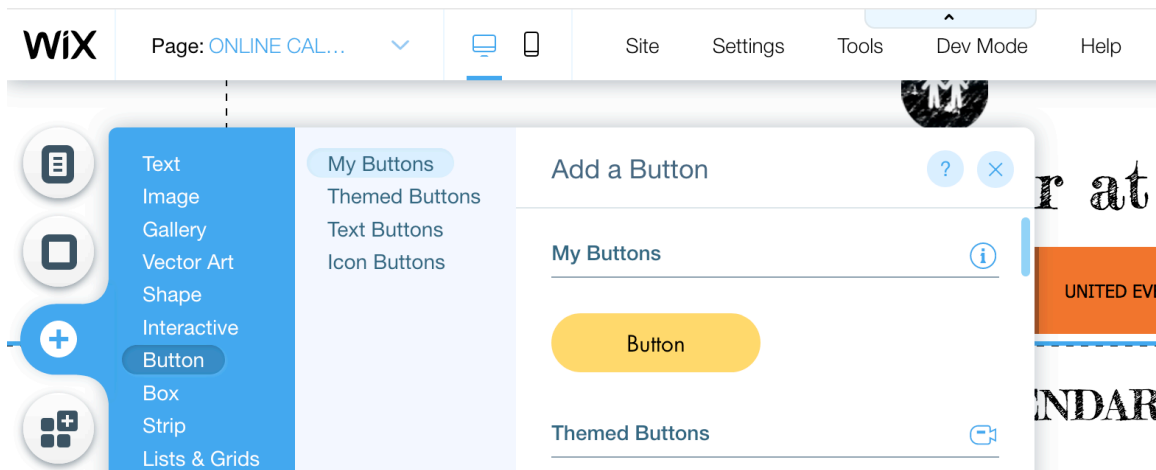# PART III:
HOW TO CREATE A PROFESSIONAL WEBSITE
+ LINK AN ONLINE CALENDAR

By Chris Ngai
Written July 2, 2019

STEP 10: Add a Sign-Up Button Above the Calendar
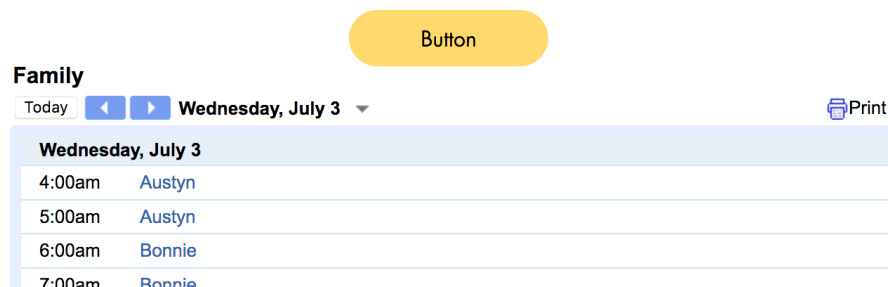
Click the "Add" (plus sign icon) on left, Click "Button," Drag & Drop onto the page.
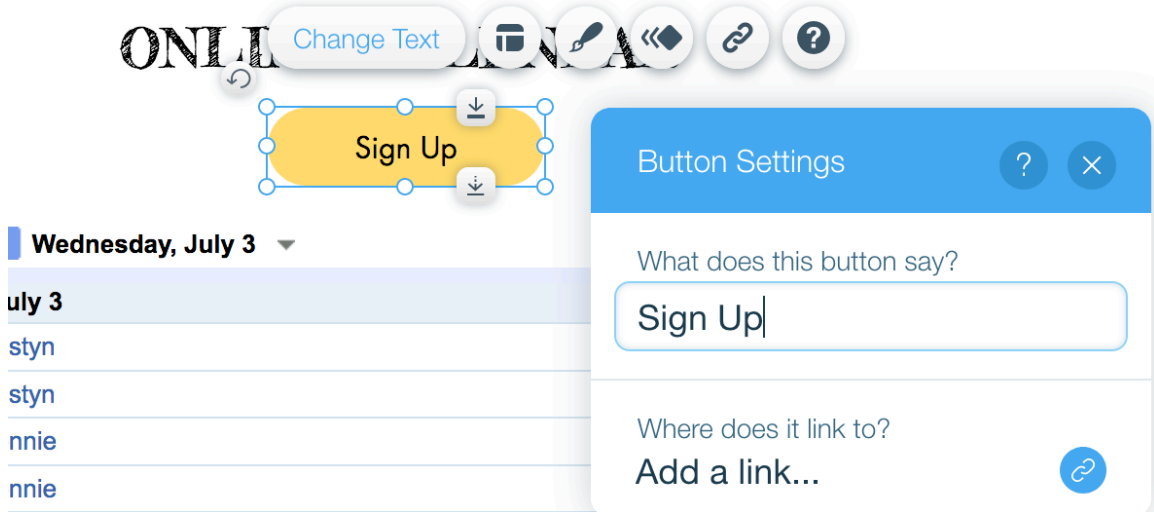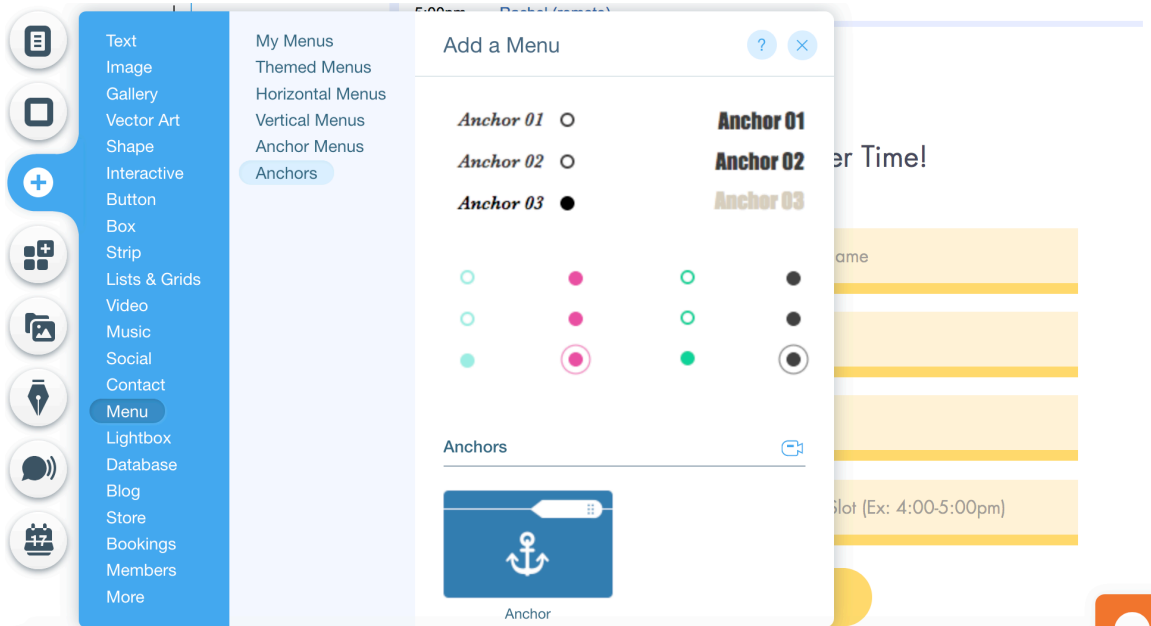

