INSTRUCTIONS ON HOW TO UPDATE CLUB MICROSITES HOSTED BY PSPL – Issued 15 October 2026

INTRODUCTION

A website gives a Probus Club a **visible and welcoming presence online** and makes it easier for potential members to discover what the Club has to offer.

For many retirees and semi-retirees, the internet is the first place they look when searching for local activities, social opportunities and community groups. A good Club website can:

- **Attract new members** by helping people find the Club through online searches.
- **Showcase the Club** through photos, outings, activities and newsletters.
- **Provide up-to-date information** about meetings, events and how to make contact.
- **Create a positive first impression** and demonstrate that the Club is active and welcoming.
- **Support existing members** by providing one convenient place to find Club information.
- **Promote Probus in the local community** and help people understand that Probus is about friendship, fun, fellowship and staying socially connected in retirement.

Most importantly, **a website is your Club's online front door**. PSPL provides Clubs with their own easy-to-navigate website, also known as a microsite. This document outlines the various microsite options available to Clubs and also provides instructions on how to update information on a Club's microsite.

Note that references to Clubs in this document includes Probus Associations that elect to have a microsite hosted on PSPL's website.

MICROSITE OPTIONS

The microsite that PSPL provides is known as a Standard Microsite that is a 6-page template which we believe is sufficient for a Club to maintain an effective online presence.

PSPL has created a sample microsite which can be viewed by clicking the following link:
https://clubs.probussouthpacific.org/sample-probus-c

The various microsite options are:

LEVEL 1 – Once the Standard Microsite template has been created by PSPL, each Club is responsible for adding their initial content including images, documents and any other appropriate information, to their website. The Club is also responsible for ongoing updates to their microsite under this level.

Clubs are able to add additional pages as required. However, caution should be exercised as too many pages can make a website unattractive to a potential member. The microsite is accessible by Management Committee members via the Members' section of the PSPL website for content to be added. PSPL provides easy to follow instructions on how to upload content to microsites. There is no establishment cost for a Level 1 microsite.

LEVEL 2 – This is also based on the Standard Microsite as provided in Level 1. This level is provided as an option for Clubs that do not have the ability to update their microsite. A Club's initial content is added to

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its microsite by PSPL based on the Standard Microsite template. It is then updated by PSPL on behalf of a Club at an annual cost of AUD$250.00. This annual cost includes one update per month using information supplied by the Club. There is no establishment cost for a Level 2 microsite – just an annual fee.

LEVEL 3 – This is also based on the Standard Microsite provided in Level 1. This level is provided as an option for Clubs that do not have the ability to update their microsite. A Club's initial content is added to its microsite by PSPL based on the Standard microsite template. It is then updated by PSPL on behalf of a Club at an annual cost of AUD$400.00. This annual cost includes three updates per month using information supplied by the Club. There is no establishment cost for a Level 3 microsite – just an annual fee.

LEVEL 4 – Clubs can also choose to develop and maintain their own independently hosted website. Once the website is established, it can be linked to a Club's Public Page via Online Updates in the Members' section of PSPL's website.

As PSPL's website is owned by PSPL, access to, and use of the microsites is subject to the Microsite Terms and Conditions which are available in the Document Library in the Members section of the PSPL website.

HOW TO OBTAIN A MICROSITE

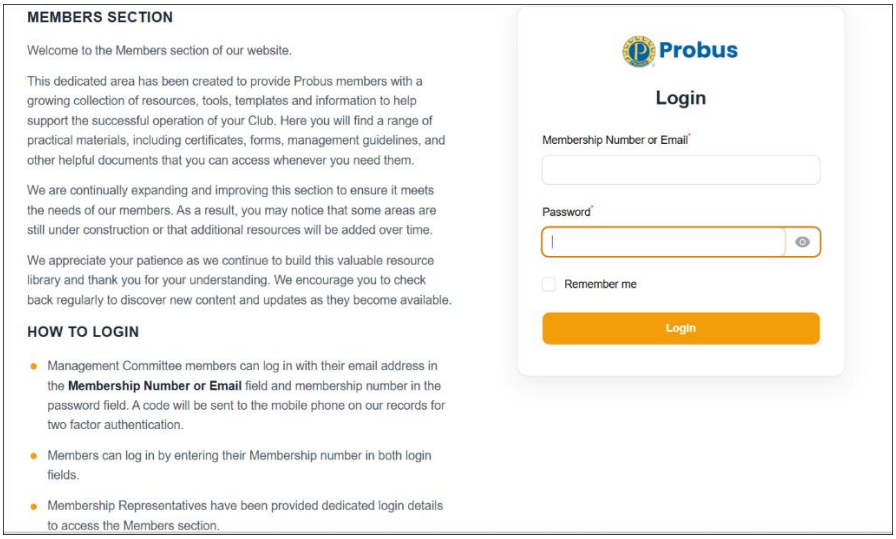
If a Club does not have a microsite and would like one, the first step is to contact our Team who will create the Standard 6-page microsite template. The microsite will be created with the following pages:

1. Welcome
2. About Us
3. Join Us
4. Outings and Activities
5. Newsletters and Photo Gallery
6. Contact Us

Once PSPL has created the above pages in the microsite, content can be added to each microsite page.

While additional pages can be added by the Club, it is suggested that the above pages are sufficient to cover the information required. For Clubs that already have an existing microsite, there is no need to ask our Team to create a new microsite as this has already been created.

Only Management Committee members of a Club will be able to access their microsite via the Members section of the website via https://portal.probussouthpacific.org/members/login

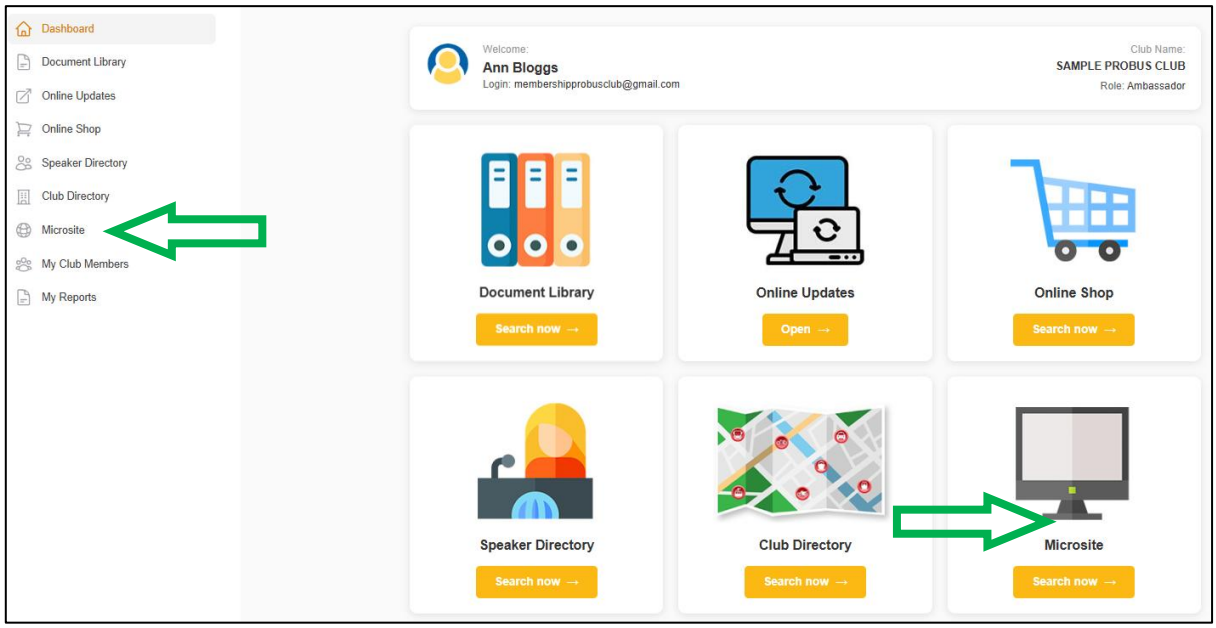


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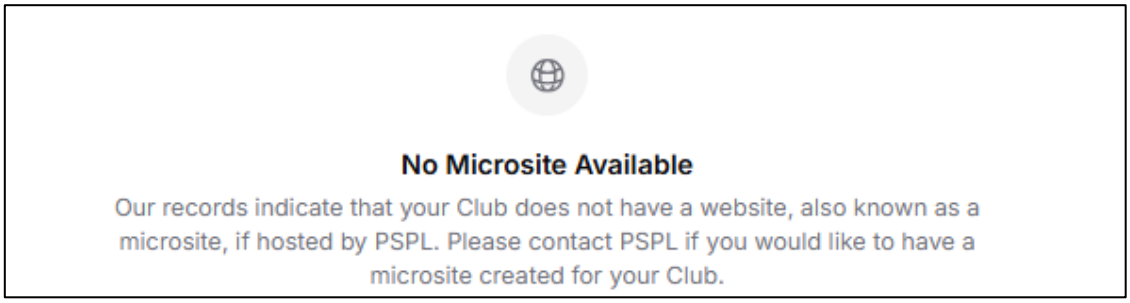
To access the dashboard, you will need to provide your email address and password. After entering your login information, you will receive a text message on your mobile phone with a code to enter for two factor authentication.

