Maintaining Accordions

2017 - Spring Edition

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Overview

Accordions are **collapsable content areas** that allow you to condense lots of information in a **tab structure. Accordions** can have various stylings and will match your site design, however, you will most typically see **Accordions** as a tabbed structure either vertically or horizontally. The accordion plugin can be placed on any content page as needed by your Clubessential team. In order to maintain the Accordion, Admins can access the Accordion on the page to make updates such as: **adding, editing, deleting, and moving tabs**. The content within the Accordion can be edited using the **Click to Edit** to open the Editor by Admins or Editors.
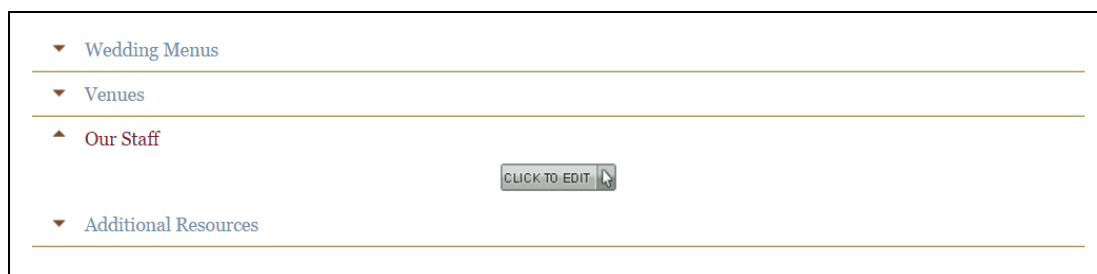

Accessing the Tool

In order to access **Accordion Properties**, first navigate to the page where the **Accordion** is located.

You will find the **Accordion Properties icon** above the **Accordion** and to the right.

Click on the **Accordion Properties** to make edits such as: **editing, adding, deleting, and moving sections.**

**NOTE: Editors CANNOT access Properties - only Admins at this time.**
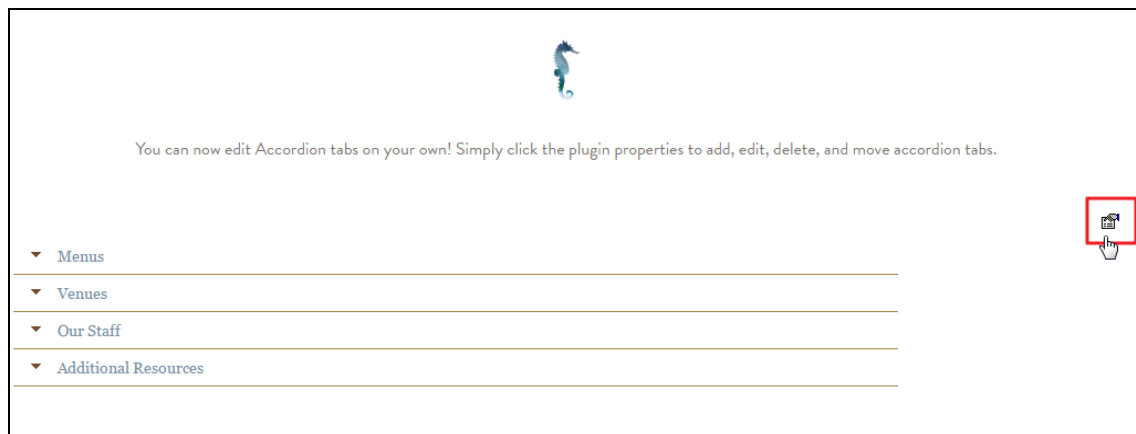
The First tab that will launch is the **Accordion Tabs**, which is where you will make all edits for **editing, adding, deleting, and moving sections.**