Center the button under the title

Rename the button text to "Sign Up."

Click the button, click "Change Text" button that appears above it.
Change the Text.

ONLI...N A   Change Text

Sign Up

Button Settings   ?   ✕

Wednesday, July 3 ▾

uly 3

styn

styn

nnie

nnie

What does this button say?

Sign Up

Where does it link to?

Add a link...

Scroll down so that you're near the top of the Sign-Up Form…
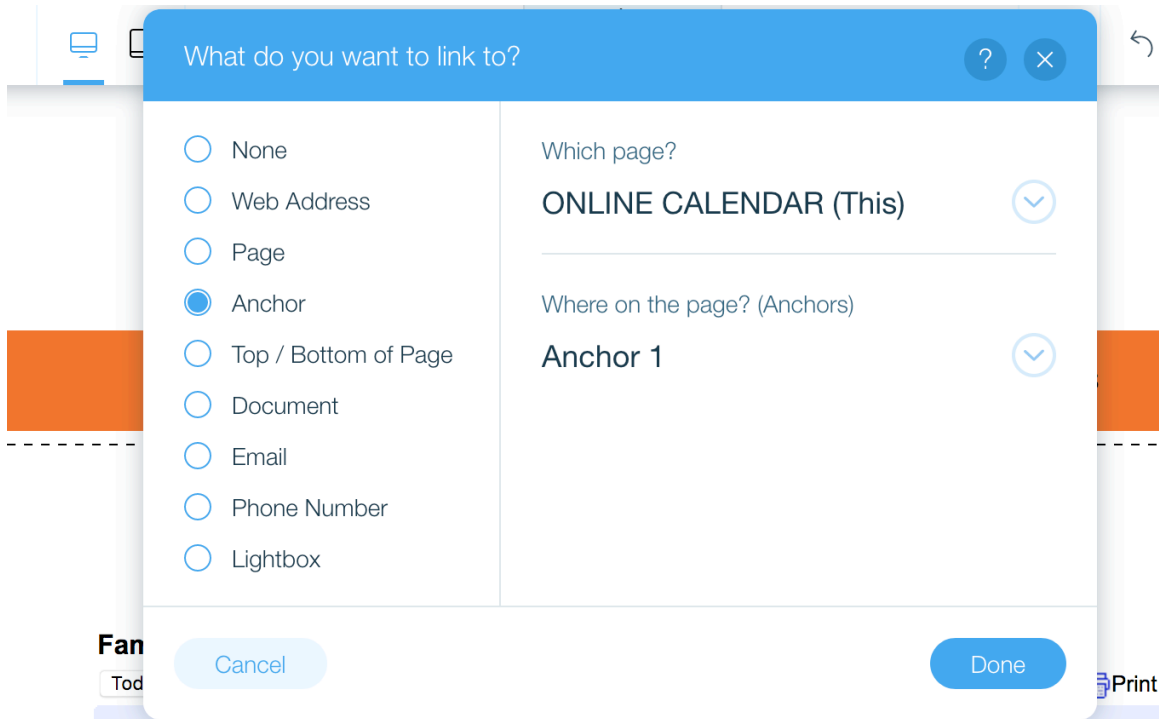Click "Add" (plus sign) on left, Click "Menu," then click "Anchors"

Text
Image
Gallery
Vector Art
Shape
Interactive
Button
Box
Strip
Lists & Grids
Video
Music
Social
Contact
Menu
Lightbox
Database
Blog
Store
Bookings
Members
More

My Menus
Themed Menus
Horizontal Menus
Vertical Menus
Anchor Menus
Anchors

Add a Menu   ?   ✕

Anchor 01 ○   **Anchor 01**
Anchor 02 ○   **Anchor 02**   er Time!
Anchor 03 ●   Anchor 03

                              ame

○   ●   ○   ●

○   ●   ○   ●

●   ⦿   ●   ⦿

Anchors   🖉

Slot (Ex: 4:00-5:00pm)

⚓

Anchor

Drag and Drop the blue Anchor image to the top of the Sign-Up Form

Now go back up to the Top of the Calendar,
Click the "Sign Up" Button at the top,
Click "Link" Icon

Click the "Anchor" option – Link the Button to the Anchor! Click "Done"

What do you want to link to?

