

Editing the District DSO web pages

As a DSO or designate, you can edit (or have edited) much of the content on the District site. Each DSO is responsible for the sections under the Left Menu Department tabs, which list each of the DSO sections in the District organization.

Here is an example of a typical DSO web page section. I have marked the important things to note and discuss them below.

The screenshot shows a web page for 'I Want A VSC' with a left sidebar and a main content area. The sidebar contains navigation tabs such as 'Public Information', 'District Organization', 'Boating Safety Departments', 'Job Aid Kit', and 'Additional Links'. The main content area is titled 'About Vessel Examination' and includes a photo of Frank B. Boice, a list of staff members, a calendar item for '14 Dec test event', a mission statement, a list of programs, and a news & notices section. Red arrows point from yellow callout boxes to these specific elements. A yellow box at the bottom right indicates that gray sections cannot be edited.

Please note the following:

1. You cannot change the title under your DSO image or the list of ADSO's shown - the "system" generates those automatically. The ADSO list is updated periodically, but if you have made changes, notify me and I will refresh the information manually. The changes you want must appear that way in AuxOfficer - so if you add or change an

ADSO and AuxOfficer does not reflect that change, then neither will the District web site. You CAN change the DSO photo, but please be aware that there are guidelines for them. I will share those in a separate document.

2. You cannot change the title of Program, News & Notices, or pretty much any other title shown in blue. These are set across the site for consistency and the information is fixed.
3. You can have pretty much any number of links below your section in the “left menu” as you like or need. “Job Aid Kit” is a standard item, but it will not be shown if you have no items in there (as a DSO, that’s your choice). How you handle the Job Aid Kit is largely up to you. Most DSO’s use it to share documents needed by the DSO, the SO’s, and the FSO’s in the performance of the routine or assigned duties of their offices. Some DSO’s include information of value to anyone (generally members) who could use the information in either performing the duties or in wanting the duties performed.
4. Items in the Left Menu can be marked for members only (member login required to view). That’s what the little ∅ means next to VE Documentation shown above.
5. You can have up to three items in the top blue bar, and they are designed to be used as links. You don’t have to have any if you’d rather, but you can have up to three, and they can be any color text (though you must tell me what colors you want and whether the text should be boldfaced). The blue bar will be blue.
6. You can have any text you want in the section description (shown here “About Vessel Examination”). This is anything you or anyone you designate and authorize writes. Links are allowed, images are allowed (but remember the available space). Avoid using links wherever possible since there are better places for those.
7. You can have as many items as you like under Programs, and they can contain links and images if you want, though you should limit use of this since the space is small and it’s purpose is not to share but to list the actual programs under your control. Try to keep it organized – bullets and groupings as shown here are ideal.
8. You can have as many items as you like under News & Notices. All the same cautions and admonitions that apply to Programs apply here as well.
9. Calendar Items are listed at your option. They can be posted with a date, which will make them appear and disappear “automagically” (they can appear on a date you specify and likewise can disappear on a date you specify). They can also be posted without a date and appear always, though I don’t know why anyone would want a calendar item that was always visible – that should go under Programs or News.
10. The Mission Statement is written by you. Keep the available space in mind. Images and links are allowed but not recommended. Make this to-the-point, concise, clear and, if possible, inspiring.

11. You cannot use or edit the gray sections to the left and right of the white middle section. We will look into updating the site's look, but there is much work to do before that happens.

If any links in your section do not work or if information should be updated, please remember that it is **your** information - I am here to help you present it but I do not create it. You are better qualified and more knowledgeable about your subject area than I am, so it makes sense for you to be the "owner" of the content in your area. I am here to help you get your content onto the site and displayed properly, fix broken or problematic things, and generally keep things working.

To get things in your section updated, just make a list of the changes you want. Include whatever links you want (please check them to be sure they work – I will check them and will not post links I know don't work), documents you want made available, etc., and I'll either get to work on it or we'll talk about how to make it happen. Remember that you need to tell me where the information should be posted – Programs, News, Job Aid, etc. - please include that in your request. Remember also that I don't know where your information is generated, approved, stored or controlled (meaning someplace like National or the Coast Guard), so please provide links so that I don't have to go hunting for them. I might well find the wrong link, or an old one, so be sure to tell me where the correct information is to be found. Let me know if you can't find links to the correct information or if they don't seem to work properly, I can often solve that.

Don't worry about sending me stuff in the "wrong" format. I am able to convert or modify pretty much anything (I am a geek, after all...) and I can convert text from almost any format to almost any other (such as Word Doc to PDF and back), images to/from any format, I can edit, crop, or solve problems with images, etc. If there is any issue, I'll get in touch with you to discuss it and we'll work out some kind of solution.

Thank you, please don't hesitate to contact me if there are any questions, comments, concerns or complaints.

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FC, FSO-CM, FSO-SR, Flotilla 61