

[Editing Club Information on the JCNA Website](#)

On the JCNA Website (www.jcna.com) are pages with information for each JCNA Member Club. It is the responsibility of each JCNA club to ensure that the information on their club page is accurate and current. The club website is an excellent means to attract new and potential members and

Updating and editing the Club information is straightforward and can be completed by anybody familiar with a word processor and entering information on website forms using the steps below.

Step 1 Use a web browser to the access WWW.JCNA.COM.



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Step 2. Click on **Login** (Must be in the upper left corner highlighted)

This will take you to the login screen. Enter the club JCNA Region+Number e.g. SW05 and the club password. If you do not know the password, contact the JCNA Webmaster who will provide this to a Club official.

After entering the club id and the password click on **Login** or press enter.

LOG IN

Log in Create new account Reset your password

Username*
SW05

Password*

Log in

If this is your first time signing in or if you experience difficulties logging into the website, please reset your password by clicking on the RESET button below.

Reset Password

Step 3. After logging in as the Club member, the main club edit panel is displayed. Select **Update your Club Data** on the panel.

CLUB ADMIN DASH

Many new and exciting features, along with a revamped club pages. Scoring your events, posting news and articles. JCNA is now easier than ever. Follow the instructions for the website, add events, add scores, and more!

MAIN SERVICES

UPDATE YOUR CLUB DATA

Update club officers, address, dues amount, activate paypal option, general club info, announcement, etc..

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Step 4. On the next panel the Club Data Edit panel will be displayed. Select each field to be updated and enter your club data.

The screenshot shows the 'Club Data Edit' panel on the JCNA website. The 'View' and 'Edit' buttons are highlighted with a red box. The form contains the following fields:

- Current password**: A text input field.
- Email address***: A text input field containing 'Webmaster@jags.org'.
- Password**: A text input field.
- Confirm password**: A text input field.
- Club Information**: A section header.
- Club Name**: A text input field containing 'Jaguar Associate Group (SW05)'.
- Club Address**: A text input field containing '37 Campbell Lane'.
- City**: A text input field containing 'Menlo Park'.

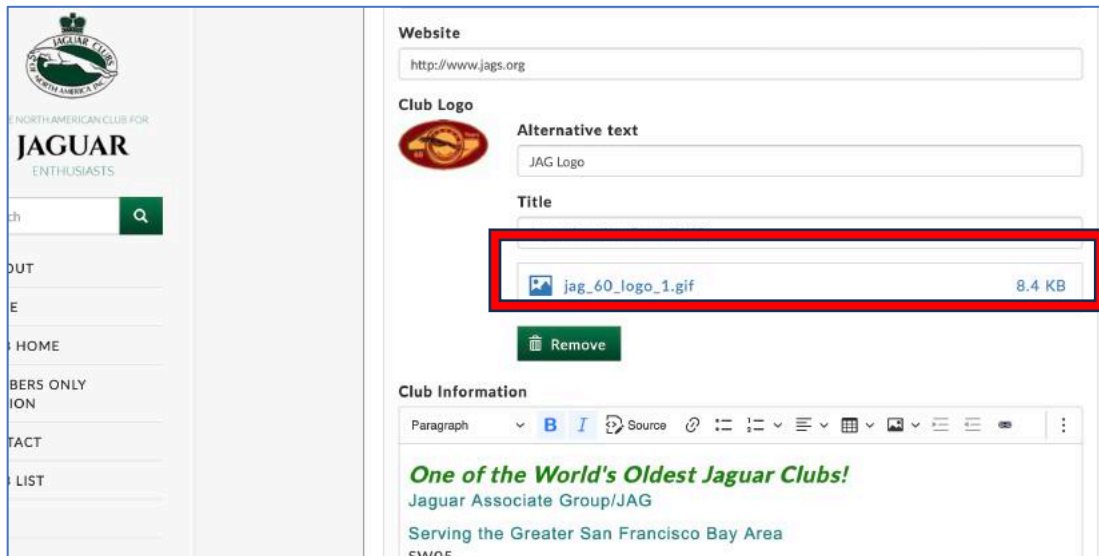
Step 5
Enter club data and scroll down to complete all fields on the panel.

The screenshot shows the 'Club Officer Directory' panel on the JCNA website. The panel contains the following fields:

- Club Officer Directory**: A section header.
- Presidents**: A section header.
- President Name**: A text input field containing 'Sandor Nagyszalanczy'.
- President Phone**: A text input field containing '831-425-5244'.
- President Email**: A text input field containing 'president@jags.org'.
- Second President Name**: A text input field containing 'Howard L. Smith (Past President)'.
- Second President Phone**: A text input field containing '408-264-5775'.
- Second President Email**: A text input field containing 'pastpresident@jags.org'.
- Vice Presidents**: A section header.
- VP Name**: A text input field containing 'Deborah Joy Hartunian'.

