

# Wellesley College Alumnae Association Web Administrator Manual



- This guide provides instructions for the administrative side of the WCAA web platform for classes, clubs, and shared identity groups.
- From managing content on your group's website, to sending out broadcast emails, and setting up event registrations—you'll find the directions you need. You can also watch [training videos here](#).
- This document will be continuously updated to reflect any changes to the back-end of the web platform and/or our operations.
- Please use the Table of Contents on the first page to locate information on specific topics.
- For initial training purposes it is suggested to start at the beginning of this manual in order to become familiar with the platform structure and functions.
- If you have questions that are not answered in the manual or experience any difficulties, please email [wcaawebsupport@wellesley.edu](mailto:wcaawebsupport@wellesley.edu).
- **Thank you for all you do for Wellesley!**

# Table of Contents

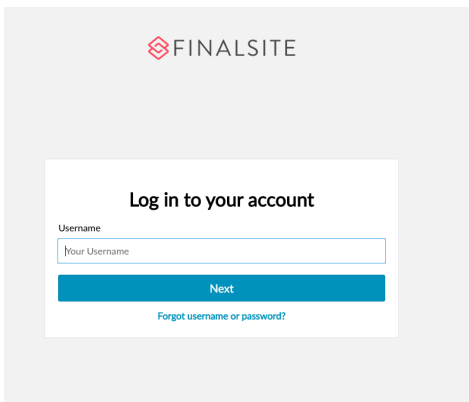
<b>Table of Contents</b>	<b>2</b>
<b>Welcome and Logging in Instructions</b>	<b>4</b>
HOW TO LOG IN TO THE WCAA WEB PLATFORM	4
NAVIGATING THE PLATFORM	5
<b>Managing Photos and Files</b>	<b>6</b>
UPLOADING A NEW IMAGE OR FILE	6
UPLOADING MANY IMAGES OR FILES AT THE SAME TIME	6
EDITING AN IMAGE	7
HOW TO MAKE SLIDE SHOWS	8
ANOTHER WAY TO MAKE SLIDESHOWS	12
<b>Event Registrations</b>	<b>15</b>
CREATING A FORM FROM A TEMPLATE	15
TRACKING RSVPs	24
CREATING A FORM WITH PAYMENT	28
<b>Editing Your Web Pages (Posts)</b>	<b>35</b>
EDITING EXISTING POSTS	35
CREATE A NEW POST IN “NEWS”	37
EVENT POSTS	40
ADD A LINK TO A REGISTRATION FORM	41
ADD A BUTTON STYLE	43
<b>Sending Emails via Messages Module</b>	<b>45</b>
CLONING AN EXISTING EMAIL	45
USING A TEMPLATE	45
ADDING A PHOTO	49
THE CLONE ICON	50
ADDING A BUTTON	51
PREPARING YOUR MESSAGE TO SEND	54
ADDING A LIST	56
SCHEDULE AN EMAIL	56
CANCEL A SCHEDULED EMAIL	57

<b>Calendar Manager</b>	<b>59</b>
EVENTS ON YOUR HOMEPAGE	60
<b>Questions?</b>	<b>64</b>

# Welcome and Logging in Instructions

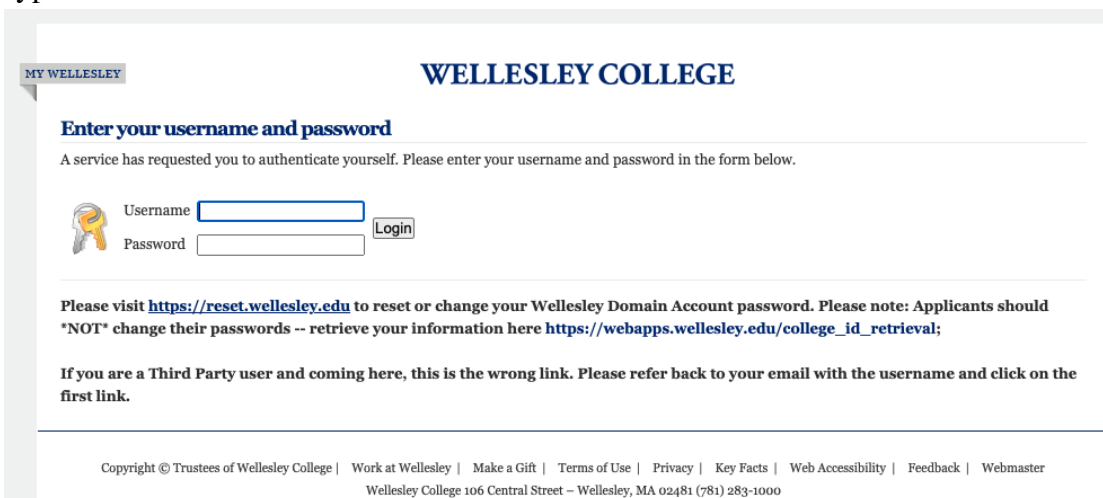
## HOW TO LOG IN TO THE WCAA WEB PLATFORM

1. For access to the administrative side of the WCAA Web Platform, go to:  
<https://alum.wellesley.edu/admin>
2. Enter your MyWellesley username and click “Next”.



The screenshot shows a login interface for FINALSITE. At the top, there is a logo with a red diamond icon and the text "FINALSITE". Below this, the heading "Log in to your account" is centered. Under the heading, there is a label "Username" above a text input field containing the placeholder "Your Username". Below the input field is a blue button labeled "Next". At the bottom of the form, there is a link that says "Forgot username or password?".

3. You will then be taken to the Wellesley College verification page. Please enter your Wellesley username and Wellesley password. If you are already logged in to your My Wellesley account, this step will be bypassed.

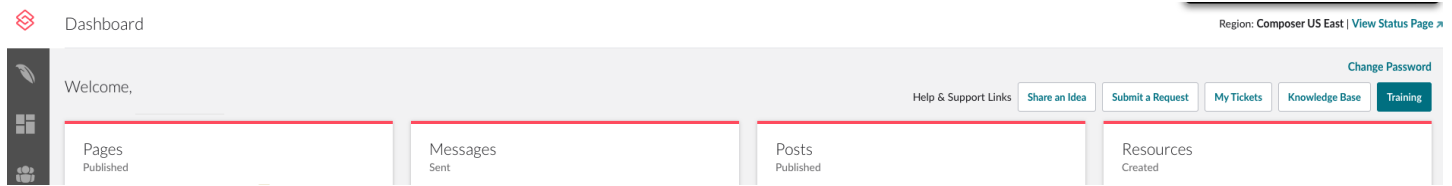


The screenshot shows the Wellesley College login page. At the top left, there is a tab labeled "MY WELLESLEY". To the right, the text "WELLESLEY COLLEGE" is displayed in a large, blue, serif font. Below this, the heading "Enter your username and password" is centered. Under the heading, there is a message: "A service has requested you to authenticate yourself. Please enter your username and password in the form below." Below this message, there is a login form. On the left of the form is a yellow key icon. To the right of the icon, there are two input fields: "Username" and "Password". To the right of the "Password" field is a button labeled "Login". Below the login form, there is a message: "Please visit <https://reset.wellesley.edu> to reset or change your Wellesley Domain Account password. Please note: Applicants should \*NOT\* change their passwords -- retrieve your information here [https://webapps.wellesley.edu/college\\_id\\_retrieval](https://webapps.wellesley.edu/college_id_retrieval);" Below this message, there is another message: "If you are a Third Party user and coming here, this is the wrong link. Please refer back to your email with the username and click on the first link." At the bottom of the page, there is a footer with the following text: "Copyright © Trustees of Wellesley College | Work at Wellesley | Make a Gift | Terms of Use | Privacy | Key Facts | Web Accessibility | Feedback | Webmaster" and "Wellesley College 106 Central Street – Wellesley, MA 02481 (781) 283-1000".

If you don't know your MyWellesley username or password, please visit  
<https://www.wellesley.edu/alumnae/wellesleylogin> to recover or reset your login information.



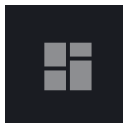
4. Once you have been verified, the Dashboard page will appear.



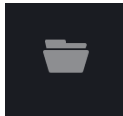
## NAVIGATING THE PLATFORM

1. Most functions are found in the Waffle menu and the file menu called Resources:

**Waffle Menu:**



**Resources:**



Within the Waffle menu you will find important modules for editing your site.

- ***Calendar Manager*** is where listings for your calendar will be made.
- ***Forms Manager*** is where event registrations and other forms are created.
- ***Messages*** is the broadcast email tool.
- ***Posts*** are where content is created and managed.

The file folder icon for Resources is where images and slideshows are housed to use on your site and in email.

Please note:

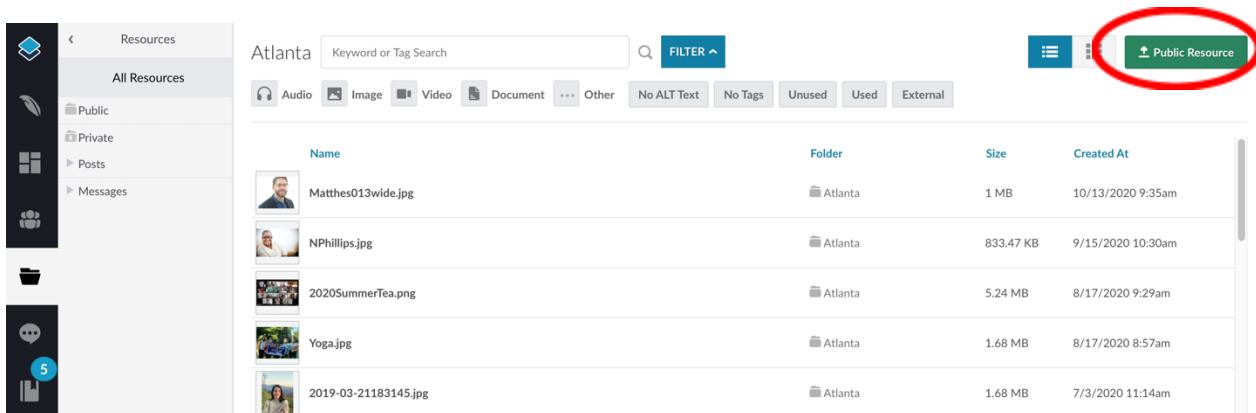
- Any photo used, regardless of how often, must be uploaded to Resources. The only exceptions are if you are including an image on a Form or Calendar Event (not a Post Event)—in these instances images can be uploaded directly from computer files.

# Managing Photos and Files

By clicking on the Resources folder, you will see all the images and files available to use on your website.

## UPLOADING A NEW IMAGE OR FILE

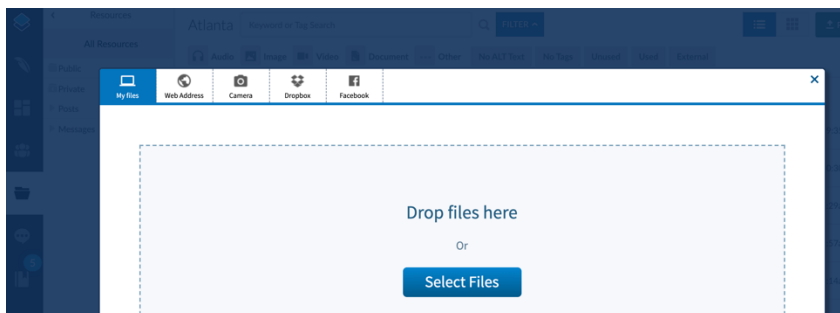
1. Click on the folder you want to upload your new image or file under.
2. To upload a new image or file, click on the green button in the upper right corner that says “Public Resources.” Images uploaded here are not visible in Resources to other group’s administrators. Public Resources means that your photo will be visible to everyone wherever you post the image, unless the page is behind a password. Please note that images in photo albums won’t be viewable unless an alum is logged in.



3. Drag and drop or go into your computer’s file manager to select which image or file you would like to upload. Images should be no larger than 100 MB. There are no restrictions regarding how many images can be included in the Resources folder.
4. Click save and the new image or file you uploaded will be at the top of the list of files and images.

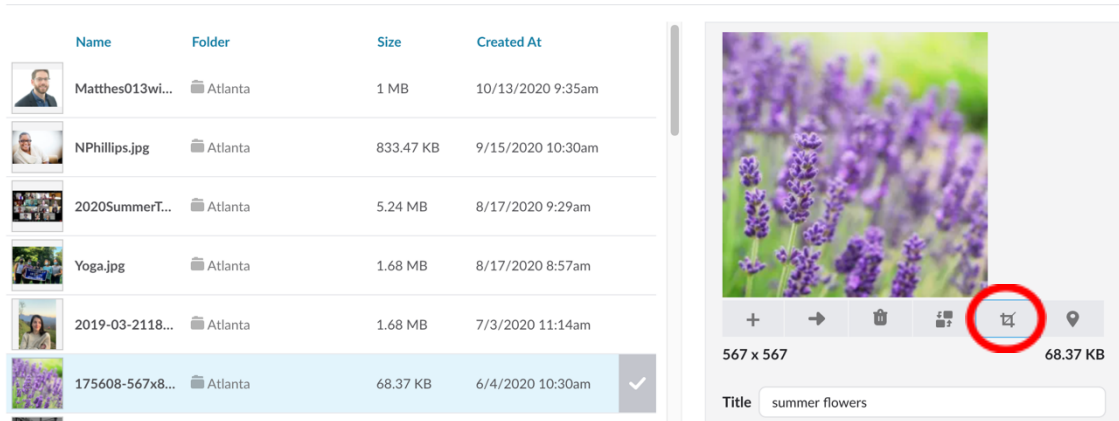
## UPLOADING MANY IMAGES OR FILES AT THE SAME TIME

1. Select all the files and/or images you want to upload and drag them into the area that says “Drop files here.” You can also click “Select Files” to manually select the files you want to upload.



## EDITING AN IMAGE

1. Click on the photo you wish to edit.
2. Click on the edit image button (circled in red in the image below) to launch the built-in image editor.



You have a few image editing options:

- Rotation
  - Cropping
    - There is a custom crop option, or you can use any of the four presets.
3. To save the edits you made to the image, click the “Save Image” button.
    - You can either save the image as a new image or replace the original.

## HOW TO MAKE SLIDE SHOWS

Photo albums/Slide shows are called Galleries.

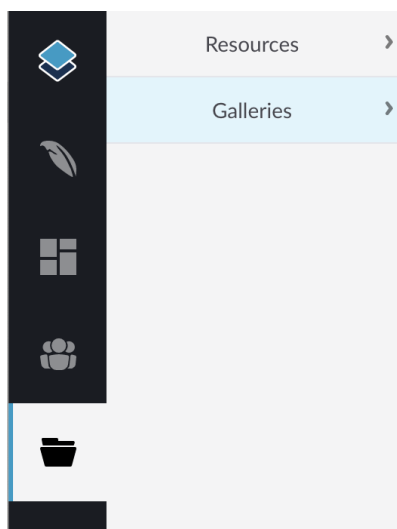
In the Resources module is a Galleries option. Galleries are where individual photos are grouped into slideshows for use on your website. The four slideshows that show on every site's homepage are the first four sub-galleries in your list of galleries.

Let's look at the Wellesley Atlanta Club homepage. These four galleries, visible at the bottom of the club's homepage will always be the first four galleries here in the backend. Anything beyond the first four will show on another page called All Galleries.

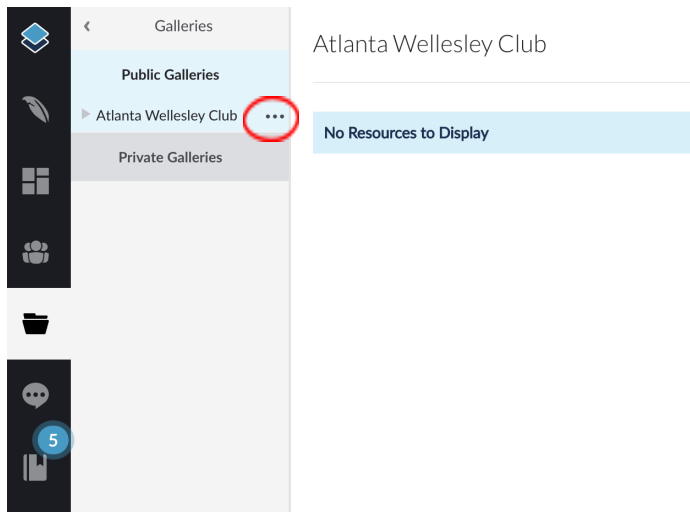
### Photo Galleries



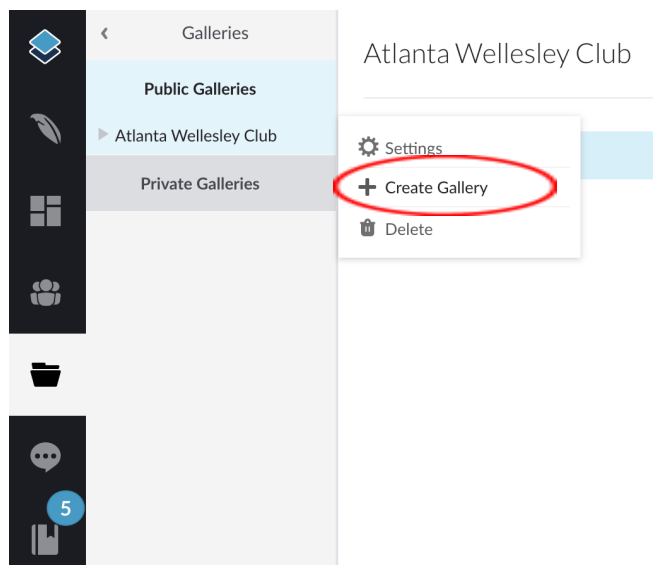
1. Click on the Resources folder icon and click on the “Galleries” tab.



2. To create a new gallery, hover over the site you would like to add a gallery to and click on the three dots.



3. Click on Create Gallery.



4. Give the gallery/slideshow a name. This will show up on the website.
5. You also need to give the gallery a thumbnail image. You can do this by clicking on the Browse button. Just select one of the best images from your gallery.

