

How do I add or change my Awards page?

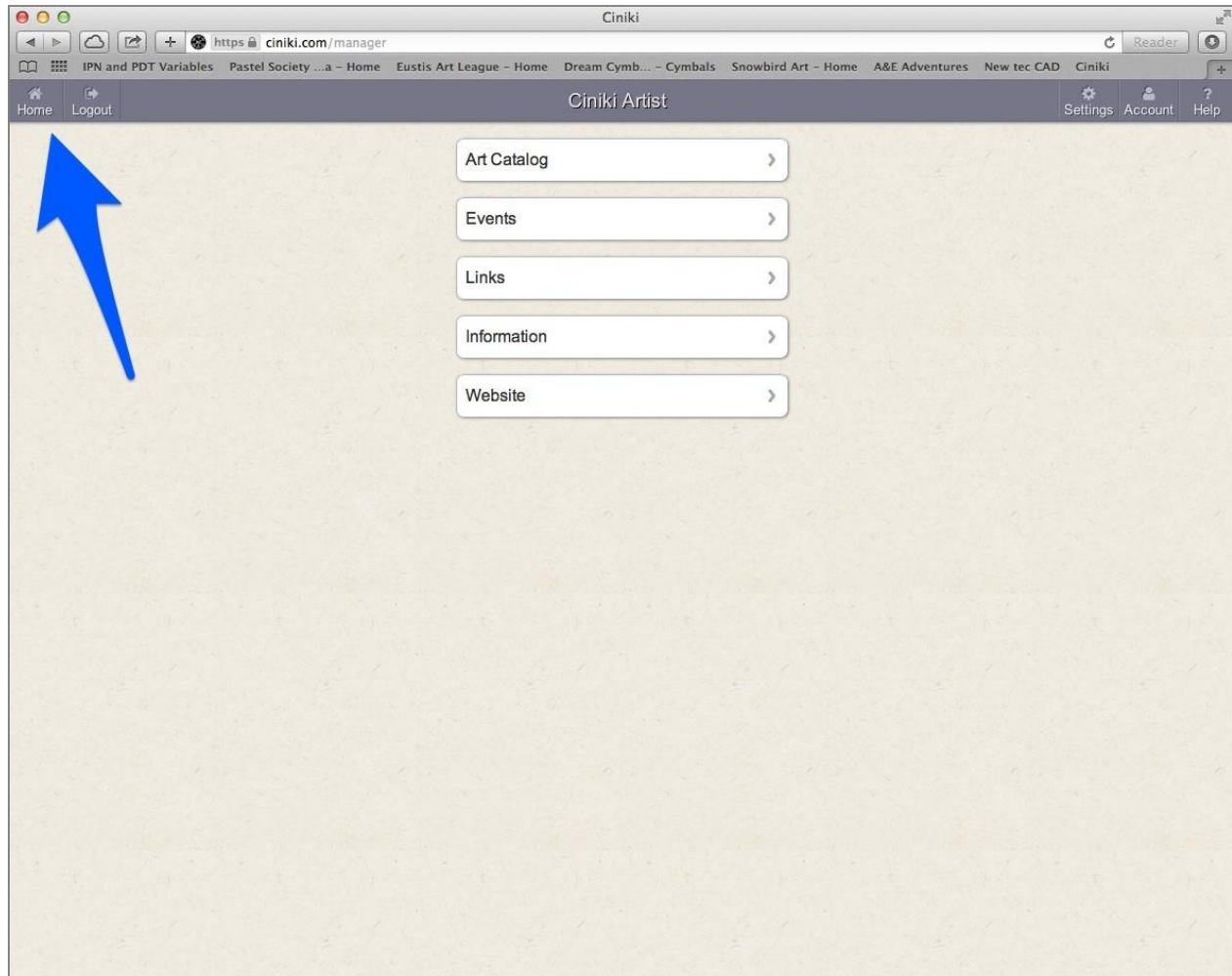
To add or change the list of Awards on your website, follow the steps in this tutorial.

How do I add or change my Awards page?

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.

