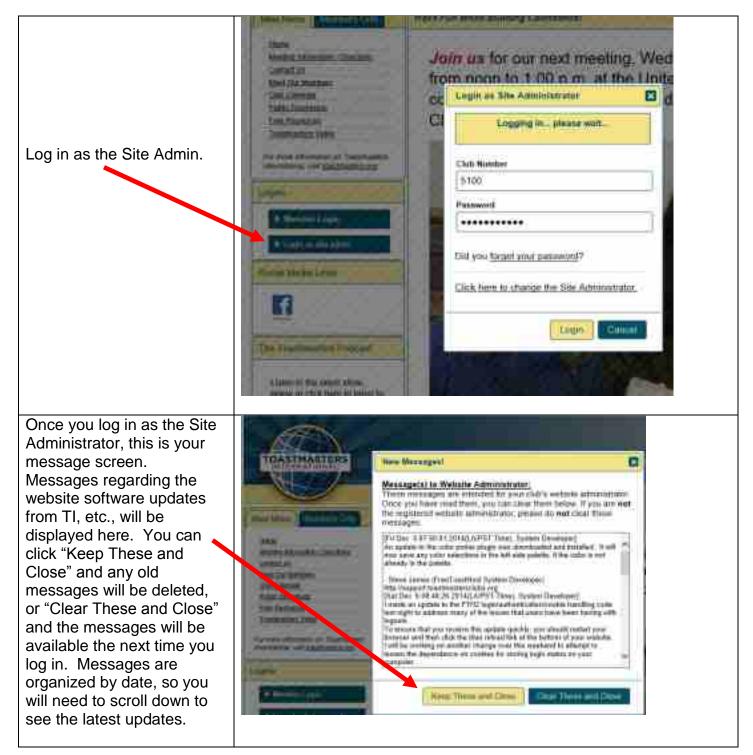
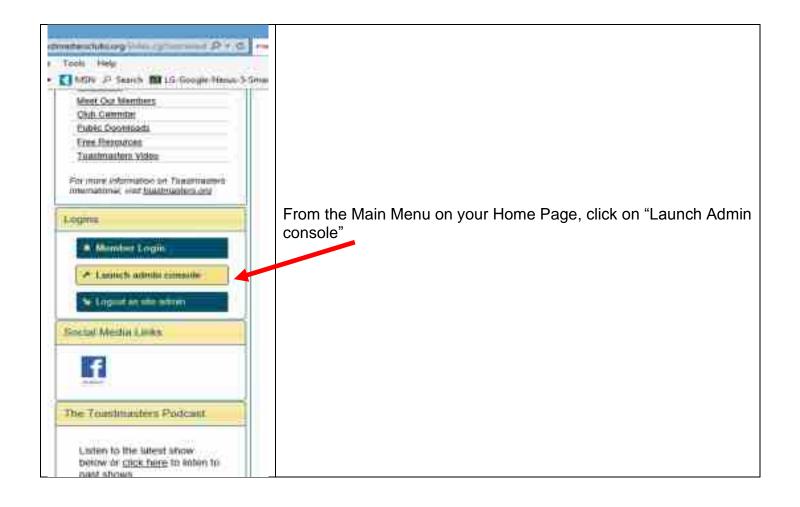
### FREETOASTHOST WEBSITE INSTRUCTIONS

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#### LOGIN AS SITE ADMINISTRATOR

