



# **Administrator's Guide**

**SiteDJ™ and SiteDJ Limited Edition™**

**Version 4.0**



# Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>3</b>
<b>INTRODUCTION</b> .....	<b>5</b>
<b>YOUR WEBSITE</b> .....	<b>6</b>
<i>Event Listing</i> .....	6
<i>Calendar</i> .....	6
<i>Event Detail</i> .....	6
<i>Guest List</i> .....	7
<i>Picture Gallery</i> .....	7
<i>Gallery Detail Page</i> .....	7
<i>Links</i> .....	8
<i>Forms</i> .....	8
<i>Polls (not available in SiteDJ Limited Edition)</i> .....	8
<i>Member Pages (not available in SiteDJ Limited Edition)</i> .....	8
<b>ADMINISTRATIVE INTERFACE</b> .....	<b>10</b>
<i>Logging In to SiteDJ</i> .....	10
<i>Navigation</i> .....	11
<i>HTML Fields and the Toolbar</i> .....	13
<b>EVENTS</b> .....	<b>14</b>
<i>Add Event</i> .....	15
<i>Edit Events</i> .....	17
<i>Guestlists</i> .....	18
<i>Add Event Type</i> .....	18
<i>Edit Event Type</i> .....	19
<b>GALLERIES</b> .....	<b>19</b>
<i>Add Picture</i> .....	20
<i>Edit Picture</i> .....	21
<i>Sort Pictures</i> .....	22
<i>Change Thumbnail</i> .....	22
<i>Delete Pictures</i> .....	23
<i>Add Document</i> .....	23
<i>Edit Document</i> .....	24
<i>Add Media</i> .....	25
<i>Edit Media</i> .....	26
<i>Add Gallery</i> .....	26
<i>Edit Galleries</i> .....	27
<b>LINKS</b> .....	<b>28</b>
<i>Add Link</i> .....	28
<i>Edit Link</i> .....	29

<i>Add Link Type</i> .....	29
<i>Edit Link Type</i> .....	29
TEXT .....	30
<i>Edit Text</i> .....	30
<i>Update Site</i> .....	30
MEMBERS .....	31
<i>Add Member</i> .....	31
<i>Edit Member</i> .....	33
<i>Post Image</i> .....	33
<i>Renew Member</i> .....	33
<i>Download Members</i> .....	34
<i>Mail to Members</i> .....	34
<i>Send Expirations</i> .....	34
<i>Member Rates</i> .....	35
<i>Login as Member</i> .....	35
SURVEYS .....	36
<i>Add QuickPoll</i> .....	36
<i>Edit Quick Poll</i> .....	37
<i>Show Quick Poll</i> .....	37
ADMIN .....	37
<i>Edit Login</i> .....	38
<i>Add Users</i> .....	38
<i>Edit Users</i> .....	38
<i>Parameters</i> .....	39
SUPPORT .....	39
<i>Contact Support</i> .....	39
<i>Documentation</i> .....	39
<i>Show Log</i> .....	40
<i>Browser Info</i> .....	40
<i>Webstats</i> .....	40
<i>Encrypt</i> .....	40
<i>License</i> .....	40
<i>Copyright(s)</i> .....	41
LOGOUT .....	41
<b>APPENDIX A - SOFTWARE LICENSE AGREEMENT .....</b>	<b>42</b>
<b>APPENDIX B – SITEDJ LIMITS .....</b>	<b>43</b>

# Introduction

Websites often contain information that needs to be updated frequently. Examples include event calendars, news items, photographs, audio and video files, downloadable documents, and links. Some organizations also have *member pages* on their websites, with information about individual members.

Keeping all this information up-to-date on a traditional website requires the services of a *web designer* or *webmaster* who edits *html* files. The process is very time consuming, and can be quite expensive. That's why so many websites are out of date!

*SiteDJ* and *SiteDJ Limited Edition* solve this problem by allowing you to easily update frequently-changing information on your website, using simple online forms. *SiteDJ* is designed to meet the needs of schools, entertainment venues, nightclubs, restaurants, artists, and performers, who need to keep their websites up-to-date and promote their events. (The full version of *SiteDJ* can manage more information than *SiteDJ Limited Edition* – see Appendix B for specific limits. The full version also has features to support member pages and polls, which are not included in the Limited Edition.)

*SiteDJ* users can update their website by “logging in” to the *SiteDJ Administration* page, and filling in forms using a web browser. *SiteDJ* users can also create accounts for *members*, who can log in to update individual member pages on the website.

Note that *SiteDJ* does not allow you to change *all* information on your website. It manages *frequently changing* information such as events, announcements and pictures. You will still need help from a web designer when changing other information, or to re-organize or redesign your website.

Note that the features on your website are determined by your site design; your website will probably not use all the features available in *SiteDJ*.

# Your Website

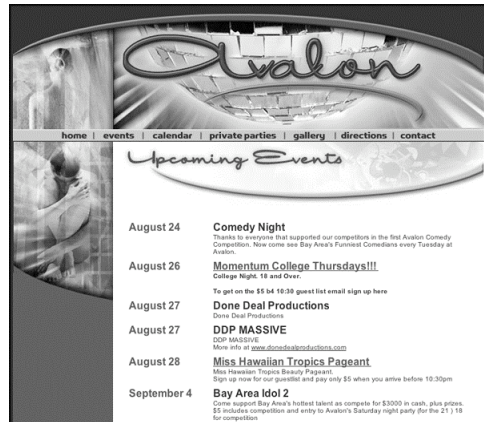
Your website will have many types of pages containing different information. Pages that change frequently are typically updated using SiteDJ. Depending on the design, your website may feature some or all of the page types listed below. Your web designer will tell you which pages are used, and what information will be required to use the SiteDJ Administration pages.

## Event Listing

A simple listing of upcoming events, typically organized sequentially by date, or by day of the week. For each event, the title, subtitle, date and description are listed. If an event is “weekly,” only the next occurrence of the event is listed.

If there is a picture, a graphic, or additional information available for the event, a link may be provided to an *Event Detail page*.

*Shown at right: an event listing page from a nightclub website.*



## Calendar

A monthly calendar view of upcoming events. Event titles are listed, with a link to an *Event Detail page*. Event calendars are especially useful for businesses that offer weekly events, activities, or regular classes.

*Shown at right: calendar page from an art studio website.*



## Event Detail

An expanded listing for a specific event, with an intro line, title, subtitle, date and

full description. The detail page may also include a picture or graphic, links for more information, event price and ticket information.

## Guest List

If there is a guest list for an event, the event description will include a link to a page where the site visitor may sign up for the guest list. Guests are sent an e-mail confirmation when they sign up.

## Picture Gallery

A Gallery of thumbnail pictures; clicking on a thumbnail shows a larger version of the picture in a Gallery Detail window. The Gallery may span more than one page if there are too many pictures.

*Shown at right: a photo gallery page from a nightclub website.*

Your website may have more than one Gallery, featuring different types of pictures. For example, an entertainment venue may have a Gallery with pictures of guest artists, and a different Gallery with crowd shots or pictures submitted by customers. An artist may have multiple galleries featuring different types of work.

