

# Operation London Bridge Preparation

- **Requirement**
  - Homepage to be overwritten with a black page carrying a portrait of Her Majesty The Queen during the period of mourning
- **In advance**
  - Prepare suitable words to put on the website from the Mayor or Chair of the Council
  - Prepare a page, unpublished / password protected, ready to activate
- **When required**
  - Update the page with the message from the Mayor / Chair
  - Add information and links as required
    - Placing of flowers
    - Book of condolence (including links to online books of condolence)
    - Local civic and religious services
    - Events cancelled or postponed
  - Publish the page in place of your standard homepage



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# Aubergine's WCAG Website and Operation London Bridge

- **In advance**

1. Prepare suitable words for the website from the Mayor or Chair of the Council
2. Prepare a page, unpublished / password protected, ready to activate... OR...
3. Aubergine can upload templates to be used
  - For HM The Queen, HRH Prince Charles & HRH Princess Anne
  - 2 options each, shorter and longer, editable in the website's standard way
  - Includes official portraits\* uploaded to your media library

\*NB – can only be used for this purpose

- **When required**

1. Update the page with the relevant dates and message from the Mayor / Chair
2. Add information and links as required
3. Publish the page
4. Go to Site Options (left hand menu), turn on Operation London Bridge colours
5. If you're using Sitewide Banner, also change that to black and white setting
6. Go to Pages > Settings (left hand menu) and change "Your homepage displays" > "Homepage:" to the published page (called "Mourning Template...")
7. Go to Pages and find the standard Homepage, view it and copy the link in the URL bar
8. Go to Pages, find the mourning page, edit it and update the link to Council Homepage in the last pagerow



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# Aubergine's WCAG Website and Operation London Bridge

- **After mourning period ends:**
  1. Go to Pages > Settings and change "Your homepage displays" > "Homepage:" to the standard homepage (usually "Home")
  2. Unpublish the mourning page by editing it and changing "Publish" > "Status" to "Draft" and click Update button
  3. Go to Site Options and turn off Operation London Bridge colours
  4. If you turned the Sitewide Banner to black and white, turn that setting off, too