



Administrator's Guide

SiteDJ version 3.4

Table of Contents

Table of Contents.....	iii
Introduction.....	1
Your Website.....	1
Event Listing.....	1
Calendar.....	2
Event Detail.....	2
Guest List.....	2
Gallery.....	2
Gallery Detail.....	3
Links.....	3
Forms.....	3
Polls.....	3
Member Pages.....	3
Administrative Interface.....	5
Logging In to SiteDJ.....	5
Navigation.....	6
SiteDJ Main.....	6
Member Admin.....	6
Surveys.....	6
Utilities.....	7
Support.....	7
Documentation.....	7
License.....	7
Copyright(s).....	7
Log Out.....	8
SiteDJ Main.....	9
Add Event.....	9
Edit Events.....	11
Show Guestlist.....	12
Add Picture.....	12
Edit Picture.....	14
Change Thumbnail.....	14
Delete Pictures.....	15
Add Gallery.....	15
Edit Galleries.....	16

Add Link	16
Edit Link.....	17
Edit Text.....	17
Update Special Pages.....	18
Member Admin	19
Add Member.....	19
Edit / Delete.....	21
Post Image	21
Renew Member.....	22
Download Members.....	22
Mail to Members.....	22
Send Expirations.....	23
Member Rates.....	23
Login as Member	23
Surveys.....	24
Add QuickPoll	24
Edit Quick Poll	25
Show Quick Poll.....	25
Utilities.....	26
Edit Prefs	26
Show Log	26
Browser Info.....	26
Webstats	26
Encrypt	26
Parameters	27
Appendix A – Using HTML in Descriptions.....	29
Table: HTML Tags supported in SiteDJ.....	30
Appendix B – SiteDJ Limits	31

Introduction

SiteDJ is intended to meet the needs of entertainment venues, nightclubs, restaurants, artists, and performers, who need to keep their websites up-to-date and promote their events. SiteDJ software allows you to easily update frequently changing information on your website. You can update your website by “logging in” to the SiteDJ Administration page, and filling in forms using your web browser.

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

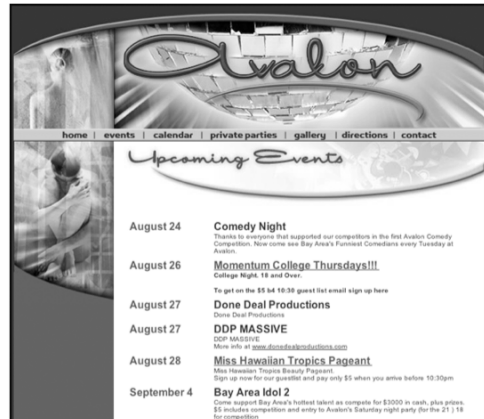
Your Website

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 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*.



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.

Event Detail

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



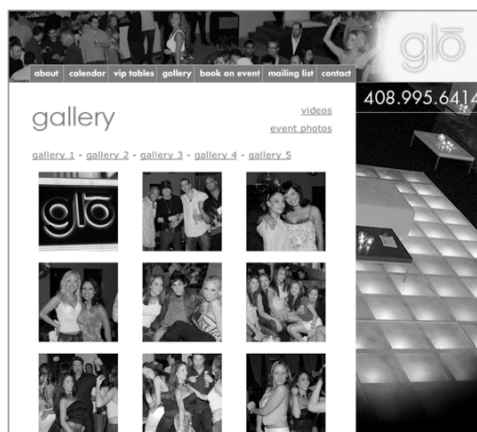
Guest List

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.

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 website may have more than one Gallery, featuring different types of pictures. For example, you may have a Gallery with pictures you have taken of guest artists, and a different Gallery 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. The picture may be shown in the main browser window, or in a pop-up window.

Links

Your website may have a Links page with links to other websites.

Forms

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

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.



The screenshot shows a contact form for 'THE BACKBEAT'. At the top left, contact information is listed: 777 LAWRENCE EXPRESSWAY, SANTA CLARA, CA 95051, PHONE - 408 241-0777, FAX - 408 248-7614, and a 'CONTACT US' link. The top right features the 'THE BACKBEAT' logo with 'PHE - DANIEL - HINDLE' below it. A navigation bar contains icons for home, search, and other functions. The main content area has a heading 'THE POSSIBILITIES' and a paragraph: 'If you're interested in booking a party or special event at The BackBeat, tell us about your requirements. Our professional booking staff will get back to you promptly.' Below this is a 'Contact Information' section with input fields for 'Your name', 'Company name', 'Address', 'Your e-mail', 'Phone number', 'FAX number', and 'Cell or alternate number'. An 'Event Information' section has a 'Preferred dates' field.

Polls

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

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.

