

GuildPortal **Administrator's Guide**

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Introduction

First and foremost, thank you for making GuildPortal what it is today. This manual is a guide to using the tools provided by GuildPortal to manage your online gaming guild. However, we've included some information that we hope will be generally helpful to running any kind of online community, using whatever tools you may choose. As most of our members know, GuildPortal isn't the *only* way to have an online guild web presence, but because of those very members regularly providing feedback and constructive criticism, we believe wholeheartedly that GuildPortal is the *best* way.

Since December 2001, GuildPortal has grown from a small application sharing space and power with many other web sites to a web farm with multiple, dedicated servers, redundant power, RAID, and backups hosted by one of the highest-quality managed hosting providers there is. Today, GuildPortal is home to tens of thousands of guilds and has a member base of over a quarter of a million users, not counting visitors.

As the member base grew, expectations of the product and support staff did, too. It is an understatement to say that we did not expect the market for online gaming guilds to be as big as it is. Some actual game companies have been surprised – pretty big ones, at that. We had the encouragement from our users and their relentless pursuit to make the product better and better to keep us going as we moved the GuildPortal code from where it was when we started (it seems like ages ago) to where it is now.

There were tough times. At several points, the existing code and even the back-end infrastructure were simply insufficient to keep up with the load as more and more people heard of GuildPortal through word of mouth. When the site would slow to a crawl or start behaving in a way that was unbecoming a high-demand web app, our members were patient and supportive as long as we kept them updated on our progress and the measures we were taking. We can't thank you enough!

We hope this guide proves useful for both the beginning and the veteran guild leader, and have done our best to assure that it does. GuildPortal is ever-improving, so we cannot guarantee that the guide you hold in your hands (or that you're reading online) is 100% up-to-date. We can promise, however, that we will make every effort to see that it is regularly updated to include recent changes to the service. Of course, the most recent version will always be freely available from your Control Panel's home page.

Aaron Lewis,
Development

Useful Knowledge

Although GuildPortal was designed from the ground up to be highly usable by the least technically inclined guild leader, certain features of the service support direct control over the rendering of content and style. For those interested in using the more advanced abilities provided by GuildPortal, a basic understanding of the following is useful to have:

- HTML (HyperText Markup Language)
- CSS (Cascading Style Sheets)
- XML (Extensible Markup Language)
- XSL (Extensible Stylesheet Language)
- RSS (Really Simple Syndication)
- ECMA/JavaScript

Creating A Guild

The first thing to do when you've decided to try GuildPortal as your guild's website host is to create your guild. Creating your guild on GuildPortal shouldn't take more than a minute, and after you're done, you'll have the ability to go to your guild site, change the style, start inviting members, and everything else – your guild site will be fully functional as soon as you've created it!

Step-by-Step

1. Go to <http://www.guildportal.com> (shown in Illustration 1).
2. Click “New Guild” at the top of the GuildPortal home page.
3. Enter your guild name.
4. Select the game your guild plays from the drop-down.
5. Select the server your guild plays on from the drop-down.
6. Select a starting style.



Illustration 1 GuildPortal Home

That's it! Your guild will be created with default content and you will be given the link to your guild's home page.

Guild Naming Conflicts

GuildPortal allows the creation of guilds with unique names for the combination of game and server that you select. Occasionally, a guild's name is already taken for the game and server they play on. Below are some typical causes and ways you can resolve the problem. However, if you do end up contacting support to free up your name, you can begin with an alternate name to get starting configuring your styles and content, and rename your guild after we've notified you that the name has become available.

Usually when a guild name is taken, it's because of one of the following reasons:


1. A guild member has already created the site on GuildPortal to try it out. If you use the “Search” function (available on any GuildPortal public page), you will be able to locate and go to your guild site. From there, you might be able to find out which member of the guild created the site by reading the news items or forums. Once

you've figured out which member it was, you could either speak with them using the built-in GuildPortal e-mail or by sending a message in-game to have them grant you full administrative access.

2. Someone created it to “camp” your guild name. Usually, if someone has done this, you can write a support ticket to GuildPortal administration. We will investigate the site, and if we can determine that the name was “camped” intentionally, or if it is a non-subscriber guild that has been inactive for some time, we can either rename the site to free up your name, or delete it altogether.

Default Pages and Content Types

When you first create your guild, GuildPortal will create a set of default pages and content types inside of them. These are usually the most common features you will find on a guild site, but you are not limited to them. Each page on a GuildPortal-hosted guild has three containers that can hold content: left, right, and center.

Most content types are editable, meaning there are options associated with them that administrators of the guild site can set. Wherever this is true, each content item will have a pencil icon  underneath it that you can click to bring up a new window with the options for that specific piece of content (for example, clicking on the pencil icon underneath your forums will bring up a window where you can add or modify forums, forum groupings, display options, and more).

While the exact pages and content types that are installed can vary depending on the game you selected when creating your guild, here are the pages and types of content on each that you will most likely have installed on your site from the beginning (for a full description of each content type, please see the section of the guide titled “Content Types”):

Default Home Page

The default Home Page is the first site users (and you) will see when visiting your guild.

The left container will have two content instances inside it: News and Information. The News box is of the small variety, where clicking a headline will open a new window that displays the entire item. The “Information” box is an Info Sections type, which is where many guilds store information on joining, policies, and other information that is semi-permanent.

The center container, by default, contains the following types of content: a Welcome Message, Guild News, GuildPortal News, Game News, a Shout Box, and Members Online.

The **Welcome Message** content type will be configured with information that may be helpful in getting you started. You can, of course, configure the welcome message with your own personalized text.

The **Guild News** content item is actually a larger version of the Small News content type, except instead of requiring the user to click on the text to view it, the news body is contained right there on the page, where members can read the entire item and comment on it (if the administrator entering the news item wants to allow comments).

The **GuildPortal news** keeps you up-to-date on enhancements that are made to GuildPortal.com itself, without going to the GuildPortal home page.

The **Game News** content item contains headlines that are specific to the game you selected when you created the guild. Most of GuildPortal's news feeds for games comes from WarCry (<http://www.warcry.com>), since they are a reliable source that regularly updates. In some cases, however, the news is provided directly by the publisher of the game, for example Dark Age of Camelot. There are other types of game-specific content and content that adapts itself to the game the guild plays, as well.

The **Shout Box** is where members of the guild can “shout” to one another. Note that only members can use the shout box, to avoid spamming or harassment from people who are not in your guild.

Members Online displays a listing of guild members that have been active on the site within the past 20 minutes. Clicking on the envelope next to their name will open a window where you can enter a private message to be sent to them, via the Web-based mail system.

By default, the following types of content are placed on the home page, in the right container: Events, Images, and Allies.

The **Events box** is one of the two available – this being the smaller version. Upcoming guild events are listed in this one, but full descriptions, sign-ups, and drop/raid point information are available from the full Calendar content type (on the Calendar page).

The **Images box** is the front-end for categorized images. By default, two categories are created on your behalf, but no images are put in them. You can, of course, delete the default categories and create your own.

The **Allies box** lists any guilds that you have formed an alliance with that also use GuildPortal as their hosting site. GuildPortal offers many advantages for allied guilds, such as shared forums and events. For more information on the alliance features, please see the section on Alliances in the Control Panel area.

Default Forums Page

By default, the forums page has no content in the left and right containers – only the center one. This is to provide all of the space on the page for your forums, which is typically the most-visited section of your site. By default, three forums are created when you start your site: General Discussion (set to publicly viewable), Members Only, and Officers Only.

For more information on the forums content type, please see the section on Forums in the Content Types area of this guide.

Default Voting Page

The default voting page is created with two content types in the center pane, and nothing in the right and left panes.

The Voting Polls content type is created with no polls. Polls can have 10 possible answers per question, provide the ability to set a date for the poll closing, and each individual poll can be set to allow voting by a minimum level on the site (public, associates, members, officers, or SuperAdmins).

Underneath the voting polls is the “Who's Online” content type, which shows members who have been active on the site within the past 20 minutes.

Default Calendar Page

The Calendar page is created with the Event Calendar in the center pane, and the “Who's Online” box underneath.

The Event Calendar shows upcoming events' details in in the primary view area, with selectable calendar items to the right that allow movement between dates across two months. For days with events, the calendar widgets show asterisks (*) next to the date.

Default Roster Page

The roster page includes the standard GuildPortal roster, which configures itself to display based upon the game you selected when you created your guild. For more information on the default roster, please see the Guild Roster section of the Content Types area.

By default, the left container of the roster page has a small guild news box and an info sections box.

The standard GuildPortal roster and Who's online are injected into the center container of the Roster page by default. For more information on the roster, please see the Guild Roster section of the Content Types area.

Default Bank Page

By default, the Bank Page contains no content in the left or center containers – only in the center. This is because the Guild Bank content type can require a bit of space when users are browsing items in the guild bank and making item requests.

The Guild Bank content type lists items your guild has, broken down by item type to make browsing easier. The drop-down list that shows when you navigate to a page with a Guild Bank content type on it lists the categories, followed by a count of items belonging to that category that your guild has. In some cases, a game may not be configured with any item types (for example, if a game has not released any information about types of items).

For more information on the guild bank content type, please see the Guild Bank section of the Content Types area.

Default Chat Page

GuildPortal provides an IRC (Internet Relay Chat) server for real-time communications between your guild members. In order to use it, members will need to have an up-to-date Java runtime installed, which can be obtained from Sun's site at <http://java.com/en/index.jsp>.

Please note that IRC requires access to port 6667, which can cause problems with some corporate environments where firewalls are blocking outgoing traffic on certain ports. In situations like that, it might be possible to contact your company's IT staff and request that the port be allowed.

For more information on the Chat content type, please see the Chat section of the Content Types area.

Default Mail Page

When a guild is created, the Mail page is created with one type of content: the Personal Inbox. This content type allows the sending, receiving and organization of GuildPortal's web-based mail. Members can send private messages to each other by clicking on envelope links that are made available in most places where a user's name appears, or by going to a Personal Inbox content type and clicking "New Message."

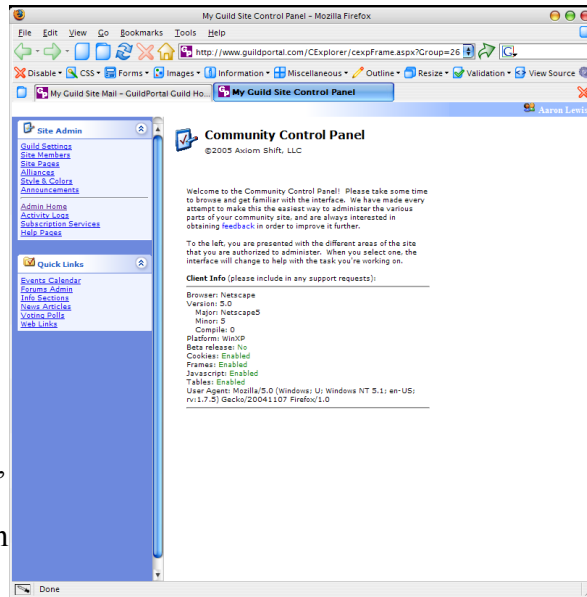
For more information on the Personal Inbox content type, please see the Personal Inbox

section of the Content Types area.

The Control Panel

The Community Control Panel is the Administrative interface provided to you to make managing members, content, and style for your site simple. You can open the Control Panel by clicking on the “Control Panel” link at the top of any guild page. Only people with Settings and/or Roster administrative rights can see this link.

The control panel is organized by frames. The left frame is populated with links that point to the most frequently used sections: Guild Settings, Site Members, Site Pages, Alliances, Style & Colors, Announcements, Admin Home, Activity Logs and Subscription Services. Additionally, if you have forums, an events calendar, info sections and other common content types, a “Quick Links” box is available that will take you directly to editors for those types of content. By default, your guild will have all of these content types installed, so they will be available.



The left side will also change depending upon what you're doing. For example, if you click on “Site Members,” aside from getting a listing of members to administer in the larger frame, the left frame will show a new box called “Member Tasks,” which provides links to manage Application Questions, Banned Users, Idle Monitor, Manage Medals, Profile Tracking, Send Invitations, Approve All, and Reset Participation.

Guild Settings

From the Guild Settings screen, you can change the name of your guild, change the game your guild plays, change the server your guild plays on, and (for subscriber guilds) change the meta-data that will be displayed by search engines that index your site. Please note that submitting your guild site to search engines like Google isn't necessary – it will be indexed automatically by these engines simply by being hosted on GuildPortal.

