



Annual Meeting Landing Page Exercise



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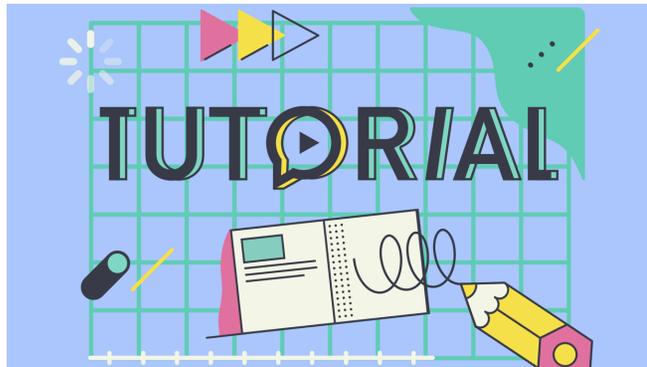
Touchstone Energy
Cooperatives



NRECA
America's Electric Cooperatives

SHiNE

Annual Meeting: Landing Page Exercise



Download assets for today's tutorial:

<https://nreca.box.com/v/SHiNE-Connect-2024>

Example Annual Meeting Page:

<https://dev-cwb-layout1.pantheonsite.io/2024-annual-business-meeting>



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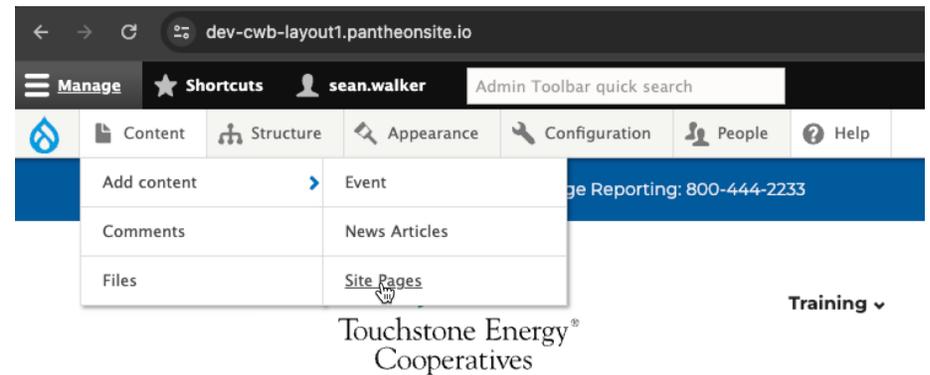


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Annual Meeting: Page Creation

Start by creating a new Site Page using the admin toolbar.

- 1) Click on **Manage** to expand 2nd row
- 2) Select **Content**
- 3) Click on **Add content**
- 4) Choose **Site Pages**
(Tip: this is called Articles on some sites)



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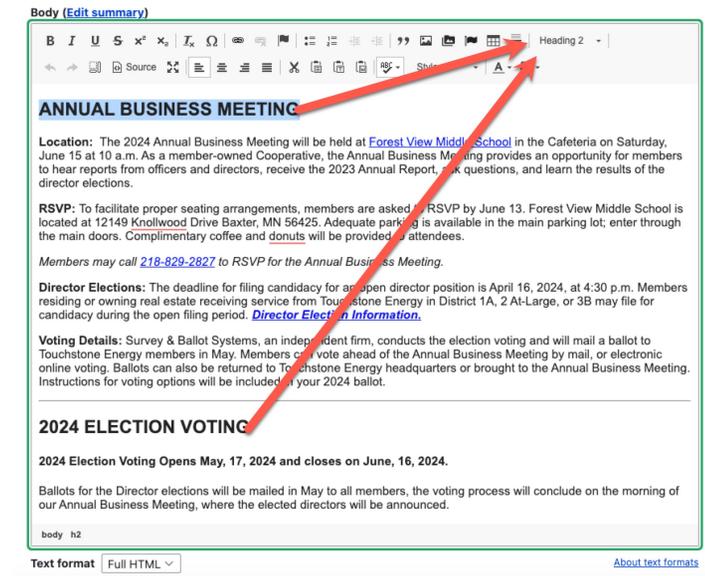
Annual Meeting: Body Copy

Provide structure for the body copy.

