

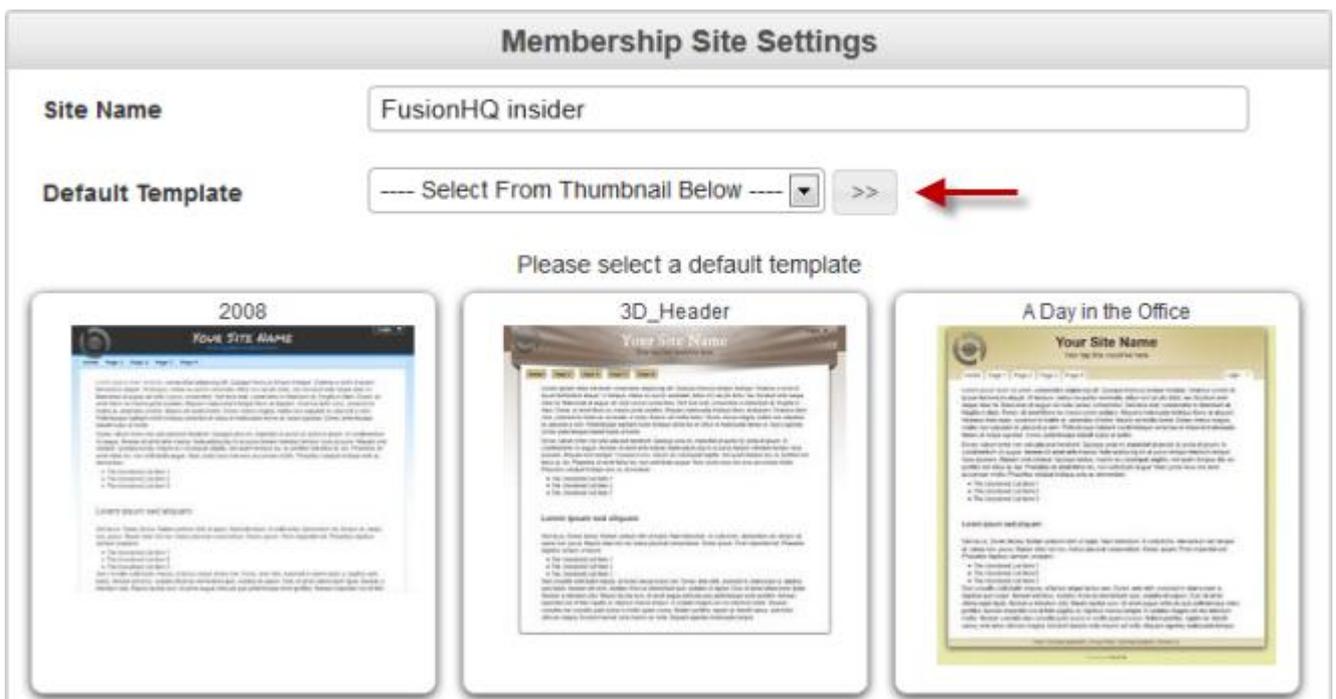
How to Create A Simple Content Page (first time user)

For first time users, you might get confused where to start creating your website. We would suggest to start with the "Drag & Drop" menu in the "Content Sites" first since it's very easy.

Step 1: Go to "Sites" and "Content Sites". Enter the name of your site and click "Create New Site".



Step 2: Select the "Default Template" from the drop down menu. You can change the template later.



Step 3: Select the "Preset" of your website. You can add or remove the pages later.

Membership Site Settings

Site Name

Default Template ▼ >>

Preset → ▼ >>

Please Select A Preset For Your Site

Blank Site



Simple Membership



Step 4: "Advanced Settings" is used if you have any code which will affect the entire website. This is the option for advance users only. If you don't know coding, we DON'T recommend to use it.

Advanced Settings (optional)

Universal Header Code ⋮

Universal Footer Code ⋮

Step 5: "Hosting Details" is used to select your domain and root path to use with your website. Select the domain name from the **"FusionHQ Hosting, Verified Hosting"** drop down menu. If you don't buy the domain from us, please make sure that your domains are already verified.

