

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



Version: April 21, 2020

Lawrence Northway

Region 2 WebMaster

Send comments/updates to: Northway@iCloud.com

Edit Microsite Content Title Example

View Edit Revisions

Home » Node » Title Example

Info* Body* Form Leadership CTA

Hide CTA
CTA Override

Published
Last saved: 04/10/2020 - 16:47
Author: region2
 Create new revision
Revision log message

Briefly describe the changes you have made.

▼ MENU SETTINGS

Provide a menu link

Menu link title
Test

Description

Shown when hovering over the menu link:
-- Region 2

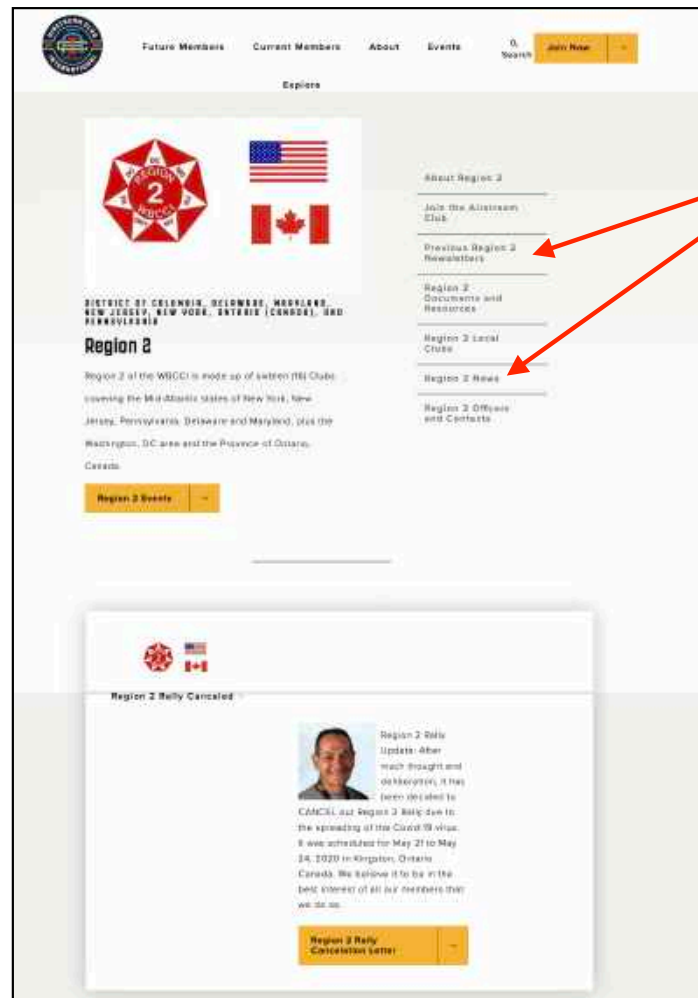
Weight
0

Menu links with lower weights are displayed before links with higher weights.

► META TAGS

- 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

Future Members Current Members About Events Explore Search Join Now

Enter your login information here!

Username*
region2
Enter your AD username.

Password*

Enter the password that accompanies your username.
[Forgot your password?](#)

