

## New ONC Website (ONC.org) Guide

The new ONC website has 4 basic types of content – **Pages**, **Posts**, **Events**, and **Links**, and each of these can have **Media** (images and PDF files are the most common) attached in one way or another. Basically, whenever content is Published it goes into the website database. It is pulled out of the database and “served” to the site visitor according to clicks on links (like menu items) or instructions embedded in Pages, Posts, Events, or Links.

**Pages** – are generally items included in menus, such as [ONC News](#), [ONC Chapters](#), each chapters homepage (like [Blue Mountain](#)), [About ONC](#), [Nordic Trails](#) page, etc. These generally contain basic information that doesn’t change too often. But they also often include sections somewhere on the page that display the other types of time-limited or time-sensitive content, like the **Posts** in the News article spaces on each chapter homepage.

**Posts** – are generally timely news-like articles that need to be shared for awhile but don’t need to always be readily available (like Pages are). Say there's a breakdown of a chapter's groomer, or ODOT has a new proposal that members need to know about... those would be good candidates for a Post. Look at the News section of the [main homepage](#) or the [ONC News](#) page for some real examples.

Important note - when a Post is written it should be assigned to one or more Categories. Those are used by the website to know which Page(s) the Post should be placed on.

**Events** – are a special type of Post... basically a calendar item that includes Start (and End) date/time, location, cost, contact, and a detailed description of what the event is about. Events can be displayed in a conventional day/week/month calendar or in lists of Upcoming Events. They will remain on the conventional Calendar even after they’ve past, but they are automatically dropped from Upcoming Events lists when they’ve past. Users can select different ways to view Events on the [Calendar](#) page.

**Links** – are actually called Simple Links and are a special type of Post that displays a single hyperlink that goes directly to another website or a single PDF file on our website (like a Ski Trail description or a Newsletter).

### Who Can Add or Edit Content

Any number of people can be authorized to add or edit content to the website. There are various roles and permission levels that can be assigned to these users:

1. **Contributor** – able to create Posts and Links and save them for review by higher level users. Contributors cannot Edit existing content. Rarely used except for real newbies.
2. **Author** – able to create Posts, Events, Media, and Links, and Edit their own content, but not that of others. Commonly assigned to users who need permissions to add/edit their own content.
3. **Editor** – able to create Posts, Events, Media, and Links, and Edit their own and others content. Commonly assigned to users who need permissions to add/edit their own and others content.
4. **Administrator** – able to create Pages, Posts, Events, Media, and Links, Edit their own and others content, add and set-up tools, sidebars, generally do anything on the website. Rarely assigned to those who really know what they are doing.

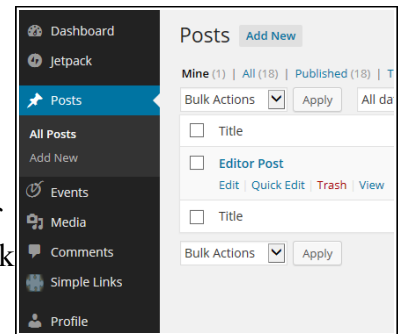
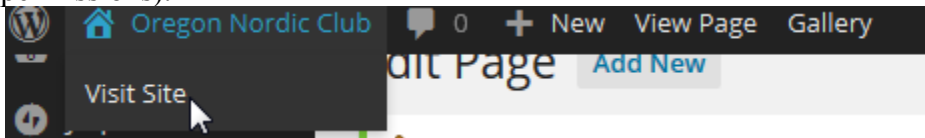
To add/edit content you must first login to the website using the Contributor Login link in the lower left corner of any webpage. If you need a login please [email an Admin](#) and describe your role needs.

### How to Create or Edit Content

When you login you will be taken to the Dashboard (backside) of the website where you will see a number of links in the left sidebar. The items shown in this sidebar will depend on your role and permissions. Move your cursor over any of these items to see a selection of sub-items, such as All... or

Add New. Click All... to see a list of the content you are able to Edit. Move your cursor over the title of any of those items and you'll see options to Edit, Quick Edit, Trash, or View the item.

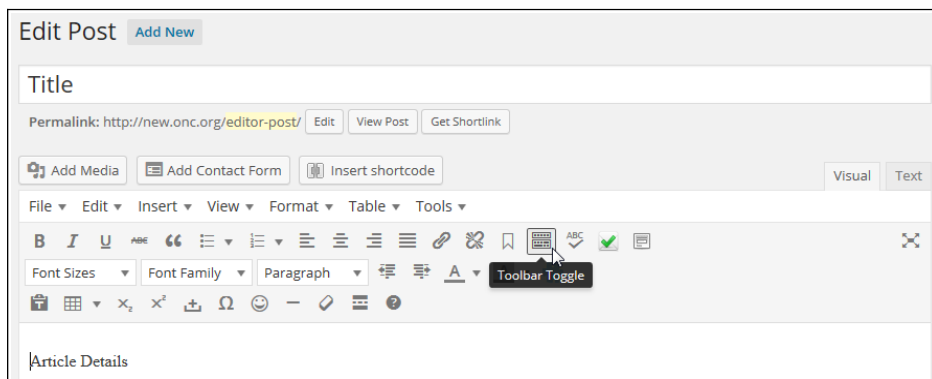
You may also go to the editor from the front side of the website. When you're logged in, the black bar at the top of the page has links to do various things, including "Visit Site" which takes you to the front side of the website. There you can navigate to the page you want to edit and click the Edit button in the upper right side of the page (if you have proper permissions).