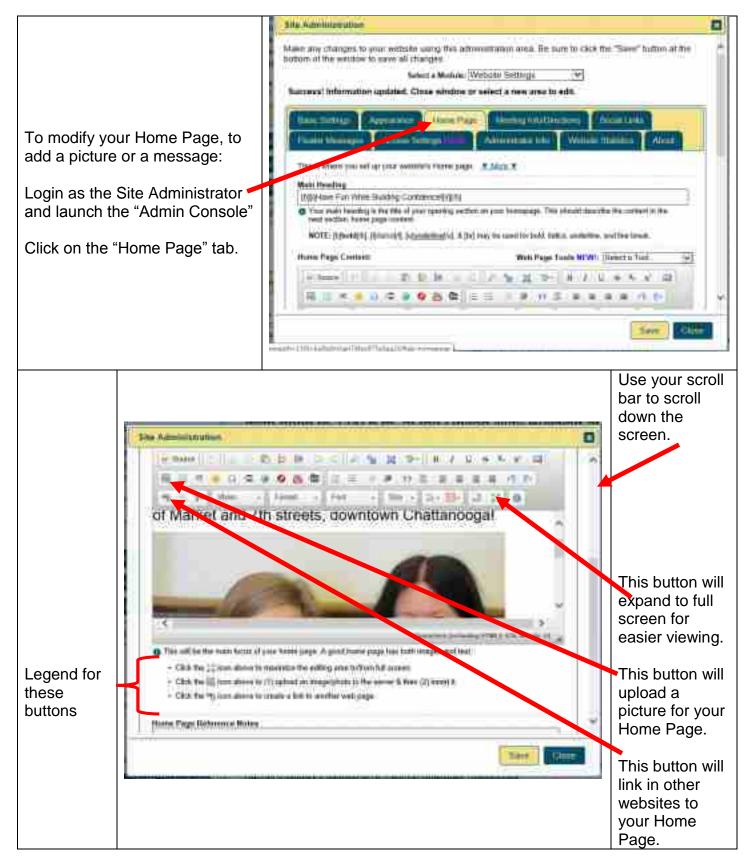


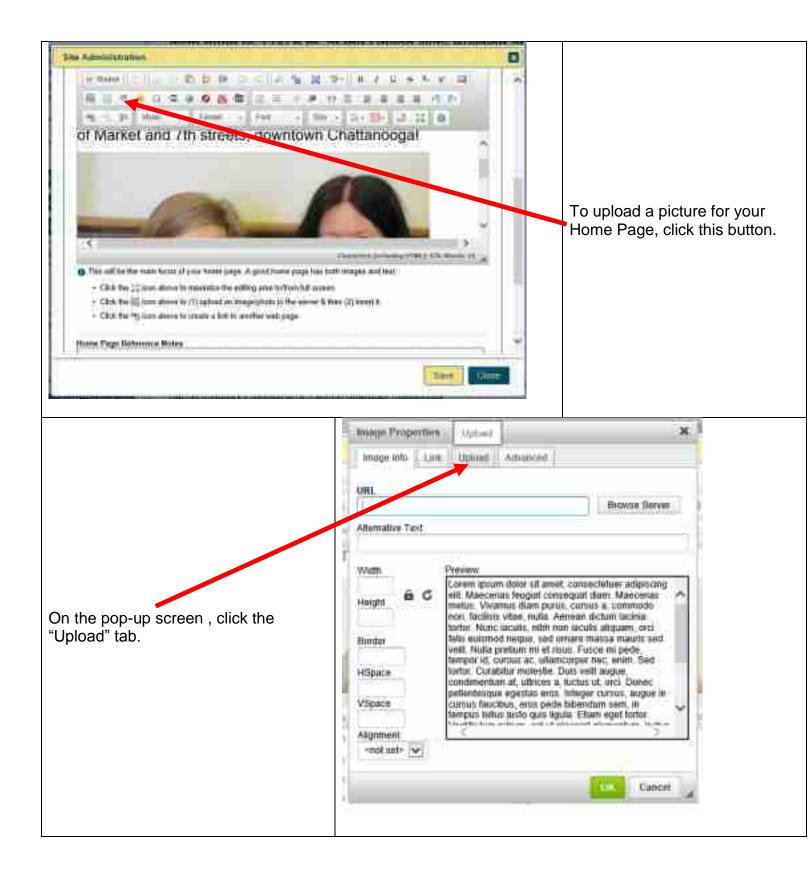


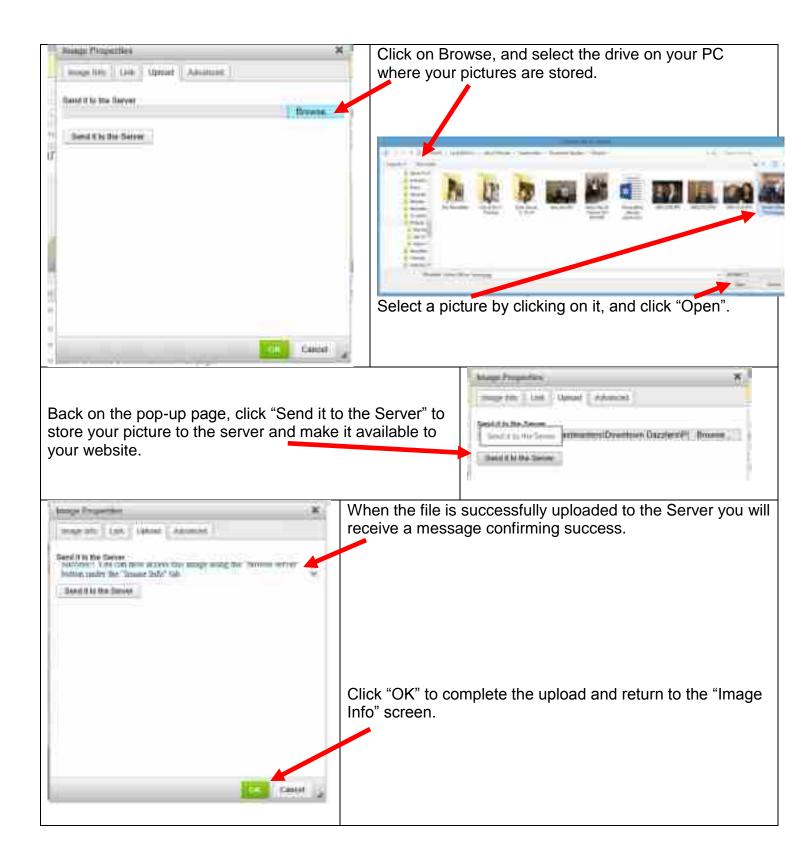
# CHANGING THE COLOR SCHEME OF YOUR WEBSITE

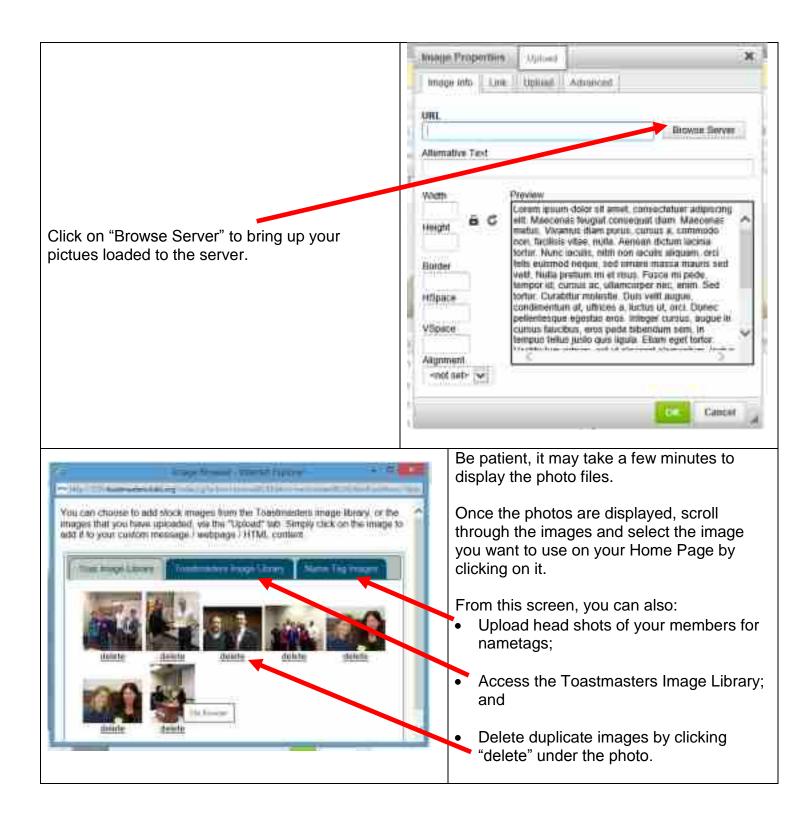
