

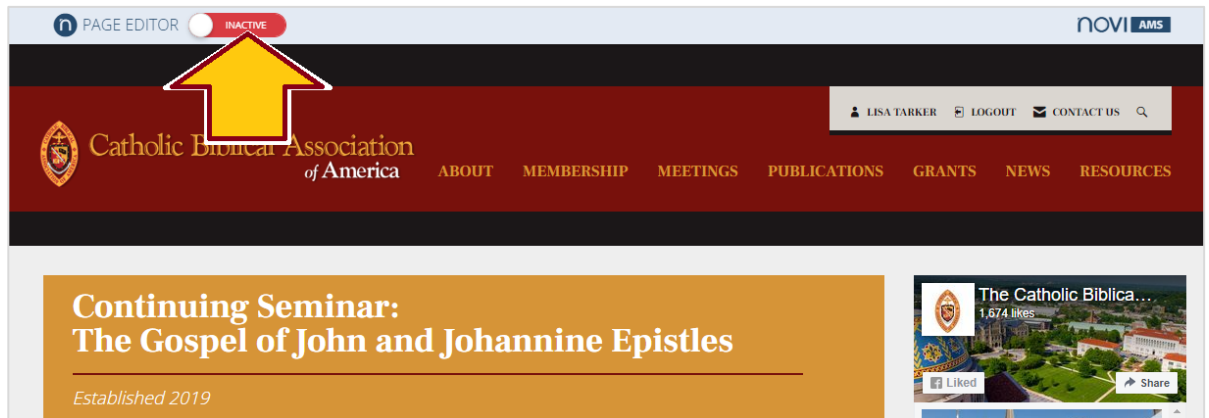


# Catholic Biblical Association of America

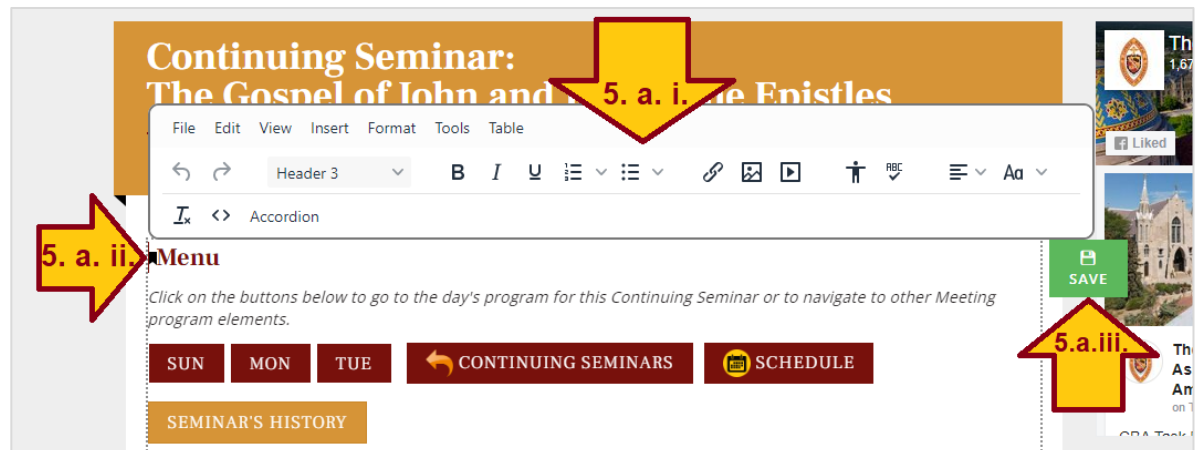
## Updating Your AGM Webpage

As of 2023, Continuing Seminar and Task Force co-conveners have the ability to update their webpage.


