# Schoolzine Website Pages Document

This document is provided to allow you to select the information you wish to be added to your new Schoolzine website. We ask that you fully read the following document.

# **Website Packages**

Your school or organisation will have already selected a package allowing you **10 Schoolzine Built and Formatted Pages** plus your Home Page, however there will be some **template** **differences** depending on the package that has been selected.

Please see the table below for more information:

|  |  |  |
| --- | --- | --- |
| HOP | SKIP | JUMP |
| Select one of our  [Hop Templates](https://example.schoolzineplus.com/hop-templates) | Customise your own using the [Template Builder](https://example.schoolzineplus.com/skip-templates) | Bespoke Home Page |

**\*Please only fill out the relevant section below for your chosen website package\***

# **Hop Template Options**

If you have purchased a Hop Template, view the options from our [examples website](https://example.schoolzineplus.com/hop-templates) and let us know which **number** Hop Template you wish to use:

|  |  |
| --- | --- |
| Hop Template | *eg. Template One* |

# **Skip Template Options**

If you have purchased a Skip Template, select the options for your template using [The Template Builder](https://example.schoolzineplus.com/skip-templates) and record your choices below for the various sections.   
*Note:* ***Slider*** *and* ***Internal Page Slider*** *options may be selected as none.*

|  |  |
| --- | --- |
| Section | Selection |
| Header | *eg. One* |
| Slider |  |
| Internal Page Slider |  |
| Footer |  |

# **Jump Template Options**

The jump package allows you to create a custom homepage template for your website. To give us a better understanding of how you would like the template designed, please fill out [the website design questionnaire](https://www.schoolzineplus.com/website-design-questionnaire) and submit it when returning this document via the Content Submission process.

# **Other Template Options**

|  |  |  |
| --- | --- | --- |
| Other Template Options | | Yes/No |
| Do you want a feed of latest news? | |  |
| Would you like a news feed of your social media platform? *(Facebook or Twitter)  If yes, please provide their full URL below:* | |  |
| *Facebook:* | *Twitter:* | |
| Do you want news articles that link to your Schoolzine newsletter section appearing on the site?  *(Schoolzine eNewsletter subscription required)* | |  |
| Do you want the slider to be populated by, and link to articles within your Schoolzine newsletter section?  *(Schoolzine eNewsletter subscription required)* | |  |
| Please list any other items required that may affect the overall layout of the site:  *(eg. Sponsorship Logos, Awards, Mandatory Education Department content etc)* | | |
|  | | |

# **System Pages**

Please select the following system pages that you would like to be added to your new Schoolzine website. System pages are free and do not count towards the Schoolzine formatted pages limit included in your website package. If you are using other Schoolzine Services, our team may also have other system pages setup by default.

|  |  |
| --- | --- |
| Yes/No | System Website Pages |
| YES | 1. Home Page |
|  | 2. Contact Us |
|  | 3. Absentee Form |
|  | 4. Schoolzine Calendar |
|  | 5. Subscribe |

# **Website Navigation**

To set up your website navigation, we use a system called **Parent** and **Child** **pages**.

For submission of your content, we will need you to label the pages as either a parent or child page.

* **Parent Pages** are pages that run along the top of your navigation.
* **Child Pages** are the pages that sit beneath the parent pages and relate to the Parent Page.



# **Schoolzine Formatted Pages**

Please use the table below to inform us of the formatted pages you wish Schoolzine to set up.

Before the site goes live you may request access to build additional pages yourself at no extra cost.If you wish for Schoolzine to set up greater than 10 pages Schoolzine will complete this for a fee of $44 per page.

|  |  |  |
| --- | --- | --- |
| 10 Pages Included | Schoolzine Formatted Pages | Parent/Child page? |
|  | 1. |  |
|  | 2. |  |
|  | 3. |  |
|  | 4. |  |
|  | 5. |  |
|  | 6. |  |
|  | 7. |  |
|  | 8. |  |
|  | 9. |  |
| Included | 10. |  |
|  | 11. |  |
|  | 12. |  |
|  | 13. |  |
|  | 14. |  |
|  | 15. |  |
|  | 16. |  |
|  | 17. |  |
|  | 18. |  |
|  | 19. |  |
|  | 20. |  |
|  | **Add additional rows as required** |  |

# Website Tiles

Website tiles are found at the base of the home page. Tiles are another way of linking to web pages, documents, newsletters etc. To view a working example of website tiles, view the demo account- [Demo Account](https://demoschool.schoolzineplus.com/)



Please label the tiles you wish to be added to your website homepage and the order in which you’d like them to appear from left to right.



|  |  |  |  |
| --- | --- | --- | --- |
| Tile Heading | Tile Content | Tile Image name | Tile Link |
| *EXAMPLE*:  Forms & Documents | “Find our policy documents” | *Students.jpg* | Link to documents Page |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |

# Final Notes

In order to give you the best first proof possible, Schoolzine will also need the following from you:

* Images for the **slider.** - Landscape images work best for the slider.
* Images you wish to be used for **tiles**.
* Any **school colours/branding** you wish to be added to the website.

# Complete

Now that this Document is completed, please submit your content via the [Website Content Submission Form](https://www.schoolzine.com/website-content-submission) along with any additional Images for sliders and tiles, your Colours, Branding and any other style guides and such that will assist our team. These can be submitted by combining them into a ZIP folder prior to submission.