

### School Website Training – August 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):

Body																
В	Ι	<del>S</del>	Para	agraph	~	Ξ	Ξ	∃	Ξ	Ξ	2	ž	Ē	▶	D	G
Ľ	G	<u>:</u>		Ω	<> <		⊞	~	Ē	<u></u> ×						

- 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"

Select a File				×	
	Upload a new file	Select from u	iploaded files		
			Upload a File		Go Back 🗙
			File	Choose File No File Chosen	
			Title		
			Description		
			Category	- Select an Option -	~
			Visible on Public Files Listing	YES NO	
				Add Cancel	

#### 2.2 LINKING TO AN INTERNAL LINK

This feature allows you to add a link to an internal page on your website. In the future, if you move or rename a page, it won't break the link!

•	Click on the "Insert/Edit Internal Link" tool	Insert/Edit Link ×
•	In the "Page Link" field, select which	Page Link
	internal page you want to link to	- Staff Directory ~
•	Fill out the rest of the fields like you would	Text to Display
	for any other link	
•	Click "Insert"	Title
		Open Link In
Body		Same Window ~
B I	우 Paragraph V 트 프 프 프	E Cancel Insert
K S	🖄 📕 Ω 🔷 🛪 👌 🖽 🗸 🖆	<u> </u>

#### 2.3 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.)

#### This is a Button Link

#### 2.4 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

'	Previous Versions
N	Ion May 2nd, 2022 at 2:42 PM by Sharlene Engel
S	School Handbook
D	ownload our School Handbook
	Restore this Version
F	ri March 8th, 2019 at 1:53 PM by Andrew Saunders

#### 2.5 DRAFT AN ARTICLE

Do you want to prep article content but not have it live to the public yet? Now you can draft an article!

- On the Article Arrangement page, click on the "P" for the article you want to change to draft.
- The green "P" will now be a yellow "D".
- This article will be hidden from the page while allowing the rest of the articles to display.



# **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

Our Schoo	D S 🕸

#### 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

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

• Click "Save" at the top of the page

•	Options			
Address		register		
		* If left blank, a proper address will be generated when the page is saved.		
Cre	eate Redirect	<ul> <li>Check this option if you would like to create a redirect from the old address to the new address.</li> </ul>		

#### 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"

page

 Click on the "Redirect" field and select a different page on your website.

Click "Save" at the top of the

	Page Name	Our School
	Menu Level	Top Level
	Image	Choose File No file chosen
	Alt Text	
ו		
	<ul> <li>Options</li> </ul>	
	Open Graph (So	ocial 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

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

- 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

*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

Page Name	Our School			
Menu Level	Top Level v			
Image	Choose File No file chosen			
	300x500			
Alt Text				
<ul> <li>Options</li> </ul>	▶ Options			
Open Graph	Open Graph (Social Media Sharing) Options			
-				

• 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"

•	Advanced Options & Meta Data
•	Open Graph (Social Media Sharing) Options

- 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
- Advanced Options & Meta Data

Archive Date

04/25/2025 12:00 am

#### 4.3 VIEW A BLOG POST'S VISIBILITY

See the status of a blog post at a glance on the Blog dashboard.

☆	Title	Comments	Blocked Comments	Date	Status	Visibility	Actions
	Fall Break! Preview	0	0	Oct 13, 2025	Ρ	Scheduled	Ŷ
	Have a Great Spring Break! View	0	0	Apr 1, 2025	Р	Archived	Ŷ
	Spring Break is Almost Here! View	0	0	Mar 10, 2025	Ρ		Ŷ

#### 4.4 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"

Tagging	Athletics Aca	demics			Add	x Close
Check th	e box next to every tag tha	at applies to	your blog pos	t		
Tagging	Aca	ademics	Athletics		+ Add Tag	
<ul> <li>Click "Sa</li> </ul>	Add x Close Add x Close					
Website visitors car using tags to help t	n now filter your blog po hem find the information	sts	News	0	Filter by Tag All	

#### 4.5 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.

Athletics

### 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"

	Mr. James Dean	P 🚳
	Mr. Clark Gable	Move/Duplicate Delete

- 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"

Move Staff Member - Mr. James Dean	Cancel	
Move or Duplicate this Staff Member? Move this Staff Mem	nber V	
Destination Category Administration ~	Duplicate Staff Member - Mr. James Dean	Cancel
Move Staff Member	Move or Duplicate this Staff Member? Duplicate this Staff Member   Destination Category Administration   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"

