

# *Chapter Website Walkthrough Guides*

## **Drupal 8**

Updated as of April 2024

# Quick Links

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*For additional assistance contact your chapter manager or [chapters@himss.org](mailto:chapters@himss.org)*



# *Drupal 7 > Drupal 8 Changes*

# Drupal 7 > Drupal 8 Changes

Key changes from Drupal 7 to Drupal 8

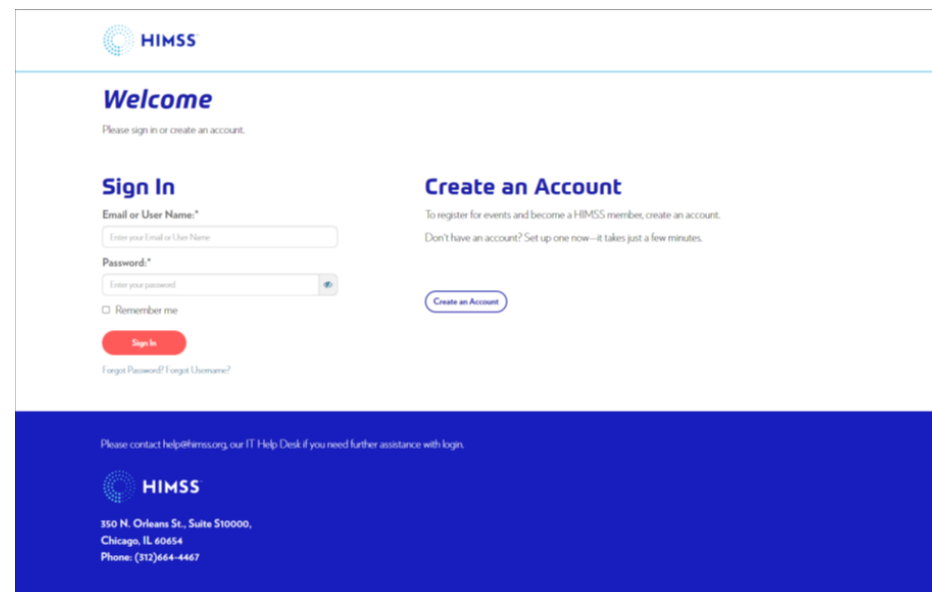
- Homepage
  - Content saved on the homepage is **always live**
  - To configure homepage content in a **draft state**: Create a new page, format content on the page, save to draft state. Once content is formatted move to the homepage by copy and pasting.
- Event
  - Tag Chapter - Make sure to tag your Chapter in the **Chapter** selection box.
  - Event Photo – use approved image with blue overlay.
  - HIMSS.org event calendar – posting an event on your chapter website will now **automatically** populate the event on the himss.org event calendar.
  - Enterprise taxonomy selections – Tag your chapter event as seen fit, these will help your event populate when filters are selected on the himss.org event calendar.
- HP slide
  - There is now an option to see the opacity on the overlay box. Or remove entirely.
- Basic pages
  - Please remember to tag your chapter in the **Chapter** selection box.
- Modules
  - There are now additional formatting options, beyond WYSIWYG



*Sign In / Sign Out*

# Sign In

- Navigate to your chapter website URL (name.himss.org)
- Click **Sign In** in the upper right
- Sign in using your HIMSS membership email and password credentials



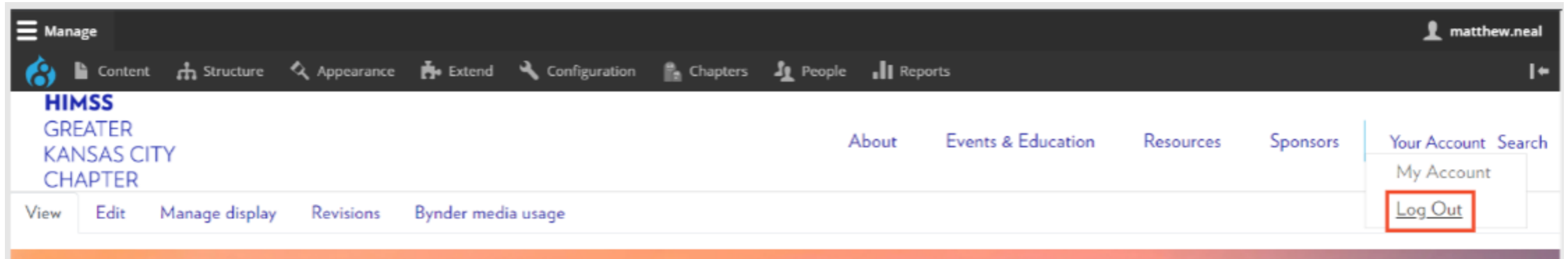
# Signed in Access

- Once you sign in, you will be redirected to the chapter website with CMS (Content Management System) access and editing options

The screenshot displays the user interface of the HIMSS Greater Kansas City Chapter CMS. At the top, a dark navigation bar contains a 'Manage' menu icon and the user's name 'matthew.neal'. Below this, a secondary navigation bar lists several management options: Content, Structure, Appearance, Extend, Configuration, Chapters, People, and Reports. The main content area features the HIMSS Greater Kansas City Chapter logo on the left and a navigation menu on the right with links for 'About', 'Events & Education', 'Resources', 'Sponsors', 'Your Account', and 'Search'. The 'Your Account' link is highlighted with a red box. Below the navigation menu, a horizontal bar contains the following options: 'View', 'Edit', 'Manage display', 'Revisions', and 'Bynder media usage', which are also highlighted with a red box.

# Sign out

- To sign out, click on **My Account** and **Log Out**



The screenshot shows a Drupal administration interface. At the top, there is a dark navigation bar with a 'Manage' menu icon and the user name 'matthew.neal'. Below this is a secondary navigation bar with icons and labels for 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'Chapters', 'People', and 'Reports'. The main content area features the 'HIMSS GREATER KANSAS CITY CHAPTER' logo on the left and a navigation menu on the right with links for 'About', 'Events & Education', 'Resources', 'Sponsors', 'Your Account', and 'Search'. A dropdown menu is open under 'Your Account', showing 'My Account' and 'Log Out'. The 'Log Out' link is highlighted with a red rectangular box. Below the navigation menu, there are additional links: 'View', 'Edit', 'Manage display', 'Revisions', and 'Bynder media usage'.

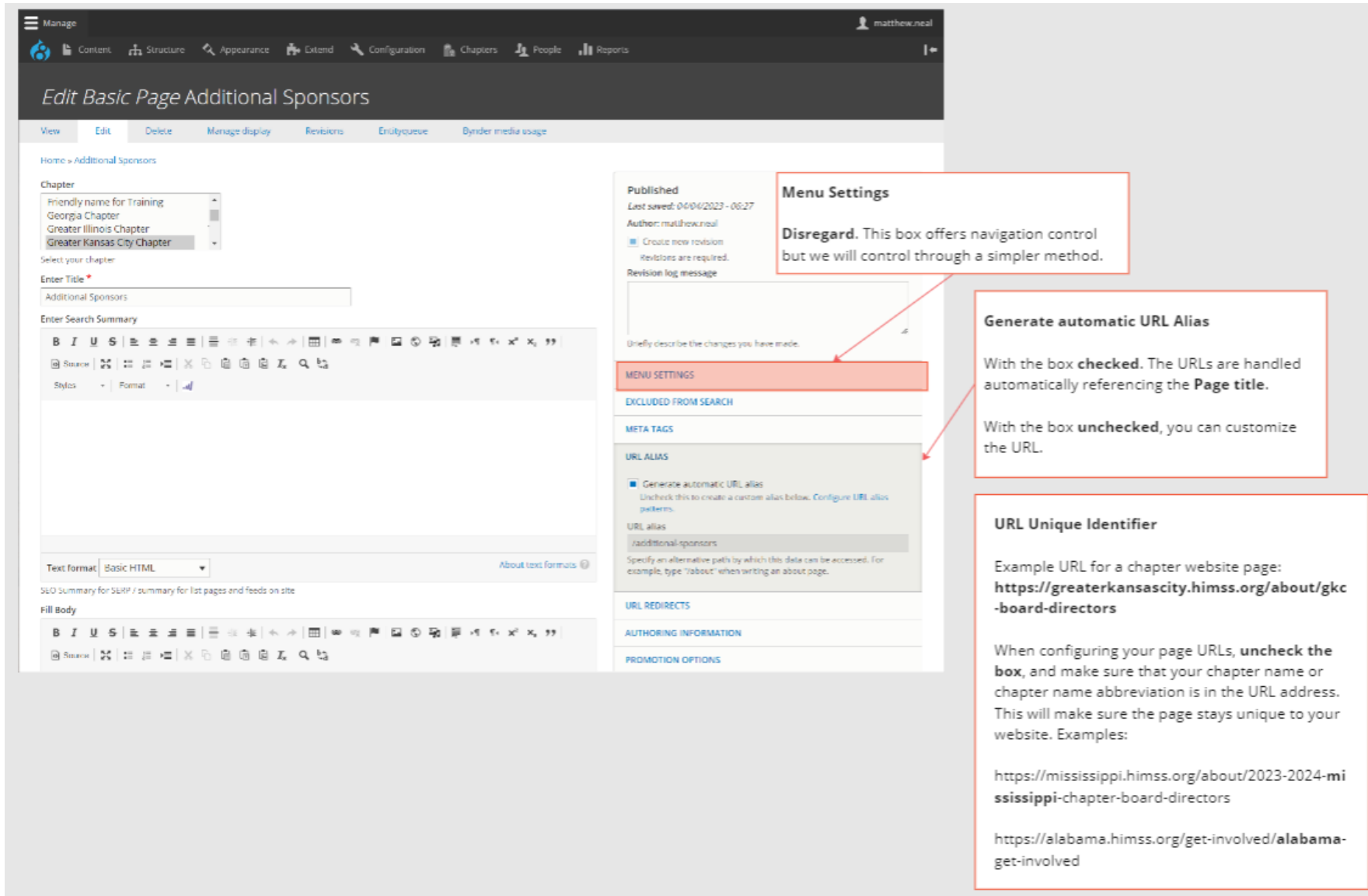




# *Controlling the Navigation Menu*

## Adding a New Page to the Navigation

- Once a new page is created and saved, you'll want to add it to the navigation
- Navigate to the **Editing** screen of the page you created.



The screenshot shows the Drupal 'Edit Basic Page Additional Sponsors' interface. The page title is 'Additional Sponsors' and the chapter is 'Greater Kansas City Chapter'. The 'MENU SETTINGS' section is highlighted with a red box, and callouts provide instructions on how to configure it.

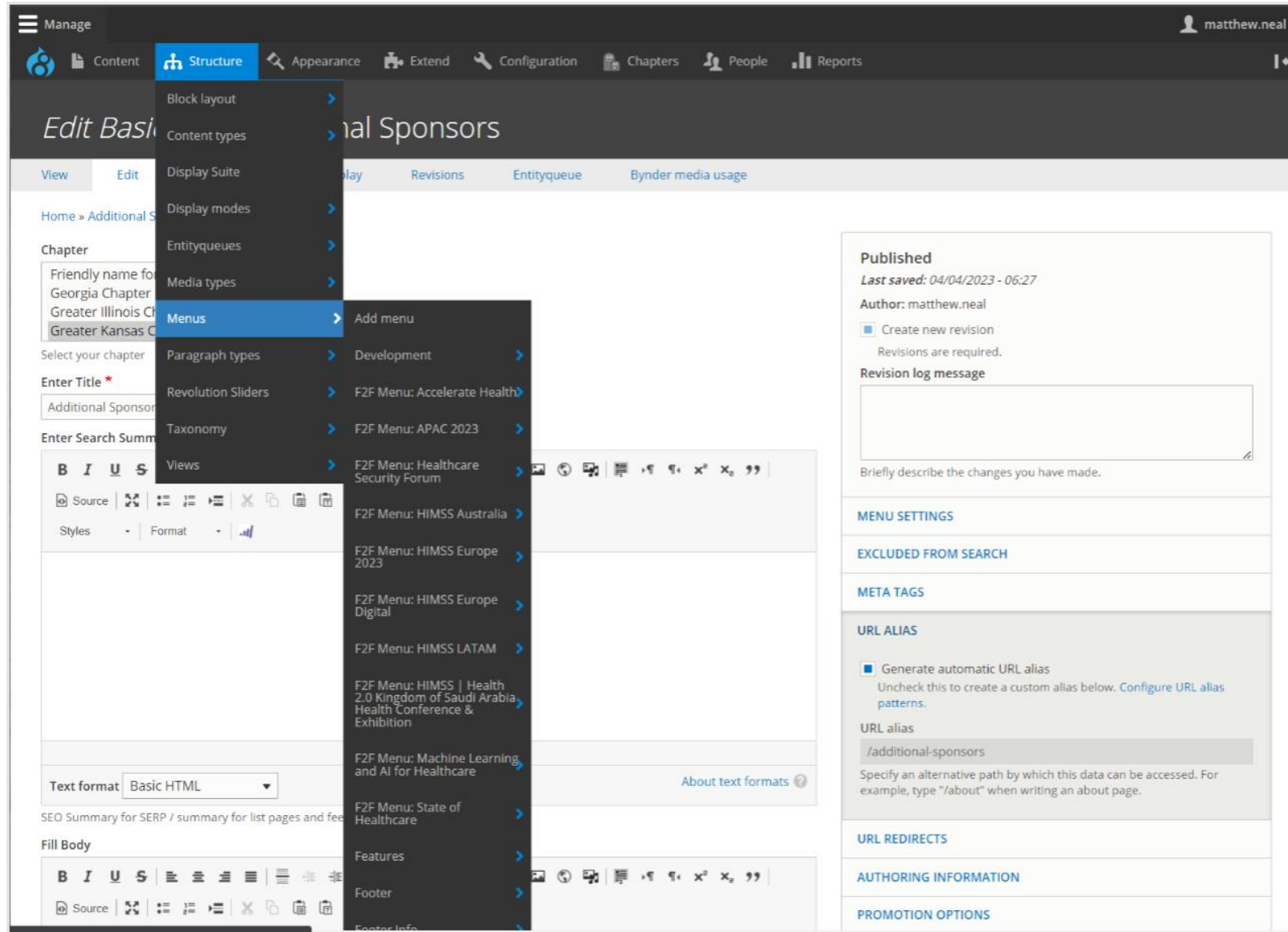
**Menu Settings**  
Disregard. This box offers navigation control but we will control through a simpler method.

**Generate automatic URL Alias**  
With the box **checked**, the URLs are handled automatically referencing the **Page title**.  
With the box **unchecked**, you can customize the URL.

**URL Unique Identifier**  
Example URL for a chapter website page:  
**https://greaterkansascity.himss.org/about/gkc-board-directors**  
When configuring your page URLs, **uncheck the box**, and make sure that your chapter name or chapter name abbreviation is in the URL address. This will make sure the page stays unique to your website. Examples:  
**https://mississippi.himss.org/about/2023-2024-mississippi-chapter-board-directors**  
**https://alabama.himss.org/get-involved/alabama-get-involved**

## Adding a New Page to the Navigation

- Once the URL Alias is saved. We now can add the page to the navigation.
- Navigate to **Structures > Menus**



The screenshot displays the Drupal administration interface. The top navigation bar includes 'Manage' and a user profile for 'matthew.neal'. The main navigation menu is open, showing 'Structure' selected. A sub-menu is visible under 'Structure', with 'Menus' highlighted. The 'Menus' sub-menu lists various menu types, including 'Add menu', 'Development', 'F2F Menu: Accelerate Health', 'F2F Menu: APAC 2023', 'F2F Menu: Healthcare Security Forum', 'F2F Menu: HIMSS Australia', 'F2F Menu: HIMSS Europe 2023', 'F2F Menu: HIMSS Europe Digital', 'F2F Menu: HIMSS LATAM', 'F2F Menu: HIMSS | Health 2.0 Kingdom of Saudi Arabia Health Conference & Exhibition', 'F2F Menu: Machine Learning and AI for Healthcare', and 'F2F Menu: State of Healthcare'. The main content area shows the 'Edit Basic' page for 'Additional Sponsors', with a 'Published' status and a 'Revision log message' field. The right sidebar contains sections for 'MENU SETTINGS', 'EXCLUDED FROM SEARCH', 'META TAGS', 'URL ALIAS', 'URL REDIRECTS', 'AUTHORING INFORMATION', and 'PROMOTION OPTIONS'.

## Adding a New Page to the Navigation

- The **Menus** page offers a way to control your navigation by moving links and adding and removing others
- To add the page we just created. Click **Add link**

Back to site Manage matthew.neal

Content Structure Appearance Extend Configuration Chapters People Reports

### Edit menu *Main Menu Extra (Heart of America Chapter of HIMSS)*

Edit menu Manage fields Manage form display View Modes Settings

Home » Structure » Menus

**Add link**

Title \* **Your Chapter**  
Main Menu Extra (Heart of America Chapter of HIMSS) Machine name: main-menu-1908

Administrative summary

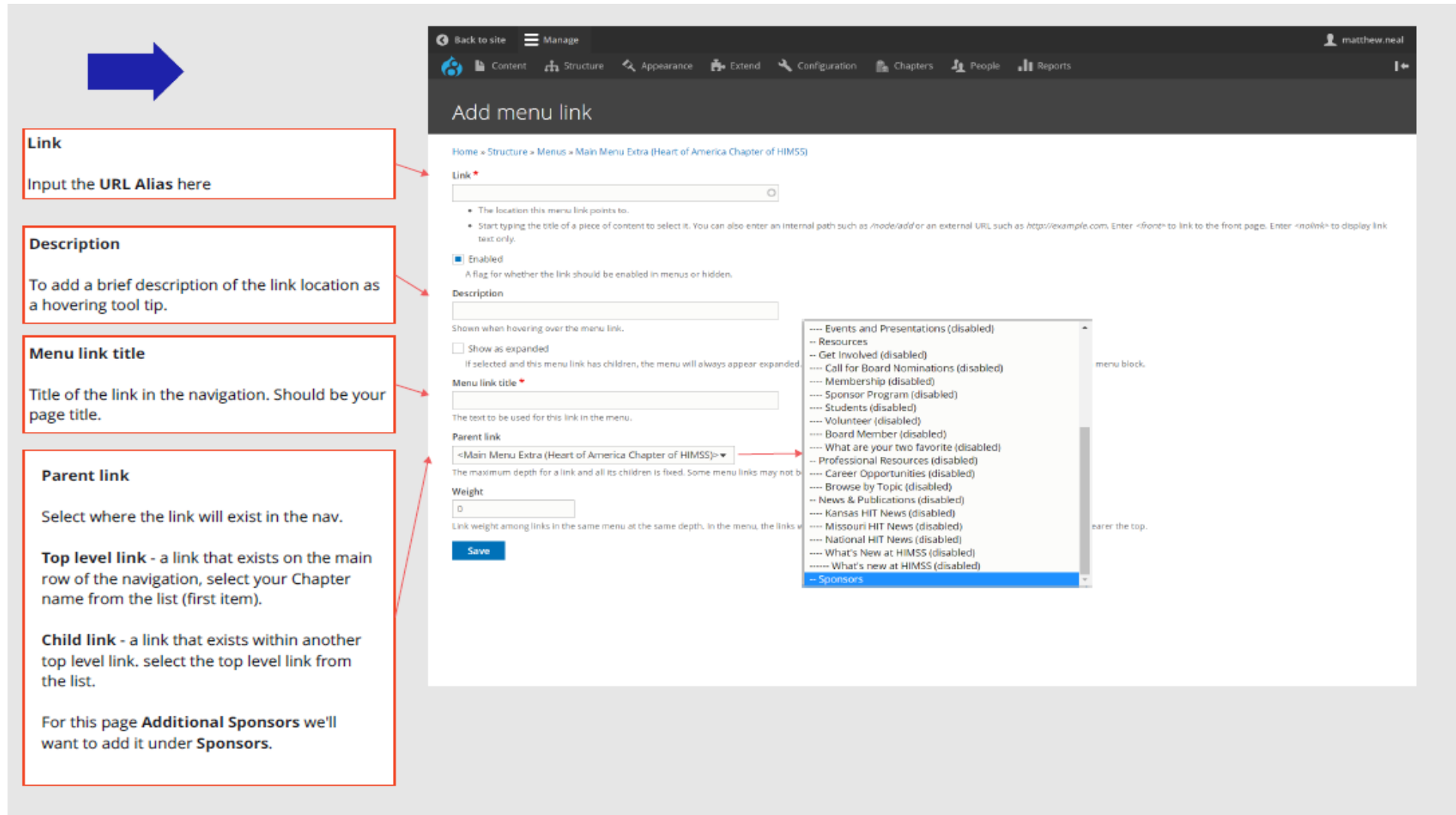
Menu language  
English

Show row weights

Menu link	Enabled	Operations
+ About	<input checked="" type="checkbox"/>	Edit
+ About Us	<input checked="" type="checkbox"/>	Edit
+ Board of Directors	<input checked="" type="checkbox"/>	Edit
+ Greater KC Insight (disabled)	<input type="checkbox"/>	Edit
+ About HIMSS (disabled)	<input type="checkbox"/>	Edit
+ Greater KC Board of Directors (disabled)	<input type="checkbox"/>	Edit
+ About the Greater KC Chapter (disabled)	<input type="checkbox"/>	Edit
+ Join Our Mailing List (disabled)	<input type="checkbox"/>	Edit
+ Join (disabled)	<input type="checkbox"/>	Edit
+ Events & Education	<input checked="" type="checkbox"/>	Edit
+ Events	<input checked="" type="checkbox"/>	Edit
+ Past Events & Recordings	<input checked="" type="checkbox"/>	Edit
+ Events and Presentations Archive (disabled)	<input type="checkbox"/>	Edit

## Adding a New Page to the Navigation

- The **Add link** screen is where we'll configure a new menu link and decide where it should live in the navigation



The screenshot shows the 'Add menu link' interface. On the left, a blue arrow points to the form. Four red-bordered boxes with arrows point to specific fields:

- Link**: Input the URL Alias here
- Description**: To add a brief description of the link location as a hovering tool tip.
- Menu link title**: Title of the link in the navigation. Should be your page title.
- Parent link**: Select where the link will exist in the nav.  
Top level link - a link that exists on the main row of the navigation, select your Chapter name from the list (first item).  
Child link - a link that exists within another top level link. select the top level link from the list.  
For this page **Additional Sponsors** we'll want to add it under **Sponsors**.

