TellicoLife Standards for Calendars - Creating & Maintaining

Hint: Review the relevant MemberClicks documentation:

- Listen to Video on Content Best Practices. 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 one titled Content Best Practices and click on it to listen to 13 minute video.
- Review documents on how to Insert an Image & How to insert a Link. Path is: Help.memberclicks.com – then click on the middle button titled MemberClicks Documentation – Website – Insert an Image (or Insert a Link)
- 3. Review document on Calendars. Path is: Help.memberclicks.com then click on the middle button titled MemberClicks Documentation – Online Community – Calendars.
- Important MemberClicks recommends Admins <u>only use FireFox and/or</u> <u>Chrome browsers</u>, e.g., use of IE can result in paying the same invoice multiple times

When creating a Calendar:

Hint: we want to default to MemberClicks formatting as much as possible so that Calendar entries will correctly size to smart phones, desk tops, etc.

Hint: The Apply function will save your changes without taking you out of the calendar entry.

合 Website	Community F	Forms F	Reporting	Financial	Log Out	Profile List	🧏 Sea	rch Q
Edit Event					Cancel	Apply	Save & New	Save
You are editing an eve If you change the date Event Title:			-	erate a new set of repetitions and delete all existing repeats.		1		
Categories Start, End, Duration	New Villagers	•						

- 1. Never copy from a PDF flyer, need always get a word or if a Mac get a page or rtf flyer from Event Coordinator
- 2. Max width of an image is 250 pixels. Need format so have 10 pixels of blank space around them. Note an image that is too rectangular shaped,

can NOT be resized, so will need go to Google Images and find a more square shaped image.

- 3. Always put Event title in sentence case
- In upper left corner of the text portion, insert the club's logo (e.g., NV smaller logo.png), aligned to the left. This will nicely off set the location map that will be pulled in.
- 5. Upload the resized image/photo from paint into the applicable club's image folder under Media manager.
- 6. Insert this image/photo directly under the club's logo. This will help to offset the location map that will be pulled in.
- 7. Don't enter date & time into text portion.
- 8. Let MC wrap text automatically
- 9. Always set to include all groups in permissions
- 10. Choose repeat type of NO Repeat unless for a Social, etc.
- 11.Start & stop times will omit driving time if event has people meeting at the location
- 12.Use a font of Heading 2- Font Family Font Size for the main title, use
 Heading 2 Font Family Font Size for any subtitle and use font of
 Paragraph Font Family Font Size for all other text
- 13.Use the designated Contact field to enter Event Coordinator's specifics instead of putting in text of calendar
- 14.Ensure the price and no refund date are in bold.
- 15.If the venue location is linked to the calendar entry, omit entering that in the text. In cases where linked location maybe a meeting place then may choose to enter location(s) in text.

👚 Website	Community Database Forms Reporting Financial	Log Out Profile List 🧏 Search 🔍
Edit Event		Cancel Apply Save & New Save
Event Title: Categories Start, End, Duration All day Event or Uns Start date 2017-06-11 End date 2017-06-11 Repeat ()	te settings for this event and save then it will generate a normalized titions and delete all existing repeats. HOA - Button Willow Civil War Dinner Theatre HOA • • 7 pecified time • Time Zone (GMT-06:00) Central Time (US & Canada) • 7 pecified time • Time Zone (GMT-06:00) Central Time (US & Canada) • 7 Permissions • Toggle All • Admin • HOA - Admin • HOA - Admin • NWatch - Admin • Prospect • - ·· • • •	
• No Repeat Event Description	● Daily ● Weekly ● Monthly ● Vearly ■ I User ● Font Family • Font Size A 4% □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
	BUTTON WILLOW CIVIL WAR DINNER <u>THEATRE</u> SUNDAY, JUNE 11, 2017 <u>1:45pm - 4:45pm</u>	
Select Location Contact	Path: h1 × strong × span Image	

To upload a flyer to the calendar entry

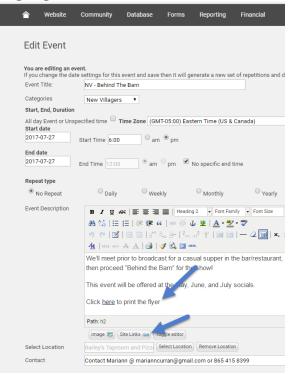
- 1. after the calendar entry has been saved
- 2. save the event flyer as a pdf
- 3. use media manager and upload the flyer to the applicable folder, e.g., New Villagers EventFlyers

