

# Janesville Masonic Center



Web Development

Instructional

Documentation

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## Contents:

- **Administrator Email & Website Access**
  - Administrator Email & Website Login \_\_\_\_\_ pg.3
  
- **Google Apps Administrator Account:**
  - Accessing Primary Dashboard \_\_\_\_\_ pg.3
  
- **Administrator Calendar Updates**
  - Update Existing Item \_\_\_\_\_ pg.3
  - Add New Item \_\_\_\_\_ pg.3
  
- **Regularly Scheduled Website Updates**
  - Daily/Weekly Updates \_\_\_\_\_ pg.4
    - Local Events
  - Monthly Updates \_\_\_\_\_ pg.4
    - Masonic Journal \_\_\_\_\_ pg.4
    - Lodge News \_\_\_\_\_ pg.5
    - Western Star #55 LEA Standings \_\_\_\_\_ pg.5
    - Home Page Slideshow Updates \_\_\_\_\_ pg.5
  
- **Secretary/WM Information**
  - Administrator Email Information \_\_\_\_\_ pg.6
  - Calendar Updates \_\_\_\_\_ pg.6
    - Update Existing Item
    - Add New Item
  - Webpage modification \_\_\_\_\_ pg.6
  - Password Resets \_\_\_\_\_ pg.7

➤ **Administrator Email & Website Access**

❖ Below are the administrator email and Weebly Admin accounts:

- Administrator: [admin@jvlmasons.com](mailto:admin@jvlmasons.com)
  - Owner Access of Janesville Masonic Center website
  - Super-Admin Access of jvlmasons.com Email accounts
  - Website displayed calendar is tied to this account
    - [Google Admin Control Panel](#)
  - Mason In Distress Phone Line is linked to the account
    - 608-371-9110
- Administrator: [admin2@jvlmasons.com](mailto:admin2@jvlmasons.com)
  - Full modification access to Janesville Masonic Center website
- Primary Backup: [JVLmasonic@gmail.com](mailto:JVLmasonic@gmail.com)

➤ **Google Apps Administrator Account:**

❖ [Admin@jvlmasons.com](mailto:Admin@jvlmasons.com)

- Accessing the primary dashboard for email services
  - While logged into the [admin@jvlmasonic.com](mailto:admin@jvlmasonic.com) account, to the [Google Admin Control Panel](#)
  - Backup Email address for administrator [JVLmasonic@gmail.com](mailto:JVLmasonic@gmail.com)
    - In case of forgotten password, send password reset instructions to this secondary address.

➤ **Administrator Calendar Updates:**

- ❖ You will have ability to add/remove and update any items for your group on the calendar, and it is suggested to keep this as up to date as possible with any changes.
- ❖ From within the Gmail account, you can access the calendar by selecting from the menu at the top of the page.
  - Update Existing Calendar Item:
    - Double-click on the item for your group that you wish to modify
    - You will be taken to the detail of the calendar event where you can change any of the detail of the event as needed. You can also choose to delete the event if needed as well. Be sure to save all changes before exiting.
  - Create New Calendar Item:
    - Double click the date you wish to add an event to.
    - Set the Event Name, Time (start/end), description and detail of the item
    - Just above “description you will see a drop down menu listing “Calendar”. Click on the drop down menu to select the name of your group (ie; Western Star #55)
    - Be sure to save all changes before exiting. Updates will then display immediately on the [Website calendar](#) page.

## ➤ Regularly Scheduled Website Updates

### ❖ Daily/Weekly Items:

- Local Events Page: This should be checked frequently for any additions and removals to be made. Ensure that **no past events** are currently displayed on this page.
  - Updates are freeform

### ❖ Monthly Items: *To be completed on or before the 25<sup>th</sup> of each month with the next month's data*

- The Masonic Journal page: This must be updated as soon as latest issue is added to Grand Lodge Website.
  - Go to the [WMJ-Online Page](#)
  - Open the most recent journal issue to full screen
    - Copy the address from address bar at the top of the screen
  - Go to the [Google Docs Viewer Page](#)
    - Enter a document URL below to generate a link to view it
    - Click on the "Generate link" button
    - Copy the code from the 3<sup>rd</sup> selection available containing the description:  
*"For an embedded viewer, use this HTML tag instead:"*
  - Go back to the Admin access view of The Masonic Journal page.
    - Click just above the image of the Journal currently in view (within the container). This will convert the display from to the HTML view.
    - Paste the code copied from the Google Docs page, overwriting the existing code.
    - Update complete.
- Agenda/Trestleboard page: This must be updated as soon as latest issue is provided (via email)
  - Download the latest copy of the Trestleboard.
    - Go to the Admin access view of the Website and go "Manage Pages" area.
    - Select the current year's Archive sub-page under Agenda/Trestleboard
    - Under the Elements tab, select the Multimedia menu, and drag a new "file" to the archive page.
      - Click on the "file" as the instructions of the item shows, and choose the current Trestleboard PDF file that you downloaded earlier. This will upload the file to the archive of the page.
    - Once the PDF file has been added to the archive, click on the file to bring up the floating-menu.
      - Change the displayed "File Name" to the Month & Year in: "MON – YYYY" format.
      - Next, "right-click" on the image of the file, and select the option: "Copy Link Address"
  - Go to the [Google Docs Viewer Page](#)
    - Under: "Enter a document URL below to generate a link to view it", paste the link that you copied under the previous step.
    - Click on the "Generate link" button
    - Copy the code from the 3<sup>rd</sup> selection available containing the description:  
*"For an embedded viewer, use this HTML tag instead:"*
  - Go back to the Admin access view of Agenda/Trestleboard Page.
    - Click just above the image of the Trestleboard currently in view (within the container). This will convert the display from to the HTML view.
    - Paste the code copied from the Google Docs page, overwriting the existing code.
    - Update complete.

