



# **Lions Clubs International e-District House Content Management System (CMS) Members Only Content Section Training Guide**

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# I. Introduction

In addition to the features that control e-District House content that can be viewed by both district members and the public, there is an additional set of features that controls content that can only be viewed by district members using an assigned Username and Password. **This Training Guide describes the use of these e-District House Members Only features.**

For assistance with using any of the features described in this Guide, please contact the LionNet administrator: <http://www.lionnet.com/contact.php>

# II. Activating Members Only Pages

Initially, the Members Only set of features is not activated for use. To activate the set, the Webmaster must log in and select Manage Pages in the navigation menu. On the e-District House Administration page, scroll to the center and click **On** next to Members Only Pages.

The Webmaster must also create a Members Only Password just below this by typing it in the box and clicking **Update**. You must have entered at least one person into the Member Directory before creating the password. This password should be made known to all members of the group using the site and only those members. The password can be changed using the same procedure. It is advisable to change the password periodically for security purposes.

Members Only Pages  On  Off

Modify Members Only Password

Page Name	Page Type	Action	Show / Hide
Home	Members Only	<a href="#">Edit Live Page</a>	
Member Directory	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Message Board	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
E-vite	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Poll	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Club and Member Recognition	Members Only	<a href="#">Edit Live Page</a>	<input checked="" type="radio"/> / <input type="radio"/>
Newsletter	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Group Emails	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>

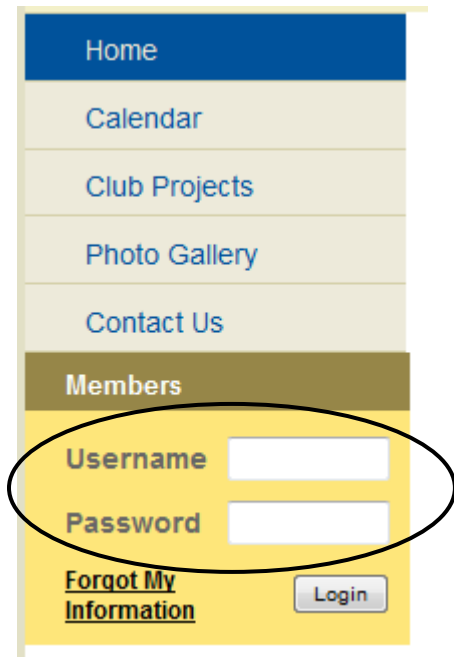
### III. Member Log-in

With the Members Only pages activated, members will see a log-in space when they arrive at your district Web site home page. Members will log in so they can view the Members Only pages, using the following:

Username: their normal e-mail address (as entered in the Member Database)\*

Password: the Members Only password created by the Webmaster

\* If a member does not have an e-mail address, the Webmaster can create a fictitious one in that person's Member Database e-mail field (e.g., LionSmith). Although this can't be used for actual e-mail, it can serve as that person's Username for accessing the Members Only content.



The image shows a vertical navigation menu on a website. The menu items are: Home (blue background), Calendar, Club Projects, Photo Gallery, Contact Us, and Members (dark blue background). Below the 'Members' header is a yellow login form. The form contains two input fields: 'Username' and 'Password'. A black oval highlights these two fields. Below the 'Username' field is a link that says 'Forgot My Information'. To the right of the 'Password' field is a 'Login' button.

## IV. Edit Member Home Page

A district member who logs in to see the Members Only content is taken to the Members Home page (different from the Home page for the public content). The Members Home page works like most of the e-District House public section pages. It is a blank area into which text, images, and links can be placed. The contents of this Home page can be entered and edited by the Webmaster only by going to Manage Pages in the navigation menu and using the Home - **Edit Live Page** option on the Administration page.

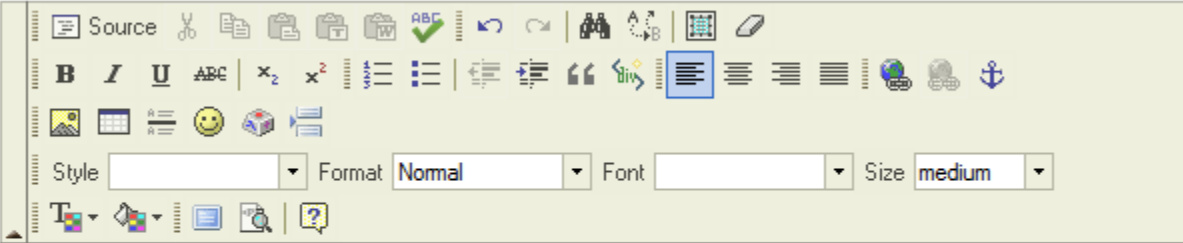
Members Only Pages  On  Off

Modify Members Only Password

Page Name	Page Type	Action	Show / Hide
Home	Members Only	<a href="#">Edit Live Page</a>	
Member Directory	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Message Board	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
E-vite	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Poll	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Club and Member Recognition	Members Only	<a href="#">Edit Live Page</a>	<input checked="" type="radio"/> / <input type="radio"/>
Newsletter	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Group Emails	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>

The editorial page below will be displayed (initially without any information on it).