Setting the game and server does more than determine where you show up when people are searching for a guild; it also affects the types of content available to your site and how that content behaves. For example, selecting your game tells GuildPortal what news to load for the “Game News” content type, and changes automatically when you change the game your guild plays.

If the server you play on is missing from the list of available servers for your game, please contact us by using the support form (<http://www.guildportal.com/Support.aspx>) and let us know.

Site Members

The administrative interface for managing members on your site is streamlined for simplicity. When you click on “Site Members,” you will see “Member Tasks” load in the left frame of the Control Panel interface, and the main area of the interface (to the right) will load a listing of members and applicants to your site. Clicking on a member's name in the listing to the right will bring up a dialog that allows the setting of their access level, their title (which appears underneath their name in the Forums content type), how many raid points they have, and also any administrative rights you want for them to have on your site.

Please note that if you grant someone Settings Admin or Memberships admin rights, they have the ability to remove your rights from the site. Some of the biggest guilds on GuildPortal have only one person with these rights, and we recommend you follow their example. The vast majority of support issues we receive and can do very little about are centered around too many people having administrative access, and one of them deleting content and members on their way out of the guild.

Editing Members

Access Levels. When setting access levels, you have 5 options: Public, Associate, member, Officer and SuperAdmin. These levels are mostly for matching when determining whether a user has the appropriate access level to view a page, forum, event, poll or other content. How you use these security levels is entirely up to you. Public level is the one automatically granted to people who apply to your site, and does not entitle them to any rights other than those that a visitor has.

Title. The title of a member appears under their name in forum posts, and can be set or used however you want.

Raid Points. These are the points that the member has accumulated from being marked as having participated in events that have been given a “point value” for members who have attended, and can be used to rate participation in events or event to purchase items from the guild bank (if that content type is used). While they are

automatically updated when attendance is managed for events, they can be manually overridden here.

Administrative Rights

Events. When granted this right, a member may modify, add delete, and follow-up on events through either the content editor in the Control Panel or by clicking on the edit icon directly on a calendar content type.

Forums. When granted this right, a member may modify, add, and delete forum groups, forums, moderators and alliance forum sharing in the Control Panel or by clicking on the pencil icon directly within a forum content type.

Images. When granted this right, a member may modify, add and delete items in the Categorized Images and Random Thumbnails content types.

Library. When granted this right, a member may modify, add, and delete information sections.

Memberships. When granted this right, a member may approve, delete and set administrative rights for other members of the site, including other administrators. GuildPortal highly recommends that you have no more than one person with this right.

News. When granted this right a member may approve submissions, create new news items, and delete existing news items through the Control Panel or by clicking on the edit icon directly on a News content type.

Quests. Members with the Quests administrative right can add, delete and update existing quests.

Site Settings. Members with Site Settings administrative rights are able to delete, update, and edit just about anything on your site. GuildPortal highly recommends that you have no more than one member with this right.

Vault. When granted this right, a member may modify, add, delete and approve or reject requests for items in a Guild Bank content type.

Voting Polls. When granted this right, a member may modify, add, delete and close polls using a Voting Polls content type.

Member Tasks

When on the administrative section for managing members, the Member Tasks box loads in the left frame, under the main Control Panel navigation box.

Application Questions

From here you can set the questions that people must answer before being allowed to apply to your guild. Though you do not see it because you are already a member of your guild, non-members will see a link on all of your pages that will allow them to apply for access to the guild. When they click it – if you have configured application questions – they are required to fill out the answers to the questions. All administrators with Memberships rights will receive an e-mail with the questions and the answers that the applicant gave.

You can view answers from individuals to application questions either in the e-mail that is sent out when they apply, or by clicking “View Application” from their profile from the main Site Members administrative user list.

Banned Users

You can use this tool to ban users from your site. Please be careful when using it, as it searches the database for the last known IP address of the person you're attempting to ban and, if it finds one, bans that IP from your site as well as the user account name. This does not stop the user from using another computer to create a new account in order to come back to your site and make a nuisance of themselves, however. If you are having constant problems from people coming to your site and harassing your guild in your forums, you can temporarily mark all forums Associate level or higher, preventing any non-approved visitors from posting.

Idle Monitor

These settings configure the Idle User Monitor, a service that runs every other night to help keep your guild members active. It does this by first sending out reminders to members who haven't logged in to your site for the number of days you specify. If they still haven't logged in after another configurable number of days, they are (optionally) removed from the guild. Please note that members who have selected to refuse e-mail in their settings will not receive any messages from GuildPortal, and nobody at or above the level of officer will be auto-removed.

To enable the Idle Monitor, click on “Enable Idle Monitor Services.” You can then specify the number of days of no activity before a warning is sent out to members, the message they will receive, whether to auto-disband eventually, how many days of inactivity before auto-disbanding occurs, and the message members receive when they've

been auto-disbanded.

Manage Medals

You can create virtual “Medals” that you award members of your community for any number of reasons, and they will show up next to that person's name on your roster. For medals that signify rank, you have the option to display them to the left of a member's name instead of the right (the default medal location) in the roster. Please note that this applies only to the standard roster content type, and not any custom rostering you may have in place.

The first step is to create medals with the description detailing what they're for. After that, you can use the “Awarding” link that appears under the medals to award medals to the users of your site.

Profile Tracking

Among other things, GuildPortal tracks the dates and times of member join requests, approval, and disbanding. From the Profile Tracking section of the Control Panel, you can click on the name of a person for which tracking is available, and see the details of activity for that member. You can also add manual tracking information, which can serve as comments, for a given member from their detail screen. Only Settings and Membership administrators are able to see the automatic and manual entries in this area.

Send Invitations

To send e-mails inviting people to join your site, you use the Send Invitations link in the Member Tasks of the Control Panel. You can add as many e-mail addresses as you like, and GuildPortal will send out invitations. Please note that users will not be able to reply to these invitations, since we do not disclose your e-mail address to anybody. Users will be sent the address of the site, along with instructions on how to request access.

Approve All

Clicking on the Approve All link will approve everyone who has applied to the guild but has not yet been granted member rights on your site. If you see a lot of unapproved members in your Site Members listing and know them all, you can use Approve All to quickly grant them access to members-only portions of your site.

Reset Participation

GuildPortal maintains a ranking of members of your site, stored in a Participation Rating, which is visible from the Top and Bottom 5 active members content types. You can

periodically reset the ratings if you desire. For example, many guilds like to keep participation on a monthly basis, giving everyone a fresh start on the 1st of each month.

Filter Members

When administering Site Members, a box loads beneath the Member Tasks area called “Filter Members.” For sites with a lot of members, this tool helps show only certain members in the listing. You can type in partial or full text in the text box provided and click “Filter” to show only users who have that text in their name, click “Unapproved Only” to list only people who have not been granted member access on the site, click “Officers only” to show only people who have been granted officer or higher security rights, and select “Display Titles” to show titles underneath the names of all users in the listing.

Site Pages

GuildPortal features a robust, easy-to-use content management system.

When you click on the “Site Pages” link in your Control Panel, you are shown a listing of the pages on your site, and given the ability to add new pages. Within each page of your site are three content containers (left, center, right) that you can add different types to content to.



Page Properties

To add a new page to your site, click on the “Add a New Page” link in the Site Pages screen. The settings for each page are listed below.

Name. This is the name of the page and is displayed either as a tab along the top (under your banner) or in the Site navigation on the sides of your page (depending on which type of navigation you have selected for your site in the Style settings).

Display Order. In ascending order, the order in which this page should be displayed in relation to other pages on your site. For example, you might have Home set to 0 and Forums set to 1, and the Home page will display before the Forums page in your navigation.

Level to View. The minimum security level necessary for a visitor or member to view the page. Using different levels for different pages makes it possible to create entire sections of your site that are visible to Public, Associates, Members, Officers or Super Admins. Setting a page for Super Admin is useful when you're testing the different content types to get a feel for them, before adding them to a more visible page.

Tab Button Appearance. Tab buttons appear if you have the default navigation selected in your Styles & Colors. For each page, you can specify the URL to an image to use for both active (Active Image) and default (Inactive Image) states. The Active Image is used when the page is currently being viewed by someone, and the Inactive image is used when the page is not the page currently being viewed.



Content Containers Appearance. On each page are three containers for content: left, center and right. You can set the width of these containers so that content you want to add displays optimally or just to customize the appearance of your site further. We recommend using absolute pixel values (eg, “175px”) for the side containers and leaving the center pane width empty, so that the larger content which usually appears in the center can scale to the user's browser or the content it's containing.

Content Management

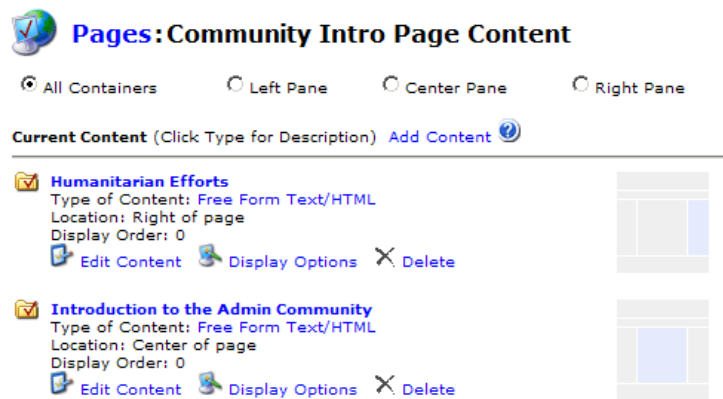
Next to each page in the Site Pages screen are links to edit the content, display options, and sounds associated with that page.

Managing Content

Each page on your site has three containers for content: left, center and right. You manage the content that you want on your pages by clicking on the “Content” link next to the page listing in the Site Pages area of your Control Panel. Content appears in containers that can be modified in the Style & Colors section of your Control Panel. Each type of content may or may not have an editor with administrative options, or it may be read-only (display only), with no options to set. There are over 40 different types of content that GuildPortal provides for you to add to your pages.

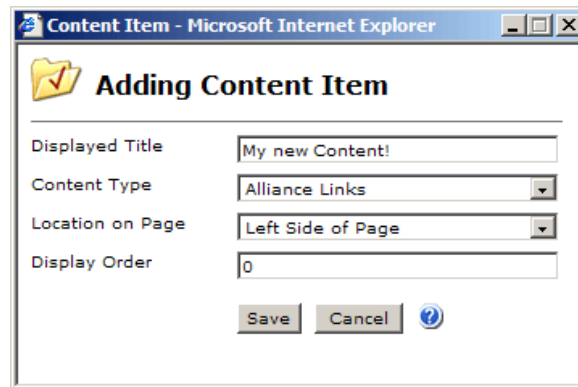
Adding New Content

When on the Site Pages screen (selected in the Control Panel), you'll see a listing of pages that you currently have on your site. To manage the content, either click on the name of the page or click on “Content” to the right of the name of the page. Doing so will take you to a listing of content on the page you selected (pictured below).



The listing displays each instance of content on the selected page, with links to view the description of the type of content, edit the content's options, edit the display options of the content, or to remove (delete) it from the page. Across the top of this form is a selection you can use to view content only contained in different parts of the page (left, right or center).

Clicking on Add New Content brings up the following dialog:



The **Displayed Title** is the text that will appear along the top of the content box when the page is displayed to your members (and yourself).

The **Content Type** is a drop-down box that you use to select the type of content you want to add. This can range from smaller types of content such as “Who's Online,” and move all the way up to the most complex and feature-rich types, such as Forums, a Calendar, and Web-based Mail.

All content types appear in one of three containers: the left, center or right side of the page. You can specify which container you want the new content to appear in by selecting it from the **Location on Page** drop-down box.

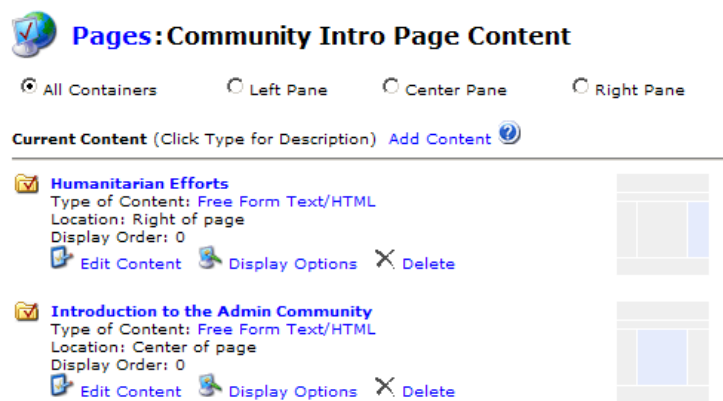
The **Display Order** is a number that tells GuildPortal when to render the content on the page, in relation to all other items within the same container. For example, if you have a Display Order of 0 for Forums, and 1 for Who's Online, Forums will appear first, and Who's Online will appear directly after it.