Your website may also have a “gallery” of video or audio files, or even a gallery of *pdf* documents, but picture galleries are the most common.

## Gallery Detail Page

An expanded view of a picture from the Gallery. Depending on your site design, the expanded view may include additional text, such as a title or description. The picture may be shown in the main browser window, or in a pop-up window.

*Shown at right: a pop-up gallery detail page from an art festival website.*



## Links

Your website may have a Links page with links to other websites. Examples of uses for Links pages include links to news stories about your organization, resources for your site visitors, etc.

## Forms

Special purpose forms may be included on your website. The most typical forms include information requests, room reservations, or event sign-ups.

A form may have a number of “fields” to be filled in by your site visitors. When the form is submitted, the information will be mailed to a specified e-mail address for someone on your management staff.

You can have any number of forms on your site, and each may be directed to a different e-mail address.

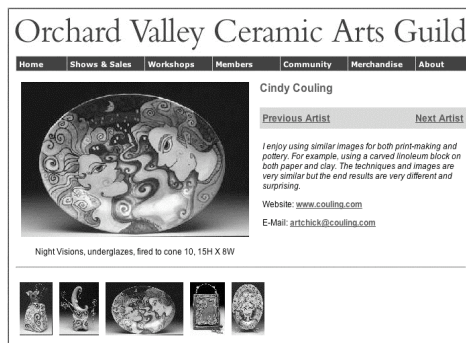
## Polls (not available in SiteDJ Limited Edition)

Your website may feature a simple poll. Your site visitors can submit their response and see the current “tally” of responses. SiteDJ allows you to view poll results and change polls.

## Member Pages (not available in SiteDJ Limited Edition)

You may offer *members* their own page on your site. Member pages display information about the members, and may display pictures uploaded by the members. Member pages are often used by art groups, or groups of performers, to allow members to feature their work.

*Shown at right: a member page from an art guild website.*



If your site offers member pages, members may log in to update the contents of their page. After logging in, a member may access the following functions:

**Contact Info** – edit their contact information.

**Profile** – edit the profile information that appears on their member page.

**Pictures** – upload, delete, or re-arrange pictures and picture captions that appear on their member page. SiteDJ allows you to configure up to five classes on members; the classes may be allowed to upload different numbers of pictures.

**Find Member** – find contact information on other members.

# Administrative Interface

The SiteDJ administrative interface lets you – and other designated users - update and manage your website. This administrative interface is *not the same* as the “Site Control” interface provided by hostway.com, which is used for managing your billing information, e-mail accounts, etc.

Note that, depending on your website design, some of the features described below may not be available. This is not a deficiency in your site; it simply means that not all of SiteDJ’s features are appropriate or required to fulfill the business goals of your website.

## Logging In to SiteDJ

To log in to your administrative interface:

In your web browser, go to <http://yourwebsite/login.html>. For example, <http://www.dancemagic.com/login.html> (you may want to “bookmark” the login page in your browser).

Use the **user name** and **password** given to you by LunaGraphica. Note that you can change the name and password using the **Edit Login** function on the **Admin** submenu, described below. You can also add user names and passwords for other SiteDJ users, so that they can log in and update your website. Not all users can perform all functions; you can specify which types of function each user can perform. Form example, you may allow one user to update event information, and a different user to update member information.

Once you log in, you will see a menu of functions listed on the left side of the page. Each of these functions is described below.

Note that, if you have forgotten your password, you can click the **Forgot Password** link on the login page and a *new password* will be sent to your e-mail address. You can then log in and change the password if you wish.

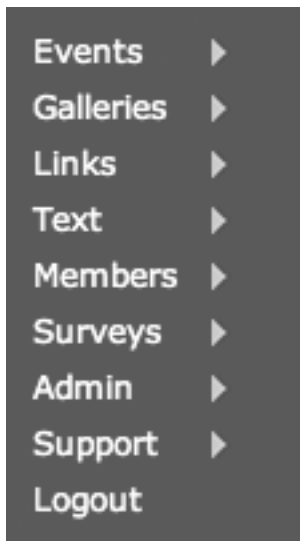
Also note: as a *security measure*, if you do not perform any functions in SiteDJ, you will be automatically logged out after about 20 minutes. Then, when you try to do something in SiteDJ, you’ll get an error message stating that your session has timed out. Just return to the login page and log in again.

## Navigation

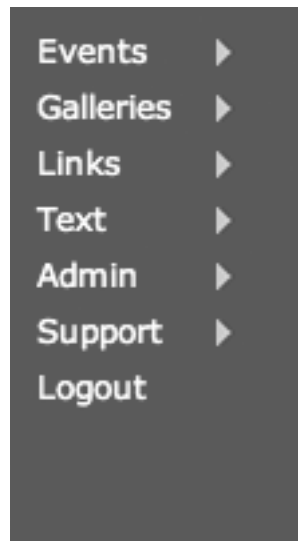
When you log in to SiteDJ, you'll see a *navigation menu* on the left side of the page. The navigation menu is used to move to different pages within SiteDJ, to make different types of updates on your website. It is shown on every page within SiteDJ, so you can always find the functions you need to perform.

The navigation menu shows the major groups, or types, of functions available in SiteDJ. The full version of SiteDJ and SiteDJ Limited Edition have slightly different menus:

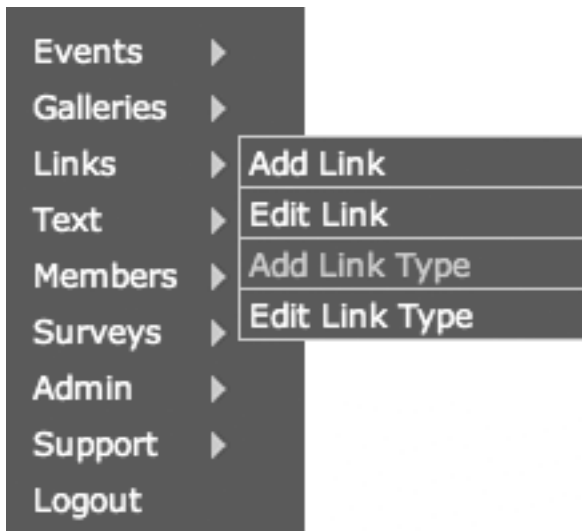
### **SiteDJ:**



### **SiteDJ Limited Edition:**



As you move your mouse down the navigation menu, sub-menus of functions will appear to the right of the “arrows.” By moving your mouse to the right, you can click to select the function you'd like to perform.



In this example, the user has moved the mouse over the **Links** area of the navigation menu, and SiteDJ is displaying a submenu of the various functions relating to links.

On the following pages, we'll talk about each SiteDJ function. The descriptions below are organized into groups of functions, just like the SiteDJ navigation menu, and each discussion starts by showing the sub-menu for a particular type of function.

Most SiteDJ functions will require you to enter information into *web forms*.