1) Highlight important category text on the page
Annual Business Meeting.

2) Assign the **Heading 2** style to provide structure to your page. Repeat for other section titles, and then bold other important information.

3) Using **Headings** improves SEO and makes your site more accessible. It also makes the text more visually pleasing.



The screenshot shows a document editor interface. At the top, there is a toolbar with various editing tools. Below the toolbar, the text 'Body (Edit summary)' is visible. The main content area contains the following text:

ANNUAL BUSINESS MEETING

Location: The 2024 Annual Business Meeting will be held at [Forest View Middle School](#) in the Cafeteria on Saturday, June 15 at 10 a.m. As a member-owned Cooperative, the Annual Business Meeting provides an opportunity for members to hear reports from officers and directors, receive the 2023 Annual Report, ask questions, and learn the results of the director elections.

RSVP: To facilitate proper seating arrangements, members are asked to RSVP by June 13. Forest View Middle School is located at 12149 Knollwood Drive Baxter, MN 56425. Adequate parking is available in the main parking lot; enter through the main doors. Complimentary coffee and donuts will be provided for attendees.

Members may call [218-829-2827](tel:218-829-2827) to RSVP for the Annual Business Meeting.

Director Elections: The deadline for filing candidacy for an open director position is April 16, 2024, at 4:30 p.m. Members residing or owning real estate receiving service from Touchstone Energy in District 1A, 2 At-Large, or 3B may file for candidacy during the open filing period. [Director Election Information](#).

Voting Details: Survey & Ballot Systems, an independent firm, conducts the election voting and will mail a ballot to Touchstone Energy members in May. Members can vote ahead of the Annual Business Meeting by mail, or electronic online voting. Ballots can also be returned to Touchstone Energy headquarters or brought to the Annual Business Meeting. Instructions for voting options will be included in your 2024 ballot.

2024 ELECTION VOTING

2024 Election Voting Opens May, 17, 2024 and closes on June, 16, 2024.

Ballots for the Director elections will be mailed in May to all members, the voting process will conclude on the morning of our Annual Business Meeting, where the elected directors will be announced.

body h2

Text format Full HTML

[About text formats](#)



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Annual Meeting: Body Copy

Link your telephone numbers.

- 1) Highlight the telephone number text.
- 2) Click on the “Link” icon in your editor toolbar.
- 3) In the **URL** field type **tel:+** and the phone number.
(Tip: remove any dashes, spaces or underscores)



Preview

Upload a custom image to replace the background behind the

Body (Edit summary)

ANNUAL BUSINESS MEETING

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Members may call 218-829-2827 to RSVP for the Annual Business Meeting.

body p |

Add Link

URL

Open File Browser

tel:+12188292827

No results

tel:+12188292827
No content suggestions found. This URL will be used as is.

Populates the title attribute of the link, usually shown as a small tooltip on hover.

Advanced

Save



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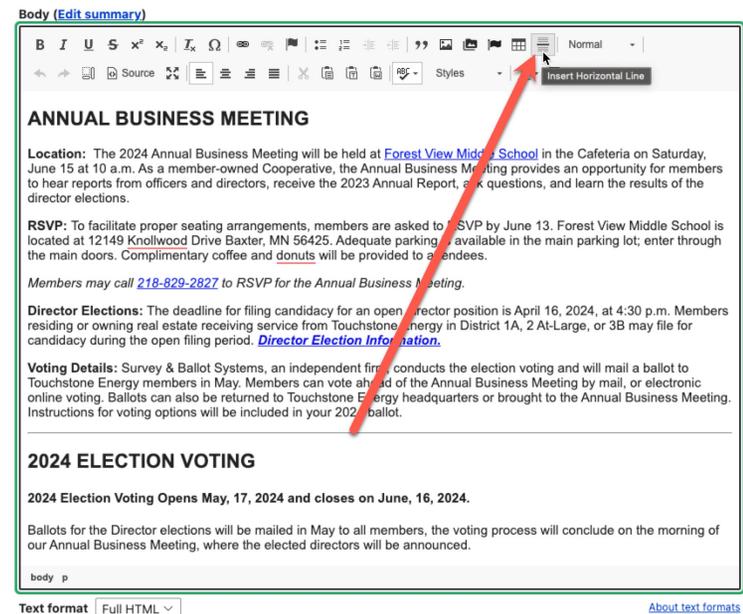
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America's Electric Cooperatives