Modifying Existing Content

The majority of content types on GuildPortal support some kind of customization that goes beyond just specifying where it appears on a page.

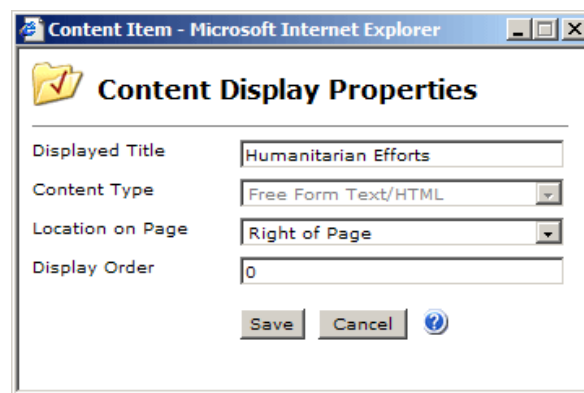
For example, editing a Forums content type allows you to create and manage forum categories (or groupings), add and delete forums, set forum security levels, designate forum administrators, and more. Conversely, some times of content have no options at all, such as the Game News content type, which automatically displays news for the game you've selected for your Guild.

As with adding new content, in order to manage existing content you click on the Site Pages link in your Control Panel. A listing of pages is displayed, and from there you click on the name of the page or the link next to it that says "Content." This will bring you to a listing of content instances that appear on the page you've selected (pictured below).



There are two types of editing you will most likely perform on your content: content-specific options and display options.

Clicking on **Display Options** brings up the following dialog:



You'll notice that it is identical to the dialog that is displayed when you add new content, with one difference – the Content Type drop-down is disabled. Once you add an instance of content to a page, the type becomes

fixed and can no longer be changed. The Displayed Title, Location on Page, and Display order can be modified, however. For information on what these functions do, see "Adding New Content" earlier in this chapter.

Alliances

The ability to link sites together in an alliance is one of the more powerful features of GuildPortal. When two or more sites form an alliance, the ability to share forums and events become possible. To propose, approve or remove alliances, click on "Alliances" from the Control Panel. The following page appears:



GuildPortal Admin Community Alliances

Current Alliances: [Add Alliance](#)

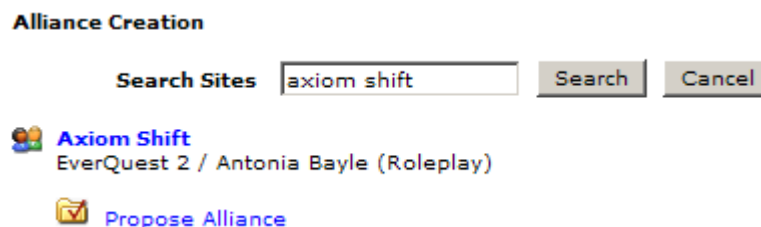
This is one of the more powerful tools. With an alliance configured, you can share events and forums with allied sites while keeping the same look and feel of your guild!

To create an alliance, click on "Add Alliance" and find the other site you wish to create an alliance with. Note that content sharing won't be possible until both sides of the alliance have approved it. Later, to remove or leave an alliance, come back here and click on "Remove Alliance."

GuildPortal Admin Community and XSLT Help Community
Approve by both parties: **True**
Created: 9/30/2003 11:53 AM by Aaron Lewis
[Approve Alliance](#) [Remove Alliance](#)

Adding an Alliance

Forming an alliance involves two things: the proposal by one guild, and the acceptance of another. To propose an alliance to another GuildPortal-hosted guild click on the Add Alliance link. Doing so will bring up the following form that you can use to search for the guild you want to form an alliance with:



Alliance Creation

Search Sites

Axiom Shift
EverQuest 2 / Antonia Bayle (Roleplay)
[Propose Alliance](#)

Since guilds can have the same name across games, and in some cases across servers (or realms) within the same game, the game and server are listed underneath the name of the guilds matching your search criteria. You can also visit the sites that match your search by clicking on the name of the guild.

Once you have found the guild you are looking for, click on Propose Alliance. This will send a message to any Super Admins of the site you're proposing an alliance to, as well as provide them the option to approve the request.

When an alliance has been proposed and subsequently approved, the Calendar and Forum content editors will have new options that allow sharing between the allied guilds. Note that there is no limit to the number of guilds you can have alliances with.

Sharing Forums

When you have an alliance (or multiple alliances), you can share forums with the other guilds you have the alliance with. In order to share forums, go to your forums content editor by either clicking on the pencil underneath your forums content type on your site, or click on Edit Content from the Site Pages section of your Control Panel. A listing of forums appears, and underneath each, among other tools, is the link to modify the “Sharing” properties of the forum.



Clicking on “Sharing” under any forum will open the following dialog:



Every guild you have an alliance with (where the alliance has been approved) appears in a listing with check boxes next to each. You can selectively share forums with only certain guilds, or all guilds that you have alliances with. Once you're done, click “Save.” The forums will immediately appear as available on the allied sites, and the administrators of

the Guild you have shared the forum with can place the forum in their own, custom forum categories.

Note that the Security Level of shared forums is carried across to the guilds you share the forum with. If the forum is Officers Only on your site, it will be Officers Only on the site you share the forum with. To that end, you may not be able to see the forums you've shared on the sites you've shared them with (since you won't be promoted to Officer in the ally guild by virtue of sharing a forum), but you will still be able to see it on your site.

Sharing Events

As with forums, events can be shared between allied guilds. In order to share an event, go to your calendar editor by clicking on the pencil under your calendar, or by going through the Site Pages section of your Control Panel, clicking on the page that has a calendar on it, and then clicking Edit Content for the calendar content type that is listed (pictured below).

Pages: SA Only Page Content

All Containers Left Pane Center Pane Right Pane

Current Content (Click Type for Description) [Add Content](#)

Our Calendar
Type of Content: [Calendar - Enhanced](#)
Location: Center of page
Display Order: 0

[Edit Content](#) [Display Options](#) [Delete](#)

When the event editor comes up, either add a new event or select an existing event to edit. Enter your even or make any changes (if editing an existing event), and then click “Save.” If you have any allied guilds, the Event Sharing Options will be displayed.

Calendar - Enhanced Editor

Event Sharing Options

Please select any allied guilds that you would like to share this event with.

Select all Allies

XSLT Help Community

You can share an event with any other guilds that you have an alliance with, where the

alliance has been approved by both sides. Check each guild you're allied with that you would like to share the event with, and then click Save.

When an event is shared, a copy is made for the guild(s) you share it with. They are able to modify any details of their copy. A copy is made because guilds often differ in the way they reward raid points, and they may also have special instructions they want to give their members concerning the event.

Content Types

There are over 40 different types of content you can add to your pages, no matter what game your guild plays. However, depending on your game, there may be more available to you. For example, Mythic has released roster information, a spells database, and a skills database all as XML feeds that GuildPortal makes use of for Dark Age of Camelot guilds, displaying the content as if it's just another part of your web site.

New content types are being added all the time, usually based upon user request. If you have an idea for a content type that you believe would benefit either all users of GuildPortal or even users playing a specific game, please let us know. The ideas and requests of the administrators is what has kept GuildPortal improving since it went live.

The rest of this section of the guide provides an overview of the different types of content being offered at the time of this writing. Depending on the game you play, certain types of content listed here may or may not appear in your Control Panel.

General Content Types

The following content types are available to most guild types, regardless of the game you play:

Alliance Links

Shows a listing of Allies also using GuildPortal. Configuring allies is done by using the Alliances editor in your control panel, or by clicking on the pencil underneath the Alliance Links box.

Bank

The Guild Bank application. Items can be entered manually or imported from other items that people playing your game have entered. Members can view and request items from the bank, and items can be assigned a point value that is deducted from a member's total Raid Points when their item request is approved by a Bank admin.

Calendar

Calendar with date selection controls on the right and the day's hourly breakdown on the left. Allows viewing of sign-ups for all guilds in an alliance. Recommended placement in the center pane only.

Categorized Images

An image category/location tree where you can enter locations of images for your members to view.

Categorized Links

Links grouped by customizable categories.

Embedded Page

A guild page that will load in its own window on a tab. Works with Internet Explorer, Opera, FireFox, and Netscape 6.0.

Events Box (Small)

A small box, suitable for display in one of the side panes, that lists upcoming events for the guild.

Forums

A full forum solution for your guild. When you click on the Edit icon underneath the forums, you are presented with the Forums Editor (pictured below).

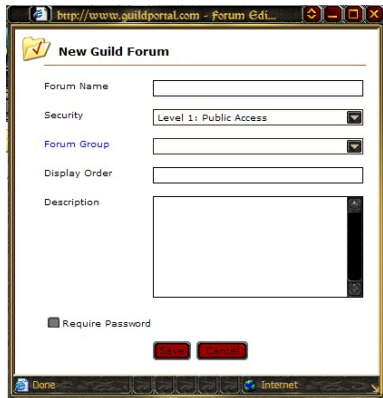
Forum Groups

Forums can be uncategorized, which means they can all appear together without any sorting other than alphabetical by name. Optionally, you can click “Edit Forum Groups” in the Forums Editor and create groupings for your forums to be placed in. Typically, people use forum groups in order to keep a cleaner forum page so people don't have to do a lot of searching.

Adding a New Forum

When you have the Forums Editor open, one of the links along the top is “Add Forum.” Clicking on that link opens an easy-to-use form for creating a new forum. For each forum you create, you have a title (that shows up in the listing of forums on your actual guild page), a Security level (the minimum security level a person needs on your site in order to participate or even see the forum). Optionally, you can specify a numeric Sort Order that will override the normal alphabetical sort. You can also select a Forum Group (covered in the previous section). If you enter a Description, users will see it underneath the title.





If you want to require a password *in addition to* the security level, check the “Require Password” checkbox, and a new text box will appear for you to enter the password that people will be asked for before they are permitted access to the forum.

Forum Pruning

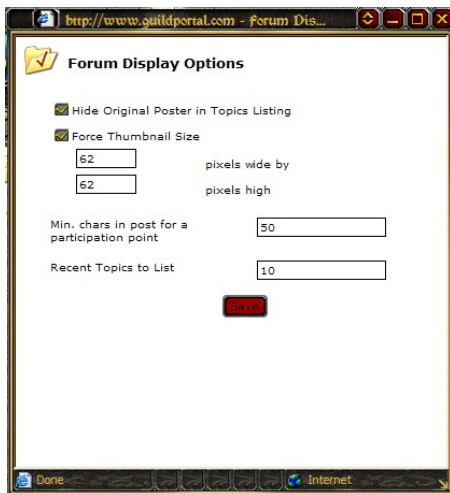
Occasionally and after long enough, you may decide that one (or more) of your forums needs to be pruned. Pruning removes topics and posts that are older than the length of time you specify in “Topic Removal Criteria” drop-down box. You can select individual forums by checking the boxes next to them, or click the check box at the top that says “Select all Forums for pruning,” in order to have all of the check boxes checked for you.



Forum pruning is a fairly intensive

process and can take some time.

Forum Display Options



When in the forums editor, one of the links along the top is called “**Display Options.**” When you click on it, a window opens that gives you a few options for how the forums display to all users.

Hide Original Poster in Topics Listing is something you can check if you don't want the original person who posted listed at the topics view in your forums.

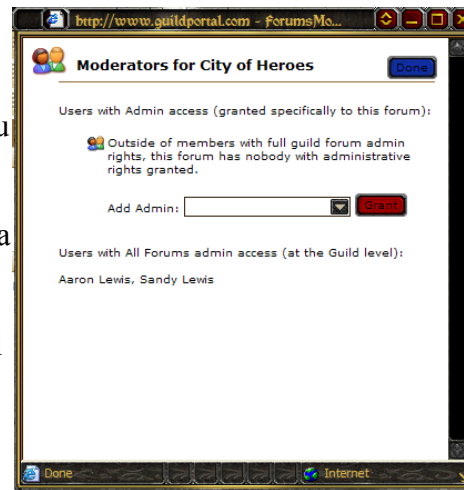
You can check **Force Thumbnail Size** in order to set a static width and height for any thumbnail images that your users have to the left (underneath their name) of the posts. Doing this helps prevent thumbnail images that virtually take over a page by pushing table cells over.

Min. chars in post for a participation point is a place where you can enter the minimum number of actual characters (letters or numbers) that a user must enter in a post before they are awarded a participation point. This may help prevent some of the more common forms of “star farming,” where people post simply to improve their participation rating but don't really add anything to the conversation they're posting to.

