connectW

creating community through women in business

ConnectW.org

Member Directory & Event Calendar Instructions

Welcome to your ConnectW.org Directory Listing

Congratulations on being a member of a great community! When you registered to become a member of ConnectW, a basic directory listing was automatically generated for you, however you will need to update it with your own profile information. Here's a guide on how to do that:

Edit your basic ConnectW.org Directory listing

1. First things first: Go to **https://connectw.org** and log in using the Member Login button down at the bottom.
   A little tip: If you had an listing at networkwomen.org, you can log in using the same username and password. If you have recently joined ConnectW, a username and password will be generated for you. However, we encourage you to change the password to something more secure. The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? $ % ^ &).

2. Once you're logged in, click on the big orange speech bubble at the top of the page that says "View your account." Your Membership Account page will show you things like your Membership Level and expiration date, your username and the email address ConnectW will use to contact you about news and membership renewal, a place to change your automated password to that secure password we talked about above (wink, wink) and a link to edit your listing.

3. Click on "Edit your Listing."

4. Locate the "Member Directory" box and, if desired, edit your name in the first field.

5. Next, enter your company name in the "Company" field.

6. Third, enter your title (Owner, President, Chief Diva) in the "Title" field.

7. If your business has a storefront, check the box for "Do you have a storefront?"

8. If your business is a veritible empire of offices, enter a location name for your main place of business in the "Location Title" field, for example, "World Headquarters."

9. Enter the Address, City, State, Zip and Office Phone Number in the corresponding fields.

10. If your business has multiple locations AND each location has it's own web address, enter the URL (that's the web address people type in to find you on the word wide web – don't forget to include the http://) in the "Web Address for this location" field. If your business only has one web address, you will enter the URL in the "Web Address" field located below the first address box, so leave this one blank. *Here's a hint: copy the URL from a new browser window and paste it into this field. It will automatically include the http:// part for you.*

11. To add location information for each of your satellite offices, click the blue "Add Address" button to reveal additional address fields and add information for each additional location.

12. If you would like to list your cell phone number, enter it in the "Cell Phone Number" field. Remember, all of your old boyfriends will see this, so you may choose to leave this field blank.

13. If you are offering a discount, enter the text exactly as you would like it to appear on the website in the "Discount for ConnectW Members" field.

14. If you offer gift certificates, check the box next to "Do you offer Gift Certificates?"

15. Now let's take a look at you. Click "Add Image" under "Headshot" to upload your profile pic. In the pop-up window that appears, click on the "Upload Files" tab and either drag & drop the image or browse to the correct image on your hard drive and click "Select." Organization is your friend, so if you'd like to use an image that you have previously uploaded to your directory listing, click the "Media Library" tab and either browse or search for the desired file name, rather than uploading another instance of it. Click "Select."

16. Next, show us the face of your company. Click "Add Image" under "Logo" to upload your company logo. In the pop-up window that appears, click on the "Upload Files" tab and either drag & drop the image or browse to the correct image on your hard drive and click "Select." To use an image that you have previously uploaded to your directory listing, click the "Media Library" tab and either browse or search for the desired file name. Click "Select."

17. If you are a member of the Speaker's Bureau, check the box next to "Speaker's Bureau."

18. Enter a short bio (up to 300 characters) in the "Listing Text" box so we know a little something about you.

19. Check the appropriate radio button in the "Directory Categories" box, located on the right hand side, so we know what your company does. If your business falls under multiple categories, you

You're doing great!

Hey there, Good Lookin'!

You sound FUN!

may purchase a second listing. Please contact info@connectw.org for more information.

20. And last step - this one is REALLY important - click "Update" in the "Publish" box to save all your hard work and publish it to the website. **Good job! Coffee break time!**

Edit your Enhanced Directory listing

If you purchased an Enhanced Listing (smart move!), you will see another box below the "Member Directory" box called "Member Directory – Enhanced." If you are interested in upgrading your directory listing or learning more about the awesome benefits of an Enhanced Listing, please contact the Advertising Chair at advertising@connectw.org.

