

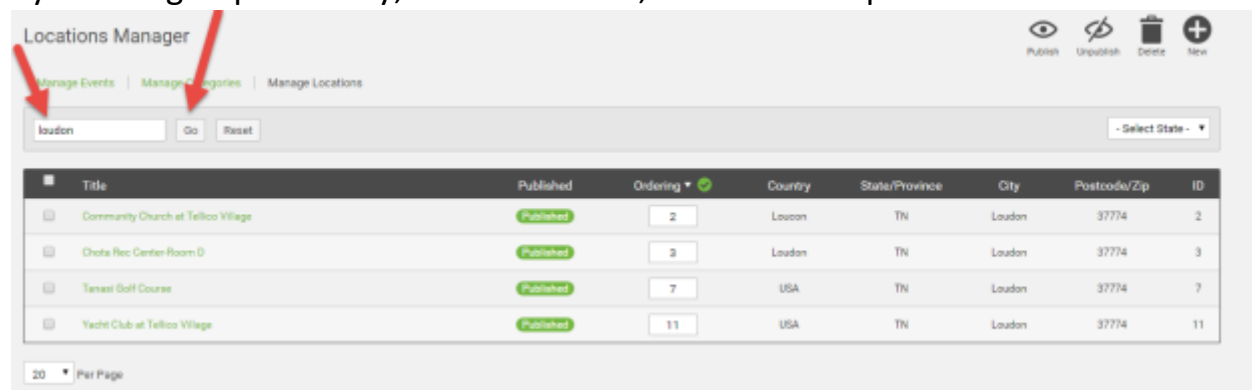
## TellicoLife Standards for Locations

Hint: Review the relevant MemberClicks documentation:

1. *Listen to Video on Content Best Practices. It covers formatting for “Articles” but it’s basically what we’re going to also use for our calendars (flyers). Path is: Help.memberclicks.com – then click on the middle button titled MemberClicks Documentation – then scroll to section titled Setup & How to Videos (in bottom right) – then click on see a 31 articles – then find the one titled Content Best Practices and click on it to listen to 13 minute video.*
2. *Review document on Calendars. Path is: Help.memberclicks.com – then click on the middle button titled MemberClicks Documentation – Online Community – Calendars (this includes locations).*
3. *Important – MemberClicks recommends Admins only use FireFox and/or Chrome browsers, e.g., use of IE can result in paying the same invoice multiple times*

### When creating a Location:

Always check to see if already exists. To see if a location already exists can search by entering a specific city, name of venue, etc. and then press the Go button



Locations Manager

Manage Events | Manage Categories | Manage Locations

loudon Go Reset - Select State -

Title	Published	Ordering	Country	State/Province	City	Postcode/Zip	ID
Community Church at Tellico Village	Published	2	Loudon	TN	Loudon	37774	2
Chota Rec Center Room D	Published	3	Loudon	TN	Loudon	37774	3
Tenasi Golf Course	Published	7	USA	TN	Loudon	37774	7
Yacht Club at Tellico Village	Published	11	USA	TN	Loudon	37774	11

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Then if new one required

1. In description, always
  - a. Use a font of Paragraph – Font Family - Font Size
  - b. Enter nearest exit # off a major highway when applicable
  - c. If a parking fee note in Description
  - d. Currently description does not print on calendar so is just reference for when repeat an event

2. Find address & zoom in as appropriate. Note to keep the zoomed in detail you need to click on the find address button again after sizing the map and before clicking on save. That detail will only be shown on the calendar when the user clicks on the calendar map in the front portal.

The screenshot shows a web interface for managing a location. At the top left, it says "LOCATION: [ New ]". Below this is a "Details" section with several input fields: Name (Zoo Knoxville), Street (3500 Knoxville Zoo Drive), City (Knoxville), State/Province (TN), Country (USA), Postcode/Zip (37914), Telephone Number (865 637 5331), and Website URL (www.zoo-knoxville.org). To the right of these fields is a Google Map showing the location of Zoo Knoxville in Knoxville, Tennessee. A red pin is placed on the map. A red callout box with the number "4" points to the "Find Address" button in the top left corner of the map. Another red callout box with the number "4" points to the zoom controls in the bottom right corner of the map. Below the details and map is a "Description" section with a rich text editor toolbar. A red callout box with the number "1" points to the toolbar. Below the toolbar, there is a text area containing the text: "Fee to park is \$5.00. Located just east of downtown Knoxville, Tennessee, near exit 302 off Interstate 40." A red callout box with the numbers "2 & 3" points to this text area. In the top right corner of the interface, there are "Save" and "Close" buttons.