DA Website Country Committee Content Management

BY THE GLOBAL HELPDESK TEAM
JUNE 2021

Country page management

Welcome to the basic guide on how to post Events and News on your group's web page. Although other, more in-depth, guides may be prepared from time to time, this file contains what you need to know to become certified as a Web Content Manager for your group.

It is divided into six main sections:

Slide:

3-4 Logging in and finding your page

5 Setting up your group Leaders list (done by a membership admin)

6-8 Creating and updating a news post, including your introduction post

9-16 Creating and updating events, preparing an auto-response and finding RSVPs

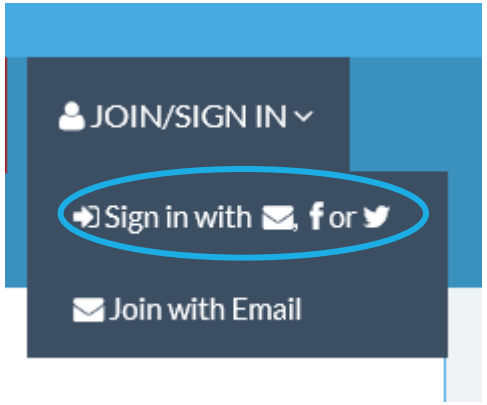
17-20 Formatting the contents of your News and Events

21-24 Information on social media

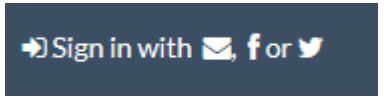
How to sign in

IMPORTANT: Remember – sign in as yourself to work on the website.

If you also do membership and emailing work, you'll use a different login for that. You'll be assigned an address that looks something like info-france@democratsabroad.org, so that you can log in as the country or chapter.



1. Open www.democratsabroad.org
2. Mouse over the Join/Sign In button and click
3. Fill in your username and password and click



Username = the email you used to sign up for Democrats Abroad
Password = the password you set for yourself when you activated your DA account.

Finding your country or chapter page on www.democratsabroad.org

Graphically:

Click COUNTRIES in the main navigation menu and scroll down to your region then your country.

Click the News or Events button to open the page:

OR click the CHAPTERS box to find your chapter page.

By URL:

Use the following URLs (and save them as bookmarks/favorites):

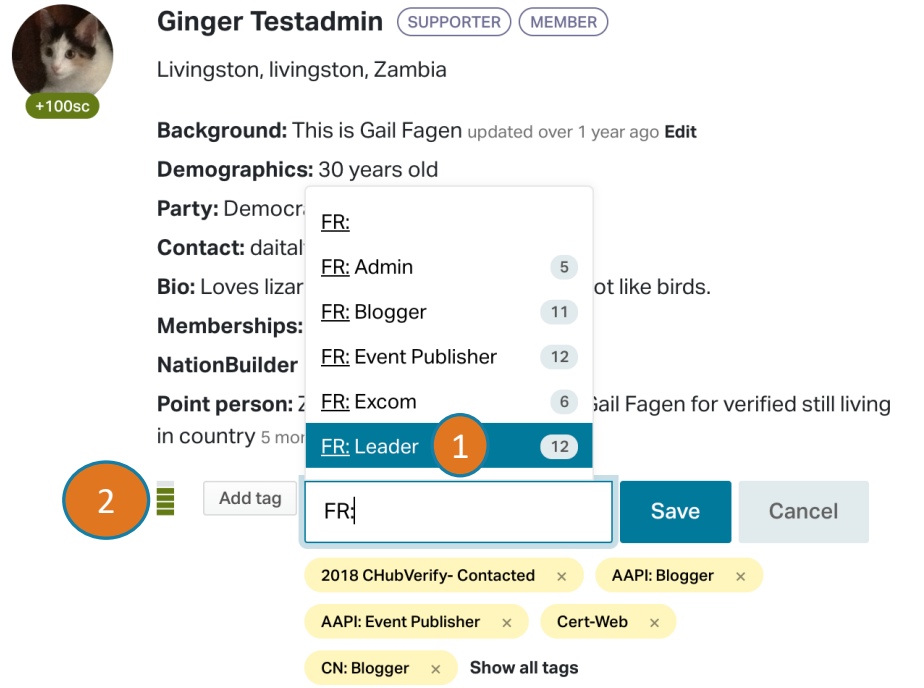
https://www.democratsabroad.org/cc (cc= your country's code) or https://www.democratsabroad.org/cc_chapter (ex: ca_montreal)

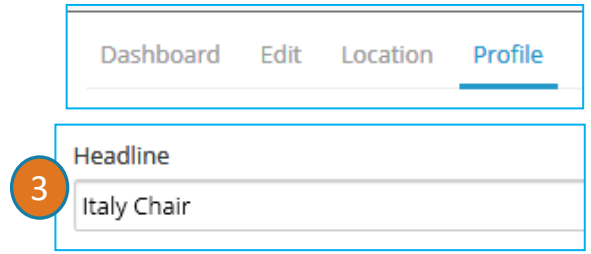
https://www.democratsabroad.org/cc_news or_events or https://www.democratsabroad.org/cc-chapter_news or_events

Setting up your country or chapter Leadership list (settings to be made to the leaders' member records)

This is done in the membership database, by someone holding a membership login (info-*@democratsabroad)

1. On the member's record, add the tag XX: Leader (where XX=ISO country code, ex. 'FR: Leader') or XX-CHAPTER: Leader (where CHAPTER=Your chapter name). Click 'Add tag'. Type your country code/colon/Leader. Click to select the tag, then click Save.
2. Set the Priority (just to the left of the Add tag button): 5= Chair, 4= VC, 3= Secretary and/or Treasurer, 2= Legal Counsel and/or Voting Rep, 1= other officers.
3. Click the Profile link, then scroll down to Headline and enter the person's office. Click Save profile.
4. Click on the Live Site icon in the black strip on the left to go to your country's Leader page to see the result.
5. Ask your officers to edit their own profile to add a picture.