Recent topics to list is where you can specify the number of posts to list at the bottom of your forums page, where the top # most recent posts are shown.

Forum Moderators

Underneath each forum in the Forums Editor is a link that says “Moderators.” Clicking on that link will open the form pictured to the right. Using this form, you can grant individual forum admin rights (which means that the users will be able to delete topics, posts, edit posts, etc. for a single forum) to users in your guild without granting overall administrative rights to the site. Just as an informational piece, at the bottom of the Moderators form is a listing of users who by default already have access to administer the forum (because of site-wide admin rights), so that you know you do not need to grant them rights.



Free Form Text/HTML

An area containing custom text/HTML.

Game News

Game news for the game your guild plays. Automatically detects the game your guild plays and displays the appropriate news.

Guild Funds

The Guild Funds application.

Guild Summary

Shows a tree-view of the guild's portal structure.

GuildPortal News

News from the GuildPortal homepage.

Inbox

Provides a full messaging system for your users.

Info Sections

A small box, suitable for display in a side pane, listing all informational "sections" for the guild. Clicking on a link in this box will result in the full body of the info section being displayed in a "viewer."

Java Chat

A chat applet where guild members can talk to each other in real-time. Suitable for display in the center pane because of the size of the applet. Channels can be configured by an administrator.

Keys/Flags for Characters

Displays a listing of keys/flags for your game, and provides two views: one to show characters who are associated with your guild who have been marked as having the key, and one of characters who are associated with your guild who have not been marked as having the key.

Library

Categorized library articles.

Medals (Recent Awards)

Lists medals that have been awarded to guild members in the past 30 days.

Member Participation Ratings

A listing of all members and their participation ratings on the site.

Member Tradeskills

Shows tradeskills that members of the guild have. This content type is display-only and does not have an editor.

Members (Least Active)

Lists your 5 least active users.

Members (Most Active)

Lists your top 5 members by activity rating.

Needs List

A database of guild member needs, with the ability to schedule events.

News Box (Large)

A large box, suitable for placement in the center pane, that displays the headline, full body, and information of the poster for the most recent 5 guild news items.

News Box (Small)

A small box, suitable for right or left panes, with links to the most recent 5 news items for your guild. When these links are clicked, a "news item viewer" will open, displaying the full information on the news item the user clicked.

Officer Contact List

A listing of officers in the guild, with names click able to provide an easy way to send messages.

Page View Counter

A counter that displays the number of times the page it's on has been viewed.

Quests

A large quests box, displaying information on all quests entered for your guild, with the ability for users to mark steps of quests completed.

Quotes

A box that randomly displays one of the admin-entered quotes with the name of the author listed below the quote.

Raid Point Standings

A listing of all guild members and their current raid points.

Random Thumbnails

Random Thumbnails are images that are displayed randomly in their content box, and are useful for things such as member screen shots. It is recommended that you keep the images scaled to a standard size.

Recent Bloggers

A listing of recent blog entries made by members of the guild.

Roster

Default rostering system provided by GuildPortal. Some games may have alternate rostering systems, depending on whether the game publisher provides a way to get at that data.

RSS Feed

Displays items from a remote RSS 2.0 feed.

Shout Box

Lets users all over GuildPortal /shout out to each other!

Small Voting Box

Allows users to vote on polls they haven't voted on yet.

Stories

Allows members to read fiction submitted by other members, as well as adding their own. Breaks up stories by author, and allows individual editing/adding of chapters.

Voting Admins Listing

A box that lists the members of your site that have access to administer voting polls. Useful if you want to provide an easy way for your users to send these people messages.

Welcome Message

A free-form text/html box for entering a welcome message that you would like visible to anybody visiting your site.

Who's Online

A box that lists users in your guild who are currently logged in, with the ability to send them instant messages.

XML/XSL Transformation

Provided a path to both an XML file and an XSL stylesheet, transforms a document and outputs the results to the browser.

Game-Specific Content Types

CoH Server Status

A listing of City of Heroes servers and their status, updated every 15 minutes.

DAOC News Feed

Dark Age of Camelot news provided directly by Mythic

DAOC Server Status

A server status listing for Dark Age of Camelot.

DAOC Server Status (Europe)

Connects to Mythic's servers to retrieve the status of the European servers.

DAOC Spells Database

A search able database of DAOC spells.

DAOC XML Roster

Connects to Mythic's Servers to retrieve the guild roster and transforms it to appear within your portal.

EQ Roster Dump

A view of the roster file that is exported from EverQuest and uploaded to GuildPortal in plain text format.

WoW Allakhazam Roster

Transforms a roster stored by Allakhazam from the WoW Reader application, providing an easy way to keep your guild's roster up-to-date.

Raid Points (DKP) in GuildPortal

Many people are surprised to find out that GuildPortal has a Raid Point/DKP (Dragon Kill Point) system in place. The surprise comes from the system being completely integrated with everything else, instead of being a stand-alone application requiring different logins and administration.

In GuildPortal, Raid Points are tied to the Calendar and Bank content types, as well as the Site Members section of your Control Panel. When you create an event, you can specify how many Raid Points will be awarded to members who attend. Later, when the event has finished and you're doing follow-up, you can blanket award the specified raid points to all who attended, or even modify how many raid points are awarded to individual members.

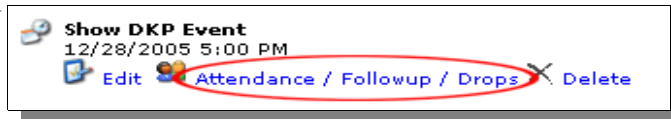
Drops of items or other game-related “loot” is also tracked in event follow-up, and as part of the follow-up process, you can specify what dropped (either entering all of the pertinent data manually or selecting from a list of drops you've previously entered), who got it, and how many raid points it cost them.

Setting Raid Point Value

The first step in using the raid point/DKP system is to specify the raid points people should be awarded for attending your events. You can do this when creating your event, by entering a number in the “Raid Point Value” text box.

The value you enter is specific to the event itself, for your guild. If you choose to share this event with one or more allied guilds, they will receive their own copy and will be able to change the raid points that will be awarded to their guild members for attending.

It's a good time to mention that in order for any raid points to be awarded, it is necessary for your members to actually sign up for the events. Using the Calendar content type, members will see a link under each event that will allow them to sign up. This creates a record between the member and the event, indicating that they intend to attend, and it also lets them specify which character they will be bringing (including the ability to bring multiple characters).




Event Follow-Up

After the event has occurred, it's time to award raid points. Clicking on the pencil at the bottom of your calendar will bring up a listing of events. Find the event in the list and click on Attendance/Followup/Drops. After clicking that link, the Event Follow-Up / Attendance Point Awards window will pop up. This window provides the ability to enter a summary of the event (with the option to auto-post a news item from the summary you enter), modify the attendance list and raid point awards, and also to specify in-game valuables or items that dropped during the course of the event (as well as who was awarded said items and how many raid points it cost them). For the purpose of this walk-through, we're going to be covering Attendance/Raid Points.

Event Follow-Up / Attendance Point Awards

Event Summary Attendance / Raid Points Drops

Mark All Attended

User Account	Character	Mark Attended	Points
 Aaron Lewis	DAOC Test 2	<input type="button" value="Mark Attended"/>	<input type="text" value="12"/>

Next >> Cancel

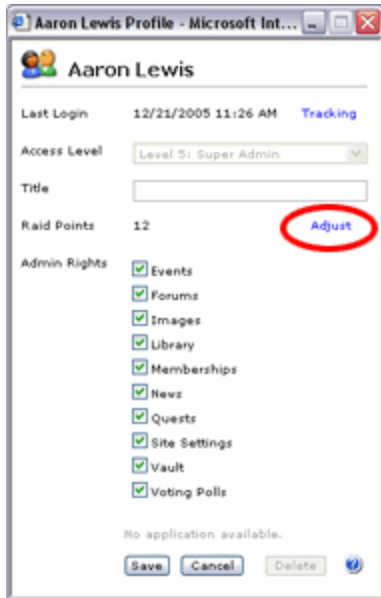
Attendance/Raid Points

Raid point awarding and attendance confirmation are both contained in the same dialog. You can mark each member who signed up as having attended the event, individually mark members as having attended, or mark all attended. By default, the number of raid points awarded to all members who signed up for the event is set to the value you entered when creating the event. You can individually modify the number of raid points each member was awarded (for example, fewer raid points if the member showed up late/left early, etc.) or leave the default raid points in for all members.

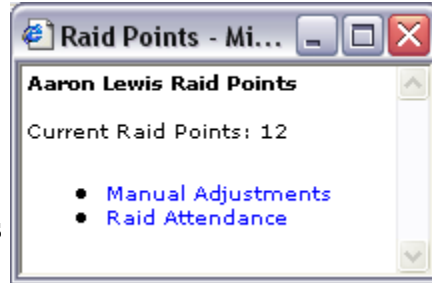
Generate Sign-Ups

Clicking Next will take you to the Generate Sign-ups screen, which allows you to select members from your guild membership list that did not originally sign up, but who did actually attend. For these members, you can enter a different amount of raid points to award. Some admins deduct an amount from the default raid points for members who did not sign up for the event in the first place, as an incentive for members to sign up.

Manually Adjusting Raid Points



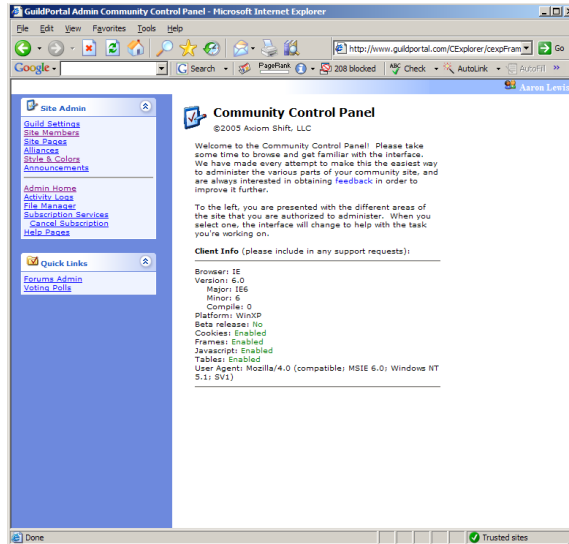
Administrators can manually adjust the number of raid points for members in the Control Panel, by clicking on Site members and then clicking on a members' name. The raid points are displayed, and there is a link to click to Adjust the raid points for the member.



Once that link is clicked, you will be presented with a menu from which you can make manual adjustments to the raid points for the member, or adjust the raids the member has attended.

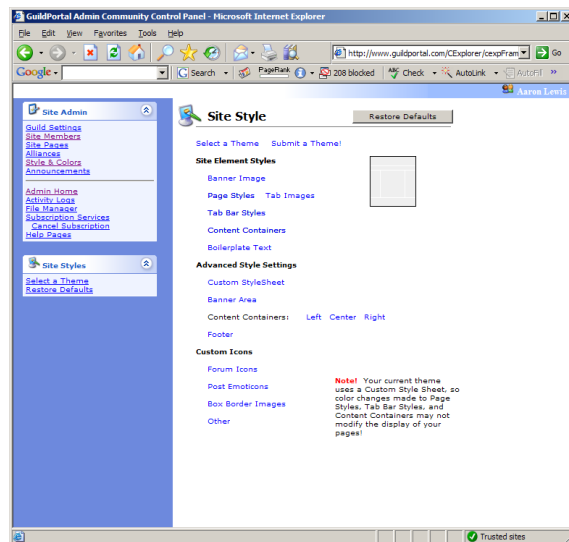
Customizing Your Site

From any page on your guild website, click the Control Panel link. Note that this link is only visible to people with Settings Administration access. If your guild has set the Tab Bar Style to a Horizontal Tab Bar, it will appear along the top of any page. If you have any of the Content Boxes selected for your Tab Bar Style, it will appear in the container that was selected (left side, center, or right side).



