Add a Feature Contact widget
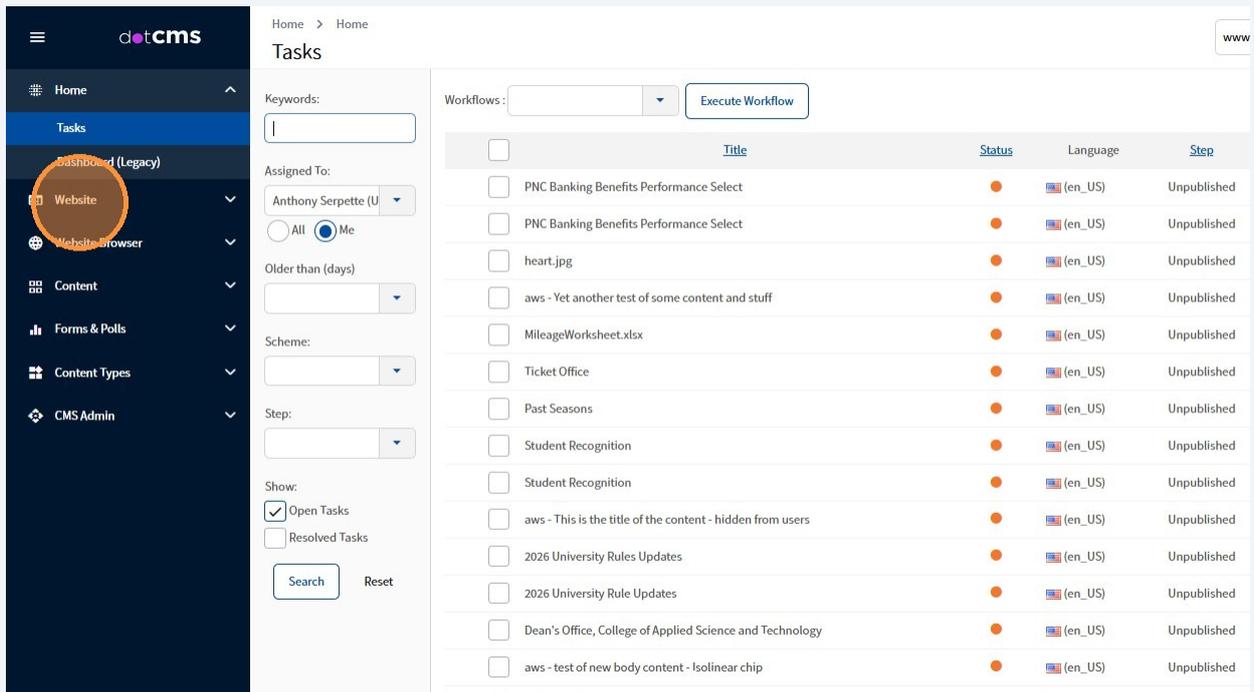
The Feature Contact widget can add a Bio/Profile and an Organization, usually to the bottom of the page.

