Chapter Authors Web Training Tutorial

This tutorial will walk you through the basic steps for creating your OHC Chapter Pages.

Video Tutorials are also available at the links below:
Video 1: Chapter Page Overview. https://youtu.be/9Kvkb5ewWlk
Video 2: Log In as a Chapter Author. https://youtu.be/Ef1z5WxQb58
Video 3: Add Text to Your Chapter Pages. https://youtu.be/88deBex-Q2U
Video 4: Add Photos to the Media Library. https://youtu.be/ZRUDccPHLx4
Video 5: Add Images to your Chapter Page. https://youtu.be/rwqOK3Dpklk
Video 6: Edit Chapter Details. https://youtu.be/HsRqYZSaVDw
Video 7: Add Events. https://youtu.be/1vAh-GEzEbA

If you forgot your password, please see:
https://www.youtube.com/watch?v=T-w5QFEbVWs&feature=youtu.be

Instructions for OHC Chapter Website Authors

Log In

1. Go to https://ohconline.com/ and click on Admin Login at the top of the page.

2. Enter your email and password where prompted.

3. Once logged in successfully, you will arrive at your dashboard. Click on **Chapter** along the left side.
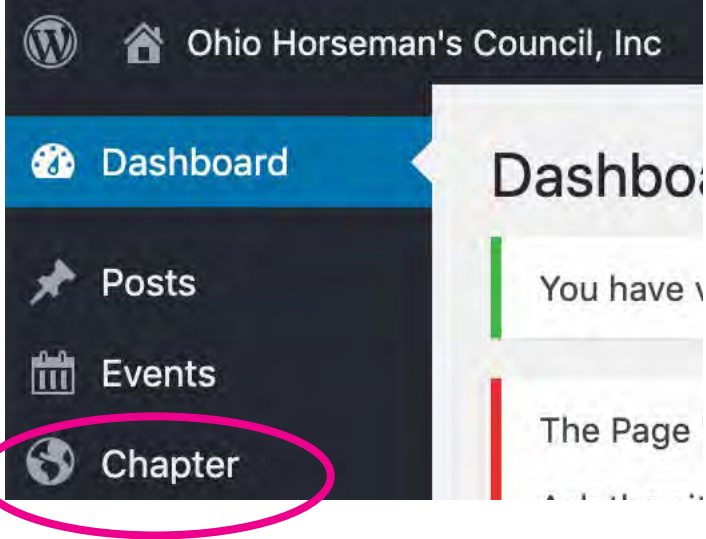
4. The chapters you are assigned to edit will appear. When you hover over the chapter name, Edit, Quick Edit and View will appear. Click **Edit.**

Creating Your Chapter Page

Enter your text

1. Enter your text into the content area. If you prefer, create your text in Word and copy and paste it in.
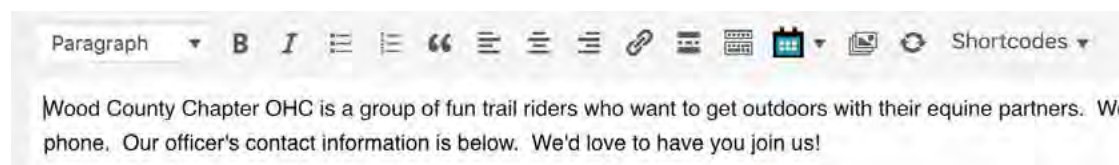

2.

To create a title, use the dropdown style menu and select Heading 3. There is a higherarchy to the headings. Heading 1 is used as the headline of the page, Heading 2 is used for About Us. Heading 3 is a heading size between About Us and Online Registration. Using this higherachy in our titles will visually help users navigate the sight more efficiently and keep our site looking consistent and organized.

