Instructions for Administration of Chapter Web Sites

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HOW TO GET AUTHORIZATION TO BE A CHAPTER WEB MASTER
A current chapter officer must provide the name and e-mail address of the person/s who the chapter has authorized to maintain their chapter Web site. Send name and e-mail address of authorized Web Master to alumni@truman.edu. The Web Master will receive a password via e-mail.

NOTE: If the Web Master would like to use a specific password, please send their preferred password when submitting the authorization e-mail request.

Section 1: Accessing Your Chapter Web Site Administration Page

SECTION 1-STEP 1: Once a Chapter Web Master has been issued a Truman password, he/she can edit the Web site remotely from his/her own computer. To go to the Chapter Web Site Administration page, the Web Master will need to log onto their chapter’s Web site. The URL for each alumni chapter is shown below:

Chapter Web Site URLs/addresses:

- Arizona Chapter: http://alumni.truman.edu/chapters/Arizona
- Chicago Chapter: http://alumni.truman.edu/chapters/Chicago
- Colorado Chapter: http://alumni.truman.edu/chapters/Colorado
- Dallas Chapter: http://alumni.truman.edu/chapters/Dallas
- Iowa Chapter: http://alumni.truman.edu/chapters/Iowa
- Kansas City Chapter: http://alumni.truman.edu/chapters/KansasCity
- Northeast Missouri Chapter: http://alumni.truman.edu/chapters/NortheastMissouri
- Mid-Atlantic Chapter: http://alumni.truman.edu/chapters/MidAtlantic
- Mid-Missouri Chapter: http://alumni.truman.edu/chapters/MidMissouri
- St. Louis Chapter: http://alumni.truman.edu/chapters/StLouis

SECTION 1-STEP 2: To get to your Alumni Web site administration page that allows you to edit your web site, first log onto your chapter Web site (see Web sites listed above).

a. Once you have opened the Web site for your alumni chapter, go to the URL address located at the top of the page in your web browser.

b. At the end of the URL address, delete the name of your chapter, such as “Arizona” in the
example below. *(See Image A below.)*

c. Type in the word “**admin**” in place of the word **Arizona**/or in place of your chapter name *(see Image B below).*

   Example:
   
   http://alumni.truman.edu/chapters/Arizona
   
   should now look like
   
   http://alumni.truman.edu/chapters/admin

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**Image A**

Delete the word “Arizona” [or your chapter name]…

**Image B**

…and replace with the word “admin”, then hit enter on the keyboard

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**SECTION 1-STEP 3:** Hit the ENTER key on your keyboard. A LOGIN page should appear on your screen. *(See Image C below.)*

**SECTION 1-STEP 4:** On the LOGIN page *(Image C below)*, enter your Truman e-mail address (issued by the University).

**SECTION 1-STEP 5:** Enter your Truman PASSWORD (issued by the University) and click on SUBMIT.

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**Image C**
SECTION 2: Editing Welcome Text

SECTION 2-STEP 1: To edit the welcome message, click on the first button located on the left-hand side of the screen. This will take you to a “Welcome Text Administration” page (see Image F below).

SECTION 2-STEP 2: Type in your welcome message in the white area located under the menu of editing tools on the “Welcome Text Administration” page (see Image F below).

SECTION 2-STEP 3: You can use the editing tools to change the size of the text, font, color of text, etc. (see Image F below). If you hold your cursor over an icon in the Editing Tools section, text will pop up describing the tool’s function. NOTE: Editing tools do not work in the Safari web browser or Mac OS X.

SECTION 2-STEP 4: Enter your welcome message and click the UPDATE button located at lower left.

Image F – Welcome Text
SECTION 3: Editing Latest Photos

NOTE: CONTROLLING THE ORDER IN WHICH PHOTOS APPEAR
Photos will automatically display in “alphabetical” order by the photo’s name. If you wish to change the order in which the photos are displayed, you have the option of renaming the photos after you upload them.

NOTE: ADDING SEVERAL PHOTOS MAY SLOW DOWN LOAD TIME
If you are adding more than six photos, you may want to reduce the size of each photo before adding them to your chapter photo album so that they will load quicker. To resize photos, you will need a program that allows you to edit photos such as Paint, Photoshop, Adobe PhotoDeluxe, etc.

SECTION 3-STEP 1: To create a new Photo Album, first click on the Edit button located under “Latest Photos.”

SECTION 3-STEP 2: Type in NEW ALBUM NAME in space provided, then click CREATE ALBUM (see Image G below).

SECTION 3-STEP 3: Click on UPLOAD IMAGES TO [NEW ALBUM NAME YOU JUST CREATED] (see Image H above).

SECTION 3-STEP 4: On the UPLOAD FILES screen, click on the first BROWSE button, and use it to navigate to where the photo files are stored on your computer. (See Image I below.)
SECTION 3-STEP 5: In the CHOOSE FILE window that pops open on your screen, navigate to where you have stored your photos on your computer and click on the first photo you wish to upload, then click OPEN. The photo file should now show up next to the BROWSE button on the UPLOAD FILES screen.

NOTE: ADDING MORE THAN 5 PHOTOS
To add more than five photos to a photo album, upload your first 5 photos, then simply click UPLOAD IMAGES TO [ALBUM NAME] again (see Image H-Step 3 above) and keep repeating the process until you have uploaded all the photos you need for that photo album.

