

Using ezStories for bulletins and websites

If you post your club’s events and happenings in ezStories, DACdb can populate your club website and weekly bulletins with these stories. You can share your stories with the district to appear on the district’s sites as well.

The following provides step-by-step instructions for creating a story.

1. Stories work best with a photo. Take a photo of your club’s People of Action. Ideally your photo captures members in Rotary attire, actively participating in an event.
2. Log-in to DACdb.
3. At the left, top corner, click up on the tab labeled “My CLUB”.
4. Choose the icon labeled “Club ezStory”.
5. To create a new story, click on the blue button at the right near the top labeled “Add Story.”
6. Items with a red star are required. We will begin at the top and populate the required fields.
7. Provide a “Story Name”. The story name will appear as your headline, so choose something catchy.
8. If you want to edit the headline to something different than the Story Name, you may do so.
9. Click the Published button in the “Story State” row.
10. The Story Start Date populates as the current date.
11. Choose a “Post Until” Date. For most items, I post Stories for a month. For awards or other items that remain relevant for longer, I choose a later end date.
12. The Story Sequence’s default is “0” so that the current story will be the first to appear on your Club homepage and/or website.
13. Choose an image to associate with the story. Click the “Choose File” button next to “Main Story Image.” In the pop-up window, find the image located on your computer. Select the file. Click “Open”. The pop-up window will close and the image’s name will appear next to the “Choose File” button.
14. Select the locations where you want your Story to appear. Likely this will be Websites, Home Page, Dashboard, ezBulletin.
15. Choose whether you prefer to have the Story Date, ByLine, and/or Story Separator appear.
16. Scroll back to the top of the page. Above the story instructions, select the tab labeled “Contents”.
17. In the box labeled Summary, write the contents for your Story.
18. When complete, click the yellow “Save” button near the top, on the right.
19. The Story now appears on your list of Published Stories.
20. Use the tabs at the top left to return to “Home”. Your new story should appear at the top of this page. Check that the text is as desired and that the photo is oriented correctly.
21. If you use a DACdb created website, your story now also appears at the top of the club website.

You can share your Story with the District!

1. Select a Story from your list of published Stories.
2. Select Edit Story on the right.
3. Next to the yellow Save button is a button labeled “Share” (top right).
4. Leave the “Copy the story” radio button selected.
5. Click Save.
6. The story appears in the District story listings once it has been approved by the district. Club Stories appear after the District Stories and then in order from most recent to least recent.

ezBulletins: You can populate your Club Bulletin with ezBulletin.

1. Use the tabs at the top left, to navigate to “My CLUB”.
2. Choose the *New* Club ezBulletin icon.
3. Assuming you already have a template, click “Edit Templates” in the left sidebar. If you do not already have a template, under the Help tab select the folder labeled “New ezBulletin”, then “Templates”, and watch the “Getting Started ezBulletin Video”. It’s a great help to get you set up.
4. From the “Edit Templates” page, hover over the preferred template and select “Advanced Build”.
5. As long as Stories are included in your template, active stories appear in a selection box for you to add to your Bulletin.