

LA PLATA WEBSITE USER GUIDE

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Introduction

The purpose of this guide is to give you the ability to maintain your website. The first chapters will give you a basic understanding of how Squarespace works and how to go about adding to and updating pages. From there the instructions get more specific to other features on the website such as videos, scheduling and the interactive map. Finally we have a section dedicated to publishing your website.

Chapter 1: Getting to Know Your Squarespace

This chapter will teach you how to access and update your Squarespace account and then give you a brief overview of the important features of the website. The following chapters will give you more in depth descriptions of the editing processes, publishing and recommendations for future updates/maintenance.

1.1 Logging In

A Squarespace account was created using the gmail account and login information found below:

Gmail Login	
Name	Virtual Tour
Username	Team1VirtualTour@gmail.com
Password	laplata2021

This gmail will allow you to access your Squarespace account and the website. For ease of use this gmail is also used for the youtube and maphub accounts we mention later on in the guide.

Another important feature of this gmail account is that it accounts for any of the forms found on the website. These can later be changed to either forward the information to an account that you already own or you can continue aggregating information here.

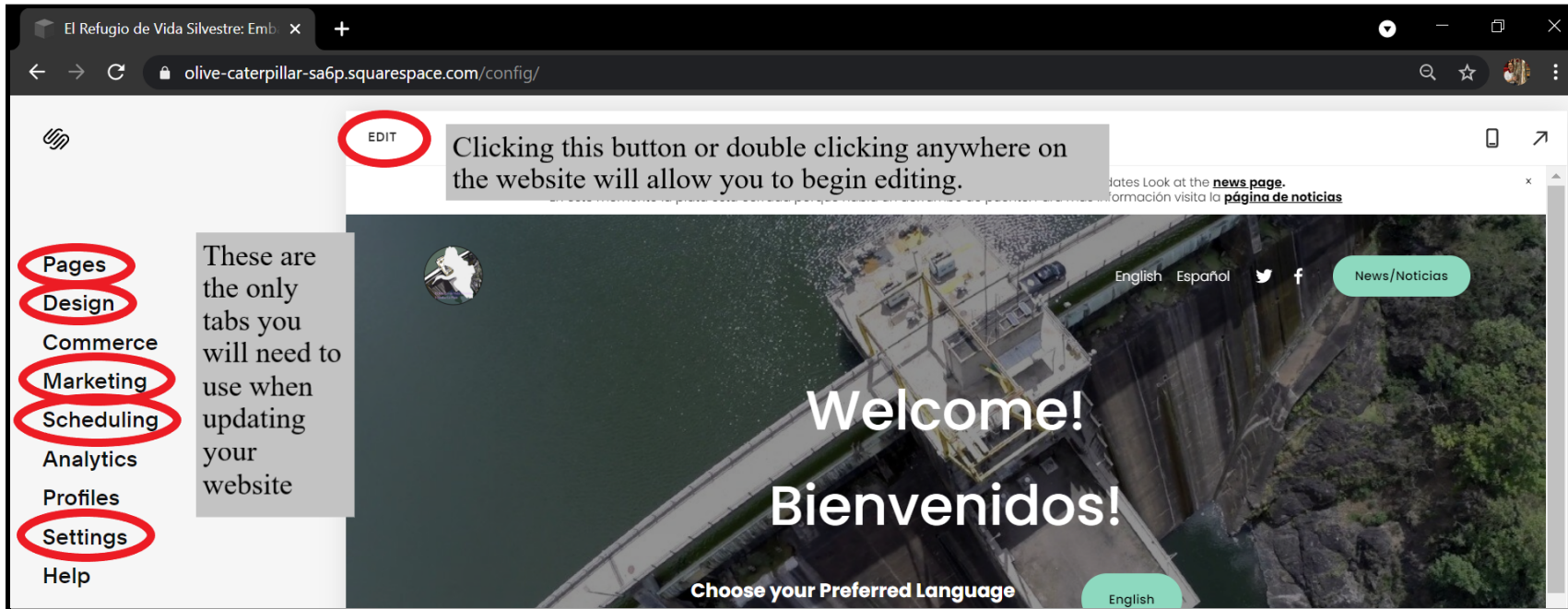
1.2 My Dashboard

This is the first page you will see after logging in. The three dots on the right of the page open a menu which allows you to change account settings and billing. When you first enter this account you will want to set up billing such that you can maintain ownership of the website.

The screenshot shows the Squarespace Account Dashboard. At the top, there is a navigation bar with the Squarespace logo, 'Dashboard Domains', 'Help', 'Account Settings', and a user profile icon labeled 'KR'. Below this is a 'My Dashboard' section with a search bar and a 'CREATE WEBSITE' button. The main content area features a preview of a website titled 'El Refugio de Vida Silvestre: Embalse La Plata' with the URL 'olive-caterpillar-sa6p.squarespace.com'. The website preview includes a 'Welcome! Bienvenidos!' message and language selection options. A red circle highlights the 'WEBSITE' button in the preview area. Another red circle highlights the three dots menu icon in the top right corner of the preview area. A grey callout box next to the three dots menu icon contains the text: 'Clicking the three dots brings up user permissions, billing, and settings'. A third grey callout box at the bottom center contains the text: 'Click either of these to open the website editor.' The 'WEBSITE' and 'COMMERCE' buttons are also visible below the preview.

1.3 Website Editor

“My Dashboard” allows you to **access the website editor** by clicking on the thumbnail image of the website or the button that says “WEBSITE”. The website editor page can be seen below.



This page allows you to immediately begin editing by clicking the “edit” button at the top of the page or by double clicking anywhere on your website preview. You can also use the preview of the page on the right to navigate your website.

Chapter 2: Creating Pages

This chapter will give you a basic understanding of how pages are organized and how to create pages. The next 2 chapters will go over how to add to and edit pages.

2.1 Pages Tab

This tab opens when you click “Pages” on the website editor screen (pictured on page 2).

The screenshot shows the 'Pages' tab in the Squarespace website editor. The browser address bar shows 'olive-caterpillar-sa6p.squarespace.com/config/pages'. The page title is 'Home Page - Published'. The main content area features a large image of a dam with the text 'Welcome! Bienvenidos!' and a language selection section with 'English' and 'Español' buttons. A 'News/Noticias' button is also visible. The left sidebar contains 'MAIN NAVIGATION' and 'NOT LINKED' sections. Annotations include: a red circle around the 'HOME' button; a red circle around the 'EDIT' button with the text 'This button allows you to begin making changes to the webpage'; a red circle around the 'Mobile preview button' icon; a red box around the 'Main Navigation' sidebar with the text 'Main Navigation' and 'Folders create the titles for the tabs seen to the right. (English and Español)'; a red box around the 'NOT LINKED' sidebar with the text 'Not Linked Pages' and 'These pages are not linked directly to the main navigation tabs (English and Español)'; a red box around the 'News/Noticias' button with the text 'Button to navigate to News'; and a red box around the 'Main site navigation tabs' in the main content area with the text 'Main site navigation tabs'. The 'News' item in the 'NOT LINKED' sidebar is also highlighted with a red box.

