

# Additional Pages

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**Quick Steps: Membership > Portal Settings > Additional Pages > Actions > Add > Fill in applicable Information > Save**

1. In your One Sport Technology Console, select **Membership** from the top menu
2. Click on **Portal Settings** on the left menu > **Additional Pages**, click **Actions** and **Add**.
3. Fill in the information in the **General** tab and click **Save**
  - **Title:** This is the Title of the **Additional Page**
  - **External Link:** This will allow you to link to an external page via a URL
  - **URL:** If you would like a menu item to go direct to a website enter the URL here
  - **Show on Members:** Activate the additional page
  - **Order By:** Select the order number that you would like the item to display
4. Click on the **Page Content** tab, here you can enter text and add images, these will appear on the additional page in the **Membership** portal, click **Save**
5. In the **Additional Page Listing** you will see a list of all pages, to change the **Display Status**, click on the **Actions** drop down menu and select **Update Status**

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