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Annual Meeting: Body Copy

Separate sections of content with Horizontal Lines.

- 1) Left click in the **Body** at the position where you want to insert the line break.
- 2) Click on the **Insert Horizontal Line** icon in your editor toolbar.
- 3) Repeat where necessary on the entire page.



Body (Edit summary)

ANNUAL BUSINESS MEETING

Location: The 2024 Annual Business Meeting will be held at [Forest View Middle School](#) in the Cafeteria on Saturday, June 15 at 10 a.m. As a member-owned Cooperative, the Annual Business Meeting provides an opportunity for members to hear reports from officers and directors, receive the 2023 Annual Report, ask questions, and learn the results of the director elections.

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Ballots for the Director elections will be mailed in May to all members, the voting process will conclude on the morning of our Annual Business Meeting, where the elected directors will be announced.

body p

Text format Full HTML

[About text formats](#)



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Annual Meeting: Paragraph Blocks

Adding design elements to your pages is more visually appealing and helps important information stand out.

1) Scroll down to **Paragraph Blocks** and select either **Media Card Wrapper** or **Media Box**.

2) Fill out the desired number of **Media Cards** (or Media Boxes) until you have a separate container for each way to vote.

Paragraph Blocks

Add additional Co-op Web Builder design components to this page. This is a quick way to add things like accordions, columns or even hero content to the page. Anything you add with Paragraph Blocks is grouped together, so they will move around a page layout as a group.

Paragraph type

Media Card Wrapper

Add Paragraph

to Paragraph Blocks



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Annual Meeting: Paragraph Blocks

Every design element has different powerful options. The Media Card supports the following features.

Media Card

- Background color
- Opacity for the top stripe
- Title text color
- Header title
- Card title
- Card body copy
- Additional links fixed to bottom of card

Media Card Collapse

Media Card Header - Background Color *

Responsible for the color at the top of the media card header strip.

Opacity *

Media Card Title - Text Color

Change the color of the text for the title.

Media Card Header Title

Media Card Title

The title for this media card. This goes in the top colored stripe at the top of the card.



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Annual Meeting: Paragraph Blocks

Try creating a row of **Media Cards** with the different ways to Vote. Start by selecting a **Media Card Wrapper** in the **Paragraph Blocks** section.

*Tip: If you don't have Media Cards on your site, try **Media Boxes** instead.*

WAYS TO VOTE	WAYS TO VOTE	WAYS TO VOTE
<h3>Online</h3> <p>Online voting must be done by 10 a.m. on June 14, 2024. When voting opens on May 17, 2024, Go to www.directvote.net/cwp. Enter your individualized information printed on the detachable stub of the enclosed yellow return envelope marked "Official Ballot Use Only" and follow instructions given on the website.</p> <hr/> <p>VOTE ONLINE</p>	<h3>QR Code</h3> <p>QR Code From a mobile device, scan the QR code printed on the detachable stub of the enclosed yellow return envelope marked "Official Ballot Use Only" and it will take you to your personal ballot page.</p> <hr/> <p>VIEW QR CODE</p>	<h3>SmartHub</h3> <p>SmartHub Vote in the app or online</p> <p>App: Open your SmartHub app, login and click the "Vote Now" button.</p> <p>Online: Log in to your SmartHub online account and click the "Vote Now" button.</p> <hr/> <p>LOGIN TO SMARTHUB</p>



