School Website Training – March 2025

Advanced Rally Tips

1 Introduction

Welcome to school website training! Today we will share some advanced features and settings in Rally that even experienced users might not know about.

1.1 TOUR OF A SCHOOL WEBSITE

We'll start with a quick tour of a typical school website. In our session today we'll look at some advanced tips and tricks to help you manage the following sections of your 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 Staff Directory contains a listing of your school staff
- The Documents page shows a repository of all documents added to your website
- The Footer displays a Land Acknowledgement

1.2 TOUR OF THE RALLY SYSTEM

Next, we'll have a quick tour of the Rally software where you update your school website content:

- To go to your login page, add **/rally** to your school website URL
- The Rally Dashboard: when you login to Rally you'll see 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: click the Gear Icon (top right of the screen) to contact us for support!
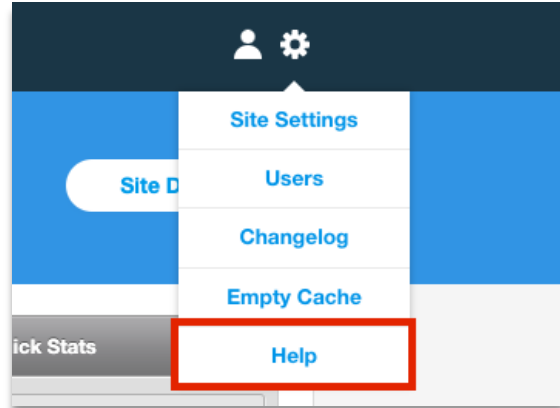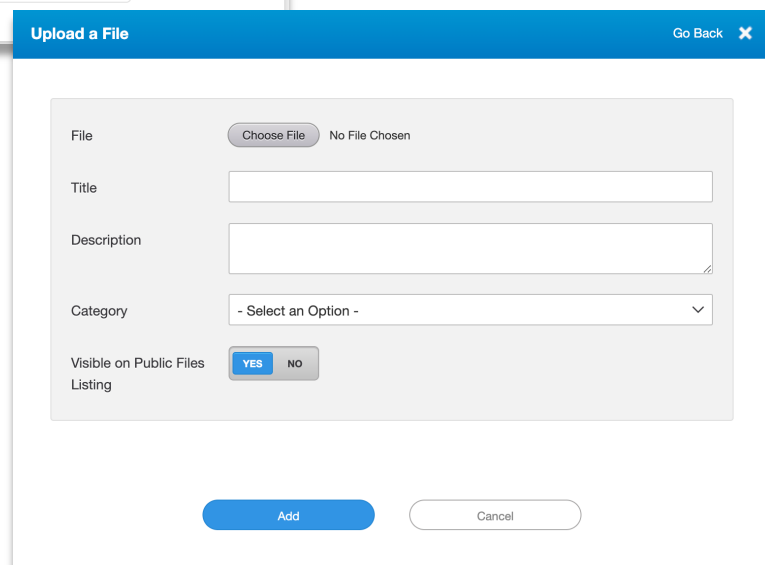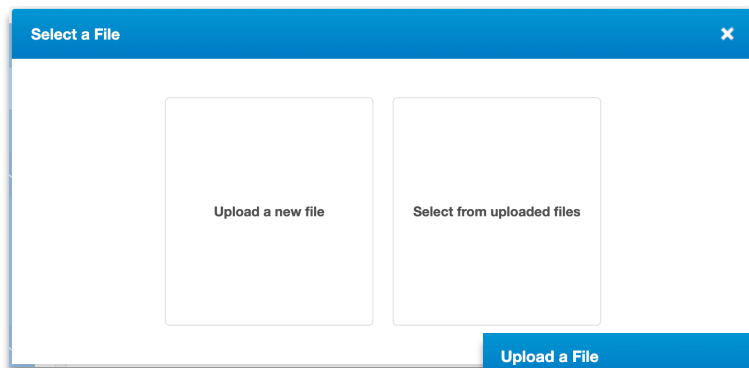
2   Editing Articles

2.1   UPLOADING A NEW DOCUMENT

This new feature saves you time by uploading new documents while you edit an Article or Blog Post (on the **Pages** or **Blogs** tab):
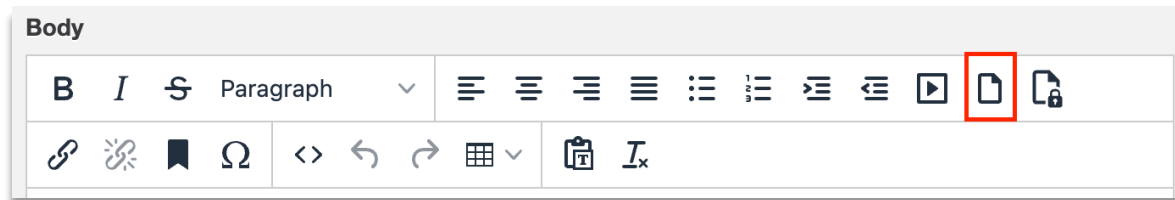

- Highlight the text you want to link to your new document
- Click the "Insert File" tool in the toolbar
- Choose "Upload a New File"
- Click "Choose File" and open the new document from your computer
- Fill out the necessary fields and click "Add"

2.2 WHEN TO USE ARTICLE TYPES AND STYLES

You have at least three **Article Types** on your website. All school websites include Default, Featured, and Accordion article types. You also have a special **Article Style** called Links as Buttons.

