

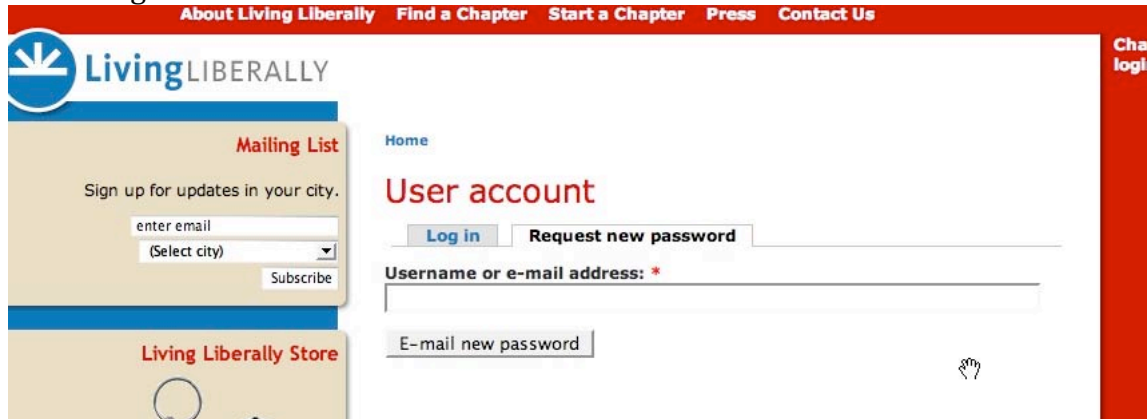


Training Guide For The New Website:

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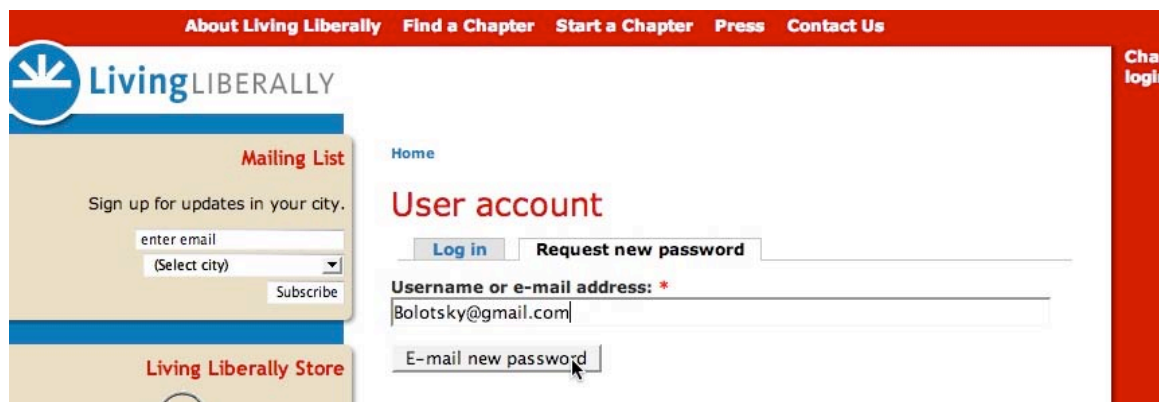
Logging In For The Very First Time:

1. Go to <http://www.livingliberally.org/user/password>. You'll see the following login screen:



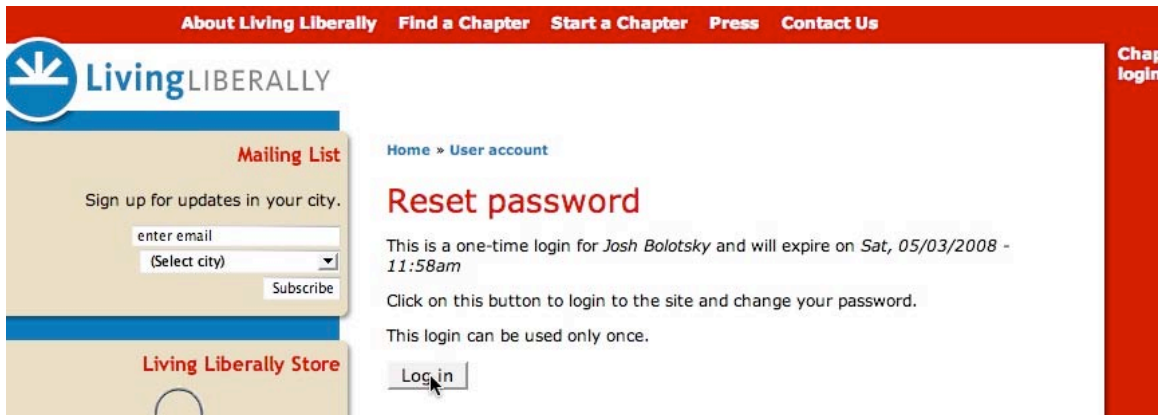
The screenshot shows the 'User account' page on the Living Liberally website. The page has a red header with navigation links: 'About Living Liberally', 'Find a Chapter', 'Start a Chapter', 'Press', and 'Contact Us'. On the left, there is a 'Mailing List' section with a 'Subscribe' button and a 'Living Liberally Store' section. The main content area is titled 'User account' and includes a 'Home' link, a 'Log in' button, and a 'Request new password' button. Below these are two input fields: 'Username or e-mail address: *' and 'E-mail new password'. A mouse cursor is visible over the 'E-mail new password' field.

