# How to Modify the KAN Website

To modify the KAN website you need a free Weebly account, and you need permission to edit. The following people have editing permission on Weebly :

- Brian Staples (CHNA)
- Bea Nahon
- Lisa McConnell
- Karen Story
- Chris Kagen
- Janet Pruitt
- Bill Blanchard

To Upload Agendas, Minutes, or other Files

1. Go to https://www.weebly.com/home/

2. Sign up for an account if you don't have one

3. Sign in to your account

4. You should see "Kirkland Alliance of Neighborhoods" near the top. Click on Edit Site:
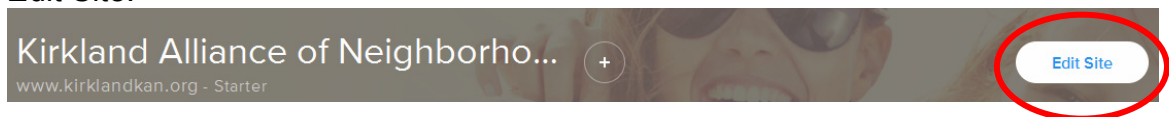
5. Put the cursor in front of the top entry on either the Agenda list or the Minutes list, and press Return.

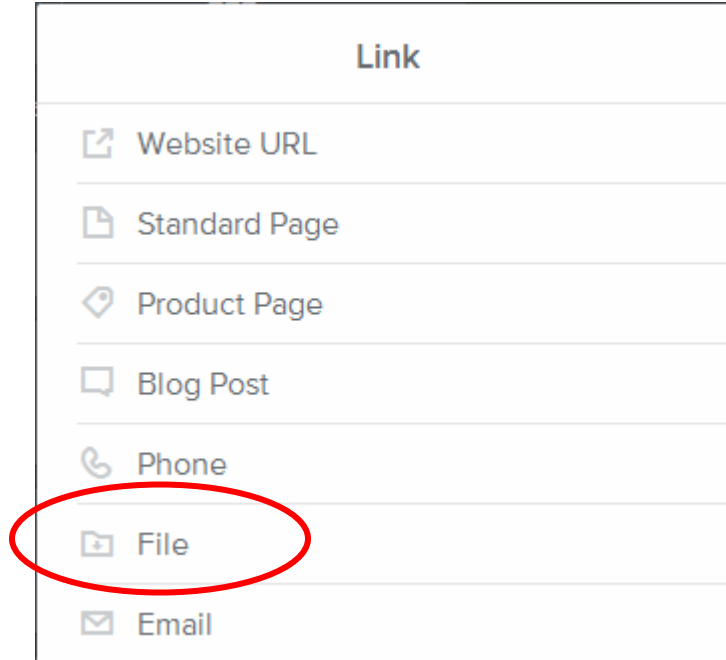6. Move the cursor to the new, blank line and type the new date:

7. Triple click the new entry to select it, then click the link icon:

8. Select File:

Link

☐ Website URL

☐ Standard Page

☐ Product Page

☐ Blog Post

☐ Phone

☐ File

☐ Email
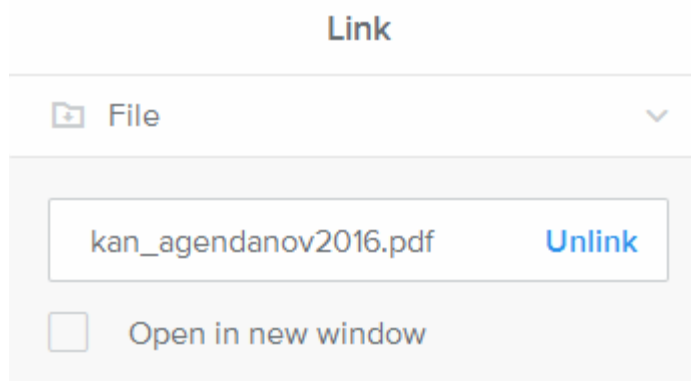
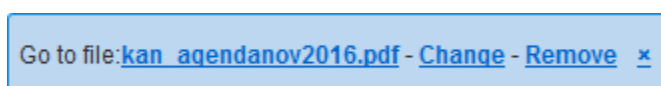9. Select **+ Upload New**

10. Browse to locate the desired file, then click Open.

11. When the file is done uploading, click anywhere outside the upload window to make it disappear:

Link

☐ File   ⌄

kan_agendanov2016.pdf   Unlink

☐ Open in new window

12. Click on the new link and a blue box like this appears:

Go to file:kan_agendanov2016.pdf - Change - Remove ×

13. Confirm that the correct file name is displayed.

14. Click **Publish**

15. Click the http://kirklandkan.org/ link that appears and verify that the changes are displayed correctly.

16. Hover the mouse over both the new and old file links to make sure that the correct file name is displayed in the lower left corner of the browser window.

To Update an Existing Document

If an existing document gets updated, or you want to replace draft minutes with final minutes:

1. Click on the link you'd like to update and a blue box like this appears:

   Go to file:kan_agendanov2016.pdf - Change - Remove ×

2. Click Change and choose the new document you'd like to upload to replace the existing document.

To Edit the Website Content

To add or modify text:

1. Type the new text
2. Click Publish
3. Verify the changes on the KAN website

Remember to change the meeting date each month and update the meeting location if it changes.