

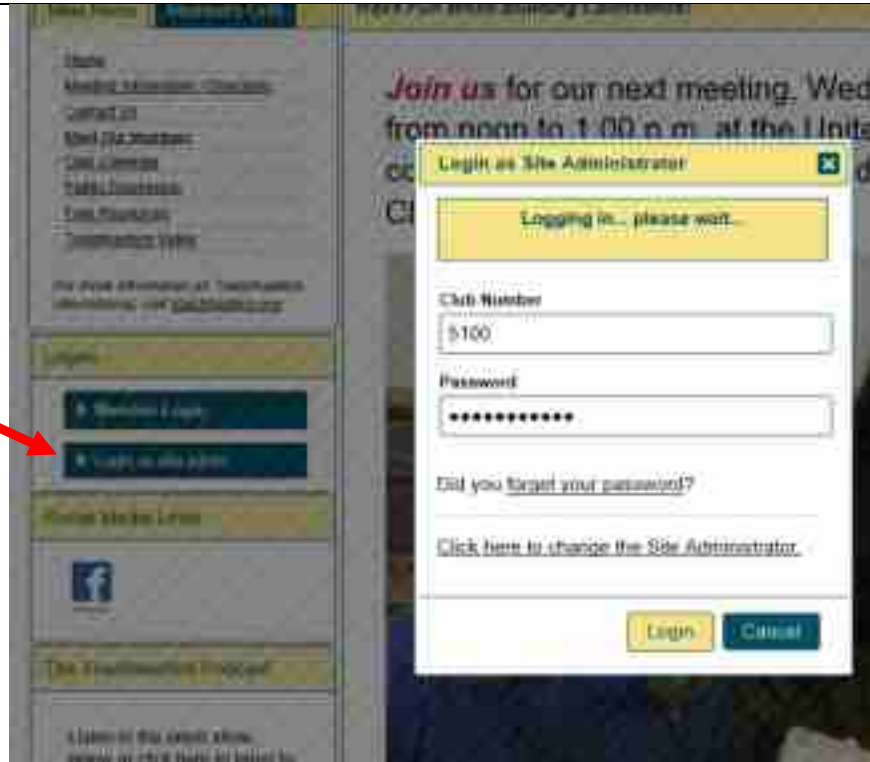
FREETOASTHOST WEBSITE INSTRUCTIONS

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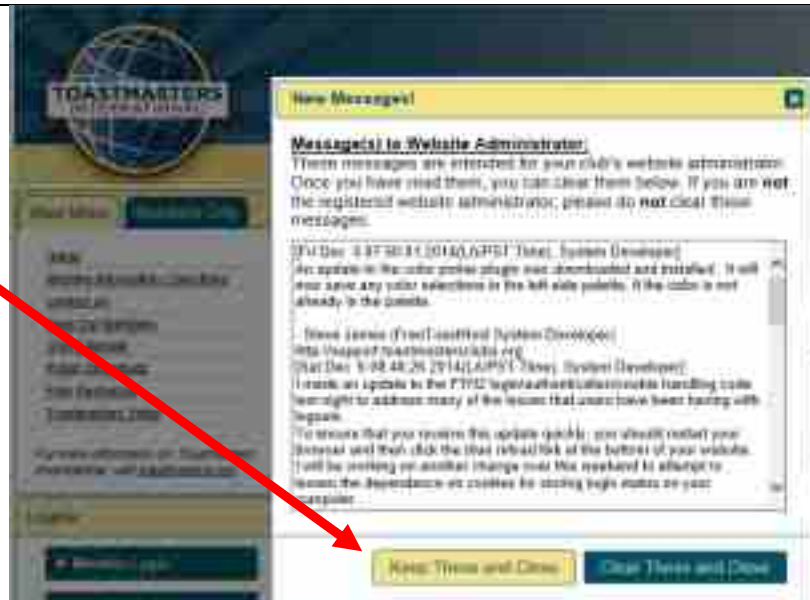
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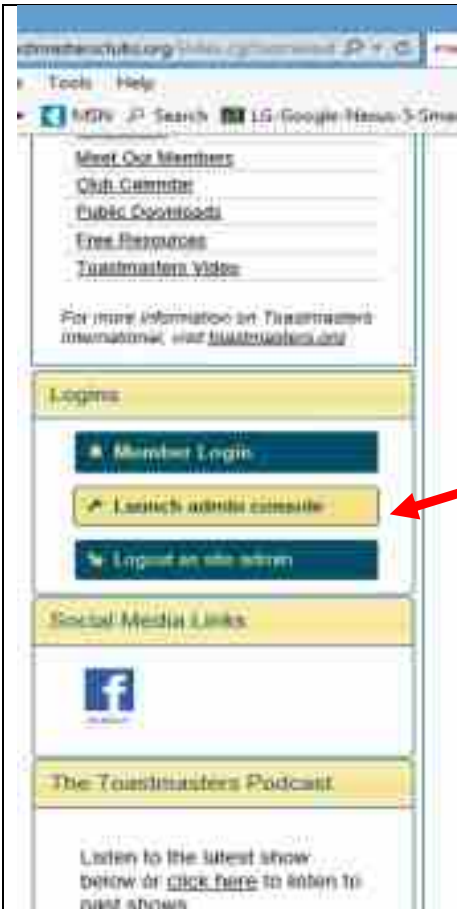
LOGIN AS SITE ADMINISTRATOR

Log in as the Site Admin.



Once you log in as the Site Administrator, this is your message screen. Messages regarding the website software updates from TI, etc., will be displayed here. You can click "Keep These and Close" and any old messages will be deleted, or "Clear These and Close" and the messages will be available the next time you log in. Messages are organized by date, so you will need to scroll down to see the latest updates.





From the Main Menu on your Home Page, click on “Launch Admin console”

CHANGING THE COLOR SCHEME OF YOUR WEBSITE

To change the color scheme of your webpage:

Login as the Site Administrator and launch the “Admin Console”

Click on the “Appearance” tab.

Most clubs in D63 have chosen “Theme 2” which adds a little more excitement to your page by adding yellow banners.

I suggest sticking with basic color schemes chosen by TI.

Click Save and then Close.

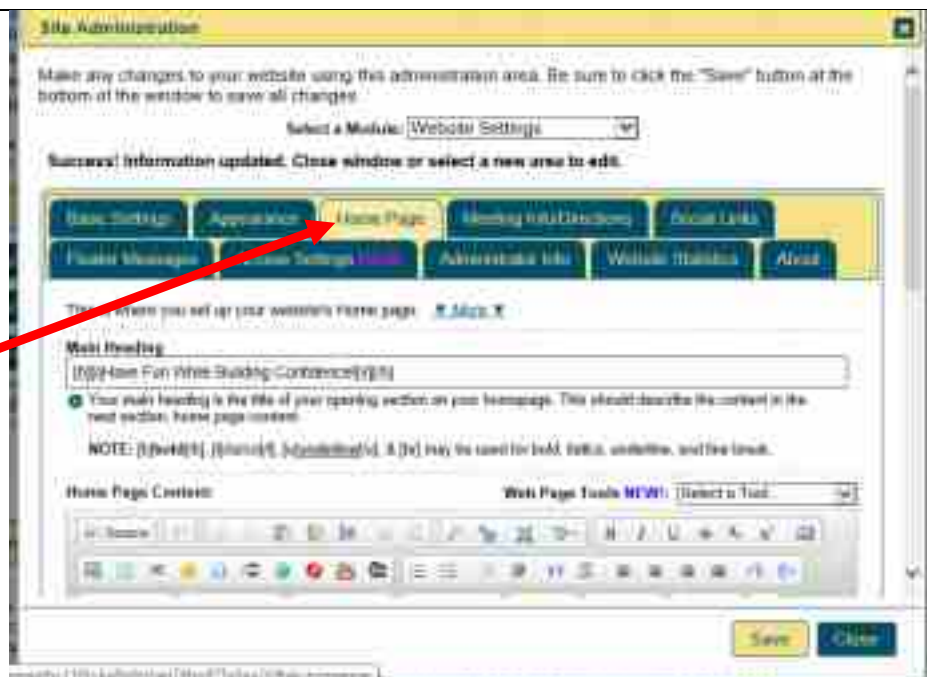


UPLOADING A PHOTO TO YOUR HOME PAGE

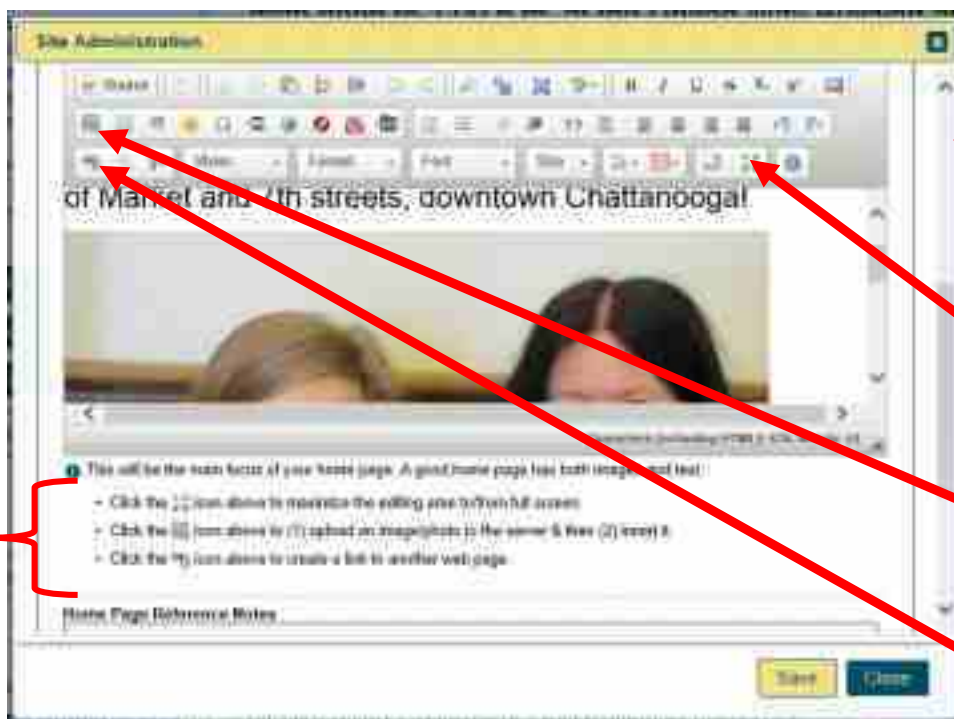
To modify your Home Page, to add a picture or a message:

Login as the Site Administrator and launch the "Admin Console"

Click on the "Home Page" tab.



Use your scroll bar to scroll down the screen.

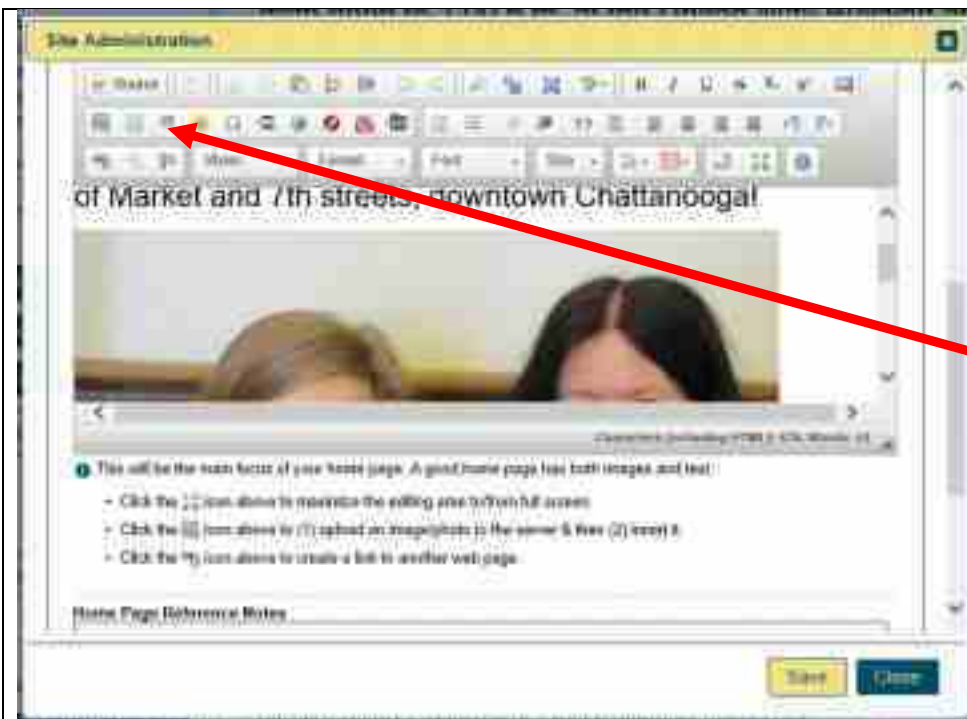


Legend for these buttons

This button will expand to full screen for easier viewing.

