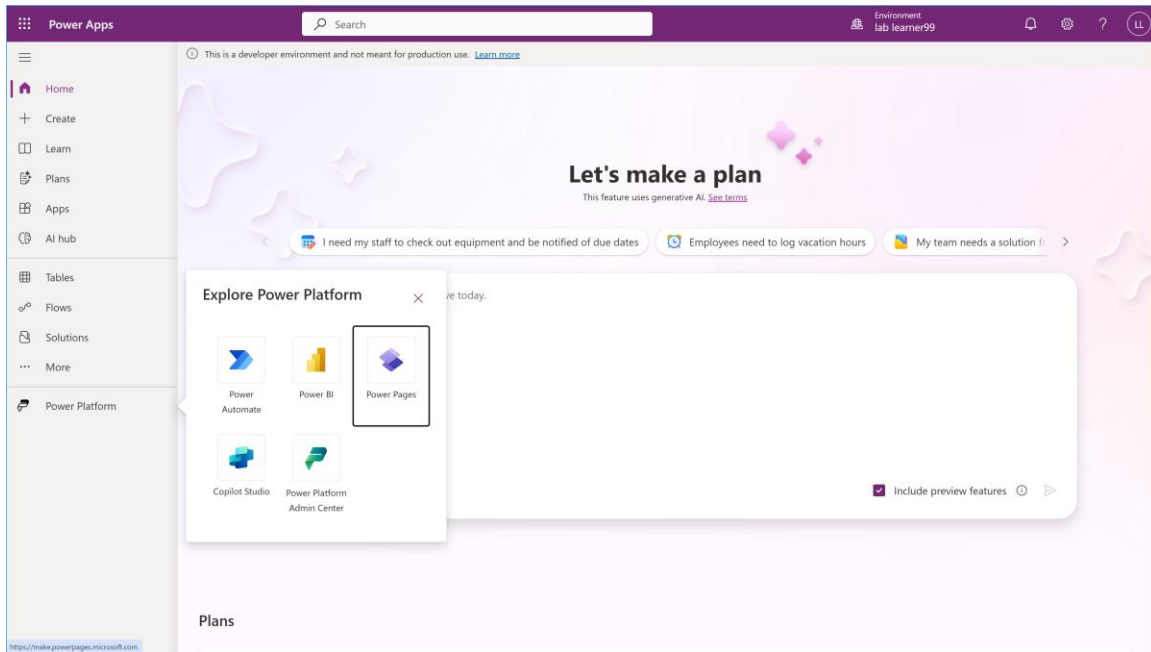## PL-900 Lab 5 Manual

In this lab we will build a simple website showing the available Shifts.
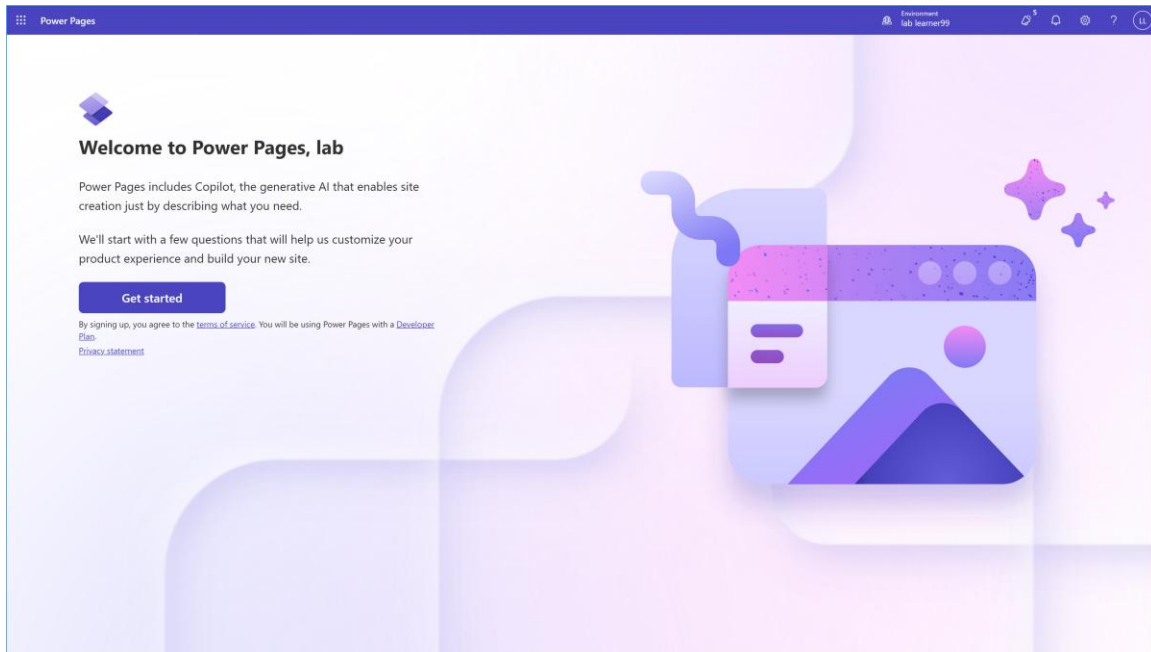
Step 1

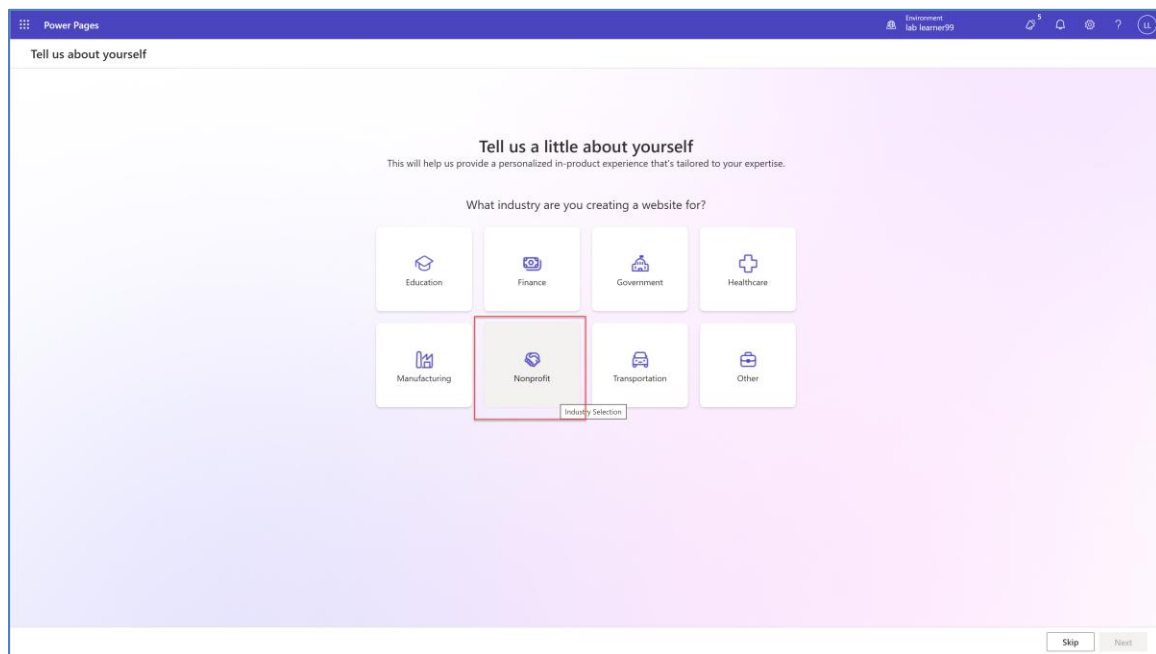From the Power Apps maker portal, select the Power Platform menu item and choose Power Pages.