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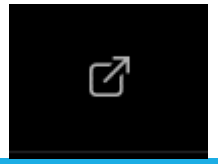
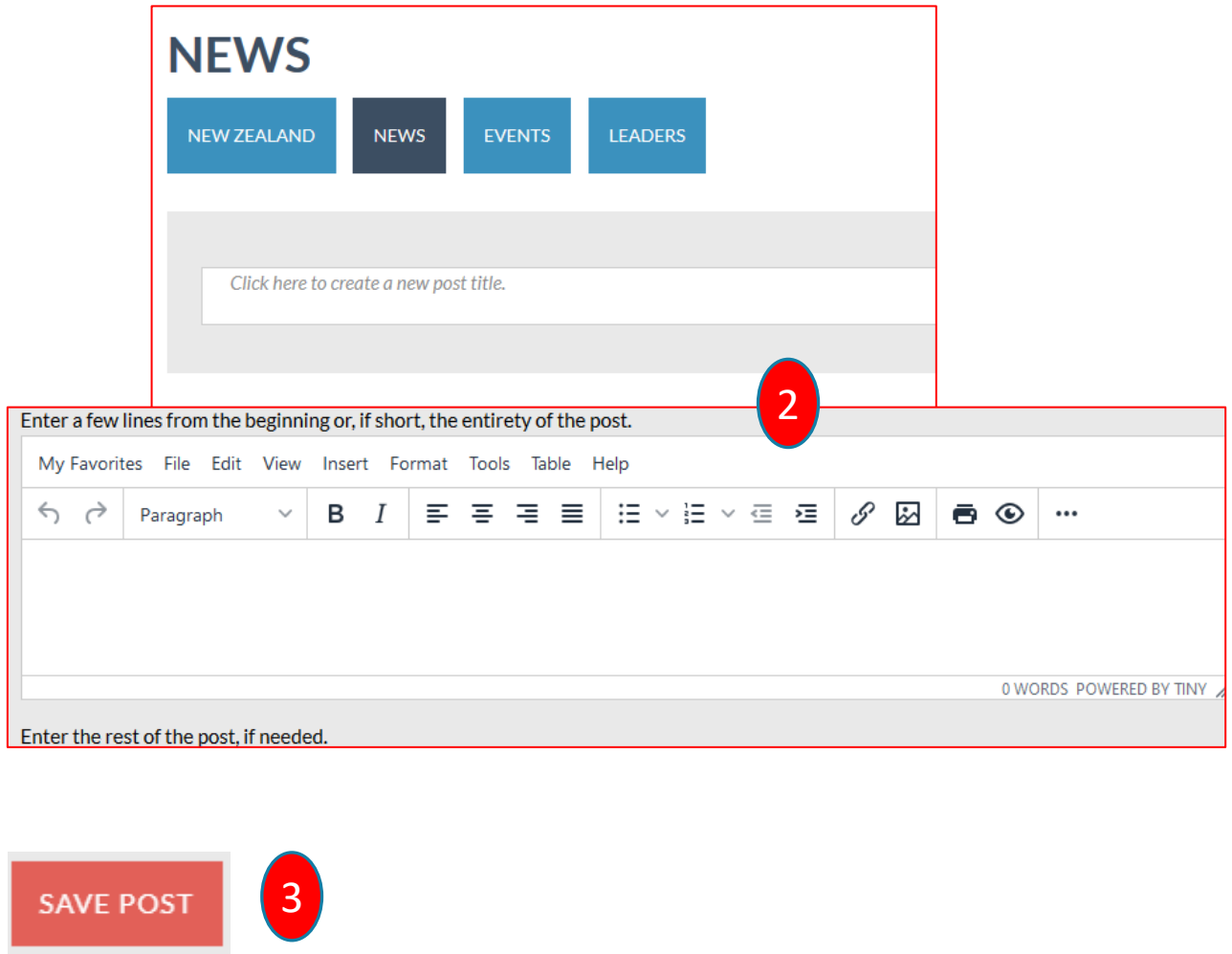


Creating a News post – the screen



1. Open your country's or chapter's news page as explained on Slide 4.
2. Click anywhere in the "Click here to create …" field and start typing your post's title. The content box will appear below.
3. Click in the Content box to begin creating your post. When finished, click "Post" to save.
4. See slides 17-20 for specific formatting and editing details.

Tip: If it gets stuck while Saving, use your browser's back button. Sometimes that's all it takes.

