

# Virtual Home Page Owners Manual

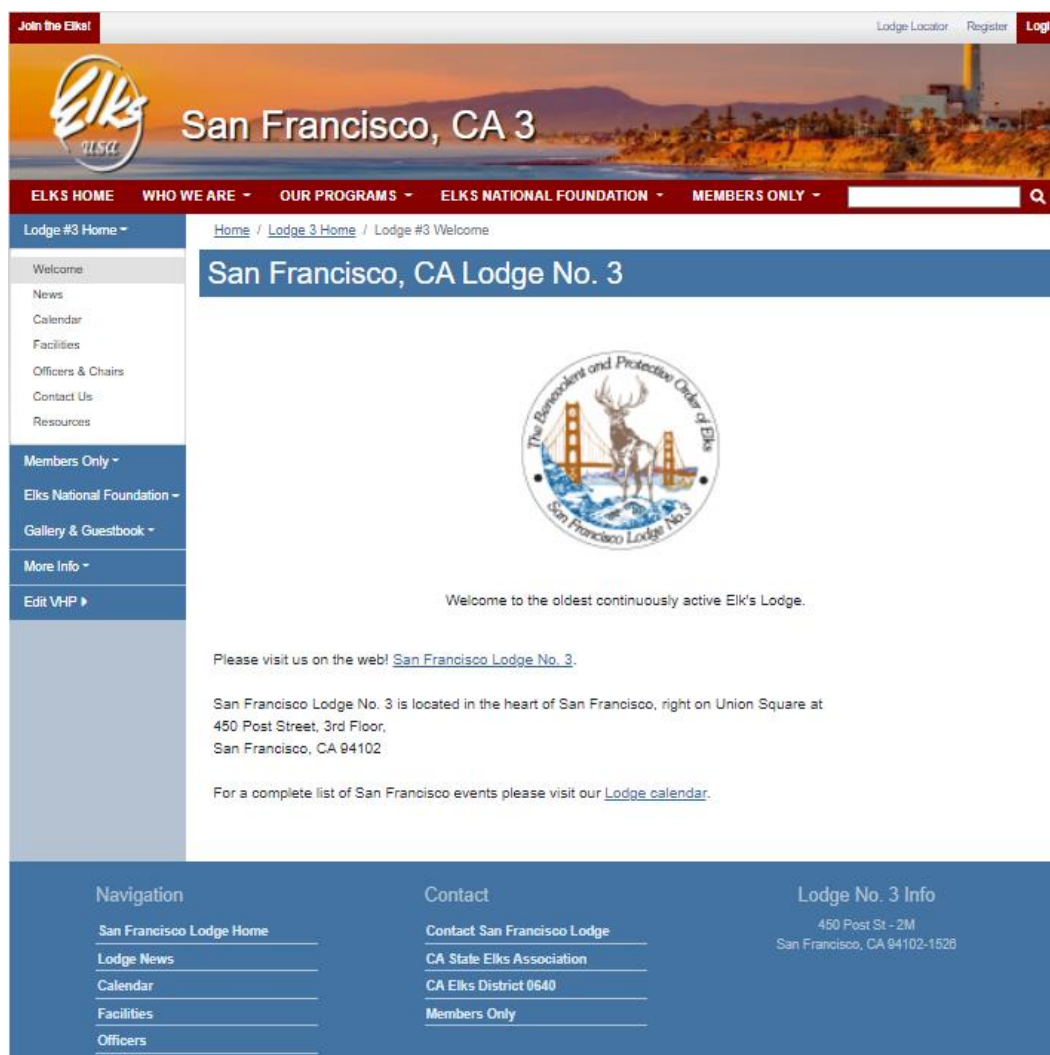


desktop | mobile | tablet

Revised: 02/10/2025

## Table of Contents

Chapter One:	<a href="#"><u>Frequently Asked Questions</u></a>	Page 3
Chapter Two:	<a href="#"><u>Getting Started</u></a>	Page 6
Chapter Three:	<a href="#"><u>Uploading Images and PDF Files</u></a>	Page 7
Chapter Four:	<a href="#"><u>Editing Pages</u></a>	Page 10
Chapter Five:	<a href="#"><u>Advanced Editing Techniques for Your VHP</u></a>	Page 22
Chapter Six:	<a href="#"><u>Mobile Website</u></a>	Page 23
Chapter Seven:	<a href="#"><u>VHP Forms</u></a>	Page 24



Sample Virtual Home Page:

## 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, <https://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 officers and committee chairs online. Information is drawn directly from the Chicago Lodge Membership System (CLMS), but you retain complete control over what information gets published online, and what information remains private.
- **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. Or, if you prefer, you can integrate your Lodge Google Calendar, or publish a PDF calendar from your newsletter.
- **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!
- **By-Laws.** Your Virtual Home Page automatically includes a copy of your approved Lodge By-Laws, with access password-restricted to members of your Lodge only.

### ***Who can update our Virtual Home Page?***

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

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

**Important:** Cyber-Assistant appointments can not be accepted via postal mail, email, fax, or phone. All appointments 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](#).

