



# **Lions Clubs International e-Clubhouse Content Management System (CMS) Training Guide**

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# I. Introduction

You can easily edit your club Web site using the e-Clubhouse Content Management System (CMS) as outlined in this training guide. If you have any problems with the CMS, please contact LionNet via e-mail ([contact7@lionnet.com](mailto:contact7@lionnet.com)).

## II. Access

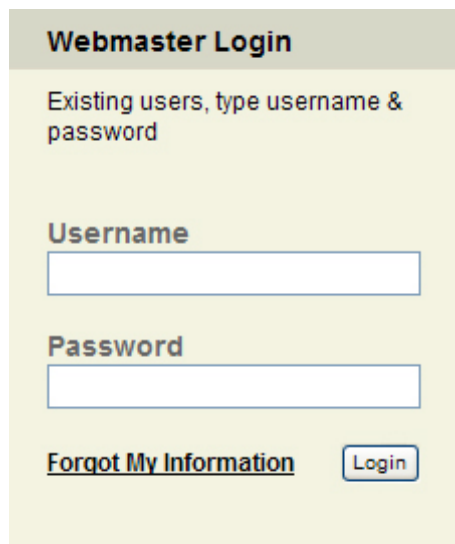
### A. Club Web Site

LionWAP assigns new club Web sites a URL during the application process. For example, the URL for the Kensington Indiana Lions Club might be: <http://lionwap.org/eclub/sites/kensingtonindiana/index.php>.

### B. Administrative Web Site (CMS)

You will use the Administrative Web Site (CMS) to create the content for your club's Web site. The LionWAP Administrators will give you access to the CMS.

- If you want to change to the username, password, or Webmaster name, please contact the LionWAP Administrators.
- If you forget your information, click the [Forgot My Information](#) link and you will receive the information via the e-mail account on record in the system.



The image shows a 'Webmaster Login' form. At the top, it says 'Webmaster Login' in bold. Below that, it says 'Existing users, type username & password'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field, there is a link that says 'Forgot My Information' and a button that says 'Login'.

The next section of this guide outlines each content area in the CMS to help you to keep your Web site up-to-date.

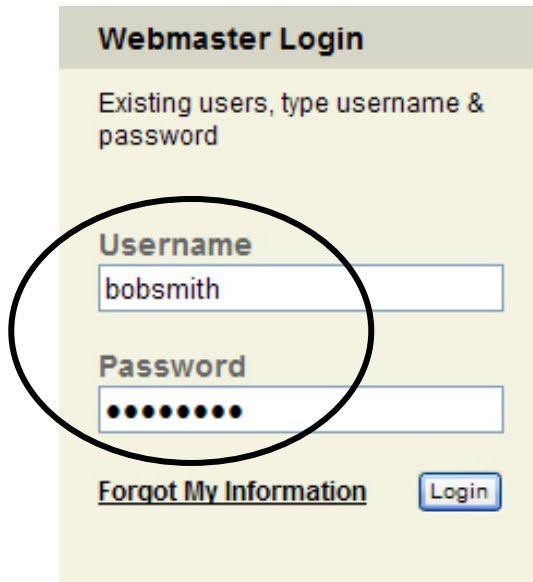
## III. CMS Functions

This section describes each link found within the CMS, how it works, and in most cases includes a screen capture to illustrate the concept. Please note that for purposes of

this guide, we are using a fictitious club Web site as an example. The functionality and concepts for all club Web sites however will be exactly the same. Let's get started.

To begin, login to the e-Clubhouse through the LionWAP Web site by entering your username and password in the Webmaster Login screen (as shown below).

**NOTE:** LionWAP administrators will e-mail your username and password to the club Webmaster by after processing the e-Clubhouse application.



The image shows a 'Webmaster Login' form. At the top, it says 'Existing users, type username & password'. Below this are two input fields: 'Username' with the text 'bobsmith' and 'Password' with ten dots. A black oval is drawn around these two fields. At the bottom left is a link 'Forgot My Information' and at the bottom right is a 'Login' button.

Once you log in, you will see a confirmation message.



The image shows the 'Webmaster Login' screen after a successful login. A black oval is drawn around the text 'Hello Bob Smith' and 'You are now logged in.'.

This is the main 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 Web site. 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.

**A. [Log Out](#)** – Once you finish updating your site, click the log out link at the bottom of the left menu to exit the system. (Please note that when the system is idle for 20 minutes it automatically logs you out.)

**B. [Home](#)** – This link will take you to the main landing screen in the CMS.

**C. [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 Web site to the new design.

### Pick Your Design



**D. Manage Account** – This page allows you to update any of your club information on your Web site. 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 Web site.