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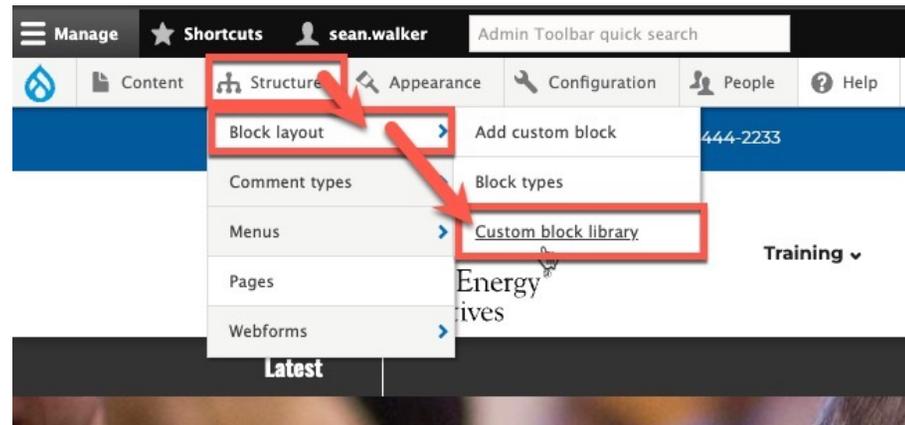
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Annual Meeting: Adding the Call-to-Action

Let's create a Call-to-Action block, that will stand out from the pack.

To do this, let's navigate to the custom blocks area.

- 1) *In your admin toolbar, click on Structure*
- 2) *Choose Block layout*
- 3) *Click on Custom block library
([admin/structure/block/block-content](#))*



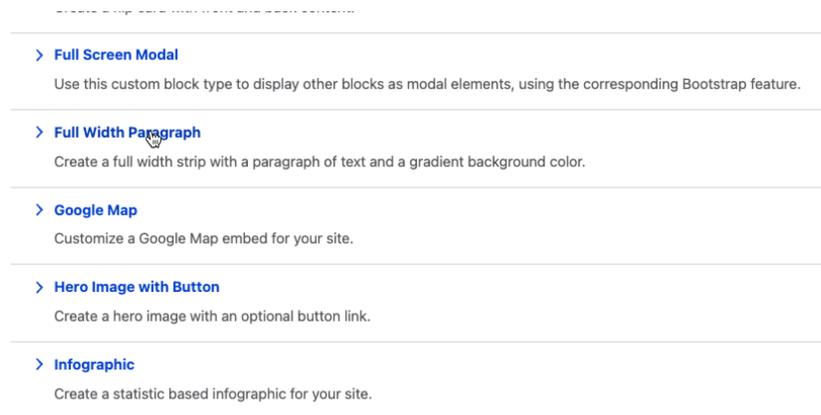
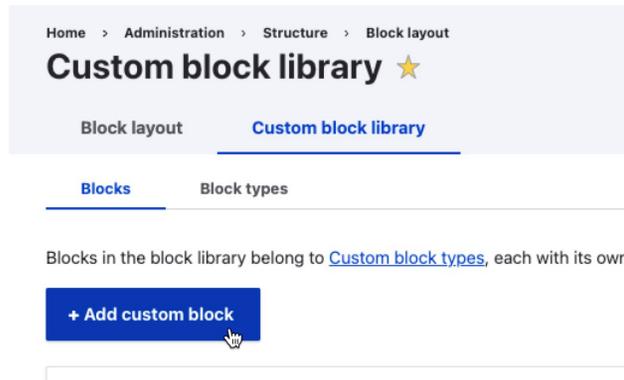
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Annual Meeting: Adding the Call-to-Action

On the following screen, click on the big blue “+ Add custom block” button.



You will see a list of different design elements to create. Scroll down until you see **Full Width Paragraph** and select that option.



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Annual Meeting: Adding the Call-to-Action

Block description *

Annual Meeting - Notice

A brief description of your block.

full width paragraph

Full Paragraph

Full Paragraph Color



Choose a background color to go behind your text.

