

DA Website Country Committee Content Management

BY THE GLOBAL HELPDESK TEAM
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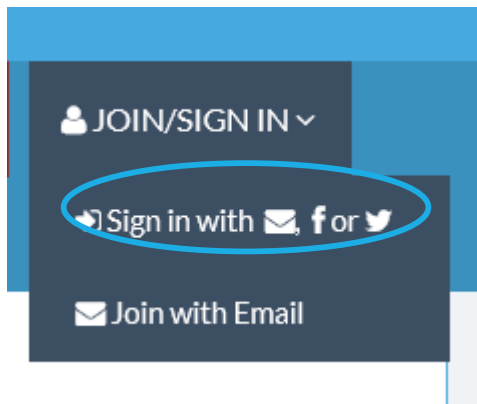
Country page management

Page:

3. How to login and managing your account settings
5. Creating a News Post for your country or chapter
10. Create your country's introduction post
11. Setting up your country or chapter leaders list
12. Adding or embedding images in your posts
18. Adding an Event
20. Editing a post or event

How to login

IMPORTANT: Remember that for web content management you will be logging in as yourself. This is different from membership management or emailing where in general you have your own special country or chapter login.



1. Open www.democratsabroad.org
2. Mouse over the Join/Sign In button and click “Sign in with ...”.
4. Fill in your username and password and click **SIGN IN WITH EMAIL**

Username = the email you used to sign up for Democrats Abroad
Password = in most cases your own or, if not, the one we gave you when we set up your web posting permissions

Finding your country or chapter page on www.democratsabroad.org

For your country:

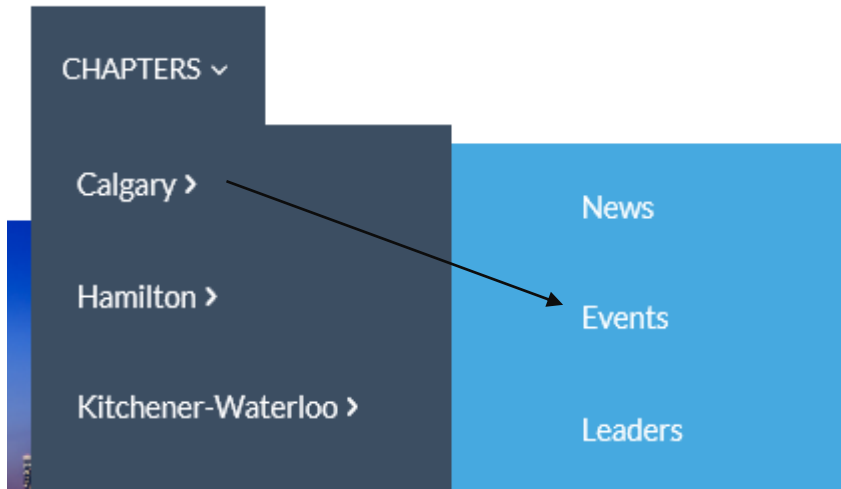
Click the **COUNTRIES** button and scroll down to your region then your country.

Or – MUCH EASIER – simply type www.democratsabroad.org/cc (=country code)

Click the News or Events button to open the page



For your chapter, it's a *bit* more complicated:



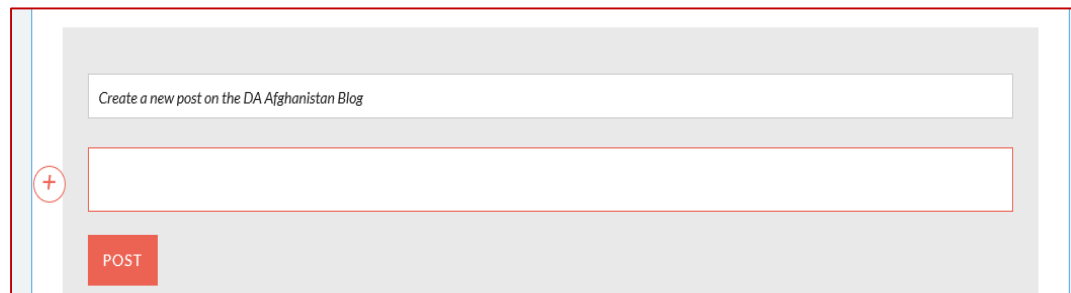
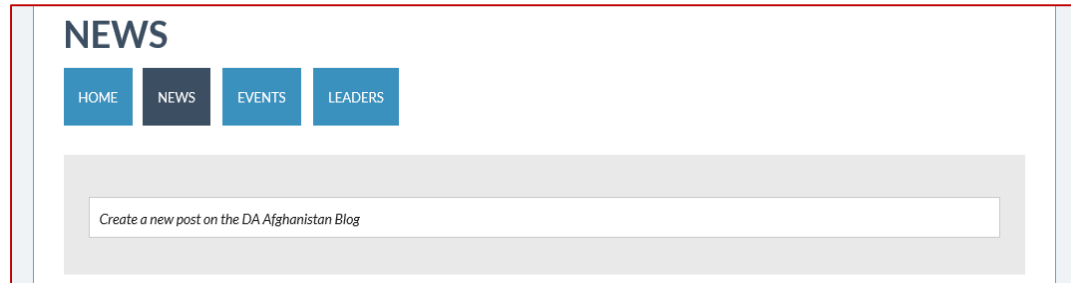
The graphic way is: Find your country page, then open the chapter button, scroll down to your chapter and click either news or events, then proceed as described on page 5

Or – MUCH EASIER – use the following URLs (and save them as bookmarks/favorites):

http://www.democratsabroad.org/cc_chapter (ex: ca_montreal)

http://www.democratsabroad.org/cc-chapter_news or http://www.democratsabroad.org/cc-chapter_events

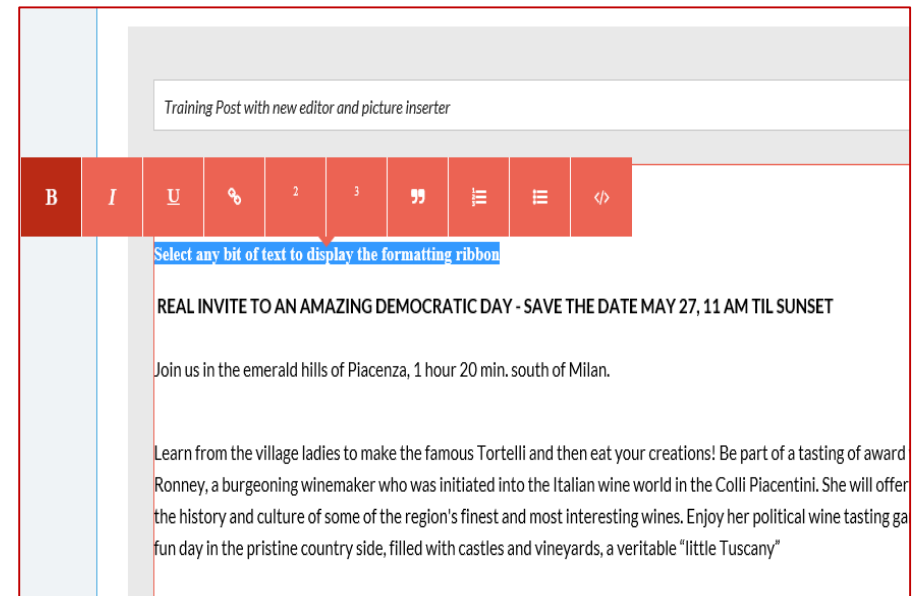
Creating a News post – the screen



1. Open your country's or chapter's news page as explained on page 4
2. Click anywhere in the "Create a new post..." and start typing your post's title. The content box will appear below. (This will be explained further on.)
3. Click in the Content box to begin creating your post. The + sign will be used to insert/embed images
4. When finished, click "Post" to save
5. See p. X for a few tips to make things easy.

