Adding Content/Web Pages to your Club/Region Microsite

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Commentary

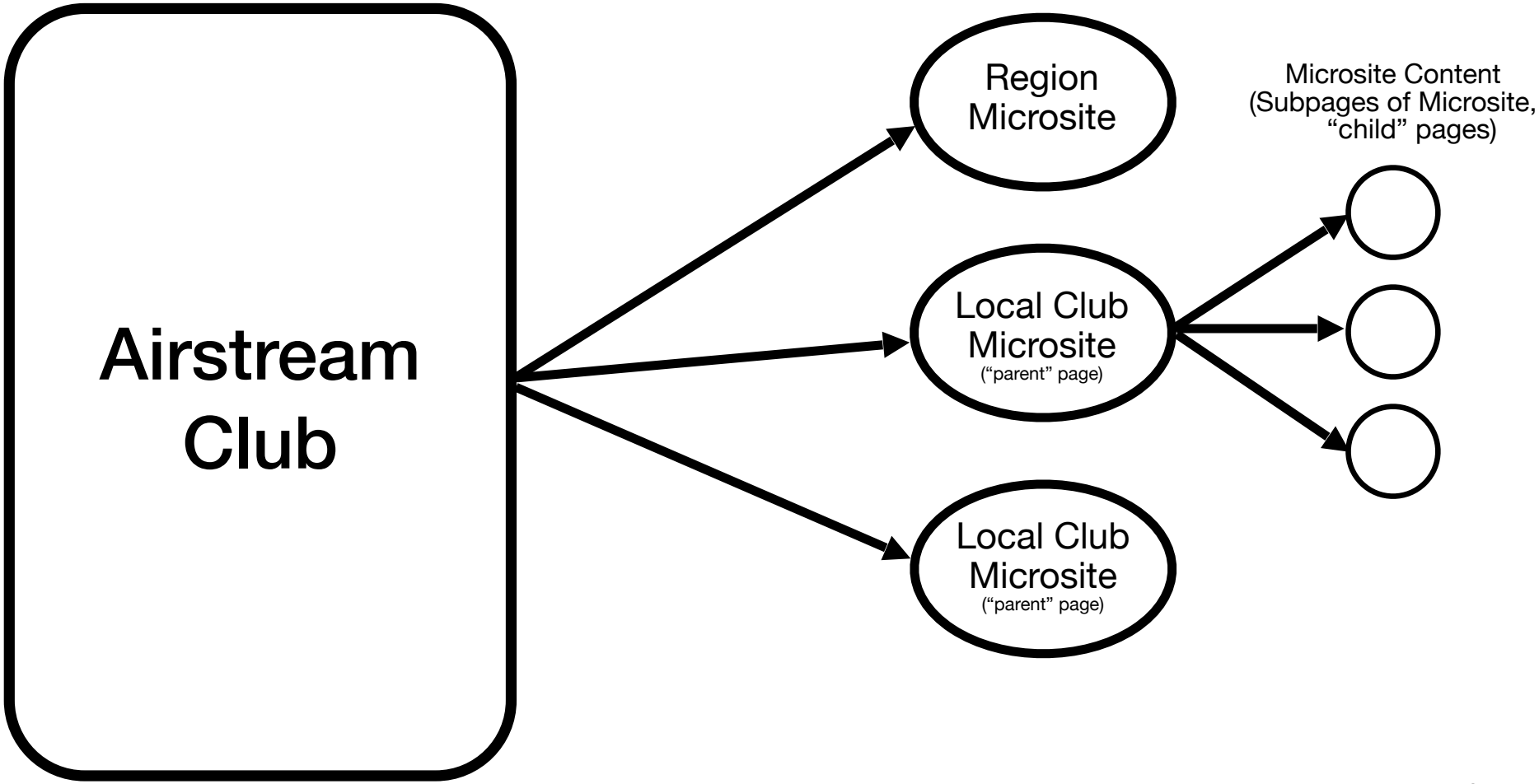
The new Airstream Club International web page system was designed to give a uniform environment for Club members and the general public. The system was built using Drupal 8, a system for developing digital experiences. Webmasters in Clubs and Regions will ***not*** need to be concerned with “how to use Drupal 8”, but need to focus on the unique content for their associated areas. The new design was built to relieve the complexity of building a web site and to allow more time being spent on the creation of messages, ideas, and information for their associated areas. As volunteer webmasters change, the web pages are easy to pass to a new volunteer. One of the key benefits of the new Airstream Club’s web system is the short learning curve to maintain a Club’s or Region’s web page. A non-technical person can maintain the content in the web pages.

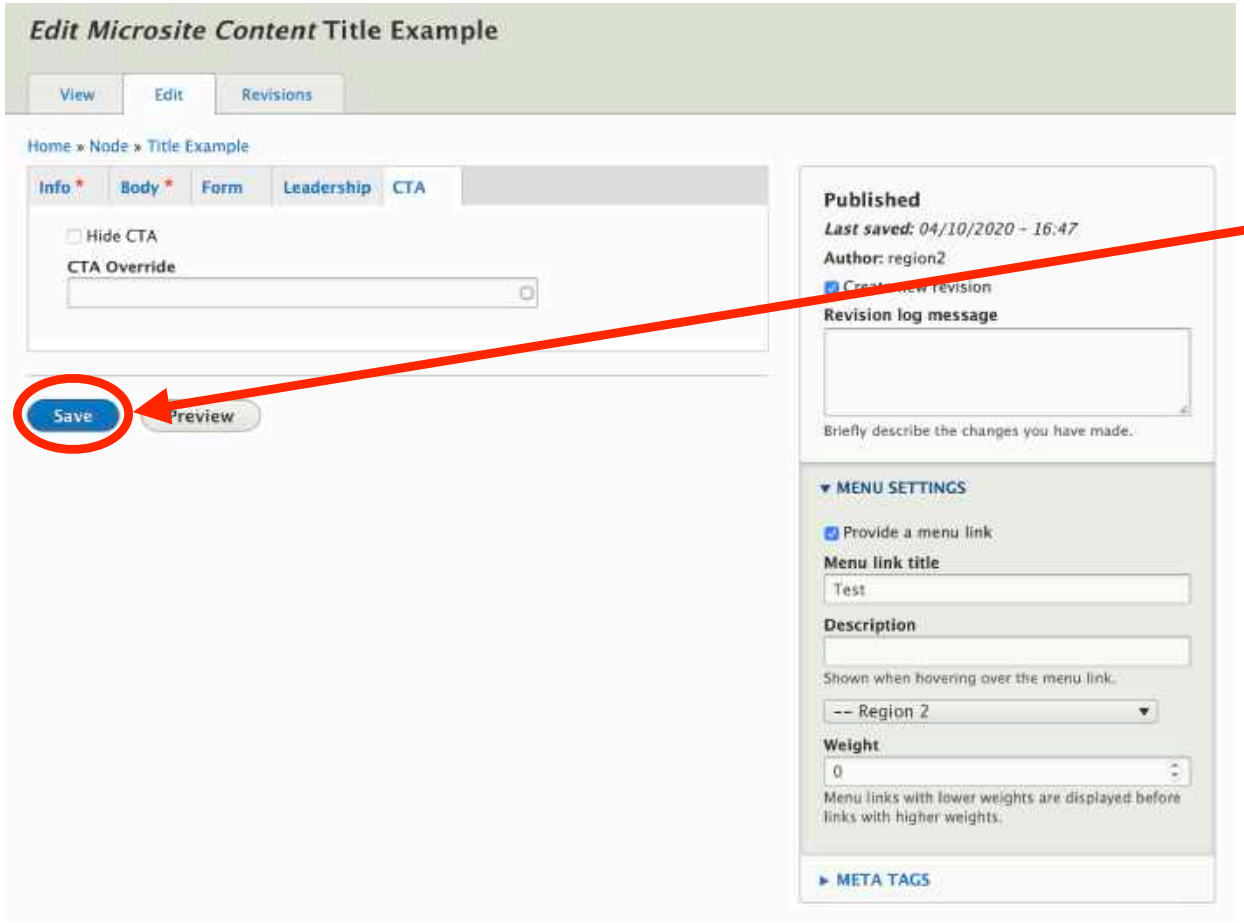
For Club Members and the general public, there is a consistency between all the separate Club’s/Region's web pages with the design and overall feel. The design is appealing and easy to navigate, thus creating an environment where people can spend more time reading the content and learning more about Airstream Club International.