The form fields include:

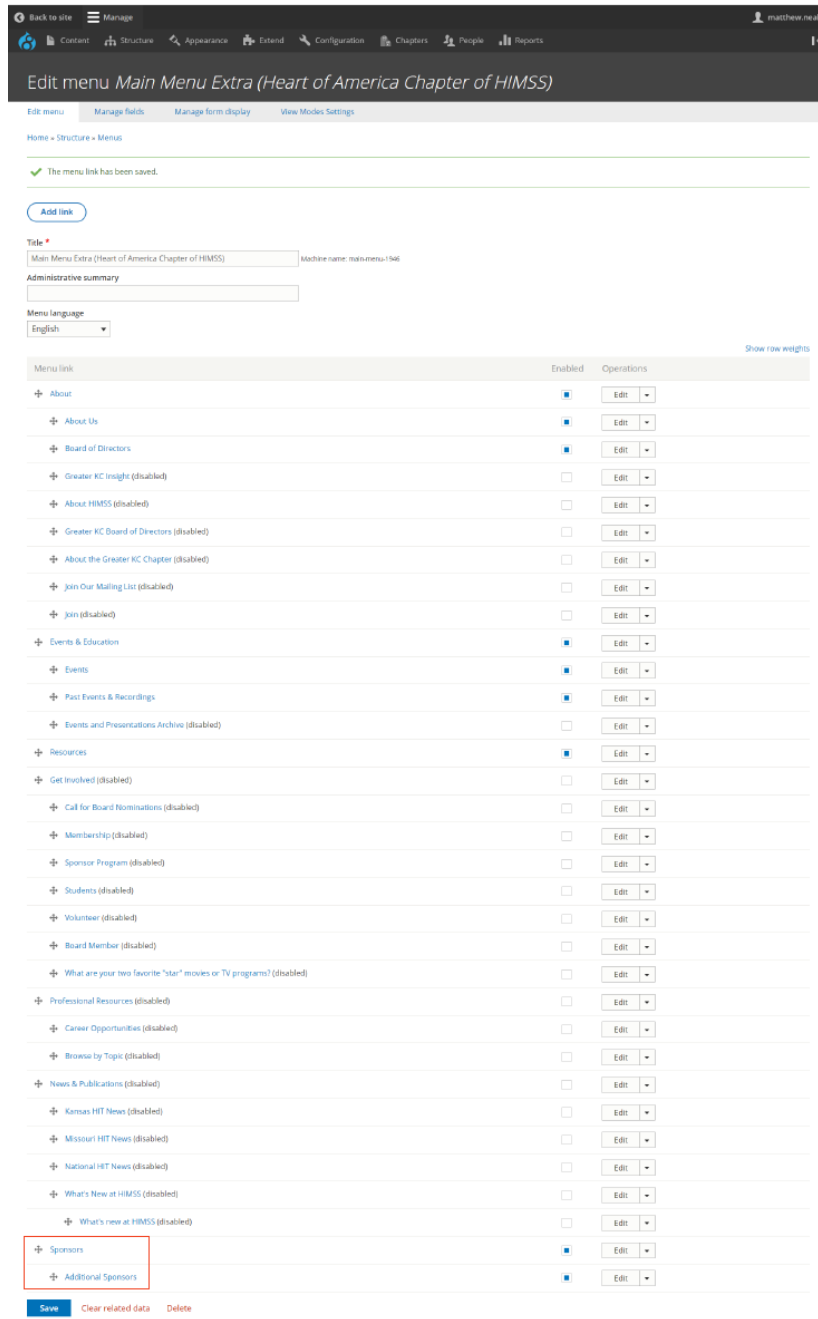
- Link \***: A text input field.
- Enabled**: A checked checkbox with the label 'Enabled'. Below it is the text: 'A flag for whether the link should be enabled in menus or hidden.'
- Description**: A text input field. Below it is the text: 'Shown when hovering over the menu link.'
- Show as expanded**: An unchecked checkbox with the label 'Show as expanded'. Below it is the text: 'If selected and this menu link has children, the menu will always appear expanded.'
- Menu link title \***: A text input field. Below it is the text: 'The text to be used for this link in the menu.'
- Parent link**: A dropdown menu currently showing '<Main Menu Extra (Heart of America Chapter of HIMSS)>'. Below it is the text: 'The maximum depth for a link and all its children is fixed. Some menu links may not be...'
- Weight**: A text input field with the value '0'. Below it is the text: 'Link weight among links in the same menu at the same depth. In the menu, the links w...'
- Save**: A blue button.

On the right side of the form, there is a scrollable list of menu items. The 'Sponsors' item is highlighted in blue. The list includes:

- Events and Presentations (disabled)
- Resources
- Get Involved (disabled)
- Call for Board Nominations (disabled)
- Membership (disabled)
- Sponsor Program (disabled)
- Students (disabled)
- Volunteer (disabled)
- Board Member (disabled)
- What are your two favorite (disabled)
- Professional Resources (disabled)
- Career Opportunities (disabled)
- Browse by Topic (disabled)
- News & Publications (disabled)
- Kansas HIT News (disabled)
- Missouri HIT News (disabled)
- National HIT News (disabled)
- What's New at HIMSS (disabled)
- What's new at HIMSS (disabled)
- Sponsors

Labels 'menu block.' and 'earer the top.' are visible next to the list.

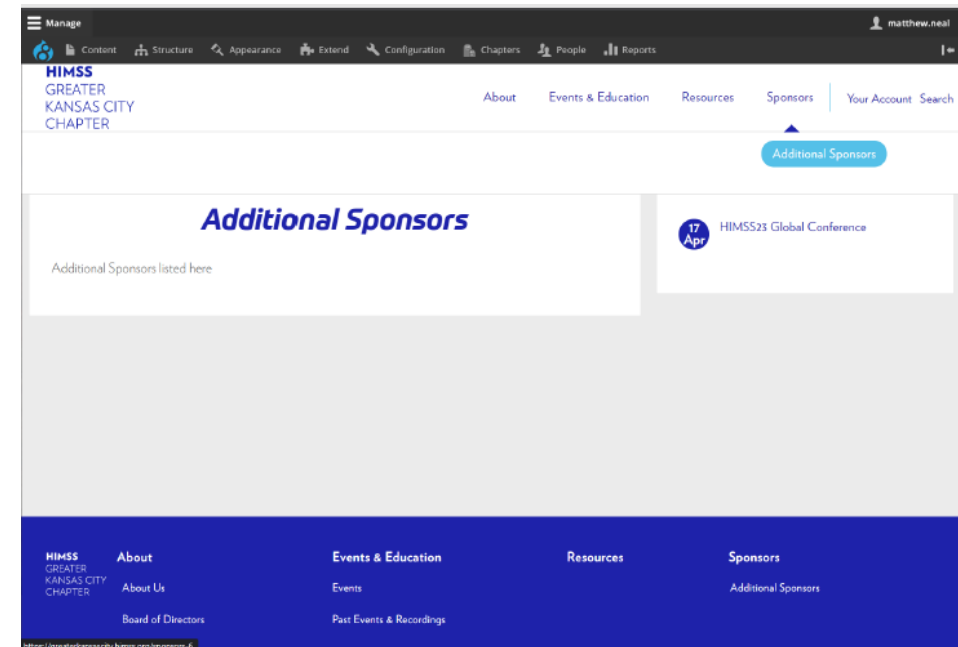
# Adding a New Page to the Navigation



The screenshot shows the Drupal administration interface for editing a menu. The breadcrumb trail is "Home > Structure > Menus". A green message at the top states "The menu link has been saved." Below this is an "Add link" button. The "Title" field is set to "Main Menu Extra (Heart of America Chapter of HIMSS)". The "Menu language" is set to "English". A table lists menu links with columns for "Menu link", "Enabled", and "Operations". The "Sponsors" link is highlighted with a red box, and the "Additional Sponsors" link is also visible below it. At the bottom, there are "Save", "Clear related data", and "Delete" buttons.

Menu link	Enabled	Operations
+ About	<input checked="" type="checkbox"/>	Edit
+ About Us	<input checked="" type="checkbox"/>	Edit
+ Board of Directors	<input checked="" type="checkbox"/>	Edit
+ Greater KC Insight (disabled)	<input type="checkbox"/>	Edit
+ About HIMSS (disabled)	<input type="checkbox"/>	Edit
+ Greater KC Board of Directors (disabled)	<input type="checkbox"/>	Edit
+ About the Greater KC Chapter (disabled)	<input type="checkbox"/>	Edit
+ Join Our Mailing List (disabled)	<input type="checkbox"/>	Edit
+ Join (disabled)	<input type="checkbox"/>	Edit
+ Events & Education	<input checked="" type="checkbox"/>	Edit
+ Events	<input checked="" type="checkbox"/>	Edit
+ Past Events & Recordings	<input checked="" type="checkbox"/>	Edit
+ Events and Presentations Archive (disabled)	<input type="checkbox"/>	Edit
+ Resources	<input checked="" type="checkbox"/>	Edit
+ Get Involved (disabled)	<input type="checkbox"/>	Edit
+ Call for Board Nominations (disabled)	<input type="checkbox"/>	Edit
+ Membership (disabled)	<input type="checkbox"/>	Edit
+ Sponsor Program (disabled)	<input type="checkbox"/>	Edit
+ Students (disabled)	<input type="checkbox"/>	Edit
+ Volunteer (disabled)	<input type="checkbox"/>	Edit
+ Board Member (disabled)	<input type="checkbox"/>	Edit
+ What are your two favorite "site" movies or TV programs? (disabled)	<input type="checkbox"/>	Edit
+ Professional Resources (disabled)	<input type="checkbox"/>	Edit
+ Career Opportunities (disabled)	<input type="checkbox"/>	Edit
+ Browse by Topic (disabled)	<input type="checkbox"/>	Edit
+ News & Publications (disabled)	<input type="checkbox"/>	Edit
+ Kansas HT News (disabled)	<input type="checkbox"/>	Edit
+ Missouri HT News (disabled)	<input type="checkbox"/>	Edit
+ National HT News (disabled)	<input type="checkbox"/>	Edit
+ What's New at HIMSS (disabled)	<input type="checkbox"/>	Edit
+ What's new at HIMSS (disabled)	<input type="checkbox"/>	Edit
+ Sponsors	<input checked="" type="checkbox"/>	Edit
+ Additional Sponsors	<input checked="" type="checkbox"/>	Edit

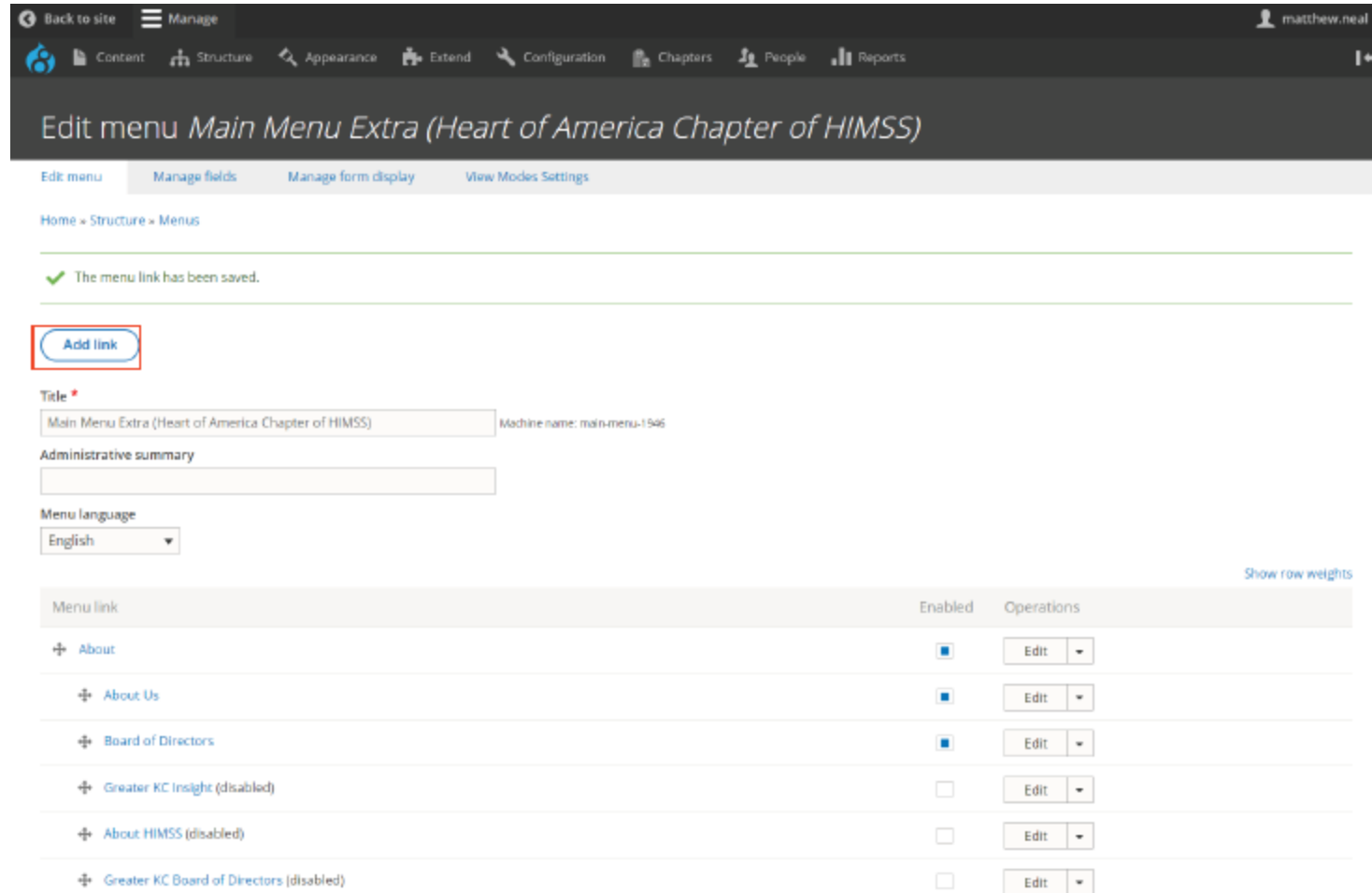
- Once **Saved** you'll see the **Additional Sponsors** link under Sponsors.
- Navigate back to the front end of the site and you'll see the page displayed in the navigation.



The screenshot shows the front-end of the HIMSS Greater Kansas City Chapter website. The navigation menu includes "About", "Events & Education", "Resources", "Sponsors", and "Your Account Search". A blue button labeled "Additional Sponsors" is positioned below the "Sponsors" link. The main content area features a heading "Additional Sponsors" and a sub-heading "Additional Sponsors listed here". A sidebar on the right displays a calendar event for "17 Apr HIMSS21s Global Conference". The footer contains a grid of navigation links for "About", "Events & Education", "Resources", and "Sponsors".

## Adding a Parent Menu Item

- **Parent Menu Items** are the top-level items of your navigation.
- These top-level items should only link to pages if there are no child menu links under them.
- To add a parent menu item, navigate to the **Structures > Menus** page, click on **Add Link**



Back to site Manage matthew.neal

Content Structure Appearance Extend Configuration Chapters People Reports

### Edit menu *Main Menu Extra (Heart of America Chapter of HIMSS)*

Edit menu Manage fields Manage form display View Modes Settings

Home » Structure » Menus

✓ The menu link has been saved.

**Add link**

**Title \***  
Main Menu Extra (Heart of America Chapter of HIMSS) Machine name: main-menu-1546

**Administrative summary**

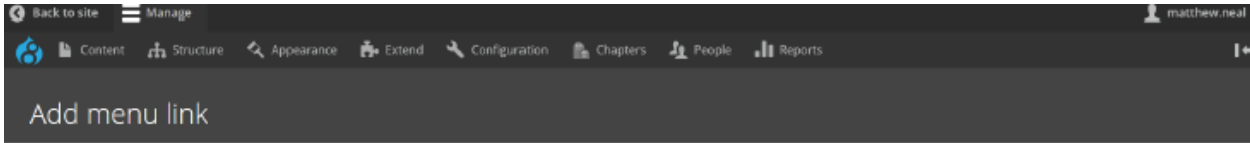
**Menu language**  
English

Show row weights

Menu link	Enabled	Operations
+ About	<input checked="" type="checkbox"/>	Edit
+ About Us	<input checked="" type="checkbox"/>	Edit
+ Board of Directors	<input checked="" type="checkbox"/>	Edit
+ Greater KC Insight (disabled)	<input type="checkbox"/>	Edit
+ About HIMSS (disabled)	<input type="checkbox"/>	Edit
+ Greater KC Board of Directors (disabled)	<input type="checkbox"/>	Edit

# Adding a Parent Menu Item

- Adding **<nolink>** tells the CMS that this item won't link anywhere



Home » Structure » Menus » Main Menu Extra (Heart of America Chapter of HIMSS)

**Link \***

• The location this menu link points to.  
 • Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add/` or an external URL such as `https://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only.

**Enabled**  
A flag for whether the link should be enabled in menus or hidden.

**Description**  
Shown when hovering over the menu link.

**Show as expanded**  
If selected and this menu link has children, the menu will always appear expanded. This option may be overridden for the entire menu tree when placing a menu block.

**Menu link title \***  
The text to be used for this link in the menu.

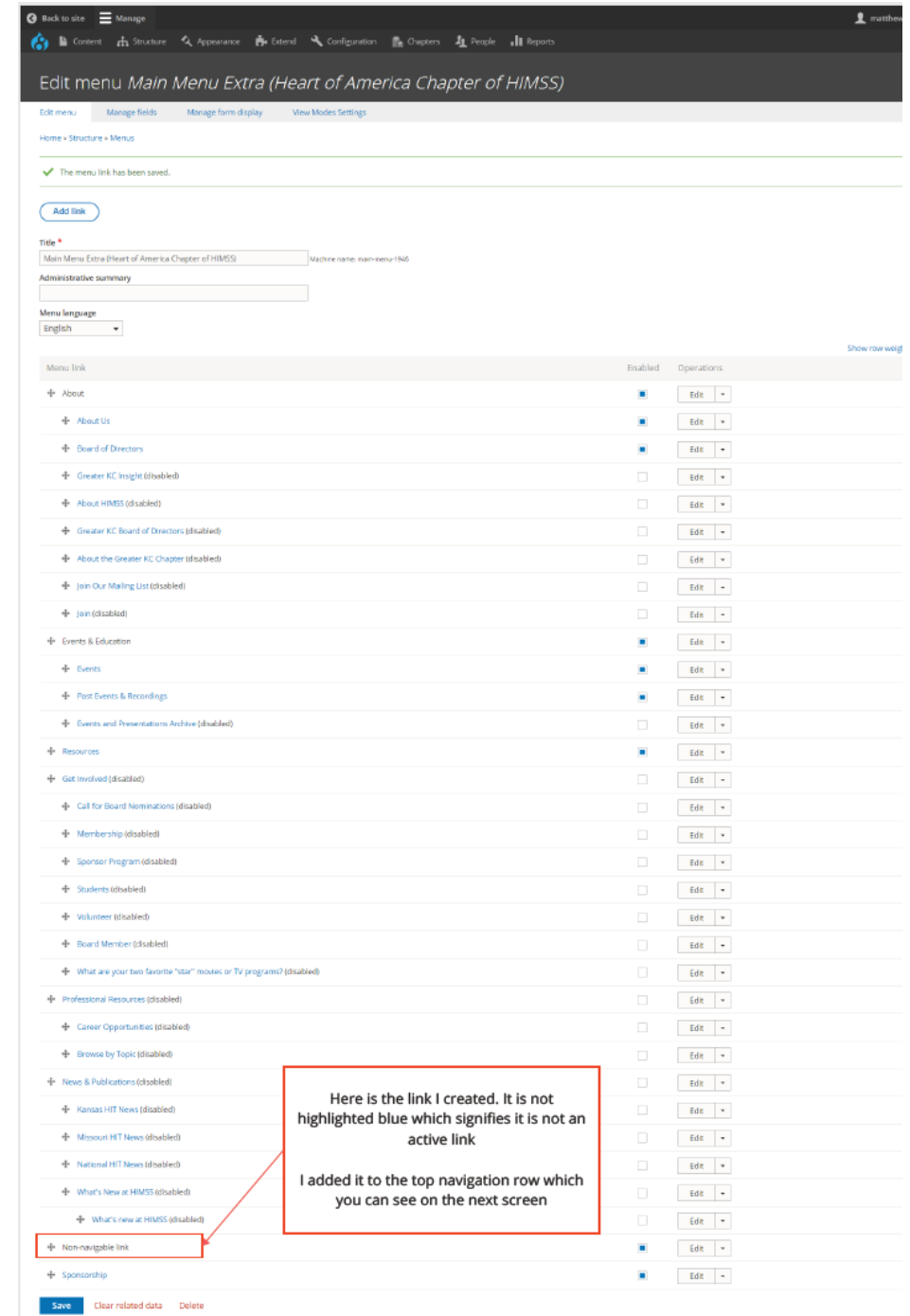
**Parent link**  
<Main Menu Extra (Heart of America Chapter of HIMSS)>

The maximum depth for a link and all its children is fixed. Some menu links may not be available as parents if selecting them would exceed this limit.

**Weight**  
Link weight among links in the same menu at the same depth. In the menu, the links with high weight will sink and links with a low weight will be positioned nearer the top.

Since this is a required field we'll need to put something here. Input **<nolink>**

Fill out all other fields as necessary



Here is the link I created. It is not highlighted blue which signifies it is not an active link  
I added it to the top navigation row which you can see on the next screen



# Best Practice for Navigation Items

- **Parent Menu Items**

- Should link to pages when they don't have any child links and are the only link in that list. (ex: Sponsorship)
- Should NOT link to pages when they have child links. (ex: About)

- **Child Menu Items**

- Should ALWAYS link to a page.

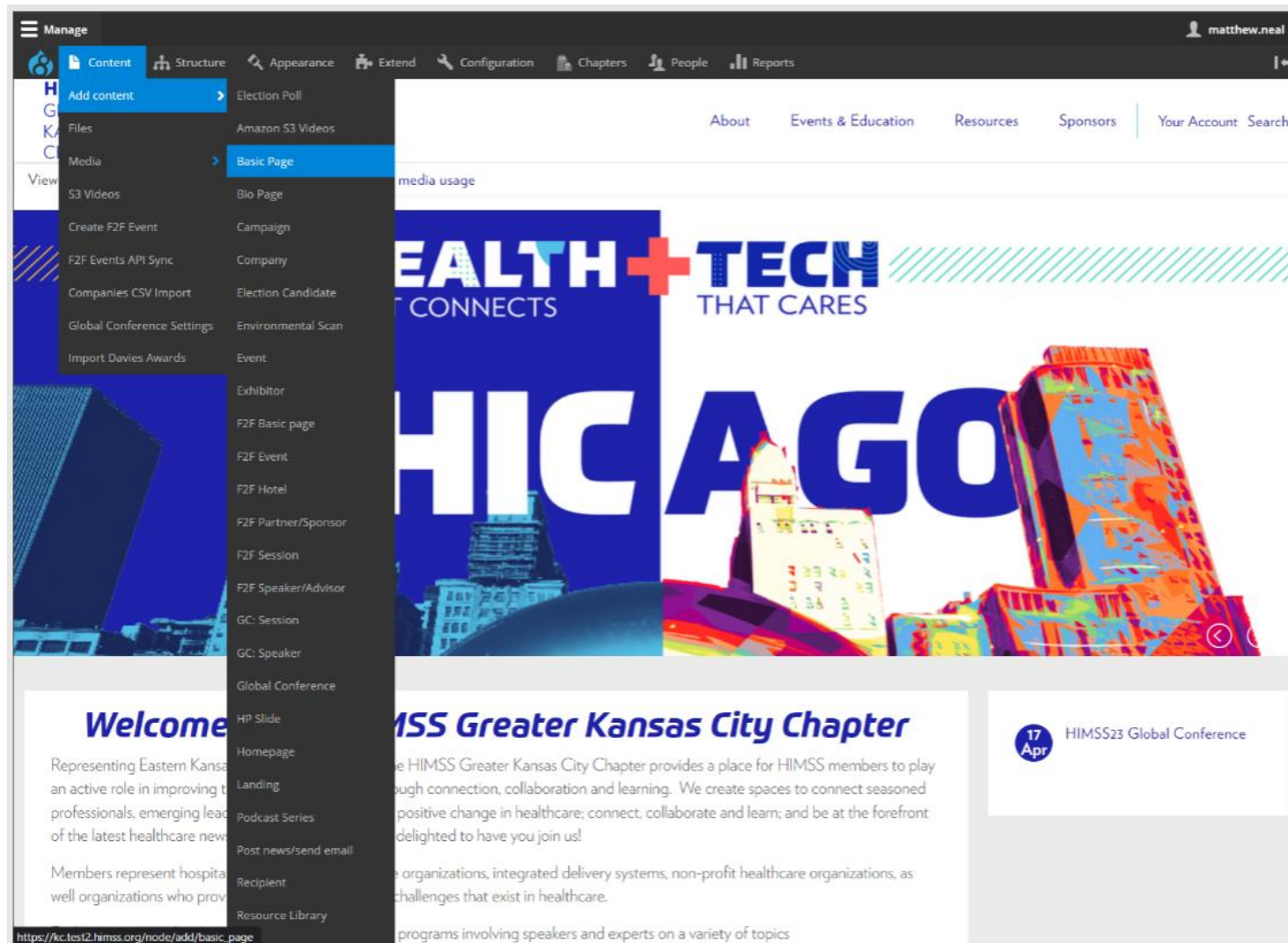




# *Creating and Editing Basic Pages*

# Adding a New Page

- **Basic Pages** offer the easiest way to create a new web page to add content to your website.
- Navigate to **Content > Add content > Basic Page**



# Adding a New Page

- This is the main back-end view for **Adding** and **Editing** content for a basic page.
- The red highlighted fields are nonfunctional and should be disregarded

**Page Title**  
This will appear at the top of your page.

**Chapter**  
Select your Chapter here.

**Search Summary**  
This field is strictly for Search Engine Optimization to help google understand what your page is about.  
**Recommendations:** Keywords like "HIMSS", "HIMSS Chapter", "[Location] HIMSS Chapter", or variations of these can be used. Also, any keywords that might be relevant to the event (for example, "Health IT webinar") can be used.  
**This text will not display on your page**

**Fill Body**  
Use this field to simply add content to your page such as images and text. You can format the text accordingly using the options in the WYSIWYG (*What You See Is What Your Get*) box here.

