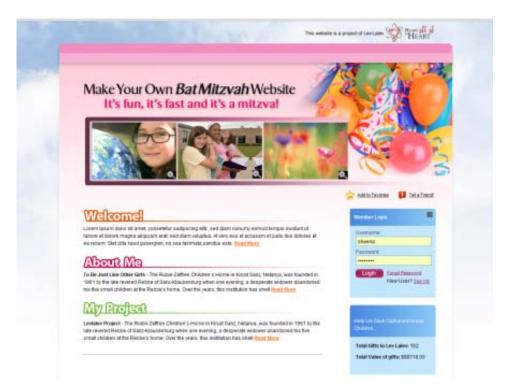
My Bat Mitzvah Instructions

With Lev LaLev's FREE custom websites you can enjoy having your own Bat Mitzvah webpage where you can post pictures, create events, manage RSVPs, accept donations for your Mitzvah project and maintain a blog!

Once you learn the basics, the sky is really the limit with customizing your website, so let's get started, you may even learn a little bit about web design as we go!

Step One - Registering

The main page you will go to on your first and subsequent visit to edit your website can be found at this link: http://mybatmitzvah.org/



On this main page you can login or sign up as a **New User**. Just go to the **Member Login** box on the right hand side, a new user can register by clicking the link in the bottom of that box.

As a **New User** you will need to provide the following information.



What you enter as your First and Last Name will be used as name on your website so make sure to write the name you want to be shown here.

Once you click **Register**, You will receive an email to the address you provided with the username and password you set. Keep it in your files in case you forget your login information in the future and want to make edits to your site.

Registration confirmation





Lev Latev Bat Mitzvak postmoster@mybatristzvah.org

to observative

This website is a project of Lev Later



Welcome to Levialev

Thank for registering with Leutaley:

To get started, Click Here or copy and paste the following link to your browser.

for Communicated and Longitudes phy-

Your Usentone: sheenslevi-

Your President batteltovah

Thank you for joining the Levialey:

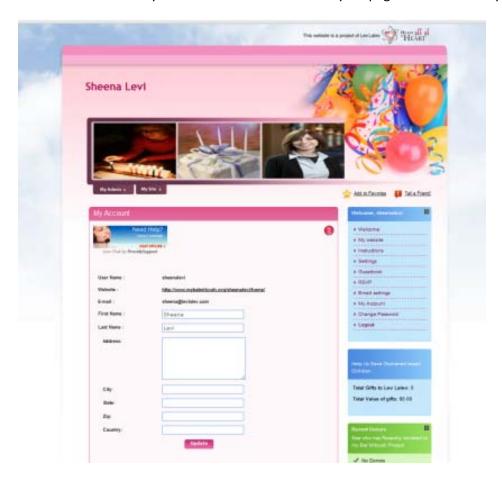
Secrety

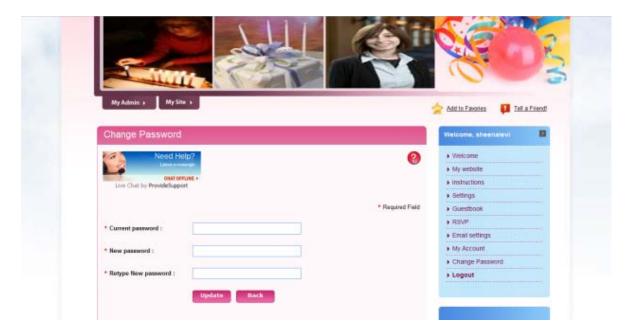
The Levisley Team.

Step Two – Your Settings

You can now login from that same main page **Member Login** with the username and password you have set.

You can always edit this in **My Account** and **Change Password** (on the right hand side of the page.) **My Account** is also where you can find the custom link to your page to share it with your friends and family.





You can now start editing and customizing your personal webpage.

The **My Admin** tab on the left is where you will make all the changes, the **My Site** tab next to it is where you can go to look at how your changes are showing up on your webpage, how your viewers will see your site.

Along the right hand side is where all your admin options are, we'll go through them one by one, but before that you will want to set up your custom settings.

In the **Welcome** menu on the right go to **Settings** and here you can pick what pages you want on your site, if you want any news you post and Lev LaLev posted news to be shown to your users, and your email settings, I recommend making it so you do receive all email alerts. When you are done click **Update**.