The **Accordion Properties Tab** is for **Clubessential Corp Admins,** and while this tab is visible, you are unable to make edits to it at this time. This tab defines design and behavior settings for the Accordion.
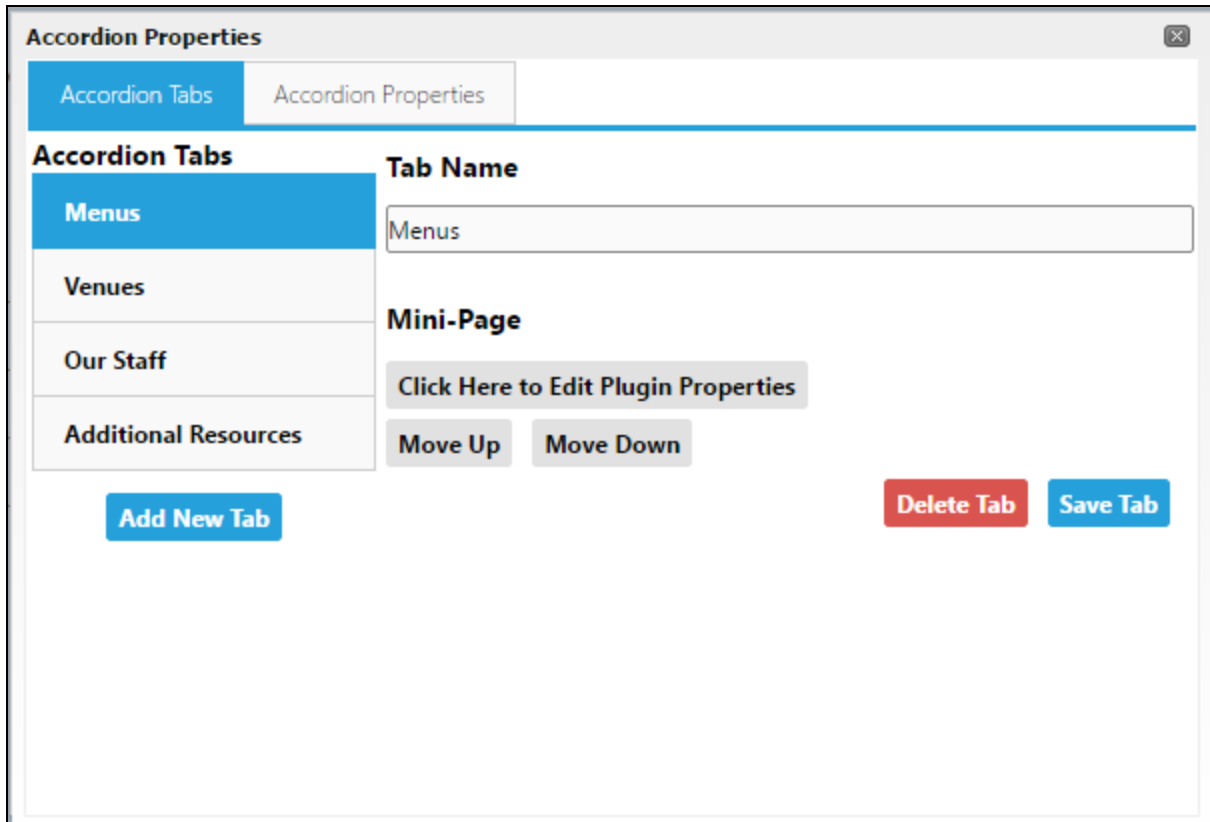
Adding a New Tab