Acronyms, Terminology and Design Notes

- ACI - The Airstream Club International
- BRN - Members “big red numbers” on their Airstream trailer
- ITC - International Technology Committee (Formerly the Electronics Communications Committee - ECC)
- Microsite – A smaller website which is meant to function within the main website. This includes local club home pages, Events, Caravans, etc.
- Microsite Lander New - Used to create, a single page for some key event or page for a local club. It’s just a different page layout that can be used as one of the child pages to the Unit or Region Microsite. The word “New” will be removed from the tab after all the local club websites are migrated by the ITC.
- Taxonomy - Definition: is the process of naming and classifying things such as animals and plants into groups within a larger system, according to their similarities and differences. This will be found in the system in relationship to Officers of the Clubs and Regions.
- The system has been designed such that is very easy to use and that all Club/Region web sites will have the *same* style and feel. Things like going into the HTML source code and trying to change the color of some characters/words will not work. The system removes what you just added. The Corporate overall web design is for consistency. Going outside of what is allowed will just be removed by the system.
- Text layout and page styling is done by the “system template”. The actual code for the template is very tough to get out.. It’s a modular system for both css and html.
- Microsites, in which you will develop your Club/Region web page is like a “mini-home page” inside the “main site. Each local and region has it’s own “micro-site” within that since it’s like its own little web-site
- Media/Pictures: Size of media files should be under 3 megabytes and approximately 300 x 300 pixels. You will need to adjust the size of the files / images before uploading to the website. There is no image editor within the new website. At this time, all images and PDF files are uploaded to a **single** Media Library. Titling your media files so they can be identified as belonging to your local club would be helpful if you wish to reuse them, T**he ITC recommends using club number in the image name e.g. “Rally Dinner_0014.”** Always use the same naming format each time so your pics will be arranged together.

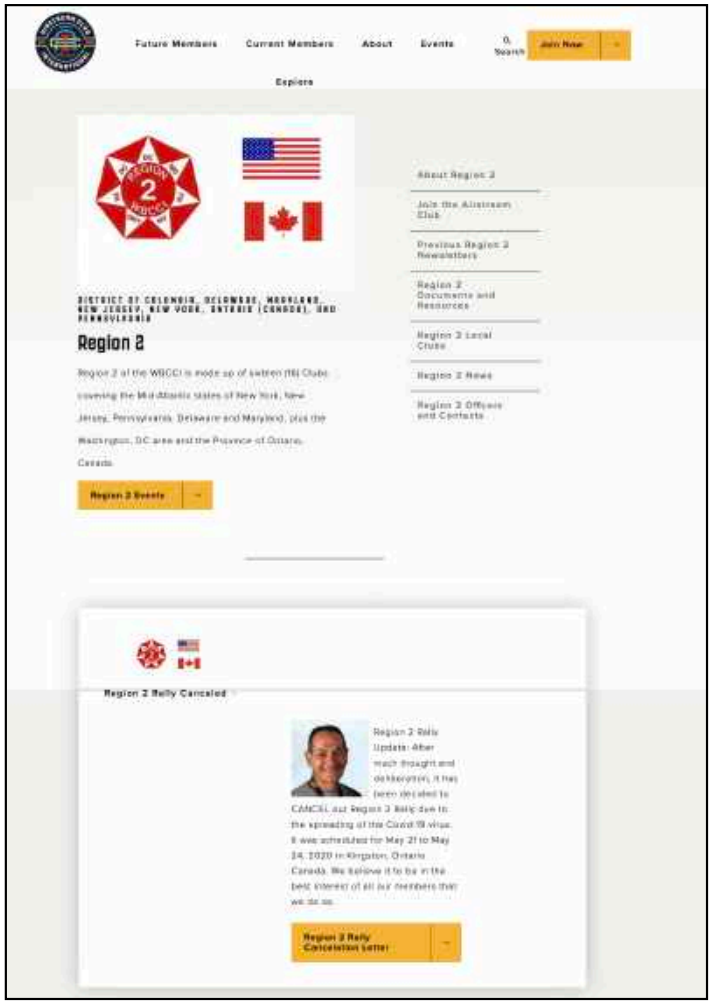
Terminology: Parent and Child Pages





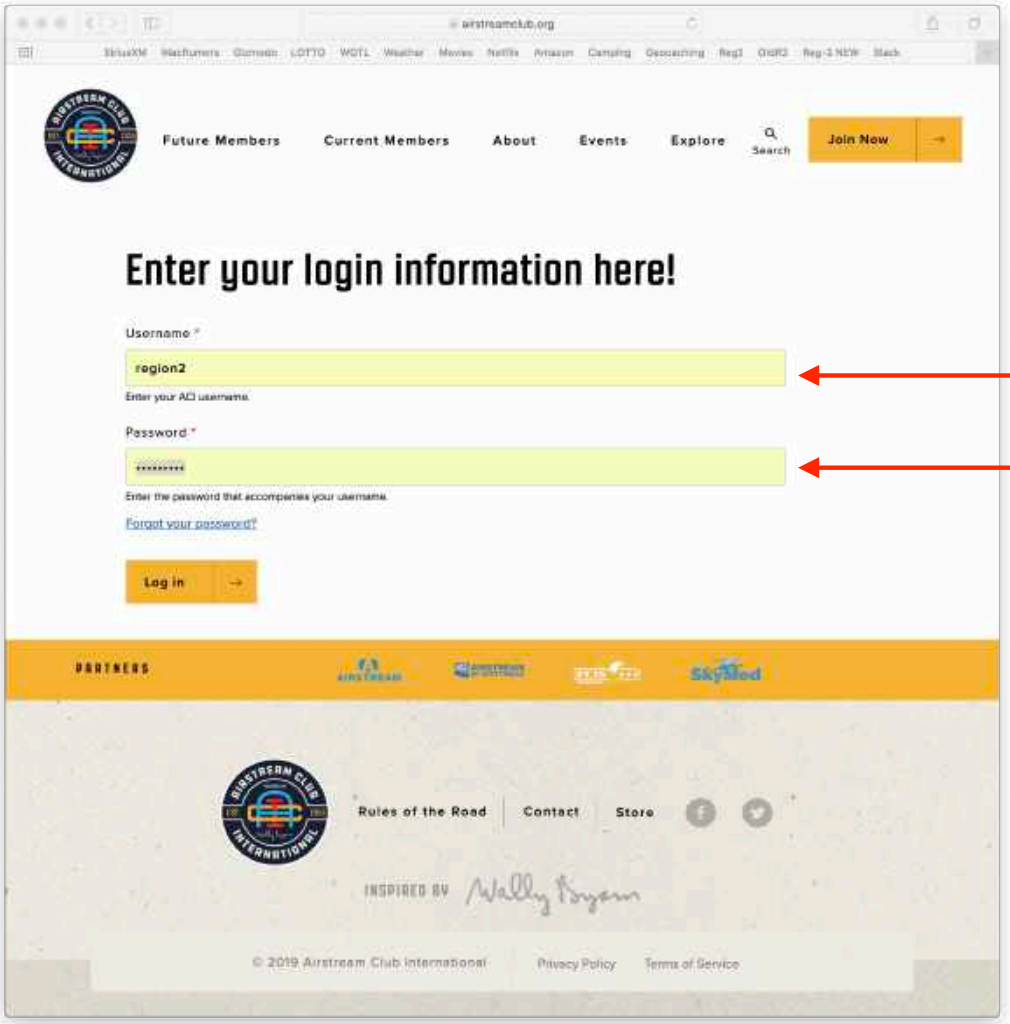
- Remember to “Save” your work!
- It is at the bottom of each page.