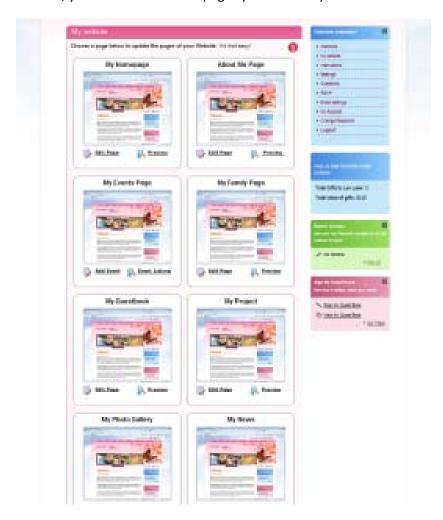


Step Three - Editing your site

Let's go through the items in the **Welcome** menu on the right:

Welcome – this is just a sample page, ignore it, you will really do all the editing in the next tab

My website – depending on what you chose in your settings, here you will find all the pages of your website, you can choose which pages you want on your site and customize them as you wish.

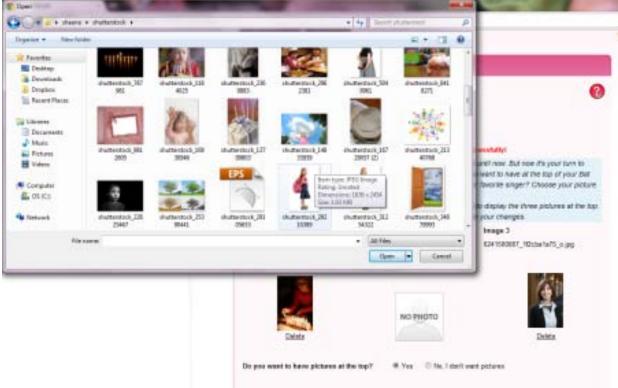


When you click **Add Page** or **Edit Page** you will be brought into an editing menu that is similar for all the pages. I will go over this now.

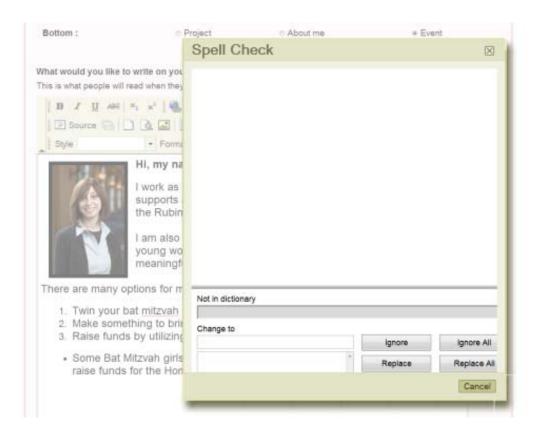
My Homepage- I have some text and pictures loaded in already. You can easily **change the pictures**, or choose to not have any pictures.





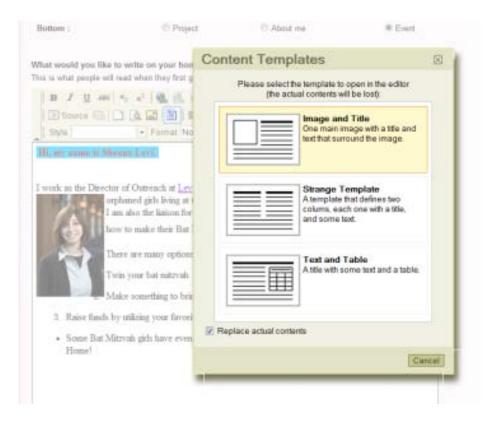


Now let's **edit the text**, you can just type it in directly, or copy or paste in from a word document (*which* is a good practice because of spell check and so you have the text saved in another document) but there is a spell check in the form box as well.

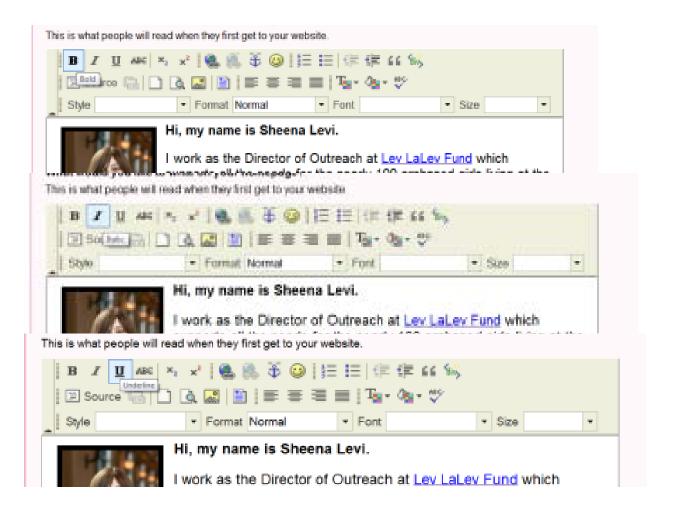


You may also choose to select a **template** to more easily develop the structure of your content.