From here you can add and edit pages on your website. **EDITING IS EASIEST IF THIS TAB IS OPEN**

2.2 Linked and Not Linked Pages

Linked pages are a part of “Main Navigation.” They set up the tabs you see at the top of the screen. In the website, these tabs are organized by folders. The first page in each folder is the page that opens when the main tab is clicked. In other words the first page in each folder is the home-page for that folder.

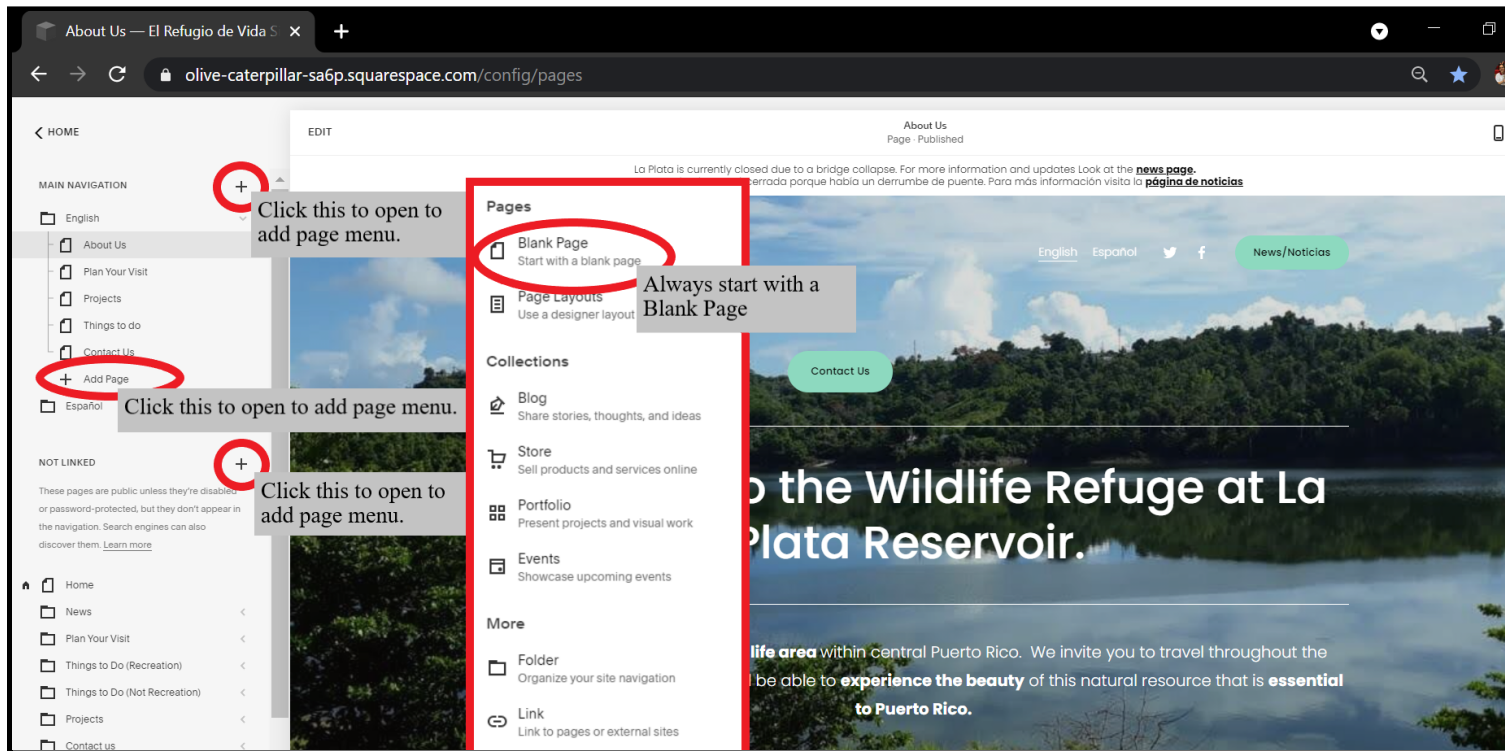
Not linked pages make up the majority of the website’s structure. These pages are only accessed through buttons and links that you insert. The example used above is the news page. **Not linked pages** are currently organized into folders based on the linked page they come from. For example, the “One Seed at a Time” not linked page is found in the projects folder because the button that links to the “One Seed at a Time” page is found on the linked projects page.

2.3 Understanding Bilingual Websites

Bilingual websites are not difficult to make as much as they are time consuming. Making a website in two languages is essentially making the same website twice. There is one website in English and one website in Spanish. When you are updating pages be sure to update the page in **BOTH** English and Spanish.

2.4 Creating New Pages

Unless you wish to make changes to the main navigation of the site, new pages you create will be not linked. To create a not linked page you should click on any of the add page buttons that are underneath the not linked section of page organization. Once a page is made it can also be moved to different areas of the navigation bar by clicking and dragging.



2.5 Creating Pages From a Template

In parts of your website that will need to be updated with new pages frequently there are template pages that you can use to duplicate and edit. This will ensure uniformity of your website and make your job in keeping these sections up to date much easier.

The screenshot shows the Squarespace website editor interface. On the left is a navigation menu with a 'Projects' folder highlighted in red. The main area shows a page titled 'About Us' with a 'Page Settings' modal open. The modal has a 'DUPLICATE PAGE' button circled in red. Three text boxes provide instructions: one points to the 'Projects' folder in the navigation menu, another points to the 'DUPLICATE PAGE' button, and a third explains the purpose of the duplicate page.

In sections that need to be updated frequently we made template Pages.

One can be seen here in the Projects Folder.

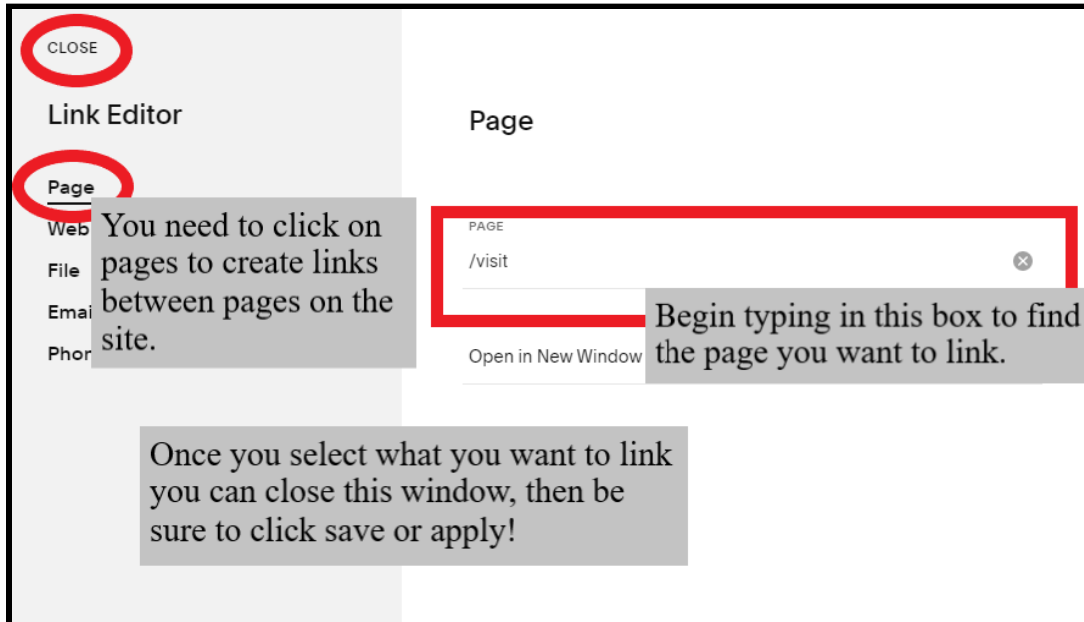
Create a duplicate page from the template by clicking on the settings symbol circled here. This will open a selection menu.