Step 2

You will see a welcome screen, select **Get started.**

Step 3

Choose one of the industry options that best aligns to the type of site you are building. In our case, **Nonprofit** is the best fit. Select **Next.**

Step 4

Here we will provide a prompt to create a new site. If Volunteer Registration appears as an option, select it, or enter in the following prompt:

Create a site for managing volunteer registrations and schedules to help nonprofit organizations coordinate volunteer activities and track volunteer hours efficiently.
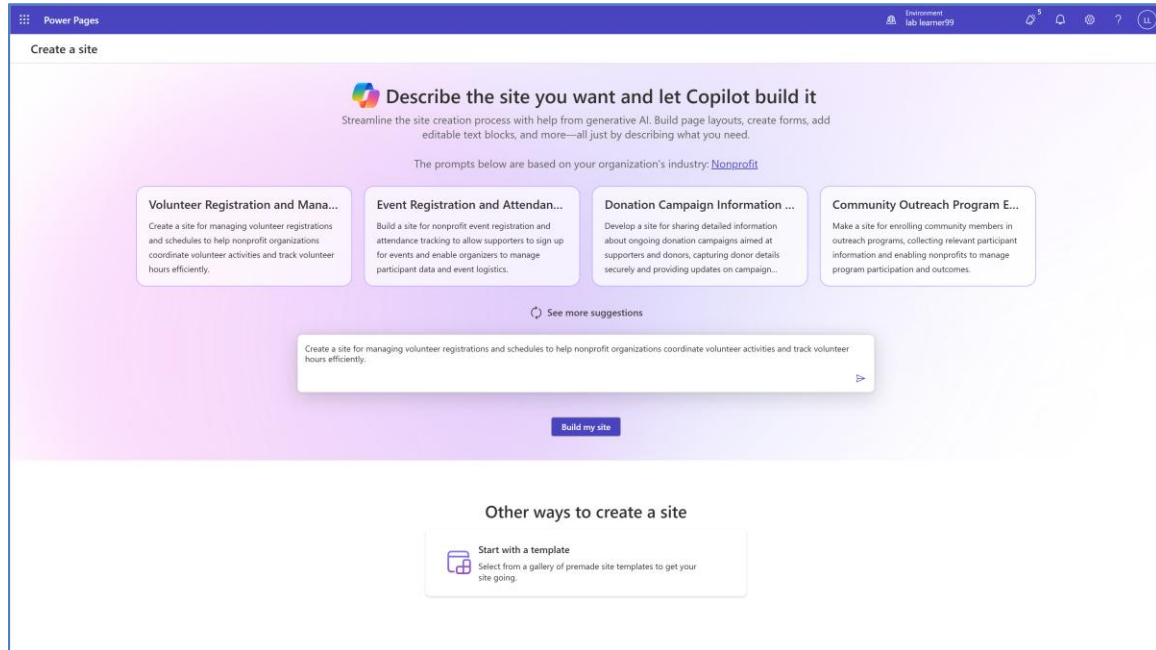
Step 5

Leave the default values for the website name and URL. We can use custom URLs for production sites (outside scope of this lab).

Step 6

Choose the layout provided, or edit the description and try again.

Step 7

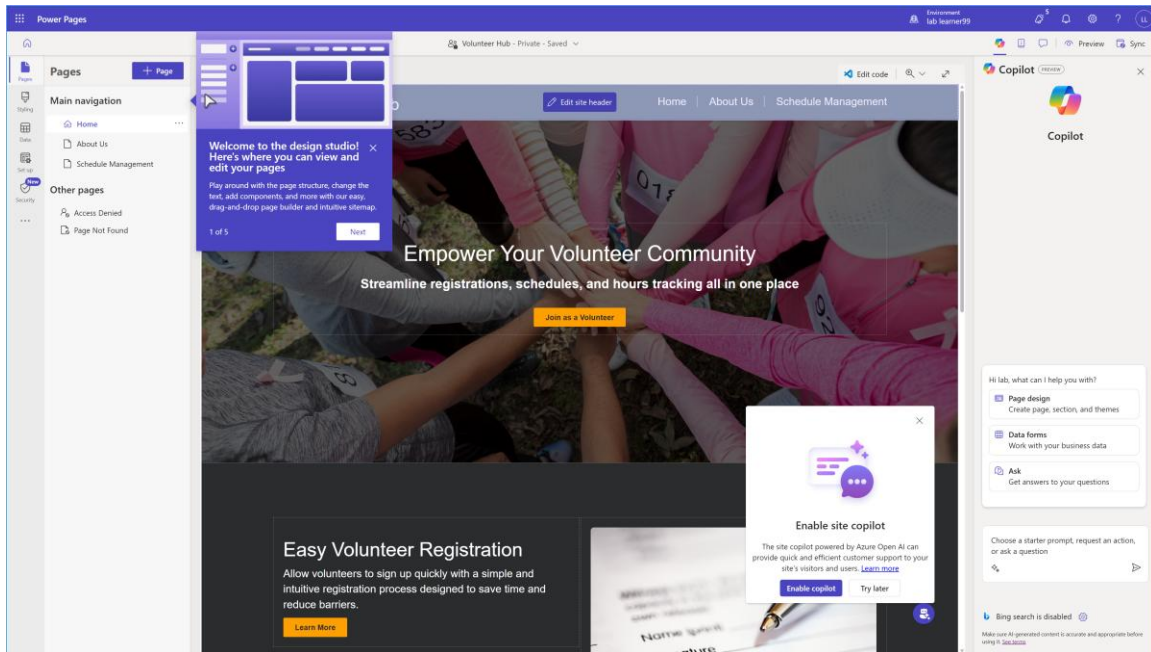Select a couple pages to add to your site. Select **Done**.
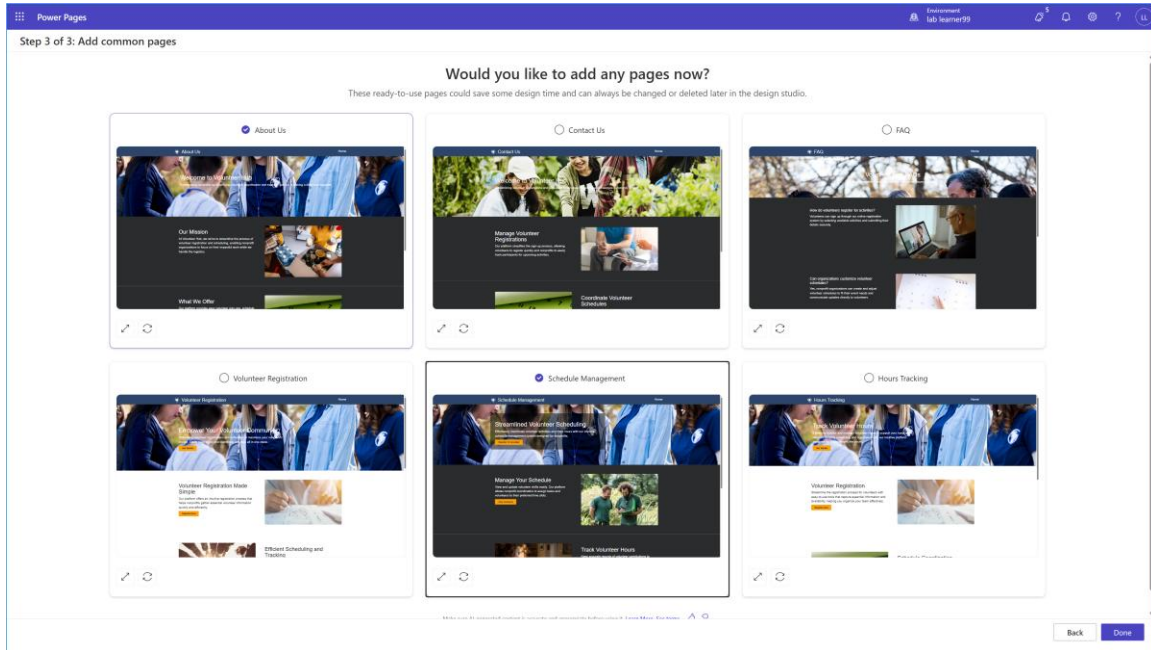
Step 8

