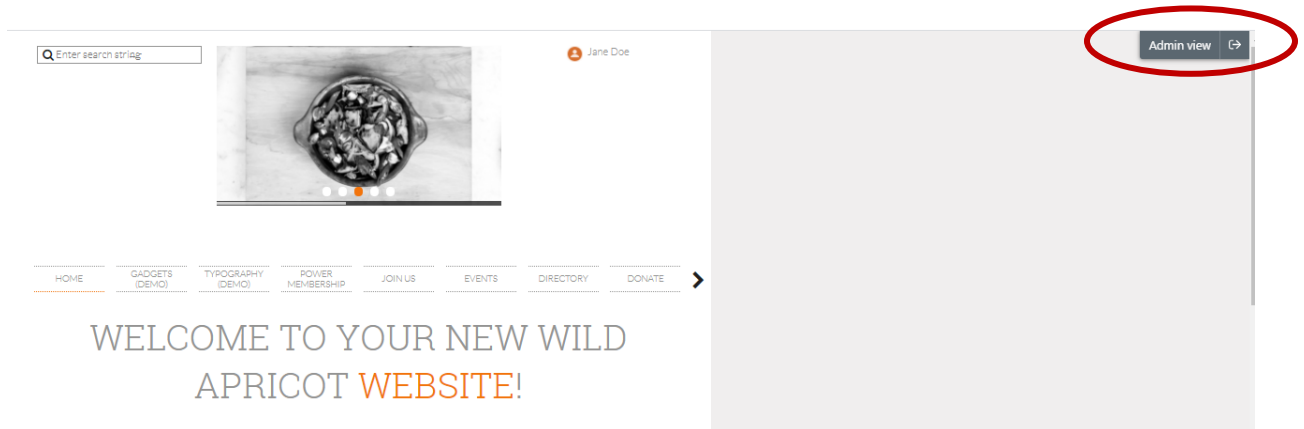
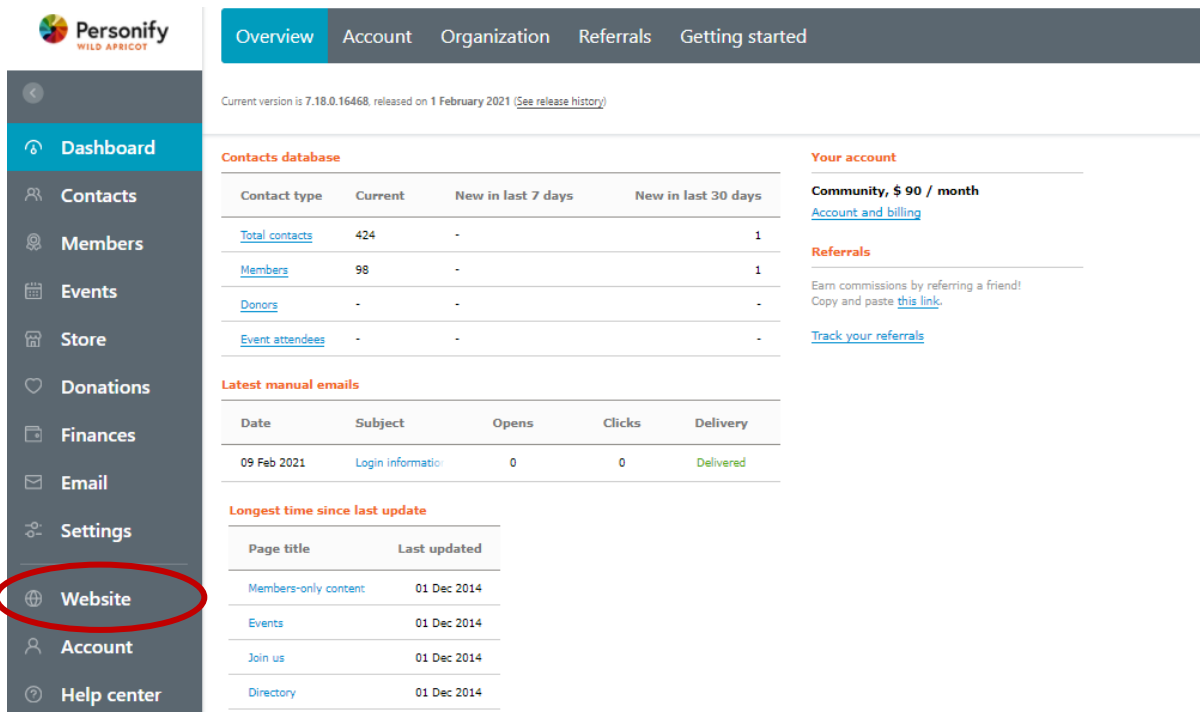