Club Meeting Date & Time	<input type="text" value="1st Wednesday, Monthly"/>
Club Meeting Location	<input type="text" value="Yown Hall, Meeting Room"/>
Club Web URL (Other than this site and must begin with http://)	<input type="text"/>
Web Master Name	<input type="text" value="Bob Smith"/>
Web Master Email	<input type="text" value="alkon@jorsm.com"/>
<input type="button" value="Submit"/>	

**E. Manage Pages** – This link takes you to a page where you can edit the five primary pages that are part of your new Web site. The five primary pages (**Home, Calendar, Club Projects, Photo Gallery, Contact Us**) are permanent pages. You cannot delete, hide, or change the name of these pages, but you can manage the content on them. You may notice that only three of the five primary pages appear under this link. We will discuss the other two primary pages later.

<b>Manage Pages</b>	<b>e-Clubhouse Administration</b> <table border="1"> <thead> <tr> <th>Page</th> <th>Action</th> <th>Show / Hide</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td><a href="#">Edit Live Page</a>  </td> <td></td> </tr> <tr> <td>Club Projects</td> <td><a href="#">Edit Live Page</a>  </td> <td></td> </tr> <tr> <td>Contact Us</td> <td><a href="#">Edit Live Page</a>  </td> <td></td> </tr> </tbody> </table>	Page	Action	Show / Hide	Home	<a href="#">Edit Live Page</a>		Club Projects	<a href="#">Edit Live Page</a>		Contact Us	<a href="#">Edit Live Page</a>	
Page		Action	Show / Hide										
Home		<a href="#">Edit Live Page</a>											
Club Projects		<a href="#">Edit Live Page</a>											
Contact Us		<a href="#">Edit Live Page</a>											
Sort Pages													
Manage Events													
Manage Gallery													
Manage Account													
View Site													

There are three page choices under the Page column (**Home, Club Projects, Contact Us**), and two columns – Action and Show/Hide. As previously mentioned, you CANNOT Hide these primary pages so those functions are not available.

Under the Action column you have two choices: Edit Live Page or Edit Current Draft (not shown in the screen shot). To begin editing content on the Home page, click the Edit Live Page link next to the Home page choice. This will open the page editor screen and allow you to change the content on that page. *(You can find more information on the functions within the page editor in section IV of this guide).*

**F. [Manage Events](#)** – This link will take you to a page to edit your club’s event calendar. The calendar will display your events on your public Web site for a period of 90 days after the event date and then automatically delete them from the system.

#### Add Event

Event Name	<input type="text"/>
Event Date	Jan / 1 / 2009
<b>Event Time</b>	<input type="text"/>
Event Cost	<input type="text"/>
Event Location	<input type="text"/>
Event Description	<input type="text"/>

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

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

## Calendar

### August 2009

#### Corn Roast

August 14, 2009

4:00pm - 8:00pm

\$7.00

Community Care Center Lawn

Visit our booth at the annual St. John Corn Roast. There will be food and fun for the entire family.

### September 2009

#### Monthly Membership Meeting

September 03, 2009

7:00pm - 8:00pm

N/C

Town Hall (Meeting Room)

Monthly gathering of our Lions Club members.

#### Strack's Candy Day

September 19, 2009

8:00am to 6:00pm

N/C

Strack & Van Til

Bi-annual event used to collect money for small local projects and to be visible in the community.

You may also “feature” up to three events to appear on every page of your site. To do that, choose an event (we’ll choose “Corn Roast”) and click the Feature button.



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



The [More...](#) link in the Featured Events section takes you to a list of all of your events. To remove an event from Featured Events section, click the Un-Feature button next to the item. This option is also on the Manage Events page under Manage Featured.

## Manage Featured

Corn Roast

Un-Feature

**G. Manage Gallery** – This link allows you to manage photos on your Web site. 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 Gallery link in the left menu.

<a href="#">Manage Pages</a>	<b>Add Photo</b>
<a href="#">Sort Pages</a>	
<a href="#">Manage Events</a>	
<b><a href="#">Manage Gallery</a></b>	
<a href="#">Manage Account</a>	
<a href="#">View Site</a>	
<a href="#">Getting Started</a>	
<a href="#">Other e-Clubhouses</a>	

Caption:

Sort Order:

Image:   **Max Width = 470px | Max File Size = 1M**

**Manage Photos**

This page allow you to upload an image. (Please note that images should not exceed 1mb in size and 470 pixels in width. If you need help with re-sizing photos, please contact LionWAP.) To begin, type a caption. Then, click the browse button to select an image from your computer. Once you select a picture, click the add button.

### Add Photo

Caption:

Sort Order:

Image:   **Max Width = 470px | Max File Size = 1M**

### Manage Photos

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



<a href="#">Home</a>
<a href="#">Calendar</a>
<a href="#">Club Projects</a>
<a href="#">Photo Gallery</a>
<a href="#">Contact Us</a>
<b>Meetings</b>
<b>When:</b> Monthly - 1st Thursday
<b>Where:</b> St. John Town Hall

## Photo Gallery



Candy Day at Strack & Van Til



**H. [View Live Site](#)** – This link will open a new browser window and take you to the home page (index page) for your club Web site. As you begin to edit pages, it sometimes helps to see the live page(s) to make your plans for changing the Web site content. This link will help you to see pages as you make changes to the content on your site.