Hosting Details

FusionHQ Hosting, Verified Hosting

Real Site URL http:// /

Unverified external

WordPress Sync

Other



Step 6: "Default membership level" is used if you want to reseed its access to some membership level only. Enable the **"Public"** option if your website is free for everyone to access. Select **"Private"** and choose the membership level if your website is restricted. Then click **"Create"**.

Default membership level (optional)

Access level :

Public

Private

Step 7: At the **"Sitemap"**, you will find the ready-made pages. They are fixed pages which will show at the footer of your website. You can customize the content.

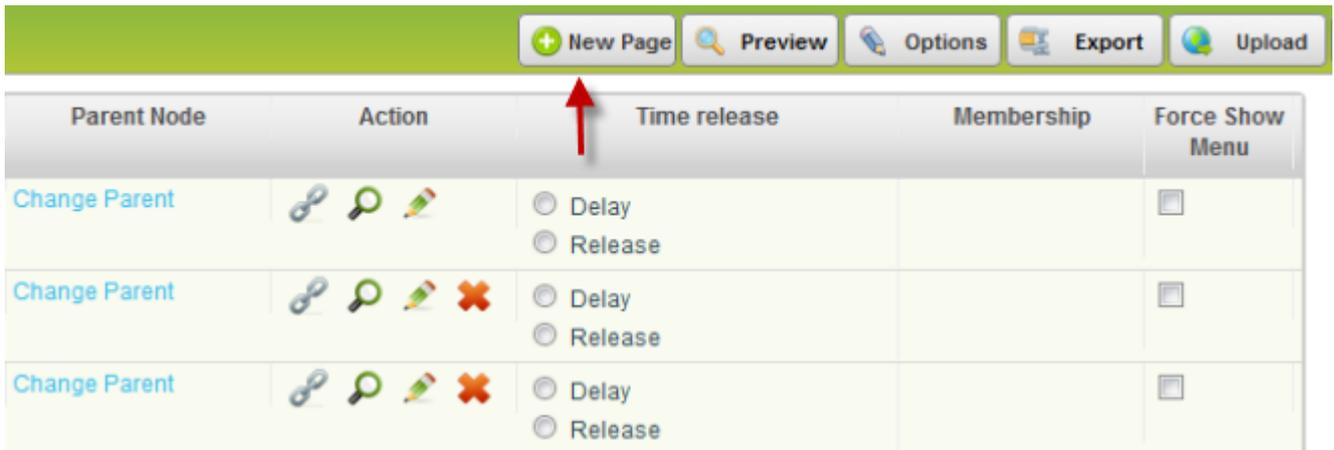
Sitemap

[New Page](#)
[Preview](#)
[Options](#)
[Export](#)
[Upload](#)

View type [Map](#) | [Table](#)

| Enable | Level | Page Name | Group Name | Parent Node | Action | Time release | Membership | Force Show Menu |
|-------------------------------------|-------|---------------------|-------------|-------------------------------|--------|--|------------|--------------------------|
| <input checked="" type="checkbox"/> | 1 | Home | | Change Parent | | <input type="radio"/> Delay <input type="radio"/> Release | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 2 | Contact | FIXED_PAGES | Change Parent | | <input type="radio"/> Delay <input type="radio"/> Release | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3 | Earnings Disclaimer | FIXED_PAGES | Change Parent | | <input type="radio"/> Delay <input type="radio"/> Release | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 4 | Privacy Policy | FIXED_PAGES | Change Parent | | <input type="radio"/> Delay <input type="radio"/> Release | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 5 | Purchase Agreement | FIXED_PAGES | Change Parent | | <input type="radio"/> Delay <input type="radio"/> Release | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 6 | Terms & Conditions | FIXED_PAGES | Change Parent | | <input type="radio"/> Delay <input type="radio"/> Release | | <input type="checkbox"/> |

Step 8: On the top right corner, click "**New Page**".



