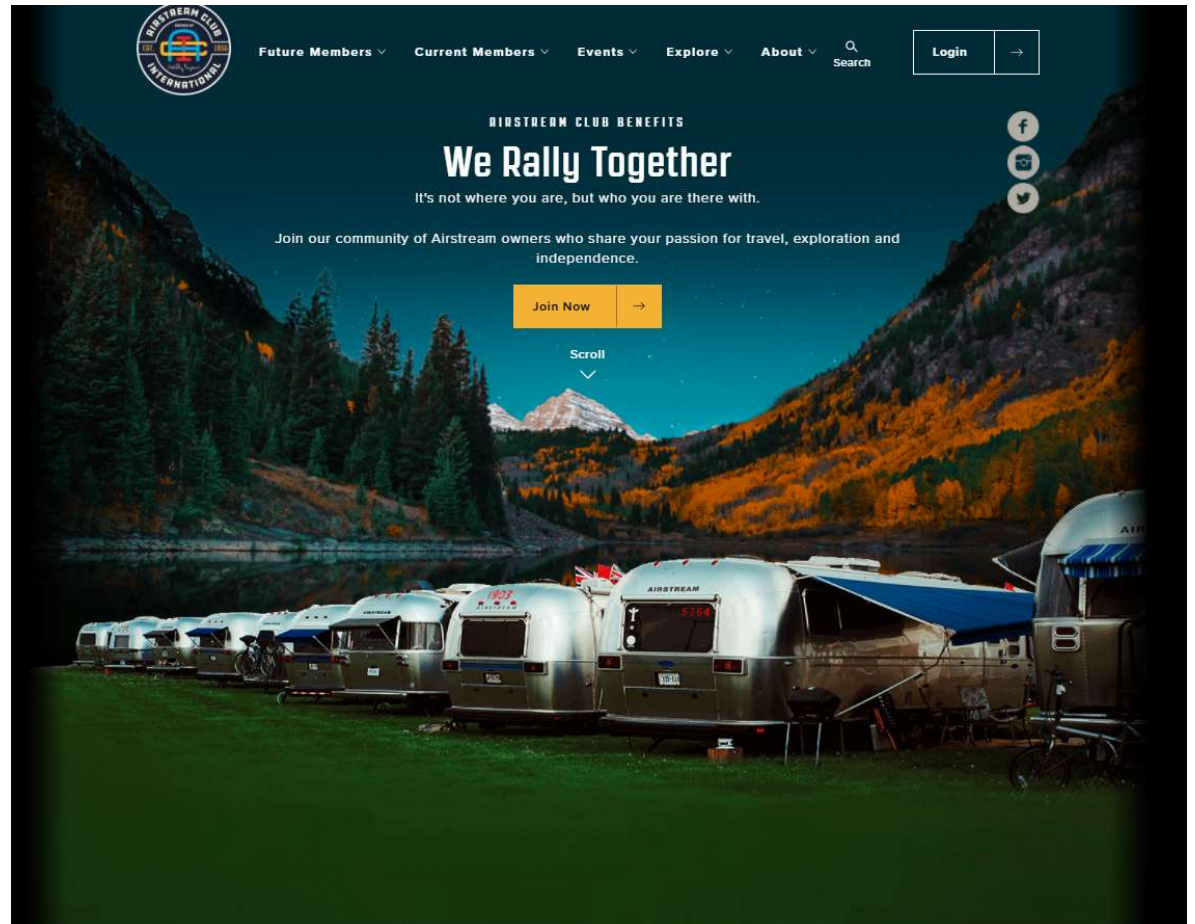


Webmasters Meeting



Protecting a web page by requiring a member to be logged into the ACI website to view it

The screenshot shows the ACI website editor interface. On the left is a large grey preview area. The main editing area on the right contains two sections for media: 'ABOVE HEADLINE IMAGE' and 'DESKTOP BANNER IMAGE'. Each section has the text 'No media items are selected.' and 'One media item remaining.' with an 'Add media' button. Below these is a 'Club' dropdown menu currently set to 'Region 9'. At the bottom left, there are two checkboxes: 'Protected Page' (checked) and 'Published' (checked). Below the checkboxes are three buttons: 'Save' (blue), 'Preview' (grey), and 'Delete' (red text). A blue callout box with a pointer to the 'Protected Page' checkbox contains the text: 'Clicking on the protected page box requires the user to be logged into the ACI website to view the page.'

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

Region 9

☒ Protected Page

☒ Published

Save Preview Delete

Clicking on the protected page box requires the user to be logged into the ACI website to view the page.

Do not protect the home page and the event web pages. Prospective members may need to be able to see these pages to see if they want to join your unit and/or ACI.



objectives

- Short overview the ACI website
- Review the use of Jot Form and PayPal for online registration

Link to ACI
Website
presentation
from 2021
Int'l Rally

[Overview of process for managing club microsites –
Webmaster Seminar](#)

ADD/REMOVE WEBMASTERS

WHO CAN MAKE A CHANGE IN WEBMASTERS?