1. [Login to the CBA website](http://www.catholicbiblical.org/login) (www.catholicbiblical.org/login).
2. Go to the [Current Continuing Seminars](#) or [Current Task Forces](#) web page.
3. Click on your Continuing Seminar or Task Force (The example below is the 2023 The Gospel and Letters of John)
4. **Activate the Page Editor**
  - a. At the top web page, you now have a light blue NOVI AMS PAGE EDITOR tool bar.
  - b. Move the red toggle switch from left to right (from red “INACTIVE” to green “ACTIVE”).
  - c. See screenshot below

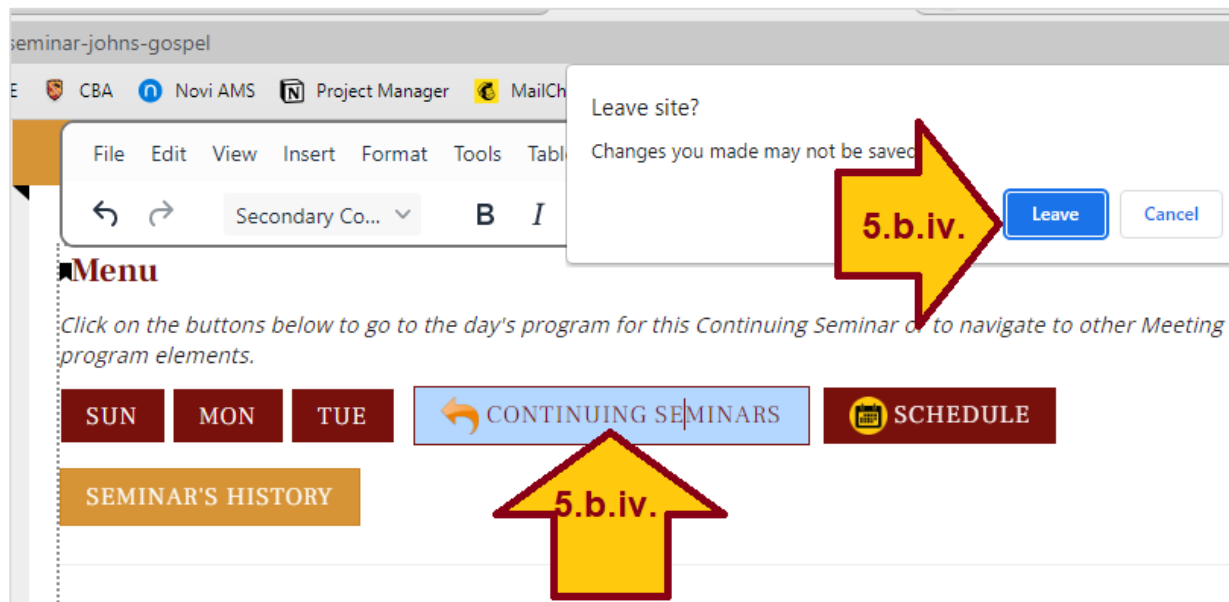
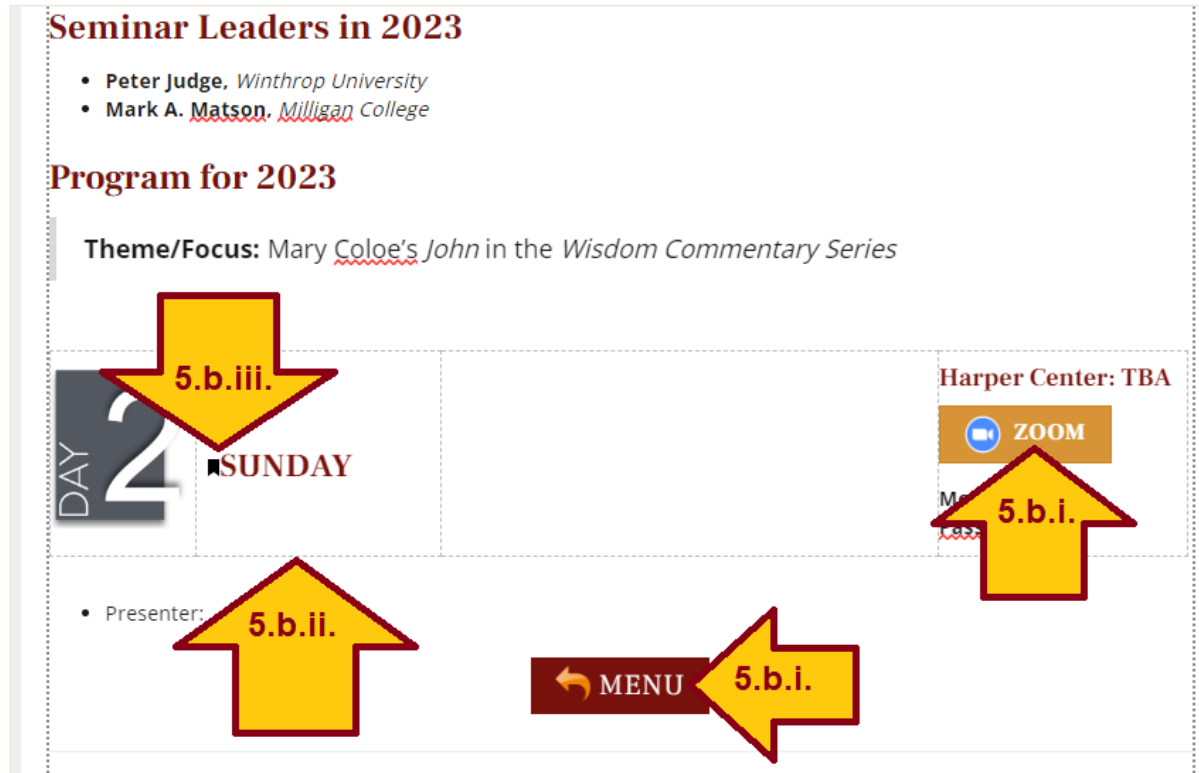