Click duplicate page to duplicate the page.

Once your page is duplicated you can make changes to the template and add it to your website.

2.6 Creating Links to Not Linked Pages

When you create a page that falls in a Not linked section (most of the pages you will create), you will need to establish a link to that site. This can be done using hyperlinks, pictures, and buttons. No matter what making the link uses the same process as seen below.



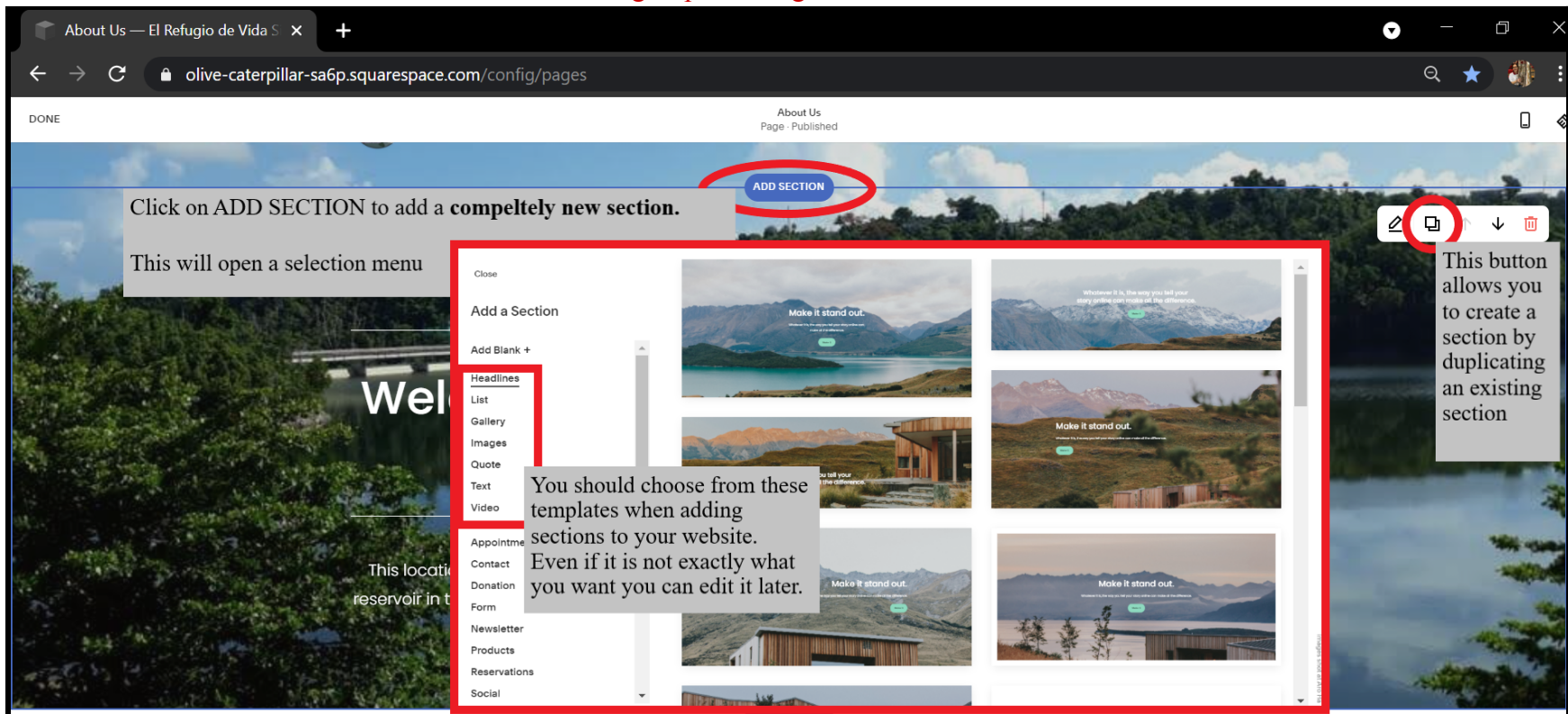
The pages you will be adding to the most are Things to Do, Recreation, and Projects. These act as “hubs that go out to other pages and most often you will add to them using linked pictures and text.

Chapter 3: Adding to Pages

This chapter will give you an understanding of how to **ADD content to your website**. The next chapter will cover editing.

3.1 Adding Sections

Adding sections to your website is how you construct content for new pages. There are pre-made templates from Squarespace that you should use to start a section and edit later. **Galleries or groups of images are also added with sections.**



3.2 Adding Media Blocks

The basic types of media blocks you will be adding are: Text, Photos, Videos, and Buttons. In order to place these where you want you may also need to add an “empty space” block called a spacer. Forms and Embed blocks are also used on the website but should not need to be used as often when updating.

The image shows a website editor interface. On the left is a block menu with a search bar and a list of block types. The 'Text', 'Image', 'Button', 'Video', and 'Spacer' blocks are highlighted with red boxes. A grey callout box above the menu states: "The types of blocks found in boxes below are used most frequently." On the right is a preview of a website page titled "the Wildlife Refuge at La Plata Reservoir." A red circle highlights a plus sign in the page editor, with a grey callout box explaining: "Clicking on any plus sign like these on the page will allow you to insert a media block from the menu pictured to the left." The page preview includes a navigation bar with "About Us" and "Page - Published", a "Contact Us" button, and a large image of a reservoir with trees in the background.

Chapter 4: Editing Pages

Now that you have learned how to make pages and add content to those pages. This chapter will go through the basics of editing the existing content of the website.

4.1 Whole Site Design Changes

To edit the color scheme and font of the **entire website**, click “**Design**” on the **website editor** to open the design tab. This allows you to access site styles which will bring up a selection menu for making changes. **These changes affect the ENTIRE WEBSITE.**

The screenshot shows the Squarespace website editor interface. The browser address bar displays 'olive-caterpillar-sa6p.squarespace.com/config/design'. The main content area shows a website preview with a 'Welcome!' message and a 'Choose your' section. The left sidebar contains the 'Design' tab, which is highlighted. Below it, the 'Site Styles' option is circled in red. A callout box points to the 'EDIT' button, stating 'Editing is NOT recommended from this page'. Another callout box points to the 'Site Styles' option, stating 'Site Styles is the only tab you may need to use. It opens this opens the option menu pictured on the right.' A third callout box points to the mobile and fullscreen preview buttons in the top right corner, stating 'Mobile and fullscreen preview button'. A fourth callout box points to the 'Site Styles' menu on the right, stating 'Site Styles Manage the style settings that appear across your entire site.' A fifth callout box points to the 'Fonts' and 'Colors' options in the 'Site Styles' menu, stating 'Fonts and Colors are the only style tabs you may want to use. Only use these tabs if you want to change the colors or font of the entire website. Style changes on pages or sections are done on that page or section'.

