
Embark Yoga Website Manual

Absolutely Everything You Need to Know about YOUR NEW WEBSITE!!!



**Trevor Gulock, Lila Albright, Katherine Bortner &
Allie Lynch**

Dawn's Table of Contents for Any Issue:

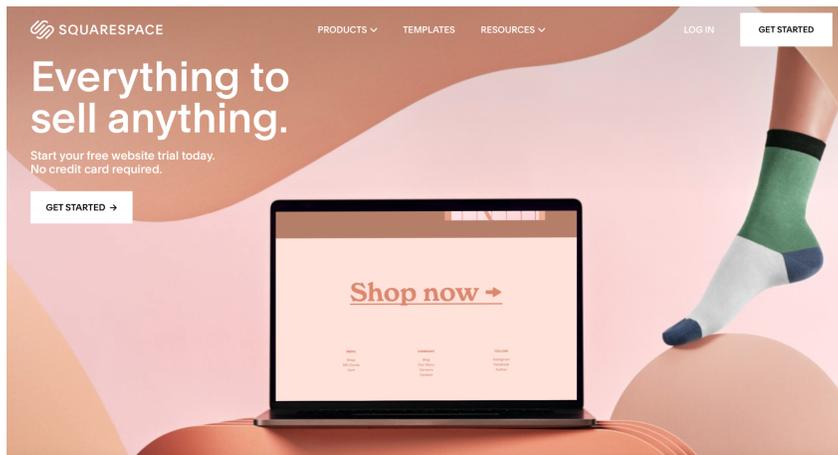
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- ❖ **I need to change make just a small adjustment.....3**
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Something we missed? Please, please, please feel comfortable to reach out!
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How to Access Site for Editing



First, click on the log in button in the top right corner when you get to squarespace.com. This will lead you to the login page that will prompt you to sign in with your email and password. Once you sign in with your email and password that you created yourself, you will be redirected to the page with your projects on it, and you can click the Embark Yoga site to get started on your editing.

Moving a page/menu navigation (Allie)

Editing a Page and Adding Content

This video below, made by Squarespace, is a great tutorial for how to add content to your page, as well as editing and removing. Overall, to edit any text boxes or photos/videos, all you need to do is double click on it, then click edit, then once you are done editing you can click “save” to save it.

▶ [Layout Pages Tutorial | Squarespace 7.1 Tutorial](#)

Adding a Video to the “Meet Dawn” Page

1. Following the same steps as before with editing content, you will want to click on the sample video we have already put on the page, and click the pencil button to edit.

An Introduction to Dawn

Each of Dawn's classes will include yoga positions, breathe/awareness practices, deep relaxation and closing in silence. Movement will explore 'playing the edge,' control and ease in transitions, flexibility, range of motion, balance, strength and coordination. Take what works and leave the rest! Please, come enjoy your personally tailored and non-judgmental path to a better you.

Video  

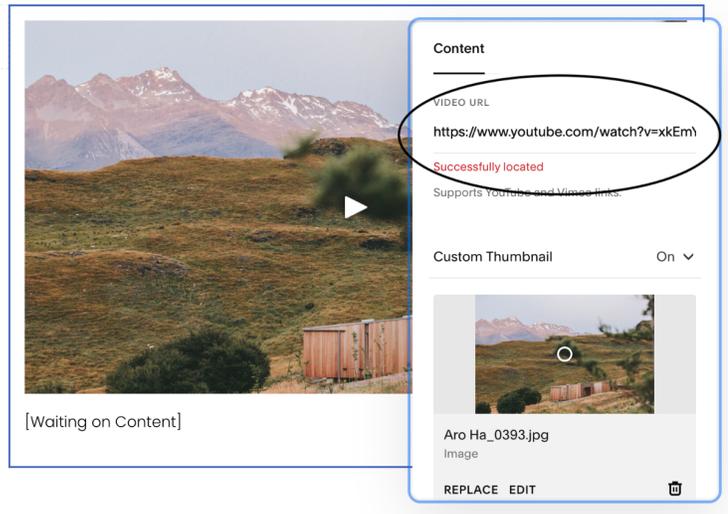


[Waiting on Content]

2. After clicking on the pencil, it will open a pop up for a youtube link. You can just simply copy and paste your youtube video into the URL, and it will appear on the site. You can also choose a custom thumbnail if you would like, which is just adding a picture of your choosing.

An Introduction to Dawn

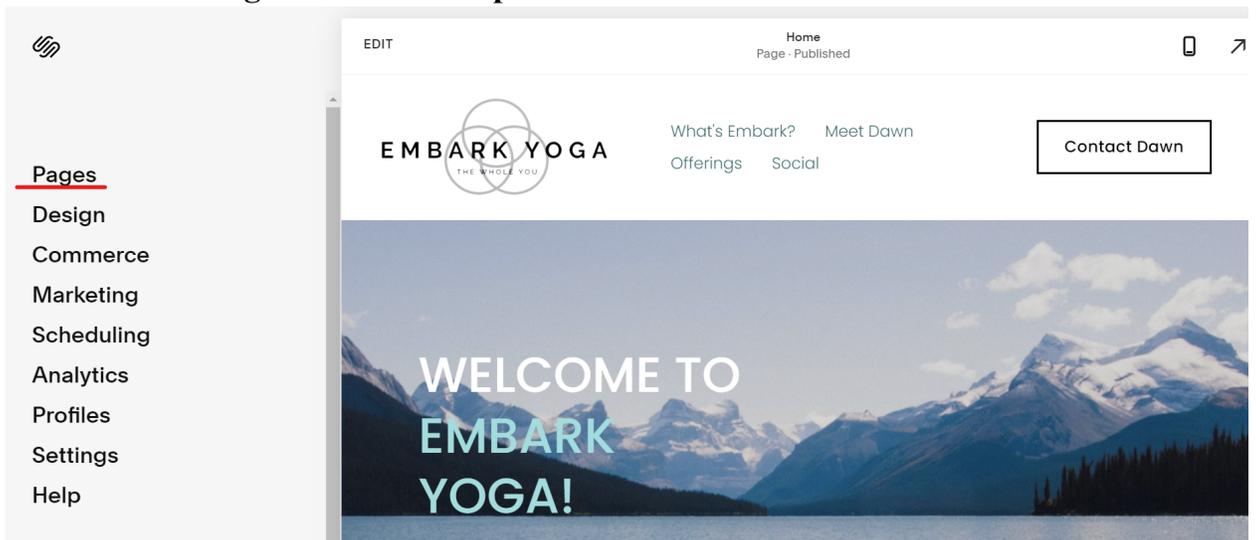
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<https://support.squarespace.com/hc/en-us/articles/206795137-Pages-and-content-basics>

Moving a page/menu navigation/Changing Offerings:

- 1) Click on the “Pages” tab in the top left corner



- 2) In the “Main Navigation” are links to all of the visible pages on the website; If you want to rename any of the pages, hover over the page and click on the

settings icon.

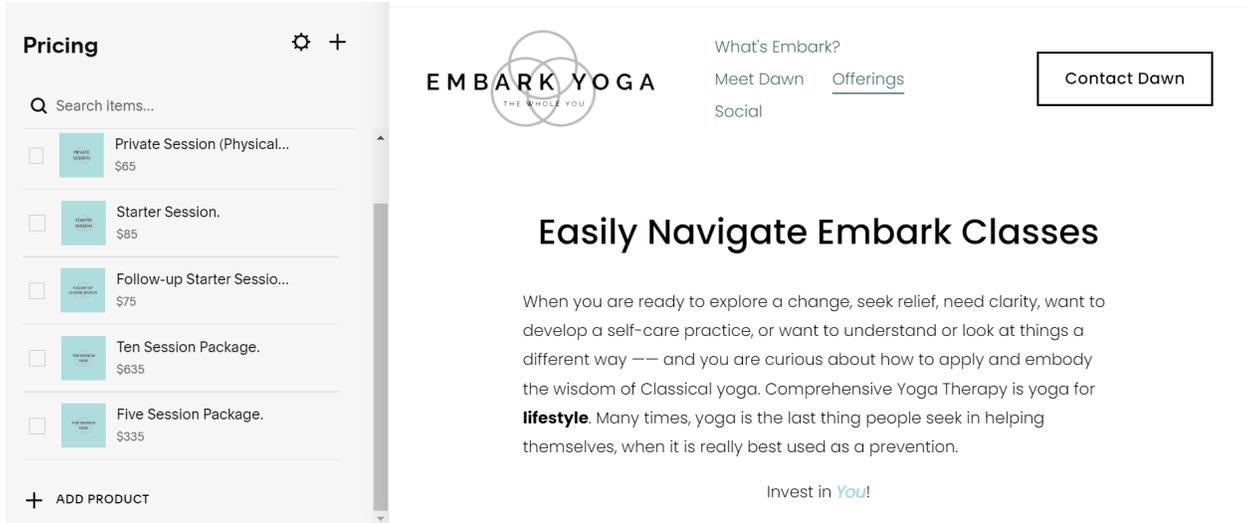
The screenshot shows the website editor interface for 'What's Embark?'. On the left is a navigation menu with sections: 'HOME', 'MAIN NAVIGATION' (containing 'What's Embark?', 'Meet Dawn', 'Offerings', 'Social'), and 'NOT LINKED'. The main content area on the right features the 'EMBARK YOGA' logo, a header with 'What's Embark?' and 'Meet Dawn' links, and a 'Contact Dawn' button. Below the header is a section titled 'Our Mission.' with a paragraph of text and a circular image of a person in a yoga pose.

