

# The Lambs



## Member Web Site Manual

[www.The-Lambs.org](http://www.The-Lambs.org)

[www.TheLambsClub.org](http://www.TheLambsClub.org)

[www.TheLambs.Club](http://www.TheLambs.Club)

*Rev. 11-2020*

## PUBLIC PAGES

The public pages are designed to help inform the site visitors of what our club is, of our history, to help raise awareness and our internet profile, and to attract possible new members. We ask all members to occasionally share a link to our web site on social media (Facebook, Twitter, LinkedIn, Pinterest, Google+, etc) and by emailing your friends and family. The more visits to our site, the longer a visitor stays on our website, the better the site will be ranked!

If a member has a personal website, please link to The Lambs' site. Links back to our site will also help raise our ranking whenever people search on "The Lambs" or "The Lambs Club." We also use the hashtags #TheLambs #TheRealLambs #TheLambsClub #LowJinks.

We encourage members to send in a short bio and photograph to include in their Lambs' web site Roster listing. If you wish to have your Roster listing linked back to your own web site (or Facebook page) let us know and we'll gladly set that up.

Send that request to: [website@the-lambs.org](mailto:website@the-lambs.org)

### The public pages are:

- **ABOUT:** *About The Lambs, Recent Events, Lambs Fans, Club Activities, Governance, Current Members, Shop, Resources and Links, Recognitions, Press & Publicity.*
- **JOIN:** Application Request, Membership Classes, Member Benefits
- **HISTORY:** *History of The Lambs, a consolidated Member Roster of all members since 1874, the list of Immortal Lambs, Shepherds of The Lambs, an overview of our Art and Archives, The Lambs' Logo, The Lambs' Song, Lambs' Lingo, major Awards won by Lambs, and the Actors Strike of 1919.*

**Note:** A long standing project will be adding more information to the Roster making our site a research destination. The first step will be updating the listings for all shepherds to include their bio and portrait. We can then set-up scannable codes aside their actual portraits in the clubhouse and, using a smart phone or tablet, a person may bring up that web page of information on their device, creating a self-guided tour of our 5<sup>th</sup> floor.

- **CLUBHOUSE:** Photos of our *Current Clubhouse*, listing our facilities down by floor, as well as a list and photos of *Past Locations, a Virtual Tour, Directions*, instructions for *Reciprocal Visitors* who wish to visit The Lambs. **Note: when you are logged in, three other items will show in this menu; 5<sup>th</sup> floor rules, Low Jinks rules, Hotel Accommodations.**
- **CHARITABLE WORK:** where visitors (and members) may *Donate* online (via PayPal or credit card), information on *The Lambs Foundation* (which has its own address as [www.TheLambsFoundation.org](http://www.TheLambsFoundation.org)), and information on the *Scott Glascock Scholarship* and our *Montague Society* and its current members.
- **CONTACT:** a form where visitors (and members) may send a note or request, or sign-up to receive occasional Emails. *Member Email Sign-up* and our *Social Media* page. When Logged in you will find a *MEMBERS ONLY CONTACT* option, which contains a list of official contact information pertinent to paid-up members.

- **MEMBERS ONLY AREA:** This menu will only be visible after you have logged in: *News and Notes, Event Calendar, Rehearsal Rooms, Club Library, New Members, Event Suggestions, Discounts, Reciprocal Club listing, Documents, and Dues Rates.* (See details on the following page).

### **First Time MEMBER Set-Up**

In order to make full use of the **Members' Only aspects** of our website you'll need to login.

- 1) On your first visit to the site click on **LOG IN** (to the right of the menu choices). This will open the **SIGN IN** page. **Do not fill in the boxes:** Scroll down and you will see **RESET YOUR PASSWORD**. *Click on that.*
- 2) A new page will appear prompting you to enter your email OR username. Your username is your first initial and last name, together, all lower case. For example, Henry Montague's username would be 'hmontague'. Your email is the one we have on file at The Lambs.  
  
*(Please note: it is important you keep your email address current. Should you change your email, please let the Recording Secretary know of the change by emailing RecSec@The-Lambs.org).*
- 3) Once you have entered your username OR email press the blue button **GET NEW PASSWORD**. The system will then email you a link to enter a new password. If you do not see that email check your spam folder. If you still do not receive the email, please alert us by email at **website@the-lambs.org**
- 4) Once you've received the email, click on the link, which will then open a page where you may now enter your new password.

**A word about passwords:** Passwords should not contain whole words or meaningful numbers, those are easy for malware/spyware to break. It's a good idea to change your passwords once a year, and your passwords don't match ones used in other sites.

Passwords should contain a combination of letters (*both upper and lower case*), numbers and symbols. One way to come up with an email is to spell your name backward, and replace some letters with numbers (a zero for the letter O, a 3 for an E, etc.), then add a few digits that have some meaning to you, such as the year you joined The Lambs, and then separate sections with symbols (*including #, \$, !, @*). For example, Henry Montague would become **Yrn3h#3ugaTn0m74**.