**Body**  
A duplicate of the *Fill Body* field. This is another field to add content to your page but is not necessary to use.  
Regarding page order: Any content entered here will display at the bottom of the page. Below the *Fill Body* content and any modules added.

**Right Column**  
Any content added here will display in the right column of **this page only**.

**Save as:**  
This assigns a status to the page once it's saved.  
**Draft** - Save the page in a state where users can't access it. Normally used when you're still creating / editing the page.  
**Published** - Save the page live for users to access. Used when the page is ready to be access by your users.

**Select Chapters**  
Select your Chapter here.

**Add Attached Content / Static Content**  
This is where you will add **Modules** to the page. Modules present different formats and layouts for displaying content on your pages.

# Adding a New Page

- Example of how the fields line up with the front-end display

**1**

Page Title

Header Text in the *Fill Body* field

Here is some body text using *Fill Body* field

body p

Text format: Basic HTML

Image

Choose File No file chosen

Drag file only.  
80 MB limit.  
Allowed types: png, gif, jpg, jpeg.

Body (Edit summary)

Text format: Basic HTML

**2**

Right Column

Header Text in the *Right Column* field

Here is some body text using *Right Column* field

Text format: Basic HTML

ADDITIONAL MATERIALS

Add a new file

Choose File No file chosen

Unlimited number of files can be uploaded to this field.  
80 MB limit.  
Allowed types: doc, pdf, xls, xlsb, docx, docm, ppt, pptx.

Tags

Write "keyword" here (without quotes) if you want this page to be displayed on news block.

Add another item

Enter Key Words

Choose Enterprise Taxonomy

Enterprise Taxonomy

Topic	Subcategory	Selections
Content	Care	<input type="checkbox"/> Primary Care
Event	Data and Information	<input type="checkbox"/> Investing
Region	Organizational Governance	<input type="checkbox"/> Logistics
Language	Process	<input type="checkbox"/> Marketing and Communications
	Public Policy	<input type="checkbox"/> Operations
	Technology	
	Workforce	

Collections / Tags

Choose Chapters & Communities

Chapters & Communit...

Select Chapters

Select Communities

**3**

Show row weights

Add Attached Content

+ Block reference + Card (Custom) ...

+ Accordion Click / Expand Accordion Module Title, Accordion Module Item Title, Accordion Module Item Body, Accordion Mo... Edit

Attach referenced Paragraphs

+ Block reference + Card (Custom) ...

Add Attached Content Static

+ Block reference + Hero Image ...

Current state: Draft

Change to: Draft

Save Preview Delete

# Adding a New Page

- Example of how the fields line up with the front-end display

The screenshot shows a web management interface for the HIMSS Greater Kansas City Chapter. The top navigation bar includes a 'Manage' menu, user profile 'matthew.neal', and various tool icons (Content, Structure, Appearance, Extend, Configuration, Chapters, People, Reports). The main header displays the organization's name and navigation links (About, Events & Education, Resources, Sponsorship, Your Account, Search). Below the header is a secondary navigation bar with options like View, Edit, Delete, Manage display, Revisions, Entityqueue, and Bynder media usage.

The main content area is divided into two columns. The left column contains:

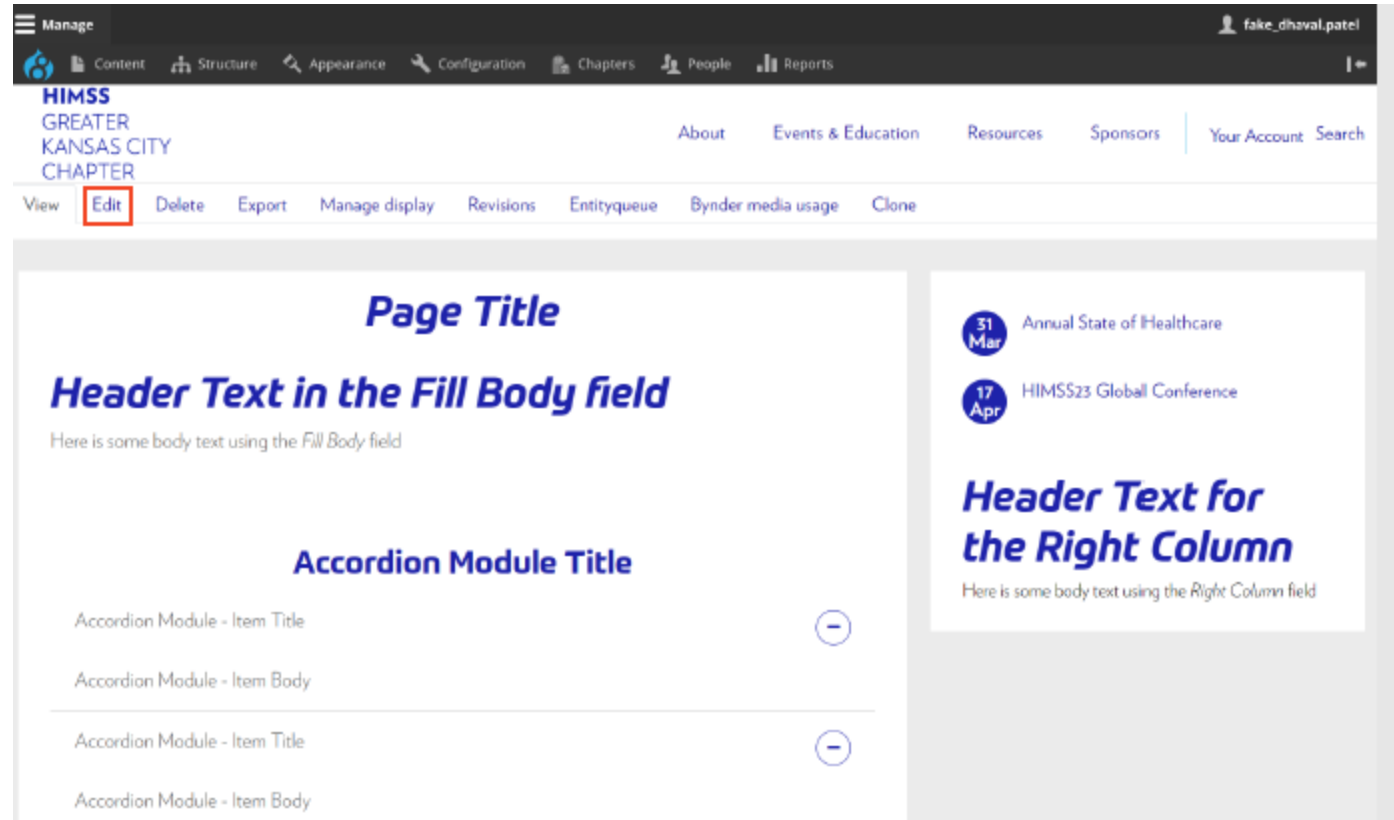
- 1 Page Title**: A large blue heading.
- 1 Header Text in the Fill Body field**: A sub-heading followed by the text 'Here is some body text using *Fill Body* field'.
- 3 Accordion Module Title**: A heading for an accordion module containing two items, each with a '+' icon to its right.

The right column contains:

- 4 May**: A date indicator in a blue circle.
- Annual Boulevard Brewery Fundraiser**: A sub-heading.
- Header Text in the Right Column field**: A large blue heading.
- 2**: A red number indicating the start of the body text.
- Here is some body text using *Right Column* field**: The text content of the right column.

# Editing an Existing Page

- To edit an existing page, navigate to the page you'd like to edit and click on **Edit**





# *Creating and Editing Events*



# Event Restrictions

1. The **Events Module** should only be used for events with finalized details like title, description, date, and registration link
2. Events that are **Save The Dates** or **Sponsor and collaborator events** should be added as static content in a WYSYG module on the events page

The screenshot displays the HIMSS Michigan Chapter Events Page. At the top, there is a navigation menu with links for About, Events & Education, Get Involved, Professional Resources, News & Publications, Memberships, Advocacy, Sponsorship Opportunities, and Your Account Search. Below the navigation is a toolbar with options: View, Edit, Delete, Export, Manage display, Revisions, Entytqueue, Bynder media usage, and Clone.

The main content area is titled "Events Calendar" and includes a welcome message: "Welcome to the HIMSS Michigan Chapter Events Page. Below you will find a list of upcoming educational events, networking events, and webinars all organized according to date." A featured event card is shown with a blue background and a white number "1" in the top left corner. The card contains the text "HIMSS MICHIGAN CHAPTER", "January 26, 2024", "Michigan Chapter Event", and "Chapter Event".

On the right side, there is a sidebar with a "26 Jan" badge and the text "Michigan Chapter Event". Below this is a large "HIMSS 24" logo with the dates "11-15 March | Orlando". A description follows: "HIMSS24 is the can't-miss health information and technology event of the year, where professionals connect for education, innovation and collaboration." A link "Check out the HIMSS24 Website" is provided.

Below the sidebar, there are two sections: "Save the Dates" and "Sponsor and Collaborator Events". The "Save the Dates" section lists: "February 2 - Michigan Chapter Event", "February 12 - Michigan Chapter Event", and "April 25 - Michigan Chapter Event". The "Sponsor and Collaborator Events" section lists: "February 2 - Sponsor event" and "February 20 - Collaborator event".

At the bottom, there is a footer with the HIMSS Michigan Chapter logo and a navigation menu with links for About, Events & Education, Get Involved, Professional Resources, News & Publications, Memberships, and Advocacy Sponsorship Opportunities. The "About" link is expanded to show "About Us". The "Events & Education" link is expanded to show "Events Calendar" and "Committees". The "Professional Resources" link is expanded to show "Opportunities and Resources". The "News & Publications" link is expanded to show "Newsletters". The "Memberships" link is expanded to show "Academic OA".

# Adding Event

- Adding an Event is similar to a Basic Page. Navigate to **Content > Add content > Event**



# Adding Event

- This is the main backend view for Adding and Editing content for an event page.
- The red highlighted sections are nonfunctional, please disregard

**Event Title**  
Title for your event

**Search Summary**  
Identical to the field on *Basic Page* - This field is strictly for Search Engine Optimization to help google understand what your event page is about.  
**Recommendations:** Keywords like "HIMSS", "HIMSS Chapter", "[Location] HIMSS Chapter", or variations of these can be used. Also, any keywords that might be relevant to the event (for example, "Health IT webinar") can be used.

**This text will not display on your page**

**Fill Body**  
Identical to the field on *Basic Page* - Use this field to simply add content to your page such as images and text. You can format the text accordingly using the options in the WYSIWYG box here.  
**There are a lot of fields below that aren't functional, but all of your event information should go in this field such as dates, registration link, etc.**

**Chapter**  
If this box is present. Make sure your chapter is selected.

**Create Event**  
Manage | Content | Structure | Appearance | Extend | Configuration | Chapters | People | Reports | matthew.neal

Home » Node » Add content

Enter Title \*

Enter Search Summary

Text format: Basic HTML

Fill Body

Text format: Basic HTML

Chapter

Upload Sponsor Logo

Date

Period

1) Every month, 1 month will be added to current date.

# Adding Event

- This is the main backend view for Adding and Editing content for an event page.
- The red highlighted sections are nonfunctional, please disregard

Select your chapter

UPLOAD SPONSOR LOGO Show row weights

Date

Period

- None -

If an event will be automatically updated with new date based on selected option.

1) Every month. 1 month will be added to current date.  
Example: "12 Aug, 2016" -> "12 Sep, 2016".

2) Every week. 1 week will be added to current date.  
Example: "12 Aug, 2016" -> "19 Aug, 2016".

3) nth-day in month (n <= 4). Check which day of week current date is. Then check this day of week number in month. Same day in next month will be used.  
Example: "12 Aug, 2016" -> "9 Sep, 2016" because "2nd Friday in month (Aug)" -> "2nd Friday in next month (Sep)".  
Never use 5th date which is 5th day of a week in month e.g. "31 Aug, 2016" is 5th Wed in month. Use "Last day in month" for such events because some months don't have 5th Wed.

4) Last day in month. Check which day of week current date is. Same last day of a week in next month will be used.  
Example: "31 Aug, 2016" -> "28 Sep, 2016" because "Last Wed in month (Aug)" -> "Last Wed in next month (Sep)".  
Never use 5th date which is not last day of a week in month e.g. "24 Aug, 2016" is not last Wed in month. Use "nth day in month (n <= 4)" for such events.

Event Location

Text format: Basic HTML About text formats

Non-member Price

Member Price

Student Price

Early Bird Member Price

Early Bird Non-member Price

Early Bird Student Price

Early Bird End Date

Register Link (for externally managed events)

Registration type

- Disable Registrations -

Select what type of registrations should be enabled for this Event. Depending on the display settings, it will appear as either an registration link, or form.

Details Title

Details (edit summary)

Text format: Basic HTML About text formats

Flexible Area

Text format: Basic HTML About text formats

Right Column

Text format: Basic HTML About text formats

Webinar Link

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/4567 or an external URL, such as http://example.com. Enter <from> to link to the front page. Enter <nohtml> to display link text only.

ADDITIONAL MATERIALS

Add a new file

Unlimited number of files can be uploaded to this field.  
50 MB limit.  
Allowed types: txt, pdf, doc, docx.

Enter Key Word

# Adding Event

**Choose this option to upload image from computer**

**Select image from computer**

**Once image has uploaded. Select the Checkbox next to the image, and then select Select Files and it will appear in the Upload Event Photo box**

**Event Date**  
The date range for your event. This will make sure your event populates correctly within your event card list.

**Event Location**  
Only use if the event is in a physical location. If not, use the *Fill Body* field above for location information.

**Upload Event Photo**  
Upload an image here for it to appear in the event card. Best Practice is to upload images with a 1:1 aspect ratio (aka perfect square).

**Only HIMSS approved images may be used for Event Photos. These images are the photos with blue overlay and Chapter logo**  
HIMSS can create additional images upon request

**Enterprise Taxonomy**  
These selections help categorize your event on the himss.org events calendar.  
Always make sure to select **Event > Chapter Event** so it displays on the himss.org events calendar as a **Chapter Event**.  
For additional categorization you may select the **Region** and **Topic** that the event falls under

**Chapter**  
Select your chapter here

**Save as:**  
**Draft** - you can save your event as a Draft to preview how it looks on the front end and tweak before it is published  
**Published** - This will set your event as live.

**You MUST use a HIMSS provided image with the blue overlay.** This is available on your chapter OneDrive site. If you would like additional images created, send a request to

[chapters@himss.org](mailto:chapters@himss.org)

# Adding Event

- This is how the fields line up from the backend to frontend display for an event

1

Home » Events » Annual Boulevard Brewery Fundraiser

Enter Title \*  
Annual Boulevard Brewery Fundraiser

Enter Search Summary

Join us for our 9th annual Greater Kansas City HIMSS Chapter Fundraiser held at Boulevard Brewery benefiting the KC STEM Alliance Thursday, May 4, 5:30pm - 9:30pm CT.

Text format: Basic HTML

Rich Body

Each year, the Greater Kansas City Chapter conducts a fundraising event at Boulevard Brewery to raise funding for a worthy cause in our community. This year marks our 9th annual event. In years past, we have supported organizations such as Children's Mercy Hospital, Ronald McDonald House, Children's Mercy Research Institute, and KC Digital Drive. This year our fundraising efforts will benefit the KC STEM Alliance and their Girls in Tech program.

We will have great food, live music by The Bardool Philosophers, and a presentation from KC STEM Alliance. We will also have a 50/50 raffle and will auction items as well! Last year, we raised \$5,000 for KC Digital Drive. Our hope is to meet or beat that amount for KC STEM Alliance!

For sponsorship opportunities, please reach out to [k.c.ste@himsstechcenter.org](mailto:k.c.ste@himsstechcenter.org). We look forward to seeing you!

Date and Time  
Thursday, May 4  
5:30pm - 9:30pm

Location  
Boulevard Brewing Company  
2301 Southwest Boulevard  
Kansas City, MO 64108

Registration fee  
General Admission: \$25.00

Sponsorship content. The views and opinions expressed in this content or by commentators are those of the author and do not necessarily reflect the official policy or position of HIMSS or its affiliates.

Published  
Last saved: 04/10/2023 - 30:54  
Author: matthew.niel  
Create new revision  
Revisions are required.  
Revision log message

Briefly describe the changes you have made.

MENU SETTINGS

EXCLUDED FROM SEARCH

META TAGS

URL REDIRECTS

URL ALIAS

Generate automatic URL alias  
Uncheck this to create a custom alias below. Configure URL alias patterns.

URL alias  
Operational: Annual Boulevard Brewery Fundraiser  
Specify an alternative path to which this data can be accessed. For example, type "about" when writing an about page.

AUTHORING INFORMATION

PROMOTION OPTIONS

DISPLAY SETTINGS

2

3

CHOOSE EVENT DATE

Start date  
05/04/2023 05:30:00 PM

End date  
05/04/2023 09:30:00 PM

Enter Event Location

UPLOAD EVENT PHOTO

Select entities

Remove  
Edit

4

5

Choose Enterprise Taxonomy

Enterprise Taxonomy Collapse Remove

Topic	Business	Finance	Other
Content	Care	Investing	
Event	Data and Information	Logistics	
Region	Organizational Governance	Marketing and Communications	
Language	Process	Operations	
	Public Policy		
	Technology		
	Workforce		

Selections clear

Topic: Leadership, Professional Development  
Primary Topic: Leadership

Content:  
Primary Content: Event: Chapter Event  
Region: AMER, North America  
Language:

Collections / Tags

6

Choose Chapters & Communities

Chapters & Communities Collapse Remove

Select Chapters  
HIMSS Greater Kansas City Chapter

Drag to re-order taxonomy terms.

Select Communities  
Name

Drag to re-order taxonomy terms.

Show row weights

Add Attached Content  
Block reference Contact Person

Main Content Register now, left, primary, central Edit

Add Attached Content Block  
Block reference Hero image

used to add elements to different parts of the page that are not related to content area, for ex. header, left sidebar, right sidebar, highlighted region and etc.  
Order of the paragraph does not affect block position in the page.

Current state: Published

Change to: Published

Save Preview Delete

# Event Enterprise Taxonomy

- **Topic:** select any related topics
- **Event:** select Chapter Event
- **Chapter event must be selected for the event to properly show on the himss.org events calendar**

Choose Enterprise Taxonomy

Enterprise Taxonomy Collapse

Topic	Business	
Content	Care	<input type="checkbox"/> Finance <i>(refine)</i>
Event	Data and Information	<input type="checkbox"/> Investing
Region	Organizational Governance	<input type="checkbox"/> Logistics <i>(refine)</i>
Language	Process	<input type="checkbox"/> Marketing and Communications
	Public Policy	<input type="checkbox"/> Operations <i>(refine)</i>
	Technology	
	Workforce	

**Selections** [clear](#)

Topic:

Primary Topic:

Content:

Primary Content:

Event:

Region:

Language:

Choose Enterprise Taxonomy

Enterprise Taxonomy Collapse Remove

Topic	<input type="checkbox"/> Conference
Content	<input type="checkbox"/> Webinar
Event	<input type="checkbox"/> Chapter Event
Region	<input type="checkbox"/> Partner Event
Language	<input type="checkbox"/> Continuing Education Event
	<input type="checkbox"/> Course
	<input type="checkbox"/> Digital Summit
	<input type="checkbox"/> Digital Conference
	<input type="checkbox"/> Digital Series
	<input type="checkbox"/> Competition

**Selections** [clear](#)

Topic:

Primary Topic:

Content:

Primary Content:

Event:

Region:

Language:

# Adding Event

When an event is created on your chapter website it will automatically populate on the himss.org event calendar

**1 Annual Boulevard Brewery Fundraiser**  
**3 May 4, 2023 | Chapter Event 5**

Each year, the Greater Kansas City Chapter conducts a fundraising event at Boulevard Brewery to raise funding for a worthy cause in our community. This year marks our fifth annual event. In years past, we have supported organizations such as Children's Mercy Hospital, Ronald McDonald House, Children's Mercy Research Institute, and KC Digital Drive. This year our fundraising efforts will benefit the KC STEM Alliance and their Girls in Tech program.

We will have great food, free Boulevard beer, live music by The Barstool Philosophers, and a presentation from KC STEM Alliance. We will also have a 50/50 raffle and will auction items as well! Last year, we raised \$5,000 for KC Digital Drive. Our hope is to meet or beat that amount for KC STEM Alliance!

For sponsorship opportunities, please reach out to [kc.info@himsschapter.org](mailto:kc.info@himsschapter.org). We look forward to seeing you!

**2**

**Date and Time**  
Thursday, May 4  
5:30pm - 9:30pm

**Location**  
Boulevard Brewing Company  
2501 Southwest Boulevard  
Kansas City, MO 64108

**Registration fee**  
General Admission \$25.00

*Sponsored content. The views and opinions expressed in this content or by commenters are those of the author and do not necessarily reflect the official policy or position of HIMSS or its affiliates.*

**6** [Register now](#)

**4** Annual Boulevard Brewery Fundraiser  
May

Any Upcoming Events will display in the right column of ALL pages



# Adding Upcoming Events Module to a page

- An **Event Card Component** is a top-level view of all events listed in a visual card. This can be added to any page as a **Block Reference** module
- On the editing screen of the page, you want to add the event card component to, make sure your **chapter** is selected under **Choose Chapters and Communities**, then scroll to the modules section at the bottom, determine where you want to insert the module and click on the **Block Reference** button

The screenshot shows the Drupal editing interface for a page titled "Edit Basic Page HIMSS Greater Kansas City Chapter Board of Directors". The top navigation bar includes "Manage" and various icons for Content, Structure, Appearance, Extend, Configuration, Chapters, People, and Reports. The user's name "matthew.nosal" is visible in the top right.

The main content area is divided into sections. The first section is "Choose Chapters & Communities". It contains a "Select Chapters" field with a dropdown menu showing "HIMSS Greater Kansas City Chapter". A red box highlights the "Select Chapter" text, and a red arrow points to the dropdown. Below this is a "Select Communities" field with a dropdown menu showing "- None -".

The second section is "Add Attached Content". It contains a "Click / Expand" field and a "Wysiwyg field". The "Wysiwyg field" has a "+ Block reference" button highlighted with a red box. A red arrow points to this button from the "Scroll" label above it.

# Adding Upcoming Events Module to a page


This is the default **Block Reference** module. We will add some settings to pull in the Upcoming Events for your chapter.

The image shows two screenshots of the Drupal Block Reference configuration interface. The top screenshot shows the 'Select Views Reference' field with a red box around it and a red arrow pointing to a text box below that says 'The input here will be Chapter Events (chapter\_events)'. The bottom screenshot shows the same interface with the 'Select Views Reference' field populated with 'Chapter Events (chapter\_events)'. A red box around the 'Display' dropdown menu has a red arrow pointing to it with the text 'Once the above populates in the Select Views Reference box. Select Chapter Events in the Display drop down.' The 'Display' dropdown menu is open, showing options: 'Chapter Events', '- Select -', 'Chapter Events', 'Events Page block', 'Past Events Block', and 'Upcoming Chapter Events'.

