

# HOW TO CREATE AND EDIT A MEMBER CLUB

The Member Club content type provides details about a member club that are displayed as well as administrative data that is not displayed.

## Prerequisites

1. Editor permissions are required to be able to edit existing and create new Volunteer Opportunity content.
2. Login on the website
3. Once logged in, you should see a black Admin menu bar along the top of the page.
4. The member club contact information is pulled in from CiviCRM. Be sure that the Member Club has an Organization entry and associated club contact in CiviCRM. If the organization and contact records are not available in CiviCRM, stop and create the records before continuing.

## To edit an existing Member Club page

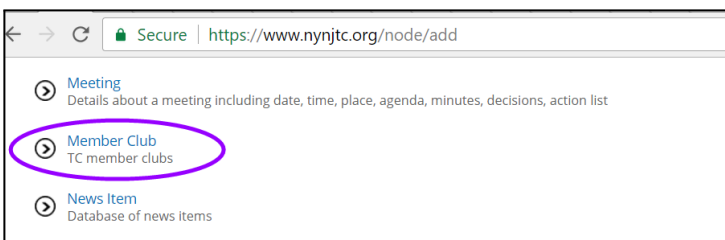
1. If you are logged in and are on the member club page you want to edit, you can click the 'Edit' tab above the main Photo.
2. Alternatively, you can use the Admin menu bar, then click on 'Content'.
3. In the section above the list of content, use the 'Show only items where' filters. For Type, choose 'Member Club'. Use the Status to further filter published vs. unpublished. Then find the 'Filter' button at the bottom of the page. This button is also where Save, and Cancel buttons will appear while editing.
4. Once the Member Club content is shown, it is sorted by when the page was last updated, and it can also be sorted by Title.
5. Click on the Title link to go to the Hike page, or click directly on the Edit link on the right side to start editing.

## To create a new page for a Member Club

1. Using the Admin menu bar, hover over 'Content', then click on 'Content'.



2. Scroll down the list and select 'Member Club'



## Fields to Complete for a Member Club (\* indicates required field)

### Before you start

1. Be sure to have the needed information in hand while creating the new content.
2. If the content is not completed, leave unpublished until it is ready for prime time.
3. All text formatting must be done in full HTML

## Let's get started

1. **Title\*** - Name of the club
2. **Body** - not used
3. **Club Contact** - this field integrates with CiviCRM. Start entering the name of the club, used to lookup the main contact associated with the club.
4. **Logo** - Upload the club logo if one is available. Note that the logo display is not implemented but we want to have all available logos included in the club records for near future enhancements
5. **Experience** - select as many of the categories as applicable for the member club. The content is not displayed on the

Experience

- Age restricted
- Chapter Club
- Dogs permitted
- Education
- Environmental group
- Forest stewardship
- General outdoors activities
- Land owner
- Meetup group
- Members/invited guests only at events
- Organized outdoor events
- Parent Club
- Regularly leads hikes
- Research
- Trail Conference member club
- Trail Conference member discount offered
- Youth Group

6. **Experience** - select as many of the activity categories as applicable for the member club. These categories are displayed as icons on the club page.

Activities

- Camping
- Canoeing/Kayaking
- Easy hikes
- Faster paced hikes
- Hiking
- Long strenuous hikes
- Mountain biking
- Nature
- Other
- Road Biking
- Rock climbing
- Snowshoeing
- Trail Maintenance
- Trail running
- X-C skiing

- 7. **Description\*:** This is the main place to include a full description of the member club. Also include additional contact information that the club may wish to share.
- 8. **File attachment:** not used
- 9. **Lead Hikes:** select N/A, Y or N
- 10. **Website:**
  - a. **Title:** enter title if less than 12 characters, or just 'Website'
  - b. **URL:** paste the full URL of the club website.
- 11. **Facebook:**
  - a. **Title:** enter title if less than 12 characters, or just 'Facebook'
  - b. **URL:** paste the full URL of the club Facebook page.
- 12. **No Car:** select one of the options. The content of this field are not displayed.

No Car

N/A

Arrange own transportation

Some trips meet public transportation

- 13. **Club Code:** not used
- 14. **Club ID:** not used
- 15. **Club Data:** select all that apply. The content of this field are not displayed.

Club Data

Non-profit

Non-profit 501(3)(c)

Member Club of TC

For-profit

Voting member

Group has bylaws

Group has regular meetings

Group is chapter of central organization

Group is incorporated

Group maintains trails

Group owns land on which TC maintains trails

Group owns land on which they maintain trails

Officers elected by membership

Not shown to public

- 16. **Club Type:** select one of the following radio buttons. The content of this field are not displayed.

Club Type

N/A

Youth

Member Organization

Supporting Organization

- 17. **Club Status:** Select one of the following radio buttons. The content of this field are not displayed.

Club Status

N/A

Current

Inactive

Disbanded

- 18. **Web Hikes:** Select one of the following radio buttons. The content of this field are not displayed.
- 19. **List Club Info:** Select one of the following radio buttons. The content of this field are not displayed.
- 20. **Own Land:** Select one of the following radio buttons. The content of this field are not displayed.
- 21. **Voting:** Select if club is a voting member. The content of this field are not displayed.
- 22. **Club Election Month:** Select the month club officers are elected. The content of this field are not displayed.

Web Hikes

N/A

Y

N

List Club Info

N/A

Y

N

Own Land

N/A

Y

N

Voting

N/A

Y

N

Club election month

- None -

- 23. **Maintains TC Trails:** Select if club is a voting member. The content of this field are not displayed.
- 24. **Maintains Other Trails:** Select if club is a voting member. The content of this field are not displayed.
- 25. **Club Comments:** Not used. The content of this field are not displayed.
- 26. **Club Image:** Upload an image using the Media Library.

Maintain TC Trails

N/A

Y

N

Maintain Other Trails

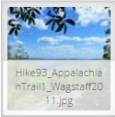
N/A

Y

N

Club Comments

Club Image



club chapter

27. **Club Teaser:** Not used.

28. **Twitter:**

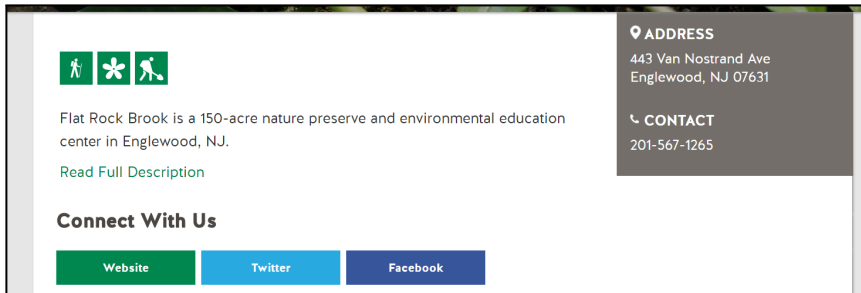
- a. **Title:** enter title if less than 12 characters, or just 'Facebook'
- b. **URL:** paste the full URL of the club Facebook page.

29. Before saving be sure that the content is Published. Select Save.

**Publishing options**  
Published

30. Check the page:

- a. Image main presents as expected
- b. Contact block is correct
- c. Icons representing club activities are correct
- d. Proofread summary and full description for spelling
- e. Test the Connect With Us links to make sure they lead to the correct pages



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