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Click Save and then Close.	
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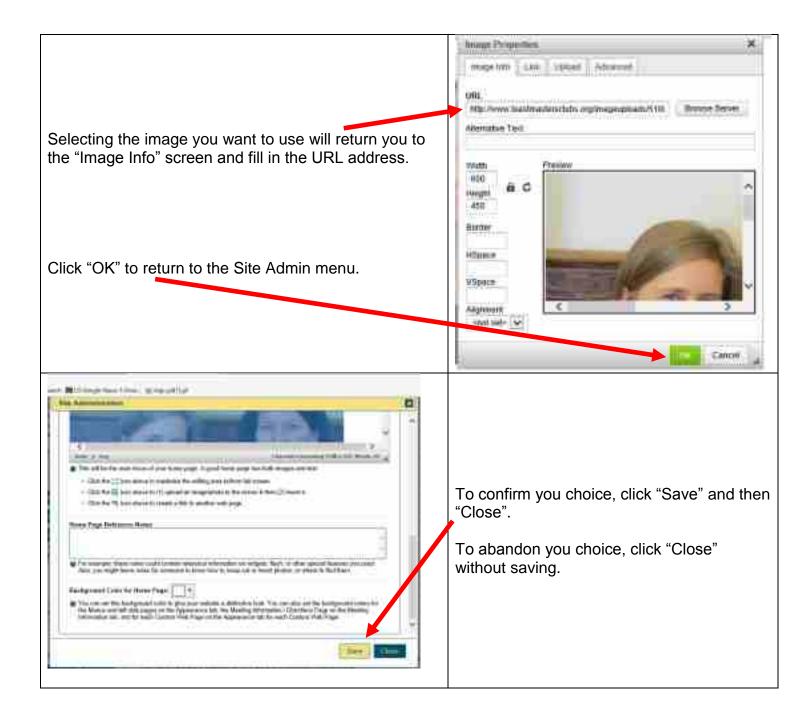
## UPLOADING A PHOTO TO YOUR HOME PAGE