## Adding Upcoming Events Module to a page

- Once you Save the page, the Event Card list will populate


### Upcoming Events



**HIMSS MICHIGAN CHAPTER**

September 14 - 15, 2023

**"Reimagining MI Health" 2023 Fall Conference**




**HIMSS MICHIGAN CHAPTER**

September 25, 2023

**UP Cybersecurity Symposium (\*MI-HIMSS Breakfast Sponsor & Supporter)**

Chapter Event



**HIMSS MICHIGAN CHAPTER**

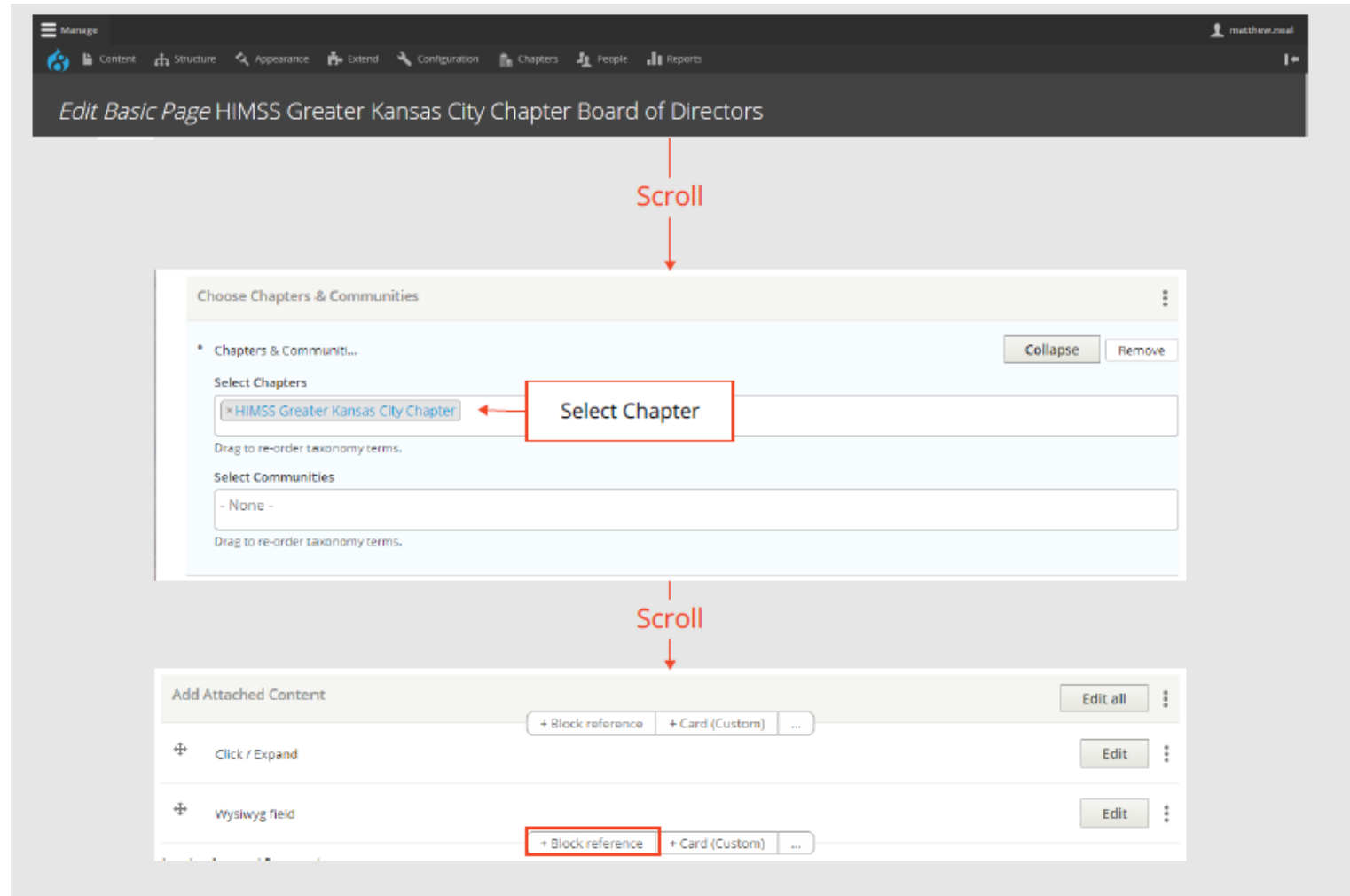
September 26, 2023

**HIT Commission Third Quarter Public Meeting**

Chapter Event

# Adding Past Events Module to a page

- An **Event Card Component** is a top-level view of all events in a visual card style. This component can be added to any page as a **Block Reference** Module.
- On the editing screen of the page, you want to add the Event Card component to, select your **Chapter** under **Choose Chapters and Communities**, then Scroll to the modules section at the bottom, insert the module where you would like on the page, and click on the **Block Reference** button.



## Adding Past Events Module to a page

- This is the default **Block Reference** Module. We will add some settings to pull in the Past Events for your chapter.

**Add Attached Content**

+ Block reference + Card (Custom) ...

Block reference Collapse

Select Block Reference (Programmatic)

Chapter Events: Past Events Block

Display title

Items per block

20 (default setting)

Override title

Title

Past Events Block

Changing the title here means it cannot be dynamically altered anymore. (Try changing it directly in Chapter Events.)

Block reference (Custom)

Reference to custom blocks, which can be defined via Structure->Block Layout->Add custom block

Select Views Reference

Use this field to render views block

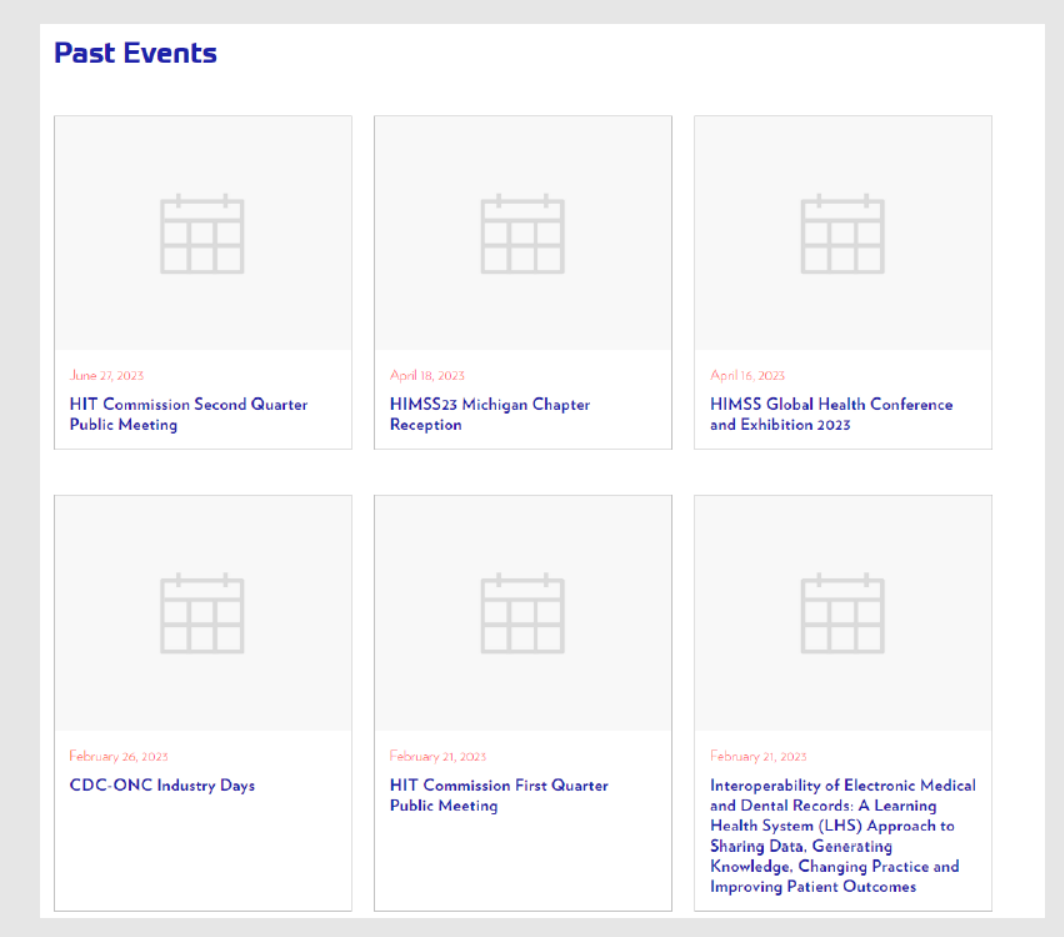
There is no display available. Please select another view or change the field settings.

Configure how many past events you'd like to display per page







Controls if you'd like the *Title* to display or not above the Past Events block

## Adding Past Events Module to a page

- Save your page and view the Event Card list for your chapter



**Past Events**

 June 27, 2023 <b>HIT Commission Second Quarter Public Meeting</b>	 April 18, 2023 <b>HIMSS23 Michigan Chapter Reception</b>	 April 16, 2023 <b>HIMSS Global Health Conference and Exhibition 2023</b>
 February 26, 2023 <b>CDC-ONC Industry Days</b>	 February 21, 2023 <b>HIT Commission First Quarter Public Meeting</b>	 February 21, 2023 <b>Interoperability of Electronic Medical and Dental Records: A Learning Health System (LHS) Approach to Sharing Data, Generating Knowledge, Changing Practice and Improving Patient Outcomes</b>

## *Event Movement between Calendars*

- Event start and end dates have **passed** > event displays on **Past Events** calendar
- Event start and end dates have **not passed** > event displays on **Upcoming Events** calendar
- Event start date has **passed**; end date has **not passed** > event displays on **Upcoming Events** calendar



# *Working with Modules*



## Adding a Module

- Modules are ways to add information to a page in a “building block” approach. Options include drop down lists, card styles, social media icons, etc.
- At the bottom of the **Basic Page** or **Event Page** types you will see a section where modules are configured

The screenshot displays the HIMSS Manage interface for editing a page titled "About Us". The top navigation bar shows the user "fake\_dhaval.patel" and various management tools. Below the navigation is a toolbar with options like "View", "Edit", "Delete", "Export", "Manage display", "Revisions", "Entityqueue", "Bynder media usage", and "Clone". A red arrow labeled "Scroll" points down to a section containing two "Add Attached Content" blocks. The first block has buttons for "+ Block reference" and "+ Card (Custom)". The second block has buttons for "+ Block reference" and "+ Hero Image".

# Adding a Module

To add a **Module**, click on the ... button, then the right-side bar will pop out to search for modules and add them to be configured

The screenshot shows the 'Add Paragraph' interface. At the top, there are three sections: 'Add Attached Content' with '+ Block reference' and '+ Card (Custom) ...' buttons; 'Attach referenced Paragraphs'; and 'Add Attached Content Static' with '+ Block reference' and '+ Hero Image ...' buttons. A red box highlights the '...' button in the 'Add Attached Content' section. A red arrow points from this button to the 'Add Paragraph' modal. The modal has a search bar at the top with a plus icon on the right. A red box labeled 'Plus Icon' and 'Add Module to page' points to this icon. Below the search bar is a list of modules categorized into 'Banners', 'Blocks', and 'Cards'. A red box labeled 'Search' and 'Use this field to search for modules' points to the search bar. A red box labeled 'Popular Modules' contains descriptions for 'Wysiwyg', 'Accordion Click / Expand', 'Social Media', and 'Main Button'. A red arrow labeled 'Scroll to browse' points to the bottom of the modal list.

**Plus Icon**  
Add Module to page

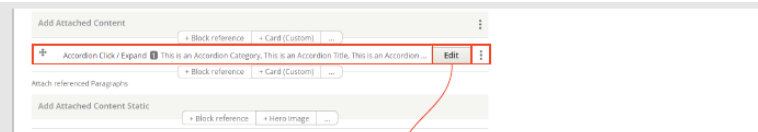
**Search**  
Use this field to search for modules

**Popular Modules**

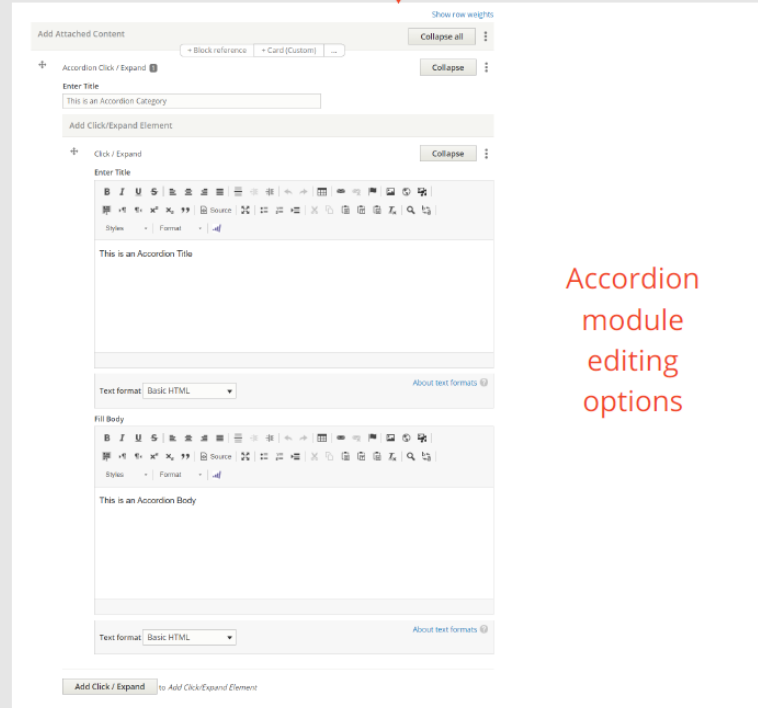
- Wysiwyg** - Stands for "What you see is what you get". This is a module that is just like the *Fill Body* field. It allows you to add text and image content and format accordingly in a field.
- Accordion Click / Expand** - A good way to organize information in drop down lists.
- Social Media** - Add social media icons to the page with links to your Chapters profiles.
- Main Button** - Add a button to the page. You can configure the style, text and link

# Adding a Module

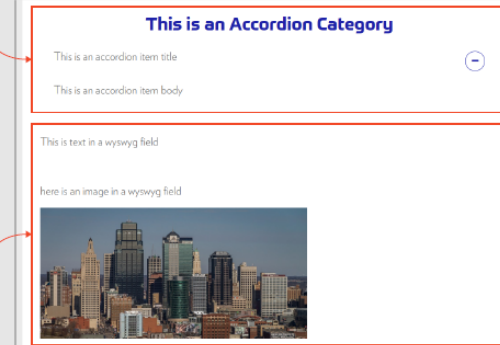
Once a **Module** has been added it will appear on the list to be edited, deleted, or re-ordered with the other modules. How the modules are ordered on the list determines the order of page content. The editing options vary based on the selected module.



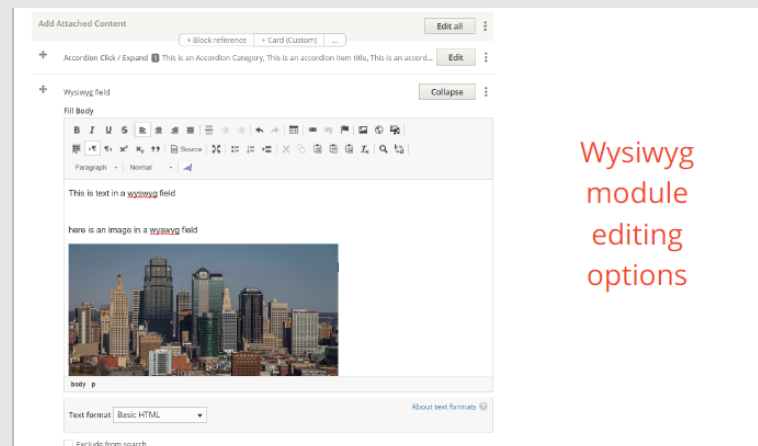
Accordion module editing options



How it looks on website



Wysiwyg module editing options



# Reordering Page Content with Modules

- **Modules** represent the top-down view of your page structure. By reordering modules, your page content will be reordered.
- This example is structured using only Page Title and Modules. No Fill Body, Body, or Right Column is used.

The screenshot shows the 'Add Attached Content' interface. At the top right, there is a 'Show row weights' link. Below it, there are buttons for '+ Block reference', '+ Card (Custom)', and a minus sign. The main area contains a table with four rows, each representing a module. Each row has a red number (1-4) on the left, a plus icon, the module type, a preview of the content, and an 'Edit' button with a three-dot menu icon on the right.

Add Attached Content		Edit all	
1	Wysiwyg field	Introduction Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor inc...	Edit
2	Wysiwyg field	Additional Information Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod t...	Edit
3	Main Button	Call to Action, left, primary, dark-blue	Edit
4	Click / Expand	Information Title, Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod temp...	Edit

The screenshot shows the live view of the 'Informational Page'. A blue arrow points from the left interface to this view. The page has a dark header with 'HIMSS GREATER KANSAS CITY CHAPTER' and navigation links. Below the header is a toolbar with 'View', 'Edit', 'Delete', 'Export', 'Manage display', 'Revisions', 'Entityqueue', 'Bynder media usage', and 'Clone'. The main content area has a title 'Informational Page' and four sections, each with a red number and a bracket on the left: 1. Introduction, 2. Additional Information, 3. Call to Action (a blue button), and 4. Information Title (with a plus icon).

# Reordering Page Content with Modules

- If you want the **Main Button** to be below the **Click / Expand** element, swap these 2 elements using the **grab icon** to the left of the modules, save, and the page will update.

Content management interface showing the initial order of modules. The 'Main Button' module is highlighted with a red box and a red arrow pointing to its grab icon.

Add Attached Content		Show row weights
+ Block reference	+ Card (Custom)	...
+	Wysiwyg field	Introduction Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor Inc... Edit
+	Wysiwyg field	Additional Information Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod t... Edit
+	Main Button	Call to Action, left, primary, dark-blue Edit
+	Click / Expand	Information Title, Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod temp... Edit
+ Block reference	+ Card (Custom)	...

Content management interface showing the modules reordered. The 'Click / Expand' and 'Main Button' modules are highlighted with a red box and a green checkmark.

Add Attached Content		Show row weights
+ Block reference	+ Card (Custom)	...
+	Wysiwyg field	Introduction Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor Inc... Edit
+	Wysiwyg field	Additional Information Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod t... Edit
+	Click / Expand	Information Title, Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod temp... Edit
+	Main Button	Call to Action, left, primary, dark-blue Edit
+ Block reference	+ Card (Custom)	...



Live website view showing the updated page layout. The 'Information Title' and 'Call to Action' button are now positioned below the 'Additional Information' section.

Basic Page [ ] has been updated.

## Informational Page

### Introduction

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

### Additional Information

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam...

quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

#### Information Title

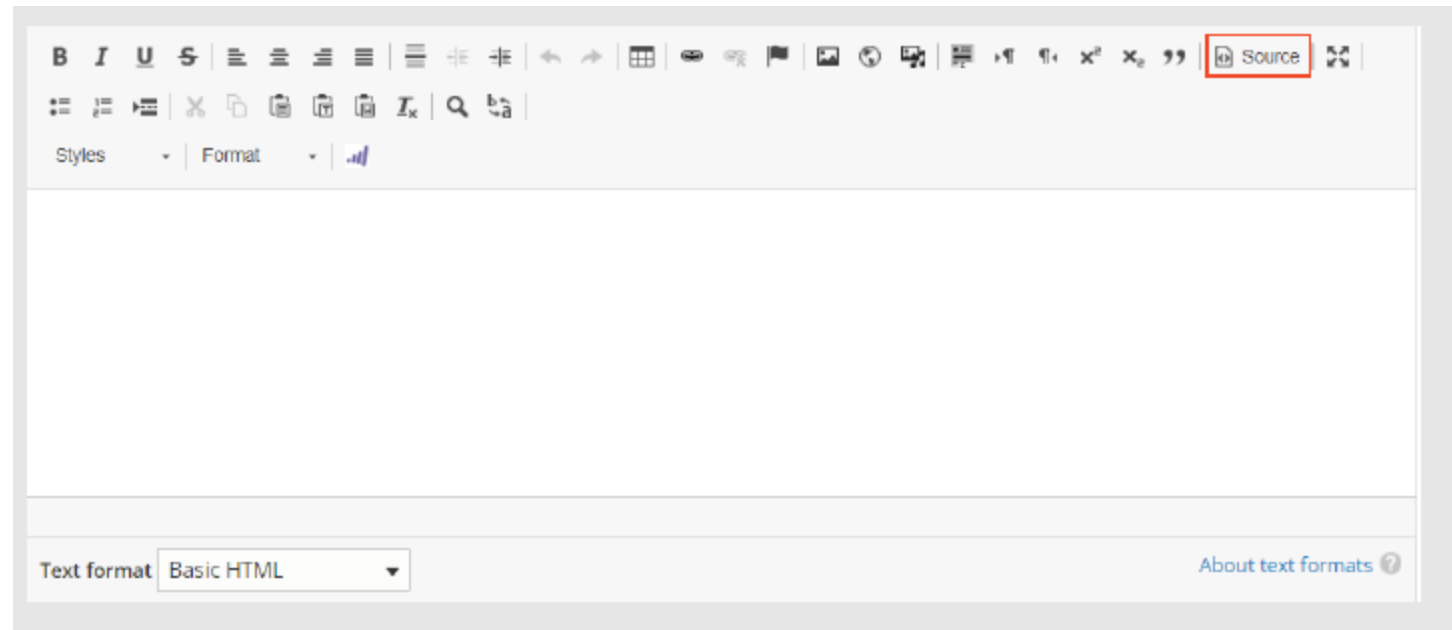
Call to Action

31 Mar Annual State of Healthcare  
17 Apr HIMSS25 Global Conference

About About Us Events & Education Events Resources Sponsors

## Best Practice for WYSIWYG Module

- The WYSIWYG Module represents the simplest way to add content. It stands for “What You See Is What You Get” and is an easy way to configure text and images. It uses HTML and CSS formatting on the backend. If you’re familiar with HTML and CSS you can create all content using these coding languages with the **Source** view.
- When entering content into the WYSIWYG, think about how the content should be structured to be easily readable.



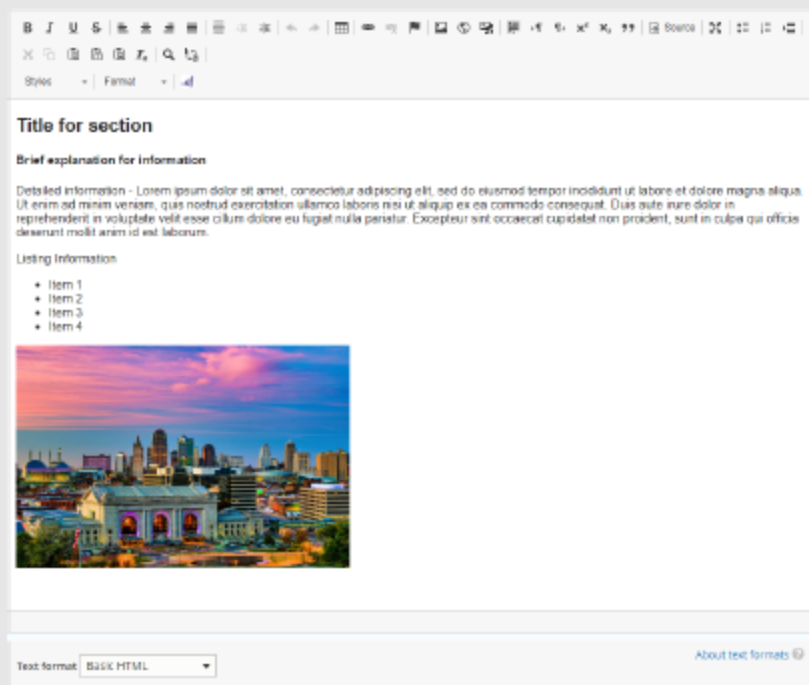


# Best Practice for WYSIWYG Module

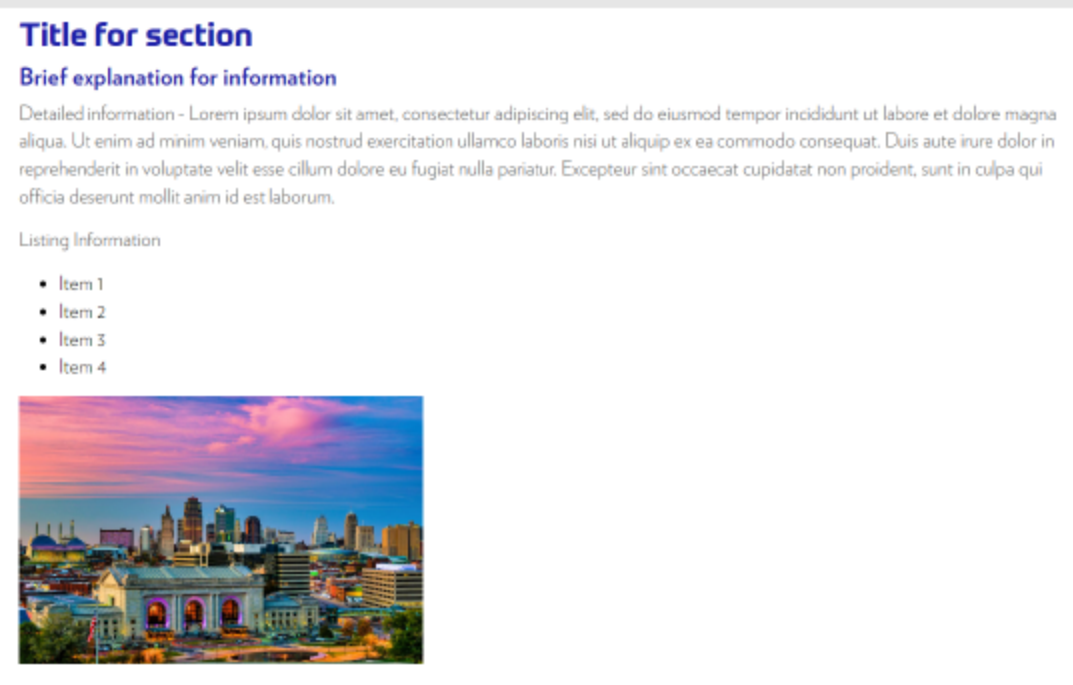
- Example - **Recommended**

## Visual Hierarchy

• The WYSIWYG offers formatting options to present good visual hierarchy to your users. Utilizing these options such as different font styles and images will help relay the information to your user in a easily understandable way.



