

Articles

2016 - Fall Edition

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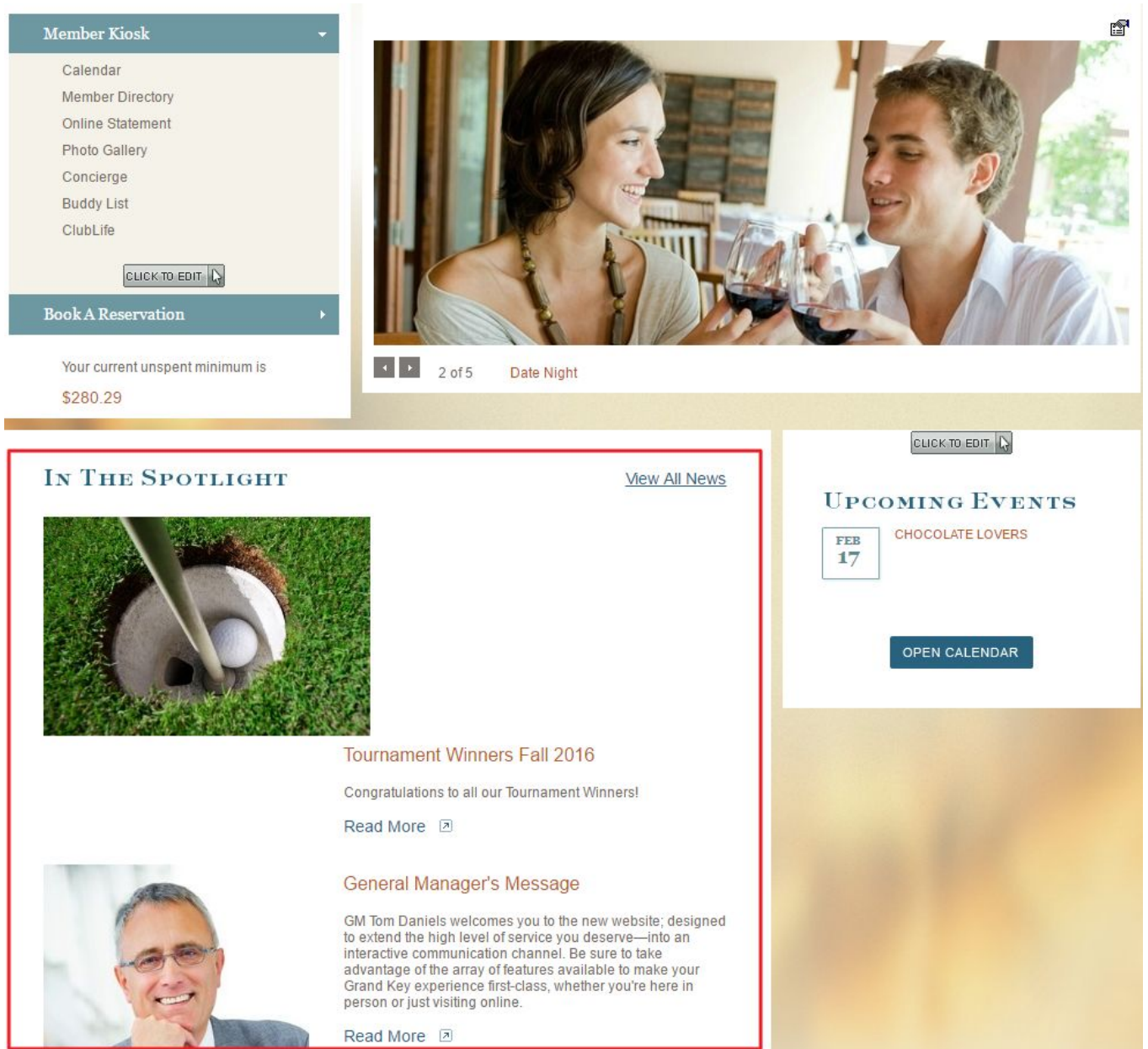
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Overview

Articles turn your Clubessential website into an interactive portal that allows for new content to be created by Club **Admins** and **Editors**. **Articles** are also dynamic in that **Articles** can be **scheduled to post** and have the ability to be **archived**. Distribution is also dynamic, by assigning categories to **Articles**, so they're distributed throughout the website appropriately.

Use Case(s)

Articles have multiple uses, such as: **blogs, tournament results, meeting minutes, or news announcements.** The **Article Plug-in** is typically added on the member home page, however, the plug-in may be added anywhere throughout the website as desired. Clubessential can assist with adding and designing the **Article Plug-in.**



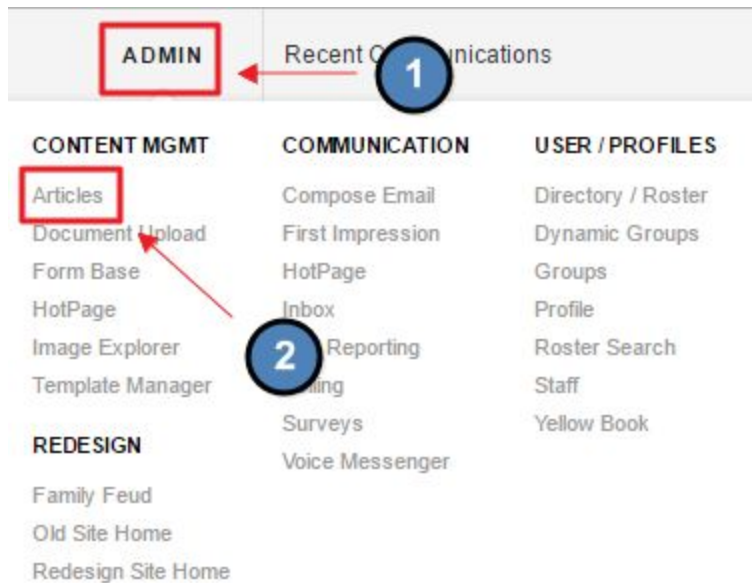
The screenshot displays a website interface with several key components:

- Member Kiosk:** A vertical menu on the left with options: Calendar, Member Directory, Online Statement, Photo Gallery, Concierge, Buddy List, and ClubLife. A "CLICK TO EDIT" button is located below the menu.
- Book A Reservation:** A section below the kiosk showing "Your current unspent minimum is \$280.29".
- Photo Gallery:** A large image of a man and a woman smiling and holding wine glasses. Below the image is a "2 of 5" indicator and a "Date Night" caption.
- IN THE SPOTLIGHT:** A red-bordered section containing two news items:
 - Tournament Winners Fall 2016:** Accompanied by a photo of a golf ball on a green. Text includes "Congratulations to all our Tournament Winners!" and a "Read More" link.
 - General Manager's Message:** Accompanied by a photo of GM Tom Daniels. Text includes a welcome message and a "Read More" link.
- UPCOMING EVENTS:** A section on the right with a "CLICK TO EDIT" button, a calendar icon for "FEB 17", the event title "CHOCOLATE LOVERS", and an "OPEN CALENDAR" button.

Accessing Articles

To access **Articles** follow the steps below depending on your access role.

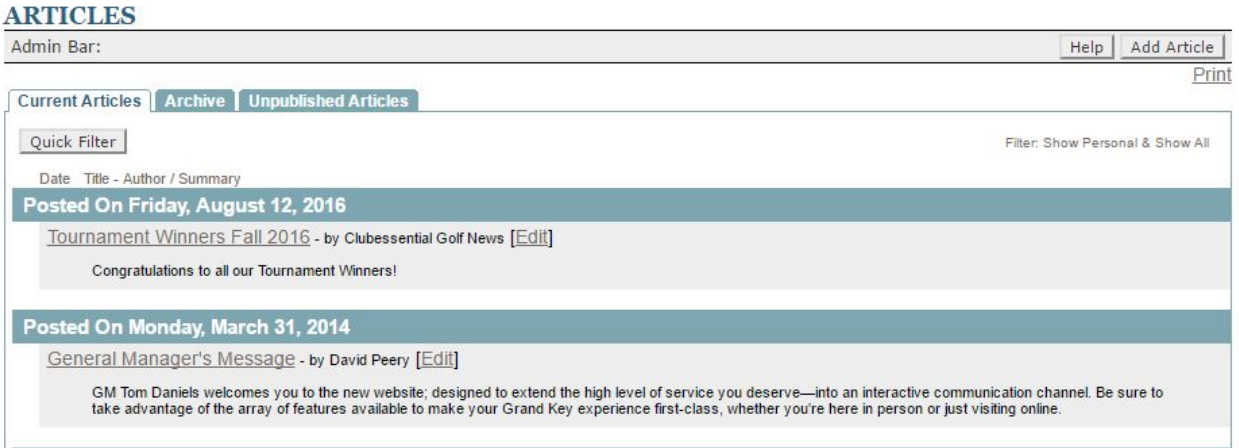
Admins: Hover over **Admin** bar in the left hand corner of the screen, select **Articles**.



Editors: Hover over **Admin** in the main navigation, select **Main Tools**, and then **Articles**.



The following **Article Interface** screen will launch.



ARTICLES

Admin Bar: [Help](#) [Add Article](#) [Print](#)

[Current Articles](#) | [Archive](#) | [Unpublished Articles](#)

Quick Filter Filter: Show Personal & Show All

Date	Title - Author / Summary
Posted On Friday, August 12, 2016	
	Tournament Winners Fall 2016 - by Clubessential Golf News [Edit]
	Congratulations to all our Tournament Winners!
Posted On Monday, March 31, 2014	
	General Manager's Message - by David Peery [Edit]
	GM Tom Daniels welcomes you to the new website; designed to extend the high level of service you deserve—into an interactive communication channel. Be sure to take advantage of the array of features available to make your Grand Key experience first-class, whether you're here in person or just visiting online.

Article Interface

Current Articles: shows all published **Articles**.



ARTICLES

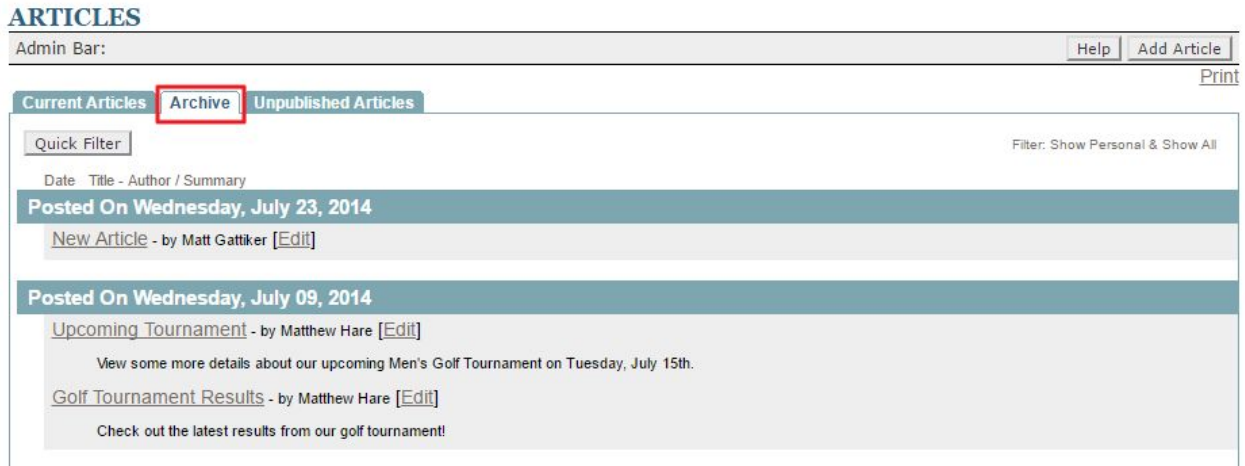
Admin Bar: [Help](#) [Add Article](#) [Print](#)

