

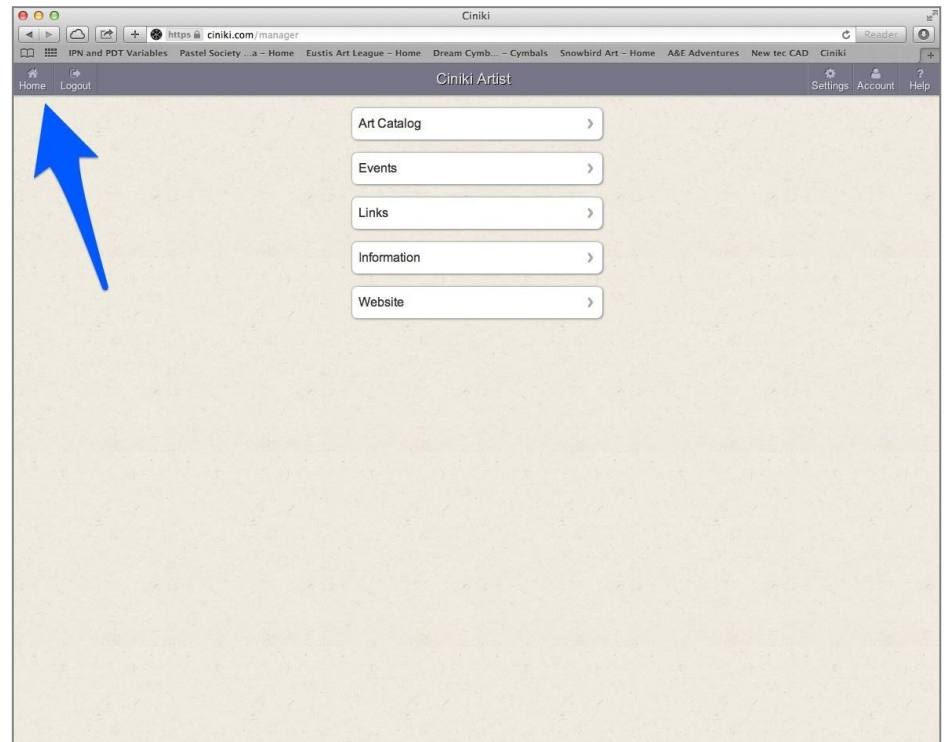
How do I add or change my Awards page?

To add or change the list of Awards on your website, follow the steps in this tutorial.

Step 1 of 9 - Click Home

Click on the Home button in the top left of the Ciniki window to return to your main menu. This is the screen you see when you first login to Ciniki. If you are already at your home screen, the screen will not change.

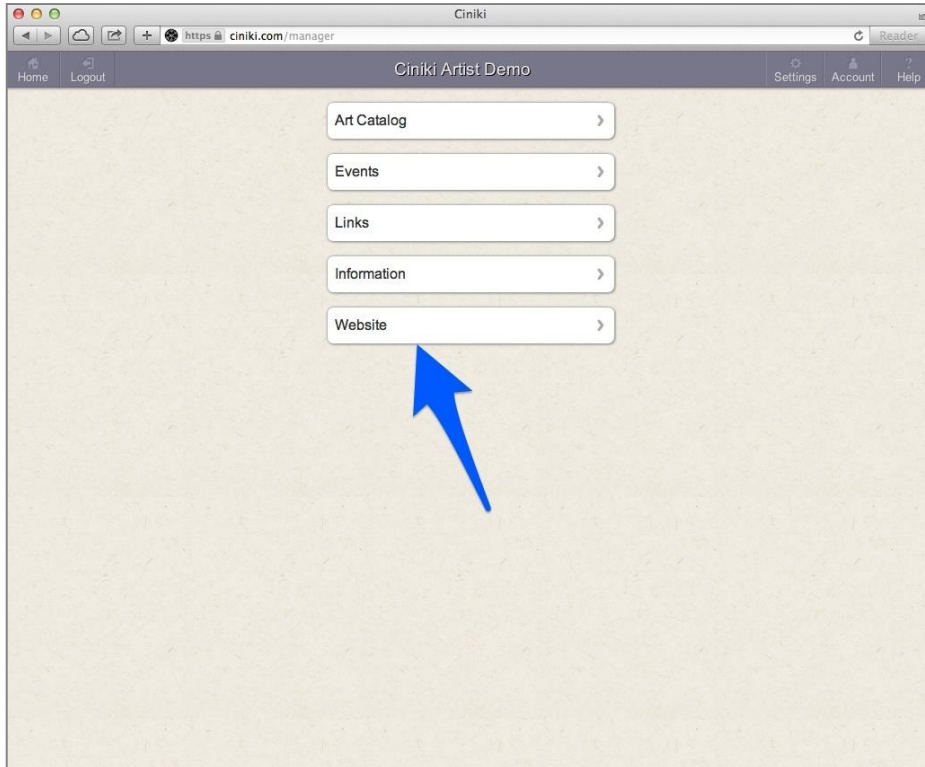
If you are not yet logged into Ciniki, refer to: <http://ciniki.com/tutorials> for more information on how to log into the Ciniki Manager.