The screenshot shows a WYSIWYG editor interface. At the top is a toolbar with various icons for text formatting and alignment. Below the toolbar, the page content is structured as follows: a main title "Title for section", a sub-section "Brief explanation for information", a paragraph of placeholder text "Detailed information - Lorem ipsum dolor sit amet...", a sub-section "Listing Information" with a bulleted list of four items, and a large image of a city skyline at sunset. At the bottom, there is a "Text format" dropdown menu set to "Basic HTML" and a link "About text formats".



The screenshot shows the same WYSIWYG editor interface as the left screenshot, but with a different visual hierarchy. The main title "Title for section" is in a larger, bold font. The sub-section "Brief explanation for information" is in a smaller font. The paragraph of placeholder text "Detailed information - Lorem ipsum dolor sit amet..." is in a smaller font. The sub-section "Listing Information" is in a smaller font. The large image of a city skyline at sunset is positioned below the listing information.



## Other Examples of Module uses

- This example showcases how presentation slides / material created from a Chapter event can be displayed on your chapter website using the **Accordion Click / Expand** module

### Chapter Event Materials

February 12 Chapter Event



March 1 Chapter Event



March 10 Chapter Event



### Chapter Event Materials

February 12 Chapter Event



- Link to presentation slides
- Link to educational research articles
- etc.

March 1 Chapter Event



- Link to presentation slides
- Link to educational research articles
- etc.

March 10 Chapter Event



- Link to presentation slides
- Link to educational research articles
- etc.

## Other Examples of Module uses

- This example showcases how the board of directors can be displayed on your chapter website using the **List - Cards per row** module



### President

John Doe

Biography information - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[LinkedIn](#)



### President-Elect

John Doe

Biography information - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[LinkedIn](#)



### Treasurer

John Doe

Biography information - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[LinkedIn](#)

## Other Examples of Module uses

- This example showcases how you can spotlight a board member or Chapter member on your chapter website using the **Bottom overlapped block** module



**John Doe**

**HIMSS Chicago Chapter Member**

Biography information - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco

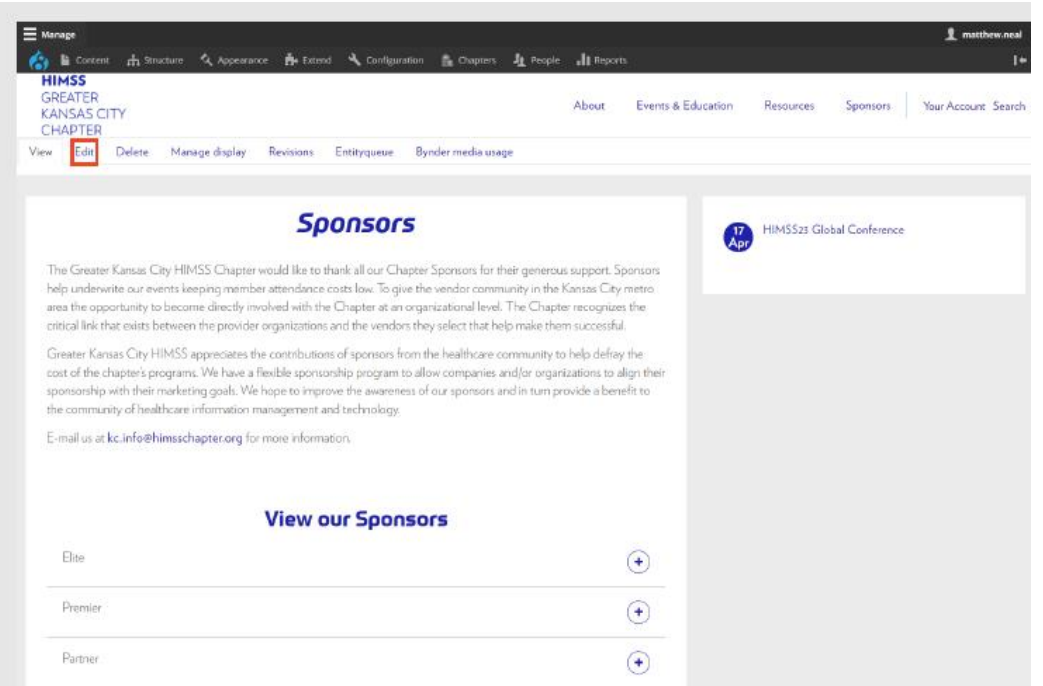
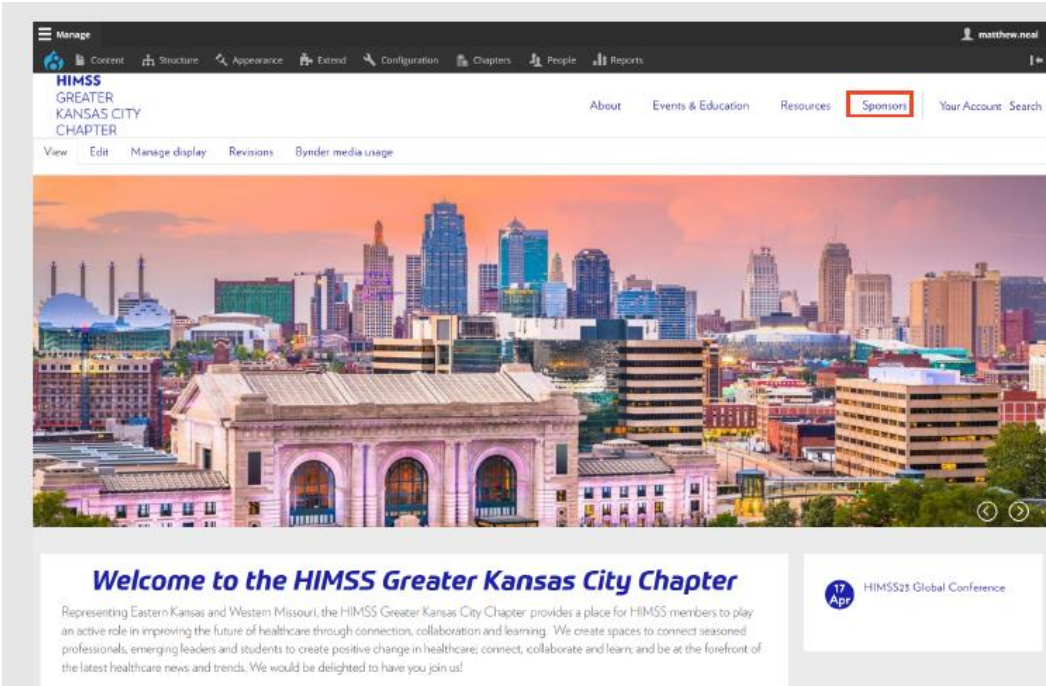
[Linkedin](#)



# *Displaying Sponsors*

# Adding Sponsor Images

There are multiple ways to recognize sponsors in image format. Once on the Sponsors page, click **Edit**



# Adding Sponsor Images

This is a Basic Page. Example shows how backend fields align with frontend display.

The screenshot shows the Drupal back-end editor for 'Basic Page Sponsors'. The interface includes a top navigation bar with 'Manage' and 'Home + Sponsors'. The main content area is divided into several sections: 'Chapter' (Greater Kansas City Chapter), 'Enter Title' (Sponsors), 'Enter Search Summary', 'Text format' (Basic HTML), 'Full Body' (The Greater Kansas City HIMSS Chapter would like to thank all our Chapter Sponsors for their generous support...), and 'Edit' (Add Attached Content, Accordion Click / Expand, Attach referenced Paragraphs, Add Attached Content Static). A red arrow points to the 'Edit' button in the 'Add Attached Content' section, with the text 'Scroll to modules at bottom'.

This screenshot shows the 'Add Attached Content' section in the back-end editor. It displays three accordion-style modules: '3 Accordion Click / Expand', '4a Click / Expand', and '4b Click / Expand'. Each module has an 'Enter Title' field and a 'Text format' dropdown set to 'Basic HTML'. The '4b' module shows a preview of a blue box with the text 'Elite'. A red arrow points to the '4b' module, with the text '4b' next to it. Below the '4b' module is the '5a Click / Expand' module, which is partially visible.

This screenshot shows the frontend display of the 'Sponsors' page. It features three accordion-style modules: '5b Click / Expand', '6a Click / Expand', and '6b Click / Expand'. Each module has an 'Enter Title' field and a 'Text format' dropdown set to 'Basic HTML'. The '5b' module shows a preview of a green box with the text 'Premier'. The '6a' module shows a preview of a white box with the text 'Partner'. The '6b' module shows a preview of a red box with the text 'Partner'. Below the '6b' module is the 'Add Click / Expand' section, which includes an 'Add Attached Content Static' section and a 'Change to: Published' dropdown. At the bottom, there are 'Save', 'Preview', and 'Delete' buttons.

# Adding Sponsor Images

This is a Basic Page. Example shows how backend fields align with frontend display.

**1 Sponsors**

The Greater Kansas City HIMSS Chapter would like to thank all our Chapter Sponsors for their generous support. Sponsors help underwrite our events keeping member attendance costs low. To give the vendor community in the Kansas City metro area the opportunity to become directly involved with the Chapter at an organizational level. The Chapter recognizes the critical link that exists between the provider organizations and the vendors they select that help make them successful.

Greater Kansas City HIMSS appreciates the contributions of sponsors from the healthcare community to help defray the cost of the chapter's programs. We have a flexible sponsorship program to allow companies and/or organizations to align their sponsorship with their marketing goals. We hope to improve the awareness of our sponsors and in turn provide a benefit to the community of healthcare information management and technology.

E-mail us at [kc.info@himsschapter.org](mailto:kc.info@himsschapter.org) for more information.

**3 View our Sponsors**

**4a** Elite

**4b** Elite

**5a** Premier

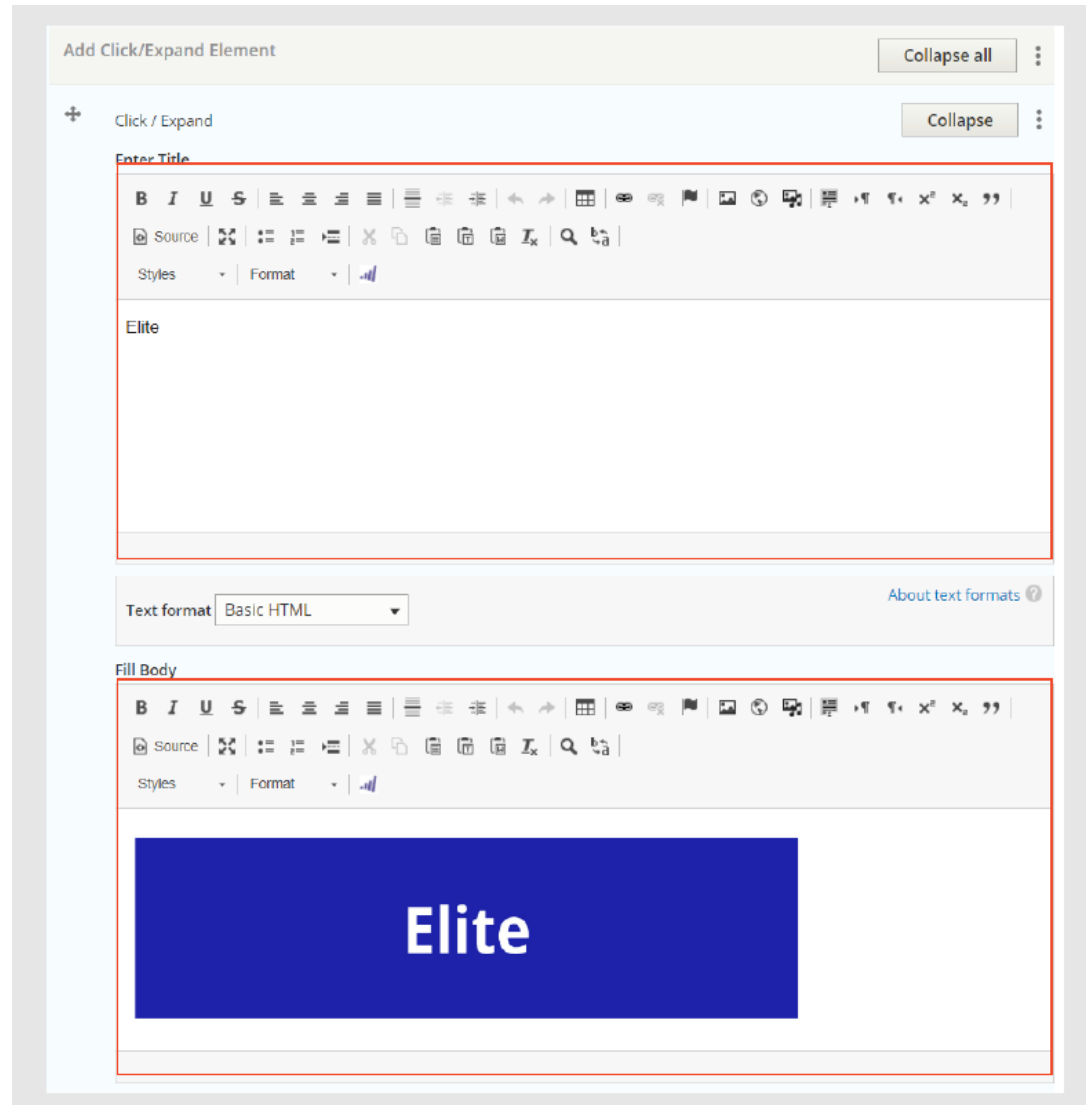
**5b** Premier

**6a** Partner

**6b** Partner

## Adding Sponsor Images

The **Accordion** module provides 2 WYSIWYG fields in each click/expand element. You can use one field for the title / level of the sponsor and the other for their logo.



The screenshot displays the 'Add Click/Expand Element' interface. At the top, there is a 'Collapse all' button. Below it, a '+ Click / Expand' section contains a 'Collapse' button. The main area is divided into two WYSIWYG editors. The first editor, titled 'Enter Title', has a toolbar with various text formatting options and contains the text 'Elite'. Below this editor is a 'Text format' dropdown menu set to 'Basic HTML' and a link for 'About text formats'. The second editor, titled 'Fill Body', also has a similar toolbar and contains a blue rectangular image with the text 'Elite' in white.



# Adding Sponsor Images

- To add an image to a WYSIWYG field, click on the **image** element icon

The screenshot shows a WYSIWYG editor interface. At the top, there is a toolbar with various icons. A red box highlights the image icon in the toolbar, with a red arrow pointing down to the 'Insert Image' dialog box. The dialog box has the following fields and options:

- Image \***: A text input field containing 'Choose File' and 'No file chosen'. A red box highlights this field with an arrow pointing to the text 'Select the image from your computer'.
- Alternative text \***: A text input field. A red box highlights this field with an arrow pointing to the text 'Used for accessibility purposes. This text does not display'.
- Align**: Radio buttons for 'None', 'Left', 'Center', and 'Right'. A red box highlights this section with an arrow pointing to the text 'Alignment in the Wysiwyg field'.
- Caption**: A checkbox that is unchecked.
- Save**: A button at the bottom of the dialog.

# Adding Sponsor Images

Once you select an image from the pop-up box, add the other settings, and save.

Double click on the image to edit and reopen the pop up box

Select the image and grab the corner to adjust the size

body p image

You can add your sponsors in a stacked layout like this for each accordion element

# Adding Sponsor Images

Alternate option – add the sponsors in a single WYSIWYG module

Manage matthew.neal

Content Structure Appearance Extend Configuration Chapters People Reports

**HIMSS**  
GREATER KANSAS CITY CHAPTER

About Events & Education Resources Sponsors Your Account Search

View Edit Delete Manage display Revisions Entityqueue Bynder media usage

Basic Page has been updated.

### Sponsors

The Greater Kansas City HIMSS Chapter would like to thank all our Chapter Sponsors for their generous support. Sponsors help underwrite our events keeping member attendance costs low. To give the vendor community in the Kansas City metro area the opportunity to become directly involved with the Chapter at an organizational level, The Chapter recognizes the critical link that exists between the provider organizations and the vendors they select that help make them successful.

Greater Kansas City HIMSS appreciates the contributions of sponsors from the healthcare community to help defray the cost of the chapter's programs. We have a flexible sponsorship program to allow companies and/or organizations to align their sponsorship with their marketing goals. We hope to improve the awareness of our sponsors and in turn provide a benefit to the community of healthcare information management and technology.

E-mail us at [kc.info@himsschapter.org](mailto:kc.info@himsschapter.org) for more information.

#### View our Sponsors

Elite +

Premier +

Partner +

Elite

Premier

Partner

Elite

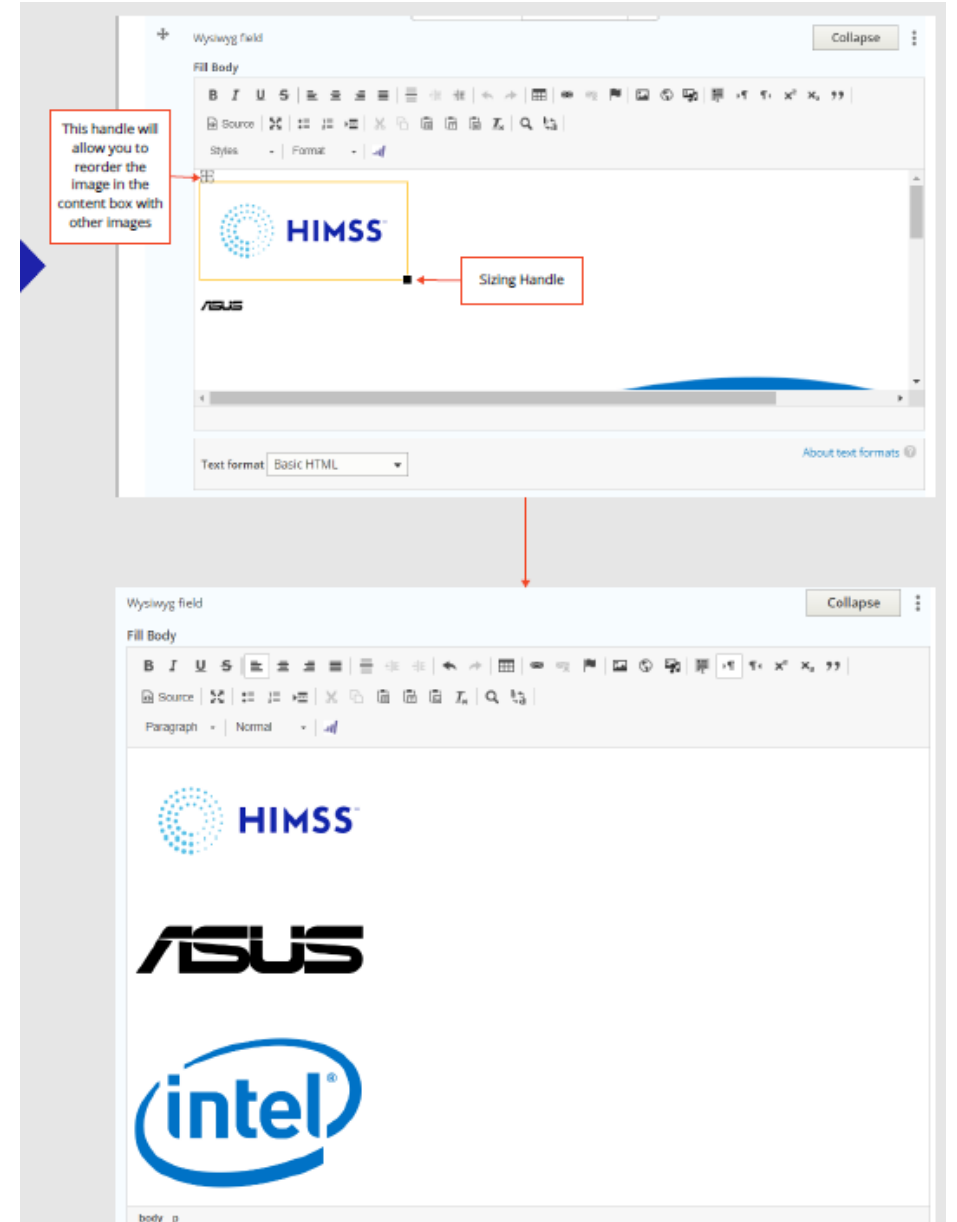
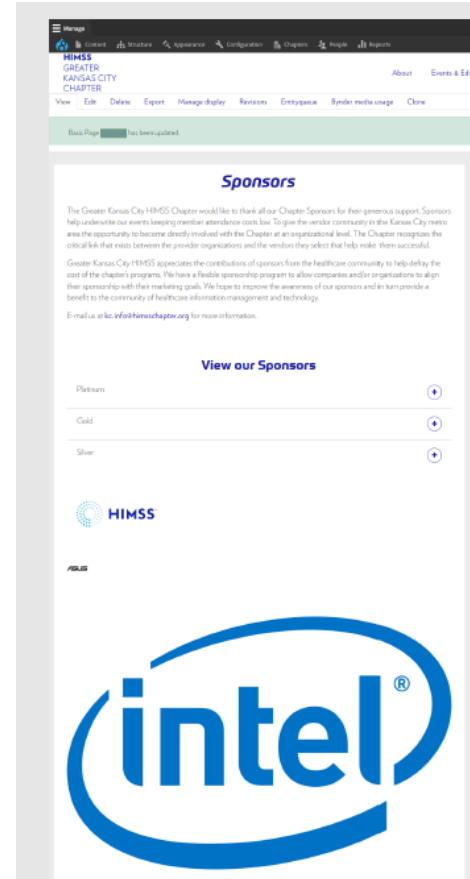
Premier

Partner

HIMSS21 Global Conference

# Managing Different Sponsor Logo Sizes

- Request high quality sponsor logos when possible.
- This example shows three different sized logos in a WYSIWYG module. You can use sizing handles when hovering over an image to adjust.



# Managing Different Sponsor Logo Sizes

- Resizing all images to the same width adds consistency to the page

## Sponsors




The Greater Kansas City HIMSS Chapter would like to thank all our Chapter Sponsors for their generous support. Sponsors help underwrite our events keeping member attendance costs low. To give the vendor community in the Kansas City metro area the opportunity to become directly involved with the Chapter at an organizational level. The Chapter recognizes the critical link that exists between the provider organizations and the vendors they select that help make them successful.

Greater Kansas City HIMSS appreciates the contributions of sponsors from the healthcare community to help defray the cost of the chapter's programs. We have a flexible sponsorship program to allow companies and/or organizations to align their sponsorship with their marketing goals. We hope to improve the awareness of our sponsors and in turn provide a benefit to the community of healthcare information management and technology.

E-mail us at [kcc.info@himschapter.org](mailto:kcc.info@himschapter.org) for more information.