Log in

PARTNERS

Rules of the Road Contact Store

INSPIRED BY Wally Boyer

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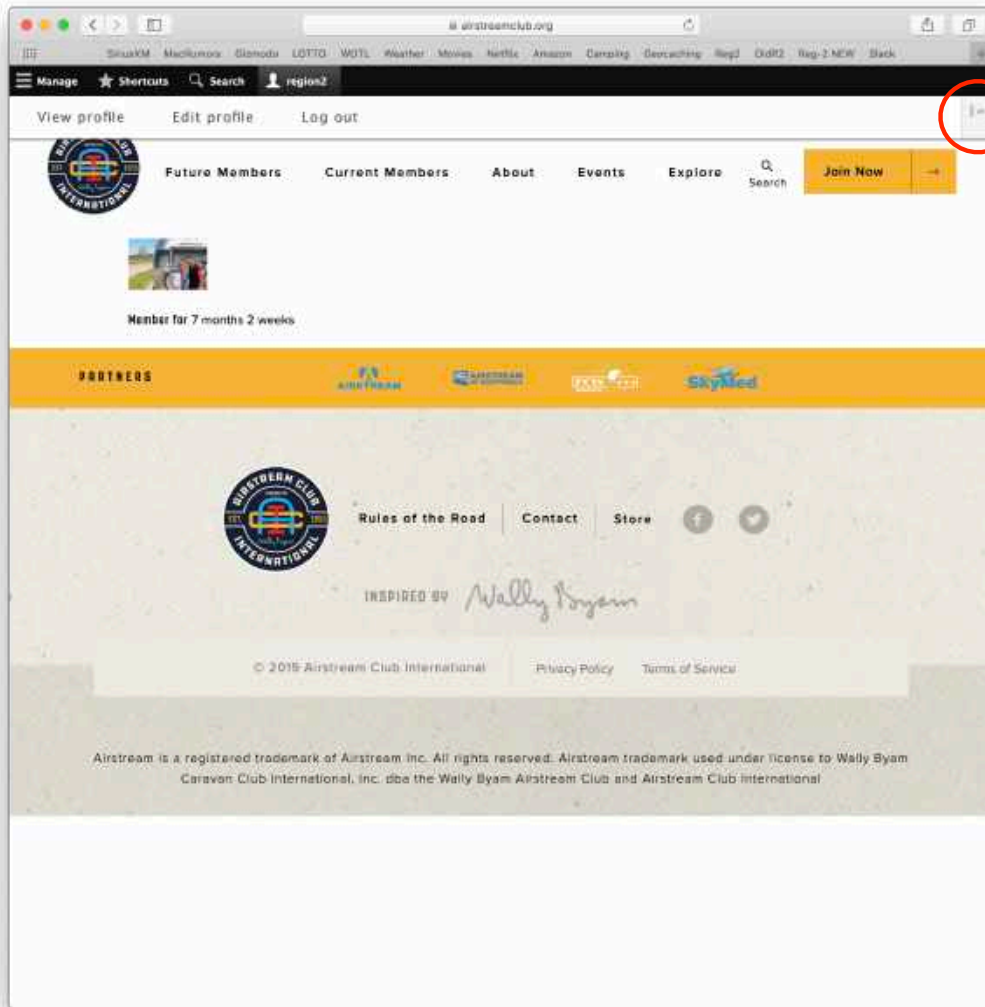
Go to: airstreamclub.org/user/login

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

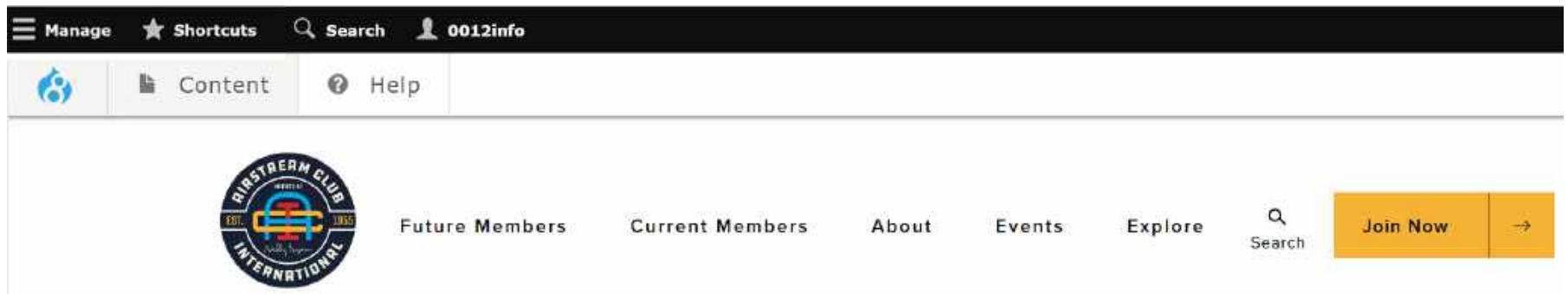


To change the Content Toolbar from horizontal (as shown) to vertical orientation, click here.