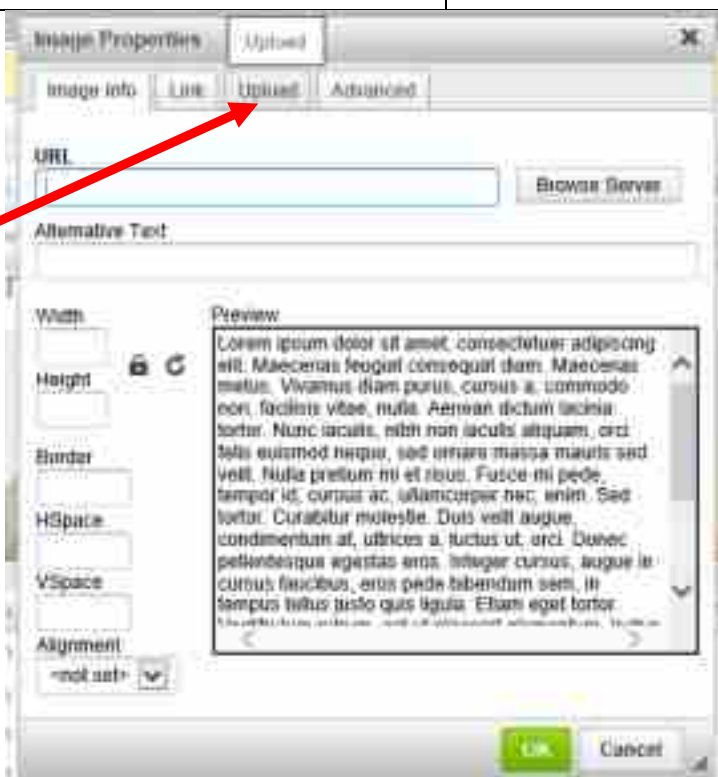
This button will upload a picture for your Home Page.

This button will link in other websites to your Home Page.



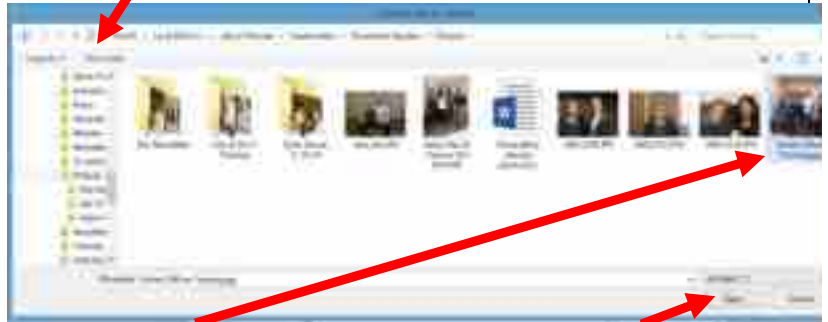
To upload a picture for your Home Page, click this button.

On the pop-up screen , click the "Upload" tab.



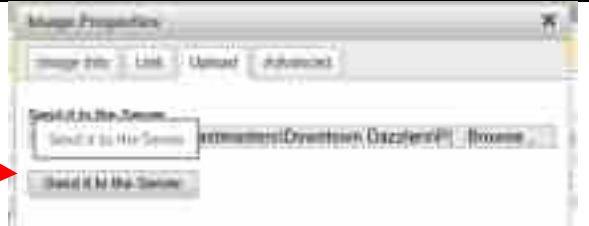


Click on Browse, and select the drive on your PC where your pictures are stored.



Select a picture by clicking on it, and click "Open".

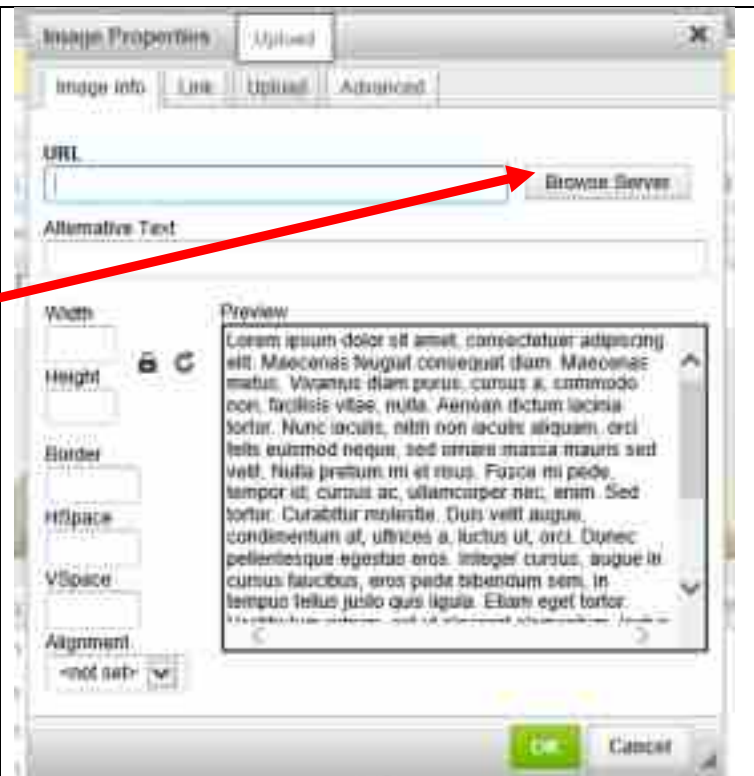
Back on the pop-up page, click "Send it to the Server" to store your picture to the server and make it available to your website.



When the file is successfully uploaded to the Server you will receive a message confirming success.

Click "OK" to complete the upload and return to the "Image Info" screen.

Click on "Browse Server" to bring up your pictures loaded to the server.

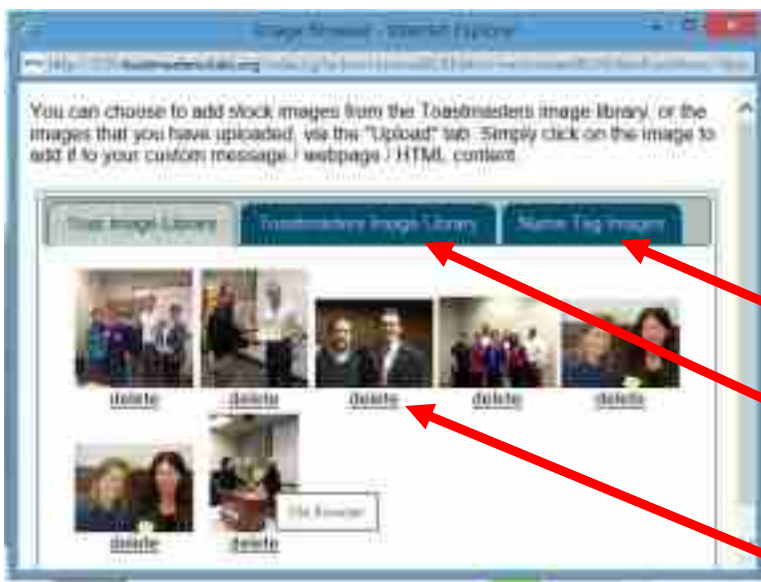


Be patient, it may take a few minutes to display the photo files.

Once the photos are displayed, scroll through the images and select the image you want to use on your Home Page by clicking on it.

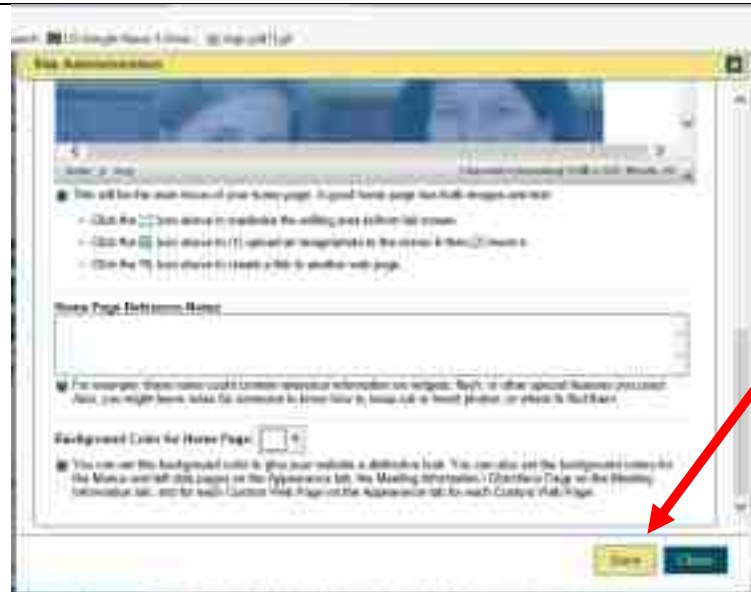
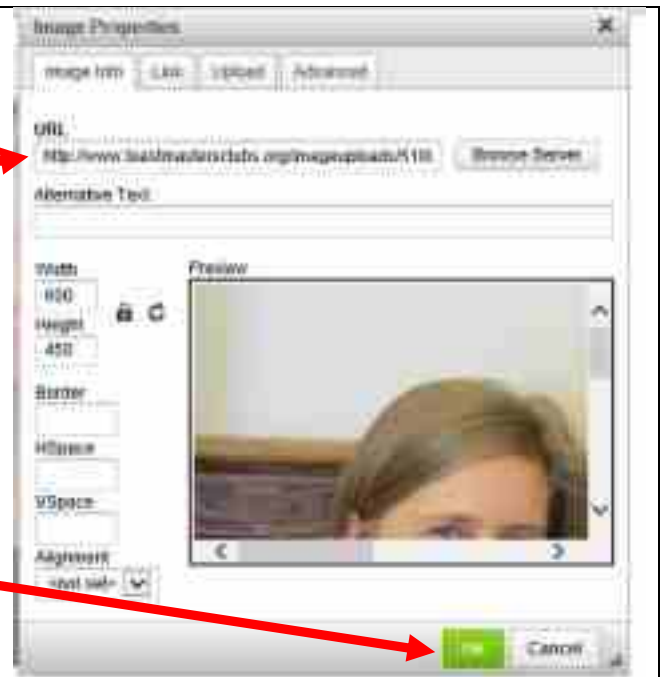
From this screen, you can also:

- Upload head shots of your members for nametags;
- Access the Toastmasters Image Library; and
- Delete duplicate images by clicking "delete" under the photo.



Selecting the image you want to use will return you to the “Image Info” screen and fill in the URL address.

Click “OK” to return to the Site Admin menu.



To confirm your choice, click “Save” and then “Close”.

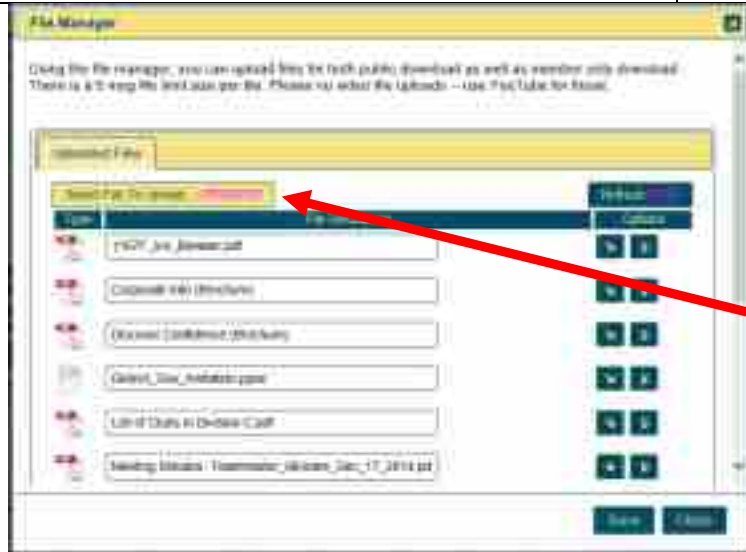
To abandon your choice, click “Close” without saving.

UPLOADING FILES TO YOUR PUBLIC DOWNLOADS PAGE

Login as the Site Administrator and launch the "Admin Console"

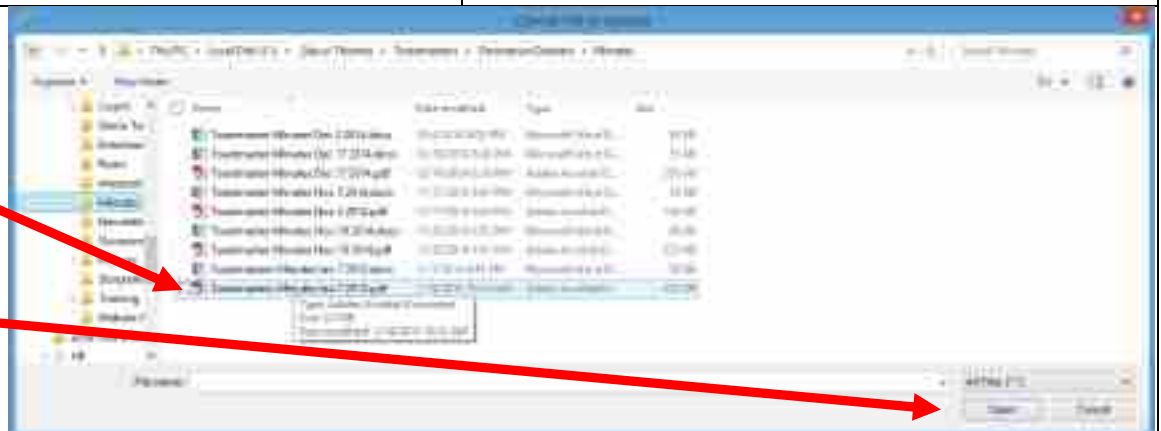
From the Site Administration menu, click on "Select a Module" to access the drop down menu.