Step 9: At the "**Content Site Page Options**", enter the name of your page.

Select the option to create your page. There are "**Blank page**", "**Duplicate page**" and "**Redirect URL**".

Select the color of your page. This is for your record only so you can recognize which category or group it is. It doesn't affect the interface of your page.

You can "**Group**" it so it will be easy for you to move the page and its group around all together.

Select its "**Parent**" page in order to make it the subpage in the menu bar. If it's not the subpage, you can select "**Home (Top Menu)**" so it will be on the top level of the menu bar. Next, save.

The screenshot shows a dialog box titled "Content Site Page Options" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Create a new page**
- Name:** A text input field containing "welcome".
- Create as:** Three radio button options: "Blank page" (selected), "Duplicated page", and "Redirect URL".
- Color:** A dropdown menu showing "YELLOW" with a color swatch.
- Group:** An empty text input field and a button labeled "« Fixed page".
- Parent:** A dropdown menu showing "Home (Top Menu)".
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

Step 10: Click on the pencil icon to edit the page.

| Page Name | Group Name | Parent Node | Action | Time release |
|---------------------|-------------|-------------------------------|---|--|
| Home | | Change Parent |     | <input type="radio"/> Delay <input type="radio"/> Release |
| welcome | | Change Parent |     | <input type="radio"/> Delay <input type="radio"/> Release |
| Contact | FIXED_PAGES | Change Parent |     | <input type="radio"/> Delay <input type="radio"/> Release |
| Earnings Disclaimer | FIXED_PAGES | Change Parent |     | <input type="radio"/> Delay <input type="radio"/> Release |
| Privacy Policy | FIXED_PAGES | Change Parent |     | <input type="radio"/> Delay <input type="radio"/> Release |
| Purchase Agreement | FIXED_PAGES | Change Parent |     | <input type="radio"/> Delay <input type="radio"/> Release |
| Terms & Conditions | FIXED_PAGES | Change Parent |     | <input type="radio"/> Delay <input type="radio"/> Release |

Step 11: If you want to insert the text, drag the "Text Box" element to the content editor.

DRAG & DROP

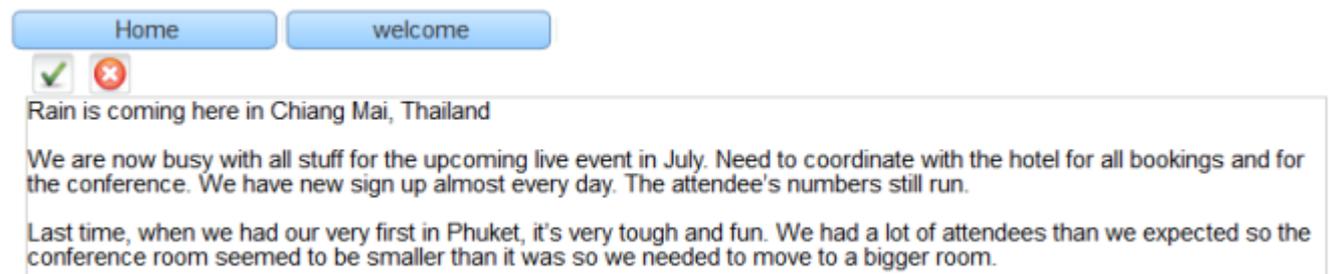
Display Grid

- Blank Space
- Textbox**  
- Optin box 
- Buy Now Button 
- Image 
- Download Link 
- Streaming Media 
- Insert Code 
- Page Element 

Step 12: Double click or click the pencil to edit the text.



Step 13: Write down your text. If you already prepare the text, you can press "**Ctrl+V**" on your computer to paste the text. Click the check icon to leave the editor mode.



Step 14: To insert an image, drag the "**Image**" element to the content area.