- None
- Web Address
- Page
- ● Anchor
- Top / Bottom of Page
- Document
- Email
- Phone Number
- Lightbox

Which page?

ONLINE CALENDAR (This)

Where on the page? (Anchors)

Anchor 1

Cancel   Done

Now click "Preview" at the Top Right to Test it out!

When you Click the "Sign-Up" Button at the top...
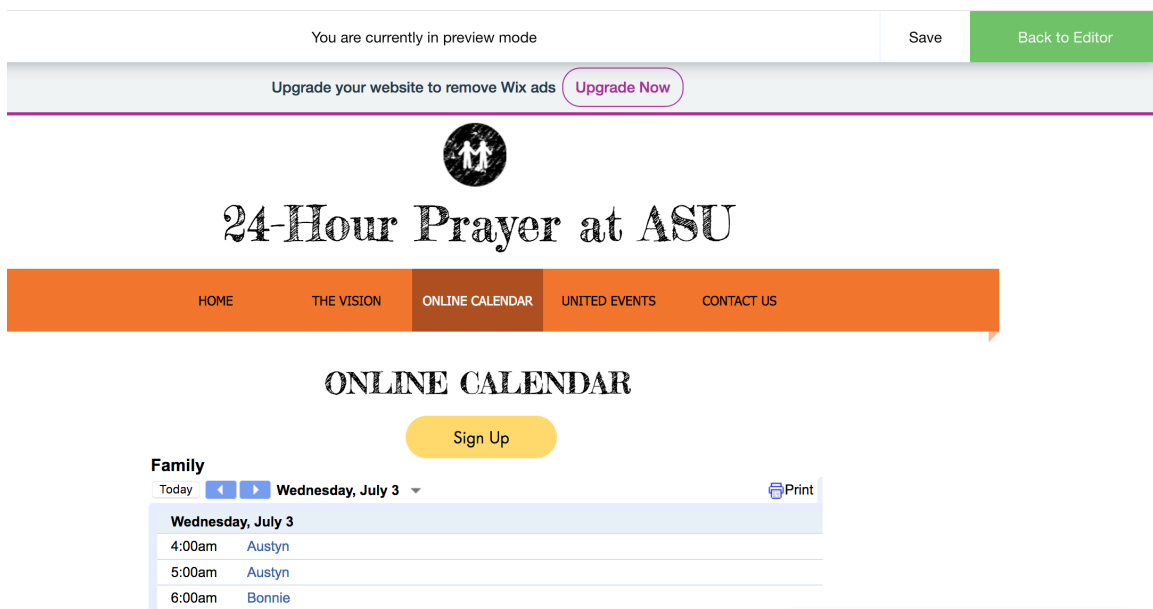
You are currently in preview mode   Save   Back to Editor

Upgrade your website to remove Wix ads   Upgrade Now

24-Hour Prayer at ASU

HOME   THE VISION   ONLINE CALENDAR   UNITED EVENTS   CONTACT US

ONLINE CALENDAR

Sign Up

Family

Today ◀ ▶   Wednesday, July 3 ▾   Print

Wednesday, July 3

4:00am	Austyn
5:00am	Austyn
6:00am	Bonnie

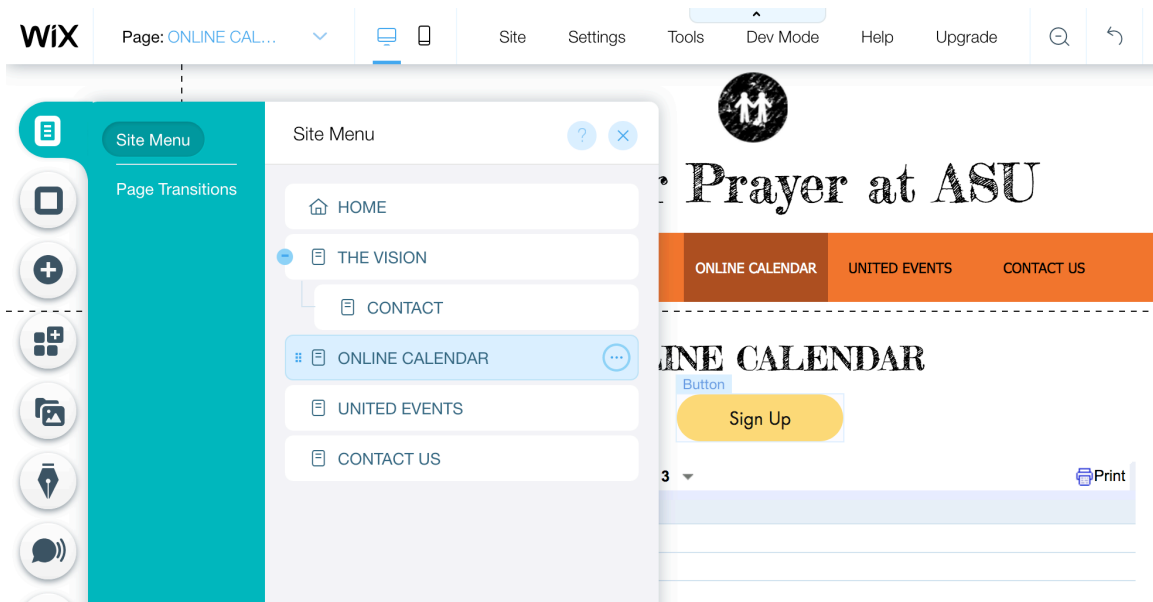# ...It should take you down to the Sign-Up Form!