Current Articles | [Archive](#) | [Unpublished Articles](#)

Quick Filter Filter: Show Personal & Show All

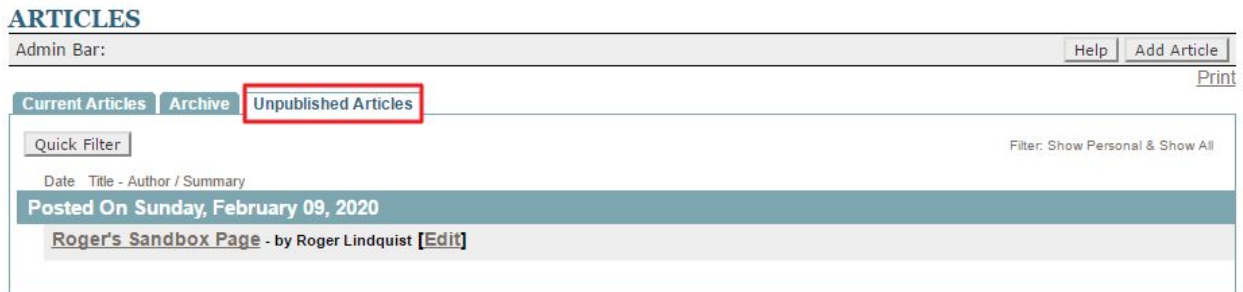
Date	Title - Author / Summary
Posted On Friday, August 12, 2016	
	Tournament Winners Fall 2016 - by Clubessential Golf News [Edit]
	Congratulations to all our Tournament Winners!
Posted On Monday, March 31, 2014	
	General Manager's Message - by David Peery [Edit]
	GM Tom Daniels welcomes you to the new website; designed to extend the high level of service you deserve—into an interactive communication channel. Be sure to take advantage of the array of features available to make your Grand Key experience first-class, whether you're here in person or just visiting online.

Archived Articles: shows all Articles that are now **Archived**.



The screenshot shows the 'ARTICLES' page interface. At the top, there is an 'Admin Bar' with 'Help' and 'Add Article' buttons. Below this, there are three tabs: 'Current Articles', 'Archive' (which is highlighted with a red box), and 'Unpublished Articles'. A 'Quick Filter' input field is present, along with a filter dropdown set to 'Show Personal & Show All'. The main content area displays a list of articles. The first article is dated 'Posted On Wednesday, July 23, 2014' and titled 'New Article - by Matt Gattiker [Edit]'. The second article is dated 'Posted On Wednesday, July 09, 2014' and titled 'Upcoming Tournament - by Matthew Hare [Edit]'. Below the title, there is a summary: 'View some more details about our upcoming Men's Golf Tournament on Tuesday, July 15th.' followed by 'Golf Tournament Results - by Matthew Hare [Edit]' and a sub-summary: 'Check out the latest results from our golf tournament!'.

Unpublished Articles: shows **Articles** that are still being edited and not yet published, or archived.



The screenshot shows the 'ARTICLES' page interface. At the top, there is an 'Admin Bar' with 'Help' and 'Add Article' buttons. Below this, there are three tabs: 'Current Articles', 'Archive', and 'Unpublished Articles' (which is highlighted with a red box). A 'Quick Filter' input field is present, along with a filter dropdown set to 'Show Personal & Show All'. The main content area displays a list of articles. The first article is dated 'Posted On Sunday, February 09, 2020' and titled 'Roger's Sandbox Page - by Roger Lindquist [Edit]'.

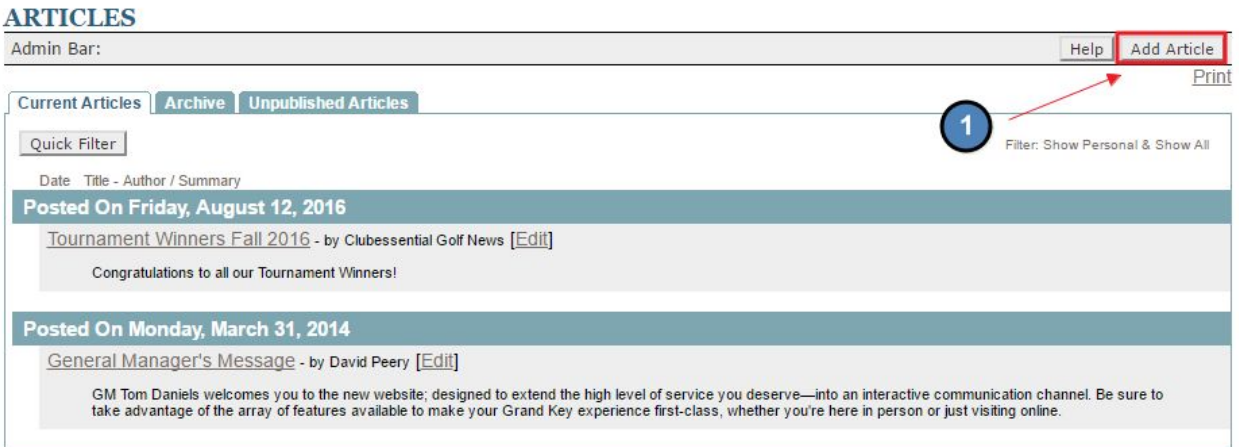
Filtering: similar to calendar filtering, allowing the users to choose which **Category** of **Articles** to view.



