



Chapter and Support Group Custom Web Page Creation

This document provides instructions on creating and managing custom web pages for Chapters and Support Groups of the National Ataxia Foundation.

While a great deal of customization and personalization may be done on these pages, this document is intended for two audiences. First, this document will instruct novices of the web on creating a page using simple and intuitive controls. Second, this document will cover more detailed creation and transfer of existing pages from other locations.

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Accessing Your Page

All Chapters and Support Groups of the National Ataxia Foundation now have the ability to create their own pages on the web site of the National Ataxia Foundation. This will allow Chapters and Support Groups the ability to focus on items important to those they serve without the need to keep up-to-the-second on what's happening with research and the International Organization.

Getting an Account

Pages on the National Ataxia Foundation's web site (<http://www.ataxia.org>) are provided to affiliated Chapters and Support Groups. Many of these organizations are already registered with the National Ataxia Foundation. If you are one of these organizations, you already have an account. You can see the details of your account as they appear to all visitors of the web site. Chapters, Support Groups, and Ambassadors are listed online (<http://www.ataxia.org/connect/support-groups.aspx>). By selecting the location of your Chapter, Support Group, or Ambassador program from the appropriate drop down list, you can review your details.

If details on your account need to be changed or you do not have an account, you will need to contact the National Ataxia Foundation to get one set up. This can be done by submitting a request online (<http://www.ataxia.org/contact/contact-form.aspx>) or through email by contacting Lori Shogren (lori@ataxia.org). Any request to become a Chapter or Support Group of the National Ataxia Foundation should be accompanied by supporting information.

Provide This Information

Chapter or Support Group Name

Name of the Contact Person

Address for the Chapter or Support Group

Phone Number

Contact Email Address

Fax Number

Accessing Your Account

Once an account exists for your Chapter or Support Group, you may access it at any time. Pages are available through the National Ataxia Foundation web site. The only requirements for accessing these pages are the availability of a web browser and an internet connection. Each Chapter or Support Group will have their own log in screen. Access to all controls and pages for your site is available by entering the following Uniform Resource Locator (URL) into the browser:

<http://www.ataxia.org/Chapters/YourFolderName/admin.aspx>

Please note that you must substitute YourFolderName for the actual name provided to you by the National Ataxia Foundation. For purposes of this documentation, the chapter is named Sample Chapter with the folder name being SampleChapter (no spaces). As such, this documentation uses the following URL for access to the pages:

<http://www.ataxia.org/Chapters/SampleChapter/admin.aspx>

For quicker access to this page in the future, you may bookmark this page (Control + D) in your browser. Note that bookmarks only exist in your browser and will not be available from other computers or other browsers you may use. You will need to enter the full URL if you work on another computer.

Logging In

After entering the URL into the appropriate browser, you should see the screen in Figure 1. The true name of your Chapter or Support Group should appear above the Log In box. In this example, you will notice that the Chapter has been named Sample Chapter.

