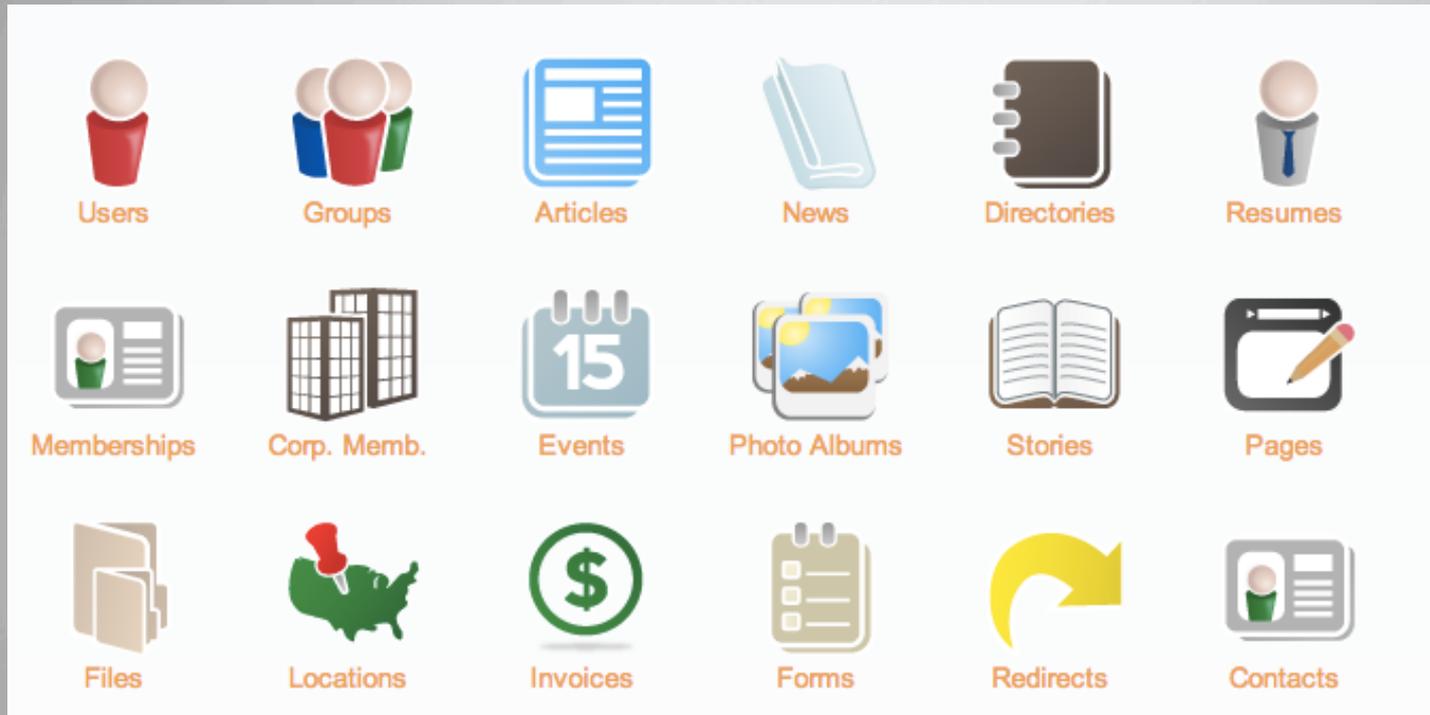


WELCOME TO

Introduction to Tendenci



NEW
Updated for 2013!



Increase Communication with your Members, Volunteers, and Donors!



Your Course Instructor is:
Sarah M Worthy | sworthy@tendenci.com | @tendenci

Thank you for coming!

Everyone feel free to jump up for a drink or food when you need to. The bathrooms are outside and down the hall towards the elevators, make sure you grab a keycard or take a Schipulite with you so you can come back in.

We're going to talk about Tendenci, work in a training environment so you can test without fear, and then access your own sites so you can apply what you've learned. We'll move as quickly through the material as you wish and take breaks as needed. Feel free to ask questions at any time.

Last Updated April 1st, 2013

Meet Your Trainer: Sarah M Worthy | @sarahmworthy | www.sarahmworthy.com | www.gplus.to/sarahmworthy

This class will answer these questions and more!

Today's Agenda...



- 1) *What is Tendenci?***
- 2) *How do I manage my site users?***
- 3) *How do I manage my site content?***
- 4) *How do I manage my events calendar?***
- 5) *Can I do {fill_in_the_blank} with my website?***



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This class is an introduction to the major modules used in Tendenci.

How much experience do you have with Tendenci?

Are there any modules or specific tasks that you're here to learn more about today?

We're going to save time at the end for me to answer specific questions related to each of your own organizational needs. This is where I'll answer your questions about how to apply the information we've covered in this class to your own website.

The software that powers your web site.

What is Tendenci?



Stay Connected with Users



Manage Membership Programs



Organize and Update Site Content



Association Management Tools



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Controls log in, member management, calendar, jobs, articles, newsletters. Even the text that appears on your site! And helps you with SEM along the way.

Tendenci has all the tools an association needs in one powerful website application:

- * accept online payments
- * donations
- * content management: pages, articles, news releases, stories, file management and more!
- * Rich media: photo albums and video galleries
- * Professional development: job board, resume directory, courses, study groups
- * event registration and online calendar tools
- * membership and corporate membership management
- * Reporting tools
- * Much more!

Just a few of the things Tendenci helps you do:

What does Tendenci do for me?

- Runs a **job database** to increase revenue and address member needs
- Manages your **online event registrations** and **events calendar**
- Provides an engagement platform for your members and donors to connect with your org



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Eases administrative tasks
Provides content management
Manages Event Registration, Online Payments, and more!
Organize and manage.
Provide services.
Interact with clients and members.
Distributed authoring.
Marketing reports.

Login to Your Super-
User Account

Follow Along!



/Login to Your Tendenci Site or Our Demo:<http://demo.tendenci.com>

step one:

Log In to the Site

Username:

Password:

Remember Login:

Look for your admin bar
at the top of your screen
to access site modules

step two:



Access the Demo--> Username: [learntendenci](#) and Password: [learn10!](#)



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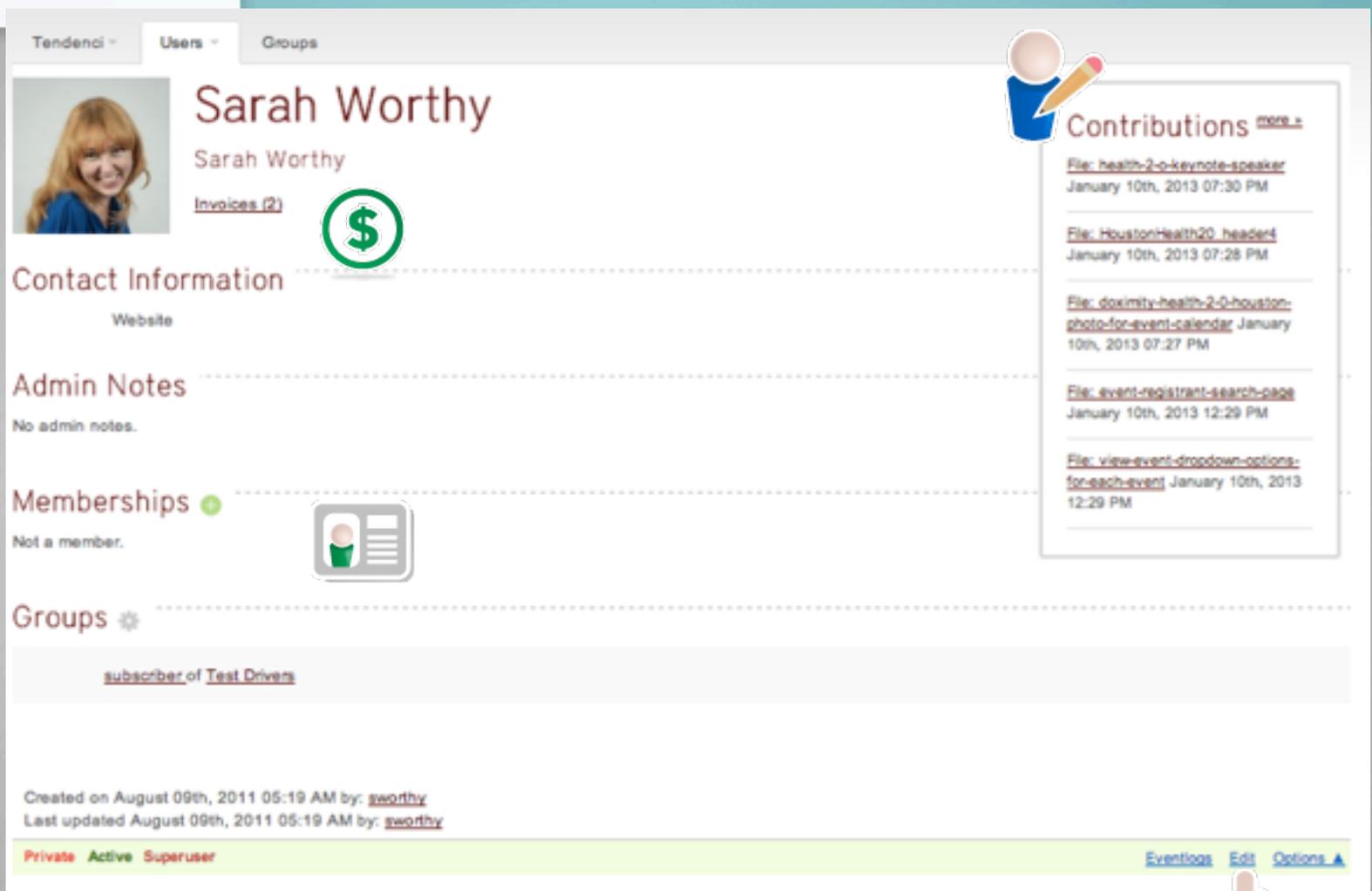
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Log in box/link on front of site
OR www.company.com/login
Link to request forgotten passwords
Link to register with the site

Exercise: Login to your site or use our demo site to login.

Manage individual user information on their user profile:

Your's and Your Users' Profiles



Tendenci - Users - Groups

 **Sarah Worthy**
Sarah Worthy
[Invoices \(2\)](#) 

Contact Information
Website

Admin Notes
No admin notes.

