



# **Lions Clubs International e-Clubhouse User Guide**

You can easily edit your club website using the e-Clubhouse system as outlined in this user guide.

## **I. Webmaster Access**

After your application is approved you will receive the link to your site along with your username and password by email.

- If you forget your username or password, click the Forgot My Information link and you will receive the information via the email account on record in the system.

Once you log in, you will see a confirmation message. Please note that when the system is idle for 20 minutes it automatically logs you out.

## II. e-Clubhouse Functions

This section describes each link found within the e-Clubhouse and how it works.

After logging in you will be on the home page where you will begin to add and edit content. From this page, you can perform all the functions needed to update and maintain your club website. As a club Webmaster, you will have complete control over the content of your site; however, you cannot change the look or functionality of your site. You will simply have the ability to use the tools provided to you.

Your e-Clubhouse website comes with five primary pages (**Home, Calendar, Club Projects, Photo Gallery, Contact Us**). These pages are permanent pages. You cannot delete, or change the name of these pages, but you can manage the content on them.

- A. [Home](#) – This link will take you to the main landing screen.
- B. [My Account](#) – This page displays the design template your site is currently using. There is a choice of two design templates. The design template you're currently using will be selected on the screen. To change to the other design template, simply click the button and then click the Update button. That will automatically change the look of your club website to the new design.
- C. [Add a Page](#) - This allows you to add, edit or hide up to five (5) additional pages for your club website. These pages will display on your public club website navigation menu below the five primary pages

To begin, simply click the Add a Page link. A page will display that allows you to type in a Page Name and enter content for the page. (*You can find more information on the functions within the page editor in section III of this guide*).

Once you enter all of the content for this page, scroll down to the bottom of the page and click the preview button.

This displays the information on a “temporary” page to give you an opportunity to preview it before you publish it to the server and make it a page on your site.

As you look at this new “temporary” page, you have three options:

1. **[Publish](#)** – this link will publish the page to the server and make the page available to all people who visit your club's public website.
2. **[Edit](#)** – this link will take you back to the edit screen so that you can continue to make changes to the page before you publish it.
3. **[Save as Draft](#)** – this link will save the page within the system but will NOT publish the page to the public website. It will remain in the system only as a draft until you publish it.

Once you choose to publish the page it will automatically appear on your club's public website in the left menu under the five primary pages.

- D. **Manage Pages** – This link takes you to a page where you can edit any of your pages.

There are special functions that are available to you as club Webmaster.

1. **Action** – In this column, you can choose to Edit Live Page (the page on your website) or Edit Current Draft. For all pages you can create a draft page that will remain in the system, but will **NOT** appear on your club's public website until you publish it.
2. **Show/Hide** column allows you to show or hide a page on your website. You **CANNOT** hide the home page, but you can hide any additional pages. Pages with a green button will display on your website; however, if you click the red "hide" button, the page will **NOT** display on your website. This will **NOT** delete the page from the e-Clubhouse system, but it will remove the page from visitors to your website.
3. **Calendar**– This link will take you to a page to edit your club's event calendar. The calendar will display your events on your public website for a period of 90 days after the event date and then automatically delete them from the system.

To add an event to your club calendar Web page, complete the fields (**Event Name, Event Date, Event Time, Event Cost, Event Location, and Event Description**). Once you enter all of the information, click the add button in the lower left corner to add the event to your website. That event (and all events added to your calendar) will automatically display on your website in chronological order.

Only the fields that contain information will display on the website (e.g., if you do not fill in the Event Cost field, that information will **NOT** appear on your club website).

You may also "feature" up to three events to appear on every page of your site. To do that, choose an event and click the Feature button.

This will display that event on every page of your website in the upper right corner.

The More... link in the Featured Events section takes you to your calendar web page.

To remove an event from Featured Events section, click the Un-Feature button next to the event under Manage Features in the Manage Calendar section.

