to the text in the input field. Below the input field is a blue button labeled "Image" with a right-pointing chevron.

If a page should have an image associated with it or if it is a News content type which requires an image, click the blue Image section and then click **Select Media Items**. *For full details on image best practices check out our tip sheet on The TTC Hub: https://ttchub.org/regcenters/webadmin/tools/documents/TIPSHEET1_UsingImages.pdf

Image

SELECT MEDIA ITEM(S)

You can select one media item.

A screenshot of a dialog box. At the top is a blue header with the word "Image" and a dropdown arrow. Below the header is a green button labeled "SELECT MEDIA ITEM(S)". A red arrow points to this button. Below the button is the text "You can select one media item."

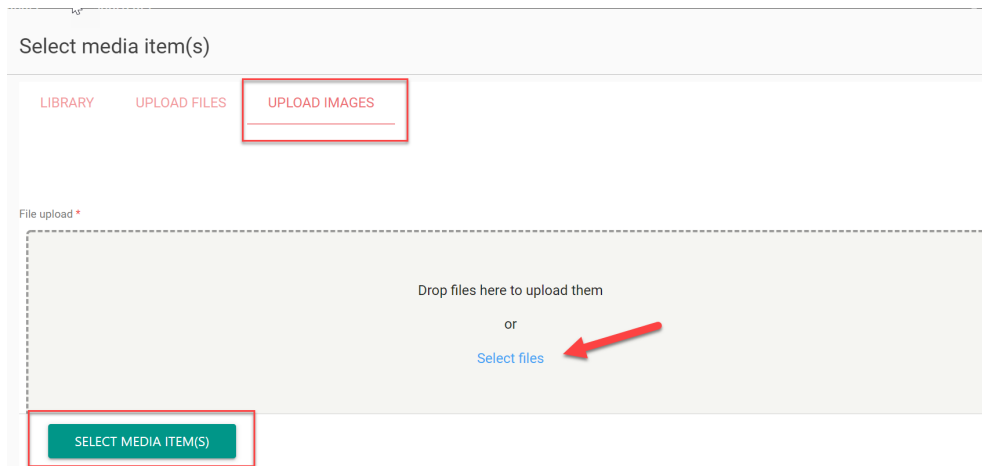
A dialog box will pop up allowing you to select an existing image on the website or upload a new one from your computer.

*Make sure that image is in .png format.

*There are two ways to add an image. You can add the image from your file explorer on your computer **OR** you can add the image to the Media (Images) Library on the website. See the instructions below on the two different ways to add an image.

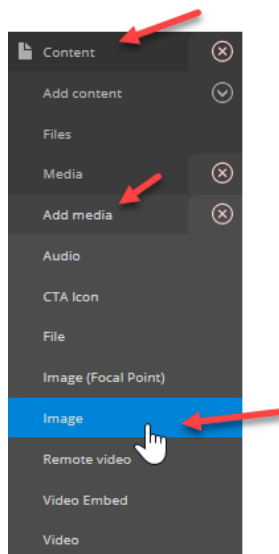
Image Selection and Upload Options

To upload an image from your computer images, click the **Upload Images** tab and then **Select files**, select the image you would like to upload, and then click **Select Media Items**:

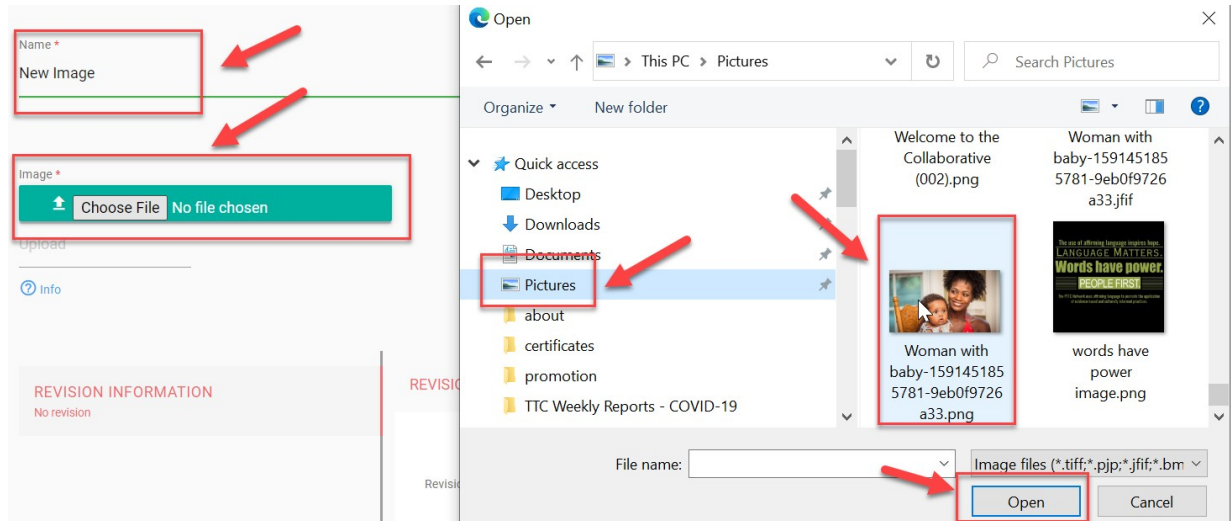


To upload an image to the image library on the website do the following:

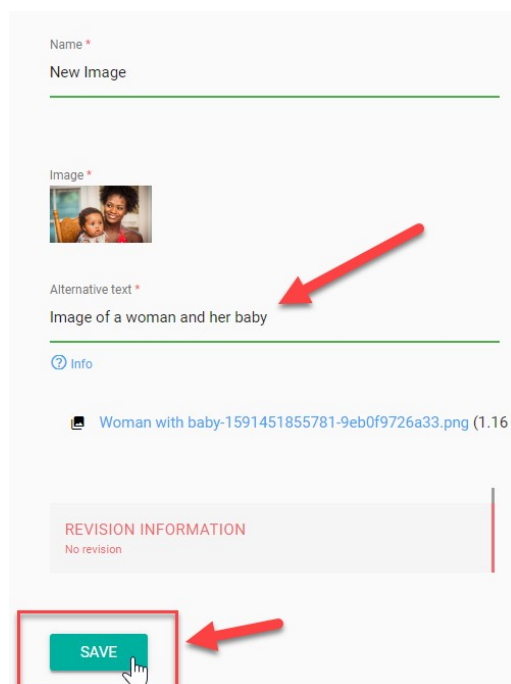
1. Hover over the **Content** option.
2. Hover over the **Media** option in the dropdown menu.
3. Then hover over the **Add media**.
4. Click on the **Image** option in the dropdown.



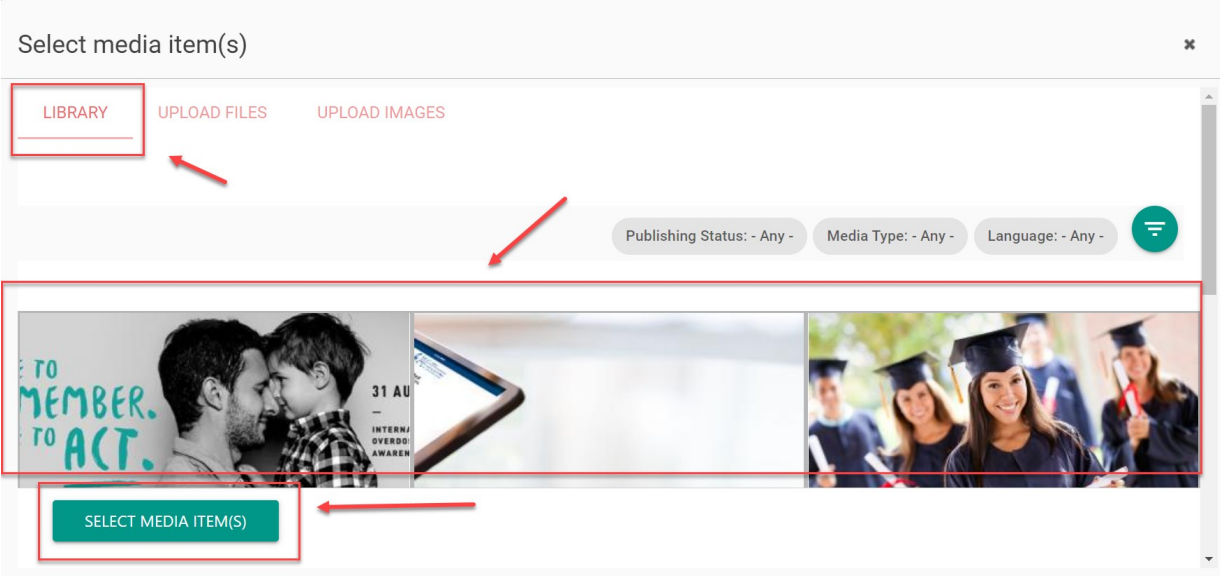
A section will appear to Upload a new image. In this section you will add a **Title**, select **Choose File**, in your files window select **Pictures**, then select the image you want to upload and click **Open**.



Once you have the image selected, add an **Alternative text**. This should be a description of the image. Once you added the alternative text, click **Save**.



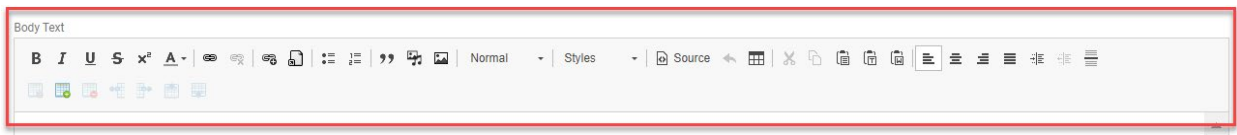
After you have saved the image it is now on the website. Anytime you want to add the image to the content page you can find the image by clicking the Library option on the Select media item(s) window, finding the image, and then clicking Select Media Items to add to your content page.



WYSIWYG Editor

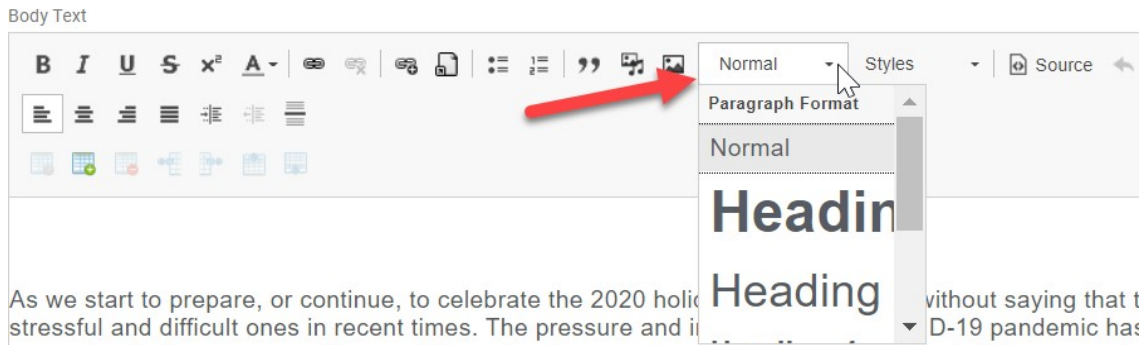
WYSIWYG stands for “what you see is what you get”. Most web-based text editors, like those on Google Docs or Office 365, use this type of editor. In addition to the Format and Style options, the WYSIWYG editor bar offers several other options you’ll want to get familiar with. This is just a very brief guide to what is possible. Some of the options include:

- Bold, italic, underline, strike through and superscript
- Hyperlink (for embedding links to other web pages in the content)
- Bulleted lists (for unordered item lists, like this one)
- Numbered lists (for ordered lists with numbers to the left)
- Block quote (for pull-quotes/text to highlight within the text)
- Media embed (for adding in-line images to the text)
- Table (add a table to the text)
- Paste (pastes with formatting)
- Paste As Plain Text (pastes content and does not transfer formatting)
- Paste From Word - (pastes semi-formatted content from Word docs)
- Paragraph formatting (left, center, right, and justified)
- Link (for linking to a Node with the site by name rather than URL)
- Media Entity Embed (allows for uploading images, videos, files and more, including embedded videos)

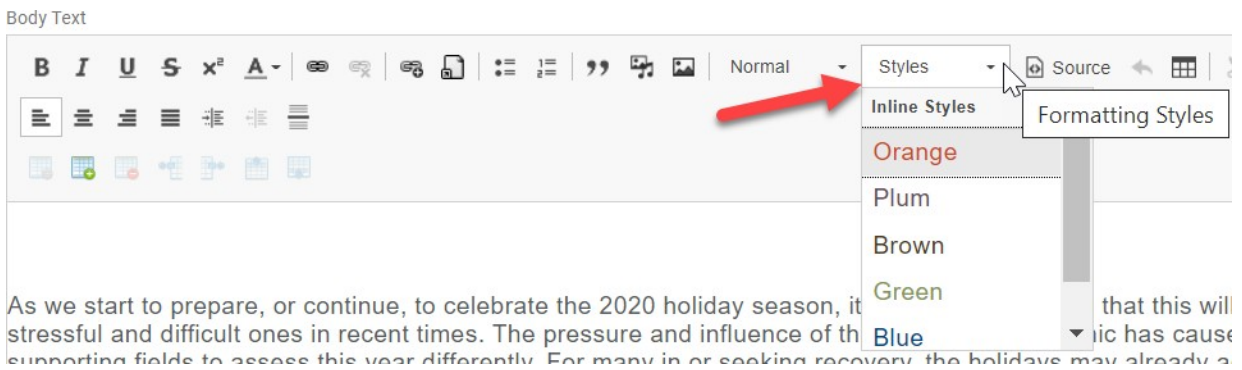


There are a lot of options in the HTML/WYSIWYG Editor, so if you need more in-depth help, please visit <https://ttcrequest.zendesk.com/> for assistance!

You can use the **Paragraph Format** dropdown menu to change the appearance of text:



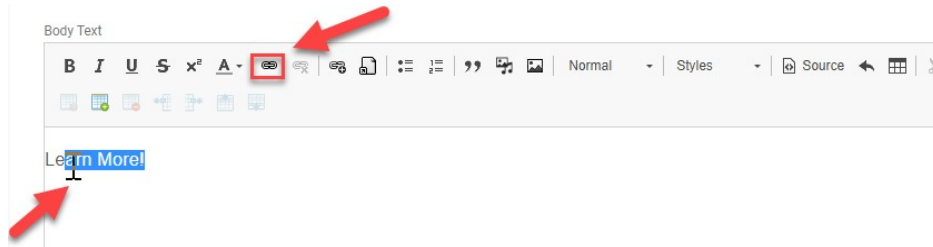
You can use the **Styles** dropdown menu to change the color of the text:



(The colors that appear on the Styles drop down menu will vary based on your Network, and will match your Network's Style Guide color palette.)