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

A Virtual Home Page is an easy-to-use option that is fully integrated into the Grand Lodge website, [www.elks.org](http://www.elks.org). Although not as flexible in terms of "look and feel" as an external web site hosted by a Web Hosting Provider, a Virtual Home Page is much easier to create and maintain. With your Virtual Home Page, you'll be able to post information quickly and without any sort of 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 upload up to 200 images that can be easily "attached" to any of the pages on your Virtual Home Page. These photos can also be viewed in your lodge's photo gallery and organized into photo albums.

### ***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 Page.

### ***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 to 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, maintain, and offer a wide range of features.

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

Your State Association Virtual Home Page can be updated by your State Secretary or by an appointed "Internet Administrator" who can be appointed by your State Secretary through their State Secretary dashboard:

<https://www.elks.org/members/stateSecys/appointInternetRep.cfm>

## ***What is the address of our Virtual Home Page?***

**New!** Your Virtual Home Page now has an easy-to-remember, easy-to-type web address based on your lodge number. San Francisco, CA Lodge No. 3, for instance, can be accessed like this:

[www.elks.org/3](http://www.elks.org/3)

Boston Lodge, MA No. 10 can be accessed here:

[www.elks.org/10](http://www.elks.org/10)

Des Plaines, IL Lodge No. 1526 looks like this:

[www.elks.org/1526](http://www.elks.org/1526)

If you're already on the elks.org website, you can also navigate to your Virtual Home Page by typing your lodge number in the keyword search box on any page of the site:



Click the magnifying glass to navigate to your VHP.

## 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 username and password. 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](http://gmail.com) and [yahoo.com](http://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](#).)

**Note:** Secretaries do not need to register for Cyber-Assistant access since full VHP editing privileges are included in their Secretary access rights.

### ***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 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?***

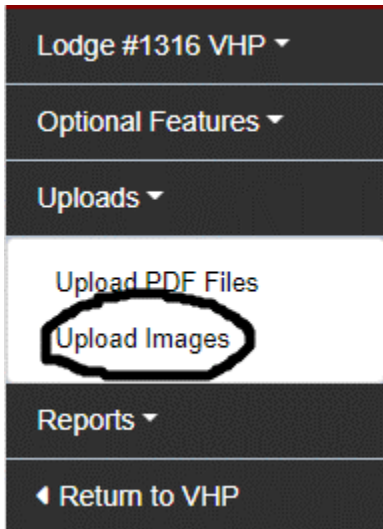
You can't. Your lodge secretary can remove your Cyber-Assistant appointment and appoint another member by typing the Elks.org keyword [appointment](#).

**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 for your password.

## Chapter Three: Uploading Images & PDF Files

Adding images to your Virtual Home Page is a great way to customize your site in a way that reflects the personality and features of your Lodge. It's easy to do! First, click the "Edit VHP" link from the left-side menu. This will bring you to the "admin" area of the site. You'll be prompted to login if you haven't logged in already.

Next, click the "Uploads" menu option, followed by "Upload Images":



### ***How can we add images 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 image, then you "attach" the image to a particular page or pages.

The "Upload Images" page will display the names of all the files that you've uploaded. Here's how to upload a new image, or remove one that you no longer need:

#### **To upload an image:**

1. Click the "Browse" or "Choose File" button to locate the file that you want to upload to your Virtual Home Page. Note that files **MUST** be in ".jpg" or ".gif" or ".png" format.
2. Press the **UPLOAD THE FILE** button to transfer the file to the Elks.org server.

That's all there is to it. 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. We'll step through that process a little later in this document.

#### **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 like 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" message 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 any 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! Your Virtual Home Page "Photo Gallery" is an optional feature that is turned off by default. To activate your Photo Gallery, click the "Other Options" link in the "Optional Features" section of the left-side menu. Then 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.

[Home](#) / [Lodge 1316 Home](#) / [VHP Edit Home Page](#)

### Edit Photo Gallery

Your Virtual Home Page Photo Gallery consists of a "camera roll" that contain any optional "albums" of related photos that you choose to create.

<b>Gallery Name</b>	<b>Gallery C</b>
Chicago Northshore Photo Gallery	<a href="#">Manag</a>
	<a href="#">Add Im</a>
<b>Images per Page:</b>	<a href="#">Preview</a>
10	<a href="#">Upload</a>
<b>Display Photo Gallery:</b>	
Yes	
<a href="#">Update Lodge Photo Gallery Settings</a>	

*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"

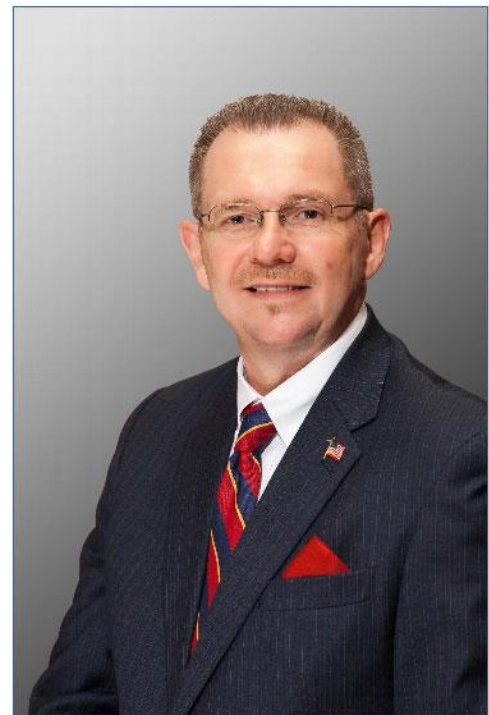


Photo Caption:

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](#)



value. (Lower numbers appear first.) If you have photo albums you can check the one(s) in which 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 "Manage Photo Albums" link in the menu.