Using the Benefits of Volunteering Webpage HTML in Wild Apricot

1. Log in to your Wild Apricot account and select “Admin view” to access the back end of the website.



2. From the back end, click on “Website” on the main toolbar.



3. Select “Site pages” from the top toolbar.

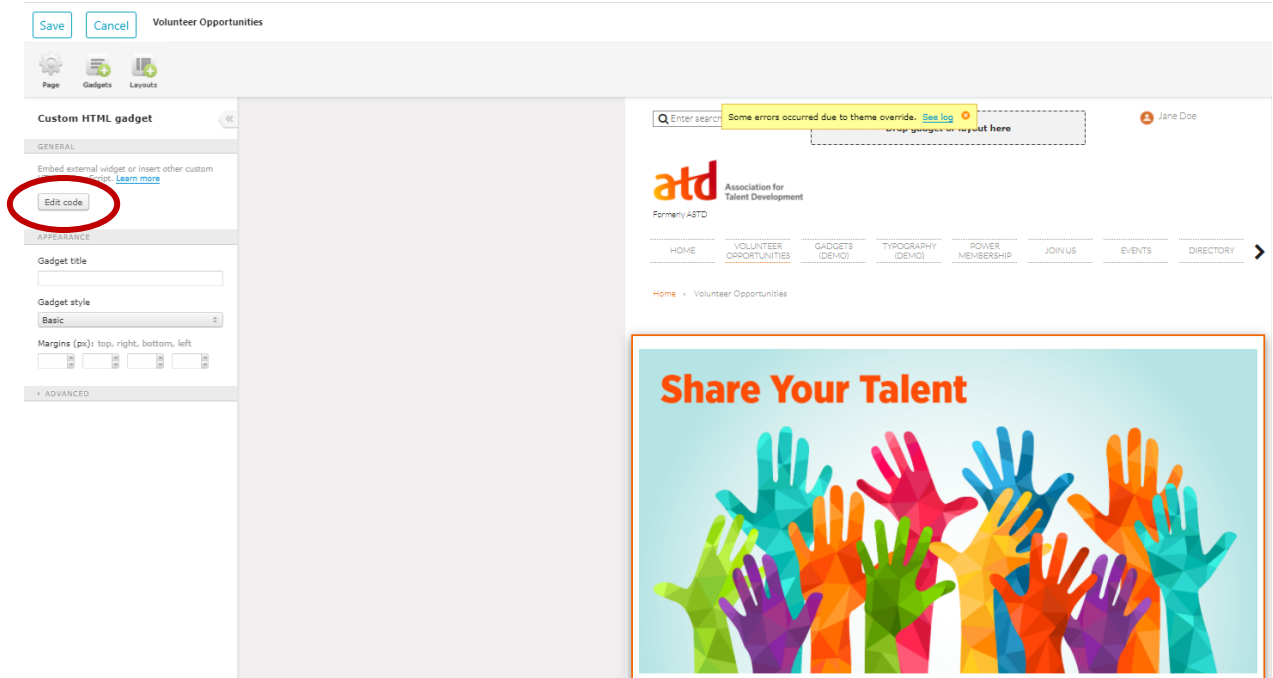
- a. If your chapter does not have an existing volunteer webpage, click “Add page.”
- b. If you do have an existing page, select it from the list of pages on the left-hand menu, and click “Edit.”

