

# Florida Council of Chapters

## Website

## Users Guide

## 2021

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# Welcome

This guide is intended to provide the MOAA Council and Chapter users knowledge of what is contained on the site and delineate who is responsible and an understanding of how to maintain their areas of responsibility.

This site has been created as a tool for the Florida Council and Chapters of MOAA to inform the public about what MOAA provides for our Active and Retired military members. It also provides for a central repository of resources for the members of the Council and Chapters in the Leadership Resources area.

There are a number of Chapters in the Council that have their websites hosted on the council site. As such this guide applies to those chapter webmasters as well.

On the following pages you will find information about site navigation, access to protected areas and tips on using the various pages that allow designated users to maintain the content of the site.

All protected areas are user/password protected and require a user to login to access there area of responsibility. Access to area requires a user be granted permission (assigned to a Role)

which is controlled by the Site Administrator. Generally, Council Officers as well as Chapter Officers will be granted access to the various area that are found in the Members Access dropdown menu. Contact the Administrator, John Snyder via phone (904) 859.6099 or [jhsnyder41@gmail.com](mailto:jhsnyder41@gmail.com).

Record your Username and Password here for reference. Usernames are your first character of your first name and your last name; example "Rodger Dodger" would be **rdodger**. You are strongly encouraged to change your password when you login for the first time. Initial password is: **leader\_1** note that both are case sensitive. It is suggested that you print this page and record your username and password and save in a safe place.

My Username: \_\_\_\_\_ My Password: \_\_\_\_\_

Users are able to manage their profile on the site. Select "MY PROFILE" in the "MEMBER ACCESS" menu dropdown. You can update your password as well as your member information.

# Overview

In 2009 a new Council website was created with the expectations that the maintenance of the site would be performed by various members of the Council and Chapters. It has been developed with the latest Microsoft technology and includes a database that contains all of the dynamic data used on the site.

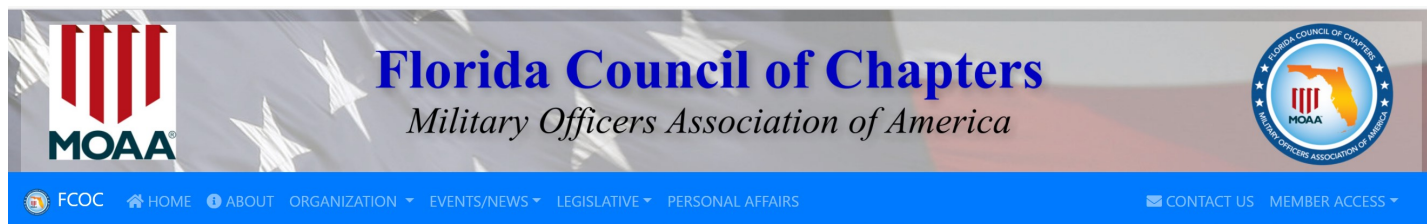
The site is hosted on servers at DiscountASP.NET along with the database. Over the years the site expanded to include chapter websites using one of three common templates. In 2019 chapter sites have been upgraded to be responsive. This project continues in 2020 and 2021. These sites are managed by individual chapter webmasters from their respective chapters. This allowed chapters to have a web presence at minimal cost to the chapter.

The site uses Admin Panels that employ forms to manage data. Most take the Create, Review, Update and Delete (CRUD) views/actions. Each has been designed to be intuitive and easy to use. Administrators do NOT have to have any knowledge of website coding when using form. Although some knowledge may help when using the Page Design Editor to create content on their site pages. *See writeup on Page Design Editor.*

## Chapter Websites

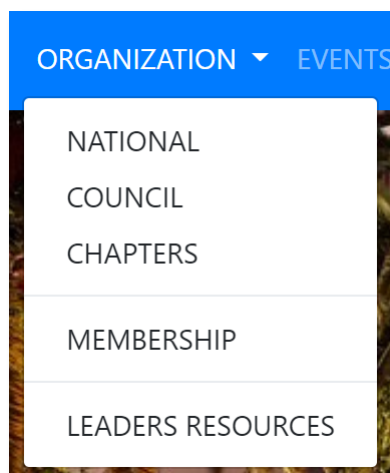
For those chapters that have a website hosted on the council site there is a separate Webmaster Admin panel that universally handles their site's content. These sites are designed with common pages and content yet some have additional custom pages that are maintained within the confines of the admin panel.

