

THE OFFICIAL TKE CHAPTER WEBSITE GUIDE



TAU KAPPA EPSILON
— Better Men for a Better World —

SETTING UP YOUR SITE

WHAT YOU NEED TO KNOW TO SET UP YOUR FREE CHAPTER WEBSITE

CUSTOMIZE YOUR SITE

USE THE ADMIN SYSTEM TO MAKE YOUR SITE LOOK GREAT

FREQUENTLY ASKED QUESTIONS

LEARN FROM OUR MOST FREQUENTLY ASKED QUESTIONS



Introduction

Tau Kappa Epsilon is excited to offer each chapter and colony with a new and improved free website and admin portal. This guide is a step-by-step plan for getting started and using the admin portal to update the website yourself. Congratulations on your new TKE Chapter Website!

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Getting Started

If you don't have a free chapter website provided by Tau Kappa Epsilon yet, please contact our Support team at Support@TKE.org or 317-872-6533.

It is as simple as providing us a domain name (i.e. TKE.org) you would like to use.

Neither your chapter or alumni need to pay for the annual domain registration fee or website hosting, Tau Kappa Epsilon provides this service to each of our chapters, colonies and alumni associations.

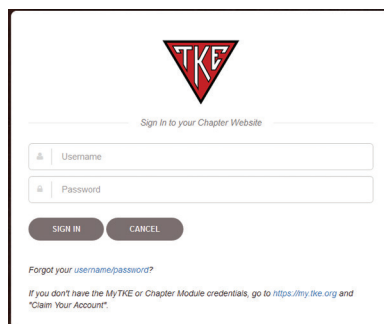
Logging In To Update Your Site

The TKE Chapter Websites are easy to use. There is no need to install any software.

Visit your Chapter Website and click the "Login" button in the footer of the website. You will be directed to a page where you can sign in using your **MyTKE.org username and password**.

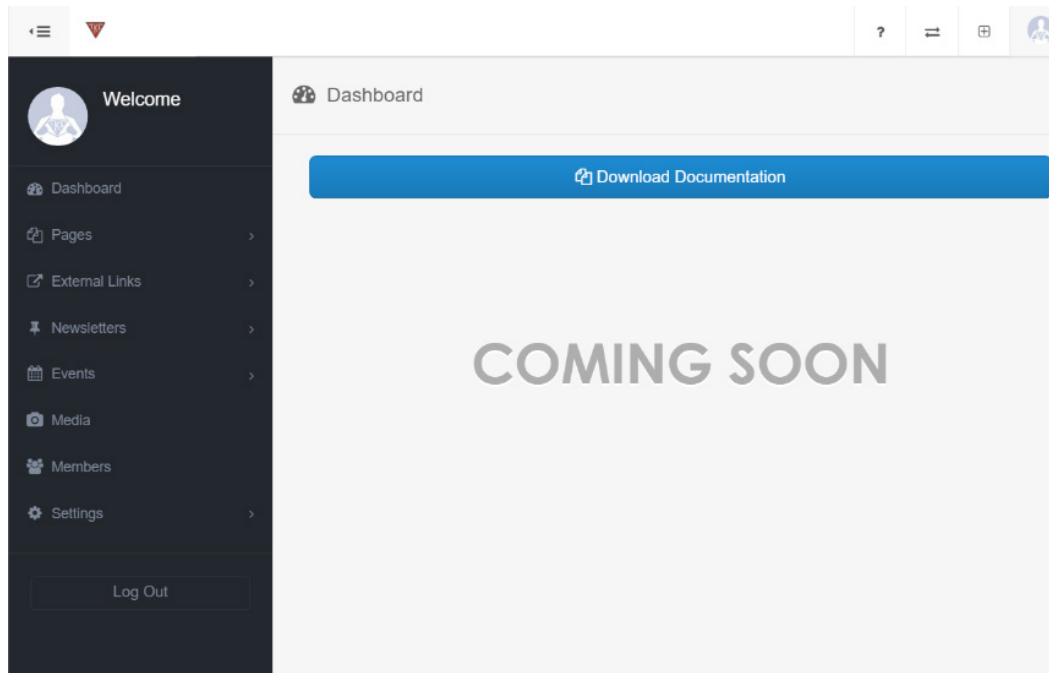
Our Chapter Website engine and admin portal was custom built in-house which allows us deep integration into Tau Kappa Epsilon's membership database. Because of this, there is no need to manage who has or doesn't have permissions after an officer transition. As long as your chapter updates the TKE Chapter Module (<https://Module.TKE.org>) after an officer transition, the new officer gets access and the old officer loses it. The Chapter Module also includes a placeholder office for a chapter Webmaster, which allows a non-jeweled officer access to manage the website.

