

Lions Clubs International

Creating a new e-Clubhouse

Lions Web site

Lions e-Clubhouse Application

www.e-Clubhouse.org/application.php

We are very happy that we can incorporate the new Lions Clubs International branding appearance into free & easy webpages through the Lions e-Clubhouse initiatives. But with the new look comes a responsibility. We all want our clubs to have a more updated web site; New with content, along with the new look. For the next few minutes, I will be discussing **how to edit** the new Lions e-Clubhouse web pages.

Getting started is simple.

Just visit www.e-Clubhouse.org/application.php



Fill in the Application

Mandatory fields:

Club Name	Club Meeting Date & Time
District	Club Meeting Location
Country	Presidents Name
State	Web Master Name
Club Number	Web Master Email



Other fields of interest:

City - (If different from Club Name)
Club Address
Club Telephone
Club Email

When you fill in the application, it is easy to fill out this information about your club. Many of these fields will then appear on your website. If your country does not have States, just pick the first one on the list. Our Administrators know and will BLANK that field for you. This is **EASY**.

Approval notification via e-Mail

e-Mail will include

Login parameters:

Username & Password

Basic instructions to get started



You will receive an e-mail that indicates that your website was approved. It will include the **Username & Password** and basic instructions to help you get started.

Log in at new login page



Lions eClubhouse

Login

My Account

Getting Started

Other eClubhouses

FAQs

Contact Us

Logout

Webmaster Login

Existing users, type username & password

Username

Password

Submit

New Users:
[Click Here To Create a New eClub](#)

Please read:
Term of Services and FAQ sections before submitting your page

IMPORTANT:
New sites will be accessible after approval in 24-48 hours.

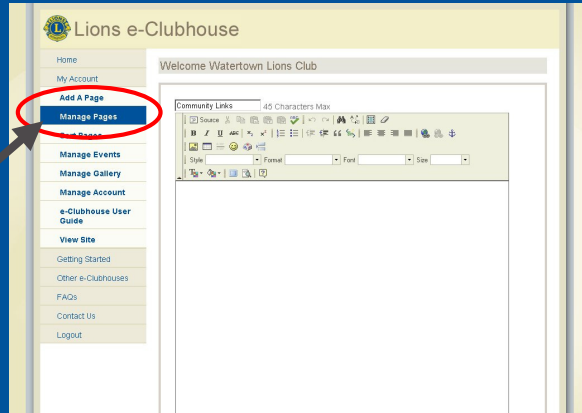
Lions eClubhouse is proud to be able to provide a FREE and EASY webpage to Lions Clubs throughout the world. this service um iriure dolor in hendrerit in vulputate velit esse molestie consequat.

www.e-Clubhouse.org

When the Lions e-Clubhouse system is ready, you will see a new login page. Just use the Username and Password that you received.



Edit your Home page



Once logged in, click on **MANAGE PAGES**

To edit your HOME page, **CLICK** on **MANAGE PAGES**.



Pick HOME PAGE

Lions e-Clubhouse

Home
My Account
Add A Page
Manage Pages
Sort Pages
Manage Events
Manage Gallery
Manage Account
e-Clubhouse User Guide
View Site
Getting Started
Other e-Clubhouses
FAQs
Contact Us
Logout

Welcome Watertown Lions Club

Add a new page to your website

e-Clubhouse Administration

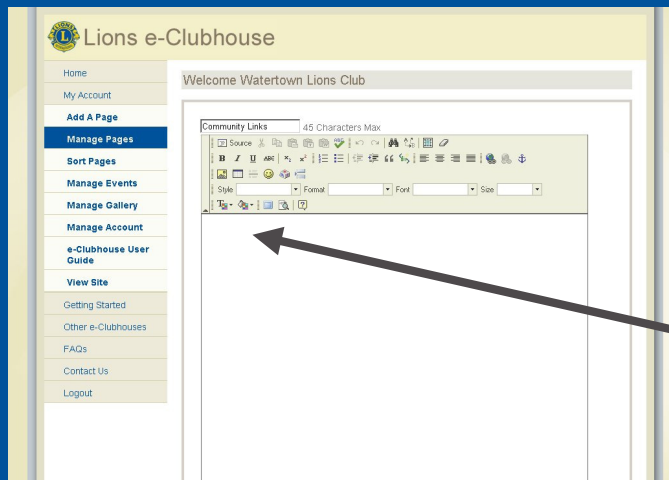
Page	Action	Show / Hide
Home	Edit Live Page	
Club Projects	Edit Live Page	
Contact Us	Edit Live Page	
Officers	Edit Live Page	● / ●
History	Edit Live Page	● / ●
Lions Preschool Vision Screening	Edit Live Page	● / ●
Community Links	Edit Live Page	● / ●

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Click on Edit Live Page for the **HOME** page to begin editing.