4.2 Editing Sections

Editing sections is primarily used for visual design. You can alter height, width, alignment, background, and colors. When using backgrounds be sure to space out those with images, as a rule we often use an image background once every three sections. **Never enable animations on these backgrounds**, as they limit accessibility to the website.

The screenshot shows the Squarespace website editor interface. The browser address bar displays "olive-caterpillar-sa6p.squarespace.com/config/pages". The page title is "About Us" and it is marked as "Page - Published". The editor shows a section with a background image of a lake and trees. Several floating panels are visible:

- Format Panel:** Contains options for "SECTION HEIGHT" (S, M, L), "CONTENT WIDTH" (S, M, L), and "CONTENT ALIGNMENT" (center, left, right).
- Background Panel:** Offers "Image" and "Video" options for the section background.
- Colors Panel:** Allows selecting a theme for the section, with options like "LIGHTEST 1", "LIGHTEST 2", "LIGHT 1", "LIGHT 2", "BRIGHT 1", and "BRIGHT 2".
- Edit Section Panel:** Contains icons for edit, duplicate, move up, and move down.

Callout boxes provide additional instructions:

- "These buttons allow you to change the size and alignment of the section. The settings pictured above are recommended for most sections."
- "This menu allows you to upload photos or video to use as the background for a section. Not all sections should use photos or videos. For accessibility do NOT use animations."
- "This menu allows you to change the colors found in each section"
- "These buttons allow you to open menus and make changes within sections of your website."
- "The first button will open a series of menus pictured to the left."
- "The second button duplicates the section."
- "The third button moves the section up or down."

4.3 Editing Media

The most used media throughout the website are text, photos, buttons and videos. These can be moved within the pages they are found on by clicking and dragging the blocks around. There are multiple ways of using these blocks, but it is good practice to keep them uniform throughout the website. This section will show you how to keep these up to date.

Editing Text

The screenshot shows a Squarespace website editor interface. At the top, there's a browser window with the URL `olive-caterpillar-sa6p.squarespace.com/config/pages`. Below the browser, the editor shows a page titled "About Us" with a "Page - Published" status. The main content area features a large image of a reservoir with a forested background. Overlaid on this image is a text editor. A red circle highlights a "Button" icon with a pencil, with a text box explaining: "This button allows you to access the editing menus for any block type you might find." Below this, three buttons are visible: "Plan Your Visit", "Things to Do", and "Contact Us". A red rectangle highlights the text editor interface, which includes a toolbar with options like "Heading 1 (Ctrl+Alt+6)", "Heading 2 (Ctrl+Alt+5)", "Heading 3 (Ctrl+Alt+4)", "Heading 4 (Ctrl+Alt+3)", "Paragraph 1 (Ctrl+Alt+2)", "Paragraph 2 (Ctrl+Alt+1)", "Paragraph 3 (Ctrl+Alt+0)", and "Monospace". The text editor shows the text "Welcome Wildlife Refuge at La Reservoir." and "This location is a protected reservoir in the hopes that you". A text box explains: "To begin editing text on your website, you click into the textbox while in editing mode. Your view of the text box will then look as it does here." Another text box explains: "The text editor works the similarly to those you have seen in google docs and word." A final text box explains: "To alter the text size you will need to use heading and paragraph settings."

Editing Images

The screenshot shows a web browser window with the URL `olive-caterpillar-sa6p.squarespace.com/config/pages`. The page title is "About Us — El Refugio de Vida S". The main content area features a large image of a gate with the heading "Create your Experience" and subtext "Visiting la Plata is a magical and accessible experience".

Annotations and callouts include:

- A red circle highlights the "Image" icon in the top left of the editing menu.
- A callout box states: "Click on this symbol to begin editing. The editing menus can be seen to the right."
- A red box highlights the "Image Editor" panel, which includes options for "Content" and "Design", a "REMOVE IMAGE" button, and a "Link" field set to "On Image" with the URL `/directions-weather`.
- A callout box states: "These settings let you add links to your images."
- Another red box highlights the "Design" panel, showing layout options: "OVERLAP", "COLLAGE", and "STACK". A callout box states: "The designs used throughout the website are stacked, poster, and collage".
- A callout box states: "Don't use animations!" next to the "Animation" dropdown.
- A callout box states: "Add a descriptive file name when you upload a photo." next to the "FILENAME (OPTIONAL)" field, which contains the text "Entrance to La Plata".

4.4 Updating the News Banner

Click on “Marketing” from the **website editor**. From here you should be on the page shown below. By clicking on the “announcement bar” tab you open the menu that lets you update the news message at the top of the page.

The screenshot shows the Squarespace website editor interface. On the left, the 'Marketing' menu is open, with 'Announcement Bar' circled in red. A text box next to it says: "This is the only marketing tab you will need to use. It opens the window seen on the right." The main editor area shows a preview of the website with a red box highlighting the announcement bar at the top. The announcement bar text reads: "La Plata is currently closed due to a bridge collapse. For more information and updates Look at the [news page](#). En este momento la plata está cerrada porque habia un derrumbe de puente. Para más información visita la [página de noticias](#)".

In the center, the 'Announcement Bar' configuration window is open. It has a title 'Announcement Bar' and a blue button that says 'PREMIUM FEATURE Available on Business and Commerce plans. Learn more'. Below this, there is a description: "Display a featured message in a large bar across the top of your website. This is useful if you have new or important news to report. When enabled, the Announcement Bar will be visible on both your mobile and desktop site. Learn more". A red circle highlights the 'Enable Announcement Bar' checkbox, which is checked. A text box next to it says: "Make sure you enable the announcement bar so your text shows up!". Below the checkbox, there is a text input field containing the same announcement bar text as seen in the preview. A red box highlights this text field. A text box next to it says: "This text box allows you to edit what is displayed on the news banner at the top of the screen".