Scroll down and select "File Manager".



On the pop-up menu "Upload Files", click on "Select a File to Upload".

Find the file you want to upload on your hard drive. Select the file and click "Open".



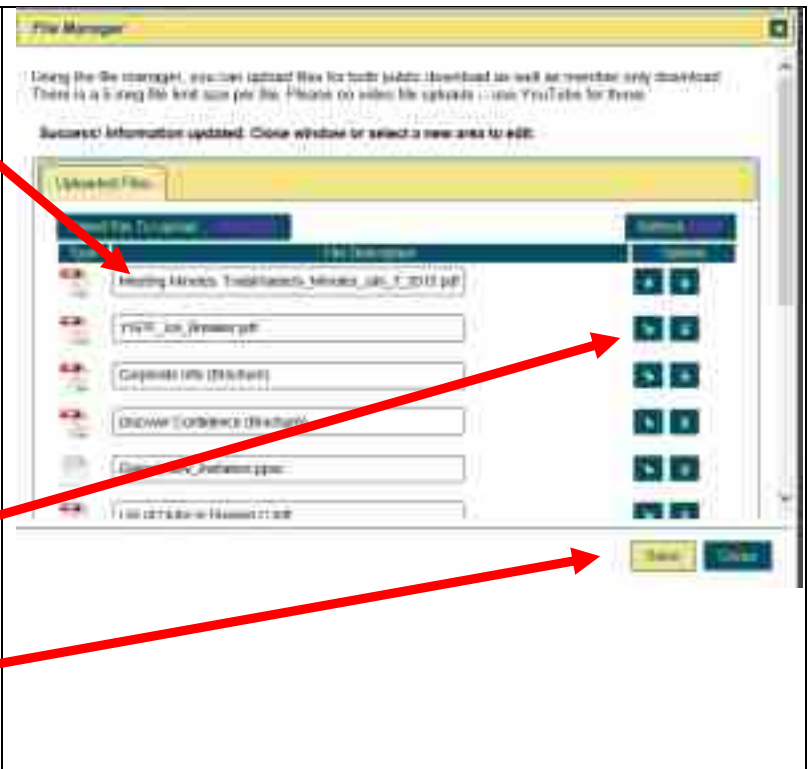
Once the file uploads it will appear at the top of the list.

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, then 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/unlock button beside each file.

Then click "Save" and "Close"



ADDING SOCIAL LINKS TO YOUR WEBSITE

Login as the Site Administrator and launch the “Admin Console”

From the Site Administration screen, click on the “Social Links” tab.

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 also add login info if necessary.

Click “Save” and “Close”.



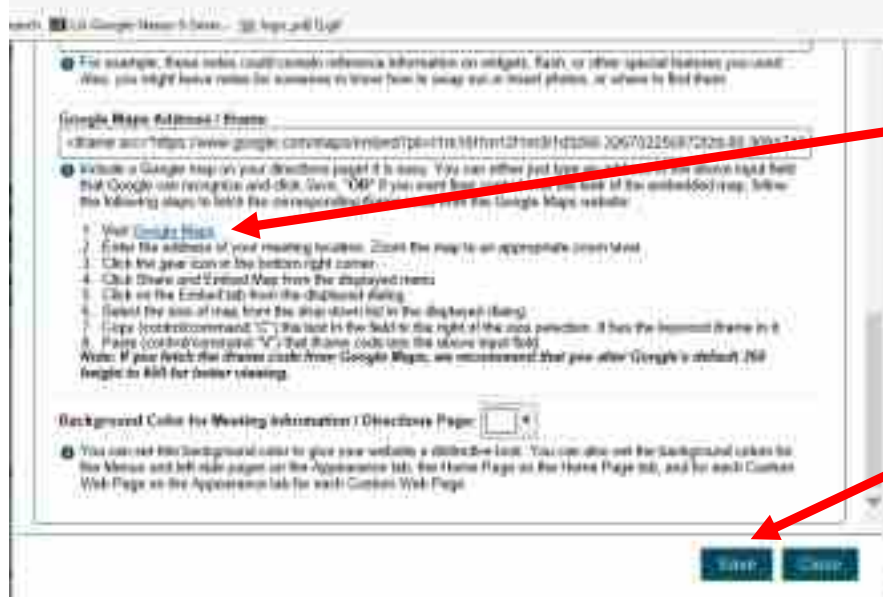
The screenshot shows the 'Site Administration' interface. At the top, there's a header 'Site Administration' and a sub-header 'Make any changes to your website using this administration area. (Be sure to click the "Save" button at the bottom of the window to save all changes.)'. Below this is a dropdown menu 'Select a Module: (Website Settings)'. The main content area has a navigation bar with tabs: 'Basic Settings', 'Appearance', 'Home Page', 'Social Links', 'E-mail Messages', 'Admin Settings', 'Administrative Info', 'Website Statistics', and 'Add'. The 'Social Links' tab is selected. Below the navigation bar, there's a text block: 'Social networking can be a great way to increase your club's exposure and build membership. If you have accounts with any of the following social networks, enter the URL of the account below. If not, why not open one?'. There are three sections: 'Facebook URL' with a text input field containing 'https://www.facebook.com/ChamberCalders' and a link 'Visit Facebook at https://www.facebook.com'; 'Twitter URL' with a text input field containing 'http://www.twitter.com' and a link 'Visit Twitter at http://www.twitter.com'; and 'YouTube URL' with a text input field and a link 'Visit YouTube at https://www.youtube.com'. At the bottom right, there are 'Save' and 'Close' buttons. Red arrows point from the text instructions to the 'Social Links' tab and the 'Save' button.

CHANGING MEETING INFO / DIRECTIONS

Login as the Site Administrator and launch the “Admin Console”

From the Site Administration menu, click on the “Meeting Info/Directions” tab.

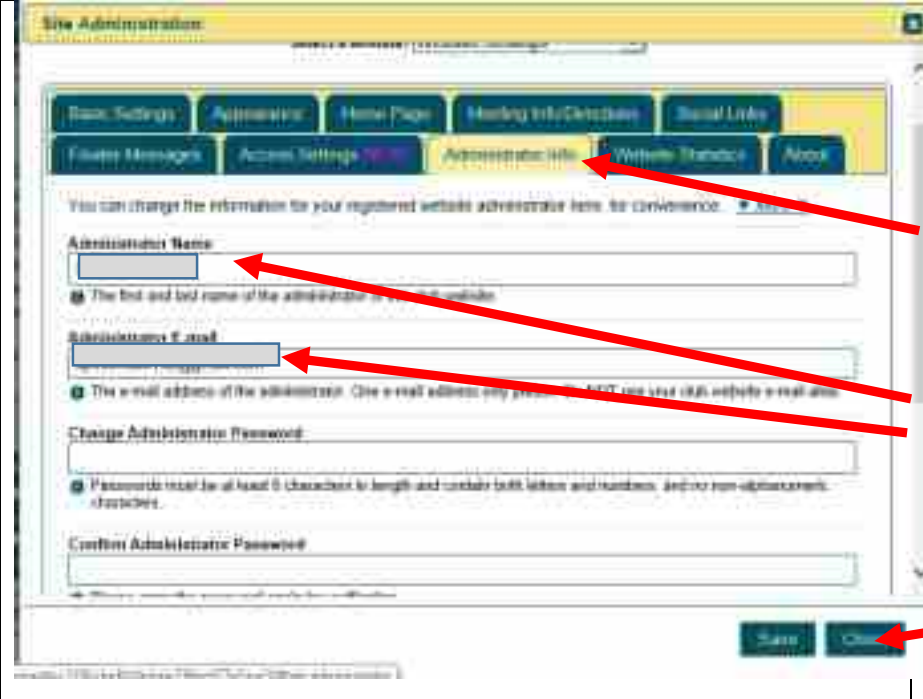
Scroll down and type any text onto the screen using the buttons to highlight and format the text.



Scroll down the screen and click on the “Google.Maps” link to add a map for you club.

Then click “Save” and “Close”.

CHANGING WEBSITE ADMINSTRATOR INFO



The screenshot shows the 'Site Administration' interface. At the top, there is a navigation bar with tabs: 'Basic Settings', 'Administration', 'Home Page', 'Marketing Info/Content', 'Social Links', 'Email Messages', 'Account Settings', 'Administrator Info', 'Website Structure', and 'Tools'. The 'Administrator Info' tab is selected and highlighted in yellow. Below the navigation bar, there is a heading 'Administrator Name' followed by a text input field. Below that is a heading 'Administrator Email' followed by another text input field. Further down are sections for 'Change Administrator Password' and 'Confirm Administrator Password', each with a password input field. At the bottom right, there are two buttons: 'Save' and 'Close'. Red arrows point from the text instructions on the right to the 'Administrator Info' tab, the name and email input fields, and the 'Save' and 'Close' buttons.

Login as the Site Administrator and launch the "Admin Console"

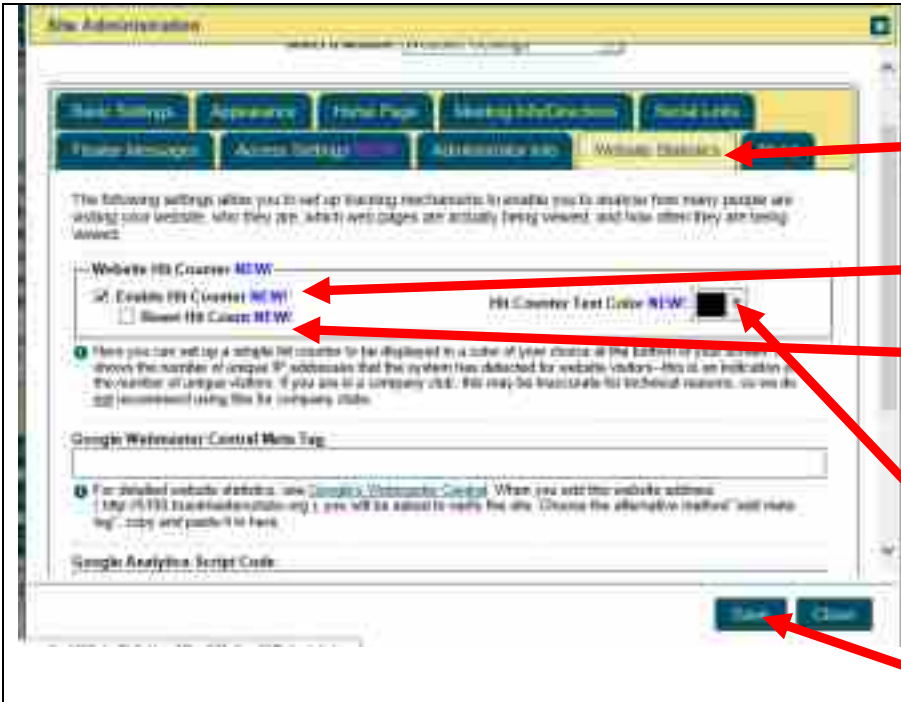
From the Site Administration menu, click on the "Administrator Info" tab.

Enter the current/new Website Administrator's name and email address.

Enter any other changes required.

Then click "Save" and "Close".

TURNING ON WEBSITE STATISTICS



Login as the Site Administrator and launch the “Admin Console”

From the Site Administration menu, click on the “Website Statistics” tab.

Check the “Enable Hit Counter” box. (NOTE: you can also reset the “Hit Counter” by clicking here.)

Enter any other changes required.

To change the color of the “Hit Counter” text, click here and select a color for the drop down.

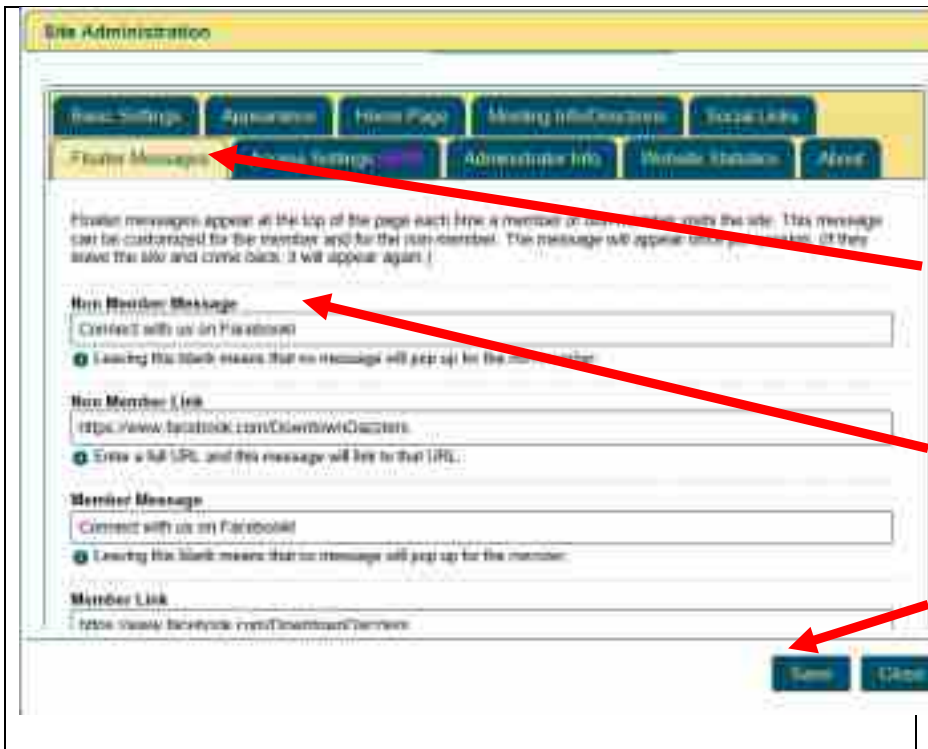
Then click “Save” and “Close”.

