

You are about to start a pretty easy process to create your Club's Home Page on CowboyCalendar.com. We want your saddle club to enjoy a virtual "living newsletter" that will be a powerful communication tool for your club to promote itself and events. The Club's Page will also serve to recruit new members and keep your current members informed and entertained.

Before you begin, we want you to know what your Home Page will do.

1. Give you an Announcement Board that allows your Club secretary or designated person to get announcements and messages out immediately to members.
2. Give interested persons a way to contact the Club with a simple click on the page.
3. Puts all of your clubs events on your Home Page and at the same time on a statewide calendar with other saddle clubs. You can put in a map to your events and give driving directions.
4. Allows the club to keep and maintain constant control of their site. No more loosing control of updating a web site!
5. Allows the club to connect this Home Page and the announcement board to any active web site that the club already has.
6. Allows you to have show bills, membership applications and rules downloaded over the internet.
7. Allows the club to create it's own set of questions and answers that people often ask about the club and go back and edit them whenever needed. You can also attach any documents to the answers.

Here are your set of instructions that will take you step by step through the process of setting up your Club's Home Page. Everything is absolutely free. After you start, you can come back as often as you like to finish the process or edit your site. If you have any questions at all, we will walk you through it. Just contact us at info@cowboycalendar.com.

O.K. Let's get started:

1. Registration - To begin setting up your club's Home Page, you must first tell the computer who you are. Your name and other information given in this process is completely private and will not be shared with anyone. This information helps the computer to know who is knocking at its door wanting to be let in. The only person who will need to register is the person your club has chosen to manage its site. Normally, that would be the club's Secretary. As officers change, you will only need to share your club's Login information (the e-mail address that was used to initially register) and password to the next person designated by the club to operate the site. No more worry about the ability to manage the site when a member or officer moves or leaves the club. To register, click the Login button on the left side of our Home Page listed in the menu. That will take you to your next step. You will only need to register once.

2. Login - After you have registered, you will need to Login each time you return to the site. The Login button is located on the left side of the screen, listed in the menu. To Login simply click the word "Login" in the list. This will take you to the Login screen. At the Login screen, enter your e-mail address in the box labeled "Login". Then enter your chosen password in the "Password" box. When you first select your password, the word you chose must be a certain length. If your password is not long enough, the computer will tell you so and you will then have to choose a longer password. Make sure it is a password you can easily remember. If you do forget your password, don't worry, we can e-mail it to you. After you have entered your e-mail and password, finish the Login process by clicking the Login button.
3. The Corral- Immediately after you click the Login button, you will be taken to your administrator's page (we call this the "Corral"). Here you will see at the top of the page the words Corral. If you haven't started setting up your saddle club web page you will see a link near the top of the page that says: "[Click Here to Start Setting Up Your Saddle Club Page!](#)". Click those words and you will be taken to a page that says "About Saddle Club Junction" at the top. You can read a little about Saddle Club Junction and when you are ready click the underlined "Create My Saddle Club" page at the bottom of the page. If you have already started adding information to your saddle club page you will see a link that says "[Set Up and Manage Your Saddle Club](#)" on the Corral page. Click this link any time you want to update your site.
4. Edit your Saddle Club Page - When you reach the "Edit Your Saddle Club Page", simply begin at the top of the page and enter your saddle club name and work your way down through each box on the form.
5. Saddle Club Name - Here enter the complete name of your saddle club. Your club will be indexed according to the first letter of the first word of your club's name. It will be indexed in alphabetical order.
6. Primary State - Many times clubs cover an area of more than one state. For indexing purposes, you will need to select one of the states as your primary state. Click the arrow to select from a list of states.
7. Photo - This section is where your club can present a photo of your choice. Some ideas would include a photo of your arena, officers of the club, club member group photo, the sky is the limit. You have the freedom to return at any time and change this photo. You will notice the letters "jpg" and 1 MB limit in parentheses just right of the word "Photo". This means that your photo must be in a "jpg" format and can't be larger than 1 mega byte. If you are not sure what that means ask any of your young student members and they will help you out. Most digital cameras and scanners create "jpg" format photo files and most should be under 1 MB. To enter your photo, just click the "browse" button. After you click that button, it will open up for you a menu of your computer files.

Locate your photo file and double click on it. It will automatically attach it to your saddle club page.

- a. Changing your photo after you have entered it. Follow steps 2 through 4 above. Once you are in the "Edit Your Saddle Club Page", you will see the file address name of your current photo. Next to the file name of your photo, there is a "delete" box. You will need to check this "delete" box. After you have the "delete" box checked, click the "save" button that is located in the lower right hand corner of the gray box. That will delete your current photo. The screen will then return. When it does, click "browse", locate the file you stored your pictures in and select a new photo file to add to your saddle club page.

REMEMBER THAT WHENEVER YOU ENTER INFORMATION OR CHANGE INFORMATION IN THE "EDIT YOUR SADDLE CLUB" BOX, YOU MUST CLICK THE SAVE BUTTON THAT IS LOCATED IN THE LOWER RIGHT HAND CORNER BEFORE PROCEEDING TO THE SADDLE CLUB ANNOUNCEMENTS.