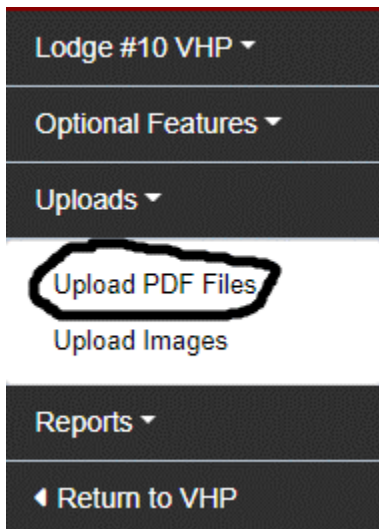
### ***How can I edit our Photo Gallery?***

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 "Deleting an Image" section of this document.

### ***Can I Upload PDF files?***

Yes! PDF files can be uploaded in exactly the same way as image files, but for PDFs you should select the "Update PDF Files" option from the left-side menu:



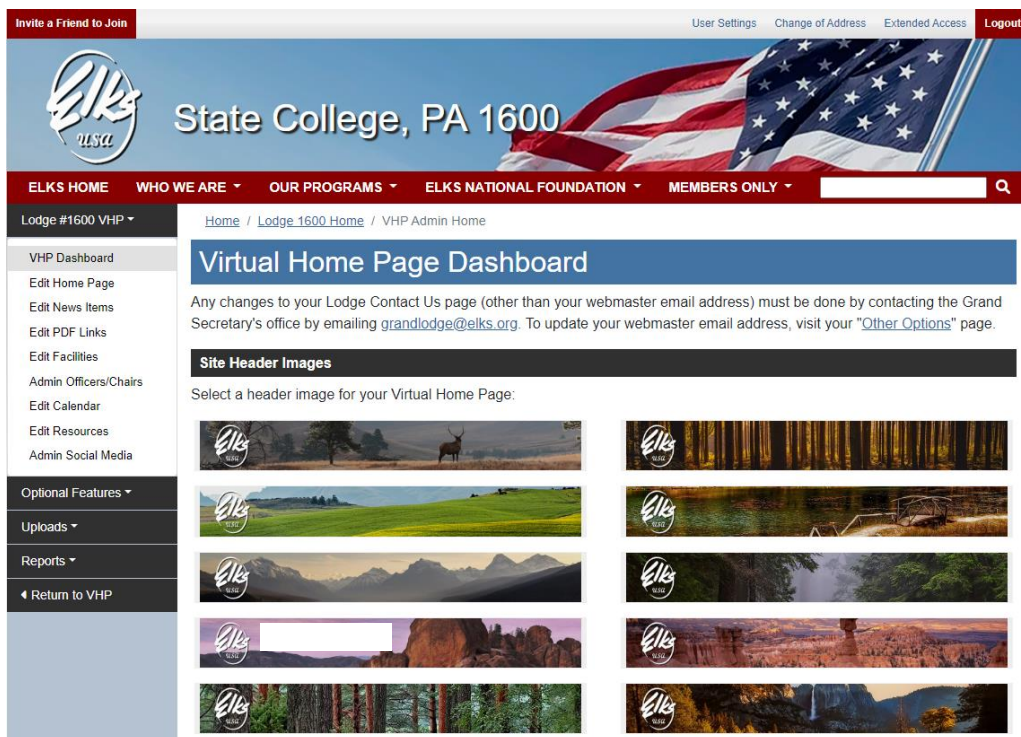
## Chapter Four: Editing Pages

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

No. All you need is a computer with a connection to the Internet and any web browser.

### ***What's my first step?***

Navigate to your lodge Virtual Home Page and click the bottom menu option labeled "Edit VHP." 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 pages:



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

### ***How can I update my VHP header image?***

**VHP Header Images** can be found on the Virtual Home Page Dashboard (as seen in the figure above). Select the image most appropriate to your lodge, and that header image will automatically display on every page of your VHP.

If you'd like to use a header image that you create yourself, simply create an image in .gif, .jpg or .png format, 1140 x 148 pixels, and send it as an email attachment to [webmaster@elks.org](mailto:webmaster@elks.org). Our webmaster will work with you to make an appropriate image for your VHP header, and then add that image to your list of options.

## How do I post our Lodge information online?








It's easy! Although there are slight variations from page to page, all of the VHP editing features 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. To get started, click the "Edit Home Page" button from the left-side menu.


