The Member Wizard Web Template Handbook

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Member Wizard
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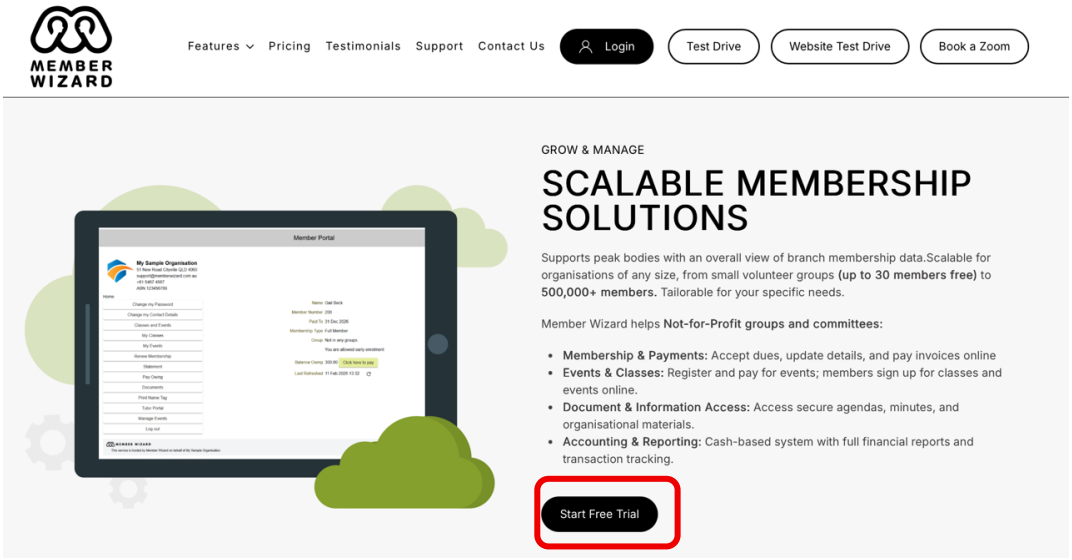
Working with the Member Wizard Web Template

The Member Wizard Web template is designed to give organisations a clean, good looking website with all the functionality they need to manage their requirements whilst being simple enough so someone without web programming knowledge can easily design and maintain it.

To manage your website, your Member Wizard **User** name must have been given **Full Web Site access** for the **Role** attached to your **User** login. Having said that you do not need to have a Member Wizard subscription. Member Wizard provides free accounts if there are less than 30 members in your database so if you only want to use the website component of Member Wizard you can do so asily and inexpensively.

How to obtain a Member Wizard website template URL

If you would like to try designing your own site and do not have a current **Member Wizard** account with us, you must first create an account with Member Wizard. Click the **Free Trial** button on our website and provide your preferred login name and the name of your organisation. You will be sent a link with a temporary password. Once you have logged into Member Wizard, as the first login account you will have **User Manger** rights to your account which includes full web access rights.



Click on the **Website** menu item and check the box which says Yes I would like to transfer our website to the Member Wizard website. Don't worry this will not cause anything to change in your current web arrangements - it just allows you to send us a request. We will then forward you a temporary URL you can use to access your new website and design it to suit yourself. Once a template is added to your database you will also be able to access it via the **Website** menu item in your **Admin Portal.**

As soon as you have your website template attached to your organisation's account you can book a **Web Template Zoom session** with us by clicking the **Book a Web Template Zoom** menu item in **Website menu** in your **Admin Portal.**

When you are happy with the design you then need to contact us and we will start the process of making the website publicly available. This may entail either transferring your current web domain to the new site or inserting a redirection on your current web domain to send people to the new site.

How much does the Web Template cost?

When your website is first published there is an initial set up and hosting charge for the first year of $450 plus GST charged. Subsequent years the charge is only $150 plus GST.

Included in this charge are 3 Zoom training sessions with our web support member which can be booked from our home page on the **Book a Zoom** link at the top of the page. If you require more than 3 sessions they will be charged at $50 per hour plus GST.

Also included in this charge is the cost of hosting your website and your domain (only if it is moved from its original hosting location). We will also include the cost of obtaining a domain for you if you do not already have one.

Please note that our web hosting provider cannot provide domain hosting for any .org domains, nor can we provide domain hosting for you if you use your domain for sending emails.

In such cases, we will provide you with some changes for you to make to your existing domain hosting record's DNS which will redirect the domain to the new site.

How do I access my web template?

Firstly, advise us that you wish us to provide a web template associated with your Member Wizard database.

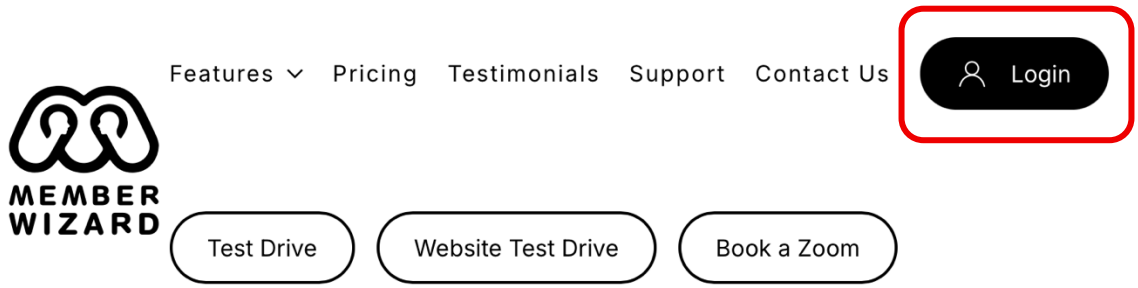
You do this by logging into your Member Wizard account, clicking the Website menu item and checking the box marked **Yes, I would like to transfer our website to the Member Wizard website.**

This will send us a message, and we will advise you when your template is ready.

To access your template, you simply return to your Member Wizard database, click on the **Website** menu item and click the Website Template link which will have replaced the previous application form.

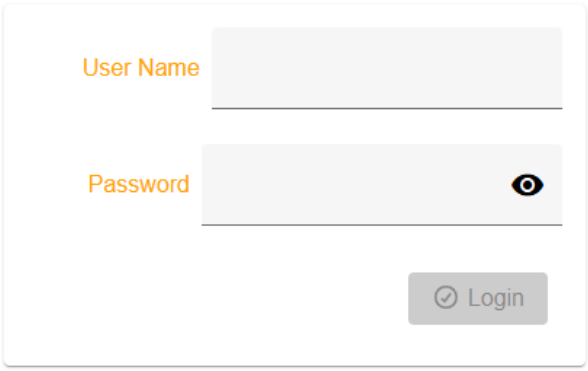
How to get started designing your website

You log into the **Admin Portal** of your Member Wizard account using your Member Wizard login and password at the **Login** link in the top website menu (see image below).



Once you have logged into your **Admin Portal** go down to the **Website** menu item and click **Website** and select **Visit Preview Website.**

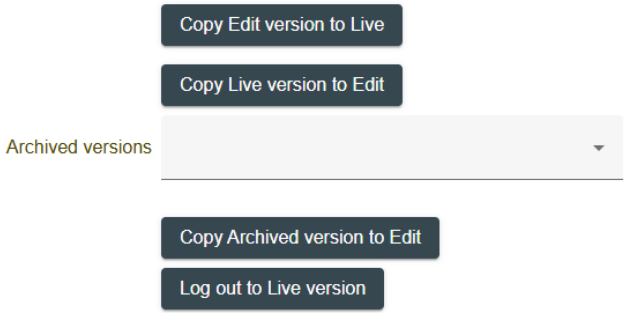
You will be taken to the login page for your web template.



Using your Member Wizard login credentials, login to the site.

If you receive a message saying you are not authorised to edit the site it will be because your Member Wizard login has not been granted **Full Website Access** rights. In this case you need to contact your Member Wizard **Administrator** (the person who first created your Member Wizard account or whoever has **Administrator** access to your Member Wizard database).

You will notice that once you are logged in, the text on the Website admin page will change from **Login** to **Settings.** To start click on the **Home** menu item.

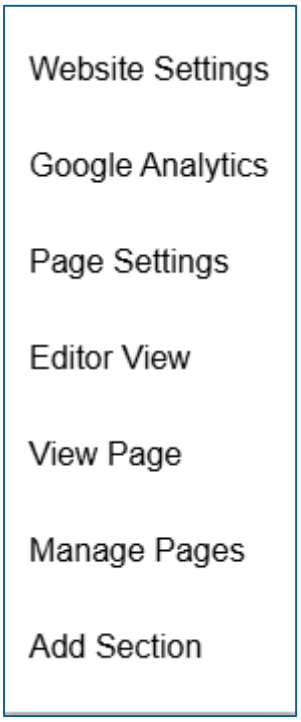


A Brief Note about page elements in the Website Template

Once logged in you will see that various areas of the web page have either a green, purple or orange line around them with an edit pen in the top right corner.

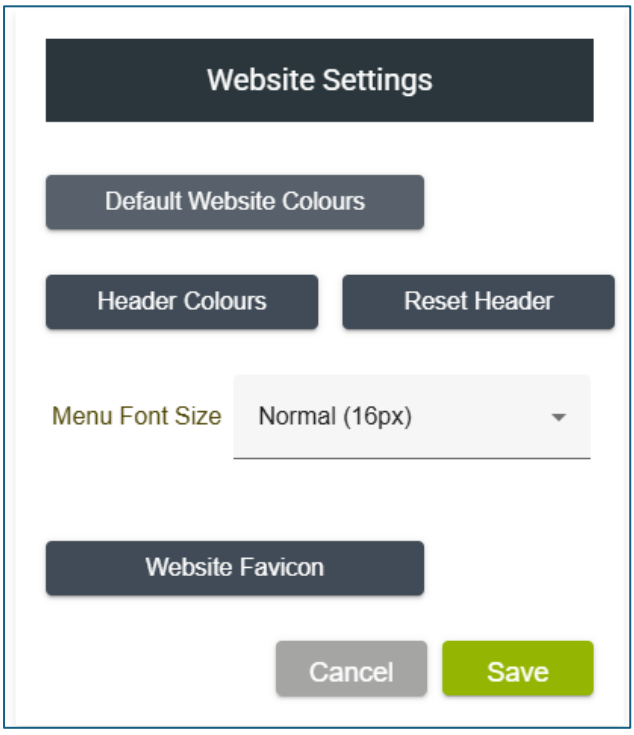
The outer green border defines the element of **Page.** The purple border defines a **Section,** and the orange border defines a **Panel.**

The three elements are described in more detail in the following sections.



Working with the Page menu

By hovering and clicking the green edit pen located in the top right-hand corner of the page, you will see the **Page menu** (shown left). We'll look at each menu item in turn.



Website settings

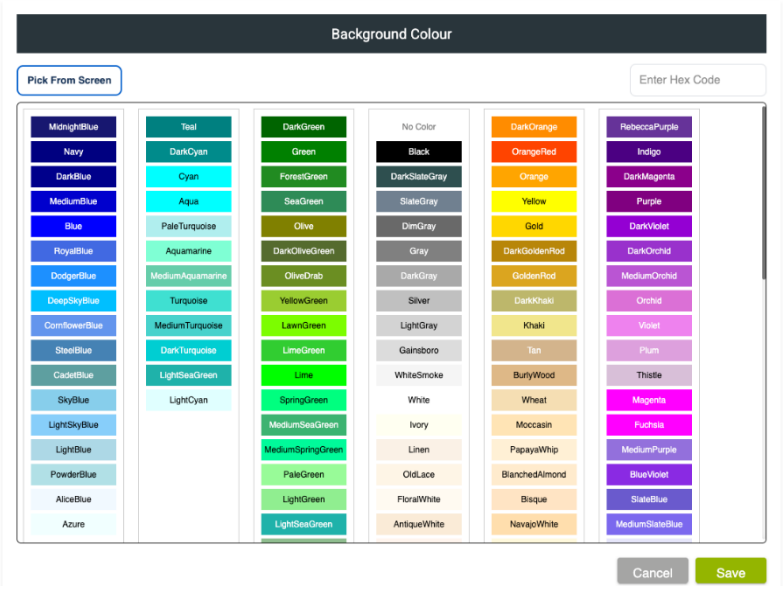
From here you choose the colours both for your website, using **Default website colours** and for the **Header** of the page. **Header colours** will define a band of colour at the top and bottom of your page into which appears your Logo and the menu. You do not need to colour this if you want to have a page with an all-white background but sometimes a header can look quite effective. Should it be required, you can **Reset the Header** to its original version. This is also where you can set the size of the text in the menu bar.

The **Fav Icon** button will allow you to upload a logo to be used in the browser tab title eg.



There are other places throughout the website where you can choose colours. The example here will show choosing **Background Colours** for the website from **Default Website Colours**. Clicking **Background Colour** will open the extensive colour palette menu shown right.

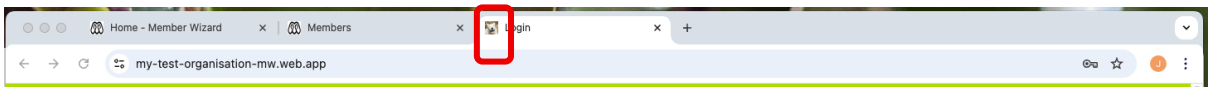




You can choose a colour for the background by simply clicking on one of the colours. If you need a particular colour, you can enter the colour's special hex code into the box on the top right of the screen. For instance, the hex code of white is #FFFFFF. Another very convenient feature is found on the top righthand side of this menu, **Pick From Screen**. If you click this button, it will display a round circle that you can move around your computer screen. To select a colour, hover this circle over the colour you want and click. It will automatically record the hex code for the colour you clicked on and load this colour. Please note that the **Pick From Screen** option does not appear if you use the Safari web browser (common for Mac users). Instead use Chrome and this button will appear.

If the **Website login page** is accidently deleted, it can be restored using this menu. Note: If the **Website Login** page already exists then the **Restore Website Login Button** will not appear.

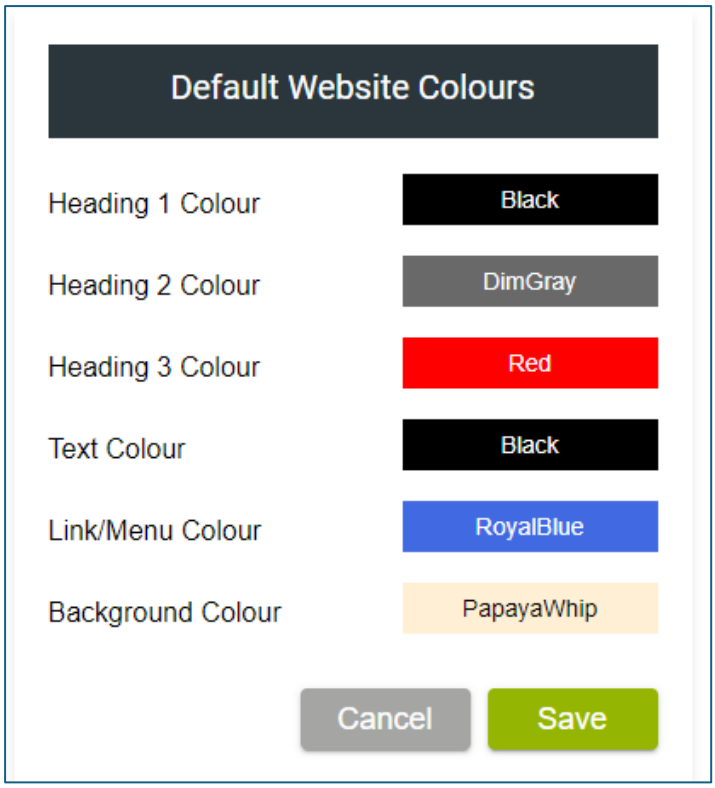
This page is also where you setup your **Favicon**. What is a Favicon? It's the small image which appears in the website page in your browser. Upload your chosen image or else the Member Wizard logo will appear there by default.



A note regarding using Colour in your website

Colours should be used sparingly. Some colours are not friendly to those with eyesight issues such as colour blindness. Work on the principle of defining a limited colour palette which consists of a background colour (bearing in mind accessibility issues), a

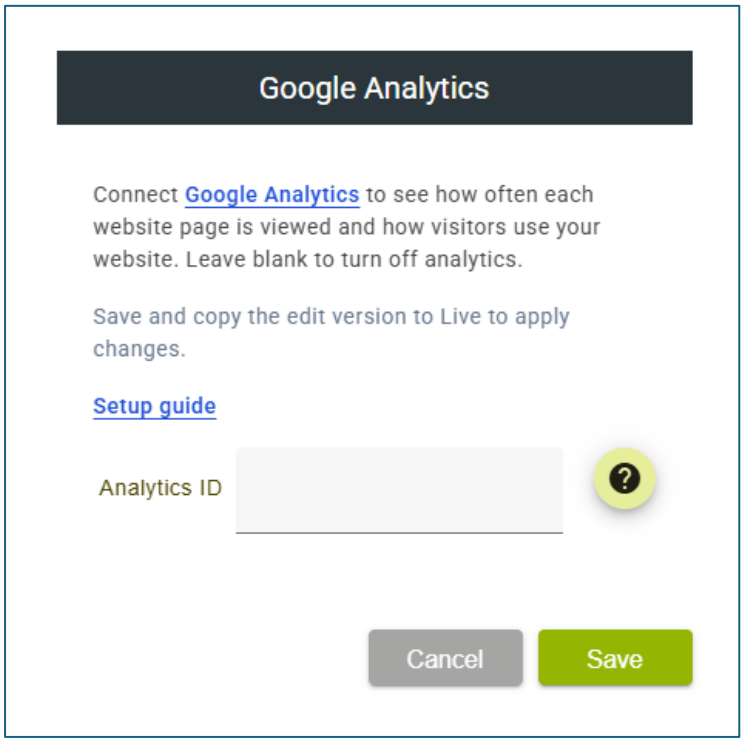
complementary darker shade to use as a Header colour (if desired) and a contrasting colour to be used for emphasis. The overuse of colour is one of the key indicators that the site is not professionally managed – **Remember when it comes to colour, less is better.**



The **Link/Menu colour** (see image at left) will set the colour of your menu text at the top of the page. Note that it will also dictate the colour of links used within the pages of your website.

Be careful if you have a dark header and decide to use white text because links will be white against a white background and therefore invisible. To remedy this, highlight the link in the page edit's Text Box and use the Text colour icon to change the colour of the link text.

Google Analytics



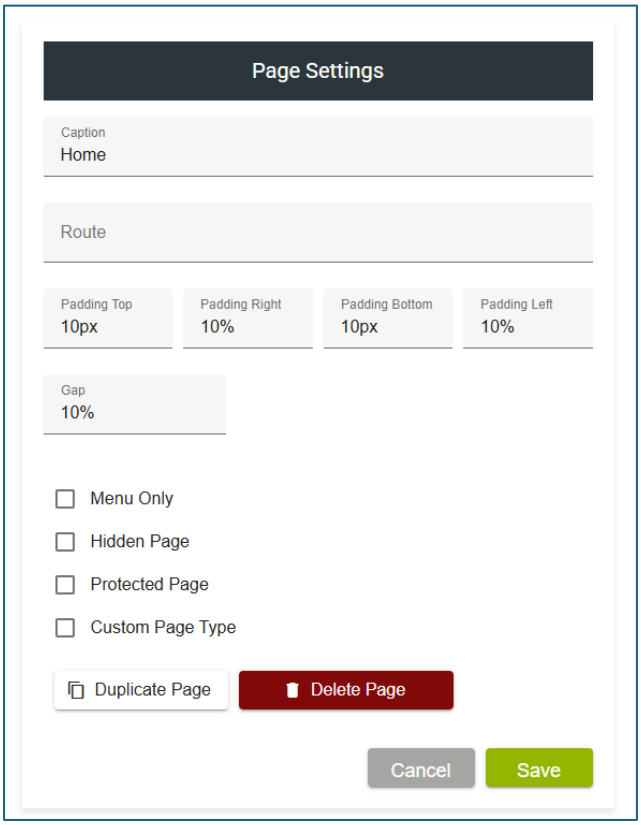
You can measure traffic to each of your website pages by setting **Google Analytics** on your site.

Click the **Setup Guide** for instructions on how to do this.

The  can provide further information on configuring your site.

