



School Website Training – Fall 2024

**Intro to Rally II:  
Documents, Contact Forms, Notices,  
Quick Links, Staff Directory, & Site Settings**

# 1 Introduction

Welcome to school website training! Today we will introduce you to some of the most important features of your school website:

- **Documents:** upload files (such as PDFs) to your website and create links so your visitors can open them
- **Contact Form:** manage the contact form on your website's Contact page
- **Notices:** publish notice banners and popups on your website
- **Quick Links:** manage the Quick Links menu in your website header
- **Staff Directory:** create staff categories and manage staff member information
- **Site Settings:** add an "About" paragraph on your homepage and add other information to your website's About page

*In our previous session we reviewed Pages, Blogs, and Images.*

## 1.1 WHO IS THIS SESSION FOR?

This session is intended primarily for users of Rally's *school website templates*.

If your school district has a **custom school template** you will notice some differences between your own website and the features we explore today. However, we aim to give everyone some new ideas and suggestions to try on your school websites this year!

## 1.2 TOUR OF A SCHOOL WEBSITE

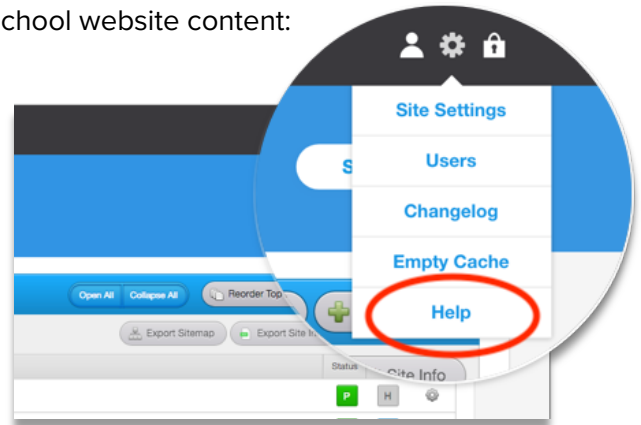
We'll start with a quick tour of a typical school website:

- The Documents page is a searchable list of the files on your website
- The Contact page has an email form so visitors can contact the school
- Notices are for urgent communication and can be a banner on the homepage or a popup on every page
- The Quick Links menu appears in the header on every page, and is a great place for *external* links used by your audience
- The Staff Directory page is a special page for your staff list
- The About page and the "About" section of the Homepage are managed in your Site Settings

## 1.3 TOUR OF THE RALLY SYSTEM

A tour of the Rally software where you update your school website content:

- Login page: add **/rally** to your school website URL
- The Dashboard: a snapshot of website traffic for the past 30 days
- Main menu (blue sidebar): each tab is a website feature you can edit
- **Help section: contact us for support!**



## 2 Documents

Add files to your website on the **Documents** tab. Link documents to any page or blog post.

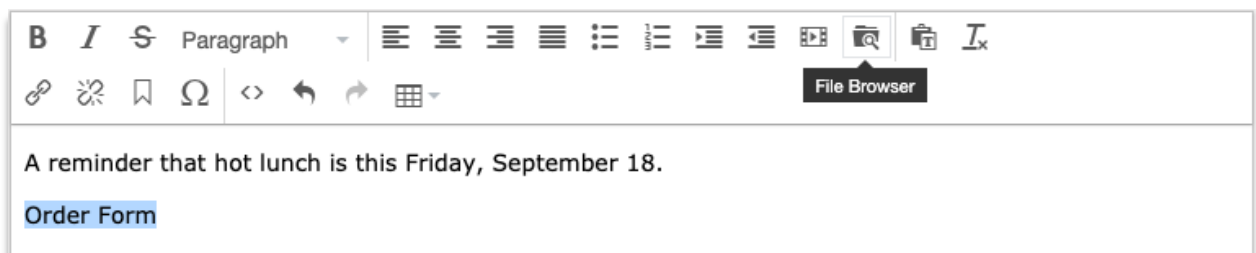
### 2.1 UPLOADING DOCUMENTS

On the **Documents** tab:

- Click +Add File
- Choose a file from your computer OR enter a URL (for a Google Doc, for example)
- Add a Title. Description is optional.
- Choose a Category or add a new one
- “Visible on Documents Page” means your document can be found on the searchable public Documents page on your website
- Click Save

### 2.2 LINKING TO DOCUMENTS

Documents can be linked in the Body of any article or blog post:



- Highlight the text you want to link to your document
- Click the File Browser tool
- Find your document in the browser and click Insert. You can use the filters or search in the File Browser to help locate your document.
- Click the “Insert” button to create a link to the document

## 2.3 UPDATE (REPLACE) A DOCUMENT

When you have a new version of a document, don't delete the old version! Instead, you can *replace* the old version. This means any links you have created to the document will instantly point to the new version!

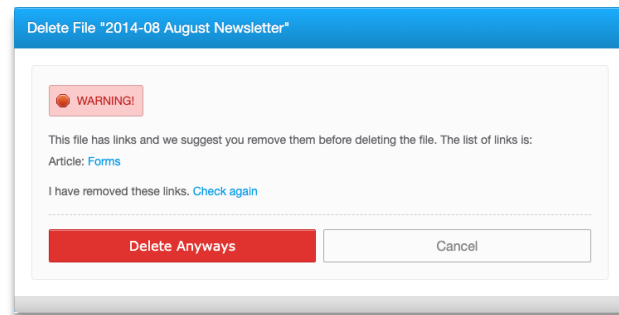
On the **Documents** tab:

- Find the document you need to update and click on its Title
- Choose the new file from your computer
- Click Save

## 2.4 DELETING DOCUMENTS

On the **Documents** tab:

- Find the document you want to delete
- Click the delete icon
- If the document is linked in an article or blog post, you'll receive a warning:



## 2.5 ADD A DOCUMENT CATEGORY TO A PAGE

You can place an entire category of documents on a page within your website. For example, add your entire list of newsletter PDFs to a "Newsletters" page on your site!

On the **Documents** tab:

- Click the **Manage Categories** tab
- Click the name of the Category you want to add to a page
- In the Category Page field, select the page from the dropdown menu
- Click Save

The category will now appear as a searchable list of documents below the articles on the page. If you add a new document to the category, it will automatically appear on the page you selected.

# 3 Contact Form

You can control who receives an email when a website visitor submits a message in your Contact form. You can configure the form one of two ways:

- All messages can send to a single mailbox, or
- The visitor can select a recipient from a dropdown menu in the form

To manage the form, go to the **Forms** or **Form Builder** tab in the menu (you will see one or the other, depending on how your school website has been set up):

- Click the gear icon for the form you want to update and click on “Manage Contacts”
- Click the +Add Contact button to add a new contact, or click the name of an existing contact to edit it
- Enter the contact’s name and email address and click Save

The screenshot shows a contact form configuration interface. On the left, there is a form with the following fields: 'Title' (text input), 'Email' (text input), and 'CC Contact' (radio buttons for YES and NO). Below the form, a note states: 'This contact will not be visible in the dropdown (if dropdown enabled) and will be cc'd instead of being sent to.' On the right, a blue menu is open, showing options: 'Edit Form Settings' (with a gear icon), 'Manage Fields', 'Manage Contacts', 'View Submissions', and 'Delete Form'.

If you add just one contact, that email address will receive *all* Contact form submissions. If you add two or more contacts, website visitors will select who they want to contact from a dropdown menu.