You can now design the layout of your Lodge VHP using our WYSIWYG (What You See Is What You Get) editor. You can insert images by clicking the image icon on the far right of the editing menu. Simply choose the name of the image you'd like to insert from the drop down menu, then click the "Select this Image" button.

Once your message is complete, 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?

### Edit Lodge Homepage

Welcome Message

**B** *I* U  **A**      



Welcome to the oldest continuously active Elk's Lodge.

Please visit us on the web! [San Francisco Lodge No. 3.](#)

San Francisco Lodge No. 3 is located in the heart of San Francisco, right on Union Square at  
450 Post Street, 3rd Floor,  
San Francisco, CA 94102

For a complete list of San Francisco events please visit our [Lodge calendar.](#)

Update your Lodge Homepage

## How do we update our lodge calendar?

The process of updating your lodge calendar is fairly straight-forward. First, select the "Edit Calendar" link from the VHP editing menu. You'll see a calendar for the current month that looks something like this:

Standard VHP Calendar							Add New Event
<a href="#">«</a> <a href="#">&lt;</a> <a href="#">&gt;</a> <a href="#">»</a>		today		June 2022		<a href="#">month</a> <a href="#">week</a> <a href="#">day</a>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	

To add an event to your lodge calendar, simply click the “Add New Event” button. 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 can click the name of the event on the calendar to access the four editing options, “Edit,” “Clone,” “Replicate,” and “Delete.”

Standard VHP Calendar							Add New Event
<a href="#">«</a> <a href="#">&lt;</a> <a href="#">&gt;</a> <a href="#">»</a>		today		June 2022		<a href="#">month</a> <a href="#">week</a> <a href="#">day</a>	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	

To edit the event, simply click the “Edit” button. 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.

### ***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 your calendar (See Chapter 3, "Uploading Images and PDF Files"), and then choose the PDF Calendar option from the "Edit Calendar" page:

#### **Edit Lodge Calendar**

You can choose one of three different calendar types for your Virtual Home Page: A PDF calendar such as the one that might be included in your newsletter, an embedded Google Calendar, or a standard VHP calendar that you can maintain here through your VHP dashboard. Please choose your calendar type:

PDF Calendar

▼

 Select Calendar Type

Once you've selected "PDF Calendar" as your calendar type, you'll be prompted to select the PDF file you'd like to display as your lodge calendar:

#### **Use PDF Format Calendar**

If you already have a lodge calendar in PDF format and have [uploaded it to your VHP](#), you can use that instead of the standard calendar system. Users clicking on your lodge's "Calendar" button will be sent directly to your calendar in PDF format. You must [upload the calendar to your VHP](#) before you will be able to select it here.

Use this PDF Calendar:

0010\_BulletinApril2020.pdf

▼

Select

[\(Upload PDF\)](#)

## Can we use a Google calendar instead?

Yes. You can use an embedded Google Calendar on your Lodge VHP by choosing "Embedded Google Calendar" as your Calendar Type:

### Edit Lodge Calendar

You can choose one of three different calendar types for your Virtual Home Page: A PDF calendar such as the one that might be included in your newsletter, an embedded Google Calendar, or a standard VHP calendar that you can maintain here through your VHP dashboard. Please choose your calendar type:

Embedded Google Calendar

Select Calendar Type

You can use any 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, follow Google's instructions to generate the appropriate "embed" code:

<https://support.google.com/calendar/answer/41207?hl=en>

Finally, click the "Edit My Google Calendar Settings" button:

#### Edit your Google Calendar Settings

If you have a Google calendar you use for lodge events and would like to embed this in your calendar in place of the one used by Elks.org, please click the button below.

Edit my current Google Calendar settings

Then paste the embed code and click the "Update Google Code" button:

#### Display Google Calendar:

Yes, display Google Calendar

#### Google Calendar Embed Code:

```
<iframe src="https://calendar.google.com/calendar/embed?
src=i8ugbqa1vml8c5o5t3f57q63ko%40group.calendar.google.com&ctz=America%2FChicago" style="border: 0" width="800"
height="600" frameborder="0" scrolling="no"></iframe>
```

Update Google Code

## How can we post information about our lodge facilities?

To post information about your lodge facilities, click the “Edit Facilities” link from the left-side menu. Then, click the link labeled “Add New Record.”

## Edit Facilities

Use this page to add, remove and edit the facilities that will [display on your facilities page](#). Lounges, pools, RV hookups, ballrooms — if your lodge has one, you can add it.

[\[Add New Record\]](#)

[\[List View\]](#)

Records: 4

Order by SortOrder ASC, FacilityID ASC

[\[4842\] Lodge Hall](#)

[\[4843\] Kitchen](#)

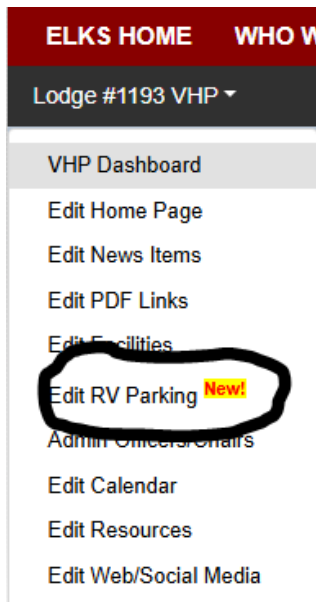
[\[8283\] Heritage Room](#)

[\[4840\] Lounge](#)

Give the facility a name and a brief description, and if you’ve uploaded a photograph, select that from the drop-down menu. Click the “Update” button and you’re done. You can edit your submission by clicking the name of the facility and resubmitting the form. You can delete your submission by clicking the name and then clicking the “Delete” link at the bottom right of the form, below the “Update” button.