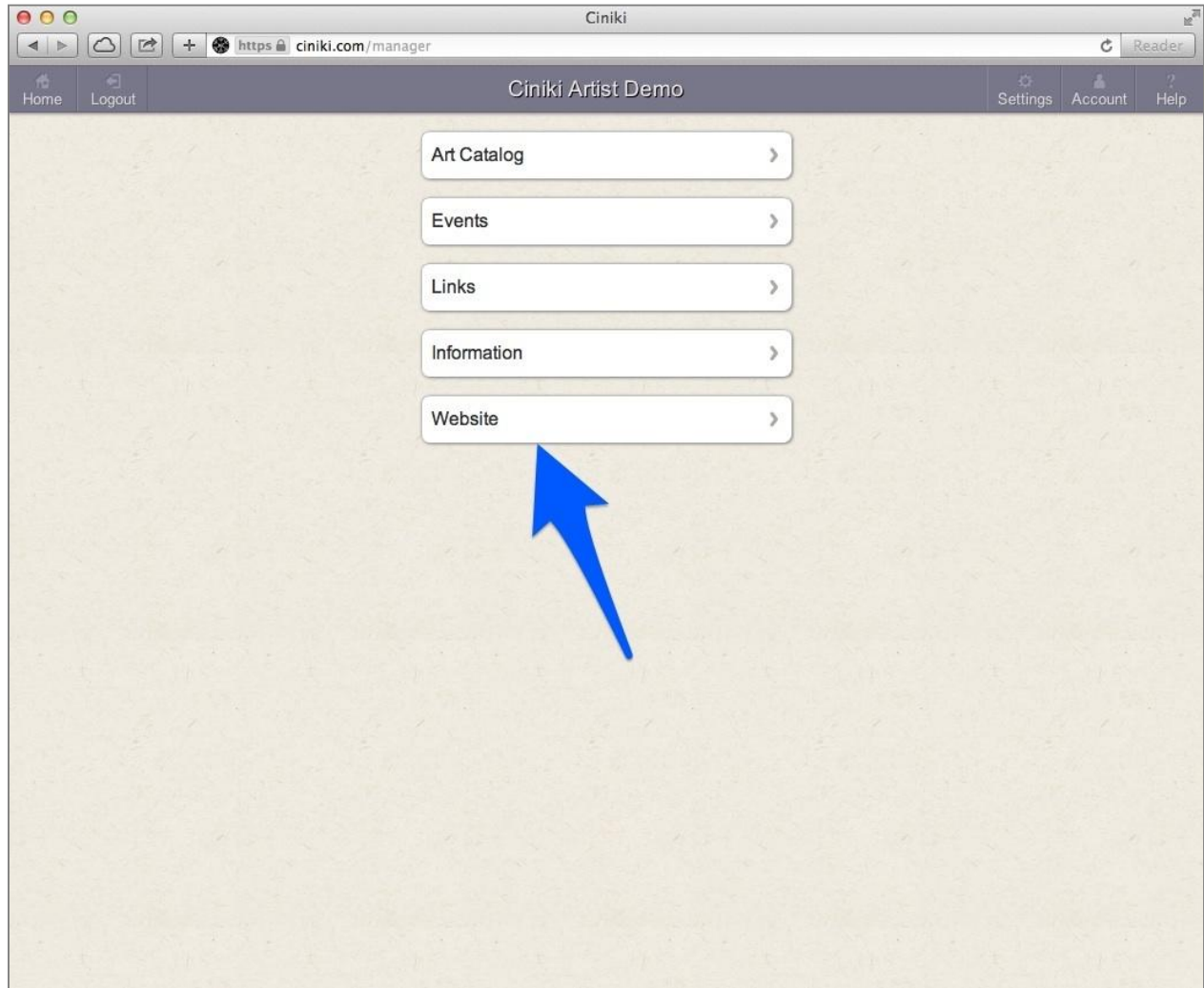
If you are not yet logged into Ciniki, refer to: <http://ciniki.com/tutorials> for more information on how to log into the Ciniki Manager.



