Version 1.8.3
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Managing Events on The Airstream Club International (ACI) Web Page

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Send comments/updates to Roy Beavers

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.

Webmasters across North America are creating additional manuals to help you administer your club's microsite. This manual is just one of them. Visit the ITC Web Page to access other manuals that detail other facets of creating a dynamic microsite for your Club or Region.

Acronyms and Terminology

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- ACI - The Airstream Club International
- BRN - Members “big red numbers” on their Airstream
- 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 – 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, are like “mini homepages” inside the “main” site. Each club and region has it’s own “microsite” within that since it’s like its own little website.
    - 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. Uploaded media goes into one large media file, and when you hover over Content and click on Media, you’re taken to the ACI Media File. If you click on Grid, you can see all your microsite’s media. In the ACI library, you have access to only your media files.

The New ACI Microsite Event Page

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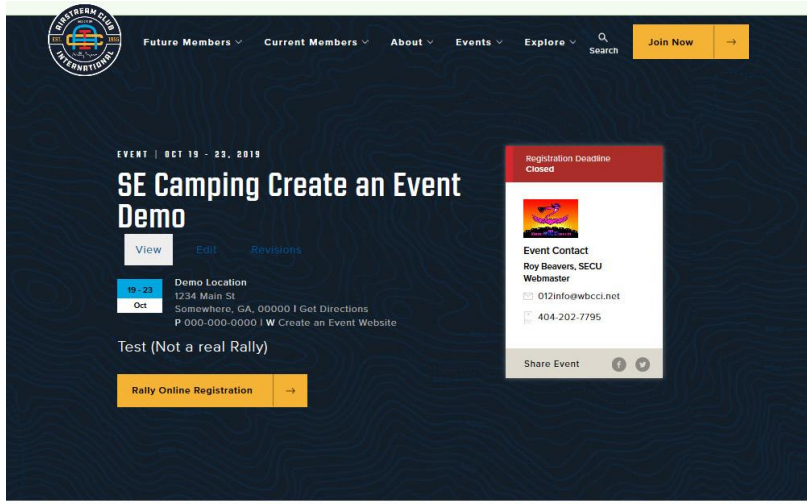
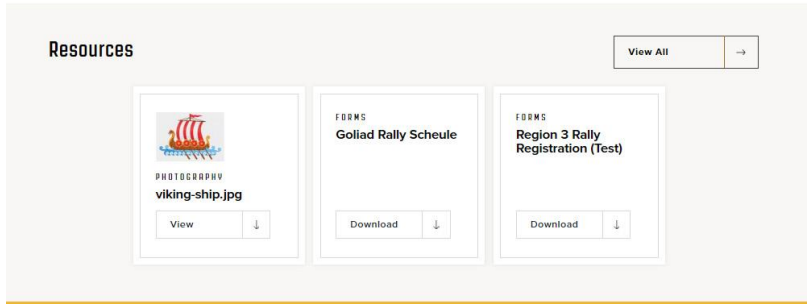


Test



This is a sample of what your completed event page will look like on the new ACI website.

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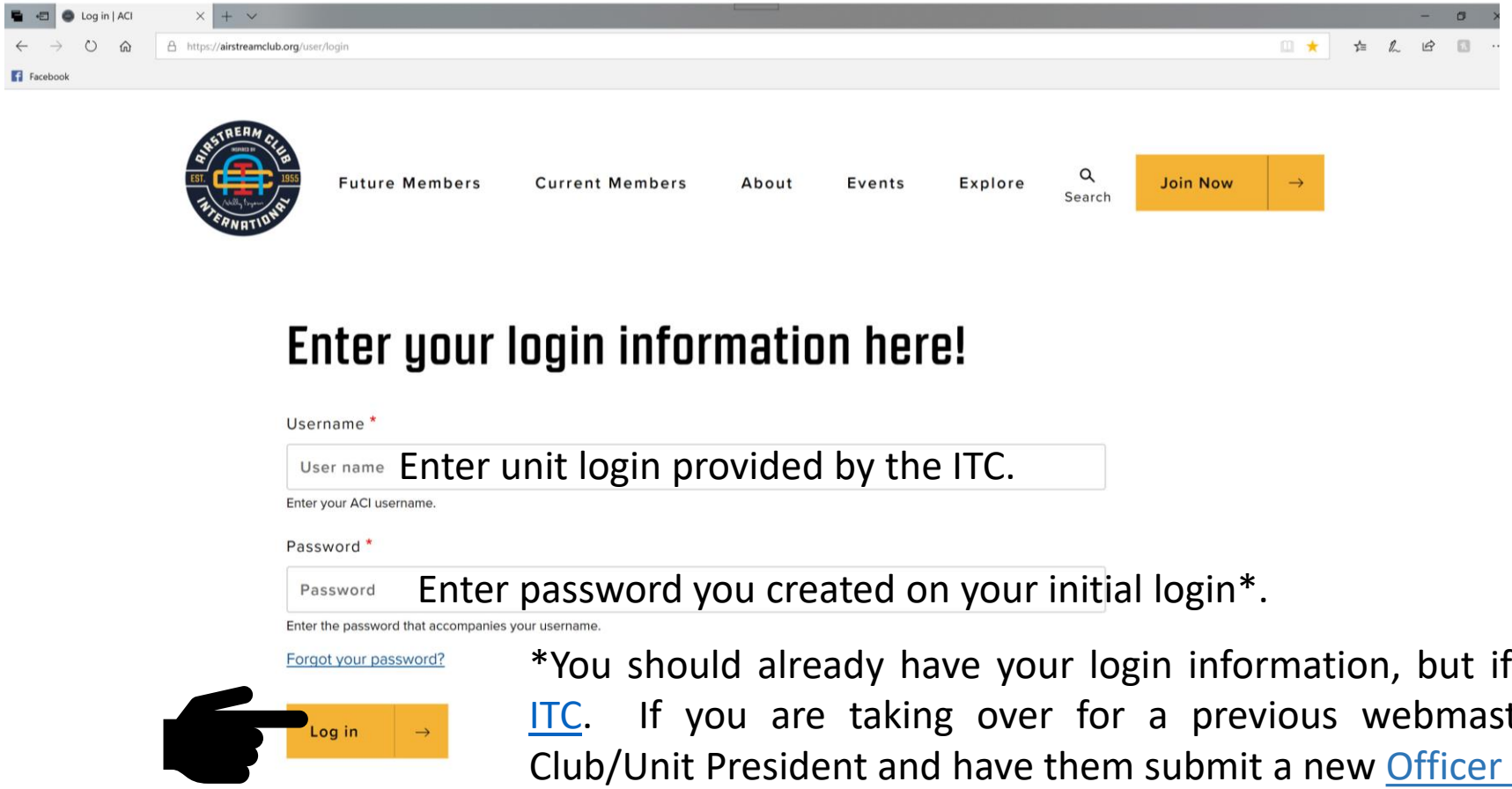
Log Into ACI Website

Airstream Club Login



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

The Microsite Main Screen

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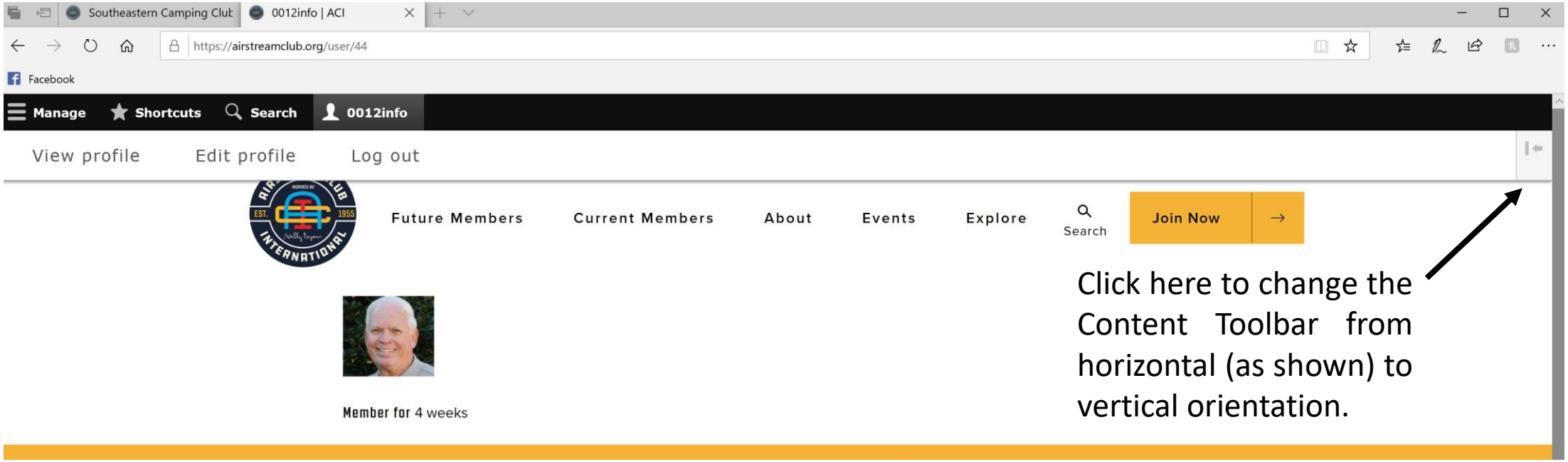

The main screen allows you to:

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

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Creating an Event on the ACI Web Page

