

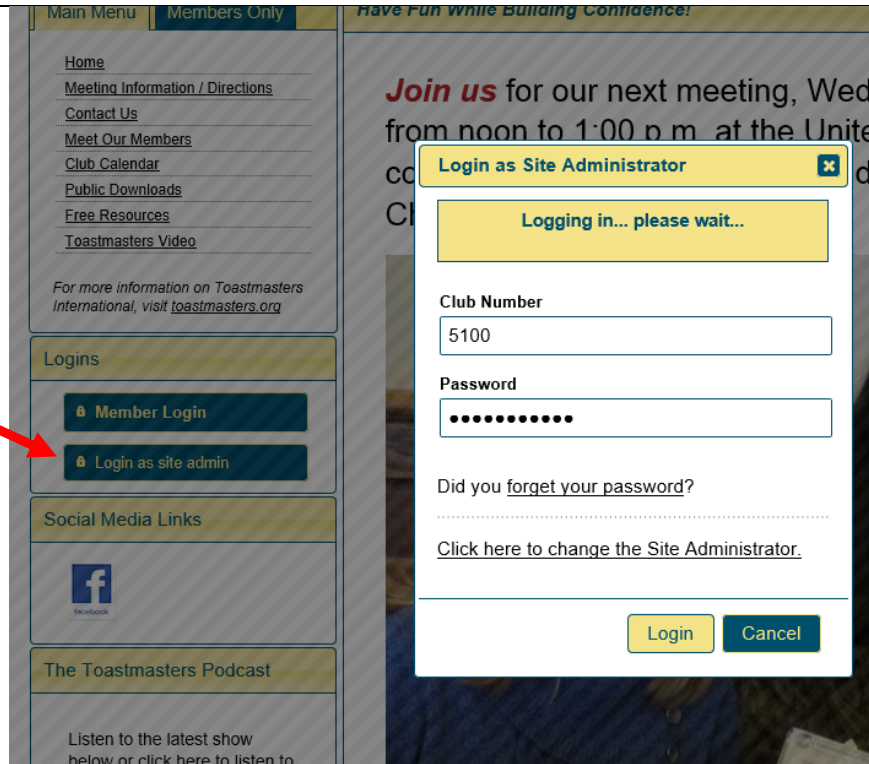
# FREETOASTHOST WEBSITE INSTRUCTIONS

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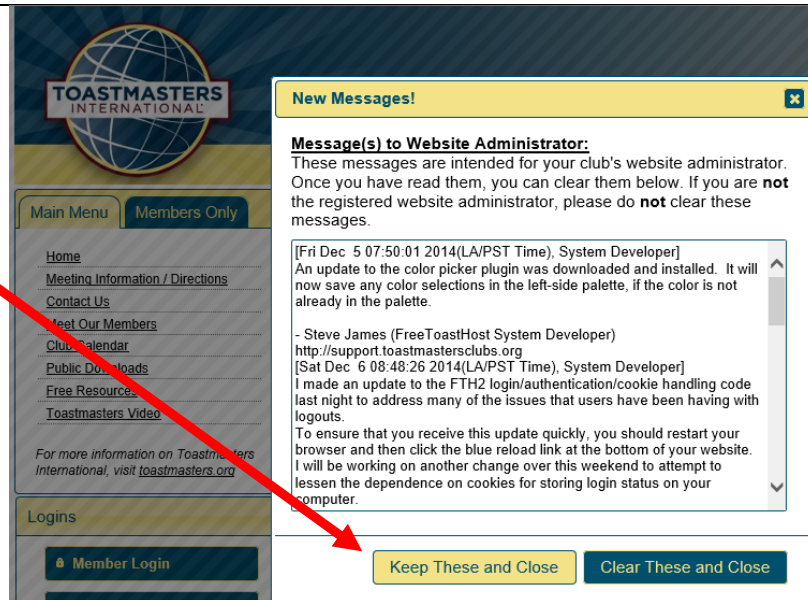
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# LOGIN AS SITE ADMINISTRATOR

Log in as the Site Admin.



Once you log in as the Site Administrator, this is your message screen. Messages regarding the website software updates from TI, etc., will be displayed here. You can click "Keep These and Close" and any old messages will be deleted, or "Clear These and Close" and the messages will be available the next time you log in. Messages are organized by date, so you will need to scroll down to see the latest updates.



istmastersclubs.org/index.cgi?adminaut FTH

Tools Help

MSN Search LG-Google-Nexus-5-Smar


[Meet Our Members](#)  
[Club Calendar](#)  
[Public Downloads](#)  
[Free Resources](#)  
[Toastmasters Video](#)

*For more information on Toastmasters International, visit [toastmasters.org](http://toastmasters.org)*

**Logins**

[Member Login](#)  
[Launch admin console](#)  
[Logout as site admin](#)

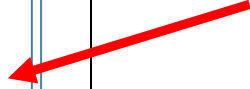
**Social Media Links**



**The Toastmasters Podcast**

Listen to the latest show below or [click here](#) to listen to past shows

From the Main Menu on your Home Page, click on “Launch Admin console”



# CHANGING THE COLOR SCHEME OF YOUR WEBSITE

To change the color scheme of your webpage:

Login as the Site Administrator and launch the "Admin Console"

Click on the "Appearance" tab.

Most clubs in D63 have chosen "Theme 2" which adds a little more excitement to your page by adding yellow banners.

I suggest sticking with basic color schemes chosen by TI.

Click Save and then Close.

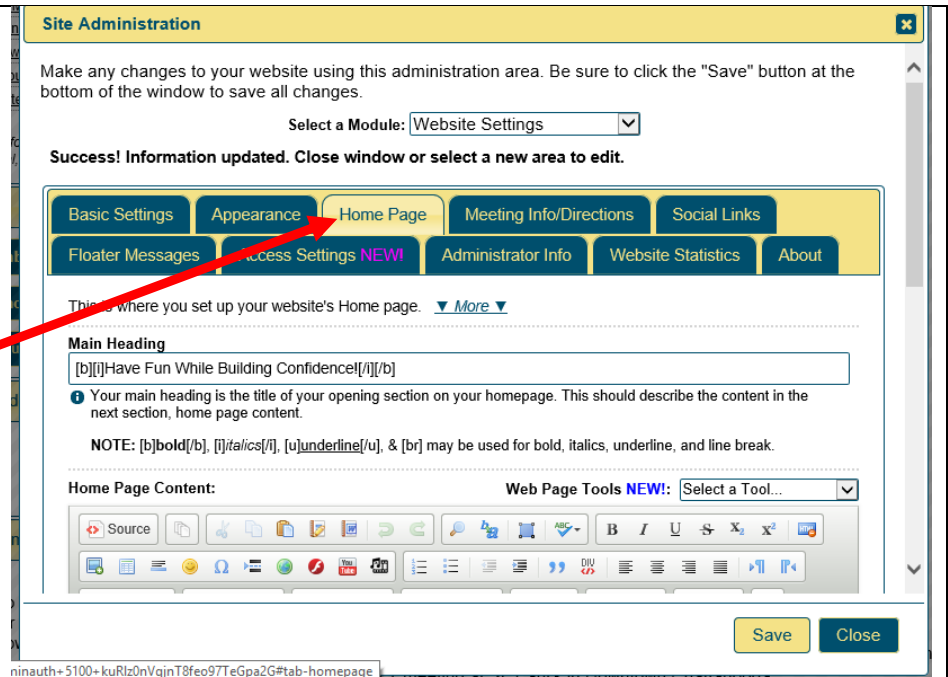
The screenshot displays the 'Site Administration' window. At the top, it says 'Make any changes to your website using this administration area. Be sure to click the "Save" button at the bottom of the window to save all changes.' Below this is a dropdown menu for 'Select a Module' set to 'Website Settings'. A success message reads: 'Success! Information updated. Close window or select a new area to edit.' The main content area has several tabs: 'Basic Settings', 'Appearance' (highlighted with a red arrow), 'Home Page', 'Meeting Info/Directions', 'Social Links', 'Floater Messages', 'Access Settings NEW!', 'Administrator Info', 'Website Statistics', and 'About'. Under the 'Appearance' tab, there is a 'Banner Text' field containing '[b]Downtown Dazzlers[/b]'. Below this is a note: 'By default, your Club Name is displayed in your website's banner area at the top of each page. However, you can optionally enter something different here to override the Club Name being displayed as your Banner Text. For example, you may want to include your Club Number in your Banner Text, but not as part of your Club Name. (Your Club Name will still be what is displayed in report headings.)' A 'NOTE' section explains that [b], [i], [u], and [br] are used for bold, italics, underline, and line break. At the bottom, there is a 'Your Club Website Color Theme' section with three buttons: 'Theme 1', 'Theme 2' (highlighted with a red arrow), and 'Theme 3'. To the right of these buttons is a preview of a website banner with a yellow background and a 'TOASTMASTERS' logo. At the very bottom right, there are 'Save' and 'Close' buttons. A red arrow points from the 'Save' button in the screenshot to the 'Save' button in the text instructions on the left.

# UPLOADING A PHOTO TO YOUR HOME PAGE

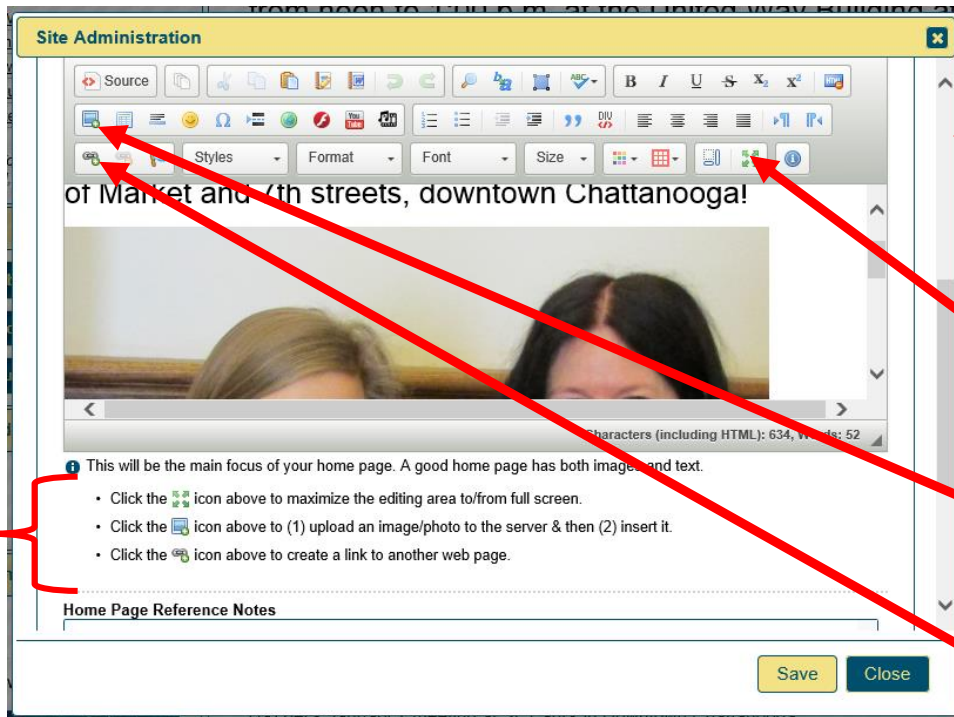
To modify your Home Page, to add a picture or a message:

Login as the Site Administrator and launch the "Admin Console"

Click on the "Home Page" tab.



Legend for these buttons

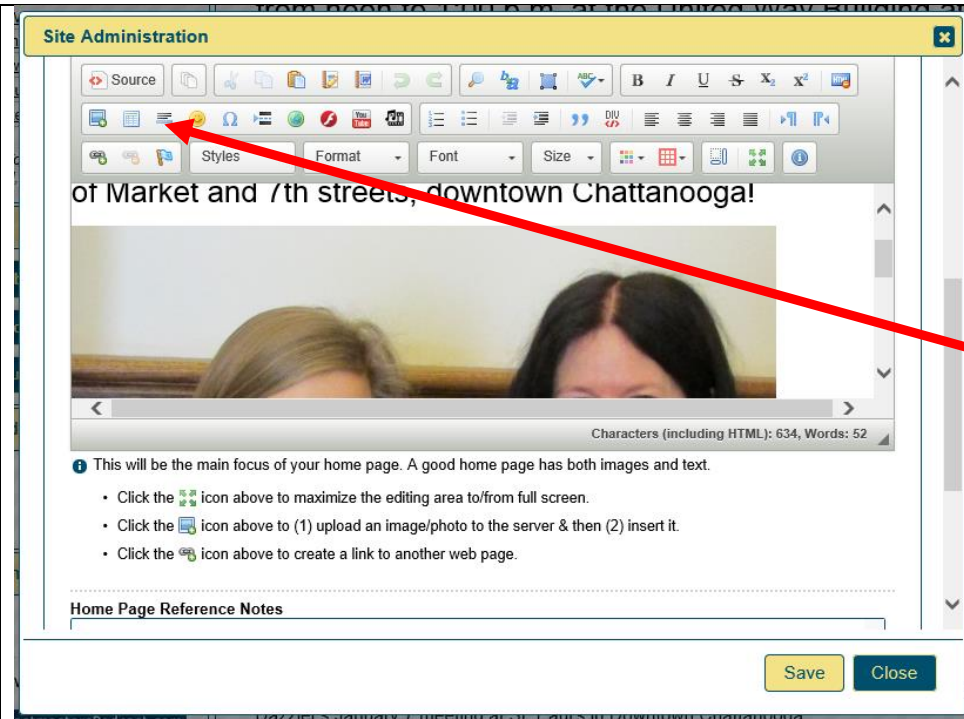


Use your scroll bar to scroll down the screen.

This button will expand to full screen for easier viewing.

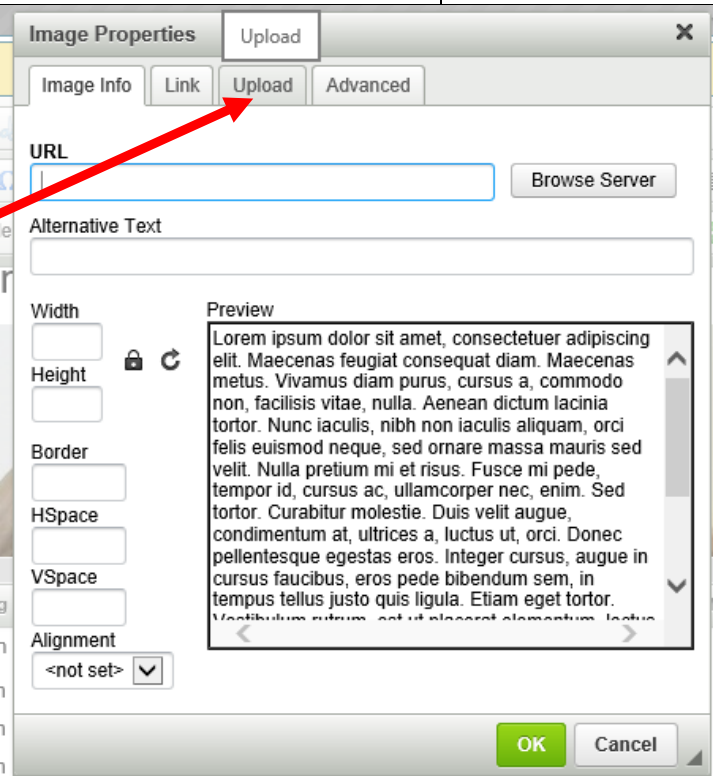
This button will upload a picture for your Home Page.

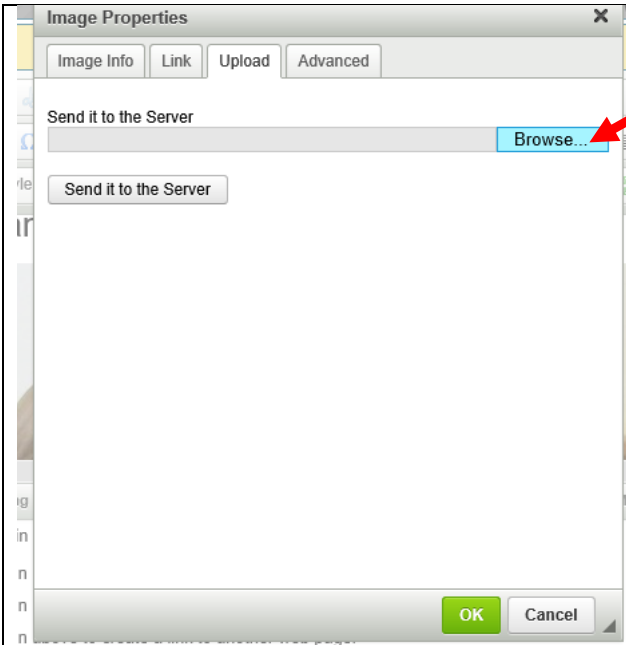
This button will link in other websites to your Home Page.