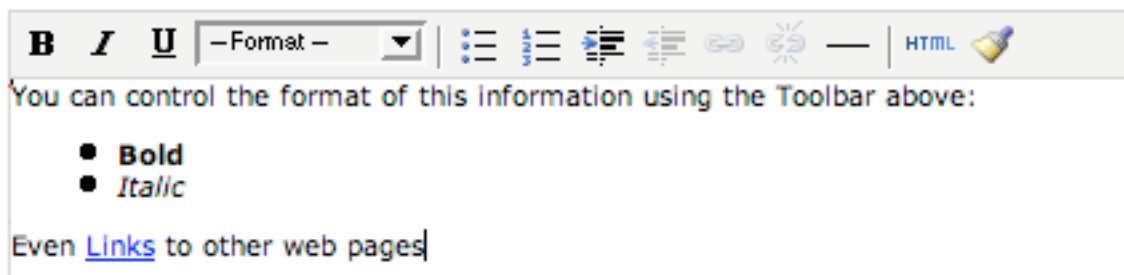
**Bold** labels indicate required items on the forms; you must fill in these fields on the form.

If you make an error filling in the form (such as entering an invalidate date in a date field), an error message will be displayed. You can use the **BACK** button built into your web browser to return to the form and correct the error. Note that, when an error is detected, the website is *not updated* until you've corrected the error.

*It's a very good idea to composed your text in a word processor before adding a new item to the website.* Then you can copy the text from your word processor, and paste it into the appropriate fields on the form. If you simply type directly into a form, and you encounter problems, you may lose all your work.

## HTML Fields and the Toolbar

Some fields on the form have a *Toolbar* at the top (see the figure below). This Toolbar allows you to control the display formatting of the information in that field by editing HTML (the language of the web).



In general, to use the Toolbar, highlight some text within the field and then select one of the Tools from the Toolbar. These are:

**B** – makes the selected text bold (or turns off bold)

**I** – makes the selected text italic (or turns off italics)

**U** – makes the selected text underlined (or turns off underlining)

**Format** – allows you to specify whether the selected text is a simple paragraph, a level 1 heading (most important heading), a level 2 heading, or a level 3 heading.

**Bullet list** – allows you to designate the selected text as a bulleted list (or turn of bulleting for the selected text)

**Numbered list** – allows you to designate the selected text as a numbered list (or turn of numbering for the selected text)

**Indent** –increases the indentation for the selected text. This can be used to create sublists within bulleted or numbered lists.

**Outdent** –decreases the indentation for the selected text.

**Link** – indicates that the selected text is a link to another webpage. When you select Link, a dialog will appear so you can enter the URL (web address) of the page, if the new page should be displayed in a new window, and what you want to call the link.

**Unlink** – removes linking from the selected text.

**Horizontal Line** – inserts a horizontal divider in the text.

**HTML** – displays all the text from the field, along with the HTML formatting commands, in a separate *Edit Window*. You can edit the HTML directly, and then select the **Update** button in the Edit Window to copy the edited text and HTML from Edit Window back into the field. Note that this does not change the information displayed on the website; you still need to select the **Update** button at the bottom of the form. It's quite possible to seriously damage the display of a page using the Edit window; it's best to avoid HTML editing unless you are an expert.

**Clean Up** – causes the SiteDJ software to review the HTML in the field and attempt to correct errors or problems. Try this if you have used the HTML Edit Window.

---

## ***Events***



The **Events** functions allow you to add, update, and delete the events that appear on the event listings or calendar pages of your website. You can also view and print lists of guest signups for your events.

## Add Event

The page is used to add an event to your Event Listing page and Calendar page, and also to create an Event Detail page for the event. When you select this function, SiteDJ will display a form, where you can fill in all the information about the event. The form is long and looks very intimidating, but if you take your time and simply provide the information requested, you'll find it's not hard to use.

You can provide the following information for each event:

**Title** [required] - the name of the event as it will appear on the Event Listing page, Calendar page, and Event Detail page.

**Intro Line** - this will precede the Title on the Event Detail page. You might say something like, "DanceMagic is proud to present"

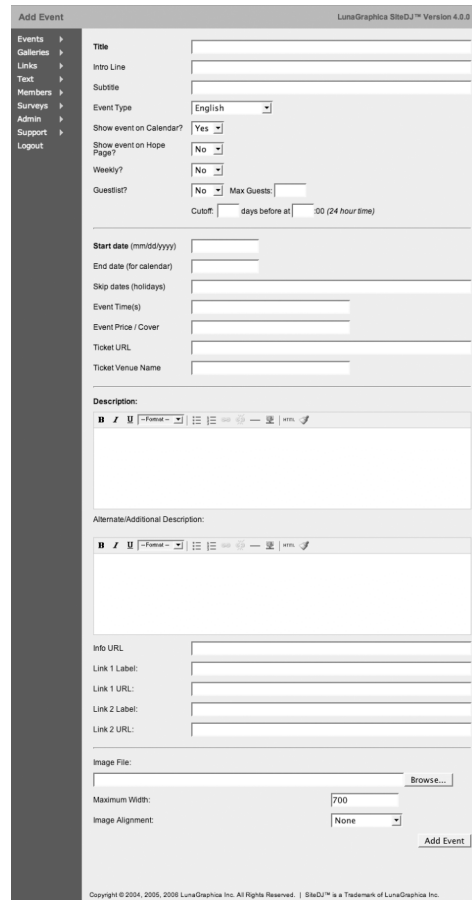
**Subtitle** - appears below the Title on the Event Listing page and Event Detail page.

**Event Type** – if your website has listings for different types of events, use this to specify the type.

**Show on: Calendar** – normally you will set this to Yes, to display the event on your Events page and Calendar page. You may set it to No if you want to hide an event, but not delete the information.

**Show on: Home Page** –set this to Yes, to display the event on your Home page. (Not all website designs support this feature!)

**Weekly?** – set this to Yes if you want the event to be repeated every week on the Calendar. Note that the Start Date will be used to determine the day of the week for the event.



The screenshot shows the 'Add Event' form in SiteDJ software. The form is titled 'Add Event' and is part of the LunaGraphica SiteDJ™ Version 4.0.0 interface. It features a dark sidebar on the left with a navigation menu containing items like 'Events', 'Galleries', 'Links', 'Text', 'Members', 'Surveys', 'Admin', 'Support', and 'Logout'. The main form area contains several sections: 'Title' (text input), 'Intro Line' (text input), 'Subtitle' (text input), 'Event Type' (dropdown menu), 'Show event on Calendar?' (Yes/No dropdown), 'Show event on Home Page?' (Yes/No dropdown), 'Weekly?' (Yes/No dropdown), 'Guests?' (No/Max Guests dropdown), 'Cutoff' (days before at: [input] :00 (24 hour time)), 'Start date (mm/dd/yyyy)' (text input), 'End date (for calendar)' (text input), 'Skip dates (holidays)' (text input), 'Event Time(s)' (text input), 'Event Price / Cover' (text input), 'Ticket URL' (text input), and 'Ticket Venue Name' (text input). Below these are two rich text editors for 'Description:' and 'Alternate/Additional Description:', each with a toolbar containing bold, italic, underline, link, unlink, list, and image icons. At the bottom, there are fields for 'Info URL', 'Link 1 Label', 'Link 1 URL', 'Link 2 Label', 'Link 2 URL', 'Image File' (with a 'Browse...' button), 'Maximum Width' (700), and 'Image Alignment' (None). An 'Add Event' button is located at the bottom right. A copyright notice at the bottom reads: 'Copyright © 2004, 2005, 2006 LunaGraphica Inc. All Rights Reserved. | SiteDJ™ is a Trademark of LunaGraphica Inc.'