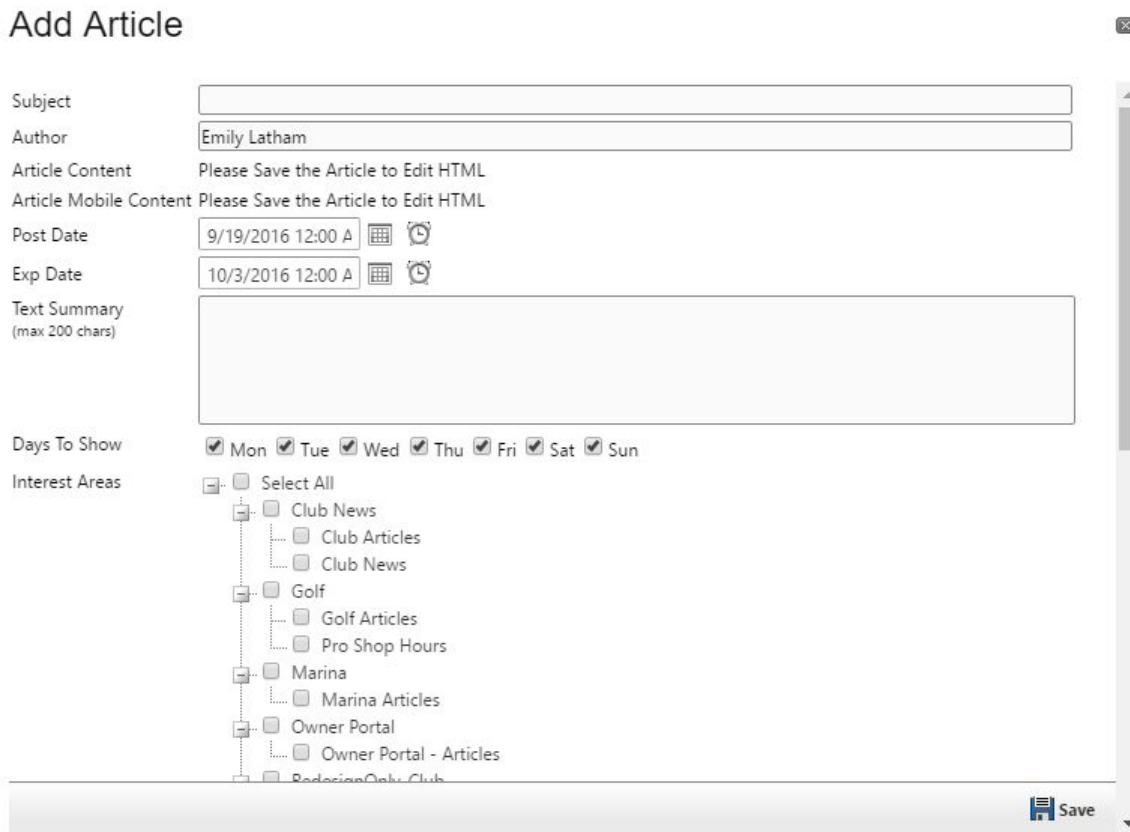
The screenshot shows the 'Current Articles' tab selected. A 'Quick Filter' input field is visible. Below it, a dropdown menu is open, listing various categories: 'All Items', 'Club News', 'Club Articles', 'Club News', 'Golf', 'Golf Articles', 'Pro Shop', 'Hours', 'Marina', and 'Marina Articles'. The dropdown menu is highlighted with a red box.

Adding Articles

Click the **Add Article** button.



This will bring up the **Add Article Interface**.



Title: this will display on the **Article Listing** when is the **Quick View Display**.

Add Article

Subject	Tournament Results
Author	Emily Latham
Article Content	Please Save the Article to Edit HTML
Article Mobile Content	Please Save the Article to Edit HTML
Post Date	9/19/2016 12:00 A
Exp Date	10/3/2016 12:00 A
Text Summary (max 200 chars)	
Days To Show	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
Interest Areas	<input type="checkbox"/> Select All <ul style="list-style-type: none"><input type="checkbox"/> Club News<ul style="list-style-type: none"><input type="checkbox"/> Club Articles<input type="checkbox"/> Club News<input type="checkbox"/> Golf<ul style="list-style-type: none"><input type="checkbox"/> Golf Articles<input type="checkbox"/> Pro Shop Hours<input type="checkbox"/> Marina<ul style="list-style-type: none"><input type="checkbox"/> Marina Articles<input type="checkbox"/> Owner Portal<ul style="list-style-type: none"><input type="checkbox"/> Owner Portal - Articles<input type="checkbox"/> RedesignOnly Club

 Save

Article Listing Quick View Display:

IN THE SPOTLIGHT

[View All News](#)



1






Tournament Winners Fall 2016

Congratulations to all our Tournament Winners!

[Read More](#)

Author: this will display in the **Listing View** under the **Current Articles** tab.

