



Texas Exes Chapter Web Site Administration Tools

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Template

The template for Texas Exes web sites hosted on the www.TexasExes.org server includes the following pages: *(please note that Texas Exes staff can take off any of these pages if the chapter does not plan to use them. They can also add pages back in if they chapter decides to use them at a later date).*

- Home – tells the Association’s and the Chapter’s mission and gives an overview. Also, spotlight upcoming events. Let the character of the chapter shine through here. Can use pictures to make this page more appealing.
- Calendar – content is pulled from a central database in a monthly format. Each calendar item is a separate pop-up window. Edits – see Calendar section below.
- Scholarships – can include a link to the application, the deadline for students to apply, the criteria the chapter uses for selection, and how/to whom to apply. It could also include information about the chapter’s most recent recipients, along with their photographs and resumes. You will want to point out the button, “Fund A Future” (right margin) where donors can make a contribution to the chapter’s scholarship fund with the click of a mouse!
- Get Involved – recruit new volunteers, sell participation in the chapter and membership in Texas Exes. Great place to include a link to membership – www.TexasExes.org/join. Also a great way to publicly thank your volunteers.
- Events – description of the year-‘round program the chapter plans. Great place to list regularly scheduled events – Happy Hours, Game Watches, etc. – and to solicit new volunteers.
- Our Pictures – place to post photo albums from past events.
- TEBN (Texas Exes Business Network) – post information about how the chapter provides networking opportunities and invite leadership of a formal business networking program if the chapter does not currently sponsor one.

- Contact Us – content is pulled from a central dataset; the records of the persons reported on the “Chapter Officer Listing” during the charter establishment/renewal will be coded and those persons will appear in this list. Texas Exes Staff can enter an introduction on this page, information about the board, etc. The chapter officer list can only be changed by the Texas Exes. Please notify Courtney Ratliff of any changes to this page.
- Links – place to provide links to other website of interest. We can provide a standard list or a unique list can be provided, but the links should relate to the chapter’s mission.
- Sponsors – a great place to recognize the individuals and companies that help the chapter do its work by making donations. Company logos that link to their own web sites can be posted here. Don’t, however, set up sales on this page – this page is not to be used for selling items or setting up a classified ads section. Can use this section to thank a particularly large or involved sponsor or it can be used to solicit new sponsors.

Page Content -- Edit Pages

A list is displayed of all the current (not expired) pages. To edit a page:

- Log in at www.TexasExes.org. All persons reported as chapter officers for the current leadership year can edit. Make sure that your computer system accepts “cookies”.
- On the bottom right hand side you will see “Edit Pages”. Click there.
- Click on the name of the page you wish to edit.
- The first time you edit a page the Java editor may need to be installed. (Click ‘Allow Always’).
- Edit the contents in the WYSIWYG View (or add html code to the Code View tab)
- When you have completed your edits, click “Save, Ready to publish”. This will save your edits and send a message to the Texas Exes office, where a staff member will make any final edits needed (spelling, grammar, factual, etc.) and publish the page, making it live on the Web. This final step will give the page a “Live” or “Approved” indicator on your page listing.

- Pages that have been edited:

LIVE

Will only be assigned to the one page in each section that’s currently live on the web site. You cannot edit a page that’s currently live. You can duplicate it and make edits to the copy, however.

NEW

Default label for pages that have just been duplicated, unarchived, or have otherwise not yet been submitted for approval.

REQUESTED

Pages that you edit must be submitted for approval before they can be made live on the site. This label indicates that you have requested a review for page approval.

APPROVED

The page has been approved and can be made live on the site. Any edits to the page will require a new approval request to be submitted before it can be made live.

- **UNAPPROVED**
The page has been unapproved for the site. You may edit the page and request another review for approval.
- **ARCHIVED**
This label can be assigned to pages that are no longer needed. You can unarchive them later if you do need to use them. Unarchived pages must be reviewed before they can be made live, even if no changes have been made.

Statistics

This page displays some information about the chapter. There will be three items:

- Number of alumni/members in this chapter. This number excludes deceased individuals and people for whom we have a “bad” home mailing address. This is the number of people with “good” home addresses.
- Number of Texas Exes members in this chapter. This is the number of alumni whose dues are current, updated 24 hours a day/7days a week as people join.
- Number of people for whom we have good email addresses. This figure is also updated 24/7 as addresses are updated by individuals using the web site or through other means.

Calendar

Displays a list of upcoming events in your chapter.

- ***Add a new event to the Calendar page***
 - Once logged in, click on Edit Calendar
 - Add a new event
 - Enter a title for the event
 - Select the date of the event
 - Fully enter the address, including zip code. The address is used to create a map of the location
 - Add the contact name and email address
 - Click “Add your event”
- ***Edit an event***
 - Click the “Edit” link and the event will be displayed.
 - Make the changes and click “Save”.

Credit Cards

This page will allow you to charge a credit card during an event. The charge must be related to an event that currently appears on the calendar. This is useful for taking credit cards at the door.

Tips on using the page:

- Notify the Texas Exes staff **FIRST** before using any credit card functions so that they can code your event to your account number
- The required fields are those in red **PLUS** at least one of the groups at the bottom.

