

Lions Australia OZ Clubhouse Instructions

Updated 29th December 2015

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Introduction:

Version 1 of the software was in place between 2009 and Jan 2014. In Jan 2014 Version 2 of the Oz Clubhouse software was installed.

Since then, four enhancements have been implemented:

1. A Text alignment Function – 30th May 2015
2. A Website search Function – 30th May 2015
3. A Protected File Function – 17th September 2015
4. The ability to delete Unwanted webpages – 17 September

As well as minor other updates to these instructions.

Participation in the Oz Clubhouse system is optional. There are elements of your website that you can change to suit your needs, but the look and the style is based on one standard template used for all club and district sites generated on the system. The project was developed by Member, Lion Mason Fok, with help from other Lions and is supported by National Office. Day to day inquiries and support is provided by our Honorary Oz Clubhouse Webmaster at ozclubhouse@lions.org.au

There are Video Instructions available at <http://vimeo.com/user14646431> and our Lions Australia page with full info on the Oz Clubhouse system is at <http://lionsclubs.org.au/members/oz-clubhouse/>

How to Get Started:

You will need the following:

5. Permission of your Club or District
6. A commitment to keep the web site updated or to train other Club Members to use it.
7. The cooperation of your Club Secretary or PR Chairman.
8. Lions Membership Number
9. You may wish to have a club Picasa web albums or Flickr free account so that you can upload any photos to it and then link to them from Oz Clubhouse. Documents such as pdfs and photos can also be stored in free accounts at <http://www.dropbox.com/>. An alternative is you can upload your photos and pdf files direct to your Oz Clubhouse website from your computer.
10. Images should be resized to less than 200KB and a maximum width or height for an image of 600px or less. The maximum size pdf or word file you can upload is 5MB

Authorisation: There are 3 levels of Users for the Lions Members:

i. User:

Each member is able to login to the member's login section on their own Club website. This section will enable them to get Club specific documents or articles that are not necessary for

the public or non Club member to see. Members need to know their First Name and their Family name as recorded on the Lions Clubs International MYLCI database plus their Member Number

ii. Club Webmaster:

By default the Club Secretary may be automatically authorised to log on and edit the site. As this is picked up from the MYLCI database periodically through the year, if the Secretary changes so may their access.

If the Secretary does not have access, or to add an additional member as Club webmaster, please contact the Lions Australia Oz Clubhouse Webmaster, at ozclubhouse@lions.org.au

iii. District Webmaster:

These cannot be set up automatically. The District Governor or Cabinet Secretary may request access for any Lions Club Member in their District to be a Webmaster for the District Website. They should contact the Lions Australia Oz Clubhouse Webmaster, at ozclubhouse@lions.org.au

Note: please include the name of the Club the new proposed District Webmaster is a member of.

1. Your Browser

You can edit your website through your browser on your computer. Each browser responds slightly differently to the Editing program.

For example, cut copy and paste functions are different in different browsers, as the editor needs to use your computer's clipboard to do those 3 functions browsers manage your security differently.

To use the cut, copy and paste buttons on the Edit menu, *Internet Explorer* may ask your permission for the editor to use your computer's clipboard. Once you allow it, the buttons can be used.

Chrome, Firefox and *Safari* Browsers, don't let you use those cut, copy or paste buttons as they require you to use your keyboard instead (Ctrl X, Ctrl C or Ctrl V in Windows or Command X, Command C or Command V in Apple Mac)

2. Layout

If your website was used before January 2014, under the first version of Oz Clubhouse software, you may wish to adjust spacing and paragraph breaks etc to tidy up the layout on

your pages. You may need to move text or images out of tables and just place them in the page normally. There are 600 plus Clubs & Districts using the Oz Clubhouse system, which have been edited differently by each Webmaster, so some may need more adjustment than others.

