PowerActiveSite:
Getting Started Guide

The PowerActiveSite system is a powerful website management and communications. PowerActiveSite is the easiest way to convert your current web site, or establish a brand new web site into a POWERFUL Membership Management & Communications Network.

PowerActiveSite features a built-in Content Management System that enables you to make all the day-to-day changes on the web site yourself!! Its as easy as sending e-mail!! PowerActiveSite offers multiple secure areas, including a Members Only area, Email Broadcasting to members, Message Boards, Secure Online Voting & Polling, a complete E-Commerce Web Store with an easy to maintain and operate Shopping Cart, and so much more!

Follow the steps outlined in the articles below to initially establish your PowerActiveSite website. These steps will help you get started using the site as well as walk you through setting up the proper site settings. The following sections are included below:

1. Temporary Domain Name
2. Logging in/Logging out
3. Setting a Secure Password
4. The Administration Area
5. Edit Web Site Settings
6. Adding Menu Pages
7. Posting Articles
8. Web Site Modules
9. Web Site Layout Options

Temporary Domain Name

Your initial PowerActiveSite website will be created using a temporary domain that will allow you to setup and preview the site before going live with your official domain name. The temporary domain will be in the format of http://yourdomainname.PowerActiveSite.com.

Once your order is ready, we will send you the temporary domain link and an administrator username and password to begin using the website. You must complete and return the PowerActiveSite Contract and pay the initial setup fee before your order will be processed.

You can use the temporary domain to setup your PowerActiveSite website, adjust settings, enter content, and generally get the website ready for use. The temporary domain should not be given out to your membership or used for signing up users. The email functions and registration activation features will not work until your site is live with the official domain name.

Once you have the temporary domain ready to go live, we will activate the new official domain name, or assist you in transferring an existing domain name to use with the PowerActiveSite system. At that time the email services will be activated and you may begin registering members.

Logging In/Logging Out

To access the administration controls of the website, login with the initial administrator username and password provided to you. Enter the username and password into the Member Login box, and click the login button. If your website does not have a member login box, click the login link to access the login screen.

Once you login as the administrator, an Administration Area button will appear below the date in the upper left corner. This button will take you to the main website control area. Only website administrators will have access to this button when logged in. Standard members and Editors will not see this button or have any access to administration features.

Several other buttons will also appear on the home page after logging in:

An Admin Area button will appear, as well as a link to the Admin Area in the navigation menu. The Administration Area is the main control panel for the PowerActiveSite system.
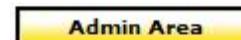
A User Settings button will appear in the center top bar of the Welcome bar on the Home Page and the Member Home page. The User Settings button allows the currently logged in user to change their own settings including address, phone, and email information, as well as allowing the user to change their password if needed. All members will have access to the User Settings button.

An Email Login button will appear next to the User Settings button. The email login button takes you to the email login area. You can turn this feature on or off in the administration area.

A Logout button will appear to the right of the User Settings and Email Login buttons. Use the Logout button to end your user session and securely exit the website. Encourage users who login to the website using public or shared computer to use the logout to clear their session from the public machine.

A Post Article button will appear on the right hand side of the What's New bar. Use this button for quick access to the Post Article form. The post article form can also be accessed from the Administration Area using the Post Articles/Content link.
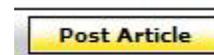
In order to properly login to the PowerActiveSite system, cookies must be enabled on the users internet browser. If the cookie is blocked or not usable, the user will be able to login, but their login session will immediately end, prompting them to login again. If a user has this problem they will need to adjust the security settings on their browser or internet security program to properly allow cookies from your PowerActiveSite website. A login session will timeout after 45 minutes of no activity.

Setting a Secure Password

The first thing to do when you initially login as the administrator is set a secure password for the account. Click the User Settings button from the home page, then scroll down to the bottom of the page. You will see a password field. Delete the current password and enter in your own private password.

Make the password something easy for you to remember, but not something that would be easy for anyone to guess. Also, enter in an email address for the account in the email field. If you loose or forget the password you can have it emailed to the address you enter by using the forgot password link under the member login box. Once you are done, click the Update button at the bottom of the form to save the changes. You will need to use your private password the next time you login.

The Administration Area

The Administration Area is the main control panel for the PowerActiveSite system. To access the Administration Area, login to the website as an administrator, and then click the yellow Admin Area button just below the website date.