Adding Hyperlinks (URLs) to Content

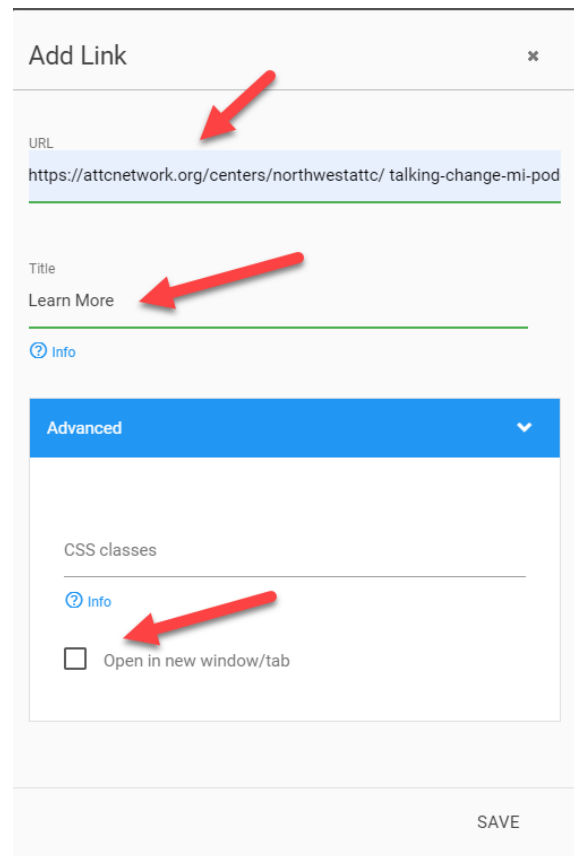
1. Select a section of the text you want to add a link to. Then click the **Hyperlink** button in the WYSIWYG bar.



2. Type in the URL in the Link field. **Optional:** You can add a “title” for the hyperlink and use the blue **Advanced** dropdown to select the **Open in new window/tab**

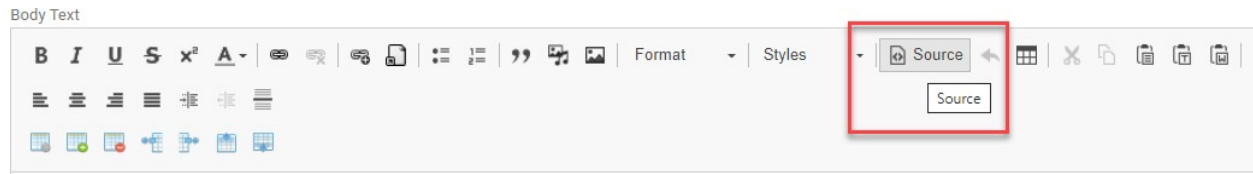
Open in new window/tab Example:

- If the hyperlink is to a TTC website page, product, etc. it's fine to have it open in the existing window, so leave the 'Open in New Window' checkbox blank and hit Save.
- If the hyperlink is to a webpage outside of the TTC Network, like samhsa.gov, you will click the checkmark box, 'Open in New Window' and hit Save.



Source Editor

There are times when you may need to edit the source directly, such as when you want to embed external media. In these cases you will want to use the **Source** button:

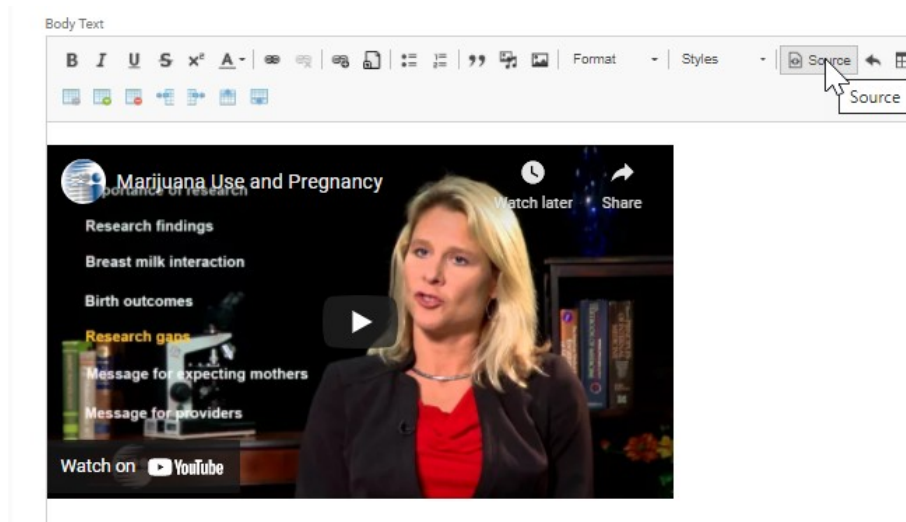


Once you have the Source editor open, locate the area where you want to embed content, then add the source code required.

For instance to embed a video using the embed code from YouTube, it might look something like this:

```
<iframe
  width="560"
  height="315"
  src="https://www.youtube.com/embed/BFxb1ZM3TKs"
  frameborder="0"
  allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-in-picture"
  allowfullscreen>
</iframe>
```

When you click Source again, you should see the video box appear.

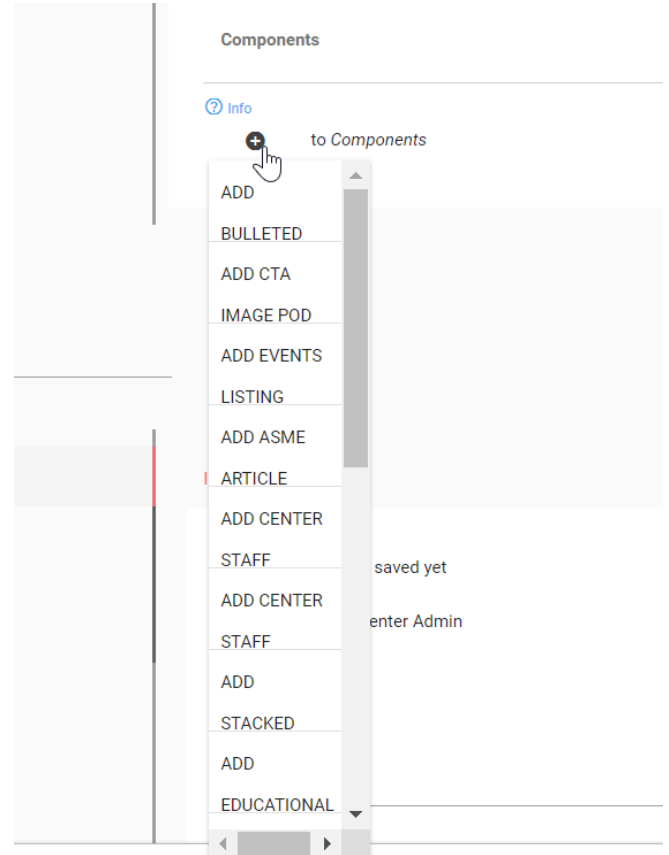


Components

Components are standard building blocks of the website that can be used throughout the site and may be added to your basic pages. Components include things like Calls to Action (CTAs), bulleted lists, featured pages, and slideshows. (See screen capture below.)

Each of these components can add deep interactivity and richness of content to your Center pages. We will be happy to assist you in using them to best design the user experience that you prefer.

NOTE: *Specific instructions for using the “ADD STAFF LISTING” Component are included later in this guidance.*



Creating New Group Content Types

Once you're familiar with the content editing process, you can start creating new content. Below the Add New header, you will see a list of "Group node" options, with the Content Type/Node Type listed in parentheses after the words "Group node". Select the Content Type you wish to create. For each content type, there are specific types of information that can be included in the content type. This information goes into fields in the content creation screen for the content type.

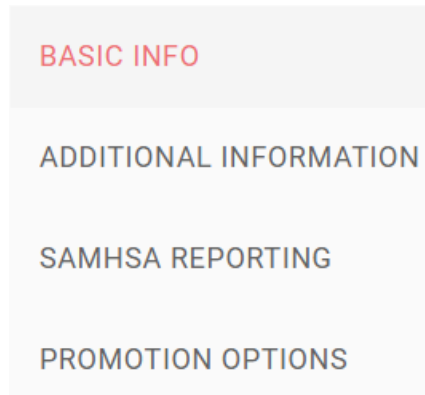
To begin adding new content in your Group:

1. Click on the **My Group** link at the top of the page. You will see a few different options: VIEW, EDIT, ALL RELATED CONTENT, and PAGES.
2. Click on the **PAGES** link.
3. Now you will see a list of the content related to your Group (your Center) along with the button **Create New Page**.
4. Select the **Create New Page** button. After you select that button you will be taken to a page with the different Content Type page options you can select from. You can learn more about how to create a page from each Content Type below.

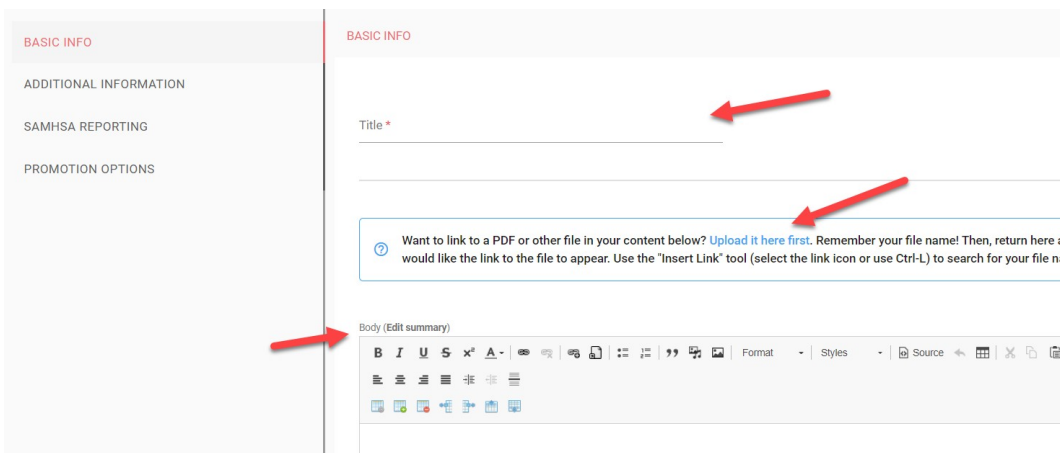
The screenshot displays the ATTC Network Coordinating Office Nodes interface. At the top, there is a navigation bar with 'My Group' highlighted. Below this, a blue header contains 'VIEW', 'EDIT', 'ALL RELATED CONTENT', 'PAGES', and 'TRANSLATE'. A red box highlights the 'PAGES' link. Below the header, a red button labeled '+ CREATE NEW PAGE' is visible. To the right, the 'Add New' section lists several content type options, each with a description: 'Group node (Blocks Page)', 'Group node (Products and Resources)', 'Group node (Center Homepage)', 'Group node (Event)', 'Group node (News)', 'Group node (Basic page)', and 'Group node (Person)'. Red arrows point from the 'My Group' link to the 'PAGES' link, and from the 'PAGES' link to the '+ CREATE NEW PAGE' button. Another red arrow points from the '+ CREATE NEW PAGE' button to the 'Add New' section.

Content Type: News

For the **News** content type, you will see the following tabs when creating content:



Basic Info Tab - On this tab you add the news article title and body (page content).

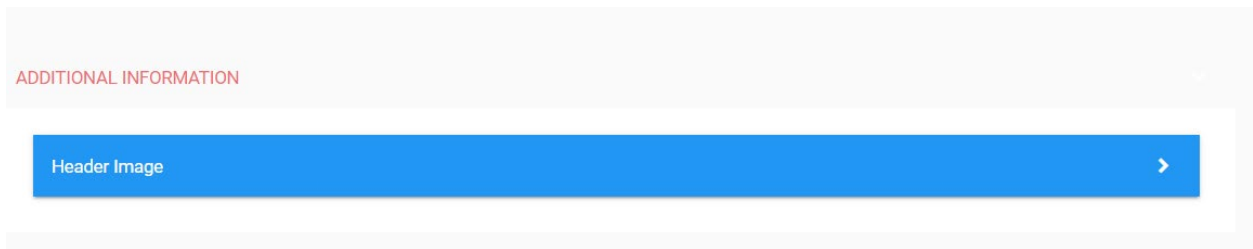


Additional Information Tab - On this tab you add the header image for your news article. Note that an image is required for a “News” content type.

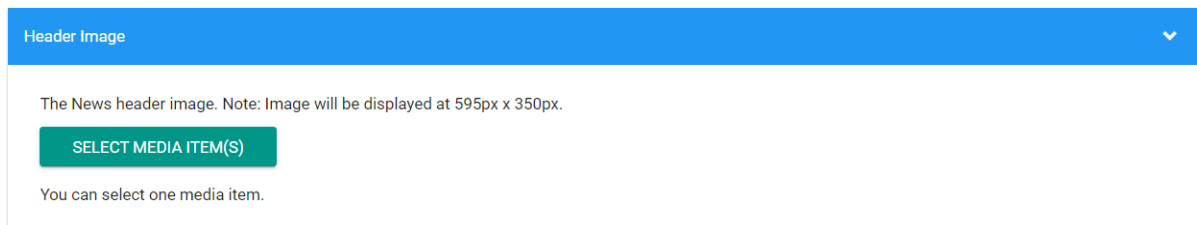
Note: For tips on selecting and sizing images check out the [TTC Website Administrator Tip Sheet #1: Selecting and Adding Header Images](#)

Adding the Image

For detailed instructions on adding images, please refer to the **Adding an Image to the Media Section on the Website** shown above. First, click the **Header Image** button to add an image to the article. This is the image that will act as a link to the article when articles are listed on other pages in a News section.



When you click the Header Image button, a drop down appears with a link to select the media items you wish to use as the header image:



Click the **Select Media Items** button to see the media selection and upload options. *(Please see **Media Selection and Upload Options** above for details on selecting, uploading and saving media for use in content.)*

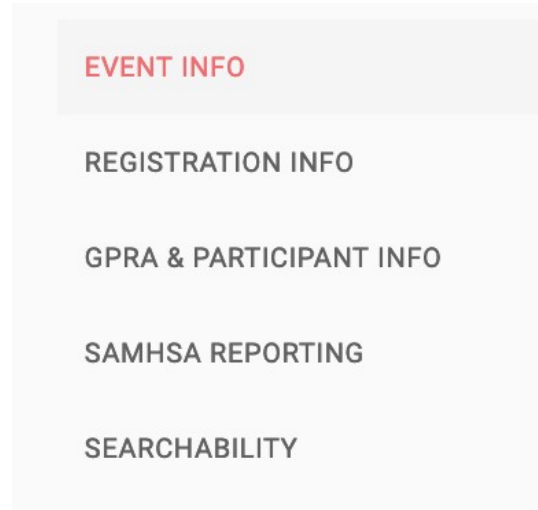
SAMHSA Reporting Tab - Use this to tag content for SAMHSA reporting if the content is related to any of the listed reporting topics. You may also select the checkbox(es) to indicate if this item is related to topics of interest. These topics are identified by SAMHSA and may change over time.