Sign Up For a Prayer Time!

First Name

Last Name

Email

Phone

Ministry / Church

Weekly Days / Date

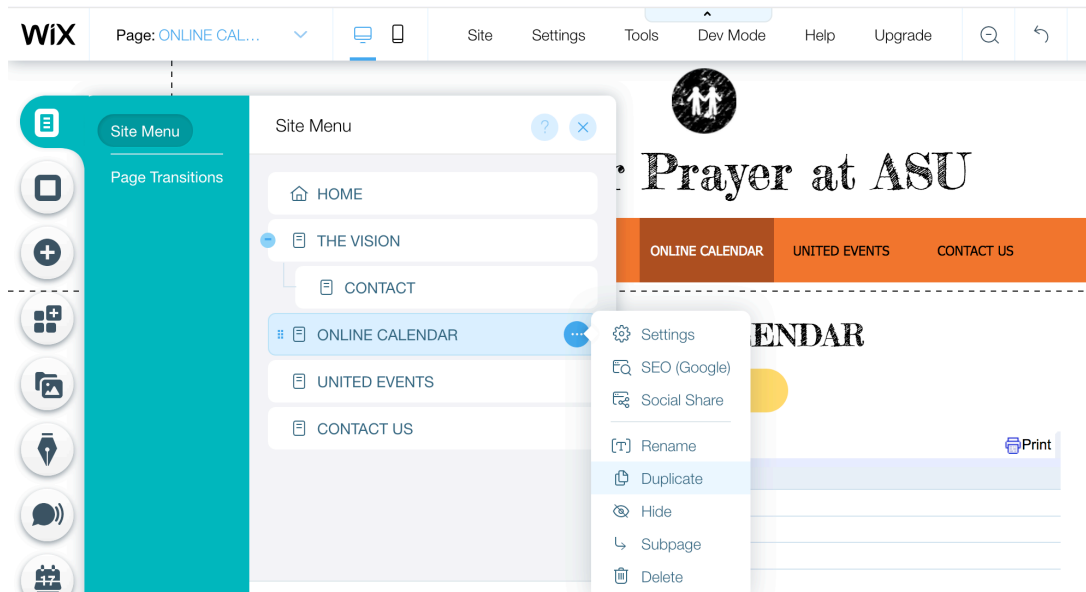Time Slot (Ex: 4:00-5:00pm)

Submit

*****Be sure to click "Save" at the top right to save your work!*

OPTIONAL STEP: To EASILY create a Week View **of the Calendar**
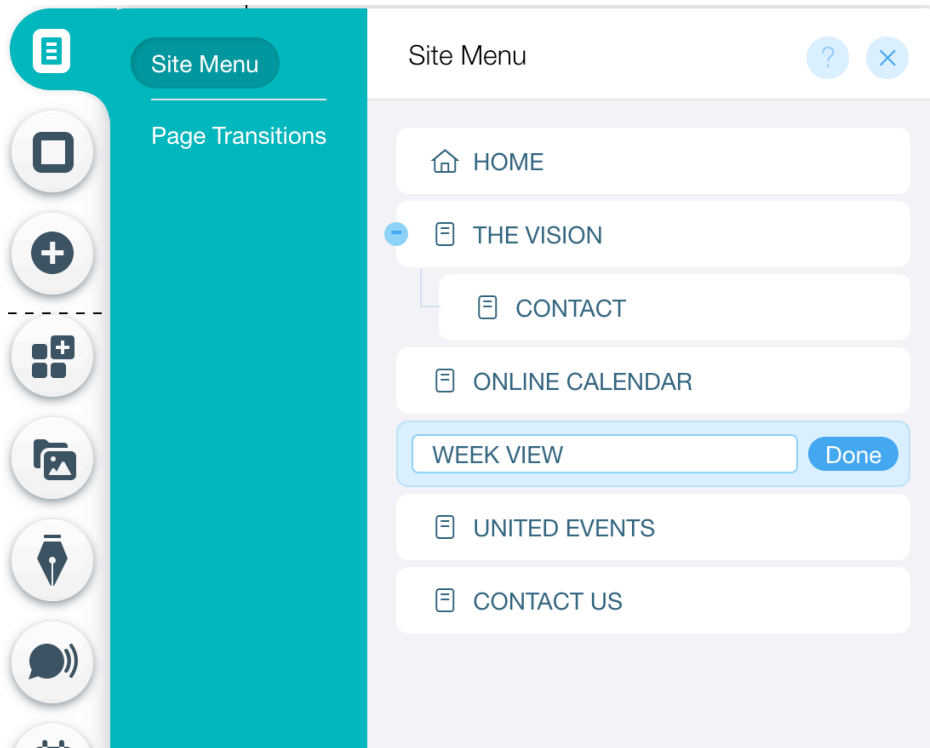*Follow These Steps…*

Click the TOP LEFT "Site Menu" Button to open the list of site pages…

Click the "3 dot" button at the right of "ONLINE CALENDAR,"
Click "Duplicate" on the drop-down list – to make a copy of the page!

Rename the page to something like "WEEK VIEW", hit "Done" button.


