

Virtual Y – Changing the Site Taxonomy

The Virtual Y site taxonomy is used to help classify your content as well as instruct members what to expect when they view your on-demand videos, live streams, or virtual events. The below guide will walk you through setting up or altering the taxonomy of your Virtual Y site.

Definitions

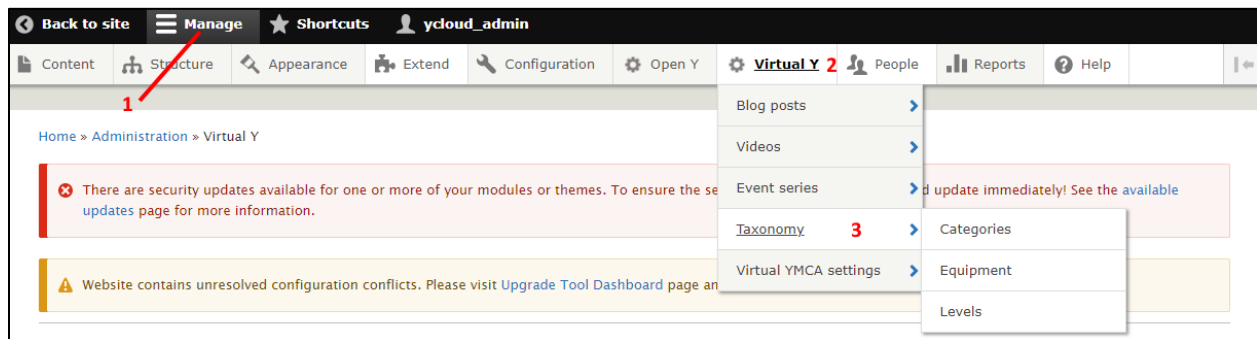
Categories: The categories that will be assigned to on-demand videos, live streams, or virtual events

Equipment: The equipment used in the on-demand videos, live streams, or virtual events

Levels: The difficulty level of the on-demand videos, live streams, or virtual events

Adding or Updating Taxonomy

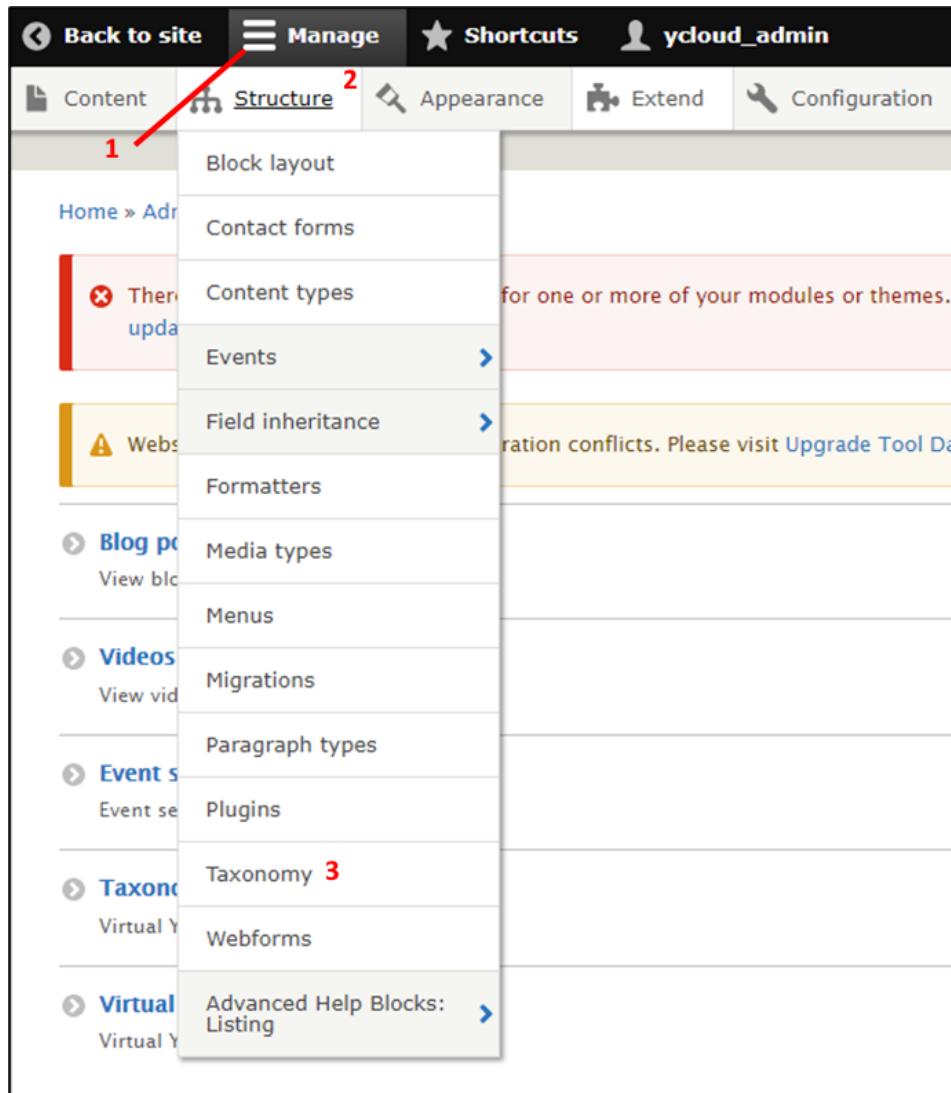
1. Log into your Virtual Y site
2. You may reach the taxonomy structure in one of many ways.
 - a. Click on **Manage**, hover over **Virtual Y** in the menu, and click the **Taxonomy** submenu



