

Intermountain HOG Website Documentation

This guide is for the current Webmaster and explains how the Chapter website is organized and how to maintain it. The list below links to detailed information for each page.

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The Home Page

The Home page is architected differently from any of the other pages. This one uses a structure that is set up with Appearance -> Settings -> Jollyness. HOG(SCAN) default is used for the page. These settings should not change unless one wishes to dramatically move or change content on this page. The content on this page is managed with blocks, and each block is positioned on the page according to the jolliness settings for page content.

There are 6 sections to this page. The Top of the page is the Header block with “Logo” and “Navigation” areas. This is the main menu for the site and appears on all pages. The next section is the Main Content block, “Content”, area, which includes a background image, the overlaid Logo image, and the overlaid text. Next is the Features block area with a “Feature” of a Photo Slider that shifts left every 5 seconds and expands an image when it is clicked. Next in the Features area is a block assigned to “User 1” weather ticker that scrolls across the screen and pauses when hovered. Finally, in the Features area are 4 side-by-side blocks which introduce and provide links to Rides & Events, Chapter Family Albums, Chapter Newsletters, and Join Our Chapter. At the bottom of the page is the Footer block with three “Footer” areas for Regular Meetings, Our Mailing Address, and Our Sponsor. The Footer area appears on all pages.

All of these sections can be edited by selecting the small gear in the top right-hand corner of the selected block. Choices for editing the section are HTML Editor, HTML Code, and Text Only. With experience, one will learn which of the methods to use when editing a section. Where HTML Code has been used, the easiest way to modify or maintain the section is to edit a copy of the backup files that accompany this website. Then copy and paste the HTML code back into the panel.

Note that HOGScan traps and modifies certain code such that it does not execute in the native environment. An [addendum](#) at the end of this document itemizes the constraints that HOGScan places on HTML code. The Photo Slider code must be sourced from a separate server because HTML files and JSON files cannot be loaded into the file structure provided by HOGScan. Thus, the Photo Slider code is sourced directly from the intermountainhog.craggymtn.com account. This is a temporary container for this code and a few other downloads that are not permitted in the HOGScan environment. Since this support directory is external to the HOGScan environment and maintaining access to this directory privately could go away in the future, we need to be on the lookout for an alternative solution.

Periodically, one will want to change the pictures in the Photo Slider. Using a JSON file for the images is the most user-friendly way to accomplish this task. To do so, new images are loaded

into the gallery file, and a new JSON file is created with the BuildJSONFile.pl script. Simply update the gallery file and the JSON file in the intermountainhog.craggymtn.com account, and your new pictures will begin to load on the website. Be sure to change the version number in the HTML Code to force a reload of the images.

The About Us Page

The About Us Page is accessed from the main menu and is an introductory page for our chapter. This page has the Basic Page structure with Header and Footer. Most of the following pages are constructed in the same manner. Where it was possible, each of the following pages employ a leather background image. When one selects the About Us Page, a welcoming message is returned. It shows at a top level what our chapter is all about. There is also a section for the Harley Owners Group, which is the governing organization for our chapter. This page is editable and is constructed with HTML Code to implement images at the top of the page and links for pertinent information.

The Chapter Membership Page

The Chapter Membership Page is a subset of the About Us Page. This page can be edited and is constructed with HTML Code with images at the top of the page and text that explains what it is like to become a member of our chapter. Note that the membership renewal and information forms are separate forms and should not be combined as the front and back sides of a printed sheet. HOG Chapter Membership Enrollment Form and Release changes each year and must be updated throughout the Membership page.

The Ladies of Harley Page

The Ladies of Harley Page is a subset of the About Us Page. This page can be edited and is constructed with HTML Code with images at the top of the page and text that explains what it is like to become a member of Ladies of HOG.

The Newsletters Page

The Newsletters Page is a subset of the About Us Page. This page is only seen and accessible by chapter members. This page lists the monthly newsletters going back to 2022. New year labels are added to this page using the administration menu and selecting Content -> Add Content -> Newsletter. Note that once the Year is set, newsletters are added to the page using the small gear in the top right-hand corner of the block on the newsletter page. The background and the

top of the page are editable and are implemented with HTML Code. Note that the list of Newsletters is not coded here. It is managed by the HOGScan code in the background.

