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 districtâ \mathcal{E}^{TM} s websites when published. Members can contribute stories in a â \mathcal{E} œdraftâ \mathcal{E} 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.
- Apply multiple categories to each story â€" 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

Add a new **Club** Story by going to: **My Club** (tab) --> **Club ezStory** (icon) Add a new **District** Story by going to: **District** (tab) --> **District ezStory** (icon)

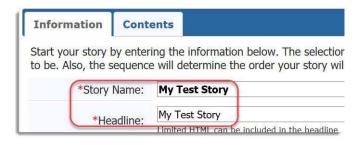


Then click the "Add Story†button

Preview Story Add Story

Story Information Tab

Enter a "Story Name†and "Headlineâ€.



To have the Story display on your website, be sure that you have ticked the checkbox next to $\hat{a} \in \mathbb{C}$ websites $\hat{a} \in \mathbb{C}$ in the $\hat{a} \in \mathbb{C}$ how In $\hat{a} \in \mathbb{C}$ area.



To have the Story display on your website it MUST be in a $\hat{a} \in \text{Published} \hat{a} \in \text{Story State} \hat{a} \in \text{Story Story State} \hat{a} \in \text{Story Story State} \hat{a} \in \text{Story Story S$

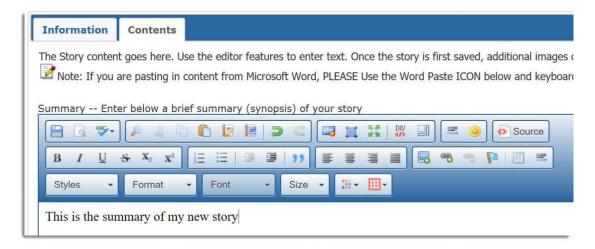
If you don't have the "Published†option, you must contact someone in your Club or District that has permission

to publish stories and have them publish your story for you.



Story Contents Tab

Enter a $\hat{a} \in Summary \hat{a} \in Summ$



If you want to have more content available to the reader once they have clicked the $\hat{a} \in \mathbb{C}^{TM}$ link, you can add that in the $\hat{a} \in \mathbb{C}^{TM}$ Description $\hat{a} \in \mathbb{C}$ Editor.

<u>Note</u>: If you intend to have your story displayed on a responsive website (such as *Easy and Beautiful* or *WordPress*) we recommend *not* adding widths to objects in your stories (tables, images, divs, etc.). Adding width parameters will cause your content to no longer be responsive (able to adapt to different screen sizes).

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.)