3) To move the page order, click and drag the selected page to your desired position.

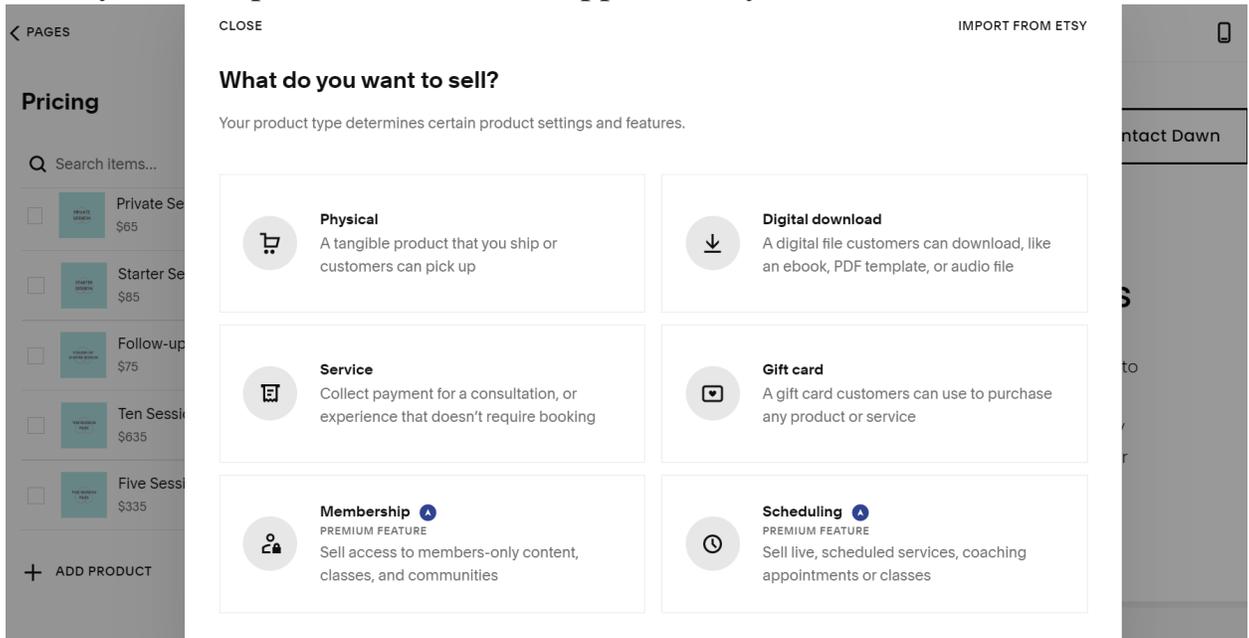
4) To change the “offerings,” first, hover over the option and click the little arrow on the right hand side of it.

This screenshot is similar to the previous one, but the 'Offerings' item in the navigation menu is highlighted with a red bar, and a small right-pointing arrow is visible next to it, indicating it is selected for editing.

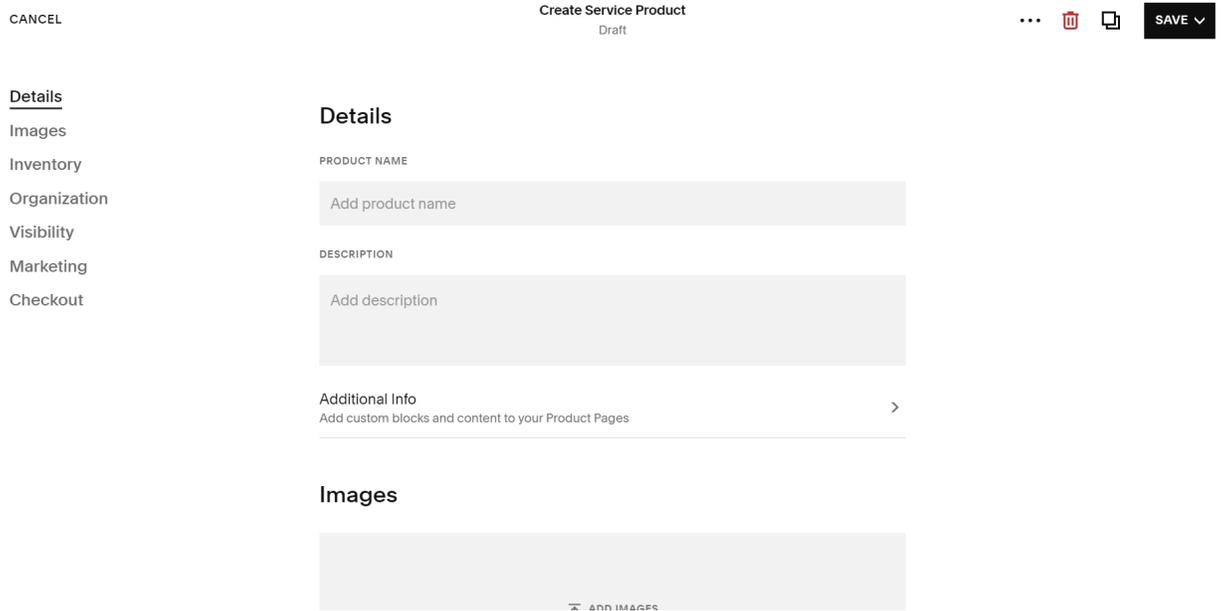
5) Once you are there, you can edit the offerings by hovering over each option & if you scroll down, you will see an option to add a product as well. If you want to rearrange, all you need to do is drag & drop them.



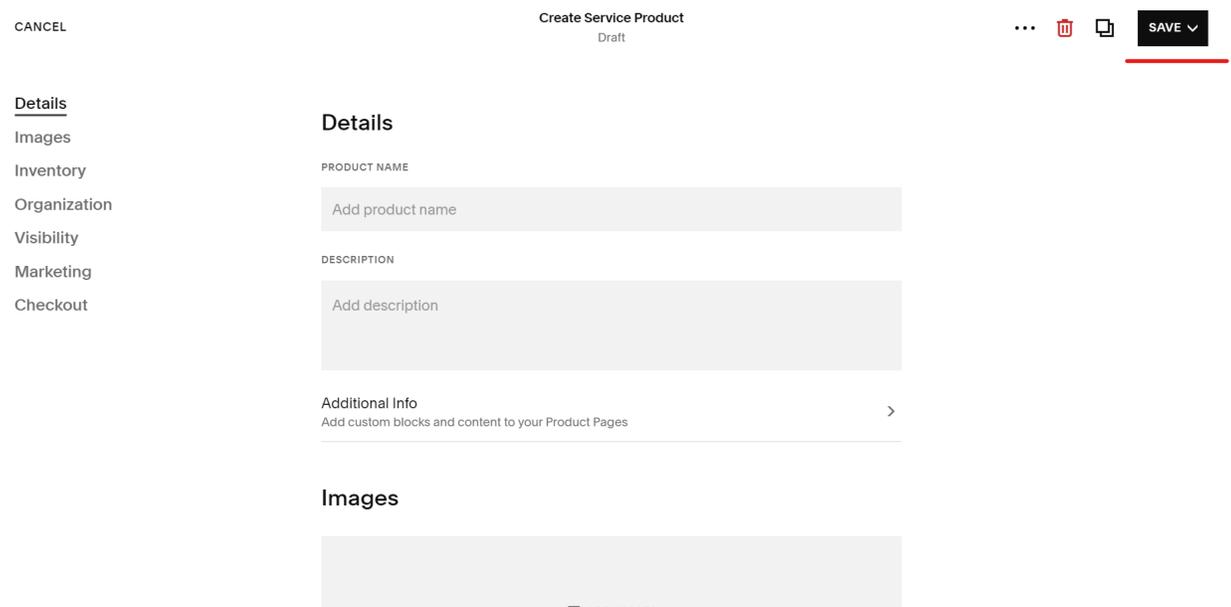
6) When you add a product, a menu will appear, and you will choose “service.”



7) It will then take you to a pop up to “create service product” in which you will put in the desired information.