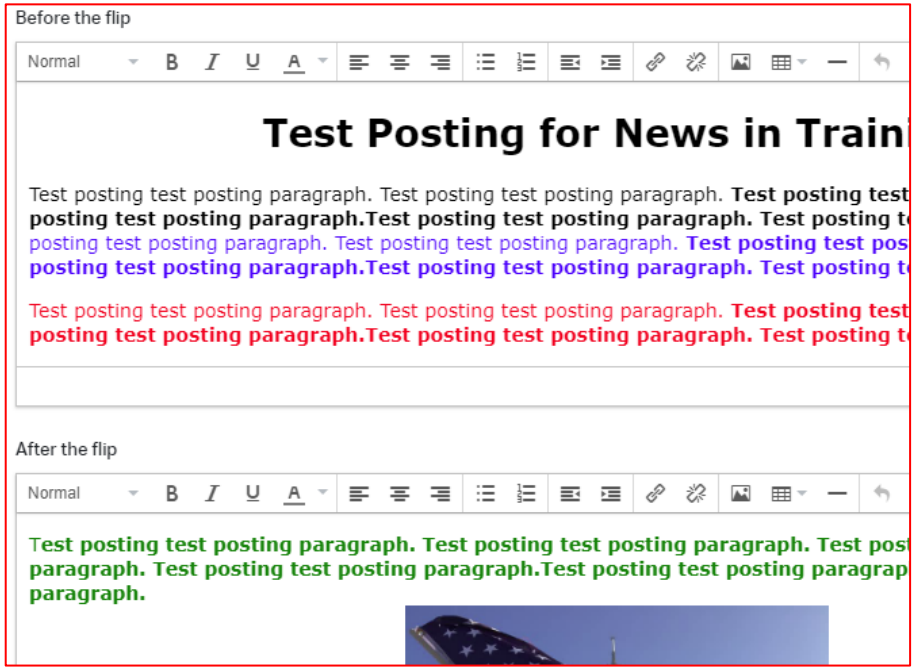
Creating News content

1. Choose your title well: You won't be able to edit the title of a news post once it is saved – but can ask the Helpdesk.

2. Although you can obviously create content by typing directly in the box, it's much easier to paste a text written in word processing. Make sure have a copy of your text somewhere in (the now RARE!) case the posting does not save. *
Please read carefully slide 20 on photos and privacy!!!

3. The editing box is quite similar to the one used in DA Emailings, with a few exceptions. The options available are described in the slides 17-20.

4. You will see that there are two boxes – the top is for the "before the flip" text (appearing on the post before the **Read More** link.
Make sure you have text in the first box or the post will look blank.

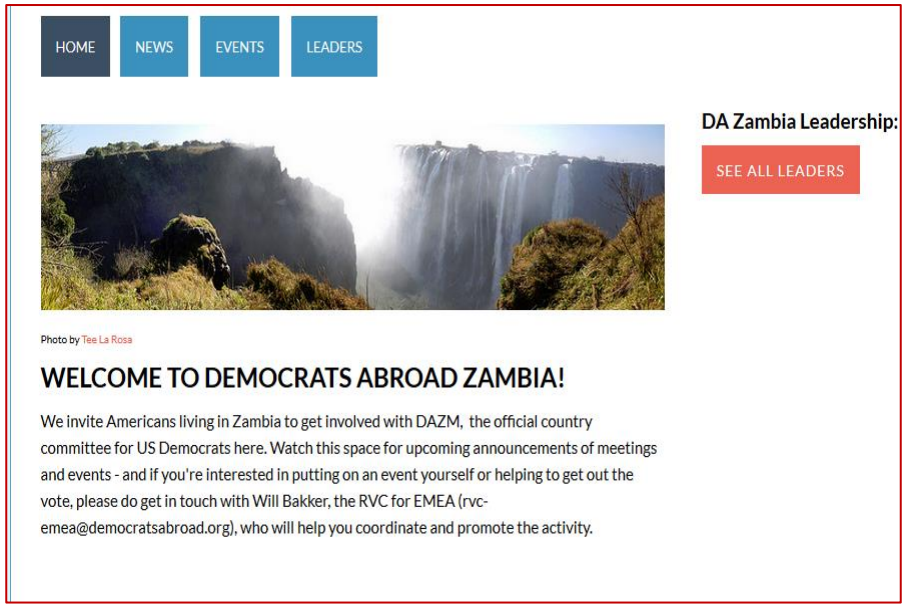


* If ever this DOES happen, send the text, headline, page url and files of any images to Helpdesk and we can create the post for you.

Creating/Updating your country/chapter intro post

Want to create or update the welcome message on your group's home page? Here's how:

1. Create a news post and prepare your welcome text. *
2. Add an image at the top (a panorama size works best) – make sure you have the photographer's permission (+give credit) or use an open source photo. BUT see slide 20 for privacy rules on photos!!
3. Be friendly (include an easy way to contact your committee).
4. Be social (add your facebook link if you have one).
5. Save your post and then…
6. Email helpdesk@democratsabroad.org with a request to turn this into your intro page. Be sure to include the page's url! *



* In some cases: if you created the original intro post, you can probably update this post yourself.

