

SUGGESTED WEBSITE MAINTENANCE BEST PRACTICES

How often should we update our webpages?

	Weekly	Twice per Month	At Least Monthly
Sliders			Update
News	Check for broken links		Update
Upcoming Events	Add events as they are scheduled	Check to make sure all events are uploaded	
Products	Add products as they are completed	Check to make sure all products are uploaded	
Call to Action buttons			Check, update if needed
Area of Focus (MHTTC ONLY)	Check for broken links		Update

Sliders (These appear on the top of the Center pages. They are places for you to highlight your most recent news, events, and/or products. You set these up, they do not draw from other places. Limit on Center Page display = 8)

- Update at least monthly to keep the website fresh.
- Consider having sliders coincide with your monthly newsletter contents.
- It is best to use images/photos, rather than illustrations, as background.

News (This section allows you to display the latest news items that you upload. News items could include information about your Center, region, states in your region, the field, providers, etc)

- Update news items as soon as they are ready to share. Must include a header image for it to appear on your Center page and Main Home page. Items under the “What’s New” section draw from News uploaded to the website. The limit on Center Page display is 2, but it’s unlimited in the Library and the rest is available via “View All”. The Network Office may also choose these news items for the “Feature News” section on the Main Home page.
- Header photos are required and it is best to use photos/images and not illustrations.
- Update at least monthly with any new news items.
- Check weekly for any broken links to news items.

Upcoming Events (This section displays your upcoming events such as trainings, webinars, conferences, and other activities.)

- ONLY enter events that your Center is hosting or co-hosting. If you want to highlight an event NOT hosted/co-hosted by your Center, like a regional/national conference, please do so using one of the other many avenues available – such as a “News” item or homepage slider link.
- Add events as soon as they are ready to share. These will be displayed in chronological order with the most recent one on top on both your Center page and the Main Home page. The limit on Center Page display is 3, but it’s unlimited in the Library and the rest is available via “View All”.
- Upload all events, even if they are closed to registration. If the event is not open to the public, you can select to not show it on the calendar.
- You must provide EITHER a registration link OR an email.
- If you do not have a registration deadline, enter the date of the event.
- Must include a header image for it to appear under the “What’s New” pod on the Main Home page, the image is not required to post an event.
- Check at least twice per month to make sure all events have been added to the site.
- Check weekly for any broken links to event items.
- Note that we will run reports for SAMSHSA of events; therefore, it is important to enter all events.
- Note that the TTC calendars are all separate (ATTC, MHTTC, PTTC).

Products (This section displays the latest products and resources produced by your Center that you upload to the Products and Resources Catalog. They include toolkits, print media [brochure, monograph, report, poster], video, multimedia, website, curriculum packages, eNewsletter or blogs, interactive resource, mobile apps, and others. You can upload a file or provide a link to an external file)

- ONLY enter products and resources that your Center developed or co-developed. Products and resources uploaded to the catalog should be those that were developed using MHTTC funds or in a partnership that included your Center. If you want to highlight a non-MHTTC developed resource, like a SAMHSA report or another partner organization’s product, please do so using one of the other many avenues available – such as a “News” item or homepage slider link.
- Upload products & resources as soon as they are ready to share. These will be displayed in upload order with the most recent one uploaded on top on both your Center page and Main Home. The limit on Center Page display is 3, but it’s unlimited in the Library and the rest is available via “View All”.

- The Network Office may also choose these products items for the “Featured News” section on the Main Home page.
- Must include a header image for it to appear under the “What’s New” pod on the Main Home page, but the image is not required to post a product.
- While files do not have to be 508 complaint to upload, please select the “508 complaint” checkbox when uploading if the file does meet 508 guidelines.
- Check at least twice per month to make sure all products & resources have been uploaded to the site.
- Check weekly for any broken links to these items.

Call to Action (These appear at the bottom of the Center pages. These allow you to single out a page or link that you want to highlight such as your eNewsletter page where viewers can subscribe or the Resource library where viewers can find products (e.g., Get Connected! Get Informed! Get Trained!). Limit on Center Page display = 3

Other Pages (Please refer to TTC Website Administration Guidebook for instructions on how to create a Basic Page.)

- You are encouraged to have a range of other sub-pages through which you can highlight your regional work, such as Special Topics, Regional Resources, ‘About Us,’ Distance Learning, Online Learning, etc.

Staff Directory

- See the Staff Listing Component information in the TTC Website Administration Guidebook.
- Update whenever your Center experiences staff changes.