### Home



Style  Format **Normal** Font  Size **medium**

**Welcome to the Members Only section of our site. To view the various features of the Members Only section, click on the items in the Members Only menu in the lower left corner of the screen.**

The Webmaster can enter content into the page by typing it in and using the editor controls above the content box in the standard fashion. When the content is complete, click **Preview**.

This will bring up the page below (using the text typed in).

Welcome to the Members Only section of our site. To view the various features of the Members Only section, click on the items in the Members Only menu in the lower left corner of the screen.



The Webmaster now has three options. Click **Edit** to go back to the editorial page for further work. Click **Save As Draft** to save the new content for a future work session without publishing it. Click **Publish** to display the new content to members.

## V. Administrative Member Database

A. **Adding/Editing/Deleting Member Records to the Database** – e-District House has a feature for creating a database of district members. This is useful for looking up information on district members, granting e- District House privileges to let designated members manage certain features, and creating send lists for E-vites and Group E-mails.

It would not be practical to list all the members in a district in the Member Database. It is recommended that this database be used for those members who make the most use of the site and who have the greatest need for district communications, such as district officers and club presidents.

Only the Webmaster can manipulate the data in this database. The Webmaster must log in and select Manage Pages in the navigation menu. On the e-District House Administration page, click Member Directory - **Manage**.

Members Only Pages  On  Off

Modify Members Only Password

Page Name	Page Type	Action	Show / Hide
Home	Members Only	<a href="#">Edit Live Page</a>	
Member Directory	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Message Board	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
E-vite	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Poll	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Club and Member Recognition	Members Only	<a href="#">Edit Live Page</a>	<input checked="" type="radio"/> / <input type="radio"/>
Newsletter	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Group Emails	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>

This will bring up the Member Directory data page. The Webmaster can add data for a new district member, edit data for an existing member by selecting the member's name in the dropdown list and clicking **Edit**, or remove the record for a member by clicking **Remove**.

Note that the e-mail addresses entered in the database (except for fictitious ones used only as a password – see Section III) are the ones the system will use for sending E-vites and Group E-mails.



Jim Smith ▼

Edit Remove

**Add Representative**

First Name:

Last Name:

Address:

City:

State:

Postal Code:

Home Phone:

Work Phone:

**B. Webmaster Assignment of Admin Privileges to Other Users** - Using the Member Database, the Webmaster can also assign certain district Web site administrative privileges to individuals that allow them to manage the following site features: Message Boards, Group E-mails, E-vites, Polls, and the district newsletter. In this way, the Webmaster can spread district Web site management responsibility to others.

Having selected the district member's name in the dropdown list and clicked **Edit**, the Webmaster can move to the bottom of the screen and click **Yes** for a specific Members Only feature. When **Add** is clicked, the designated member now can serve as an administrator for the designated feature(s).

Work Phone:	<input type="text"/>
Fax:	<input type="text"/>
Mobile Phone:	<input type="text"/>
E-mail:	<input type="text"/>
Member can receive emails:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Role:	<input type="text"/>
<b>Allow representative admin access to</b>	
Message Board:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Set up email groups:	<input type="radio"/> Yes <input checked="" type="radio"/> No
E-vite:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Poll:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Newsletter:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Add"/>	

When the administrator member logs in to the site and clicks the assigned feature in the Members Only menu (e.g., Message Boards), he/she will see a screen like other members see, including an Admin link in the upper right of the center panel.

## Message Board

[Message Board Admin](#)

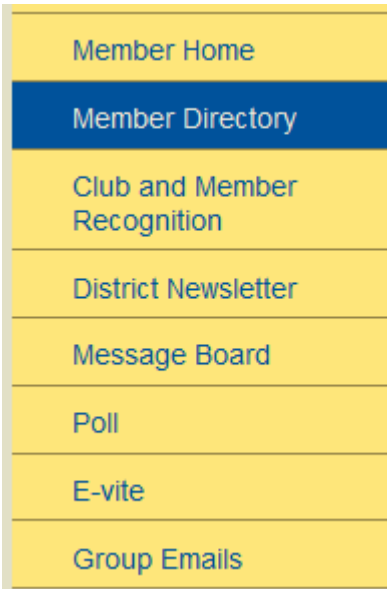
---

Select a message to read

---

By clicking **Message Board Admin** (in this example), the designated member will be taken to the Admin screen for managing the Message Board feature.

C. **Using the Member Directory** – A district member can access the Member Directory after having logged in by clicking **Member Directory** in the Members Only navigation menu.



This brings up the Directory screen which can be used to find district members using their first name, last name, or member role (e.g., Club Treasurer). Select one of these attributes by choosing it in the appropriate dropdown list and then clicking **Go**.

