

Setting Up Your Site

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Take an interactive tour of Bento 3.0

First time users

If you are using Bento for the first time and do not currently have a Bento site set up, please [file a support ticket](#) to request a site setup. Include:

- your site name
- what kind of site it is (station, producer)
- any integration requirements you will need, such as Media Manager video. [Learn more about Integrations](#)

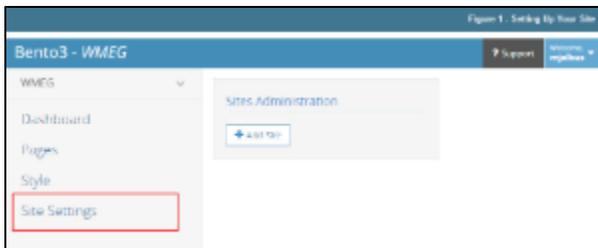
Overview

 If you currently have a Bento site, your [Site Admin](#) can set up additional sites without contacting PBS.

Once your site has been set up for you, you will receive an email from PBS with a link to your new site in the [Bento console](#). From there you can complete your site setup in the [Site Settings](#) section.

- To access the site settings section, click **Site Settings** located in the left navigation (Figure 1).

Figure 1



Site Settings

 When you are ready to launch your Bento site (i.e.: go live), please [file a support ticket](#) with the date you want your site to go live.

You cannot schedule a site to go live Friday through Sunday and holidays. Allow about a week from the day you make your request to your launch date. For example, if you want your site to go live on November 7, please submit your request by November 1.

Site information

Begin creating your Bento site by adding the following basic site information:

Field	Description	Example
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Domain Name	This is how you want your URL to appear in a web browser. The part of the URL that is necessary for your site to work in Bento is automatically appended (i.e.: . <i>bento.pbs.org</i>). Use all lowercase letters. <div style="border: 1px solid yellow; padding: 5px; text-align: center;">  Please use the following format until your site is live: [your station callsign/show name].bento-live.pbs.org (example: <i>kpbs.bento-live.pbs.org</i> or <i>mercy-street.bento-live.pbs.org</i>) </div>	Pre-launch: weta.bento-live.pbs.org Live Bento site: www.weta.org
Overwrite URL	This is used for producer sites that are associated with PBS.org and represents how your site name should display in the URL in a browser. Use all lowercase letters and the following format: /mercy-street/ <i>Stations should leave this blank.</i>	http://www.pbs.org/mercy-street/ mercy-street.lunchbox.pbs.org will appear as mercystreet.pbs.org in a web browser
Display Name	This is how you want your URL to appear in the Bento admin console. Use lowercase and/or uppercase letters.	KPBS Mercy Street
Site Type	This designates what type of site you are creating. Stations should select the station call letters and producers should select the show name from the dropdown menu. This is important since some components are available only to certain types of sites. This gives users access to all national and local Media Manager content associated with the station call letters.	WETA / Mercy Street

Auto-generated pages

Auto-generated pages, referred to as [Specialty Pages](#) in the Bento console, are pages that are added by PBS and can appear on your site automatically. To display these pages on your site, click the toggle so it displays ON. To hide these pages, click the toggle so that it displays OFF. Examples of auto-generated pages are the search page and error pages such as 404 and 500. [Learn more about Specialty Pages](#)

Your browser does not support the HTML5 video element

For non-proxied sites, you must also create a [Google custom site search](#). [Learn how](#)

Users

After you have requested a site setup, Site Admins may add and assign Bento roles to staff members who will be working on the site. Site Admins should notify their staff to log in to Bento [using their PBS account](#). Once users have been assigned roles, they may log in at <https://bento.pbs.org> and start adding content to the site.

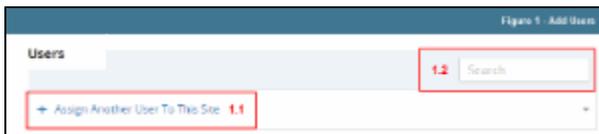
- [Learn more about roles and permissions](#)
- [Learn how to create a PBS account](#)

How to add users

- From the Site Settings screen, in the Users section, click **Assign Another User To This Site** (Figure 1.1).

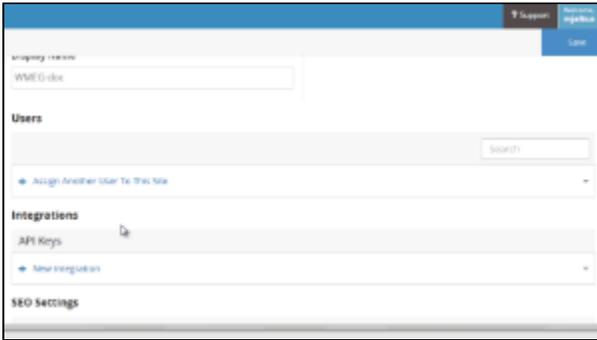
 The search textbox in the upper right is used to search the list of users that have already been added (Figure 1.2). This feature cannot be used until you've added users.