- Click “Charge” and the card will be actioned.
- If the charge fails, you will see a page advising you of this.
- If the charge is successful, you will be returned to the same charge page, but in the URL you will see a “PNREF”, which is the confirmation code. An email confirmation/receipt will be sent to the cardholder and a copy will be sent to the chapter representative tied to the event.

You can also set it up to take credit card charges online prior to the event. To do so, please set up the event, following the directions under the Calendar Section. Then send the payment details – ticket price, etc – to Courtney Ratliff or Laura Carpenter and they will get it set up. A check will then be sent to the Treasurer (Chapter checks are sent out monthly and cover all charges that came in the previous month.)

Event Attendee Roster

When an event is on the calendar and has registration enabled, people will be able to register at the website. On the “Event Roster” page you will be able to view - in real time - those people who have registered by credit card. Select the event from the list and click “Create roster”.

Photographs

There are now two separate options for chapters wanting to upload albums to their website hosted by the Texas Exes. You can either use the album function of the site, or include “sets” you have created in your chapter/network Flickr website.

- This allows the chapter to not have to upload photos on multiple sites
- The photos are easy to scroll through and the timing is faster when moving from picture to picture

When you go to create a new album on the website, you will see two options:

-I want to use photos from a Flickr Set using my set ID example:
<http://www.flickr.com/photos/austintexasexes/sets/72157627612670366/>
 FLicker Set ID = 72157627612670366

OR

- I want to use the Texas Exes built in photo sharing tool

Using the Texas Exes built in photo sharing tool:

The “Our Pictures” section will display the contents of each album in a thumbnail view. A viewer is opened when the user clicks on an image. The larger view of the image is displayed. With the viewer open, the user can move between the images using the controls above the image (first, previous, next, last). The tools allow an authorized user to create new albums, upload images, and edit the contents of an existing album. Once you are logged in “Photos” will appear on below the line on the left hand side of the page. You can access everything below through the Photos link.

- **Create a new album**
 - Click Create a new album
 - Enter a title for the new album and click 'Create'
 - You will be returned to a list of albums, including the newly created one
 - Follow the steps below

- **Upload Images**
 - Click upload fotos
 - Select the destination album from the drop down menu
 - Browse your computer for the image(s) to be uploaded
 - Click the 'Upload Images' button
 - The next screen will confirm the upload

- **Edit an Album**
 - Click Edit an album
 - Select an album from the drop down list and click the "Display Album" button. The contents of the album will be displayed, showing the existing copyright, submission, and caption information (as applicable).
 - You can remove or edit this information by entering the new values (or removing the contents) in the boxes provided.
 - Then click 'Save'. Do this for one image at a time.
 - To remove the image from display, click 'Delete Image'.

- **Notes**
 - Images are resized as they are uploaded.
 - The stored size is 600 pixels along the longest side (the size they appear in the viewer). Thumbnails are displayed at 150 pixels.
 - Naming images
 - Use lower case names and file extensions
 - Avoid spaces in file names (eg. jack_jill.jpg instead of jack and jill.jpg)
 - Keep file names short (18 characters plus the file extension)
 - Albums are listed in title order, so you might want to consider including a date at the beginning (example: "2006/03/02 Texas Independence Day celebration").

Using the chapter/network's Flickr sets:

- Click on "Photos"
- Click on "Create new Album"
- Choose " I want to use photos from a Flickr Set using my set ID example:
<http://www.flickr.com/photos/austintexasexes/sets/72157627612670366/>
FLicker Set ID = 72157627612670366
- Enter the Set ID when prompted.

- **Posting photographs on other pages of the website**
 - When editing a page on your website, you will see an option at the bottom that says “Upload Photos- Need to use a photo in your pages? Access the Photo Manager here to upload them from your PC or Mac.”
 - Click on “Upload Photos” and you will be taken to an instruction page where you can access photos already uploaded for website content or where you can upload new images. Please follow the instructions on how to use the URL on your website once the photos are uploaded.

Adding links within the site

To add a link to an email address or another site within the page follow these directions:

- When in the editing tool, highlight the word or phrase that you want to serve as the hyperlink to the email or website
- Click on the link symbol in the toolbar that appears at the top of the box.
- For email addresses
 - From the drop down box choose mailto:
 - Then type in the email address that you want it to link to
 - Click open in new window
 - Click Ok
- For websites
 - Type in the URL for the website you want to link to
 - Click open in new window
 - Click Ok

Updates/Changes that must be made by the Texas Exes

- Any changes to the Contact Us page, must be made by the Texas Exes staff. Please let Courtney Ratliff or Laura Carpenter know of any changes.
- Online credit card registration will need to be set up by the Texas Exes. Set up your event in the Calendar section as usual and then email the pricing information to Courtney Ratliff or Laura Carpenter.
- To add a document (pdf) that can be linked to from another page, the front page, for example, let Courtney Ratliff or Laura Carpenter know and she will set that up for you.

NOTE: the editing mode needs to be used and then exited immediately, for security. If you get distracted and forget to finish your edits or to exit after finishing, the system shuts down (after 20 minutes of being logged in without making “saves”). This makes it imperative to SAVE constantly since everything NOT saved when the “time out” occurs will be lost.