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For additional help, please contact the CWB Design Team:

E-mail: coopwebbuilder@nreca.coop

Telephone: 1-80-710-7346 [M – F, 9am – 5pm]

About the Coop WebBuilder 2.0 Program

The Coop WebBuilder 2.0 program is a program that is available to all Touchstone Energy member co-ops, included in the cost of membership fees.

The screenshot displays the 'Step 5: Base Settings' interface of the Coop WebBuilder 2.0 program. At the top, a navigation bar shows 'STEP 5 - BASE SETTINGS' and contact information: 'NEED HELP? CALL 1.800.710.7346' and 'EMAIL A SUPPORT REPRESENTATIVE'. A green banner at the top left states 'Changes saved successfully!'. The main content area features the 'CO-OP WEB BUILDER' logo and a progress bar with 10 steps, with step 5 highlighted. The 'Step 5: Base Settings' section includes a '5' icon and a description: 'Here you can choose the basic settings that will be applied across your entire website. These settings can be overridden for individual pages in Step 7.' The 'ALERTS' section has a toggle for 'Alerts Enabled?' (set to 'Yes'), 'Alert Background Color' (a color picker), and 'Alert Border Color' (a color picker). Below these are buttons for 'BILLING INSERT' and 'ADD NEW ALERT', and a 'SAVE' button. The bottom section lists content areas: 'HEADER CONTENT', 'HOME PAGE MEDIA', 'FEATURE CONTENT', 'SIDEBAR CONTENT ON SECONDARY PAGES', 'ADVERTISEMENTS', and 'FOOTER CONTENT'. On the right, a 'STEP 5: VIDEO TIP' section shows a video player with the title 'TITLE: PROGRAM NAVIGATION FILES'. Below this is a 'VIEW OUR TUTORIAL SERIES ON vimeo' link. Further down, a 'Welcome CWB' section includes a 'PREVIEW YOUR SITE' button, 'BACK' and 'NEXT' navigation buttons, and a 'NEED HELP?' section with the same contact information. A 'SUBMIT TROUBLE TICKET' button is at the bottom right. The footer contains links for 'TERMS AND CONDITIONS', 'SUPPORT 1.800.710.7346 M-F, 9AM - 5PM CST', and a 'WEBSITE TIP 5: Email subscribers regularly with relevant information and any promotions or events you might have.'

The CWB 2.0 program is designed so that anyone can build out a professional, good looking, easy-to-use site, without needing a background in coding or site design. Through the 10-step Wizard interface, you have the ability to design every aspect of your co-op's site, including a mobile-ready version.

In support of the CWB 2.0 program is a design team ready to help out with questions, guidance or assistance with any aspect of the program. The support team is available M – F, 9am – 5pm EST.

Please feel free to reach out with any questions you have at all.

Phone: 1-800-710-7346

Email: coopwebbuilder@nreca.coop

Thanks, and welcome to the Coop WebBuilder 2.0 program!

Coop WebBuilder 2.0 User Manual

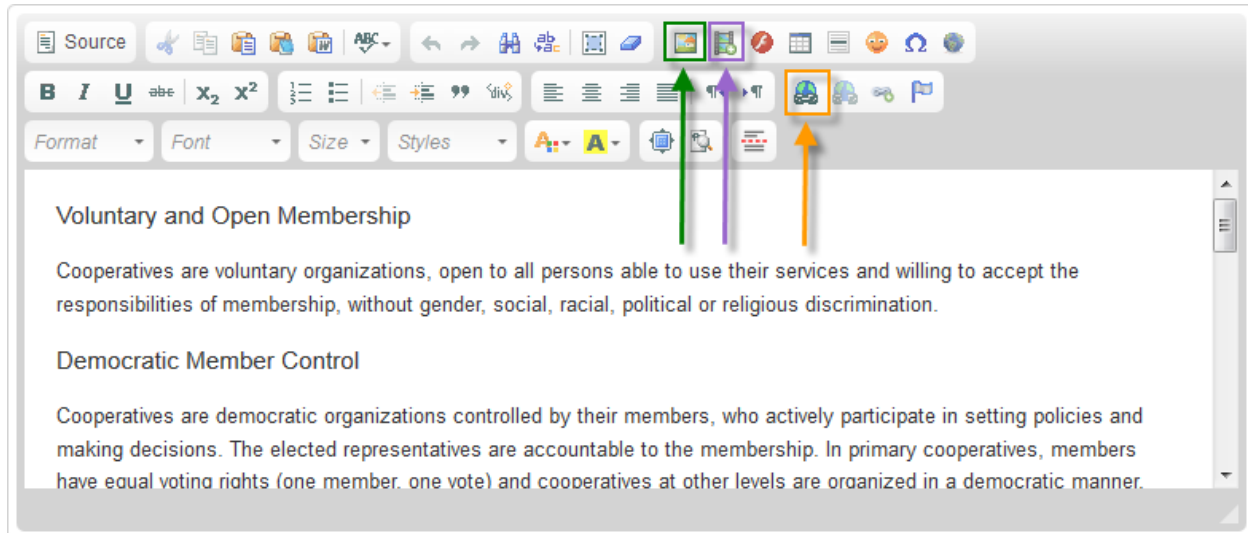
1-800-710-7346

coopwebbuilder@nreca.coop




Things to know before you start

The Coop WebBuilder 2.0 program is designed to be used right 'out of the box' by anyone with basic Internet familiarity, but a few important definitions are worth reviewing.

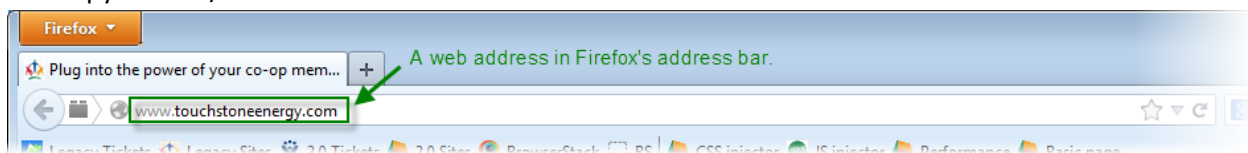
WYSIWYG/Page Editor: The page editor, commonly known as a WYSIWYG (**What You See Is What You Get**, pronounced "whis – ee – whig") is a common feature of all of the editable pages and sections of your co-op's web site. The WYSIWYG is made up of a toolbar and editing area, and functions very similarly to most word processing applications, like MS Word.



