

TellicoLife Standards for Calendars - Creating & Maintaining

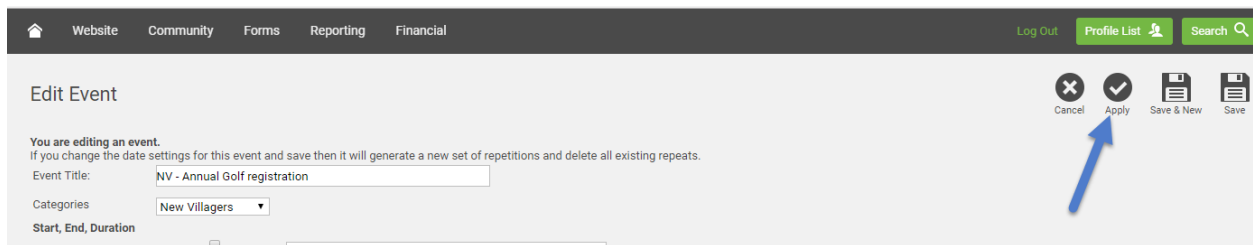
Hint: Review the relevant MemberClicks documentation:

1. *Listen to Video on Content Best Practices. Covers formatting for “Articles” but it’s basically what we’re going to also use for our calendars (flyers). Path is: Help.memberclicks.com – then click on the middle button titled MemberClicks Documentation – then scroll to section titled Setup & How to Videos (in bottom right) – then click on see a 31 articles – then find one titled Content Best Practices and click on it to listen to 13 minute video.*
2. *Review documents on how to Insert an Image & How to insert a Link. Path is: Help.memberclicks.com – then click on the middle button titled MemberClicks Documentation – Website – Insert an Image (or Insert a Link)*
3. *Review document on Calendars. Path is: Help.memberclicks.com – then click on the middle button titled MemberClicks Documentation – Online Community – Calendars.*
4. *Important – MemberClicks recommends Admins only use FireFox and/or Chrome browsers, e.g., use of IE can result in paying the same invoice multiple times*

When creating a Calendar:

Hint: we want to default to MemberClicks formatting as much as possible so that Calendar entries will correctly size to smart phones, desk tops, etc.

Hint: The Apply function will save your changes without taking you out of the calendar entry.



1. Never copy from a PDF flyer, need always get a word or if a Mac get a page or rtf flyer from Event Coordinator
2. Max width of an image is 250 pixels. Need format so have 10 pixels of blank space around them. Note an image that is too rectangular shaped,

can NOT be resized, so will need go to Google Images and find a more square shaped image.

3. Always put Event title in sentence case
4. In upper left corner of the text portion, insert the club's logo (e.g., NV smaller logo.png), aligned to the left. This will nicely off set the location map that will be pulled in.
5. Upload the resized image/photo from paint into the applicable club's image folder under Media manager.
6. Insert this image/photo directly under the club's logo. This will help to offset the location map that will be pulled in.
7. Don't enter date & time into text portion.
8. Let MC wrap text automatically
9. Always set to include all groups in permissions
10. Choose repeat type of NO Repeat unless for a Social, etc.
11. Start & stop times will omit driving time if event has people meeting at the location
12. Use a font of Heading 2- Font Family – Font Size for the main title, use Heading 2 – Font Family – Font Size for any subtitle and use font of Paragraph – Font Family – Font Size for all other text
13. Use the designated Contact field to enter Event Coordinator's specifics instead of putting in text of calendar
14. Ensure the price and no refund date are in bold.
15. If the venue location is linked to the calendar entry, omit entering that in the text. In cases where linked location maybe a meeting place then may choose to enter location(s) in text.

Edit Event



You are editing an event.
If you change the date settings for this event and save then it will generate a new event with the new date conditions and delete all existing repeats.

Event Title: HOA - Button Willow Civil War Dinner Theatre **3**

Categories: HOA

Start, End, Duration: All day Event or Unspecified time Time Zone: (GMT-06:00) Central Time (US & Canada)

Start date: 2017-06-11 Start Time: 1:45 am pm

End date: 2017-06-11 End Time: 4:45 am pm No specific end time

Repeat: **8** No Repeat Daily Weekly **10** Monthly Yearly

- 7**
- Permissions:
- Toggle All
 - Admin
 - HOA - Admin
 - NWatch - Admin
 - Prospect
 - ...