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Step 2 of 9 - Click on Website

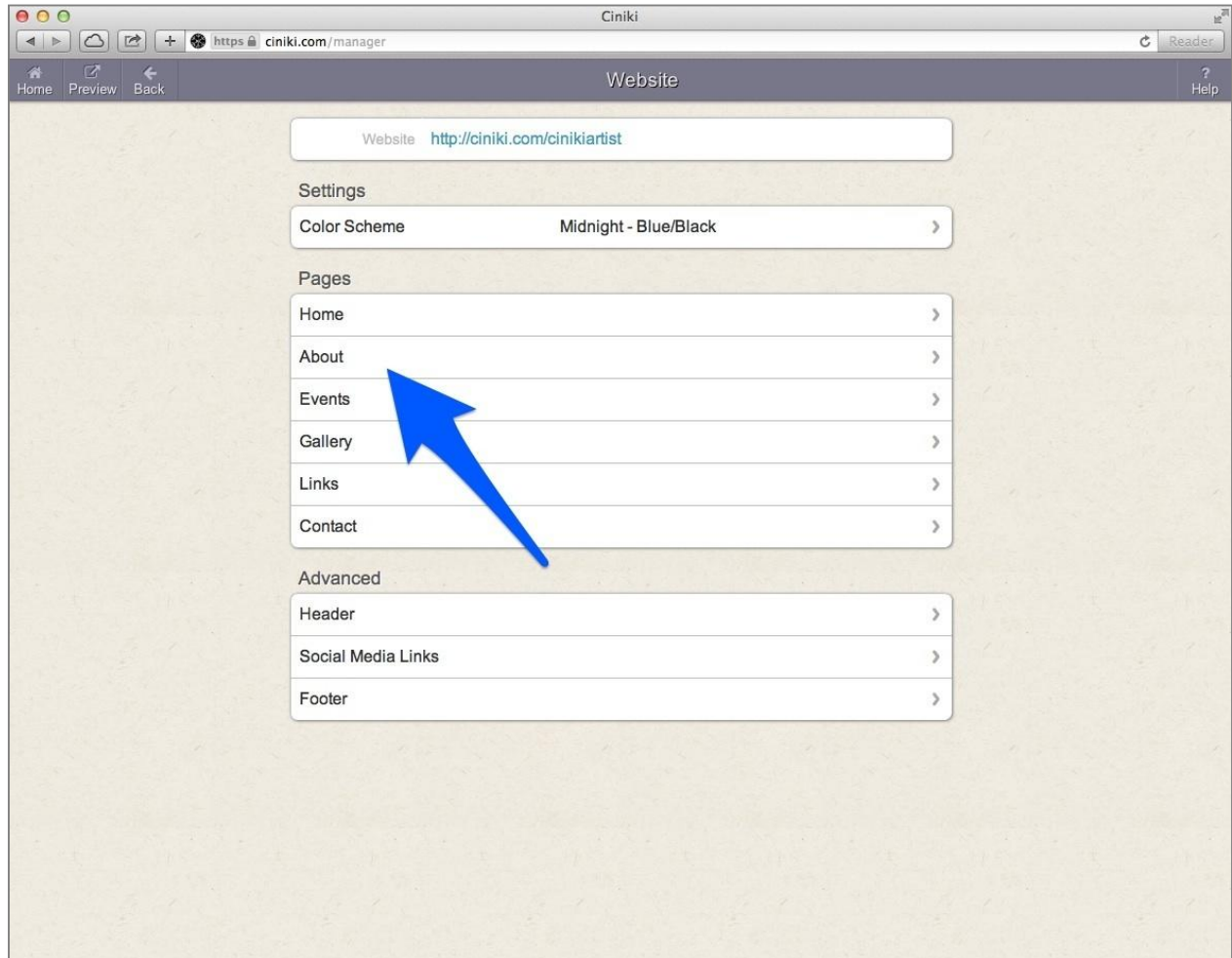
Click on Website.



How do I add or change my Awards page?

Step 3 of 9 - Click on About

Open the About page.