When editing an article, change the Article Type and Style in the Settings menu (pictured on the right).
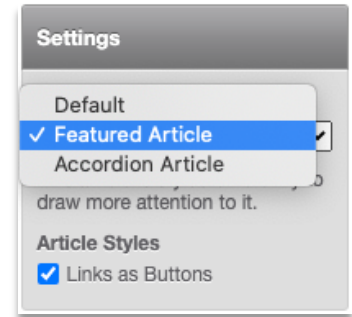
Default articles have dark text on a light background:

Default Article

Cotton candy caramels cotton candy pudding. Liquorice oat cake jelly-o sweet roll soufflé pie biscuit. Jelly-o lemon drops cheesecake. Pie sweet dragée. Icing chocolate pudding. Cotton candy cake fruitcake. Topping cotton candy brownie pudding donut croissant carrot cake.

Featured articles have a colourful background. 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.

Featured Article

Cotton candy caramels cotton candy pudding. Liquorice oat cake jelly-o sweet roll soufflé pie biscuit. Jelly-o lemon drops cheesecake. Pie sweet dragée. Icing chocolate pudding. Cotton candy cake fruitcake. Topping cotton candy brownie pudding donut croissant carrot cake.

Accordion articles collapse and expand when you click them. 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.
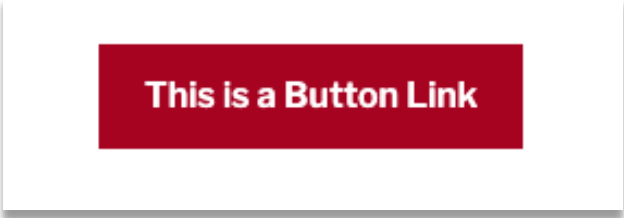

Accordion 1   +

Accordion 2   +

Links as Buttons turns all links in the article into colourful buttons. 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.)

2.3 PREVIOUS VERSIONS OF ARTICLES

Have you ever mistakenly changed an Article? You can roll back to the previous version!

- On the **Pages** tab, click the title of the page that has the article you want to edit
- Click "Edit"
- Scroll bottom of the Article
- In the Previous Versions section, click to view any of the past versions of the Article
- Click "Restore this Version" to publish the old version to your website

3   Managing Pages

3.1   PREVIEW A PAGE

When a page is in Draft mode you can preview it to see what it will look like on your website. On the **Pages** tab:

- Set a page to Draft (D) to take it offline
- Click the Preview (eye) icon to open the page preview

3.2   HIDE PAGES

- Set a page to Hide (H) to remove it from your website menu and hide it from Google. People who know the page address can still access the page!

3.3   UPDATE THE PAGE ADDRESS

Update a page address to make the URL cleaner or more consistent with other naming conventions. The page address controls everything that appears at the end of the URL for your page (i.e. www.school.ca/**pageaddress**).

- On the **Pages** tab, click the gear icon for the page you want to edit
- Click "Page Settings"
- Click "Options"
- In the "Address" field, update the text to reflect new page address
- Check the "Create Redirect" box – this ensures any links pointing to your old page address will continue to work
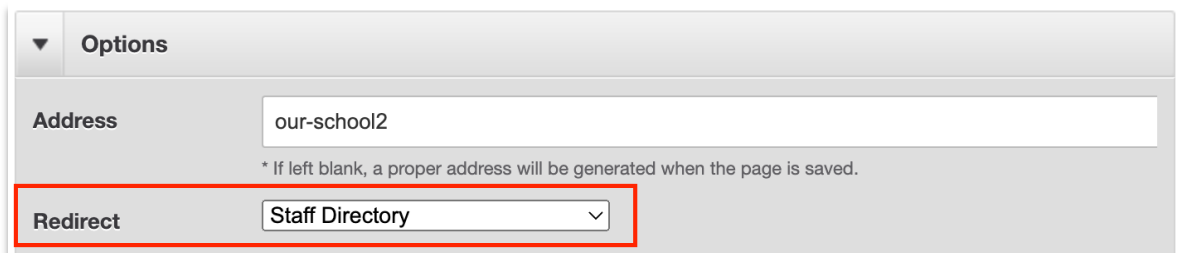- Click "Save" at the top of the page

3.4 REDIRECT A PAGE

Use this feature to redirect users to a different page within your website.

- On the **Pages** tab, click the gear icon for the page you want to edit
- Click "Page Settings"
- Click "Options"
- Click on the "Redirect" field and select a different page on your website.
- Click "Save" at the top of the page

Page Name	Our School
Menu Level	Top Level
Image	Choose File No file chosen 300x500
Alt Text	

▶ **Options**

▶ **Open Graph (Social Media Sharing) Options**

In the example in the images, if a user clicks on "Our School" in the website menu they will be redirected to the page "Staff Directory".

▼ **Options**

Address	our-school2
	* If left blank, a proper address will be generated when the page is saved.
Redirect	Staff Directory

Tip: Use this feature if you have an important page that should show up in more than one section of your menu.

3.5 PAGE SCHEDULING

Schedule a page to go live on your website, or to be removed from your website!

