

Virtual Home Page Owners Manual

desktop | mobile | tablet



Revised: 05/04/2016

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Sample Virtual Home Page:

The screenshot shows the website for Elks Local Lodges Online, Annapolis, MD 622. The page has a red header with navigation links: [Invite a Friend to Join](#), [Upcoming Events \(10\)](#), [User Settings](#), [Change of Address](#), [Extended Access](#), and [Member Logout](#). The main content area includes a navigation menu on the left with links like [News](#), [Facilities](#), [Officers](#), [Calendar](#), [Links](#), [Contact Us](#), [ENF Reports](#), [Guest Book](#), [Photo Gallery](#), [Lodge Awards](#), [Lodge Bulletin](#), [Elks Magazine](#), [More Info ...](#), [Secretaries Only](#), [Elks Member Benefits](#), and [Edit VHP](#). The main content area features a photo of the lodge entrance and text: "VISIT OUR NEWLY REVISED LOCAL WEBSITE AT OUR NEW WEB ADDRESS - WWW.ELKS622.COM. YOU WILL FIND OUR LATEST NEWS, CALENDARS, OFFICERS, COMMITTEES AND UPCOMING EVENTS, including a visit from the Grand Exalted Ruler in March! 2 PYTHIAN DRIVE EDGEWATER, MD 21037 North Central District Ritual Contest Winners 2011/2012 WELCOME TO THE LAND OF PLEASANT LIVING AND THE HOME OF THE UNITED STATES NAVAL ACADEMY. Meeting on the first and third Wednesdays, at 7:00 p.m., except during the Months of July and August, when we meet only on the third Wednesday, at the Lodge Home. Luncheon Specials Served: Tuesday - Friday 11:00 a.m. until 2:00 p.m. LOUNGE HOURS Closed on Saturday and Sunday from June 1st till September 10th. Opened on Saturday and Sundays for Special Lodge Events. Check the Calendar. Open Monday 3 p.m. to 10 p.m. Open Tuesday thru Friday - 11 am to 10 p.m." The footer contains links to [Elks.org Home](#), [Who Are Elks](#), [How to Join](#), [Elks National Foundation](#), [Elks Magazine](#), [Our Programs](#), [Members Only](#), [Lodge Secretaries](#), [News of the Order](#), and [Benevolent and Protective Order of Elks National Memorial and Headquarters 2750 North Lakeview Avenue Chicago, IL 60614-1889](#).

Chapter One: Frequently Asked Questions

What is a Virtual Home Page?

A Virtual Home Page (VHP) is a fast, simple, and inexpensive way to put your lodge on the Internet. Just submit a few simple online forms, and you'll have an effective web presence within the Grand Lodge web site, <http://www.elks.org>.

What kind of information can we post on our lodge Virtual Home Page?

Each Virtual Home Page includes space for:

- **Lodge News.** Post your newsletter on the Internet! With your Virtual Home Page, you can publish your news immediately - no more waiting for printers or the U.S. Post Office. Even better, your news will be available to all of Elksdom - not just the folks on your mailing list.
- **Lodge Facilities.** Do you have a lounge? Restaurant? RV Hookups? Golf Course? Post your facilities on your Virtual Home Page and they'll become a part of our searchable databases so traveling Elks can find the services they need when they're on the road.
- **Lodge Officers.** Publish your lodge directory online. Each directory listing can (optionally) include a name, spouse, current office, past offices, address, telephone number, and email address.
- **Lodge Calendar.** Lodge events can be posted in a familiar calendar format with a "hot-linked" detail screen where you can include a full description of the event, contact information, and lots more. Your members can even display a "printer-friendly" version to create a hard copy of your calendar.
- **Lodge Links.** You can post links to external web pages that feature additional information about your lodge, your programs, or your community.
- **Extra Pages.** You can customize your site with "extra" pages for topics like *Lodge History*, *Lodge Location* or any topic that's appropriate to your lodge. These pages will be included automatically in the menu of options that appear on the left side of your Virtual Home page.
- **Images.** You can upload up to 200 images for display on your Virtual Home Pages. You can even create a multi-page photo gallery with captions!
- **ENF Reports.** A variety of reports from the Elks National Foundation are available from within your Virtual Home Page. You don't have to do anything - the reports for your lodge are included and updated automatically by the Foundation!

Who can update our Virtual Home Page?

Virtual Home Pages can be updated by your Lodge Secretary or an authorized "Cyber-Assistant." Cyber-Assistant access is now FREE, and Cyber-Assistants can be appointed online by your lodge secretary at this address:

<http://www.elks.org/clms2web/manageUsers.cfm>

Important: Cyber-Assistant appointments will no longer be accepted via postal mail, fax, or phone. All appointment **must** be made online by your duly elected secretary.

If you'd like to be appointed Cyber-Assistant of your lodge, be sure to [register as a member](#) of the Elks.Org web site if you haven't done so already.

For more information about Secretary and Cyber-Assistant registration procedures, see [Chapter Two: Getting Started](#).

Isn't there a \$25 registration fee?

Nope. As of the 2011/2012 Lodge year, the \$25 registration fee has been eliminated. Cyber-Assistant access is now a free service of the Grand Lodge. Appointments can be made (or removed) at any time by contacting your duly elected Lodge Secretary.

State Association Virtual Home Pages are also free.

What's the difference between a regular web site and a "Virtual" Home Page?

A Virtual Home Page is not as flexible as an external web site that is hosted by an Internet Service Provider, or a Web Hosting Provider, but it's much easier to create and maintain. Although you'll have limited control over the "look and feel" of your site, you'll be able to post information quickly and without any sort special software or programming expertise. If you can browse the Internet you're qualified to create a Virtual Home Page.

Can I post graphics and photographs on my Virtual Home Page?

Yes! Each Lodge can now upload up to 200 images that can be easily "attached" to any of the pages on your Virtual Home Page.

What if we already have an external web site or we're planning to create one?

No problem. Submit the address of your "external" web site and a link will appear automatically on your Virtual Home Pages.

Is there any point in having both an external and a Virtual Home Page?