There is also a **Get Spreadsheet** button for downloading the contents of the entire member database in Excel form.

## Member Directory

---

To view members, use the boxes below to browse by first name, last name or role. Members may also download a Microsoft Excel spreadsheet containing all member information.

Choose a First Name

Choose a Last Name

Choose a Role

## VI. Message Boards

A. **Creating a Message Board** - Districts can create Message Boards that allow district members to post responses to a question or issue and to respond to the posts of others.

The Webmaster can set up and manage Message Boards by logging in and selecting Manage Pages in the navigation menu. On the e-District House Administration page, click Message Board - **Manage**.

Members Only Pages     On     Off

Modify Members Only Password

Page Name	Page Type	Action	Show / Hide
Home	Members Only	<a href="#">Edit Live Page</a>	
Member Directory	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Message Board	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
E-vite	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Poll	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Club and Member Recognition	Members Only	<a href="#">Edit Live Page</a>	<input checked="" type="radio"/> / <input type="radio"/>
Newsletter	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Group Emails	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>

The following screen will appear, allowing the entry of a Subject for the Message Board and the initial Message entry. When the information is complete, click **Add**). A member who has been assigned Admin privileges for Message Boards will also see this screen (see section V.B.)

## Manage Message Board

---

### Add Message

Subject:

Message:

B. **User Response to a Message Board** - When regular district members log in to the site and select **Message Board** in the Members Only menu, they will see the following screen. All Message Boards that have been created will be listed for selection.

### Message Board

---

Select a message to read

[Speaker Suggestions](#)

When a message subject (e.g., Speaker Suggestions) is clicked, the Subject and all Comments that have been posted for it will appear.

## Message Board

**Name:**

**Subject: Speaker Suggestions**

We'd like to have guest speakers from our community at some of our meetings. Can you suggest some?

### Comments

**There are no comments at this time**

**Be the first to leave a comment**

**Leave a comment**

**Add My Comment**

Additional comments can be entered in the Leave a Comment box and then posted by clicking **Add My Comment**. Comments can be made to either the original statement or to the comments added by other district members.

C. **Managing Your District's Message Boards** - When the Webmaster or a member who has been assigned Admin privileges for Message Boards goes to the Message Board Admin page, all Message Boards that have been created (e.g., Speaker Suggestions), up to a limit of three at a time, will be listed so you can **Edit** or **Remove** them.

### Manage Message Board

Speaker Suggestions	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
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### Add Message

Subject:	<input type="text"/>
Message:	<input type="text"/>
<input type="button" value="Add"/>	

If **Edit** is selected, you will see all comments made to this Message Board. You can edit these to correct spelling or inappropriate comments. (The Webmaster is responsible for the quality of site content.) Then click **Update**.

### Edit Message

Subject:	<input type="text" value="Speaker Suggestions"/>
Message:	<input type="text" value="We'd like to have guest speakers from our community at some of our meetings. Can you suggest some?"/>
<input type="button" value="Update"/>	

## VII. E-vites

A. **Creating an E-vite** - Districts can create E-vites, online invitations to meetings or events that automatically track the responses of those invited.

The Webmaster can set up and manage E-vites by logging in and selecting Manage Pages in the navigation menu. On the e-District House Administration page, click E-vite - **Manage**.

Members Only Pages     On     Off

Modify Members Only Password

Page Name	Page Type	Action	Show / Hide
Home	Members Only	<a href="#">Edit Live Page</a>	
Member Directory	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Message Board	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
E-vite	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Poll	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Club and Member Recognition	Members Only	<a href="#">Edit Live Page</a>	<input checked="" type="radio"/> / <input type="radio"/>
Newsletter	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Group Emails	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>

The following screen will appear, allowing the entry of information about the meeting or event, the selection of members to be invited, and the attachment of a PDF flyer (if one has been created for the event). A member who has been assigned Admin privileges for E-vites will also see this screen (see section V.B.)



## Manage E-vite

Annual Lions Golf Outing - 08-15-2010 - 10:00 am

[View E-vite](#)

[Remove](#)

## Create an E-vite

Planner's Name:	<input type="text" value="Charles Buhrmann"/>	Phone:	<input type="text"/>
Event Headline:	<input type="text"/>		
Event Date:	Month <input type="text" value="01"/>	Day <input type="text" value="01"/>	Year <input type="text" value="2010"/> Event Time <input type="text"/>
Place:	<input type="text"/>		
Description:	<input type="text"/>		
Deadline to Respond:	Month <input type="text" value="01"/>	Day <input type="text" value="01"/>	Year <input type="text" value="2010"/>
Select Invitees:	<input type="checkbox"/> Select All		
	<input type="checkbox"/> Al Konieczka		
	<input type="checkbox"/> Don Rawitsch		
	<input type="checkbox"/> Michael Ruf		
	<input type="checkbox"/> Jane Russell		
	<input type="checkbox"/> Dan Utti		
Upload a Flyer: PDF Only	<input type="text"/>	<input type="button" value="Browse..."/>	
<input type="button" value="Send"/>			

Remember that the list of names includes all people in the Member Database, whether or not they have a working e-mail address. However, E-vites can only be sent to members who have a working e-mail address entered in the Member Database.

