

Articles

2016 - Fall Edition

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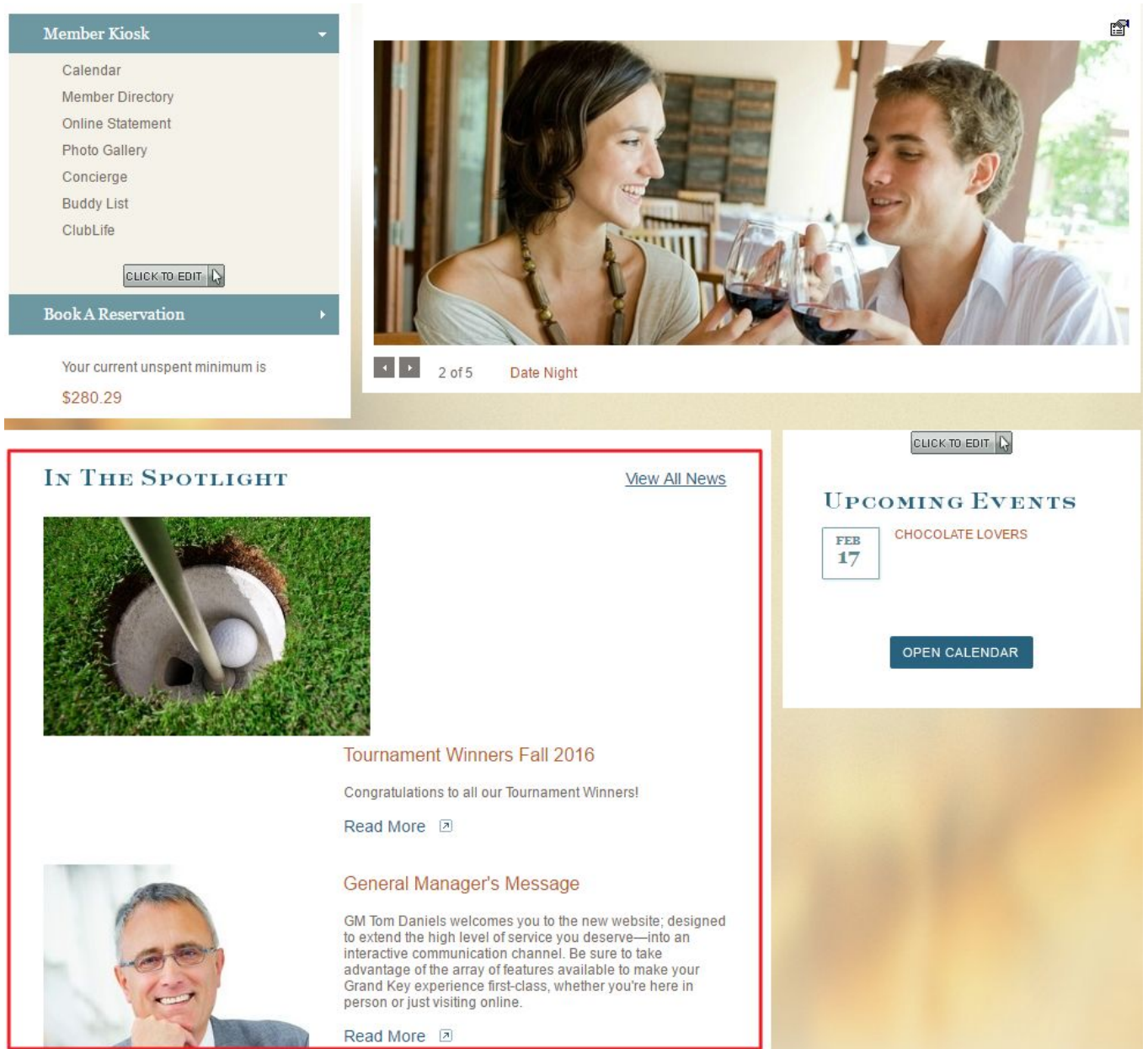
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Overview

