

New JCI Local and National Organization Website Management Guide

The new JCI Local and National Organization websites allow an unprecedented level of flexibility and customizability for members and officers. Administrators can access these new features and change and add new information to their website now using the information below.

Starting Out

Logging In

To access your new JCI website, simply type www.jci.cc/local/name of your organization into the URL bar in your internet browser. This will take you to the default page of your Local or National Organization's website. Click on "Members Sign In" near the top left corner of the page and enter your user info. You must be logged in to make changes to the website.

Taking Control

After logging in, click on "MY JCI" and, below that, "CONTROL PANEL" to access the administrative features of your JCI Local or National Organization Website. On the left is a green secondary menu, allowing you control over all aspects of the website. After clicking on "CONTROL PANEL," you will be taken to the main Control Panel page. The secondary menu page options are all described below.

Control Panel Main Page

On this page, you will be able to change how the name of your JCI Local or National Organization appears in the logo, the specific URL of your page and what language will be displayed in the website links.

You can also select from several header images and backgrounds, customizing the look of your page. At the bottom, you can select which members have access to the Control Panel to make changes to the website, but the current organization President, Secretaries and Executive Directors will automatically have access.

News

The News Control Panel allows you to publish stories and information for your JCI Local or National Organization members, just like the main JCI members website. The four most recent news stories will be shown on the News & Media page, and members can click on "NEWS ARCHIVE" for all older stories.

Adding a News Story

To add a news story, simply click "[Add]" next to NEWS above the list of stories in the News Control Panel. By clicking this, you will be taken to a page where you will place information to be published. The Title box allows you to add a title for the news story you are adding. A title must be included for a story to be published.

In the Header text box, include only a few sentences that you want displayed on the main News & Media page to give members a brief summary of the story's contents. No more than 2-3 sentences should be included to prevent the News & Media page from becoming too long and difficult to read.

The Body text box is where you will place the text for the story you intend to publish. Both this and the Header text box include editing tools that allow you greater flexibility in the formatting of your story. Editing options include the ability to make text bold, italicized, underlined, bulleted (with numbers or points) and hyperlinked. There are also shortcut buttons to paste text from Microsoft Word, as plain text or as it appeared when you copied it. You can also click button shortcuts to select all text and remove all formatting. Some adjustments may be necessary to ensure your text appears as intended.

Below the text boxes, you can select a publishing date for the news story, upload a small image to include with the story (all images are resized to 135x95 pixels) and select on which pages to include the news story. Be sure to check the "Active" box in order to publish your story and the "News & Media" box to ensure the story is published at least on the main News & Media page. Check the "Events," "Programs," "Training" and "Corporate" boxes if the news story contains any information pertaining to these subjects. Click "Save Changes" on the bottom in order to publish the story or "Go Back" to cancel.

Editing a Story

To make changes to an existing news story, simply click on the story's title on the News Control Panel page. This will open the story and present you the option to click "[Edit]" near NEWS OR ARTICLE above the title. Clicking this will allow you access to the same tools available when adding a new story. Refer to *Adding a News Story* above for more information on these tools.

In the Media

On the In the Media Control Panel, you can list occasions when your JCI Local or National Organization is featured by the media. Click on "IN THE MEDIA" in the green secondary menu on the left side of the Control Panel and you will see all existing media coverage entries added by previous administrators.

Adding a Media Mention

Click "[Add]" next to IN THE MEDIA near the top of the page, which will bring you to a page with several text boxes where you will add information regarding the media coverage. In the Title text box, add the title of the article as it appears online or in print. If it is a radio or television mention, the online link will frequently have a title you can use in this text box.

In the Header text box, add the first paragraph of the media story. Unlike News Stories, In the Media entries appear as a list on your JCI Local or National Organization website, so Headers will not appear until the story is clicked on. Continue to paste the rest of the story into the Body text box below. If your organization is featured by a radio or television media

outlet, you may include a brief summary of the story or a caption for the story in the Body text box.

Select the language of the story below the Body text box and then the date on which the story appeared below that. You can include a link to the story for your own reference in the URL text box, if one is available, and images can be included by adding one from your computer by clicking “Browse...” and selecting the file you wish to include.

Click “Save Changes” to publish the In the Media story or “Go Back” to cancel.

Editing a Media Mention

To make changes to an existing In the Media story, simply click on the story’s title on the In the Media Control Panel page. This will open the story and present you the option to click “[Edit]” near MEDIA APPEARANCE REPORT above the title. Clicking this will allow you access to the same tools available when adding a media mention. Refer to *Adding a Media Mention* above for more information on these tools.