The image shows a web form interface with a sidebar on the left and a main content area on the right. The sidebar contains four menu items: 'BASIC INFO', 'ADDITIONAL INFORMATION', 'SAMHSA REPORTING' (which is highlighted with a red border), and 'PROMOTION OPTIONS'. The main content area is titled 'SAMHSA REPORTING' and contains the following elements:

- Information regarding SAMHSA reporting.
- SAMHSA Bi-Monthly Update
- SAMHSA BI-MONTHLY REPORT RELATION** (highlighted with a red border):
 - COVID-19
 - Rural Communities
 - Intensive TA Efforts
 - Opioid Epidemic
 - Stimulants
 - Tribal Communities

Content Type: Event

For the **Event** content type, you will see the following tabs for creating page content:



On the Event Info tab, do the following:

1. To display the event on the calendar select Display on Calendar
2. If it is an event does not have an end date, select Ongoing Event
*An Ongoing Event is an event that continues throughout the year. When you select the Ongoing Events box it will allow the event to roll-up on an Ongoing Events page that is separate from the Events Calendar page
3. Add the Title of the event
4. Click the Image button to add a Header Image (Optional)
5. Add Event Start Date and Event Start Time followed with the Event End Date and Event End Time
6. You can choose to Display end date and time. This should be selected if it is not an ongoing event
7. Select the Time Zone in which the event will take place
8. Event Description - Enter the event description (Refer to earlier section on using the WYSIWYG)
9. Event Location Venue Name & Address - If the event is in-person you can add the location and address information here. If the event is virtual leave as 'None'
10. Event Type and technical assistance. Use the drop down to select the option that best describes the event type and technical assistance. *If you do not know what type of technical assistance best describes your event, select Other
11. If there are any documents associated with your event you can upload them to post with the event

The screenshot shows the 'EVENT INFO' form with the following elements and callouts:

- 1:** Points to the 'Display on Event Calendar?' checkbox.
- 3:** Points to the 'Title *' text input field.
- 4:** Points to the blue 'Image' button.
- 5:** Points to the 'Start date *' section, which includes a date field (08/25/2021) and a time field (05:01:30 PM).

The 'EVENT DATE' section is also visible, showing an 'End date (optional)' field with a date (08/26/2021) and a time (05:01:30 PM).

Display end date and time on event details page

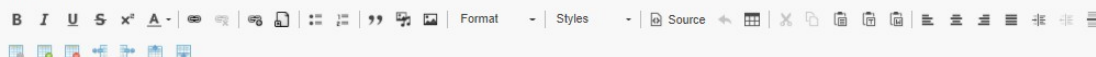
Ongoing Event

Time Zone

- None -

Want to link to a PDF or other file in your content below? [Upload it here first](#). Remember your file name! Then, return here and highlight text where you would like the link to the file to appear. Use the "Insert Link" tool (select the link icon or use Ctrl-L) to search for your file name and complete link.

Event Description



Text format

Basic HTML

[About text formats](#)

Event Location Venue Name & Address

If no address is required (e.g., Webinars), please leave the country field set as "none."

Country

- None -

Event Type

- None -

[Info](#)

What type of technical assistance best describes this event?

- Select a value -

[Info](#)

File Attachments

Is this file 508 compliant?

File Attachment

Event Info tab continued:

Under the **Registration Info** tab, you will be prompted to enter:

1. A Registration Deadline (*if no deadline, set as event start date*)
2. *EITHER* a link to register or a contact email.

EVENT INFO

REGISTRATION INFO

GPRA & PARTICIPANT INFO

SAMHSA REPORTING

SEARCHABILITY

REGISTRATION INFO

Info related to registering for this event.

Registration Deadline **Required**

Format

Please fill out a way to register for the event.
Only a Registration URL or Contact Email is required.
Once you start filling out one of the values, the other one will no longer be required.

Registration URL * **Required to provide EITHER URL or Email**

Contact Email * **Required to provide EITHER URL or Email**

On the **GPRA & Participant Info** tab, if the event was GPRA'd, enter the event code. For all events, add the **Number of Participants** for the event. For all past events this information is reported via Lnitek and the 'Event Participant' information can be on the TTC Hub under the Evaluation and Reporting section:

- **ATTC:** <https://ttchub.org/regcenters/webadmin/reporting/ParticipantCountsMissing.aspx>
- **PTTC:** <https://ttchub.org/regcenters/webadmin/reporting/ParticipantCountsMissing.aspx>
- **MHTTC:** <https://ttchub.org/regcenters/webadmin/reporting/ParticipantCountsMissing.aspx>

EVENT INFO	GPRA & PARTICIPANT INFO
REGISTRATION INFO	
GPRA & PARTICIPANT INFO	
SAMHSA REPORTING	
SEARCHABILITY	

Fill these fields out after the event is over.

GPRA

Event Code _____

Number of Participants?

If your event is related to any of the topics listed on **SAMHSA Reporting tab**, click the checkbox so that the event will appear in reports for SAMHSA.

EVENT INFO	SAMHSA REPORTING
REGISTRATION INFO	
GPRA & PARTICIPANT INFO	
SAMHSA REPORTING	
SEARCHABILITY	

Information related to SAMHSA reporting.

SAMHSA Bi-Monthly Update

SAMHSA BI-MONTHLY REPORT RELATION

COVID-19

Rural Communities

Intensive TA Efforts

Opioid Epidemic

Stimulants

Tribal Communities

If your event is a collaboration between your TTC and another TTC, make sure to check the box of your TTC and the TTC you are collaborating with on the **Searchability** tab.

***Reminder:** If you are not collaborating with another TTC you **do not** need to check any of the boxes.

EVENT INFO

REGISTRATION INFO

GPRA & PARTICIPANT INFO

SAMHSA REPORTING

SEARCHABILITY

SEARCHABILITY

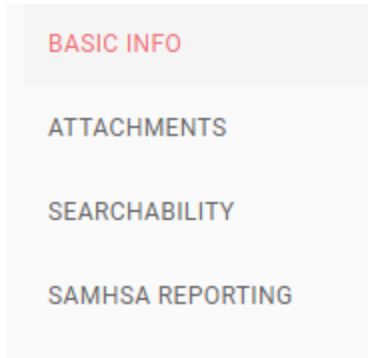
Collaborating TTC

COLLABORATING TTC

- Central East ATTC
- Great Lakes ATTC
- Mid-America ATTC
- Mountain Plains ATTC
- New England ATTC
- Northeast & Caribbean ATTC

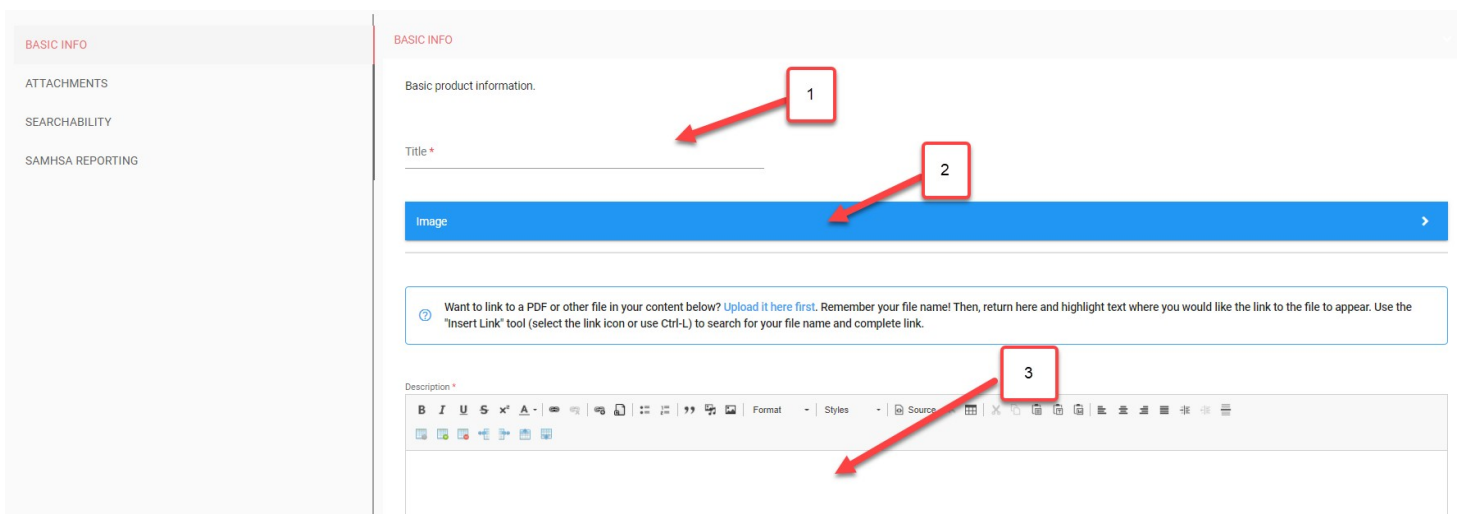
Content Type: Products & Resources

For the **Products & Resources** content type, you will have the following tabs when creating content:



Under the **Basic Info** tab, you will be prompted to include the following:

1. Title - The primary title of the Product (this will show on the page and in the listings)
2. Image - What image should be displayed on this page? (Optional)
3. Description - A WYSIWYG field where you can input formatted text to show on the page. Refer to earlier section on using the WYSIWYG
4. Product Language - Use this to select a language if the product is in a language that is not English
5. Type / Format of Product - Here you can select one type of format the product is - such as Toolkit, Print Media, Video, Website, eNewsletter/Blog, etc.



6. **Target Audience** - What is the target audience for this product? Select ALL that apply - such as *Medical Professional, Recovery Specialist, Student, Administrator, etc.*

The image shows a screenshot of a web form with three red arrows pointing to specific elements, each labeled with a number in a white box:

- Annotation 4:** Points to the "Product Language *" field, which contains the text "English".
- Annotation 5:** Points to the blue header bar for the "Type / Format of Product" section.
- Annotation 6:** Points to the blue header bar for the "Target Audience" section.

The form content includes:

- Product Language ***
English
- Type / Format of Product** (blue header)
TYPE / FORMAT OF PRODUCT *
 - Toolkit
 - Print Media (Brochure, Monograph, Report, Poster)
 - Multimedia (Video, Webinar Recording, Podcast)
 - Website
 - Curriculum Package
 - eNewsletter or Blog
 - Interactive Resource
 - Mobile App
 - Presentation Slides
 - Other[info](#)
- Target Audience** (blue header)
TARGET AUDIENCE *
 - Medical Professional (Physician, Nurse, Physician Assistant)
 - Recovery Specialist
 - Student
 - Administrator
 - Clinical Practice Professional

7. **Publication Date** - The date on which this Product/Resource was published,

This will default to the date added to the website, but you have the option to change it.

Publication Date

07/01/2021



Under the **Attachments** tab, you will be prompted to indicate how visitors can access the product. You have two options to select a value from: Link or Direct Download.

The screenshot shows a sidebar with four tabs: BASIC INFO, ATTACHMENTS (selected), SEARCHABILITY, and SAMHSA REPORTING. The main content area is titled 'ATTACHMENTS' and contains the following text: 'Any attachments: images, PDFs, etc etc.' and 'How can visitors access this product?'. Below this is a dropdown menu with the following options: '- Select a value -', 'Link', and 'Direct Download'.

Link - If the product is available on a website with a properly formatted URL (https://), select link, add copy and paste the URL, and add the Link text (URL title).

The screenshot shows the 'LINK' section of the 'ATTACHMENTS' tab. It contains the following text: 'Any attachments: images, PDFs, etc etc.' and 'How can visitors access this product?'. Below this is a 'LINK' section with a blue 'LINK' button. There are two input fields: 'URL' and 'Link text'. Both fields have red arrows pointing to them. There are also 'Info' icons for each field.

Direct Download - If the product is a PDF, PPT, etc. you will be required to upload a file. You can upload multiple files as attachments.

BASIC INFO

ATTACHMENTS

SEARCHABILITY

SAMHSA REPORTING

ATTACHMENTS

Any attachments: images, PDFs, etc etc.

How can visitors access this product?

Direct Download

[info](#)

Is this file 508 compliant?

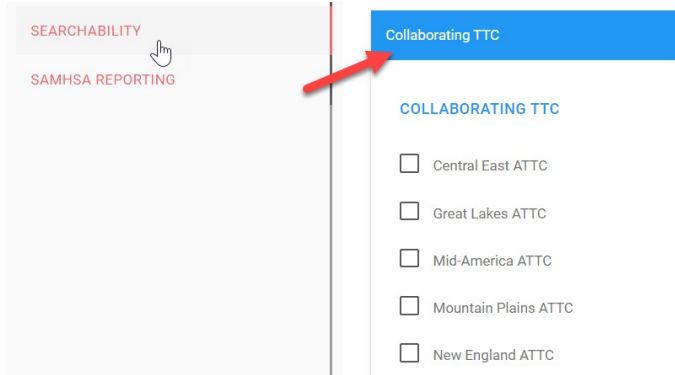
File Attachments

If there are any files that need to be included with this product, place/upload them here.

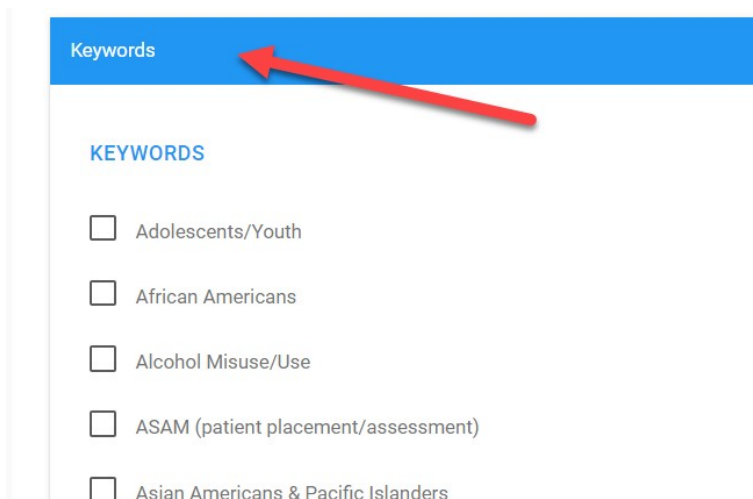
[Select file\(s\)](#)

Note: You will be asked to indicate if the file you are uploading meets 508 Guidelines. While this is not required for you to upload a file, we ask that you check the box if the file you are uploading is 508 compliant.