Add Article

Subject	Tournament Results
Author	Grand Key Club
Article Content	Please Save the Article to Edit HTML
Article Mobile Content	Please Save the Article to Edit HTML
Post Date	9/19/2016 12:00  
Exp Date	10/3/2016 12:00  
Text Summary (max 200 chars)	<div style="border: 1px solid #ccc; height: 40px;"></div>
Days To Show	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
Interest Areas	<ul style="list-style-type: none"><input type="checkbox"/> Select All<input type="checkbox"/> Club News<ul style="list-style-type: none"><input type="checkbox"/> Club Articles<input type="checkbox"/> Club News<input type="checkbox"/> Golf<ul style="list-style-type: none"><input type="checkbox"/> Golf Articles<input type="checkbox"/> Pro Shop Hours<input type="checkbox"/> Marina<ul style="list-style-type: none"><input type="checkbox"/> Marina Articles<input type="checkbox"/> Owner Portal<ul style="list-style-type: none"><input type="checkbox"/> Owner Portal - Articles<input type="checkbox"/> RedesignOnly Club
 Save	

Author in Listing Viewing Display:

ARTICLES

Current Articles Archive

Date Title - Author / Summary

Posted On Friday, August 12, 2016

Tournament Winners Fall 2016 **by Clubessential Golf News**

Congratulations to all our Tournament Winners!





Post Date: allows for creation prior to posting.


- May set a date and time to post.

Expiration: allows to move the **Article** to the **Archived Tab** at set date.

- May set a date and time to expire.

Add Article


Subject	<input type="text" value="Tournament Results"/>
Author	<input type="text" value="Grand Key Club"/>
Article Content	Please Save the Article to Edit HTML
Article Mobile Content	Please Save the Article to Edit HTML
Post Date	<input type="text" value="9/19/2016 12:00 A"/>  
Exp Date	<input type="text" value="10/3/2016 12:00 A"/>  
Text Summary (max 200 chars)	<input type="text"/>
Days To Show	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
Interest Areas	<input type="checkbox"/> Select All <input type="checkbox"/> Club News <ul style="list-style-type: none"><input type="checkbox"/> Club Articles<input type="checkbox"/> Club News <input type="checkbox"/> Golf <ul style="list-style-type: none"><input type="checkbox"/> Golf Articles<input type="checkbox"/> Pro Shop Hours <input type="checkbox"/> Marina <ul style="list-style-type: none"><input type="checkbox"/> Marina Articles <input type="checkbox"/> Owner Portal <ul style="list-style-type: none"><input type="checkbox"/> Owner Portal - Articles <input type="checkbox"/> RedesignOnly Club

 Save

Text Summary: allows for a short description of the **Article**. This usually shows on the **Quick View Display**.

Add Article

Subject	Tournament Results
Author	Grand Key Club
Article Content	Please Save the Article to Edit HTML
Article Mobile Content	Please Save the Article to Edit HTML
Post Date	9/19/2016 12:00 A
Exp Date	10/3/2016 12:00 A
Text Summary (max 200 chars)	Congratulate our Golf Tournament Winners and read about the Golf Results!
Days To Show	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
Interest Areas	<ul style="list-style-type: none">Select AllClub News<ul style="list-style-type: none">Club ArticlesClub NewsGolf<ul style="list-style-type: none">Golf ArticlesPro Shop HoursMarina<ul style="list-style-type: none">Marina ArticlesOwner Portal<ul style="list-style-type: none">Owner Portal - ArticlesProfessional Club

 Save

Text Summary is Listing Display:

IN THE SPOTLIGHT

[View All News](#)



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Tournament Winners Fall 2016

Congratulations to all our Tournament Winners!

[Read More](#) 

Days to Show: choose which days the **Article** should show on. This could be all days, or select days.

Add Article

Subject:

Author:

Article Content:

Article Mobile Content:

Post Date:

Exp Date:

Text Summary (max 200 chars):

Days To Show: Mon Tue Wed Thu Fri Sat Sun

Interest Areas: Select All

- Club News
 - Club Articles
 - Club News
- Golf
 - Golf Articles
 - Pro Shop Hours
- Marina
 - Marina Articles
- Owner Portal
 - Owner Portal - Articles
- RedesignOnly Club

Interest Areas: choose a **Category** for the **Article** to be assigned to. This is how **Articles** are distributed throughout the website. *Note: you must assign an **Interest Area** to save and continue.*

Add Article

Subject:

Author:

Article Content:

Article Mobile Content:

Post Date:

Exp Date:

Text Summary (max 200 chars):

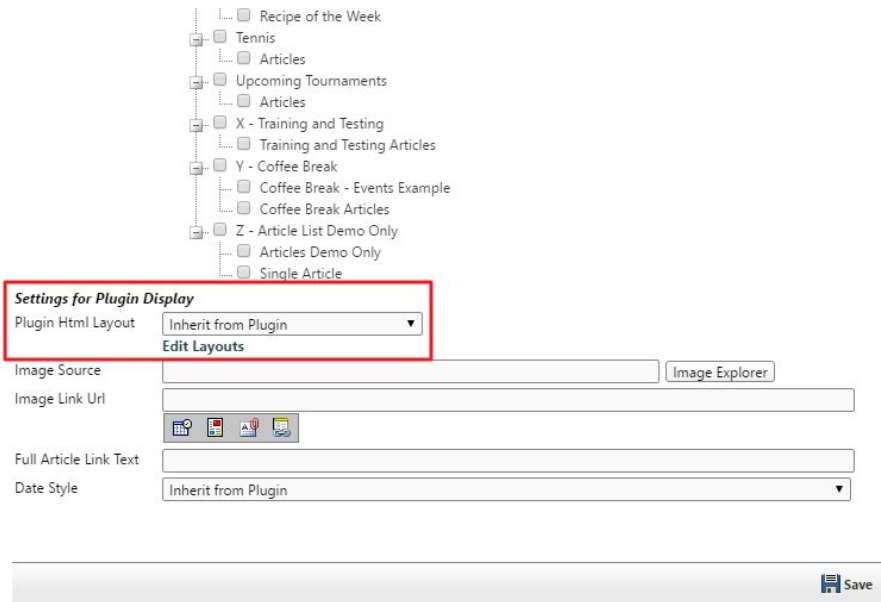
Days To Show: Mon Tue Wed Thu Fri Sat Sun

Interest Areas: Select All

- Club News
 - Club Articles
 - Club News
- Golf
 - Golf Articles
 - Pro Shop Hours
- Marina
 - Marina Articles
- Owner Portal
 - Owner Portal - Articles
- RedesignOnly Club

Settings for Plugin Display: for advanced use. Designs the layout of the **Articles**. Set-up by Clubessential.