The process will take a few minutes to create the website metadata.
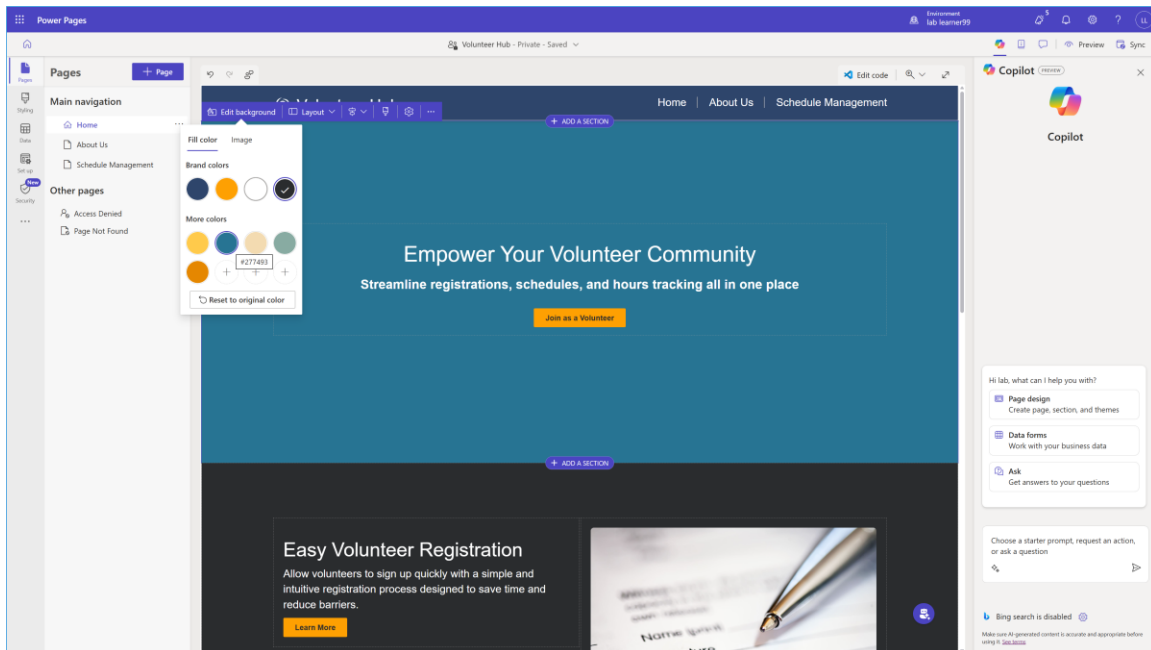
Step 9

The Power Pages design studio will appear. Select the navigation tour to learn about the different parts of the studio.
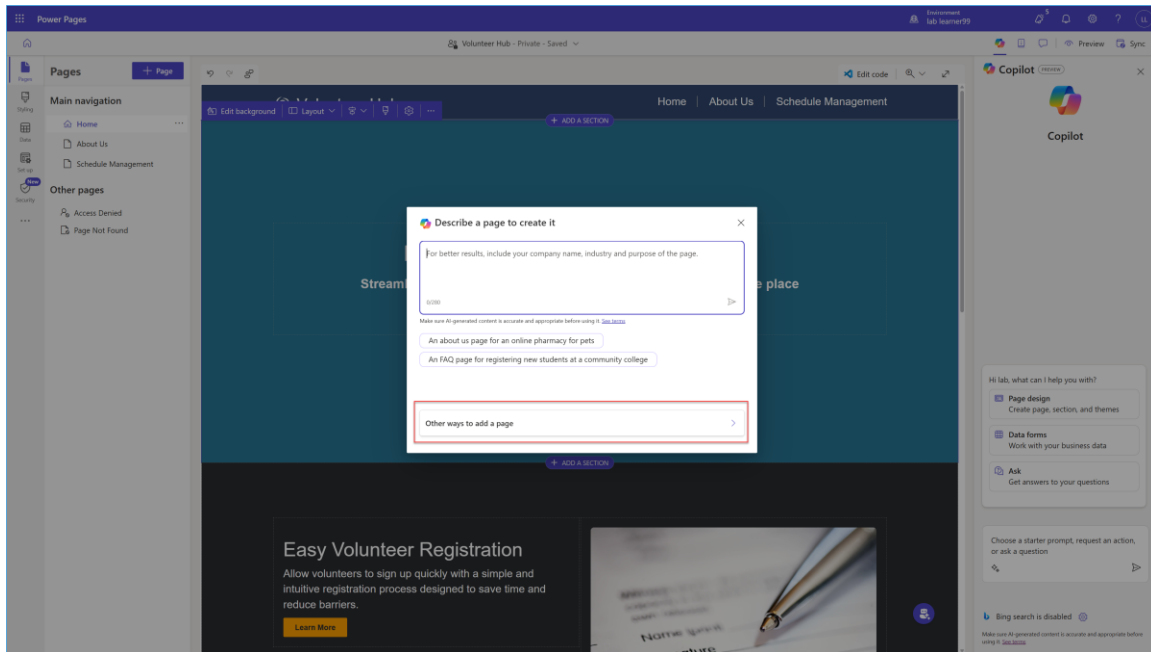