How do I add or change my Awards page?

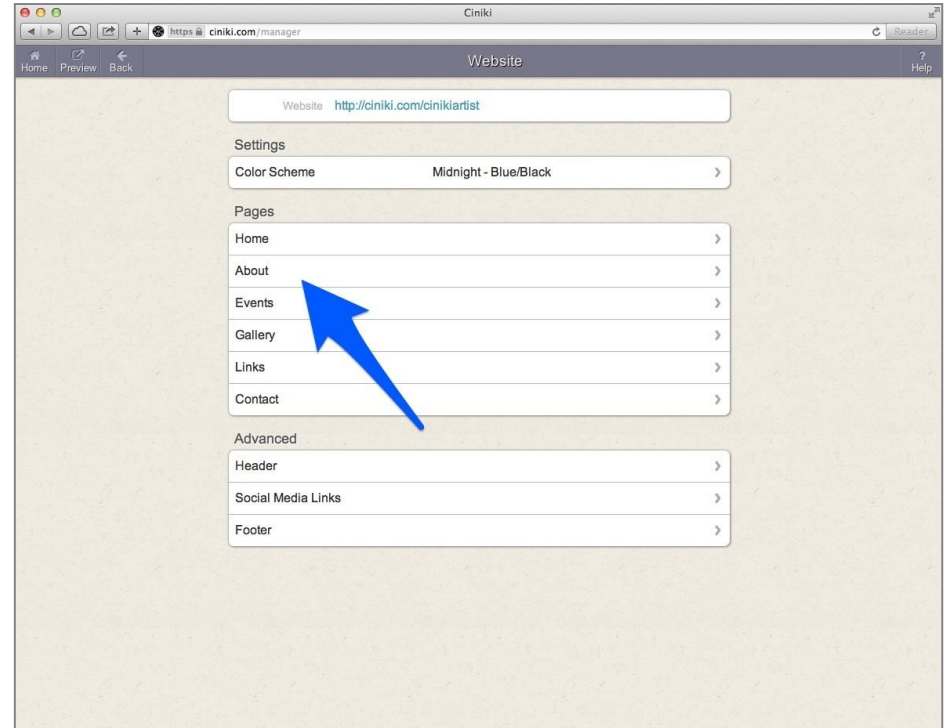
Step 2 of 9 - Click on Website

Click on Website.



