Tips for Super Web Managers

Editing a News or Event already created by a web admin

The web admins are asked to first create their post before asking for your help and also to send you all details. But you should definitely feel perfectly free to ask them for more details!!

- The task in this case is more or less the same as what you do for your own posts. Open the post created and click Edit this Blog Post or Edit this Event. Upload the text, picture, or additional information requested, change the title*.
  Then save your page. You can also delete a post just like you would do for your country.

*You can change a title in the “Headline” field that appears on the Settings page or on the Content page.

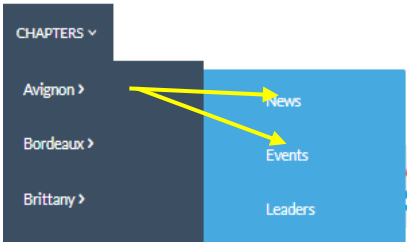
- As the other web admin created the post herself, she will be able to edit it later if needed.

Starting from scratch if the web admin is unable to create the post

In general, it’s helpful to open an earlier news or event created by the group to serve as a model. Click Edit this blog post or Edit this event to see the backend fields.

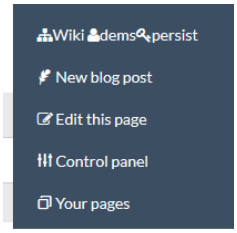
For both a News or an Events Post:

- Go to the country or chapter page in question. For a Country: click on the News or Edit button in the top row.
- For a Chapter, it’s a bit trickier:



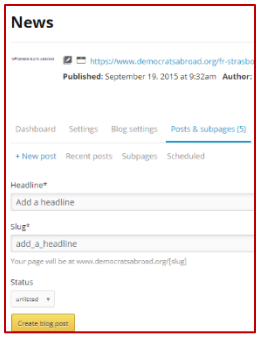
1. To create a new NEWS post:

On the dropdown box under your name click "New blog post"



Then fill in the fields shown on the pages below.

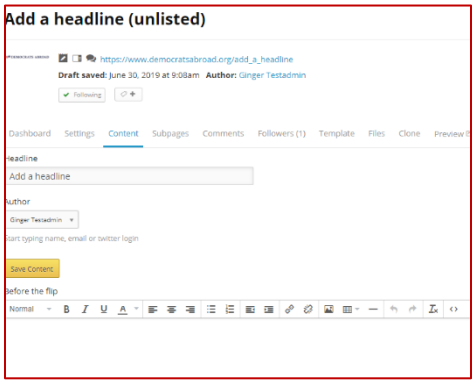
A. First page displayed you create the new blog post:



Add the Headline, and this will automatically create the slug (which you can edit if you want, especially if you receive a message that the slug already exists- simply add a date for example).
You can keep the post unlisted for now and the publish it when you're ready.

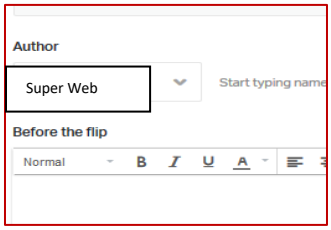
Click "**Create Blog Post**" to create the news post.

B. After the blog is created the Content page is opened to enter the text of the news and any images.
This is the same editor as the one we use for email. For more details you can see the Emailing Guide.



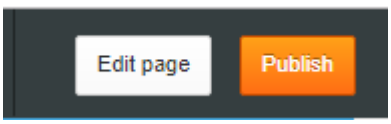
After saving your content, you can go to the Files tab to upload documents in the DA cloud that you can hyperlink* when you return to the Content box.

***Hint:** After uploading a file hyperlink, link to the file (in Windows, right click or for Apple, use ctrl-click, then "Copy link address").

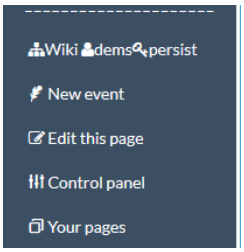


If you are creating this post for someone else who should be listed as author, you can change the Author's name from your name to the local admin's. In theory, this should give her edit access to the post.

C. Click Preview to view your page, then Click Publish to make the blog visible or Edit to go back to the drawing board.

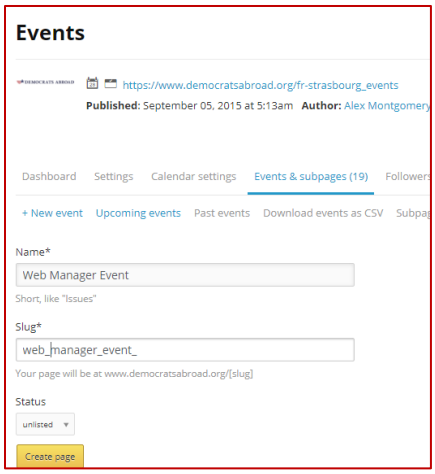


2. To create a new EVENT:



On the dropdown box under your name click "New Event" then fill in the fields on the pages shown below.