Then click the "6 dots" icon to the left of "WEEK VIEW", and

Drag it to the right, so it connects to "ONLINE CALENDAR" and becomes a sub-page under it. You will see a line connecting the two, as below:
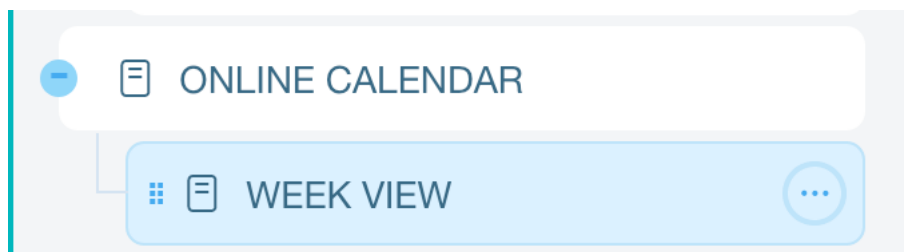
Press "X" and close the Site Menu box.

By making it a sub-page, it allows the viewer to see the option on the webpage, when they put their cursor over the "Online Calendar," like this:

24-Hour Prayer at ASU

HOME	THE VISION	ONLINE CALENDAR	UNITED EVENTS	CONTACT US
		WEEK VIEW		
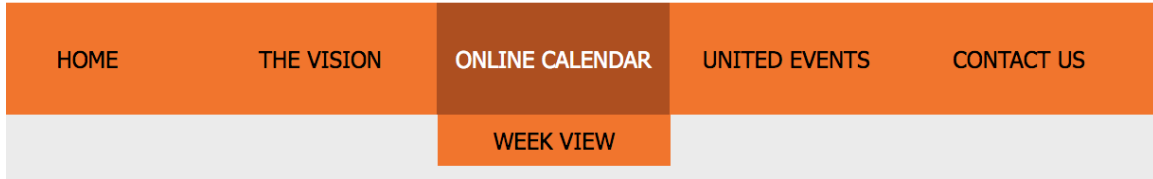
Make sure at the top left, it says "Page: WEEK VIEW" to ensure you're editing the right page.

Go back to the Google Calendar "Customize" page, and change the "Default View" (bottom left) to the "Week View" option:

Calendar title

Embed code
<iframe src="https://calendar.google.com/calendar/embed?height=60

Copy and paste the HTML above to include this calendar on your webpage.

Show

☑ Title
☑ Navigation buttons
☑ Date
☑ Print icon
☑ Tabs
☑ Calendar list
☑ Time zone

Width	Height
800	600

Background color

☑ Border

Default view
Week

Family

Today ◀ ▶ Jun 30 – Jul 6, 2019 ▾

|	Sun 6/30	Mon 7/1	Tue 7/2	Wed 7/3
7am		7–8 Heinz	7–8 Nancy	7–8 Bonnie
8am		8–9 Heinz	8–9 Tori, Nancy	8–9 Bonnie
9am	9–10 Attend a Church	9–10 Launch Global	9–10 Tori	9–10 Chris
10am	10–11 Attend a Church	10–11 Chris	10–11 Nicole	10–11 Chris
11am	11–12p Attend a Church	11–12p Chris		11–12p Bonnie
12pm	12p–1p Attend a Church	12p–1p Sanghoon	12p–1p Jerry	
1pm	1p–2p Attend a Church	1p–2p Sanghoon	1p–2p Jerry	
2pm		2p–3p Jacob, Chris	2p–3p Jerry	
3pm		3p–4p Jacob, Chris	3:30p - Quatesha (	
4pm		4p–5p Chris (remote)	4p–5p Quatesha	
5pm			5p–6p Rachel, Quatesha	

Go to the top of the "Customize" page for your Google Calendar,
and copy the code under "Embed code".

*__**Tip: You can easily do this by clicking the double square icon at the very right__*