The Chapter History Page

The Chapter History Page is a subset of the About Us Page. This page is only seen and accessible by chapter members. This page is constructed in HTML code and uses a JSON-like form to add new data to the page. Once each year, the webmaster will open the HTML file and add new records to the JSON area of the code, taking care to use the same format that has been used in the past. If problems occur, it will most likely be caused by a missing comma or a simple syntax error in the JSON area of the file. One can use any of several AI tools to inspect and provide the correct formatting if the file becomes corrupted. New yearly data is entered after these lines in the code:

```
<!-- ===== -->
<!-- JSON DATA BLOCK (Add new History and Event data here) -->
<!-- Add information in the same syntax as used below -->
<!-- For years where an event report or history report -->
<!-- is not available, simply leave the information blank -->
<!-- ===== -->
```

The Group Riding Page

The Group Riding Page is a subset of the About Us Page. This page can be edited and is constructed with HTML Code, and it gives general instructions for our group riding requirements. As time goes by, more information may be added to this page.

The Ride Leads Page

The Ride Leads Page is a subset of the About Us page. This page is accessible by chapter members. This page can be edited and is constructed with HTML Code with images at the top of the page and text that explains what is expected of a Ride Lead in our Chapter. Additionally, a link to a PDF file containing a list of Ride Leads is available at the bottom of the page.

The RC Calendar Page

The RC Calendar page is a subset of the Ride Lead Page. This page is only seen and accessible by chapter members who have Road Captain permissions. The RC Calendar contains events and activities that pertain only to Ride Leads in our Chapter. Thus, pre-rides, RC meetings, and special RC events are scheduled in this calendar. To add an event to this calendar, use Content ->

Add Content -> Event from the administration menu, and be sure to select an Event type of Road Captain Event, or RC Pre-rides as your event type.

Additionally, this calendar is used to create volunteer points events. These events are used in the HOGScan app to award points to members based on their participation as a Ride Lead/Mid/Sweep, volunteer serving or organizing various events, and dealership awards for safety inspections, mileage readings, and ride planner activity.

As with other calendar events, it is most efficient to clone a previous event to add new ones to this calendar. Be sure to edit the "Hide RSVP Button" block to prevent the RSVP button from appearing in overnight ride events.

The Ride Lead Resources Page

The Ride Lead Resources Page is a subset of the Ride Lead Page. This page is also only seen and accessible by chapter members who have Road Captain permissions. This page can be edited and is constructed with HTML Code to list buttons for various resources that a Ride Lead would need to do his/her job. The top button is very important since this is how one adds a ride or event to the calendar. Fill out the simple form provided and submit it. Your Head Ride Lead and Webmaster will populate the calendar with the event or ride.

The Chapter Officers Page

The Chapter Officers Page is a subset of the About Us Page. There is no HTML Code behind this page that we can edit. However, each of the officers on the page can be individually managed or edited by using the small gear and the Edit selection. One can add a new Chapter Officer by selecting Content -> Add Content -> Team Member from the Administration menu.

The Forms and Documents Page

The Forms and Documents Page is provided by HOGScan, and there is no HTML Code behind this page that we can edit. The page is kept up-to-date by HOGScan. Any new changes that come from HOG will be up-to-date here.

The FAQ Page

The FAQ Page is a subset of the About Us Page. This page was copied from the Sunset Chapter FAQ's page with additions specific to our chapter. It answers typical questions about logging into the website, changing passwords, and resetting passwords.

The Useful Links Page

The Useful Links Page is a subset of the About Us Page. This page can be edited and is constructed with HTML Code. It lists buttons for several handy tutorials related to HOG and how to use the HOG Ride Planner and the Harley-Davidson App.

The Reports Page

The Reports Page is a subset of the About Us Page. This page is only accessible by the Primary officer(s), the Webmaster, Membership officer, and select designated users. The Reports Page is constructed with HTML Code. It lists links for several handy views into the data. Because members' personal information is listed on these pages, these reports are not to be distributed beyond those who can access them.

The Policies Page

The Policies Page is a subset of the About Us Page. This a generic page provided by HOGScan that lays out the impairment and photography policies for our chapter. The HTML Code on this page is rarely modified.

The Calendar Page

The Calendar Page is accessed from the main menu. This page is provided by HOGScan and does not need modification. Calendar entries are added from the Administration menu with Content - > Add Content -> Event. Be sure to select the desired Event Type as the form is filled out. The easiest way to add a calendar event is to clone a previous one that is similar to the new event. If the event is a multiday ride, it is advised to hide the RSVP button using the special block "Hide RSVP Button" in the corresponding Footer Block.

The Calendar Build Form Page

The [Calendar Build Form](#) page is only seen and accessible by chapter members. This page contains a button that opens a Google Form used to collect information about a ride or event that has been submitted for addition to the calendar. A corresponding sheet of responses from these forms is in the Intermountainhog Google account.

When calendar items that repeat over multiple days are entered, this pattern of days shows up in the calendar item. To prevent this from showing, use the **hidden footer block** called "Hide Date Repeat Rule" and enter the calendar item key in the pages affected. Example: "events/board-meeting".

