



Instructions for Micro-Site

Go to www.freedomsfrontier.org

Click on “Partners” in the menu across the top

Click on either “Sign-In” in the menu or the “Log-In” button.

Use the email address and password provided.

Click “Log-In”

(If you haven’t been assigned this information, contact Sonia Smith at ssmith@freedomfrontier.org.)

This is your Dashboard page. If you are logged in, you can always return to this page by clicking “Dashboard” in the black bar at the top of the page.

To edit your micro-site, click the “Edit” button next to the site name you wish to edit.

The bold-face type below will refer to section of the microsite back-end page and the regular-face type will explain the features.

Partner: Only the Freedom’s Frontier administrator can change this option. Please email Sonia Smith at ssmith@freedomfrontier.org if this needs to be changed.

Location Title: This is the name of your site. It should be the same as is on the Freedom’s Frontier map. If you need to change it, simply click in the box and type as you would in a regular document.

Short Description: This is the same as is on the Freedom’s Frontier map. There is more space available on the website if you would like to expand your short description.

Long Description: This is a space where you can write more about your site and its history.

Address 1: This should be the physical address of your site.

Address 2: Use this space if you wish to include a P.O. Box or special directions to your site.

City, State, Zip:

Latitude/Longitude: These are needed to pinpoint the location on the map. You can click “Show Location On Map” if you wish to make sure these are correct.

If the latitude/longitude is incorrect, you can input them manually (if you know them), click on “Get Coordinates” which may or may not work, depending on the physical address, or click on “Find Coordinates Visually.” If you choose this option, a small map will appear and you can use your cursor to zoom in and place your location on the map.

Phone: Use a number that visitors can call for more information.

Website: Input the URL. Do not include <http://> as it already appears. You can leave this box blank if you don't have a website.

Facebook URL: If you don't know your Facebook URL, go to Facebook and find your site's page, copy everything after <http://www.facebook.com/> and paste it into the box. You can leave this box blank if you don't have a Facebook page.

Twitter URL: If you don't know your Twitter URL, go to Twitter and find your feed, copy everything after the <http://twitter.com/> and paste it into the box. You can leave this box blank if you don't have a Twitter feed.

Hours of Operation: Use standard abbreviations for months and days of the week. Include AM and PM. If you need to change your hours for an unexpected closing, or have seasonal hours, please remember to make changes as needed to keep this section current. You might also consider including holiday closings.

Photos: Do upload photos if you have the ability. Choose photos that best represent your site. Maximum size is 20 MB. You can upload jpg, gif or png files.

Type of Story: Check as many boxes as are applicable to your site, but don't overpromise! This is how people find your microsite if they are searching by theme or story.

Type of Location: Check as many boxes as are applicable to your site, but don't overpromise! These show up on your microsite page and can be used to filter sites on the map.

Location Features: These show up on your microsite as "Site Info."

Documents: You can upload pdf or word documents onto the microsite. The maximum file size is 20 MB. Consider uploading event fliers, newsletters, or other articles about your site.

Audio: You can upload mp3, wma, or acc files up to 20 MB in size.

Video: If you have video on YouTube, include the url in the box provided.

Don't forget to click "Submit" when you are finished editing your microsite.

Edit as often as necessary to make your page a good reference for visitors!