### New Public Gallery

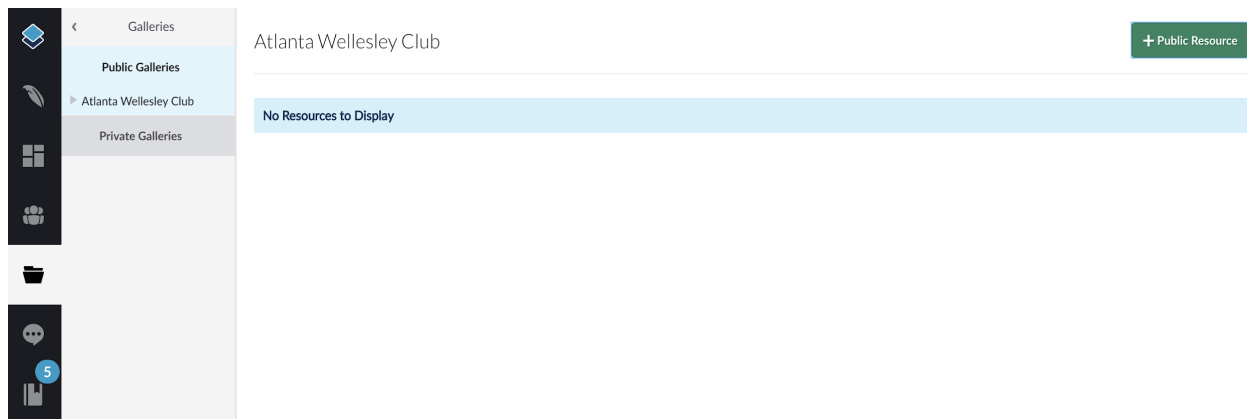
**GENERAL**

Name

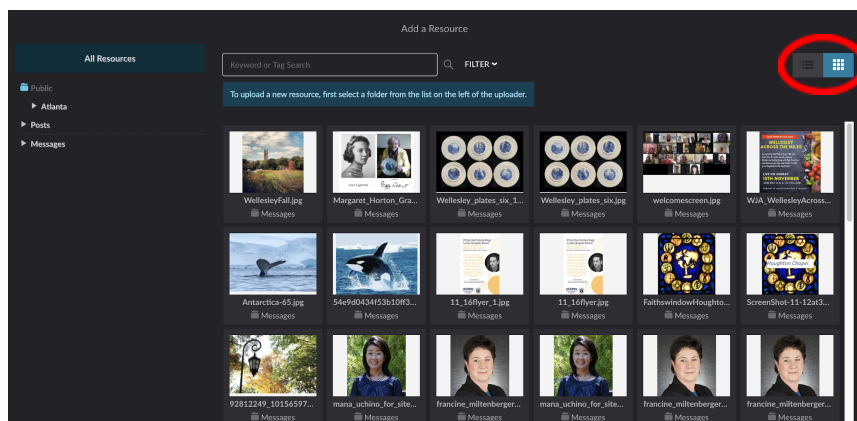
Description

Gallery Thumbnail

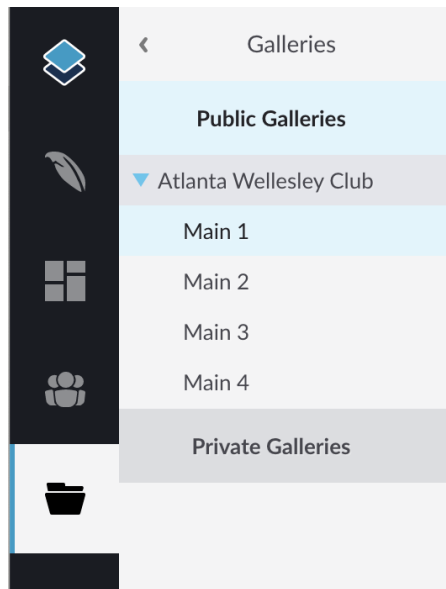
- To add images to your gallery click on the album and then the green button in the top right corner that says Public Resource.



- Then find an image to add to your gallery. It is easier to view images with the grid view. You can toggle between list view and grid view by clicking on the grid view button.



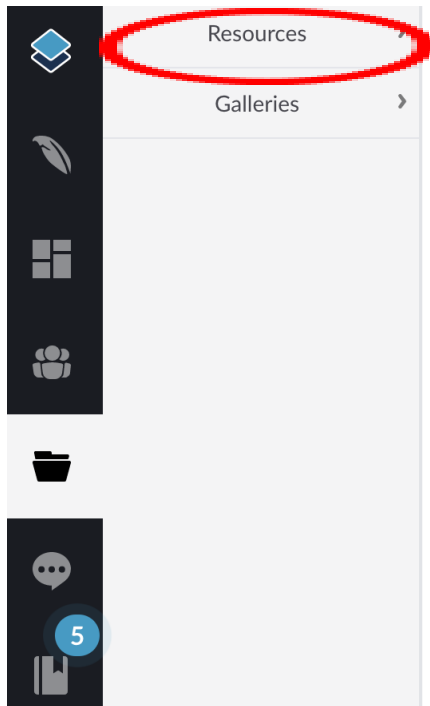
8. Repeat steps 5 & 6 for each image you would like to add to your gallery.
9. Click the “Update” button in the bottom right corner when you are finished.
10. If you want this gallery to be one of the four featured galleries on your homepage, you can drag it up to the top of the list.



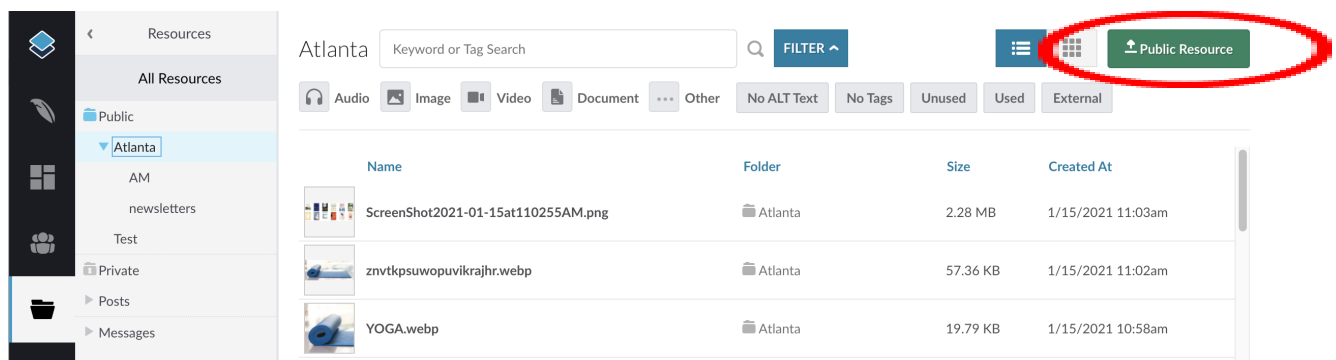


## ANOTHER WAY TO MAKE SLIDESHOWS

1. In Resources, instead of clicking on the Galleries button, click on the Resources tab.






2. Click on the green button that says “Public Resource” in the upper right corner.



3. Upload the pictures that you want for your slideshow.
4. Hover your cursor over each of the images you want for your slideshow and click on the gray check mark that appears at the right end of each image.

Atlanta Keyword or Tag Search  FILTER ^






Audio Image Video Document ... Other No ALT Text No Tags Unused Used External

Name	Folder	Size	Created At	
 Matthes013wide.jpg	Atlanta	1 MB	10/13/2020 9:35am	<input checked="" type="checkbox"/>
 NPhillips.jpg	Atlanta	833.47 KB	9/15/2020 10:30am	<input type="checkbox"/>
 2020SummerTea.png	Atlanta	5.24 MB	8/17/2020 9:29am	<input type="checkbox"/>

5. Once you have selected all the images you want for your slideshow, click on the button that says, “Add to New Gallery.”

Atlanta Keyword or Tag Search  FILTER ^

Audio Image Video Document ... Other No ALT Text No Tags Unused Used External

Name	Folder	Size	Created At	
 Matthes013wi...	Atlanta	1 MB	10/13/2020 9:35am	<input checked="" type="checkbox"/>
 NPhillips.jpg	Atlanta	833.47 KB	9/15/2020 10:30am	<input checked="" type="checkbox"/>
 2020SummerT...	Atlanta	5.24 MB	8/17/2020 9:29am	<input checked="" type="checkbox"/>
 Yoga.jpg	Atlanta	1.68 MB	8/17/2020 8:57am	<input checked="" type="checkbox"/>
 2019-03-2118...	Atlanta	1.68 MB	7/3/2020 11:14am	<input type="checkbox"/>

4 Resources Selected

- + Add to Existing Gallery
- + Add to New Gallery**
- Move to Folder
- 🗑 Delete Resources

6. Select the parent of the new gallery and give your gallery a name, remembering that the name will be public on the website.
7. Add a thumbnail for your gallery by clicking on the browse button. Choose one of the images you uploaded for your gallery.

New Public Gallery

**GENERAL**

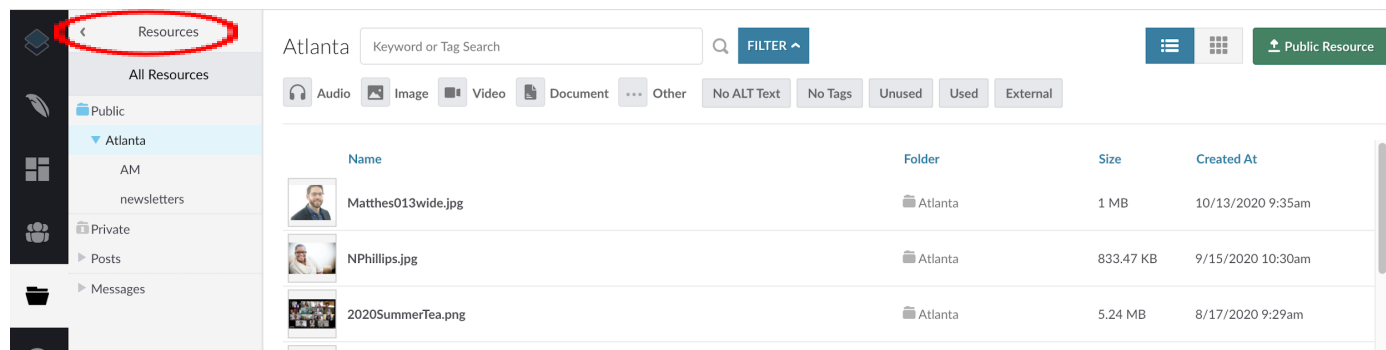
Name

Description

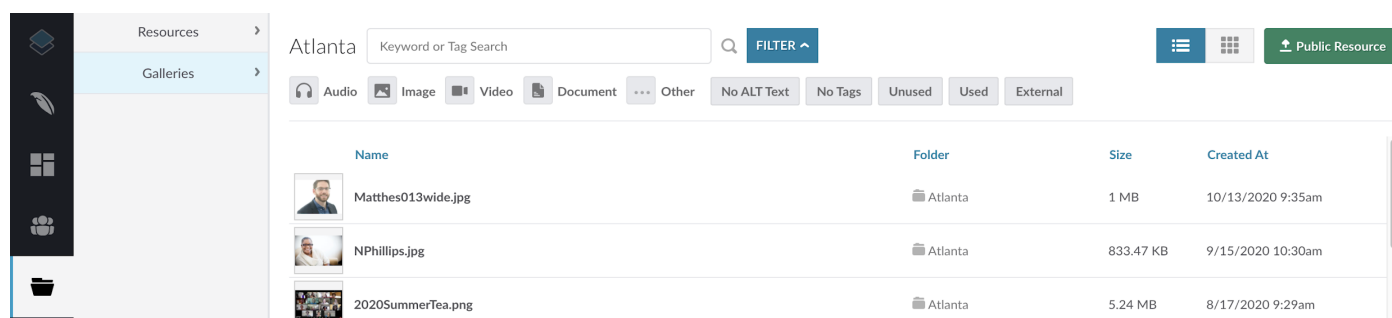
Gallery Thumbnail

8. Click “Save.”

9. Toggle to the Galleries tab by clicking on the back arrow of Resources.



10. Click on the Galleries tab.



11. Click on the parent gallery you saved your new gallery under and your new gallery will appear at the bottom of the list.

12. If you want your new slideshow to appear on the front of the homepage, drag it to the top of the list.

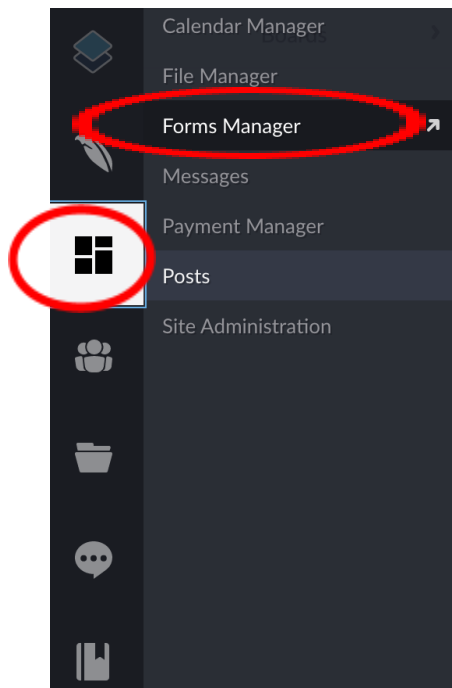
13. Go to your group’s website and you will see your new gallery.

# Event Registrations

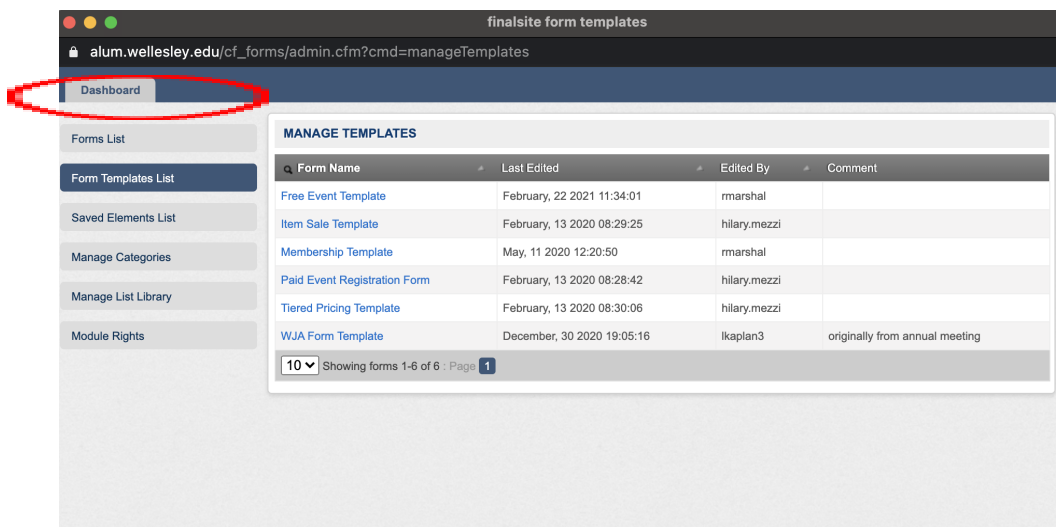
Here's how to make a form for an event registration.

## CREATING A FORM FROM A TEMPLATE

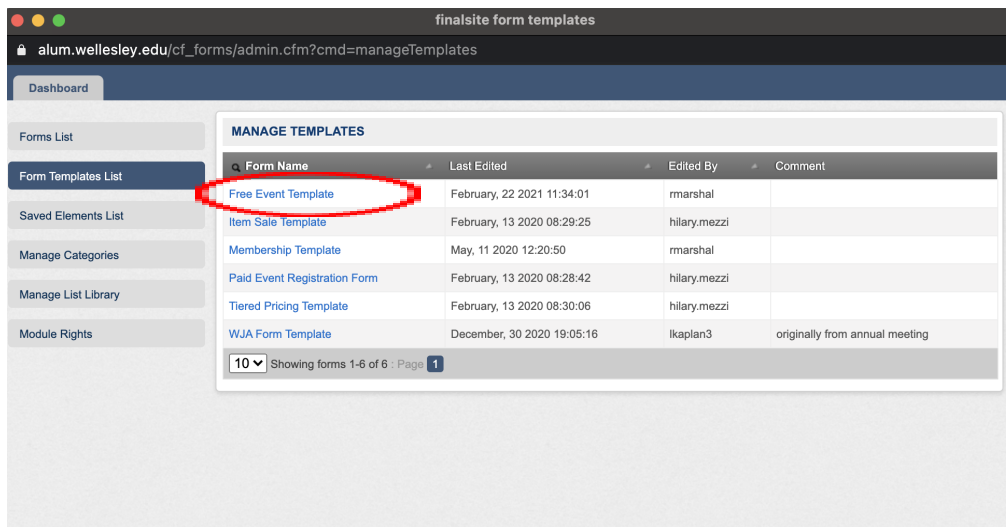
1. Hover over the waffle menu and click on "Forms Manager."



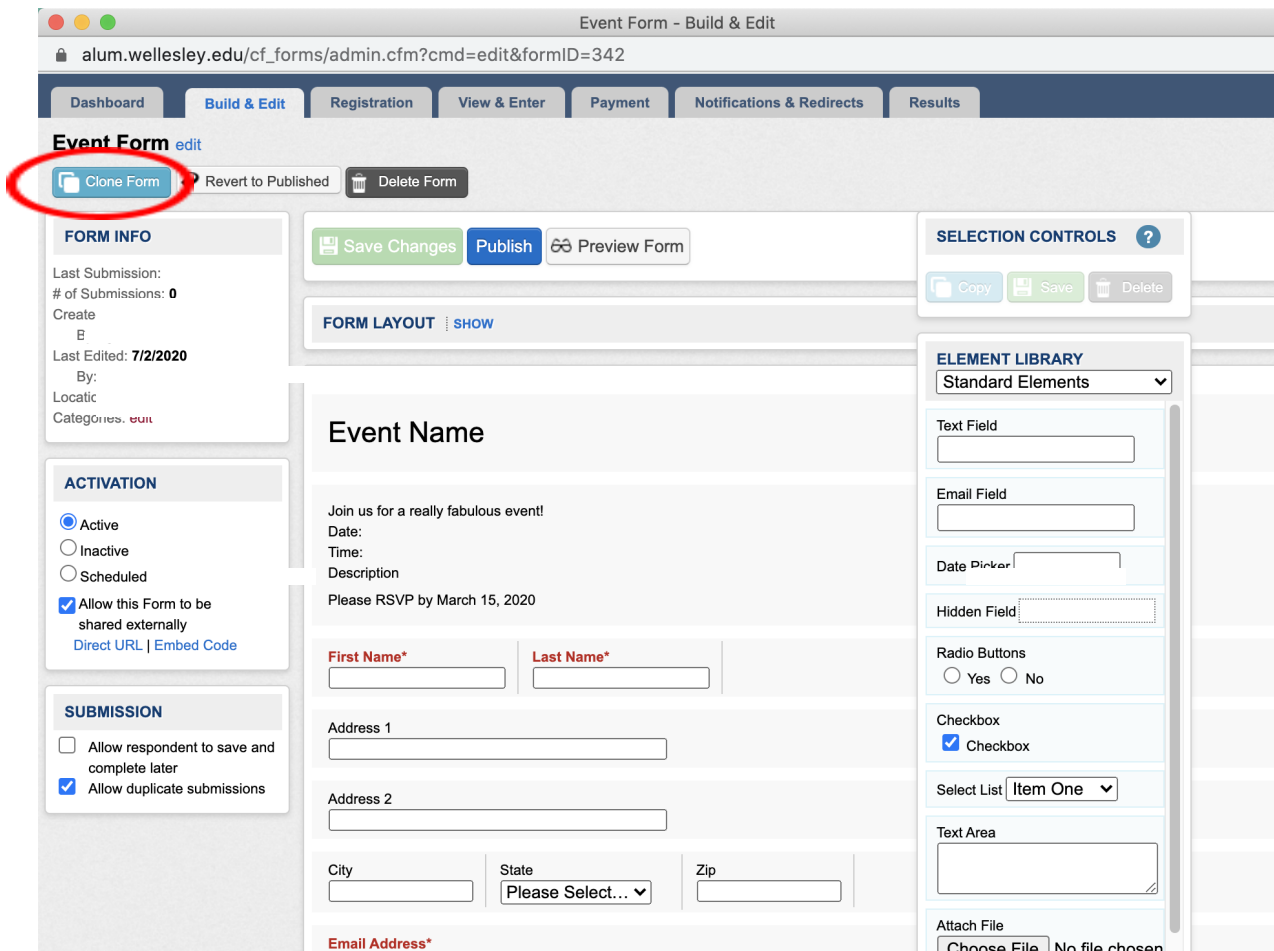
2. Click on the tab that says "Form Templates List."



