## 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<br>If you change the date<br>Event Title: |               |         | -         | erate a new set of repetitions and delete all existing repeats. |         | 1            |            |       |
| Categories<br>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:<br>Categories<br>Start, End, Duration<br>All day Event or Uns<br>Start date<br>2017-06-11<br>End date<br>2017-06-11<br>Repeat () | te settings for this event and save then it will generate a normalized titions and delete all existing repeats.<br>HOA - Button Willow Civil War Dinner Theatre<br>HOA • • 7<br>pecified time • Time Zone (GMT-06:00) Central Time (US & Canada) • 7<br>pecified time • Time Zone (GMT-06:00) Central Time (US & Canada) • 7<br>Permissions<br>• Toggle All<br>• Admin<br>• HOA - Admin<br>• HOA - Admin<br>• NWatch - Admin<br>• Prospect<br>• - ·· • • •   |                                 |
| • No Repeat<br>Event Description  | ● Daily       ● Weekly       ● Monthly       ● Vearly         ■ I       User       ● Font Family       • Font Size         A 4%       □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □  |                                 |
|   | BUTTON WILLOW CIVIL WAR DINNER <u>THEATRE</u><br>SUNDAY, JUNE 11, 2017<br><u>1:45pm - 4:45pm</u>   |                                 |
| Select Location<br>Contact  | Path: h1 × strong × span         Image |                                 |

To upload a flyer to the calendar entry

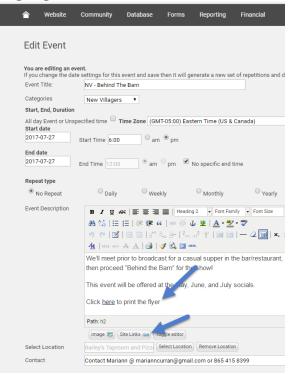
- 1. after the calendar entry has been saved
- 2. save the event flyer as a pdf
- 3. use media manager and upload the flyer to the applicable folder, e.g., New Villagers EventFlyers

| 合 Website Community   | y Database          | Forms      | Reporting      | Financial     |
|---|---------------------|------------|----------------|---------------|
| Media Manager   |                     |            |                |               |
| Folders<br>- J. Media<br>- J. HOA<br>- J. NewVillagers  |                     |            | Crea           | ate Folder    |
| Documents<br>Frenchiers<br>Status<br>Status<br>TUFe   | Up Level.           | Cocurrents | EventFlyer.    | i mages       |
|   | Upload File [ Max : |            | pload          |               |
| ☆ Website Community Media Manager   | Database            | Forms      | Reportin       | ng Financial  |
| Folders   |                     |            |                | Create Folder |
| □H Media<br>□H HOA<br>□H NewVillagers<br>□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                                    |                   |                                    |                   |                    |                        |
|       |       | <b>re editing an e</b><br>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 🔻                                |                   |                    |                        |
|       |       | , <b>End, Duration</b><br>ly Event or Uns | pecified time 🔲 1 | Time Zone (GM                      | T-05:00) Eas      | stern Time (US &   | Canada)                |
|       | Start |   | Start Time 6:00   |                                    | ● pm              |                    |                        |
|       | End o | late                                      | Start fille 0.00  | am                                 | pm                |                    |                        |
|       | 2017  | -07-27                                    | End Time 12:00    | am                                 | ⊖ <sub>pm</sub> 🕑 | No specific end t  | ime                    |
|       | Repe  | at type                                   |                   |                                    |                   |                    |                        |
|       | •     | lo Repeat                                 | Daily             | <sup>⊖</sup> Wee                   | kly               | Monthly            | Yearly                 |
|       | Event | Description                               |                   | ₩                                  |                   |                    | nily 👻 Font Size       |
|       |       |   |                   |                                    |                   | ມ 🗷   <u>A</u> - 🖄 | - 🖉<br> — 🖉 🔟   🗙 :    |
|       |       |   |                   | <b>▲</b>   <b>⊴</b>                |                   |                    |                        |
|       |       |   |                   | rior to broadca<br>d "Behind the I |                   |                    | he bar/restaurant,     |
|       |       |   |                   |                                    |                   | June, and July     | socials                |
|       |       |   |                   | print the flyer                    | little hay,       | oune, and oury     | Socials.               |
|       |       |   |                   | print are nyer                     |                   |                    |                        |
|       |       |   | Path: h2          | Site Links 📾 🛛 To                  | ggle editor       |                    |                        |
|       | Selec | t Location                                | Barley's Tapro    |                                    | Select Location   | Remove Locatio     | n                      |
| 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<br>New Page         |                    |
|               | /assets/NewVillagers/EventFlyers/flyer 052017 | New Page                      |                    |
|               | Tooltip/Title (optional)                      |                               |                    |
|               | roompy mee (opnonal)                          |                               |                    |

