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Notes about this document:

Adlets are small images and text in the middle of the Homepage that can be used to highlight upcoming events or information on the Region or Club Microsite Homepage. Up to three Adlets can be placed on the Homepage. The small images show up on the page (about the middle) and when the user clicks on each one, the text that goes with the image pops up below. See the center section of <u>Airstreamclub.org/Region 12</u> as an example. I've used Adlets on this page to announce upcoming Region events. Note that if you only have one Adlet, it all shows up, no popup.

Think of Adlets as a sales section.... Features and Benefits. The feature is the event (the small image and title), the benefits are a brief summary of the event (the words you write about it that popup when you click the small image and title). With each Adlet, there is capability of linking to another detail page.

This document includes an overview (Anatomy) of the Adlets section, covers navigation to the sections of the Homepage for Adlets, and details the use of this tab for events or information.

Anatomy of Adlets

Each image is a separate Adlet, maximum 3 (depending on size of Adlet images)

Clicking on one ICON image brings up the Expanded ICON, the Expanded Title, the Copy section and (optional) a link button and another image



Login to your Region or Club website as Administrator (contact ITC@airstreamclub.net if you need a login or to reset your password)

- 1. Click on **Content.** This brings up a list of all the pages associated with your website.
- 2. Click on the **Microsite Homepage** (or the edit button at the far right of this line)

\leftrightarrow C	🕜 🔒 airstreamclu	ub.org/region12		Content		
E Manage	🗙 Shortcuts 🤇	🔍 Search 👤	region12	Content Media Home » Administration + Add content		
(3)	Content	🕜 Help		Title Filter	Content type - Any -	Published status ▼ - Any - ▼
	unnavy a state			Action Delete content]	
	REGION 12 WBCCI			Apply to selected items TITLE Region 12		Crosite Homepage
				Region 12 About Us	Мі	crosite Content
				Cali Rally (Region 12)	Ev	ent
				Region 12 Officers	Mi	crosite Content

- 3. Click on the **Toggle Adlets** tab.
- 4. Start by clicking on the **Add Benefits Adlet** Item button.



The image below and to the right are an example of the section you'll fill in.

Home » Node » Region 12 Toggle Adlets * Info* Photo Gallery Call to Action Panel Leadership F BENEFITS ADLETS Benefits Adlet Item EXPANDED ICON X Don't forget to: Date-palms-California-... The maximum number of media items have been selected

Title

Region 12 Rally 2020

ICON

Create new media

Create your media on the media add page (opens a new window), then add it by name to the fi

Use existing media

Emerald Desert pools_0.JPG (1978)

Type part of the media name. See the media list (opens a new window) to help locate media. A

Expanded Title

IT'S TIME!

Сору

REGISTER! The Rally dates are October 21 - 25, 2020.

The 2020 Region Rally is going to be held this year in Palm Desert at Emerald Desert RV, the palm trees!

BUTTON

URL

https://airstreamclub.org/2020-region-12-rally

Start typing the title of a piece of content to select it. You can also enter an internal path such URL such as *http://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to di

Link text*

Register for the 2020 Region 12 Rally

IMAGE

Save

Create new media

Create your media on the media add page (opens a new window), then add it by name to the

Use existing media

5. Add an image in the **Expanded Icon** section to be the one that will come up once the Adlet is clicked. **See the tutorial on Adding Images to the Microsite Homepage for how to add new images to the media library.**



Type part of the media name. See the media list (opens a new window) to help locate media

- 6. Give the Adlet a **Title** (appears below the small image).
- 7. Either add a new image or use an existing one for the **ICON** image (small image). This will be the one that is displayed to be clicked to access more details.
- 8. Put in an **Expanded Title** (will popup once the small image is clicked).
- 9. Write something in the **Copy** section.

Expanded Title

IT'S TIME!

Сору

REGISTER! The Rally dates are October 21 - 25, 2020.

The 2020 Region Rally is going to be held this year in Palm Desert at Emerald D palm trees!

Don't forget to:



10. Optional – **BUTTON** - Copy/Paste or enter the link to the website that contains more details. Enter **Link text** to appear on the button.

URL	Register for the 2020 Region 12 Rally	\rightarrow	
https://airstreamclub.org/2020-region-12-rally			
Start typing the title of a piece of content to select it. You can also enter an internal part URL such as <i>http://example.com</i> . Enter <i><front></front></i> to link to the front page. Enter <i><nolin< i="">.</nolin<></i>			
Link text *			
Register for the 2020 Region 12 Rally			
IMAGE			
Create new media	Don't forget to:		
Create your media on the media add page (opens a new window), then add it by name to the		5000	
Use existing media		Save	

- 11. Optional Add an image that will come up at the bottom of the popup. The image size should be no more than about 300x300.
- 12. To add another Adlet, click the Add Benefits Adlet Item button. This will bring up a new section for you to enter the information above. You can have a maximum of 3 Adlets on your page (fewer if images are larger).