The reason is the new system uses a more fluid structure, so that it can be read on smaller screens such as tablets and mobile phones. The reason for allowing this is because the use of mobile phones and tablets to visit websites is now about 30%. Therefore, the wide screen you see on your desktop or laptop computer gets squeezed by the software when it displays on a tablet or mobile, with paragraphs and images narrowing and slipping above or below each other.

Therefore, in future, your site will display better if your page layout is kept simple.

If you wish your site to display well in a mobile phone you should make these adjustments to tables and images

- For tables, when you create them, set the width to 100% by typing 100% into the Width box in the table Properties window. If you wish to change this to existing tables, use the source view and change the width from say ###px to 100%
- For images, open the Image Properties button, and delete the width and height settings. The best way to check, what it will look like, if you don't have a smartphone, is to grab the side of your browser by clicking and holding with your mouse and slowly dragging it to narrow the window. As it narrows, you can watch how your site displays.

3. Start Editing

To start editing, open the website in your browser and use the logon box with your First Name, Family name and Member Number

Note:

Do not use apostrophes quotation marks or other symbols such as : ; , . ! @ # \$ % ^ & * () " + ' = ? / > < } { [| \] ~ ` in Page names, Menu Names, Image File Names, Pdf File Names on this website system.

The use of such symbols may cause problems with functions of the website.



When you are logged in, you should see edit buttons in your page. Edit buttons are images of a lined sheet of paper with a pencil.

4. Edit the Banner Title:

At the end of your club name in the banner is a button. Click and the edit window will pop up.

Correct your club name if needed and click the Save button to save.

On the next line immediately below your club name is a blank space for your District, state and country. Edit this in the same way

Important: In the banner name we strongly recommend that you put in your full club name, your District and your Country and State. The reason is to make the public aware of where and who you are; also to follow the standards laid down by Lions Clubs International.

5. Insert a Main Photo

Insert a Main Photo at the top of your Home Page which reflects the image of your Club.

Steps are:

1. Prepare your image by reducing its size
so that it is no more than 600px in width or height - this is important
2. Login
3. Go to Home Page
4. Click on the edit button which appears below the main menu in the centre of the home page, above the text area.
5. If you are using an image elsewhere on the internet, paste the url of your image into the field shown in the edit screen. Then click the Save button, it will close the editor and save your changes.
6. If you are using an image from your computer, click the folder button below the field. You will be presented with a pop up window which allows you to select an image already on the server, or upload your image.
To use an image from your computer, click chose file, find your image on your computer, double click on your image,
You will now see the file name is copied next to the Choose file button (Called Browse in IE)
Click the Upload button, and a preview of your image will appear in the small preview window
Click on the preview of your image and the window will close.
Now click Save

7. Using the Edit Window to Edit Your Website

Each web page is composed of fields. To edit a field you login, then you click on the edit button for that field. In the fields in the banner and footer you can change the text. In the other fields you can change the text, add images, add links to websites, emails or pdf documents.

The steps to edit a field are to:

1. Click on the edit button

2. You will be presented with a small editing window.

In the very top right of the window, just to the left of the X, is a maximise button to make the edit window bigger.

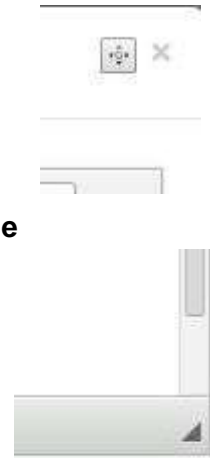
Click on this to make editing easier.

3. When working in the Edit window, you will find an arrow head in the bottom right corner.

You can click and drag this downwards to increase the size of the Edit window.

4. At the bottom of the Edit window are two large buttons. The Save button saves your changes and closes the edit window. The Close button cancels your changes and closes the Edit window.

5. At the top of the Edit window is a row of buttons. As you move your mouse pointer over the buttons their titles are shown. The purpose and use of each button is described below.