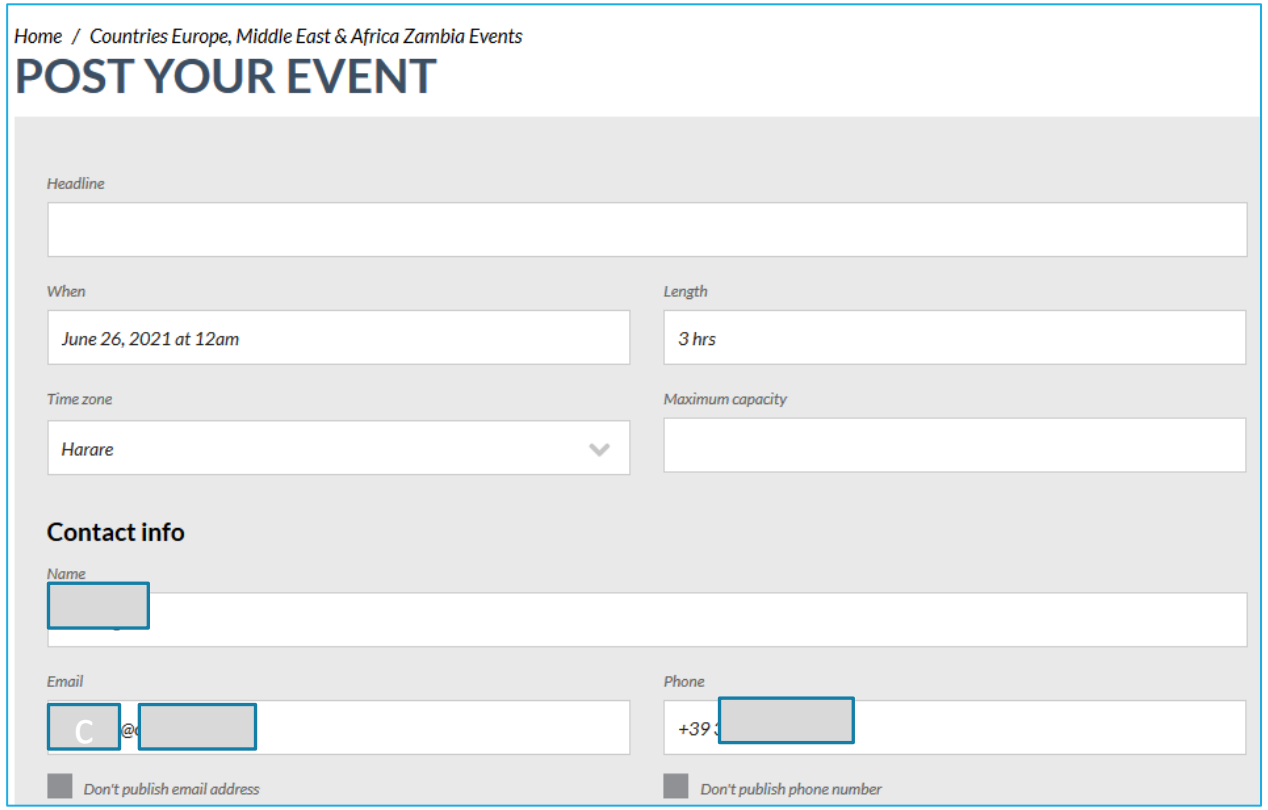
Add an event (basic steps – details on the next pages)

All events created by a chapter also show up on the country events page and, if requested, on the Region page. All events created by the country automatically appear on all the chapter pages. All events are listed on the global events map.
If you want to cross-post an event (on several different groups) - contact a global web admin (the Helpdesk or a global admin in your country or region).

1. Click the event button on your country or chapter page.
If you do not see the prompt “Create a new event” – this means you do not have permission. Contact Helpdesk for further information.

2. Click “Create a new event for…”

Add an event (Headline & Date / Time)



1. **Your event headline –** should be short and as unique as possible so you can find it again.
2. **Date / Time / Length** – choose the date, time and duration for your event.
   In the next row, select your Region.
3. **Contact information**. Enter the name and contact details of the meeting organizer. You can also choose whether or not to publish the address.
   If you are not the meeting organizer, you will have to arrange to inform the organizer about the number of people who will be attending. They will not be notified about RSVPS.

Add an event (Location)

4. **Location**

Map your address - check it with Google.

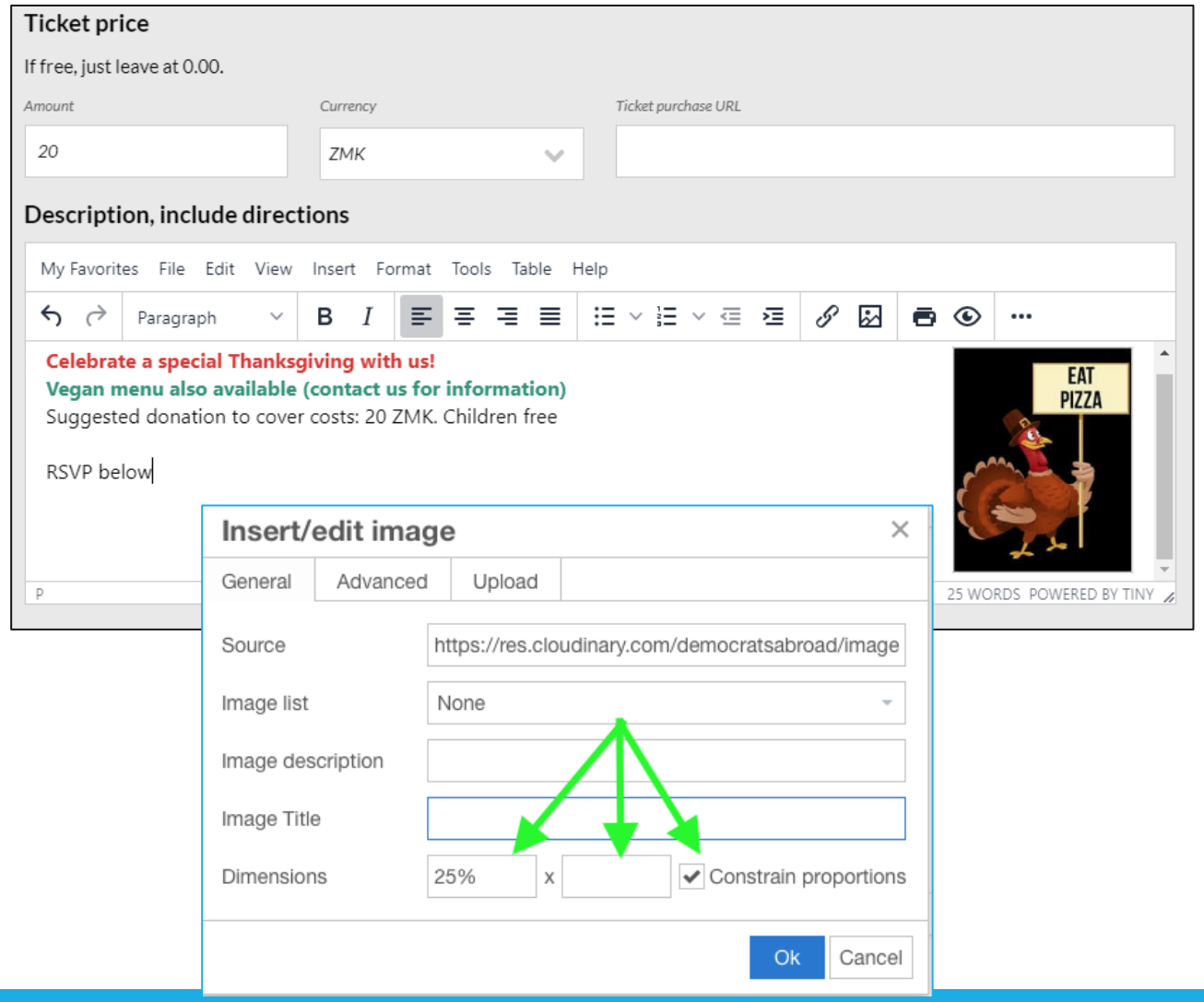
Unmappable addresses will not show up on the world map.