Step 10

Experience with added text, images, or changing the colours or other aspects of the site using the WYSIWYG tools.
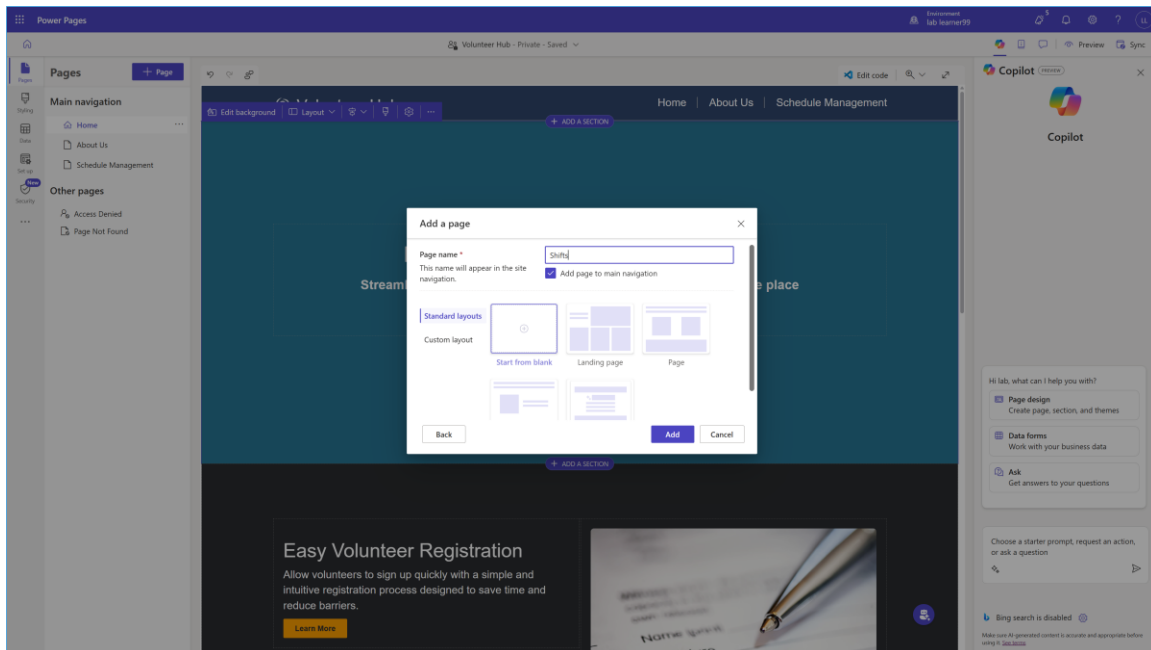

Select + Page to create a new web page.

Step 11

While we can use Copilot to create a new webpage, instead choose **Other ways to add a page**.
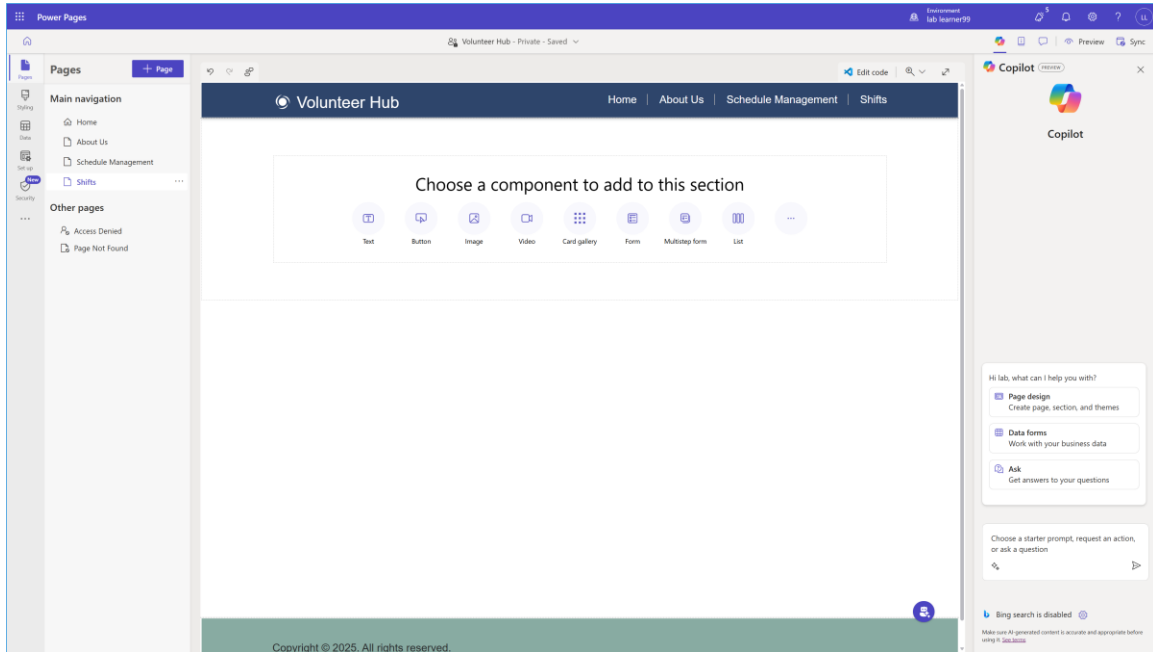

Step 12

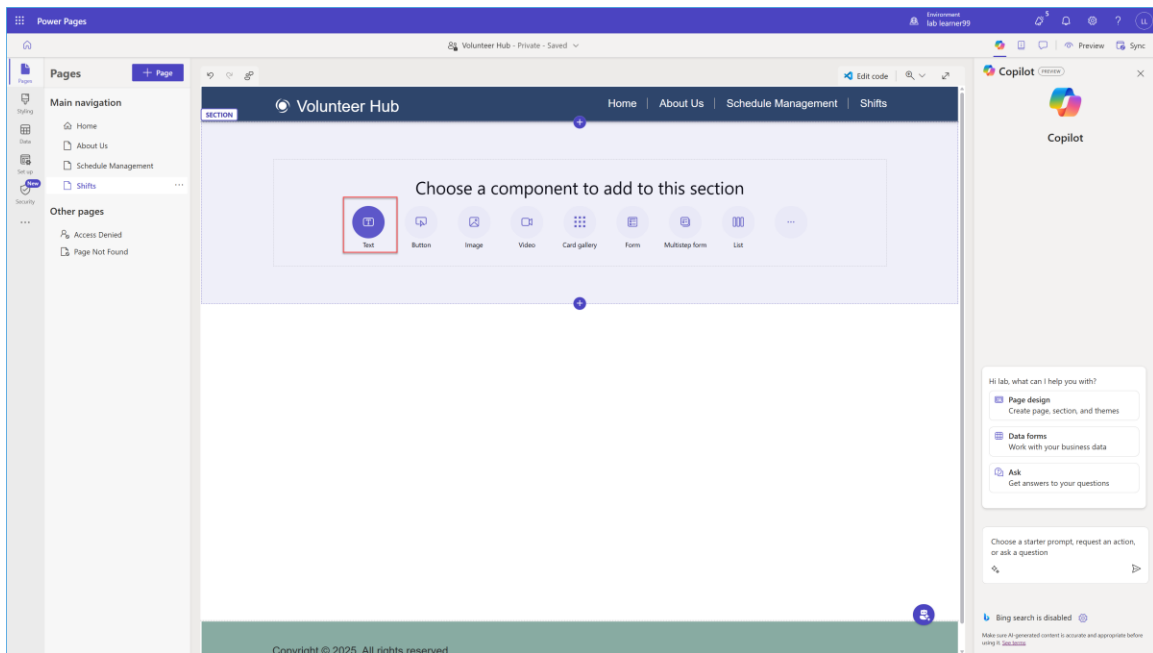Enter the page name of **Shifts** and choose the **start from blank layout**.