3. Click on the form that says “Free Event Template.”



4. Click on the blue button in the corner that says “Clone Form”.



5. Now you have your own copy of the template to edit. Name your event and click on the button that says “Clone Form.”

The screenshot shows the 'Event Form - Build & Edit' interface. A modal dialog box titled 'Clone Form' is open, featuring a text input field labeled 'New Form Name' with the value 'Example Event'. At the bottom right of the dialog, there are two buttons: 'clone form' (highlighted with a red circle) and 'cancel'. The background interface includes a top navigation bar with tabs like 'Dashboard', 'Build & Edit', 'Registration', 'View & Enter', 'Payment', 'Notifications & Redirects', and 'Results'. The main content area is divided into sections: 'FORM INFO' (showing submission statistics and creation/edit dates), 'ACTIVATION' (with radio buttons for 'Active', 'Inactive', and 'Scheduled'), and 'SUBMISSION' (with checkboxes for submission settings). On the right, there are 'SELECTION CONTROLS' and an 'ELEMENT LIBRARY'.

6. Hover over “Event Name” and click on the pencil icon to edit the name.

The screenshot shows the 'Example Event - Build & Edit' interface. The 'Event Name' field is highlighted with a red circle, and a pencil icon is visible next to it, indicating it can be edited. The interface is similar to the previous one, with a top navigation bar and a main content area. The 'FORM INFO' section shows the event was created on 11/19/2020. The 'ACTIVATION' section has the 'Active' radio button selected. The 'SUBMISSION' section has the 'Allow duplicate submissions' checkbox checked. The 'FORM LAYOUT' section shows a form with fields for 'First Name\*', 'Last Name\*', 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu), 'Zip', and 'Email Address\*'. The 'SELECTION CONTROLS' and 'ELEMENT LIBRARY' are also visible on the right.

7. Change the name in the Content box to what you want your event to be named and click the “Save” button at the bottom.

The screenshot shows the 'Example Event - Build & Edit' interface. The 'Element Properties' dialog is open, displaying the 'SETTINGS' tab. The 'Content' box is highlighted with a red circle and contains the text 'Event Name'. The 'Header Size' is set to 'H1'. Below the 'Content' box, there are sections for 'DATE-BASED CONDITIONAL SETTINGS' and 'ADMIN-ONLY CONDITIONAL SETTINGS'. The 'save' button at the bottom right of the dialog is also circled in red. The background shows the 'FORM INFO' and 'ACTIVATION' sections of the form editor.

8. Do the same thing for the Event Details section. Hover over the section and click on the pencil icon to make edits. Make sure to click the “Save” button to save the edits you made.



Example Event [edit](#)

Clone Form

Revert to Published

Delete Form

Save Changes

Publish

Preview Form

FORM LAYOUT [SHOW](#)

FORM INFO

Last Submission:

# of Submissions: 0

Created: 11/19/2020

B

Last L,

B

Location: [where used >](#)

Categories: [edit](#)

ACTIVATION

☒ Active

☐ Inactive

☐ Scheduled

☒ Allow this Form to be shared externally

[Direct URL](#) | [Embed Code](#)

SUBMISSION

☐ Allow respondent to save and complete later

☒ Allow duplicate submissions

Event Name

Join us for a really fabulous event!

Date:

Time:

Description

Please RSVP by March 15, 2020

First Name\*

Last Name\*

Address 1

Address 2

City

State

Zip

Email Address\*

SELECTION CONTROLS

Copy

Save

Delete

ELEMENT LIBRARY

Standard Elements

Text Field

Email Field

Date Picker

Hidden Field

Radio Buttons

☐ Yes
☐ No

Checkbox

☒ Checkbox

Select List

Item One

Text Area

Attach File

Choose File

No file chosen

- Delete the information boxes that you do not need for your form. For example, if you do not need the city section, hover over it and click the trash can icon.

The screenshot shows a form builder interface. On the left, there are two panels: 'ACTIVATION' and 'SUBMISSION'. The 'ACTIVATION' panel has radio buttons for 'Active' (selected), 'Inactive', and 'Scheduled', and a checked checkbox for 'Allow this Form to be shared externally' with links for 'Direct URL' and 'Embed Code'. The 'SUBMISSION' panel has unchecked checkboxes for 'Allow respondent to save and complete later' and 'Allow duplicate submissions'. The main form area is titled 'Event information' and contains a description, date, time, and a request to RSVP by March 15, 2020. It includes input fields for 'First Name\*', 'Last Name\*', 'Address 1', 'Address 2', 'City', 'State', 'Zip', and 'Email Address\*'. A red circle highlights a trash icon next to the 'City' field. On the right, a sidebar lists various form elements: Text Field, Email Field, Date Picker, Hidden Field, Radio Buttons (Yes/No), Checkbox (checked), Select List (Item One), Text Area, and Attach File (Choose File/No file chosen).

10. If you would like to add an information box, drag the box that says “Text Field” onto your form.

This screenshot shows the same form builder interface, but with a new 'Text Field' element added to the form. The 'Text Field' element is highlighted with a red circle in the 'ELEMENT LIBRARY' sidebar. The form now includes two 'Text Field' elements at the top, followed by the 'First Name\*' and 'Last Name\*' fields, and the address fields. The 'SELECTION CONTROLS' panel at the top right shows 'Copy', 'Save', and 'Delete' buttons. The 'ELEMENT LIBRARY' panel shows 'Standard Elements' and the 'Text Field' element highlighted with a red circle.

11. Click the pencil icon over the new text field you added to edit the information.

12. Save your form and publish your form. **Please note:** All forms can be accessed by all web administrators.

Here are some important tips:

- a. Include your group name in the form name along with a title that clearly identifies what the form is for.
- b. Since forms for all groups can be accessed, please take care to ensure you are editing and cloning only your own group's forms.
- c. You can search by form name using the search field on the top left bar. You can also search by Category (see below to add that information to new and existing forms), which will display only your group's forms.
- d. When creating the form, select your group as a Category, which will then allow you to filter just your forms by using the Categories Search. To add a Category, select "edit" next to Categories in the Form Info area on the top left. Once you select edit, a list of groups will appear and you can check off your group.

**Example Event** [edit](#)

[Clone Form](#) [Revert to Published](#) [Delete Form](#)

**FORM INFO**

Last Submission:  
# of Submissions: 0  
Created: 11/19/2020  
By:   
Last Edited: 11/20/2020  
By:   
Location: Where you need >  
**Categories: edit**

**ACTIVATION**

☒ Active  
☐ Inactive  
☐ Scheduled  
☒ Allow this Form to be shared externally  
[Direct URL](#) | [Embed Code](#)

**SUBMISSION**

☐ Allow respondent to save and complete later  
☒ Allow duplicate submissions

**Save Changes** **Publish** [Preview Form](#)

**FORM LAYOUT** [SHOW](#)

**Event Name**

Join us for a really fabulous event!  
Date:  
Time:  
Description  
Please RSVP by March 15, 2020

Text Field

Text Field

**First Name\*** **Last Name\***

Address 1

Address 2

**SELECTION CONTROLS** ?

[Copy](#) [Save](#) [Delete](#)

**ELEMENT LIBRARY**

Standard Elements

Text Field

Email Field

Date Picker

Hidden Field

Radio Buttons  
☐ Yes ☐ No

Checkbox  
☒ Checkbox

Select List Item One

Text Area

Attach File

13. Now it is time to set notifications and redirects. Click on the Notifications and Redirects tab.

[Dashboard](#) [Build & Edit](#) [Registration](#) [View & Enter](#) [Payment](#) [Notifications & Redirects](#) [Results](#)

14. Decide which people need to be notified of any submissions to the form. Add their email addresses under the “Send Email to” section and click the green check mark when done.

**NOTIFICATION & REDIRECT**

**General Email Options**

**Email Sender** ☐ Send confirmation emails from a custom email address ("Wellesley College" donotreply@finalsite.net" by default)

**Admin Notification Email**

**Send email to** ☒ wendy@wellesley.edu

**Email Contents**

- ☐ Include form name and date of submission
- ☒ Include full results of the form submission (Credit card numbers excluded. Attached files will be included as a link.)
- ☐ Include a link to view results
- ☐ Include a custom message at the beginning of the email
- ☐ Include Submission ID in the subject of the email

15. Make sure that “Include full results of the form submission” is checked

**Admin Notification Email**

**Send email to** ☒ wendy@wellesley.edu

**Email Contents**

- ☐ Include form name and date of submission
- ☒ Include full results of the form submission (Credit card numbers excluded. Attached files will be included as a link.)
- ☐ Include a link to view results
- ☐ Include a custom message at the beginning of the email
- ☐ Include Submission ID in the subject of the email

16. You can now set the message that is displayed when someone submits the form. Type in your custom message in the box. Highlight the text and select a bigger font-size so that it is sure to be seen.

**Respondent Confirmation**

**Redirect Page** ☒ Display a message ☐ Redirect to a site page ☐ Redirect to URL

**Rich Text Editor**

Your custom message here.

☐ Show number of submissions

☐ Show a graph of results

☐ Show results of form

17. The last step is to compose your email confirmation text. Customize your subject field and type an email message to your attendees letting them know you received the submission. Click save changes when you are done.

#### Email Confirmation

- ☒ Send confirmation email to respondent
- ☐ Make this a required field
- ☐ Include full results of the form submission (Credit card numbers excluded. Attached files will be included as a link.)
- ☒ Include a custom message at the beginning of the email

Email Subject **Form Submission Received for form: Free Event Template**

#### Personalization



Thank you for signing up!

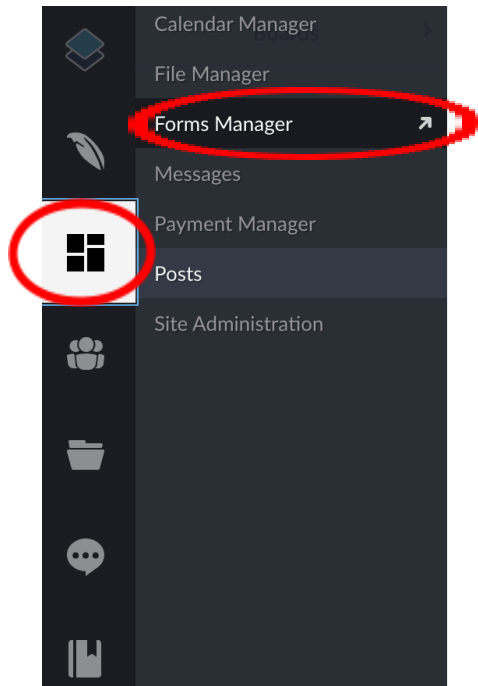
 Save Changes

18. Now you are ready to put the form on your website. See the section about WebPage Content for these instructions.

## TRACKING RSVPs

Great news! You've gotten a few submissions to your event registration form. Let's take a look.

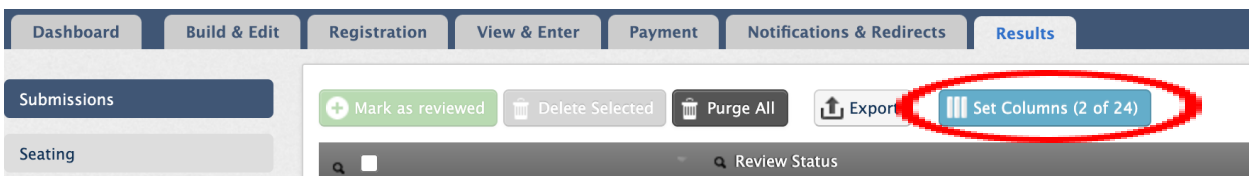
1. Navigate back to the Forms Manager from the waffle menu.



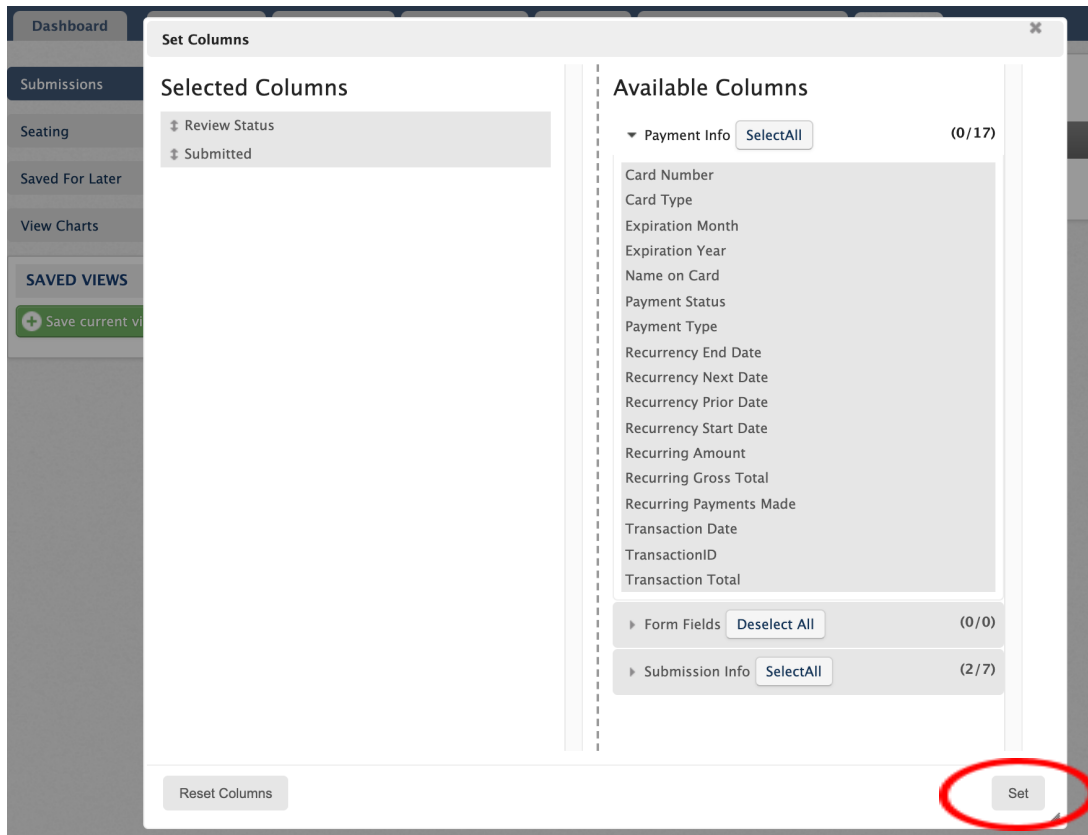
2. Click on your form.
3. Click the last tab (the “Results” tab), and see the submissions. You may notice the information you asked for is showing up here. That is because the module allows you to customize exactly what you see.



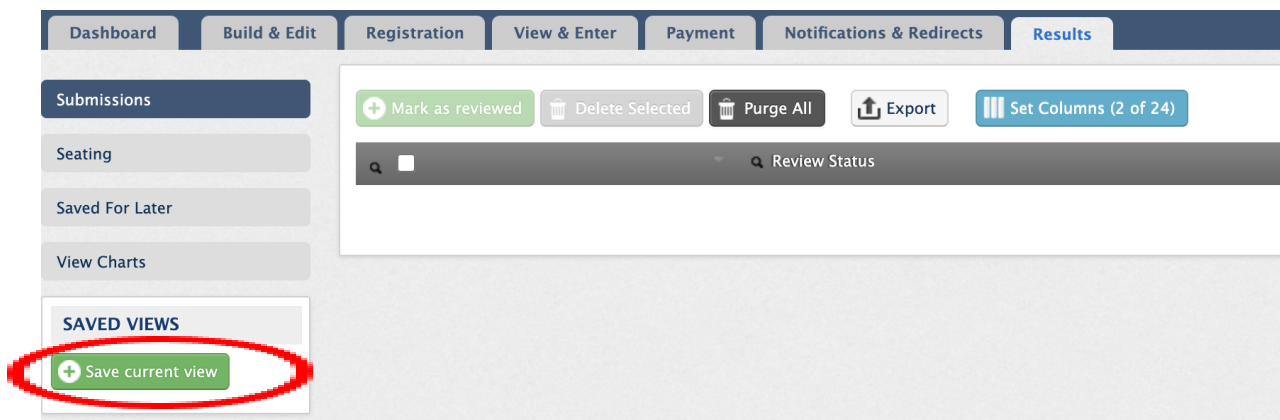
4. Click the blue “Set Columns” button. Here is where you can really customize your view of the results. You can easily select every field collected to show on your report or just some. You can add a column to the Results tab that gives you the status of the transaction. You can do this by going to Set Columns and choosing which ones you would like displayed from the right side. Once you click on them they will be added to the left hand column and then you can select Set at the bottom right. Please note that any changes you make to your columns will only be visible to you. Other admins will need to set up their own Results tab columns.



5. Once you are satisfied that you are seeing all the information you need, click the button that says “Set.”

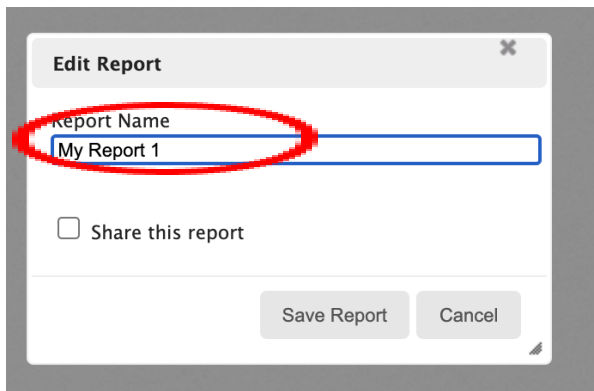


6. Then move to the left side of your screen and click on the button that says “Save Current View.”





7. Then Name the report.



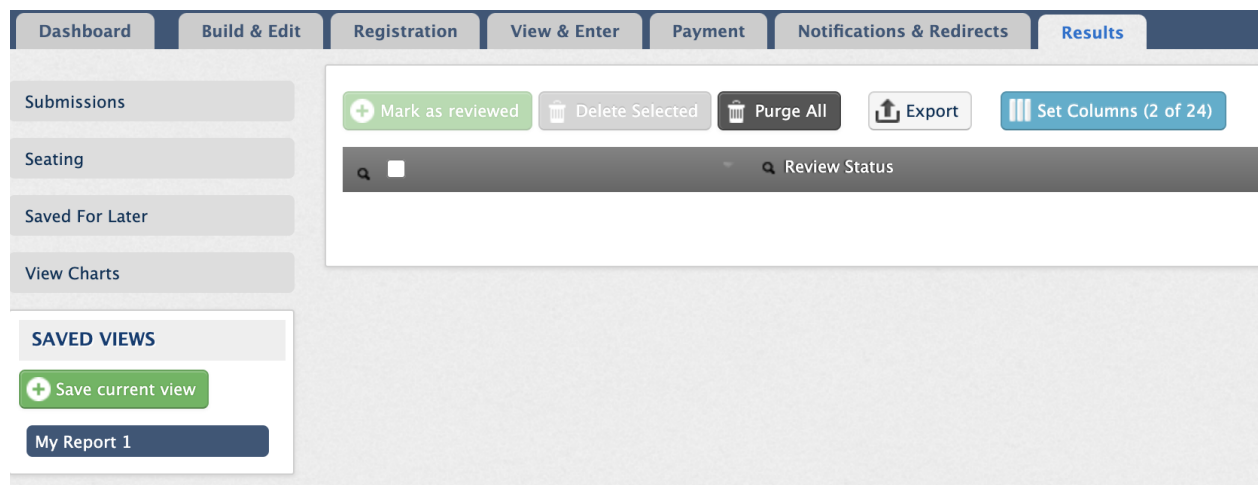
**Edit Report**

Report Name  
My Report 1

☐ Share this report

Save Report Cancel

8. The next time you come in to check on the results you can click on the save view link to see the already optimized view.



