

[Guide on how to add or edit a link on your website.](#)



Website Content Management System

- [Admin Home](#)
- [Manage Content](#)
- [Manage Album](#)
- [Change Password](#)
- [Login](#)

Important: Before you can login, please make sure that your chapter, state or region is showing in the URL address box of your browser, for example, <http://www.narfe.org/field/CHAPTER5555/ChaptersCMS/Management/Login.aspx>. If it's not, please type www.narfe.org/chapter##admin.aspx (Replace # with your chapter number, **omitting 0** in front of it).

For state and region website, replace the **chapter#** with your **state** name or **region**.

Log In

User Name:

Password:

Remember me next time.

[Forgot My Password](#)

First, you need to log in to your admin account. Your admin account is located at <http://www.narfe.org/chapter#/admin.aspx>. Please replace the “#” character with your chapter number (omitting the number “0” in front of it), for example <http://www.narfe.org/chapter123/admin.aspx>. You will have to use your username and password created for your chapter. If you do not have a username and password yet, please go to <http://www.narfe.org/GUIDE> to read more about NARFE web hosting and how to start your own chapter websites. After logging in to your admin account, please follow the next 6 steps to add or edit a link on your website.



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Upload My Website

Welcome to Your Website CMS

This is your home page for the CMS Management section.
Please choose one of the items from the menu on the left.

Step 1:

Click on "Manage Content"



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Content List

Below you find a list of all the content published on your site. Use the drop-down to view either active or hidden content items. Click the Create New button to create a new content item.

Show all content items

Title	Content Type	Category	Edit	
Useful Links	Links	Links	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Protect Your Retirement Benefits	News	Home	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
The new "Welcome to NARFE" (F-121)	News	Home	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

[1](#) [2](#)

Step 2:

Click on "Edit" button next to the content you want to add or edit the link.



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Title

Intro Text

B I

- [FEDERAL TIMES](#)
- [FEDERAL NEWS RADIO](#)
- [GOVERNMENT EXECUTIVE](#)
- [NEW YORK TIMES](#)
- [WALL STREET JOURNAL](#)
- [CBS NEWS](#)

Full Text

- [FEDERAL TIMES](#)
- [FEDERAL NEWS RADIO](#)
- [GOVERNMENT EXECUTIVE](#)
- [NEW YORK TIMES](#)
- [WALL STREET JOURNAL](#)
- [CBS NEWS](#)
- [CONGRESS](#)

Step 3:

High light the text you want to add or edit the link by dragging your mouse over it.



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Upload My Website

Title

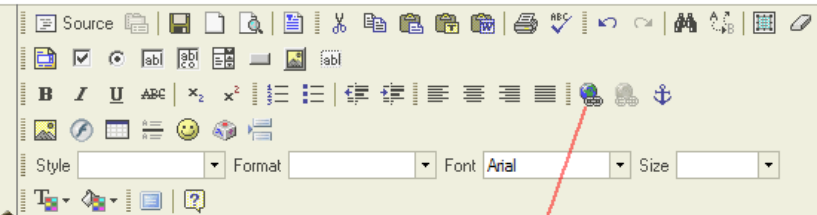
Useful Links

Intro Text



- [FEDERAL TIMES](#)
- [FEDERAL NEWS RADIO](#)
- [GOVERNMENT EXECUTIVE](#)
- [NEW YORK TIMES](#)
- [WALL STREET JOURNAL](#)
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Full Text



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Step 4:

Click on the first "World & Chain" symbol when you have selected the text you want to add or edit the link. Please note that the second "World & Chain" symbol is used to remove an existing link.



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Title Useful Links

Intro Text

Upload My

Link -- Webpage Dialog

http://www.narfe.org/field/ChaptersCMS/FCKeditor/editor/fckdialog.html

Link

Link Info Target Upload Advanced

Link Type
URL

Protocol URL
http:// www.congress.gov

Browse Server

OK Cancel

http://www.narfe.org/field/ChaptersCMS/ Internet

Step 5:

A box will pop up. Select "URL" for "Link Type" and "http://" for Protocol. Type the web address in the URL box, but do not type the http:// protocol again. Finally, hit the "OK" button.




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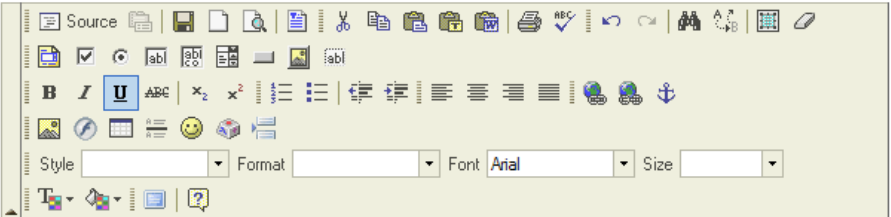
Title

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Content type

Category

Visible?

Step 6:
Now, you have added or edited your link.
Finally, you may click on the "Save" button to activate your addition or edition.