Event Description

BUTTON WILLOW CIVIL WAR DINNER THEATRE

SUNDAY, JUNE 11, 2017

1:45pm - 4:45pm

Path: h1 > strong > span

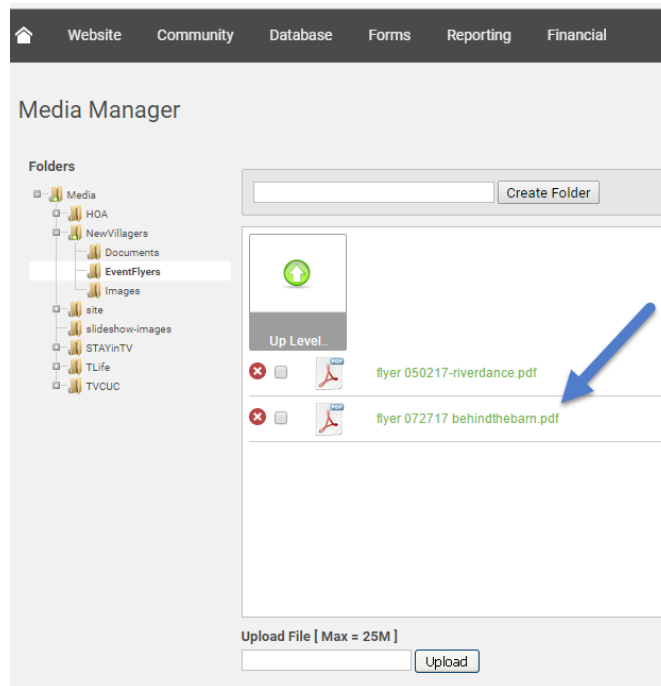
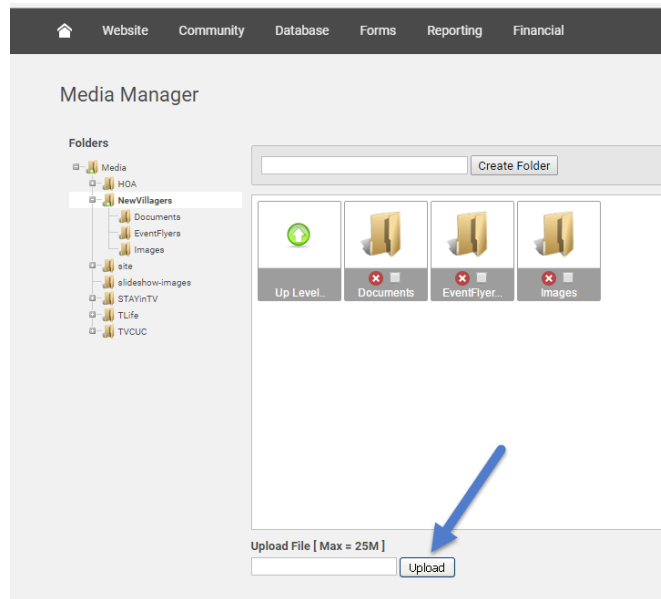
Image Site Links Toggle editor

Select Location: Buttonwillow Civil War Din (Select Location) Remove Location **12**

Contact: Patti Mau PH: 865-657-5095 EMAIL: tvplaysandconcerts@gmail.com

To upload a flyer to the calendar entry

1. after the calendar entry has been saved
2. save the event flyer as a pdf
3. use media manager and upload the flyer to the applicable folder, e.g., New Villagers - EventFlyers



4. Type the words you want tell them to print the flyer, e.g., Click [here](#) to print

Website Community Database Forms Reporting Financial

Edit Event

You are editing an event.
If you change the date settings for this event and save then it will generate a new set of repetitions and d

Event Title:

Categories:

Start, End, Duration

All day Event or Unspecified time Time Zone: (GMT-05:00) Eastern Time (US & Canada)

Start date
 Start Time: am pm

End date
 End Time: am pm No specific end time

Repeat type

No Repeat Daily Weekly Monthly Yearly

Event Description

B I U ABC | **Heading 2** | **Font Family** | **Font Size**

We'll meet prior to broadcast for a casual supper in the bar/restaurant, then proceed "Behind the Barn" for the show!

This event will be offered at the May, June, and July socials.

Click [here](#) to print the flyer

Path: h2

Select Location:

Contact:

the flyer

- Highlight the word click and then click on the site links button

Edit Event

You are editing an event.
If you change the date settings for this event and save then it will generate a new set of repetitions and d

Event Title: NV - Behind The Barn

Categories: New Villagers

Start, End, Duration

All day Event or Unspecified time Time Zone: (GMT-05:00) Eastern Time (US & Canada)

Start date
2017-07-27 Start Time: 6:00 am pm

End date
2017-07-27 End Time: 12:00 am pm No specific end time

Repeat type
 No Repeat Daily Weekly Monthly Yearly

Event Description

We'll meet prior to broadcast for a casual supper in the bar/restaurant, then proceed "Behind the Barn" for the show!