Step 13

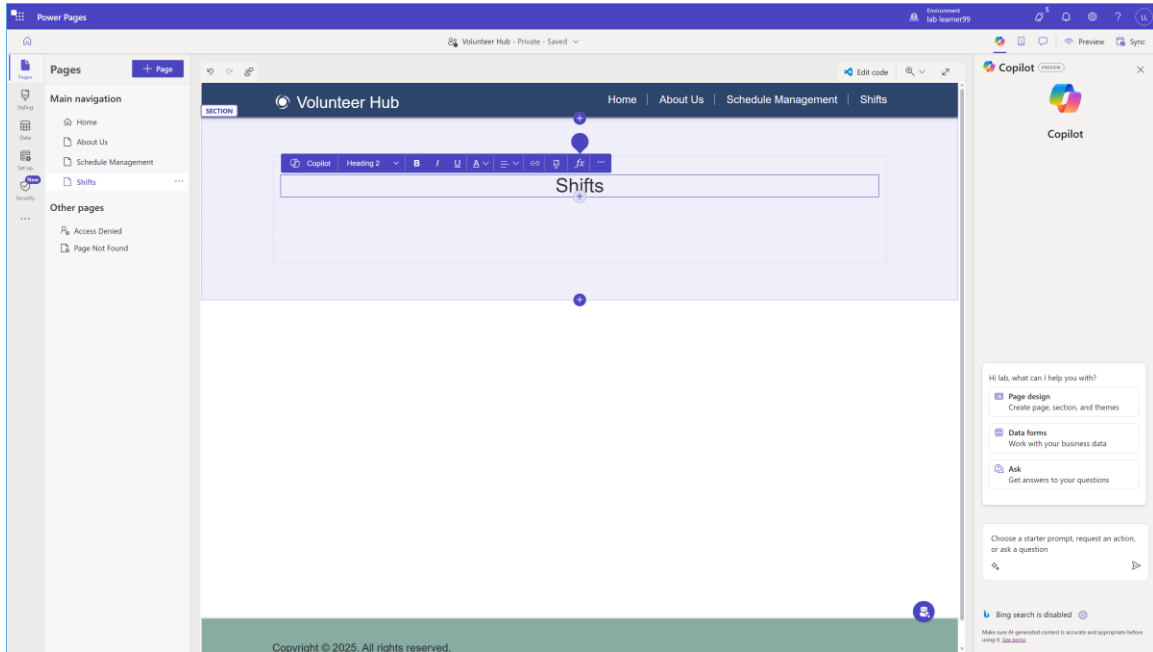You will see a blank canvas and some options to add controls.
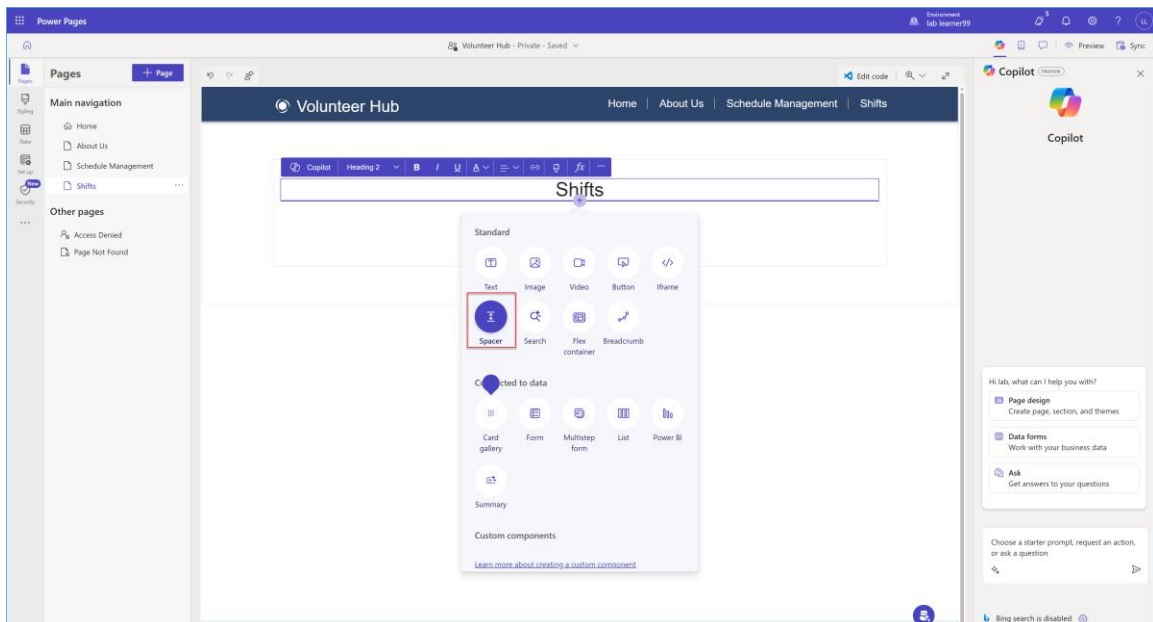

Step 14

Select the **Text** control.

Step 15

Add a heading called **Shifts**. Change it to use the **H2** format and center the text.
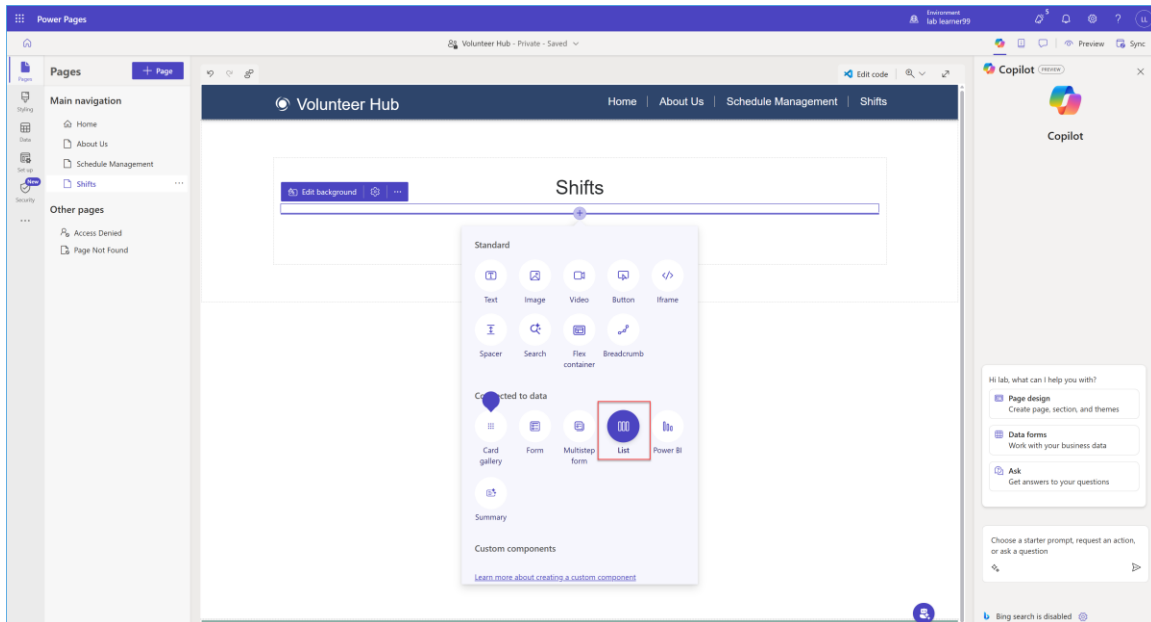