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.**



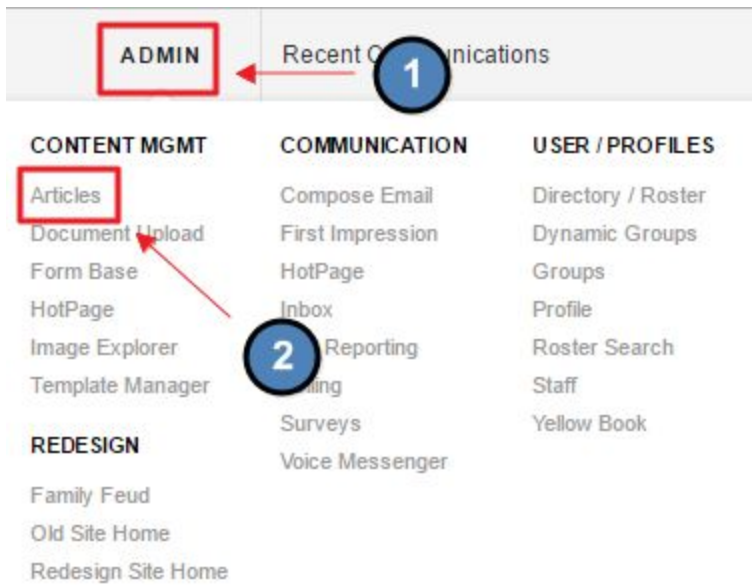
The screenshot displays a website interface with several key components:

- 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 menu 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. A "CLICK TO EDIT" button is in the top right corner.
- IN THE SPOTLIGHT:** A section with a "View All News" link. It features two articles:
 - Tournament Winners Fall 2016:** Accompanied by a photo of a golf ball on a green. Text: "Congratulations to all our Tournament Winners!" with a "Read More" link.
 - General Manager's Message:** Accompanied by a photo of GM Tom Daniels. Text: "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." with a "Read More" link.
- UPCOMING EVENTS:** A section with a "CLICK TO EDIT" button. It highlights an event for "FEB 17" titled "CHOCOLATE LOVERS" with 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](#)

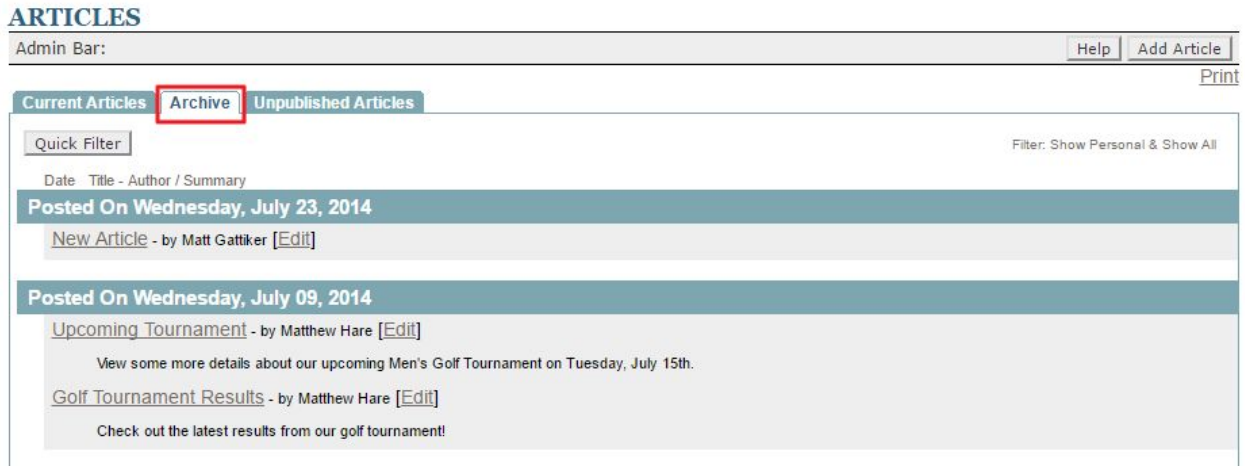
Quick Filter Filter: Show Personal & Show All

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**.