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)<br>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<br>Link Text      | Hover over image previews for a larger preview. |    |
|                  |   |   |    |
|                  | Link Text   | Page Target                                     |    |
|                  | Link Text<br>flyer 072717 behindthebarn.pdf             | Page Target<br>Same Page 🔹                      |    |
|                  | Link Text<br>flyer 072717 behindthebarn.pdf<br>Link URL | Page Target<br>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<br>If you change the da | vent.<br>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<br>Start date           | specified time 🔲 Time Zone (GMT-05:00) Eastern Time (US & C                  |
| 2017-08-25                                   | Start Time 12:00 am epm  |
| End date<br>2017-08-25                       | End Time 5:00 am • pm No specific end time                                   |
| Repeat type                                  |  |
| No Repeat                                    | Oaily Weekly Monthly   |
| Event Description                            | B I U ABC   ≣ ≣ ≣   Par raph - Font Fami                                     |
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|  | 🐴   6633 ABER 🛧 🛕   🛃   🛷 🗟 🗐 HTML   |
|  | Click here to print flyer  |

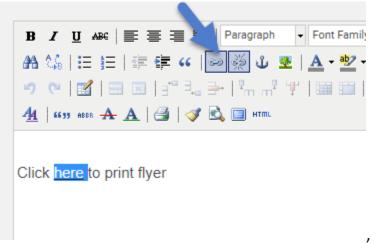
*3.* Go into media manger and delete the outdated event flyer by selecting the applicable event flyer and then click the delete function

| Media Manager                         |     |               |   | r - |
|---------------------------------------|-----|---------------|---|-----|
| Folders                               |     |               |   |     |
| □ Media<br>□ HOA                      |     |               | Create Folder                                 |     |
| □ NewVillagers<br>Documents           | 8   | L             | flyer 080817 malibu boat tours.pdf            |     |
|                                       | 8 🗆 | لم            | flyer 080917 chickamauga battlefield tour.pdf |     |
| - 📕 slideshow-images<br>D- 📕 STAYinTV | 8 🗆 | L             | flyer 081617 holy land deli.pdf               |     |
| □ TLife<br>□ Tvcuc                    | 8 🗆 | L             | flyer 081717 behind the barn.pdf              |     |
|                                       | 0 🗆 | لم            | flyer082317raft-off.pdf                       |     |
|                                       | 8   | لم            | flyer 082517 gotta know knoxville.pdf         |     |
|                                       | 8   | گر            | flyer 090617 chili cook off flyer.pdf         |     |
|                                       | 8   | گر            | flyer 092117 abingdon va overnight.pdf        | ŀ   |
|                                       | 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<br>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<br>t date           | specified time 🔲 1 | ime Zone (GM                       | T-05:00) Ea:    | stern Time (US &   | Canada)                |
|      | 7-07-27                             | Start Time 6:00    | ⊖ <sub>am</sub>                    | • pm            |                    |                        |
| End  | date                                |                    |                                    |                 |                    |                        |
| 201  | 7-07-27                             | End Time 12:00     | • am                               | ⊜ <sub>pm</sub> | No specific end    | time                   |
| Don  | eat type                            |                    |                                    |                 |                    |                        |
|      | No Repeat                           | Daily              | ○ <sub>Wee</sub>                   | a lu            | Monthly            | Yearly                 |
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| Ever | nt Description                      |                    |                                    |                 | ng 2 🔹 Font Far    |                        |
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|      |                                     |                    | rior to broadca<br>d "Behind the I |                 |                    | he bar/restaurant,     |
|      |                                     |                    |                                    |                 |                    |                        |
|      |                                     | This event w       | vill be offered a                  | it the liay,    | June, and July     | socials.               |
|      |                                     | 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<br>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<br>Open in New Window (_blank)                                | window as the target.           |
| Class     | Open in Parent Window/Frame (_parent)<br>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.