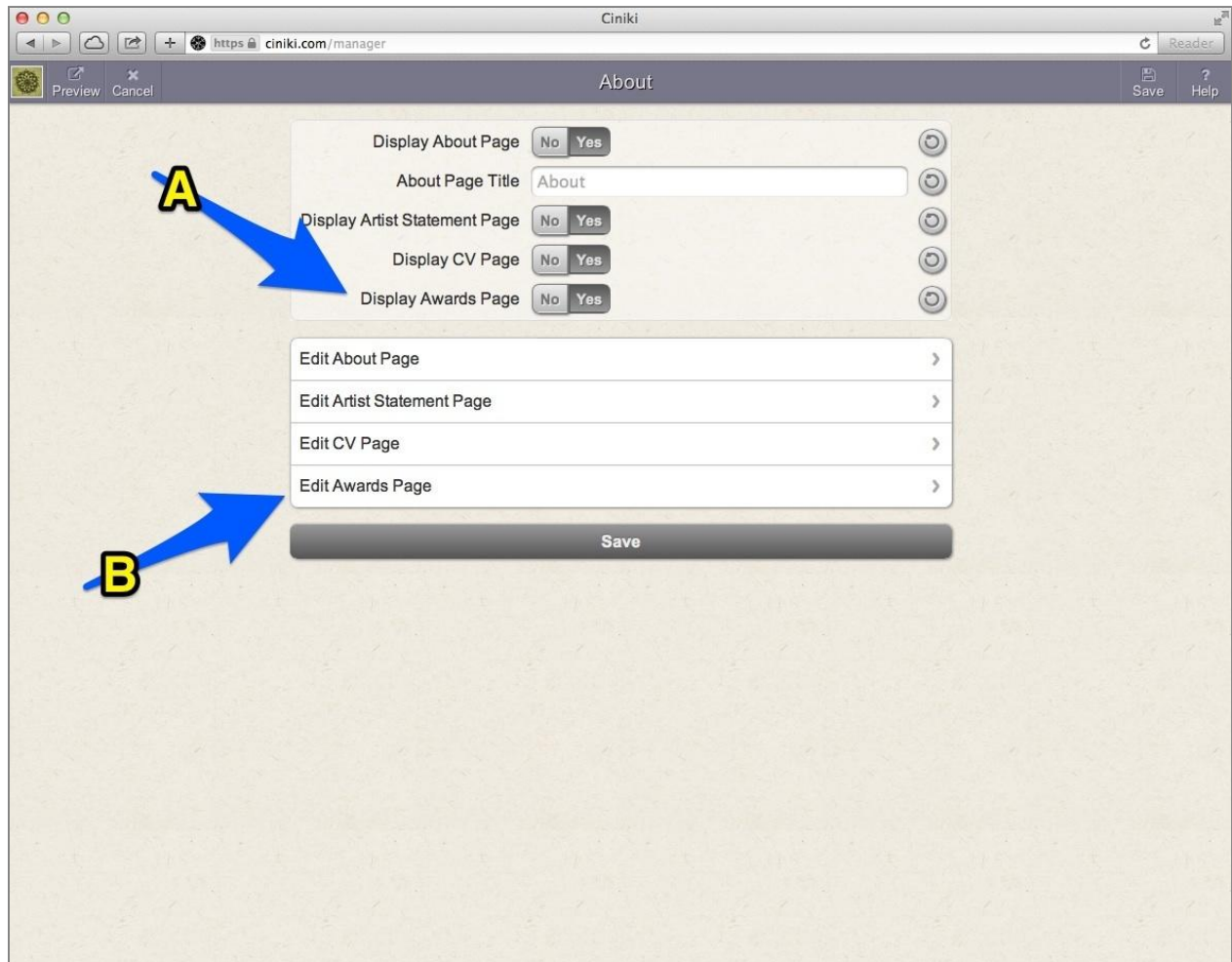


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Step 4 of 9 - Awards Page Settings

