Welcome to the tutorial on adding your front page to your website.

From the home page, click front page. This is the home page of your website and is where your visitors will land first on your site. I recommend populating this with more commonly asked content such as school calendar, handbook, location of the school or even important documents for the school bag.

Press ‘Customise’ and then ‘Text Area’ – make sure the drop-down is on the left side and click add. Next click ‘edit’ and then click it again next to the new text area. We are going to add an introduction from the HT or school. To start, for the title you should write ‘Introduction from Head Teacher or Introduction from the School’.

Next in the main body paste or type out the introduction for the website. This gives visitors a welcome message when they visit the site and explains a bit about the types of information they’ll find.

Now go back to the front page by repeating the process from earlier. This time we are going to add the calendar to the front page for easy access. This can be done by clicking ‘Customise’ and selecting ‘Upcoming Events’. Next you’ll press ‘edit’ at the top and again by ‘Upcoming Events’. You can change the title here to something more relevant such as ‘School Calendar’. In the drop-down select the calendar you have created and lastly enter the number of entries you would like to appear – I recommend 4. Once you are happy, please click apply.

Next, go back to the front page and press ‘customise’ this time selecting contact details. Pick the side you’d like this to appear- most people pick the right side and then apply. You don’t need to do anything else.

Lastly, you’ll need to go to Google Maps first and search for your school. Once you’ve found your school – press ‘share’ and ‘embed code’ then decide the size you’d like through the drop-down. I’ll be going for Medium. Now press ‘copy HTML’

This next part you’ll need to open the createit admin site and navigate to the front page following the process from earlier. Now click ‘customise’ and select ‘Text Area’. This is going to be on the left side so ensure the drop-down is on this option then add. Click ‘edit’ at the top and edit again by the new text area. I am going to change the title first to ‘Find Us’ as this is more relevant.

We are going to paste the code from earlier in the source function which can be found here \*click on the button\* and paste it here. \*Show users where to paste\*

Once you have pasted the HTML code in – press apply and this should now be live on the site.

If you would like to move sections around you can do so by following this process. First make sure the edit button has been pressed at the top – next hover the content you want to move, hold the mouse button and drag it up or down to the place you’d like then let go once happy. This will move the content on the site to your desired spot.