- On the **Pages** tab, click the gear icon for the page you want to edit
- Click "Page Settings"
- Click "Options"
- To schedule the page to publish on your website, add a date and time to the "Publish Date" field
- To schedule the page to be removed your website, add a date and time to the "Publish End Date" field
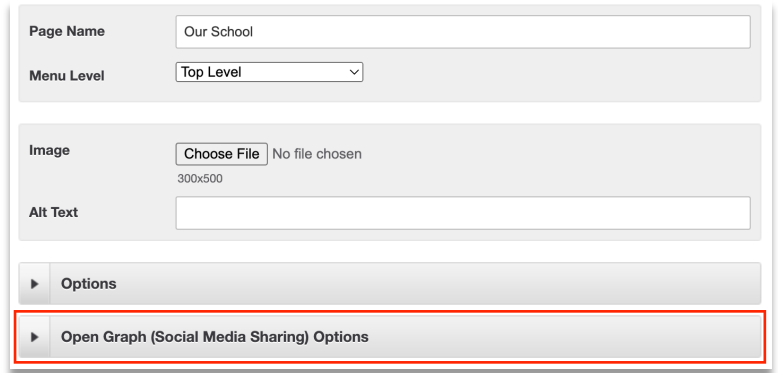- Click "Save" at the top of the page

Publish Date	03/11/2025 12:00 am
Publish End Date	03/21/2025 12:00 am

Tip: Ensure your page is set to "Published" and "Show" on the Pages dashboard, otherwise the page won't show in your menu at the designated time.

3.6   OPEN GRAPH SETTINGS

Control the image, title, and description that appears if you share a specific page to a social media platform.

- On the **Pages** tab, click the gear icon for the page you want to edit
- Click on "Page Settings"
- Click on "Open Graph (Social Media Sharing) Options"
- Enter a title, description, and add an image to change what displays on social media when this specific page is shared on a social media site

- If left blank, the default information on social media will be the page name, the first part of the first article on the page, and your school logo.
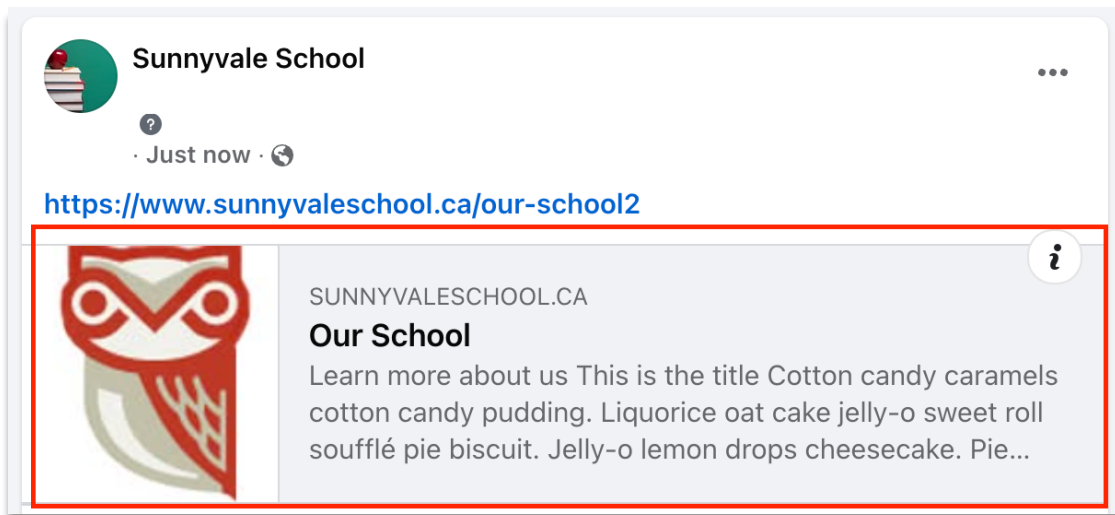
*Tip: Maximum dimensions for the Open Graph image are 1200 by 630px. Image must be less than 1MB in size.*

4   Blogs

4.1   FEATURE A BLOG POST

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.
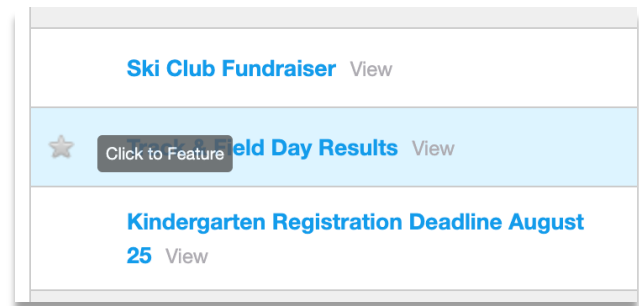
4.2   ARCHIVE A BLOG POST

Add an Archive Date to schedule a post to be removed from your website.

- On the **Blogs** tab, click on the title for the blog post you want to update.
- Scroll down and click on "Advanced Options & Meta Data"

- In the "Archive Date" field, select the date and time that you want the blog post to be removed from your website
- Click "Save" at the top of the post
- The archived post will still be available to you in Rally after its Archive date has passed
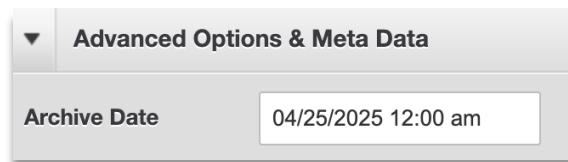
4.3 TAGGING BLOG POSTS

Add Tags to your blog posts to help visitors find the posts that interest them. When editing a post on the **Blogs** tab:

- Click "Add Tag" in the Tagging section and type the name of your new tag
- Click "Add"
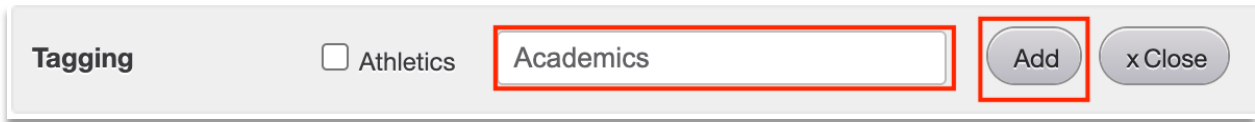
- Check the box next to every tag that applies to your blog post
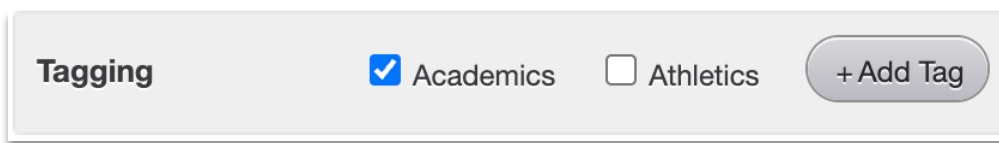
- Click "Save"

Website visitors can now filter your blog posts using tags to help them find the information they want:
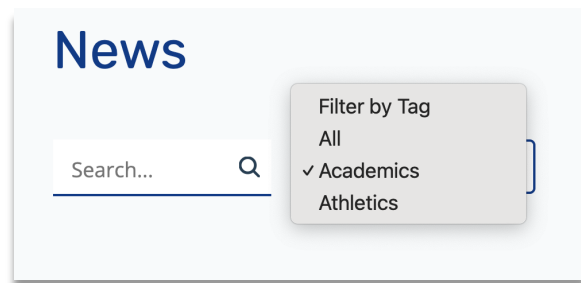
4.4 OPEN GRAPH SETTINGS

Control the image, title, and description that appears if you share a specific blog post to a social media platform.

- On the **Blogs** tab, click the title of the blog post you want to update
- Click on "Open Graph (Social Media Sharing) Options" at the bottom of the post
- Change the title, description, and add an image to change what displays if this specific blog post is shared on a social media site
- If left blank, the default content on social media is the post title, the first part of the post body, and the image added to the post

Tip: Maximum dimensions for the Open Graph image are 1200 by 630px. Image must be less than 1MB in size.

5   Staff Directory
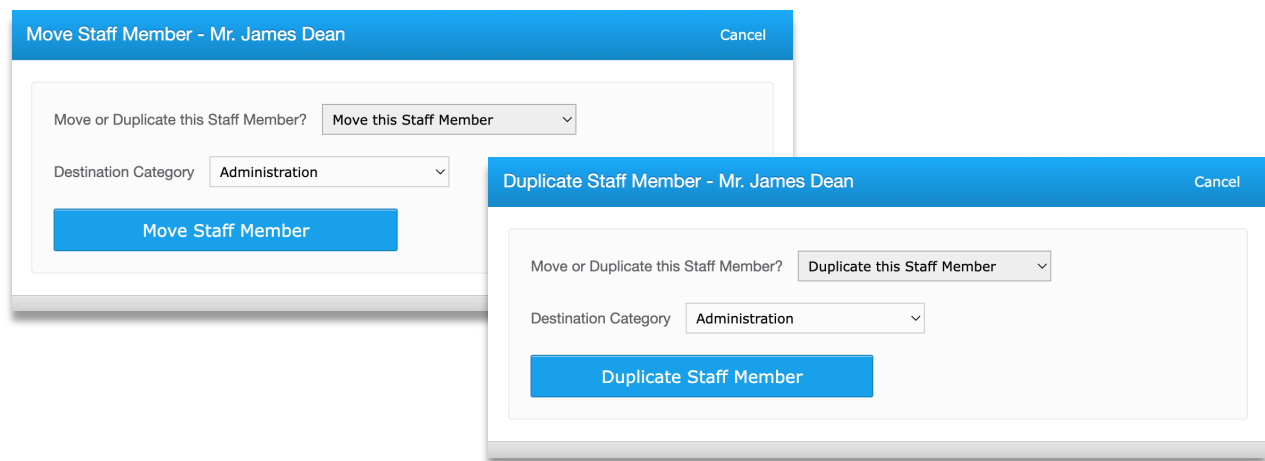
5.1   MOVE OR DUPLICATE A STAFF MEMBER

Move staff members as they change roles within your school or duplicate them if they have multiple roles.

On the **Staff Directory** tab:

- Click on the Category containing the staff member you want to update
- Click on the gear icon for the staff member you want to update
- Click "Move/Duplicate"
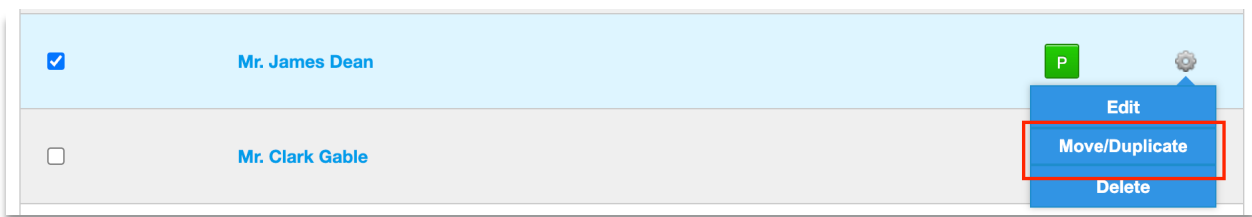
- Select to either Move or Duplicate the staff member
- Select which Category you want to move or duplicate the staff member to
- Click "Move Staff Member" or "Duplicate Staff Member"

Tip: If you duplicate a staff member, it will create a copy of that staff member in Draft mode in a different Category. You can now update the information in the duplicated staff member independently. Publish the copied staff member to display them on your website.

