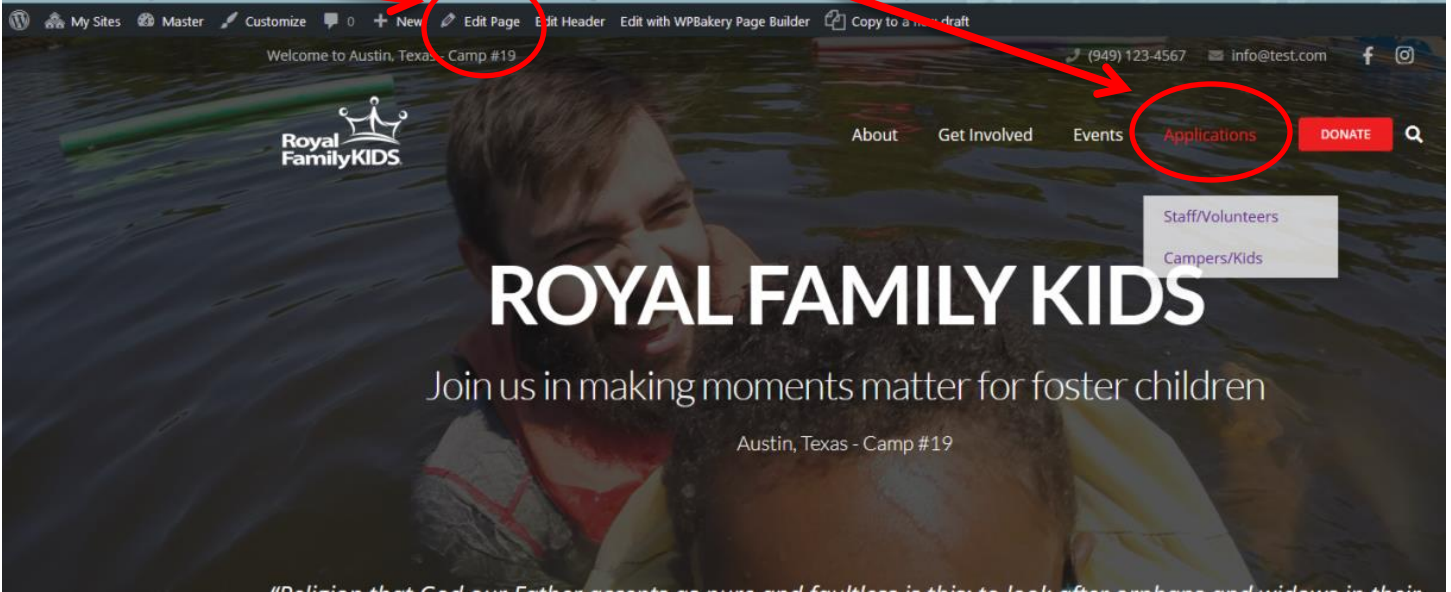
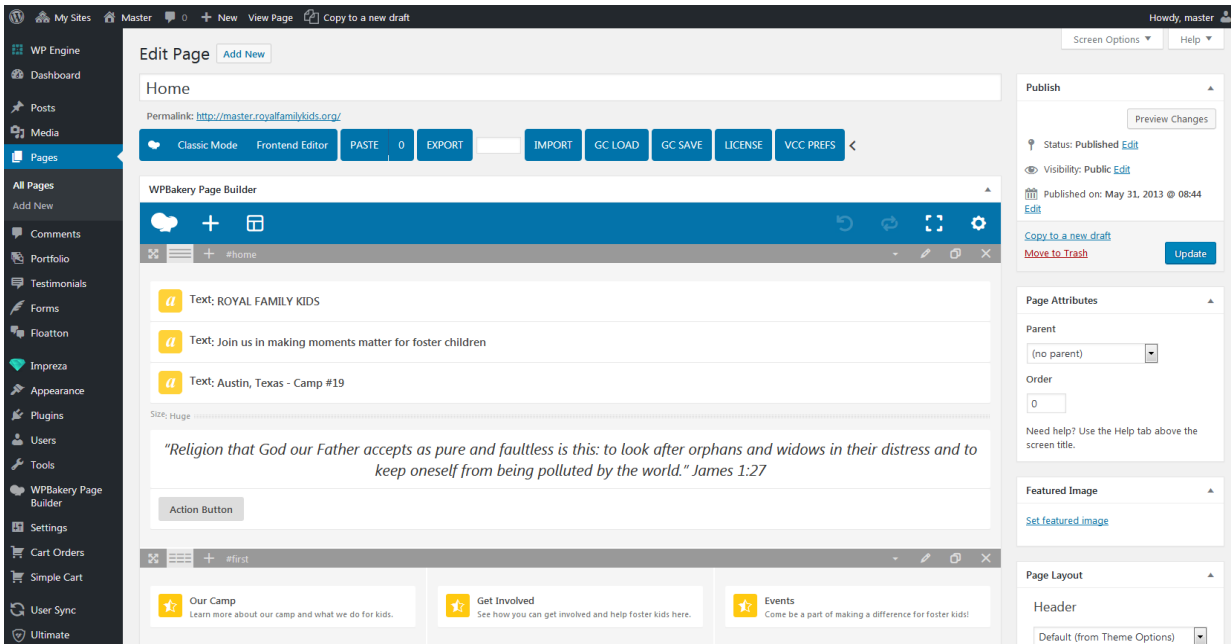


