

ESCAPEES RV CLUB
Job Description: **CHAPTER/C-BOF WEBMASTER** (1109)

Job Summary:

As a volunteer, the webmaster will maintain the Website provided by the Escapees RV Club.

Duties and Responsibilities:

1. Maintain the chapter/c-BOF Website, using the template.
2. Update officers and contact persons.
3. Update rally/luncheon information with dates, directions, and any extra information that would be helpful, in a timely manner.
4. Add photos as desired.
5. Update counter to track the number of visits.
6. Visit <http://www.escapees.com/chapters/OfficerManuals.asp> for a general tutorial and step-by-step instructions for the use of the Escapees Website template.
7. Ask the Chapter Directors for your chapter/c-bof website ID and Password.

The specific instructions -- how to's as Webmaster -- are in the officer manual area of the website at: <http://www.escapees.com/chapters/OfficerManuals.asp>

To enter this area of the website you will need an individual ID & Password -- please call Escapees 888-757-2582 to ask for this. Also included is the Webmaster Instructions along with the Job Description.

You can play with a test website without changing your own group website until you get the feel of it. The "test" site can be changed, submitted and viewed again and again. That is what it is for. Test Page ID: chapter00 (that's chapter-zero-zero) Password: chapter00 (that's chapter-zero-zero)

If you test the chapter00, you will have to exit the internet and then log on to the internet again and go to the chapteradmin site - www.escapees.com/chapteradmin.

If there are other chapter sites that look good to you -- go to View on the Task Bar > Page source or Source. This will show you the behind the scenes HTML formatting. It can be used to copy paste stuff from one website to another. You know I like someone's format - copy it - paste into mine and change the words. Makes you look like a real webmaster!!!:

We also suggest that once you complete your group webpage that you take a moment to copy the entire page and paste the information into a Word.doc file -- just in case it should get lost you will be able to easily cut and paste it back together again.

The following pages will be of much help in doing the website:

1. Basic step by step instructions
2. HTML hints by Stan Bober
3. How to add photos to your Escapees website by Stan Bober
4. Detailed tutorial by Stan Miller, condensed by Stan Bober

Thank you for volunteering to be the webmaster. Good Luck --

Escapees Chapter-C-BOF Website Instructions

The goal of the website is to help your chapter / C-BOF to attract new members and to help potential members to locate your group. The website is meant to provide more information than the magazine has space for, more current information than the magazine can give, and to be controlled by your chapter needs.

For a complete and detailed tutorial please see Stan Miller's website information below.

The web page template is easy to use:

From any computer with an **Internet connection** and **Internet Explorer version 4 or greater** connect to www.escapees.com/chapteradmin Or www.escapees.com/bofadmin

- This will open the update page
- Insert User name and Password.
- If you don't have User Name or Password – contact Chapter Directors
- Select "Update or Change Chapter Information"
- You may add graphics by choosing "Upload files to the graphics directory"
- You may delete or view files by choosing "Delete or view files in the graphics directory"
- This opens the template of information
- Simply type into the blanks the information you want to appear on your page
- You may cut and paste information from other files into your website blanks
- Several blanks are filled with information that is standard format that you should not change
- "The Browser Title Bar" and "Web Page Heading" Blanks match all of the other chapters.
- The remainder of the fields are self explanatory.

Once the page opens you can follow the instructions on the **Web Page Update Guide** below to update the page. If you want to get fancy with your page go to Stan Miller's website tutorial below. Stan has very complete tutorials for beginner and advanced webmasters.

Browser Title Bar Name: (please do not change)

Web Page Heading or Title Message for top of webpage: (please do not change)

Page last updated: This date changes automatically when you make changes to the website.

Voice Mail extension: 1-888-757-7701 with 80XX(Chapter number, eg: 8001; 8051)

- Be sure to update voicemail after each rally to keep current information available.

Areas of interest: Let people know where your chapter is located.

Main Body of this page:

- Insert perhaps the history or special things about your chapter.
- Let folks know you welcome guests at your rallies, luncheons, and get togethers.
- Chapter dues information

Rallies, Events, Luncheons, etc: List any current and future events. List dates and directions to luncheons.