Similar to other text eding programs like Microsoft Word, there are additional tools for formatting your text.
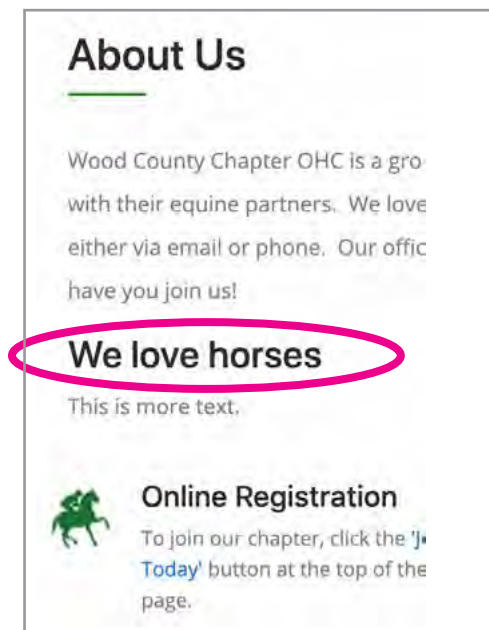
3. To add a photo within the text area, place your cursor where you want to add the photo, then click on the **Add Media** button above the text area.
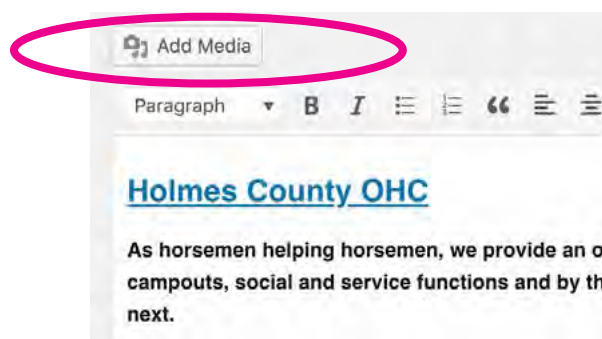
Add Media

1. At the top of the Add Media page, you will see 2 tabs. One is Upload Files and the other is Media Library. The Media Library holds all of the images, photos, videos and documents for the entire site. To upload a new photo for your site, select the Upload Files tab. You will be prompted to either drag and drop your files from your computer onto the window, or click the add media button and select the file from your computer.

Add Media

Upload Files | Media Library

All media items ⇕ | All dates

Descending (Z-A) ⇕
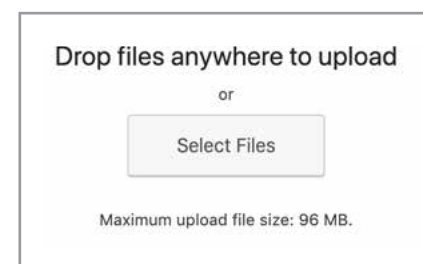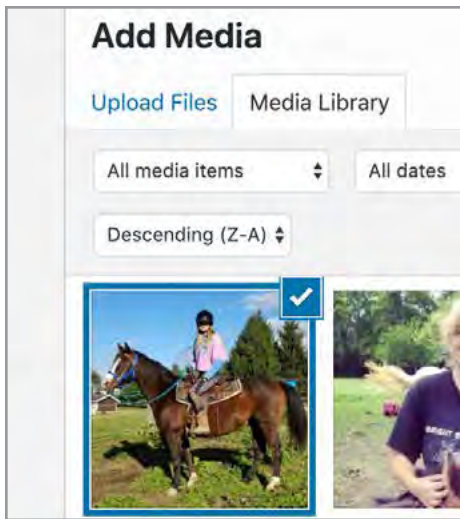
2. You will now see that the photo has opened up in the media library and is the first image selected with a check mark. On the right you will see a column with the same photo called Attachment Details. If you would like to add a title and/or a caption for your photo, enter the text into the appropriate field. It is very **important** that you scroll down to Media Categories and check your county. This will enable you to easily find your counties photos later.
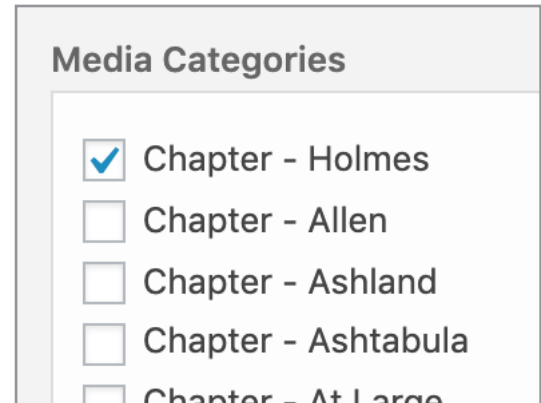
3. Click the **Insert Into Page** button at the bottom right of the screen.