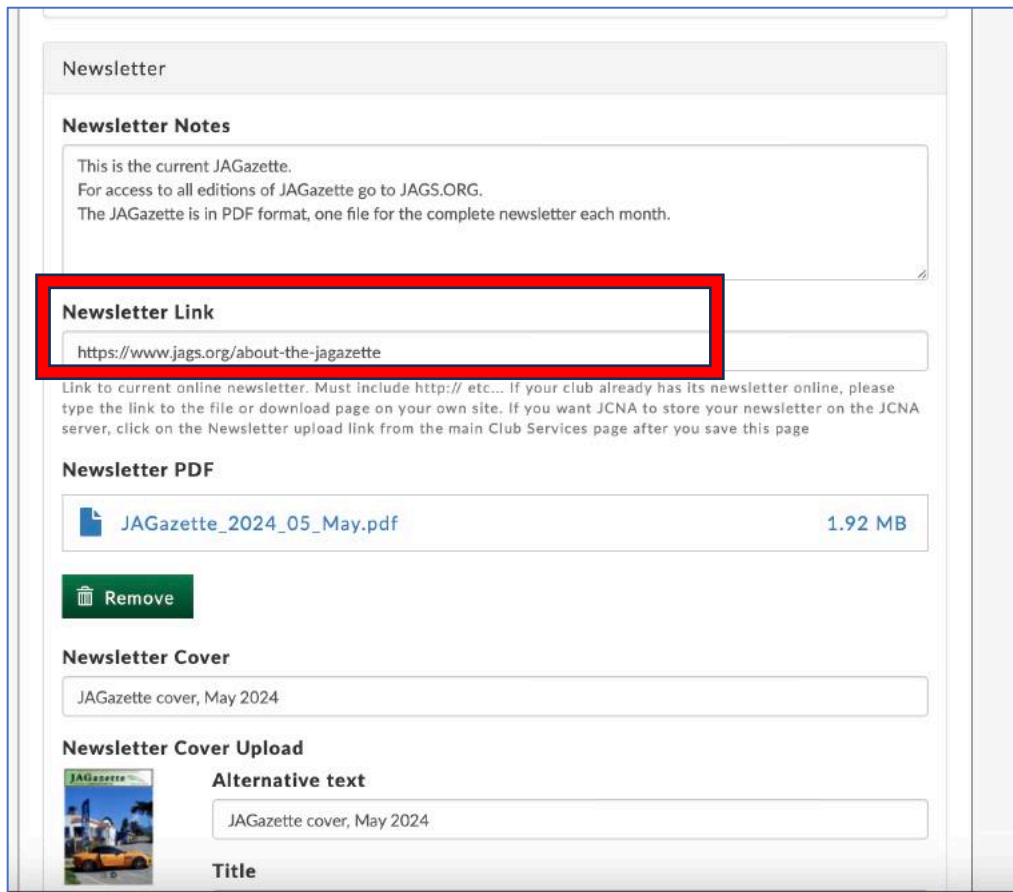
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Upload the Club Logo and a description of the club for display on the club page.



The screenshot shows the JCNA website editing interface. On the left is a navigation menu with links like HOME, MEMBERS ONLY, and CONTACT. The main content area is titled "Website" and contains a text field for the website URL (http://www.jags.org). Below this is the "Club Logo" section, which includes a small circular logo icon, an "Alternative text" field (containing "JAG Logo"), and a "Title" field. A file upload area is highlighted with a red box, showing a file named "jag_60_logo_1.gif" with a size of 8.4 KB and a "Remove" button. Below the logo section is the "Club Information" section, which has a rich text editor containing the text: "One of the World's Oldest Jaguar Clubs! Jaguar Associate Group/JAG Serving the Greater San Francisco Bay Area".