Step 3 of 9 - Click on About

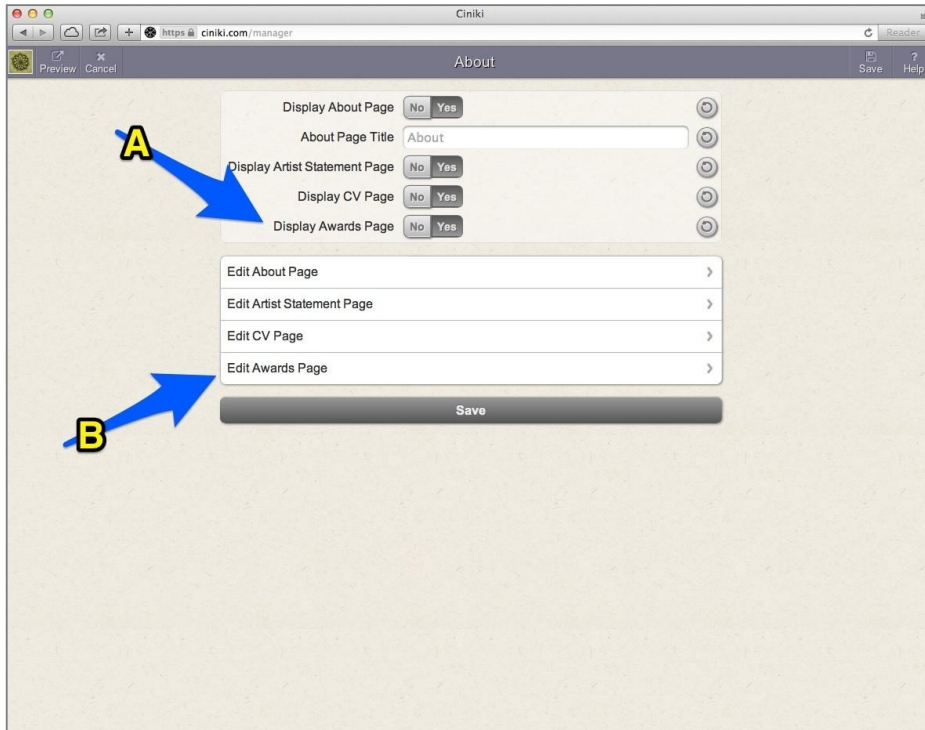
Open the About page.



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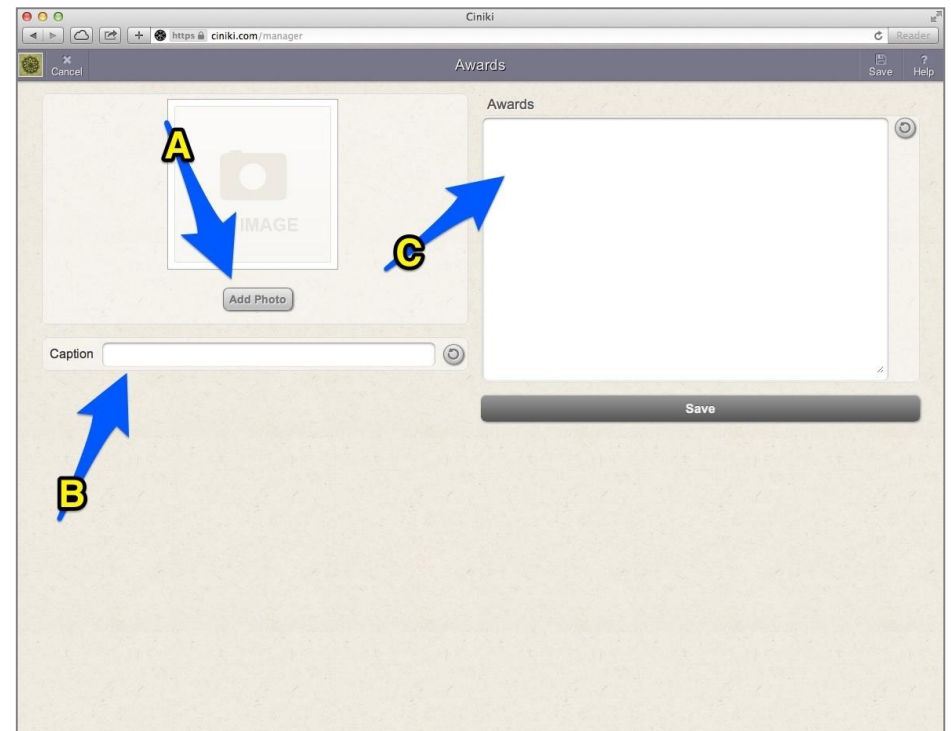
Step 4 of 9 - Awards Page Settings

- A. Make sure that Display Awards Page is set to Yes. It should be dark grey.
- B. Click on Edit Awards Page.