Figure 1



- In the textbox, begin typing the **name of the user** you want to add (Figure 2.1). When the list of possible matches is generated, click the **user's name**.
- Click the **User Role dropdown menu** and click the **role you want to assign to this user** (Figure 2.2).
- If you have a long list of users that you've added to your site, use the search textbox in the upper right side to search the list of users (Figure 2.3).

Figure 2



- To delete a user, simply click the **trashcan icon** to the right of their name (Figure 3). The user will be deleted from your site but will remain in the list of available users and can be added again. You must save the page to complete the deletion.

Figure 3



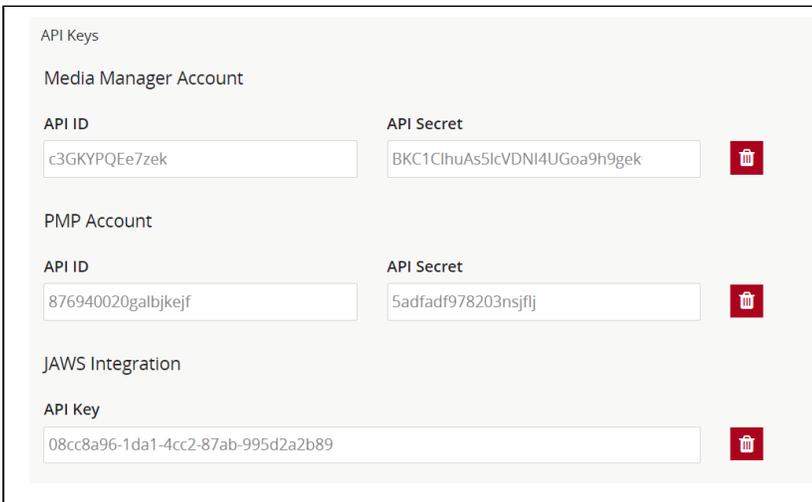
Integrations

File a support ticket to request integrations for your site. If you are a producer and are planning to implement the Airdates component on your site, please mention that in your ticket when requesting integrations.

Integrations provide a way to include PBS video, TV Listings information, or PMP content on your Bento site.

- PBS content includes Media Manager videos, TV scheduling information ([TV Listings](#), [What's On / What's On Kids](#), [Airdates](#), and [Global Header](#)).
- PMP content can include content from other public media sites such as NPR.

Once you've [requested API keys](#), PBS will go in and populate the fields for you. Depending on which integrations you requested, your Integration section should look similar to the following:



Sitemap

A sitemap is an automatically generated record of all indexed pages on your Bento site. The sitemap automatically refreshes and reflects the most recently added pages of your site. Pages that you have hidden from indexing will also show up on your sitemap. The hide from indexing feature is located in the *Advanced Settings* section of the page settings. [See it](#)



Your Bento site must be published in order to view the sitemap link. If you click the sitemap link and get an error, publish your site and try again.

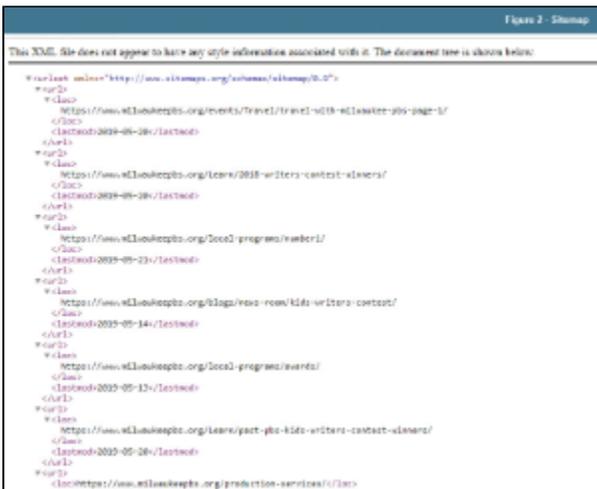
- Click **Site Settings** on the left side of your Bento site (Figure 1.1).
- Click the **link** under *View this site's Sitemap* (Figure 1.2).

Figure 1



- The URL and last modified date of every page of your site is listed (Figure 2).

Figure 2



SEO Settings

Add search engine optimization IDs to your site to improve your site's ranking in search results.