Creating News content (details)

1. Choose your title well
Frontend editors currently cannot edit a title once it is saved
2. You can create content either by typing directly in the box or by ***DIRECTLY*** pasting in text from a Word file.
3. To display the formatting ribbon, select the text to be formatted.
4. Html coding is also available, see page 8 below on how this works.
5. See the following pages for information on the specific buttons.



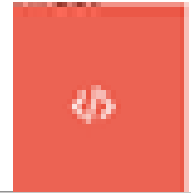
Formatting News Content Text

Select the text to be formatted to display the ribbon.



	Pretty self explanatory – Bold, Italics, underline
	Enter the hyperlink and decide whether you want a normal hyperlink or a BUTTON
	Used to set headings and font sizes
	Highlight a quote in the middle of a page
	Set bullet or numbered lists
	Html button – see details on the next page

HTML coding icon: “Evaluate html”



The html code button here is a useful tool but not that easy for everyone.

👉 **Don't touch this button if you don't want to or don't know how to work with html !!** Without html coding this button simply strips all formatting from your text and you have to start over.

👍 **BUT if you're familiar with html coding:**

Type the html code in the editing box, select it, then click the `</>` button. This will turn the html code into a formatted text.

TIPS (first findings – please share your discoveries with us at helpdesk@democratsabroad.org!)

For texts with hyperlinks there are 2 possibilities (but once again it's good to play with this a bit to see how it works for you):

- Select the whole text, including the hyperlinked text and click the `</>` button. Then afterwards verify the hyperlink and if needed select the text to hyperlink, click the link button and re-enter the hyperlink. OR
- Select the section before the hyperlink, click the `</>` button, then click the section after the hyperlink and click the `</>` button

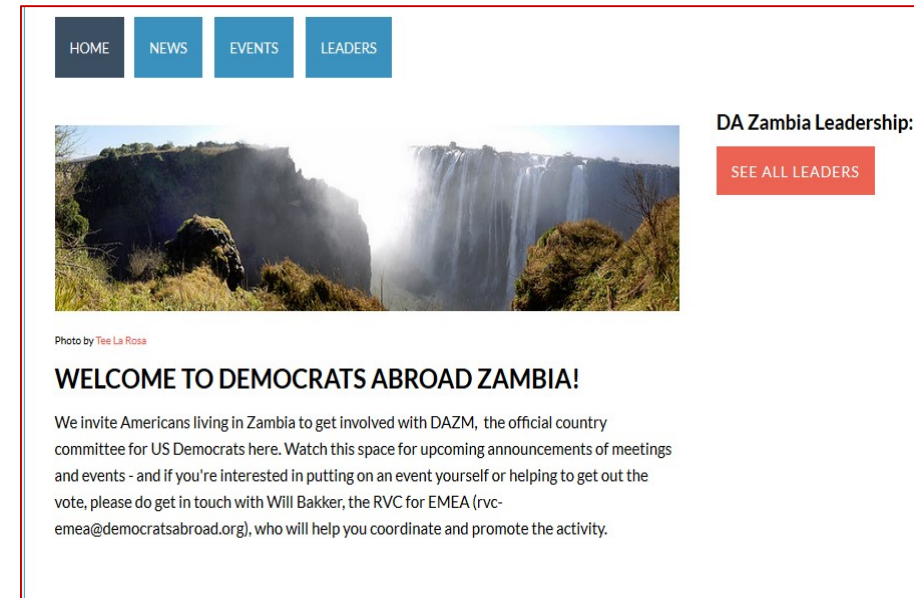
To add colors use: `This is red text` or else the html color codes

Creating/Updating your country/chapter intro post

(see the next page on how to create the leaders list)

Want to create or update the welcome message on your group's home page? Here's how:

1. Create a news post and prepare your welcome text.
2. Add an image at the top (a panorama size works best)
3. Be friendly (include an easy way to contact your committee)
4. Be social (add your facebook link if you have one)
5. Save your post and then...
6. Email helpdesk@democratsabroad.org with a request to turn this into your intro page. Be sure to include the page's url!