Edit “Applications” tab

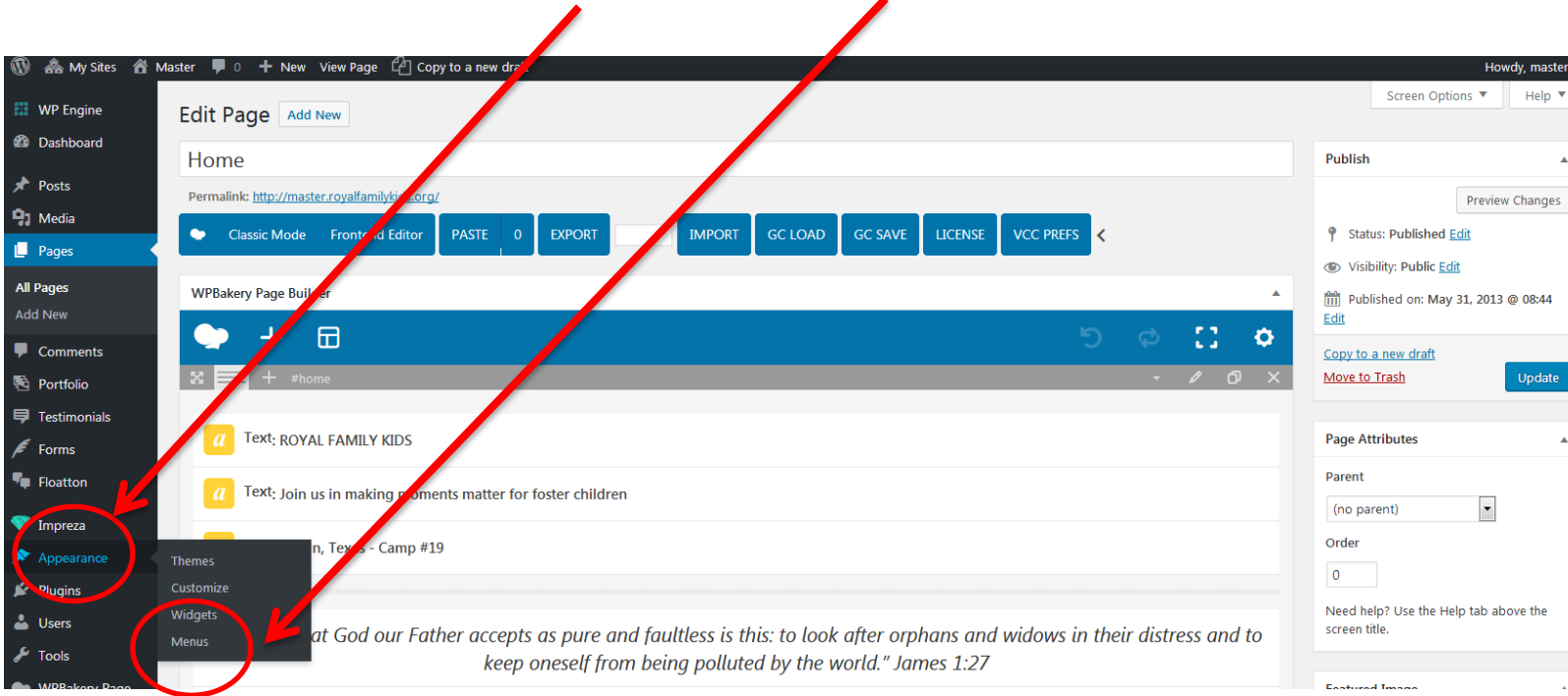
1. Go to master.royalfamilykids.org
2. Click on “Edit Page”



