

## How To Create Your City's Page

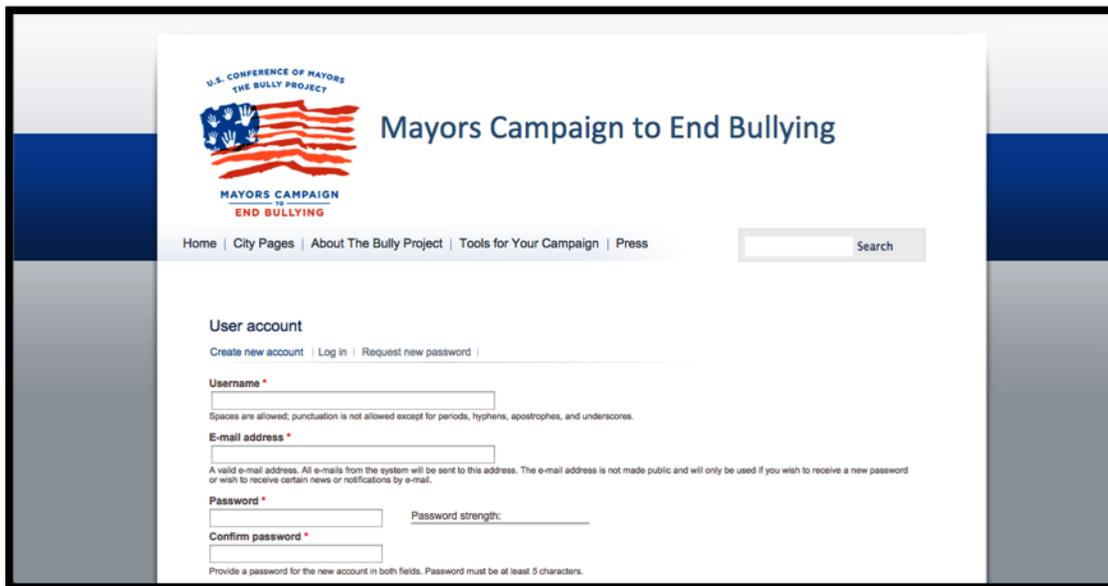
Every participating city has its own page – and this resource has been designed so you or your team can customize it, to best reflect the way your city is participating in the campaign. Plus, you can upload pictures, newspaper articles, videos, quotes, links, etc. We hope you will see this forward facing resource as a critical component of the campaign, as it is the best way we can highlight all of the amazing work taking place nationwide. We urge you to start adding to your page ASAP so our press teams can use this information to publicize your efforts!

The Mayors Campaign to End Bullying has created pages for all participating cities that are easy to access and edit.

**Don't want to do it yourself? No worries – Just please send all of the information to [info@thebullyproject.com](mailto:info@thebullyproject.com) and we'll happily post for you!** You can also contact Bully Project staff at (212)725-1220 Monday through Friday 9 am – 7 pm EST.

**If you're posting yourself, here are instructions:**

Step One: Visit <http://bullyproject.usmayors.org/user> to create a login. You will be prompted to enter your city, an email, and create a password. All of this is necessary for verification.



