

PHOTO GALLERY / UPLOADING IMAGES

Create an Album Using the Photo Gallery

1. Click Photo Gallery.
2. Click Albums.
3. Click Add New Album.
4. Select a Gallery.
5. Name the Album.
6. Write a short description.
7. Click Save.
8. Click the Photos Tab.
9. Click Upload Photos.
10. Click in the big box to upload your photos.
11. Click "Go to Album" in the green box.
12. To rearrange or delete the photos, click the photos tab.
13. To rearrange, click, drag, and drop the photos.
14. To delete a photo, hover over the photo and click the trash icon.
15. If you want to add captions, click the Captions tab.
16. Write a title and caption for each photo as desired.
17. When your album is ready, alert the Communications Chair, who can add the album to a page.

Upload Images Using the Resources Module

Note – Image resizing is not recommended within LRS Antilles. If images need to be resized, use your preferred image editor before uploading.

1. Click Resources
2. Click Bulk Upload
3. Select a category
4. Confirm files are publicly available
5. Upload up to 15 files (.jpg, .png or .webp) by clicking the box to select them from your computer files.
6. File(s) will display in the Resources Module

EVENTS

Create an Event Without Registration

1. Click on Events.
2. Click on All Events.
3. Click blue “Add New” button in right corner.
4. Fill out the fields in Event Details (Category, Start and End Date, Times, Title, Blurb, Body, Additional Content.)
 - a. You can type in the field or copy/paste from another document.
5. Check Featured to have the event visible on the homepage.
6. Fill in location details.
7. Choose the recurring frequency of the event.
8. Click “Choose an Image” to select a featured image to be used to represent the event. (720 x 400 pixels is preferred.)
9. Save the event.
10. Click Cancel to exit to the Events dashboard.

Add Event with Registration

1. Create an event as outlined above.
2. In the right column, bottom of the page, click “Use IWIL Registration System.”
3. Click “Food will be served at the event,” which will display the notice of “Gluten Free and Vegetarian” options.
4. Fill in the start and end dates of the event.
5. Save the event.
6. Click Cancel to exit to the Events dashboard.

Add Pricing to an Event

1. Click on Events
2. Click on All Events
3. Click on the event you want to add pricing to
4. Click the events pricing tab.
5. Fill out the fields as applicable.
6. Save Event.

Managing Invoicing

1. When a person registers using the online form, she will receive a registration confirmation email that includes the invoice. So there is no need to re-send an invoice.
2. However, if a website administrator creates a registration manually in the admin, then you would need to click "Send Invoice."
3. Once payment is made, you can mark it as paid by going to Events > Registrations > filter to event > click on registrations > find the attendee click "Edit". Find the filed labeled "Attended" and change it to "yes." Save the change. At the main screen, click "Send Invoice" if you want to send the registrant a new receipt that lists the "Paid" payment status.
4. > send a new receipt that shows it is paid by clicking "Send Invoice" again.

Post Event Attendance

1. Go to Events Module.
2. Click All Events.
3. Filter to the desired event.
4. Click the Green "IWIL Registrations" link on the right side.
5. Click the checkbox beside the name of persons who attended.
6. Click the "Mark Selected as Attended."
7. Go to the Membership module.
8. Click on "Reports".
9. Click the "Registrations" Tab.
10. Filter your event.
11. You will see who attended in the column labeled "Attended".

Event Registration Reports

1. Go to Membership Module.
2. Click "Reports".
3. Click the Registrations Tab.
4. Click "All Events" to find the event you desire.
5. Click "Run Report".
6. Click the green "Export to CSV" button to export the list.