Using Menu Manager

March 2017
Go to
ADMIN > Settings > Menu Manager
Then you are on the MENU MANAGEMENT page

**MENU MANAGEMENT**

### PUBLIC MENU

1. ABOUT US - ↘ - ↓
2. SERVICES - ↘ - ↑ | ↓
   1. Meals on Wheels - ↘ - ↓
   2. Future Services - ↘ - ↑ | ↓

### PRIVATE MENU

1. Info - ↘ -
   1. Organizational Info - ↘ - ↓
   2. About Our Village - ↘ - ↓
   2. Frequently Asked Questions - ↘ - ↑ | ↓
You have a PUBLIC MENU
Which corresponds to the MENU when you are not logged in
And you have a PRIVATE MENU
Which corresponds to the MENU when you are logged in
To add a category in a Menu (as ABOUT US, SERVICES, VOLUNTEERS),
click on Add new menu here
Name your new Menu

ADD MENU ITEM

PARENT MENU

Private Menu > Support us! >

TEST

Editable Page  Link to URL

EDITABLE PAGE

About Our Village

SAVE

MENU MANAGER
If it's an Editable Page, check the box, select one category and SAVE
If it’s a Linkable Page, check the box, enter the link and SAVE

Private Menu > Support us! >

TEST

○ Editable Page  Link to URL

http://www.link_example.com

SAVE
Your new Menu is here

**PUBLIC MENU**

1. ABOUT US
2. SERVICES
   1. Meals on Wheels
   2. Future Services
   3. Community Partners and Resources
3. VOLUNTEERS
   1. Volunteer Info
   2. Volunteer Application Form
   3. Meal Delivery Guidelines
   4. Volunteer Calendar
4. TEST
5. Add new menu here

**PRIVATE MENU**

1. Info
2. Organizational Info
   1. About Our Village
3. Our Service Area
   1. Partners
   2. Staff and Board of Directors
4. Membership Info
   1. Member Benefits
   2. Application Form
5. Volunteer Info
   1. Member Benefits
   2. Application Form
To create a Submenu, click on the arrow of the parent Menu and follow the instructions.
To move Menu or Submenu, click on the right arrow

4. TEST - ↘ - ↑

1. Under Test - ↘ -
   1. Under Under Test - ↘ - ↓
   2. Under Under Test 2 - ↘ -

2. Under Under Test 2 - ↘ -
Thank you for your interest