See Also Appendix 1 for full step by step instructions on setting up Google Analytics

Page Settings



On the **Page Settings screen** the **Caption** allows the name of the page to be set.

The **Route** is what the name of the page which appears after the / at the end of the URL. For instance, for a Membership page you would use say, Membership. The route to this page would then be www.yourwebsitedomain/membership. If you do not set this field then the page will continually rename itself to its original Page-1 or Page-2 name and revert to the home page.

The only exception where you should not enter the **route** is the **Home page**. Leave it at set at **route**.

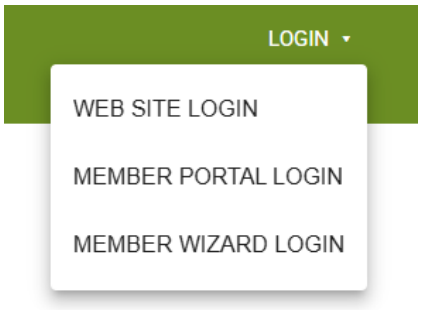
The menu allows adjustment of the space, (**Padding**) surrounding sections, on your page. You should use % measurements for horizontal padding as it will allow your page to adjust easily from large screen down to phone or tablet screens.

Gaps however should be defined in pixels (px) as these make incremental changes possible.

Note that there should be **no** space between the number and unit. For instance, 10% not 10 % or 5px not 5 px.

To prevent a page from being accidentally deleted, use the **Duplicate Page** button and add a **Custom page type** (see below). Pages can also be deleted using the **Delete Page** button on this screen. Pages can be designated as a **Hidden** or a **Menu only** page here. There is more information on these pages on p 8 & 9.

Custom pages



A typical use for Special Pages is to manage the Login menu item in your page header (see image above).

There are 3 special page types (= Custom Pages) you can add to your menu.

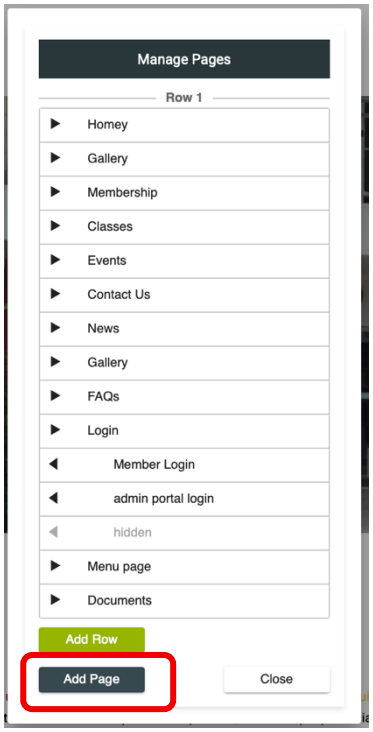
Menu Portal Login. This is a page which will allow members to log into your Organisations Member Portal.

Admin Portal Login. This is a page which will allow members to login to their organisation's Member Wizard Admin Portal.

The **Web Site Login** page is a **protected page.**

It cannot be deleted and is where you login to manage your website.

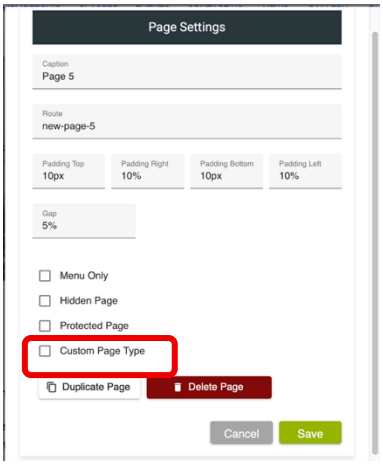
How to set up Custom pages



To set up **custom pages** click the Green edit pen and select **Manage Pages** (see left).

Scroll to the bottom of this menu and click **Add Page**.

Double click on the new page you have created to access the page settings (see right).

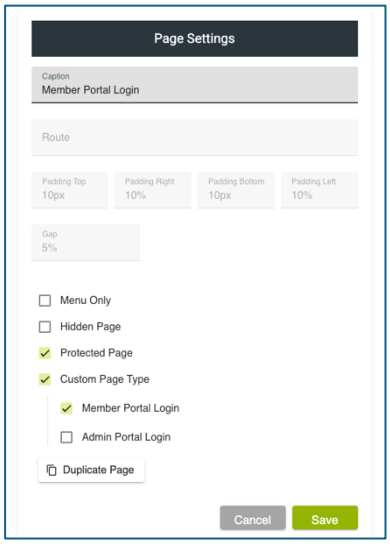


Check the box marked **Custom page type** to add a custom page.

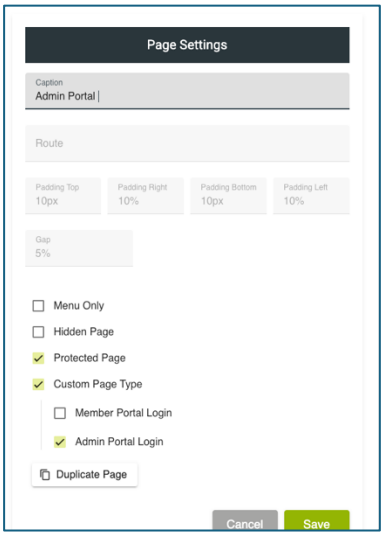
Please note that the **Member Portal** page will not display correctly until you have logged out of your production page (copied edit version to live) and refreshed your website page. If you return to your member portal page without relogging in, the member portal login should appear as expected.

Examples of each of these are given below with the appropriate set up.

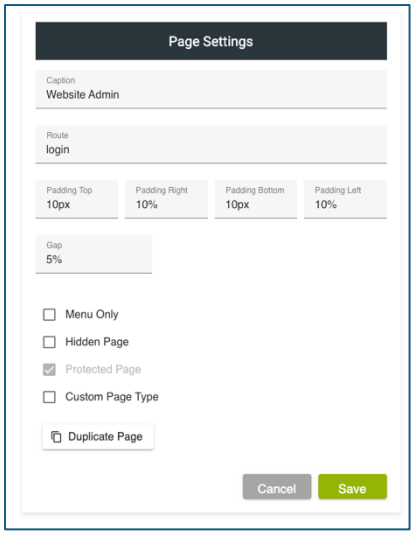
Member Portal Login



Admin Portal



Website Login

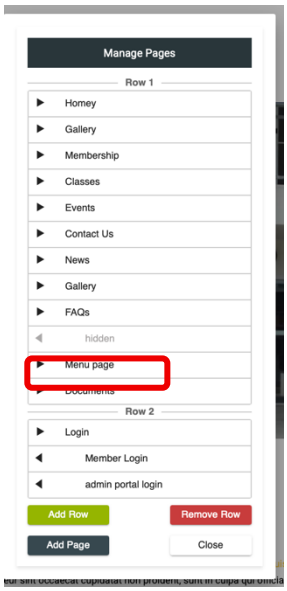


More about the Manage Pages

We have already seen how to set up custom pages. Manage pages dictates how our top menu (shown in blue below) will be set out.



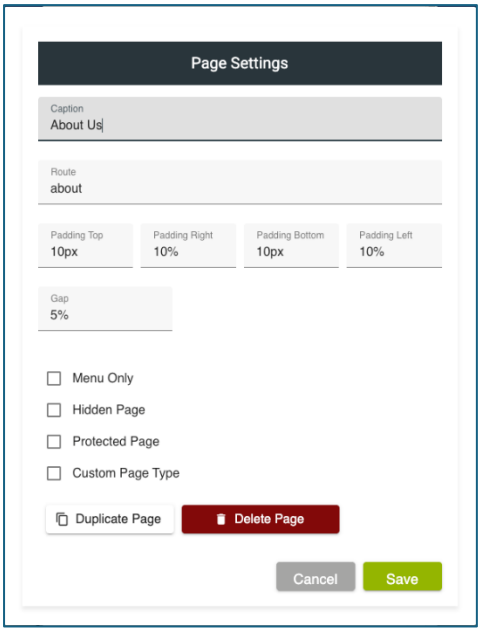
You can change the order of the menu items by dragging and dropping them to your preferred order using Manage Pages and designate which pages will be submenus.



Note that in the Manage Pages image at left, some pages have an arrow pointing to the right (see Login) and some are pointing to the left (Member login and Admin Portal Login). This means that Login will be a top Menu item and Member Login and Admin Portal Logins will be submenus of Login. To change a page from a submenu to a top menu item (and vice-versa) simply click on the arrow to change its direction.

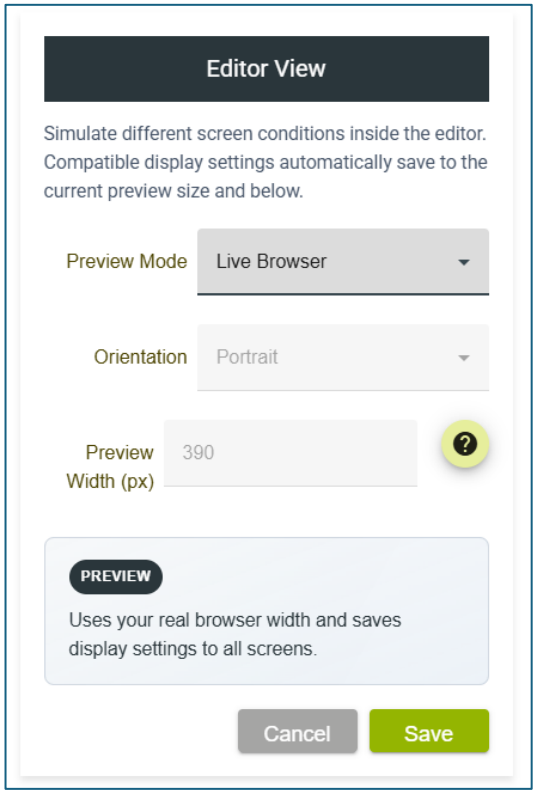
In addition, you can add a row so that your top menu is spread over two rows using the green add row button. Drag and drop menu items that you want on the new row as shown in the image at the start of this section.

Please note that for all the menu items except **home** and the **custom pages** discussed you should set the **route** for that page.



An example is given left. The **About us** page is given the route **about**. Don't forget to assign a route to all new pages that you create otherwise the route will revert to the home page.

Editor View



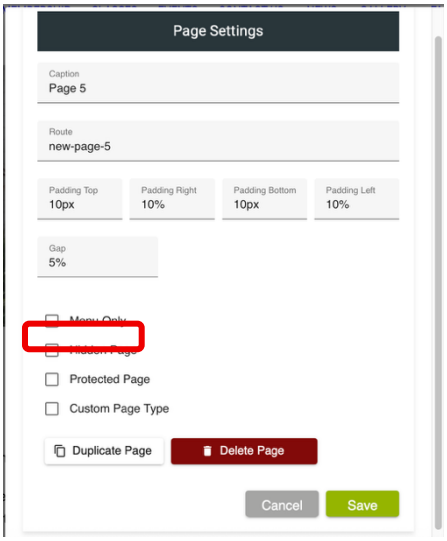
In Editor view you can see how the page is going to display when scaled to various devices.

Simply choose your **Preview Mode** option _ live Browser, Desktop preview, Tablet Preview or Mobile Preview.

Then choose Your Orientation – landscape or portrait.

Finally choose the actual width of the area in which the view will be displayed.

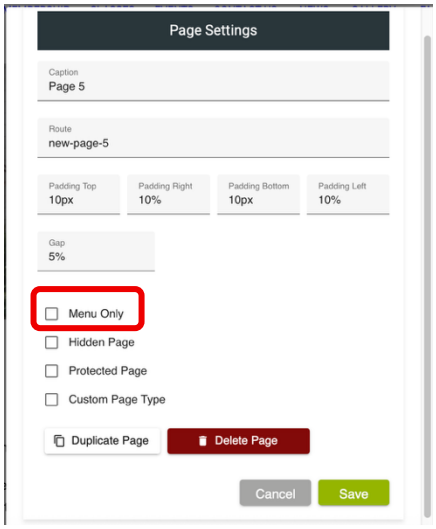
View page



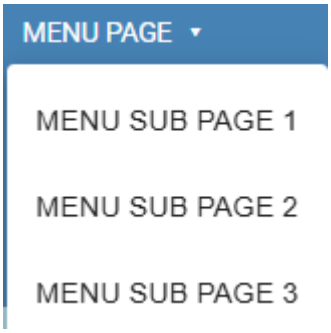
View Page is used to access **Hidden pages.** In the image on the right, you will see a tick box called **Hidden page.**

These pages are used usually to hold text which is carried over from an article or other piece of text on a previous page. It is usually accessed by the reader by clicking a link which says something such as “Read more.....” As the page does not appear in the menu the only way to access it to build and design it is via **View Page**. See the image in the previous section which has a greyed-out page called **hidden** as an example.

Menu only pages



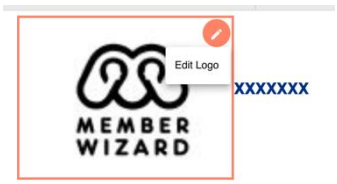
These are pages designed to act as a parent anchor for a subset of child pages such as in the example below. Here we have a Menu only page (called **Menu page**) with 3 child pages beneath it. There is no actual **Menu Page**. It is purely there as a parent anchor for the other 3 pages beneath it.

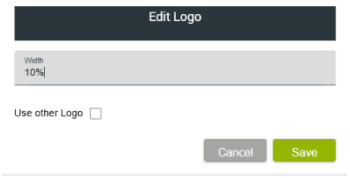


It is quite often used for Membership information with the first subpage being **New Members**, the second being **Renewing Members** and the third being the **Member Portal**. Each page can then contain both the buttons for these functions as well as information about accessing them.

Your Logo

Your logo in your **Member Wizard admin database** will initially appear in the top left corner of your template. Quite often this appears very large. To reduce the size of the logo click the orange edit pen in its top right corner (see image above left) to access the **Edit Logo** screen (image top right) where you can reduce its size. You can also replace the logo with another image by checking the **Use Other Logo** box and uploading an alternative logo.





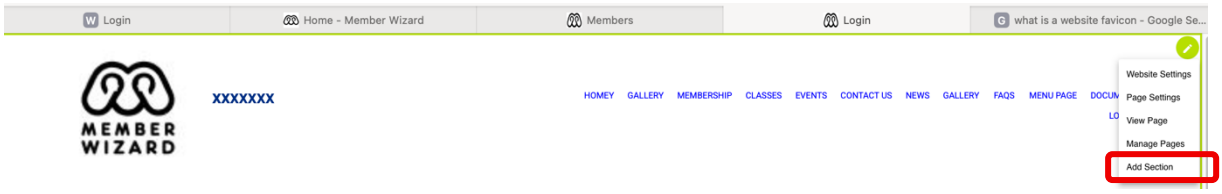
The Name of your organisation

Initially a text box containing XXXXXXXXXX will appear adjacent to your logo, as shown above left. This can be edited to your organisation's name, deleted or reduced to only a small percentage. Doing this will allow your menu to fit further along the top of the page.

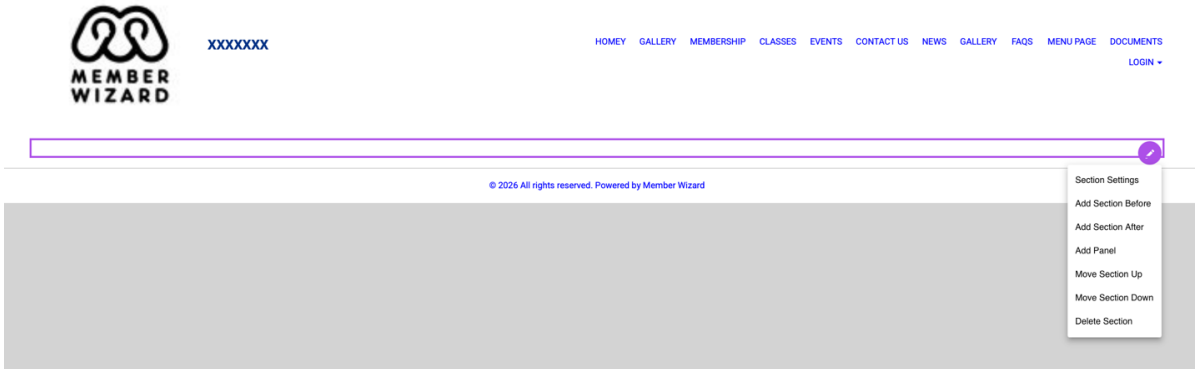
Should you accidentally set the panel width to 0% and you find it has then disappeared you will have to **Reset Header** in the **Website Settings** menu.

Adding a Section

Each page needs to contain at least one section if it is not a menu only page. To locate the section, you have added from the menu item hover your mouse over the top of your page to find the section which is bound by a purple box. **Sections** hold **panels** (see later).



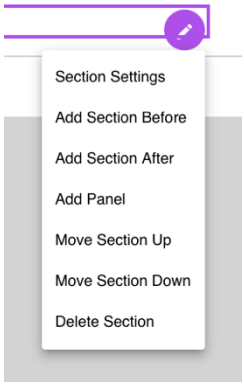
Below you can see the added **section** (purple box), the purple section edit pen and edit section menu.



Working with the Section menu

Once you've added a Section to your page you can hover, then click on the purple edit pen in the righthand corner to view the **Section menu.**

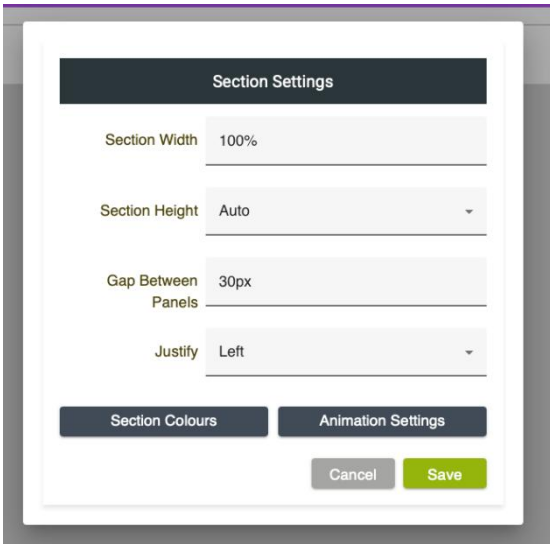
Section Settings



Here is where you set the details of the Section. Sections can run either horizontally or vertically along or down the page depending on your design requirements.

You can add sections before or after the section you've inserted or move sections up or down using this screen.

The **Section Settings** screen allows you define whether the panels in the section to be horizontally or vertically aligned.



To align 2 sections side by side, change the **section width** to approximately 48%. For 3 sections set the **section width** at about 30%. The **Gap between panels** can also be adjusted in this menu. You can 2 or 3 sections side by side. In a handheld device, like a mobile phone, sections will run one above the other, depending on the **section width**.

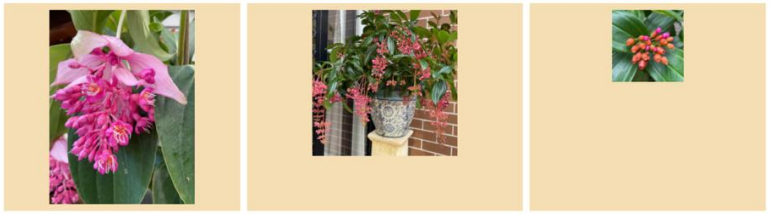
The **Section height** dictates how the sections will align on the screen. This is demonstrated in with the images below. This picture has been produced with three sections with a Gap of 5% and section width of 30% - see **section settings** below.

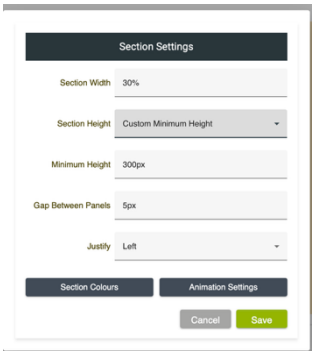
In the first image below, the **section height** is set to **Auto**. Notice that the top of the three sections are all aligned perfectly.