# 4 Notices

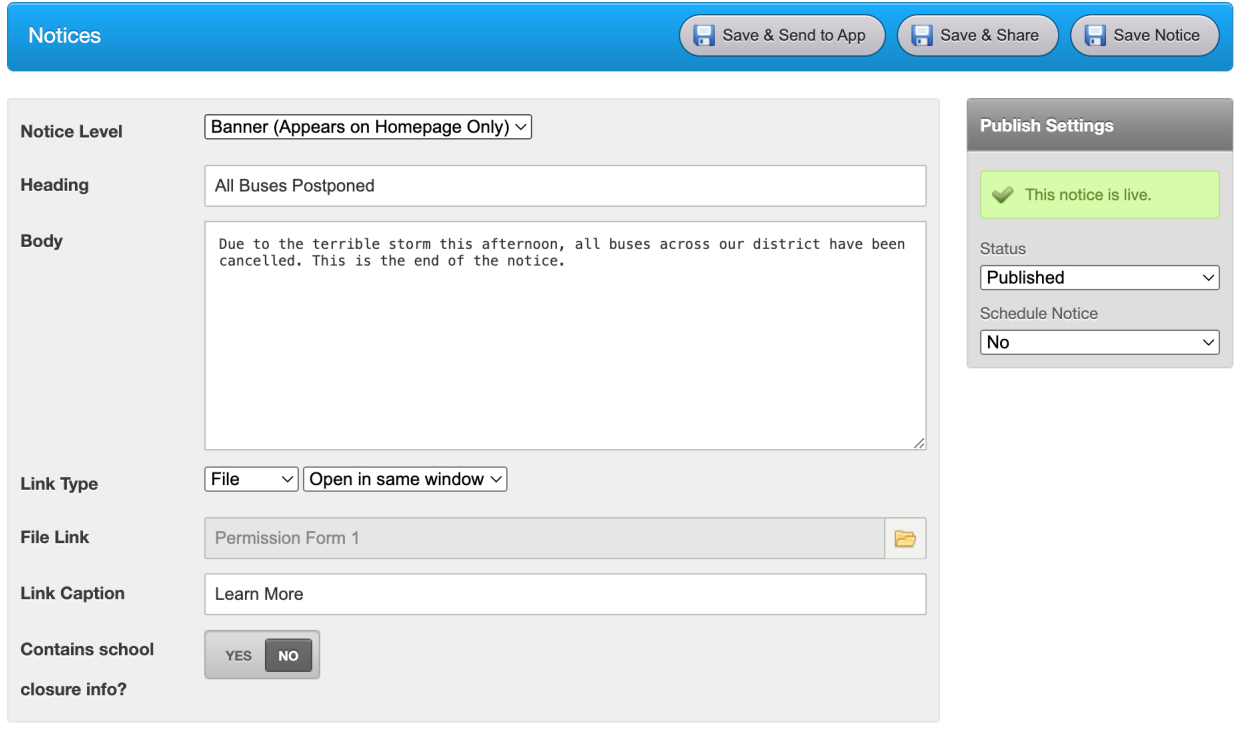
Add a popup or banner notice to your website.

On the **Notices** tab:

- Select a Banner notice (appears as a banner on your Homepage) or a Pop-Up notice (appears as a popup on all pages).
- Write your notice Heading and Body
- Optional: add a link to the notice
- Optional: schedule the notice to publish and un-publish at specific times
- Set the notice to Published and click Save

*Tip: use the Notices feature for urgent communication only: buses cancelled, burst pipe, road construction in front of the school, registration opens today, etc. Less urgent news should go in your News section of the homepage (hot lunch today, tournament results, etc.).*

**Note:** Your school district may also publish notices on your website from the central office. If your district publishes a Notice on your website, it overwrite (replaces) any notice you have published.



**Notices** Save & Send to App Save & Share Save Notice

**Notice Level** Banner (Appears on Homepage Only) ▾

**Heading** All Buses Postponed

**Body** Due to the terrible storm this afternoon, all buses across our district have been cancelled. This is the end of the notice.

**Link Type** File ▾ Open in same window ▾

**File Link** Permission Form 1

**Link Caption** Learn More

**Contains school closure info?** YES NO

**Publish Settings**

✔ This notice is live.