7. Purpose and use of the Buttons in the Edit Window.

Below is an image of the buttons in the Edit window.



We now provide a description of the purpose of each button in the maximised window. They are described below, left to right in the numbered order as follows: Please Note that some

buttons are greyed out. You may need to select the text or image you wish to change before they become usable.



1. Cut - Scissors Symbol

Firstly select a section of text or image then use this button to remove it from your page so you may paste it elsewhere. *If your browser won't let you use this button, you should cut using your keyboard in Windows use Ctrl and X or in Mac Command and X.*



2. Copy - Two sheets of paper

Firstly select a section of text or image then use this button to copy it from your page so you may paste it elsewhere. *If your browser won't let you use this button, you should cut using your keyboard in Windows use Ctrl and C or in Mac Command and C*



3. Paste - Clipboard with sheet of lined paper

Insert your cursor in the page where you wish to paste and then click on this paste button. *If your browser won't let you use this button, you should cut using your keyboard in Windows use Ctrl and V or in Mac Command and V*



4. Paste as plain text - Clipboard with a T on it

Insert your cursor in the page where you wish to paste and then click on this paste as plain text button. If you wish to copy text from an email, webpage or other document, selecting this button will paste just the text, without the style and background code and links etc that were in the source document or webpage or email. This is a good way to paste your content as it removes bugs that could otherwise be copied over.



5. Paste from Word - Clipboard with a W on it

Insert your cursor in the page where you wish to paste and then click on this paste as word button. If you wish to copy text from a Word document, selecting this button will paste the text, and some of the style from the Word document.



6. Undo - Button with left hand arrow

Use this button if you wish to undo the last edit you made. It will not undo if you have already saved the edit.



7. Redo - Button with right hand arrow

Use this button if you wish to redo the last edit you made. It will not redo if you have already saved the edit.



8. Spellcheck - Button with letters ABC and a tick below them

Use this button if you wish to check the spelling of a word. You may also set it to check your spelling as you type



9. Link - Button with a chain link on it

This allows you to insert a link (remember you must select the text that you wish to become a link before you use this tool).

Steps are:

1. On your page, click the Edit button to open your Edit window
2. In the Edit window select the text you want to make a link to.
3. Click on the Link button and the Link window pops up,
4. In the Link Type drop-down menu, select **URL or Email**
5. If you select **Email**, a window will pop up for you to insert the email address, then click OK.
6. If you select **URL**, a window will pop up with a protocol tab. In the protocol tab, select from the dropdown menu the first part of the link. It will usually be http:// or https:// then type or paste in the link
7. Click OK button and click Save
8. Uploading pdfs and docs using the Link button



You may upload a document,(pdf, doc or docx files, **but not Excel**, from your computer **The maximum size file you can upload is 5MB.**

1. Type the name of the document into the body of your page
2. Select the name, the background of the selected text will turn blue
3. The file path should appear in the Link Upload field
4. **To ensure that your document is only accessible to members of your Club or District**
Click on the Link button
5. Click on the Upload Tab
6. Click on Choose File button (Called Browse in IE)
7. Locate your file and double click on it or click open

 Tick if this is for members only

8. **Click send to Server - document will now be a "Protected File"**
9. **Click OK and Save**

(If the file has already been uploaded to your website, after opening the link window, you do not need to use the Upload tab. Just click the Browse Server button, find your file, click to highlight and click OK. Then Save.

When you view your documents on the Server, the window gives a red icon and the filename of pdf files, but no icon for Word files - just the file name)

Targeting of URLS

If linking to a URL.pdf or doc you can also set the target, using the Target tab. This allows you to tell the link to open in the same web browser page or a new page. This feature means you can keep your oz clubhouse page open on a visitor's computer after they click on a link, which makes it easier for them to return to your website.

 10. **Unlink - Button with broken chain link on it. This removes any link from text you have selected**

 11. **Anchor - Button with two hills and the sun drawn on it**

An anchor is a bookmark. It allows you to hyperlink from one part of a page, or another page, to a section of text.