5.2 CONTROL THE ORDER OF STAFF MEMBERS

Control the way that the staff members are ordered within a Category on your directory page.

On the **Staff Directory** tab:

- Click on the gear icon for the Category you want to update
- Click "Edit Category"
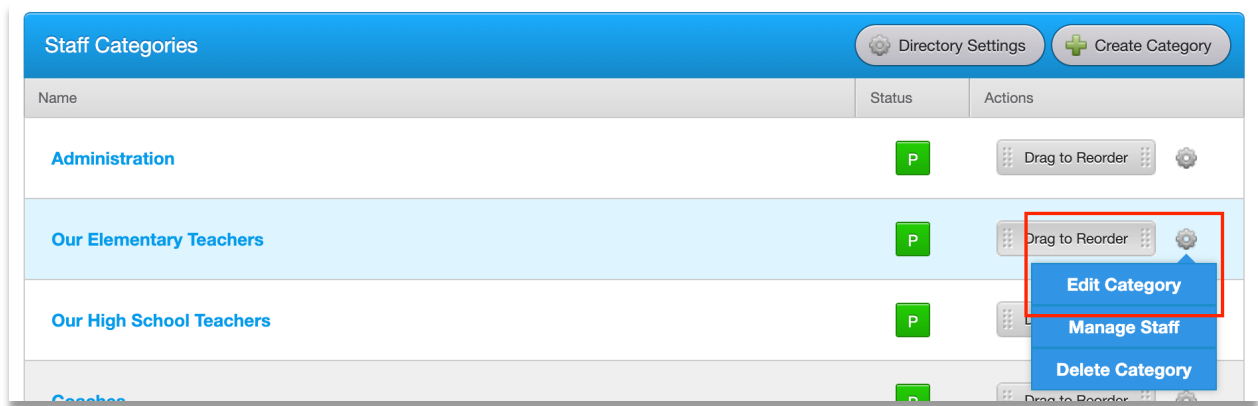
- In the "Order Staff By" dropdown, select an ordering option
- Click "Save"
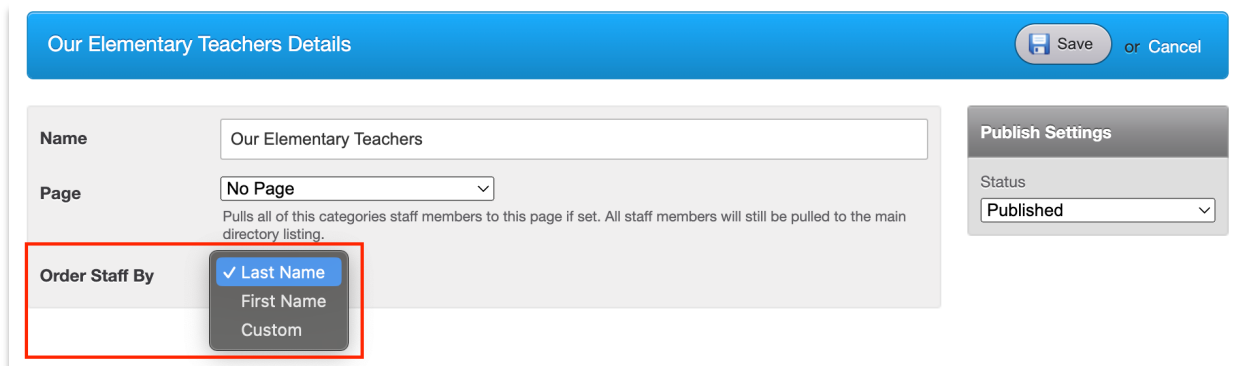
Tip: "First Name" and "Last Name" will automatically sort staff members alphabetically by first name or last name. You will not have the ability to manually reorder staff members if either of these options is selected.

Tip: "Custom" will allow you to drag and drop staff members to appear in any order. Use this option to order staff members manually according to grade level or role.

5.3   ADD STAFF CATEGORIES TO PAGES

Add an individual staff Category to a unique page on your website. All categories will appear by default on the Staff Directory page, but you can also publish a Category on a different page.

On the **Staff Directory** tab:

- Click on the gear icon for the Category you want to update
- Click "Edit Category"
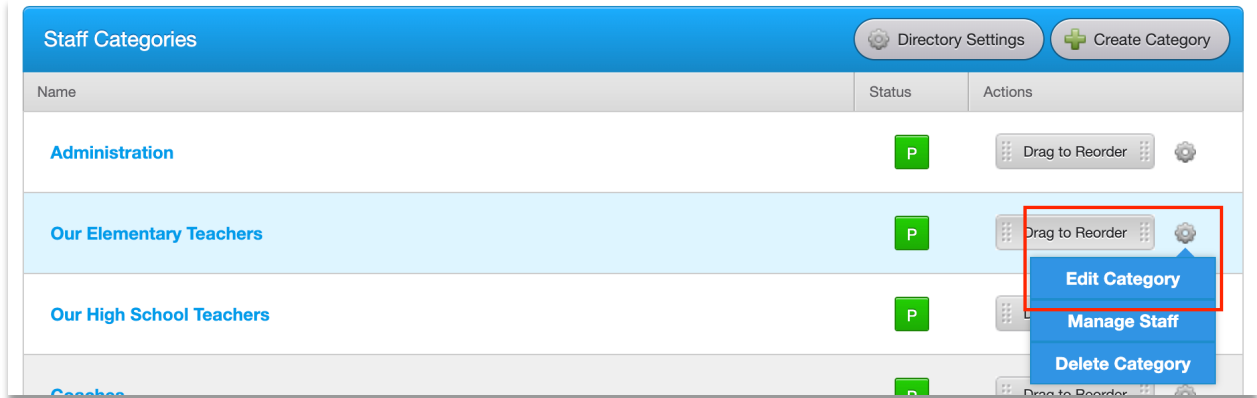
- In the "Page" dropdown, select a page to display the Category
- Click "Save"
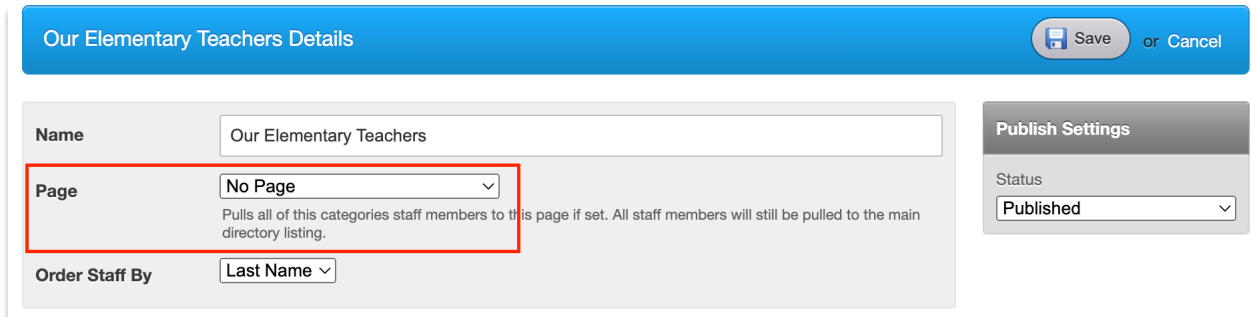
Tip: Leaving the Category set to "No Page" means it will only appear on the main Staff Directory page.

5.4   CONTROL THE EMAIL STYLE: LINK OR FORM

When users click on the "email" link for a staff member in your directory, you can choose to open a pop-up email form right on your website. Or, you can display an email link which opens a new email directly in the user's preferred email app.

On the **Staff Directory** tab:

- Click on "Directory Settings" in the top right of the page
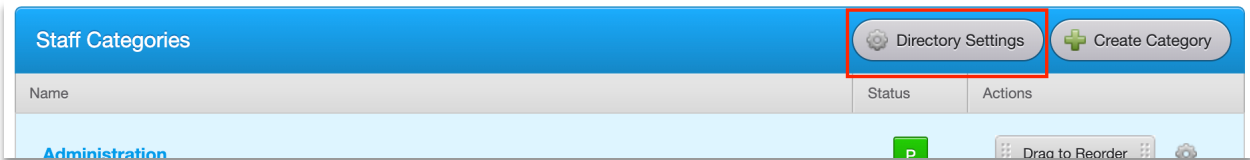
- Update the "Email Style" toggle to the style you want applied to your website
- Note that this email style will apply to all staff emails in all Staff Directory categories
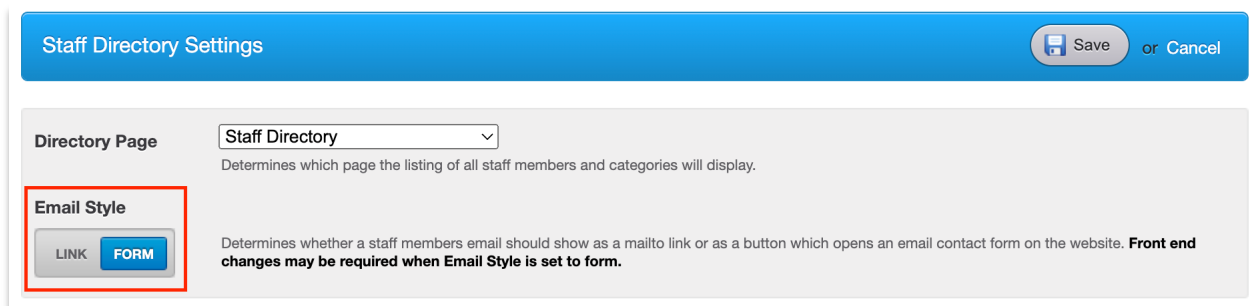
5.5   SEE EMAILS SENT TO STAFF MEMBERS

If you have the Form email style turned on for your Staff Directory, you can view all the emails sent to staff members through the website.

- Click the **View Results** tab in the menu to see a complete list of emails sent to each staff member through the Staff Directory page
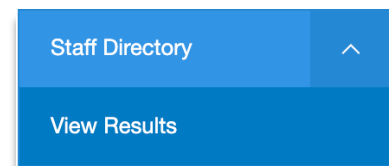
6   Documents

6.1   UPDATE (REPLACE) A DOCUMENT

When you have a new version of a document, don't delete the old version! Instead, you can *replace* the old version. This means any links you have created to the document will instantly point to the new version!

On the **Documents** tab:

- Find the Document you need to update and click on its Title
- Choose the new file from your computer OR add the updated Document URL
- Click "Save"

6.2 ADD DOCUMENT CATEGORIES TO PAGES

Add an entire Document Category to a page on your website!

