

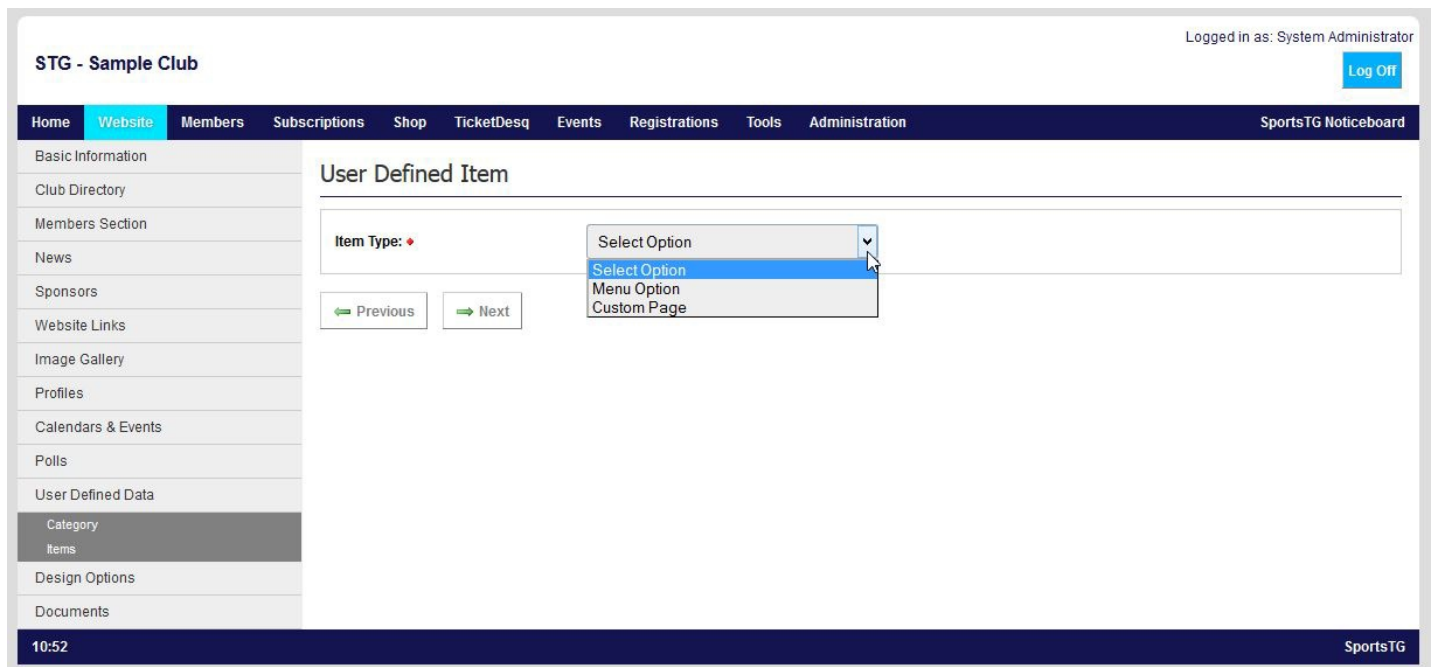
Items

Last Modified on 05/09/2016 12:03 pm AEST

Quick Steps: Website > User Defined Data > Items

This function allows the administrator to create sub-menu items on their website.



1. Go to the **Website** menu, and select **User Defined Data**.
2. Select **Items** from the expanded left hand menu
3. Click **Add**
4. Select the **Item Type** from the drop down menu





The screenshot displays the 'STG - Sample Club' website administration interface. The user is logged in as 'System Administrator'. The navigation menu includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'TicketDesq', 'Events', 'Registrations', 'Tools', and 'Administration'. The 'Website' menu is expanded, showing a list of options: 'Basic Information', 'Club Directory', 'Members Section', 'News', 'Sponsors', 'Website Links', 'Image Gallery', 'Profiles', 'Calendars & Events', 'Polls', 'User Defined Data', 'Category', 'Items', 'Design Options', and 'Documents'. The 'Items' option is selected. The main content area is titled 'User Defined Item' and contains a form with an 'Item Type' dropdown menu. The dropdown menu is open, showing four options: 'Select Option', 'Select Option', 'Menu Option', and 'Custom Page'. The 'Menu Option' is highlighted. There are 'Previous' and 'Next' navigation buttons below the dropdown menu. The footer shows the time '10:52' and the 'SportsTG' logo.

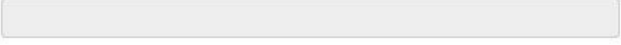
Menu Option: Creates a sub-menu under a [Category](#). This type of item would usually be used to link to an external website.

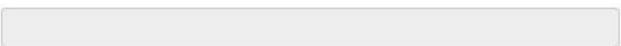
User Defined Item

 Save  Cancel

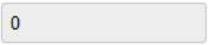

General



Category:  About Us 

Menu/Page Title: 

URL: 



New Window: No Yes

Order:  0 



 Save  Cancel

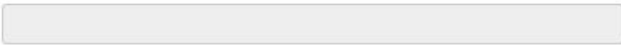
Custom Page: Creates a sub-menu under a [Category](#). This option allows for a custom page to be created by the administrator.

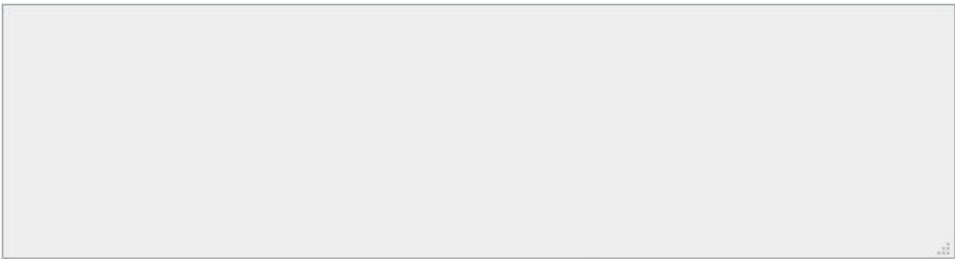
User Defined Item


 Save  Cancel

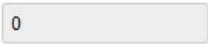
General **Detail** Files



Category:  About Us 

Menu/Page Title: 

Summary: 

Public Display: No Yes 

Order:  0

 Save  Cancel

5. Once all the relevant fields are entered, click **Save**.

6. To ensure that the category is displayed, click the **Red Status Cross**, to make it a **Green Tick** to activate.

Related Articles

[template("related")]