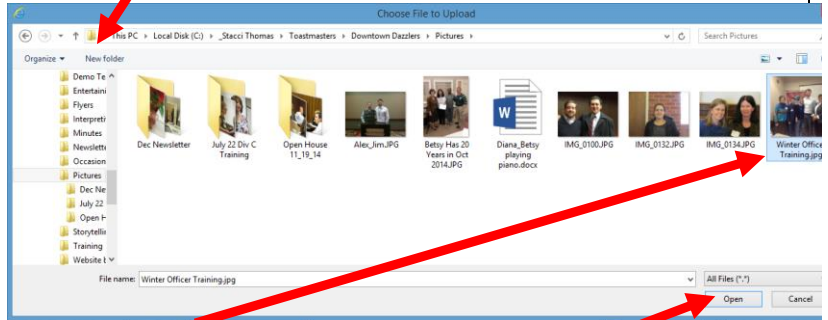
To upload a picture for your Home Page, click this button.

On the pop-up screen , click the "Upload" tab.



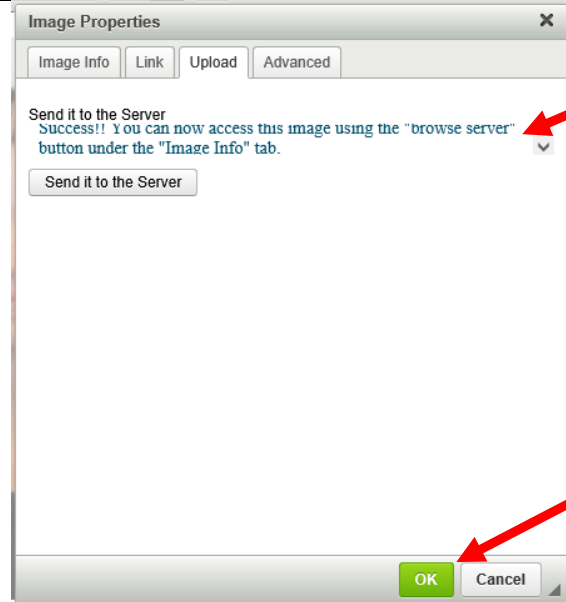
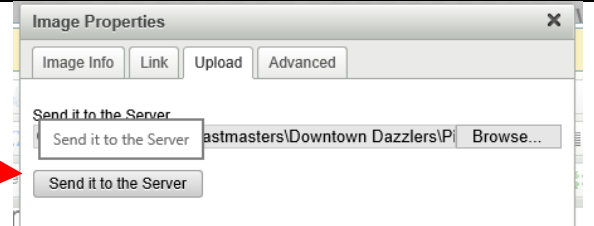


Click on Browse, and select the drive on your PC where your pictures are stored.



Select a picture by clicking on it, and click "Open".

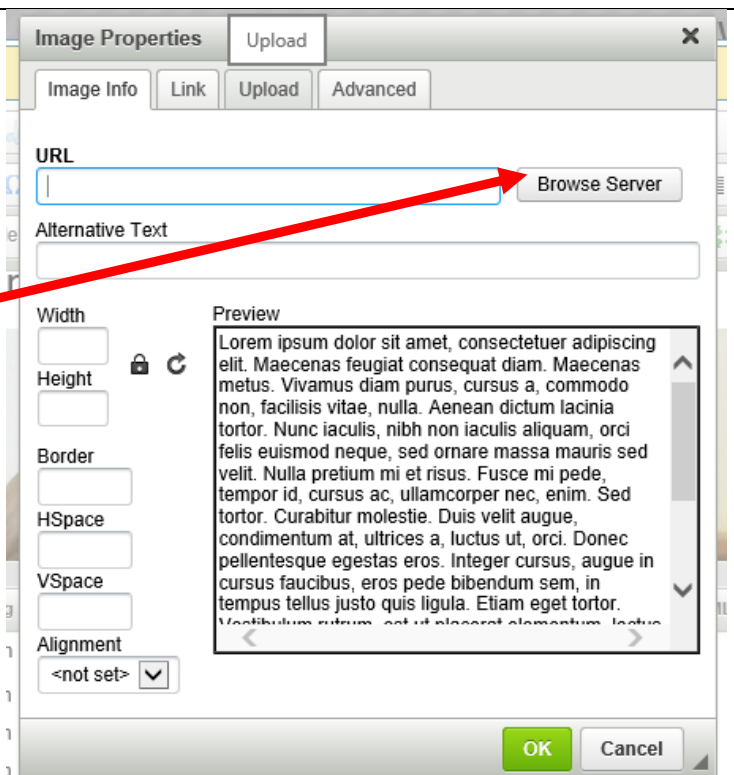
Back on the pop-up page, click "Send it to the Server" to store your picture to the server and make it available to your website.



When the file is successfully uploaded to the Server you will receive a message confirming success.

Click "OK" to complete the upload and return to the "Image Info" screen.

Click on "Browse Server" to bring up your pictures loaded to the server.

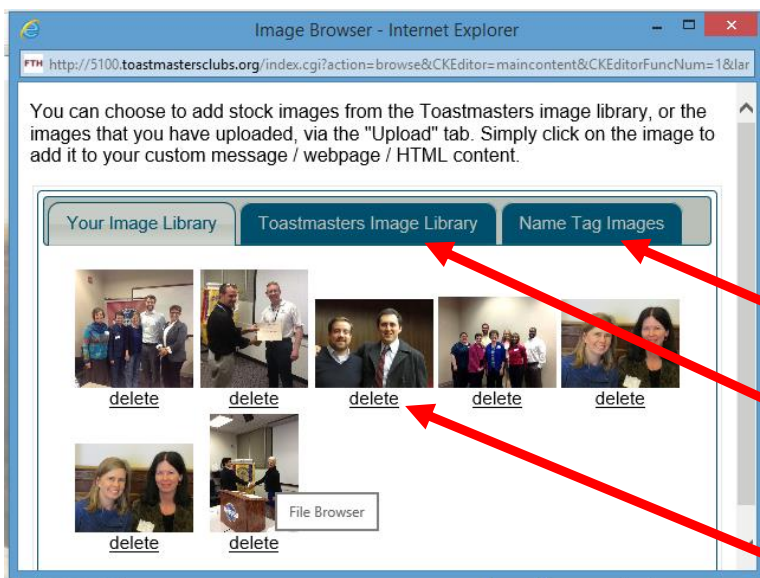


Be patient, it may take a few minutes to display the photo files.

Once the photos are displayed, scroll through the images and select the image you want to use on your Home Page by clicking on it.

From this screen, you can also:

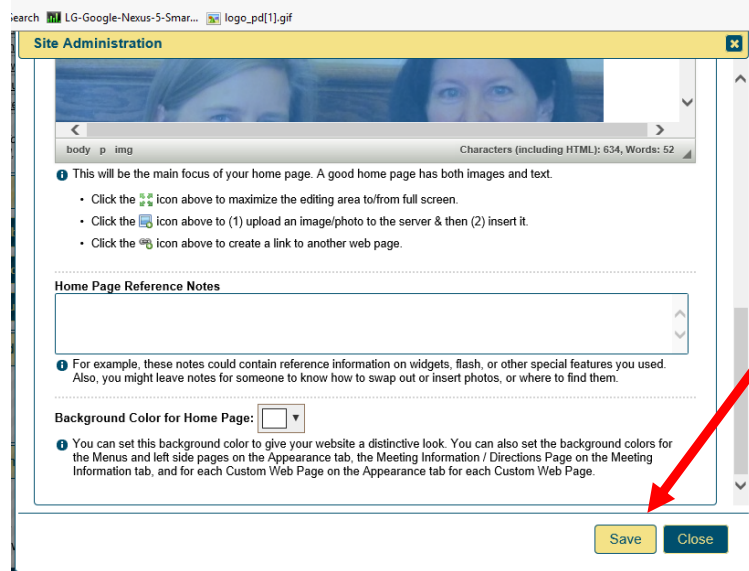
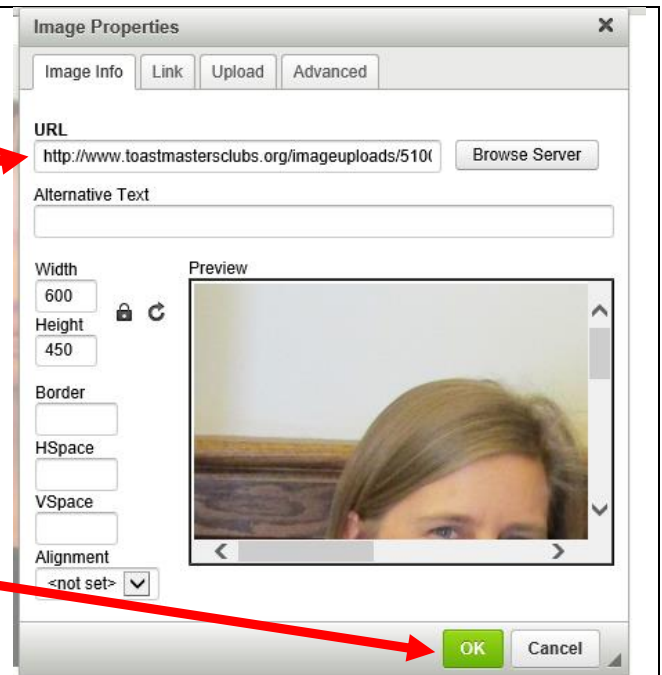
- Upload head shots of your members for nametags;
- Access the Toastmasters Image Library; and
- Delete duplicate images by clicking "delete" under the photo.





Selecting the image you want to use will return you to the “Image Info” screen and fill in the URL address.

Click “OK” to return to the Site Admin menu.



To confirm you choice, click “Save” and then “Close”.

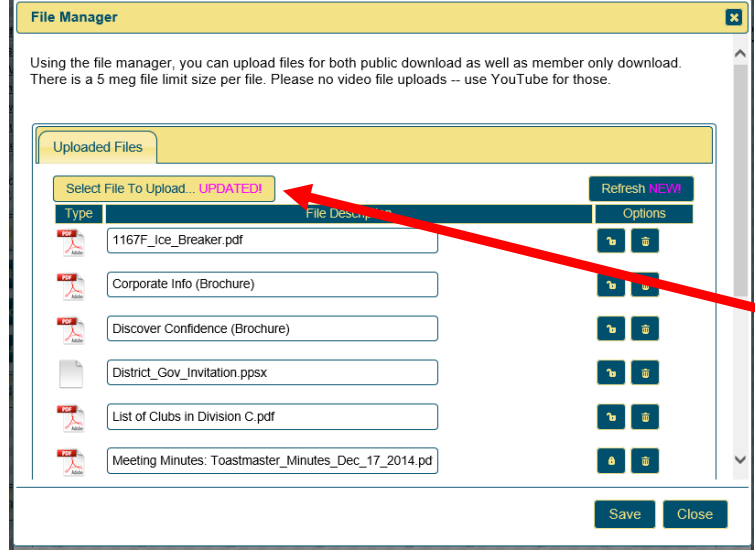
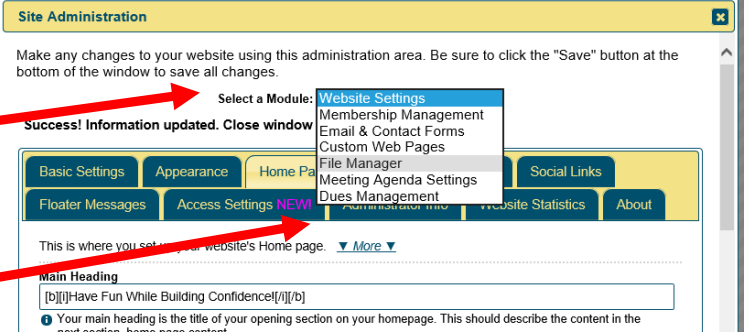
To abandon you choice, click “Close” without saving.

# UPLOADING FILES TO YOUR PUBLIC DOWNLOADS PAGE

Login as the Site Administrator and launch the "Admin Console"

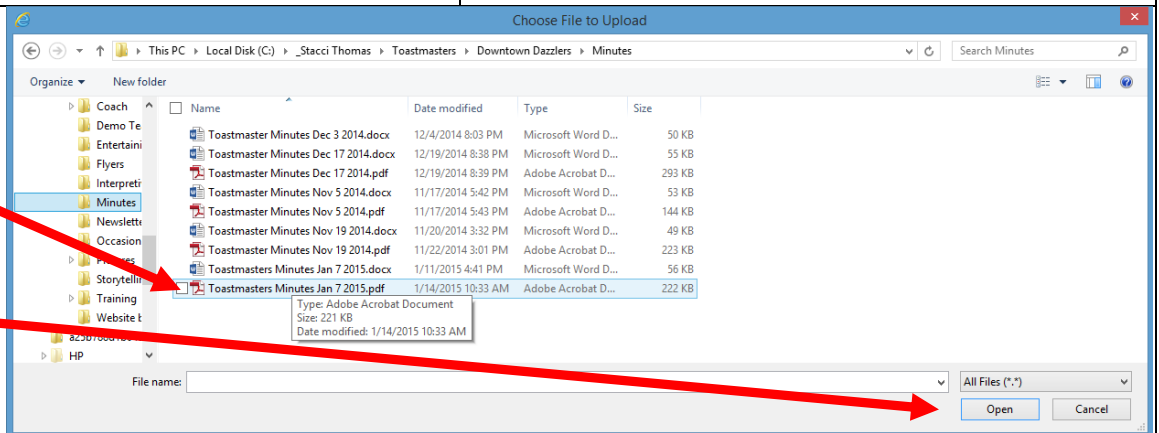
From the Site Administration menu, click on "Select a Module" to access the drop down menu.

Scroll down and select "File Manager".



On the pop-up menu "Upload Files", click on "Select a File to Upload".

Find the file you want to upload on your hard drive. Select the file and click "Open".



Once the file uploads it will appear at the top of the list.

If you want to group files in to a folder (i.e. "Club Meeting Notes" change the name here. Be sure to list the folder name first, then a colon (:), and a space, then the file name. You MUST enter a space after the colon in order for the file to reach the correct folder. For example:

Meeting Minutes: Meeting\_Minutes\_Jan\_7\_2015.pdf

NOTE: You can "lock" files so that ONLY club members can view them, or you can "unlock" them and allow the public to view them. Simply click the lock/unlock button beside each file.

Then click "Save" and "Close"

The screenshot shows a 'File Manager' window with a yellow header. Below the header, there is a message: 'Using the file manager, you can upload files for both public download as well as member only download. There is a 5 meg file limit size per file. Please no video file uploads -- use YouTube for those.' Below this is a success message: 'Success! Information updated. Close window or select a new area to edit.' The main area is titled 'Uploaded Files' and contains a table with columns for 'Type', 'File Description', and 'Options'. The table lists several files, including 'Meeting Minutes: Toastmasters\_Minutes\_Jan\_7\_2015.pdf', '1167F\_Ice\_Breaker.pdf', 'Corporate Info (Brochure)', 'Discover Confidence (Brochure)', 'District\_Gov\_Invitation.ppsx', and 'List of Clubs in Division C.pdf'. Each file has a lock icon in the 'Options' column. At the bottom right, there are 'Save' and 'Close' buttons. Red arrows point from the text on the left to the 'Meeting Minutes' file, the lock icon, and the 'Save' button.

Type	File Description	Options
PDF	Meeting Minutes: Toastmasters_Minutes_Jan_7_2015.pdf	Lock/Unlock
PDF	1167F_Ice_Breaker.pdf	Lock/Unlock
PDF	Corporate Info (Brochure)	Lock/Unlock
PDF	Discover Confidence (Brochure)	Lock/Unlock
PPSX	District_Gov_Invitation.ppsx	Lock/Unlock
PDF	List of Clubs in Division C.pdf	Lock/Unlock

# ADDING SOCIAL LINKS TO YOUR WEBSITE

Login as the Site Administrator and launch the “Admin Console”

From the Site Administration screen, click on the “Social Links” tab.