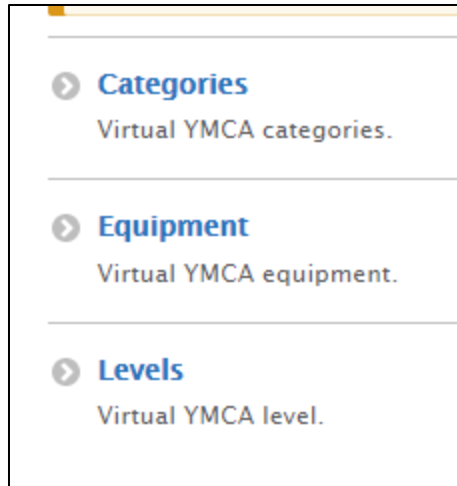
- b. Click on **Manage**, click **Virtual Y** in the menu, and click **Taxonomy** in the page body

The screenshot shows the Drupal administration interface. At the top, there is a navigation bar with the following items: "Back to site", "Manage" (highlighted with a red arrow and the number "1"), "Shortcuts", and a user profile icon labeled "ycloud_admin". Below the navigation bar is a secondary menu with icons for "Content", "Structure", "Appearance", "Extend", "Configuration", "Open Y", and "Virtual Y 2". The main content area shows a breadcrumb trail: "Home » Administration » Virtual Y". Below the breadcrumb, there are two warning messages: a red one about security updates and a yellow one about configuration conflicts. The main content area lists several menu items: "Blog posts", "Videos", "Event series", "Taxonomy 3", and "Virtual YMCA settings".

c. Click on **Manage**, hover over **Structure** and click on **Taxonomy** submenu



3. This will bring you to the **Taxonomy** screen. From here you may select any of the options:
 - a. **Category**
 - b. **Equipment**
 - c. **Levels**
 - d. Note – if you reached this screen via the **Structure** menu, the options will be named **Virtual YMCA Category**, **Virtual YMCA Equipment**, and **Virtual YMCA Level**



- Each option will bring you to the specific taxonomy's section and allow you to **Add** a new term, **Edit** an existing term, or **Delete** an existing term. Each section operates the same, but for the different taxonomy options.
- To **create** a new term for the selected taxonomy section, select **Add term**.
- To **alter** an existing term for the selected taxonomy section, select **Edit** under the **Operations** column.
- To **remove** an existing term for the selected taxonomy section, select **Delete** from the **Operations** column after clicking the **down arrow**.

+ Add term

You can reorganize the terms in *Virtual YMCA Category* using their drag-and-drop handles, and group terms

NAME	OPERATIONS
Chair Yoga	
Pilates	
Yoga	

Save **Reset to alphabetical**

- If **adding** or **editing** a **category**, **equipment**, or **level**, enter or update the **Name** of the item.

- a. Media, description and URL alias is not needed
- b. Ensure the **Publish** checkbox is checked
- c. Click Save when ready

The screenshot shows a form for creating a taxonomy term. At the top, there is a 'Name' field with a red asterisk and a red underline, containing the text 'Chair Yoga'. Below this is a 'MEDIA' section with a blue arrow icon. The 'Description' section features a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, font color, background color, font size, text color, indent, outdent, undo, redo, link, unlink, image, video, and audio. Below the editor is a 'Text format' dropdown menu set to 'Full HTML' and a link to 'About text formats'. The 'URL alias' section has an empty text field and a note: 'Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.' Below this is a 'Published' checkbox, which is checked with a blue square and a red underline. At the bottom, there is a 'RELATIONS' section with a blue arrow icon and two buttons: a blue 'Save' button and a red 'Delete' button.

9. The taxonomy term will now be ready for use when tagging content.