To add a new tab within the Accordion Properties screen, **click** the **Add New Tab button.**
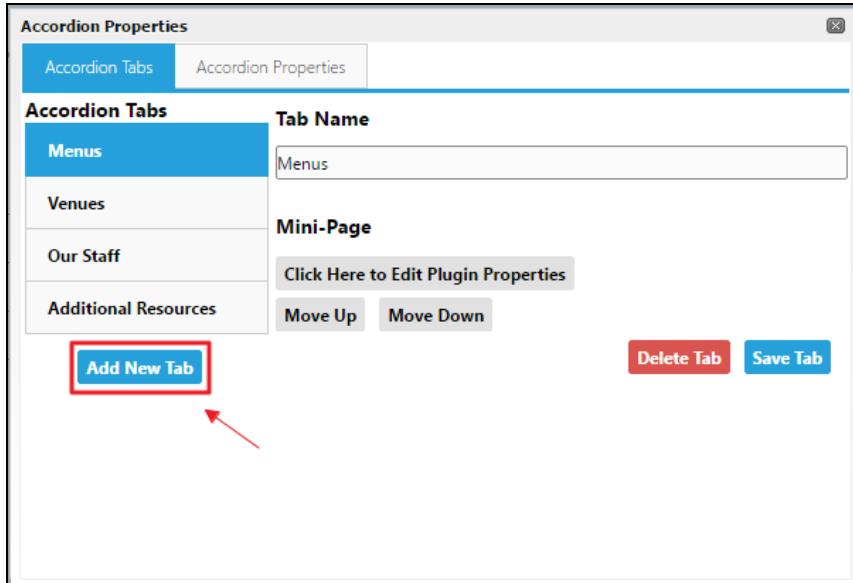
Type a name for the **tab** into the **Tab Name** text box. This name should be informative of the type of content that will be placed within the Accordion Section (EX: Wedding Menus, Contact Information).