Full Paragraph Summary *

Annual Meeting Notice

NOTICE IS HEREBY GIVEN, that the annual meeting of the members of Touchstone Energy will be held at Forest View Middle School, Baxter, Minnesota on Saturday, June 15, 2019 at 7:00 p.m. for the purpose of electing directors and covering the previous fiscal year and transacting such other business as may come before the meeting.

This notice is included in the official election ballot sent to membership in mid-May.

Text format Full HTML

[About text formats](#)

Fill out the **Block description** and change the **Full Paragraph Color** if desired. Put in the Annual Meeting Notice, and then highlight all the copy. Choose the **Small paragraph** option under the **Styles** menu to make this text smaller than normal.



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Custom block library ★

Block layout | **Custom block library**

Blocks | Block types

✓ **Status message**
Full Width Paragraph *Annual Meeting - Notice* has been created.

Blocks in the block library belong to [Custom block types](#), each with its own fields and display settings. After creating a block, place it in a region from the [Block layout](#) page.

[+ Add custom block](#)

Block description: Block type: - Any -

Block description	Block type	Updated	Operations
Annual Meeting - Notice	Full Width Paragraph	04/25/2024 - 02:53 PM	<input type="button" value="Edit"/> <input type="button" value="▼"/>
Test Video	Video Card w/ Description	08/24/2023 - 03:43 PM	<input type="button" value="Edit"/> <input type="button" value="▼"/>
SmartHub Getting Started Guide	Hero Image with Button	03/02/2023 - 11:09 AM	<input type="button" value="Edit"/> <input type="button" value="▼"/>



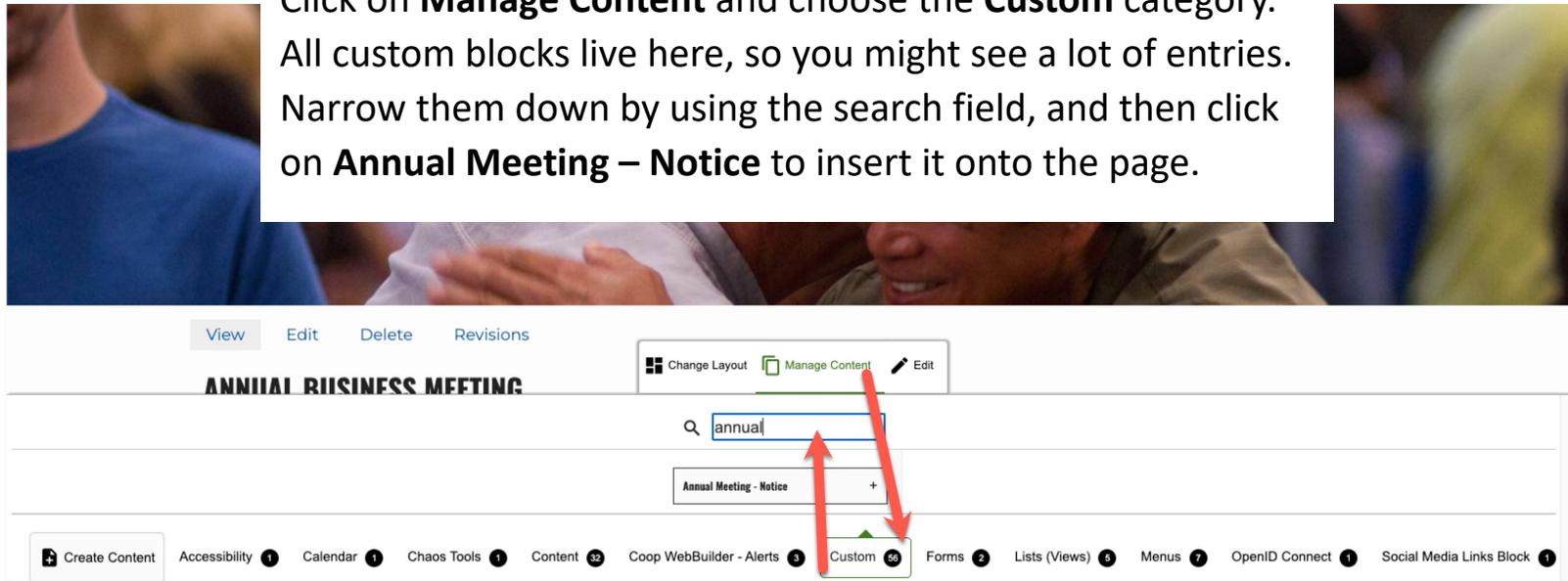
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Annual Meeting: Adding the Call-to-Action