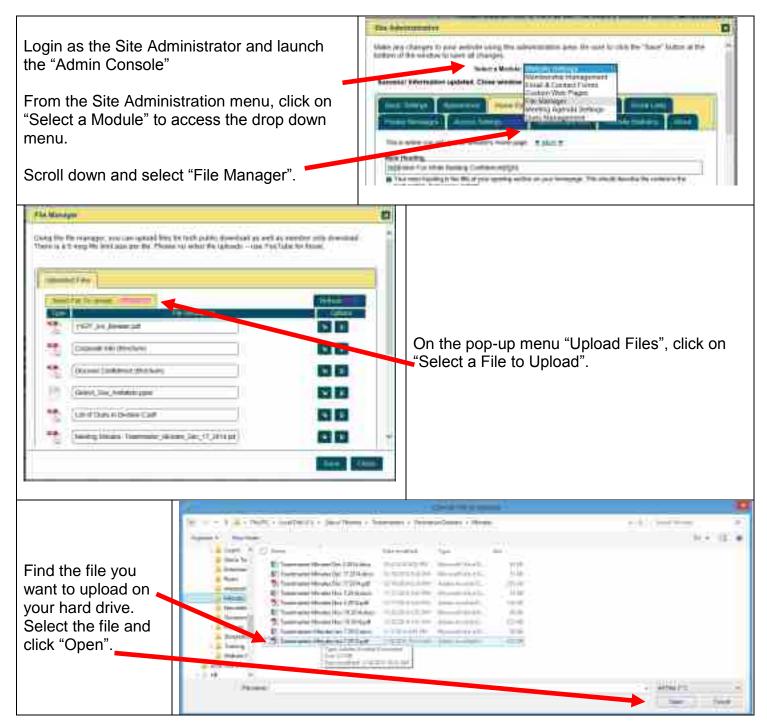








# UPLOADING FILES TO YOUR PUBLIC DOWNLOADS PAGE



One the file uploads it will appear at the top	
of the list.	

If you want to group files in to a folder (i.e. "Club Meeting Notes" change the name here. Be sure to list the folder name first, the a colon (:) and a space, then the file name. You MUST enter a space after the colon in order for the file to reach the correct folder. For example:

Meeting Minutes: Meeting\_Minutes\_Jan\_7\_2015.pdf

NOTE: You can "lock" files so that ONLY club members can view them, or you can "unlock" them and allow the public to view them. Simply click the lock/unloc button beside each file.