The New Front Page for Regions or Clubs



This is a sample of a completed “front” page will look like on the new ACI website. All Formatting is done by the system… your focus is on content!

Log Into ACI Website



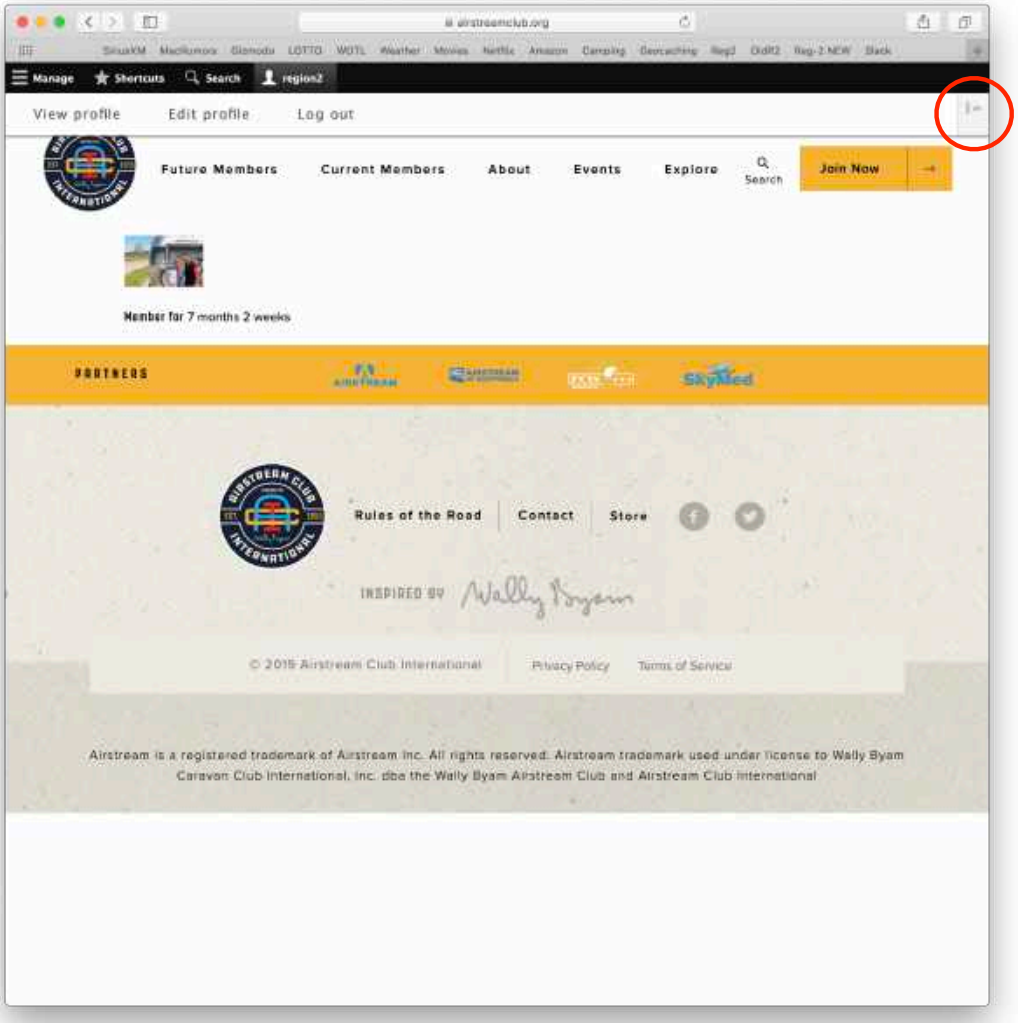
Go to: airstreamclub.org/user/login

Enter unit login provided by the ITC.

Enter password you created on your initial login*.

*You should already have your login information, but if not, contact the ITC at itc@airstreamclub.net. If you are taking over for a previous webmaster, contact your Club/Unit President and have them submit a new Officer Reporting Form to HQ at info@airstreamclub.org.

The Microsite Main Screen

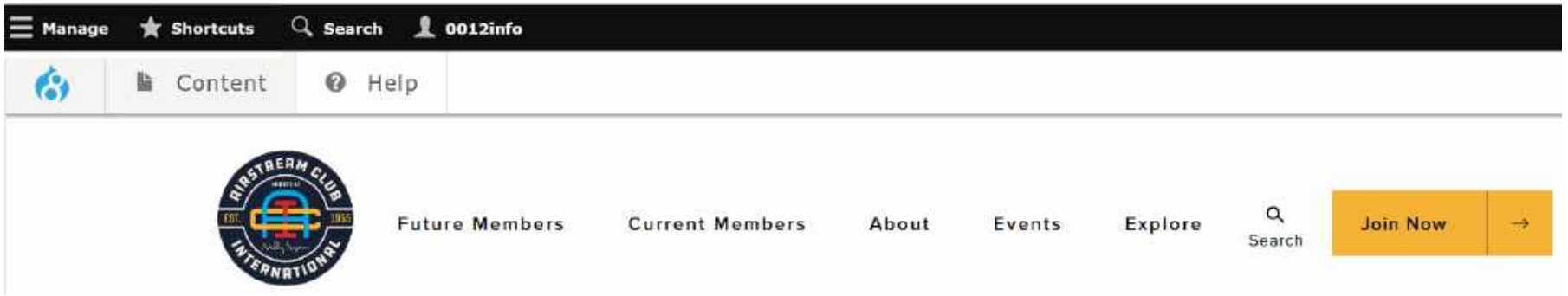


To change the Content Toolbar from horizontal (as shown) to vertical orientation, click here.

The main screen allows you to:

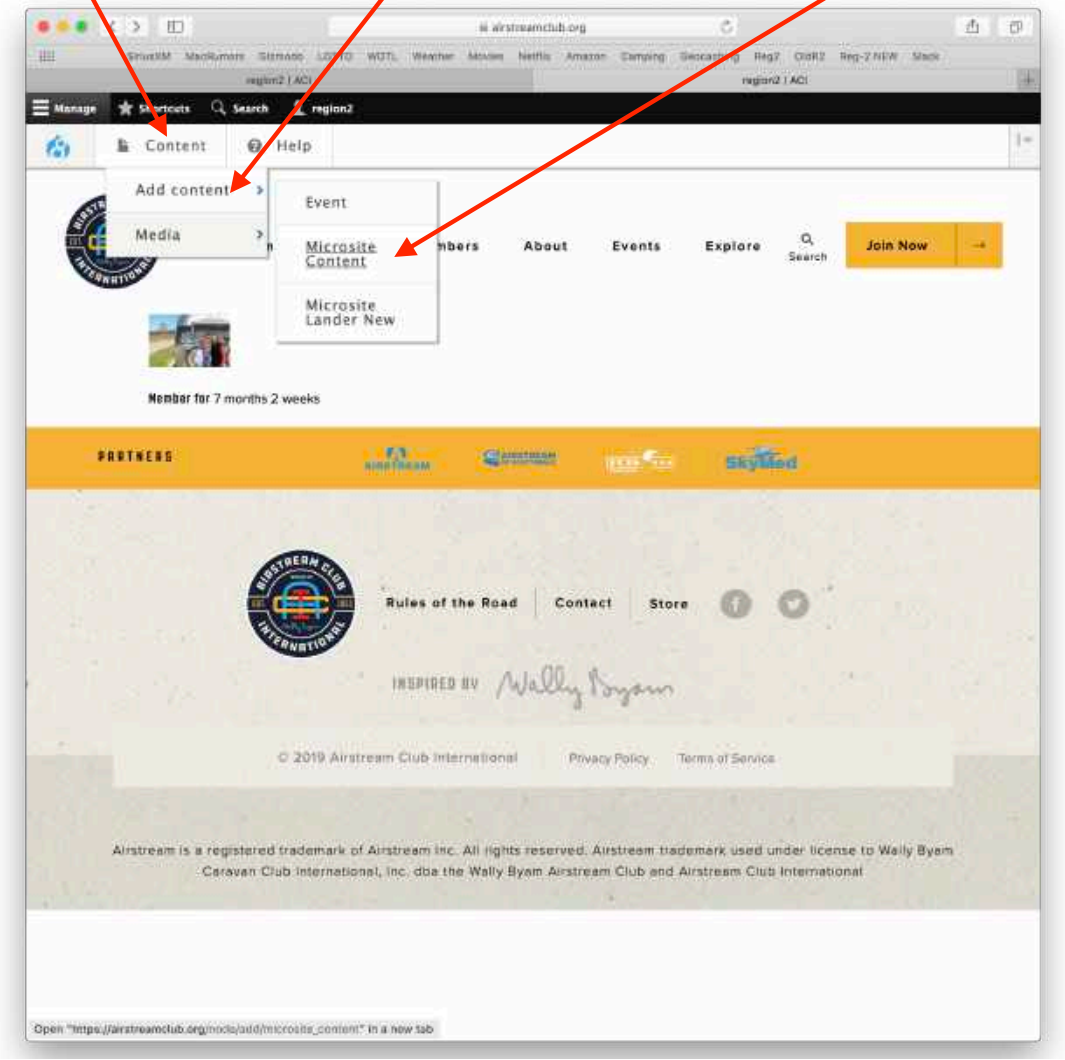
1. Manage your microsite
2. Take shortcuts to your microsite content
3. Search for content on your microsite
4. View and edit your profile
5. Log out

Click on **Manage** to Access the Microsite Content Manager Toolbar

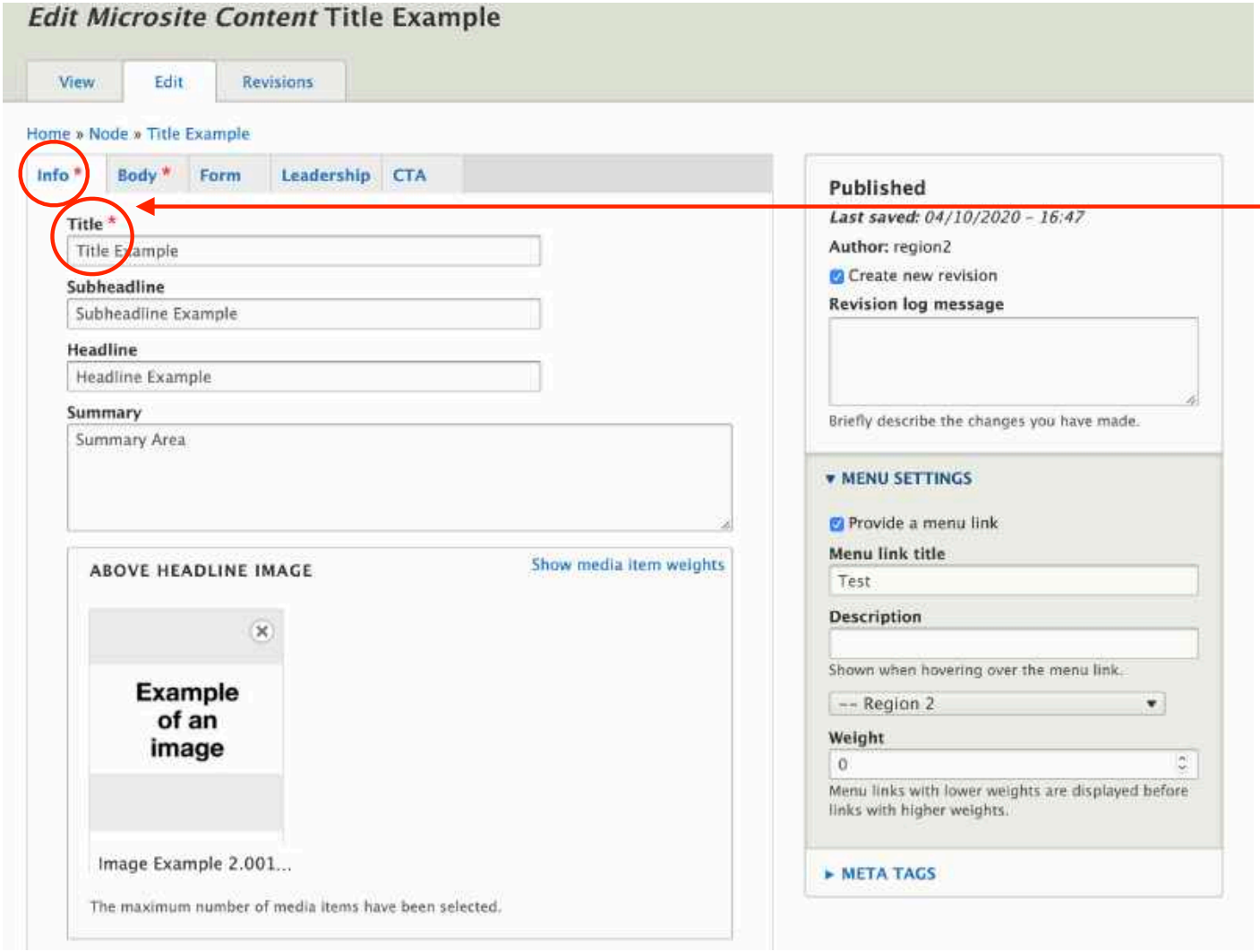


Users don't have access to all functions. If you click on something and you get a "No Access" or "Page Not Found" message, you don't have access. This was done in the design of the system so that there is consistency in "all" web pages.