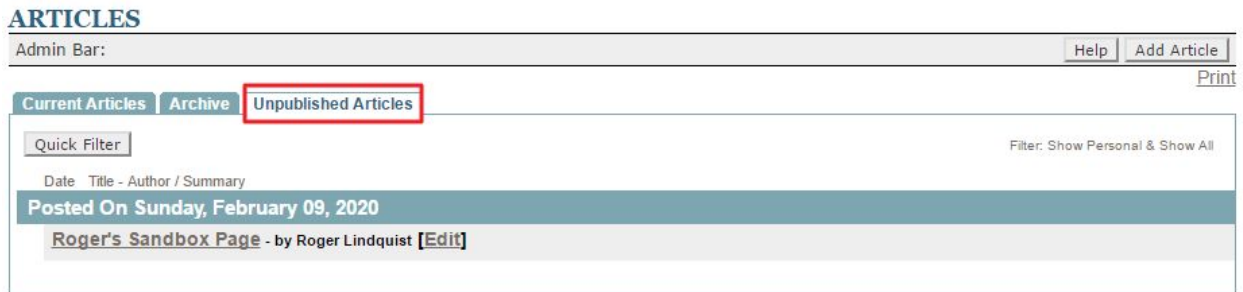
Archived Articles: shows all Articles that are now **Archived**.



The screenshot shows the 'ARTICLES' page with the 'Archive' tab selected. The page includes an 'Admin Bar' with 'Help' and 'Add Article' buttons, and a 'Print' link. Below the navigation tabs, there is a 'Quick Filter' box and a filter setting 'Filter: Show Personal & Show All'. The main content area displays two article entries:

- Posted On Wednesday, July 23, 2014**
[New Article](#) - by Matt Gattiker [\[Edit\]](#)
- Posted On Wednesday, July 09, 2014**
[Upcoming Tournament](#) - by Matthew Hare [\[Edit\]](#)
View some more details about our upcoming Men's Golf Tournament on Tuesday, July 15th.
[Golf Tournament Results](#) - by Matthew Hare [\[Edit\]](#)
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 with the 'Unpublished Articles' tab selected. The page includes an 'Admin Bar' with 'Help' and 'Add Article' buttons, and a 'Print' link. Below the navigation tabs, there is a 'Quick Filter' box and a filter setting 'Filter: Show Personal & Show All'. The main content area displays one article entry:

- Posted On Sunday, February 09, 2020**
[Roger's Sandbox Page](#) - by Roger Lindquist [\[Edit\]](#)

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

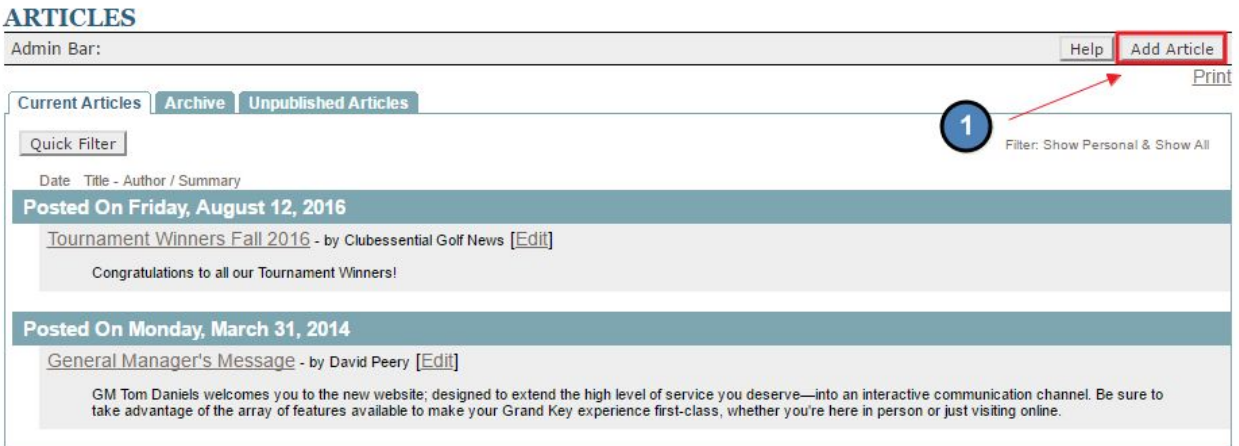


The screenshot shows the 'Current Articles' page with a 'Quick Filter' dropdown menu open. The menu lists the following categories:

- All Items
- Club News
- Club Articles
- Club News
- Golf
- Golf Articles
- Pro Shop
- Hours
- Marina
- Marina Articles

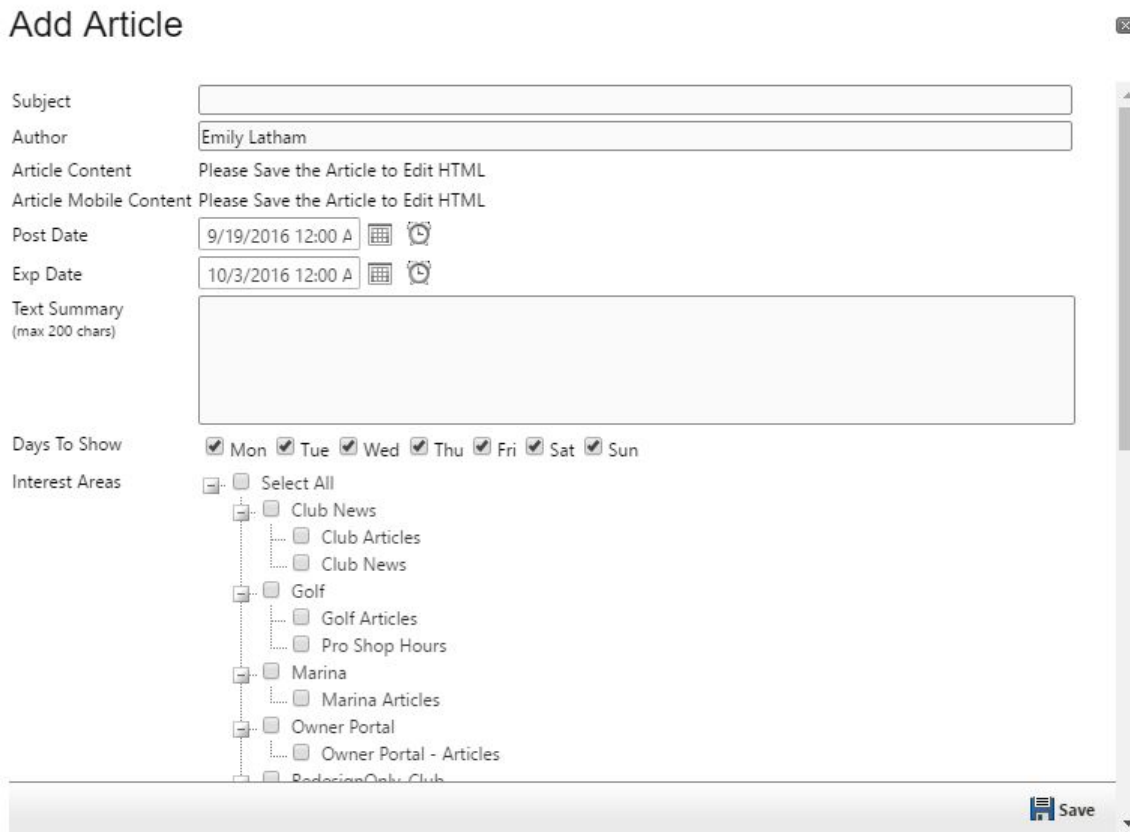
Adding Articles

Click the **Add Article** button.



The screenshot shows the 'ARTICLES' Admin Bar. At the top right, there are buttons for 'Help' and 'Add Article'. The 'Add Article' button is highlighted with a red box and a red arrow pointing to it from a blue circle containing the number '1'. Below the Admin Bar, there are tabs for 'Current Articles', 'Archive', and 'Unpublished Articles'. A 'Quick Filter' button is also visible. The main content area shows a list of articles with columns for 'Date', 'Title - Author / Summary', and 'Print'. Two articles are listed: 'Posted On Friday, August 12, 2016' with the title 'Tournament Winners Fall 2016 - by Clubessential Golf News [Edit]' and 'Posted On Monday, March 31, 2014' with the title 'General Manager's Message - by David Peery [Edit]'. A filter option 'Filter: Show Personal & Show All' is located at the bottom right of the article list.

