

Working with Widgets

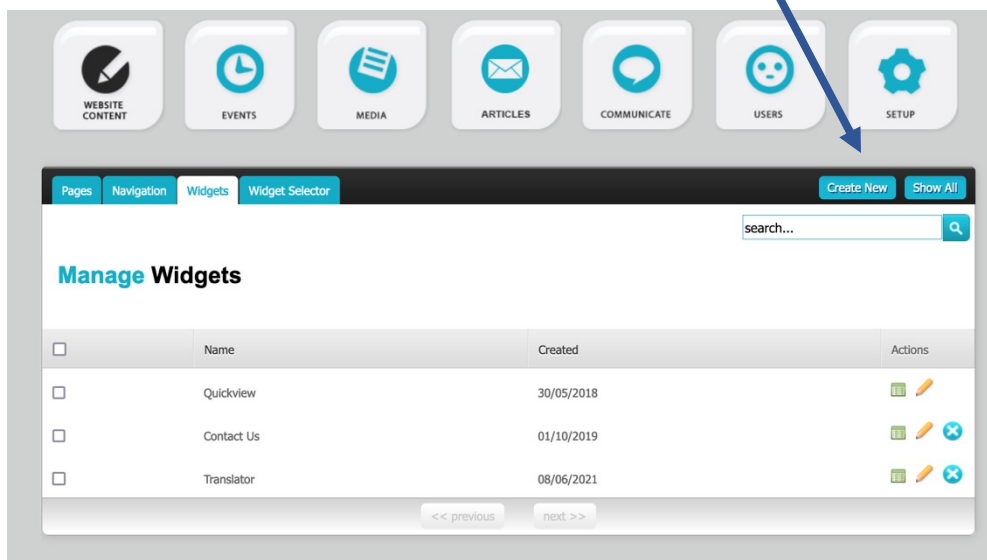
Widgets are short snippets of important information that can be created and housed on your homepage and/or any page of your website. Popular widgets include:

- Calendar
- Quick View
- Translator
- SunSmart
- Contact Details
- Acknowledgment to the Traditional Owners of the land

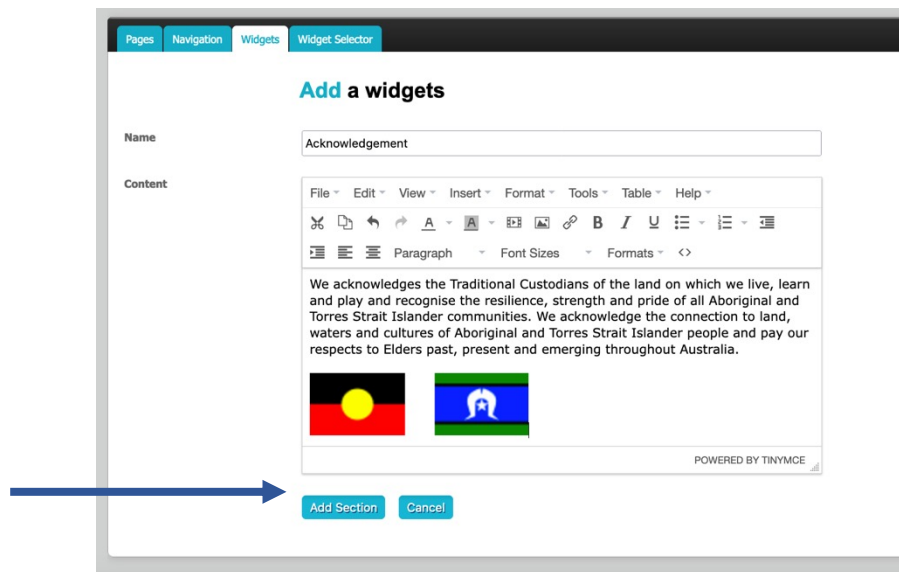
They are handy because they can be created in one place but housed in multiple areas of your website along with being included in your eNews.

