



ROTARY CLUB OF
DISTRICT 7730
PASSPORT

DACdb - ezSTORY Instructions

Use this instructional to walk you through the steps to add your Rotary Stories to our Club's DACdb Stories. Each month our Secretary will review all the stories to include in our Club Bulletin. Out of all the monthly Rotary Stories, our Club Secretary will select 1-5 stories to share with the District Secretary to share in the District Bulletin.

1. Click MY CLUB Tab

The screenshot shows the DACdb interface for the Rotary Club of District 7730, Passport, NC. The top navigation bar includes 'Home', 'My DATA', 'My CLUB', 'DISTRICT', and 'Help'. The 'My CLUB' tab is selected, and the page title is 'ROTARY CLUB OF DISTRICT 7730, PASSPORT, NC CLUB FUNCTIONS'. Below the title, there is a configuration area with instructions: 'Select a function to Reposition ICONS by dragging and dropping. Remove/Add ICONS using Configuration.' and a note: 'The top 6 functions will appear on the My CLUB Shortcuts menu in the same order arranged here.' A red arrow points to the 'My CLUB' tab. Below the instructions is a grid of 15 function icons, each with a green checkmark in the top right corner. The icons are: PMail, Club Engagement, Club Finance, Club Websites, Calendar, Club ezStory, PText, Club ezBulletins, Club Bulletins, Club FILES, Club Statistics, Reports, Club Information, Club Attendance, and Club Committees.

2. Click CLUB ezStory Tab

ROTARY CLUB OF DISTRICT 7730, PASSPORT, NC CLUB FUNCTIONS (#89498)

Select a function. **Reposition** ICONS by dragging and dropping. **Remove/Add** ICONS using Configuration.
 = The top 6 functions will **appear on the My CLUB Shortcuts** menu in the same order arranged here.

PMAIL	Club Engagement	Club Finance	Club Websites	Calendar
Club ezStory	Club ezBulletins	Club Bulletins	Club FILES	
Club Statistics	Reports	Club Information	Club Attendance	Club Committees

3. Click ADD STORY

Club Rotary Club of District 7730, Passport, NC ezStories

ALL Stories

Choose a story to edit, create a new one or archive an existing story.
 To sequence the stories, simply drag and drop them in order within the table publishing state.

Published								Set Sort Sequence
Action	Story Name	Visible	Show On	Comment	Story Date	Post Until	Contributed By	
	Rotary Passport Podcast - Where the Six Areas of Rotary Focus Come Alive! E	Yes	W H D B	<input type="checkbox"/>	08/16/2018		Lori Harris	
	Rotary Passport Podcast - Where the Six Areas of Rotary Focus Come Alive! Episode 2	Yes	W H D B	<input type="checkbox"/>	08/22/2018		Lori Harris	
	Rotary Passport Podcast - Where the Six Areas of Rotary Focus Come Alive! E	Yes	W H D B	<input type="checkbox"/>	08/27/2018	11/30/2018	Lori Harris	
	Rotary Passport Podcast - Where the Six Areas of Rotary Focus Come Alive! E	Yes	W H D B	<input type="checkbox"/>	09/03/2018		Lori Harris	
	Rotary Passport Podcast - Where the Six Areas of Rotary Focus Come Alive! Episode 5	Yes	W H D B M	<input type="checkbox"/>	09/10/2018		Lori Harris	
	Rotary Passport Podcast - Where the Six Areas of Rotary Focus Come Alive! Episode 6	Yes	W H D B M	<input type="checkbox"/>	09/17/2018		Lori Harris	
	Rotary Club of District 7730 Passport Charter		W H D B	<input type="checkbox"/>	07/23/2018	08/31/2018	Lori Harris	
	Chartering of Rotary Club of District 7730 Passport	Yes	W H D B	<input type="checkbox"/>	07/13/2018		Lori Harris	
	Rotary Club of District 7730 Passport - Holiday Social	Yes	W H D B	<input type="checkbox"/>	07/16/2018	12/10/2018	Lori Harris	
	Rotary Club of District 7730 Passport - CHARTER INDUCTION MEETING (Formerly PICNIC)		W H D B	<input type="checkbox"/>	07/16/2018	07/22/2018	Lori Harris	