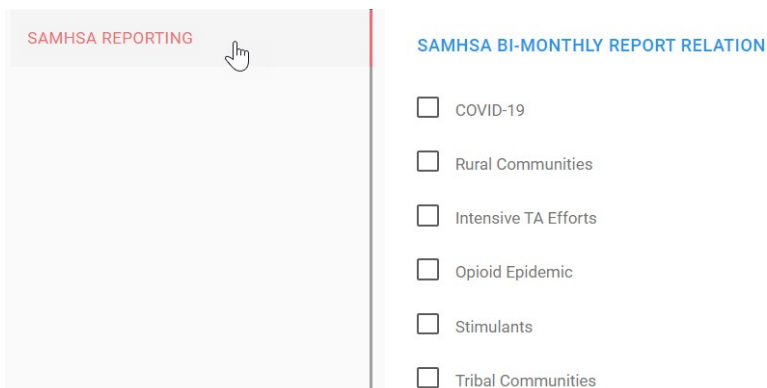
Use the **Searchability** tab if you **Collaborated** with any other ATTCs or PTTCs or MHTTCs on the development of the Product or Resource.



Use the **Keywords** tab to add **up to five (5) Keywords**. These keywords are used by visitors to filter and search for Products and Resources of interest.



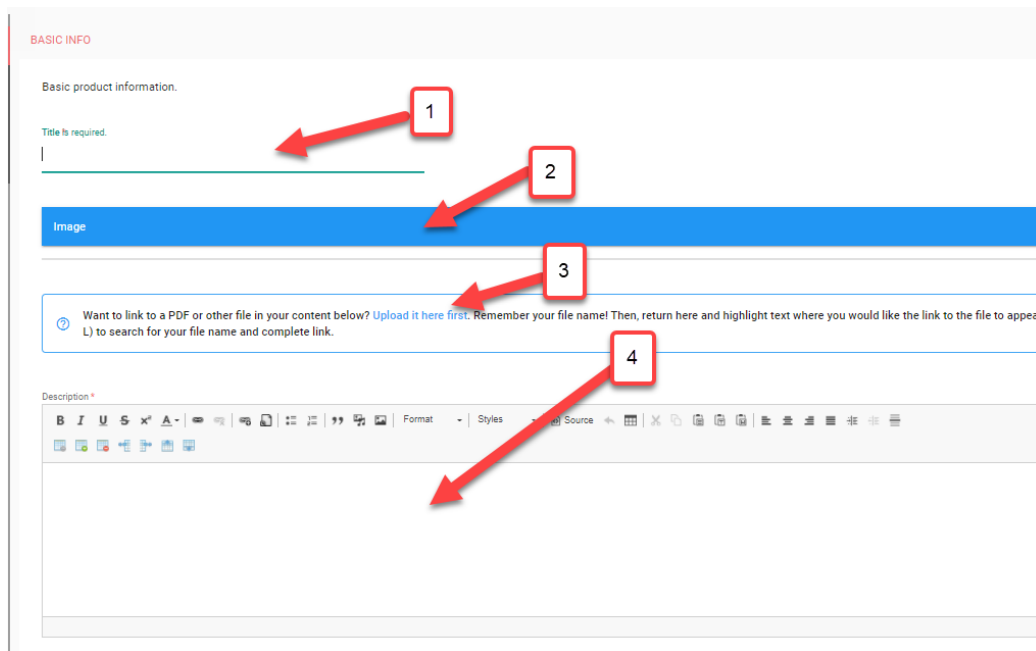
If your event is related to any of the topics listed under the **SAMHSA Reporting** tab, click the checkbox on all that apply so that the event will appear in reports for SAMHSA.



Content Type: Basic Page

For the **Basic Page** content type, you will have only one tab when entering the following content:

1. Add a page **title**. You can choose to hide the title if you do not want it to show on the page.
2. You have the option to add an **image**. You can refer to the **Media Selection and Upload** section above.
3. If you want to **link to a PDF or other file in your content** you will have to upload the file to the media/file library and then insert the link to that file where you would like the link to the file to appear in the content.

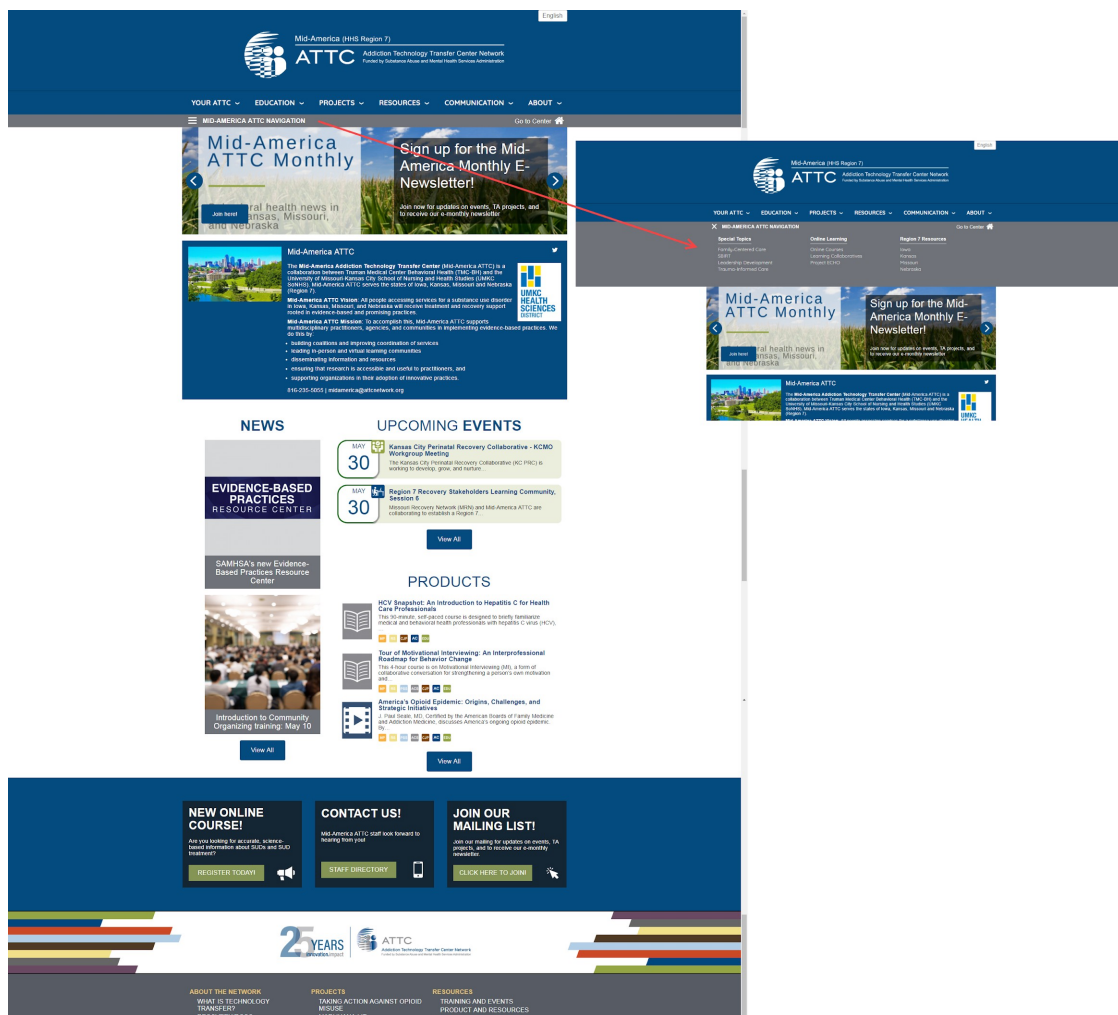


4. Next, you will have the previously mentioned **WYSIWYG Editor**, where you can add the HTML content to the page. Step-by-step instructions for using the **WYSIWYG Editor** are included above in the **WYSIWYG Editor** Section.
5. Once you have finished editing the Basic Page click **Save**.

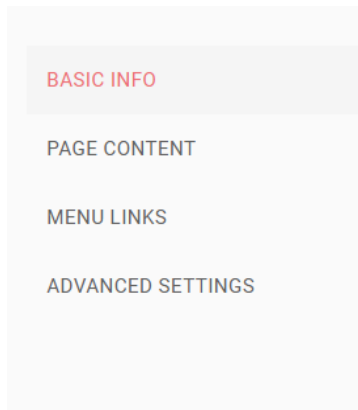
Content Type: Center Homepage

Each Center has one “Center Homepage” content type, which serves as the main landing page for your Center’s section on your TTC’s website.

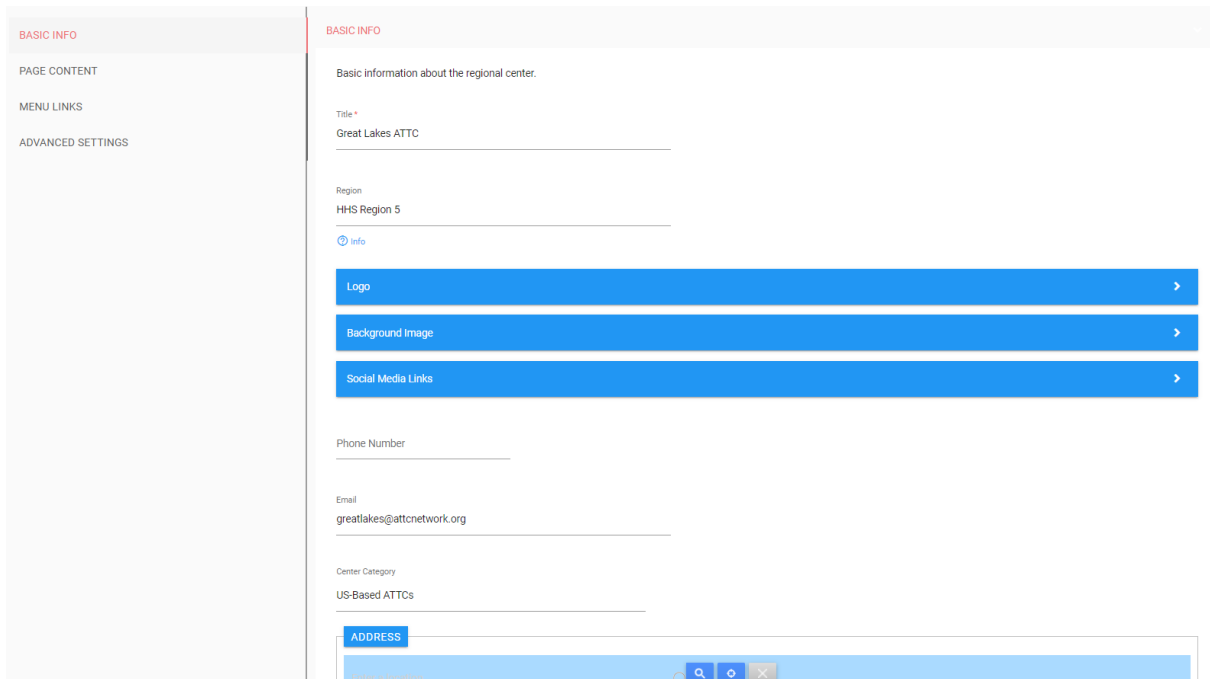
You will never need to create a new instance of this page. Most of the information on your “Center Homepage” will remain the same. However, in this section, we will walk you through each of the tabs within the Center Homepage content type.



For the **CENTER HOMEPAGE** content type, you will have the following tabs when managing content.



Under the **Basic Info** tab is where basic information about your Center is managed.



****You will may never have to update this section again. You will spending most of your time editing the **Page Content** and **Menu Links** tabs.**

Page Content

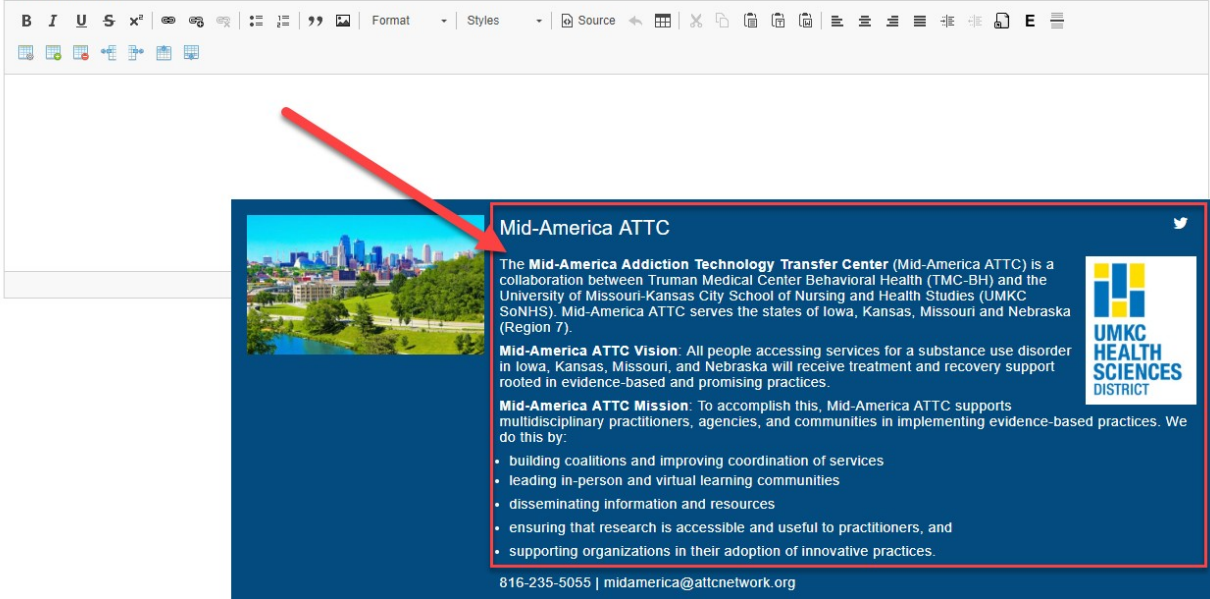
The first item you will encounter under the **Page Content** tab is a familiar **WYSIWYG** editor. This is where you will add basic information about your Center - which will display on either the navy, orange, or green box on your Center's Homepage, depending on your Network.

Due to space formatting, we recommend that you keep the content in this section short and to the point. Note that your Center tile image, social media icons, email and phone number will automatically appear.

PAGE CONTENT

Page content information.