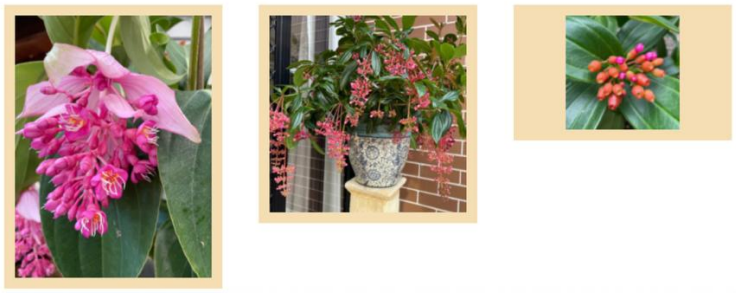


If the **Section Height** is set to **Fit Row Height** the sections are scaled to the same size as shown below.



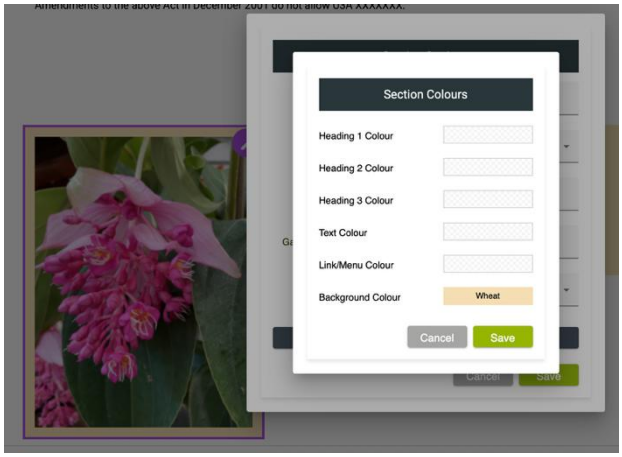


If the **Section Height** is set to **Custom Minimum Height** a new screen appears. Here the minimum height of the section (in px) is set. In the example below with 3 sections the minimum height is set to 500, 400 and 200px respectively (left to right). Notice how adjusting this setting allows you to frame the pictures without too much background above or below.



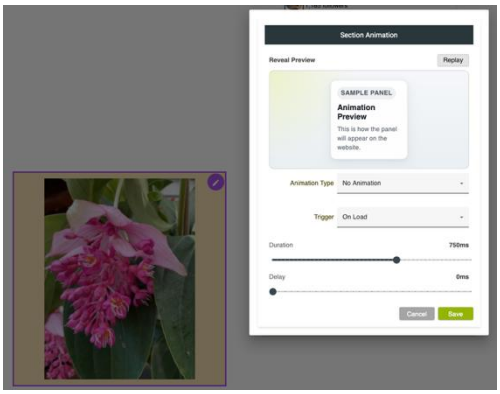
Section Colours

By clicking on **Section Colours** button in **Section Settings** the colours in your section can be defined. In the sections above, the **Background Colour** is wheat as an example. Remember you can also add a specific colour by entering the colour's **Hex code** or using the **Pick From Screen** functionality.

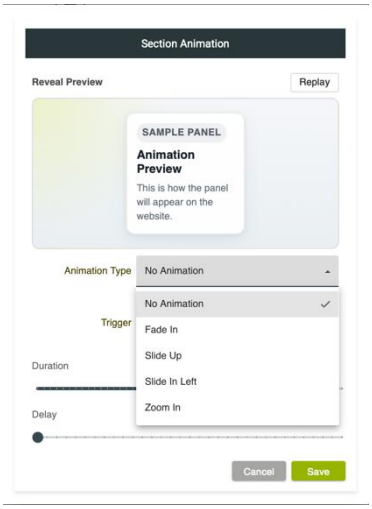


Section animation

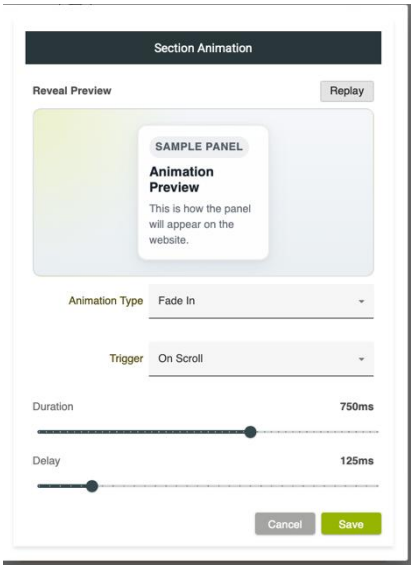
Clicking on the **Animation Settings** button in **Section Settings** allows access to the **Section Animation** settings. Here you can animate a section. The **duration** of the animation and the **delay** before an animation begins here are set here using slider bars.



Animation Types are shown left below. The default setting is no animation. Options include Fade in, Slide up, Slide in left and Zoom in. The animation is quite gentle and adds a modern and professional look and feel to your website design when used judiciously.

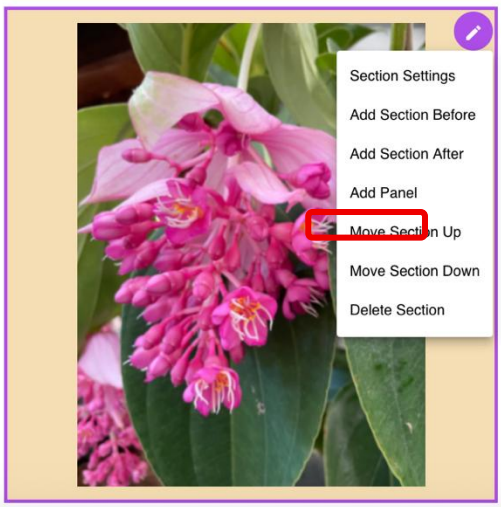


The other animation setting is **trigger**. This means what will make the animation start. In the example shown at left the animation will start when the section is loaded, for 750ms with 125ms delay.

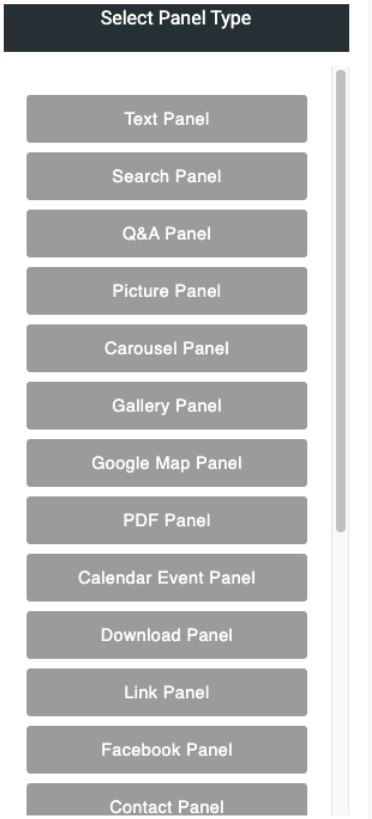


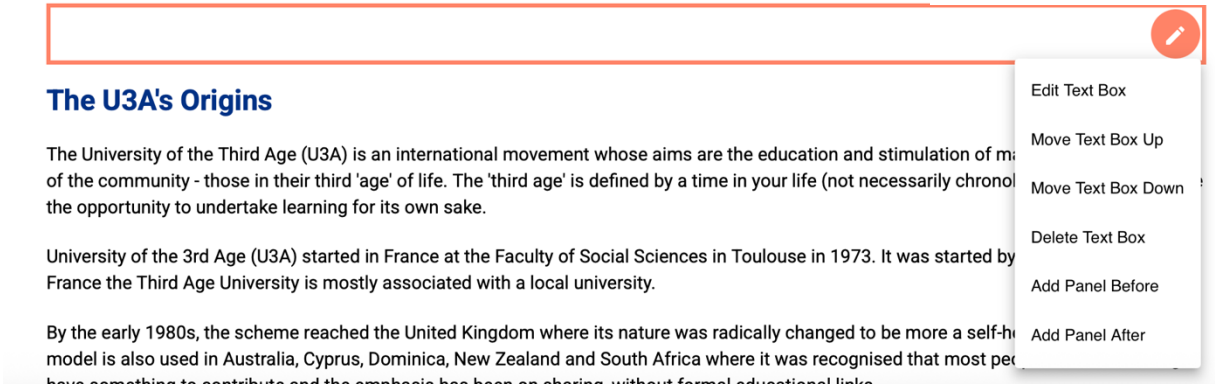
Add Panel

Sections are designed to hold **Panels.** Simply click the purple edit section pen and click **Add Panel** to access the **Select Panel Type** menu.



Shown right are just a selection of the available **panels**. **Panels** are bound by an orange pen and have an orange edit pen in the top righthand corner. Each panel will be discussed in detail on the following pages.



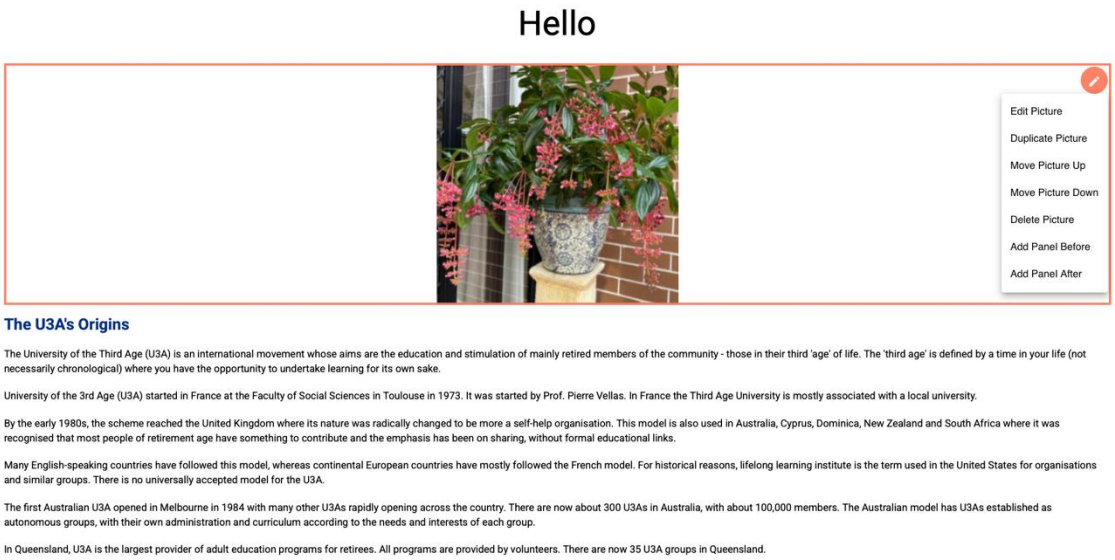


In the example above, a new **Text Box** panel (orange rectangle) is sitting above a text box that already contains text about the U3As origins. To add text to the new **text box panel** select the **Edit Text Box**.

You can use this menu to manipulate **panels** (orange box) within a **section** (purple box). In the example of the **section** below there are 3 panels stacked vertically:

1. A **text panel** with the word Hello
2. A picture of a pot plant (a **picture panel**) bounded in an orange box and
3. A **text panel** with text about U3A origins below.

The orange edit button of the **Picture Panel** has been clicked and reveals extra menu items to move this panel up or down, duplicate or delete it. Additional **panels** could also be added before or after the **picture panel** shown.

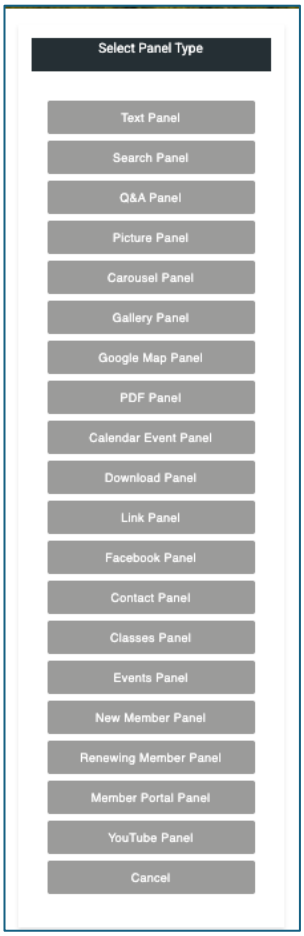


The following pages will discuss each of the different panel types and how to work with them and arrange them within a section.

Working with Panels

Here is full display of the Panel selection list:

Arranging Panels within a Section



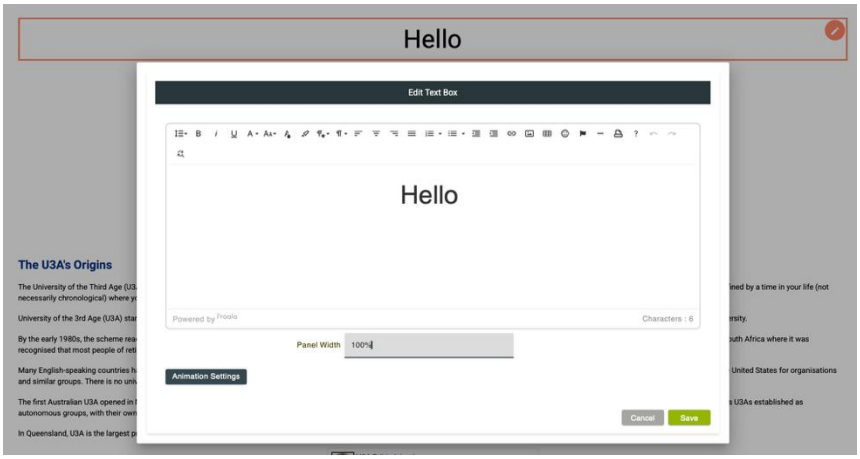
You can run Panels horizontally across the section or vertically down the section. If you wish to run Panels horizontally simply create a **Section** 100% width. Add Panels with widths which will fit within the 100% available. For instance, for 2 Panels side by side each should be around 48% wide. This will allow a gap for the space between the Panels. Vary this width incrementally until both Panels sit beside each other. For 3 Panels the width of each should be around 31% allowing for the gaps.

If you want to have your Panels running vertically down the section one under the other but you also want to have 2 Panel sections beside one another then you need to make each of the 2 Sections containing the columns of Panels at a total width of 100% less the gap between – usually around 48% for each Section. Each Panel will then be 100% the width of the Section.

Types of Panels

Text Panels

As the name suggests these are for adding text on your page. To access the **Edit Text Box** menu click the orange edit button on the top righthand side of the text panel. Enter text into



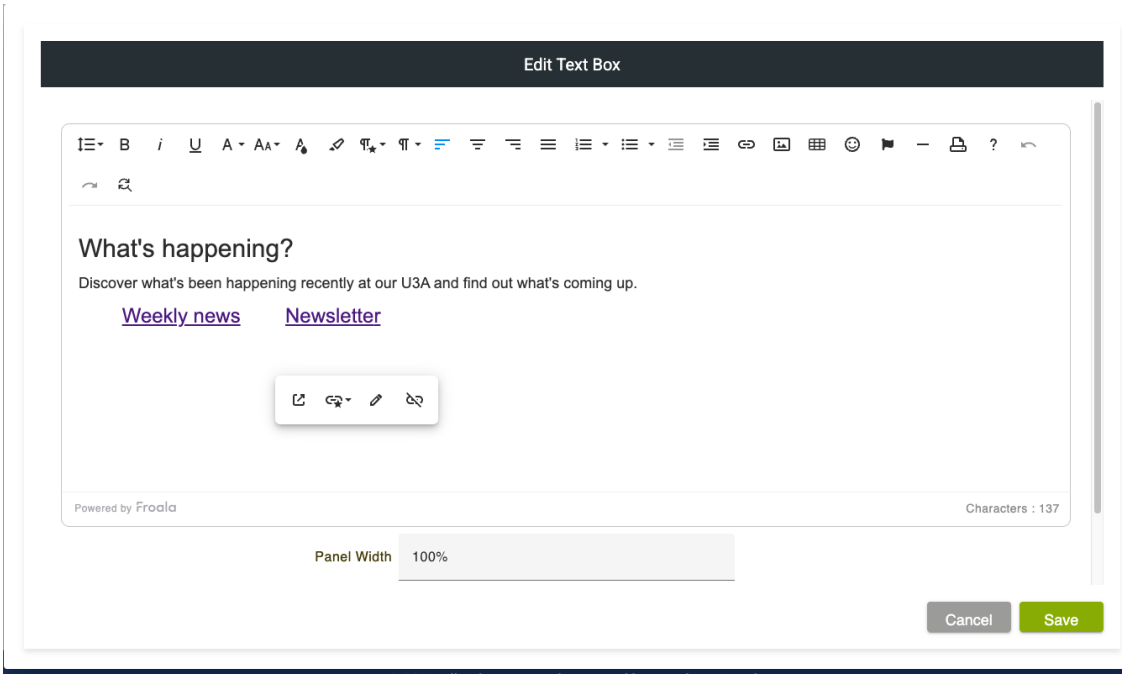
the panel by typing in the area provided. Use the **Section**

settings (Purple edit button) to specify background or text colour.

It is possible to change the font size, colour, appearance using the text box menu, just like in word.

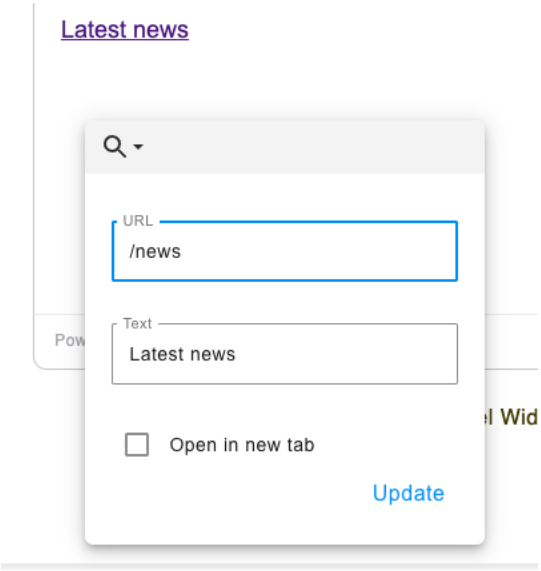
Some handy features include a **link button** to make links to both internal and external webpages (but remember if you have set **links/menu colour** in **Default Website Colours** to white it won't be visible on the text page and you'll need to find it by highlighting and changing the link text colour).

Clicking on the link button in the Edit Text Box menu opens a new link menu (see under newsletter in the above image). Click on the pen to edit the link menu.



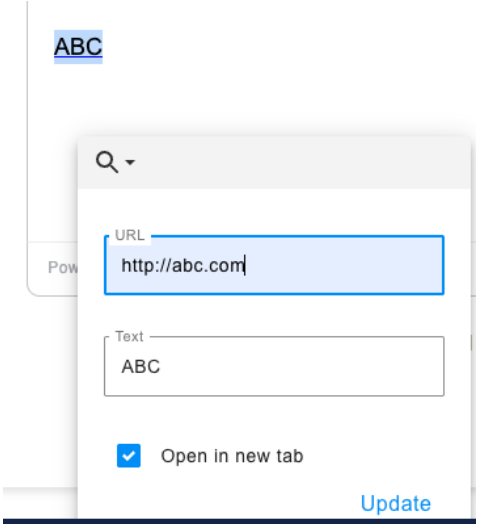
Internal pages in current website

To link to an internal website page follow the sample below



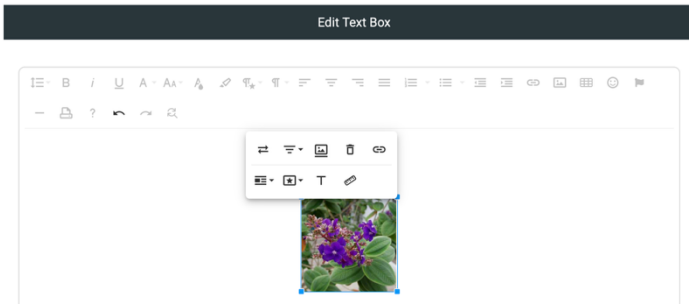
A word of warning. This link will not work until you have copied your Edited page to Live. If you try to use it before then it will simply reload the home page and log you out. If you check the box marked Open in a New page so that both the existing page plus the new page will be open simultaneously in separate tabs. This may or may not be appropriate for your purpose.

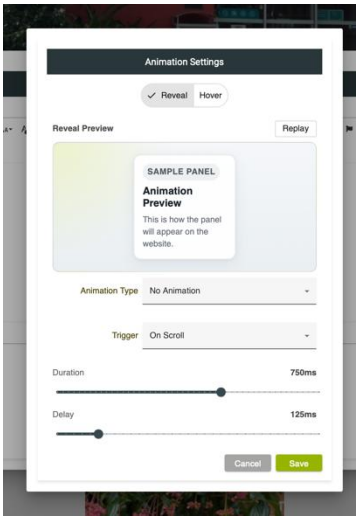
External website pages



To link to an external website and rename the link follow the sample above.