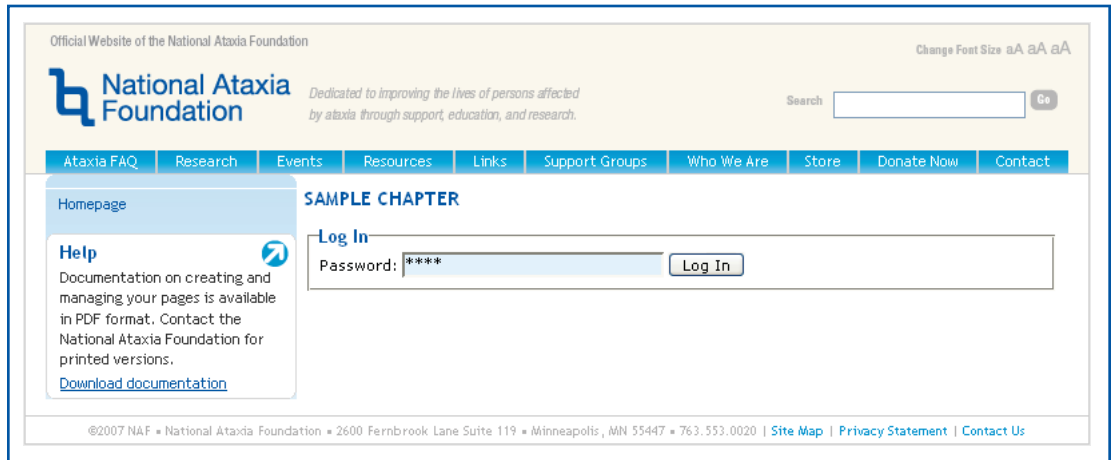


Figure 1 - Chapter Login

If you do not see this screen, there are a couple items to check. First, make sure you have an active Internet connection. Second, make sure you have typed the URL correctly. This should include the Chapter Folder Name rather than the actual Chapter Name as described in **Accessing Your Account**. Finally, make sure you include the full path name (/admin.aspx) after your Chapter Folder Name.

Once you have access to this page, only entering of a password will keep you from creating your very own site. The password supplied to you by the National Ataxia Foundation should be entered in the text box supplied on the screen. This password should be entered exactly as it is provided. One click on the Log In button will bring you to your pages.

Getting Started

Now that you've accessed your pages, you're probably wondering what you can do. Every Chapter and Support Group already has a home page for their site. These pages are automatically created by the National Ataxia Foundation and provide a consistent means for others on the Internet to get information about you. While this may be sufficient for some, you may want to display more information about your specific group to the world. Once logged in, you will have the ability to create many custom pages to support the goals and missions of your specific group through use of an Administration page as seen in Figure 2.

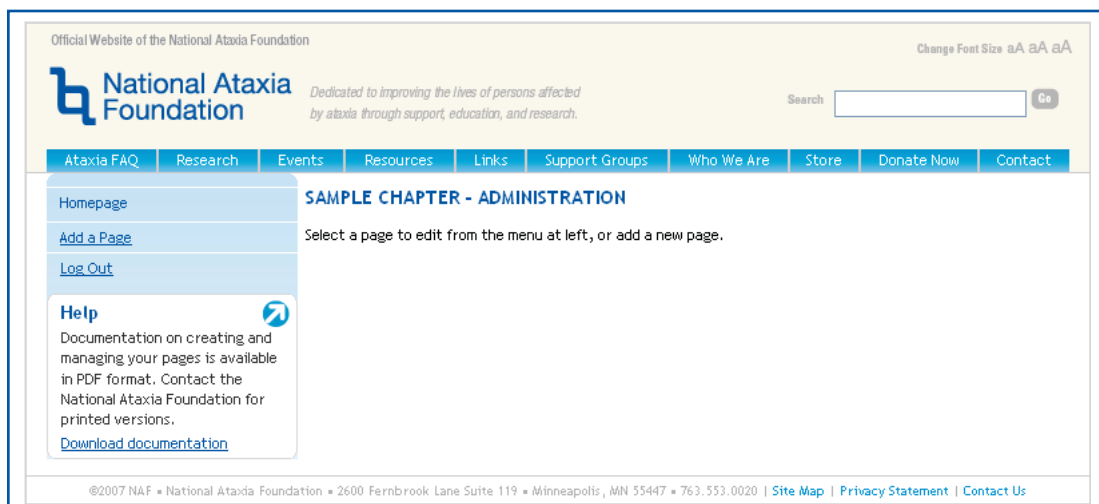


Figure 2 - Chapter Administration Start Page

Your Home Page

Now that you are logged into the system, you will notice that the left column of the screen will display some navigation as seen in Figure 3. This navigation will help you create, manage, and view the pages associated with your Chapter or Support Group. The Help information in this navigation bar may change from time to time to alert you of new changes, enhancements, or topics of interest. This document will always be available from this menu in the event that you need to refer to some of these topics but have misplaced this information.