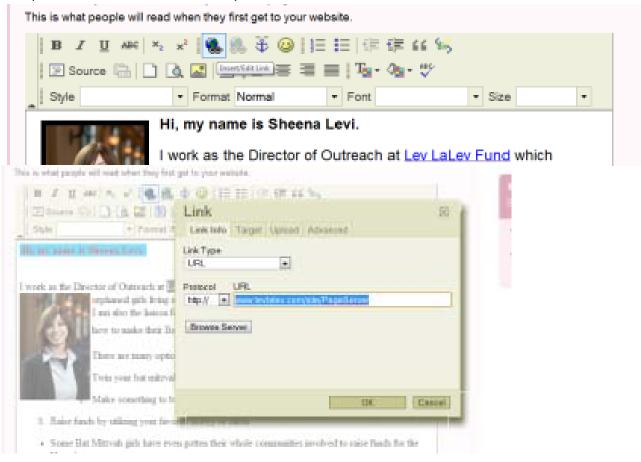




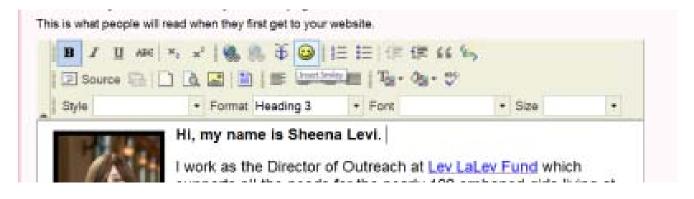
Whichever way you choose, you can always make your text bold, italic, underline,

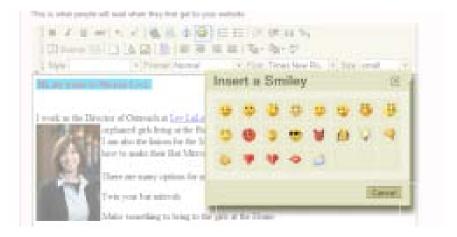


add a link, as I've done with Lev LaLev word,

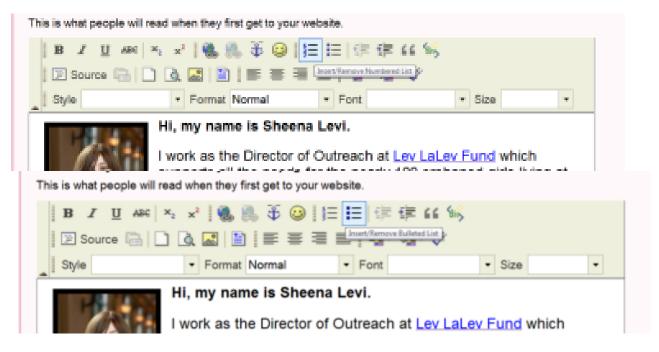


add a smiley,





and even make a numbered or bulleted list.



You can also edit the **text and text background colors**.

