

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)

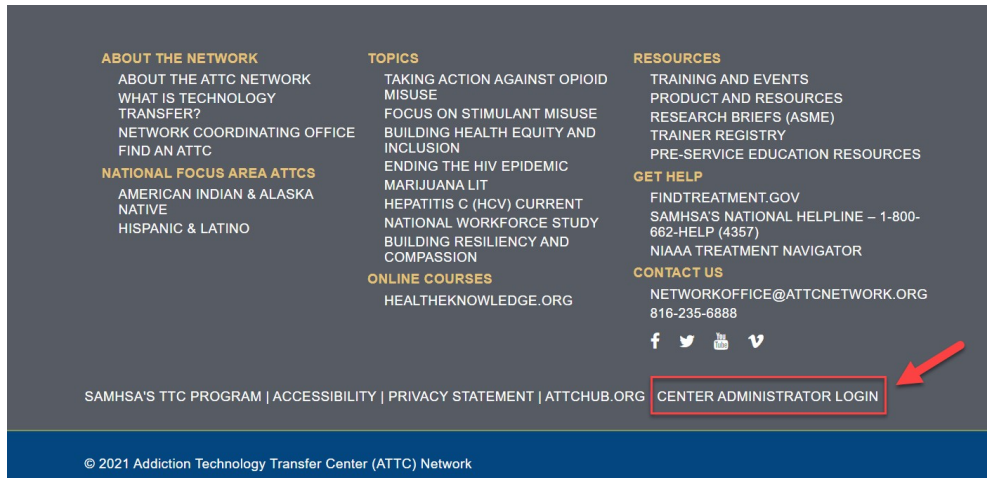
The different kinds of content you can add to a Drupal website are called “content types”. Each content type can be represented in two ways: on its own, individual web page, and with other content types in the form of a list.

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:



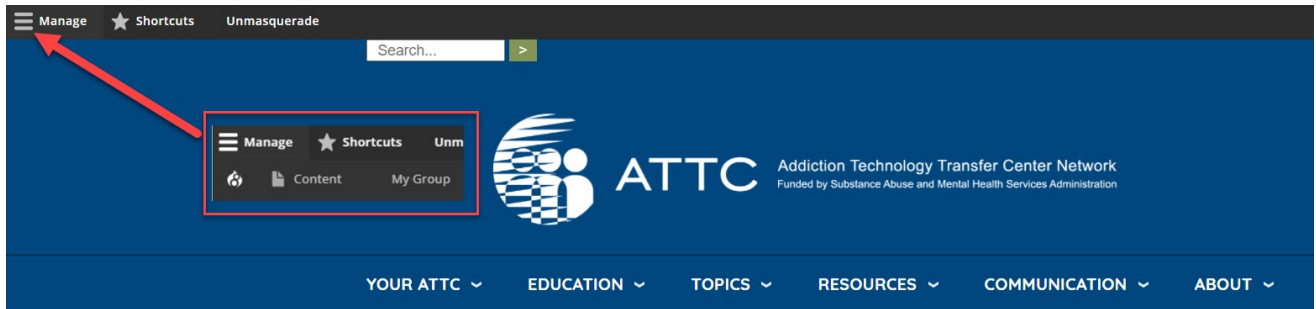
On the login page, type your username into the **Username** field. **This will be your first and last name.** Then type your password into the **Password** field.

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

The image shows the login page of the ATTC Network. At the top, there is a blue header with the ATTC logo and the text 'Addiction Technology Transfer Center Network' and 'Funded by Substance Abuse and Mental Health Services Administration'. Below the header, there are three input fields: 'Username' with the text 'Kayla Rossi' entered, 'Password' with a masked password '.....', and a link for 'Forgot Password?'. A green 'Log in' button is located below the input fields. Red arrows point to each of the three input fields.

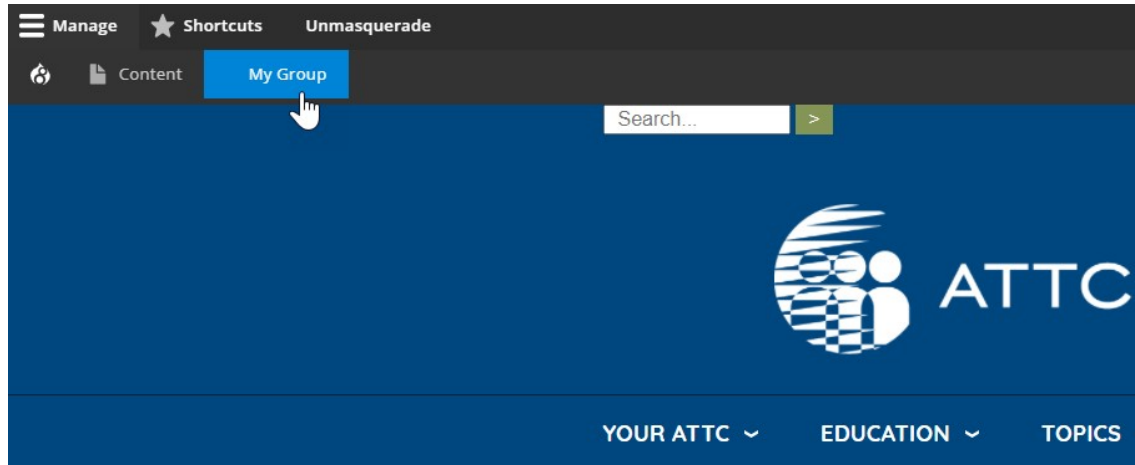
Accessing and Managing Group Content

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.

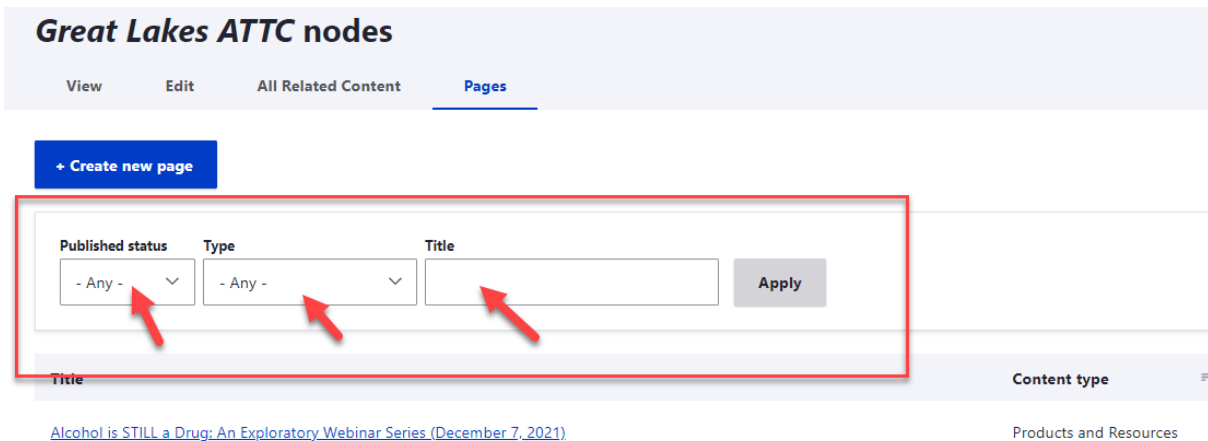
You will also see different tabs which allow you to access all the content that's already been created for your Center as well as create new content for your Center.

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

The screenshot shows the top navigation bar of the Great Lakes ATTC website. The page title is "Great Lakes ATTC". Below the title are four tabs: "View", "Edit", "All Related Content", and "Pages". The "Pages" tab is highlighted with a red box and a red arrow pointing to it from the right. Below the navigation bar, the word "Announcements" is displayed in a large, bold, black font, also enclosed in a red box with a red arrow pointing to it from the right. Underneath the "Announcements" section, there is a blue link titled "January 2022 TTC Website Administrator Booster Meeting". Below this link, there is a paragraph of text: "Join us for our next TTC Website Administrator Booster Meeting on January 27th, 2022 from 1 pm to 2 pm central. Use the Zoom link and/or phone number [redacted] Admin Tools>Center Admin Tools on [The Hub](#)". At the bottom of the screenshot, there is another blue link titled "Join Zoom Meeting".

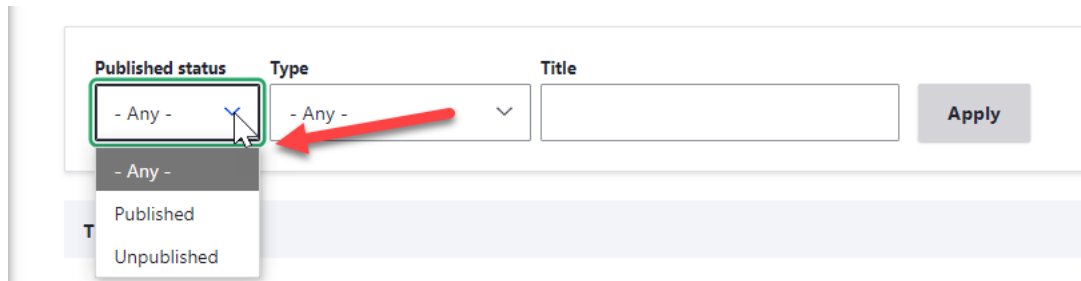
Finding Content

On the pages tab you will see all your center's content pages. There are three ways you can find content: by **Published Status**, **Type**, and by **Title**.



Finding Content by Published Status

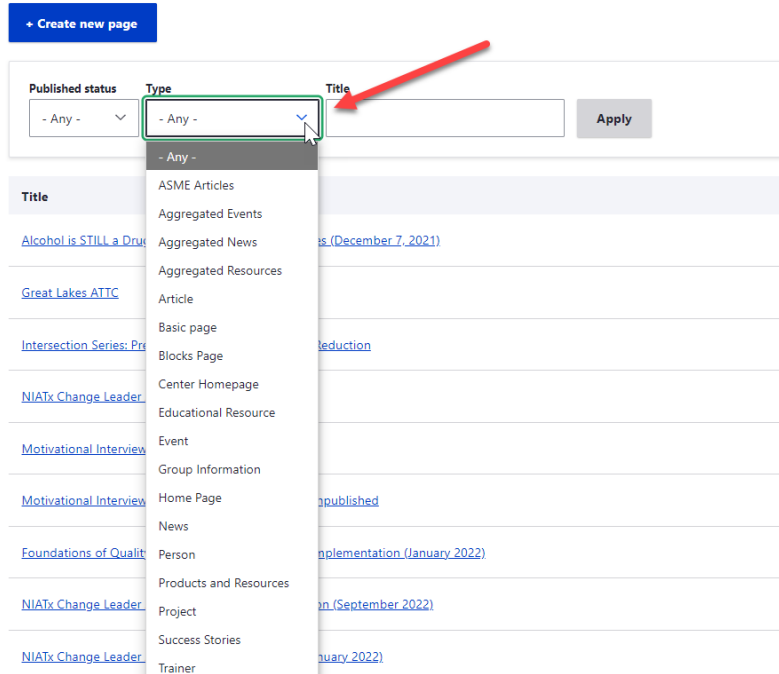
To search content by Published status click the drop-down menu to select **Published** or **Unpublished**.



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

Select the **Type** drop-down menu to view all the content types and select type you would like to filter by. For example, if you select **Event** on the drop-down, you will be able to view the existing event pages your center has created.



Managing Content


To **Manage Existing Content**: Locate the content page, then click on the drop-down button to the right of the content:

[Screening, Brief Intervention, and Referral to Treatment](#)

Basic page

Published

12/21/2021 - 14:06

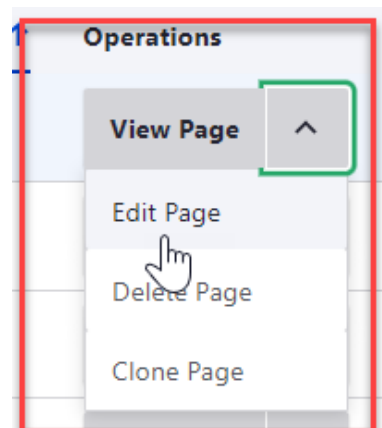
View Page 

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.

Clone Page: You also have the option to 'Clone' pages. This function is helpful if you are duplicating an event page.



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

The screenshot shows the Drupal administration interface for editing a page. At the top, a breadcrumb trail reads: Home > Great Lakes ATTC > All entities for Great Lakes ATTC > Add new content. Below this is a header section with the title "Add Member Groups: Group node (Basic page)".

The main editing area is divided into two sections:

- Basic Info:** This section contains a "Basic Information" tab. It includes a "Hide Title" checkbox with a sub-note: "Do you want to hide the title from displaying? The title will still be on the page, just hidden. (For SEO and Accessibility purposes)". Below this is a "Title*" text input field.
- Body Text:** This section features a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, source code, undo, redo, insert image, insert video, insert audio, insert embed, and format. Below the toolbar is a large text area for entering content.

A blue-bordered callout box with a circular icon contains the following text: "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."

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.

Revision log message


Briefly describe the changes you have made.