**Guest List** – set this to Yes if you want to allow sign-ups for a free guest list for the event.

**Max Guests** – you can set the maximum number of free guests. Leave this blank if there is no limit to the guestlist.

**Cutoff** – you can close the event list several days or hours before the event. Leave this blank to allow signups right up to the event time.

**Start Date** [required] - the date on which the event will occur. For Weekly events, this is the first date.

**End Date** –this is the last date on which the event will occur. It is used for weekly events and for multi-day events. You can leave this blank for single day events.

**Skip Dates** – for Weekly events, you may wish to list one or more dates when the event does not occur (for example, holidays that fall between the start and end dates). Enter the dates, separated by commas.

**Event Times** – event start and end times.

**Event Price / Cover** – event price information.

**Ticket URL** – a link to a ticket purchase page. This may be a page you have set up, or a link to an external ticket agency.

**Ticket Venue Name** – the name of the online ticket agency (e.g. TicketMaster, Box Office).

**Description** [required] - the description will appear on the Events page and Event Detail page. Note that “returns” and blank lines in the description are ignored. You can “format” the description by including HTML tags. Unless you have checked Allow Complex HTML, you are limited to the tags shown in Appendix A.

**Alternate / Additional Description** – typically a longer or more detailed description, used on the Event Detail page.

**Info URL** – if you provide an info URL, the Event Listing page and Event Detail page will include a link for more information. You may want to do this if a guest

artist or promoter has a webpage of his or her own, or if there is a webpage with additional information on the event.

**(Site Specific Fields)** – there may be up to four additional fields where you may enter information specific to your website design. Many sites will not make use of these additional fields. Your web designer will provide you with instructions if these fields are used on your website.

**Image** – you can select a jpg, gif, or png image file on your local computer disk, and transfer it to your website. This picture will be shown on your Event Detail pages; a thumbnail (smaller version) may be automatically created and displayed on the Event Listing page. For example, you may want to show a flyer for the event, or a picture of a guest artist or performer.

When you add the event, the image file will be uploaded to your website and displayed on the Event Listing page or the Event Detail page (depending on your site design). Uploading may take a long time if the image file is large or your web connection is slow!

**Maximum Width** – The maximum width for the image; larger images will be scaled to this size. Your site designer will insert a recommended width. In general, you can enter a smaller size, but you should not increase the size beyond what your site designer has specified. If the image you upload is larger than the specified size, SiteDJ will scale the image down.

**Image Alignment** – you can specify where on the page the image should appear.

When you have completed the **Add Event** form, review all the information, and then click the **Add Event** button.

## **Edit Events**

The function allows you to select a previously added event to edit. On the selection form, you can choose a specific type of event to view, or you can view a list of all events.

Select an event from the list and click the **Edit Event** button or the **Delete Event** button. Use the **Delete Event** button with care! Although SiteDJ will ask you to confirm or cancel, once you delete an event you can't recover it.

If you click the **Edit Event** button, you will be shown a form you can use to edit the information. The information is the same as described for the **Add Event** function.

You can change any information, and you can even select a new image file to replace a previous image.

When you have completed the form, click the **Update Event** button at the bottom of the form.

Note that there are two buttons on this form that do not appear on the **Add Event** form: a **Delete Image** button (if there is an existing image for the event), and a **Delete Event** button. Use these buttons with care! Although SiteDJ will ask you to confirm or cancel, once you delete an event or image you can't recover it.

## Guestlists

This function displays the guestlists for all upcoming events. (Guest sign-ups for previous events are automatically deleted.)

The list is sorted by last name, so you can print the list and give it to your door staff to check guests. (Guests may also bring the e-mail confirmation that is sent when they sign up.)

By default, guestlists for *all* upcoming events are shown. To see the guestlist for a specific date, enter the date (mm/dd/yy) and click the **Show** button.

## Add Event Type

This function will generally be used only by your website designer; it allows you to show and manage various different types of events on your website. When you select this function, SiteDJ will display a form, where you can fill in all the information about the event type:

**Type Name** [required] – a descriptive name.

**Type Code** [required] – a unique code of up to 8 characters.

When you have completed the **Add Event Type** form, review all the information, and then click the **Add Event Type** button.

## Edit Event Type

The function allows you to select a previously added event type to edit. Select an event type from the list and click the **Edit Event Type** button or the **Delete Event Type** button. Use the **Delete Event Type** button with care! Although SiteDJ will ask you to confirm or cancel, once you delete an event type you can't recover it.

If you click the **Edit Event Type** button, you will be shown a form you can use to edit the information. The information is the same as described for the **Add Event Type** function.

You can change the descriptive name of the event type, but NOT the type code.

When you have completed the form, click the **Update Event Type** button at the bottom of the form.

Note that there is a button on this form that does not appear on the **Add Event Type** form: a **Delete Event Type** button. Use this button with care! Although SiteDJ will ask you to confirm or cancel, once you delete an event type you can't recover it.

## Galleries

Add Picture
Edit Picture
Sort Pictures
Change Thumbnail
Delete Pictures
Add Document
Edit Document
Add Media
Edit Media
Add Gallery
Edit Gallery

The **Galleries** functions allow you to add, update, and delete galleries and their contents, including pictures, documents, and media files.

Note that we use the term *Gallery* to describe any page or area of your site that contains a set of photos, documents, or media files. Not all websites will use all these file types!

## Add Picture

The page is used to add a jpg, gif, or png picture to a Gallery page.

You can provide the following information for each picture:

**Title** [required] - the name of the picture. Depending on your website design, this may or may not be displayed on your Gallery page or Gallery Detail page.

**Show Picture** – normally you will set this to Yes, to display the picture in your Gallery. You may set it to No if you want to hide a picture, but not delete it.

**Gallery** – select the Gallery page where you want the picture to appear. If your site does not have multiple Galleries, you can leave this set to *Default*.

**Description** – additional information about the picture. Depending on your website design, this may or may not be displayed on your Gallery Detail page.

**Price** – if the picture represents an item for sale, you can specify a price here.

**(Site Specific Fields)** – there may be up to two additional fields where you may enter information specific to your website design. Many sites will not make use of these additional fields. Your web designer will provide you with instructions of these fields are used on your website.

**Image** [required] – select a jpg, gif, or png image file on your local computer disk. This file will be uploaded to your website when you submit the form. Click the Browse button to open up a file “browser” window on your computer so you can select the picture file.

Once it is uploaded, the image file will be displayed on a Gallery page or a Gallery Detail page (depending on your site design). Uploading may take a long time if the image file is large or if your web connection is slow!

**Maximum Width** – Allows you to specify the maximum width for the image. Your site designer will insert a recommended width. In general, you can enter a smaller size, but *you should not increase the size* beyond what your site designer has specified. If the image you upload is larger than the specified size, SiteDJ will scale the image down.

