

Connecting Members



Website Builder, Member Manager and Community Portal

Basic Editor Guide

Volume

1

Getting Started

This will introduce the basics of getting started with Connecting Members service.

Welcome to Connecting Members. We are dedicated to helping you experience the Internet in a whole new way. By providing state of the art software, dependable customer support and advanced technology our goal is to help your organization communicate with your members like never before.

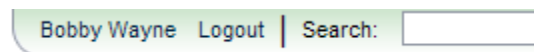
Logging into Connecting Members

Because Connecting Members is much more than just a static website, every registered user with the web portal has a unique *Username* and *Password* that gives them access to an entire world of communication and editing tools.



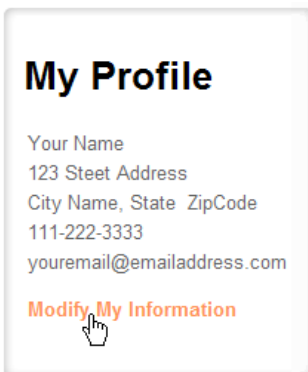
To login to the Connecting Members service, click on the **Login** (or Signin) link at the top right of your site.

After you have logged in to your Connecting Members site for the first time, you will notice that the **Login** link now displays “Your Name”.



This will let you know you have signed on correctly.

Your credentials can be changed at any time by clicking on “**Modify My Information**” under **My Profile** on the Parish Pages – My Account page.

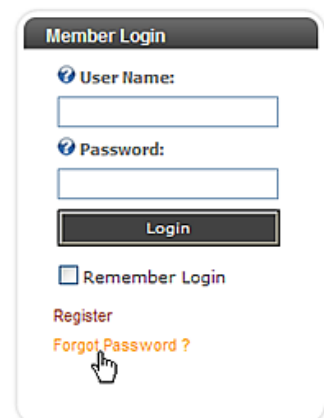


Recovering Forgotten Passwords

If you ever forget your password, simply click on the **Forgot Password?** link and supply your “Username”.

Your password will then be emailed to you.

Forgotten Usernames can be retrieved by contacting your Connecting Members’ Admin (CM Admin) or contacting technical support.



Editor Tools

This section will introduce you to the basic building blocks to edit a page.

The Structure of a Page

Your Connecting Members website is made up of several pages that already have content on them. Each page has a unique name and is linked to other pages of the website by the menu tabs at the top.

While your website is made up of several Pages, the Page does not actually display the information that website visitors see. Modules do!

The basic building blocks of every Connecting Members website are: Pages, Panes and Modules.

Each of the pages start out with the same blank slate but are built by adding modules to different areas (panes) of the page. Once the modules are placed on the page, the next step is to add content to these modules. Let's take a look:

Pages – tab, link or page of your website.

Panes – area on a page.

Modules – content tools or features that you place in a Pane on a Page.

When Pages are created they are like a clean sheet of paper ready for a craft project. The page will normally be blank, but in some occasions your CM Admin may have required that some content should be displayed on every page.

The next building block of every page is a Pane (area of the page). There are several panes on every page, including: Top Pane, Left Pane, Right Pane, Content Pane and Bottom Pane.

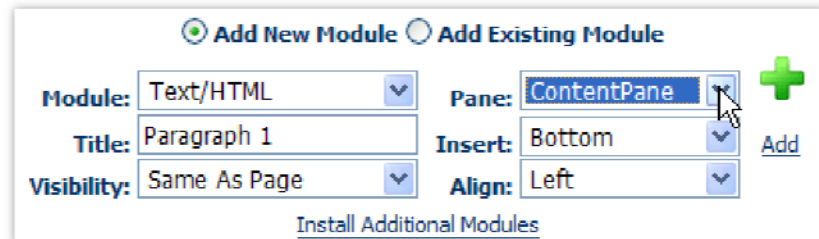


Finally, to add content to a page you must add a Module to an area of a page and then edit the settings for this module. Modules can be simple like a piece of text or an image, or they can be complex like the Events Calendar.

Modules

Modules provide the information or functionality of your website in small pieces that may be combined in unique ways to make your website special. Modules can be simple like a piece of text or an image, or they can be complicated like the event calendar.

