

Editing Main Navigation Menu & Footer Content in Virtual Y

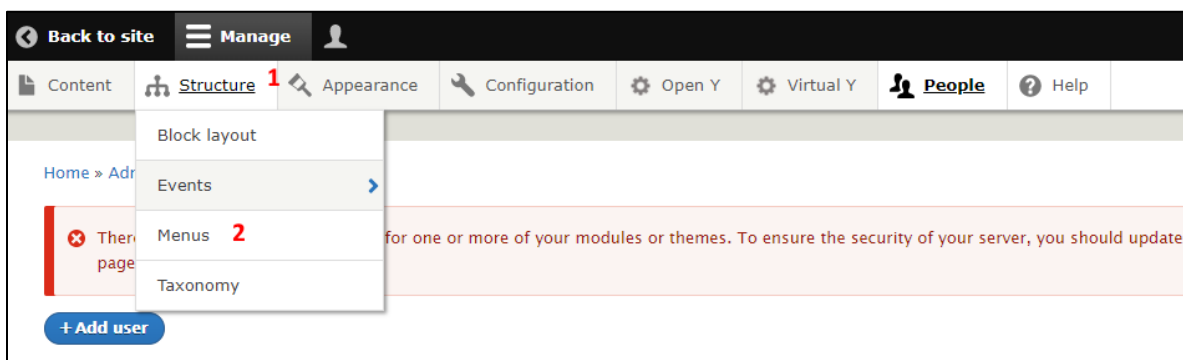
There are two global items that you'll likely wish to edit in your Virtual Y site

- The Main Navigation Menu: The menu seen on the top of the website
- The Footer Content: The copyright and social media placeholders

The below guide will walk you through editing these items.

Changing the Main Navigation Menu

1. Log into your association's Virtual Y Site
2. Navigate to the edit menu page by hovering over the **Structure** menu and clicking **Menus** from the submenu



3. In the menu screen, one can edit the various menus. The ones relevant to the Virtual Y is the **Main Navigation**

+ Add menu		
TITLE	DESCRIPTION	OPERATIONS
Administration	Administrative task links	Edit menu ▾
Footer	Site information links	Edit menu ▾
Footer menu center	Center footer menu	Edit menu ▾
Footer menu left	Left footer menu	Edit menu ▾
Footer menu right	Right footer menu	Edit menu ▾
<u>Main navigation</u>	Site section links	Edit menu ▾
Tools	User tool links, often added by modules	Edit menu ▾
User account menu	Links related to the active user account	Edit menu ▾

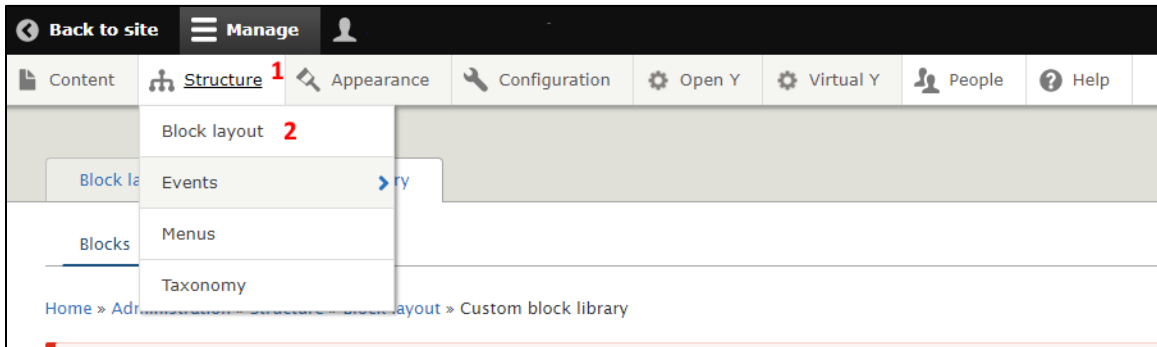
4. To edit the menu, click **Edit menu** button. This will bring you to the screen where you may do the following:
 - a. Edit the name of the menu by clicking **Edit** and changing the **Menu link title** on the subsequent screen.
 - b. Removing a menu item by selecting **Delete** from the **Operations drop down list**
 - c. Disable the menu (without removing it) by unchecking the **Enabled** checkbox and clicking **Save**
 - d. Reorder the menus by **dragging** the menu items via the **plus symbol** to the desired location order.

MENU LINK	ENABLED	OPERATIONS
+ Home	<input checked="" type="checkbox"/>	Edit ▾
+ Blogs	<input checked="" type="checkbox"/>	Edit ▾
+ Videos	<input checked="" type="checkbox"/>	Edit ▾
+ Live streams	<input checked="" type="checkbox"/>	Edit ▾
+ Virtual meetings	<input checked="" type="checkbox"/>	Edit ▾
+ Back to ██████████ Family Y –	<input checked="" type="checkbox"/>	Edit ▾

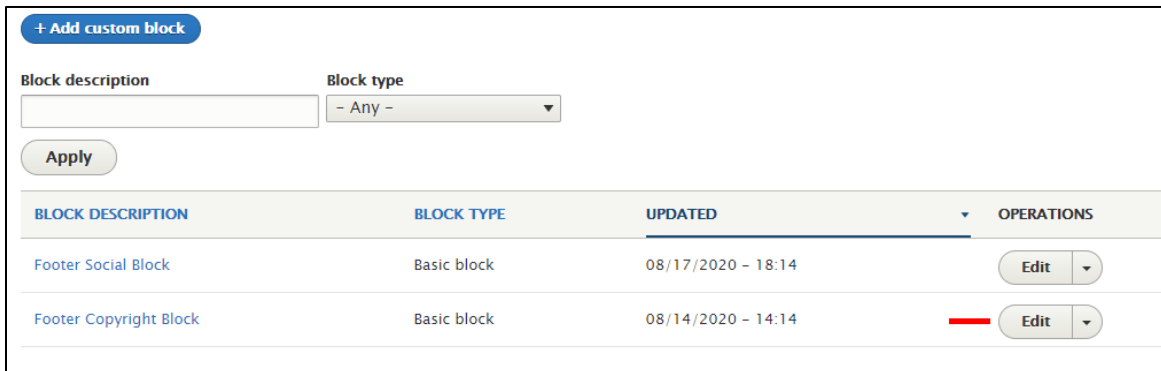
Save

Change the Footer Menu Content

1. Navigate to the footer content section of the site by hovering on the **Structure Menu** and clicking the **Block Layout Sub Menu** item. Then click the **Custom Block Library Tab** at the top of the page.



2. On the **Custom Block Page**, you may edit the contents of each of the footer locations by clicking **Edit** in the **Operations Column**.



3. You may edit the **Block Description** and **Content**, but only the text in the **Content Section** is visible to the member. When done, click **Save**.

Block description *
Footer Copyright Block

A brief description of your block.

Content *

B I U S | **A - A** | Font | Size | **Format** | **Source**

© [current-date:custom:Y] YMCA
The YMCA is a 501(c)(3) not-for-profit social services organization dedicated to Youth Development, Healthy Living, and Social Responsibility.

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

WYSIWYG field without summary.

Revision information
New revision

Create new revision

Revision log message

The log entry explaining the changes in this revision.

Save [Delete](#)