Body (Edit summary)



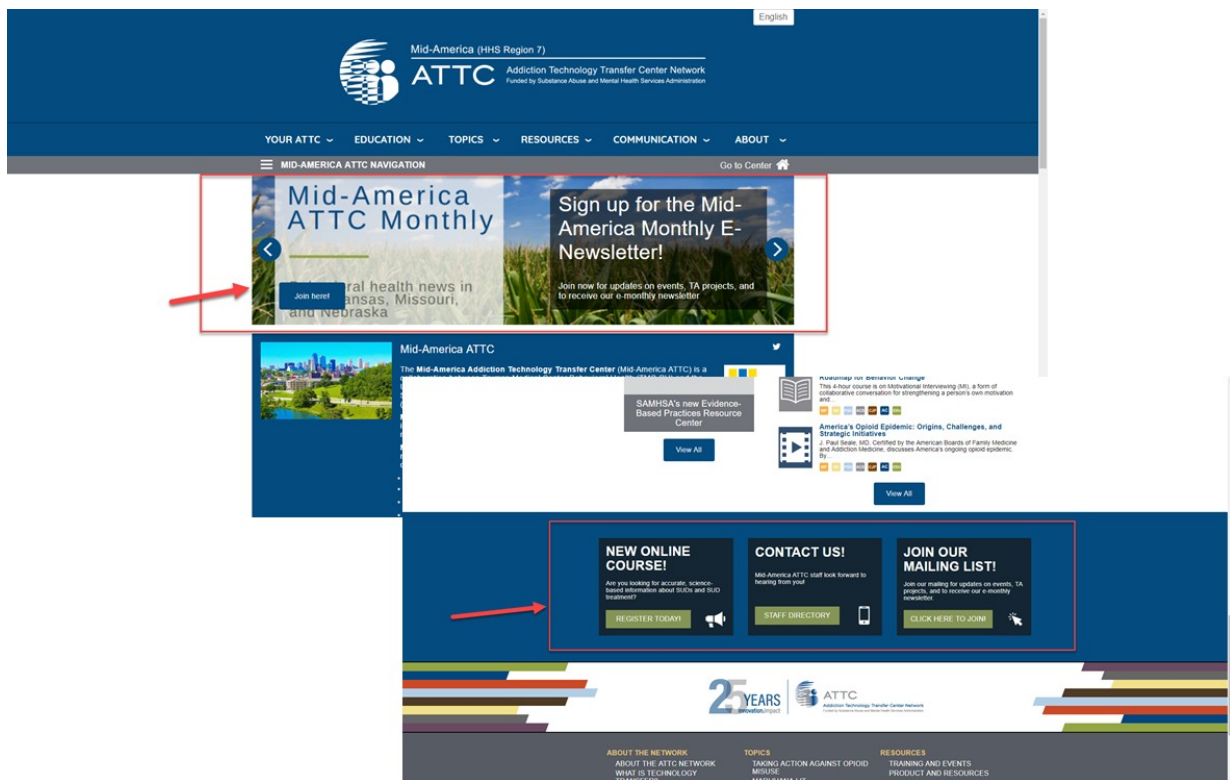
The screenshot shows a WYSIWYG editor interface. At the top, there's a 'PAGE CONTENT' tab. Below it, the text 'Page content information.' is visible. The main editing area is titled 'Body (Edit summary)'. It features a rich text editor toolbar with various icons for text formatting, alignment, and media insertion. Below the toolbar is a large white area for editing. A red arrow points from the top-left corner of the editing area down to a preview window. The preview window shows a dark blue tile for 'Mid-America ATTC'. On the left side of the tile is a landscape image of a city with a river. To the right of the image, the text reads: 'Mid-America ATTC' followed by a paragraph describing the center as a collaboration between Truman Medical Center Behavioral Health (TMC-BH) and the University of Missouri-Kansas City School of Nursing and Health Studies (UMKC SoNHS). Below this is the 'Mid-America ATTC Vision' and 'Mid-America ATTC Mission' sections, each followed by a bulleted list of goals. On the right side of the tile is the 'UMKC HEALTH SCIENCES DISTRICT' logo. At the bottom of the tile, the contact information '816-235-5055 | midamerica@attcnetwork.org' is displayed.

Below the WYSIWYG editor, you will find two tabs - one that says Slider and one that says Call to Action

Below the WYSIWYG editor, you will find two tabs - one that says Slider and one that says Call to Action

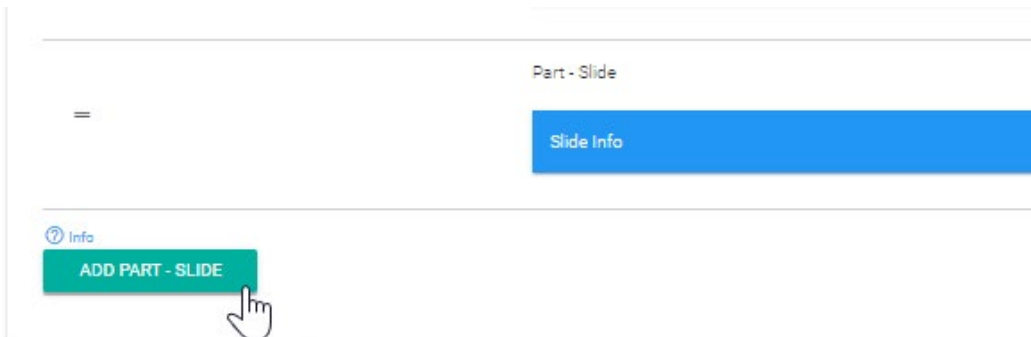


These two tabs allow you to add and manage sliders and call to action pods on your Center's homepage.

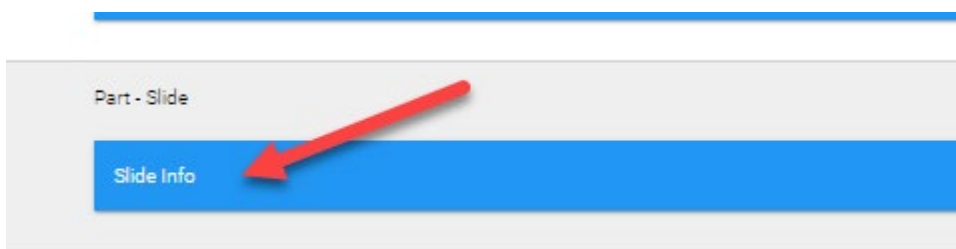


Adding a Slider

To add a “Slider” and slides to your Center’s homepage, Select to open the **Slider** tab, and Select “**Add Part**”



Next, under Part - Slide, select “**Slide Info**” to expand.



You will see an option **Background Image** to add an image to use as your background slider. ****The Center Homepage slider images resize to 1440px x 400px, so make sure your image is large enough to fit otherwise it will appear pixelated.**

Next, you will add a **Title** and **Subtitle** (*Optional*), which will appear as white text on the dark grey square overlay on the image.

You will also add a **URL** and **Link text** for each slider (**REQUIRED**).

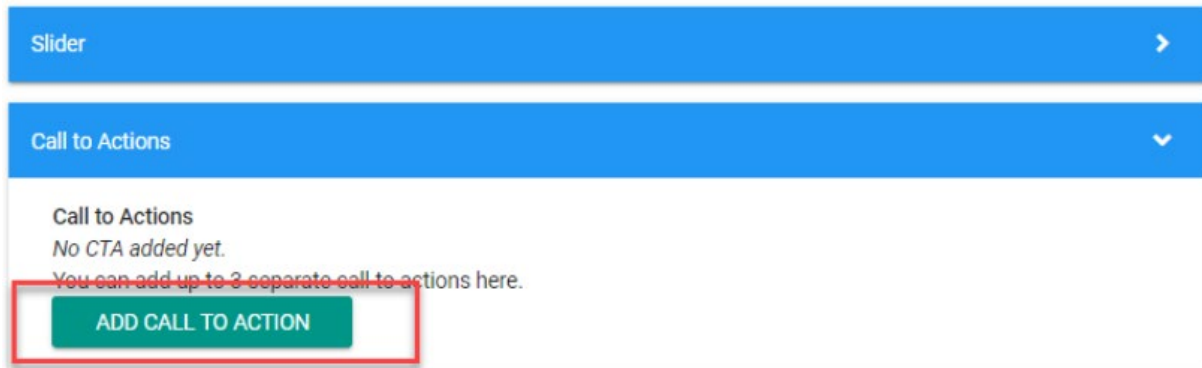
The screenshot shows a slide editor interface. A blue bar at the top is labeled "Background Image". Below it, a green button says "SELECT MEDIA ITEM(S)". To the right, text reads "If you want a background image, you can select it here." The main editor area includes fields for "Title", "Subtitle", "Text format" (set to "BASIC HTML"), "LINK", "URL", and "Link text". A preview of a slide is shown with the text "Mid-America ATTIC Monthly" and "Sign up for the Mid-America Monthly E-Newsletter!". Red arrows point from the "Background Image" bar to the "Background Image" callout, from the "Title" field to the slide title, from the "Subtitle" field to the slide subtitle, and from the "LINK" field to the link text on the slide.

TIP: To change the order in which your Slides appear on your Center’s Slider, select the = symbol to the left of the individual Slide and drag to reorder. The Slide on top will appear first in your Slider.

The screenshot shows a list of three slides under the heading "Slides". Each slide entry consists of a reorder symbol (an equals sign "="), the text "Part - Slide", a "REMOVE" button, and a blue bar labeled "Slide Info" with a right-pointing arrow. A red circle highlights the reorder symbol of the second slide, with a red arrow pointing to it from the left.

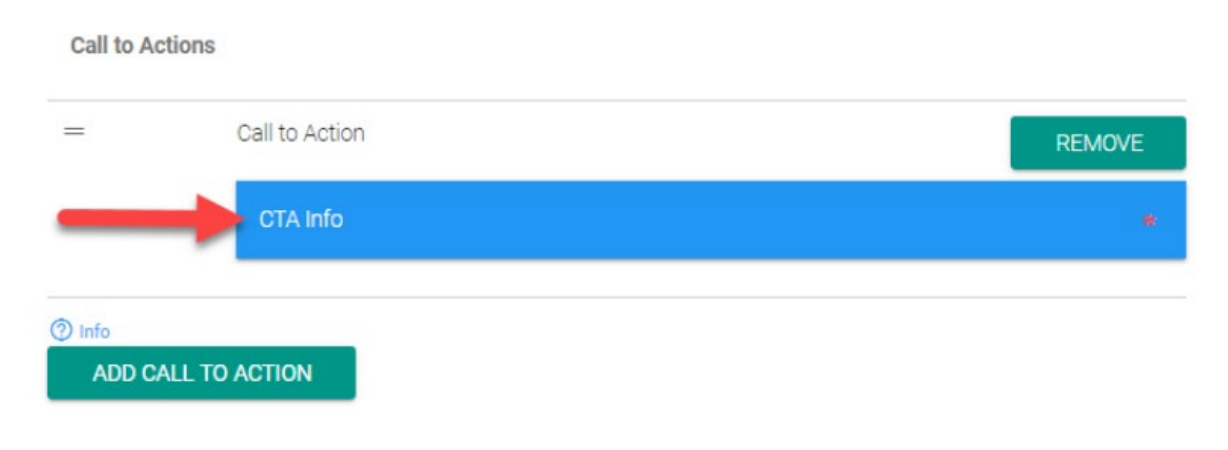
Adding a Call to Action (CTA) Pod

To add a “Call to Action” pod to your Center’s Homepage, start by selecting the “Call to Actions” tab to expand, and then select the **“ADD CALL TO ACTION”** button.



Select the “CTA Info” tab to add:

1. Title
2. Icon
3. Brief Description (using WYSIWYG)
4. URL
5. Link text

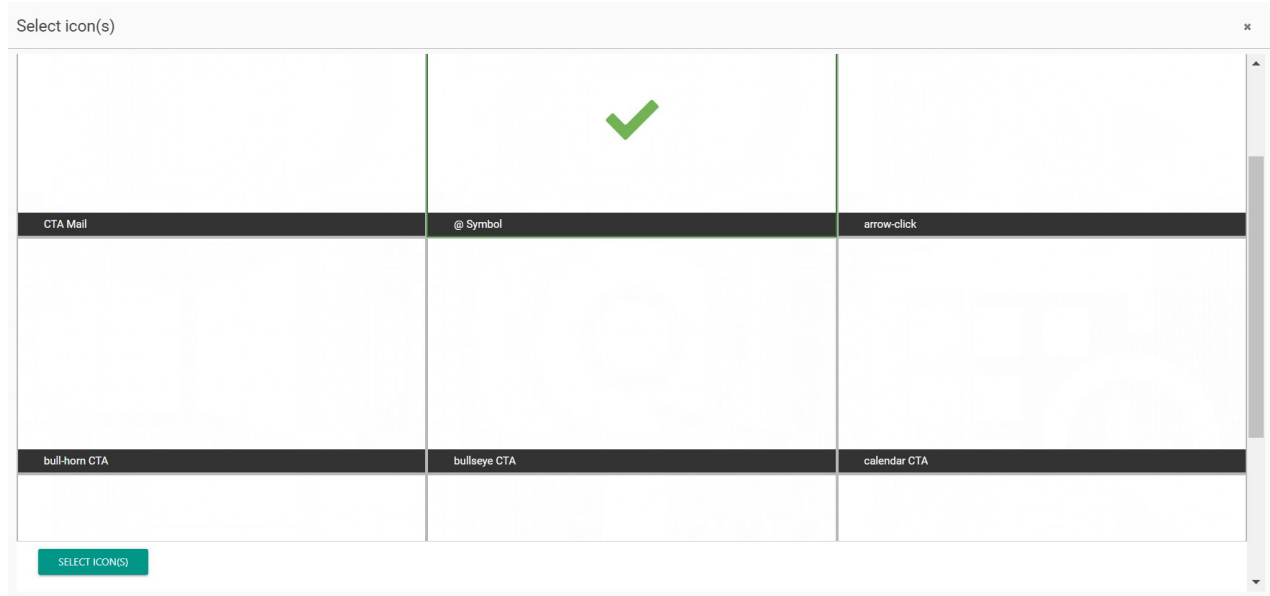


See image below for “CTA Info” content relations:

The screenshot displays a 'Call to Action' configuration interface. At the top, there is a header 'Call to Action' with a subtitle 'Follow us on Social Media: @ Symbol. Follow the Great Lakes ATTC on Facebook, Twitter, Blogger, and YouTube! Follow us'. Below this, the 'CTA Info' section is expanded, showing a 'Title' field with the text 'Get Connected!'. The 'Image' section contains a preview of the call to action image, which is a dark blue banner with the text 'GET CONNECTED!' and 'Join our mailing list and subscribe to our monthly newsletter!' and a green 'SIGN UP' button. A red arrow points from the 'Image' field to the banner image. Below the image section is a 'Text' field with a rich text editor toolbar and the text 'Join our mailing list and subscribe to our monthly newsletter!'. A red arrow points from the 'Text' field to the same text in the banner preview. At the bottom, the 'LINK' section is expanded, showing a 'URL' field with the value 'https://www3.meddatabank.com/ddg/423/personal2.asp?formid=GLATTC3' and a 'Link text' field with the value 'Sign up'. A red arrow points from the 'LINK' section to the 'SIGN UP' button in the banner preview. At the very bottom of the interface is a green button labeled 'ADD CALL TO ACTION'.