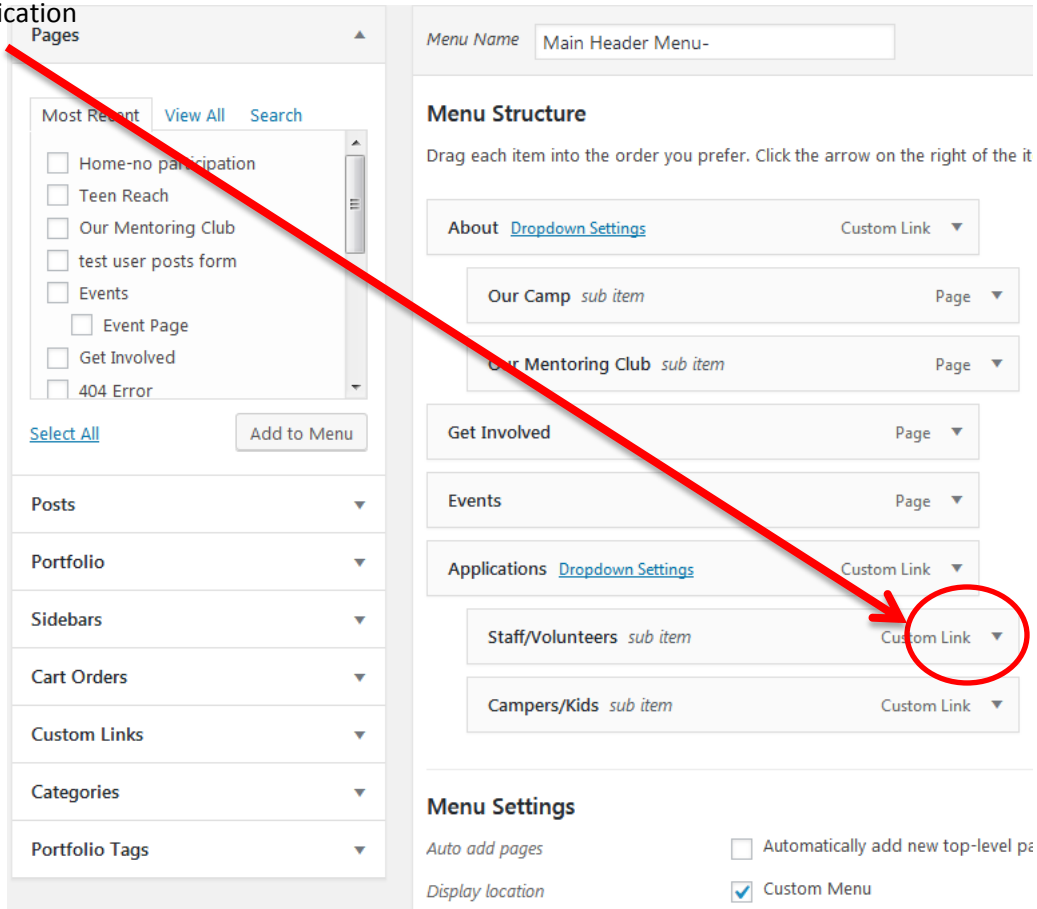
3. This page will appear



4. On the left side of the page, click on "Appearance" and then "Menus"



5. To edit the "Staff/Volunteer" Application click the downward-facing arrow



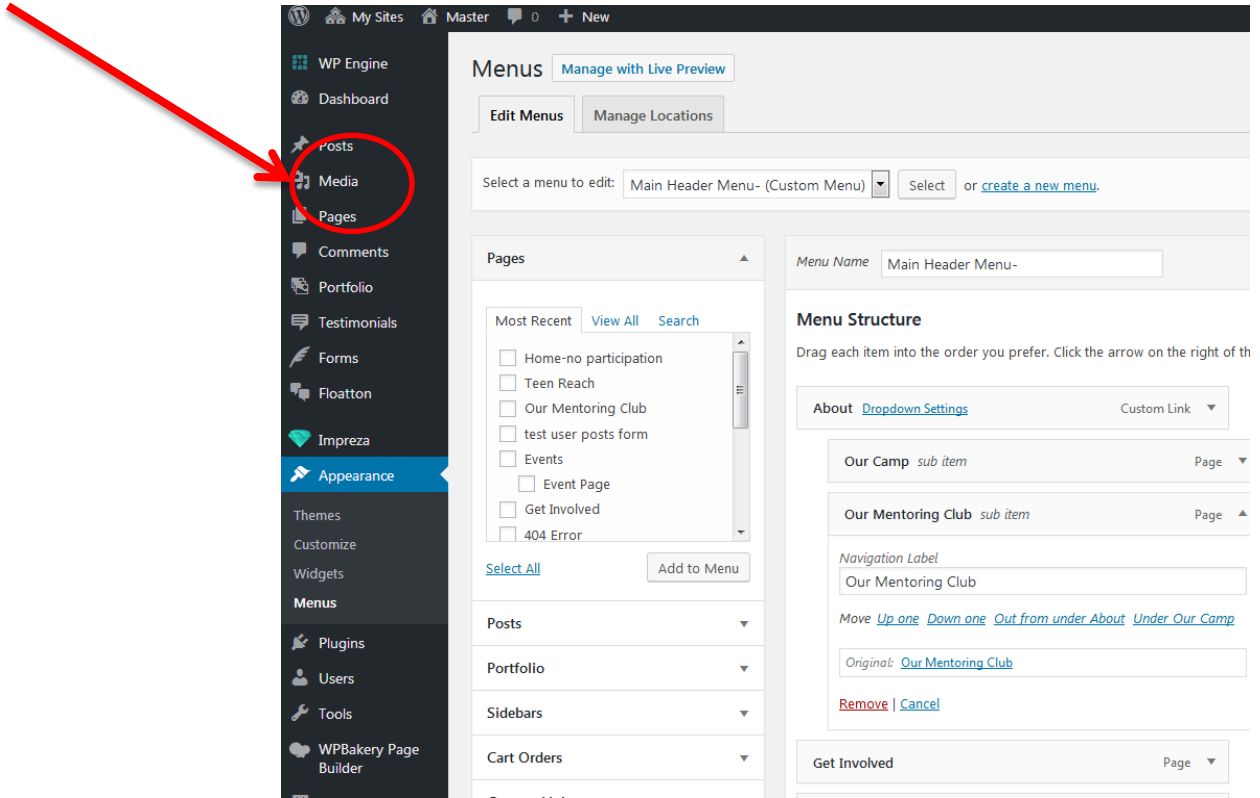
Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item

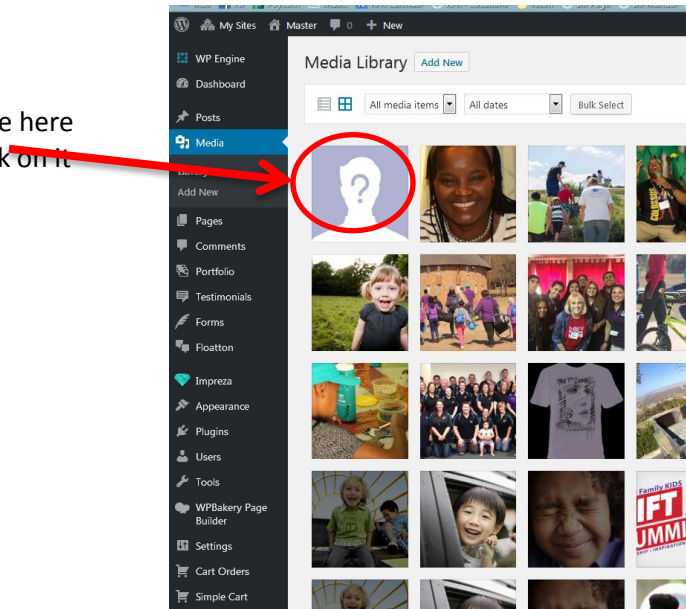
- 6. Enter the URL for the link to your applications
- 7. Many camps use Jotform so you can get the URL link from there

The screenshot displays a menu configuration interface. At the top, there are three menu items: 'Events' (Page), 'Applications' (Dropdown Settings), and 'Staff/Volunteers' (Custom Link). The 'Staff/Volunteers' item is expanded, showing a configuration form. The 'URL' field is circled in red and contains a single forward slash '/'. The 'Navigation Label' field contains the text 'Staff/Volunteers'. Below the form are several action links: 'Move Up one', 'Down one', 'Out from under Applications', 'Remove', and 'Cancel'. At the bottom of the list, there is another menu item 'Campers/Kids' (Custom Link).

