

SOP - Updating Your Branch's Program Guide PDF on the Website

Purpose:

To ensure each YMCA branch keeps its online Program Guide up-to-date and accessible for members and the community.

Step 1: Upload the New Program Guide PDF to the Website

1. Navigate to:
Content > Media
 2. Click:
Add Media > Document
 3. In the **Name** field:
Enter a clear and descriptive title for the PDF (e.g., "Spring 2025 Program Guide – [Branch Name]").
 4. Upload the File:
Click **Choose File**, browse for the new PDF, and click **Open**.
 5. Once uploaded:
Below the **Document** section, you'll see the new file listed.
 6. Copy the Document Link:
Right-click the link to the file and select **Copy Link Address**.
 7. Click **Save** to finalize the upload.
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Step 2: Update the Program Guide Button on Your Branch Page

1. Navigate to your **Branch Program Page**.
2. Click **Edit**.

3. Scroll to the **Content Area** section.
 4. Find the **Simple Content** section and click **Edit**.
 5. In the content editing field:
Locate the text link or button that says “**Program Guide**” and double-click on it.
 6. A **Button Link** window will appear:
In the **URL** field, delete the old link and paste the new URL you copied.
 7. Click **OK**.
 8. Scroll down and click **Save**.
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Step 3: Verify the Update

1. Visit your branch’s **Program Page**.
 2. Click the **Program Guide** button.
 3. Ensure it opens the correct, newly uploaded PDF.
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Tips for Success:

- **File Naming:** Use consistent, date-specific naming for clarity and version control.
- **Double-Check:** Always test the link before considering the update complete.
- **Inclusive Language Reminder:** When naming your file or writing accompanying text, ensure the language is welcoming and reflective of our YMCA values (see the **Y-USA Inclusive Language Style Guide** for reference).
- **Equity Note:** Keeping Program Guides up-to-date ensures all community members have equitable access to timely program information.