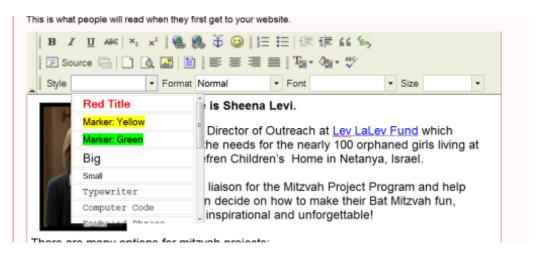


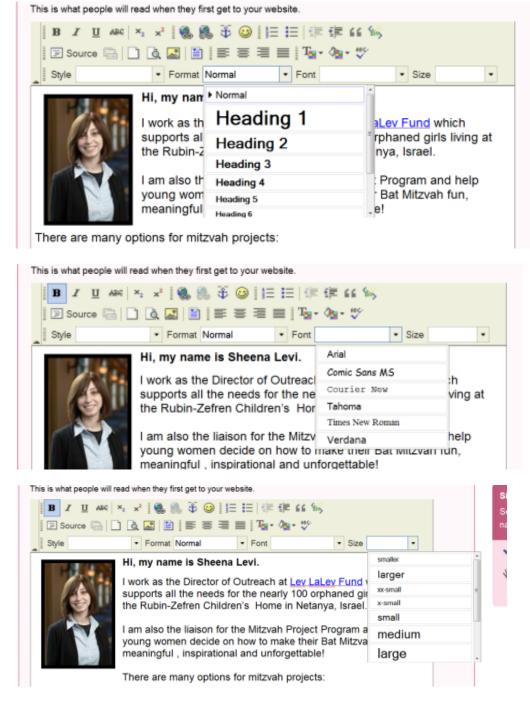


You can also make your text center, left, right, justified,



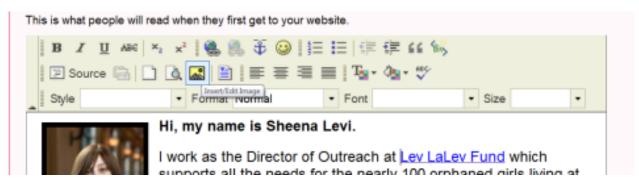
and change the style, format, font, and size.

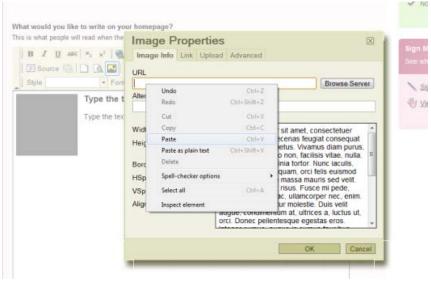




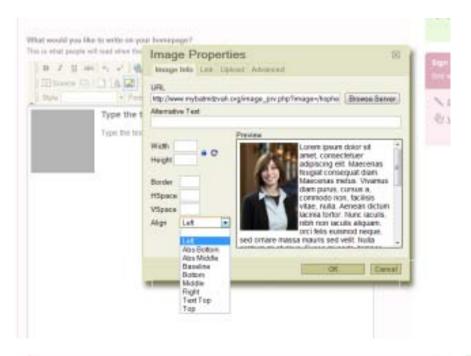
To **insert an image** into your text you will need it's URL. If you have already loaded pictures to your homepage banner, or loaded in some photo albums, or even from an external online album of yours, you can right click on your mouse to copy the image's url to paste into the **insert image**.







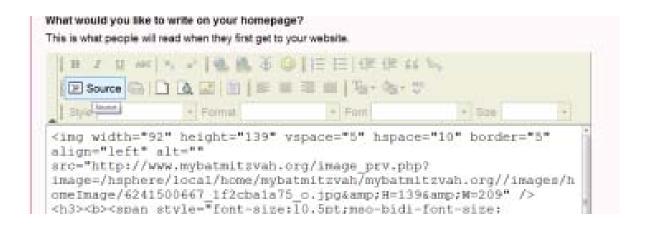
Add a picture here from any link and set where in the text you want the image as well as its size in pixels or even a border if you want.