Once in the editing mode, just type



Making text changes is easy

Once in the editing mode, just type in the large WHITE area. Making text changes is easy.

Lions Clubs International

Before you go too far,

Welcome Watertown Lions Club

Home

My Account

Add A Page

Manage Pages

Sort Pages

Manage Events

Manage Gallery

Manage Account

e-Clubhouse User Guide

View Site

Getting Started

Other e-Clubhouses

FAQs

Contact Us

Login

Home

The Watertown Lions Club celebrates its 60th year of service to the community. Visit our main website at www.watertownlions.org



The Watertown Lions Club serves Watertown and Oakville Connecticut and the world.

Preview

Lions e-Clubhouse

Home

My Account

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Home

The Watertown Lions Club celebrates its 60th year of service to the community. Visit our main website at www.watertownlions.org



The Watertown Lions Club recently donated a gazebo at Echo Lake Park in Watertown.

The Watertown Lions Club serves Watertown and Oakville Connecticut and the world.

Photo Album:
[Our Photo Album](#)

Preview


Publish

Save As Draft

Preview then Publish

Before you go too far, **Preview** then **Publish**. The Lions e-Clubhouse server will time-out while you sit and think, so use the Preview, then Publish feature to save your changes.

Review your page


Gastonia Evening Lions Club
North Carolina - United States

District 31-E

[Home](#)
[Calendar](#)
[Club Projects](#)
[Photo Gallery](#)
[Contact Us](#)
[Officers](#)
[Club News](#)
[Community Service](#)
Meetings
When:
2nd & 4th Tuesday at
7:00 p.m.
Where:
Ryan's Family Restaurant
2900 E Franklin Blvd.
Gastonia, NC 28054



Governor's Official Visit

District Governor Theresa Matthews and 1st Vice District Governor Gary Steele visited the Gastonia Evening Lions Club in August.

The History of the Gastonia Evening Lions Club

In 1923 a group of young business and professional men of Gastonia held a meeting in the directors' room of the old Citizens National Bank Building on Main Avenue. The meeting was called at the urging of Lion Fred T. Davis, a special representative of Lions International who was interested in organizing a Lions club in Gastonia. The organizational meeting was held on Valentine's Day, February 14, 1923. A Charter was presented to the club on March 27, 1923. The Gastonia Lions Club was the 11th club formed in North Carolina and its first president was Lion Steve Dolley, a leading Gastonia businessman and commander of the local national guard unit. When the club first organized it held its meetings at noon. Meetings were held at several different places

Featured Events


Program: Gastonia City Manager
Tuesday, January 26, 2010
7:00 P.M.
Ryan's Family Steak House


More...

Lions Clubs International News

- Help LCIF Provide Aid For Haiti
- View Latest Lions Quarterly
- Download New Lions Clubs iPhone App from iTunes
- More News and Events

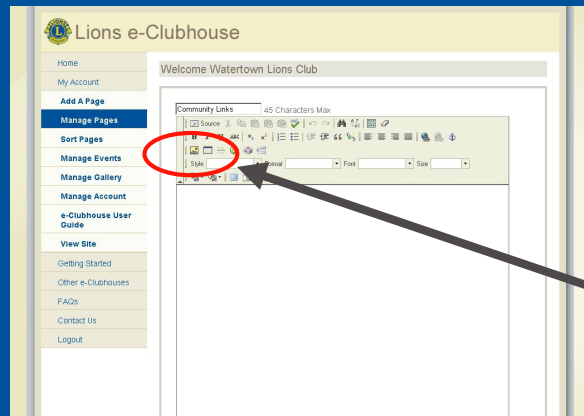

Lions Clubs International





Review your updated website.

Let's ADD a photo

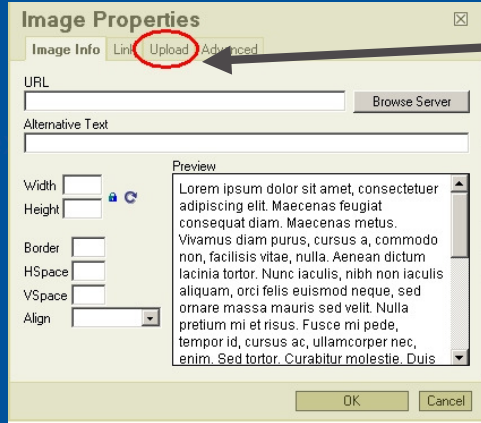


Then HIT the Submit button.