The “counter” shows at the bottom of each screen on your website.



MODIFYING FLOATER MESSAGES

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



The screenshot shows the 'Site Administration' interface with a navigation menu at the top. The 'Floater Messages' tab is highlighted. Below the menu, there is a text area for instructions, followed by three sections: 'Non Member Message', 'Non Member Link', and 'Member Message'. Each section has a text input field and a small icon. At the bottom right, there are 'Save' and 'Close' buttons. Red arrows point from the text instructions to the 'Floater Messages' tab, the message input fields, and the 'Save' and 'Close' buttons.

Login as the Site Administrator and launch the "Admin Console"

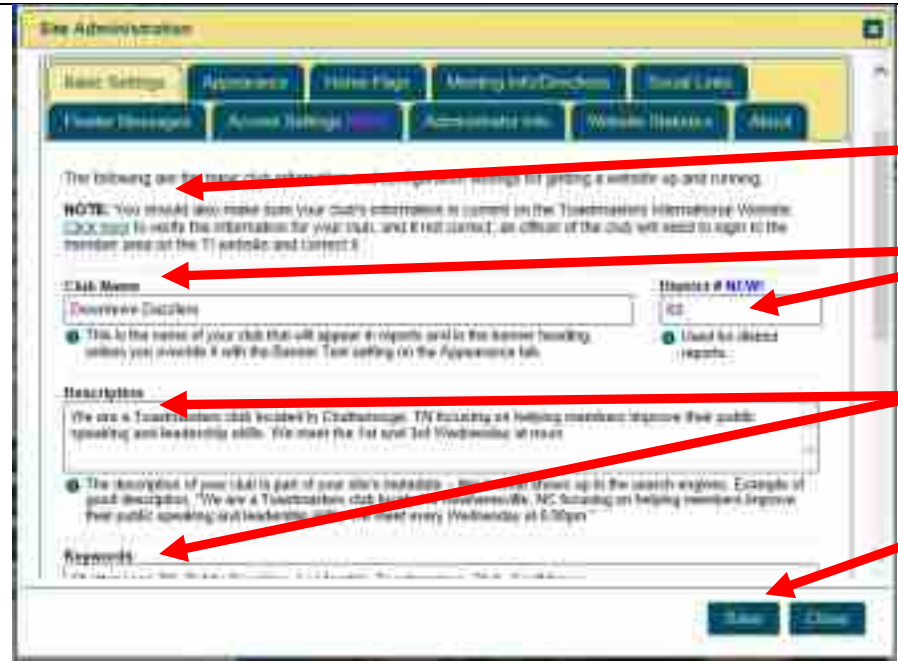
From the Site Administration menu, click on the "Floater Messages" tab.

Type your new messages.

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.



Login as the Site Administrator and launch the “Admin Console”

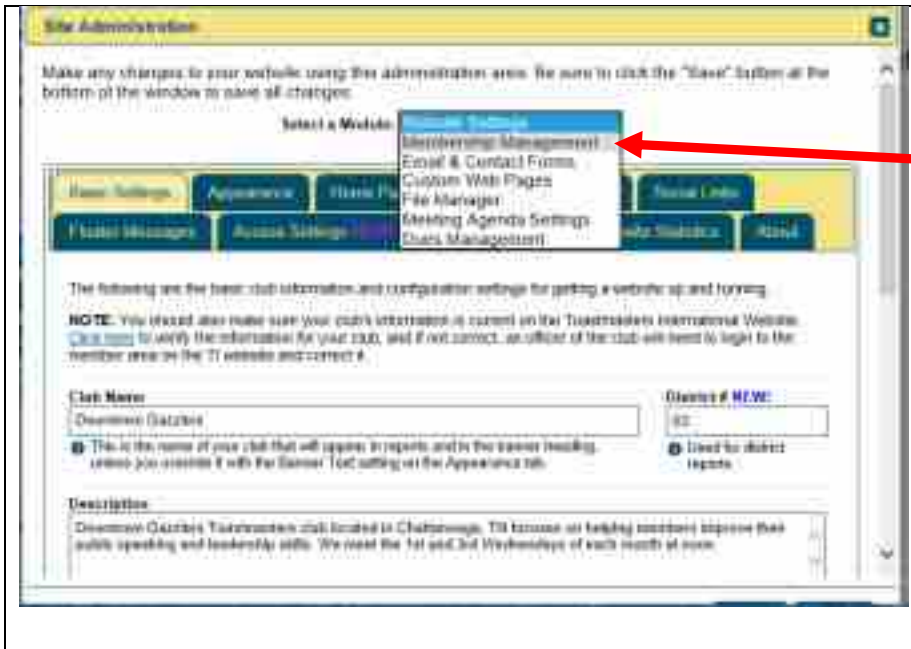
From the Site Administration menu click on the “Basic Settings” tab.

Enter your Club Name and District Number (63).

Enter a briefing description of your club and key search words. (Example words are included below the box.)

Then click “Save” and “Close”.

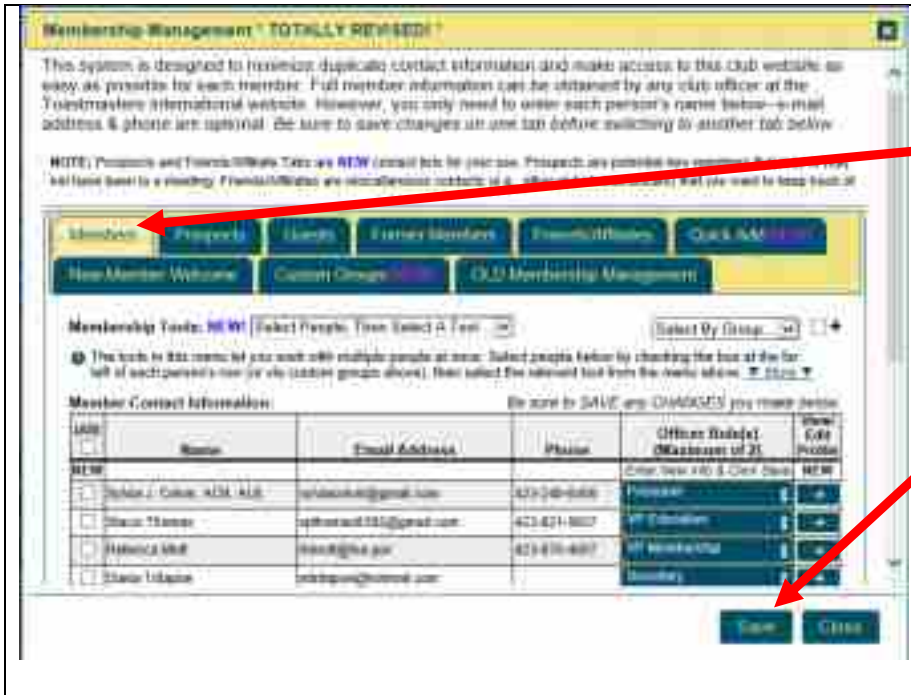
MANAGING MEMBER LISTS AND ROLES



Login as the Site Administrator and launch the “Admin Console”

From the Site Administration menu click on “Select a Module” and from the dropdown menu select “Membership Management”.

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.

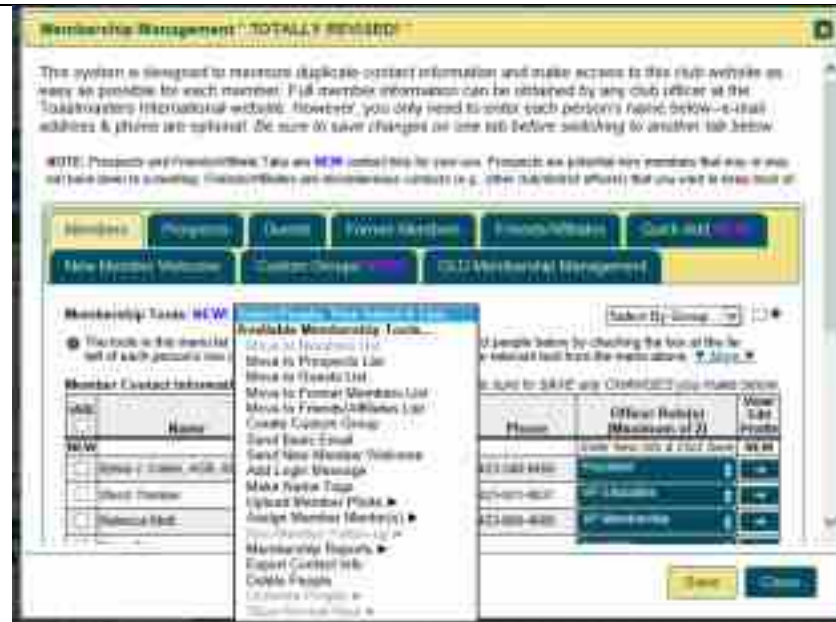


On the Membership Management menu

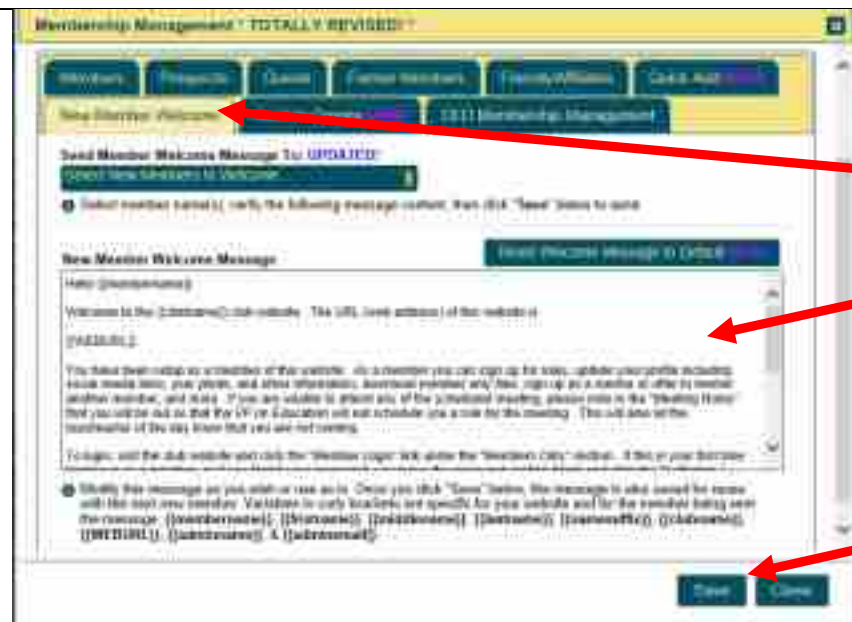
Choose the group you want to work with, current “Members”, “Prospects”, “Guests”, etc.,

Then click “Save” and “Close”.

See next screen shot for more options on this screen.



Clicking on “Membership Tools” produces a dropdown menu that will allow you to move names back and forth between tabs / lists; create custom emails; upload member photos; create name tags; etc.,



To view and/or change the message emailed to your new members giving them access to your website:

Click on the “New Member Welcome” tab.

View / Modify your message.

