

How to Add Content to the District 5 Website

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The new District 5 website allows for all members to contribute content! We want to learn about what's happening throughout the District and in the individual clubs, and the website provides a way to spread the word.

The process for adding site content is easy - just read the instructions below for the type of content you wish to add and you're set. If you run into problems or have questions, [contact the webmaster](#).



Create a Login

If you wish to contribute content to the District 5 website (*and we hope you do!*), you will need to [register and create a login](#) for the site. This is a very simple process which takes just a minute and may be done via the login module at the top right of the home page.

Once you have created a login and logged in to the site, you will be able to do the following things (*all are listed in the "Things to Do" module located at the right side of most pages on the site*):

1. [Submit an Event](#)
2. [Add an Article](#)
3. [Upload Photos](#)
4. [Upload a File](#)
5. [Add a Link](#)

Instructions on how to do all of these things are included below.

Submit an Event

With the new District 5 Calendar, it is possible for anyone to submit an event! This allows for greater visibility for your club and area contests, open houses, guest speakers, and other special events.

To add an event to the District 5 Calendar, please follow the process outlined on the ["How to Add Events"](#) page.

Add an Article

1. To add an article to the site, click on the “Add an Article” link under the “Things to Do” module (*right side of home page and most other pages*). You will be directed to a page with the header “Submit an Article.”
2. Enter a title for your article. Please note that at the Webmaster’s discretion, this title may be changed before the article is published.
3. Using the WYSIWYG (*what you see is what you get*) form, enter your article. You will be able to add formatting attributes like bold, italic, and bullets if desired, much like you would in a word processing application like Microsoft Word. If you do not wish to add such attributes or are confused by the editor, just enter your content. The Webmaster will format the text as needed before publishing the article.
4. If you know on which section of the site the article should appear, select the Section from the “Section” pull-down menu. Do the same for Category if desired. As an FYI, the Section is the top-level menu item (*i.e. Events*) and the Category is the page below that item (*i.e. Contests*). If you feel that the article belongs on the Home Page, select “What’s New” for both Section and Category. Otherwise, leave these settings as “Uncategorized” (*the default*) and the Webmaster will place the article in the appropriate place on the site.
5. If you want to be credited as the author of the article, enter your name under “Author Alias,” as well as any attributions you would like to have referenced (*i.e. CC, ACB, CL, etc.*).
6. If the article is time-limited (*i.e. about an upcoming event*), you may choose to enter a date on which the article will stop appearing on the site. To select a “Finish Publishing” date, click on the calendar icon to the right of that field and select the appropriate date.
7. Don’t worry about the rest of the fields on the form (*Access Level, Ordering, Metadata*). The Webmaster will take care of that stuff!
8. Review your article and any other settings and click on “Save” at the top right of the page. The article will then be submitted to the Webmaster for review and approval. Please allow 2 business days for this process. If your article is time-sensitive, please email the Webmaster at webmaster@d5toastmasters.org and ask for the process to be expedited.

Upload Photos

1. To post photos to the site, click on “Upload Photo(s)” under “Things to Do” or under the “Files & Photos” menu (*you must be logged in to the site to see the latter option*).
2. Select a title for your photo or group of photos (*i.e. Area 8 Fall 2009 Contests*).
3. Select the appropriate title for your photo(s) from the Category pull-down menu (*i.e. Contests*).
4. If desired, type in a description of any length in the Description field. This will help viewers to know more about the photos you will be posting, such as the date and location of the event.
5. Browse to the photo(s) on your hard drive using the “Browse” button and then click “Open.” You may upload as many as 20 photos at one time using the “Upload Photo(s)”

interface. Please watch your file size, however. Each individual file cannot be larger than 2 MB.

6. Photos will be sized down automatically by the photo application. If you get an error message when trying to upload photos, your file size is likely too large. Please size down your photo and try again to upload it to the site.
7. The Webmaster will need to approve your photos before they appear on the site. Please allow 2 business days for this process. If your photos are time-sensitive, please email the Webmaster at webmaster@d5toastmasters.org and ask for the process to be expedited.

Upload a File

This option is used to upload files or forms which might be useful to other members within the District. Examples of files which you may choose to upload include training materials, officer resources, contest materials, and press releases. Uploaded files will be stored in the File Repository, which may be accessed by selecting “File Repository” under the “Files & Photos” tab in the main website menu.

1. To upload files to the site, click on “Upload a File” under “Things to Do” or under the “Downloads” menu (*you must be logged in to the site to see the latter option*). You must be logged in to the site in order to upload a form.
2. You will be directed to a page with the header, “Upload a File for Repository.” The first thing to do is browse to your file on your hard drive. The file format is fairly flexible, including Microsoft Office applications, PDF, and text files. Please be aware, however, that users will need to have that application in order to view the file, so try to only post documents in standard file formats.
3. The thumbnail upload field is optional. This would only be used if you want a user to have a smaller view of the file before downloading it.
4. Suggest a location for your file in the Repository by selecting an option from the “Suggest Location” pull-down menu. However, please note that the Webmaster may opt to post the file in an alternation location.
5. Enter a title for your file. Try to make this title short but intuitive.
6. Enter a brief description of your file and how it might be used. This will help users to decide if the file is appropriate for their individual or club needs.
7. Enter your name or the name of the file’s author in the “File Author” field. Don’t worry about the other fields between “Description” and “File Author.”
8. If desired, click on one of the icons at the bottom of the page to represent your file type. If you don’t know the appropriate icon, skip this step. The Webmaster will complete this step before approving the file.
9. Review the form and correct any errors, then click on “Submit File” at the bottom left of the page. Your file will then be submitted to the Webmaster for approval before it will appear within the File Repository. Please allow 2 business days for this process. If your file is time-sensitive, please email the Webmaster at webmaster@d5toastmasters.org and ask for the process to be expedited.

Add a Link

The District 5 website includes a Link Directory, which includes links for Area & Division websites, Club websites, District websites, and Useful Links for Toastmasters members. The Link Directory is located under the “Public Relations” top-level menu item. We would like this directory to be a valuable resource to all of our members, so we welcome the submission of any links which you feel would be useful to those in the District.

1. To add a link to the Link Directory, click on “Add a Link” under “Things to Do.” You can also click on “Submit a Link” under Link Directory (*you must be logged in to the site to see this option*).
2. You will be directed to a form titled “Submit a Web Link.” In the top field, enter a title for your link.
3. Then select a category for your link from the Category pull-down menu.
4. Enter the URL for your link, including the http:// (*i.e.* <http://www.toastmasters.org>).
5. Click on the “Yes” radio button under “Published” to have your new link published right away.
6. Enter a brief description of your link in the Description field. This will help users to decide if the link will be useful or applicable to them.
7. Look over the form, correct any errors, and then click on “Save” at the bottom left of the form. Your link will now be visible in the Link Directory at the bottom of the applicable category (*this is the default*). The Webmaster will periodically make sure all links are in alphabetical order to aid users in finding their desired links.