ADDING A MODULE



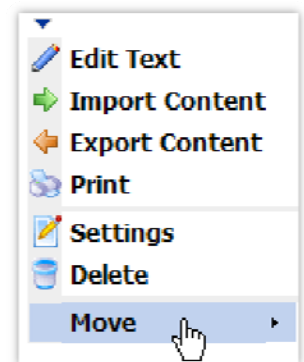
Select a **Module** from the dropdown list, choose the **Pane** you want to place it in and click **Add**.

If you would like to add a module from an existing page, check the **Add Existing Module** field and select the **Page** the module is on then select the **Module** you want to copy.

MOVING A MODULE

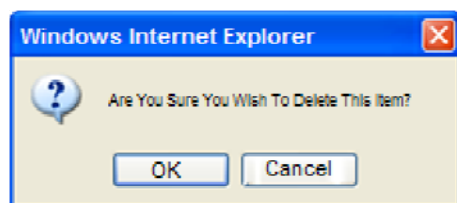
Hover the mouse over the *Module Actions Menu* and scroll down to the **Move** menu item. The *Move to* command allows you to select the area of the page to move the module to. There is one *Move to* command for each **Pane** on the screen.

Select the **Menu** item that identifies where the Module should be moved to.



DELETING A MODULE

Hover the mouse over the *Module Actions Menu* and scroll down to the **Delete** button and click Delete. Click **OK** to confirm to Delete of the Module.



Basic Modules

There are many modules included with your Connecting members service. There are a few that you will use frequently throughout your website.

TEXT / HTML EDITOR

The Text/Html Module is the primary module for adding text and images to a page. It is used so frequently that when you create a brand new page, this Text/HTML module is placed in the Content Pane automatically. This Editor is also found in many of the offered modules and will have the same functions as it does here.



Each module can be edited by clicking on the EDIT link or the drop down arrow next to each module.


This module is very similar to working with Microsoft Word or any other popular word processing programs. Your module is initially created with no content.

Click the **Edit Text** button to access the module. When you have done entering text, be sure to click **Update** at the bottom of the page to save your changes.




Step-by-Step instructions on how to add an image and a link to the Editor:

Adding an Image

- Resize before uploading
- Click on the image icon 
- Click Browse Server
 - *Select image from server :*
 - Click Folder Location
 - Select the image needed
 - *Select image from desktop:*
 - Choose Folder to write to
 - Browse button in the corner of Window must be available.
 - ⇒ Click Browse for your Desktop
 - ⇒ Choose your image “Open”
 - ⇒ Click Upload New Image
 - ⇒ Select the image needed
- Align Image
- Click OK

Adding a link

- Click on the hyperlink icon 
- Browse Server
 - URL – type in the http: address of the website link
 - Page – Select the Page you want to link to
 - File – Select the file on the server or upload one:
 - Choosing Folder to write to for uploading
 - ⇒ Click Upload New File
 - ⇒ Click Browse for your Desktop
 - ⇒ Choose your file “Open”
 - ⇒ Click Upload Selected File
 - ⇒ Check the Open Link in New Browser Window?
 - ⇒ Click Use Selected Link
- Click OK

LINKS

The Links Module displays a list of hyperlinks to any page, image or file on your website; or to a file, image or page on another website.



To add a new link click on the **Add Link** button to access the settings page.

The *Title* of the link is what will show on the webpage.

The *Link Type* is what you want to link to the text.

Link Type:

- URL (A Link To An External Resource)
- Page (A Page On Your Site)
- File (A File On Your Site)
- User (A Member Of Your Site)

Make sure to click **Update** at the bottom of the Link Form. The link will now be displayed on the web page so visitors can access the URL, Page, File or User, when selected.

SIMPLE GALLERY

The Photo Gallery Module allows you to upload and display photos.



To add a new photo click on the **Add New Photo** button to access the settings page.



The Photo Menu allows two modes of uploading: a single photo or multiple photos that have been zipped. Click on the type of mode you will be using and the Album that the photo will be saved to.

*If an album has not been created click on the **Edit Album** button to create an album before adding the photo.*

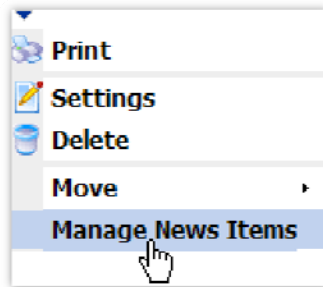
Title the photo and upload the image by clicking on the **Browse** button on the bottom right hand corner of the form. Once the image has been located, highlight it and click **Open** to select the image. **Update** the form before exiting and the new photo will be uploaded to the album.



