Troop 564



Webmaster

Guide

*Updated by John Bourassa, T564 ASM Webmaster, on 2/23/2023*

Troop webmasters are responsible for maintaining the Troop’s website: Troop564.org The webmaster makes sure that information posted on the website and social media is correct and up to date and that the privacy of youth and adult troop members is protected. A member of the troop committee may assist them with their work.

**Selection:** Elected by members of the Troop

**Term length:** Approx. 6 months

**Eligibility:**

* First Class rank or higher\*
* Must have earned the age-appropriate [CyberChip](https://www.scouting.org/training/youth-protection/cyber-chip/) or completed the [Personal Safety Awareness](https://www.scouting.org/training/youth-protection/scouts-bsa/)
* Must be comfortable with email and web technologies.
* Must follow all Youth Protection Training (YPT) communication protocol when communicating with adults (you must include at least two YPT adults on all digital communications (email/text/messages)
* Must have access to an internet-connected computer.

\*Subject to change depending on number of troop members and scout availability

**Responsibilities**

* Regularly works closely with Scribe and Historian to keep Troop website updated with current and accurate informational statements, events, documents, and/or photos
* Keeps Troop social media content updated (must be ≥ 13 years old)
* Keeps the online Troop Calendar updated.
* Also works with various unit members (committee members, PLC, patrol leaders, or other adult leaders) on posting information to the Troop website.
* Ensures the website is as youth-run as possible.
* Correctly wears the Scout uniform.
* Sets a good example by way of Scout Oath & Scout Law
* Reports to Troop Adult Leader Webmaster with any issues, questions, or concerns

<https://troopleader.scouting.org/webmaster/>

**Important Reminders**

* Remember, a Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent. This applies to all online communications as well.
* **Webmaster must follow all Youth Protection Training (YPT) communication protocol** when communicating with adults (**you must include at least two YPT adults on all digital communications (email/text/messages)**)
* The webmaster must have earned the age-appropriate [CyberChip](https://www.scouting.org/training/youth-protection/cyber-chip/) or completed the [Personal Safety Awareness](https://www.scouting.org/training/youth-protection/scouts-bsa/)
* If ≥ 13yo or greater, you must read thru the [Scouting Social Media Guideline](https://scoutingwire.org/social-media-guidelines/). If under 13yo, no social media updates are required (skip it)
* Review COPPA – [Children’s Online Privacy Protection Act](https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa)
* **Do not post any personally identifiable information**, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact any scouts or persons under the age of 18.
* **Webmaster must have permission from adults to post their contact information on the web**.
* To increase information exposure, documents should not be posted on the website unless they are BLANK forms (free of any personal info) Example such docs: permission slips, troop reports, flyers, password protected docs, rosters, etc. Informational Guides or Handbooks provided by Leadership should be reviewed before posting (just in case).
* PLC info, schedules, and other general information should be posted as a new Informational Statement
* Events and Calendar updated should be posted as an Event
* All updates made to the site are auto-checked-in to the Git repository and therefore a delay of up to 10 minutes may exist!
* Monthly PLC meetings & Greenbar meeting notes should be provided by the Scribe via email or in person. If the scribe has not yet been able to provide information, you may add info to the best of your recollection or ask others to confirm meeting details.
* The Historian may also email you with Photos or a recollection of events that can also be posted on the website. Post trip IS posts should include, Date, Number of Scouts, Number of Adults, Location, and any notable achievements or happenings.

**Access and Contacts**

* To gain access as the Troop webmaster, you must contact the Adult Leader Webmaster with your email address, so they can set you up with a login username and password. You may receive an email from the automated system with a welcome letter and/or request to update your password.
* **Webmaster login URL:** [**https://troop564.org/admin**](https://troop564.org/admin)
* Scoutmaster email address:coloradotroop564info@gmail.com
* **Advanced Users only! ↓**
(You must contact an Adult Leader Webmaster if you wish to use any of the below information to enhance the website)
	+ Domain Name Server (DNS) Registrar:
		- GoDaddy.com
		- More info can be found here: <https://www.godaddy.com/whois/results.aspx?domain=troop564.org>
	+ Webhost:
		- Please read this doc before attempting to make any changes to the website. It is highly recommend to work with Adult Leader Webmaster to facilitate any major changes. https://github.com/Troop564/troop564.org/blob/master/README.md
		- Free version of NetlifyCMS: https://app.netlify.com/sites/troop564/
		- All changes deployed to GitHub: <https://github.com/Troop564/troop564.org>
* Roll-back. Ok, so you messed up, breathe; It’s ok. If there is something that can’t be corrected, the reason things are published to the Git repository is so the site can be rolled back to a previous branch. If you think this needs to be done, please reach out to your Adult Leader Webmaster and they can either make corrections or do the roll back.

**Navigating the Admin Console**

Top Menu
Once logged into the admin console, you can see a Top Menu that allows you to add either **Contents** or **Media**. Contents (the default selection) will be the majority of where you will make updates to various parts of the website. Media is where photos or other site images can be uploaded or managed. (note: the webhost has a small amount o space available, so off-site image or video hosting is recommended)


Collections

The left side menu, Collections, shows all the areas of the site where you can make new content or update/manage existing content. Clicking on any of these “collections” will access the individual subjects for each category in the main section of the console.



**Informational Statements**

This is probably the most used Collection by the webmaster as this is where most current info is posted to the main section of the website.

Click on the button marked “New Information Statement” to create a new post. Click on the title of an existing one to edit the post.



You’ll note that there are several Informational Statements (IS) shown in the Collection page, but fewer IS’s on the actual website. This is because many of the IS in the Collection are marked as “Archive” with a slider at the bottom. Clicking **Delete entry** at the top will permanently remove the post. Best practice to remove all old posts, unless you think they could be used again. This will keep your IS menu relatively clean.

\***Please keep the IS “New to Troop 564?” at the top** as this post gives contact info to new site visitors.


When creating or editing an IS post, you can switch between **Rich text** or **Markdown** with a slider toggle. Use **Rich Text** is all you need to add is text.

If you want to add a Hyperlink or Image, write your text first in Rich Text. The Body menu should give you all the options you need, click the + for more:


Optionally, you can switch to Markdown to add in some custom HTML to embed the link and image. This can be intimidating, but useful as you can set the image size or add other HTML commands. If you are unsure what to do here, use an existing post as an example or contact your Adult Leader Webmaster.



When all IS post changes or addition are complete, in the **upper right corner**, hit the “**Publish**” button


**Next Meeting, Next PLC, & etc**



Under the **Pages** Collection, click on **Home**

Here, you can expand the **Next Meeting** and **Next PLC** sections. Feel free to update these as needed or keep the dates more generic so that you don’t have to update them as frequently.

If you scroll down, you can see other sections of the main page, but these are pretty much setup already. The **Greeting Header** is where the main image shown on the front page of the site is. If you would like help in editing this image, please contact the Adult Leader Webmaster.

**…Now you know**

And knowing is half the battle… After reading thru the above walk-through of an IS post and other updates, you should have the basics of how to make updates, archive, use Rich Text, Publish and generally know how to use the interface. You are smart, you are brave. I know you can figure out how to use the rest of the Collections and admin console. If you feel this guide needs additional information for a specific part, please reach out to your Adult Leader Webmaster to make the necessary updates.