

# Microsite Walk-Through

## How to update your microsite

Your microsite is a key element to building your online presence. It serves as the online storefront for your business and may be the first time a potential customer learns about your center. Additionally, it can be used as a resource to keep current customers informed on the latest center news. It's important to keep your website current and up-to-date. To update your microsite, follow the steps below:

### Logging into your microsite

To log into your microsite, visit [www.mathnasium.com/users/users/login](http://www.mathnasium.com/users/users/login) and enter your email address and password. If this is your first time visiting the site, select "Forgot Password", and you will be emailed a link to set your password.

### Notes:

- All passwords must be at least 6 characters, include 1 capital letter and 1 number.
- If you signed up for the TriMathlon, you may log into your microsite using the same password you set when you registered.

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Once logged in, you will be taken to your dashboard. This will be the “home” page of your microsite backend.

**Maggie Hayward**

**Marketing** [Manage blog](#) [Edit Franchise Settings](#)

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- [Schedule Marketing](#)
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buildrr- [Inline Editor](#) [maggie.hayward@mathnasium.com](#) [logout](#)

There are several key elements on this page that you should be aware of:

- **Your Email Address:** While logged in, when you click your email address at the bottom of the screen, you will be taken back to your main microsite dashboard.
- **Inline Editor:** While logged in and on an editable page, clicking this button will allow you to update content of this page (see Page 4 for steps to utilize this feature).
- **Edit Franchise Settings:** Selecting this button will take you to your franchise settings page where you can update basic center information, including address, center director information, etc. (see Page 3 for steps to utilize this feature).
- **Manage Blog:** Clicking this button will allow you to add a new article to the News page of your website (see Page 8 for steps to utilize this feature).
- **Page Name:** Clicking the name of the page will take you directly to the live page of your microsite.

## Editing your Microsite

Different aspects of the microsite are edited in different ways.

### *Edit Franchise Settings*

Edit Franchise Settings is where the majority of your center's basic details are stored. All the information that appears on this page will be displayed on the website.

To update your franchise settings, select the  button from your dashboard. You will be redirected to the settings page.

Name

Ladera Heights

Contact Name

Larry Martinek

Title

Center Director



Contact Image (Must Use PNG file type)

No file chosen



Location Image (Must Use PNG file type, 650 x 650 pixels)

No file chosen

Header Image



Address 1

5120 W. Goldleaf Drive

Address 2

Suite 1200

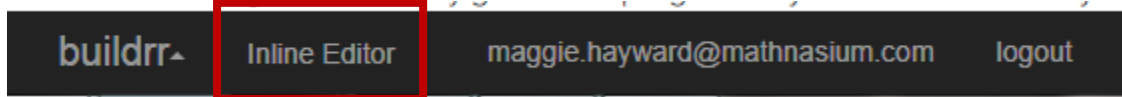
- **Name:** Enter your center name here. Please use the location name only. Do not include “Mathnasium of”
- **Contact Name:** Enter the name(s) of the “face” of your company.
- **Title:** Enter the title of the “face” of your company, i.e. Center Director.
- **Contact Image:** Upload a headshot for the “face” of the company. If there are multiple people, please upload a photo containing both people.
- **Location Image:** Upload a photo of the exterior of your center.
- **Header Image:** For brand consistency, Mathnasium Marketing will upload branded and seasonal header images to the website backend. You will have the option of selecting which of these images you’d like displayed on your page. Select one of these images to appear across all pages of your microsite.
- **Address 1:** Enter your address here. This must be a true address to show up correctly on maps.
- **Address 2:** Enter the second line of your address here.
- **City:** Enter your city here
- **State Province:** Enter your state or province here.
- **Zip Postal:** Enter your center’s zip code or postal code here.
- **Phone Number 1:** Enter your center’s phone number here.
- **Phone Number 2:** Enter your center’s phone number here.
- **Email:** Enter your center’s email address here.
- **Grades Taught:** Enter the grades you teach, either K-12 or 2-12.
- **Hours 1:** Enter your hours of instruction here. This is a mandatory field.
- **Hours 2:** If you have split-hours, you can enter your second hours here.
- **Social Media URL:** If you have social media pages that you wish to link to your microsite, enter them here.
- **Methods Page Options:** On the method page of your microsite, you’ll find details regarding the overall Mathnasium program. If you offer Private Tutoring at your center, check the “Private Tutoring” box. When you begin enrolling for summer, check the “Summer Offerings” box.