## How can we post information about our RV facilities? New!

If your lodge offers RV parking or hookups, you can now post detailed information about the features you offer. Simply click “Edit RV Parking” from the left side menu:



You can link to any photographs that you’ve uploaded, and you’ll be prompted to supply information about the water, sewer, and electrical hookups that are available.

All the information you provide will be available through our searchable directory of RV facilities:

<https://www.elks.org/lodges/localFacilities.cfm>



## How can we publish a directory of our Officers and Committee Chairs?

Officer & Committee Chair information is now drawn automatically from the information maintained in the Chicago Lodge Membership System (CLMS). Your Virtual Home Page protects the privacy of your members by allowing you to display or hide each member's name and contact information based on their individual preferences. **Remember, you should always get permission from a member before posting their information on your Virtual Home Page.**

By default, your Officers and Committee Chairs will not be displayed on your Virtual Home Page. To adjust these settings, click the EDIT button beside the member's name:

Officers				
Title	Enable Display	Name	Privacy Settings	
Exalted Ruler	<input checked="" type="checkbox"/>	Thomas, Avis	No display	<a href="#">Edit</a>
Leading Knight	<input checked="" type="checkbox"/>	Bosca, Sandy	No display	<a href="#">Edit</a>
Loyal Knight	<input checked="" type="checkbox"/>	Boone, Arthur Terry	No display	<a href="#">Edit</a>
...	<input type="checkbox"/>	...	...	...

Unchecking the "Enable Display" button will suppress the display of that office or committee.

(Note: when updating privacy settings, information is updated in real time, so there is no need to press a "save" button.)

## How do we update our other lodge contact information?

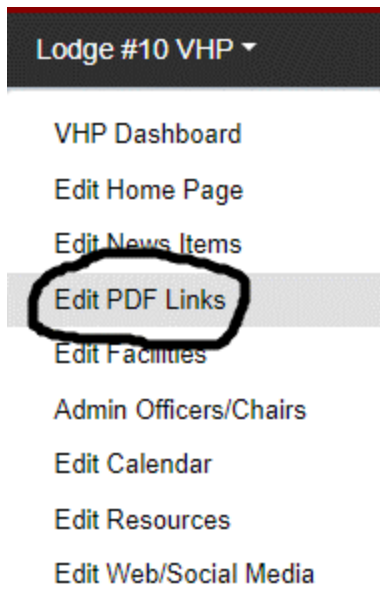
The contact information that displays on your VHP "Contact Us" page is drawn directly from the Grand Lodge databases. Please contact the Office of the Grand Secretary at [grandlodge@elks.org](mailto:grandlodge@elks.org) to add or update any of the following pieces of information:

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

## 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.

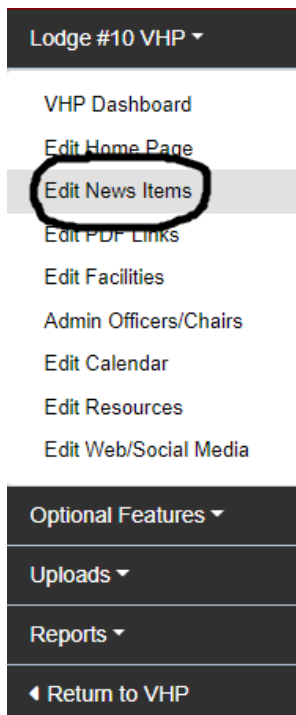
To post your newsletter on your Virtual Home Page, there are two things you need to do. First, upload the PDF through the "Upload PDF Files" option from the left-side menu. Then, create a link to the PDF file by clicking the link labeled, "Edit PDF Links" from the left-side menu:



Click “Add New Record” and you’ll be prompted to supply a Headline or Title for your PDF file, such as “June 2022 Newsletter.” You’ll also be able to indicate if it should be available to members of the public, or password-restricted to lodge members only, or all members of the Elks. (Note that although some PDF files may be appropriate for members of the public, **lodge newsletters should always be password restricted.**)

### ***What if we just want to post a simple news story?***

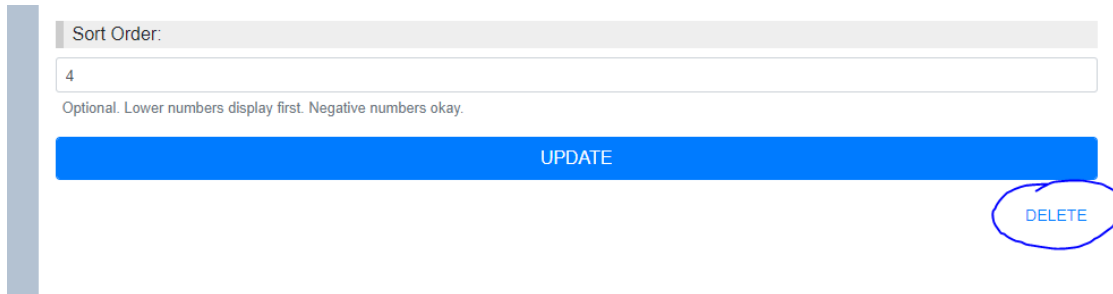
No problem! Just click “Edit News Items” from the left-side menu, then “Add New Record.”