Accessing the Microsite Content Manager Toolbar

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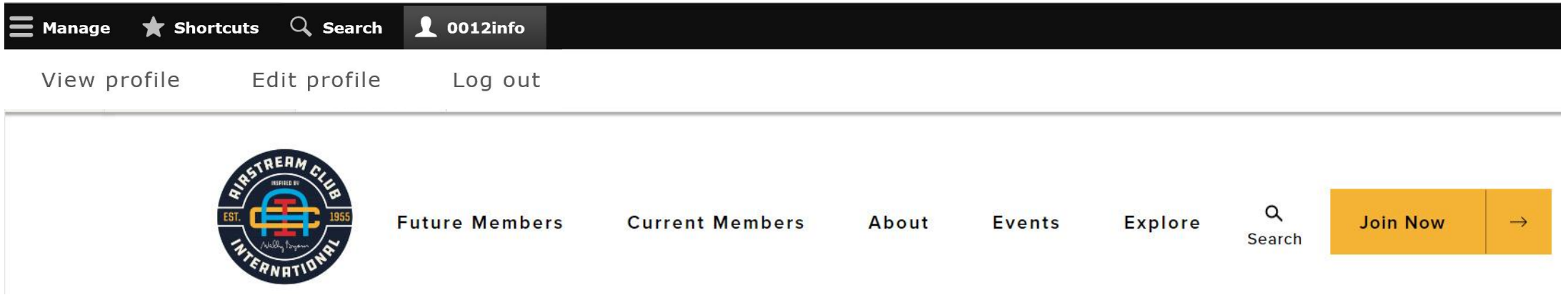
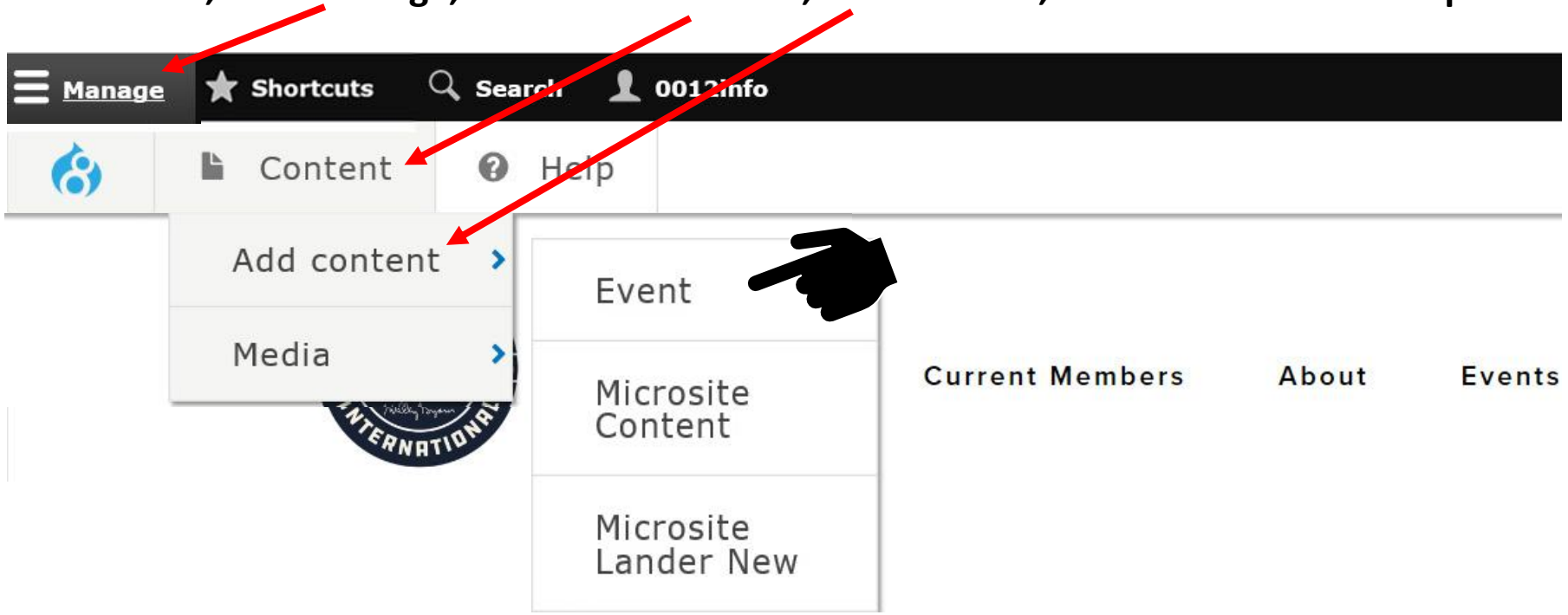


Users don’t have access to all functions. If you click on something and a no access message appears, or you get a “Page Not Found”, you don’t have access.

BEFORE STARTING TO CREATE AN EVENT, PLEASE NOTE:

The complete and valid location must be entered when the event is created or partially saved the first time. If you find you cannot save the event, go to the Location tab and ensure that there is a complete and valid location, including zip/postal code, for the event. There is a system issue with the event editor where it requires a valid location before it allows the event to be saved but it does not notify of missing or incorrect location information. The ITC is working on getting that fixed.

To create an event, click Manage, hover over Content, Add Content, and click on Event to open the Event Editor.



Event Information Screen

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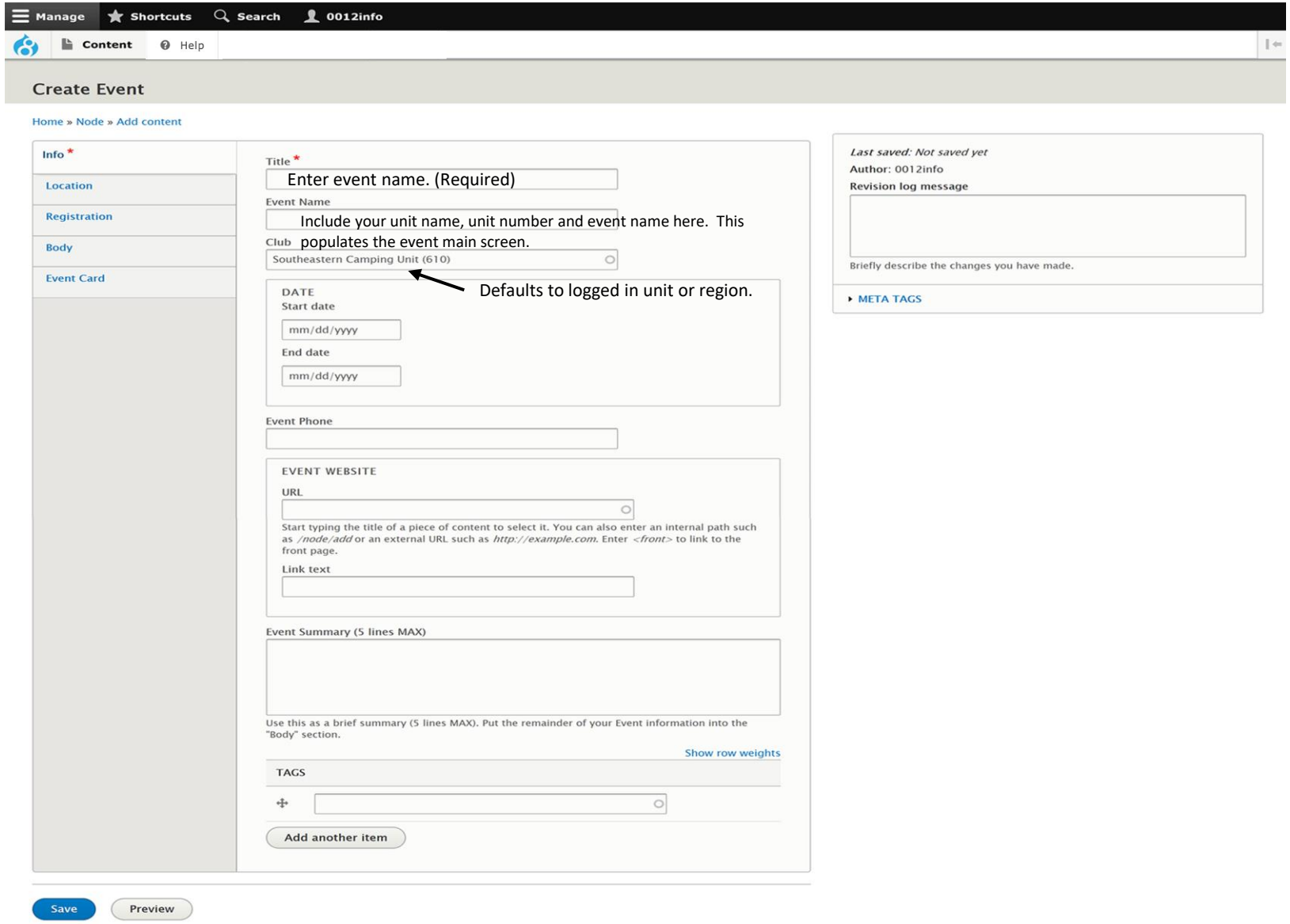