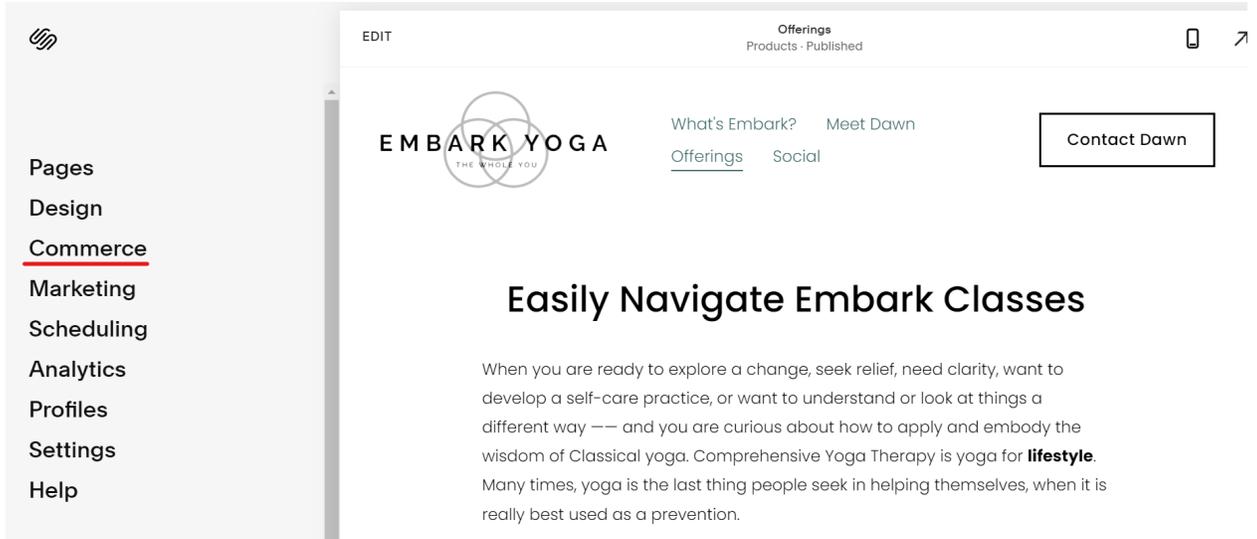


8) After finishing up plugging in the information, photos, etc. you click the black button in the top right hand corner. If you click save, it will save it as a draft ONLY. You have to click publish for it to be visible on the website.

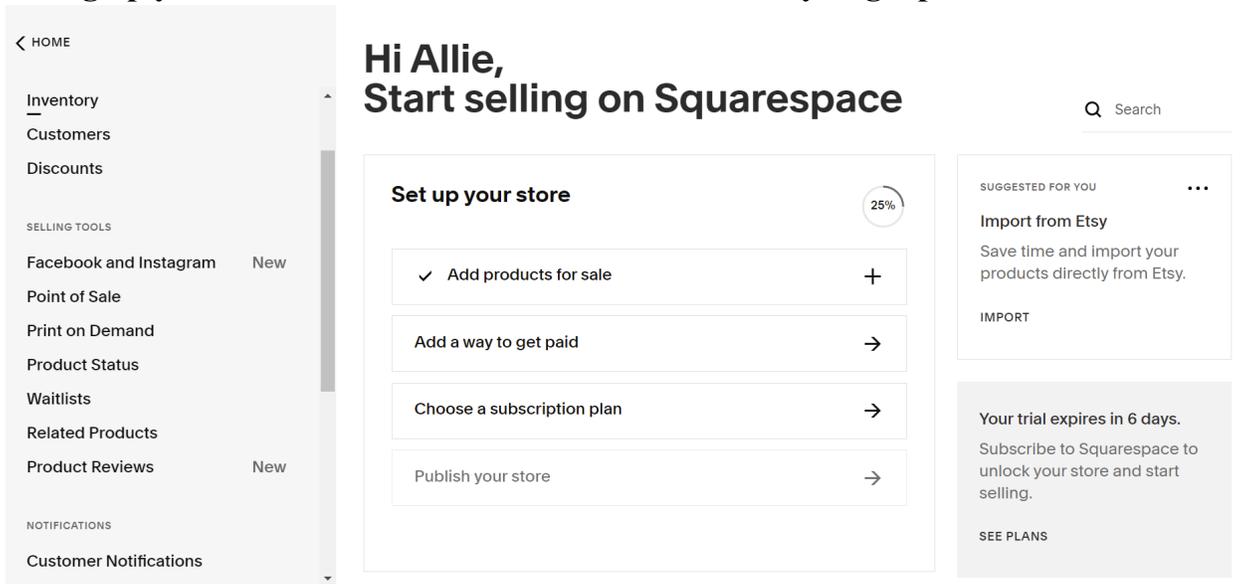


E-commerce:

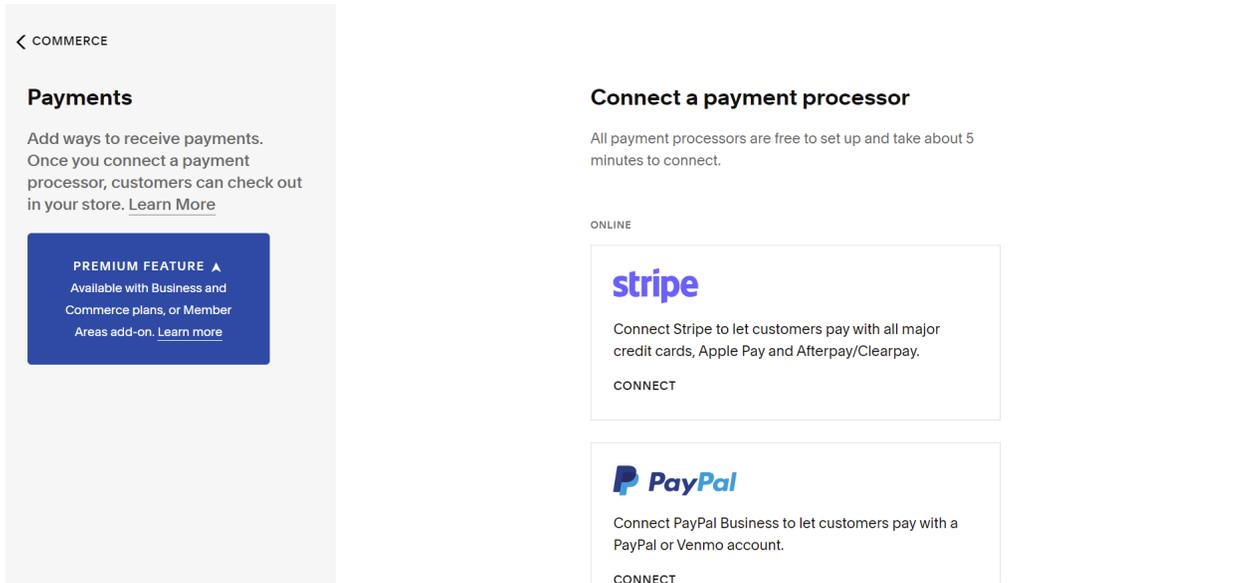
1) To edit the ecommerce part of the website you can click on the “commerce” icon in the menu.



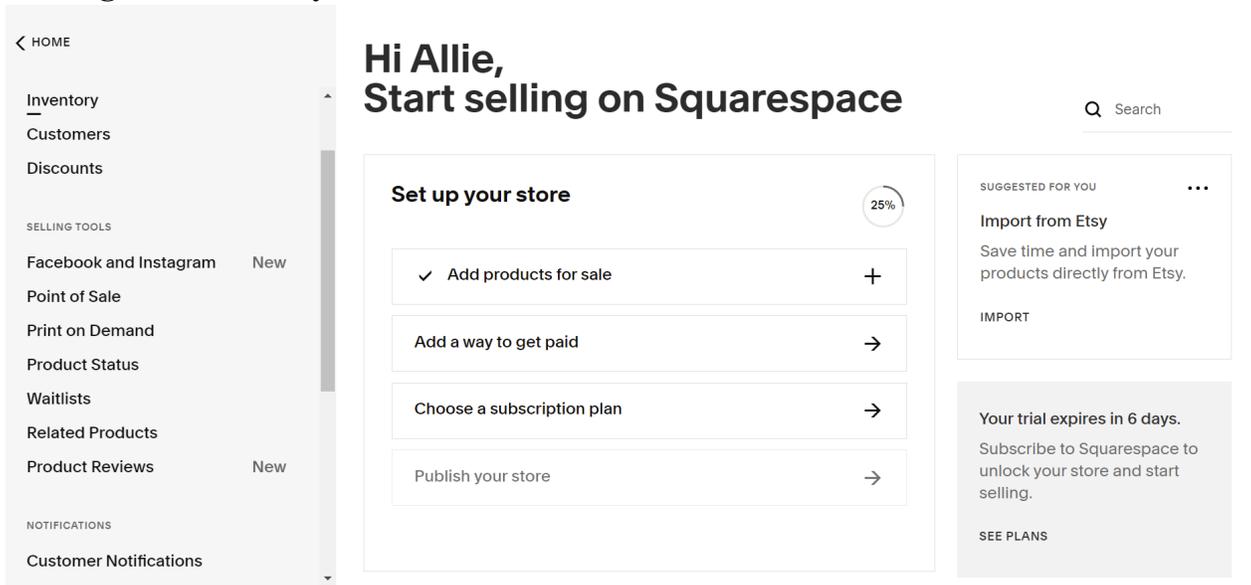
2) It will bring you to this page where it will give you the option of finishing setting up your store. You will then click on “Add a way to get paid.”