The main screen allows you to:

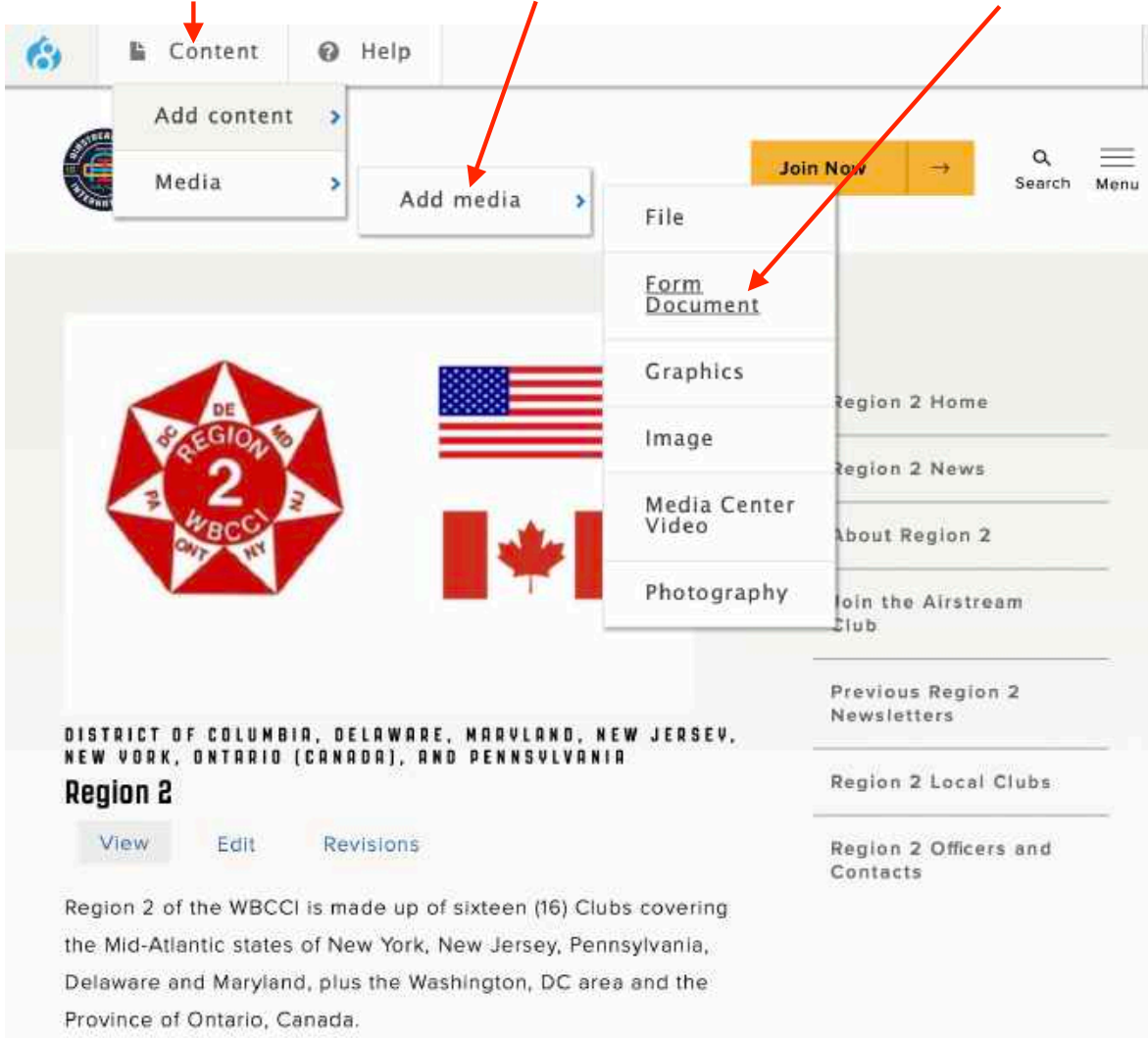
1. Manage your microsite
2. Take shortcuts to your microsite content
3. Search for content on your microsite
4. View and edit your profile
5. Log out