Each link in the Administration Area has a short description about what can be done in that area. You can find detailed information about using each feature in the documentation on the help site.

Edit Web Site Settings

Once you are in the Administration Area, the first thing to do is set the initial web site configuration settings. Click the Edit Web Site Settings link in the Administration Area, located at the top of the right column. This configuration form is separated into several sections:

General Site Settings
Feature Settings
Home Page Settings
Custom Field Settings
Appearance Settings

Scroll down the Edit Web Site Settings page, make changes to each section, and then click the Update button at the bottom of the form to save the settings.

General Site Settings:
The general settings section contains the contact and header info for the website. Below is a description of each field.

Website Domain Name - This field contains the official domain name for the website, without any www or http://. The domain should be in the format of: yourdomain.org. This field is required.

Website Main Header Text, Web Site Sub-Header Text - These two fields are used in the header of the website, and as the title of the website. The Main Header text will display as a large font with the sub-header text below it in smaller font at the top of the website. If a graphic header is created for the site then these two fields will not be displayed.

Address, City, State, Zip, Phone, Fax - Fill in the appropriate contact info for the site in these fields. This information will be displayed on the Contact Us page, above the email contact form. If you do not want to display any of this info just leave the fields blank.

Time Zone - Select the appropriate time zone from the drop down menu. The time zone setting will adjust the time settings on the website to the proper local time.

Set Contact Us Email Recipient - Set this field to the email address that will receive the Contact Us email form when a user completes the form and submits the information. This can be any valid email address.

Set New User Registration Email Recipient - Set this field to the email address that will receive the new member registration form when a new user registers with the website. An email will be sent to this email address that contains the users information and a link to activate the users account. For more information about the registration process refer to the User Registration section on the help website.

If you want to use the same email address for all three forms, you can just enter the email address in the Contact Us Recipient field, and the same address will be used for all three forms. You can enter multiple email addresses in each field by separating each address with a comma.

Member Resources

- Member Home
- Blogs
- Training Center ▷
- Member Directory
- Officers & Staff
- Events Calendar
- Meeting Minutes
- Message Board
- Classified Ads
- Online Voting
- Pay Dues Online
- Contracts
- Const./Bylaws
- Committees
- Downloads

Web Site Address - The website address field should contain the common domain address for your site. The format is www.yourdomain.org

Feature Settings:

The feature settings section allows you to turn the built-in features of the PowerActiveSite system on and off. When a feature is turned off, it will no longer be visible on the website. To turn off a feature, set the Enable column to NO. To turn on a feature, set the Enable column to YES. Built-In features include the Message Board, Events Calendar, News Feeds, Blogs area, and many other features.

Certain features allow you to make them members only features that require a user to login in order to access the feature. To make a feature require a login, set the Public column to NO. To make a feature open to the public, set the Public column to YES.

Most of the fields are self-explanatory. The Send User Update field allows you to control what happens when a logged in member updates their profile, including their home and email addresses. Setting the Enable column to YES allows the user to choose if the update information is emailed to the organization for record updates. Setting the column to NO completely removes the user option and does not send any information to the organization. Setting the column to AUTO automatically emails the updated information to the organization, without giving the user any option.

The Advanced HTML editor option allows you to change the built-in editor used for adding and editing content to the website. Setting the Enable column to YES enables the advanced editor be used. Setting the column to NO disables the advanced editor and uses the basic editor. The basic editor uses only the basic text, color, and links options.

For information about using each feature go to the Built-In Features link of the help website.

Home Page Settings:

The home page settings section controls features that appear on the home page of the website.

Number of What's New Articles to Display on Home Page - Set this field to the number of articles to display in the What's New area of the home page. The default is 5. Any articles beyond the number displayed on the home page will automatically appear in the Article Archives area. The article archives area is accessed by clicking the Article Archives button in the What's New bar on the home page.

Edit Make Your Voice Count Area - The editor box can be used to place your own custom content or scripts in the make your voice count area on the home page. The make your voice count area includes the Contact Your Representatives and Organize Today modules by default. If the editor is empty, the default Contact Your Representatives and Organize Today boxes will appear on the home page as displayed below. If you enter your own content into the editor, it will replace the default form.