Dashboard Build & Edit Registration View & Enter Payment Notifications & Redirects Results

Submissions

Seating

Saved For Later

View Charts

SAVED VIEWS

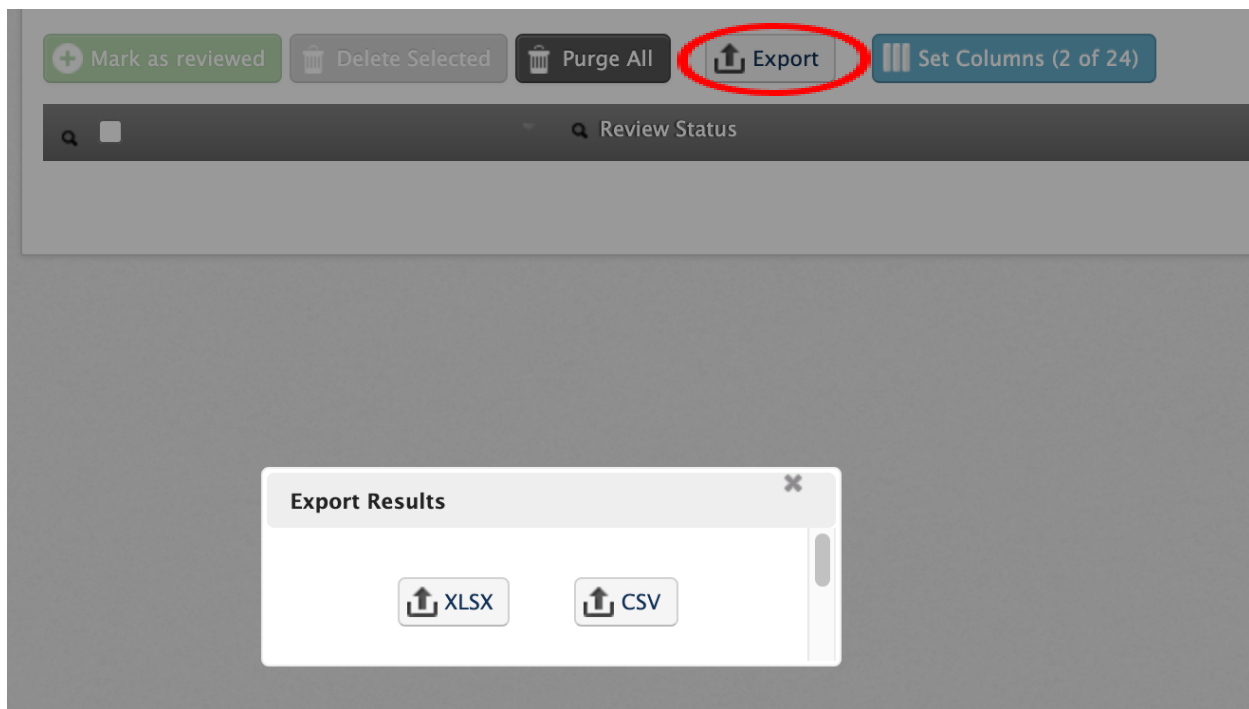
+ Save current view

My Report 1

+ Mark as reviewed Delete Selected Purge All Export Set Columns (2 of 24)

Review Status

9. You can also use the export button to export the results into several different file formats.



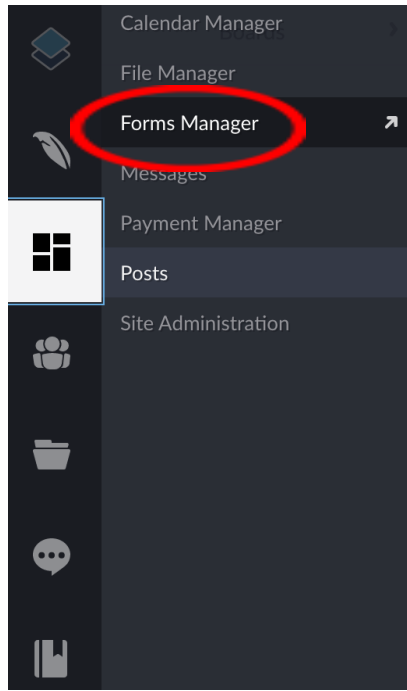
10. You also open each submission and print it or save it as a PDF.

The screenshot shows a table with a vertical toolbar on the left. The toolbar contains a checkmark icon, a magnifying glass icon, and a print icon (circled in red). The table has the following columns: First\_Name, Last\_Name, Class\_Year, Address\_1, and Address\_2. The data rows are:

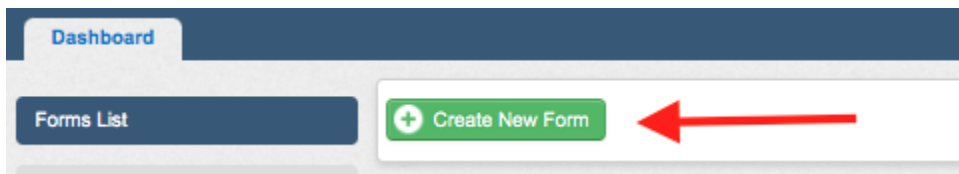
	First_Name	Last_Name	Class_Year	Address_1	Address_2
<input type="checkbox"/>	Jaclyn	Smith	1975	11 Winding Way	—
<input type="checkbox"/>	Jean	Gardiner	1981	17 Locust Lane	—

## CREATING A FORM WITH PAYMENT

1. Go to the Waffle menu and select Forms Manager



2. Click on Create New Form



3. A new pop-up window will appear where you can choose the type of form that you need and name your form. Once you do this, click save.

**Create New Form**

**CREATE NEW FORM**

☐ Blank Form

☒ From Template

✓ Select template...

- Free Event Template
- Item Sale Template
- Membership Template
- Paid Event Template
- Tiered Pricing Template

Form Name:

save cancel

- Give your new form a unique name which includes your class, club or SIG name and click save to create your form.

**Create New Form**

**CREATE NEW FORM**

☐ Blank Form

☒ From Template

Paid Event Registration Form

Form Name:

save cancel

- If you hover over any of the form fields the pen or delete option will pop up. Choose the pen option to edit the field.

**FORM LAYOUT** | SHOW

Event Name

Description of event

- A box will appear where you can add and edit text. If there are fields that you do not need, just hover over them and choose the trash can to delete. Once you are done, select the green save button at the top left.

**SETTINGS**

Content

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, ordered list, table, image, video, link, unlink, and other formatting options.

**Event Name**

- If you need to add a field just go over to the right hand side under Element Library and choose the type of field you want by dragging it to the right of the field you want it next to or beneath/on top of the field for a new line. Save and Publish your form.

plate [Revert to Published](#) [Delete Form](#)

This form contains 4 Registration Element(s). You may include up to 10. Also, please ensure that the page this form is placed on is set to "Display over SSL".

[Save Changes](#) [Publish](#) [Preview Form](#)

**FORM LAYOUT** [SHOW](#)

**Event Name**

Description of event.

First Name\*

Last Name\*

drop here to create a new column

**ELEMENT LIBRARY**  
Standard Elements

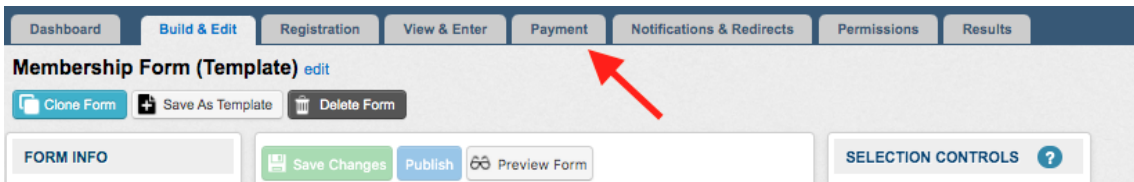
- Text Field
- Email Field
- Date Picker
- Hidden Field
- Text Field
- Text Field
- Radio Buttons
- Checkbox

- Next, go to the Notification & Redirects tab. Click on the + symbol to add the email addresses that you would like to get notified of any transactions from this form. The green checkmark will save your additions. Make sure to check "Include full results" on the form submission.



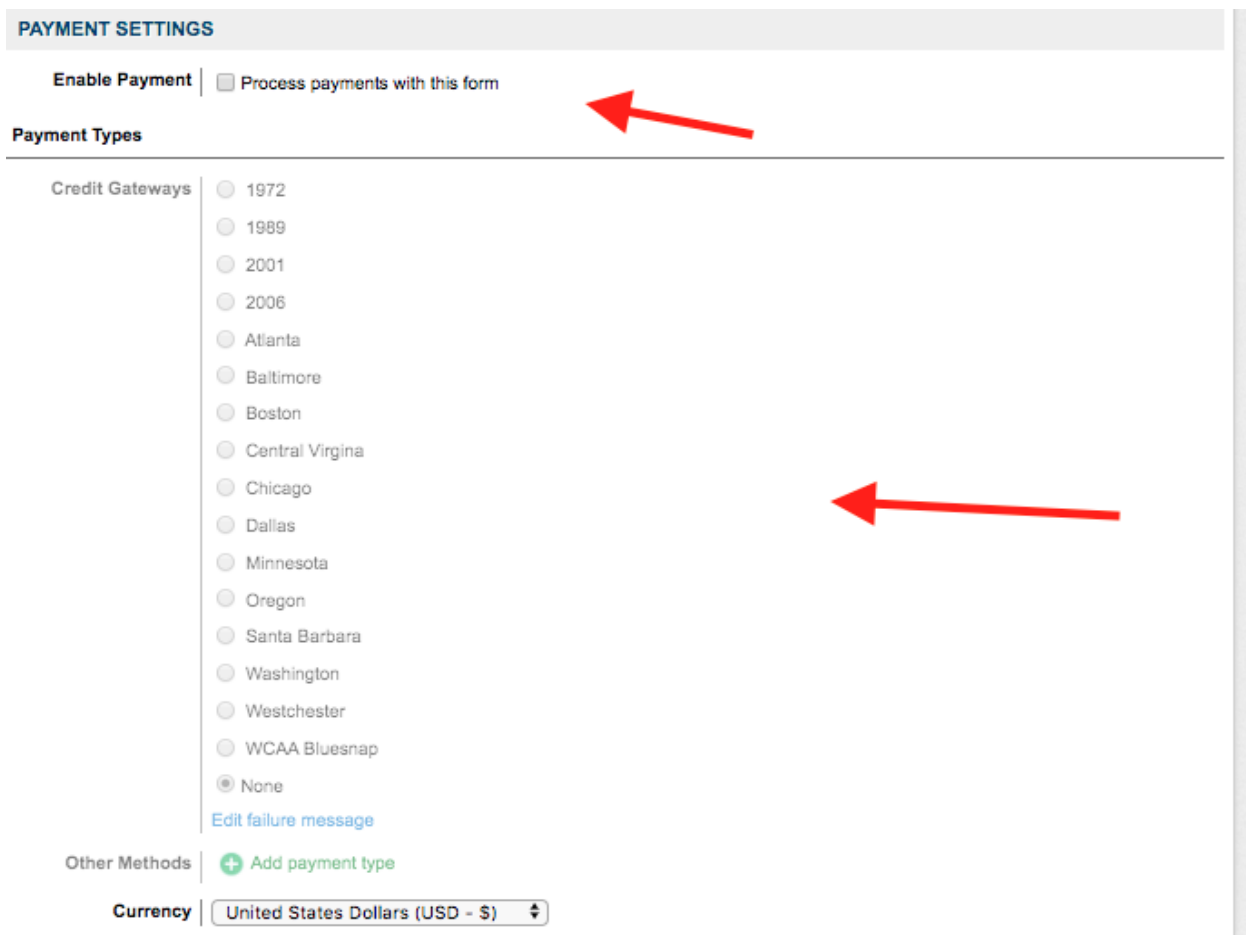
10. [Please return to the Event Registrations section to learn how to edit the form and add fields.](#)

11. Select the Payment tab



The screenshot shows a top navigation bar with tabs: Dashboard, Build & Edit, Registration, View & Enter, Payment, Notifications & Redirects, Permissions, and Results. The 'Payment' tab is highlighted. Below the tabs, the title 'Membership Form (Template)' is followed by an 'edit' link. There are three buttons: 'Clone Form', 'Save As Template', and 'Delete Form'. Below these are 'FORM INFO' and 'SELECTION CONTROLS' sections. The 'FORM INFO' section contains 'Save Changes', 'Publish', and 'Preview Form' buttons. A red arrow points to the 'Payment' tab.

12. Check the “Process payments with this form” box. Then select your group’s name. **Please note you cannot process any payments if your group name is not available here**, as your group is not set up with Bluesnap. This process is changing in the Fall of 2021 and in this interim period no new BlueSnap accounts should be established.



The screenshot shows the 'PAYMENT SETTINGS' page. At the top, there is a section 'Enable Payment' with a checkbox labeled 'Process payments with this form'. A red arrow points to this checkbox. Below this is the 'Payment Types' section. Under 'Credit Gateways', there is a list of radio buttons for various locations: 1972, 1989, 2001, 2006, Atlanta, Baltimore, Boston, Central Virginia, Chicago, Dallas, Minnesota, Oregon, Santa Barbara, Washington, Westchester, WCAA Bluesnap, and None. A red arrow points to the 'None' option. Below the list is a link 'Edit failure message'. At the bottom, there is a section 'Other Methods' with a button 'Add payment type'. At the very bottom, there is a 'Currency' dropdown menu set to 'United States Dollars (USD - \$)'.

13. Select how you want to receive the notifications and send notifications.



## Gateway Reporting and Invoices

<b>Name/Invoice Number</b>	<input type="checkbox"/> Use Custom Form Name/Invoice Number
<b>Admin Invoice Emails</b>	<input checked="" type="radio"/> Combine admin form confirmation and payment receipt confirmation into one email <input type="radio"/> Separate form confirmation and payment receipt into two emails
<b>Respondent Invoice Emails</b>	<input type="radio"/> Combine respondent form confirmation and payment receipt into one email <input checked="" type="radio"/> Separate form confirmation and payment receipt into two emails
<b>Payment Receipt Emails</b>	<input type="checkbox"/> Customize respondent card payment receipt message <input type="checkbox"/> Customize respondent other/ACH method pending payment receipt message

14. To track your RSVPs go back to the Form Manager and find your form by going to the small magnifying glass under Form Name and typing in the title.

Dashboard

Forms List

Create New Form

ALL FORMS

Forms with unreviewed submissions are **bold** and those marked with ■ have unpublished changes.

Form Name	Status	Last Submission	Submissions	Last Edited	Categories
Event for WCAB			0	July, 19 2021 14:07:57	
Event for WCAB			0	July, 20 2021 13:35:04	

Showing forms 1-2 of 2: Page 1

15. Once you have your form, click on the Results tab. This is the area where you will see all of the ticket purchases. You can customize your view by clicking on the blue Set Columns button.

Dashboard

Build & Edit

Registration

View & Enter

Payment

Notifications & Redirects

Permissions

Results

Submissions

Mark as reviewed

Delete Selected

Purge All

Export

Set Columns (9 of 36)

Showing 10 of 1: Page 1 of 1

Review Status	Submitted	First Name	Last Name	Address_1	Address_2	City	Select_State (label)	Select_State (value)	Zip Code
Unreviewed	07/21/2021 12:51 PM	Robin	Marshall	106 Central Street		Wellesley	Massachusetts	MA	02481

SAVED VIEWS

Save current view

16. Two columns that are helpful to have when you are reviewing your results are Total Cost (Under Form Fields) and Payment Status (under Payment Info).

The right hand side shows the Available Columns and the left shows the ones that are Selected.

Set Columns

Selected Columns

Review Status

Submitted

First\_Name

Last\_Name

Address\_1

Address\_2

City

Select\_State

Zip\_Code

Payment Status

Total\_Cost

Available Columns

Payment Info (1/17)

SelectAll

Form Fields (8/12)

SelectAll

First\_Name

Last\_Name

Address\_1

Address\_2

City

Select\_State

Zip\_Code

Email\_Field

Phone\_Number

Number\_of\_Ticke

Donation

Total\_Cost

Submission Info (2/7)

SelectAll

Reset Columns

Set

17. If you click on a column from the right it will be moved to the left. You must choose the Set button on the bottom right when you are done. **Please note** that these choices will only show up on **your** view of the form results. Other administrators in your group accessing the form will need to set up their own view.

18. Once you add your custom columns you can go back up to the top and choose Export. A dialog box will open and you can pick either xlsx or csv for the format of the spreadsheet generated.

If there were funds collected, the Payment Status and Total Cost columns you created will have information. Payment status will be Completed or Abandoned (the option was chosen on form, but the financial part of the transaction was not completed).

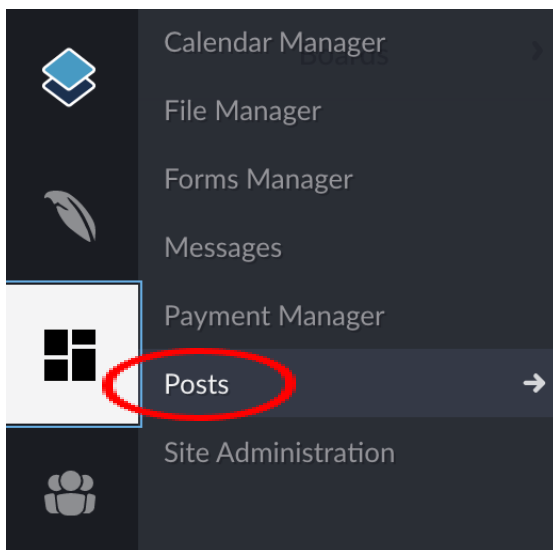
	A	B	C	D	E	F	G	H	I	J	K	L
	Review St	Submitted	First_Name	Last_Name	Address_1	Address_2	City	Select_St	Select_St	Zip_Code	Payment Status	Total_Cost
1	Unreviewe	07/21/202	Robin	Marshall	106 Centra		Wellesley	Massachus	MA	02481	Completed	50
2	Unreviewe	07/21/202	Robin	Marshall	106 Centra		Wellesley	Massachus	MA	02481	Abandoned	50

# Editing Your Web Pages (Posts)

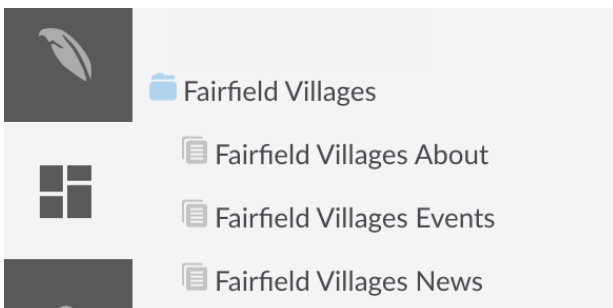
Rather than editing directly on the page, you will be entering content into a module called Posts. There is a location in the Posts module for each page or content area of your website.