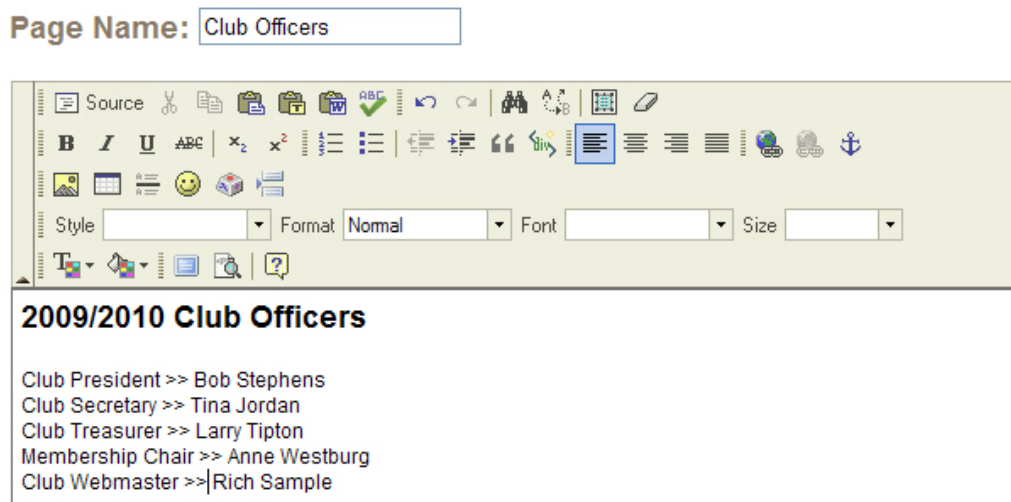
**I. [Add a Page](#)** – This allows you to add, edit or hide up to five (5) additional pages for your club Web site. These pages will display on your public club Web site navigation menu below the 5 primary pages.

This is a very flexible tool, because it allows you to add and organize additional Web page content in way that will most benefit your individual club.

<a href="#">Home</a>
<a href="#">My Account</a>
<a href="#">Add A Page</a>
<a href="#">Manage Pages</a>

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. In our example, we have typed in Club Officers for the Page Name field and added the names of our club officers using the page editor. (*You can find more information on the functions within the page editor in section IV of this guide*).

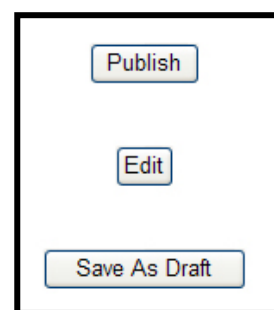


Once you enter all of the content for this page, scroll down to the bottom of the page and click the preview button.

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.

### 2009/2010 Club Officers

Club President >> Bob Stephens  
Club Secretary >> Tina Jordan  
Club Treasurer >> Larry Tipton  
Membership Chair >> Anne Westburg  
Club Webmaster >> Rich Sample



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 Web site.
- 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 Web site. It will remain in the system only as a draft.

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



In addition to the five primary pages, the e-Clubhouse system will also allow club Webmasters to add up to five additional pages to their site. Once you add at least two new pages to your site, you can sort the additional pages.

The sort order determines the order in which the new page titles display in the left menu below the five primary menu titles. As noted previously, the lower the number in the sort order, the higher menu the new page will appear. However, all new pages added to the site will display below the five primary pages. Web masters cannot change the sort order of the five primary pages.

In the example below you'll notice that our public club Web site lists our additional pages in the following sort order - Club Officers; Test Page; Test Page 2; Family Membership; Who Are The Lions? And matches the sort order in the system.

Page	Sort Order	Action
Club Officers	<input type="text" value="1"/>	<input type="button" value="Update"/>
Test Page	<input type="text" value="2"/>	<input type="button" value="Update"/>
Test Page 2	<input type="text" value="3"/>	<input type="button" value="Update"/>
Family Membership	<input type="text" value="4"/>	<input type="button" value="Update"/>
Who Are The Lions?	<input type="text" value="5"/>	<input type="button" value="Update"/>











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.

**J. Action /Show/Hide Pages** – There are special functions that are available to you as club Webmaster that will allow you to save Web pages in draft mode “without” them appearing on your club’s public Web site but still remain in the system. You may also choose to either show or hide any of the five additional pages you create. You do NOT have the option to hide the five primary pages included with every e-Clubhouse Web site. Let’s review both of those features.

