

MAGIP Web Site Policies and Procedures

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The MAGIP Web Subcommittee is part of the MAGIP Operations and Business Committee. The Web Subcommittee will work diligently to maintain an active, current, and informative web site while promoting the sharing of information throughout the MAGIP web site. The Web Subcommittee will develop and implement policies and procedures, work closely with MAGIP members to provide administrative access to respective web pages, and continue to research all aspects of technology to share information and/or ideas within the MAGIP web site.

The Wild Apricot web software program provides many options for web design, and this document will serve to standardize our web content and design within MAGIP web pages. Each administrator will have the responsibility of maintaining his/her respective web pages. Please contact the existing MAGIP Web Subcommittee Chair if you have any questions.

*** Failure to follow these rules or other violation of content on this web site will be result in loss of administrative privileges.**

*** All content (formatting and/or content) may be changed by the MAGIP Web Subcommittee and/or Chair to maintain stylistic integrity and professionalism of the site.**

OPEN, MAGIP Administrator

Meghan Burns, Web Subcommittee Chair.

To contact Meghan for any MAGIP web site or privilege questions, please use the following address:

meghan.burns@gmail.com

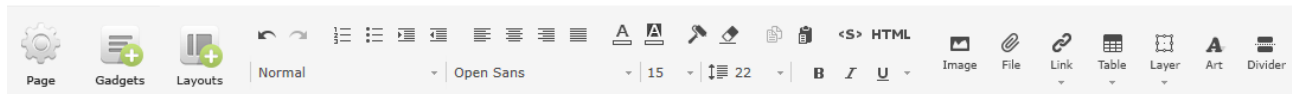
Administrative Privileges:

MAGIP web privileges are maintained by the MAGIP Administrator and current Web Subcommittee Chair.

Each committee/subcommittee will be allowed up to 2 respective members for administrative purposes.

These members will be responsible for maintaining their respective pages, and

Wild Apricot Web Pages Editing Screenshot:



Font Style/Size/Color:

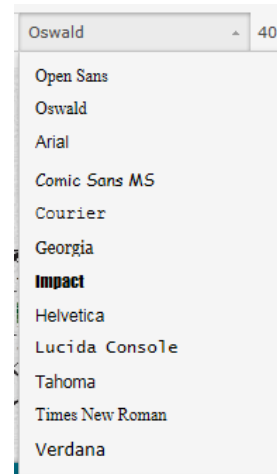
Keep font styles and font sizes consistent within each page. Certain colors (pastels, bold and bright colors, etc.) should not be used.

The following fonts are preferred:

- Oswald (For Headings)
- Open Sans (Page Text)

The following fonts are also allowed:

- Arial
- Georgia
- Tahoma
- Times New Roman



Page Layout

Each administrator may choose any layout available (use the *layout* tool within the editor toolbar to change the layout at any time).

Art Text

Wild Apricot includes the ability to add *Art Text* to a page. Only use *Art Text* when necessary (Title, Headings, etc.), and is generally best to avoid (since it cannot be searched), only the following styles will be acceptable:

- Site Title 1
- Page Header 1,2, or 3
- Site Subtitle 1 or 2

Page Content

All content, font styles/sizes must be consistent, clean, and professional in appearance. All content must also be related to the MAGIP organization. Do not post personal information within a MAGIP web page (including pictures or emails) without permission and full consideration from the person.

Pictures:

Pictures are welcome within the MAGIP web site, and permission must be granted from the photographer and other persons in the photo before publishing. If sharing multiple photos is desirable, please consider the use of a Google web album (e.g. Conferences, Work Sessions, etc.)

www.magip.org/photos). Contact the existing MAGIP Web Subcommittee Chair for more information.

Email References:

References to email addresses must not include the actual email address. All email links should be referenced using the *Link* tool within the editor toolbar. Highlight the text to be used for linking the email, and select *Insert Link* within the *Link* tool. Enter the email address within the Web site/E-mail tab and select the *Insert Link* button.

