The Chapter Websites have been re-designed to provide Chapters with an interactive tool to increase the effectiveness of your local ASM Chapter. A website provides your Chapter with an outlet for sharing Chapter news, events, updates and more with your membership, sustaining members, potential members, and the ASM Community.

Login: Use your user name and password to login to site.
The Chapter Home Page

The Chapter’s Home page contains a quick snapshot of Chapter activities. Much of this information defaults from other editable portlets within the site.

- Short welcome message
- Chapter image
- Upcoming Chapter Events
- Latest News
- Chapter Officers

All portlets are editable with the exception of ASM Latest News- this feeds from the ASM site and is provided as a way to keep the home page fresh. The number of news items will vary depending on Chapter activity.
Editing Your Content

First navigate to the page you would like to edit.

Do not look for an editing pencil. Instead, hover near the content that you want to edit and a border will pop up around it. On the border are three little dots, click the dots.

Connected to the dots the words “Edit Web Content” will show up. Click them.

1. **Edit all content beneath the Heading.**
   - Edit in plain text or HTML
   - Apply provided ASM brand approved fonts, colors and styles
   - Hyperlink web addresses or emails
An editing window will open.

When this window opens use the scroll bar at the bottom of the box to scroll all the way to the right.

Inside the box you will see a shorter scroll bar.

This shorter scroll bar is what you will use to navigate the editing window.

2. **Click on Publish**

When you finish editing—scroll all the way down to the bottom of the editing box and click **Publish**.
3. **Add an Image to a Portlet**

Hover inside the Content where you want to add the photo until a grey box with a + sign in the middle pops up- click the + sign and the picture symbol will show up.

There are two ways to add Images:

**Select Files**
Click Select Files.
And your documents will pop up. Click the Image that you want to upload and then click “Open”.

Your photo will then upload and you can click “Add” to add it to the page.
Drag and Drop

To Drag and Drop a file, open your documents in a separate window.

Click on the photo that you want to upload, hold down and drag it onto the screen where it says Drag and Drop.
Your photo will then upload and you can click “Add” to add it to the page.

Editable Portlets on the “About Us” Tab

- “About Us” landing page
- Chapter History
- Chapter Newsletters
- Chapter News*
- Chapter By-Laws
- Strategic Plan
- Contact Us Landing Page
- Chapter Officers

Non-editable portlets on the “About Us” Tab

ASM Industry News, Under Contact Us- Technical Support & Legal, ASM Staff Directory

**All portlets follow the same procedure for editing content.**
4. Add Hyperlinks

Welcome to the Cleveland Chapter’s Online Community! Here you will be able to access the latest information and resources. Members can login using their member number or e-mail address and password. Not a member? Register for free today!

Cleveland has a rich history in manufacturing, metallurgy, and materials science and the Cleveland Chapter’s Online Community is a place where members and non-members alike can network in a more relaxed venue.

All of us in the Executive Committee of your chapter are privileged and very excited to offer you events and resources that are opportunities for members to network in a more relaxed venue.

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About Us

Summary

Copy and paste the link into the box. Hit enter on your keyboard and you will have a hyperlink.

Highlight text then select the hyperlink button.
5. Add PDFs

Title ✽

About Us

Summary

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Content

About

Welcome to the [Cleveland Chapter’s Online Community](#). Here you will be able to access the latest updates and resources. Members can login using their member number or e-mail address and password. Not a member yet? Join today!

Cleveland has a rich history in manufacturing, metallurgy, and materials science, and the Cleveland Chapter is a social event that provides opportunities for members to network in a more relaxed setting.

All of us in the Executive Committee of your chapter are privileged and very excited to offer you the [Cleveland Chapter](#) for more information on how you can be more involved in our vibrant technical community.

Highlight text then select the hyperlink button

Click the folder icon to browse your documents and find your file.
Click select file and select the file you want to add from your documents. Click open, and then click add.

When your file is selected click open and then click add.

When you add your hyperlink or your PDF the highlighted text will turn grey to show that there is a link there.

Welcome to the Cleveland Chapter’s Online Community! Members can login using their member number or e-mail.

Cleveland has a rich history in manufacturing, metallurgy, social event that are opportunities for members to network.
Adding a Chapter News Item

To add Chapter News- Hover around the content area until the Web Content Display box appears. Click the plus sign and you will see a drop down menu.

Scroll until you find News.

Using the template to place news items gives the page a clean uniform look. The template allows web editors to add stories for future posting. This template also provides a path for Chapter news to be displayed on the ASM International website.

**Note: If you do not have a photo to include please use your Chapter’s logo. Update Chapter logos can be found in your Chapter Executive Committee Workspace.
Will allow you to share to the ASM International site

When your content and images are all set, click **Publish**
Events and Education Tab

Editable Portlets on the Events and Education Tab

- Chapter Events
- Professional Development

Non-editable portlets on the Events and Education Tab

- ASM events
***Note: All of the sections with the * symbol are required fields
If you are using ecommerce or another form of electronic registration remember to hyperlink this information in the body of your story.

Allows you to share to the ASM International site

When all of your information is written in, click Publish.
Membership and Networking Tab

Editable portlets on the Membership and Networking Tab

- Membership and Networking landing page
- Chapter Member Benefits
- Sustaining membership
- Chapter Volunteer Opportunities
- Chapter Member Recognition

Non-Editable portlets on the Membership and Networking Tab

- Join or Renew Today
- Chapter Council

ASM connects materials professionals with the finest resources available — to solve problems, improve materials performance, and support professional development.

Whenever you are in your materials career, being a member of the world’s largest association of materials professionals offers benefits and resources to help you accomplish your personal and professional goals.
Student Outreach Tab

Editable portlets on the Student Outreach Tab

- Student Outreach
- Chapter Scholarship Opportunities

Non-Editable portlets on the Student Outreach Tab

- ASM Education Foundation Undergraduate Scholarships
**Photo Gallery Tab**

Creating photo galleries is a snap with the photo gallery template

- Ability to create multiple galleries
- Ability to add image text
- No need to resize images

First click “Add Image Gallery”
Easy to Navigate Photo Gallery Template

Title

This is the Gallery name

Summary

This is the date the gallery will appear on the page.

Date

10/17/2017

Listing Image

The Listing Image will appear as your teaser, if you want in the gallery you must enter it as a Gallery Image as well.
You must hit the PLUS SIGN to add additional images to the photo gallery.
When all of your images are added to the Gallery, click **Publish**.

Do NOT click **Save as Draft** - all of your work will be lost.
Career Center Tab

Editable Portlets on the Career Center Tab

- Chapter Career Center

Non-editable portlets on the Career Center Tab

- ASM Career Center
Footer

The links in the Footer are editable should your Chapter have any social media accounts, a physical address, or additional information it would like to share. If you do not have anything that requires updating ASM International’s information should remain the default.
Click the edit icon to add Sponsors

Select the image from your computer

Click on the Plus Sign to add additional images

Insert the name of the Sustaining/Sponsor Company

Insert the link to the Sustaining/Sponsor Company’s website here

***Note: This footer is only to be used if you have the company logo. Words will not appear in the footer.