Linking and embedding: Two very important features of the WYSIWYG are the ability to embed media (pictures and video) and linking to other pages and documents.

-  **Images:** Use this button to insert images that have been uploaded to the Media Library.
-  **Embed Media:** This button allows for inserting the 'embed' code found on videos and social media feeds.
-  **Link:** Use this button to link a span of text or an image to another web page or a file stored within the Media Library.

Web Address: Also known as a URL, link, hyperlink, web URL, web address, or simply address. This is the syntax used to refer to a web page or file. A web address can be obtained by copying the contents of your web browser's address bar. Most web browsers also feature the functionality to right click on a link and copy the link/address.



For more terms and definition, please see the [Glossary](#) at the end of this document.

Logos – Wizard Step 1

Step 1 of the wizard asks you to insert a copy of your co-op's logo.



To insert your co-op's logo:

1. Go to the **Edit Logo Image** section on step 1 of the Wizard.
2. Place your mouse cursor in the **Choose a Logo Image** File field to launch the file selection window.
3. Select the logo image from the Media Library and click **Save**.
4. Click **Save** in the Wizard.

Social Media – Wizard Step 2

Your co-op's social-media related icons are displayed in the header on each page of the web site.

▼ SOCIAL MEDIA INFORMATION

Would you like to show social media icons?

☒ Yes

☐ No

ENTER YOUR SOCIAL MEDIA LINK URLS

Add Facebook Link

Add Twitter Link

Add Youtube Link

Add Google Plus Link

Add LinkedIn Link

Add Flickr Link

Add Pinterest Link

Add Vimeo Link

SAVE

Example: All eight social media icons on display.



To add social media icons:

1. Go to the step 3 of the Wizard and click on the **Social Media Information** header.
2. Paste the web URL for each social media site that applies to your co-op.
3. Click **Save** in the Wizard.

Note: Make sure the web URLs are correct, or site visitors will see an error.

Templates – Wizard Step 3

In step 3 of the wizard you will choose a template for your co-op's web site.



Step 3: Template and Colors

Choose a professionally designed template that fits your co-op's brand and visual style.


To select your co-op's site template:

1. Go to step 3 of the Wizard and click on the **Choose a Template** header.
2. Select one of the templates by clicking on the option next to the template name.
3. Click **Save** in the Wizard.

Changing templates won't delete any web pages or content, but will reset all of the front page settings.


Learn more about templates: Your template determines the basic layout of your site. Select a template that allows your co-op to most effectively communicate its mission and message.

Templates




TEMPLATE ONE

Template One has specifically designed to showcase a spectrum of information for your cooperative.




TEMPLATE TWO

Template Two features a large content area that can easily be filled with text and photos to describe your product to visitors.




TEMPLATE THREE

Template Three uses a little bit of every dynamic feature with a focus on using embedded video as a form of communication.



TEMPLATE FOUR

Template Four features a dual column home page to help get the most information to viewers as quickly as possible.



TEMPLATE FIVE

Template Five uses the icons as a prominent part of the design so that important information can be presented as featured quick links.

One. A simplified layout with 3 icon areas and an open space for front page content. A great choice for smaller co-ops and streamlined site designs.

Two. Features a 6-button block to one side, a vertical “skyscraper” ad space to the other and content space in between. This is a great layout for sites intended for displaying a variety of content.

Three. Combines a compact header area with an 8-button design and a large content area. As the template with the most open space and the largest button block, this template is geared for sites that need to present a lot of content right on the front page.

Four. Built upon a dual-column design with 3 feature highlight areas, template four is oriented towards presenting a variety of different types of information right on the front page.

Five. Featuring 3 buttons, 3 highlight areas and a robust header block, this template shines for sites that have a targeted look and feel.

[Go Back](#)

Fonts & Colors – Wizard Step 3

In step 3 of the wizard you will be able to choose the font and colors for your co-op's web site.

COLOR THEMES

Select a Core Font Times New roman

Select your color theme or create your own Green Theme

To select a font or color theme:

1. Go to step 3 of the Wizard and click the **Color Themes** header.
2. Select one of the six core fonts to use throughout the site from the **Select a Core Font** drop-down.
3. Select a color theme from the **Select your color theme or create your own** drop-down.
or
4. Click on each color box to select a custom color for each custom color type.
5. Click **Save** in the Wizard.

Explanation of custom color types

Font Color: Specifies the default font color. Dark colors and colors that contrast well against the selected background color are recommended.

Foreground Color: Specifies the default color for headers and headlines throughout the site.

Homepage Link Hover Color: Not currently implemented.

Homepage Box Background Color: Specifies the color for icon boxes. Not applicable to all templates.

Background Color: Specifies the color of the background field. This is over-ridden in the event that a background image is selected.

Homepage Link Color: Specifies the default color of hyperlinks throughout the site.

Homepage Navigation Bar Color: Specifies the color of the main menu background.

Homepage Box Hover Background Color: Specifies the color for icon boxes on mouse hover.

Most web sites Arial or Times New Roman. These font choices give your co-op's site a uniform look and feel.

Website Background – Wizard Step 3

In step 3 of the wizard you will be able to select a background. The background will display behind all pages of your co-op's web site.

CUSTOM BACKGROUND

Current Background:

Custom Background Image

REMOVE **SAVE**

To choose or change a background image:

1. Go to step 3 of the Wizard and click the **Custom Background** header.
2. Place your mouse cursor in the **Custom Background Image** field to launch the file selection window.
3. Select the logo image from the Media Library and click **Save**.
4. Click **Save** in the Wizard.