The "link" is where you begin. When you click on the link, it takes you to the anchor or bookmark, just the same as if you were linking to another website.

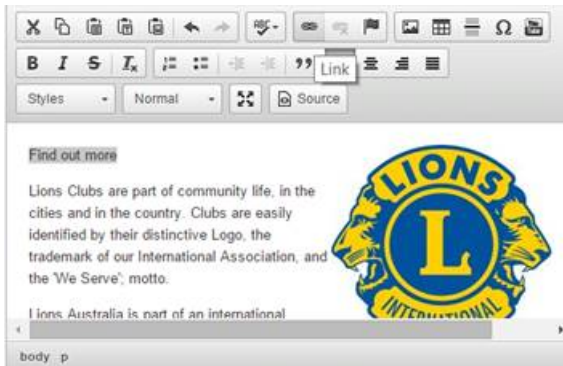
To create a bookmark or anchor.

- a. Place your cursor in your text as the destination for your link.
- b. Select the "Anchor" button. Type in a single short lowercase word as the name of your anchor.

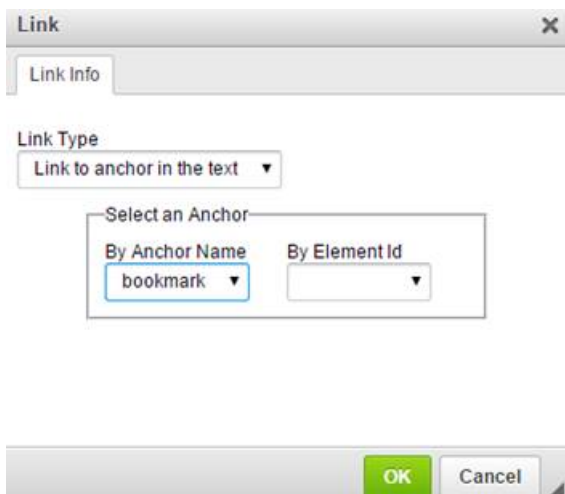
To link to that anchor

- c. Go to the part of the page, or another page, where you want to place a link. Type some text for your bookmark link. Eg: "Find out more"
- d. Highlight that text and then select the "link" icon.





e. Change “Link type” to “Link to anchor in the text” and select your anchor name.



f. Click OK and then you are done.

Now, if a visitor clicks on “Find out more” it will take them to the bookmark or anchor on your page.



12. Image - Button with two hills and the sun drawn on it

Firstly, Prepare your image by reducing its size so that it is no more than **600px in width or height and less than 200KB in file size.**

Then, place your cursor in the page, where you wish to insert an image, then click on this button. This will open a window allowing you to browse your server for existing images, insert a url to add an image from another website or to Upload a new image from your computer to the server. You may also add Alternate text, set width and height, set horizontal and vertical space around your image and set its alignment.

Steps

1. Firstly, Prepare your image by reducing its size so that it is no more than **600px in width or height and less than 200KB file size.**
2. Place your cursor where you want the image. (Or to adjust an existing image, click

on the image to highlight it)

3. Click the Image button
4. You will see 3 tabs in the Image Properties window
- 5.



6. The Image Info is the main tab for you to use. If you are using an image from another website or picassa or dropbox etc, paste the link into the URL field on the Image Info tab.
7. If you are uploading an image, click the Upload tab,
8. Find your file in your computer
9. Double click on it, so its file name appears in the Send it to server field
10. Click the Send it to Server button and wait.
11. When you receive an OK message, click Ok and you will go back to the Image Info tab
12. Complete Alternate text and set alignment if you need it aligned

The middle tab called "Link" is to be used if you wish to place a link on the image in your website, so that if someone clicks the image, they are sent to a url of your choice.