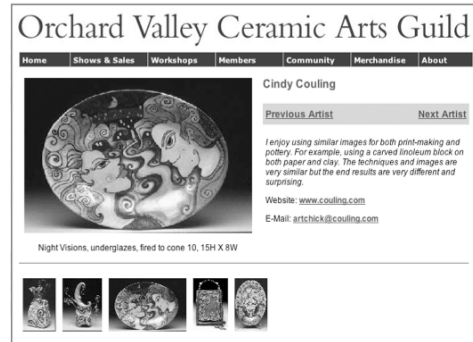
If your site offers member pages, members may log in to update the contents of their page. After logging in, a member may access the following functions:

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.

Find Member – find contact information on other members.



The screenshot shows a member profile page for Cindy Couling on the Orchard Valley Ceramic Arts Guild website. The page has a navigation bar with links for Home, Shows & Sales, Workshops, Members, Community, Merchandise, and About. The main content area features a large image of a ceramic plate titled "Night Visions, underglazes, fired to cone 10, 15H X 8W". To the right of the image, the artist's name "Cindy Couling" is displayed, along with buttons for "Previous Artist" and "Next Artist". Below the name, there is a short bio: "I enjoy using similar images for both print-making and pottery. For example, using a carved linoleum block on both paper and clay. The techniques and images are very similar but the end results are very different and surprising." and contact information: "Website: www.couling.com" and "E-Mail: artchick@couling.com". At the bottom of the page, there is a row of five small thumbnail images showing other ceramic works.

Administrative Interface

The SiteDJ administrative interface lets you 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 your designer has made some decisions to create a good-looking site that meets your needs.

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 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 “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 menu is divided into two parts.



The top part of the menu (shown to the left) is always visible. It is used to select which section of SiteDJ you want to administer: **SiteDJ Main** (which includes events, pictures, and links), **Member Admin**, **Surveys** (where you can edit polls and see results), and **Utilities**. The **Support**, **Documentation**, **License**, and **Log Out** functions are also included in the top part of the menu, and may be accessed from any section of SiteDJ Administration.

The lower part of the menu changes, depending on which section of SiteDJ you are administering.

The functions in the top section of the navigation menu are described below:

SiteDJ Main

Selecting this function at any time will display the main administration functions in the lower part of the navigation menu. These functions include event administration, picture administration, and link administration.

Member Admin

Selecting this function displays member administration functions on the lower part of the navigation menu. These functions allow you to add and delete members, to edit member information, and to process member renewals.

Surveys

Selecting this function at any time will display the survey/poll functions in the lower part of the navigation menu. These functions allow you to add or edit polls and to view poll results. A poll consists of a single question and up to 6 possible responses. *A future version of SiteDJ will also support "surveys" with multiple questions.*

Utilities

Selecting this function displays utility functions on the lower part of the navigation menu. In most cases you will not need to access the **Utilities** menu.

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.)

If your website is not responding at all, the problem may be with your web hosting provider. Please send e-mail to support@hostway.com and give them the address (URL) of your website.

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.

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.

Log Out

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

SiteDJ Main

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.

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.

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

The screenshot shows the 'Add Event' form in SiteDJ Version 1.4. The form is organized into two columns. The left column, titled 'Add & Edit', contains a vertical list of buttons for managing the event: Add Event, Edit Event, Show Calendar?, Add Photos, Edit Photos, Change Thumbnail?, Delete Photos?, Add Gallery, Edit Gallery, Add Content, Edit Content, Add Link, Edit Link, Add Link Type, Edit Link Types, and Edit Text. The right column, titled 'Add Event', contains the main form fields: Title, Intro Line, Subtitle, Event Type (with a dropdown menu), Show event on: (Calendar? Yes/No, Home page? Yes/No), Weekly? (Yes/No), Guest List? (Yes/No), and New Guests (checkbox). Below these are date and time fields: Start date (month/year), End date (for calendar), Stop date (for calendar), Event Time(s), Event Price / Cost, Ticket URL, and Ticket Name. At the bottom, there is a Description field with a 'show complete text' link.

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

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 Agency – the name of the online ticket agency.

Allow Complex HTML – normally, you can include simple HTML tags (see Appendix A) in the Description and Alternate Description fields. SiteDJ performs basic check to be sure you have entered valid HTML. However, if you check the “Allow Complex HTML” checkbox, you can enter *any* HTML tags in the Description fields; SiteDJ will *not* check to be sure the HTML is valid. Enterin complex HTML can corrupt your event listings! *This option should be used only by very knowledgeable designers.*

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 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 jpeg (.jpg) 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.

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.

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! You cannot “undo” either of these actions.

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 **Show** button.

Add Picture

The page is used to add a 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 jpeg (.jpg) 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.

Thumbnail Height – Allows you to specify the height for an image thumbnail. 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.

Square Thumbnail – If set to Yes, SiteDJ will crop the image thumbnail to make it square, rather than rectangular.

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.

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 guest 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 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.

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”).

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 the *Name* of a Gallery, or the *Max Images*. When you select this function, SiteDJ will show you a list of your current Galleries. Pick the Gallery you want to change and click the **Edit** button.

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 Galleries** 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.

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.

Category– If your website design has more than one category of Links, specify the link category here.

