

# Create a Chapter

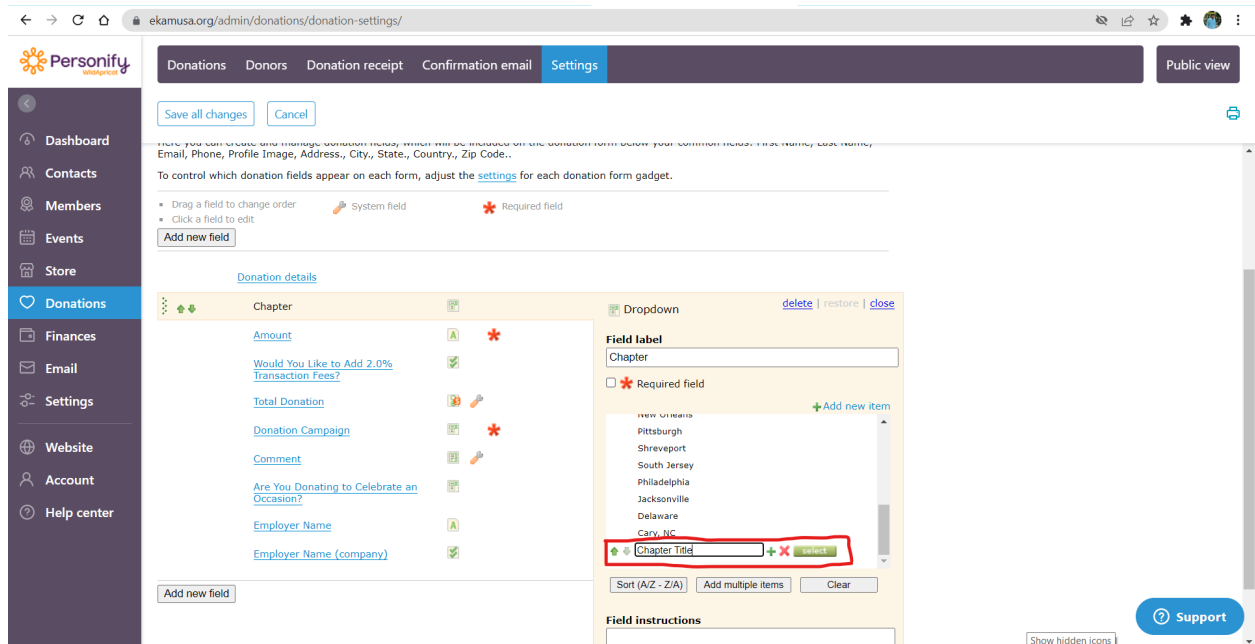
## Enable the New Chapter for EYA's, Adult Volunteer and Chapter Directors Registrations

1. Login with Admin credentials.
2. Admin Dashboard >> Members >> Membership fields
3. Click on **Select a Chapter** and **Add new item**
4. Give the **Chapter Title** and click on **save all changes**.

The screenshot shows the Personify workspace Admin Dashboard. The left sidebar contains navigation links: Dashboard, Contacts, Members, Events, Store, Donations, Finances, Email, Settings, Website, Account, and Help center. The top navigation bar includes Summary, List, Saved searches, Reports, Levels, Groups, Membership fields (selected), Member emails, Card, Polls, and a Public view button. The main content area displays the 'Membership fields' configuration page. A table lists various fields with icons for edit, delete, and other actions. The 'Select a Chapter' field is highlighted with a yellow background. A dropdown menu is open for this field, showing a list of chapters: Ekam Pittsburgh, PA; Ekam San Antonio, TX; Ekam Bay Area, CA; Ekam South Jersey, NJ; Ekam Shreveport, LA; Ekam Jacksonville, FL; Ekam Cary, NC; and Other. Below the list is a 'Chapter Title' input field, which is highlighted with a red box. The dropdown also includes a 'select' button and a 'Sort (A/Z - Z/A)' button. The 'Required field' checkbox is checked, and the 'Member access' section shows 'Edit' selected, with 'in own profile' and 'in application' also checked. A 'Support' button is visible in the bottom right corner.