合 Website Community	y Database	Forms	Reporting	Financial
Media Manager				
Folders - J. Media - J. HOA - J. NewVillagers			Crea	ate Folder
Documents Frenchiers Status Status TUFe	Up Level.	Cocurrents	EventFlyer.	i mages
	Upload File [Max :		pload	
☆ Website Community Media Manager	Database	Forms	Reportin	ng Financial
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□H Media □H HOA □H NewVillagers □H Documents][Create Folder
EventFlyers EventFlyers Site Starting Starti	Up Level	flyer 05	50217-riverdan	ce.pdf
	8 🛛 🔎	flyer 07	72717 behindth	nebarn.pdf
	Upload File (Max	= 25M]	Upload	

4. Type the words you want tell them to print the flyer, e.g., Click <u>here</u> to print

		Website	Community	Database	Forms	Reporting	Financial
	Edi	t Event					
	Eur	LEVent					
		re editing an e change the da		event and save	then it will g	enerate a new se	t of repetitions and d
	Event	: Title:	NV - Behind T	he Barn			
		jories	New Villagers	3 🔻			
		, End, Duration ly Event or Uns	pecified time 🔲 1	Time Zone (GM	T-05:00) Eas	stern Time (US &	Canada)
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	2017	-07-27	End Time 12:00	am	⊖ _{pm} 🕑	No specific end t	ime
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luor	Conta	act	Contact Maria	nn @ mariannc	urran@gma	il.com or 865 415	5 8399
flyer							

5. Highlight the word click and then click on the site links button



 To attach it to the "here" words, click site links -> upload a file and select your flyer. IMPORTANT before clicking in Insert this Link, need select option of New Page

Article	Folder: EventFlyers -	Enter a file name	
Community	File name	Туре	Preview
Menu Item		.114	- Internet
Form	flyer 052017 million dollar quartet.pdf	Document	
ectory Search	flyer 06012017 burgers brats after social.pdf	Document	
File			
Poll	flyer 06112017 bingo.pdf	Document	
Event	flyer 061617 smokles baseball.pdf	Document	
	TFolder	Hover over image previews for	a larger preview.
	hen linking to a PDF or Folder		a narger preriett.
	ew Page" as the page	Page Target	
tar	rget.	New Page	<u>·</u>
	LINK SHIE	Same Page New Page	
	/assets/NewVillagers/EventFlyers/flyer 052017	New Page	
	Tooltip/Title (optional)		
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OR, if you are editing an existing link.....

eneral	Popup Events Advanced	H addition an
Seneral F	Properties	If editing an existing link,
link URL	/assets/NewVillagers/EventFiyers/fiyer 05201	select open
Target	Open in New Window (_blank)	in new
Tini a	Open in This Window/Frame	window as
Title	Open In New Window (_blank)	the target.
Class	Open in Parent Window/Frame (_parent) Open in Top Frame (Replaces All Frames) (_top)	

(Not doing this will result in TL being closed whenever a user closed a PDF in TL instead of using the back arrow). Now click Insert this Link.

Article	Folder: EventFlyers	Enter a file name	Ca
Community	Folder.		
Menu Item	File name	Type Preview	
Form	flyer 050217-riverdance.pdf	Document	
Directory Search			
File	flyer 072717 behindthebarn.pdf	Document	
Poll			
Event			
	Upload a File Into the Current Folder	Hover over image previews for a larger preview.	
	Upload a File Into the Current Folder Link Text	Hover over image previews for a larger preview.	
	Link Text	Page Target	
	Link Text flyer 072717 behindthebarn.pdf	Page Target Same Page 🔹	
	Link Text flyer 072717 behindthebarn.pdf Link URL	Page Target Same Page 🔹	

e offered at the May June and July socials

7. When user clicks on that they'll be able to print the flyer



BEHIND THE BARN LIVE MUSIC BROADCAST ON WVIF 105 FM

JOIN NEW VILLAGERS FOR DINNER AND LIVE MUSIC AT BARLEY'S TAPROOM & PIZZERIA 128 W. BROADWAY MARYVILLE, TN 37801

DATE: THURSDAY JULY 27 COST: \$10.00 deposit returned at event Cost of dinner not included Limit 20 No refunds after July 6th. TIME: 6:00 DINNER AND 8:00 MUSIC

Each week Behind the Barn features a combination of folk, country, mountain or blues music by local, regional and nationally acclaimed artists It's a casual format: Radio hosts, Jeff Barbra & Sarah Pirkle start the evening with a welcoming bit music, then turn the stage over to the featured act for the evening.

