

Meta-tags for Crawler Based Search

Note: the aim here is to change the meta-tags and description of individual pages, so that customer web searches, related to your business.

1. Log on to **CMS** (<https://ssl.contact.com.au/CMS/>). Request your username and password from the ContACT team on 02 6175 1111.



PLEASE LOGIN

- Please enter your username and password to sign in.

Your User Name

Your Password

2. Click '**Manage site**' (At top of your page)



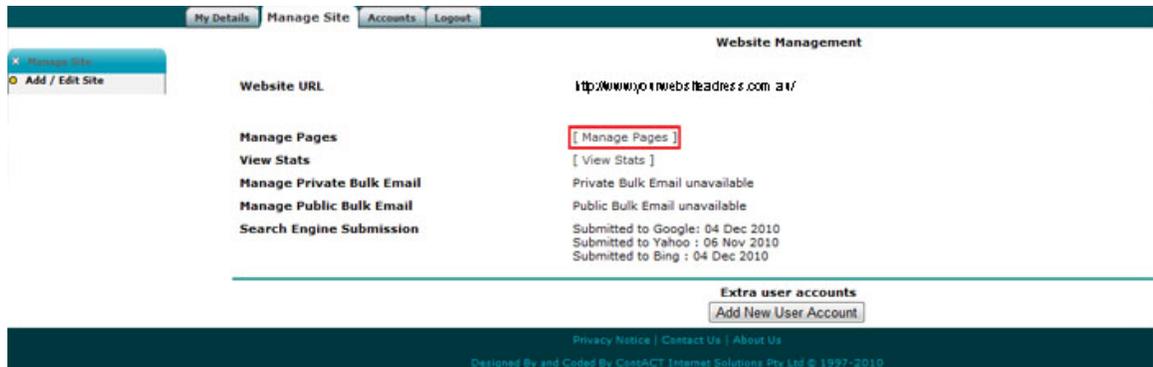
My Details **Manage Site** Accounts Logout

My Details
My Details

User Login	Your User Name	Contact Person	Contact Person's Name
Client Name	Park Name	ABN	
Company name		Address2	
Address1	Your Address	State	Your State
City		Postcode	2010
Country	Australia	Fax	Your Fax Number
Phone	Your Phone Number		
Email	Your Email Address		

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3. Click '**Manage Pages**' [Manage Pages]



My Details Manage Site **Accounts** Logout

Website Management

Website URL <http://www.yourwebsitename.com.au/>

Manage Pages

View Stats

Manage Private Bulk Email Private Bulk Email unavailable

Manage Public Bulk Email Public Bulk Email unavailable

Search Engine Submission
Submitted to Google: 04 Dec 2010
Submitted to Yahoo: 06 Nov 2010
Submitted to Bing: 04 Dec 2010

Extra user accounts

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- On the left all your pages is a link that has the name of all your websites pages, and then click on that link to access the page you want to change/update.

Page Title	Page Type	Parent Page	Sort Order	Is Hidden	Manage Page Contents
GoogleAC	Normal page	Menu Root	1	False	Manage Page Contents
Home	Normal page	Menu Root	10	False	Manage Page Contents
Facilities	Normal page	Menu Root	20	False	Manage Page Contents
Local Attractions	Normal page	Menu Root	30	False	Manage Page Contents
Events Calendar	Event & Calendar	Menu Root	40	False	Manage Page Contents
Accommodation	Normal page	Menu Root	50	False	Manage Page Contents
-Studio Units	Normal page	Accommodation	51	False	Manage Page Contents
-Deluxe Units	Normal page	Accommodation	52	False	Manage Page Contents
-Family Units	Normal page	Accommodation	53	False	Manage Page Contents
-Ensuite Sites	Normal page	Accommodation	54	False	Manage Page Contents

- You will see some large text boxes with text in them, the first box is the page meta-tags and the second box is the page description.

Menu Title*	Facilities
Page Title	
Parent Page	Menu Root
Sort Order*	20
Hide Page	<input type="checkbox"/>
Is In the Menu	<input checked="" type="checkbox"/>
Is Locked	<input type="checkbox"/>
Page Keyword Metatag	Demo, <u>ContACT</u>
Page Description Metatag	<u>Metatags</u> for the website goes here
Page Type*	Normal page *

6. Add some meta-tags; try not to repeat the same words over and over. Have them related to your page contents, e.g. deluxe cabin, 2 bedrooms, queen ensuite.

Note: for meta-tags remember keep keywords down to 25 otherwise Google will penalize your website, also 5 most important words to the front of this list.

Menu Title*	<input type="text" value="Facilities"/>
Page Title	<input type="text"/>
Parent Page	<input type="text" value="Menu Root"/>
Sort Order*	<input type="text" value="20"/>
Hide Page	<input type="checkbox"/>
Is In the Menu	<input checked="" type="checkbox"/>
Is Locked	<input type="checkbox"/>
Page Keyword Metatag	<input type="text" value="Demo, CONTACT"/>
Page Description Metatag	<input type="text" value="Metatags for the website goes here"/>
Page Type*	<input type="text" value="Normal page"/> *

7. Now add some description to the page

Note: keep description to 30 words or less and make reasonable English, e.g. Victoria Lake, Victoria parklands

Menu Title*	<input type="text" value="Facilities"/>
Page Title	<input type="text"/>
Parent Page	<input type="text" value="Menu Root"/>
Sort Order*	<input type="text" value="20"/>
Hide Page	<input type="checkbox"/>
Is In the Menu	<input checked="" type="checkbox"/>
Is Locked	<input type="checkbox"/>
Page Keyword Metatag	<input type="text" value="Demo, CONTACT"/>
Page Description Metatag	<input type="text" value="Metatags for the website goes here"/>
Page Type*	<input type="text" value="Normal page"/> *

8. Remember to click **Save** button.

Javascript	<input type="text"/>
Manage Page Access*	<input type="radio"/> Public Page <input type="radio"/> Private Page <input type="checkbox"/> admin <input type="checkbox"/> Member111
Home Page	Our Journey
Member Section Home Page	b page
* Required Field	
	<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>