Screenshot 1 The Control Panel

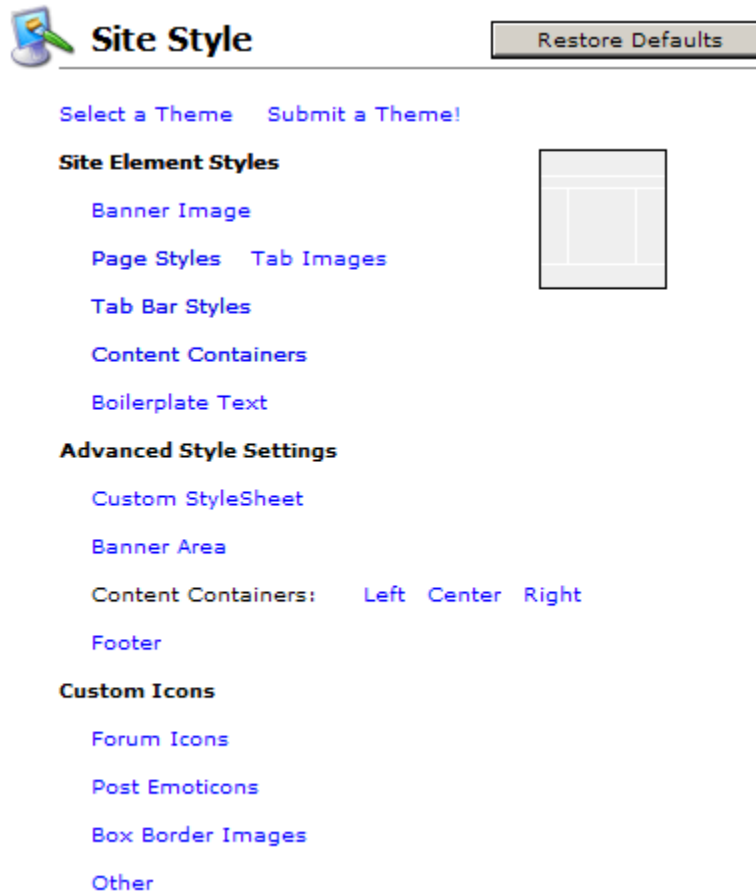
Once the Control Panel is open (Screenshot 1), you will see a series of links on the left-hand side of the page. For the purpose of this guide, we will only be dealing with customizing the appearance of your site. Click the Style & Colors link.



Screenshot 2 Site Style Home

Site Style Home

The Site Style page (Screenshot 3) is where most of the site-wide customization is performed. Some content types, such as forums, have their own display properties to further customize how they appear, but changes made in the Site Styles section of the Control Panel apply to the entire site.



Screenshot 3 Site Style Home

Overview of Site Style Areas

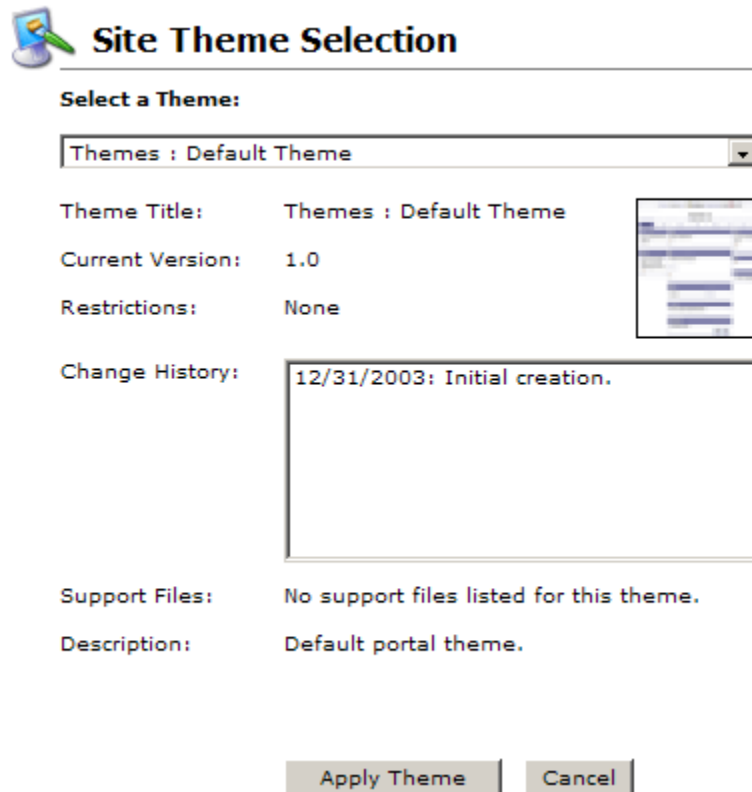
Though the rest of this document will focus on each area of the Site Style page in detail, here is a summary of the function of each link:

- **Select a Theme.** GuildPortal comes with many themes that can be applied to your site immediately to get a look other than the default one.
- **Submit a Theme.** If you've used the other tools in the Site Style page to create a great theme that you want to share with others (allowing them to apply it to their site), you can submit it for inclusion in the list of pre-supplied themes.

- **Banner Image.** Subscribers can upload their banner image for hosting by us, while free sites can supply a URL for GuildPortal to use in displaying the banner image.
- **Page Styles.** To present consistence in design to your members, you use the Page Styles section to set things like page margins, content display, colors and background images that apply to all pages on your site.
- **Tab Images.** If your guild uses the tab bar style that displays page navigation links underneath the banner, you can define images to use instead of plain text. Each tab has two states that you can supply images for – active (if it is the current page the user is viewing) and default (not the current page the user is viewing).
- **Tab Bar Styles.** GuildPortal allows four different locations for the site navigation, which provides your users (and you!) with a listing of guild pages, access to personal settings, and messaging (web-based mail).
- **Content Containers.** All content on GuildPortal pages is stored in one of three containers – left, center and right. This section provides the ability to select colors, font properties, and images to be used when rendering these containers.
- **BoilerPlate Text.** This is text that appears at the bottom of every guild page. Typically it includes copyright information or a guild motto.
- **Advanced: Custom StyleSheet.** GuildPortal provides the ability for administrators who have knowledge of CSS to provide their own stylesheet to be used, instead of the one that GuildPortal renders based upon guild style settings.
- **Advanced: Banner Area.** You can supply your own custom HTML to be used in place of the standard banner image, if you choose. Optionally, you can have GuildPortal inject your banner image's URL by adding mark-up text.
- **Advanced: Content Containers.** Gives complete control over the left, center and right content boxes display of your site by allowing custom HTML code with special tags that tell the site where generated content should be displayed (such as the title and actual content of items).
- **Advanced: Footer.** You can supply your own HTML as the footer of the site, much like you can with the Banner Area. Special text tells GuildPortal where to inject your boilerplate text.
- **Custom Icons: Forum Icons.** Allows specification of custom icons to be used in place of the defaults for the forum content type.
- **Custom Icons: Post Emoticons.** Allows use of custom icons to be used in place of the default for emoticons (smiley faces) in posts created in your forums.
- **Custom Icons: Box Border Images.** Provides a series of pre-set and customizable images that you can use for all content containers on your site.
- **Custom Icons: Other.** Miscellaneous areas of your GuildPortal-hosted site that you can provide custom images for.

Select a Theme

GuildPortal comes with a set of themes that are pre-defined and ready for you to apply to your guild's site. Some are supplied by us, but most come from user submissions. Most often, these themes are used as a starting point to further style customization.



Site Theme Selection

Select a Theme:

Themes : Default Theme

Theme Title: Themes : Default Theme

Current Version: 1.0

Restrictions: None

Change History: 12/31/2003: Initial creation.

Support Files: No support files listed for this theme.

Description: Default portal theme.

Apply Theme Cancel

Screenshot 4Site Theme Selection

Themes are broken down into two categories: simple and complex. You can modify simple themes after applying them by using the other standard tools (Page Styles, Content Containers, etc.). The complex themes often include custom HTML and custom StyleSheets that require more advanced knowledge of web site design to modify.

When viewing the Site Theme Selection page, you are able to select any of the pre-defined themes from the drop-down box at the top. When you do, an image to the right is updated with a preview of the theme, if a preview is available.

Theme Title

The name of the theme. Themes provided by GuildPortal start with either “Themes : Simple” or “Themes : Complex”, while themes contributed by members start with “By Members”, followed by the member's name.

Current Version

Themes are sometimes updated, and when they are, the Current Version is updated to reflect it.

Restrictions

Some themes make extensive use of images that use a lot of bandwidth. Those types of themes are sometimes restricted to use by subscriber guilds. If such a restriction is in place, it will be listed here.

Change History

When themes are updated, entries are made into the Change History to let people know what has been modified.

Support Files

Themes may come with files that will assist you in further customizing them, such as photoshop graphic templates. If any are provided with the selected theme, they are listed here for download.

Apply Theme

Clicking this button will apply the currently selected theme to your site.

Submit a Theme

If you've put together an original theme and want to share it, you can submit it to us for addition to the list of themes, allowing other admins to apply it to their sites.



Theme Submission

Thank you for submitting your theme! Your site's colors and other settings will be exported to the theme format, and reviewed. Once approved, other admins will be able to use your theme by clicking on "Select a Theme" from their Control Panel.

Title of theme:

By-line (appears under author info):

Any special instructions or information for the theme reviewer:

Submit Theme

Screenshot 5 Theme Submission Page

Title of theme. The name you want to give the theme. This will appear in the drop-down list of available themes, if approved.

By-line. Included in the description of the theme, this is where you provide any information about yourself that you want others who are looking at your theme to see, such as guild home page.

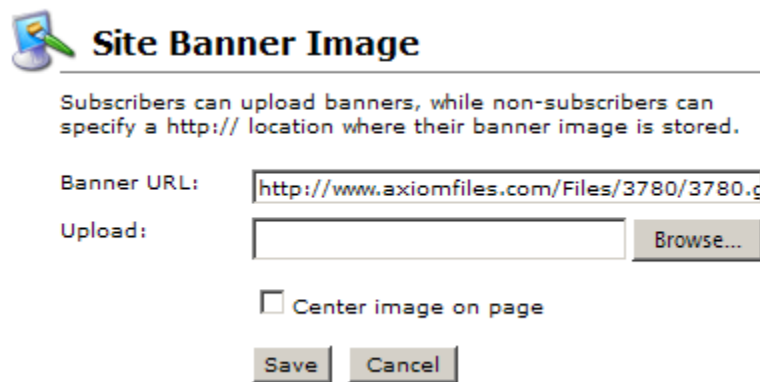
Special Instructions. If your theme is complex or if you have any additional information you believe others using your theme might find useful, provide it here.

Site Element Styles

The Site Element Styles area of the Site Styles page provides links to all of the point-and-click tools you can use to customize your site's appearance. Unless you're working with complex themes and providing your own custom CSS and HTML, this is the area you will most likely do all of your customization in.

Banner Image

The banner image appears at the top of every guild page. For subscriber sites, the banner image can be uploaded from your hard drive and will be hosted on our servers. Free sites can provide the location of their image somewhere on the internet by providing a URL starting with `http://`.



The screenshot shows a web form titled "Site Banner Image" with a small icon of a computer monitor and a pencil. Below the title is a horizontal line, followed by a paragraph of text: "Subscribers can upload banners, while non-subscribers can specify a http:// location where their banner image is stored." Below this text are three input fields: "Banner URL:" with a text box containing "http://www.axiomfiles.com/Files/3780/3780.g", "Upload:" with an empty text box and a "Browse..." button to its right, and a checkbox labeled "Center image on page" which is currently unchecked. At the bottom of the form are two buttons: "Save" and "Cancel".

Screenshot 6Banner Image Settings

Banner URL

If you have your image stored somewhere on the internet, you can provide the image URL. Free sites typically use the storage space that comes with their internet service to store their banner image. There are also a number of free image hosting services available on the web.

Upload

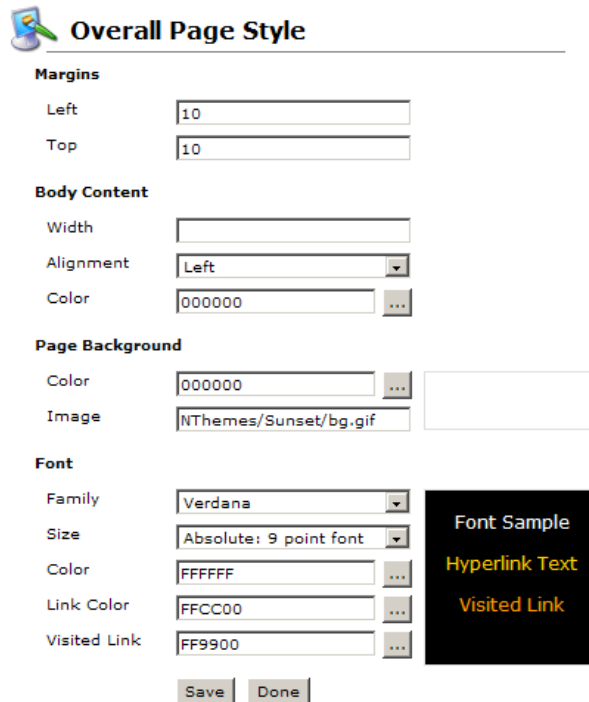
This area appears only for subscriber guilds, and allows the direct upload of an image from your hard drive to our server.