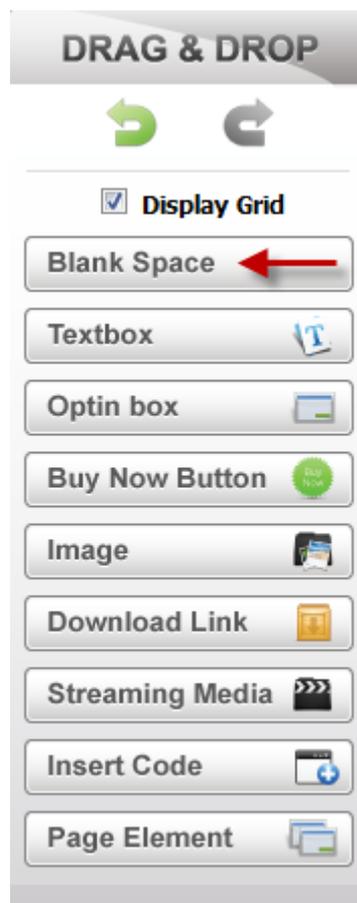
Step 15: Browse for your image and select it.



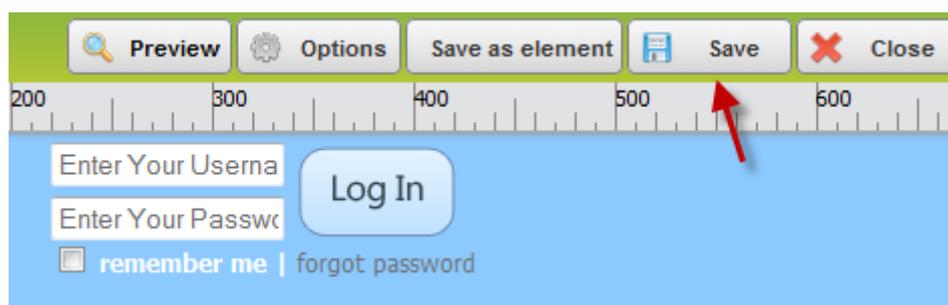
Step 16: You can move the location of the image manually or click on the third icon (*when you hover over the image*) to center the image.



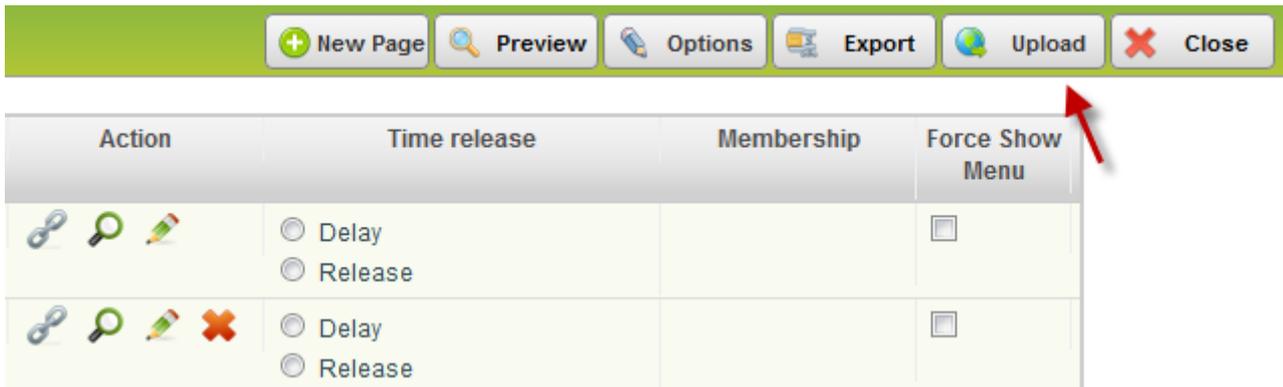
Step 17: Drag the "Blank Space" element to add space between the text and the image.



Step 18: Once everything is finished, you can click save and close to leave the page.