Add any internet addresses (URLs) associated with your club. Links may include Facebook, Twitter, YouTube, LinkedIn, Google, Flickr, Meetup, or any other social networking links. You can also add login info if necessary.

Click “Save” and “Close”.

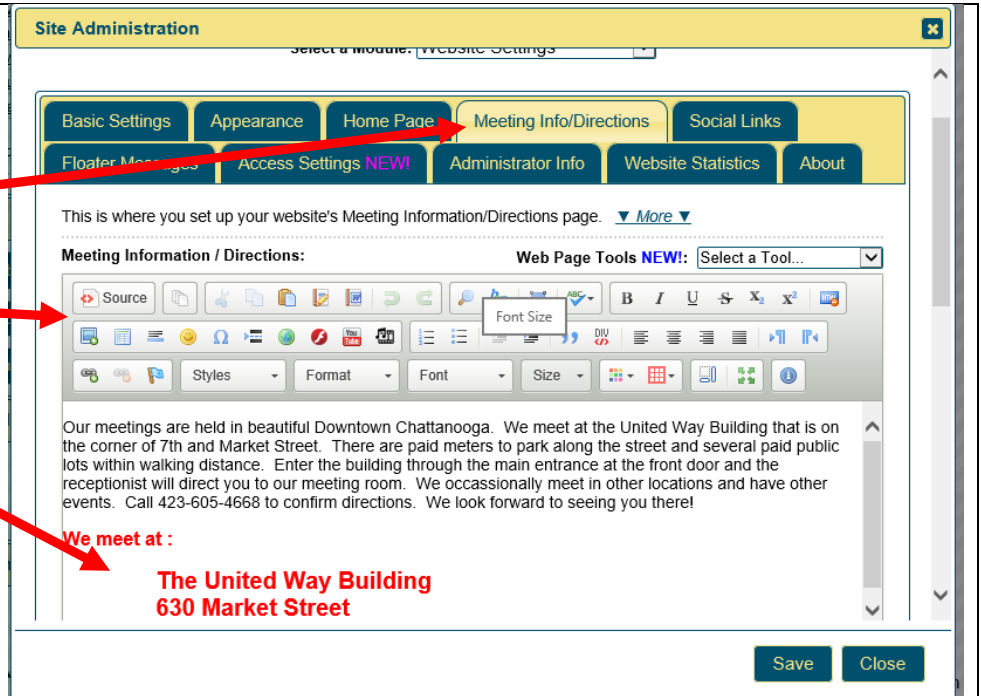
The screenshot shows the 'Site Administration' interface. At the top, there's a yellow header with the title 'Site Administration' and a close button. Below the header, a message reads: 'Make any changes to your website using this administration area. Be sure to click the "Save" button at the bottom of the window to save all changes.' A dropdown menu labeled 'Select a Module:' is set to 'Website Settings'. A navigation bar contains several tabs: 'Basic Settings', 'Appearance', 'Home Page', 'Meeting Information', 'Social Links', 'Floater Messages', 'Access Settings NEW!', 'Administrator Info', 'Website Statistics', and 'About'. The 'Social Links' tab is selected and highlighted in yellow. Below the navigation bar, a text block explains: 'Social networking can be a great way to increase your club's exposure and build membership. If you have accounts with any of the following social networks, enter the URL of the account below. If not, why not open one?'. There are three sections for entering URLs: 'Facebook URL' with the example 'https://www.facebook.com/DowntownDazzlers' and a link to 'http://www.facebook.com'; 'Twitter URL' with a link to 'http://www.twitter.com'; and 'YouTube URL' with a link to 'http://www.youtube.com'. At the bottom right, there are two buttons: 'Save' and 'Close'. Red arrows point from the text instructions to the 'Social Links' tab and the 'Save' button.

# CHANGING MEETING INFO / DIRECTIONS

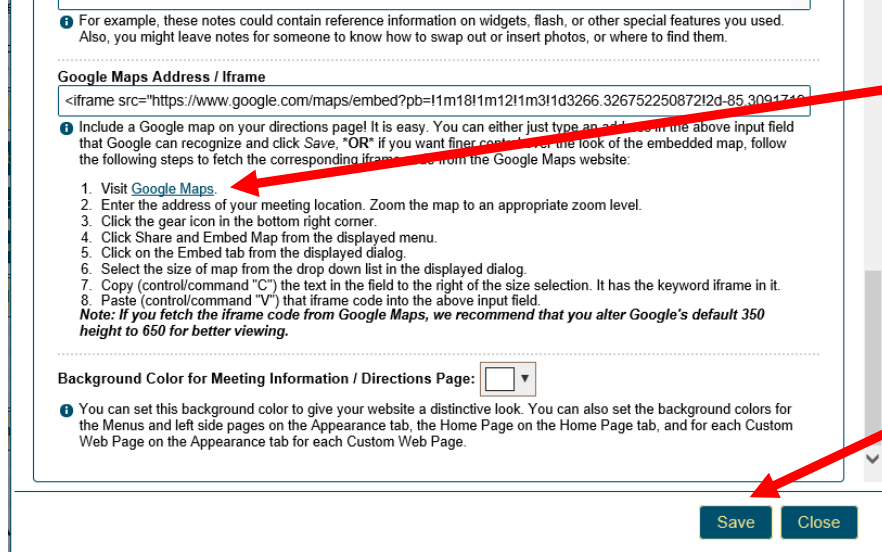
Login as the Site Administrator and launch the "Admin Console"

From the Site Administration menu, click on the "Meeting Info/Directions" tab.

Scroll down and type any text onto the screen using the buttons to highlight and format the text.



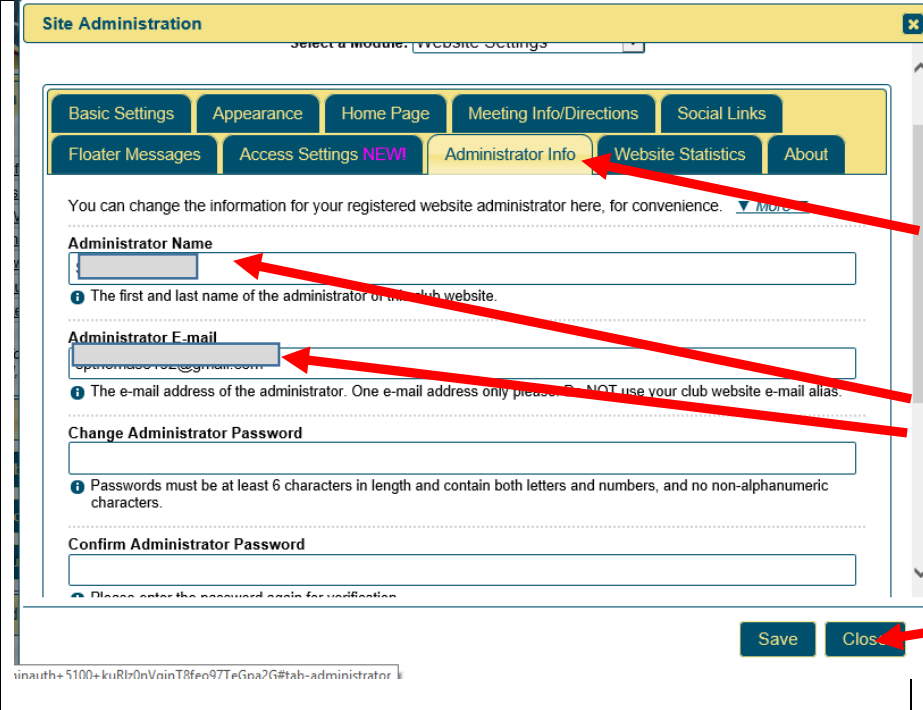
earch LG-Google-Nexus-5-Smar... logo\_pd[1].gif



Scroll down the screen and click on the "Google.Maps" link to add a map for you club.

Then click "Save" and "Close".

# CHANGING WEBSITE ADMINSTRATOR INFO



The screenshot shows the 'Site Administration' interface with the 'Administrator Info' tab selected. The form contains the following fields and instructions:

- Administrator Name:** A text input field. Instruction: "The first and last name of the administrator of this club website."
- Administrator E-mail:** A text input field. Instruction: "The e-mail address of the administrator. One e-mail address only please. DO NOT use your club website e-mail alias."
- Change Administrator Password:** A text input field. Instruction: "Passwords must be at least 6 characters in length and contain both letters and numbers, and no non-alphanumeric characters."
- Confirm Administrator Password:** A text input field. Instruction: "Please enter the password again for verification."

At the bottom right of the form are two buttons: "Save" and "Close".

Login as the Site Administrator and launch the "Admin Console"

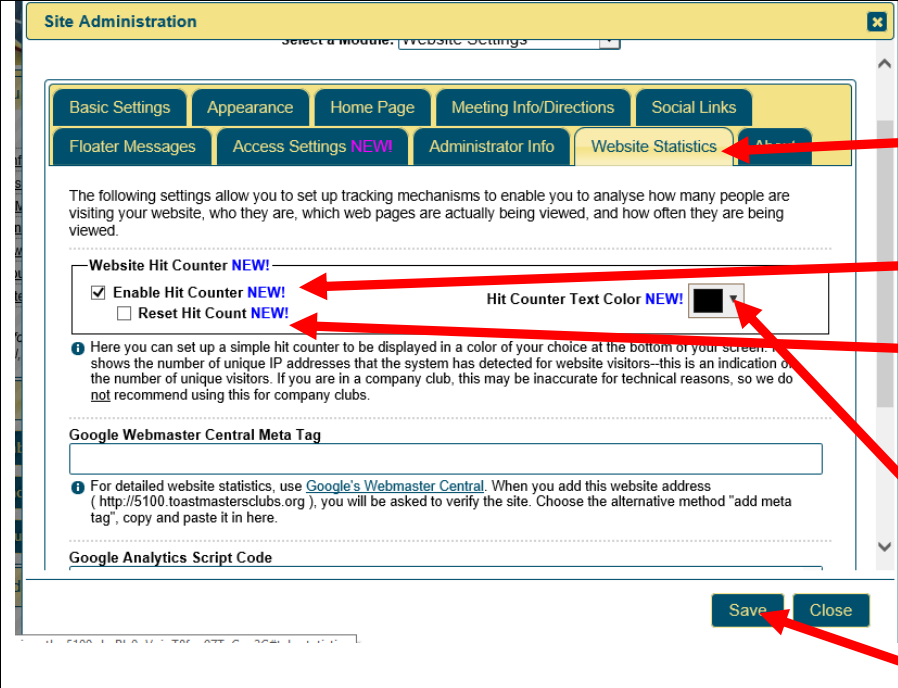
From the Site Administration menu, click on the "Administrator Info" tab.

Enter the current/new Website Administrator's name and email address.

Enter any other changes required.

Then click "Save" and "Close".

# TURNING ON WEBSITE STATISTICS



Site Administration

Select a module: Website Settings

Basic Settings Appearance Home Page Meeting Info/Directions Social Links

Floater Messages Access Settings NEW! Administrator Info Website Statistics About

The following settings allow you to set up tracking mechanisms to enable you to analyse how many people are visiting your website, who they are, which web pages are actually being viewed, and how often they are being viewed.

**Website Hit Counter NEW!**

Enable Hit Counter NEW!  Reset Hit Count NEW!

Hit Counter Text Color NEW! [Color Selection]

Here you can set up a simple hit counter to be displayed in a color of your choice at the bottom of your screen. It shows the number of unique IP addresses that the system has detected for website visitors--this is an indication of the number of unique visitors. If you are in a company club, this may be inaccurate for technical reasons, so we do not recommend using this for company clubs.

Google Webmaster Central Meta Tag

For detailed website statistics, use [Google's Webmaster Central](#). When you add this website address ( <http://5100.toastmastersclubs.org> ), you will be asked to verify the site. Choose the alternative method "add meta tag", copy and paste it in here.

Google Analytics Script Code

Save Close

Login as the Site Administrator and launch the "Admin Console"

From the Site Administration menu, click on the "Website Statistics" tab.

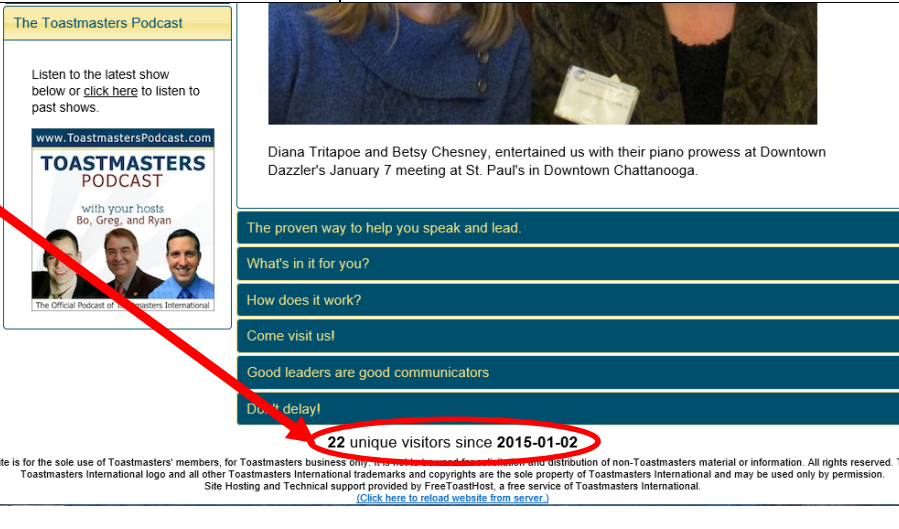
Check the "Enable Hit Counter" box. (NOTE: you can also reset the "Hit Counter" by clicking here.)

Enter any other changes required.

To change the color of the "Hit Counter" text, click here and select a color for the drop down.

Then click "Save" and "Close".

The "counter" shows at the bottom of each screen on your website.



The Toastmasters Podcast

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[www.ToastmastersPodcast.com](http://www.ToastmastersPodcast.com)

**TOASTMASTERS PODCAST**

with your hosts Bo, Greg, and Ryan

The Official Podcast of Toastmasters International

Diana Tritapoe and Betsy Chesney, entertained us with their piano prowess at Downtown Dazzler's January 7 meeting at St. Paul's in Downtown Chattanooga.

The proven way to help you speak and lead.

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How does it work?

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Good leaders are good communicators

Don't delay!

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# MODIFYING FLOATER MESSAGES

Floater messages appear at the top of the page each time a member or non-member visits the site.

**Site Administration**

Basic Settings Appearance Home Page Meeting Info/Directions Social Links  
Floater Messages Access Settings NEW Administrator Info Website Statistics About

Floater messages appear at the top of the page each time a member or non-member visits the site. This message can be customized for the member and for the non-member. The message will appear once per session. (If they leave the site and come back, it will appear again.)

**Non Member Message**  
Connect with us on Facebook!

**Non Member Link**  
https://www.facebook.com/DowntownDazzlers

**Member Message**  
Connect with us on Facebook!

**Member Link**  
https://www.facebook.com/DowntownDazzlers

Save Close

Login as the Site Administrator and launch the "Admin Console"

From the Site Administration menu, click on the "Floater Messages" tab.

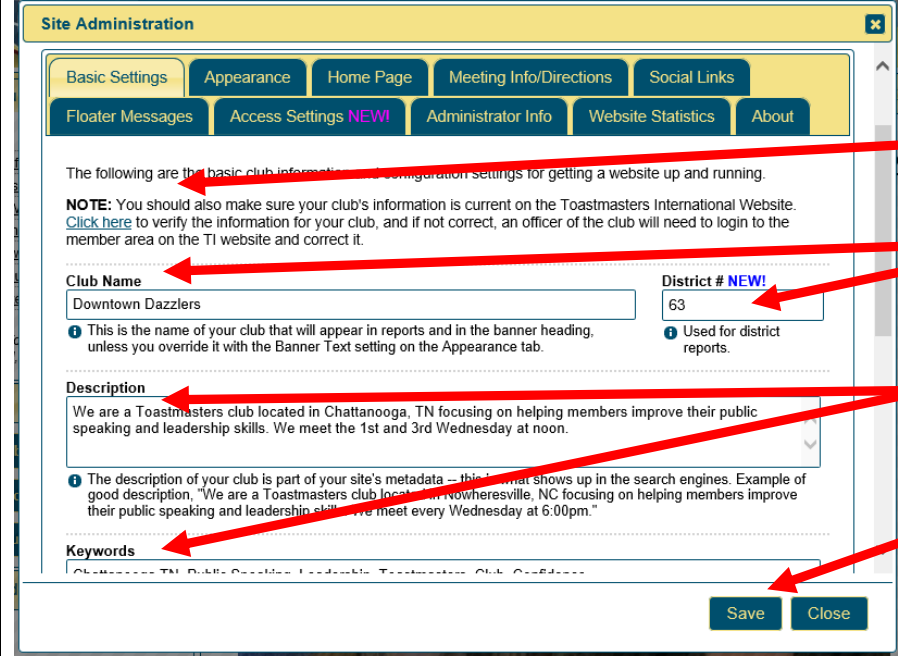
Type your new messages.