ANNOUNCEMENTS

The Scrolling Announcements Module or “News Ticker Module” produces a list of simple text announcements consisting of a title and brief description. It is very handy for making your website visitors aware of items of interest which may have links to additional information.

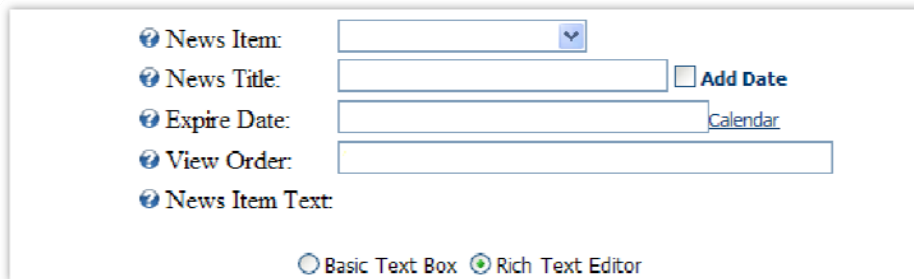
Your Module is initially created with no content. Only the empty Container is visible, with its *Title* and a reminder to add news items visible.



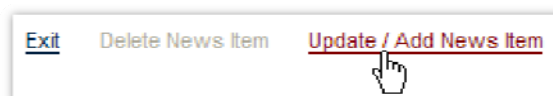
Hover the mouse over the *Module Actions Menu* and scroll down to **Manage News Items**. On the *Manage News* page you'll see that there are several fields to be completed plus the same Text editor used for the Text/HTML (and other) modules.

In the *News Item Text Box* is where you type a summary of your announcement. This is what will show up in the scrolling announcements box.

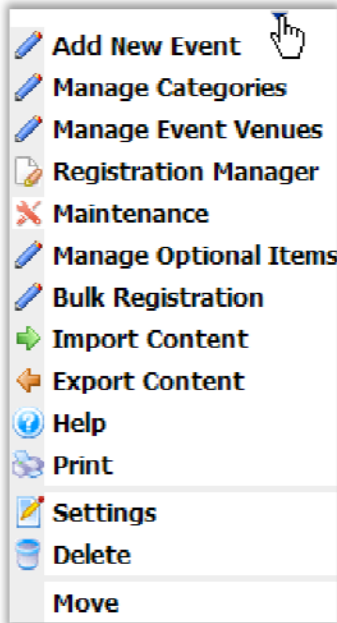
Since this is the same Text Editor used in the Text/HTML Module you also have the ability insert images and links to the announcement. Click **Update/Add News Item** before exiting the form so, the news item will be displayed in the Scrolling screen.



Settings: You may need to adjust the width and height of the announcement box by clicking on Settings under the *Module Action Menu* and adjusting the settings in the News Ticker section. This is also where you can change the font color and background color of the scrolling box.



The **Events Calendar** module displays upcoming events as a list in chronological order or in calendar format. Each event listing includes a title, description, and date. Display of an image and the event time is optional. Each event can be set to automatically expire on a particular date, or re-occur by any specified number of days, weeks, months or years. Height and width properties for calendar cells can be set.



To add a new event, select **Add New Event** from the module menu. On the Events Settings page fill in the **Title** field and the **Start Date/Time** and **End Date/Time**. This will show up on the calendar. A more detailed description can be added in the Text Editor box.

Since the Events Module uses the Text Editor, you can also add images and links to the description of an event. This information will appear when a visitor clicks on the event.

Click **Update** when you are finished adding the event.



If the Event module is set to Calendar view, the calendar will display the current month, not the month of the new event.

1. **Add Calendar Categories**
2. **Add Calendar Venues (locations)**
3. **Add Calendar Events**
 - Event Description – this is the Text Editor
4. **Managing Events**
 - Event Settings
 - Title
 - Venue
 - Category
 - Description
 - Date/Time or All Day Event
 - Event Image Settings
 - Attachments
 - Recurring Events
 - Event Registration
 - Notification Reminders

Calendar Settings

- Basic
 - Time Zone
 - First Day of the Week
 - Event Time Intervals
 - Allow RSS
- Event Registration
 - Allow Event Registration
- Event Notification
 - What you want the Notification email to look like.