City Core Links

Dashboard: www.cityofmadison.com/user

City Core Links are links on the main City of Madison site that link to web pages of City departmental pages and services, as well as external website links.

You may add a City Core Link to link to your department's content from the main City site portals, such as 'Live & Work,' 'Health & Safety,' 'Visit & Play,' 'Business & Development,' 'Get Around,' and 'City Hall.'

You can also use City Core links to list your services on the City of Madison Services page.

Creating a City Core Link

Select "**Create**" next to "City Core Links."

Enter the following:

1. **Title**: Enter title that should display as link (Example: "Walk with a Doc").
2. **Link**: Enter full URL (Example: http://www.cityofmadison.com/parks/celebrate/walkwithadoc.cfm).
3. **Agency**: Select your agency, as well as any additional City agencies assisting with this content.
    a. For example, for the "Leave the Leaf Program," you would select Streets & Recycling and Engineering.
4. **Service**: Does this webpage provide information about a City service?
    a. If you select yes, the webpage will appear in the City A-Z Services list.
    b. You have the option to add Aliases. These are additional phrases that people might look for.
       For example, a "Refuse Collection" alias could be "Garbage Collection".
5. **Category**: Select the categories and sub-sections where the City Core Link should be displayed. You can select multiple categories and sub-sections.
6. **I Want To**: Does your City Core link fit into one of the categories? If you select any options, the City Core Link will display in the appropriate section. *Note: Report and ePayment I Want To options are not currently in use.*
7. **Seasonal**: Is this for a specific season? If not, leave this field blank. If you select a field(s), then the City Core Link will display when a user filters content based on a season.

When you are finished, be sure to save your changes! Scroll to the bottom of the page, and click "**Save**".

Editing a City Core Link

1. Click "**Manage**" next to "City Core Links."
2. Find the City Core Link that you would like to edit, and click the "**Edit**" link.
3. Make desired changes, and click "**Save**."

Contact:
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