4. **Photo Gallery** – Your photo gallery will hold up to ten photos, and you can add captions to the photos. To create a photo gallery, start by selecting the Manage link next to Photo Gallery.

The Add Photo page allows you to upload an image. (Please note that images should not exceed 1mb in size and 470 pixels in width.) To begin, type a caption for your photo. You also have the option of entering a link for your photo. (Some clubs link to online photo albums or news articles.)

You can control the order in which the pictures display on the page by entering a number in the sort order field. The lower the number, the higher the photo will appear on the page

Then, click the browse button to select an image from your computer. Once you select a picture, click the add button.

The photo will then display on your club's Photo Gallery page.

You may either edit or remove a photo from your photo gallery page by simply clicking on the edit or remove button on the Manage Gallery page under the Manage Photos section.

- E. **Sort Pages** – This option allows you to arrange your five custom pages in the order you wish. Once you add at least two new pages to your site, you can sort them. However, all new pages added to the site will display below the five primary pages. Webmasters cannot change the sort order of the five primary pages.

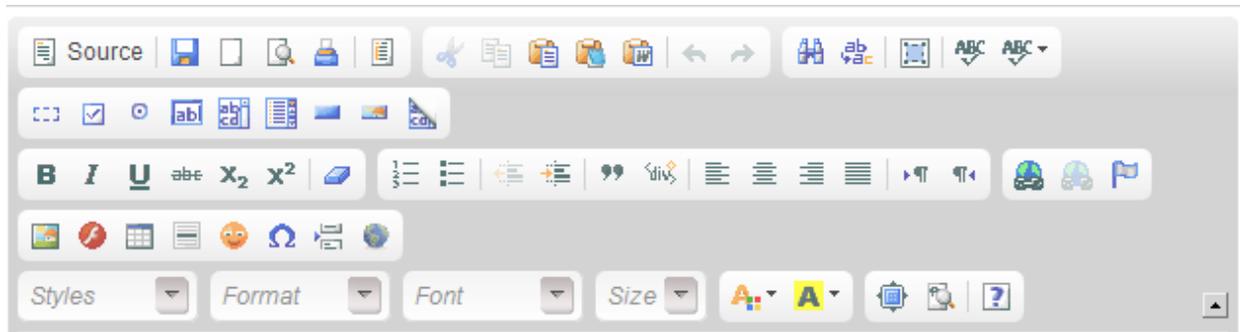
The sort order determines the order in which the new page titles display in the left menu below the five primary menu titles.

The lowest numbers will display at the top of the menu and the highest numbers will display at the bottom of the menu. If you decide to change the sort order for your extra pages, you must click the Update button next to each page.

- F. **Manage Account** – This page allows you to update any of your club information on your website. For example, if your club changes its meeting date and time, you would simply update that information and click the submit button at the bottom of the page. The new information automatically displays on your website.
- G. **View Site** – This link will open a new browser window and take you to the home page for your club website. As you begin to edit pages, it sometimes helps to see the live page(s) to make your plans for changing the website content.
- H. **Log Out** - Once you finish updating your site, click the log out link at the bottom of the left menu to exit the system.

### III. Using the Page Editor

There are numerous tools available through the Page editor. This guide will **NOT** highlight all of them. For purposes of this guide, we will focus on only three tools.



This guide will not explain the simple tools like Bold, Italics, etc., because they are common to programs such as Microsoft Word.

#### Source –



This tool allows you to bypass the Page editor and edit the page in HTML mode. Webmasters who know how to edit HTML and hand code pages can use this tool; however, inexperienced Webmasters should not try to use this function.

#### Insert/Edit Link –



You will need to add links to your club Web pages that go to pages on other websites or to documents (such as PDF files) that you upload.

