

How to Create a Website Through OrgSync

Hosted by Student Involvement

November 9, 2016

Go to your OrgSync Portal

The screenshot displays the OrgSync Portal for TTU Student Orgs. At the top, there is a dark navigation bar with the Texas Tech logo, a search bar, and user options like 'Admin', 'My Memberships', and a profile for 'Keri'. Below this is a red banner with the 'TTU Student Orgs' logo and the title 'Student Org Sandbox'. A secondary navigation bar includes links for 'Home', 'People', 'Events', 'Files', 'Forms', 'News', and 'More', along with '4 Members' and 'Settings'. The main content area is divided into a 'Feed' and 'Profile' section. The 'Feed' section has a text input field and a photo of a group of students with the text 'Student Org WEEKLY Brought to you by Student Orgs'. Below the photo is a post titled '[Creative Title]' with a description of the Veteran's Association at Tech. To the right, there are two sidebars: 'Forms' showing a 'Request for Change' form and 'Top Files' showing a 'Leadership Transition.docx' file.

Texas Tech

Search for anything...

Admin My Memberships Keri

TTU Student Orgs

Student Org Sandbox

Home People Events Files Forms News More 4 Members Settings

Feed Profile

Write something...

Student Org WEEKLY Brought to you by Student Orgs

[Creative Title]

The organization featured this week is the Veteran's Association at Tech. The "Veteran's Association" purpose is to provide a sense of camaraderie and community outreach for United States military veterans, those who are currently serving or under contractual obligation in the United States military, and those patriots who support the United States military in any way, shape.