Now, go back to the Wix Website Editor, and click the Google Calendar
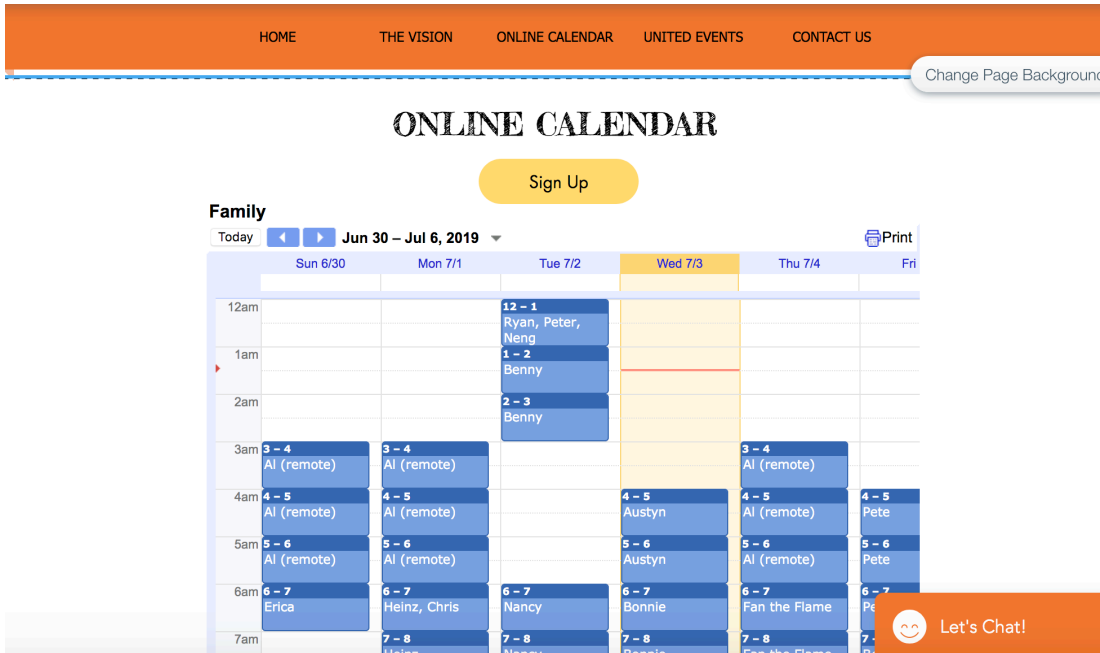And click the "Edit Code" button that appears.
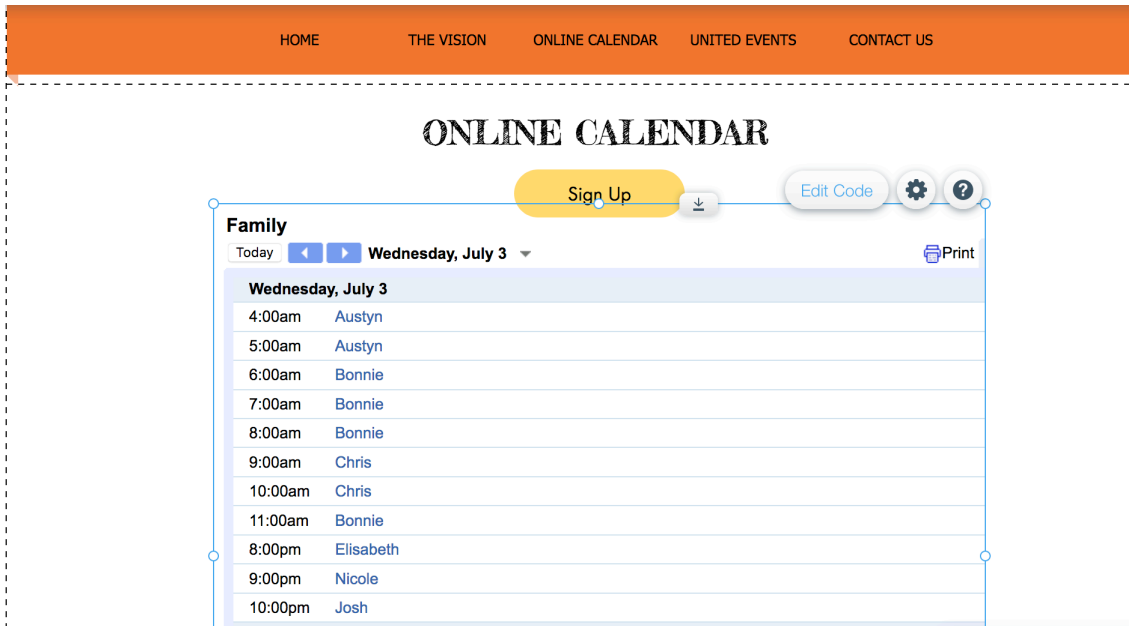
Paste the new code…
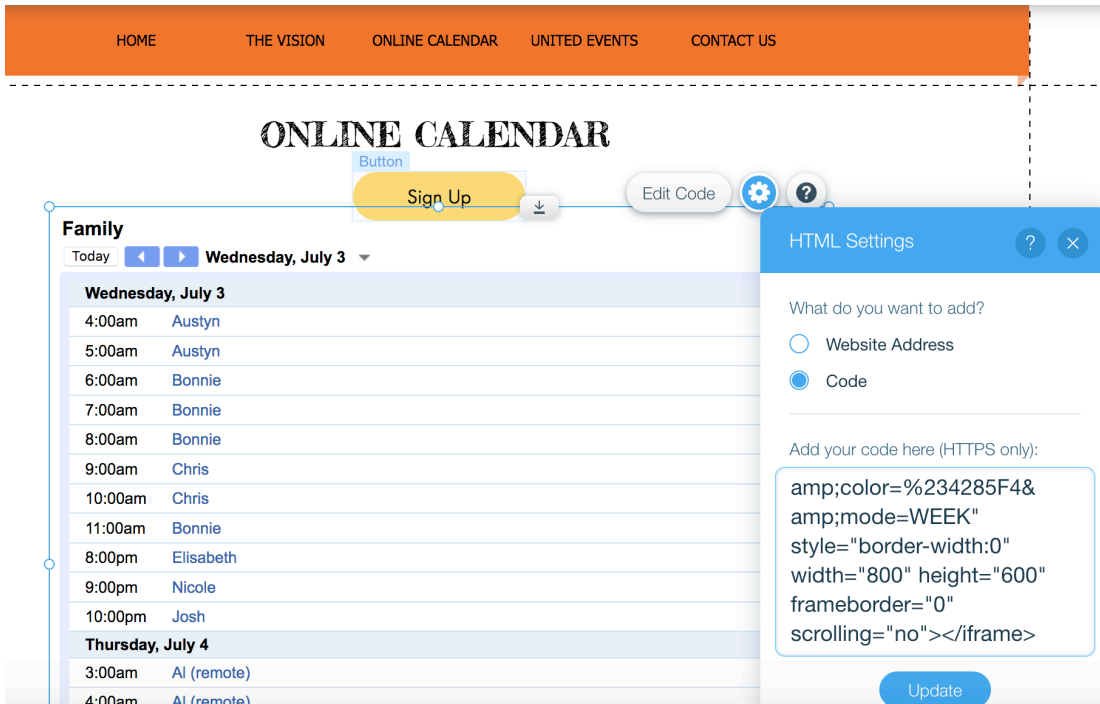
... and click "Update" button.

Now, you should have the "Week View" Google Calendar appear in the website!

