

# Customization

## Customizing a Group's Look

1. On your main page of the group, click on "Show Manager Controls" and click on "Customize Group".
2. Use the box on the right side of the page to upload a photo. Choose that photo from the drop-down box in the "Group Logo" section.
3. Choose the custom content option in the "Group Main Content" section to add your own description.
4. Specify access to individual tabs within the group in the "Group Access" section by selecting the desired option to the right of item in the list.
5. Click "Save Group Customization" to save your changes.
6. To customize all the group pages at once, click on "Manage Group Pages" in the "Group Custom Content" section. This will take you different interface away from the group customization area, please save all other changes before making this customization.

## Customizing Group Pages

### Managing Group Pages:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow, next to the "Group Manager" button.
3. Select from the drop-down the "Manage Group Pages" button.
4. From there you can manage all of the pages inside of the Group.

### Creating a Group Page:

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow next to the "Group Manager" button.
3. Select from the drop-down the "Manage Group Pages" button.
4. On the Manage Pages tab, click on the "New Page" button.
5. Fill in the title into the title field and URL into the URL field for the new page.
  - a. Note: Page URL's can only contain alphanumeric characters and underscores. Spaces will be removed.
6. Then, fill in the content of the new page in the content text box.
7. Select the publishing settings status from the drop-down.

- a. Published- the page is available on the Hub's frontend
  - b. Unpublished- the page is unavailable to the Hub's frontend but can be accessed still by the creator and on the backend of the Hub
8. Select the privacy settings from the drop-down.
  - a. Inherits overview tab's privacy setting- The previous setting of the overview tab also is enabled for this page
  - b. Private Page- Accessible to only members of the Hub
9. Underneath the "Settings", select a category from the "Category" drop-down.
  - a. If you want this page to be the home page, select "Set as home page" from the drop-down list.
10. Click "Save Page" to save the new page and the newly added content.

### **Editing a Group Page:**

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the Group management button.
3. Select from the drop-down the "Manage Group Pages" button.
4. Inside of Manage Group Pages, select the "Manage Pages" tab and then locate the page that needs editing.
5. Click on the arrow next to the page's "Manage Page" button.
6. From the drop-down select "Edit Page" to begin editing the page's content.
7. Edit the content inside of the group page and then click "Save Page" to save the newly edited content.

### **Deleting a Group Page:**

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow next to the "Group Manager" button.
3. Select from the drop-down the "Manage Group Pages" button.
4. Inside of Manage Group Pages, select the "Manage Pages" tab and then locate the page that needs deleting.
5. Click on the arrow next to the page's "Manage Page" button.
6. From the drop-down select "Delete Page" and the page will automatically be removed from the group and the Hub.

### **Creating a New Page Category:**

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.

2. Hover over the down-arrow next to the “Group Manager” button.
3. Select from the drop-down the “Manage Group Pages” button.
4. Navigate to the “Manage Page Categories” tab.
5. Click on the “New Page Category” button and then fill in the title and select the color for the new category.
6. Click “Save Category” to create a new category.

### **Editing a Page Category:**

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow, next to the “Group Manager” button.
3. Select from the drop-down the “Manage Group Pages” button.
4. Navigate to the “Manage Page Categories” tab.
5. Locate the category that needs editing and by the “Manage Page Category” button click the arrow.
6. From the drop-down select “Edit Page Category” and then edit the content inside of the page category.
7. Click “Save Category” once finished to save the newly edited content.

### **Deleting a Page Category:**

1. Log in to the frontend of the Hub and access a Group that allows users access to managing pages in the Group.
2. Hover over the down-arrow, next to the “Group Manager” button.
3. Select from the drop-down the “Manage Group Pages” button.
4. Navigate to the “Manage Page Categories” tab.
5. Locate the category that needs to be deleted and by the “Manage Page Category” button click the arrow.
6. From the drop-down select “Delete Page Category” and the page category will be automatically removed from the group and from the Hub.