Click on **Manage Content** and choose the **Custom** category. All custom blocks live here, so you might see a lot of entries. Narrow them down by using the search field, and then click on **Annual Meeting – Notice** to insert it onto the page.



The screenshot displays the SHiNE content management interface. At the top, there are tabs for 'View', 'Edit', 'Delete', and 'Revisions'. Below these, the page title 'ANNUAL BUSINESS MEETING' is visible. A toolbar contains 'Change Layout', 'Manage Content', and 'Edit'. A search field is populated with the word 'annual'. Below the search field, a block titled 'Annual Meeting - Notice' is shown with a plus sign to its right. At the bottom of the interface, a navigation bar lists various content categories with their respective counts: 'Create Content', 'Accessibility (1)', 'Calendar (1)', 'Chaos Tools (1)', 'Content (32)', 'Coop WebBuilder - Alerts (3)', 'Custom (56)', 'Forms (2)', 'Lists (Views) (5)', 'Menus (7)', 'OpenID Connect (1)', and 'Social Media Links Block (1)'. Two red arrows point from the 'Manage Content' button to the search field and from the search field to the 'Custom (56)' category.



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Annual Meeting: Adding the Call-to-Action

BLOCK DESCRIPTION Annual Meeting - Notice

TITLE *

Annual Meeting - Notice

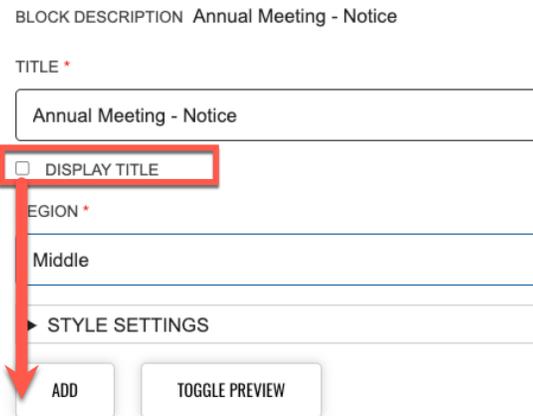
DISPLAY TITLE

REGION *

Middle

▶ STYLE SETTINGS

ADD TOGGLE PREVIEW



Uncheck the option for **Display Title**, so we don't see the Annual Meeting – Notice title of the block.

Change the **Region** to **Middle**.

Now click on the **ADD** button to insert this block into your page layout.



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Annual Meeting: Adding the Call-to-Action

Scroll down a bit and you should see the new **Fullwidth Paragraph** we created in the custom blocks, now nicely inserted onto your page. Feel free to reorder the items on this page by left-clicking and dragging their position around the page.

Tip: There is an up/down arrow in the upper right corner of each block, you can also use this to easily rearrange the order of content.

The screenshot shows a website editor interface for Touchstone Energy Cooperatives. At the top, there is a navigation bar with links for Training, My Cooperative, Rebates, Safety, News & Events, and SmartHub. Below the navigation, there are two columns under the heading 'WAYS TO VOTE'. The left column is titled 'Mail' and contains text about ballot return procedures. The right column is titled 'In-Person' and contains text about ballot drop-off locations. Below these columns, there is a 'BLOCK: ANNUAL MEETING - NOTICE' block. This block has a blue background and contains the following text: 'Annual Meeting Notice', 'NOTICE IS HEREBY GIVEN, that the annual meeting of the members of Touchstone Energy will be held at Forest View Middle School, Baxter, Minnesota on Saturday, June 15, 2024, at 10:00 a.m. for the purpose of electing directors and covering the previous fiscal year and transacting such other business as may come before the meeting.', and 'This notice is included in the official election ballot sent to membership in mid-May.' The editor interface includes various controls like 'MOVE' and 'X' icons for each block.



