How to Change Menu Item Order

Arrange navigation links in the order visitors should see them. Follow the steps below in your BeatKongs producer dashboard and verify the result on your live website.

Before you begin

Sign in to your BeatKongs producer account. You will use **Website → Pages**, **Website → Menus**, or **Website → Edit Website** depending on the task. If you are making a significant change, save a copy of important content first.

Step-by-step instructions

1. **Step 1.** Open Website → Menus and select the menu to reorder.

> SCREENSHOT TO ADD: Screenshot needed: Menu manager showing ordering controls

Screenshot to capture: Menu manager showing ordering controls.

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2. **Step 2.** Find the item that should move and use the available ordering or drag control.
3. **Step 3.** Move it to the intended position, taking care not to nest it accidentally.
4. **Step 4.** Save the menu.

> SCREENSHOT TO ADD: Screenshot needed: Live header menu after reordering

   Screenshot to capture: Live header menu after reordering.
5. **Step 5.** Refresh the live site and check the order on desktop and mobile.

Important: Check the nesting level when moving items; an accidental indent may turn a link into a dropdown child.

How to confirm it worked

Save your changes, open **View Live Website**, and refresh the affected page. Check the correct URL, page content, and any relevant header or footer links. Repeat the check on mobile if navigation or layout was changed.

Troubleshooting

- **Page or menu item is missing?** Confirm you are in the intended producer website and that you saved the correct page or menu.
- **Link opens a 404 page?** Copy the destination from the live page instead of guessing its file path, then update the menu link.
- **Changes are not visible?** Refresh the website and check for cached content; confirm the correct header or footer menu is selected in Kong Builder.
- **Still stuck?** Use **Report Issues** from the producer dashboard and include the page title, URL, and a screenshot.

Attached files:

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URL: https://help.beatkongs.com/content/0cat=3/81/en/how-to-change-menu-item-order.html

Pages and Menus

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