Insert into page

4. This will take you back to the Edit Chapter window and you should now see the photo within the edit text area. Click on the **Update** button in the right column.
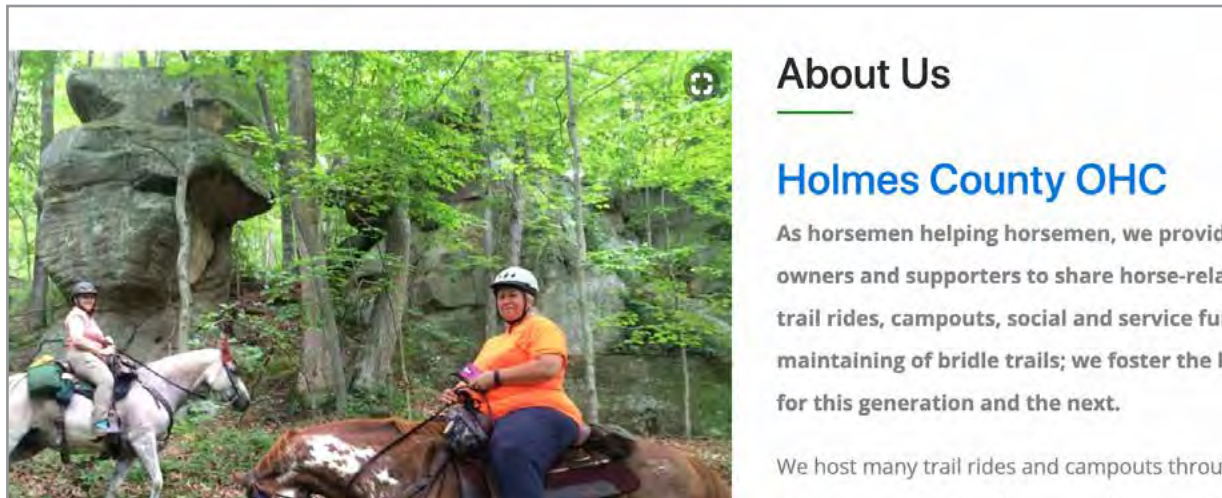
Update

5. At the top of the page, click on **View Chapter** to see how your photo looks within the text on your chapter page.

ATTACHMENT DETAILS

jamie.jpg
November 12, 2019
1 MB
1062 by 1112 pixels
Edit Image
Delete Permanently

Media Categories

☑ Chapter - Holmes
☐ Chapter - Allen
☐ Chapter - Ashland
☐ Chapter - Ashtabula
☐ Chapter - At Large

It is important to identify your photo with your chapter name under Media Categories.

Holmes OHC members donate hundreds of volunteer hours each year in support of bridle trails in Ohio's parks and forests. Throughout riding season, work weekends are held at Mohican State Memorial Forest. Members clear and improve trails, clean up camp, replace tie rails, and more.

Each year, we raise funds to help maintain Mohican's trails and camping facility. Our primary fundraiser is selling pizzas. We also host raffles and auctions at some of our events. If you'd like

Set Your Featured Image

The featured image is the large image that appears to the left of the text area.

1. To set your featured image, make sure you are on the Edit Chapter screen. In the right column, find the Featured Image frame. To change the image, click on the current image. This will take you to the Media Library and you will see the current image selected in the library.

2. At the top of the Add Media page, you will see 2 tabs. One is Upload Files and the other is Media Library. The Media Library holds all of the images, photos, videos and documents for the entire site. To upload a new photo for your site, select the Upload Files tab. You will be prompted to either drag and drop your files from your computer onto the window, or click the add media button and select the file from your computer.