When inserting an image, unless the image is square, we suggest you remove the image Width and Height settings from the Image Properties window. Leaving these fields blank will allow the image to resize and display properly on mobile phones and tablets.

If you wish to have your images a standard size when viewed on a desktop, resize your image to your desired size, **600px maximum width or height and less than 200KB file size**, before you upload it to the website.

Image Alignment and Space

To align your images or add space around them, Open the Edit window, click on the Image, click on the Image button on the toolbar, down the bottom of the window you can choose to have your image left aligned (on the left of your text) or right aligned (on the right of your text). You can add space around the side of your image if you wish.

Horizontal each side and Vertical is top and bottom. Usually space of 10 Horiz and 10 Vert is adequate to make the image and text sit nicely apart. Click Ok and Save your changes.



13. Table - Button with a grid of squares on it

Place your cursor in the page, where you wish to insert a table then click on this button. This will open a window allowing you to select number of rows and columns, table width, borders and spacing.

If you wish your table to be able to shrink and resize to suit mobile phones, when you create them, set the width to 100% by typing 100% into the Width box in the table Properties window. If you wish to change this to existing tables, use the source view and change the width from say
###px to 100%



14. Insert Horizontal Line - Button with a horizontal lines on it

Place your cursor in the page, where you wish to insert a line then click on this button. This will insert a horizontal line across your page.



15. Insert Special Character - Button with an Omega symbol on it

Place your cursor in the page, where you wish to insert a character or symbol then click on this button. This will open a window allowing you to select a wide range of symbols and characters to insert in your page.



16. YouTube Button

See the section at the end of these instructions on uploading videos, for steps to insert a YouTube video



17. Maximize - Button with 4 arrows pointing outwards to each corner of the button

You may use this button to enlarge the Edit window to full screen.

Click on it again to return to the small Edit window to Save or Close

There is also a maximise window button in the top right of the Edit Window, just to the left of the X which closes the window. That button gives you the Close and Save buttons so you don't have to minimise before saving.



18. Source - Button with word Source on it

Click to switch to edit the html source code on your page. Click it again to switch back to normal editing.



19. Bold - Button with B on it

Remember to select your text before using this button



20. Italic - Button with I on it

Remember to select your text before using this button



21. Strikethrough - Button with S on it

Remember to select your text before using this button



22. Remove Format - Button with Ix on it

Remember to select your text before using this button



23. Insert / Remove Numbered List - Button with numbers 1 and 2 on it

Remember to select your text before using this button



24. Insert / Remove Bulleted List - Button with Bullets on it

Remember to select your text before using this button



25. Decrease Indent - Button with arrow to the left

Remember to select your text before using this button



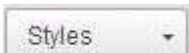
26. Increase Indent - Button with arrow to the right

Remember to select your text before using this button



27. Blockquote - Button with quotation marks on it

Remember to select your text before using this button



28. Formatting Styles - Button with Styles on it

Remember to select your text before using this button.



29. Paragraph Format - Button with Format on it

Remember to select your text before using this button.



30. About CKEditor - Button with question mark on it.

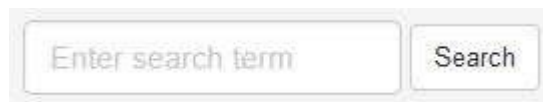
This button gives information about the editing software



31. Alignment of Text & Images – the 4 buttons displayed on the right, gives several options for alignments of Text & Images, that is, left, centre, right and justified

31. Search of a website for specific subjects:

As from 30th May 2015, there is a new function which allows visitors to search a website using a “keyword” and this is available on every webpage in the upper right hand corner.



A search bar consisting of a text input field with the placeholder text "Enter search term" and a "Search" button to its right.

Once the keyword, (“search term”), is entered and “Search” clicked, they will be presented with a list of links to wherever the keyword appears in the particular website.

8. Editing the Menu, Page Title or Meta Text

Login and go to your Home Page

On the top right of your screen is the word Open To Edit with a pencil to its left.