This event will be offered at the May, June, and July socials.

Click [here](#) to print the flyer

Path: h2

Image Site Links Toggle editor

Select Location: Barley's Taproom and Pizz Select Location Remove Location

Contact: Contact Mariann @ marianncurran@gmail.com or 865 415 8399

- To attach it to the "here" words, click site links -> upload a file and select your flyer. **IMPORTANT** before clicking in Insert this Link, need select option of New Page

Insert A Link

Folder: EventFlyers Enter a file name

File name	Type	Preview
flyer 052017 million dollar quartet.pdf	Document	
flyer 06012017 burgers brats after social.pdf	Document	
flyer 06112017 bingo.pdf	Document	
flyer 061617 smokies baseball.pdf	Document	

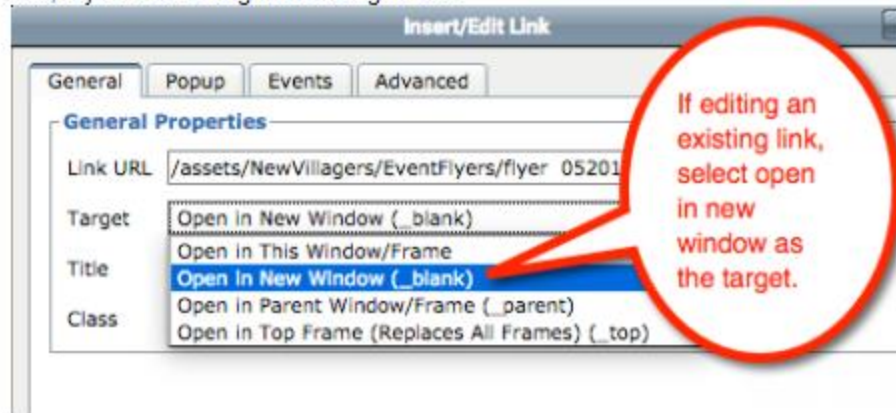
when linking to a PDF or other document, select "New Page" as the page target.

Page Target: New Page

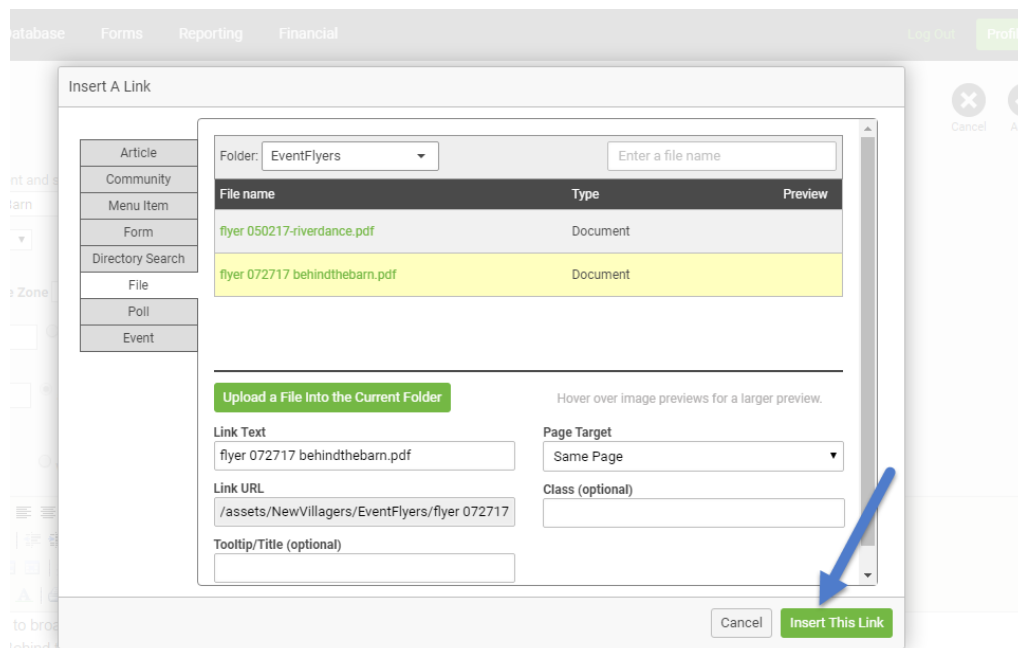
Same Page New Page

Cancel Insert This Link

OR, if you are editing an existing link.....