Selecting Dates on the ACI Website

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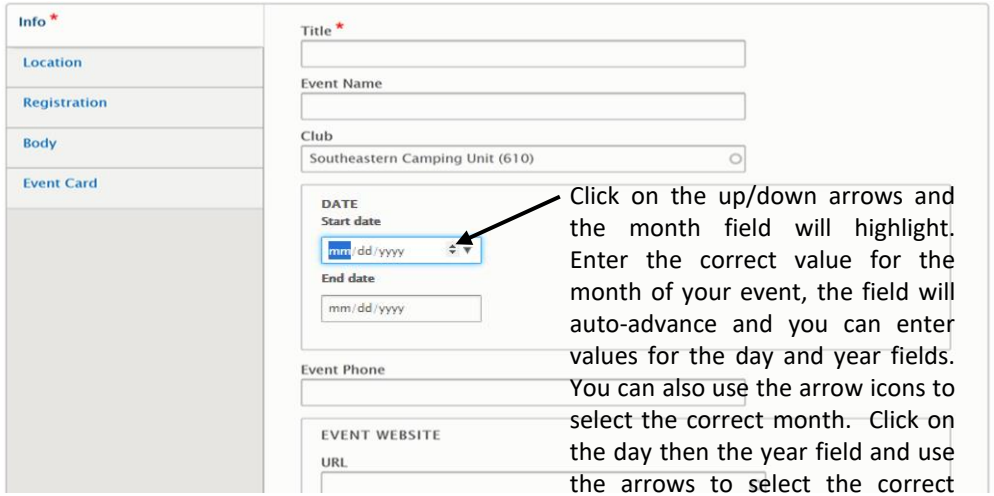
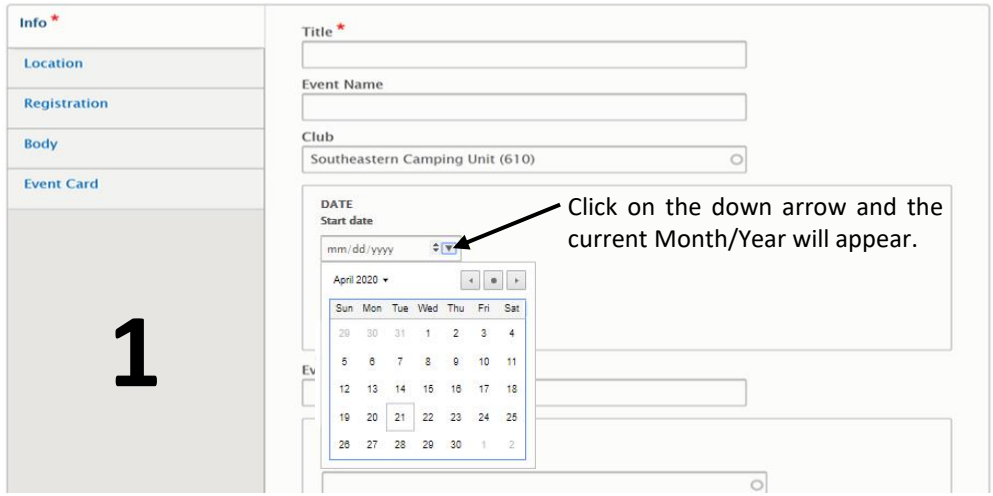
Hover over the date box until the arrows appear.



Click on the up/down arrows and the month field will highlight. Enter the correct value for the month of your event, the field will auto-advance and you can enter values for the day and year fields. You can also use the arrow icons to select the correct month. Click on the day then the year field and use the arrows to select the correct values.

OR

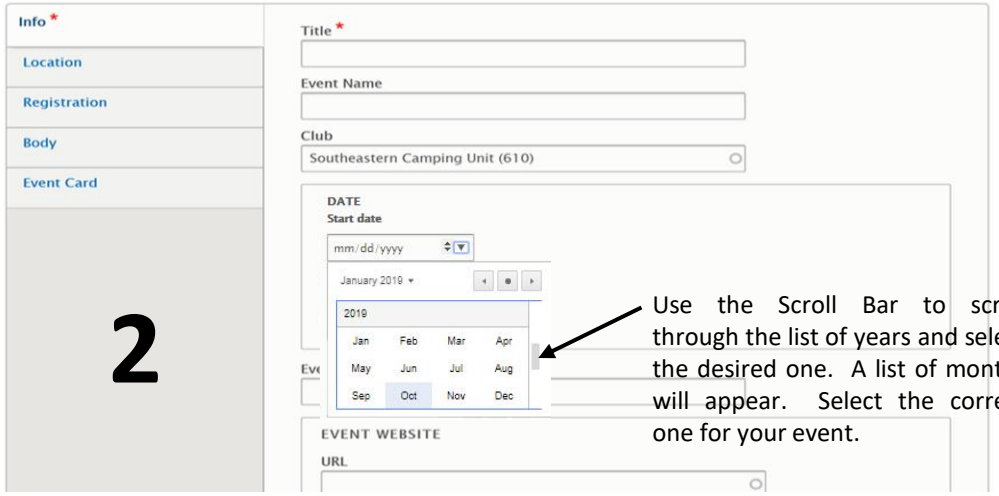
1



Click on the down arrow and the current Month/Year will appear.

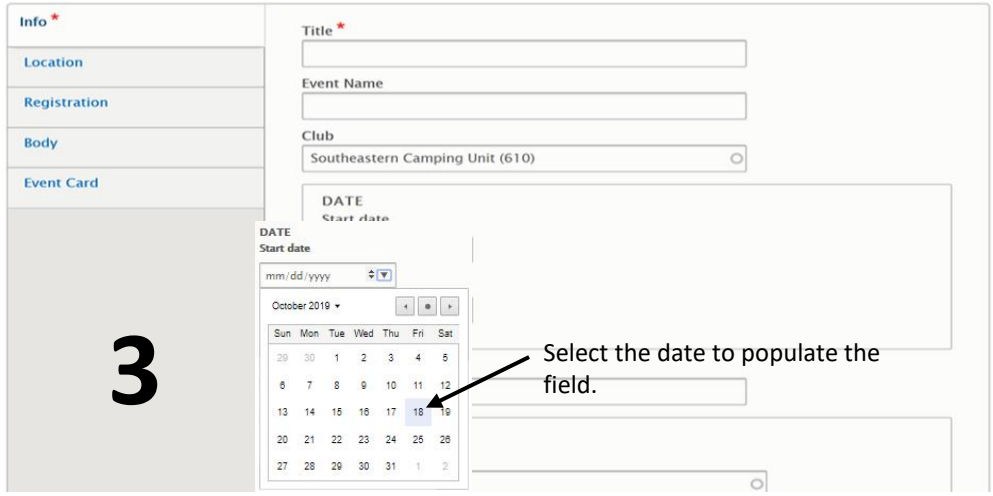
These instructions apply for all website date fields.

2



Use the Scroll Bar to scroll through the list of years and select the desired one. A list of months will appear. Select the correct one for your event.

3



Select the date to populate the field.

Event Information Screen

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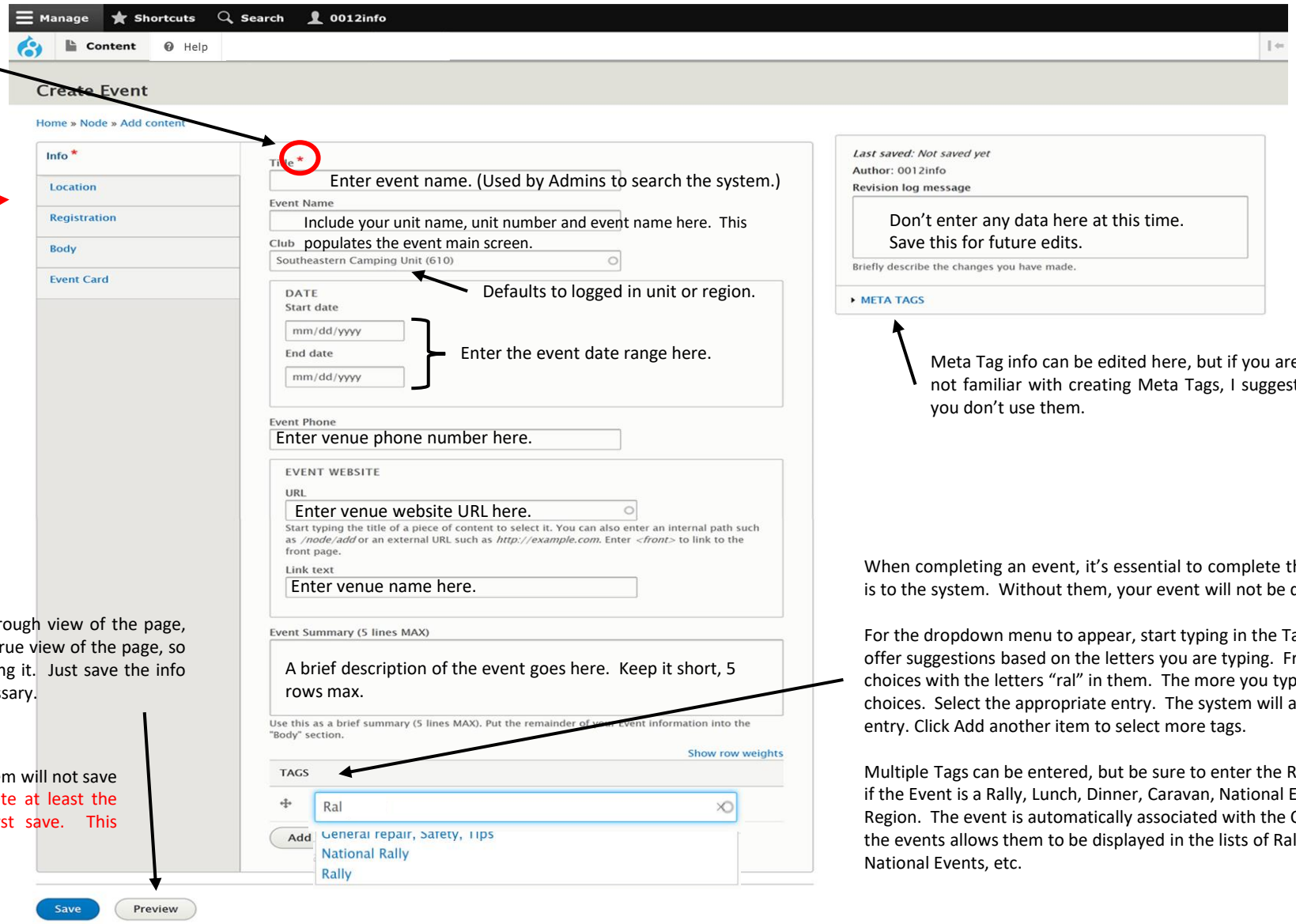
An “asterisk” is a required field. If this field is not entered, the system will not allow you to SAVE your work.



Preview gives you a rough view of the page, but it doesn’t give a true view of the page, so I recommend not using it. Just save the info and re-edit it as necessary.

If you click Save now, the system will not save the event. You must complete at least the Location tab before your first save. This eliminates geocoding errors.