## EDITING EXISTING POSTS

1. Access the Posts module by clicking on the Waffle menu.



2. You will see what is called a Board for each sub-page. Click on the board to see what is posted to it.



3. These boards correspond to the pages on your site



## WELLESLEY CLUB OF FAIRFIELD VILLAGES

[ABOUT](#) [NEWS](#) [EVENTS](#) [FAIRFIELD VILLAGES DIRECTORY](#) [SUPPORT](#)

4. For example, each post under the “Fairfield Villages About” board is a subpage to that section.

Fairfield Villages About

Filter by Status: All ▾

**History**

● Published - 3/13/2020 3:56pm by Robin Marshall

**Get Involved**

● Published - 3/13/2020 3:56pm by Robin Marshall

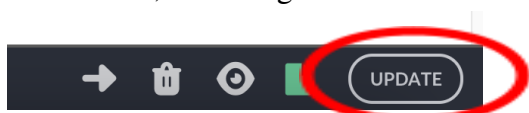


## WELLESLEY CLUB OF FAIRFIELD VILLAGES

[ABOUT](#) [NEWS](#) [EVENTS](#) [FAIRFIELD VILLAGES DIRECTORY](#) [SUPPORT](#)

[President's Message](#) | [Officer List](#) | [Get Involved](#) | [History](#)

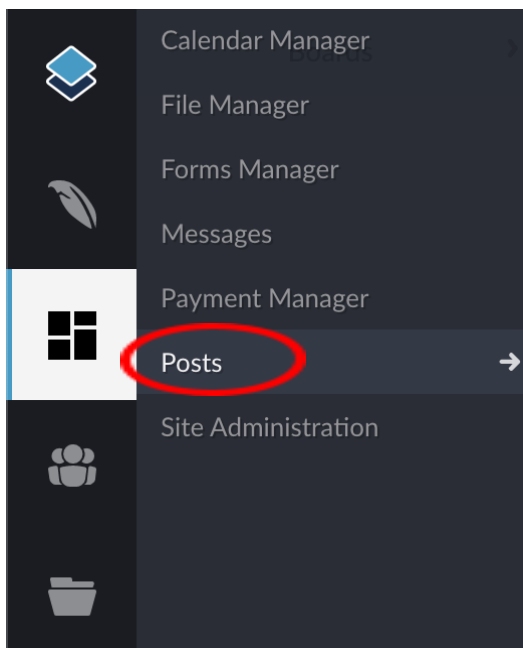
5. Click on one of the posts. In a separate browser tab, navigate to the live page you want to edit. By toggling between the live page and the post in the admin site you will see they have the same content.
6. Make your desired changes to the post. Once you click the button “Update” in the bottom right hand corner, the changes will be live. You can view the changes by refreshing the page.



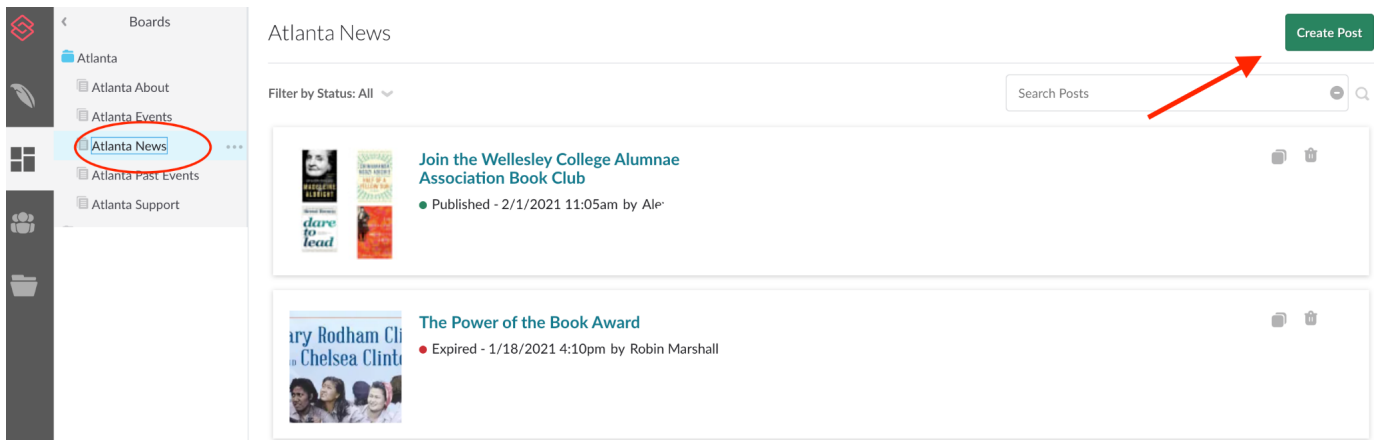
## CREATE A NEW POST IN “NEWS”

This process differs when you want to edit something under the “News” section. In this case, you want to keep the archive of past news/events. Instead of editing what is there you will create new content posts.

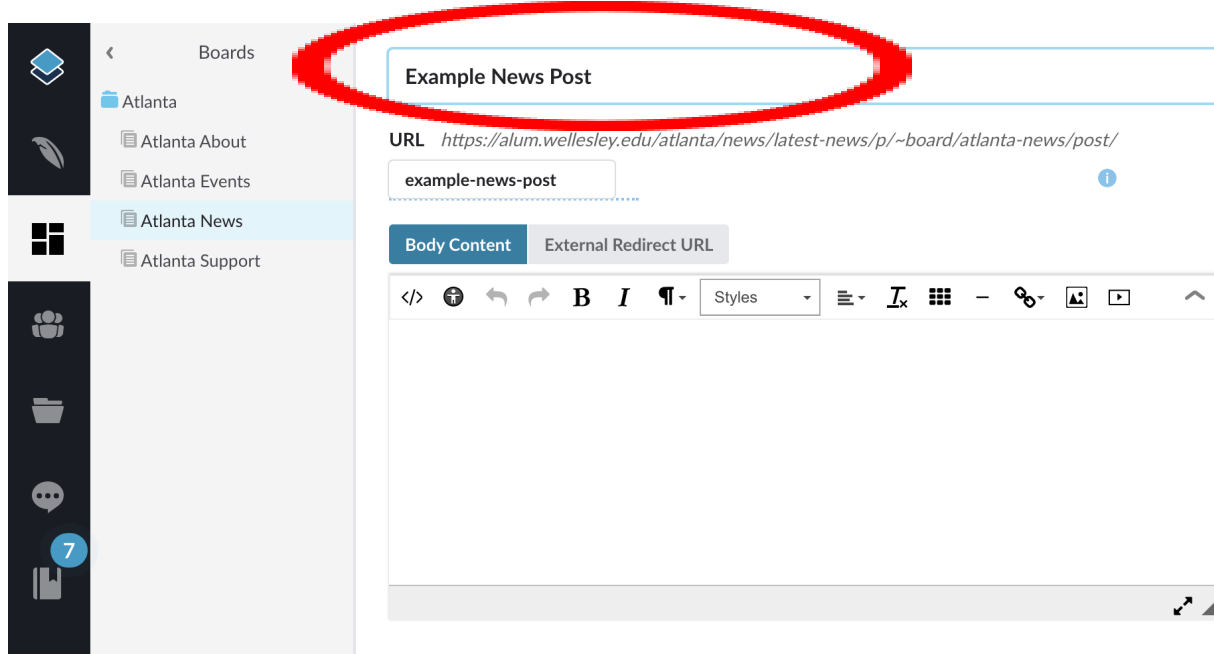
1. Click on the Waffle icon and click on the tab that says “Post”



2. Click on the News Board and then Create post on the top right hand corner

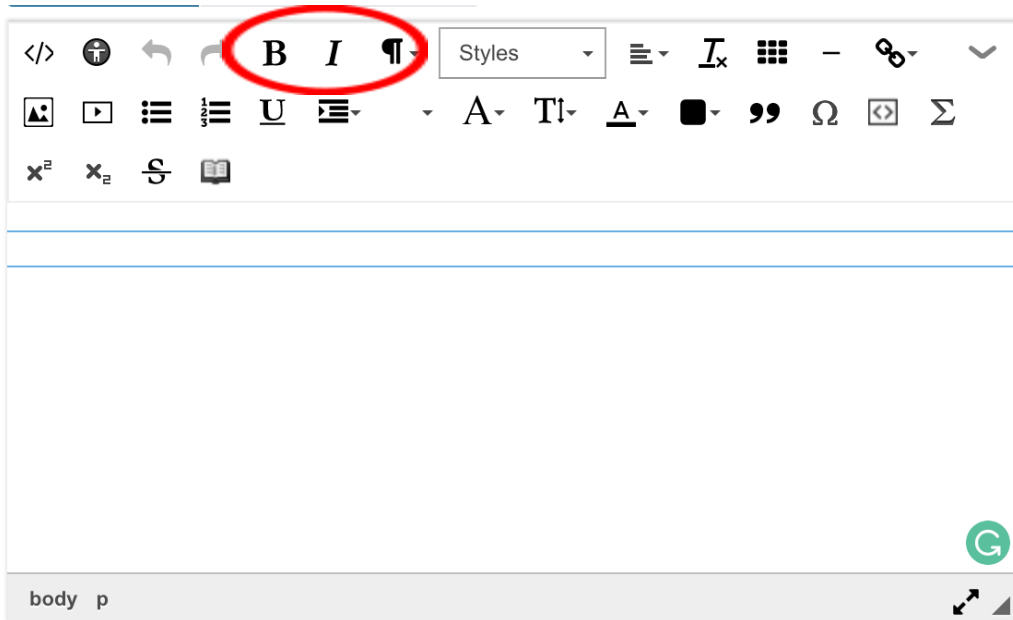


3. Enter a title for your News post



4. Enter the text/body content.

5. You can add formatting such as links, bolds, and italics to your text by clicking on the icons on the bar above the body content box.



6. Enter a short summary of the content in the summary field.

The screenshot displays a content management system interface. On the left, there is a main editor area with a title field containing 'Example News Post', a URL field with 'https://alum.wellesley.edu/atlanta/news/latest-news/p/~board/atlanta-news/post/' and a sub-field with 'example-news-post'. Below these are tabs for 'Body Content' and 'External Redirect URL'. The 'Body Content' tab is active, showing a rich text editor with various formatting tools. On the right, there is a sidebar with fields for 'Start', 'Featured Until', and 'Expire', each with a calendar icon. Below these is a section titled 'Summary' which is highlighted with a red circle. This section contains a rich text editor with formatting tools. At the bottom of the sidebar is a 'Plain Text Summary' field with a text area and a small information icon.

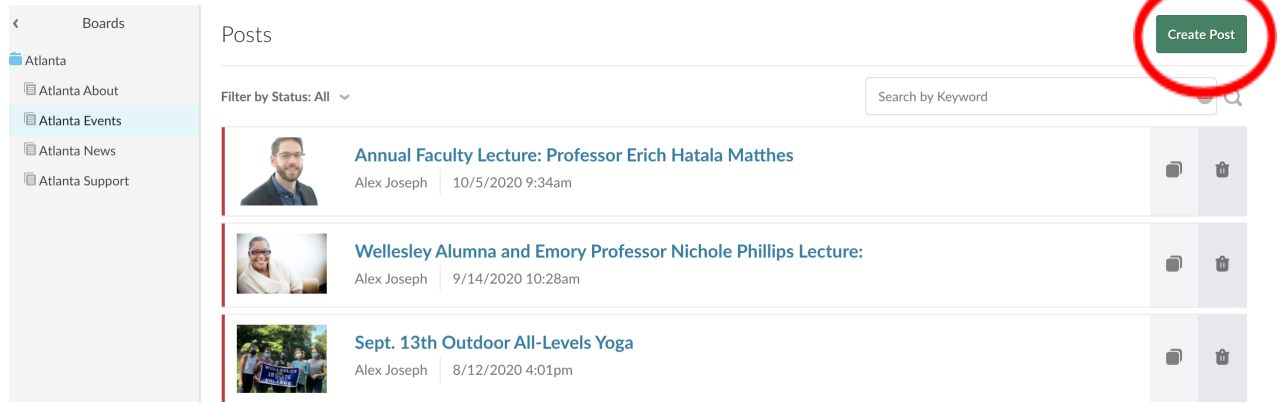
7. Add a thumbnail image (may require scrolling down.)

The screenshot shows a content management system interface with a sidebar on the left. The sidebar has a 'Plain Text Summary' field at the top. Below it is a section titled '+ Category & Tags'. Further down is a section titled '- Thumbnail & Resources' which is highlighted with a red circle. This section contains a 'Thumbnail' field with a 'Browse' button. Below the thumbnail field is an 'Alt Text' field with the text 'Example News Post'. At the bottom of the sidebar is a 'More Resources' section with a 'No Resource Set' button and an 'Attach Resources' button. The main content area on the right is partially visible, showing a rich text editor with formatting tools.

- Click: SAVE and publish immediately.
- Once published, a News post will appear on the home page and on the subpage called “News”

## EVENT POSTS

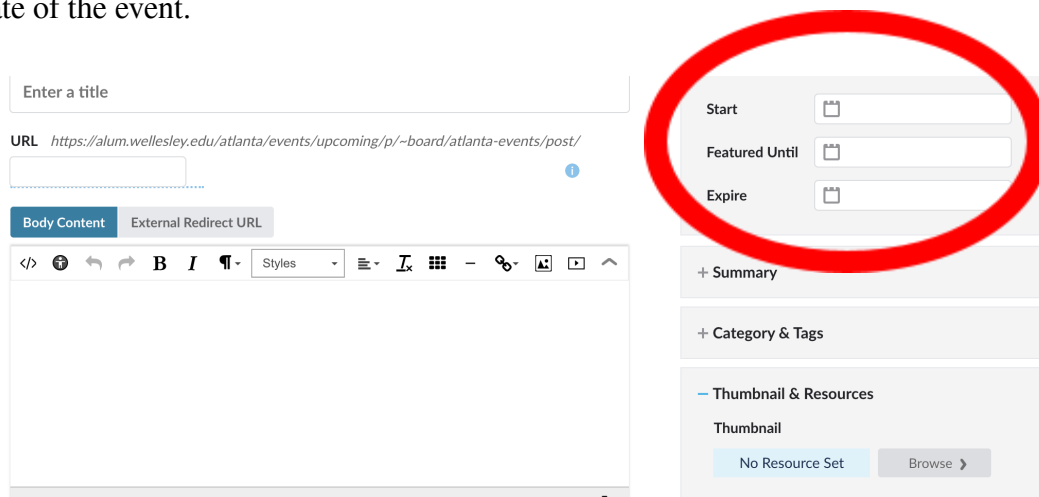
- Click Create Post to make a new post for your event on the Events board.



- Enter a title.
- Enter the event details. You can use headings and other styles. By clicking on the arrow, see below, you can expand the options available.



- Add a thumbnail image. Have the image ready and you can add it by clicking on the green “Public Resource” button.
- If you want this event to appear on your homepage, be sure to add an end date where it says “Featured Until.” You could make the end date the last date registration will be open, or even the date of the event.





6. Make sure to enter a short summary or call to action in the summary field, because this will populate on the homepage.

The screenshot shows a content management system interface. On the left, there is a text editor with a toolbar containing icons for undo, redo, bold, italic, link, unlink, and a 'Styles' dropdown. Below the toolbar is a large text area for the main content. On the right, there is a sidebar with several sections: 'Start', 'Featured Until', and 'Expire', each with a calendar icon. Below these is a section with a red circle around the '+ Summary' link, followed by '+ Category & Tags'. At the bottom of the sidebar is a section titled 'Thumbnail & Resources' which includes a 'Thumbnail' section with a 'No Resource Set' button and a 'Browse' button, an 'Alt Text' field, and a 'More Resources' section with a 'No Resource Set' button and an 'Attach Resources' button.

## ADD A LINK TO A REGISTRATION FORM

1. Navigate over to the Forms Manager module under the Waffle Menu.
2. Find your event and copy the link to your event by clicking on the link that says “Direct URL.”

**Example Form** [edit](#)

[Clone Form](#) [Save As Template](#) [Revert to Published](#) [Delete Form](#)

**FORM INFO**

Last Submission:  
# of Submissions: **0**  
Created: **12/7/2020**  
By: **ajoseph**  
Last Edited: **12/7/2020**  
By: **ajoseph**  
Location: [Where used >](#)  
Categories: [edit](#)

**ACTIVATION**

☒ Active  
☐ Inactive  
☐ Scheduled  
☒ Allow this Form to be shared externally  
[Direct URL](#) | [Embed Code](#)

[save](#) [cancel](#)

**FORM LAYOUT** [SHOW](#)

Begin by dragging elements from the right and dropping them above this text.

[Submit](#)

**SELECTION CONTROLS** [?](#)

[Copy](#) [Save](#) [Delete](#)

**ELEMENT LIBRARY**

Standard Elements

Text Field

Email Field

Date Picker

Hidden Field

Radio Buttons  
☐ Yes ☐ No

Checkbox

3. Toggle back to the event you created in the Posts module and at the end of your document type the text you'd like linked- for example, "RSVP Here" or "Register Now."
4. Highlight the text and click on the link icon so you can add the link to your event to the text.

**Boards**

- Atlanta
- Atlanta About
- Atlanta Events
- Atlanta News
- Atlanta Support

Author: Alex Joseph

**URL**

<https://alum.wellesley.edu/atlanta/events/upcoming/p/~board/atlanta-events/post/>

**Body Content** **External Redirect URL**

[Add Link](#) [Add Link to Resource](#) [Add Anchor](#) [Remove Anchor](#)

Our speaker is Professor Erich Hatala Matthes. Professor Matthes is the Associate Professor of Philosophy and Faculty Director of the Frost Center for the Environment at Wellesley College. His teaching and research focus on the ethics, politics, and aesthetics of art, cultural heritage, and the environment. He majored in English and Philosophy at Yale and earned his PhD in Philosophy from the University of California, Berkeley.

His lecture is *When Good Artists Do Bad Things*. He will discuss the ethical and aesthetic issues surrounding the immoral actions of famous artists (e.g. Woody Allen, Bill Cosby, etc.).

[Register Now](#)

**Start**

10/5/2

**Featured URL**

11/19/

**Expire**

11/19/

Last Modified: Joseph  
Created: 10/

No alert 9:34am. No

[+ Summary](#)

[+ Category](#)

[+ Thumbnail](#)

[+ Comment](#)

## ADD A BUTTON STYLE

1. Highlight the text that you want to link your event to and click the link icon.

The screenshot displays a content management system interface. On the left, a sidebar lists 'Boards' with options: Atlanta, Atlanta About, Atlanta Events (selected), Atlanta News, and Atlanta Support. The main area shows a post editor for 'Author: Alex Joseph'. The 'URL' field contains 'https://alum.wellesley.edu/atlanta/events/upcoming/p/~board/atlanta-events/post/'. Below this, the 'Body Content' tab is active, showing a rich text editor. A red circle highlights the 'Add Link' icon in the editor's toolbar. Another red circle highlights the text 'Register Now' at the bottom of the editor. The right sidebar contains metadata: 'Start' (10/5/2), 'Featured U' (11/19/), 'Expire' (11/19/), 'Last Modified Joseph', 'Created: 10/', and a 'No alert 9:34am. No' status. At the bottom of the right sidebar are buttons for '+ Summary', '+ Category', '+ Thumbnail', and '+ Comment'.

2. Choose which button settings you want.

The screenshot shows a 'Link' dialog box with the following fields and options:

- URL/Email:** [https://alum.wellesley.edu/cf\\_forms/view.cfm?formID=467](https://alum.wellesley.edu/cf_forms/view.cfm?formID=467)
- ☒ Open link in a new tab
- Title:** (empty field)
- Class:** A dropdown menu with two visible options: 'Button Class-color Solid' and '50% Float Right'. This section is circled in red.
- ID:** (empty field)
- Buttons:** 'CANCEL' and 'OK' at the bottom.

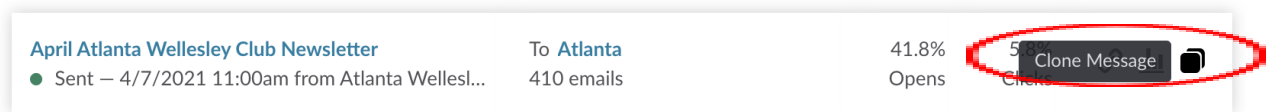
3. Click save to make the post live immediately.
4. View the event from the homepage and you will see your button.

# Sending Emails via Messages Module

To create an email to go to your group, you can clone a previous message and adapt the content, or create a new message by using a template. Directions for both options are included here, followed by instructions on how to send the message.