If you are unsure about your login information, please reach out by email to: admin@probussouthpacific.org.

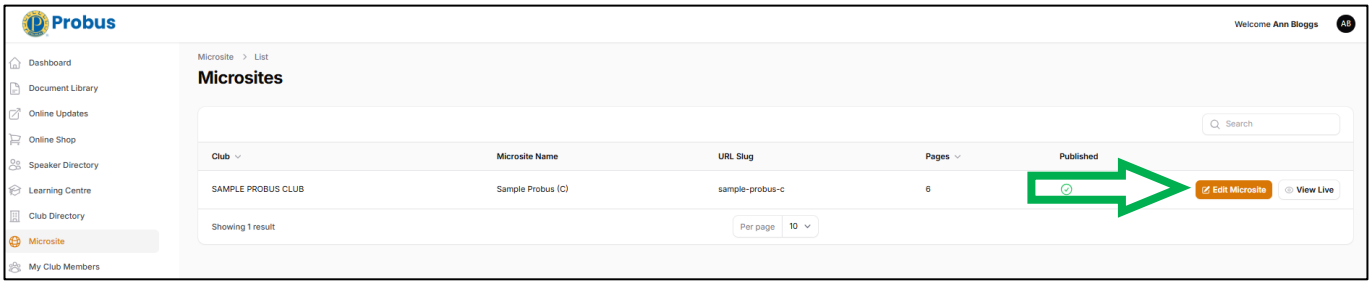
Once logged in, you will see a menu option on the left-hand side of the dashboard. Click on **Microsite**. The microsite can also be accessed by clicking on the Microsite image tile.



If the following message appears, it means that the microsite template has not yet been created. Please contact the PSPL Team to arrange.



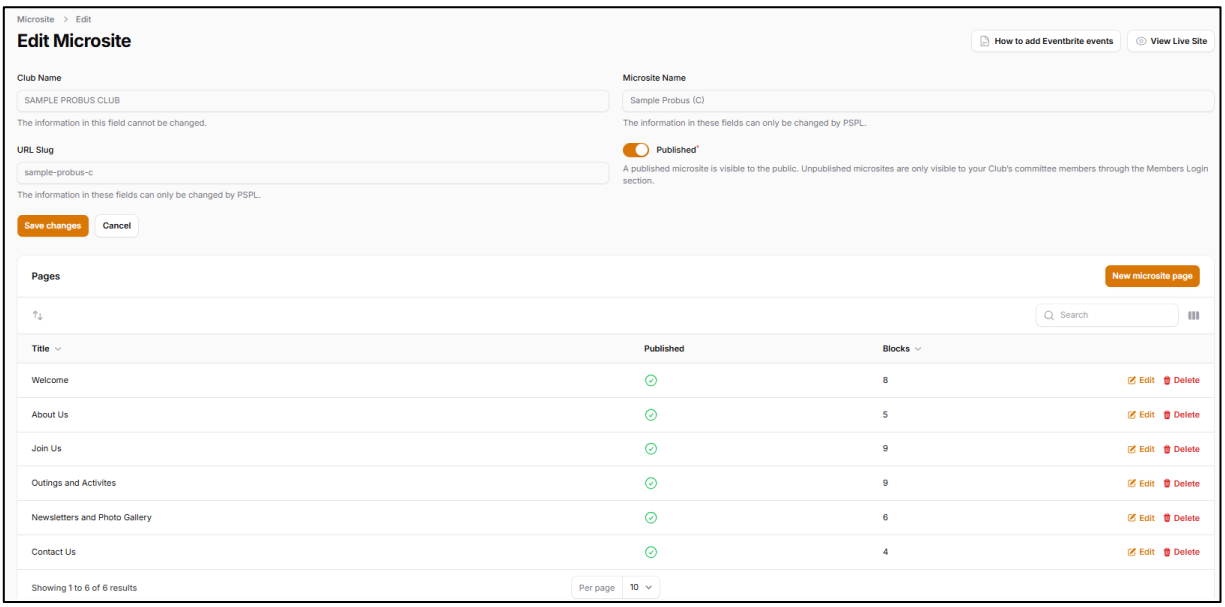
Once your microsite has been created by PSPL, the following screen will appear listing your Club's microsite.



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ADDING OR UPDATING CONTENT

Images, text and documents on a Club's microsite are classified as Content. To add or update information on a microsite, click on the orange button called **Edit Microsite** as indicated by the green arrow above. The following screen will then appear listing the 6 template pages that have been created for your Club's microsite.



To edit an existing page, click on the **Edit** button for the page you want to make changes to. You will then be re-directed to the **Edit Microsite Page**.

As can be seen in the following screenshot, there are two options under the heading **Edit Microsite Page**:

a. **Information** – which lists the information about the page itself; and
b. **Page Builder** – this is where the content of the page is added. Note the name of the page that is being edited is shown after the words **Page Builder.**

Under the **Information** option for a particular page, the **Title** and **URL Slug** are all prepopulated from when the microsite was created. The URL slug is the readable part of a web address that identifies a specific page. The page is also published, this does not mean the microsite itself has been published, only the page as this allows the page to be viewed as content is being added.



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In addition to the **Title** and **URL Slug**, each microsite page has two fields that drive SEO which stands for Search Engine Optimisation. These fields are **SEO Title** and **SEO Description**. SEO makes it easier for potential members to find Clubs online by including key words that potential members may associate with Probus like 'social', 'connection' and 'active'. The information in these fields has already been completed by PSPL when the microsite was created. While the SEO information in these fields can be changed, we suggest the text remain unchanged.

To add or update content on an existing page, click on **Page Builder** which is next to the **Information** option in the above screenshot.

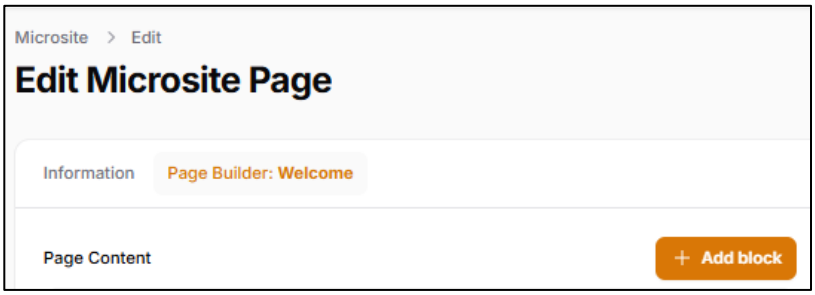
Once the **Page Builder** opens, the following screen will appear. Content can be added to a page through a range of content blocks allowing you to create and customise your page with text, images, buttons, galleries, and other features.

SAVING CHANGES

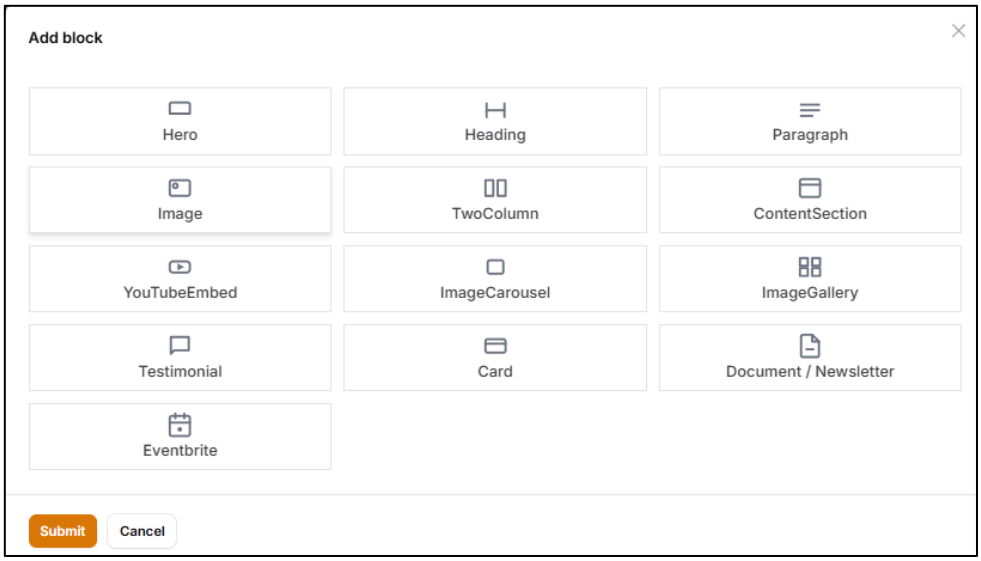
It is important to **Save changes** on each page that you are working on i.e. each page has an orange **Save changes** button in the bottom left-hand corner. Once you have selected this **Save changes** button, you are directed to the Edit Microsite Page. Select the **Save changes** button again on this page, which is located in the top right hand corner, otherwise changes will be lost.

CONTENT BLOCKS

Click **Add Block** to begin adding content to your page.