Next, **click Save Tab** and then the **'X' sign** on the **Accordion Properties** screen to close the window.
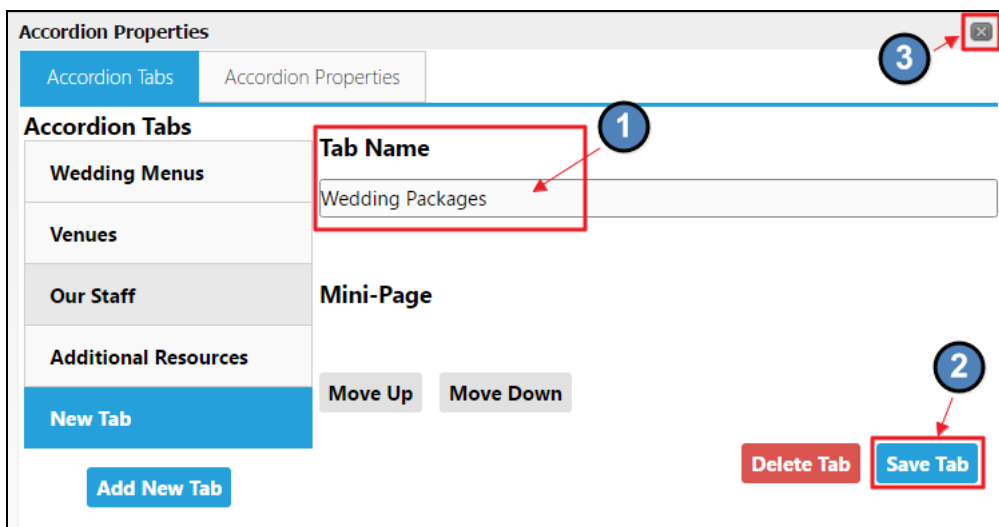
The page will refresh and you can now see and edit your new **Accordion Section.**
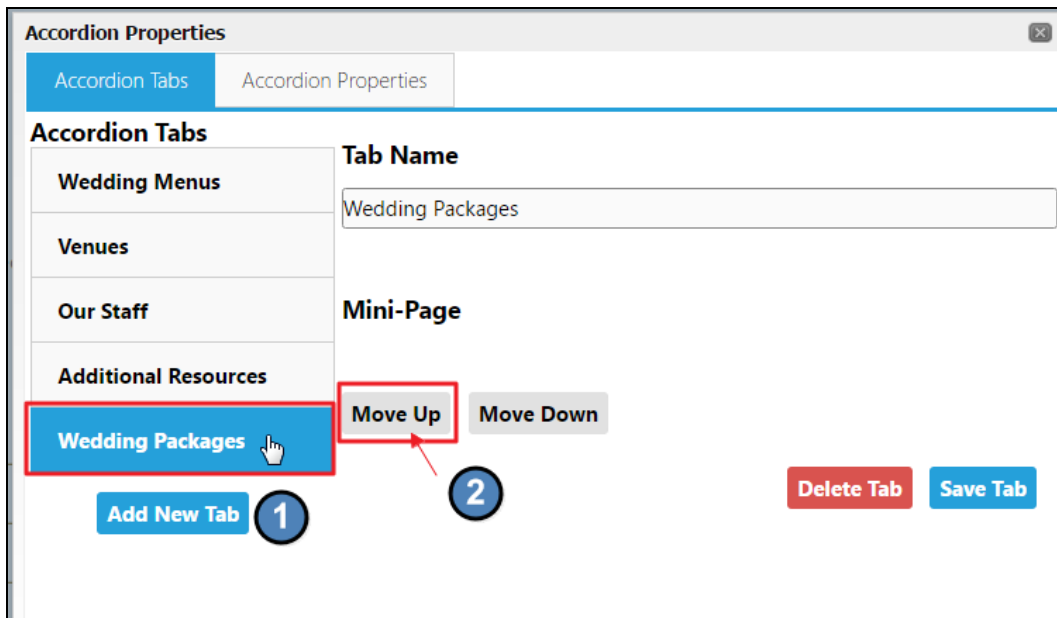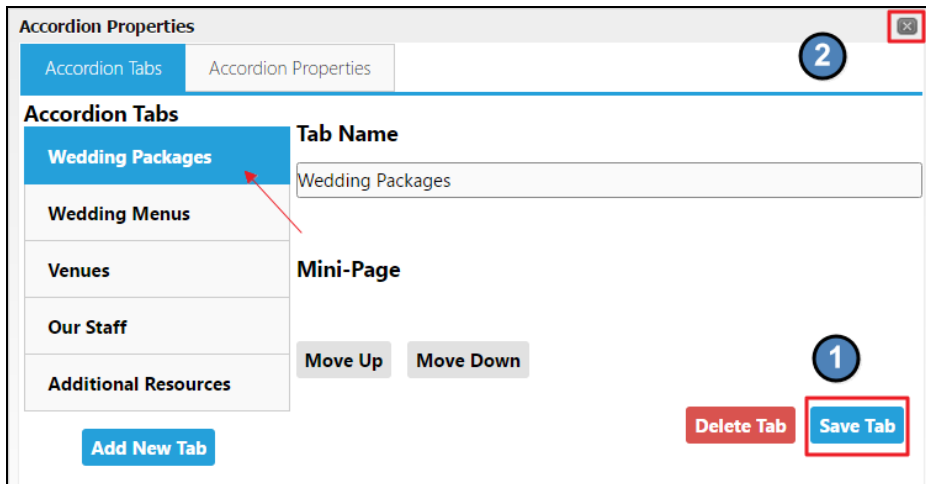

Moving Tabs

To **move a tab**, open the **Accordion Properties icon.**

Under the Accordion Tabs name list, **click** on the **tab** you wish to move.

Then, **click** the **Move Up** or **Move Down** button to move the tab to the desired location.

