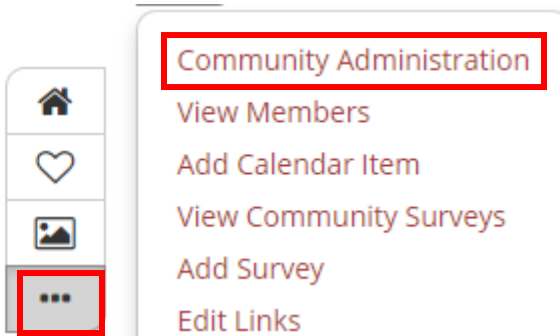


Put the date and place of your next meeting on the landing page with a link to registration by editing the html content. To do this, click on the three-dot ellipses button on the left-hand tool bar, click on “Community Administration,” click on “Edit HTML Content” and then the "Edit" button next to the “Default Page.” Then type inside the text editor. When you're done, press "OK" to save.



Community Home Page	Community Group Profile	Community Content
View Community Properties	View the content areas that appear on the homepage	
Edit Community Properties	Add/Remove existing items to homepage content areas	
Edit Community Landing Page	Use this link to edit the Community landing page	
Edit HTML Content	Edit the HTML Content that appears across the top of the Community Home Page, and add more content pages	
Edit Community Links	Edit links that appear on the Community Home Page	
View Events	View any events that are associated with the Community	

Pages

Full Options			Add New HTML File		
Details		File Title	Last Modified		
Edit		Default Page	N/A		
Edit	View		2017-06-29 14:10:25		
Edit	View		2017-06-29 14:09:37		

Post a picture of the hotel at which the meeting is taking place or upcoming speakers who will present, by using the “Insert Image” button in the same area. Clicking this button will open the "Insert Image" box. Press the browse icon next to the source field and then click “Add Image,” then “Browse” to search

for your saved picture that you would like to upload. Once uploaded, select the picture and press "OK."
You can adjust the placement and the size of the image inside the editing window.