Custom User Fields: The custom user field section is used to customize certain field

names on the User Sign-up form and the User Settings form. You can set your own custom field names in order to use the fields to collect custom user data. The default field names Trade and Member Number. Enter your own field name into each box that you want to customize. Leave the fields blank to use the default names.

Appearance Settings:

The appearance settings section lets you choose the color layout of the website.

The select header background color table sets the main color of the website header and the bars that separate each section of the website.

The select header text color sets the color of the text that appears in the website header and the separation bars. Select a color from each table to update the color layout.

Make sure to choose a text color that will be readable on the background color that you select. Avoid using blue text on a red background, and avoid using red text on a blue background. These color combinations are difficult to read on a computer monitor.

Once you have completed all of the settings on the Edit Web Site Settings Page, click the Update button at the bottom of the form to save the changes and apply the settings to the website.

Setting Up Menu Pages

Once the website has been configured with the desired settings, setup the Main Menu and Member Resource pages for the site. The following instructions apply for adding pages to the Main Menu and the Member Resources areas.

Add navigation pages to the Main Menu: Go to the Administration Area, and click the Add Main Menu Page link.

Add navigation pages to the Member Resources: Go to the Administration Area, and click the Add Member Resources Pages link.

Three options are available when you add a new page:

Select this option to create a standard Main Menu page to add your own content and post articles to.

Use this option to create a Main Menu link to an exiting document, page, or external web site.

Use this option to create a link to a form that has been created in the Online Form Builder area.

Custom Content Page: Select this button to enter your own content and build a page from scratch. You can use the built-in HTML editor to enter or paste content, or you can upload files to use for the page.

Link to an Existing Page or Web Site: Select this option to create a menu link to an existing website address, or directly link to a document on your website like a PDF file.

Link to Online Form: Select this option to create a link directly to an Online Form created in the Online Form Builder, inside the Admin Area. For more information on creating Online Forms, refer to the help website.

Edit a Main Menu or Member Resource page:

Once you create a custom content page, go directly to the page in the menu, and click the Edit Page button.

You can also go to the Admin Area, click the Edit/Delete Main Menu Pages link, or the Edit/Delete Member Resource Page link, and then select the Update button next to the page you want to edit. Use the admin area method if you created a link to a website, document, or online form. The following is a list of options on the Edit Menu page form for custom content pages.

Display Page in Main Menu - Set this option to NO to hide the page from the Main Menu navigation links. You can still post article to the page and link to the page.

Menu Listing Order - Order the Main Menu pages using this field. The first page listed will be number 1, then 2, and so on.

Use Pop-up Menus: Select Yes to use hover/pop-up menus when you post articles to this page. A hover menu selection will be created for each article post to the page. Select No to disable the hover menu for this page. More information about posting articles is listed later in this document.

Require Login to View This Page - Set this option to YES to make the page a private page that requires logging in to view the page.

Enter Page Text - Enter the text that will display on the page using the built-in editor.

**Enter Menu Link Title** - This is the title of the page that will appear in the Main Menu navigation box.

Enter Page Title - This is the title that will appear at the top of the page when someone clicks on the menu page.

You can preview the page without leaving the edit page by clicking the Preview button. Make sure to click the update button before clicking the Preview button to see the most recent changes.

Once you have the Main Menu and Member Resource pages created, you can post articles to each page.

Posting Articles

Articles allow you to arrange information for a page into sub-sections of the page for easier reading and navigation. A page can have an unlimited number of articles.
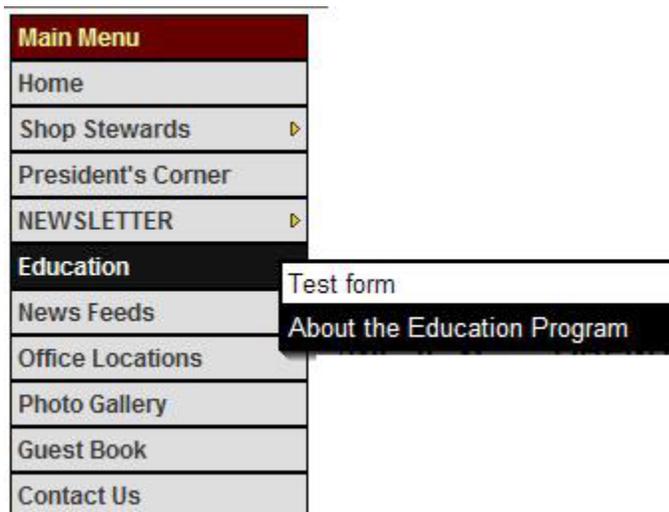

An article will appear as a hover menu when the mouse is positioned over the Menu link, as shown to the left. A user can click on and go directly to each individual article from the menu, or they can click the main page link to view the whole page.