You can access the Chapter Website admin by clicking on the Login button on the very bottom right hand corner of the your Chapter Website.



Admin Portal

Once you've logged in, the Chapter Website dashboard will appear. This is your main administration area. Your Chapter Website URL will be listed in the upper left hand corner and an indicator of who is currently logged in.



The Dashboard currently features documentation but in future updates will include action items for you to complete.

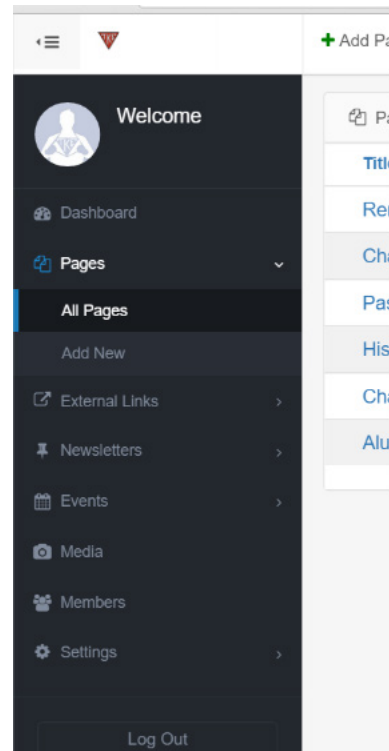
We will cover each of the left hand navigation sections on the following pages.

Pages

All Pages & Add New

To create a page, simply click on “**Pages**” from the sidebar. It will expand to have two options. “**All Pages**” will display a list of all of the pages that have been created and “**Add New**” will simply create a new page.

All Pages will only display pages that have been custom created by your group. Default pages such as the home page, Join TKE, or our Partnership with St. Jude are not customizable to each group.



Creating a Page

Select “Add New.” You will see a pop-up requesting you to give your new page a title. In this example below, we will use “Sample” as our title.

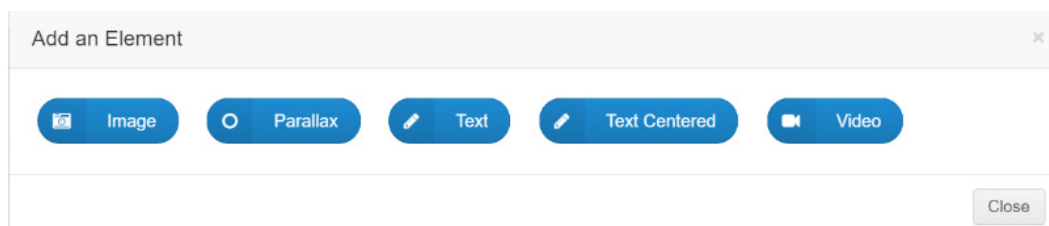
Your page has now been created and is ready for editing. The image below shows some key areas within the page editing area.

A screenshot of a modal window titled 'Add Page'. It contains a text input field with the value 'Sample Page'. Below the input field are two buttons: a grey 'Close' button and a blue 'Add' button.

Page Elements

Each individual page is made up by an unlimited number of page elements. These elements will allow you to create a new section on your page. Currently, you can choose from 5 individual elements, they are as follows:

- **Image** - This element will allow you to upload an image to the website. This element type automatically resizes images so they display great on both mobile and desktop environments.
- **Parallax** - This element will allow you to upload a full screen width image that scrolls up and down with the user as they browse the website.
- **Text** - This element will allow you to enter any text onto the site.
- **Text Centered** - This element will allow you to enter any text onto the site which will automatically be centered for you.
- **Video** - This element will allow you to embed a YouTube/Vimeo video and automatically wrap it so it will display great on both mobile and desktop environments.



You can also change the background color of each individual Page Element by clicking the “White Background” or “Dark Background” text link. If the link says “White Background,” the color is currently white. If the link says “Dark Background,” the color is currently a dark gray. To switch the background color, click the link and the color will change on the live Chapter Website.

</> Page Elements ⓘ					+
	Element Type	Type	Last Mod By	Last Mod On	Order
✎	Chapter Awards Winners (<i>Hidden</i>) Edit Title Edit White Background Clone Remove	Text			

Adding a Page Element

To add an element, click on the blue + icon in the Page Element section. On the following pop-up, choose the type of element you would like to add. We will cover the details of each on the following pages.