To create a widget

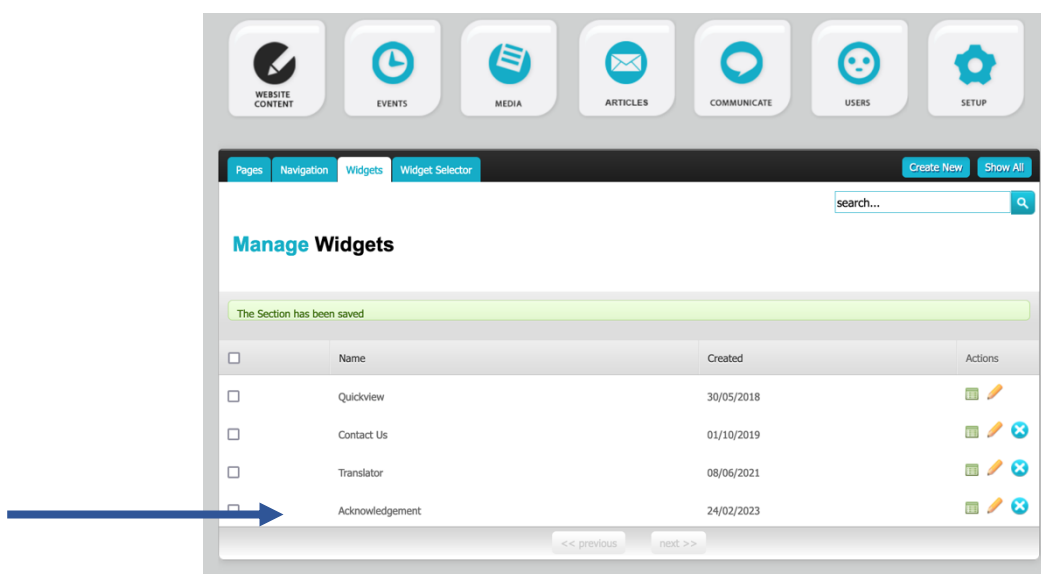
- WEBSITE CONTENT – Widgets - Click on Create New



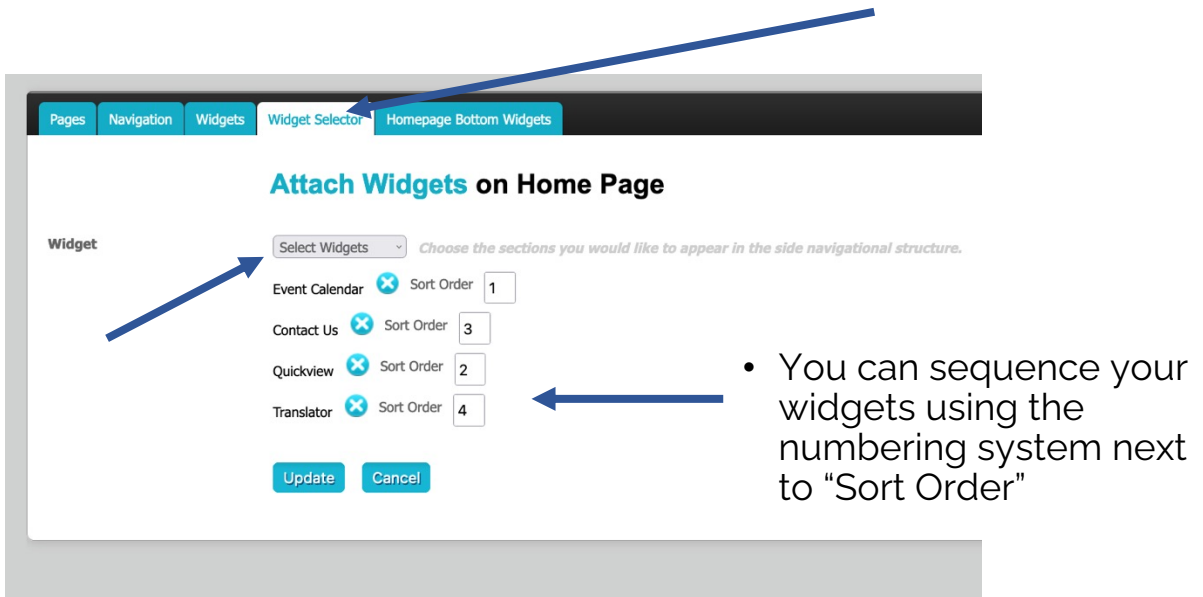
- Give your widget a name – and add the content to your widget as you would for any other page of your website. Then click “Add Section”



- You will land back on the widgets menu with a list of the widgets available on your site.



- To house this widget on your homepage, click on **Widget Selector**.