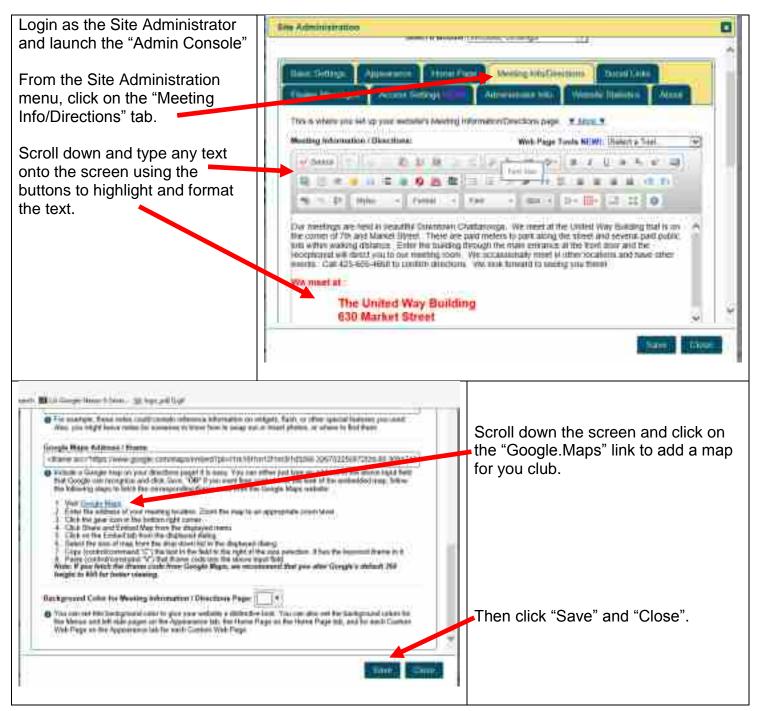
Then click "Save" and "Close"

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# ADDING SOCIAL LINKS TO YOUR WEBSITE

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and launch the "Admin Console"	Marke any charges to your verbate using the animicalitation area. Be size to tack the "Seve" halten of the haltery of the verbat to several charges. Network a Module (Wettern Settings 🔄	Ê
From the Site Adminstration screen, click on the "Social Links" tab.	Construction of the second secon	
Add any internet addresses (URLs) associated with your club. Links may include Facebook, Twitter, YouTube, LinkedIn, Google, Flickr, Meetup, or any other social networking links. You can aldo add login info if necessary.	Paretterek UML     Prop. Aveca function contracted California     S Vect Tracetoria and the Aveca function     Twen UML     Prov. Table 1002     You Table 1002     You Table 1002     S Vect TraceToria and the Aveca contracted contracted	
Click "Save" and "Close".		

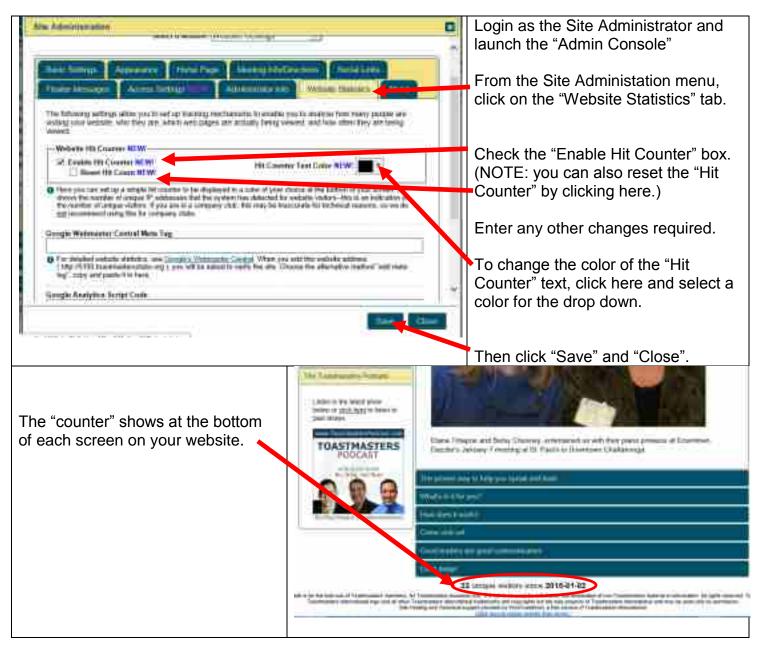
# **CHANGING MEETING INFO / DIRECTIONS**



#### CHANGING WEBSITE ADMINSTRATOR INFO

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You can change the reference to your regeneral actions advancements in the conversion.     Americanonic Name     Americanonic Name     Americanonic Name     Americanonic Name     Americanonic Name     Americanonic Name	From the Site Administation menu, click on the "Adminstrator Info" tab.
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Passende man he al laad 6 charaches le length and unskille both latters and sandness, and so new applications, strateches     Conflict Administrative Passenteet	Enter any other changes required.

# **TURNING ON WEBSITE STATISTICS**



# **MODIFYING FLOATER MESSAGES**

Floater messages appear at the top of the page each time a member or non-member visits the site.

Dis Administration	
Numerical State         Numerical State         Numerical State         Numerical State           Finalize Messages appear at the top of the page each inter a message of sector state state into a state inter a state inter a state inter a state inter a state into a state inter a state into a s	Login as the Site Administrator and launch the "Admin Console" From the Site Administation menu,
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Munder Link I have sume incertain mentioner arrives	Then click "Save" and "Close".