Yes. Information posted to your "Virtual Home Page" is included in a searchable database that can be accessed by members nationwide. Traveling Elks looking for a particular type of facility, for example, will be able to search the database for matching lodges in a given area. This type of feature is not available through regular web sites. **All lodges are encouraged to develop a Virtual Home Page, even those that have an established home page elsewhere.**

Once I'm registered, how do I create my Virtual Home Page?

Actually, Virtual Home Pages don't need to be created - they exist automatically for every lodge. To update your pages, simply select the EDIT VHP button on the left side of your Virtual Home Page. You'll be taken the main editing area, where you'll find options for editing all of the pages on your site.

Can I create a Virtual Home Page for my State Association?

Yes. Virtual Home Pages are available for State Associations at no charge. Like the VHPs for local lodges, State Association Virtual Home Pages are easy to establish and maintain, and offer a wide range of features.

Who can update the Virtual Home Page for our State Association?

Your State President or State Association PR Chairman can appoint an Internet representative by mailing a letter of authorization on Association letterhead to:

**BPO Elks Internet Department
2750 N. Lakeview Avenue
Chicago, IL 60614**

State Association Virtual Home Pages are a free service of the Grand Lodge, so there are no access fees to submit.

The screenshot shows the Elks.org website interface. At the top, there is a navigation bar with links for "Invite a Friend to Join", "Upcoming Events (9)", "User Settings", "Change of Address", "Extended Access", and "Member Logout". Below this is a banner for "The Benevolent and Protective Order of Elks of the United States of America" featuring the Elks USA logo and an American flag. A secondary navigation bar includes "ELKS HOME", "WHO WE ARE", "OUR PROGRAMS", "ELKS NATIONAL FOUNDATION", and "MEMBERS ONLY".

The main content area is titled "State Associations" and includes a breadcrumb trail: "Elks Home > Who We Are > State Associations >". Below the title is a map of the United States with state abbreviations. A list of state names is provided below the map, each as a clickable link: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, Delaware.

On the left side, there is a vertical menu with links for "Who We Are", "Elks History Project", "Elks Video Gallery", "Elks Membership", "Elks Magazine", "Elks in the News", "State Associations", "Local Lodges", "Careers", "Website Assistance", and "Contact Us". Below the menu is a section titled "Who are the Elks?" with a logo and text: "Elks are community. No matter where you go in the country, an Elks Lodge is right around the corner. With more than 850,000 members and 2,000 Lodges nationwide, Elks are providing charitable services that help build stronger communities. Click here to join us in service to your community!"

The footer contains a grid of links: "Elks.org Home", "Elks National Foundation", "Members Only", "Benevolent and Protective Order of Elks", "Who Are Elks", "Elks Magazine", "Lodge Secretaries", "National Memorial and Headquarters", "How to Join", "Our Programs", "News of the Order", "2750 North Lakeview Avenue", and "Chicago, IL 60614-1889".

Chapter Two: Getting Started

How do I register for online access as a Cyber-Assistant?

If you don't have them already, the first thing you'll need is an Elks.org user name and password. There's no fee to register for a password, but you do need to be a member of the Order. (Non-member spouses are not eligible.)

You can register for your password by submitting our online registration form:

<http://www.elks.org/members/registration.cfm>

You can also get to this page by typing the Elks.org keyword "registration" (no quotes) into the keyword search box located on the top of any page on the Elks.org web site:

Note: You'll need to register with a unique email address.

If an Elks.org user has already registered with the email address you submit (your spouse, for example, or a previous secretary or Cyber-Assistant) your registration will be rejected. Most ISPs provide more than one email address per account, and you can also get free web-based email accounts from sites like gmail.com and yahoo.com.

Once you have your Elks.org user name and password, your lodge secretary can appoint you Cyber-Assistant through the Elks.org website (Elks.org Keyword: [appointment](#).) Secretaries do not need to register for Cyber-Assistant access since full VHP editing privileges are included in their Secretary access rights.

Note: The Grand Lodge will no longer process registrations submitted via postal mail, fax, or telephone. All appointments must be submitted online by your duly elected secretary.

What's the difference between a Secretary and Cyber-Assistant account?

Secretary access can only be given to the duly elected secretary of your lodge. This level of access allows online access to secretary reports and other secretary-specific functions. Online secretaries are also allowed to update to your lodge Virtual Home Page.

Cyber-Assistants are *only* allowed to update your lodge Virtual Home Page. Secretarial functions such as membership changes, etc., are not accessible through this access level.

How can I transfer my Secretary or Cyber-Assistant Registration to another member?

Your lodge secretary can remove your Cyber-Assistant appointment and appoint another member by typing the Elks.org keyword [appointment](#).

Important Note: Please do *not* transfer your access privileges by giving your user name and password to another member. User names and passwords are specific to your account as an individual member, and are not transferable. Sharing your password with another member is a violation of the Elks.org Terms of Service that you agreed to when you registered.

Chapter Three: Editing Your Virtual Home Page

Do we need any special software to update our Virtual Home Page?

No. All you need is a computer with a connection the Internet and any web browser. [Mozilla Firefox](#), [Apple Safari](#), [Google Chrome](#), [Opera](#) and Internet Explorer are all supported.

What's my first step?

