

Webmaster Procedures

Overview

The whistclub.org web site is a combination of automated pages and portions of pages and information inserted into the pages by the webmaster.

InMotion WebHosting is the commercial service that hosts the pages. The InMotion web server is in San Jose California.

Users access the homepage at www.whistclub.org or whistclub.org which in each case redirects them to <http://whistclub.org/index.php> which is the true homepage.

The webmaster changes the pages by adding, changing and deleting information in tables in a mysql database using the PageHelper software. The webmaster adds files (mainly flyers and board minutes) to the website using any ftp program and uses an assigned username and password.

Logging Into PageHelper

The webmaster will use PageHelper (formally named dadbik by its Italian creator) whenever changes need to be made to the web pages.

Logging in follows a normal web procedure.

Go to the webpage: <http://www.whistclub.org/pageHelper> or click on the webmaster link in the right hand corner of the Board page on whistclub.org

Login using the webmaster username and password. The webmaster username is currently kathy and the password is top secret.

Inserting & Deleting Files

The webmaster adds and deletes files using ftp.

Files should be named without spaces, following internet and web custom, but that is not required.

Flyers should always be placed in the flyers folder on the website and not in the main folder, so that it is relatively easy to find old flyers. Flyers should be in .pdf or .html format and wordprocessing files (e.g., .doc, .docx) should be changed to .pdf before uploading.

Board minutes files **must** be placed in the appropriate year folder in the “board_minutes”.

Board minutes files **must** be in .pdf format and **must** follow a naming method of “BMyyyymmdd.pdf”. For example, BM20141105.pdf. The mandatory location and naming is required so that the board minute’s page is automatically updated by uploading the relevant minutes.

Miscellaneous files should be placed in the miscellaneous folder to maintain reasonable housekeeping on the web server.

The webmaster normally will not need to delete any files that have been uploaded or other files on the site, but may delete uploaded files if they clearly are outdated (e.g., change made in flyer after original upload).

Creating, Modifying and Deleting Content

The webmaster's day to day tasks will be adding content to the site using PageHelper. The content mainly will be on the homepage, events page and Wow! (congratulations and thanks) page and detail is provided for each page further on.

The added content will appear on the pages for varying times. Those times are:

News Item on the homepage—webmaster specifies the day the item will first and last appear on the homepage. Tournaments for which a results link is provided should remain on the homepage for a short period (maybe 3 days) after the tournament so that it is easy for users to find the results.

Events—The webmaster specifies the date the item will first appear on the page and the last day it will appear. Future events should expire on the last day of the tournament. Results should remain on the Events page until shortly before the next time the event is likely to be scheduled.

Wow!—The Wow! Page consists of congratulations and thanks and the webmaster specifies when the item first appears and when it will last appear. Perhaps a 12 month life should be used, but that has not been done consistently as of this writing.

Content can be easily reused **so long as it has expired** or can be copied within PageHelper when creating new items.

We will now discuss each of the main pages in which the webmaster creates, modifies and deletes content. The discussions assume the webmaster has logged into dadabik.

News on Home Page

The homepage is the first page users normally see and is the place that the webmaster inserts important content. The inserted content is in the News table of the database.

To create a new news item the webmaster first selects the News table from the dropdown list of tables. The existing news items are then listed (10 to a page is the default and it is easy to not look at older items which may be reusable).

The webmaster clicks on the Create new menu item at the top of PageHelper and is presented with a new page in which the information is inserted.

The new page lists four fields (title, text, begin, expired) from the News table and each field label is shown with a red * signifying that it is a required field.

Briefly, the fields are:

Title—Use a short catchy title (e.g., XYZ Sectional April 10-12) well maybe it is not all that catchy.

Text—The description of the item and it may include a link to the flyer if available and should include a link to the results if results will be published on FastResults.

Full text formatting is possible in both the title and text fields, but should be kept to a minimum for readability.

The webmaster inserts a link by clicking on the Insert menu button for a field and filling in the url (the url for the FastResults is shown as a hint and can be copied (before clicking on the Insert-Link menu) and pasted into the link. The text to display should make it clear what the user will see when the link is clicked. Both “Flyer” and “Results” are clear. The Title and Target fields in the Insert link requestor do not need to be completed.

begin—The date the news item will first appear on the homepage. This allows the webmaster to create news items well in advance of when they appear on the page. The date is chosen by clicking in the field and choosing the begin date from a common date requestor.

expire—The date the item will last appear on the homepage. Usually the day after an event unless a results link is used in the text field and then it should be a few days (maybe 3) after the event has ended.

Events

The Events page is a listing of tournaments and other events. The five categories for events are Cleveland Area, Local, Nearby, ACBL Nationals and Results. The webmaster controls all the categories other than Nearby which is a link to the District 5 Tournament Schedule.

Since the various events are often annual tournaments there is a real opportunity to reuse an event by changing its information.

After logging into PageHelper, the webmaster selects the tournaments table and Create New for a new event. The new page that appears has seven fields (six required) and are completed as follows:

Type—Choose the type of event from the dropdown list

Name—Type in the name of the event

First_day—Select the first day of the event from the common date requestor. The first day is used for ordering the events.

Dates—Type in the date(s) of the event

linkAddress—Click Insert and type or copy the flyer url if available or if the category is Results the results url

begin—Click and select date item should first appear on page.

Hint: Prepare the Results for a tournament at the same time the event is first entered and have a begin date that is the day the tournament begins.

Expire—Last day event will appear. Use the last day for a tournament or event for a future event and some far date (maybe about a year after the event ends if it is an annual event) for results.

Wow!

The Wow! web page contains congratulations and thanks for Unit member's achievements and work. Items inserted into the Wow! page will appear on the Home Page for seven days after the item is created.

The Wow! web page is created from two tables—congratulations and thanks. The webmaster chooses whether a congratulations or thanks is being created by choosing the appropriate table from the dropdown list of tables.

The Wow! page automatically formats the information the webmaster has entered so that the names are emphasized.

Both pages have three required fields—names, text and expiration. After selecting the appropriate table and Create New, the new page has:

Names—type in names separated by comma. Do not use and before the last name it will be automatically added (hopefully).

Text—the text for the congratulations or thanks. Look at previous items to see the format.

Expiration—Click and select last day the item will appear on Wow! page.

Other Pages

From time to time, the webmaster will need to make changes to other pages on the website. This page will very briefly describe those pages:

Board Page—Select the board_members table to add and delete board members and change their information.

Bridge Sites—Select the bridge_sites table to add, modify or delete links to bridge related information on the World Wide Web.

Tips—Select the tips table to add tips that randomly appear on the home page or to correct typographical errors. Since the tips have been provided to us, they should not have to be deleted or changed.