3. You will now see that the photo has opened up in the media library and is the first image selected with a check mark. On the right you will see a column with the same photo called Attachment Details. If you would like to add a title and/or a caption for your photo, enter the text into the appropriate field. It is very **important** that you scroll down to Media Categories and check your county. This will enable you to easily find your counties photos later.
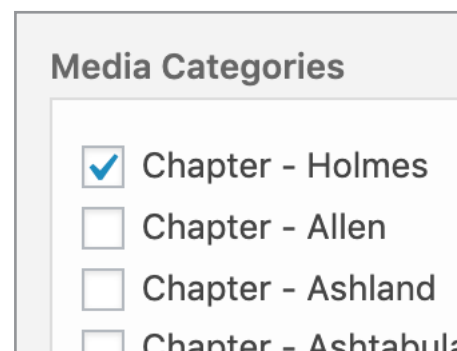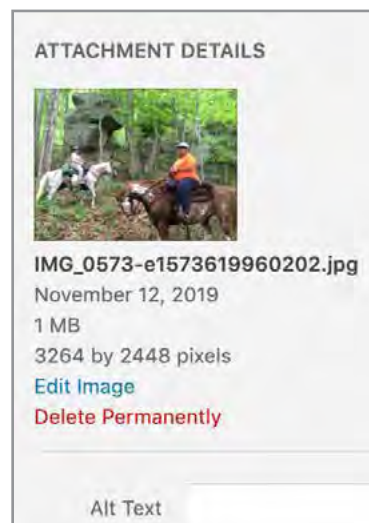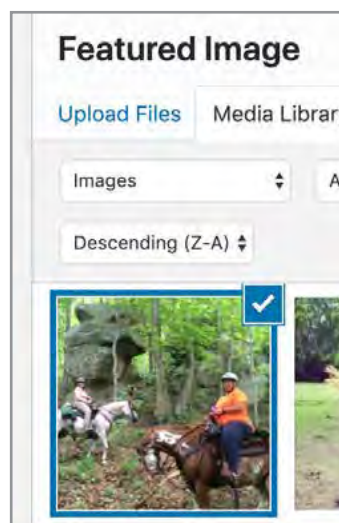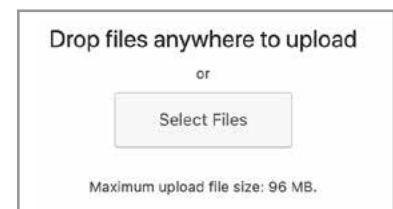
4. Click the **Insert Into Page** button at the bottom right of the screen.

5. This will take you back to the Edit Chapter window and you should now see the photo within the Featured Image area in the right column. Click on the **Update** button in the right column.

6. At the top of the page, click on **View Chapter** to see your new featured image on your chapter page.

Featured Image
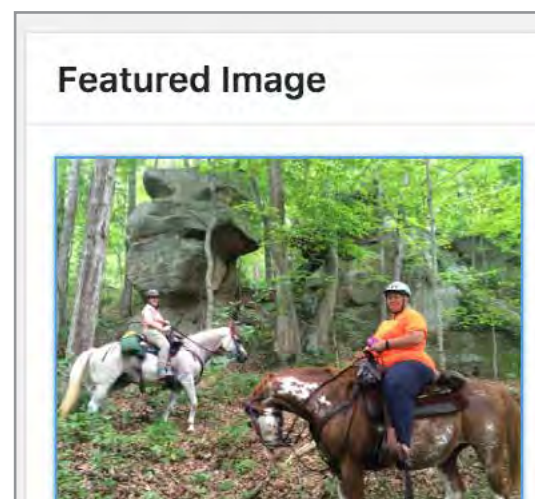
Edit chapter details

You may change the banner (we will cover that later), update officers information, place a link to your Facebook or chapter website (if you have one) and change the address if you have a more specific address for your club.

1. We're going to start by editing officers information. Click on the **Officers** tab.

Chapter Details

| Banner | Officers | Website & Facebook | Address | Membership Forms |
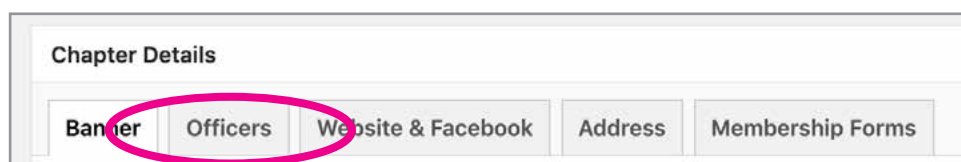
2. In the fields that appear, enter the names and contact information of your officers. Soon, all chapters will have a dedicated email that will go to officers. So holmes@ohconline.com will go to all officers in our Holmes County chapter. When this is ready, I will change all of our officers emails to holmes@ohconline.com.

3. If your chapter has an office that isn't listed in the drop down title menu, you can add another office by selecting the **Add New Officer** button.

Add New Officer

A new set of fields appear. Under the Title dropdown, select **Other**. Enter the officer's name, email and phone in the appropriate fields. In the Other Position field, enter the Title of the Office this person holds.