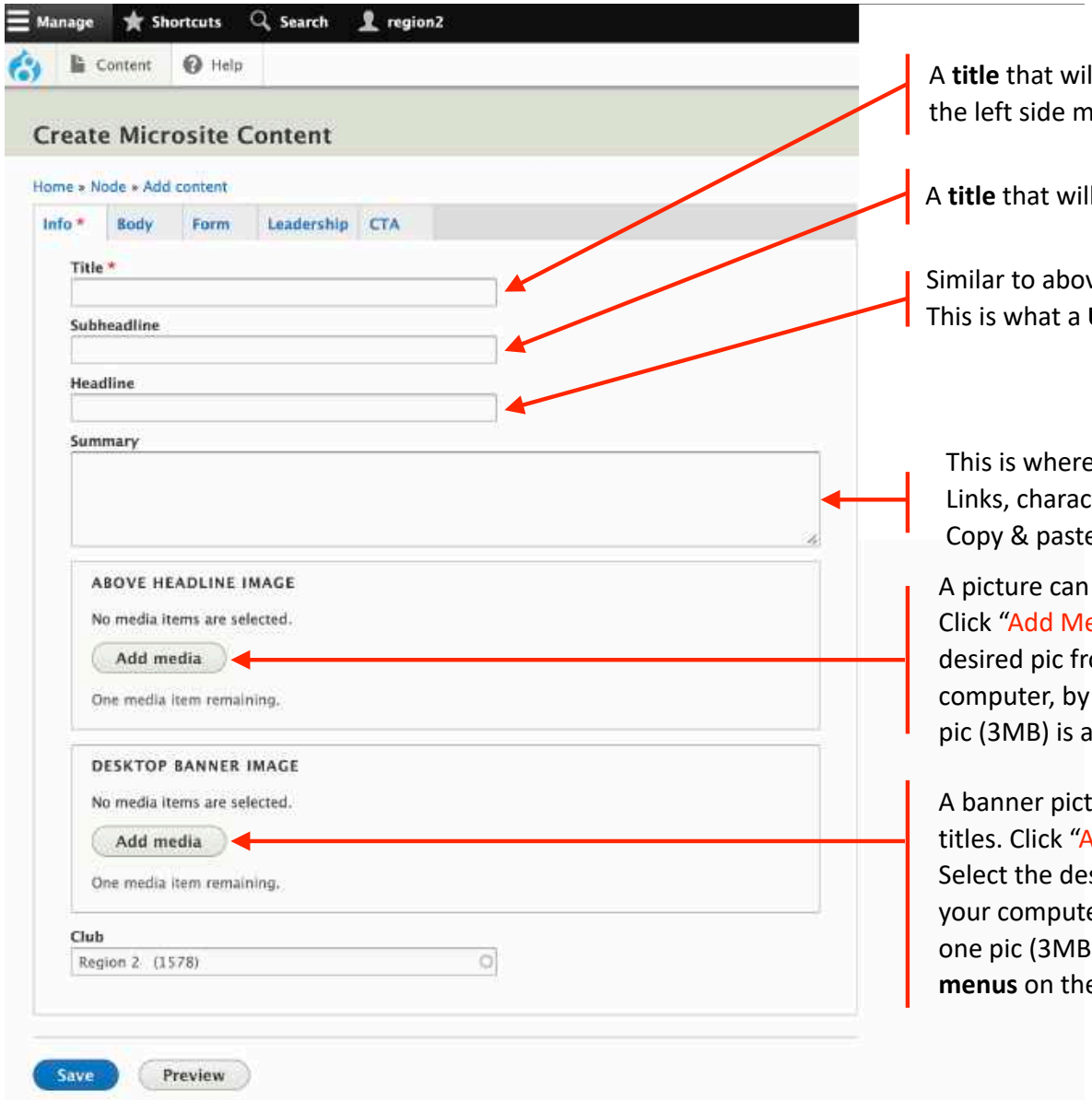
To add content, click **Content**, then click on **Add Content**, and click on **Microsite Content**



Save your work, often!



An “asterisk” is a **required** field. If this field is not entered, the system will not allow you to SAVE your work.



A **title** that will go into the "menu" on the right side of any page and shows up in the left side menu. Admins will use this for searching thru the system.

A **title** that will display as the title of the "text" area on the main page.

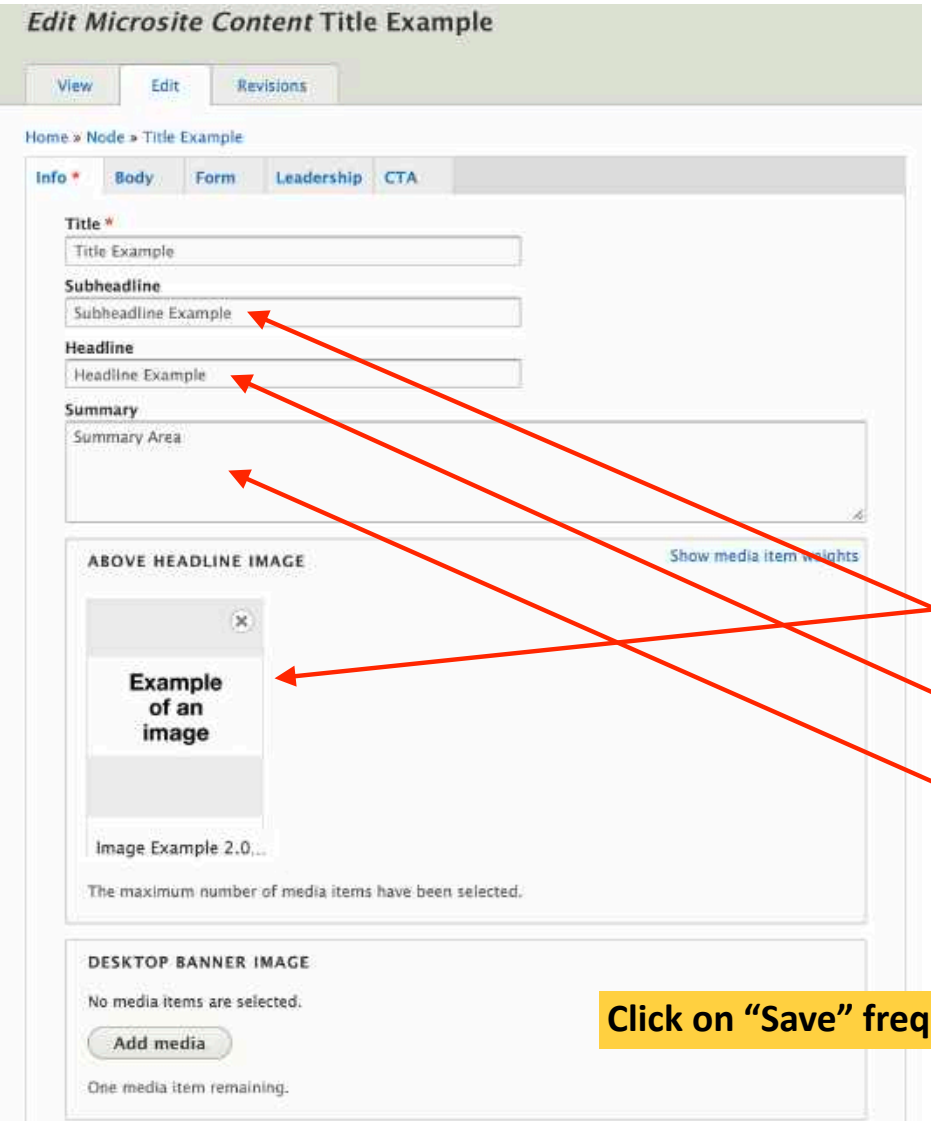
Similar to above, but a larger font "title" below the "Sub-headline" tile. This is what a **User** will see. Try to be "informative"

This is where your "content" text can be placed.
Links, character formatting, customized spacing are supported.
Copy & paste from another document **is** supported.

