

Creating a Story and Using ezStory

The ezStory module provides members with the ability to create unique and compelling articles that will engage and interest other club and district members. Stories can easily be created and immediately appear on the club or district's websites when published. Members can contribute stories in a "draft" state and a built-in workflow will notify editors and publishers when the story is ready for the next step. Stories are easily created using a WYSIWYG HTML editor. Multiple images can be uploaded and included in the story.

Key Features:

- Each club or district can enable an optional work flow and approval process (draft, review, approved, published) for their process. An archived 5th state is also available.
- The ezStory module supports email notifications when stories are created, and move into different publishing states.
- Clubs can embed links and videos into the stories.
- Clubs can save space on their homepage by only displaying a paragraph or two and adding a 'Read More' link.
- Assign a minimum security level to each story and/or assign a role to each story – enabling each story to be targeted to a specific audience.
- Apply multiple categories to each story – allow stories to be targeted to certain web pages.
- Stories can be pulled to the club or district website automatically when published if desired.



Create a New Story

1. Add a new *Club* Story by going to: Club Pages → Stories and clicking the "New Story" button.
2. Add a new *District* Story by going to: District Pages → Stories and clicking the "New Story" button.

JBS My CLUB My DATA Committees PMail ALL PMail Calendar DUES Reports Grants **Club PAGES** Files ATTND Region Help

ezBulletin Setup New ClubPages













Welcome to the new version of ezStory. If you are experiencing difficulties using this version of ezBulletin, you may switch back to the previous version by clicking here.

Active Stories Search...  

Choose a story to edit, create a new one or archive an existing story.

[Change Sequence](#) [New Story](#) [Preview Stories](#)

Published

Action	Seq No	Story Name	Contributed By	Show On	Date Posted	Post Until
   	14	Tsunami Strikes Japan	Angelina Jolie	WH D B	09/01/2015	
   	15	The fight against polio	Angelina Jolie	WH D B	03/22/2012	
   	16	RI Convention	Angelina Jolie	WH D B	03/22/2012	

There are several tabs on the “Add New Story” page. Only two require entries for a basic Story.

Story Information Tab

Enter a “Story Name” and “Headline”.

Story Information | Story Contents | Story Categories

Start your story by entering the information below. The selections you make will determine what you know the story by. The 'Story Headline' is what your members will see. The 'Story Sequence' will determine the order your story will appear when published. Story

*Story Name:

*Headline:

To have the Story display on your website, be sure that you have ticked the checkbox next to “Websites” in the “Show In” area.

Show In: Websites * Dashboard ezStory
 Home Page ezBulletin *

* Websites must be enabled for Story "More" link to work

To have the Story display anywhere besides the Stories admin page, it MUST be in a “Published” state. Be sure to tick the radio button next to “Published” in the “Story State” area.

If you don't have the “Published” option, you must contact someone in your Club or District that has permission to publish stories and have them publish your story for you.

Story State: Draft Review Approved **Published**

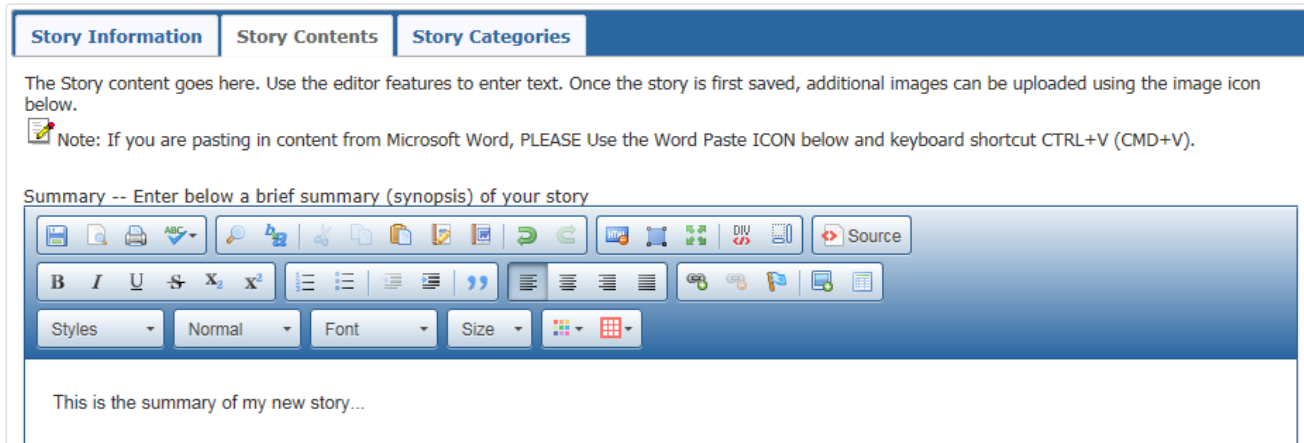
Unless a Story is in the 'Published' state, it is not visible to members or websites.

You can set the security level that is allowed to view your stories. To have the Story display on your website, be sure that the “View Level” is set to “Level-0” (public).

View Level: Security level that can see this story when published. Must by Level-0 for public websites.

Story Contents Tab

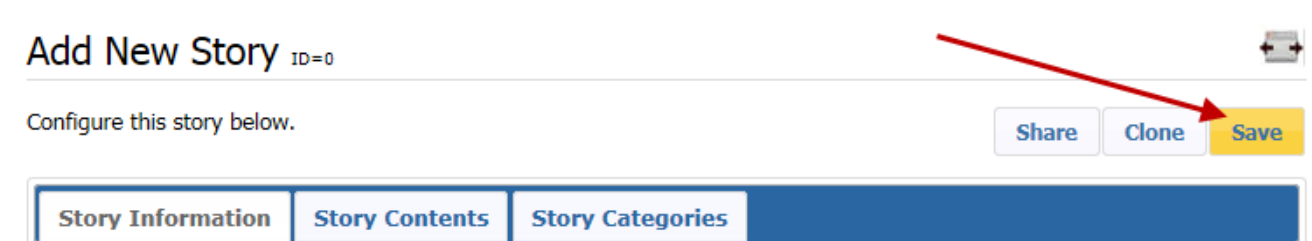
Enter a “Summary” for your Story in the “Summary” Editor. (This information will be displayed on your website without the user needing to click the ‘read more’ link.)



If you want to have more content available to the reader once they have clicked the ‘read more’ link, you can add that in the “Complete Description” Editor.

Save your New Story

Click the yellow “Save” button at the top of the page to save your Story.



If you have followed all the steps above, your story will be published. Depending on where you selected to show your story, it will now be shown there (Dashboard, Website, Home Page, etc.)

Home	Club Links ▾	District Links ▾	Rotary Links ▾	Documents
------	--------------	------------------	----------------	-----------

- Home
- Club Links ▾
- District Links ▾
- Rotary Links ▾

My Test Story



Wednesday, December 30, 2015

This is the summary of my new story...

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In egestas pellentesque eros, et mollis lorem placerat sed. Etiam id euismod nulla. Curabitur a metus eget lacus maximus viverra ut id neque. Fusce nec venenatis magna. Nunc leo lectus. eleifend nec urna ac. sodales