The screenshot shows the Joomla! administrator interface. At the top, there is a navigation bar with tabs for Site pages, Page templates, System pages, Files, Colors and styles, Theme, CSS, and Theme overrides. Below this, there are buttons for Add page, Edit, and Move to trash. The left-hand menu is open, showing a list of site pages: Home, Volunteer Opportunities, Gadgets (Demo), Typography (Demo), Power Membership, Join us, Events, Directory, Donate, News, Contact, and Members. The 'Volunteer Opportunities' page is selected and highlighted. The main content area shows the 'Volunteer Opportunities' page with a search bar, a logo for 'atd Association for Talent Development', and a navigation menu. A banner at the bottom of the page reads 'Share Your Talent' with colorful hand icons.

4. On the top toolbar, select “Gadgets.”
 - a. If you’re creating a new page select “Custom HTML.”

The screenshot shows the Joomla! administrator interface for editing a page. At the top, there are buttons for Save and Cancel, and the page title 'Power Membership'. Below this, there is a toolbar with icons for Page, Gadgets, and Layouts. The 'Gadgets' icon is circled in red. Below the toolbar, there is a 'Gadget' section with the instruction 'To add a gadget, drag it onto the page.' Underneath, there is a list of gadgets under the heading 'CUSTOM CONTENT'. The 'Custom HTML' gadget is circled in red. It has a description: 'Embed external widget or insert other custom HTML or JavaScript'. Below this, there is a 'MULTIMEDIA' section.

- b. If you have an existing page, click on the gadget already inserted into the webpage then “Edit code.”



5. Copy and paste the [Volunteer Benefits Webpage HTML code](#) into the box, removing any previous code. Please note that there are two areas on the page, where the chapter will have to fill in custom content.
 - a. Line 30: Add in the chapter's name.

```

21 <div style="margin: 20px 0px 20px 0px">
22 |
23 |   <div style="float: center; width: 100%; text-align: center;">
24 |     
26 |
27 |   <div style="clear: both; padding-top: 15px;">
28 |
29 |     <font size="2"><center>Volunteers are crucial to the ongoing success of the ATD [Chapter Name]
30 |     Chapter. Our chapter thrives because of those who give of their time, talent, and expertise. However,
    
```

- b. Line 63: Update the text in brackets to direct members and contacts to how they can learn more about open volunteering opportunities. Consider having them complete a form, directing them to a chapter leader, or listing the positions on the page.

```

63 |     <font size="2"><p>Learn more about the volunteer opportunities available through our chapter by
    |     [completing the form below (if your chapter has a volunteer interest form)] or by contacting [name,
    |     board member role, and email address of the chapter leader who oversees volunteer inquiries.]</p></font>
64 |
65 |   </div>
66 |
    
```

6. For chapters that are newly adding a Volunteer Benefits page to its website, choose where page will be housed on your site by returning to "Page." Name the page, select its position in your site

menu, and ensure the page is granted public access.

Save **Cancel** **Volunteer Opportunities**

Page **Gadgets** **Layouts**

Page settings

GENERAL

Page name
Volunteer Opportunities

Page URL
Volunteer-Opportunities
<https://testatdchapter.wildapricot.org/Volunteer-Opportunities>

Page template
Standard template

Provides basic layout and shared content. To modify templates, click Templates under Website. [Learn more](#)

Page ID: 18071

POSITION IN MENU

Home page

After selected page
Home

Child of selected page

Not in menu




ACCESS LEVEL

Public
Anyone can view

Admin only
Only administrators can view

7. Select "Save" at the top of the page to preserve your changes. Return to public view to ensure your page is visible and the links and graphics are appearing correctly.

Save **Cancel** **Volunteer Opportunities**

 **Page**  **Gadgets**  **Layouts**

Page settings <<

GENERAL

Page name

Page URL

<https://testatdchapter.wildapricot.org/Volunteer-Opportunities>

Page template

Provides basic layout and shared content. To