1 Navigate to **https://www.uakron.edu/c** Log in with your UA credentials.

2 Click Website | Browser and navigate to your folder.

3 Double-click your page to enter edit mode.

4 Click the blue square with the plus sign.
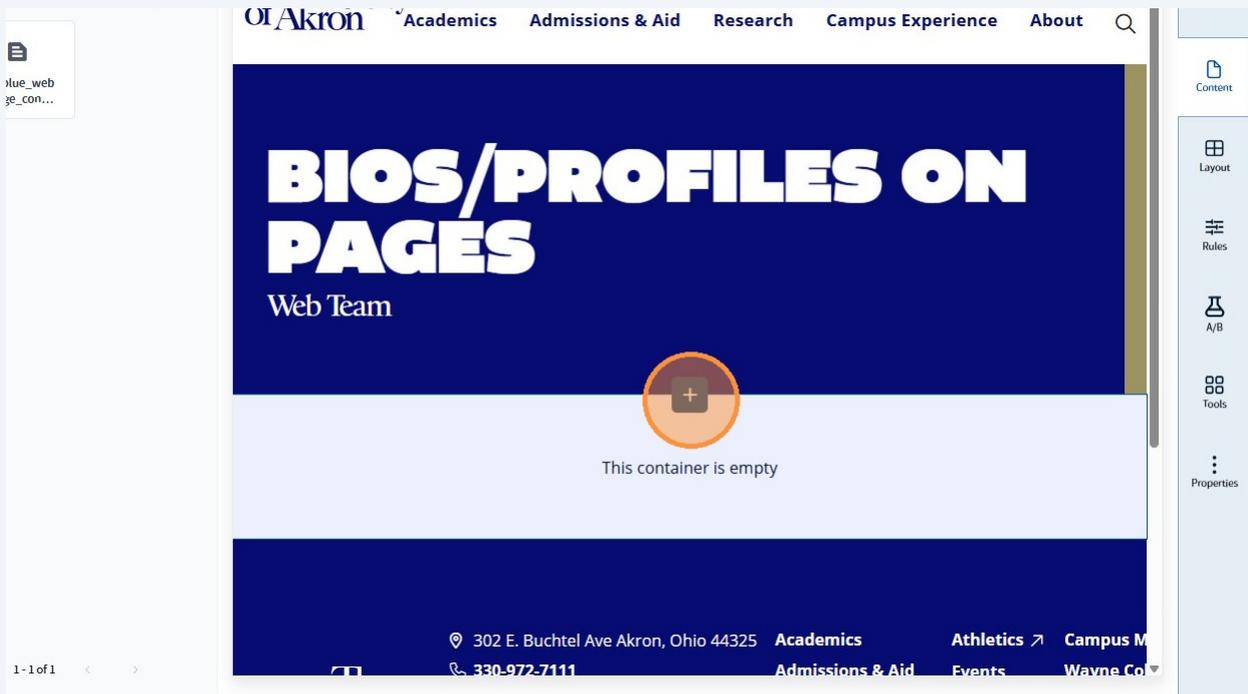
5 Click "Widget"
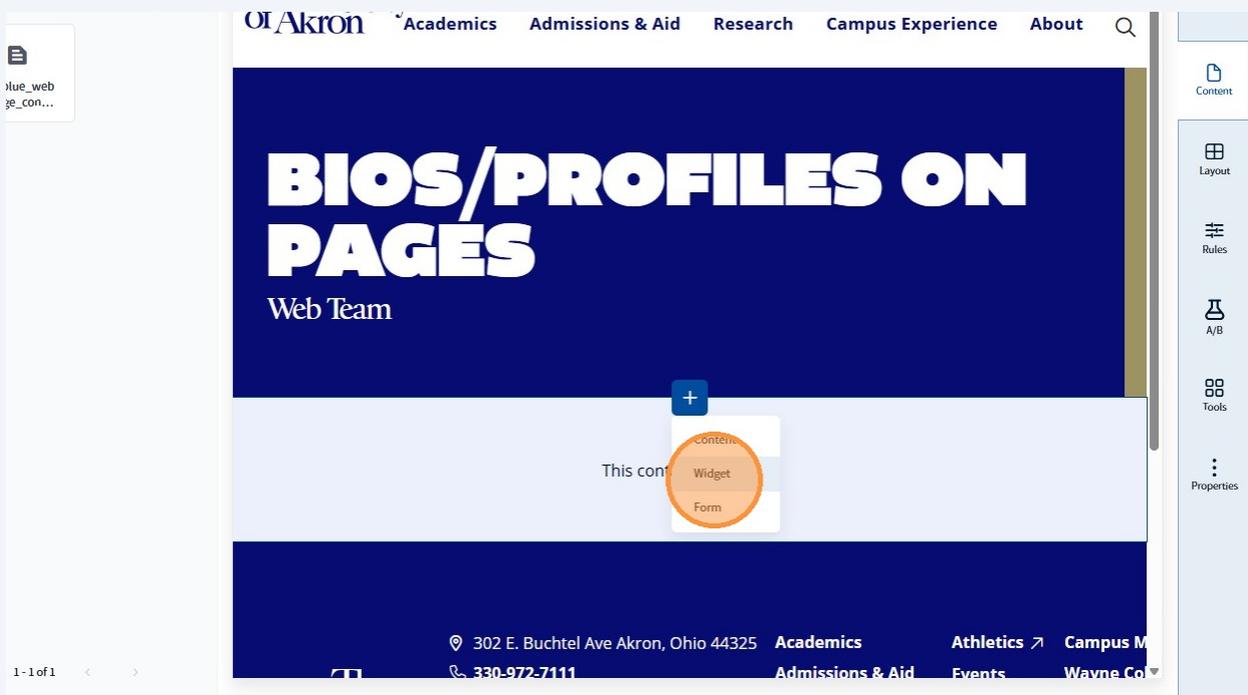
6 Click the blue circle with the plus sign.