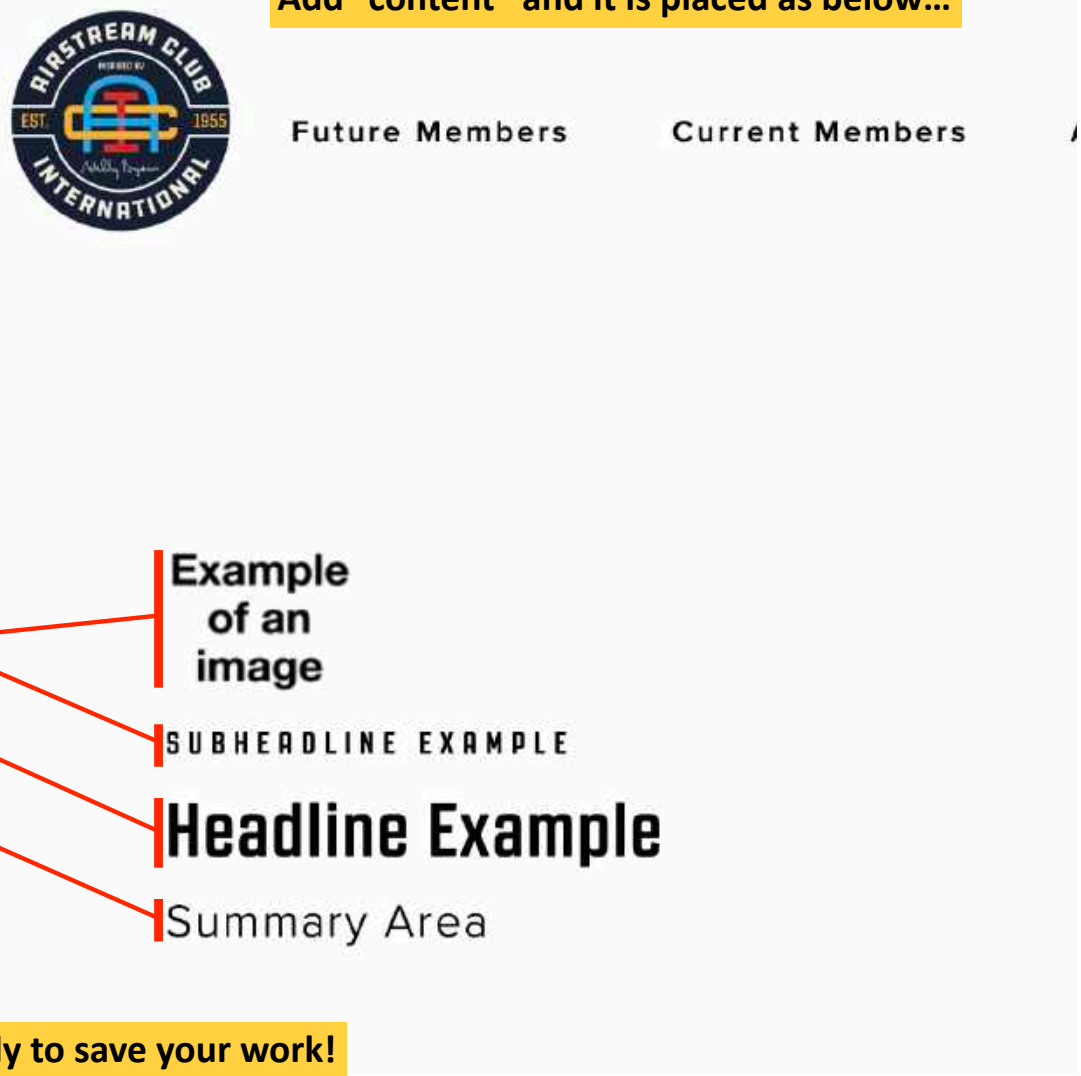
A picture can be added and it will be placed above the titles. Click "Add Media" to open an ACI website media list. Select the desired pic from the list or, add one of your own from your computer, by clicking on Browse on the Media screen. Only one pic (3MB) is allowed.

A banner picture can be added and it will be placed above the titles. Click "Add Media" to open an ACI website media list. Select the desired pic from the list or, add one of your own from your computer, by clicking on Browse on the Media screen. Only one pic (3MB) is allowed. The picture will be placed above the **menus** on the right side.

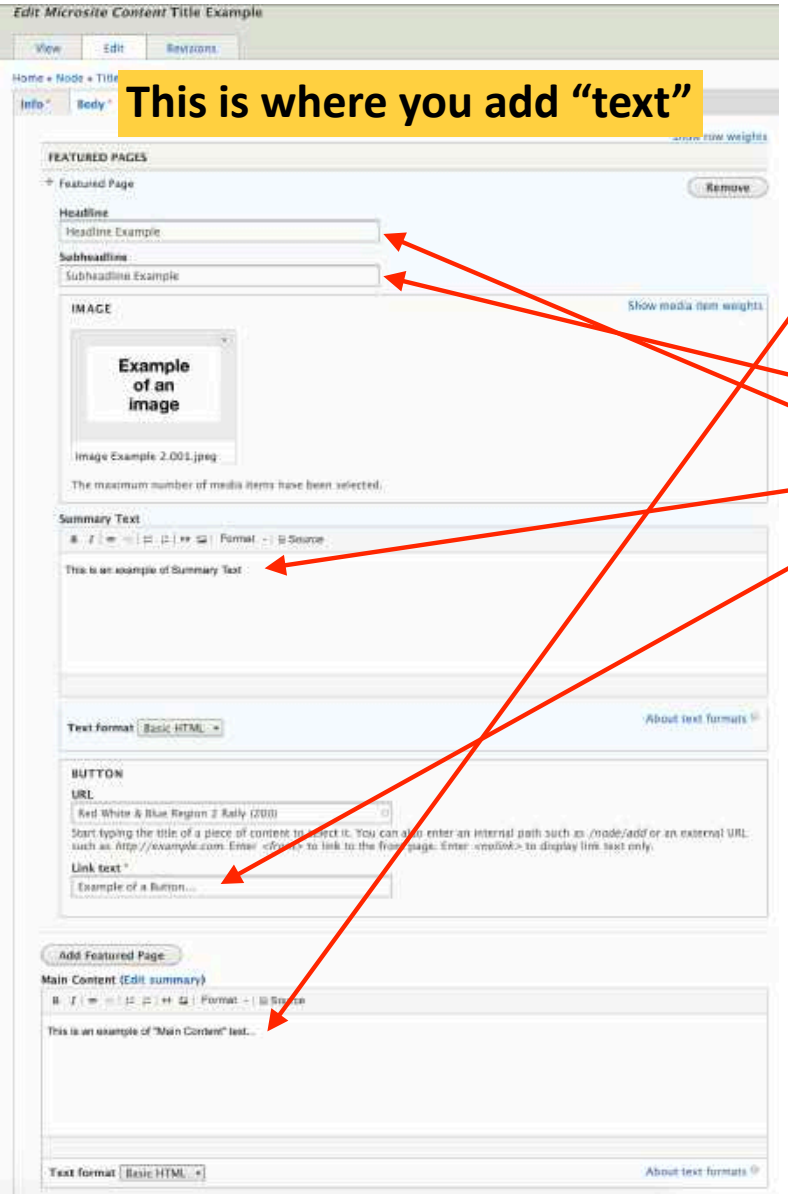
This is where you add "content"



Add "content" and it is placed as below…



Click on "Save" frequently to save your work!



For each text box… this is where they will appear on the Web page.

This is an example of "Main Content" text...