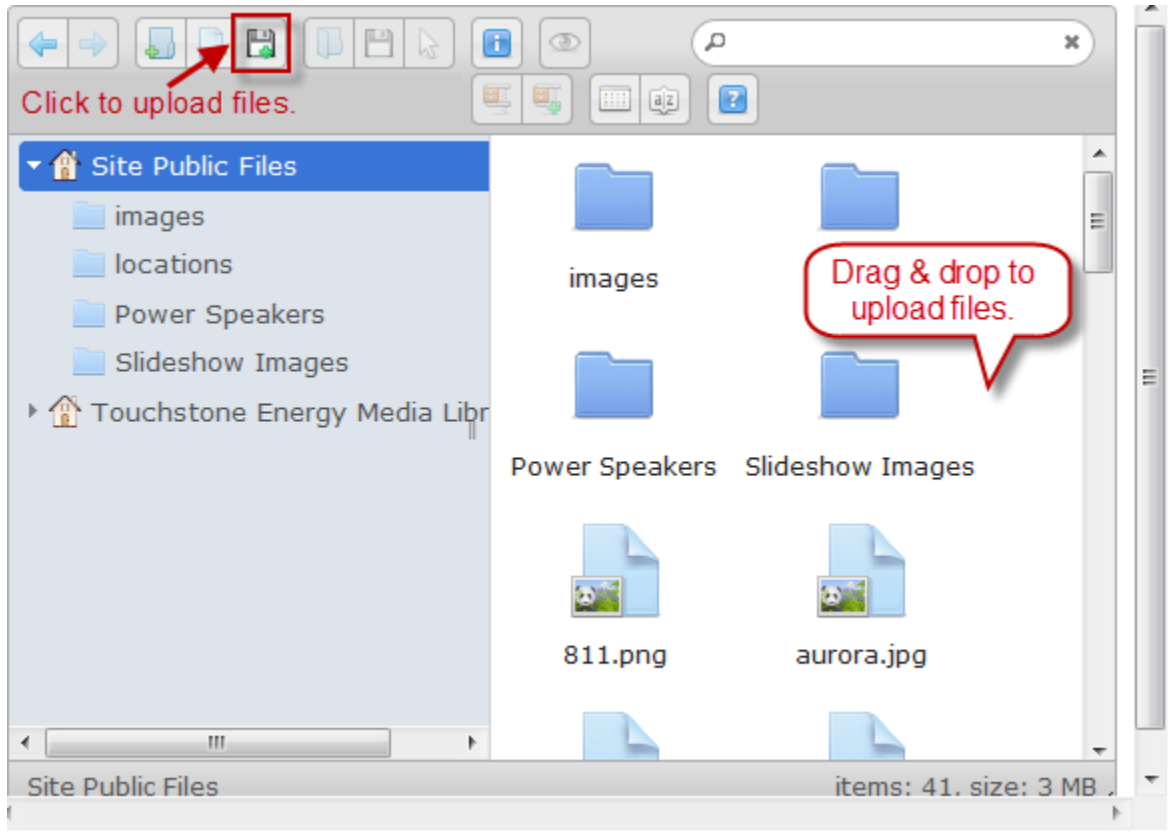
To remove the background image:

1. Go to step 3 of the Wizard and click the **Custom Background** header.
2. Click the **Remove** button.
3. Click **Save** in the Wizard.

Tailor your background image for an optimal experience; images that are close to 1600x900 pixels, and under 300 MB in size will result in the smoothest experience for site visitors on high speed, lower speed, and mobile connections. Contact the Co-op WebBuilder team @ coopwebbuilder@nreca.coop for additional questions about these images.

Media Library – Wizard Step 4

Step 4 of the Wizard contains the Media Library. The Media Library is the shared file storage for your co-op's entire site. All of your co-op's files are uploaded and stored within the Media Library.



Ways to upload




1. Go to the **Media Library** section on step 4 of the Wizard.
2. Click on the name of the folder in the left pane that should receive the upload.
3. Drag & drop files from your computer into the Media Library or click the **upload button** to browse your computer for one or more files to upload.

Tip for managing your Media Library

1. The media library allows for performing cut, copy, paste and delete operations within and between folders.
2. Use the toolbar or right click on a file or folder to perform one of these operations.
3. Take the time to make sure that your media content is well organized. Moving files after you have linked them will break those links.

Public and Private Files

In addition to folders that you create in the Media Library, there are three separate file houses that are each targeted to a certain purpose.

-  Site Public Files
-  Private Files
-  Touchstone Energy Media Library

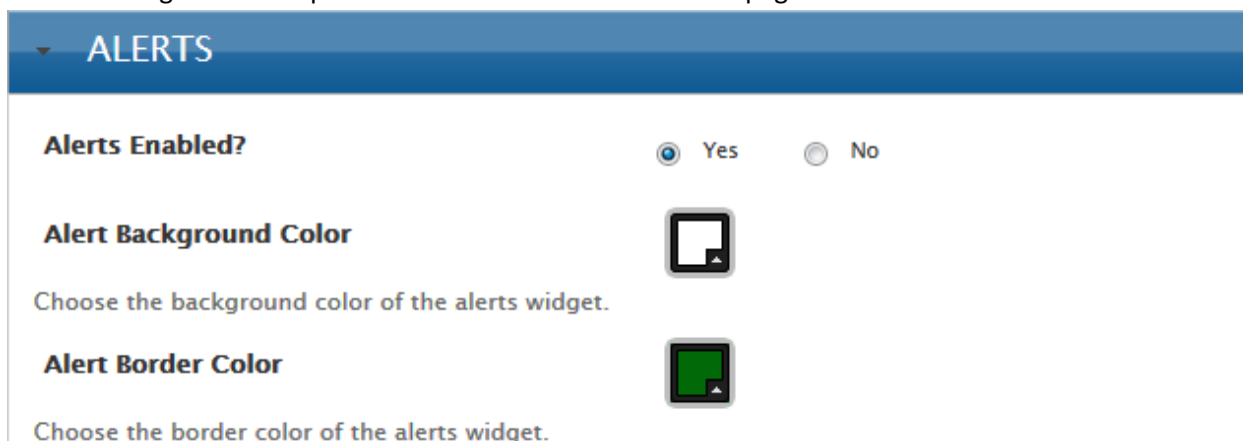
Site Public Files. The primary repository for your uploaded content that is intended for casual site visitors. All files stored here will be available for use throughout your co-op's site.

Private Files. A separate repository for your uploaded content that is intended for authorized personnel. All images and documents will display only for authenticated (logged in) users.

Touchstone Energy Media. A read-only repository of branded images, ads, banners and other Touchstone Energy related resources.

Alerts – Wizard Step 5

In step 5 of the wizard you can add Alerts. Alerts are notices that scroll in a single-line marquee in the header area of each web page.

