How to add Newsletters or Other Documents to a Club/Region Microsite

Version: April 21, 2020

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Region 2 WebMaster

Send comments/updates to: Northway@iCloud.com

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

Adding Newsletters and other Documents
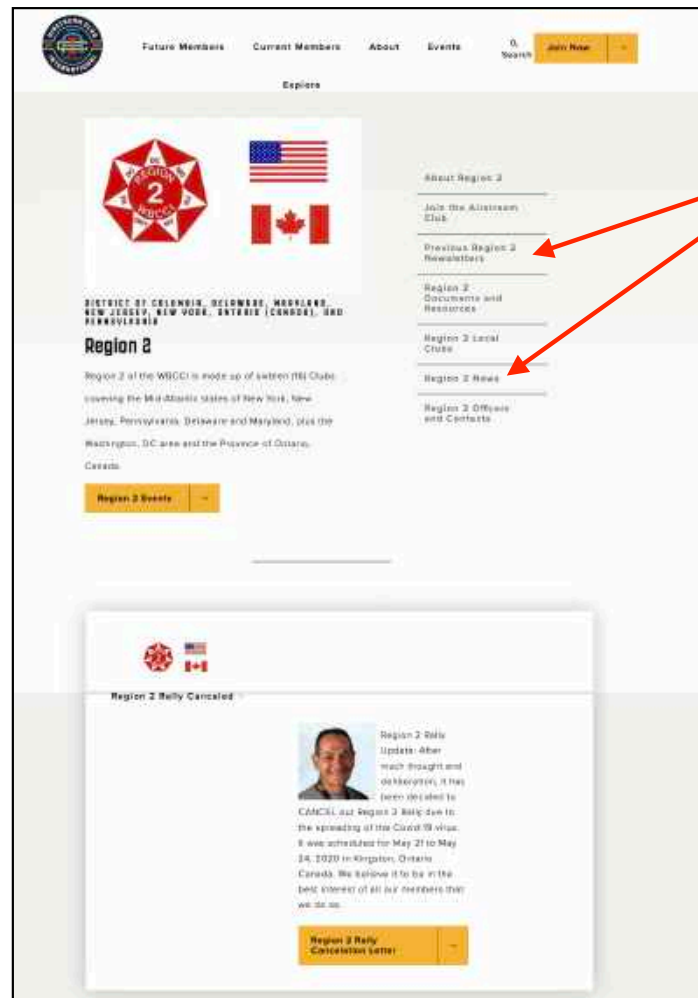
This "front" page shows a link to a current newsletter, and previous newsletters.

A current newsletter is normally just text inserted into the Body of the web page.

Previous web pages are "links" to documents saved as a "Media Form Document"… similar to the Word Press system.

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.