THE UNIT/REGION PRESIDENT MUST NOTIFY HQ OF THE CHANGE

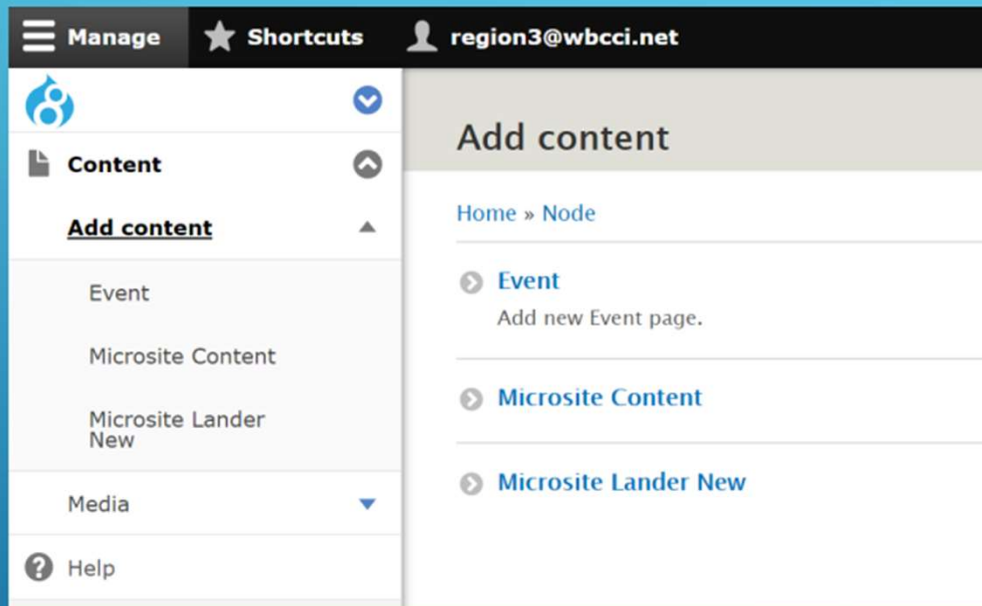
WHAT NEEDS TO BE DONE?

SUBMIT AN EMAIL TO HQ (NEW 7/12/21) AT INFO@AIRSTREAMCLUB.ORG INFORMING THEM OF THE CHANGE OR SUBMIT THE OFFICER REPORTING FORM. COPY THE ITC AT ITC@AIRSTREAMCLUB.ORG FOR INFO, IF USING THE EMAIL OPTION.

WEBMASTER ASSISTANT

THE UNIT/REGION PRESIDENT HAS TO SEND AN EMAIL TO ITC@AIRSTREAMCLUB.NET REQUESTING THAT A WEBMASTER'S ASSISTANT POSITION BE CREATED FOR THE CLUB/REGION. PROVIDE THE NAME, EMAIL ADDRESS AND BRN OF THE INDIVIDUAL THAT WILL ASSUME THOSE DUTIES.

ADDING PAGES TO YOUR MICROSITE



CLICK ON MANAGE, CONTENT, ADD
CONTENT AND SELECT THE TYPE OF
PAGE YOU WANT TO ADD.

There are 2 web page options

- The home page on your unit's microweb site is called a lander page. The lander page allows:
 - The use of a banner photo at the top of the page
 - Has an optional link go to a different website or page.
 - Has a place to add a number of photos
 - Has unit officer information
 - The lander page format can be used more than once. The home page should be given 0 on the page numbering set up. This will be explained latter.
- The second page is call Microsite Content.
 - Its primary purpose is for written content with minimum photos. Links to access saved files (newsletters, etc.) or other web pages
 - The banner option for this page has not been activated on the ACI website.
 - This page will load up more quickly when you access it from a smart phone due to the lack of large graphic files.

Lander Page

- Always used for home page
- Provides for a larger banner or picture
- Home page includes:
 - Links to unit events
 - Unit leadership
 - Limited number of unit photos
- Lander page can be used multiple times on the unit website.
 - These pages will include the banner, but not the preprogramed links found on the home page

GHAC
Webpage

[Greater Houston Airstream Club | ACI](#)

Data

- There are no established rules on the amount of data that can be stored on the ACI website; but, at some point ACI will have to reduce the data storage volume.
- Make sure you have a the information you have stored on the website (newsletter, photos, etc) saved elsewhere.

MANAGING THE SIDE MENU

LIKE PHOTO WEIGHTS DISCUSSED EARLIER, EACH PAGE ON YOUR MICROSITE HAS A WEIGHT THAT CORRESPONDS TO THE ORDER THAT THE PAGES ARE IN ON THE MENU.

Published
Last saved: 06/14/2021 - 17:08
Author: eric.mchenry@wbcci.net
☒ Create new revision
Revision log message

Briefly describe the changes you have made.

MENU SETTINGS
☒ Provide a menu link
Menu link title

Local Club and Unit Newsletters

Description

Shown when hovering over the menu link.

Region 3

Weight

60

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

META TAGS

THE LOWER THE NUMBER, THE HIGHER ON THE MENU THAT PAGE WILL APPEAR ON YOUR HOMEPAGE. SEPARATING INITIAL PAGE WEIGHTS BY 10 WILL ALLOW YOU TO REARRANGE OR ADD PAGES WITHOUT HAVING TO RENUMBER EVERY EXISTING PAGE.