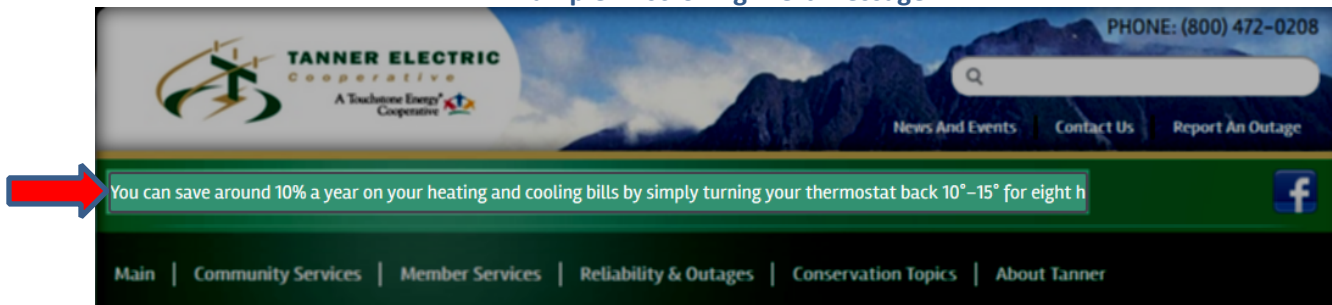


The screenshot shows the 'Alerts' configuration interface. At the top is a blue header with the word 'ALERTS' and a downward arrow. Below this, the 'Alerts Enabled?' section has two radio buttons: 'Yes' (selected) and 'No'. The 'Alert Background Color' section features a color selection box with a white square icon and the instruction 'Choose the background color of the alerts widget.' The 'Alert Border Color' section features a color selection box with a green square icon and the instruction 'Choose the border color of the alerts widget.'

To set up the Alerts tool:

1. Go to step 5 of the Wizard and click on the **Alerts** header.
2. Enable or disable Alerts for your co-op's site.
3. Click on the **Alert Background Color** box to select the background color for the Alerts box.
4. Click on the **Alert Border Color** box to select the border color for the Alerts box.
5. Click **Save**.

Example: A scrolling Alert message.



BILLING INSERT

Alert Name

Billing Insert

Alert URL

#

Source

B *I* U abc x_2 x^2

Format Font Size Styles

This is the text that will scroll in the alert box...

Switch to plain text editor


ADD NEW ALERT

SAVE

To edit an existing Alert:

1. Go to step 5 of the Wizard and click on the **Alerts** header.
2. Click on the title of the Alert to be edited.
3. Fill in the **Alert Name** field with a name for this Alert.
4. Fill in the **Alert URL** field with the URL associated with this Alert. Use the pound (“#”) symbol as a placeholder if there is no associated URL.
5. Edit the Alert in the [WYSIWYG](#).
6. Click **Save** in the Wizard.

To remove an Alert:

1. Go to step 5 of the Wizard and click on the **Alerts** header.
2. Click on the title of the Alert to be removed.
3. Click the red X  button.

[Go Back](#)

[Go Back](#)

Header Buttons – Wizard Step 5

In step 5 of the wizard, you can configure header buttons. Header buttons are buttons that display in the header on every web page.

MYACCOUNT


Enable this button ☒ Yes ☐ No

Button Text


Choose the text you want to display on this button.

Button URL

Enter the URL for this button.

Button Background Color 

Choose the background color of the button.

Button Text Color 

Choose the text color of the button.

CURRENT OUTAGE MAP

CONTACT US

SAVE

To configure a header button:

1. Go to step 5 of the Wizard and click on the **Header Content** header.
2. Click on one of the button titles in order to edit the button.
3. Fill in the **Button Text** field with the button's text.
4. Fill in the **Button URL** field with the URL associated with this button.
5. Click on the **Button Background Color** box to select the button's background color.
6. Click on the **Button Text Color** box to select the buttons' text color.
7. Click **Save** in the Wizard.

Avoid using similar background and text colors. This will help ensure readability.

Front Page Content

Welcome

[Admin Edit Content](#)

← Click here to edit this page.



Vernon Electric Cooperative provides electricity and other services to approximately 10,000 members in Southwestern Wisconsin. Besides Vernon County, we also serve parts of La Crosse, Monroe, Juneau, Sauk, Richland and Crawford Counties. Our service territory consists primarily of the rural areas and the Village of Readstown. There are many advantages to being a member of an electric co-op, but one of the best advantages is we are service driven. Since we are a cooperative, we operate as a not-for-profit organization and you, as a member, have our margins allocated back to you as [Capital Credits](#).

To configure a header button:

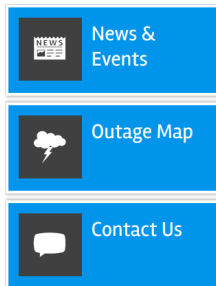
1. Go to the home page of your co-op's site.
2. Click the [Admin Edit Content](#) link.
3. Use the [WYSIWYG editor](#) to edit the page.
4. Click **Save**.

All of the front page elements, except the Front page content, are found in step 5 of the Wizard.

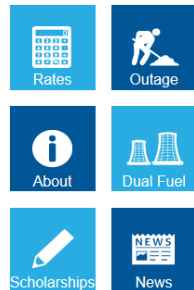
Feature Content – Wizard Step 5

In step 5 of the wizard you can configure the feature contents for your co-op's web site. Feature Content contains the set of icons, icon boxes and feature highlights that are part of your co-op's web site template. Different templates contain different features.

Icon Boxes



Icons



Highlights

Recent News

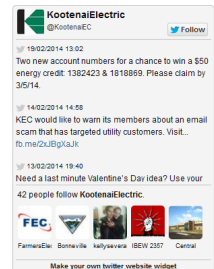
Kootenai Electric Trust Board Scholarships
Applications are due March 7, 2014.
[Learn more >>>](#)

KEC Warns of Utility Scams
KEC would like to warn its members about utility scams.
[Learn more >>>](#)


Want to learn how you can make your home more efficient?
Consider a home energy audit. Choose from one of two options (and one is free).
[Learn more >>>](#)



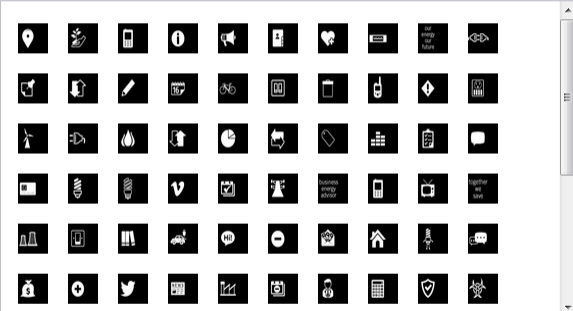
Show It and Save
Use your Co-op Connections Card to save big on local and national deals. Discover all the ways to save at Connections.coop.
[Click for a list of discounts >>>](#)



▼ ICON 1



Available Icons



Link URL:

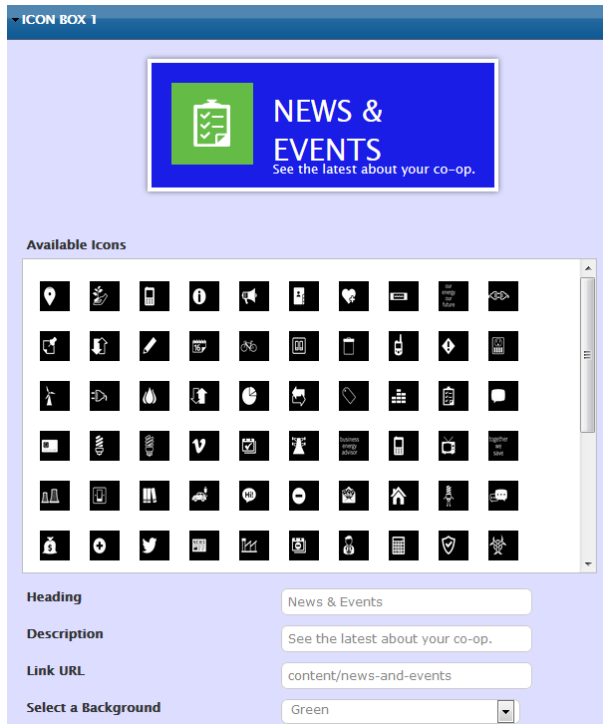
Icon Text:

Mouseover Text:

Select a Background:

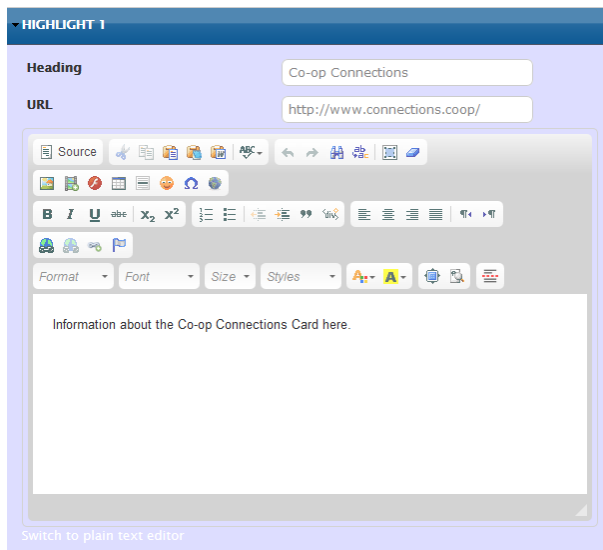
To set up an Icon:

1. Go to step 5 of the Wizard and click on the **Feature Content** header.
2. Click one of the **title bars** for editing.
3. Select the icon to display from **Available Icons**.
4. Fill in the **Link URL** field with the URL for this icon.
5. Fill in the **Icon Text** field with the text to display to site visitors.
6. Fill in the **Mouseover Text** button with the text to display to a site visitor.
7. Select the icon's background color from the **Select a Background** drop-down.
8. Click **Save**.



To set up an Icon Box:

1. Go to step 5 of the Wizard and click on the **Feature Content** header.
2. Click one of the **title bars** for editing.
3. Select the icon to display from **Available Icons**.
4. Fill in the **Heading** field with the text to display to site visitors.
5. Fill in the **Description** field with a line of secondary text to display to site visitors.
6. Fill in the **Link URL** field with the URL for this icon.
7. Select the icon's background color from the **Select a Background** drop-down.
8. Click **Save**.

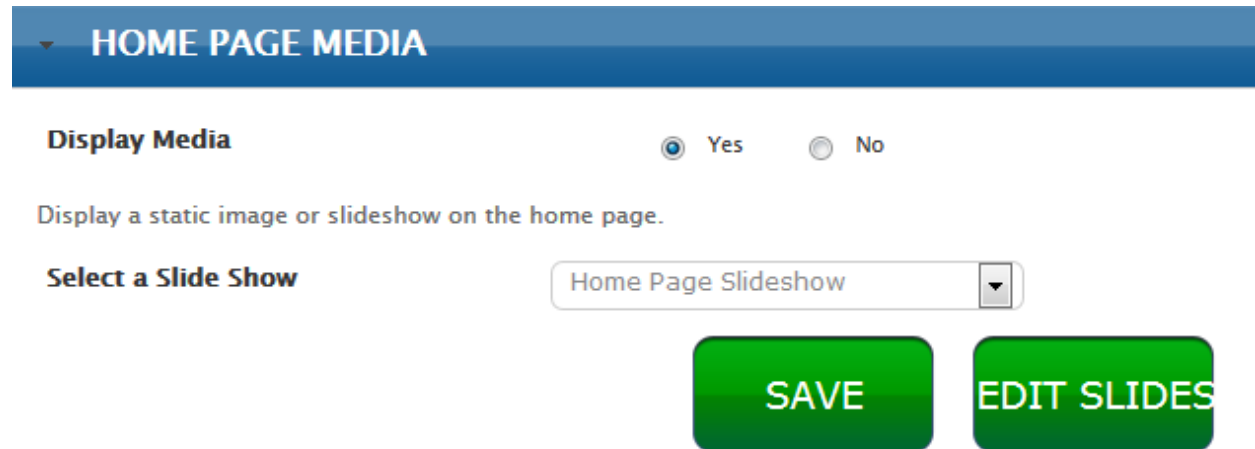


To set up a Highlight:

1. Go to step 5 of the Wizard and click on the **Feature Content** header.
2. Click one of the **title bars** for editing.
3. Fill in the **URL** field with the URL for this icon.
4. Edit the contents of the feature highlight using the [WYSIWYG editor](#).
5. Click **Save**.

Slide Shows – Wizard Step 5

Slide shows display a series of image slides in sequence on the home page of your co-op's web site.



HOME PAGE MEDIA

Display Media ☒ Yes ☐ No

Display a static image or slideshow on the home page.