Forms

Request for Change Last Active: June 21

See All

Top Files

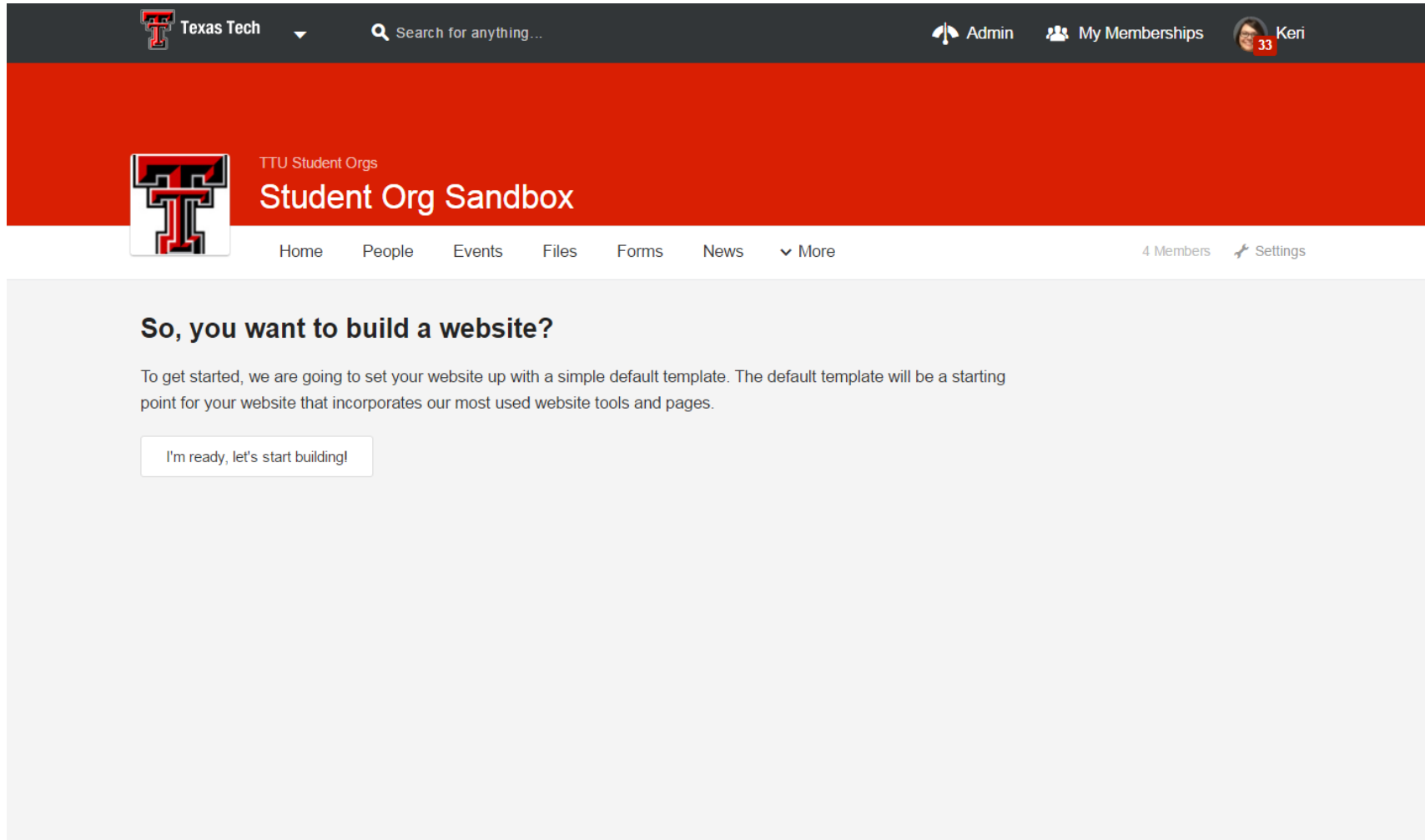
Leadership Transition.docx

See All

Hover over the More Tab to find the Website Tab

The screenshot shows the interface of a Texas Tech Student Org Sandbox. At the top, there is a dark navigation bar with the Texas Tech logo, a search bar, and user information for 'Keri'. Below this is a red header with the 'Student Org Sandbox' title and a navigation menu including Home, People, Events, Files, Forms, News, and More. A yellow arrow points to the 'More' tab. The 'More' dropdown menu is open, listing options: Photos, Discussions, Messaging, Polls, Involvement, To-dos, Treasury, Videos, and Website. A second yellow arrow points to the 'Website' option. The main content area features a 'Feed' tab, a text input field, a group photo with a 'Student Org WEEKLY' overlay, and a post titled '[Creative Title]' about the Veteran's Association at Tech. A 'Top Files' sidebar on the right shows a document titled 'Leadership Transition.docx'.

