Use the "Search" field at the top right to search for a help topic.
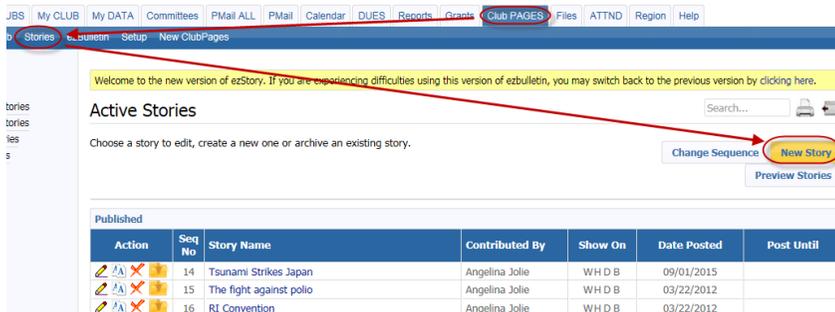

Creating a Story and Using ezStory

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.

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".

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

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.

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).
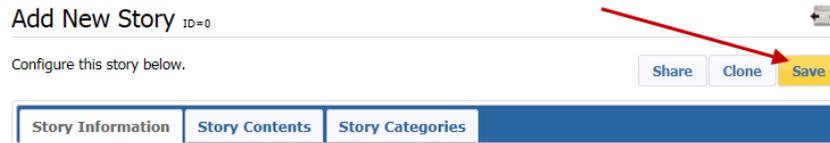

Story Contents Tab

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.)