

## Using these training materials

Download the training materials from <https://121technology.com/WebTemplateTraining.zip> - you will need to unzip the downloaded file.

You don't need to follow in a specific order, just dip in to the topics where you need help. However, there may be references to files that have been made in earlier tutorials; you should be able to proceed without these files.

Whilst the template has been designed to be viewed on all devices (phone, tablet, PC, TV etc) there are instances where it is easier to *administer* the site on a computer; for example, resizing images. However, if you're familiar with using apps to do these processes, you shouldn't have any issues.

Some instructions may vary slightly according to the type of browser (Chrome, Safari, Firefox etc) you use.

**The lessons here assume you know what a 'main page' or a 'main picture' is, in addition to basic terms used in the template like 'slideshow' or 'what we do' page. If you are unsure, please refer to the online tutorials first.**

## Getting Help

Please refer to the tutorials at [www.rotary-ribi.org/tutorials](http://www.rotary-ribi.org/tutorials) where there are lots of videos and step-by-step guides to using the template.

The next port of call for help should be the Yahoo Group – details available in the 'help' menu in the club admin area.

There are also various online forums covering different areas, e.g. club administration, where you can read existing answers to issues and ask for help.

Every district has a 'district administrator' who should be approached after you've tried the 3 routes above.

If **ALL** else fails, contact me! With so many clubs using the template, I can't provide 1:1 support.

I hope you have found this useful and wish you success with using the template for your club.

Chris Sweeney

Rotary Club of Conwy [www.conwyrotary.org](http://www.conwyrotary.org)

RIBI Template Designer [www.rotary-ribi.org](http://www.rotary-ribi.org)

International Template version: [www.rotary-site.org](http://www.rotary-site.org) (also for club project sites)



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