

Honor Society of Nursing, Sigma Theta Tau International

Leadership Forum

20 - 22 September 2012 • Indianapolis, Indiana, USA



A Quick Start Guide to Chapter Website Management

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Objectives

- Learn the five steps to chapter website management
- Understand how to prepare content to customize chapter websites
- Discover chapter best-practices in website management

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Features of The Circle

<http://thecircle.nursingsociety.org>

- E-mail address on file with STTI
- Seven-digit member number OR password created at time of induction

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Access Your Chapter Website

URL:

– Naming Convention

<http://greekname.nursingsociety.org>

***no www

***do not use *Chapter* or *at-Large*

– Example

<http://alphatheta.nursingsociety.org>

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5 Steps to Website Management

1. Update chapter leaders
2. Update chapter leader profiles
3. Post and update content
4. Create a discussion topic calendar
5. Communicate frequently

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#1 – Update Chapter Leaders

- Are all chapter leaders correct in the Officer and Committee Chair Report?
 - Located in the Chapter Management System
<http://chaptermanagement.nursingsociety.org>
- Consider appointing a webmaster
 - Responsible for overall site maintenance

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#2 – Update Chapter Leader Profiles

- Profile Personalization
 - Upload photo
 - Write bio
 - Update interests, education & additional information
- Subscriptions & Preferences
 - Subscriptions=Discussion Notifications
 - Preferences=Who sees information

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#3 – Post and Update Content

- News
- Events
- Newsletters, Images and Resources
- Welcome Message
- Chapter History

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Chapter News Examples

Nurses Health Study Needs Volunteers

Here's our chance to help women everywhere - nurses wanted for the Nurses Health Study - the longest-running, most comprehensive study of nurses ever...

[Learn more about the Study](#)

CONGRATULATIONS GRADUATES!

On behalf of the leadership of the Gamma Mu Chapter of Sigma Theta Tau International for Clemson University's School of Nursing, we would like to congratulate all of the graduates for Spring 2012! The End...is only the beginning. Be proud and smile big as you walk up to shake hands with President Barker this day. You are now Registered Nurses!! You have worked hard and it has paid off. We look forward to seeing the journey you all partake, boldly moving the profession of nursing into the future...and beyond.

So bask in the reverie that today brings, you have all earned it!

Enjoy!!

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Event Examples

Phi Lambda Chapter Meetings

Wednesday, September 5, 2012, 4:00 PM - 5:00 PM (Pacific Standard Time)

Come attend the first chapter meeting of the year! Being held on the Chalon Campus. Monthly meetings will be held the 1st Wednesday of each month at 4pm. Executive meetings will be held every other month following chapter meetings starting at 5pm.

Pi Pi Chapter Research Day

Friday, October 19, 2012, 11:00 AM - 4:30 PM (Central Standard Time)

Suzanne Prevost, President STTI will give the keynote.

TBD

Quincy, IL 62305

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Welcome Message Example

Welcome to the Iota Sigma chapter website!

This site provides you with an even greater ability to network with chapter members, upload photos, share documents, participate in chapter discussions and learn about chapter events. Use the **Members Only** button for instructions on how to get started.



Watch the [Chapter Welcome Message](#) from Iota Sigma Chapter President, Alison M. Riggs!

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#4 – Create a Discussion Topic Calendar

- Why did you become a nurse?
- What events would you like to see the chapter start?
- Who inspired you to start your nursing career?
- Something I wish I had known before I started my career

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#5 – Communicate Frequently

- Diverse Communications
 - Introduction to the site

Did you know that Alpha Chapter has a new website? <http://alpha.nursingsociety.org>.
 - Call to action

Subscribe to the Alpha Chapter discussion forum to stay connected!

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#5 – Communicate Frequently

- Diverse Methods
 - E-mail
 - Mailed postcards
 - Telephone to those without e-mail
 - In-person event announcements



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Member Engagement Ideas

- Online scavenger hunt
- Photo contest
- Research or member spotlight
- Virtual journal club
- Mentor-mentee pairings

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Resources

- All Chapter Officers discussion forum
- Contact HQ
 - 888.634.7575 (US/Canada)
 - +1.317.634.8171 (International)
- One-on-One Chapter Training Sessions
 - 60 minute web meeting
 - chapserv@stti.iupui.edu

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Questions?