3) It will then take you to this page where it gives you various options for payments platforms that you can use in order to receive payments from your customers including, Stripe, Paypal, & Square.



- 4) Additionally, from this “Commerce” page you can also edit/add offerings by clicking on “inventory.”



- 5) It will display the various offerings you currently have & if you hover over an offering a pencil icon will appear on the right. Additionally, in the top right there is an option to “add product.”

Inventory

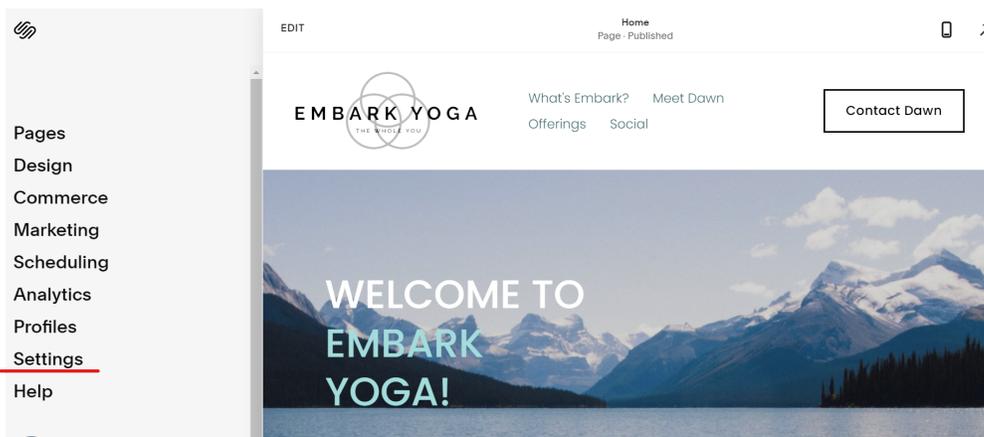
Search by products, tags, categories

Product	Visibility	SKU	Stock	Price
<input type="checkbox"/> Pelvic Floor Yoga Session.	Public	SQ7746409	∞	\$65.00
<input type="checkbox"/> Follow-up Starter Sessions.	Public	SQ9710226	∞	\$75.00
<input type="checkbox"/> Ten Session Package.	Public	SQ7163483	∞	\$635.00
<input type="checkbox"/> Five Session Package.	Public	SQ7286958	∞	\$335.00

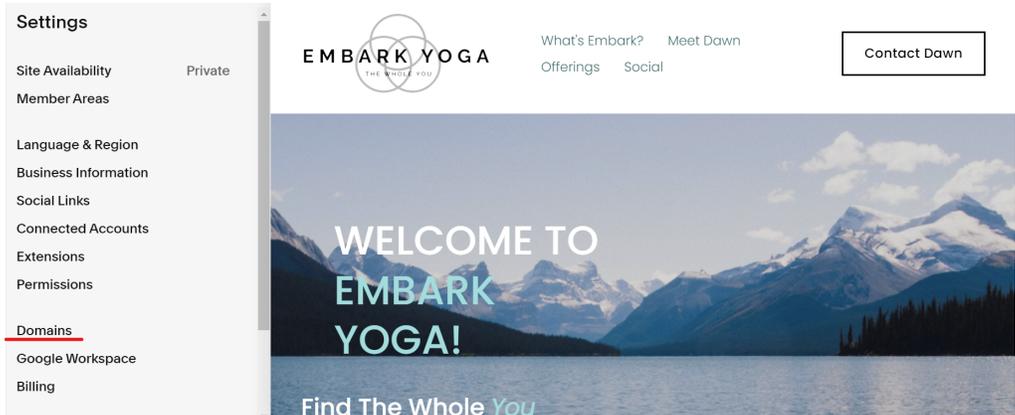
You can also learn more about setting up a squarespace ecommerce through this resource:
- <https://www.squarespace.com/blog/how-to-set-up-an-online-store>

Setting up a Domain:

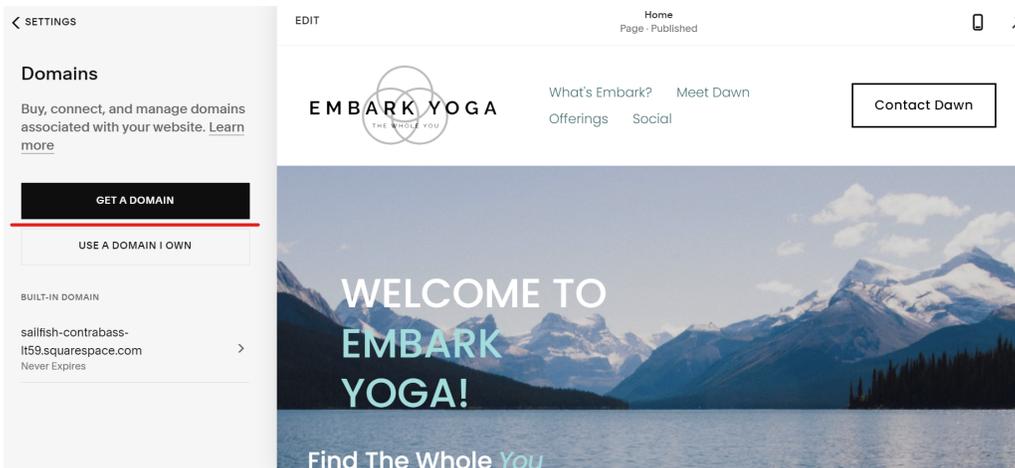
1) Navigate to “settings” in the menu bar.



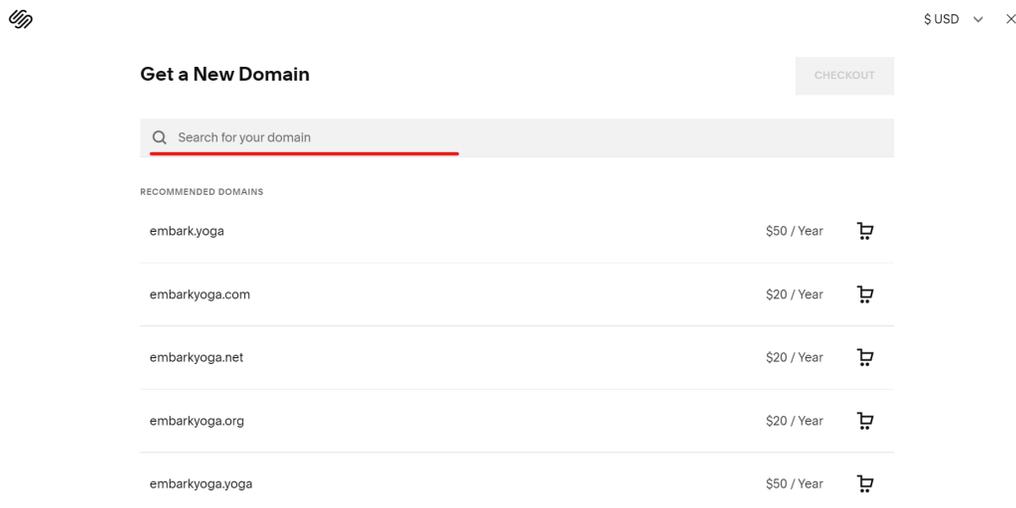
2) In setting, find the button “Domains” toward the bottom of the menu bar.



3) Click the button “Get a Domain.”



4) Search for your desired domain, add it to the cart using the cart icon, & it will take you to another page that will then allow you to purchase your new domain.



Editing the Email Preset

When clicking on the “Contact Dawn” button in the site header, it automatically prompts the user to send an email to your embarkwithdawn@gmail.com account!

If you ever need to edit the email preset...