Select the Website Tab

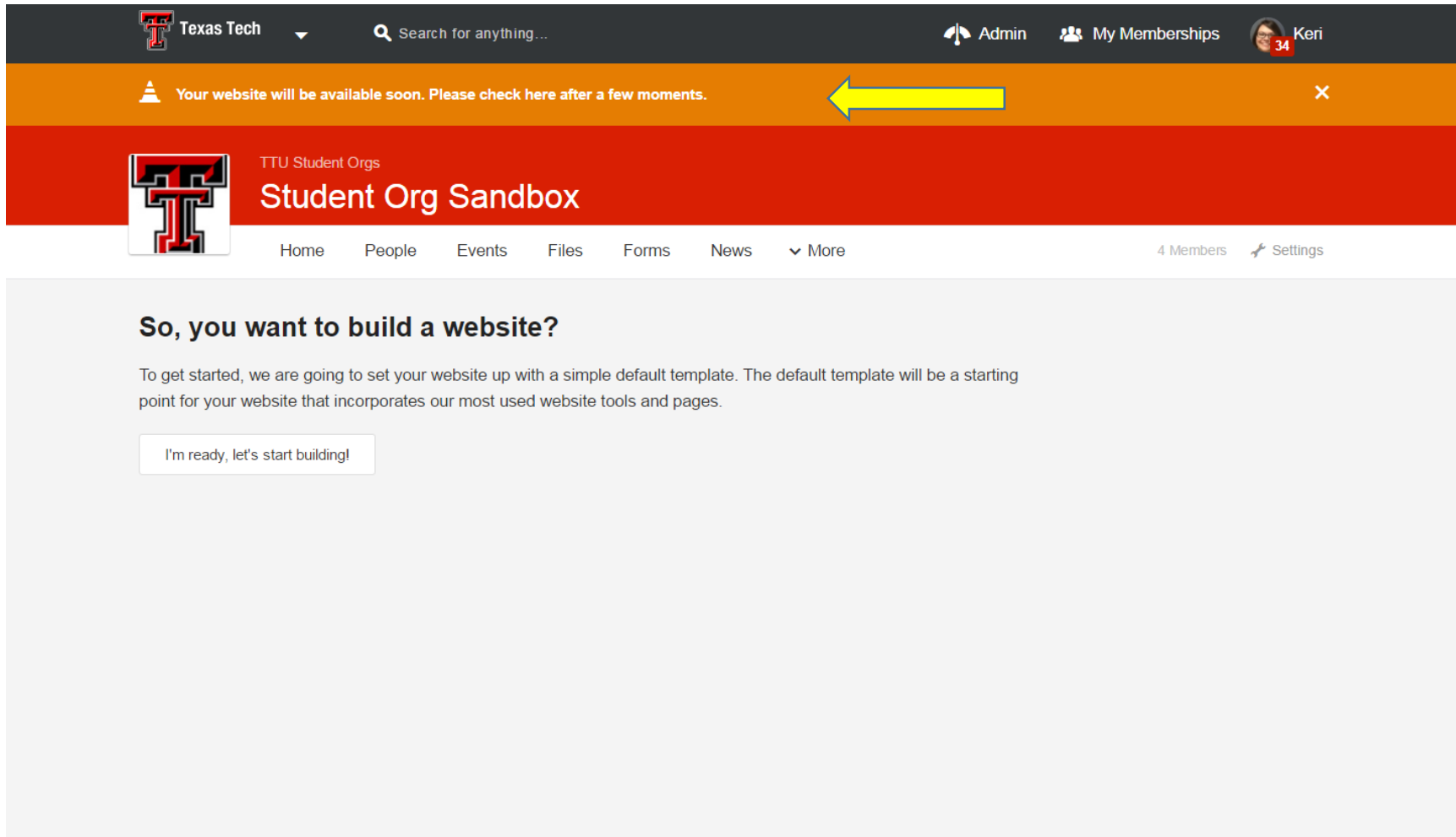


The screenshot shows the top navigation bar of the Texas Tech website. On the left, there is the Texas Tech logo and the text "Texas Tech" with a dropdown arrow. In the center, there is a search bar with the placeholder text "Search for anything...". On the right, there are links for "Admin", "My Memberships", and a user profile for "Keri" with a notification badge showing "33".

Below the navigation bar is a red banner with the Texas Tech logo on the left, the text "TTU Student Orgs" in a smaller font, and "Student Org Sandbox" in a larger font. Below the banner is a white navigation bar with links for "Home", "People", "Events", "Files", "Forms", "News", and "More" (with a dropdown arrow). On the right side of this bar, there are links for "4 Members" and "Settings".

The main content area has a light gray background. It features a heading "So, you want to build a website?" followed by a paragraph: "To get started, we are going to set your website up with a simple default template. The default template will be a starting point for your website that incorporates our most used website tools and pages." Below this text is a button with the text "I'm ready, let's start building!".

Select the “I’m ready, let’s start building”



The screenshot shows the top navigation bar of the TTU Student Org Sandbox website. The header includes the Texas Tech logo, a search bar, and user options like Admin, My Memberships, and a profile for Keri. Below the header is an orange banner with a warning message: "Your website will be available soon. Please check here after a few moments." A yellow arrow points to this message. The main header area is red and contains the TTU logo, the text "TTU Student Orgs", and "Student Org Sandbox". A navigation menu below the header lists Home, People, Events, Files, Forms, News, and More. On the right side of the menu, it shows "4 Members" and "Settings". The main content area has a heading "So, you want to build a website?" followed by a paragraph explaining the default template. At the bottom of this section is a button labeled "I'm ready, let's start building!".

Texas Tech

Search for anything...

Admin My Memberships Keri

Your website will be available soon. Please check here after a few moments.

TTU Student Orgs
Student Org Sandbox

Home People Events Files Forms News More

4 Members Settings

So, you want to build a website?

To get started, we are going to set your website up with a simple default template. The default template will be a starting point for your website that incorporates our most used website tools and pages.

I'm ready, let's start building!

Refresh the page to access the Website Builder

The screenshot shows the Texas Tech Student Org Sandbox website builder interface. At the top, there is a dark navigation bar with the Texas Tech logo, a search bar, and user options for Admin, My Memberships, and a profile for Keri. Below this is a red banner with the TTU Student Orgs logo and the text "Student Org Sandbox". A secondary navigation bar contains links for Home, People, Events, Files, Forms, News, and More, along with "4 Members" and "Settings".