Banners

The Banners Control Panel allows you to add large images with links to pages of your JCI Local or National Organization website. These help draw attention to special initiatives or events and are a great way to highlight important information quickly.

Adding a Banner

From the Banners Control Panel page, click “[Add]” next to BANNERS FOR FRONTPAGES above the list of Frontpages. This will take you to a page where you can add a description of the banner so you can easily identify it in the list of banners on the main Banner Control Panel page. In the Link text box, add the URL of the page to which you want the banner to link when it is clicked.

On the Frontpage drop-down menu, select the page of your JCI Local or National Organization website on which you want the banner to appear. Next, click “Browse...” next to the Image text box to select the image you would like to use as the banner. All website banners should be 510 x 234 pixels in size to appear correctly on the web pages. When you are finished uploading the image, check the “Active” box and click “Save Changes” to publish the banner. Click “Go Back” to cancel.

Editing or Removing a Banner

To change a banner, simply click on the name of the specific banner on the list under BANNERS FOR FRONTPAGES and you will be taken to the same options you saw when uploading the banner. From there, you will be able to change the description of, link to and location of the banner in addition to uploading a new file to use as that specific banner.

To remove a banner, simply click on the name of the banner like you would to edit it, then uncheck the “Active” box at the bottom of the information to edit. Doing so will keep the

banner in your list under the Banners Control Panel page so you can reactivate it in the future, but it will no longer appear on the page and will not be visible to visitors.

Photo Albums

Later in 2012, JCI Local and National Organizations will be able to upload photos of events and projects to their own JCI websites to share with others around the world. This functionality, however, is not yet available. Please continue to check your JCI Local or National Organization website to determine if the feature is available for you to use. This guide will be updated on the JCI.cc website with information on how to get the most out of your JCI website's photo albums once the service is launched.

Sponsors

The Sponsors Control Panel allows you the opportunity to highlight individuals, companies or organizations that support your JCI Local or National Organization. The main Sponsors Control Panel page shows an alphabetized list of added sponsors. Active sponsors will be shaded in white, with inactive sponsors shaded grey.

Adding a Sponsor or Partner

Click on "[Add]" next to SPONSORS above the list of existing sponsors to add a new sponsor to your list. On the next page, add to the text boxes the name of the company or organization, your primary contact person and their position within the sponsor organization or company. You can also list the company or organization's address and contact information including phone numbers, fax number and website address.

Below the contact information, you can include a description of the sponsor or partner's relationship to your organization and any comments for the reference of other administrators of your JCI Local or National Organization website. Finally, check the "Active" box and add an image of the sponsor's logo by clicking "Browse..." and selecting the file from your computer to upload. This image will appear in a scrolling list of Sponsors and Partners at the bottom of your JCI Local or National Organization's website with a link to the address you provided in the Website text box.

Editing or Removing a Sponsor

To alter the information of an existing sponsor or partner, simply click on their name from the list of sponsors and partners on the main Sponsors Control Panel page. This will take you to a page displaying all of the information that was originally entered for the sponsor. Click "[Edit]" next to SPONSOR at the top of the page to make changes to the information. Refer to *Adding a Sponsor or Partner* above for information on what information to include.

Pages

With the new JCI Local and National Organization websites, sharing unique information about your own organization is easier than ever with the ability to add new pages to your website. Like the secondary menu of Control Panel options, new pages you create will appear in a green menu on the left side of parent pages on your website.

Adding a New Page

On the Pages Control Panel, click “[Add]” next to PAGES above the list of existing additional pages. This will take you to a form in which you can add all the relevant information for your new page.

Start by adding a title for your new page, but beware that shorter titles will fit better in small secondary menu. Next, choose the parent page on which you want the secondary menu with a link to your new page to appear. For instance, if you want to create a page about upcoming events for your JCI Local or National Organization, you would select “Events Page” as the parent page so the secondary menu would appear on the Events page. You can also create sub-pages for other pages you have added by selecting your custom pages as the parent page. These sub-pages will appear indented in the green secondary menu on the left side of the parent page.

If you intend on having multiple additional pages under a single parent page, you can enter a number in the Sort Order text box to control in which order the links appear on the secondary menu. Be sure to select “Active” to ensure the page is published when you are done entering information.

In the content text box, you are presented with a variety of tools to help customize your page. The “Source” button allows you to access the HTML code of the page to embed videos and take greater control over the format of the page. Other tools include cutting, copying, pasting, undo, redo, select all and clear formatting buttons on the top row of editing tools. The second row of tools includes buttons for bolding, italicizing, underlining, bulleting (both numbers and points), indenting and block quoting texts. You can also align the text on the left or center, hyperlink text, remove hyperlinks and add anchor links, photos and horizontal lines.