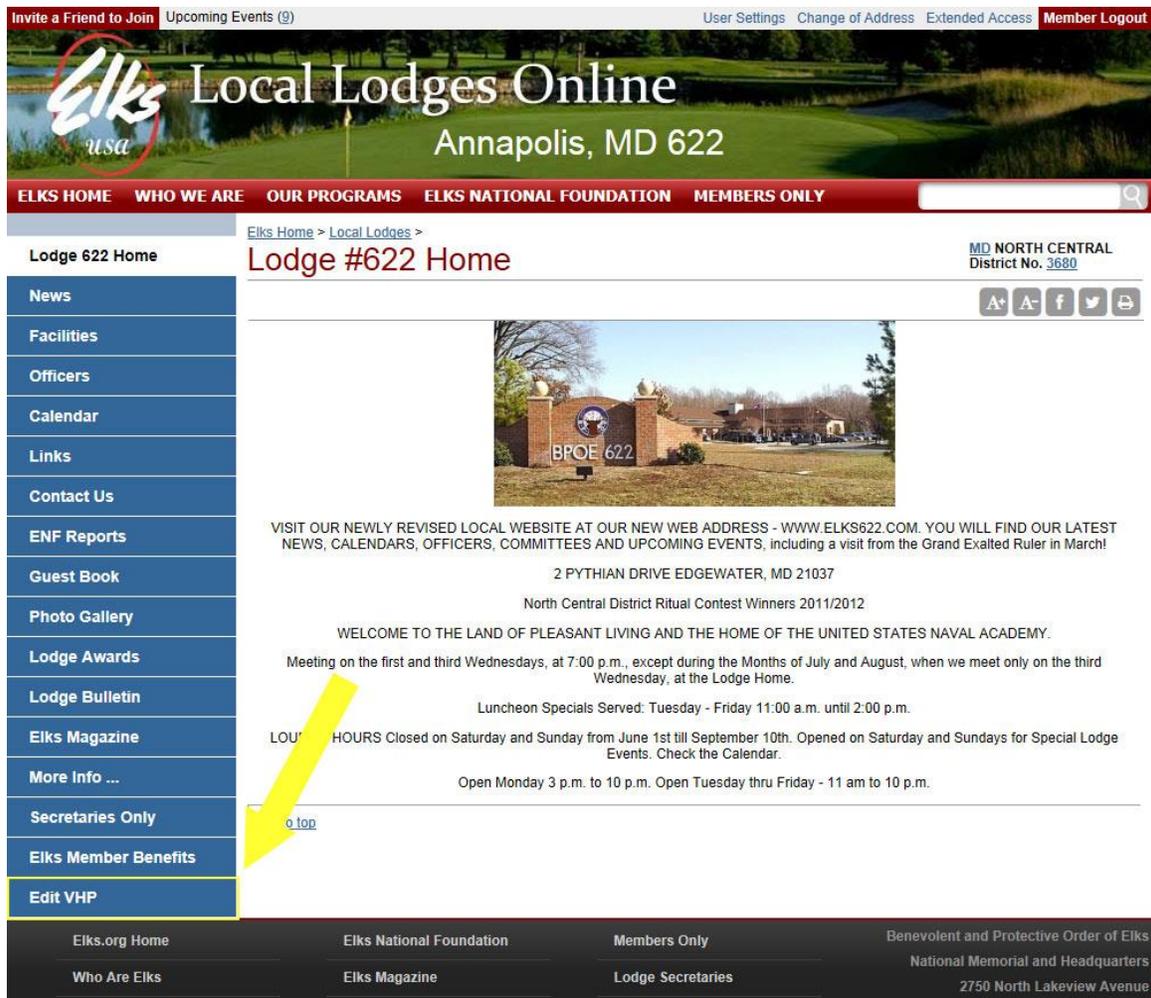
Point your browser to your lodge Virtual Home Page. The fastest way to do this is to go to the Elks.org home page (<http://www.elks.org>) and type your lodge number into the keyword search box. If you were from Annapolis, MD Lodge #622, for example, you'd type:



Then click the search icon or hit Enter and you'll be taken to your VHP. Alternatively, you could type the address directly into your browser:

<http://www.elks.org/loдges/home.cfm?LodgeNumber=622>

Once you're on your Virtual Home Page, click the menu item at the bottom labeled "Edit VHP":



The screenshot shows the Elks.org website for Lodge #622. The top navigation bar includes links for 'Invite a Friend to Join', 'Upcoming Events (9)', 'User Settings', 'Change of Address', 'Extended Access', and 'Member Logout'. The main header features the Elks USA logo and the text 'Local Lodges Online Annapolis, MD 622'. Below this is a secondary navigation bar with 'ELKS HOME', 'WHO WE ARE', 'OUR PROGRAMS', 'ELKS NATIONAL FOUNDATION', and 'MEMBERS ONLY'. The left sidebar contains a list of menu items: 'Lodge 622 Home', 'News', 'Facilities', 'Officers', 'Calendar', 'Links', 'Contact Us', 'ENF Reports', 'Guest Book', 'Photo Gallery', 'Lodge Awards', 'Lodge Bulletin', 'Elks Magazine', 'More Info ...', 'Secretaries Only', 'Elks Member Benefits', and 'Edit VHP'. The 'Edit VHP' item is highlighted with a yellow arrow. The main content area displays the lodge name 'Lodge #622 Home', the address '2 PYTHIAN DRIVE EDGEWATER, MD 21037', and contact information. A 'top' link is visible at the bottom of the main content area.

If you haven't yet logged in, you'll be prompted to supply your Elks.org user name and password, and then you'll be taken to the main VHP editing menu:

[Elks Home](#) > [Local Lodges](#) >

Virtual Home Page Dashboard



| | |
|---|---|
|  Edit Lodge News Add and manage news stories on your page. |  Edit Extra Pages Custom menu buttons and pages |
|  Edit Facilities What does your Lodge have? |  Other Options Settings to your Lodge VHP |
|  Edit Officers Directory Lodge officers and chairpersons |  Edit Photo Gallery Arrange your uploaded photos |
|  Edit Calendar Manage Lodge events and functions |  Edit Guest Book Manage your visitor guest book |
|  Edit Links External links or additional resources |  VHP Web Usage Stats Who's visiting your VHP? |
|  Upload Image File upload for photos (GIF, JPG, PNG) |  Edit Video Gallery Embed YouTube videos ^{NEW} |
|  Manage Files File upload for documents (PDF) |  Lodge VHP Homepage Edit your Lodge VHP / Set header image |

Manuals

- [Download VHP Owners Manual](#) (PDF format)
- [Download Emblem Usage Guidelines](#) (PDF format)

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This is the initial page you'll arrive at when you enter the editing area. From here you can access all of the VHP editing features, including editing your lodge calendar, uploading images and more.

Now we'll get to the fun stuff – updating your VHP! If you've gotten this far, you have all the expertise you need to update your site.

How do I post information online?