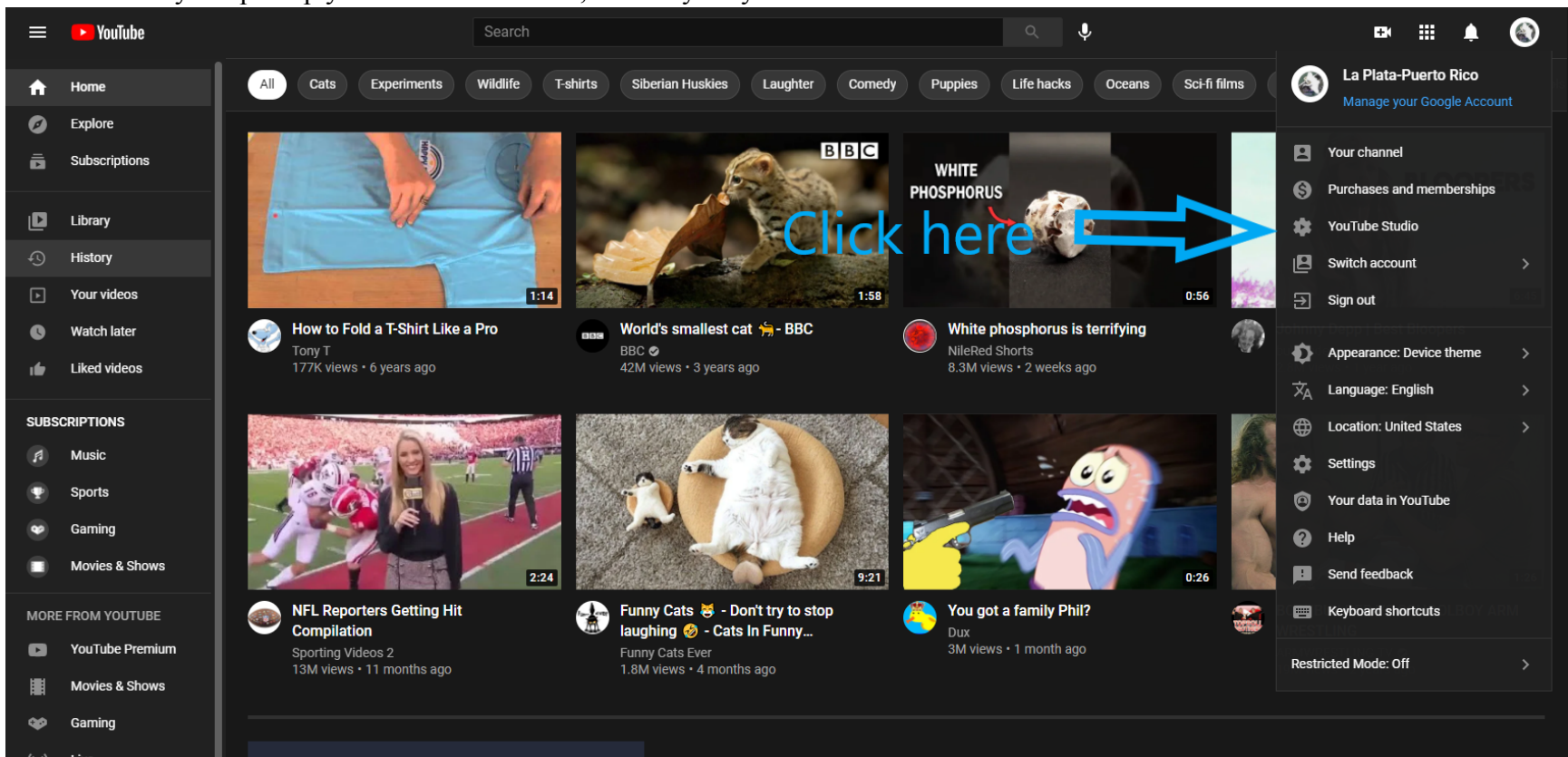
At the bottom of the configuration window, there is a section for 'Clickthrough URL. Add a link to make the whole Announcement Bar clickable.' with a text input field.

Chapter 5: Videos and Live Seminars

All of the information that is provided here can also be found in a plethora of videos on how to use youtube. It is highly suggested you watch a few to get a better understanding of how youtube works.

5.1 Operating the Youtube Channel

Youtube Studio (YT Studio) is very helpful to running a youtube channel, viewing analytics, and increasing awareness of your channel. Once you open up your Youtube account, it is very easy to find YT Studio.



From there you will be greeted with the YT Studio page below

The screenshot shows the YouTube Studio Channel dashboard for a channel named "La Plata-Puerto Rico". The interface includes a left-hand navigation menu with options like Dashboard, Content, Playlists, Analytics, Comments, Subtitles, Copyright, Monetization, Customization, and Audio library. The main content area is titled "Channel dashboard" and features a central "UPLOAD VIDEOS" button with a prompt: "Want to see metrics on your recent video? Upload and publish a video to get started." To the right, there are three main sections: "Channel analytics" showing 0 current subscribers and a summary table with 4 views and 0.1 watch time; "Ideas for you" with a "Protect your channel" warning and a "GET STARTED" button; and "Creator Insider" featuring a "WEEKLY NEWSFLASH" video thumbnail and a "WATCH ON YOUTUBE" link. A "What's new in Studio" section at the bottom lists updates like channel customization and privacy features.

Channel dashboard

Your channel
La Plata-Puerto Rico

Dashboard

- Content
- Playlists
- Analytics
- Comments
- Subtitles
- Copyright
- Monetization
- Customization
- Audio library

Want to see metrics on your recent video?
Upload and publish a video to get started.

UPLOAD VIDEOS

Channel analytics

Current subscribers
0

Summary
Last 28 days

Views	4	–
Watch time (hours)	0.1	–

Top videos
Last 48 hours · Views

[GO TO CHANNEL ANALYTICS](#)

Ideas for you

Protect your channel
Your account is at greater risk of attack without 2-Step Verification. Turn it on for extra security

GET STARTED

Creator Insider

WEEKLY NEWSFLASH

Insider Newsflash!
What's up Insiders! Today we're back with a few updates about Studio and Studio Mobile

[WATCH ON YOUTUBE](#)

What's new in Studio






- Customize your channel in Studio
- Protect your privacy with new blurring features
- See more Studio updates

Within that page, one can upload videos, view some basic analytics, and watch the weekly creator insider that is made for youtube creators. If you look on the left side of the screen you will see a task bar with all of the aspects of YT Studio. If we move to the content section, you will be able to see all of your video content and where to upload it.

Channel content

Uploads Live

Filter

<input type="checkbox"/>	Video	Visibility	Restrictions	Date ↓	Views	Comments	Likes (vs. dislikes)
<input type="checkbox"/>	 Ecological Importance of Birds Ecological Importance of Birds 4:11	Unlisted	None	May 7, 2021 Uploaded	0	0	-
<input type="checkbox"/>	 La Plata Driving Tour Drive into the park with us, and get a feel for what it is like when you enter! 3:12	Unlisted	None	May 7, 2021 Uploaded	0	0	-
<input type="checkbox"/>	 One Seed at a Time Learn more about the OSAAT project at La Plata! 1:41	Unlisted	None	May 4, 2021 Uploaded	0	0	-
<input type="checkbox"/>	 La Plata Gazebo Walking Tour Come on a short tour of one of La Plata's Gazebos 0:38	Unlisted	None	May 4, 2021 Uploaded	1	0	-
<input type="checkbox"/>	 La Plata Walking Tour- Gazebo & Waterfront Go on a journey through La Plata's Gazebo area, and enjoy the picturesque reservoir at the waterfront area 3:16	Unlisted	None	May 3, 2021 Uploaded	3	0	-

Rows per page: 30 1-5 of 5 |< < > >|

If you click on any video you can change settings such as the visibility, any special restrictions and even view the analytics of the video itself.

Next, the playlists section as seen below allows you to create custom playlists for your viewers! Luckily we began the organization process and made one for tours, one for projects, and one for seminars. More can be added by clicking the top right corner where it says “New Playlist”

The screenshot shows the YouTube Studio interface for a channel named "La Plata-Puerto Rico". The left sidebar contains navigation options: Dashboard, Content, Playlists (highlighted), Analytics, Comments, Subtitles, Copyright, Monetization, Customization, and Audio library. The main content area is titled "Channel playlists" and includes a search bar, a "Filter" button, and a table with columns for Playlist, Visibility, Last updated, and Video count. The table is currently empty, displaying the message "Your playlists will show up here." A "NEW PLAYLIST" button is located in the top right corner of the main content area.

