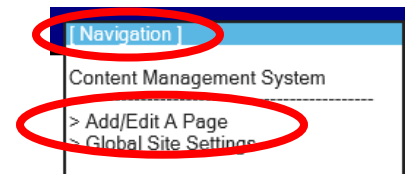


## How to Update Your Website

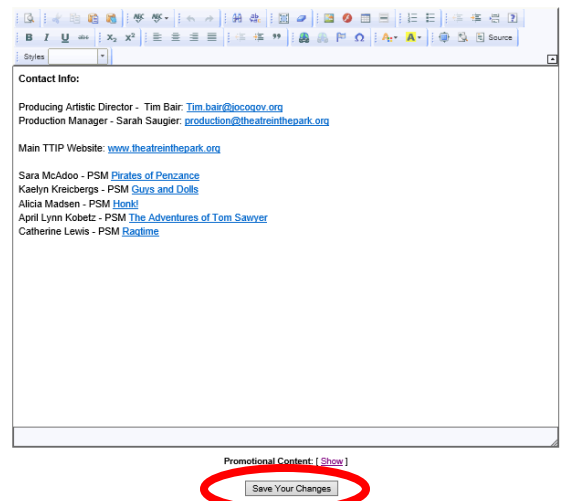
1. Go to [cast.theatreinthepark.org/admin](http://cast.theatreinthepark.org/admin)
2. Log in using the information provided by TTIP
3. Click on the drop box in the top right-hand corner (Navigation)
4. Select "Add/Edit A Page"
5. A new page will load to show you the show page that is already created for you. This is the only page you will have access to. Please do not change the title of the page as links have already been created and sent to TTIP staff. Click on "Edit" next to your page to update it.



6. The information on the top half of the page is of no use to you. Please do not change anything in this section. Changing anything in this section may make your website nonfunctional.

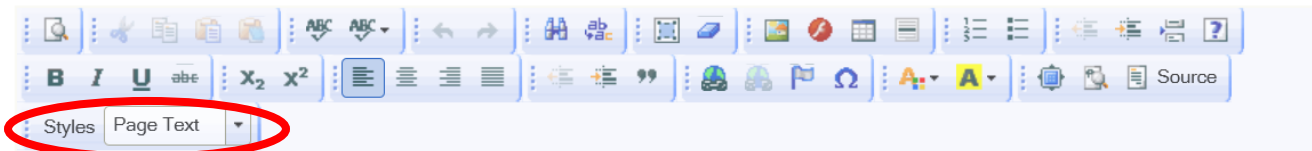


7. The bottom half of the page is where you enter information for your cast and staff to see.
  - a. This portion works very similarly to a word document.
  - b. After you have entered information, click the "Save Your Changes" button at the bottom of the screen.

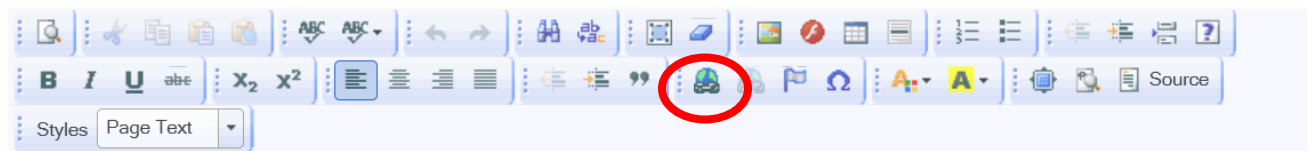


## Adding a link to a Document for your cast to open: Complete steps 1-7 above

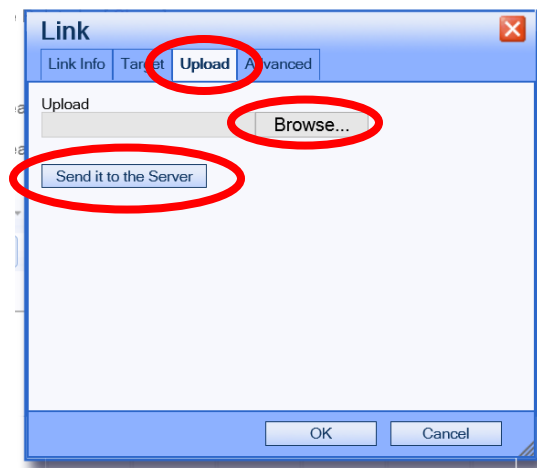
1. Type the name of the document as you would like it to read on the site.
2. Highlight the text.
3. Click on the Styles drop down box and change the text to "Page Text"



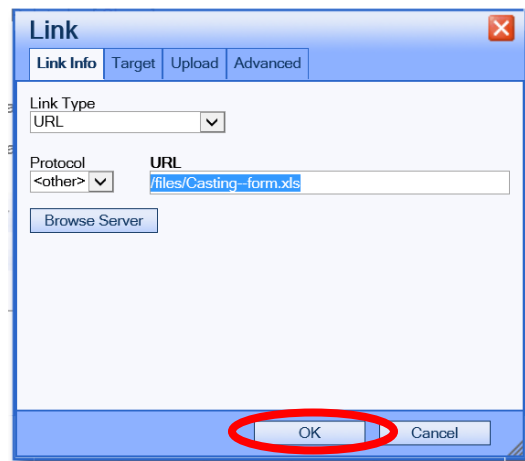
4. Click on the icon that looks like a chain on the world.



5. A Link box will pop up. Click on the tab "Upload". Click on the "Browse..." button. A Finder window will open. Navigate to the file you would like to upload on your computer. Once you have clicked on the file, the Finder window will close. The window that remains, click on the button "Send it to the Server"



6. A NEW link box will appear. Click OK.



7. At the bottom of the Page Edit screen, click on "Save Your Changes".