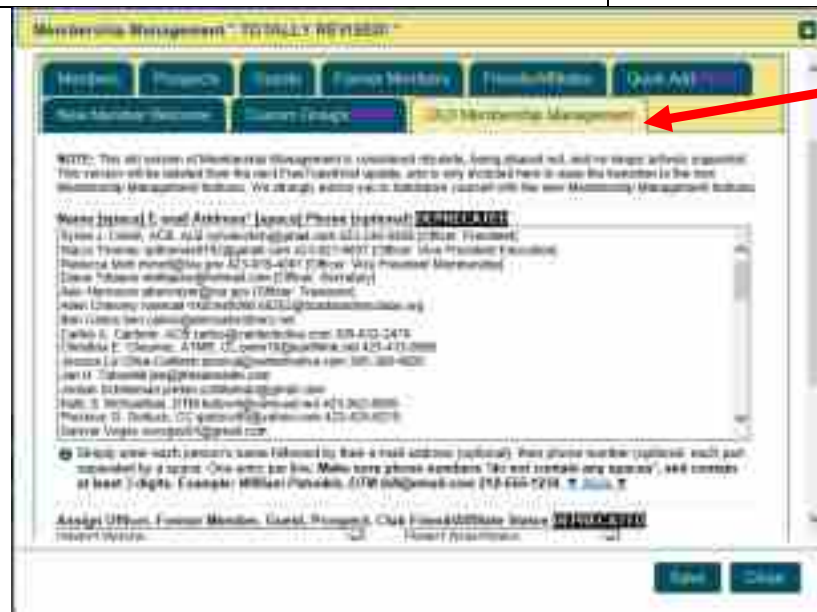
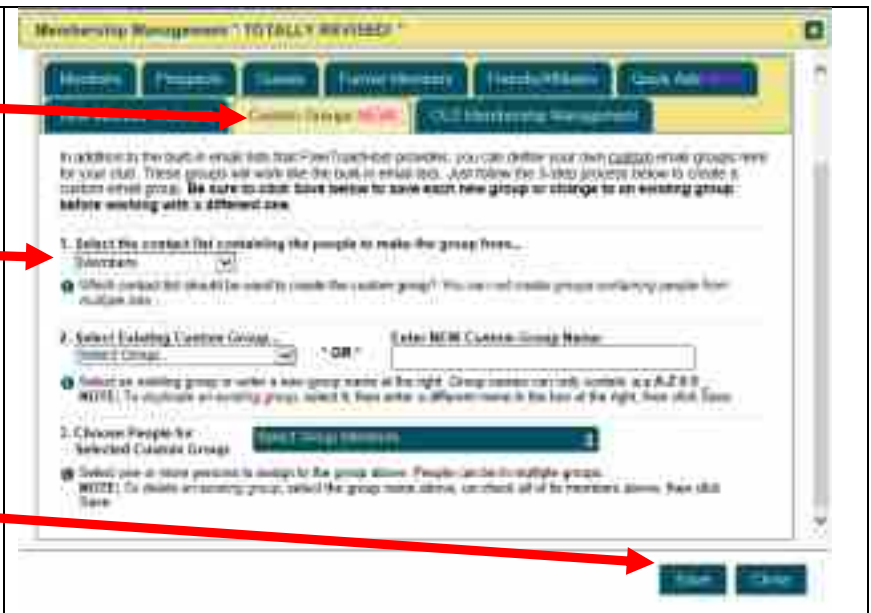
Click “Save” and “Close”.

To create your own “group” of contacts:

Click on the “Custom Groups” tab.

Follow the prompts to create your new group.

Click “Save” and “Close”.



To view the “old” membership management list, click the “Old Membership Management” tab.

MANAGING AND MODIFYING YOUR EMAIL AND CONTACT FORMS AND INFO

To modify Email and Contact forms Click on “Select a Module”

Choose “Email & Contact Forms” from the dropdown.



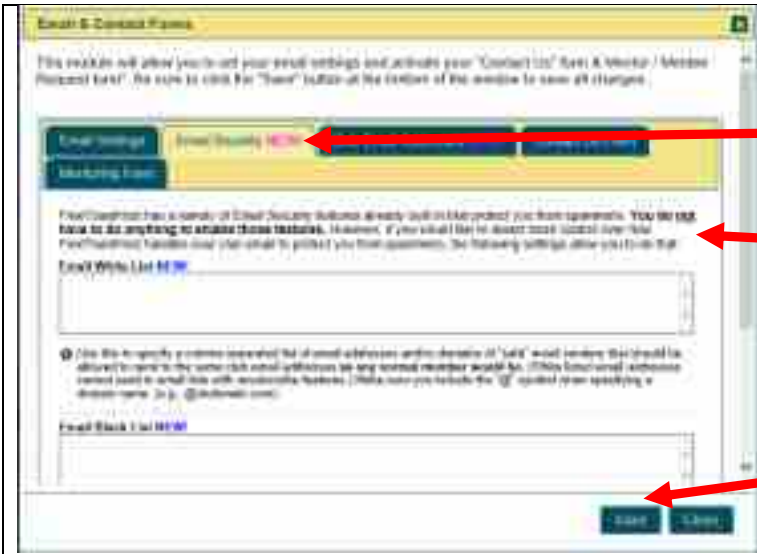
To revise which club officers receive emails inquiries from various groups through the website:

Click “Email Settings”.

Change settings.

Click “Save” and “Close”.





To change your email security settings:

Click on the "Email Security" tab.

Follow the prompts.

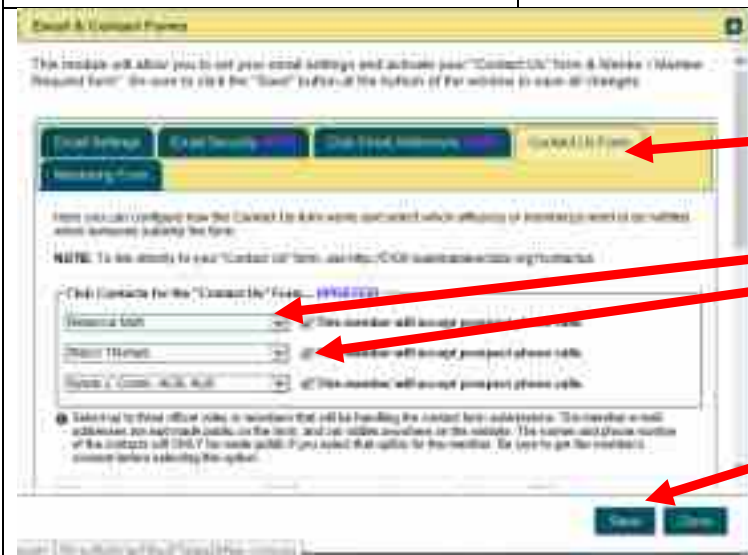
Click "Save" and "Close".

To access club email lists:

Click on the "Club Email Addresses" tab.



Click "Save" and "Close".



To change the names for email contacts for your club:

Click on the "Contact Us Form" tab.

Select member names from the dropdown menus, and check the box if members will accept phone calls.

Click "Save" and "Close".

To change the person responsible for receiving mentor requests:

Click on the "Mentoring Form" tab.

Select a name from the dropdown menu:

Click "Save" and "Close".

Edit & Control Forms

This module will allow you to edit your email settings and control your "Contact Us" form & Mentor Request form. Be sure to click the "Save" button at the bottom of the window to save all changes.

Mentoring Form

Mentor / Mentor Request (F018000)

John Smith

Select the members that will handle these requests. This is usually the IP of education.

Do you remember the last time you were asked to sign up for a mentoring program? We believe in the value of mentoring. Mentoring can now be assigned to members in Membership Management. This is a new mentoring request to membership that allows you to assign. All members can now designate one or more other club members as their mentors in their member profile. Club members are assigned to mentors, members are automatically included in a special email limited "years" - a question: mentoring@usa.scouts.org or mentoring@usa.scouts.org. Also, you can include these members in the list of mentees. You get notified when someone asks to sign a mentoring role. You have to add additional history of the form to support a strong mentoring program. Have you signed? Let us know at mentoring@usa.scouts.org.

Save **Close**

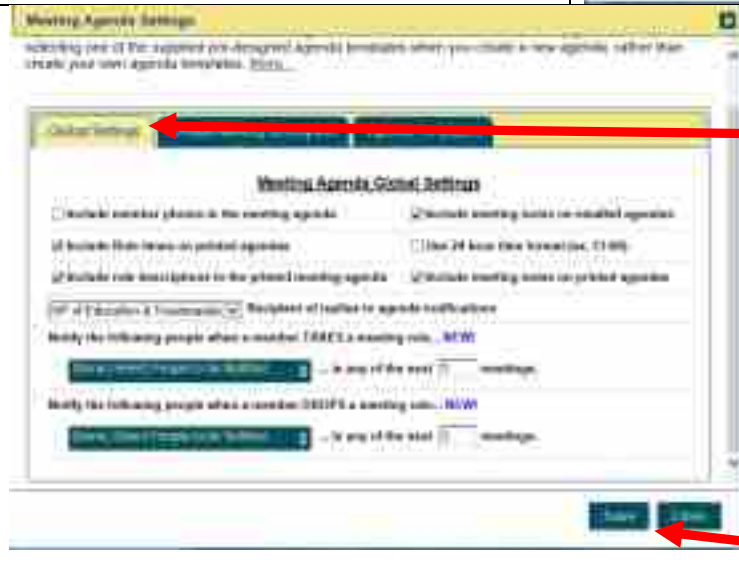
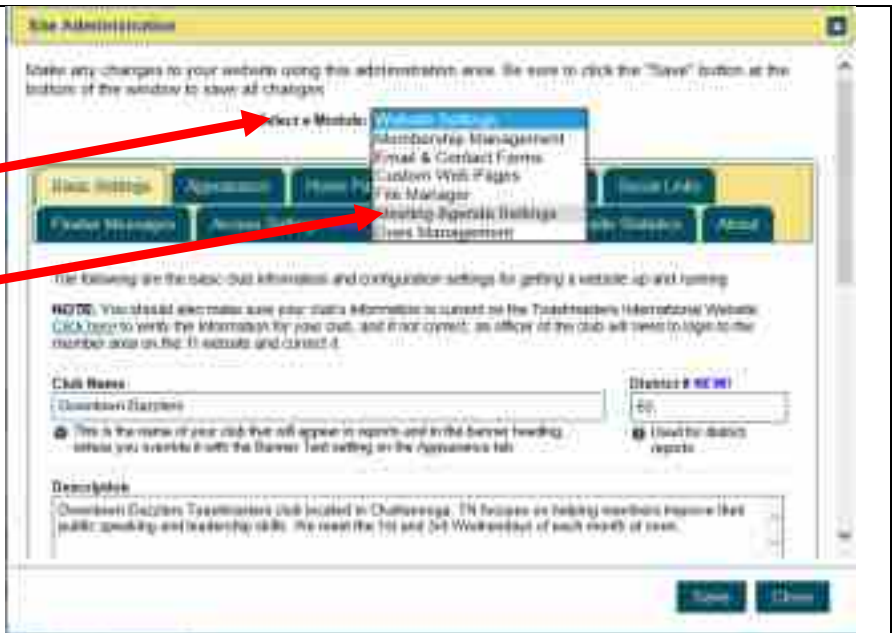
CREATING AND MODIFYING MEETING AGENDAS

To modify your meeting agenda:

Login as the Site Administrator and launch the “Admin Console”.

Click “Select a Module”.

From the dropdown menu, click “Meeting Agenda Settings”.



To view / modify settings for all meeting agendas:

Click “Global” Settings which include whether or not the following are included on your agendas:

- times
- member photos
- role descriptions
- notes

You can also add notifications to various officers:

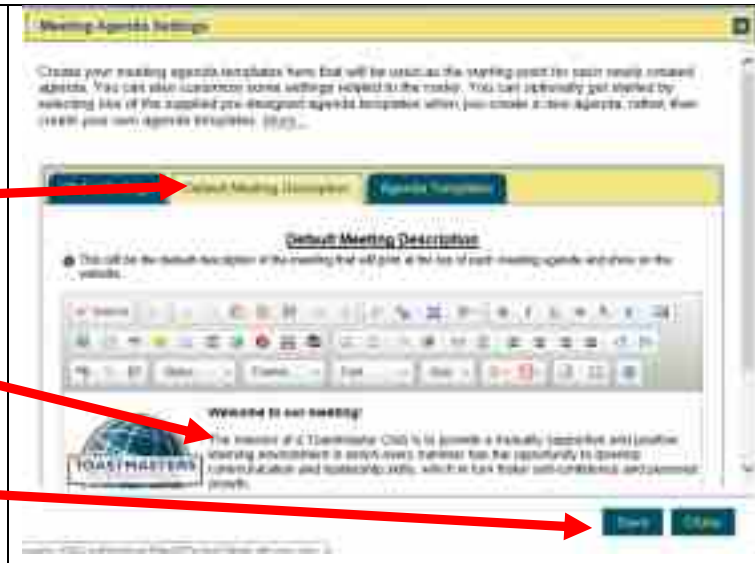
Click “Save” and “Close”.

Each meeting agenda has a default message at the top. To change the default message:

Click on the “Default Meeting Description” tab.

Modify the message.

Click “Save” and “Close”.



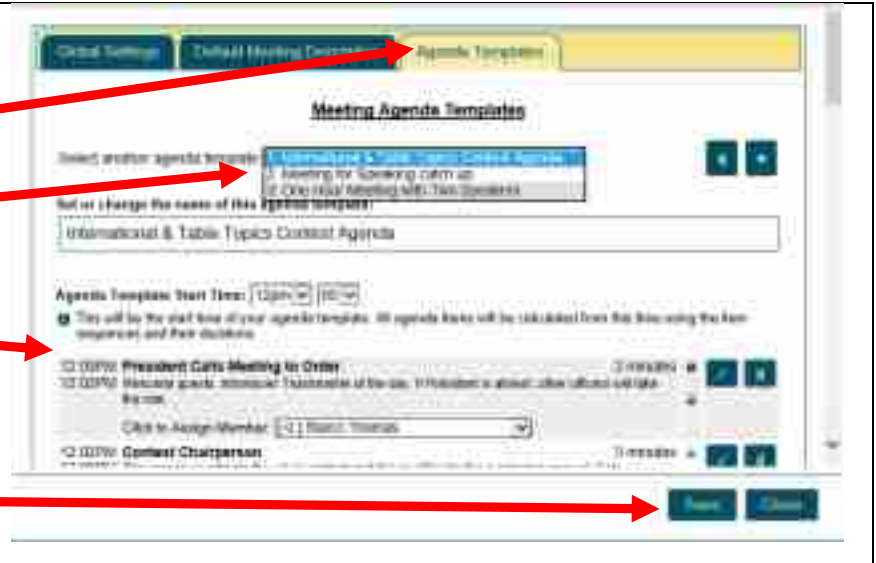
To create an agenda for your meeting:

Click on "Agenda Templates".

