

# Menus

## I. Creating and Managing Menu


Adding menus to a site must be done through the CMS. Menus can be added up to four levels deep on any given site. A menu can only be added to a site for which permissions have been granted.

### i. Create a Menu

1. Sign in to the USA Hockey site or to an Affiliate site using your administrator login.
2. Open the CMS Workarea by clicking the Content Management link in the left navigation of the Administrative menu or by right clicking inside a piece of content and selecting the Workarea option.
3. Click the Create a Menu link - in the Smart Desktop area of the CMS (initial screen that loads)

[Create a Menu](#)

4. Create a Menu – Step 1 is launched.
5. Select the site in the dropdowns for which to add a menu – only those sites for which permissions have been granted can be selected.



National:	USAHockey	▼
District	--Please make a selection--	▼
Affiliate	--Please make a selection--	▼
Association:	--Please make a selection--	▼

**SELECT**

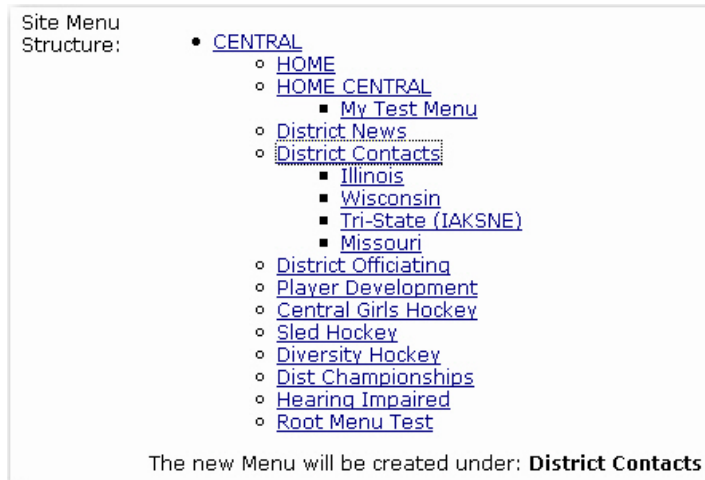
6. Create a Menu – Step 2 is launched
7. Enter the menu's name in the text field.

1. Name your menu item (This is the text that will appear on the menu button).

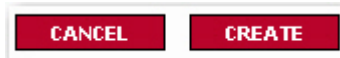
Menu Name:

Characters: ', " , < > , % , & cannot be used in the Menu Name.

8. Select the level where the new menu should appear **under**. Therefore, if the menu should appear at the top level then the site name should be selected. Here the menu will appear under the District Contacts menu name.



9. The selected menu name will appear as a confirmation of where the new menu will be placed.
10. Click the Create button.



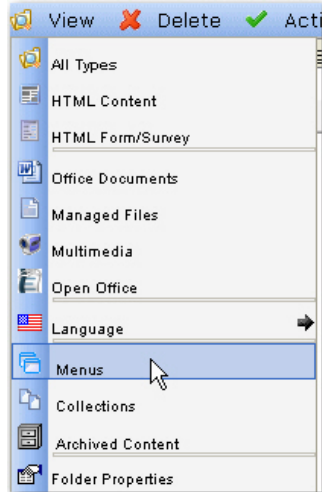
11. Success Page displayed – this page will detail what exactly has been created and what needs to be done to add content to the menu item.
12. Click '**Create Another Menu**' link to create another menu for the selected site.

## ii. View the New Menu Item

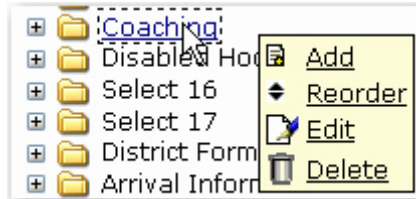
1. After a new menu item is created, click the Content tab in the lower left hand corner of the CMS Workarea.
2. Navigate to the site's folder where the menu was just created.
3. The following things were created when the menu was created.
  - a. A folder named for the new menu item. This folder is located under the menu item selected during menu creation and is the same name as the menu created. The folder also has the word 'Menu' appended at the beginning.
  - b. A landing page named for the menu item – The landing page is located in a new 'Landing Pages' folder under the new menu folder.
  - c. 2 collections [General News & Top Headline] associated with the landing page. – The 2 collections are located in the new menu folder and can be accessed by click View > Collections under the new menu folder.

## iii. Manage Menu Items

1. Navigate to the main site's folder where the menu was just created.
2. Click View > Menus



3. Click the BaseMenu link displayed.
4. Expand the sites folder to view all the menu items.
5. Rollover a menu item to view menu manage options.



6. Click the desired action in the rollover menu and follow the steps in the CMS.
7. Clicking Add will **not** add a menu item to the site.