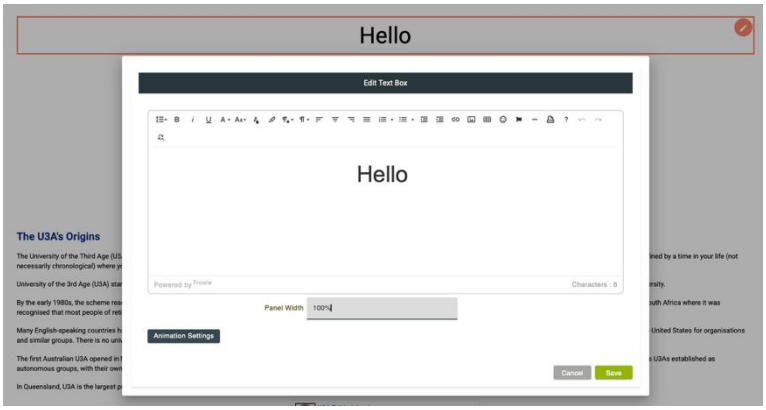
There are also a **table button** and a **picture button** to add images to the **text panel**. For these features there are additional menu items that appear when you click the image or table. This is shown at left and allows an image in a text panel to have text surrounding it. Click the image tool of a rectangle containing a star shape and selecting to run text either around the left or the right of the image.





Note that the **Text Panel** also has animation settings like the **Section settings** with the additional features **Reveal** and **Hover**.

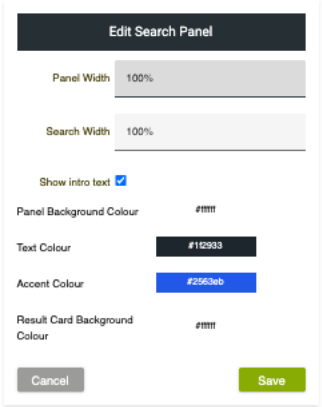
Note that the **Panel Width** specifies the percentage of the Section the panel will occupy. If you change the % width in the Text Edit field, other panels can sit next to the text panel, remember though that there must a gap between the panels so two panels each of 50% will not fit side by side. Try making one of them 45%. This is handy if you want a picture panel next to your text for instance. Multiple panels can sit side by side across the page provided you remember this buffer around each of them.



Search Panels

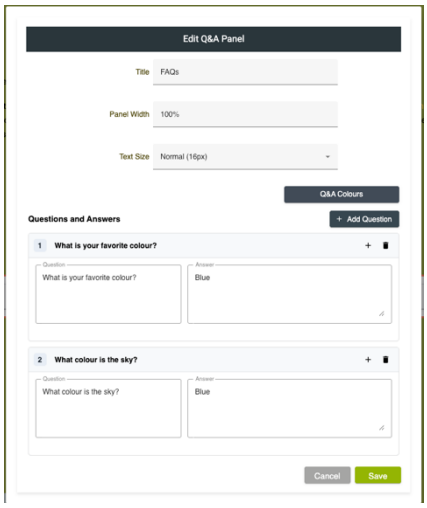
It is possible to add a search panel for searching terms within the Member Wizard website. You can change the appearance of this search panel using the **Edit Search Panel** menu.





Q&A Panels

The Q&A panel is a professional way to display FAQs. A Q&A panel can be generated by clicking the orange edit pen to access the **Q&A Panel** menu. To edit this panel choose **Edit Q&A Panel** which opens the edit panel shown on the left.



Add a **Title**, choose a **Panel Width** and decide on a **Text Size** for your font.

Change the **Background** and **Text Colours** using the **Q&A Colours** Button.

Add questions by clicking the **+ Add Question** button and fill in the questions and their answers. An example is given below.

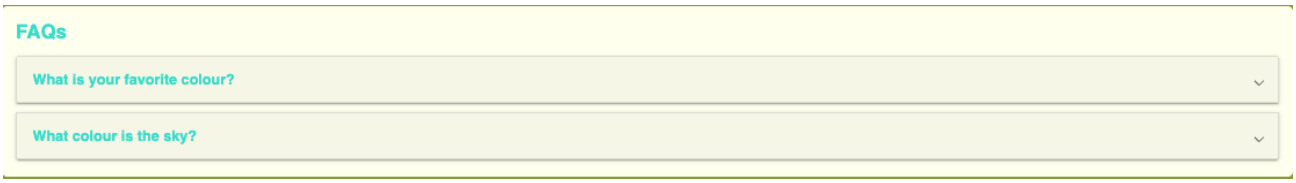
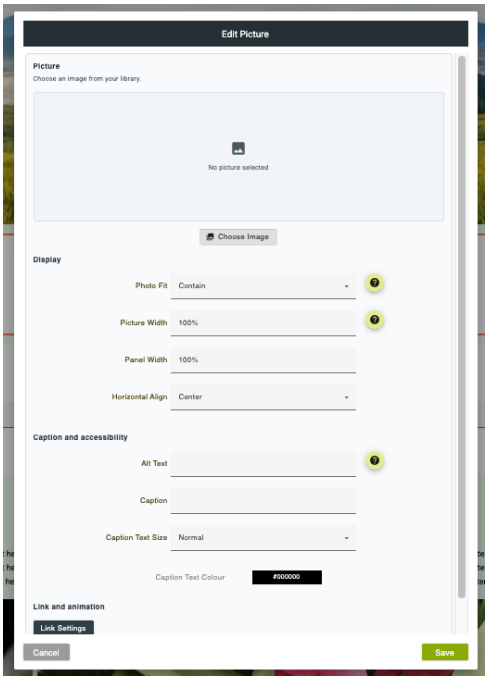


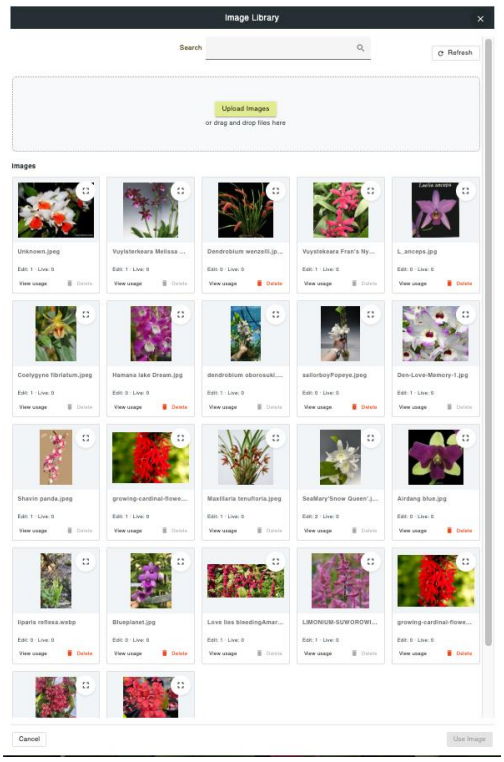
Image Library

The following panels all make use of an image library. It is now possible to upload bulk photos into an image library to access the image library you simply insert either a picture, carousel o gallery panel.



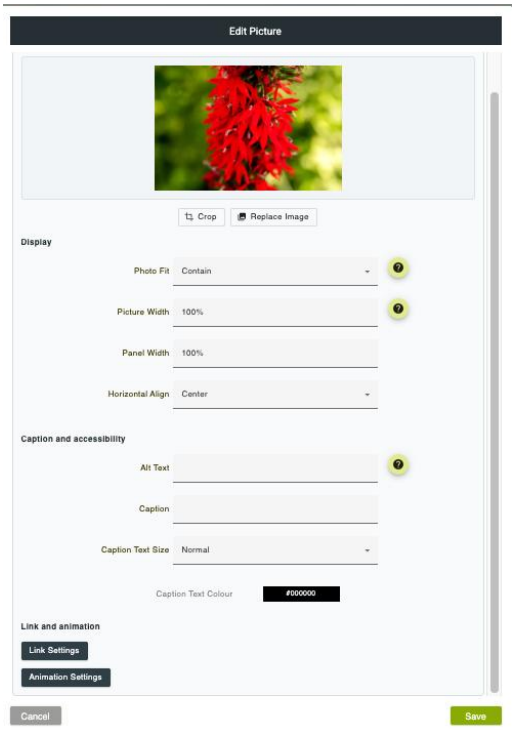
These images are available over your entire website making image selection quick and easy

Choose the edit button for these and then click choose image. This takes you to the image library where you can choose a previously



uploaded image or add additional images. Click on an image and then press **Use image** to select your choice.

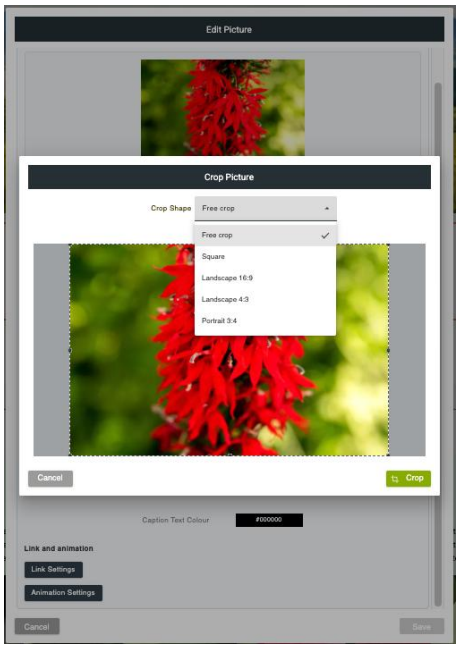
Picture Panels



Images can be uploaded from your image library into picture panels by clicking the orange edit pen to access the **Edit Picture** menu. You can replace the image or delete it in this menu.

You can add a caption to the image and set the **Caption** colour and size using this menu. The caption will appear at the bottom of the image. A link to the image can also be specified using this menu.

The **Panel Width** dictates how much of the section will be occupied by the picture panel. Note in the example at left the picture of the plant is left justified in **Horizontal Align**, and the **Panel Width** is 60% of the section width. The image can be justified right, left or centre here using **Horizontal Align**.

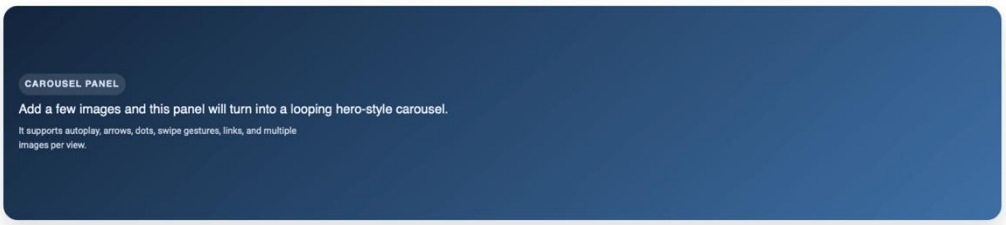


Animation Settings can be set using the **Animation Settings** button above.

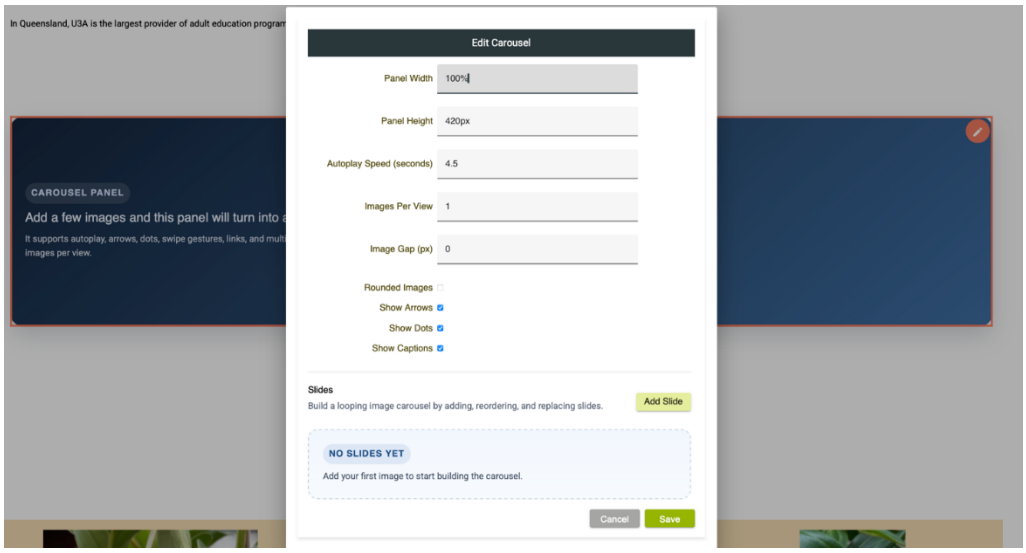
It is also possible to crop an image using the **Edit Crop** menu. You can crop by clicking on and dragging the black squares in and out shown highlighting the image at left. There are several **Crop Shapes** to consider depending on what suits your design.

Carousel Panel

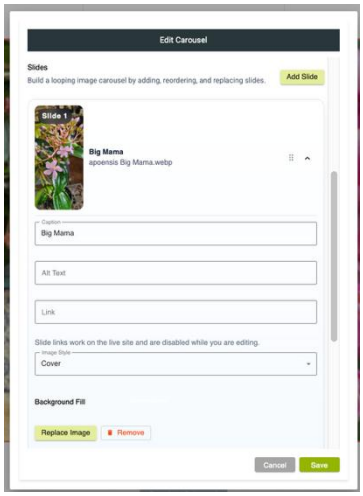
The **Carousel Panel**, can display and animate multiple pictures horizontally aligned in a looping display.



To set up the carousel and display pictures, hover over and click the orange edit panel icon in the top righthand corner of the **Carousel Panel** to reveal the **Edit Carousel** Menu.

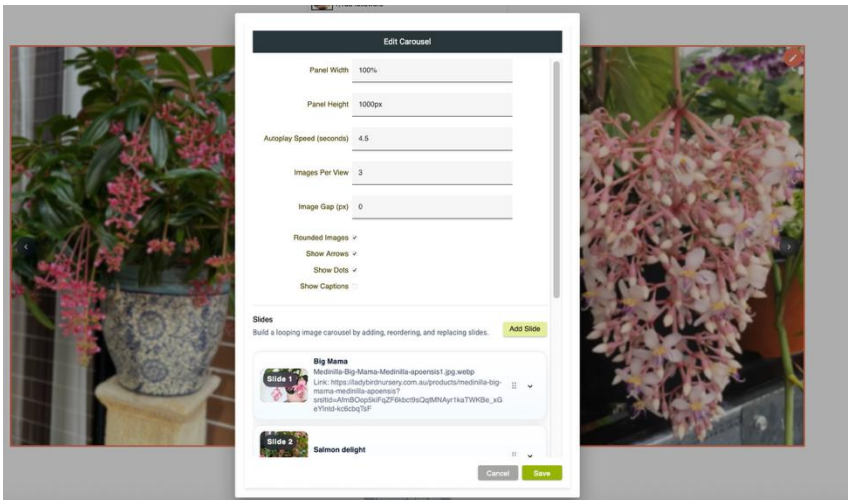


The panel width, height and the speed through which the pictures are cycled are set in **Edit Carousel**. The **Images per view** and **Image gap** (in px) can also be set here. You can adjust the picture aesthetics – round off the images, show captions or not.

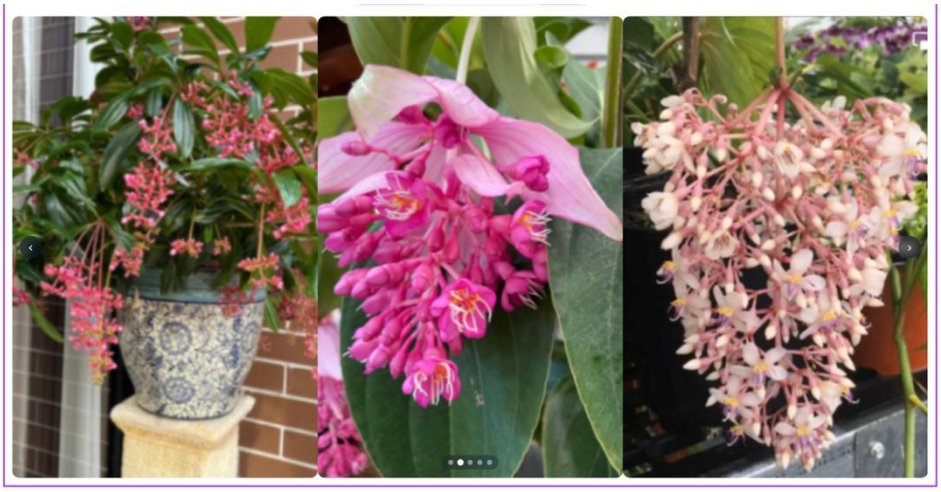


To add an image click **Add Slide** – this takes you to your image library where you can select an image. Select the image to insert it in the carousel. Images will be listed in this menu, underneath each other so it is necessary to scroll down to edit information for each image. Click on the up arrow to the right of the image to access the menu information where you add a caption, alternative text, and a link to a website and set an image style.

In the carousel shown below, the following settings were used:



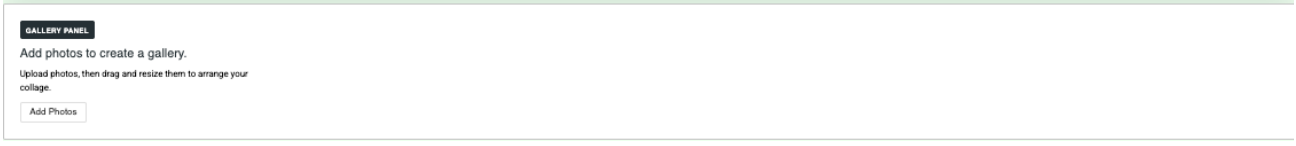
Panel Width 100%, Panel Height 1000px, Autoplay Speed 4.5, Images per view 3 with and Image Gap of 0px. There are 5 images in this carousel that are looping. You can reorder the slides by dragging them into position in the **Edit Carousel** menu.



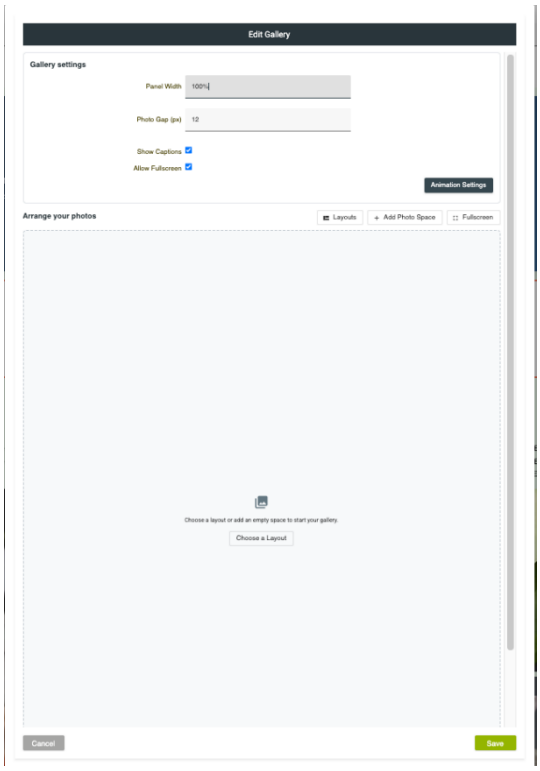
Here is the resulting carousel which will loop continuously, every 4.5 seconds.