When completing an event, it’s essential to complete the Tags box. Tags define what the event is to the system. Without them, your event will not be displayed during searches.

For the dropdown menu to appear, start typing in the Tags box It is an intelligent field, so it will offer suggestions based on the letters you are typing. From the example shown, it offers all choices with the letters “ral” in them. The more you type, the more it narrows down your choices. Select the appropriate entry. The system will add the proper index number to your entry. Click Add another item to select more tags.

Multiple Tags can be entered, but be sure to enter the Region number as one Tag, and also a Tag if the Event is a Rally, Lunch, Dinner, Caravan, National Event, etc. There is no Tag for your Club or Region. The event is automatically associated with the Club or Region that entered it. Tagging the events allows them to be displayed in the lists of Rallies, Region Events, Caravans and National Events, etc.

Event Location Screen

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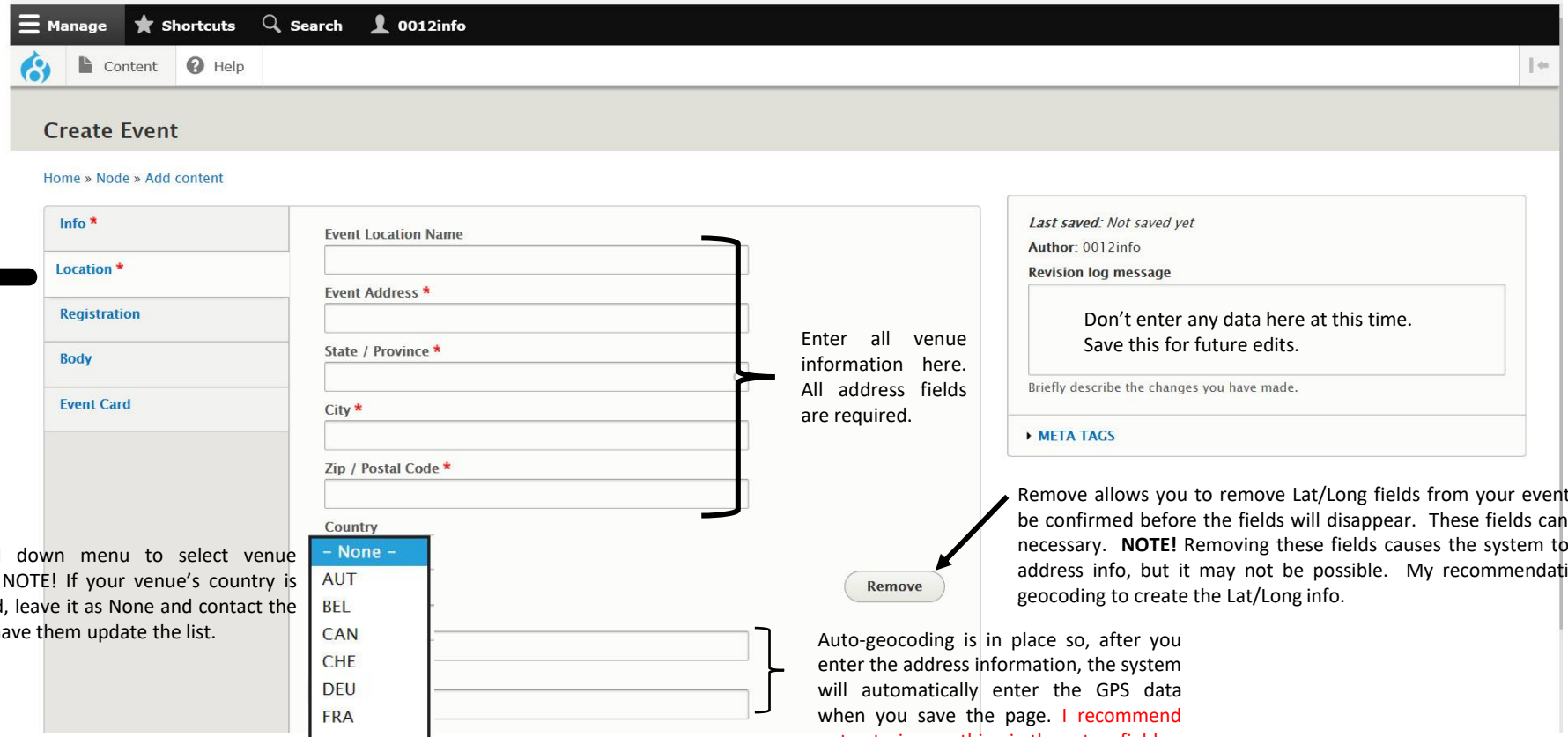

Enter all venue information here. All address fields are required.

Use pull down menu to select venue country. NOTE! If your venue's country is not listed, leave it as None and contact the ITC and have them update the list.

Remove allows you to remove Lat/Long fields from your event. The decision must be confirmed before the fields will disappear. These fields can be re-added later, if necessary. **NOTE!** Removing these fields causes the system to TRY to geocode the address info, but it may not be possible. My recommendation is to allow auto-geocoding to create the Lat/Long info.

Auto-geocoding is in place so, after you enter the address information, the system will automatically enter the GPS data when you save the page. I recommend not entering anything in these two fields.

If you click Save now, the system will partially save the information to your ACI microsite, but you need to complete the other tabs before all the event information will be visible.

This is the first partial Save that you can make.

NOTE! The complete and valid location (or at least city, state/province, zip/postal code and country) must be entered when the event is created or partially saved the first time. If you find that you can't save the event, go to the Location tab and ensure that there is a complete and valid location, including zip/postal code, for the event. There is a system issue with the event editor where it requires a valid location before it allows an event to be saved but it does not notify of a missing or incorrect location information. The ITC is working on getting that fixed.

Registration Info Screen

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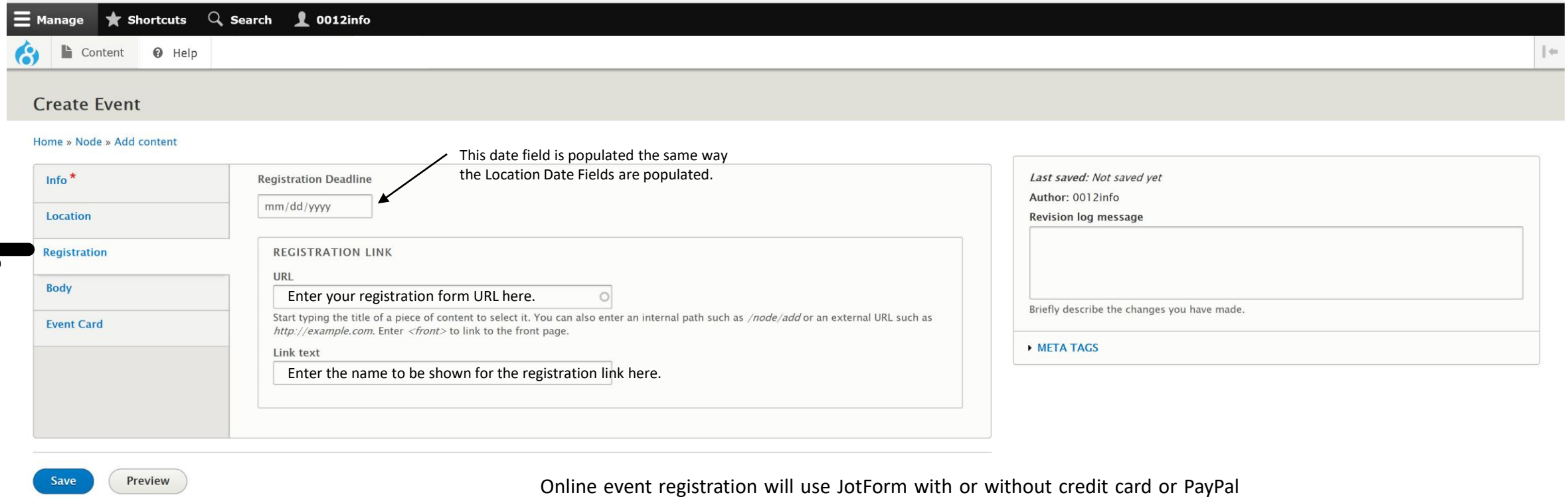

Online event registration will use JotForm with or without credit card or PayPal payment. Each Region, Club or Unit is responsible for deciding whether to use the "Free" JotForm or the "Paid" version, depending on their needs. A Not-For-Profit option is also available. More information can be found at JotForm. They have a great support section. The form can be added as a "Featured Resource" in the Body tab of the event. Visit the ITC Web Page for more information on using JotForm with the ACI web site.