Let's ADD a photo. Back to the EDITING mode on the HOME page, let's use the INSERT PICTURE button.

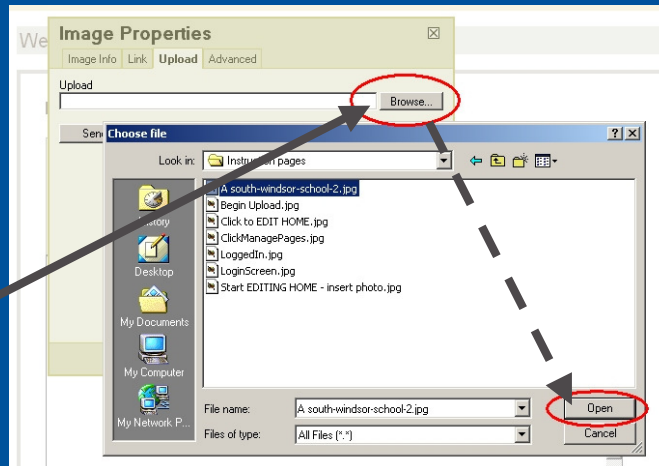
Click on **UPLOAD** to add a photo



From the **UPLOAD** section, you will be able to find a photo on your computer to transfer to your website.

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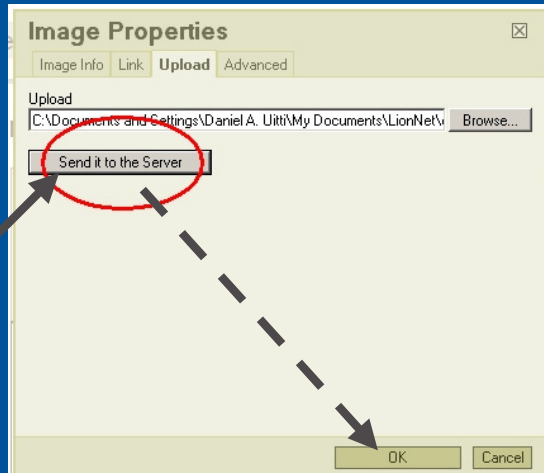
Click on the BROWSE button to find a photo



Click on the BROWSE button to look for a photo on your computer. This works like many other programs that help you to change folders until the photo that you want appears. PICK that file, then click on the OPEN button.



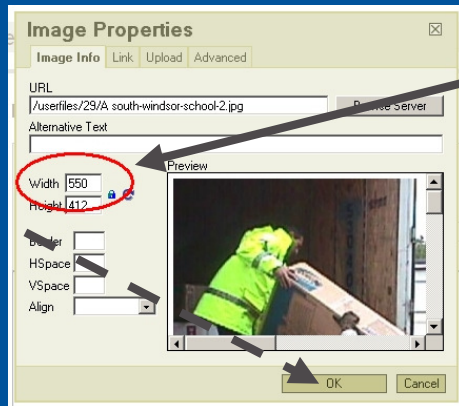
SEND IT TO THE SERVER



When successful, click **OK**.

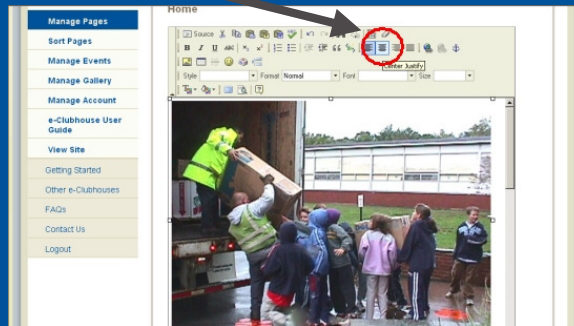
Click on the **SEND IT TO THE SERVER** button. Once that is successful, click **OK**.

Set the **WIDTH** to 470 or less



Back on the Image Info section, type over the current width of the photo to 470 or less. Otherwise, the photo will crowd the visitors computer screen. Then click OK.