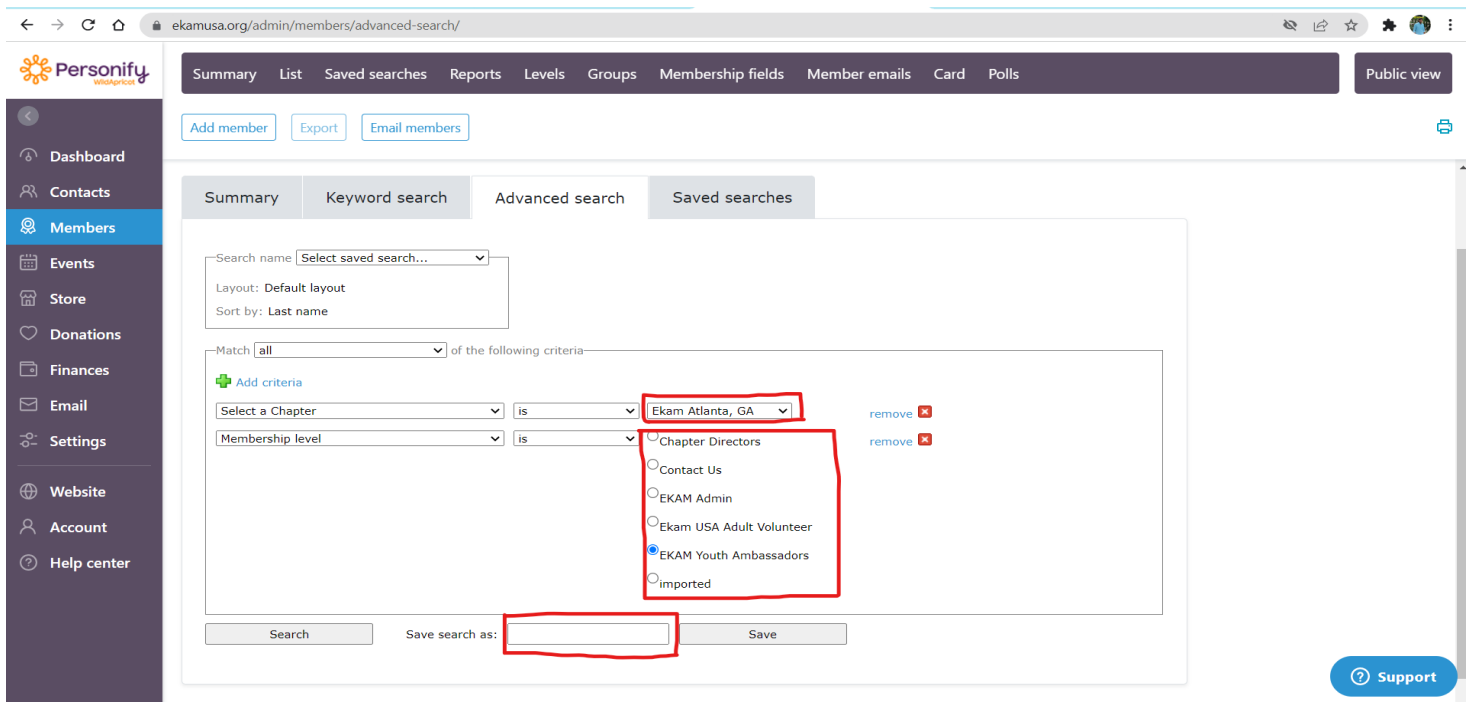
## Enable the New Chapter for Donation

1. Admin Dashboard >> Donations>> Settings
2. Click on **Chapter** and **Add new item**
3. Give the **Chapter Title** and click on **save all changes**.



## Enable Saved Search for New Chapter

1. Admin Dashboard > Members > Advanced Search
2. Select the **chapter** from dropdown and **Membership level**
3. Give the **saved search name** in field **Save search as** and save it.



## Enable Log Service Hours for New Chapter

1. Admin Dashboard > Events> Enter **log services hours** in search bar
2. Duplicate log service hours of any chapter
3. Goto edit mode >> change the **Title** and Select **Restricted** access  
(In Restricted mode select **Chapter directors**, **Ekam Youth ambassadors** and **Adult Volunteers** check boxes)
4. Save the changes

Personify workspace

Save Cancel

### Log Service Hours For New Chapter

11/30/2023

Visible to **Restricted levels/groups**

Allow registration ☒ Registration is enabled.

