

Add blog, on-demand, streaming, or live event content to your Virtual Y site

Please follow the below guide to easily add your content to your Virtual Y site.

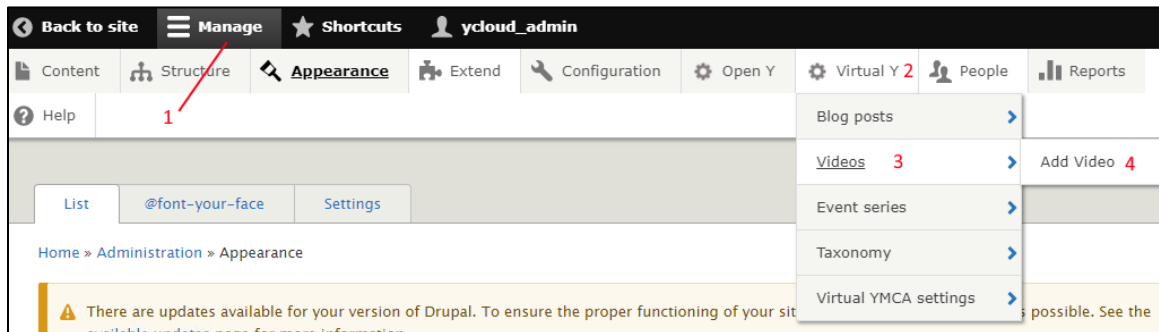
On-demand videos

To add on-demand videos, please follow the following instructions. To edit existing videos, please see the Edit Existing Content guide.

It is recommended that content sourced to Vimeo or YouTube is used.

Note, this guide is based off of one produced for Open Y: <https://community.openymca.org/t/add-edit-on-demand-video-virtual-ymca-user-docs/793>

1. Using the top menu, click **Manage**, hover over the **Virtual Y submenu**, hover over **Videos** and click **Add Video**.



2. Add a **title** and a **Description**. These will display below the video when it is viewed.
 - a. The Description fully supports rich text and custom HTML code.
 - b. Use the **rich text elements** as necessary or click the **Source** icon to view and edit the HTML code that will be placed into the page for this section.

Title *

Looking for on-demand videos?

Description

B *I* U ~~S~~ [List Icon] [List Icon] [List Icon] [List Icon] | **A** **A** | Font | Size | [List Icon] [List Icon]

Normal

[Link Icon] [Unlink Icon] | [List Icon] [List Icon] | [Quote Icon] [Video Icon] [Image Icon] [Table Icon] | [Source Icon] [Omega Icon] [Language Icon] [Help Icon]

That's why I'm here!

body p

Text format Full HTML [About text formats](#)

3. Click the **Media section** to expand and then click “**Select videos**”
 - a. **New Videos** – Name your video the same as your content.
 - i. Copy and paste your video URL from your provider into the Video URL field
 1. Vimeo and YouTube links are recommended
 2. You can use the main URL that would typically be placed in your browser’s URL section. You don’t need any code or special embed URLs.
 - b. **Previously Uploaded Videos** – If you’ve uploaded a video before and you’re reusing it, you can go to the “**Select Videos**” tab and choose the video you wish to embed.
 - c. Click **save entry** at the bottom of the modal

Add Video
Select Videos

Name *

Media Tags

Directory

Root directory ▾

The ID of the taxonomy term.

Save to my media library
Select this if you want to save the video in your library.

Video URL *

Revision log message

4. You may attribute metadata to your video from your previously setup taxonomy. You may enter the following details, if applicable
- a. **Level:** Difficult level attributed to the video
 - b. **Instructor name:** Name of the individual leading the video
 - c. **Category:** One or more categories to tag the video with.
 - d. **Equipment:** One or more equipment items necessary to fully participate in the video.
Please utilize the comma delimiter if you wish to have multiple categories listed.
 - e. **Duration:** The length of your video in sections.
 - f. **Featured:** Check the featured checkbox if you would like to promote this content to the logged in landing page for Virtual Y.
 - g. **Published:** Check the Published checkbox if you wish to immediately make the content available to members.

Note: fields with a circle at the far-right corner indicate the uses type ahead search. Typing in the field will display possible matches. Select the item by clicking the option shown.