Once **Add Block** is selected, the range of content blocks that can be added will appear as a pop up. Select the block that best suits the content that is being added.



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To add a block, select the block you wish to add and click on **Submit**, this will then open up a new screen where the content can be added. Details regarding each of the content blocks is provided below.

HERO:

This option allows you to add a **heading** and **background image** to the top of your page, creating an engaging introduction for visitors.

You can also add a **button** with customised text as well as a link that directs visitors to another page on your microsite.

The Hero block has a default heading which can be changed. It also has a default background which has been added to show the heading which appears in white.

To replace the default background, add a background image, click **Browse** under **Background Image** and select the image you would like to display.

You can also choose to add a **sub-heading** which will appear under the **main heading**.

As can be seen in the screenshot below, the button currently displays with 'Learn More' however this can be changed in the **Button Text** field with the link that you would like users to be directed to added in the **Button Link** field.

It is important to note that the size and scale of the image will change depending upon the number of words used in the Heading and sub-heading fields.

Important: Once you have finished adding or updating your content, click the orange **Save changes** button in the bottom left-hand corner of the screen to save your content. Remember to **Save changes** again on the **Edit Microsite page**, otherwise your changes will be lost.



HEADING:

This block allows you to add a **heading** text and choose its **heading level**, which determines the size of the text. **H1** is the largest heading size, while **H6** is the smallest.

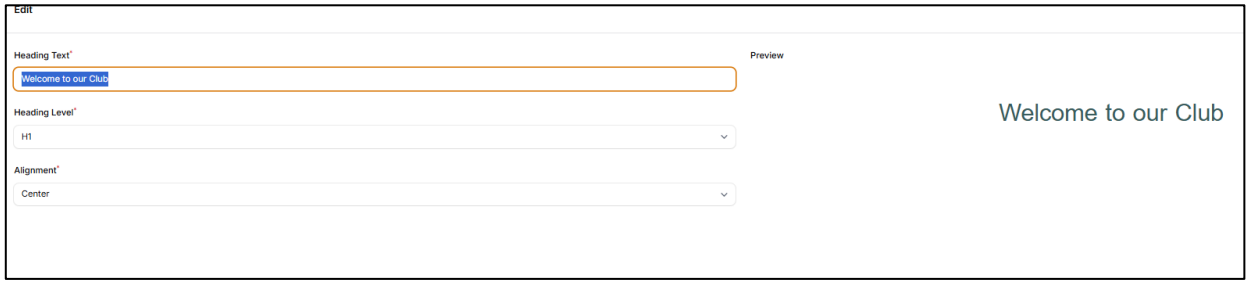
You can also choose how the heading is aligned on the page by selecting **Left**, **Centre**, **Right or Justify**.

In the example below:

- **Heading Text:** *Welcome to our Club*
- **Heading Level: H1**
- **Alignment:** Centre

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Once you have finished making your changes, click **Save changes** to save your content and **Save changes** again on the **Edit Microsite Page**.



PARAGRAPH:

This block allows you to add and format text on your microsite**.** You can customise the appearance of your content using the formatting toolbar, including headings, bold and italic text, bullet points and alignment.

You can also add a link to another page or document by clicking on the 5th icon (paper clip) in the formatting toolbar. A field will then appear and prompt you to insert a link.

Important: Your Club microsite is publicly accessible and can be viewed by anyone, including potential members and the general public. Before adding content, linking to or uploading any documents, ensure that any personal or sensitive information (such as member names, addresses, phone numbers or email addresses) has been removed, unless you have obtained the appropriate consent.

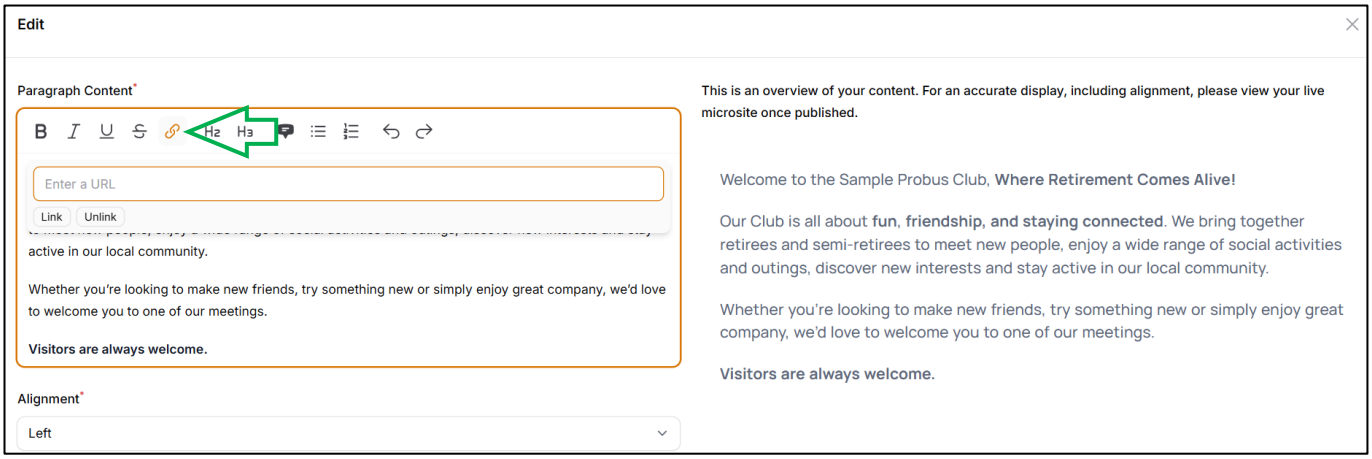


IMAGE:

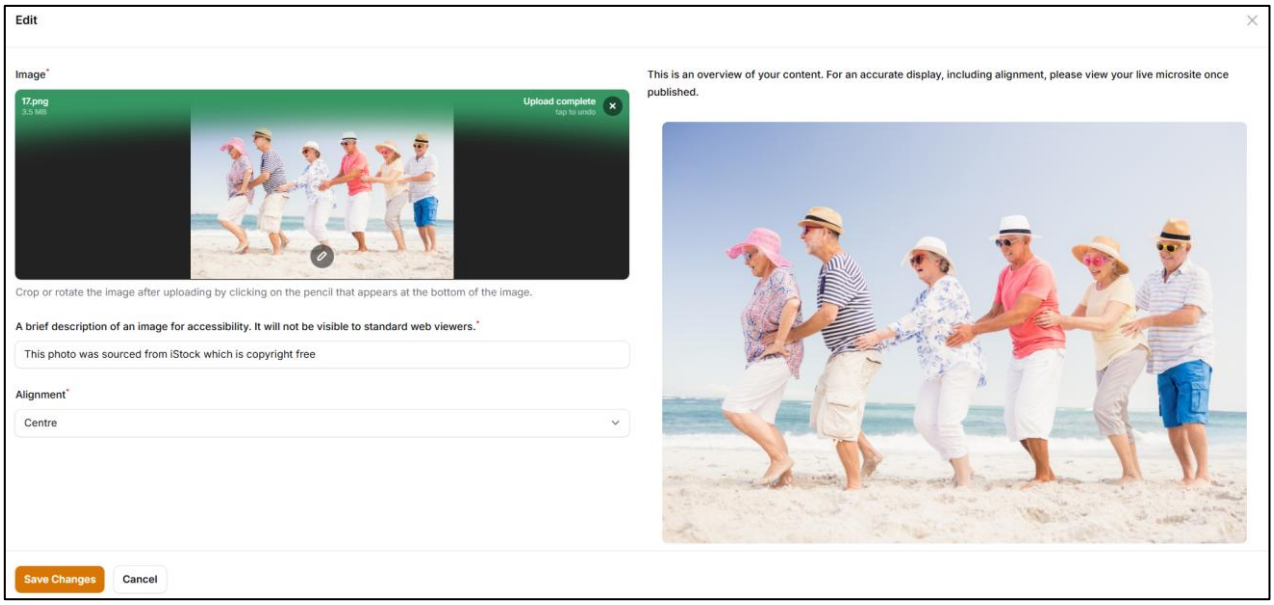
Use this block to add an image with supporting text. Click **Browse** to locate and upload an image from your computer or drag and drop the image directly into the upload area. After uploading the image, enter a brief description of the image in the field below the image, this text is not visible by the public.

Please note it is important to only use images that are free of copyright, it is suggested that the source of this image be added in this field. Select the preferred alignment in the **Alignment** field (e.g. left, right or centre). See the example screenshot below.

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The images that PSPL has used in the Sample Probus Club microsite are available in the Document Library for Clubs to use.