Authoring information
By Maureen Fitzgerald (199) on 2021-12-21

Promotion options
Not promoted

Published

Save



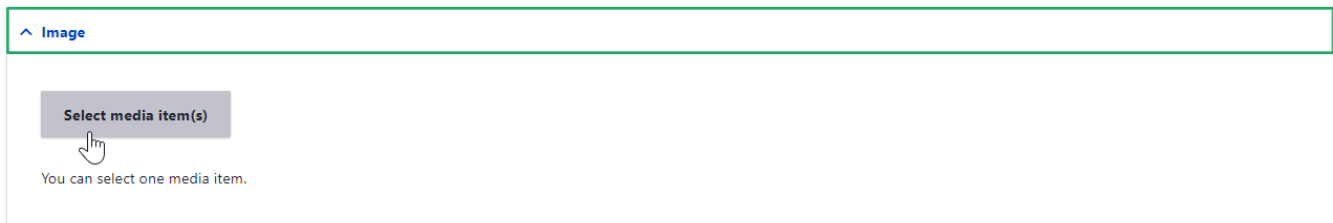
Editing Page Title and Adding an Image

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
Do you want to hide the title from displaying? The title will still be on the page; just hidden. (For SEO and Accessibility purposes)

Title*

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



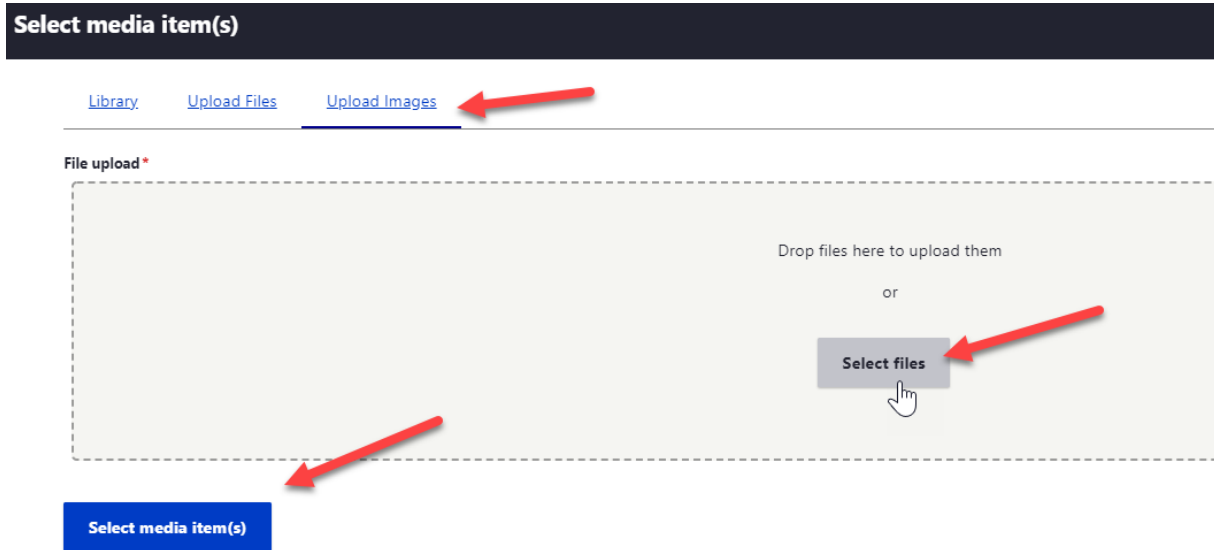
A dialog box will pop up allowing you to select an existing image on the website or upload a new one from your computer.

*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.

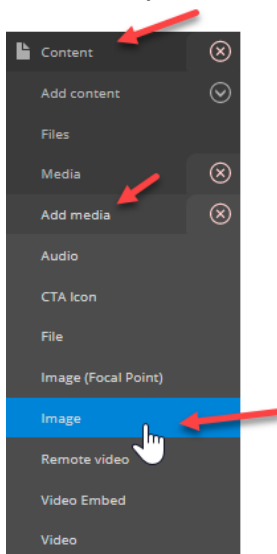
Image Selection and Upload Options

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**:

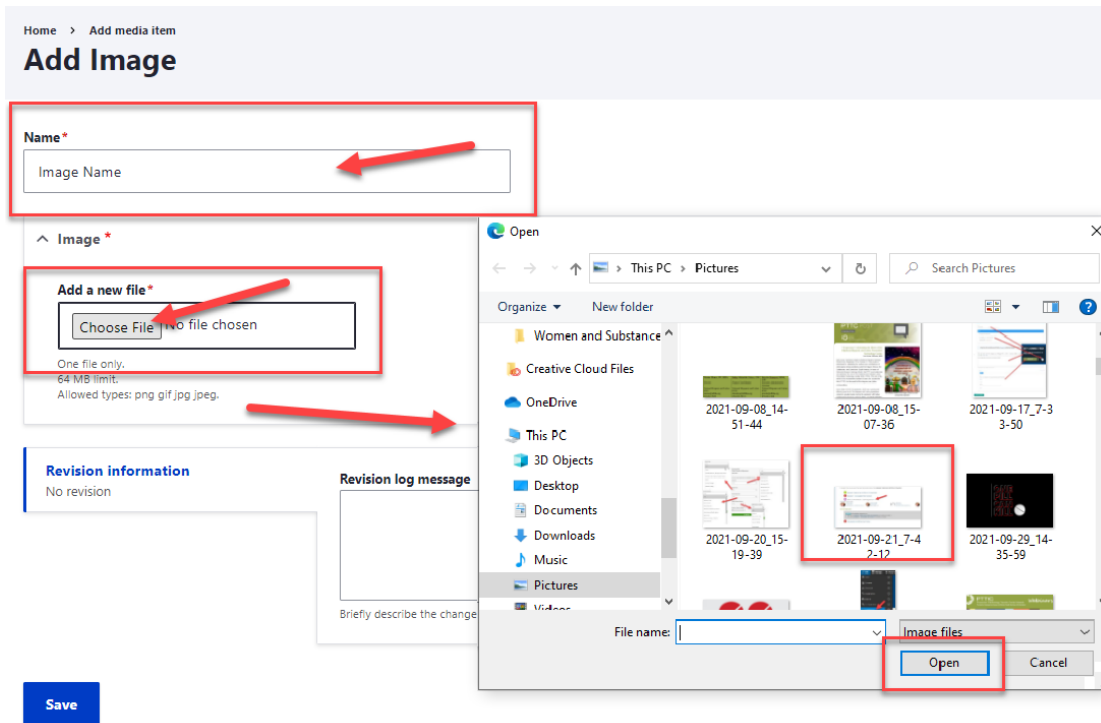


To upload an image to the image library on the website do the following:

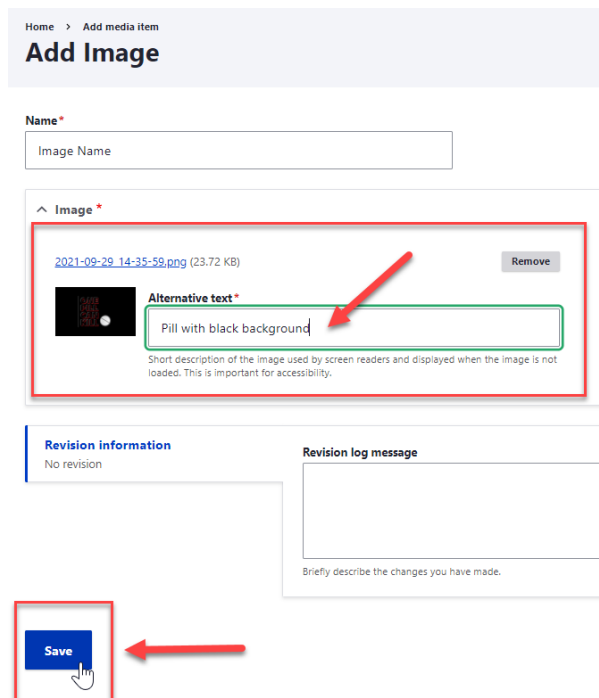
1. Click the **Content drop-down** option on the left **Manage** menu.
2. Click the **Media drop-down** option.
3. Then select the **Add media drop-down** option.
4. Click on the **Image** option in the drop-down.



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**.

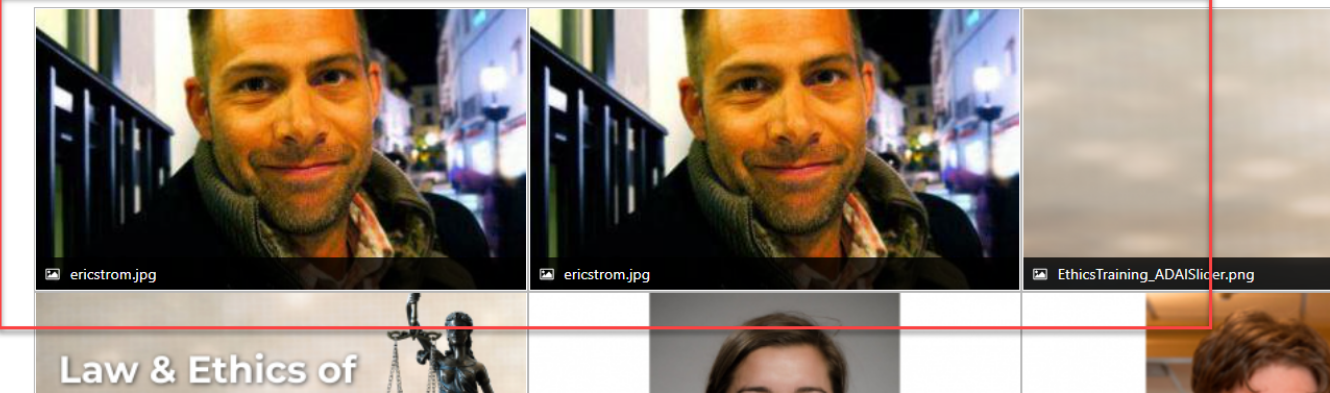


After you have saved the image it is now on the website. Anytime you want to add the image to the content page you can find the image by clicking the Library option on the Select media item(s) window, finding the image, and then clicking the **Select media item(s)**.

Select media item(s)

[Library](#) [Upload Files](#) [Upload Images](#)

Publishing status: - Any -
Media type: - Any -
Media name:
Language: - Any -



1 2 3 4 5 6 7 8 9 ... Next > Last >|

WYSIWYG Editor

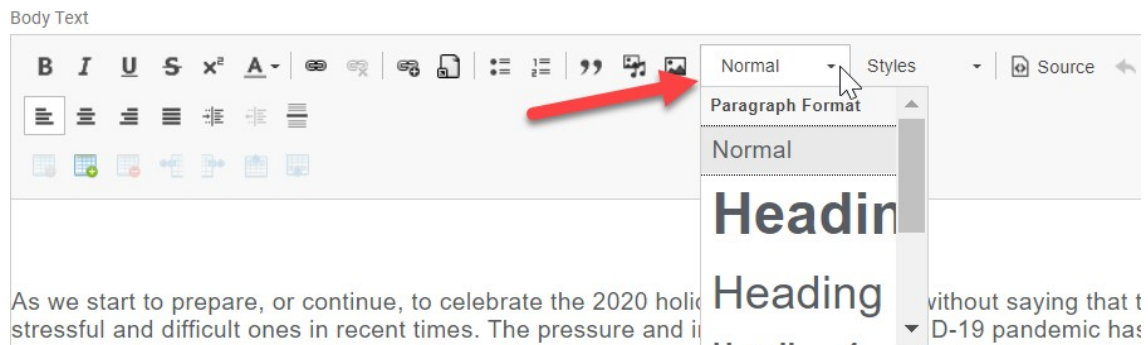
WYSIWYG stands for “what you see is what you get”. Most web-based text editors, like those on Google Docs or Office 365, use this type of editor. In addition to the Format and Style options, the WYSIWYG editor bar offers several other options you’ll want to get familiar with. This is just a very brief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

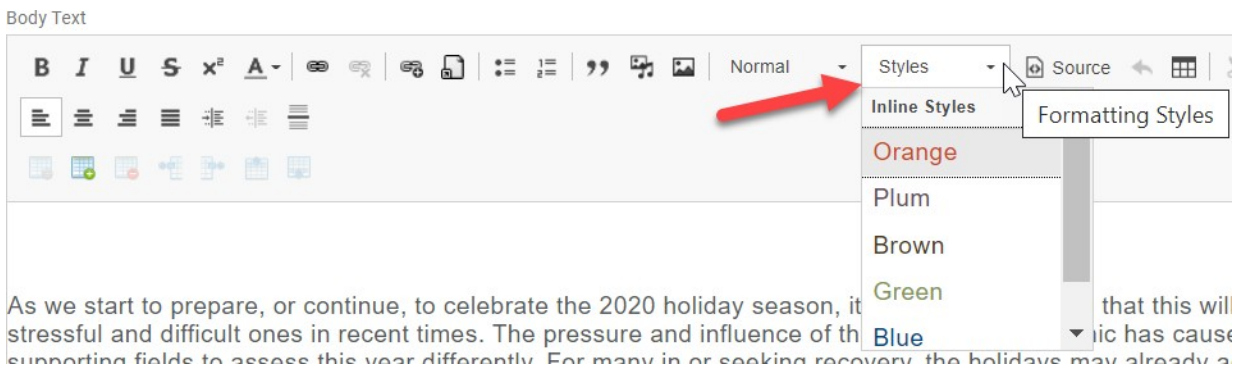


There are a lot of options in the HTML/WYSIWYG Editor, so if you need more in-depth help, please visit <https://ttcrequest.zendesk.com/> for assistance!

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



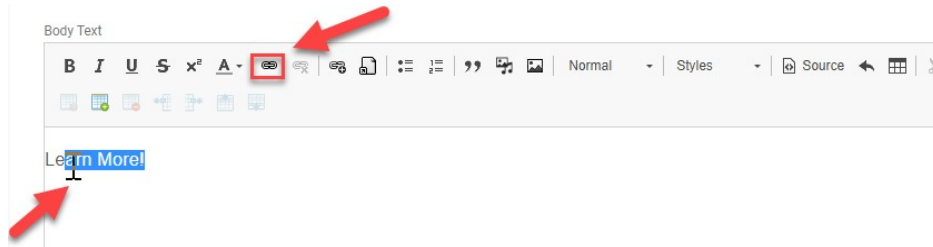
You can use the **Styles** dropdown menu to change the color of the text:



(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

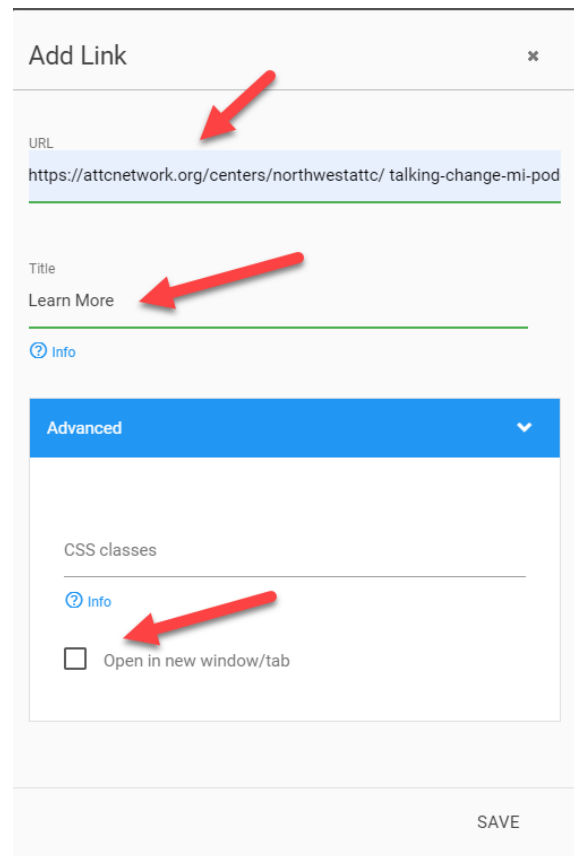
1. Select a section of the text you want to add a link to. Then click the **Hyperlink** button in the WYSIWYG bar.