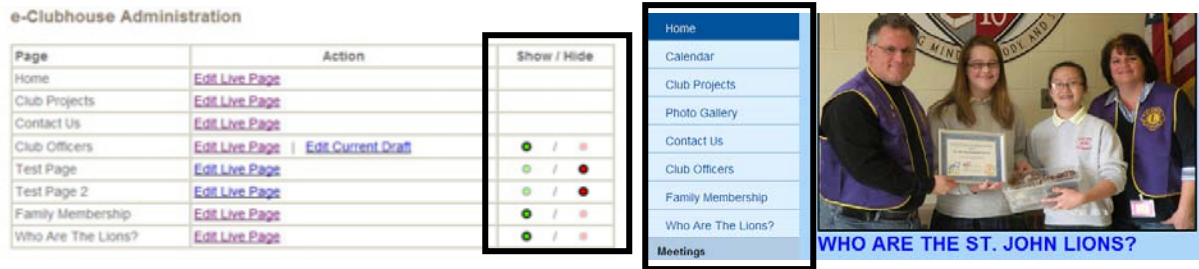
1. **Action** – In this column, you can choose to Edit Live Page (the page on your Web site) or Edit Current Draft. For all pages (including the five primary pages) you can create a draft page that will remain in the system, but will NOT appear on your club’s public Web site until you publish it.  
In the example below, only the Club Officers page has a draft version in the system. For that page only, you have the option to edit the live page or the draft page. To edit either version, click on the link for the version you wish to edit and make your changes using the Web page editor. *(You can find more information on the functions within the page editor in section IV of this guide).*

#### e-Clubhouse Administration

Page	Action	Show / Hide
Home	<a href="#">Edit Live Page</a>	
Club Projects	<a href="#">Edit Live Page</a>	
Contact Us	<a href="#">Edit Live Page</a>	
Club Officers	<a href="#">Edit Live Page</a>   <a href="#">Edit Current Draft</a>	 / 
Test Page	<a href="#">Edit Live Page</a>	 / 
Test Page 2	<a href="#">Edit Live Page</a>	 / 
Family Membership	<a href="#">Edit Live Page</a>	 / 
Who Are The Lions?	<a href="#">Edit Live Page</a>	 / 

2. The third column allows you to show or hide a page on your Web site. You CANNOT hide any of the five primary pages, but you can hide any additional pages you create. Pages with a green light will display on your Web site; however, if you click the red “hide” button, the page will **NOT** display on your Web site. This will **NOT** delete the page from the e-Clubhouse system, but it will remove the page from visitors to your Web site.

In the example below to the left, we see that Test Page and Test Page 2 have the Hide button selected. In the example below to the right, we see that Test Page and Test Page 2 do NOT display in the left navigation menu on the club’s public Web site.



## IV. 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 –



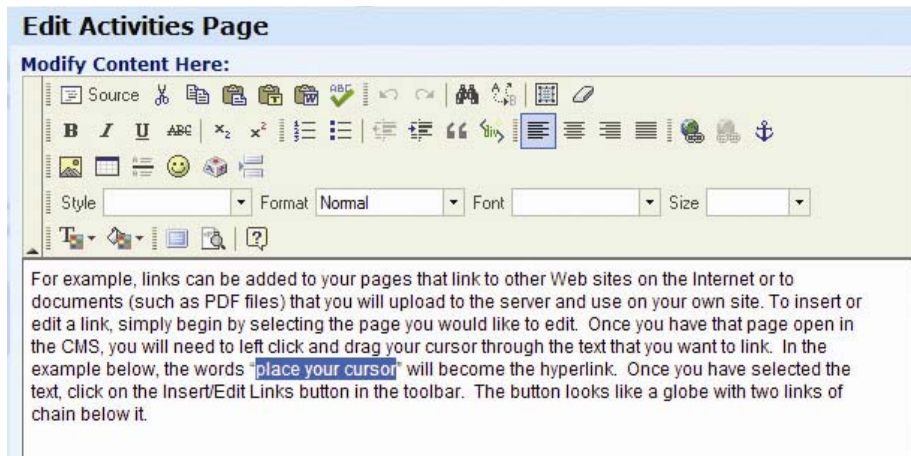
This tool allows you to bypass the Page editor and edit the page in HTML mode. Webmasters who know how to edit HTML and hand code pages can use this tool; however, inexperienced Webmasters should **NOT** try to use this function.

### Insert/Edit Link –



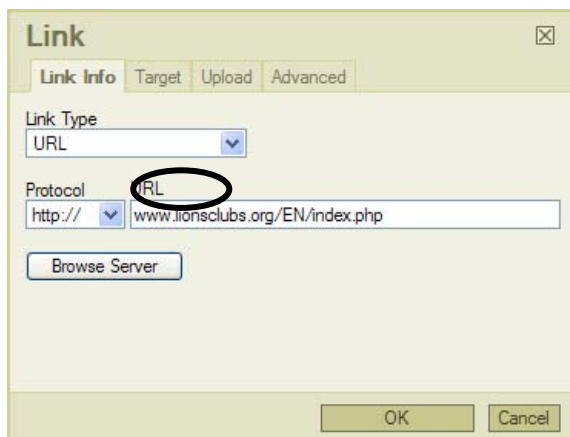
You will need to add links to your club Web pages that go to pages on other Web sites or to documents (such as PDF files) that you upload. To insert or edit a link, select the page you want to add a link to. Once you have the page open, left click and drag your mouse through the text you want to link (e.g., in the example below, the words “place your cursor” will be the hyperlink).





