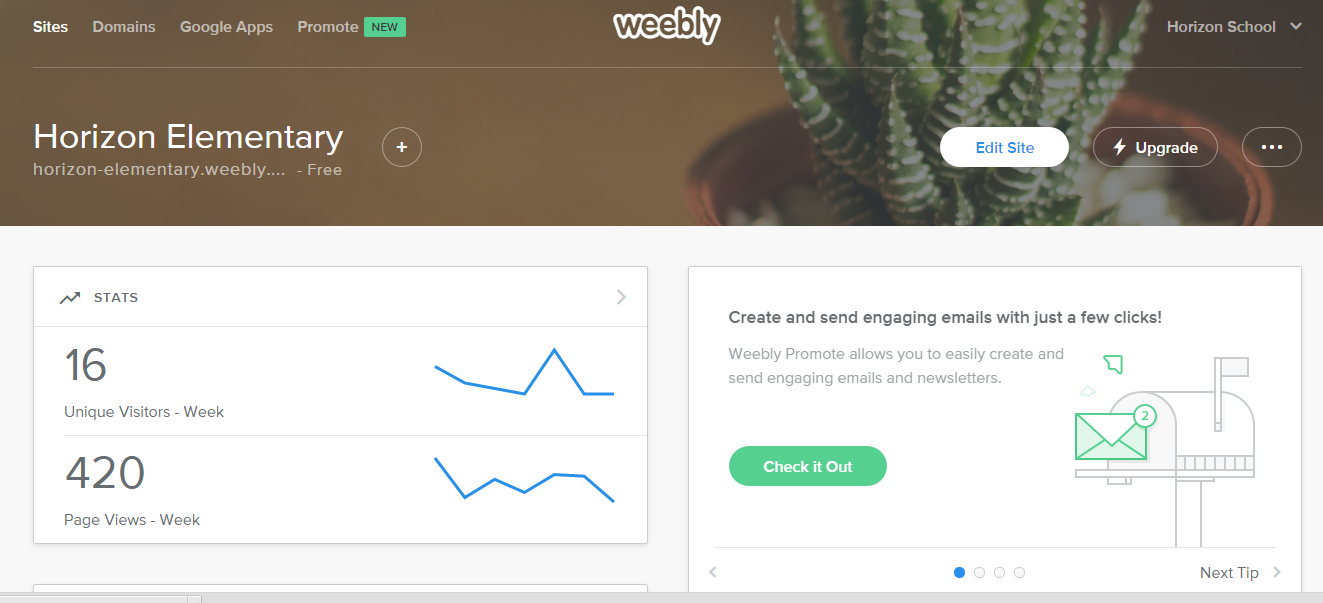
# Horizon School Web Site Job Aid

# General and Site Specific Information

## General Information

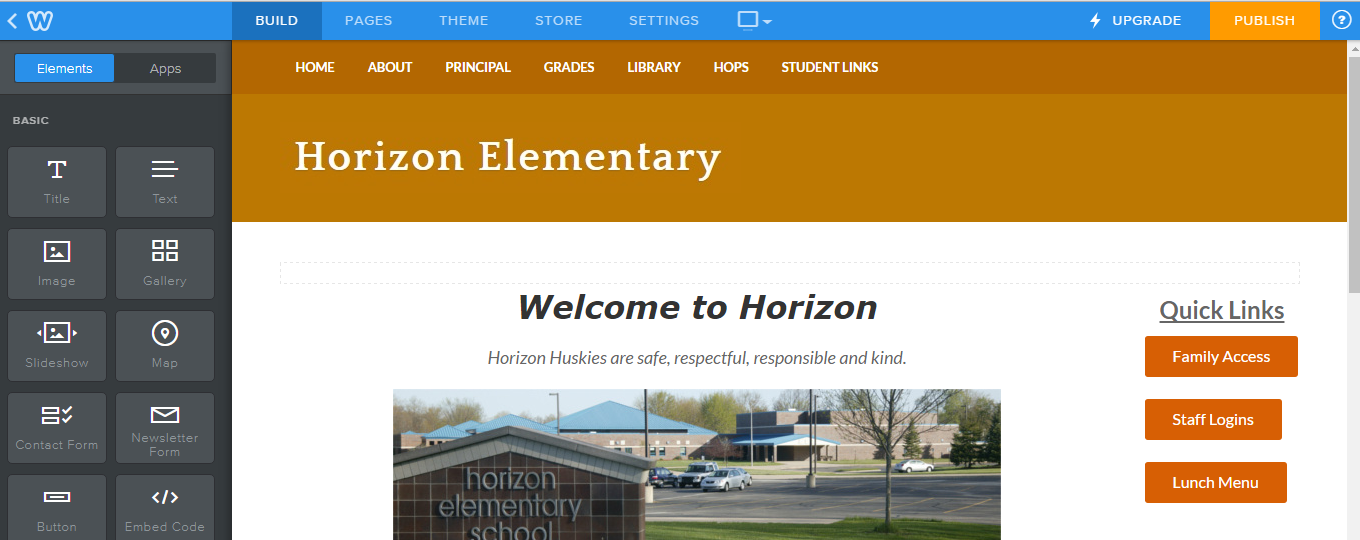
An ID and password is required to modify the site content. Upon login a dashboard of page visit information is displayed. In addition to the dashboard, the following options are available:

* Account Management – Click on the Horizon School link in the top right corner of the page and select Account
  + The Email account and password are managed here
  + Connections to Facebook and Google+ can be added
  + The account can be deleted
* Site Editing – opens the page to edit the site
* Upgrading - To add paid features, click on the Upgrade button
  + Copy or Delete Site - click on the button with the ellipses
* Other items
  + Blog Comments – Comments to the blog will show up here if enabled
  + Form Entries – If forms are used, the responses will show up here
  + Additional tips and links to help manage the site
* Support -
  + Landing page - click on the Horizon School link in the top right corner of the page and select Support
  + Other pages - click on the “?” in the top right corner



## Site Specific Information

* General Information
  + The theme is **Saucy** and all new pages will be added with this theme by default
  + Navigation
    - The tan and brown menus and buttons are the actual Horizon School site
    - The blue and black menus and tool bars are the Weebly site



* Setting Menu (relevant Options)
  + General

Public Site URL

Site title (Header) with the checkbox to show it at the top of all pages

Other formatting options for the site like time zone and language

* + Editors
    - Additional people can be set up to edit the site without giving them the main password
  + Blog – options for the blog

