**BlufftonConnection.com User Guide**

**Home Page:**

* On the home page, you have the slider, the menu, a streaming link, archives, search bar and the most recent story posts
* At the top of the homepage is a purple banner that says Your BlufftonConnection. Clicking on this will always take you back to the homepage no matter where you are on the site.
* If you feel comfortable, managing the site yourself, great! If not, we have a guide to each section listed to make your browsing experience enjoyable.

**The Slider**

* The slider is where the big pictures are when you first get to the site
* As you scroll over each picture, it becomes larger so you can see it fully
* If the picture interests you, click on it and it will take you to the story accompanying that picture
* The slider is updated almost every day so it’s always changing!

**The Menu**

* Above the slider, there is a line with words such as “Home, Latest, Campus Events” etc.
* You can click on any of these words to find stories that match them. For example, stories about forums and chapel are listed under ‘Campus Events.”
* All the stories in a category, from most recent to oldest, will be on the page when you click it.
* You can access the menu from anywhere on the site

**Streaming Link**

* Under the slider on the right-hand side, there is a box that says “WBWH Live Streaming”
* If you click where it says “Click for live streaming” a window will pop up on your computer – this is supposed to happen, it is not an advertisement or spam
* This new window is a player that automatically streams the campus radio station, 99.3 FM WBWH.
* You can click this link to hear Bluffton University home sporting events broadcasted live!

**Search Bar**

* On the same line as the menu, there is a white, oblong box.
* Just type in anything that you want to read about and the results will show up!

**Archives**

* Under the streaming link you will find a lot of boxes with different months and years on them
* Clicking on one of the months will take you to a page that has all the posts that were written during that month on it.

--Kristie Corney, BlufftonConnection Online Content Manager