SEO Setting	Description
Default Meta Description	Tags that are unique to your site and will be used by search engines.
Google Webmaster ID	Track and rank your pages in Google.
Bing Webmaster ID	Track and rank your pages in Bing.

Social Media Settings

Social Media settings enable social media outlets to access your blog pages.

Analytics Setting	Description
Facebook App ID	Link your site to Facebook . Add this to connect your Bento site with Facebook so people can share pages from your site. Learn more
Twitter Username	Link your site to Twitter . Add this to connect your Bento site with Twitter so people can share pages from your site.

Disqus Shortname	Implement the Disqus commenting feature on your site. Add this so people can have discussions about content on your site via the Disqus Commenting component .
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Analytics Settings

Analytics settings enable the pages of your site to be tracked by [Google Analytics tracking tools](#)

! Please use only one of the options below, not both.

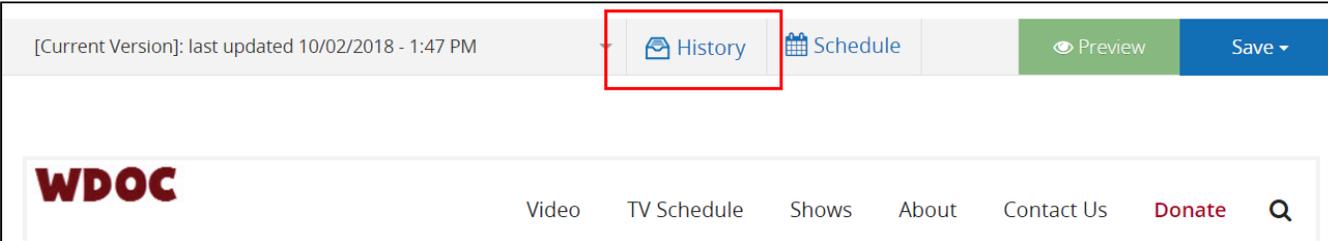
Analytics Setting	Description
Google Analytics ID	A code generated by Google that is necessary for tracking your Bento pages.
Google Tag Manager ID	Inserts custom HTML into your site, including analytics tags that take data from your site and send it to Google Analytics. Google Analytics analyzes this data.

Site publication and expiration

! Scheduling a site to go live is prohibited Friday through Sunday, as well as holidays.

When scheduling your pages to go live on a site that is not yet published, you may have to use a login and password to view the pages in a browser. To obtain the login/password, please [submit a support ticket](#).

If it seems like your changes are lost, use the History drawer to access your page history and changes.



Google custom site search

If you are using the search feature in Bento and your site is not proxied, you must create a Google custom search account. Be sure the Google account you are using for this is not linked to one specific person in your organization. [Create a general email account](#) that everyone can log in to so that if someone leaves, the account can still be accessed. **Your Bento site must be published in order for Google to index your site.**

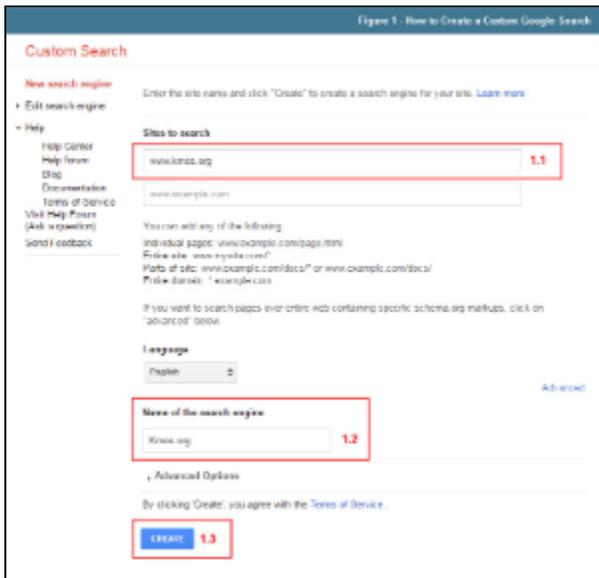
This section demonstrates how to create a Google custom site search for your Bento site.

A proxied website will have "pbs.org" in the URL when being viewed in a browser. See the following examples for a proxied site and non-proxied site.

Proxied Site	Non-proxied Site
http://www.pbs.org/call-the-midwife/home/	https://www.uncvtv.org/

- Go to <https://cse.google.com/cse/create/new> and in the Sites to search textbox, type **your site URL** (Figure 1.1).
- The site url auto-populates in the Name of the search engine textbox (Figure 1.2). You do not need to worry about this.
- When finished, click **Create** (Figure 1.3).

Figure 1



- *That's it!* You are all set up and your site will be discoverable on Google searches (Figure 2).

Figure 2