Attach Widgets on Home Page

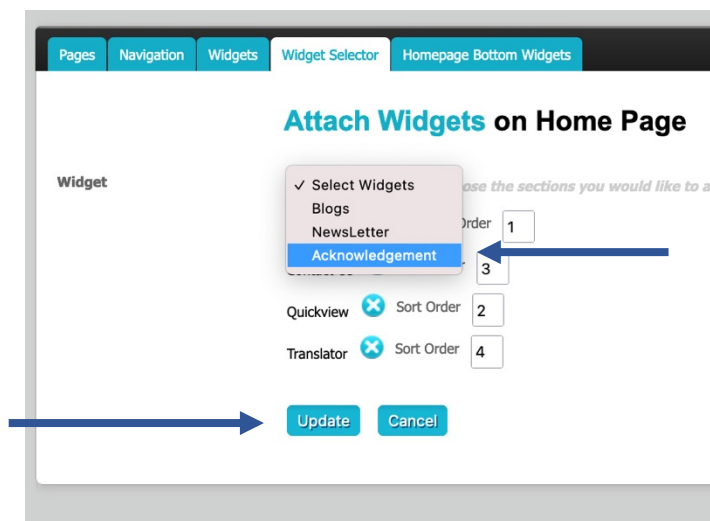
Widget: Select Widgets Choose the sections you would like to appear in the side navigational structure.

Event Calendar	Sort Order	1
Contact Us	Sort Order	3
Quickview	Sort Order	2
Translator	Sort Order	4

Update Cancel

- You can sequence your widgets using the numbering system next to "Sort Order"

- The above image shows a list of widgets that are currently on your homepage. They sit 4 in a row, a 5th widget will now create a new line of widgets.
- To add your newly created widget, click on the dropdown menu **"Select Widget"**



Attach Widgets on Home Page

Widget: Select Widgets Choose the sections you would like to appear in the side navigational structure.

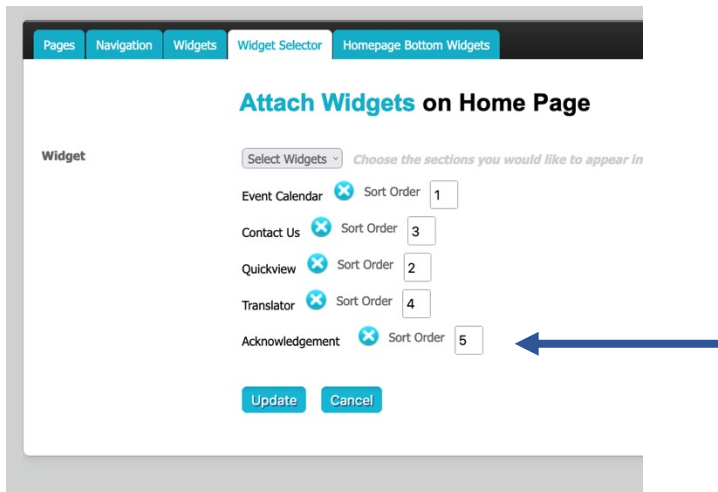
- ✓ Select Widgets
- Blogs
- NewsLetter
- Acknowledgement**

	Sort Order	1
	Sort Order	3
Quickview	Sort Order	2
Translator	Sort Order	4

Update Cancel

- Choose your Acknowledgement Widget and click **Update**.

- Give your widget a number, depending on where you would like it to sit on your homepage, then click **Update**.

