

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.
- 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

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



Story Information Tab

Enter a "Story Name" and "Headline" .

Information	Contents
Start your story by entering the information below. The selector to be. Also, the sequence will determine the order your story will	
*Story Name:	My Test Story
*Headline:	My Test Story
<small>Limited HTML can be included in the headline</small>	

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

Show Story In:	<input checked="" type="checkbox"/> Websites *	<input checked="" type="checkbox"/> Home Page	<input checked="" type="checkbox"/> Dashboard	<input checked="" type="checkbox"/> ezBulletin *
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To have the Story display on your website 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.

Story State: Draft Review Approved Published

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.

Note: 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.)