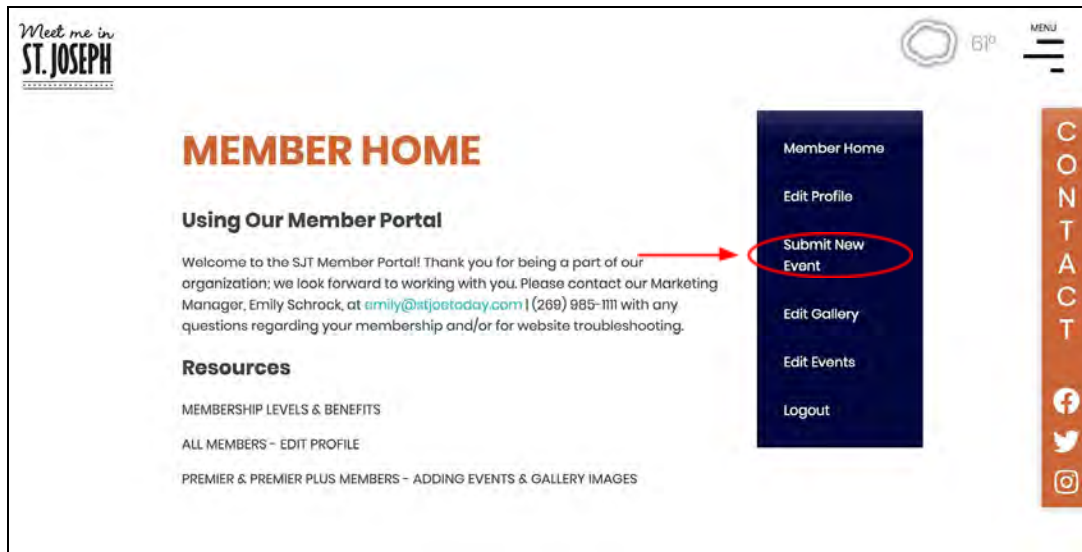


St. Joseph Today Website Instructions

SUBMIT NEW EVENT

1. Once logged in, click on "Submit New Event".



2. Edit all fields that are applicable to your event.

Event Image: Files should be .jpg or .png, no more than 2000pixels wide or high and the file size should be less than 250k. A tool to resize your image is <http://www.simpleimageresizer.com/>.

A screenshot of the St. Joseph Today Submit Event form. The page has the same header as the previous screenshot. The main content area is titled 'SUBMIT EVENT' and includes a 'Main Event Details' section. The form fields are: 'Title *' (text input), 'Start Date *' (date picker), 'End Date' (date picker), 'Start Time Hour' (dropdown menu showing '05am'), and 'Start Time Minutes' (dropdown menu showing '00'). There is a small note at the bottom of the form: 'For non-standard start/end times, set hours to varying or unspecified'. On the right side, there is a dark blue vertical menu with links: 'Member Home', 'Edit Profile', 'Submit New Event', 'Edit Gallery', 'Edit Events', and 'Logout'. Further to the right is an orange vertical bar with the word 'CONTACT' and social media icons for Facebook, Twitter, and Instagram.

3. Before logging out or navigating to another part of the Member Portal, "Save Information".

Tags

Select One Or More Tags

- Accessible
- Art
- Classes & Workshops
- Coffee

Please use as few tags as possible that are applicable to your event. Maximum of 5!

SAVE INFORMATION

EDIT EVENTS

1. Click on "Edit Events" from the right hand, navy column.

Meet me in
ST. JOSEPH

61°

MENU

MEMBER HOME

Using Our Member Portal

Welcome to the SJT Member Portal! Thank you for being a part of our organization; we look forward to working with you. Please contact our Marketing Manager, Emily Schrock, at emily@stjoatoday.com | (269) 985-1111 with any questions regarding your membership and/or for website troubleshooting.