(Not doing this will result in TL being closed whenever a user closed a PDF in TL instead of using the back arrow). Now click Insert this Link.



7. When user clicks on that they'll be able to print the flyer



**BEHIND THE BARN
LIVE MUSIC BROADCAST
ON WVIF 105 FM**

JOIN NEW VILLAGERS FOR DINNER AND LIVE MUSIC
AT
BARLEY'S TAPROOM & PIZZERIA
128 W. BROADWAY
MARYVILLE, TN 37801

DATE: THURSDAY JULY 27
COST: \$10.00 deposit returned at event
Cost of dinner not included
Limit 20 No refunds after July 6th.
TIME: 6:00 DINNER AND 8:00 MUSIC

Each week Behind the Barn features a combination of folk, country, mountain or blues music by local, regional and nationally acclaimed artists It's a casual format: Radio hosts, Jeff Barbra & Sarah Pirkle start the evening with a welcoming bit music, then turn the stage over to the featured act for the evening.

We'll meet prior to broadcast for a casual supper in the bar/restaurant, then proceed "Behind the Barn" for the show!

This event will be offered at the May, June, and July socials.

Click [here](#) to print the flyer

Contact: Contact Mariann @ marianncurran@gmail.com or 865 415 8399

[Download as iCal file](#)

When changing an existing Calendar and/or Event Flyer:

Hint: *Member Clicks software* loads data in cache for efficiency and on many computers that overrides what Admin users can see. Doesn't impact what real users view, but to an Admin user it can look like your updates didn't work when they did. So need to clear your cache before updating an Event

1. Refer to TLife – 1.5.2 How to Clear your Caches
2. Then need unlink the outdated event flyer by going into applicable calendar entry, highlighting the link and then click on unlink

Edit Event

You are editing an event.
If you change the date settings for this event and save then it will generate a new set

Event Title: NV - Gotta Know Knoxville

Categories: New Villagers

Start, End, Duration

All day Event or Unspecified time Time Zone (GMT-05:00) Eastern Time (US & C

Start date
2017-08-25 Start Time 12:00 am pm

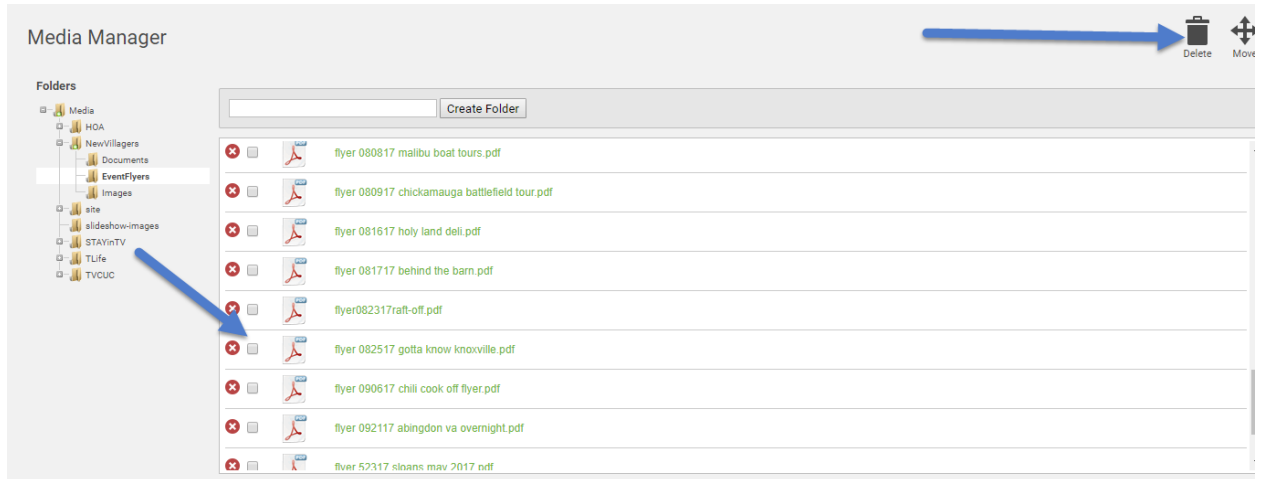
End date
2017-08-25 End Time 5:00 am pm No specific end tim