Then click "Save" and "Close".



# CHANGING BASIC SETTINGS

Basic Settings include Club Name and District Number. From this screen you can enter key search words to make it easier for anyone using a search engine to find you.



The screenshot shows the 'Site Administration' interface with the 'Basic Settings' tab selected. The page contains several sections: 'Club Name' (with the value 'Downtown Dazzlers'), 'District # NEW!' (with the value '63'), 'Description' (with a paragraph about a Toastmasters club in Chattanooga, TN), and 'Keywords' (with a list of terms). At the bottom right are 'Save' and 'Close' buttons. Red arrows point from the text instructions on the right to these specific elements in the screenshot.

Site Administration

Basic Settings Appearance Home Page Meeting Info/Directions Social Links

Floater Messages Access Settings NEW! Administrator Info Website Statistics About

The following are the basic club information and configuration settings for getting a website up and running.

**NOTE:** You should also make sure your club's information is current on the Toastmasters International Website. [Click here](#) to verify the information for your club, and if not correct, an officer of the club will need to login to the member area on the TI website and correct it.

**Club Name**  **District # NEW!**

**Description**  
We are a Toastmasters club located in Chattanooga, TN focusing on helping members improve their public speaking and leadership skills. We meet the 1st and 3rd Wednesday at noon.

**Keywords**  
Chattanooga TN Public Speaking Leadership Toastmasters Club Confidant

Save Close

Login as the Site Administrator and launch the "Admin Console"

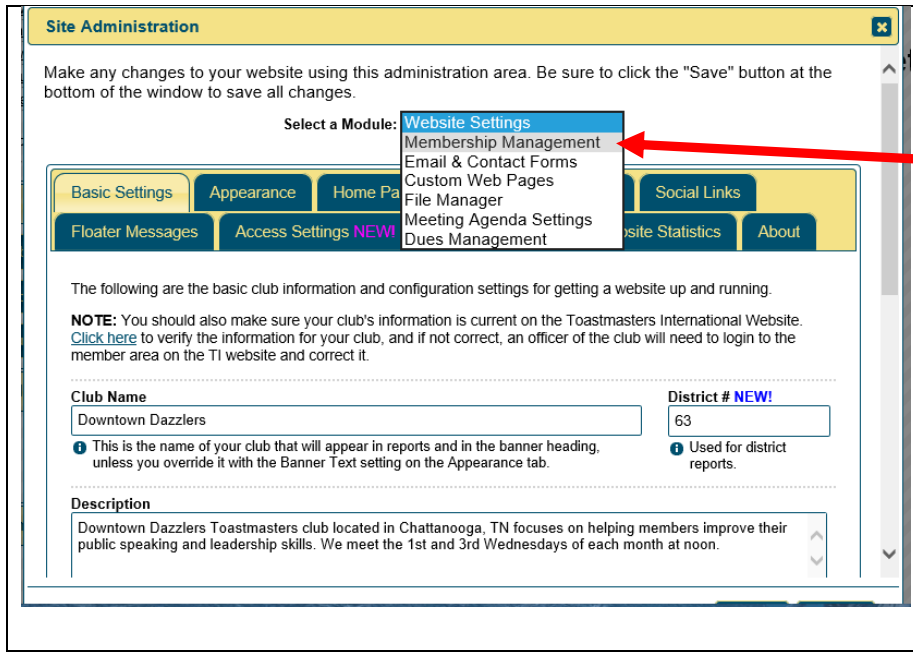
From the Site Administration menu click on the "Basic Settings" tab.

Enter your Club Name and District Number (63).

Enter a briefing description of your club and key search words. (Example words are included below the box.)

Then click "Save" and "Close".

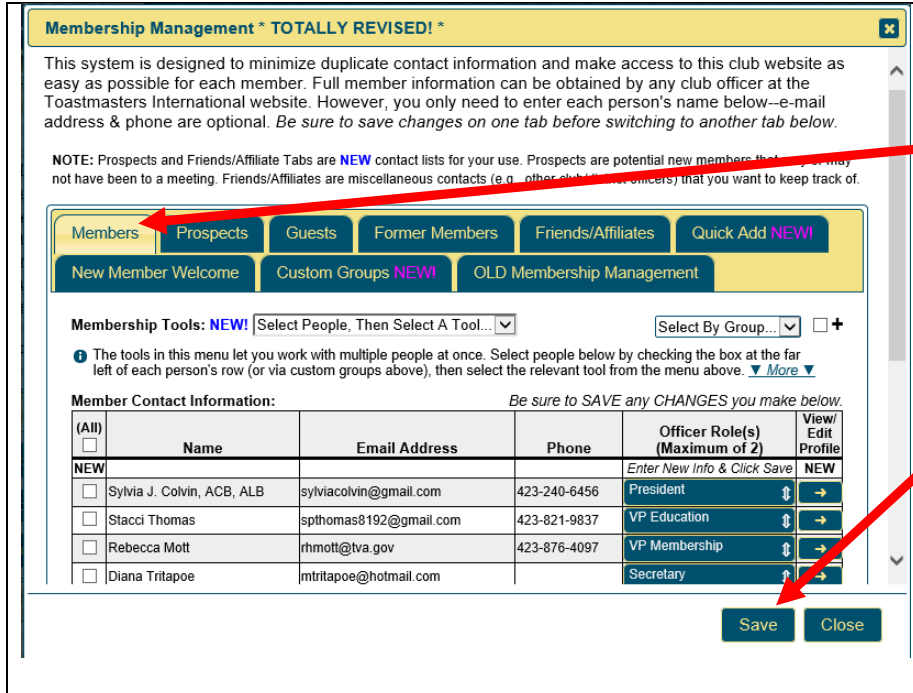
# MANAGING MEMBER LISTS AND ROLES



Login as the Site Administrator and launch the “Admin Console”

From the Site Administration menu click on “Select a Module” and from the dropdown menu select “Membership Management”.

Membership Management includes adding new member names and email addresses, adding visitor name and email addresses, categorizing members into “active” and “former”, assigning officer roles, and categorizing visitors into visitors and prospective members for follow up. You can also manage the message sent to your new members via email granting them access to the site.



On the Membership Management menu

Choose the group you want to work with, current “Members”, “Prospects”, “Guests”, etc.,

Then click “Save” and “Close”.

See next screen shot for more options on this screen.

**Membership Management \* TOTALLY REVISED! \***

This system is designed to minimize duplicate contact information and make access to this club website as easy as possible for each member. Full member information can be obtained by any club officer at the Toastmasters International website. However, you only need to enter each person's name below--e-mail address & phone are optional. *Be sure to save changes on one tab before switching to another tab below.*

**NOTE:** Prospects and Friends/Affiliate Tabs are **NEW** contact lists for your use. Prospects are potential new members that may or may not have been to a meeting. Friends/Affiliates are miscellaneous contacts (e.g., other club/district officers) that you want to keep track of.

Members   Prospects   Guests   Former Members   Friends/Affiliates   Quick Add **NEW!**

New Member Welcome   Custom Groups **NEW!**   OLD Membership Management

**Membership Tools: NEW!** Select People, Then Select A Tool...   Select By Group...    +

**Available Membership Tools...**

- Move to Members List
- Move to Prospects List
- Move to Guests List
- Move to Former Members List
- Move to Friends/Affiliates List
- Create Custom Group
- Send Basic Email
- Send New Member Welcome
- Add Login Message
- Make Name Tags
- Upload Member Photo ▶
- Assign Member Mentor(s) ▶
- Non-Member Follow-up ▶
- Membership Reports ▶
- Export Contact Info
- Delete People
- Undelete People ▶
- Show Normal View ▶

Member Contact Information

(All)	Name	Phone	Officer Role(s) (Maximum of 2)	View/ Edit Profile
<input type="checkbox"/>	Sylvia J. Colvin, ACB, AL	423-240-6456	President	NEW
<input type="checkbox"/>	Stacci Thomas	423-821-9837	VP Education	NEW
<input type="checkbox"/>	Rebecca Mott	423-605-4668	VP Membership	NEW

Save   Close

Clicking on “Membership Tools” produces a dropdown menu that will allow you to move names back and forth between tabs / lists; create custom emails; upload member photos; create name tags; etc.,

**Membership Management \* TOTALLY REVISED! \***

Members   Prospects   Guests   Former Members   Friends/Affiliates   Quick Add **NEW!**

New Member Welcome   Custom Groups **NEW!**   OLD Membership Management

**Send Member Welcome Message To: UPDATED!**

Select New Members to Welcome...  

Select member name(s), verify the following message content, then click "Save" below to send.

**New Member Welcome Message**   Reset Welcome Message to Default **NEW!**

Hello {{membername}}:

Welcome to the {{clubname}} club website. The URL (web address) of this website is {{WEBURL}}

You have been setup as a member of this website. As a member you can sign up for roles, update your profile including social media links, your photo, and other information, download member only files, sign up as a mentor or offer to mentor another member, and more. If you are unable to attend any of the scheduled meeting, please note in the "Meeting Notes" that you will be out so that the VP on Education will not schedule you a role for the meeting. This will also let the toastmaster of the day know that you are not coming.

To login, visit the club website and click the "Member Login" link under the "Members Only" section. If this is your first time logging in as a member, as you first log in you will have the account setup blank and click the "Setup Profile" link.

Modify this message as you wish or use as is. Once you click "Save" below, the message is also saved for reuse with the next new member. Variables in curly brackets are specific for your website and for the member being sent the message: {{membername}}, {{firstname}}, {{middlename}}, {{lastname}}, {{namesuffix}}, {{clubname}}, {{WEBURL}}, {{adminname}}, & {{adminemail}}.

Save   Close

To view and/or change the message emailed to your new members giving them access to your website:

Click on the “New Member Welcome” tab.

View / Modify your message.

Click “Save” and “Close”.

To create your own "group" of contacts:

Click on the "Custom Groups" tab.

Follow the prompts to create your new group.

Click "Save" and "Close".

Membership Management \* TOTALLY REVISED! \*

Members Prospects Guests Former Members Friends/Affiliates Quick Add NEW!

New Member Welcome Custom Groups NEW! OLD Membership Management

In addition to the built-in email lists that FreeToastHost provides, you can define your own custom email groups here for your club. These groups will work like the built-in email lists. Just follow the 3-step process below to create a custom email group. **Be sure to click Save below to save each new group or change to an existing group before working with a different one.**

1. Select the contact list containing the people to make the group from...  
Members
2. Select Existing Custom Group... \* OR \* Enter NEW Custom Group Name:  
Select Group... Enter NEW Custom Group Name:  
NOTE: To duplicate an existing group, select it, then enter a different name in the box at the right, then click Save.
3. Choose People for Selected Custom Group: Select Group Members...  
NOTE: To delete an existing group, select the group name above, un-check all of its members above, then click Save.

Save Close

Membership Management \* TOTALLY REVISED! \*

Members Prospects Guests Former Members Friends/Affiliates Quick Add NEW!

New Member Welcome Custom Groups NEW! OLD Membership Management

NOTE: This old version of Membership Management is considered obsolete, being phased out, and no longer actively supported. This version will be deleted from the next FreeToastHost update, and is only included here to ease the transition to the new Membership Management features. We strongly advise you to familiarize yourself with the new Membership Management features.

Name [space] E-mail Address\* [space] Phone (optional) DEPRECATED

Sylvia J. Colvin, ACB, ALB sylvia.colvin@gmail.com 423-240-6456 [Officer: President]
Stacci Thomas sphomas8192@gmail.com 423-821-9837 [Officer: Vice President Education]
Rebecca Mott rhmott@tva.gov 423-876-4097 [Officer: Vice President Membership]
Diana Tritapoe mtritaepoe@hotmail.com [Officer: Secretary]
Alex. Herveyer aherveyer@tva.gov [Officer: Treasurer]
Allen Chesney noemai-1405440096.66252@toastmastersclubs.org
Ben Cairns ben.cairns@alexianbrothers.net
Carlos A. Calderin, ACB carlos@calderinoliva.com 305-632-2470
Christina E. Chesney, ATMB, CL penn10@earthlink.net 423-413-9586
Jessica Liz Oliva-Calderin jessica@calderinoliva.com 305-389-4605
Jim H. Tannehill jim@jhtrealestate.com
Jordan Schilleman jordan.schilleman@gmail.com
Kelly S. McKeethan, DTM kellyvo@comcast.net 423-902-8669
Precious G. Goduco, CC goduco89@yahoo.com 423-425-6215
Sawyer Voges esvoges91@gmail.com

Simply enter each person's name followed by their e-mail address (optional), then phone number (optional), each part separated by a space. One entry per line. Make sure phone numbers \*do not contain any spaces\*, and contain at least 3 digits. Example: William Patonkis, DTM bill@email.com 212-555-1234. [More](#)

Assign Officer, Former Member, Guest, Prospect, Club Friend/Affiliate Status DEPRECATED

Select Person Select Role/Status

Save Close

To view the "old" membership management list, click the "Old Membership Management" tab.

# MANAGING AND MODIFYING YOUR EMAIL AND CONTACT FORMS AND INFO

To modify Email and Contact forms Click on “Select a Module”

Choose “Email & Contact Forms” from the dropdown.

The screenshot shows the 'Site Administration' window. At the top, there is a yellow header with the title 'Site Administration' and a close button. Below the header, a message reads: 'Make any changes to your website using this administration area. Be sure to click the "Save" button at the bottom of the window to save all changes.' A red arrow points from the text 'Click on "Select a Module"' to the 'Select a Module:' dropdown menu. The dropdown menu is open, showing a list of modules: 'Website Settings', 'Membership Management', 'Email & Contact Forms', 'Custom Web Pages', 'File Manager', 'Meeting Agenda Settings', and 'Dues Management'. A red arrow points from the text 'Choose "Email & Contact Forms" from the dropdown.' to the 'Email & Contact Forms' option. Below the dropdown, there are several tabs: 'Basic Settings', 'Appearance', 'Home Page', 'Social Links', 'Floater Messages', 'Access Settings NEW!', 'Website Statistics', and 'About'. The 'Access Settings NEW!' tab is currently selected. Below the tabs, there is a section for 'Club Name' and 'District # NEW!'. The 'Club Name' field contains 'Downtown Dazzlers' and the 'District #' field contains '63'. Below these fields, there is a 'Description' field containing the text: 'Downtown Dazzlers Toastmasters club located in Chattanooga, TN focuses on helping members improve their public speaking and leadership skills. We meet the 1st and 3rd Wednesdays of each month at noon.' At the bottom right, there are 'Save' and 'Close' buttons.

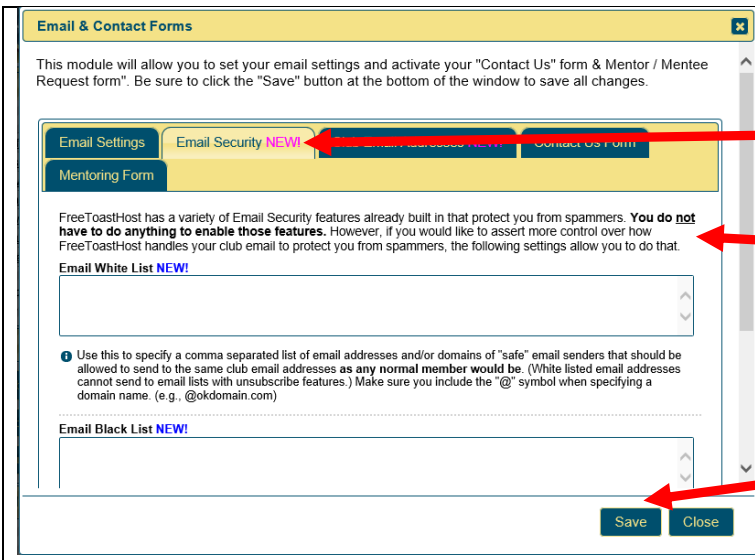
To revise which club officers receive emails inquiries from various groups through the website:

Click “Email Settings”.