- Location by address and name of facility
- Directions: easy to follow instructions
- Do they need to pre-register
- Brief explanation of the facilities. Is there water, electric, and/or dump. Other extras
- Camping fees
- Rally fees
- Schedule of events
- Mail: how folks may get their mail
- Hosts: Name, email address, phone number to contact with questions or registration
- Let folks know you need volunteers for event

Chapter Officers: List the chapter officers with information that you choose. Some use complete address, phone number, email address.

- Suggestions for information:
- The Secretary needs to be listed so folks may send correspondence
- The Treasurer needs to be listed for folks sending dues.
- The Wagonmaster needs to be listed for folks interested in rally information

Email contact information: a name and email address for people to contact with questions

Phone contact information: a name and phone number for contact with questions.

Webpage Maintained by: name

Webmaster contact information: webmasters email address. You may request a chapter escapees email address.

We encourage all chapters to keep their website updated regularly. Take a few minutes to view other chapter websites. Some chapters list all of the calendar of events for an entire year. Other chapters change the information after each rally.

We do ask that you include rally date, directions, contact person phone and email, perhaps a schedule of events and rally application form.

Using the template gives everyone who visits Escapee Chapter websites a glance at what your chapter has to offer.

HTML Webmaster Tutorial by Stan Bober

Some of the basics I most often use to put together a simple but very useful and fun website.

Link to a gif such as a state flag, or an animated gif. The gif must first be uploaded to your “graphics directory” thus the word graphics is in the below link to tell it to go there to find the gif.

```

```

Link to an e-mail address.

```
<a href="mailto:dabobbers@sbcglobal.net"> Stan Bober</a>
```

The HTML below takes you to another web site such as a campground’s website, or yahoo, Google, or MS maps, to give your members a map of where your next rally will be held. Highlighted in blue is the URL or website you want to go to and highlighted in purple is telling the member to click “Here.”

```
<a href="http://www.sctb.net/Park/Default.htm">Campground Website</a>
```

The below HTML is probably the most advanced HTML I use. The goal is to put a “printable” registration form or maybe an application form to join your chapter, etc. 1. You must first convert your document to a PDF. form. I use a free on-line PDF converter such as:

<http://www.freepdfconvert.com/>.

2. After converting your form or Word Document to a PDF, you then must upload the PDF to your “graphics directory.”

3. I use the below html to put a button on my website. I’ve highlighted in red what you can put on the button itself.

```
<form><input type="button" value="Click Here for Printable Tri-Chapter Rally Pre-Registration Form" onclick="parent.location=('graphics/tri-chptr._registr.form.08.pdf')"></form>
```

I suggest you “copy & paste” the above HTML’s and fill in what you want in between. You cannot miss one mark or you HTML will not work.

You can see some of the above in action on our Indiana Chapter 51 website.

<http://www.escapees.com/chapter51/default.asp>

Websites I use to get “animated graphics, state or US flag or simply search for animated gifs.

<http://www.uselessgraphics.com/index.htm>

<http://www.virtuallandmedia.com/ani-gifs.htm>

The below site is quick reference HTML chart.

http://www.pagetutor.com/html_tutor/quik-index.html

The below site is a color chart.

<http://www.pagetutor.com/colorpicker/index.html>

Next.....HOW TO ADD PHOTOS TO YOUR SKP WEBSITE

HOW TO ADD PHOTOS TO YOUR SKP WEBSITE

Step 1.

You must resize your photos! The size should be about 640 x 480 (considered standard e-mail size) although smaller will work. This is of utmost importance to be able to upload your photo to your graphics directory. I presently have Windows XP and downloaded this free image resizer from Microsoft. Go to the below website and find [imageresizer.exe](http://www.microsoft.com/windowsxp/downloads/powertoys/xppowertoys.msp).

<http://www.microsoft.com/windowsxp/downloads/powertoys/xppowertoys.msp>

For those with Windows Vista, you can “Google” for a free Windows Vista image re-size tool.

Also

All photo programs should be able to re-size your photo(s) as well. The important thing is “find a way to re-size your photos to what’s called, e-mail size (640 x 480) or smaller. YOU CANNOT PROCEED TO STEP 2 UNTIL YOU’VE PROPERLY RESIZED YOUR PHOTO(S).

Step 2.

Go to your Chapter Admin page (<http://www.escapees.com/chapteradmin/>) (need password) and click on “Chapter Graphic Directory Upload.” You’ll notice the warnings about your photo size not being too large to upload. See *Step 1 above*.