Event Body Screen

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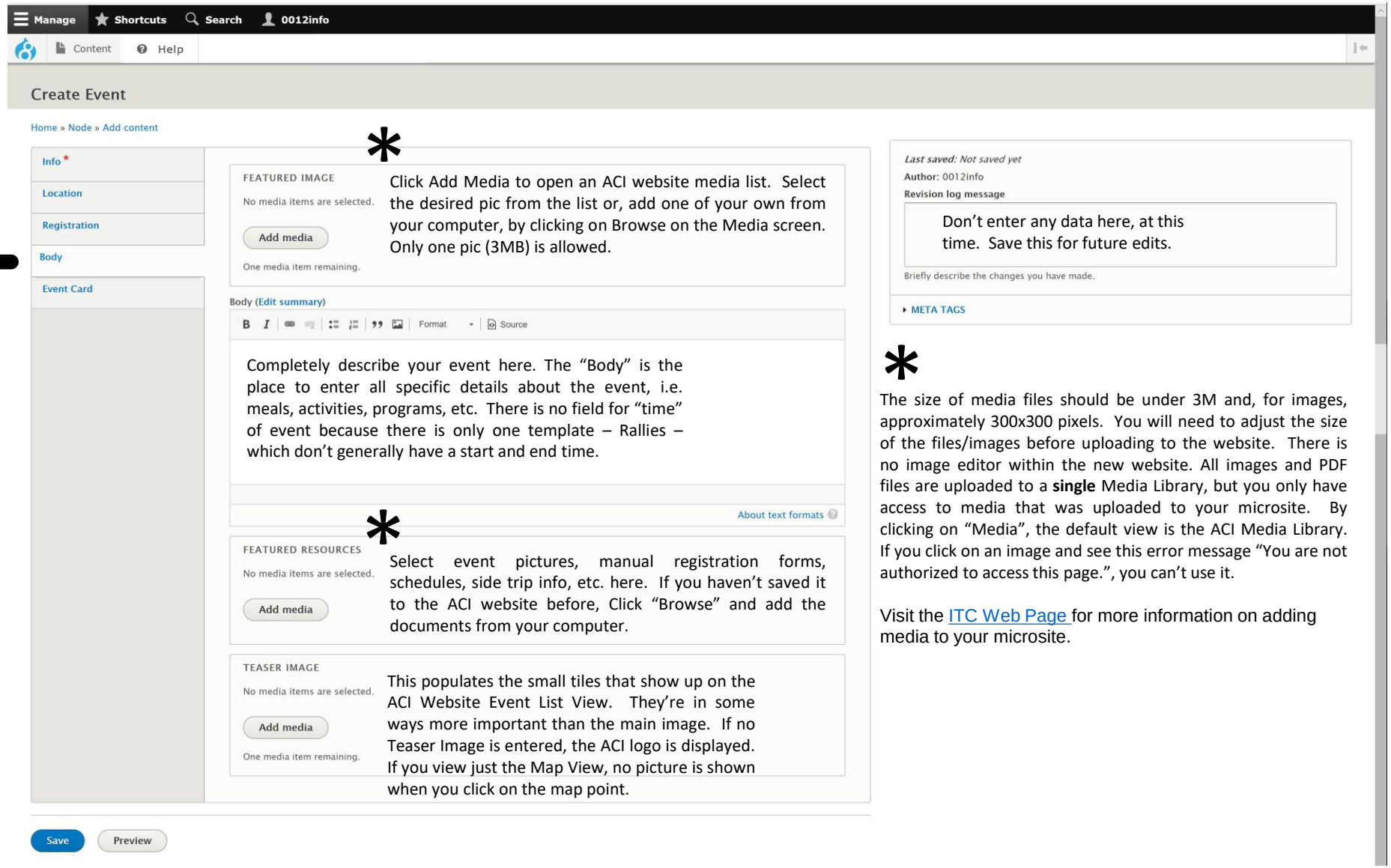

*

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.

Completely describe your event here. The "Body" is the place to enter all specific details about the event, i.e. meals, activities, programs, etc. There is no field for "time" of event because there is only one template – Rallies – which don't generally have a start and end time.

*

Select event pictures, manual registration forms, schedules, side trip info, etc. here. If you haven't saved it to the ACI website before, Click "Browse" and add the documents from your computer.

This populates the small tiles that show up on the ACI Website Event List View. They're in some ways more important than the main image. If no Teaser Image is entered, the ACI logo is displayed. If you view just the Map View, no picture is shown when you click on the map point.

Don't enter any data here, at this time. Save this for future edits.

*

The size of media files should be under 3M and, for images, approximately 300x300 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. All images and PDF files are uploaded to a **single** Media Library, but you only have access to media that was uploaded to your microsite. By clicking on "Media", the default view is the ACI Media Library. If you click on an image and see this error message "You are not authorized to access this page.", you can't use it.

Visit the ITC Web Page for more information on adding media to your microsite.

Event Card Screen

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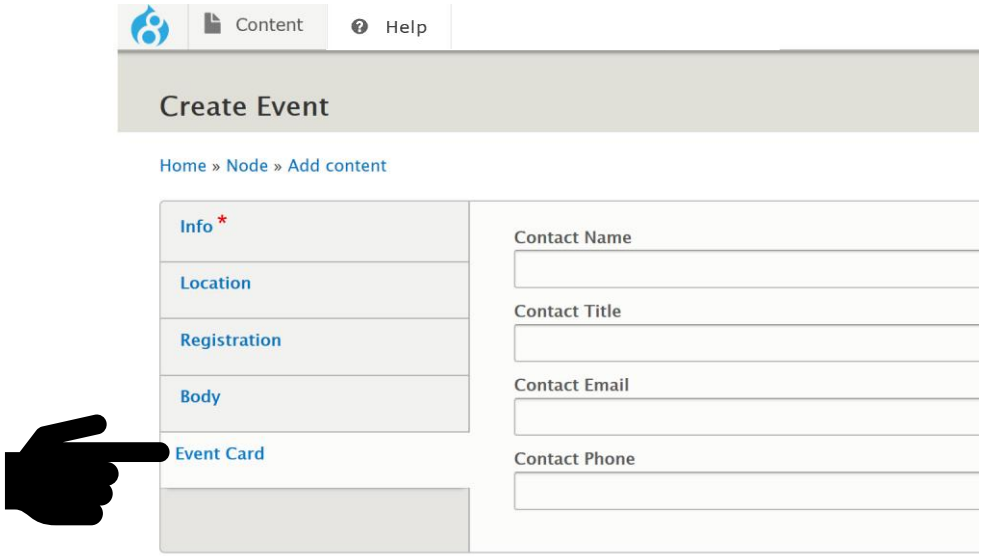

If there is a contact person for the event, enter their information here. All fields are optional, so enter only the information the contact will allow. Sometimes people are sensitive about having personal email or phone numbers posted to the Web.

Remember to Save your information!

Voila, You're Finished !

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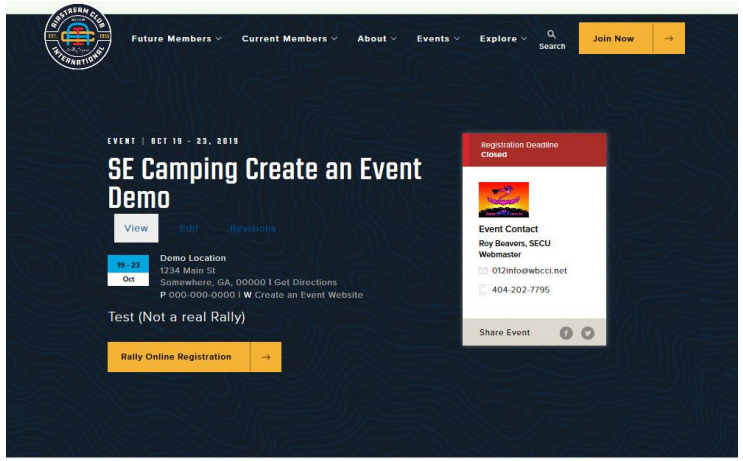
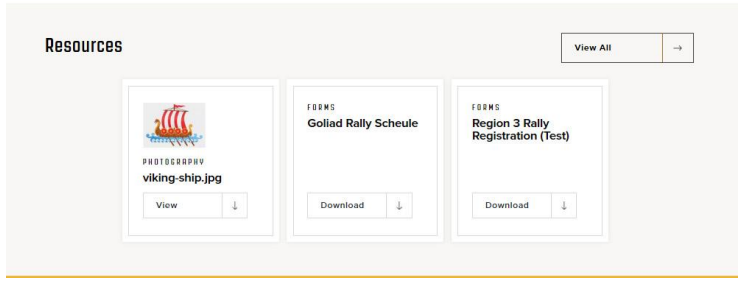


Test



What Populates What

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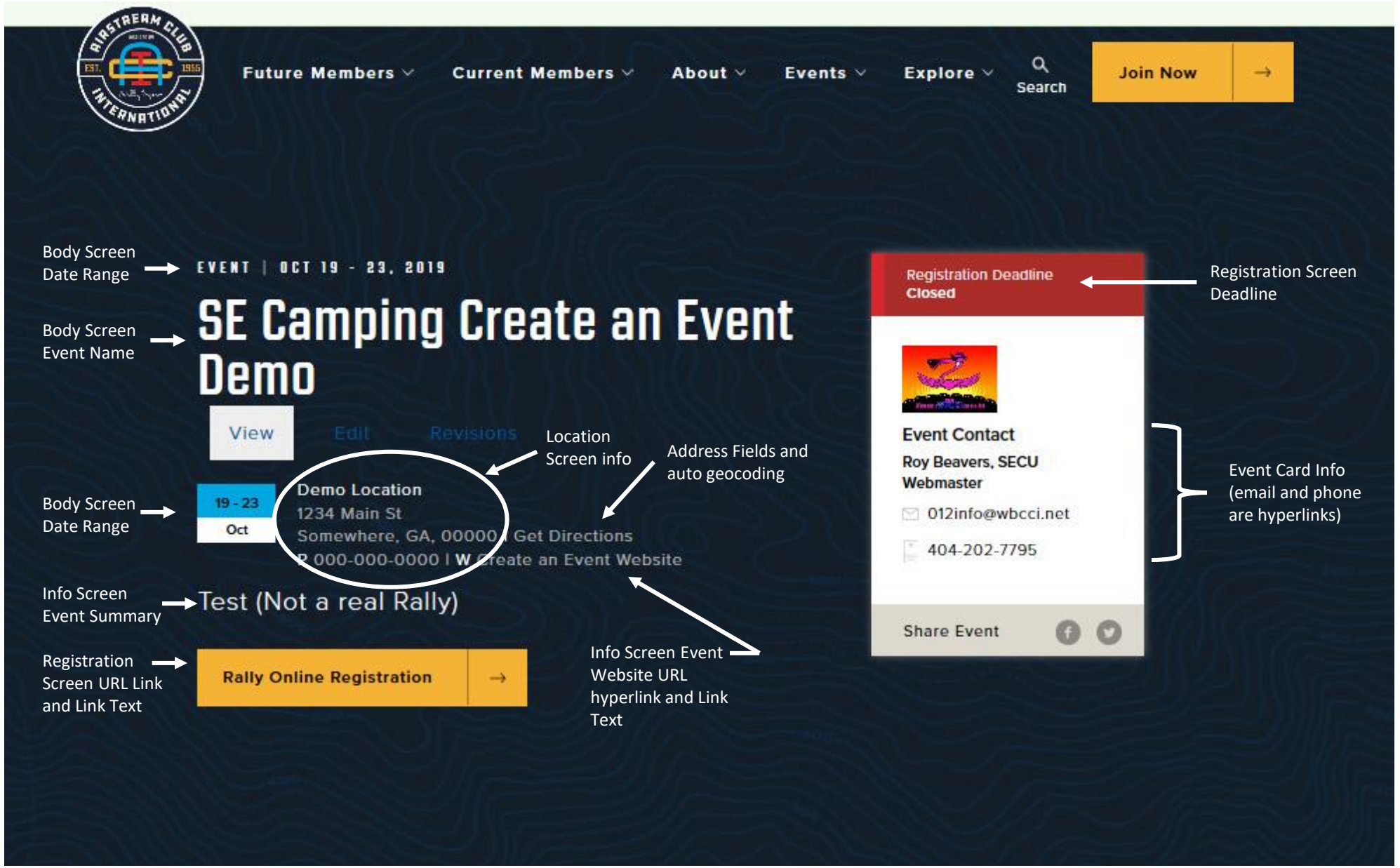

