

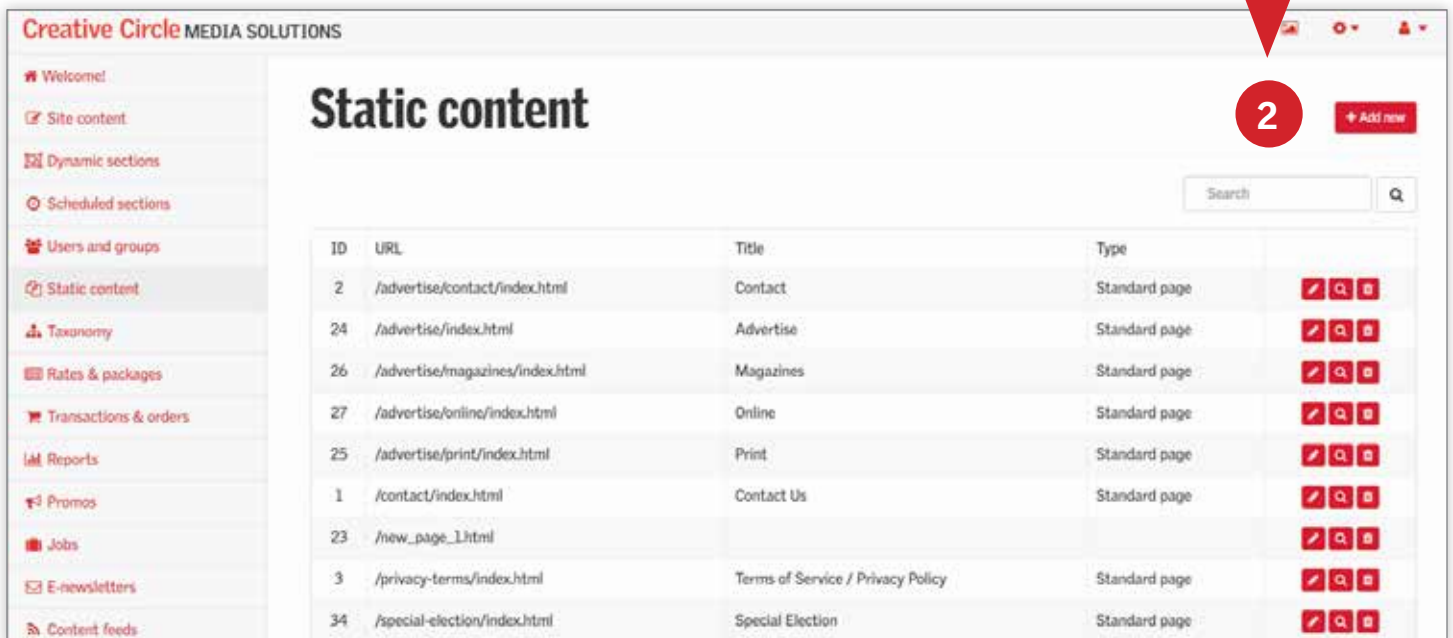
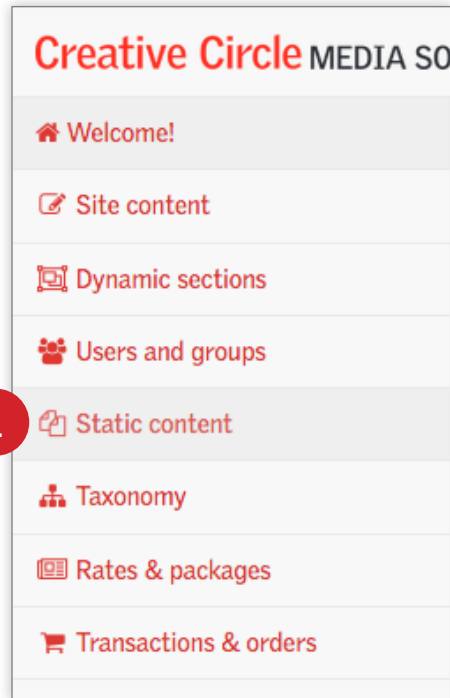
Creative Circle Media Solutions CMS Support Guide

CREATE A STATIC PAGE

• CREATE A NEW STATIC PAGE

When you log in to the CMS you will see a menu along the left side of the dashboard. Click on the **Static content** link **1**.