You'll be prompted to type a headline, an optional introduction, and the news story itself, which can include any one of your uploaded images. As with your PDF links, you can specify if the story should be available to the public, or password-restricted.

### ***How can we delete a news story?***

You can delete any item you've submitted via "Edit News Story" or "Edit PDF Links" by clicking the item name, and then clicking the "Delete" link that display to lower right of the form, below the "Update" button:



The screenshot shows a form for editing a news story. At the top, there is a 'Sort Order' label followed by a text input field containing the number '4'. Below the input field, a small note reads: 'Optional. Lower numbers display first. Negative numbers okay.' Below this, there is a large blue button labeled 'UPDATE'. To the right of the 'UPDATE' button, there is a smaller, light blue button labeled 'DELETE', which is circled in blue.

### ***Can we post links to other web sites?***

Yes. Links to local resources or other external sites can be posted to your "Resources" page. Click the "Edit Resources" option on your VHP editing menu.

Click the "Add New Record" link and submit the requested information. Don't forget to include http:// or https:// to each of the web addresses you submit.

### ***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 a page that features directions to your lodge. It's easy to do! First, click the "Extra Pages" option on the VHP editing menu, then 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 the 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 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 in a new left-side menu section titled, "More Info." The sort order controls the display order for your extra pages within this section.
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”:

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

### Display Guest Book

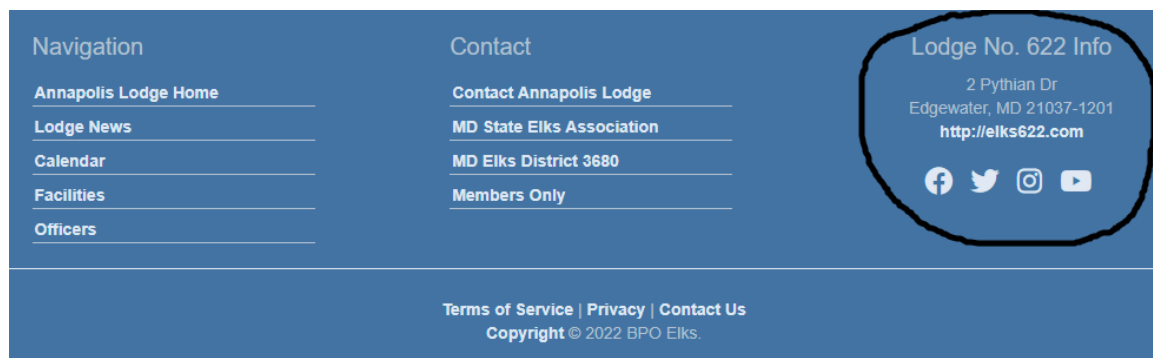
Check this box to allow visitors to your Virtual Home Page to “sign-in” and post a brief greeting. Each time a visitor signs your guest book, you'll receive an email with the message they submit. (Note: to activate this feature, you must [submit a Cyber-Assistant/Webmaster Email Address](#).) In the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

Enable Guest Book ☒

- [Edit Guest Book Submissions](#)

## Can we add social media links to our Virtual Home Page?

**New!** Yes! You can now post links to your lodge social media presence on Facebook, Twitter, Instagram, and YouTube. Click the “Edit Web/Social Media” link on the left-side menu to get started. You can also post a link to your external website (if any), which will display – along with the applicable social media icons - in the footer that displays at the bottom of each page of your VHP:



## 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 Five: Advanced editing techniques for your VHP

### *How can we format the text we submit to our Virtual Home Pages?*

Although your Virtual Home Pages are 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. You can do that through our WYSIWYG (What You See Is What You Get) editor:



You can apply **Bold**, *Italic* or Underline text formatting by right clicking and dragging to highlight the text you'd like to style, and then clicking the appropriate button. You can also change the color and background color of your text in this way, and create hyperlinks to other web pages. The editor also supports ordered and unordered lists, paragraph justification, tables, and images.