Center Image on Page

Checking this box will cause your banner to be centered horizontally on every guild page.

Page Styles

The Overall Page Style area defines styles that are used across all pages on your site. Note that changes made here will not affect your site if you are using a Custom Stylesheet instead of the regular settings.



The screenshot shows the 'Overall Page Style' configuration window. It is divided into several sections: 'Margins' with input fields for 'Left' (10) and 'Top' (10); 'Body Content' with fields for 'Width', 'Alignment' (Left), and 'Color' (000000); 'Page Background' with fields for 'Color' (000000) and 'Image' (NThemes/Sunset/bg.gif); and 'Font' with fields for 'Family' (Verdana), 'Size' (Absolute: 9 point font), 'Color' (FFFFFF), 'Link Color' (FFCC00), and 'Visited Link' (FF9900). A 'Font Sample' box on the right shows 'Hyperlink Text' in yellow and 'Visited Link' in orange. At the bottom are 'Save' and 'Done' buttons.

Screenshot 7Page Styles

Margins

Left

The distance (in pixels) between your page's content and the left side of the browser window. Does not apply if you set Center or Right alignment in Body Content.

Top

The distance (in pixels) from between your page's content and the top of the browser window.

Body Content

Width

The width (in pixels or as a percentage of overall space available) of the contents of your pages. For a page that sizes itself to the user's browser window, use a percentage. For a set width (to go along with a banner image, for example), be specific and use pixels (eg, "600px").

Alignment

The alignment of all content on your pages. You can align content in the center of a page, to the left, or to the right.

Color

The default color to use with fonts that are *not* contained in content boxes. For example, if you have no banner, a default piece of text will appear at the top of your pages that has your guild name. Setting the Body Content Color will also set the color of that text.

Page Background

Color

Click on the small button next to this text box to select a color from a color-picker. If you know the hex value of a specific color that you want to use, you can also enter it directly into the text box.

Image

You can enter an image to display as the background of your page here. You will need to provide a fully-qualified internet address (starting with <http://>) to the image.

Font

The font settings on this page include text that appears inside your content boxes, which is where most of your text will appear.

Family

Font families specify the type of font that will be used on your page. By default, Verdana is selected. You have the option of using Helvetica, Times, Sans-Serif, Serif, Monospace, Courier, Cursive, Fantasy, Georgia and Garamond. Be careful when using the Cursive font – not all browsers display it very well (in some cases, it can be unreadable).

Size

The default size you want text on your page to be. For sizes that are relative to and defined by the user's browser, use XX-Small, Small, Medium, Large, X-Large or XX-Large. For absolute sizes, use 8, 9, 10, 11, 12 or 13 point fonts. Absolute sizes provide a greater degree of control over the appearance of your site, but relative fonts provide a more flexible display for users who have chosen non-standard font sizes in their browser (for readability).

Color

The color of text on your pages. If you know the hex value of a specific color that you want to use, you can enter it directly into the text box. If you want to choose from a color-picker, click on the button next to it.

Link Color

The color of hyperlinked text on your pages. If you know the hex value of a specific color that you want to use, you can enter it directly into the text box. If you want to choose from a color-picker, click on the button next to the text box.

Visited Link

The color of hyperlinks on your pages that the viewing user has already visited. If you know the hex value of a specific color that you want to use, you can enter it directly into the text box. If you want to choose from a color-picker, click on the button next to it.

Tab Images

By default, your pages (or “tabs”) can be reached by your users when they click on the links that are generated on your page as they view it. Site Pages is another area of the Control Panel where you can create, delete, and modify the content on pages of your site, but the full content management portion of GuildPortal is beyond the scope of this guide.



Style Home : Tab Images

Tab Images are only visible if you have selected the default tab style (horizontal) in the Tab Bar Styles. The Default Image URL is the location of the image to use for the tab when it is not the current page that the user is viewing. The Active Image URL is the image to use in place of the tab when it is the current page the user is viewing. **Note!** For images stored on a remote server, please use the full URL, including the HTTP:// prefix!

Tab Name	Default Image URL	Active Image URL
Community Intro	<input type="text"/>	<input type="text"/>
Forums	<input type="text" value="/GuildImages/sunse"/>	<input type="text" value="/GuildImages/sunse"/>
Voting Booth	<input type="text" value="/GuildImages/sunse"/>	<input type="text" value="/GuildImages/sunse"/>
Personal Mail	<input type="text" value="/GuildImages/sunse"/>	<input type="text" value="/GuildImages/sunse"/>
Resources for Admins	<input type="text" value="/GuildImages/sunse"/>	<input type="text" value="/GuildImages/sunse"/>
Chat Room	<input type="text"/>	<input type="text"/>
SA Only	<input type="text"/>	<input type="text"/>

Screenshot 8Tab Images

All of the pages (or “tabs”) that your site has are listed in the Tab Images editor, with boxes where you can either the URL (internet address) of the images you want used when the tab is in the default state (not the one the user is currently on) and in the active state.

Tab Bar Styles

You have the option of defining where site navigation is display on your pages. The default is along the top, directly underneath your banner.



The screenshot shows a dialog box titled "Tab Bar Style" with a small icon of a key and a pencil. It contains the following elements:

- Navigation Style:** Four radio button options: "Horizontal Tab Bar", "Content Box - Left Side", "Content Box - Center", and "Content Box - Right Side". The "Content Box - Right Side" option is selected. To the right of these options is a small graphic showing a page layout with a blue shaded area on the right side.
- Tab Area Background Color:** A text input field containing "000000" and a small "..." button to its right.
- Spacer Color:** An empty text input field and a small "..." button to its right.
- Vertical Spacer Mark-Up:** An empty text input field.
- At the bottom, there are two buttons: "Save" and "Cancel".

Screenshot 9Tab Bar Style

Navigation Style

You can select Horizontal Tab Bar (the default), or one of the content box container areas (left, right or center). The graphic to the right of the selection will update with a blue shade showing you where your selection will display on your pages.

Using a Horizontal Tab Bar allows customization of the background color, the spacer, and even the injection of custom mark-up. Using one of the Content Box types of navigation will render the navigation in harmony with other content on your site, adopting the style you've set in Site Pages and Content Containers.

Tab Area Background Color

If your Navigation Style is set to a Horizontal Tab Bar, you can enter the background color to appear behind the tabs. If you know the hex code for the color you can enter it, otherwise you can select the color from a color picker by clicking on the button next to the text box.

Spacer Color

If you select or enter a color for the Spacer, and if your Navigation Style is set to Horizontal Tab Bar, a line with the color will appear directly below your tab bar with the color you provide. Some admins use this to help further distinguish the navigation from the actual contents of their pages.

Vertical Spacer Mark-Up

If a simple line underneath your Tab Bar just won't do, you have the ability to provide custom HTML that will be injected directly underneath your Tab Bar. Be careful when using this, however, as un-closed tags or other formatting errors may cause problems with the display of the rest of your page.

Content Containers

All content, such as forums, the calendar, and web-based mail is broken up into content boxes for display on your site. The Content Containers Style page allows customization of the appearance of the “boxes” surrounding your content. While this part of the Control Panel allows for point-and-click customization, you also have the ability to completely control all aspects of the display by using the Advanced Style Settings (covered later in this guide).

Content Containers Style

Box Properties

Border Color ...

Box Title Area

Background Color ...

Text Color ...

Box Body Area

Background Color ...

Background Image

Text Color ...

Grid and Table Rows

Normal Background ...

Alternating Background ...

[Box Border Images](#)

Screenshot 10Content Containers Style

Box Properties

Border Color

Specifies the color of the border surrounding content on your pages. If you know a specific hex code for the color you want to use, you can enter it. If you want to select the color to use from a color picker, click on the button next to the text box.

Box Title Area

All content boxes have two areas – the Title Area and the Box Body Area. The title displays the title you've assigned the content (for example, “Our Forums”), while the Box Body Area would be where the actual content is displayed and interacted with.

Background Color

Specifies the background color to use in the title area of all content boxes. If you know a specific hex code for the color you want to use, you can enter it. If you want to select the color from a color picker, click on the button next to the text box.

Text Color

The color of the actual font title on all content boxes. If you know a specific hex code for the color you want to use, you can enter it. If you want to select the color from a color picker, click on the button next to the text box.

Box Body Area

Background Color

The background color of to use for the background of all content boxes. If you know a specific hex code for the color you want to use, you can enter it. Otherwise, you can use the color picker by clicking on the button next to it.

Background Image

Content boxes can have a background image instead of a color. To use an image, enter the internet address (URL) of it in this text box, starting with `http://`.

Text Color

The color of the actual font within the content area of all content boxes. If you know a specific hex code for the color you want to use, you can enter it. If you want to select the color from a color picker, click on the button next to the text box.

Grid and Table Rows

Some types of content provide alternating rows of data. For example, the Forums content type lists forums and topics. If you provide custom colors to be used in the Grid and Table Rows area of your Content Containers style section of the Control Panel, items will alternate their background colors in the list.

Normal Background

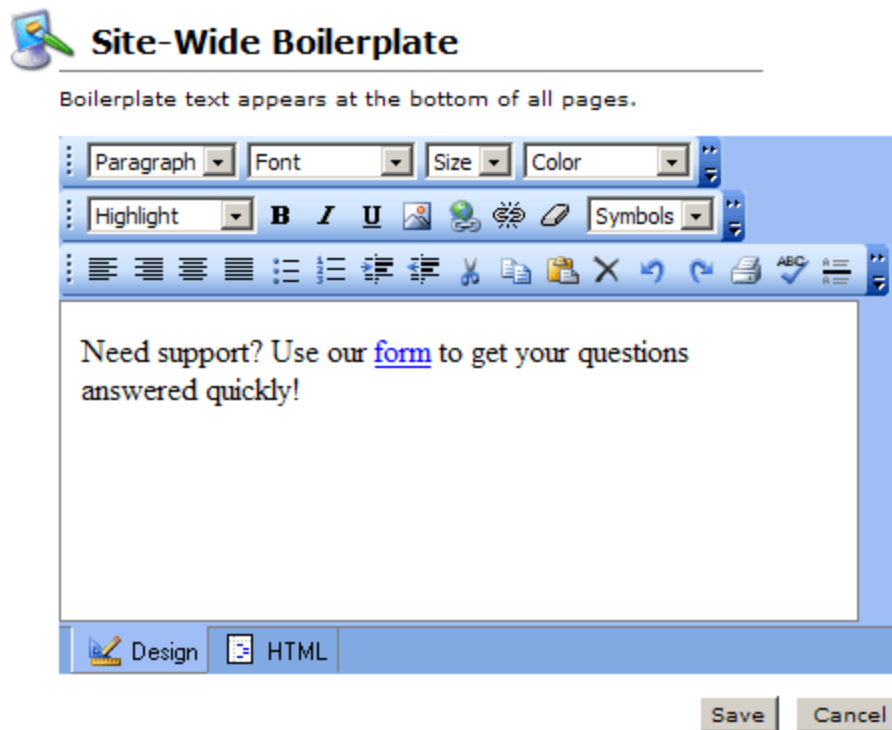
When provided, the background color of odd numbered items in lists.

Alternating Background

When provided, the background color of even numbered items in lists.

BoilerPlate Text

The BoilerPlate is the very bottom area on all of your site's pages, and can accept text entered with the WYSIWYG (what you see is what you get) editor. Note that the WYSIWYG editor is not available on all browsers.



Screenshot 11 Boilerplate Text

Advanced Style Settings

This is the part of the Control Panel's Style & Colors area where you have the ability to create a truly unique look for your site, beyond colors and fonts settings. The option is provided for you to use your own custom cascading stylesheet (CSS), as well as your own HTML that you want GuildPortal to use when rendering your pages.

It is highly recommended that anyone modifying these settings should have a working knowledge of HTML and CSS before making changes. Resources to get you started are provided at the end of this guide.

Custom StyleSheet

GuildPortal makes full use of CSS 2.0 to apply your color and content settings to your site, to create a personalized look and feel. However, sometimes administrators want a higher degree of control than that which is provided by the Site Element Styles toolset. If that's you, then you'll want to take a look at providing your own Cascading Style Sheet.