If you know html, you can click on source and edit from there,

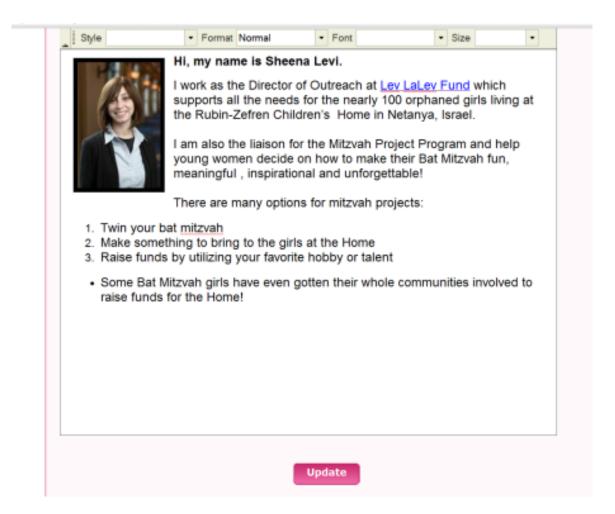




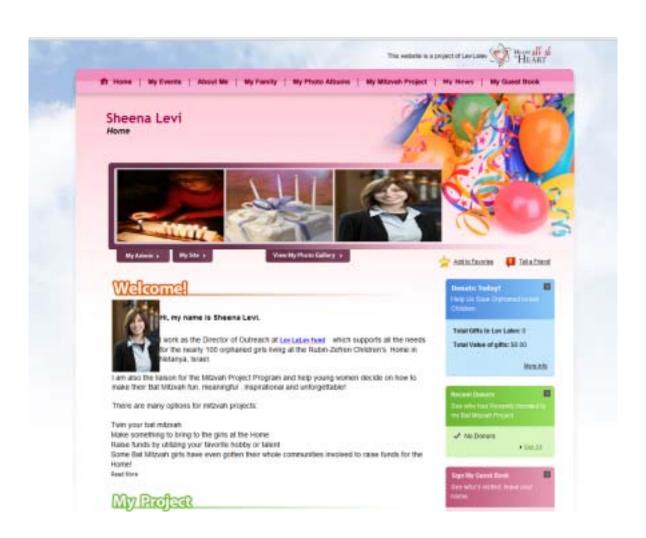
WARNING: don't click on **new page** unless you want to start all over, you will lose all your previous edits if you click on this.



When you are done editing your page, don't forget to click **Update**.



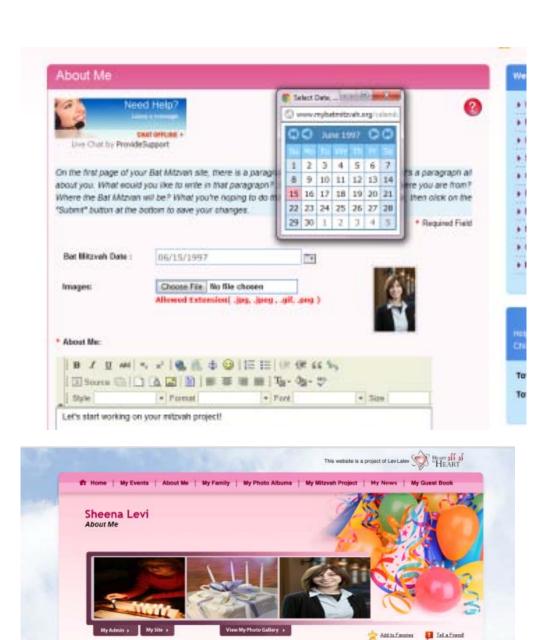
While you can preview the text from the edit menu as well, you can also click on the **My Site** tab to see how it looks to you viewers. If you write a lot, the viewer will get a 'read more' option, so it may be a good idea to keep your text concise.





As I mentioned, editing all the webpage's are based around the above, with just some minor differences on the pages below:

About me – here is where you will be asked to include your bat mitzvah date

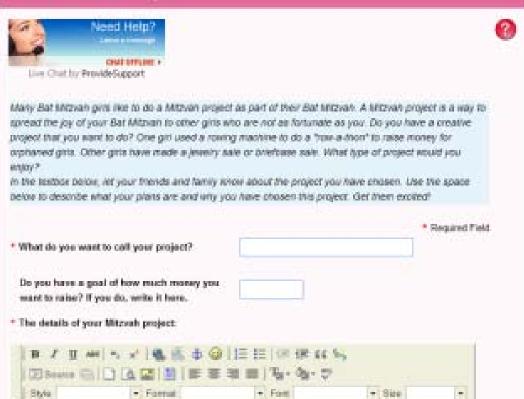


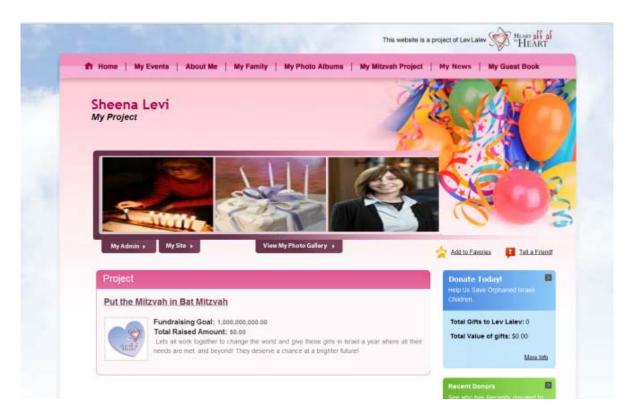
Let's start working on your mitzooh project!

