School Website Training – August 2025

Intro to Rally:
Pages, Blogs, & Images

1   Introduction

Welcome to school website training! Today we will introduce you to some of the most important features of your school website:

- **Pages**: adding pages to your menu and editing the text, images, and videos on those pages
- **Blogs**: adding news posts to your website homepage using the Blogs feature
- **Images**: tips for adding photos to your website

1.1   TOUR OF A SCHOOL WEBSITE

We'll start with a quick tour of a typical school website:

- The Menu is a list of the pages on the website
- The News section on the homepage contains recent news posts from the Blogs section
- The "View All" News link takes you to your news list page
- Images can be added in Page Banners, Articles, Photo Galleries, and Blog Posts

1.2   TOUR OF THE RALLY SYSTEM

A tour of the Rally software where you update your school website content:

- Login page: add **/rally** to your school website URL
- The Dashboard: a snapshot of website traffic for the past 30 days
- Main menu (blue sidebar): each tab is a website feature you can edit
- **Help section: contact us for support!**
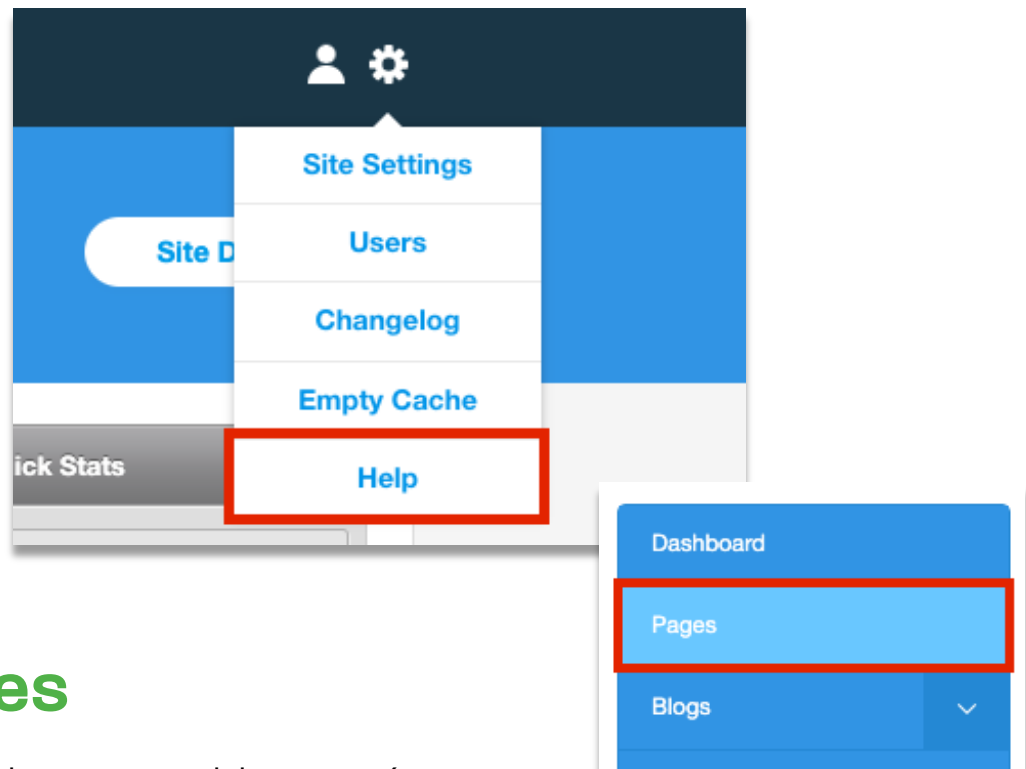
2   Pages

The **Pages** tab is where you control the content (text, images, and videos) on your website pages. You can also add, delete, and move pages in your website menu on the **Pages** tab.
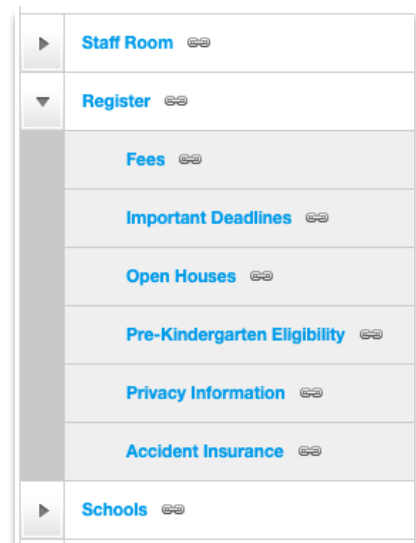
2.1   PAGE LEVELS

Your website menu has three levels of pages. You can see a list of all the pages on your website on the **Pages** tab.