For example, if you add a PDF newsletter to your website every month, attach your "Newsletters" Document category to a page on your website called "Newsletters". Your newsletter PDFs will automatically appear on that page as soon as you upload them in Rally.

On the **Manage Categories** tab:

- Click on the Category that you want to attach to a page
- In the "Category Page" drop down, select the page
- Click "Save"

6.3   SCAN FOR LINKS TO DOCUMENTS

Scan for document links to see how users can access a document on your website.

On the **Documents** tab:

- Find the document that you want to scan and click on the title
- Click "Scan for Links to this Document"

- Rally will display a list of every link to this document on your website.
- Click any item in the list to edit it and remove the link if necessary

6.4   BULK EDIT OR DELETE DOCUMENTS

You can bulk edit the Category or Visibility of multiple documents at the same time. To bulk edit documents:

- On the **Documents** tab, click the checkbox next to all the Documents you want to edit (remember to use Sort and Filter to narrow the list)
- Click "Edit Selected"
- Changes the documents' Category or Visibility settings and click "Apply Changes". Remember this change will apply to all the documents you selected.
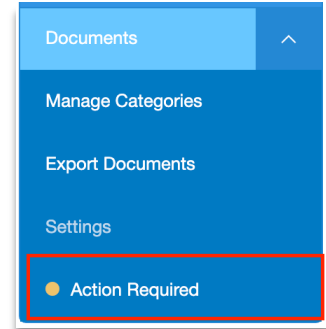
To bulk delete documents:

- On the **Documents** tab, click the checkbox next to all the Documents you want to delete (remember to use Sort and Filter to narrow the list)
- Click "Delete Selected"
- Rally will check if there are existing links to any of your deleted Documents
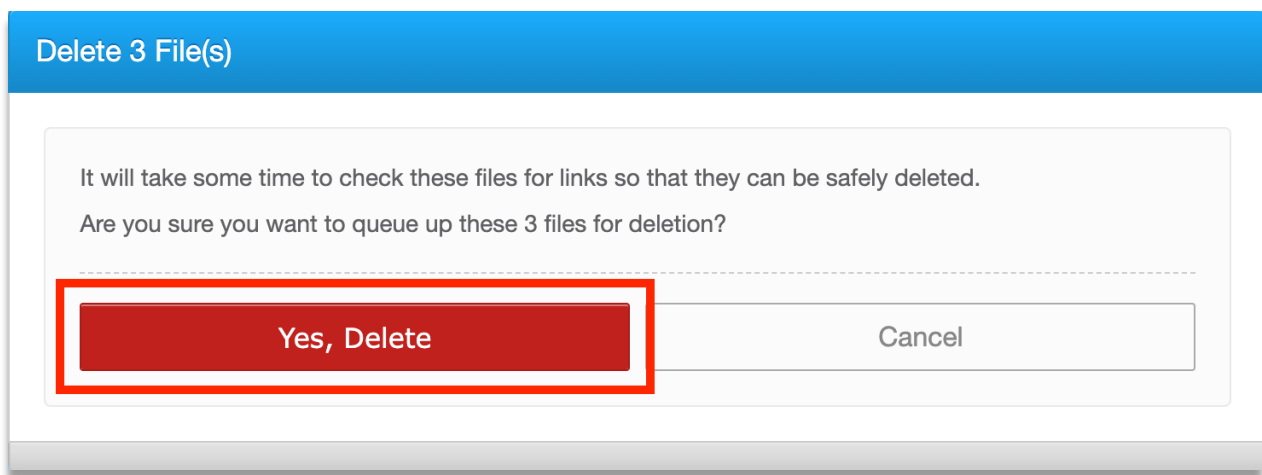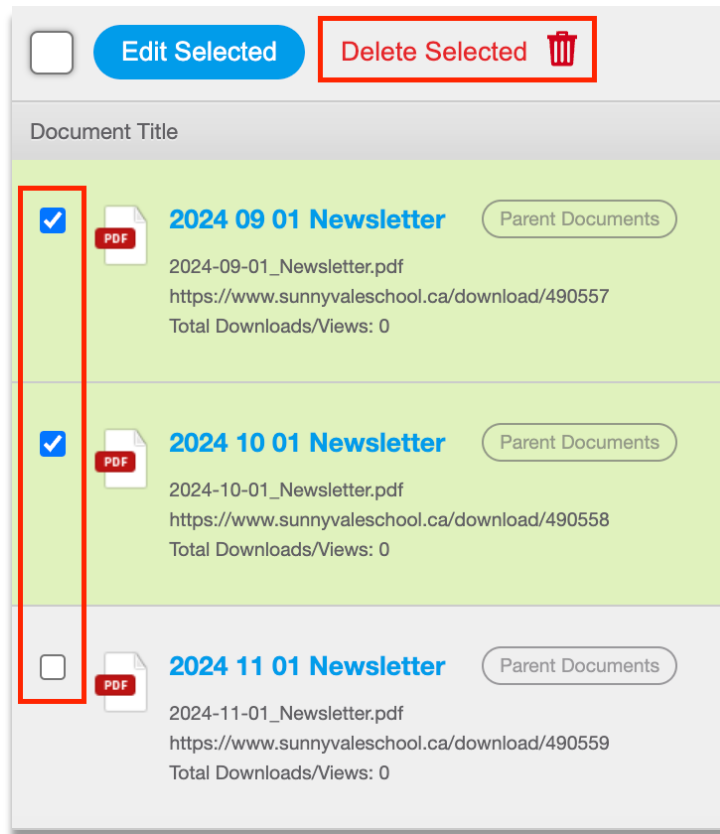
- A document will not be deleted if there are links to that document on your website
- You will receive a report by email. If documents failed to be deleted, follow the link in the email or click on **Action Required** in the Rally menu.
- On the Action Required page, click on the report to see more information
- Click on "View Links" to see where documents are linked on your website and to resolve those issues
- Click the gear icon if you would like to "Restore" a document to your website
- If these issues aren't resolved within 2 weeks, the documents will be restored into the Documents Module automatically

Documents ^

Manage Categories

Export Documents

Settings

● Action Required

We found links to some of the documents you tried to delete.
We recommend removing the links before completely deleting the documents.