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**

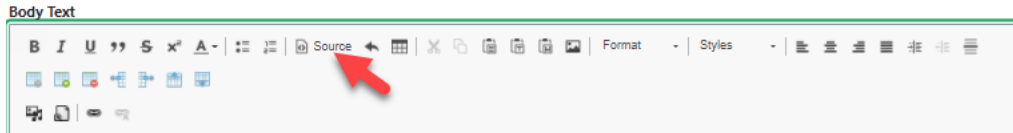
Open in new window/tab Example:

- 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.



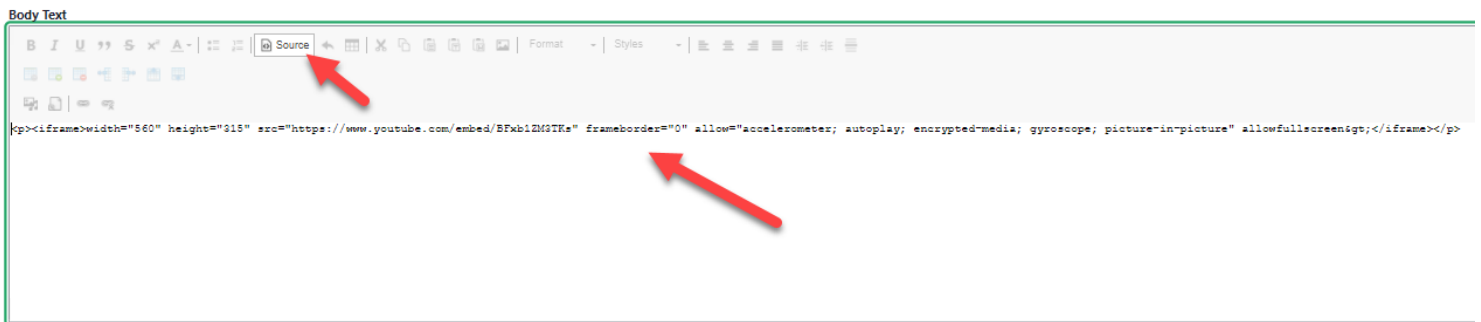
Source Editor

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:

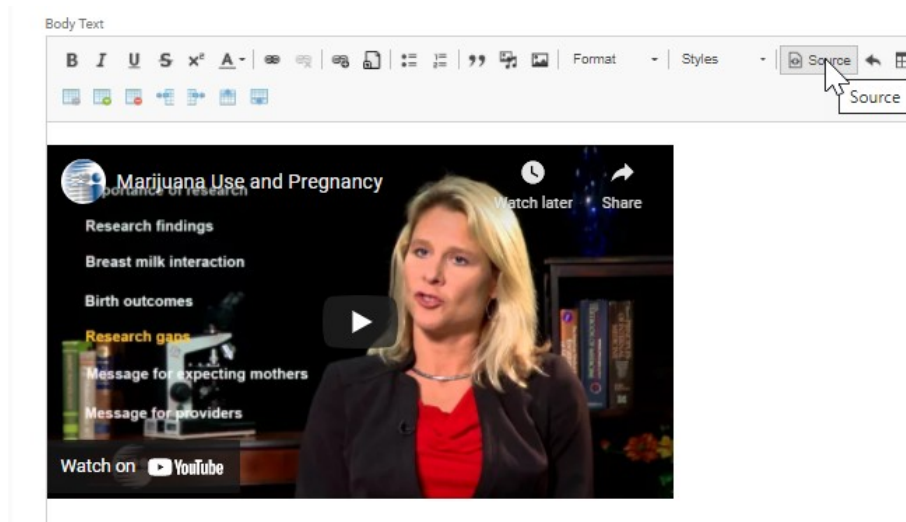


Once you have the Source editor open, locate the area where you want to embed content, then add the source code required.

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



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

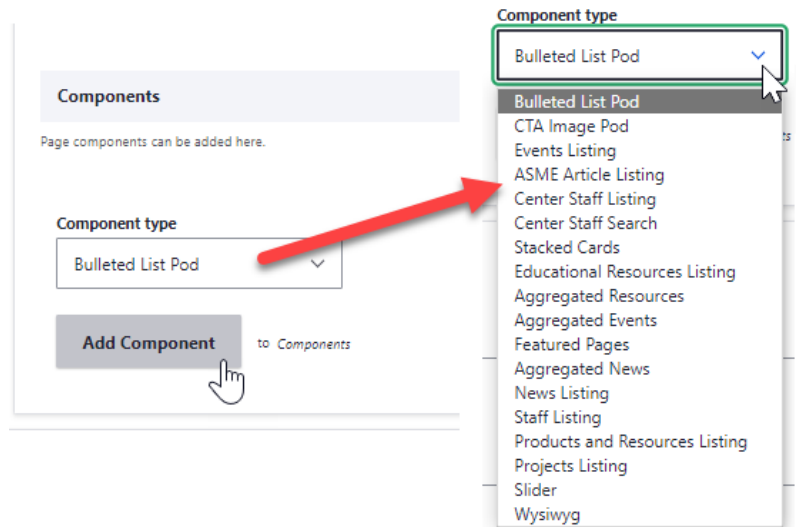


Components

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 to the right.)

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 'Add new content' interface. At the top, there is a navigation bar with options: View, Edit, All Related Content, and Pages. A red arrow points to the 'Pages' link. Below this, a blue button labeled '+ Create new page' is highlighted with a red arrow. To the right, a list of content types is shown under the heading 'Add new content'. Each item includes a blue chevron icon, the content type name in bold, and a brief description. The content types listed are: 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). Below the navigation bar, there is a form with three fields: 'Published status' (set to '- Any -'), 'Type' (set to '- Any -'), and 'Title' (set to 'Pandemic'). An 'Apply' button is located to the right of the 'Title' field.

Published status	Type	Title
- Any -	- Any -	Pandemic

Apply

Add new content

- > **Group node (Blocks Page)**
Adds Blocks Page content to groups both publicly and privately.
- > **Group node (Products and Resources)**
Adds Products and Resources content to groups both publicly and privately.
- > **Group node (Center Homepage)**
Adds Center Homepage content to groups both publicly and privately.
- > **Group node (Event)**
Adds Event content to groups both publicly and privately.
- > **Group node (News)**
Adds News content to groups both publicly and privately.
- > **Group node (Basic page)**
Adds Basic page content to groups both publicly and privately.
- > **Group node (Person)**
Adds Person content to groups both publicly and privately.

Content Type: News

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

- Basic Info**
- Additional Information**
- SAMHSA Reporting**
- Promotion Options**

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

The screenshot displays the 'Basic Info' tab interface. On the left, a vertical sidebar contains four tabs: 'Basic Info' (highlighted in blue), 'Additional Information', 'SAMHSA Reporting', and 'Promotion Options'. The main workspace is divided into three sections. The top section is labeled 'Title*' and contains an empty text input field, with a red arrow pointing to it. The middle section is a blue-bordered box containing a circular icon and the text: '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.' A red arrow points to this box. The bottom section is a rich text editor titled 'Body (Edit summary)'. It features a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, indentation, link insertion, unlink, source code, undo, redo, copy, paste, insert image, insert video, insert audio, insert link, insert table, insert table of contents, and insert page number. Below the toolbar is a large empty text area for writing the article body, with a red arrow pointing to it.

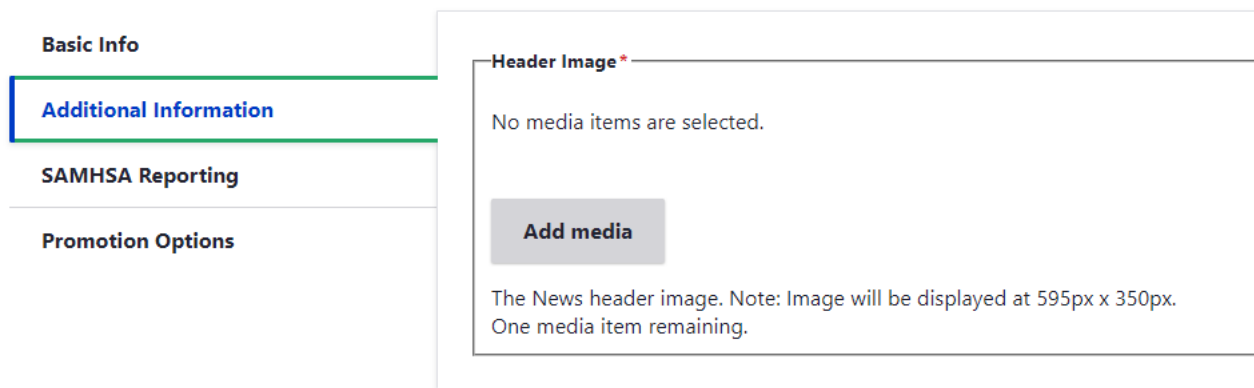
Additional Information Tab - On this tab you add the header image for your news article. Note that an image is required for a “News” content type.

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

Adding the Header Image on the Additional Information Tab

For detailed instructions on adding images to the website first, please refer to the **Adding an Image to the Media Section on the Website shown above.

On the **Additional Information** tab click the **Add media** 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.



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.

Basic Info	Information regarding SAMHSA reporting. <input checked="" type="checkbox"/> SAMHSA Bi-Monthly Update Should this item be included in your SAMHSA Bi-Monthly Report? SAMHSA Bi-Monthly Report Relation <input type="checkbox"/> COVID-19 <input type="checkbox"/> Intensive TA Efforts <input type="checkbox"/> Opioid Epidemic <input type="checkbox"/> Rural Communities <input type="checkbox"/> SAMHSA Awareness Event <input type="checkbox"/> Stimulants <input type="checkbox"/> Tribal Communities Which area was this item related to?
Additional Information	
SAMHSA Reporting	
Promotion Options	

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 and can have different participants throughout the year as well. 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 the **Add media** button to add an 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 a form titled "Basic event information." with several fields and checkboxes. Red boxes with numbers 1 through 7 and red arrows point to the following elements:

- 1: Points to the "Display on Event Calendar?" checkbox.
- 2: Points to the "Ongoing Event" checkbox.
- 3: Points to the "Title*" text input field.
- 4: Points to the "Add media" button.
- 5: Points to the "Event Date*" section, specifically the "Start date*" and "End date*" fields.
- 6: Points to the "Display end date and time on event details page" checkbox.
- 7: Points to the "Time Zone" dropdown menu.

The form includes the following text and fields:

Basic event information.

Display on Event Calendar?
Should this event be displayed to the public TTC calendar on the website?

Ongoing Event

Title*

Image

No media items are selected.

Add media

Note: Image will be displayed at 595px x 350px.
One media item remaining.

Event Date*

Start date*
01/12/2022 03:17:22 PM

End date*
01/13/2022 03:17:22 PM

When is the event? If it's an ongoing event you can choose for this to be a repeating date.

Display end date and time on event details page

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.

8

Event Description

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Text color (A), Background color (X), Bulleted list, Numbered list, Indent, Outdent, Source, Undo, Redo, Link, Unlink, Image, Video, Format, Styles, Bulleted list, Numbered list, Indent, Outdent.

9

Provide a description of this event.

[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 -

10

Event Type

- None -

11

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.

The screenshot shows the 'Registration Info' tab in a web application. On the left is a sidebar with navigation options: 'Event Info', 'Registration Info' (selected), 'GPRA & Participant Info', 'SAMHSA Reporting', and 'Searchability'. The main content area is titled 'Info related to registering for this event.' and contains three sections:

- Registration Deadline:** A date input field with a calendar icon and a 'Required' label. Below it is the text: 'When is the last day someone can register for this event?'
- Registration URL / Contact Email:** A section with the text: '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.' It features two input fields: 'Registration URL*' and 'Contact Email*'. A red box with the text 'A properly formatted URL OR contact email must be entered.' has arrows pointing to both fields.
- Footer:** Small text at the bottom: 'The email address of the contact for this event.'

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

Registration Info

GPR & Participant Info

SAMHSA Reporting

Searchability

Fill these fields out after the event is over.

GPR

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

Registration Info

GPR & Participant Info

SAMHSA Reporting

Searchability

Information related to SAMHSA reporting.