Click the arrow buttons to see pages on the second and third levels of your menu.

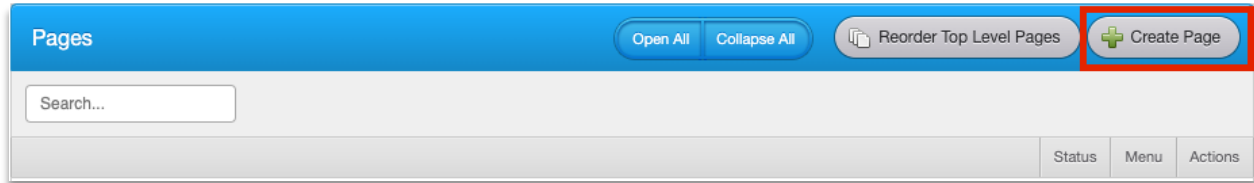*Tip: The top level of your menu should have a maximum of 6 pages, plus Home.*
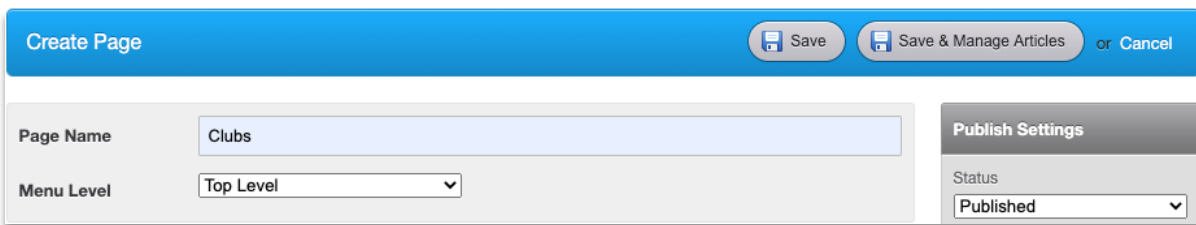*The 2nd and 3rd levels should have maximum 10 pages in each section.*

2.2   ADD A PAGE

Add as many pages to your website as you like.
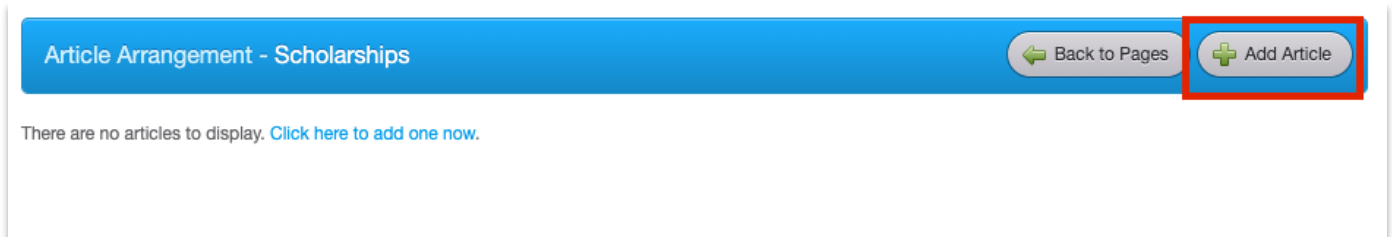
- Click +Create Page

- Enter the Page Name
- Select the Menu Level
- Click Save

2.3   ADD CONTENT TO A PAGE

Pages are made up of articles. Articles are blocks of text, image, and/or video. Add unlimited articles to each page.

- On **Pages** tab, click the name of the Page you want to edit
- Click +Add Article

- Add a Title, Body and/or Image
- Click Save

Create Article - Scholarships [💾 Save]

Title Grade 12 Scholarships

Body

[B I S Paragraph ▼ | ≡ ≡ ≡ ≡ ≔ ≔ ⇥ ⇤ ▣ 🔍 📋 Iₓ]
[🔗 🔗̸ 🔖 Ω | ‹› ↩ ↪ ▦ ▼]

Below is a list of scholarships available to grade 12 students at our school:

Tip: Image Alt Text is a place to put a description of your photo for people who can't see images on a website.