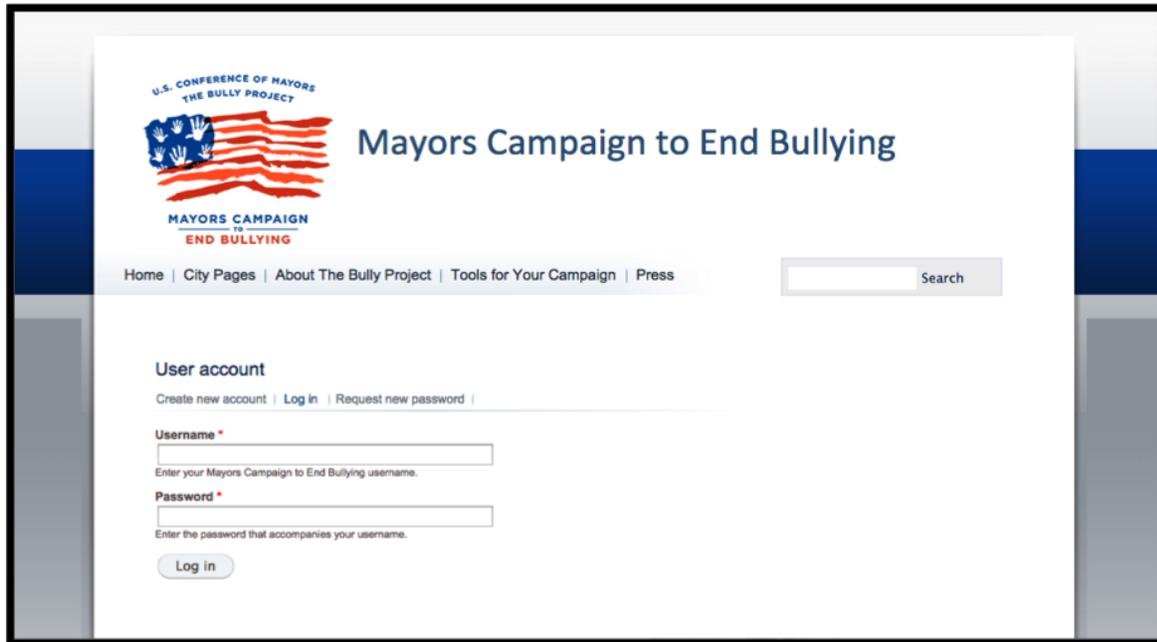
The screenshot shows the user account creation page for the Mayors Campaign to End Bullying. The page features the organization's logo, which includes a stylized American flag and the text "U.S. CONFERENCE OF MAYORS THE BULLY PROJECT" and "MAYORS CAMPAIGN TO END BULLYING". The main heading is "Mayors Campaign to End Bullying". Below the heading is a navigation menu with links for "Home", "City Pages", "About The Bully Project", "Tools for Your Campaign", and "Press". A search bar is located to the right of the navigation menu. The "User account" section contains the following fields and instructions:

- Create new account** | [Log in](#) | [Request new password](#)
- Username \*** [input field]  
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.
- E-mail address \*** [input field]  
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.
- Password \*** [input field] **Password strength:** [meter]  
**Confirm password \*** [input field]  
Provide a password for the new account in both fields. Password must be at least 5 characters.

An administrator at the Bully Project will validate your account within 24 hours, which is needed for you to be able to edit the pages. If you have any problems or concerns – email [info@thebullyproject.com](mailto:info@thebullyproject.com) and someone will assist you.

Once you have been validated, you will receive an email from [admin@bullyproject.usmayors.org](mailto:admin@bullyproject.usmayors.org) letting you know that you have full access to create your city's page.

**Step Two:** Return to website (www.bullyproject.usmayors.org) and click on Log In button  
http://bullyproject.usmayors.org/user Login to your account, and start posting!

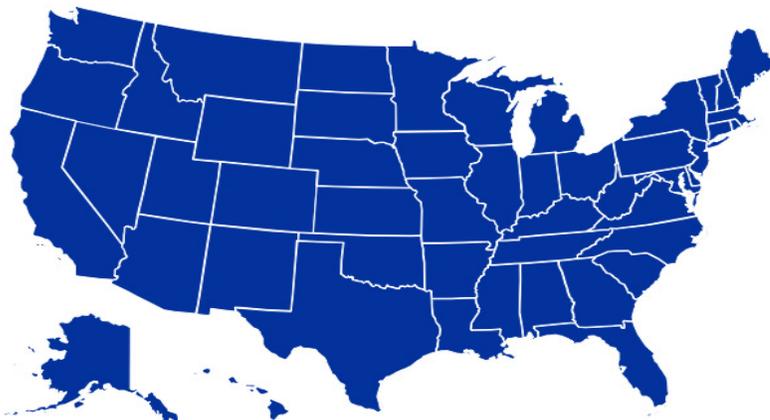


**Step Three:** We have already begun to build your city's page. To locate your page, either select your state from the map on the homepage or click on 'City Pages' in the top menu.

