Posting District Newsletter on District Website Using Internet Explorer

First, save the newsletter on your hard drive where you can find it.

Log into the District website. You will be taken to the Admin Page.

On the left side under Home Page Editing, click on Site Pages Management

Go to the District Newsletter Line. To the right, there are 3 icons. Click the first icon on the left that looks like a magnifying glass.

				Add New Site Page
		Title	Owner	Actions
•	↑ ₽	District Attendance Reports	C.E. Jones Jr.	P 🐒 👿
)	↑ ₩	Project Bank		P 😭 🗖
•	$\land \lor$	Rotary Youth Exchange	Jaci M. Williams	P 🕥 🗔
•	₫ 🗸	Youth Exchange Ski Trip	Jaci M. Williams	P 😒 🗔
÷	↑ ₽	Resources for Club Officers		P 🐒 🗔
•	↑ ₩	District Photos		P 🕥 👿
•	↑ ₩	Club Forms and Information	C.E. Jones Jr.	P 😭 🗖
•	₼ ₽	Tutorials - How Do I Do That?		P 😒 👿
)	↑ ₩	District Newsletters		P 😭 🖸
•	↑₩	Club Web Sites		P 🕥 👿
•	₫ 🗸	RYLA		P 🕥 🗖
¢.	↑ ↓	Interact		a 😭 🔍

In the District Newsletter window, scroll down to the bottom and click on Edit Download Files.

This takes you to the window of Downloadable Files. You will see the other newsletters that have been downloaded.

In the top right corner, click the Button Add File

Do	wnloadal	ble Files						
								Add File
		Title	Editor	Date Created		Home Page	Club Page	Actions
¢	↑ ↓	District Newsletter July 2009	C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	P 🗀 🕥 👿
¢	₫.	District Newsletter August 2009	C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	P 🗀 🕥 👿
\$	↑ ↓	september-october 2009 newsletter	Russ Davoren	Oct 20, 2009	Yes	No	No	P 🗀 🕥 💆
¢	↑ ↓	NOVEMBER/DECEMBER 2009 DISTRICT NEWSLETTER	C.E. Jones Jr.	Dec 30, 2009	Yes	No	No	P 🗀 🕥 💆
¢	₫ 🕂	JAN-MAR DISTRICT NEWSLETTER	C.E. Jones Jr.	Apr 12, 2010	Yes	No	No	P 🗀 🕥 👿
¢	↑ ↓	Districe Newsletter Apr-June 2010	C.E. Chuck Bacon	Jun 17, 2010	Yes	No	No	P 🗀 🕥 👿
ŧ	₫.	JULY 2010 DISTRICT NEWSLETTER	Russ Davoren	Jul 15, 2010	Yes	No	No	P 🗀 🕥 💆
\$	↑ ↓	August 2010 District Newsletter	C.E. Jones Jr.	Aug 15, 2010	Yes	No	No	P 🗀 🕥 🗓

Click the Browse Button.

Navigate to where you saved the newsletter.

Do	wnload	able Files						
								Add File
		Title	Editor	Date Created		Home Page	Club Page	Action
		Main HTML/PDF/MS Office File Browse			Show in Ho Show on Al			Save Cance
¢	1.	District Newsletter July 2009	C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	P 😂 🔞 🖥
\$	1	District Newsletter August 2009	C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	P 🗀 🕥 🗓
\$	1	september-october 2009 newsletter	Russ Davoren	Oct 20, 2009	Yes	No	No	P 🖨 🕥 🗓
ŧ	1.	NOVEMBER/DECEMBER 2009 DISTRICT NEWSLETTER	C.E. Jones Jr.	Dec 30, 2009	Yes	No	No	P 🗀 🕥 🖥
\$	₫₽	JAN-MAR DISTRICT NEWSLETTER	C.E. Jones Jr.	Apr 12, 2010	Yes	No	No	P 🗀 🕥 🗓
¢	1	Districe Newsletter Apr-June 2010	C.E. Chuck Bacon	Jun 17, 2010	Yes	No	No	P 🗀 🕥 🗓
\$	1	JULY 2010 DISTRICT NEWSLETTER	Russ Davoren	Jul 15, 2010	Yes	No	No	P 🖻 🗑 💆
	1	August 2010 District Newsletter	C.E. Jones Jr.	Aug 15, 2010	Yes	No	No	2050

