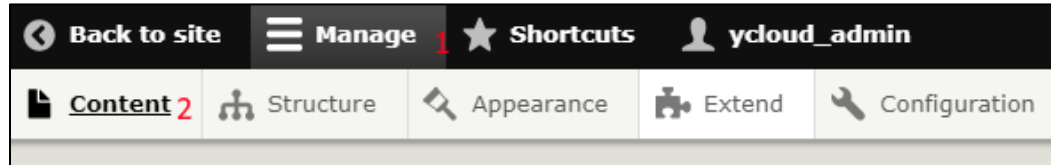


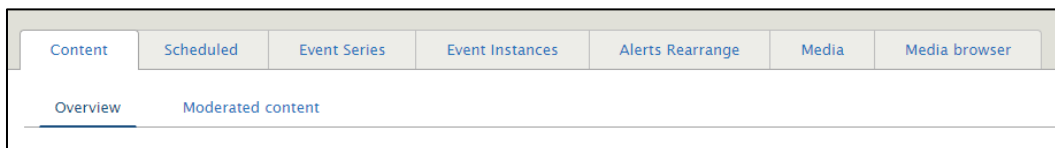
Edit Existing Content in Virtual Y

Previously added on-demand videos, livestreams or meeting may be edited from the Content menu within your Virtual Y site. Likewise, new landing pages or edits to existing landing pages may also be done from this section.

1. From the Administration menu, click on **Mange** and then **Content**.



2. Viewing Content
 - a. On the Content list, the top will show several **tabs**. The ones that are relevant to your Virtual Y site are:
 - **Content:** Landing Pages, Videos, and Blog Posts
 - You can filter this list by Title, Content type, Published Status
 - The list can be sorted by clicking on any linked column header
 - **Event Series:** Recurring series bundles for **Virtual Meetings** and **Livestreams**
 - This shows a summary of recurring events.
 - Series can be Edited, Cloned, or Deleted.
 - **Event Instances:** Individual instances of **Virtual Meetings** and **Livestreams**
 - This shows a chronological list of upcoming events.
 - Individual events can be modified independently from the series.
 - **Media & Media Browser:** Different views of images and videos that have been added to the site.
 - Media: tabular interface for managing videos and images
 - Media Browser: same content, different view



3. Bulk Actions
 - a. Many of the Content pages contain an **“Actions”** dropdown. To perform bulk actions on content, **check the boxes** next to the content you would like to act on in the table, then select the Action from the dropdown.
 - b. Click the **Apply to selected items** button to execute the action.

4. Filtering Content

- a. Use the controls at the top of the page to limit the result set in the table below.
 - i. **Title:** You may enter a partial or full title of items you are looking for
 - ii. **Content Type:** You may select specific content types to filter on
 - iii. **Published status:** filter based on if the content is published to members or not
 - iv. **Language:** The language of the content
- b. Click Filter to filter the items present in the table

Title <input type="text"/>	Content type - Any -	Published status - Any -	Language - Any -
<input type="button" value="Filter"/>			

5. Editing Content

- a. To **edit** content such as previously added videos, livestreams, or events click the **Edit button** on the far right of the row. This will bring you to the **edit screen** for the content. It will look just like the add content screens found in previous guides, but with the fields filled out.

We recommend looking at the demo content loaded to your site to understand how and what a fully configured piece of content looks like.

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
<input type="checkbox"/>	VIRTUAL Y Login	Landing Page	ycloud_admin	Published	08/14/2020 - 09:45	<input type="button" value="Edit"/> ▾
<input type="checkbox"/>	This is a test	Virtual Y Video	jjohnson@scfymca.org	Published	08/06/2020 - 16:41	<input type="button" value="Edit"/> ▾
<input type="checkbox"/>	Virtual YMCA	Landing Page	ycloud_admin	Published	08/06/2020 - 13:49	<input type="button" value="Edit"/> ▾
<input type="checkbox"/>	YOGA WITH LINDA - POWER YOGA	Virtual Y Video	ycloud_admin	Published	08/04/2020 - 17:17	<input type="button" value="Edit"/> ▾
<input type="checkbox"/>	Yoga Atlanta	Virtual Y Video	ycloud_admin	Published	08/04/2020 - 17:17	<input type="button" value="Edit"/> ▾
<input type="checkbox"/>	Youth Bootcamp Challenge	Virtual Y Video	ycloud_admin	Published	08/04/2020 - 17:17	<input type="button" value="Edit"/> ▾
<input type="checkbox"/>	WHY YOU SHOULD GIVE WALKING A TRY	Virtual Y blog post	ycloud_admin	Published	08/04/2020 - 17:17	<input type="button" value="Edit"/> ▾
<input type="checkbox"/>	GROWN-UP FUN IN ADULT SPORTS LEAGUES	Virtual Y blog post	ycloud_admin	Published	08/04/2020 - 17:17	<input type="button" value="Edit"/> ▾
<input type="checkbox"/>	LIFESTYLE CHANGES BEYOND THE FIRST TWO WEEKS	Virtual Y blog post	ycloud_admin	Published	08/04/2020 - 17:17	<input type="button" value="Edit"/> ▾
<input type="checkbox"/>	Open Y	Landing Page	ycloud_admin	Published	08/04/2020 - 17:12	<input type="button" value="Edit"/> ▾
<input type="button" value="Apply to selected items"/>						