However, it needs to be stretched out, so you can view it better.
Place your cursor over the top left and right circles, at the corners of the Google Calendar box, to fit to size.
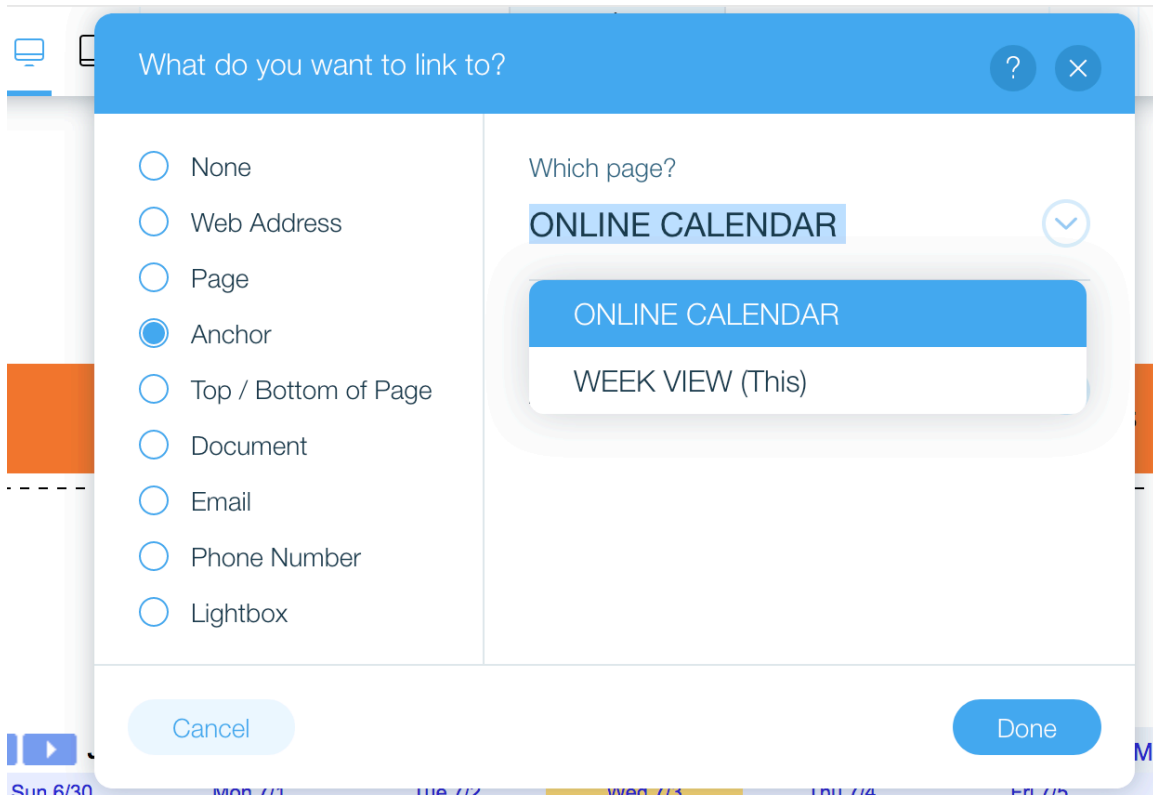
Make sure that the calendar stays within the dotted lines on both sides – that's the edges of what people will be able to see on their computers.

You will need to change the Anchor link, so it is specific to THIS page now.
Click the "Sign Up" Button at the top of the WEEK VIEW Calendar,
And Click the "Linked" button

24-Hour Prayer at ASU

| HOME | THE VISION | ONLINE CALENDAR | UNITED EVENTS | CONTACT US |

Linked

Change Text

ONLINA

Sign Up

When the Blue Box pops up, click the arrow icon to the right of "ONLINE CALENDAR", and change the Page to "WEEK VIEW (This)".

What do you want to link to?   ?   ✕

	Which page?
○ None	
○ Web Address	ONLINE CALENDAR ⌄
○ Page	
● Anchor	ONLINE CALENDAR
○ Top / Bottom of Page	WEEK VIEW (This)
○ Document	
○ Email	
○ Phone Number	
○ Lightbox	

Cancel   Done

Once it has changed to the WEEK VIEW Page, click "Done.

Now click "Preview" at the Top Right to Test it out!
When you Click the "Sign-Up" Button at the top...

...It should take you down to the Sign-Up Form, on the same page! (WEEK VIEW)

Sign Up For a Prayer Time!

First Name | Last Name

Email | Phone

Ministry / Church

Weekly Days / Date | Time Slot (Ex: 4:00-5:00pm)

Submit

Congratulations!
In only 1-2 hours, you now have a professional website
With an online prayer calendar linked to it!

24-Hour Prayer at ASU

HOME   THE VISION   ONLINE CALENDAR   UNITED EVENTS   CONTACT US

WEEK VIEW

Let's Chat!