Tip: When selecting your CTA icons, **use only the pre-formatted white images with transparent background provided in the library.** While the image preview will not work (since all the images are white on transparent backgrounds) we named each of them so you will get an idea of what they are... such as “@ Symbol”, “arrow-click”, “bull horn CTA”, “calendar CTA”, “bullseye CTA”, etc.

You will know which icon you selected by the **green ✓**.

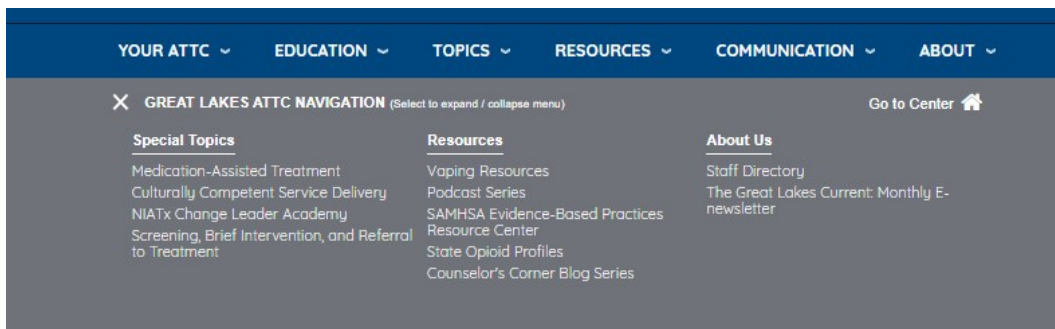


Note: You can have up to 3 Call to Actions visible at a time.

Editing Your Center's Navigation Menu

Under the **Menu Links** tab, you will build and add to your Center's navigation.

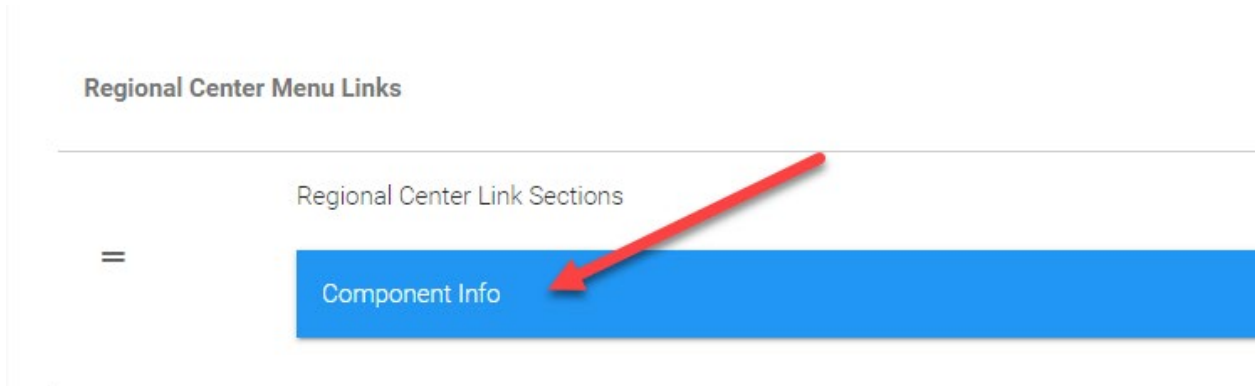
You may include **up to three (3) Sections** with **up to four (4) links under each section** - so 12 total linkages in your Center's navigation menu.



To add or edit your Center's Menu Links, select the **Add Regional Center Link Section** button.

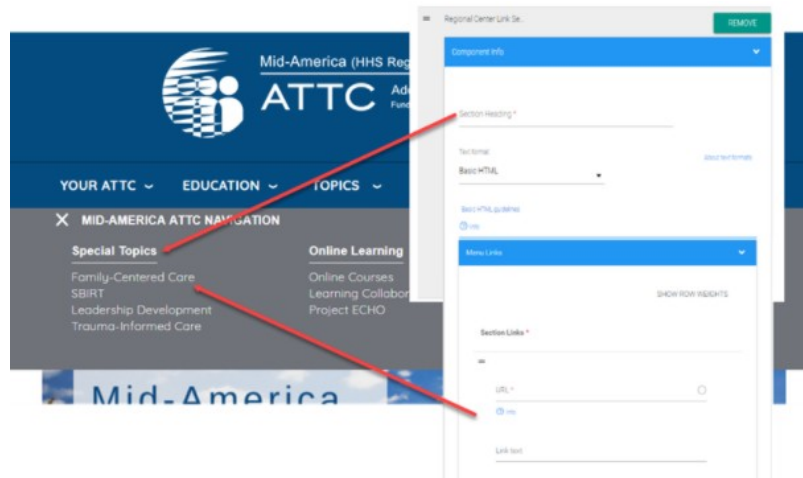


In the expanded tab, select **Component Info**



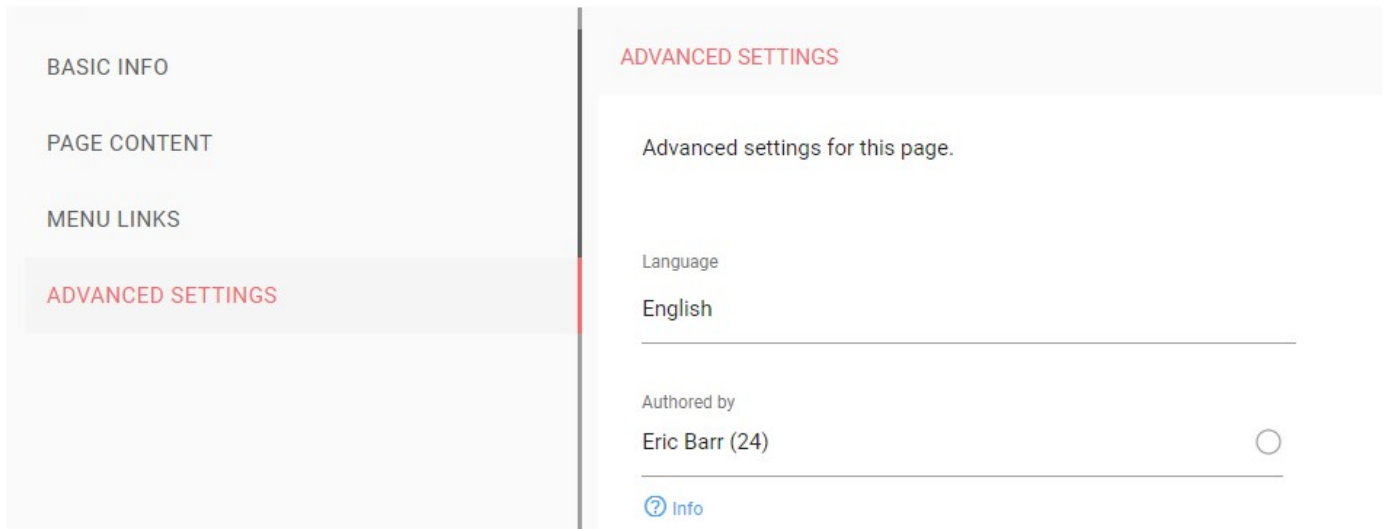
Add the **Section Heading** for your first section, and select the **Menu Links tab** to add up to four (8) links for that section.

For each link, include the properly formatted URL (https://) or begin typing the page name to locate page to link. In addition, add the text you want to appear for each link.



The final tab on the Center Homepage content type is the **Advanced Settings tab**. Here, you will indicate if the default language for your Center's Homepage is something OTHER THAN English.

NOTE: You do not need to access or make changes within this tab UNLESS you have translated your Center Homepage Content AND you want it to default to displaying that language on the page when viewed.



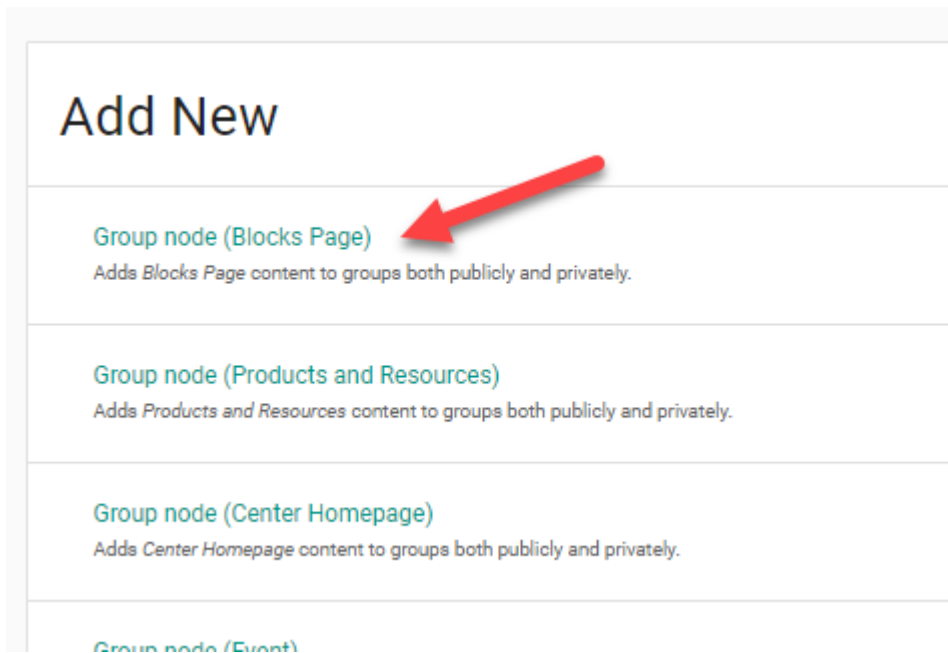
The screenshot shows a user interface with a left-hand navigation menu and a main content area. The navigation menu includes the following items: BASIC INFO, PAGE CONTENT, MENU LINKS, and ADVANCED SETTINGS. The ADVANCED SETTINGS item is highlighted with a red bar. The main content area is titled 'ADVANCED SETTINGS' and contains the following elements: a heading 'Advanced settings for this page.', a 'Language' field with the value 'English', an 'Authored by' field with the value 'Eric Barr (24)' and a radio button, and a blue 'Info' link with a question mark icon.

Content Type: Blocks Page

Adding a New Blocks Page

Blocks are boxes of content rendered into an area, or region, of a web page (such as "User Login" or "Who's online") that can be displayed in **regions** (such as footer or sidebar) on your page. Go to My Group> Pages>+Create a New Page. Under **Add New**, select **Group Node (Blocks Page)**.

Note: Check out the April 2020 Booster Recording for a virtual Blocks Page Demo.

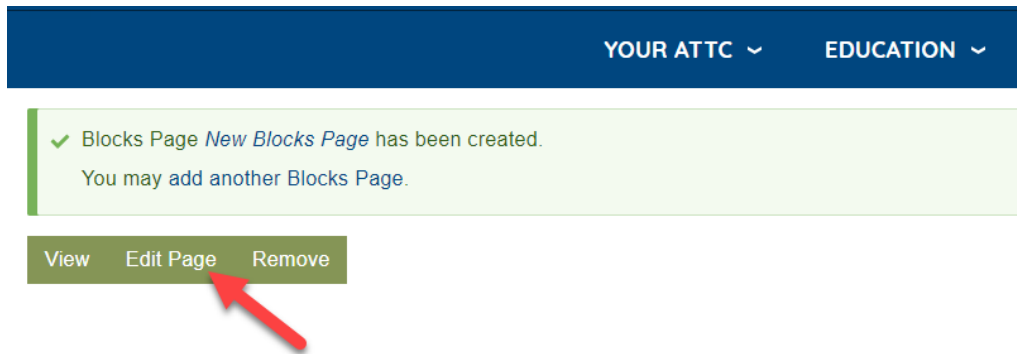


You will first see a page to add the following:

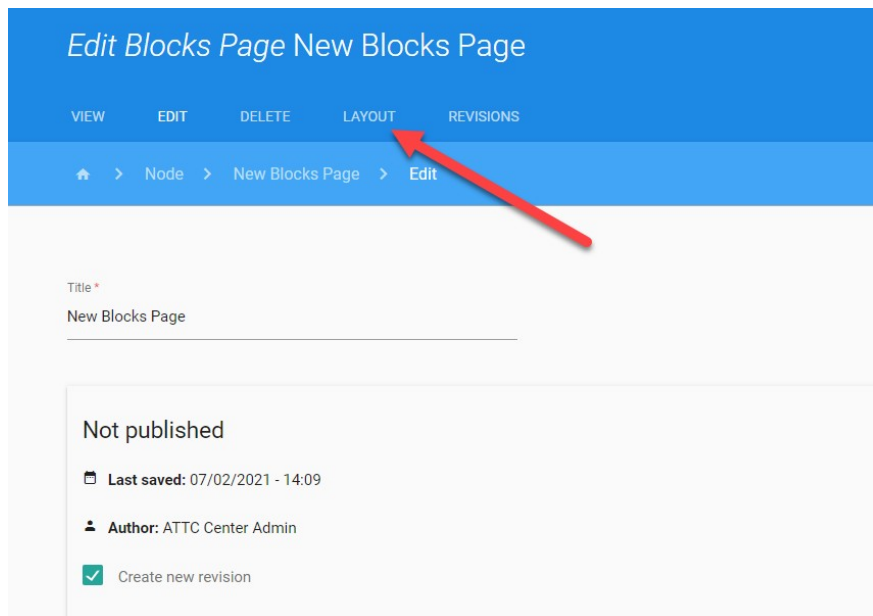
1. **Title** - Add the content for the page title.
2. **Authoring Information** - Include who the Block Page was Authored by, and the date it was Authored On.

The screenshot shows a form for creating a page. At the top, there is a text input field labeled "Title *". A red arrow points from a white box containing the number "1" to this field. Below the title field, there is a section with a "Last saved: Not saved yet" status and an "Author: Maureen Fitzgerald" field. A "Revision log message" field is also present. A blue horizontal bar labeled "Authoring information" is highlighted. A red arrow points from a white box containing the number "2" to this bar. Below the bar, the "Authored by" field is populated with "Maureen Fitzgerald (199)". Below this, there is an "Info" link. The "Authored on" field shows the date "08/25/2021" and the time "06:59:19 PM".

