

Creating a new menu item for custom links

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Related pages:

You can add custom links, links that aren't listed in the default RescueGroups.org menu.



Where do I find it?

You can find the [Menus](#) page by going to **Website > Menus**.

Create a new menu item

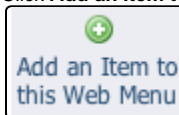
This is how to create a custom link, or a new link that isn't already listed in the Menu Item dropdown. Once the link is created, you can add it to your menu as explained below.



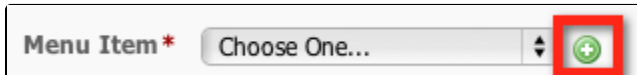
Tip

It's a good idea to create a custom web page or form first, then add the page or form to your custom menu.

1. Go to the Menus page (**Website > Menus**)
2. Select an existing menu (or Add a new menu) for which you want to add a menu item.
3. Click on the numbered link to view existing menu item.
4. Click **Add an Item to this Web Menu**.



5. Click the **Add Icon** next to Menu Item.



6. You will be asked for the **Name** of the menu item (this is what you see), the **Text** for the link (the text your visitors see), and the **URL or location** they will be taken.
 - a. You can quickly link to one of your RescueGroups.org webpages, files, or forms, by selecting them from drop down menu next to Destination URL.
 - b. If you would like to create a **link to an outside website**, be sure to include the full URL including **http://** or **https://** in the box. Example: `https://www.somewebsite.com`
 - c. To add a link to an **email address** include **mailto:** before the email address. Example: `amy@myorganization.org` would be written as **mailto:amy@myorganization.org**

Create a New Web Menu Item

Name *

Text *

Destination URL

OR enter URL manually

7. Be sure to click **Save Web Menu Item**.

Create a new menu item for dogs, puppies, kittens, cats, special needs, etc.

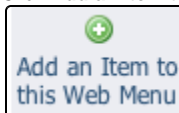
1. First enable the specific [Special Lists](#) you would like to use. Be sure to **enter a start and an end** in days.



Special List settings

Example: Babies might be 0 to 125. Teens might be 126-364. Adults might be 365 and the end blank. If you do not want to have a maximum age for the list, you can leave the oldest age blank.

2. Click **Add an Item to this Web menu**



3. Click the **Add Icon** next to Menu Item

Menu Item *

4. **Name** is what you see on the management interface, the **Text** is what viewers will see when they visit your website.
5. Enter a **URL** to one of the browse pages from the list of suggested pages below. Example: /animals/browse?Special=Kitten

6. Save Web Menu Item

Create a New Web Menu Item

Name *

Browse: Kittens

Text *

Kittens

Destination

Select from your pages/files/forms... ▾

URL


OR enter URL manually

/animals/browse?Special=Kitten

Cancel

Save Web Menu Item

Common Custom Animal URLs for Special Lists

 If you do not see one you are looking for, please open a support ticket and we may be able to help provide a custom URL.

/animals/browse?Species=Dog
/animals/browse?Species=Cat
/animals/browse?Species=Cat&Special=Needs
/animals/browse?Species=Cat&Special=Sponsorable
/animals/browse?Courtesy=Yes
/animals/browse?special=Kitten
/animals/browse?species=Dog&special=Teens
/animals/browse?species=Cat&Special=Adult
/animals/browse?special=NeedsFoster
/animals/browse?special=Sponsorable
/animals/browse?special=Rodents
/animals/browse?Species=Rabbit
/browse?Species=Guinea Pig
/animals/browse?special=Needs
/animals/browse?special=Recent
/animals/browse?Courtesy=Yes
/animals/browse?special=Senior
/animals/browse?Status=Available

Popular Questions

We can't find any questions. Check the topic exists.

Have a question about this topic?