HOME NEWS EVENTS LEADERS

DA Zambia Leadership:
SEE ALL LEADERS

Photo by Tee La Rosa

WELCOME TO DEMOCRATS ABROAD ZAMBIA!

We invite Americans living in Zambia to get involved with DAZM, the official country committee for US Democrats here. Watch this space for upcoming announcements of meetings and events - and if you're interested in putting on an event yourself or helping to get out the vote, please do get in touch with Will Bakker, the RVC for EMEA (rvc-emea@democratsabroad.org), who will help you coordinate and promote the activity.

Setting up your country or chapter Leadership list (something the membership admin needs to do)

1. In the square at the top of the member's record, add the tag XX: Leader (where XX=ISO country code) or XX_CHAPTER: Leader (where CHAPTER=Your chapter name). In most cases the tag already exists. Double click to select then click Add tags.

2. Click the Profile link, then scroll down to Headline and enter the person's office

3. Set the Priority (just to the right of the Add tag button): 5= Chair, 4= VC, 3= Secretary and/or Treasurer, 2= Legal Counsel and/or Voting Rep, 1= other officers. Country leaders should be on the country page, Chapter leaders on the chapter page.

4. Click on Live Site at the top of your screen. Search for your country to see the result

5. Ask your officers to edit their own profile to add a picture

Adding images and other media to your News post - 1

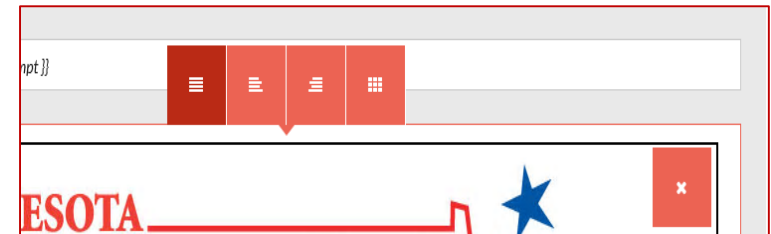
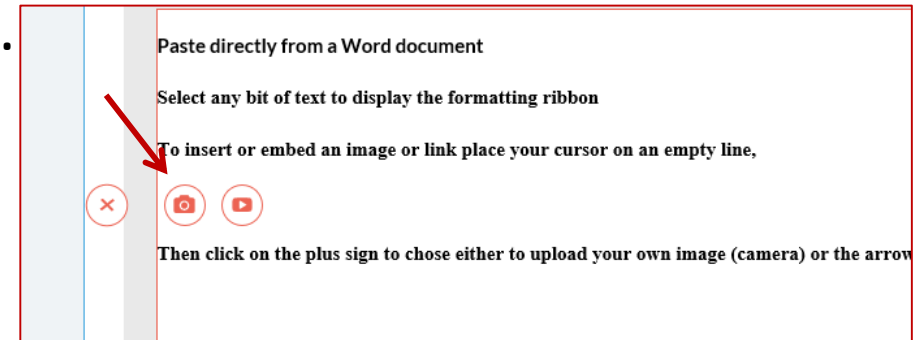
You can easily add pictures, videos, documents and rich media to any post.

Place your cursor on a new line, click the orange + sign to the left.

Click the camera button to upload a photo. (It's a good idea to already have the image in the size you want.)

Click the image to set the size and alignment. The buttons are (left-right)

1. "Full Justified" - which doesn't allow photos to float left or right of the image
2. & 3: "Float left", "Float right" in these cases image size is also smaller
4. "Gallery" (to create a grid of images). To create the grid, just keep adding photos using the plus sign that appears to the lower right of the image. If you just add more than three images one after the other, it will automatically create an image grid.