**NOTE: You must select “Save” to enable changes.**

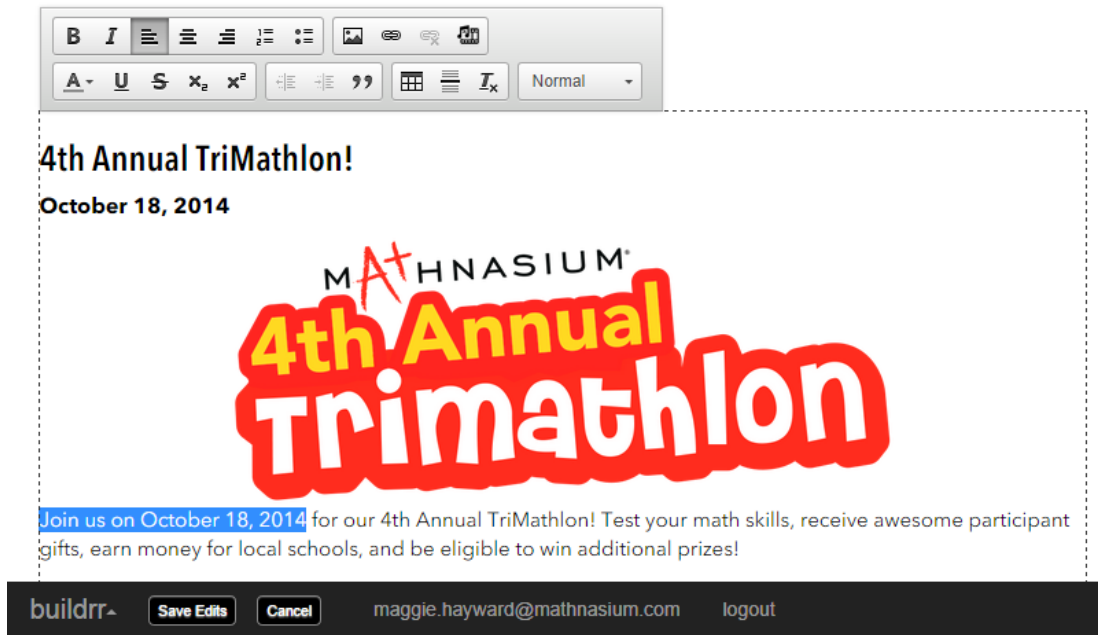
*Inline Editor*

Portions of the following pages can be edited directly from the page itself: About, Promotions, Team, Schedule, Events, Results, Employment. To edit the pages, follow these steps:

- 1) While logged in, go to the page you wish to edit. In the lower left corner of your screen, click "Inline Editor":









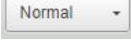

- 2) You will now see a dotted box around all areas on the page that you can edit. From here, you can type in the content of the page as if you were editing it in Word.  
**NOTE: If you are copying text from another source, we recommend that you first paste it into Notepad or another plain text editor to remove all formatting. Then copy the text from Notepad and paste it into the website:**

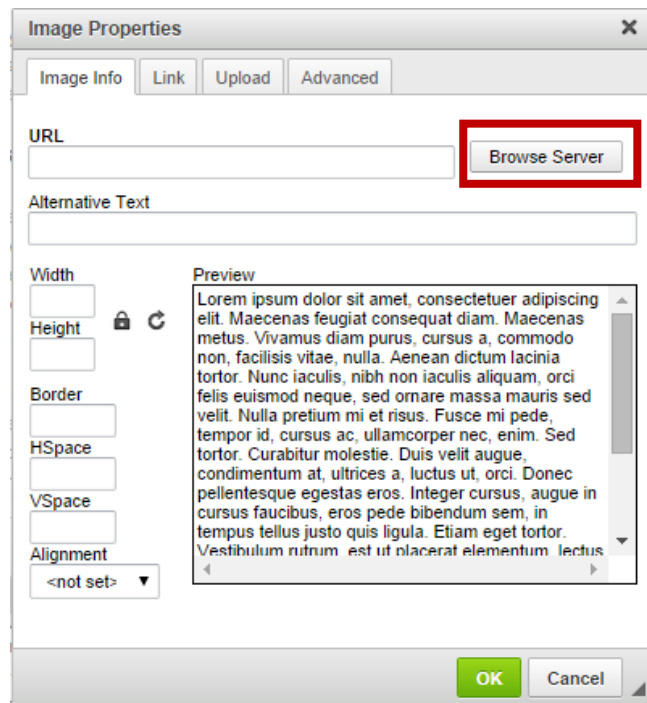


- 3) To update the formatting on your page, the inline editor offers several editing options through the pop-up Menu bar at the top of the page:

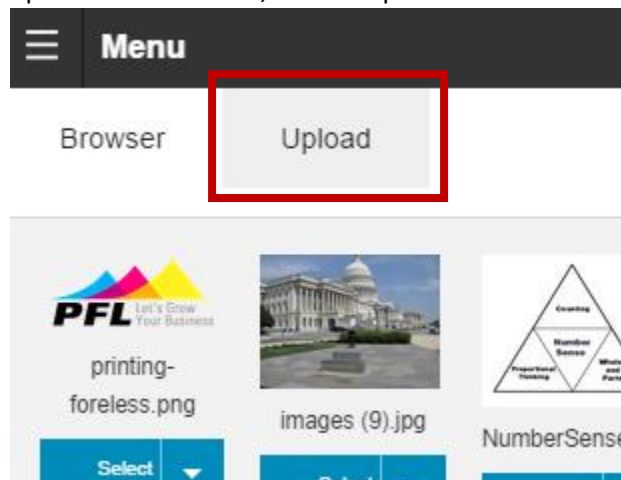


- a.  : Use these elements to bold, italicize, and align text, or add bullets and numbering.
- b.  : Use these elements to add an image, link to a file, or imbed media content onto your page.

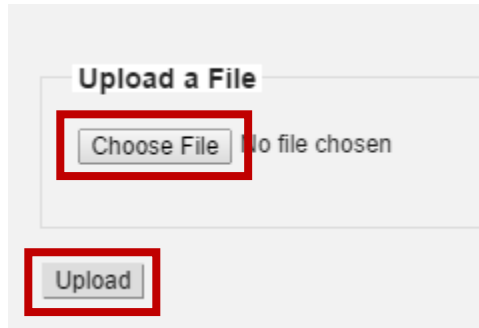
- c.  Use this element to change the color of the font to one of the Mathnasium colors.
  - d.  This element adds a table to your page
  - e.  This element adds a horizontal line underneath your text.
  - f.  Use this element to clear all formatting from your highlighted text.
  - g.  Use this element to change the font to a heading.
- 4) To add an image to your page, you will need to upload the image to the website.
- a. Select the  element from the menu bar.
  - b. Select "Browse Server"



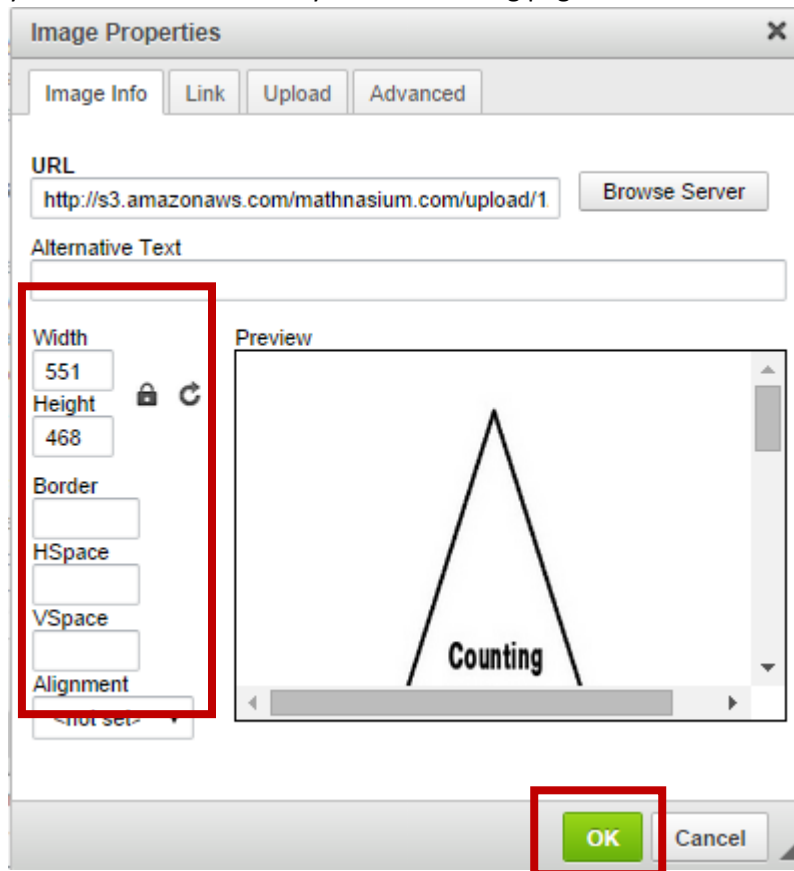
- c. You will be taken to another screen that shows other images that you have previously uploaded. From here, select "Upload"



- d. Choose the file that you'd like to upload and hit "Upload"



- e. After you select upload, you will be taken back to the main Image Properties screen. From here, you can change the basic properties of the photo and then select "OK" and you will be taken back to your main editing page.