A. Make sure that Display Awards Page is set to Yes. It should be dark grey.

B. Click on Edit Awards Page.



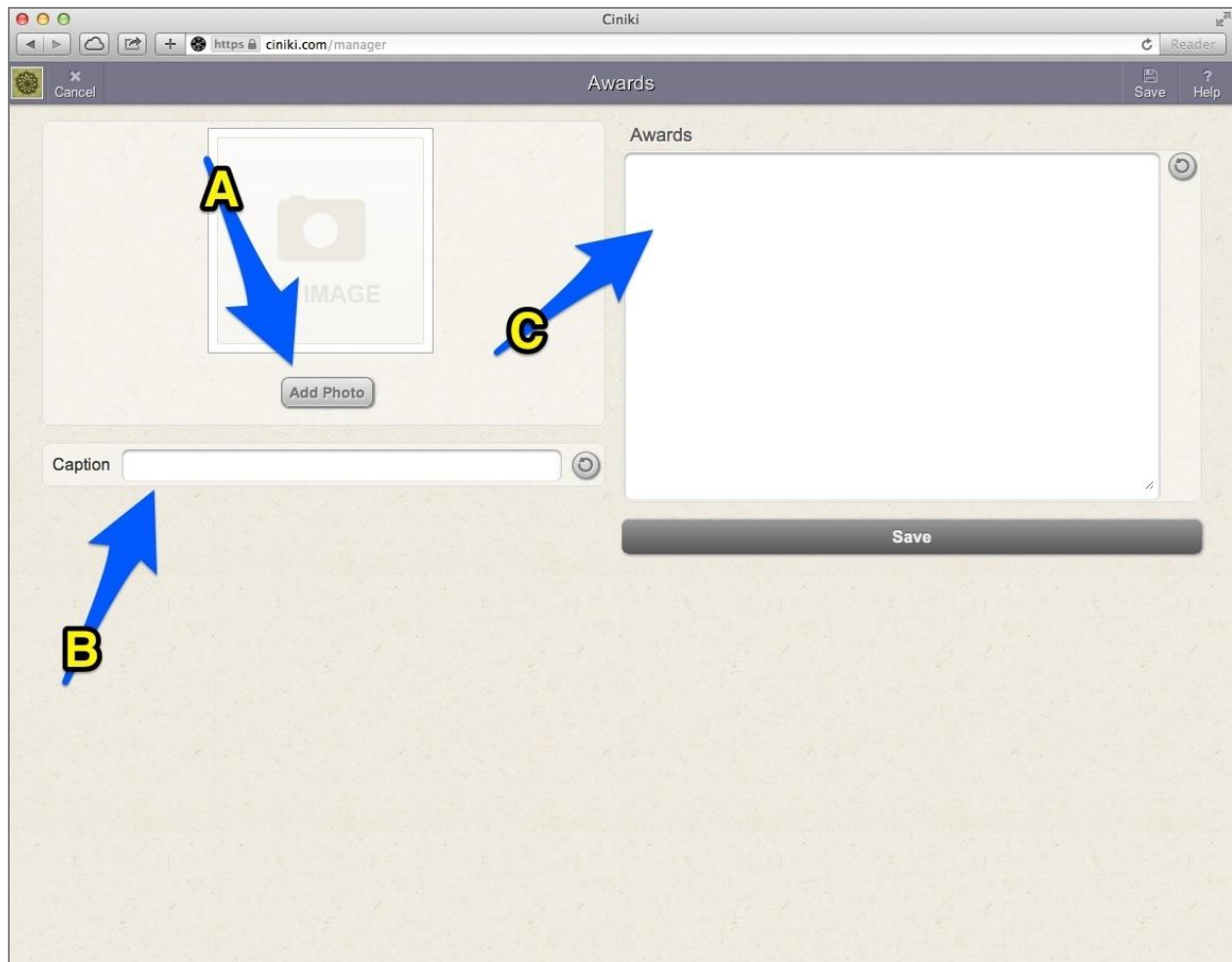
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Step 5 of 9 - Enter your Awards

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.