Adding images and other media to your News post - 2

You can embed rich media from many sources. Just paste the URL of the page you'd like to embed.

Click the media button to embed content from another site.

Here are some popular ones

Pictures: Paste a URL from [Flickr](#), [Picassa](#), [Imgur](#), [Instagram](#) (and others) on its own line

Video: Paste a URL from a [YouTube](#), [Vimeo](#) or [UStream](#) video on its own line.

Word Docs/pdfs: Upload your document to [Scribd](#) then paste the link to the document on its own line.

Presentations: Create a presentation in [Prezi](#), [Storify](#) or upload a presentation to [Slideshare](#) and paste the link on its own line.

Social Media Posts Paste the URL to a tweet or public facebook page post to embed it.

For a complete list of content providers that you can embed, [click here http://embed.ly/providers](http://embed.ly/providers)

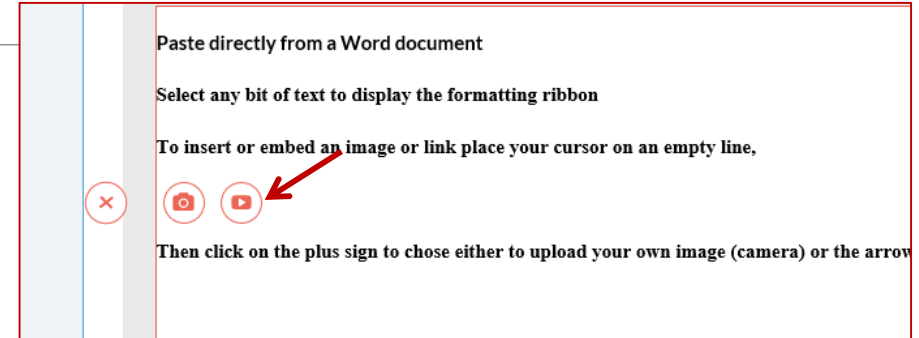


Image editing tool tip: Try canva.com, it's free and easy to use!

Adding social media to your News post: Best practices - 1

Instagram and Facebook

Avoid copyright issues - use your own feed, or your country committee's feed

Instagram hints

- Grab the photo's URL from the Instagram URL address field
- Once in your post, open the "HTML" source window and add the URL there to paste clean code (Instagram adds code to the regular editor which the system can't read)
- *Do paste the link onto its own line in your post.*

Facebook hints

- Open the image you'd like to share, click "Options," then "Get Link"
- Change https to http when you paste the url into your post ([HTTP://YES](#)) (HTTPS://NO)
- *Do paste the link onto its own line in your post.*

Image editing tool
tip: Try canva.com,
it's free and easy
to use!

Adding social media to your News post: Best practices - 2

Flickr (www.flickr.com)

Sign in to Flickr and search for your term, then drill down using Advanced Search

- Search by size: Panorama view
- Search by copyright: “No known copyright restrictions” OR “Creative commons”

Creative Commons

- Follow all attribution instructions
- Add attribution beneath the photo
- Consider emailing the photographer if in doubt, Flickr photographers are very friendly and often happy to share!

Pay attention to the URL when pasting into post

- Change https to http
- Copy the address till just past the unique photo number. See example:
<http://www.flickr.com/photos/mariano-mantel/12811381265/>
- *Do paste the link onto its own line in your post.*

Create an image gallery

Flickr to the Rescue! (www.flickr.com)

1. Create an account on Flickr
2. Upload gallery images into one album on Flickr
3. Paste the album URL into your post :
<https://www.flickr.com/photos/mitchwaxman/albums/72157660795676217>
4. Change https to http, thus :
<http://www.flickr.com/photos/mitchwaxman/albums/72157660795676217>
5. Save your post and enjoy

Add a video

[Youtube.com](https://www.youtube.com)

Add a presentation

[Prezi.com](https://prezi.com)

Add documentation

[Scribd.com](https://www.scribd.com)



Add an event (basics)

CZECH REPUBLIC - EVENTS

HOME

NEWS

EVENTS

LEADERS

CREATE A NEW EVENT FOR CZECH REPUBLIC



1. Login and click your country's event button or scroll to the chapter event link. Events created by a chapter should also show up on the country events page. All events are listed on the global events map.
2. Click "Create a new event for..."
3. Fill out the event details (note: to appear on the map you need to have a geocodable address)
4. Consider asking for RSVPs
5. Save and Post
6. See further tips on the next page.

