

Pages

The Pages module controls all of the static content on your site. Please refer to the Style Guide in Showtime for detailed instructions on how to attain specific styles for your site.

Please note, if your site utilizes Panel pages, those are covered in a separate video.

Pages Listing

When you navigate to the Pages module in Showtime, the first thing you'll see is a list of all of the pages on your site. The blue items are the main navigation items. Any main navigation items that have subpages will have a plus button indicating the ability to expand the section to view the subpages.

1. **Expand/Collapse:** Use the expand and collapse feature to open and close the subpages to easily search Page Titles. Alternatively, you can click on the plus sign to expand specific sections.
2. **Reorder Pages:** The reorder pages feature allows you to drag and drop to reorder pages into the desired order. Be sure to save and publish the new order once finished.
3. **Page Titles:** The page title displays here and can be edited within the page settings.
4. **Add Subpage:** Create new pages by clicking on the Add Sub Page button which appears as a button on main navigation pages and on hover on subpages.
5. **Unpublished Changes:** If a page is saved and not published, a flag will appear indicating there are unpublished changes on the page to help with collaboration amongst users.
6. **Preview:** The preview feature allows you to preview the page before it goes live. If the page is set to redirect elsewhere, "redirect" will show in place of Preview.
7. **Edit, Trash, Publish:** You can Edit, Trash, and turn pages on and off as needed: Pages that are turned off no longer show in the navigation and are no longer searchable.
8. **Last Modified:** The last modified date and time stamp tells you when the page was last modified and by whom.

Page Settings

Once you've navigated to a specific page, click the gear icon on any page to access the page settings.

The only field that is required when creating a page is the title field. Everything else is optional.

Title: The title is the default page name for Showtime. It will also be the navigation title, URI, and meta title for the page unless you choose to override it by using the additional settings.

Navigation Title: Use the Navigation Title field to update the page name as it appears in the navigation.

Hide in Navigation: To hide the page from the navigation, check the “hide in navigation” box.

Redirect: To redirect a page to either an internal page or an external website, toggle on the redirect feature. A new field will appear where you can enter the URL where you would like the page to go. Remember to include everything after the “.com”(including the first forward slash) if you’re redirecting to an internal page on your website, rather than the full URL. If redirecting to an external page, make sure to use the full URL.

Page Layout: For most sites, there is only one page layout so nothing is needed here.

Custom URI: The URI of the page will be automatically generated by the system based on the title of the page, but this field allows you to override the URI if desired.

Password: Enter a password to protect the page on the front end if desired. Passwords are case sensitive and not encrypted on the back end.

Display On Date/Time: Pages can be set to display at a specific date and time in the future if you do not want it published immediately. It will not display on the site or be searchable until that date and time has passed.

Meta Title, Keywords, and Descriptions: Be sure to fill in the meta data to help Google search your site effectively.

Meta Image: The Meta Image field is available to override the default meta image for sharing on social media.

No Index: Toggle “no index” on if you want search engines to ignore this page in search results.

Tracking Code: We recommend using Google Tag Manager to manage all of your tracking codes, but if you don't have Google Tag Manager, the tracking code field will allow you to add a tracking code to a specific page on your site. To add a tracking code to all pages, send it to the help desk.

Collapse All: The collapse all button allows you to collapse all content items for easy reordering.

Adding Content to a Page - Static Content

Now that you've updated the page settings, it's time to add content to the page. Use the Add Content button to select which content items you want to use.

Text Area: Text areas act like Word documents. Enter your text and use the toolbar to style it. We've built in a simple set of preset font styles to make it easy to both style your content quickly and stay on brand.

Slideshows: Create a slideshow on any page. Click the Add button to open the media gallery, select the asset or assets you want to include in the slideshow, and click ok. Drag and drop the assets to reorder. Slideshows can support video and images. If there's only one asset in the slideshow, it will stay static, and if there are multiple, they will automatically rotate. Captions can be added in the image settings.

FAQs: FAQ lists are a great way to break up text on a page to make it more manageable for the reader. Click on the Add Content button and choose FAQs. Click Add New to start your FAQ list. Enter a title and use the free form description field to input all of the information related to that item. That information can include descriptions, or simply a link off to a page on your site that will provide the user with all of the information they need, which will avoid duplication of content on your site.