No Published Stories: **10**

4. Fill in your STORY fields (Fill in ORANGE AREAS ONLY)

Note: You are on the INFORMATION TAB

The screenshot shows the 'Information' tab of the ezSTORY system. The form includes the following fields and options:

- Story Name:** Text input field.
- Headline:** Text input field.
- Story State:** Radio buttons for Draft (selected), Review, Approved, and Published.
- Story Start Date:** Date picker set to 11/14/2018.
- Post Until:** Date picker.
- Story Sequence:** Text input field set to 0.
- Main Story Image:** File upload area.
- Show Story In:** Checkboxes for Websites, Home Page, Dashboard, ezBulletin, and eMeeting.
- Enable Comments:** Checkboxes for Enable Comments (blogging) on website.
- Include:** Checkboxes for Story Date, ByLine, Edited By, and Story separator.
- Category:** Dropdown menu showing 'No Categories defined'.
- By Line:** Dropdown menu showing 'Harris, Lori'.

Story Name - You name it. Keep it short and interesting. Make sure people can understand in the title what the story is really about.

Headline - This is an auto populated field. I recommend leaving it.

Story State - CLICK PUBLISHED

Post Until - SELECT AN END DATE - when is the last day you want the story to run.

Story Sequence - DO NOT CHANGE

Main Story Image - Add images that support your story.

Show Story In - SELECT all the areas you would like your story to appear.

Enable Comments - DO NOT CHECK

Include - DO NOT CHANGE OR ADD

Category - This has to be pre-established. At this time we do not have any categories. If there is one in the drop down that your story fits, go ahead and select a category that correlates to your story.

By Line - SELECT YOUR NAME

5. SELECT CONTENT TAB

The screenshot shows the ezSTORY editor interface. At the top, there is a navigation bar with 'Home', 'My DATA', 'My CLUB', 'DISTRICT', and 'Help'. The user is logged in as 'Harris, Lori'. The main heading is 'Add New Club Rotary Club of District 7730, Passport, NC Story'. Below this, there is a 'Save' button and a note: 'Edit this story below.' The editor has two tabs: 'Information' and 'Contents'. The 'Contents' tab is selected, and a red arrow points to it. Below the tabs, there is a text area with instructions: 'The Story content goes here. Use the editor features to enter text. Once the story is first saved, additional images can be uploaded using the image icon below. Images can be dragged and dropped into the editor. Right-click on images - select Image Properties and add HSpace (horizontal space) and VSpace (Vertical Space) around your images. To float the text around the image, select alignment left or right in the Image Properties.' A note follows: 'Note: If you are pasting in content from Microsoft Word, PLEASE Use the Word Paste ICON below and keyboard shortcut CTRL+V (CMD+V).' Below this is a 'Summary' section with the instruction: 'Summary -- Enter below a brief summary (synopsis) of your story'. The summary box contains a rich text editor toolbar with various icons for text formatting, alignment, and insertion.

SUMMARY BOX: This is where you will provide a ONE PARAGRAPH story lead in. Keep it interesting and tease the reader to read more. This appears as the intro on the website. There will be a “Read More” button for every Summary that will lead to the remainder of the story.

After completing your summary, SCROLL DOWN. You will find a second box to finish writing your story:

This screenshot shows the same ezSTORY editor interface, but with the 'Summary' section expanded. The summary text area now contains the placeholder text: 'This is a complete description or story. This text will appear when the user clicks on read more.' Below the summary text area is a large, empty text box for writing the rest of the story. The rich text editor toolbar is visible above the text box.

REMEMBER:

You may view other club members stories to see how they write and use the system to set up their stories. The process is simple, but does require your energy and thoughts to be thorough and purposeful in telling your story.

Please do not edit or change any stories that other members have posted. The system does document who has edited a story. If you see something that needs to be edited or changed, contact the member to have them update/edit per your request.

The Club Secretary reviews all of these monthly. If there are opportunities to help you learn how to better present your story, the club Secretary will call you and have you update/edit your story, so that the next time you will better be able to showcase your stories for our Club and District publishing.

Thank you for helping our club gain exposure to our activities, volunteerism, and all the wonderful activity we are engaged in.

For questions, you may contact our Club Secretary - log into the DACdb, Click MY CLUB, and you will see the leadership team at the top. CLICK Secretary and you will have the Secretary's contact information to reach out to and get answers and help.

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