

Policies and Procedures for creating and maintaining a site

In order to create an account for your chapter or state web management, you must be the president of that chapter or state. Once you have chosen a username and password for your account, the username and password can be passed on to the individual designated to manage your website. The individual you choose to administer your web management does not have to be a web developer or a web expert; however he/she will be responsible for all material posted on your site. Chapter and state presidents must give final approval for any information posted on their site. Ads are strictly prohibited. Any sites found running ads will be disabled.

When registering your site, you must provide us with your information along with information for the person responsible for administering your billings. Fees for your account will be billed annually in the same month in which you originally registered your site. In case of non-receipt of payment, your website will be temporarily disabled until payment is received from your chapter or state. Please inform us of any changes regarding your chapter or state billing person at Webhosting@narfe.org or feel free to call 703-838 7760 ext. 373.

Publishing your URL or WEB address

Chapters

URL or web addresses are just extensions of the main NARFE website. For example www.narfe.org/chapter# Please make a note that the word chapter and the chapter number is a part of the address. And do not use the leading zeros for your chapter number, so if your chapter # is 101, your address will appear as www.narfe.org/chapter101.

Federations

URL for each state will appear and must be published as www.narfe.org/state. For example www.narfe.org/va or www.narfe.org/md
Guarantee

Creating admin account for your site

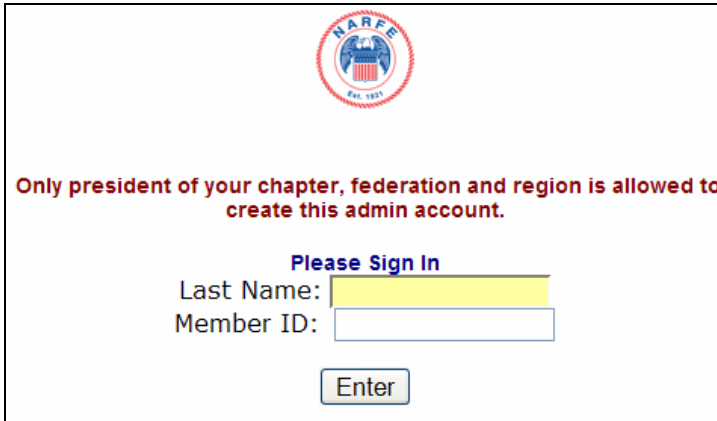
Chapter

To sign up for an administrator account which will allow you to create your website go to: www.narfe.org/chapter#/create.aspx please note once again that if you are from chapter 144? Your address will be www.narfe.org/chapter144/create.aspx

Federation

For each federation the “state” is the state abbreviation, i.e. VA, CA, MD.

So if you are from VA federation the address will be www.narfe.org/va/create.aspx



Enter last name and member ID to sign up and register your account.

Enter a username

Select and enter a password

Renter password

Provide all the billing information

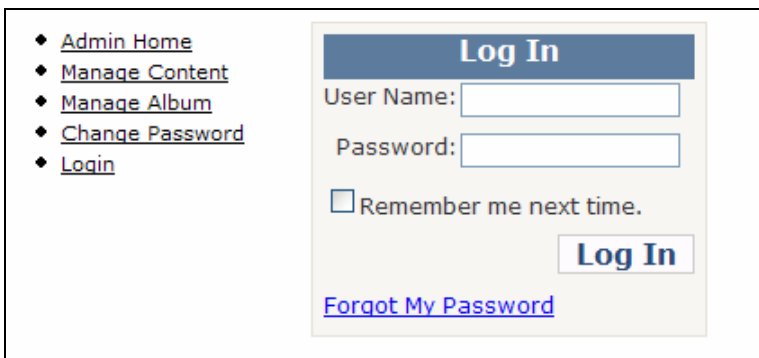
Click enter

Creating your website

To manage your website for chapters go to www.narfe.org/chapter#/admin.aspx

To manage your website for federations go to www.narfe.org/state/admin.aspx.

1. Log in by using your user name and password



After login, the Website Content Management System (CMS) screen will appear



Website Content Management System

- ◆ [Admin Home](#)
- ◆ [Manage Content](#)
- ◆ [Manage Album](#)
- ◆ [Change Password](#)
- ◆ [Logout](#)

Welcome to Your Website CMS

This is your home page for the CMS Management section.
Please choose one of the items from the menu on the left.

[Upload My Website](#)

2. Click Upload My Website
3. Upon successful upload of your web files you may
4. Click on Manage Content

Creating an Album for your site

You may upload pictures onto your album, to be displayed on your site

1. Log in to CMS
2. Click of on Manage Album
3. Name your album
4. Click add
5. Then click edit.
6. Browse for picture from the destination
7. Enter a caption for the picture
8. Then click add
9. Repeat steps 5 – 8 to add more photos

To add content to your website go the management site of your web.

1. Go to the Web management console:
2. For chapters the address will be as follows:
www.narfe.org/chapter#/admin.aspx, where CHAPTER# is written out as CHAPTER101
3. For Federations, the address will be as follows:
4. www.narfe.org/state/admin.aspx, where the STATE is the abbreviation, such as VA, MD....
5. Then login with your user name and password
6. click on Manage Content
7. click Create New

The following is the Create New article page you will see

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Website Content Management System

Create a Title for your article here.

Title

Intro Text

Create a portion of your article as an introduction or a teaser to which a Read More.... Link will be attached by the system, where the browser will click to get the full article.

Full Text

Create or paste your entire article here. The full article will display on its own page once the Read More... link is clicked.

Content type Welcome Text

Category Home

Visible?

Content type will determine where the article will be placed on the site. Please refer to the template for predefined sections.

By selecting visible the article will be viewable by all

Save Cancel

Save: you must save the article prior to moving on.

Editing content for your website

1. Login using your username and password in the content management system
2. Go to edit content
3. Your articles will be displayed click on Edit button
4. Edit article screen will open with your selected article in view
5. Make the necessary changes and click on save.
6. You may delete an article the by simply clicking Delete.