Creating a Camp Barrett Menu Button

An Overview of the Steps

October 24, 2016 Rev A

Overview: As mentioned, the goal is to have a Camp Barret Button on the Virtual Home Page of each of the lodges within the MD, DE, DC Elks State Association. Clicking the Camp Barrett button will open an intermediate screen with the banner of the Elks Camp Barrett with a brief description and clickable link that goes directly to the camp's website, ELKSCAMPBARRETT.ORG.

 This is what the intermediate screen looks like.

There are two basic steps to accomplish this:

First it is necessary to upload the Elks Camp Barrett banner photo, Barrett Banner.jpg to your lodge's Virtual Home Page VHP using the "Upload Image" page. The procedure to Upload the banner photo is described in Section A of these instructions, "How to Add a Camp Barret Menu Button on Elks.org".

Secondly, the intermediate page described above is created by using the VHP "Edit Extra Pages., add new record" on the Virtual Home Page VHP. In "Edit Extra Pages" page, add the button label (CAMP BARRETT) and Title [Elks Camp Barrett] in the boxes. Copy the prepared text supplied in the following instructions and paste it to the "page content" section. Select the Barrett Banner. jpg photo file in the box provided. Click on "Update Record" and you are done. For instructions to add the extra page, go to section B of these instructions, "How to Add a Camp Barret Menu Button on Elks.org".

End of Barret Button Overview

Instructions Section A.   How to add the Barrett Banner picture
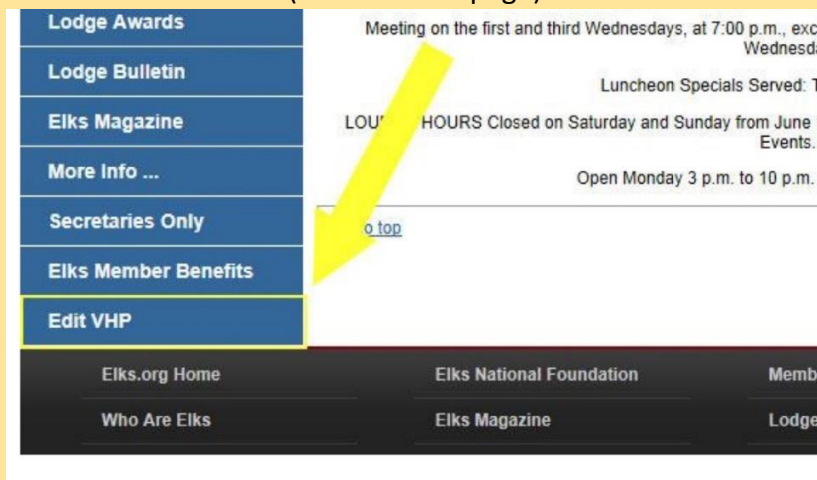
1. Download the Barrett Banner picture,
https://www.mddedcelks.org/uploads/7/3/3/0/73303681/barrett_banner.jpg

down to your computer and <u>save it on your computer</u> as Barrett Banner.jpg.

2. Login to Elks.org as a cyber assistant member: your login and password are required. (If you have questions about the cyber assistant registration procedures, please see page 6 of the Elks Virtual Homepage Owners Manual.To open the manual, double click on: ELKS VIRTUAL HOME PAGE OWNERS MANUAL