Event details | Registration form | Registration types & settings | Emails | Registrants & Invitees | Waitlist & settings

**Mandatory fields**

Basic information

**Title** Log Service Hours For New Chapter

Event URL <https://ekamusa.org/event-4739604>

Copy and share this link. This is where potential attendees should register for event.

**Tags** loghours

Type or click on existing tag below. Separate with commas. You can use spaces within tags.

adultvol , arkansas event , atlanta , austin , baton rouge , bayarea , blog , charlotte event , collaborate , diwali , diy campaign , donate , event , form , leadership , loghours , los angeles event , montclair , new jersey event , party , public speaking , resources , tutoring , volunteer , webinar , weekly meetings , workshop

Description

When and where

## Create New Chapter Details Page

1. Admin Dashboard > Website > Select Page Chapter Template from Site Pages list (here is the link of that chapter Template page)  
<https://ekamusa.org/Chapter-Template/>
2. Duplicate selected page and edit
3. Update page title, page url, page access in page settings
4. Update goal amount, Start date, End date and select campaign and chapter from dropdown for donation goal gadget.
5. Update Chapter title, slideshow images, and Chapter description
6. Update **Link** for Log volunteer service hours
  - Select Log volunteer service hours Button >> Link >> Edit Link >> Events
  - Select Log Service hours event for **new chapter**

- Select **registration form** under **link to** section and **Same window in Open link in** Section
- Click on Apply Changes

7. Save the page

**Donation goal gadget**

GENERAL

Goal: 1200 USD

Donation page to link to: Donate for DIY Fundraiser

Include in Collected:

☐ All donations

☒ Only donations with specified field value

Donation Campaign: EKAM Los Angeles Fundraiser

Filter by date:

Start date: 12/20/2021

End date: 01/31/2022

APPEARANCE

Description

Save Cancel Chapter Template Help center Log out

Page Gadgets Layouts Normal "PT Sans Caption" 16 24 <S> HTML Image

Content gadget

APPEARANCE

Background color: Automatic

Background image: Select

Height: ☒ Auto ☐ Fixed 50 px

Margins (px): top, right, bottom, left

Padding (px): top, right, bottom, left

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Background and margins can also be set for the layout or for the placeholder within the page template.

Gadget style

Style for light background

ADVANCED

Home About EKAM > Initiatives > Projects Youth Programs

ÉKAMUSA  
Healthy Child. Healthy Community

Chapter Description

Chapter Director

Chapter Director Name  
Mail Id

View EYA Resources

Not an EYA? [Register Now](#)

Register as Volunteer

Log Volunteering Service Hours


Recent Updates


There are no blog posts to display.

Support

## Edit link

Website/Email	Site page	Event
11/30/2023	<a href="#">Log Service Hours For Bay Area</a>	
11/30/2023	<a href="#">Log Service Hours For Charlotte</a>	
11/30/2023	<a href="#">Log Service Hours For Dallas</a>	
11/30/2023	<a href="#">Log Service Hours For San Antonio</a>	
11/30/2023	<a href="#">Log Service Hours For Hampshire</a>	
11/30/2023	<a href="#">Log Service Hours For Jacksonville</a>	
11/30/2023	<a href="#">Log Service Hours For Shreveport</a>	
02/05/2022	<a href="#">Log Service Hours For Cary,NC</a>	
02/05/2022	<a href="#">Log Service Hours For Delaware</a>	
02/04/2022	<a href="#">Log Service Hours For Delaware</a>	
12/01/2021	<a href="#">Ekam Gavel Club Registration</a>	
12/01/2021	<a href="#">Gavel Club - Toastmaster style public sp</a>	
10/21/2021	<a href="#">Log Service Hours For Houston</a>	
08/20/2021	<a href="#">Log Service Hours For Philadelphia</a>	

**Settings**  
Open link in  
☐ New window  
☒ Same window  
Link to  
☐ Event details page  
☒ Registration form  
Style  
  
Tooltip  
  
Link text

 Access to this event is currently restricted to selected membership levels and/or member groups.

Apply changes

Unlink

Cancel

**Note: To Update the Script Contact Administrator**