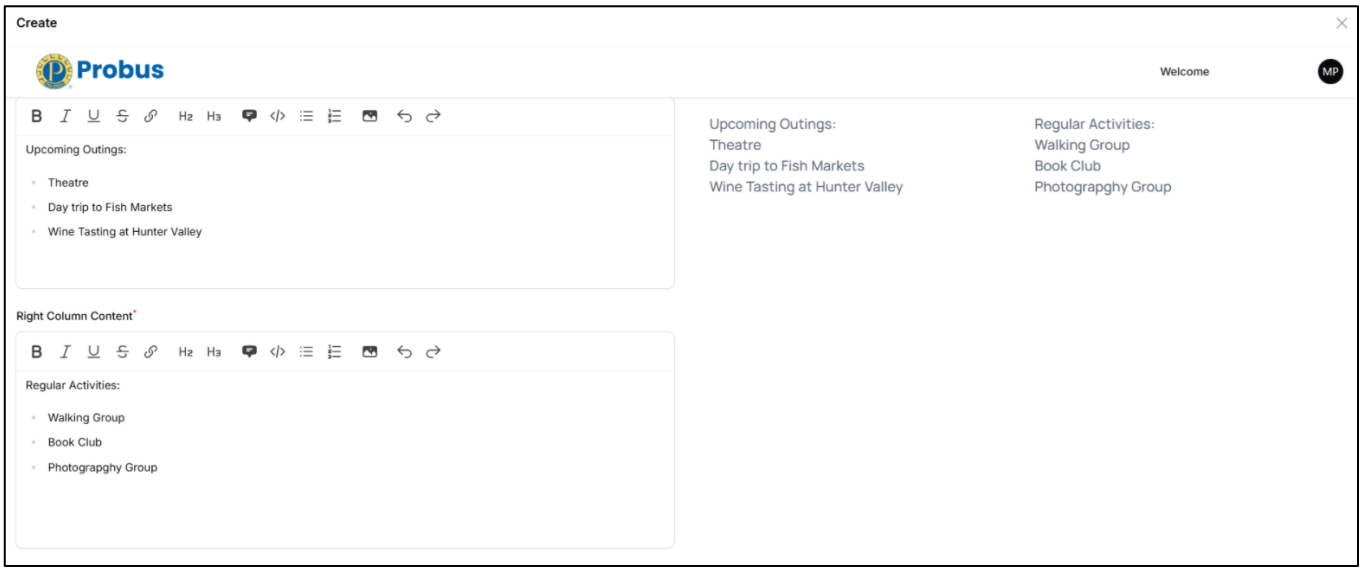
The Sample Probus Club microsite can be viewed at https://clubs.probussouthpacific.org/sample-probus-c



Once again, remember to **Save changes** by clicking the orange **Save changes** button on the bottom left-hand corner and again on the **Edit Microsite Page.**

TWO COLUMN:

This block allows you to display content in up to two columns, making it ideal for organising information side by side. It is particularly useful for listing Club activities and outings, displaying committee members, or presenting other information in a clear and easy-to-read format.



CONTENT SECTION:

The **Content Section** block allows you to add a **Section Heading** as well as text to the **Section Content** field. There is also an option to include a brief summary. This versatile block is ideal for providing additional information about your Club, highlighting activities, or sharing stories from recent outings and events. It

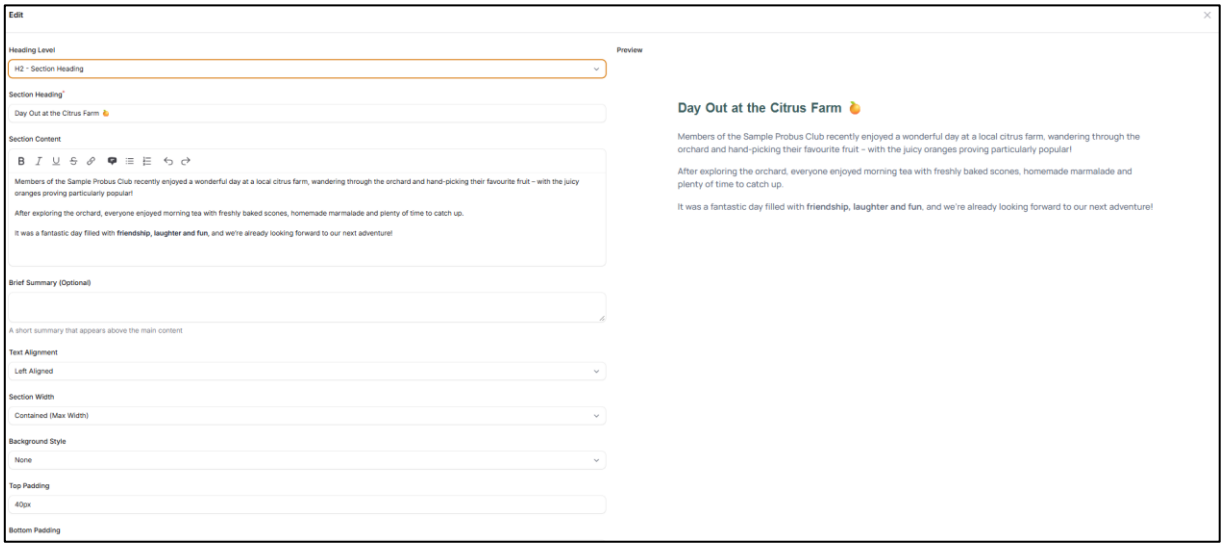
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can also be used to showcase special achievements, promote upcoming activities, or welcome potential members by giving them a better understanding of what your Club has to offer.

Additional formatting options are available within this block. You can:

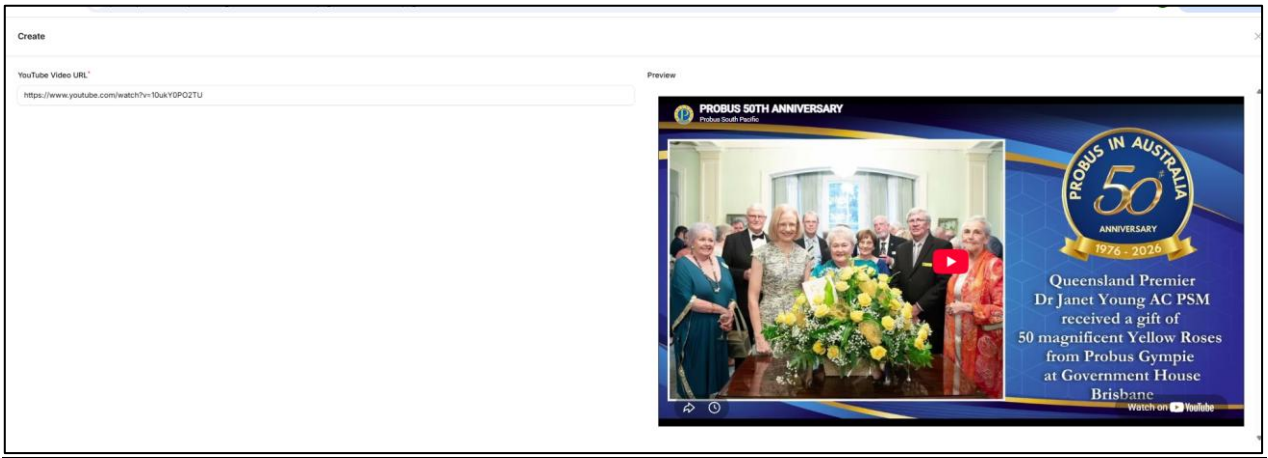
- Change the **Text Alignment** (left, centre or right).
- Adjust the **Section Width** of the content section (full width, contained or narrow)
- Select a **Background Style** (none, light grey, probus blue or gradient)
- Increase or decrease the **Padding** (space) above and below the content.

These options allow you to customise the appearance of your page and improve the overall layout and readability.



YOUTUBE EMBED:

Upload your YouTube videos by inserting the link in this block. Once the link is added, a preview of the video will appear. Remember to **Save changes**.

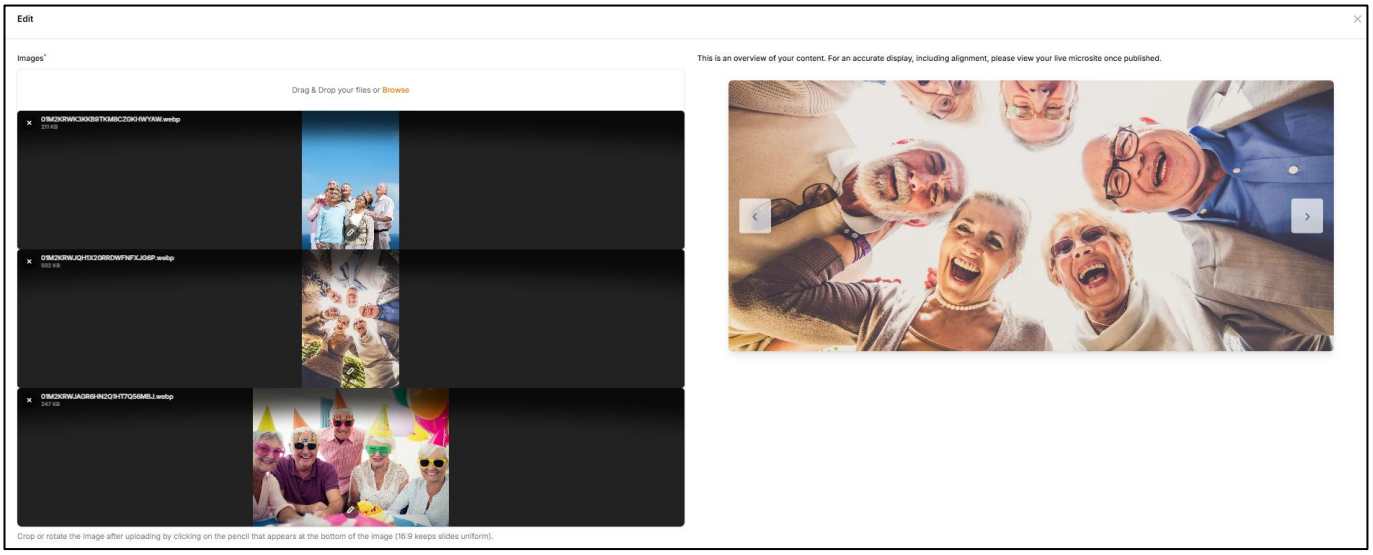


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IMAGE CAROUSEL:

This block allows you to upload multiple images to create an image gallery within a single section of your page.

