Cruise Captain Web Site Instructions

Ahoy Cruise Captains,

At least one month prior to your sailing event you’ll want to go on the website and thoroughly edit the details of your event.

At the end of this presentation you will be able to:

* Explain the function of the Additional Setting tab.
* Add a thumbnail to the event.
* Locate the additional information on the detailed page.

On this page each sailing event is shown In it’s own event box. There is basic information about the event with buttons to navigate to different pages. This information was entered when the sail was first posted. As a Cruise Captain you have the option to edit the page that is not available to the other members.

In this presentation we’ll focus on the Edit event button.

The first thing you’ll do is to find the sailing event you want like to edit.

* Click on the Edit Event button and the EDIT EVENT page will open.

The BASIC tab has all of the settings for the event that we saw on the first page. You can update any field from this basic tab. Time and dates and location and the maximum participants can be changed.

The next tab is the ADDITIONAL SETTINGS. On this page there’s a text box where you can add additional information to the event that wasn’t included under the BASIC tab.

The section above the text editor shows examples of code that you can enter in the text box that displays the text to only a few participants. Since we want all our members to see the additional information we won’t use any code. You’ll just click into the text editor and begin typing.

Type: Please bring a snack to share.

Now we’ll add a thumbnail that will be seen next to the event box on the All Events page.

* Click the select button.
* Find your image and click the INSERT button.

In the section below these are setting are set as defaults and can be left alone.

Save your changes at the bottom of the page.

Let’s take a look at what our participants will see.

* Thumbnail
* Additional message

The image is now visible and the Event details have been updated. Thanks for listening.

http://www.screencast.com/users/PDraver/folders/Default/media/8cc3439f-2813-460c-831d-a83ad14c3ef7