Select a type of agenda for your meeting.

Modify the agenda with times, theme, assign members (if desired) or leave blank and allow members to sign up for roles.

Click "Save" and "Close".



CREATING A CUSTOM WEBPAGE FOR YOUR WEBSITE

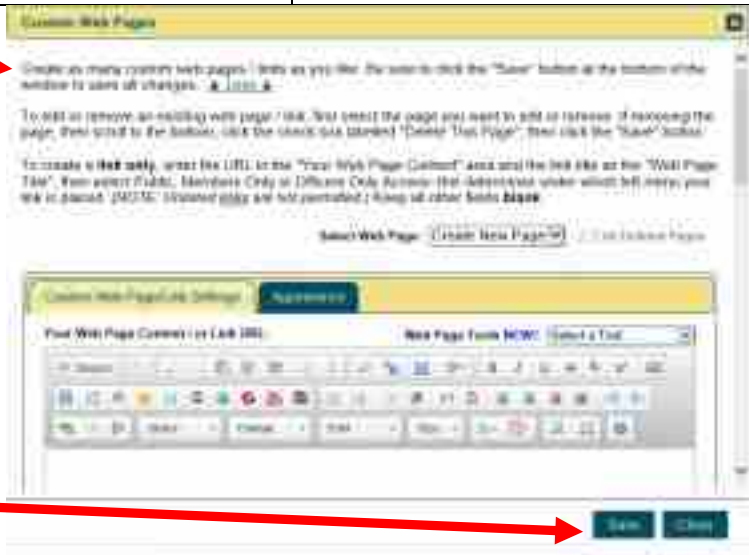


To create a custom webpage for your website:

Login as the Site Administrator and launch the “Admin Console”

Click on “Select a Module” and select “Custom Web Pages” from the dropdown menu.

Follow the notes here to develop a custom webpage for your website.



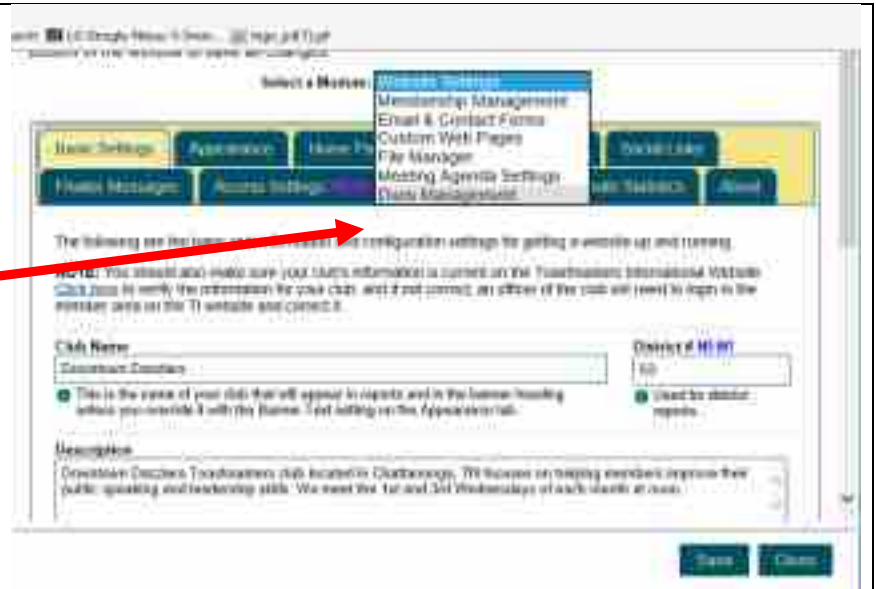
Click “Save” and “Close”.

MANAGING DUES

To create an email reminder to your members regarding dues submittal:

Login as the Site Administrator and launch the “Admin Console”

Click on “Select a Module” and select “Dues Management” from the dropdown menu.



Insert the info requested

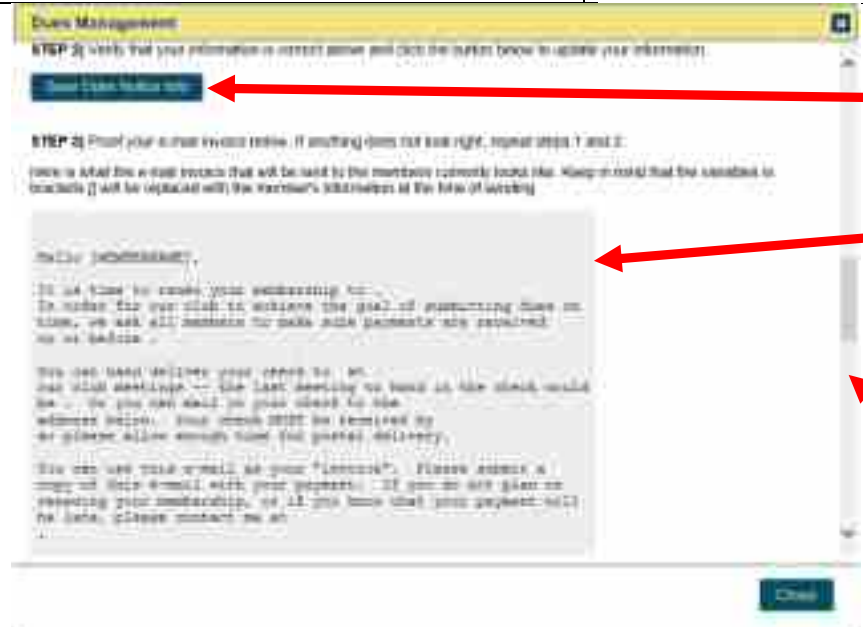
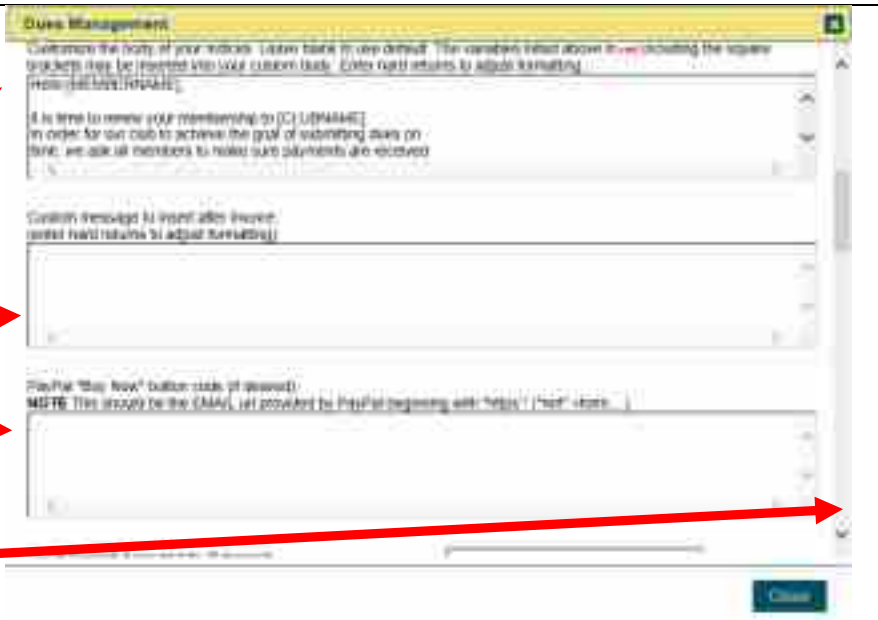
Use the scroll bar to scroll down the page.

From here you can modify your message to your members;

add a custom message;

add a note regarding PayPal (if appropriate)

Use the scroll bar to scroll down the page.



Save any changes to your dues notice

Proof you message

Use the scroll bar to scroll down the page.

Select and/or un-select members who will receive the your dues message by clicking the radial button beside their name.

You can also further designate how members pay and if someother method of notification should be sent (i.e. member doesn't have an email address).

Click "Update and Send Notices"
Or "Update Changes Only"

Click "Close".

Send	Name	Cash	Check	PayPal	Direct Deposit	No Email	Other
<input type="radio"/>	Eric Hovewyn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Alex Chensay	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Ben Cabera	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Carla S. Caldwell	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Christina E. Conway, A(M), CL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Diana Hagan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Ernie C. D'Vra, CMAA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Joe H. Tinswell	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Jordan Schifano	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Kelly A. McKeefee, ITM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Frederic G. Gordon, CC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Nabecca Mon	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Sawyer Voytes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Staci Thomas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Wynn J. Cohen, RCD, AIA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Tasha Howard D. Sims	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The following are the most important configuration settings for getting a website up and running.

NOTE: The above information may vary your club's information is carried on the Trademarkers International Website. [Click here](#) to verify the information for your club, and if not correct, we advise you to contact our office at the address listed in the member area on the TI website and correct it.

Club Name:
Davenport Tactics

Thanks # to go:
0

Description:
Davenport Duesless Transactions club located in Chathamville. The focus is on helping members improve their public speaking and leadership skills. We meet the 1st and 3rd Wednesdays of each month.

Click "Save" and "Close".

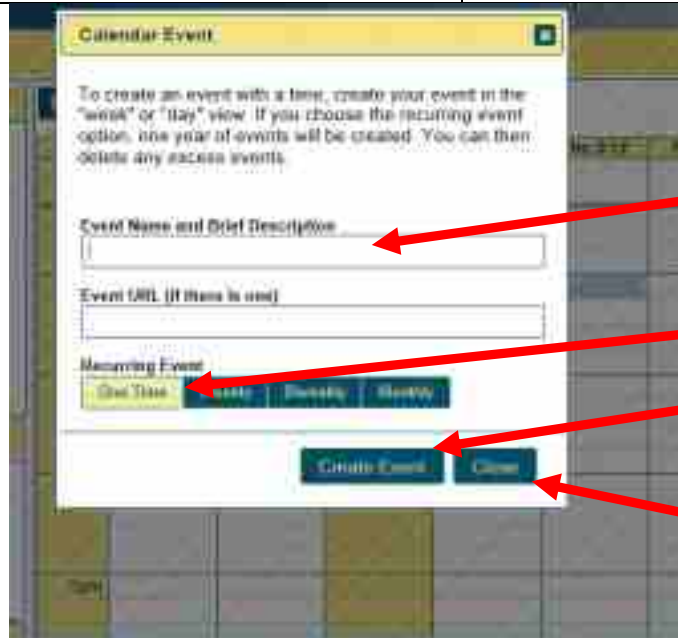
UPDATING THE CLUB CALENDAR

To add a new Calendar Event (club meeting, contest, training, etc.) -

Login as the Site Administrator and click on "Club Calendar"

Use the arrow keys to page through the months.

Then click the "week" button to select the specific week you want to modify



Select the day of your event and click on the start time (the times are divided into 15 minute increments i.e. 8:00, 8:15, 8:30, 9:00)

On the "Calendar Event" popup menu, enter the event name and short description.

Click "One Time"

Click "Create Event"

Click "Close" to save the event and close the "Calendar Event" popup menu.

To modify a Calendar Event (i.e. change the description) -

Login as the Site Administrator and click on “Club Calendar”

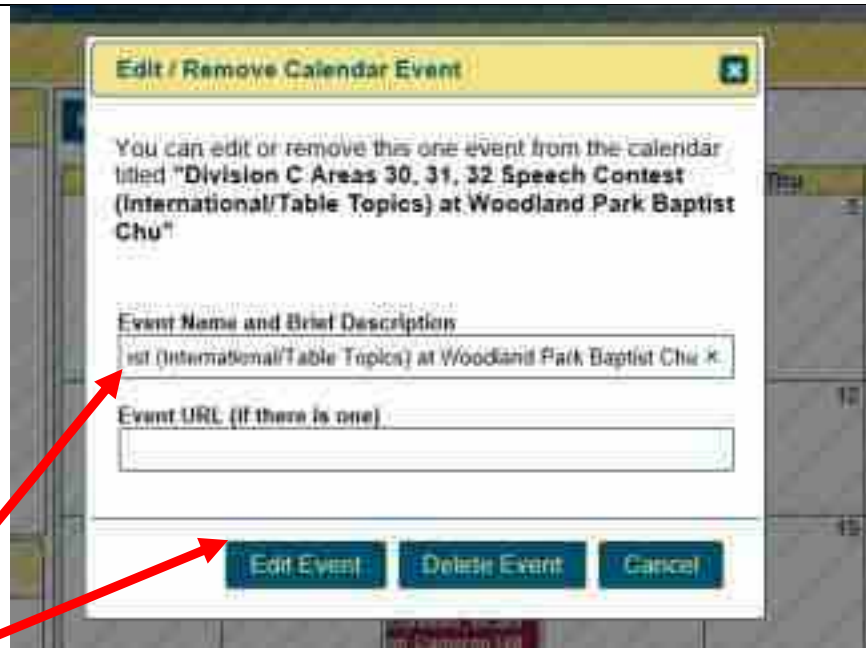
Use the arrow keys to page through the months.

Click the “week” button to select the specific week you want to modify.

Click on the Calendar Event

On the “Edit/Remove Calendar Event” popup menu, modify the Description.