Custom Cascading Stylesheet (CSS)

```
.SelectedTab {
    BACKGROUND-COLOR: #000000;
    COLOR: #FFFFFF;
    BORDER-WIDTH: 1px 1px 1px 1px;
    BORDER-STYLE: solid;
    font-size: 9pt;
    font-family: Verdana, Trebuchet MS;
    BORDER-COLOR: #FFCC00;
    TEXT-ALIGN: CENTER;
    PADDING: 2px 2px 2px 2px;
    SPACING: 0px 0px 0px 0px;
}
FORM
{
    BORDER-RIGHT: medium none;
    PADDING-RIGHT: 0px;
    BORDER-TOP: medium none;
    PADDING-LEFT: 0px;
    font-size: 9pt;
    font-family: Verdana, Trebuchet MS;
    PADDING-BOTTOM: 0px;
    MARGIN: 0px;
    BORDER-LEFT: medium none;
    PADDING-TOP: 0px;
    BORDER-BOTTOM: medium none;
    FONT-FAMILY: Trebuchet MS, Verdana
}
.ForumCategoryHeader
{
    BACKGROUND-IMAGE: URL
(/CEXplorer/Themes/AdminTheme/gradient.gif);
    BACKGROUND-REPEAT: repeat-y;
    BORDER: 1px 1px 1px 1px;
    BORDER-STYLE: dotted;
    BORDER-COLOR: #505050;
    BACKGROUND-COLOR: #000000;
```

Enabled

Save

Cancel

Screenshot 12 Custom StyleSheet Editor

The best way to get the full listing of all styles used by GuildPortal (so that you can customize them within your own stylesheet) is by viewing the source of any of your guild pages. The stylesheet is listed in the header with all style classes that GuildPortal makes use of. Simply copying that stylesheet and pasting it into the Custom Stylesheet editor pictured in Screenshot 11 is a good way to get started with truly customizing the appearance of the elements of your site.

Currently Used Style Classes

Though the best way to get the most updated listing of styles currently in use by GuildPortal is by viewing the source on a guild page. However, we've provided a list here to make it a bit easier to get started.

General Style Classes

.SelectedTab

Used for the currently selected tab. Not used when the Navigation Style is set to

one of the Content Boxes.

.UnSelectedTab

Used for all tabs which are not the currently selected ones. Not used when the Navigation Style is set to one of the Content Boxes.

.AltGridRow

For list-type content that supports it, provides the ability to specify the style of even-numbered items in lists.

.NormGridRow

For list-type content that supports it, provides the ability to specify the style of odd-numbered items in lists.

.ContentBox

The overall container of all content boxes on the site.

.ContentBoxTitle

The area that contains the title section of a content box.

.ContentBoxBody

The area that contains the actual content within all content boxes on the site.

Forum-Specific Style Classes

In addition to the style classes listed above, GuildPortal also provides the ability to extensively customize the appearance of your forums by supplying the following CSS classes:

.ForumCategoryHeader

When forum categories are used, this class applies to the section of the forums display that shows the title of the category.

.ForumIconHeaderCell

The header cell across the top of a forum listing that is above the icons.

.ForumTitleHeaderCell

The header cell across the top of a forum listing that is above the titles for the forums.

.ForumTopicCountHeaderCell

The header cell across the top of a forum listing that is above the count of all topics for the forum.

.ForumPostCountHeaderCell

The header cell across the top of a forum listing that is above the count of all posts for the forum.

.ForumLastPostInfoHeaderCell

The header cell across the top of a forum listing that is above the date and time of the most recent post to that forum.

.ForumIconCell

The far left cell in a forum listing that contains icons indicating whether the viewing user is up-to-date on reading the posts in that forum.

.ForumTitleCell

In the listing of forums, the container of a forum's title.

.ForumDescriptionText

The container of a forum's descriptive text, which appears directly below the title cell.

.ForumPostCountCell

The cell containing the total number of posts for a forum.

.ForumTopicCountCell

The cell containing the total number of topics for a forum.

.ForumLastPostInfoCell

The cell containing information on the last post that was made in the forum.

.TopicIconheaderCell

The far left and top cell in a listing of topics.

.TopicTitleHeaderCell

The header cell across the top of a topic listing that is above the titles of the listed topics.

.TopicReplyCountHeaderCell

The header cell across the top of a topic listing that is above the reply counts of the listed topics.

.TopicLastPosterHeaderCell

The header cell across the top of a topic listing that is above the names of the laster posters for the topics.

.TopicViewCountHeaderCell

The header cell across the top of a topic listing that is above the count of views for the listed topics.

.TopicLastPostHeaderCell

The header cell across the top of a topic listing that is above the date/time stamps of the last posts that have been made under the listed topics.

.TopicIconCell

The far left cell of a listed topic item that contains icons indicating whether the viewing user has read all messages in the topic (read/unread status).

.TopicTitleCell

The cell that contains the title of topics for a forum.

.TopicReplyCountCell

The cell that contains the count of replies for a specific topic.

.TopicLastPosterCell

The cell that contains the clickable name of the last person to post a message in a topic.

.TopicViewCountCell

The cell that contains the number of views that a topic has had.

.TopicLastPostCell

The cell that contains the date and time of the last post made to a topic.

.MessageAuthorLinkCell1

The area containing the clickable link for information on the author of a post.

.MessageAuthorInfoCell1

The area containing information on the author of a post, such as how many posts they've made and what their title in the guild is (if any).

.MessageSubjectCell1

The area containing the subject of a post.

.MessageBodyCell1

The area containing the body of a posts's message.

.MessageToolsCell1

The row along the bottom of all posts that contains options such as Reply, Edit, Quote, and delete.

Content Containers

You can specify custom HTML to be used instead of the standard boxes or images on your content containers. You can go even further and specify different HTML to be used depending on where the content appears – either the left, center or right sides of the page.

Required Elements:

```
$block[title]
$block[content]
```

```
<TABLE cellPadding=0 cellSpacing=0 width=100%>
<TBODY>
<TR>
<TD style="BACKGROUND-IMAGE: url
(NThemes/Sunset/bg.gif); WIDTH: 13px;"><IMG alt=.
src="NThemes/Sunset/TitleBarLeft.gif"></TD>
<TD style="FONT-SIZE: 10pt; BACKGROUND-IMAGE: url
(NThemes/Sunset/TitleBarContentLeft.gif); WIDTH: 159px;
VERTICAL-ALIGN: middle; COLOR: #FFFFFF;">&nbsp;$block
[title]</TD>
<TD style="BACKGROUND-IMAGE: url
(NThemes/Sunset/TitleBarMiddle.gif);"><IMG alt=.
src="NThemes/Sunset/TitleBarMiddle.gif"></TD>
<TD style="BACKGROUND-IMAGE: url
(NThemes/Sunset/bg.gif); WIDTH: 13px;"><IMG alt=.
src="NThemes/Sunset/TitleBarRight.gif"></TD></TR></TBOD
Y></TABLE>
<TABLE cellPadding=0 cellSpacing=0 width=100%>
<TBODY>
<TR>
<TD style="BACKGROUND-IMAGE: url
(NThemes/Sunset/BodyLeft.gif); WIDTH: 13px;"><IMG alt=.
src="NThemes/Sunset/BodyLeft.gif"></TD>
<TD style="PADDING-RIGHT: 2px; PADDING-LEFT: 2px;
```

Enabled Save Cancel

Using the Custom HTML functionality, you can create almost any kind of look around your content. The following is a very simple sample of the custom HTML and what it would look like when rendering the typical “Who's Online” content type in your web page:

Custom HTML:	Appearance on Page:
<pre>\$block[title] <hr> \$block[content]</pre>	<p>Who's Online</p> <hr/> <p>No members are currently logged in.</p>

Required Elements

The Custom HTML for content areas require that both \$block[title] and \$block [content] be included in the body of your HTML. When displaying your custom HTML on your pages for content containers, GuildPortal looks for these pieces of text so that it knows where to inject the title and actual content.

Enabled

When checked, the custom HTML is active and will render in place of the standard banner image.

Footer

GuildPortal allows for the complete customization of the appearance of the footer of your site's pages by using the Custom HTML – Footer Area.



The screenshot shows a window titled "Custom HTML - Footer Area" with a computer icon. It contains two main sections: "Required Elements" and a large text area for HTML code. At the bottom, there is an "Enabled" checkbox and "Save" and "Cancel" buttons.

Required Elements:

```
$block[boilerplate]
```

```
<TABLE cellPadding=0 cellSpacing=0 width=100%>
<TBODY>
<TR>
<TD style="BACKGROUND-IMAGE: url
(NThemes/Sunset/bg.gif); WIDTH: 13px;"><IMG alt=
src="NThemes/Sunset/TitleBarLeft.gif"></TD>
<TD style="BACKGROUND-IMAGE: url
(NThemes/Sunset/TitleBarMiddle.gif);"><IMG alt=
src="NThemes/Sunset/TitleBarMiddle.gif"></TD>
<TD style="BACKGROUND-IMAGE: url
(NThemes/Sunset/bg.gif); WIDTH: 13px;"><IMG alt=
src="NThemes/Sunset/TitleBarRight.gif"></TD></TR></TBOD
Y></TABLE>
<TABLE cellPadding=0 cellSpacing=0 width=100%>
<TBODY>
<TR>
<TD style="BACKGROUND-IMAGE: url
(NThemes/Sunset/BodyLeft.gif); WIDTH: 13px;"><IMG alt=
src="NThemes/Sunset/BodyLeft.gif"></TD>
<TD style="PADDING-RIGHT: 2px; PADDING-LEFT: 2px;
FONT-SIZE: 8pt; PADDING-BOTTOM: 2px; COLOR: #FFFFFF;
PADDING-TOP: 2px; BACKGROUND-COLOR: #000000"><p
align=center>If you require support, please use our <a
href="Support.aspx">support form</a> for the quickest reply!
```

Enabled Save Cancel

Required Elements

The Custom HTML for the footer area requires that the \$block[boilerplate] text appear somewhere within the body of your HTML. This tells GuildPortal where to place your boilerplate text.

Enabled

When checked, the custom HTML is active and will render in place of the standard banner image.

Custom Icons

With the tools already listed, GuildPortal makes it easy to create a truly unique look for your guild's web site. On top of everything else, you can use the Custom Icons section of the Style & Colors area of your control panel to dictate what images should be used for forums, posts, box borders, and more.

Forum Icons

You can specify what icons to use in your forums for things like indicating the up-to-date read status for a user, whether a topic is locked or sticky, and also to use your own custom buttons for replying, editing, or quoting a message. When entering an icon to use, enter the full URL (starting with HTTP://) to the location of the image. In the screenshot below, the URLs are relative paths, since the guild is using a theme that has images we store on our servers. In addition to specifying your own, GuildPortal comes with preset icon themes that you can use.

Custom Forum Icons

Forum Presets: Aeolus [Import]

Forum View

Forum with new messages	<input type="text" value="/CExplorer/Themes/AdminTh"/>
Forum without new messages	<input type="text" value="/CExplorer/Themes/AdminTh"/>

Topic View

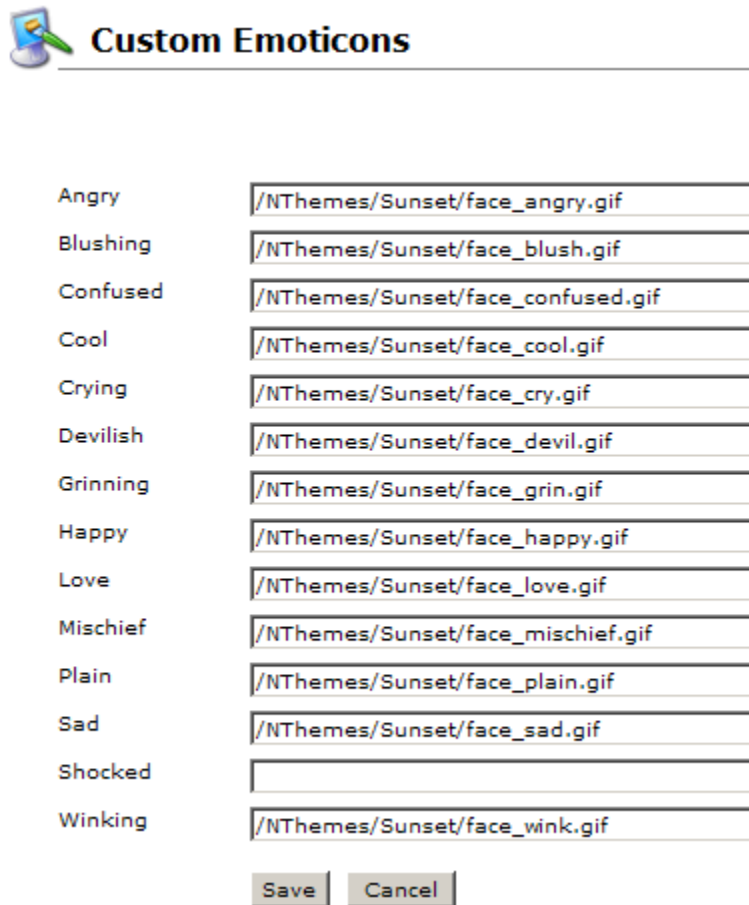
Add new topic (icon)	<input type="text" value="/CExplorer/Themes/AdminTh"/>
New topic	<input type="text" value="/CExplorer/Themes/AdminTh"/>
Topic with new replies	<input type="text" value="/CExplorer/Themes/AdminTh"/>
Topic without new replies	<input type="text" value="/CExplorer/Themes/AdminTh"/>
Hot topic	<input type="text" value="/CExplorer/Themes/AdminTh"/>
Sticky topic	<input type="text" value="/CExplorer/Themes/AdminTh"/>
Sticky topic with new replies	<input type="text" value="/CExplorer/Themes/AdminTh"/>
Hot & Sticky topic	<input type="text" value="/CExplorer/Themes/AdminTh"/>
Locked topic	<input type="text" value="/NThemes/Sunset/topicLocke"/>
Locked topic with new replies	<input type="text" value="/NThemes/Sunset/topicLocke"/>
Locked & Hot topic	<input type="text" value="/CExplorer/Themes/AdminTh"/>
Mark All Read button	<input type="text" value="/CExplorer/Themes/AdminTh"/>

Screenshot 13 Custom Forum Icons (not all are displayed)

Custom Emoticons

When users post to your forums, a listing of emoticons (or smiley faces) is displayed to the left of the message. To add one of these emoticons to their post, they simply click the image and it is added to the body of their post.