The image shows two screenshots of the website management interface. The top screenshot is a modal titled 'Add an Element' with a close button (X) in the top right. It contains five blue buttons: 'Image' (with a camera icon), 'Parallax' (with a circle icon), 'Text' (with a pencil icon), 'Text Centered' (with a pencil icon), and 'Video' (with a video camera icon). A 'Close' button is in the bottom right. The bottom screenshot is the 'Edit Page' interface. It has a header 'Edit Page' with a pencil icon. Below it are input fields for 'Sample Page' and 'Subtitle', followed by a 'URL:' label and a 'Visit' button. A section titled '</>Page Elements ⓘ' contains a blue '+' button and the text 'There are no Page Elements'. On the right side, there is a 'Publish ⓘ' section showing 'Status: Draft' and 'Last Mod:'. At the bottom right are buttons for 'Save Draft', 'Preview', and 'Publish'.

Modifying Page Element Title

You will need to click “**Edit Title**” on each element added to modify the title and choose to hide or show the title text. By default, the title text will display on the site.

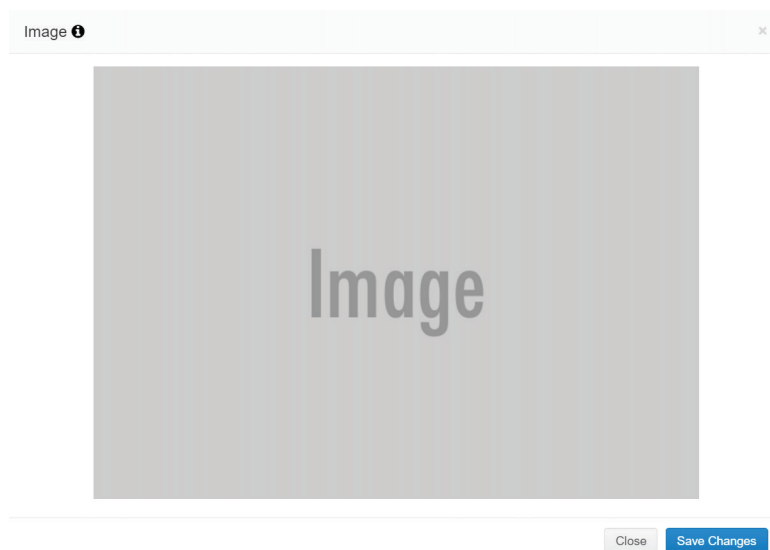
</>Page Elements ⓘ					
	Element Type	Type	Last Mod By	Last Mod On	Order
	Header Title	Text			
	<input type="checkbox"/> Hide Title				
	Update Cancel				

Editing the Individual Page Elements

Image

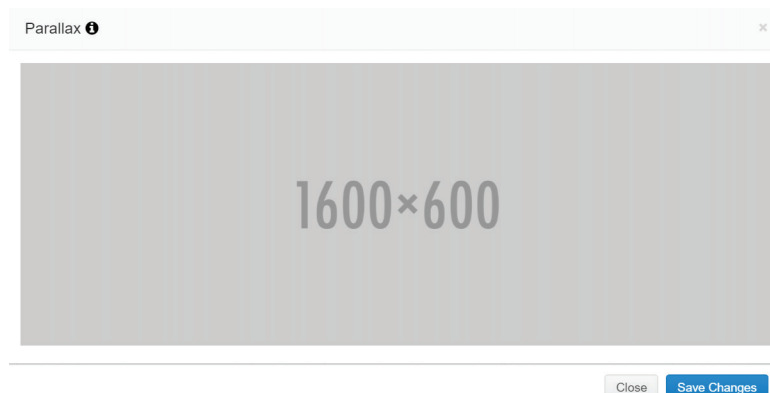
To modify the created Image element, click the Edit button. On the following pop-up, click on the Image to upload a new image or select from the Media Manager. Either **select an image** you would like to use or click the **“Upload”** button near the top left-hand corner to upload a new image. After uploading, you will need to select your image and click **“Insert”** to choose the image.

If you want to change an image you’ve already selected, click anywhere on the image to return to the Media Manager.