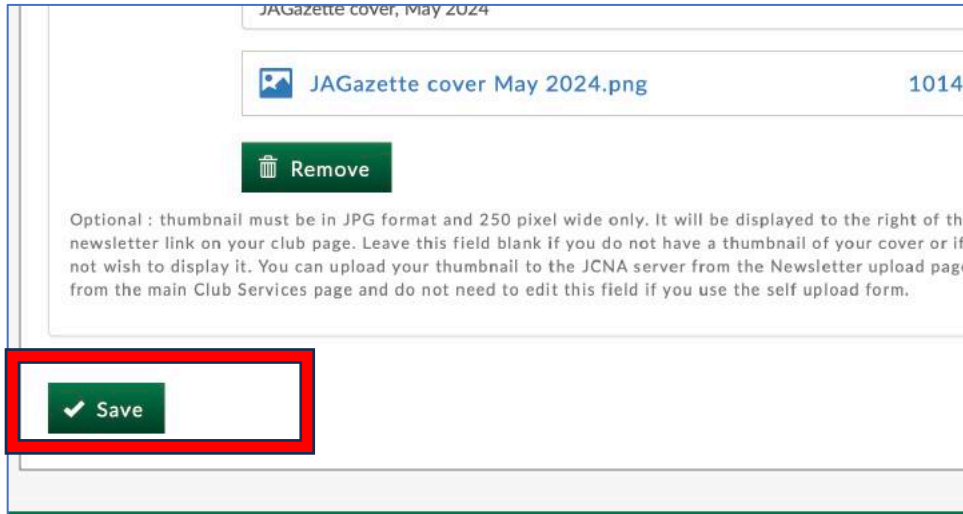
Step 6 Scroll down and either upload the latest club Newsletter or upload a .pdf copy of the latest club newsletter.




The screenshot shows the "Newsletter" section of the JCNA website editing interface. It includes a "Newsletter Notes" section with a text area containing the text: "This is the current JAGazette. For access to all editions of JAGazette go to JAGS.ORG. The JAGazette is in PDF format, one file for the complete newsletter each month." Below this is a "Newsletter Link" section, which is highlighted with a red box, containing a text field with the URL "https://www.jags.org/about-the-jagazette". Below the link section is a "Newsletter PDF" section, which shows a file named "JAGazette_2024_05_May.pdf" with a size of 1.92 MB and a "Remove" button. Below the PDF section is a "Newsletter Cover" section, which contains a text field with the text "JAGazette cover, May 2024". Finally, there is a "Newsletter Cover Upload" section, which includes a small thumbnail image of a Jaguar car, an "Alternative text" field (containing "JAGazette cover, May 2024"), and a "Title" field.


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Step 7 When edits are complete or intermittently select SAVE to save the data that you entered.




JAGazette cover, May 2024

 JAGazette cover May 2024.png 1014.

 Remove

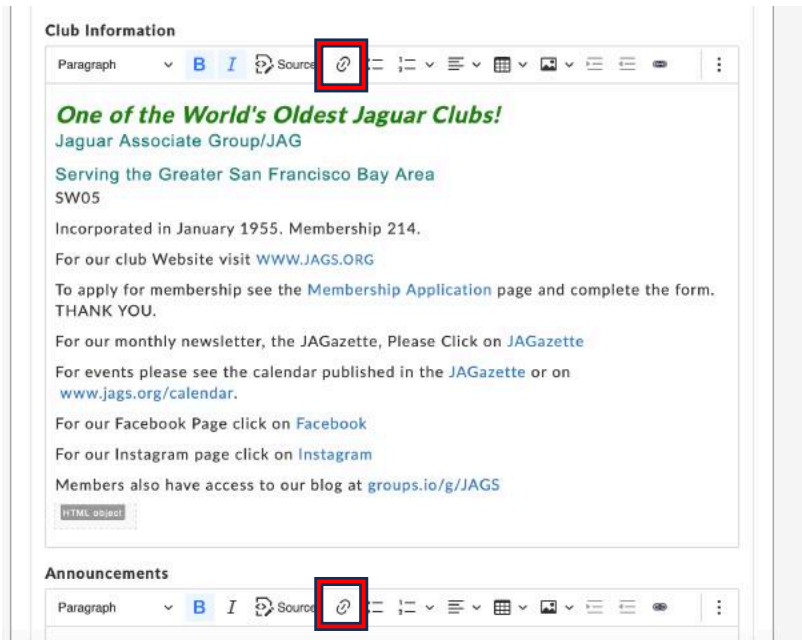
Optional : thumbnail must be in JPG format and 250 pixel wide only. It will be displayed to the right of the newsletter link on your club page. Leave this field blank if you do not have a thumbnail of your cover or if not wish to display it. You can upload your thumbnail to the JCNA server from the Newsletter upload page from the main Club Services page and do not need to edit this field if you use the self upload form.