The Deadline to Respond input dropdowns set the date after which members will no longer be able to respond to the E-vite. When all information is complete, click **Send**.

B. **User Response to an E-vite** – When an E-vite has been sent, each member on the invitee list receives an e-mail with the E-vite information. The member then should go to the district Web site and select **E-vite** from the Members Only menu. The following screen will appear, showing all active E-vites.

## E-vite

Select an E-vite to review

[August 15, 2010 - Annual Lions Golf Outing](#)

Clicking on the one corresponding to the e-mail he/she received will bring up the screen below.

## E-vite

<b>Planner:</b>	Don Rawitsch (555) 555-5555
<b>Event Headline:</b>	Annual Lions Golf Outing
<b>Event Date:</b>	August 15, 2010
<b>Event Time:</b>	10:00 am
<b>Place:</b>	Lakeview Golf Course
<b>Description:</b>	Join us for a great day of golf. A portion of your greens fee goes to supporting our charities.
<b>Respond by:</b>	August 10, 2010

---

**Your response**

Will Attend    Number in my party:

Will Not Attend

Undecided

The member can now respond with decisions about attending the event in the “Your response” area. He/she can select Will Attend (with the number in the party attending), Will Not Attend, or Undecided. To complete a response, click **Submit**.

The member can also return to the E-vite to update a response. Perhaps the member initially chose Undecided, and now has determined an attendance plan. Perhaps the member initially indicated attending with a party of 3, but now it will be 4. To make an update, change the information on the E-vite screen and click **Submit**. Updates can be made until the response deadline date is passed.

District members can also view the responses of other invitees by clicking **View Attendees**, (see screen above) which displays a pop-up box with the information. The information will change every time a member updates a response. After the response deadline date (and up until the event date passes), a member can still access View Attendees to see who will be attending the event.

C. **Managing Your District's E-vites** - When the Webmaster or a member who has been assigned Admin privileges for E-vites goes to the E-vite Admin page, all E-vites that have been created will have buttons to **View E-vite** or **Remove** it. E-vites are automatically removed after the date of the event passes.

### Manage E-vite

Annual Lions Golf Outing - 08-15-2010 - 10:00 am

View E-vite

Remove

## VIII. Polls

A. **Creating Polls** - Districts can create one-question polls to seek member feedback on questions and issues.

The Webmaster can set up and manage Polls by logging in and selecting Manage Pages in the navigation menu. On the e-District House Administration page, click Poll - **Manage**.

Members Only Pages  On  Off

Modify Members Only Password

Page Name	Page Type	Action	Show / Hide
Home	Members Only	<a href="#">Edit Live Page</a>	
Member Directory	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Message Board	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
E-vite	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Poll	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Club and Member Recognition	Members Only	<a href="#">Edit Live Page</a>	<input checked="" type="radio"/> / <input type="radio"/>
Newsletter	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Group Emails	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>

The following screen will appear for creating an introductory statement about the poll, a deadline for response to the poll, and the poll question itself. A member who has been assigned Admin privileges for Polls will also see this screen (see section V.B.)

## Manage Poll

---

### Add Poll

Introductory Statement:	<input type="text"/>
Deadline to Respond:	Month <input type="text" value="01"/> Day <input type="text" value="01"/> Year <input type="text" value="2010"/>
Type of Question:	<input type="radio"/> Multiple Choice <input type="radio"/> Ranking
Item:	<input type="text"/>
Choice 1:	<input type="text"/>
Choice 2:	<input type="text"/>
Choice 3:	<input type="text"/>
Choice 4:	<input type="text"/>
Choice 5:	<input type="text"/>
Choice 6:	<input type="text"/>
Choice 7:	<input type="text"/>
Choice 8:	<input type="text"/>
Choice 9:	<input type="text"/>
Choice 10:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Publish"/>	

Type in an Introductory Statement. This is not the actual poll question but provides some context for the question. For example, if the question is about district preferences for meeting activities, the Introductory Statement might be as follows: *Help the officers plan effective district meetings by giving us your activity preferences.*

Set a Deadline date for responding to the poll. After this date has passed, members can no longer respond to the poll, but they can continue to see the poll results until the poll is removed from the site.

Choose the Type of Question to be used for the poll: multiple choice or ranking.

A Multiple Choice item allows the user to select one answer from a list of several. It is usually posed as a question. Example: *Which day of the week is best for you to attend district meetings?*

A Ranking item allows the user to rank a list of answers from “best” to “worst.” It is usually posed as a statement. Example: *Rank the following fund raising activities according to your preference for participating in them.* Note – The following instruction will automatically appear on the screen for a ranking item: *Rank each choice below, with 1 = the highest ranking. Use each ranking number only once.* You need not include such wording in your statement of the item.