Additional images can be added by clicking on the **Browse** option above an image already selected. To remove an image, simply click on the x in the top left-hand corner.



The images on the carousel will automatically change however, users can browse through the images by clicking the **<** (previous) and **>** (next) arrows on the image on the right hand side of the above screenshot.

Remember to **Save changes** on this screen and then again in the **Edit Microsite Page.**

IMAGE GALLERY:

The **Image Gallery** block allows you to showcase multiple photos within a single section of your page. You can choose to display your images in **one, two, three or four columns**, depending on the layout you prefer.

This is an ideal way to highlight recent outings, club events, special celebrations, or memorable moments. Simply upload your images, select the number of columns, and arrange them to create an attractive photo gallery for your visitors.

Remember to click **Save changes** to save your content.



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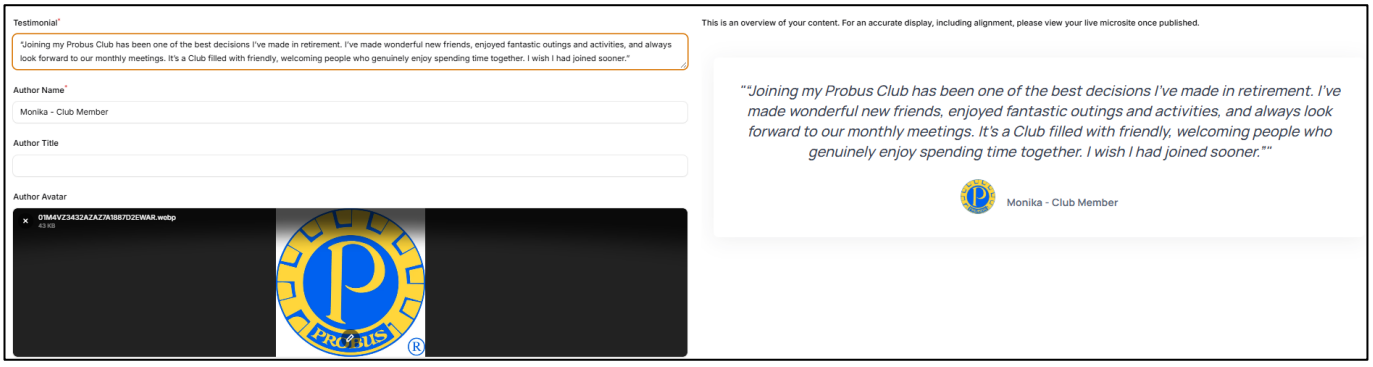
TESTIMONIAL:

The **Testimonials** block allows you to share members' experiences and showcase what they enjoy most about being part of your Probus Club. Personal stories and positive experiences are a great way to give potential members an insight into the friendships, activities, and sense of community your Club offers.

Simply enter the member's testimonial, add their name in the **Author Name** field, it is suggested that only first names be included and their title be added in this field. Alternatively, an **Author Title** can be added in this field, such as *Member since 2018*, *Foundation Member*, or *Life Member*, however this will appear under the **Author Name.**

There is an option to add an **Author Avatar** which will appear as a circle before the name. This could be a picture of the person giving the testimonial or a Probus logo as show in the example below.

Remember to click **Save changes** to save your content.



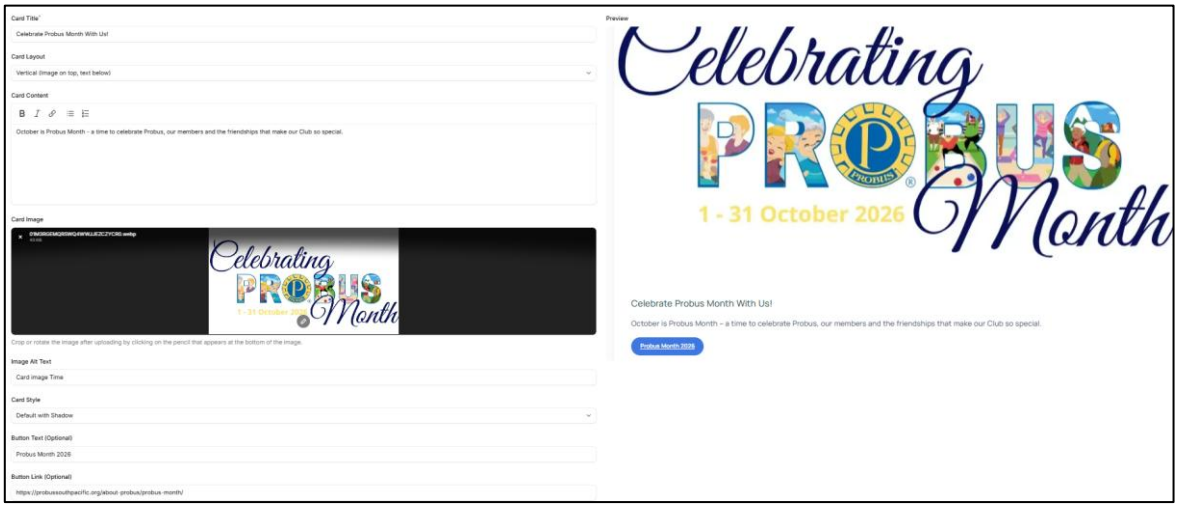
CARD:

This block allows you to combine an **image**, **text**, and a **hyperlink button** in a single section, making it a great way to highlight important information or promote a specific event.

For example, you could use this block to feature your meeting venue, advertise an upcoming Annual General Meeting (AGM), promote a special event, or encourage visitors to learn more by clicking a button.

Simply upload your image, add your text, customise the button wording, and enter the link you would like the button to open.

Remember to click **Save changes** to save your content.

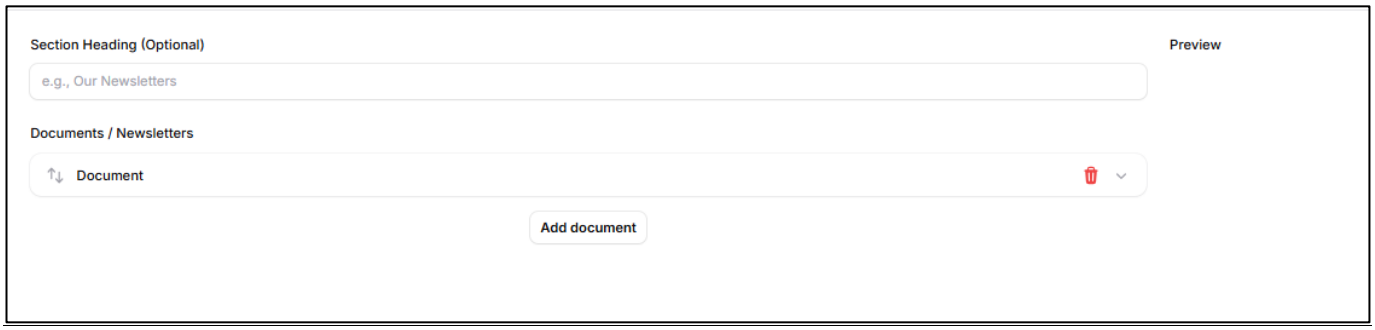


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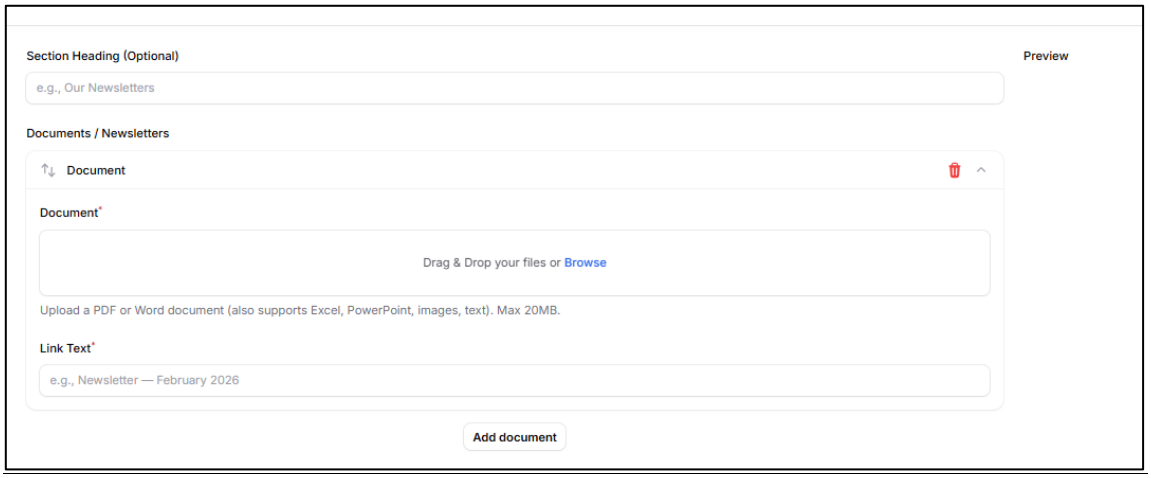
DOCUMENT/NEWSLETTER:

The **Document/Newsletter** block allows you to easily add documents to the microsite in PDF, MS Word PowerPoint, JPG, PNG and Excel formats. The maximum file size is 20MB per file.