## CLONING AN EXISTING EMAIL

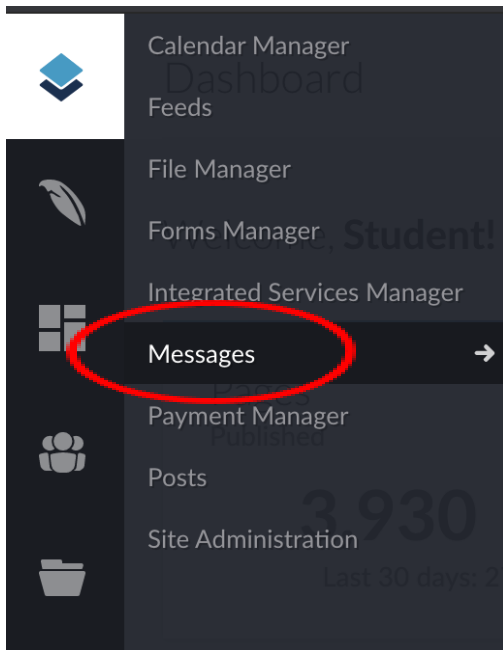
1. Click on the Clone icon (overlapping squares) of the message you want to clone.



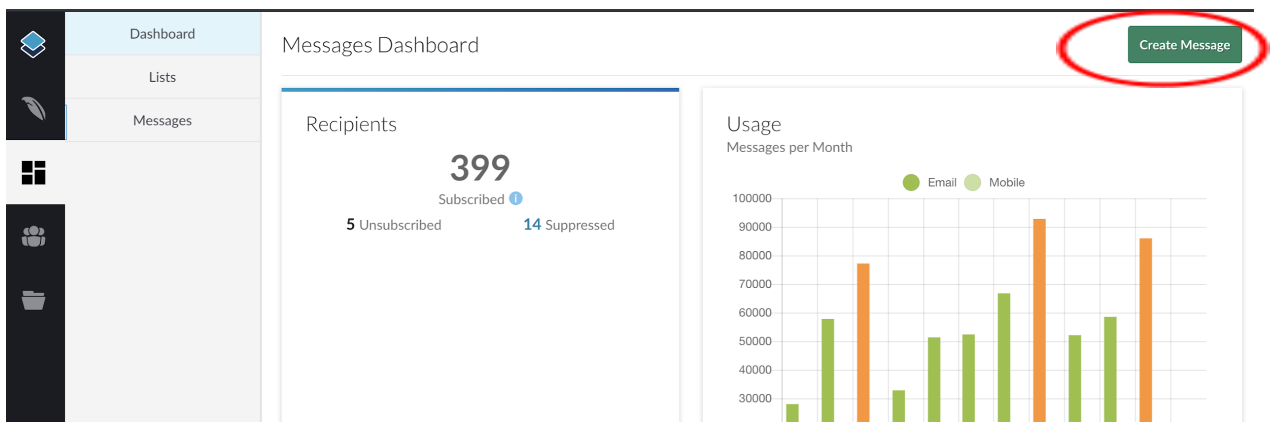
2. Click “Clone Message” and edit your new message to your liking (look at instructions under Using a Template step #5 for making changes).

## USING A TEMPLATE

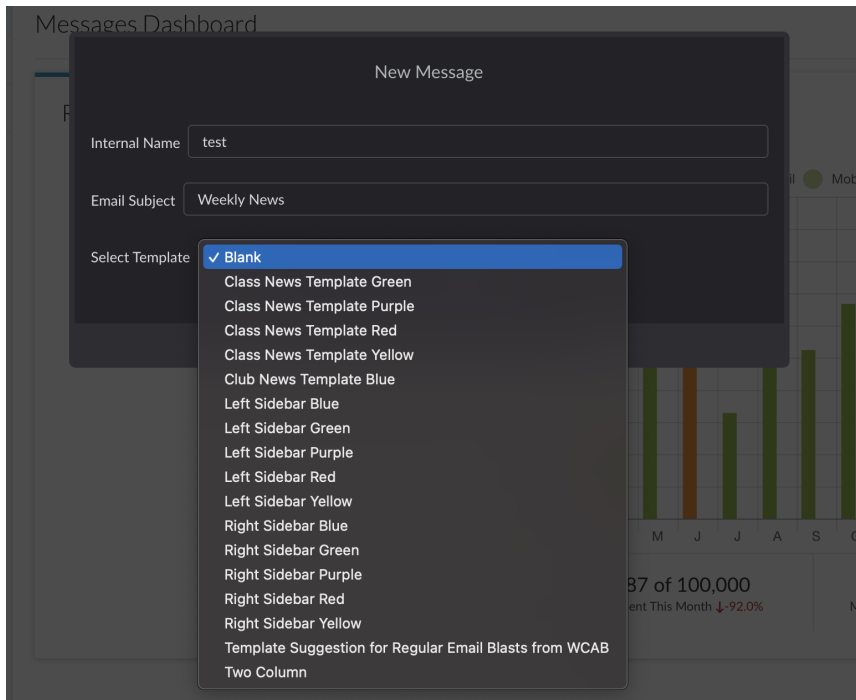
1. Navigate to the Messages module in the Waffle menu.



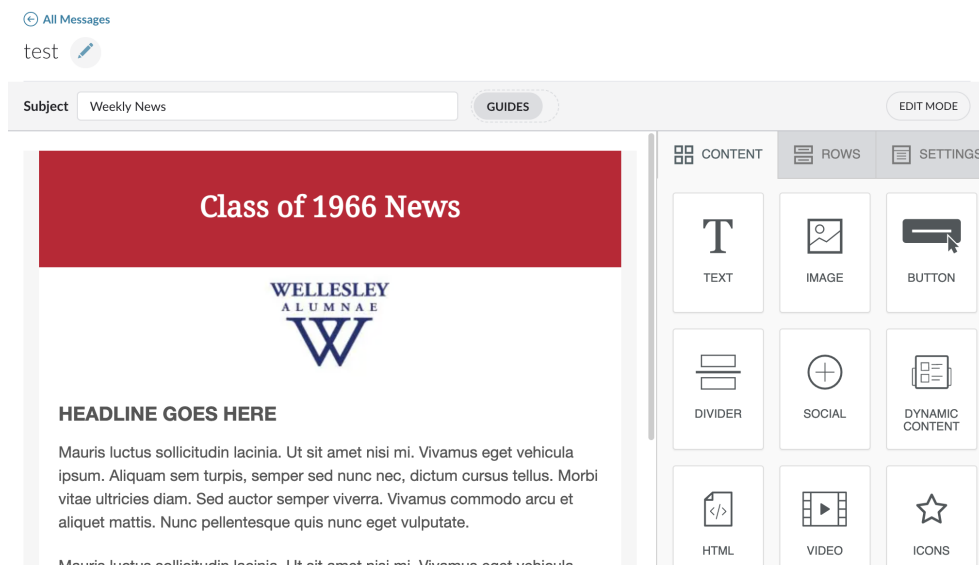
2. Click the green button that says “Create Message” in the top right corner.



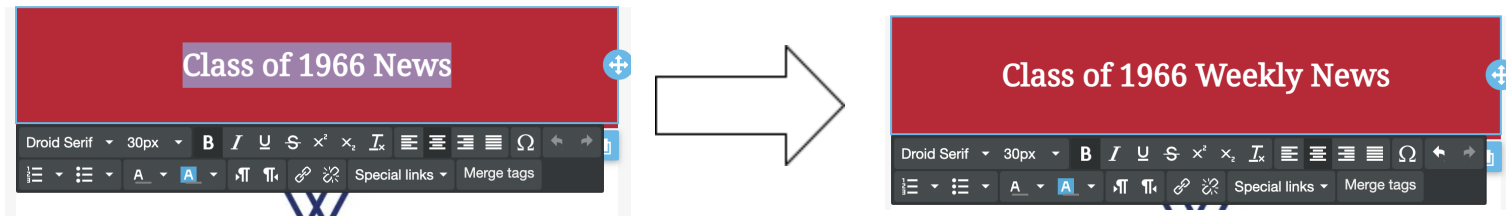
3. Fill out an internal name for the email, the email subject line, and a template from the Select Template drop down menu.
  - You will only be able to access messages for your own group. We encourage you to experiment with the layout of your emails by incorporating different types of content elements (for example text, image, button etc. - see the screen captures in Steps 5 and 7 that shows all options). Once you have a format you like, you can clone that Message for future sends.



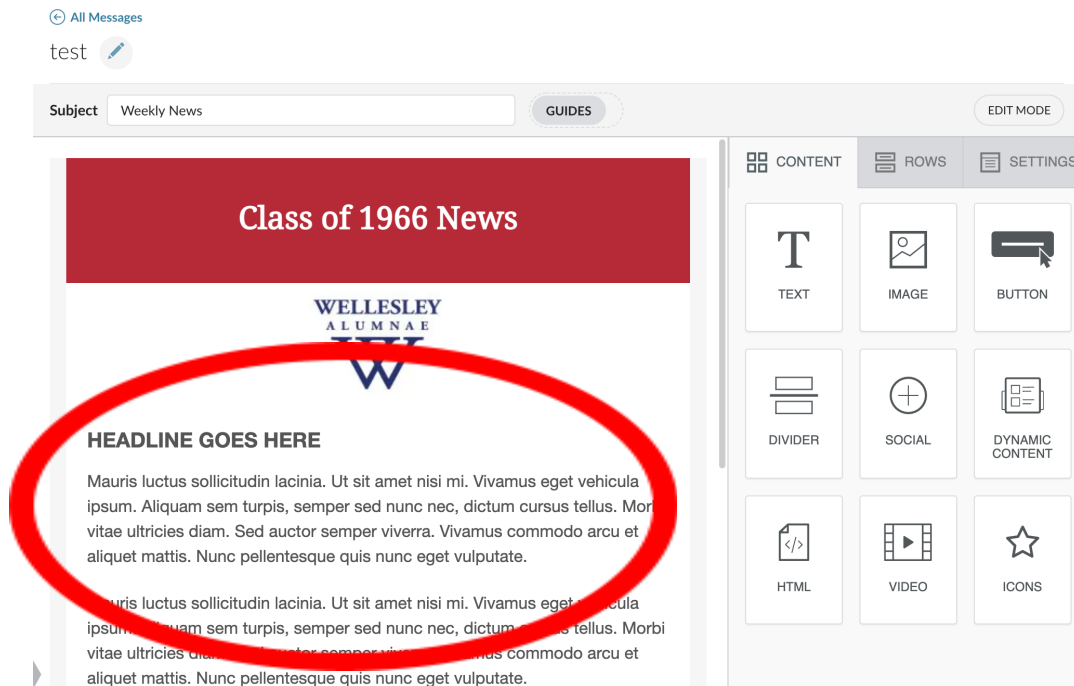
4. Click Next when you are finished.
5. From here you can decide if this layout meets your needs or if you would like to make some changes. The next steps highlight the type of adjustments you can make.



6. The header is editable. You can make changes to it by highlighting the text and making an update. As you can see in the images below, the header changed from “Class of 1966 News” to “Class of 1966 Weekly News.”



7. The same goes for the other content areas. Simply highlight the text and edit what you want.

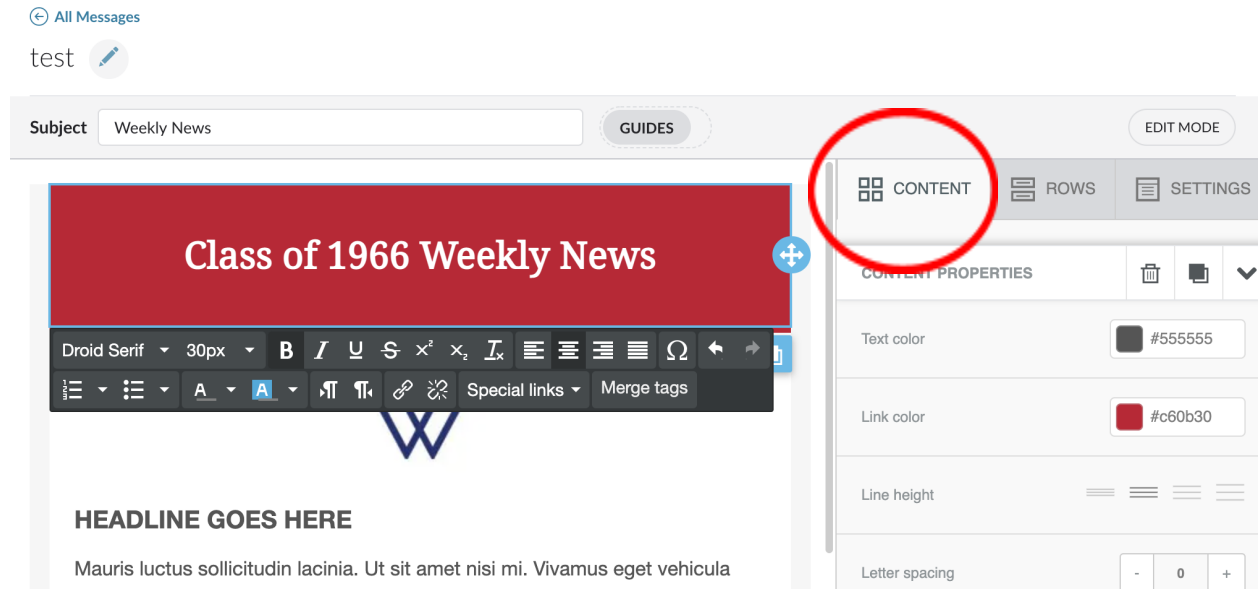




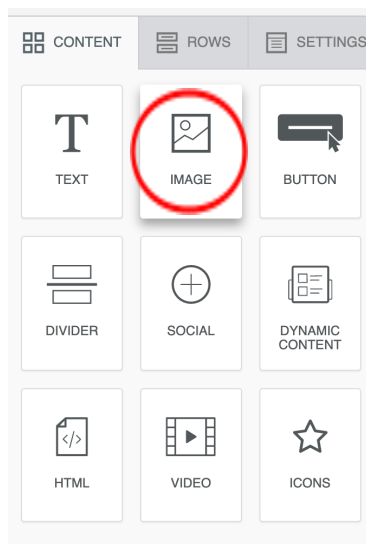
## ADDING A PHOTO

You must upload the image to Resources first. Only then will the photo be available to insert into your Message.

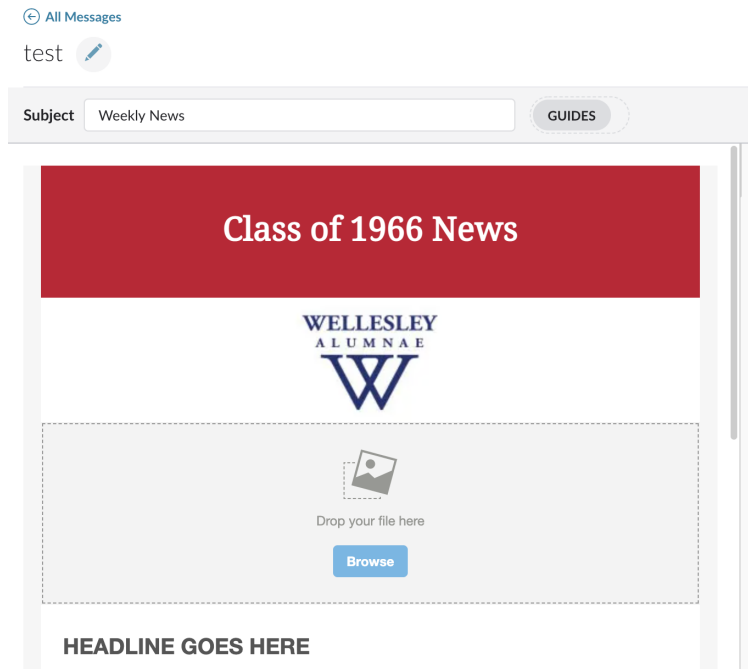
1. To add a photo to your newsletter, first click on the content tab.



2. Click and hold on the button that says Image. Drag the button where you want your image to be.



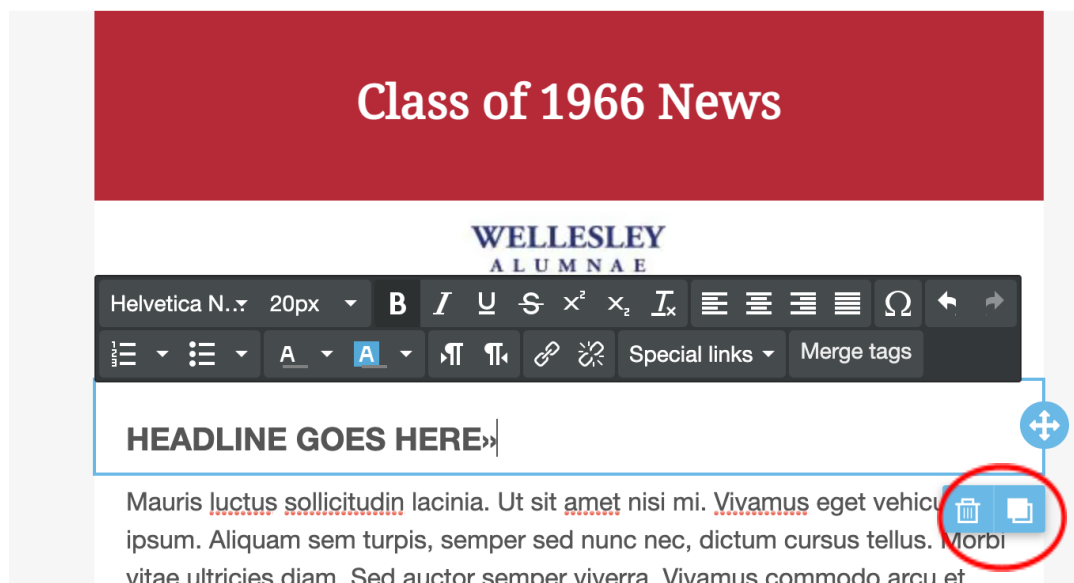
- Click on the Browse button or drag the image you want onto the gray box.



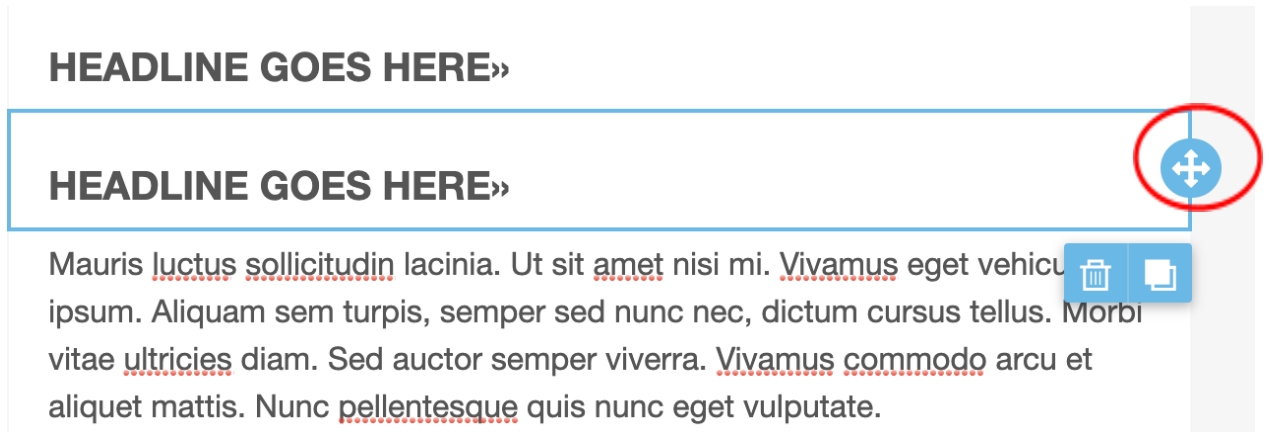
- Images in emails should be approximately sized 600 pixels wide. Using a larger image can cause slow loading times and/or can crop the graphic differently than expected.

## THE CLONE ICON

- Next to the blue and white Trash icon there is the Clone icon (which looks like two squares overlapping).