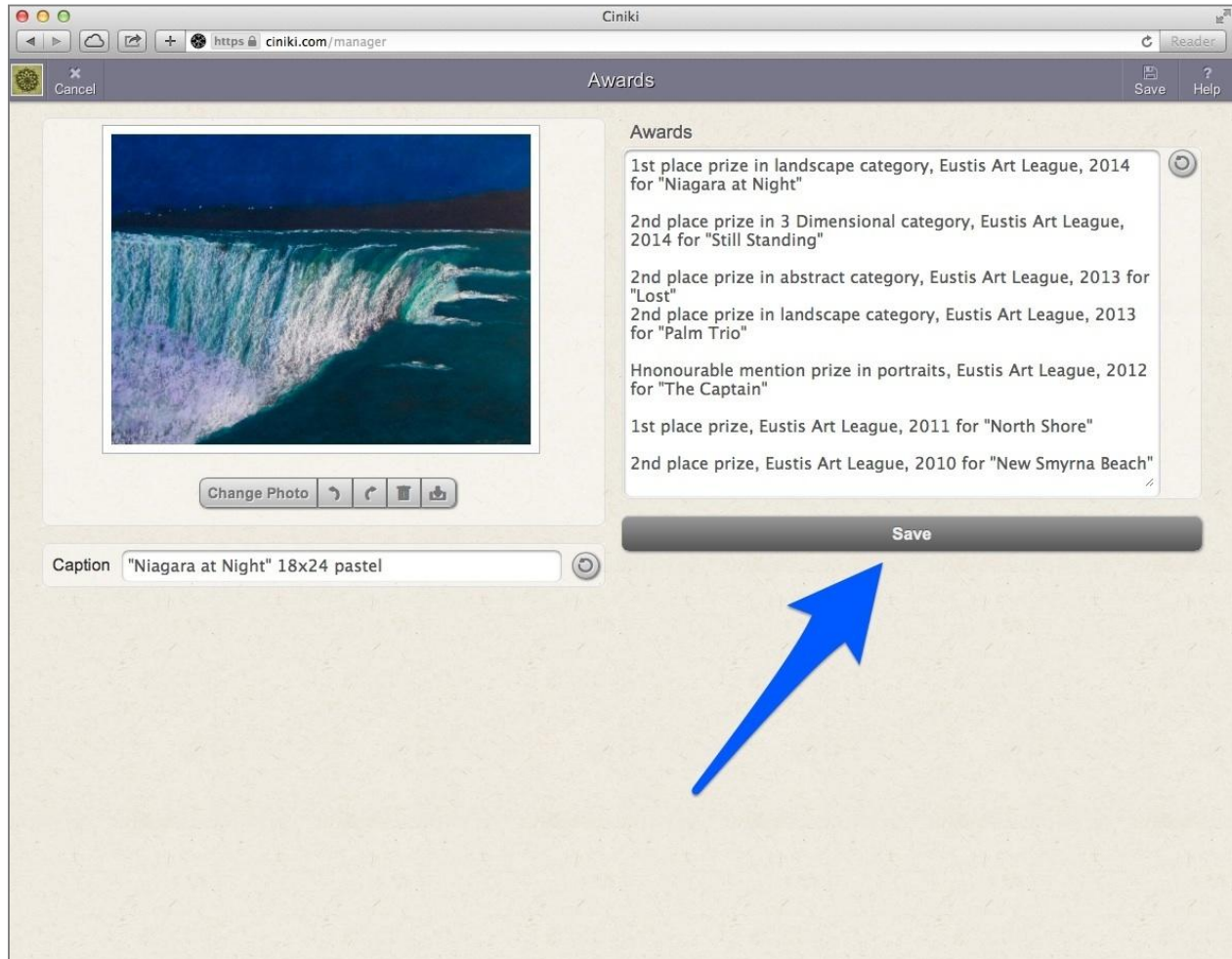
C. Your Awards.



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Step 6 of 9 - Click on Save

After updating your page, click on Save.