5. **Edit the web page.**
  - a. Click anywhere in the white text.
    - i. An editor's toolbox will appear on the top of the text box.
    - ii. The edit cursor automatically will go to the very top left corner of the text box (i.e., the beginning of the page's code).
    - iii. A green “SAVE” button will appear on the right.
    - iv. See screenshot below.

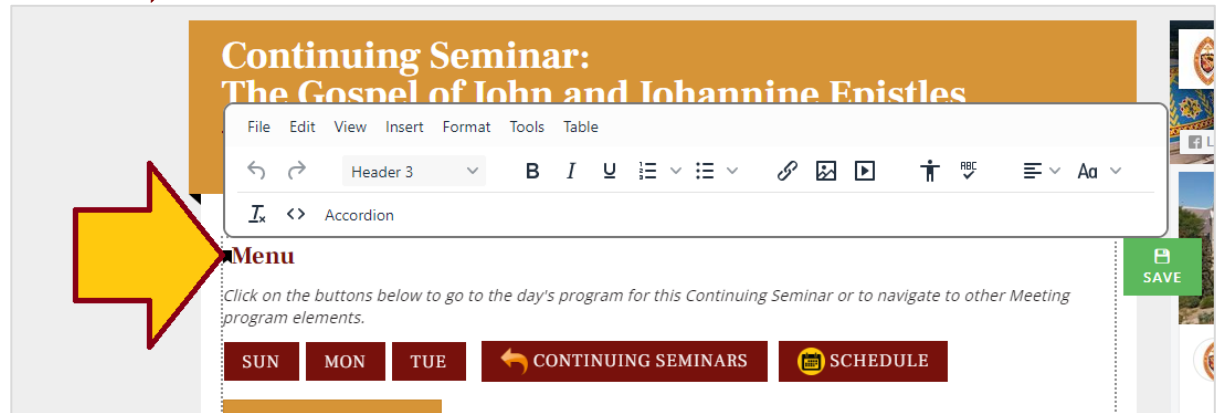


b. PLEASE DO NOT TOUCH THE FOLLOWING:

- i. Any of the buttons (burgundy and gold boxes) – these contain hyperlinks.
- ii. Tables (delineated with faint dotted lines) – these are standardized throughout the Continuing Seminar and Task Force web pages.
- iii. Anchors (little black flags ) – these act like bookmarks for navigation on the page.
- iv. **If you accidentally delete or alter any of the above, do not panic, simple close the page without saving, by**
  - clicking on the return to Continuing Seminars button
  - clicking on the blue “Leave” button in the popup “Leave site?” warning box.
- v. See screenshots below.

