Creating a custom website menu

You can create a custom menu to replace the default menu provided to you for your website when you activated your **Website Service**. Your website menu is generally found as a sidebar on either side of the main content of the home page, or at the top of the page. The location of the menu depends on the layout you chose. You can customize this menu.

We encourage you to start by reading the overview and making a plan (see below). Once you create the custom menu (see below), you will then need to fill it with menu items and activate it. The following sections guide you through that process, but remember, you can always fill out a support ticket to get our advice or help.

Where do I find it?

Find the Menus page by going to **Website > Menus**.

Website	Features	Reports	Serv
Web Page List	Affiliates		
Add a Web Page	Custom Code Snippets		
Files & Documents	Custom CSS		
Images	Color & Font Options		
Widgets & Utilities	Forwarders		
	HTML Head		
Open Your Website	Layouts		
Settings	Logo		
Search	Menus		
	Homepage Exports		

On this page:

- How-to Video: Creating, adding menu items and activating your custom menu
- Before working on a custom menu
- Creating your custom menu

Related pages:

- Adding menu items (links) to your custom menu
- Changing your active menu (activate your custom menu)

How-to Video: Creating, adding menu items and activating your custom menu

Here is a video that can walk you through the process of creating a basic custom menu. (Direct YouTube link here: https://www.youtube.com/watch?v=9TH7J2_PgPE&t=19s)

Before working on a custom menu

> ✅ **Before working on creating a custom menu**
>
> It's a good idea to create a Word document of what you want your links to be and what order.
>
> **Example 1:**
>
> Home
>
> Adopt
>
> Volunteer
>
> Donate
>
> Sponsor
>
> **Example 2:**
>
> Home
>
> Adopt
>
>   Puppies
>
>   Dogs
>
>   Kittens
>
>   Cats
>
> Donate
>
> Contact Us

> ⓘ When you **Create a Menu**, you will be able to add items to the menu and reorder items so the menu has exactly the items you want your visitor to see.
>
> When your website was created, a **default RescueGroups.org website menu** was set up for you with links to pages and website features. The default RescueGroups.org website menu will automatically add your custom web pages you create. However, If you switch to a custom menu, *you will need to add those pages to your custom menu.*

> ⚠ If you activate a custom menu you will need to update the menu manually if you need to make any changes, including removing menu items if you disable a web page.
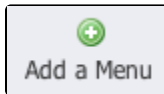
The following actions are available for Web Site Menus with the specified service and user roles:

Action	Description	Services	User Roles
View	Able to view the custom web site menus	Web Site	Content Admin
Add	Able to add a custom web site menu	Web Site	Content Admin

Creating your custom menu

To create your custom menu:

1. Click the **Add a Menu** button at the top of the page.

   Add a Menu

2. Enter a **name** for the new menu and click the **Save Web Menu** button at the bottom of the field. This new menu will be empty **[Menu Items (0)]** when you create it.
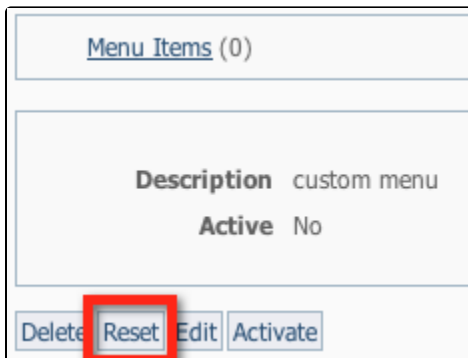
   ## Add a Web Menu
   « Web Menus

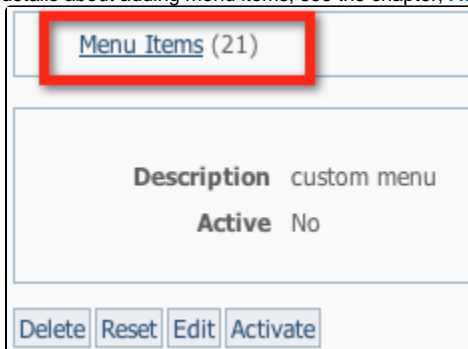   Name * Custom Menu

   Cancel Save Web Menu   ☐ Add Another

3. You can, if you like, populate your new menu with the items from the default RescueGroups.org menu items by clicking the **Reset** button.

   Menu Items (0)

   Description custom menu
   Active No

   Delete Reset Edit Activate

4. To add or edit the items in this new menu, click **Menu Items ( )** from the top of the page. If you added the default menu items, you will have a number next to **Menu Items** and if you did not, it will still read 0. Then click the **Edit** button at the bottom of the description of the menu. For details about adding menu items, see the chapter, **Adding menu items (links) to your custom menu**.

   Menu Items (21)

   Description custom menu
   Active No

   Delete Reset Edit Activate

5. You can Activate the new menu by clicking the **Activate** button.

Popular Questions
Topics:

- myrescue
- menu
- website
- css

1. 0 votes

   How to link "sponsor this pet" to payment
   - **0** answers
   - Andrea Homan
   - Apr 24, 2024
   - website
   - requests

2. 0 votes

   How do I get my listings to automatically feed to Facebook?
   - **2** answers
   - Jennifer Myers
   - Mar 20, 2024
   - animals
   - website
   - exports
   - facebook
   - iframe

3. 0 votes

   Is there a more mobile friendly Toolkit layout that would collapse to 1 column for smaller mobile devices?
   - **1** answer
   - chris fields
   - Apr 03, 2024
   - css
   - toolkit

4. 0 votes

   How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?
   - **4** answers
   - Whiskers & Tails Rescue Foundation
   - Sept 21, 2023
   - Space: Website Service Guide
   - website
   - exports
   - animals
   - toolkit

5. 0 votes

   How do I update the information on our home page or change its design?
   - **2** answers
   - Carreen
   - Feb 21, 2023
   - website

6. 0 votes

   another rescue is disolving and they want to send some of their approved applicants to us. Is there a way for them to export their applications from Rescue groups and for us to import those applications to our database
   - **1** answer
   - Julie Rogers
   - Jan 07, 2024
   - website
   - onlineforms
   - exports

7. 0 votes

   can I send a direct link of an application to a person
   - **2** answers
   - Alana Woodbury
   - Jan 03, 2024
   - onlineforms
   - website

8. 0 votes

   Is there a way to change the whole background of our website to solid black?
   - **1** answer
   - Heather Weidmann
   - Jan 02, 2024
   - Space: Website Service Guide
   - website

9. 1 vote

Does RescueGroups.org offer web a development service where an organization can pay someone for help on their RescueGroups.org website?

- **0** answers
- Heather Weidmann
- Jan 02, 2024
- Space: Website Service Guide
- website
- design
- websiteservice

10. 0 votes

Can access to a web page be restricted to a select group of users?

- **2** answers
- john ianniello
- Dec 18, 2023
- website

Have a question about this topic?