SECTION 3-STEP 6: To continue adding photos, click on the next BROWSE button and repeat step 5 above.

SECTION 3-STEP 7: Once you have up to five photos selected to upload, click on UPLOAD FILES (see Step 7 in Image I above). A message should appear in red letting you know that your photos were uploaded successfully (see Image J below). The photos should now appear at the bottom part of the screen along with editing options such as RENAME photo and UPDATE CAPTION. It may take a few seconds for the photos to appear. To add more photos, go back to SECTION 3-STEP 3.
SECTION 4: Editing Upcoming Events

SECTION 4-STEP 1: To add a new item or edit an item currently on the calendar of “Upcoming Events,” click on the button located under UPCOMING EVENTS.

SECTION 4-STEP 2: On the calendar that appears on the right-hand side, use the ARROWS on the CALENDAR to locate the month to which you need to add an event or edit an event already on the calendar (see Image K below).

SECTION 4-STEP 3: To edit an item already on the calendar, click on that event. Remember, you may need to use the ARROWS on the CALENDAR to advance to the correct month (see Image K below). To add a new event, skip to next step.

SECTION 4-STEP 4: To add a new event, click ADD NEW EVENT on left-hand side of page (see Image K below).

SECTION 4-STEP 5: Enter EVENT NAME. Remember that people viewing your calendar can opt to view ALL ALUMNI EVENTS from your Alumni Chapter Calendar which allows them to view ALL events that have been entered for all 10 Alumni Chapter Calendars. If you include the name of your chapter at the beginning of each event that you add to your calendar, it will avoid confusion when users are viewing the list of events for ALL alumni chapters. See example of named below.

<table>
<thead>
<tr>
<th>Incorrect Name</th>
<th>Correct Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Send-Off</td>
<td>Kirksville Alumni Chapter: Freshman Send-Off</td>
</tr>
<tr>
<td>Wine-tasting</td>
<td>Iowa Alumni Chapter: Event Wine-tasting (Des Moines)</td>
</tr>
<tr>
<td>Baseball Outing</td>
<td>Arizona Alumni Chapter: Baseball Outing (Phoenix)</td>
</tr>
</tbody>
</table>

Format for Naming Your Events
SECTION 4-STEP 6: Enter EVENT DESCRIPTION by typing in your text. You can also copy and paste text if it is available in another document or in an e-mail message (see Image L below).

SECTION 4-STEP 7: Enter START DATE (when you click on the area for START DATE, a calendar will pop up and you can simply click on the date on the calendar for your event…when you do this, it will automatically fill in the date for you (see Image L below).

SECTION 4-STEP 8: Enter END DATE which is usually the same as the START DATE …auto fill function also available for End Date (see Image L below).

- A default time of 12:00 AM will automatically be displayed on both the START DATE and the END DATE. You have the option of entering a time or leaving the default setting as is.
- You cannot delete the default setting. If you DO NOT wish to indicate a time for the event, leave the default time as is…it will not appear on the actual calendar when viewed by users.

SECTION 4-STEP 9: Enter EVENT LOCATION or leave blank.

SECTION 4-STEP 10: Enter URL if a web page is available for that specific event, or leave blank.

SECTION 4-STEP 11: Click the ADD button at bottom.

YOUR EVENT WILL BE ADDED TO OTHER UNIVERSITY CALENDARS
Each time you add an event to your chapter calendar or update an existing event, an e-mail notification will automatically be sent to the University’s Advancement Office so that your event/update can be added to the online University Master Calendar found at http://calendar.truman.edu/calendar.php as well as the list of all alumni events found at http://alumni.truman.edu/AlumniEvent.asp
SECTION 5: Editing News

SECTION 5-STEP 1: Click on the `Edit` button located under the “News” section.

SECTION 5-STEP 2: Click on ADD NEW ITEM or click on existing news item to edit or update (see Image M below).

SECTION 5-STEP 3: Enter text for a HEADING (see Image N below).

SECTION 5-STEP 4: Enter text for the BODY of your message. You can use the editing tools to customize the text (see Image N below).

SECTION 5-STEP 5: Enter START DATE (this is the date you want the News item to start displaying on your web site).

SECTION 5-STEP 6: Enter END DATE (the date you wish to discontinue displaying the news item.)

SECTION 5-STEP 7: Click on ADD.
SECTION 6: Editing Chapter Officers

SECTION 6-STEP 1: Click on the Edit button located under the “Chapter Officers” section.

SECTION 6-STEP 2: Changes can be made for existing officer titles by clicking on their TITLE. This option allows you to edit the current officer’s info or replace with a new officer’s information (see Image O below).

SECTION 6-STEP 3: Up and Down arrows on the far-left column allow you to adjust or change the order of the officer positions (see Image O below).

SECTION 6-STEP 4: To add a new officer, such as a committee member, click on ADD NEW CHAPTER OFFICER.

SECTION 6-STEP 5: Enter info, such as Title, Name, E-mail, City, Home and Work Phone that has been authorized for publication. Click on ADD.

NOTE: You must have an individual’s permission before their phone number and/or e-mail can be published on the Web site.
If you have questions please contact:

- Deanna Rood, drood@truman.edu, (660) 785-4192
- Stephanie Ahrens-Mills, sahrensmills@truman.edu, (660) 785-4167
- Denise Smith, dlsmith@truman.edu, (660) 785-4174

Advancement Office, (800) 452-6678, alumni@truman.edu