

## Using the District Website

1. **How do I submit a major club event to the GATEway District Calendar?** *Send the details by email to [news@GATEwayoptimists.org](mailto:news@GATEwayoptimists.org) using any format*
2. **How do I access the club member's resource documents?** *From the main menu move your mouse over "For our Clubs" and then click on "Resource Documents for Members". A password prompt will appear. You should type "botbik2013" in the password box. Make your selection by clicking on any of the index items.*
3. **How do I access the Directory of Clubs and Presidents?** *From the main menu click on the tab "For Our Clubs", a new menu page will appear. Click on "Directory". A password prompt will appear. You should type "botbik2013" in the password box. A menu of directory pages will appear, and you select a document by clicking on it. The documents are pdf files that you can print or save.*
4. **Can I register for a conference or convention online?** *Yes, on the main menu, click on "Conference Registration". Fill in all the information and click on "Submit Registration". You will next be presented with the opportunity to pay your conference fee through PayPal. You do not need a PayPal account to pay. You may use your credit card or a bank transfer. The conference fee will have a 3% additional online payment fee.*
5. **How do I publicize a successful club project?** *Send the details by email to [news@GATEwayoptimists.org](mailto:news@GATEwayoptimists.org) . If more convenient, you may mail the text, photos and photo captions to Albert Still, 3519 Emperor Way, Tucker, GA 30084.*
6. **What are the internet sites for Optimists?**
  - a. [www.gatewayoptimists.org](http://www.gatewayoptimists.org) is the district web site.



- b. [www.optimist.org](http://www.optimist.org) is the Optimist International site for members and visitors to see program information. This is also the Optimist leaders resource site for club status, member lookup, club rosters, OI dues status, and other leadership information.



- c. <https://optimist.tovuti.io/> is the Optimist Learning Management System, where members access officer training and other training resources.



- d. <https://optimistmerch.lizardapstore.com/default.aspx> (Optimist Merch) is where to order logo Optimist apparel and merchandise.



- e. [www.optimistsupply.ca](http://www.optimistsupply.ca) where to order Essay, Oratorical and other Optimist supplies.



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