Staff Categories	Directory	Settings 🗣 Create Category
Name	Status	Actions
Administration	Ρ	Drag to Reorder
Our Elementary Teachers	Ρ	Drag to Reorder 👔 🧔
Our High School Teachers	Р	Edit Category Manage Staff
Casabaa		Delete Category

- In the "Order Staff By" dropdown, select an ordering option
- Click "Save"

Our Elementary	Feachers Details	Save or Cancel
Name	Our Elementary Teachers	Publish Settings
Page	No Page  Pulls all of this categories staff members to this page if set. All staff members will still be pulled to the main directory listing.	Status Published
Order Staff By	✓ Last Name First Name Custom	

*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"

Staff Categories		Settings 🗣 Create Category
Name	Status	Actions
Administration	Ρ	Drag to Reorder
Our Elementary Teachers	Р	Drag to Reorder
Our High School Teachers	Р	Edit Category Manage Staff
Casabaa		Delete Category

- In the "Page" dropdown, select a page to display the Category
- Click "Save"

Our Elementary	Teachers Details	Save or Cancel
Name	Our Elementary Teachers	Publish Settings
Page	No Page	Status Published v
Order Staff By	Last Name ~	

Tip: Leaving the Category set to "No Page" means it will only appear on the main Staff Directory page.

#### 5.4 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 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.

Edit Selected	Delete Selected	T		
Document Title				
2024-09-01 https://www Total Downl	01 Newsletter Parent D _Newsletter.pdf w.sunnyvaleschool.ca/download/490 oads/Views: 0	Documents		
2024 10 2024-10-01 https://www Total Downl	01 Newsletter Parent D _Newsletter.pdf v.sunnyvaleschool.ca/download/490 oads/Views: 0	Documents		
2024 11 2024-11-01 https://ww Total Down	01 Newsletter Parent D Newsletter off Edit Selected Docume	ents		x
	Category	- No Changes -		~
	Show on Documents Page	- No Changes -		~
	Show on School Websites	- No Changes -		~
	*Changes will be applied to a	II of the selected documents.		
	Apply	Changes	Cancel	

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



lete 3 File(s)	
It will take some time to check these files for links so Are you sure you want to queue up these 3 files for o	o that they can be safely deleted. deletion?
Yes, Delete	Cancel

- 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

	We recommend removing the links before completely deleting the documents.	
On this page you c	an:	
<ul> <li>Review and re</li> <li>Completely de</li> <li>Cancel the de</li> </ul>	move links to your deleted documents elete documents letion and restore documents	
On February 27	, 2025 at 11:36am, 5 documents were deleted by Rachel Fawcett.	
Your website contain	inks to 5 of the documents. Before you delete the documents you should review and remove the links.	•
Click here to rev     March 13th 2025	iew the links and delete or restore the documents. If no action is taken, these documents will be restored on Thursday, 5.	

school level external document View Links 🔻	I have removed the links. Rescan my website	Actions	
with eackie save Plag Post	Restore	Restore Document Delete	
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 of delete it anyway, click the Actions icon			



#### 6.2 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"

Edit Document		Save Cancel
File Type File	Upload V Choose File No file chosen.	Publish Settings Category
	Currently Uploaded File: Permission_Form_Revised.pdf File URL: https://www.sunnyvaleschool.ca/download/83428	Student Handbooks

#### 6.3 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"

Edit Category	Cancel
Title *	Newelatters
The	Newsletters
Category Page	✓ Please Select One
	Home Class 4T!
	About
	- Newsletters

#### 6.4 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"

Edit Document		Save Cancel
File Type	Upload	✓ Publish Settings
File	Choose File No file chosen. Currently Uploaded File: Permission_Form_Revised.pdf File URL: https://www.sunnyvaleschool.ca/download/83428	Category       Student Handbooks <ul> <li>Visible on Decumenta Page</li> </ul>
Title *	Student Handbook	Yes ~
Description		
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

Links to this Document		
Welcome to the 2023-2024 School Year!	Article	

## 7 School Site Settings

#### 7.1 ADDITIONAL INFORMATION

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

	<ul><li>Click on the gear icon in the top right corner of Rally</li><li>Click on "Site Settings"</li></ul>	<b>≜</b> ‡ û
	<ul> <li>Scroll down and click on "Additional Info"</li> </ul>	Site Settings
		Users
Additional Info		Empty Cache
۲	Land Acknowledgement	нер
	Russe	

- 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"
   Site Settings
   Users
   Users
   Empty Cache
   Help
   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