Parish Place – Understanding Menus

Parish Place is designed to give you 3 menu levels as circled in the sample below. Level 1 menus appear as a horizontal bar; level 2 menus drop downs and level 3 menus fly out to the side.

Working with these menus is easy once you familiarize yourself with you live web page and the interface. The first step is recognizing which menu options have secondary menus and which menus stop at one item.

Your website is populated with the following menu items to get you started. They are numbered in the description below to illustration the association or connection between each menu level. These menu items can be renamed, deleted or added to as needed. You can also change the order of the menu items.

Level 1 Menu	Level 2 Menus	Level 3 Menus (none exist @ startup)
1. About Us		
	1.1 Directions to Parish	
	1.2 Our generous supporters	
	1.3 Our team	
	1.4 Our Mission	
2. Join Us		
	2.1 Becoming a Member	
	2.2 Becoming Catholic (RCIA)	
3. Religious Education		
4. Ministries		
5. Sacraments		
	5.1 Baptism	
	5.2 Penance	
	5.3 First Eucharist	
	5.4 Confirmation	
	5.5 Holy Orders	
	5.6 Marriage	
	5.7 Anointing of the Sick	
6. Ways to Give		

Understanding which menu items have secondary menus is key to editing existing content and creating new.

This screenshot shows Level 1 menus (circled in blue) as they exist in the ParishPlace administrative interface.

ParishPlace Control Panel

Change Password 🔑 Logout ➡

General
○ Welcome
○ My Parish Profile

Manage Content
○ Navigation & Webpages
○ Additional Webpages
○ Scrolling Banners
○ Homepage Content
○ Social Media Feed
○ News
○ Weekly Bulletin

Manage Site
○ Select Modules
○ Colors Header/Footer
○ Contact Form Recipient
○ Google Analytics

Work in progress

Show [10 ⌄] entries   Search: [   ]

	Section	Updated On	Action
1	About Us	Dec-07-2017	Expand Menu	Edit	Delete
2	Join Us	Dec-07-2017	Expand Menu	Edit	Delete
3	Religious Education	Dec-07-2017	Expand Menu	Edit	Delete
4	Ministries	Dec-07-2017	Expand Menu	Edit	Delete
5	Sacraments	Dec-07-2017	Expand Menu	Edit	Delete
6	Ways to Give	Dec-07-2017	Expand Menu	Edit	Delete

Showing 1 to 6 of 6 entries   Previous 1 Next

We know from looking at the live site and my description on page 1, the menu items **About Us, Join Us,** and **Sacraments** each have secondary menus. As you can see, from the controls (circled in red above) there are no visual cues to help distinguish menus with secondary menus from menu items that stop at level 1. (This is a situation we hope to address in phase 2 of the project.) Once you are knowledgeable about your own site, those visual cues will become less important.)

To manage (edit, delete, create, reorder) secondary menu items, you must click the **Expand Menu** link to the right of the menus.

The screen print below details the second level menu entitled Sacraments

You can move backwards, through the menus, to get to the top menu by clicking the menu name in the breadcrumb trail at the top of the screen – circled below.