2.4 MANAGING ARTICLES

On **Pages** tab click a Page Name.

- Drag to reorder the articles
- Click Move Article to move to a new page
- Click Edit Article to edit the article content
- Click Delete to delete the article permanently!

[⠿ Drag to Reorder ⠿]
[✏️ Edit ⊖ Delete]
[Move Article ➡️]

2.5 EDITING TEXT

Use the toolbar to edit the Body of your article:

[B I S Paragraph ▾ | ≡ ≡ ≡ ≡ ≔ ≔ ⇥ ⇤ ▶ 🗋]
[🔗 🔗̸ 🔖 Ω | ‹› ↩ ↪ ▦ ▾ | 📋 Iₓ]

- Select a paragraph, header or block quote style: Paragraph ▾

▶

- Use the Insert/Edit Media tool to embed a YouTube video:

- Use the File Browser to link to a   📄   document:

- Use Insert/Edit Link to create a link to another page or   🔗   website:

Tip: avoid adding Tables that are more than 2 or 3 columns wide.

Tip: Hold Shift+Return to do a "soft return" (no space between lines of text)

2.6 ARTICLE TYPES & STYLES

You have at least three Article Types: Default, Featured, and Accordion. You also have a special Article Style: Links as Buttons.

When editing an article, change the Article Type in the Settings menu:
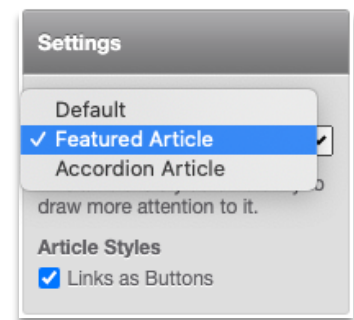
Default articles have dark text on a light background:

Featured articles have a colourful background:

Accordion articles collapse and expand when clicked:

Accordion 1	+
Accordion 2	+
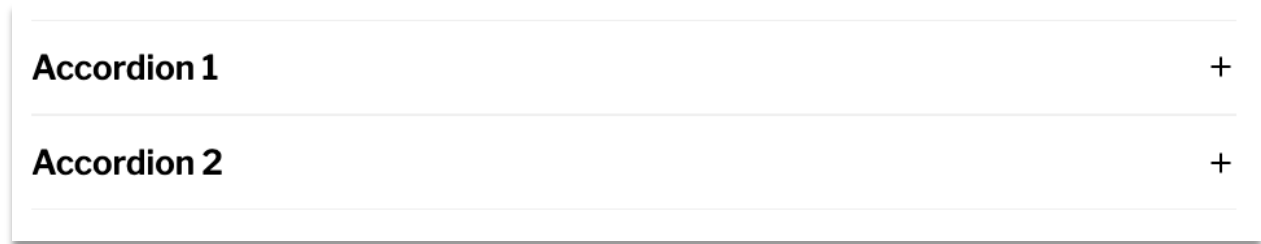
Links as Buttons turns all links in the article into colourful buttons:

This is a Button Link
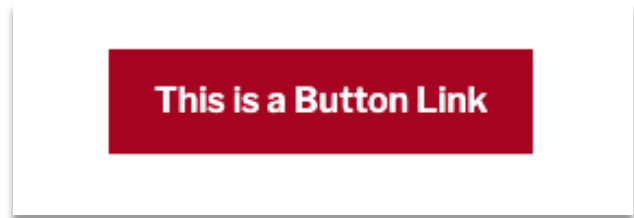
Tip: Featured articles work best when they are surrounded by Default (regular) articles. They should be used to highlight the most important thing on the page.

Tip: Accordions are great for FAQ pages or pages where there is a large amount of text. They help visitors scan the headlines and read the content that interests them.

Tip: Links as Buttons look best when the button is on a line all by itself. Button links should be used as a "Call to Action" (Register Now, Login Here, etc.)