The venue name MUST be filled in.
If the venue is private – write "RSVP for Address" in the venue name field, then as street address use that of the local train station or main square so your event will appear on the map.

For an online event, in the venue name field write "ZOOM – online event" or "WEBEX – online event" then use the address of the local station or square. But don't enter this in the city field (see below)

City and Country are mandatory fields.
For virtual events, enter the name of a real city.
Do NOT enter "Zoom" or "Webex" in this field for this might send your event to a different country!!

Add an event (Ticket price and event description)



5. **Ticket price**

   Enter any suggested cost in this area. If you leave it blank it will be listed as being free of charge.
   You can also add a URL if you are using a special ticketing site.

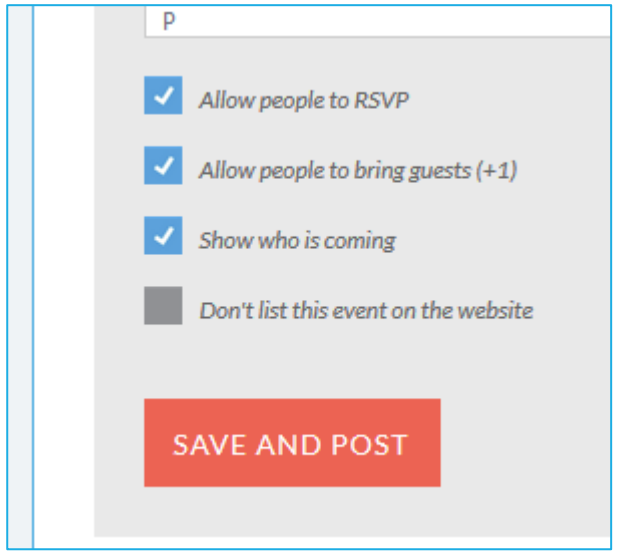
6. **Description**

   See slides 17-20 for an explanation of the Editing options.

Tips:

- Upload your images using the image icon – DO NOT COPY AND PASTE.
- Size your images using a % sign so they look good on different size screens (put the % you want in the first box, leave the second box empty).
- To add colors to text , click on the Format menu. In the toolbar you can also open the HTML editing tool.

Add an event – Final check and saving



8. Other options

Lastly, you can choose whether to allow people to RSVP and bring guests, and show who is coming.
You can even create an "unlisted event": this will create a url that you can use in emails, but the event will not appear on the website until you remove that checkmark. You can also send your post to others to proofread before publishing.

See the special mini-guide on RSVP autoresponses and reminder emails.

9. Final Check and Saving

Scroll up to the top of your screen for a final check that all the fields are completed correctly, then click **SAVE AND POST. You will receive an error message if a required field is empty.**

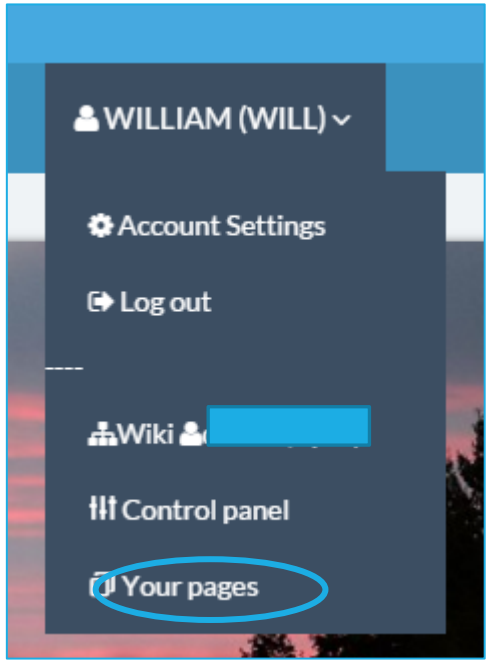
A short message will be displayed to confirm the Save. Click Close.