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 - [www.lionsclubs.org/EN/index.php](http://www.lionsclubs.org/EN/index.php).

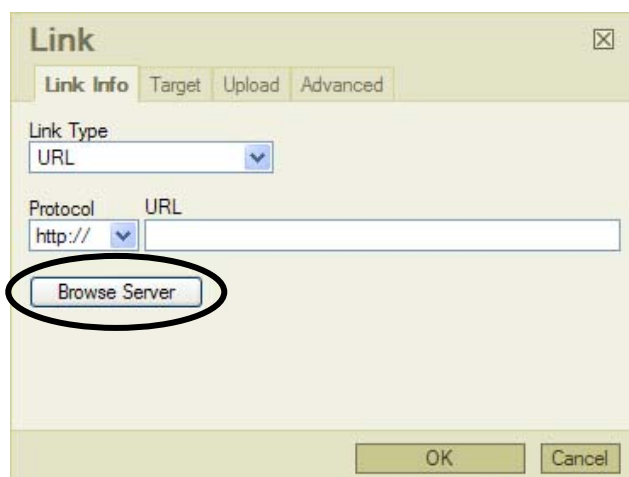
If you are linking to a document or form on your club Web site, please note that any documents uploaded to the e-Clubhouse Web server must be in PDF format. (You need Adobe Acrobat software to create Adobe PDF files from other types of documents, such as Word files, Excel files and Publisher files). To link to a PDF file you will upload to the server, begin by simply dragging your cursor through the text that you want to link. In the example below, the word "register" will become the hyperlink.

**Cub Scout Fishing Derby** - Annual summer event with the cub scout pack that has been funded by our St. John Lions Club since it was chartered! Young scouts (and their siblings) come out for an afternoon of fishing and fun as they compete for several prizes including largest fish, smallest fish, most fish overall, most species, and many others. Cub scouts can register for this annual event with their pack any time prior to the event.

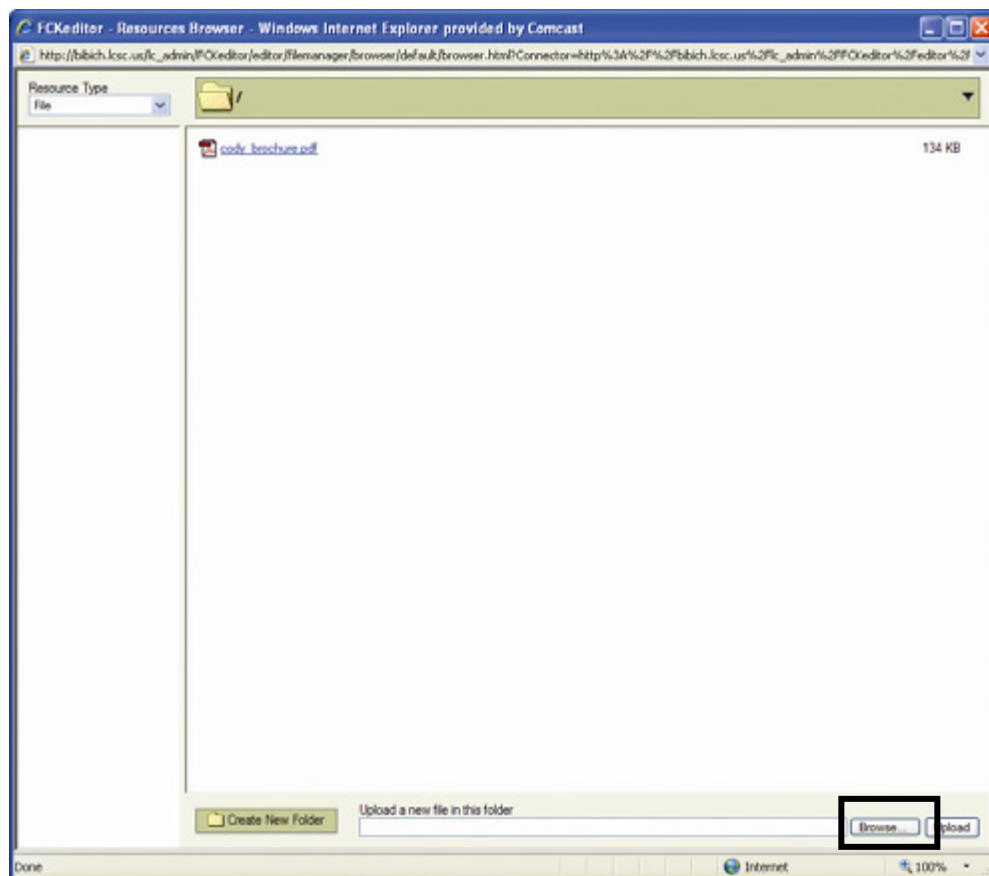


Once you select the text, click the Insert/Edit Links button in the page editor toolbar.