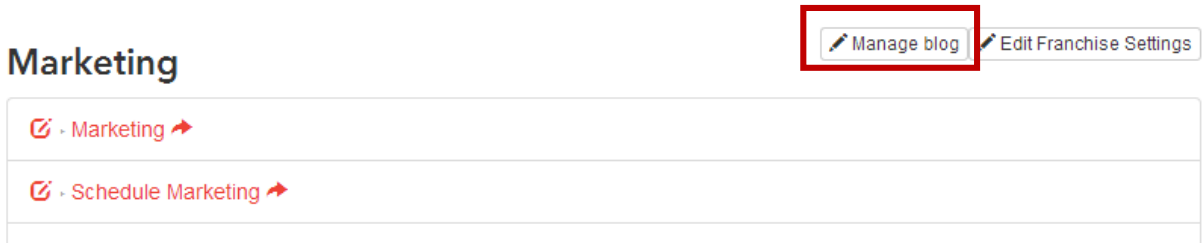
- 5) Once you have finished making changes to your page, select "Save Edits"



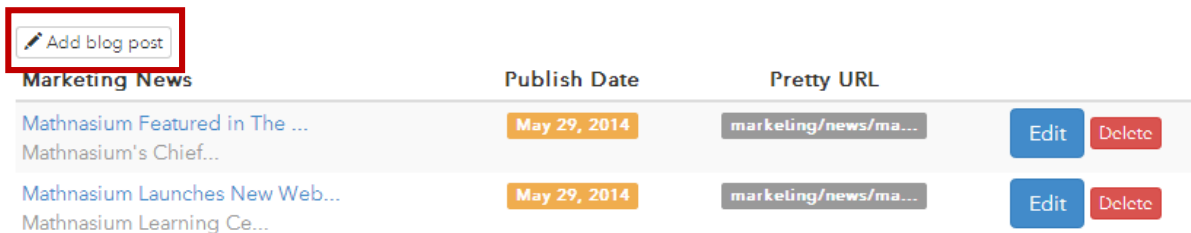
**NOTE: You must select "Save Edits" before you leave this page or your work will not be saved.**

*Manage blog*

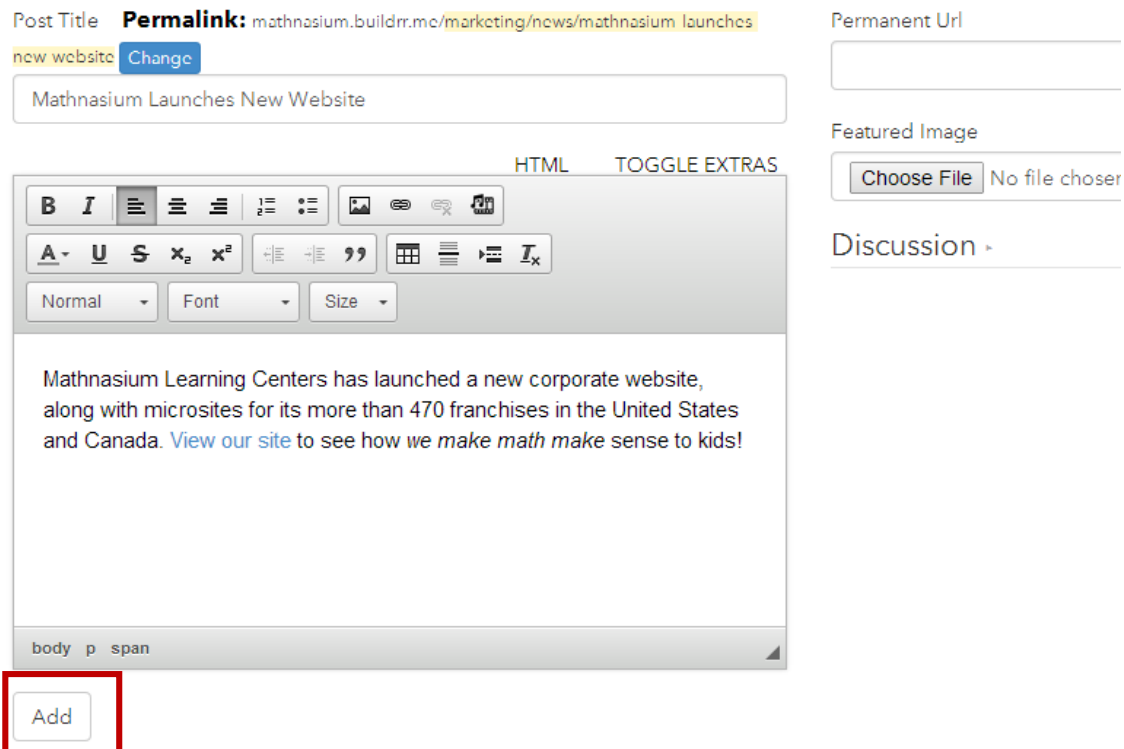
News Pages have been set up in blog format. To update your News page, click on “Manage blog” in the upper right corner.



You will be taken to a Blog Dashboard. To add a new post, select “Add blog post” in the upper left corner.



From here, you can enter your latest news and select “Add”.



Latest news will now show up on your News Page and in the right sidebar!