The top item in the navigation is called Homepage and allows you to view the Home Page for your organization. The Home Page for this Sample Chapter is shown in Figure 4. You will notice that all contact information provided when the Chapter or Support Group was created by the National Ataxia Foundation is displayed here. Special notes you would like to be visible for your group can also be included on this page.

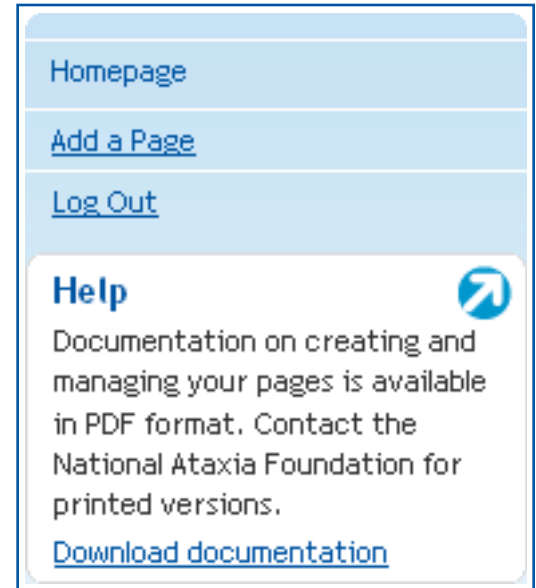


Figure 3 - Navigation

SAMPLE CHAPTER

Contact

John Doe

Email

sample@site.org

Address

123 Main Street
Anytown , MN 12345

Country

United States of America

Phone

(123) 456-7890

Fax

(123) 456-9870

This is a sample Chapter created for demonstration purposes.

Figure 4 - Chapter and Support Group Home Page

It is important to note that this page can not be edited by you. If you require changes to this page, you will need to contact the National Ataxia Foundation. Your home page allows individuals who visit your pages an opportunity to see the details on your Chapter or Support Group with ease. Please make sure you inform the National Ataxia Foundation as any of this information is changed to make sure visitors to your pages are able to contact you.

The home page you are viewing is the actual page that appears on the site. Any additional pages on your site will appear as links in the left column navigation. If you would like to return to the administration page, you will need to press the back button on your browser. Viewing of your home page provides you with a preview of exactly what your pages look like to visitors of your Chapter or Support Group.

Creating a New Page

By now, you're probably ready to create your first page. There are two ways to create a page for your Chapter or Support Group — creating a page in the editor or creating a page using Hypertext Markup Language (HTML). For now, we will discuss the editor tool alone. Use of HTML, scripting languages, and advanced options are discussed in more detail in the **Advanced Editing** section of this document.

The navigation shown in Figure 3 has an option to Add a Page. Clicking this option will create a blank page for your Chapter or Organization as shown in Figure 5. When you click this option, you will be brought to a new screen that provides all the functionality you will need to enter your information, format text the way you want it displayed, preview how it will look, and save it so your visitors can see the great new page you just created.