Click on Browse and find the photo you want on your website’s photo gallery that “has been resized” and click on that photo and then click “upload.

Your photo is now in your Chapter Graphic Directory Management file. You can verify your uploads by clicking on “view file.”

Step 3

Go back to the Chap. Admin page and click on Chapter Photo Gallery Management. You’re now on the Photo Gallery Update Page.....right?

There are 10 slots for 10 photos and a lower text box for a short caption underneath each photo.

The upper box contains a drop-down arrow on the right edge of the box. Click on the arrow and it opens the Graphics Directory where all your photos, gif’s, PDF forms, etc. reside. Click on the photo you want on your photo gallery. Caption it and go to page bottom and click “Submit.” This will take you to your live photo gallery webpage. If the photo and caption is to your liking, go do the next one and so forth until all photos you wish to display are live.

Tip: I do them all at one time but you have to hit the “submit button” or you lose all your work if for some reason you leave the Photo Gallery Update Page before submitting.

Things that drive a webmaster crazy are: You’ve done everything right and your flag or animated gif doesn’t show up on your website? More than likely, you’ve left off one itty bitty quotation mark or something so seemingly insignificant within the needed proper HTML code, yet that’s why it’s not appearing on your website. A good reason to “copy and paste” as much as possible.

Congratulations on becoming an Escapees Webmaster.

Stan Bober, Chapter 51 Webmaster; SKP #66944

October 9, 2009

Detailed Tutorial – by Stan Miller – Condensed by Stan Bober (10-09)

If you enter the following line into **Internet Explorer's** address field and press "Return" you will be taken to your web page building template.

Chapters: <http://www.escapees.com/chapteradmin/>

BoFs: <http://escapees.com/bofadmin/>

The first thing you will see is an authentication box. You will need to enter the user name and password assigned to you by the Chapter Directors and click on OK to continue. Make sure you use the correct (upper or lower) case for both or it will not let you into the site. If you have a problem with this contact the Chapter Directors.

Once your user name and password have been verified you will go to the "Chapter Update Options" page. You will see these choices. Each choice is covered below along with some suggestions for using it.

1. **Chapter Page Content Admin**
2. **Chapter Graphic Directory Upload**
3. **Chapter Graphic Directory Management**
4. **Chapter Photo Gallery Management**
5. **Change Counter Amount Or Since Date**

1. Chapter Page Content Admin: This is where you will be entering the text portion of your site content, it is broken into several blocks that fall into a few types, each type is covered below. This is the heart of the web page creation tool. You will enter the information you want to appear on your web page here as well as selecting your pictures if you choose to use any. Open your chapter update site and click on "Update or change chapter information" and you will see the data entry page. When you click on the "submit" button at the bottom of the page you will see the page it created for you.

Note: Most fields that you leave empty will not appear on the final page when you create it, some are required entries and will always appear.

You can type a lot of information in these fields; the displayed length of the field does not limit your information except for the "Area of Interest" field that is limited to 254 characters. Do not use the Enter key, let the lines wrap themselves unless you want extra blank lines, then use the Enter key to create them. You can copy and paste into these fields if you have the information already on your computer.

This page maintained by: Enter the name of the chapter webmaster.

Webmaster E-Mail: This will be converted into an e-mail link so put only one "legal" e-mail address in here like "bogus@escapees.com" this address will be converted into a form link to reduce spam e-mail.

Web Page Heading or Title Message for top of webpage (i.e., Chapter name and number): This is the name that will appear at the top of your Internet Explorer window and as your bookmark name. This should be "**Escapees RV Club**" followed by your official chapter or BoF title, like: "Escapees RV Club Chapter 39 Wash-Pan" or "Escapees RV Club C-BoF Medium Duty Trucks".

Type up to **255 characters** describing the chapter's primary area of interest (i.e., region of the country): This should be your region of the country or information about your interest area if you are a BoF. The front of your entry may be deleted if you type too many characters.

Main Body of the Page: The "Main Body of the Page" field. This should contain something about your chapter. How to join the chapter, chapter history, detail about where you get together (not to duplicate the rallies, events luncheons section below), what you like to do and general chapter information are suggested. If this gets wrapped around your logo you can start it with several blank lines to move it down out of the way.

Rallies, Events, Luncheons, Etc: These work the same as the "Main Body of the Page" section. You have lots of room to type in these fields so be generous with the information you provide. See note in Voice Mail below.