On this page you can:

- *Review and remove links to your deleted documents*
- *Completely delete documents*
- *Cancel the deletion and restore documents*

On February 27, 2025 at 11:36am, 5 documents were deleted by Rachel Fawcett.

Your website contain links to 5 of the documents. Before you delete the documents you should review and remove the links.

⚠️ Click here to review the links and delete or restore the documents. If no action is taken, these documents will be restored on Thursday, March 13th 2025.

---

school level external document

View Links ▼

I have removed the links. Rescan my website

Actions
⚙️

Restore Document

Delete

with cookie save Blog Post
school level document with cookie Quicklinks

There are links to this document in the locations listed above. To avoid broken links on your website, remove the links before deleting this document. If you want to restore the document or delete it anyway, click the Actions icon.

7   School Site Settings

7.1   ADDITIONAL INFORMATION

On some school websites, you can add additional information that appears on your About page.

- Click on the gear icon in the top right corner of Rally
- Click on "Site Settings"
- Scroll down and click on "Additional Info"
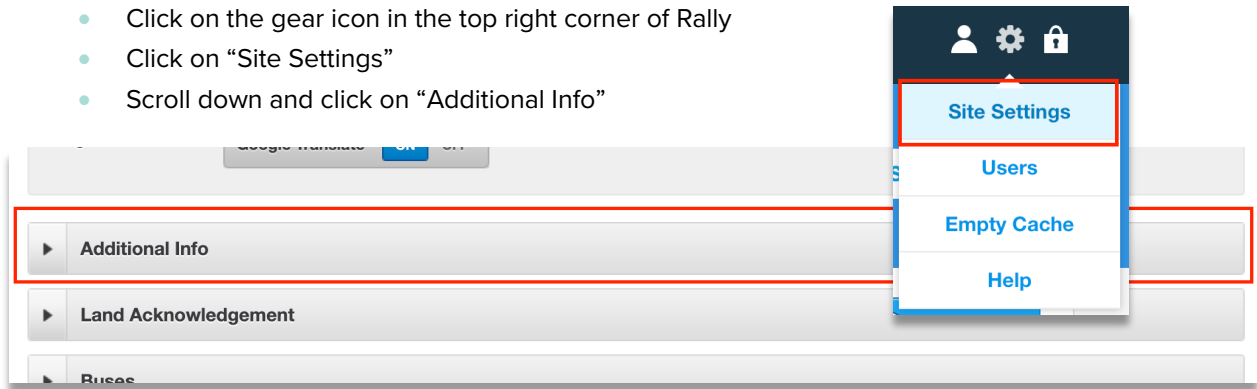
- Fill out any information that you want to include on your About page
- Note: the "About" and "About Image" fields also appear on your school website homepage
- Click "Save"

7.2   LAND ACKNOWLEDGEMENT

Add a Land Acknowledgement to the footer of your school website.

- Click on the gear icon in the top right corner of Rally
- Click on "Site Settings"
- Scroll down and click on "Land Acknowledgement"
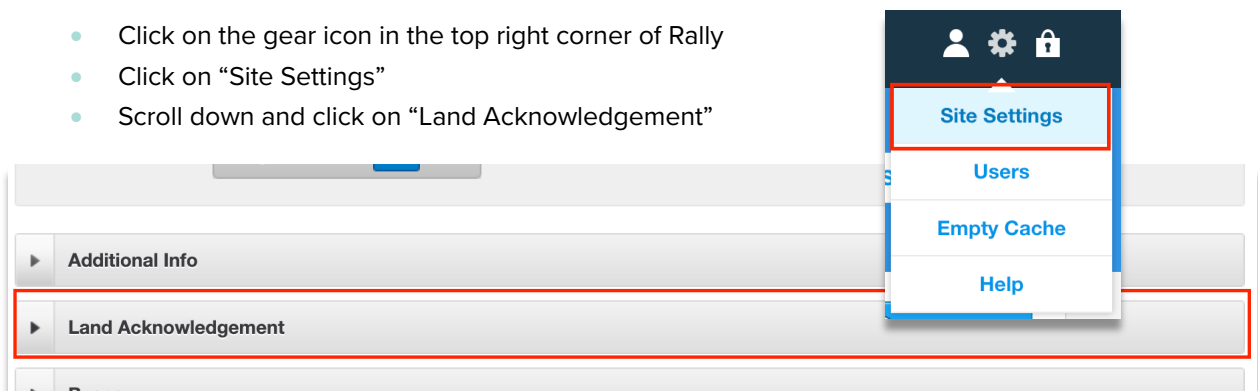
- Add your land acknowledgement text
- Click "Save" at the top of the page

Tip: The Land Acknowledgement is controlled individually at the school level so that schools who are on different treaty land can have a different acknowledgement from their district office or other schools