Change settings.

Click “Save” and “Close”.

The screenshot shows the 'Email & Contact Forms' window. At the top, there is a yellow header with the title 'Email & Contact Forms' and a close button. Below the header, a message reads: 'This module will allow you to set your email settings and activate your "Contact Us" form & Mentor / Mentee Request form". Be sure to click the "Save" button at the bottom of the window to save all changes.' Below the message, there are several tabs: 'Email Settings', 'Email Security NEW!', 'Club Email Addresses NEW!', and 'Contact Us Form'. The 'Email Settings' tab is currently selected. Below the tabs, there is a section for 'Mentoring Form' with the text: 'FreeToastHost 2 has a variety of email features. Here you can control how some of these features work.' Below this, there are several dropdown menus and checkboxes. The first dropdown menu is labeled 'VP of Education & Toastmaster' and is set to 'VP of Education & Toastmaster'. The second dropdown menu is labeled 'Recipient of replies to agenda notifications' and is set to 'Sender'. The third dropdown menu is labeled 'Recipient of replies to members email list emails' and is set to 'Select recipient(s)...'. The fourth dropdown menu is labeled 'Recipient of replies to custom group emails NEW!' and is set to 'All Officers and Sender'. Below these dropdown menus, there is a checkbox labeled 'Make Custom Email Groups with only One Member Publicly Accessible NEW!'. Below the checkbox, there is a note: 'Normally, all Custom Email Groups are accessible to members only. However, if you check this setting, you can effectively create new officer email addresses (aliases) that are publicly accessible by setting up new Custom Email Groups that you assign only one member to. NOTE: This only works with custom groups comprised of members.' At the bottom, there is a dropdown menu labeled 'From Address Format for Emails Forwarded by FreeToastHost NEW!' set to 'Club First, Name Last'. At the bottom right, there are 'Save' and 'Close' buttons.



To change your email security settings:

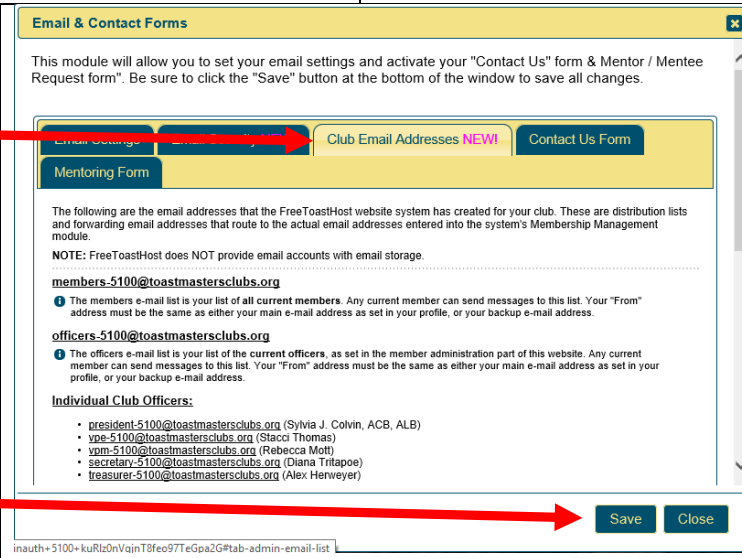
Click on the "Email Security" tab.

Follow the prompts.

Click "Save" and "Close".

To access club email lists:

Click on the "Club Email Addresses" tab.



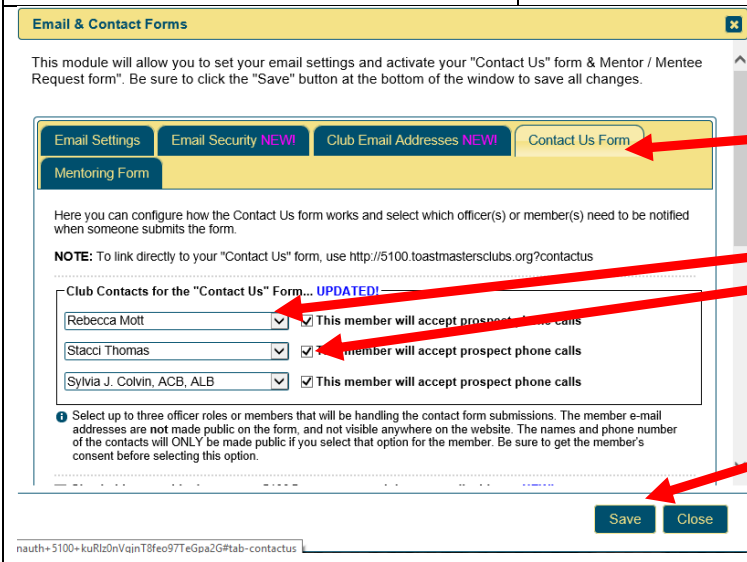
Click "Save" and "Close".

To change the names for email contacts for your club:

Click on the "Contact Us Form" tab.

Select member names from the dropdown menus, and check the box if members will accept phone calls.

Click "Save" and "Close".



To change the person responsible for receiving mentor requests:

Click on the "Mentoring Form" tab.

Select a name from the dropdown menu:

Click "Save" and "Close".

**Email & Contact Forms** ✕

This module will allow you to set your email settings and activate your "Contact Us" form & Mentor / Mentee Request form". Be sure to click the "Save" button at the bottom of the window to save all changes.

Email Settings | Email Security **NEW!** | Club Email Addresses **NEW!** | Contact Us Form

**Mentoring Form**

Here you can set which member needs to be notified when someone completes the mentor request form.

**Mentor / Mentee Requests UPDATED!**  
Stacci Thomas

**i** Select the member(s) that will handle these requests. This is usually the VP of education.

**Did you know that FreeToastHost 2.20 has new features specifically to support a strong mentoring program?** We believe in the value of mentoring. Mentors can now be assigned to members in Membership Management. There is a new Mentoring Report in Membership Management, also. Alternatively, club members can now designate one or more other club members as their mentor(s) in their member profile. Once mentors are assigned to members, mentors are automatically included in a special new email list called "mentors", e.g. mentors-####@toastmastersclubs.org or mentors@customdomain.org. Also, you can include those mentors in the list of roles that get notified when someone adds or drops a meeting role. We hope to add additional features in the future to support a strong mentoring program. Have any ideas? Let us know at <http://support.toastmastersclubs.org>.

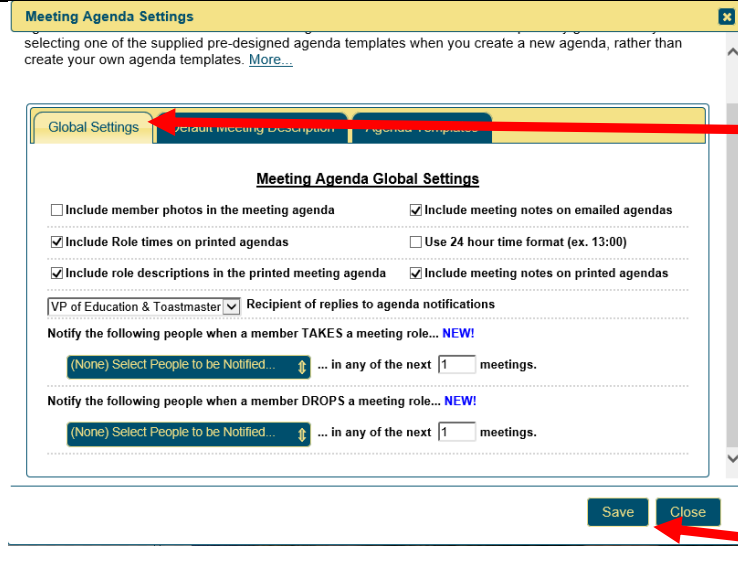
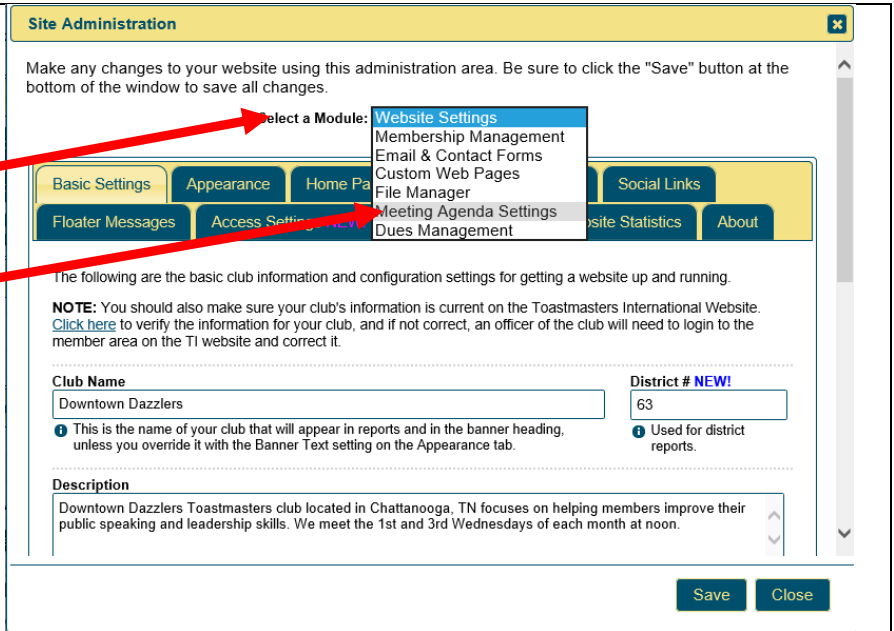
# CREATING AND MODIFYING MEETING AGENDAS

To modify your meeting agenda:

Login as the Site Administrator and launch the “Admin Console”.

Click “Select a Module”.

From the dropdown menu, click “Meeting Agenda Settings”.



To view / modify settings for all meeting agendas:

Click “Global’ Settings” which include whether or not the following are included on your agendas:

- times
- member photos
- role descriptions
- notes

You can also add notifications to various officers:

Click “Save” and “Close”.



Each meeting agenda has a default message at the top. To change the default message:

Click on the “Default Meeting Description” tab.

Modify the message.

Click “Save” and “Close”.

Meeting Agenda Settings

Create your meeting agenda templates here that will be used as the starting point for each newly created agenda. You can also customize some settings related to the roster. You can optionally get started by selecting one of the supplied pre-designed agenda templates when you create a new agenda, rather than create your own agenda templates. [More...](#)

Default Meeting Description

Agenda Templates

**Default Meeting Description**

This will be the default description of the meeting that will print at the top of each meeting agenda and show on the website.

Source

Styles - Format - Font - Size

**Welcome to our meeting!**

The mission of a Toastmaster Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

Save Close

nauth+5100+kuRb0nVninT8fe97TeGna2G#tab=rlft-mto-desc

To create an agenda for your meeting:

Click on "Agenda Templates".

Select a type of agenda for your meeting.

Modify the agenda with times, theme, assign members (if desired) or leave blank and allow members to sign up for roles.

Click "Save" and "Close".

The screenshot shows the 'Meeting Agenda Templates' interface. At the top, there are three tabs: 'Global Settings', 'Default Meeting Description', and 'Agenda Templates'. The 'Agenda Templates' tab is active. Below the tabs, the title 'Meeting Agenda Templates' is displayed. A dropdown menu is open, showing three options: '1. International & Table Topics Contest Agenda', '2. Meeting for Speaking catch up', and '3. One Hour Meeting with Two Speakers'. A red arrow points from the text 'Click on "Agenda Templates"' to the 'Agenda Templates' tab. Another red arrow points from 'Select a type of agenda for your meeting.' to the dropdown menu. Below the dropdown, there is a text input field with the value 'International & Table Topics Contest Agenda'. A red arrow points from 'Modify the agenda with times, theme, assign members (if desired) or leave blank and allow members to sign up for roles.' to the 'Click to Assign Member' dropdown, which currently shows '[ 0 ] Stacci Thomas'. At the bottom right, there are two buttons: 'Save' and 'Close'. A red arrow points from 'Click "Save" and "Close"' to the 'Save' button. The interface also includes a section for 'Agenda Template Start Time' set to 12pm and 00, and a list of agenda items with their durations and edit/delete icons.

# CREATING A CUSTOM WEBPAGE FOR YOUR WEBSITE

Search LG-Google-Nexus-5-Smar... logo\_pd[1].gif  
bottom of the window to save all changes.

Select a Module: Website Settings  
Membership Management  
Email & Contact Forms  
Custom Web Pages  
File Manager  
Meeting Agenda Settings  
Dues Management

Basic Settings Appearance Home Pa Social Links  
Floater Messages Access Settings NEW! Site Statistics

The following are the basic club information and configuration settings for getting a website up and running.

**NOTE:** You should also make sure your club's information is current on the Toastmasters International Website. [Click here](#) to verify the information for your club, and if not correct, an officer of the club will need to login to the member area on the TI website and correct it.

**Club Name**  
Downtown Dazzlers

**District # NEW!**  
63

**Description**  
Downtown Dazzlers Toastmasters club located in Chattanooga, TN focuses on helping members improve their public speaking and leadership skills. We meet the 1st and 3rd Wednesdays of each month at noon.

Save Close

To create a custom webpage for your website:

Login as the Site Administrator and launch the "Admin Console"

Click on "Select a Module" and select "Custom Web Pages" from the dropdown menu.

Follow the notes here to develop a custom webpage for your website.

Click "Save" and "Close".

**Custom Web Pages**

Create as many custom web pages / links as you like. Be sure to click the "Save" button at the bottom of the window to save all changes. [▲ Less ▲](#)

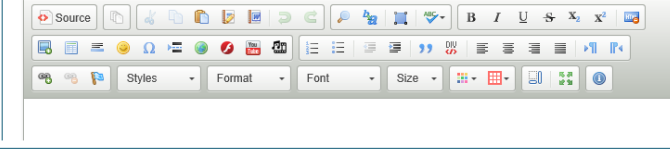
To edit or remove an existing web page / link, first select the page you want to edit or remove. If removing the page, then scroll to the bottom, click the check box labelled "Delete This Page", then click the "Save" button.

To create a **link only**, enter the URL in the "Your Web Page Content" area and the link title as the "Web Page Title", then select Public, Members Only or Officers Only Access--this determines under which left menu your link is placed. (NOTE: *Unlisted links are not permitted.*) Keep all other fields **blank**.

Select Web Page: Create New Page  List Deleted Pages

**Custom Web Page/Link Settings** Appearance

Your Web Page Content / or Link URL: Web Page Tools NEW!: Select a Tool...