### View our Sponsors

Platinum	+
Gold	+
Silver	+

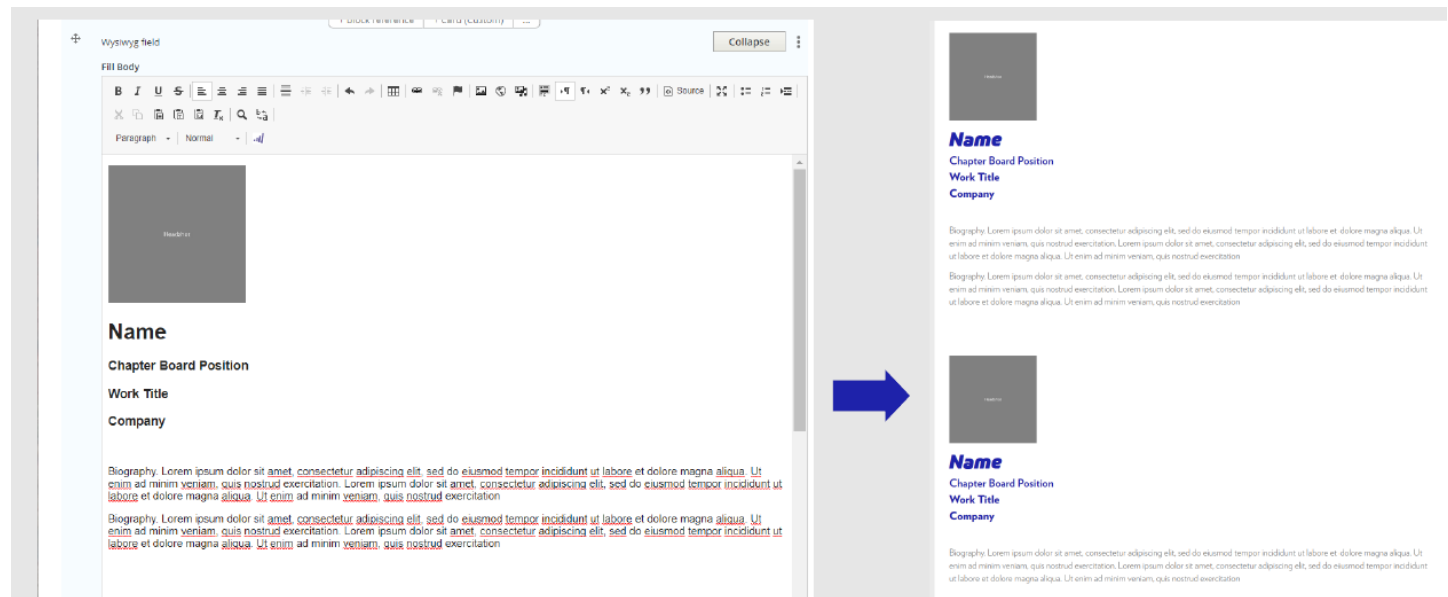
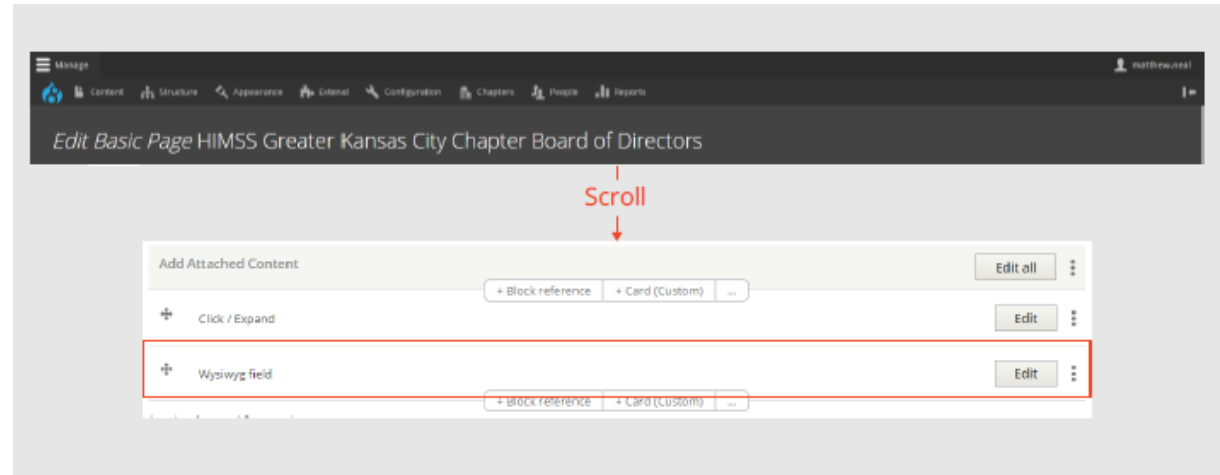
  
  




# *Displaying Board of Directors*

# Adding Board of Directors

- Manually add Board of Directors using standard content block WYSIWYG field
- On the editing screen of the page you would like to add this to, scroll to the modules section at the bottom, insert the Board of Directors by adding a **WYSIWYG** module. Format the content however you like.



## Board of Directors - Example

- This example taken from the <https://dallasfortworth.himss.org/> chapter showcases a nicely customized Board of Directors

### HIMSS

DALLAS-FORT WORTH  
CHAPTER

About

Events & Education

Get Involved

Professional Resources

Ne

#### Melinda Schmidt MBA, BSN, RN, SSGBC

VP of Advocacy



Melinda Schmidt is an RN healthcare strategist with almost 20 years of experience as a health advocate, virtual care expert, and technology leader. She is passionate about creating and implementing enhanced healthcare delivery models to improve the quality of healthcare for patients and healthcare professionals. Melinda has been active as a Texas HIMSS Advocate Committee member for over five years and extremely knowledgeable about legislation impacting Healthcare Workflow and Technology.

#### Nayan Patel, CHCIO, FHIMSS, ITIL, PMP

VP of Finance



Nayan Patel is the Managing Director at Avis Advisors with expertise in IT strategy, governance, M&A, and service management. He has held executive leadership roles at Baptist Health, Tenet Health, The Heart Hospital Baylor Plano, and Baylor Scott & White Health, with the implementation of Epic, Cerner Remote Hosting, infrastructure, ITIL processes, and disaster recovery strategic planning. He has more than 25 years of experience in the IT industry leading successful large-scale projects, change management and IT Operations through COVID. Nayan is a pragmatic thinker with a passion for improving the end user experience while delivering high quality service to clinical, business, and research operations.

A firm believer in giving back to the community, he is a board member of the Southern Methodist (SMU) IT Operations Management (ITOM) Advisory Board, Medtronic Hospital IT Advisory Board, the University of Texas-Dallas Healthcare Management Advisory Council, and Dallas Fort Worth HIMSS (VP of Finance/Past President). Nayan received an MBA from Southern Methodist University (SMU) and a BSEE and MSEE from the University of Tennessee.

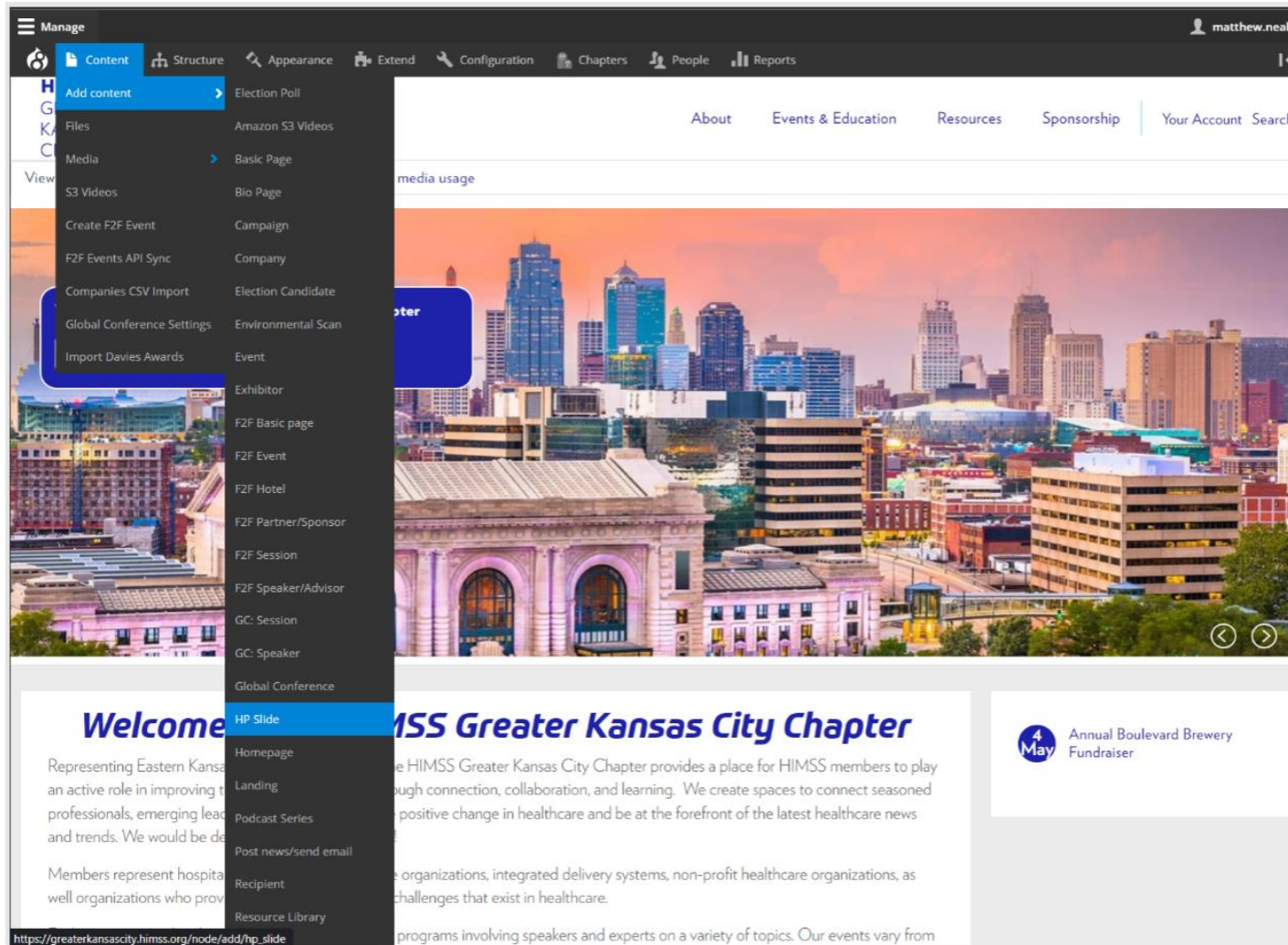




# *Configuring Home Page Slider*

# Adding Homepage Slider

- Multiple slides can be added to the slider which automatically advances every 5 seconds. Using the arrows at the bottom right will manually scroll to the next slide.
- To **add a HP Slide**, go to **Content > Add content > HP Slide**



# Adding Homepage Slider

Background images are available on your chapter OneDrive site.

**Title**  
The title for your HP Slide that displays in a callout box  
**This will only display if the View More Link is populated.**

**Body**  
Body text for the callout box. Notice it is a WYSIWYG field for extra customization.  
**Recommendation:** Max characters of 450  
**This will only display if the View More Link is populated.**


**Image**  
Background image for the HP Slide  
**This will ALWAYS Display, regardless if View More Link is filled out**

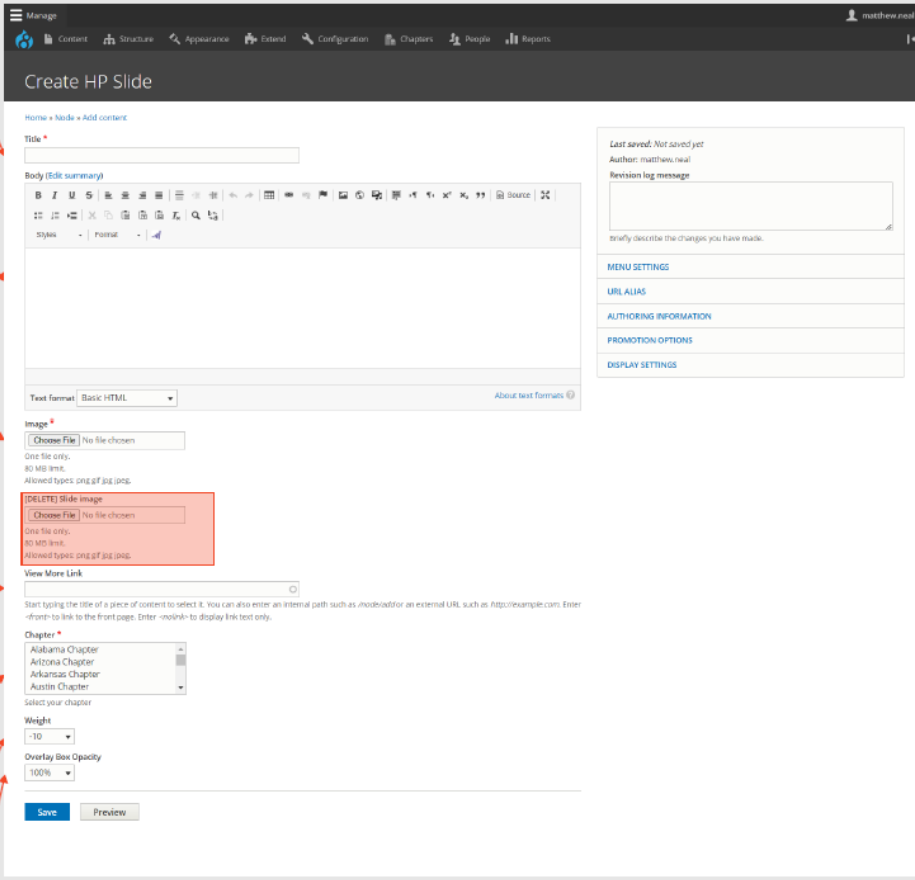
**View More Link**  
Provide a link in your call out box. Ideas are an event or another page on your website  
**This will trigger the Title and Body copy above to display**

**Chapter**  
Make sure to select your Chapter

**Weight**  
Weights determine the order of your slides. **Lower weights** will put the slide ahead of **Higher weights**  
Example: Slide A (Weight 9) vs Slide B (Weight 20)  
Slide A will display first

**Overlay Box Opacity**  
Controls the opacity for the blue background in the overlay box

• This is the main back end view for an HP Slide.  
•  = non functional, please disregard these options



# Adding Homepage Slider

Example of how backend fields line up with frontend display.

The image shows a side-by-side comparison of a Drupal backend editor and its frontend output. On the left is the 'Edit HP Slide Annual Boulevard Brewery Fundraiser' page. On the right is the 'HIMSS GREATER KANSAS CITY CHAPTER' homepage with a slider. A blue arrow points from the backend editor to the frontend slider.

**Backend Editor Fields:**

- 1 Title:** Annual Boulevard Brewery Fundraiser
- 2 Body (Edit summary):** We will have great food, free Boulevard beer, live music by The Barstool Philosophers, and a presentation from KC STEM Alliance!
- 3 Image:** tours-recreation.jpg (770.37 KB)
- 4 View More Link:** <https://greaterkansascity.himss.org/events/annual-boulevard-brewery-fundraiser/>
- 5 Chapter:** Greater Kansas City Chapter

**Frontend Slider:**

- 1 Title:** Annual Boulevard Brewery Fundraiser
- 2 Body:** We will have great food, free Boulevard beer, live music by The Barstool Philosophers, and a presentation from KC STEM Alliance!
- 3 Image:** Tours & Recreation building
- 4 Button:** Visit Website
- 5 View More Link:** (represented by a small arrow icon)

## Adding Homepage Slider – Custom button

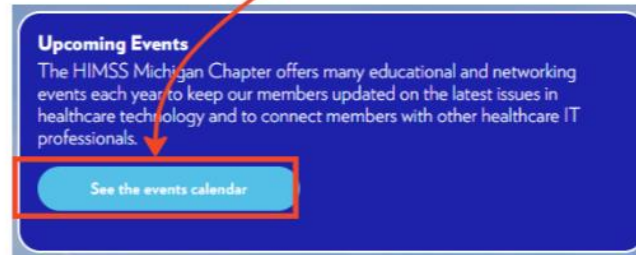
Custom HTML code can be used to create a unique button

Color

URL of webpage button leads to

What the button says

```
<p><a class="button primary light-blue" href="https://michigan.test2.himss.org/events-education/michigan-events-calendar">See the events calendar</a></p>
```



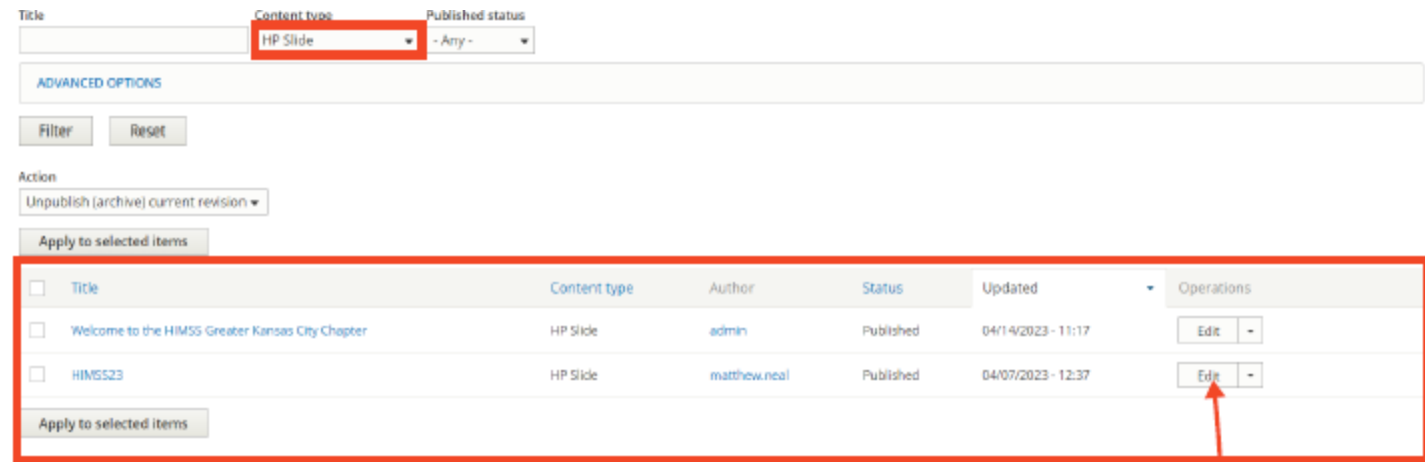
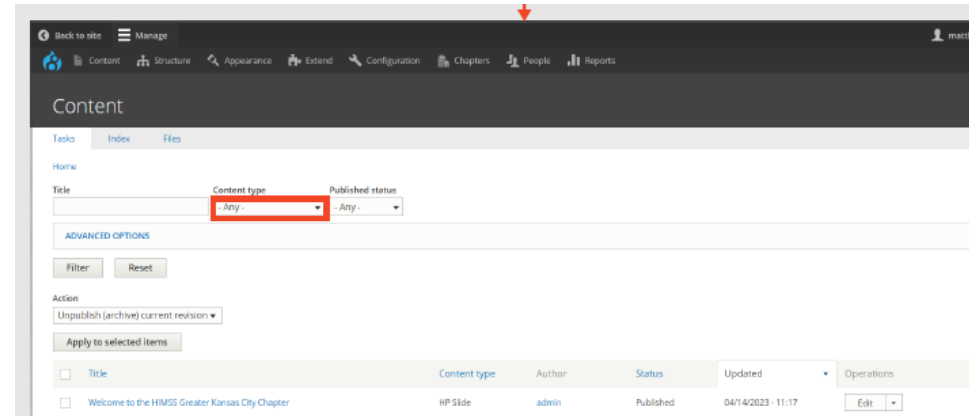
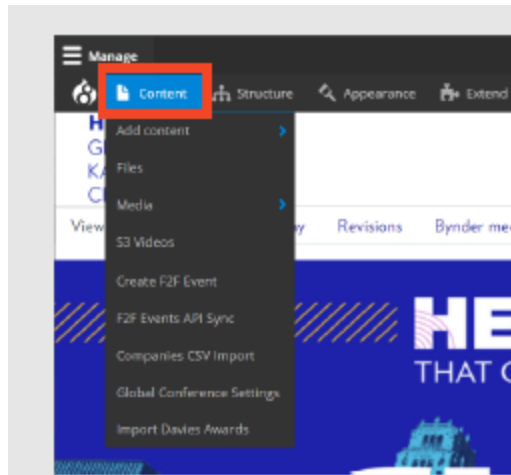
Copy and paste this code and change the parameters seen above to meet your needs

```
<p><a class="button primary light-blue" href="https://michigan.test2.himss.org/events-education/michigan-events-calendar">See the events calendar</a></p>
```

Available colors: **dark-blue**, **light blue**, **white**, **coral-red**, **dark-blue-border**

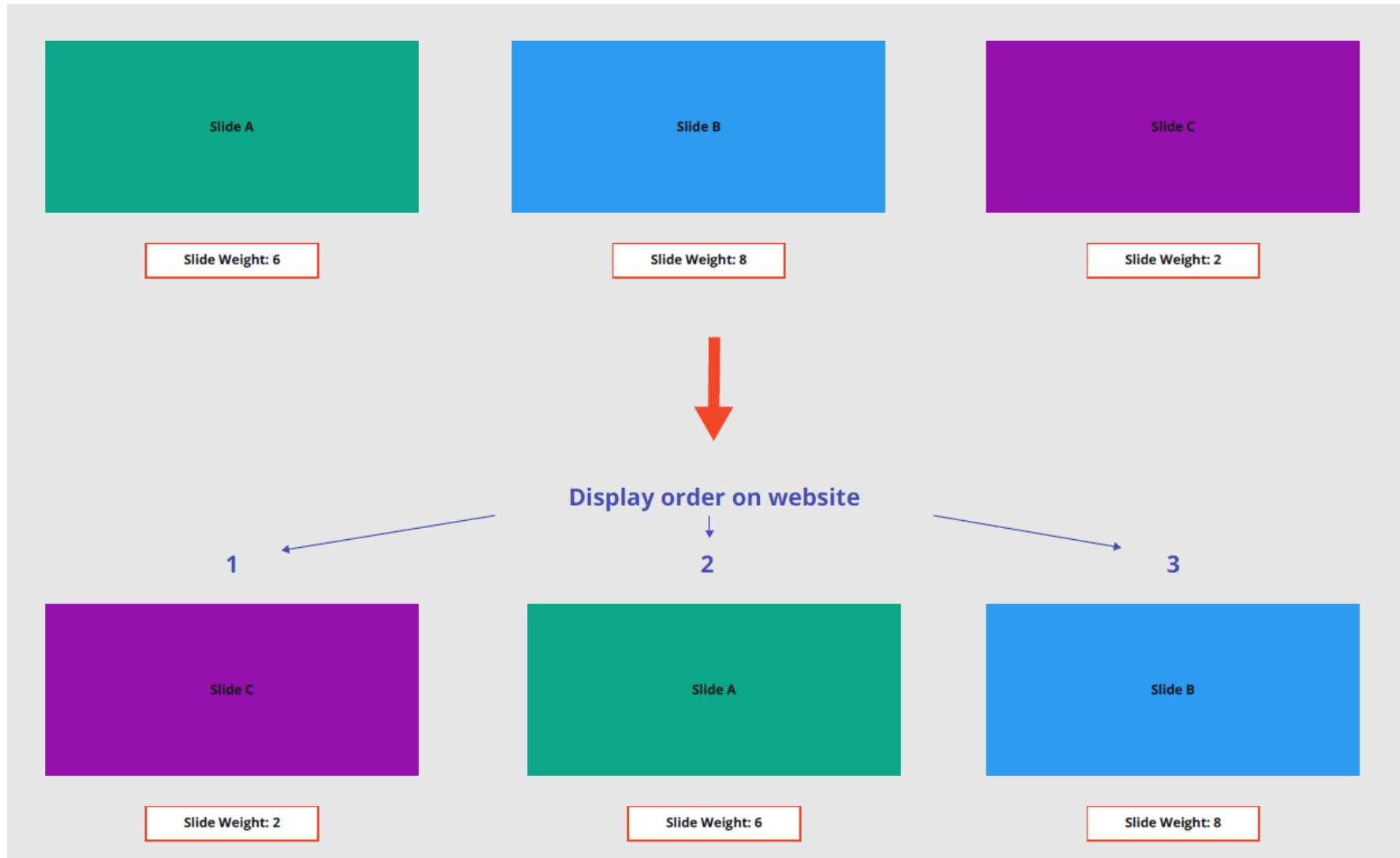
# Accessing and Editing Homepage Slider Content

To view existing HP slide content, go to **Content > Add content** and **filter** by **HP Slide**



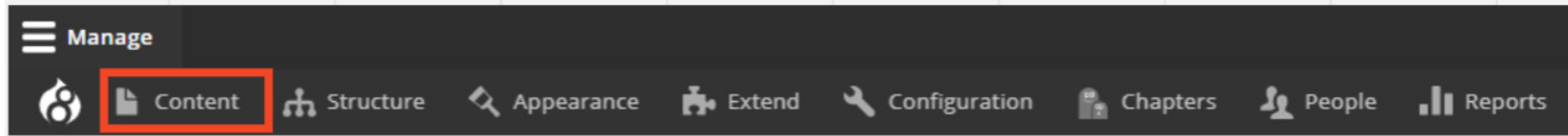
**Edit**  
Click **Edit** to edit the existing slide