# Navigation



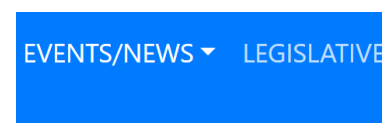
The site is set up with both Public and Private pages. Public pages are those found in the menu above. Private pages are those that are designed to be only for various groups and members of the Florida Council and its affiliated Chapters. All private pages require a user to login and have permissions that are controlled by roles that may be assigned to a user. Users can view their permissions by logging into MY PROFILE.

As you can see there are several dropdown menus that are shown on the left. Some of the links are to external sites and when accessed take the user to those sites and displays them in a separate browser tab/window which keeps the user on the Council site.



## ORGANIZATIONAL dropdown

- NATIONAL opens to MOAA.ORG in a new tab/window
- COUNCIL displays the Council Leaders page
- CHAPTERS displays the Chapters page
- MEMBERSHIP displays the Membership page
- LEADERS RESOURCES displays the Leader Resources page. This page link also appears in the MEMBERS ACCESS dropdown and requires the user to login to view the Resources.



## EVENTS/NEWS dropdown

- CONVENTION opens up the Annual Council Convention page
- LEADERSHIP SEMINAR opens the Annual Council Leadership Seminar page
- CALENDAR opens the Council Calendar of Events page
- COMMUNIQUE opens the Newsletter page with links to the Council newsletter Communique
- COUNCIL NEWS opens the Council News page
- FL VET NEWS is a link to Florida Department of Veterans Affairs News in a new tab/window
- MOAA NEWSLETTER is a link to MOAA National Newsletter
- DFAS RETIREE NEWSLETTER is a link to their Newsletter

CONVENTION

LEADERSHIP SEMINAR

CALENDAR

COUNCIL NEWSLETTER

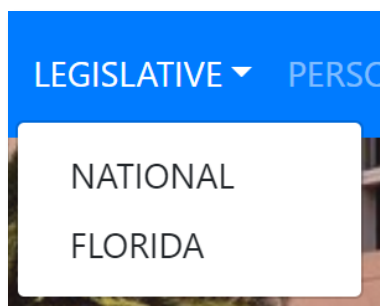
COUNCIL NEWS

FL VET NEWS

MOAA NEWSLETTER

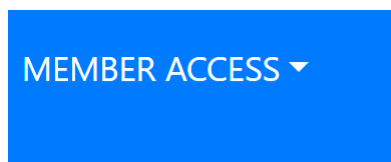
DFAS RETIREE NEWSLETTER

# Navigation - continued



## LEGISLATIVE dropdown

- NATIONAL opens a page that displays that provides:
  - ◊ National Legislative Update
  - ◊ Voting Records
  - ◊ Hot Issues/Actions/Goals
  - ◊ Contact Congress
- FLORIDA opens a page similar to National but focused on State Issues



MY PROFILE

LEADER RESOURCES

SITE USER GUIDE

COUNCIL ADMIN

CHAPTER ADMIN

LEGISLATIVE ADMIN

COMMUNIQUE ADMIN

CONVENTION ADMIN

SEMINAR ADMIN

SITE ADMINISTRATOR

## MEMBER ACCESS dropdown *(Note: all but SITE USER GUIDE require permissions and login to access)*

- MY PROFILE opens your member profile and displays your access permissions and allow you to update info and change your password.
- LEADER RESOURCES opens a treasure of information for Council and Chapter leaders
- SITE USER GUIDE (this document)
- COUNCIL ADMIN provides a panel to maintain the general Council data.
- CHAPTER ADMIN allows chapters to maintain their information shown on the Chapter page.
- LEGISLATIVE ADMIN allows maintenance of the content on the National and Florida legislative pages
- COMMUNIQUE ADMIN provides the means to upload each new Communique newsletter
- CONVENTION ADMIN provides for input of all information associated with each Annual Convention and Monitor Registrations
- SEMINAR ADMIN provides for input of all information associated with each of the Annual Leadership Seminars and Monitors Registrations
- SITE ADMINISTRATOR provides for management of Member Profiles, Grant User Permissions as well as Chapter Roster Update and a number of other support information used to define what dynamic information associated with various pages on the council and chapter websites.