1. Go to the edit section of the site.
2. Hover over any of the buttons at the top, and click on “Edit Site Header.”

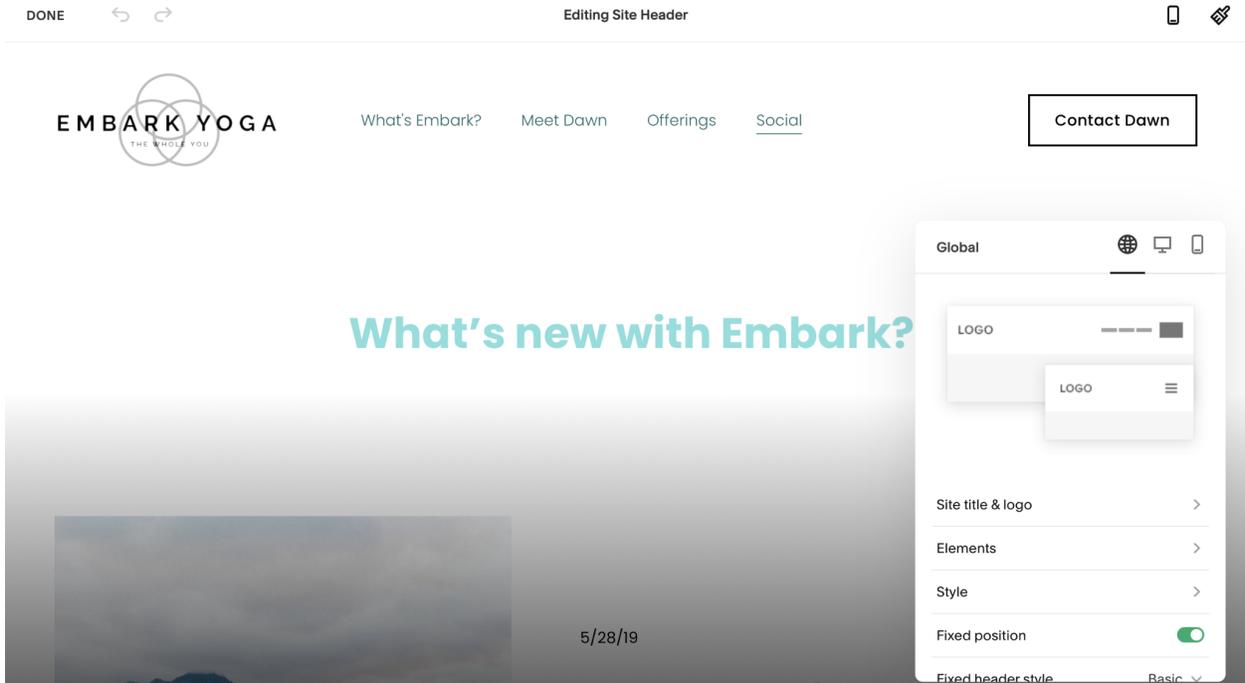


What's new with Embark?

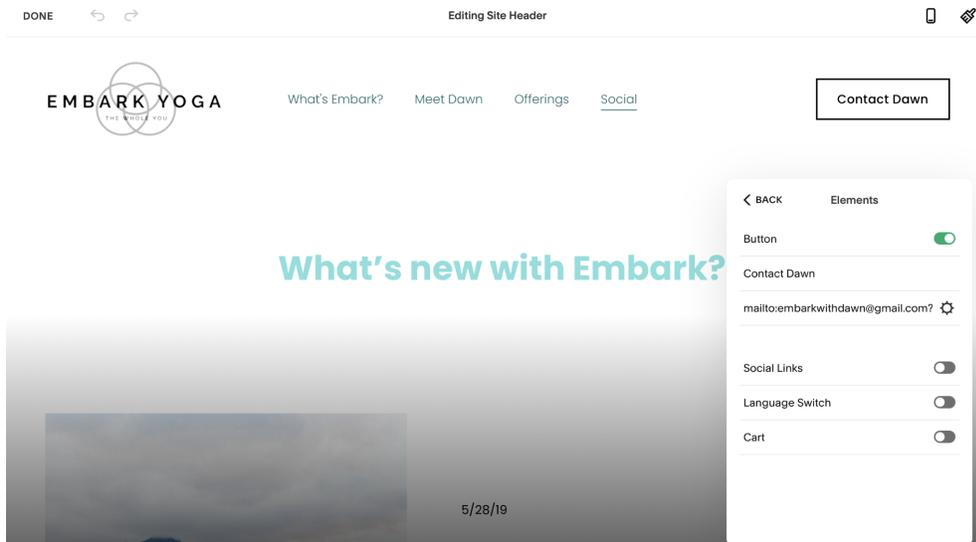


5/28/19

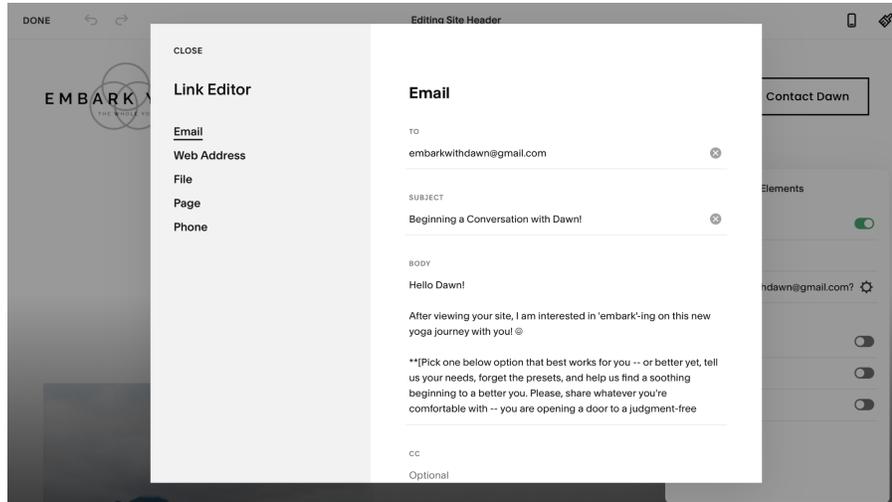
3. Click on “Elements,” as seen below in the menu.



4. Under “Contact Dawn” in the menu click on the gear icon.



5. Here you can change your email address, the subject line or the preset email to send!



Some other presets we have in mind are...

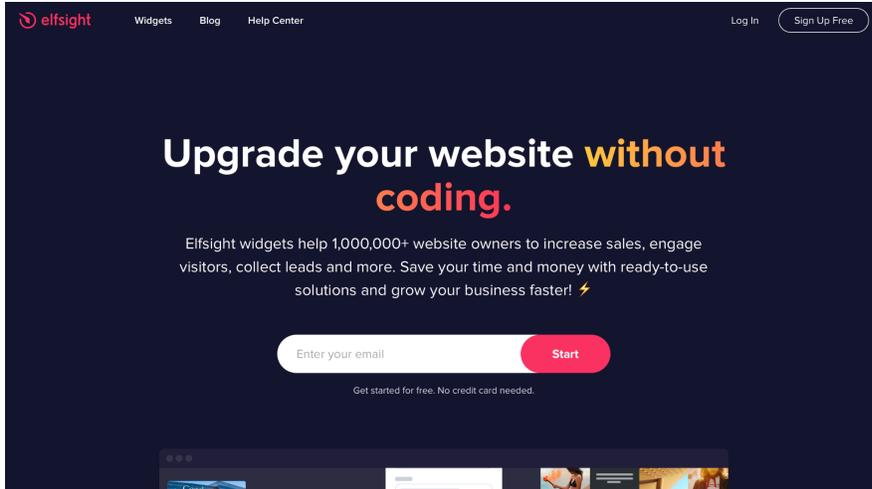
1. I am having some issues with _____. And could use just a conversation to see if this is right for me.
2. I am still quite not sure what Embark Yoga is, and would love just a more in-depth explanation about how I can begin to achieve a better me.
3. The [1 Session//3 Session Package//5 Session Package//10 Session Package] is such a steal. Could I begin a consultation about what offerings work best for me?

Everything Facebook

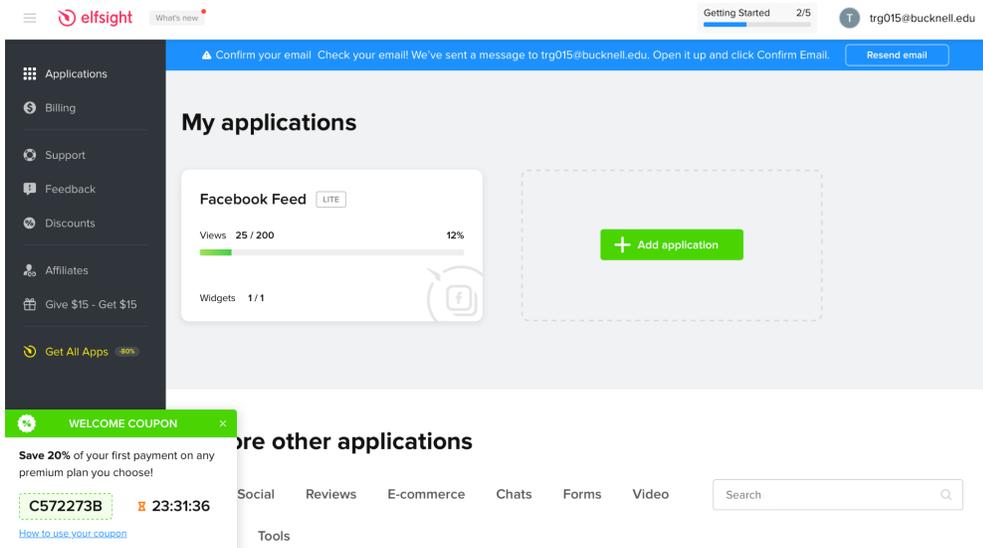
A video tutorial regarding everything social can be found in the “Everything Facebook” video attached.

