



## **BRAW Website SOP - No. 1**

**Applies to:** Approved Website Author(s)

**Issued By:** Webmaster: AGR

**:** 5/6/2020

### **BRAW Website Login Info Under New Wix Service**

**Effective Date:** May 6, 2020

**Last Updated:** February 4, 2021 by: agr -webmaster

On this date the BRAW Website's hosting service was changed from WordPress to Wix. A new Webmaster, Andy Garcia-Rivera, Braw Lifetime Member, is managing the site.

This change became necessary to allow for greater flexibility enabling the Webmaster to grant access to BRAW Board-Approved Website Author Members (WAMs) to make changes to the site and coordinate postings/changes with the Webmaster as necessary.

Every approved WAM must participate in an orientation titled: **Introduction to the Wix Editor** prior to making any changes to the site. Examples of making changes include: modifying page layout, adding/deleting text, links, pictures, and information on the Non-Member Pages of the site.

WAM can logon to BRAW's website once the orientation is completed and they feel confident to make changes.

### **Instructions for WAMs to Log In to the Website Editor**

1. On your browser go to: <https://users.wix.com/signin>
2. A Log In screen appears showing a BLANK Email and Password fill-in Space
3. Enter this Email: [braworg@protonmail.com](mailto:braworg@protonmail.com)
4. Enter this Password: Churro70! then press Return
5. A screen titled My Sites appears
6. Select the website icon titled: **Premium** Braw <https://braw.org> - and looks like this:



- a. NOTE: Other icons may look similar to the picture above and the Webmaster is working on them – ***please only open the one website icon showing Premium***.
7. Proceed to work on the website. Save often!
8. Press the **Publish** button at the top right corner of the editor, and exit (close) the Wix editor.
9. To see the changes you made go to: [www.braw.org/](http://www.braw.org/).