**Maximum Height** – Allows you to specify the maximum height for the image. Your site designer will insert a recommended height. In general, you can enter a

smaller size, but *you should not increase the size* beyond what your site designer has specified. If the image you upload is larger than the specified size, SiteDJ will scale the image down.

**Max Thumbnail** – Allows you to specify the size for an image thumbnail. Your site designer will insert a recommended size. In general, you can enter a smaller size, but *you should not increase the size* beyond what your site designer has specified.

After the size field, there is a field that allows you to specify how the thumbnail will be constrained: **square** (thumbnail will be cropped to a square); **height** (the thumbnail height will be set to the Max Thumbnail size); **width** (the thumbnail width will be set to the Max Thumbnail size); **constrained** (the larger dimension will be set to the Max Thumbnail size).

**Alternate Description** – additional information about the picture.

When you have completed the **Add Picture** form, review all the information, and then click the **Add Picture** button at the bottom of the form.

Note that a Gallery may be limited to a specific number of pictures. If you add too many pictures to a Gallery, the *oldest* pictures in that Gallery will be automatically deleted. If you want to choose other pictures to delete, select the **Delete Pictures** function from the menu on the left side of the page before adding additional pictures.

## **Edit Picture**

The function allows you to select a previously added picture and edit its information or replace the image file.

The **Edit Picture** function will display a set of image thumbnails, so that you can select the picture to edit. If the picture you're looking for isn't visible, use the links in the upper right corner of the screen to skip to other pages of thumbnails. You can also use the pop-up menu to narrow the display to a particular Gallery.

When you see the image you want to edit, select it using the *radio button* beside the thumbnail, and click the **Edit** button at the bottom of the form.

You will then be shown a form you can use to edit the picture information. The information is the same as described for the **Add Picture** function.

You can change any information, and you can even select a new image file to replace a previous image.

When you have completed the form, click the **Update Picture** button.

Note that there is a button on this form that does not appear on the **Add Picture** form: a **Delete Picture** button. Use this button with care! You cannot “undo” a deletion.

**Swap With** – You can also *swap the position* of a picture with another picture in your gallery. To do this, enter the Picture # of the other picture in the Swap With field, and click the **Swap Picture** button. We’ve maintained this function from previous versions of SiteDJ, but there is also a more powerful way to re-arrange pictures in a gallery, the **Sort Pictures** function.

## Sort Pictures

The page is used to re-arrange pictures on a Gallery page.

The form lists the pictures in a selected Gallery, in the order in which they will appear. Next to each picture is a number indicating the current order of the pictures.

To change the order, simply replace the numbers. For example, enter a ‘1’ next to the picture you’d like to appear first; a ‘2’ next to the picture you want to be second, and so forth.

When you click the **Re-Arrange Pictures** button, the order of the pictures in the Gallery will be changed to match the numbers you have entered.

## Change Thumbnail

The function allows you to change the thumbnail for a previously added picture.

When you first add a picture, SiteDJ creates a thumbnail by cropping and scaling down the image file. You may not like the thumbnail SiteDJ chooses for the picture... this function allows you to choose a different thumbnail.

The **Change Thumbnail** function will display a set of picture thumbnails, so that you can select the thumbnail to change. If the picture you’re looking for isn’t visible, use the links in the upper right corner of the screen to skip to other pages

of thumbnails. You can also use the pop-up menu to narrow the display to a particular Gallery.

When you see the thumbnail you want to change, select it using the *radio button* beside the thumbnail, and click the **Continue** button at the bottom of the page.

SiteDJ will display another page, showing the current thumbnail, and several alternatives. Click the *radio button* next to the thumbnail you prefer, and click the **Change** button at the bottom of the page. If you'd like to keep the current thumbnail, don't click the **Change** button – simply select another function from the main menu on the left side of the page.

## Delete Pictures

This function allows you to delete a number of pictures at the same time. For example, you may want to delete old photos to “clean up” your Gallery.

The **Delete Pictures** page looks a little like your Gallery page. You can use the links on the upper right to skip through sets of pictures. You can also use the pop-up menu to narrow the images to a specific Gallery. When you find a page with pictures you want to delete, click the checkboxes for the images you want deleted, and then click the **Delete** button.

Be *very careful* when using this function. If you delete a picture, you can't get it back.

## Add Document

The page is used to add a pdf, txt, or Word doc file to a document Gallery page.

You can provide the following information for each document:

**Title** [required] - the name of the document. Depending on your website design, this may or may not be displayed on your Gallery page or Gallery Detail page.

**Show Document** – normally you will set this to Yes, to show the document in your Gallery. You may set it to No if you want to hide a document, but not delete it.

**Gallery** – select the Gallery page where you want the document to appear. If your site does not have multiple Galleries, you can leave this set to *Default*.

**Description** – additional information about the document. Depending on your website design, this may or may not be displayed on your Gallery Detail page.

**Price** – if the picture represents an item for sale, you can specify a price here.

**(Site Specific Fields)** – there may be up to two additional fields where you may enter information specific to your website design. Many sites will not make use of these additional fields. Your web designer will provide you with instructions of these fields are used on your website.

**Document** [required] – select a doc, pdf, or txt document file on your local computer disk. This file will be uploaded to your website when you submit the form. Click the Browse button to open up a file “browser” window on your computer so you can select the document file.

Once it is uploaded, the document file will be listed on a Gallery page (depending on your site design). Uploading may take a long time if the document file is large or if your web connection is slow!

**Alternate Description** – additional information about the document.

When you have completed the **Add Document** form, review all the information, and then click the **Add Document** button at the bottom of the form.

## **Edit Document**

The function allows you to select a previously added document and edit its information or replace the document file.

The **Edit Document** function will display a list of documents, so that you can select the document to edit. You can also use the pop-up menu to narrow the display to a particular Gallery.

Select a document from the list and click the **Edit Document** button or the **Delete Document** button. Use the **Delete Document** button with care! Although SiteDJ will ask you to confirm or cancel, once you delete a document you can't recover it.

If you click the **Edit Document** button, you will be shown a form you can use to edit the information. The information is the same as described for the **Add Document** function.

You can change any information, and you can even select a new document file to replace a previous document.

When you have completed the form, click the **Update Document** button at the bottom of the form.

Note that there is a button on this form that does not appear on the **Add Document** form: a **Delete Document** button. Use this button with care! Although SiteDJ will ask you to confirm or cancel, once you delete a document you can't recover it.

## **Add Media**

The page is used to add a video or audio file to a media Gallery page.

You can provide the following information for each media file:

**Title** [required] - the name of the media file. Depending on your website design, this may or may not be displayed on your Gallery page or Gallery Detail page.

**Show Media** – normally you will set this to Yes, to show the media file in your Gallery. You may set it to No if you want to hide a media file, but not delete it.

**Gallery** – select the Gallery page where you want the media file to appear. If your site does not have multiple Galleries, you can leave this set to *Default*.

**Description** – additional information about the media file. Depending on your website design, this may or may not be displayed on your Gallery Detail page.