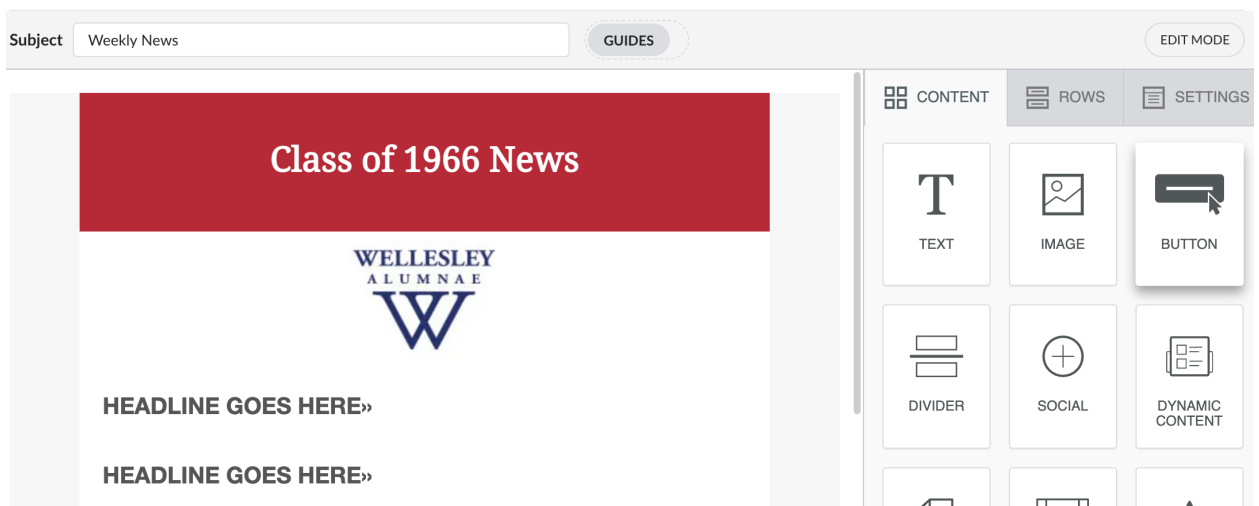


2. After clicking on the Clone icon you can drag and drop the copy by clicking on the four arrows icon.

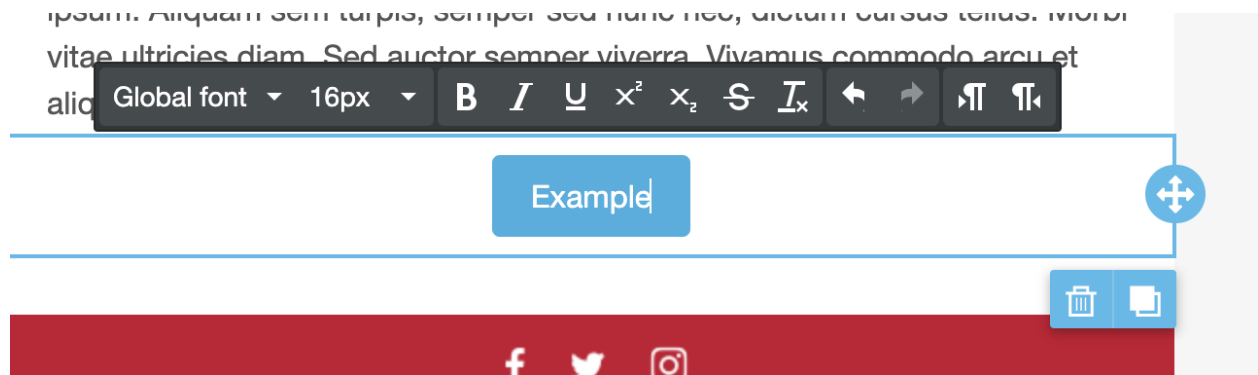


## ADDING A BUTTON

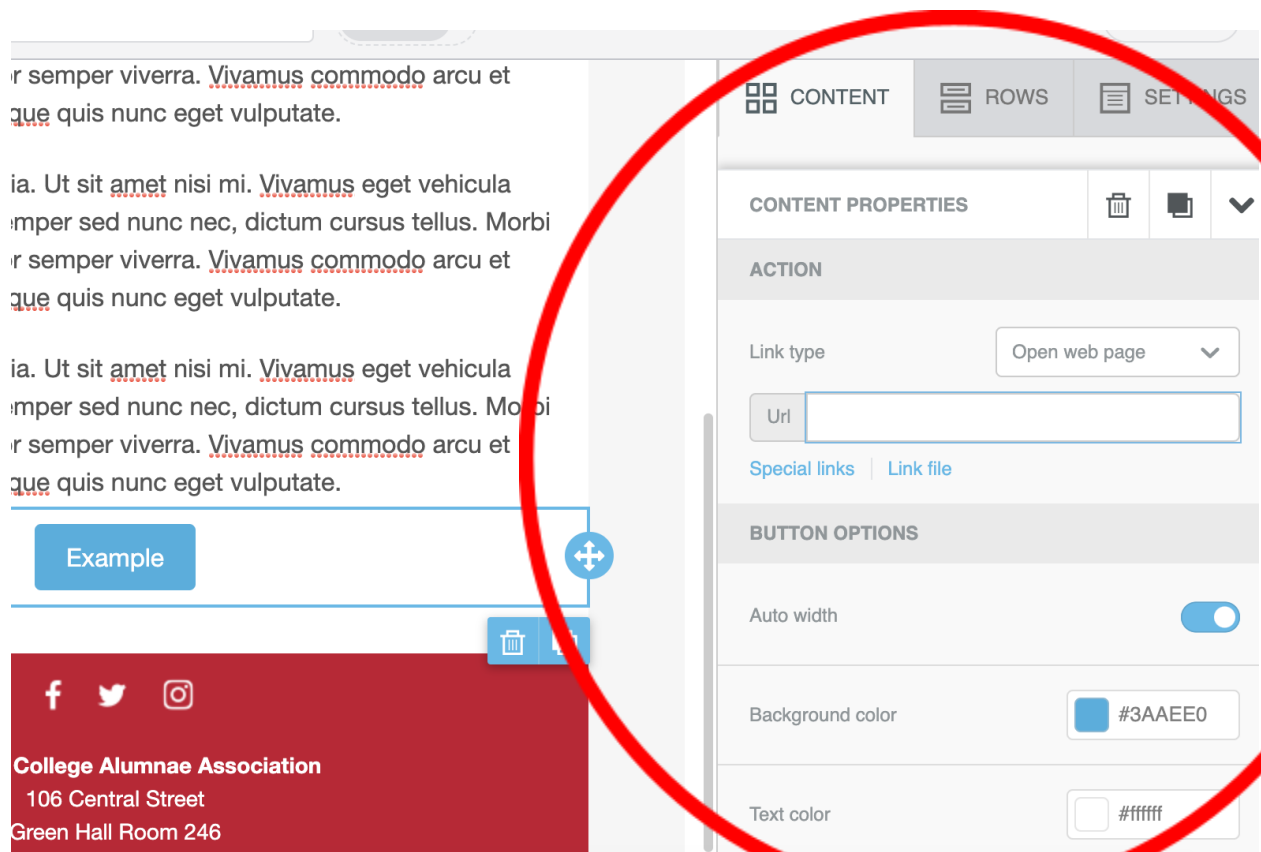
1. Go to the Content panel and drag the Button element into the email.



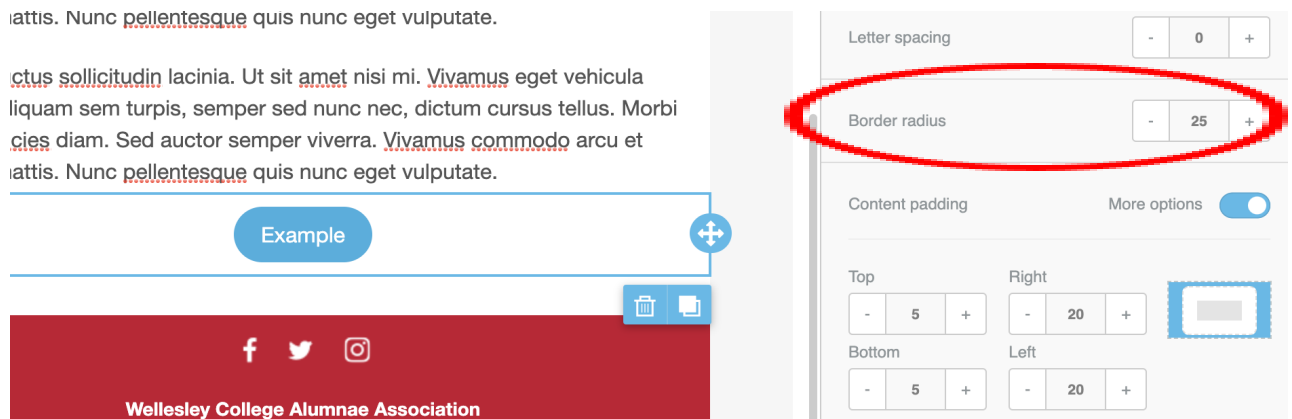
2. Adjust the text on the button.



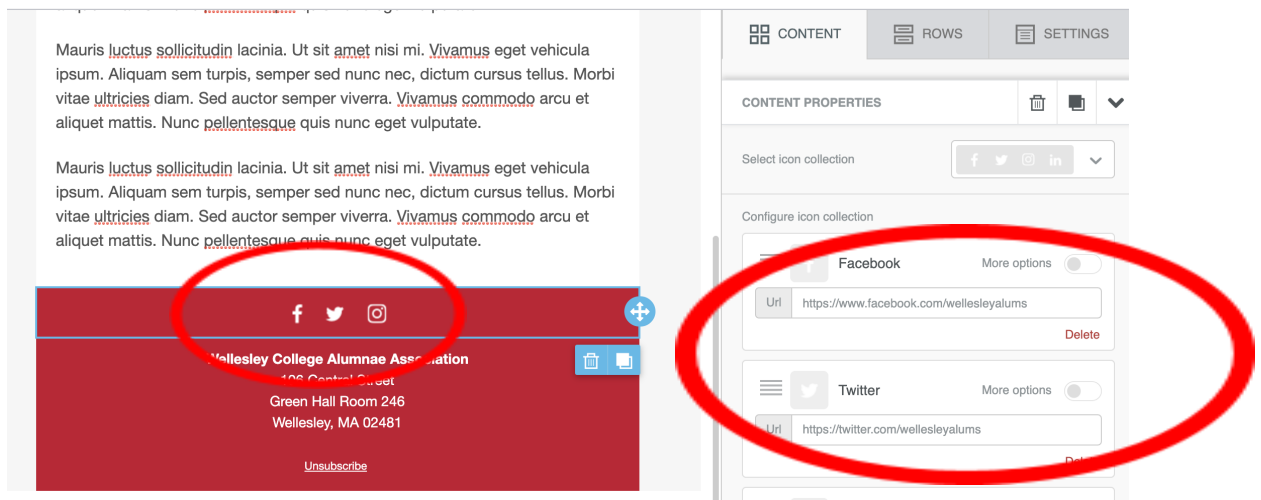
- Under the Content Properties panel you can edit the appearance of your button. You can also add the URL for your button here.



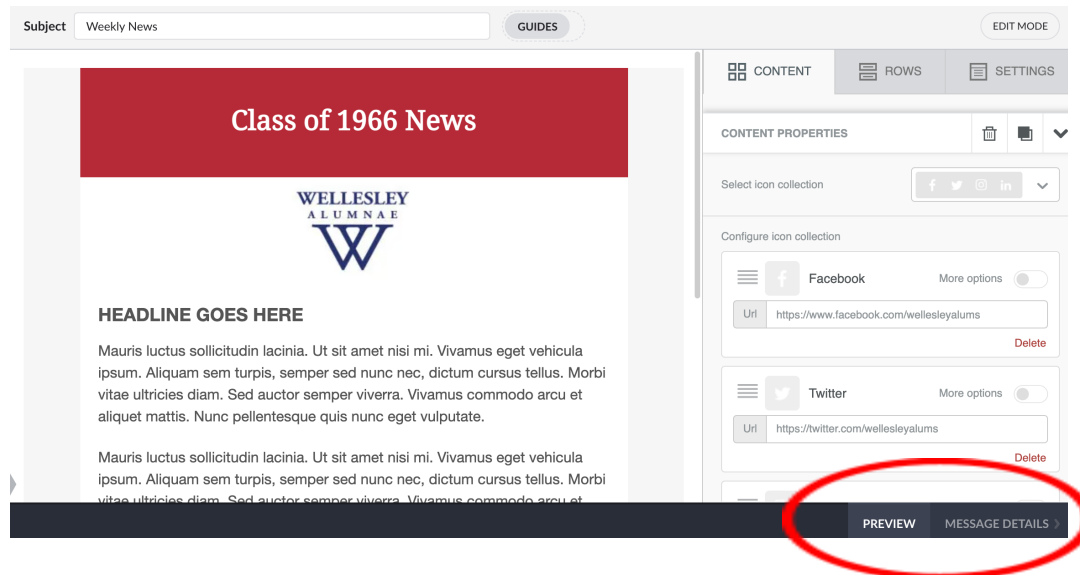
- If you scroll down the Content Properties panel, you will see a Border Radius setting. By increasing the border radius you can make your button more round. By decreasing the border radius you can make your button more square-like.



- If you have chosen an email template like the one in the example below, there are links to the Wellesley Alumnae Association’s social media accounts. By clicking on the area that has the Facebook, Twitter, and Instagram icons, it will take you to the Content Properties section. There, you can edit the link locations if your group has your own social media accounts.

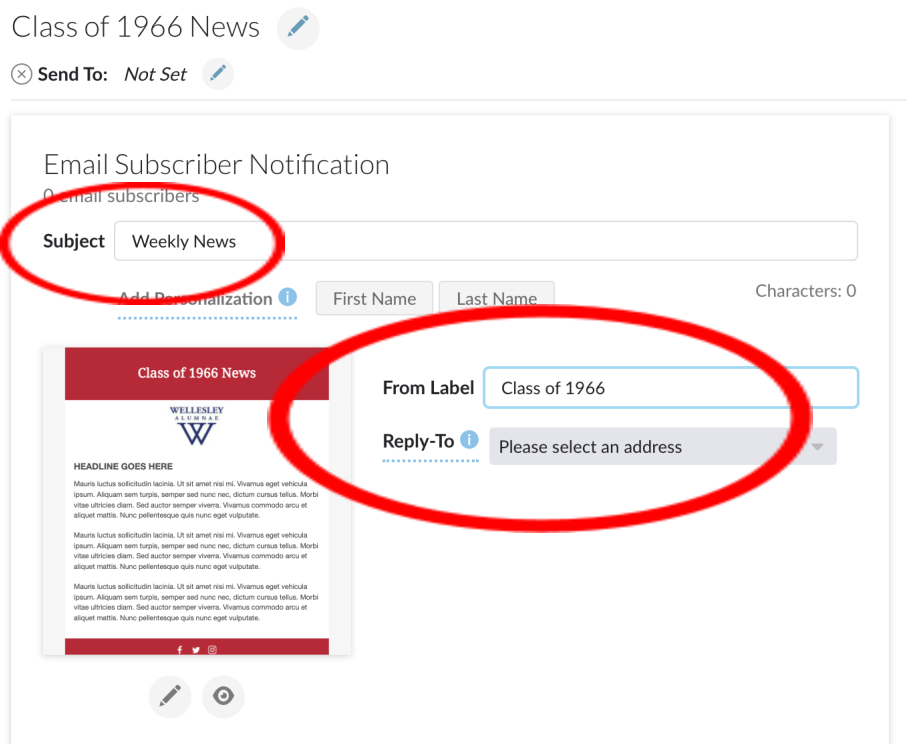


- Click the Save button on the bottom right corner. Then click the preview button in the bottom right corner.



## PREPARING YOUR MESSAGE TO SEND

1. Click Message Details to get your email ready to send.
2. Double check your subject line, add a From label, and select a Reply-To address.



3. Click Update in the bottom right corner and then click Test in the bottom right corner.

The screenshot shows an email configuration interface. On the left, the 'Email Subscriber Notification' section has a subject field with 'test', a 'From Label' of 'Wellesley College Alumnae Association', and a 'Reply-To' of 'alumnae@wellesley.edu'. On the right, the 'Mobile Subscriber Notification' section has a 'Title' field and a 'Body' field. At the bottom right, there is a 'TEST SEND' button circled in red, with a red arrow pointing to it from the left.

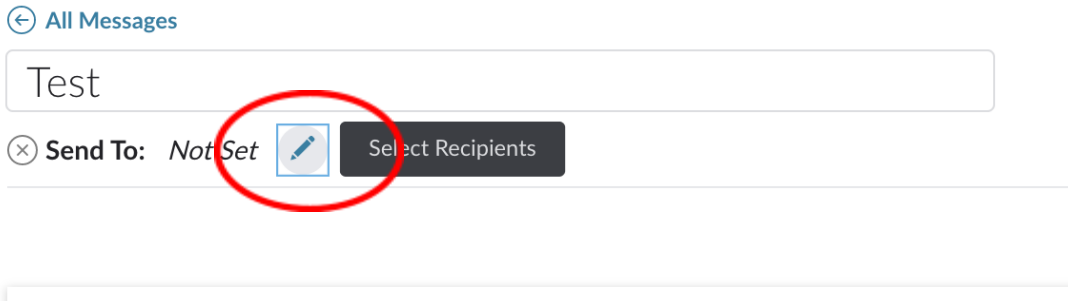
4. Add the email addresses you would like the Test email sent to and then click “Test send”

The screenshot shows a 'Test Send' dialog box. It has fields for 'Reply To', 'From Label' (Wellesley College Alumnae Association), 'To' (alumnae@wellesley.edu), and 'Subject' (Test - test). The 'To' field is circled in red. At the bottom, there are 'CANCEL' and 'TEST SEND' buttons. A red arrow points to the 'TEST SEND' button.

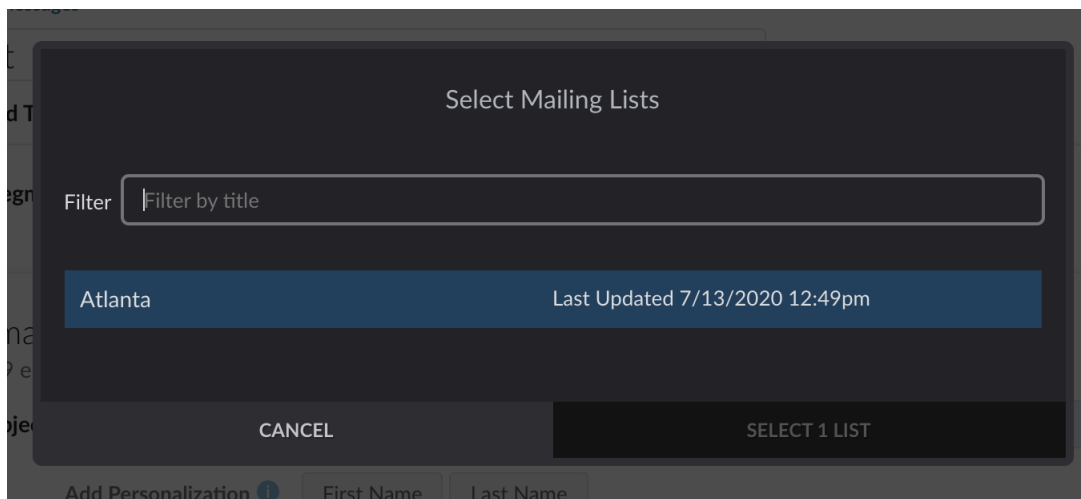
## ADDING A LIST

Once you have reviewed your message, you are ready to add your mailing list.

