

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Articles – Article Manager - all published, unpublished and archived articles live here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 You can also sort by title, author, and state (published, unpublished, archived)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