The bottom row of the format toolbar allows you to select a specific style for headings, as uploaded by JCI World Headquarters. Using these headings will help better organize text on your new page.

After adding all the relevant information to the Content text box and formatting it to your desired specifications, click “Save Changes” to publish the page or “Go Back” to cancel.

Editing or Deactivating a Page

To change the content on or deactivate a page, simply click on the page’s title on the main Pages Control Panel. You will then see a list of all the information on the page as it appears to website users. Click “[Edit]” next to PAGES at the top of the information to access the same tools you would see when adding a new page. Refer to Adding a New Page for information on these tools and how to use them.

To deactivate a page so it no longer appears on your JCI Local or National Organization’s website, simply uncheck the “Active” box and click “Save Changes” at the bottom of the

page. Deactivated pages will have “(Inactive)” next to the titles on the list of pages on the main Pages Control Panel page.

Captions

To add an extra level of customization to your JCI Local or National Organization’s website, you can change the names of the website sections on the Captions Control Panel. Although this gives you greater control over the names of pages as they appear on menus, beware that creating different titles could be confusing to users who have become accustomed to the JCI members website.

To change the name of a page as it appears on your website, simply click on “CAPTIONS” in the secondary menu in the Control Panel and select the section of menus you wish to customize from the drop-down menu on the upper right side of the page.

Selecting “MAIN MENU” will allow you to change the main navigation links in the blue bar at the top of the page. Selecting “SECONDARY MENUS” allows you to change the titles of the links on the green secondary navigation bar directly below the blue main navigation bar on all pages on your website. On the “SECONDARY MENUS” page, you can hide captions to pages you are not using so website visitors will not click on links and find a blank page.

Selecting “NEWS & MEDIA,” “EVENTS,” “PROGRAMS,” “TRAINING,” “MY JCI” and “JCI INFO” will allow you to edit all text on each page, including headers, text boxes and links. While editing these pages, it may be helpful to have the page you are editing open in another browser tab or window so you can quickly reference the location of the text you are editing to ensure you are changing the desired text.

Social Media

The new JCI Local and National Organization websites also allow greater integration with social media. If your JCI Local or National Organization has a Facebook page, Twitter account, YouTube account or Flickr page, you can now paste links into the Social Media Control Panel page to include those links on your organization’s website. In the event that you do not have these social media accounts, the links will still exist, but will link to the main JCI accounts.

The Social Media Control Panel also allows you to include the HTML code from a UStream video broadcasting and live chatting page. If your JCI Local or National Organization has a UStream account and broadcasts meetings or events, include the links here to allow members to tune in via your website instead of having to navigate to your UStream page. The video viewer and chat window will appear on the Live Streaming page on the Events section of your website.

Library

The final Control Panel option on the new JCI Local and National Organizations website is the Library Control Panel, which alters the content of the Our Library sub-page of the JCI

INFO section. The purpose of this Library is to provide members with links to download helpful documents with information regarding membership, events or other relevant topics.

Clicking on “Library” from the main Control Panel page will take you to the Library Control Panel, on which you can see all of the files that have already been uploaded to the Our Library page. Files that have been uploaded but have been deactivated will be shaded grey, while active files will be shaded white. If no files have been uploaded, the page will be blank.

Adding a File to Our Library

To upload a file to appear in your Our Library section, simply click “Add” next to LIBRARY at the top of the page. On this page, you must provide a title for the file you are uploading and a brief description of the file that will appear when users click on the file in the Our Library section. You may also provide a category for the file that will help you better organize all the files in your Library’s inventory.

Below the category, click “Browse” to locate the file you wish to upload and double click on the file. By checking the “Active” box, the file will automatically appear on the Our Library page for other users to download.

Editing or Removing a File from Our Library

In order to edit an existing file, simply click on the main Library Control Panel page and find the name of the file you wish to edit from the list. Clicking on the title will bring you to the same page you see when uploading a new file and will similarly allow you to change the file name, description and category and allow you to upload a new file from your computer in place of the existing file. This is particularly useful when updating resource documents such as your JCI Local or National Organization’s Constitution when it is changed.

To remove a file from the Our Library page, simply click on the title of the document from the Library Control Panel page and uncheck the “Active” box at the bottom of the page. The file will no longer appear to users on the Our Library page, but will remain in the list of uploaded documents, allowing you to reactivate the file in the future. Deactivated files will appear shaded in grey on the list of uploaded documents, making for easy distinction between them and the documents that website users can see.