On the next screen you will see a list of all static content pages. Click the **Add new** button to create a new static page **2**.



CREATE A STATIC PAGE **continued**

• NAMING

In the **URL** field, enter the address for the page you are creating. Below are some tips for creating a url:

- Start with a backslash
- Use only lowercase letters
- Use descriptive words. Don't use words like "a", "an", "the", "to", "on", "from", etc.
- Use hyphens instead of spaces between words.
- Keep it short.
- Include **/index.html** at the end.

Example:

/elf-shelf-christmas-tradition/index.html

In the **Title** field enter a title that is easy for you to remember. The title helps you find the page in the CMS.

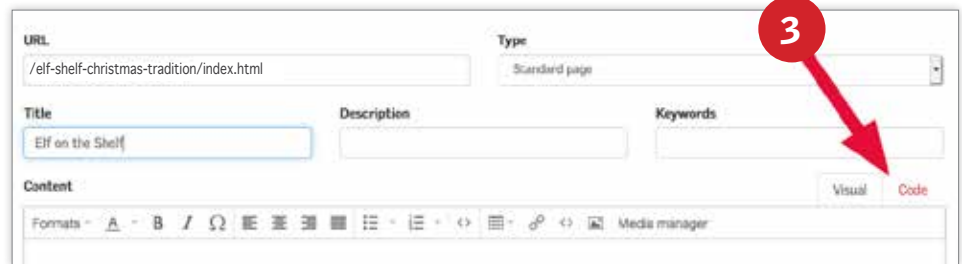
Leave the **Type** dropdown set to **Standard page** which includes all of your site branding and the right rail.

• ENTER THE EMBED CODE

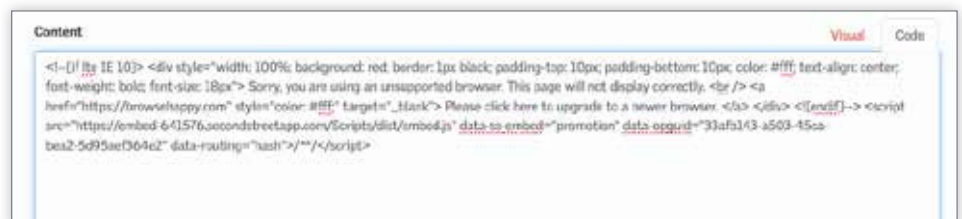
Finally, click the **Code** tab on the Content editor **3**. Here is where you will enter the embed code.

Click the **Save** button at the bottom, and we now have a new page:

<https://yoursite.com/elf-shelf-christmas-tradition/index.html>



The screenshot shows a CMS form for creating a new page. The URL field is populated with "/elf-shelf-christmas-tradition/index.html". The Title field contains "Elf on the Shelf". The Type dropdown menu is set to "Standard page". Below these fields are sections for Description and Keywords. At the bottom, there is a Content editor with two tabs: "Visual" and "Code". A red circle with the number "3" and an arrow points to the "Code" tab.



```
<!--[if !IE 10]> <div style="width: 100%; background: red; border: 1px black; padding-top: 10px; padding-bottom: 10px; color: #fff; text-align: center; font-weight: bold; font-size: 18px"> Sorry, you are using an unsupported browser. This page will not display correctly. <br /> <a href="https://browsehappy.com" style="color: #fff; text-decoration: underline;"> Please click here to upgrade to a newer browser. </a> </div> <![endif]--> <script src="https://embed-641576.secondsstreetapp.com/Scripts/dist/embed4.js" data-so-embed="promotion" data-orguid="33afa143-a503-45ca-bes2-5d95ae1364e2" data-routing="hash"/"></script>
```