A pop-up window will appear that will allow you to find document (or file) either located on the server or on your computer. To insert the PDF document, click the Browse Server button located on the left side of the pop-up window as seen below.

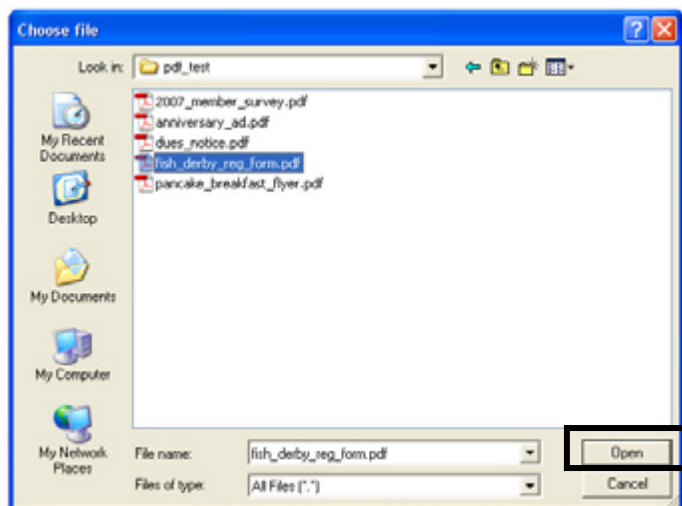


A new pop-up window will appear that will show you the documents available on the server. You may choose one of those documents to add to your page, or upload a new document by clicking the Browse button in the bottom right corner.

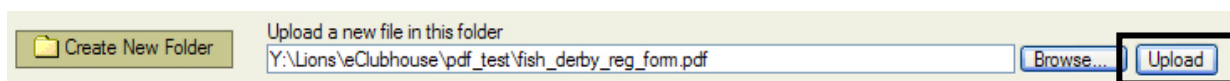


This opens another window you can use to find the document on your computer. To

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.



You will see the file you are uploading in the text box at the bottom of the large pop-up window. Click ~~on~~ Upload in the bottom right corner of the large pop-up window.

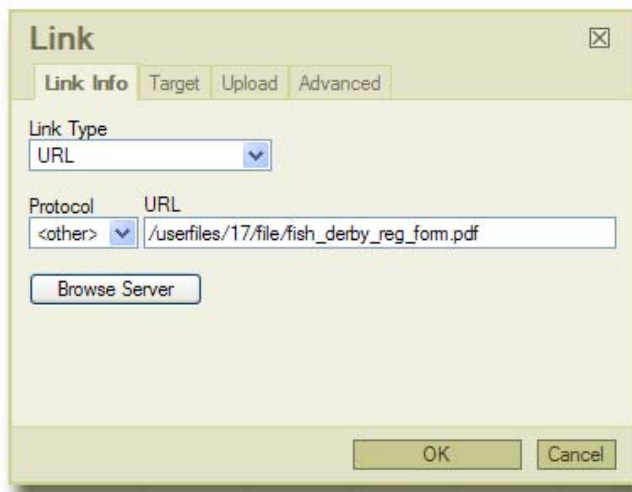


You will see your newly uploaded PDF included in the list of documents on the server.



Now select your PDF file and you will see a smaller pop-up window with the name of your PDF file already in the text field.





### Insert/Edit Image –



You can also add pictures to your Web pages; however, the images you upload should be smaller than 1Mb, and **MUST** be in RGB mode (CMYK photos will not display). If you need help with images, please contact the LionWAP administrators.

The first thing to consider is the size (dimensions) of the images. You need good quality images that are not larger than 240 pixels wide.

To upload an image, select the page you want to add it to. Once the page is open, click inside the text box to the left of the text where you want to insert the image (e.g., below, we clicked in the first paragraph, directly to the left of the word “Invite”).

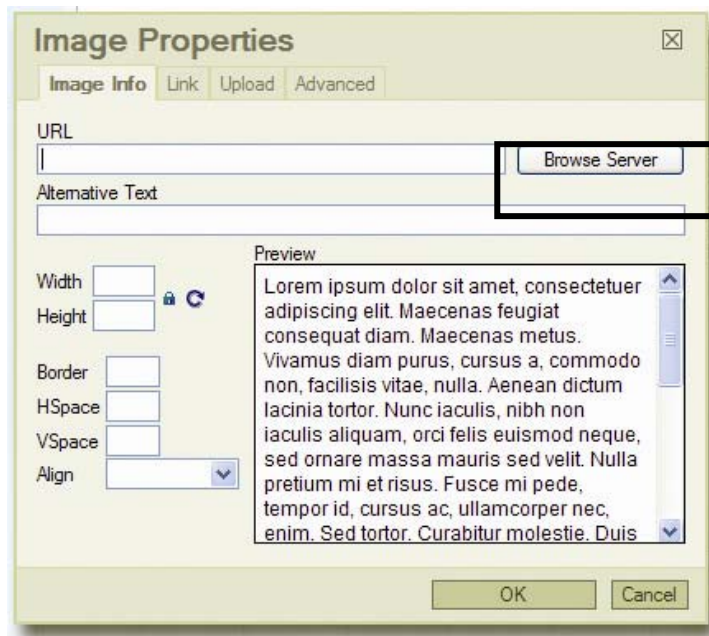
## St. John Lions Club Family Mem

Invite your family to participate in your club's next cor  
receive a dues discount when volunteering together