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

Description – a text 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** 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 Links** 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.

Edit Text

Your website may contain editable text on some of your pages. A typical example is your hours of operation. Your website designer will tell you what areas of your website can be edited.

This function will display the current text and allow you to change it. Once you have typed your changes, click the **Update** button at the bottom of the form.

Update Special Pages

Some special features of your website may use Flash or other web programming languages. These features can't be directly updated using the SiteDJ administration pages. However, after you have updated SiteDJ Events, Pictures, and so on, it may be possible to *copy* the updated information into your Flash files. Your website designer can tell you if this feature is supported on your website.

If so, after you make changes in SiteDJ, select the **Update Special Pages** function from the menu to update your Flash files.

Use this feature with care! You cannot “undo” this update.

Member Admin

The SiteDJ *member* functions are intended for organizations that have “memberships” (usually paid), which provide special website access to members.

You should use the SiteDJ member functions if:

You have 500 or fewer members

You wish to send periodic e-mail announcements to all members

You wish to notify members via e-mail when their membership expires

You allow members to have pages on your website (possibly including photos)

Your web designer may set up your site to send automatic e-mail renewal notices to your members shortly before their membership expires.

Although SiteDJ does not support online renewals, your web designer can work with you to allow renewals through PayPal™. It’s also possible to provide a form that members may print out and send to you, along with their check or money order. Ask your website designer for details!

The remainder of this section describes the **Member Admin** functions:

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 –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 –the member’s effective date of membership.

Renewal –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 – 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 – 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 – 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 / Delete

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!

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.

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. 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 (page 3), 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 the SiteDJ administrator. If you need to perform other administrative functions, you will need to re-login.*

Surveys

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.

Utilities

Edit Prefs

This function allows you to change your login name, password, e-mail address and other contact information on the **Edit Prefs** page.

Show Log

Displays the SiteDJ software log, and also allows you to clear the log. 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 are 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.

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.

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.

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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 A – Using HTML in Descriptions

HTML is the language used to create web pages. It tells your browser how to display and format information.

You can format the descriptions that appear on your events, pictures, and links by including the HTML tags shown in the table on the following page. *Other HTML tags may not be used in your descriptions and will result in an error!*

Many HTML tags require a start tag and an end tag. These tags affect the text between the start and end. For example, the following HTML would display the words “emphasize this” in Bold:

Please `emphasize this` text!

Start and end tags may be nest (one start/end pair inside another), but not interlinked. For example:

This `example is a <i>valid</i> use` of HTML tags.

This `example is <i>NOT valid, </i>` because the tags are interlinked. In other words, the `` tag starts outside the `<i>...</i>` pair, but ends inside the pair!

The `
`, `<p>1`, and `<hr >` tags (described in the table) do not require end tags. These tags can be used to separate lines and paragraphs within your descriptions.

Note the SiteDJ will accept either the “old form” of the tags, shown above, or the new xhtml standard form for unterminated tags: `
`, `<p />`, and `<hr />`.

¹ Technically, the paragraph tag `<p>` *does* require an end tag. In fact, you should put a `<p>...</p>` pair around every paragraph! However, at the risk of offending HTML purists, we will tell you that every web browser in the world will accept a starting `<p>` tag as a “new paragraph,” and you can leave off the ending tag.

Table: HTML Tags supported in SiteDJ

<code>
</code> (or <code>
</code>)	Inserts a <i>return</i> character, forcing the following text to appear on a new line.
<code><p></code> (or <code><p /></code>)	Inserts a blank line. <code><p></code> is equivalent to <code>

</code> The end tag, <code></p></code> , is optional.
<code><hr></code> (or <code><hr /></code>)	Inserts a horizontal line on the page. This is a good way to separate “sections” within a description.
<code>...</code> <code></code>	Formats the intervening characters in bold . (This is preferred over the older <code></code> tag.) For example: Featuring <code>Wanda Smith</code> , direct from her NYC tour. becomes: Featuring Wanda Smith , direct from her NYC tour.
<code>...</code>	Formats the intervening characters in <i>italics</i> .
<code><u>...</u></code>	<u>Underlines</u> the intervening characters.
<code><h1>...</h1></code>	Formats the intervening characters as a level 1 (top level) heading. The specific format of the heading is determined by your site design and the user’s browser settings.
<code><h2>...</h2></code>	Formats the intervening characters as a level 2 heading.
<code><h3>...</h3></code>	Formats the intervening characters as a level 3 heading.
<code><h4>...</h4></code>	Formats the intervening characters as a level 4 heading.
<code><h5>...</h5></code>	Formats the intervening characters as a level 5 heading.
<code>...</code> <code></code>	The font tag can be used to character font color, font size, and even the typeface. Using this tag is a little more complicated than the other tags. Unless you are already experienced with HTML, we advise you to avoid this tag.

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.

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
Total number of pictures (note that you can set a lower limit for each of your Galleries)	1000
Total number of Galleries	100
Total number of Links	200
Total number of Members	500