Select a Slide Show Home Page Slideshow

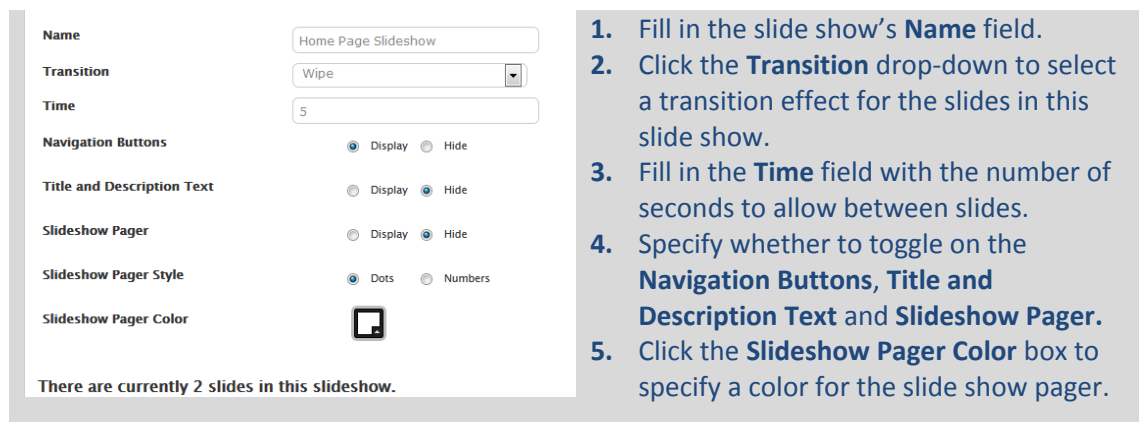
SAVE **EDIT SLIDES**

To set up the slide show block:

1. Go to step 5 of the Wizard and click on the **Home Page Media** header.
2. Select whether to display media (show the slide show).
3. Select the slide show to display from the **Select a Slide Show** drop-down.
4. Click **Save**.

To edit or create a new slide show:

1. Go to step 5 of the Wizard and click on the **Home Page Media** header.
2. Click on **Edit Slides**.
3. Configure the slide show:



Name Home Page Slideshow

Transition Wipe


Time 5

Navigation Buttons ☒ Display ☐ Hide

Title and Description Text ☐ Display ☒ Hide

Slideshow Pager ☐ Display ☒ Hide

Slideshow Pager Style ☒ Dots ☐ Numbers

Slideshow Pager Color 

There are currently 2 slides in this slideshow.

1. Fill in the slide show's **Name** field.
2. Click the **Transition** drop-down to select a transition effect for the slides in this slide show.
3. Fill in the **Time** field with the number of seconds to allow between slides.
4. Specify whether to toggle on the **Navigation Buttons**, **Title and Description Text** and **Slideshow Pager**.
5. Click the **Slideshow Pager Color** box to specify a color for the slide show pager.

4. Add slides as necessary with the **New Slide** button.

5. Configure each slide:

1. Fill in the **Slide Name** field with the name of this slide.
2. Fill in the **Slide Description** field with the description to present to site visitors.
3. Fill in the **Destination URL** field with the URL associated with this slide.
4. Select the slide's order in the **Slide Order** drop-down.
5. Place your mouse cursor in the **Slide Background** field to select an image from the Media Library.
6. Click **Save** in the slide editor.

6. Click **Save** in the slide show editor.
7. Click **Save** in the Wizard.

Be sure that the images used in a slideshow have the same dimensions as the slide show to prevent stretched or distorted images.

Slide Show Dimensions by Template

Template One	Template Two	Template Three	Template Four	Template Five
973px x 206px	780px x 280px	1012px x 280px	1024px x 280px	1024px x 280px

Sidebars – Wizard Step 5

In step 5 of the wizard, you can set up the sidebar for your co-op's web site. The sidebar is a section found on every sub-page of your co-op's site.

SIDEBAR CONTENT

Heading

Source

B *I* U

Format Font Size Styles

Here is the sidebar. It is a great way to keep important information, promotions, advertisements and announcements in an always visible location to your site visitors.

[Switch to plain text editor](#)

Display Navigation in Sidebar ☒ Yes ☐ No

Heading for Navigation

To configure the sidebar:

1. Go to step 5 of the Wizard and click on the **Sidebar Content on Secondary Pages** header.
2. Fill in the **Heading** field with the title to display with the sidebar content.
3. Configure the contents of the sidebar with the [WYSIWYG editor](#).
4. Select the **Display Navigation in Sidebar** option as Yes to include navigation links in the sidebar.
5. Fill in the **Heading for Navigation** field with the text to show above the sidebar navigation links.
6. Click **Save**.

Template four also features a front page sidebar. Select Home Page Sidebar Content on step 5 of the Wizard to access this feature.

Menus – Wizard Step 6

In step 6 of the wizard, you can set up the menus for your co-op's web site.




To create a new menu items:

1. Go to step 6 of the Wizard.
2. Select the menu to edit from the drop-down box.
3. Click the **Add** button.


Select the type of menu item from the **Select a new item for main-menu** drop-down:

- a. **CREATE New Page** Select this option to automatically create a new web page along with a new menu entry.
 - b. **CREATE New Web Link** Select this option to create a menu item that links to a web page or file from another site.
 - c. Select one of the already existing pages from the drop down list in order to create a menu item that links to this existing page.
4. Select the menu item's position in the **Menu Location (Parent Page)** drop-down.
 5. Fill in the **Menu Title** field with the text to display to site visitors.
 6. Fill in the **Link URL** field with the associated URL (if the menu item is a web link).
 7. Click **Submit**.

To delete a menu item:

1. Go to step 6 of the Wizard.
2. Select the menu to edit from the drop-down box.
3. On the menu item to delete, click the red x() button.
4. Confirm deletion by clicking **Ok**.

To edit a menu's layout:

1. Go to step 6 of the Wizard.
2. Select the menu to edit from the drop-down box.
3. Use the cross-hair () selector to click-&-drag menu items up or down within the menu, or drag left/right to assign nesting depth*.
4. Click **Save** in the Wizard.

**Every menu item can contain one or more sub-items. Nesting refers to the depth of a sub-menu item.*

Your Account Information | Your Cooperative | Programs & Services | Energy Efficiency | Safety | Community

Pay My Bill

Billing & Payment Options

What is SmartHub?