Memberships 
Not a member.

Groups 
[subscriber of Test Drivers](#)

Created on August 09th, 2011 05:19 AM by: [sworthy](#)
Last updated August 09th, 2011 05:19 AM by: [sworthy](#)

Private **Active** **Superuser**

[Events](#) [Edit](#) [Options](#) 

Contributions [more...](#)

- [File: health-2-0-keynote-speaker](#)
January 10th, 2013 07:30 PM
- [File: HoustonHealth20_header](#)
January 10th, 2013 07:28 PM
- [File: doximity-health-2-0-houston-photo-for-event-calendar](#)
January 10th, 2013 07:27 PM
- [File: event-restaurant-search-page](#)
January 10th, 2013 12:29 PM
- [File: view-event-dropdown-options-for-each-event](#)
January 10th, 2013 12:29 PM



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Here's an example of a user profile where you can manage user information including:

- * contributions
- * invoices
- * memberships
- * contact information
- * permissions settings
- * more!

Exercise: Go to Your User Profile and Update your Profile Headshot

Anyone who makes contact through your website is a User.

Understand Your Users Experience



You're a **User** and so are your Staff, Donors, Board, Members, Volunteers and any person who's interacted with your website.



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You just logged in and most likely you land at the dashboard. Users who have a login to your site will go to their User Profile first when they login.

Users can have a login and password, or they can simply be stored as a contact.

Four Basic Levels of Users



- **Non-interactive Users** – those visitors who have submitted their contact information on your website
- **Site Users** – those visitors who have registered with your site, Members have the same permissions as Site Users by default.
- **Staff** – those Users with limited administrative access to help manage certain tasks.
- **Super Users** – those Users with administrative access - including You!



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Most people generally have four types of users – those we market to, those who participate in adding our site content, and those who run the show. What's the fourth, you ask?
non-interactive users can include people who:

- * registered for an event
- * made a donation or payment on your site
- * submitted a contact form
- * filled out a custom form

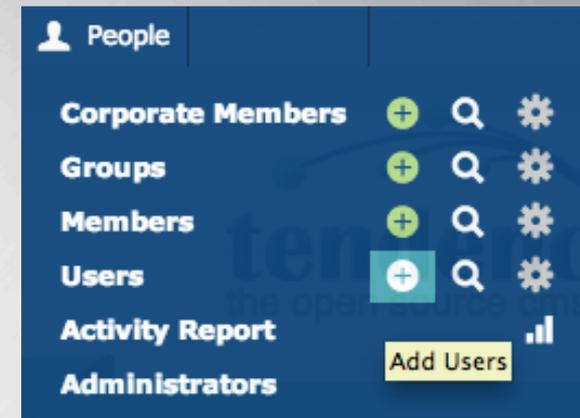
The only site visitors that aren't considered Tendenci Users are those who only look at your website content and don't submit any of their own contact information. We'll typically refer to them as anonymous site visitors.

Users can be individually added or batch imported using a CSV template

How are **Users** added to the site?



- Submitting Contact Form
- Registering with site
- Joining online through a membership application
- Added by Admin



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Remember, everyone is a user!

Access your user management tools from the top admin bar by hovering over “People” with your mouse, and then finding “Users” in the dropdown menu.

“Non-Interactive”
means the User
doesn't have a login
and password

Non-Interactive Users



- Can be generated when someone submits a contact, donation or event registration form
- Can view but not alter Public site content
- Can Receive Newsletters



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Often these are your marketing contacts. You can have a ton of clients or potential members that you send newsletters to. They don't alter site content – but you stay in front of them.

Exercise: Edit a User Profile to change their access between interactive and non-interactive.

Users (including Members) have site logins and can:

Site Users



- Can login and manage their own account – address, password, etc.
- May or may not be a member of your organization
- Receive newsletters
- Can view and alter public and certain private content depending on your site permission settings.



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Site Users go the next level. They register with the site to get more interactivity and access to additional sections.

Use Memberships to offer custom access and benefits to Select Users.

How do I differentiate my Members?



Edgar Eggplant

Member ID: 1004

The Greener Thumb Corporation

Invoices (1)

- Members are Site Users who are also **members of your organization**
- Members will have member ID # in user record
- Different membership types
- Special pricing options for types



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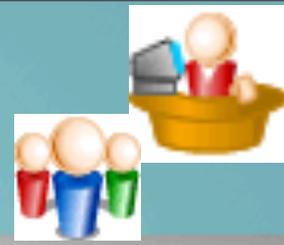
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You can have Site Users that are not members.
Members can have more options.
Can join online and renew their account online – collect payment.
Add number to member number field.

** Memberships is an optional module and not all Tendenci sites will have Memberships installed and set-up on their site.

Staff Users have more access than a regular User, but not as much as Super Users

Can I give my Staff Custom Site Access?



Created on October 05th, 2011 07:57 AM by: [sara](#)
Last updated January 21st, 2013 09:12 AM by: [sworthy](#)

Public Active **Staff**

[Eventlogs](#) [Edit](#) [Options ▲](#)



[Edit Group](#)
[Change Password](#)
[Invoices](#)
[Permissions](#)
[Delete](#)

[Eventlogs](#) [Edit](#) [Options ▲](#)

Grant/Remove Module Level Permissions

Is Admin If selected, admin has all permissions without explicitly assigning them.

User Permissions:

Available Permissions



memberships | membership import | Can add membership import
memberships | membership import | Can change membership import
memberships | membership import | Can delete membership import
memberships | membership import data | Can add membership import data
memberships | membership import data | Can change membership import data
memberships | membership import data | Can delete membership import data
memberships | Membership Type | Can add Membership Type
memberships | Membership Type | Can change Membership Type
memberships | Membership Type | Can delete Membership Type
memberships | Membership Type | Can view membership type
memberships | notice | Can add notice
memberships | notice | Can change notice
memberships | notice | Can delete notice
memberships | notice_log | Can add notice_log

[Choose all](#)



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Users that are designated as "Staff" will be able to access the Admin Console and any modules that you've given them access to inside the site's permission settings.

Demo: Show how to change a user's access level to Staff, then show how to find and change permission settings on individual users.

Invite Your Users to
Help Manage Your
Site!

Collaboration tools for Your Site Users



Enable Permissions so Users can post items to the site:

- Calendar Events
- Articles / Press Releases
- Jobs / Resumes
- Directory Listings

Permission Settings let You Customize how each user interacts with your website



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Site Users are those users who want to add content to the site. These might be members who add news articles, companies that post job openings, committee chairs that add events to the calendar.

Exercise: Login as a Regular User and then as a Staff member to see what kind of access each level gets out of the box
(* note your site may already have had custom permissions settings depending on how Schipul implemented your project)

You're busy – ask
your users to help!

What Do You Mean by Content Ownership?



- Site Users who add content – events, articles, jobs, etc. – are the “owners” of those content records
- Eases the burden on the site admin to keep all data current

Contributions [more »](#)

File: Tendenci-Stock-Images-by-Ed-Schipul-2011-94-a8fc5_medium_640 December 31st, 2012 05:02 PM



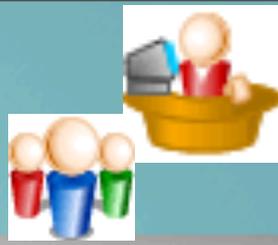
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We want our users to add data – but MORE IMPORTANTLY to change and delete their postings. This prevents a gatekeeper from bottlenecking the site. What if the webmaster is out of town? What if all you need to do is fix a typo or what if it is something important like changing the time – which needs to be done ASAP before it hits everyone’s calendar?

Super Users have full access to your site's content and admin tools

Super Users!



- Full site functionality
- Can approve pending tasks and user requests
- Can manage User accounts and User Groups
- Can run reports on site activity
- Can edit page content
- Can promote new Super Users and Staff



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Sometimes you'll see us refer to Super Users as Site Admins.
You can have more than one site admin and, in fact, could give all of your interactive Users Superuser Access.
Super Users see everything, and can control permissions levels for other users.

Console = “Admin Backend”

What is the Admin Console?

- Control all administrative functions
- Only Super-Users have access to the console
- Options displayed may vary if your site has custom plugins

The screenshot displays the Tendenci Admin Console for the site <http://schipul-twenty-thirteen.com>. The interface is organized into sections for site administration, each with 'Add' and 'Change' options:

- Articles**: Articles (Add, Change)
- Auth**: Groups (Add, Change), Users (Add, Change)
- Avatar**: Avatars (Add, Change)
- Boxes**: Boxes (Add, Change)
- Careers**: Careers (Add, Change)
- Case_Studies**: Case Studies (Add, Change), Images (Add, Change), Services (Add, Change), Technologies (Add, Change)
- Committees**: Committees (Add, Change), Positions (Add, Change)
- Corporate_Memberships**: Corporate Membership Applications (Add, Change), Corporate membership types (Add, Change)
- Discounts**: Discounts (Add, Change)

The right sidebar provides navigation options: Quick Links, Support, Site Settings, Full Settings List, Dashboard, Admin Backend (highlighted), Theme Editor, Newsletter Generator, Event Logs, Clear Cache, and Home.



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Must be logged in.

Click on Tendenci icon to get to console.

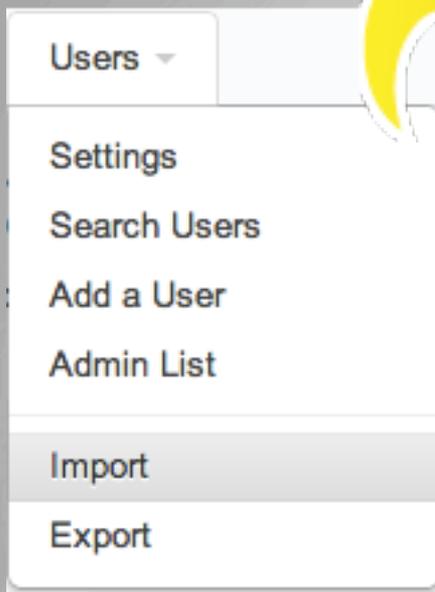
Different options based on security level. – Keep in mind we WANT our members and staff to be able to help update and administrate the site!

Demo: Pull up Tendenci console.