Link Lists: If you have a list of items that you want to link, a link list is a far better alternative than simply writing the list out and linking within the text. To add the Link List content item, click the Add Content button and choose Link List, then click the Add New button to start a new Link List. Enter a word or phrase in the title field that will represent your link, and then enter the link in the URL field. The description field is optional.

Spotlights: Spotlights are a fancy link list. They're a great way to incorporate images into the body of your text to make the page more interesting for the viewer. There are multiple layout options for Spotlight Lists:

- Wide (list view);
- Grid; and
- Logos.

You can switch between the different layouts by clicking on the Edit button on the spotlight list content item and changing the layout.

Map: Add a map anywhere on the page.

1. Click on the Add Content button and choose "Map." The map content item will appear at the bottom of the page.
2. The map will populate with the default Google map centered around your venue.

Optional Features

1. If you've elected to add on the Interactive Visitor Guide, click on the Map's edit button to change the layout from the default Google map to the Interactive Visitor Guide map.
2. If you have multiple venues included on your website, click on the Map's edit button to change the focal point to the appropriate venue.

Adding Content to a Page - Dynamic Data

News

News can be brought back on to any page based on the promotion type. To add news:

1. Click on the Add Content button and choose "News." The News content item will appear at the bottom of the page.
2. Click on the Edit button and choose which promotion type of news you'd like to bring back onto the page.
3. Click Save and publish.

If you want to create a new promotion type, submit a ticket to the Help Desk and our support team will set it up for you.

The database of News items is managed under Website > News.

Once you've set this up, the news items will automatically display on this page based on the display on date and time set within the Options tab of the news item.

Visitor Guide

The Visitor Guide allows you to bring back a list of Visitor Guide items (hotels, restaurants, etc.) onto any page based on the category.

1. Click on the Add Content button and choose "Visitor Guide." The content item will appear at the bottom of the page.
2. Click on the Edit button to choose which category of visitor guide items you'd like to display on the page.
3. Click Save and publish.

If you want to create a new category type, submit a ticket to the Help Desk and our support team will set it up for you.

The database of Visitor Guide items is managed under Website > Visitor Guide.

Once you've set this up, the visitor guide items will automatically display on this page when published in the Visitor Guide module. They will also automatically be removed from the page if they are turned off or deleted in the Visitor Guide module.

Event List

Events can be brought back on to any page based on their promotion type. To add events:

1. Click on the Add Content button and choose "Events." The Events content item will appear at the bottom of the page.
2. From there, click on the Edit button and choose which promotion type you'd like to bring back onto the page.
3. Click Save and publish.

If you want to create a new promotion type, submit a ticket to the Help Desk and our support team will set it up for you.

Once you've set this up, the events will automatically display on this page based on the display on date and time set within the Options tab of the event and will automatically be removed from this page once the event is over.

Contests (Premium Add-On)

Your database of contests can be brought back on to any page. To add contests:

1. Click on the Add Content button and choose "Contests." The Contests content item will appear at the bottom of the page.
2. Click Save and publish.

The database of Contests is managed under Promotions > Contests.

Once you've set this up, the contests will automatically display on this page based on the display on date and time set within the summary tab of the contest and automatically be removed from this page once the contest is over.

Jobs Listing (Premium Add-On)

You can bring back your list of available Jobs on to any page.

1. Click on the Add Content button and choose "Jobs." The Jobs content item will appear at the bottom of the page.
2. Click Save and publish.

The database of Jobs is managed under Website > Jobs.

Once you've set this up, the jobs will automatically display on this page based on the scheduled display on date and time and will automatically be removed from this page once the Job is no longer available based on the scheduled end date and time.

Reordering Elements on the Page

Anywhere you see the hamburger icon means you can drag and drop items to reorder.

Saving your page allows you to preview the page before it goes live.

When you're ready, click the Publish button to make the page live on your site.

Still have questions? Check out the related help desk articles provided in the Training Dashboard. For more information pertaining to your site specifics, reference the Documentation widget in Showtime, or contact the help desk to learn more.