Reminder: you may configure the available equipment, category and levels by adjusting the Virtual Y taxonomy by hovering on the Virtual Y menu -> hovering on Taxonomy -> select the item you wish to adjust.

Level
 - None -

Instructor name

Category *

[Show row weights](#)

EQUIPMENT

+

Add another item

Duration

Video duration in seconds

Featured

Published

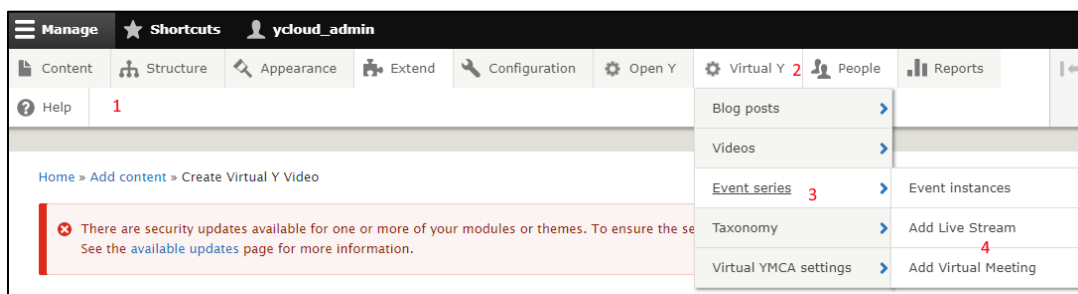
Save **Preview**

5. Click the blue **Save button** to save the document.

Live Streams & Virtual Meetings

Live Streams and Virtual Meeting work very similar to on-demand videos. The flow is and screens are nearly identical.

1. Using the top menu, click **Manage**, hover over the **Virtual Y submenu**, hover over **Event Series** and click **Add Live Stream** or **Add Virtual Meeting**



2. Fill out the form much like you would for on-demand videos
 - a. **Title:** The title of the livestream seen by members

- b. **Host's Name:** The host of the livestream
- c. **Category:** One or more categories to tag the video with.
- d. **Level:** Difficult level attributed to the video
- e. **Equipment:** One or more equipment items necessary to fully participate in the video.
Please utilize the comma delimiter if you wish to have multiple categories listed.

Title *

The title of the event entity.

Host's name *

Instructor name

Category *

Level *

- Select a value - ▾

▶ **IMAGE ***

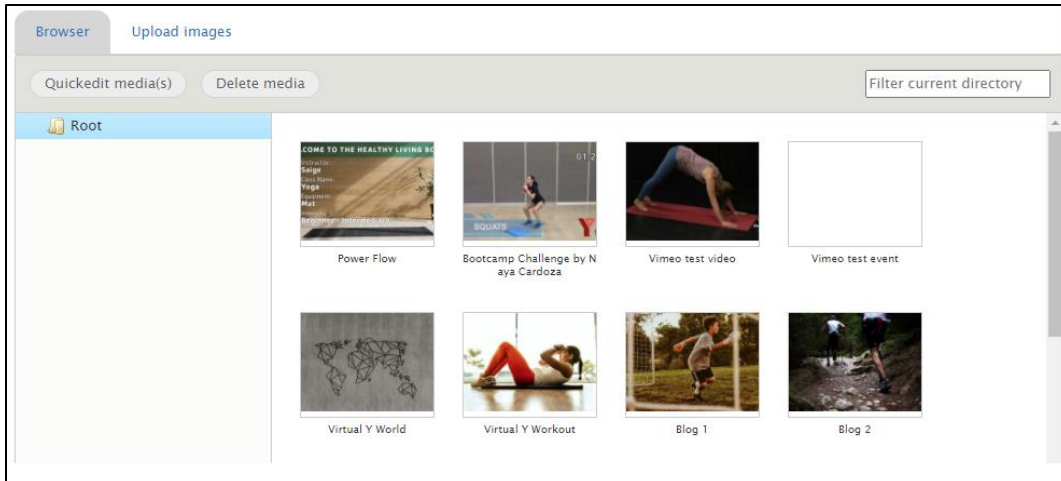
▶ **MEDIA ***

EQUIPMENT

⊕

Add another item

3. Expand **"Image"** and click **"Select images"** to add an image for the Live Stream thumbnail
 - a. To use an existing image
 - i. Click an image from the "Browser" tab.
 - ii. Click "Select media"
 - b. To use a new image
 - i. Click the "Upload Images" tab
 - ii. Drag an image to the dotted area or use the "Select files" button .
 - iii. Add a Name for your image (this will just be shown in the administrative listing)
 - iv. Add some "Alternative text" to your image.
 - v. Click Select Images



