

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

WEBSITE	EVENTS MEDIA	Articles COMMUNICATE	
Pages Navigation	Widgets Widget Selector		Create New Show All
			search
Manage Wi	dgets		
	Name	Created	Actions
	Quickview	30/05/2018	II /
0	Contact Us	01/10/2019	m 🥖 😂
0	Translator	08/06/2021	III 🥖 😂
		<< previous next >>	



 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"

	Add a widgets
Name	Acknowledgement
Content	File Edit View Insert Format Tools Table Help \mathcal{H} \mathcal{H} \mathcal{H} E \mathcal{H} </td
	respects to Elders past, present and emerging throughout Australia.

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

WEBSITE	EVENTS EVENTS	Articles	соммилісате	USERS	SETUP
Pages Na	avgation Widgets Widget Selector			search	ate New Show
mana	ge widgets				
The Section	n has been saved				
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The Section	Name Quickview Contact Us Translator Acknowledgement		Created 30/05/2018 01/10/2019 08/06/2021 24/02/2023		Actions Act



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

Pages Navigation Widgets	Widget Selector Homepage Bottom Widgets	
	Attach Widgets on Home Page	
Widget	Select Widgets Choose the sections you would like to appear in the	he side navigational structure.
	Event Calendar 😣 Sort Order 1	
	Contact Us 😵 Sort Order 3	
	Quickview 😢 Sort Order 2	You can sequence your
	Translator 😢 Sort Order 4	widgets using the
	Update Cancel	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"

Pages	Navigation	Widgets	Widget Selector	Homepage Bottom Widgets
			Attach V	Vidgets on Home Page
Widget			✓ Select Widg Blogs NewsLetter Acknowledg	gets ose the sections you would like to a order 1
			Quickview 😒 Translator 😣	Sort Order 2 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**.

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	ent Calendar 😣 Sort Order 1
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	pdate Cancel
	ant Calendar Sort Order 1 ntact Us Sort Order 3 ckview Sort Order 2 nslator Sort Order 4 cnowledgement Sort Order 5 update Cancel

• Visit your website to see your new widget.

EVENT CALENDAR	EVENT QUICK VIEW	CONTACT US	TRANSLATOR
K FEBRUARY 2023 K S M T W T F S 1 2 3 4 1 2 3 4 1 2 3 4 15 16 17 18 12 13 14 15 16 17 18 10 0 10 10 10 15 16 17 18 10 0 10 10 10 10 10 15 16 17 18 10 0 10 10 10 10 10 15 16 17 18 10 0 10 10 10 10 10 15 16 17 18 10 0 10 10 10 10 15 16 17 18 10 0 10 10 10 10 10 15 16 16 16 16 16 16 16 16 16 16 <td>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</td> <td>Website Enquiries Info@sponsor-ed.com.au Helpdesk Support E: helpdesk@sponsor-ed.com.au P: 1300 755 010 Microsoft Collins St. Dockands VIC 3008 ABM: 99 132 289 895</td> <td>Select Language</td>	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	Website Enquiries Info@sponsor-ed.com.au Helpdesk Support E: helpdesk@sponsor-ed.com.au P: 1300 755 010 Microsoft Collins St. Dockands VIC 3008 ABM: 99 132 289 895	Select Language



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 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

Wid	get Select Widge Translator Contact US Quickview C Event Calenda Acknowledgen	S Choose the sections you would like to a Sort Order S Sort Order S Sort Order S Sort Order C S Sort Order 1 ment S Sort Order 4	ppear in the s

 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.

Pages	App Pages Navigation	Widgets W	/idget Selector	Homepage Bottom Widgets	Quick Push			Create New	y s	now All
							search			٩
Ma	nage Pages									
	Title	Access	Url			Р	ublished	Created	Actio	ns
	Report an Absence	Public	https://v	www.demo.sponsored4.com/pag	ge/60	Y	25	17/02/2023	1	8
	Newsletters	Public	https://v	www.demo.sponsored4.com/pag	ge/59	Y	es	14/02/2023	1	8



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

File - Edit - View -	Insert • Format • Tools • Table • Help •
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🛅 🗄 🗏 Paragrap	oh 🔹 Font Sizes 👻 Formats 🐃 <> 💼
Term 1	
February 28th, 2023 February 21st, 2023 February 14th, 2023 February 7th, 2023 February 1st, 2023	
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Show in navigation? Publish Page? Insert Photo Gallery	 Tick this box to publish this page, that is to be viewed p Select Gallery Insert a photo gallery with the page if app
Show in navigation? Publish Page? Insert Photo Gallery Widget	 Tick this box to publish this page, that is to be viewed p Select Gallery Insert a photo gallery with the page if app Select Widgets
Show in navigation? Publish Page? Insert Photo Gallery Widget	

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





• 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.







NEWSLETTERS

Term 1

February 28th, 2023 February 21st, 2023 February 14th, 2023 February 7th, 2023 February 1st, 2023 ACKNOWLEDGEMENT

We acknowledges 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.



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