If you know how to format text through HTML, you can exert even more control over your pages by clicking the "code view" button:



In code view, you can insert additional HTML elements such as <h1> and <h2>, <DIV> tags, and more. If you're not familiar with HTML, you'll find dozens of books on the topic at any bookstore or library, or check out the following links:

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

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

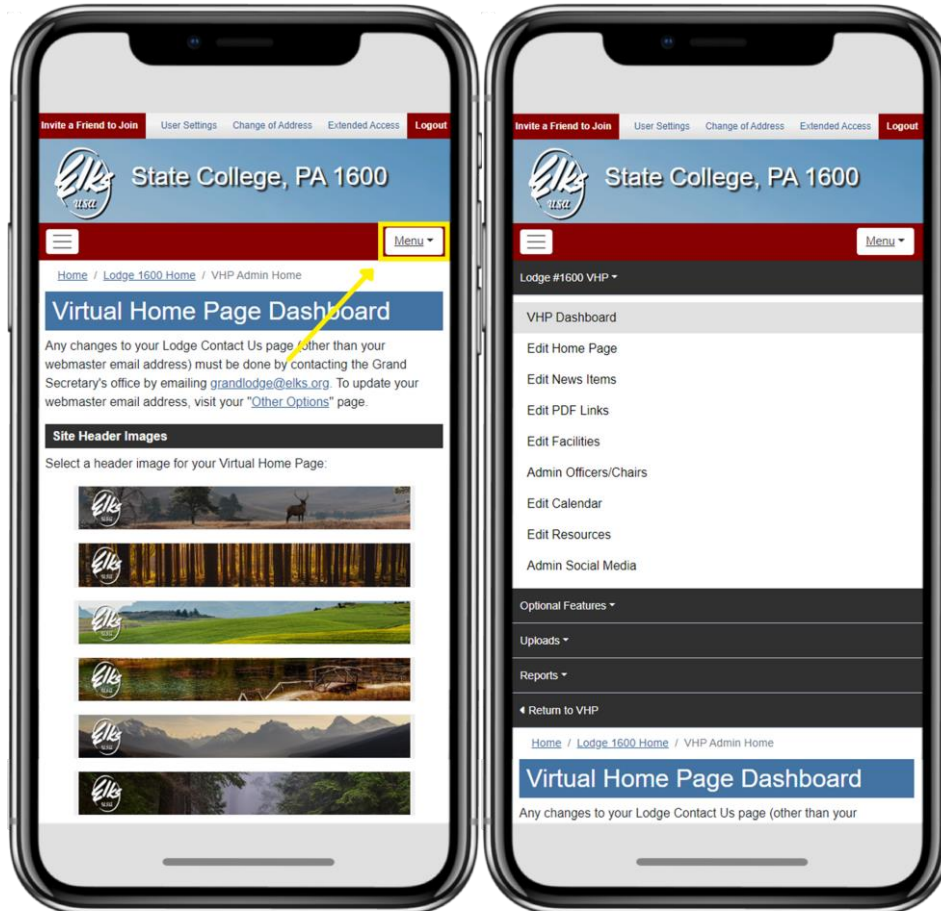
<http://htmldog.com/guides/html/beginner/>

**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 right corner of their screen:



### ***What do I have to do to activate my mobile site?***

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

### ***Can I edit my VHP on a mobile device?***

Technically yes, but for an optimal experience you should edit your VHP on a desktop or laptop computer.

### ***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.



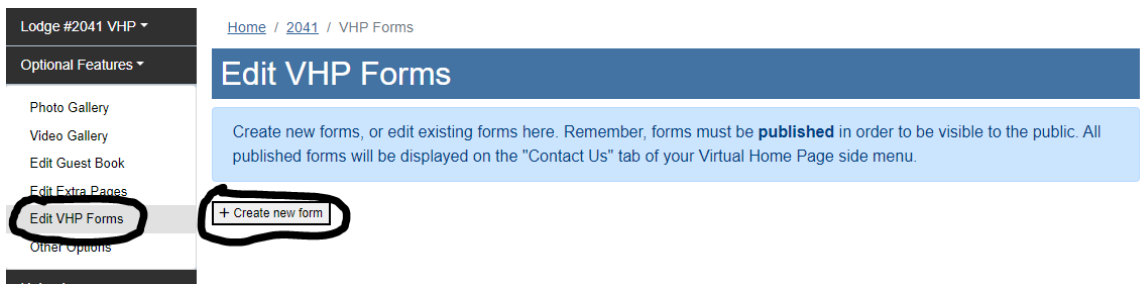
## Chapter Seven: VHP Forms

### *Can we create forms to collect information from our website visitors?*

Yes! You can add interactive forms to your Virtual Home Page to collect information from members as well as non-members. This feature can be utilized to create a room rental inquiry form, a volunteer sign-up sheet, a suggestion box, a committee activity report, and lots more.

