

# CHADD Chapter Website Instructions

Welcome to your CHADD chapter website. CHADD provides chapter websites at no cost so our volunteer leaders can promote their local CHADD events, updates, contact information CHADD membership and more. Should you ever experience issues with your website, please reach out to [chapter\\_services@CHADD.org](mailto:chapter_services@CHADD.org).

It's recommended opening an incognito window when accessing your site. To open an incognito window in most browsers, including Chrome, you can use a keyboard shortcut or navigate through the browser's menu. For Chrome, the shortcut is Ctrl + Shift + N on Windows, Linux, and Chrome OS. For a Mac, use Cmd + Shift + N on Mac.

## LOGGING IN TO EDIT YOUR CHAPTER WEBSITE

There are two URLs associated with your CHADD chapter website.

The Admin (Editor) URL: <https://www.chadd.net/admin>

The Public Website URL. This is the URL to share with the public to find out about your local CHADD Chapter. Your public URL is <https://www.chadd.net/chapter/> with your chapter number at the end. To access the admin part of your site, use the URL and credentials below.

Admin (Editor) URL: <https://www.chadd.net/admin>

Chapter ID: Enter your chapter number

Password: Enter the chapter password provided by National CHADD.

CHADD AFFILIATE WEBSITE



## CHADD Chapter Site Administration

Chapter Id:

1001

Password:

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Login

If you experience problems signing into your account, please contact CHADD Chapter Services at: [Chapter\\_Services@CHADD.org](mailto:Chapter_Services@CHADD.org).

## ADMIN LANDING PAGE

Once logged in, you will see the following landing page. You can edit and add content to various areas of your chapter website by selecting the tabs ABOUT, EVENTS, LINKS and MORE.



## CHADD Chapter Site Administration

You can add, update or remove content on your CHADD chapter website. Select and click site section listed in the top navigation bar and follow the steps on the screen.

**We recommend that you use a laptop or desktop computer to edit your CHADD chapter website.**

Contact CHADD Chapter Services at [Chapter\\_Services@CHADD.org](mailto:Chapter_Services@CHADD.org) for information regarding your chapter website.



## MAKING EDITS

Click on the tab you want to add content to. Directions are provided on each page. Once you have selected a tab, click a content link you want to add to or edit. PLEASE NOTE: You cannot ADD/REPLACE THE LOGO ON THE CHAPTER SITE.



### Directions:

Add or edit text & images. Click below the name of the page section to add or edit its contents. It's easy.

[Add/Replace Banner Image](#) | [Remove Banner Image](#) Banner images should be 2,000 pixels by 750 pixels.

[Add/Edit - About Our Chapter](#)

[Add/Edit - Chapter General/Contact Information](#)

[Add/Replace Chapter Logo](#) | [Remove Logo](#)

[Manage Image Gallery](#)

[Add/Edit - Volunteer Opportunities](#)

## Contact Information



## Meetings & Events

### PAST, CURRENT & UPCOMING EVENTS

**Directions:**

To create a new event, click the **Create a new Event** button below. Add a title, time and other information for your event. Click **Save** to automatically create an event. It's easy.

**CREATE A NEW EVENT**

Once an event is created, you may edit or delete the event by clicking the **Edit Event** or **Delete Event** options that appear after an event is created. You can also add a Google map, document, image and detailed description to provide attendees important information regarding your event.

Test Event

July 10, 2026 | TBD

**LEARN MORE**

**Edit Event** | **Delete Event**



## Suggested Reading & Resources

### RECOMMENDED WEBSITES

Create a new hyperlink to a location on the web. Below, click **Add New Website Link** button, type the name/title of the web site or resource, the URL/web address (please include "http://" or "https://") and optional description. Click Save to automatically create a new link. It's easy.

**Add New Website Link**

Delete or Edit a hyperlink you've created. Click below the appropriate button of the listed hyperlink to delete, add or edit its contents.

### DOCUMENTS & RESOURCES

Upload and list a document. Below, click **Manage Documents** button, select already uploaded document file or add a new one, type document name/title and optional description. It's easy.

**Manage Documents**

Delete or Edit a document you've uploaded. Click below the appropriate button of the document to remove it, add or edit its name and description.



## Additional Information

### FREQUENTLY ASKED QUESTIONS

**Directions:**

Enter information in the FREQUENTLY ASKED QUESTIONS that is important to your chapter right now. To make your site more compelling and interesting, add additional questions on a regular basis. To add a question to this page, click the "Add New Question" button below. This will open a pop-up text editor where you specify the question and type the answer to the question. Once you add a question you can edit or delete the question by selecting the "Edit Q&A" or "Delete Q&A" button placed above each question.

Add New Question

### OUR CHAPTER

## EDITING CONTINUED

**PLEASE NOTE:** Once you click a content link to edit, you may encounter a red message regarding the CKEditor. You can click the X to close the box. This will not have an impact on your edits; however our IT department is working to update this area of the site.

When you have finished adding or editing content on your site, be sure to click SAVE when finished.

