

TEXAS EXES[®]

CHAPTERS & NETWORKS

WEBSITE EDITING MANUAL

Log In to TexasExes.org:

1. Go to TexasExes.org
2. Click **Log In** in the upper right corner
3. Enter your preferred personal email address to login to the Texas Exes website. (The address you submitted as your preferred email to be contacted by Texas Exes for chapter/network purposes.)
Note: All Chapter and Network leaders will be granted Web Administrator access based on the preferred email address you submitted during chartering
4. Reset your password - even if you have previously been able to login to the Texas Exes website, you will need to reset your password.
5. You will now have access to your individual Texas Exes Account page that will grant you access to edit your chapter/network web page and create events.

Find Your Chapter/Network:

1. Hover over “Chapters and Networks” in the top navigation and select **Find a Chapter or Network**.
2. Select your chapter or network from the list.

Replace the Cover Photo:

Tip: Images should be...

- Under 100MB
 - .png, .gif, .jpg, or .jpeg format
 - High resolution and not dependent on legible text. Since the cover photo is large, horizontal, and will have text overlaying it, images that are wide (at least 1200 pixels wide) and where type is not a crucial element are recommended.
1. From your chapter’s main page click **Edit** on the orange bar at the top.
 2. Under “Chapter Featured Image” click **Remove**.
 3. Click **Chapter Featured Image** to reveal the **Select Image** button, then click it.
 4. Click **Choose File** and locate the image you’d like to upload from your computer’s drive.
 5. Select it and click **Open**.

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6. Once the name of your file appears, click **Select Image** to upload the image to our server. A small version of the image will appear.
7. To preview how the image will be displayed, click the **Edit** button, then **Preview**. The “9x4” crops show how the photo will display. You can shift the photo up or down in the next step. Close this window/tab.
8. To change how the image is cropped, adjust the small white crosshairs up and down and click **Preview** to view the results.
9. Enter a simple description of the image in “Alternative Text.” This text is useful for the visually impaired and may be displayed if an image is unable to load.
10. Click **Save** at the bottom of the dialog.
11. Scroll to the bottom of the page and click **Save** to return to your chapter main page.

Add a New Page:

1. From your chapter's main page click **Create a Chapter Page** in the side menu.
2. Click **Group Node (Standard Page)**.
3. Add a page title at the top. This is what will display at the top of the page and in the side menu.
4. Add your content (see Edit a Page).
5. Click **Save**.

Note: Chapter and Network leaders do not have the ability to delete a web page. Please contact the Texas Exes Chapters and Networks staff to have a page deleted.

Edit a Page:

1. Click **Edit** on the orange bar at the top.
2. On your chapter’s main page, you can edit text, add photos, change the cover photo, or edit your social media links.
3. On a secondary page, you can edit text and add photos.

Editing Content:

1. To edit the text on your page click **Edit** on the orange bar at the top.
2. Scroll down to the big text entry field. In this box, you can add text and photos (see the following sections) to the body of your page.

*Tips: Don’t forget to click **Save** at the bottom of the page when you’re done. Use the **Preview** button at the bottom of the page to view your changes without saving.*

Formatting Text:

Available text formats:

- Normal, bold, italics
- Heading 2 (largest), 3 (medium), 4 (smallest)
- Bulleted and numbered lists
- Insert Horizontal Line
- Links and buttons

*Tip: To clear applied styles, click the **Remove Formatting** button that looks like a T with an x next to it.*

Create a Hyperlink:

1. Select the text you want to turn into a hyperlink, click the **Link** icon that looks like two links of a chain.
2. Type or paste the URL you would like to link to.
3. Click **Save** to return to the text editor.
4. To remove a hyperlink, select the text and click the **Unlink** button that looks like broken chain links.

Add an email address:

1. Select the text you want to turn into an email address, click the **Link** icon that looks like two links of a chain.
2. Type *mailto:* followed immediately by the address. *Example: mailto:chapters@texasexes.org.*
3. Click **Save** to return to the text editor.
4. To remove an address, select the text and click the **Unlink** button that looks like broken chain links.