Status Published ▾

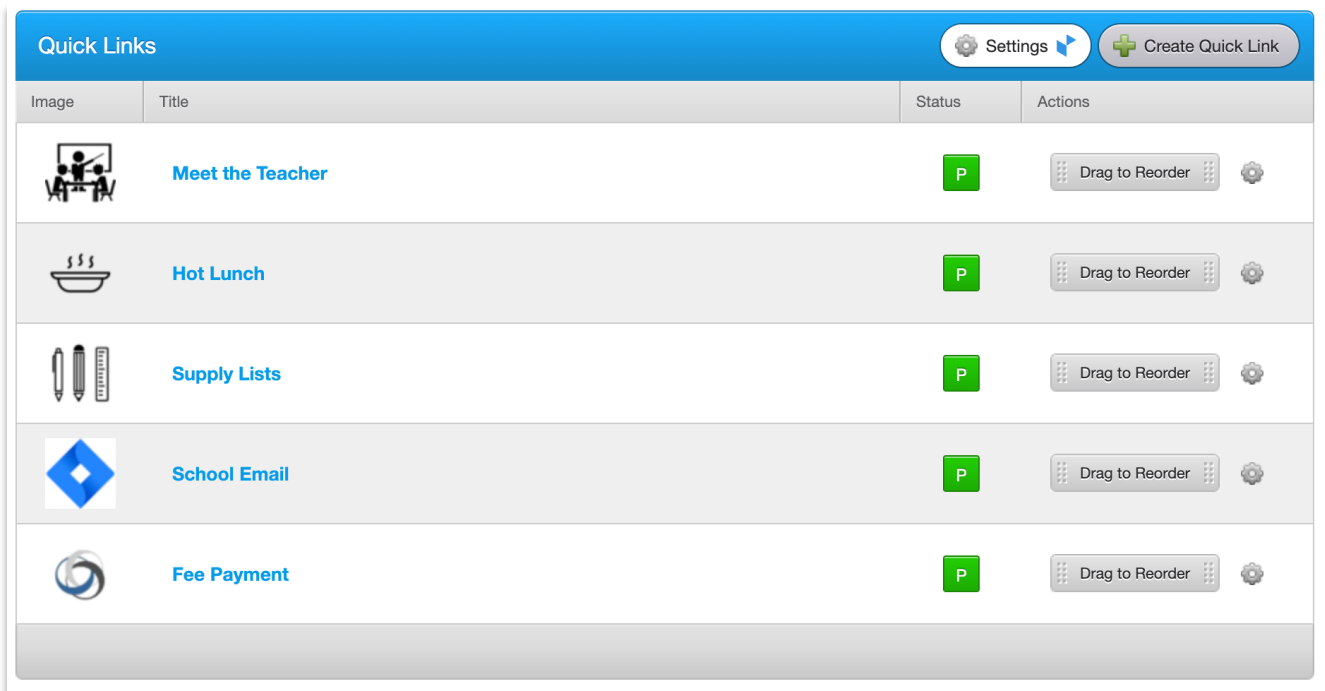
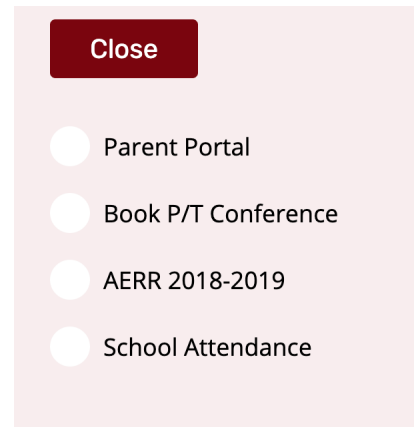
Schedule Notice No ▾

# 5 Quick Links

Add links to a Quick Links menu at the top of your site. On the **Quick Links** tab:

- Click +Add Quick Link
- Enter a Quick Link title and link
- Click Save

*Tip: Quick Links most often point to EXTERNAL online services, meaning online tools that don't live on your website. Think Powerschool, School Cash Online, etc.*