To add a document, select the arrow button next to the red trash can.



The following screen will appear that allows you to select a file from your device. Once added, include a description of the file that has been added in the link text field which will appear as the clickable link to access the file.



Additional documents can be added by clicking on the **Add document** button. Remember to **Save changes** by clicking on the **Save changes** button in the bottom left hand corner.

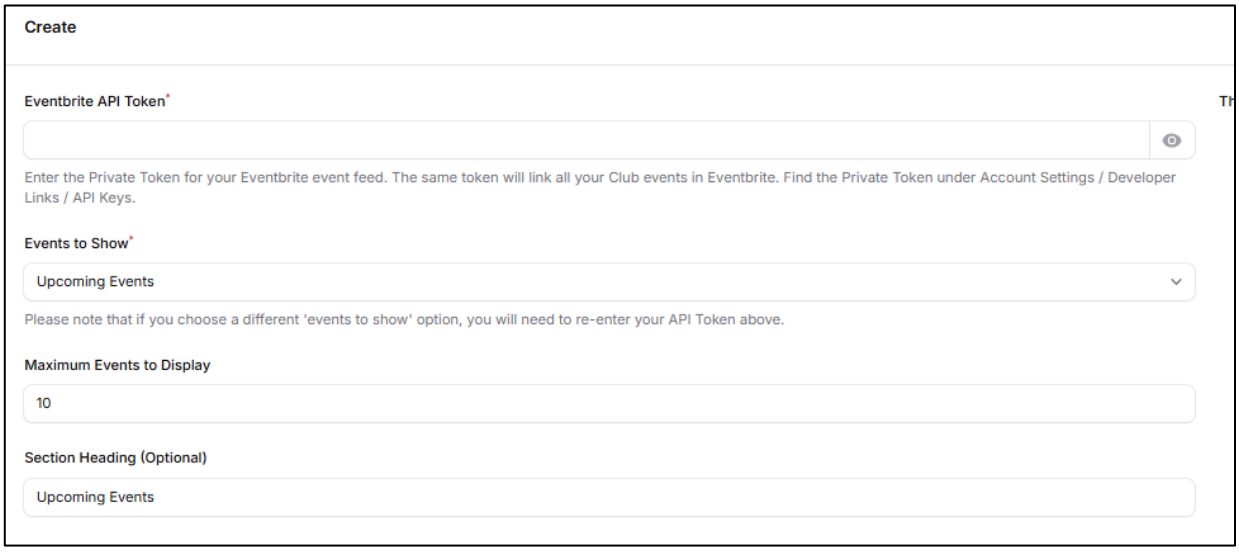
EVENTBRITE:

The **Eventbrite** block allows you to promote upcoming events that have been created in Eventbrite, making it easy for members and visitors to view event details and register online.

Separate instructions on how to set up Eventbrite events to appear on your microsite are available to download from the **Edit Microsite Page** or the **Document Library** in the Members section of the PSPL website.

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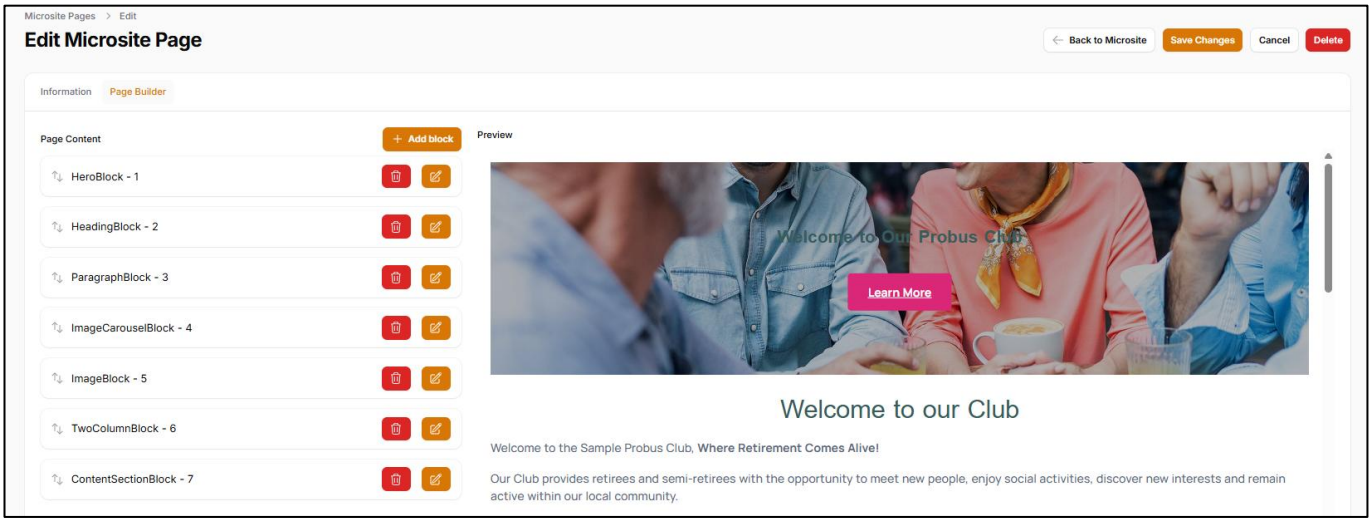
Simply enter the Eventbrite Private Token in the **Eventbrite API Token** field as per the screenshot below and your Club's event will be displayed. This is an ideal way to promote activities such as club outings, information sessions, special celebrations, or fundraising events.



PREVIEWING A MICROSITE PAGE

Once all content has been added to a page, the **Edit Microsite Page** will show a preview on the right-hand side of the page with a list of the content blocks that have been added.

To delete a content block, select the red trash can, to edit a content block, select the orange button that has a pencil in it. This will open up the content block to be edited.



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USING THE IMAGE CROPPING TOOL

Some of the content blocks have an option to upload an image, these include the Hero, Image Carousel, Image, Image Gallery, Testimonial, Card, or Document/Newsletter blocks. Once an image is uploaded, it can be edited by clicking the **pencil icon** in the bottom middle of the image. See the example screenshot below.



After clicking on the pencil icon, the following screen will appear:



An image can be easily cropped by using your mouse to hover over the area you want included in the image and then select the green Save button in the bottom right-hand corner.

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Alternatively, you can enter the dimensions (in pixels) in the following fields if preferred

Use the crop settings to adjust your image:

X: Enter how much to crop from the original width.

Y: Enter how much to crop from the original height.

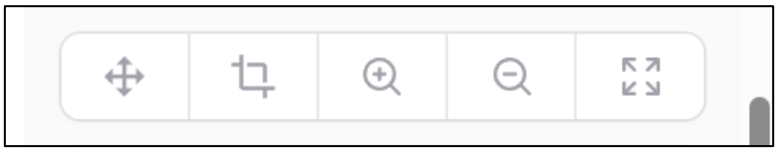
Width: View the original and adjusted width or enter your preferred width.

Height: View the original and adjusted height or enter your preferred height.

Rotation: View the current rotation or enter the amount you would like to rotate the image.

The easiest way to crop is simply dragging the box or using the other image cropping tools as explained below:

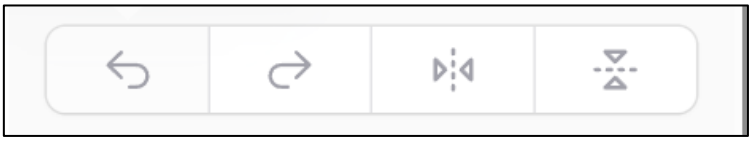
Drag Tools – Use these tools to work with the image. From left to right, these are: Move, Crop, Zoom In, Zoom Out and Zoom to 100%.



Move Tools – Use the arrows to move the image left, right, up or down.



Rotation Tools – Use these tools to rotate the image **left** or **right** or flip it **horizontally** or **vertically.**



Aspect ratios – An aspect ratio is the proportional relationship between the width and height of an image. The aspect ratio options will vary depending on the size of the image and/or block.