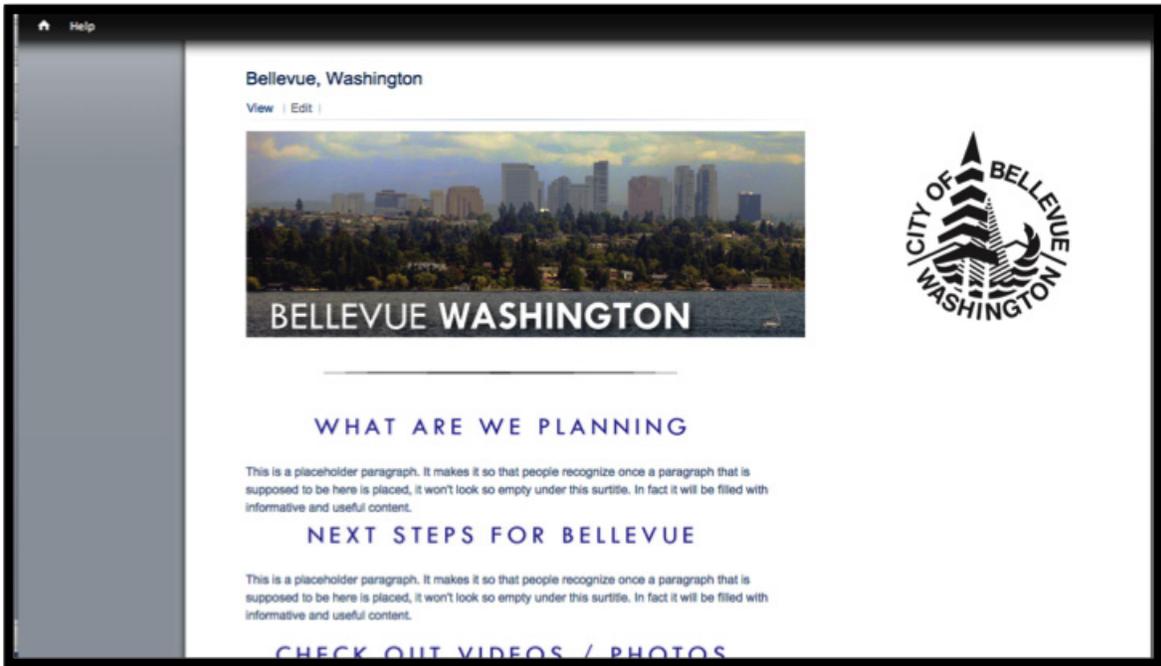


AK	AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA	HI	IA	ID	IL	IN	KS
KY	LA	MA	MD	ME	MI	MN	MO	MS	MT	NC	ND	NE	NH	NJ	NM	NV
NY	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VA	VT	WA	WI	WV	WY

