

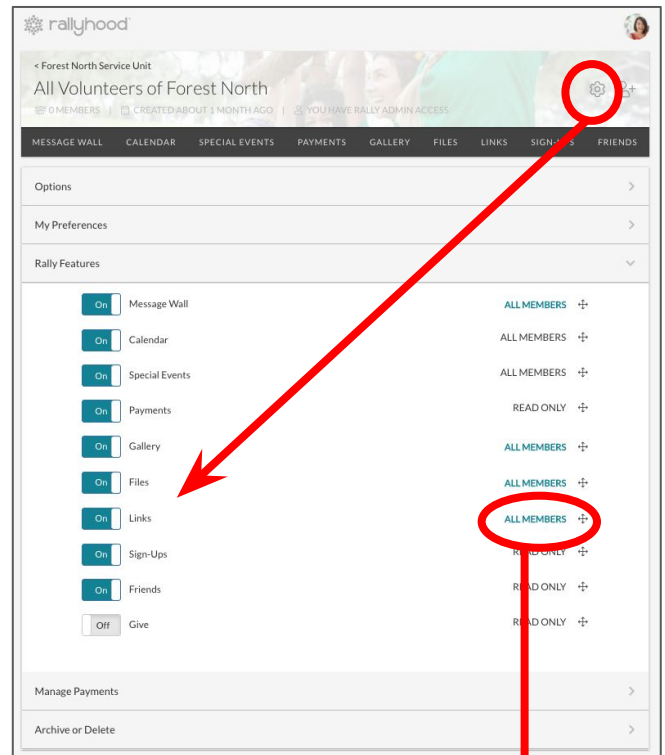


# HOW TO CUSTOMIZE THE NAVIGATION BAR

The “RALLY FEATURES” section gives Admins the ability to quickly and easily turn features on & off, rename features, and reorder the features for that Hub or Rally.

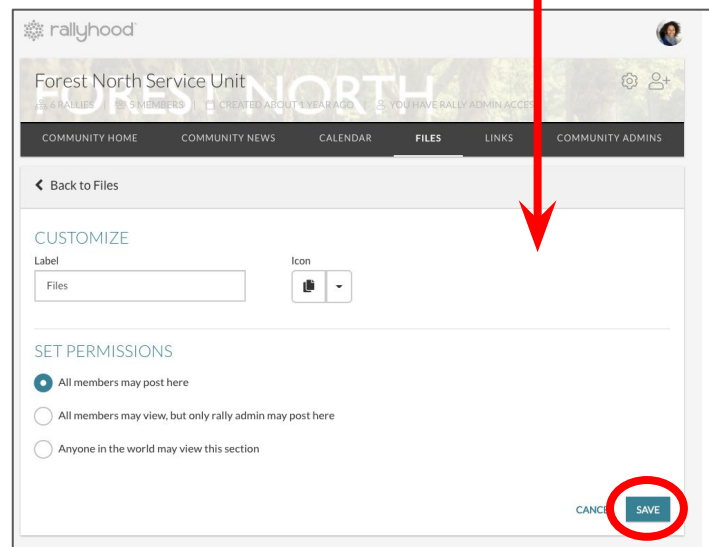
## TURN FEATURES ON AND OFF & REORDER FEATURES IN THE NAV BAR

1. From the Hub Homepage, click on the “Gear” icon in the upper right corner.
2. Click on the “Rally Features” tab.
3. You can use the Toggles to determine which of the Rally Features you would like to turn On or Off.
4. When you turn features off, those tools will disappear from your Navigation bar, which is the dark gray bar across the top.
5. To reorder the Features, simply click and hold down the arrow to the right the tool name and then drag up or down to reorder.



## RENAME FEATURES & SET PERMISSIONS

1. From the “Rally Features” tab, click on the name of the feature that you would like to rename or manage the permissions.\*
2. A new page will then pop-up where you can rename “Label” the feature, change the “Icon” and “Set Permissions.”
3. When “Setting Permissions for each Feature Admins have the ability to enable:
  - All members to post to that Feature
  - All members to view the content, but only Admins can post content to that Feature
  - Anyone in the world to view this Feature / Section
4. Click “Save” when finished.



\*Note: If some features are not editable please contact [success@rallyhood.com](mailto:success@rallyhood.com) for assistance.