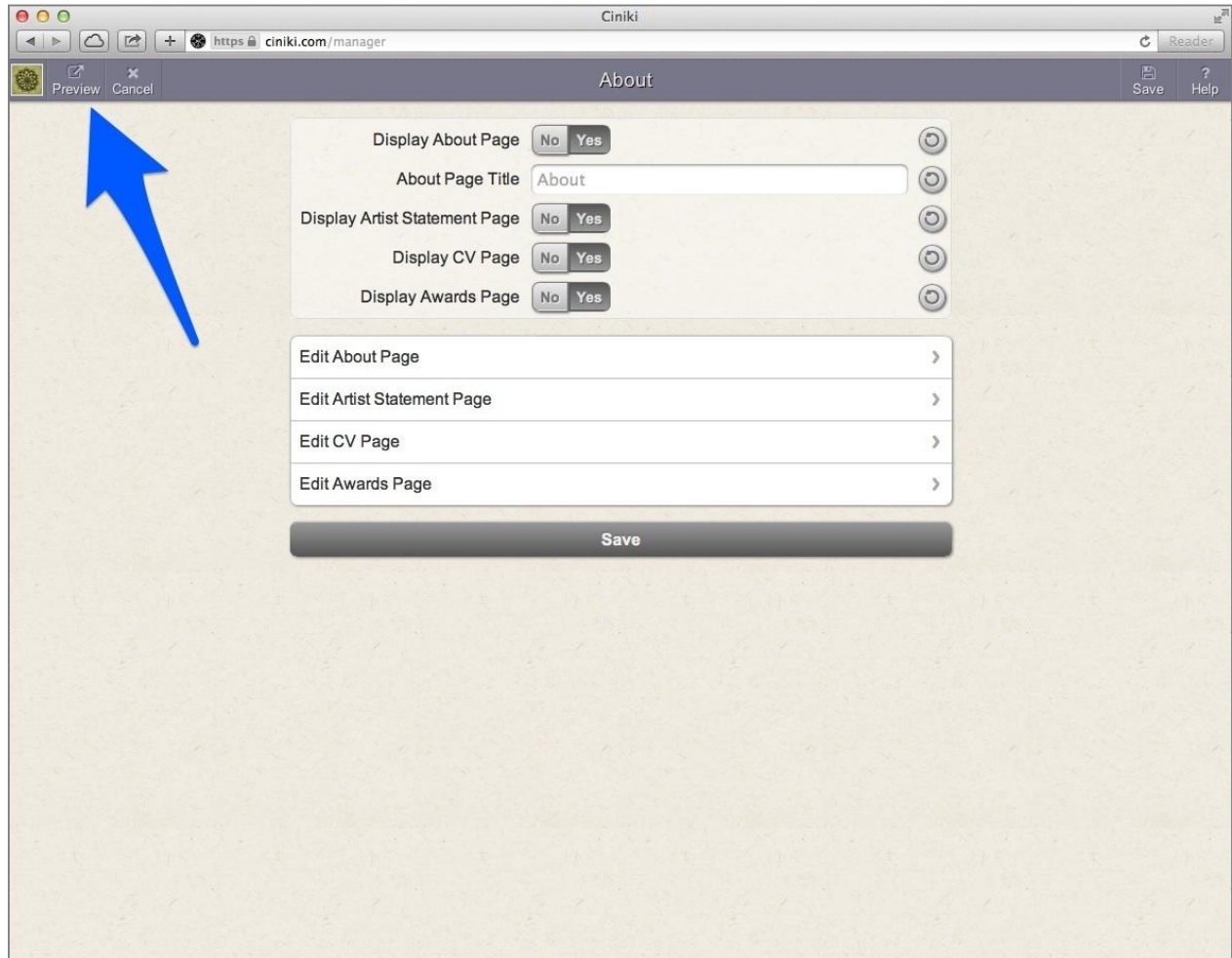


The screenshot shows a web browser window titled "Ciniki" with the URL "https://ciniki.com/manager". The page is titled "Awards" and features a "Cancel" button on the left and "Save" and "Help" buttons on the right. The main content area is divided into two sections. On the left, there is a photo of a waterfall at night, with a "Change Photo" button and icons for undo, redo, delete, and share below it. Below the photo is a caption field containing the text "Niagara at Night" 18x24 pastel. On the right, there is a list of awards under the heading "Awards". The list includes: "1st place prize in landscape category, Eustis Art League, 2014 for 'Niagara at Night'", "2nd place prize in 3 Dimensional category, Eustis Art League, 2014 for 'Still Standing'", "2nd place prize in abstract category, Eustis Art League, 2013 for 'Lost'", "2nd place prize in landscape category, Eustis Art League, 2013 for 'Palm Trio'", "Hnourable mention prize in portraits, Eustis Art League, 2012 for 'The Captain'", "1st place prize, Eustis Art League, 2011 for 'North Shore'", and "2nd place prize, Eustis Art League, 2010 for 'New Smyrna Beach'". A large blue arrow points to a "Save" button located at the bottom center of the page.