Chapter Details

| Banner | **Officers** | Website & Facebook | Address | Membership Forms |

Officer

Title | Name
President | Ricky Mast

Email | Phone
cowgirlup341@yahoo.com | 330-473-7977

Title | Name
Vice President | Cindy Gray-Stanley

Title | Name
Other | Jane Doe

Email | Phone
holmes@oconline.com | 740-123-1234

Other Position
Events Chair

If you need to delete your new title, hover over the ghosted minus sign on right side until it turns red. Click on the minus sign to delete the section.
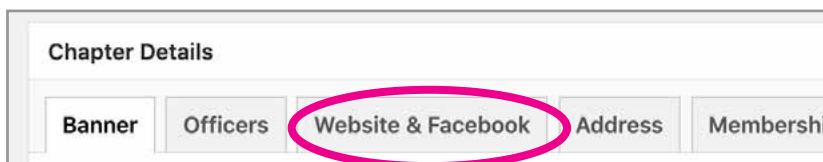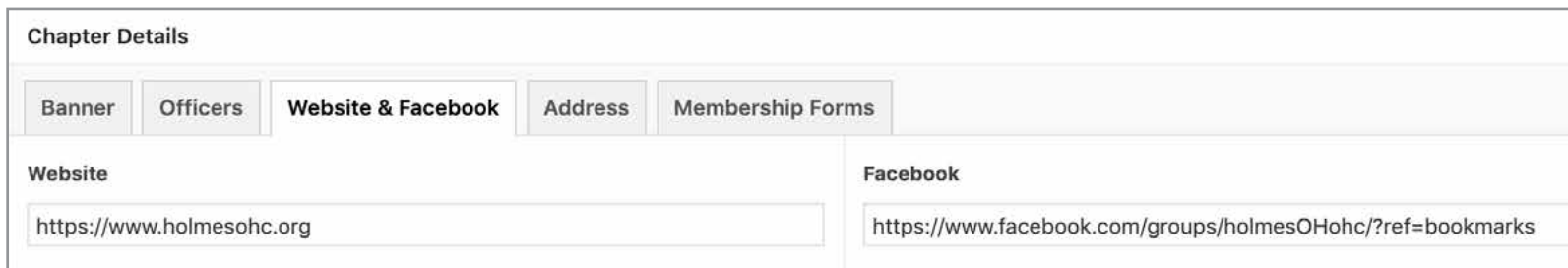
4. Be sure to click on **Update** on the right hand side under Publish to save your changes.

Add your **Facebook page or Website** in Chapter Details.

1. Click on the **Website and Facebook tab.**

   Enter the url of your Facebook page and website into the appropriate fields. If you don't have a website, leave the field blank.
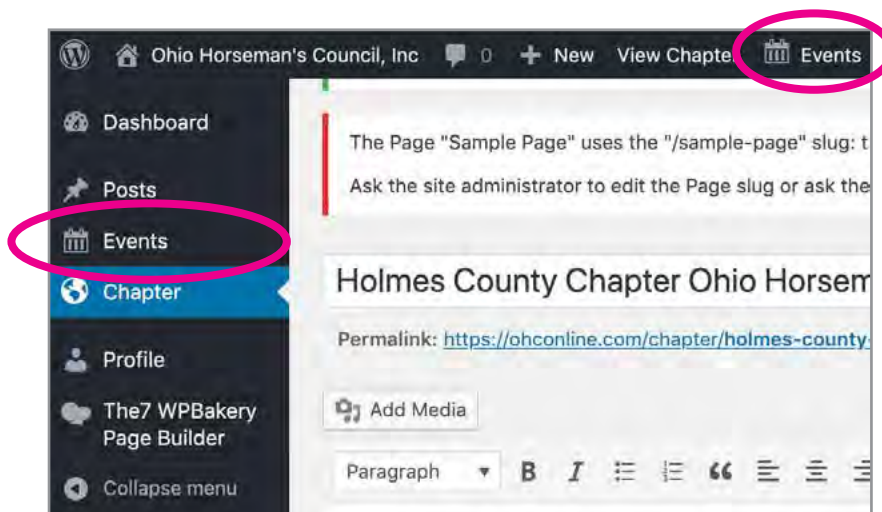
2. Be sure to click on **Update** on the right hand side under Publish to save your changes.