#### **CHANGING BASIC SETTINGS**

Basic Settings include Club Name and District Number. From this screen you can enter key search words to make it easier for anyone using a search engine to find you.

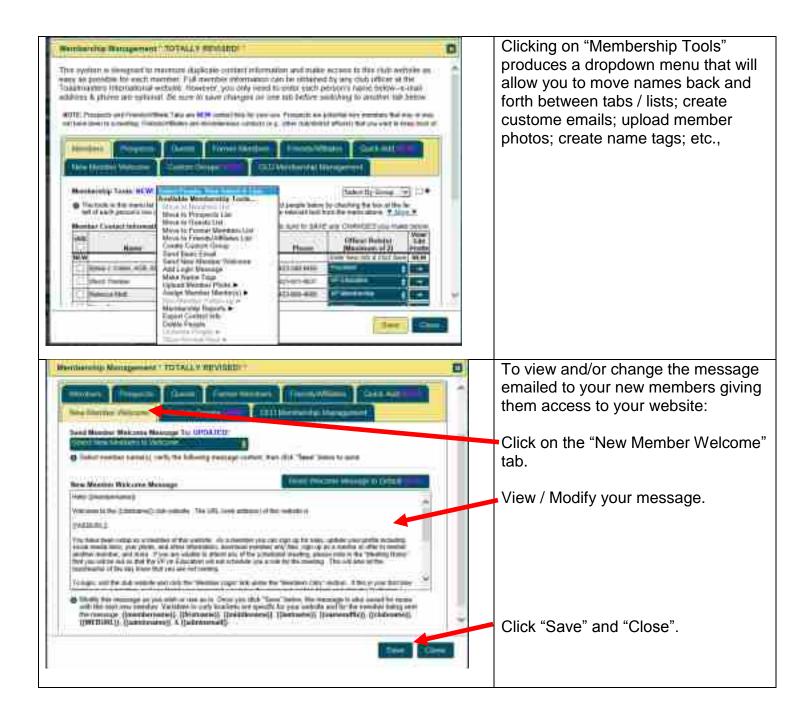
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Openet Theorem         Openet	From the Site Administration menu click on the "Basic Settings" tab.
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Arrents	Then click "Save" and "Close".

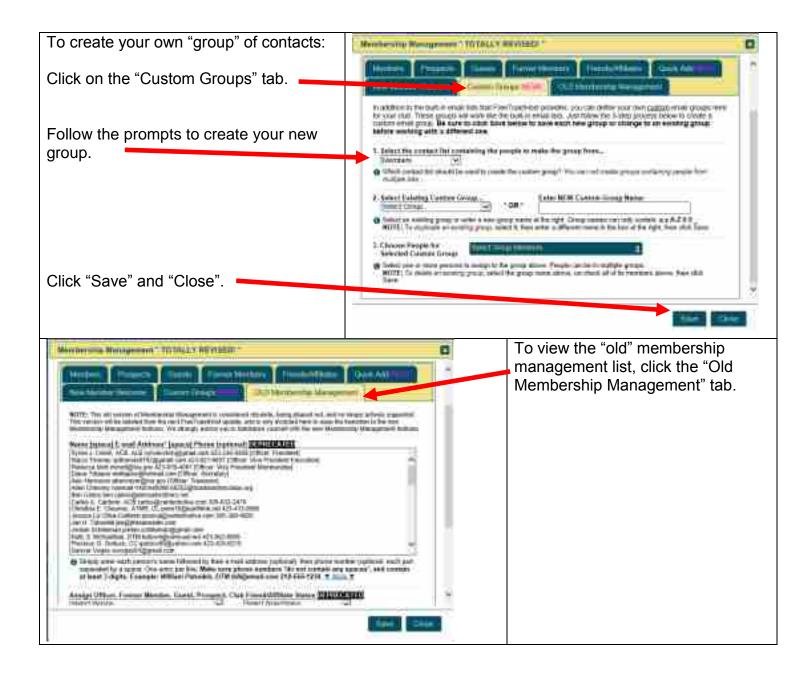
#### MANAGING MEMBER LISTS AND ROLES

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Membership Management includes adding new member names and email addresses, adding visitor name and email addresses, categorizing members into "active" and "former", assigning officer roles, and categorizing visitors into visitors and prospective members for follow up. You can also manage the message sent to your new members via email granting them access to the site.

