

OurChapter.org Library for your chapter.

This presentation will show you how to use the "Library" function for this Website (was called Photos / Newsletters).

- Store any file type; no limit on number of uploads.
- > Each entry has full security including read-only, edit and administrator functions.
- Create "Web Links" to add to your existing website; by entry or by folder name.
- Multiple display formats, including carousel.
- > Displays PDF's, Word, Excel file types natively, if your browser support it.
- Provide special group access for Photos/Newsletters entries, including WebLinks. Create your own member only web pages!!

This website is FREE to use with any chapter within any organization.

All information entered is STRICTLY kept confidential. **

Don White – Nov. 25, 2023

Designer and developer of YoungEaglesDay.org, EAABuildersLog.org and FlyingStart.org websites. ** We do not distribute, market, sell or use your information outside of this website in any way. All member and chapter information is kept confidential to that chapter and/or organization.



Library – First Login.

Our Chapter Management Website

1. Use the "Login" link at the top right to Login into the website.

2. Fill out your email and password and click the "Login" button in the window box.

his website is available free of charge to any chapter, grou	upport@ourchapter.org Password:	ge of functions to help you with: Igmt., Resource Schedule, Finance, Survey and
Reports. For detailed information, please use the <u>Site Info.</u> at the top We have selected the 3 closest chapters for your internet loca		Igmt., Resource Schedule, Finance, Survey and
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Zip/Postal/City Q If this is not your lo		ank you, Don White - <u>Creator of these other websites</u>
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Please click on the logo below to view detailed chapter in		anada) code or city name.
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		see more
EAA 866	Spaceport 99s	EAA 724
♥ Titusville, FL (11 miles) ♥ Cocoa, F	, FL (12 miles)	Omerritt Island, Florida (13 miles)
	PACEPOR	EAA CHAPTER 724
Preprint, U.A	0 6.0	WERRITT ISLAND. FLORIDA
Meeting: 1st Wedneday of each month at 7pm Meeting: 2n Address: 476 N. Williams Ave Address: 22	d Saturday at 10 am	Meeting: 2nd Wednesday of each month at 7pm

🖂 Contact Us 🔹 🚯 Site Info.

👤 Sign Up 👘 🕤 Login

Help



Library – Add one

 To add or manage entries for Library (Photos, PDF or any other type of documents / information, just click on the "Library" icon.





Library – Add a new entry

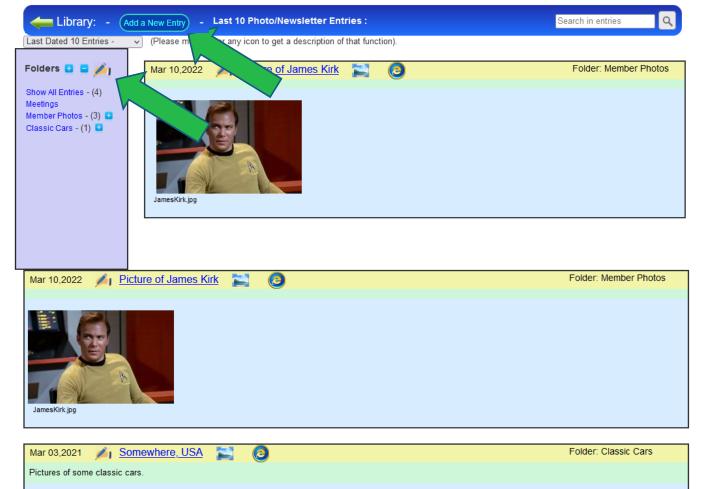
Our Chapter Management Website

🔹 🖲 Help 🛛 Contact Us 🚯 Site Info. 🕞 Logout 🖙 My Account

1. You can click on the "Add a New Entry" button to start a new Entry.

2. All Entries will be divided into "Folders" or Categories.

3. Let's get started with a **New Entry** by click the button at the top.





Library – Add a new entry

Our Chapter Management Website

Album Entry - Submit

1. Fill in the form for your entry.

2. You can select a"Folder" name or"Add New Folder" byclicking that link.

3. To Upload Pictures or any other type of File, click on the "Browse Files" or Drag & Drop the files inside of the dashed box. You can upload up to 25 files at a time.