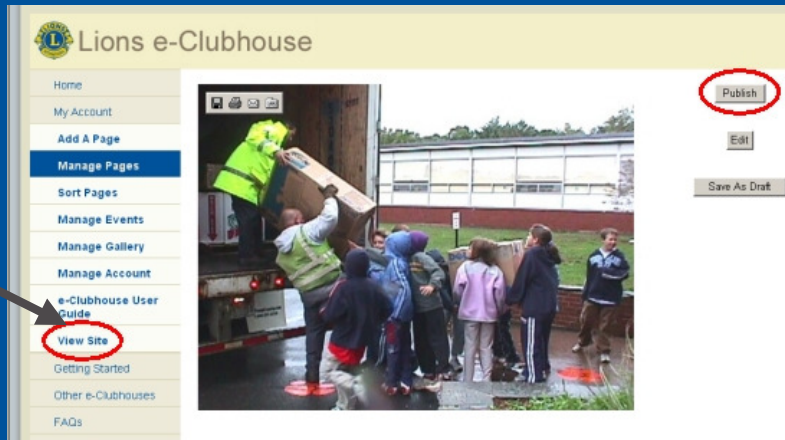
Try to CENTER a photo



Try using the CENTER button to center a photo.



PREVIEW, then PUBLISH



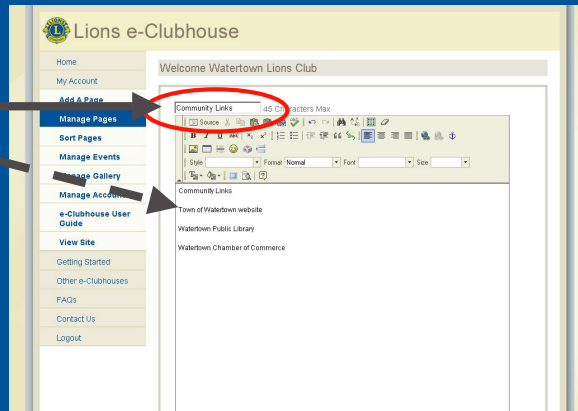
then click VIEW SITE

Like before, use **PREVIEW**, then **PUBLISH**. Now would be a good time to use the **PREVIEW** button at the bottom of the page, then **PUBLISH**. Take another good look at your work. Go back to editing and try a different appearance. This is **EASY**.



Let's ADD a LINK

Log in again to edit a page

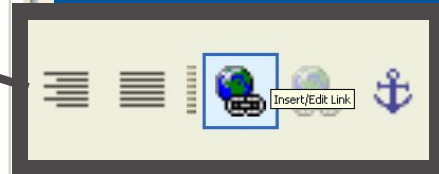
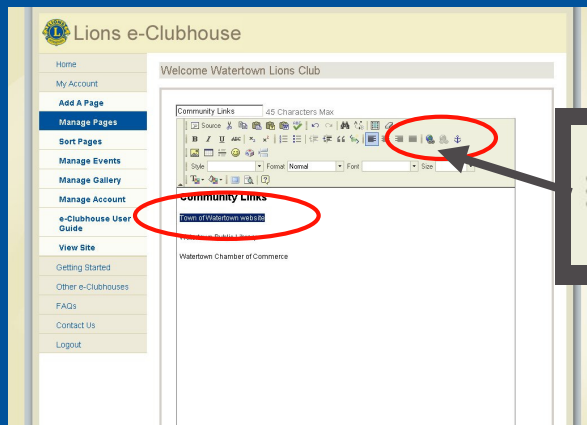


Type in the basic text on the page **first**

Type in the basic text on the page **first**. Start with a name of the page and heading, such as Community Links. Then add the text that names these links or locations. Town Hall, Public Library, Chamber of Commerce. Of course, you should also add a link to your District website.



Highlight the text to be linked



Click on the **LINK** tool

Highlight the text to be linked, then Click on the **LINK** tool.

Now type in the LINK

Welcome Watertown Lions Club

Community Links 45 Characters Max

Link

Link Info Target Upload Advanced

Link Type
URL

Protocol URL
http://

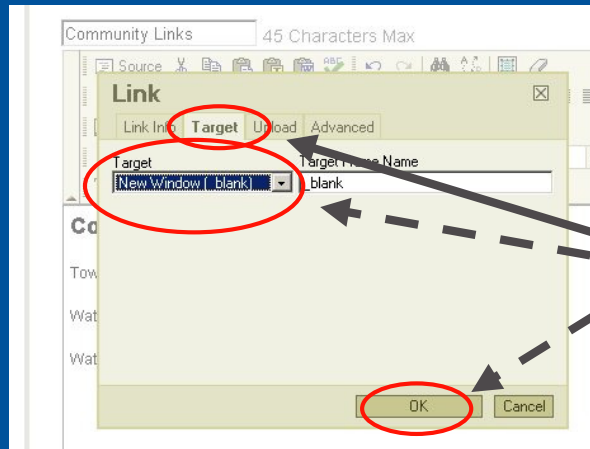
Browse Server

OK Cancel



Now type in the LINK. You might have that website open with your internet browser, then use **COPY** and **PASTE** from the Address field. This method can reduce errors.