Create a button:

1. Place your cursor on a new line and type the text of your button.
2. Highlight the text and click the **Link** icon (see above).
3. Type or paste the URL you would like to link to and click **Save** to return to the text editor.
4. At the top of the text window, click **Styles**, then select **Link Button**.
*Tip: The appearance will only change slightly. To view a more accurate preview, refresh the text editor by clicking **Source**, then **Source** again.*

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Insert a downloadable file:

1. Place your cursor on a new line and click **Embed File**.
2. Click **Choose File** and locate the file you'd like to upload from your computer's drive.
3. Select it and click **Open**.
4. Once the name of your file appears, click **Select File** to upload the file to our server.
5. *Optional: If you'd like to customize the link's text ("Web Handbook" instead of "web-handbook.pdf"), click the filename's link at the top of the dialog. Click **Edit** in the window that opens. Fill in the Description field (not the Name field) and click **Save** at the bottom of the page. Close the window to return to the Embed Media dialog.*
6. Click **Embed**.
7. To remove an embedded file, select the link in your text and hit the Delete key.

Add a photo:

1. To add photos to your page, click **Edit** on the orange bar at the top.
2. Place your cursor on a new line and click **Embed Image**.
3. Click **Choose File** and locate the image you'd like to upload from your computer's drive.
4. Select it and click **Open**.
5. Once the name of your file appears, click **Select Files** to upload the image to our server.
6. Click **Next** in the Review Selected Media dialog.
7. Select the proportions of your image under Display As. (see chart below)
8. Choose an Alignment. None (the default) will fill the column from side to side. Left will reduce your image to 25% and embed it on the left side of the paragraph that follows. Right will reduce your image to 25% and embed it on the right side of the paragraph that follows.
9. Click **Embed** to return to the Edit screen.
10. You can delete a photo by either clicking on it or placing your cursor after it and pressing the delete key until it disappears.

*Tip: A good use for Align Left and Right is a board member page with headshots accompanied by names. Click the **Horizontal Line** button between entries to help keep names and portraits aligned.*

- Max Only is your original, uncropped image.
- 1 x 1 square
- 3 x 1 landscape super-wide
- 9 x 4 landscape wide
- 3 x 2 landscape medium
- 9 x 10 portrait
- 2 x 3 portrait tall
- Max Only (Wrapped in Link) is clickable when a URL is specified

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Add a table:

As a rule, tables don't reconfigure themselves to fit mobile devices. One that's wider than half a page when viewed on a desktop computer may be partially obscured on a phone.

1. Place your cursor on an empty line.
2. Click the the **Table** button in the edit control bar (it looks like a grid).
3. Specify the number of rows and columns, click **Submit**, and a small, almost-invisible grid of empty cells will be added to your text.
4. Add content by clicking in each cell and typing or pasting text.

*Tips: Right-click on the table to **Add a Column** or **Row**.*

Edit social media links:

1. To change or add Social Media links to your page, click **Edit** on the orange bar at the top.
2. Scroll down and type or paste the URLs of your social media channels under Chapter Facebook Page, Chapter Twitter Page, etc. *Example: <https://www.facebook.com/TXExesLA>*
3. Click the **Save** button at the bottom of the page and test the links from your chapter's main page.

Add an Event Listing to the Texas Exes Web Page:

Chapters and Networks can create an event listing through our Texas Exes Premium Eventbrite accounts. These event listings will automatically publish to your chapter/network's webpage.

To access your Premium Eventbrite account (paid for by the Texas Exes Association), use your @texasexes.org email as your username and the credentials provided by Texas Exes Association to login.

After logging in to your @texasexes.org Premium Eventbrite account, visit <https://www.eventbrite.com/help/en-us/> for how-to guides and <https://www.eventbrite.com/blog/> for marketing resources and tips.

Event Payment Guide - How to Receive Money from your Ticketed Events:

<https://www.texasexes.org/sites/default/files/2023-03/Payment%20for%20Events%20Guide.pdf>

Direct Deposit Form: <https://www.texasexes.org/sites/default/files/2021-08/Texas%20Exes%20Direct%20Deposit%20Form.pdf>