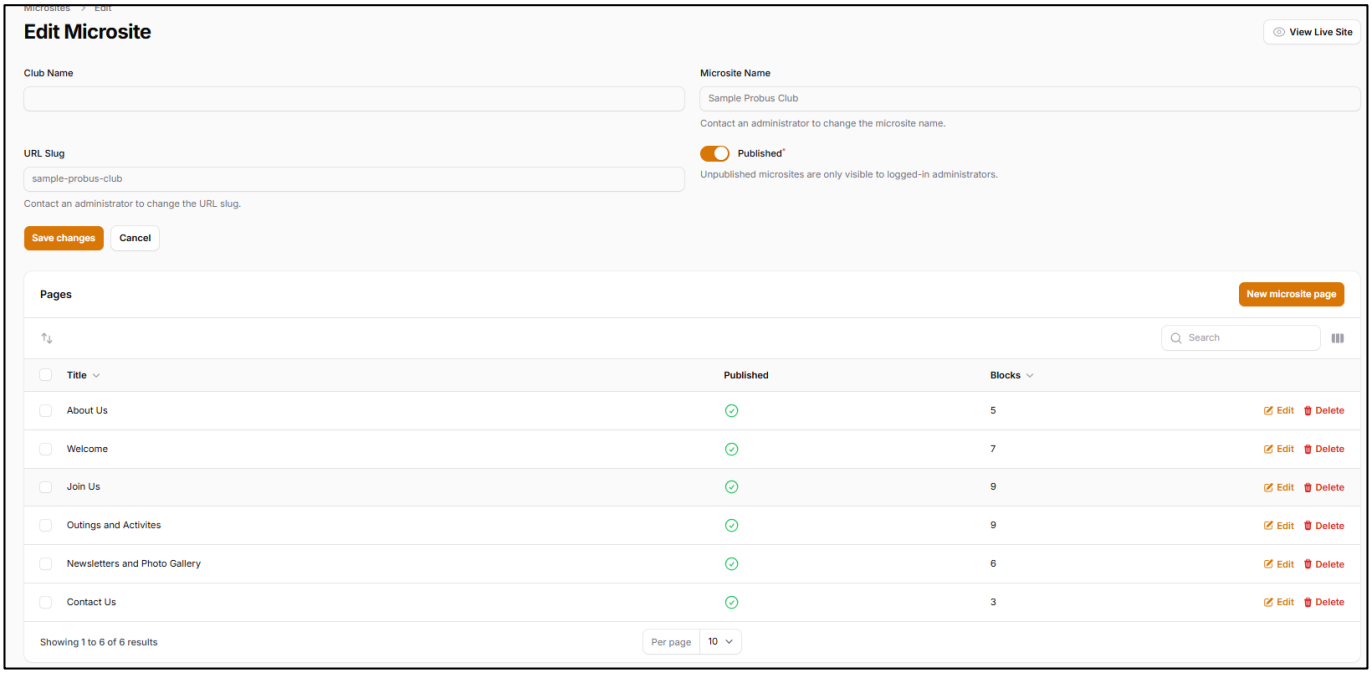
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Use the orange **Reset option** to start again or click **Save** to apply your changes to return to your block. Remember to **Save changes** in the block and then again in the **Edit Microsite Page.**

Please note that with the Hero Block, as this is a background image that has a button and wording overlaid on the image, the size and scale of the image will change depending upon the number of words used in the Heading and sub-heading fields.

ADDING A NEW PAGE TO A MICROSITE

As indicated previously, PSPL's microsite template contains 6 pages which are sufficient for a Club website. However, additional pages can be added by selecting the **New microsite page** button on the right-hand side of the screen as shown below:



A pop up will then appear asking you to enter the **Title** of the page, once the **Title** is entered, the **URL Slug** will automatically prepopulate once you click on that field or the 'tab' button is pressed on your keyboard. Although the website is still unpublished i.e. not visible to the public, as each page is created, it needs to be published so that you can view it in the microsite preview.



Once you have published the page, select **Create,** this will then show the **Created field** in the top right-hand corner with a green tick.

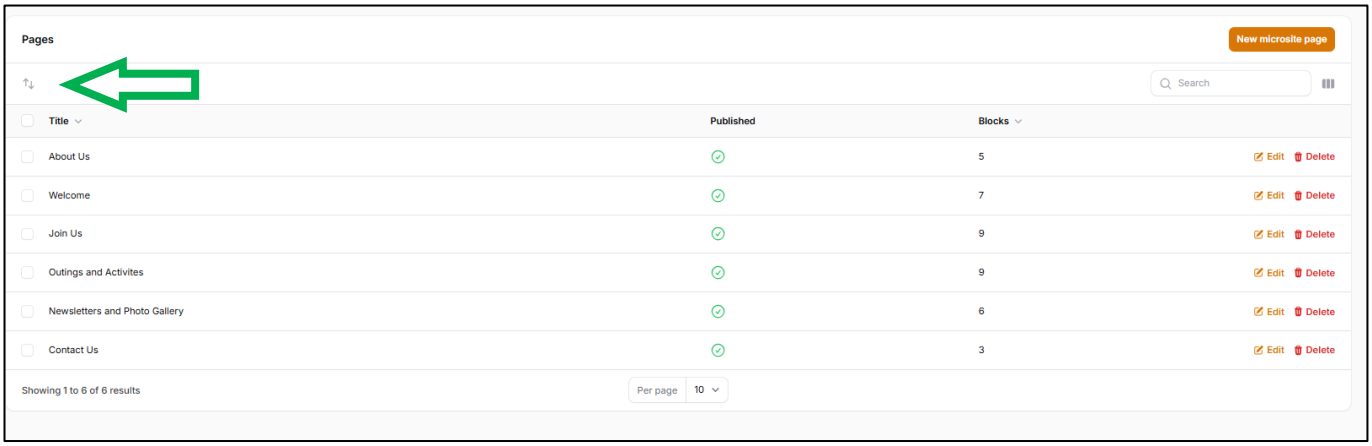
You will then be directed to the **Edit Microsite Page** for the new page that has just been created. The **Title** and **URL Slug** have automatically been prepopulated. Please ensure that you enter the relevant

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information in the **SEO Title** and **SEO Description** fields. Include key words in these fields that potential members may associate with Probus like social, connection and active, relevant of course to the page that has been created and include the Club name where possible. If you are unsure about what to add in these fields, take a look at the SEO information that PSPL completed for the template pages.



The **Edit Microsite** screen lists the microsites pages in accordance with the order that has been set to appear across the top of the microsite. To change the order of the pages, click on the arrows that appear just under the **Pages** heading per the screenshot below.



Once the arrows are selected, a tick will appear where the arrows were previously. You can now select any page and change its position by dragging it to where you would like it to appear.

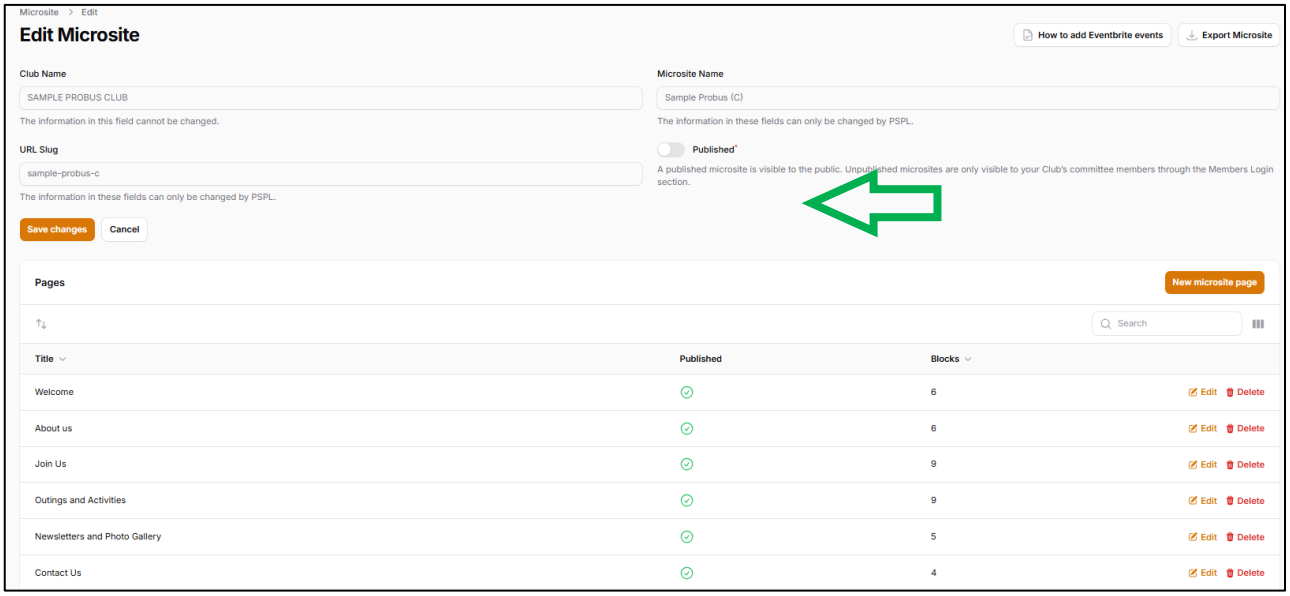


Remember to **Save changes** for the new order to become effective.