1	the Management * TC	THELY REVISED! *				On the Membership Management
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# MANAGING AND MODIFYING YOUR EMAIL AND CONTACT FORMS AND INFO

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# **CREATING AND MODIFYING MEETING AGENDAS**

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From the dropdown menu, click "Meeting Agenda Settings".	GALD TOP, Viscondrastal asserter GALD barrie to worth the later manippe access on the 11 eeu Child Barrie Charteners Clargerer Charteners Clargerer annual you eventue in your annual you eventue in your annual you eventue in your annual you eventue in your annual you eventue in your Charteners Database	Could information and configuration settings for getting a setting of well summing the same place cases and there expends to the Transference in Memoratories Website matching and carend at the configuration in the Transference is and the set to sign of the same matching and carend at the transference is regardly and in the type of the same and carend at the Dense is an experiment of which beyond heading the Dense is a second at the Agreements tak matching with included in Destinances at the Dense is a second the Tot and Set Westmentship wavefung regards the second of the regards of an the Second Set Westmentship of an include is a second of the second of th	00
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Concernent and a second		You can also add notifications to various officers:	
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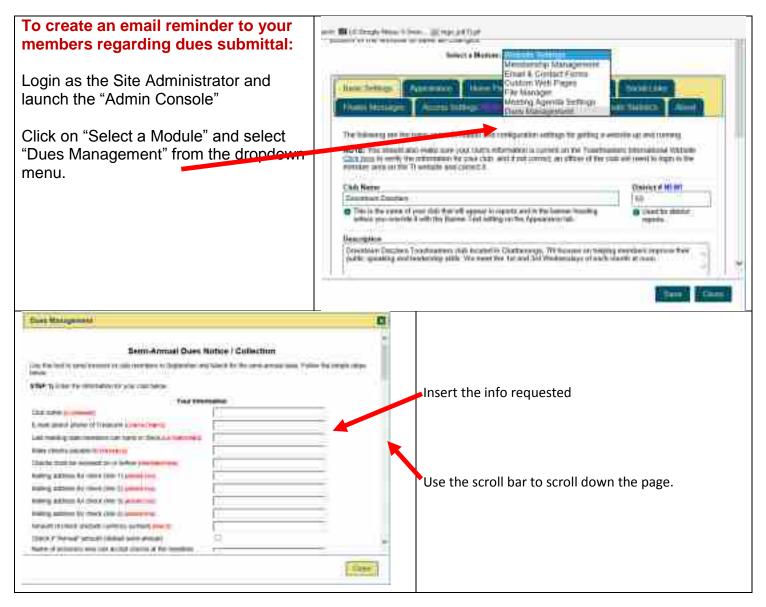
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Modify the message.	************************************	
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To create an agenda for your meeting:	Constanting Completion and Annual Instanting
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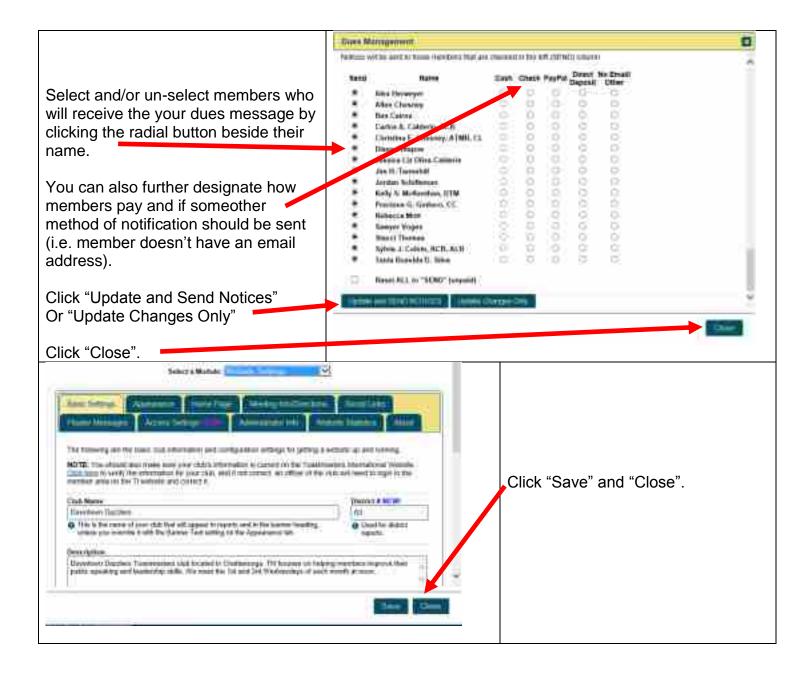
#### **CREATING A CUSTOM WEBPAGE FOR YOUR WEBSITE**