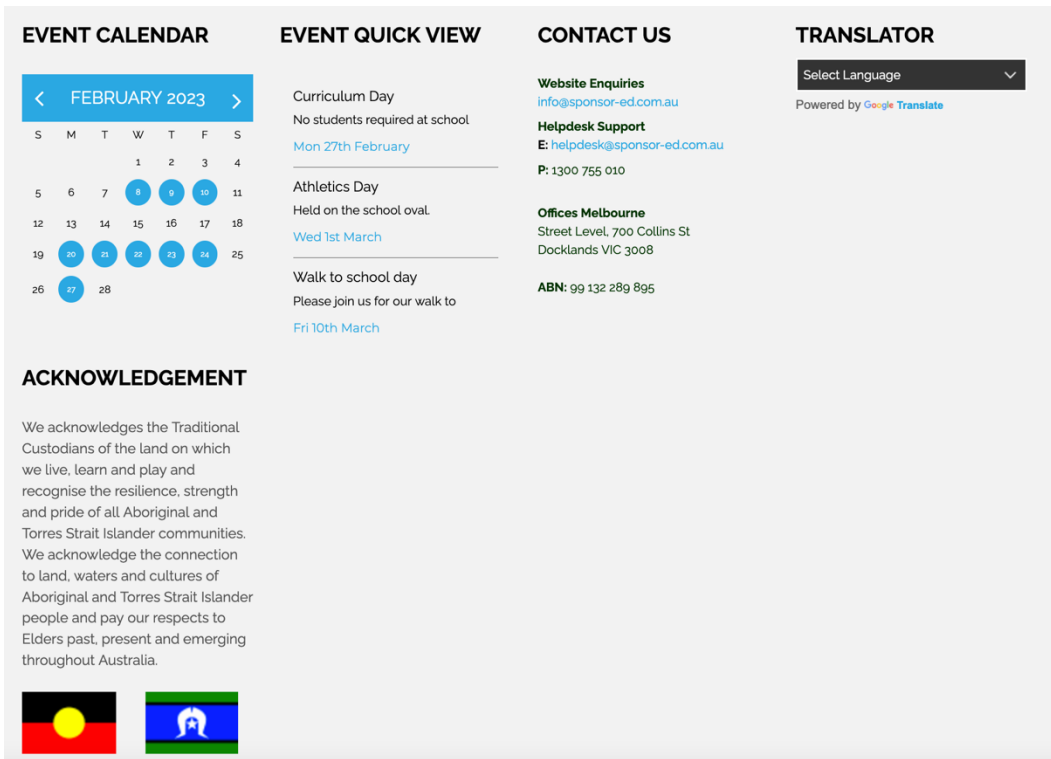


Attach Widgets on Home Page

Widget Choose the sections you would like to appear in

Event Calendar	Sort Order	1
Contact Us	Sort Order	3
Quickview	Sort Order	2
Translator	Sort Order	4
Acknowledgement	Sort Order	5

- Visit your website to see your new widget.



EVENT CALENDAR

< FEBRUARY 2023 >

S	M	T	W	T	F	S
			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				

EVENT QUICK VIEW

Curriculum Day
No students required at school
[Mon 27th February](#)

Athletics Day
Held on the school oval.
[Wed 1st March](#)

Walk to school day
Please join us for our walk to
[Fri 10th March](#)

CONTACT US


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P: 1300 755 010

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Street Level, 700 Collins St
Docklands VIC 3008

ABN: 99 132 289 895



TRANSLATOR

Select Language 

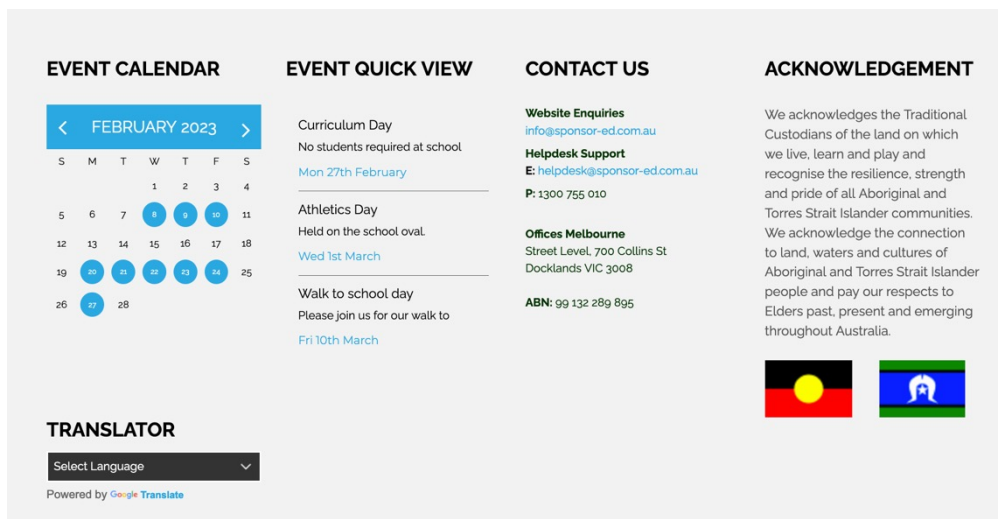
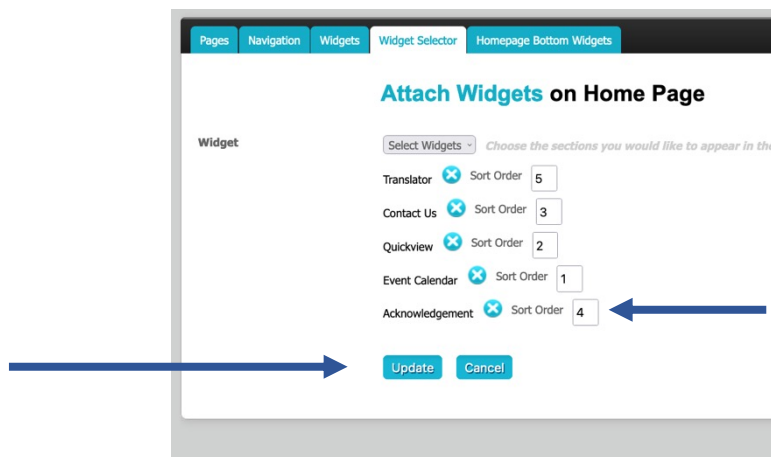
Powered by  Google Translate