Resources

- MEMBERSHIP LEVELS & BENEFITS
- ALL MEMBERS - EDIT PROFILE
- PREMIER & PREMIER PLUS MEMBERS - ADDING EVENTS & GALLERY IMAGES

- Member Home
- Edit Profile
- Submit New Event
- Edit Gallery
- Edit Events**
- Logout

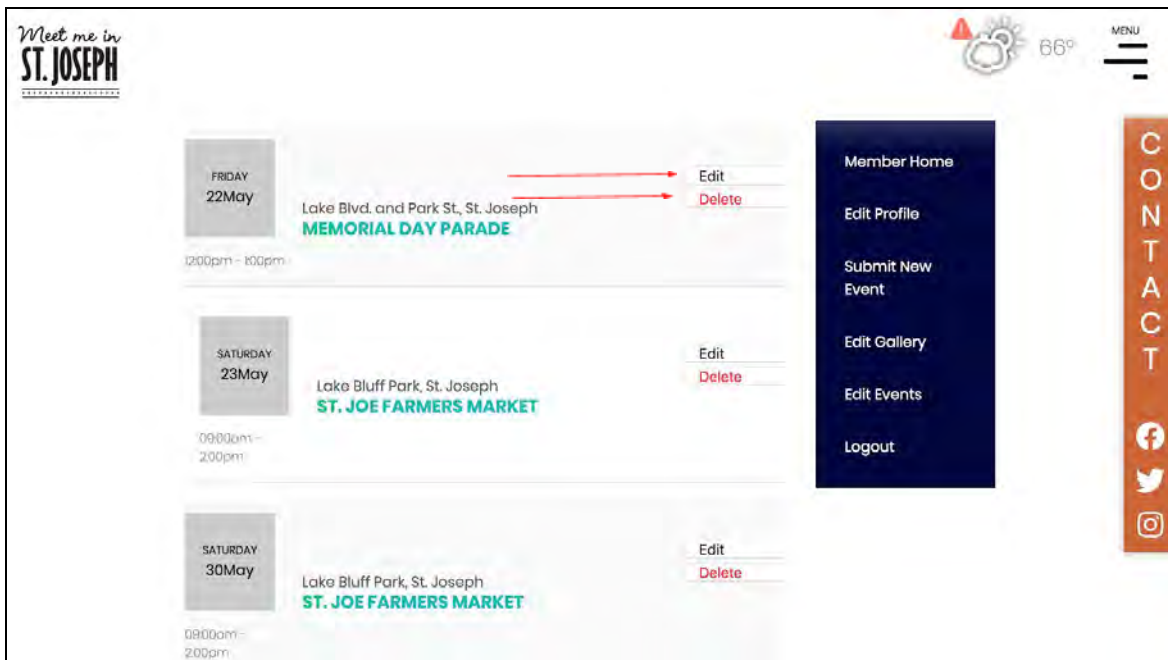
CONTACT

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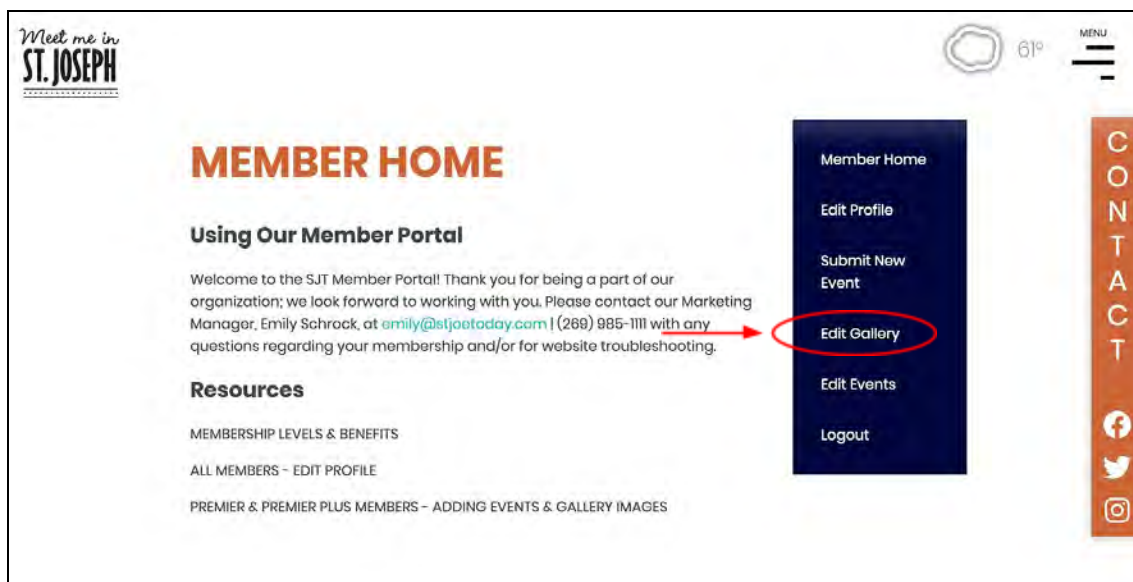
ig