Social Page Widget: Changing the Layout, Upgrading from The Free Plan or Reconnecting your Facebook!

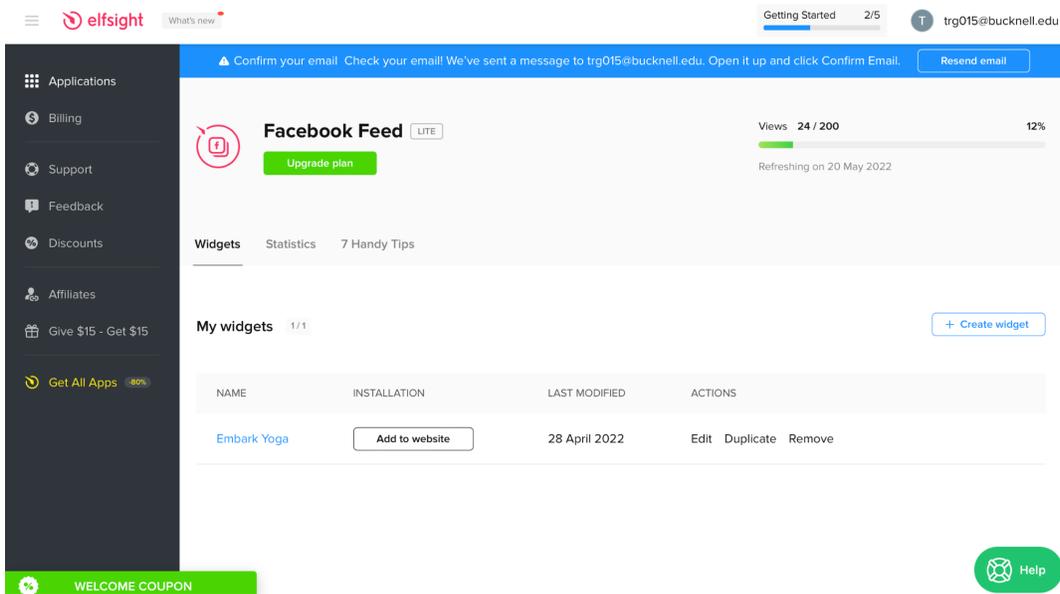
1. Visit: <https://elfsight.com>
2. Click Log-in in the top right corner



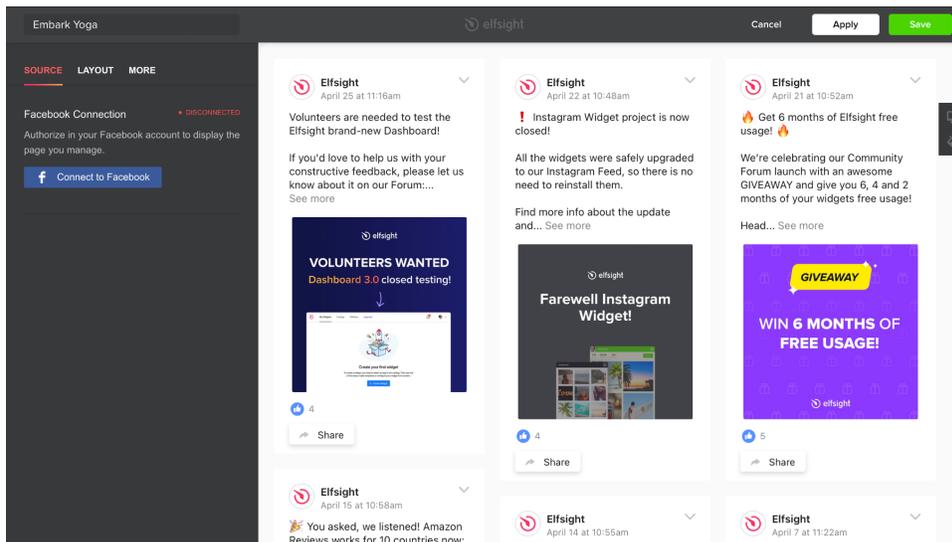
3. Sign in using established email & password
 - a. Email: embarkwithdawn@gmail.com
 - b. Password: rxC5N4Zn5HS8YZPP
4. Click Facebook Feed under my applications



5. It should take you to here, where you click on “Embark Yoga”



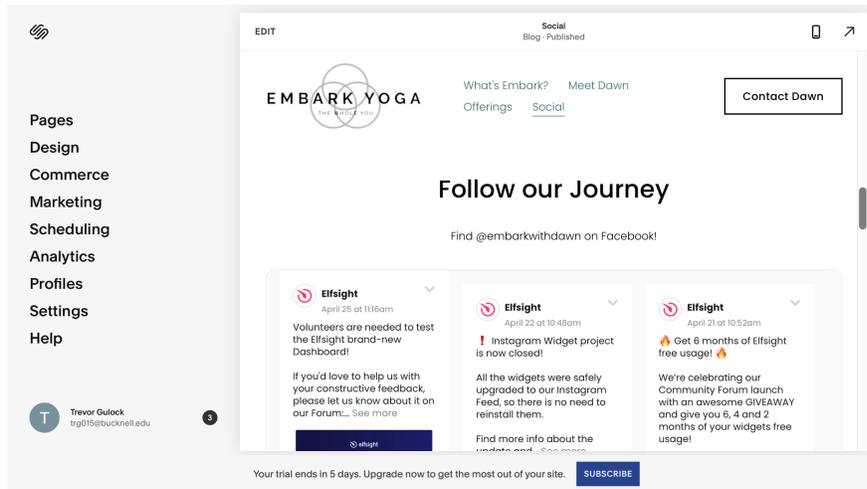
- a. From either of the aforementioned two pages, you can also upgrade your plan if your site is receiving more than 200 views per month by clicking on “Upgrade Plan” underneath “Facebook Feed.”
6. Click under “Facebook Connection,” “Connect to Facebook” & Add Your Facebook Credentials



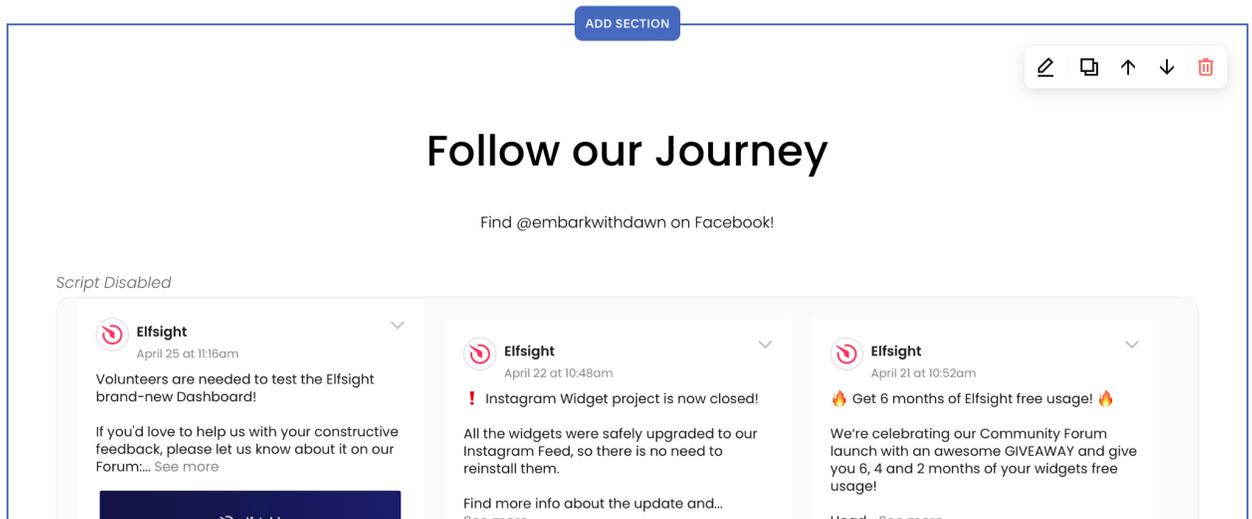
- a. From here you can also play with the Layout if a change is desired! No reinstallation is needed!

If you would like to do away with the Elfsight feature...

1. Go to the Squarespace site and click edit in the top left corner



2. Scroll down to “Follow Our Journey,” and hit the red trash can



And if you want to re-add the Elfsight feature later on...

1. Visit: <https://elfsight.com>
2. Click Log-in in the top right corner

elfsight Widgets Blog Help Center Log In Sign Up Free

Upgrade your website **without coding.**

Elfsight widgets help 1,000,000+ website owners to increase sales, engage visitors, collect leads and more. Save your time and money with ready-to-use solutions and grow your business faster! ⚡

Enter your email Start

Get started for free. No credit card needed.