Add an event (more details)

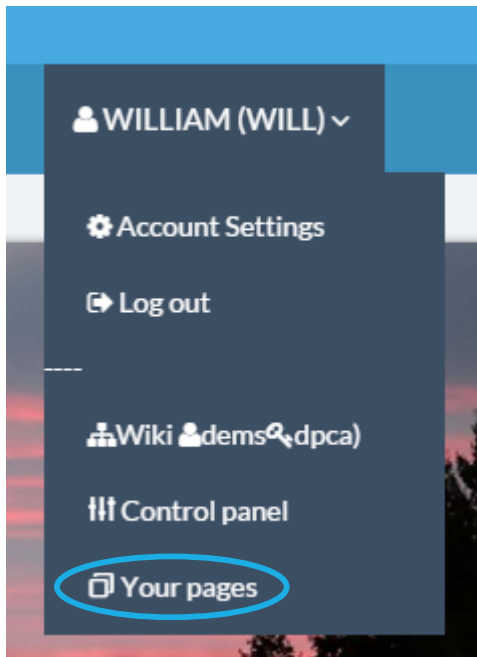
1. **Name your event carefully** – for you can't delete titles (or events) once they are saved
2. **Location**
 1. Map your address - Clear it with Google. ***Unmappable addresses will not show up on the world map.***
 2. If venue is private – write “RSVP for Address” in the venue line, then as street address use that of the local train station or main square so your event will appear on the map.
3. **RSVP**
 1. Track attendees through RSVP emails and your event's RSVP dashboard
 2. **NEW** 📌 The membership admin can search for RSVPing members in your group's database.
Look for the filter: **Has RSVP'd (specific event)** and enter the name of the event.
4. **Event payments** - Link to Eventbrite.com or paypal for payments
5. **Save** (but check your title one more time before you do!)
6. **Edit your event** - go to YourName/Your pages

Need to Cancel an Event?

Send an email to helpdesk@democratsabroad.org

Be sure to contact all participants who have RSVP'd first though!

Editing a post/event that you created



1. Mouse over your name in the top navigation and then scroll down the submenu and click "Your pages"

(This opens a list of the pages you've created)

2. Click "edit" to the left of the post or event you'd like to edit.

You can now edit your text and your images at will.

See the next page on posts/events created by someone else.

YOUR PAGES

	Page name
edit	News → Mikulas Eve party
edit	Events → Events for fun
edit	Events → Opera Night
edit	Events → Oktoberfestivus
edit	Events → And yet another event
edit	Events → Another event for CZ
edit	Events → Party for the party
edit	Events → Staffer Event

Editing a post/event (more details)

1. You can only edit the posts and events that you've created.
2. It's currently not possible for you to delete a post or event, or edit titles, but you can ask global admins to do so.

Send an email to helpdesk@democratsabroad.org, giving the name (and ideally the actual url) of the post/event in question.



When to contact a global admin

Contact the Global Admin mailbox helpdesk@democratsabroad.org * if you

- Have forgotten your info-* login password – do not change it yourself – this is being done centrally
- Need data extract (Excel spreadsheet)
- Need an import of data (must have had an export first since need the member ID in the file)
- Have questions not covered in anything on the wiki under FAQ, training video, training material – you are expected to look there before asking

•If you need to **add or remove a person from membership access rights**, use our wiki page:

<https://wiki.democratsabroad.org/display/ZORA/New+Admin+Access+Request+Form>