When a user clicks on the main page, the first article listed for the page will be displayed below the content of the page. All other articles will be listed at the bottom of the page as click-able links. The article with listing order set to 1 will be displayed on the page, if you don't want an article displayed on the page, start with the listing order set as 2.

To post a new article to a page: Click the Post Article button on the home page or go directly to a menu page, and click the Post Article button on that page in the upper right corner. Just as in creating a menu page, you can select from the same 3 options for creating an article.
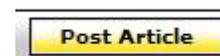
Custom Content Article

Select this option to create a standard article to add your own content and post articles to.

Link to Existing Page or Web Site

Use this option to create an article link to an exiting document, page, or external web site.

Link to Online Form

Use this option to create a link to a form that has been created in the Online Form Builder area.

The Custom Content Article form has several fields:

Select Article Page - Use the drop down menu to select which page the article will appear on. Once the article is created you can move it to any page.

Listing Order - Articles will be listed on a page ordered by the listing order, starting with 1 first.

Menu Title - Enter the title of the article that will appear in the hover menu when the mouse is positioned over the menu page link. This is a required field.

Full Page Title - Enter the full-page title that will appear at the top of the article when a user clicks to read the article.

There are two ways to enter content for the article. The first option is to use the Enter Article Text field. The second option is to upload an external HTML file that contains the article content using the Select Article File to Upload field below the text box. You can use either option or both together for greater control.

Enter Article Text - Use the built-in editor to directly enter in the article content. If the article is a What's New article for the home page, this will be the text that is visible on the home page under the title link of the article. If you are typing in a large amount of text into the editor box, make sure to update the article every half hour to keep your login from timing out and loosing your work.

Select Article File to Upload - Click the browse button to select an HTML or Text file from your computer that contains the article content. The file will be uploaded to the website and displayed when someone clicks to read the article. You can create HTML or Text files using many programs including Microsoft Word.

Select Article Attachment to Upload - You can attach any type of document to an article for users to download. Click the browse button to select the file to attach to the article. The file will be uploaded directly from your computer to the website. Once you post the article to can add an unlimited number of attachments to the article.

Select Caption Image - The caption image will appear in the article with the article content wrapped around the image. If this is a What's New article for the home page, the caption image will appear as a click-able thumbnail below the article title. Click the browse button to select the caption image from your computer. The caption image will be uploaded directly from your computer to the website. You can set the thumbnail preview size for the home page using the height and width fields.

Once you have completed the form, click the Post Article button at the bottom of the form to save the article to the website. If you are posting large attachments or files this may take a few

minutes. Make sure to let the page finish processing before leaving in order to ensure proper article creation.

To edit an article, navigate to the article, and then click the Edit Article link just under the article title, to the right of the printable version link, as shown below.

Updated On: Aug 07, 2007 (07:40:00) 🖨 PRINT/SAVE Article ✉ EMAIL Article EDIT Article DELETE Article

Using Web Site Modules

The PowerActiveSite system is made up of individual Modules that can be added, removed, and customized throughout the site.

To view the current Modules, login to the site as an admin, go to the home page, and scroll down to the bottom of the web site. You will see a box labeled Edit Main Column as shown below. Click the Show Modules link to display the current active modules on the site.
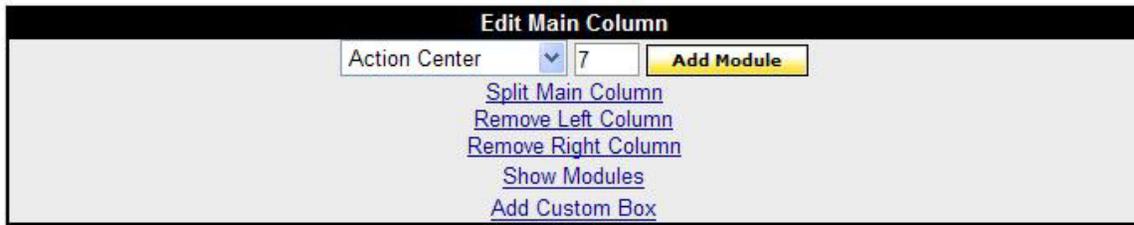
Edit Main Column

