SCWClubs

Frequently Asked Questions (FAQ)

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ADS AND SETTINGS ON DASHBOARD:

Sometimes special choices might appear on your screen DO NOT CLICK on these settings. Some are Akismet & Privacy (enable, disable, etc.). Geolocation click to generate, Page events slub (edit slug). These setting are only for the Rec center's website administer. Clicking on these could have adverse effect on your or many clubs websites.

VISUAL EDITOR:

The visual editor is for very, very experienced DIVI users that your DIVI all day long. These users have memorized the block structure of sections, rows and modules and are able to edit a "live preview" page. Do not use the Visual editor. It is better to go slow and careful with the block building features of DIVI.

ARE FILES ON MY COMPUTER?

Nothing is stored on your computer. All files are stored and backed up on Rec Center servers.

SOMETIMES I SEE PICTURES IN MY LOGIN:

All sites us reCAPTCHA for a secure login. The first time you log into your site, after clicking I AM NOT A ROBOT, you might see pictures as part of the secure login. You might have to click on only the pictures with cars (boats, lights, etc.). If you continue to use your same computer (not a public computer) you will probably only see these pictures once. Future logins may skip this process (if you are using the same computer).

HOW CAN MEMBERS GET TO MY SITE?

You can tell people to go to SCWCLUBS.com then club directory or you can give them the direct address to your site (clubname.scwclubs.com like bridge.scwclubs.com)

GOOGLE SEARCHES:

Google and other search engines use computers to scan everything that is on the web. So even password protected pages get scanned. So be cautious on giving out too much information, however your phone, address, county tax and property, etc. are already on the web.

RESIZE:

You can you the paint program (Windows) or most photo editing programs to resize your photos. It is best to resize your photos before uploading them to the media library.

COPY FROM WORD:

You can copy from Word, just make sure to use the icon for pasting or the icon to clear the formatting.

COPY FROM EXCEL:

If you want to create a table, save your excel spreadsheet in CSV (comma separate) then import into TablePress.

TABLES:

Be careful and test the viewing of your table with desktop, tablet and cell phone views. Only tables with a few columns will work on cell phones. Avoid sideway scrolling.

VIDEOS:

The best way to show a video is to take out a Google account (free and make sure more than one person knows the user/password), then you have a free Google email but also can upload to YouTube. Your video can be marked private so only people you share the address with can see the video. In your website, create a button – external link to the video's address

CAN I EDIT MY SITE FROM ANOTHER STATE?

Yes, you can access your site from any computer, tablet or cellphone (with internet connection) but it is highly recommended that you only do it from home on a secure network.

EXTERNAL SITES AND PAGES:

Using external websites or Facebook pages can offer you more options. Some websites are free, others cost. External sites you are their own editors (not necessarily Word Press) and or you use additional software. Caution – if you are using any external communication make sure that there is more than one person with access to editing the information. If only one person has access, and they move, no one can change the site! The advantage of the SCW sites is that it is free, it has been thoroughly tested, it can be changed in an emergency by Rec staff, and Rec staff offers support and training.

CLEANUP:

If you have lots of pages or posts that do not show in the menu and are not going to be used, delete them.

FILE NAMES:

When saving pages, posts or photos put a description in the title, like Dec party 2018, etc. Then you can go back and delete Dec party 2015, Meeting April 2016, etc.

EVENTS:

Make sure to add your required 4 meeting dates to the calendar. This gives your members notice well in advance for your general meetings.

HELP TICKETS:

You can create and send a help ticket to the Rec center website staff. You can create a ticket from your dashboard from either the top left or bottom left.

OOPS I DELETED SOMETHING I SHOULN'T HAVE!

Don't worry, if you accidently delete something, near the bottom of a page it will show previous versions, just click to restore to a previous SAVED version.

SAVE:

Make sure to SAVE or PUBLISH you pages often. This way, if something happens you can go back to a previous version.

PREVIEW:

You work after each edit or change. You can also preview it on the different devices by clicking on the eye icon before the SAVE AND EXIT bar.

CAN DIFFERENT PEOPLE USE MY PASSWORD WITH MY PERMISSION?

This is not a good idea. Your President can authorize more than one person to have their own password for editing your site. With individual passwords, there is a record of who and when a page was changed.