My Project – here is where you set your fundraising goal; it is also a good place to link to your donation page. I will show you how to find that link in step five. In the meantime, here is mine for example: https://www.mybatmitzvah.org/sheenalevi/donate/

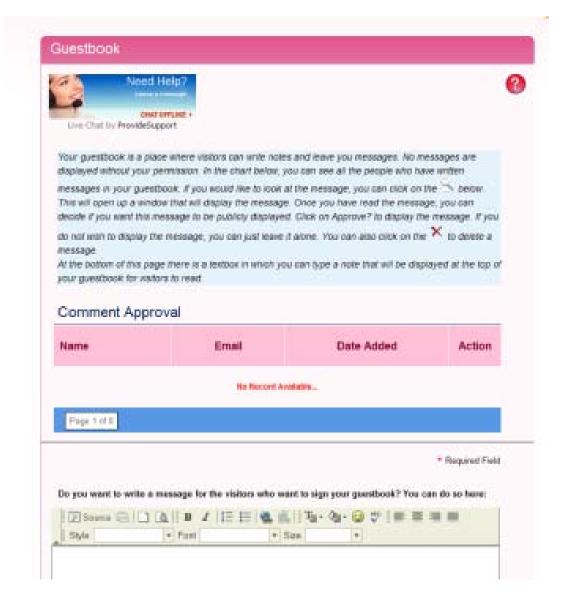
Total Gifts to Lev Laley: 0

Your Bat Mitzvah Project





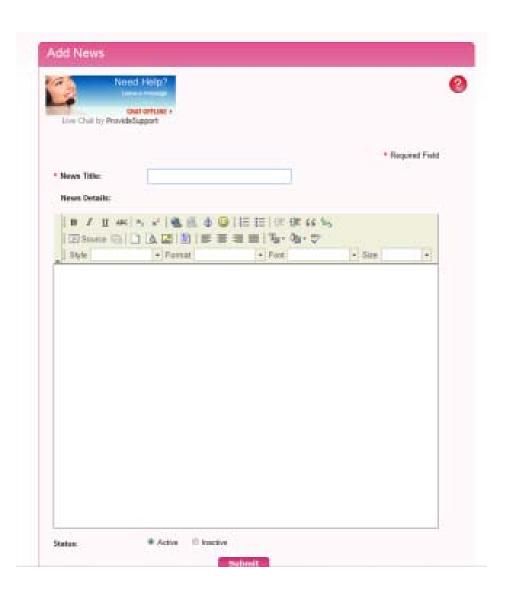
My Guestbook – If you want to write a custom message for your visitors who sign your guestbook, you can do so here.

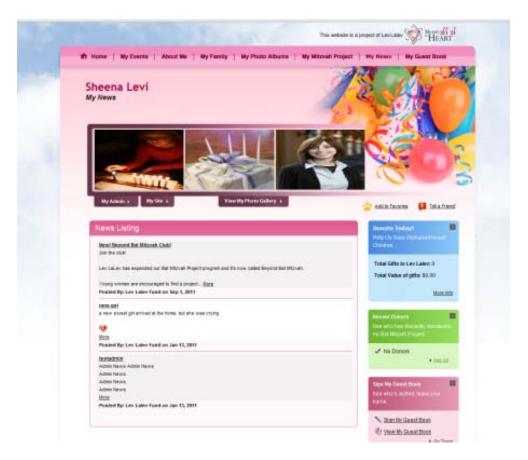


My Photo Gallery- upload pictures of your life, family, hobbies, event, project, all in separate albums if you want, and share them with your users!



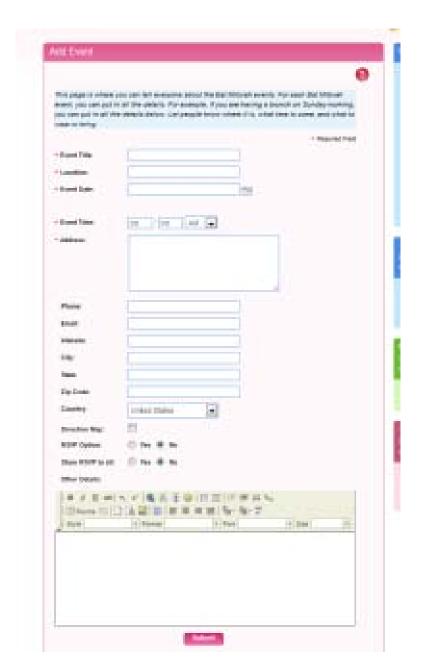
My News- this can be like your blog where you can update your visitors with what's happening in your life, with your bat mitzvah and how your fundraising efforts are making an impact.