Click on the word Open To Edit.

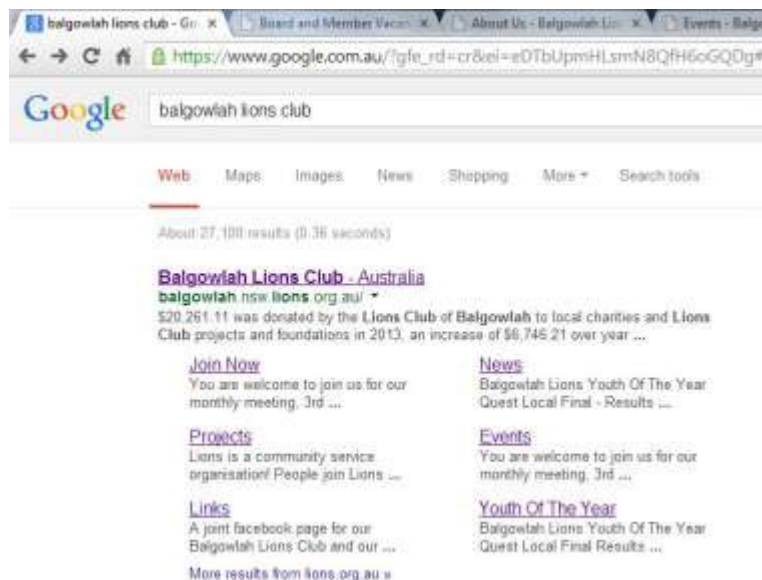
A drop down list appears.

Words are vertically in the order below

1. Menu Name – When you Click on Menu Name you can edit the Main Menu name of your page. For example to change the ABOUT US page to ABOUT OUR CLUB you would login, go to the About Us page, Click on Open To Edit, click on Menu Name, the current name of the page is shown in the field displayed and can be edited to say what you wish such as ABOUT OUR CLUB, click the Save button to save your changes.

2. Title – When you Click on Title you can give your webpage a title that appears as the pages title at the top of your browser and in internet search results





3. Keywords – When you Click on Keywords you can add some keywords to help your site be found in internet searches.

4. Description – When you Click on description you may add a sentence describing your website to help it be found in internet searches.

5. Header Code – This allows experienced users to place header code into their page. Click on Header Code to add code.

6. Page Access – Go to the page that you wish to change access to. Click on the word Open To Edit, then Click on Page Access and you will be presented with a choice of selecting from two choices. This allows you to lock the page that you are editing to Members Only. To the left of the word Yes is a circle which you click to select Yes. This will lock the page requiring Members to log in to read it. To the left of the word No is a circle to click on. If you select No you remove the password protection and the public can read the page. Click Save button to save your changes.

7. Menu Builder – Click on Menu Builder to be able to arrange the order of pages on your main menu. You will be presented with a page holding two columns. The left column is available pages. The right column is your Menu. You can click and drag to move pages to or from the Main Menu and to change the order of pages in the Main Menu.

At the top of the screen is a link to click if you wish to edit the sub menus. Again, there are spare pages available on the left which you can drag into the box under each of the Main Menu Headings which are presented on the right of the page

To move a page from the Main Menu to a Sub Menu, you firstly need to return it to the available

pages column and Save. Then, open the Menu Builder and select Sub Menu and move it from Available Pages to the Sub Menu

8. Logout – Logout to stop editing your site.

9. Create and Add a New Page to the Web Site:

A way to add a new page is to login, go to the home page, then in the address bar of your browser, after the / at the end of your address, type the name of your new page as one lowercase word.

Press Enter and you should be presented with the form to create a new page.