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Step 7 of 9 - Click on Preview

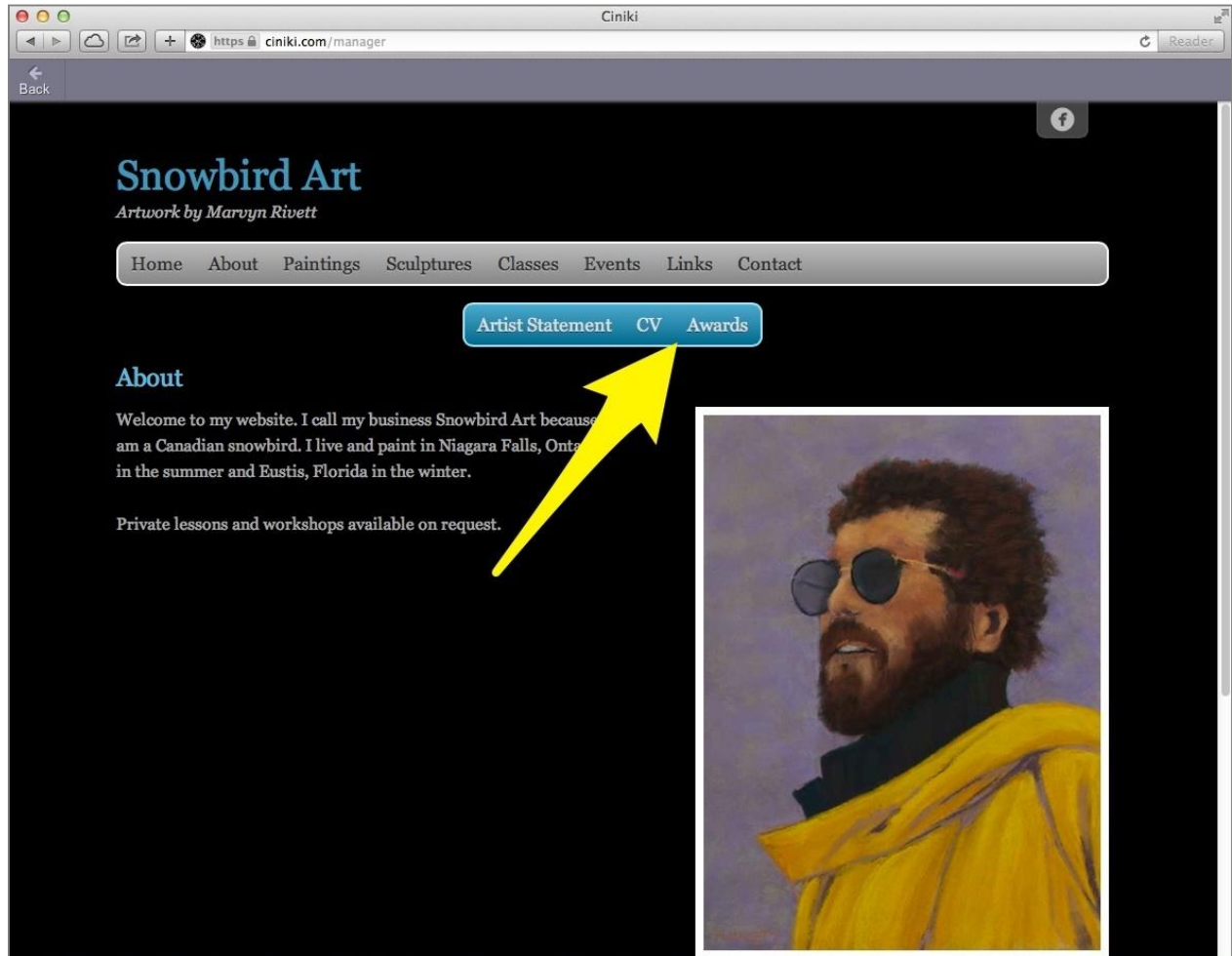
To review your changes, click on Preview.



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.



How do I add or change my Awards page?

Step 9 of 9 - Click on Back

After previewing your changes, click on Back.

To make more changes, go back to Step 4.