3. Enter your Lodge number.

4. Click on the **Edit VHP** (virtual home page) on lower left.

5. From the Virtual Homepage dashboard , click on "**Upload Images**" heading. It is the heading on the left with the camera icon (see below)
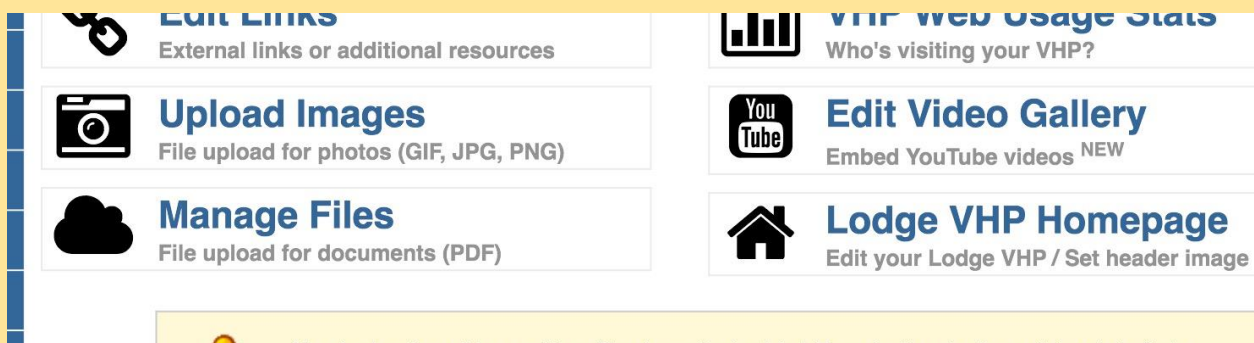
6. From the "**Upload Images**" screen click on **Choose File**, select the Barrett Banner.jpg picture which you previously placed on your computer and then click on "**Upload the File**" button. The file will be automatically named : *(your lodge number) Barrett Banner.jpg)*. For more information on how to upload photos, please click on Virtual Homepage Owners Manual , and go to page 15.


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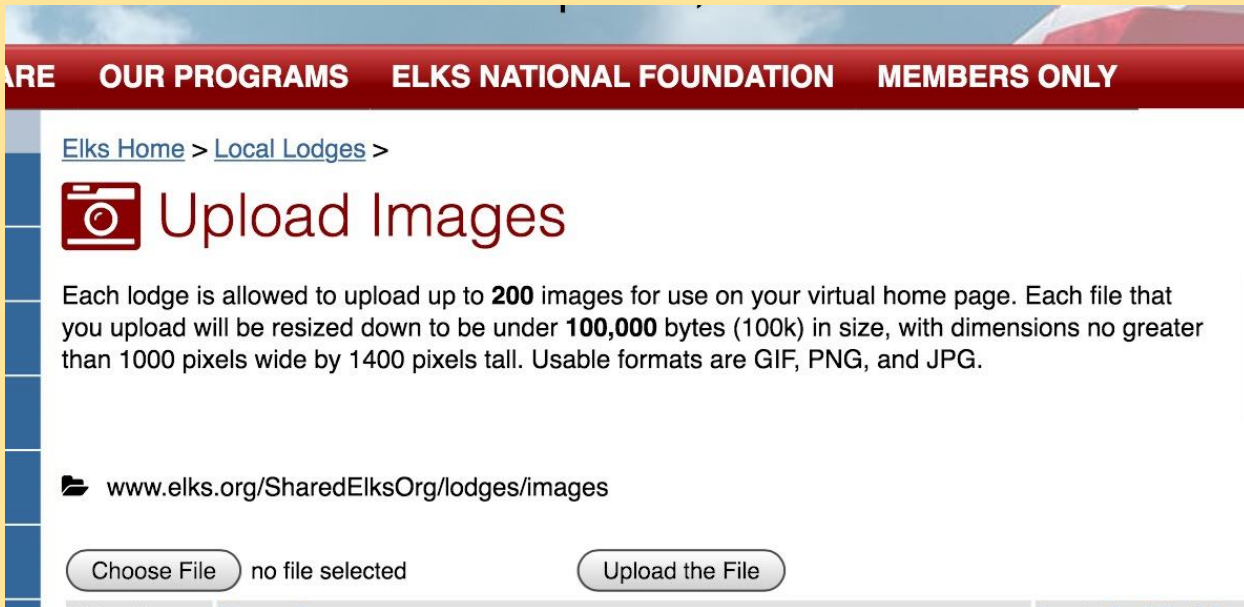
Section B.   How to Add a Camp Barrett Menu Button on Elks.org

