WLA Leadership/Webmaster training

Introductions and Orientation to Zoom - Kate Laughlin
Webmaster training - Jean Charters

Brief Introduction to Memberclicks – Association Management Software

Structure of the training:
- Login for Admins – https://wala.memberclicks.net/administrator/index.php
- Website Menu:
  - Articles – Article Manager - all published, unpublished and archived articles live here
    - Article (management) – automatically sorts by category first
    - Admin Tool bar – WLA Office creates pages, menus and permissions for all pages. Please submit request to WLA Office for anything needed from this menu.
    - Search and Filter to locate pages – there are several ways to find articles: by name, ID, category. You can also sort by title, author, and state (published, unpublished, archived)
    - HELP Resources – Question mark in the blue circle in the lower corner. Always search Memberclicks Documentation NOT Memberclicks Classic Documentation.
  - Categories – great way to find your pages
  - Media Manager – images and files (word documents and PDFs) are uploaded here before adding to a page.
    - Please DO NOT move existing images from one folder to another. Moving images will cause broken links. Ask the WLA Office for help if this is needed.
  - View My Site – a way to see current view of site. Always have another browser open for testing.

Brief break for Q & A

- Structure of a Web Page:
  - WYSIWYG Editor – What You See is What You Get
  - Web view – HTML is built in for you. No need to worry about adding code.
  - HTML view – a way to adjust code if you are familiar with basic HTML.
  - Adding text – always good to have a text editor open to remove outside styles.
  - Adding Images – always edit image size before uploading to Media Manager.
  - Linking to Internal pages – use the “Site Links” tool below the page editor.
  - Linking to External Websites – use the Hyperlink tool in wysiwyg editor.

Brief break for Q & A

- Adding tables – use Table tool in wysiwyg editor.
- Embedding Videos – use Video tool in wysiwyg editor.
- Toggle the Editor – available if you are comfortable working with html. It is in the wysiwyg editor and below the page.

- Responsive view – best practices for mobile devices
  - MC template provides 4 views – pc, tablet, phone (vertical & horizontal)
  - Very helpful article in Web Content Training Resources
- Sandbox – opportunity to practice what you learned today