2. Enter the personal e-mail address to which your LL e-mail is forwarded. (For example, if you are the NYC chapter host, and e-mail to nyc@drinkingliberally.org is forwarded to Bolotsky@gmail.com, then enter 'Bolotsky@gmail.com')

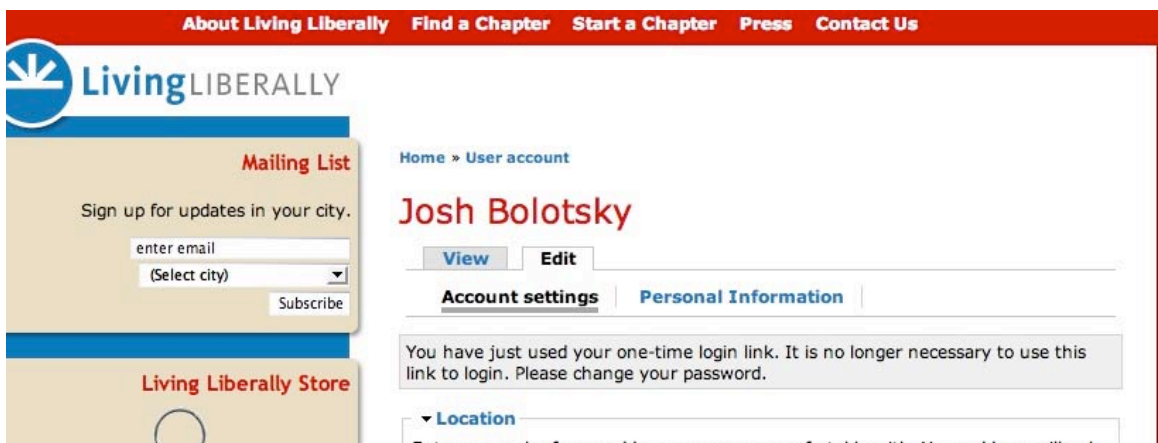


This screenshot is identical to the previous one, but the 'Username or e-mail address: *' input field now contains the text 'Bolotsky@gmail.com'. A mouse cursor is also visible over the 'E-mail new password' field.

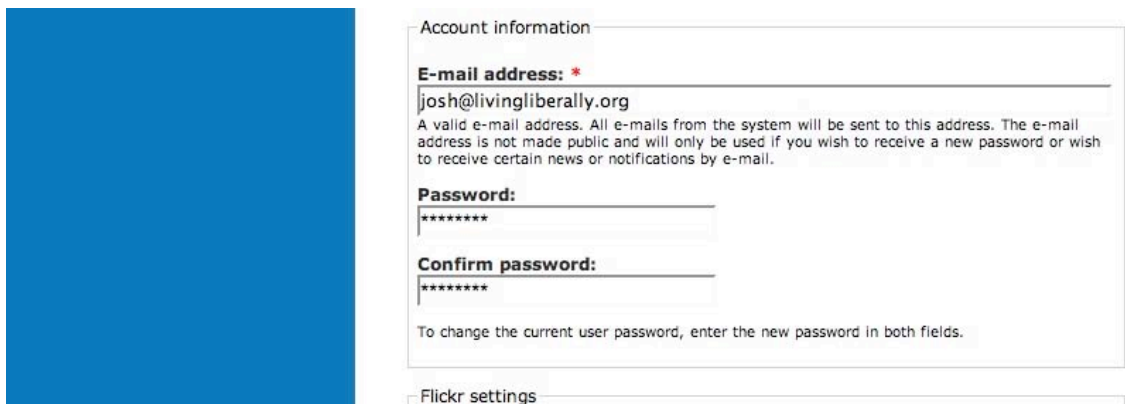
3. You'll receive an e-mail called "Replacement login information for Living Liberally Account" – click on the appropriate link, which will send you to a page that looks like this. Click the 'Log In' button.