October 24, 2016

The following describes the steps necessary to add a new Camp Barret button to existing your menu buttons on the Elks.org website to select a link to the camp's website.
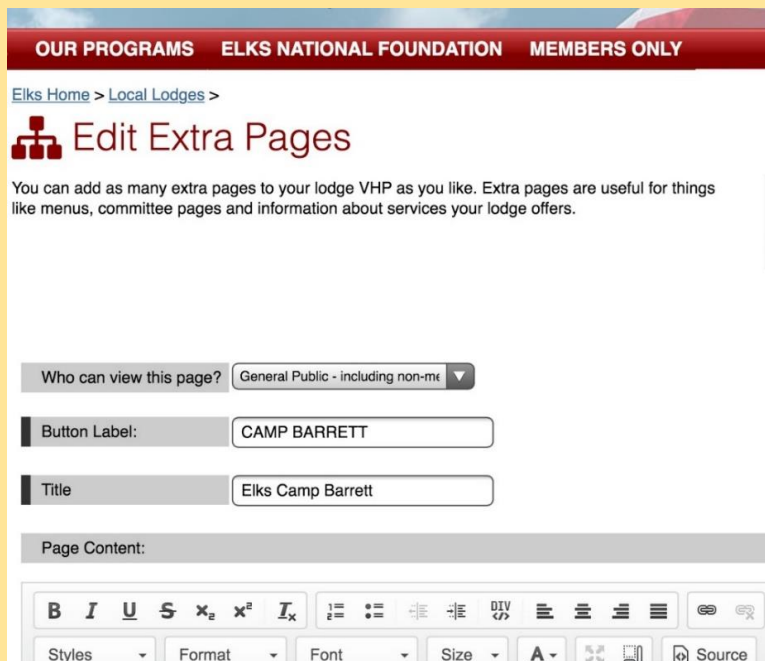
1. Login as a cyber assistant member: your login and password are required. (If you have questions about the cyber assistant registration procedures, please see page 6 of the Elks Virtual Homepage Owners Manual. To open the manual, double click on: ELKS VIRTUAL HOME PAGE OWNERS MANUAL)
2. Enter your Lodge number.
3. Click on the **Edit VHP** (virtual home page) on lower left.
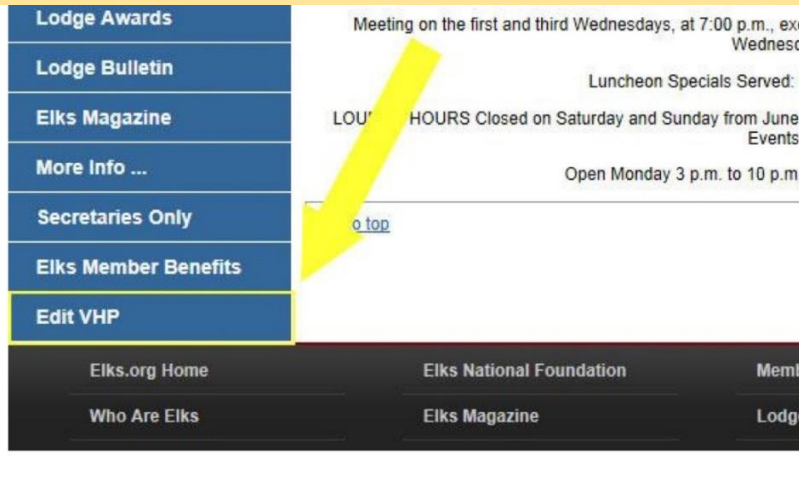
4. Click on "**Edit Extra Pages**" on upper right of Virtual Homepage dashboard. *(Note it is best to download Barrett Banner.jpg file first and then proceed to the "Edit Extra Page". For instructions on How to add the Barrett Banner, please go to Section A above.)*

5. Click on "Add a New Page" to start the new page. Enter **CAMP BARRETT in the button label box and Elks Camp Barrett in the title box.**

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Elks Home > Local Lodges >

Edit Extra Pages

You can add as many extra pages to your lodge VHP as you like. Extra pages are useful for things like menus, committee pages and information about services your lodge offers.

Who can view this page?	General Public - including non-me ▼
Button Label:	CAMP BARRETT
Title	Elks Camp Barrett

Page Content:

6. **Copy and paste** the following text into the Page Content Box.

Our lodge along with 37 regional lodges support the Elks Camp Barrett, a unique suburban camp facility for children and adults. It is located in heavily wooded area with deep ravines and tall trees just minutes from downtown Annapolis. To learn about this unique capability that helps many children, adults and local groups in the MD, DE, and District of Columbia regional areas, please click on ELKS CAMP BARRETT WEBSITE.