### *How do we create a form?*

To create a form for your VHP, click the "Edit VHP Forms" option from the Optional Features tab of your VHP Admin side menu. From there, click the "Create New Form" button:

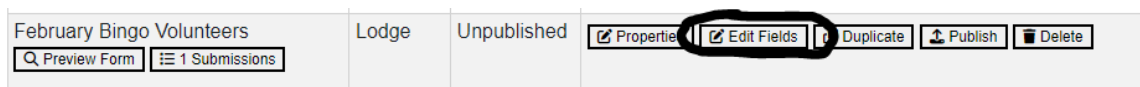


You'll be asked to define the following form "properties:"

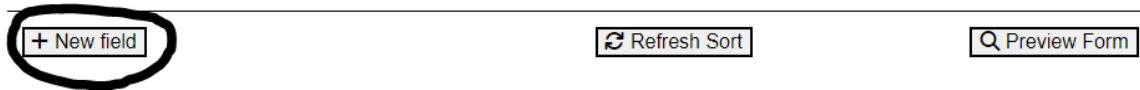
- **Name.** Choose a short name for your form of no more than 22 characters. This will display as the menu link when your form is published.
- **Description.** Write a brief, one-paragraph description to display at the top of your form. (Optional)
- **Form Availability.** Select whether your form should be available to the General Public, or to members of the Elks only, or to members of your lodge only.
- **Submission Limit.** For forms that are restricted to members only, select whether you'd like the user to submit the form just once, or an unlimited number of times.
- **Start Date/End Date.** Indicate the time-frame during which you'd like to display the form on your Virtual Home Page.
- **Send Form Submissions To.** Define a list of one or more email addresses to whom you'd like each form submission to be transmitted. (Optional.)

Once you've defined the properties of your form, you can create the form fields you'll use to collect information. Note that all forms automatically collect a name and email address for each user submitting the form, so you do not need to create form fields for that information.

To create new fields for your form, click the button labeled "Edit Fields:"



Then, click the button labeled, "New Field:"



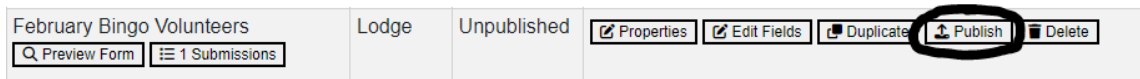
For each field that you create, you'll be asked to supply three pieces of information:

- **Prompt.** Supply a brief prompt to describe the information you'd like the user to supply, such as "Membership Number", or "Hours of Availability." Your prompt should not include any punctuation or non-alphanumeric characters.
- **Field Type.** Indicate the type of information you're requesting:
  - **One Line of Text** – 100 characters maximum.
  - **Checkbox(es)** – One or more choices, multiple selections allowed.
  - **Yes/No** - Yes or no answers only.
  - **Multiple Lines Of Text** - For questions that may require a longer response.
  - **Radio Buttons** - Multiple options, but the user may only select one.
  - **Date** – For dates entered via a calendar, or in mm/dd/yyyy format.
- **Required.** Indicate if the user should be required to supply this information, or if the field is optional.

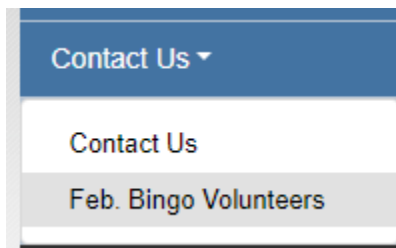
That's it! After you've supplied this information, you can add additional fields, or click the "Preview Form" field to see how your form looks so far. You can also change the "Sort Order" values to rearrange the order in which the form fields display.

## How do we publish our form?

Once your form has been completed and previewed, you can make it available to users by clicking the "Publish" button:



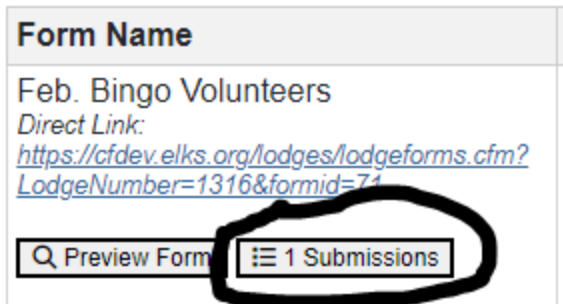
Once your form has been published (and the date falls within the start and end date defined in your form properties), a link to the form will be displayed on the "Contact Us" page your Virtual Home Page:



You'll also see a "direct link" URL that you can use to link to the form elsewhere on your VHP, or in an email to your members.

### ***How will we know when someone has submitted our form?***

Each time someone submits your form, an email with the form content will be emailed to each of the addresses listed in the **Send Form Submissions To** field of the form properties. In addition, you can review all of your form submissions by clicking the "Submissions" button:

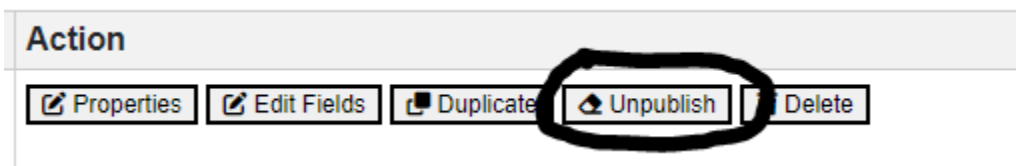


### ***Can we delete a form that we're no longer using?***

Yes. You can delete a form that you're no longer using by click the "Delete" button. Remember, though, that this will also delete any existing form submissions:



If you'd like to disable to the form without deleting any of your submissions, you can simply click the "Unpublish" button:



### ***Can we make a copy of an existing form without starting over?***

Sure. To make an exact replica of an exiting form, simply click the "Duplicate" button:



Once you've duplicated your form you can give it a new title and edit any of the fields that you'd like to change.