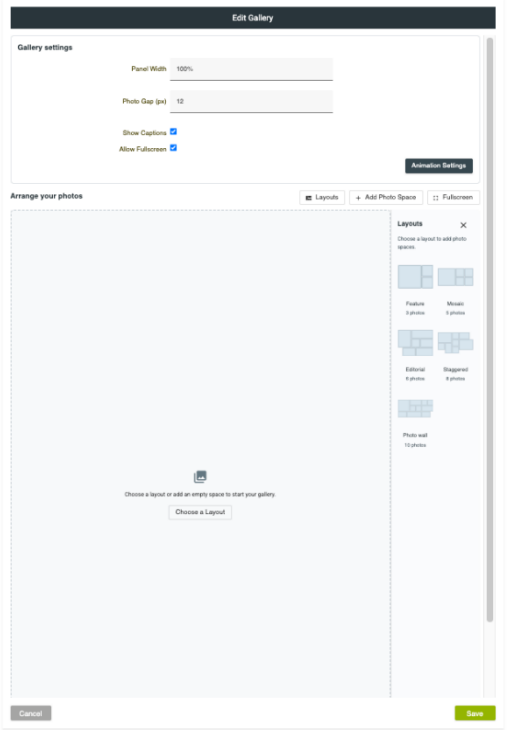
Gallery Panel

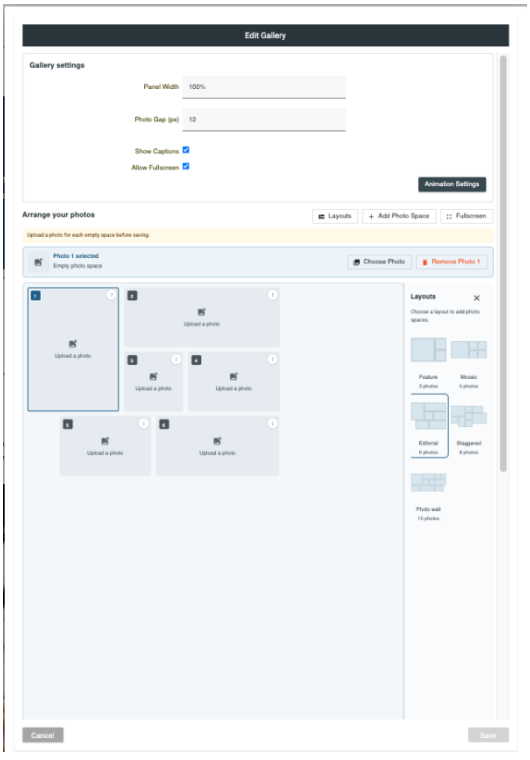
The gallery panel is used to easily create a collage of photos



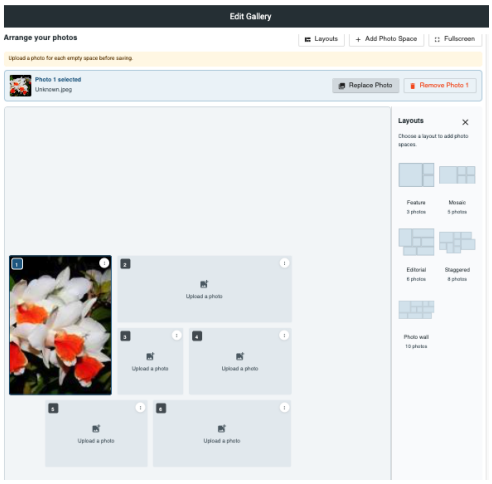
Click on **Add photos** to start creating your gallery. This takes you to the menu below. Firstly, you choose a layout by clicking on your selection.





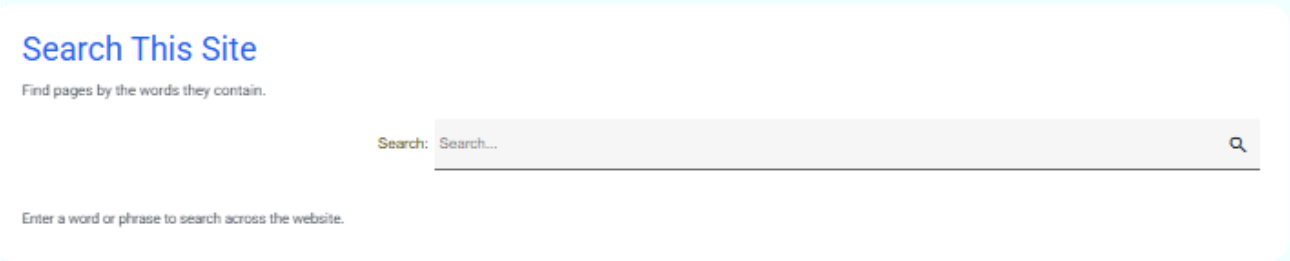


Then you click on each **Upload a photo** to select the box you'd like to put a photo in and additionally select **choose image** to go to your photo library to add the image. You can drag and drop your images on the page to move them around. Once you've made your selection for each box save your collage.



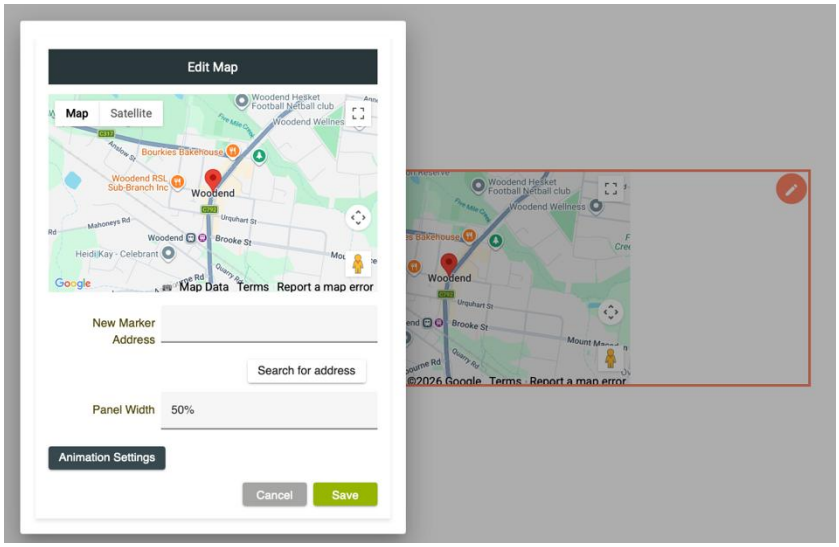
Search Panel

As the name suggests, the **Search Panel** will allow the user to enter text and then will search the entire website to locate that text string.



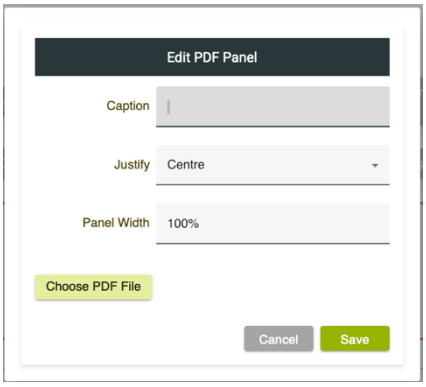
Google Maps Panels

You can insert a **Google map** panel into a section to show club members a map of where you meet. The **Google map** panel comes with a preloaded address so it is necessary to insert a relevant address into this panel by typing in the address the map should centre around into the **New Marker Address** of the **Edit Map** menu.

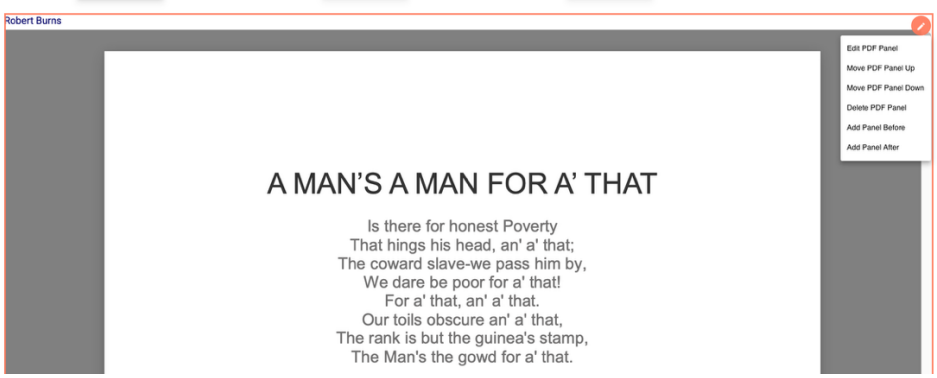


You may need to be specific (street number, street, city). If you can't get your address to show on the map go to Google maps in your browser and type in the address there. You may find it is slightly different to what you are entering. Copy the address Google Maps uses and then paste that in your **Google Maps** panel. You can also animate your google map using the **Animation Settings** of **Edit Map**.

PDF Panel

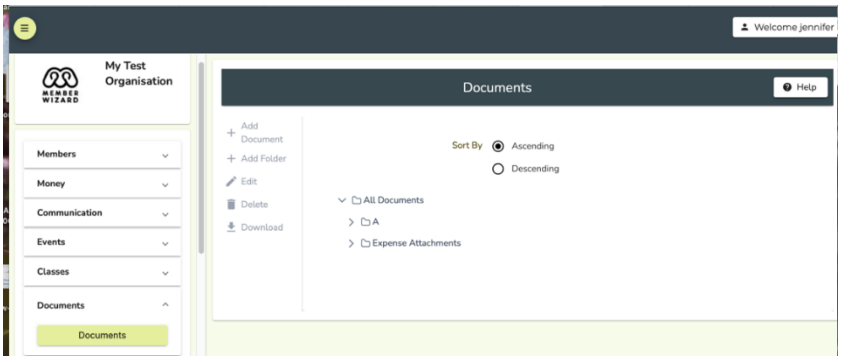


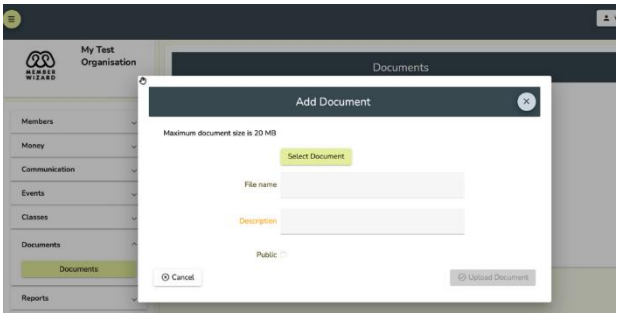
A **PDF panel** allows the display of a full PDF on the website, with a scroll bar on the right for navigating through the document. It does not open to a new web page. Select the PDF to display using the **Choose PDF File** button in the **Edit PDF Panel** screen. Use **Panel Width** to adjust the width of the **PDF Panel** in the **Section**. 100% is the full width of the **Section** where it is located. In the example below the **Caption** is set to Robert Burns, centre justified and the panel width is 100%.



Download Panels

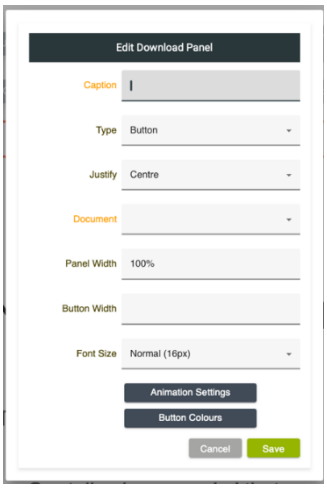
The **Member Wizard** system is designed so that any document available for download must be stored in the **Documents** folder of your **Member Wizard Admin** database in **PDF format**.





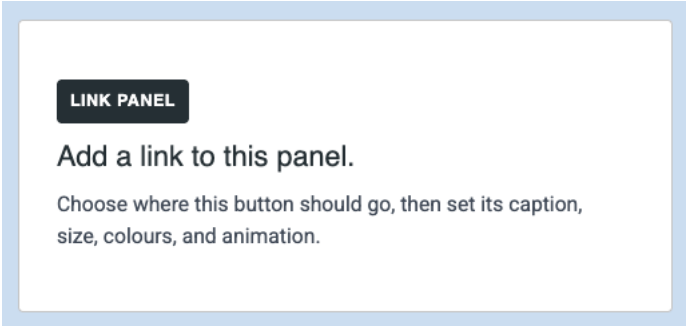
To add a document to the database, click on the folder to add the document to and the following menu will appear. Select the PDF document to upload to the database using **Select Document.** When you upload the document to make it available you need to check the box marked **Public** to make it available for download. Change the **Filename** and **Add Description** here.

You can now upload the pdf into your website download panel using the **Edit Download Panel**. Click on the **Document** selection to select the relevant document from the **Member Wizard Admin Database**. The **Download Panel** can be displayed as a Button or Coloured text. Add a caption using **Caption**. Use **Type** to select a **Button** or **Text** to display the **Download Panel**. If a button is selected its appearance can be tailored here using **Button Width** in px, **Colour**, and **Font Size** for the button title. The button or text can also be animated using **Animation Settings**.

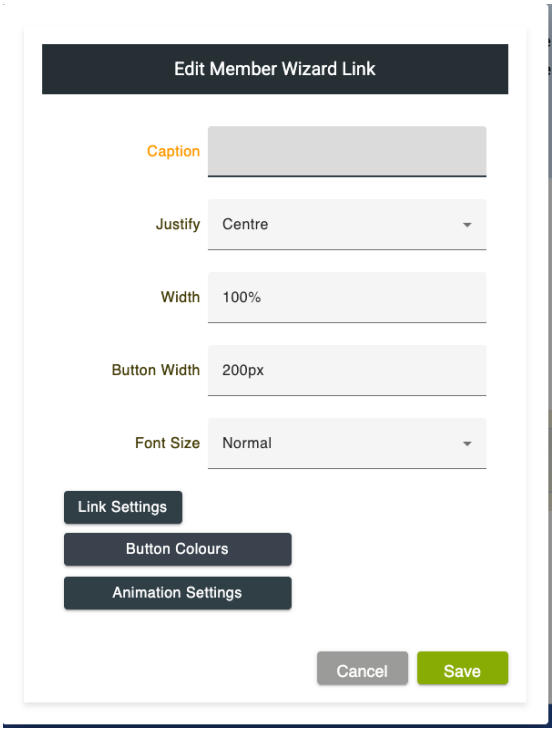


Link Panels

The **Link Panel** is used to create both external and internal links. Access the **Link panel** through the **Section edit** purple pen.

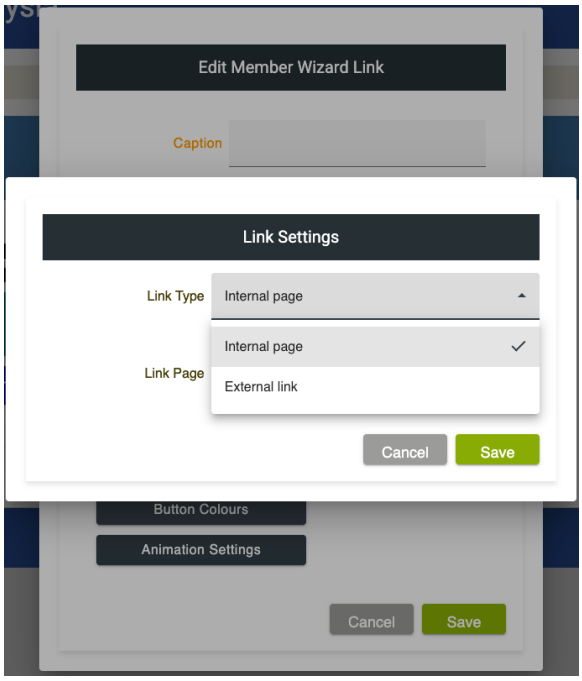


The links appear as buttons, not text as in the text editor, and are created using the **Edit Member Wizard Link**.

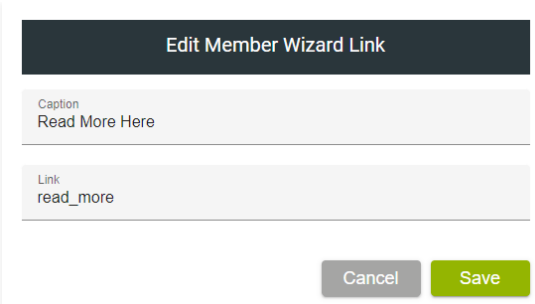


To set up a link, open the **Edit Member Wizard Link** page.

Here you can choose whether you want an animated button and choose the button colour. Under **Link settings** you can choose whether the website will be **internal** or **external** as shown below:



If you want to direct website users to another page that does not have a top menu button you can do this via the following process involving a **Hidden page**. Create a **Hidden Page** through **Page Settings** using the Green edit icon at the very top right of the website.



Then copy the **Route** of the **Hidden Page** and use this as the link for the **Link** button. You only should put the actual page name in the **Route** eg if you have created a **Hidden Page** called **Read More** then the **Route** could be " **read_more".** Similarly, the link button link is simply **read_more**....not the full URL of the page.

Class Panels

These are only available to organisations who run classes and who have set up the classes in their Member Wizard database.

You do not need to select any file to display the **Classes** for your organisation, the system will automatically detect and load them from your database. You simply need to insert a **Class Panel** into your Section.

Events Panels

The **Events Panel** will display any active events you have in Member Wizard much as the Class list does for Classes. The Event itself will disappear when the date for it has passed and if there are no planned future events at that stage then a screen message will display this. As soon however, as an Event is created and the box marked Show on website is ticked in the Event Edit page in the Admin Portal, then the event will appear automatically on the website.

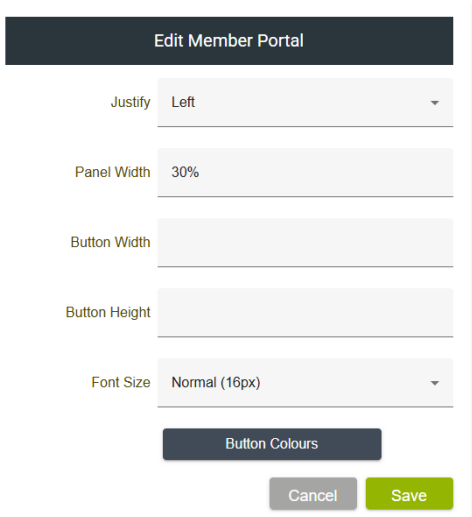
New Member and Renewing Member Panels

The **New Member** panel will display the **New Member Application Form** as set up in **Settings/New Member Application** in your **Member Wizard** database.

The **Renewing Member** panel will request the member's email address and if this is verified it will send the member a membership renewal invoice to their email address.

Member Portal Panel

To use the **Member Portal**, the organisation must have set up the portal in their Member Wizard Database and the member's membership type must have been included their membership type as one of those permitted access via the Portal.

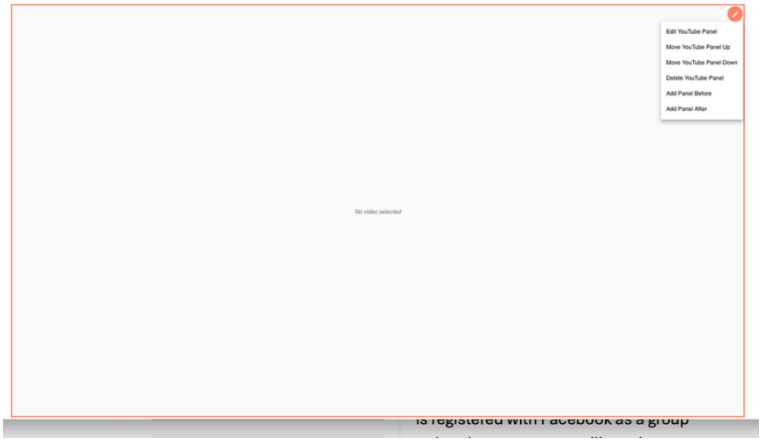


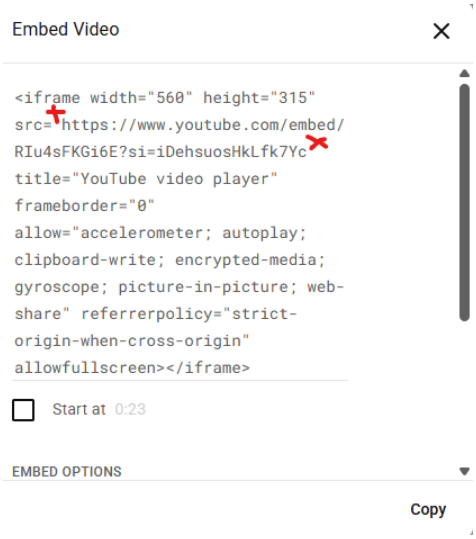
The **Member Portal Panel** will allow members to login to their **Member Portal** with either an email address or member number and a password. They will need to have registered via the website by initially providing either their email address or a member number and selecting a password or PIN.

All button panels are able to be configured with size of text on the button, colour, height and width.