Source 

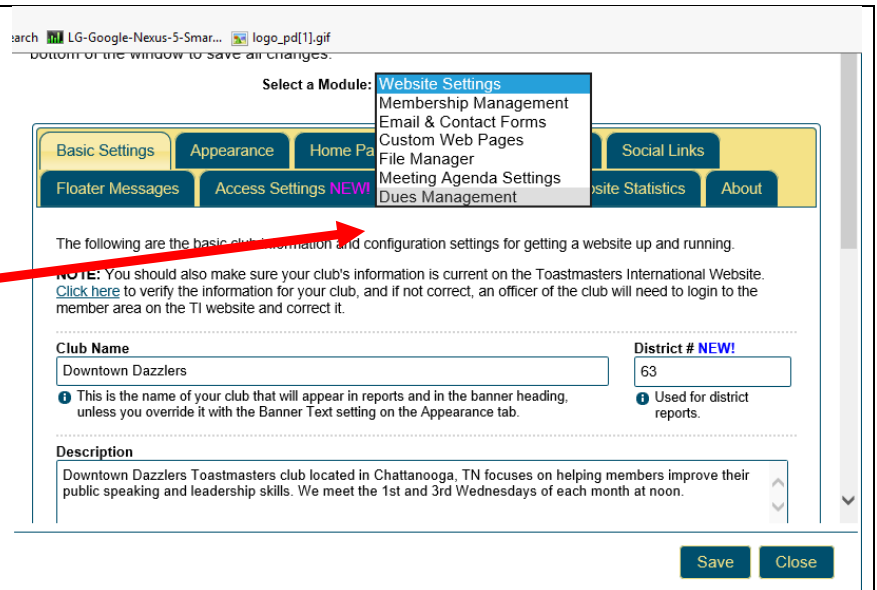
Save Close

# MANAGING DUES

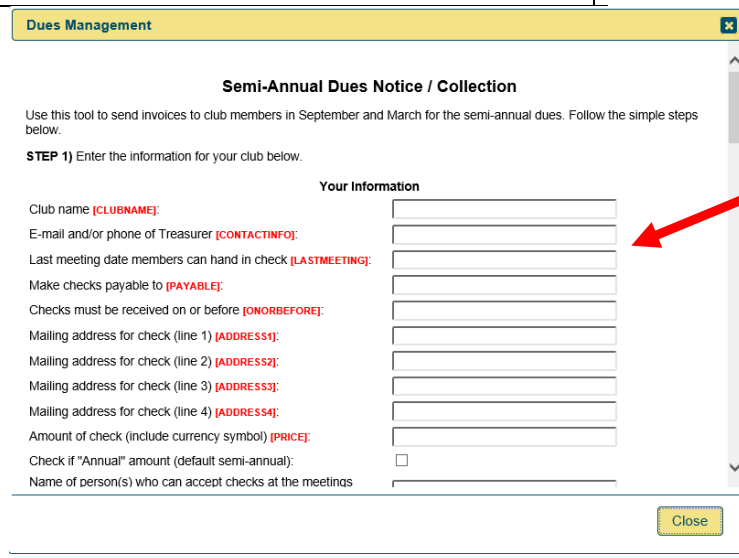
**To create an email reminder to your members regarding dues submittal:**

Login as the Site Administrator and launch the "Admin Console"

Click on "Select a Module" and select "Dues Management" from the dropdown menu.



The screenshot shows the Admin Console interface. At the top, there is a search bar and a "logo\_pd[1].gif" icon. Below this is a "Select a Module:" dropdown menu. The dropdown menu is open, showing a list of modules: Website Settings, Membership Management, Email & Contact Forms, Custom Web Pages, File Manager, Meeting Agenda Settings, and Dues Management. The "Dues Management" option is highlighted in blue. Below the dropdown menu, there are several tabs: Basic Settings, Appearance, Home Page, Social Links, Floater Messages, Access Settings (marked as NEW), Website Statistics, and About. Below the tabs, there is a section titled "The following are the basic club information and configuration settings for getting a website up and running." followed by a note: "NOTE: You should also make sure your club's information is current on the Toastmasters International Website. Click here to verify the information for your club, and if not correct, an officer of the club will need to login to the member area on the TI website and correct it." Below the note, there are two input fields: "Club Name" with the value "Downtown Dazzlers" and "District # NEW!" with the value "63". Below these fields, there is a description: "Downtown Dazzlers Toastmasters club located in Chattanooga, TN focuses on helping members improve their public speaking and leadership skills. We meet the 1st and 3rd Wednesdays of each month at noon." At the bottom right, there are "Save" and "Close" buttons.



The screenshot shows the "Dues Management" form titled "Semi-Annual Dues Notice / Collection". The form is divided into two main sections: "Your Information" and "Check Information". The "Your Information" section contains the following fields: Club name [CLUBNAME], E-mail and/or phone of Treasurer [CONTACTINFO], Last meeting date members can hand in check [LASTMEETING], Make checks payable to [PAYABLE], Checks must be received on or before [ONORBEFORE], Mailing address for check (line 1) [ADDRESS1], Mailing address for check (line 2) [ADDRESS2], Mailing address for check (line 3) [ADDRESS3], Mailing address for check (line 4) [ADDRESS4], Amount of check (include currency symbol) [PRICE], Check if "Annual" amount (default semi-annual) (checkbox), and Name of person(s) who can accept checks at the meetings. The "Check Information" section is partially visible at the bottom. A "Close" button is located at the bottom right of the form.

Insert the info requested

Use the scroll bar to scroll down the page.

**Dues Management**

Customize the body of your notices. Leave blank to use default. The variables listed above in red including the square brackets may be inserted into your custom body. Enter hard returns to adjust formatting.

Hello [MEMBERNAME],

It is time to renew your membership to [CLUBNAME].  
In order for our club to achieve the goal of submitting dues on time, we ask all members to make sure payments are received

Custom message to insert after invoice:  
(enter hard returns to adjust formatting)

PayPal "Buy Now" button code (if desired):  
**NOTE** This should be the EMAIL url provided by PayPal beginning with "https:" (\*not\* <form...)

Close

From here you can modify your message to your members;

add a custom message;

add a note regarding PayPal (if appropriate)

Use the scroll bar to scroll down the page.

**Dues Management**

**STEP 2)** Verify that your information is correct above and click the button below to update your information.

[Save Dues Notice Info](#)

**STEP 3)** Proof your e-mail invoice below. If anything does not look right, repeat steps 1 and 2.

Here is what the e-mail invoice that will be sent to the members currently looks like. Keep in mind that the variables in brackets [] will be replaced with the member's information at the time of sending.

Hello [MEMBERNAME],

It is time to renew your membership to .  
In order for our club to achieve the goal of submitting dues on time, we ask all members to make sure payments are received on or before .

You can hand deliver your check to at our club meetings -- the last meeting to hand in the check would be . Or you can mail in your check to the address below. Your check **MUST** be received by so please allow enough time for postal delivery.

You can use this e-mail as your "invoice". Please submit a copy of this e-mail with your payment. If you do not plan on renewing your membership, or if you know that your payment will be late, please contact me at .

Close

Save any changes to your dues notice

Proof you message

Use the scroll bar to scroll down the page.

Select and/or un-select members who will receive the your dues message by clicking the radial button beside their name.

You can also further designate how members pay and if someother method of notification should be sent (i.e. member doesn't have an email address).

Click "Update and Send Notices"  
Or "Update Changes Only"

Click "Close".

### Dues Management

Notices will be sent to those members that are checked in the left (SEND) column.

Send	Name	Cash	Check	PayPal	Direct Deposit	No Email/Other
<input type="radio"/>	Alex Herweyer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Allen Chesney	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Ben Cairns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Carlos A. Calderin, ACB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Christina E. Chesney, ATMB, CL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Diana Hapoe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Jessica Liz Oliva-Calderin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Jim H. Tannehill	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Jordan Schilleman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Kelly S. McKeethan, DTM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Precious G. Goduco, CC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Rebecca Mott	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Sawyer Voges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Stacci Thomas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Sylvia J. Colvin, ACB, ALB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	Tania Boavida D. Silva	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Reset ALL to "SEND" (unpaid)

Update and SEND NOTICES

Update Changes Only

Close

Select a Module: Website Settings

Basic Settings

Appearance

Home Page

Meeting Info/Directions

Social Links

Floater Messages

Access Settings **NEW!**

Administrator Info

Website Statistics

About

The following are the basic club information and configuration settings for getting a website up and running.

**NOTE:** You should also make sure your club's information is current on the Toastmasters International Website. [Click here](#) to verify the information for your club, and if not correct, an officer of the club will need to login to the member area on the TI website and correct it.

Club Name

Downtown Dazzlers

District # **NEW!**

63

**i** This is the name of your club that will appear in reports and in the banner heading, unless you override it with the Banner Text setting on the Appearance tab.

**i** Used for district reports.

Description

Downtown Dazzlers Toastmasters club located in Chattanooga, TN focuses on helping members improve their public speaking and leadership skills. We meet the 1st and 3rd Wednesdays of each month at noon.

Save

Close

Click "Save" and "Close".

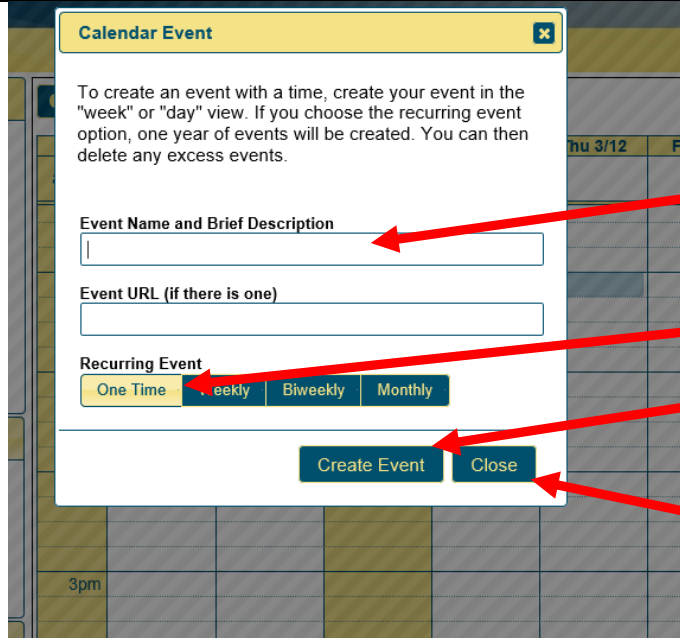
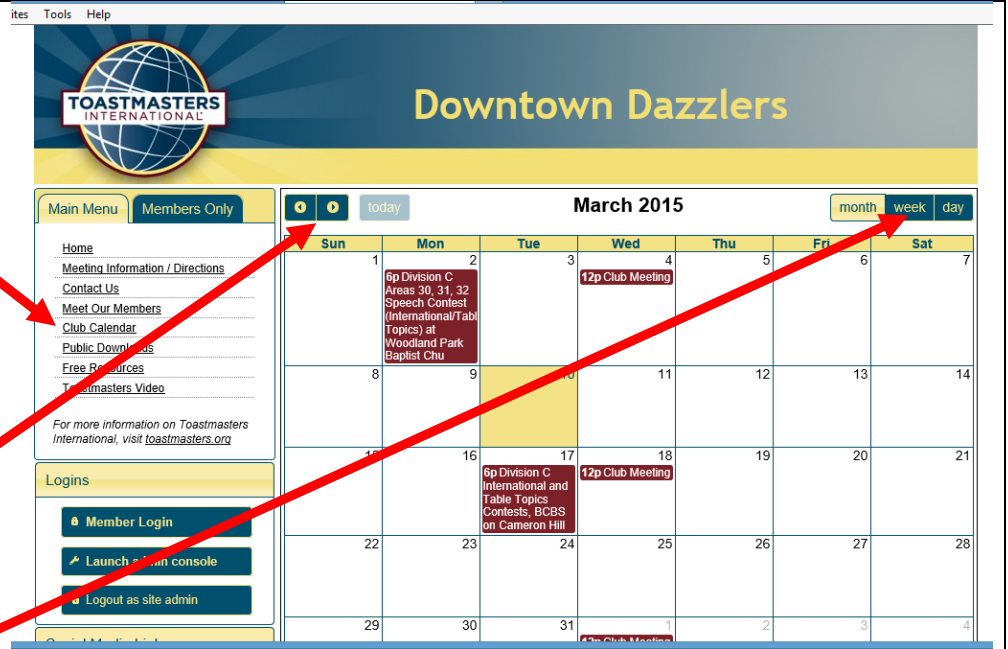
# UPDATING THE CLUB CALENDAR

To add a new Calendar Event (club meeting, contest, training, etc.) -

Login as the Site Administrator and click on "Club Calendar"

Use the arrow keys to page through the months.

Then click the "week" button to select the specific week you want to modify



Select the day of your event and click on the start time (the times are divided into 15 minute increments i.e. 8:00, 8:15, 8:30, 9:00)

On the "Calendar Event" popup menu, enter the event name and short description.

Click "One Time"

Click "Create Event"

Click "Close" to save the event and close the "Calendar Event" popup menu.

### To modify a Calendar Event (i.e. change the description) -

Login as the Site Administrator and click on "Club Calendar"

Use the arrow keys to page through the months.

Click the "week" button to select the specific week you want to modify.

Click on the Calendar Event

On the "Edit/Remove Calendar Event" popup menu, modify the Description.

Click "Edit Event"

**Edit / Remove Calendar Event**

You can edit or remove this one event from the calendar titled "Division C Areas 30, 31, 32 Speech Contest (International/Table Topics) at Woodland Park Baptist Chu"

Event Name and Brief Description  
st (International/Table Topics) at Woodland Park Baptist Chu x

Event URL (if there is one)

Edit Event Delete Event Cancel

### To delete a Calendar Event -

Login as the Site Administrator and click on "Club Calendar"

Use the arrow keys to page through the months.

Click the "week" button to select the specific week you want to modify.

Click on the Calendar Event

On the "Edit/Remove Calendar Event" popup menu, click the "Delete Event" button.

**Edit / Remove Calendar Event**

You can edit or remove this one event from the calendar titled "Division C Areas 30, 31, 32 Speech Contest (International/Table Topics) at Woodland Park Baptist Chu"

Event Name and Brief Description  
st (International/Table Topics) at Woodland Park Baptist Chu x

Event URL (if there is one)

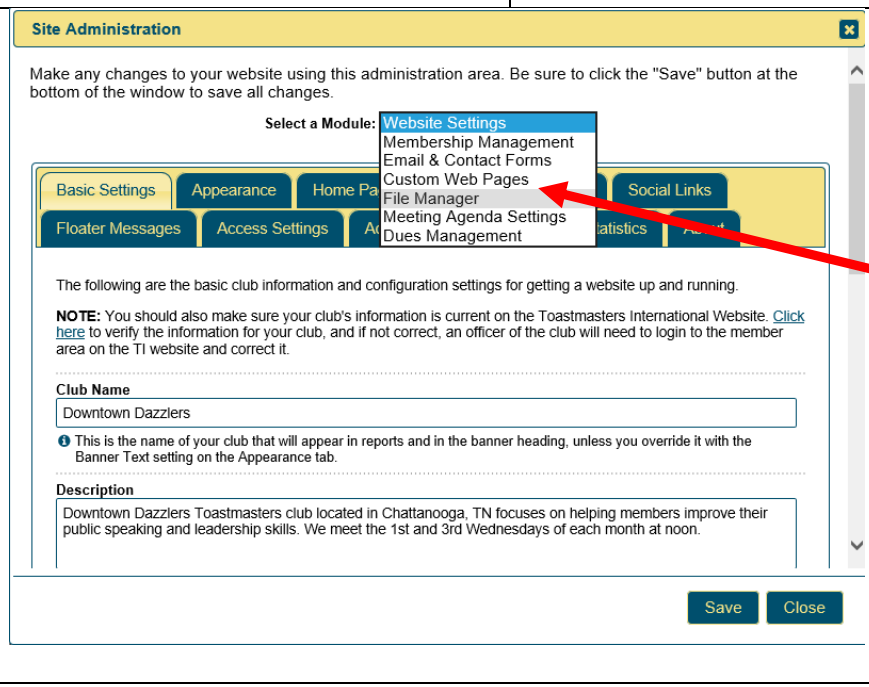
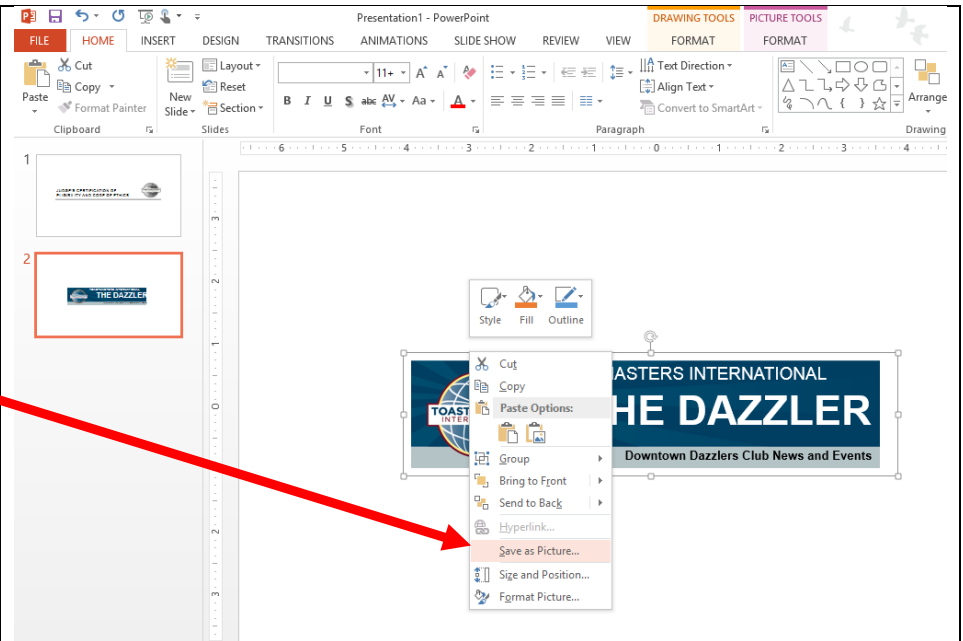
Edit Event Delete Event Cancel



# CREATING A NEWSLETTER PAGE

First create a “header” for your Newsletter page. You can use the header for your newsletter if you would like.