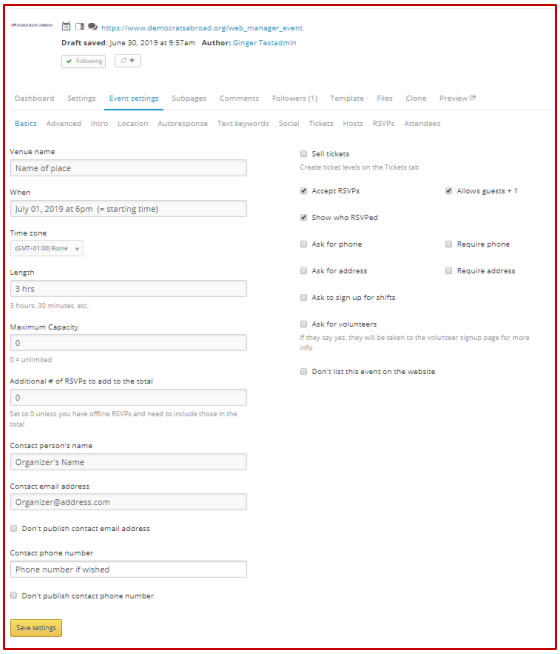
A. Page displayed after creation:



Add the Headline, which will automatically create the slug (which you can edit if you want, especially if you receive a message that the slug already exists- simply add a date for example).
You can keep the post unlisted for now and the publish it when you're ready.

Click "**Create Page**" to create the event.

B. The next page opened is the Event Settings/Basics:



Fill in these fields:

Venue name: ex: Washington Square, Harvey's Pub, or "Private Residence, address sent on RSVP"

When: you can give date in any format, along with starting time

Length: this field is used to calculate ending time

Maximum capacity: if relevant

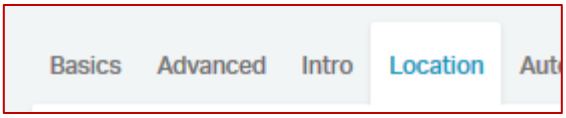
Contact Person's Name: this may or may not be the Chapter Chair or Web Admin

Contact Email and Phone number: optional to publish or not

You will generally not need to/should not change anything in the righthand column.

Click **Save Settings**

C. In the next step, click to open the Intro (you aren't automatically led to this page):

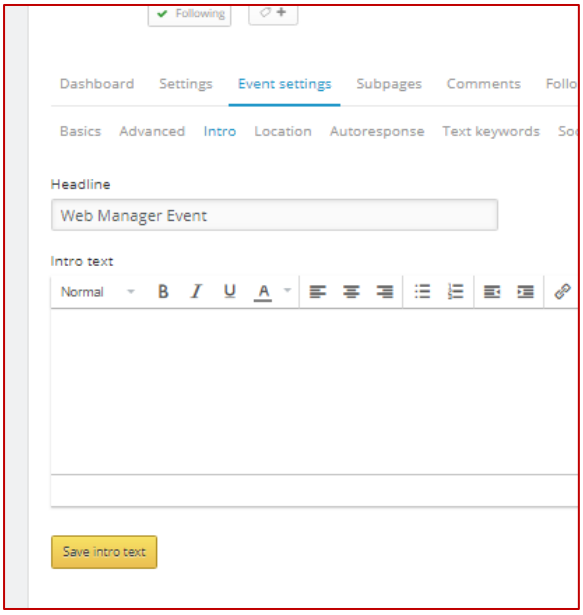


Enter the text describing the event and any images. Alas, this is the only page where NationBuilder allows people to add images to their events.

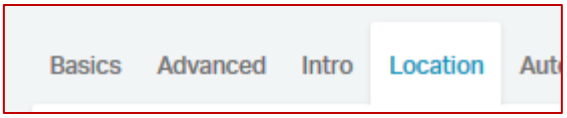
This is the same editor as the one we use for email. For more details you can see the Emailing Guide.

After saving your content, you can go to the Files tab to upload documents in the DA cloud which you can hyperlink* when you return to the Intro box.

*Hint: After uploading a file, link to the file (in Windows, right click and for Apple, ctrl-click then "Copy link address").