Exercise: Login and access your site's Console

Use our CSV templates to quickly import Users to your site

Can I Import an existing group of Users?



Import Users

Download and fill in spreadsheet. **Upload** your updated spreadsheet, **preview**, and then **submit**.



Download template

Fill in with your user information.

Choose File No file chosen

Make Users

- Interactive
- Not Interactive (no login)

Update

- Blank Fields
- All Fields (override)

Identify Duplicates by

Email

Add Users to Group

Select One

Delete members in group before importing



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Bring in existing groups from another program.
Bring in a marketing list to receive the newsletter.
Batch export a CSV file of User or Member information also.

You can also export user data into a CSV - you always own your site content and user data.

A User can be in more than one User Group

What are User Groups?



Home » User_groups » Groups

Select Group to change

Search

Action: [dropdown] Go 0 of 10 selected

<input type="checkbox"/>	Edit	View	ID	Group Name	Group Label	Entity	Display Option	Allow Self Add	Allow Self Remove	Status
<input type="checkbox"/>	Edit		5	Art History	Art History	Art History				Active
<input type="checkbox"/>	Edit		6	Board of Directors	Board of Directors	Board of Directors				Active
<input type="checkbox"/>	Edit		1	Committees	Committees	Committees				Active
<input type="checkbox"/>	Edit		7	Digital Photography	Digital Photography	Digital Photography				Active
<input type="checkbox"/>	Edit		8	Global Climate Change	Global Climate Change	Global Climate Change				Active
<input type="checkbox"/>	Edit		9	Open Source Programming	Open Source Programming	Open Source Programming				Active
<input type="checkbox"/>	Edit		3	Study Groups	Study Goups	Study Groups				Active
<input type="checkbox"/>	Edit		2	Technical Interest Groups	Technical Interest Groups	Technical Interest Group				Active
<input type="checkbox"/>	Edit		4	The Association	The Association	The Association				Active
<input type="checkbox"/>	Edit		10	Welcome Committee	Welcome Committee	Welcome Committee				Active

10 Groups

Filter

- By Active
 - All
 - Yes
 - No
- By entity
 - All
 - Art History
 - Board of Directors
 - Committees
 - Digital Photography
 - Global Climate Change
 - Open Source Programming
 - Study Groups
 - Technical Interest Group
 - The Association
 - Welcome Committee
 - (None)
- By Display Option
 - All
 - Yes
 - No
- By Allow Self Add
 - All
 - Yes
 - No

Save

People Reports Quick Links

Corporate Members Groups Members Users Activity Report Administrators

Add Groups



Community Training

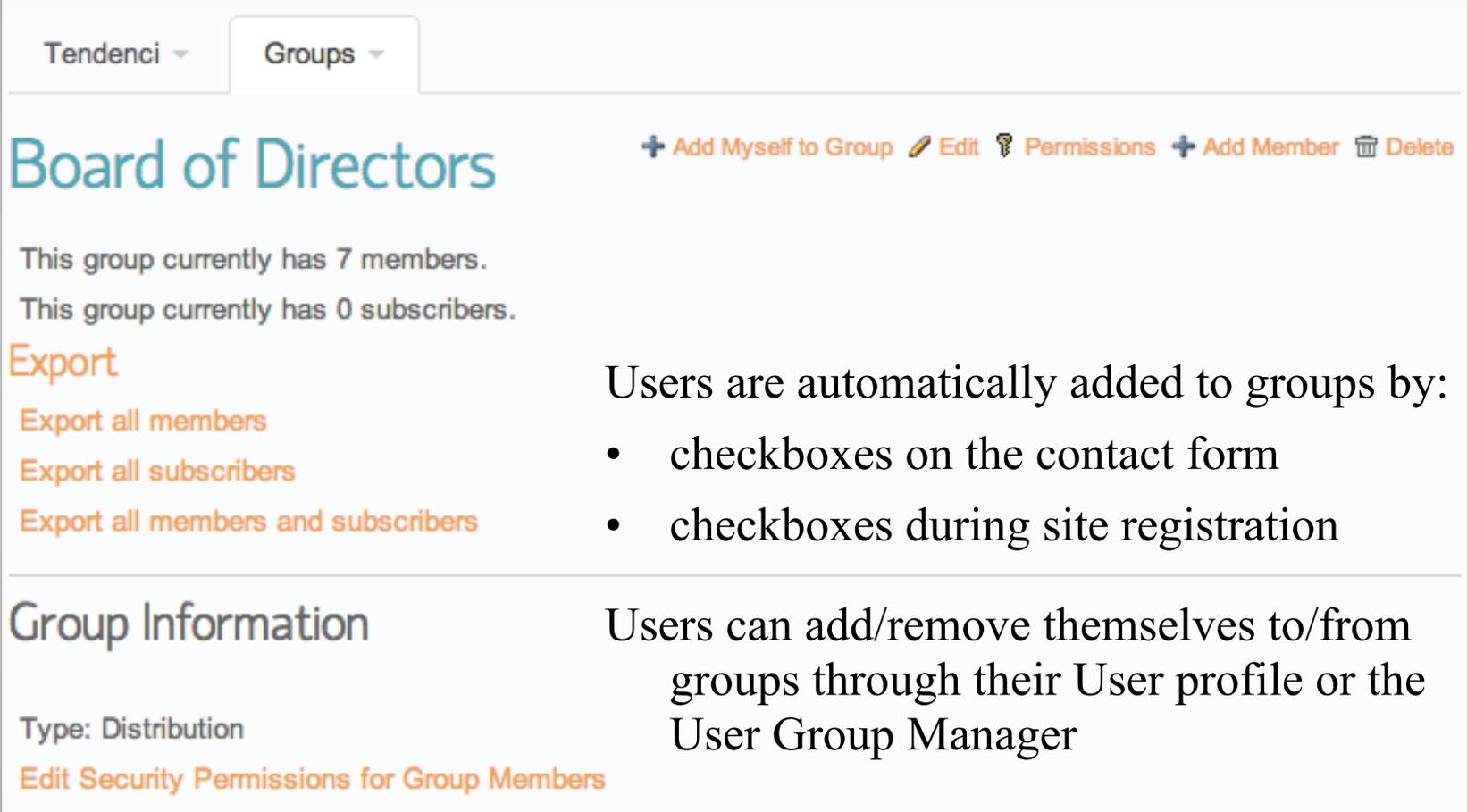
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User Groups help you categorize your users by interest and roles.
You can also use the groups to segment users to send custom communications and manage permission controls.
New Membership Types automatically create a user group for the membership type
Users can belong to multiple User Groups.

Exercise: Add a new User Group

Users can join a group, or simply subscribe to group announcements.

How do I add Users to User Groups?



The screenshot shows the 'Board of Directors' group page. At the top, there are navigation tabs for 'Tendenci' and 'Groups'. Below the group name, there are action links: '+ Add Myself to Group', 'Edit', 'Permissions', '+ Add Member', and 'Delete'. The page indicates that the group has 7 members and 0 subscribers. There are three 'Export' options: 'Export all members', 'Export all subscribers', and 'Export all members and subscribers'. The 'Group Information' section shows the group type as 'Distribution' and a link to 'Edit Security Permissions for Group Members'.

Users are automatically added to groups by:

- checkboxes on the contact form
- checkboxes during site registration

Users can add/remove themselves to/from groups through their User profile or the User Group Manager



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Let your site Users manage their own interests. You might be surprised.

Exercise: Add yourself to a User Group

What questions about
Users can I answer?

Questions on Users?



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Before we move on, I'd like to take a moment and answer your questions about managing people on your website.

We also have tons of great help files and videos on Users, Memberships and more.

Visit our YouTube channel to watch quick how-to videos: <http://youtube.com/tendencicms>

Update your site content at any time!

Content Manager

Content	People	Reports
Apps		
Articles	+	Q
Boxes	+	Q
Directories	+	Q
Discounts	+	Q
Events	+	Q
Files	+	Q
Forms	+	Q
Help Files	+	Q
Industries	+	Q
Invoices		Q
Jobs	+	Q
Locations	+	Q
Navs	+	Q
News	+	Q
Pages	+	Q
Photo Albums	+	Q
Redirects	+	Q
Regions	+	Q
Resumes	+	Q
Stories	+	Q



Pages



News



Articles



Stories



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Tendenci's Content Manager is one of the best features of the system. It gives you the flexibility to update your site content whenever you want. You can let others edit/add content. You don't have to call anyone to get it done. Just do it yourself and empower your online community to do the same!

The Content Manager includes much more than just Pages, News, Stories and Articles but these are the 4 main ways that you can add and organize content for your site visitors.

First, we're going to discuss the 4 primary content modules: Pages, Articles, News and Stories. Later in the course, we'll talk about some of the other content modules included with Tendenci.

They look similar but
play different roles in
content management

What's the big diff?



Stories



News



Articles



Pages



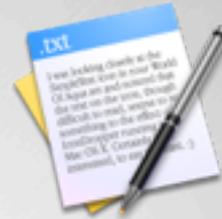
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Learn about all the different types of content options: <https://www.tendenci.com/help-files/overview-tendenci-content-types/>

Download one of
these free text editors!

If you're moving content from your old website...



<http://howtogeek.com> Top Recommended Free Text Editors

To make the content move easiest, we recommend copy + pasting from a Text Editor such as TextEdit or NotePad. Text Editors will remove formatting (bolding, erroneous spacing, colors) in order to make editing your content in the any content module easiest.



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Before I start showing you how to add and edit pages, articles, news and stories - I want to share a tip for those of you who want to save time migrating your content from an old website.