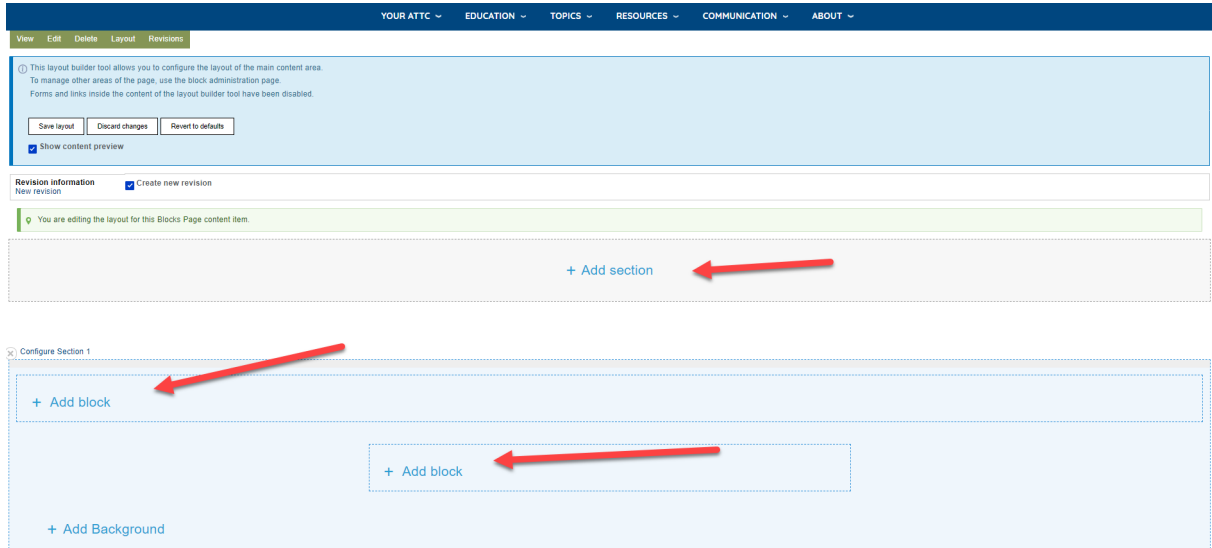
Once you are done click Save at the bottom left of the page. Your blocks page will be created and will be taken to a page where you can click the **Edit Page** option to start editing your blocks page.



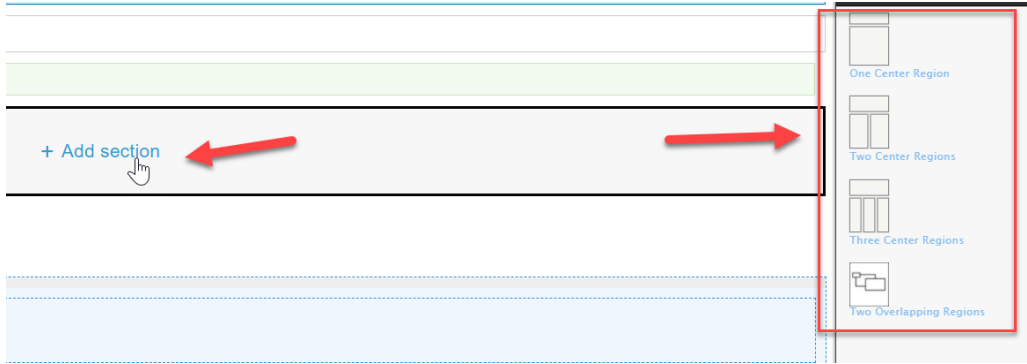
On the next page, click **Layout**.



After clicking **Layout** you will be able to edit your Blocks page layout. In the layout editing you will see **+Add Section** and **+Add Block**.

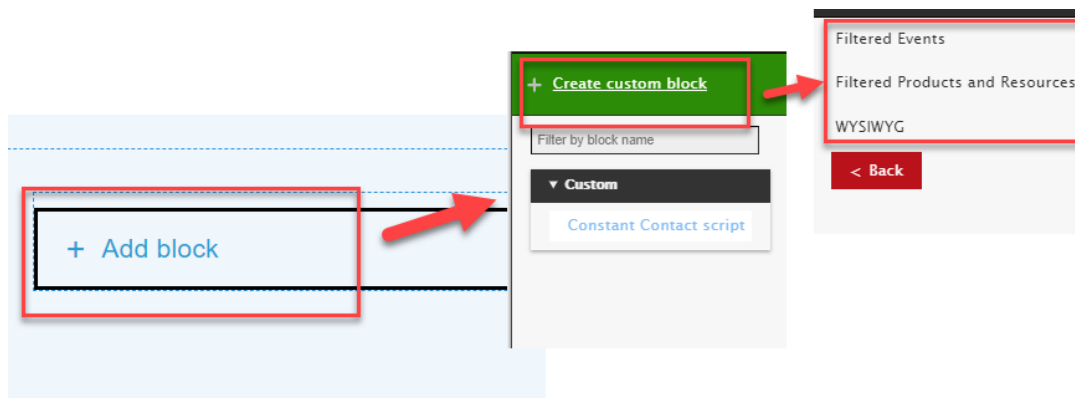


Adding a Section - You can use this to change how the layout appears. **Example:** Adding multiple columns for content on your page.



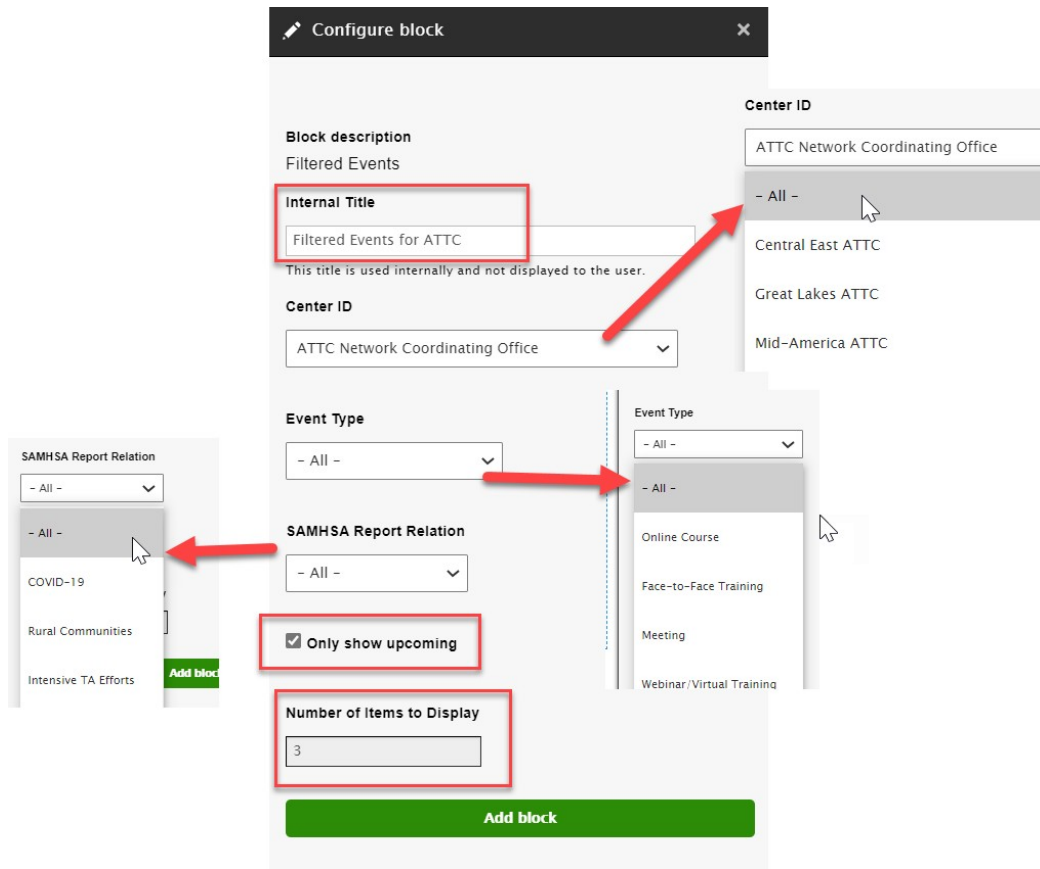
Adding a Block - Select Add Block, then click the green Create custom block box. You will have three options to choose from:

- **Filtered Events** - Use this to create a filtered content rollup menu for events.
- **Filtered Products and Resources** - Use this to create a filtered content rollup menu for products and resources.
- **WYSIWYG** - Use this add content. See above in the **WYSIWYG Editor section** for detailed instructions.



Using the Event filtering options:

1. Add a **Title** (this title will only be viewed internally).
2. Choose a specific **Center ID** for the filtered event view or choose for it to show all the centers.
3. Choose a specific **Event Type** to filter in the view or choose to show all the event types.
4. If you want to view events with **SAMHSA Reporting Relation** tags then you can select a specific topic or view all the topics.
5. You can check the box to only show **Upcoming events**, or un-check it to show past and upcoming events.
6. Use the **Number of Items to Display** to select how many events you would like to show up at a time on your filtered events view.
7. Once you are finished, click the green **Add Block** option.



Using the Product filtering options:

1. Add a **Title** (this title will only be viewed internally).
2. Choose a specific **Center ID** for the filtered product and resources view or choose for it to show all the centers.
3. Choose a specific **Product type** to filter in the view or choose to show all the event types.
4. If you want to view events with **SAMHSA Reporting Relation** tags then you can select a specific topic or view all the topics.
5. You can check the box to only show **Upcoming events**, or un-check it to show past and upcoming events.
6. Use the **Number of Items to Display** to select how many events you would like to show up at a time on your filtered events view.

Product Type

- All -
- All -
- Toolkit
- Print Media (Brochure, Monograph, Report, Poster)
- Multimedia (Video, Webinar Recording, Podcast)
- Website
- Curriculum Package
- eNewsletter or Blog

Product Keywords

- All -
- All -
- Adolescents/Youth
- African Americans
- Alcohol Misuse/Use
- ASAM (patient placement/assessment)
- Asian Americans & Pacific Islanders
- Binge Drinking
- Biology/Neurobiology of Addiction
- Clinical Supervision

Block description

Filtered Products and Resources

Internal Title

This title is used internally and not displayed to the user.

Center ID

- All -

Product Type

- All -

Product Keywords

- All -

SAMHSA Report Relation

- All -

Number of Items to Display

10

Add block

SAMHSA Report Relation

- All -
- All -
- COVID-19
- Recovery Month 2021
- Rural Communities
- Intensive TA Efforts
- Opioid Epidemic

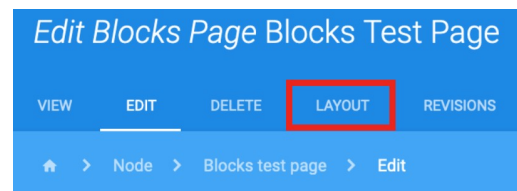
Center List

- All -
- All -
- Central East ATTC
- Great Lakes ATTC
- Mid-America ATTC
- Mountain Plains ATTC
- New England ATTC
- Northeast & Caribbean ATTC
- Northwest ATTC
- Pacific Southwest ATTC

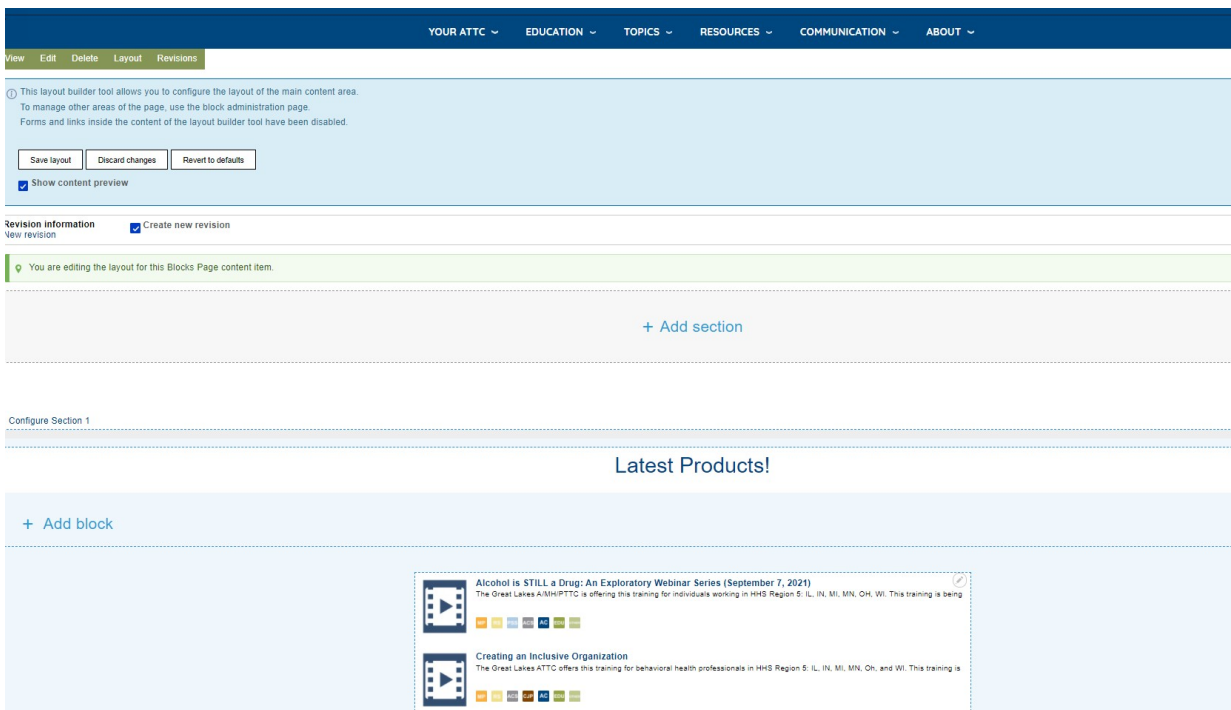
Edit an existing Blocks Page

After finding the **Blocks Page** you wish to edit, click on the three vertical dots button on the far right side under **Operations** to **Edit** page. You can also edit the page by navigating to the page on the website and clicking the **Edit** option.

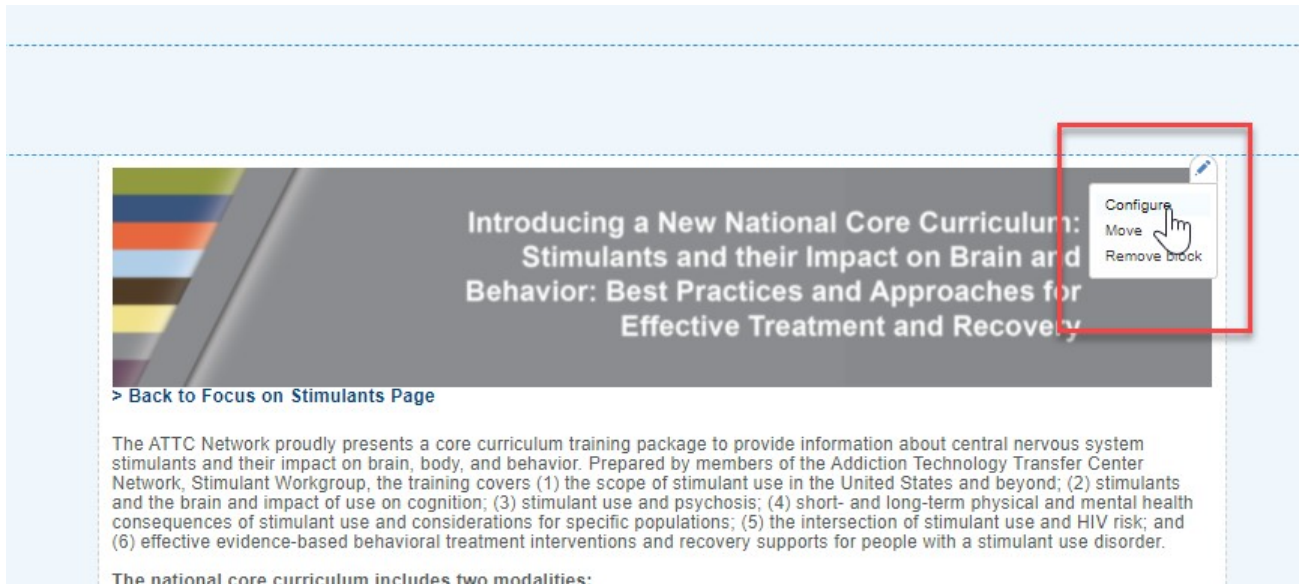
Once in the Edit page view, click on the **Layout** tab at the top.