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



The screenshot shows the 'Add Article' form. It includes the following fields and options:

- Subject:** An empty text input field.
- Author:** A text input field containing 'Emily Latham'.
- Article Content:** A text area containing 'Please Save the Article to Edit HTML'.
- Article Mobile Content:** A text area containing 'Please Save the Article to Edit HTML'.
- Post Date:** A date and time picker set to '9/19/2016 12:00 A'.
- Exp Date:** A date and time picker set to '10/3/2016 12:00 A'.
- Text Summary:** A large text area with the label '(max 200 chars)'. It is currently empty.
- Days To Show:** A row of checkboxes for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun. All are checked.
- Interest Areas:** A tree view of categories with checkboxes:
 - Select All
 - Club News
 - Club Articles
 - Club News
 - Golf
 - Golf Articles
 - Pro Shop Hours
 - Marina
 - Marina Articles
 - Owner Portal
 - Owner Portal - Articles
 - Redesign Only Club

At the bottom right, there is a 'Save' button with a floppy disk icon.

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	<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	

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	<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" value="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	<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"/> Professional Club
 Save	

Text Summary is Listing Display:

IN THE SPOTLIGHT

[View All News](#)



3

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

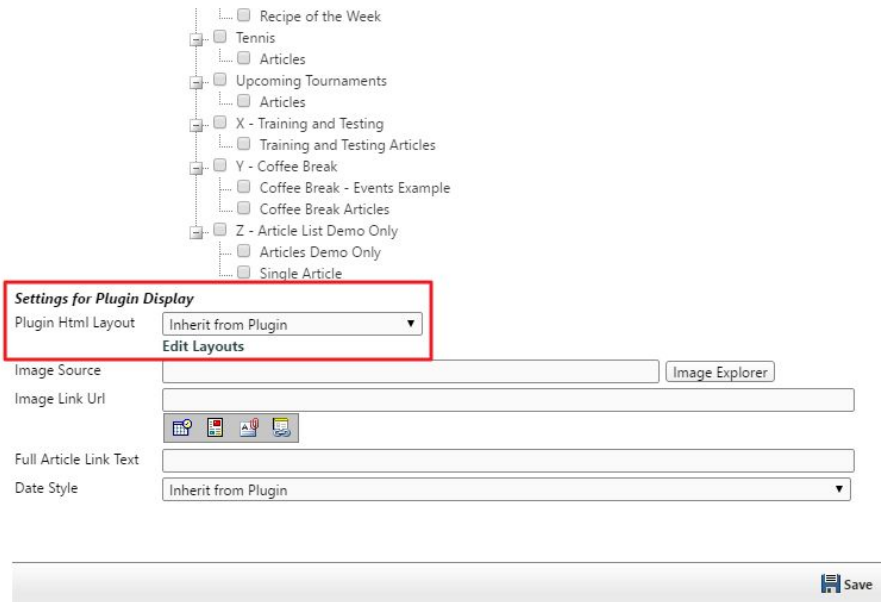
Interest Areas: Select All

- 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



The screenshot shows the 'Add Article' configuration page. On the left is a tree view of article categories. The 'Settings for Plugin Display' section is highlighted with a red box and contains the following settings:

- Plugin Html Layout: Inherit from Plugin (dropdown menu)
- Edit Layouts (link)
- Image Source: (text input field with an 'Image Explorer' button)
- Image Link Url: (text input field)
- Full Article Link Text: (text input field)
- Date Style: Inherit from Plugin (dropdown menu)

A 'Save' button is located at the bottom right of the settings area.

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.