D. Then click the Location Tab to enter location data



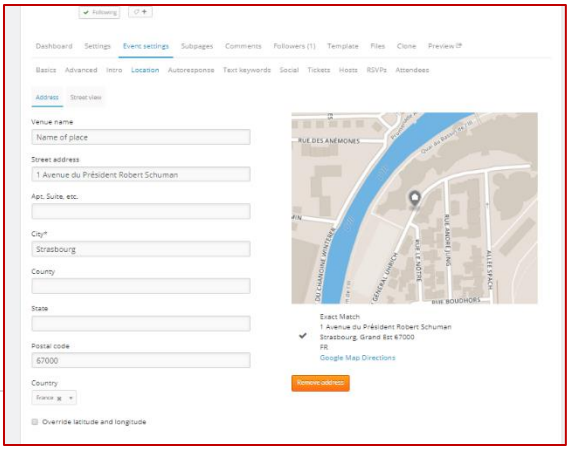
Enter a full address then save to display the map. The aim is to have an address that is as precise as possible.

If you're not quite close enough:

If you see this message: NOTE: This address cannot be precisely mapped, so to prevent confusion, it will not be displayed on the maps of your public calendars.

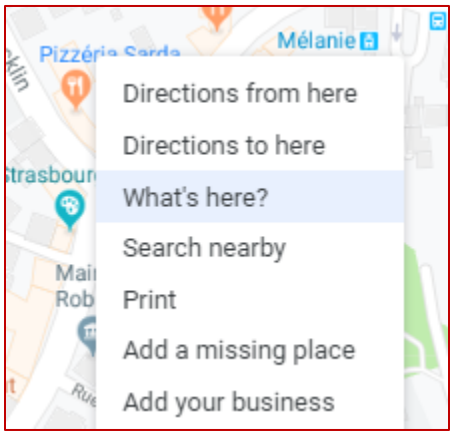
This means that your address isn't precise enough.

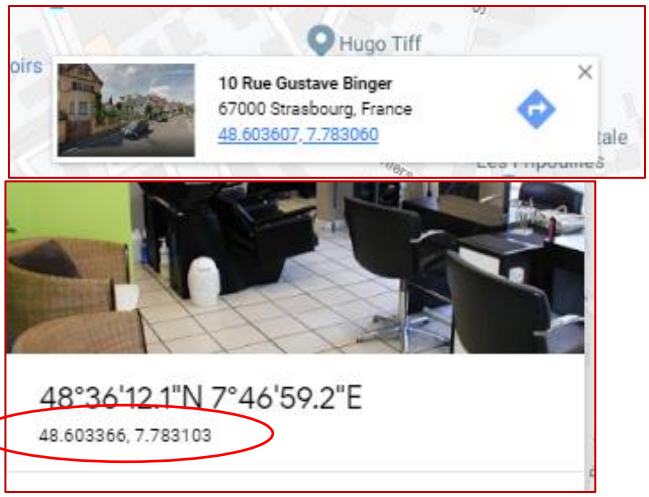
If the event is at a private residence enter the address of a bookstore, café, bus stop, etc. nearby



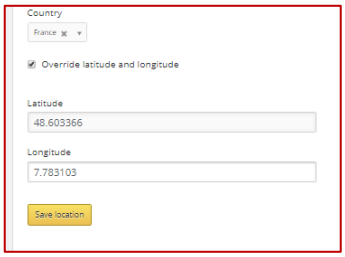
E. Tricks to getting your event on the map

- Save the location then click on the map to open it in Google Maps
- Find a point on the map near your event and right to open the options and click What's here? Click on the geo coordinates to open the location and copy the metric coordinates (ex: 48.60….)

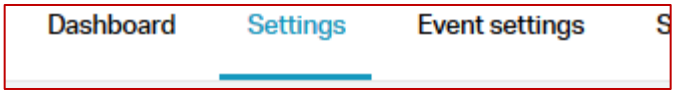




- Return to the location page. Click Override latitude and longitude, paste in the coordinates and click Save location



F. Changing Event author (Settings tab)



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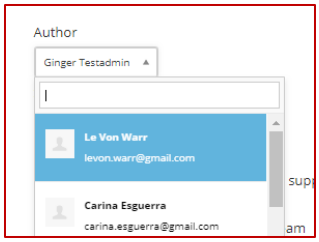