7 Click "1UAblue_feature_contacts"

8   Add in your Widget Title.

9   Use the Site or Folder dropdown to select your dotCMS folder.

10   Enter the Section Heading.

11   Add in the Section Intro text.

12 Since we'll be adding in an existing Bio, we can omit the Save step at this point. Click the Relate drop down, then click Relate again.
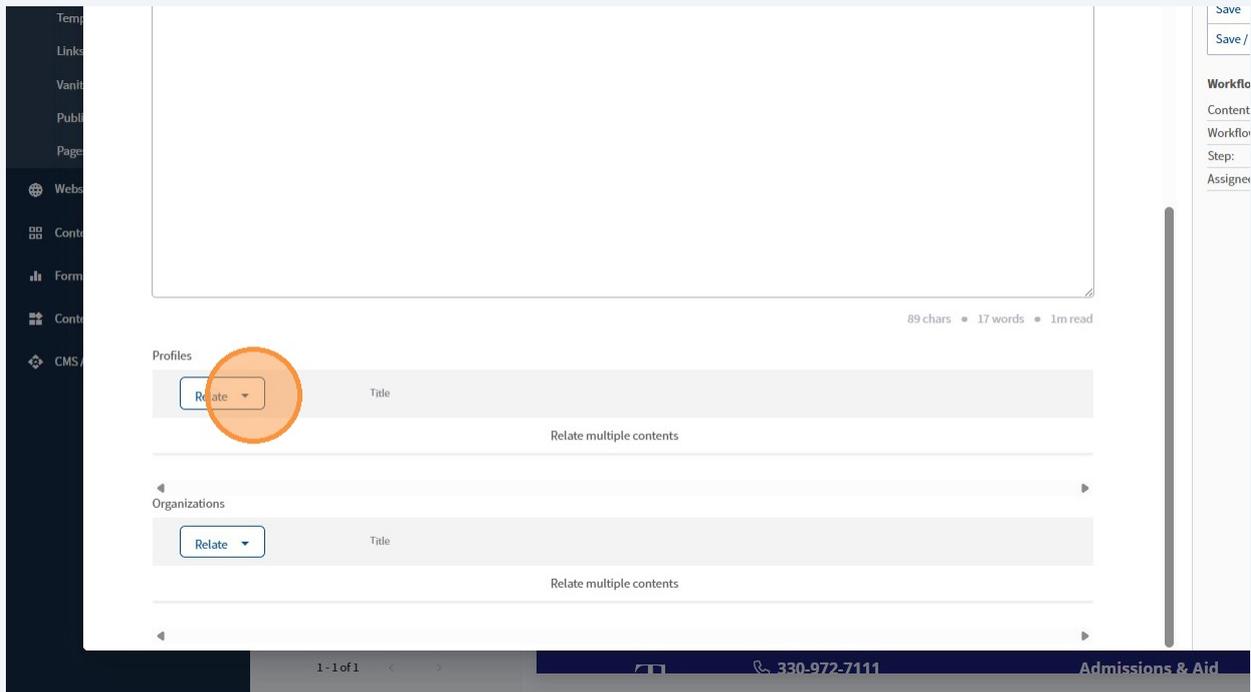
13 Use the Search box to locate the Bio/Profile to be added.
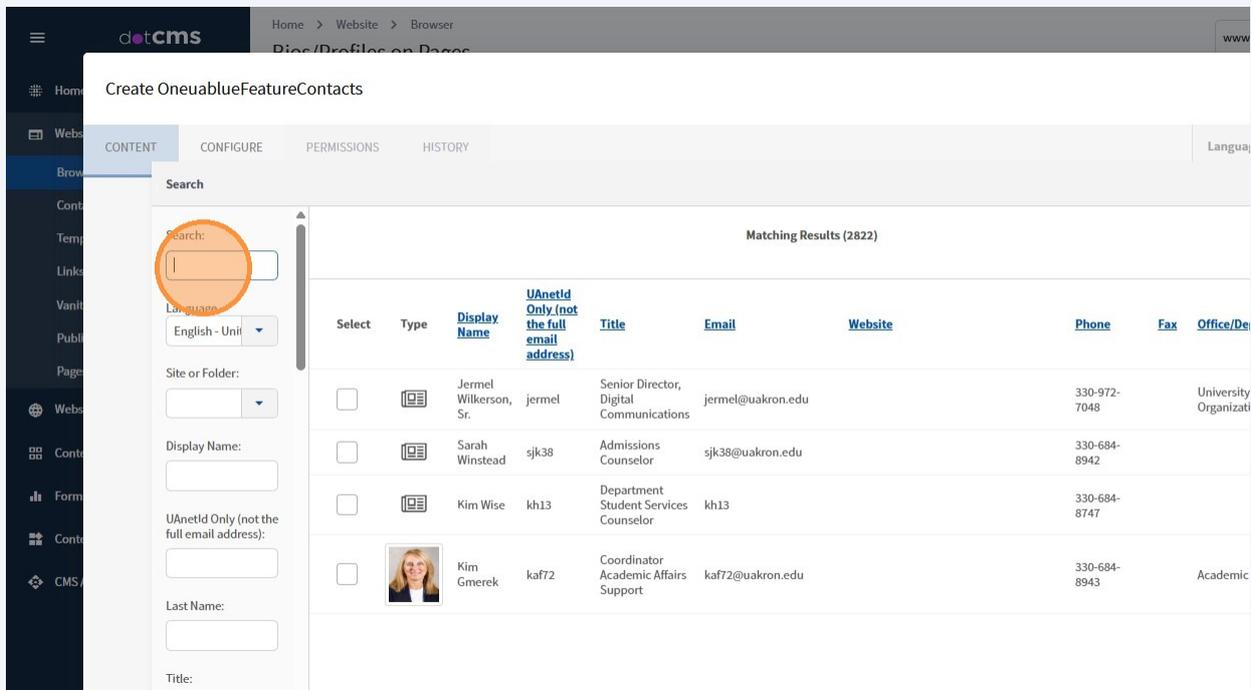
14 Once located, click the checkbox next to the Bio/Profile.
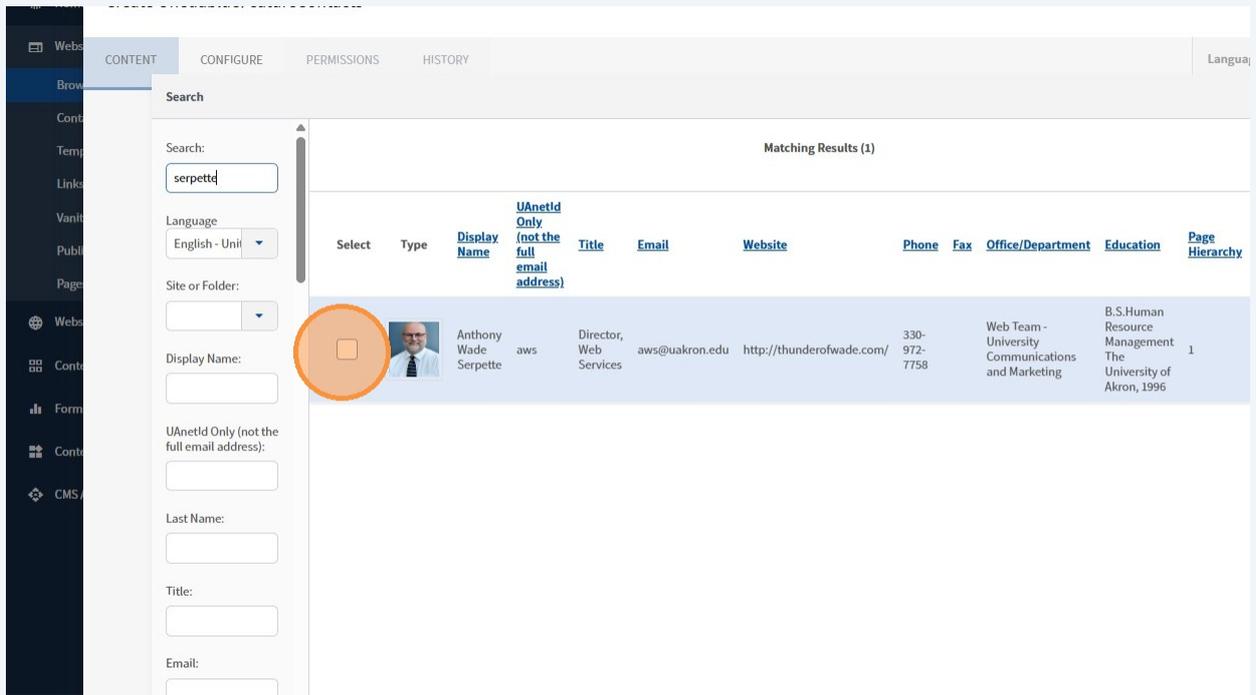
15 Click "Relate"
