Sometimes, you may wish to create a link on a site or in news item to an external website.

In this example, I am going to create a link to the Winnipeg Jets Hockey Academy website from the Hockey Program site in Bruce Middle School's website. (The process for creating a link in a news item follows these same steps.)

Start by logging into Scholantis.

Once logged in, navigate to the site where you wish to create a link… In this case, the Hockey Program site…
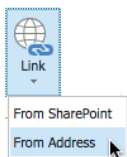
Hockey Program

To edit the text on that page, click the Edit button. This will open the editing window…

Now, enter the text you wish to use on your site to direct visitors to the external website… For example…
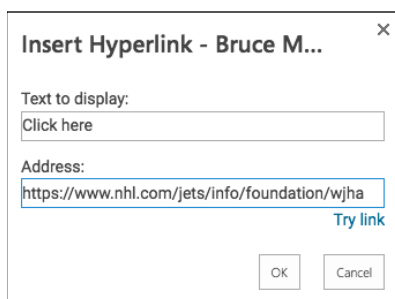
"Click here to learn more about the Winnipeg Jets Hockey Academy."

(In keeping with our standard for displaying links on our sites, I've used the language "Click here to…" as part of the link and I'll be sure to bold-face the words "Click here")

Now, highlight the words "Click here".   **Click here** to learn more about the Winnipeg Jets Hockey Academy.

Next, from the INSERT tab at the top of the Editing window, select Link -> From Address

In the Address: field, enter the address of the website you wish to attach to this link and then click OK.

It's much easier if you have copied the address from the website first and then simply paste it into the Address field when creating the link.

Finally, click Publish to publish your changes to the site and test your link.