Click “Edit Event”



To delete a Calendar Event -

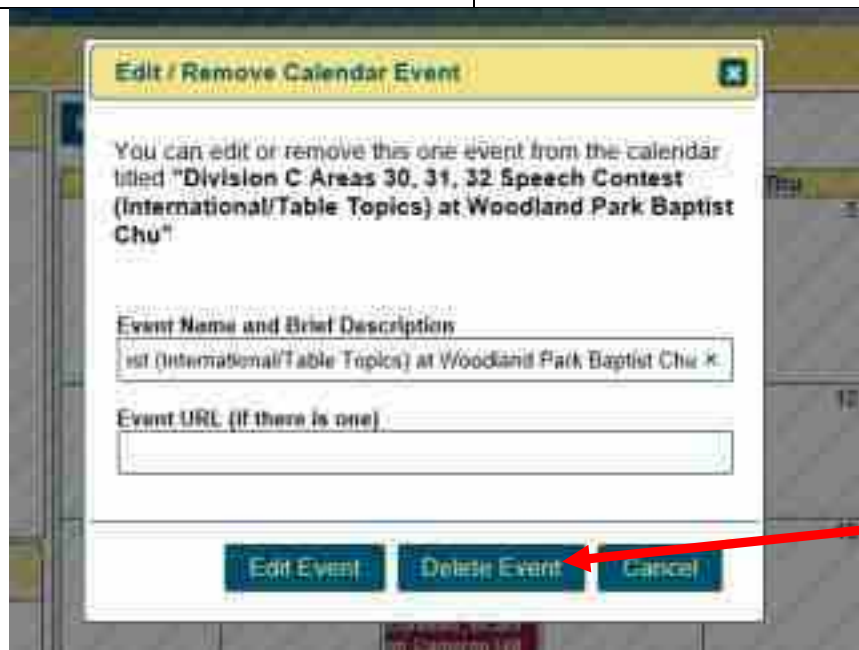
Login as the Site Administrator and click on “Club Calendar”

Use the arrow keys to page through the months.

Click the “week” button to select the specific week you want to modify.

Click on the Calendar Event

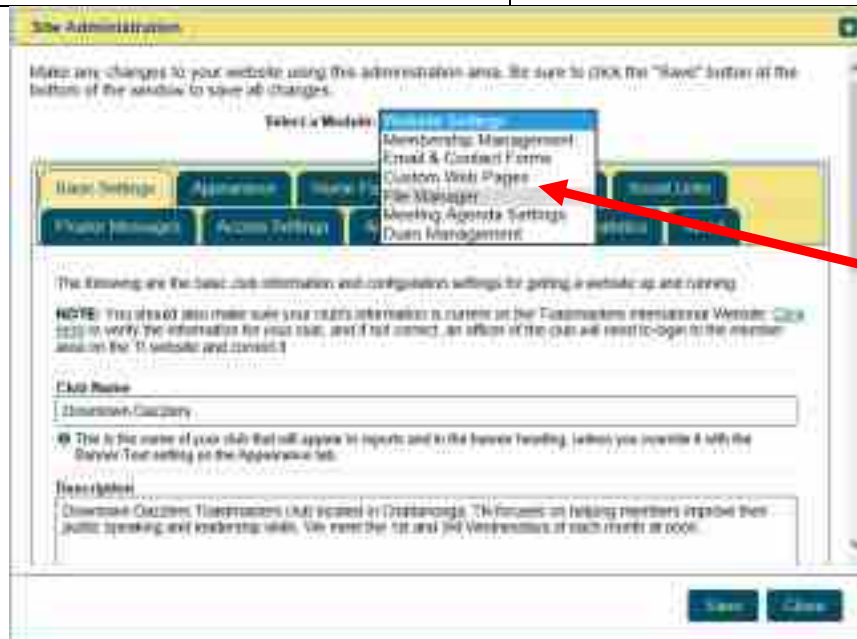
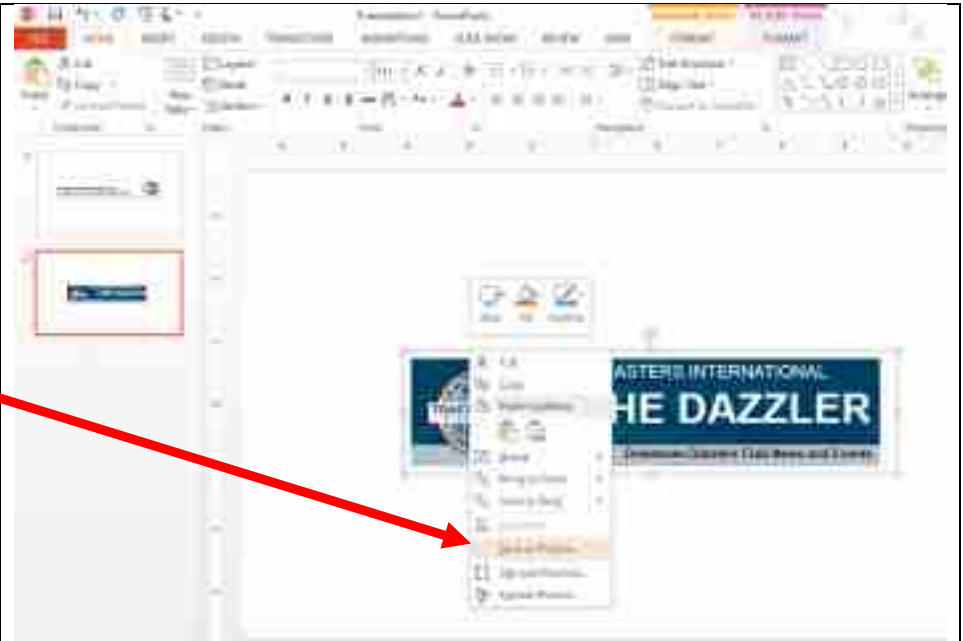
On the “Edit/Remove Calendar Event” popup menu, click the “Delete Event” button.



CREATING A NEWSLETTER PAGE

First create a “header” for your Newsletter page. You can use the header for your newsletter if you would like.

Copy and paste, or create, your header in Powerpoint, or similar software, then save the image as a picture file (“Save as Picture”).



Next, open your website and Login as the Site Administrator.

Launch the “Admin Console”.

Click on “Select a Module” and “File Manager”.

Upload your Newsletters to the File Manager.



Now you're ready to create your custom webpage.

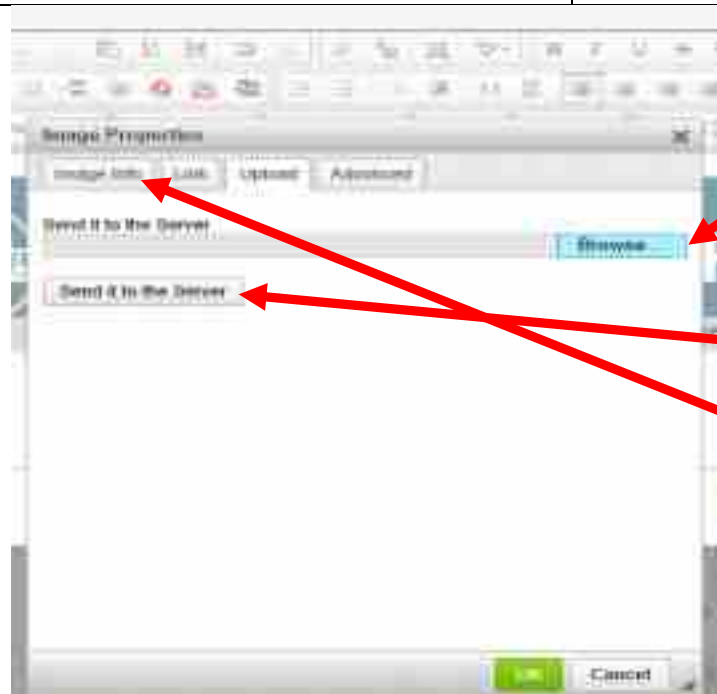
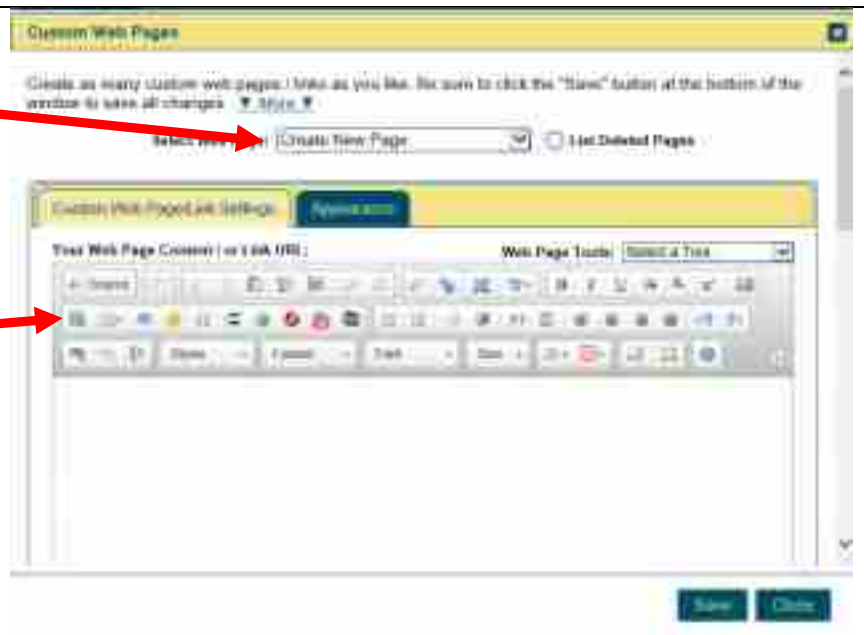
Launch the "Admin Console".

Click on "Select a Module" and select "Custom Web Pages" from the dropdown menu.

The system will default to “Create New Page” with a blank page displayed.

Begin by uploading the header you created earlier.

Click on the “image uploader” button.

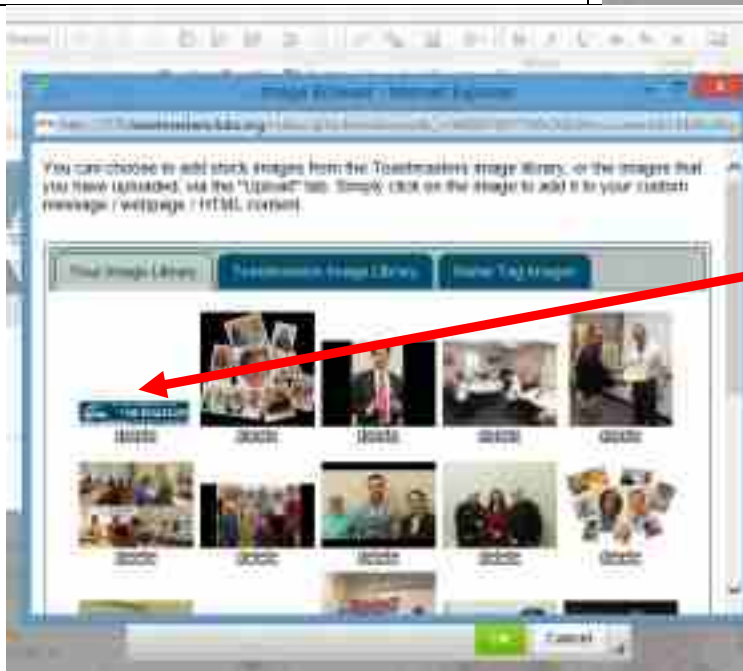
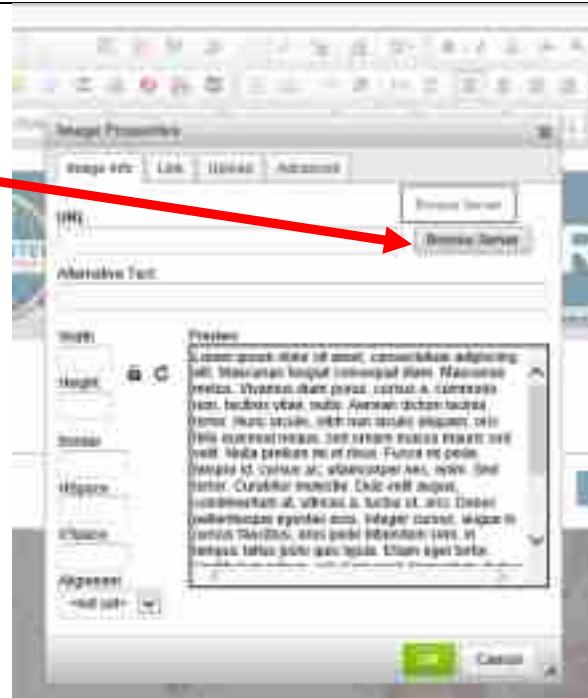


Browse to find the newsletter “header” image you saved earlier.

Then click “Send to the Server”.