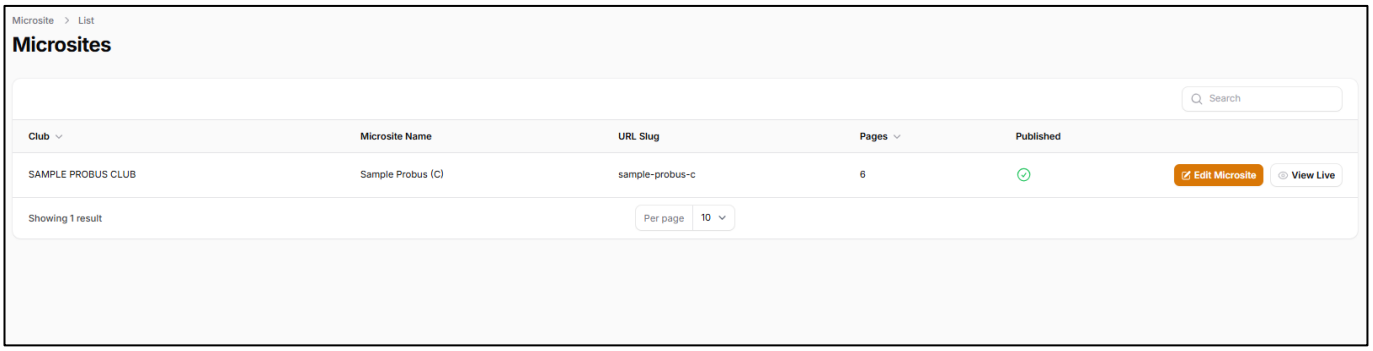
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LINKING THE MICROSITE TO YOUR CLUB'S PUBLIC PAGE

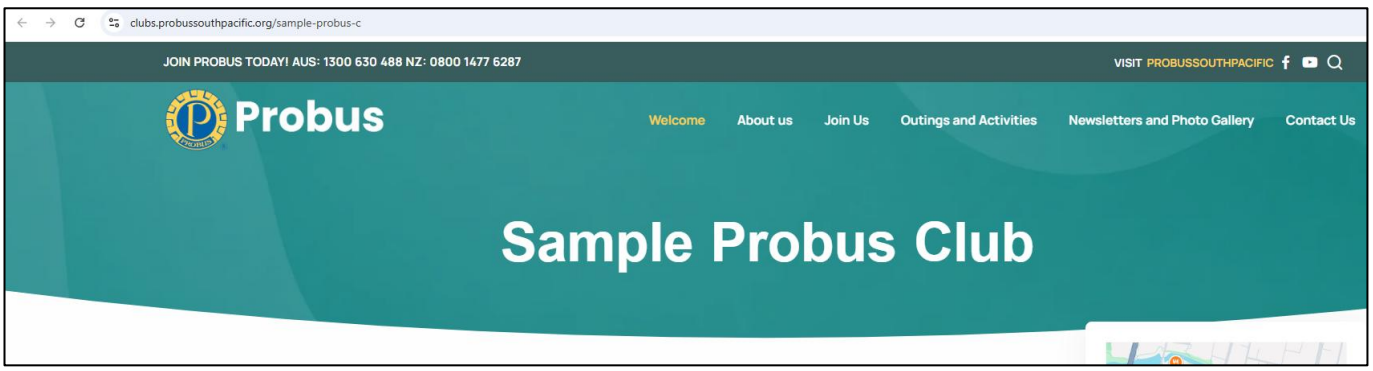
Once you are happy with the content in your Club's microsite, it can be made public by publishing the microsite. This is done by turning on the **Published** option on the **Edit Microsite** screen which lists all the pages on the website.



After publishing the microsite, select **Save Changes** and then the option to **View Live** will appear next to the Edit Microsite option as can be seen in the screenshot below.



Once you have selected View Live, it takes you to your Club's microsite. After a final review of your microsite, it can be linked to your Club's Public page on PSPL's website. This can be done via the Online Update facility on your dashboard. Copy the URL from the search bar at the top of the screen and add it to the Club Website field in section 1 in Online Updates. For further information on how to make changes online, please refer to the instructions on **How to Submit Online Updates** in the Document Library.

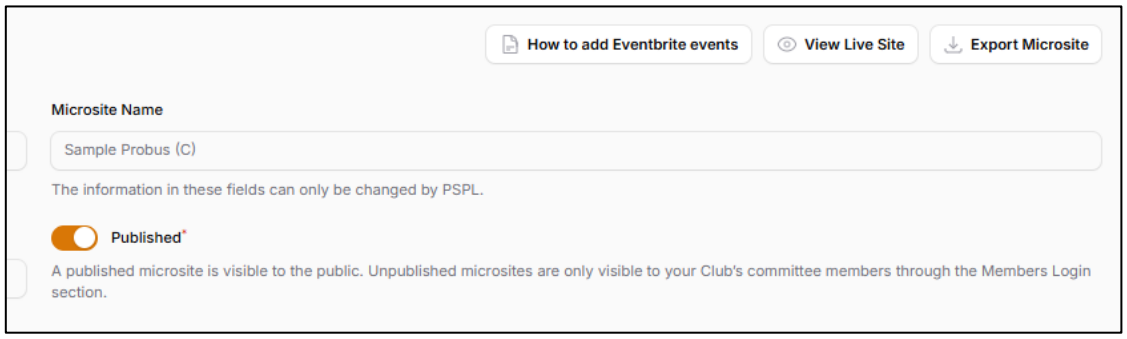


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EXPORTING MICROSITE INFORMATION

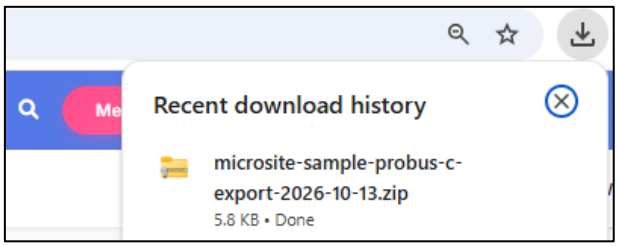
Please note that microsites are not backed up due to storage restrictions. However, an export function has been provided within the microsite to allow **text** to be exported prior to any changes. This is a basic export function that produces a file in a JSON format and contains special characters which can be removed through a file conversion. This format does not include images or documents..

PSPL expect to provide a more comprehensive back-up solution at a later stage. It is important to note that PSPL cannot guarantee that microsite content can be recovered if it is accidentally deleted, corrupted, lost or otherwise becomes unavailable. As can be seen in the screenshot below, the **Export Microsite** download button appears in the right-hand corner of the screen.



To export text, please complete the following steps:

1. Click on the Export Microsite button in the top right-hand corner
2. A new window will appear showing that the export has been downloaded as follows:



3. The JSON file can be opened in Notepad however the file will include the special characters as indicated earlier. Save the file with an appropriate file name i.e. Microsite text from 12102026

If required, the JSON file can be easily converted to an MS Word file by using ChatGPT. However, converting the JSON file to MS Word is only necessary if you need to access the text information. Please note that file conversion option with ChatGPT is only available with a free ChatGPT account that requires a user to sign in.

If text information is lost and you need to convert the JSON file to an MS Word, you can do so by using ChatGPT as follows:

a. Copy the JSON file into one of your folders on your computer or laptop
b. Open ChatGPT.com
c. Ask ChatGPT to 'Convert the attached JSON file to a MS Word file removing the special characters'
d. Use the + key to upload the JSON file
e. Download the MS Word file ChatGPT provides

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STORING CLUB DOCUMENTS ELECTRONICALLY

Clubs should not use microsites as a storage option for Club related documents or images as too much content on a website can impact the speed of the site. It can also detract from the microsite's objective which is to showcase the Club to potential members. Clubs should consider Google Drive as a storage option for Club documents or images. Instructions on how to use **Google Drive for Digital Storage of Club Files** are available in the Document Library of the PSPL website.

SUMMARY

These instructions have been developed by PSPL to assist Clubs in updating and managing their microsites.

They provide step-by-step guidance to help Clubs maintain an informative, engaging and up-to-date online presence, making it easier for potential members to learn about your Club and for existing members to stay informed.

The information and screenshots provided are correct and relevant at the **time of issue.** As website technology and functionality may change over time, some features, processes or screenshots may differ from those outlined in this guide.

Clubs are encouraged to regularly review their microsite content to ensure all information, including contact details, meeting arrangements, activities and images, remains accurate and current.

While PSPL provides the microsite platform, individual Clubs are deemed to have agreed to the Microsite Terms and Conditions outlined in the **Information Sheet titled Club Websites hosted by PSPL** which is available in the Document Library of the PSPL website.

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