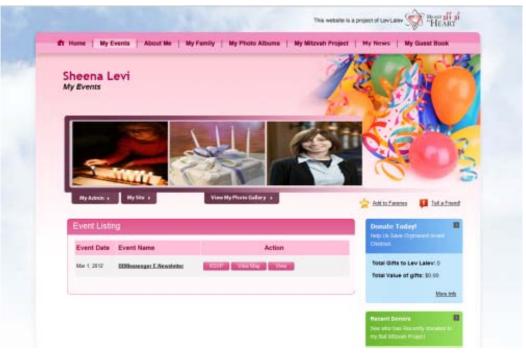
As long as you are logged in, you always get back with **My Admin** tab, and back to **My website** to continue making edits, all the pages will have a similar look to what we just saw except the **My Events** page so let check that one out.

My Events- You can use this page to put in the details of your actual bat mitzvah and manage rsvps. You can also use it for a fundraiser event you may be doing for your mitzvah project.

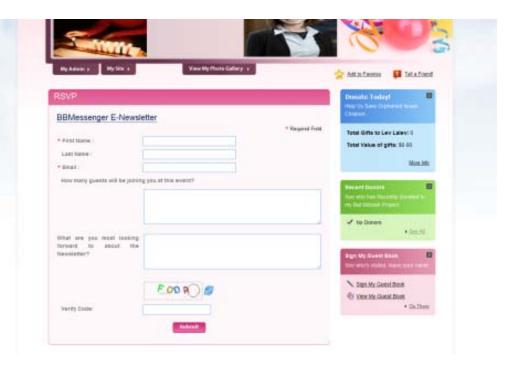


For my example I put in the event of our monthly e-newsletter. You can place a direction map to the location and customize rsvp options, click **submit**, you can always edit it later or add another event.

Your events can be seen if you go to the **My Site** tab and click **My Events** in the top navigation. Send that link to your friends to rsvp once you have completed step four....







Step Four – Interacting with your visitors

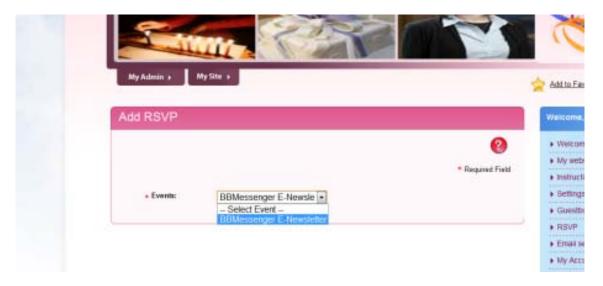
Continuing down our **Welcome** admin menu we have:

Instructions- don't worry about that, these are your instructions, or email me at sheena@levlalev.com if you have any questions

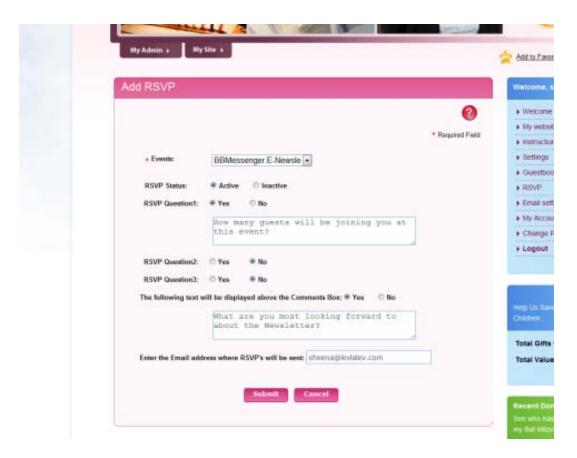
Settings we have already discussed in step two.

Guestbook - once you have some posts you can edit the posts here if you wish to delete or respond to any comments.

RSVP - If you want people to use your site to rsvp to an event you have created go to **RSVP** -> **Events** and select the event you have already created.



You'll now be sent to a menu to add any rsvp questions, like how many people your guest will be bringing, etc. You can also choose to allow your guest to comment about the event or not. When you are done click **submit**.



Still under RSVP, now you can also click on Responses to see who has rsvp'ed to which event.

Email settings

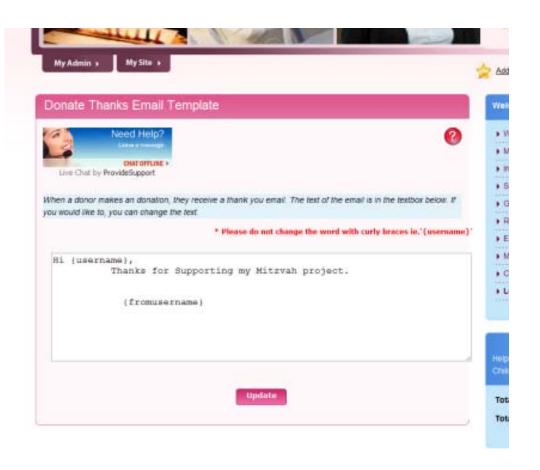
Invitation to site – now that you have edited all your pages, spread the word about your bat mitzvah or project! Send a custom email text and choose who to send it to.