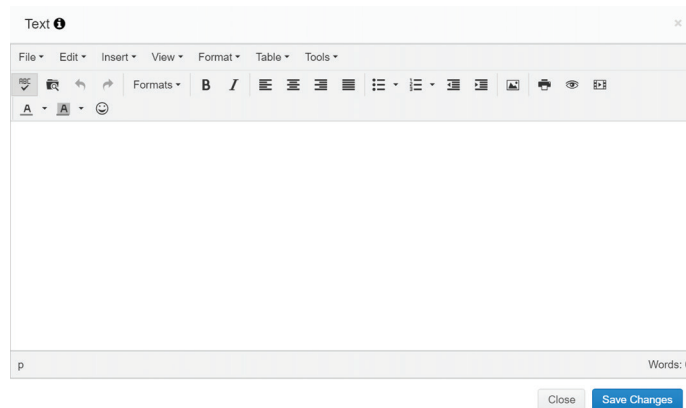
Parallax

To modify the created Parallax element, click the Edit button. This feature works exactly the same as the Image option above.



Text

To modify the created Text element, click the Edit button. On the following pop-up, you are presented with text editor, similar to Microsoft Word or Apple's Pages. For advanced users, you can use the Tools > Source Code option to directly edit the rendered HTML code. Click Save Changes to save your changes.



Text Centered

To modify the created Text Centered element, click the Edit button. This feature works exactly the same as the Text option above. The text will be automatically centered for you when viewing the live Chapter Website.

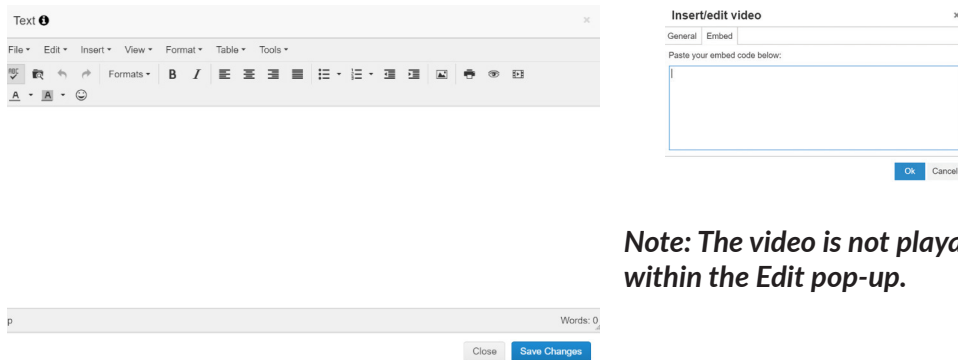


Video

To modify the created Video element, click the Edit button. On the following pop-up, click on the “Insert/Edit Video” option.

We recommend you use the Embed option on the pop-up. In YouTube, click the Share icon and select Embed. Copy and paste the HTML code directly into the embed textbox. Click “Ok” and then click “Save Changes” to complete posting your video.

For advanced users, you can go to Tools > Source Code to directly paste the HTML you receive from YouTube/Vimeo.



Note: The video is not playable within the Edit pop-up.

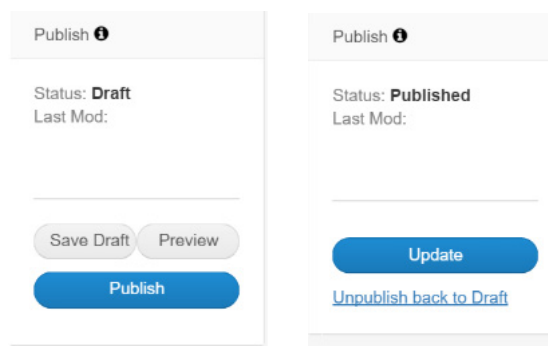
Save Draft, Preview and Publish

Saving a draft allows you to save and preview the page before you publish it for the world to see.

Preview allows you to preview the site on the website template.

Publish posts the page to the TKE Chapter Website. If you weren't ready to publish the page or need to take it down for some reason, you have the ability to click “Unpublish back to Draft” option.

After publishing the Save Draft/Preview/Publish buttons disappear and become an “**Update**” button.



