



# 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.



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.

**Our Chapter Management Website**

Help Contact Us Site Info Sign Up Login

Welcome to the Our Chapter Management website

This website is available free of charge to any chapter, group or individual. It provides a wide range of functions to help you with: Roster management, Send Emails, Photos/Newsletters, Forums, Reports, etc.

For detailed information, please use the [Site Info](#), at the top of the page.

We have selected the 3 closest chapters for your internet location. Enter your zip/postal/city (Canada) code or city name.

EMail address: support@ourchapter.org

Password: [masked]

- Email me my password

- Text me my password

login close

Please click on the logo below to view detailed chapter information. [see more](#)

Chapter Name	Location	Meeting	Address
EAA 866	Titusville, FL (11 miles)	Meeting: 1st Wednesday of each month at 7pm	Address: 476 N. Williams Ave
Spaceport 99s	Cocoa, FL (12 miles)	Meeting: 2nd Saturday at 10 am	Address: 2289 COX RD
EAA 724	Merritt Island, Florida (13 miles)	Meeting: 2nd Wednesday of each month at 7pm	Address: 900 Airport Road



# Library – Add one

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

Our Chapter Management Website

Help Contact Us Site Info Logout My Account

Don Support - Update Profile Add your own chapter, group or family Chapter Report

Chapter Management Functions - EAA - All Show One

Chapter / Group - Title	Member Roster	Campaigns Email/Text	Library	Forums	Calendar	Sign-in Sheet	Dues	Meetings/ Actions	Event Mgmt	Resource Schedule	Finance	Survey	Reports	Import Members
ABC 1 (New Chapter)														
9999 (Somewhere, USA)														

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# Library – Add a new entry



Our Chapter Management Website

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My Account


Library: - [Add a New Entry](#) - Last 10 Photo/Newsletter Entries :

Last Dated 10 Entries - (Please m... any icon to get a description of that function).

**Folders** +


- Show All Entries - (4)
- Meetings
- Member Photos - (3) +
- Classic Cars - (1) +

Mar 10, 2022 [Picture of James Kirk](#) Folder: Member Photos



JamesKirk.jpg


Mar 10, 2022 [Picture of James Kirk](#) Folder: Member Photos



JamesKirk.jpg

Mar 03, 2021 [Somewhere, USA](#) Folder: Classic Cars

Pictures of some classic cars.



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



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1. Fill in the form for your entry.
2. You can select a “Folder” name or “Add New Folder” by clicking 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 - Add New Folder - (Last used folder will automatically be selected)

**Title:** More classic Cars

**Description:**  
This will display a list of my favorite classic cars.

**Upload Picture(s):**  
Drag&Drop files here  
or  
[Browse Files](#)

Example of PDF file.

Success 57.4 KB  
Success 126 KB  
Success 51.7 KB  
Success 289 KB  
Success 184 KB

Album Entry - Submit



# Library – New entry

1. This will add the Entry to your Photo albums, using a Folder name of: “Classic Cars”.

2. You edit this entry by click on the “Pen” icon, just to the left of the Entry Title.

3. To display a larger popup of any picture, just mouse over it.

4. When you click on a “PDF” or another file type, you will be able to display and/or Download it.

Our Chapter Management Website

Help Contact Us Site Info My Account

Library: Add a New Entry Last Library Entries: Search in


Last Dated 10 Entries - (Please mouse-over to get a description of that function).


Folders + -


- Show All Entries - (5)
- Meetings
- Member Photos - (3)
- Classic Cars - (2)


Apr 20, 2022 [More classic Cars](#) Folder: Classic Cars


This will display a list of my favorite classic cars.

 DSC0317181.jpg


 article-0-0F2B60F500000578-619\_468x248.jpg

 classic-convertible-american-blue-cars-9vf7.jpg

 ferrari-250-gt.jpg

 the\_classic\_british\_cars.pdf

Mar 10, 2022 [Picture of James Kirk](#) Folder: Member Photos







# Library – Display PDF's

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

2. 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.

Our Chapter Management Website

Help Contact Us Sign Out Logout My Account

Library: - Picture: the\_classic\_british\_cars.pdf - Click here to download the file - Picture ID: 7v...XLb

If this PDF does not show up, please download the file









1 of 1 Automatic Zoom

**BRITISH COUNCIL** LearnEnglish Teens

## The Classic British Car: Video UK - answers

Answers to the Classic British Car exercises

### 1. Preparation: picture matching

			
a Bentley	an Aston Martin	a Rolls Royce	a Mini
			
electric car	battery	petrol	pollution

### 2. Check your understanding: true or false



# Library – Picture Mouse Over

1. If you mouse over the thumb nail picture (top green arrow), it will popup an enlarged picture of that thumb nail.
2. You can Edit an Entry by clicking on the “Pen” icon, just left of the Entry Title.

The screenshot displays the 'Our Chapter Management Website' interface. At the top, there is a navigation bar with links for 'Help', 'Contact Us', 'Site Info', 'Logout', and 'My Account'. Below this is a 'Library' section with a search bar and a dropdown menu for 'Last Dated 10 Entries'. A sidebar on the left lists folders: 'Show All Entries - (5)', 'Meetings', 'Member Photos - (3)', and 'Classic Cars - (2)'. The main content area shows a list of entries under the 'Classic Cars' folder. The first entry, dated 'Apr 20, 2022', is titled 'More classic Cars' and features three thumbnail images of classic cars. A large green arrow points from the top-left thumbnail to a larger, enlarged view of the same car below. Another green arrow points to the 'Pen' icon next to the entry title, indicating the edit function. A third green arrow points to the bottom-right thumbnail. Below the main entry, a partial view of another entry dated 'Mar 10, 2022' is visible, showing a thumbnail of a person in a Star Trek uniform.