What Populates What

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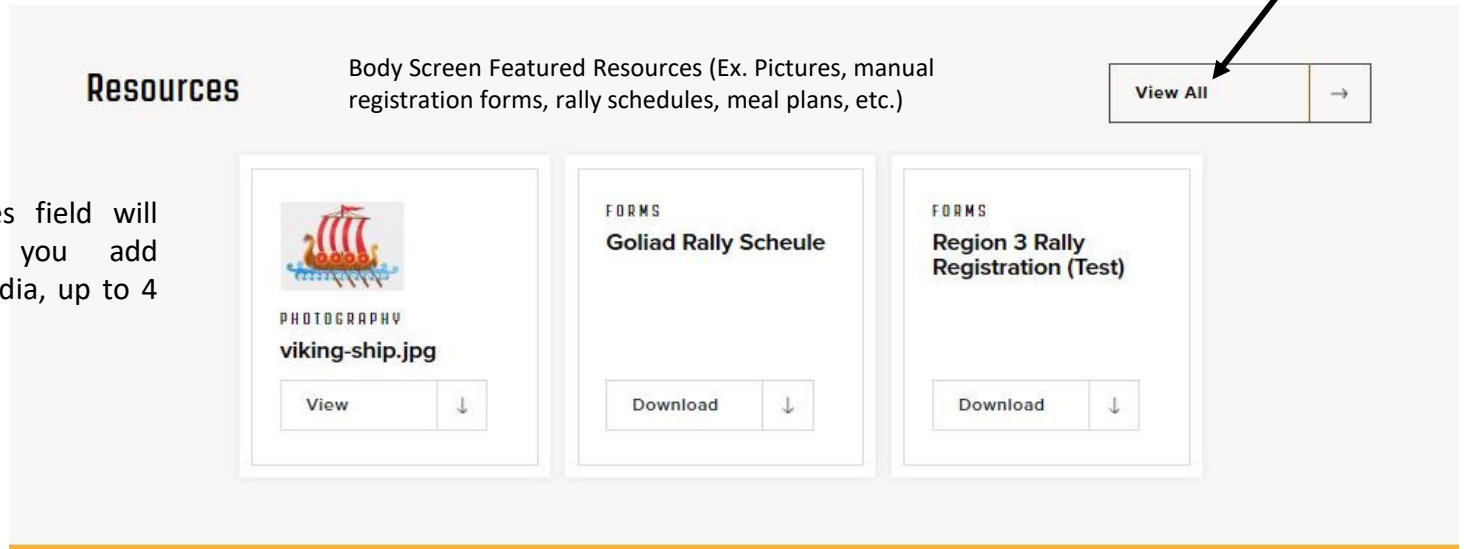
Body Screen
Featured Image

Test

Body Screen Body Field
(Complete description of event)

View All takes you to the main ACI Resource Center.



The Resources field will expand as you add additional media, up to 4 icons per row.

Creating Links to ACI Events in WordPress

If you have a Rally Schedule page on your club's old WordPress website, open it and insert links to the ACI Events pages you want to show. If you don't have one, create a new page and add the link(s). Add the URL(s) from the ACI Event Page for each desired link.

Note! To replace your Google Calendar with a link to Events, on your existing website, go to itc.wbcci.net/files/2019/10/How-to-add-your-Local-Club.pdf . After all the Intra Club, Region and Unit sites are relocated, the WordPress site links will be redirected to the ACI site and the need for this will be eliminated.

To create text links instead of displaying the entire URL, edit WordPress in Text or HTML mode (depends on the version of WordPress you are using).

URL From ACI Website

Link Text

```
<a href="https://airstreamclub.org/events?from=&amp;to=&amp;type=-1&amp;state=-1&amp;club=610">Upcoming SECU Rallies</a>

<a href="https://airstreamclub.org/events?from=&amp;to=&amp;type=-1&amp;state=-1&amp;club=748">Upcoming Region 3 Rallies</a>

<a href="https://airstreamclub.org/events?from=&amp;to=&amp;type=-1&amp;state=-1&amp;club=-1">Airstream Club Rally Page</a>
```

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Editing an Event on the ACI Web Page

Officer names, offices, membership numbers, and emails are imported into airstreamclub.org from the main club database. Unit webmasters are not able to edit this information.

Local club webmasters do not have permission to delete events, at this time. Instead of trying to delete the event, edit the event and update the title to include "CANCELED" to make it clear to the user of the site that the event was canceled. Here's an example, and another. If an event must be deleted, email the ITC and include the event name and region or local club name of the file you would like deleted. The ITC will delete it for you.

Another trick for getting the event to disappear from the ACI event list is to change the dates to some that have already passed and save the event. Leaving an old event, especially one that repeats annually like Region rallies or Caravans, gives the webmaster a template to edit without having to completely recreate the event.

Log Into ACI Website

Airstream Club Login

Open the Content Master List

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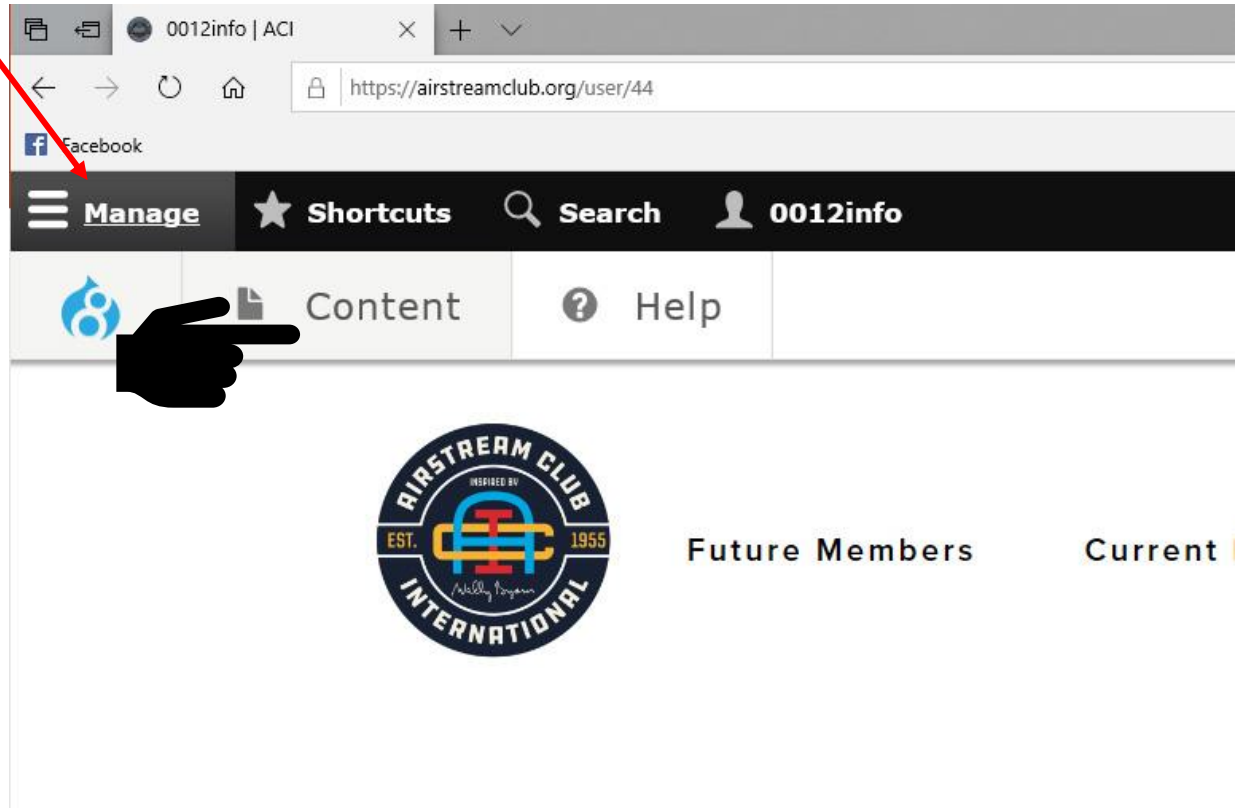
Click on Manage and click on Content