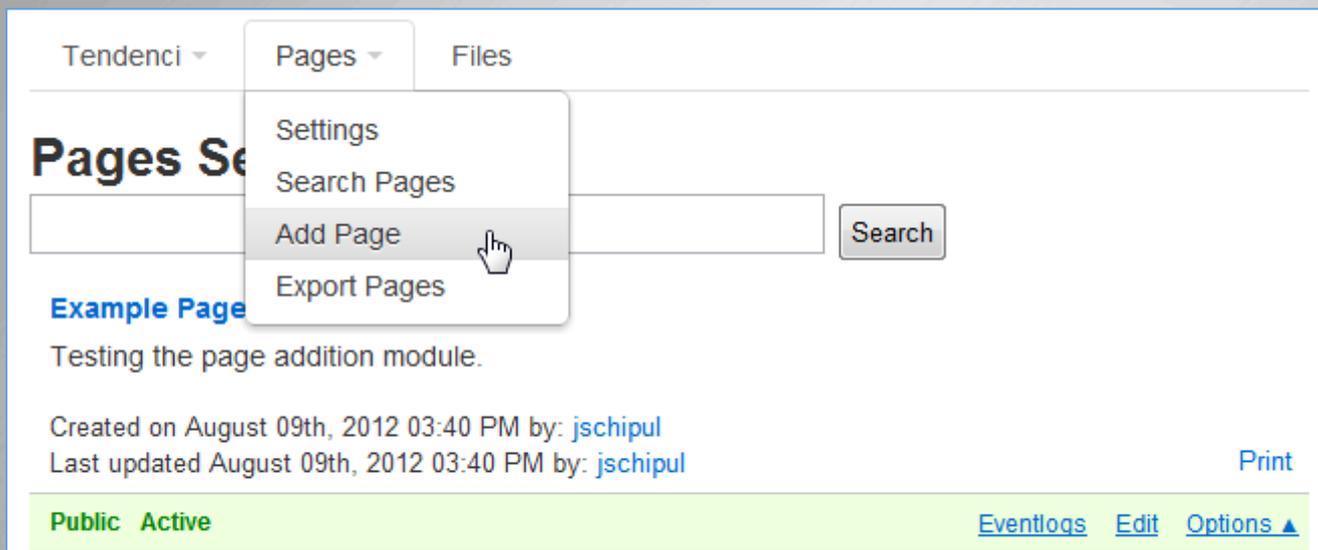
You can copy and paste directly into Tendenci's WYSIWYG editors, but we recommend you use a text editor or our paste as text options to make sure you remove any old tags and other gunk that word document software often likes to add.

<http://www.howtogeek.com/112385/the-best-free-text-editors-for-windows-and-linux/>

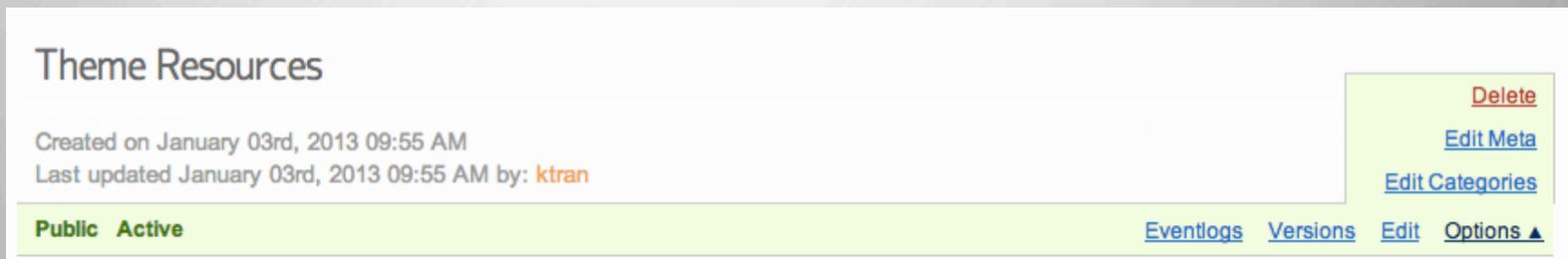
Tendenci also has a paste from Word option where you can copy and paste from a Word document into the content fields.

Update your site
content at any time!

Using Pages...



The screenshot shows the Tendenci CMS interface. At the top, there are navigation tabs for 'Tendenci', 'Pages', and 'Files'. The 'Pages' tab is active, and a dropdown menu is open, showing options: 'Settings', 'Search Pages', 'Add Page', and 'Export Pages'. A mouse cursor is pointing at the 'Add Page' option. Below the menu, there is a search box with a 'Search' button. The main content area displays 'Pages Search' and an 'Example Page' titled 'Testing the page addition module.' It includes creation and update information: 'Created on August 09th, 2012 03:40 PM by: jschipul' and 'Last updated August 09th, 2012 03:40 PM by: jschipul'. A 'Print' button is visible. At the bottom, there is a status bar with 'Public Active' and action links: 'Eventlogs', 'Edit', and 'Options ▲'.



The screenshot shows the 'Theme Resources' page. It includes creation and update information: 'Created on January 03rd, 2013 09:55 AM' and 'Last updated January 03rd, 2013 09:55 AM by: ktran'. A 'Delete' button is visible in the top right corner. Below the main content, there is a status bar with 'Public Active' and action links: 'Eventlogs', 'Versions', 'Edit', and 'Options ▲'. There are also links for 'Edit Meta' and 'Edit Categories'.



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Use the Search view to see all pages.

Demo: Demonstrate how to access these options

Options for Editing Meta Data and Categories

Can view public/private and active/inactive/pending status.

View Event logs

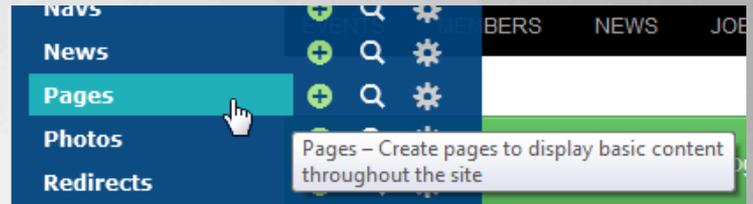
View "owner" and last updated

** Versions feature is coming in 5.1 (some clients may already have this option)

Select from your theme's page templates to customize the layout.

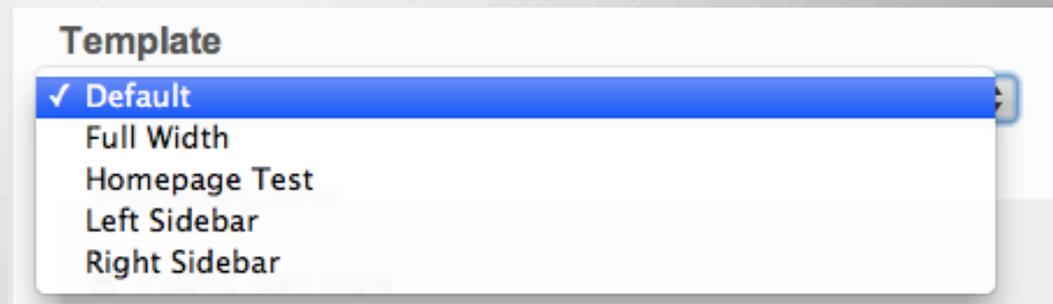
How do I edit my CMS pages?

Go through the dropdown to "Pages" and click the Plus symbol  to add a new page:



Use the Rich Text Editor (WYSIWYG) tools to add and format your content.

You can also add images, tags, and select one of the available page templates from your theme and specify the page layout.



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Exercise: Edit a CMS page

Try this one: <http://demo.tendenci.com/about-us/>

New pages are automatically added to your Nav dashboard

Can I add new pages?

* Add as many new pages as you need, and easily add the new pages to your navigation menu.

Pages Add

Title

URL Path

custom-page-urls

* Built-in search engine optimization and simple URL customization.

Pages list

Select pages below to be added to Main Navigation. Use the search box to filter the list of pages.

Search:

- About Us
- Membership Benefits
- Mission/Vision
- How to Use Your Theme
- Theme Resources
- Right Sidebar Layout
- Left Sidebar Layout Example
- Full Width Layout
- responsive-test

Add selected pages



* Use custom page templates to quickly create landing pages for fundraising, membership drives, and more!



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You can add as many new pages as you need.

Exercise: Add a new page to the site. Edit another CMS page to link to that page. Then demo navigation linking.

Share industry and member information with your online community.

Articles Module



Tendenci - Settings - Article

Articles Settings

Article admin notice recipients:

A list of email addresses that receive admin notices from Articles module on the site. Comma delimited.

Enabled:

true

Module is enabled or not.

Label:

The singular name of the plugin.

Label (Plural):

The plural name of the plugin.

Root URL:

The root url for the articles app. Use letters and dashes only.

Show Recent Articles:

false

Show Recent Articles defines whether or not to display the Other Recent Articles* section on articles view page.*

All Articles	This Article
Settings	View Article
Latest Articles	Edit Article
Add Article	Edit Meta
Export Article	Edit Categories
	Delete Article

Articles enable you to share your association's collective expertise with members, users and the public!



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Why You Might Use Articles:

Articles have a variety of uses and these are a few examples to help you understand how other Tendenci clients are using this content module. Feel free to think outside the box and use articles in other ways that suit your own organization's needs.

A Few Articles Content Ideas:

Research Papers

Blog Posts

Members Announcements

How-To Guides

Landing Pages for Custom Form submissions and Special Events

Industry News Items

Whitepapers

Use Articles for knowledge sharing within your online community!

How do I Add and Edit an Article?



Tendenci ▾

Articles ▾

News

Tendenci Articles

Search

3 Articles Found

Adding and Editing Articles

Articles is one of the Content Modules included with Tendenci websites. Articles can be used to display basic content throughout the site and have special built-in search engine optimization tools, authorship properties, and selective permission settings to customize who can ...

Released: January 01st, 2013 09:00 AM

Website: <http://www.tendenci.com/help-files/add-edit-articles/>

Tags: [tendencidemo](#)

Public Active

[Eventlogs](#) [Versions](#) [Edit](#) [Options ▲](#)



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Again, distributed authoring with a checkpoint in place.

Articles and article titles are search-engine optimized. Just like jobs and events. Use this feature to get your group higher in the search engines.

Exercise: Post an article.

News and Articles are nearly identical in appearance and function.

What are News Releases?



News Search

3 News Found

New Board Member Announcement

We are excited to announce our newest Board Member Chris Allen! Chris

Released: December 27th, 2012 12:40 PM
Tags: [tendencidemo](#)

Public Active [Eventlogs](#) [Edit](#) [Options ▲](#)

Adding and Editing News Items

News is one of the Content Modules included with Tendenci websites. News can be used to keep your site visitors ...