- Lodge News page: This page will require updates once a month as news worthy data is received on happenings within the lodge.
  - In blog format, this will be a “last month in review”
- Western Star #55 LEA Standings: This page will require updates once a month as WM provides updated standings via email.
  - You will receive 2 PDF documents each month that will need to be uploaded to the page, replacing the existing data.
    - Download the latest files to desktop
      - Go to the Admin access view of the Website and go “Manage Pages” area.
      - Select the current year’s Archive sub-page under “LEA Files”
      - Under the Elements tab, select the Multimedia menu, and drag a new “file” to the LEA Files page.
      - Click on the “file” as the instructions of the item shows, and choose the current LEA Standings PDF files that you downloaded earlier. This will upload the file.
      - Next, “right-click” on the image of the file, and select the option: “Copy Link Address”
  - Go to the [Google Docs Viewer Page](#)
    - Under: “Enter a document URL below to generate a link to view it”, paste the link that you copied under the previous step.
    - Click on the “Generate link” button
    - Copy the code from the 3<sup>rd</sup> selection available containing the description:  
*“For an embedded viewer, use this HTML tag instead.”* This will need to be done individually for each file to be displayed.
  - Go back to the Admin access view of LEA Standings Page.
    - Click just above the image of the LEA Tables currently in view (within the container). This will convert the display from to the HTML view.
    - Paste the code copied from the Google Docs page, overwriting the existing code.
  - Go back to the Admin access view of LEA Files Page, and you can delete the old files no longer in use.
- Home Page Slideshow Notices: This page will require updates once a month with fresh information, events & reminders

➤ **Secretary/WM Information:**

- ❖ Janesville Masonic Center Email Accounts
  - Log into Email account at: <http://mail.google.com/a/jvlmasons.com> and enter in your designated email address from the list below. You may also select the link at the bottom of the [Janesville Masonic Center](#) webpage under “email”
    - Western Star #55: [ws55@jvlmasons.com](mailto:ws55@jvlmasons.com)
    - RAM #5: [ram5@jvlmasons.com](mailto:ram5@jvlmasons.com)
    - Gebal Council #2: [gebal2@jvlmasons.com](mailto:gebal2@jvlmasons.com)
    - Commandery #2: [kt2@jvlmasons.com](mailto:kt2@jvlmasons.com)
    - Amaranth - Hope Court #11: [hc11@jvlmasons.com](mailto:hc11@jvlmasons.com)
    - Eastern Star #69: [oes69@jvlmasons.com](mailto:oes69@jvlmasons.com)
  - Calendar Updates:
    - You will have ability to add/remove and update any items for your group on the calendar, and it is suggested to keep this as up to date as possible with any changes. You will be able to “View Only” shared information displayed on your calendar from the appendant bodies.
    - From within the Gmail account, you can access the calendar by selecting from the menu at the top of the page.
      - Update Existing Calendar Item:
        - Double-click on the item for your group that you wish to modify.
        - You will be taken to the detail of the calendar event where you can change any of the detail of the event as needed. You can also choose to delete the event if needed as well. Be sure to save all changes before exiting.
      - Create New Calendar Item:
        - Double click the date you wish to add an event to.
        - This will take you to the detail of the calendar event.
        - Set the Event Name, Time (start/end), description and detail of the item
        - Be sure to save all changes before exiting. Updates will then display immediately on the [Website calendar](#) page.
- ❖ Webpage Modification Access
  - To log into the Secretary access of the [Janesville Masonic Center](#) webpage, go the website, and select the “secretary login” at the very bottom of the page, or go to: <http://www.weebly.com>
    - Your Log In name will be your designated email address listed above, and will utilize the same password as your email for ease of access.
    - All items within the tools of the website are “Drag & Drop” making modifications easy! Drag a photo album down, or add a new blog, it’s very easy, and each item displays it’s own simple instructions for using.
    - Individual accounts will only have access to modify on their Photos, and Blog Pages. Any necessary modifications needed to any other pages should be submitted to [admin@jvlmasons.com](mailto:admin@jvlmasons.com) & [admin2@jvlmasons.com](mailto:admin2@jvlmasons.com)
      - In the Subject of the email, please specify: **Webpage Update Request**
      - In the body, please be as specific as possible in the changes needed. The webpage administrators can also discuss the changes in person or by phone as needed.
- ❖ Notification for password reset or login issues:
  - Please send email request to [admin@jvlmasons.com](mailto:admin@jvlmasons.com) and [admin2@jvlmasons.com](mailto:admin2@jvlmasons.com) for any password resets or login issues experienced.
  - If a password reset is requested, passwords for both your Email, and Website Login will be

updated to the same password.