(Note: This document is in a pdf format and it may be difficult to copy the text above. If that is a problem, just click on the following link and copy the Word file that appears.)

Click on BARRETT PAGE CONTENT

7. Using the "**photo box**" (lower left), click on the arrow and select the BarrettBanner.jpg . (*Caution: The Barret Banner.jpg must be already uploaded into the image section of the VHP before you can find it here and add it in the "Photo" box. For upload instructions, please see section A above.)* In the **"Sort Order"** box, enter 0. The lower the sort order number, the higher the new button is placed up the up in button the list. (For sort number information, please go to the VHP Owners Manual page 16).
Now click on "**Update Record**" to save your entries

That is it……you are done. Try it out by clicking on the new Camp Barrett button on your website.
Need assistance or have a question?
We are here to help at any time. Contact: Joe McGeeney (joemcgeeney58@gmail.com) STATE webmaster or Ted Reinhold (Crdiobpr@aol.com) assistant webmaster

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Section C.   How to Add a Camp Barrett Hyperlink.

### (Only if Necessary)

It is important that the extra /intermediate page contain a clickable hyperlink to Elkscampbarrett.org. The Camp Barrett intermediate page hyperlink is the "ELKS CAMP BARRETT WEBSITE" in the text as follows:

"District of Columbia regional areas please click on ELKS CAMP BARRETT WEBSITE."

Please note if the is link active the text is of a different color and is underlined. If that text is not underline and of the same color, then it will be necessary to establish a link. If that is the case, here is how that can be done.