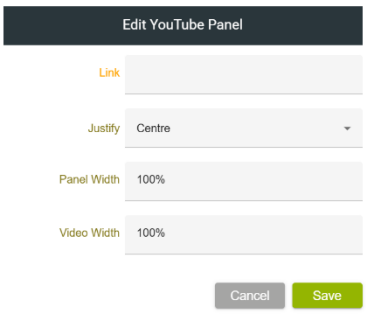
YouTube Panels

You can place a **YouTube video** on your website with a **YouTube** panel. To add a **YouTube panel** as shown below, click the purple section edit pen and select **Add Panel** and select the **YouTube panel**.





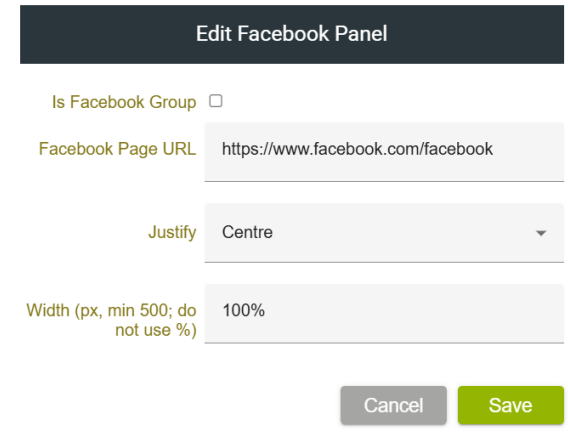
Go to the **Youtube** video page to of interest. Click the **Share button** on the **YouTube** page. Select **Embed Video** from the You Tube share page then cut the code between the two quotation marks after the src= code and title as illustrated by the red crosses in the image to the right below.



Paste this code into the **Link** field of the **Edit YouTube Panel** as shown below left.

Your YouTube video of interest should now be displayed in this panel.

Facebook Panels



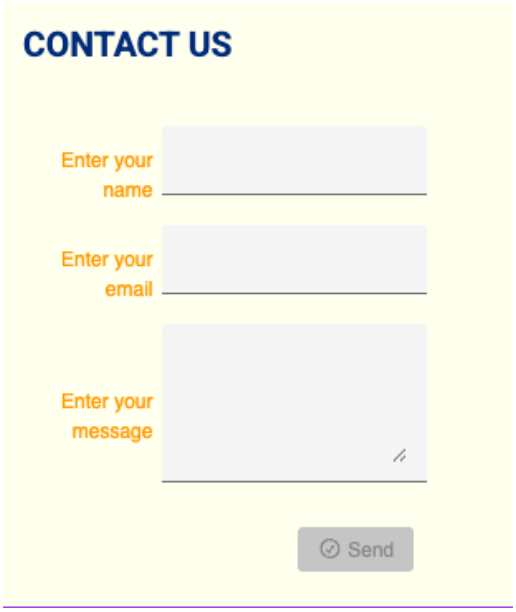
If your organisation has a Facebook page you can include a link to it with a **Facebook Panel.**

To add a **Facebook panel**, click the purple section edit pen and select the **Facebook panel**.

Go to your Facebook page and copy the url into the **Facebook Page url** field of the **Edit Facebook Panel** screen.

If your organisation is registered with Facebook as a group rather than a page you will need to check the box marked **Is Facebook Group**.

Contact Us Panel



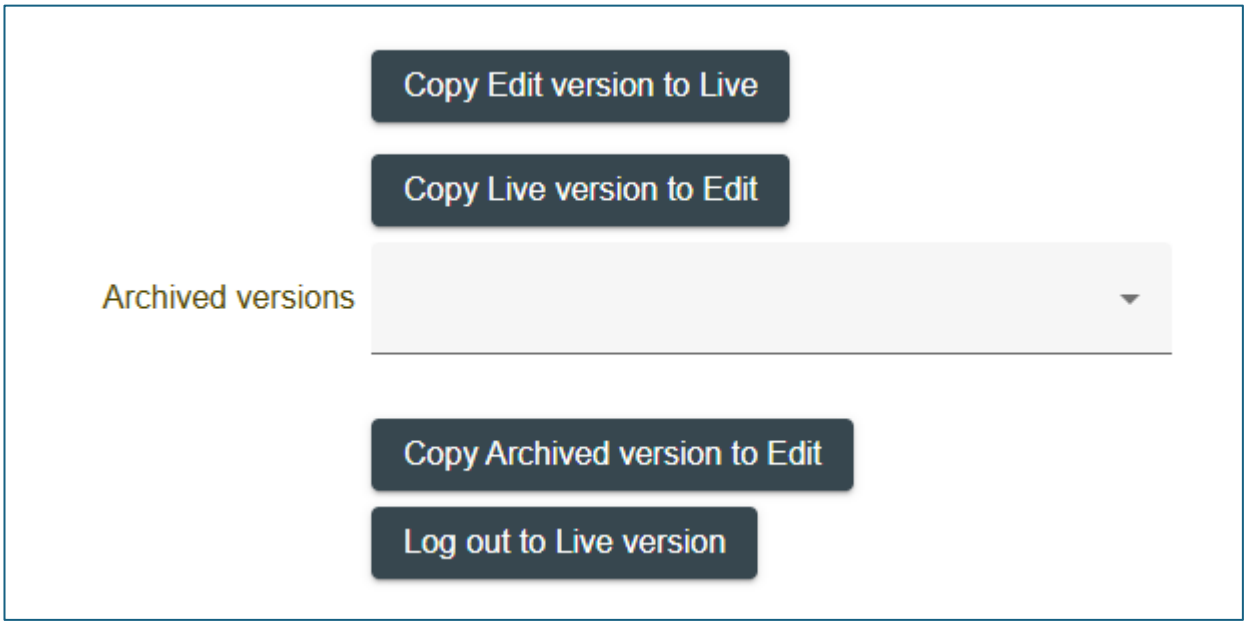
A **Contact Us** panel will retrieve your organisation's address details from **Settings/Organisation Details** on the **Contact page** and place them into an emailable message box. You can hide the contact address details by checking the **Hide organisation contact details** box in the Edit screen for that panel if you wish.

If you wish to change the email address of where the message will be sent from the main email address provided in your Member Wizard settings you can do so on the **Settings/Organisation Details/Email** tab in the **Person who receives emails inquiries from website** field.

How do I save my edited Website Template?

Once you have your site looking how you wish you should return to the **Login** menu and click the **Copy Edit Version to Live** button. Should you decide you prefer reverse any changes you've made to your website you can click the **Copy Live version to Edit** button.

If you wish to return to a previous version of your website, each change is archived and can be restored by clicking the **Copy Archived Version to Edit** button and selecting the date which represents the website you wish to restore. Please give a few seconds for the Archived list of versions to load. Once you have finished click the **Log out to Live Version**.



How do I then get my page published?

Once you are satisfied that your website is ready to publish please email support@memberwizard.com.au with a link to your current site if you have one and the name of your current domain provider if you have one. One of three options will then be implemented:

1. If your current domain is not a .org page and you are not using your current web domain for your emails or you don't currently have a site then we will ask you to agree to the domain being transferred when requested by your current domain hosting company. We will then move the domain to our service and the site will be published.
2. If you don't have a current website domain we will ask you to decide which one you would like – a simple .au or .nz option is popular for example <name of your organisation.au. As previously stated we can not take on .org domains.
3. If you do have a .org domain or you are using your website for email service then we will provide you with several entries to edit your DNS (Domain Name Service) record with your current hosting provider. If you do not know how to do this please contact your current provider. We do not edit organisation's domains ourselves but your hosting provider should be able to assist.

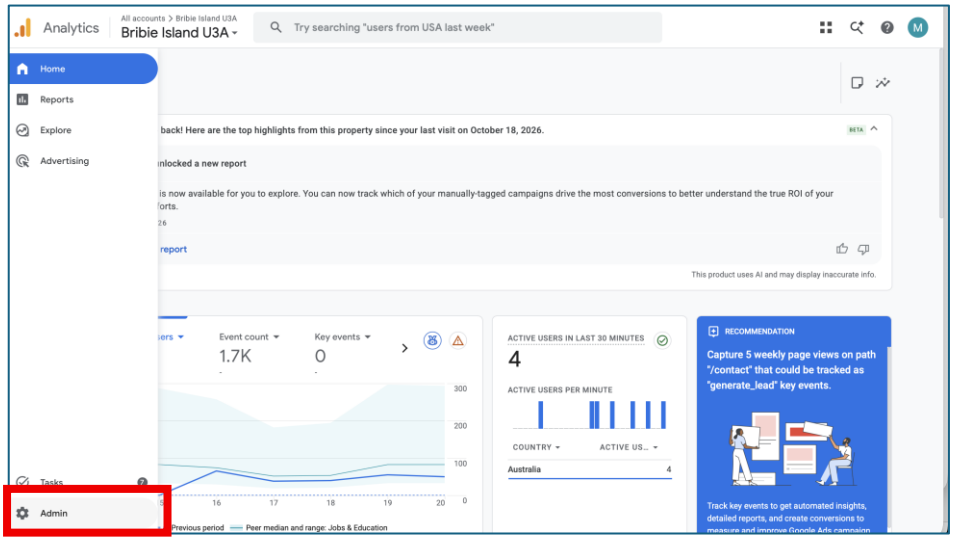
Be aware that it can take up to 72 hours for your new site to propagate out everywhere but up to 48 hours is more common.

APPENDIX 1 – SETTING UP GOOGLE ANALYTICS

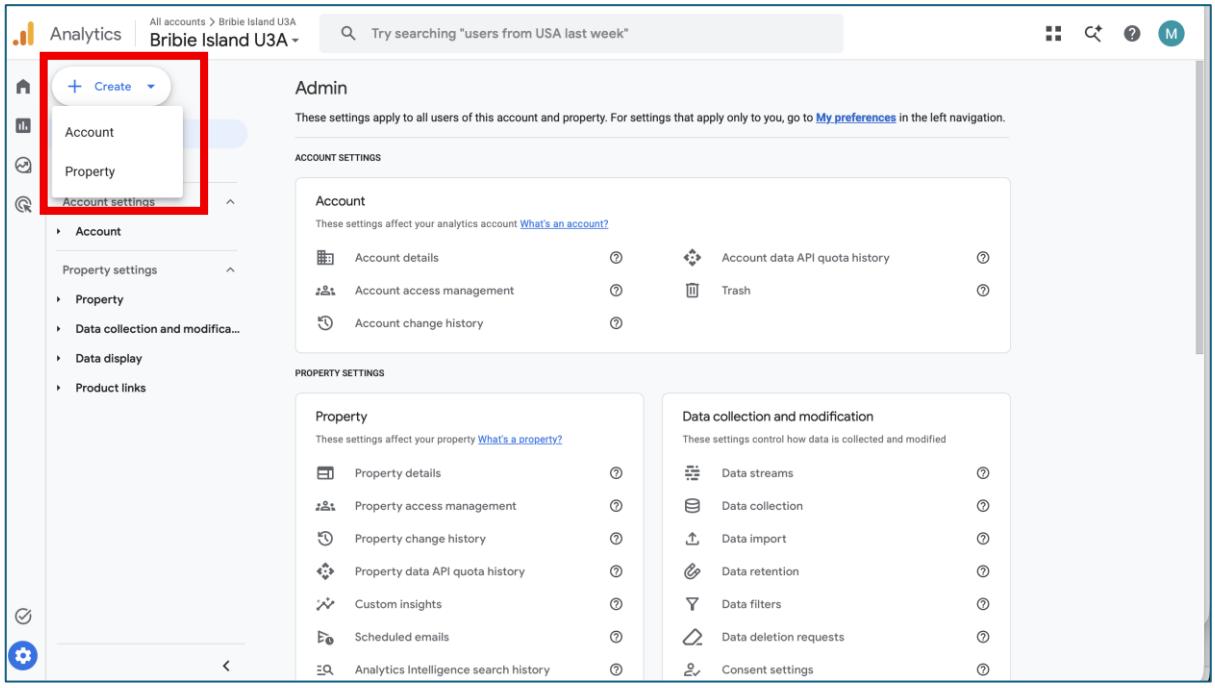
Below are instructions on how to set up **Google Analytics** to measure web traffic to your website.

We will be using U3A Adelaide https://adelaideu3a.org.au **as the example we work with here:**

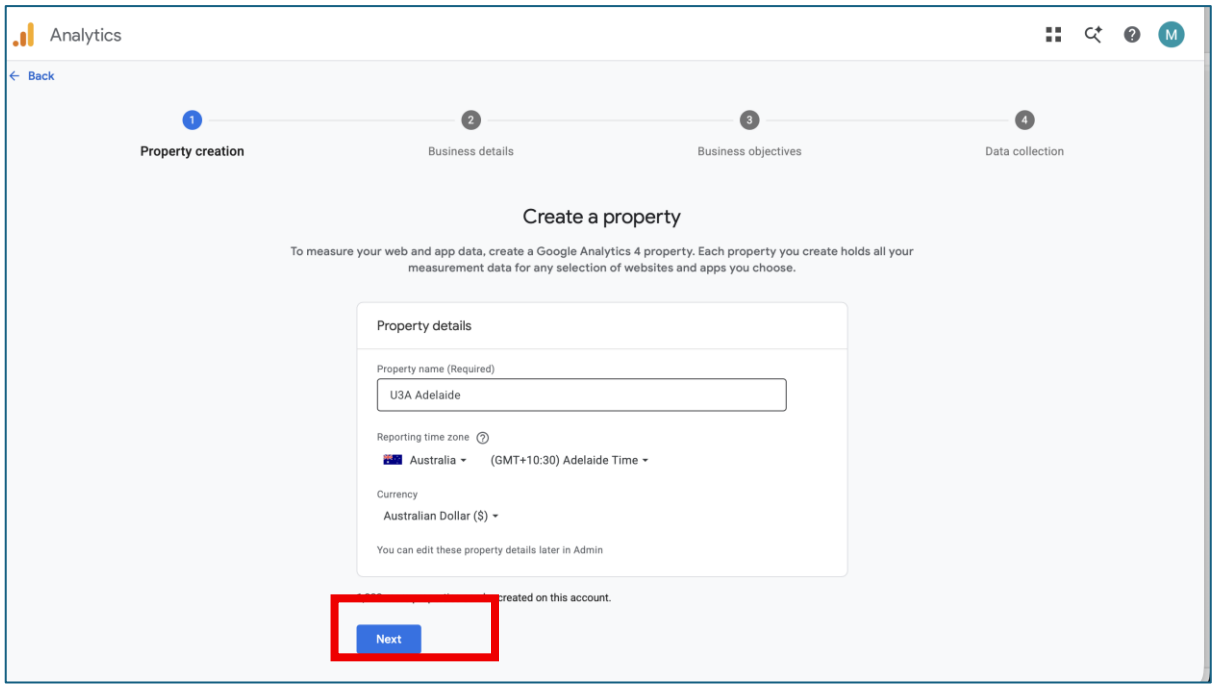
Logon to Google analytics https://analytics.google.com/analytics/web