4. This will send you to your User Account page.



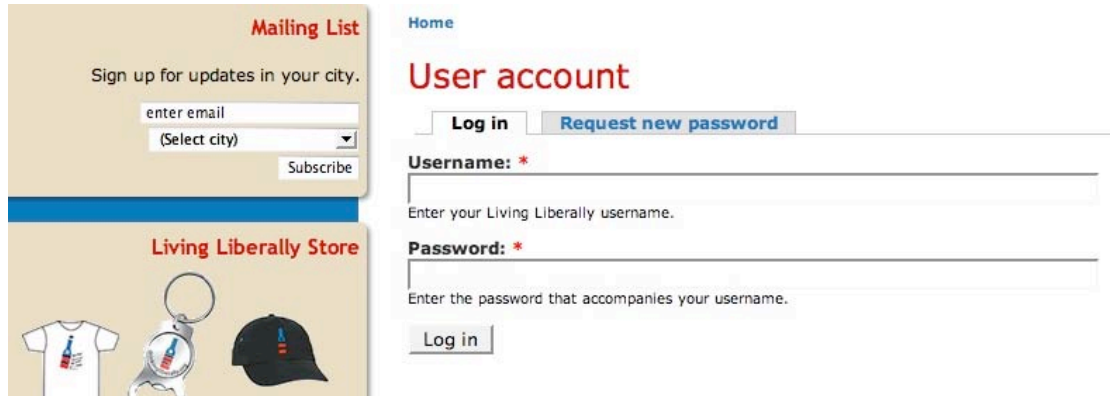
Scroll down to the Account Information box, where you will write in your new Password.



Scroll to the bottom, and click Submit. You can now log in directly, as described in the next item.

Logging In Afterwards:

1. Go to <http://www.livingliberally.org/user>. (You can also get here by clicking on "Chapter leaders...Please login here" on the right-hand-side of <http://www.livingliberally.org>.) The page looks like this:



Mailing List

Sign up for updates in your city.

enter email
(Select city)
Subscribe

Living Liberaally Store

User account

Home

Log in Request new password

Username: *
Enter your Living Liberaally username.

Password: *
Enter the password that accompanies your username.

Log in

2. Enter into 'Username' your full name as written in your chapter listing. Enter your new password. You're in.

Sending a Group E-Mail:

1. Once you've logged in, you're automatically directed to your User Account page. The User Account page will automatically list any chapters to which you're assigned as Chapter Host – click on the chapter name.


The screenshot shows the 'Living LIBERALLY' user account page for Josh Bolotsky. The navigation bar includes links for 'About Living Liberally', 'Find a Chapter', 'Start a Chapter', 'Press', and 'Contact Us'. The page features a 'Mailing List' sign-up form, a 'Living Liberally Store' with product images, and a user profile section with 'View' and 'Edit' buttons. The profile details include 'History', 'Blog' (with a link to 'View recent blog entries'), 'Member for 21 weeks 2 days', 'Location: United States', and 'Chapters: The Original Drinking Liberally'.

2. You'll be taken to your chapter page:

The screenshot shows the 'Drinking LIBERALLY' chapter page for 'The Original Drinking Liberally'. The navigation bar includes links for 'About Drinking Liberally', 'Find A Chapter', 'Start a Chapter', 'Press', 'Resources', and 'Contact Us'. The page features a 'Mailing List' sign-up form, a map titled 'Where The Original Drinking Liberally Meets', and a chapter profile section with 'View', 'Edit', and 'Checkin' buttons. The profile details include 'When?' (Every Thursday of each month, 7:30 pm), 'Where?' (Rudy's, 627 9th Ave), 'Hosted by' (Justin Krebs | Matthew O'Neill | Katrina Baker | Josh Bolotsky), and a link to 'Subscribe to the The Original Drinking Liberally mailing list'. A 'Next Regular Meeting' box indicates the meeting is on Thursday, May 8th, 2008 at 7:30pm.

Scroll down, below the list of future events, to the list of chapter actions. Click on "Send a chapter email."

