

## NSBTM Website Procedure – Working With Menus

### Log in and Credentials

1. Open the website <http://nsbtm.org> in any browser
  - Click in the Board Room login area and enter your username and password
  - Scroll to the bottom of the Board Room menu and select **Dashboard**
2. In a new tab, open the website <http://nsbtm.org> so you can view the changes you are making in the **Dashboard** area
  - Open the web page you are going to edit

### Creating a Dead Link (or a parent item on a menu that doesn't link to a page)

1. To create a dead link, you have to use the “Link” section on the left of Appearance->Menu.
2. For the URL of that just change the http:// to #. That will be a dead link.
3. Set the “Link Text” to whatever you want it named (Archives) and click the “Add to Menu button”.
4. Then drag the pages you want underneath that one and indent them to be a child of that parent item (child items show as a submenu).
5. Then save the menu.
6. Just make sure you're working with the correct menu and also don't uncheck the boxes at the bottom that assign the menu to its location.