It's easy! Although there are slight variations from page to page, all of the VHP editing facilities work in a similar manner: you type information into an online form, press a button, and that's it. Your information is posted immediately to the web. As an example, let's edit your Lodge VHP homepage. This is the first page your visitors will see, so it's important to make this message friendly and informative. At the bottom of the second column, click on the "Lodge VHP Homepage" to bring up a simple form where you can type your message.

You can now design the layout of your Lodge VHP using our new WYSIWYG (What You See Is What You Get) editor. Once your message is complete and optionally the contact email for your Cyber Assistant, press the button labeled "Update your Lodge Homepage" and you're done – your homepage will be published automatically to the web. See how simple this is?

[Elks Home](#) > [Local Lodges](#) >

Edit Lodge Homepage



Below you can edit your Lodge VHP Homepage:

 VHP Homepage Image (Optional)

Navigation:

 [Click here to customize your Lodge VHP Header Image](#)

Welcome Message

B I U S x₂ x² I_x          

Styles Format Font Size A   Source



Welcome to Antigo Elks Lodge #662. Our Lodge meets every second and fourth Monday of the month at 622 Clermont St. Antigo, WI.

Webmaster Email

[Update your Lodge Homepage](#)

[Back to top](#)

How can I update my VHP header image?

In addition to editing your VHP homepage, you can also set the header image:

VHP Header Image

You can set your lodge VHP header image which will be applied to all your pages.

Lodge Header Image

[Update Header Image](#)

Upload Your Photo

Upload a photo to be used for your Lodge VHP header image..

Select Photo: Must be at least 1000 px width and 130 px height

[Upload Image](#)

provided. Select the area of the photo you wish to use and click the "Set Custom Header Image" and that image will save and immediately display at the top of the page. **Note:** Images that do not meet 1000x130 pixels cannot be used for this.

VHP Header Image allows you to select from predefined images we have provided for you to use.

Upload Your Photo is a new option allowing you to customize your VHP Header Image with an image of your choice.

Select a photo from your computer by clicking the "Browse" button and then click the "Upload Image". Once you see your uploaded image a preview of the custom header will be

How do we update our other lodge contact information?

Contact information for your lodge is now drawn directly from the Grand Lodge databases. Please contact the Office of the Grand Secretary at grandlodge@elks.org to add or update any of the following pieces of information:

- Lodge facility address
- Lodge mailing address
- Lodge telephone number
- Lodge fax number
- Lodge email address
- Lodge website address

How do we update our lodge calendar?

The process of updating your lodge calendar is pretty much the same as updating your home page welcome message, but there are a few variations in the format. First, select the "Calendar" link from the VHP editing menu. You'll see a calendar for the current month that looks something like this:

To add an event to your lodge calendar, simply click "Add New Event" on the day your event will occur. Submit as much or as little information as you like, press the button labeled "Add", and your event will be added automatically to your calendar.

How can I edit an event that I've already posted?

Once an event has been posted to your calendar, you'll see five links on that date. It will look something like this:

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- [EDIT Lodge Meeting 7:30 PM](#)
- [CLONE Lodge Meeting 7:30 PM](#)
- [REPLICATE Lodge Meeting 7:30 PM](#)
- [DELETE Lodge Meeting 7:30 PM](#)
- [ADD New Event](#)

To edit the event, simply click the link labeled "Edit". Revise the information as necessary, and then press the "Update" button. That's all there is to it. If you want to delete the event, click the link labeled "Delete."

What does CLONE mean?

Very often you'll be required to enter a calendar event that's virtually identical to an event that you've already published. Rather than retyping all of that information from scratch, the CLONE link allows you to create an exact copy of the event. All you need to do then is type in a new date, and you'll have created a new event with a minimum of typing.

What about REPLICATE?

The REPLICATE option is an even more powerful time-saver for events that recur on a regular basis, like lodge meetings. Select the "Replicate" link and you'll see a calendar with boxes next to all the dates coming up for the next several months. Click the box next to each date where you'd like to place a copy of your existing event, and then press the "Replicate Event" button. Presto! You've copied your original event to each of the new dates that you indicated.

Can I add more than one event per day?

Sure. You can add as many events as you like by clicking the "Add New Event" link.

Why does it take so long to add calendar events?

Depending on the speed of your PC, the speed of your Internet connection, and the number of events on your calendar, it may take a while for your web browser to display the calendar with all of the various editing options for each event. In that case, you may want to select the link labeled "Update Calendar Express," which allows you to add, edit, and clone events without displaying the options in a calendar format. This type of display is much faster.

How come there are events on my calendar that I didn't submit?

Calendar events can be submitted at the lodge level, at the district level, at the state level, and at the national level. An event submitted by your District Deputy, for example, will appear on the local lodge calendar of all lodges within your district. Similarly, events posted to State's VHP calendar will appear on every local lodge calendar within your state. National Events appear on every local lodge calendar throughout the nation. (To disable this feature and restrict your calendar to local events only, select the "Display Local Events ONLY" option on your calendar editing page.)

Can we post our newsletter calendar instead?

Yes. If you're already creating a hard copy calendar for your newsletter, you may prefer to post that version rather than maintain a separate calendar online. You can do that by uploading a PDF version of the calendar, and then selecting that file from the "PDF Calendar" drop down menu on the Calendar editing page. Then, when users select "Calendar" from your VHP menu, they'll be taken to the PDF version of the calendar you've posted.

Can we use a Google calendar instead?

Yes. You can use a Google calendar as long as that calendar is made **public**. To make a Google calendar public visit this link. <https://support.google.com/calendar/answer/37083>
Follow the instructions under the subheading titled 'Make a calendar public'.

Once your calendar is public, click the 'Edit Calendar' portion of your VHP Dashboard. You should see this option:



The first step in the process will ask you to sign in with Google. Enter your Google login information on the subsequent page. You will be asked to grant **BPO Google LodgeTools** access to read your calendar information to communicate with your virtual home page.

After logging in through Google, it will take you back to Elks.org to a page that should list your Google calendar(s). Choose the calendar you wish to connect to your lodge site and process **'Use this calendar as my lodge calendar'**.

If you haven't yet made your calendar public, you'll be urged to do so. This is a **necessary requirement** for other people to see your calendar.