Released: December 27th, 2012 12:00 PM
Source: Tendenci Open Source CMS for Associations
Website: <http://www.tendenci.com/help-files/>
Tags: [tendencidemo](#)

Public Active [Eventlogs](#) [Edit](#) [Options ▲](#)

News ▾ Article

All News	This News
Settings	View News
Search News	Edit News
Add News	Edit Meta
Export News	Edit Categories
	Delete News

Articles ▾

All Articles	This Article
Settings	View Article
Latest Articles	Edit Article
Add Article	Edit Meta
Export Article	Edit Categories
	Delete Article

Why Articles AND News Modules?

Tendenci offers multiple ways for you interact with and inform your online community.



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News is one of the Content Modules included with Tendenci websites. News can be used to keep your site visitors current with your organization. Features with News include special built-in search engine optimization tools, authorship properties, and selective permission settings to customize who can view and/or edit News Items on your website.

Why You Might Use News

News has a variety of uses and these are a few examples to help you understand how other Tendenci clients are using this content module. Feel free to think outside the box and use News in other ways that suit your own organization's needs.

News Content Ideas:

Press Releases

Announce New Partnerships and Vendors

Member News

Share Your Biggest Sponsors and Donors with the Public

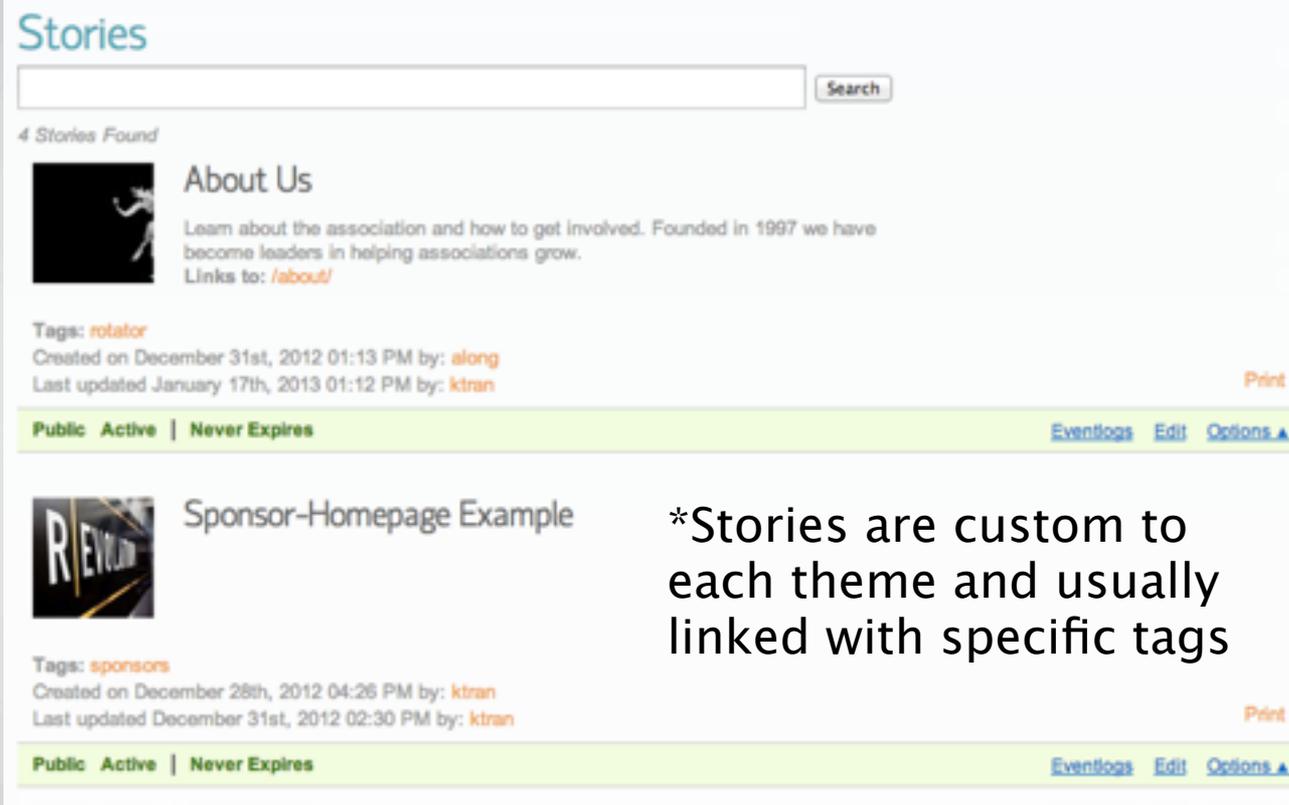
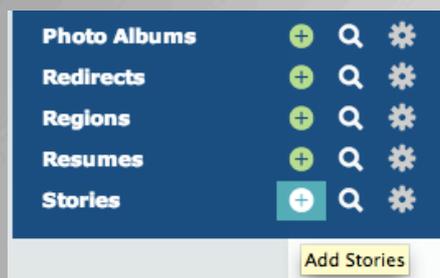
Promote Upcoming Events and Share Highlights of Past Events

Industry News Items

Announce new Staff and Board Members

What's the Stories Module For?

Stories display specific content dynamically across your site



Relevant Stories are key to engaging your audience on your website...

*Stories are custom to each theme and usually linked with specific tags

...the stories module keeps your most recent news on your homepage.



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Differences:

Content field – used to write excerpt of text to entice the reader to “Read More”

Full Story Link - Link title, i.e. “Read More”, “Check it out!”

Tags – to easily add more stories to the rotator

Start & End Date/Time – If it’s a contest, featured article, etc.

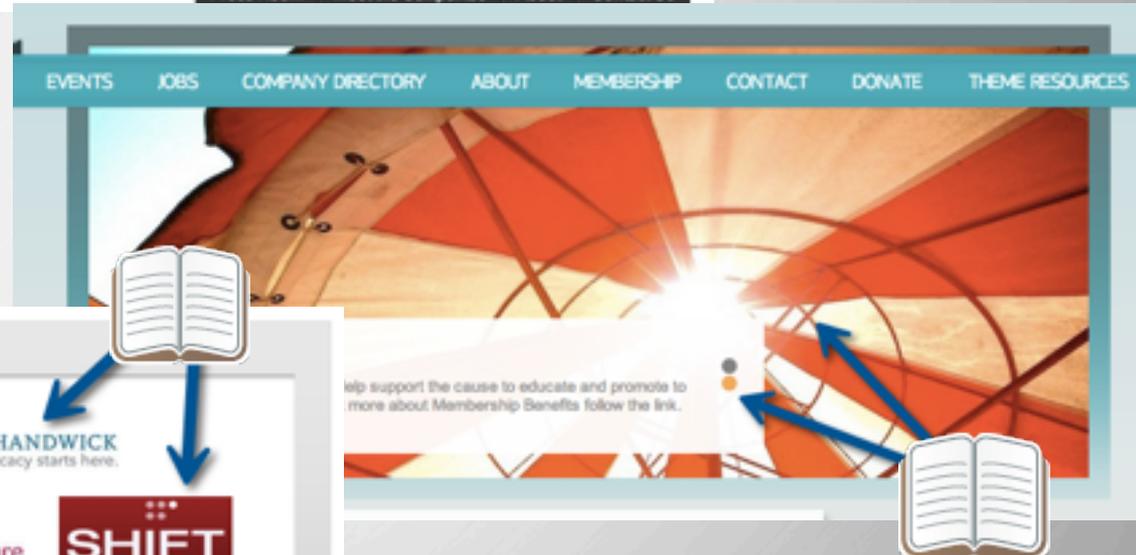
Expiration – if you only want it to run until your specified end date/time

Check Out These Examples of Stories

Built-In Storytelling...



This screenshot shows the top navigation bar of a Tendenci website. It features four story teasers, each with a small profile picture and a title: "Tendenci Clients: Register for our free In-house Tendenci 5 workshop!", "Tapping Into the Subconscious to Guide Communications Strategies", "Schipul Announces John-Michael Oweal Partner Appointment", and "Announcing HealthBridge Children's Hospital's new Tendenci website!". Below the teasers is the main header area with the "SCHIPUL THE WEB MARKETING COMPANY" logo on the left and contact information for Houston (281-497-6567) and Silicon Valley (408-430-3137) on the right. A search bar and a navigation menu with links like "Press Room", "Meet the Schipulites", "About", and "Contact Us" are also visible. Blue arrows point from the text "Check Out These Examples of Stories" to the story teasers, and a book icon is placed over the main header area.



This screenshot shows a large banner area on a Tendenci website. The banner features a navigation menu at the top with links for "EVENTS", "JOBS", "COMPANY DIRECTORY", "ABOUT", "MEMBERSHIP", "CONTACT", "DONATE", and "THEME RESOURCES". Below the menu is a large, vibrant image of a globe with a bright light source in the center. A story is overlaid on the image, with a title and a short paragraph of text. Blue arrows point from the text "Check Out These Examples of Stories" to the story, and a book icon is placed over the story.



This screenshot shows a "THANK YOU TO OUR SPONSORS" section on a Tendenci website. It is divided into two columns: "Platinum Sponsors" and "Silver Sponsors". The Platinum Sponsors include Kaiser Permanente, thrive, and Schipul. The Silver Sponsors include BusinessWire, marketwire, sysomos, Weber Shandwick, PR Newswire, and Shift Communications. Blue arrows point from the text "Check Out These Examples of Stories" to the sponsor logos, and a book icon is placed over the section.



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Stories can be displayed in a variety of ways on a Tendenci website. Your website's theme determines where stories will be displayed on your site in conjunction with special tags.

ie: tag a story "sponsors" to display in a section on your theme that is designed to promote your association's sponsors

tag a story as "rotator" to have the story appear on your homepage banner / rotator

Exercise: Add a story

What Questions Can I Answer?

Questions on Content Management?