Action Center ⌄ | 7 | **Add Module**

Split Main Column
Remove Left Column
Remove Right Column
Show Modules
Add Custom Box

The site will refresh and you will now see gray boxes around each individual module. Each module box contains an x button, the module order number, and the title of the module, as shown to below.
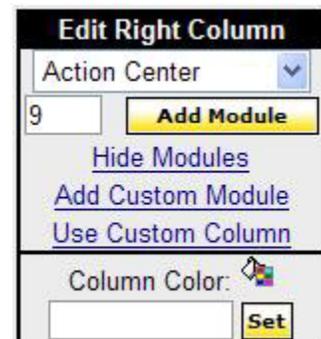
Clicking the x button in a module will remove that module from the current layout.

⊠ 2 - Calendar Month

<< September 2007 >>

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

To add a module to the layout, select the desired module from the drop down selection field, enter the order for the module in the number field, and click the Add Module button.

Each column has an Edit Column box at the bottom if it for individual control of each column. The left column and right column edit boxes also contain color selections for customizing the background color of each column.

Edit Right Column

Action Center ⌄

9 | **Add Module**

Hide Modules
Add Custom Module
Use Custom Column

Column Color: 🎨
_____ | Set

The right hand column can be customized for each page of the website. For example you can have different modules display in the right column, depending on which page of the web site the user is viewing.

The left column will stay the same for every page, and the center column is only customizable on the home page. To customize the right column for a page, go to that page in the web site, and click the Use Custom Column link at the bottom of the right column.

Creating a Custom Module: You can create your own modules and use them to insert your own content. For example, if you want to place an image banner into the right column, you can create a custom module that contains the image banner and link.

To create a custom module, click the Add Custom Box link at the bottom of the column that you want to add the custom module to. You will be taken to a form to create the module. On the form, first give the module a simple title, like imagebanner1 (don't use spaces in the name of the module). Then, using the built-in HTML editor, create the content for the module. In this example you would insert the image banner into the editor, then click the add module button to save it.

The module will now be active at the bottom of the column it was added to, and it will be available as a selection in the add module drop down selection fields in each column.

Web Site Layout Options

There are many options available for controlling the web site layout.

The left and right columns can individually be turned of or off, depending on if you want 1, 2 or 3 columns for the web site. To turn off the left or right column, click the Remove Left Column, or Remove Right Column links in the Edit Main Column box at the bottom of the home page:
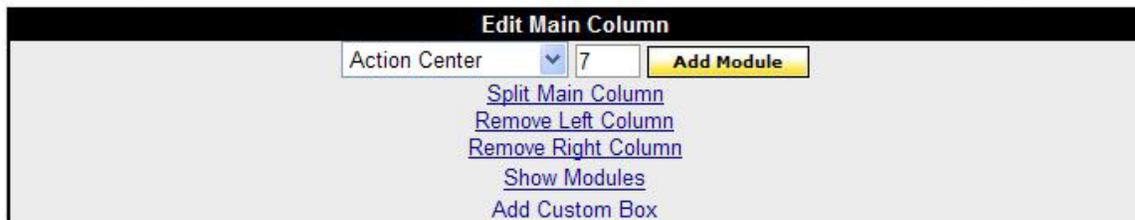
The center column of the home page can be split into 2 individual columns by clicking the Split Main Column link. Modules can be added separately to each split column of the home page.

The navigation menu can be arranged either vertically in the left column, or horizontally across the bottom of the site header area. To remove the vertical menu and activate the horizontal menu, click the Show Modules link, and then click the x button of the navigation menu. The Main Menu and the Member Resource menus can be split. The Main Menu can be horizontal across the header, while the Member Resource menu can be vertical in the left column.

For more information about using the PowerActiveSite system, refer to the PowerActiveSite help website. There is a direct link in the Admin Area to the help site, or you can use the following link: http://help.PowerActiveSite.com