Playlist	Visibility	Last updated	Video count
Your playlists will show up here.			

There are multiple sub tabs in the analytics section of YT Studio. In this tab you can view various graphs that pertain to the number of viewers, the location at which they are watching, what sites might embed your videos, and more. Any analytical graph that youtube can contrive from someone watching your video will be at your disposal. You can view a few examples below.

The screenshot shows the YouTube Studio interface for a channel named 'La Plata-Puerto Rico'. The 'Channel analytics' section is active, with sub-tabs for Overview, Reach, Engagement, and Audience. The 'Overview' tab shows a summary of performance for the last 28 days (Apr 12 - May 9, 2021). A key metric is highlighted: 'Your channel got 4 views in the last 28 days'. A line graph shows a spike in views around May 5, 2021. A table below lists the top videos in this period.

Channel analytics ADVANCED MODE

Apr 12 - May 9, 2021
Last 28 days

Your channel
La Plata-Puerto Rico

- Dashboard
- Content
- Playlists
- Analytics**
- Comments
- Subtitles
- Copyright
- Monetization
- Customization
- Audio library

Overview Reach Engagement Audience

Your channel got 4 views in the last 28 days

Metric	Value
Views	4
Watch time (hours)	0.1
Subscribers	—

Realtime
● Updating live

0 Subscribers
[SEE LIVE COUNT](#)

0 Views · Last 48 hours
Now
[SEE MORE](#)

Your top videos in this period

Video	Average view duration	Views
1 La Plata Walking Tour- Gazebo & Waterfront	0:55 (28.5%)	3
2 La Plata Gazebo Walking Tour	0:20 (53.1%)	1

[SEE MORE](#)

Some of the next few tabs can be briefly touched upon however will not have a large use for your organization.

The Comments tab allows you to view any comment attached to your videos, and you can view any comments you make.

The Subtitles tab is useful if you plan to type out subtitles for any of your videos. You can click on the subtitles page, click a video and then follow the instructions to continue typing the subtitles for the video.

The Copyright section will show you any copyright strikes brought up against you, or you can use that section to copyright strike another video that uses your content without your permission.

La Plata will not be using the Monization feature, however that would be used if you planned to make money for any specific reason through ads, and sponsorships.

Customization is useful as this allows you to change the aesthetic of the youtube page as seen below. Here you can change the layout of the page by adding a channel trailer for those who have yet to subscribe to your channel, and add featured videos for your repeat viewers. You can also change the branding here and change some of the basic information such as the channel biography, and some contact information.



Your channel
La Plata-Puerto Rico

- Dashboard
- Content
- Playlists
- Analytics
- Comments
- Subtitles
- Copyright
- Monetization
- Customization**
- Audio library

Channel customization

Layout Branding Basic info

VIEW CHANNEL CANCEL PUBLISH

Video spotlight

Add a video to the top of your channel homepage



Channel trailer for people who haven't subscribed

Share a preview of your channel shown with people who haven't subscribed yet. [Learn more](#)

ADD



Featured video for returning subscribers

Highlight a video for your subscribers to watch. This video won't be shown again at the top of your page for subscribers who have watched it. [Learn more](#)

ADD

Featured sections

Customize the layout of your channel homepage with up to 12 sections. [Learn more](#)

+ ADD SECTION



Uploads (0)

This section will appear when a video has been uploaded

5.2 How to Run a Live Stream

Running a live stream is similar to uploading a video in the process of using youtube studio however there are a multitude of ways to do so. We expect that the DNER will use 2 different ways however there are a multitude of other options available.

Live Streaming through the web browser.

If you just plan to use a webcam, you can livestream directly through the web platform itself. To do so please follow the instructions below:

1. Log into your YouTube account and click the “Create a video or post” button in the top-right corner of the screen.
2. Select “Go Live” from the drop-down menu.
 - a. If prompted, give YouTube and your browser any required permissions for live streaming (i.e., camera, microphone).
3. In the Live Control Room, ensure “Webcam” is selected in the navigation bar at the top.
4. Give your live stream a title, select a privacy setting (public, private, or unlisted), and choose whether you’d like to live stream now or schedule an event for later.
5. Click “More options.” Select your camera and microphone from the drop-down menus if they aren’t listed already.
6. Click “Advanced settings” to toggle chat, age restriction, and monetization (YouTube Partner Program members only).
7. Press “Next” and pose for a thumbnail. Mouse over the thumbnail to bring up options to take another picture or upload a custom thumbnail from your computer.
8. Hit “Go live.”

When you are finished with the stream, remember to press “End Stream” to close up shop. YouTube will automatically upload the live stream to your channel so anyone who missed it can re-watch it. You can see and manage all your current, scheduled, and past live streams within the “Manage” tab in the Live Control Room.

Live Streaming through a Mobile Phone

The only issue with live streaming through a mobile phone is that you need to meet a threshold of 1000 subscribers in order to do so, but once you reach that number, you can livestream through your phone. To do so:

1. Download the YouTube app from the App Store (iOS) or Google Play (Android).
2. Open the app and press on the camera icon in the top-right corner.
3. Grant all the permissions YouTube needs for live streaming (camera, microphone, photos, storage).
4. Select “Go live.”
5. Choose to record with your phone’s camera (camera icon) or what’s on your display (phone icon).

6. Set a title for your stream.
7. Press “More options” to add a description, toggle live chat and monetization (if eligible), set an age restriction, configure privacy settings, and (optionally) schedule a time for your live stream.
8. Press “Next” and take a picture for your live stream thumbnail or upload an existing one from your phone’s storage.
9. Hit “Go live.”

It is all fairly simple!

Chapter 6: Maintaining Events and the Scheduling Feature

The chapter will give the specifics on how to populate calendars on the site and maintain the existing seminars and add new ones.

6.1 Adding Upcoming Events

When you create upcoming events they populate calendars throughout the website. There are a few demo events populated in the calendar. To make new events you click on the upcoming events page and follow the steps as shown below.

The screenshot shows a web browser window with the URL `olive-caterpillar-sa6p.squarespace.com/config/pages/60980bf97c4462042bb15b4c`. On the left, there is a sidebar with a heading "Upcoming Events" and a plus sign icon circled in red. Below it is a list of events under the "Upcoming Events" tab, including "La Plata Website Presentation", "Live Stream of Fishing Seminar", and two "Demo Event" entries. A text box explains that all events created will show up here and can be published from this list. The main content area shows a "New Event" form with fields for "Event Title", "Date and Time", and "Location". A "SAVE" button is circled in red, and a text box notes that after saving, a description can be added. The event details shown are for "La Plata Website Presentation" on Sunday, May 9, 2021, from 2:00 PM to 3:00 PM. The footer includes "Contáctenos" and "The Wildlife Refuge: La Plata Reservoir".

Click the plus sign to add a new event.

The page that opens lets you edit the name, date, time, and location of the event you want to add.

