

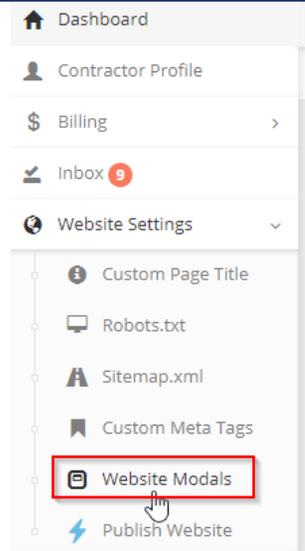
# Adding or Changing a Website Modal

## Step #1: Login & Access Website Modals

Login to the Contractor Portal, then Click the arrow next to **Website Settings** to drop down the menu, then choose **Website Modals**.

For assistance logging into the Contractor Portal call: (866) 414-5775 ext. 400 or visit: <https://yourwebpro.com/support-docs>

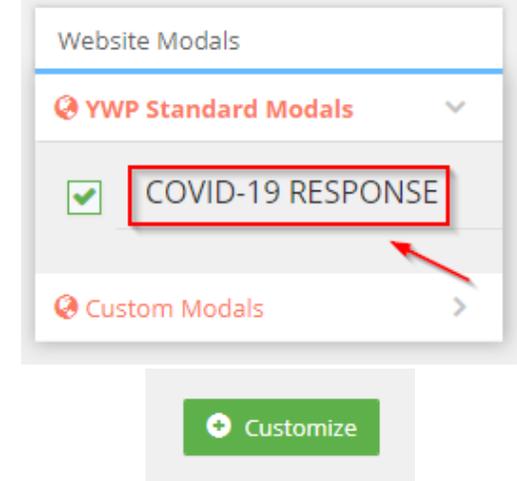
**Note: Please follow the entirety of these directions. If you do not complete step #9 & #10 - Publish Website, your changes will not be visible on your site.**



## Step #2: Website Modals

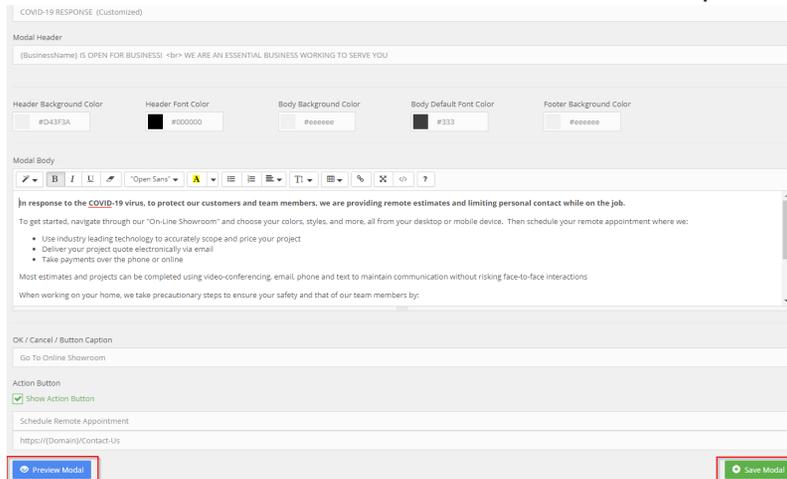
On the right, Website Modals / Standard Modals will populate. Currently selected (green check) is the standard 'Covid-19 Response' that has been launched on your website.

To make changes to the standard modal click 'Covid-19 Response', then click **Customize** (lower right)



## Step #3: Modal Editor

On the right, an editor will display to change the name, header, modify existing text, change colors etc. You can **Preview** the modal and **Save** when complete.

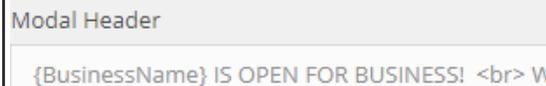


## Step #4: Modal Editor (cont.)

**Modal Name** changes the name of the file.



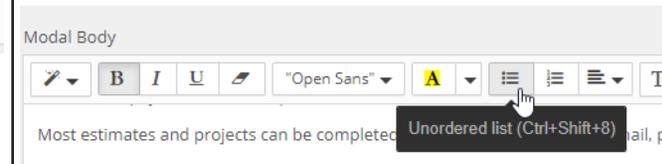
**Modal Header** changes the text on the top of the popup Modal



Click **Preview** to view your changes then **Save** when complete.

## Step #5: Modal Editor (cont.)

The **Modal Body** editor is much like using an email or word editor. You can hover over each of the icons to display helpful information on each feature.



You can change font / size, add bolded, italic and underline text, make an ordered (numbered) or unordered list, etc.

Click **Preview** to view your changes then **Save** when complete.

# Adding or Changing a Website Modal

## Step #6: Modal Buttons

To change the name of the buttons on your popup modal see screenshot below.

The **OK/Cancel** is a non action button which closes the pop up modal only and leaves you at your website home page.

The **Action Button** links to a URL of your choosing. By default it is set to the standard Contact Us page.

For questions on changing the action button URL call: (866) 414-5775 ext. 400 or email: support@yourwebpro.com

OK / Cancel / Button Caption  
Go To Online Showroom

Action Button  
 Show Action Button

Schedule Remote Appointment

https://{Domain}/Contact-Us

## Step #7: Add Modal

Click the + to **Add New Modal**, then copy & paste in your own narrative.

Once you modify a standard modal it will display in **Custom Modals**.

*It is recommended that you copy from a plain text file (.txt) and complete your formatting from within the modal editor for best results. If you have any questions please contact (866) 414-5775 ext. 400*

Custom Modals

ADD NEW MODAL

COVID-19 RESPONSE (Customized)

## Step #8: Removing the Modal

To remove the modal from your website (no popup modal will display) Deselect the green checkbox.

Then **Publish Website** as described in steps #9 and #10

Website Modals

YWP Standard Modals

COVID-19 RESPONSE

Custom Modals

## Step #9: Publish Website

After you have made any changes to a standard modal or created a new modal, the following alert will appear. You will need to **Publish Website** for these changes to be visible on your site.

Alert You have made Changes to your website Modal Announcement.

Click the **Publish Website** link from the alert or from the left side menu, then read over the notice and click Publish Website. Continue to Publish Website Step #10.

### NOTICE

The purpose of publishing your website, i

You should be publishing your website if:

- You have made changes to Titles and h:

Publish Website

## Step #10: Publish Website (cont.)

This notice is specifically for those contractors who may have recently submitted a request for changes to their website, with an open support ticket. If you do not have an open support ticket please proceed, by clicking **Pubish Website**.

Publish Website

When publishing, please be patient. Depending on the size of the site, it can take some time.

NOTICE! If YourWebPro has been making changes to your website, these changes will go live. If you have an open support ticket, please check with YourWebPro before publishing your website.

Publish Website

**Contact support if you have any questions regarding an open support ticket at (866) 414-5775 ext. 300**