Click refresh. You won't see your full post until you refresh the page.

DA RSVP Training
Event RSVP Autoresponse and Reminder Emails

BY THE GLOBAL HELPDESK TEAM
JUNE 2021

Editing your event - general



1. Go to the main sign in page

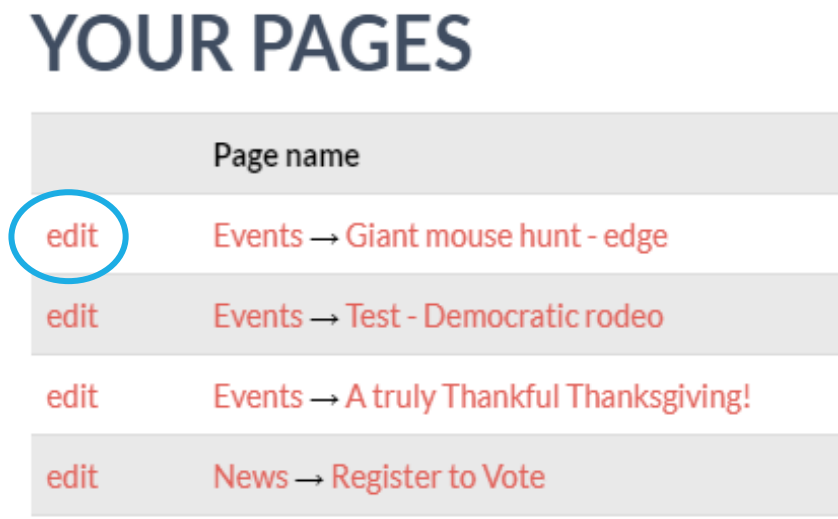
2. Mouse over your name in the top navigation and then scroll down the submenu and click “Your pages”.

Note: you can only edit events for which you are the author.

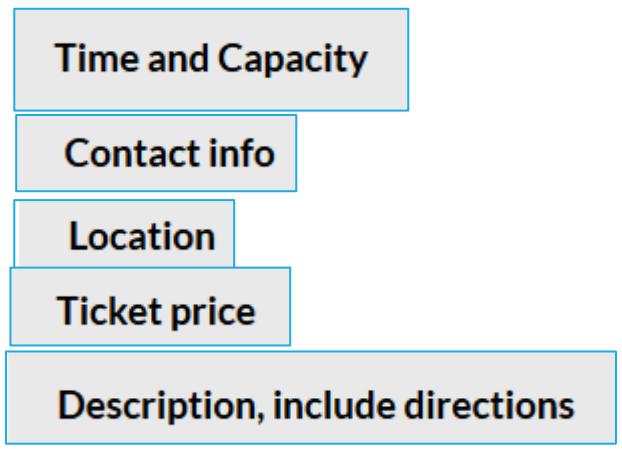
3. Click "edit" to the left of the post or event you'd like to edit.

See the next pages for details on the functions formatting options for the text.

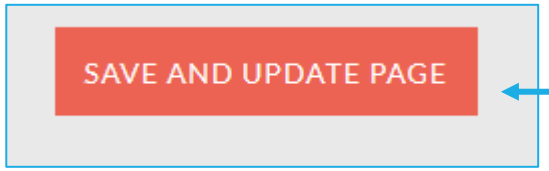
For events created by someone else: email helpdesk@democratsabroad.org with the url and information to change.



Editing your event - other sections



Edit these sections just as you did when you created them (see Slides 9-13).



When you are finished editing, click SAVE AND UPDATE PAGE at the bottom.
You will see a prompt at the top of the page informing you that your changes are being saved. Click OK to refresh your screen and display your changes.

Note: When you click Save you may see that the texts of the description and auto response *disappear*. This is ***completely normal*** – they are being saved in the background.

Finding your RSVPs in the database and more

Finding the people who RSVP

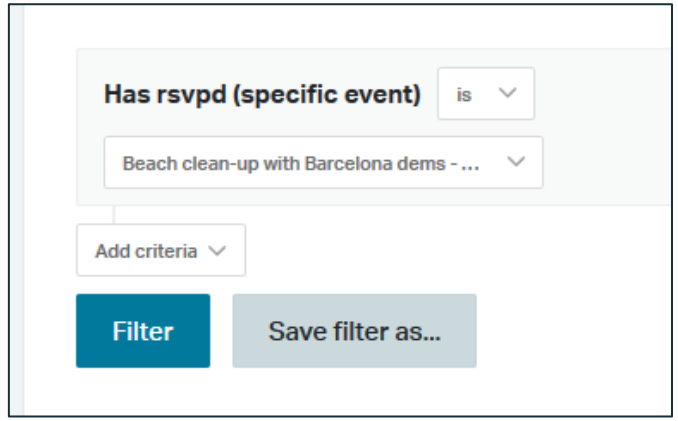
You should be receiving a notification each time someone RSVPs to an event, so you can keep track. But you can also see most people RSVPing on the page of the event.

In all cases **try to note if you get any RSVPS from people who are NOT in your country/chapter, because you'll have to communicate with them differently.**

For Membership and Emailing Admins: Filtering for the RSVPs (see below).

