



*Site-DJ software allows club managers to easily update frequently changing information on their websites. Specific functions are documented below.*

*Note that the features on your website are determined by your site design; your site may not use all the features available in Site-DJ. Also note that Site-DJ does not allow you to change all information on your website. It manages only frequently changed information such as events, announcements and pictures. You will still require help from your web designer when changing other information.*

### **Public Web Interface**

By "public web interface," we simply mean the parts of your website that are visible to the general public when they visit your site. Depending on your website design, your site may feature the following pages:

#### **Events**

A simple listing of upcoming events, typically organized 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 an image a graphic available for the event, a link will be provided to the Event Detail page.

#### **Calendar**

A monthly calendar view of upcoming events. Event titles are listed, with a link to the Event Detail page.

#### **Event Detail**

An expanded listing for a specific event. The intro line, title, subtitle, date and description are listed. The image, if any, is displayed on the page.

#### **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.

Your Gallery may also be divided into one or more *Zones* feature different types of pictures... for example, a Zone with pictures you have taken of guest artists, and a different Zone with crowd shots or pictures submitted by your customers.

## **Gallery Detail**

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.

## **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 also sent an e-mail confirmation.

## **Forms**

Special purpose forms may be included on your website. 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. The most typical form is a room reservation or information request.

## **Mailing List**

If your site has an e-mail list, this page allows visitors to your site to "sign up." To comply with current anti-spam practices, the system will generate an e-mail message to the user asking them to confirm. This prevents anyone from maliciously signing up other people on your mailing list.

## ***Administrative Interface***

The Site-DJ administrative interface lets you update and manage your website. This administrative interface is *not the same* as the site control interface provided by your hosting company, 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 your designer has made some decisions to create a good looking site that meets your needs.

## **Logging In to Site-DJ**

To log in to your administrative interface:

1. 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).

2. Use the administrative name and password given to you by LunaGraphica. Note that you can change the name and password using the Edit Prefs function, described below.

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 link on the login page and a new password will be sent to you. 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 Site-DJ, you will be automatically logged out after about 20 minutes. Then, when you try to do something in Site-DJ, you'll get an error message stating that your session has timed out. Just return to the login page and log in again.

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## **Add Event**

The page is used to add an event to your Events page and Calendar page.

You can provide the following information for each event:

*Title* – the name of the event as it will appear on the Events page, Calendar page, and Event Detail page.

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

*Subtitle* – optional - appears below the Title on the Events page and Event Detail page.

*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.

*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.

*Tickets At* – this is used to provide a link from the event to an online ticket service. (This feature may not be implemented on your website.)

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

*Start Date* – the date on which the event will occur. For Weekly events, this is the first date.

*End Date* – optional - for Weekly events, this is the last date on which the event will occur. You can leave this blank if the event is not Weekly.

*URL* – optional – if you provide a URL, the Events 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.

*Description* – the description that 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 (see Appendix A).

*Image* – you can select a jpeg (.jpg) image file on your local computer disk, and transfer it to your website. For example, you may want to show a flyer for the event, or a picture of the performed. Click the button to open up a file “browser” window on your computer.

When you add the event, the image file will be uploaded to your website and displayed on the Events 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!

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

*Image Size* – Allows you to specific 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, Site-DJ will scale the image down.

Also note that images should be compressed to download quickly when people visit your site. For most images, a jpeg quality setting of 60 is a good compromise between image quality and download speed.

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

## **Edit Event**

The function allows you to select a previously added event to edit. (The list of events includes events over the past month, as well as future events.)

Select an event 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 Event function.

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.

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! You cannot “undo” either of these actions.

Also note that you can replace an image without first deleting it. Simply select a new image file and then click the **Update Event** button.

## Show Guestlist

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 button.

## Edit Announcements

Your website may feature “announcements” on the home page or another special page. The function allows you to change the announcement text.

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## Add Picture

The page is used to add a picture to your Gallery page.

You can provide the following information for each picture:

*Title* – 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.

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

*Zone* – if your Gallery contains multiple Zones, you can specify where you want the picture to be placed.

*Image* – you can select a jpeg (.jpg) image file on your local computer disk, and transfer it to your website. For example, you may want to show a flyer for the event, or a picture of the performed. Click the button to open up a file “browser” window on your computer.

When you add the picture, the image file will be uploaded to your website and displayed on the Gallery page or the Gallery 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!

*Image Size* – 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, Site-DJ will scale the image down.

Also note that images should be compressed to download quickly when people visit your site. For most images, a jpeg quality setting of 60 is a good compromise between image quality and download speed.

## Edit Picture

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

Select a picture from the list of pictures and click the **Edit** button. 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** button. Use this button with care! You cannot “undo” a deletion.

Also note that you can replace an image without first deleting it. Simply select a new image file and then click the **Update Picture** button.

## Change Thumbnail

The function allows you to change the thumbnail for a previously added picture to edit. When you first add a picture, Site-DJ creates a thumbnail by cropping and scaling down the image file. You may not like the thumbnail Site-DJ chooses for the image.

Select a picture from the list of pictures and click the **Select** button; you will then be shown a number of thumbnails. Pick the thumbnail you like best, and click the **Change** button.

## Delete Pictures

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

The Delete Pictures page looks a little like your Gallery page. You can use the links to skip through sets of pictures. 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.

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## Edit Prefs

You can change your login name, password, e-mail address and other contact information on the Edit Prefs page.

Note that you **MUST** enter your current password or a new password and type it identically twice.

## **Show Log**

Displays the site software error log, and also allows you to clear the log. This is generally only of interest to LunaGraphica technical support staff.

## **License Agreement**

Displays the Site-DJ Software License Agreement.

## **Copyright(s)**

Displays copyright information for Site-DJ. We are legally required to post this information.

## **Log Out**

Ends your Site-DJ administrative session. It is always a good idea to Log Out when you are through, to prevent some else from using your computer and making changes on your website.

## **Software License Agreement**

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If license fees are not paid, LunaGraphica and Robert T. Nicholson will have the right to disable this software.

## Appendix A – Using HTML in the Event Description

You can format the description that appears on the Events page by including the following html tags:

 	Inserts a return
<P>	Inserts a blank line. <P> is equivalent to   
<B>...</B>	Formats the intervening characters in <b>bold</b> . For example: “Featuring <B>Wanda Smith</B>, direct from her NYC tour.”
<I>...</I>	Formats the intervening characters in <i>italics</i> .

Other HTML tags should not be used in the description field.