3. Sign in using established email & password
 - b. Email: `embarkwithdawn@gmail.com`
 - c. Password: `rxC5N4Zn5HS8YZPP`
4. Click Facebook Feed under my applications

elfsight What's new Getting Started 2/5 trg015@bucknell.edu

Confirm your email Check your email! We've sent a message to trg015@bucknell.edu. Open it up and click Confirm Email. Resend email

My applications

Facebook Feed LITE

Views 25 / 200 12%

Widgets 1 / 1

+ Add application

More other applications

Social Reviews E-commerce Chats Forms Video

Tools

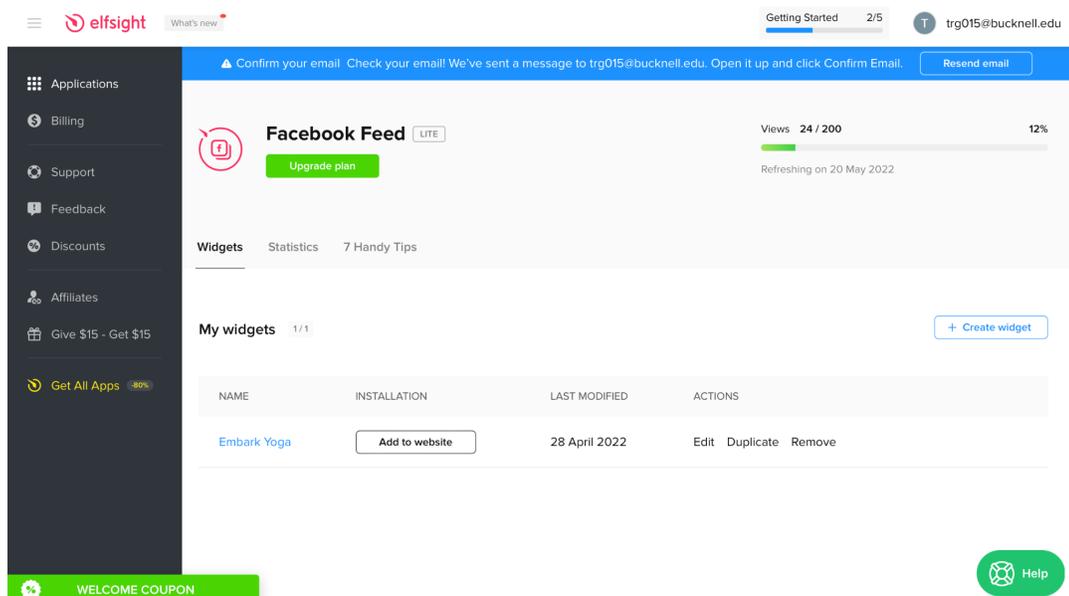
WELCOME COUPON ×

Save 20% of your first payment on any premium plan you choose!

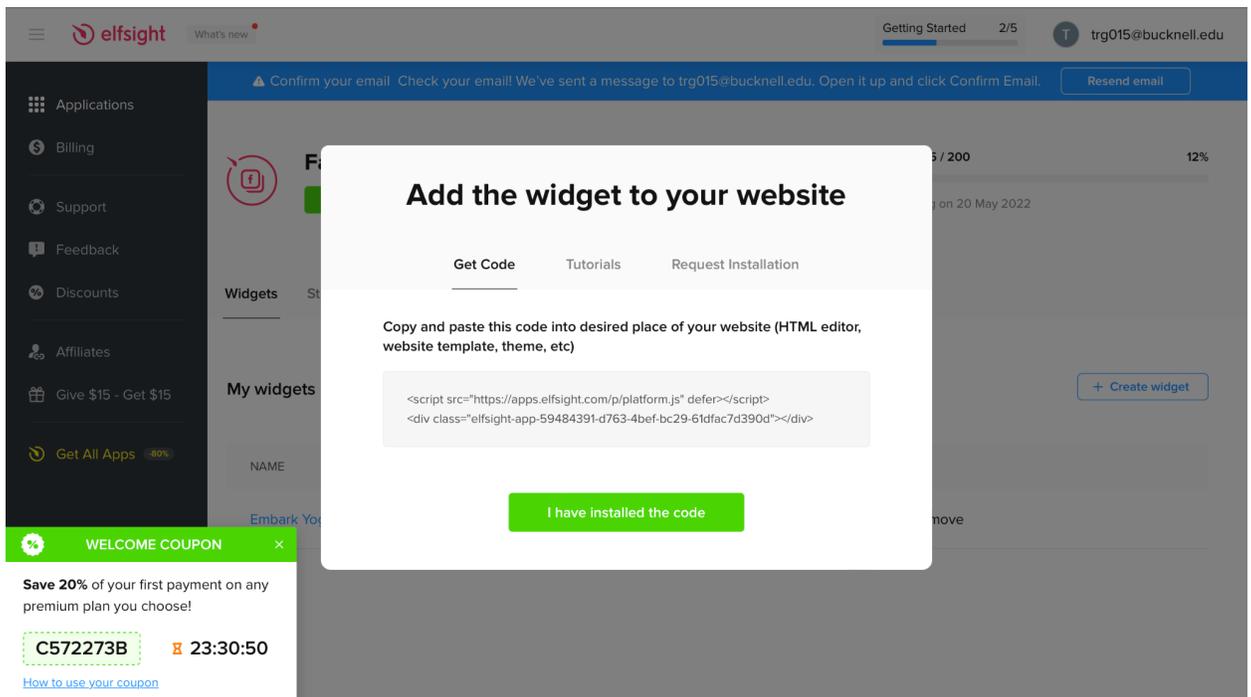
C572273B 🕒 23:31:36

[How to use your coupon](#)

5. It should take you to here, where next to “Embark Yoga” you click “Add to Website”



6. It should take you to here, where next to “Embark Yoga” you click “Add to Website” and copy the code provided



7. Then head back to your Squarespace site and hit edit in the top left corner so you are in the setting to , then scroll down to the section where you would like to re-add the widget.

Follow our Journey

Find @embarkwithdawn on Facebook!

EMBEDDED SCRIPTS

This block contains embedded scripts. Embedded scripts are disabled while you're logged in and editing your site.

PREVIEW IN SAFE MODE

Script Disabled

Elfsight
April 25 at 11:16am

Volunteers are needed to test the Elfsight brand-new Dashboard!

If you'd love to help us with your constructive

Elfsight
April 22 at 10:48am

! Instagram Widget project is now closed!

All the widgets were safely upgraded to our

Elfsight
April 21 at 10:52am

🔥 Get 6 months of Elfsight free usage! 🔥

We're celebrating our Community Forum

- Click the blue plus icon and select “code” in the menu of presets and paste the code from Elfsight and you are good to go!

Follow our Journey

Find @embarkwithdawn on Facebook!

Script Disabled

Elfsight
April 25 at 11:16am

Volunteers are needed to test the Elfsight brand-new Dashboard!

If you'd love to help us with your constructive feedback, please let us know about it on our Forum... See more

VOLUNTEERS WANTED
Dashboard 3.0 closed testing!

Elfsight
April 22 at 10:48am

! Instagram Widget project is now closed!

All the widgets were safely upgraded to our Instagram Feed, so there is no need to reinstall them.