Once you hit save you can add a description for the event.

All events you create will show up here. If you forgot to publish your event you can also publish from this list.

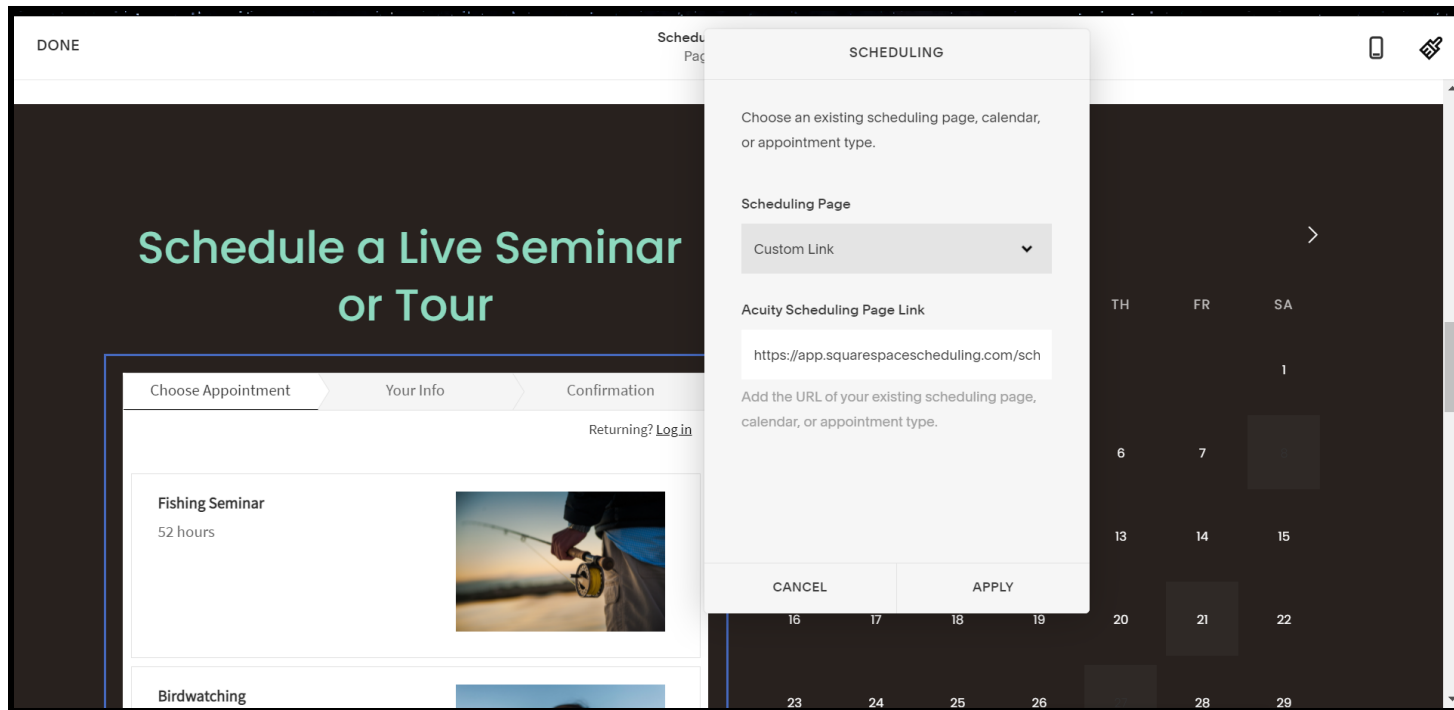
Be sure to publish your event when you are done!

6.2 Your Acuity Account

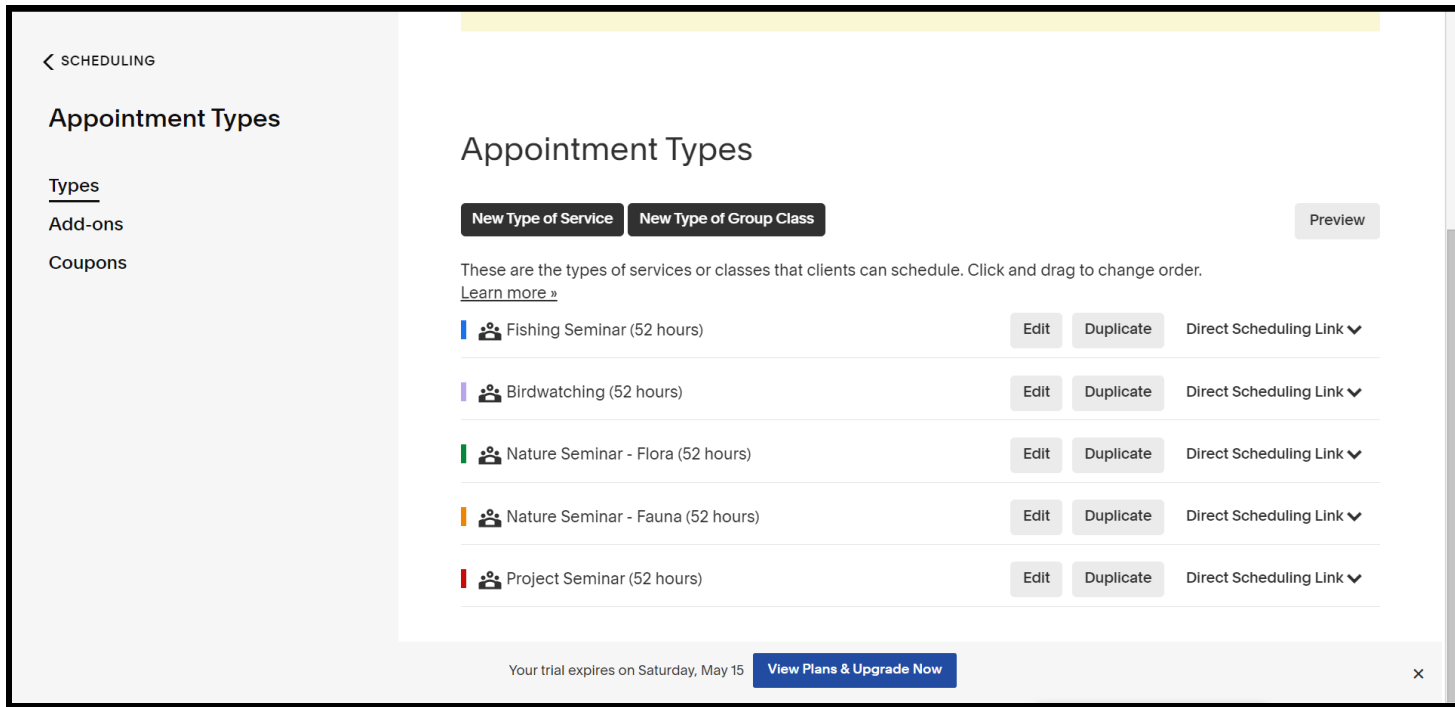
Acuity is a built in scheduling service that comes with the Squarespace site with an added charge of 15 per month. Any scheduling information can be accessed through the scheduling tab in Squarespace as seen on the “Website Editor Page”.