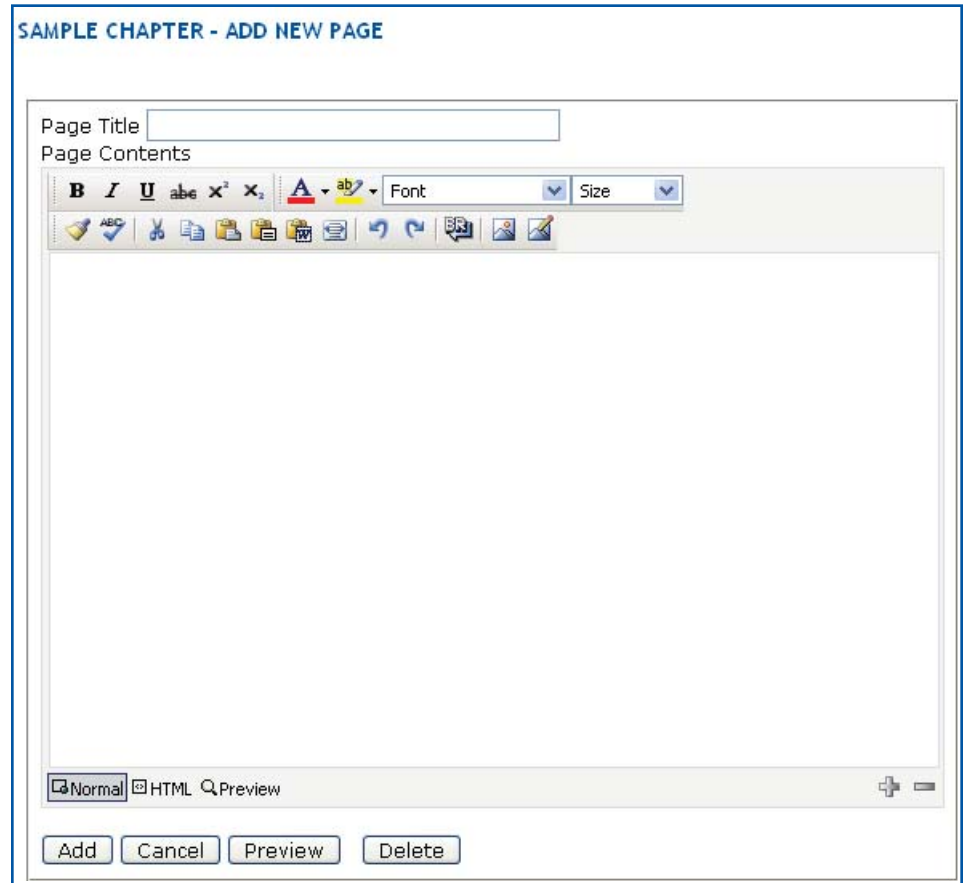


Figure 5 - Add a New Page Start Screen

Titling Your New Page

The first step you should take every time you create a new page is to give it a title. The title will be entered as the first item on the Add New Page screen. The top input box will receive the title. This title will appear on the top of the page and will inform visitors as to the contents they should expect to see. The title also serves as the navigation for your new page. Navigation for your pages is automatically created in the left column. You never need to worry about linking pages of your site together. This will be automatically kept up-to-date for you.

Because this title will be used for navigation, try to keep it short but informative. If you want to list all the events you have planned for the year, you may want to name it Events, Our Events, or Upcoming Events. Titles such as Sample Chapter's Upcoming Events For The Year provide more information than is necessary and become more confusing for site visitors than something short and simple. After all, you have the rest of the page to provide more details.

Designing Your New Page

After entering the title for your page, you can enter the contents you would like. Figure 6 shows the screen you will use to enter and design the page. Your ability to create and edit the content on the page will be done in what is commonly referred to as a What You See Is What You Get (WYSIWYG) editor. This type of editor allows you the ability to create your web page in a similar fashion as a Word document. You have the ability to enter content from the keyboard and format it with toolbars. You have the ability to make text bold, italic, or underlined. You will be able to change the type, size, and color of text.

Eventually, you will want to add images to the page. Adding an image is as easy as clicking a button. The last two buttons on the second line of the toolbar allow images to be entered. The button that shows a sun setting behind mountains allows an existing image to be placed on a page. The button that shows a pencil drawing the mountains allows a new image to be uploaded to your page and inserted at the same time. When inserting or uploading an image, you will see a new window that will allow you to customize the size of the image, locate the image from your computer, and position it on the page.

Saving Your New Page

Once you have finished creating your page, you can click on the Add button at the bottom of the screen to save the page and make it available to visitors. If you are unhappy with your page, you can select cancel to remove all changes. If you would like to see what the page will look like before adding it, the Preview button will open a window for you to view.