Find more info about the update and... See more

Elfsight
April 21 at 10:52am

🔥 Get 6 months of Elfsight free usage! 🔥

We're celebrating our Community Forum

GIVEAWAY

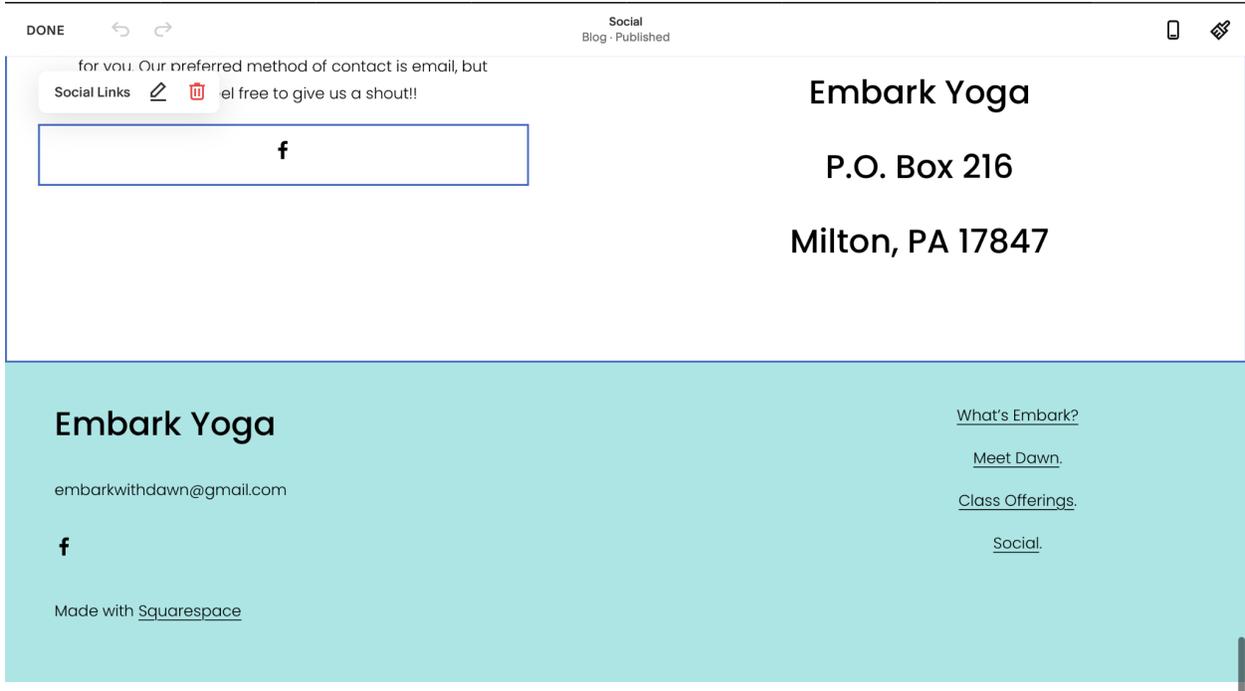
Search

Basic

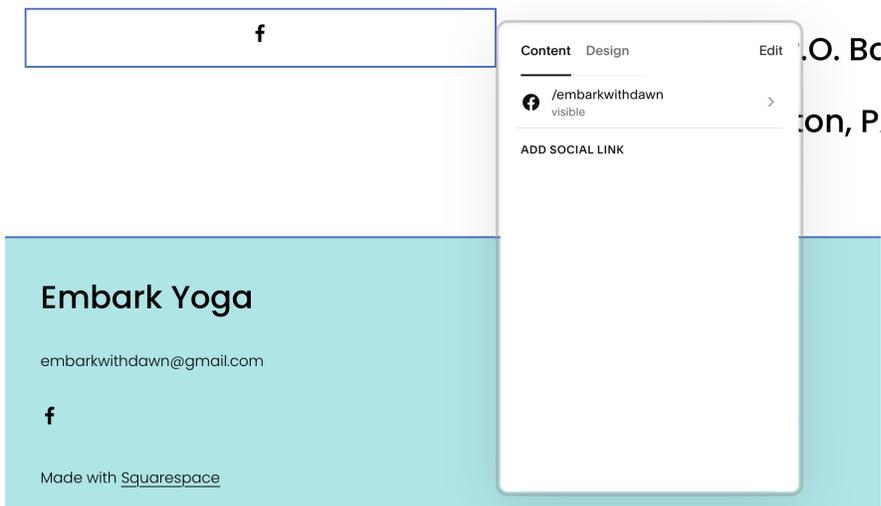
T Text	🖼 Image
📄 Button	📺 Video
☰ Form	📏 Spacer
🔊 Audio	✉ Newsletter
— Line	“ Quote
📍 Map	↓ Embed
🔧 Markdown	</> Code
📄 Summary	📅 Calendar
🔗 Social Links	📊 Chart

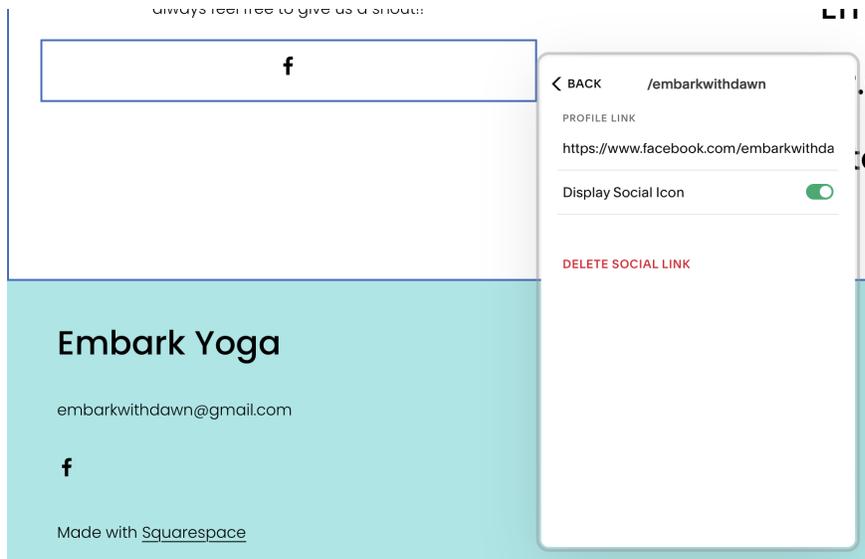
If you need to edit your social link...

- Head to the site and go into edit mode. Hover over the facebook icon, and hit the pencil icon.



2. Click the Facebook preset. And then it should take you to a link (the second image below.) And then insert the link to your new social media!





If you want to add a new social media to your site...

- 1. Simply click on “Add a Social Link” in the screenshots above and insert a link!**
- 2. And to delete hit edit, and the red minus sign next to these links.**

****Keep in mind that the Instagram handle that we created does still exist!**

Account Name: @embarkwithdawn

Password: wehviw-bytza3-rapneK

How to Add to the Calendar

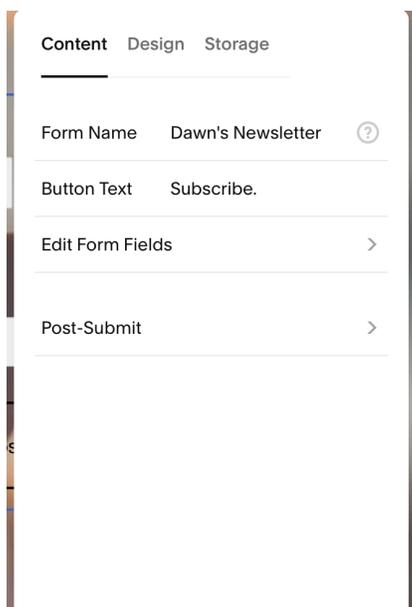
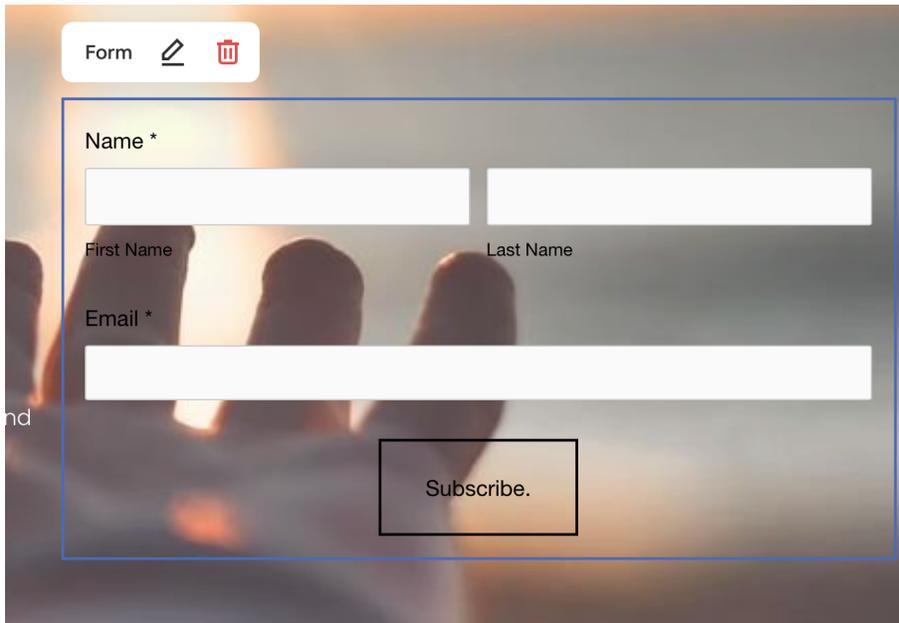
We have set the calendar to fill with events from your blog posts. When posting to the blog, dates should auto populate within this!

Maintaining the Newsletter

The newsletter will create a document entitled Dawn’s Newsletter in your Google Drive that will again automatically fill with information provided. The document should be entitled “Dawn’s Newsletter.” We placed only first and last name, and an email in order to not deter anyone who wants to join from providing their information.

However, if you would like to add more information...

- 1. In the editing format of the site, you must click on the actual newsletter element. And then again on the pencil icon.**



2. Then in the menu preset, hit edit form fields and add whatever you desire!

Next if the method of storage is an issue...

1. Move over to storage and simply choose a different storage location!

Content Design **Storage**

For more information about the handling of your customers' personal data visit our [GDPR Guide](#).

Email embarkwithdawn@... >

MailChimp CONNECT

Zapier CONNECT

Google Drive CONNECT

Google reCAPTCHA Off >