ADD/CHANGE/REMOVE AN EVENT

ADD EVENTS THAT ARE BEING CREATED ONLY FOR THE UNIT/REGION THAT YOU CONTROL AS WEBMASTER. DO NOT CREATE A LOCAL EVENT FOR REGION OR INTERNATIONAL RALLIES. AVOIDING DUPLICATE EVENTS

MAKING CHANGES TO AN EVENT IS EASY, JUST REMEMBER TO SAVE THE CHANGES.

REMOVING AN EVENT BY UNIT/REGION WEBMASTERS IS NOT ALLOWED, EMAIL ITC@AIRSTREAMCLUB.NET TO REQUEST THE DELETION.



The logo for Jot Form is located on the left side of the slide. It features a dark blue background with a lighter blue circular gradient. The text "Jot Form" is written in a white, sans-serif font.

Jot Form

- Jot form is a commercial program that:
 - Collects data from forms and creates a down loadable spreadsheet.
- links to access the down loadable spread sheets.
- PayPal can be used to collect rally fees

Jot Form Costs

- Free Version of Jot Form allows
 - 5 active forms
 - 100 monthly submissions
 - 10 pay PayPal transactions per month
- Silver Plan cost \$14.50 per month (non-profits rate)
 - 100 active forms
 - 10,000 monthly submissions
 - 1,000 PayPal transactions per month
- PayPal transaction charges
 - 2.9% of transaction amount + \$0.49 fixed fee per transaction
 - ACI are working on finding a lower cost vendor to replace PayPal.



Greater Houston Airstream Club Memorial Day Rally

May 26-30, 2022

Location

Johnson Creek RV Resort

4279 Junction Hwy, Ingram Texas 78025

Phone 830-367-3300

Registration

Step 1: Make a reservation at the RV Park. The RV park will release GHAC sites that have not been reserved on April 26th

Step 2: Fill out the form below and submit it. Fields with an * are required fields and must be filled out.

Rally FEE is \$27 per person which covers the cost of the host provided meals (2 Continental Breakfasts, 2 Breakfasts, 1 Lunch and 3 Dinners).

Games will be held on Saturday and Sunday. Let us know if you plan on participating by answering the questions at the end of the form.

Name *

First Name



Last Name

Spouse/Partner Name

First Name

Last Name

Big Red Number

Email *

example@example.com

Phone Number *

Please enter a valid cell phone number.

Rig Length *

Arrival Day *

☐ Thursday

☐ Friday

Number of adults (12+) attending Rally. *

If only attending the dinner, type in 0

of people joining fishing casting contest *

of people joining sewer house throwing contest *

of people joining Corn Hole Toss Game *

of people joining Golf Putting Contest *

Total Rally Fees

Pay Rally Fees *

USD

Description

Cancellation Policy

Full refunds for cancellations made prior to February 3, 2020. Refunds after February 3rd will be reduced by the amount that has already been spent on your behalf for the rally

Payment Methods

☐ Debit or Credit Card

☐ PayPal

Submit



DIRECT LINK OF YOUR FORM

Your form is securely published and ready to use at this address.

LINK TO SHARE

Public Form

Settings

<https://form.jotform.com/220635173468155>



COPY LINK

OPEN IN NEW TAB

INVITE BY EMAIL



To: Enter email addresses to send invitation with permissions.

Share Table



 **SHARE & INVITE**

 **EMBED**

INVITATION LINK

 Private Table

 Share Settings

 <https://www.jotform.com/tables/220635173...>



COPY LINK

INVITE BY EMAIL 

Shared with:   R



To: Enter email addresses to send invitation with permissions.



Jot Form Demo

Jot Form Pros

- Hosts have access to all required information to organize an event set up in a spreadsheet.
- Info is accessible by multiple people
- Online payment system
 - Payments are added to the unit PayPal account immediately after the online payment is made
 - Refunds are easy to make by simply clicking on the payment in PayPal, click on refund and the payment is immediately credit back to the members cc or PayPal account
 - Many new members don't carry cash or check books as they expect an online payment system

Jot Form Cons

- Cost of the PayPal transaction and the paid version of Jot Form
- Use of an online payment requires rally hosts to determine the cost of the rally 60 days before the rally to allow the online forms to be published and for people to sign up
- There is a learning curve for hosts to learn how to access the JotForm data and the Excel Spreadsheets.
- We've had people sign up for the same rally multiple times.

Jot Form Suggested Practices

- When setting up the Jot Form and PayPal accounts use a wbcci.net email account
 - This will allow for easy transfer to the next webmaster and/treasurer
 - WBCCI emails use a gmail account which allows the emails to be automatically forwarded to multiple accounts, allowing PayPal and JotForm notifications to be sent to assistant webmaster and treasurers
 - Contact ITC to set up WBCCI.net emails
- When using both the online and manual sign up/payment methods you can manually add people to the JotForm data base. This maintains a single data base for all participants. Hosts can be given the correct permissions to this.