

# HorseIceCream.com Club Pack

## Overview

HorselceCream.com is dedicated to horse lovers in Northeast, PA & Southern Tier, NY. It's a fun community web site with horse-related articles, classifieds, forums, photo galleries, and puzzles. There's a special section for clubs called the "Club Corral". *It's free to participate.*

## Club Benefits

1. **Customized web page** for your club that can be
  - Changed by your club at any time
  - Used to promote your club and recruit new members
  - Found on the web and be linked to by other sites
  - Searched for using the Club Finder based on location and other factors
2. Club **news & announcements area** that
  - Your club controls and maintains
  - Is located on your club page
  - Has a single location for your members to go for information
3. Club **Discussion area** (Forum)
  - Your club administers
  - Your club can restrict who can post and view entries
4. **Club Calendar** for listing your events where members can
  - Add your events to the Community Calendar
  - Subset the view to just your club's events
  - Print the Calendar or download the event information
5. **Club Gallery** to share your photos
  - Your club administers
  - Your club can restrict who can upload and view photos
6. **Links area** to club-related web sites where your club can
  - Show your support for your affiliated organizations
  - Have easy access to sites used frequently by your members

## How to Join

1. Discuss the HorselceCream.com Club Corral at your club meeting
  - Tell members what HorselceCream.com is about
  - Explain the benefits
  - Determine if your club wants to join
2. Choose a Club Wrangler who has
  - A reliable internet connection (high speed recommended)
  - The ability to be a liaison between your club and HorselceCream.com staff
  - Authority to make decisions about who can access your club's forum and gallery
  - The time to regularly update the news and announcement areas
3. Gather Information about your club
  - Fill in the Club Worksheet
  - Get you news and announcements
  - List your events
  - Give it all to the Club Wrangler
4. Sign up at HorselceCream.com
  - Club Wrangler signs up for a HorselceCream.com account and fills in your club's information
  - HorselceCream.com staff reviews the club's information and contacts the Club Wrangler
  - Your club's Web Page, Forum and Gallery are created
  - Club Wrangler is emailed additional details of the club's HorselceCream.com account
5. Tell your members that their club is in the Club Corral
  - Fill in the blanks on the "What Members Need to Know" sheet
  - Make copies of the sheet
  - Hand them out to the members

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## What Club Members Need to Know

***This is for Our Club Only!***

**Our Club's Web Page:** \_\_\_\_\_

**Our Club Wrangler (contact):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Best time to call:** \_\_\_\_\_ **am** **pm**

### **How to get to our club's discussion area (Forum):**

1. Decide on what user id and password you want to use
2. Work with your Club Wrangler to get your id and password set up
3. Go to HorseIceCream.com and click on the TOPIC menu item CLUBS/ORGS
4. When you get to the Club Corral page, click on the SPRINKLES AND TOPPINGS item "Talk About.."
5. Near the top of the page, click on LOG IN and log in with your id and password
6. Look for your club's name, then double left click on the club name

### **How to look at our club's album (Gallery):**

1. Get your user id and password for the Forum – use the same ones for the Gallery
2. Work with your Club Wrangler to ensure that you can view and add photos
3. Go to HorseIceCream.com and click on the TOPIC menu item CLUBS/ORGS
4. When you get to the Club Corral page, click on the SPRINKLES AND TOPPINGS item "See Club Pictures"
5. Near the top of the page, click on LOG IN and log in with your id and password
6. Look for your club's name, then double left click on the club name

### **How to add photos to the club album:**

1. Go to your club's album page and log in
2. If you have permission to upload pictures, you'll see an "Upload Pic" button on the left hand side of the page just about the dark blue bar that has your club name centered on it. Left click on this button.
3. In the **Image** field type a title for your photo.
4. In the **Pic Description** field type in a short description of your photo.
5. In the **Upload Pic from your machine** field, left click on the "Browse..." button on the right of the field.
6. Navigate to the photo you want to update and select it, and then either double left click on the file name or select the file, then click the "Open" button.
7. You do not need to update any other fields. Left click on the "Submit" button.

### ***HorseIceCream.com Needs You!***

- Let your Club Wrangler know about events or announcements.
- Tell your horse-loving friends about HorseIceCream.com!
- Participate in your club's forums to share your ideas.
- Add your horse photos to the gallery and check out the other photos.
- Ask local experts to contribute articles about their area of expertise.
- Put our bumper stickers on your truck, horse trailer, or car – *if you don't own it, ask permission first!*
- If you patronize our advertisers, let them know that you saw them here.
- Be sure to let us know what you think about HorseIceCream.com!

### ***Special Note For Kids:***

*Before you participate in HorseIceCream.com activities, be sure to ask for permission from your parents. Ask your parents to visit HorseIceCream.com first. Our policies are posted on the web site. Every effort is made to keep site content appropriate for all ages.*