Repeat type
 No Repeat Daily Weekly Monthly

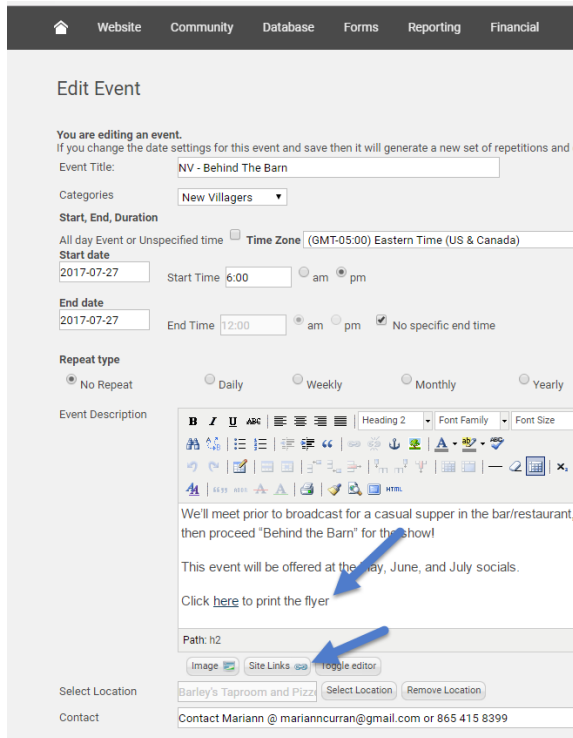
Event Description

Click [here](#) to print flyer

- Go into media manger and delete the outdated event flyer by selecting the applicable event flyer and then click the delete function

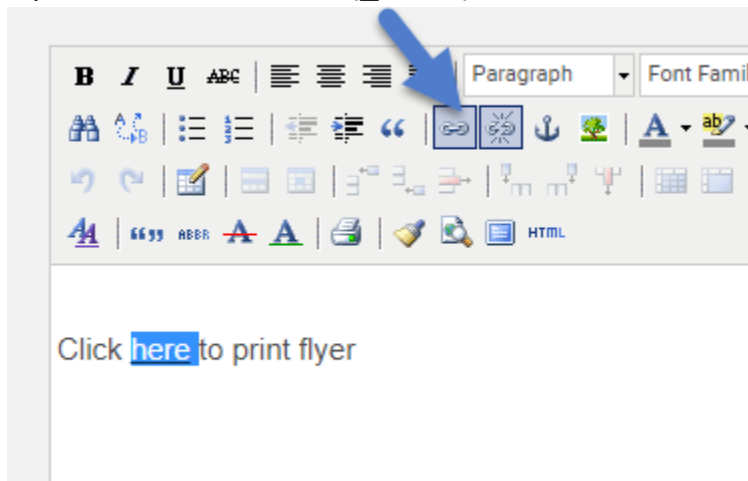


- Follow the instructions earlier in this document to upload the new event flyer into the media manager.
- Highlight the word click and then click on the site links button

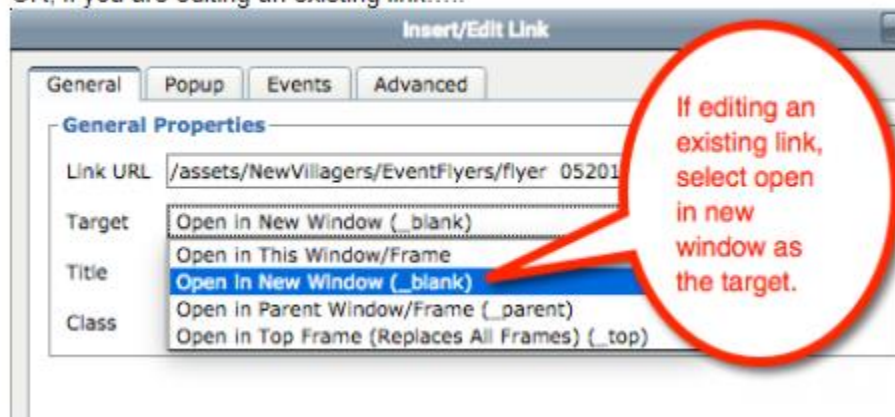


- To attach it to the “here” words, click site links -> upload a file and select your flyer. IMPORTANT before clicking in Insert this Link, need select option of New Page as described above.

7. If you are editing an existing link, need highlight the linked work and then click on the insert/edit link button to in the Target field select the option of Open In New Window (_blank)



OR, if you are editing an existing link.....



(Not doing this will result in TL being closed whenever a user closed a PDF in TL instead of using the back arrow). Now click Insert this Link.