**Price** – if the picture represents an item for sale, you can specify a price here.

**(Site Specific Fields)** – there may be up to two additional fields where you may enter information specific to your website design. Many sites will not make use of these additional fields. Your web designer will provide you with instructions of these fields are used on your website.

**Media File** [required] – select an mp3, wav, QuickTime, avi, or mpeg media file on your local computer disk. This file will be uploaded to your website when you submit the form. Click the Browse button to open up a file “browser” window on your computer so you can select the media file.

Once it is uploaded, the media file will be listed on a Gallery page (depending on your site design). Uploading may take a long time if the media file is large or if your web connection is slow!

**Alternate Description** – additional information about the media file.

When you have completed the **Add Media** form, review all the information, and then click the **Add Media** button at the bottom of the form.

## **Edit Media**

The function allows you to select a previously added media file and edit its information or replace the media file.

The **Edit Media** function will display a list of media files, so that you can select the media file to edit. You can also use the pop-up menu to narrow the display to a particular Gallery.

Select a media file from the list and click the **Edit Media** button or the **Document Media** button. Use the **Delete Media** button with care! Although SiteDJ will ask you to confirm or cancel, once you delete a media file you can't recover it.

If you click the **Edit Media** button, you will be shown a form you can use to edit the information. The information is the same as described for the **Add Media** function.

You can change any information, and you can even select a new media file to replace a previous document.

When you have completed the form, click the **Update Media** button at the bottom of the form.

Note that there is a button on this form that does not appear on the **Add Media** form: a **Delete Media** button. Use this button with care! Although SiteDJ will ask you to confirm or cancel, once you delete a media file you can't recover it.

## **Add Gallery**

This function allows you to add new Galleries, if your website is designed to support this feature.

You can provide the following information for each new Gallery:

**Gallery Name** [required] - the name of the Gallery, used wherever a Gallery name or title is displayed on a page or in a menu.

**Subtitle** – an “expanded” gallery name.

**Gallery Code** [required] - a short name for the gallery, used internally, and also displayed on the Edit Pictures, Change Thumbnails, and Delete Pictures pages. This name may not include spaces or special characters.

**Max Images**– this allows you to set a maximum number of pictures for a Gallery. If you exceed this limit when adding pictures, the oldest pictures in the gallery will be automatically deleted. If you don’t want an explicit maximum for a gallery, leave this field set to 0 (which means “no limit”).

**Description** – a description of the gallery and its contents.

**Alt Description** – an alternate or expanded description of the gallery and its contents.

When you have completed the form, review all the information, and then click the **Add Gallery** button at the bottom of the form.

## **Edit Galleries**

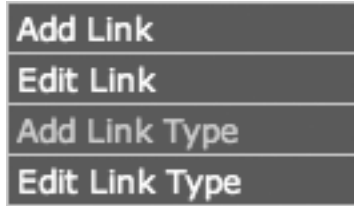
The **Edit Galleries** function will allow you to change information about a previously added gallery. When you select this function, SiteDJ will show you a list of your current Galleries. Select a Gallery from the list and click the **Edit Gallery** button or the **Delete Gallery** button. Use the **Delete Gallery** button with care! Although SiteDJ will ask you to confirm or cancel, once you delete an event you can’t recover it.

SiteDJ will then show you a form you can use to edit the Gallery information. The information is the same as described for the **Add Gallery** function.

When you have completed the form, click the **Update** button at the bottom of the form.

Note that there is a button on this form that does not appear on the **Add Galleries** form: a **Delete Gallery** button. Use this button with care! You cannot “undo” a deletion.

## *Links*



The **Link** functions allow you to add, update, and delete links and Link Types from your website.

Note that Links may be used in several ways on your website. For example, you may have a news page and a resources page, both of which contain links to other websites.

### **Add Link**

This function allows you to add new links, if your website is designed to support this feature.

You can provide the following information for each new Link:

**Title** [required] - the name of the Link; this is the text that will be displayed as a clickable web link.

**Show Link?** – normally you will set this to Yes, to display the link on your Links page. You may set it to No if you want to hide a link, but not delete the information.

**Link Type**– If your website design has more than one category of Links, specify the link type here.

**URL** [required] – the full URL (website address) for the link. For example, “<http://www.lunagraphica.com/>”

There are cases where you want to include something on a Links page but not actually have a link to another web page. In this case, enter the # character (above the ‘3’ on your keyboard) in the URL field.

**Description** – a text description that will be displayed with the link on your Links page.

**Alt Description** – an alternate or expanded description that will be displayed with the link on your Links page.

**Variable 1-4** – additional information may be used on the links page if required by your website design. Your website designer will tell you if these fields are required for your site; otherwise they may simply be left blank.

When you have completed the form, review all the information, and then click the **Add Link** button at the bottom of the form.

## **Edit Link**

The **Edit Links** function will allow you to change and delete your links. When you select this function, SiteDJ will show you a list of your current links. Pick the link you want to change and click the **Edit Link** or the **Delete Link** button.

SiteDJ will then show you a form you can use to edit the link information. The information is the same as described for the **Add Link** function.

When you have completed the form, click the **Update** button at the bottom of the form.

Note that there is a button on this form that does not appear on the **Add Links** form: a **Delete Link** button. Use this button with care! You cannot “undo” a deletion.

## **Add Link Type**

This function will generally be used only by your website designer; it allows you to show and manage various different types of links on your website. When you select this function, SiteDJ will display a form, where you can fill in all the information about the event type:

**Type Name** [required] – a descriptive name.

**Type Code** [required] – a unique code of up to 8 characters.

**Description** – a description of the link type.

When you have completed the **Add Link Type** form, review all the information, and then click the **Add Link Type** button.

## **Edit Link Type**

The function allows you to select a previously added link type to edit. Select an event type from the list and click the **Edit Link Type** button or the **Delete Link**

**Type** button. Use the **Delete Link Type** button with care! Although SiteDJ will ask you to confirm or cancel, once you delete a link type you can't recover it.

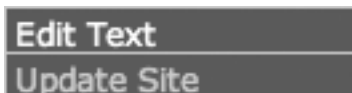
If you click the **Edit Link Type** button, you will be shown a form you can use to edit the information. The information is the same as described for the **Add Link Type** function.

You can change the name and description of the link type, but NOT the type code.

When you have completed the form, click the **Update Link Type** button at the bottom of the form.

Note that there is a button on this form that does not appear on the **Add Link Type** form: a **Delete Link Type** button. Use this button with care! Although SiteDJ will ask you to confirm or cancel, once you delete an event type you can't recover it.

## ***Text***



The **Text** functions allow you to updated selected text on your website.

SiteDJ does not allow you to modify all the pages of your website; it is used to update information that changes regularly. Your web designer may designate certain specific text on your site as “changeable” – an example may be contact information, or hours of operation for a business.

### **Edit Text**

This function allows you to edit specific text information on your website. The form will display up to 12 selected text items, or *strings*. You can change this text, and then click the **Update** button to update your website.

### **Update Site**

After editing text, adding Galleries, or making other changes to your website, you may need to select the **Update Site** function. The reasons for this are quite technical and we won't discuss them here. *This function is not used for most websites built with SiteDJ.*

Your web designer will tell you if, and when, you will need to use the **Update Site** function.

