Updating Your Logo

STEPS FOR SWAPPING OUT YOUR LOGO

After logging into your website:
> Proceed to the Control Panel
> Click on the Website Tab
> Go to the Setup Section and click the pencil icon next to Web Graphics

Once in the Web Graphics, you can either use an existing logo that has been uploaded, or add a new logo.
> Your new logo image must be 285px wide by 65 pixels tall
> To add a logo image, click the "Add Web Graphic Button"
> A window will pop-up, click the "Browse" button
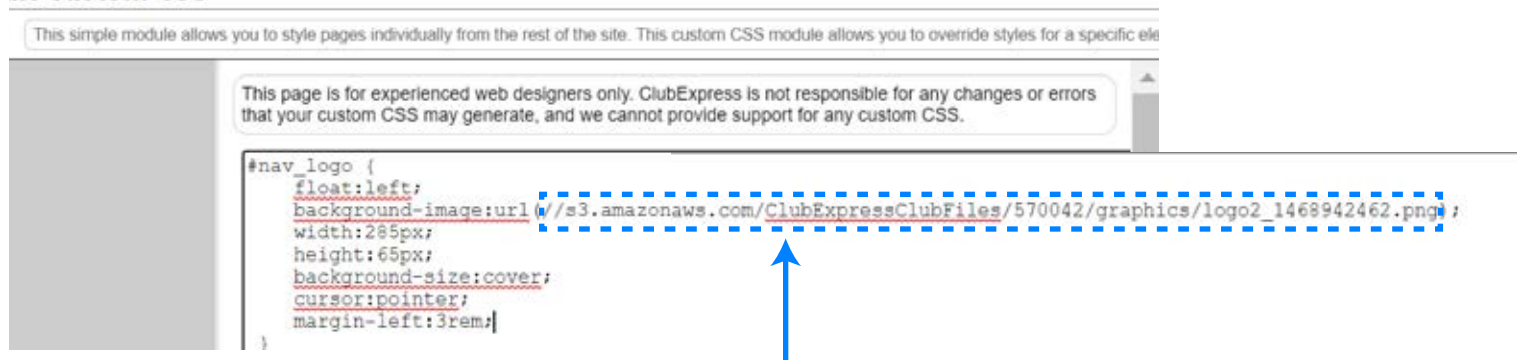> Select an image from your computer and click "Save"

Once the image is uploaded, the search criteria in the bar, type the first few letters of the image file name, and hit search
> The image file will appear below in the Search Results
> To the right of the image file name there are a series of icons
> Click the clipboard icon, which is the third button in
> A new window labeled "Image URL" will pop up
> Click on the image URL to copy it, you will receive a confirmation message if it's been copied

To update the logo:
> Go to the Control Page
> Click on the Website tab if it is not already pulled up
> Go to the Setup Section and click on the pencil icon next to "Website Look and Feel"
> A floating pop-out menu will appear to the right of your screen
> Click on the bottom right button labeled "Custom CSS"
> You will receive a notification stating the following:
      "Template or appearance changes are not allowed by Rotary. Please do not make any style changes aside from
       adding your Rotary chapter logo in the Custom CSS"
> Click "OK" but please do not make any changes aside from the instructions listed in this document
> Once the Custom CSS window appears, locate the section labeled #nav_logo that looks like the following:

Once the window appears, replace what is highlighted in the image above with the previously copied image URL with Control+V (if you are on a PC) or Command+V (if you are on a Mac) to paste it in. You will only highlight what is between the paranthesus.
> Once pasted in click "Save" and the window will close.
> Afterward, click "Apply" on the floating toolbar to the right to save the changes.

If the size of the logo doesn't look correct, you will first need to edit your image in the Web Graphics section and change the size. Then you may have to edit the width or height in the HTML code under Custom CSS. We're hoping ClubExpress can fix this issue, but until they do, contact me if you can't figure out how to adjust the image. Linda 708-404-3068

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