4. When done, click the "Album Entry" button at the bottom.

📛 Library:	- Add Entry
Entry Date:	04 / 20 / 2022 🕲
Folder:	Classic Cars v - Add New Folder - (Last used folder will automatically be selected)
Title:	More classic Cars
Description:	
This will displ	lay a list of my favorite classic cars.
Upload Pictu	
	Example of PDF file.
	Drop files here or Browse Files
© Success ⊇57	X.4 KB II • Success II 126 KB II • Success II 17 KB II • Success II 28 KB II • Success II 28 KB II

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Cars".

Library – New entry

Our Chapter Management Website Contact Us i Site Info. Account Help 0 **1.** This will add the Library: rary Entries : Add a New Entry Last Search in Q Entry to your Photo Last Dated 10 Entries (Please mouse-over o get a description of that function). V albums, using a Folder Folders 🖸 🗖 🥢 Folder: Classic Cars More classic Cars 0 Apr 20,2022 name of: "Classic This will display a list of my favorite classic cars. Show All Entries - (5) Meetings Member Photos - (3) Classic Cars - (2) **2.** You edit this entry by click on the "Pen" icon, just to the left of article-0-0F2B60F500000578-619 468x248.jpg classic-convertible-american-blue-cars-9vf7.jpg the Entry Title. DSC0317181.jpg **3.** To display a larger popup of any picture, the classic british cars.pdf just mouse over it. ferrari-250-qt.jpg **4.** When you click on a "PDF" or another file Folder: Member Photos Mar 10,2022 Picture of James Kirk type, you will be able to display and/or Download it.

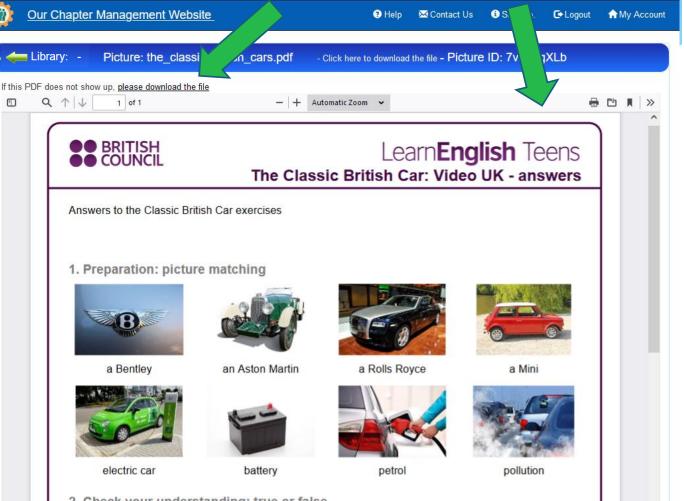


Library – Display PDF's

1. This will display the PDF file if you click on it from the previous page.

 You can
 "Download" this
 PDF file by clicking on the download
 link.

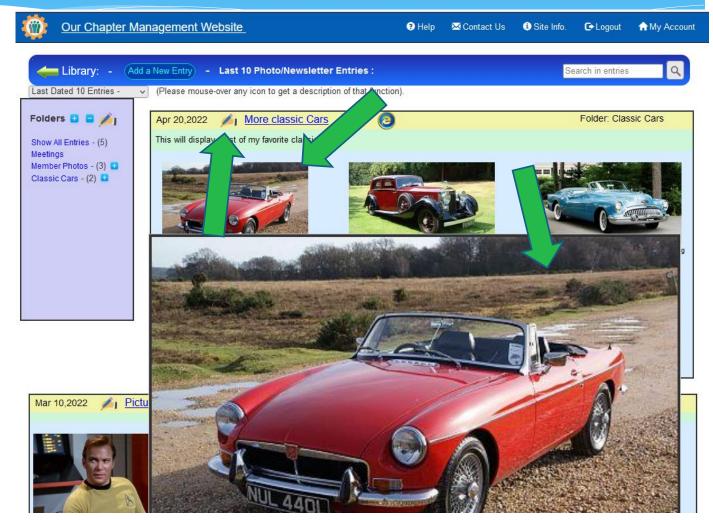
3. This can be done for any other type of file, not just PDF files.