Similarly, if the RSVP button should not be shown on the calendar entry, find the **hidden footer block** called “Hide the RSVP Button” and enter the calendar item key in the pages affected. Example “Hide the RSVP Button*”. The asterisk causes all items with this text to be hidden. Multiple day events have subscripts -0, -1, -2, etc. this hides all days for the particular event.

The Events Page

The Events Page is accessed from the main menu. This page is where we inform members of current and upcoming events and rides. Obviously, this information is also available on the calendar, but this page tries to highlight those events in a way that attracts the viewer toward the event or ride. At the top of this page is a “What’s Hot” ticker that is implemented in HTML code. The ticker items are listed in a JSON type of structure that is easy to edit; however, one must be very careful to copy the structure exactly, or the ticker will not load properly. Scroll down through the code until you find the following:

```
<!-- ===== -->
<!--          TICKER HTML          -->
<!-- Add ticker items below using the same syntax -->
<!-- ===== -->
```

This is where new ticker items are added.

Chapter News Items are added below this using HTML Code. Example syntax for several entries is shown and can be used to add content as desired. If one desires to retain code for future use but not have it display, it can be commented out with enclosing <!-- and --> symbols.

The Biker Breakfast Schedule Page

The Biker Breakfast Schedule page is only seen and accessible by authenticated chapter members. The Biker Breakfast Schedule page may be hidden in the main menu. To change this so that users can sign up for a timeslot, simply use the Administration menu to go to Structures -> Menus -> Main Menu. Scroll down to the Biker Breakfast Schedule line and enable this in the main menu. This is HTML Code that takes a user’s input and updates a Google Sheet in the intermountainhog@google.com account. One should never need to modify this code. The Activities Officer will maintain the spreadsheet by setting up timeslots as needed for this activity. If the Activities Officer’s name needs to be changed, find the lines in this code that look like this and change the officer’s name.

```
<input type="hidden" name="event" id="eventField" value="Biker Breakfast Event">
<input type="hidden" name="signature" id="signatureField" value="Marcia, Event Officer">
```

The Burger Burn Schedule Page

The Burger Burn Schedule page is only seen and accessible by authenticated chapter members. The Burger Burn Schedule page may be hidden in the main menu. To change this so that users can sign up for a timeslot, simply use the Administration menu to go to Structures -> Menus -> Main Menu. Scroll down to the Burger Burn Schedule line and enable this in the main menu. This is HTML Code that takes a user's input and updates a Google Sheet in the intermountainhog@google.com account. One should never need to modify this code. The Activities Officer will maintain the spreadsheet by setting up timeslots as needed for this activity. If the Activities Officer's name needs to be changed, find the lines in this code that look like this and change the officer's name.

```
<input type="hidden" name="event" id="eventField" value="Biker Breakfast Event">  
<input type="hidden" name="signature" id="signatureField" value="Marcia, Event Officer">
```

The Cooking Schedule Page

The Cooking Schedule page is only seen and accessible by authenticated chapter members. The Cooking Schedule page may be hidden in the main menu. To change this so that users can sign up for a timeslot, simply use the Administration menu to go to Structures -> Menus -> Main Menu. Scroll down to the Cooking Schedule line and enable this in the main menu. This is HTML Code that takes a user's input and updates a Google Sheet in the intermountainhog@google.com account. One should never need to modify this code. The Activities Officer will maintain the spreadsheet by setting up timeslots as needed for this activity. If the Activities Officer's name needs to be changed, find the lines in this code that look like this and change the officer's name.

```
<input type="hidden" name="event" id="eventField" value="Cooking Event">  
<input type="hidden" name="signature" id="signatureField" value="Margie, Food Safety  
Officer">
```

The Gift Wrapping Schedule Page

The Gift Wrapping Schedule page is only seen and accessible by authenticated chapter members. The Gift Wrapping Schedule page may be hidden in the main menu. To change this so that users can sign up for a timeslot, simply use the Administration menu to go to Structures -> Menus -> Main Menu. Scroll down to the Gift Wrapping Schedule line and enable this in the main menu. This is HTML Code that takes a user's input and updates a Google Sheet in the intermountainhog@google.com account. One should never need to modify this code. The

Activities Officer will maintain the spreadsheet by setting up timeslots as needed for this activity. If the Activities Officer's name needs to be changed, find the lines in this code that look like this and change the officer's name.

```
<input type="hidden" name="event" id="eventField" value="Gift Wrapping">  
<input type="hidden" name="signature" id="signatureField" value="Shannon, Gift Wrapping  
Coordinator">
```

The Photos and Videos Page

The Photos and Videos page is linked directly to the Chapter Flickr site. From Structures -> Menus -> Main Menu, find the corresponding line. By editing this menu item, one can change or modify the link to the Flickr site. This link does not target a new window. In order to accomplish this, a new Basic page should be created with appropriate content or buttons to open links in new windows. Future edits may separate Photos and Videos into two buttons to accomplish just this and to provide easier navigation to the videos area in Flickr.