Add an event to your chapter calendar

There are 2 ways to get to the Events editing area. One is in the black top navigation bar and the other is in the editing left sidebar.
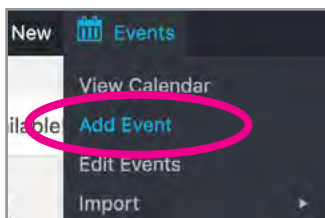
1. Click on Events then drop down and select **Add Event.**

2. The Events Editing Window will appear. Enter a title and text if you'd like in the appropriate fields.

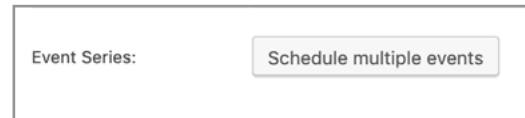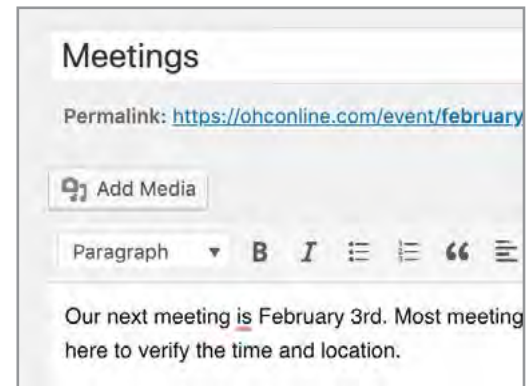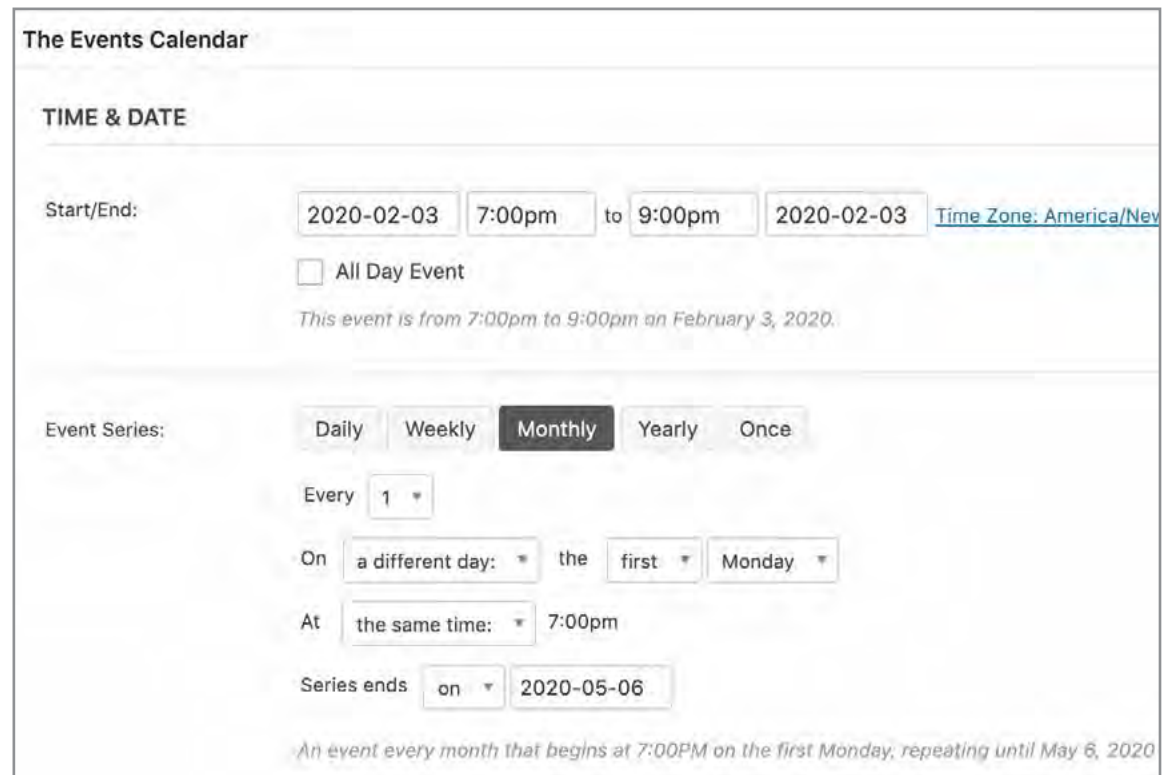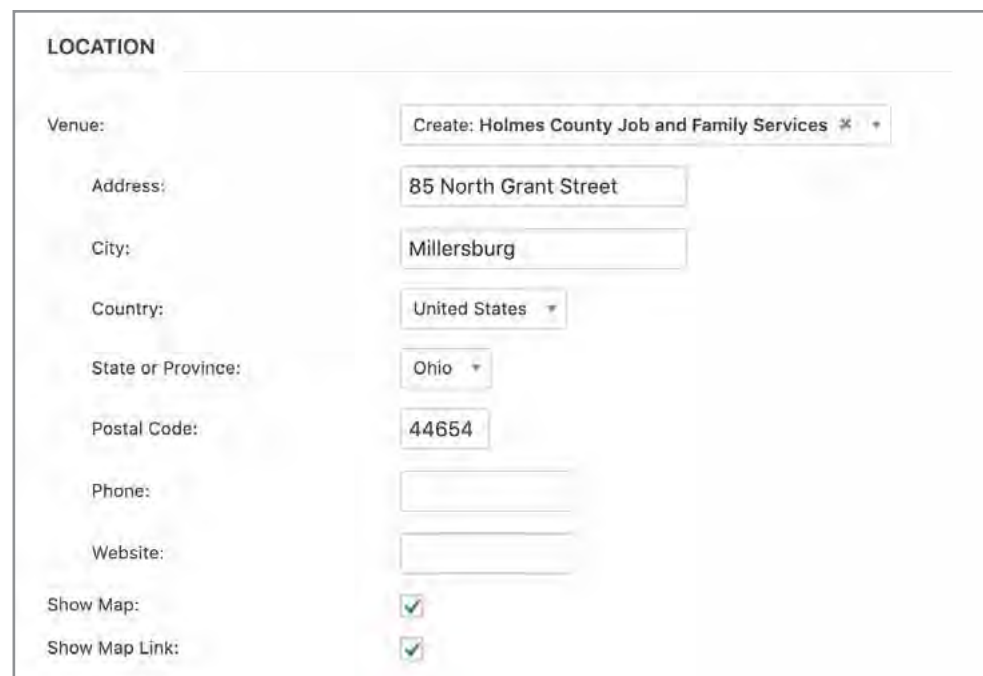3. Add a Date and Time for the event. You may put an end time or schedule it as an all day event by checking the check box.

