

# 4-H Club document storage and photo sharing training

October 16th @ 6pm - 7pm  
Salinas Valley Fairgrounds , King City  
Long Branch room

*An active demonstration will be offered by an experienced adult volunteer. You can bring a laptop. See other side for instructions to prepare for training.*



Shutterfly

South County Clubs should attend!

This training session is to introduce ways to use this site for club historians, photography leaders, communication officers, technology leaders, Teen Leaders, parents and Club Leaders to use current technology

## The benefits of a "share" site

- Store meeting, project and event photos in a password protected place.
- Post club documents such as phone lists, club bylaws, project rules and invitations.
- It is like a website but easier to manage.
- Host one calendar to keep track of all the club's events, meetings and activities that can viewed online or on a smart phone!



University of California  
Agriculture and Natural Resources

4-H Youth Development Program

Shutterfly Delia Delapena Add Customize Members Email

### Monterey County 4-H club

Home Pictures & Videos Calendar Sign Up Message Board

Links to other pages Options -  
Home  
Pictures & Videos  
Events Calendar  
Sign Up  
Message Board  
Add page

Site members Options -  
2 members See all members  
Delia D (Owner) IP  
Lorin L (Owner) IP  
Add members | Email members

Welcome  
Welcome to our site! Here you'll find the latest pictures and news about our group. Visit us regularly to see what we're up to.  
Edit message

Upcoming events  
Add events to the calendar and set up reminder notifications. Click the "Add event" link to get started.  
Add event Subscribe or download calendar Options -

Recent activity Options -  
Lorin L added 182 pictures to Color Me Green Run 2015  
2 hours ago - Like  
Write a comment...

Favorite sites Options -  
Link to your favorite web sites and other Share sites. Click the "Add bookmark" link to get started.  
Add bookmark

Add other sections to your site such as a calendar, message board, and more

Please rsvp by 10/12 to [Ihofmannlurz@ucanr.edu](mailto:Ihofmannlurz@ucanr.edu)

## **4-H Club document storage and photo sharing training 10/16/2018**

### **How to get ready for this training:**

Create an individual Shutterfly account at <http://www.shutterfly.com/> by using your email and setting a personal password. *This step is not necessary if you already have a personal Shutterfly account.*

Email and request a password to our "mock" 4-H club site so you can view in advance and follow along during the training. Email a request to Adult 4-H Volunteer Hana Ferguson hanaferguson91@gmail.com wait for the response email invite to join the mock site. Once you receive the email invitation, you have viewer access and can look around.

### **Beginner Phase**

*Pre-Set up:* Check out the Shutterfly.com main page and look for the "share site" link in the upper right margin—then click "learn more". Under the "What kind of Share site do you want to make?" use the right arrow to advance a screen and explore the features of the "clubs and groups" sample site.

Watch the video to learn about privacy benefits of uploading the photos directly to the "share site" versus to the "store site".

*Setup:* Create your own club share site using the template "Clubs & Groups". Add at least one other person as an "owner". Assigning "owner" permissions allows full administrative/editing rights to the site. *Do not invite your general membership at this time.*

*Planning:* *On paper* plan the content for your site. What do you want it to offer? What features will be on each page (i.e. Home, Links, Calendar, Photos, Forms, Flyers, News, Message Board, Directories, Contacts, Scrapbook, Sign-up sheets, etc.)?

### **Intermediate Phase**

*Setup:* Edit site style/Display features. Rename pages available in the template and edit Page Order. Add new pages or copy page to meet club layout preferences. Edit Page Layout, try moving sections around within a page, organize and use titles to easily identify topics.

*Implement & Test:* Add and delete entries to the various pages to measure proper functionality with your needs. Activate calendar and upload dates. Upload desired documents, links and photos.

*Execute site:* Invite members to join your site (Home Page Add Members). Once they accept, modify member settings/preferences. Publicize site features using Message Board or share site group email broadcast. Encourage members to subscribe to club calendar.

### **Advanced Phase – by appointment**

*The Monterey County 4-H program is not endorsing Shutterfly or any other photo sharing site. This is only one example. All guidelines for social media must be followed: <http://4h.ucanr.edu/files/133821.pdf>.*

*This includes making the County 4-H Program Representative an administrator or co-owner of any sites.*

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