In the subsequent step, you'll be given options to configure your calendar's title, header background color, time-zone, as well as some options to hide either the title or the week/month/agenda tabs. You can update your calendar until you get it looking the way you want. When it looks the way you want, press 'save and enable the calendar below' to enable the Google calendar on the 'calendar' section of your virtual home page.

Google Privacy FAQ

Q: Will connecting to BPO Google LodgeTools allow people to access my private information, email, or other information through Google?

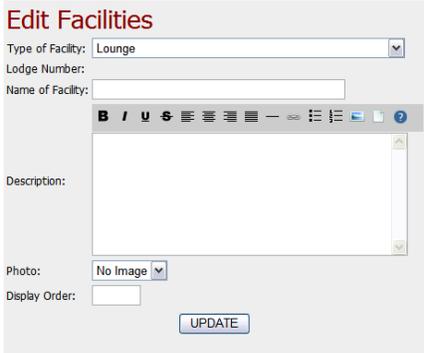
A: Absolutely not. Google only allows us to access very specific information; in this case, your name and a list of your calendars. Every other piece of information you have included through Google is secured and completely hidden from Elks.org.

Q: Do you store my Google login information?

A: No. We never see or have access to your Google login information. The connection works based on a special access key that allows Elks.org to communicate with Google for a limited timeframe. You can immediately sever this connection at any point you wish by pressing the 'disconnect' option in upper right-hand corner of the calendar listings page.

How can we post information about our lodge facilities?

This will sound familiar: First, click the tab labeled "Facilities" from the editing menu. Then click the link labeled "Add New Record." Submit the information requested by the form, press the "UPDATE" button, and you're done.



The screenshot shows a web form titled "Edit Facilities". It contains the following elements:

- "Type of Facility": A dropdown menu with "Lounge" selected.
- "Lodge Number": An empty text input field.
- "Name of Facility": An empty text input field.
- "Description": A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other text formatting options.
- "Photo": A dropdown menu with "No Image" selected.
- "Display Order": An empty text input field.
- "UPDATE": A button at the bottom right of the form.

What about a directory of our members?

Same drill. This time click the "Officers" link:

Click the “Add New Record” link (déjà vu!), and you're on your way. You can add as many members to your directory as you like, but as a practical matter you'll probably want to limit your list to your lodge officers and committee chairmen. **Be sure to ask permission before you post any contact information to your directory.** Remember that our Virtual Home Pages are available to anyone with access to the Internet.

[Elks Home](#) > [Local Lodges](#) >

Edit Lodge Directory



Use this page to add members to your lodge roster. You can add any one you like, but most lodges use this space to list their Exalted Ruler and other officers.

• [Reverse Display Order](#)

[Add New Record](#)

| P_FirstName | P_LastName Options | | | |
|---------------|--------------------|----------------------|-----------------------|------------------------|
| Michael J. | Reilly | Edit | Clone | Delete |
| Robert | Hennings Jr. | Edit | Clone | Delete |
| Judith (Judy) | Enis | Edit | Clone | Delete |
| Marc | Demmon | Edit | Clone | Delete |
| Paul | Ronzani | Edit | Clone | Delete |
| William B. | Williams | Edit | Clone | Delete |
| Patricia | Fraiser | Edit | Clone | Delete |
| Brian | Supancic | Edit | Clone | Delete |
| Jack | Krause | Edit | Clone | Delete |
| Sally | Gannon | Edit | Clone | Delete |
| Sandra | Supancic | Edit | Clone | Delete |
| Patricia | O' Donoghue | Edit | Clone | Delete |
| Dominic | Ronzani, Jr | Edit | Clone | Delete |

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-  [Edit Guest Book](#)
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-  [Edit Extra Pages](#)
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-  [Other Options](#)

How can we post our newsletter online?

The best way to post your newsletter online is to save the document in Adobe Acrobat "PDF" format. This format will display an online version of your newsletter that retains the exact format of your hardcopy version, including stories, graphics, calendars, etc. If you're using a Mac, you can create PDF files from any program on the system without additional software. For Windows users, special software is required. You'll find more information on the Adobe Acrobat web site:

<http://get.adobe.com/reader>

The best way to create a PDF in Windows is installing a program called CutePDF. All you have to do is print your file through CutePDF in your printer menu and save it as a file to your computer:

<http://www.cutepdf.com>

Once you've created a PDF version of your newsletter, you can upload the file to your Virtual Home Page. Select manage files link on the editing menu.

You'll see a form like this:

File to upload:

Select the "Browse ..." button and navigate your local file system until you find the PDF version of your newsletter. Now press the button labeled "Upload the File." That should do it. In a few moments your file will be uploaded and available for access. You're not quite done, though. Now you need to post a news story pointing your readers to the newsletter.

How do we point our readers to the newsletter?

First, click the "Edit Lodge News" link on the editing menu, then click the button labeled "Submit New Story." You'll see three buttons, select the "Post a PDF document" option below:

Create/Edit News Story

Set viewing permissions:

Headline:

Sub-heading or Introduction (optional):

PDF File:

Display Order:

Access privileges:

- Post a link to this story on the Elks [Local Lodge News Page](#).
- Do NOT post a link to this story on the Elks Local Lodge News Page.

-  [Edit Officers](#)
-  [Edit Calendar](#)
-  [Edit Links](#)
-  [Upload Images](#)
-  [Photo Gallery](#)
-  [Video Gallery](#)
-  [Manage Files](#)
-  [Edit Guest Book](#)
-  [VHP Usage Stats](#)
-  [Edit Extra Pages](#)
-  [Lodge Homepage](#)
-  [Other Options](#)

Start by entering a headline for your newsletter to identify it on your news page. You may, if you choose, include an introduction for your newsletter or highlight features for that month.

Then jump down to the form field labeled "PDF File." Select the newsletter PDF file that you just uploaded, and press the "SUBMIT" button. That's all you need to do. A link will be posted automatically on your VHP News page pointing your readers to the newsletter. You're done!

What if we just want to post a few stories and not the whole newsletter?

