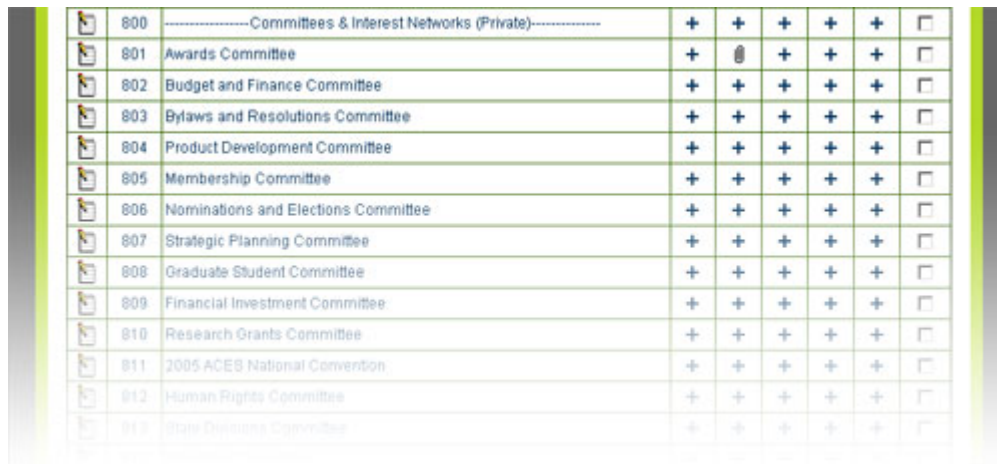


Instructions for Updating Committee Pages

1. Using your username and password, log into <http://www.changemywebsite.com>
2. From the menu at the top, select Content → Page Editor to go to the page editor module. Pages with Section ID's in the 800 range are the committee pages.
3. To edit the text on a page, find the appropriate page and click the notepad icon next to it.



800	-----Committees & Interest Networks (Private)-----	+	+	+	+	+	+	+	+
801	Awards Committee	+	+	+	+	+	+	+	+
802	Budget and Finance Committee	+	+	+	+	+	+	+	+
803	Bylaws and Resolutions Committee	+	+	+	+	+	+	+	+
804	Product Development Committee	+	+	+	+	+	+	+	+
805	Membership Committee	+	+	+	+	+	+	+	+
806	Nominations and Elections Committee	+	+	+	+	+	+	+	+
807	Strategic Planning Committee	+	+	+	+	+	+	+	+
808	Graduate Student Committee	+	+	+	+	+	+	+	+
809	Financial Investment Committee	+	+	+	+	+	+	+	+
810	Research Grants Committee	+	+	+	+	+	+	+	+
811	2005 ACES National Convention	+	+	+	+	+	+	+	+
812	Human Rights Committee	+	+	+	+	+	+	+	+
813	State Officers Committee	+	+	+	+	+	+	+	+

4. After making the desired changes, click the “Save” button near the top, or “Cancel” if you wish to exit the module without making changes.
5. Additional help on using the features of the page editor module can be found here: http://help.changemywebsite.com/Site_Administration.htm#Page_Editor.htm
6. To attach documents (ex – annual reports)
 - a. You can attach up to 4 documents to your committee page. Click the + sign in either the 2nd, 3rd, 4th, or 5th column next to the appropriate page (the first column is to attach an image).
 - b. You will see a window that looks like the following:

The screenshot shows a web-based document upload window. At the top left, there is a green speech bubble icon with the text "it's that simple." The window title is "UPLOAD PAGE/SECTION DOCUMENT" and it includes "CLOSE" and "RELOAD" buttons. The main area displays "(NO DOCUMENT)". Below this, there is a section for "CURRENT DOCUMENT" with a "REMOVE DOC" button. The "ADD NEW DOCUMENT" section features a text input field, a "Browse..." button, and an "UPLOAD DOC" button. At the bottom, there are two radio button options: "Let system assign unique document name (recommended)" (which is selected) and "Use your document name, overwriting document of same name if it already exists, as uploaded from any module".

- c. Click the “Browse” button and find the document you wish to attach on your computer.
- d. Click “Upload Doc”, and then close the window once it has completed.