Step 5 of 9 - Enter your Awards

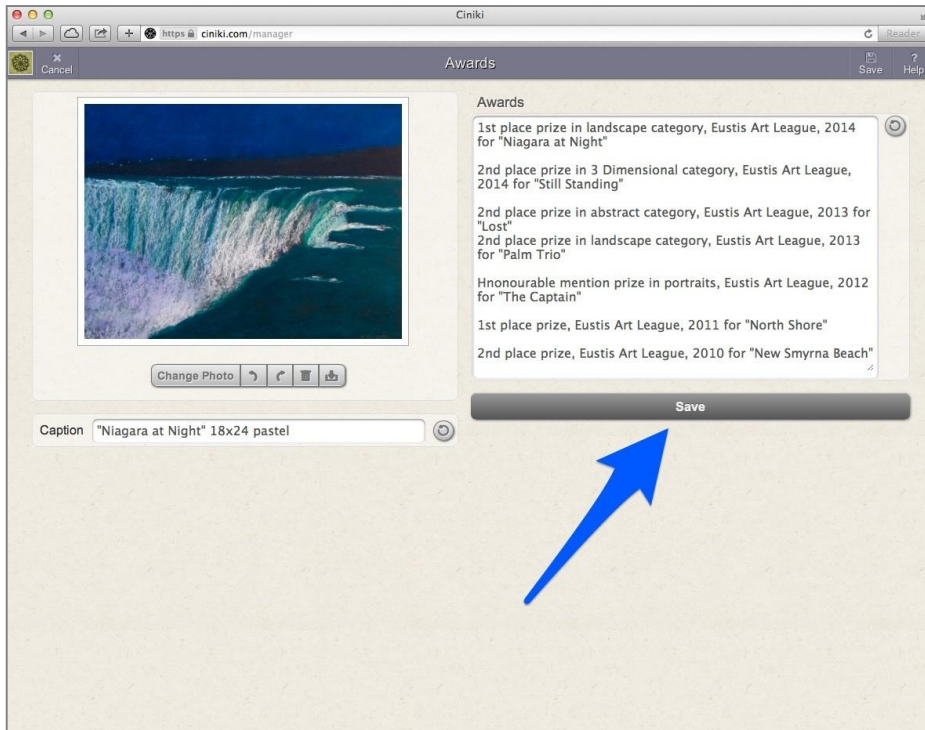
- A. (optional) You can have a single image on your awards page. Click on Add Photo to select a photo or to change the existing image, click on Change Photo.
- B. (optional) The caption for the photo.
- C. Your Awards.