**NOTE:** All of the above Admin panels have sections later in this guide with full

# Responsibilities

**T**his section defines the responsibilities in maintaining this site. In the past most of this has been performed by the Council Web Coordinator/Master who also was the creator of the website, LCDR John Snyder USN Retired. John has indicated that he intends to step down from these responsibilities. The site has matured sufficient that a team of volunteers will be able to maintain the content of the site. We have some members who have volunteered to take on the responsibilities and will be defined later in this document.

**Chapters** are currently responsible for maintaining their Chapter information in Chapter Admin. Each chapter shall identify an individual and ensure they are granted permissions to Chapter Admin. See Chapter Admin section later in this document for how to maintain chapter information.

**Council Admin** permissions are granted to all Directors of the Council. Each shall familiarize themselves of what is maintained in Council Admin. See Council Admin section later in this document for how to maintain council information.

**Legislative Admin** permissions are granted to Committee Chairs: National Legislative and State Legislative. See Legislative Admin section later in this document for how to maintain legislative information.

**Communique Admin** (is located in the Council Admin panel shall be used by the Communique Editor to upload the latest copy of the newsletter. The upload also has a feature to send email notices to members upon uploading.

**Convention Admin** permissions are granted to the Convention Coordinator and the chapter member(s) designated Chairman of the Convention. See the Convention Admin section later for details on how to upload and maintain information that is used to generate online registration and use the dashboard to track registrations.

**Seminar Admin** is similar to the Convention Admin. See the Seminar Admin section later for the unique differences from the Convention setup and management.

**Site Administrator** is a person who must be trustworthy as the Administrator Admin has total access to all administrative features of the site including member listing, roles and assigns permissions. Currently, the administrator has the ability to directly access all data in the database and the ability to execute raw SQL Queries that could cause a disaster if they don't know what they are doing.



# Chapter Admin

## Chapter Admin Control Panel

FCOC Home Chapter Profile Leadership Members ▾

Access ▾

### Northeast Florida Chapter

Welcome John Snyder

Welcome to your Chapter Administrative Panel. Selected members (Chapter Presidents, Chapter Secretaries and Chapter Webmasters ) of each chapter are authorized to use this Admin Panel to maintain their "Blue Book" updates and Report the death of each of their members.

In the past both the Blue Book and **Annual Report** (report of the death of members) for a calendar year were reported via paper forms mailed to the Council Secretary. The Report feature below now replaces that paper report. **It is imperative that this information be up-to-date.**

Select from the below options to manage your chapter information on this site. Click Home above to return to this page.

Profile	Leadership	Members	Report
Maintain the general information about your chapter. The member count on your profile at the end of the year is used by the Council Treasurers for calculating your chapter dues at the beginning of a new year.	Identify your chapter's Leadership positions and assign members to each. If members are missing from those available here, use the Members option to add a new member to the database.	The Council asks that all of your chapter members be listed in our database. It is here that you can maintain members information.  Have multiple Updates? <a href="#">Export Roster</a> or Download empty template: Choose Excel version:	For your convience we provide the ability to report the details of a members passing to the council.
	<a href="#">Manage</a>		<a href="#">Manage</a>

As you can see there are 5 pages to the Chapter Admin Control Panel.

- **Home:** (above view)
- **Profile:** Maintain the general information about your chapter. The member count on your profile at the end of the year is used by the Council Treasurer for calculating your chapter dues at the beginning of a new year.
- **Leadership:** Identify your chapter's Leadership positions and assign members to each. If members are missing from those available here, use the Members option to add a new member to the database.
- **Members:** The Council asks that all of your chapter members be listed in our database. It is here that you can maintain members information.
- **Report:** For your convience we provide the ability to report the details of a members passing to the council.

Each page has more of a detailed description/instructions for maintaining details. The Members page also provide for downloading you chapter members info into an Excel file that you can update and return to the Administrator to update your members annually.



# Council Admin

## Council Admin Control Panel

FCOC [Home](#) [Settings](#) [Organization](#) [News/Events](#) [Content](#)

[Access](#)

### Council Admin Homepage

Welcome to your Council Administrative Panel. Selected members of the Board of Directors and Committee Chairs are authorized to use this Admin Panel.

The website Administrator grants permissions as to who may update various pages within this site. This panel has been modified from the older panel and has a brief explanation for each of the pages in the panel. Each page will provide detailed instructions on how to use the page. If you have any questions please email [the webmaster](#) with a detailed question.