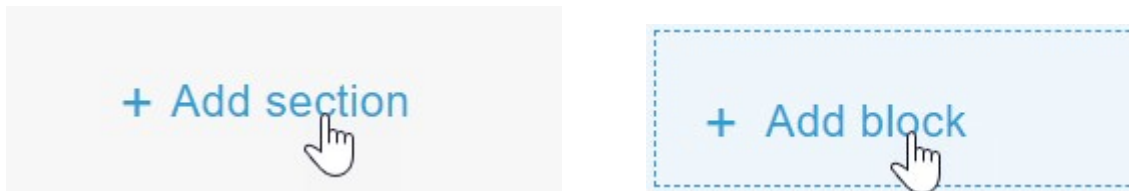
Within the Layout section you will see all the Sections/Blocks page content:



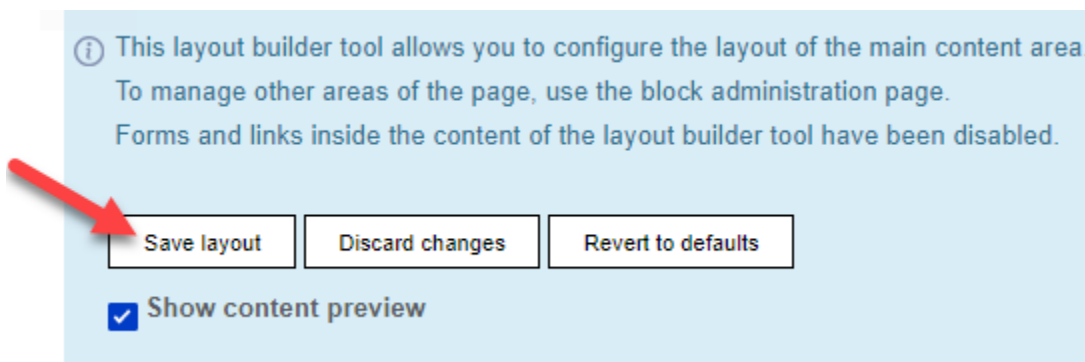
To edit your blocks page content, select **Configure**, under the pencil icon:



You can also add a new **section** or **block**:



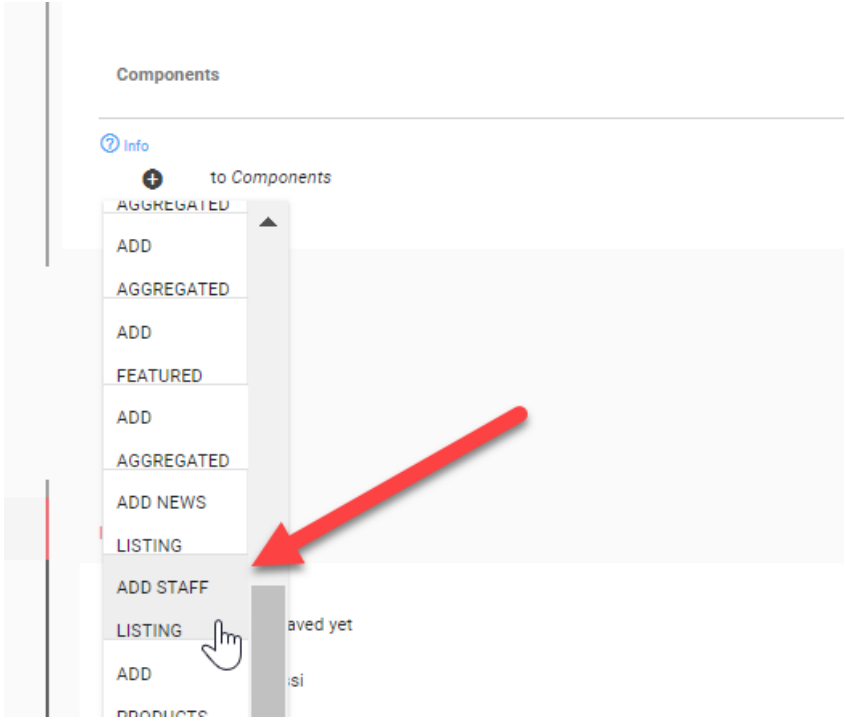
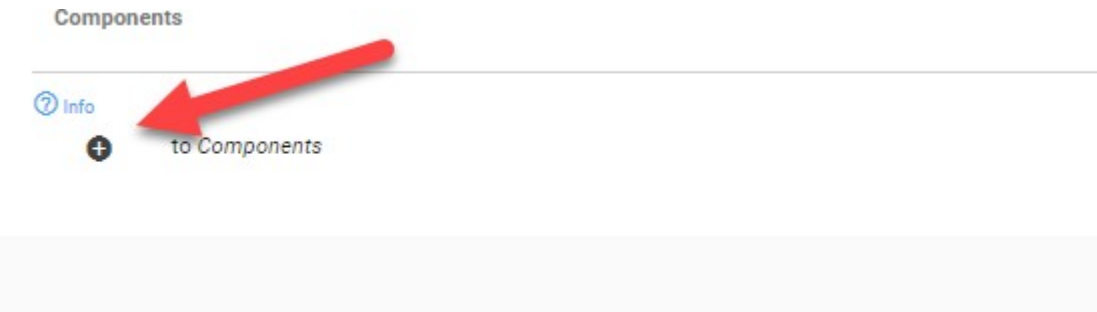
Once you have finished making your page edits, click **Save layout**:



Component: Staff Directory

Building Your Center's Staff Directory

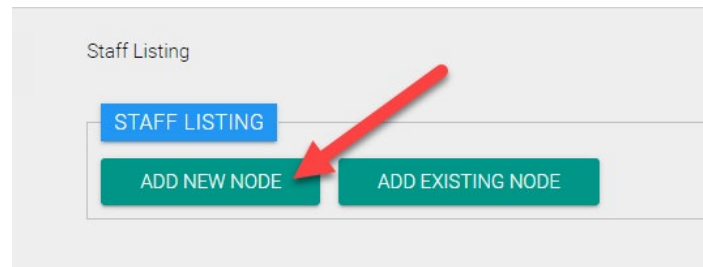
1. Create a Basic Page from the admin menu Content > Add Content > Basic Page
2. Give it a title like "NCO Staff Directory" or something more fitting to your TTC
3. Click the checkbox to hide the title
4. Scroll down to the Components section located below the WYSIWYG Editor
5. Click on the "+" icon and add the "**Staff LISTING**" component. *Note: Do not use the "Center Staff Directory" as this is an old component to be removed later.*
6. Scroll to the bottom of the page and click Save



Adding New Staff

Staff members can be added easily from within the edit form of the Basic Page as follows:

1. Click to edit the Basic Page (Staff Directory Page)
2. Scroll to the Staff Directory component and click Edit
3. Click to “Add New Node,” which will open form elements to allow you to add the needed information:
 - a. Full Name
 - b. Photo (*Optional*)
 - c. First Name
 - d. Last Name
 - e. Credentials (optional)
 - f. Job Title
 - g. Phone (optional)
 - h. Email
 - i. Bio (optional)
4. Click Create Node
5. Repeat as required
6. Once completed, scroll to the bottom of the page and click Save



Adding Existing Staff

If a staff member has already been created using the Person content type, they can be added easily by adding the existing node as follows:

1. Click to edit the Basic Page (Staff Directory Page)
2. Scroll to the Staff Directory component and click Edit
3. Click to Add Existing Node
4. Use the AutoComplete field to find the name of the Staff you would like to add and click to select it
5. Click to Add Node
6. Scroll to the bottom of the page and click Save

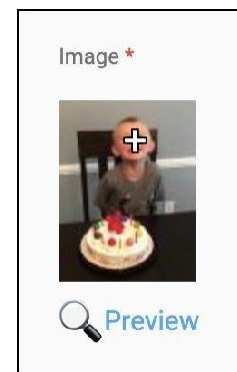
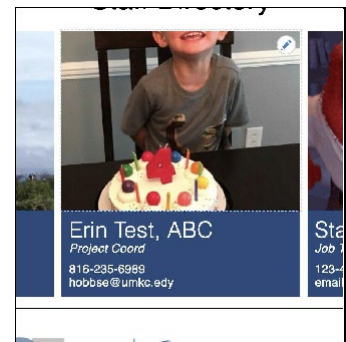
Correcting Image Focal Points in Staff Directory

If the photo content is misaligned or cutting off important parts of the image, this can be corrected using the Focal Point tool to make the adjustment. This can be easily done from within the page by hovering over the image and clicking the pencil icon in the upper right corner and clicking to Edit. This will open the Image edit form.

Here you will see the image thumbnail with a white crosshair icon. Simply move the crosshair to the desired focal point of your image (center of the face or featured object) and scroll down to save.

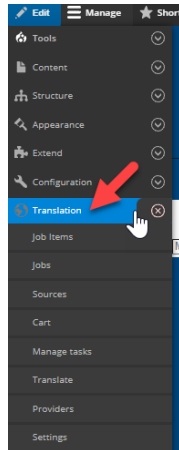
The image should update automatically with the corrected focal point. Another option is to make the edit from the Basic Page edit form as follows:

1. Click to edit the Basic Page
2. Scroll to the Staff Directory component and click Edit
3. Scroll to the staff member and click Edit
4. Scroll to the Photo Field and click Edit
5. Set the crosshair to the desired focal point
6. Scroll down and click Save
7. Scroll down to Update Node
8. Scroll to the bottom of the page and click Save



Module: Translations

The process of adding content to a translation job has a similar workflow to e-commerce checkout and should behave in a familiar way (add to cart, checkout to translation, etc). You can watch this recorded tutorial for step by step instructions for Translations: <https://umkc.app.box.com/s/1nu0zeo9j5lcesew57x7oyeeoi74gsit>



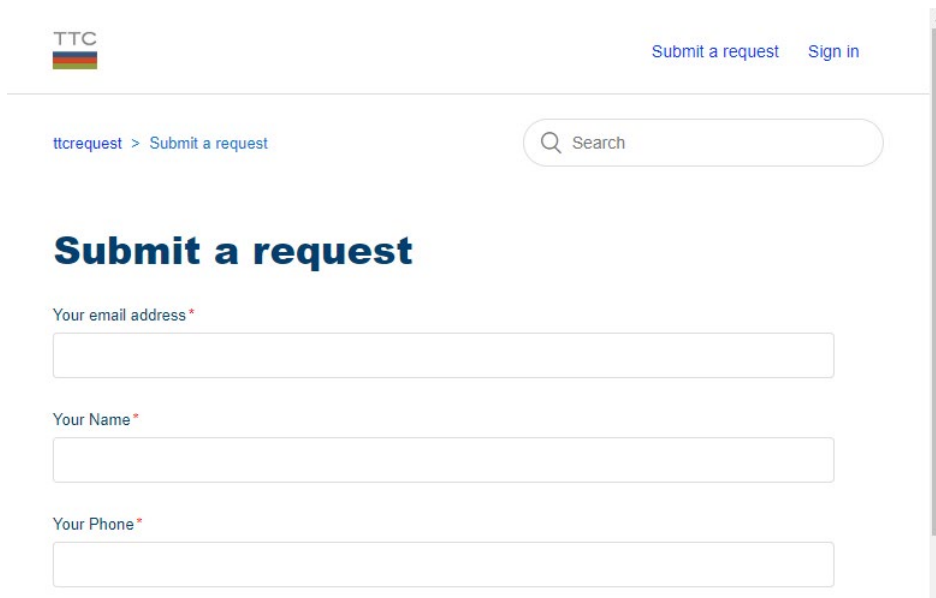
****Before you get started,** please contact your TTC NCO to confirm you have all your “Translation Staff” added to the site as users, as well as provide a list of all languages you will be using in your content translations.***If there are no translators available please submit a request to: <https://ttcrequest.zendesk.com/>

> **Uploading Header and Slider Images:** We recommend that when selecting images to use as Header Images or Slider Images, that Photos and Images are used - **NOT ILLUSTRATIONS with TEXT**. Keep in mind that the larger the image size is at upload the better. Smaller images are typically going to be "upsized" and will come out pixelated depending on exactly how much resizing is required. Images that are bigger than this will crop to the new size. Images that are smaller by either measurement will upsize and pixelate and become blurry. It is best to use ILLUSTRATIONS with TEXT within the WYSIWYG Editor when adding the information about the item to ensure they retain their dimensions and resolution as intended.

> **Center Administrator Accounts:** The NCOs recommend that each Center have no more than two (2) Center Admins. This is to ensure that staff become accustomed to editing and adding content. However, reach out to your NCO if you feel that you need more than two Center Admins to manage your Center's website content.

> **Request Technical Assistance:** Need to request technical assistance? Staff from the NCOs are here to help!

- **If you are with the MHTTC Network**, submit your request via your MHTTC Center Admin SLACK Channel, or email networkoffice@mhttcnetwork.org
- If you are with the ATTC or PTTC Network, submit your request via our TTC TA Request Portal at tcrequest.zendesk.com



The screenshot shows a web page for submitting a request. At the top left is the TTC logo with a German flag. To the right are links for 'Submit a request' and 'Sign in'. Below the header is a breadcrumb trail 'tcrequest > Submit a request' and a search bar. The main heading is 'Submit a request'. There are three required input fields: 'Your email address *', 'Your Name *', and 'Your Phone *'. A vertical scrollbar is visible on the right side of the page.

List of Helpful Resources on the TTC Hub:

- [Recommended TTC Website Maintenance Best Practices](#)
- [Event and Product Type Definitions](#)
- [Icons Key](#)
- [Tip Sheet #1: Selecting and Adding Images](#)
- [Tip Sheet #2: Getting the Most Out of Your Google Analytics](#)
[TTC Guidance for Consistent Website Data Entry Practices](#)
- [The Essential Guide to Using Images Legally Online](#)
- [GPRA Tips and FAQs](#)