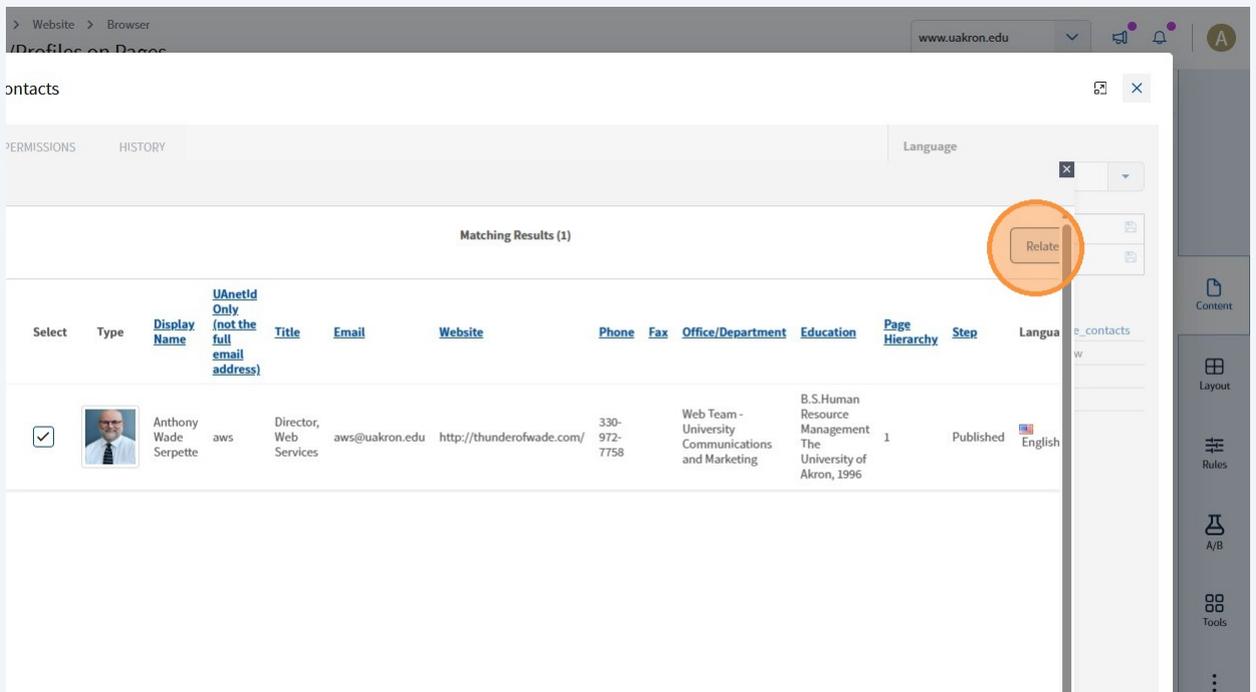
16 And since we're relating an existing Organization, we can skip the Save step again for now. Click the Relate drop down for Organization and click Relate again
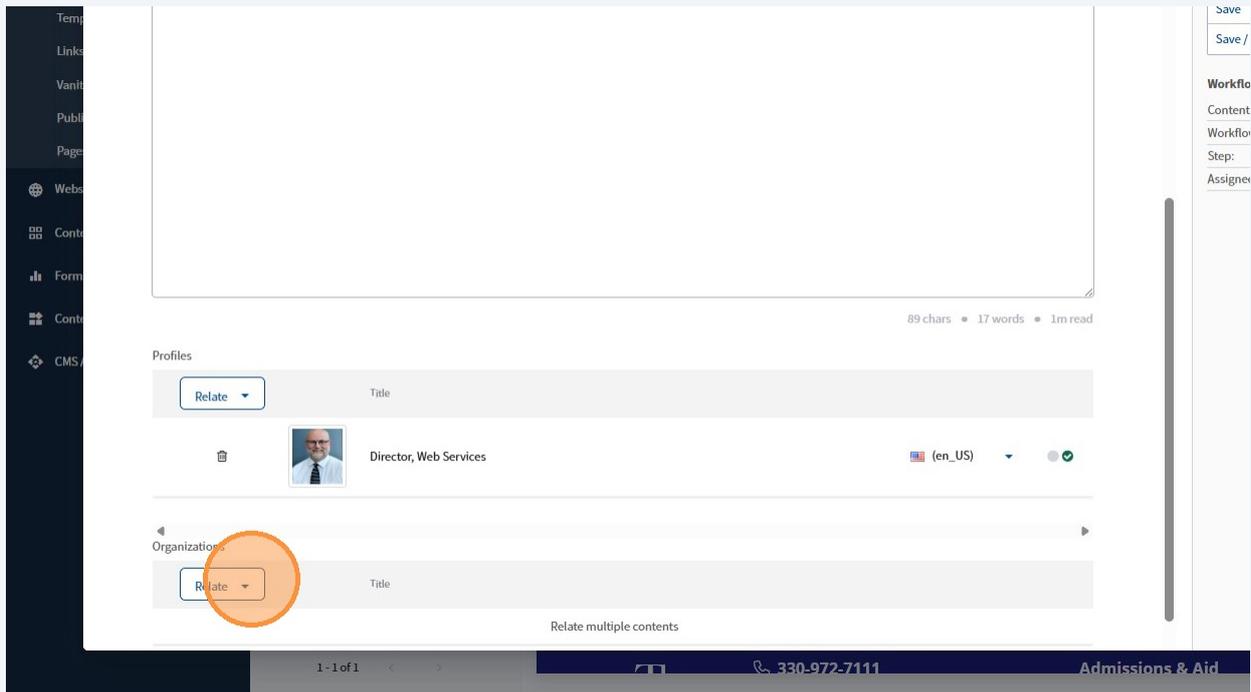
17 Use the Search box to location the Organization to be added.