ACKNOWLEDGEMENT

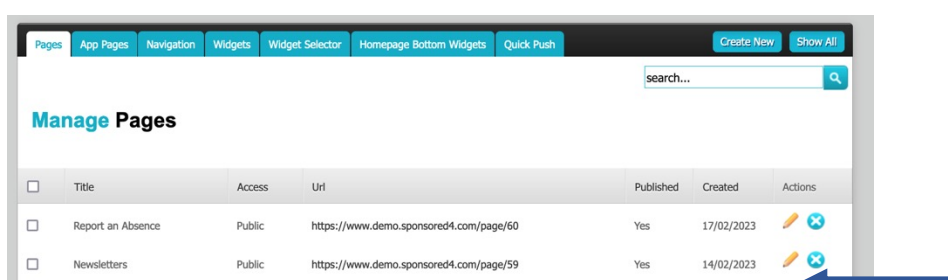
We acknowledge the Traditional Custodians of the land on which we live, learn and play and recognise the resilience, strength and pride of all Aboriginal and Torres Strait Islander communities. We acknowledge the connection to land, waters and cultures of Aboriginal and Torres Strait Islander people and pay our respects to Elders past, present and emerging throughout Australia.

- If you would like to change the order of your widgets, go to Website Content – **Widget Selector**. Re-number your sort order and click **Update**



- If you would like to display your widget on a page on your website, go to Website Content – **Pages** and click on the pencil beside the page you would like to display your widget.



- Under the Content box on your page you will see the option to add a **Widget**

Content

File Edit View Insert Format Tools Table Help

Paragraph Font Sizes Formats

Term 1

[February 28th, 2023](#)
[February 21st, 2023](#)
[February 14th, 2023](#)
[February 7th, 2023](#)
[February 1st, 2023](#)

Show in navigation? ☒

Publish Page? ☒ Tick this box to publish this page, that is to be viewed publicly o

Insert Photo Gallery Insert a photo gallery with the page if applicable.G

Widget Choose the sections you would like to appear i

Access Type Choose public or private and select the group i

Administrative Access Choose the Role that can edit this page besides your own.

- Click on the drop down menu and choose your widget.

Widget

☒ Select Widgets
 Blogs
 NewsLetter
 Event Calendar
 Quickview
 Contact Us
 Translator
Acknowledgement
☐ ENEWS TEST

- Add your sort order and update your page.

Widget

Select Widgets ▾

Choose the sections you w

Acknowledgement

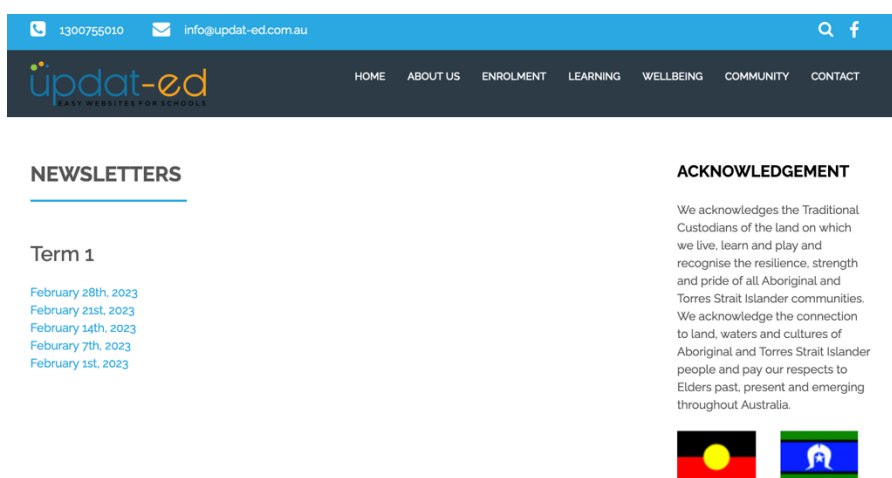


Sort Order

1



- Visit your site to see the new widget on your page.



- You can add more than one widget to your page by following the above steps and choosing a second, third etc. widget. Just update the sort order so that they appear in the order you would like.

Show in navigation?



Publish Page?



Tick this box to publish this page, that is to be viewed public

Insert Photo Gallery

Select Gallery ▾

Insert a photo gallery with the page if applicab

Widget

Select Widgets ▾

Choose the sections you would like to appear

Quickview



Sort Order

2

Acknowledgement



Sort Order

1

NEWSLETTERS

Term 1

[February 28th, 2023](#)
[February 21st, 2023](#)
[February 14th, 2023](#)
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