Library – Picture Mouse Over

 If you mouse over the thumb nail picture (top green arrow), it will popup an enlarged picture of that thumb nail.

You can Edit an
 Entry by clicking on
 the "Pen" icon, just
 left of the Entry Title.





Library – Folders

1. If you click on the "+" icon, next to "Folders". This will expand all of the folder entries.

2. You can then click on "Classic Cars" folder to view all of the entries in that folder.

3. If you want to view a single entry, just click on that entry title.

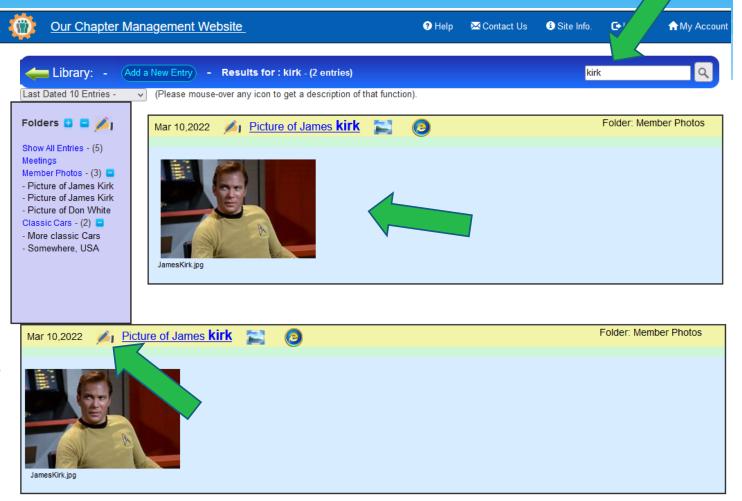




Library – Search

 You can enter in a Search word or two to find those word(s) in any entry. For example "kirk" is found in these two entries in the title.

2. There are two entries with the same content. To delete an Entry, just click the "Pen" icon, left of the Entry Title.





Library – Delete Entry

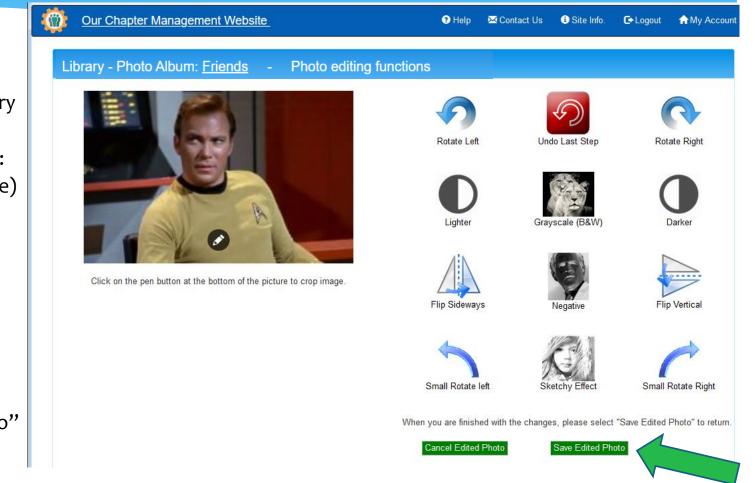
 You can delete this entry by clicking the red "Trash Can" icon at the top right.
 This delete option is only available to the original creator of this entry or members with "Admin" permission for this function.

3. This delete permission is also true of the Editing function.

Library	: - :: - Edit Entry				Û
ntry Date:	03/10/2022 -				
older:	Member Photos v - Add New Folder	- (Last used folder will automa	tically be selected)		
tle:	Picture of James Kirk				
ccess:	Everybody - No Restrictions	 Restrict access to this 	s entry.		
escription: Description o					
•					
Description o		res / Files - Submit			<i>li</i> e
Description o	of entry	res / Files - Submit			ĺi.