 Save

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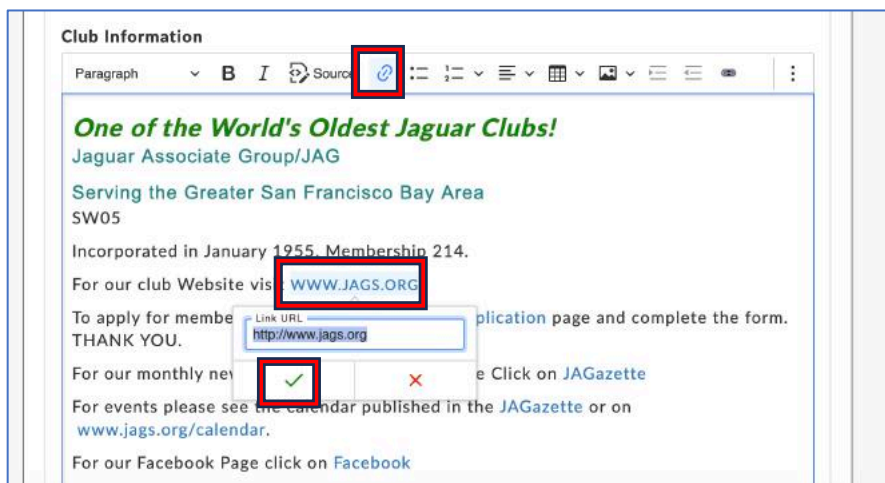
Step 8 Enter the club information including links to your Club Website.

An important button on the heading menu for Club Information and Announcements is the “Link” button (Highlighted). Use this button to create links to your website, your online member application form, etc.



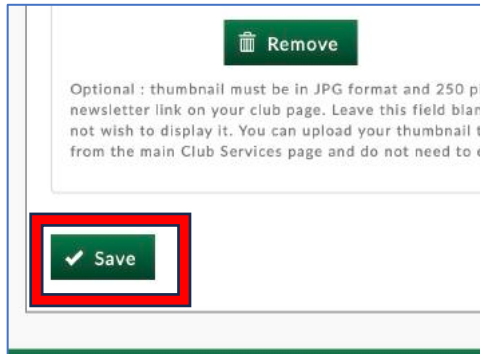
To use this feature,

1. Enter the text that will be displayed for the link,
2. Select this text
3. Click the “Create Link” button. A Link sub-panel is opened.
4. Enter the web address to be linked
5. Click on OK (the tick icon) to close the sub-panel

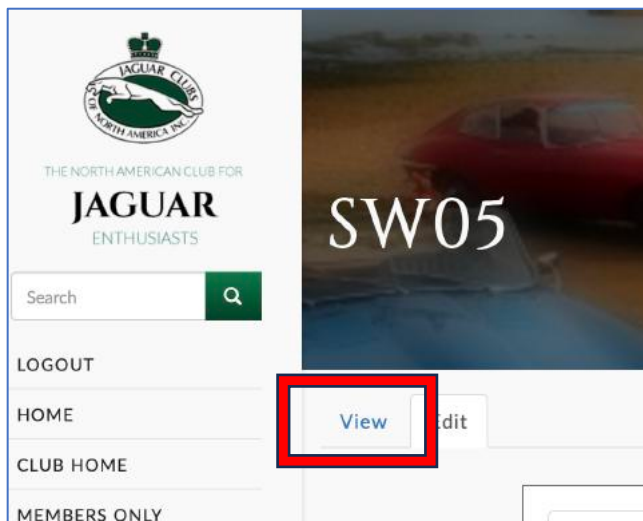


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Step 9. When your edits are complete. Save your edits.



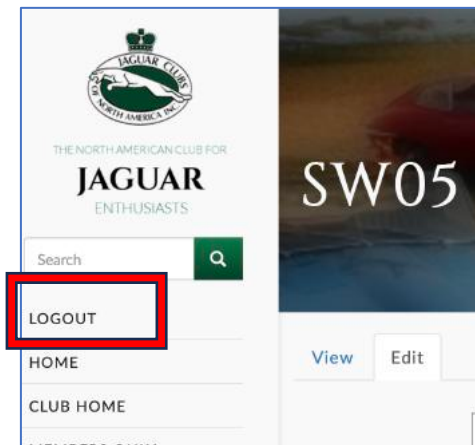
Step 10. Scroll back to the top of the page to review your updated Club Page by selecting the "View" tab.



If your page needs further update, select Edit to make further updates but remember to Save each time before you select View.

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Step 11. When the edits are complete Logout from the JCNA website.



Have fun and keep your Club Information up to date.

If you have any questions, please contact the JCNA webmaster or the authors.

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