6.3 Editing Existing Seminars

The media box added for scheduling on the scheduling page does not allow you to make changes to the services offered. You have to use the Acuity portal to edit the actual seminars as well as their setup. Each survey can be set to the time you would like to hold them and after finalization you can incorporate them into either Squarespace directly or another calendar service, like Google Calendar. You can only recurring meetings up to 52 times though. So, this feature will need to be updated every 52 days.



(This is what the seminars will look like when you initially try to edit)



(This is what the Acuity portal looks look when you are editing the seminars)

Chapter 7: Maintaining the Interactive Map

This chapter takes you through the information you will need for upkeep of the interactive map. These maps will be even more important in the future as you add projects and hiking trails.

7.1 Your Map Hub Account

The site we used to build these maps was MapHub. It can be accessed here <https://maphub.net/>. The login information information is currently the gmail account that was used throughout the website building process. This can easily be changed. To access your maps click on “My Maps.”

This button brings you to the page that holds all of your maps. As seen below.

This button takes you to account settings and ownership.

MapHub Explore My maps Blog Forum New map

My maps Restore deleted maps

Mapa Para Visitantes Nuevos La Plata mapa interactiva New Visitor Map

La Plata Interactive Map

These are your interactive maps.

To begin editing the maps:
Click on the thumbnail image or the title under the map. Just like with the webpage, changes must be made to both the English and Spanish versions.

7.2 Editing the Maps

The maps will need to be updated as La Plata develops. The editing process is very simple. A layout can be seen below. Keep in mind that **all changes need to be made in BOTH English and Spanish**.

MapHub Explore My maps Blog Forum [New map](#)

Map Item **Basemap**

Basemap allows you to change the look of the map itself.

description (Markdown supported)

PRIVACY & COLLABORATION

[Who can view](#) [Who can edit](#)

PREVIOUS VERSIONS

[Version history](#)

SHARE

[Filter item](#) [Download](#) [Import](#)

- ▶ Ammentities
- ▶ Gazebo
- ▶ Parking
- ◉ Welcome Entrance
- ◉ T Welcome Entrance
- T Visitor Center

[New group](#)

Save

This allows you to use your mouse as normal and is turned on when you open the map

To add a location to your map, click this and then the location. You can later adjust the coordinates in the menu to the right.

These last two buttons let you make labeled areas or text boxes accordingly.

Be sure to click this to save any changes you make.

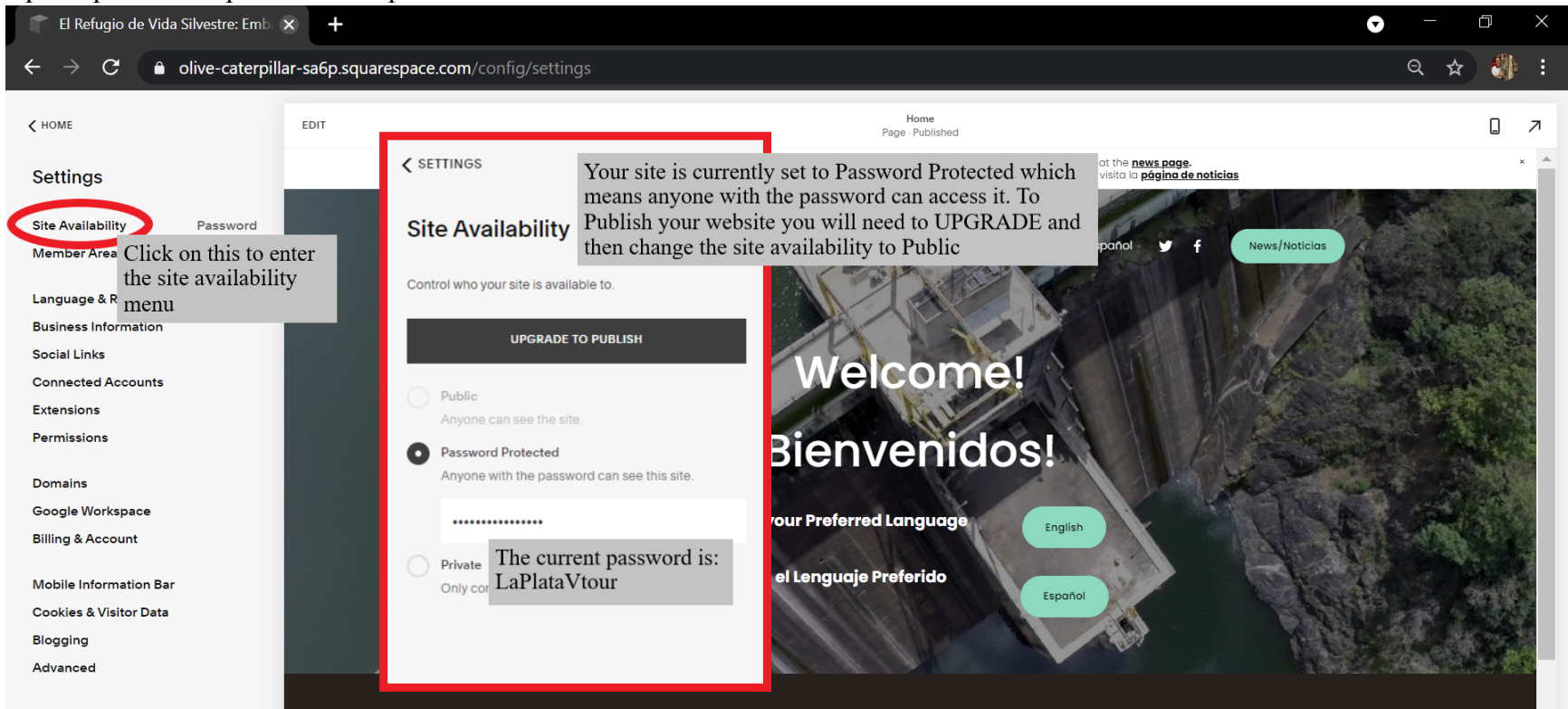
These are the names/groups of items on the map. By clicking them you will be able to edit their name, description, image, links, icons and coordinates.

Chapter 8: Publishing Your Website

Publishing your site is the final step that will allow the general public to view your site so make sure you are ready for that and all features are up to date!

8.1 Publishing Your Site to Its Own Domain

Actually publishing your site is very simple, however if you haven't done so yet requires you to upgrade from the trial version of Squarespace to the paid business plan.



8.2 Unpublishing your Site

You may want to do this if you ever need to make big changes to the site, or work on design. The process for unpublishing your site is the exact opposite of the one that was detailed above. Open the site availability menu and then select either password protected or private.

8.3 Considerations for Exporting Your Site to Wordpress

One of the primary reasons why Squarespace was chosen among the list of other web editors / hosting services (known at the start of the project) was because of the ability to export a website to WordPress. This would be the method used to integrate our website development into the current DNER website. Some considerations to take into account here are:

1. Fundamental structural and aesthetic differences in interface design.
2. The monolingual nature of the currently existing DNER website.
3. Complications resulting from the process of exporting the site from Squarespace to WordPress.

These complications include loss of proprietary structural material from squarespace as well as the potential loss of some of our third party work such as the partnership with acuity, however updates to the interactive map can be embedded to WordPress without many issues.