The My Account Page

A member's account page contains information about that member. His/her address, phone number, picture, accumulated mileage, and other useful information. Additionally, the membership officer will download information from HOG about the member's status and National HOG expiration date. If a member does not renew their membership, these dates appear in red. The Membership Officer will edit the member's account to block access to the site, effectively not letting the user log into the site. When the member renews their membership, the Membership Officer will unblock the user's account, allowing logins as before. If the member account is blocked and not renewed, it remains blocked forever. Do not delete a member account. Deleting a member account will orphan any other links to that account and perhaps corrupt the site.

Links to a member's Ride365, Check-ins, and RSVP's are provided in orange tabs on the member's profile page. The Check-ins view has been altered to show a user's points and event types. This view name was not cloned into a new view; thus, if changes to it are initiated by HOGScan, the view could be changed.

The Ride365 view is a new view cloned from an example supplied by HOGScan. This view shows an individual's accumulated Ride365 miles for the year and is updated whenever National HOG records are imported into the data.

Addendum

Backup Files

All HTML Code is backed up periodically and available in a file system on www.intermountainhog.craggymtn.com. To access these files, one can use one of many SFTP tools, such as a terminal window or “FileZilla”, “Transmit”, “Cyberduck”, or “WinSCP”. Use the credentials below to access the account.

Login name: intermountainhog@craggymtn.com

Login password: myhogrider (case sensitive)

If using a terminal window and SFTP the correct command line syntax is:

sftp intermountainhog@intermountainhog.craggymtn.com

Backup files to support the Home page are:

[Home Top Image.html](#)

[Photo Slider Window.txt](#)

[PhotoSlider.html](#)

[photos.json](#)

[gallery](#)

[Weather Ticker.html](#)

[Chapter Family Albums.html](#)

[Chapter Newsletter.html](#)

[Join Our Chapter.txt](#)

[Rides and Events.html](#)

HOGScan HTML Integration: Required Code Changes & Workarounds

1. Why Changes Were Needed

- HOGScan editor wraps content in extra containers.
- Injects CDATA around scripts.
- Strips or relocates script tags.
- Removes or renames classes.
- Collapses whitespace.
- Applies pointer-events:none to wrappers.
- Blocks inline JavaScript.

2. History Timeline Fixes Structural Adjustments

- Rebuilt timeline using simple div blocks.
- Ensured consistent class names.
- Removed inline JavaScript.
- Avoided markup triggering auto-wrapping.

CSS & Behavior Fixes

- Restored pointer events with CSS.
- Added inline CSS for layout stability.
- Ensured fixed container dimensions.

3. News Ticker Fixes Structural Adjustments

- Rebuilt ticker markup using pure HTML.
- Moved scrolling logic to external script.
- Reapplied ticker item classes.

CSS Fixes

- Forced overflow and scrolling inline.
- Set fixed height.
- Defined animation styles externally.

4. General Patterns Required

- Avoid inline JavaScript.
- Use flat HTML.
- Use inline CSS for critical rules.
- Add defensive CSS.
- Maintain consistent class names.
- Test after every save.

5. Outcome

- Both components now function reliably.
- Implementations are editor-safe.
- Resistant to auto-wrapping.
- Maintainable for future officers.

Leather Image Background Applied on most pages:

```
<div style="
    background: linear-gradient(rgba(0,0,0,0.5), rgba(0,0,0,0)),
        url('https://hogscan.s3-us-west-2.amazonaws.com/1255/s3fs-
        public/shared/images/leather%20istockphoto-174931919-612x612.jpg') no-repeat
        center center;
    background-size: cover;
    color: white;
    min-height: 100vh;
    padding: 20px;
    font-size: 1.2em; /* Slightly larger text */
">
Page content here ...
</div>
```

Handling Two or Three Images for Small Screens:

```
<style>
@media (max-width: 600px) {
  .hide-on-small {
    display: none !important;
  }
  .small-two {
    width: 40% !important;
    height: auto !important;
  }
}
</style>
```

```
<div style="
  display: flex;
  justify-content: center;
  align-items: center;
  gap: 40px;
  flex-wrap: wrap;
  text-align: center;
  margin: 20px 0;
">
  

  

</div>
```