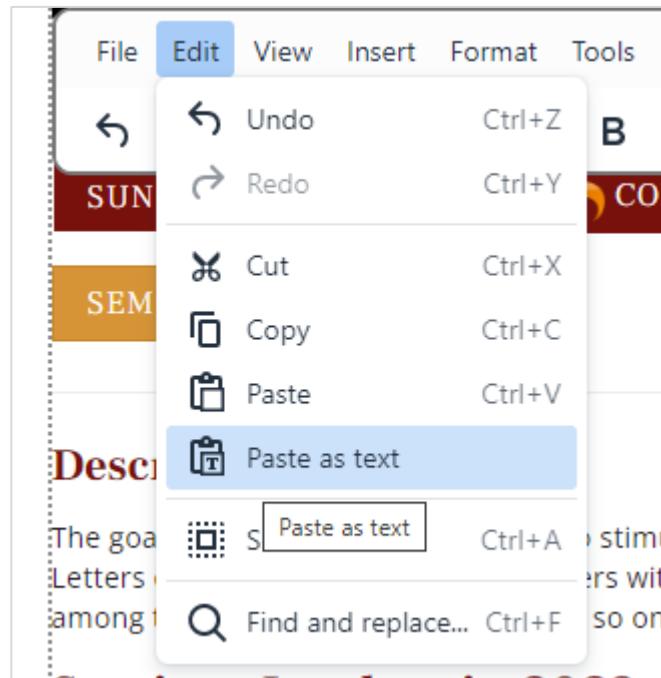


- c. Add or change the text.
- i. **REMEMBER THAT THE CURSOR AUTOMATICALLY IS PLACED AT THE TOP RIGHT CORNER OF THE TEXT BOX (to the right of the anchor for the Menu).** See screenshot below.



- ii. Move the cursor to the area that you wish to edit.
- iii. You may type directly OR paste as text by
  - clicking on "Edit" on the editor's toolbox
  - selecting "Paste as text" from the dropdown options

It is recommended *not* to do straightforward cut and paste as embedded code may disrupt the page style.
- iv. See screenshot below.








- v. Use the tools “B” and “I” in the editor’s toolbox to format your text. The CBA AGM program style calls for:
- the presenter’s name to be in bold, followed by comma, and the presenter’s institution (or “Independent Scholar”) in italics
  - paper titles to be in quotation marks on the next line.
- See screenshot below.

DAY 2 SUNDAY Harper Center: TBA ZOOM Meeting ID: Passcode:

• Presenter: **Mary Coloe**, *Yarra Theological Union*  
"Observations and Thoughts from Commentary on John"

- vi. If you wish to link text to a web page,
- highlight the text to be linked
  - click on the link icon on the editor’s toolbar
  - in the popup box, type or paste the web page URL in the field and select “New Window” under “Open link in...”

File Edit View Insert Format Tools Table Paragraph B I U     ABC  Aa

**Program for 2023**

Theme/Focus: **Mary Coloe's John in the Wisdom Commentary Series**

DAY 2 SUNDAY Harper Center: TBA ZOOM Meeting ID:

Insert/Edit Link

URL  
<https://litpress.org/Products/Search?query=Mary%20Coloe>

Text to display  
Mary Coloe's John in the Wisdom Commentary Series

Title

Anchors  
None

Open link in...  
Current window  
Current window  
New window

Passcode: New window

vii. To link papers to your web page:

- Upload the papers to a cloud storage resource (such as Google docs, box.com, ShareFile, Dropbox).
- and providing the link on the page.
- Once links are embedded on the web page, the CBA Office needs to be notified in an email to [cba-office@cua.edu](mailto:cba-office@cua.edu) with the subject header “AGM papers uploaded to [Name of your web page]” so that the page may be locked down to be visible by registrants only.
- If you do not have access to cloud storage, papers may be forwarded to the CBA Office ([cba-office@cua.edu](mailto:cba-office@cua.edu)) with the subject header “AGM Seminar Paper” and papers will be uploaded as soon as possible. It should be noted that July is an incredibly hectic month for the CBA Office.