Add Article



Recipe of the Week

Tennis

Articles

Upcoming Tournaments

Articles

X - Training and Testing

Training and Testing Articles

Y - Coffee Break

Coffee Break - Events Example

Coffee Break Articles

Z - Article List Demo Only

Articles Demo Only

Single Article

Settings for Plugin Display

Plugin Html Layout

[Edit Layouts](#)

Image Source [Image Explorer](#)

Image Link Url

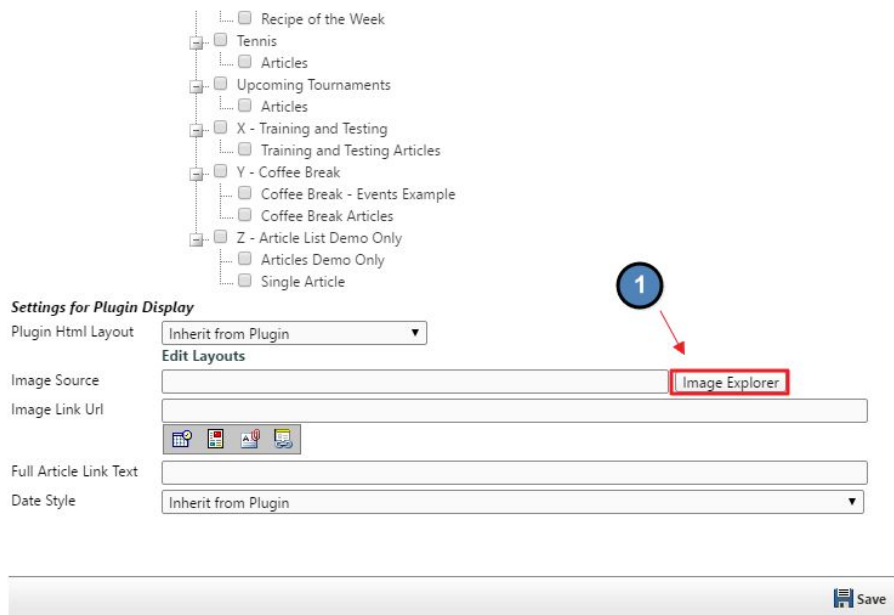
Full Article Link Text

Date Style

[Save](#)

Image Source: if the **Article** display is using a thumbnail image, add an image here. This will launch the **Image Explorer**, so an image can be chosen.

Add Article



Recipe of the Week

Tennis

Articles

Upcoming Tournaments

Articles

X - Training and Testing

Training and Testing Articles

Y - Coffee Break

Coffee Break - Events Example

Coffee Break Articles

Z - Article List Demo Only

Articles Demo Only

Single Article

Settings for Plugin Display

Plugin Html Layout

[Edit Layouts](#)

Image Source [Image Explorer](#)

Image Link Url

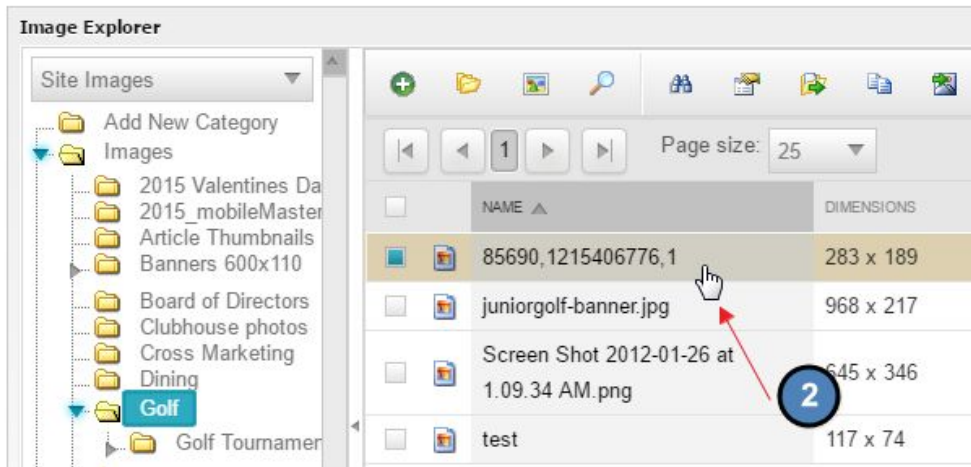
Full Article Link Text

Date Style

[Save](#)

Double Click on the image to add it to the **Image Source**.

Add Article



Once the image is added, you will see the thumbnail in the **Image Source** section.