18 Click the checkbox next to the organization to select it.

Create OneuablueFeatureContacts

CONTENT   CONFIGURE   PERMISSIONS   HISTORY

Search

Search:
web

Language
English - Uni

Site or Folder:

Name:

Overview:

Tags:

Type your Tag. You can enter
multiple comma separated
Tags.

Matching Results (9)

Select	Type	Name	Site URL	Organization Type	Step
☐		Web Team	/webteam	technology	Publishe
☐		Fisher Institute of Professional Selling	http://www.uakron.edu/cba/centers-and-institutes/fisher/index.dot	institutes	Publishe
☐		Center for Urban and Higher Education	http://www.uakron.edu/education/community-engagement/cuhe/	centers	Publishe
☐		Institute for Teaching and Learning	http://www.uakron.edu/itl	institutes	Publishe
☐		Center for Statistical Consulting	http://www.uakron.edu/statistics/about-us/center-for-statistical-consulting.dot	centers	Publishe
☐		Zips Team Shop	https://uakron.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=19072&catalogId=10001	dept	Publishe
☐		Center for IT & Analytics in the College of Business	/cite/	centers	Publishe
☐		Online Learning Services	http://www.uakron.edu/learn/	technology	Publishe
☐		English Language Institute	/eli/	institutes	Publishe

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19 Click "Relate"

Matching Results (9)