1. In that "Member Directory – Enhanced" box, enter a longer description of you and your business in the "Full Listing Text" box, using the toolbar options to apply styles like Bold or Italics. **Note: In order to prevent the Enhanced Listing text from conflicting with the site design, please limit font styling to BLACK TEXT COLOR ONLY. Bold, All Caps may be used for subheads. Please use "Paragraph" style only from the Styles drop down menu. Heading, Address and Preformatted styles are reserved for website styling.**

2. Enter the URL (don't forget the http://) to all your social media accounts in the appropriate social media fields: Facebook, Twitter, Pinterest, LinkedIn and Google+. Now all that time spending surfing Facebook is suddenly legit! Bonus!

3. Add up to three additional images to your Enhanced Listing by clicking the blue "Add Image" button to reveal image upload fields. Click the gray "Add Image" button to add an image. In the pop-up window that appears, click on the "Upload Files" tab and either drag & drop the image or browse to the correct image on your hard drive and click "Select." To use an image that you have previously uploaded to your directory listing, click the "Media Library" tab and either browse or search for the desired file name. Click "Select."

4. Time to upload that video, Spielberg. First you'll need to upload the video to a hosting service such as YouTube or Vimeo. Then you copy the video embed code from Vimeo or YouTube (Check the help sections on those sites if you're not sure how to do that, but don't worry – they make it easy.) and paste it into the "Video Embed Code" box. Don't sweat the sizing. We programmed the site to place the video in at the correct size for you. Bam!

5. Add up to three PDFs – your menu of services, new client intake forms, top ten reasons you rock – by clicking the blue "Add PDF" button to reveal file upload fields. Click the gray "Add File" button to add a PDF. *Other file types such as Word docs can also be uploaded, but we recommend PDFs since they are less likely to get wonky on other people's computers.* In the pop-up window that appears (starting to sound familiar?), click on the "Upload Files" tab and either drag & drop the file or browse to the correct file on your hard drive and click "Select." To upload a file from the Media Library, click the "Media Library" tab and either browse or search for the desired file name. If you'd like to change the name of the file as it appears on the website, enter the new name in the "Title" field of the Attachment Details box on the right hand side. Click "Select." Again, as with any uploaded file, if you've previously uploaded it, choose the one already there rather than uploading another instance of it.

6. Adding audio files works just like adding PDFS. Add up to three audio files (mp3, m4a or WAV file formats) by clicking the blue "Add Audio" button to reveal file upload fields. Click the gray "Add File" button. In the pop-up window that appears, click on the "Upload Files" tab and either drag & drop the file or browse to the correct file on your hard drive and click "Select." To upload a file from the Media Library, click the "Media Library" tab and either browse or search for the desired file name. If you'd like to change the name of the file as it appears on the website, enter the new name in the "Title" field of the Attachment Details box on the right hand side. Click "Select." One more time... If you are using a file that you have uploaded previously, choose that file from the Media Library, rather than uploading another instance of it from your computer.

7. What? You mean I get to be featured on the home page of ConnectW.org with my Enhanced Listing? Sweet! Every member with an Enhanced Listing who uploads a Featured Image, will get their name in lights, so to speak, in the "Featured Member" box on the home page. Each time the page is refreshed, a new Featured Member shows up. So upload a photo... stat! Click "Add Image" in the "Homepage Featured Image" box. In the pop-up window that appears, click on the "Upload Files" tab and either drag & drop the image or browse to the correct image on your hard drive and click "Select." To upload an image from the Media Library, click the "Media Library" tab and either browse or search for the desired file name. Click "Select." *You've heard it before, but... if you are using an image that you have uploaded previously, please choose that image from the Media Library, rather than uploading another instance of it from your computer.* **Note on Featured Images: Images added to this field must be horizontally oriented photographs – not logos – of at least 675 px in width. The intention is to introduce members, rather than**

their businesses, and encourage community within our organization. So make it a fun photo – snapshots are great – so we can see another side of you.

8. If you want people to leave testimonials about what a great person you are (who doesn't want that???), make sure you check that little box next to "Allow Comments" in the Discussion box.

9. Last, but certainly not least, click "Update" in the "Publish" box and it's time to celebrate!

Add an event to the Events Calendar

Now that you've completed your directory listing, invite us all to your event!

To add an Event:

1. Locate the black admin bar at the top of the page. Hover over the "Events" link and click on "Community: Submit Event."