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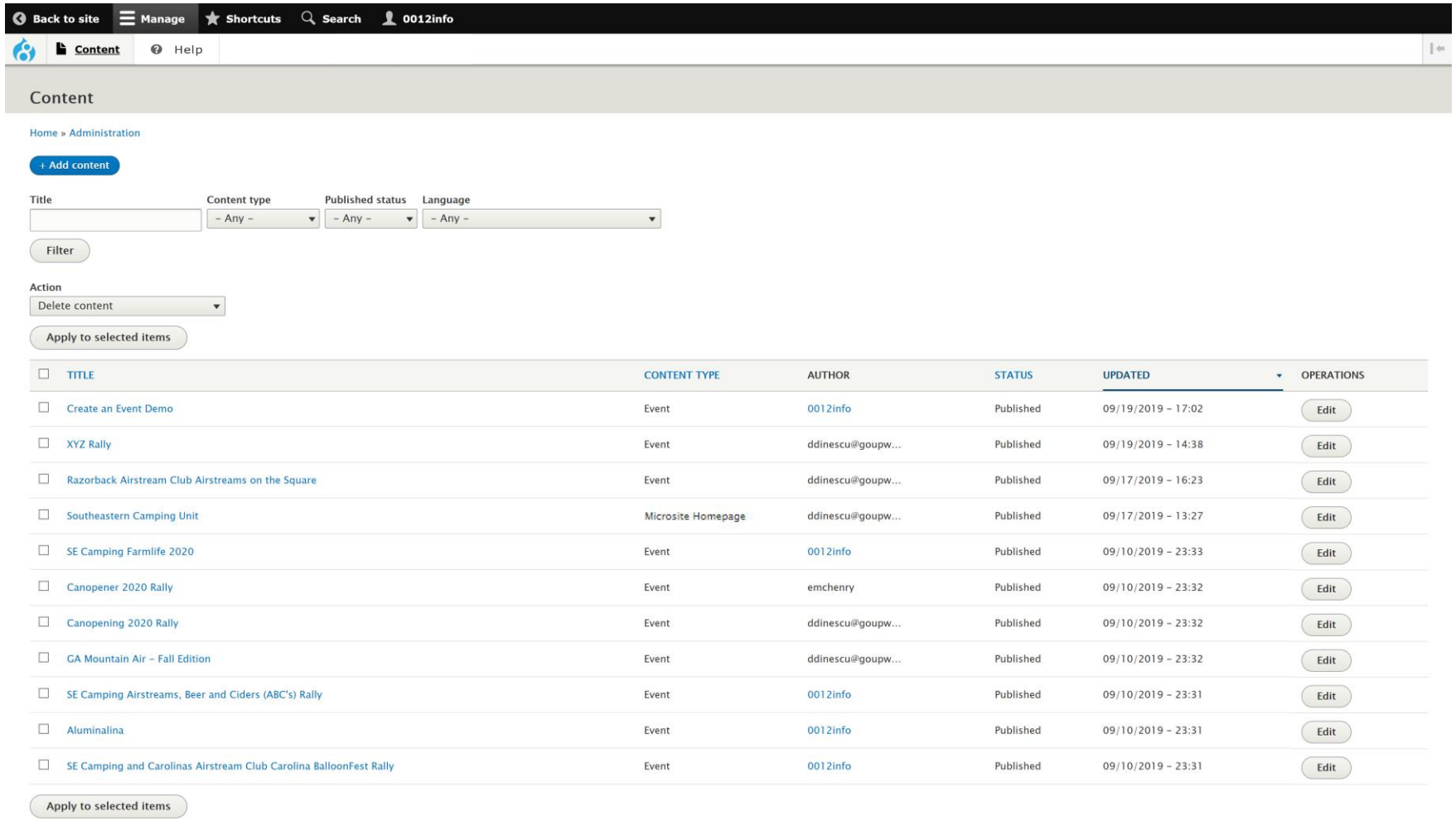
Content Master List



Displayed is a list of all your club's or region's microsite content, including events that have passed. Even though passed events are on this list, they disappear from view on the Main Website after their dates have passed. The list is sorted with the latest updated event on top. **At present, users do not have permission to delete any content.**

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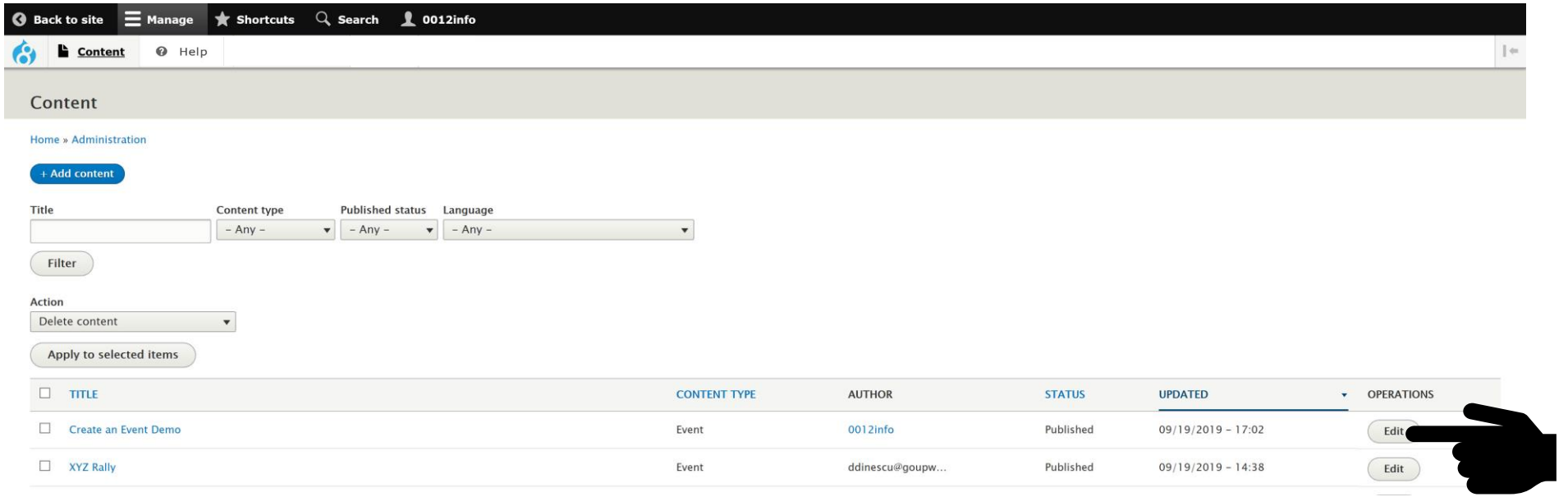
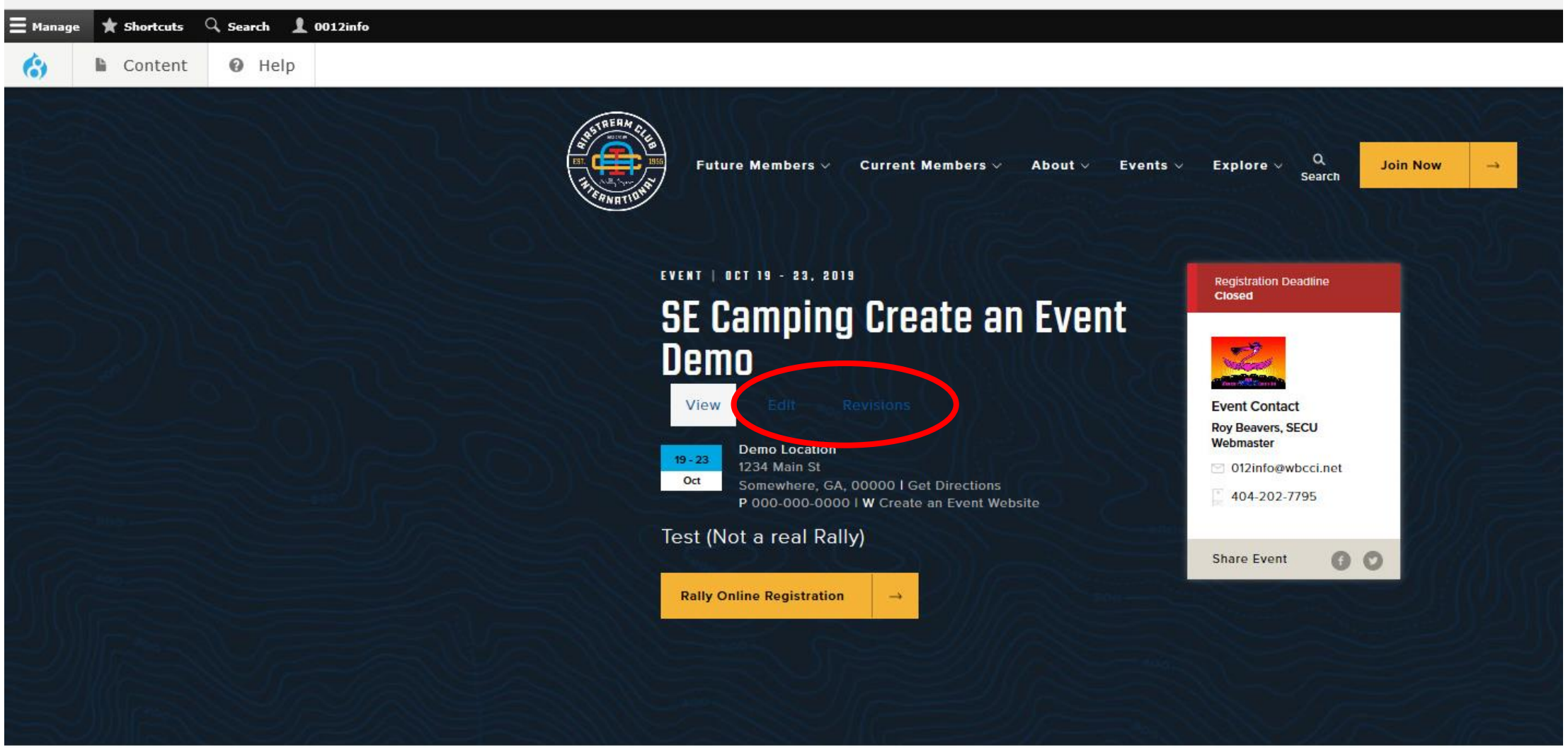
Editing an Event



Click on the Edit button of the desired event.