SAMHSA Bi-Monthly Update
Do you want this item to be included in your bi-monthly update to SAMHSA? (Bi-monthly meaning every other month)

SAMHSA Bi-Monthly Report Relation

COVID-19

Intensive TA Efforts

Opioid Epidemic

Rural Communities

SAMHSA Awareness Event

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

^ Collaborating TTC

Collaborating TTC

- Central East ATTC
- Great Lakes ATTC
- Mid-America ATTC
- Mountain Plains ATTC
- New England ATTC
- Northeast & Caribbean ATTC
- Northwest ATTC
- Pacific Southwest ATTC
- Southeast ATTC
- South Southwest ATTC
- Southeast Asia-HIV ATTC

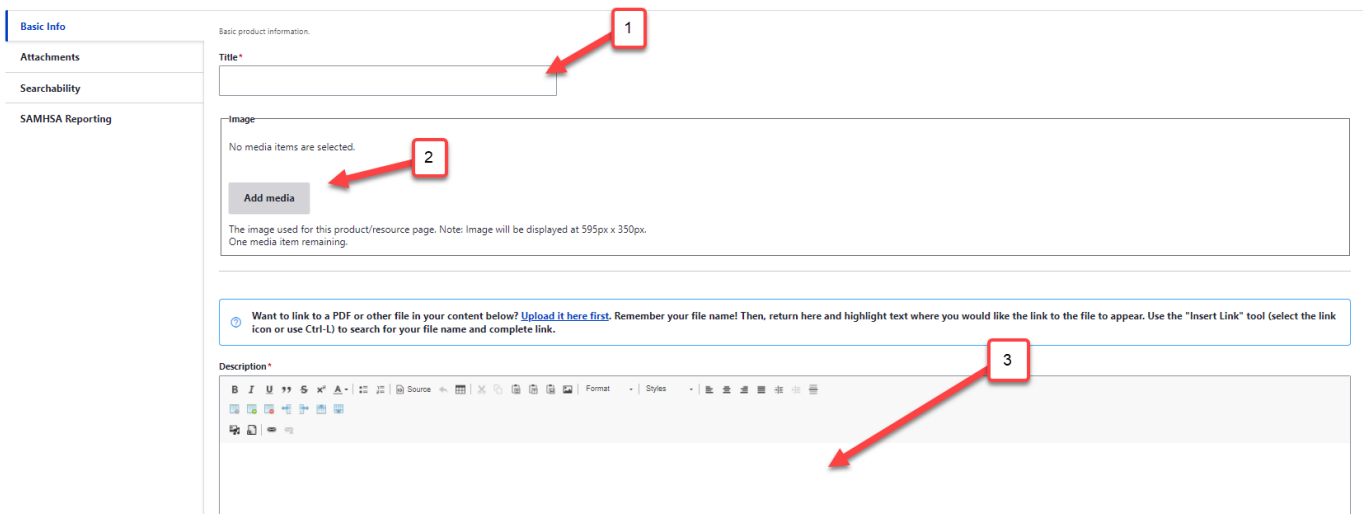
Content Type: Products & Resources

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.



The screenshot shows the 'Basic Info' tab selected in the sidebar. The main content area is titled 'Basic product information.' and contains three main sections:

- Title:** A text input field with a red arrow pointing to it from a box labeled '1'.
- Image:** A section with the text 'No media items are selected.' and an 'Add media' button. A red arrow points to the button from a box labeled '2'. Below this is a note: 'The image used for this product/resource page. Note: Image will be displayed at 595px x 350px. One media item remaining.'
- Description:** A rich text editor with a toolbar. A red arrow points to the editor from a box labeled '3'. Above the editor is a blue informational box: '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.'

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:

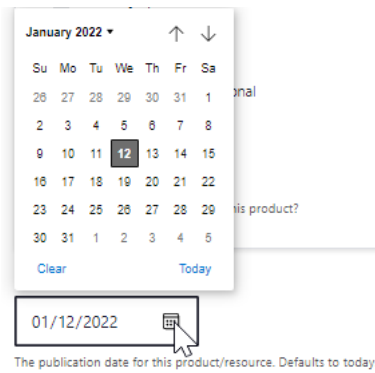
- Annotation 4:** Points to the "Product Language *" field, which contains the text "English".
- Annotation 5:** Points to the blue header bar for the "Type / Format of Product" section.
- Annotation 6:** Points to the blue header bar for the "Target Audience" section.

The form content includes:

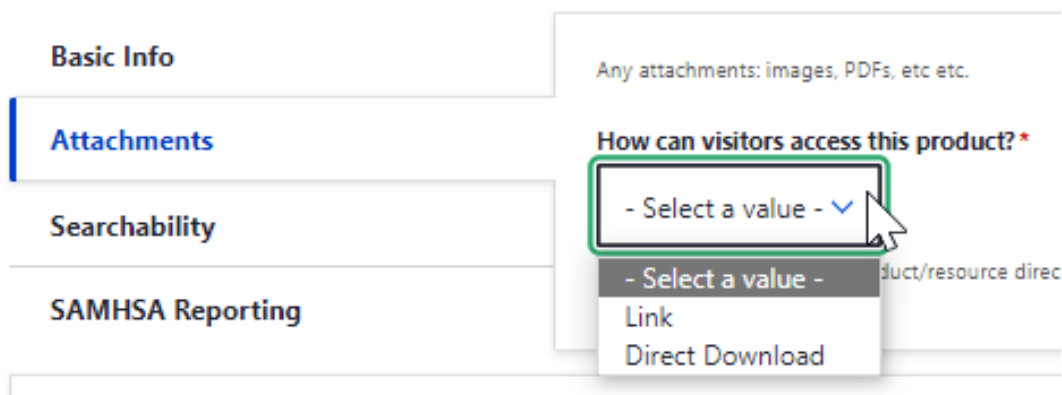
- Product Language ***
English
- Type / Format of Product** (blue header)
TYPE / FORMAT OF PRODUCT *
 - Toolkit
 - Print Media (Brochure, Monograph, Report, Poster)
 - Multimedia (Video, Webinar Recording, Podcast)
 - Website
 - Curriculum Package
 - eNewsletter or Blog
 - Interactive Resource
 - Mobile 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,

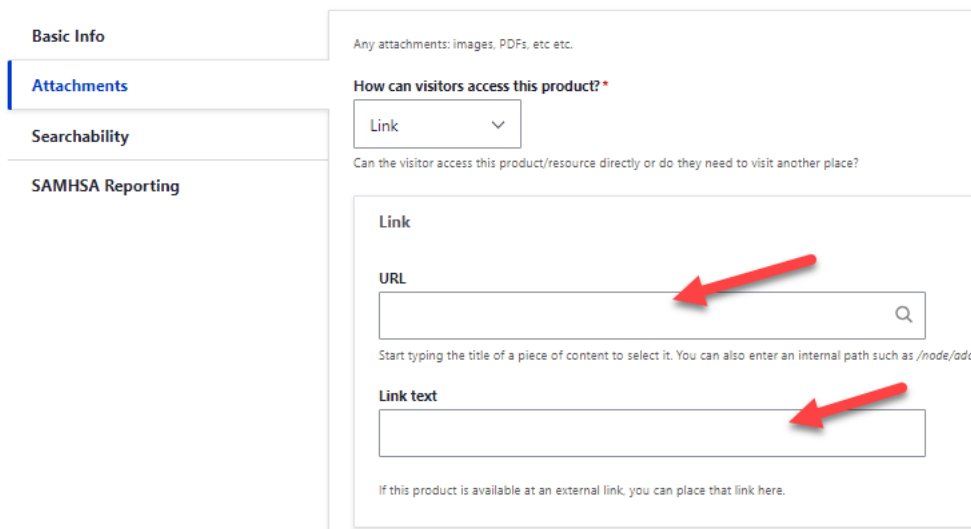
This will default to the date added to the website, but you have the option to change it.



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.



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).



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

Any attachments: images, PDFs, etc etc.

How can visitors access this product?*

Direct Download ▾

Can the visitor access this product/resource directly or do they need to visit another place?

Is this file 508 compliant?

By selecting yes to this item, you are attesting that the file you are uploading meets [HHS Section 508 Requirements](#).

File Attachments

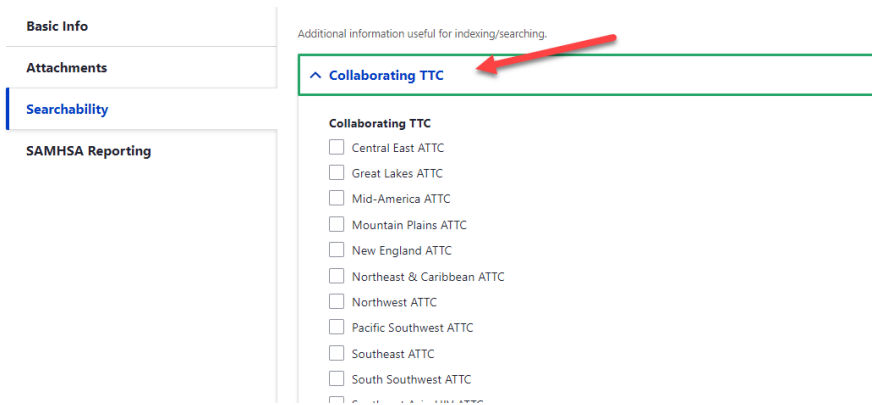
No media items are selected.

Add media

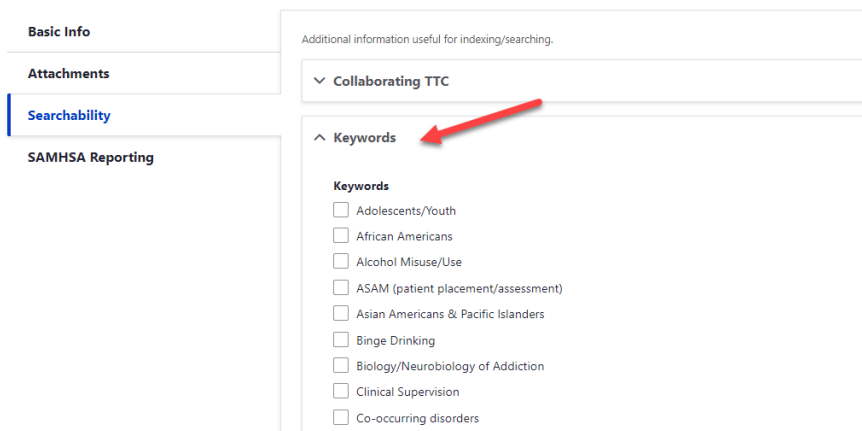
If there are any files that need to be included with this product, place/upload them here.

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.

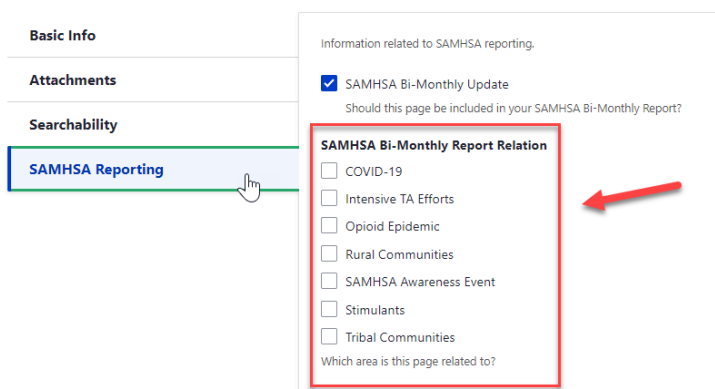
Use the **Searchability** tab if you **Collaborated** with any other ATTCs, PTTCs or MHTTCs on the development of the Product or Resource.



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.



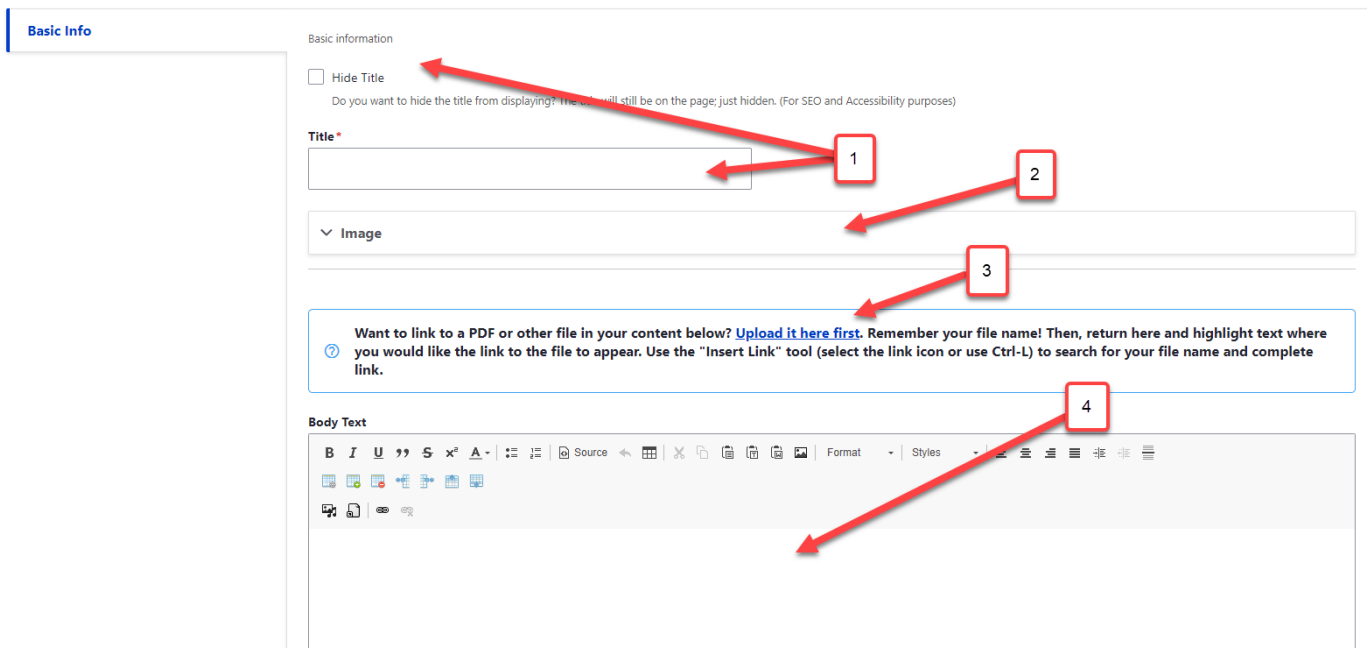
If your event is related to any of the topics listed under the **SAMHSA Reporting** tab, click the checkbox on all that apply so that the event will appear in reports for SAMHSA.



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.