## *Members*

**Not available in SiteDJ Limited Edition.**

Add Member
Edit Member
Post Image
Renew Members
Download Members
Mail to Members
Send Expirations
Member Rates
Login as Member

The **Members** functions allow you to add, edit, and manage members of your organization.

Members may have their own web pages on your site and may upload photos and enter contact info and other information. Members will do this through a *member login* area of your website, **not** through SiteDJ.

However, designated SiteDJ users are able to edit all the member information.

### **Add Member**

This function allows you to add new members, if your website is designed to support this feature.

You can provide the following information for each new Member:

**First Name** – the member’s first name.

**Last Name** [required] – the member’s last name.

**Organization**– the organization, if any, the member represents.

**Address** – up to two lines of street address information.

**City** – name of the member’s city.

**State** – standard abbreviation for the member’s state or province (for example CA for California).

**ZIP** – the member’s ZIP code (aka Postal Code).

**Phone** – the member’s telephone number.

**E-mail** – the member’s complete e-mail address. Enter this carefully; it will be used to send renewal notices to the member.

**Website URL** – the address (URL) of the member’s external website, if any.

**Class** [required] - if you have multiple classes of membership, specify the member’s class here. Member class may also determine fees for membership renewal (see **Member Rates** below).

**Joined** [required] - the member’s effective date of membership.

**Renewal** [required] - the member’s initial renewal period. In other words, how long is the member “paid up?” If you do not charge for memberships, you may wish to set all members to *Lifetime*.

**Expires** [required] - the date on which the current membership expires. This is set automatically when you set the *Renewal* period, but you can also change it by typing into the *Expires* field.

**Login ID** [required] - an ID that the member can use to log in to the website, if your site supports this feature. When a member logs in, they can edit their contact information and profile, and may be able to upload photos to appear on their webpage. The member ID can contain letters and numbers, and may be a maximum of 8 characters long. Note that members can change their Login ID later, if they don’t like the ID you assign.

**Password** [required] - a password that the member will use to log in to the website. The Password can contain letters and numbers, and may be a maximum of 8 characters long. SiteDJ automatically generates a random password, but you can type something else here if you prefer to give the member a password that’s easier to remember.

**Notify** – determines whether to notify the new member, via e-mail, that they have been added to the member database. The notification message also includes login instructions. You should generally leave this set to Yes when you add a member.

When you have completed the form, *review all the information*, and then click the **Add** button at the bottom of the page.

## Edit Member

The function allows you to select a previously added member to edit or delete. When you select this function, SiteDJ will show you a list of all members in the database (including those whose membership has recently expired, marked by an asterisk).

To Edit information about a member, select the member from the list and click the **Edit** button. You will then be shown a form you can use to edit the information. The information is the same as described for the **Add Member** function.

Note that you may use this form to manually change a member's expiration date. However, this is not the best way to renew a member; there's a specific function for that (described below). You should only change the expiration date here if you need to make an adjustment or some reason.

You can also change the member's password by entering a new password on this form. If you don't enter a password, the member's current password will remain in effect. *There is no way for you to see the current password.*

When you have completed the form, click the **Update** button at the bottom of the form.

To Delete a member, select the member from the list and click the **Delete** button. A confirmation dialog will appear, but *once you have confirmed the deletion, it cannot be undone!*

## Post Image

The function allows you to post a picture to a member's page. It's a kind of shorthand function that you can use to post pictures quickly, bypassing the **Select Member / Edit Member** pages.

Note that there is a checkbox that you can use to send an e-mail notification to the member that a picture has been uploaded to their page.

## Renew Member

This function allows you to process member renewals.

When you select this function, SiteDJ will show you a list of all members in the database (including those whose membership has recently expired, marked by an asterisk).

Choose a member and set the term of their renewal, then click the **Renew** button. Note that if you need to change a member's expiration date for some reason other than a normal renewal, you can do this using the **Edit Member** function, described above.

## Download Members

This function allows you to download a file containing your member database, including members who have recently expired.

The data will be downloaded as a tab-delimited text file, with the file extension "xls". This file can be opened in Microsoft Excel, or in most text editors. Note that the name of this file is randomly generated each time you download the member data. *Do not bookmark the file in your web browser*; the location will change when member data is updated.

## Mail to Members

This function allows you to send simple text e-mail to your members (and optionally, your recently expired members). You should *not* include HTML tags in the body of your mail message.

Enter the subject and the message text, review the message carefully, and then click the **Send** button.

Once you click **Send**, the message cannot be stopped!

*Note that you should not rely on this function for critical information. Mail sent to members may be blocked by spam filters, or may not be delivered due to problems with the member's e-mail account (such as a full mailbox).*

## Send Expirations

In most cases your website will be configured so that expiration notices are automatically sent to members as their expiration date approaches. If your website is not configured in this way, you'll need to manually select the **Send Expirations** function at least once per month. You can select this function as

frequently as you like; SiteDJ will check to be sure that expiration notices aren't duplicated or sent too frequently.

*Note that you should not rely on this function as the only warning to members that their membership is due to expire. Expiration notices sent to members may be blocked by spam filters, or may not be delivered due to problems with the member's e-mail account (such as a full mailbox).*

## **Member Rates**

This function allows you to define up to five "classes" of membership, and the rates for each. You may specify monthly, quarterly, yearly and lifetime renewal rates. If you don't offer a particular renewal option (for example, monthly renewals), simply leave the rate field blank on the form.

You can also use this page to specify how many images a member of each class is entitled to upload to your website.

To add or update rates, click the **Update** button after making the desired changes.

The Rate information is used when sending automated renewal reminders to members.

## **Login as Member**

This function allows you to log in to a member's account by selecting the member from a list, and clicking the **Login** button.

As described in the **Member Pages** section, members can edit their profile and upload or delete photographs.

When you use this function to log in to a member's account, you can do everything that member can do.

This is useful when you need to edit a member's page, or when you need to help out a member who is having problems setting up their page.

*When you use the **Login as Member** function, you effectively become that member. You will not longer be logged in as a SiteDJ user. If you need to perform other administrative functions, you will need to re-login.*

## *Surveys*

**Not available in SiteDJ Limited Edition.**

Add Quick Poll

Edit Quick Poll

Show Quick Poll

The **Surveys** functions allow you to add, edit, and manage polls that may be displayed on your website.

### **Add QuickPoll**

This function allows you to add a new poll, if your website is designed to support this feature.

You can provide the following information for each new Poll:

**Poll Name** [required] – a descriptive name for your use. This name does not appear in the poll itself.

**Type** [required] – Specify whether a user can select only ONE answer to a poll, or multiple answers.

**Show Poll**– Determine if the poll will be shown in random poll rotations. If you have not specified a Current Poll (see select), SiteDJ will randomly choose a poll from among all polls that you wish to Show.

**Show Responses** – If set to Yes, anyone who completes the poll will see the current results. If set to No, they will simply see a “thank you” message. You can see the responses by using the **Show Quick Poll** function in SiteDJ.