- Increase quality family time
- Be a role model
- Help your community

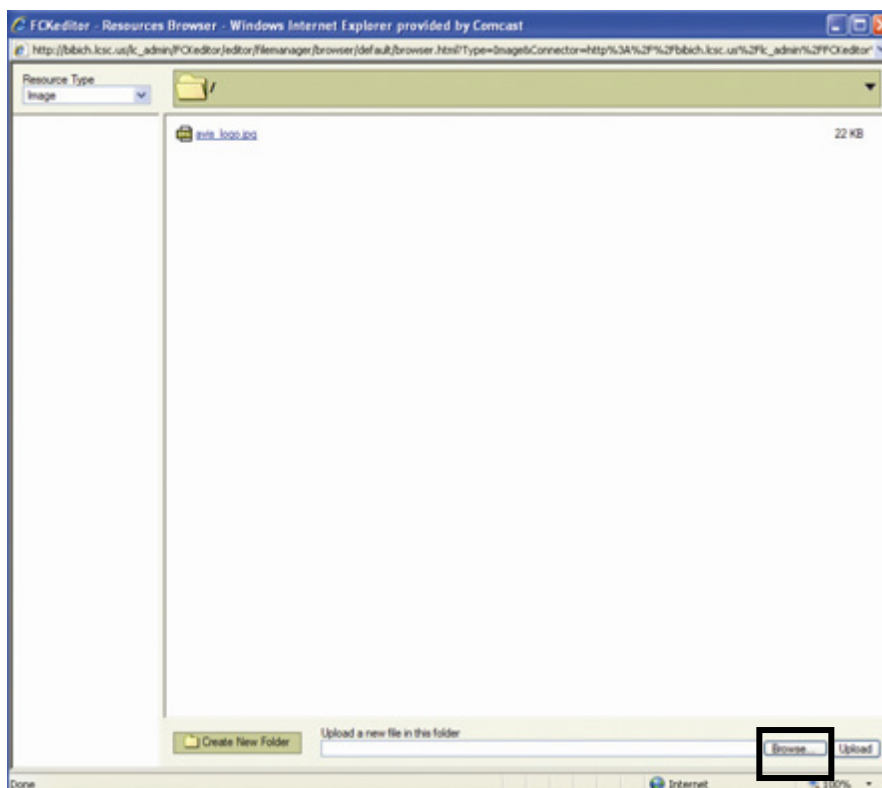
This program applies to family members eligible for  
and living in the same household related by birth, m  
children, spouses, aunts/uncles, cousins, grandpar

Next, click the Insert/Edit Image button in the page editor toolbar at the top of the screen. A pop-up window will appear.



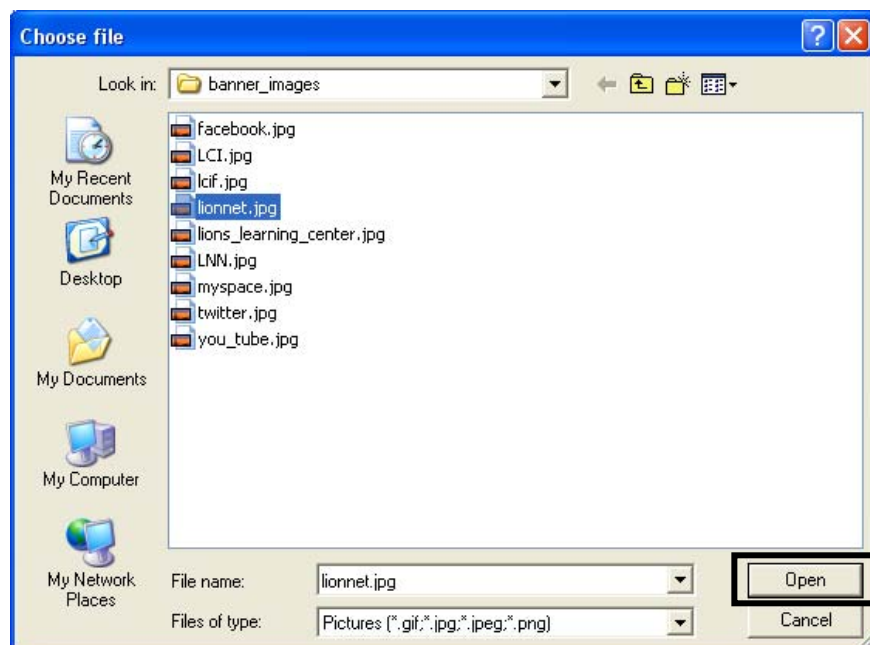
Next, click the Browse Server button. A new pop-up window will show you images already on the server. You may choose one of those, or upload a new image.