Step 16

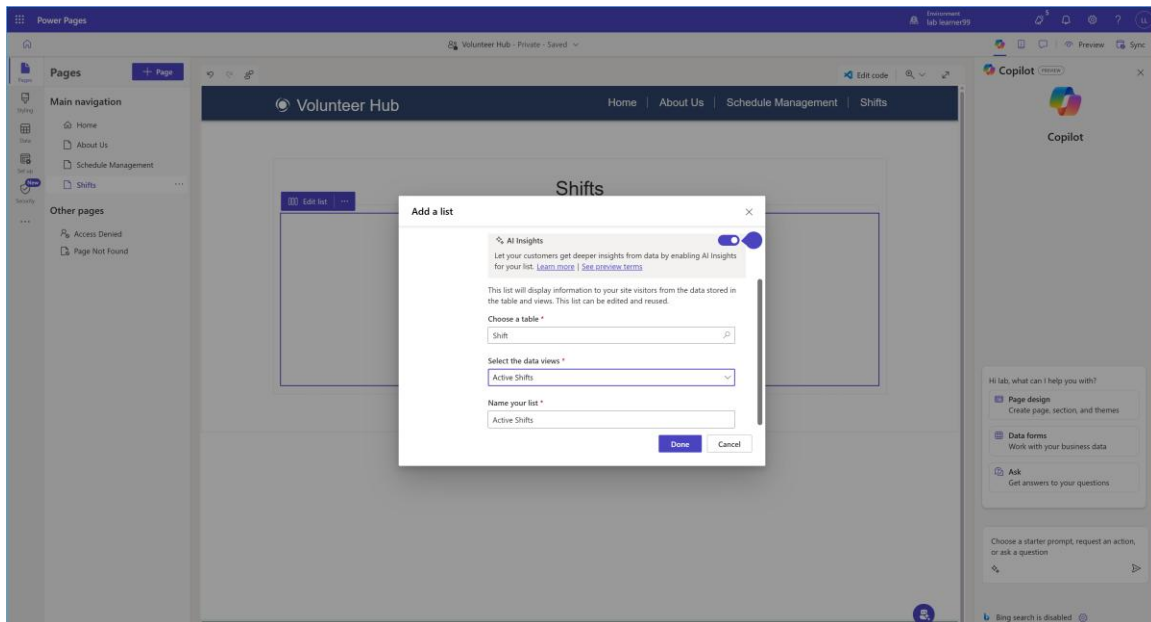Select the + symbol below the text and add a spacer.

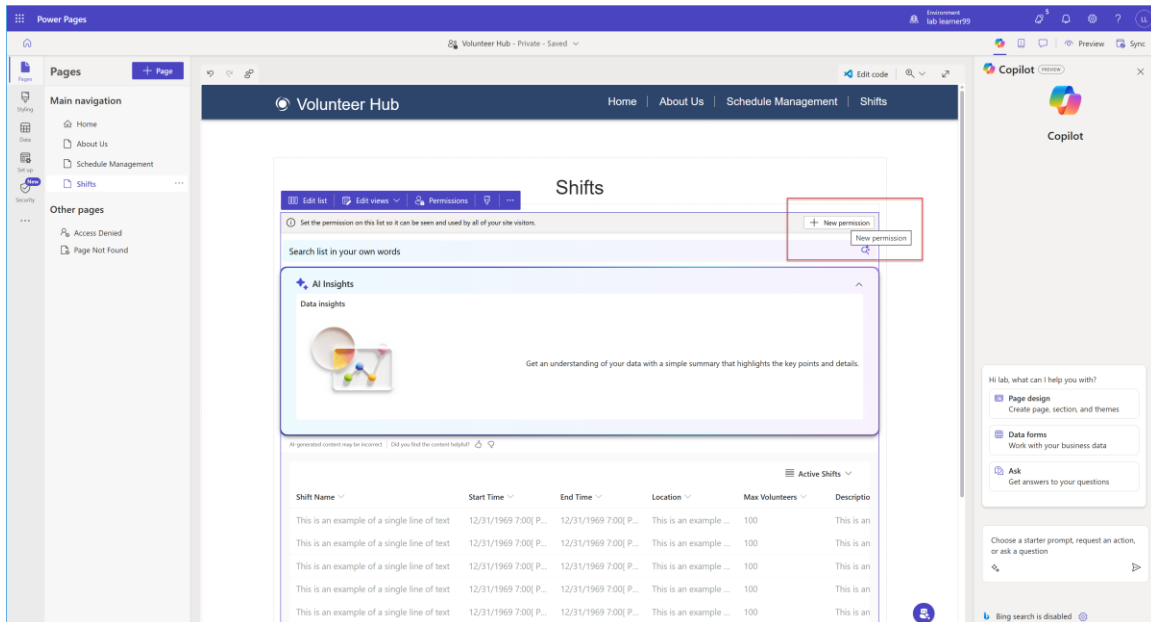## Step 17

Select the list icon.

Step 18

In the List configuration, turn on the preview to use the new List control. Leave the AI insights turned on. Choose the **Shift** table and select the **Active Shifts** view. Leave the default name.

Step 19

When the control appears on the screen, select the **+ New Permission** button as we need to provide access to allow our visitors to see the data.
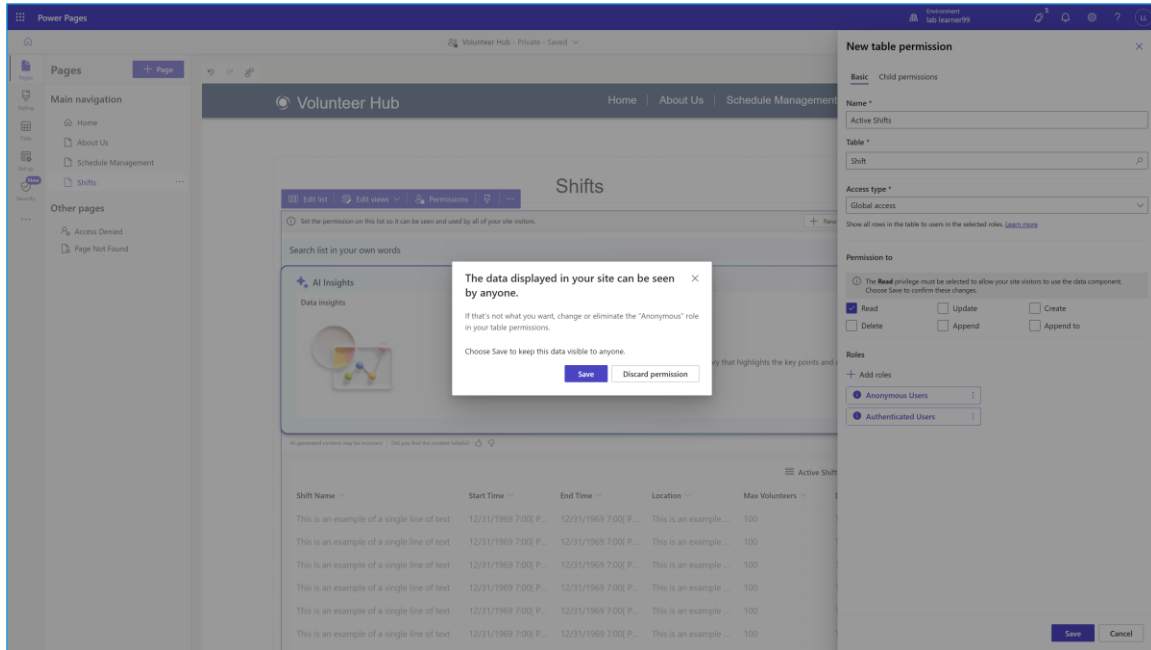