4. If you want to schedule the entry as a series click on the **Schedule Multiple Events** button.

Event Series: Schedule multiple events

Meetings

Permalink: https://ohconline.com/event/**february**

Add Media

Paragraph ▼ **B** *I* ≡ ≡ 66 ≡

Our next meeting is February 3rd. Most meeting here to verify the time and location.

5. You can choose to create a series in Weekly, Monthly, and so forth. I chose Monthly because our meetings are on the first Monday of every month. Because our meetings don't fall on the same day every month, I chose meeting on a different day, the first Monday of the month. If your meetings are at the same time, select at thhe same time. Our meetings sometimes change in the summer, so I ended this series after our May meeting. In light gray at the bottom, you are given a description of your event sequence.

The Events Calendar

TIME & DATE

Start/End: 2020-02-03   7:00pm   to   9:00pm   2020-02-03   Time Zone: America/Nev

☐ All Day Event

This event is from 7:00pm to 9:00pm on February 3, 2020.

Event Series: Daily   Weekly   **Monthly**   Yearly   Once

Every   1 ▼

On   a different day: ▼   the   first ▼   Monday ▼

At   the same time: ▼   7:00pm

Series ends   on ▼   2020-05-06

An event every month that begins at 7:00PM on the first Monday, repeating until May 6, 2020

6. Enter the location of your event in the appropriate fields. Under venues there are locations listed or you may create a new one. Once you create the new venue, it is there to choose again. On the event page, you can choose to show a map and the map link by checking the boxes.

LOCATION

Venue: Create: Holmes County Job and Family Services ✕ ▼

Address: 85 North Grant Street

City: Millersburg

Country: United States ▼

State or Province: Ohio ▼

Postal Code: 44654

Phone:

Website:

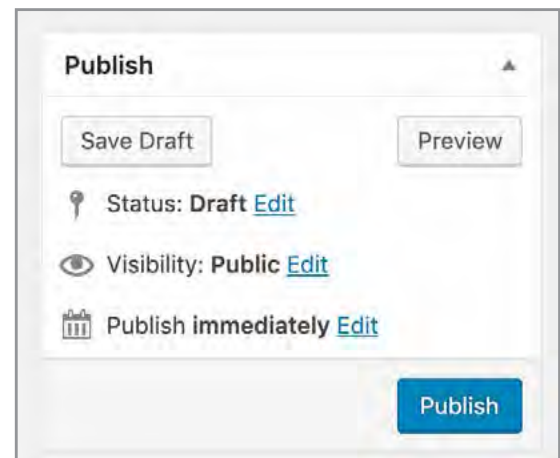Show Map: ✔

Show Map Link: ✔

7

7. **Important.** In order for the event to appear on your chapter page, **choose your chapter from the list under Event Categories.**

8. If you would like a feature image added to the event, select **Add featured image** in the Featured Image pane on the right. This will take you to your media library where you can choose and existing photo or add a new one. This process is identical to the way we added a featured image on our chapter page. (See page 4).