Select from the below options to manage your Council information on this site. Many of the options below are scattered in the menu above. Click Home above to return to this page.

<b>BOD Members</b> Assign Members to Board Positions <a href="#">Edit →</a>	<b>CMTE Members</b> Assign Members to Committee Chairs <a href="#">Edit →</a>	<b>Chapter Profiles</b> Review and Update Chapter Profiles as necessary <a href="#">Edit →</a>
<b>Council Events</b> Manage Calendar of Events for the Council <a href="#">Edit →</a>	<b>Council News</b> Post News Stories of interest to the members <a href="#">Edit →</a>	<b>Communiqué</b> Upload Communiqué and Send Notice <a href="#">Edit →</a>
<b>Page Designer</b> Manage misc dynamic page content <a href="#">Edit →</a>	<b>Resources</b> Post and Manage Leader Resources Documents <a href="#">Edit →</a>	<b>Items of Interest</b> Manage a list of links of interest for members <a href="#">Edit →</a>
<b>Homepage Banners</b> Manage scrolling banners on homepage <a href="#">Manage →</a>	<b>Congressional Members</b> Manage listing of Congressional members <a href="#">Edit →</a>	<b>Schedules</b> Manage schedules for key BOD members <a href="#">Edit →</a>



As you can see the Council Admin Panel covers a lot of functionality on the site. There are 15 Featured panels with short descriptions as to what they control. All 15 are also included in the Menu bar at the top of the Admin Panel for ease of access from any page in the panel. One exception to this is the Settings dropdown in the Menu bar, **Email Dist Lists**. **The ability to generate email distribution lists is a privilege and not to be abused. There is a warning and a checkbox acknowledging your acceptance to its use. Failure to comply will result in loss of Council Admin access.**

**Note:** The Photo Albums functionality is pending at the time of writing this User Guide.

Please take time to familiarize the functionality of those areas you are responsible for as outlined in the Responsibilities page.

Under the Content dropdown you will find a menu item **Page Designer**. See page 15 for details on Page Designer.

# Legislative Admin

## Legislative Admin Control Panel

FCOC [Home](#) [Settings](#) [Legislative Items](#)

[Administrator](#) [Logout](#)

### Manage Legislative Items

This page is designed to manage all Legislative Items that are intended for display on the **National, Florida and Veteran Affairs** Legislative pages. There are two views: A listing of Legislative Item by Level and by Type. Levels are "National", "State" and "Veteran Affairs".

Item Listing

Select a Level and Type and click GO to view listing.

Level

National

Type

Advocacy News

GO

There are 3 levels currently defined: National, State and Veterans and each level has differing Types of content.

Settings > Legislative Types maintains the Legislative Types that are used to load the dropdowns above.

Settings > Page Overviews maintains the Page Overview for each type

Settings > Marquee provides for the ability to display a scrolling marquee across the top of either of the Legislative pages. Selecting this option opens the Council Admin Manage Marquee page. Legislative permissions allow this access.

The screen above allows for composing the content for each of the type for the selected levels.

# Communique Admin

The link to Communique Admin take you to  
The Communique Upload page is under the Council Admin  
Which Is pictured below

## Communiqué Upload

This page is used to upload Communiqué issues. It is the intent that each issue shall be contained in a single PDF file.

To upload a the PDF version of the newsletter:

- Select the month and year for the issue
- Browse for the PDF file. Note: it will be renamed in the upload to MMMYYYY.pdf (Size Limit of 5 MB can be handled here. If the file size is larger then have the webmaster upload using FTP)
- Click the Upload button
- Check the results message for the upload.
- If for some reason there is a need to resend the email notice, select the month and year and provide a reason for sending the notice (optional) for the duplicate notice and click the Resend Email Notice button

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Select Month/Year

May

2021

Choose File

No file chosen

☐ Replace Existing File if present

☐ Send Notice on Successful Upload

Upload

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Resend an email notice with an optional reason

Include this reason for resending the notice:

Resend Email Notice

# Convention Admin

Convention Admin is a comprehensive Admin panel that allow for the Council and Chapter members managing all aspects of the Annual Convention. It includes the following areas:

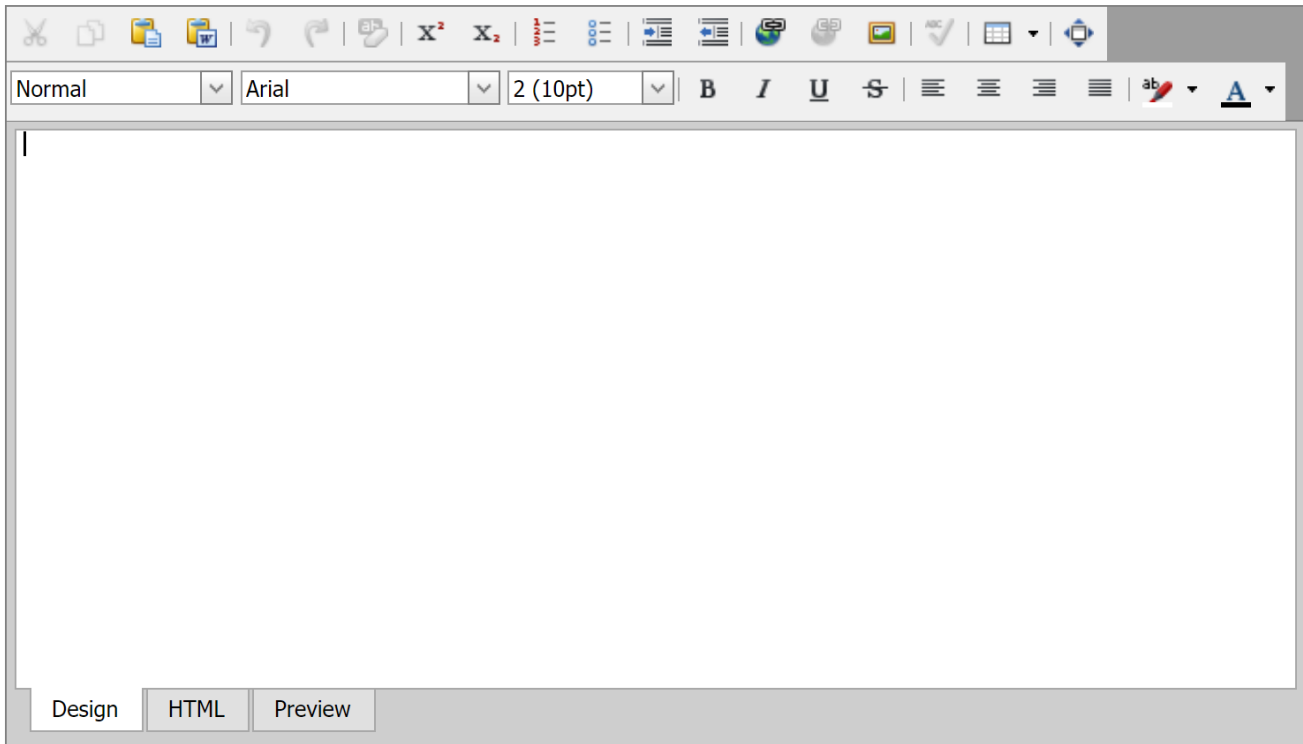
- \* Setup details such as
  - \* Dates of the convention
  - \* Chapter hosting and Contact detail
  - \* Location information
  - \* Registration information used on the registration page
  - \* Events happening
- Registration Management
  - \* Dashboard rolling up all totals
  - \* Ability to review and update individual registration
  - \* Download to Excel all registration information
- Who should have Access
  - Council President
  - Council Vice President
  - Council Treasurer
  - Convention Host Key members
  - Site Administrator (by default)

# Seminar Admin

Refer to Convention Admin as it is almost a mirror of Setup and Management

# Page Designer

Some pages on the site display content that is managed from various Admin Pages. To provide the ability to format that content the site employs a “What You See Is What You Get” (WYSIWYG) editor that looks like this. This is a third party control from DevExpress and can be a bit quickie to use.