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

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

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




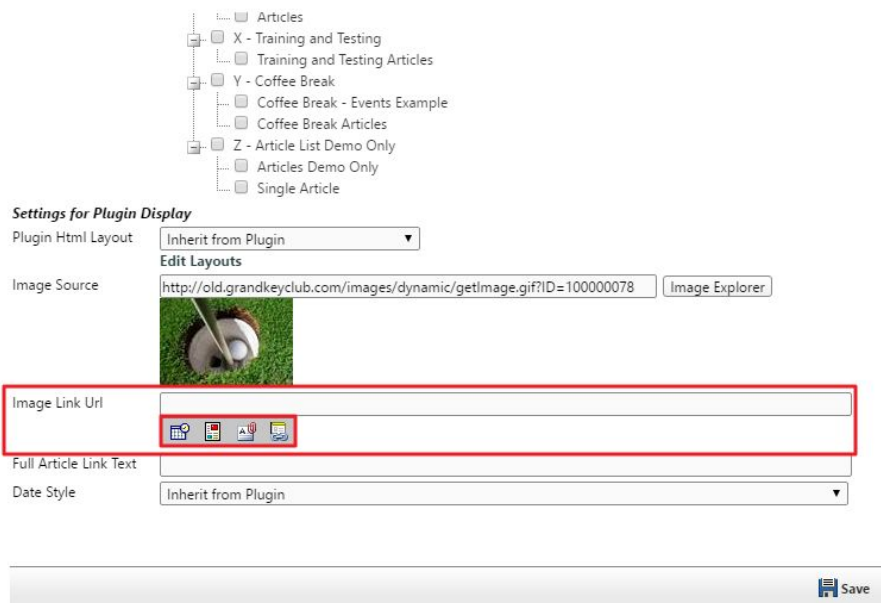
Image Link Url

Full Article Link Text

Date Style

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: Inherit from Plugin

Edit Layouts

Image Source: [Image Explorer](#)




Image Link Url

Full Article Link Text:

Date Style: Inherit from Plugin

[Save](#)

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.*

Full Article Link in Quick View Display:


IN THE SPOTLIGHT

[View All News](#)



Tournament Winners Fall 2016

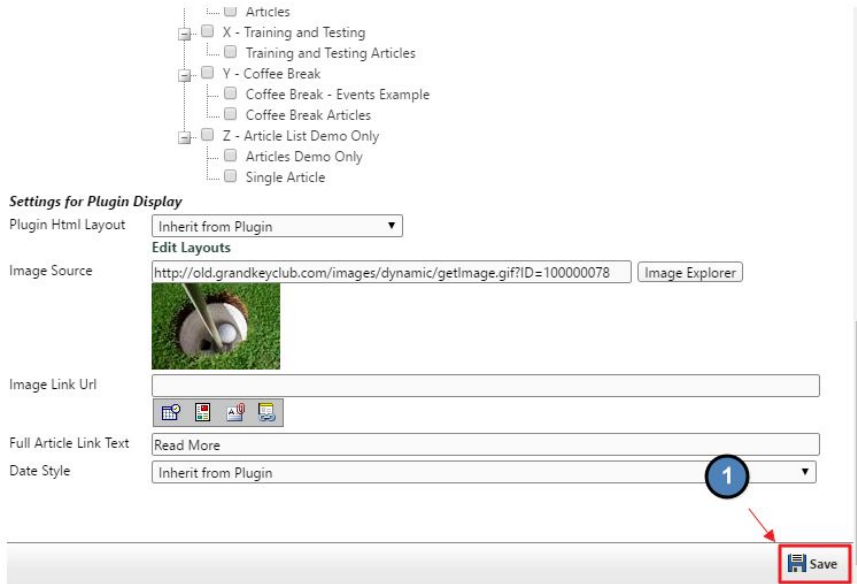
Congratulations to all our Tournament Winners!

[Read More](#) 

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

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

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

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

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

1 

FAQs

Q: Do you offer a blog?

A: You may use Articles as a blog quite easily. Articles allows for features similar to blogs such as: scheduling posts, archiving posts, and categories. Article Plugin stylings can vary, so we can accommodate for a certain look as desired that can be determined with the help of Clubessential.

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**.