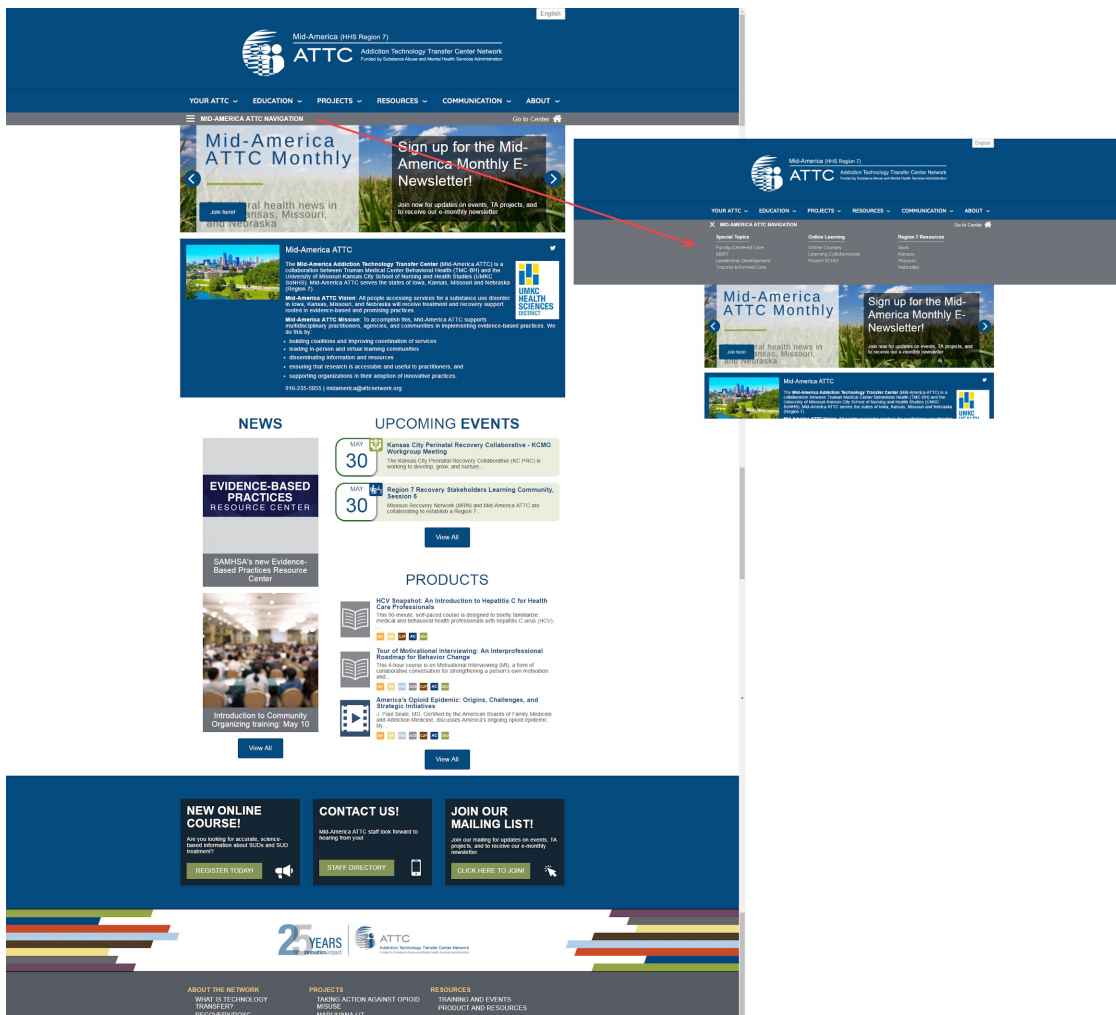
4. Next, you will have the previously mentioned **WYSIWYG Editor**, where you can add the HTML content to the page. Step-by-step instructions for using the **WYSIWYG Editor** are included above in the **WYSIWYG Editor** Section.
5. Once you have finished editing the Basic Page click **Save**. *If you are not ready to publish the page, make sure the **Published** box is unchecked.



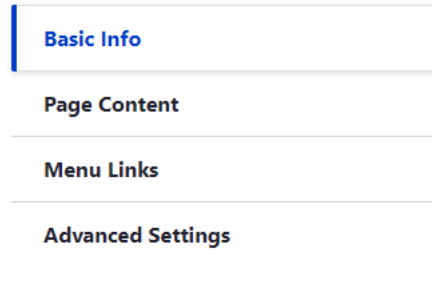
Content Type: Center Homepage

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.

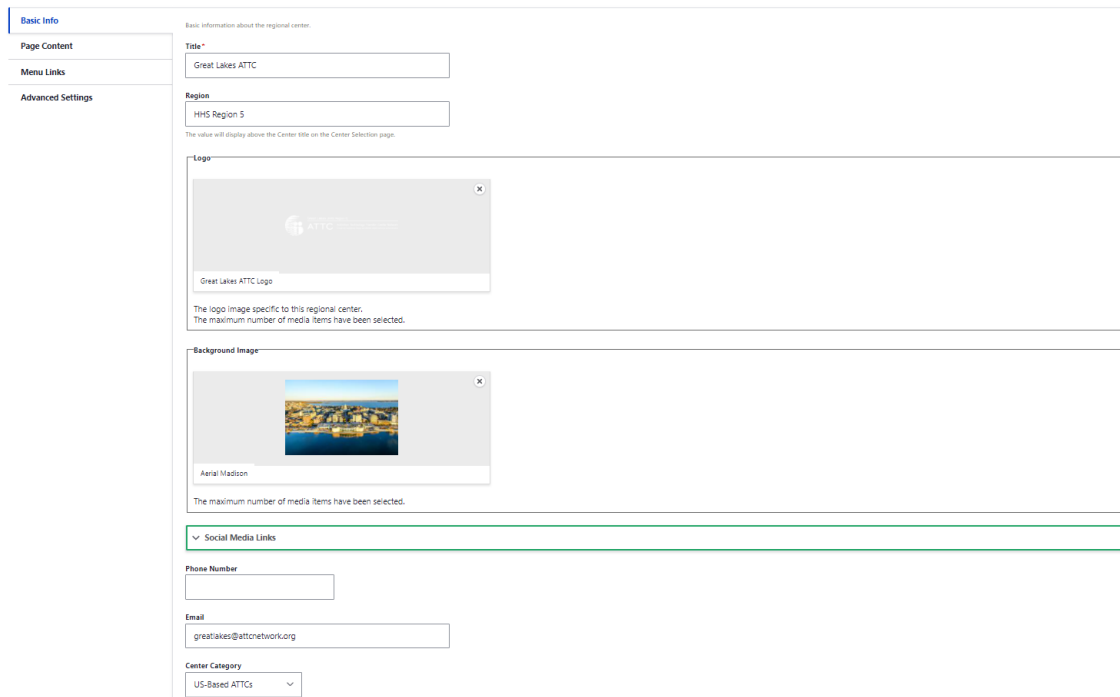
You will never need to create a new instance of this page. Most of the information on your “Center Homepage” will remain the same. However, in this section, we will walk you through each of the tabs within the Center Homepage content type.



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.




Basic information about the regional center.

Title*
Great Lakes ATTIC

Region
HHS Region 5
The value will display above the Center title on the Center Selection page.

Logo

Great Lakes ATTIC Logo
The logo image specific to this regional center.
The maximum number of media items have been selected.

Background Image

Aerial Madison
The maximum number of media items have been selected.

Social Media Links

Phone Number

Email
greatlakes@atticnetwork.org

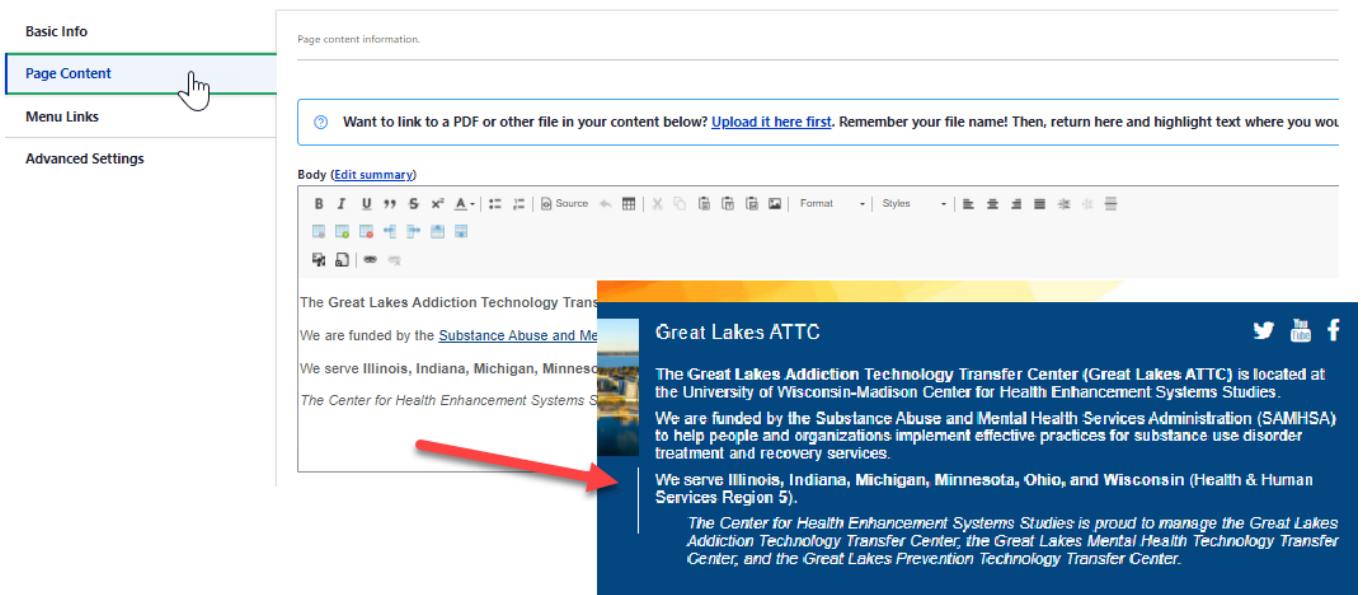
Center Category
US-Based ATTICs

****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

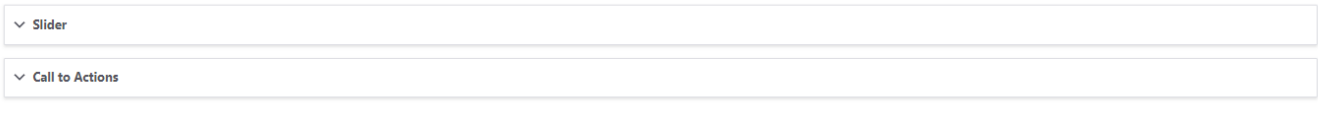
The first item you will encounter under the **Page Content** tab is a familiar **WYSIWYG** editor. This is where you will add basic information about your Center - which will display on either the navy, orange, or green box on your Center's Homepage, depending on your Network.

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.

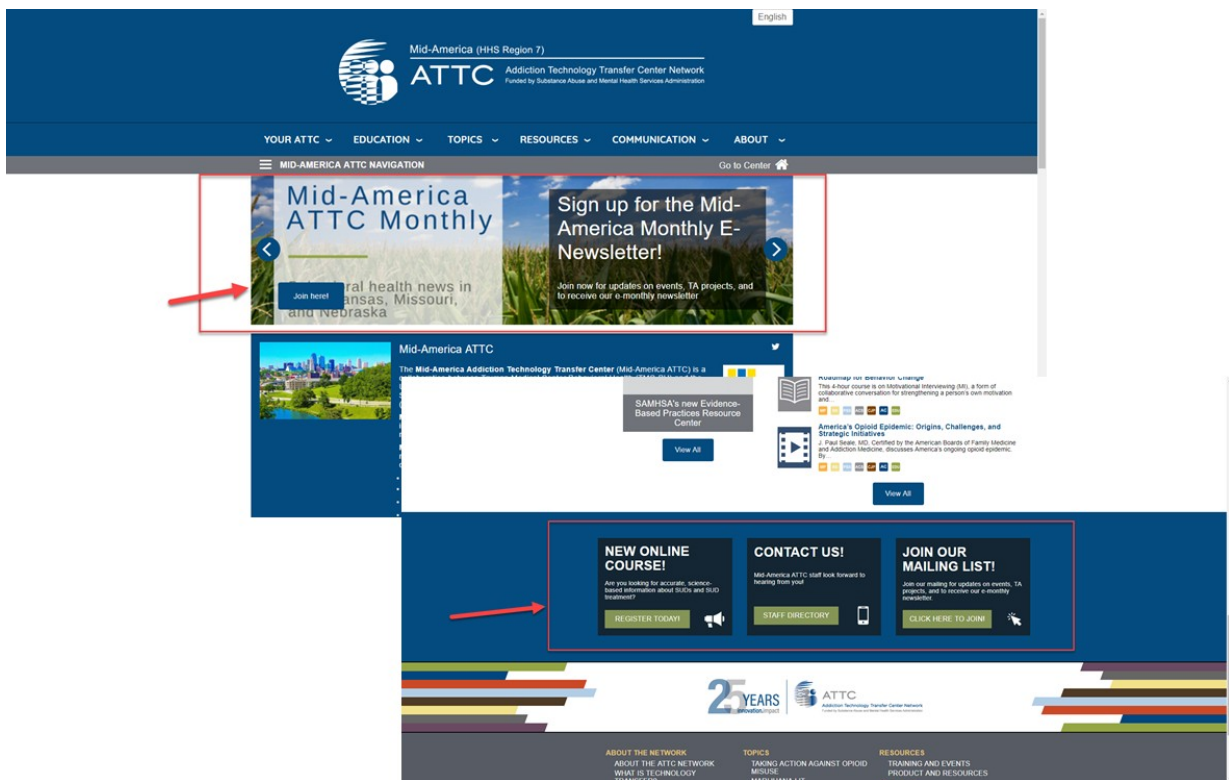


Below the WYSIWYG editor, you will find two tabs - one that says Slider and one that says Call to Action

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

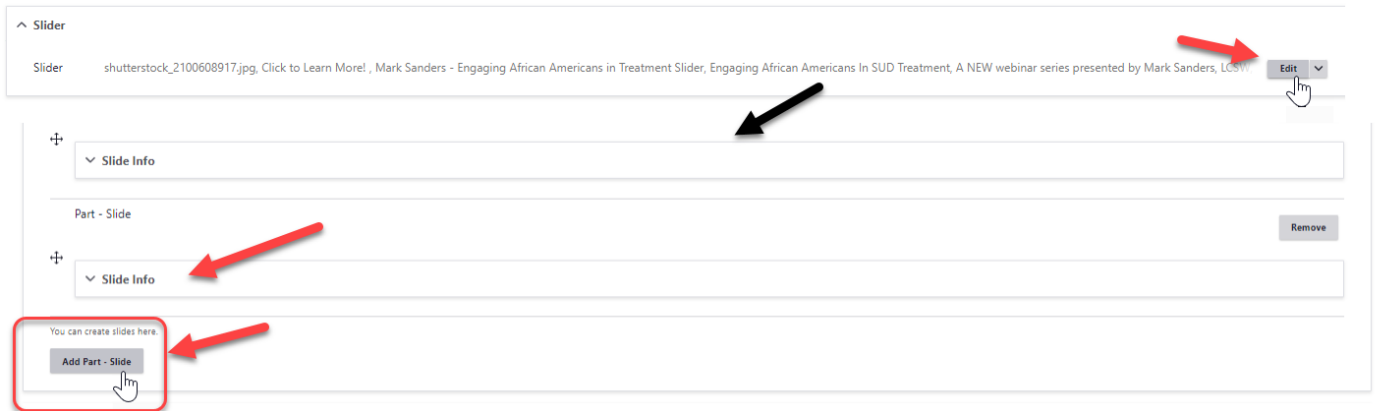


These two tabs allow you to add and manage sliders and call to action pods on your Center's homepage.