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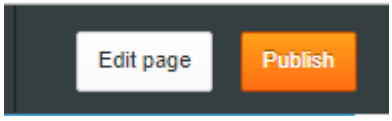
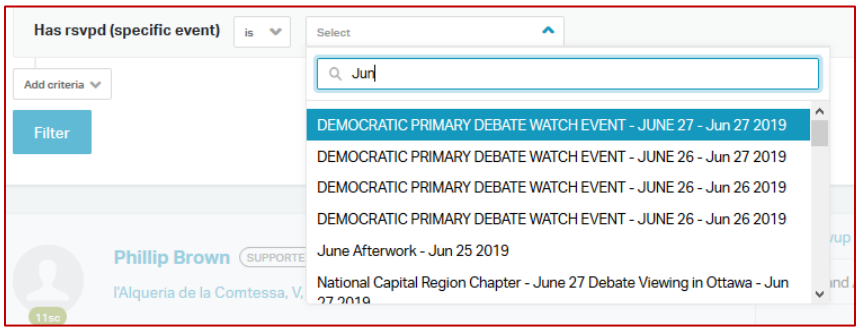


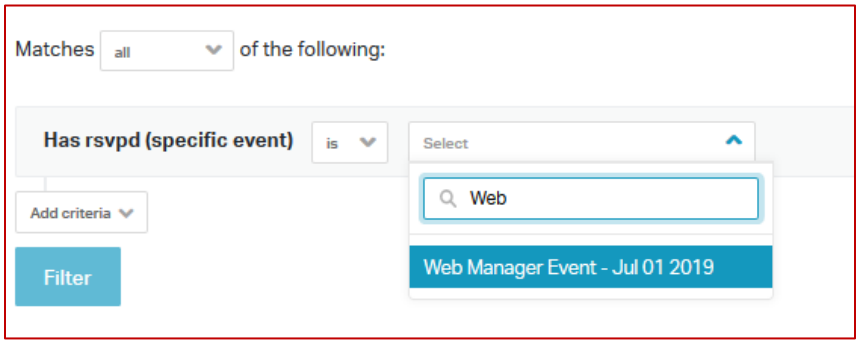
H. RSVPs

Click the RSVPs tab to consult and print a pdf file of the RSVPs. In some cases, it's also useful to generate a .csv spreadsheet, but make sure you PASSWORD PROTECT the file before you share it with anyone.

Finding the RSVPs

The country and/or chapter membership admins (using their info-* login) can also find members in their chapter or country by filtering on the Name of the Event, or also search on month if the name isn't known



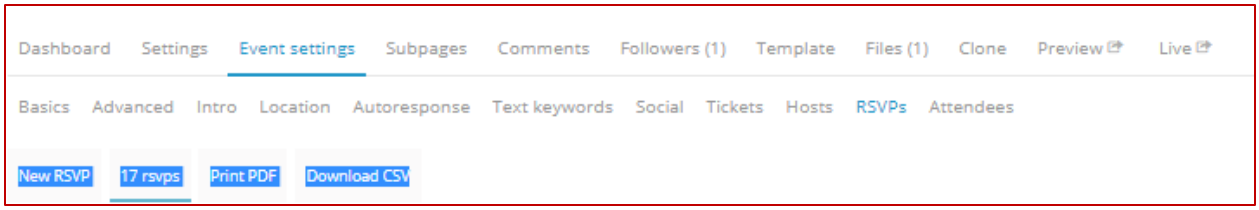


I. Marking and Tagging attendees

You can also mark and tag attendees if by any chance there's an interest in identifying people who actually attended an event.

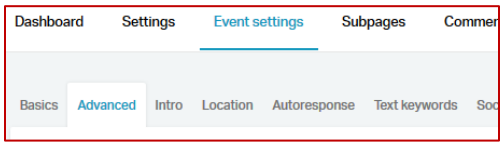
~~Tags for RSVPs – not worthwhile~~

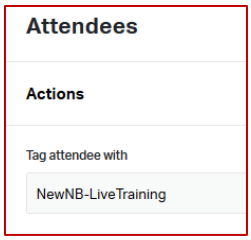
It's not worthwhile tagging RSPCs because you and all membership admins can find them as described in the section above, and tagging will only complicate things.

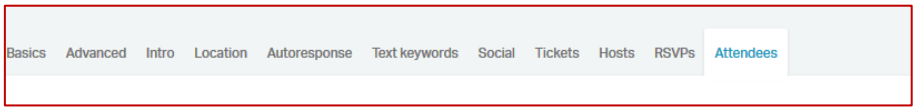


SETTING a tag for ATTENDEES

Go to the Advanced tab and scroll down to **Attendees**. Set a tag. Make sure it's clearly identified.





MARKING attendees

Click the people on the RSVP list who actually attended.