**Make note of your new password before you hit enter on the page.** The above process only needs to be done once, unless you forget your password or wish to change it.

**If you forget your password, or wish to change it, you will need to repeat the above steps.**

Once you have set up your new password, all you'll need to do is visit the site and hit LOG IN, inter your username OR email, AND your password.

### **NEWS AND NOTES:**

The is the default page once you have signed in. Here you will find news of interest to members, with the most recent entry at the top. Here is where we may post reminders about upcoming events, note the passing of a member, short notes from Council, etc.

## CALENDAR

Here you will find a calendar of all upcoming events, including the Low Jinks' schedule and special events. The layout is by the month, but you have the option of viewing the calendar as a LIST or specific DAY by making the selection on the upper right.

Hovering your mouse over any date without clicking will open a small balloon with some information on that event. You may see the detail of any specific event by clicking on the date/event in the calendar. This will open a new page with all the details of the event. For example, click on any Friday and you will see the host and theme, if any, of a Low Jinks. You may change the month to view by selecting the month at the bottom of the calendar.

When you click on a specific event, the calendar opens that event page with full details, and where you will also have the opportunity to RSVP for that event. RSVP's are not needed for Low Jinks. Scrolling down the page you find the RSVP option. Note, many events will be limited to a set number of seats. If the system does not accept your RSVP, then that event has been sold-out. If you use Google Calendar, clicking on that box will add the event to your Google account.

*(Note: We would prefer members RSVPing through the site to lessen the workload of our volunteers).*

At the bottom of an individual Low Jinks note you will find a link for the downloadable Low Jinks schedule, which may also be found in the **DOCUMENTS PAGE**.

## NEW MEMBERS

This page will show members who have been recently admitted, interviewed, or have submitted an application. Our *Blue Book* requires postings of new members and applicants so current members may have the chance to support or object to a given application; this list is also physically posted in our bulletin boards in the clubhouse. We try to include photos of these members as well, so you may recognize and welcome new members when they visit the Club.

## REHERSAL ROOMS

This page allows members to reserve one of the three spaces for rehearsal use. In order to facilitate equitable access for all members, we restrict the usage to NO MORE than a two-hour block, twice per week, or 4 one-hour blocks, or 8 ½-hour spots, with a maximum of no more than four hours per week total. Please check your *Life at The Lambs* brochure to view the other limitations of use. This may be found in the Documents page. *Note:* Official club meetings and events have priority use of the spaces.

You may select from three rooms (*photos are posted*): **The Jim & Gerry Ruth Room** (that's the yellow cartoon rehearsal room), the large **Performance Space**, and the third smaller room near the Performance Space and Club Office, known as the **Card Room**. Click on the photo of the space you wish to use (or, when visible, select from the drop-down box). *Before making a reservation, please be sure you have selected the correct room; you may only reserve one room for any given time.*

*Follow the instructions on the page.* To reserve you simply click on a block for the time/day of your choice. **The system is set to ½ hour increments.** If you need a full hour you will need to

click on a second block, for 90 mins a third, and for 2 hours a fourth. The system will automatically send you an email confirming your reservation(s). Retain that for your visit just in case there is any conflict or confusion. Should you need to cancel your event, the email confirmation sent to you will include a link to cancel your reservations.

Times/rooms already reserved will be blocked out in gray, and you may see the list of the reservation details below the calendar. *Please note:* Monday evenings are blocked out for club events; Fridays are blocked out for Low Jinks.

If you have any issues, please email [website@the-lambs.org](mailto:website@the-lambs.org)

## **COMMITTEES**

Here you will find a list of all committees of the Club.

## **DISCOUNTS**

Here you will find a list of discounts available to members, including parking discounts.

## **RECIPROCAL CLUBS**

Here you will find a list of reciprocal clubs. Some are available as members of The Lambs; others are available as affiliate members of the WNRC. Most of these clubs will require us sending a letter/email ahead of your visit.

## **DOCUMENTS**

Here you will find downloadable (PDF) documents. Among them are our *Blue Book* (Constitution, By-Laws, House Rules), *Life at The Lambs* (for new member orientation), the Low Jinks' Schedule, a Membership Application Packet, Winchell Smith Grant Applications, Annual Financial Statements, copies of past newsletters and other documents that may be of interest to members.

## **DUES**

The current rates of Annual Dues along with any notes regarding dues and payments. ***Please note:*** *We do not currently accept dues payment through our web site. Members wishing to pay dues electronically must contact the Treasure first.*

## **LIBRARY CATALOG**

We have a searchable catalog of all books, plays and sheet music in our club library. The items themselves will not be online, this is just a searchable list. A member may come to the Club and borrow (or copy) the item when needed. This is an honor system, please return all items promptly. The listing is occasionally updated. We are also working on a database of all sheet music held in the club files – but this is an expansive project that will take much time to complete.

**Please remember to LOGOUT when you leave the page.  
Look to the right of the menu for LOG OUT.**