Adding a Slider

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

Slide Info

Background Image

If you want a background image, you can select it here. Note: Image will be displayed at 1440x400.

Select media item(s)

You can select one media item.

Title

The title of this slide.

Subtitle **If you choose to add a subtitle, it will appear below the title.**

Allowed HTML tags: `<em style>` `<strong style>` `<cite style>` `<blockquote cite style>` `<code style>` `<u>` `<h3 style id name class= "text-align-left text-align-center text-align-right text-align-justify">` `<h4 style text-align-center text-align-right text-align-justify">` `<h4 style id name class= "text-align-left text-align-center">` `` `<substitution data-entity-uuid data-entity-substitution data-align data-caption>` `<table ">` `<caption class=" ">` `<span id name style class=" text-orange text-plum text-brown text-green text-blue black-substitution data-entity-embed-display data-entity-embed-display-settings data-align data-caption o`

- You can align images (data-align="center") but also videos, blockquotes, and so on.
- You can caption images (data-caption="Text") but also videos, blockquotes, and so on.
- You can embed media items (using the <drupal-media> tag).
- You can embed entities.

The slide's subtitle. This text will appear beneath the title.

Link

URL

Start typing the title of a piece of content to select it. You can also use an internal path such as /node/666 or an external URL, such as http://example.co
display keyboard-accessible link text only.

Link text

Where should this slide link to, if anywhere?



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.

☲ Slide Info

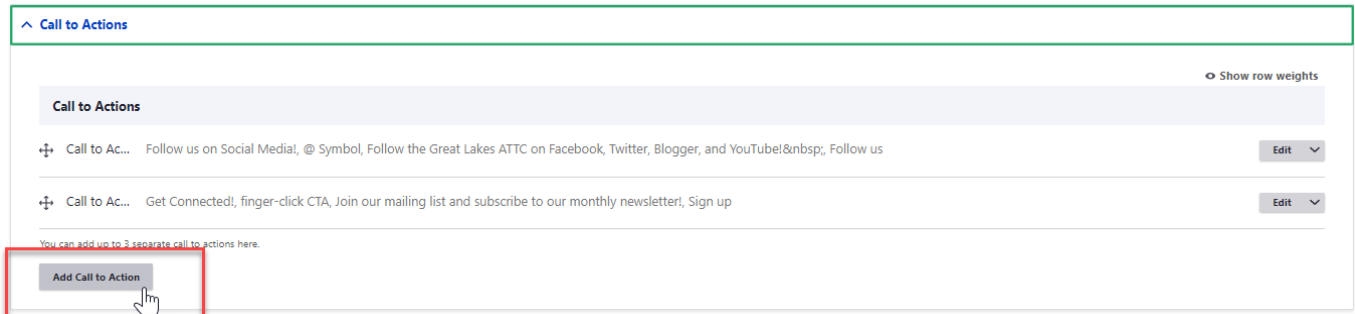
Part - Slide Remove

☲ Slide Info

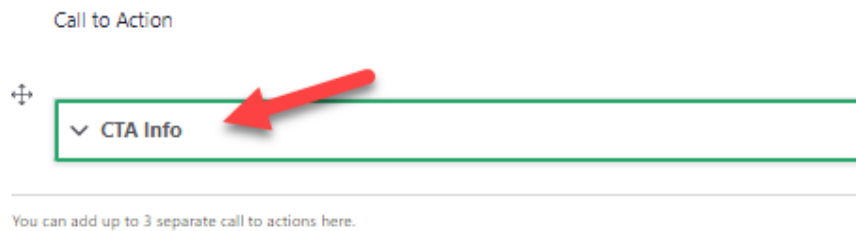
The image shows a list of slides. Each slide has a red-bordered box containing a four-pointed star symbol (☲) to its left. A red arrow points from the first slide's star symbol to the second slide. Another red arrow points from the second slide's star symbol to the first slide. A 'Remove' button is visible to the right of the second slide.

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:



See image below for “CTA Info” content relations:

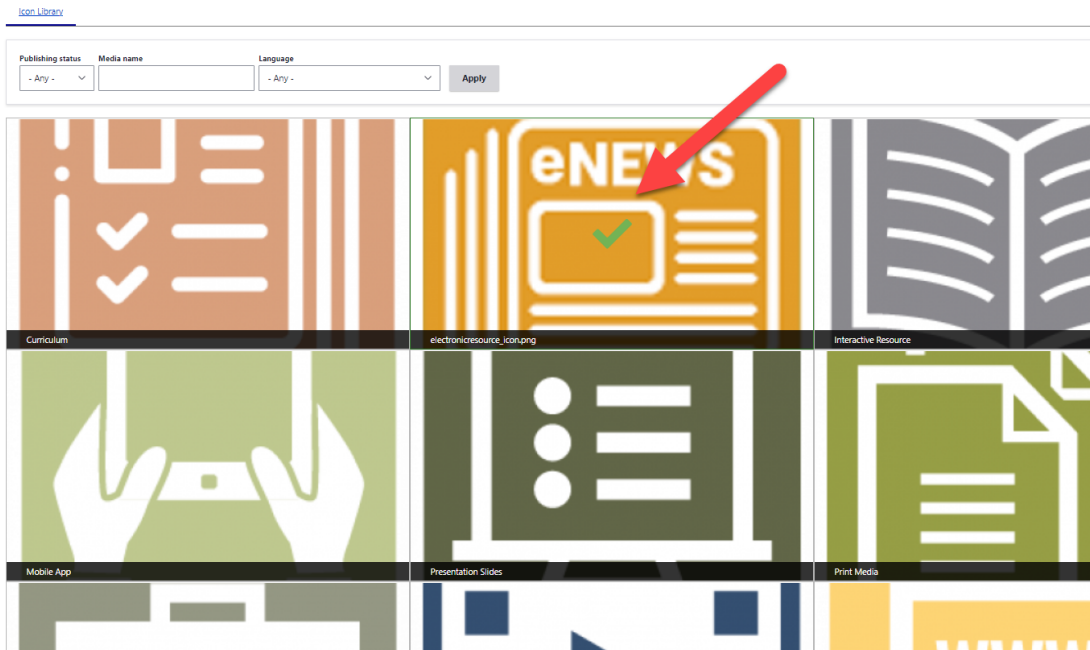
- 1.Title
- 2.Icon
- 3.Brief Description (using WYSIWYG)
- 4.URL
- 5.Link text

The image shows a 'CTA Info' form with the following sections and annotations:

- Title ***: A text input field with a red arrow pointing to it from a box labeled '1'.
- Image**: A section with a 'Select icon(s)' button and a red arrow pointing to it from a box labeled '2'. Below the button, it says 'You can select one media item.'
- Text ***: A WYSIWYG editor with a red arrow pointing to it from a box labeled '2'. Above the editor, there is a warning: 'Want to link to a PDF or other file in your content below? Upload it here first. Remember to search for your file name and complete link.' Below the editor, it says 'The text for this call to action. Content limited to 140 characters, remaining: 140'.
- Link ***: A section with a 'URL *' input field and a red arrow pointing to it from a box labeled '3'. Below it, there is a 'Link text *' input field with a red arrow pointing to it from a box labeled '4'. Below the 'Link text' field, it says 'The link for this call to action. Will display as a button using the link text as the button text.'

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

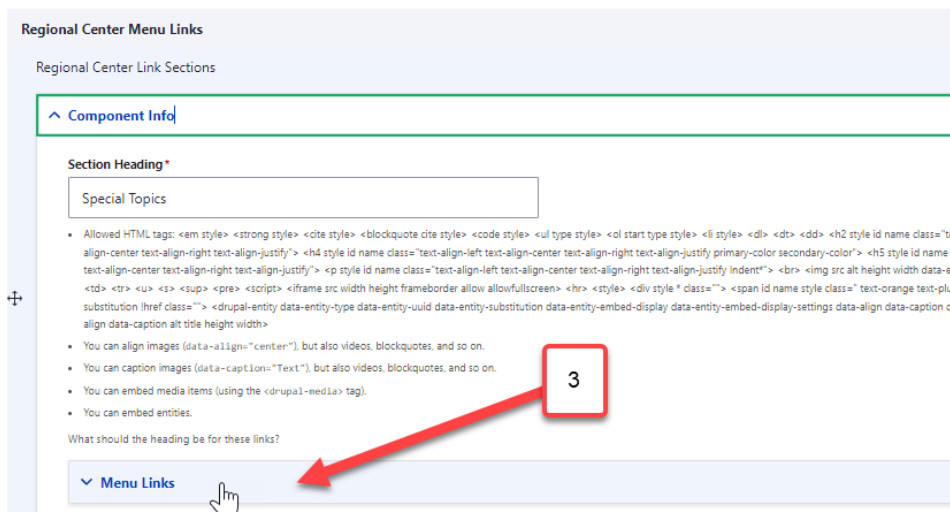
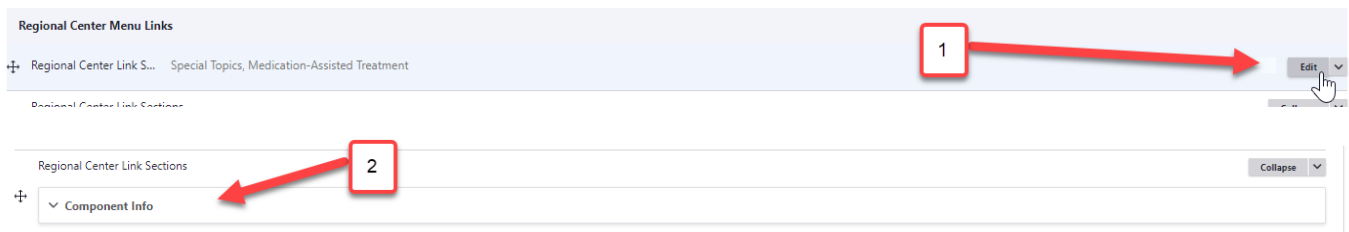
Under the **Menu Links** tab, you will build and add to your Center's navigation.

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:

- (1) Select the **Edit** button
- (2) Click the **Component Info** drop-down
- (3) Under **Component Info** click the **Menu Links** drop-down
- (4) Once you open the **Menu Links** drop-down you will see a **Section Links** list where you can add or edit the menu links.



What should the heading be for these links?

Menu Links

Section Links*

4

URL*

+ Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to only.

Link text

URL

+ Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to only.

Link text

URL

+ Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to only.

Link text

1.

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.

Basic Info

Page Content

Menu Links

Advanced Settings

Advanced settings for this page.

Authored by

Eric Barr (24)

The username of the content author.

Authored on

10/05/2018 05:08:24 PM

Format: 2022-02-25 19:02:51. Leave blank to use the time of form submission.

Promoted to front page

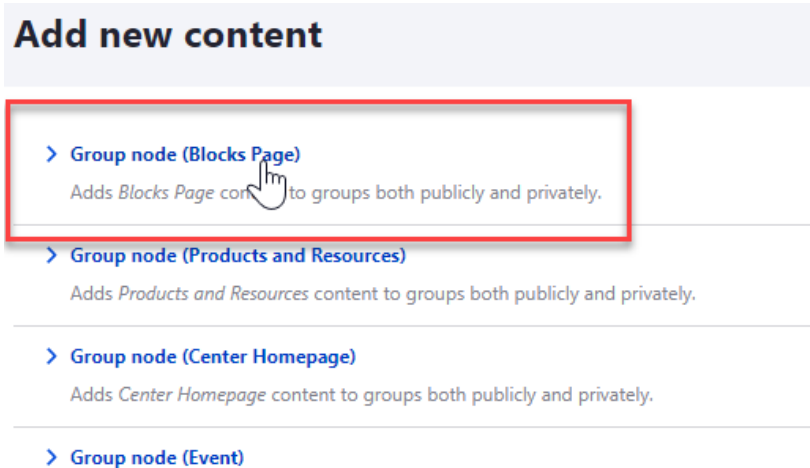
Sticky at top of lists

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.

Add Member Groups: Group node (Blocks Page)

Title*




Last saved: Not saved yet
Author: Maureen Fitzgerald

Revision log message

Briefly describe the changes you have made.



Authoring information
By Maureen Fitzgerald (199) on 2022-02-25

Authored by



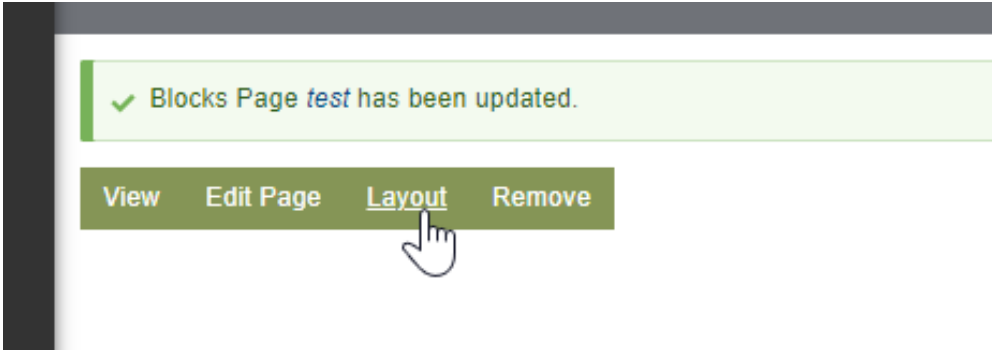
The username of the content author.