Stories



News



Articles



Pages



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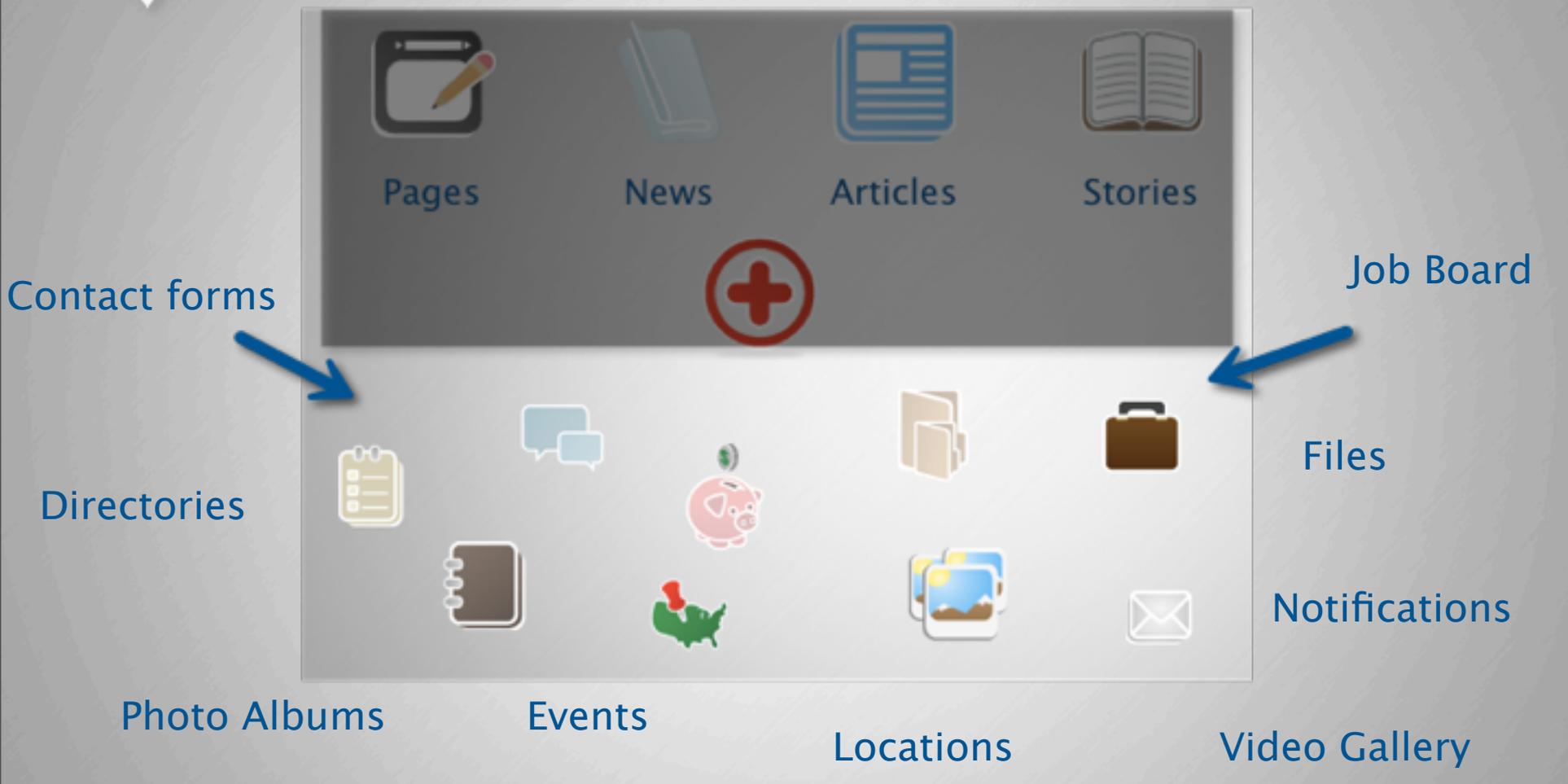
Any questions about the 4 main content modules that I've just covered?

The rest of this introduction training is covered in more depth in our regular training courses.

Find advanced training webinars, in person events, and on demand classes and register on our events calendar: <http://tendenci.com/events!>

Get an in-depth look at these modules at one of our [feature focus webinars!](#)

Let's look at some other content apps on your site



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Now we're going to take a look at some of the other content modules included with Tendenci. Then, depending on time, we'll take a more in-depth look at some of these features today at the end during our Q&A.

First, let's take a look at the Events Module.

Manage Registrations,
Member vs Non-
Member Pricing and
Tons More!

Events Module



Events

Start Date Event Types

Search

You found 6 events starting on or after January 19th, 2013.

Friday, Mar
15, 2013
1 month, 3
weeks

Board
Meeting

Monthly Board Meeting

Phoenix Convention Center 100 North 3rd Street Phoenix, AZ 85004
Friday, Mar 15, 2013 10 a.m. - Friday, Mar 15, 2013 noon

Use an event like this to create a board meeting. Add details here. Agenda Lorem ipsum dolor sit amet, conseq adipiscing elit. Quisque malesuada pretium hendrerit. Sed dui eros, semper a euismod non, cursus viverra mau Ut ut malesuada lacus. ...

Tags: [tendencidemo](#)

Created on December 27th, 2012 08:44 AM by: [ktran](#)

Last updated December 31st, 2012 04:42 PM by: [ckaluza](#)

Public Active

[Eventlogs](#) [Edit](#) [Opti](#)

Wednesday,
Jun 19,
2013
5 months

Staff
Holiday

Networking Happy Hour

Cheers Bar Boston 1 South Market Street Boston, MA 02109
Wednesday, Jun 19, 2013 5 p.m. - Wednesday, Jun 19, 2013 8 p.m.

Join us for our Quarterly Networking Happy Hour for networking and to catch up on the latest news from our Association. Registration is free, but please RSVP. More Details Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce porttitor, orci ...

Attend this event

Tags: [tendencidemo](#)

Created on December 31st, 2012 12:50 PM by: [fbates](#)

Last updated December 31st, 2012 03:45 PM by: [ckaluza](#)

Print

Public Active

[Eventlogs](#) [Edit](#) [Options ▲](#)

« November 2012 »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31 8 a.m. PR Day 2012 L...	1	2	3
4	5	6	7 11:00 a.m. PRPH Luncheon E...	8	9	10
11	12 7 a.m. New Price General	13	14	15 7-11 a.m. AMA Marketing of...	16	17
18	19	20	21	22	23	24
25	26	27	28 8-30 a.m. Executive Communit...	29	30	1

Filter by Type

All Events

Conferences

Evening Event

Event w/ Tables

Excalibur Award wo
tables

Media Mixer Event

Monthly Meeting

No Charge

PR Day

Special - one price

Users can view and search
your events using both the
list view and calendar view.



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Events are HUGE for organizations. The best thing about the Events module is that now you can push back on your members to run the site mgmt of their own events.

Tendenci offers different ways to view and search your online events:

Calendar

List

Search

Filter by Event Type

Exercise: View the calendar and events.

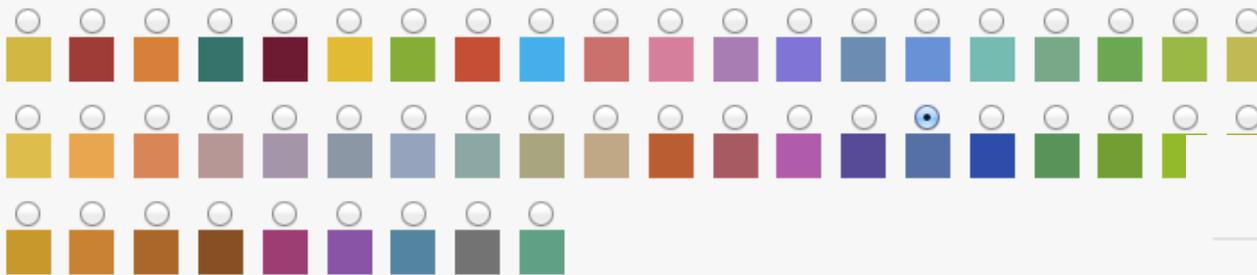
event types help users search events most relevant to their interests

What are Event Types and how do I create them?

Event Types

Name

Color



Delete

Filter by Type

All Events

Board Meeting

Community Workshop

Membership Luncheon

Networking Event

Staff Holiday

Event Types have a category label (the type) and a color label to give you an bright, colorful events calendar with fast filtering options when searching your events.



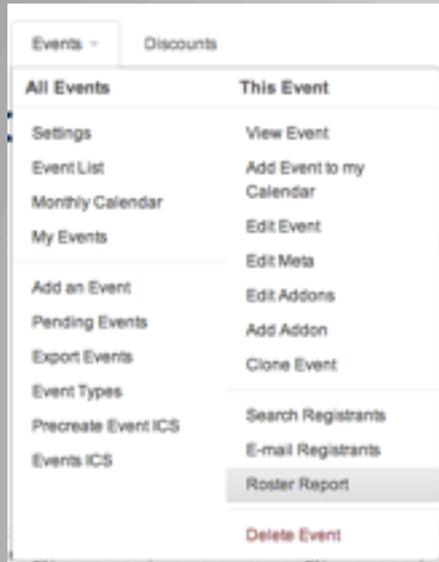
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Exercise: Add a new event type

Let's Walk through the steps to add an event together!

How do I add Events?



Networking Happy Hour

Join us for our Quarterly Networking Happy Hour for networking and to catch up on the latest news from our Association. Registration is free, but please RSVP.

More Details

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce porttitor, orci nec pretium faucibus, erat lacus eleifend nisl, sed iaculis arcu tortor ut ipsum. Fusce id diam sed orci imperdiet consequat. Cras imperdiet euismod magna, ac pellentesque nulla imperdiet at. Proin nisl turpis, varius et cursus ut, volutpat aliquet velit. Donec eget mi sem. Aliquam a risus elit, in sodales purus. Suspendisse magna felis, laoreet quis commodo quis, scelerisque nec lacus. Cras quis est est, et mollis metus. Nam odio ipsum, consequat quis imperdiet ut, hendrerit eu nunc. Duis quis justo ac ante bibendum consectetur ut ac arcu. Vivamus ut auctor lorem. Mauris sed quam sit amet erat fermentum semper. Phasellus tristique laoreet lectus fringilla suscipit.

Donec non sodales odio. Nam dui nisi, eleifend sollicitudin porttitor sed, dignissim a metus. Aenean porta condimentum euismod. Ut faucibus tempus lectus, laoreet ultrices sem ultricies non. Quisque elit lectus, vulputate nec cursus at, iaculis nec nunc. Curabitur vestibulum pretium elit, ut vehicula erat hendrerit mollis. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus a enim massa. Sed quis tortor ipsum, sit amet tempor justo. Ut quis risus neque. Quisque luctus diam sed diam dapibus pulvinar at quis odio.