Copy and paste, or create, your header in Powerpoint, or similar software, then save the image as a picture file (“Save as Picture”).

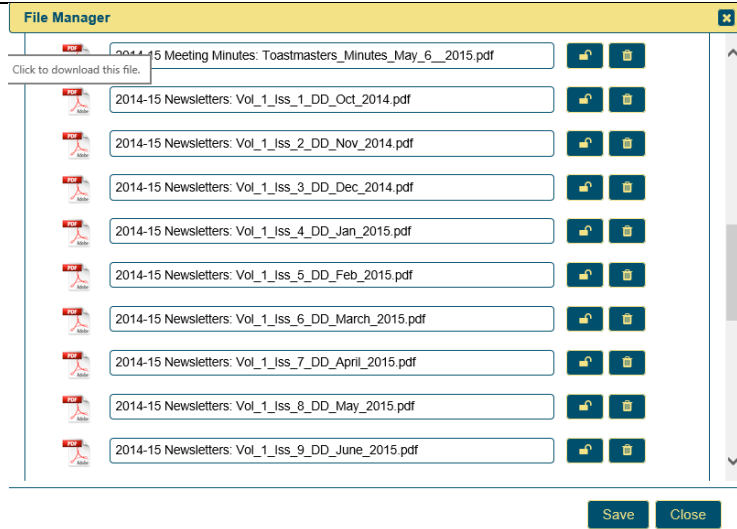


Next, open your website and Login as the Site Administrator.

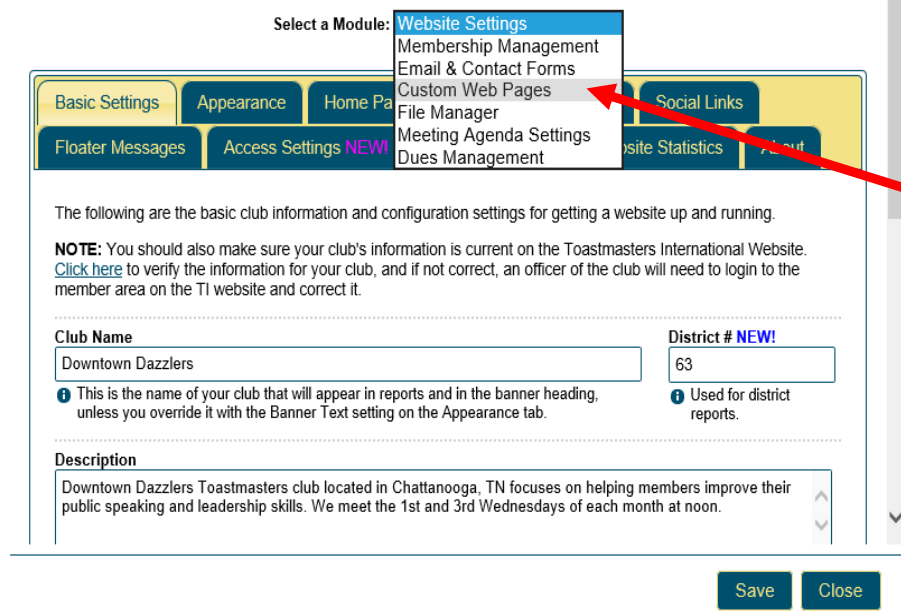
Launch the “Admin Console”.

Click on “Select a Module” and “File Manager”.

Upload your Newsletters to the File Manager.



Search LG-Google-Nexus-5-Smar... logo\_pd[1].gif  
bottom of the window to save all changes.



Now you're ready to create your custom webpage.

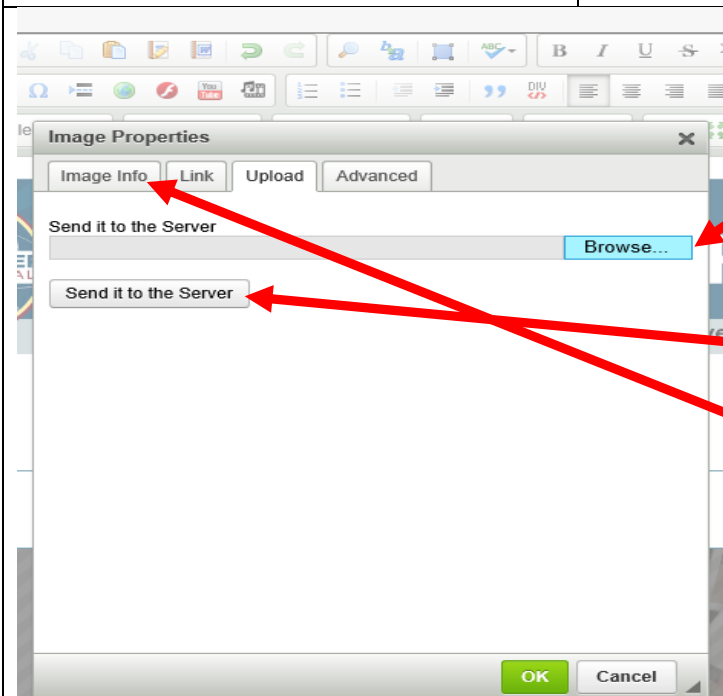
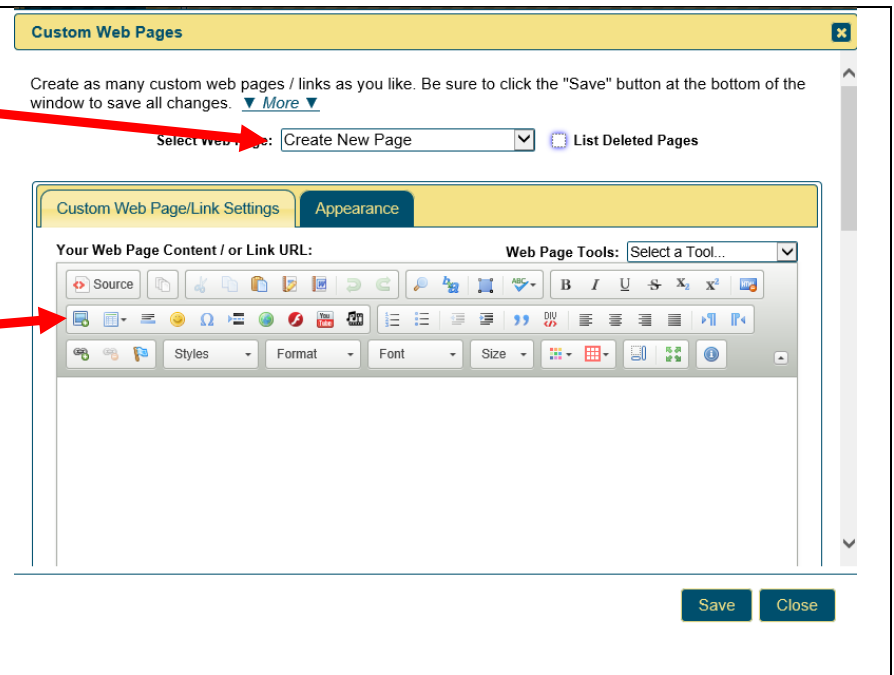
Launch the "Admin Console".

Click on "Select a Module" and select "Custom Web Pages" from the dropdown menu.

The system will default to “Create New Page” with a blank page displayed.

Begin by uploading the header you created earlier.

Click on the “image uploader” button.

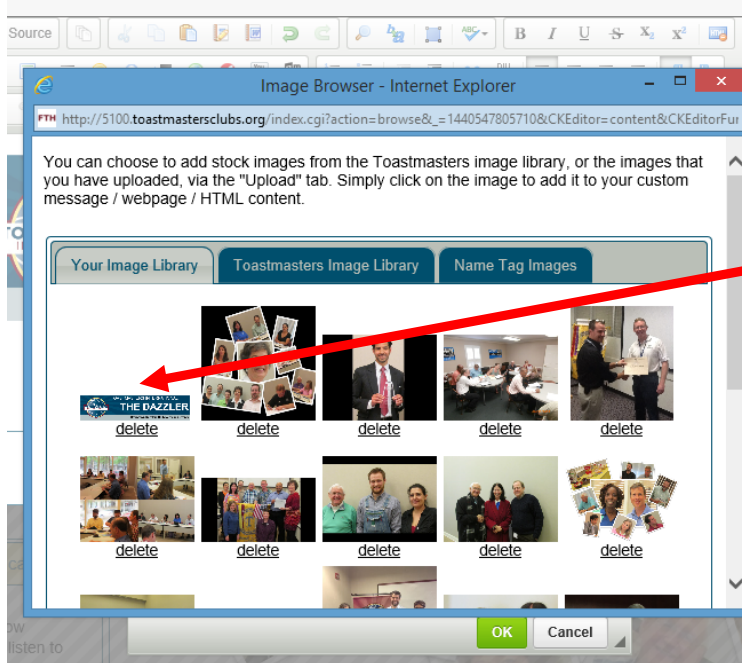
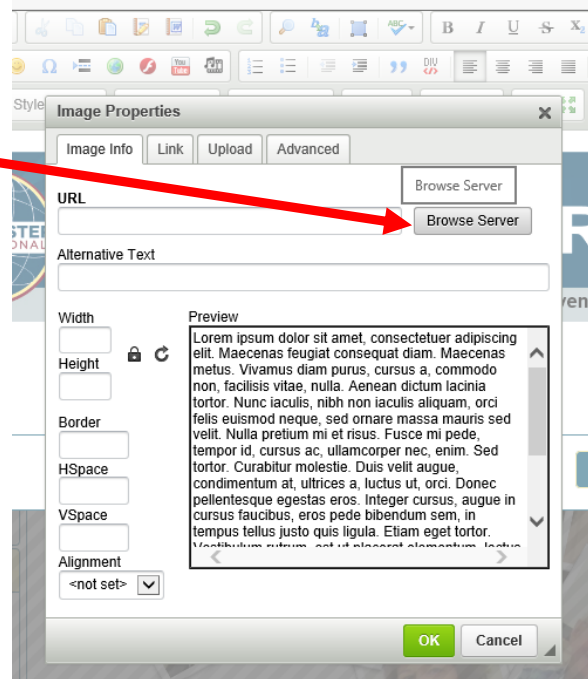


Browse to find the newsletter “header” image you saved earlier.

Then click “Send to the Server”.

When it finished uploading, click on “Image Info”

You will need to give the program a couple of seconds to complete the upload, then click on "Browse Server"



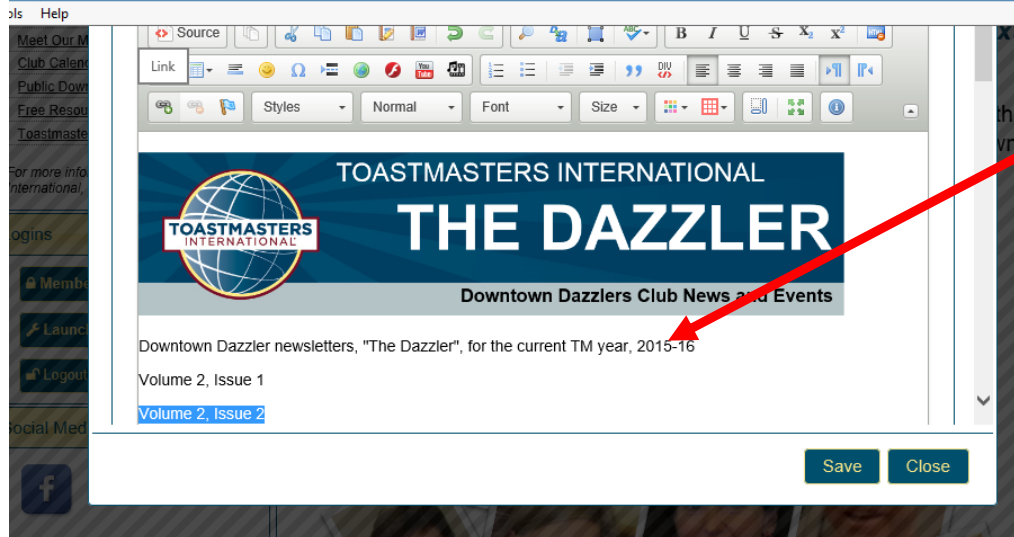
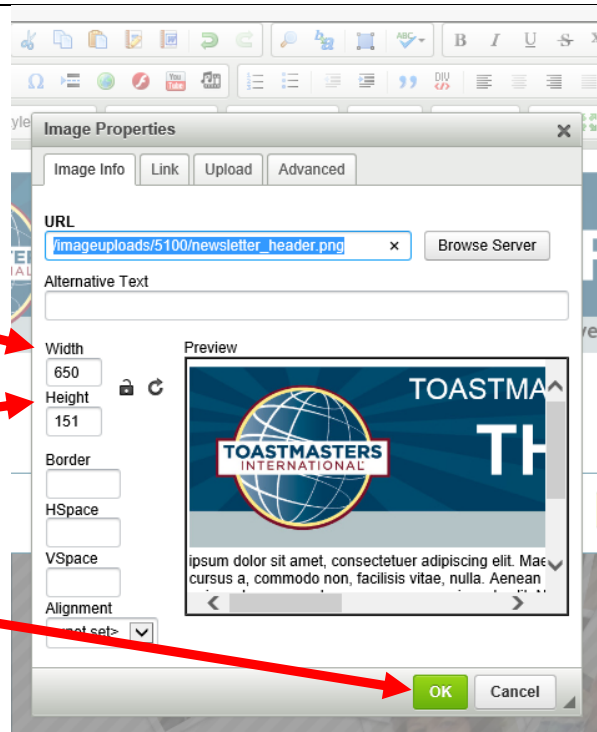
Find your image and click on it.

Change the width of your image.

Width = 650 is about right to place your image across the entire page.

The height usually adjust automatically, but you can play with both width and height until you get something you like.

Click "OK".



Once you have the header uploaded to your page, you can add text to the page.

Now scroll down and finish enter the information for your new page.

Enter your Web Page title.  
("Newsletters")

Enter you Web Page Name.  
("Newsletters")

Scroll down to enter more info.

Help

Web Page Title / or Link Title  
Newsletters

This title will appear in the page tab or title bar of the browser and helps with the search engine ranking. This title also is what is shown in the appropriate left side menu for pages that are set as Public, Members Only, or Officers Only, as controlled by the Page Type setting, below.

Relocate this Web Page's Menu Entry      Menu Entry Position #  
Select New Position of Menu Entry...      [ ]

Use the drop down to specify a new position for this web page's menu entry. (NOTE: This takes effect immediately. If you instead set the position # manually and then click Save, note that the position # is a positive whole number that is used to sort the custom menu entries by Menu Position # 1st, and Alphabetically.)

Web Page Name  
Newsletters

This will be the name of your web page that is part of the URL that is shown in the address bar of the browser. The ".html" will automatically be appended to the end of the name.  
For example: <http://5100.toastmastersclubs.org/mypage.html>.

Save    Close

Enter a Web Page Description

Enter Keywords for webpage searches.

Scroll down to enter more info.

This will be the name of your web page that is part of the URL that is shown in the address bar of the browser. The ".html" will automatically be appended to the end of the name.  
For example: <http://5100.toastmastersclubs.org/mypage.html>.

Web Page Description  
Copies of Downtown Dazzler Newsletters

This will be description of your web page used in the meta tag. An accurate description will help with the page ranking for the search engines.

Web Page Keywords  
Newsletter, Dazzler, Toastmasters

These keywords will also help with the page ranking in the search engines.

Web Page Reference Notes

Save    Close

Your page will automatically default to  
"Public Access" which will be added to  
the Main Menu on your Home Page.

Click "Save" and "Close".