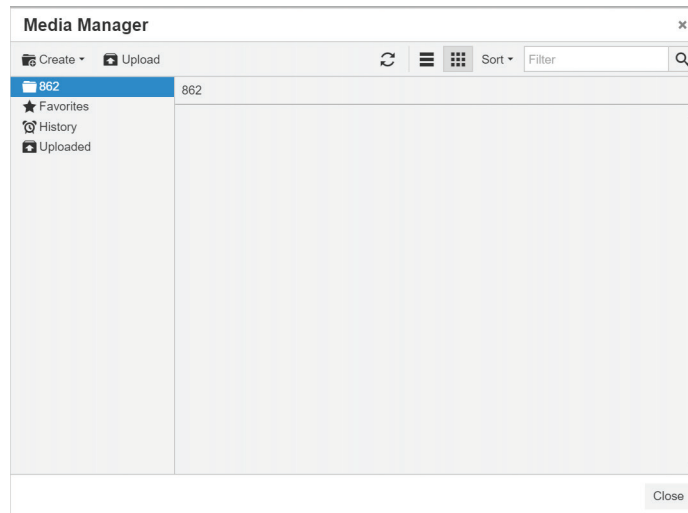
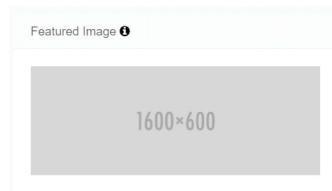
Featured Image

Featured images are the primary image on the top of the web page. These images should be 1600 pixels wide x 600 pixels tall. The best image format to use is PNG.

Please note, your title text overlays on top of this featured image.

To upload a new featured image, click the default 1600x600 gray image and the Media Manager will pop-up. Either **select an image** you would like to use or click the **“Upload”** button near the top left-hand corner to upload a new image. After uploading, you will need to select your image and click **“Insert”** to choose the image.

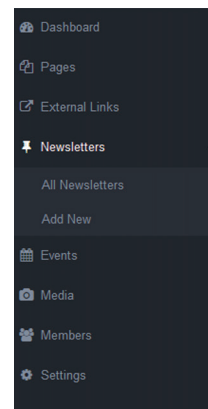
If you want to change an image you’ve already selected, click anywhere on the image to return to the Media Manager.



Newsletters

The Chapter Websites allow you the ability to keep and store historical Chapter Newsletters.

To create a newsletter, simply click on “**Newsletter**” from the sidebar. It will expand to have two options. “**All Newsletters**” will display a list of all of the newsletters that have been created and “**Add New**” will simply create a new newsletter.



Adding a New Newsletter

On the “**Add New**” pop-up, first, choose an image to represent your newsletter by clicking on the image and either **select an image** you would like to use or click the “**Upload**” button near the top left-hand corner to upload a new image. After uploading, you will need to select your image and click “**Insert**” to choose the image.

If you want to change an image you’ve already selected, click anywhere on the image to return to the Media Manager.

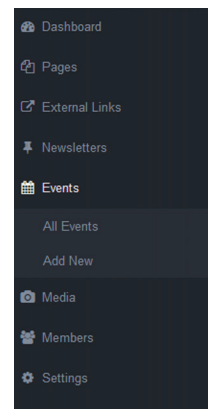
Afterwards, enter a title, select a season and year, and finally click the Choose File button to upload a completed newsletter. Click “**Add**” to save your newsletter.

Events

The Events section populates on the home page of each Chapter Website and gives you the ability to promote upcoming events your chapter has going on.

Don't worry, if you don't have any events, the system will automatically populate events from TKE.org so the space isn't empty!

To create a new event, simply click on **"Event"** from the sidebar. It will expand to have two options. **"All Event"** will display a list of all of the events that have been created and **"Add New"** will simply create a new event.



Adding a New Event

Select "Add New." You will see a pop-up requesting you to give your new event a title. In this example below, we will use "Sample" as our title.

Your event has now been created and is ready for editing. The image shows some key areas within the page editing area.

To complete your event, enter an event description, event date/time, event address, and upload a featured image.

To upload a new featured image, click the default 1600x600 gray image and the Media Manager will pop-up. Either **select an image** you would like to use or click the **"Upload"** button near the top left-hand corner to upload a new image. After uploading, you will need to select your image and click **"Insert"** to choose the image.