Example: [John Doe](#) (name highlighted as link)

Incorrect: JohnDoe@emailprovider.com

Adding Documents to a Web Page and File Upload Naming Convention

Documents:

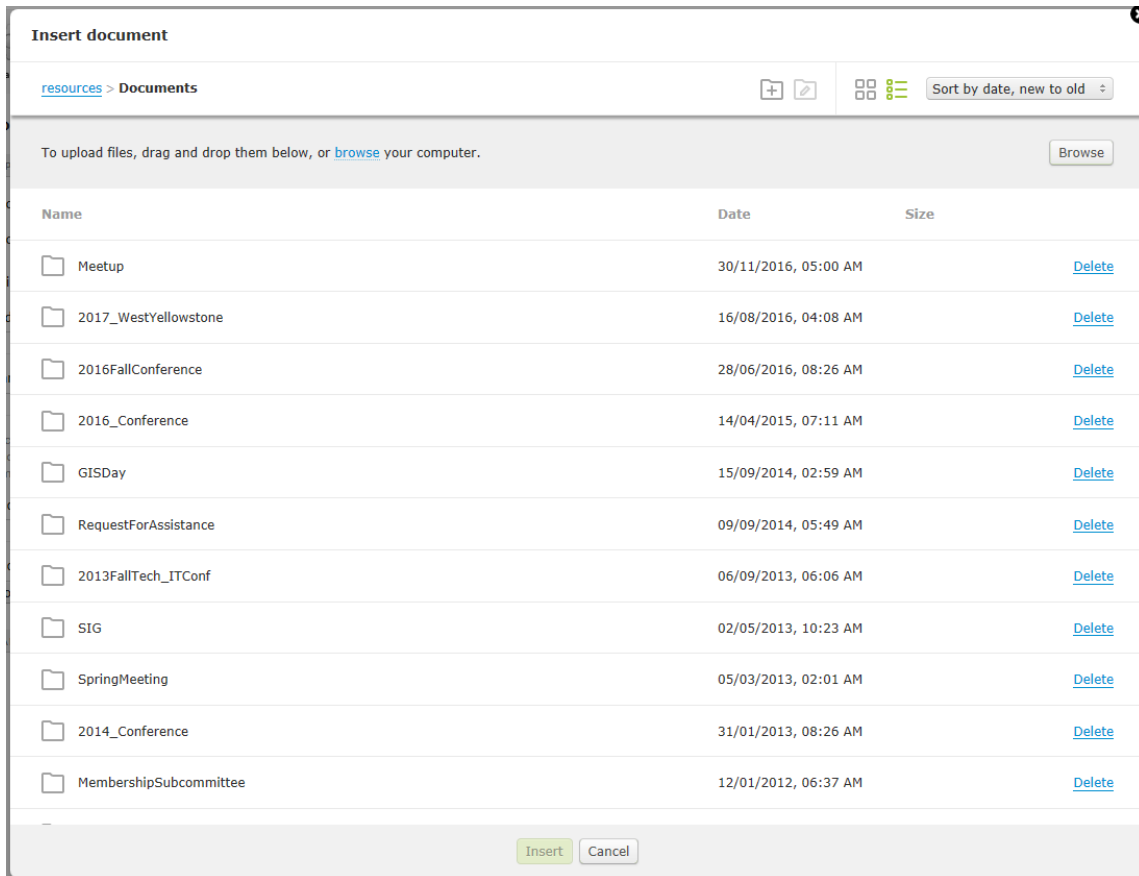
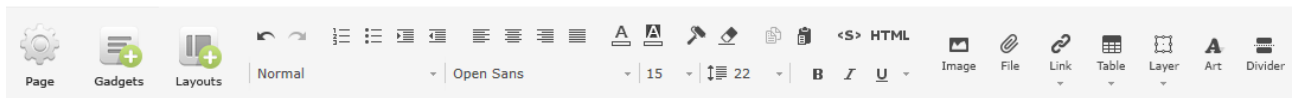
Documents may be uploaded to a web page via the *File* tool within the editor toolbar. Highlight the text to be used for linking the document, and select *File* to select and/or upload a file. All documents must be in PDF Format (<http://www.adobe.com/>).

File Upload Naming Convention:

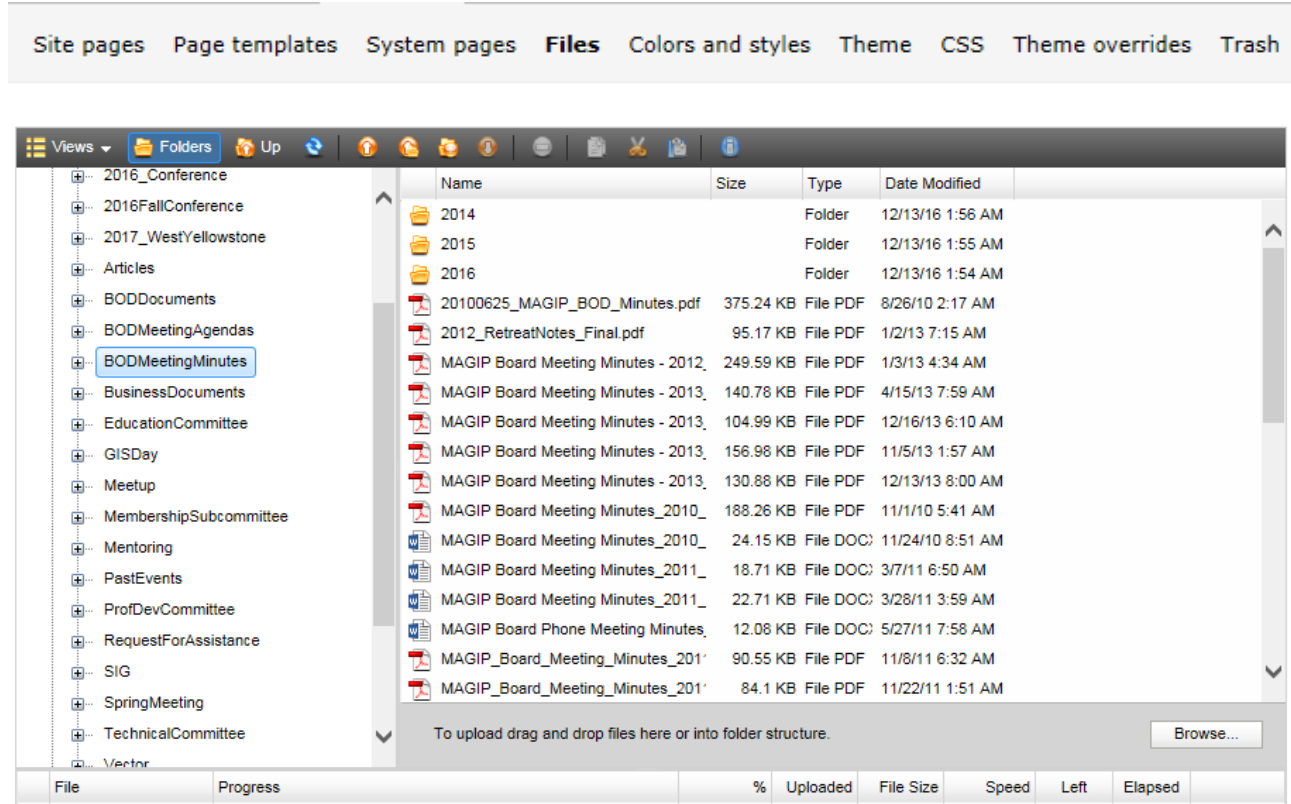
Upon selecting the *File* tool, the list folders can be found within the MAGIP resources page <http://magip.org/resources>. Browse to the desired folder location to add a new file, browse to the location of the file within your local drive, and select *Insert*. Once uploaded, the file name can be edited to match the existing naming convention within the folder. All files names must remain consistent within each respective folder (committee (if necessary), file name, date).

For example: MAGIP_BOD_Minutes_02_16_2010.pdf

Click on “File” Button



Files may also be edited, replaced, deleted, and reorganized by clicking on “Files” in the submenu



Invisible Pages

Each administrator should consider utilizing invisible pages when creating a new web page. Since subsequent pages are often created within a page, setting a site as invisible allows for the development of the page prior to making it public. The main menu of our MAGIP site will support up to 3 subsequent pages. The following steps will hide a page:

- Log in to the MAGIP web site as administrator
- Select the webpages tab, and select Page management
- Browse to the desired page, and select the desired page
- Select “Admin only” under Access, and hit the “save all changes” button

Discussion Forums

You must be a MAGIP member to create a new topic or reply to an existing topic. You also must be a member to subscribe to a Discussion Forum as a whole or to subscribe to a specific forum topic. Non-members of MAGIP can read topics. The following Discussion forums have been created:

- Announcements
- Board of Directors
- General Discussion
- MSDI
- Technical Problems
- Tips and Tricks

To Start a Topic (Members)