SUBHEADLINE EXAMPLE

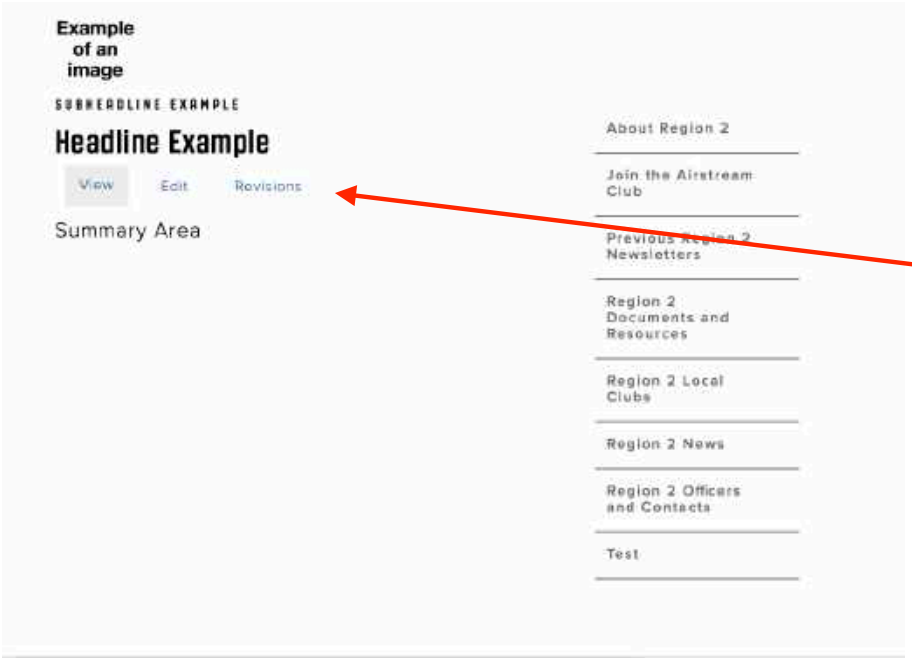
Headline Example

This is an example of Summary Text

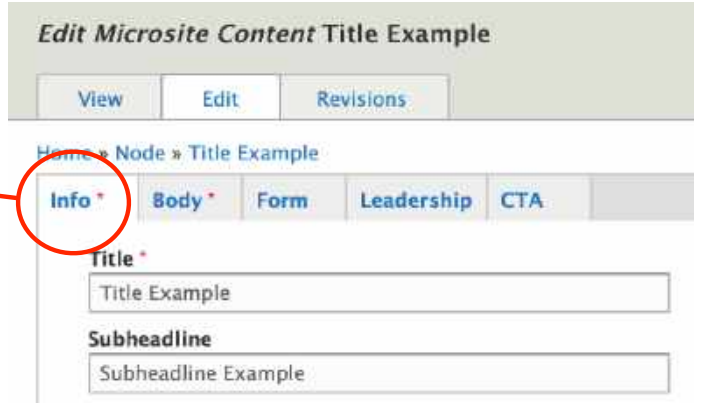
Example of a Button... →

Example of an image

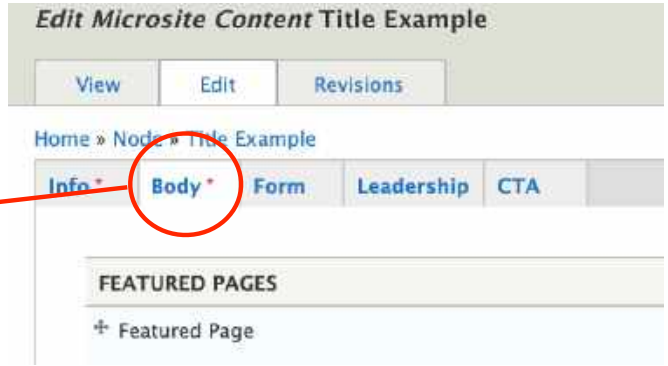
The next slide shows an example of adding text to a page.

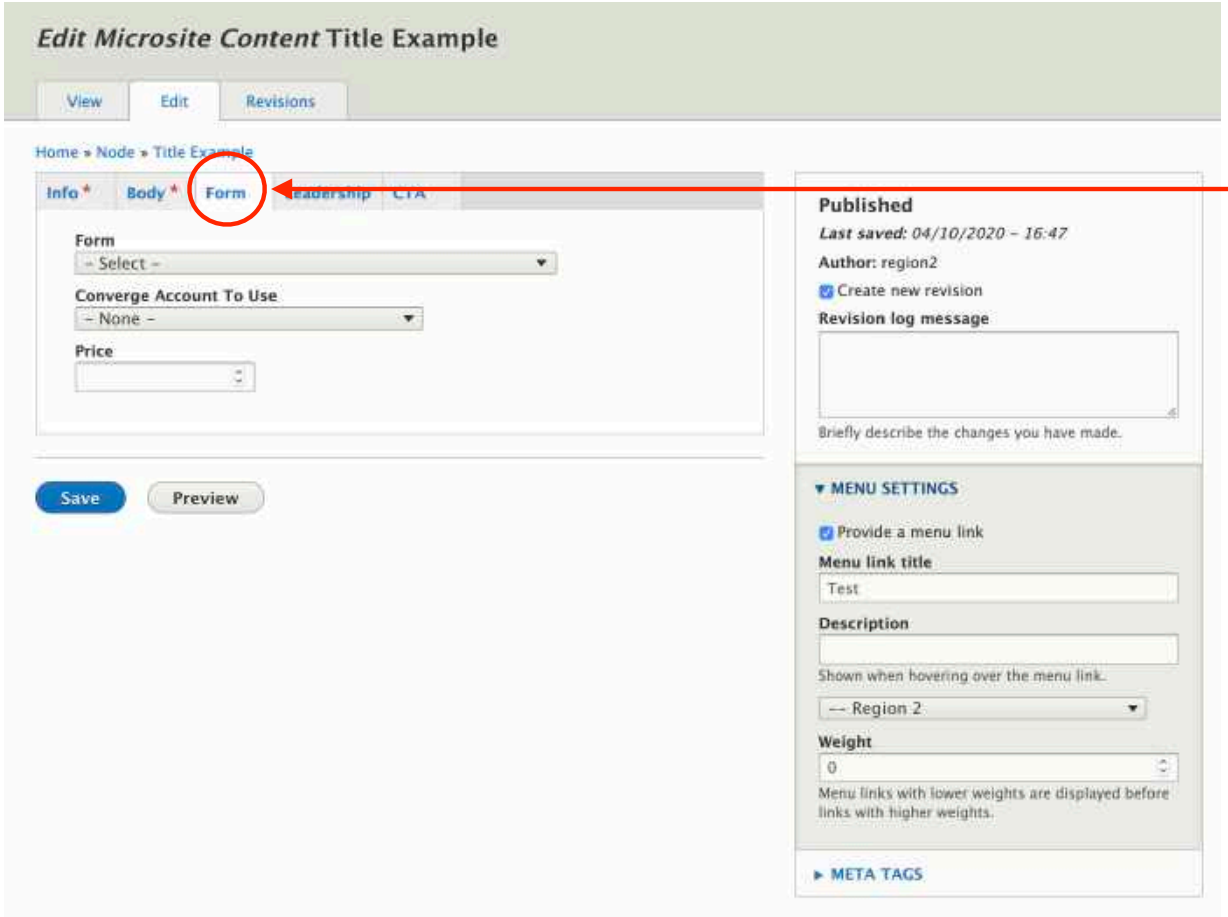


Editing the “Info” text showing results of where text is placed on the page.