6. When finished,

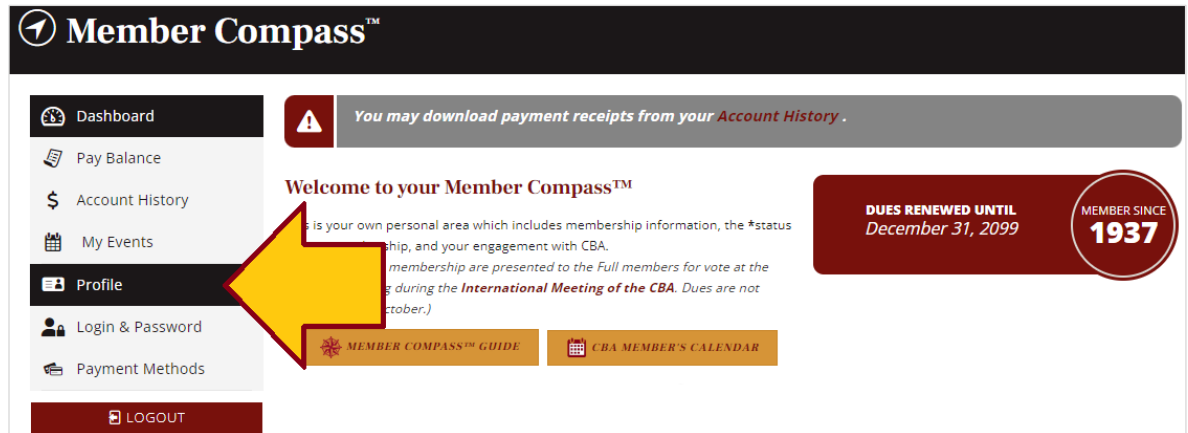
- click on the green “SAVE” button
- Move the green toggle switch from right to left (from red “ACTIVE” to green “INACTIVE”).

See screenshot below.

The screenshot displays a web page editor interface. At the top, there is a navigation bar with the text "PAGE EDITOR" and a green toggle switch labeled "ACTIVE". Below this is a dark red header for the "Catholic Association of America" with a logo and a menu of links: "ABOUT", "MEMBERSHIP", "MEETINGS", "PUBLICATIONS", and "GRANTS". The main content area features a title "Continuing Seminar: The Gospel of John and Johannine Epistles" and a "Menu" section with buttons for "SUN", "MON", "TUE", "CONTINUING SEMINARS", and "SCHEDULE". A "SAVE" button is visible on the right side of the editor. A yellow arrow points to the "ACTIVE" toggle switch, and another yellow arrow points to the "SAVE" button.

## Please note:

- The convener information at the bottom of the page draws directly from the member profile. If you wish to change that information, go to the profile tab on your [Member Compass™](#). See screenshot below



Instructions on how to update your profile, are available at <https://assets.noviams.com/novi-file-uploads/cba/PDFs/faqPROFILE.pdf>

Contact information only appears to members who are logged into the website.

- The CBA Office ([cba-office@cua.edu](mailto:cba-office@cua.edu)) is willing to continue updating the web pages, but as the AGM draws closer it may take longer for any changes to be made.
- If you have saved the page and something seems amiss
  - contact the CBA Office ([cba-office@cua.edu](mailto:cba-office@cua.edu)) with a subject line: **WEBSITE HELP NEEDED** or
  - call (202-319.5519) and leave a detailed message. A response will be forthcoming within business hours (9 am - 5 pm EDT).