You can specify your own icons to use instead of the default ones. When entering an icon to use, enter the full URL (starting with HTTP://) to the location of the image.



The image shows a dialog box titled "Custom Emoticons" with a computer monitor icon. It contains a list of emoticon names on the left and corresponding text input fields on the right. The input fields contain the following URLs:

Angry	/NThemes/Sunset/face_angry.gif
Blushing	/NThemes/Sunset/face_blush.gif
Confused	/NThemes/Sunset/face_confused.gif
Cool	/NThemes/Sunset/face_cool.gif
Crying	/NThemes/Sunset/face_cry.gif
Devilish	/NThemes/Sunset/face_devil.gif
Grinning	/NThemes/Sunset/face_grin.gif
Happy	/NThemes/Sunset/face_happy.gif
Love	/NThemes/Sunset/face_love.gif
Mischief	/NThemes/Sunset/face_mischief.gif
Plain	/NThemes/Sunset/face_plain.gif
Sad	/NThemes/Sunset/face_sad.gif
Shocked	
Winking	/NThemes/Sunset/face_wink.gif

At the bottom of the dialog box are two buttons: "Save" and "Cancel".

Screenshot 14Emoticons

Box Border Images


The Border Images area of the Style & Colors section of your Control Panel provides an easier way to specify custom images to use to surround your site's content than providing fully custom HTML. Additionally, it comes with pre-set box images that you can use out-of-the-box.



Content Containers Style

Box Border Images

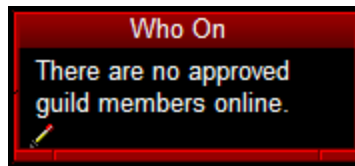
Apply Pre-set Box Images: (apply)

Top Left Corner	<input type="text" value="/GuildImages/Themes/D"/>	
Top Left Content Area	<input type="text"/>	
Top Background	<input type="text" value="/GuildImages/Themes/D"/>	
Top Right Fader	<input type="text" value="/GuildImages/Themes/D"/>	
Top Right Corner	<input type="text" value="/GuildImages/Themes/D"/>	
Left Side Top	<input type="text" value="/GuildImages/Themes/D"/>	
Left Side Background	<input type="text" value="/GuildImages/Themes/D"/>	
Right Side Top	<input type="text" value="/GuildImages/Themes/D"/>	
Right Side Background	<input type="text" value="/GuildImages/Themes/D"/>	
Bottom Left Corner	<input type="text" value="/GuildImages/Themes/D"/>	
Bottom Background	<input type="text" value="/GuildImages/Themes/D"/>	
Bottom Right Corner	<input type="text" value="/GuildImages/Themes/D"/>	

(save) (clear)

Screenshot 15 Box Border Images

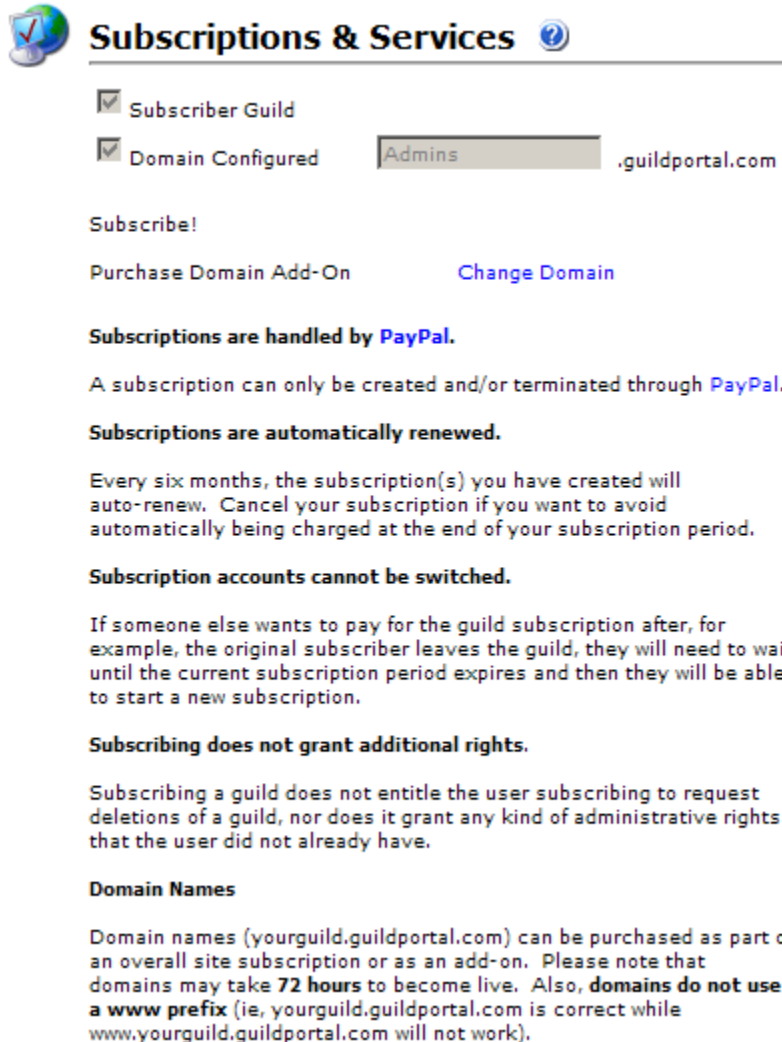
Above (Screenshot 15) displays the form for entering the path to images to be used when rendering content boxes. Below (Screenshot 16) displays a content box with the box border images applied.



Screenshot 16 Content Item with Box Images

Subscription Services

While using GuildPortal is free for as long as you like, a busy guild will find itself running into content limits, eventually. If you decide that you'd rather not worry about the content limits and go with a subscription, you can either click on the link that appears under your banner area on any guild page, or you can subscribe by using the Subscription Services link in your Control Panel.



The screenshot shows the 'Subscriptions & Services' control panel. At the top left is a globe icon with a checkmark. The title 'Subscriptions & Services' is followed by a help icon. Below the title are two checked checkboxes: 'Subscriber Guild' and 'Domain Configured'. The 'Domain Configured' checkbox is followed by a text input field containing 'Admins' and a dropdown menu showing '.guildportal.com'. Below these are links for 'Subscribe!', 'Purchase Domain Add-On', and 'Change Domain'. A section titled 'Subscriptions are handled by PayPal.' contains text stating that subscriptions are handled through PayPal and are automatically renewed every six months. Another section titled 'Subscription accounts cannot be switched.' explains that if a subscriber leaves, the original subscription must wait until it expires before a new one can be started. A final section titled 'Subscribing does not grant additional rights.' states that subscribing does not grant administrative rights. The 'Domain Names' section explains that domain names can be purchased as part of a subscription or as an add-on, and that domains may take 72 hours to become live, with a note that domains do not use a 'www' prefix.

Subscriber Guild shows your current subscription status. If it is checked, your subscription was processed. All content limits are lifted and no advertisements will appear on your guild pages.

Domain Configured shows any custom domain you have, if you purchased one. Please note that custom domains do not start with “www.” Once a domain has been purchased and usually after of a delay of up to 24 hours, anyone should be able to get to your site by

typing <http://customdomain.guildportal.com>, where “customdomain” is the domain you chose.

If you have not yet subscribed, the “Subscribe!” link will be active, and will take you to the subscription page for your group when clicked.

If you did not initially purchase a custom domain, but you have subscribed, the “Purchase Domain Add-On” link will be active. Keep in mind when first subscribing that it costs less to go with the full Subscription + Domain package than it is to go with the Subscription and then later buy the add-on.

All subscriptions are automatically renewed. Every six months, the subscription will auto-renew and your card will be billed again by PayPal. You can cancel your subscription at any time by logging onto PayPal with the account you created the subscription under.

Frequently Asked Questions

Subscriptions

What limitations do free guild sites have?

A: Non-subscriber guilds will eventually run into some content limits, like a cap on the number of events they can have or restrictions on post size or the maximum number of replies to a topic in their forums. Additionally, non-subscriber guilds will see advertisements on their pages.

I was just billed again for the services after 6 months. What's this about?

A: When you signed up, both the subscription page and the PayPal site stated that the subscription was auto-renewing until canceled. You can cancel your account via PayPal at any time after creation to avoid the auto-renewing subscription charges.

Can I subscribe, and then immediately cancel, to avoid recurring charges?

A: Yes. Many guilds do this, and your guild won't be made a non-subscriber guild until the full 6 months have expired.

I no longer play the game, and haven't for months. Why am I being charged?

A: Cancellation of a subscription to the services and cancellation of your account with the game you play are two different processes. We don't know not to charge you again unless you cancel your subscription through PayPal.

What happens when my subscription is canceled and runs out? Is my content lost?

A: When your subscription expires, and you've canceled in order to avoid recurring charges, banner ads and content limits will come back. However, none of your existing data (including data that exceeds the content limits) will be removed. You can resubscribe and it will all still be there.

Will you put up a “non-payment” page if I cancel to avoid recurring payments between the time the site goes non-subscriber and when I re-subscribe?

A: No. We will never display any kind of “Page of Shame” to your site's visitors.

Characters and Profiles

How do my members add their characters to the roster?

A: They'll need to click “Characters/Settings” either at the top or to the side of any of your guild pages (depending on where you've set the navigation). Then, they'll need to click on “Add New Character,” fill out the fields asking about their character. After that, they'll need to edit the character's general information section, specifying whether or not the character should appear on guild rosters.

Can I enter my member's data to the roster myself?

A: Not by using the standard GuildPortal roster. The system is designed to shift the

burden of keeping character information up-to-date from the guild leadership to each individual user. Hence, character data belongs to the member that owns the character, and cannot be modified by anyone else. However, some admins use a Freeform Text/HTML content type to type up any data they want to enter themselves, if they find it difficult to encourage members to keep their own character information updated.

Deleting a Guild

How do I delete my guild?

A: In order to have a guild deleted, please submit a support ticket. We do not provide any way for single-click deletions of guilds from anywhere on the site.

Why is it such a pain to delete my guild?

A: Administrators of guild sites can be a little too generous when assigning administrative permissions, and because of this, there is a great potential for abuse by officers who have admin permissions leaving the guild to wipe everything out.

Help! Someone wiped out my guild!

A: We cannot stress how important it is to be very, very careful about giving anyone other than yourself full SuperAdmin status (which entails a combination of Settings and Membership admin rights). While people who have SuperAdmin cannot actually delete a guild, they can remove content, delete forums, and wreak havoc on style settings on their way out. It may be possible, however, to retrieve some of your deleted data. Send a support ticket and we'll see what we can do.

How long does it take to delete a guild?

A: It depends on the current support ticket and feature request workloads. Deleting guilds is usually assigned a lower priority than most other activities, and can take some time.

Scripting

Can I run my PHP, ASP, or CGI scripts on GuildPortal?

A: PHP, ASP and CGI scripts use server-side resources to execute, and can access databases, modify the file system, and bring a server to its knees if not properly optimized. Because of the security risks, as well as the risks concerning performance, GuildPortal cannot host server-side scripts written externally.

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