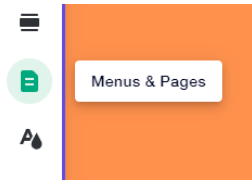


Adding A New Page from Template

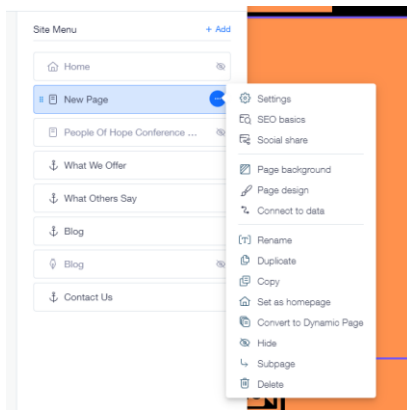
In the website editor, go to 'Menus & Pages'



Click on the three dots next to 'Template Page' and select 'Duplicate'

Give the Page a name and click 'Done'

Then click on the 3 dots next to the page name to open the page settings menu



Click 'Show'

Click back on the three dots, then Click on SEO basics

Change the following three boxes:

What's the URL slug (last part of the URL) for this page?
/ blank

What's the page's title tag (title in search results)?
New Page | MC Online Events2

What's the page's meta description (description in search results)?
What makes this page unique? Describe your business and the content of this page...

What's the URL Slug for this page?

This is the last bit of the web address for the page (for example <https://www.salemethodistchurches.org.uk/whos-who>), so pick a suitable and short slug. You can't use spaces or characters other than – and _

What's the pages' title tag?

This is what will be seen in the tab at the top of the web browser and in google search results. It should be the title of the page followed by '| Sale Methodists'. For example **Who's Who | Sale Methodist**

What's the page's meta description

This gives more information about the page on search engines and can give higher search results. The descriptions should include what the page is about.

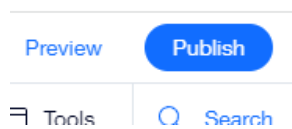
Then move the page into the relevant point in the menu structure.

Hover the mouse over the page name until you see the cross cursor, then click and drag it to the right place in the menu order (top of the list is left hand side of the website menu bar).

If you bring it in slightly, it will become of a sub menu

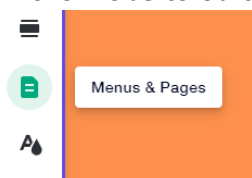
You can then design the webpage as you want.

When done, in the top right of the screen you can click 'Preview' to see what it will look like, and Publish to make it live

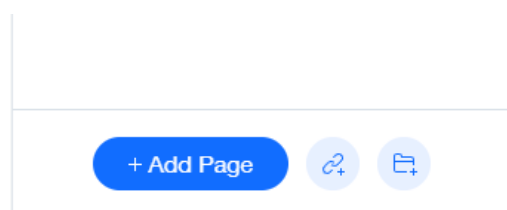


Adding A New Blank Page

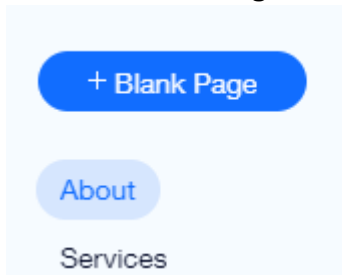
In the website editor, go to 'Menus & Pages'



Select '+ Add Page'



Select '+ Blank Page'



Give the Page a name and click 'Done'

Then follow the steps above from 'Click back on the three dots, then Click on SEO basics'

To Delete a Page

Go to the Menus & Pages Menu, click the three dots next to the relevant page and click 'Delete'