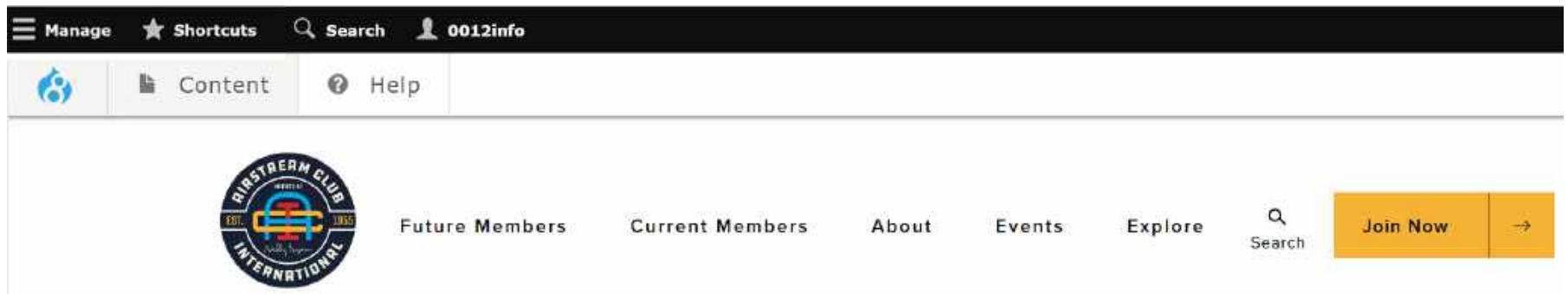# The Microsite Main Screen
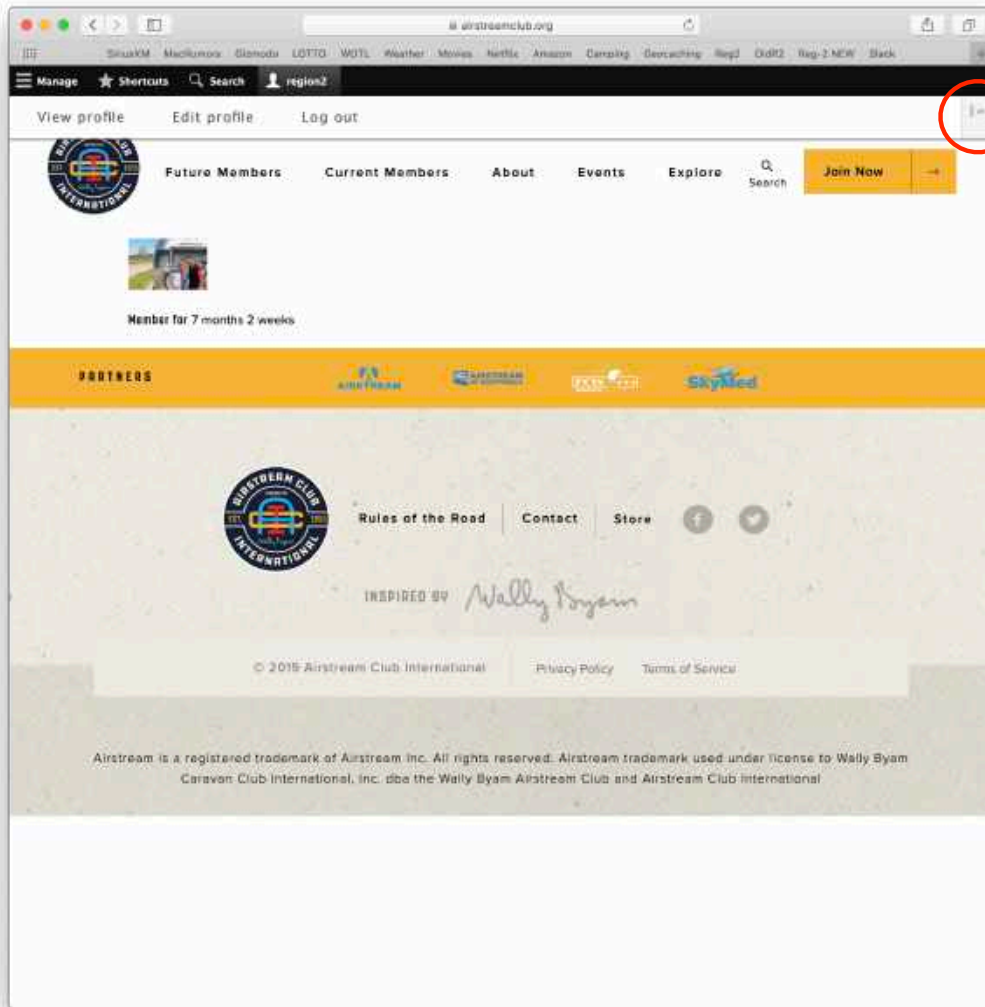
To change the Content Toolbar from horizontal (as shown) to vertical orientation, click here.

The main screen allows you to:
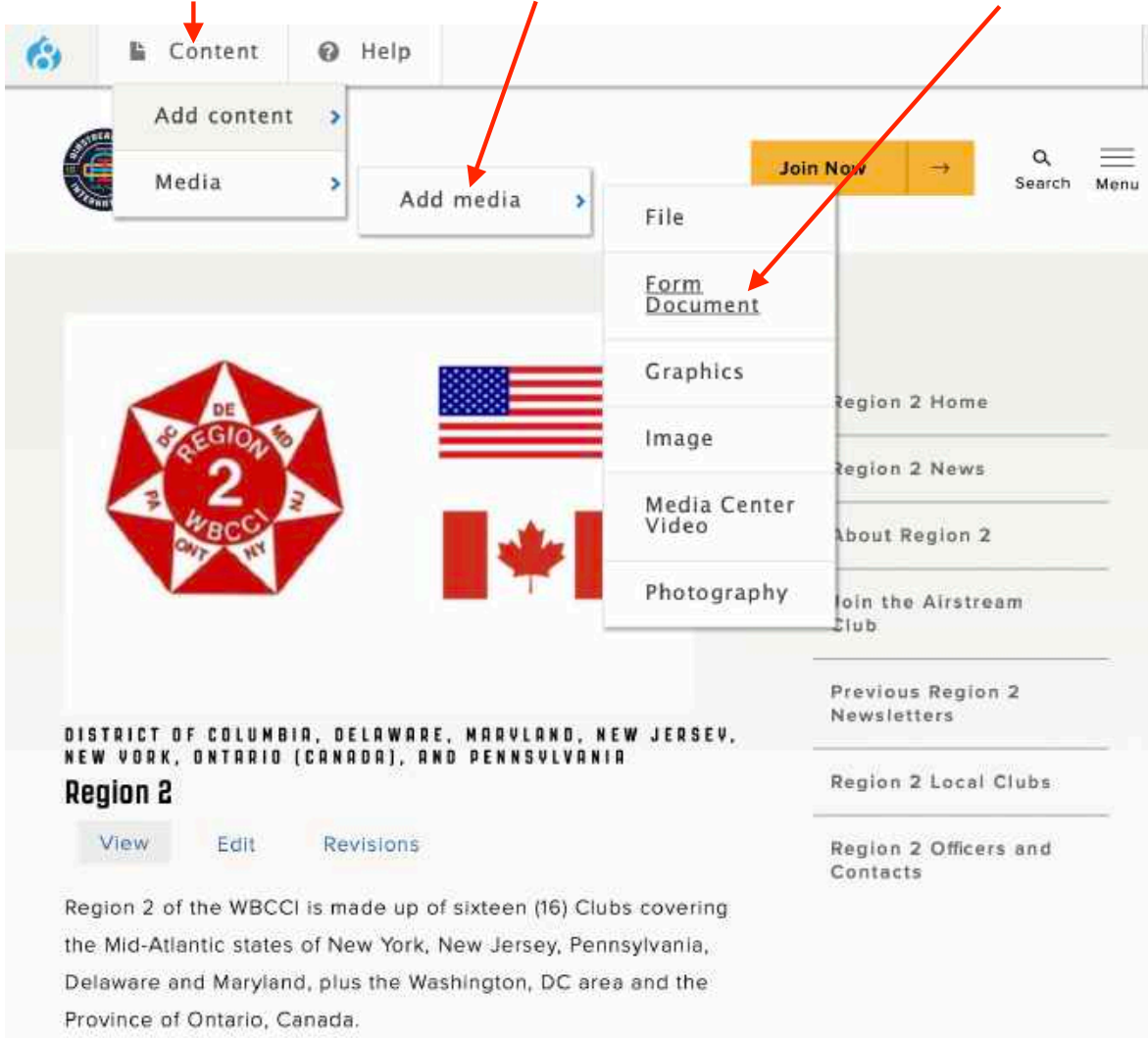
1. Manage your microsite
2. Take shortcuts to your microsite content
3. Search for content on your microsite
4. View and edit your profile
5. Log out