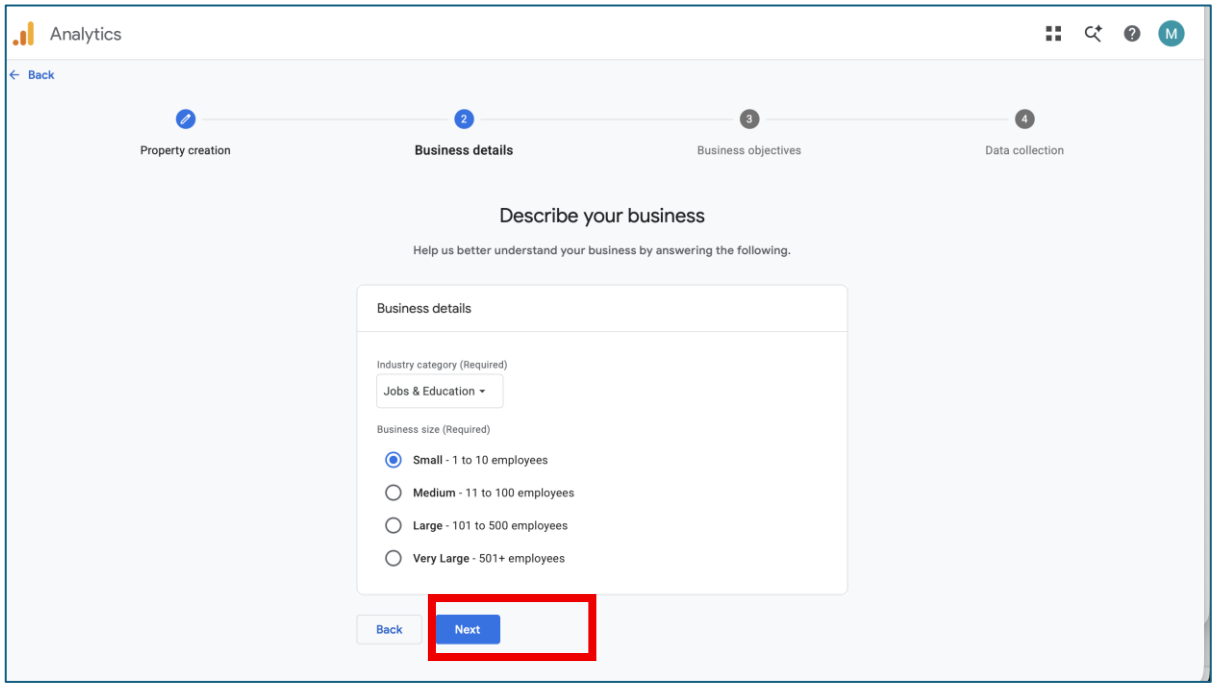
Click on Create Property



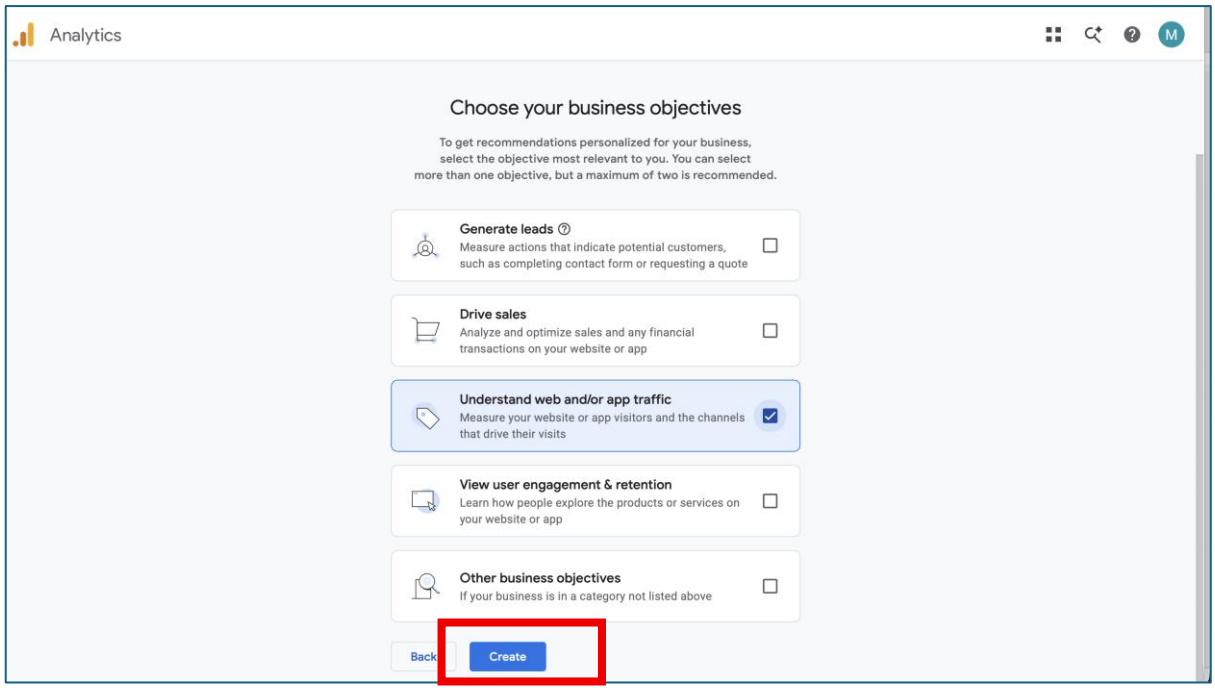
Update Name and time zone then next



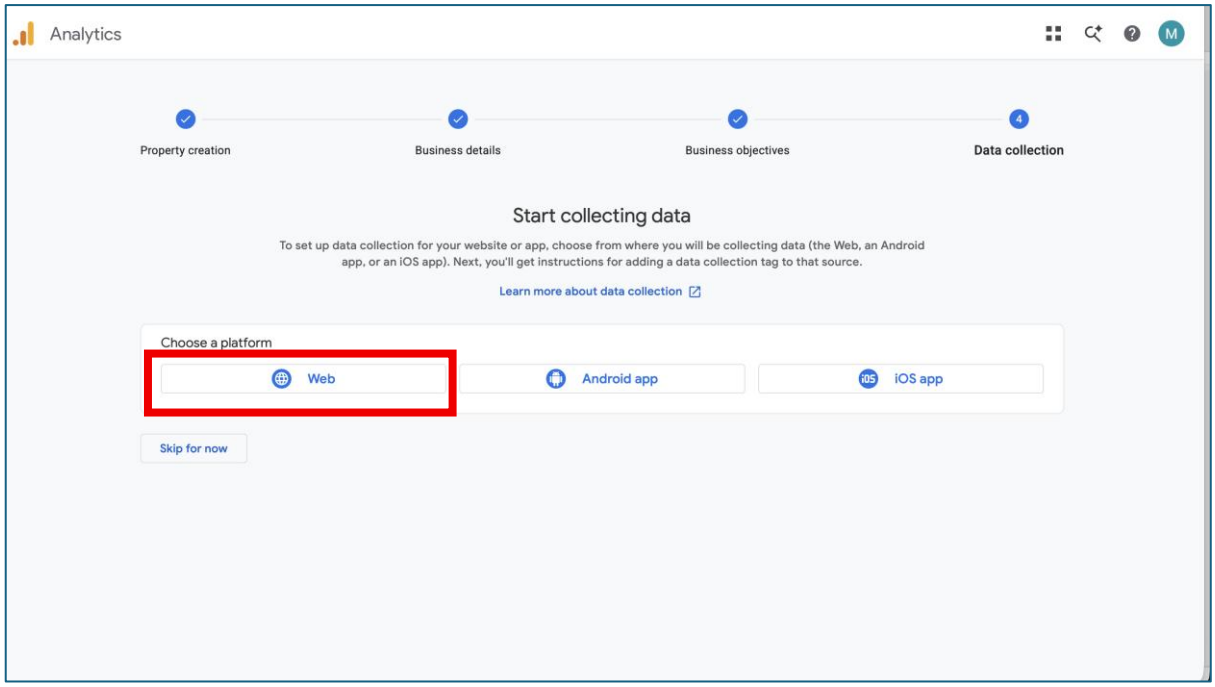
Update business details then Next



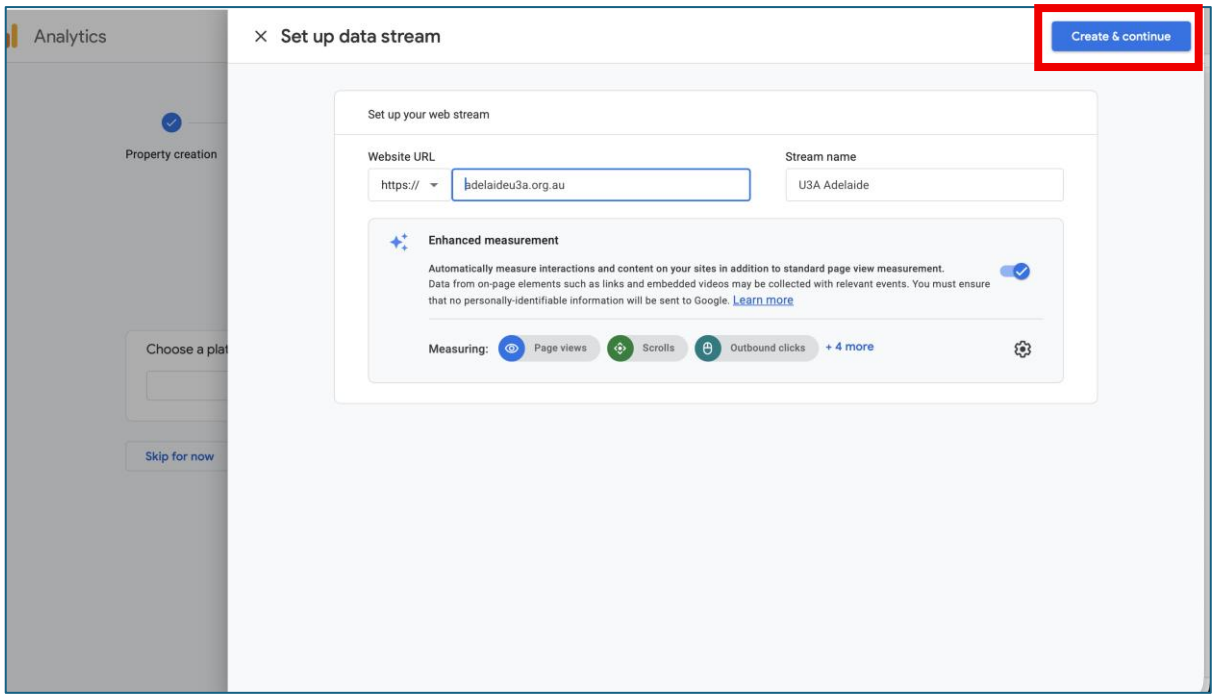
Choose business objectives then Next



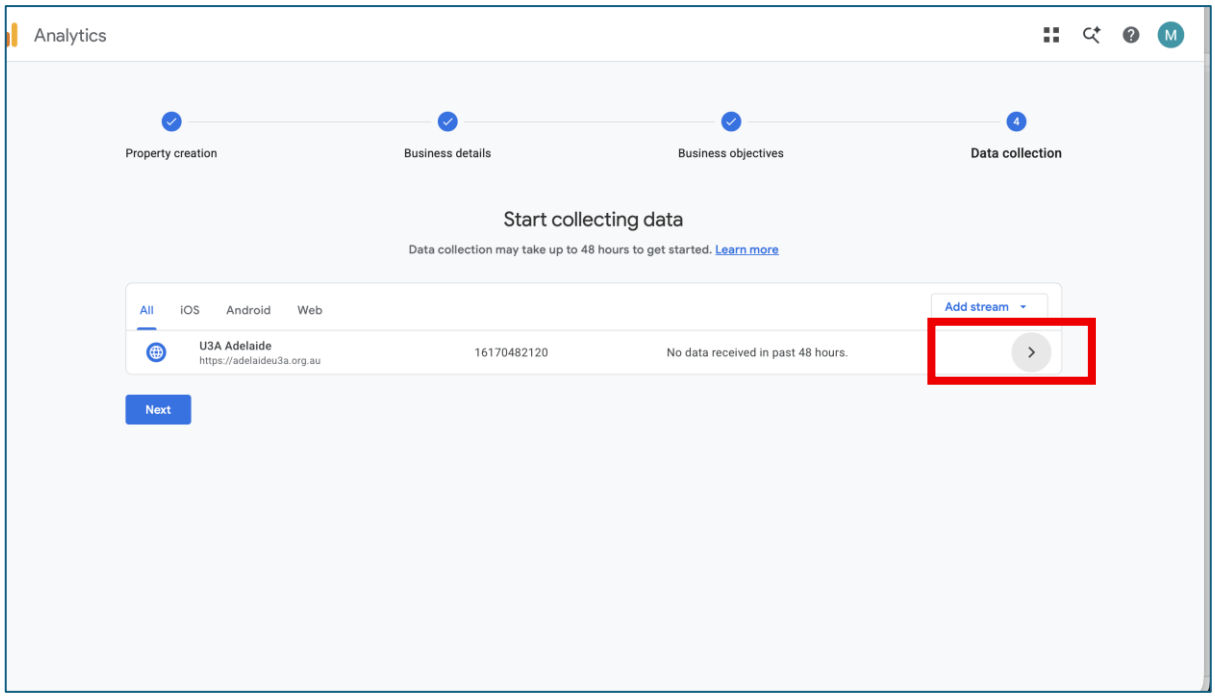
From Start collecting data



Choose Web – enter in the website field – click on Create and continue

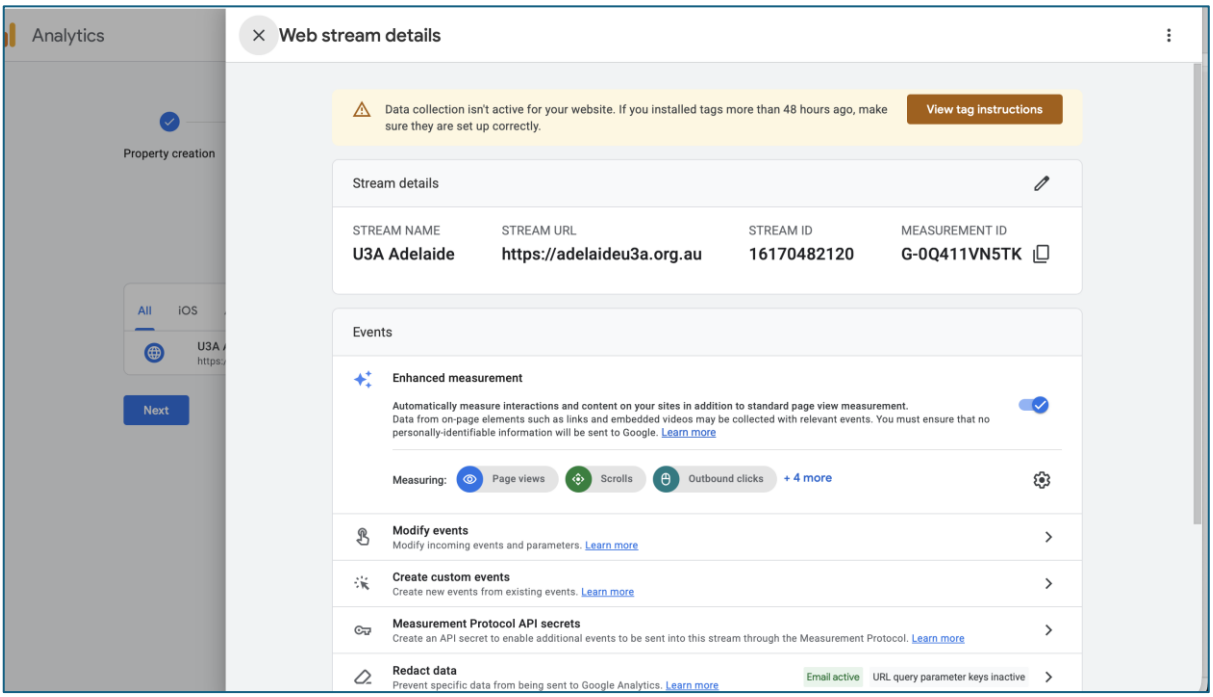


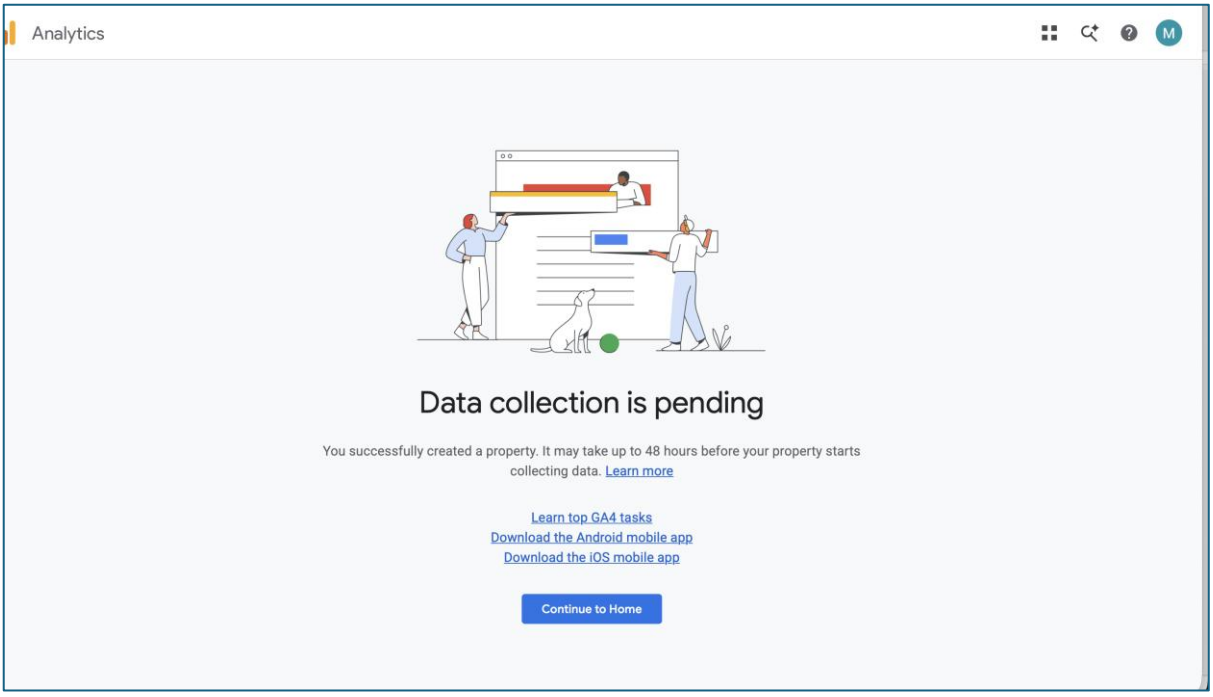
Click on the Arrow



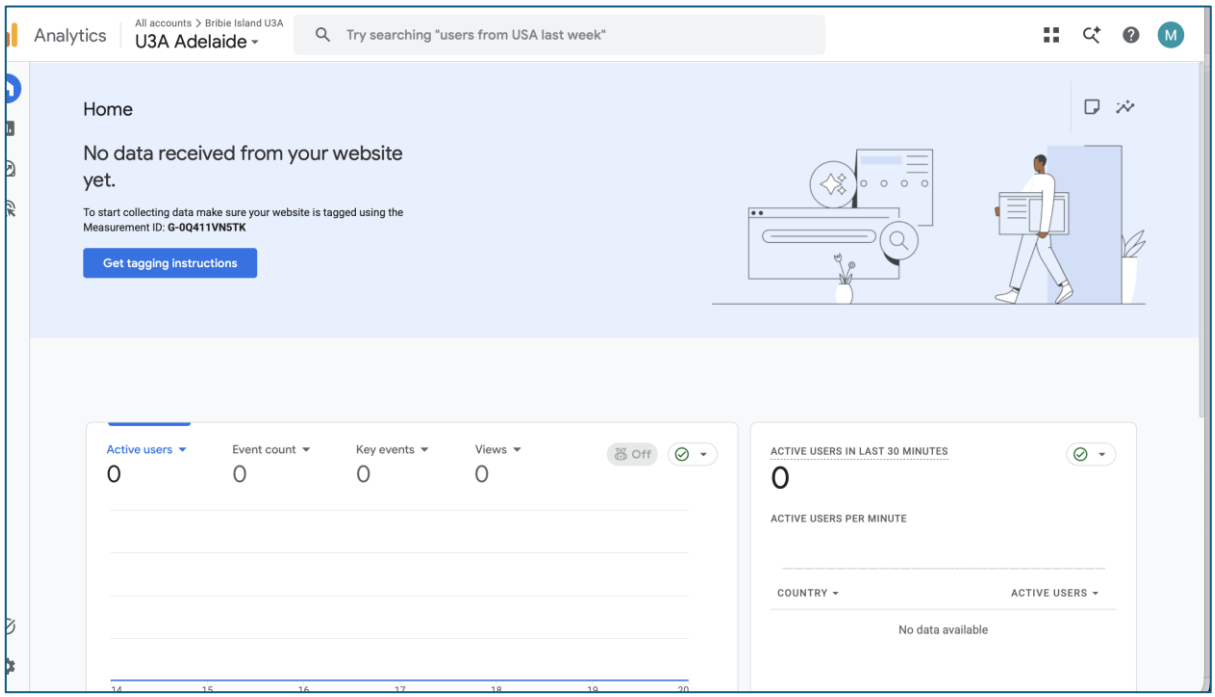
You then see the Measurement ID – this is what you copy and paste into the Web template under Google Analytics – you also have to publish the Web template to Production for the stats to start.

You then see this – ignore the Data collection message and ignore the View tag instructions. Copy the Measurement ID

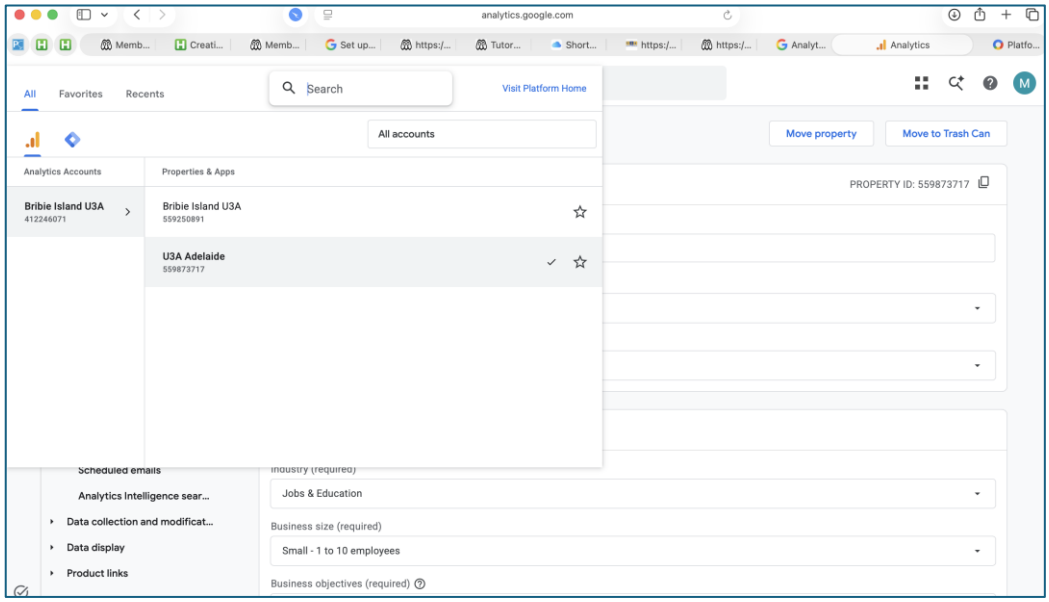




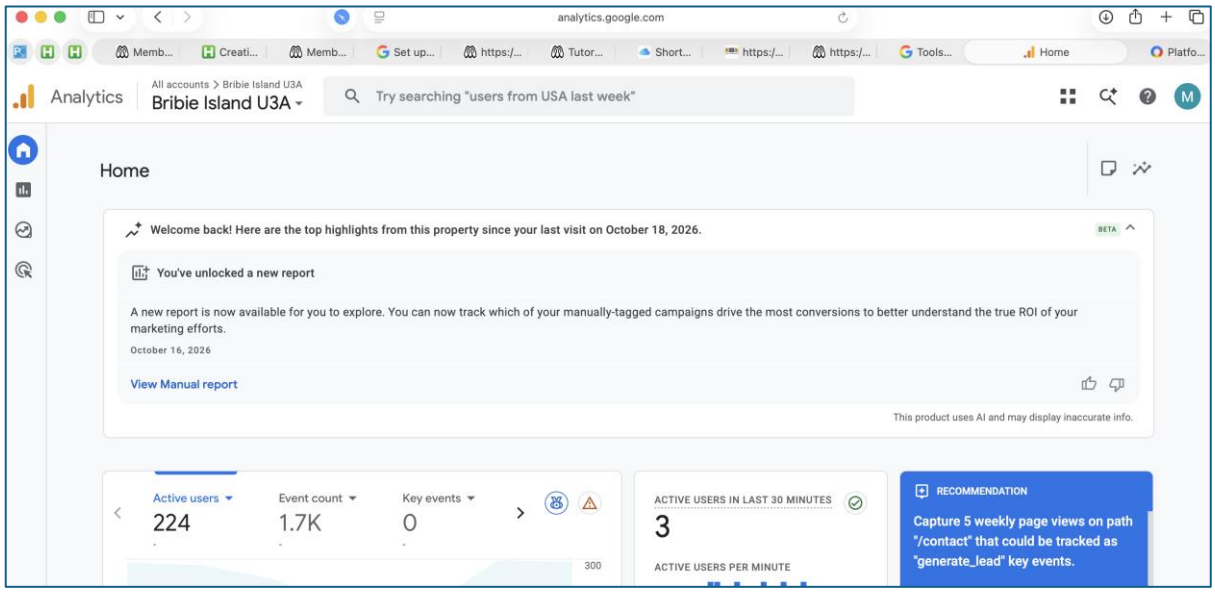
Seems to take at least 30 minutes after the web template is copied to production. It can take up to 48 hours.