A view of the event screen appears with two additional buttons, Edit and Revisions.



Revisions Tab

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Manage | Shortcuts | Search | 0012info

Content | Help

Revisions for *Create an Event Demo*

View | Edit | Revisions

Home » Node » Create an Event Demo

Revisions allow you to track differences between multiple versions of your content, and revert to older versions.

REVISION	OPERATIONS
09/19/2019 - 17:02 by 0012info	*Current revision*
09/19/2019 - 15:19 by 0012info	
09/19/2019 - 15:16 by 0012info	
09/19/2019 - 15:14 by 0012info	
09/19/2019 - 15:09 by 0012info demo creation	

Revisions are listed with the latest on top and include the login name of the person creating the revision. If you entered info about the revision, the information will appear in the description. As you can see, all revisions didn't have the info listed.

Editing the Event

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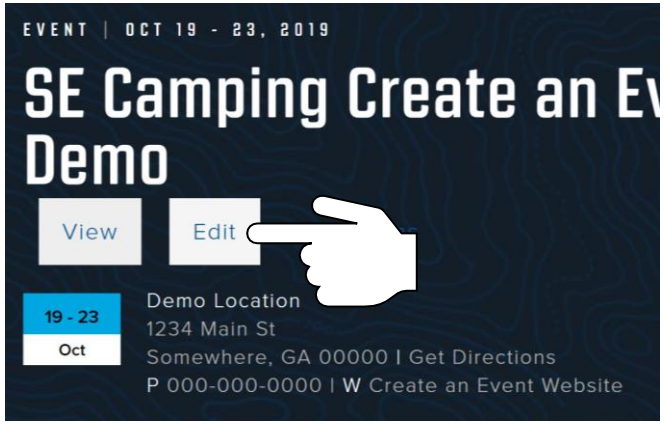
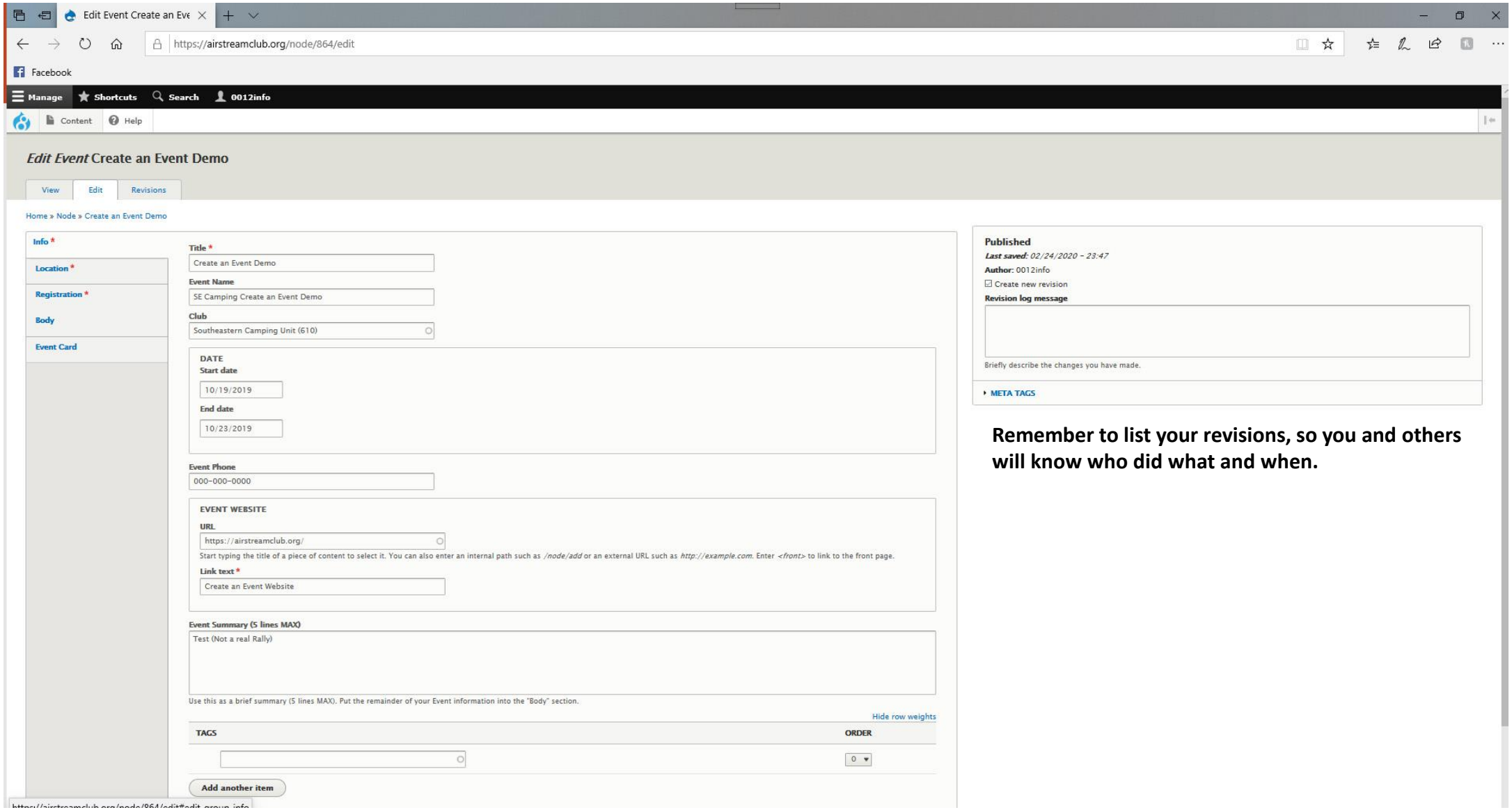
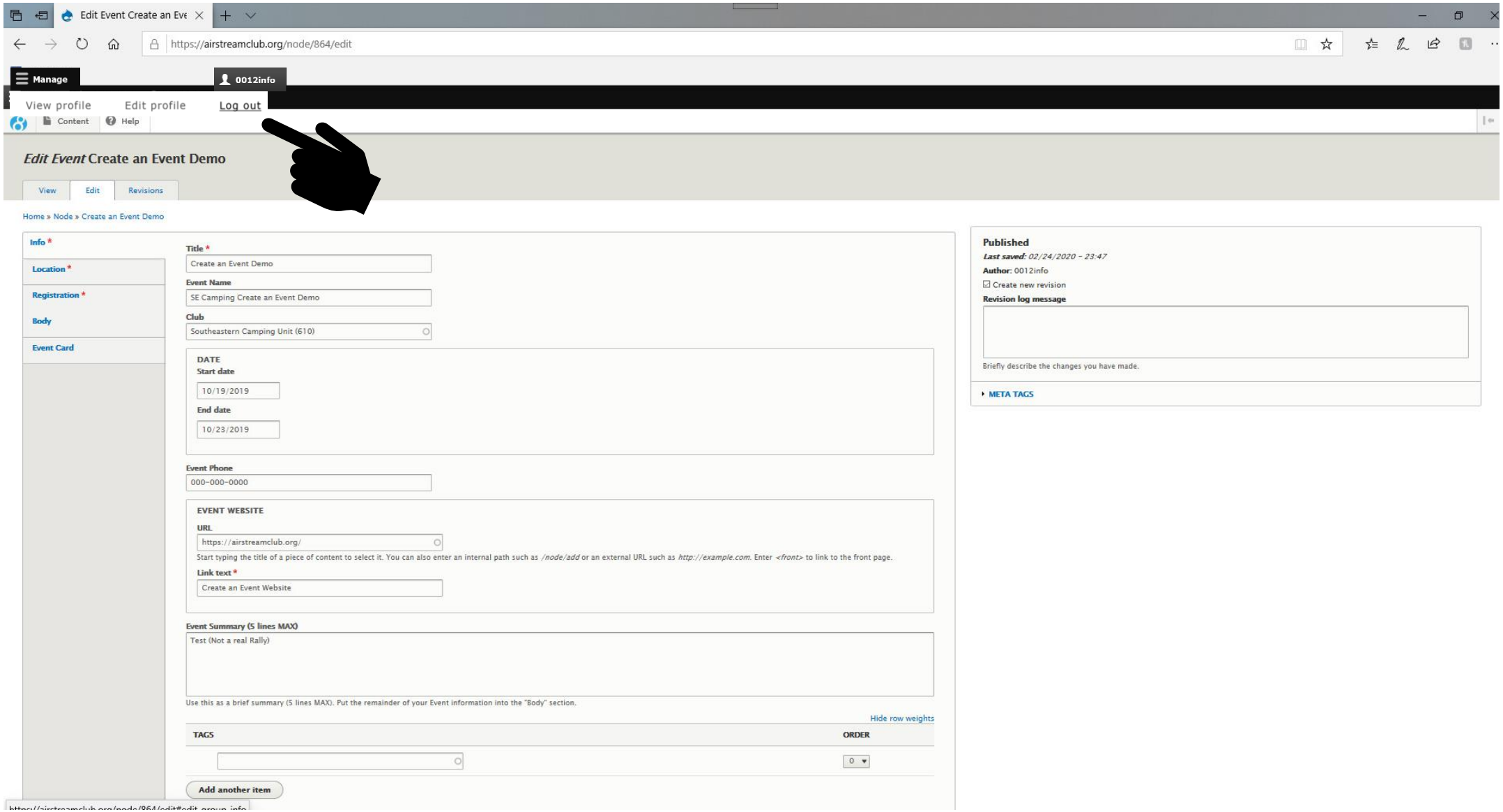


Make any edits needed and remember to SAVE your changes.



Remember to list your revisions, so you and others will know who did what and when.

Don’t Forget to Logout!

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