You can use the Menu Builder to move the page from the Available Pages to where you wish it to show in the Menu

10. Use of Symbols - : ; , . ! @ # \$ % ^ & * () " + ' = ? / > < } { [| \] ~ `

Do not use apostrophes quotation marks or other symbols such as : ; , . ! @ # \$ % ^ & * () " + ' = ? / > < } { [| \] ~ ` in Page names, Menu Names, Image File Name, Pdf File Names on this website system. The use of such symbols may cause problems with functions of the website.

11. Obsolete Webpages

If you wish to delete an unwanted webpage simply go to your website , click the page you want and you will see these two icons at the right hand side of it's page



Click the “trash can” to delete it or the other to edit it

On the other hand, if you have Available Webpages in your Menu Builder that are no longer required, simply move them to Main Menu and do the above

12. Embedding iframe code

YouTube iframe code is accepted in this website system

Embedding other iframe code is not a feature of this website system, however most applications which develop iframe embeds also provide you a link as an alternative. We recommend you place the link on your page, that way your website visitor can click the link and be taken to the form or calendar or other program that you wish them to use.

13. Videos.

You cannot upload a video direct to Oz Clubhouse – you can open a YouTube Account & upload it to YouTube then paste embed code or a link in Oz Clubhouse & the video will display.



To insert a Video Use the Source Button (Easiest way)

1. **Open the Edit button on your page**
2. **Expand the Edit window**
3. **Go to your YouTube video**
4. **Click Share**
5. **Click Embed**
6. **Copy the Embed code**
7. **Click the Source button**
8. **Place your cursor in the Edit Window**
9. **Paste the Embed code into the page**
10. **Click Save**

There is also a YouTube button on the Edit Window menu Which works differently with different browsers. We give instructions for *Google Chrome* and *Internet Explorer* in case you wish to use it.

12.1 Google Chrome

To insert a Video using Chrome Browser, There are three ways...



1. Using the Source Button (Easiest way)

1. **Open the Edit button on your page**
2. **Expand the Edit window**
3. **Go to your YouTube video**
4. **Click Share**
5. **Click Embed**
6. **Copy the Embed code**
7. **Click the Source button**
8. **Place your cursor in the Edit Window**
9. **Paste the Embed code into the page**
10. **Click Save**

OR



To use the YouTube button see *following steps*



Using the YouTube button

<p>2. With the Embed Code</p> <ol style="list-style-type: none"> 1. Open the Edit button on your page 2. Expand the Edit window 3. Go to your YouTube video 4. Click Share 5. Click Embed 6. Copy the Embed code 7. Place your cursor in the Edit Window 8. Click the YouTube button 9. Paste the Embed code into the Paste Embed Code Here box 10. and type a blank space at the right hand end of the code 11. Ignore the lower half of the window 	<p>OR 3. With the Share Link</p> <ol style="list-style-type: none"> 1. Open the Edit button on your page 2. Expand the Edit window 3. Go to your YouTube video 4. Click Share 5. Copy the Share this video link e.g. <code>http://youtu.be/o1b4OrcpC4k</code> 6. Place your cursor in the Edit Window 7. Click the YouTube button 8. Paste the Share link into the Paste YouTube video URL box 9. e.g. <code>http://youtu.be/o1b4OrcpC4k</code> 10. and type a quotation mark at the right
<ol style="list-style-type: none"> 12. Click OK 13. Click Save 	<p>to press the space bar to make the quotation mark appear.</p> <ol style="list-style-type: none"> 11. Ignore the Paste Embed Code Here field 12. Set width and height, 560 x 315 (or smaller if required) 13. Click OK 14. Click Save

12.2 Internet Explorer

To insert a Video using Internet Explorer Browser, There are three ways...