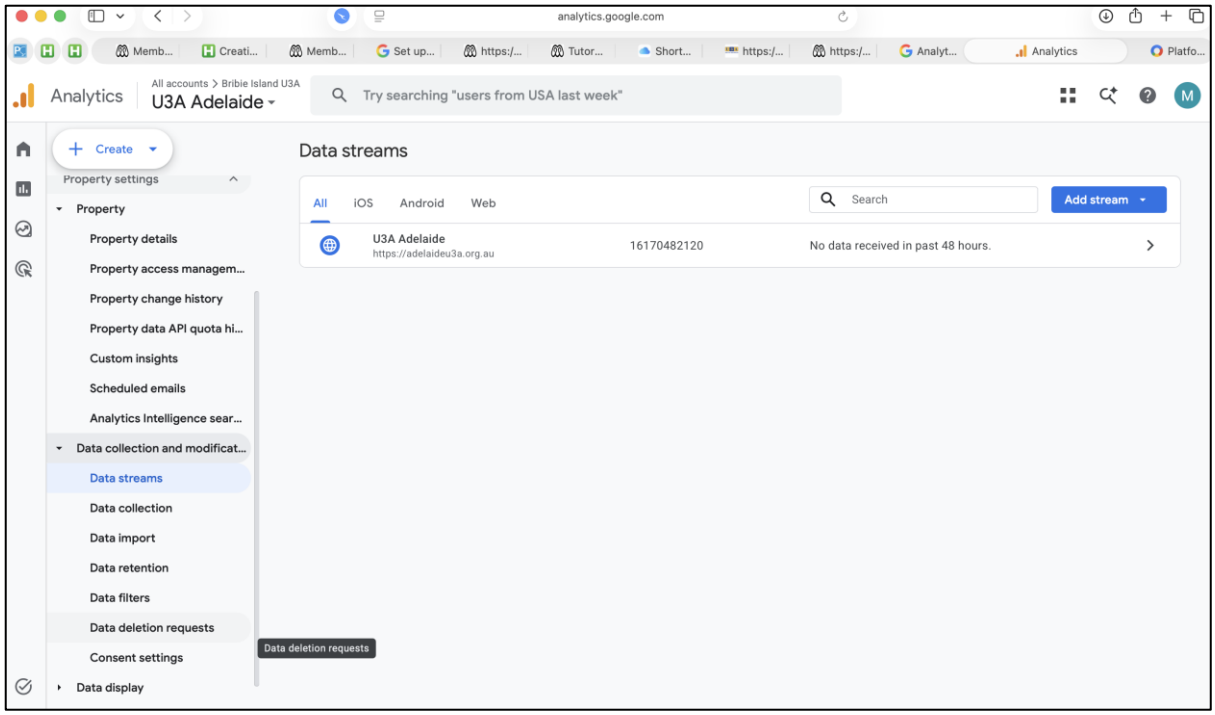
From Home I can now see the two properties

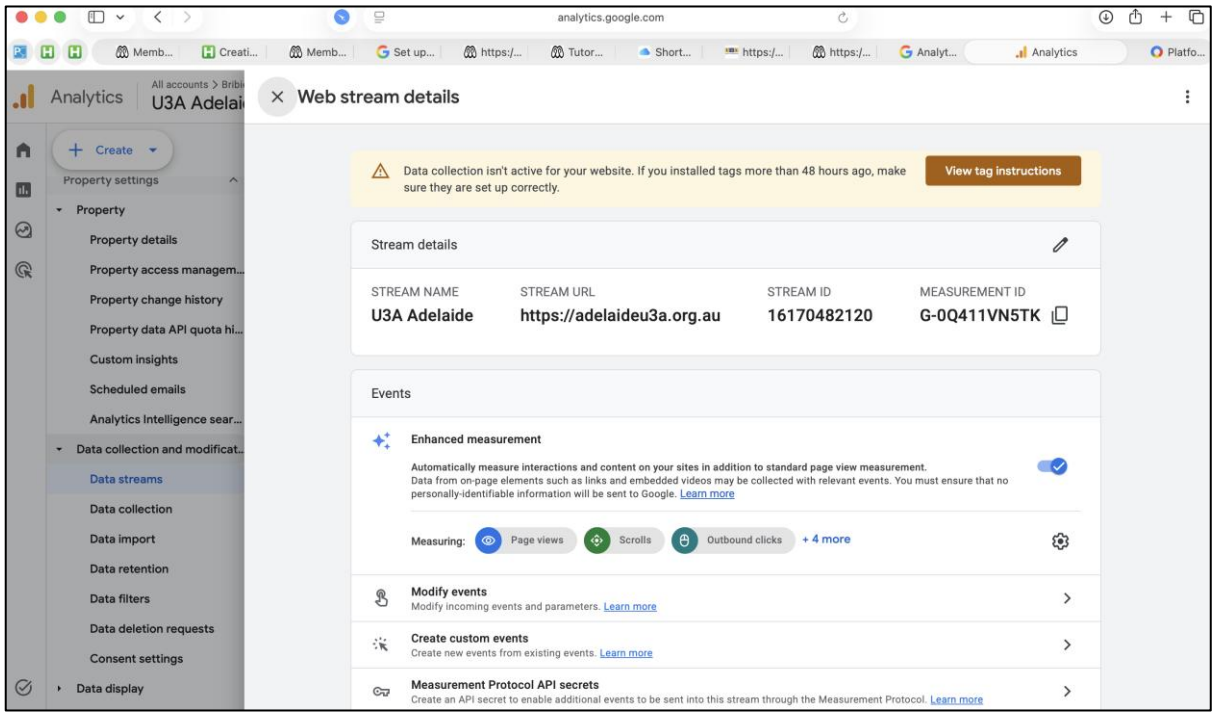


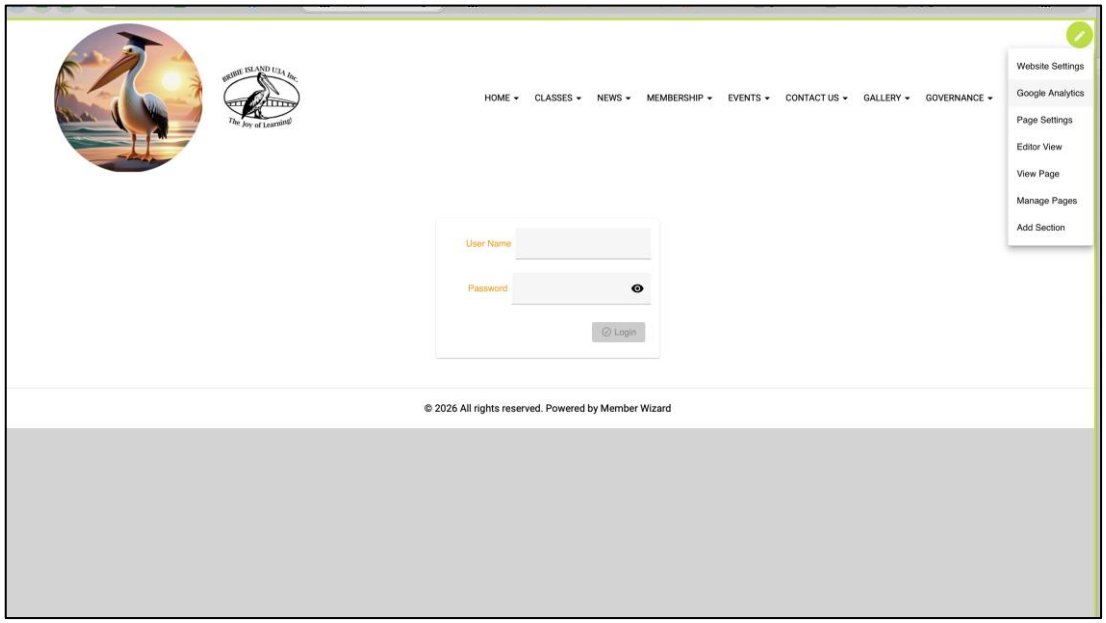
I can switch between the two to see the stats – I don't see any stats for Adelaide as I have not published the Measurement ID code.



Note if you want to go back and get the data stream code you need to go back into Admin – then into Property then into Data stream.



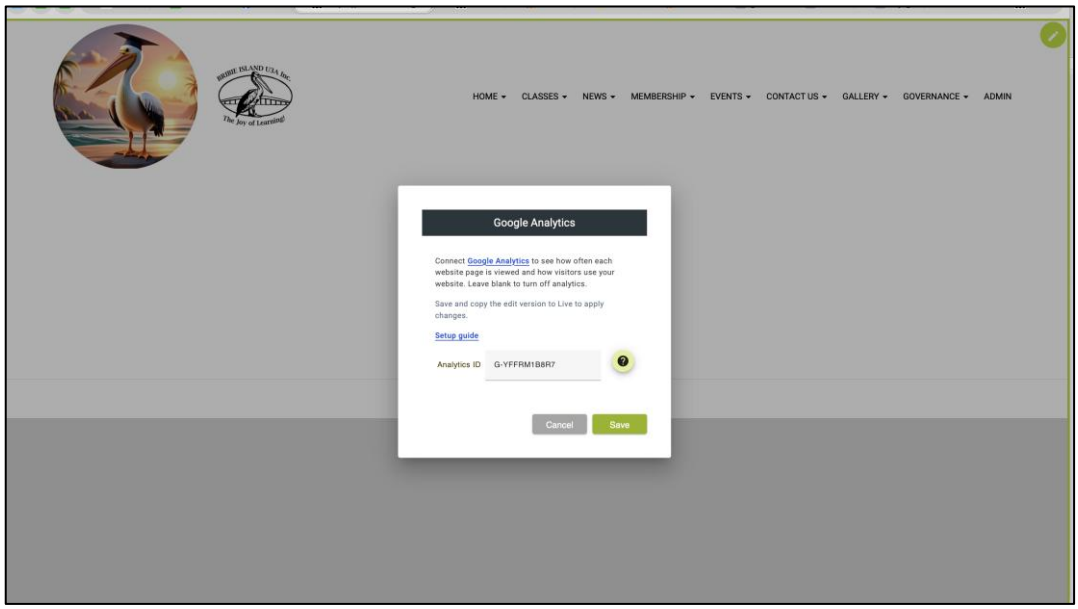


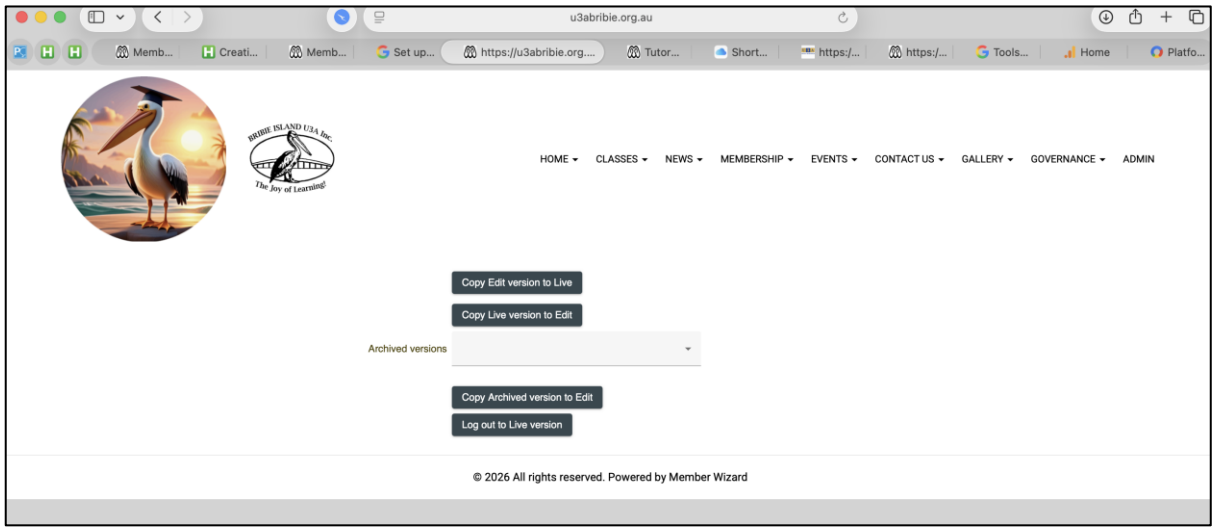


From Member Wizard after logging on to the website template

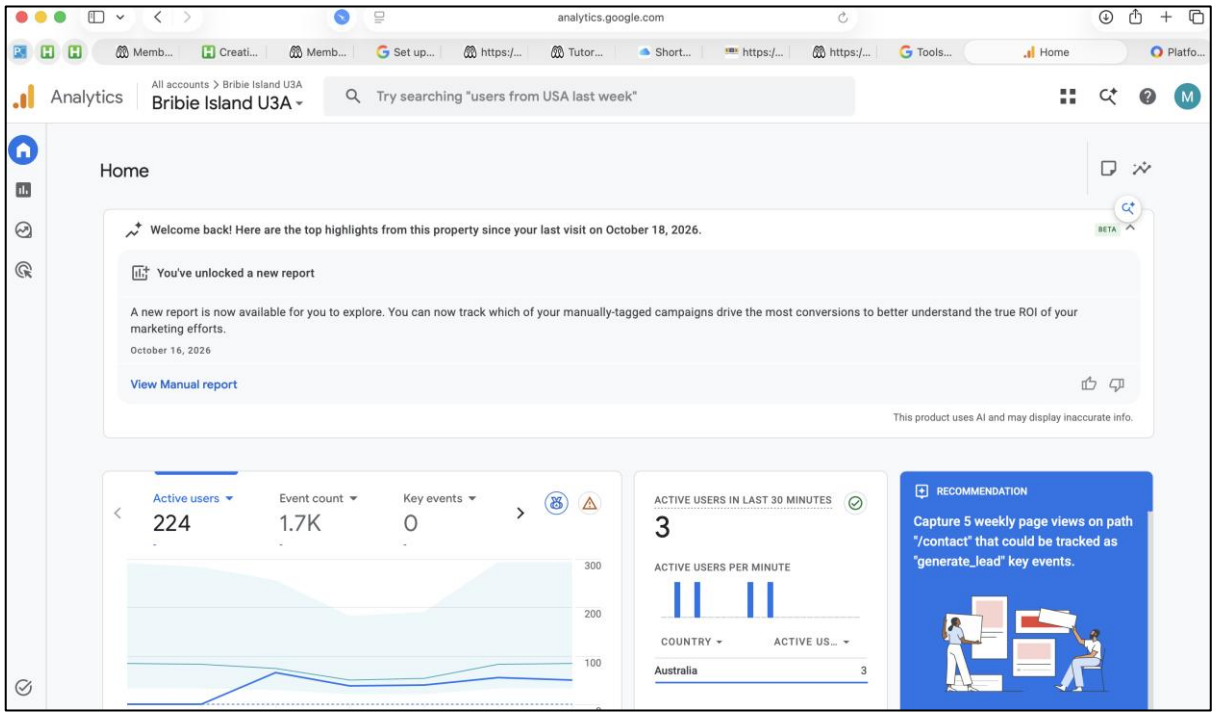
Enter the Measurement ID from you Google Analytics Property.

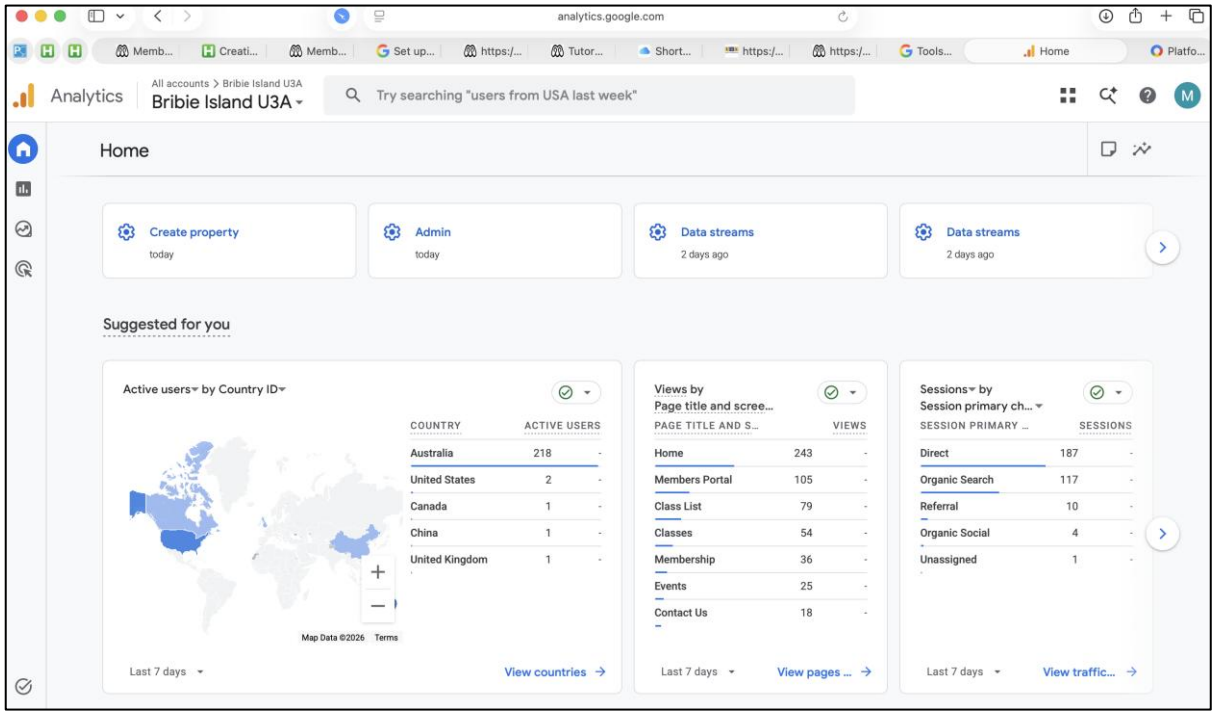
You must then Publish the Copy from Edit to Prod





After at least 30 minutes (may take longer) you should then start to see the stats under Google Analytics from the Home page.


analytics.google.com
Analytics
All accounts > Bribie Island U3A
Bribie Island U3A
Try searching "users from USA last week"
Home
Welcome back! Here are the top highlights from this property since your last visit on October 18, 2026.
You've unlocked a new report
A new report is now available for you to explore. You can now track which of your manually-tagged campaigns drive the most conversions to better understand the true ROI of your marketing efforts.
October 16, 2026
View Manual report
This product uses AI and may display inaccurate info.
Active users
224
Event count
1.7K
Key events
0
ACTIVE USERS IN LAST 30 MINUTES
3
ACTIVE USERS PER MINUTE
COUNTRY
ACTIVE US...
Australia
3
RECOMMENDATION
Capture 5 weekly page views on path "/contact" that could be tracked as "generate_lead" key events.


analytics.google.com
Analytics
All accounts > Bribie Island U3A
Bribie Island U3A
Try searching "users from USA last week"
Home
Create property
today
Admin
today
Data streams
2 days ago
Data streams
2 days ago
Suggested for you
Active users by Country ID
COUNTRY
ACTIVE USERS
Australia 218
United States 2
Canada 1
China 1
United Kingdom 1
Map Data ©2026 Terms
Last 7 days
View countries
Views by Page title and scree...
PAGE TITLE AND S...
VIEWS
Home 243
Members Portal 105
Class List 79
Classes 54
Membership 36
Events 25
Contact Us 18
Last 7 days
View pages ...
Sessions by Session primary ch...
SESSION PRIMARY ...
SESSIONS
Direct 187
Organic Search 117
Referral 10
Organic Social 4
Unassigned 1
Last 7 days
View traffic...

For the U3A Adelaide Test – you can see my page hit from Brisbane.