It is easy to add a link to text. First login and click on **Edit VHP**. Second, click on **Edit Extra Page,** Next click on **Elks Camp Barrett.**, The following screen will pop up. As you can see on this example we have added notations and instructions. To add the link, first highlight the text (1) and then click the link Icon. (2)
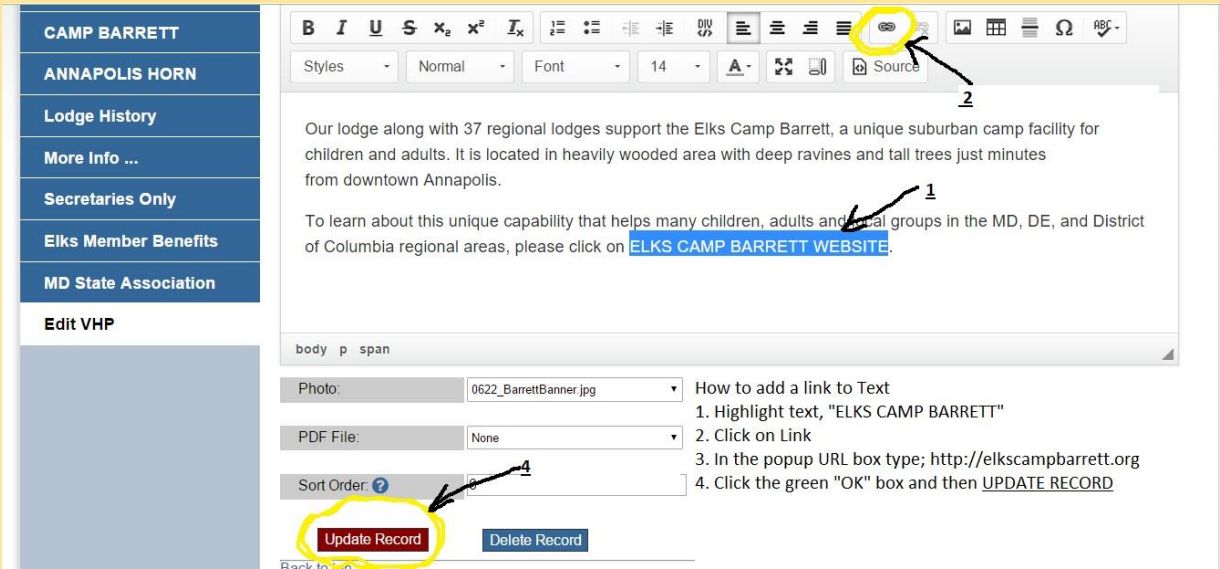
When that happens a link popup screen appears. In the URL box type **Http://elkscampbarrett.org**. The program will display it as elkscampbarrett.org in the box.
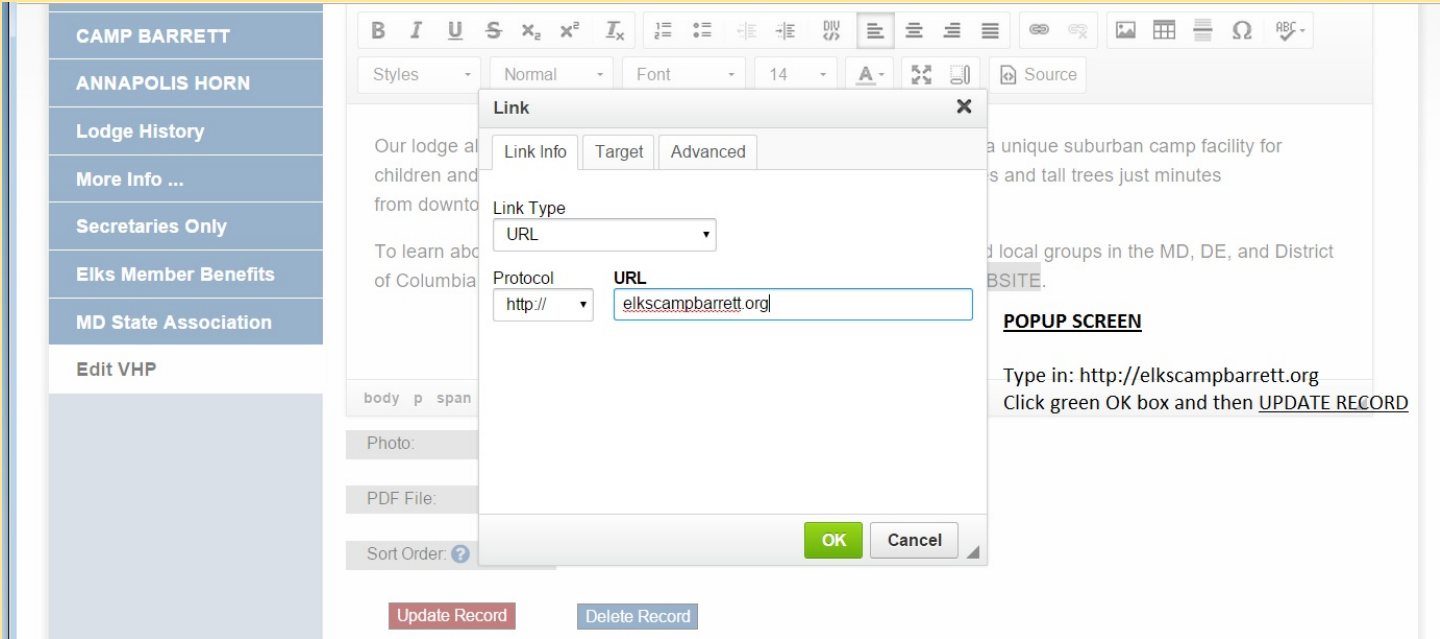
Next click the green OK box and the click Update Record box. That is it.

For emphasis, we might also suggest that the link text use all caps and bold text for the clickable **ELKS CAMP BARRETT** text.

SOME ADDITIONAL REFERENCES:

For Barrett Page Content (Word File) click on BARRETT PAGE CONTENT

For the Barrett Banner.jpg file,
please double click: https://www.mddedcelks.org/uploads/7/3/3/0/73303681/barrett_banner.jpg

For VHP owners manual, please click: ELKS VIRTUAL HOME PAGE OWNERS MANUAL

For the online instructions for Creating a Barret Button, goto: https://www.mddedcelks.org/barrett-button-instructions---vhp.html

We are here to help at any time. Contact: Joe McGeeney (joemcgeeney58@gmail.com) STATE webmaster or Ted Reinhold (Crdiobpr@aol.com) assistant webmaster

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COMMENTS and CORRECTIONS

If you see any errors in these instructions or have constructive comments, please direct them to Ted Reinhold, email: Crdiobpr@aol.com