2. Click on the "Edit" button next to the event you want to edit. From there you can change any information necessary. If you want to delete an event completely, click on the "Delete" button next to the event you wish to remove.

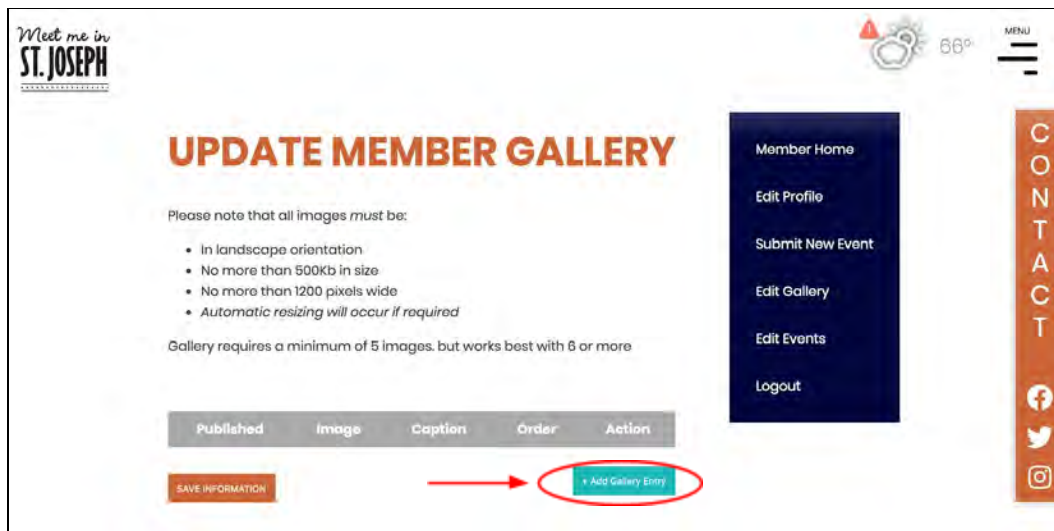


EDIT GALLERY

1. Click on "Edit Gallery" from the right hand, navy column.



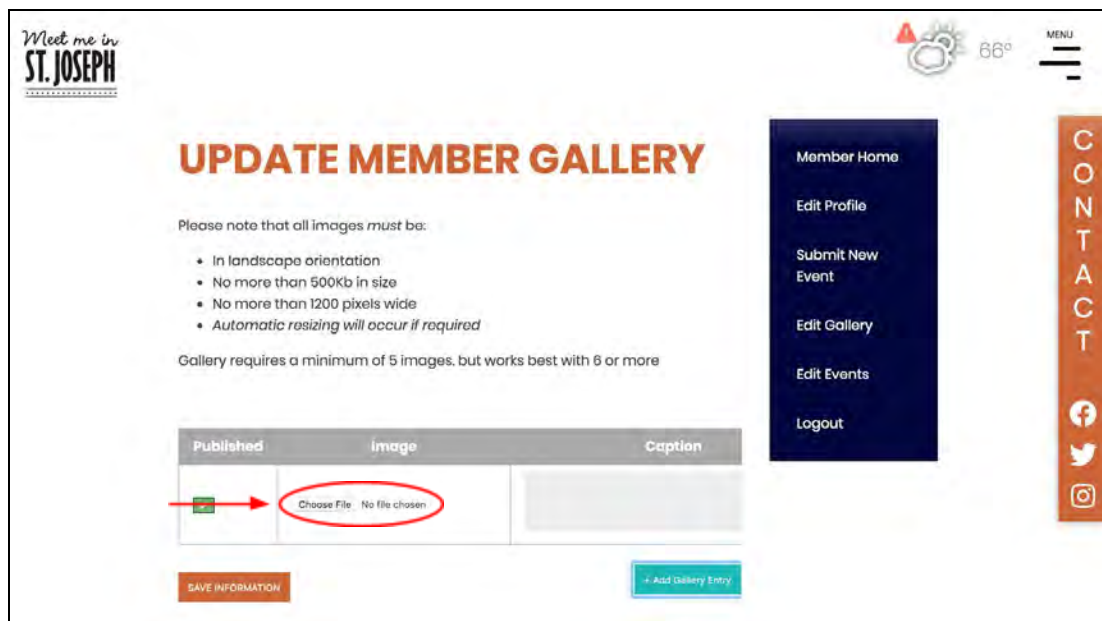
2. Click on “Add Gallery Entry”.



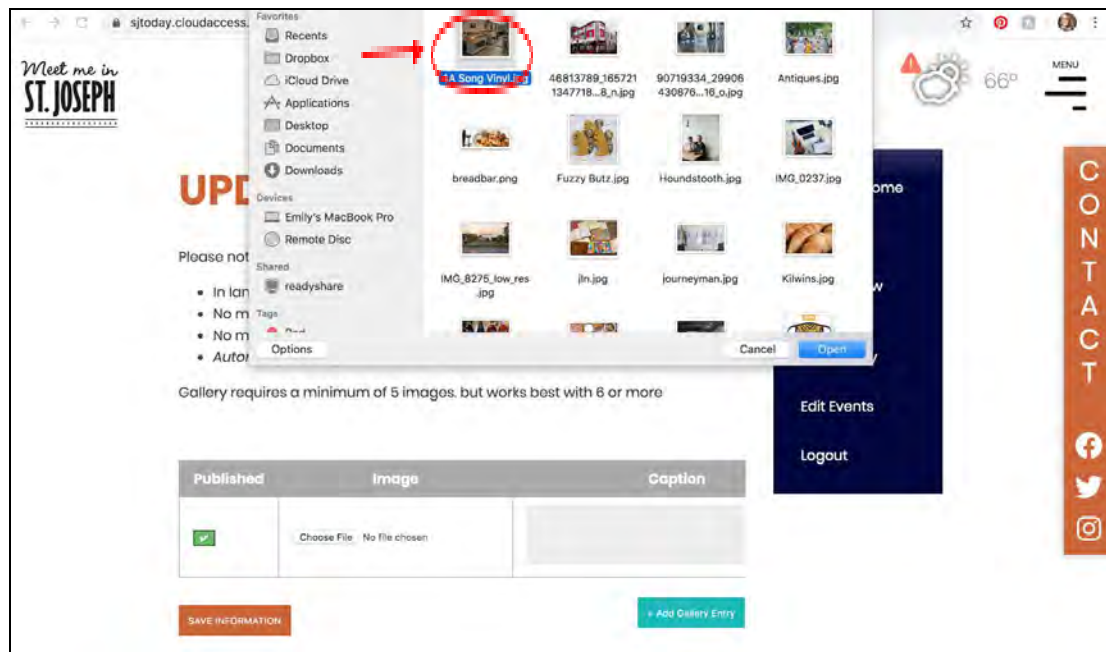
3. Click on “Choose File.”