When you Add New or Edit you'll be taken to an Edit page where there's typically space for a title and other areas below that depending on the content type.

**Posts** – are the most basic type of content, often referred to as a blog post for those of you who blog.

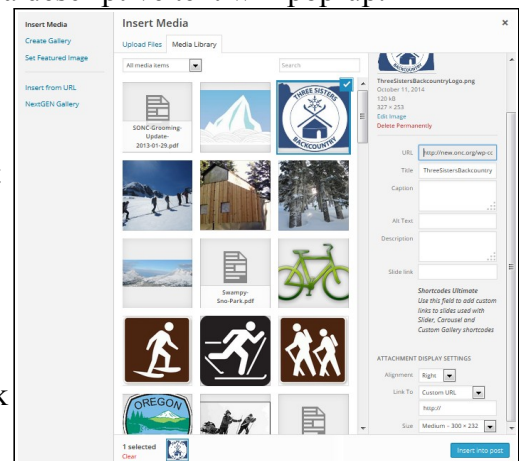
1. Add a Title – if possible make it brief, descriptive, and interesting enough that people will want to read it
2. Compose the article details – try to draw the visitor in with your first 20-30 words. Since only an excerpt will be shown on the Page it is added to you should entice them to follow the Read more.. link to the rest of the article.



3. Format the details – you will need to click the Toolbar Toggle button in the toolbar at the top of the details window to see all the formatting tools. Most of these tools will be familiar word processing tools. Run your cursor over any of them and a descriptive text will pop-up.

Note – you may copy/paste text from a word processing program (like Word), but click the "T" icon in the toolbar to paste it as unformatted text or you will have a very hard time changing any formatting because of the Word garbage that is carried over. Click the Text tab to see what the HTML looks like for the text and formatting you've entered. It's instructional but may be daunting.

4. To insert Media (i.e., images), place your cursor at the paragraph where you want the image inserted, then click the Add Media button. A dialog box (right) will pop up



showing all the Media already uploaded, and a tab to upload your own Media. Upload your own or click on an existing image and you'll see details in the right sidebar. PLEASE give new media a meaningful name so others know what and where it is. Click on the m you want, select the alignment (left with text wrapped to right, center with no wrap, right with text wrapped to left), Link To (if you want it to link to the image, a page, or to another URL), and a Size (usually medium works best). Then click the "Insert into post" button.

5. Finally, put a check next to your chapter on the Category list in the right sidebar before you Publish or Update the Post. This is very important if you want your post to show up on your chapter's webpages.
6. Optional – if the Post is information that actually has an expiration date (like an invitation to comment on a proposal, etc) you can set the Post to expire in the right sidebar Post Expirator feature. Click the Enable Post Expiration checkbox and set the date, time and how to expire (usually to Draft so it won't show up on the site after the expiration date).

**Events** – Basically Add/Edit like with Posts except the Editor has an area for Date/Time (with various options), Location, Cost, and Contact information. Events will post in the Calendar and in Upcoming Events lists, but not directly in the News sections.

**Links (Simple Links)** – are a different breed and may be somewhat confusing. They basically create a link to a webpage (internal or external) or an internal document and they are included in lists according to their assigned categories. I've set them up mainly as quick and direct links to PDFs of trail maps and descriptions or newsletters. Many of the trail PDFs are hosted on external websites (USFS) but several are uploaded to our Media files. To add a link for a trail or a newsletter:

1. Create the PDF (don't try to use a Word document as they require the Word program)
2. Upload the PDF to Media (left sidebar after you've logged in)
3. Copy the URL for the uploaded file (it's shown in the right column),
4. Create a New Simple Link (Add Link in left sidebar or "New" dropdown in black top border)
5. Add Title and paste the URL (leave out the "<http://new.onc.org/>" portion, it works better overall)
6. Check Category box for your Docs(Chapter) AND either the Newsletter OR Trail categories (important that both need to be checked)
7. Publish

Note - If you want a "Current Newsletter" link set up for your chapter just [email an Admin](#).

**Pages** – for the most part leave creating Pages to an Admin since Pages often contain code to display other types of content, like lists of relevant Posts, Events, and/or Links. If you think a page is needed please [email an Admin](#) with your suggestion... there may be other things to consider or ways to do it that will be more effective.

### **Give me Feedback**

Hopefully this provides you with a start on adding and editing content on the new website. Please send me ([webmaster@onc.org](mailto:webmaster@onc.org)) feedback if anything is incomprehensible or doesn't work as described. I will add other details as questions or requests arise. I think that adding a few bits of content will make you much more comfortable and you'll find this new website is really less complex to work with.