# Understanding Homepage Slider Weights

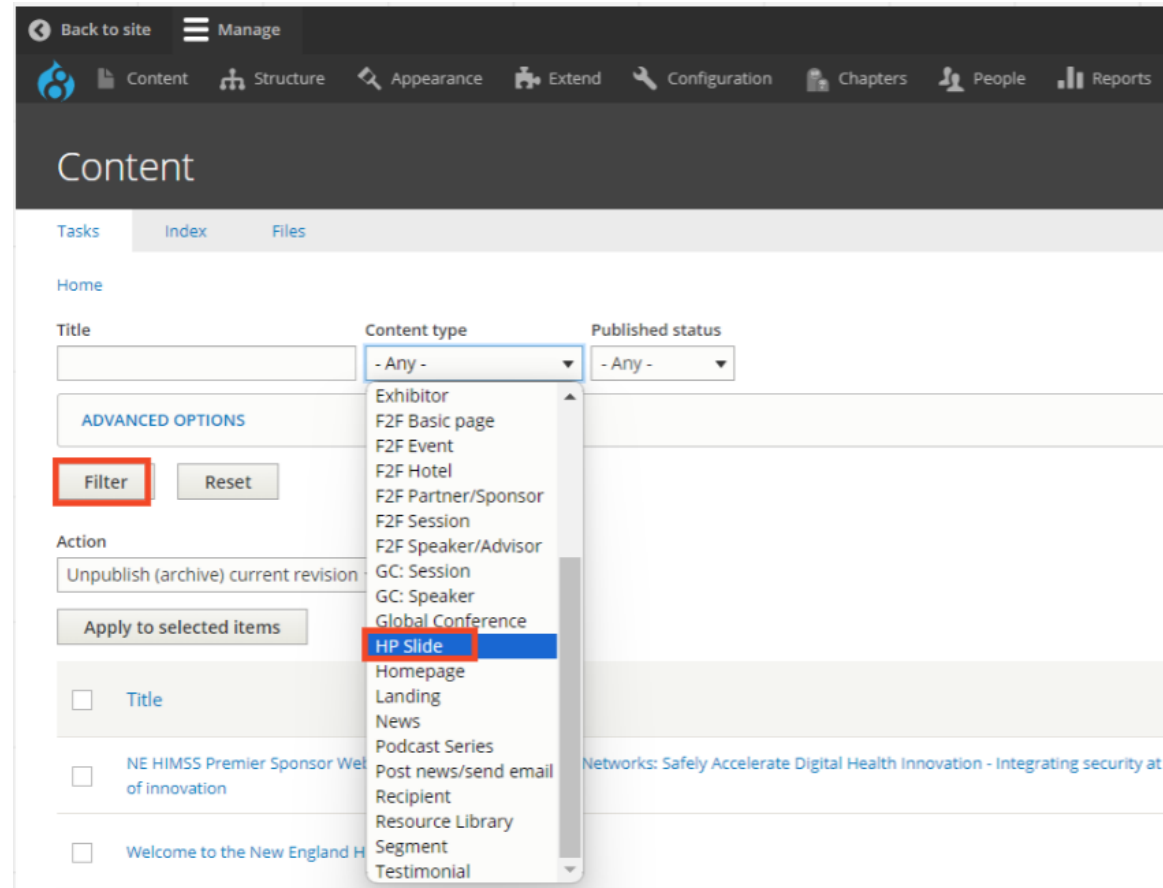


# Publishing / Unpublishing Homepage Slide

From anywhere on your chapter site, access your **Content** menu



Filter to view only **HP Slide** content





# Publishing / Unpublishing Homepage Slide

Check the **box** next to the HP slides you'd like to **publish** or **unpublish** (You can select multiple so to do a bulk action)

The screenshot shows the Drupal Content management interface. At the top, there is a navigation bar with 'Back to site' and 'Manage' options. Below this is a secondary navigation bar with icons for Content, Structure, Appearance, Extend, Configuration, Chapters, People, and Reports. The main header is 'Content', with sub-tabs for 'Tasks', 'Index', and 'Files'. The 'Home' section contains search filters for Title, Content type (set to 'HP Slide'), and Published status (set to '- Any -'). There are 'Filter' and 'Reset' buttons. An 'Action' dropdown is set to 'Unpublish (archive) current revision', with an 'Apply to selected items' button. Below this is a table of content items:

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	2024 Eink Innovation Scholarship	HP Slide	gtbokster	Published	02/26/2024 - 16:15	Edit
<input type="checkbox"/>	Check Out Our Newsletter	HP Slide	chackotaco	Published	01/17/2024 - 18:32	Edit
<input checked="" type="checkbox"/>	The New England HIMSS Chapter is Calling All Speakers!!!!	HP Slide	gtbokster	Unpublished	01/17/2024 - 18:32	Edit
<input type="checkbox"/>	Welcome to New England HIMSS!	HP Slide	chackotaco	Published	01/17/2024 - 18:31	Edit
<input checked="" type="checkbox"/>	Join us for...	HP Slide	dhaval.patel	Unpublished	01/17/2024 - 18:24	Edit
<input type="checkbox"/>	Welcome to HIMSS New England!	HP Slide	chackotaco	Unpublished	09/20/2023 - 17:06	Edit
<input type="checkbox"/>	Newsletters	HP Slide	dhaval.patel	Unpublished	09/18/2023 - 08:42	Edit

# Publishing / Unpublishing Homepage Slide

Once your slides are selected, Select your **Action** from the list.

The screenshot shows the 'Content' management interface. At the top, there is a navigation bar with 'Back to site', 'Manage', and a user profile 'matthew.neal'. Below this is a secondary navigation bar with icons for Content, Structure, Appearance, Extend, Configuration, Chapters, People, and Reports. The main heading is 'Content', with sub-tabs for 'Tasks', 'Index', and 'Files'. Under 'Home', there are search filters for 'Title', 'Content type' (set to 'HP Slide'), and 'Published status' (set to '- Any -'). Below the filters are 'Filter' and 'Reset' buttons. An 'Action' dropdown menu is open, listing various actions such as 'Unpublish (archive) current revision', 'Export content', 'Download PDF', 'Delete content', 'Make content sticky', 'Make content unsticky', 'Promote content to front page', 'Publish content', 'Save content', 'Remove content from front page', 'Unpublish content', 'Update URL alias', and 'Publish content (multiple)'. The 'Publish content' and 'Unpublish content' options are highlighted with red boxes. Below the menu is a table of content items:

	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	HP Slide	gtbokster	Published	02/26/2024 - 16:15	Edit
<input type="checkbox"/>	HP Slide	chackotaco	Published	01/17/2024 - 18:32	Edit
<input checked="" type="checkbox"/>	HP Slide	gtbokster	Unpublished	01/17/2024 - 18:32	Edit
<input checked="" type="checkbox"/>	HP Slide	chackotaco	Published	01/17/2024 - 18:31	Edit
<input checked="" type="checkbox"/>	HP Slide	dhaval.patel	Unpublished	01/17/2024 - 18:24	Edit
<input type="checkbox"/>	HP Slide	chackotaco	Unpublished	09/20/2023 - 17:06	Edit

# Publishing / Unpublishing Homepage Slide

Once your **Action** is selected, select **Apply to selected items**. Once the site reloads the status will change on your content.

**Unpublished** HP slides **won't** appear on your site's slider

**Published** HP slides **will** appear on your site's slider

The screenshot shows the 'Content' management interface. At the top, there are navigation tabs: 'Tasks', 'Index', and 'Files'. Below this, there are search filters for 'Title', 'Content type' (set to 'HP Slide'), and 'Published status' (set to '- Any -'). There are 'Filter' and 'Reset' buttons. The 'Action' dropdown is set to 'Publish content', and the 'Apply to selected items' button is highlighted with a red box. Below the filters is a table of content items.

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	2024 Eink Innovation Scholarship	HP Slide	gtbokster	Published	02/26/2024 - 16:15	Edit
<input type="checkbox"/>	Check Out Our Newsletter	HP Slide	chackotaco	Published	01/17/2024 - 18:32	Edit
<input checked="" type="checkbox"/>	The New England HIMSS Chapter is Calling All Speakers!!!!	HP Slide	gtbokster	Unpublished	01/17/2024 - 18:32	Edit
<input type="checkbox"/>	Welcome to New England HIMSS!	HP Slide	chackotaco	Published	01/17/2024 - 18:31	Edit
<input checked="" type="checkbox"/>	Join us for...	HP Slide	dhaval.patel	Unpublished	01/17/2024 - 18:24	Edit
<input type="checkbox"/>	Welcome to HIMSS New England!	HP Slide	chackotaco	Unpublished	09/20/2023 - 17:06	Edit



# *Controlling Versions of a Page*

# Reverting to a previous version of a page

Every page on your chapter website can revert to previous published versions of the page. To view a list of versions, click on **Revisions**. The Revisions page will list the past versions based on when edits were saved.

The screenshot shows the 'Manage' interface for the 'Board of Directors' page. The 'Revisions' tab is selected, displaying a list of revisions. The current revision is highlighted in yellow. A red box highlights the 'Revisions' tab in the top navigation. Another red box highlights the 'Compare selected revisions' button at the bottom of the list. A callout box with a red border contains the following text:

You can do a comparison to see what the differences are between each version. Select which versions you'd like to compare using the **radio buttons**

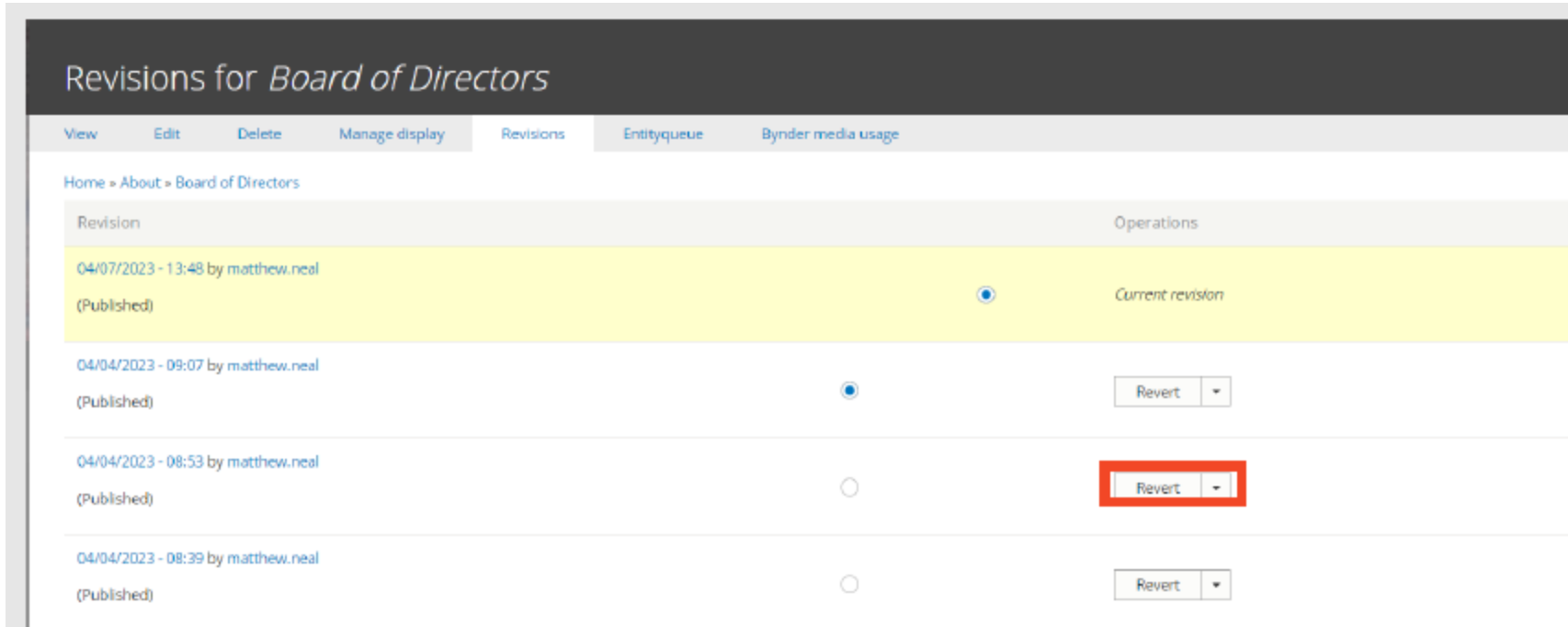
Once selected, click on **Compare selected revisions** to see a version comparison

- **GREEN** is an addition
- **RED** is a removal

The bottom part of the screenshot shows the 'Changes to Board of Directors' comparison view, which displays the differences between the selected revisions. The 'Board of Directors' text is highlighted in green, indicating it was added in the newer version.

## Reverting to a previous version of a page

To revert to an older version, simply click on **Revert**



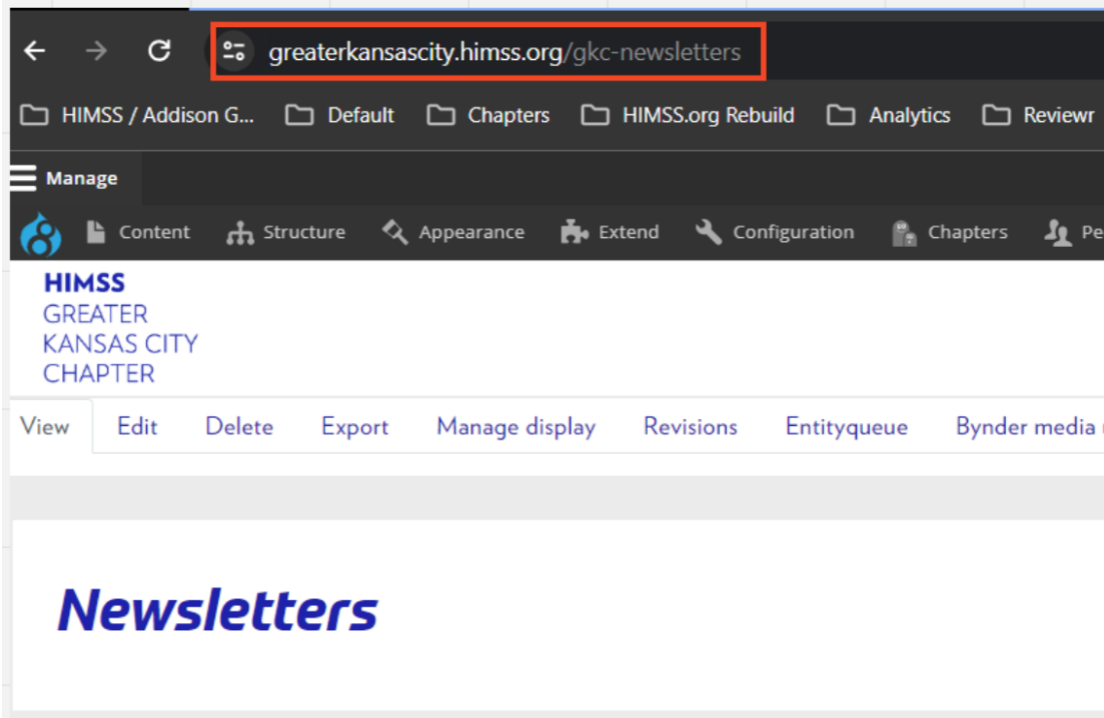
The screenshot shows a web interface for managing revisions of a page titled "Board of Directors". The page has a dark header with the title "Revisions for Board of Directors" and a navigation bar with tabs: View, Edit, Delete, Manage display, Revisions, Entityqueue, and Bynder media usage. Below the navigation bar, there is a breadcrumb trail: Home > About > Board of Directors. The main content area is a table with two columns: "Revision" and "Operations". The table lists four revisions, all published by matthew.neal. The first revision, dated 04/07/2023 at 13:48, is highlighted in yellow and marked as the "Current revision" with a blue radio button. The other three revisions, dated 04/04/2023 at 09:07, 08:53, and 08:39, have unselected radio buttons and "Revert" buttons next to them. The "Revert" button for the 08:53 revision is highlighted with a red box.

Revision	Operations
04/07/2023 - 13:48 by matthew.neal (Published)	<input checked="" type="radio"/> Current revision
04/04/2023 - 09:07 by matthew.neal (Published)	<input type="radio"/> <input type="button" value="Revert"/>
04/04/2023 - 08:53 by matthew.neal (Published)	<input type="radio"/> <input type="button" value="Revert"/>
04/04/2023 - 08:39 by matthew.neal (Published)	<input type="radio"/> <input type="button" value="Revert"/>

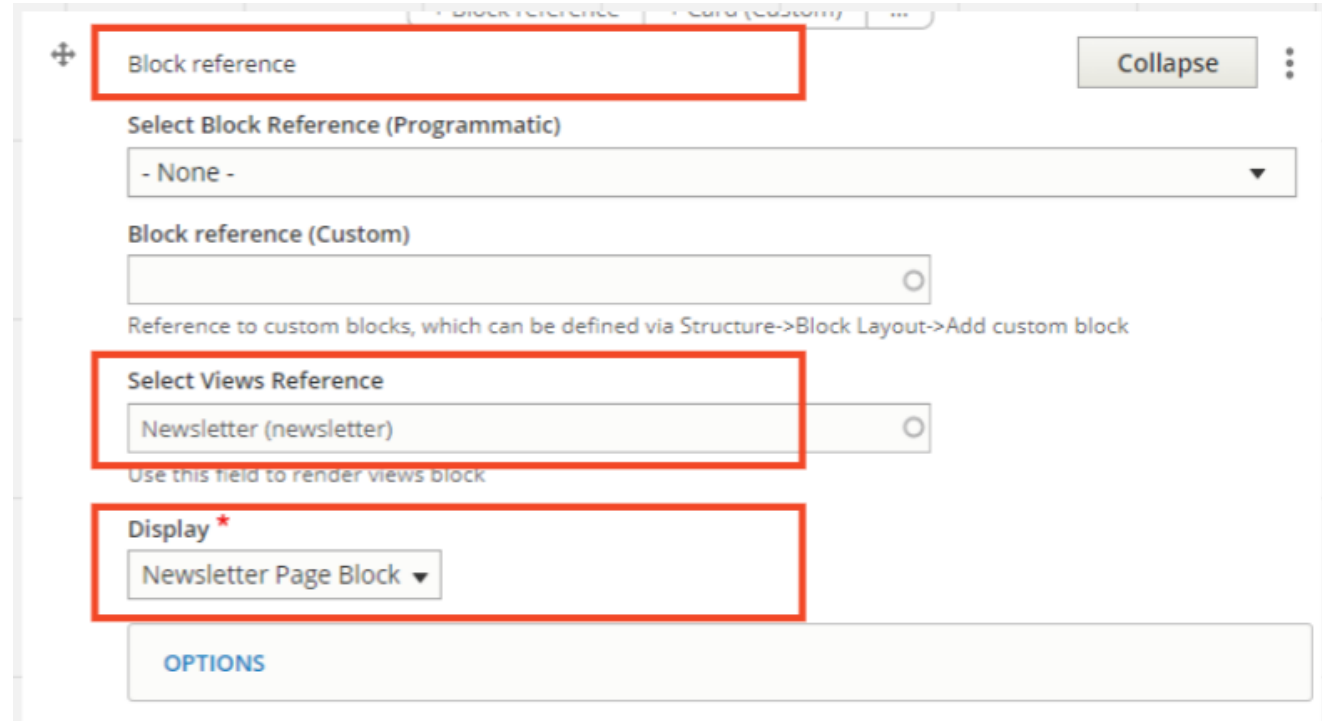


# *Newsletters*

## Adding newsletters module



Create a **Basic Page** and make sure your **Chapter Name / Abbreviation** is in the URL



Add the **Newsletter Module** to the page so that newsletters populate in the list once they are created (you can also add this module to any other basic page you've created)



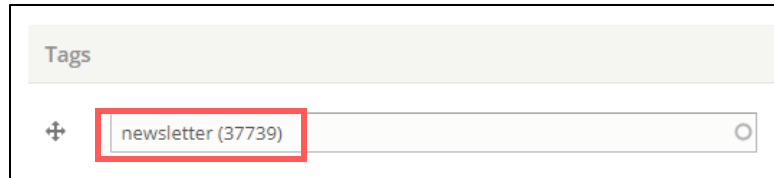
# Creating Newsletters

Newsletters can be created with (2) content types: **Basic Page** and **Post news / send email**. For either content type, continue to ensure your **Chapter Name / Abbreviation** is in the URL for your newsletter, example:

<https://greaterkansascity.himss.org/newsletters/gkc-winter-2024>

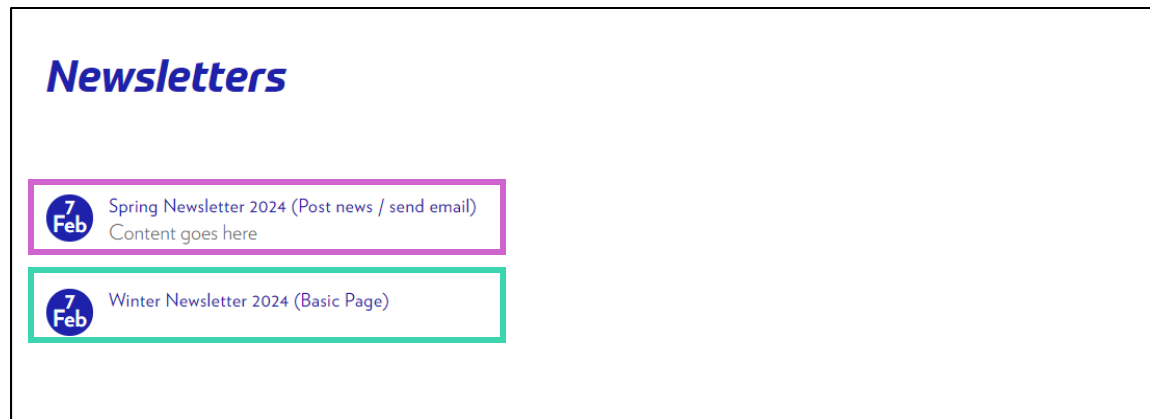
## Basic Page

- If using a basic page content type, add the **newsletter (37739)** tag to the page so it populates in the newsletter list once its published



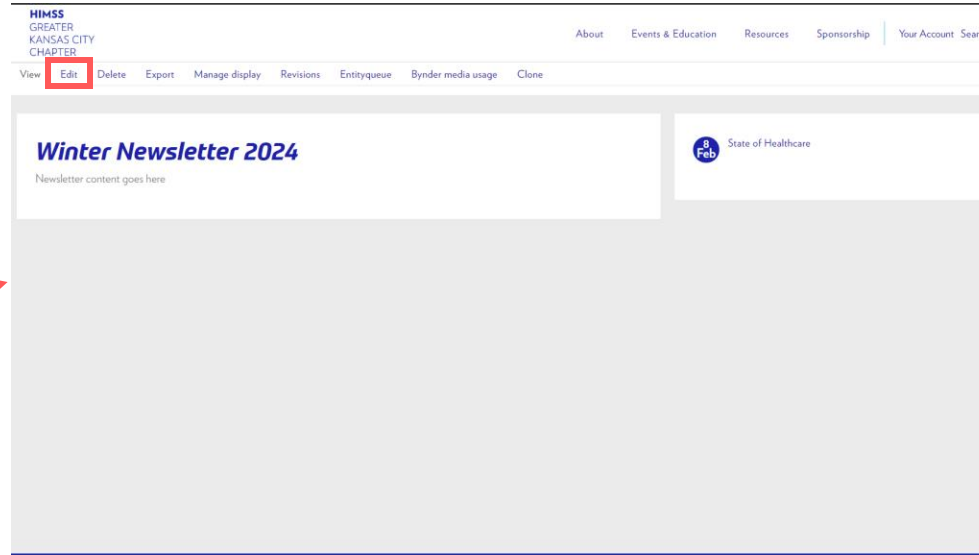
## Post news / send email

- If using a Post news / send email content type. Simply save the content as **published** and it will populate in your newsletter block.

