**Link Lists:** These are lists of links, or lists of documents found on UMRA website.

- **N/A:** to remove an item from a list group

- **Event Slides:** About Us → Document Archives → Event Slides

- **Governance & Operating docs, Minutes, Treasurer’s Reports:** About Us; About Us → Document Archives

- **Hot Links:** These go in the Quick Links section on these pages: Events; Member Services: Join-Renew, Resources for Retirees, Volunteers’ Corner; Activities; Contact Us;

- **Newsletters:** Newsletters; About Us → Document Archives

- **PDG Awards:** Activities → Grants for Retirees

- **Photo Tips:** Activities → Photo Club

**Resources:** Member Services → Resources for Retirees

**News Type:** Both Announcements and Events are added here.

You may select multiple boxes. An item should be either a NEWS or an EVENT, but NOT BOTH:

- **General Announcements** shows up in Announcements;

- **Member News** shows up in Announcements and Member News on the Member Services page

- **PDGR Announcements** shows up in Announcements and Previous PDG Awards under Activities → Grants for Retirees

- **Volunteering** shows up in Announcements and Volunteers’ Corner under Member Services

- **UMRA Cares** shows up in Announcements and UMRA Cares under the Activities menu

- **Event News** shows up on the Home page

- **Club and Activities Events** show up in Event News, and on the Club and Activities page
**Primary Content:** This is the mostly static content on pages. Existing content is usually edited, and NOT added. Most content choices are eponymous – the primary content is displayed on the page with the same name as the check box. (A preceding dash on the checkbox name shows the content will be on a subpage.) This makes things pretty easy to predict where to find things. Exceptions are described below.

**Join:** Membership Services; Membership Services→Join-Renew

**-Board Members:** About Us

**Committee, -Committee Members:** About Us→Committees

**Newsletter Highlights:** President’s message goes here.