That's even easier, since you don't need to bother creating a PDF file. Instead just submit the form above. Include the text of your story in the "Story Text" field. You can either type it directly into the form, or "cut and paste" it into the form from your Word Processor. Press the "Submit" button and you're done.

What if a news item is intended for lodge members only?

No problem. From the drop down box labeled "Who can view this page?", select the "Lodge Members Only" option. Visitors requesting this news item will be required to login with their Elks.org user name and password. If they're not a member of your lodge, they won't be able to view the story. This option will work for both PDF files and individual news items.

Can we post links to other web sites?

Yes. There are a number of ways to do this. If you'd like to link to a news story that's been posted elsewhere on the Internet, you can use the create/edit news story form to post a headline and an introduction, and then (carefully!) type the address of the news story into the field labeled, "External URL." Note that external URLs *must* begin with "http://". When users visit your lodge News page, they'll see your headline and introduction, but when they click the link they'll be taken to the external web page that you specified.

Links of a more permanent nature, such as the web site of a local tourist attraction, or another community resource, should be posted to your "Lodge Links" page. Click the "Links" option on your VHP editing menu.

Click the "Add New Record" link, and submit the requested information. Don't forget to include [http://](#) to each of the web addresses you submit. When you're done, your lodge links page will look something like this:

Lodge Links

- [Annapolis Elks Lodge # 622 Local Lodge Web Site](#)

Visited our local web site for up to date information on our Lodge and events

- [UNITED STATES NAVAL ACADEMY](#)

Rich in history and tradition, the United States Naval Academy has graduated some of the most prominent figures in our Country's history. From President Jimmy Carter, Admiral "Bull" Hulse, Admiral Chester Nimitz, Admiral Hyman Rickover, United States Senators and numerous astronauts, this institution has graduated over 60,000 young men and women into a proud military heritage.

- [ANNAPOLIS](#)

A small city rich in American heritage, Annapolis is the home of the United States Naval Academy, St. John's College and many historic homes. Visit our State House, where George Washington resigned his commission in the Continental Army to become the first President of the United States. Listen to the clanging of the sailboats and enjoy the beautiful waterfront in the "Sailing Capital of the World." Annapolis is truly the "Gem by the Bay."

Don't forget to test each of the links you submit to make sure you've typed the address correctly.

Can we add entirely new pages to our Virtual Home Page?

Yes. In addition to the standard pages that are featured on every local lodge site (News, Facilities, Officers, Calendar, etc.) you can create "Extra" pages to cover whatever topic you like. You may want to create a page devoted to your lodge history, for example, or page that features a map to your lodge. It's easy to do! First, click the "Extra Pages" option on the VHP editing menu:

Now follow these steps:

1. Select the ADD NEW RECORD link on the right side of the page.
2. Select the appropriate "access level" from the drop down box. If you'd like the page to be accessible to all visitors to your site, select "General Public – including non-members." If you'd like to restrict access to members of your lodge only, select "Lodge members only."
3. Type a short (15 character) label for the button that will be used to call the page. Use letters or numbers only – do NOT use commas or other forms of punctuation.
4. Create a 'title' for your page, such as *Lodge History*. This will appear as a headline on your extra page.
5. Create the 'page content' that you'd like to display. Be sure to leave a blank space between paragraphs. Alternatively, you can upload a PDF file (see page 12) that will load automatically when the user selects this menu option. Once the PDF file is uploaded, select the file name from the drop down menu.
6. If you add more than one extra page, type a SortOrder number to control the order in which the buttons display on your menu. Note that your extra pages will appear immediately below the LODGE LINKS button on your menu, and immediately above the ENF REPORTS button. The SortOrder controls the display order for your extra pages only.
7. Press the UPDATE button

That's all there is to it! Your extra page can now be accessed by selecting the button from the left side menu on any page of your Virtual Home Page.

Can we create a "Guest Book" for our VHP visitors?

Yes. This option can be accessed from the "Other Options" link on the VHP editing menu. Your guest book will allow your visitors to submit a short greeting that will be displayed on your Virtual Home Page. To activate

the feature, simply select the check box labeled "Display Guest Book", and then click the button labeled "Update Features":

Display Guest Book

Check this box to allow visitors to your Virtual Home Page to "sign-in" and post a brief greeting. Each time a visitor signs your guest book, you'll receive an email with the message they submit. (Note: to activate this feature, you must [submit a Cyber-Assistant/Webmaster Email Address](#).) In the event that an inappropriate message is submitted, you can edit your guest book by clicking the link below.

Make sure you submit a Cyber-Assistant/ Webmaster email address because a copy of each greeting will send automatically to that address.

Enable Guest Book



- [Edit Guest Book Submissions](#)

Can we connect our lodge's Facebook site to our Virtual Home Page?

You can enable a Facebook plugin that will orient itself on the virtual home page in a way that is complimentary to your homepage content. From your Virtual Home Page Dashboard, click '**Other Options**'. Near the bottom of that page, find the section titled '*Display Facebook Plugin*'. Then click '*Edit Facebook Plugin*'.

Step 1. Enter the Facebook link to your lodge's Facebook page. The first part of the process will ask you to enter your lodge's Facebook page link. This is the link people see on Facebook when they are on your lodge's Facebook page. You can paste the link into the box.

Step 2: Choose an orientation. Both the *Right Banner* and the *Right Banner (Wider)* orientations will float along the right side of your home page's main content as a banner. The *Full (Below content)* orientation will place a wider plugin below your homepage's main content. Choose the orientation of your preference.

(Optional) **Step 3: Include the events tab.** If you run Facebook events through your lodge's Facebook page, consider enabling this. It will add a tab to the plugin in which users can view those events. If you don't run Facebook events through your lodge's Facebook page, don't check this box.

For each change you make to the plugin's settings, press '*Generate & Preview*'.

Once everything looks good, press '**Send Plugin to Homepage**' at the bottom of the page.

The Facebook plugin can be quickly turned on or off from the '**Other Options**' section of your **VHP Dashboard**.

Facebook Privacy FAQ

Q: *Will the Facebook plugin post things to our Facebook?*

A: Never. The plugin does not have any ability to post things anywhere.