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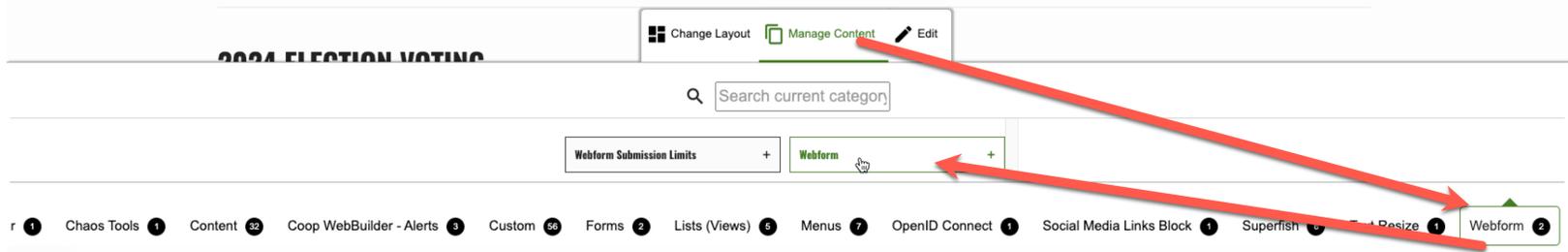
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Annual Meeting: Adding the RSVP Webform

First, create the RSVP form under **Structure/Webforms** and then insert it on your page:

- 1) Click on **Manage Content**
- 2) Select **Webform**, and then click on **Webform** again in the middle of the screen.

*Tip: You will have to scroll to the right to see the **Webform** category, it is all the way at the end of the list.*



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Annual Meeting: Adding the RSVP Webform

Change the **Title** and then start to type in the **Webform** field to search for the form you already created. When you see your form populate, click on it to select it. Finally click on **ADD** to insert the webform onto your page.

TITLE *

DISPLAY TITLE

WEBFORM *

- Annual Meeting Registration

▶ WEBFORM SETTINGS

REGION *

▶ STYLE SETTINGS

ADD TOGGLE PREVIEW



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Annual Meeting: Livestream Embed

Create a new **Basic** block and call it **Livestream** or a similar description.

*Click the **Source** button in the editor toolbar and paste the provided embed code from YouTube or Vimeo directly in the **Body** field.*

Save and insert your block on the page.

CREATE NEW BASIC BLOCK CONTENT

BLOCK DESCRIPTION *

Livestream

A brief description of your block.

BODY



```
<div style="padding:56.25% 0 0 0;position:relative;"><iframe src="https://vimeo.com/event/4261041/embed/interaction" frameborder="0" allow="autoplay; fullscreen; picture-in-picture" allowfullscreen style="position:absolute;top:0;left:0;width:100%;height:100%;"></iframe></div>
```

TEXT FORMAT [About text formats](#)

Full HTML



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Annual Meeting: Page Layouts

Let's change the page layout, so we can move the embed into a smaller space.

- 1) Click on **Change Layout** and choose the **Radix** category.
- 2) Select the **Sutro Double** layout, which will give us alternating full width and half width areas.

Knollwood Drive Baxter, MN 56425. Adequate parking

Training My Cooperative Rebates Safety News & Events SmartHub

Change Layout Manage Content Edit

Bryant Flipped Bartlett Flipped Bartlett Boxton Brenham Flipped Brenham Brown Bryant Burr Flipped Burr

Geary Harris Hewston Flipped Hewston McCoppin Moscone Flipped Moscone Phelan Pond Rolph

Sanderson Flipped Sanderson Selby Flipped Selby Sutro Double Sutro Taylor Flipped Taylor Webb Flipped Webb

Whelan

Current Layout Columns: 1 Columns: 2 Columns: 3 Radix



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Annual Meeting: Page Layouts