Capital Credits

Rates

Frequently Asked Questions

Capital Credits

Frequently Asked Questions

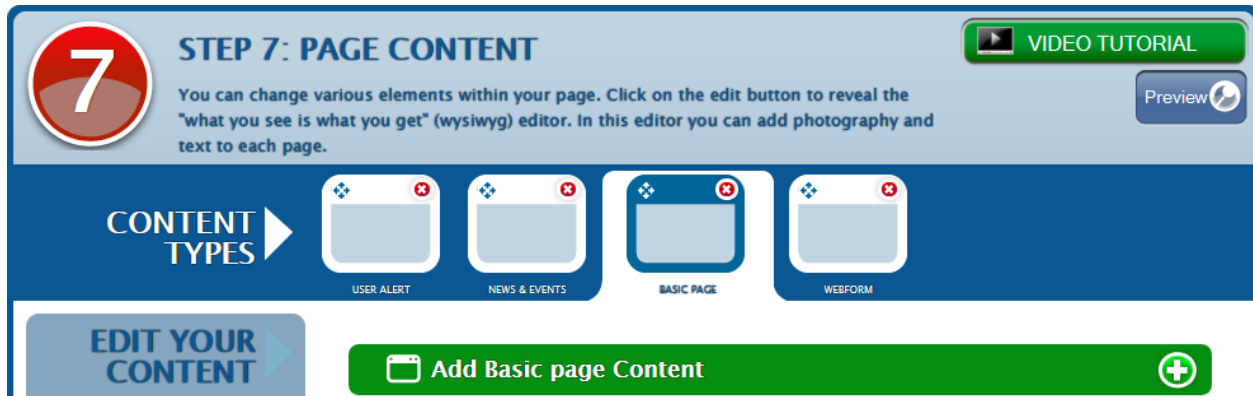
Unclaimed Capital Credits



The best looking and most functional menus will usually have about six top level menu items. This is easy for site visitors to take in, and keeps the menu from looking cluttered.

Web Pages – Wizard Step 7

In step 7 of the wizard you can create and edit the web pages for your co-op's web site. Web pages are the individual pages that present your co-op's site content to site visitors.

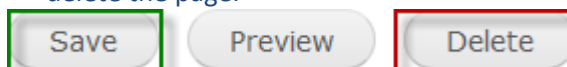


To create a new web page:

1. Go to step 7 of the Wizard.
2. Click the **Basic Page** tab.
3. Click the **Add basic page Content** button.
4. Create a new web page through the [WYSIWYG editor](#).
5. Click **Submit** to save the new page.


To delete or edit a web page:

1. Go to step 7 of the Wizard.
2. Click the **Basic Page** tab.
3. Every web page for your site will be listed here. Scroll through the list of pages to find a specific page.
4. Click the title for the web page to edit or delete.
5. Click the **Content** button.
6. Either edit the page in the [WYSIWYG editor](#) and save by clicking **Save**, or click **Delete** to delete the page.



Webforms – Wizard Step 8

In step 8 of the wizard you can create or edit webforms for your co-op's web site. Webforms are a special type of web page that allows site visitors to provide information and feedback to your co-op.



Step 8: Form Builder

The advanced features page allows you to use your skills to do some more customizing, such as adding forms.

Can't find what you are looking for or have another question? [Webform content area](#)

Please reach out to us via the form below and someone will get back to you as soon as we can.

Member Name

Member E-mail Address

Phone Number

Subject

Message

Webform control area


To create a new webform:

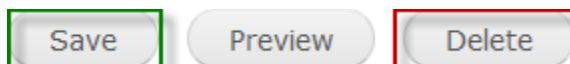
1. Go to step 8 of the Wizard.
2. Click the [Web Form Form Builder](#) link.
3. Edit the content portion of the form with the [WYSIWYG editor](#). The content presented here will appear above the form's controls.
4. Click **Save**. This will automatically take the Wizard to the next page of the form designer.
5. Configure the controls portion of the form by dragging controls from the control box onto the web form (see [Webform Controls Reference](#) below).
6. Click the **E-mails** tab under **WEBFORM** to configure the webform's email rules (see below).



7. Click **Save**.

To delete or edit a webform:

1. Go to step 8 of the Wizard.
2. Find the name of the webform to edit, then click the sprocket symbol () to edit.
3. Either edit the webform through the WYSIWYG editor and save by clicking **Save**, or click **Delete** to delete the page.



Webform Controls Reference

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These are the different controls that you may place on a webform. Drag a control from the control box and drop it on the form.

Textfield. The most commonly used control; this is intended to capture a single line of information.

E-mail. Similar to a Textfield control. When requesting an email address from a site visitor, it is always best to use this control.

Radios. A set of one or more radio buttons, intended to offer a site visitor the choice of exactly one out of many. Only one radio button in a given set may be selected.

Select List. A drop-down set of options, intended to allow a site visitor to choose one option from many.

Date. A control for selecting dates. Site visitors are given the ability to select a date from a series of drop-downs or a calendar style control.

Hidden. Not often used, a hidden form control can be used to temporarily store information during form processing.

Fieldset. Allows for embedding other form controls for the purpose of being grouped together. In large forms, fieldsets can be used to group controls together into collapsible groups so that a site visitor can fill out each Fieldset

Add a field

1	Textfield	Textarea	2
3	E-mail	Number	4
5	Radios	Checkboxes	6
7	Select list	Grid	8
9	Date	Time	10
11	File	Hidden	12
13	Markup	Fieldset	14
15	Page break		

Textarea. This control is intended to capture multi-line, verbose information.

Number. Similar to a *Textfield* control, this control is intended to capture numeric information.

Checkboxes. A set of one or more checkbox buttons, intended to offer a site visitor the choice of one or more options out of many. One or more checkboxes in the set may be selected.

Grid. Allows for a grid of question/options, where the left column contains questions (e.g. "How are we doing?") and the header allows for multiple options (e.g. Poor, Average, Good). Each row may contain exactly one option selected.

Time. A control for selecting a time in 12 hour am/pm format.

Markup. Allows for the form's designer to insert additional HTML. This control functions like a mini-WYSIWYG. This control is not intended to capture site visitor information, but is instead intended for displaying content relevant to the form.

Page break. Allows for breaking a webform up into a multi-page Wizard or questionnaire. All controls below a Page break are accessible on a following page, and the pages of the form are navigable via Next/Back buttons.

individually.

Webform E-mail Rules

Webforms need to know where to send submissions. The webform email rule will determine where the email goes and how it is formatted. [Go Back](#)

To configure the webform e-mail rule:

1. Make sure the **Address** option is checked.
2. Enter the email address for the person or mailbox that should receive submissions from this webform.

E-MAIL TO	SUBJECT	FROM	OPERATIONS
Currently not sending e-mails, add an e-mail recipient below.			
<input checked="" type="radio"/> Address: admin@ABCcooperative.coop			Add
<input type="radio"/> Component value: Member E-mail			

3. Click the **Add** button. This will automatically take the Wizard to the e-mail settings page.
4. For each of the three **E-mail Header Details**, leave the default value, or specify a specific value, or select a component from the form. By selecting a component, the information entered in that field will be returned in the e-mail submission.