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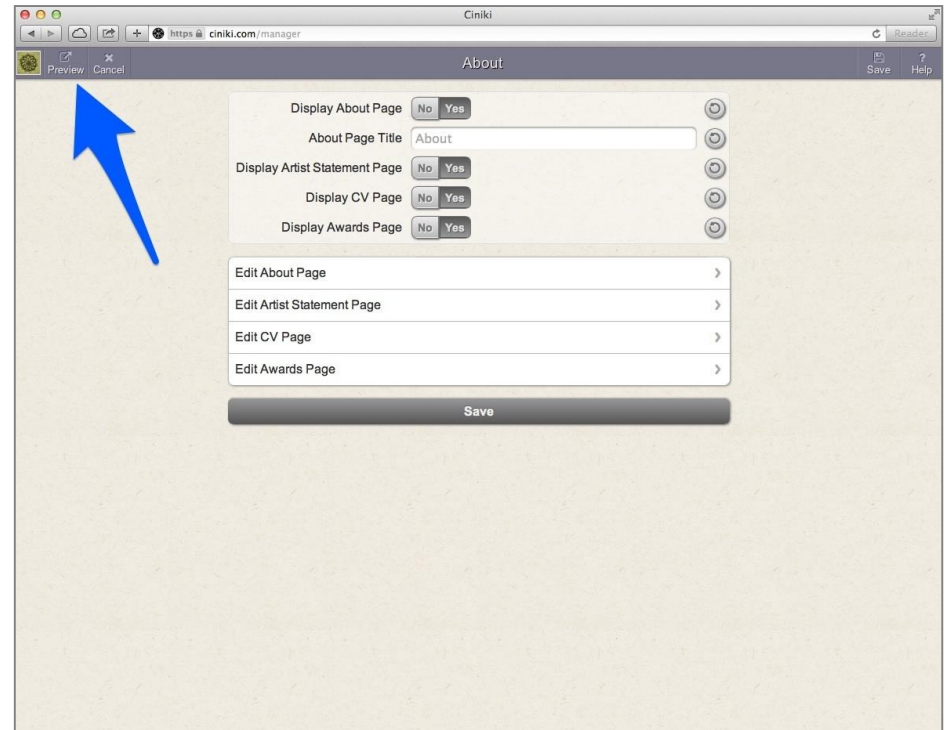
Step 6 of 9 - Click on Save

After updating your page, click on Save.



Step 7 of 9 - Click on Preview

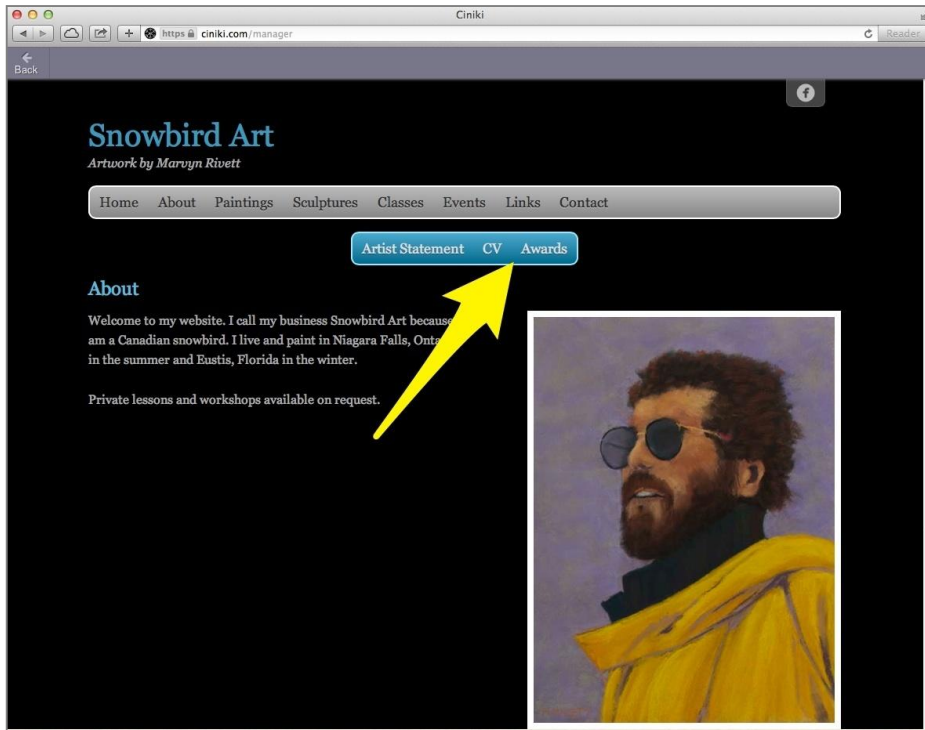
To review your changes, click on Preview.



How do I add or change my Awards page?

Step 8 of 9 - Click on Awards

Click on the menu item Awards to view the page.



Step 9 of 9 - Click on Back

After previewing your changes, click on Back.

To make more changes, go back to Step 4.

