

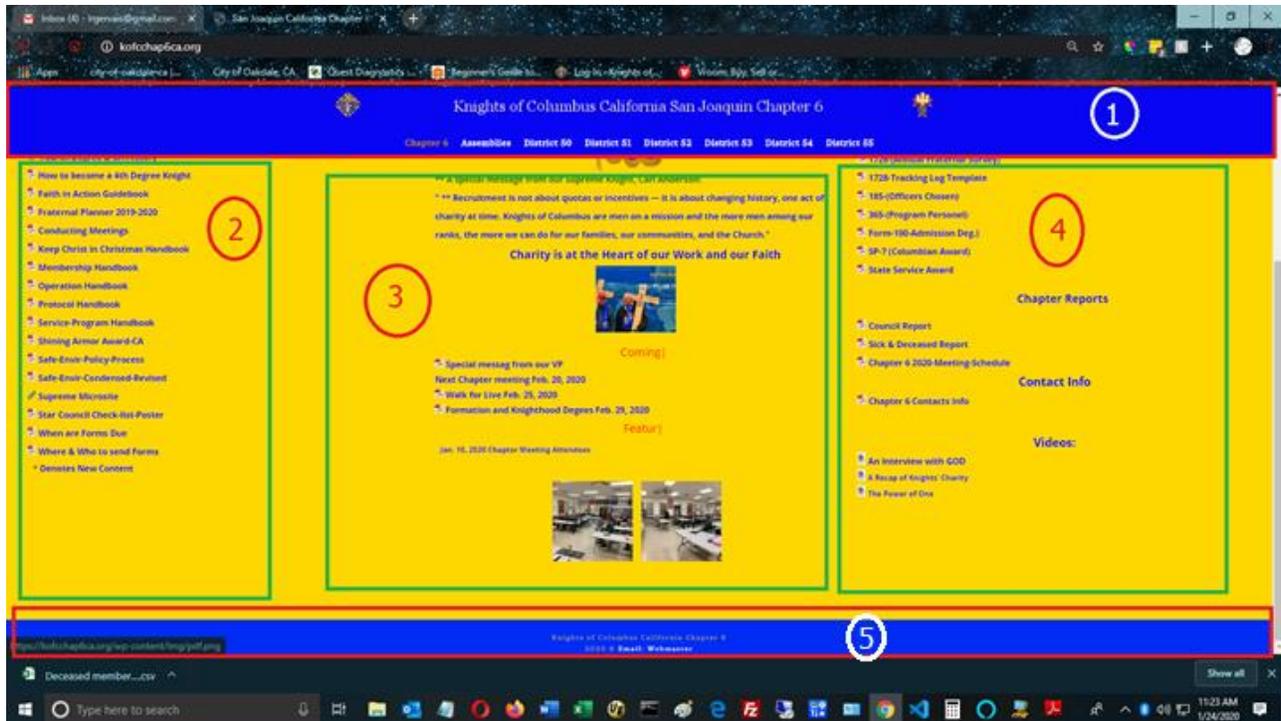
Knight of Columbus

California San Joaquin Chapter 6

Overview and rules to follow to maintain our Website

Rev. 1.2

Our pages are laid out using a modified Designer Theme by (Tesseract (Designer). Typically, a page is laid out with an active header that has several menu items exposed at the top of each page, a Webmaster Content Area, and Footer such as shown below:



Item 1- This is our Header that is displayed at the top of each page.

- The header displays the KofC icon at the left, our name in the center and the 4th Deg. icon at the right.
- The bottom of the header has the several active menu items that will expose a dropdown menu when you hover over that item. Please **note** that the main menu items are also active and will render a page of its own when clicked.

Item 2- Here we have links for General and Training documents

Item 3- In the center column we feature the Banner or Logo for that Assembly of Council. Below the banner we display Featured events follow by images or videos as appropriate.

Item 4- The right column will include info about **meetings**, links to Forms or Reports. The next item in that column is the **Coming Events**. The final item is the **Contact** Info for that Assembly/Council.

Item 5- This is our footer that displays the copyright logo and has an active email contact link to the Global Webmaster.

Rules to follow:

- 1- **Never** delete or rename the Assembly or Council Homepage.
- 2- When adding images use .jpg or .png and keep them reasonable in size.
- 3- When adding a new page, link it to the Assembly or Council homepage that you administer and make sure that a **Title** is defined and descriptive. Lower case names are preferred and please be aware that **ALL** the path name to add links are always **CASE SENSITIVE**.
- 4- Test your links before publishing the page and fix all errors.
- 5- Posting a photos of anyone may need a release form. We have a release form that is available for this on the Tech-Corner page. A good way to handle this at an event is to announce that photos taken at this event may be posted on our website. If no one steps up objecting, then we should be good to go unless there are kids in the photos. For individuals, or any photos that have children in them we **must** have a signed **Photo Release Form**. A file needs to be maintained and an electronic copy of them should be preserved and backed up. Create a folder and save an electronic copy in that folder. If this is a group picture of an event activity are being taken and attendees are aware that of these photos may be published on our website then permissions are assumed, and individual permissions are not required. It is always best to include this intent in an event flyer before that event or a simple announcement this at the activity or event.
- 6- Try to keep all written material clear, descriptive, and short. If it is more than a paragraph, consider making it a document and simply publish its title, upload it, and link it to the homepage like the others already there.
- 7- If you ever find a document or form that is already published on the website that needs to be revised in any way, please let me know and send me the details or updated info needed and I will handle it.
- 8- Ask for help anytime as needed. I don't believe in **DUMB** questions as the only one that is DUMB is the one that you don't ask and you end up going down the wrong path or slice yourself with the razor blade of live. 😞 You got it, **I DON'T HAVE ESP**.
- 9- **Remember**, that it is **very important** to keep the page current. For example, a reference to **Upcoming Events** should never display events that have already taken place.
- 10- I sure that I must have forgotten something, but I just can't remember what it was. 😞

Some Assemblies, and Councils have a Newsletter that is published each month. This is not mandated but it should. I firmly believe that this is a good practice and helps to promote your Assembly or Council. Think of all the members that are unable to make a meeting every now and then. This would be a great vehicle to keep them informed, show them what they missed out on and generate good will. It even helps in recruiting new members as they can see that you are active. If you need help or ideas about doing this, please contact me.

Important: Naming convention for all newsletters:

Use the following: **Mon-year.pdf**

Example: For the February Newsletter for any Assembly or Council would be-
Feb-2018.pdf

Note that the first letter is capitalized and that there is a "dash" between the month and year. WoW! How in the world can you have more than one newsletter with the same name? **Good question.** It is all handled under a directory called "Newsletters" and then a subdirectory has been established for each Assembly and one for each Council. This simplifies the coding needed to support pulling each newsletter from the DB and getting the right one.

You will be provided with the access to upload your newsletters, Initially I request that you send those newsletters in to me. Once the newsletter is published on the website all that is needed on the homepage of the Assembly or Council is to update the link shown under the "Current Newsletter" area.

Important: This is a living document and will be updated as we evolve. It is imperative that you contribute to this document as without your questions, concerns, or feedback we will not evolve.

Just FYI, If your Assembly or Council have been published newsletters for a period of time, even years, and you have electronic copies of them, I would welcome getting them and adding them on to our website and designing an archive engine to be able to pull them up for display. This has been successfully done for Assembly 67 and Council 7773 in the northern California area and more that 10 years of newsletters can be pulled up. Here is the link to that archive engine:

<https://kofc-ca-d2.org/wp-content/nls.html>