# 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.

The screenshot shows the 'Our Chapter Management Website' interface. At the top, there is a navigation bar with links for Help, Contact Us, Site Info, Logout, and My Account. Below this is a breadcrumb trail: 'Library > Add a New Entry - Listing for Folder : classic cars'. A search bar is located on the right. A sidebar on the left lists folders: 'Show All Entries - (5)', 'Meetings', 'Member Photos - (3)', 'Classic Cars - (2)', and 'Somewhere, USA'. A green arrow points from the text 'click on the '+ icon, next to 'Folders'' to the '+' icon next to 'Folders'. Another green arrow points from the text 'click on 'Classic Cars'' to the 'Classic Cars - (2)' folder entry. The main content area shows a detailed view of the 'Classic Cars' folder, dated 'Apr 20, 2022'. It contains a list of entries with images and titles: 'DSC0317181.jpg' (a red convertible), 'article-0-0F2B60F500000578-619\_468x248.jpg' (a red classic car), 'ferrari-250-gt.jpg' (a red Ferrari 250 GT), 'classic-convertible-american-blue-cars-9v7f7.jpg' (a blue classic convertible), and 'the\_classic\_british\_cars.pdf' (a PDF document). A third green arrow points from the text 'view a single entry, just click on that entry title.' to the 'More classic Cars' link in the breadcrumb trail.



# Library – Search

1. 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.

Our Chapter Management Website

Help Contact Us Site Info My Account

Library: - Add a New Entry - Results for : kirk - (2 entries)

Last Dated 10 Entries - (Please mouse-over any icon to get a description of that function).

**Folders**

- Show All Entries - (5)
- Meetings
- Member Photos - (3)
  - Picture of James Kirk
  - Picture of James Kirk
  - Picture of Don White
- Classic Cars - (2)
  - More classic Cars
  - Somewhere, USA

Mar 10,2022 **Picture of James kirk** Folder: Member Photos

JamesKirk.jpg

Mar 10,2022 **Picture of James kirk** Folder: Member Photos

JamesKirk.jpg



# Library – Delete Entry



[Our Chapter Management Website](#)

[Help](#)

[Contact Us](#)

[Site Info.](#)


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[My Account](#)

1. You can delete this entry by clicking the red “Trash Can” icon at the top right.

2. 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 

**Entry Date:**  -

**Folder:**  - Add New Folder - (Last used folder will automatically be selected)

**Title:**

**Access:**  - Restrict access to this entry.

**Description:**


Description of entry

**Photo/Newsletter Entry - w/o additional Pictures / Files - Submit**

Click on the a picture to bring up picture editing functions.

To change the order, drag & drop the pictures/files (mouse req.)

To change picture titles, edit the title and Submit Pictures






# 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.

Our Chapter Management Website [Help](#) [Contact Us](#) [Site Info.](#) [Logout](#) [My Account](#)

Library - Photo Album: [Friends](#) - Photo editing functions



Click on the pen button at the bottom of the picture to crop image.

Rotate Left    Undo Last Step    Rotate Right


Lighter    Grayscale (B&W)    Darker

Flip Sideways    Negative    Flip Vertical

Small Rotate left    Sketchy Effect    Small Rotate Right

When you are finished with the changes, please select "Save Edited Photo" to return.

[Cancel Edited Photo](#)    [Save Edited Photo](#)







# Library – Carousel View

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

Our Chapter Management Website Help Contact Us Site Info Logout My Account

Library: - [Add a New Entry](#) - Listing for Folder : classic cars

Last Dated 10 Entries - (Please mouse-over any icon to get a description of that function).

**Folders**

Show All Entries - (5)

Meetings

Member Photos - (3)


- Picture of James Kirk
- Picture of James Kirk
- Picture of Don White

Classic Cars - (2)


- More classic Cars
- Somewhere, USA

Apr 20,2022 [More classic Cars](#) Folder: Classic Cars


This will display a list of my favorite classic cars.




DSC0317181.jpg




article-0-0F2B60F500000578-619\_468x248.jpg



classic-convertible-american-blue-cars-9v7f7.jpg






ferrari-250-gt.jpg



the\_classic\_british\_cars.pdf

Mar 03,2021 [Somewhere, USA](#) Folder: Classic Cars

Pictures of some classic cars.







# Library – Carousel View

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

Our Chapter Management Website

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Photo Album: Apr 20, 2022 - [More classic Cars](#) Folder:

Description:

This will display a list of my favorite classic cars.

Picture

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# 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.

Our Chapter Management Website

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Apr 20, 2022 [More classic Cars](#) Folder: Classic Cars

This will display a list of my favorite classic cars.

There are several weblinks that you can copy into your website for this entry.

For Carousel Format: [Pre-View Carousel Format](#)

Copy and paste this HTML into your website as HTML for a carousel photo format

```
<iframe src="https://ourchapter.org/?ocphotocarousel&proj=7h6gAQWxR&e=7vR7KiEgd" style="border:none; width="100%" height="2000"></iframe>
```

For File Folder Format: [Pre-View File Folder Format](#) Folder=classic cars

Copy and paste this HTML into your website as HTML for a file folder format

```
<iframe src="https://ourchapter.org/?ocphotofolder&proj=7h6gAQWxR&cat=classic cars" style="border:none; width="100%" height="2000"></iframe>
```

For File Entry Format: [Pre-View File Entry Format](#)

Copy and paste this HTML into your website as HTML for a file entry format

```
<iframe src="https://ourchapter.org/?ocphotoentry&proj=7h6gAQWxR&e=7vR7KiEgd" style="border:none; width="100%" height="2000"></iframe>
```

Mar 10, 2022 [Picture of James Kirk](#)



# Conclusion / Questions

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