https://editor.wix.com/html/editor/web/renderer/render/template/0eda3b56-4ceb-4529-948d-7da4c9812c16/online...-b0db-1a3c92170cae&isEdited=true&isSantaEditor=true&lang=en&metaSiteId=129502a5-b1e8-2f07-5581-d4c1c25bf114
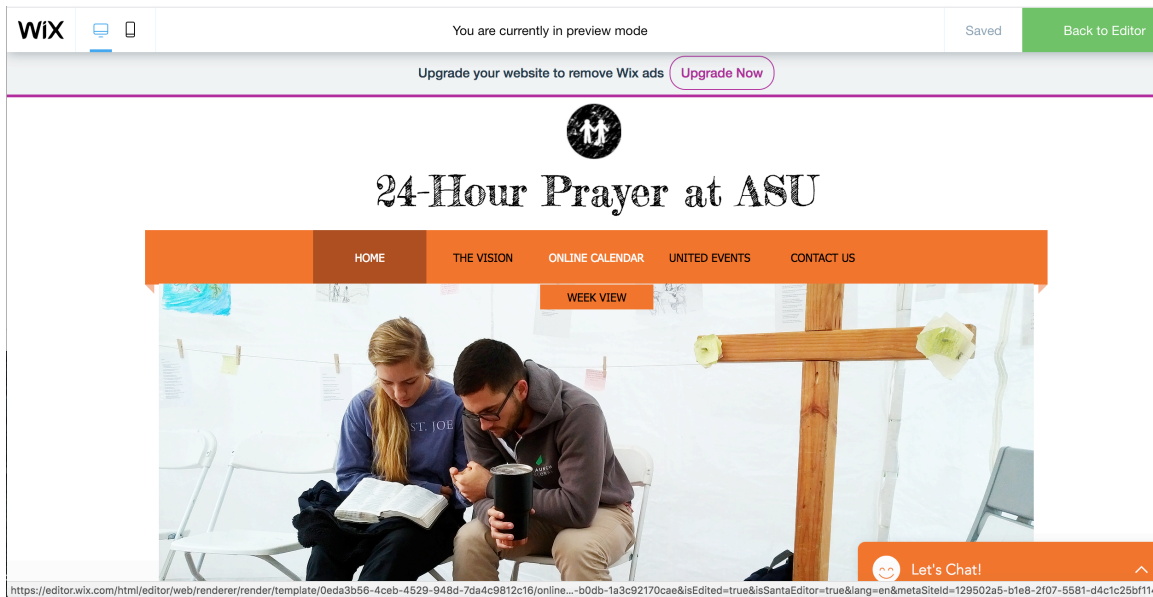
**Be sure to click "Save" at the top right to save your work!

Final Step #1: Publish Your Website Online!

When you're ready to publish it online, you can click the "Publish" button
at the top right!
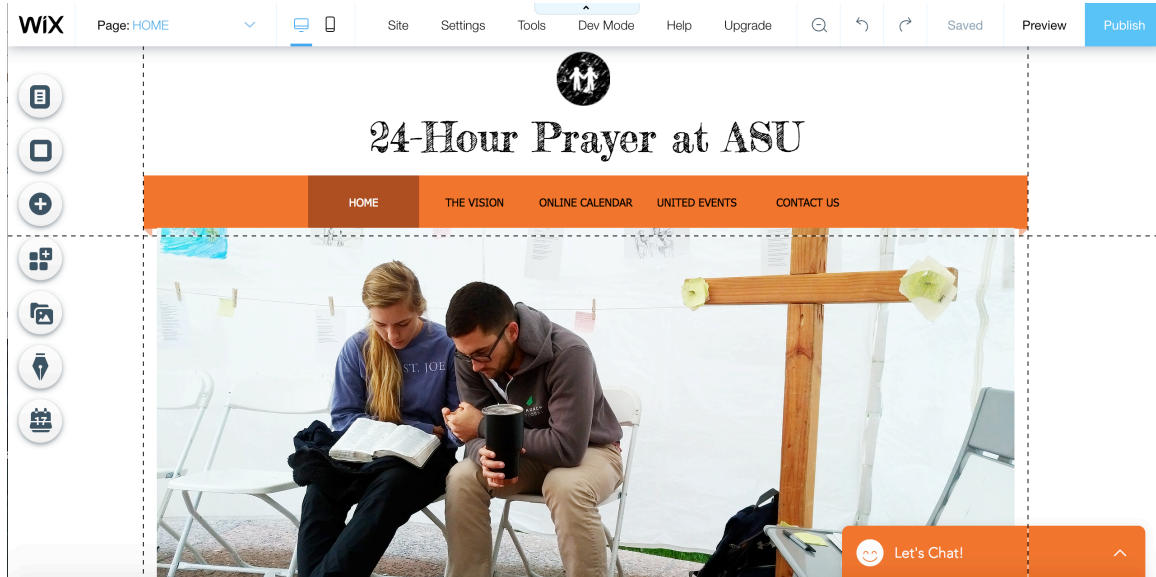
Final Step #2: Create a Shorter Web Address

Unfortunately, the web address for the free version of this website
will be a bit long, and potentially hard to remember.

There are two options to resolve this:

A. Obtain a FREE Short URL online:

https://tiny.cc

*(Or find another free service: www.google.com
and type in "free short URL generator")*

Copy and paste your longer web address into there…
Add a customized address at the end of the short link…
Register for a username and password, so can edit later!

Shorter URLs | Tinycc Free

→ https://yourlonglink.wixsite.com/24hourprayer | **Shorten**

Optional short link ending. Custom ending goes here: `tiny.cc/praynow`

☐ Log stats for this link

Register before you shorten!

By registering you'll be able to claim short links and edit them later. Shortening URLs anonymously means you lose the option to edit them and they will eventually expire. Register below!

| Person of Prayer | person@prayer.com | **Register** |

With the free version of Wix, your website will have a small banner along the top. Not a big deal, especially for the high quality website and service you get with the free version!

B. Upgrade to Premium Plan on Wix
Removes the Banner Ad along top
Gives you Free Domain Name for 1 Year

The most affordable plan is $13/month ($156/year).
Complimentary – it comes with a free www.yourdomain.com for 1 year!

This is quite affordable, especially when it comes to website design:

If you factor in the normal high cost of a website…
The additional costs of changes in the future… (easily a few hundred $)
The amount of time website coding normally takes… (at least 2-4 weeks)
The flexibility to change anything about your website in hours rather than weeks…

It is well-worth the investment!

Please Note: I am not affiliated with Wix or any other company, nor am I being paid to promote any company in any way. This is simply my way of getting professional tools into the hands of friends in the prayer movement on the college campuses of America! Let's see united movements of prayer & revival!