Event invitations – send the link to your bat mitzvah event or mitzvah fundraiser in a custom email.



Donation acknowledgment – of course we have to say thank you to our generous sponsors! Here you can set up a custom response email thanking those who donate to your project.



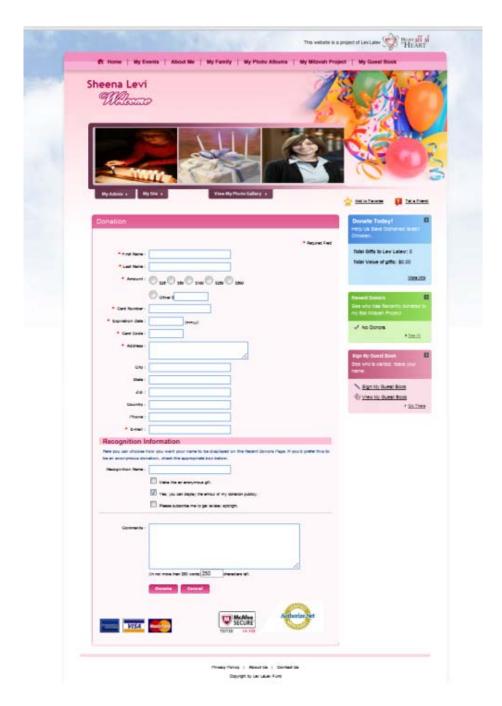
Step Five – Spread the word!



You're all set!

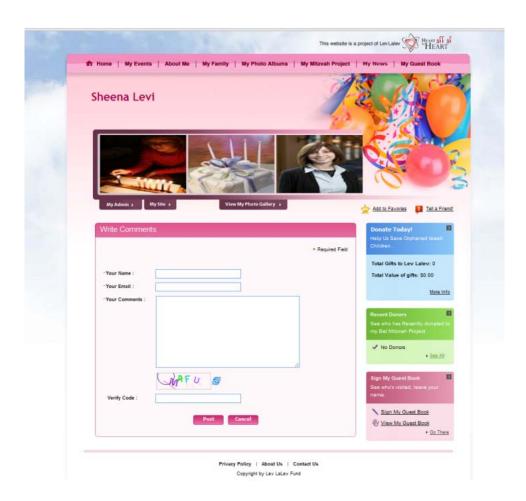
Take a look at your site by clicking **My Site** tab. Now you will see the right hand side is filled with donation and guestbook options, this is where you can direct your visitors to donate to your project.

In the blue box click on **Donate Today!**

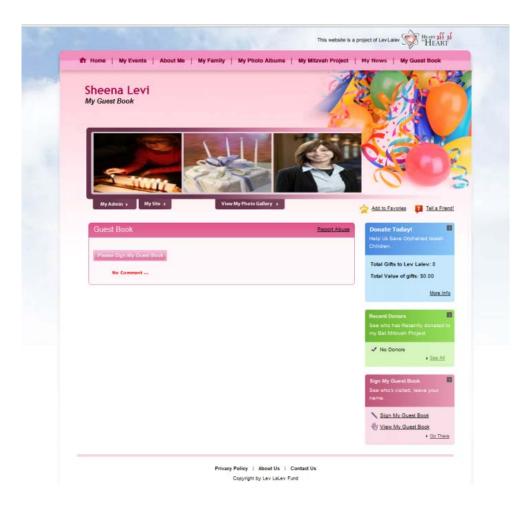


You can include the link from this page in your invitations, email it to your guests or add it to your mitzvah project page (as mentioned in step three). All donations will go securely to Lev LaLev under the name of your project! And you'll be able to keep up to date on all you've raised and who donated as well!

Now click **Sign My Guest Book** in the pink box on the right. Send people this link and start getting some fun signatures!



When you click on **View My Guest Book** in the pink box, it will take you to a page with the comments any guests have made.



Along the top of your website is the **navigation** to the pages you have set.

Now start sending out links to your project, your events, your news (which can be like your blog, your guestbook, etc.) Have fun with it! And do not hesitate to contact me with any questions!

Sheena Levi

Director of Outreach

Lev LaLev Fund

14 Melnick Dr.

Monsey, NY 10952

845-367-7130 x 105

sheena@levlalev.com

www.levlalev.com