Type in the Item and the answer Choices. Up to ten Choices are allowed, but you can use fewer if you like. When the item is displayed to the user, only the number of Choices you filled in will be shown.

To complete the Poll, click either **Save** or **Publish**. Save allows you to return to the item for further work before it is published on the site. Publish displays the Poll on the site. Once you publish, you cannot edit the item further, as it would not be appropriate to change an item in the middle of the voting. Therefore, proofread your item and choices carefully before publishing! If you wish to correct a typo *after* publishing, you will have to remove the poll and re-enter all the information.

**B. User Response to a Poll** – When the user clicks Poll on the Members Only menu, one of the active polls is displayed (see VIII.D. below). Following are examples of the two types of Polls.

## Multiple Choice Poll

### We Want Your Opinion

Help the club officers select a day of the week for holding regular club meetings.

Deadline to Respond: August 15, 2010

Of the days below, which one is best for you for attending club meetings?

Select one answer

Monday

Tuesday

Wednesday

Thursday

The user clicks the radio button to indicate an answer choice. The answer can be changed before it is submitted, but the system will only allow one answer to be selected for submission. Click **Submit** to vote.

## Ranking Poll

### We Want Your Opinion

The Fundraising Committee needs your help in planning activities.

Deadline to Respond: August 15, 2010

---

Rank the fundraising activities below.

Rank each choice below, with 1 = the highest ranking. Use each ranking number only once.

1 ▾ raffle

1 ▾ casino night

1 ▾ pancake breakfast

1 ▾ corn roast

Submit

The user assigns a ranking to each answer choice by using the pulldown menu next to the answer. The instructions indicate to use each ranking number only once (i.e., don't rank two choices as "1"), but the system cannot prevent duplicate rankings. Rankings can be changed before they are submitted. Click **Submit** to vote.

The system allows each member to vote only once for any given Poll.

C. **Display of Poll Results** – Poll results are not displayed until the response deadline date has passed. At that point, when the user selects **Poll** from the Members Only menu, the Poll results will be displayed instead of the buttons/pulldowns.

Results for a Multiple Choice Poll will show the percentage of voters who selected each answer choice.

Results for a Ranking Poll will show the average ranking for each answer choice. Since the most desirable choices are given the lower number rankings (1 = best), the lowest average ranking number denotes the "highest" ranked (most desirable) answer choice.



D. **Managing Your District's Polls** – When the Webmaster or a member who has been assigned Admin privileges for Polls goes to the Poll Admin page, all Polls not yet removed will be listed with buttons for **View Results** or **Remove**.

### Manage Poll

Rank the fundraising activities below.	<input type="button" value="View Results"/> <input type="button" value="Remove"/>	<input type="button" value="Live"/>
Of the days below, which one is best for you for attending club meetings?	<input type="button" value="View Results"/> <input type="button" value="Remove"/>	

The Poll that is currently being displayed for member voting is designated as such by the word “Live” showing to the right of that Poll. A Poll is only Live until its deadline date has passed. If two or more Polls have not yet reached their deadline dates, they will be designated as “Live” in the order of their creation, earliest first.

A maximum of three Polls can reside in the system at one time. Older Polls can be removed to make way for new ones, presumably after their results have been on display for awhile.

## IX. Club and Member Recognition Page

A. **Creating Page Content** – The Club and Member Recognition page works like most of the e-District House public section pages. It is a blank area into which text, images, and links can be placed. It is reserved for news that is about, and thus solely of interest to district members and not to the public.