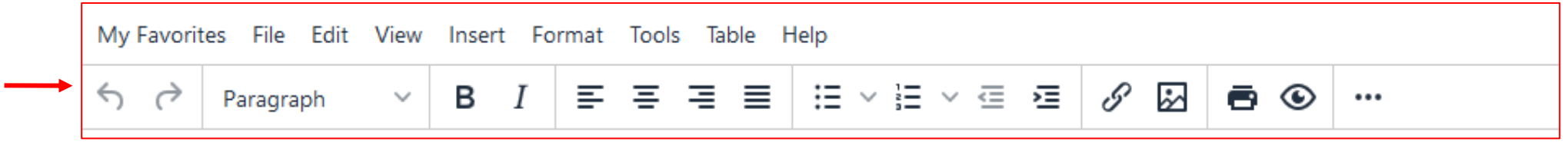
Make a filter of people who have RSVPd - so you can send a reminder or other communication

Add criteria: **Has rsvpd (specific event)**
Then paste in the name of the event (or begin typing significant words).
Click Save Filter As to give the filter a specific name.

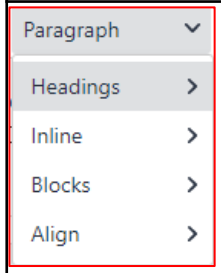


See the special mini-guide on RSVP autoresponses and reminder emails.

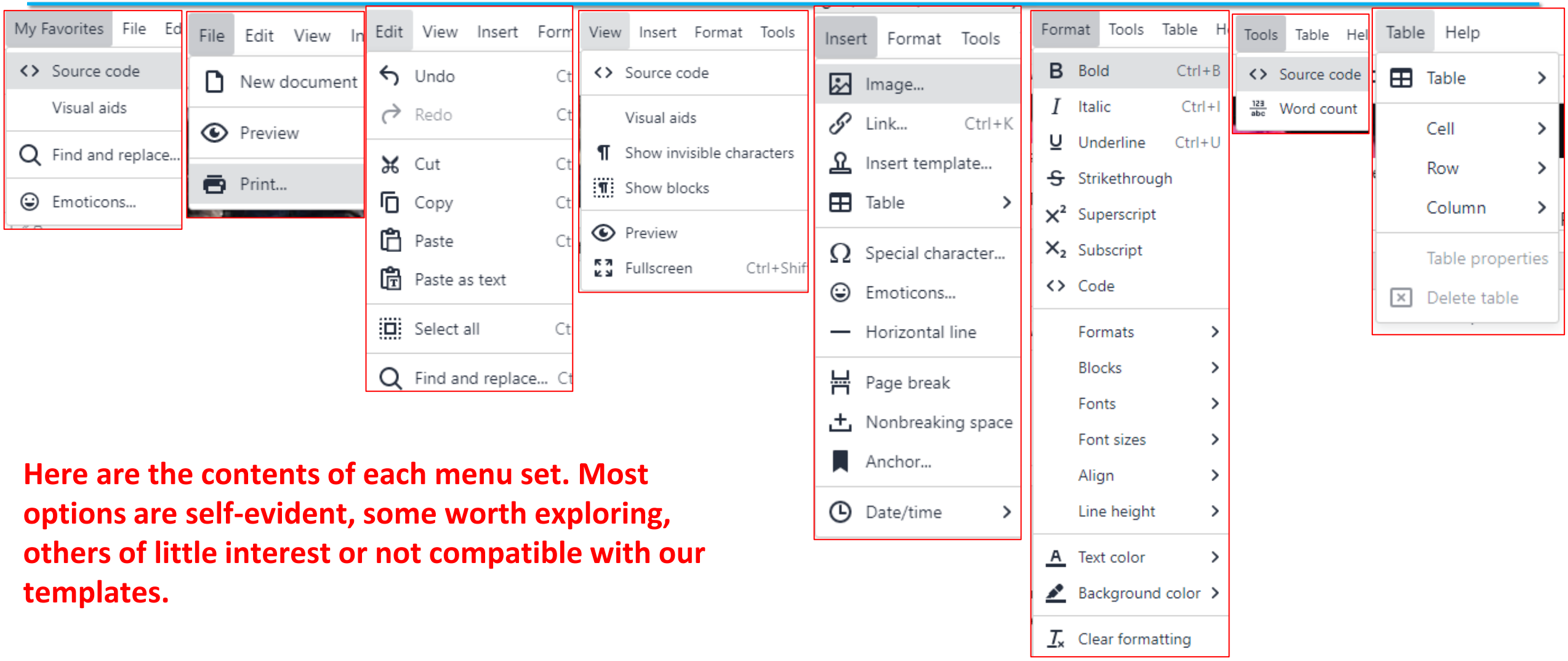
Formatting Content – the main taskbar



Most of the commands you will be using are available from an icon displayed in the taskbar. They are often repeated in the menus just above the taskbar.

	Usual Undo and Redo buttons
	**Formatting menu** (the task bar label to identify special formatting detected) **Headings**: Font styles large to smaller **Inline:** special text formatting, including Underline, Strikethrough, Super/Subscript **Blocks**: Special paragraph formatting, including some HTML commands **Align**: Left, Center, Right, Justify (same as the 4th icon section)
	The 2 most popular text formatting styles
	Alignment (same as the options given in the formatting menu)
	Format as Bullet list or Numbered list; Decrease or increase indent
	Insert/Edit hyperlink; Insert Image; Save as pdf; Full-screen preview of the window

Formatting Content – summary of the menus



Here are the contents of each menu set. Most options are self-evident, some worth exploring, others of little interest or not compatible with our templates.