These keywords will also help with the page ranking in the search engines.

Web Page Reference Notes

For example, these notes could contain reference information on widgets, flash, or other special features you used. Also, you might leave notes for someone to know how to swap out or insert photos, or where to find them.

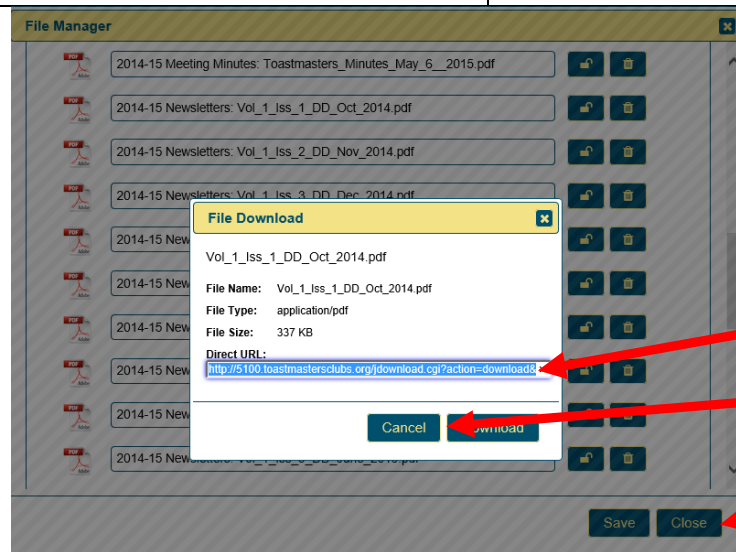
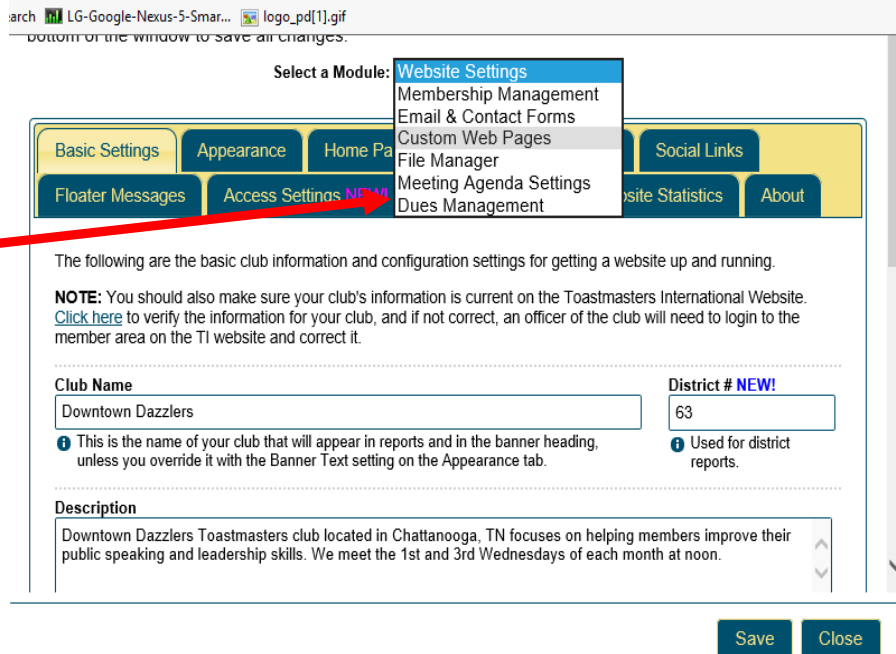
Select the Page Type for this Custom Page / Link:  
Public Access (Listed in Main Menu for everyone.)  
Members Only Access (Listed in Members Only menu.)  
Officers Only Access (Listed in Members Only menu.)  
Unlisted Access (Not in menu & only accessible via link.)

Public pages / links are automatically linked to their Web Page Title in the "Main Menu".  
Members Only & Members Only pages / links are linked to their Web Page Title in the "Members Only" menu.  
Officers Only pages / links are only accessible and viewable when a club officer logs in.  
Unlisted pages are not listed on the menus and only accessible via a link using the above Web Page Name.

Delete Page      Save    Close

Now, you need to link your newsletters to your new “Newsletter” page, you will need the web address for the file you uploaded.

Click on “Select a Module” and “File Manager”



Find the newsletter you want to link and click on the PDF Icon as if you were going to download the file.

The “File Download” menu will pop-up.

Copy the URL address

Then click “Cancel”

And “Close”.

Now, go back to your Newsletter page.

Click on "Select a Module" and "Custom Web Pages"

**Site Administration**

Make any changes to your website using this administration area. Be sure to click the "Save" button at the bottom of the window to save all changes.

Select a Module: **Website Settings**  
Membership Management  
Email & Contact Forms  
Custom Web Pages  
File Manager  
Meeting Agenda Settings  
Dues Management

**Basic Settings** Appearance Home Page Social Links  
Member Messages Access Settings About

The following are the basic club information and configuration settings for getting a website up and running.

**NOTE:** You should also make sure your club's information is current on the Toastmasters International Website. [Click here](#) to verify the information for your club, and if not correct, an officer of the club will need to login to the member area on the TI website and correct it.

**Club Name**  
Downtown Dazzlers

**Description**  
Copies of Downtown Dazzler Newsletters

Save Close

Now your page should be listed.  
Click on your "Newsletter" Page.

**Custom Web Pages**

Create as many custom web pages / links as you like. Be sure to click the "Save" button at the bottom of the window to save all changes. [More](#)

Select Web Page: **Create New Page**  List Deleted Pages  
PUBLIC PAGES  
Newsletters

Creating new page.

**Custom Web Page/Link Settings** Appearance

Your Web Page Content / or Link URL: Web Page Tools: Select a Tool...

Scroll down and highlight the text you want to link.

And, click on the "link" icon.

**Custom Web Pages**

Link

Downtown Dazzlers Club News and Events

Copies of the Downtown Dazzler newsletter, "The Dazzler", for 2015-16

Volume 2, Issue 1  
Volume 2, Issue 2

**Newsletter Archives**

body p a Paragraphs: 11, Words: 59, Characters (including HTML): 2865

Note: Custom web page content has a limit of 65535 characters.

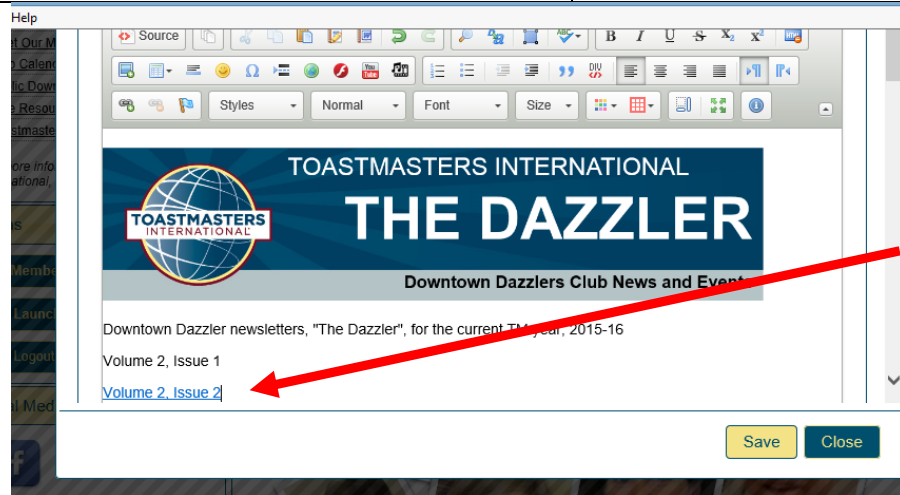
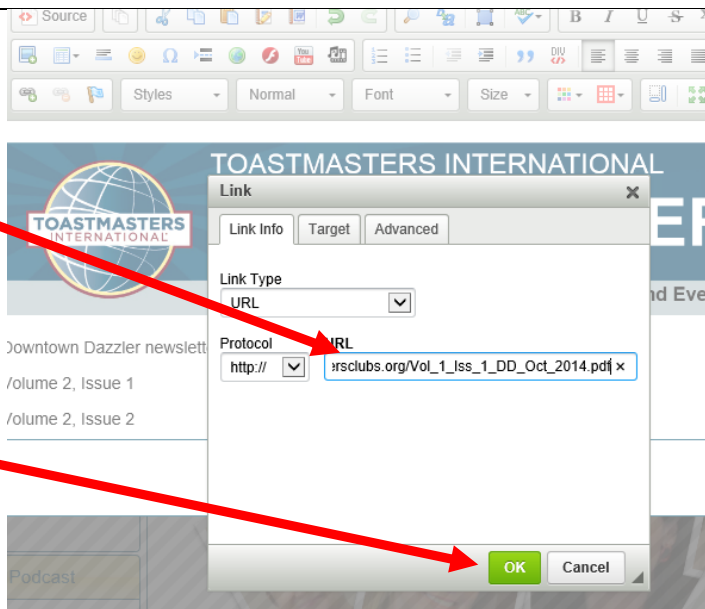
- Click the icon above to maximize the editing area to/from full screen.
- Click the icon above to (1) upload an image/photo to the server & then (2) insert it.

Delete Page Save Close

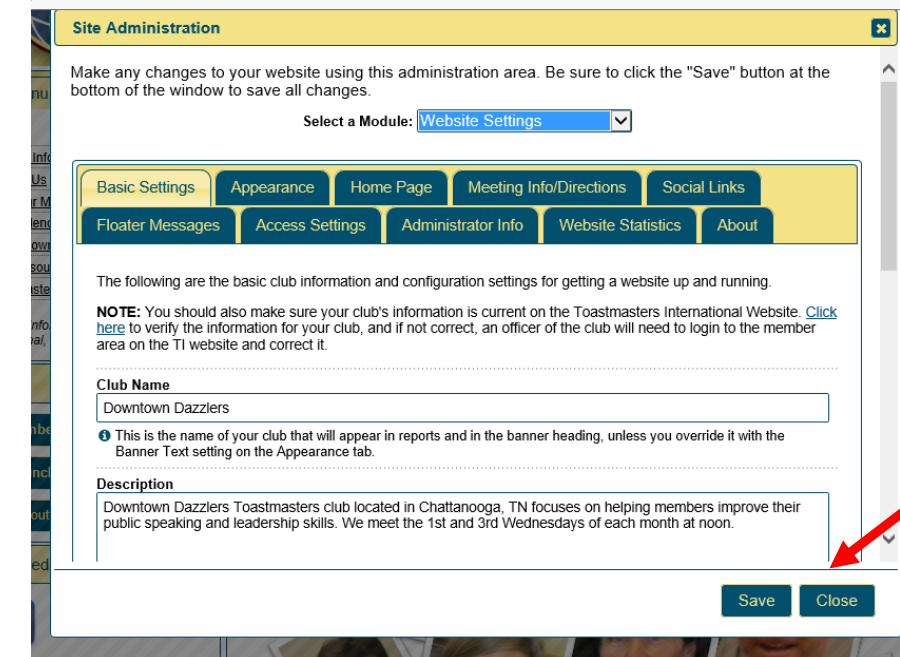


On the “link” pop-up, paste the URL corresponding to your file (you can copy and paste the URL into this field).

Click “OK”.

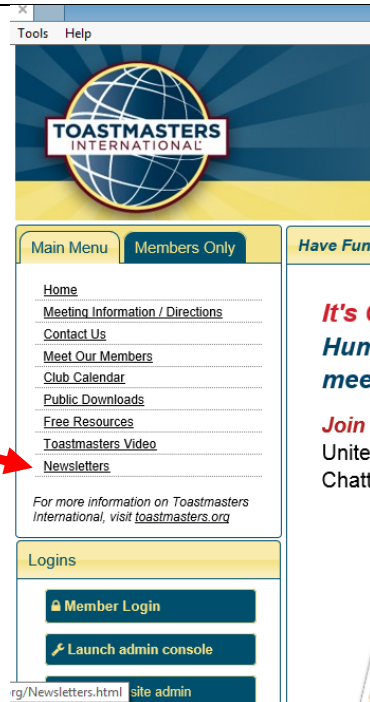


Your linked newsletter will look like this.



Click “Save” and “Close”.

The link to your new Newsletter webpage can be found in your Main Menu.



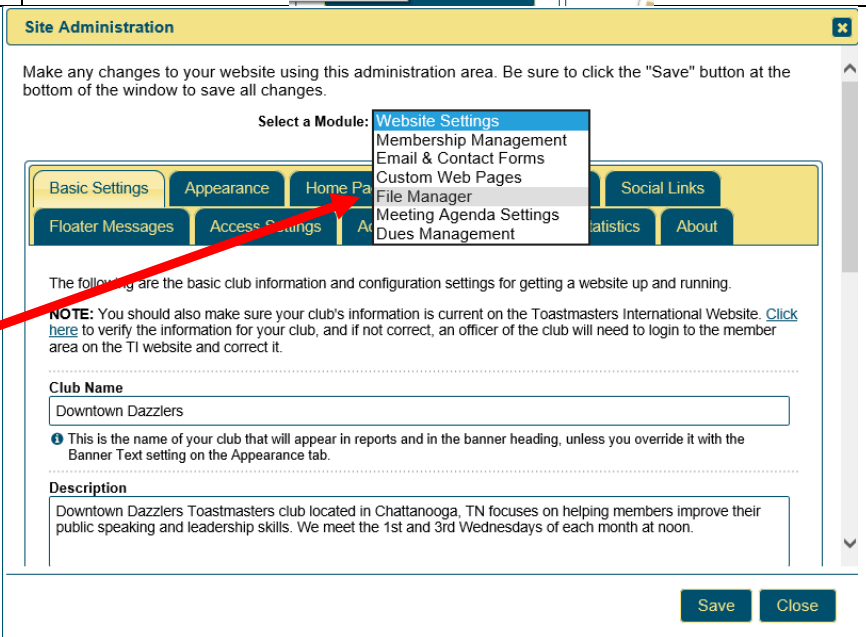
### To add future Newsletters to the page:

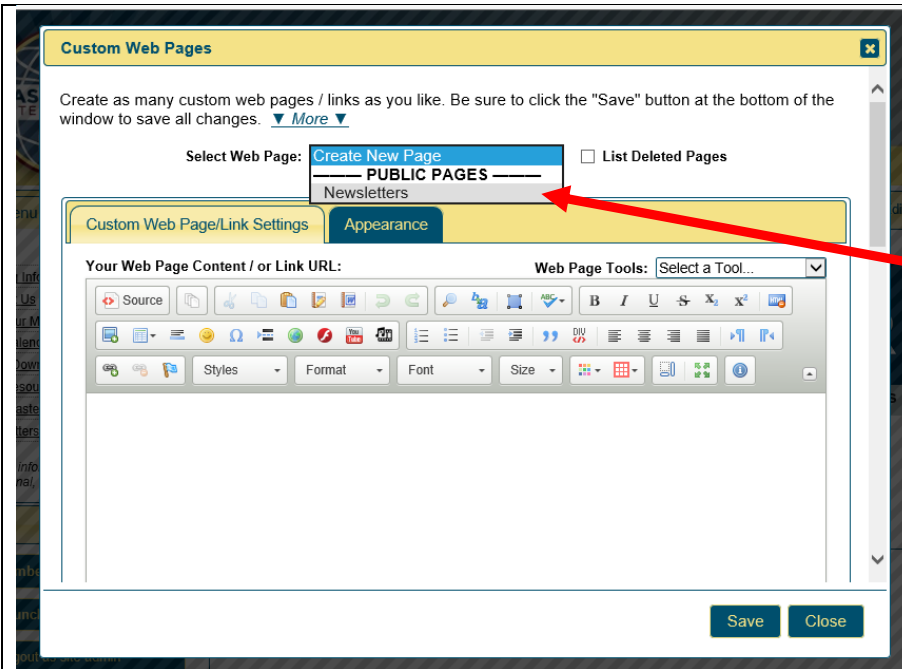
Next, open your website and Login as the Site Administrator.

Launch the “Admin Console”.

Click on “Select a Module” and “File Manager”

And upload your file. Follow the instructions above to copy the files URL, then close the “File Manager”.





Click on "Select a Module" and select "Custom Web Pages" from the dropdown menu.

You should now have a "Newsletters" page listed here. Click on it to bring up your page.

Add text, highlight it, click the "Link" icon and paste the URL.

Then "Save" and "Close".