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**



The screenshot shows a website editor interface. At the top, there is a navigation bar with a 'Content' menu item and a 'Help' icon. The 'Content' menu is open, showing 'Add content' and 'Media' options. The 'Media' option is selected, opening a sub-menu with 'Add media'. The 'Add media' sub-menu is also open, showing a list of media types: 'File', 'Form Document', 'Graphics', 'Image', 'Media Center Video', and 'Photography'. The 'Form Document' option is highlighted. Below the menu, the main content area displays the 'Region 2' logo, which is a red octagon with a white center containing the number '2' and the text 'WBCCI'. The logo is surrounded by the names of the states and provinces it covers: DE, MD, NY, ONT, PA, DC, and NJ. To the right of the logo are the flags of the United States and Canada. Below the logo, the text reads: 'DISTRICT OF COLUMBIA, DELAWARE, MARYLAND, NEW JERSEY, NEW YORK, ONTARIO (CANADA), AND PENNSYLVANIA'. Below this text is the heading 'Region 2' and three buttons: 'View', 'Edit', and 'Revisions'. The 'View' button is selected. Below the buttons, there is a paragraph of text: 'Region 2 of the WBCCI is made up of sixteen (16) Clubs covering the Mid-Atlantic states of New York, New Jersey, Pennsylvania, Delaware and Maryland, plus the Washington, DC area and the Province of Ontario, Canada.' On the right side of the page, there is a sidebar with a 'Join Now' button, a search icon, and a menu icon. Below these are several links: 'Region 2 Home', 'Region 2 News', 'About Region 2', 'Join the Airstream Club', 'Previous Region 2 Newsletters', 'Region 2 Local Clubs', and 'Region 2 Officers and Contacts'.

Save your work, often!

Add Form Document

[Home](#) > [Add media item](#)

Name *

Newsletter April 2020 - Example for Manual

File *

Choose File

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

Show in Media Center

BANNER

No media items are selected.

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

[Show row weights](#)

CLUB

+

[Show row weights](#)

TAGS

+

Revision information

No revision

Revision log message

Briefly describe the changes you have made.

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

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

BANNER

No media items are selected.

Add media

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

Add Form Document

Home » Add media item

Name *

Newsletter April 2020 - Example for Manual

File *

April 2019.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.

- 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

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

Add Form Document

Home » Add media item

Name *

File *

 April 2019.pdf

Show in Media Center

BANNER

No media items are selected.

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

CLUB

TAGS

Revision information

No revision

Revision log message

Briefly describe the changes you have made

SAVE your work!

Content

Content

Home » Administration

+ Add content

Title Content type Published status Language

Filter

Action

Apply to selected items

<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED
<input type="checkbox"/>	Region 2 Rally for 2020	Event	region2	Published	04/21/2020 - 10:33
<input type="checkbox"/>	Region 2 Previous Newsletters	Microsite Content	region2	Published	04/21/2020 - 09:26
<input type="checkbox"/>	Region 2 News	Microsite Content	region2	Published	04/20/2020 - 21:02
<input type="checkbox"/>	Region 2	Microsite Homepage	emchenry	Published	04/20/2020 - 10:56
<input type="checkbox"/>	Region 2 Club Documents and Policies	Microsite Content	region2	Published	04/13/2020 - 12:17
<input type="checkbox"/>	Region 2 Local Clubs	Microsite Content	emchenry	Published	04/09/2020 - 12:59
<input type="checkbox"/>	Region 2 Officers and Contacts	Microsite Content	emchenry	Published	04/08/2020 - 13:02
<input type="checkbox"/>	Region 2 About Us	Microsite Lander New	emchenry	Published	04/07/2020 - 20:53
<input type="checkbox"/>	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

Add content

Home » Node

- Event
Add new Event page.
- Microsite Content**
- Microsite Lander New

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

Create Microsite Content

Home » Node » Add content

Title *

Subheadline

Headline

Summary

ABOVE HEADLINE IMAGE
No media items are selected.
Add media
One media item remaining.

DESKTOP BANNER IMAGE
No media items are selected.
Add media
One media item remaining.

Club
Begin: 1378

Save Preview

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 URI to the document.

Save your work!

Save your work, often!

Don't Forget to Logout!

Version 1.7