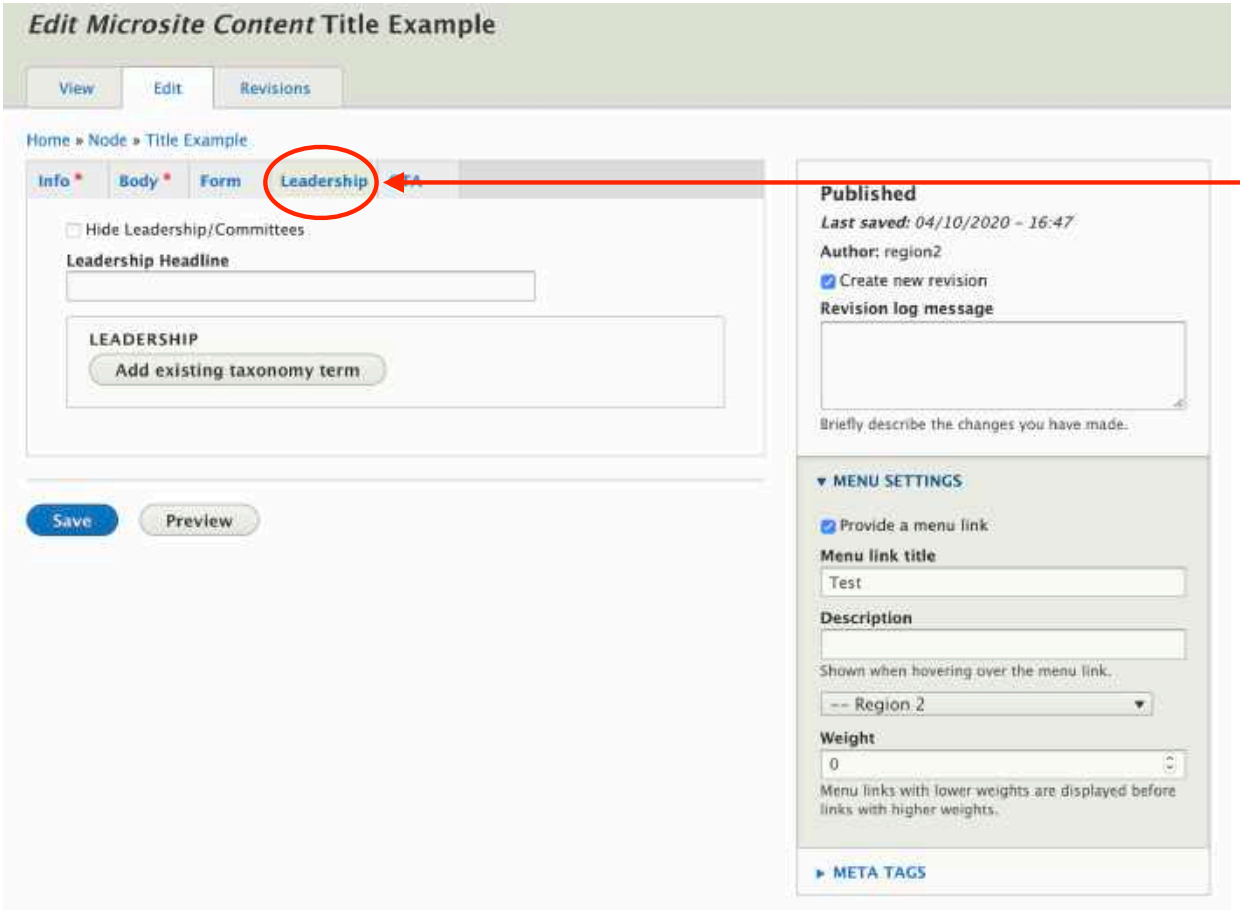


Editing the “Body” text showing results of where text is placed on the page.



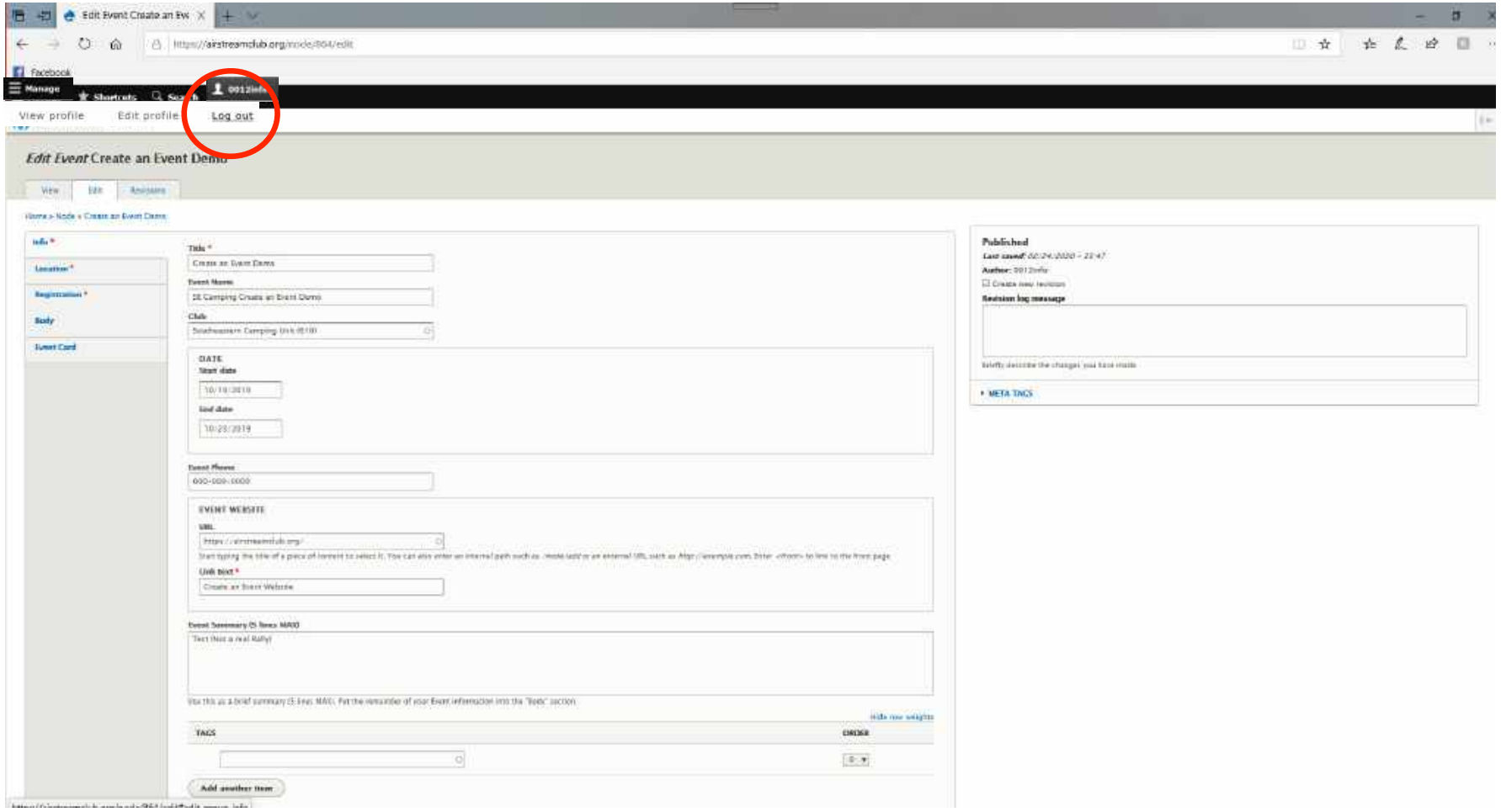


- Local Clubs will not be doing “Forms”.
- Forms for Local Clubs will be done with JotForm, using credit cards and PayPal.
- …ignore this for now. More information is being created about this.



- Not available at this time.
- If you wish to add Officers to the Club/Region web site, this needs to be done thru the ITC (ECC), at this time. Send them a head shot of the Officer, and their name (for identification) along with their BRN (big red number).

Save your work, often!

Don’t Forget to Logout!

Version 1.7