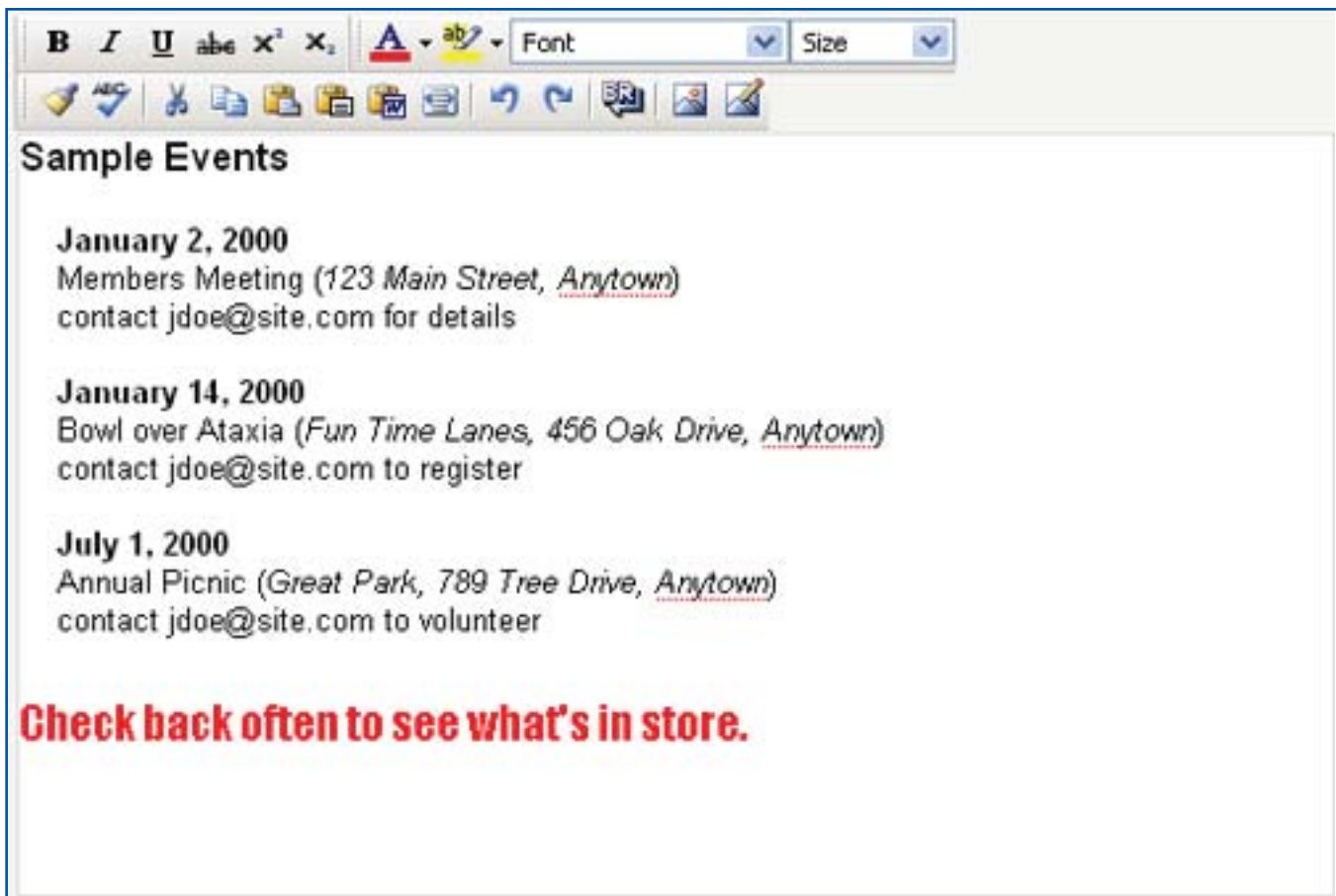


Figure 6 - Adding Content to a Page

Making Changes

Editing an Existing Page

After creating your first page and clicking the Add button, you should notice that your page is now listed in the navigation as shown in Figure 7. As promised, the Title you gave your page appears as the title for the navigation.