4. If this is a **Live Stream**

- a. Click to open the **Media section** and click **“Select videos”**
 - i. **New Videos** – Name your video the same as your content. Copy and paste your video URL from your provider into the Video URL field
 1. You can use the main URL in your browser’s site tab. You do not need any code or special embed URLs.
 - ii. **Previously Uploaded Videos** – If you have uploaded a video before and you’re reusing it, you can go to the “Select Videos” tab and choose the video you wish to embed.
- b. Click **Save Entry** at the bottom of the modal.

Add Video
Select Videos

Name *

Media Tags

Directory

Root directory ▼

The ID of the taxonomy term.

Save to my media library

Select this if you want to save the video in your library.

Video URL *

Revision log message

5. If this is a **Virtual Meeting**

- a. Add the **URL** to the **Meeting Link** section and **link text**.
- b. The URL supports any link:
 - i. Regular links will display the “**Link text**” and link out.
 - ii. **Zoom links** will be embedded in the browser. We recommend enabling the "**Embed passcode in invite link for one-click log in**" setting in your Zoom account and disabling the "**Only authenticated users can join meetings from Web client**" setting.

MEETING LINK *

URL *

This must be an external URL such as *http://example.com*.

Link text

This field supports Zoom web client that can be displayed in the Virtual Y application. We recommend enabling "Embed passcode in invite link for one-click log in" setting in your Zoom account and disabling "Only authenticated users can join meetings from Web client" setting.
Once these settings are applied, the Zoom link to your meeting should be similar to <https://zoom.us/j/96267098321?pwd=aUFwZlNJSVFKSmkyejZKOEpFN05kZz09>.

6. Add a **description** of the **Live Stream** or **Meeting** to the **Body** field.
7. Event Recurrence
 - a. Choose the type of recurrence for your Live Stream. Read [more details on these rules](#).
 - i. Consecutive Events take place multiple times during a day.
 - ii. Daily Events take place once per day.
 - iii. Weekly Events recur based on the day of the week, every week.
 - iv. Monthly Events recur monthly based on the day of the month.
 - v. Custom Event allows complex custom recurrences.
 - b. Optionally, manually include or exclude individual dates from the recurrence rules.

Recur Type *

Consecutive Event
 Daily Event
 Weekly Event
 Monthly Event
 Custom Event

The way that the event recurs.

EXCLUDED DATES

+

Start date
mm/dd/yyyy

End date
mm/dd/yyyy

Dates on which to not create any events.

[Add another item](#)

INCLUDED DATES

+

Start date
mm/dd/yyyy

End date
mm/dd/yyyy

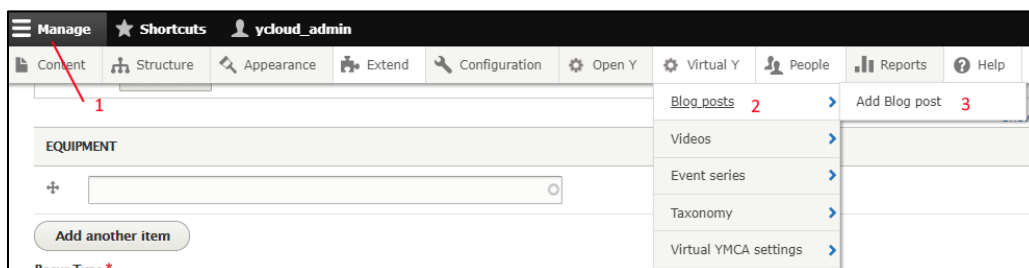
Only create events if they occur on these dates.