Library – Picture Editing



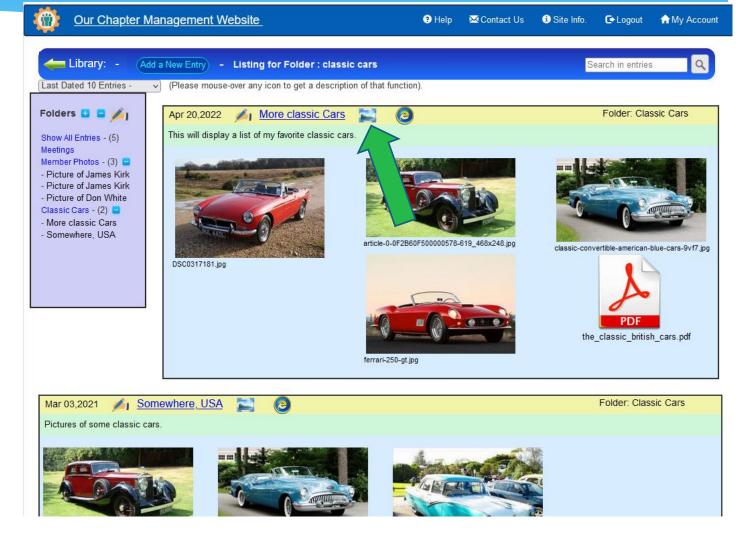
- **1.** You can Edit a picture by clicking on it when the entry is being edited.
- 2. Options include:
- Cropping (left side)
- Rotate
- Lighter / Darker
- Flipping
- Grayscale
- Negative
- Sketchy Effects

3. To save the changes, click the "Save Edited Photo" button.



Library – Carousel View

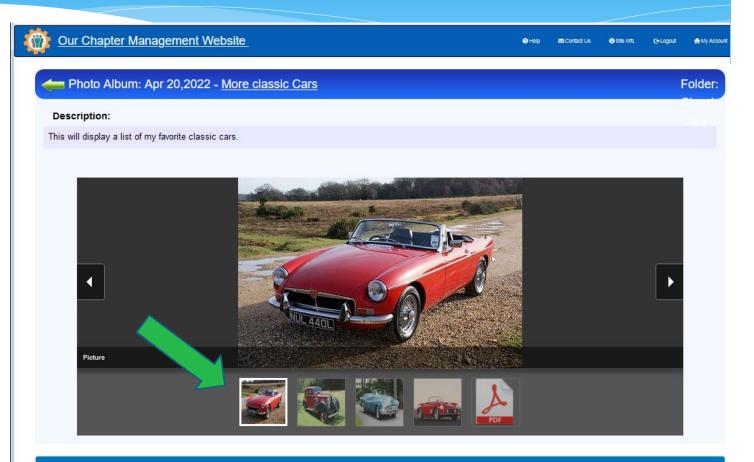
 Click on the "Carousel" icon, right of the Entry Title you will see all of the pictures. Example of the next page.





Library – Carousel View

1. Example of the "Carousel" view. This will only show pictures from that entry.

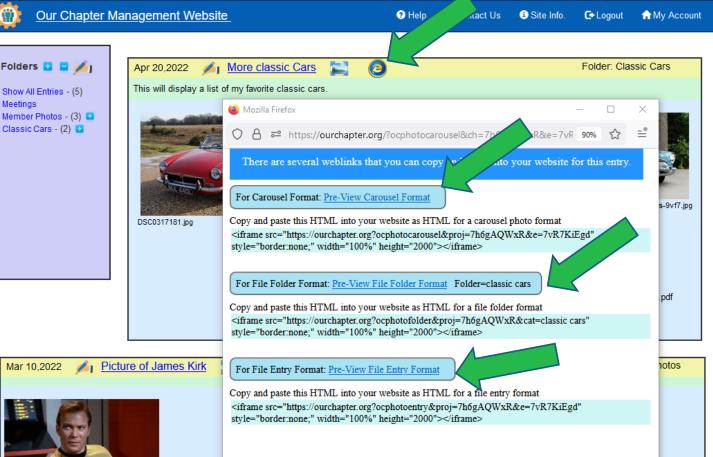




Library – Weblink's

1. Click on the "Weblink" icon, right of the Entry Title to see html that you can add to your existing website.
2. Three HTML formats are available for your Entry or Folders.

3. The File Folder Format will change dynamically when additional entries are added.





- * Questions / Comments: Use the "Contact Us" link
- Best free website for organizations to manage and grow memberships.