Select the **Target** section And pick **New Window**



Select the **Target** section, and select **New Window** [**_blank**], then click **OK**. (if you want the link to open in a new window)

What about a Newsletter?

- First, make that newsletter a PDF file, under 2MB in size
(Try the free Cute PDF Maker from www.cutepdf.com)
- Rename the file to use only Letters and Numbers
(Example: WatertownCTJan2010.pdf)
- Use the UPLOAD section in the same manner that you uploaded a photo.
- Then Link to it.



First, create a PDF file from the original. A PDF file is universal so anyone can read or print it with any printer on any paper. When you install a PDF maker program like Cute PDF, it adds the PDF maker to your list of printers. When using this, it creates the PDF file instead of printing out to your printer. It is so easy to make a PDF file that anyone can do it. Just visit www.CutePDF.com and try the free program.

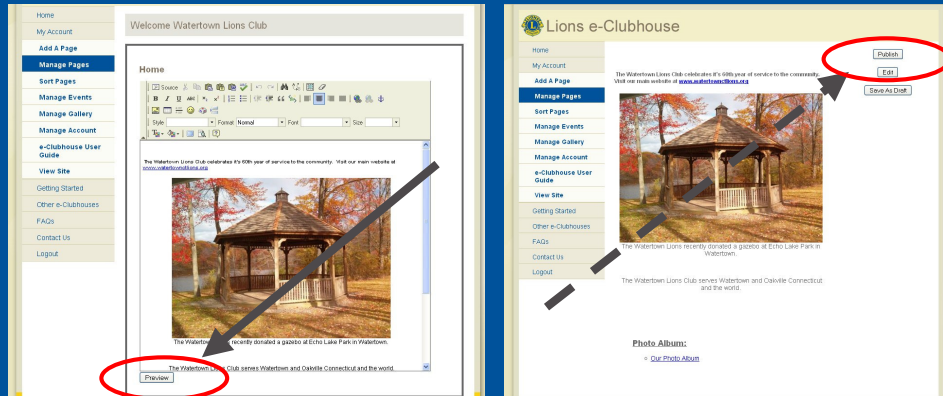
But rename that file so the name contains only letters and numbers. WatertownCTJan2010.pdf is a perfect name. Descriptive in name, but short.

While using the LINK tool, go to the UPLOAD section to upload PDF files that are less than 2MB in size. For larger newsletters, create multiple PDF files for different sections of the newsletter. Even when full of photos, 4-page PDF files should be less than 2MB. So you might need 2 PDF files for an 8-page newsletter.

Then link to it. Make sure that the link name includes “e-Clubhouse.org/” in front of the full filename path.



Pick PREVIEW, then Publish

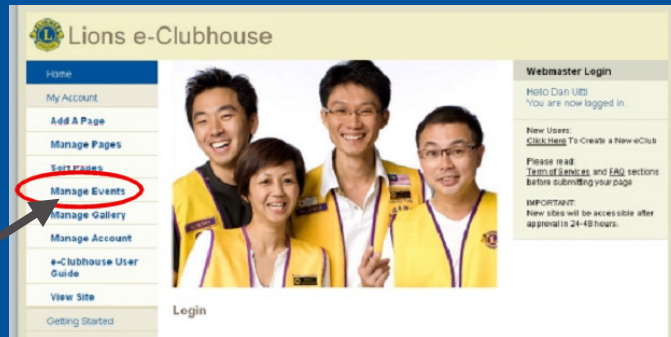


Preview then Publish

Finally, Pick **PREVIEW**, then **PUBLISH** to save your changes.

Let's use the Calendar

Log in again and
Click on **MANAGE EVENTS**



To make use of the Calendar, just log in and use the **Manage Events** section.