The tabs are listed in sequential order as they will appear on the webpage. **Click Save Tab** and **Close out.**
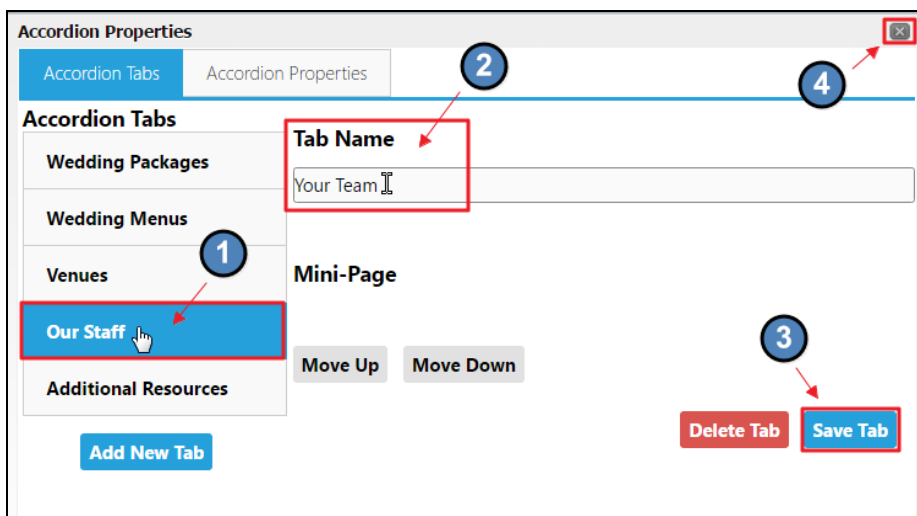

Editing Tab Names

To **edit** a **tab**, open the **Accordion Properties icon.**

Under the **Accordion Tabs** name list, **click on the tab** you wish to **edit.**

Under the **Name Tab**, **enter in a new name** for the **tab**.

Click Save Tab and **close out** of the window for updates to appear on the web page.
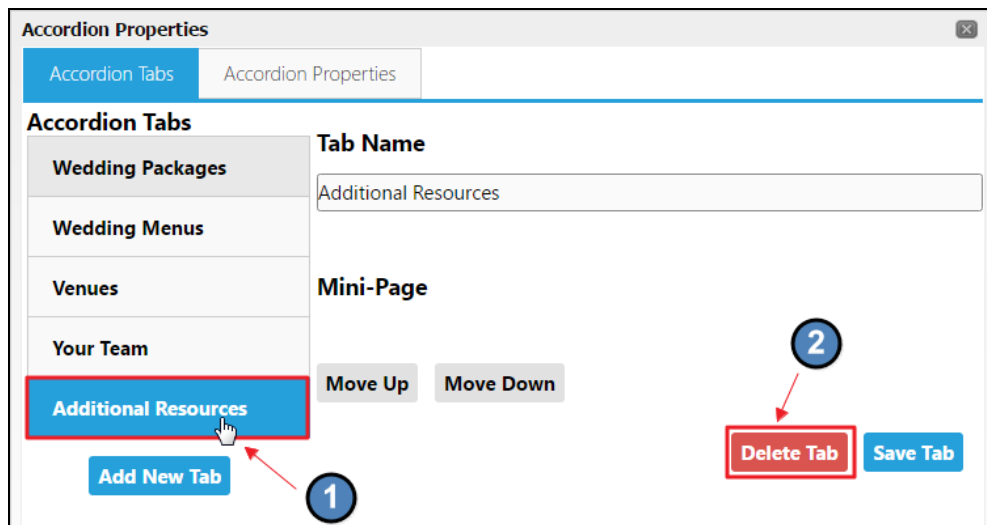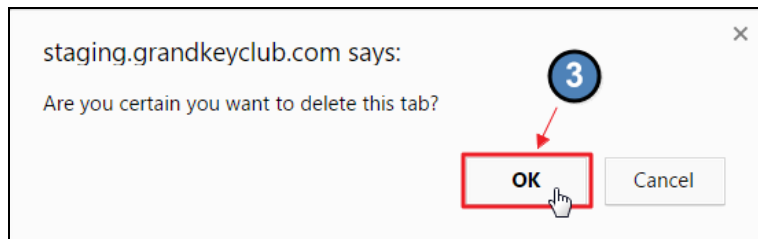
Deleting a Tab

To **delete a tab**, open the **Accordion Properties icon.**

Under the **Accordion Tabs** name list, **click** on the **tab** you wish to **delete.**

Click the **Delete Tab**.