8. Description Box - After you have entered your photo, the next box is the "description" box. Here is a great place to promote your saddle club and invite people to visit your shows and join the club and enjoy the fun! Take a look at what other clubs have said and be creative!
9. Contact E-mail - This is the place where you put in your club's contact e-mail address. You can return and change this e-mail address any time the club chooses another contact person.
10. Show Bill File: - Many saddle clubs have a show bill that is continually used at their shows and events throughout the club's season. You will see in parentheses (.pdf, .doc, .jpg; 1MB limit). Don't panic about this! This only means that the document must be in one of these formats to be used on your saddle club's Home Page. Just go back to anyone of your student members and they will help you. Most club's show bills will be made in Microsoft Word and will already be in a ".doc" format or type of document. If you have downloaded a show bill that is large than a normal size 8 1/2 by 11, then make sure you put in page breaks in the longer show bill, so folks can print it out at their home on regular size paper.
11. Saddle Club Web Site - The saddle club web site address is your next step. If your club has a web site, you can enter it here. Be sure to follow the instruction just to the right that says, "include http://" before your web site address. That means you must type the actual letters http:// before you type your web site address. For example, <http://www.saddleclubname.com>. After you have entered your web site address, click the button that says "Save" that is located in the lower right corner of the gray box. You are now ready to move on to Saddle Club

Announcements.

12. Saddle Club Announcements - To add an announcement to your saddle club's Home Page, go to the section entitled "Saddle Club Announcements". Look for the words "Add an Announcement". Move your cursor over the top of those words and click it. This will take you to the screen that says "Add/Edit News and Announcement". As you add your announcements, you will see that your events will appear underneath the "Saddle Club Announcement" words. This will show you the total number of announcements that have been put into the announcement board.
 - A. News Date - First fill in the "News Date". This is where you would enter the date of the event. It is like a press release date. Click on the small calendar icon to the right of the New Date box and choose the date you want the announcement to appear on the announcement board.
 - B. Headline - This is the title you want to give your announcement. Think of it as a headline in a newspaper.
 - C. Body - Type in the body of your announcement. Here is where you tell people what you want to tell them.
 - D. File Attachment - This box allows you to attach pictures or documents that relate to your announcement, such as the introduction of a new form to the club or a photo taken at a recent club event. The attachment must be in a .pdf; .doc, .xls, .jpg, .gif, or .txt format to be downloaded to the announcement board.
 - E. Date Show - This is the date you want your announcement to appear on the announcement board. This way you can schedule news items to appear on a certain date. Again, you may click on the small calendar to the right of the date box to enter the date. Just click the date on the calendar and it will automatically leap into the box.
 - F. Date Archive - This is where you enter the date your want the announcement to quit showing on the club's announcement board. When it reaches that date, the announcement will simply disappear off the announcement board. After you have entered the Archive Date; simply click the "Add" button located in the bottom right hand corner of the gray box. The "cancel" button is only used when you want to stop adding or editing the particular announcement.
 - G. Edit or Delete Your Announcement - In the "Saddle Club Announcement" section, announcements are listed and underlined. Simply click on the name of the article you want to edit or delete. After you click the article's name, it will take you to the edit page where you can change anything you

want. You can change words in the article, add to the article, or delete it. If you have made changes only, then simply click the "submit" button. The article will then appear with your new changes. If you wish to delete the entire announcement, then click the "delete" button, which is located in the lower right hand corner of the gray box. Again, use the "cancel" button to get out of the screen without making any changes. You are now ready to learn how to enter saddle club events on the calendar.

13. Saddle Club Events - To add events to the calendar, look at the section title "Saddle Club Events", which is located in a separate gray box below the section for Saddle Club Announcements. If you don't see it, just scroll down the page with your scroll bar. Look for the words "Add a New Event". Click these words and allow your computer time to move to the next page. The page will have Add/Edit Events at the top of the page. To add an event, simply fill in the boxes. Those boxes that have "*" in front of them, must be filled in. The process of entering an event is very similar to the instructions you followed to add an announcement. After you have added your event, be sure you click the "add" button that is located in the lower right hand corner of the box.

After you click the "add" button, you will be taken to a list of event categories. Take time to look at the categories. You can be as specific as you like or choose a more general description, for example "Horseshow - Saddle Club" as your category. The more specific you are, the more your show can later be searched by others looking for particular events. Once you have chosen your categories, be sure to click the "save" button, which is located at the lower left hand corner of the page. Your event is now entered and will appear on the calendar and on your saddle club's Home Page. You are now ready to learn how to add and edit frequently asked questions referred to as "FAQS".

14. FAQS - Just below the saddle club events administrative section is the administrative section for FAQS, which is entitled "List of FAQS". To add a FAQ, simply click the words "Add an FAQ". This will take you to a page that has "Add/Edit FAQ" at the top. Simply fill in the boxes.
 - A. Sort Order - Sort order allows you to put a number in that will put the FAQ in the order you want it to appear (FAQ with the smallest number appears at the top of the page). This way you can control the grouping of your frequently asked questions into categories such as, questions about joining, rules of the club, officers and directors and so forth. If you give more than one FAQ the same sort order number, those FAQs will be sorted alphabetically by the question.
 - B. Question - Place your frequently asked question in this box.
 - C. Answer - Place your answer to the question here.
 - D. File Attachment - This box allows you to attach a photo or document that

will help in some way to answer the question or provide a person with a document they would want. Simply click the "browse" button and locate the document or photo file you want to attach. Click that document or photo and it will automatically leap into the box. You will see the file address in the box. When you see this, simply click the "Add" button located in the lower right hand corner of the gray box and your document or photo will be attached to your FAQ.