When it finished uploading, click on “Image Info”

You will need to give the program a couple of seconds to complete the upload, then click on "Browse Server"



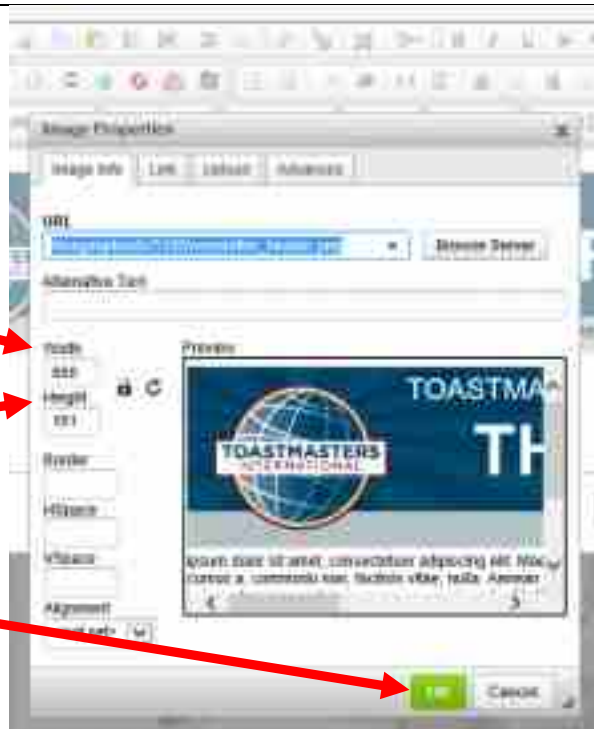
Find your image and click on it.

Change the width of your image.

Width = 650 is about right to place your image across the entire page.

The height usually adjust automatically, but you can play with both width and height until you get something you like.

Click "OK".



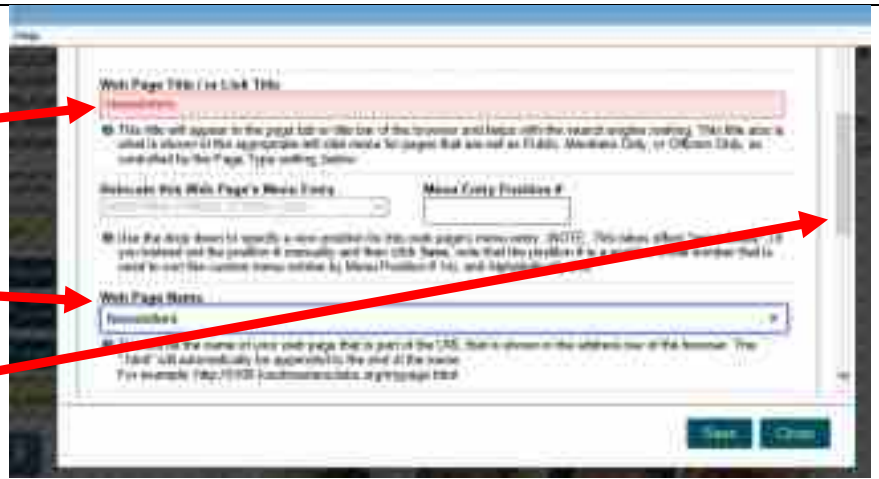
Once you have the header uploaded to your page, you can add text to the page.

Now scroll down and finish enter the information for your new page.

Enter your Web Page title.
("Newsletters")

Enter you Web Page Name.
("Newsletters")

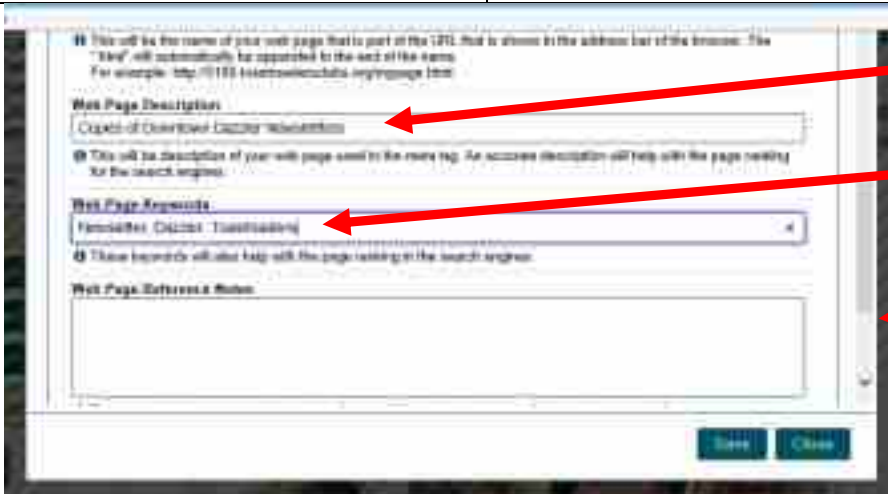
Scroll down to enter more info.



Enter a Web Page Description

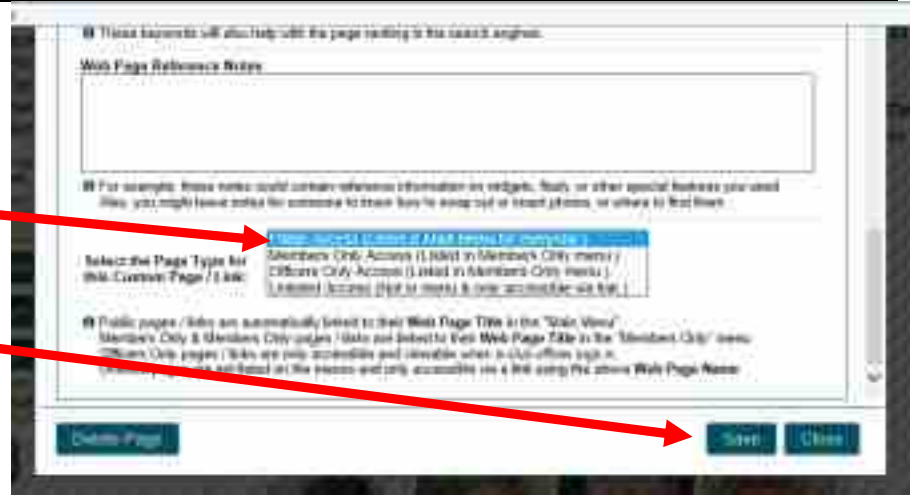
Enter Keywords for webpage searches.

Scroll down to enter more info.



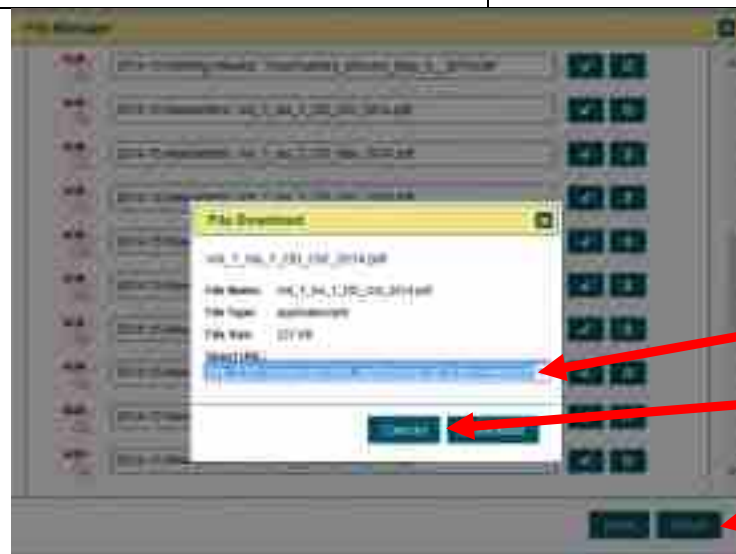
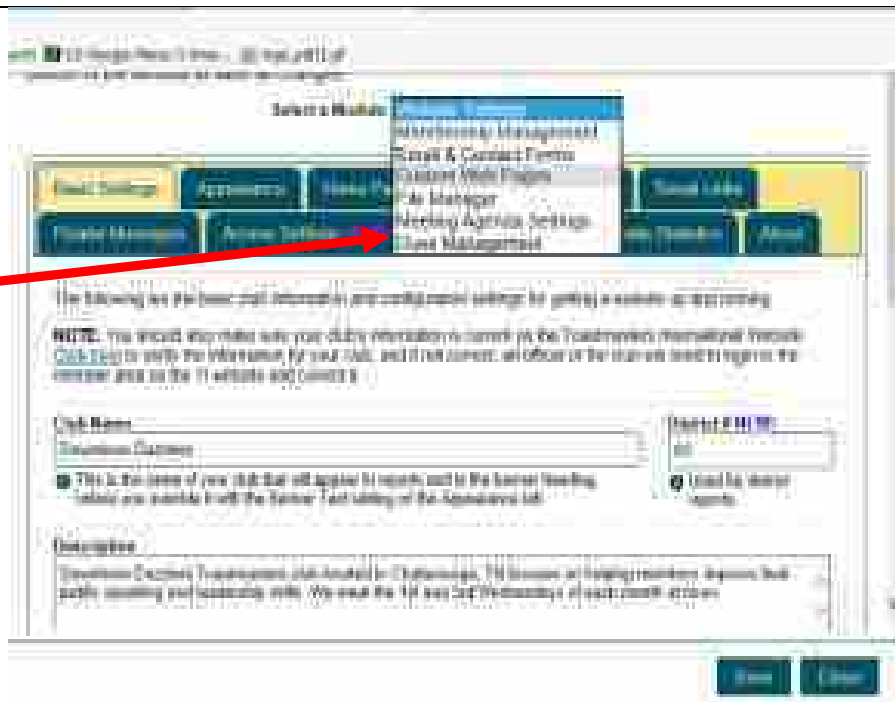
Your page will automatically default to
"Public Access" which will be added to
the Main Menu on your Home Page.

Click "Save" and "Close".



Now, you need to link your newsletters to your new "Newsletter" page, you will need the web address for the file you uploaded.

Click on "Select a Module" and "File Manager"



Find the newsletter you want to link and click on the PDF Icon as if you were going to download the file.

The "File Download" menu will pop-up.

Copy the URL address

Then click "Cancel"

And "Close".

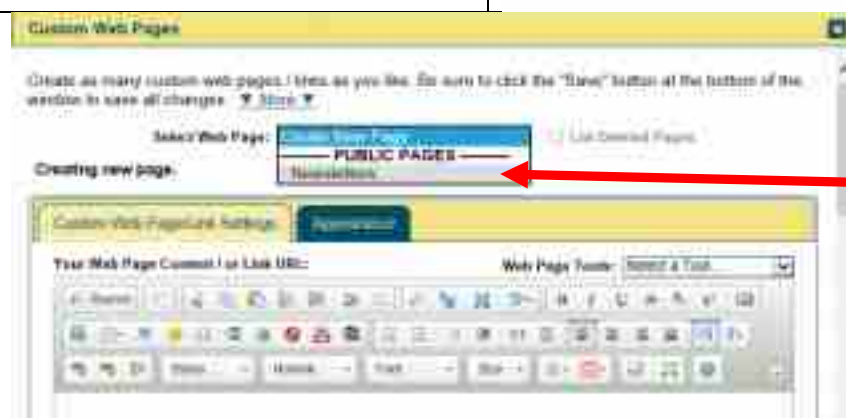
Now, go back to your Newsletter page.

Click on "Select a Module" and "Custom Web Pages"



Now your page should be listed.

Click on your "Newsletter" Page.



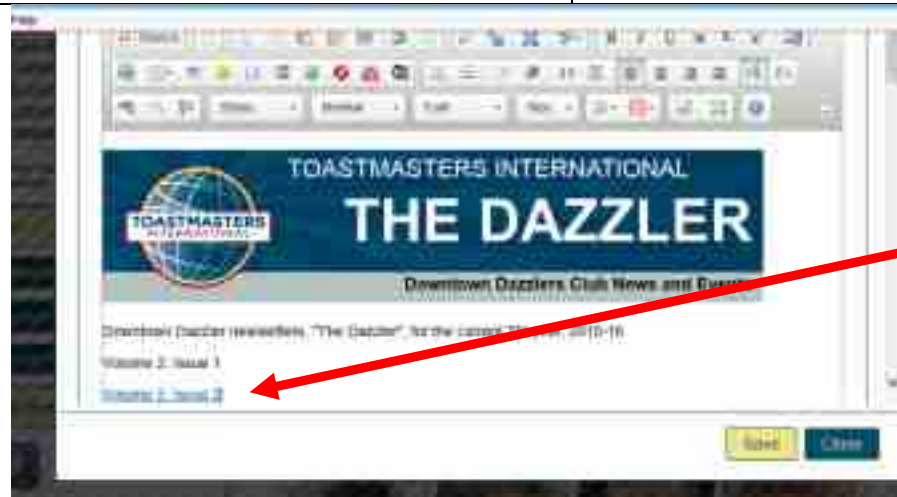
Scroll down and highlight the text you want to link.

And, click on the "link" icon.



On the “link” pop-up, paste the URL corresponding to your file (you can copy and paste the URL into this field).

Click “OK”.



Your linked newsletter will look like this.



Click “Save” and “Close”.

The link to your new Newsletter webpage can be found in your Main Menu.



To add future Newsletters to the page:

Next, open your website and Login as the Site Administrator.

Launch the “Admin Console”.

Click on “Select a Module” and “File Manager”

And upload your file. Follow the instructions above to copy the files URL, then close the “File Manager”.



Click on "Select a Module" and select "Custom Web Pages" from the dropdown menu.

You should now have a "Newsletters" page listed here. Click on it to bring up your page.

Add text, highlight it, click the "Link" icon and paste the URL.

Then "Save" and "Close".