

Get Started with FORMED Custom Content

FORMED, with its wide array of content, can feel overwhelming for new users and leaders alike. Custom Content allows administrators and leaders to direct users to the content they will find most helpful in an easy-to-access location! **Here are your guidelines for creating effective Custom Content for your community:**

1 Choosing the Right Custom Content for Your Community

- Feature a study series or film that is a favorite within your parish or organization.
- Liturgically relevant content based on the Church year.
- Content regularly used by your existing ministries, Bible studies and discussion groups.
- Content related to your priest's homilies or other specific themes discussed in your parish or organization.
- A link to your parish, school, or organization website.
- A SoundCloud link to your priest's most recent homily.
- YouTube or Vimeo videos related to parish or diocesan events. .

2 How to Create Custom Content - A Step-by-Step Introduction

Note: You must be logged in as the Administrator of your group's account or be given Custom Content capabilities as a leader to edit Custom Content.

How to add FORMED Content to your FORMED home page:

1. Navigate to the page of the FORMED content you wish to feature
2. Click **Create Custom Content** located below the piece of content.
3. A pop-up window will open; click **Create**, then **View Unit**
4. You will be taken to your Custom Content **Work Space** on the Dashboard. Edit the unit as needed, then click **Update**
5. To make this Custom Content unit visible to your users, click **Publish**

How to add external content to your FORMED home page:

1. Navigate to your Dashboard by clicking your initials in the upper right corner and selecting **Dashboard** from the drop-down menu
2. Click the **Custom Content** tab
3. To create a new Custom Content unit, click **+NEW**
4. In the editor, select **Video, Image,** or **Audio**
5. To display an image, drag the file from your computer Desktop, or click the **Upload Photo** link.
6. To feature a video or audio, go to the site where the media can be found, such as Vimeo, YouTube, or SoundCloud.
7. Copy the "Embed" code provided, and return to the FORMED Custom Content Editor.
8. Paste the copied code into the **Embed Code** box.
9. Click **Update** to save your newly-created unit.

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Best Practices

- Update Custom Content regularly.
- Give multiple leaders the ability to add content, switching on this allowance under their name in the Administrator Dashboard.
- Be strategic about the ordering of your Custom Content units. Content units in the top three positions are likely to be viewed most often.
- Regularly alternate the order of units to help attract attention to highlighted content.
- Update your Custom Content monthly, bi-weekly, or even more frequently to train your members to keep coming back to view the latest additions.
- Include your pastor's homily or other local "media" to encourage parishioners currently outside of the community to come home.
- Include this [FORMED trailer](#) to orient new users for their first FORMED visit.