2. Enter a title for event in the "Event Title" field.

3. Enter a description in the "Event Description" field.

Event Image

4. They say a picture is worth a thousand words so be sure to add a photo to your event description. Click on "Browse..." in the "Event Image" box. Browse to the image on your computer and click "Open."

Event Time & Date

5. If this is an all day event, check the box for "All day event" and get ready to rock!

6. If not (that's cool too), enter the start and end date and times in the "Start Date &Time" and "End Date &Time" fields.

7. If this is a recurring event (you animal!), choose the frequency in the "Recurrence" drop down menu. Be sure to let us know when the party's over by choosing an end time for recurring events as well.

Event Location Details

8. If you are holding your event at a location that you have entered before, choose that location from the "Use Saved Venue" drop down. Handy, eh?

9. If this is the first time your event has been held at this location, you'll need to choose "Use New Venue" from the "Use Saved Venue" drop down and...

10. Enter the Venue Name, Address, City, Country, State or Province, Postal Code and Phone in the appropriate fields. Check "Show Google Maps" to allow us to see a Google map of the venue location. Check "Show Google Maps Link" to let us click for a link to the Google map in a new browser window.

Event Organizer Details

11. That's you! If you have previously entered your info into the Events Calendar, choose your name from the "Use Saved Organizer" drop down menu.

12. If this is the first time you've added an event, choose "Use New Organizer" from the "Use Saved Organizer" drop down to enter your details.

13. Enter your stuff: Organizer Name, Phone, Website and Email in the appropriate fields.

Event Website

14. If your event has it's own website, enter the URL of the event website (including http://) in the "URL" field. And, of course, if you need a website for your event... (cue shameless self-promo...), we'd love to create one for you! Visit us at www.westhillsdesign.com or give Elise a call at 541-678-5889.

Event Cost

15. If the event is free to attend, enter 0 in the "Cost" field.

16. If there is a charge for the event, enter the cost in the "Cost" field. Don't forget the decimals.

17. Or, to hide the Event Cost entirely, just leave it blank.

Submit Event

18. Ready, Set, Go... Click "Submit Event" at the bottom of the page and put out the snacks. We'll be there in 5! Actually, a site administrator will need to approve your event before it is visible to the public. *Just one last little note: You can EDIT an event after you've clicked Submit, but you can't DELETE it. However, if you really, really screw up, just email membercalendar@connectw.org and she'll take care of it for the bargain price of one bottle of wine. Cheers!*

Who doesn't love a party?

Hostess with the Mostess

Thanks for the invite!

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Why choose West Hills Design?

Our websites are smart and sexy.

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Our design team believes in cool, hip website design that's super easy for the end user to navigate. On the back end, our crack development guy will build you a website from the ground up—unique to you and your business needs. We have over 25 years of combined web design and development experience.

We do all of this work in the WordPress platform so you'll be able to easily edit your site anytime with no help. No more paying someone buckets of money to change the phone number on your website. Unless you want to pay yourself. That's cool with us.

And we love designing the full meal deal for our clients, so if you're interested in sprucing up your brand, our award-winning designer is ready to roll up her sleeves.

Give us a call. We'd love to create something special just for you.

Who is West Hills Design?

Elise Jones, Designer and Client Services

Elise started out as a photographer for a local newspaper in Ski Town USA. Life was grand, but the paycheck was too little for the big lifestyle of Vail, CO and so she transitioned to a career in graphic design. Fourteen years later, she's still going strong. As Art Director for The Source Weekly, Elise honed her skills in engaging editorial design and is proud to have brought home the Source's one and only design award. When the news hit the stands that print is dead (we really don't believe that one) she decided the time was ripe for taking her skills in information design to the digital arena and along with her husband, Tim, West Hills Design was born.

Tim Jones, Web Developer

Tim has been developing websites pretty much since the web was invented. For the past thirteen years, he has been creating custom content management systems for clients nationwide. You may have heard of some of them: Outside Magazine, Esquire, Good Housekeeping, Elle, Women's Day, Family Circle, Legal Tech Show, Borden Dairy. But what really floats his boat is hearing his clients say, "Wow! That was easy," when they tog into the back end of his websites. Oh, and he's a National Champion cyclist too. That's pretty cool.