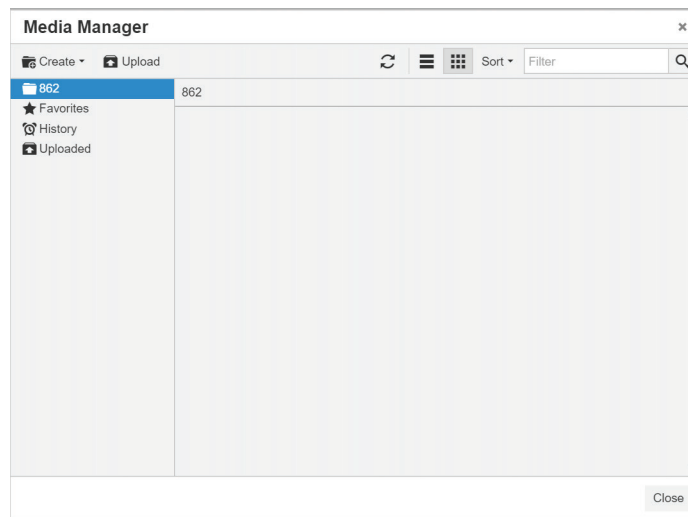
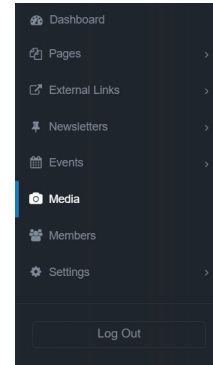
Click **"Save Draft"** to save your progress along the way and when you are ready to publish, click the **"Publish"** button.

Media Manager

The Media Manager is where all of your images, documents and files are stored. You can browse through the Media Manager for your chapter or upload new files.

As multiple officers and webmasters manage the site over years, this folder can quickly get out of control.

Build a folder structure that makes sense for your group so that it's easy for the next person to find the files.



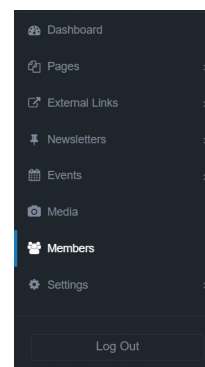
Members

The Members section is another section that is deeply integrated with the database at the Offices of the Grand Chapter, Tau Kappa Epsilon's International Headquarters.

Each member can log into MyTKE.org and make updates to his record individually.

Unfortunately, at this time, officers aren't able to update a member's information or post a photo for them.

Is there someone on the list that shouldn't be or is there someone that should be on the list that isn't? Contact us at Support@TKE.org with the details and we can help you address it.

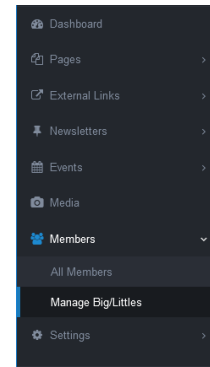


Manage Big/Littles

In the Members section, you can also manage big/little relationships for your chapter. The Offices of the Grand Chapter is working to build out family trees for every chapter in TKE Nation but need your help to fill those out.

As a chapter officer, you can update the big/little relationships here. Find the member in the list, click on the Add button to the right of their name. The screenshot below outlines the process for finding a big/little. The system automatically makes the corresponding relationship. For example, Person A is Person B's big brother. The system will automatically make Person B the little brother of Person A.

Alternatively, you can reach out to collegiate and alumni members and ask them to update them via MyTKE.org. After logging into MyTKE.org, members should click on the My Information tab to update.



Add Big/Little for

Search

is the

▼

of ...

Search for big/little

Complete, first or last name

Big Brother
Little Brother

Search

Close

Frequently Asked Questions

How do I purchase a domain name?

Contact us at **Support@TKE.org** with your name, chapter/colony/alumni association name, and domain name suggestions you'd like to use. If the domain name is available, Tau Kappa Epsilon will purchase it and set the new website up for you at no cost.

A member already owns a domain but doesn't want to pay for it any longer, what do we do?

Contact us at **Support@TKE.org** and we can help you with that process.

How do I host our website? How much does it cost?

Chapter Websites are provided and set up for any chapter, colony or alumni associations at no cost whatsoever. It's one of the additional benefits provided by membership dues in TKE. We can work with you if you are interested in setting up domain name email or other services with a provider, but costs may apply.

How do I add an image/video?

Please refer to page 14 for details on how to use the media manager.

What forms of media can I upload?

Our Media Manager can host GIF, PNG, JPG, DOC and PDF files.

Can I edit an image I've uploaded?

From the left side bar, select "**Media.**" The file manager window will appear. Right click on the image you want to edit and select "**Edit.**" From here, you are provided a multitude of options including resize, crop, rotate, brightness, and more.

How come I can't edit all pages of the site?

Many of the pages are already created for you. We maintain these pages for your group to ensure it has the most up-to-date information.

How do I add a member to the directory?

Contact us at **Support@TKE.org** with the details and we can help you address it.



TAU KAPPA EPSILON

— Better Men for a Better World —

Established January 10, 1899, Tau Kappa Epsilon is a men's social fraternity founded on the honest convictions of Love, Charity and Esteem.

For more information,
please visit TKE.org