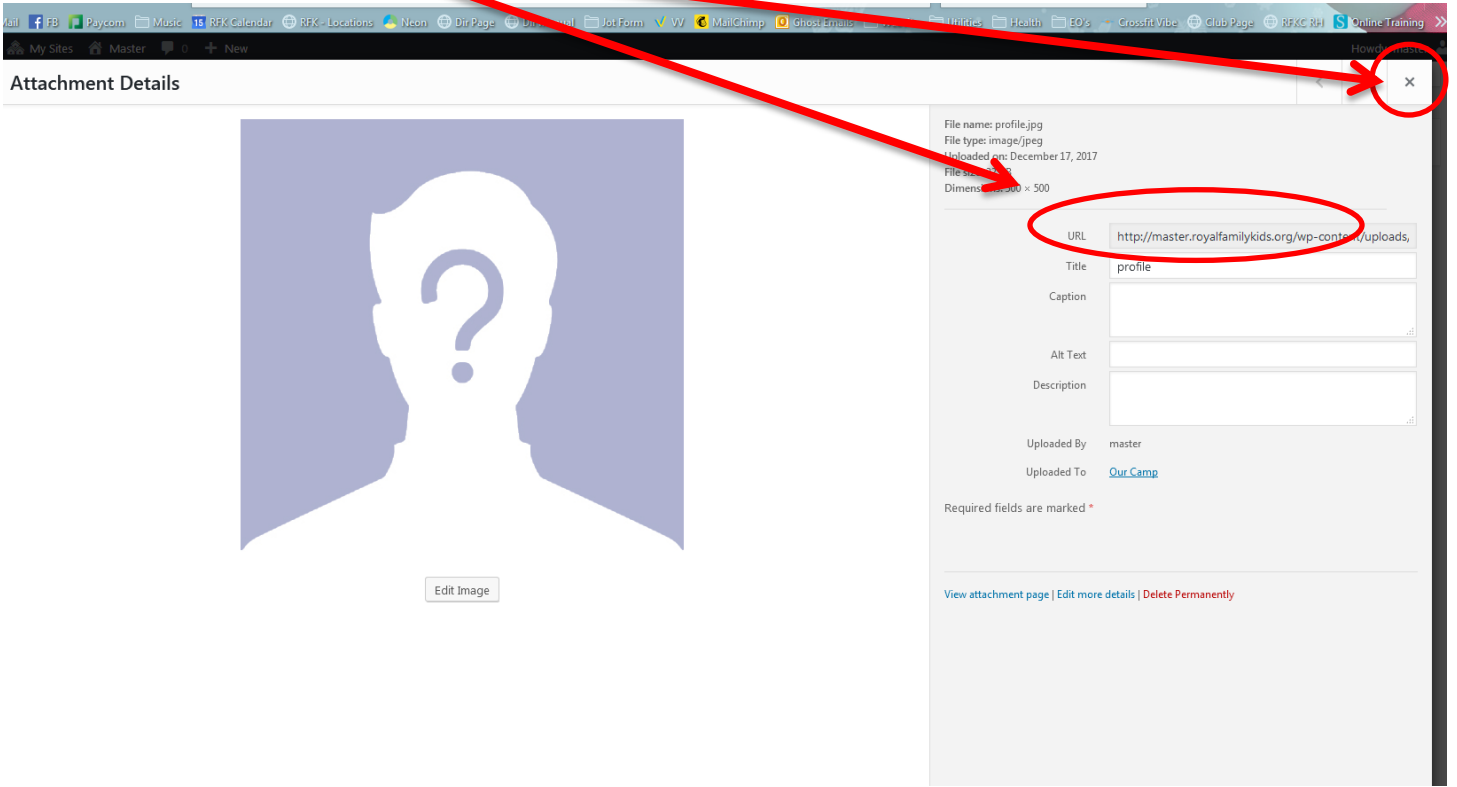
- 8. If you want to upload a Microsoft Word or PDF document for your application, follow these instructions
- 9. Click on Media