Files should be .jpg or .png, no more than 2000pixels wide or high and the file size should be less than 250k. A tool to resize your image is <http://www.simpleimageresizer.com/>.

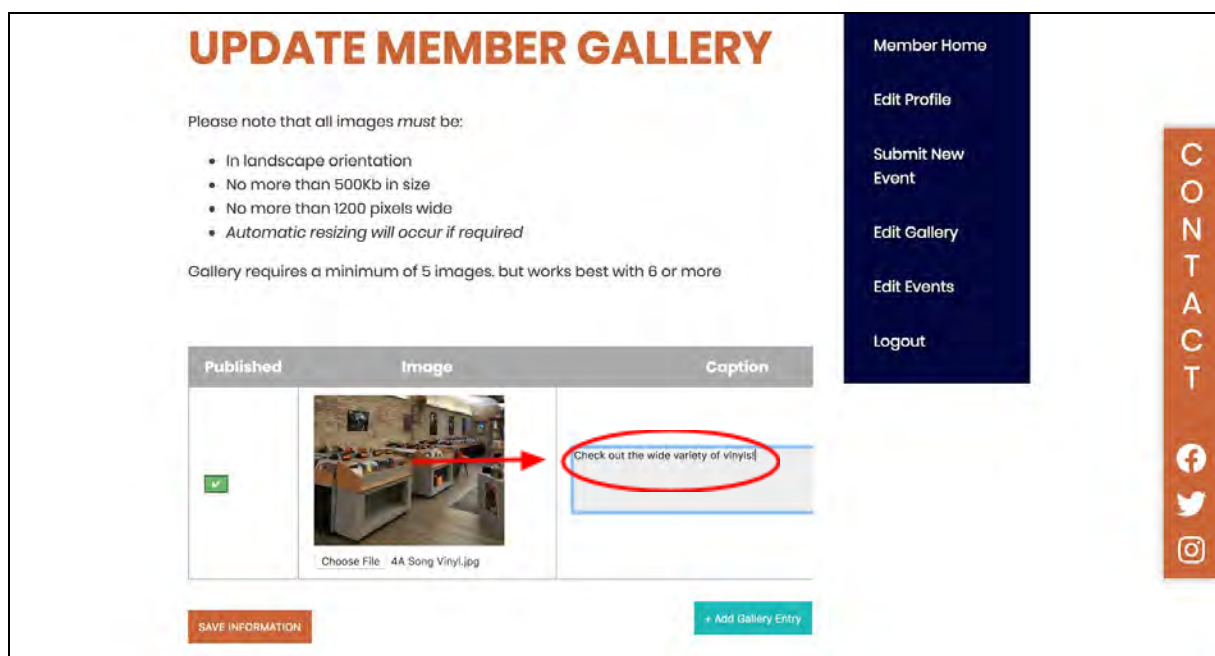
The gallery is limited to 10 featured photos. However, if more are uploaded, the featured photos will change each time the page is refreshed.



4. Choose file from computer.



5. Add a caption by clicking inside the grey box under "Caption" and type in a short description of your photo.




6. Before logging out or navigating to another part of the Member Portal be sure to "Save Information."

UPDATE MEMBER GALLERY

Please note that all images *must* be:

- In landscape orientation
- No more than 500Kb in size
- No more than 1200 pixels wide
- *Automatic resizing will occur if required*

Gallery requires a minimum of 5 images, but works best with 6 or more

Published	Image	Caption
<input checked="" type="checkbox"/>	 Choose File: 4A Song Vinyl.jpg	<input type="text" value="Check out the wide variety of vinyls!"/>

[+ Add Gallery Entry](#)

[SAVE INFORMATION](#)

[Member Home](#)
[Edit Profile](#)
[Submit New Event](#)
[Edit Gallery](#)
[Edit Events](#)
[Logout](#)

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[t](#)
[i](#)