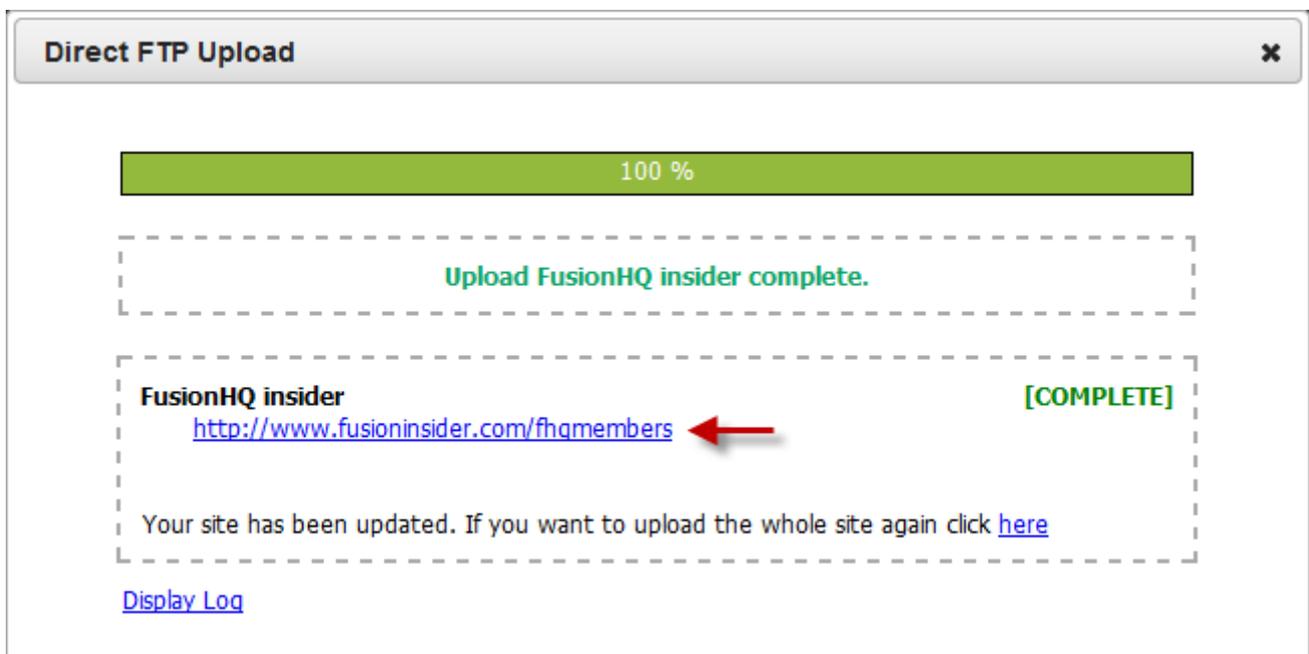


Step 19: At the "Sitemap" again, click "Upload" to upload your website.



The screenshot shows a software interface with a green header bar containing a toolbar with the following buttons: '+ New Page', 'Preview', 'Options', 'Export', 'Upload', and 'Close'. Below the toolbar is a table with four columns: 'Action', 'Time release', 'Membership', and 'Force Show Menu'. The table contains two rows of data. The first row has icons for link, search, and edit in the 'Action' column, radio buttons for 'Delay' and 'Release' in the 'Time release' column, an empty 'Membership' column, and a checkbox in the 'Force Show Menu' column. The second row has the same icons and radio buttons, but includes a red 'X' icon in the 'Action' column. A red arrow points to the 'Upload' button in the toolbar.

Step 20: When the upload completes, the url of your website will display.



The screenshot shows a dialog box titled 'Direct FTP Upload' with a close button (X) in the top right corner. Inside the dialog, there is a green progress bar at 100%. Below the progress bar, a dashed box contains the text 'Upload FusionHQ insider complete.' in green. Another dashed box below contains the text 'FusionHQ insider' followed by the URL 'http://www.fusioninsider.com/fhmembers' and '[COMPLETE]' in green. A red arrow points to the URL. Below this, there is a message: 'Your site has been updated. If you want to upload the whole site again click [here](#)'. At the bottom left, there is a link 'Display Log'.