Q: *Does the Facebook plugin store our member info or login information?*

A: The Facebook plugin is a simple, small, convenient render of Facebook.com's page for your lodge. It is not capable of storing any information on you, the lodge members or the lodge itself. The only thing Elks.org stores is the link to your Facebook page, nothing more.

Chapter Four: Uploading Images

How can we add photographs to our Virtual Home Page?

Adding photographs and other graphical images to your Virtual Home Page is a great way to make your site distinctive. There are two parts to this process. First, you upload the images to our server. Second, you "attach" the image to a particular page or pages.

To upload an image:

1. Select IMAGES from the VHP editing menu.

2. Click the BROWSE button to locate the file that you want to upload to your Virtual Home Page. Note that files MUST be in "jpg" or "gif" format, and must be no larger than the specified dimensions.
3. Press the UPLOAD THE FILE button to transfer the file to the Elks.org server.

Each lodge may upload no more than 200 images.

Once your images have been uploaded to our server, you can easily attach them to one or more of your Virtual Home Pages:

1. Select the image icon from the page that you're updating.
2. Browse your images that you've uploaded or select from the drop-down "image" menu.
3. Click the SELECT IMAGE button.

That's it. Your image will display automatically. Note that you can use the same image on more than one of your virtual pages.

Deleting an Image

It's easy to delete an image that you're no longer using. Simply click the check box next to each image you'd to delete, and then scroll down and click the button labeled "Delete Marked Files." (**IMPORTANT:** Be sure to update any pages or photo albums that had been using that image to avoid a generic "Image no longer available" image from showing up on your virtual page.)

What happens if I upload a photograph directly from my digital camera?

"Raw" photographs from a digital camera are typically uncompressed and quite large, both in terms of the dimensions of the photograph when it's displayed on a PC monitor, and in terms of the file space used to store the photo on your PC hard drive. To ensure that visitors won't have to wait too long for a photo to download, or have to scroll to view a photo in its entirety, size limits will be imposed on the images that can be uploaded to your Virtual Home Page. Images that exceed this size (100k, 1000 pixels wide by 1400 pixels deep) will be resized and compressed during upload. You can, however, easily adjust the size of almost photograph to fit these dimensions. Check your digital camera or image editing software documentation for details.

Can we create a photo gallery of our uploaded images?

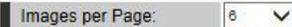
Yes! To activate your Virtual Home Page Photo Gallery, click the "Other Options" menu option on the VHP Editing dashboard. Check the box labeled, "Display Photo Gallery" and then press the "Update Features" button. A Photo Gallery menu item will appear automatically on your Virtual Home Page menu.

Click on the "Edit Photo Gallery" menu item to make changes to your photo gallery.

[Elks Home](#) > [Local Lodges](#) >

Edit Photo Gallery

| | | |
|--|--|---|
| Gallery Name (read-only) <input type="text" value="Grand Lodge Photo Gallery"/> |  Manage Photo Albums ^{NEW} | <div style="border: 1px solid #ccc; padding: 5px;">Navigation: <input type="text" value="Photo Gallery"/></div> |
|  Add Image to Gallery |  Preview Gallery | |
|  |  Upload Images | |
| Update Lodge Photo Gallery Settings | | |

Your Photo Gallery will be named after your lodge by default. You can select the number of "Images per Page" ranging from 6 (default) to 20 photos per page. Click the button to update your settings.

How do I update our Photo Gallery?

Once you've added an image to your Gallery, you can also supply a photo caption. By default, the images will be displayed in the order in which they're submitted, with the most recent submissions appearing first. You can change the display order by supplying an optional "Sort Order" value. (Lower numbers appear first.) If you have photo albums you can check which one(s) this photo should appear. You can add a new album by clicking the link to bring up a box to add a new one. By default all photos are included in your camera roll album. That's all there is to it!

How do I edit my photo albums?

Every photo gallery consists of a default photo album called camera roll that contains every photo in your gallery. You can create additional albums by clicking the recently added "Manage Photo Albums" link in the menu.

How can I edit our Photo Gallery?

Select the photo you have already added into your photo gallery clicking the "Edit" link below it. You'll be taken to a similar screen as you saw adding a photo. Changes can be made on this screen or the photo can be deleted with a click of a button.

Note: Deleting a photo from your photo gallery does not remove the image from your VHP. To permanently delete an image, see the previous page.



Photo Caption:

Millard C. Pickering was installed as the Elks Grand Exalted Ruler at the Grand Lodge Convention in Reno, NV in July, 2013.

Sort Order (optional):

Choose photo album(s):

All photos are added to your camera roll album by default.

First photos

Random photos

GERS

[+ Click here to add a new album](#)

[Submit Changes](#)

Chapter Five: Advanced editing techniques for your VHP

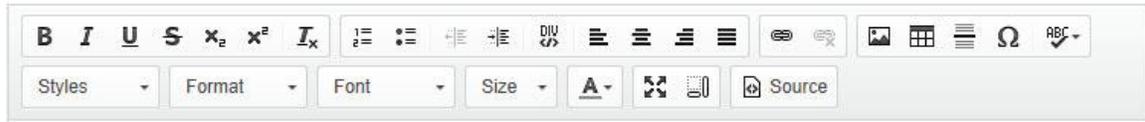
What can I change on the VHP design?

With the new changes that were made to the Elks website, the feature you can customize is the header image that appears at the top of the page.

How can we format the text we submit to our Virtual Home Page?

Although your Virtual Home Page is designed to allow you to create attractive web pages without any programming expertise, you may occasionally want to exert a little more control over the way

your pages display. We have now provided a WYSIWYG (What You See Is What You Get) editor that does exactly that! The editing bar is available on areas you can edit your VHP:



Formatting buttons

The first group of buttons let you manipulate the way your text displays. These work by **highlighting the text** with your mouse that you would like to change and clicking a button. Current formatting options are **bold** text, *italic* text, underlined text, ~~strikeout~~ text, subscript text, superscript text, and a button to clear all formatting.

Paragraph formatting

The second group of buttons allows for paragraph manipulation.

Lists – You can choose to format a block of text as a numbered or bulleted list.