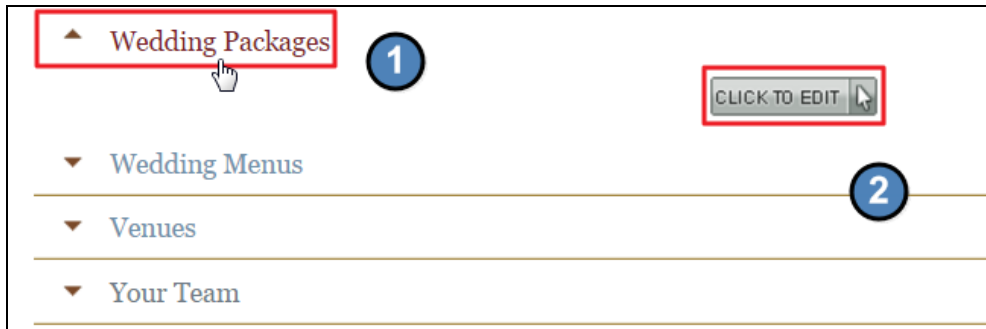A pop-up window will appear to confirm you wish to **delete**. **Click OK** to confirm changes.

Close out of the **Accordion Properties** screen to see changes on the web page.

Maintaining Accordion Content

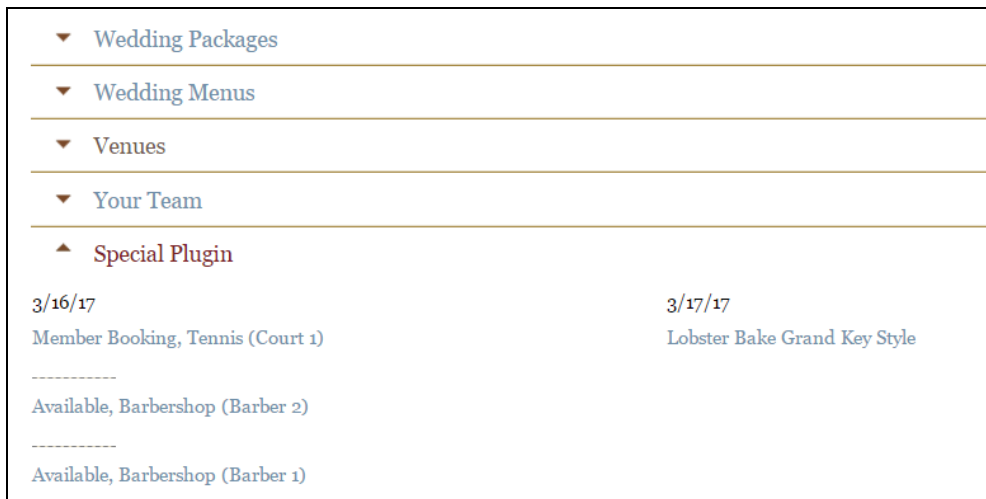To maintain content within an accordion, simply **expand** the **Accordion Tab** on the webpage.

A **click to edit** will appear. **Click** the **click to edit** to open the **Website Editor.**

You can add **plain text, imagery, tables, documents,** and **hyperlinks** within an **accordion**.

Adding Special Plugins to Accordions

Other plugins may be added to **Accordion Tabs**, like a **Calendar plugin.**

Any plugin that is **NOT** a standard **Click to Edit** section is a special plugin and must be added by a Clubessential Team Member.

To add special plugins, or to inquire about these options, please contact Clubessential for more information.

FAQ

Q: Can Editors maintain accordion tabs?
A: No, Editors cannot maintain accordion tabs at this time. Only Admins have the ability to update Accordion Properties. Editors can, however, edit content within an Accordion so long as that Editor has permission to edit the page that the Accordion is placed on.

Q: If I delete a tab is it gone forever?
A: A tab can be restored with the assistance of Clubessential, however, before you delete a tab it is always best to copy the content to another webpage or offline.

Q: Can we add other plugins to the accordion?
A: Alternate plugins may be added, however, those plugins must be added by a Clubessential Team Member. Please contact Clubessential to discuss those options further.