



Menu Template Instructions (Navigation Bar)

The Menu Template (Nav Bar) is an excel spreadsheet that details instructions for the navigation bar for your AlumniMagnet website.

To change the Menu Template layout the head administrator should submit an excel spreadsheet with the desired changes. If your site is live, there will be a copy of the existing layout in your file vault. The spreadsheet has three columns that represent the main navigation, the sub-menu items and the destinations.

Column A: Main Nav: This is the text that will be displayed in your main menu.

Column B: Sub Menus: This column represents all of your submenu items. The submenu is displayed as a drop down from the main navigation. The sub menu consists of links to additional pages on your site. For example, when you roll your cursor over the membership menu, you'll see Join, Member Directory, etc.

Column C: Destination: The third column instructs the website on where the menu items will point to when a user clicks on the link. The destination of the sub menu items in your nav bar need to include articles numbers that you have created in "Manage Articles". AlumniMagnet also has a set of articles that they have added to the site called "pre-created articles"*.

- For articles that you have created, add in the article number in column c.
- For pre-created articles*, add the page name of the pre-created article (found in column A on the pre-created page worksheet in the excel document).

	A	B	C
1	Site Name: Your domain.org		
2	Main Nav	Sub Menus	Destination
3	Home		index.html
4	About Us		
5		Board	board.html
6		Contact Us	contact.html
7		FAQ	faq.html
8		Special Announcements	101
9	Membership		
10		Join	memsub.html
11		Member Directory	people.html
12	Events		
13		Upcoming Events	events.html
14		Past Events	events_past.html

* Pre-created Articles

- The pre-created articles are examples of pages that are most common for Clubs and SIGs. Pre-created articles include Officers, Join, President Message, FAQ, Privacy Policy, etc. To see the full list of pre-created articles, go to the last page of the Menu Template excel worksheet or in “Manage Articles” (all articles below #100).
- The Pre-created pages have a shortcut in addition to an article number. For example, article #2 is also the about.html page. You can use the shortcut URL for these pages or the article #. <http://www.clubsandsigs.harvard.edu/article.html?aid=2> is also <http://www.clubsandsigs.harvard.edu/about.html>.
- Some of the pre-created pages also have additional functionality attached. The Join page for example (memsub.html) is populated by the membership levels in “Manage Memberships”. The top of the memsub.html page is article #4.
- Pre-created pages cannot be customized. These are pages are stock AlumniMagnet functionality.