Chapter Officer Information: These work the same as the "Main Body of the Page" section. You have a lot of room to type in these fields so be generous with the information you provide.

Voice Mail 888-757-7701 ext: 80xx. Enter the extension number used to access your chapter's voice mail, check the magazine rally page if you are not sure of your number.

Note: If there is nothing in the "Rallies/Events/etc" block, the voice mail extension # will not appear. There must be at least a general sentence like "To obtain current information on rallies or other events, please listen to our voicemail number." or something like that. Then the voice mail # will appear.

E-mail contact information:

Name: Enter the name of the person to contact for information about the chapter by e-mail.

E-mail address: This will be converted into an e-mail link so put only one "legal" e-mail address in here like "bogus@escapees.com" this address will be converted into a form link to reduce spam e-mail.

Phone contact information:

Name: Enter the name of the person to contact for information about the chapter by phone.

Phone number:

Mailing Address:

Line 1 to Line 4: Enter the name and mailing address of the person to contact for information about the chapter by postal mail.

Show chapter photo gallery link. Click this if you have created a photo gallery for your chapter.

Alternate Webpage (i.e. if your group already has a web presence then please put the full URL of the website here): You should enter it as [your-site.domain](#) or it may not link properly **they probably have a space or a blank line in them. Use your back button, go to the field and click in the bottom right corner of the window and hold the "Backspace" key down until the cursor is in the top right corner. Now hit submit again and the heading should be gone.**

2. Chapter Graphic Directory Upload:

This is used to upload any graphics files you want to use, not just a logo. Please note that all file types other than .gif .jpg .png and .pdf will be ignored. It looks on your computer for the file you want to send to the Escapees web server. You can either type the name of the file (A:\mylogo.gif) or use the browse button to find it and then select it by clicking on it. You should use .gif or .jpg files for graphics on the Internet as all computers can correctly display them. If you use .jpg files it is best to use e-mail size of 640 x 480 or smaller. You can try different sizes to see how they look on your page but the smallest size that is clearly visible will load the fastest for your viewers. Once the file name appears in the box you can click the upload button to copy it to the Escapees server.

Note: You should not upload anything but graphic files (gif .jpg .png and pdf) to this directory.

A quick tutorial on some of these files and HTML tutoriala are here:

http://www.pagetutor.com/html_tutor/quik-index.html

<http://www.google.com/search?hl=en&lr=&ie=UTF-8&oe=UTF-8&q=web+graphics+tutorial&btnG=Google+Search>

Warning: Do not upload files with spaces or punctuation (other than - and _) in the file name, they will not work with the template for some viewers!

3. Chapter Graphic Directory Management

This page lists the graphics you have uploaded to your template and allows you to view or delete them. You can't delete the defaultlogo.gif but you can replace it with a new file of the same name.

Note: If you want to display a chapter logo on the main page you must name it "defaultlogo.gif" and

upload it. The original escapees logo or your old logo will be replaced by the new defaultlogo.gif and

the old one will be deleted.

4. Chapter Photo Gallery Management:

Here you are given drop-down menus to select up to 10 pictures to use on your photo album page. Each choice also has a title line so you can add a caption to the photo selected. Click Submit when you are finished with the page and you will be taken to the gallery page. You can use the back arrow to return to the management page to make changes.

5. Change Counter Amount or Since Date:

This lets you control the starting value for your counter and change the date that will be displayed.

You might want to reset the counter to zero and change the date prior to the start of each rally season.

Suggestions for painless page creation:

1. Type your page information into your word processor where the spelling checker can help find typos.

Copy and paste the information to the Chapter Update Page fields when you are happy with it. You can also copy and paste from rally host's e-mails or (almost) any other document so you don't have to retype all the time.

Color setting tools

<http://www.colorschemer.com/> This tool will help you pick colors that work well together.

<http://reallybig.com/visibone/lab/index.shtml> Color to color-number translator.

http://hotwired.lycos.com/webmonkey/reference/color_codes/ A table of colors and the number codes to create them.

<http://www.netstrider.com/tutorials/HTMLRef/color/index.html> A table of colors and their names.

Four most often used HTML's: 1. Link to another web site:

` www.stanmiller.info`

2. *Italics*: `<i> </i>`

3. **Bold**: ` `

4. Underline `<u> </u>`

www.stanmiller