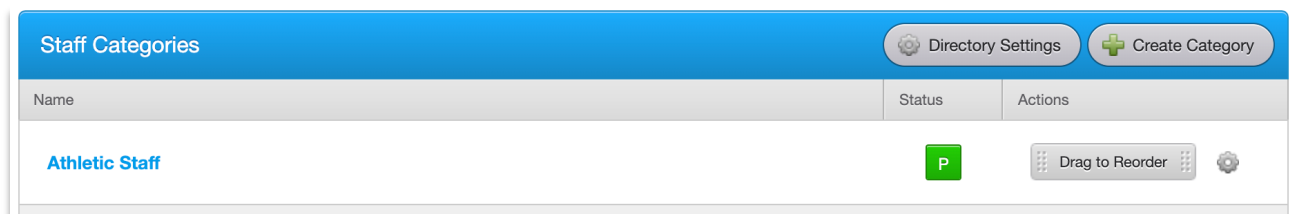
# 6 Staff Directory

Create a Staff Directory and include images, contact information and biographies. The Staff Directory appears on a special page on your website.

## 6.1 SET UP STAFF DIRECTORY CATEGORIES

You can categorize your staff by department or job title (Administration, Teachers, Support Staff, etc.). On the **Staff Directory** tab:

- Click +Add Category
- Enter a Category name
- *All* categories appear automatically on your Staff Directory page. If you want the Category to appear on a *different* page, select that page in the “Page” dropdown menu. Otherwise, leave it blank.
- Select how you would like to organize staff members in the category with the “Order Staff By” dropdown menu: alphabetically by first or last name, or drag and drop staff members into any order (Custom)
- Click Save and repeat until all Categories have been added



## 6.2 MANAGE STAFF MEMBERS

On the **Staff Directory** tab:

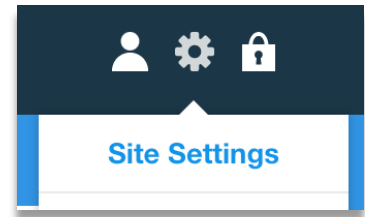
- Click a Category name
- Click +Add Staff Member to add someone new, or click an existing Staff Member name to edit that person’s information
- Add a first and last name (required)
- Add additional information as needed
- In the Website field you can add a website link button to the staff member’s information. Select “Microsite” if the staff member has a Microsite in the Rally system, or “External URL” if the staff member has a website that is *not* part of the Rally system.
- Click Save

*Tip: Staff Members can be set to Published ('P') or Draft ('D'). Use the Draft feature to temporarily remove staff members that go on leave.*

*Tip: Square or portrait style photos work best! Your page will look it's nicest if everyone has the same format of photo, such as a school portrait.*

# 7 Site Settings

Add facts and figures about your school in the **Site Settings** section. Click the Gear Icon in the Rally header (top-right of the screen) and choose **Site Settings**.



## 7.1 ADD AN “ABOUT” SECTION TO YOUR HOMEPAGE.

In **Site Settings**, scroll to Additional Info:

- Enter something in the “About” field
- Upload an image to the “About Image” field
- Click Save. The text and image will appear in the About section of the Homepage.

## 7.2 ADD INFORMATION TO THE “ABOUT” PAGE

In **Site Settings**, scroll to Additional Info:

- Enter information about your school in the fields within the Additional Info section
- Click **Save**. Any information you enter will appear on the “About” page of your website (sometimes called “Our School”)

A screenshot of the "Additional Info" settings page. At the top, there's a dropdown menu labeled "Additional Info Page" with "Our School" selected. Below that is a text area labeled "About" containing the text "We are an awesome school filled with awesome, interesting, unique teachers and kids." Underneath the text area is a note: "The 'About' field also appears on your homepage". Below that is an "About Image" section with a "Choose File" button and "No file chosen" text. At the bottom, there's a preview of an image showing a group of people standing in front of a yellow school bus.