Organizer The Association

Donec non sodales odio. Nam dui nisi, eleifend sollicitudin porttitor sed, dignissim a metus. Aenean porta condimentum euismod. Ut faucibus tempus lectus, laoreet ultrices sem ultricies non. Quisque elit lectus, vulputate nec cursus at, iaculis nec nunc. Curabitur vestibulum pretium elit, ut vehicula erat hendrerit mollis. Lorem ipsum dolor sit ...

When?

Wed, Jun. 19, 2013
5 p.m. - 8 p.m. America/Chicago

How Much?

RSVP - \$0.00
(ends 06/18/2013)

[Register](#)

Where?

Cheers Bar Boston
1 South Market Street
Boston, MA 02109

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce porttitor, orci nec pretium faucibus, erat lacus eleifend nisl, sed iaculis arcu tortor ut ipsum. Fusce id diam sed orci imperdiet consequat.

When you add a new event, you're creating the landing page that will promote the event, as well as setting up the different automated registration features built into your website – so it's a long form!



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You have the final say over what goes on the calendar and can edit the info. Let your users add!

Exercise: Add an event. Use your event type if you wish.

Keep pricing options simple by using discount codes instead of new prices

How does online registration for Events work?



It's up to you!

- Registrants do not have to be registered with the site to sign up for an Event
- You can allow/disallow online registration and/or payment
- Automatically start and close ticket sales based on date and time.

Registration

Networking Happy Hour

Jun 19, 2013

5 p.m. - 8 p.m.

First name

Last name

Company name

Phone

Email (Enter twice to verify)

sworthy@schipul.com

sworthy@schipul.com

Comments

Price Options

\$0.00 RSVP
(ends 2013-06-18)

Add Another Registrant

Register

Summary

\$ 0.00

registrant#1 \$ 0.00

Total \$ 0.00

Streamlined Registration form to make it fun for users to register and add additional guests with one form!



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By allowing non-registered users to sign up for events you can increase your attendance.

You can also accept card payments for online registration, integrated through your site's payment gateway. (requires a merchant account with Authorize.Net, Stripe, or PayPal)

You can set different pricing for early registration and block after a certain date.

Benefits for online registrants too!

They must be a registered user to view their events, modify their registration or cancel.

Registrants can receive email reminders of event and check their event list at any time

Exercise: Register for an event. Completed! You all registered through our Tendenci website which uses Tendenci's Event registration software.

Check out our help files
for in-depth answers to
Events Management

Additional Resources

Help Files

<http://www.tendenci.com/improve-your-associations-events-with-tendenci/>

<http://www.tendenci.com/help-files/events-calendar/>

Videos

<http://www.tendenci.com/videos/add-event-type-tendenci/>

<http://www.tendenci.com/videos/add-events-your-tendenci-website/>

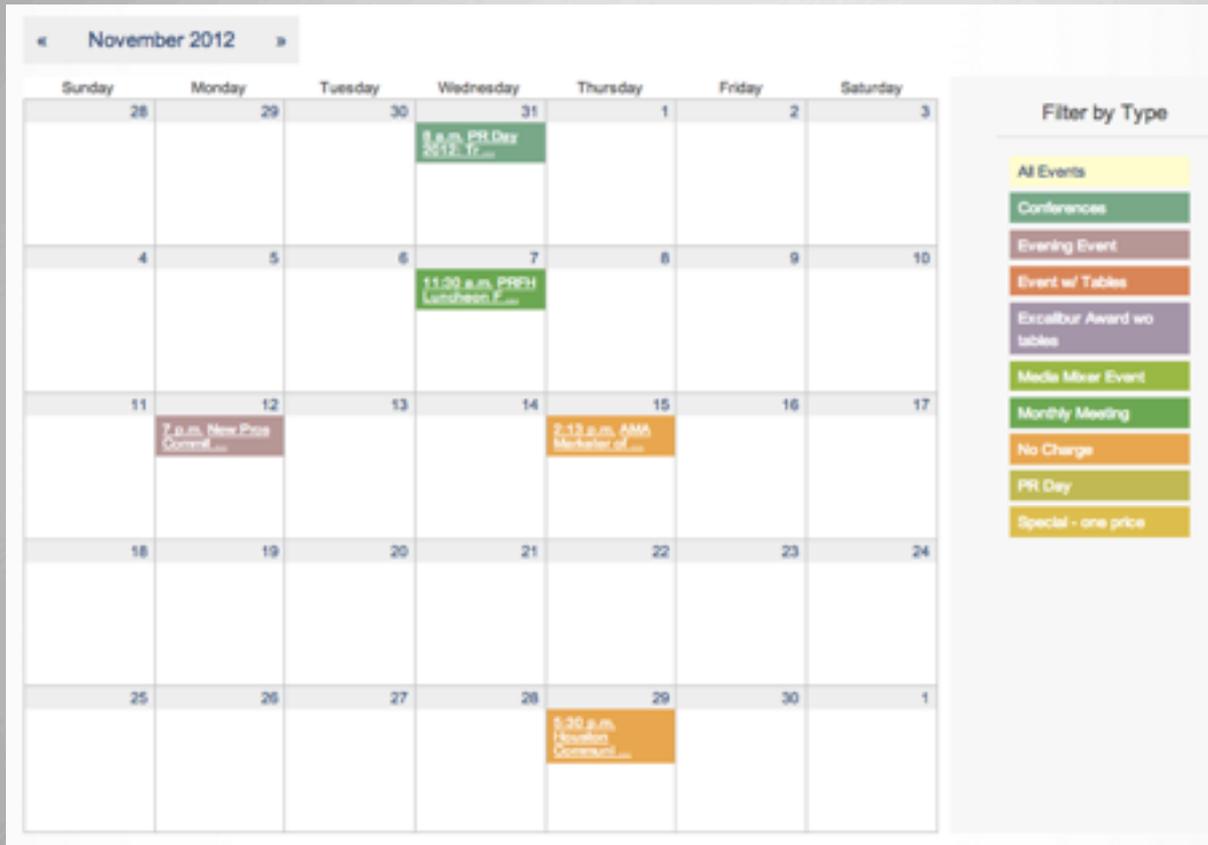


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What Questions can I answer for you?

Questions on Events?



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Earn money and offer a benefit for members and sponsors on your website!

Business Directories and Job Board



tools for associations to offer
valuable services
to their community *and*
generate revenue.



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Many of our clients earn tens of thousands of dollars every year from fees received for job board and partner/business directory listings.

Learn more about how Tendenci makes it easy for your Association to generate revenue from fees from services and programs: <http://www.slideshare.net/Tendenci/increase-your-nonprofits-revenue-with-your-website-tendenci-cms-for-nonprofits!>

Directories offer free and paid pricing options

Showcase Your Community's Businesses



Edit Price: Directories

To edit the directory price, complete the fields below and press Submit.

Duration:

Regular price (\$):

Premium price (\$):

Regular price member (\$):

Premium price member (\$):

Show member pricing

Status:

* Adding new content to Directories is very much like Articles and Jobs.

* You'll notice the biggest difference in field labels and page layouts between modules.



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Tendenci Directories

All Categories (0) All Subcategories (0)

3 Directories Found

Business Directory



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris aliquam metus nibh. Ut lectus, ante vitae rutrum pellentesque, lectus mauris ...

Tags: [tendencidemo](#), [featured](#)
Created on December 31st, 2012 04:42 PM by: [ezuniga](#)
Last updated December 31st, 2012 04:57 PM by: [ktran](#)

Public Active [Eventlog](#) [Edit](#) [Options](#)

Business Partner



Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Quisque vel congue quam. Vivamus mattis metus ...

Tags: [tendencidemo](#), [featured](#)
Created on December 31st, 2012 04:49 PM by: [ckaluza](#)
Last updated December 31st, 2012 05:01 PM by: [ktran](#)

Public Active [Eventlog](#) [Edit](#) [Options](#)

[@tendenci](#) | www.tendenci.com | blog.tendenci.com

Read our help files on Directories:

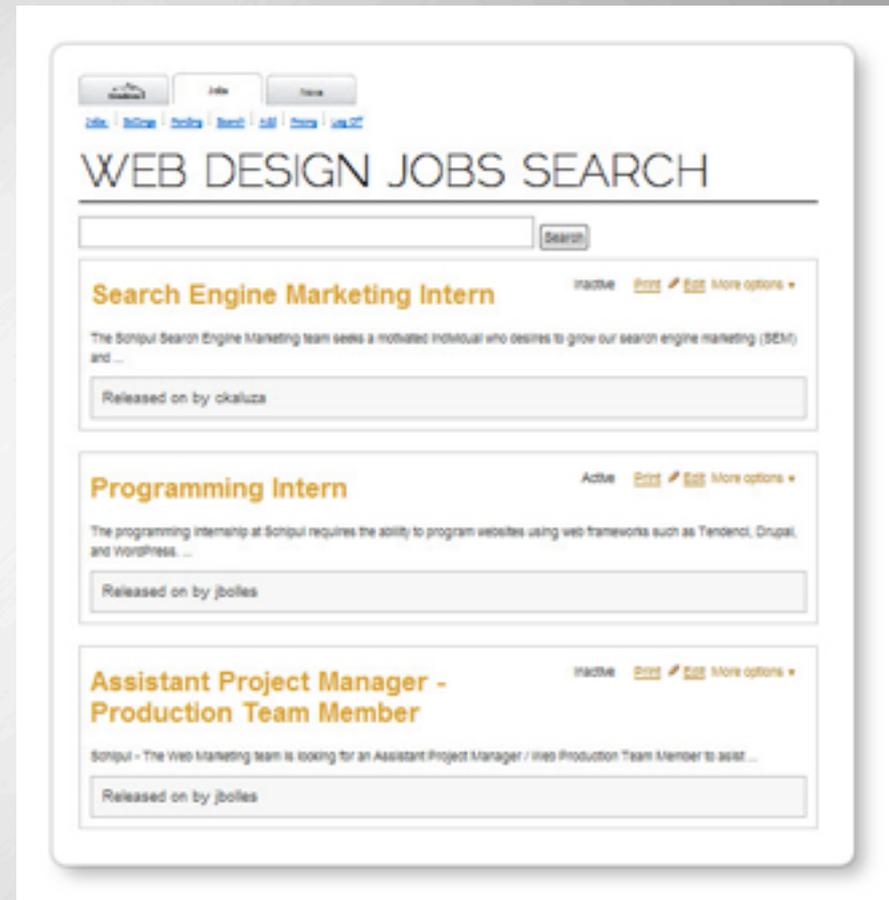
Add/Edit Directories - <https://www.tendenci.com/help-files/how-add-and-edit-directories/>

Configure Directories - <https://www.tendenci.com/help-files/directories-module-settings/>

Add Prices for Directories - <https://www.tendenci.com/help-files/directories-module-prices/>

How do **Jobs** benefit my organization?