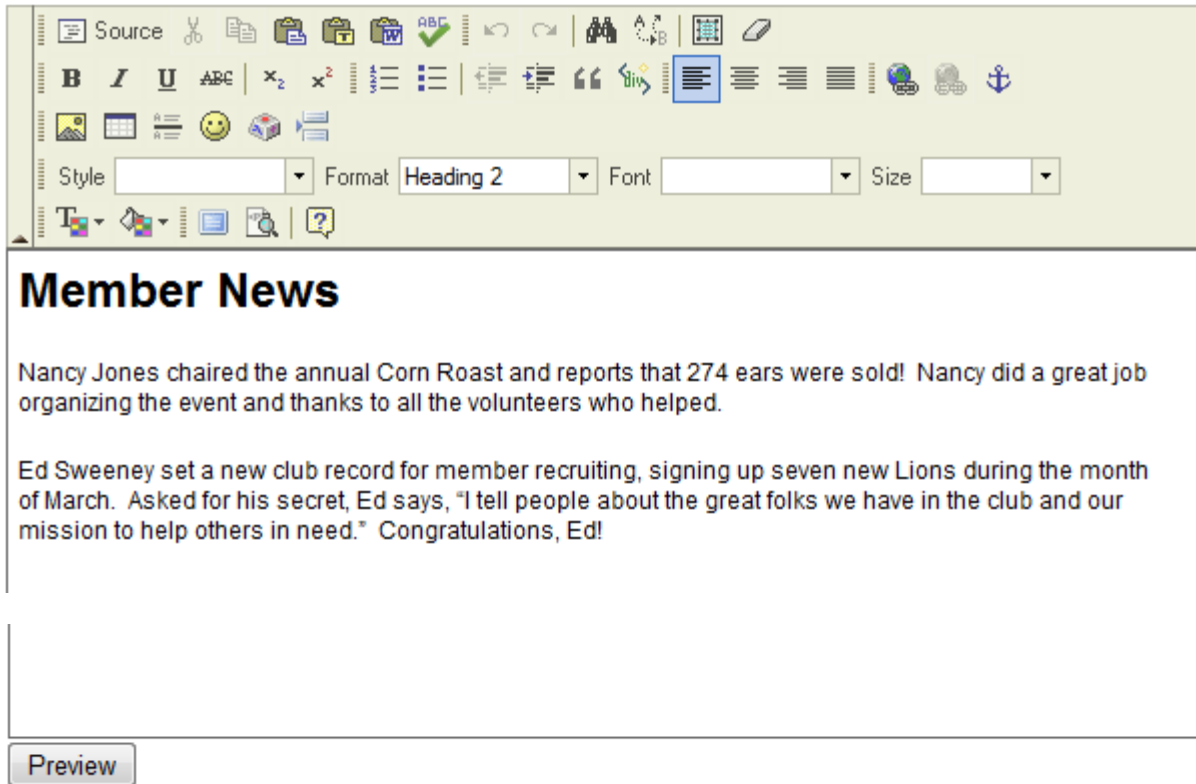
The contents of this page can be entered and edited by the Webmaster only by going to Manage Pages in the navigation menu and using the Club and Member Recognition – **Edit Live Page** option on the Administration page.

Members Only Pages	<input checked="" type="radio"/> On	<input type="radio"/> Off
Modify Members Only Password	<input type="text"/>	<input type="button" value="Update"/>

Page Name	Page Type	Action	Show / Hide
Home	Members Only	<a href="#">Edit Live Page</a>	
Member Directory	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Message Board	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
E-vite	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Poll	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Club and Member Recognition	Members Only	<a href="#">Edit Live Page</a>	<input checked="" type="radio"/> / <input type="radio"/>
Newsletter	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Group Emails	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>

The editorial page below will be displayed (initially without any information on it).

## Club and Member Recognition



The screenshot shows a web editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. Below the toolbar are dropdown menus for 'Style', 'Format' (set to 'Heading 2'), 'Font', and 'Size'. The main content area contains the following text:

### Member News

Nancy Jones chaired the annual Corn Roast and reports that 274 ears were sold! Nancy did a great job organizing the event and thanks to all the volunteers who helped.

Ed Sweeney set a new club record for member recruiting, signing up seven new Lions during the month of March. Asked for his secret, Ed says, "I tell people about the great folks we have in the club and our mission to help others in need." Congratulations, Ed!

At the bottom left of the content area is a 'Preview' button.

The Webmaster can enter content into the page by typing it in and using the editor controls above the content box in the standard fashion. When the content is complete, click **Preview**.

This will bring up the page below.

### Member News

Nancy Jones chaired the annual Corn Roast and reports that 274 ears were sold! Nancy did a great job organizing the event and thanks to all the volunteers who helped.

Ed Sweeney set a new club record for member recruiting, signing up seven new Lions during the month of March. Asked for his secret, Ed says, "I tell people about the great folks we have in the club and our mission to help others in need." Congratulations, Ed!



The Webmaster now has three options. Click **Edit** to go back to the editorial page for further work. Click **Save As Draft** to save the new content for a future work session without publishing it. Click **Publish** to display the new content to members.

B. **Viewing Page Content** – Members can view the page by selecting **Club and Member Recognition** on the Members Only menu.

## X. Newsletter Template

A. **Creating Newsletter Content** – Your district can create its own district member newsletter for publicizing district activities and accomplishments.

The Webmaster can set up and manage the HTML Newsletter by logging in and selecting Manage Pages in the navigation menu. On the e-District House Administration page, click Newsletter - **Manage**.