[Add another item](#)

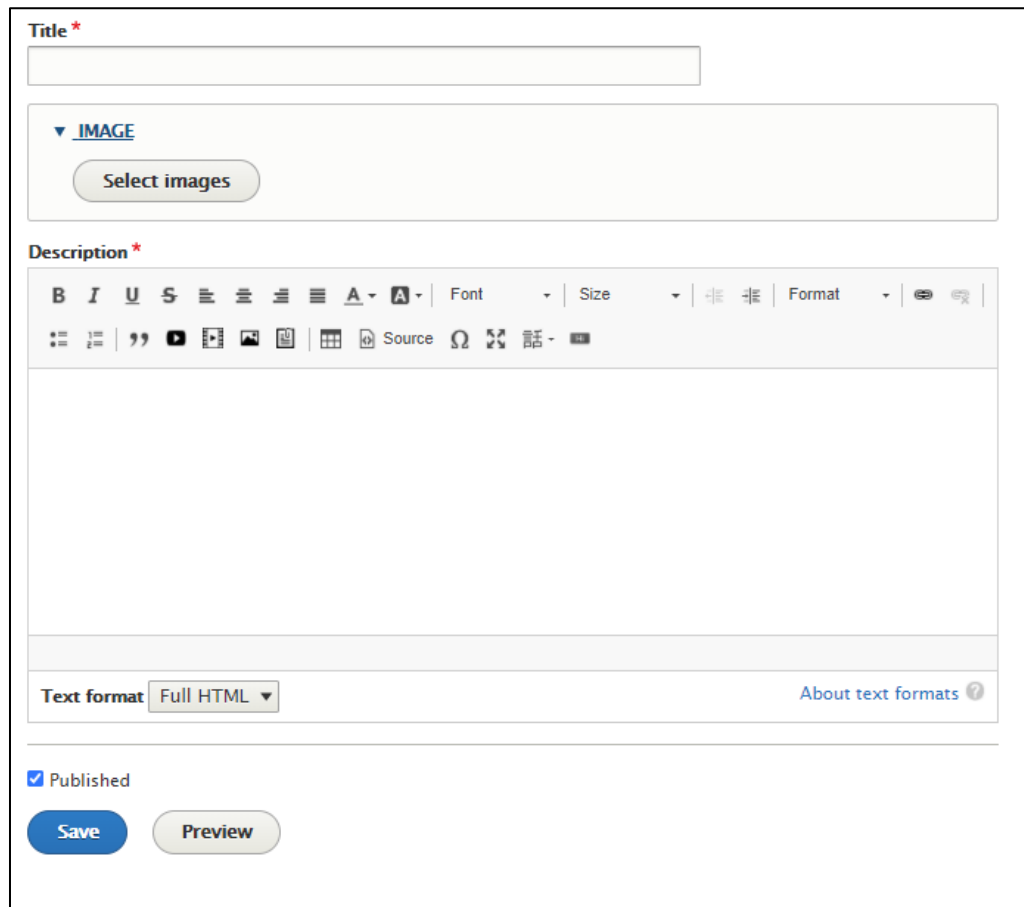
8. Click **Save** at the bottom of the page

Blog Posts

1. Using the top menu, click **Manage**, hover over the **Virtual Y** submenu, hover over **Blog Posts** and click **Add Blog Post**



2. Add a **Title**
3. Expand **Image** and click “**Select images**”
 - a. To use an existing image
 - i. Click an image from the “**Browser**” tab.
 - ii. Click “**Select media**”
 - b. To use a new image
 - i. Click the “**Upload Images**” tab
 - ii. Drag an image to the dotted area or use the “**Select files**” button .
 - iii. Add a Name for your image (this will just be shown in the administrative listing)
 - iv. Add some “**Alternative text**” to your image.
 - v. Click **Select Images**
4. Put the body of your **Blog Post** in the **Description** field.
 - a. The Description fully supports rich text and custom HTML code.
 - b. Use the **rich text elements** as necessary or click the **Source** icon to view and edit the HTML code that will be placed into the page for this section.
5. Check the **Published** checkbox to immediately make the post available to members
6. Click **Save** when done.



The image shows a screenshot of a blog post editor interface. At the top, there is a "Title*" field with a red asterisk. Below it is a section for "IMAGE" with a dropdown arrow and a "Select images" button. The "Description*" section features a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, text color, background color, font size, text alignment, link, unlink, source code, and help. Below the toolbar is a large text area. At the bottom of the text area, there is a "Text format" dropdown menu set to "Full HTML" and a link "About text formats" with a question mark icon. At the very bottom, there is a "Published" checkbox which is checked, and two buttons: "Save" and "Preview".