1. At the top, underneath the name of your message, where it says “Send To,” click on the pencil icon.



2. Select which mailing list(s) you would like to send your email to.



## SCHEDULE AN EMAIL

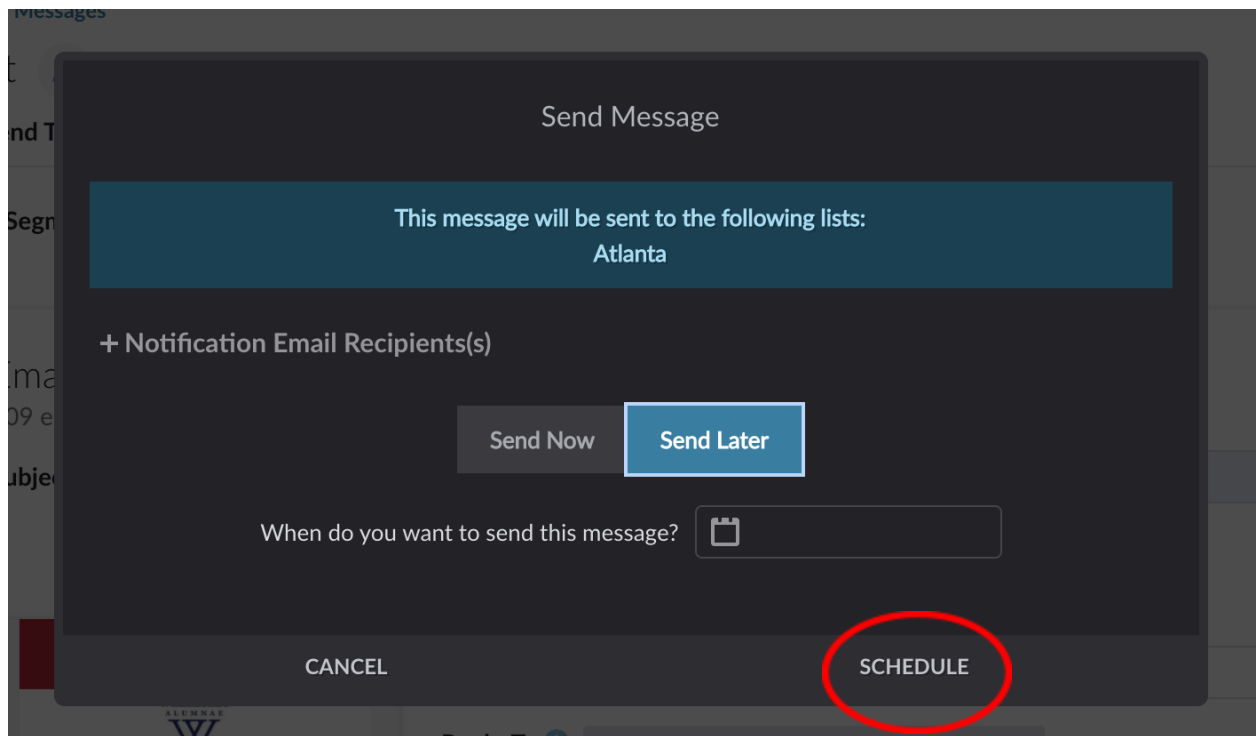
1. Click the button that says “Schedule Send” at the bottom right of the screen.



2. Click “Send Later” and edit the section where it says “When do you want to send this message?”

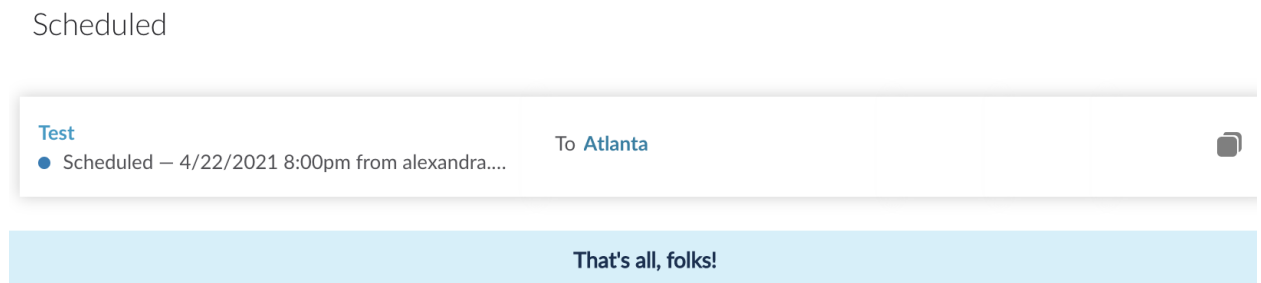


3. Click the Schedule button when you are finished.



## CANCEL A SCHEDULED EMAIL

1. Click on the email name (for example, the test email says “Test”).



2. In the bottom right corner click “Update Schedule” and from there you can change the time/date the email is supposed to be sent. If you clear the date it will cancel the schedule send. Click “Update” when you are finished.

Send Message

This message will be sent to the following lists:  
Atlanta  
By clearing the date/time below, the scheduled send will be canceled.

+ Notification Email Recipients(s)

Send Now Send Later

When do you want to send this message?

CANCEL UPDATE

3. You will now be able to return to your email to edit it.

# Calendar Manager


The Calendar allows your constituents to see all events at a glance. It also gives you the opportunity to share your events on the main WCAA calendar.

It is important to know that event posts and Calendar are separate components meant to complement each other. If you create an event post, you can add the link to the calendar listing. Calendar entries can't be made into a post—you will need to do that separately.

1. Events are listed under the “Events” tab of your website.



2. Upcoming events are located under the “Upcoming Events” tab. Events are created in the Posts module.



WELLESLEY COLLEGE ALUMNAE OF ATLANTA


My Class, Clubs, and SIGs
LOG IN

ABOUT
NEWS
EVENTS
ATLANTA DIRECTORY
SUPPORT
BOOK AWARDS PROGRAM

Upcoming
Past Events
Photo Albums
Calendar

WELLESLEY COLLEGE ALUMNAE OF ATLANTA > EVENTS >


## Upcoming



Author Shelly Anand's Mother's Day Reading Meet-Up

Local author and alum Shelly Anand will be reading from her new children's book Laxmi's Mooch. Join us on Saturday, May 1st at 2:00 p.m. at Mason Mill Park.

- There is also a calendar feature for each site. This calendar will show all the events you created by using Calendar Manager.



WELLESLEY COLLEGE ALUMNAE OF ATLANTA

My Class, Clubs, and SIGs
LOG IN

ABOUT
NEWS
EVENTS
ATLANTA DIRECTORY
SUPPORT
BOOK AWARDS PROGRAM

Upcoming
Past Events
Photo Albums
Calendar

WELLESLEY COLLEGE ALUMNAE OF ATLANTA > EVENTS > CALENDAR

## Calendar

<
APRIL 2021
>

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

28	29	30	31	1	2	3

## EVENTS ON YOUR HOMEPAGE

Your website also has a list of events on the homepage. Here's how these are made:

- On the dashboard, click on the square and then click on the tab that says Calendar Manager.

FULL CALENDAR

TUESDAY, APRIL 20

Careers in Government and Politics

🕒 6:00 PM - 7:45 PM

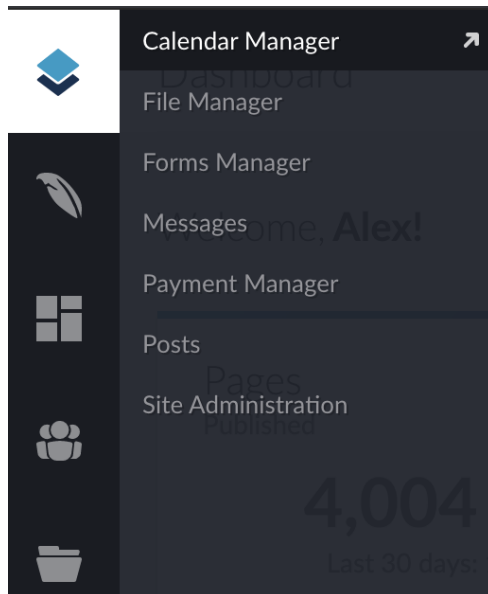
SUNDAY, APRIL 25

Window on Wellesley

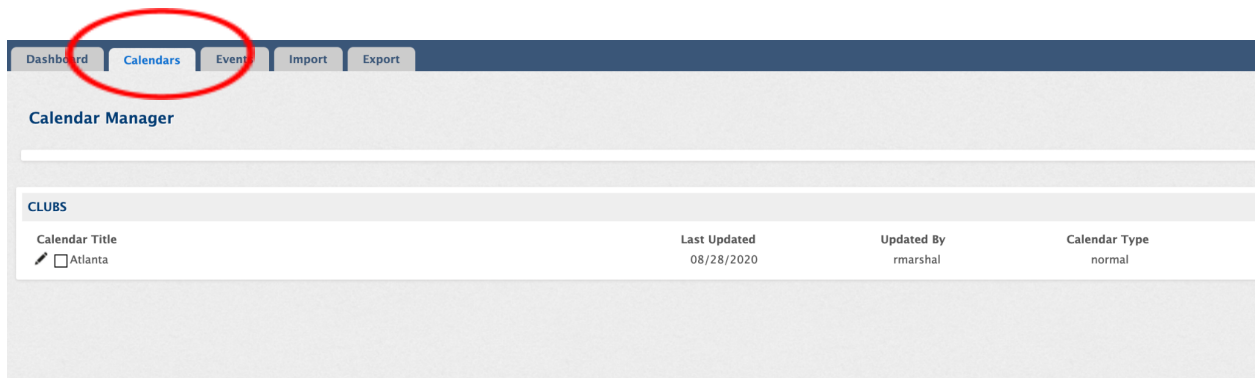
WEDNESDAY, APRIL 28

Women & Financial Literacy

🕒 12:00 PM



2. Click on the “Calendars” tab for a list of all calendars.

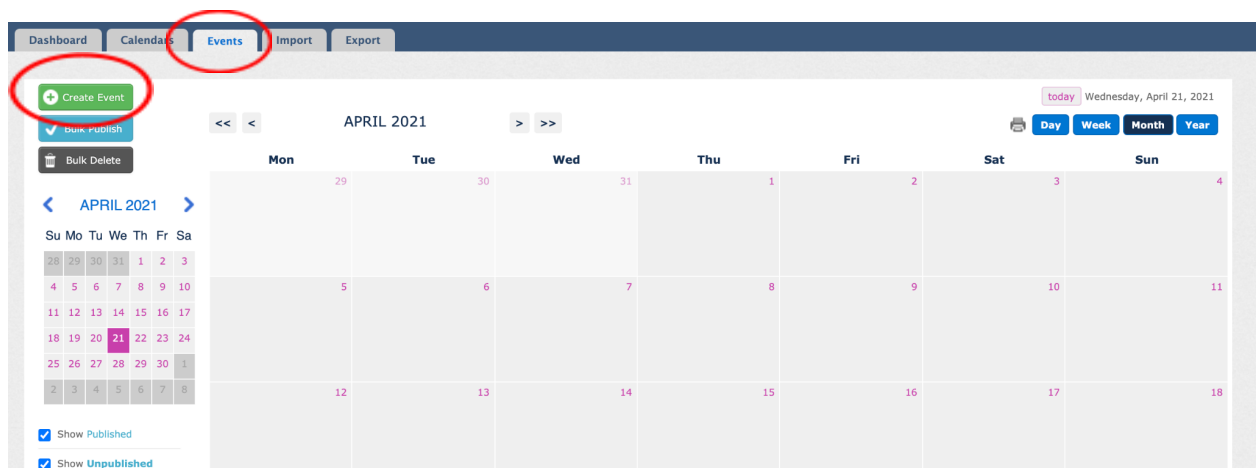


Posts can be re-ordered by changing the start date in the post.

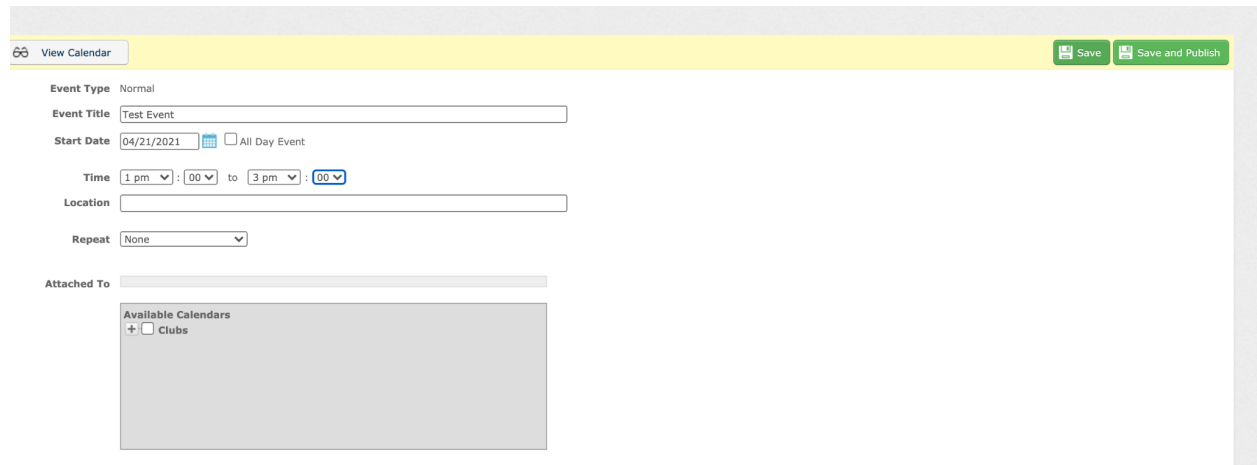
When you go into the news or events boards, you will see that the oldest post is last on the list. This also means that the oldest post will appear last in the list of News/Events.

You can change the date by editing the start date, which can be viewed on the right hand side of the post's editing page.

3. Click on the “Events” tab to create an event. Click on the green “Create Event” button at the top left.



4. Put in the information for your event. Enter a name for your event and choose the time. The time does not have a timezone attached to it, so be sure to include the timezone in your description.



View Calendar

Save Save and Publish

Event Type Normal

Event Title

Start Date  ☐ All Day Event

Time  :  to  :

Location

Repeat

Attached To

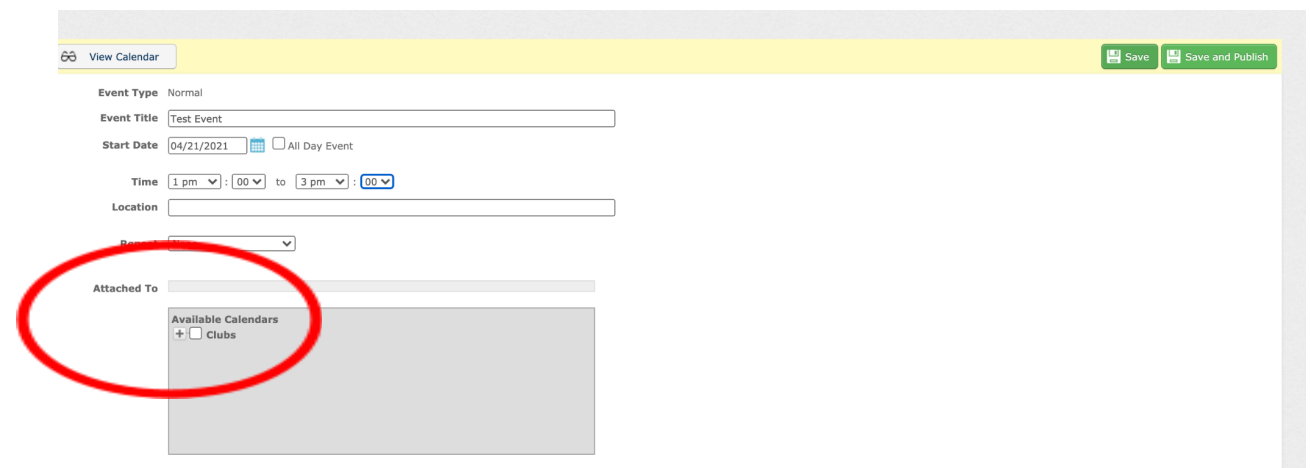
Available Calendars

+ ☐ Clubs

**For security purposes, please do not include Zoom links with your public facing event information.** Details like that should be sent to your group or registrants directly.

The same would be true of information such as a home address where an event is taking place.

- Under the “Attached To” section, choose a calendar for your event. We encourage you to put your event on the main WCAA calendar—please put your group name on it so that site visitors know which class, club, or SIG the event is for.



View Calendar

Save Save and Publish

Event Type Normal

Event Title

Start Date  ☐ All Day Event

Time  :  to  :

Location

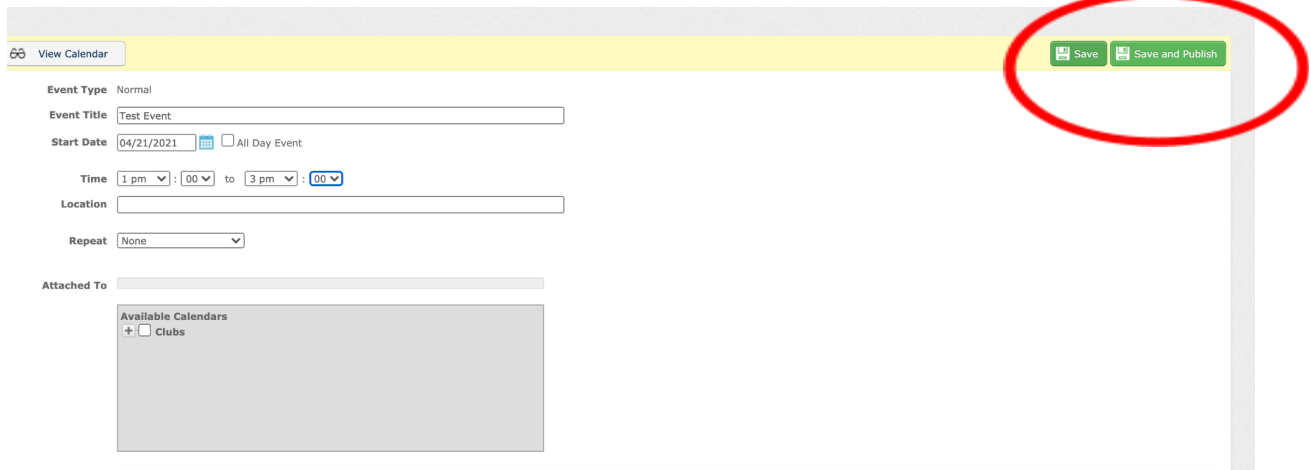
Repeat

Attached To

Available Calendars

+ ☐ Clubs

6. Click Save when you are finished. Then click “Save and Publish.”

A screenshot of a web form for creating an event. The form includes fields for Event Type (Normal), Event Title (Test Event), Start Date (04/21/2021), Time (1 pm to 3 pm), Location, Repeat (None), and Attached To. At the top right, there are two green buttons: 'Save' and 'Save and Publish', which are circled in red. The 'Save and Publish' button has a small icon of a document with a checkmark.

7. Now go to the Events tab on your website, where your event should appear at the bottom.

If you would like to have your past events appear on a Past Events page, please contact [wcaawebssupport@wellesley.edu](mailto:wcaawebssupport@wellesley.edu). It is also possible to set up past messages to feed to a Past Newsletters page.

## Questions?

- If you have questions that are not answered in the manual or experience any difficulties, please email [wcaawebssupport@wellesley.edu](mailto:wcaawebssupport@wellesley.edu).
- [Find answers to topics frequently asked about in this resource document.](#)
- [View questions and answers from the BLUEprint 2020 Web Administrator Session.](#)