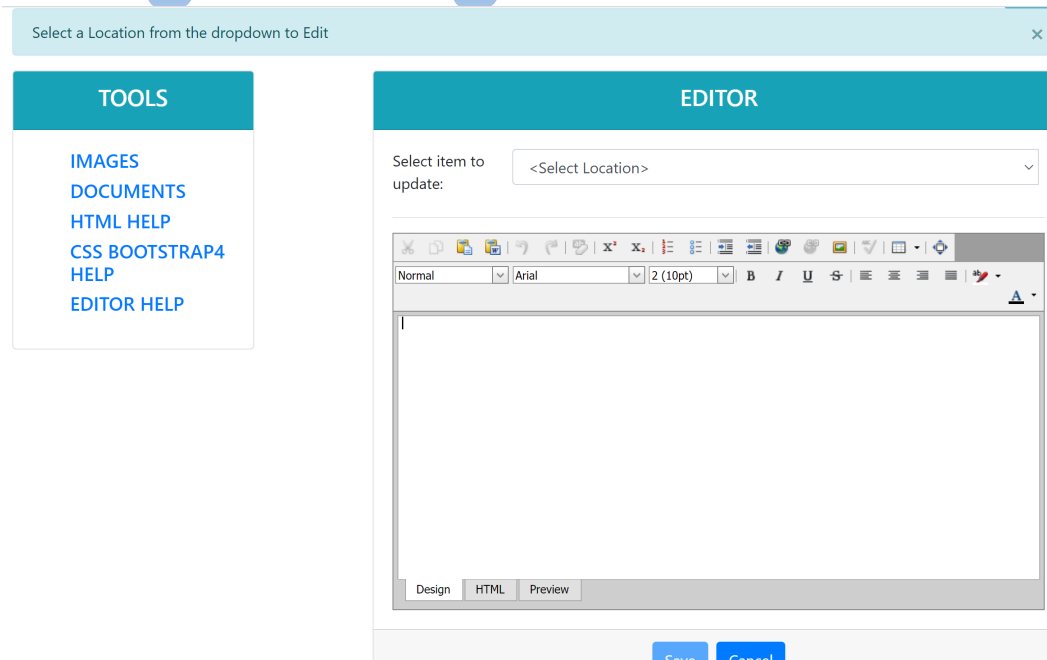
You will notice there is a menu bar with icons for editing. Those that are exposed: two clipboards each opens a dialogue box to insert content at the current cursor location (Copy & Paste) the first is simple text the second is to paste content from Word which strips out unwanted Word formatting that is not used by the browser to render content. You see a globe with a link which opens a dialogue to format a URL link to insert. The Picture Frame icon is to manage the insertion of images. The remaining icons are used to format text much like that in Word type editors. There is a full explanation on how to use the editor in the HELP view in Page Designer.

**Helpful hint:** Good consistent content entered into the editor should use limited Bold, Large font and minimal CAPITAL LETTERING as it will appear to the user as “shouting” in your face. One good practice is to take content created in Word and copy & paste into Notepad then copy and past that into the editor via simple pasting then applying editing using the text formatting tools available in the editor toolbar.

**Caution:** If you have extensive content compose it in Word or Notepad then paste it into the editor. Lengthy composing in the editor will encounter a timeout issue after 30 minutes and content may end up being lost via a session timeout while logged in.



# Page Designer Continued



The Page Designer is designed to manage content on page(s) in the various Admin Panels. The COVID-19 shutdown provided an opportunity to upgrade the old Page Content page. In Sep 2020 the new Page Designer rolled out. As you can see a set of tools was added to help better manage images and documents on a web page.

Tools:

**Image Library:** With multiple chapters having their website hosted on the council site an issue of concern was multiple copies of images associated with individual websites. A review of image files indicated many official MOAA images (logo, shield, banner) were old with the T (trademark) and R (registered). In an effort to standardize such images a new Image Library was added to ensure only official registered images are used. Selecting this shows a list of image sets to select from a dropdown. Select a set show the images in the set. Clicking on an images generates the absolute link to use in the editor. Place the cursor in the textbox with the link and hit CNTL + A to select the link and CNTL + C to copy. Return to editor, place your cursor where you want the image to appear in the text and click the Insert Image icon to open the dialogue box and then Paste (CNTL+V) into the image url, check the More Options checkbox and adjust size and location alignment within the text then click the Insert button in the dialogue box.

**Documents:** Similar functionality as in Image Library. When returning to the editor from selecting a document click the Insert Link icon, paste the url, click the Open in New Window, enter text to appear and in the Tooltip enter something like “Click to View {name of doc}” to make the search engines happy.

Additional “Tools” are for those who want to deep dive into HTML and CSS formatting of content Plus in-depth help on the editor.