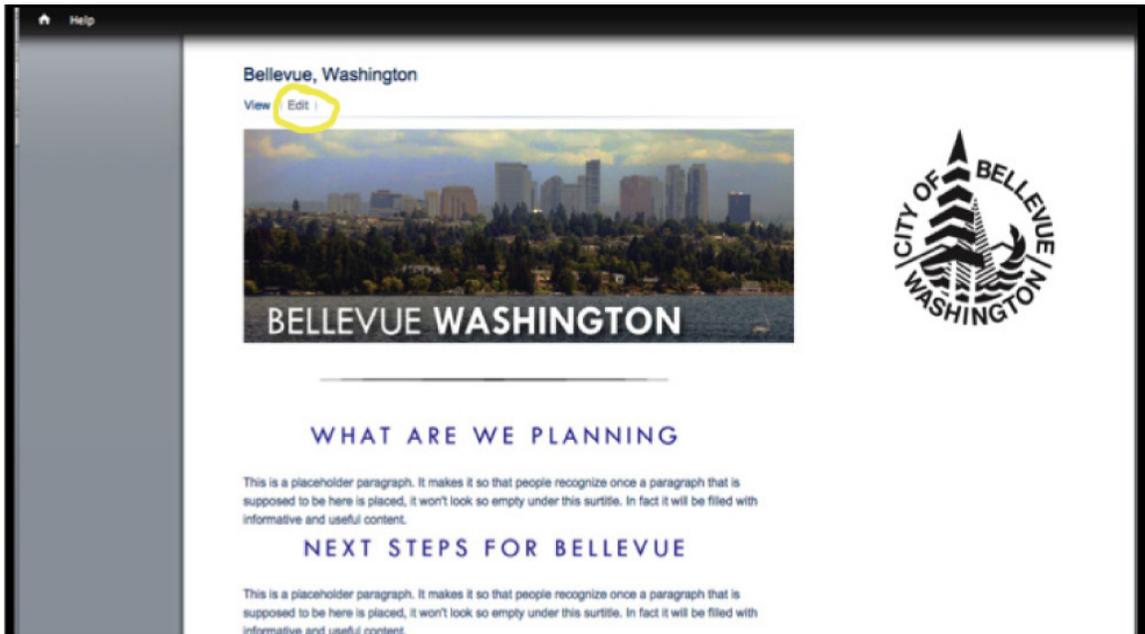
[View Campaign Activities by State!](#)



Example City page:



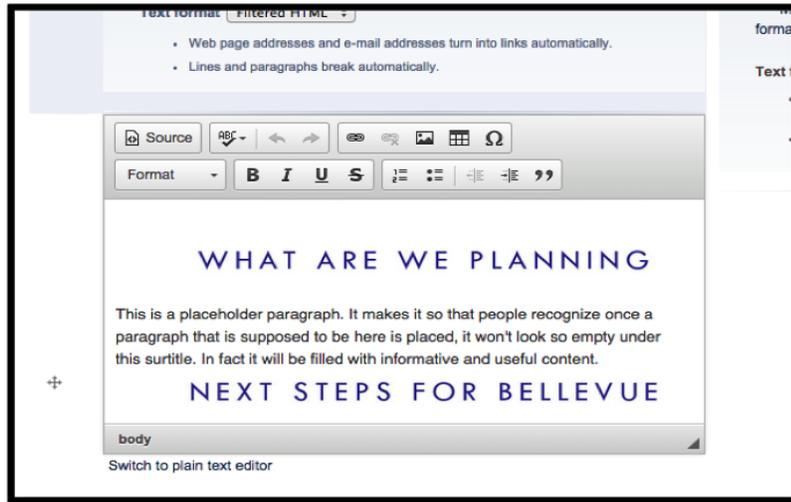
**Step Four:** Click on the top left of the page, where it says 'edit' and you will be taken to your page.



**Step Five:** If you don't like your City's picture, we are happy to change it for you. This part is actually a bit complicated so just email us a replacement picture (highest resolution picture available, and landscape vs. vertically oriented, please): [info@thebullyproject.com](mailto:info@thebullyproject.com)

If you're happy with your picture, ignore the top two boxes and focus on the box containing the headers: **What Are We Doing, Next Steps for [ your city], Check Out Videos/Photos and Press From Our Campaign.** You will be able to erase the placeholder paragraphs by simply highlighting and pressing delete.

From here on, editing is just like a word document!



You can then type whatever information you want to include under each heading. To add a photo or link just paste it into the area you are editing.

You can leave a section blank and come back to it – but if you do so, please make sure to delete the placeholder language!

**Step Six:** Once you've entered all the information – you can preview the page at the bottom by clicking 'Preview'. If you like the way that it looks, press 'Save.' You will be able to go back and edit these pages as many times as you want during and after the Campaign.