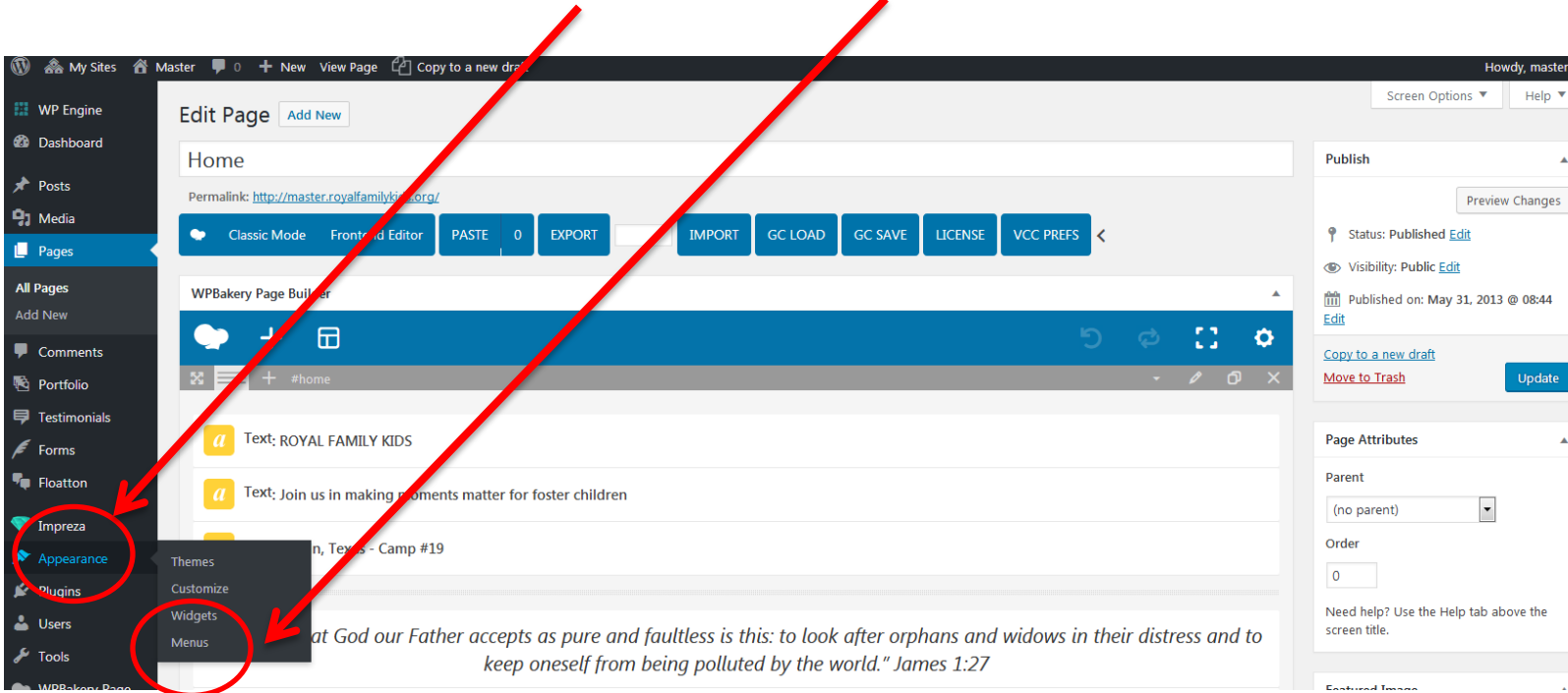
- 10. This page will come up
- 11. Drag your Word or PDF application onto the page here
- 12. Once you drag the document onto the page, click on it



- 13. This page will open up
- 14. Copy the URL link
- 15. Close the page by clicking this box



- 16. On the left side of the page, click on "Appearance" and then "Menus"



17. To edit the "Staff/Volunteer" Application click the downward-facing arrow

Pages

Most Recent View All Search

- Home-no participation
- Teen Reach
- Our Mentoring Club
- test user posts form
- Events
 - Event Page
- Get Involved
- 404 Error

Select All Add to Menu

Posts

Portfolio

Sidebars

Cart Orders

Custom Links

Categories

Portfolio Tags

Menu Name Main Header Menu-

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the it

- About [Dropdown Settings](#) Custom Link ▼
- Our Camp sub item Page ▼
- Our Mentoring Club sub item Page ▼
- Get Involved Page ▼
- Events Page ▼
- Applications [Dropdown Settings](#) Custom Link ▼
- Staff/Volunteers sub item Custom Link ▼
- Campers/Kids sub item Custom Link ▼

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the it

top-level pa

18. Enter the URL link that you just copied for the link to your applications

19. Follow the same instructions to insert the link for the Camper Application

Events Page ▼

Applications [Dropdown Settings](#) Custom Link ▼

Staff/Volunteers sub item Custom Link ▲

URL

/

Navigation Label

Staff/Volunteers

Move [Up one](#) [Down one](#) [Out from under Applications](#)

[Remove](#) | [Cancel](#)

Campers/Kids sub item Custom Link ▼