Add Article

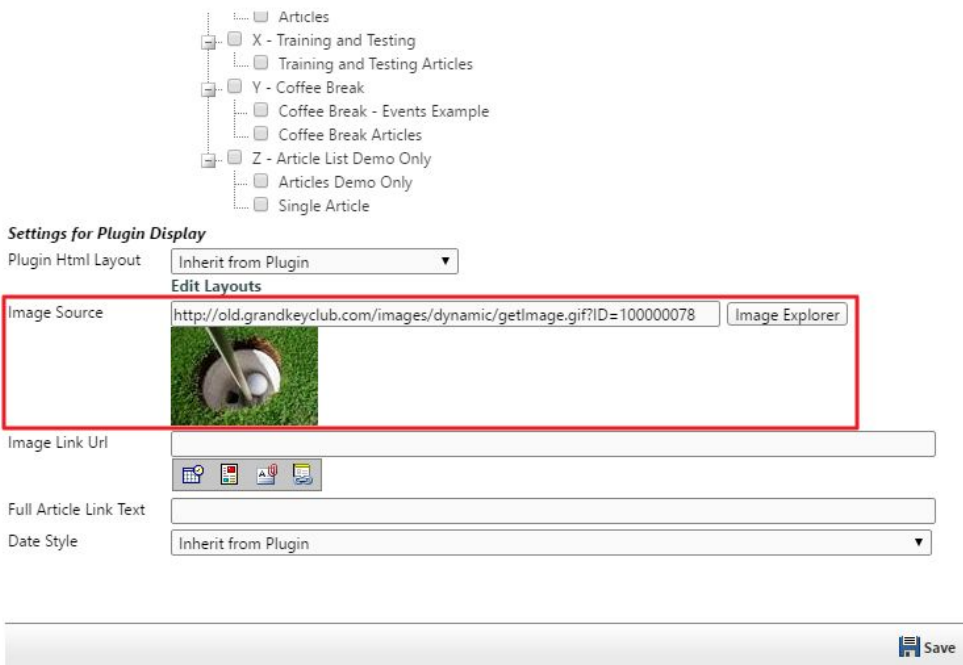


Image Link URL: add event, document, page, or hyperlink.

Add Article

- Articles
 - X - Training and Testing
 - Training and Testing Articles
 - Y - Coffee Break
 - Coffee Break - Events Example
 - Coffee Break Articles
 - Z - Article List Demo Only
 - Articles Demo Only
 - Single Article

Settings for Plugin Display

Plugin Html Layout:

Edit Layouts

Image Source:




Image Link Url:

Full Article Link Text:

Date Style:

Full Article Link: this is the 'read more' text that will display on the on the **Article Quick View Display**. This may be set to a desired text. *Example: Read More, Click Here, Continue, etc.*

Add Article

- Articles
 - X - Training and Testing
 - Training and Testing Articles
 - Y - Coffee Break
 - Coffee Break - Events Example
 - Coffee Break Articles
 - Z - Article List Demo Only
 - Articles Demo Only
 - Single Article

Settings for Plugin Display

Plugin Html Layout:

Edit Layouts

Image Source:




Image Link Url:

Full Article Link Text:

Date Style:

Full Article Link in Quick View Display:

IN THE SPOTLIGHT

[View All News](#)



4

Tournament Winners Fall 2016

Congratulations to all our Tournament Winners!

[Read More](#)

Date Style: set-up by Clubessential, but used for the **Article Quick View** display.

Add Article

- Recipe of the Week
- Tennis
 - Articles
- Upcoming Tournaments
 - Articles
- X - Training and Testing
 - Training and Testing Articles
- Y - Coffee Break
 - Coffee Break - Events Example
 - Coffee Break Articles
- Z - Article List Demo Only
 - Articles Demo Only
 - Single Article

Settings for Plugin Display

Plugin Html Layout:

Edit Layouts

Image Source:

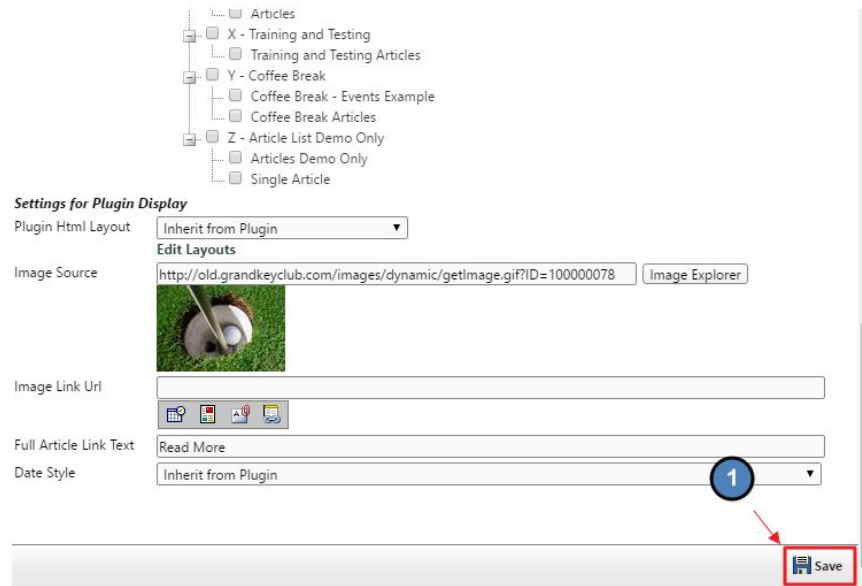
Image Link Url:

Full Article Link Text:

Date Style:

Save to continue to **add content** to the **Article**.

