

DA HOW Monday Night Website Instructions

WEEBLY INFORMATION

1. Before logging in to Weebly, please read all the instructions through paragraph 6. You may be asked to enter a 6-digit code, in which case you will want to have the person readily available who can give you that code. See paragraph 6 below.
2. Go to weebly.com
3. Click on 'Log In'
4. Sign in with the DA HOW email:
 - a. Email: Get document with this information from previous Website Operator
5. A new screen will appear that says 'Log in to Weebly with your Square Account.' Then enter the DA HOW email and password:
 - a. Email: Get document with this information from previous Website Operator
 - b. Password: Get document with this information from previous Website Operator
6. You may be asked to enter a 6-digit code. If so, you will need to get that code from one of the people who has already been set up under two-factor authorization or 2FA. That code will be sent to that person's email or phone, and they will give you the code to enter. (Note: As of 1-22-26, contact Ann E or Rosemary F to be available when you first log in to give you the code.)
7. Now you are ready to edit the website.
8. Click on 'Edit site' in upper right-hand corner.
9. To replace a document
 - a. **(NOTE: To edit a document, ALWAYS start with an existing PDF document on the website. Then follow instructions in paragraph 1-3 below under "Other Website Information." These instructions indicate how to move the document from the website to your computer, convert the PDF document to a Word document, edit the Word document, and then reconvert it to a PDF document to be stored on the website.)**
 - b. In Weebly, go to the document you want to replace.
 - c. Click on "link to PDF."
 - d. A blue line will appear below (NOTE: you may need to double click to get the blue line to appear). Click on Change.
 - e. Double click on the text indicating the current file within the box.
 - f. Click on Upload New.
 - g. Go to the new document that you want to put on the website.
 - h. Double click on the new document (**NOTE: Make sure there is no password in that document. We do not want any passwords on our website**).
 - i. A new window will appear. Click outside that window.

- j. Then go to the PUBLISH-AND-EXIT INSTRUCTIONS below.
10. To add a new document
 - a. **(NOTE: We are only putting PDF documents on the website. To create a PDF document from a Word or Excel document, see below. ALSO NOTE: New documents cannot be added to the website without group conscience approval at our business meeting.)**
 - b. In Weebly, go to the line ahead of where you want to put your document (assuming that you are NOT putting your document under a title, but are putting it with other documents).
 - c. Click enter. This will provide a space for your new document.
 - d. Put your cursor where you want the new document to be placed.
 - e. Write the document name -- e.g. "ABC Document (link to PDF)"
 - f. Highlight the name of the document
 - g. A black bar will appear above the name of the document. Click on the link symbol, which is in the middle of the bar.
 - h. Double click on File.
 - i. Click on Upload New
 - j. Go to where the document is stored on your computer and double click on it. **(NOTE: Make sure there is no password in that document. We do not want any passwords on our website).**
 - k. Move your cursor anywhere outside of the box and click
 - l. Go to the PUBLISH-AND-EXIT INSTRUCTIONS below.
11. To add or change text on the website
 - a. **(NOTE: Text cannot be added or changed on the website without group conscience approval at our business meeting).**
 - b. Simply edit the text
 - c. Go to the PUBLISH-AND-EXIT INSTRUCTIONS below.
12. **PUBLISH-AND-EXIT INSTRUCTIONS**
 - a. Go to the upper right-hand corner and click on 'Publish.' IT IS CRITICAL THAT YOU CLICK ON PUBLISH OR YOUR CHANGES WILL NOT BE SAVED ON THE WEBSITE.
 - b. If a box appears with an ad, click the 'X' at the right-hand top of the box.
 - c. Back out of the Edit function by clicking on the 'X' right below the backward arrow (←) in the upper left-hand corner.
 - d. When "DA HOW Monday Night Meeting" appears in the upper right-hand corner, click on it.
 - e. Then click on Sign Out.
 - f. Make sure that your changes have worked by going to <https://www.dahowmondaynight.org/>. The website should pull up with your

changes. Click on the reset button just to the right of the backward arrow (←) in the upper left-hand corner. Then click on any links you have added or changed to make sure that they work. If you have replaced a document, make sure that the document contains the recent changes.

13. **Note: If you want to work on changing the text of the website over a couple of days, and do not want to publish until you are done; then click 'Save' after you have completed your text changes. That way, your changes will still be there when you go back into the document on the second day.**

OTHER WEBSITE INFORMATION

1. How to move a PDF document from the website to your computer so that you can change the document
 - a. Go to dahowmondaynight.org
 - b. Once you are in the website, click on the document that you want to change
 - c. Click on the Save icon, which is to the left of the Print icon. (NOTE: On your computer it may say Download instead of Save).
 - d. In the upper lefthand corner, you will be prompted for a place to store the document. Go to the Website folder on your computer.
 - e. Save the document as follows:
 1. File name should be the appropriate file name and date (e.g. Service Position Description Document 1-26-25)
 2. File type should be "Adobe Acrobat"
 - f. Click on Save
 - g. The PDF document is now saved in the Website folder on your computer
 - h. Move the old PDF document into your Archived Website folder so that you can get back to that, if needed
 - i. Click out of all screens
 - j. Follow instructions in #2 below to convert the PDF document into a Word document to edit
2. How to convert a PDF document to a Word document
 - a. Go to Word
 - b. Click on Open
 - c. Go to your Website folder
 - d. Click on the PDF document you want to convert to Word
 - e. You will get a Word message. Click on OK. It may convert to a Word document quickly, or it may take some time.

- f. Sometimes you might also need to click on Enable Editing at the top of the document. You will get another Word message. Click on OK. It may convert to a Word document quickly, or it may take some time.
 - g. Click on File
 - h. Click on Save. You will now have a Word document with the same name as the PDF document.
 - i. Edit the document or email it to someone else to edit
 - j. When the Word document is edited, follow the instructions in #3 below to convert it to a PDF document to store on the website.
3. How to change a Word document into a PDF
- k. Go into the Word file that you want to convert to a PDF
 - l. Click on File
 - m. Click on Save As
 - n. Select a folder where you want to save the PDF document
 - o. Click on Word Document
 - p. Select PDF
 - q. Then click Save
 - r. To view your new PDF file, go to your folders file (see icons at the bottom or side of your screen). You may need to double click to pull up all your files. Also, your new PDF file may be at the bottom of the files in the folder you are searching.
4. How to back up the website – There is a separate document stored on the website entitled “How to back up the website”.
5. To add or change 2-factor authorization (2FA)
- s. Login to weebly.com (see above).
 - t. Click on “DA HOW Monday Night Meeting” in the upper right-hand corner
 - u. Click on Account Settings
 - v. Click on Manage Account in the upper lefthand corner of the left box
 - w. Click on Change Password
 - x. Enter “mondaynightdahow2021@outlook.com.”
 - y. Click on Next
 - z. Scroll down. Then click on “Manage two-step verification.” aa. Add phone number
 - bb. Click on Continue. There may be phone numbers that need to be passed back and forth between the person who already has their phone number listed under 2FA and the person whose phone number is being added. cc. Do NOT need to publish. However, make sure that you exit correctly from the website (see paragraph on “Publish-and-Exit” above). At a minimum, make sure that you log out of Monday Night DA HOW in the upper right-hand corner.