Authored on

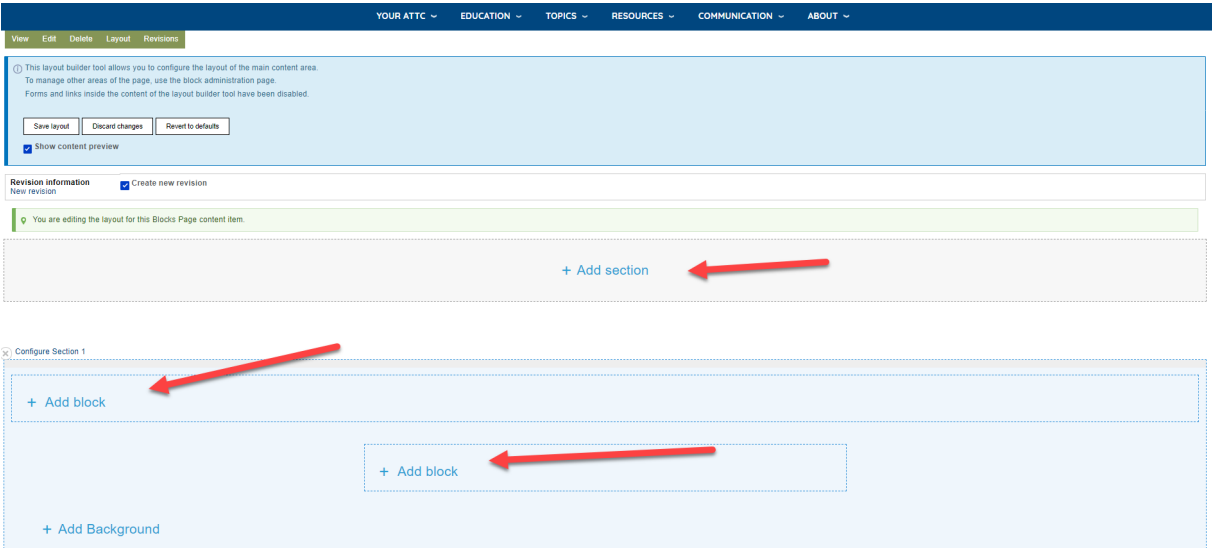
02/25/2022  07:47:06 PM 

Format: 2022-02-25 19:47:06. Leave blank to use the time of form submission.

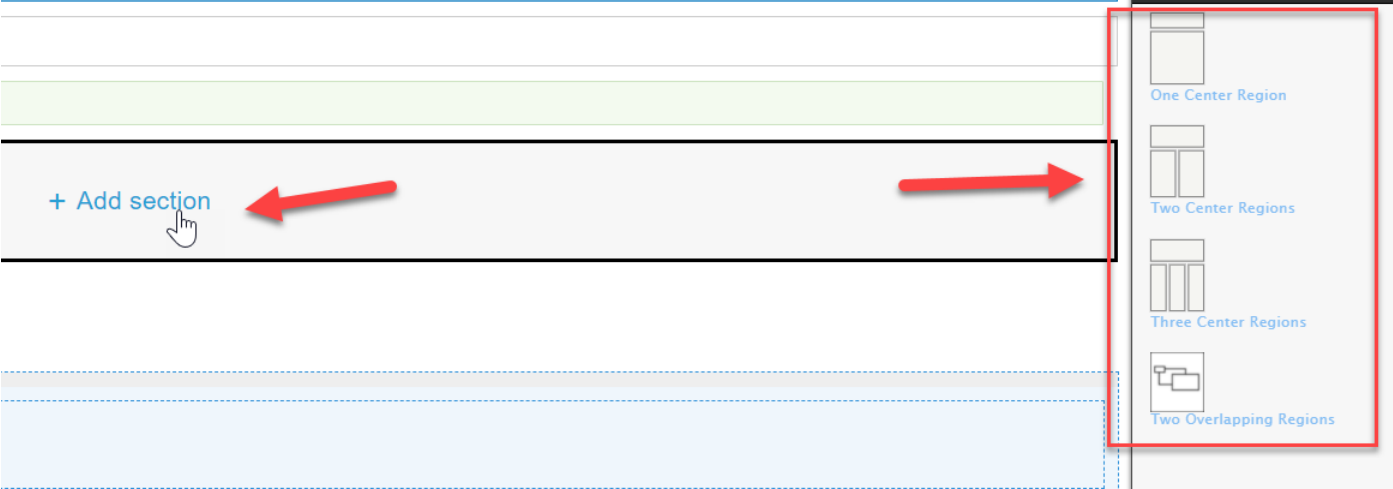
Once you are done click Save at the bottom left of the page. Your blocks page will be created and will be taken to a page where you can click the **Layout** option to start editing your blocks page.



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**.

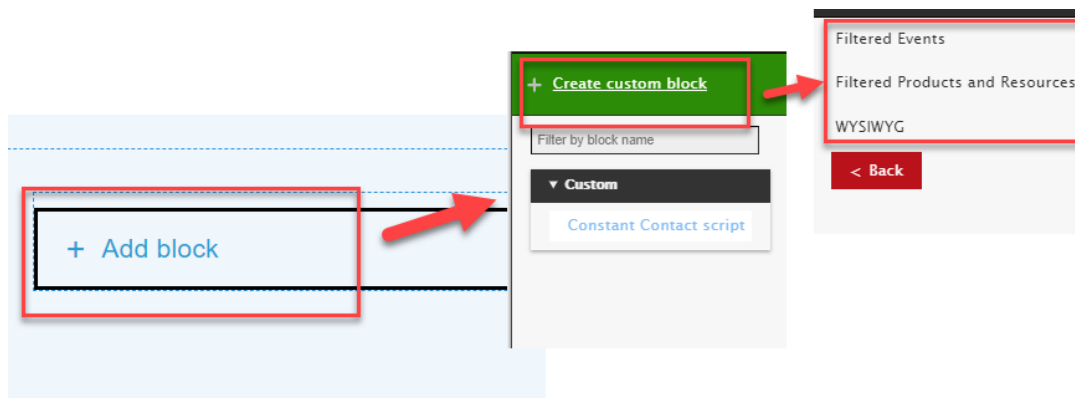


Adding a Section - You can use this to change how the layout of your page content appears. Click on **Add Section** and select a layout option. The layout o a single column layout, a two column layout, a three column layout, or two overlapping regions.



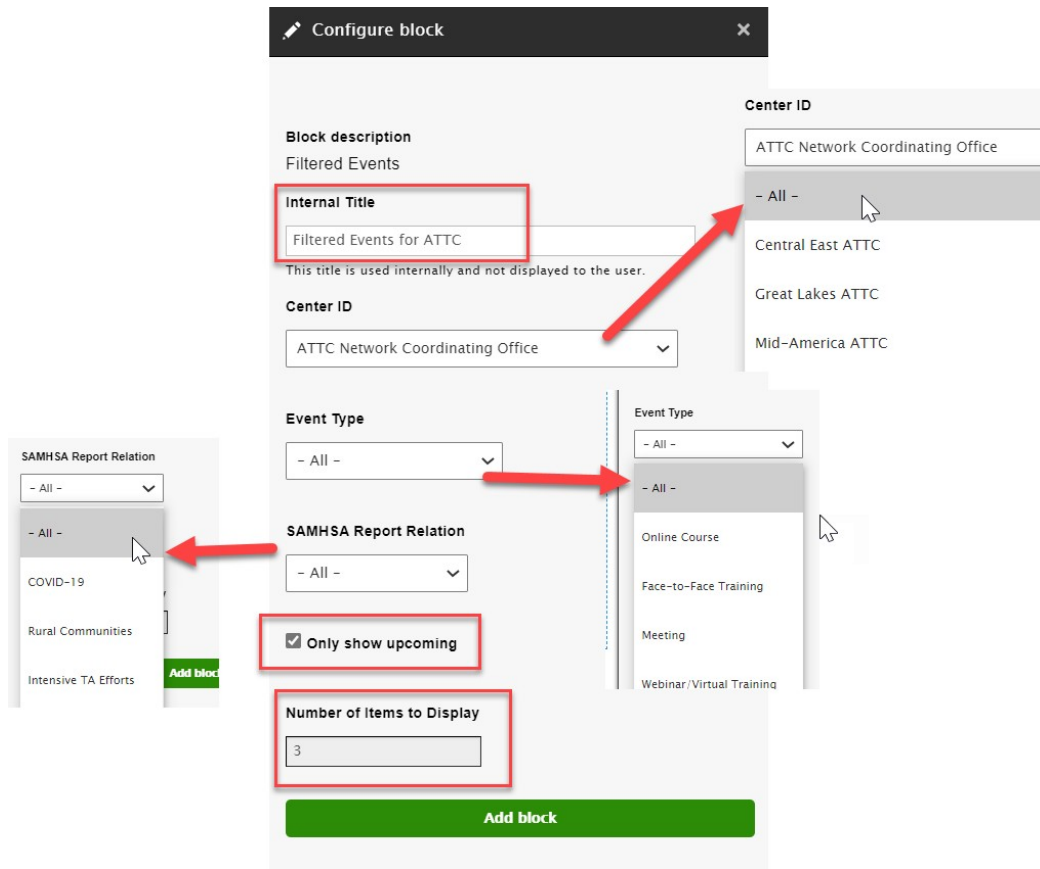
Adding a Block - Select Add Block, then click the green Create custom block box. You will have three options to choose from:

- **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

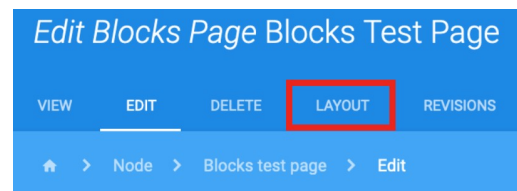
Center List

- 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

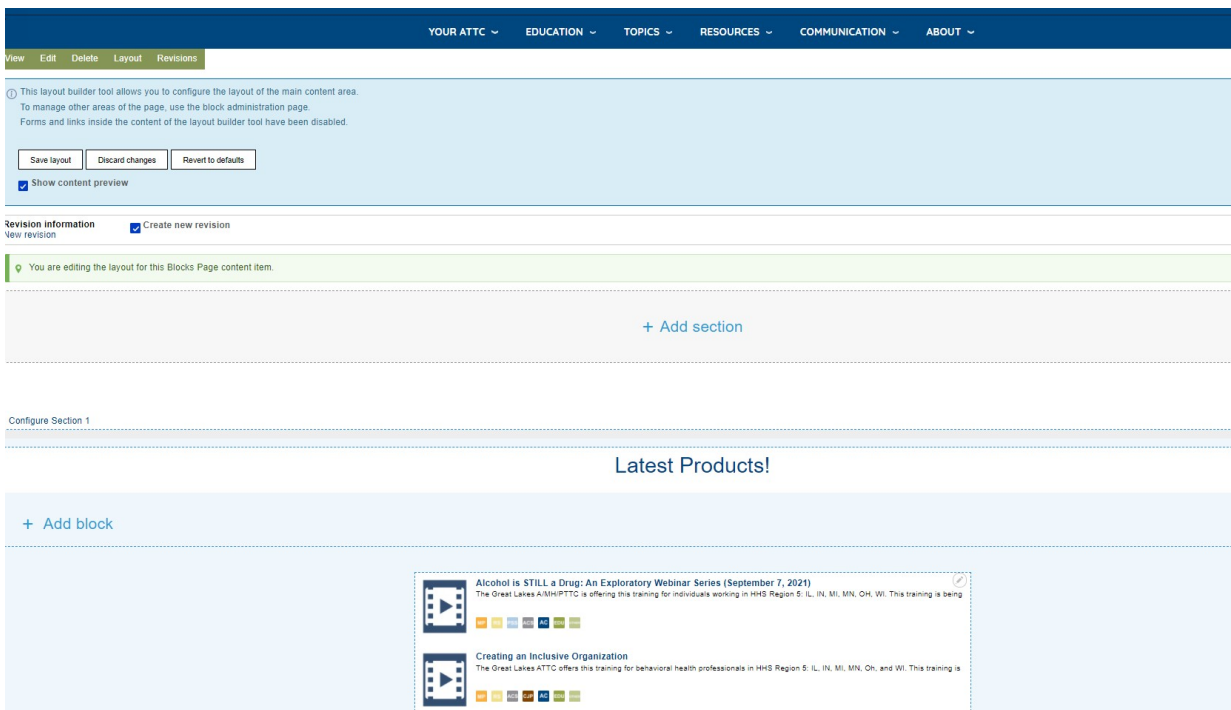
Edit an existing Blocks Page

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.

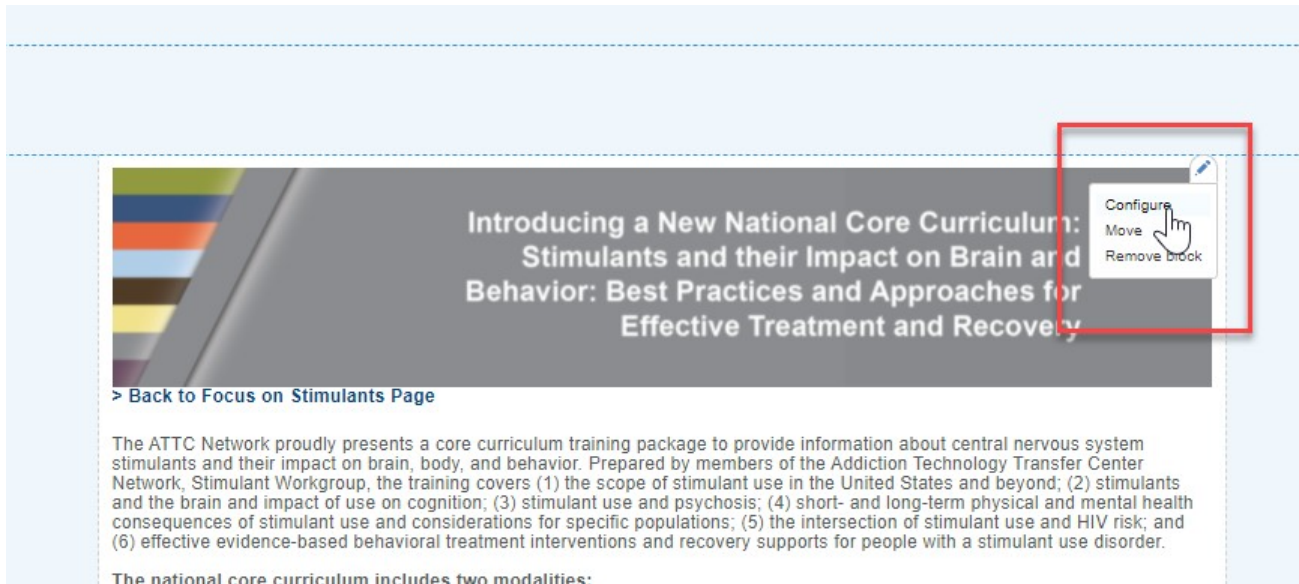
Once in the Edit page view, click on the **Layout** tab at the top.