Add Article



Articles

- X - Training and Testing
 - Training and Testing Articles
- Y - Coffee Break
 - Coffee Break - Events Example
 - Coffee Break Articles
- Z - Article List Demo Only
 - Articles Demo Only
 - Single Article

Settings for Plugin Display

Plugin Html Layout:

Edit Layouts

Image Source:




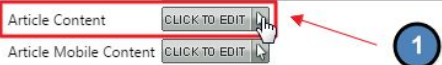

Image Link Url:

Full Article Link Text:

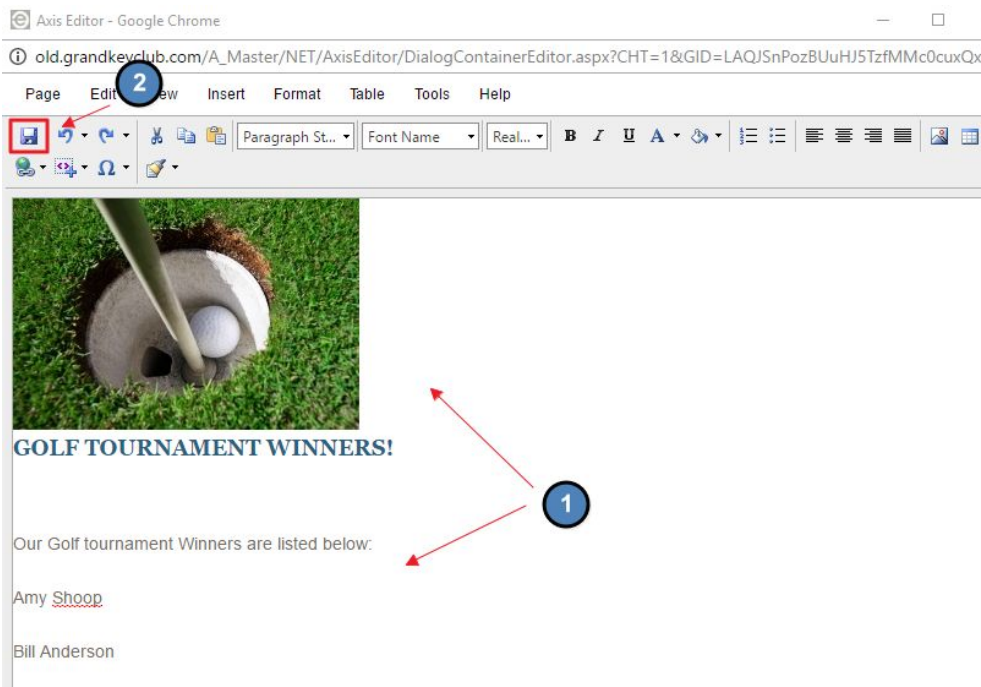
Date Style: **1**

A **Click to Edit** will now appear beneath the **Add Article Interface**. Open the **Click to Edit** to access the **Axis Editor** to begin **adding content**.

Add Article

Subject: Tournament Results
Author: Grand Key Club
Article Content: **CLICK TO EDIT** 
Article Mobile Content: CLICK TO EDIT
Post Date: 9/19/2016 12:00 A
Exp Date: 10/3/2016 12:00 A
Text Summary (max 200 chars): Congratulate our Golf Tournament Winners and read about the Golf Results!
Days To Show: Mon Tue Wed Thu Fri Sat Sun
Interest Areas: Select All
 Club News
 Club Articles
 Club News
 Golf
 Golf Articles
 Pro Shop Hours
 Marina
 Marina Articles
 Owner Portal
 Owner Portal - Articles


Once the **Axis Editor** is open, open content, imagery, and hyperlinks to create content. **Save** in the **Axis Editor** when finished.



The screenshot shows the Axis Editor interface in a Google Chrome browser window. The address bar shows the URL: old.grandkeyclub.com/A_Master/NET/AxisEditor/DialogContainerEditor.aspx?CHT=1&GID=LAQJ5nPoZBUuHJ5TzfMMc0cuxQxc. The menu bar includes Page, Edit, View, Insert, Format, Table, Tools, and Help. The toolbar contains various editing tools, with the 'Content' icon highlighted by a red box and a blue circle labeled '2'. The main editing area displays a golf hole with a ball and a green flag. Below the image is the text 'GOLF TOURNAMENT WINNERS!' in blue. Underneath, it says 'Our Golf tournament Winners are listed below:' followed by the names 'Amy [Shoop](#)' and 'Bill Anderson'. A red arrow points from a blue circle labeled '1' to the text area.

Save again in the **Articles Interface**.

Add Article

Subject:

Author:

Article Content:

Article Mobile Content:

Post Date:

Exp Date:

Text Summary (max 200 chars):

Days To Show: Mon Tue Wed Thu Fri Sat Sun

Interest Areas:

- Select All
- Club News
 - Club Articles
 - Club News
- Golf
 - Golf Articles
 - Pro Shop Hours
- Marina
 - Marina Articles
- Owner Portal
 - Owner Portal - Articles

Best Practices

1. Try to post weekly **Articles** so content is fresh and new. Since **Articles** can be written ahead of their actual post-date, this allows for **Articles** to be written in advance.
2. If you haven't written an **Article** in awhile, do not draw attention to this fact in your next post. This will remind users that you have not written, which is unnecessary.
3. **Articles** are a great resources for news and blog items. Keep the content concise and interesting. Enhance the content by adding imagery and hyperlinks.
4. Use **Interest Areas** appropriately so the right content is getting to the right crowd. If you need additional **Interest Areas** set-up, Clubessential can assist by adding these at any time.
5. Change the **Author** to the Club Name so the posts are all coming from one source. If the post is from the President, however, be sure to change the **Author** to the President's name. Whomever's account you're signed into will automatically pull the name into the **Author** box until changed.
6. You can **remove Articles from the Archive** tab if needed and publish again. To do this, simply navigate to the **Archive** tab and click **Edit** under the **Article** name. From here, you can update the **post and expiration date** as needed.

7. Members are unable to see the **Unpublished Tab**. This tab is only for **Admins and Editors**.