Understanding Global Page Templates

Understand when a page is meant to be reused as a shared template. 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 → Pages and choose Add Page.

> SCREENSHOT TO ADD: Screenshot needed: Add Page showing Used as Global Template control

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URL: https://help.beatkongs.com/content/0cat=3/83/en/understanding-global-page-templates.html

Screenshot to capture: Add Page showing Used as Global Template control.

2. **Step 2.** Find the USED AS GLOBAL TEMPLATE option in the page-creation workflow.
3. **Step 3.** Decide whether the new page is intended as a shared template or a normal standalone page.
4. **Step 4.** Review the setting before creating the page; it may default to enabled.

> SCREENSHOT TO ADD: Screenshot needed: Page in Kong Builder with its intended template usage

Screenshot to capture: Page in Kong Builder with its intended template usage.

5. **Step 5.** Create the page, then inspect its use in Kong Builder before editing any shared content.

Important: Changing a shared/global template can affect more than one place. Verify its scope before editing.

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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Pages and Menus

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