Enter a title for the district newsletter

Admin	Communication	Men	nbership	Website	Organization	For Clubs	For Members	Attendar	ice Help					
		Do	wnloada	ble Files										
														Add File
				Title					Editor	Date Created	Unloaded	lome Page	Club Page	Action
					R 2010 DISTRICT			Browse			Show in Hon Show on All			Save Cance
		ŧ	∱ ₩	District News	sletter July 2009				C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	P 🗀 🕥 🛛
		ŧ	∱ ₩	District News	sletter August 200	9			C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	P 🗀 🕥 🛛
		¢	☆ 🖳	september-o	ctober 2009 news	letter			Russ Davoren	Oct 20, 2009	Yes	No	No	P 🗀 🕥 🛛
		ŧ	₫ 🛃	NOVEMBER	DECEMBER 20	9 DISTRICT	NEWSLETTER		C.E. Jones Jr.	Dec 30, 2009	Yes	No	No	P 🗀 🕥 🛛
		ŧ	₫ 🛃	JAN-MAR DI	ISTRICT NEWSLE	TTER			C.E. Jones Jr.	Apr 12, 2010	Yes	No	No	P 🗀 🕥 🛛
		ŧ	₫ 🛃	Districe New	sletter Apr-June 2	010			C.E. Chuck Bacon	Jun 17, 2010	Yes	No	No	P 🗀 🕥 🛛
		ŧ	∱ ₩	JULY 2010 D	DISTRICT NEWSL	ETTER			Russ Davoren	Jul 15, 2010	Yes	No	No	P 🗀 🕥 🛛
		¢	₫ 🛃	August 2010	District Newslett	er			C.E. Jones Jr.	Aug 15, 2010	Yes	No	No	P 🗀 🕥 🛛

Do not click Show in Home Page or Show on All club Sites.

Click the Save link to the right.

At the top of Internet Explorer, click the button to add a new tab.



Click the small square to the right of a tab to add a new tab

In the new tab, go to the District Website Admin page.

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🗄 🔻 🏉 Rotary District 5770	Rotary District 5770 x		👌 🔻 🗟 👻 🖃	🛛 🖶 🔻 Page 🕶 Safety 🕶 Tools 🕶	. .
ClubRunner [™]			Welcome, C.E	. [Logout] Admin Home Page д	AA
onnect. Collaborate. Communicate.				Rotary District	t 577
Admin Communication Membe	ership Website Organization For Clubs For	Members Attendance Help		,	
Admin	ersnip website organization For Clubs For	Members Adendance help			
Admir	n				
	Link to old admin screen				
	Home Page Editing		Clubs & Membership		
	Home Page Editing Home Page Stories	Club &	Membership Detail		
			Membership Detail		
	Home Page Stories	Club & Membe	Membership Detail		
	Home Page Stories Story Management	Club & Membe Membe	Aembership Detail Detail		
	Home Page Stories Story Management Edit Home Page Links	Club & Membe Clubs A	<u>Membership Detail</u> <u>Detail</u> Access Rights		
	Home Page Stories Story Management Edit Home Page Links Download Files	Club & Membe Membe Clubs A Define C	Membership Detail Detail Access Rights ttendance Management		
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	Home Page Stories Story Management Edit Home Page Links Download Files News Management	Club & Membe Membe Clubs A Define (Downlos	Membership Detail Detail Access Rights ttendance Management turrent and Next Year Executives d Member Data Data Changes		
	Home Page Stories Story Management Edit Home Page Links Download Files News Management Events Management Site Pages Management	Club & Membe Clubs A Define C Downlos Membe Ri Repo	Membership Detail Detail Access Rights ttendance Management turrent and Next Year Executives d Member Data Data Changes tting		
	Home Page Stories Story Management Edit Home Page Links Download Files News Management Events Management Site Pages Management Photo Albums Management Documents Download	Club & Membe Clubs A Define C Downlos Membe Ri Repo	Membership Detail Detail Access Rights ttendance Management turrent and Next Year Executives d Member Data Data Changes		
	Home Page Stories Story Management Edit Home Page Links Download Files News Management Events Management Site Pages Management Photo Albums Management Documents Download Website Sponsoring Area	Club & Membe Clubs A Define C Downlos Membe Ri Repo	Membership Detail Detail Access Rights ttendance Management turrent and Next Year Executives id Member Data Data Changes tting Designation		
	Home Page Stories Story Management Edit Home Page Links Download Files News Management Events Management Site Pages Management Photo Albums Management Documents Download Website Sponsoring Guide	Club & Membe Clubs A Define (Downlo: Membe Ri Repo Membe	Membership Detail Detail Access Rights ttendance Management turrent and Next Year Executives d Member Data Data Changes tting Designation nbers		
	Home Page Stories Story Management Edit Home Page Links Download Files News Management Events Management Site Pages Management Photo Albums Management Documents Download Website Sponsoring Area	Club & Membe Clubs A Define C Downlo: Membe RI Repo Membe For Me Edit My	Membership Detail Detail Access Rights ttendance Management turrent and Next Year Executives d Member Data Data Changes tting Designation nbers		

You should now have two tabs open. One still displays the Newsletter download page and the other displays the Admin Page. (See circled tables above)

On the Admin Page, in the Home Page Management group, click on News Management.