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#### **MANAGING DUES**

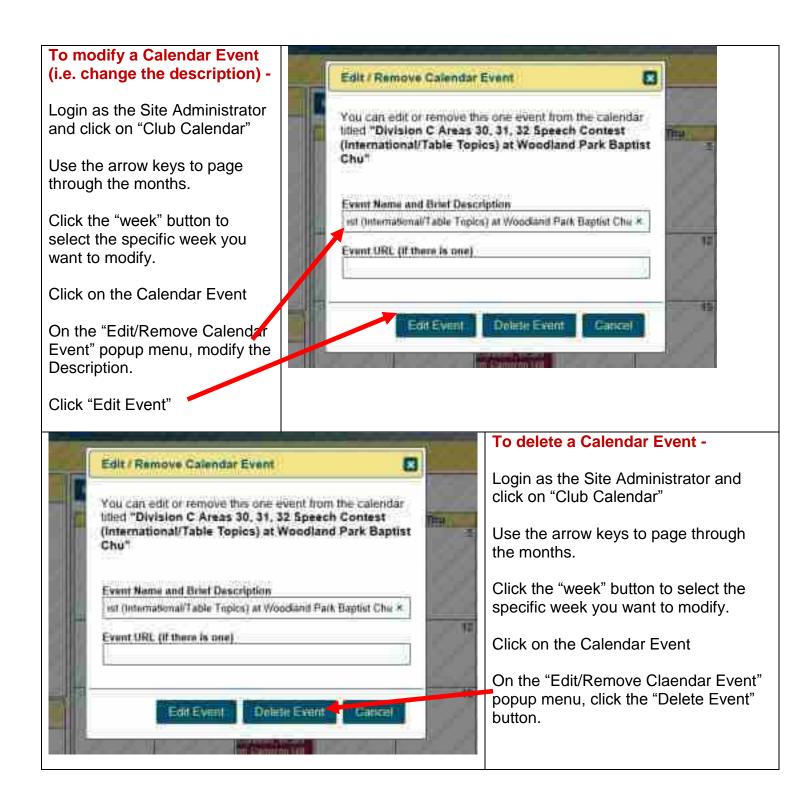


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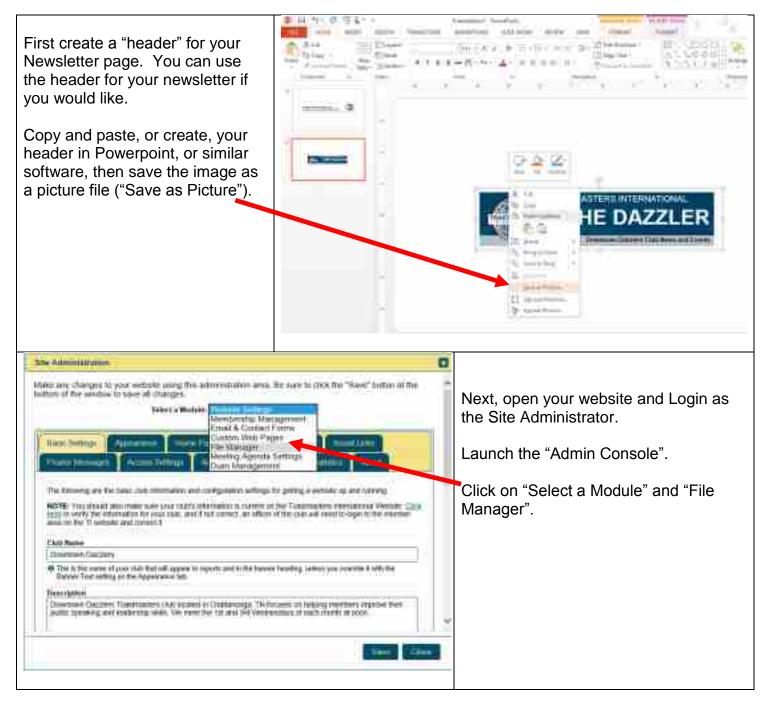


# UPDATING THE CLUB CALENDAR





## **CREATING A NEWSLETTER PAGE**



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