Step 20

Select the anonymous and authenticated web roles. This will allow all users to view the Shift data. In most circumstances we would spend time to configure security so that only users are allowed to see what they are allowed to see.
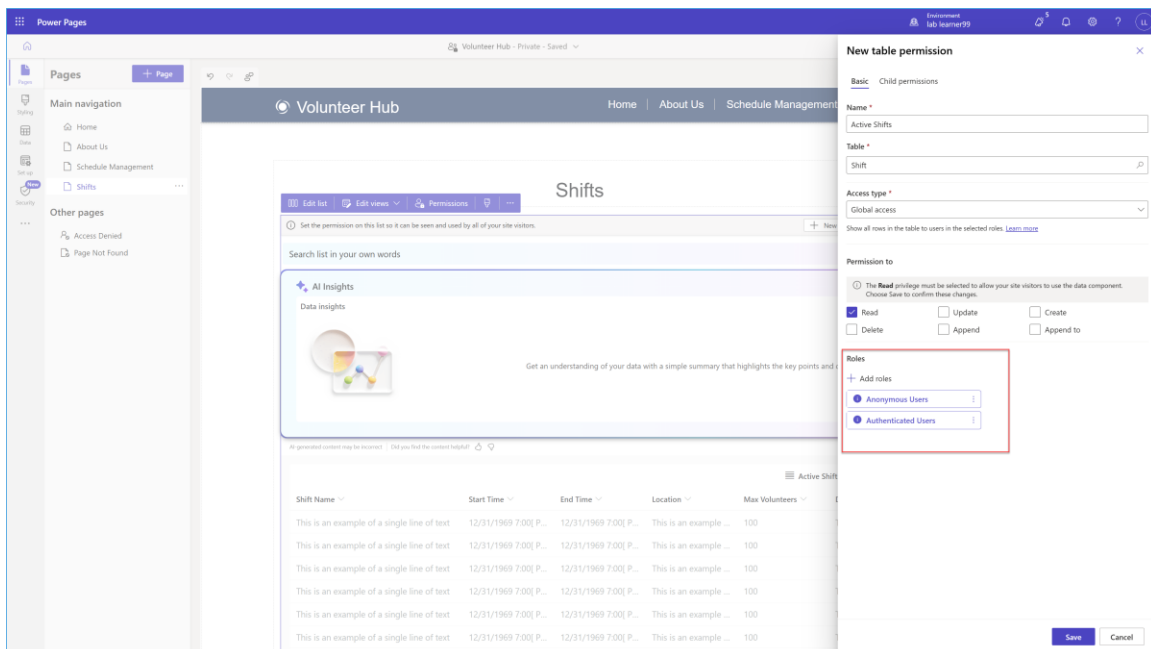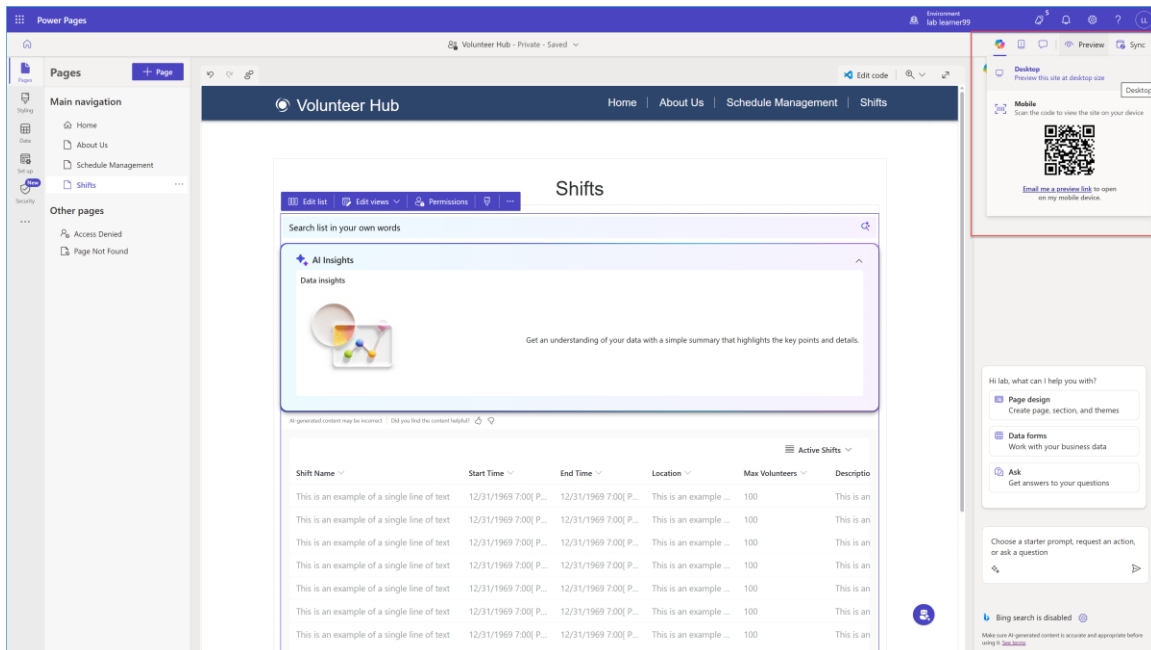
Step 21