## 2.7 MANAGING YOUR PAGES

On the **Pages** tab:

- Set a page to Draft (D) to take it offline
- Set a page to Hide (H) to remove it from your website menu and hide it from Google
- Click Reorder Top-Level Pages to change the order of pages in the menu
- Click Gear Icon > Reorder Subpages to reorder the pages nested below that page
- Click Gear Icon > Duplicate Page to make a copy of the page
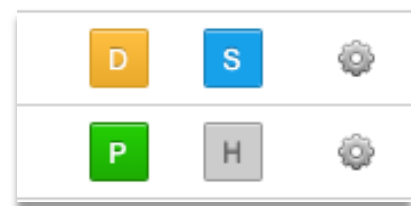
2.8 PAGE SETTINGS

On the **Pages** tab, click the Gear Icon > Page Settings. You can:

- Rename your page
- Choose a new menu level
- Upload a Page Image. It will appear at the top of the page.
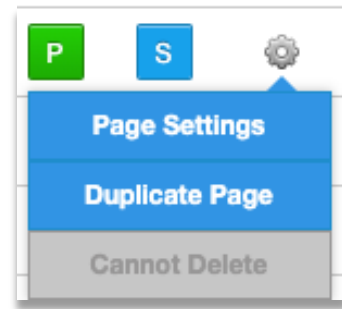
2.9 DELETING PAGES

On **Pages** tab, click the Gear Icon > Delete. This is permanent!

Tip: some pages are Locked and cannot be deleted. Pages with subpages cannot be deleted.

Tip: if you think you will use a page again, set it to Draft. Don't delete it!

3 Blogs (Homepage News)

Add news posts to your Homepage news feed on the **Blogs** tab. Try to add at least one post a week to keep your homepage fresh for regular visitors.
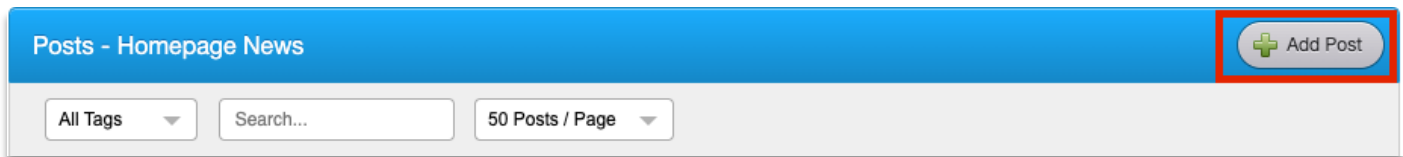
News posts have a shelf life. If an item needs a permanent place on your website, it should go on a Page instead. Think "Registration" (a page) vs. "Registration opens today!" (a blog post).
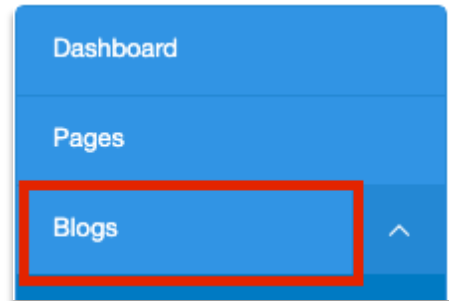
3.1 ADD A BLOG POST

On the **Blogs** tab:

- Click +Add Post

- Enter Title, Body, and Image (Image is optional)
- If Date is left blank, the post will have today's date. You can also choose a future date to publish the post.
- Add a Tag to help website visitors filter your news archive
- Click Save.

Tip: Include lots of detail in your posts. Try to answer every question a parent might have.

*Tip: You do not have to use an image if you don't have one!*

Tip: You can find the preferred image sizes for your blog posts in our Help section.

3.2   MANAGE BLOG POSTS:

On the **Blogs** tab:

- Click the star next to a post to move it to the Featured position at the top of the blog. You can only feature one post at a time.
- Set a blog post to Draft to take it offline
- Delete a blog post (this is permanent!)
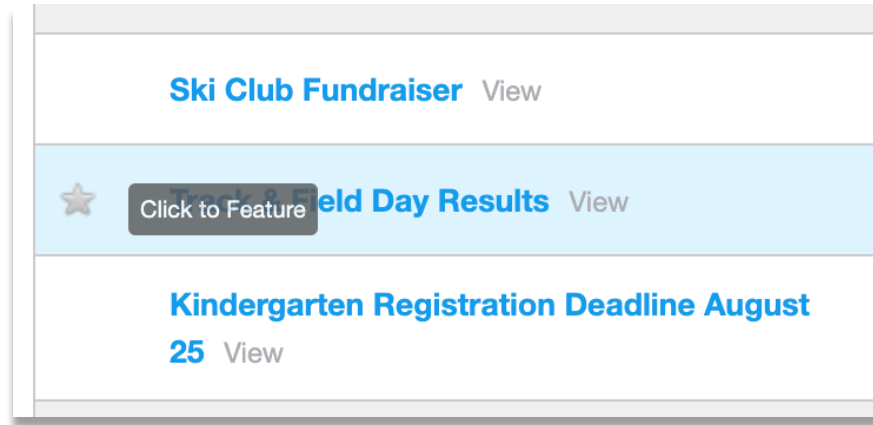
Tip: Don't worry about deleting old posts. They automatically get replaced by newer posts on the homepage. It's OK that your news archive page lists older posts; it can be fun for your audience to look back at old school news.
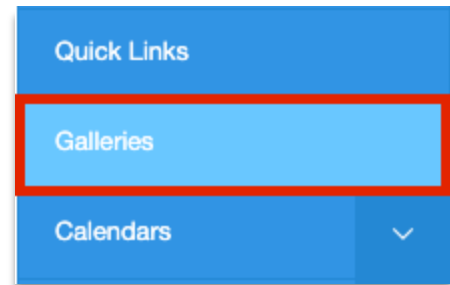
4 Images

4.1 PHOTO GALLERIES

Add photo galleries to any Page or Blog Post. Galleries always appear at the bottom of the Page or Post.

On **Galleries** tab:

- Click +Create Gallery
- Give your gallery a Title. Description is optional.
- Choose to display the gallery on a Page or Post
- Click Save & Add Photos

- Drag and drop photos from your computer into the gallery

4.2   TIPS FOR USING PHOTOS ON YOUR WEBSITE

What makes a good image?

- Photo adds to the content presented - it is okay to NOT use a photo
- You own the photo or it is "Free for Commercial Use"
- https://unsplash.com/ is a good source for free photos
- The best photos for school websites show staff and students engaged in school activities

What images should not be used?

- Google Images is not a free place to get images
- Pictures of Text: not mobile friendly and not accessible to visitors with disabilities. Use your Blog Post and Article titles instead!
- Clip Art: looks dated and doesn't add value for your visitors
- Don't convert PDFs to JPGs and upload them to the website. For example, don't turn an 8.5x11 flyer about the Christmas concert into a JPG for the website.

4.3   SELECTING IMAGES FOR PAGES

You can upload any size of image to a page Article! You do not need to crop the image in advance. Simply choose Left, Right, or Centre alignment for your image.

4.4   SELECTING NEWS POST IMAGES

Depending on the design theme (template) used on your school website, images in your News section *may* have the top and bottom of the photo cropped on the website. In general, you should use landscape images in your News Posts (wider than they are tall).

Do not use images of text in your News posts! If you don't have a suitable image, it is fine to use no image at all.

4.5 SELECTING A HOMEPAGE BANNER IMAGE

If you are using one of Rally's school website design themes, go to **Snippets > Home Page Banner Images**. You can add more than one Homepage Banner Image. If you do, one image will load randomly every time someone visits the site.

To add a banner photo to a regular Page (other than the Homepage), go to **Pages** and click the gear icon next to the Page you want to edit. Select **Page Settings** and upload the photo to the Image field.

The suggested resolutions for school banner photos are provided below. The image resolution is provided as width x height in pixels. You can also find this information in the Rally Help section!

Hubble
- Homepage Banner – 1800x753
- Interior Page Banner – 1800x570

Osmo
- Homepage Banner – 1350x650
- Interior Page Banner – 1350x360

Piton
- Homepage Banner – 1800x542
- Interior Page Banner – 1800x542

Orion
- Homepage Banner – 1080x720
- Interior Page Banner – 2000x800

Valence
- Homepage Banner – 1800x644
- Interior Page Banner – 1720x644

Arata
- Homepage Banner – 845x575
- Interior Page Banner – 640x330

Aero
- Homepage Banner – 995x995
- Interior Page Banner – 800x575

Tip: Use a landscape image (wider than it is tall). Try to have the subject (people, school building, etc.) centred in the image.

If your school district has a custom-designed school website theme, please contact Rally through the Help section if you need help with your homepage banner!