- 1) Go Niche
- 2) Make your job board selective
- 3) Offer discount and free job postings to corporate members and sponsors



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- 1) Go Niche – keep the focus of your job listings related to your organization or industry.
- 2) Make your job board selective – make job postings private to members only. By limiting the target market of potential applicants, you increase the opportunity for your members to find a job on your job board compared to the job postings on public sites like Monster and LinkedIn who receive thousands of applications apiece.
- 3) Offer a discount or free job postings to corporate members to encourage them to post jobs on your board and provide them with an additional benefit of corporate membership.

You'll need to create at least one job pricing before adding new job postings.

Management Tools for your Jobs Board?



Add, Search and Configure Jobs

Tendenci ▾ Jobs Pricing ▾ Resumes

Add a New Price: Jobs

To add a new job price, complete the fields below and press Submit.

Duration:	14 Days from Activation date ▾	Duration:	14 Days from Activation date ▾
Regular price (\$):	0	Regular price (\$):	0
Premium price (\$):	0	Premium price (\$):	0
Regular price member (\$):	0	Regular price member (\$):	0
Premium price member (\$):	0	Premium price member (\$):	0

Show member pricing

Show member pricing

Submit

Jobs ▾ Pricing

- Settings
- Latest Jobs
- My Jobs
- My Pending Jobs
- Add Jobs
- Pending Jobs
- Export Jobs

Add Job Prices

Approve Pending Job Listings -->

Tendenci ▾ Jobs ▾ Pricing Resumes

Pending Jobs

- test2 - Nov. 14, 2012 2:26 a.m. - [Approve](#)



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- * Can require ccard payment at time of posting or allow mail-ins.
- * You have a variety of options that you can configure for job board pricings and you can have different pricings based on member/non-member or duration of the job listing.
- * Duration will automatically expire a job listing after a set period of time, and you have the option inside the Job Boards module settings to have automatic renewal reminders sent out. This simplifies job board management by automating many of the basic tasks for you!

Exercise: Add a new Job Price and then Post a job requiring payment.

Does your association have multiple locations?

Locations Map Your Physical Locations



Tendenci ▾

Locations ▾

The Association Headquarters



11757 Katy Fwy Ste 930
Houston, Texas 77079

None

Locations ▾

Settings

List of Locations

Nearest Locations

Add Location

Import Location

Export Location

Users can search for your nearest location to them

Tendenci ▾

Locations ▾

Nearest Locations

Find Nearest Location

Please enter your location; address, city, state, or zipcode.



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Exercise: Add your association's headquarters to the location's module

Files uploaded through a WYSIWYG editor on your site are stored in the files module

Organize and Share Files from your Website



Tendenci - Files - Article News

Files

Search

Category

Sub Category

Group

36 Files Found

- about-us**
[Download this image](#)
Updated Thu 17 Jan 2013 1:12 p.m. by ktran
- about-us**
[Download this image](#)
Updated Thu 17 Jan 2013 1:12 p.m. by ktran

File Edit

Currently: [files/story/521214a8/about-us.jpg](#)
Change: No file chosen

Name

Group

Tags

Permissions

- Public can view
- [+ Show Advanced Permissions](#)

Administrator Only

- Active

[+ Category](#)



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Exercise: Upload a new file using the files module.

Upload and share your photos and videos within your private community

Photos and Videos



The Association Photos

[← Back to Albums](#)



14 Photos · Public · Active

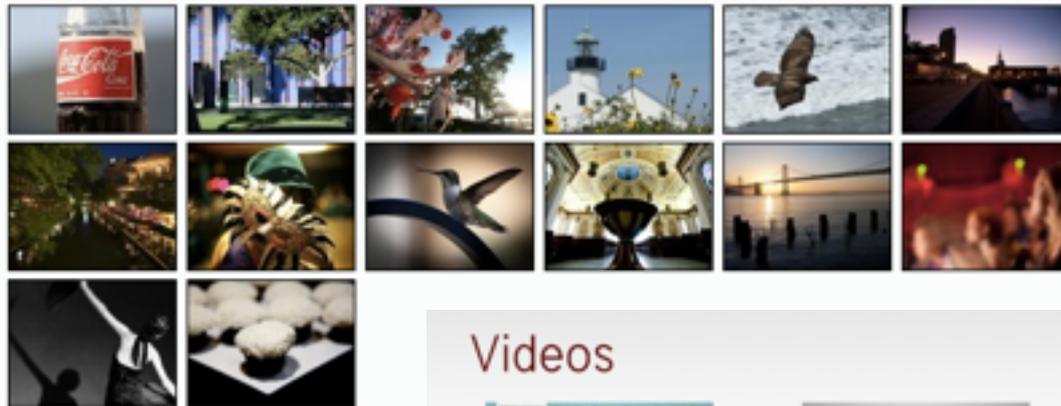
[Edit Set](#)

[Delete Set](#)

[Add Photos](#)

[Edit Photos](#)

[Download Zip](#)



Videos



[Lessons on Website Management](#)

Develop a website management plan using the information that Sarah M. Worthy, Tendenci Community Manager shares in this webinar on ...



[Features Demo](#)

NonProfit and Membership Associations need a website that can manage event registrations, memberships, share digital photos and videos, and drive ...



[iFest 2012](#)

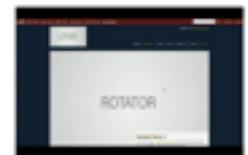
The Tendenci Mascot Quadcopter over the [International Festival](#) in downtown Houston April of 2012.



[Getting Around Tendenci](#)



[Select a Theme](#)



[Upload a Logo](#)



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Exercises:

- * Add a new photo album and upload photos
- * Create a new video for the gallery

Tendenci's Help Files Module is something you should be checking out!

Help Files – own knowledge base/wiki

Tendenci ▾ Help Files ▾ News Article

Help Files

Topics
Theme Help

Request Help File

Request Help Files
Please provide as much detail as possible.
If you would like to, also include your name and email:

Question

Captcha
MWPG

Featured
How Do I View Reports for My Site?

FAQ
How Do I View Reports for My Site?

Most viewed
How Do I View Reports for My Site?



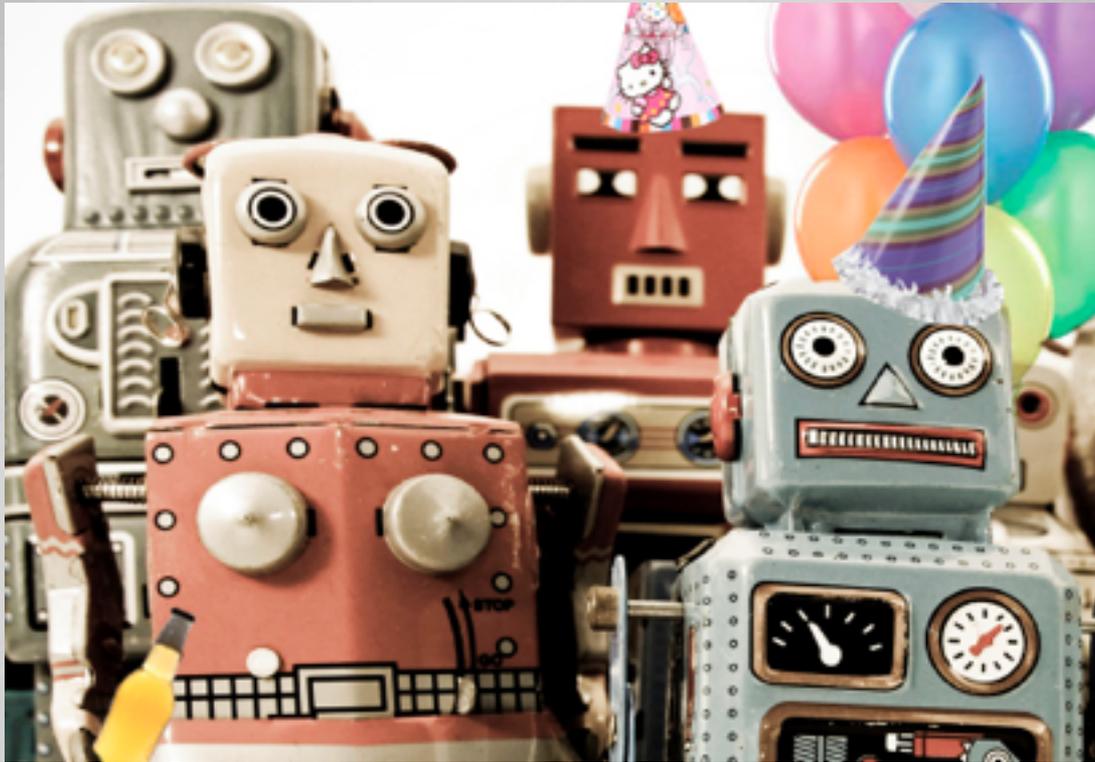
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Users can request help files and your association can answer them as well as options to empower your members to respond too!

Check out <http://blog.tendenci.com/deep-dive-wiki-help-files-module/> for great tips on how to take advantage of the Help Files module for your association or nonprofit!

Questions?



We've Got Answers!



Sarah M Worthy | sworthy@tendenci.com | [@sarahmworthy](https://twitter.com/sarahmworthy) | [@tendenci](https://twitter.com/tendenci)

Email us at support@tendenci.com or check-out the Help Files and Training Videos on the Tendenci Website:

<http://tendenci.com/help-files>

<http://tendenci.com/videos>



You're a Tendenci Ninja!

Sarah M Worthy | sworthy@tendenci.com | @sarahmworthy | @tendenci

Sign-Up for future Tendenci In-Person Trainings and Online workshops at <http://tendenci.com/events>