Flickr Images



5149
prev 49 of 70 next

Drinking Liberally Press

United States [view details](#)

Drinking Liberally Park Slope
Wednesday, May 14, 2008: 7:30pm - 10:00pm
Location(s)
Commonwealth
497 5th Ave at 12th Street
Brooklyn, NY, 11215
United States [view details](#)

Laughing Liberally New York City
Wednesday, June 4, 2008: 8:00pm
Location(s)
The Tank
279 Church Street
New York, NY
United States [view details](#)

[Add an event for this chapter](#) | [See chapter calendar of events](#) | [See events from all programs in New York region](#) | [See events from all programs in NY](#) | [Send a chapter email](#) | [Write a blog post for this chapter](#)

The Original Drinking Liberally Blog

[Bush Shouts "Iran!"...Has He Ever Said "I Read"?](#)

- Write and send the e-mail from here, or preview if you'd like to finetune your creation. (You can click on 'Input Format' for additional HTML/formatting options.)

Sign up for updates in your city.

enter email
(Select city)

Living Liberally Store



Visit the Living Liberally Store

Send a chapter email: Pasadena

Subject: *
John McCain's No Charlton Heston

Body: *

In Planet of the Apes, Charlton Heston played a man imprisoned by forces of theocracy, ignorance & fear. In the 2008 election, John McCain plays a man ignorantly courting theocrats & fear-mongers.

**In Ben-Hur, Heston challenged
<i>the rule of imperial occupation.</i>
McCain wants to be an occupying empire.**

Heston once led the Jews out of Egypt.
McCain wants to lead us all into Iran.

Not only would Heston's roles have beaten McCain by chariot, drowned him in the Sea and called him a damn dirty ape for good measure

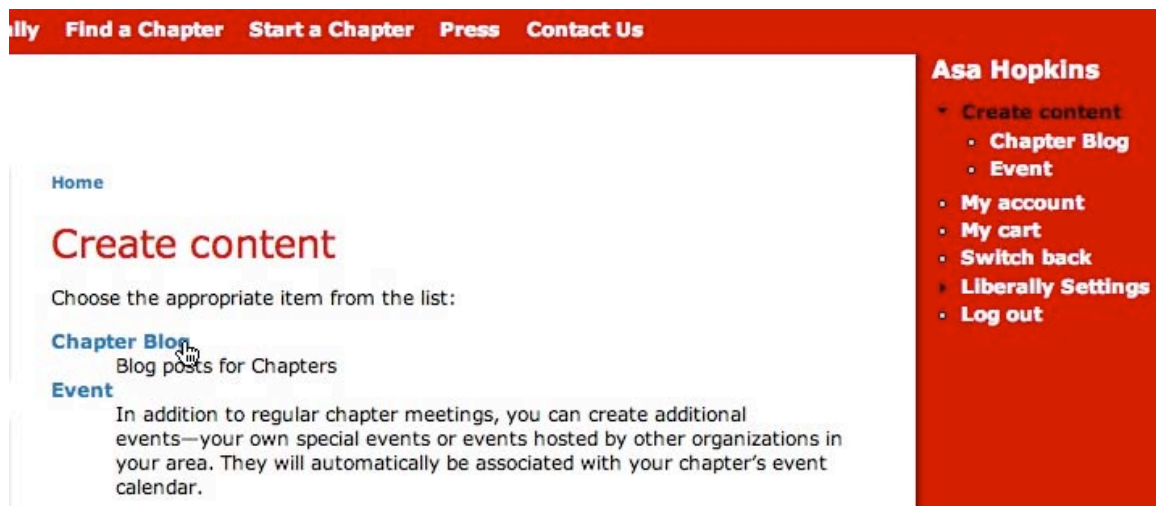
[Input format](#)

Updating Your Chapter Blog:

1. On your User Account page, click on “Create Content” on the right-hand side.



2. From the “Create Content” page, click on the “Chapter Blog” link.



3. Now you just need to provide the content – add the title, and write in the space provided, with html if you prefer. (image on next page)

Home > Create content

Submit Chapter Blog

Title: *

It Was Just a Drink With Friends

Body:

So thank you all for sharing a pint -- or a pitcher -- with us over the past 5 years...and for sharing your time, you ideas, your energy. Around the country you've proven the importance of sharing a drink with a few friends.