*There we go! Now you can move the **Body** block over to the left half of the page, and the **Livestream** embed block into the right half.*

*This also gives us room to place the **RSVP** webform block below the body copy.*

*Tip: Don't forget to click **Save** in the bottom middle of the screen.*

REGION: HEADER

REGION: COLUMN1

BLOCK: BODY

ANNUAL BUSINESS MEETING

The 2024 Annual Business Meeting will be held at [Forest View Middle School](#) in the Cafeteria on Saturday, June 15 at 10 a.m. As a member-owned Cooperative, the Annual Business Meeting provides an opportunity for members to hear reports from officers and directors, receive the 2023 Annual Report, ask questions, and learn the results of the director elections.

To facilitate proper seating arrangements, members are asked to RSVP by June 13. Forest View Middle School is located at 12149 Knollwood Drive Baxter, MN 56425. Adequate parking is available in the main parking lot; enter through the main doors. Complimentary coffee and donuts will be provided to attendees.

Members may call [555-555-5555](tel:555-555-5555) to RSVP for the Annual Business Meeting.

BLOCK: ANNUAL MEETING REGISTRATION (RSVP)

▶ RSVP

REGION: MIDDLE

REGION: COLUMN2

BLOCK: LIVESTREAM

Touchstone Energy Annual Meeting

Touchstone Energy Cooperatives

This event is scheduled for May 10 at 02:00 PM

Change Layout Manage Content Edit Save Cancel



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Annual Meeting: Director Flip Cards

*Before we start adding the Director information, let's add a **Columns (Equal)** to the Paragraph Blocks section of our page.*

This will let us include some copy about the upcoming election deadlines and eligible director positions and voting information.

Include any copy and or links to documents here.

The screenshot shows a web editor interface with two sections. The top section is titled 'Columns (Equal)' and has a '1' next to it. Below it are 'Background' and 'Width' dropdown menus, both set to '- None -'. The bottom section is titled 'Column Content' and has a 'Simple' option selected. Below it are 'Background' and 'Width' dropdown menus, both set to '- None -'. A red arrow points from the 'Columns (Equal)' option to the 'Simple' option. Below the 'Column Content' section is a text editor with a toolbar and a preview area. The preview area shows the text 'Board of Directors Election' followed by a paragraph of text: 'The deadline for filing candidacy for an open director position is April 16, 2024, at 4:30 p.m. Members residing or owning real estate receiving service from Touchstone Energy in District 1A, 2 At-Large, or 3B may file for candidacy during the open filing period. [Director Election Information](#).' The text format is set to 'Full HTML'.



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Annual Meeting: Director Flip Cards

Because Director Elections are usually around the same time as the Annual Meeting, we can use the Flip Card element to showcase this information.

*Return to traditional “Edit” mode, and scroll down to the **Paragraph Type** section.*

*Select **Flip Card** and click on **Add another Paragraph** to get started.*

Paragraph type

Flip Card 

Add another Paragraph to Paragraph Blocks



Published

Save

Preview

 Delete



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Annual Meeting: Director Flip Cards

Make sure to fill out all the information for each person.

*The **Flip Card Style** will let you switch from automatic hover to flip behavior or add a “more info” button that will flip the card when clicked.*

*When you are ready to add the next person, add another **Flip Card** to the **Paragraph blocks**. Rinse and repeat until you have 3.*

Flip Card Collapse

Flip Card Style *

Manual flip with back button

Choose the type of flip card you want to create.

Front Card Title *

Kevin Julian

Title for the front of the flip card.

^ **Front Image**

[Julian.jpg](#) (61.58 KB) Remove



Alternative text *

Kevin Julian

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Responsive image for the front of the flip card. Must be less than 1000px wide or the system will crop the image for you.



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SHiNE Questions?



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A sunset scene with a bright sun in the upper right, casting a warm orange glow over a range of dark brown mountains in the foreground.

THANK YOU!

Don't forget the feedback survey and
chance to WIN a FREE full site with
SHiNE.



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