The main content area is titled "Website Builder: Pages" and includes a sidebar with navigation options: Pages, Images, Files / CSS, Template Elements, and Settings. A "View Your Website" button is located at the bottom of the sidebar. The main content area contains a description of the page builder and a table of existing pages.

Website Builder: Pages

These are all of the pages currently set up for your website. You can add new pages, edit the content on these pages, or delete anything you don't need. Please visit the [help documentation](#) for more information on how the website builder works.

[Add a Page](#)

Page	Quick URL	
About	[[page:About]]	
Calendar	[[page:Calendar]]	
ContactUs	[[page:ContactUs]]	
Events	[[page:Events]]	
Forms	[[page:Forms]]	
home	[[page:home]]	
News	[[page:News]]	

Click View Your Website

The screenshot shows the Texas Tech Student Org Sandbox website builder interface. At the top, there is a dark navigation bar with the Texas Tech logo, a search bar, and user options like 'Admin', 'My Memberships', and a profile for 'Keri'. Below this is a red banner with the 'TTU Student Orgs' logo and the title 'Student Org Sandbox'. A secondary navigation bar contains links for 'Home', 'People', 'Events', 'Files', 'Forms', 'News', and 'More', along with '4 Members' and 'Settings'.

The main content area is titled 'Website Builder: Pages'. It includes a left sidebar with a menu: 'Pages', 'Images', 'Files / CSS', 'Template Elements', 'Settings', and a green 'View Your Website' button. A yellow arrow points to this button. The main content area contains a paragraph explaining that these are all the pages currently set up for the website, with an 'Add a Page' button. Below this is a table listing the pages:

Page	Quick URL	
About	[[page:About]]	
Calendar	[[page:Calendar]]	
ContactUs	[[page:ContactUs]]	
Events	[[page:Events]]	
Forms	[[page:Forms]]	
home	[[page:home]]	
News	[[page:News]]	

Basic Website Template

Organization Name

[Home](#) [About Us](#) [Calendar](#) [Forms](#) [Pictures](#) [Contact Us](#)

Welcome to Our Website!

Welcome to your new website design! To edit the homepage content (and all sub-pages), find the edit button in your OrgSync website builder under Pages. You can directly edit the text of each page with our easy-to-use page editor. You may create new pages by clicking 'Add a Page' under Pages. You may also delete pages using the tools in the Pages tab. You may create as many pages as you want in the OrgSync website builder! Be sure to update the main navigation (if necessary) when any new pages are created or old pages are deleted so that the navigation does not link to a broken page.

All main navigation items can be found & edited in the website builder under Template Elements -> Header. Please backup any HTML in the template elements (copy/paste the code into a text document on your computer) before making and changes.

Upcoming Events:

There are no upcoming events at this time.

« [October](#) [November 2016](#) [December](#) »

November 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Latest News:

There are no recent news events.

To Edit your Website Pages

The screenshot shows the Texas Tech website builder interface. At the top, there is a navigation bar with the Texas Tech logo, a search bar, and user information for 'Keri' with 34 notifications. Below the navigation bar, there is a main menu with options like Home, People, Events, Files, Forms, News, and More. On the left side, there is a sidebar with options like Pages, Images, Files / CSS, Template Elements, and Settings. The main content area is titled 'Website Builder: Pages' and contains a table of pages. A context menu is open over the 'home' page, showing options for View, Edit, and Duplicate. Two yellow arrows point to the 'Edit' option and the context menu trigger.

Website Builder: Pages

These are all of the pages currently set up for your website. You can add new pages, edit the content on these pages, or delete anything you don't need. Please visit the [help documentation](#) for more information on how the website builder works.

[Add a Page](#)

Page	Quick URL	
About	[[page:About]]	
Calendar	[[page:Calendar]]	
ContactUs	[[page:ContactUs]]	
Events	[[page:Events]]	
Forms	[[page:Forms]]	
home	[[page:home]]	
News	[[page:News]]	
Pictures	[[page:Pictures]]	

[View Your Website](#)

[View](#)

[Edit](#)

[Duplicate](#)

* Your website must have a page titled 'home' in order to function properly.

For a more extensive tutorial

<https://help.orgsync.com/hc/en-us/articles/203702076-Website-Builder-Walkthrough>

Additional Questions Contact

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