

# How to use Weebly to edit the Fishers Troop 109 website

Fishers Troop 109 Youth Webmaster & Adult Webmaster/Mentor

Set up account by checking for email invitation and registering with Weebly.

Keep your login credentials in a safe place.

Weebly works best with a computer. An app is available for a mobile device, but it is not easy to edit, yet easy to mess up formatting.

From: Weebly <[no-reply@weebly.com](mailto:we-reply@weebly.com)>  
Date: September 30, 2015 at 4:13:52 PM EDT  
To: [jacksonoles1@gmail.com](mailto:jacksonoles1@gmail.com)  
Subject: Kelly OLES invited you to edit [www.fisherstroop109.com](http://www.fisherstroop109.com)

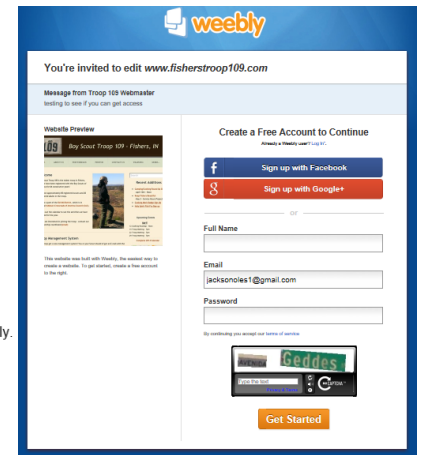


Kelly OLES has invited you to edit [www.fisherstroop109.com](http://www.fisherstroop109.com) with Weebly.

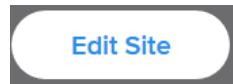
Message from Kelly OLES:

"testing to see if you can get access"

[Click here to get started](#)



Login



Click



Go to **Pages**, **Home**

Your access as the webmaster allows you to edit & publish the home page. Use the right elevator bar to scroll down to Upcoming Events

Your primary responsible is to provide content for the "Upcoming Events" section on the site; however, you may take on more responsibilities based on your interest!

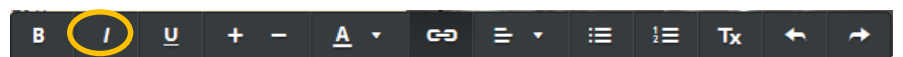


Select text box for "Upcoming Events" by placing your mouse over the box. It will change to an editable text box.

- Type new dates for activities, incl. date, activity & location
- Keep in mind Youth Protection (no last names of Scouts)
- To delete text, you can backspace, hit control z, or put your cursor in front of the text and hit the delete key.



Text can be formatted, but the template should automatically format. See the options here:



Bold | Italic | Underline | Change size | Typeface | Add Link | Center | Bullets | Clear format | undo

The site should always be current, meaning that once a month begins, the information should not be last month's activities. Both current Scouts, parents and prospective Scouts rely on the site for accurate information. And if any info changes, during the month, login to the site to make additions/deletions!

What should you include?


Keep track of all the following, and be sure you are checking all of these:

- TroopWebHost calendar
- Announcements made at Troop meetings
- Scoutmaster weekly meeting email
- 5 things to Know emails
- other communication from Troop members (incl. service projects, fundraisers, camp, etc.)
- Crossroads of America Council website
- eCrossroads newsletter
- Other media (*Current in Fishers, Indianapolis Star, Times*)

Do NOT just copy the list of activities from the Scoutmaster weekly meeting email!

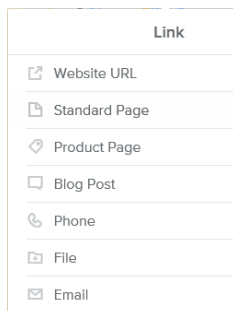
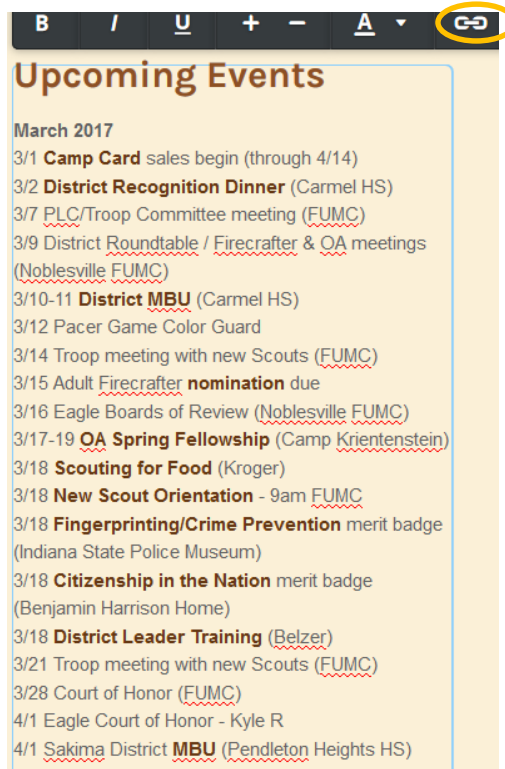
A website is helpful because it is the place someone can go and count on getting the info they need.

It is great to add links to additional information. It is your job to make it easier for the Troop to find info, by including links and other helpful tools.

To add a link to a website or file, select the text you want to link & click on the  button. You can either copy and paste a Website URL or a upload a File. Links will then appear in bold.

Bitly is a website that can be used to shorten website URLs.

Hit **Publish** at the top right corner when you had everything complete. Open a new tab and check [www.fisherstroop109.com](http://www.fisherstroop109.com) for changes. It's easier to keep two tabs open, one with the website to check; hit refresh to see updates. Always check links to be sure they are correct.



So our Google Docs tree lot signup link ([https://docs.google.com/a/fisherstroop109.com/spreadsheets/d/1z2uhT8B6eMrnhkVRh7jPTUlkopOvKvBK9Pjs\\_ODmaE/edit?usp=sharing](https://docs.google.com/a/fisherstroop109.com/spreadsheets/d/1z2uhT8B6eMrnhkVRh7jPTUlkopOvKvBK9Pjs_ODmaE/edit?usp=sharing)) instead becomes <http://bit.ly/2eZJwov>

Website Published!