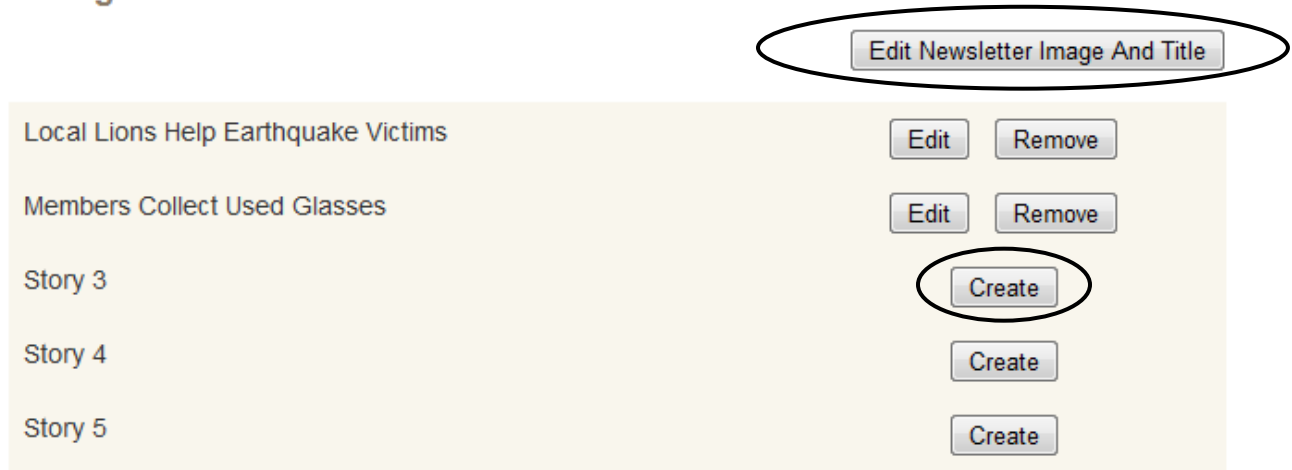
Members Only Pages  On  Off

Modify Members Only Password

Page Name	Page Type	Action	Show / Hide
Home	Members Only	<a href="#">Edit Live Page</a>	
Member Directory	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Message Board	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
E-vite	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Poll	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Club and Member Recognition	Members Only	<a href="#">Edit Live Page</a>	<input checked="" type="radio"/> / <input type="radio"/>
Newsletter	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>
Group Emails	Members Only	<a href="#">Manage</a>	<input checked="" type="radio"/> / <input type="radio"/>

The following Newsletter Admin page will appear for creating a title block and articles. (In this example, the title block and two of an allowable five articles have already been created.) A member who has been assigned Admin privileges for the Newsletter will also see this screen (see section V.B.)

## Manage Newsletter



For creating the title block, clicking on **Edit Newsletter Image and Title** brings up the following screen.

## Manage Newsletter



Remove Photo

Main Photo:

This will overwrite current image

Browse...

Max Width = 470px | Max File Size = 1M

Newsletter Title:

Club Happenings

Update

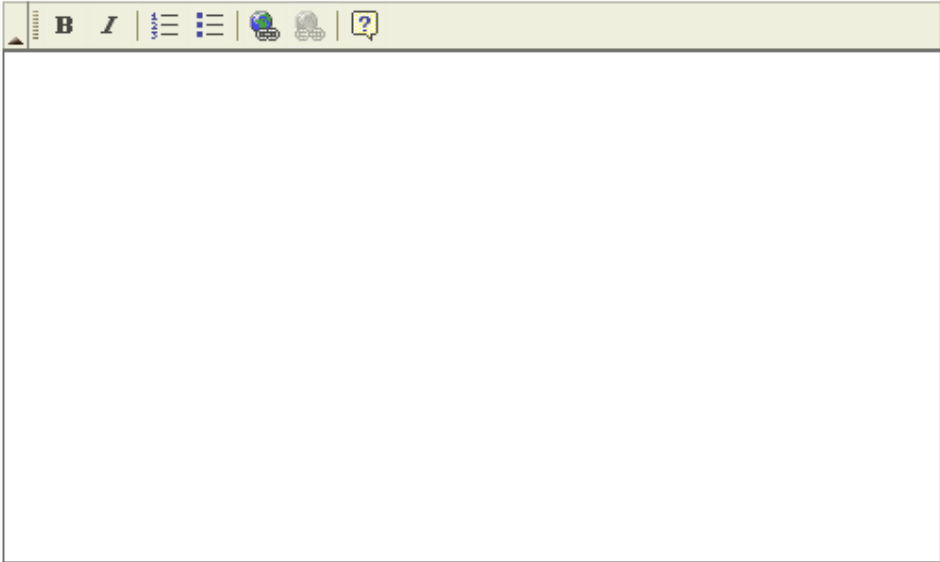
In this case, content has already been entered. A newsletter title can be typed in at the bottom. A header photo in JPEG format, which is optional, can be uploaded via the **Browse** button (note the size limitations in red text). Once a photo has been uploaded, a new one can be selected using the same process and it will overwrite the previous photo. A photo can be removed altogether by checking the Remove Photo box. When all edits are complete, click **Update**.

To create an article, go to the Newsletter Admin page and click one of the **Create** buttons to bring up the following screen (see the bottom of the first page of this section).