1. Navigate to <http://magip.org>. You can see recent forum activity in the right column of the home page.
2. Login as a member to the MAGIP web site. If you have not logged in since the new web site launched and have forgotten your password, use the change password function.
3. Navigate to Our GIS Community>Discussion Forums.
4. Click the type of discussion you would like to start in order to enter that forum (Announcements, General Discussion, Technical Issues, etc.).
5. Click Create topic.
6. Enter a useful name for your discussion topic in the Subject text box. This is how folks can later browse for help.
7. Write your discussion text in the Body field.
8. Select the Subscribe to topic check box if you so desire (and the frequency - daily, weekly, immediately). If subscribed, you will receive emails about activity on your topic to the email address on record.
9. Click Create.
10. If you make a mistake, you can edit what you've written or delete the topic and try again using the links provided.
11. Send a message to the listserve announcing the topic and request that folks (members and non-members) reply on the forum. Perhaps paste the URL of your discussion forum topic in the email message.

To Reply to a Topic (Members)

1. Navigate to <http://magip.org>. You can see recent forum activity in the right column of the home page. Login as a member to the MAGIP web site.
2. Click on the topic title (versus the member's name).
3. Read the topic thread.
4. Click New comment (or you can click Reply, the difference between these options is in how they later appear in the thread).
5. Enter your name in the Author field (if you are not logged in).
6. Enter your reply text in the Body field.
7. If you are not logged in, type the graphical code in the Code field (Code field only displays when not logged in)
8. Click Post.

To Browse for Topics (Members)

1. Navigate to <http://magip.org>. You can see recent forum activity in the right column of the home page.
2. Navigate to Our GIS Community>Discussion Forums.
3. Select the type of discussion you think your topic may fall under.
4. Browse.

Listserve

The MAGIP e-mail discussion list (Google Groups) is a moderated e-mail list which is open to postings from all those who are subscribed to the list. The intent of moderating the list is to eliminate commercial postings, off topic postings, and spam. You do not need to be a member of MAGIP to subscribe to the discussion list.

How to Subscribe

To subscribe, send an e-mail to one of the list administrators below:

- Gerry Daumiller - gdaumiller@chartner.net
- Miles Wacker - mwacker@mt.gov
- Ted Chase – tchase@mt.gov

How to Unsubscribe

To unsubscribe from the list, send an email to: magipmt+unsubscribe@googlegroups.com

List Rules

- Postings should be of general interest to the Montana GIS community.
- Postings should be in plain text format. The list server software will strip formatting.
- **Attachments are not allowed.** Make a link to an on-line document instead.
- Software training and workshop announcements are acceptable so long as the training event takes places in or near Montana.
- Job announcements are acceptable.
- Commercial postings for services other than education are not accepted.

Remember when replying to a message sent to the list, the entire list will receive the message. Please consider this before replying. Do you really want everyone to see your response? Does everyone need to see your response? You may want to consider sending your response only to the individual who posted the message. The list administrators must approve all messages before the list sees them. They may notice and block a message you accidentally send to the list, but sometimes a message like this will get through if an administrator just glances at it during a busy moment.

To post a message to the list, send an e-mail to: magipmt@googlegroups.com

Technical Problems

Please send a detailed report regarding your technical problem via email to one of the aforementioned list administrators.

Announcements

MAGIP announcements should be made by utilizing the “Announcements” discussion forum on the MAGIP web site. If desired, the member should then send an email via the Listserve and include a link of their new discussion forum post.

What's New (MAGIP Homepage)

MAGIP announcements should be included within the “What’s New” portion of the home page. The “What’s New” section is populated by posting to the MAGIP Board News Blog. The latest posts are shown on the MAGIP home page under the “What’s New” card. “What’s New” should be utilized to share information relevant to the MAGIP Community. Examples of appropriate postings include MAGIP survey’s, general MAGIP announcements, and MAGIP news. If you feel like you have something to contribute, please contact the Web Subcommittee Chair.

MAGIP Gmail Account

Any emails sent to the board’s Gmail account (magip.mt@gmail.com) will be forwarded by Lee to the appropriate party; i.e. to the entire Board or appropriate individual(s). The MAGIP Gmail account has been created to email directly to specific topic folders (committees and subcommittees). People can specifically email MAGIP about a web topic by sending an email to magip.mt+web@gmail.com and the email will automatically be placed into the web folder in the Gmail account. Topics can be used as well ([magip.mt+ _____@gmail.com](mailto:magip.mt+_____@gmail.com) (insert your topic name after the plus sign)). If you have any interest in having an address set up for a topic you are working on, please submit the request to the Operations and Business Chair, or Lee Macholz.

