



Florida Council of Chapters MOAA Website Guide



In 2018 the Council has modernized the website. Most of the functionality of the old site has remained with a fresh new look and navigation. Above is the current Home page which incorporates rotating images with links to the associated content. Key information is also available in the calls to action boxes. Visit often as these will change in time.

This guide will help you navigate and manage any content you might be responsible for.

This guide is intended to provide the MOAA Council and Chapter users knowledge of what is contained on the site and for those responsible 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 Chapter 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 are used to maintain the content of the site.

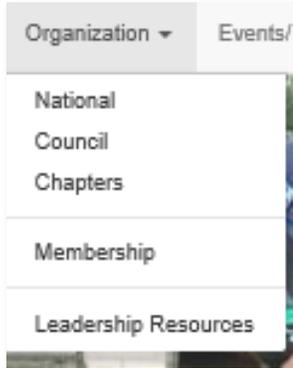
All protected areas are user/password protected and require a user to login to access there area of responsibility. Access to area require a user to be granted permission (assigned to a Role) which is controlled by the Site Administrator. Generally, Council Officers as well as Chapter Officers will be 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.

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 encouraged to change your password when you login for the first time. Initial password is: **leader_1** note that both are case sensitive.

My Username: _____ My Password: _____

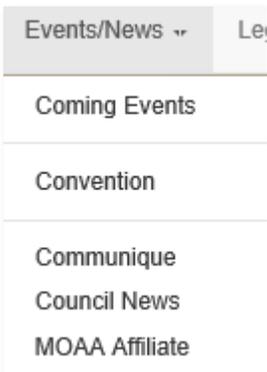


Header and first level navigation options.



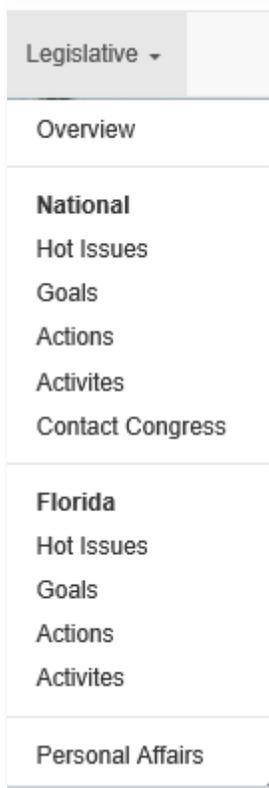
The Organization dropdown has links to:

- National MOAA website
- Council page that lists all the Board of Directors and Committee Chairs
- Chapters page that list all chapters in the Council
- A new Membership page with links to join a chapter and report new members along with a video as to Why “MOAA”
- The Leadership Resources is a link to our Resource Repository that all Council and Chapter Officers have access. This requires login access.



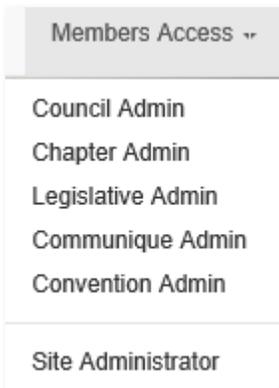
The Event/New dropdown has links to:

- Coming Events shows the Calendar of Coming Events for the Council. The home page has a listing of coming events that will take a user directly to an event on this page. Otherwise, a list of all coming events appears here.
- Convention page is accessed here.
- Communique accesses the recent issues of the Council Newsletter
- Council News will list news stories that are of interest to the public as well as Council and Chapter members.
- MOAA Affiliate is a link the National MOAA’s monthly news of what is happening in Chapters around the country.



Since Legislative Activity is the major focus of MOAA, “Taking Care of our Troops” we have devoted significant interest in what is happening in Washington DC and in Florida.

- Overview explains what Legislative is all about.
- Nation and Florida are broken out with Hot Issues, Goals, Actions and Activites.
- National has a section where a user may address issues with their Congressional Representatives
- Personal Affairs is directly related to the Laws implement by Congress and the Florida Legislators that impact our members and their families.



Member Access dropdown has the following links: *(all require permission/login)*

- Council Admin Control Panel access
- Chapter Admin Control Panel access
- Legislative Admin Control Panel access
- Communique Control Panel access
- Convention Admin Control Panel access
- Site Administrator Control Panel access

Chapter Admin

Each Chapter is responsible for maintaining the information on their chapter. This is accomplished on the Chapter Admin control panel. You should have at least two designated members of your chapter with access to this panel. List those members here:

No 1: _____

No 2: _____

Make sure the council webmaster has been notified to grant them access.

Below is a image of the Chapter Admin Control Panel. Each function available is outlined on the home page. As you work each area you will encounter some sort of input. Once you have finished click Home in the menu to return to the Control Panel display. The sample is from the webmaster's home chapter. You will see your chapter name and your name to validate you are in the correct screen. There are four areas of reporting.

The screenshot shows the Chapter Admin Panel for the Mayport Chapter. At the top, there is a header with the MOAA logo (Military Officers Association of America) and the Florida Council of Chapters logo. The main title is "Chapter Admin Panel" for the "Mayport Chapter", with a welcome message to "John Snyder". Below this, there is a paragraph of text explaining the panel's purpose and a list of four main sections: Profile, Leaders, Members, and Report. Each section has a "Manage >>" button and a brief description of its function. The footer contains the copyright notice: "© Copyright Florida Council of Chapters 2018".