And here's a special message for our 5th birthday from a champion for progressive causes, an advocate for justice and compassion:

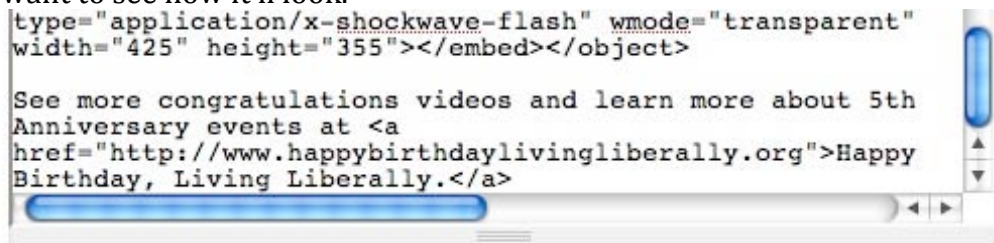
```
<object width="425" height="355"><param name="movie" value="http://www.youtube.com/v/4Ix_Xyt8ub8&hl=en"></param><embed name="wmode" value="transparent"></embed><embed src="http://www.youtube.com/v/4Ix_Xyt8ub8&hl=en" type="application/x-shockwave-flash" wmode="transparent" width="425" height="355"></embed></object>
```

See more congratulations videos and learn more about 5th Anniversary events at [Happy Birthday, Living Liberally.](http://www.happybirthdaylivingliberally.org)

Asa Hopkins

- Create content
 - Chapter Blog
 - Event
- My account
- My cart
- Switch back
- Liberally Settings
- Log out

4. Click on "Submit" to post to your chapter's page, or click on "Preview" if you first want to see how it'll look.



▶ **Input format**

Chapter Name: *

Pasadena ▾

Please select the chapter for which you are blogging

▶ **Chapter blog admin options**

Preview Submit

Changing Your Chapter Information:

1. Start at your chapter's main page, and click on the Edit tab.

[Home](#) » [Drinking Liberally](#) » [CA](#) » Pasadena

Pasadena

[View](#) [Edit](#) [Checkin](#)

Pasadena, CA

When? Every Tuesday of each month, 7:30 pm
Where? Madeleine's Wine Bistro, 1030 E Green St (between Wilson and Catalina)
Hosted by Asa Hopkins | Patrick Burns | Lauri Fiedler | Mike Anderson

[Subscribe to the Pasadena mailing list](#)
[Contact the chapter leaders](#)

We'll be in the wine bar, or on the patio, if the weather's nice.

2. From the Edit tab, you can make several changes.

You can edit the chapter Notes:

Program: Drinking Liberally

Chapter Name: *

Pasadena

Notes:

We'll be in the wine bar, or on the patio, if the weather's nice.

Add any notes or notices for display on the chapter homepage.

You can change your chapter meeting times:

▼ Meeting Information

Time:
7:30 pm ▼

End Time:
10:00 pm ▼

Day of Week:
Tuesday ▼

Week(s) of the Month:

Every week
 First
 Second
 Third
 Fourth
 Last Week

Enter the time, day of the week, and weeks of the month for your Chapter. If you meet on a different day of the week on different weeks of the month (eg: first Thursday and third Wednesday) then use the Additional Meeting section below to enter the second meeting time.

Timezone:
Etc/GMT-4 ▼

Select the time zone in which this event takes place.

You can change your chapter location:

▼ **Locations**

Location #1

Location name:
Madeleine's Wine Bistro
e.g. a place of business, venue, meeting point

Street:
1030 E Green St

Additional:
between Wilson and Catalina

City:
Pasadena

State/Province: California ▼

Postal code: 91125

Country: United States ▼

Adding Special Events:

1. On your chapter's main page, scroll down, below the list of future events, to the list of chapter actions. Click on "Add an event for this chapter."

[Add an event for this chapter](#) | [See chapter calendar of events](#) | [See events from all programs in Los Angeles region](#) | [See events from all programs in CA](#) | [Send a chapter email](#) | [Write a blog post for this chapter](#)

2. On the Submit Event page, fill out the following details for the event.

The time:

Start date

01 June 2008 - 05 : 00 am pm

End date

01 June 2008 - 05 : 00 am pm

Time zone:

Etc/GMT-4

Select the time zone this event occurs in.

The location:

▼ **Location**

Location

Location name:

e.g. a place of business, venue, meeting point

Street:

Additional:

City:

State/Province:

Postal code:

Country: United States

The name of the event (“Title”) and the description (“Body”):

Title: *

Body: *

And, finally, whether it’ll be a recurring event. If all are complete, you can submit the event, or preview it beforehand:

Is this a regular event?:

No ▾

Preview

Submit