

# Website Editor: Creating & Organizing Pages

## Overview

Every page on your public site is managed from the Website Pages list in your admin sidebar. From there you can add new pages, set how they nest under one another, control what shows when a page is shared on social media, and change the order pages appear in your site's navigation.

## Step 1: Create a new page

1. In the admin sidebar, click **Website**.
2. On the Website Pages list, click **New Page**.
3. Choose **Blank Page** to start empty, or pick one of the page templates offered.

Mountain View Explorers

DB Daniel Brookbank

Admin

- Overview
  - Dashboard
  - Today
- Joining
- Our families
- Classes & events
- Community
- Money
- How we're doing
- Settings
  - Money & books
    - Membership Plans
    - Membership Payment
    - Adjustment Categories
    - Accounting Categories
    - Fiscal Year
  - Signing up
    - Signup Questions
    - Communications
- Our co-op

## Website Pages

Manage your co-op's public website pages

<https://mountainview.beta.cooplyhq.com>

All 6
Published 5
Drafts 1

Search pages...

| PAGE                               | URL              | STATUS    |               |
|------------------------------------|------------------|-----------|---------------|
| ≡ Welcome <a href="#">Homepage</a> | /                | Published | Edit  Preview |
| ≡ About Mountain View              | /about           | Published | Edit  Preview |
| ≡ Schedule & Events                | /schedule        | Published | Edit  Preview |
| ≡ Who We Are                       | /about-us        | Published | Edit  Preview |
| ≡ Getting Started                  | /getting-started | Published | Edit  Preview |
| ≡ Untitled Page                    | /untitled-page   | Draft     | Edit          |

Cookie preferences

Do Not Sell or Share My Personal Information

Your new page opens directly in the canvas editor, ready to edit. It's created as an unpublished draft and left out of your site's menu until you choose to show it — nothing changes on your live site until you publish.

## Step 2: Set a page's parent page

Pages can nest under one another — for example, an "Our Programs" page could hold "Elementary" and "Middle School" as subpages.

- With the page open in the canvas editor, click **More**, then **Page settings**.
- Under **Parent page**, choose the page this one should nest under, or leave it set to **None (top-level)**.
- Click **Save draft**.

A subpage appears in a dropdown under its parent in your site's navigation, and lives at a web address like `/parent-slug/page-slug`.

A few things to know:

- Your site's homepage can't have a parent — there's no Parent page option for it.
- Once a page is published, its parent can't be changed, because that would change the page's web address. Set the parent before you publish for the first time.

- A page that already has subpages of its own must stay top-level; it can't be made a subpage of something else.

## Step 3: Set a page's share image

The share image is the picture shown when someone shares your page's link on social media. CooplyHQ recommends an image sized 1200×630px.

1. With the page open in the canvas editor, click **More**, then **Page settings**.
2. Under **Share image**, click to upload a photo.
3. Click **Save draft**.

Only image files are accepted here — uploading anything else shows an error and the upload doesn't go through.

## Step 4: Reorder pages in your page list

On the Website Pages list, grab the handle next to a page and move it up or down to change where it falls in your site's navigation. Your public menu updates to match as soon as the new order is saved.

The screenshot shows the 'Mountain View Explorers' website management interface. The top header includes the site name and a user profile 'Daniel Brookbank'. A left sidebar contains navigation links such as 'Overview', 'Dashboard', 'Today', 'Joining', 'Our families', 'Classes & events', 'Community', 'Money', 'How we're doing', 'Settings', 'Money & books', 'Membership Plans', 'Membership Payment', 'Adjustment Categories', 'Accounting Categories', 'Fiscal Year', 'Signing up', 'Signup Questions', 'Communications', and 'Our co-op'. The main area is titled 'Website Pages' and includes a subtitle 'Manage your co-op's public website pages' and a URL 'https://mountainview.beta.cooplyhq.com'. There are buttons for 'Site Settings', 'Export', 'Import', and '+ New Page'. Below these are filters for 'All' (6), 'Published' (5), and 'Drafts' (1). A search bar is also present. The main content is a table with columns 'PAGE', 'URL', and 'STATUS'. The table lists several pages: 'Welcome' (Homepage, Published), 'About Mountain View' (/about, Published), 'Schedule & Events' (/schedule, Published), 'Who We Are' (/about-us, Published), 'Getting Started' (/getting-started, Published), and 'Untitled Page' (/untitled-page, Draft). Each row has an action bar with 'Edit' and 'Preview' buttons. At the bottom, there are links for 'Cookie preferences' and 'Do Not Sell or Share My Personal Information'.

# Step 5: Manage a page's content with the keyboard alone

Building out a page's content doesn't require a mouse:

- **Tab** to reach a section's action bar — Settings, move up, move down, Duplicate, Hide, and Del are all operable by keyboard.
- Add a section from the **+** palette; your typing cursor lands right inside the new section.
- Use the **move up** / **move down** controls to reorder a section.
- Use **Del** to remove a section.
- Reach **Publish** the same way, through the toolbar or the **More** menu.

A page can be built, reorganized, and published start to finish without touching a mouse or trackpad.

## Next steps

Now that you know how to create and organize pages, see **Website Editor: Editing Content & Publishing** to learn how to edit a page's content and publish your changes.

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