MOAA Florida Council of Chapters
Military Officers Association of America

Home User

Chapter Admin Panel

Mayport 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	Leaders	Members	Report
Manage >>	Manage >>	Manage >>	Manage >>
Maintain the general information about your chapter.	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.	For your convenience we provide the ability to report the details of a members passing to the council.

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More on Chapter Admin

Chapter Profile:

This is general information about your chapter that will display on the Chapter Detail page on the site. Make sure you have the number of members up-to-date at the end of the year as the Council Treasurer uses that number in generating his invoice for dues to the Council

Leaders:

This is where you designate the list of Officers in your chapter and assign the officer to that position. If you are missing an individual you can go to the Members (next) and add them to the databases then return to this page to assign them to a position. Note: The seq no is used to order the hierarchy of positions on the public pages.

Members:

This allows the chapter to maintain the information on their members in the council database. The council goal is to have all chapter members in the council database. The main goal is to be able to communicate with all members such as notice of new issue of the Communique or other important events. Note: If you have a large number of members missing, you can provide an excel file with their information to our webmaster who will gladly load them for you. Contact him for details for the excel fields required.

Report:

Each year the chapter has to submit a report of those members that have passed away. We have made that reporting a snap here. Simply enter the information and we record it for you and then we pull that report for you. When including the members National MOAA number we also notify National MOAA who then takes the action to remove them from their roles. If they are a Life Member and have a surviving spouse then MOAA give that spouse a new MOAA Member number.

Council Admin



Florida Council of Chapters
Military Officers Association of America



Home

User -

Council Admin Panel

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. Click Home above to return to this page.

BOD

Manage assignments of Board of Directors

[Edit >>](#)

Events

Manage Calendar of Events for Council

[Edit >>](#)

Misc Page Content

Edit content for selected pages on the site

[Edit >>](#)

Legislature

Manage Congressional and State Legislative items

[Edit >>](#)

Schedules

Manage schedules for key members

[Edit >>](#)

Council Cmtes

Manage assignments of Committee Chairs

[Edit >>](#)

News

Post News Stories of interest

[Edit >>](#)

Resources

Post and Manage Leader Resources

[Edit >>](#)

Members of Congress

Manage listing of Congressional members

[Edit >>](#)

Documents

Manage various council documents

[Edit >>](#)

Chapters

Review/Manage Chapter Profiles

[Edit >>](#)

Communique`

Post issues of the Communique`

[Edit >>](#)

Items of Interest

Manage a list of links of interest

[Edit >>](#)

Annual Report

Review/download Annual Report of Members passing

[Edit >>](#)

Council Photo Albums

Create and Manage Council photo albums

[Edit >>](#)

The Council Admin Control Panel host all of the features/functions for the Council content on the site. In some cases there is duplication of Chapter Info only to allow for maintaining each chapter vs only allowing access to a single chapter on the Chapter Admin.

It is here that we identify members of the Board of Directors and Committee Chairs for the council. All Events and News are maintained here as well as uploading of newsletters, resources and certain page content. Schedules allows certain members of the council to enter their schedule, the President is one that is always available. Council Photo Albums are managed here. Generally the majority of this area is maintained by the council webmaster.

Miscellaneous Control Panels: Legislative and Communique Upload are for specific detailed use and limited to those individuals directly responsible for the content managed there. The Site Administrator Control Panel is limited to the Site Administrator as many of those functions are of a sensitive nature and have direct impact on access control and the database behind the site.

Hints on Forms

When using the Admin Control panels the user will encounter different input forms. Most will have the ability to Add, Update and Delete the information in the forms. These form communicate directly with the database and some of the inputs require certain data types to be saved. In most cases those inputs are validated and error alerts will inform the user of missing or incorrect formats that must be corrected to perform the appropriate action.

Some pages use a “What You See Is What You Get” (WYSIWYG) editor. When using this editor there are some icons that help you enter the content. The editor formats the content into HTML (internet code) for you. Some helpful hints using this editor:

- Compose and Edit your content in MS Word and then to enter it into the editor, make sure your cursor is where you want to place the contents, locate a “paste clipboard with a W” and click on it. A dialogue box opens for you to paste your Word content and click OK.
- When typing in the Editor if you hit the Enter key you will get a new paragraph. Sometimes you don’t want that extra line between holding the Shift Key down and pressing Enter will take you direct to the line below.
- Inserting images into your content. DO NOT enter Word content with an image inserted. You will never be able to control how it is displayed on a page. Locate the Image Icon in the editor and open up a panel that allows you to add an image from your computer and inserting it into the editor. In that dialogue box check “More Options” and check the wrap text checkbox and also modify the width of the image to something like 300 so the image fits into the text. You can always click on the image to launch the format control and change the size to suit you. All of this process also loads the image to the webserver and the link in the text is created to point to the picture added to the server. In some cases the file name is changed on the upload but the process manages to put the correct file name in the link. If the image is on another website it has a URL address to that image. If you choose to use it keep in mind that the other site must still have the image on their site to display it. To add it to your content select the URL option and paste in the URL. I have noticed that some of the pictures entered in the past did not end up in the designated folders on the server causing many to be left in the site’s root directory.