## Manage Newsletter

Thumbnail:    
**Max Width = 150px | Max File Size = 200K**


Story Title:  **Required**

Story: 

A story title can be entered, the story text can be entered in the editorial box, and a small “thumbnail” photo, which is optional, can be uploaded to go with the story using the **Browse** button (note the size limitations in red text). When all information has been entered, click **Add**. A maximum of five articles can be created.

Following is what this screen will look like when a story has been created.

## Manage Newsletter



Remove Photo

Thumbnail:    
This will overwrite current image **Max Width = 150px | Max File Size = 200K**

Story Title:  **Required**

Story: 

**B** *I*

Our club has collected 43 pairs of used glasses to be donated to needy persons through Lions Clubs International.

You can return to a story at a later time to make changes by clicking **Edit** to the right of the article title on the Newsletter Admin page.

You can delete a page altogether by clicking **Remove** to the right of the article title on the Newsletter Admin page.

## Manage Newsletter

Local Lions Help Earthquake Victims	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Members Collect Used Glasses	<input type="button" value="Edit"/> <input type="button" value="Remove"/>



The resulting newsletter looks like this.



## Club Happenings

---

### Local Lions Help Earthquake Victims

Our club's raffle raised \$250 for local earthquake victims, which will be donated through the local Red Cross chapter.

### Members Collect Used Glasses

Our club has collected 43 pairs of used glasses to be donated to needy persons through Lions Clubs International.



**B. Viewing Newsletter Content** - District members can view the HTML Newsletter by clicking **District Newsletter** on the Members Only menu. You CANNOT download the HTML Newsletter.

## XI. Group E-mail

A. **Setting Up an E-mail Group Roster** – Your district can create e-mail groups to simplify the process of e-mailing all listed members at once or e-mailing members of a committee or other subset of the membership.

The Webmaster can set up and manage E-mail Groups by logging in and selecting Manage Pages in the navigation menu. On the e-District House Administration page, click Group Emails - **Manage**.

Members Only Pages    ● On    ● Off

Modify Members Only Password

Page Name	Page Type	Action	Show / Hide
Home	Members Only	<a href="#">Edit Live Page</a>	
Member Directory	Members Only	<a href="#">Manage</a>	● / ●
Message Board	Members Only	<a href="#">Manage</a>	● / ●
E-vite	Members Only	<a href="#">Manage</a>	● / ●
Poll	Members Only	<a href="#">Manage</a>	● / ●
Club and Member Recognition	Members Only	<a href="#">Edit Live Page</a>	● / ●
Newsletter	Members Only	<a href="#">Manage</a>	● / ●
Group Emails	Members Only	<a href="#">Manage</a>	● / ●

The following screen will appear for selecting an e-mail group, editing the member names in that group, and sending a message to the group. A member who has been assigned Admin privileges for Group E-mails will also see this screen (see section V.B.)

**Email Groups**

Select a Group to Edit or Send a Message:

Use the dropdown list to select an e-mail group. This list always contains five groups, the maximum you can have. Initially, these groups are named Group 1, Group 2, Group 3, Group 4, and Group 5. None of the groups has any members assigned to it.

To create a new e-mail group, select any group in the dropdown list that is not in current use. Then click **Edit Email Group**. Additional information will be added to the screen.

## Email Groups

Select a Group to Edit or Send a Message:

Name the Group (max 16 char):

Select the Group Members by checking names below:

- Select All
- Charles Buhrmann
- Michael Erickson
- Al Konieczka
- Don Rawitsch
- Jane Russell
- Dan Uitti

You can now give the group a name by typing it in the box (e.g. Membership Comm). There is a limit to the length of a group name.

You can select the members to be included in the group by clicking the check box next to each of their names (check Select All to include all members).

When the group creation is complete, click **Save**.

Groups are not “created” and “removed” from the list of five. Rather, the five existing groups are re-used (or not used) depending on the district’s needs. The following screen shows the dropdown list with all five groups set up for district activity.

**Email Groups**

---

Select a Group to Edit or Send a Message:

Membership Comm

- Membership Comm
- Program Comm
- Finance Comm
- Golfers
- Bowlers

B. **Sending Group E-mails** - To send a group e-mail, the Webmaster or administrator selects the group to be used and clicks **Send Email To This Group**, which brings up the following screen.

**Email Groups**

---

Select a Group to Edit or Send a Message:      Membership Comm

---

Select All

Charles Buhmann

Michael Erickson

Al Konieczka

Don Rawitsch

Jane Russell

Dan Uitti

Subject:

Message:

Note that the members assigned to the group are automatically checked in the “send to” list. In the event that the e-mail should also go to someone who is not normally in the group, you can check other names at this time to receive this group message.

Type in a Subject for the email and the message itself. Then click **Send**.

All e-mails sent through the group process will go to the e-mail addresses stored in the Member Database for each member. Members will NOT be able to reply to messages sent through the group email process. This is merely a way for the Webmaster (or members who have been assigned Admin privileges) to communicate information quickly to all members.