Making changes to this page is as easy as clicking on the [Edit] link next to the page title. You will see a new screen that will be identical to what you saved when you completed creating the page. You now have the ability to change the page title, add or edit text and images, and change fonts, colors, sizes, and formatting. If you like the changes you made, click the Update button. You will get a small confirmation above where the page title was entered. If you don't like the changes, you can click on Cancel.

Deleting an Existing Page

When you are editing a page, a new button will appear at the bottom of the screen. This button allows you to delete the page. Be careful if you choose to delete a page. The entire page will be removed from your site along with the navigation. This can not be replaced once removed. You will need to create the page over again if you decide that it should not have been removed at a later date.

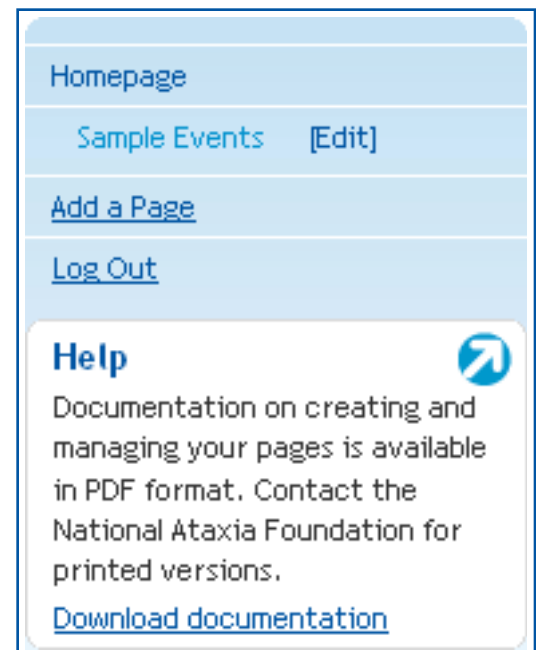


Figure 7 - Navigation After Adding a Page

While these accessibility guidelines are important in allowing everybody access to your materials, they are not required for page creation. You have the ability to use your HTML knowledge and expertise to create pages as you see fit.

Importing Existing Pages

One important question that may still be buzzing around your head is, “What about pages I have already created?” In short, you may reuse these pages in the new National Ataxia Foundation web site. However, you may need to do some configuring of images and advanced features you have included on your current site.

As discussed in the last section, you have the ability to edit your pages at the code level by selecting the HTML tab on the bottom of the screen. The easiest way to move your existing pages to the National Ataxia Foundation site is to copy the source code from the pages that exist into this editor.

Keep in mind a couple of items that may be of help when you move content:

- Your content will appear within the header and footer of the existing National Ataxia Foundation web page. As such, you will not need to keep the head section of your HTML pages. Also, you may not need custom headers and footers you have in place.
- All navigation is created dynamically for your pages on the National Ataxia Foundation pages. If you have created navigation for your pages, you can delete it.
- Images and special files that you had linked from your existing site will probably not reside in the same location once you move materials to the National Ataxia Foundation site.
 - Images can be fixed by entering the absolute path for the location of the image or file.
 - Images can be uploaded to your pages on the National Ataxia Foundation site by clicking the location of the image in the Normal view of the editor and configuring the properties.

What Next?

The Sky's the Limit

While these are some general guidelines that will help you get your pages moved to the National Ataxia Foundation web site, other questions will surely arise. While we attempted to anticipate most questions and help you get a good start on creating your pages, we can only guess at the features and functions you will build into your pages for years to come.

We will periodically create documents or post help topics on the site that provide additional tips, inform you of updates, and answer additional questions. In the meantime, let us know areas you find difficulties, features you would like to see, and what is working well for you. The best way to send these requests is through email (naf@ataxia.org). Include a subject heading of “Chapter and Support Group Page Creation”.

In the meantime, have fun and good luck.