Adm	nin		
	Link to old admin screen		
	Home Page Editing	District, Clubs & Membership	
	Home Page Stories	Club & Membership Detail	
	Story Management	Member Detail	
	Edit Home Page Links	Member Access Rights	
	Download Files	Clubs Attendance Management	
	News Management	Define Current and Next Year Executives	
	Events Management	Download Member Data	
	Site Pages Management	Member Data Changes	
	Photo Albums Management	RI Reporting	
	Documents Download	Member Designation	
	Website Sponsoring Area		
	Website Sponsoring Guide	For Members	
	Website Designer 2.0	Edit My Profile	
		Change My Password	
	Communication Services	District Directories	
		Internet Protected Mode: Off	9- 4

You should see the other newsletters listed.

Admin Communication	n Membersh	ip Website	Organization	For Clubs	For Members	Attendance	Help				
Related Webinars	News										
Website Designer										Publish Changes to Home Page	Add News
Nov 03, 2010 at 11:00		Title				Editor		Home	Club	Date	Actio
Website Designer Live Demonstration Nov 15, 2010 at 12:30	\$ A V	JULY 2010	0 DISTRICT NEWS	SLETTER		Russ Davore	n	Yes	Yes	Jul 15, 2010	S
	\$ A.V	AUGUST 2	2010 DISTRICT NE	WSLETTER		Jones Jr., C.	E.	Yes	Yes		S

In the upper right corner, click the button Add Items

Enter the name of the current newsletter.

At the top, click on the Internet Explorer Tab where you have the Download Files Page displayed

Admin	Communication	Mem	bership	Website Organization For Clubs For Members	Attendance Help					
		Dov	vnloada	ble Files						
										Add Fil
								lome	Club	
				Title	Editor	Date Created		age	Page	Actio
		\$	₫	SEPTEMBER 2010 DISTRICT NEWSLETTER	C.E. Jones Jr.	Oct 21, 2010	Yes	No	No	208
		\$		District Newsletter July 2009	C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	109
		\$	A 🕀	District Newsletter August 2009	C.E. Jones Jr.	Sep 09, 2009	Yes	No	No	10 2
		\$		september-october 2009 newsletter	Russ Davoren	Oct 20, 2009	Yes	No	No	100
		\$	1	NOVEMBER/DECEMBER 2009 DISTRICT NEWSLETTER	C.E. Jones Jr.	Dec 30, 2009	Yes	No	No	201
		\$	ð 🗉	JAN-MAR DISTRICT NEWSLETTER	C.E. Jones Jr.	Apr 12, 2010	Yes	No	No	201
		ŧ		Districe Newsletter Apr-June 2010	C.E. Chuck Bacon	Jun 17, 2010	Yes	No	No	P01
		\$	1	JULY 2010 DISTRICT NEWSLETTER	Russ Davoren	Jul 15, 2010	Yes	No	No	2001
		4	ð 9	August 2010 District Newsletter	C.E. Jones Jr.	Aug 15, 2010	Yes	No	No	2001

To the right of the Newsletter file you just added, click on the Magnifying Glass Icon.

This opens the newsletter in a new window.



In the address bar at the top of the browser, select the URL address and copy it.

You can close the window.

Click on the Internet Explorer tab where you have the Newsletter Page open for the current newsletter.

Click the Pencil icon to the right of the current newsletter to edit the story.

Enter the text: Click on this link to view the newsletter Click Here

Highlight the Click Here text

In the toolbar, click on the Insert Hyperlink button. It looks like a globe with a chain link on top.

Edit News	
News Title	SEPTEMBER 2010 NEWSLETTER
News Brief	从 ② 覧 覧) ♥ (♥) x' x, ≧ ᢓ ⊒ Ξ (♥) ♥ ♥ □ •
	Normal 🗸 Arial 🗸 (Font Size) V B 7 U S 🗉 🗉 🗐 V A 🔹

When the new window opens, paste the URL into the box that has http://.

You need to delete the http:// text before you copy the new URL Address in.

Click on this link to view the newsletter Click Here
News Content Norma VRL: URL: URL: URL: Insert Link URL: URL: Insert Link URL: Insert Click Here ToolTip: Insert Click Here Insert Click Here<

Click OK.

Scroll down and click the Save Button

	Design HTML Preview		
Date Created Editor Modified By	Jones Jr., C.E.	Club: Select Club Members: Select Member	
Show In		Home Page: Yes No Club: Yes No Save Cancel	
		Go Back	

Go to the home page and test the link



If everything works, then, you can close all of your windows.