1. Using the Source Button (Easiest way)

1. Open the Edit button on your page
2. Expand the Edit window
3. Go to your YouTube video
4. Click Share
5. Click Embed

6. **Copy the Embed code**
7. **Click the Source button**
8. **Place your cursor in the Edit Window**
9. **Paste the Embed code into the page**
10. **Click Save**

OR



To use the YouTube button see *next page*
Using the YouTube button

2. With the Embed Code

Open the Edit button on your page

1. **Expand the Edit window**
2. **Go to your YouTube video**
3. **Click Share**
4. **Click Embed**
5. **Copy the Embed code**
6. **Place your cursor in the Edit Window**
7. **Click the YouTube button**
8. **Edit window titled Embed Youtube Video will open**
9. **Paste the Embed code into the "Paste Embed Code Here" box**
10. **Ignore the lower half of the window**
11. **Click OK**
12. **Click the X in the top right of the window titled Embed Youtube Video to close it**
13. **When asked are you sure you want to close, Click OK**
14. **Click Save**

OR 3. With the Share Link

1. **Open the Edit button on your page**
2. **Expand the Edit window**
3. **Go to your YouTube video**
4. **Click Share**
5. **Copy the Share this video link**
e.g.
<http://youtu.be/o1b4OrcpC4k>
6. **Place your cursor in the Edit Window**
7. **Click the YouTube button**
8. **Paste the Share link into the Paste YouTube video URL box**
9. **An X will appear at the end of the URL**
10. **Click the X to delete your URL**
11. **Paste the Share link into the Paste YouTube video URL box**
12. **Ignore the Paste Embed Code Here field**
13. **Set width and height, 560 x 315 (or smaller if required)**
14. **Click OK**
15. **Click the X in the top right of the window titled Embed Youtube Video to close it**
16. **When asked are you sure you want to close, Click OK**

To Move or Delete the video

1. Open your website
2. Login
3. Go to the page you wish to place the video in
4. Click the Edit button in the body of the page
5. The Edit window will open
6. Click the maximise button in the very top right of the Edit window, just to the left of the X
7. Do not use the YouTube Button in the Edit Window
8. Use the arrowhead in the bottom right corner of the Edit window and drag it down to make the Edit window larger
9. Click the Source button
10. Find the source code for the video, it may look like this `<p><iframe allowfullscreen="" frameborder="0" height="315" src="//www.youtube.com/embed/o1b4OrcpC4k" width="560"></iframe></p>`
11. Select the source text

To move the video, copy or cut the source code move your cursor where you wish the video to go and paste the code.

or,


To delete the video, select the code and press the Delete key on your key board

12. Click Save

13. Linking to a pdf or word file

Upload and link to pdfs and docs

You may upload a document (pdf, doc or docx file) but **not Excel**) from your computer **The maximum size file you can upload is 5MB.**

1. Type the name of the document into the body of your page
2. Select the name, the background of the selected text will turn blue
3. Click on the Link button 
4. Click on the Upload Tab
5. Click on Choose File Button (Called Browse in IE)
6. Locate your file and double click on it or click open

7. The file path should appear in the Link Upload field
8. Click Send it to the Server
9. Click OK
10. Click Save

(If the file has already been uploaded to your website, after opening the link window, you do not need to use the Upload tab. Just click the Browse Server button, find your file, click to highlight and click OK. Then Save.

When you view your documents on the Server, the window gives a red icon and the filename of pdf files, but no icon for Word files - just the file name)

14. Adding Items to News, Sponsors and Links Page

Steps below are for News item, but are same on Sponsors and Links pages

1. Login
2. Go to the News Page
3. Click Add New
4. Type in your Title
5. Type in your body text
6. Type in a website or other link if you wish
7. **Firstly, prepare your image by reducing its size so that it is no more than 600px in width or height.**

Then, to link to an external image, paste in the link

or

To upload an image click the Choose File button (Called Browse in IE)

8. Find your image on your computer and double click on it
9. Click the Upload button
10. Click on the image in the Preview window, which will place the link in the News edit window
11. Click Save

Note - It may currently not be possible to delete an Item in Internet Explorer as the popup confirmation does not display. Please use Chrome or Firefox or Safari. (Fault has been reported)