You will get a warning that everyone will be able to see the data, in this case, it is OK as the Shift data will be publicly available. However, in a real project, carefully determine what data should be visible. Select **Save**.
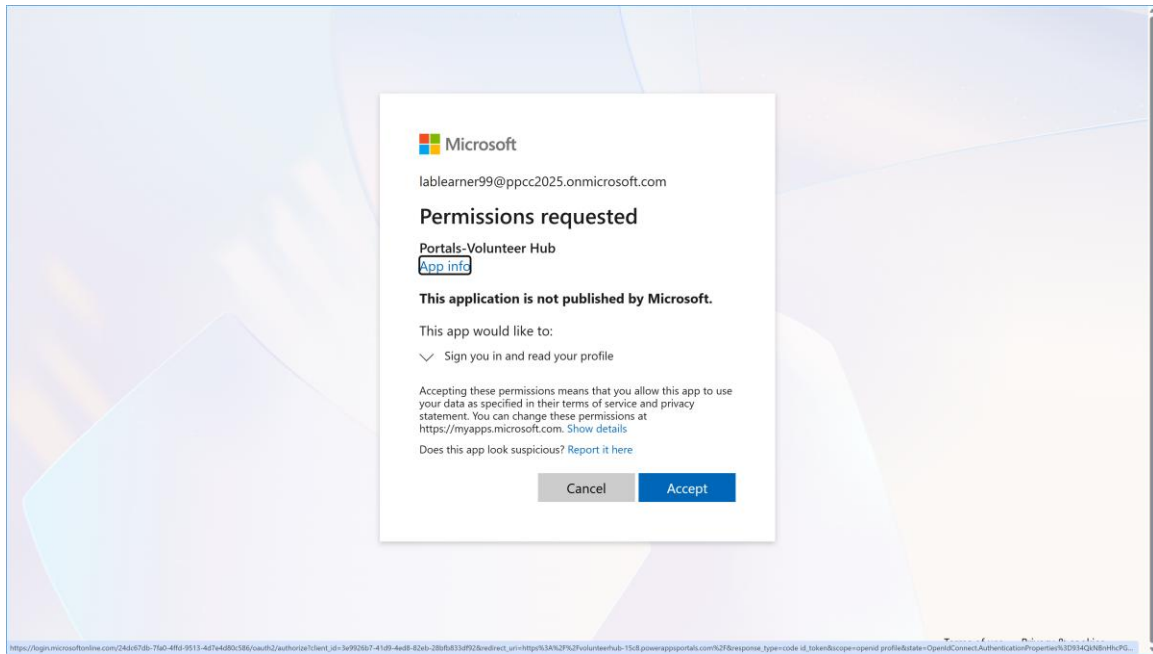

Step 22

Choose the preview button on the upper right and select desktop to view the site.
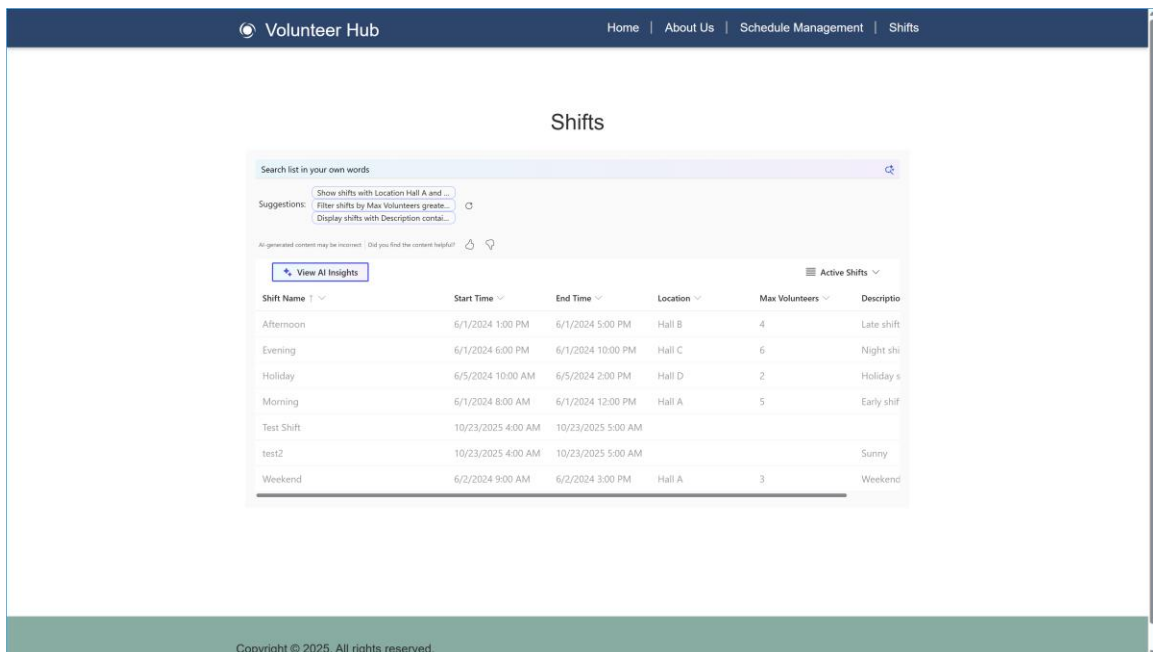
Step 23

The first time you may be prompted to Accept permissions. Select **Accept**.
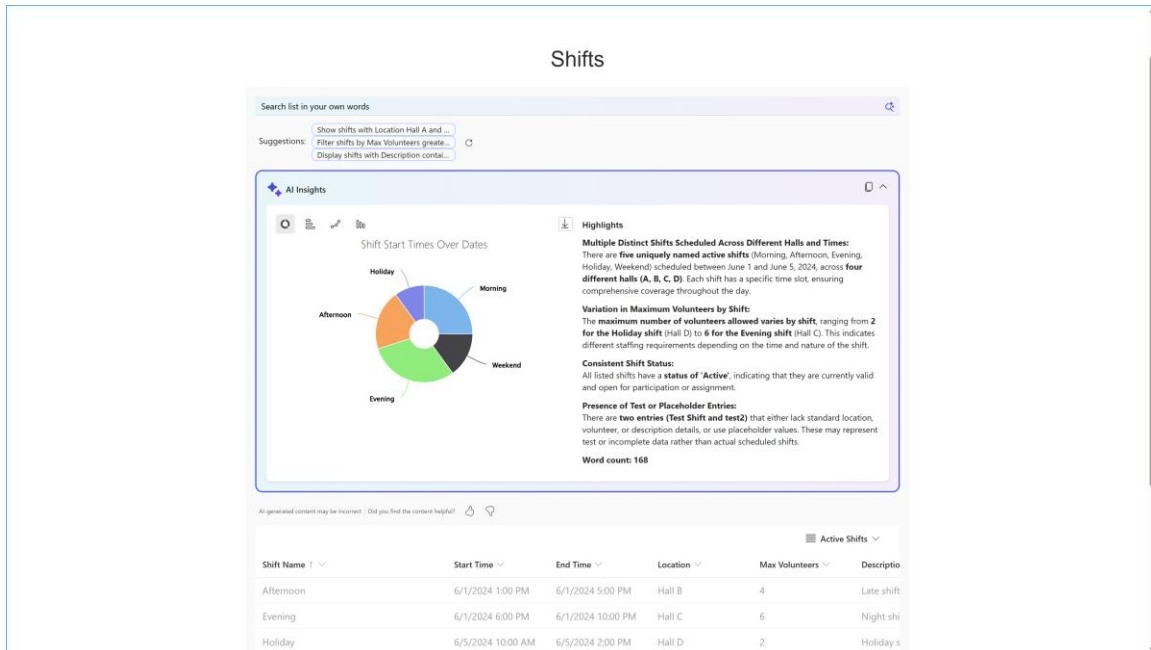

Step 24

You should see your website as well as the Shift information. Play around with the search and AI analysis features.

Step 25

The AI insights will provide information about your data.

Congratulations! You have now created a simple Power Pages website. Investigate how to add forms and enable authentication. Take a look at the other data controls.