To upload a new image, click the Browse button in the bottom right corner.

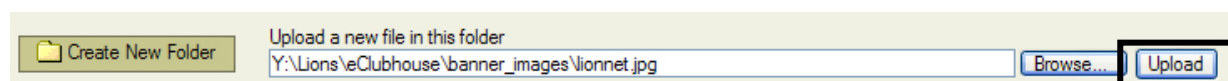


Clicking that button will open a pop-up window that will help you to navigate to the location of the image on your computer. Browse to the file folder that contains the

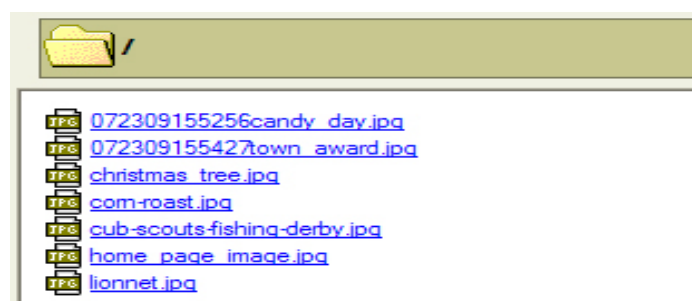
image you want to use. Once you are in the correct folder, select the image you want to upload to the server and then click on the Open button in the lower right corner.



You'll see the file name of the image you are trying to upload in the text box at the bottom of the large pop-up window. Next click ~~on~~ the Upload button in the bottom right corner of the large pop-up window to upload the image to the server.

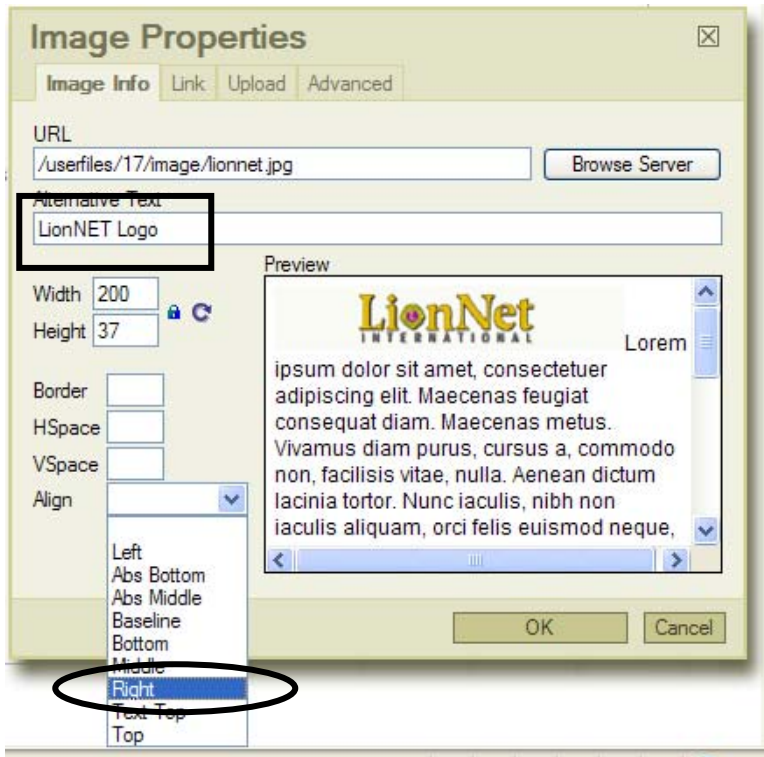


You will now see your newly uploaded image in the list of images on the server.



Now simply select your newly uploaded image file and you will see a smaller pop-up window with the name of your image file already located in the text field. With a photo you will want to add a few items to the pop-up screen.

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. The other thing you should do is to align the photo. In this example, we will align the image to the right side of the page.



Once you have finished all of these steps, click the OK button. The system will automatically place the image in your Web page and will look like this:



## V. Other e-Clubhouse Pages/Functions

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

**A. LionWAP 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 The LionWAP site. 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 Web site for their local club.
2. **Other e-Clubhouses** – This page is controlled by LionWAP 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 LionWAP administrators.
4. **Contact Us** – This page contains contact information so that you may get in touch with the LionWAP administrators.

**B. Lions Clubs International (LCI) Links** – Each club Web site created using the e-Clubhouse system will contain links to prominent LCI pages and Web sites. These links will display on each local club Web site, 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.



The links fall into two categories:

- **News Links** – These are links to important and relevant news from International Headquarters. These links will be updated to announce major events/activities.
- **Web Site Links** – These icons link to different Web sites and social networking sites that showcase the wonderful work Lions are doing around the world.

## VI. Support

This training guide is meant to be used strictly as a support guide. 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 LionWAP by clicking on the contact us menu link on the e-Clubhouse administration screen.