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 Media**, and click on **Form Document**

Save your work, often!

Add Form Document

Name *

Newsletter April 2020 – Example for Manual

File *

Choose File   no file selected

One file only.
100 MB limit.
Allowed types: txt doc docx pdf.

☑ Show in Media Center

BANNER

No media items are selected.

Add media

Used when resource is featured on Media Center
One media item remaining.

Show row weights

CLUB

✛   Region 2   (1578)   ○

Show row weights

TAGS

✛   ○

Add another item

Revision information
No revision

Revision log message

Briefly describe the changes you have made.

Save

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

Click on "Choose File" to select the ".pdf" file you wish to place on the web page.

SAVE your work, frequently!

Add Form Document

Home » Add media item

Name *

Newsletter April 2020 – Example for Manual

File *

April 2019.pdf   Remove

☑ Show in Media Center

BANNER

No media items are selected.

Add media

Used when resource is featured on Media Center
One media item remaining.

"Right mouse click" on the file name. This will display a menu as below.

Add Form Document

Home » Add media item

Name *

Newsletter April 2020 – Example for Manual

File *

April 2019

Open Link in New Tab
Open Link in New Window

Download Linked File
Download Linked File As...
Add Link to Bookmarks...
Add Link to Reading List

Copy Link

Share   ▶
Services   ▶

☑ Show in M

BANNER

No media

Add n

Used whe
One medi

Then select "Copy Link", which will copy the URL address of the file in the system.

Add Form Document

Home » Add media item

Name *

Newsletter April 2020 – Example for Manual

File *

April 2019.pdf   **Remove**

☑ Show in Media Center

BANNER

No media items are selected.

Add media

Used when resource is featured on Media Center
One media item remaining.

CLUB

✛   Region 2   (1578)   ○

TAGS

✛   ○

Add another item

Revision information
No revision

Revision log message

Briefly describe the changes you have made

Save

SAVE your work!

Content

Home » Administration

+ Add content

Title
Content type
Published status Language

| | – Any – ▼ | – Any – ▼ | – Any – ▼ |

Filter

Action

Delete content ▼

Apply to selected items

	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	▼
☐	Region 2 Rally for 2020	Event	region2	Published	04/21/2020 – 10:33	
☐	Region 2 Previous Newsletters	Microsite Content	region2	Published	04/21/2020 – 09:26	
☐	Region 2 News	Microsite Content	region2	Published	04/20/2020 – 21:02	
☐	Region 2	Microsite Homepage	emchenry	Published	04/20/2020 – 10:56	
☐	Region 2 Club Documents and Policies	Microsite Content	region2	Published	04/13/2020 – 12:17	
☐	Region 2 Local Clubs	Microsite Content	emchenry	Published	04/09/2020 – 12:59	
☐	Region 2 Officers and Contacts	Microsite Content	emchenry	Published	04/08/2020 – 13:02	
☐	Region 2 About Us	Microsite Lander New	emchenry	Published	04/07/2020 – 20:53	
☐	Join the Airstream Club	Microsite Content	region2	Published	04/07/2020 – 13:11	

Apply to selected items

Go back into the system and add "Content" by adding a Content Page…

Click on "+ Add content" button

Click on "Microsite Content" button to create a page for the items you wish to have on the web page.

The "Adding Content" manual describes in detail the main page and what all the input boxes mean. They are not covered here… no need to repeat.

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What you will see on your screen…

Example… of the page on the left…

Title of page to be displayed.

The documents that you wish to display on the web page.

The page titles are here… then you just need to add a URL link to them… Select the Text. Click on the "chain" in the menu. Add the URL to the document.

Save your work!

Save your work, often!

Don't Forget to Logout!