Event Categories

All Event Categories   Most Used

☐ Hocking County Chapter Ohio Horseman's Council
☑ Holmes County Chapter Ohio Horseman's Council
☐ Jackson County Chapter Ohio

Featured Image

Holmes County
OHIO HORSEMAN'S COUNCIL

Click the image to edit or update

9. To save your event, go the Publish pane and either choose the Save Draft button to save to edit lage or Publish to make it live. You may also preview your post.

Publish

Save Draft   Preview

📍 Status: **Draft** Edit

👁 Visibility: **Public** Edit

🗓 Publish **immediately** Edit

Publish

🏠 Ohio Horseman's Council, Inc   💬 0   ✛ New   View Event   🗓 Events

10. You may also view your event page by selecting View Event in the top navigation bar. You event page will appear.

11. If you need to edit your event, click on events and choose the Edit Events from the dropdown window. Find your event and choose Edit. You will be taken back to the Event editing page.

New   View Event   🗓 Events

View Calendar

ailable! Please notif   Add Event

Edit Events

New   Import ▶
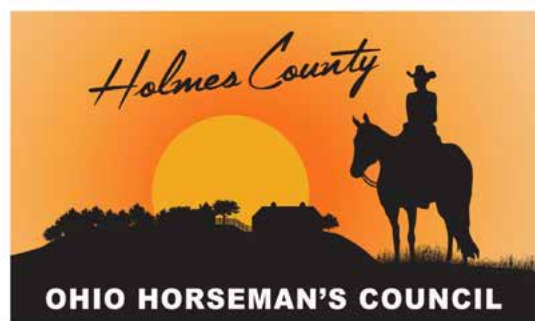
Holmes OHC Chapter Meeting

Holmes County
OHIO HORSEMAN'S COUNCIL

Details

Date:
February 3, 2020
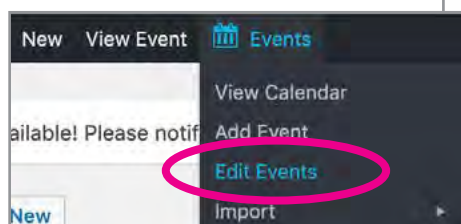
Time:
7:00 pm - 9:00 pm

Event Category:
Holmes County Chapter Ohio
Horseman's Council

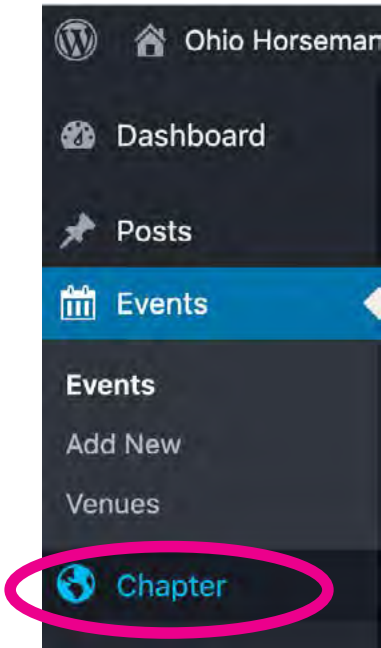**Venue**

Holmes County Job and
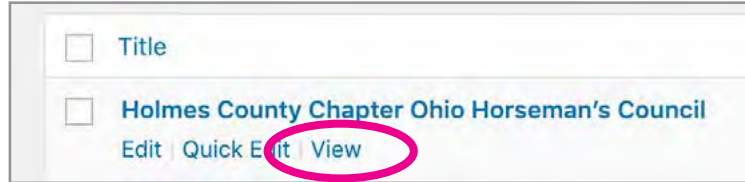Family Services

85 North Grant Street
Millersburg, OH 44654
United States

+ Google Map

12. To view the Event on your chapter page, choose **Chapter** from the left side navigation pane.

13. Find your chapter page and select **View**.

14. On your chapter page, you will now see your event listed in the Events area on your chapter page.