**Current Poll** – allows you to specify that this poll is the Current Poll.

**Question** [required] – The question to display to the user.

**Answers** – You can specify up to six possible responses to the question. Note that you can also specify “starting counts” for the responses.

**Responses** – if you’ve set starting counts for the poll responses, then you should usually set this to the total of all the counts. For Multiple Choice polls, this number should be at least as big as the highest “starting count.”

When you have completed the form, *review all the information*, and then click the **Add Poll** button at the bottom of the page.

## Edit Quick Poll

The function allows you to select a previously added poll to edit or delete. When you select this function, SiteDJ will show you a list of names of all polls in the database.

To Edit information about a poll, select the poll from the list and click the **Edit** button. You will then be shown a form you can use to edit the information. The information is the same as described for the **Add Quick Poll** function.

When you have completed the form, click the **Update Poll** button at the bottom of the form.

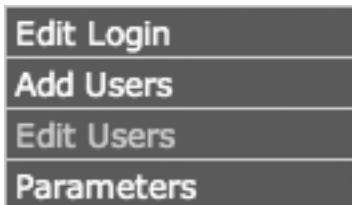
*Note that, if you edit the Current Poll and change “Current Poll” to No, there will be no current poll. SiteDJ may randomly select any poll to display. If you want to select a new Current Poll, you can add a new poll or edit one of your existing polls.*

To *delete* a poll, select the poll from the list and click the **Edit** button. When the **Edit Poll** form is displayed, scroll to the bottom of the page and click the **Delete Poll** button. A confirmation dialog will appear, but *once you have confirmed the deletion, it cannot be undone!*

## Show Quick Poll

The function allows you to view the results of a poll. When you select this function, SiteDJ will show you a list of names of all polls in the database. Select the poll from the list and click the **Show** button to see the results for that poll.

## Admin



The **Admin** functions are used to administer SiteDJ itself, including authorized users and login information.

## Edit Login

The function allows the currently “logged in” user to edit their user name, e-mail address and password. Simply change the information on the form and click the **Update** button.

## Add Users

The function allows the *master user* (the user initially set up by LunaGraphica) to add other authorized users.

You can provide the following information for each new User:

**Name** [required] – the user’s real name.

**E-mail Address** [required] – this will be used to send a new password to the user if they select the **Forgot Password** function from the login screen.

**User ID** [required] – a login ID, up to 8 characters.

**Password** [required] – a password, up to 8 characters.

**Permissions** [required] – check the boxes to specify which groups of functions the user is allowed to perform. The options include **Events**, **Links** and **Text**, **Galleries**, **Members**, and **Polls**. (You cannot delegate the **User** functions to other users.)

When you have completed the form, *review all the information*, and then click the **Add User** button at the bottom of the page.

## Edit Users

The **Edit Users** function will allow you to change and delete SiteDJ users. When you select this function, SiteDJ will show you a list of users (the master user is not shown in the list). Pick the user you want to change and click the **Edit User** or the **Delete User** button.

SiteDJ will then show you a form you can use to edit the user information. The information is the same as described for the **Add User** function.

When you have completed the form, click the **Update** button at the bottom of the form.

Note that there is a button on this form that does not appear on the **Add Users** form: a **Delete User** button. Use this button with care! You cannot “undo” a deletion.

## Parameters

This function provides access to several parameters, set by your web designer, that affect the appearance and function of your website. These parameters should be changed only by your website designer.

## *Support*

Contact Support
Documentation
Show Log
Browser Info
Webstats
Encrypt
License
Copyrights

The **Support** functions are generally only used when you are having problems with your website, or need specific information about its operation.

## Contact Support

If you are experiencing problems with SiteDJ features (your event calendar, guestlist, galleries, or links), you can use this function to obtain service from the LunaGraphica technical support staff. When reporting a problem, please provide as much detail as possible, including the address (URL) of the page that is not working correctly.

Our support hours are M-F, 9:00am to 5:00pm, Pacific Time. (Support staff may respond to problems outside of these hours when available.) This Contact Support page also included contact information for Hostway technical support.

## Documentation

This function allows you to download a copy of this manual as a PDF file. PDF files can be opened with *Adobe Reader* (formerly called Adobe Acrobat).

If you do not have *Adobe Reader*, it can be downloaded from the Adobe website at <http://www.adobe.com/products/acrobat/readstep2.html>

The **Documentation** function also allows you to purchase printed copies of our product documentation.

## Show Log

Displays the SiteDJ software log, and also allows you to clear the log by clicking the **Clear Log** button on the **Show Log** page. This is generally only of interest to LunaGraphica technical support staff.

If you are having technical problems with your website, *please do not clear the log*. The LunaGraphica technical support staff may need the information in the log.

## Browser Info

Displays technical information about your browser and your computer. If you are having problems viewing pages on your website, or problems accessing features in SiteDJ Administration, our technical support staff may ask you to consult this page.

## Webstats

This function displays your web traffic statistics in a new browser window. The traffic statistics not actually part of SiteDJ; they are provided by your web hosting company, Hostway.com. If you have questions or problems regarding **webstats**, please contact [support@hostway.com](mailto:support@hostway.com).

## Encrypt

This function provides access to the Unix “crypt” function. It is used by SiteDJ support staff for password encryption when manually editing passwords. You will not need to use this function.

## License

The function displays the SiteDJ license agreement. By using SiteDJ, you indicate that you understand and agree to the license terms.

## **Copyright(s)**

The function displays specific copyright information on components used within SiteDJ. LunaGraphica is legally required to provide this information.

## ***Logout***

Ends your SiteDJ user session. It is always a good idea to Logout when you are through, to prevent someone else from using your computer and making changes on your website.

## **Appendix A - Software License Agreement**

This software is provided "AS IS" and any expressed or implied warranties, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose are disclaimed by the authors and their agents. In no event shall LunaGraphica Inc. or its employees or agents be liable for any direct, indirect, incidental, special, exemplary or consequential damages (including, but not limited to, procurement of substitute good or services; loss of use, data, or profits; or business interruption) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of this software, even if advised of the possibility of such damage.

Upon payment of applicable license fees, a single copy of this software is licensed for a specific term, for use for a single web domain. No other right to copy, distribute, or alter is granted to the licensor.

If license fees are not paid, LunaGraphica will have the right to disable this software, which may result in portions of your website not functioning.

*By using SiteDJ software, you signify that you understand and agree to these terms.*

## Appendix B – SiteDJ Limits

SiteDJ limits the number of events, pictures, and links for performance reasons. The limits are shown below.

*Note that LunaGraphica cannot guarantee that you have sufficient space on your Hostway.com web hosting account. If you do not have sufficient space, you can contact Hostway.com to upgrade your account to provide more storage space.*

	<b>SiteDJ</b>	<b>SiteDJ Limited Edition</b>
Total number of Events. This includes past events that are saved in your calendar. Events are typically saved for 60 days, but this can be changed by your website designer.	400	400
Total number of pictures (note that you can set a lower limit for each of your Galleries)	1000	500
Total number of Galleries	25	25
Total number of Documents	500	500
Total number of Media files (video and audio)	500	500
Total number of Links	500	500
Total number of Members	2000	0
Total number of Polls	200	0