To insert or edit a link:

- Open the page you want to add a link to.
- Select the text you want to link
- Once you select the text, click the Insert/Edit Links button () in the toolbar. A small pop-up window will appear.
  - If you are linking to an **external Web page**, simply type in the complete URL for that page.
  - To **insert a document**
    1. Click the Browse Server button located on the left side of the pop-up window.
    2. A new pop-up window will appear that will show you the documents available on the server. You may choose one of those documents to add to your page, or upload a new document by clicking the Upload button.
    3. The window expands allowing you to find the document on your computer. To select the document, browse to the file folder that contains the document, select the document, and click the Open button in the lower right corner.

4. You will see the file you are uploading in the text box at the top of the large pop-up window. Click Upload Selected File.
5. You will see your newly uploaded document included in the list of documents on the server.
6. Now select your document and you will see a smaller pop-up window with the name of your document already in the text field. Click OK and your document will be linked to your text.

### **Insert/Edit Image –**



You can also add pictures to your Web pages. Images must be jpg or gif and should not exceed 1mb in size and 470 pixels in width.

To upload an image:

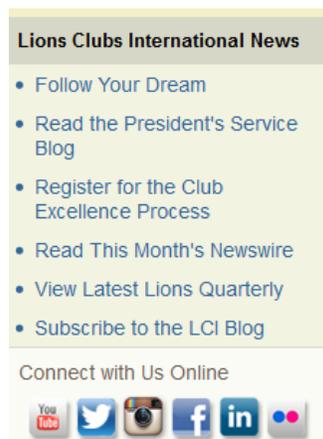
1. Open the page you want to add it to.
2. Click to the left of the text where you want to insert the image
3. Next, click the Insert/Edit Image button in the page editor toolbar at the top of the screen. A pop-up window will appear.
4. Next, click the Browse Server button. A new pop-up window will show you images already on the server. You may choose one of those, or upload a new image.
5. To upload a new image, click the upload button.
6. The window expands and allows you to find the document on your computer.
7. To select the document, browse to the file folder that contains the image, select the image, and click the Open button in the lower right corner.
8. You will see the image you are uploading in the text box at the top of the large pop-up window. Click Upload Selected File.
9. You will see your newly uploaded image included in the list of images on the server.
10. Now select your image and you will see a smaller pop-up window with the name of your document image already in the text field.
11. With a photo you will want to add a few items to the pop-up screen.
12. First, add some text to the Alternative Text area. This will provide text for the image when a visitor puts their mouse on a picture.
13. The other thing you should do is to align the photo.
14. Click OK and your image will be shown next to your text.

## IV. Other e-Clubhouse Pages/Functions

There are other pages and functions in the e-Clubhouse system that will determine the look of your website but are outside the control of the local club Webmaster.

- A. **Lions Clubs International (LCI) Pages** - There are a few links in the left menu of the Webmaster administrative site that are not part of the Webmaster functions, they are simply links to pages on Lions Clubs International website. The menu links are as follows:
1. **Getting Started** – This is the page that new club Webmasters would first visit to fill out an application and get started with the process of setting up an e-Clubhouse website for their local club.
  2. **Other e-Clubhouses** – This page is controlled by LionNet administrators and provides links to other e-Clubhouse sites around the world. It may be helpful to view some of these sites to get ideas on how to put together your site.
  3. **FAQs** – This page provides helpful and common questions and answers regarding the e-Clubhouse system. Please use this page if you have questions about e-Clubhouse before contacting the LionNet administrators.
  4. **Contact Us** – This page contains contact information so that you may get in touch with the e-clubhouse administrators.
- B. **Lions Clubs International (LCI) Links** – Each club website created using the e-Clubhouse system will contain links to prominent LCI pages and websites. These links will display your e-Clubhouse, but will be administered by the staff at LCI. Webmasters will not have the ability to change these links or remove them.

The image below shows an example of those links.



## **V. Support**

This user guide is meant to be used strictly as a support tool. It is not meant to teach you everything, its purpose is to help you get started and become familiar with the system. If you experience any problems with the system or need support beyond the information contained in this guide, please contact the administrators at LionNet by clicking on the contact us menu link on the e-Clubhouse administration screen.

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