Lions Clubs International

Just Fill Out the Form



Manage Featured

Watertown Lions Harvest Cruise

Un-Feature

Manage Events

Watertown Lions Club 60th Anniversary

Feature

Edit

Duplicate

Remove

Add Event

Event Name

Event Date

Jan / 1 / 2009

Event Time

Event Cost

Event Location

Event Description

Add

* Optional items

Fill out the form to describe your event. The **Event Name** and **Event Date** fields are obviously mandatory. You may use the other fields. Complete a brief description of the event in the **Event Description** field. It is easy to correct your Event later, but helps to try to get things right the first time.

When you have completed typing in your Event, hit the **ADD** button on the bottom of the page. This Event instantly appears LIVE at the Calendar section of the website; without the need to using the PREVIEW and PUBLISH buttons.

Use FEATURED EVENT

Featured Events will appear on your HOME page
Use only one or two events



Manage Featured

Watertown Lions Harvest Cruise Un-Feature

Manage Events

Watertown Lions Club 60th Anniversary
Watertown Lions Club 60th Anniversary
Watertown Lions Harvest Cruise Duplicate Remove

Add Event

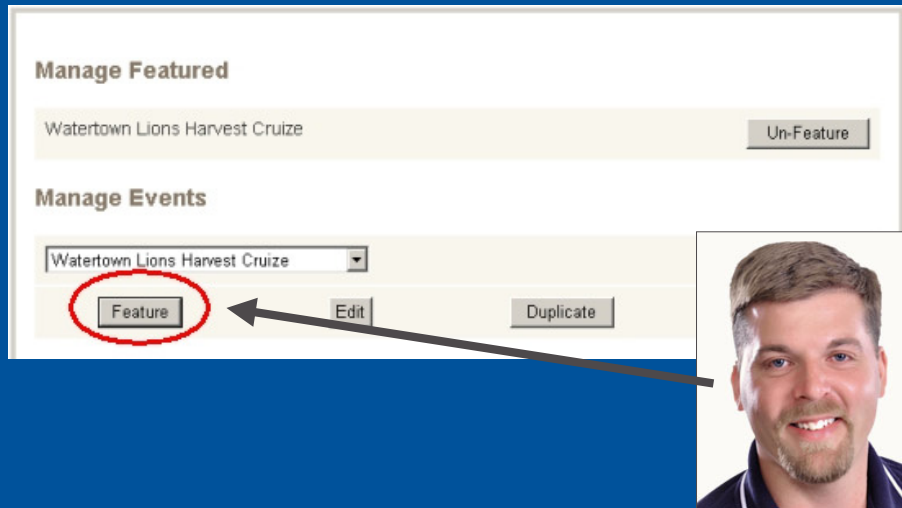
Event Name

Select that event from the pull-down menu

Now you can select an upcoming event to appear on your home page as a **FEATURED EVENT**. Just select that event from the pull-down menu.



Just Click on the **FEATURE** Button



Click on the **FEATURE** button to make the selected event FEATURED on the HOME page. Once you hit the FEATURE button, that event immediately appears LIVE at your Home Page.



Your Home page now shows your Featured Event

Here is how your Calendar appears. Notice that the Events appear in Date Order. Events in different months have the month heading appearing before them.

Notice that PAST event dates automatically disappear from your calendar, so don't try to add obsolete dates.

Lions Clubs International

Let's Get Connected!

Lake Woes-be-gone Lions Club

Minneapolis, MN - USA

District 5M 5

Home

About Us

Club Calendar

Club Projects

Photo Gallery

Club News

Our Community

Contact Us

Meetings

When:

July 6 - July 10, 2009

Where:

Minneapolis Convention Center

1301 Second Avenue South

Market Day

July 14, 2009

Local School Gym

4:00 - 6:00 p.m.

Pancake Breakfast

July 18, 2009

5:00 - 6:30 p.m.

Beverly Art Center

Club Calendar

Get Online with the e-Clubhouse

Wednesday, July 8, 2009

3:15 - 4:15 p.m.

Meeting Room 103, D-F

Lions Clubs International News

New Web Site & Online Community

Making a World of Difference in Mali

2009 Peace Poster Contest Winner

Lions Clubs International

LionNet

facebook

myspace

change.org

LinkedIn

YouTube

flickr

twitter

Click

LionNet

Lions News Network

LQ

PSAs

Videos

To view,click here

Encourage your club members to make use of social networking. Use this to share information about your Lions Club's activities. Check to see if your Lions Club website is included in the on-line directory of Lions web sites at LionNet.