We'll meet prior to broadcast for a casual supper in the bar/restaurant, then proceed "Behind the Farm" for the show!

This event will offered at the May, June, and July socials.

Click here to print the flyer

Contact: Contact Mariann @ marianncurran@gmail.com or 865 415 8399

Download as iCal file

When changing an existing Calendar and/or Event Flyer:

Hint: *Member Clicks software* loads data in cache for efficiency and on many computers that overrides what Admin users can see. Doesn't impact what real users view, but to an Admin user it can look like your updates didn't work when they did. So need to clear your cache before updating an Event

- 1. Refer to TLife 1.5.2 How to Clear your Caches
- 2. Then need unlink the outdated event flyer by going into applicable calendar entry, highlighting the link and then click on unlink

Edit Event	
You are editing an e If you change the da	vent. te settings for this event and save then it will generate a new set
Event Title:	NV - Gotta Know Knoxville
Categories	New Villagers 🔻
Start, End, Duration	
All day Event or Uns Start date	specified time 🔲 Time Zone (GMT-05:00) Eastern Time (US & C
2017-08-25	Start Time 12:00 am epm
End date 2017-08-25	End Time 5:00 am • pm No specific end time
Repeat type	
No Repeat	Oaily Weekly Monthly
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	Click here to print flyer

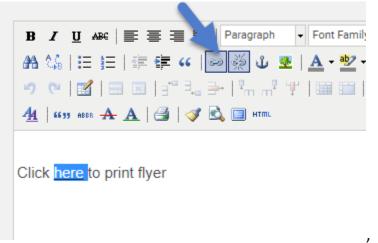
3. Go into media manger and delete the outdated event flyer by selecting the applicable event flyer and then click the delete function

Media Manager				r -
Folders				
□ Media □ HOA			Create Folder	
□ NewVillagers Documents	8	L	flyer 080817 malibu boat tours.pdf	
	8 🗆	لم	flyer 080917 chickamauga battlefield tour.pdf	
- 📕 slideshow-images D- 📕 STAYinTV	8 🗆	L	flyer 081617 holy land deli.pdf	
□ TLife □ Tvcuc	8 🗆	L	flyer 081717 behind the barn.pdf	
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	8	گر	flyer 090617 chili cook off flyer.pdf	
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	8	1 and a state	flver 52317 sloans may 2017 pdf	

- 4. Follow the instructions earlier in this document to upload the new event flyer into the media manager.
- 5. Highlight the word click and then click on the site links button

	Website	Community	Database	Forms	Reporting	Financial
Ed	it Event					
	are editing an e u change the da		event and save	then it will g	enerate a new se	t of repetitions and d
Ever	nt Title:	NV - Behind Th	ne Barn			
Cate	egories	New Villagers	•			
	t, End, Duration					
	ay Event or Uns t date	specified time 🔲 1	ime Zone (GM	T-05:00) Ea:	stern Time (US &	Canada)
	7-07-27	Start Time 6:00	⊖ _{am}	• pm		
End	date					
201	7-07-27	End Time 12:00	• am	⊜ _{pm}	No specific end	time
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		Click here to	print the flyer			
		Path: h2				
				ggle editor		
	ct Location		om and Pizze			
Con	tact	Contact Maria	nn @ mariannc	urran@gma	il.com or 865 41	5 8399

6. To attach it to the "here" words, click site links -> upload a file and select your flyer. IMPORTANT before clicking in Insert this Link, need select option of New Page as described above. 7. If you are editing an existing link, need highlight the linked work and then click on the insert/edit link button to in the Target field select the option of Open In New Window (_blank)



OR, if you are editing an existing link.....

eneral	Popup Events Advanced	H addition on
General F	Properties	If editing an existing link,
Link URL	/assets/NewVillagers/EventFlyers/flyer 05201	select open
Target	Open in New Window (_blank)	in new
Title	Open in This Window/Frame Open in New Window (_blank)	window as the target.
Class	Open in Parent Window/Frame (_parent) Open in Top Frame (Replaces All Frames) (_top)	

(Not doing this will result in TL being closed whenever a user closed a PDF in TL instead of using the back arrow). Now click Insert this Link.