Indentation – You can change the indentation of a list or allow the list to become nested.

Blocking – Draw attention to a block of text by using a div button to make an item stand out. These can be useful for things that accompany a story such as a photo with a caption.

Alignment – Align a block of text left (default), center, right, or justify across the screen.

Insert functions

Pictures – You can add photos clicking this and browsing the server which brings up all the images you have uploaded. It will be available for preview for you to manipulation with text.

Table – Add a custom table or chart setting the rows and columns, use the caption field for title.

Horizontal rule – This inserts a line that separates two blocks of text from each other.

Special character – Chart to select rarely used characters like copyright © and trademark ™.

Spell checker – Checks your text for any spelling mistakes and allows you to fix them.

Linking functions

Link – Allows you to insert a link by selecting the text to name the link or using the address itself.

Unlink – Strips out any link formatting and returns it the plain text.

Bottom functions

Styles dropdown – A listing of predefined styles for you to use.

Paragraph format dropdown – Change the look of a block of text like a heading or caption.

Font dropdown – Use a different type of font on selected text.

Size dropdown – Change the size of the selected text.

Color dropdown – Alter the color of selected text. Default or automatic is always black.



Maximize – Expands the editor box to the entire browser. (Note: Use caution as this feature may not work on all browsers and could result in loss of work if the page is reloaded.)

Show blocks – Displays a visual block around elements that would normally not be seen.

Source button – For those who know HTML and would prefer to edit their page through the source code instead of the visual WYSIWYG editor, fear not this button is for you.



Insert a PDF document – Clicking this button will bring up a simple window to provide a label for your document and a select dropdown menu to select the file. Clicking OK will add a link to that PDF document into your page.

Note: Inserting a PDF document only provides a link to that file within the body of the page. You can still attach a PDF file to a posting, for instance in cases where a news story or extra page where you want the PDF to open. Be aware that if a PDF is ever deleted, any links referencing that PDF document will no longer work.

Other Tags

You'll find dozens of books on HTML at any bookstore or library, or check out the following links:

<http://www.davesite.com/webstation/html/>

<http://www.w3schools.com/html/>

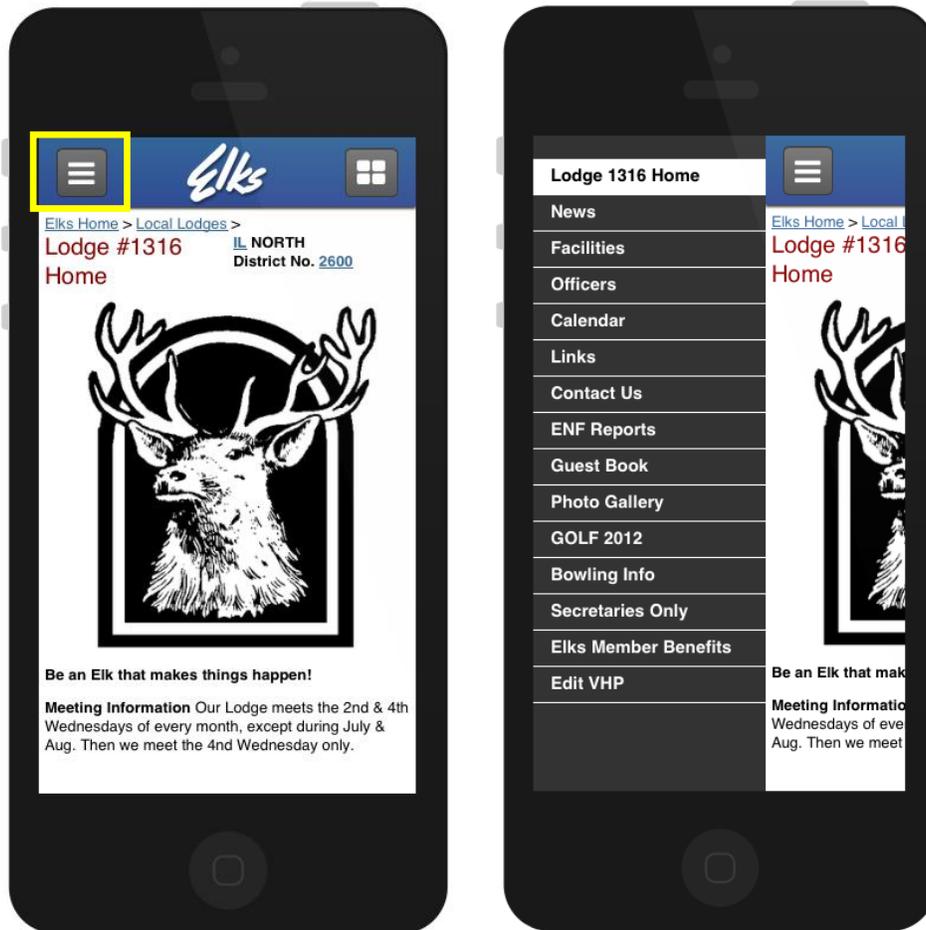
<http://htmldog.com/guides/html/beginner/>

WARNING: Although HTML can be inserted almost anywhere in your Virtual Home pages, you should NOT include HTML code in your story headlines or titles, because the text in those fields is used in other places on the Elks.org web site, and unexpected formatting codes could “break” those pages. HTML code in headlines or titles are stripped out by default.

Chapter Six: Mobile Website

Will our VHP work on mobile devices?

Yes! Your Elks.org VHP is automatically optimized for mobile devices such as smartphones and tablets. Visitors to your mobile site can access your VHP Menu by touching the menu icon in the upper left corner of their screen:



What do I have to do to active my mobile site?

Nothing. Your VHP will automatically detect the user's device and optimize its display accordingly.

Can I edit my VPH on a mobile device?

No. VHP editing features are only available on the full site. On a larger mobile device such as a tablet, you can edit your VHP via the non-mobile version of the site by clicking the link labeled "View the non-mobile version" on any page of the site.

How can users find my VHP on their mobile device?

Visitors can find your VHP by visiting the Elks.org home page and typing the name of the Lodge or your Lodge number into the Lodge locator.