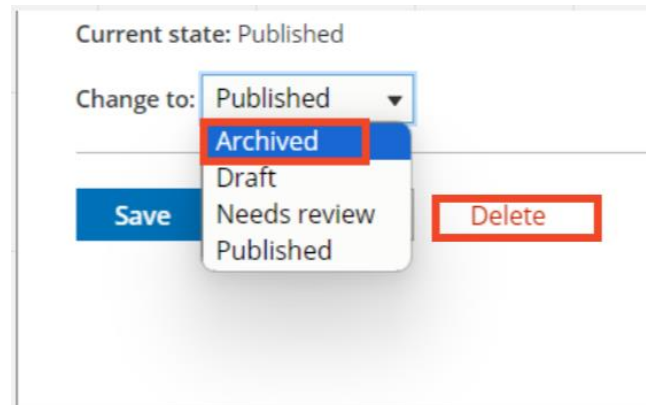


# Editing Newsletters

Whether you used a **Basic Page** or **Post news / send email** content type, you can go in and edit just as you would edit another page on your site



If you'd like to remove Newsletter content, **delete** the basic page or post news / send email content type. Or you can move the status to **archived**





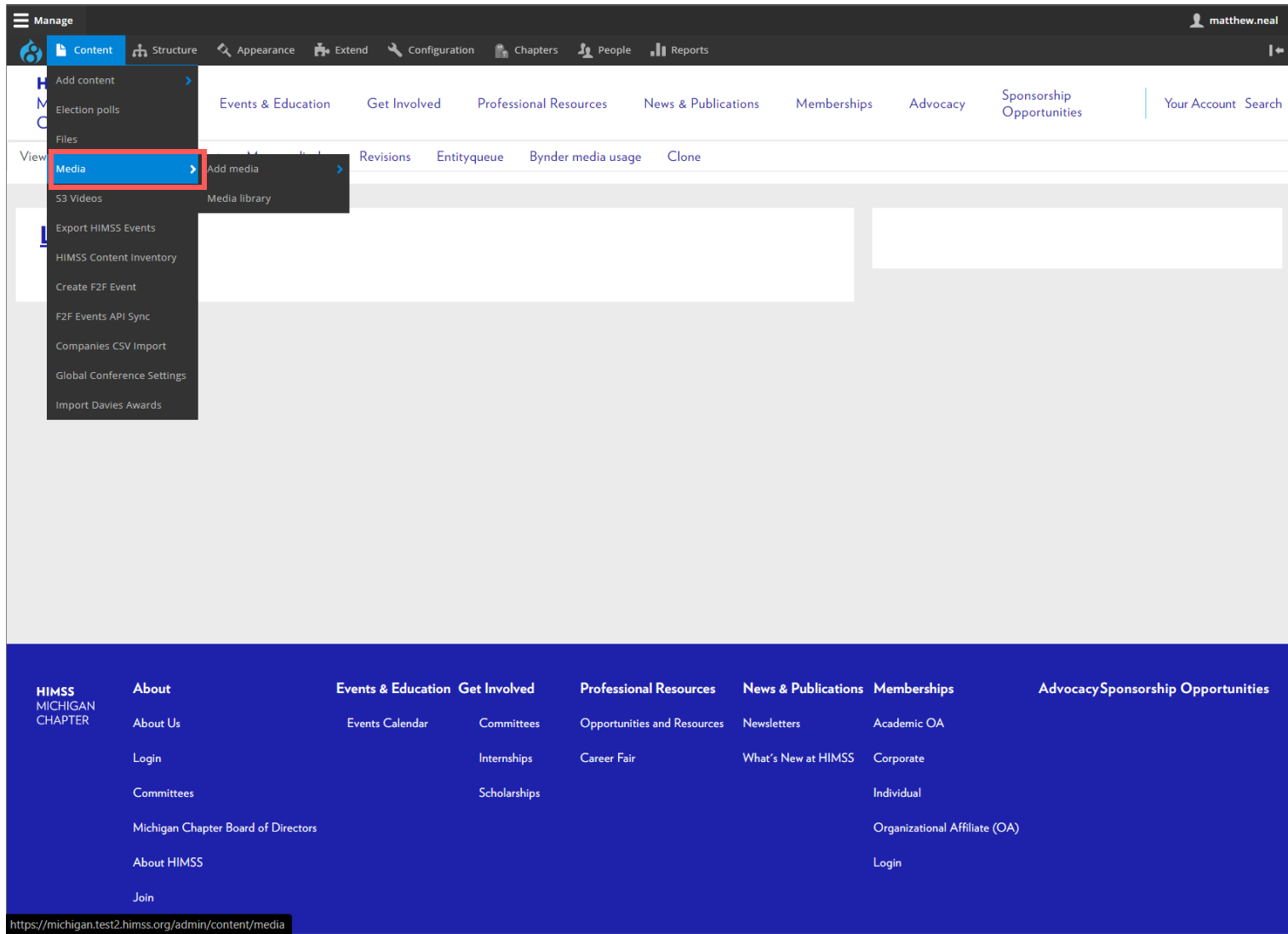
# *Uploading Files*

# Uploading Files

The screenshot shows the user interface of the HIMSS MICHIGAN CHAPTER content management system. At the top, there is a navigation bar with a 'Manage' menu and a user profile for 'matthew.neal'. Below this is a main navigation menu with categories such as 'About', 'Events & Education', 'Get Involved', 'Professional Resources', 'News & Publications', 'Memberships', 'Advocacy', 'Sponsorship Opportunities', and 'Your Account Search'. A secondary menu below the main navigation includes 'View', 'Edit', 'Delete', 'Export', 'Manage display', 'Revisions', 'Entityqueue', 'Bynder media usage', and 'Clone'. The main content area displays a 'List of files' section with a single item, 'Link to PDF', which is highlighted by a red rectangular box. The bottom of the page features a dark blue footer with the HIMSS MICHIGAN CHAPTER logo and a grid of links organized under various category headers.

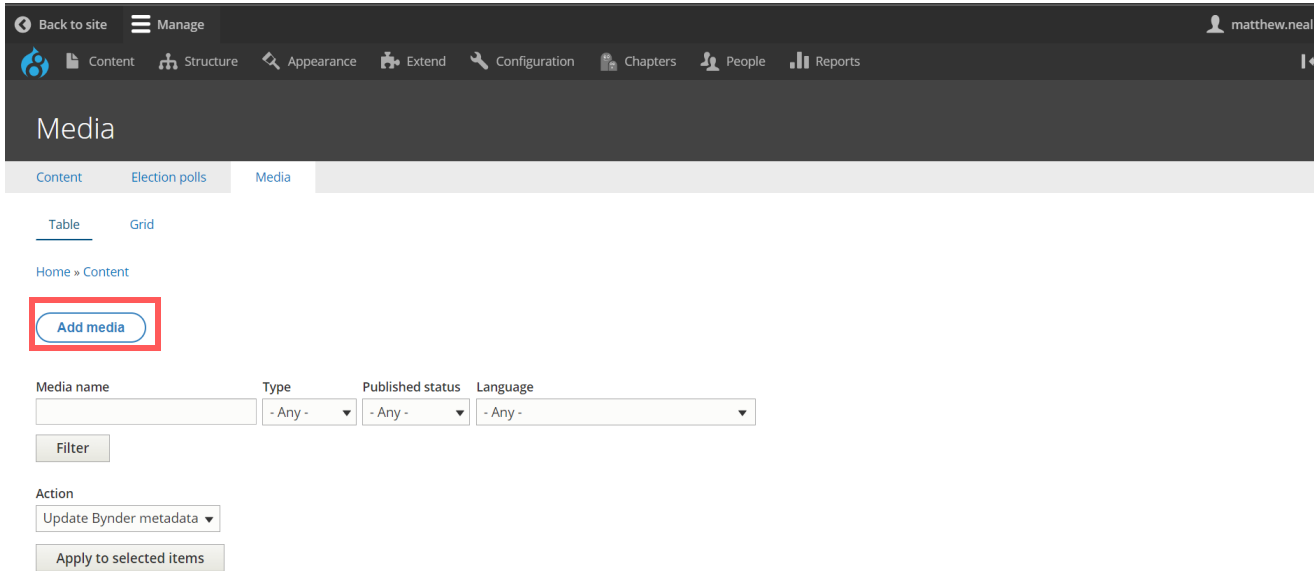
This guide will show you how to properly upload a file to the media library, and provide it to your users via a hyperlink on a web page

# Uploading Files



From anywhere on your Chapter website.  
Access the media library through the CMS navigation

# Uploading Files



Back to site Manage matthew.neal

Content Structure Appearance Extend Configuration Chapters People Reports

## Media

Content Election polls Media

Table Grid

Home » Content

**Add media**

Media name Type Published status Language

- Any - - Any - - Any -

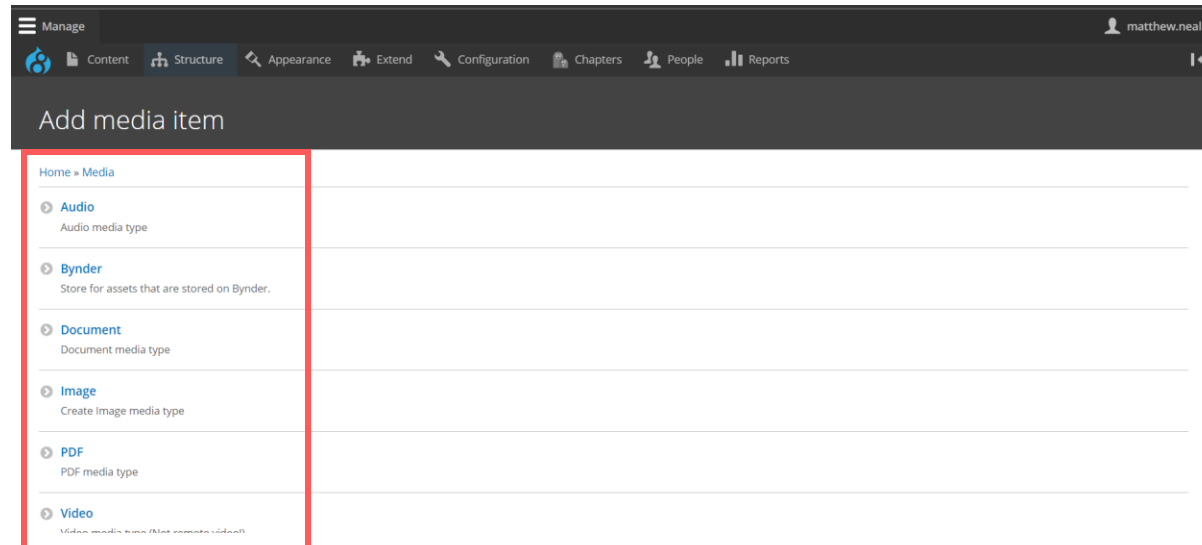
Filter

Action

Update Bynder metadata

Apply to selected items

Click on **Add media** to upload the file



Manage matthew.neal

Content Structure Appearance Extend Configuration Chapters People Reports

## Add media item

Home » Media

- Audio  
Audio media type
- Bynder  
Store for assets that are stored on Bynder.
- Document  
Document media type
- Image  
Create image media type
- PDF  
PDF media type
- Video  
Video media type (for remote videos)

Choose which type of file you'd like to upload

# Uploading Files

Manage matthew.neal

Content Structure Appearance Extend Configuration Chapters People Reports

## Add PDF

[Home](#) » [Media](#) » [Add media item](#)

**Name \***

**File \***

No file chosen

One file only.  
80 MB limit.  
Allowed types: txt doc docx pdf.

Published

**File ID**

**Revision information**  
No revision

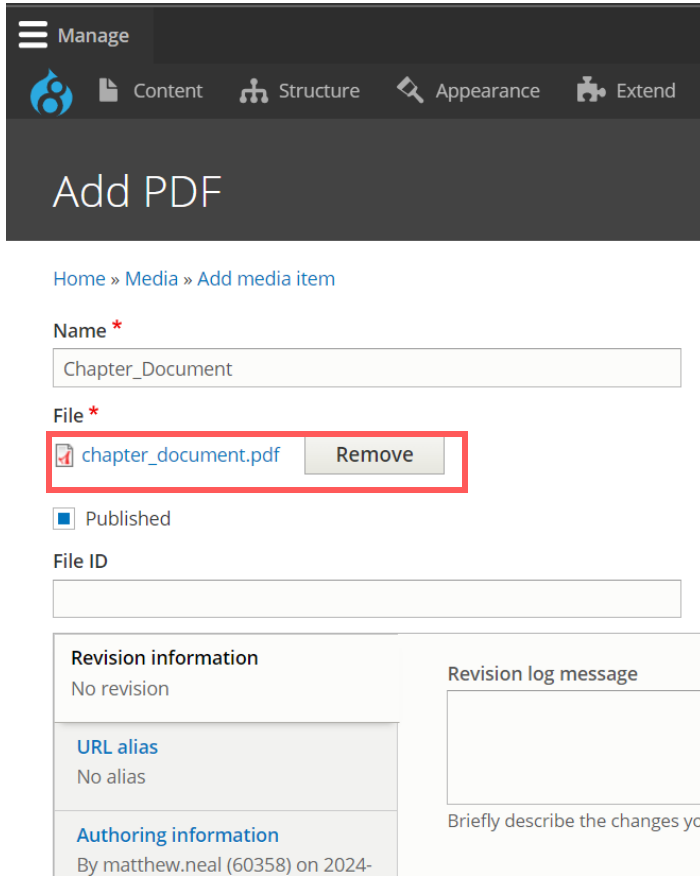
**Revision log message**

[URL alias](#)  
No alias

**Name** - name the file you are uploading

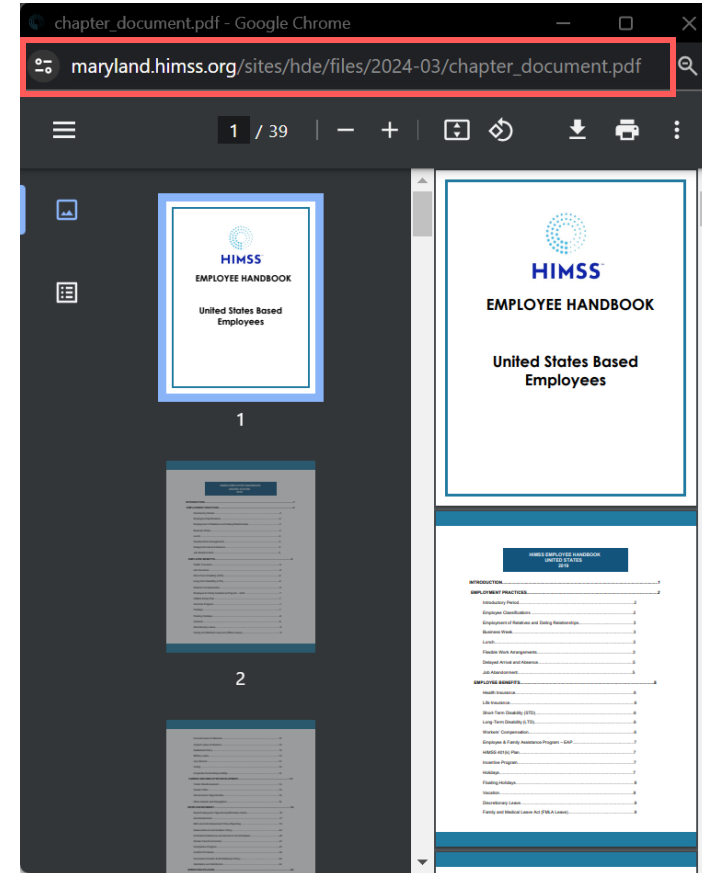
**File** - Select "choose file" to upload from your computer

# Uploading Files



The screenshot shows the 'Add PDF' interface. At the top, there is a 'Manage' menu with options for Content, Structure, Appearance, and Extend. Below this, the title 'Add PDF' is displayed. The breadcrumb trail reads 'Home » Media » Add media item'. The 'Name' field contains 'Chapter\_Document'. The 'File' field shows 'chapter\_document.pdf' with a 'Remove' button next to it. There is a 'Published' checkbox which is checked. Below the 'File' field, there are sections for 'Revision information' (No revision), 'URL alias' (No alias), and 'Authoring information' (By matthew.neal (60358) on 2024-). A 'Revision log message' field is also present with the instruction 'Briefly describe the changes you'.

Once the file is named and selected. You will see it appear under **File**. Click on the link to the file to open it in a browser



The file will open in another browser window. **Copy** the URL to your clipboard



# Uploading Files

Manage matthew.neal

Content Structure Appearance Extend Configuration Chapters People Reports

HIMSS MICHIGAN CHAPTER About Events & Education Get Involved Professional Resources News & Publications Memberships Advocacy Sponsorship Opportunities Your Account Search

View Edit Delete Export Manage display Revisions Entityqueue Bynder media usage Clone

### List of files

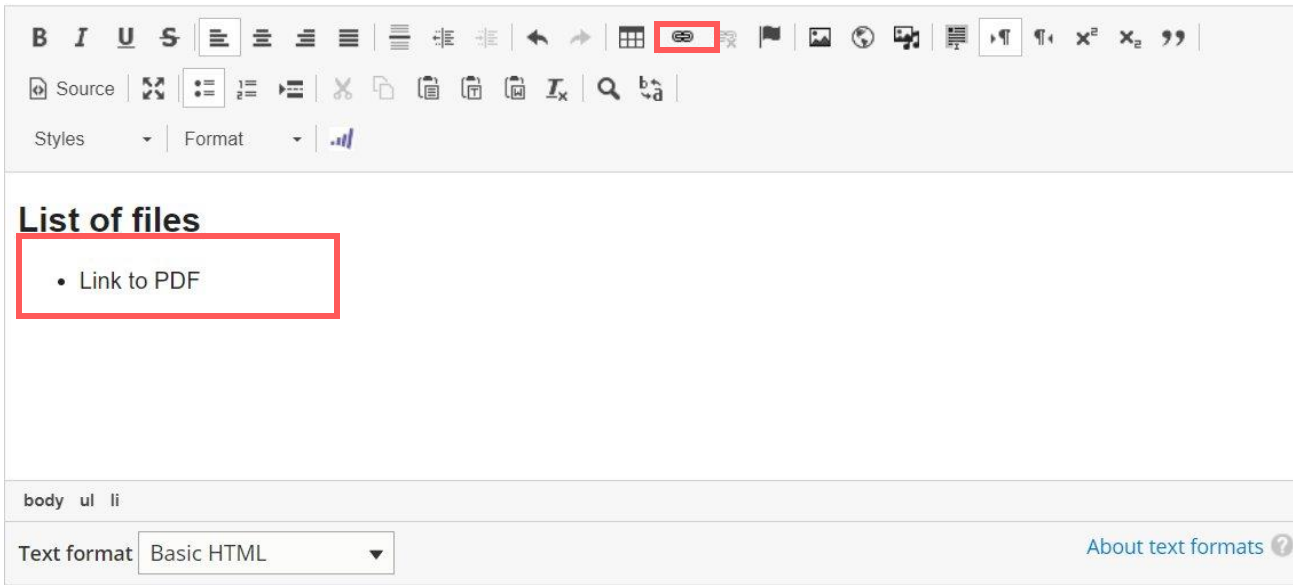
- Link to PDF

HIMSS MICHIGAN CHAPTER

About	Events & Education	Get Involved	Professional Resources	News & Publications	Memberships	Advocacy	Sponsorship Opportunities
About Us	Events Calendar	Committees	Opportunities and Resources	Newsletters	Academic OA		
Login		Internships	Career Fair	What's New at HIMSS	Corporate		
Committees		Scholarships			Individual		
Michigan Chapter Board of Directors					Organizational Affiliate (OA)		
About HIMSS					Login		
Join							

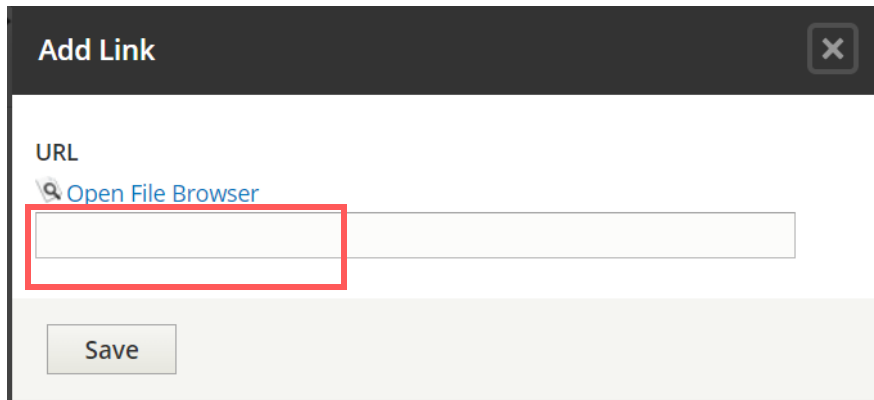
Return to the page where you'd like to link the document too and go to **Edit**

# Uploading Files



The image shows a WYSIWYG editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, bulleted and numbered lists, indentation, link, unlink, image, video, audio, table, and undo/redo. Below the toolbar is a 'List of files' section, which contains a single item: '• Link to PDF'. This item is highlighted with a red rectangular box. At the bottom of the editor, there is a 'Text format' dropdown menu set to 'Basic HTML' and a link to 'About text formats'.

Highlight the text you'd like to link the document too, and select the **Link** button in the WYSIWYG box



The image shows a dialog box titled 'Add Link'. It has a close button in the top right corner. Inside the dialog, there is a 'URL' label and a text input field. A magnifying glass icon and the text 'Open File Browser' are positioned to the left of the input field. The input field is highlighted with a red rectangular box. At the bottom of the dialog, there is a 'Save' button.

Once selected a dialogue box will open, **Paste** the URL you copied into the field and Save

# Uploading Files

The screenshot shows a web application interface for file management. At the top, there is a 'Manage' header with a user profile for 'matthew.neal'. Below this is a navigation bar with icons for Content, Structure, Appearance, Extend, Configuration, Chapters, People, and Reports. The main content area is titled 'HIMSS MICHIGAN CHAPTER' and includes a secondary navigation bar with links for About, Events & Education, Get Involved, Professional Resources, News & Publications, Memberships, Advocacy, Sponsorship Opportunities, and Your Account Search. Below the navigation is a toolbar with options: View, Edit, Delete, Export, Manage display, Revisions, Entityqueue, Bynder media usage, and Clone. The main content area displays a 'List of files' section with a single item, 'Link to PDF', which is highlighted with a red rectangular box. The bottom of the page features a dark blue footer with a grid of links organized under the 'HIMSS MICHIGAN CHAPTER' logo.

**Save** the page and now when you click on the text, the file will open in another browser window, or download depending on the file type that was linked.



# *General Reminders & Resources*

# Reminders

- **Event Policy**
  - Only chapter hosted and approved collaborator events should be posted as an event on the chapter website.
  - All events must include the provided event images. You can request additional images by contacting [chapters@himss.org](mailto:chapters@himss.org).
  - If you would like to share information on save the dates or local events, please do so on the event page in a WYSIWYG module (formatted text field) or in the right sidebar. Once save the dates have a title, date, location, and description they can be posted as an event type.
- **Navigation Change**
  - The previous chapter websites required navigation of certain pages that direct to [himss.org](http://himss.org) and affiliate pages. Chapters are no longer required to have these links included in the chapter website navigation. All navigation was transitioned over in the current state. You may unpublish or delete pages you no longer want displayed. (Examples: About > About HIMSS, Join; Professional Resources > JobMine; News & Publications > What's New at HIMSS)
  - It is advised not to include any text that is on [himss.org](http://himss.org) as that disrupts the website SEO. If you would like to direct chapter website visitors to learn more about HIMSS membership, products, or resources please link to the URL only. Do not list any individual staff or volunteer names/emails or PDF's as those can easily become outdated.

# *Best Practices*

- Follow HIMSS brand and style guidelines for all text, colors, imagery, and slides.
- Determine page navigation that is simple and places most popular items first.
- Provide board contact information (general email address) for potential members, event attendees, and potential sponsors.
- Do not post information in PDF's – it is not searchable.
- Utilize the different module types to best display your content in an easy-to-read format.
- Keep content up to date! Regularly review content to remove outdated event or home page sliders.
- Review and edit (ex: spelling) content before publishing.

# Resources

- Event images – in Marketing folder on chapter OneDrive
- [Stock image library](#): Chapters may select from our royalty-free photography collection on the Brand Center.
- [Web training guides on CLRA](#): Tech Tools > Chapters Digital Experiences Initiative > Right Sidebar Knowledge Center > CMS / Website Walkthrough Guides
- [Short Brand Guidelines](#): Get a refresher or in-depth review of HIMSS brand and style guidelines

# *Questions?*

Contact your Chapter Manager

[chapters@himss.org](mailto:chapters@himss.org)