E-MAIL HEADER DETAILS

E-mail subject

☒ Default: *Form submission from: Report An Outage*

☐ Custom:

☐ Component: Member Name

Any textfield, select, or hidden form element may be selected as the subject for e-mails.

E-mail from address

☒ Default: *david@v4development.com*

☐ Custom:

☐ Component: Member E-mail

Any email, select, or hidden form element may be selected as the sender's e-mail address.

E-mail from name

☒ Default: *Your Cooperative*

☐ Custom:

☐ Component: Member Name

Any textfield, select, or hidden form element may be selected as the sender's name for e-mails.

E-mail Details

E-mail subject: The subject that will appear in emails from this form.

E-mail from address: Form submissions will appear to arrive from this e-mail address.

E-mail from name: Form submissions will appear to be sent by the name specified here.

5. Click **Save e-mail settings**.

User Accounts – Wizard Step 9

In step 9 of the wizard you can manage user accounts and roles.

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ROLES

[Click Here](#) to modify different users and their permissions.

AVAILABLE USERS	ADMINISTRATOR
ADMIN	ADMIN
BUTTER	BUTTER
CWB	CWB
TSETEST	TSETEST
CONNECT	

WEBBUILDER ADMIN

BUTTER
CWB
TSETEST
CONNECT

SAVE

To modify user account and roles, click the [Click Here](#) link. Managing accounts and user roles can be advanced and may require the help of a CWB team member.

Please contact the CWB team @ coopwebbuilder@nreca.coop, or call 1-800-710-7346 any time from Monday – Friday, between 9am and 5pm EST.

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Mobile Site – Wizard Step 10

In step 10 of the wizard you can configure your co-op's mobile web site. Your co-op's mobile site is specifically designed for an optimum user experience on mobile devices.



Step 10: Mobile Site

Create a mobile version of your website using the same look and feel of the template you selected in step 3. Edit visual aspects of your site so that mobile users get the most important information.



Each section of the mobile site is found on step 10 of the Wizard.

Mobile Logo and Header

MOBILE HEADER

Header Background Color 

Navigation Background Color 

Mobile Logo

Current Logo 

Would you like to show the Alerts on the mobile site? ☒ Yes ☐ No

Would you like to show the Phone number on the mobile site? ☒ Yes ☐ No

SAVE


1. Click the **Mobile Header** header.
2. Click the **Header Background Color** box to select a background color to display in the mobile header.
3. Click the **Navigation Background Color** box to select the color to display behind the mobile menu.
4. Place your mouse cursor in the **Mobile Logo** field to launch the file selection window. Select the logo image from the Media Library and click **Save**.
5. Specify whether Alerts should be displayed on the mobile site.
6. Specify whether the co-op's phone number should be displayed on the mobile site.
7. Click **Save**


Mobile Front Page

MOBILE CONTENT

[Click Here](#) to see a tutorial video on editing Mobile Content!

Transparent page background ☐ Yes ☒ No

Content Background Color 

Mobile Foreground Text Color 

Content Headline


SAVE


1. Click the **Mobile Content** header.
2. Specify whether the mobile site should display a **Transparent page background** (in order to display the site's background image).
3. Click the **Content Background** color box to select the color of the main content background for the mobile site.
4. Click the **Mobile Foreground Text Color** to select the default text color for the mobile site.
5. Fill in the **Content Headline** field with a title to display to site visitors.
6. Use the [WYSIWYG editor](#) to configure the body of the mobile site's content.
7. Click **Save**.

Mobile Icons & Feature Highlights

MOBILE HIGHLIGHTS

If you do not wish to have a box and/or highlight displayed on your mobile home page, leave all fields within this form blank and press save.

Mobile Icon Box Color 

Mobile Icon Box Hover Color 

Icon type ☐ Classic ☒ Metro ☐ Custom

Choose the type of icons to be used on the site.

The Mobile theme has up to 5 Icon boxes available.

ICON BOX 1 CONTACT US

ICON BOX 2 REPORT OUTAGE

The Mobile Theme has up to 5 highlights available.

HIGHLIGHT 1 TITLE


HIGHLIGHT 2 TITLE

SAVE

1. Click the **Mobile Highlights** header.
2. Click the **Mobile Icon Box Color** box to select the background color to display behind each mobile button.
3. Click the **Mobile Icon Box Hover Color** box to select the color to display as the button's background after each click.
4. Click on each icon box's title to configure its icon box. ([see icon boxes](#))
5. Click on each highlight's title to configure its contents. ([see highlights](#))
6. Click **Save**.

Mobile Footer

MOBILE FOOTER

Footer Background Color 

Footer Content

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Would you like to show social media icons? ☒ Yes ☐ No

SAVE

1. Click the **Mobile Footer** header.
2. Click on the **Footer Background Color** box to select the background color to display behind the footer.
3. Configure the content of the footer with the [WYSIWYG editor](#).
4. Specify whether the social media icons for your co-op's site should be displayed on the mobile site.
5. Click **Save**.

Glossary

Font	A font is a particular size, weight and style of a typeface.
Template	A template is a pre-configured structural layout that defines the controls that should be included, and the placement of those controls.
Social Media Icons	These are the icons that represent the various social media sites, such as Facebook, Twitter, LinkedIn, etc...
Marquee	A single, scrolling line of text, intended to act as a scrolling alert or message.
Header	The top portion of a web site, containing controls and elements that are visible on every page.
Mobile Site	The version of your co-op's site that is displayed to site visitors who are using mobile devices.
IP Address	An IP address is a unique number assigned to a web site that allows that site to be identified by other computers on the Internet. Ex: 127.0.0.1
Domain Name	A domain name is the human-readable alias for an IP address. Ex: Microsoft.com
Hosting	Hosting is the act of providing server space for a web site. Every web site resides on a host server.

Remember, if you come across a term you don't know, try Google!

Launching Your Co-op's Web Site

Once your co-op's web site is filled with content, the only step left is to launch your site, also known as 'going live.' When you and your co-op are ready to take this final step, there are two parts to the go-live process:

1. Notify the CWB team that you co-op's site is ready to go live. The CWB team will need a list of all of the domains owned by your co-op. The CWB team will use this information to set up our servers to receive your web traffic.
2. Once the servers are set up to accept your co-op's web traffic, a member of the CWB design team will forward you instructions that you and your co-op will use to update your domain registrar records. This process usually only takes a few minutes, but does differ from domain registrar to domain registrar.
3. ***Congratulations!*** Enjoy the fruits of your labor as your co-op's site visitors explore your newly launched site!