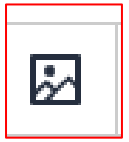
HTML coding icon: “Source code”

The html code button (in the View and Tools menu) is a useful tool but not that easy for everyone.

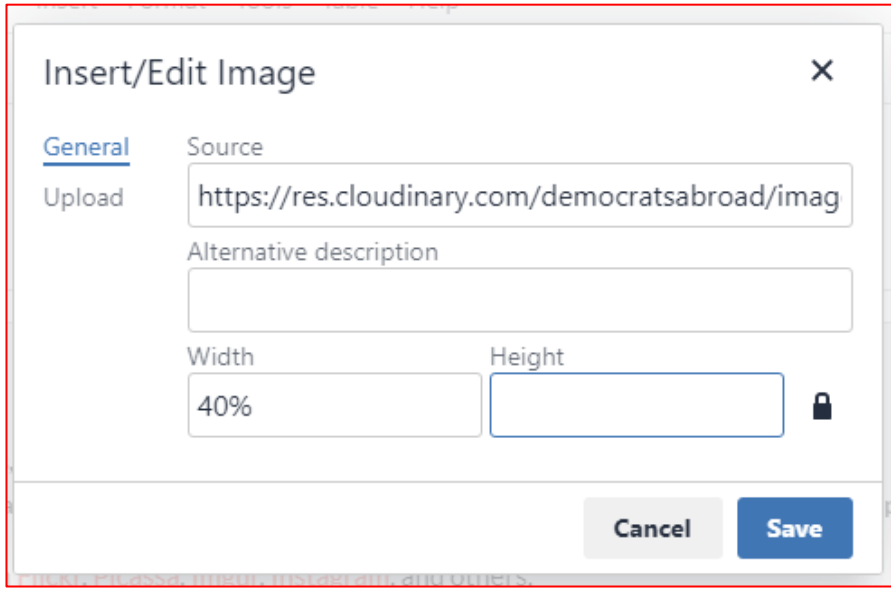
This tool can be interesting, for example, to copy content from an email to a news or event or vice versa:

- Open the source code of your primary content, copy the code and paste it into a .txt file.
- Open your target content, click the source code button and paste in the code.
- You can now edit the content just like any other text.

Adding images to your post or event



Use the image icon on the text editor to insert an image (jpg or png) in the message screen.
- You can upload an image from your PC using the **Upload** Button, DO NOT COPY AND PASTE
- You can enter directly the url of a photo with no copyright restrictions or use a stock photo that you have paid for. (see slides 21-24 for best practices and other tips).
- If relevant ask the photographer for permission and give credit



Tip: Size your images using % signs they look right regardless of the viewer's screen size. Be sure the % is in the WIDTH and that the HEIGHT box is blank.

CRUCIAL PRIVACY CONSIDERATIONS!!

- ALWAYS ask permission before you post a photo of someone. (For example, use a photo permission sign-up sheet at an event.)
- NEVER post pictures of babies or children.
- NEVER post pictures of uniformed citizens without their *explicit* permission.

Adding social media to your News post: Best practices - 1

Flickr (www.flickr.com)

- Sign in to Flickr and search for your term, then drill down using Advanced Search
  - Search by size: Panorama view
  - Search by copyright: “No known copyright restrictions” OR “Creative commons”
- Creative Commons
  - Follow all attribution instructions
  - Add attribution beneath the photo
  - Consider emailing the photographer if in doubt, Flickr photographers are very friendly and often happy to share!
- Pay attention to the URL when pasting into post.
  - Use the Flickr SHARE link (https://flic.kr/p/kw6FiT)
  - The URL must be on its own line, and must not be bolded, italicized, or hyperlinked.

Adding social media to your News post: Best practices - 2

Instagram and Facebook

Avoid copyright issues - use your own feed, or your country committee's feed

- Instagram hints
  - Grab the photo's URL from the Instagram URL address field
  - Once in your post, open the "HTML" source window and add the URL there to paste clean code (Instagram adds code to the regular editor which the system can't read)
  - The URL must be on its own line, and must not be bolded, italicized, or hyperlinked.
- Facebook hints
  - Open the image you'd like to share, click "Options," then "Get Link"

Image editing tool tip: Try canva.com, it's free and easy to use!

Create an image gallery

Flickr to the Rescue! (www.flickr.com**)**

1. Create an account on Flickr.
2. Upload gallery images into one album on Flickr.
3. Make sure that your album is visible to the public.
4. Paste the album URL on it's own line in your post :
   https://www.flickr.com/photos/mitchwaxman/albums/72157660795676217
   or
   https://flic.kr/s/aHskoGdmm2
5. Save your post and enjoy.

Add a video

Youtube.com
vimeo.com
Facebook Live

In all cases, The URL must be on its own line, and must not be bolded, italicized, or hyperlinked.

When to contact a global admin

Contact helpdesk@democratsabroad.org if you

- Have forgotten your info-* login password – do not change it yourself – this is being done centrally
- Wish to customize an event RSVP autoresponse or have us send a scheduled Event Reminder
- Need data extract (Excel spreadsheet)
- Need an import of data (must have had an export first since need the member ID in the file)
- Have questions not covered in anything on the wiki under FAQ, training video, training material – you are expected to look there before asking

•If you need to **add or remove someone's posting or database access rights**, use this request form: http://wiki.demsabroad.org/display/MembDBcnda/DA+Website+and+MembDB+Admin+Requests