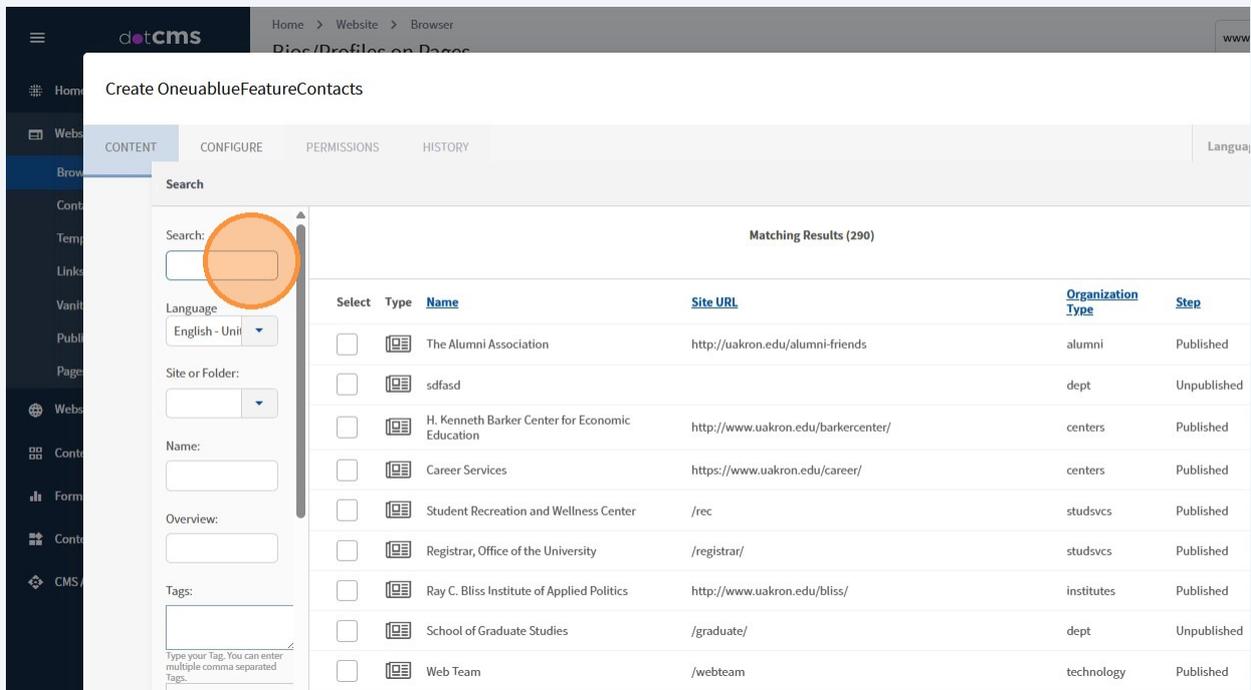| Select	Type	Name	Site URL	Organization Type	Step	Language
☑		Web Team	/webteam	technology	Published	English (US)
☐		Fisher Institute of Professional Selling	http://www.uakron.edu/cba/centers-and-institutes/fisher/index.dot	institutes	Published	English (US)
☐		Center for Urban and Higher Education	http://www.uakron.edu/education/community-engagement/cuhe/	centers	Published	English (US)
☐		Institute for Teaching and Learning	http://www.uakron.edu/itl	institutes	Published	English (US)
☐		Center for Statistical Consulting	http://www.uakron.edu/statistics/about-us/center-for-statistical-consulting.dot	centers	Published	English (US)
☐		Zips Team Shop	https://uakron.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=19072&catalogId=10001	dept	Published	English (US)
☐		Center for IT & Analytics in the College of Business	/cite/	centers	Published	English (US)
☐		Online Learning Services	http://www.uakron.edu/learn/	technology	Published	English (US)
☐		English Language Institute	/eli/	institutes	Published	English (US)

