



How To Add Links To the Division H Site and Your Area Page To a Club FreeToastHost Site

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In an effort to provide additional resources to Toastmasters in Division H and the five areas thereunder, Web pages for each were designed and implemented in July 2017, based on those created in September 2015 for Division G. As an administrator for some clubs, I have added these links to the FreeToastHost (FTH) site for each. This document's purpose is to both encourage you to add these links to the FreeToastHost site for your club and provide you with the instructions for doing so.

Let's start right off with the "finished product." The goal here is to add both a link to the Division H site (we're all in Division H) and a link to the appropriate area (80, 81, 82, 83 or 84). Since it is logical to also add a link to District 38, I will include that as well. Here's what the *Affinity Toastmasters* (Area 80 club) FTH main page looks like with the links added to the Main Menu:

A screenshot of the "Affinity Toastmasters" website. The header features the Toastmasters International logo on the left and the title "Affinity Toastmasters" in a large, bold, yellow font on a dark blue background. Below the header is a yellow horizontal bar. The main content area is divided into two columns. The left column, titled "Main Menu", contains a list of links: Home, Meeting Information / Directions, Contact Us, Meet Our Members, Club Calendar, Public Downloads, Free Resources, Toastmasters Video, AT Photo Gallery, District 38, Division H, and Area 80. The right column, titled "Join us at our next club meeting on Thursday, July 20 at 12:05", features a large text announcement: "July is cracking at Affinity Toastmasters!". Below this text are three images: a "Happy Birthday America" banner, a close-up of a pink flower, and a colorful firework display. At the bottom of the right column, there is a paragraph of text: "Things are heating up outside as we move into July, but our meeting room is a cool place to come hear some great speeches and work on your skills. Why not spend an enjoyable midday in a restored old car service center and see what Toastmasters can do for you in your vocational and personal life?".

Here are the steps to add the three links shown above.

1. The URL for the District 38 Web site is <http://www.tmdistrict38.org/>. Log in to the club's FTH site as site admin, launch the admin console, and access the Custom Web Pages module via the drop down box at the top of the screen.
2. In the Select Web Page box, select Create New Page.
3. Click on the "[▼ More ▼](#)" text out at the end of the screen description to see the instructions for creating a link only.
4. You are going to be entering the URL in the big "Your Web Page Content / or Link URL" box. For the District 38 site, enter "<http://www.tmdistrict38.org/>". In the next box down, titled "Web Page Title / or Link Title," enter the text that is to appear on your menu. I suggest "District 38" for that.
5. Don't enter anything into the other text boxes but do, at the bottom of the screen, select the "Public Access (Listed in Main Menu for everyone.)" option.
6. Click the Save button. If you Close out of the admin screens and look at your Home page, the new entry will be at the bottom of the Main Menu. That was easy, no? Let's add the Division H site link next.
7. The full URL for the Division H Web site is <http://www.artfarnsworth.com/toastmasters/divisionh.html>, but TinyURL URLs were created to make things simpler. Using <http://tinyurl.com/D38DivisionH>, repeat steps 4 through 6.
8. The URL for the appropriate Area page is one of the following (again, using the TinyURL URLs). Repeat steps 4 through 6 to add to your site.
 - <http://tinyurl.com/D38Area80>
 - <http://tinyurl.com/D38Area81>
 - <http://tinyurl.com/D38Area82>
 - <http://tinyurl.com/D38Area83>
 - <http://tinyurl.com/D38Area84>
9. Then only remaining work is to establish the proper top-to-bottom appearance of your new links on the Main Menu. Back at the Custom Web Pages module, you can adjust that with the drop down menu titled "Relocate this Web Page's Menu Entry," as shown below. "(Current Menu Position)" identifies where on the menu the selected custom page's (the District 38 page here) link will appear. It seems logical, from top to bottom, to arrange the three new links in descending scope order--district, division, club--but you can choose what order you like.

Custom Web Pages

SML?X

http://www.tmdistrict38.org/

body

Paragraphs: 1, Words: 1, Characters (with HTML): 36

Note: Custom web page content has a limit of 65535 characters.

Click the icon above to maximize the editing area to/from full screen.

Click the icon above to (1) upload an image/photo to the server & then (2) insert it.

Click the icon above to create a link to another web page.

Web Page Title / or Link Title

District 38

This title will appear in the page tab or title bar of the browser and helps with the search engine ranking. This title also is what is shown in the appropriate left side menu for pages that are set as Public, Members Only, or Officers Only, as controlled by the Page Type setting, below.

Relocate this Web Page's Menu Entry

Select New Position of Menu Entry...

Select New Position of Menu Entry...

RESET Menu Entries to Alphabetic Ordering

Move This Web Page's Menu Entry to TOP

MOVE AFTER: AT Photo Gallery

(Current Menu Position)

MOVE AFTER: Division H [LINK]

MOVE AFTER: Area 80 [LINK]

Menu Entry Position #

20

this web page's menu entry. (NOTE: This takes effect *immediately*.)
on click **Save**, note that the position # is a positive whole number that
Position # 1st, and Alphabetically 2nd.

Save

Close