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:



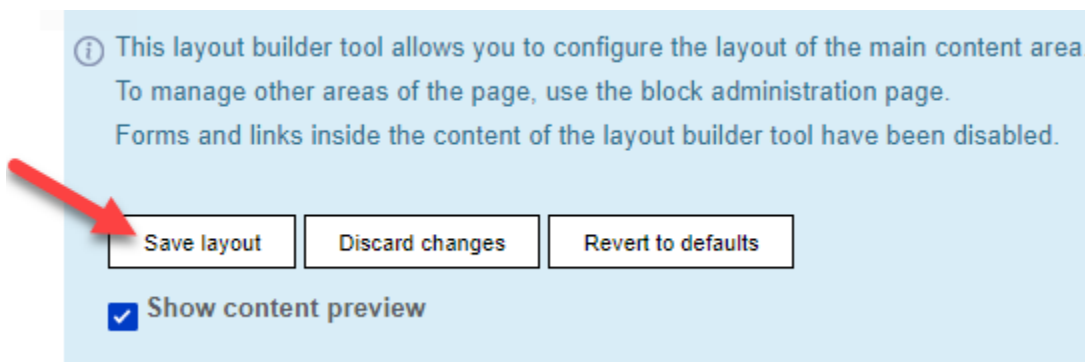
The screenshot shows a page editor interface. A block with a dark background and white text is highlighted with a red box. The text in the block reads: "Introducing a New National Core Curriculum: Stimulants and their Impact on Brain and Behavior: Best Practices and Approaches for Effective Treatment and Recovery". Below the block is a link: "> Back to Focus on Stimulants Page". A context menu is open over the block, showing options: "Configure" (with a pencil icon), "Move", and "Remove block". Below the block, there is a paragraph of text: "The ATTC Network proudly presents a core curriculum training package to provide information about central nervous system stimulants and their impact on brain, body, and behavior. Prepared by members of the Addiction Technology Transfer Center Network, Stimulant Workgroup, the training covers (1) the scope of stimulant use in the United States and beyond; (2) stimulants and the brain and impact of use on cognition; (3) stimulant use and psychosis; (4) short- and long-term physical and mental health consequences of stimulant use and considerations for specific populations; (5) the intersection of stimulant use and HIV risk; and (6) effective evidence-based behavioral treatment interventions and recovery supports for people with a stimulant use disorder." Below this paragraph is another line of text: "The national core curriculum includes two modalities:".

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



Two buttons are shown side-by-side. The left button is light gray and contains the text "+ Add section" with a hand cursor icon pointing to it. The right button is light blue with a dashed border and contains the text "+ Add block" with a hand cursor icon pointing to it.


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

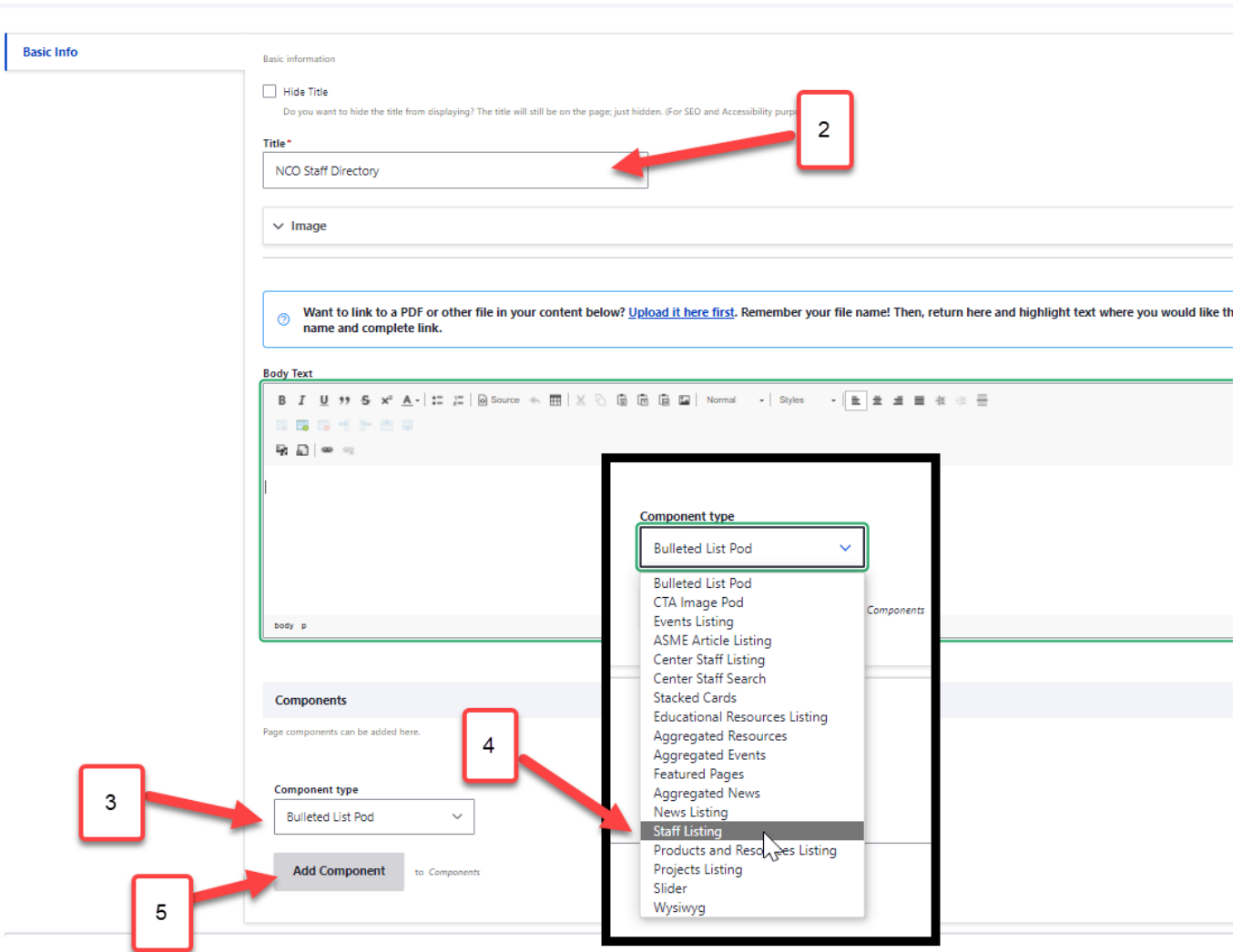


The screenshot shows a light blue panel with an information icon (i) and text: "This layout builder tool allows you to configure the layout of the main content area. To manage other areas of the page, use the block administration page. Forms and links inside the content of the layout builder tool have been disabled." Below the text are three buttons: "Save layout", "Discard changes", and "Revert to defaults". A red arrow points to the "Save layout" button. Below the buttons is a checked checkbox labeled "Show content preview".

Component: Staff Directory

Building Your Center's Staff Directory

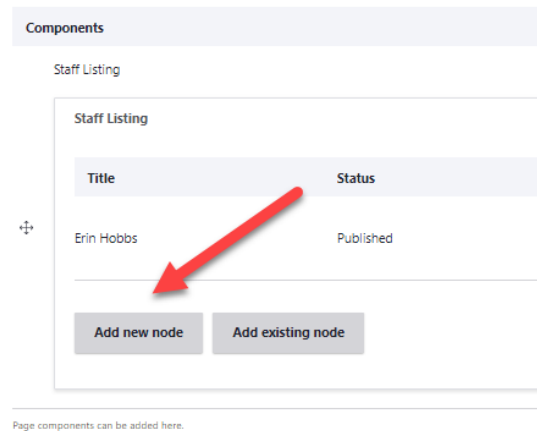
1. Create a Basic Page from the admin menu Content > Add Content > Basic Page
2. Give it a title like "NCO Staff Directory" or something more fitting to your TTC
3. Scroll down to the Components section located below the WYSIWYG Editor
4. Click on the "+" icon and add the "**Staff Listing**" component.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

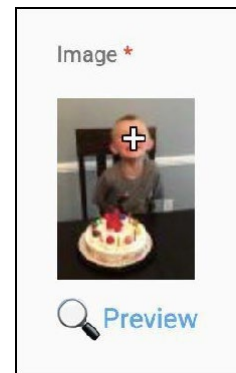
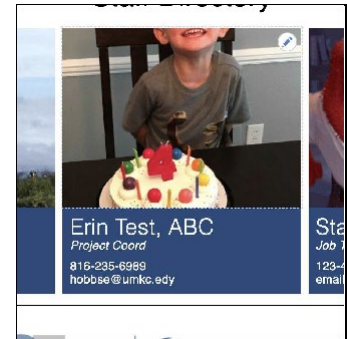
Correcting Image Focal Points in Staff Directory

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



Quick Tips and FAQs

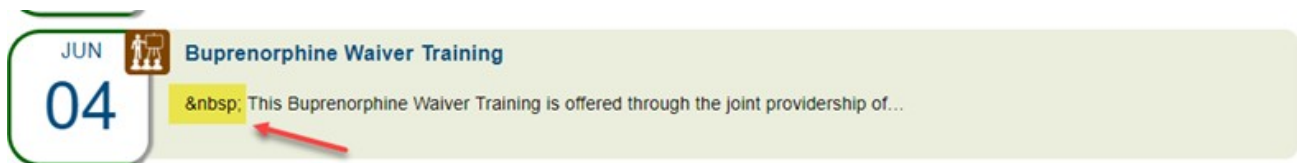
> **Center Emails:** Each TTC Center has a dedicated email address formatted as “centername@attcnetwork.org” (or @pttcnetwork.org, @mhttcnetwork.org). These emails forward to designated staff at each Center. If you have questions or want to change who this email is forwarded to on your staff, contact your individual TTC NCO.

> **Center Shortcut URLs:** Each Center has a short, direct URL that can be used in print or online to direct visitors directly to your Center Section. These are formatted as attcnetwork.org/centername, pttcnetwork.org/centername, or mhttcnetwork.org/centername.

> **Google Analytics:** Each Center has been established individualized reports to view analytics related to your individual sections. This includes # of visitors, # of pageview, length of sessions, and more. If you would like access to your Center reports, please contact your individual NCO. Note: You must have an active Google Account to set-up access to your Center’s Analytics report.

> **Pasting Content from Various Sources:** When copying/pasting content into the WYSIWYG Editor, remember to paste into Notepad or other plain text editor to remove all existing formatting prior to pasting into the WYSIWYG. Many of you may have noticed this error from time to time:

> **Removing extra html:** To remove this “extra html” code, you must go back to the content node, select “Source” in the WYSIWYG editor, locate the extra piece of code () and delete.



```
Event Description
B I U S x' [tools] | Format | Styles | Source [selected] [undo] [redo] [bold] [italic] [underline] [link] [unlink] [list] [ul] [ol] [table] [table border="1">

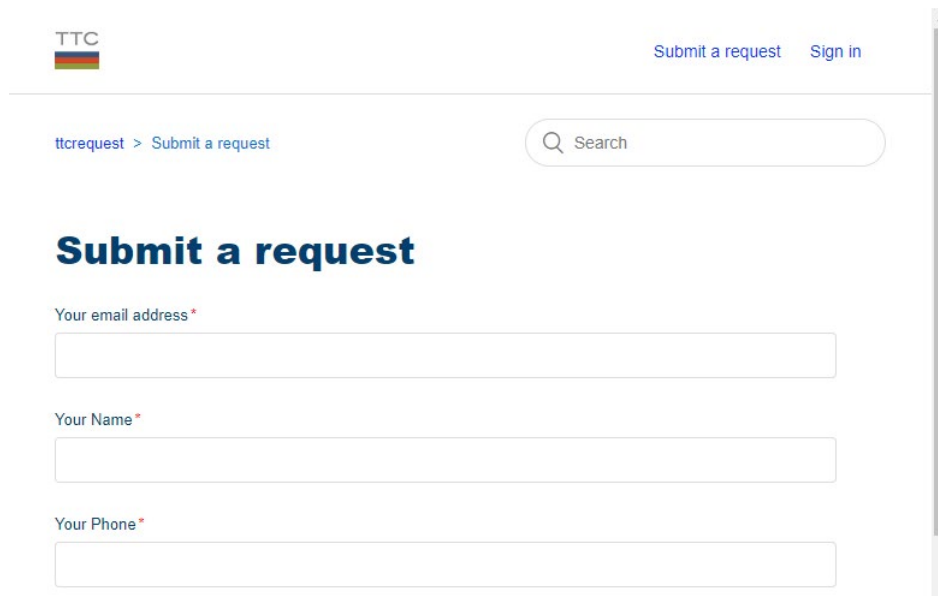
<h4 class="text-align-center" dir="ltr">&nbsp;</h4>
<h4 class="text-align-center" dir="ltr"><span class="text-blue">This Buprenorphine Waiver Training is offered through the joint providership of Provider's
Clinical Support System (PCSS), American Academy of Addiction Psychiatry (AAAP), Maryland Department of Health, Behavioral Health System Baltimore, and
Central East ATTC.</span></h4>
<h6 dir="ltr"><span class="text-orange"><strong>Maryland residents may take the course and apply for their waiver when they receive their DEA license. They
will need to maintain their certificate of completion following the training.</strong></span></h6>
```

> **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 the 'Submit a request' page on the TTC website. 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'. The form contains three required fields: 'Your email address *', 'Your Name *', and 'Your Phone *', each with a corresponding text input box.

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](#)