20 With the Bio/Profile and the Organization added, click "Save / Publish"
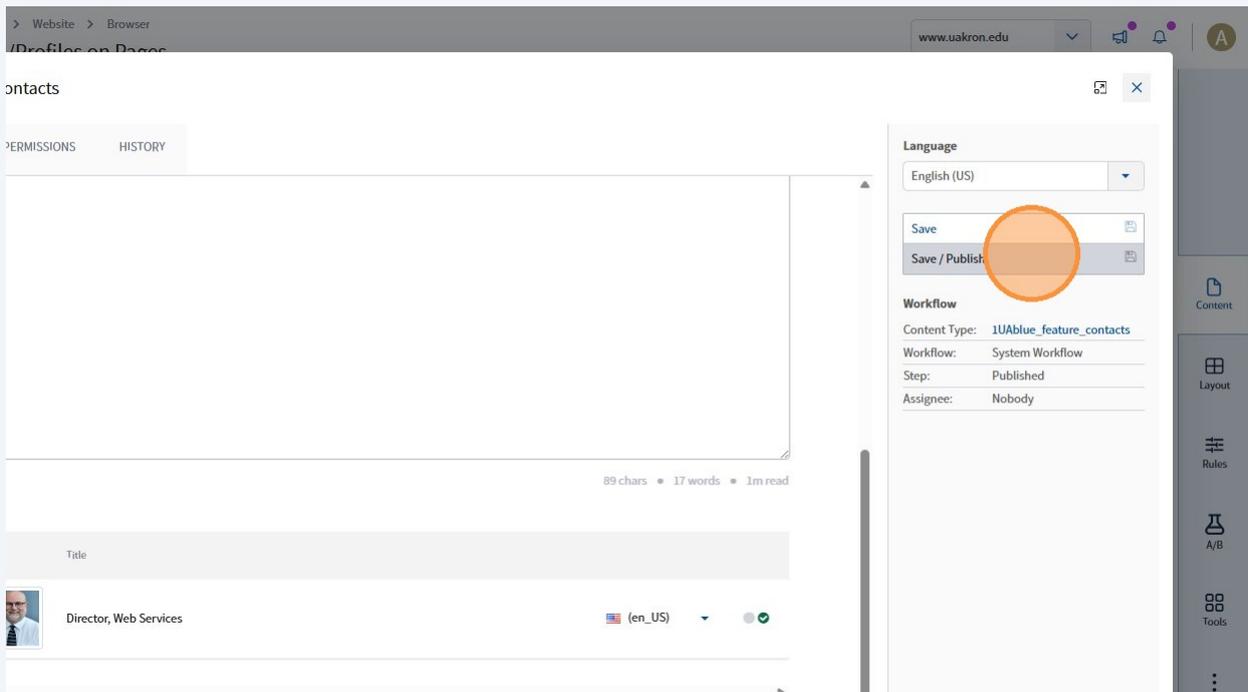
21 Click the "x" to close the widget.
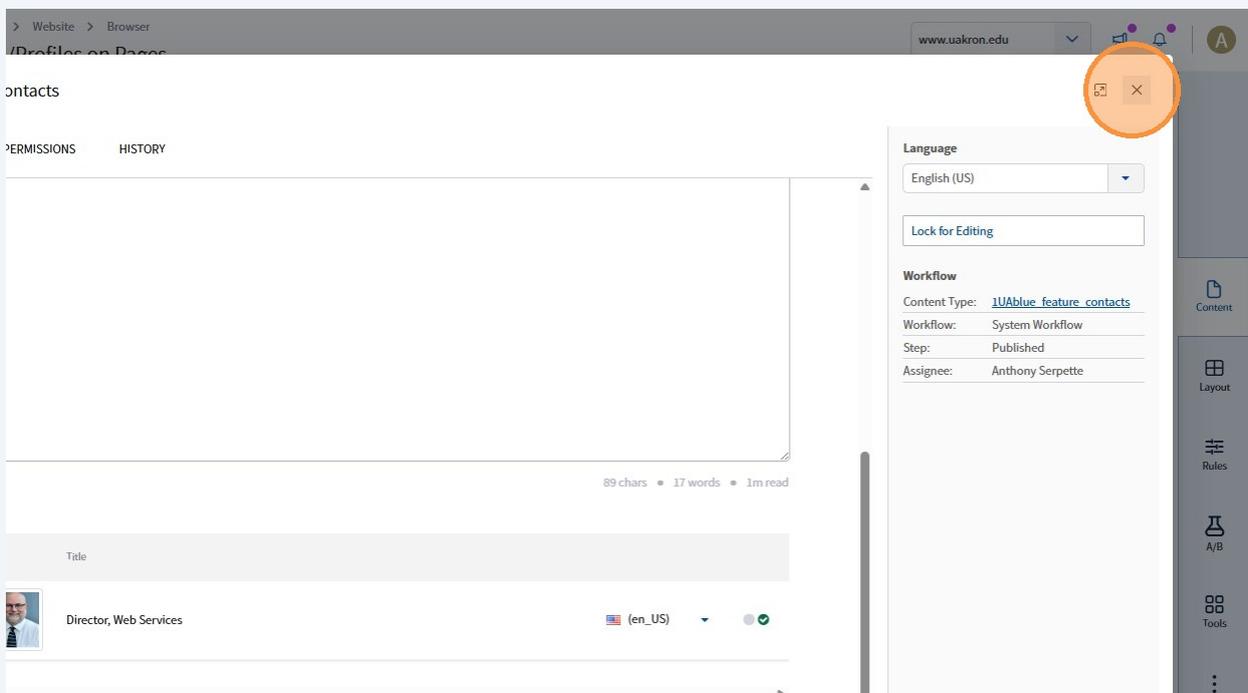
22 You can continue editing the page, or return to the list of files.

Connect with the UA Webteam

The web never sleeps, but the webteam occasionallly does. Office hours are 7 am to 6 pm.

Anthony Wade Serpette →
- Director, Web Services

- ☎ **330-972-7758**
- ✉ **Send an email**
- ⌖ Zook 216 (enter through room 203)

Web Team →

- 🌐 **Website**
- ✉ **Contact us**
- • Student Union, The Jean Hower Taber
- ⌖ 303 E Carroll Street

  Akron, OH 44325-4605