

Local Unit and District Website Content Management

How to maintain a nice looking and informative website that your members will love!

A Class for the Beginner (?)

Dallas Convention 2014

Session I:

- This session will cover the editable portions of a web page, including
 - [Adding/editing and formatting text](#),
 - [Hyperlinks](#),
 - [Images](#),
 - Tables,
 - [Google maps](#),
 - and more (40 minutes).
- [Working with Layouts](#) (one column, two column, & three column formats) (5 minutes) and
- [Adding content to side bars](#) (5 minutes).

Editing Content - WYSIWWHAT?

- WYSIWYG – What you see is what you get.
- WYSIWYG Editor formats and edits most of your web page
- Does not affect the header and footer of your page.

Layout Options

- One Column
- Two Column – Sidebar on the right
- Two Column – Sidebar on the left
- Three Column

Content Objects

- What to put in your side bars
- What to put in more than one page
- Useful Content Objects provided by TRTA and Mura
 - Local Unit Officers
 - Site Navigation

Session II: Different Object Types

























- **Adding A File –**
 - **Securing a File with a Member Group**
- **Adding Link**
- **Adding Picture Gallery**
- **Adding Calendar**
 - Calendar content types allow you to display scheduled content in a traditional calendar format. Content placed under a calendar is scheduled by its “Start/Stop Dates”
- **Adding Folder (Like a local unit blog)**
- **Adding a component**
 - Adding the Facebook Component to each page
- **Building a form (“Contact our Local Unit” form)**
 - Adding Form to Web Page

Adding a Component

Component Manager

+ Add Component

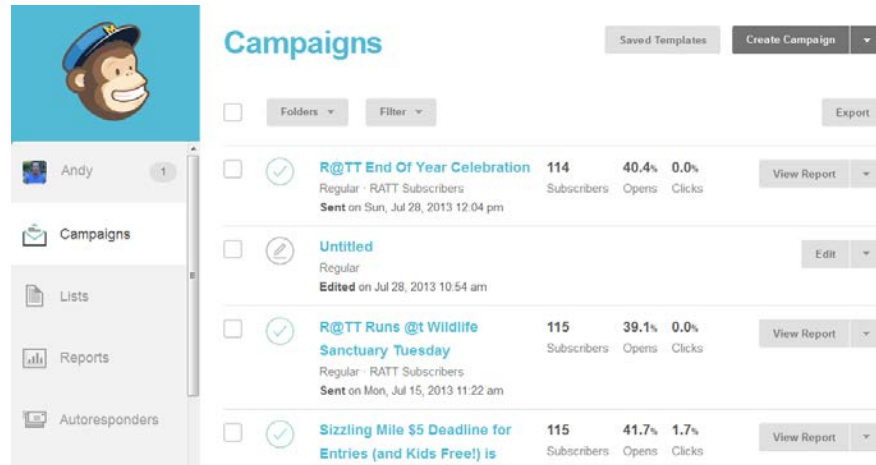
Permissions

Title	Display	Last Updated	
Column Stuff!	✓	04/03/2014 2:36:22 PM	   
Events Calendar Table	✓	03/23/2012 9:05:45 AM	   
Legislators by Zip Code	✓	10/06/2011 4:41:30 AM	   
Local Unit Officers	✓	07/13/2012 1:59:15 PM	   
Lorem Ipsum Filler Text Generator	✓	04/03/2014 2:36:02 PM	   
TRTA's Facebook News Feed	✓	05/03/2013 12:53:05 PM	   

Sending Emails

- Step 1 : Create a Mailing List
 - Name it
 - Import emails or add them
 - Place signup form on web page
- Step 2 Send Mailing to Mailing List
 - Compose Mail
 - Send Mail

MailChimp Option



The screenshot displays the MailChimp 'Campaigns' dashboard. On the left is a navigation sidebar with icons for 'Andy' (1), 'Campaigns', 'Lists', 'Reports', and 'Autoresponders'. The main area shows a table of campaigns with the following data:

Checkbox	Folder	Filter	Export	
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	✓	R@TT End Of Year Celebration	114 40.4% 0.0%	View Report
		Regular RATT Subscribers	Subscribers Opens Clicks	
		Sent on Sun, Jul 28, 2013 12:04 pm		
<input type="checkbox"/>		Untitled		Edit
		Regular		
		Edited on Jul 28, 2013 10:54 am		
<input checked="" type="checkbox"/>	✓	R@TT Runs @t Wildlife Sanctuary Tuesday	115 39.1% 0.0%	View Report
		Regular RATT Subscribers	Subscribers Opens Clicks	
		Sent on Mon, Jul 15, 2013 11:22 am		
<input checked="" type="checkbox"/>	✓	Sizzling Mile \$5 Deadline for Entries (and Kids Free!) is	115 41.7% 1.7%	View Report
			Subscribers Opens Clicks	

Building a Form

- Collect particular info
- Stored in one place as well as emailed
- <http://tinyurl.com/TRTAHelp>

Edit Form

Type: Form Status: Published Update: 04/20/2013 8:14

[Back to Forms](#) [Manage Data](#) [Version History](#) [Audit Trail](#) [Delete Content](#) [Permissions](#)

Basic

Tags

Usage Report

Advanced

Publishing

Title

How May We Help You?

Content

Form Section                        

ABC First Name

ABC Last Name

ABC Email Address

ABC Name of Local Unit or District

What is your question or Comment?

Please enter your comment here

ABC First Name

Basic Advanced Validation

Label First Name

Name firstname

Value