Advanced Lessons on Chapter Websites in The Circle

Michelle Lilly

SIGMA THETA TAU INTERNATIONAL

LEADERSHIP CONNECTION | Personal. Professional. Global.

Faculty Disclosure

- Faculty Name: Michelle Lilly
- Conflicts of Interest: None
- Employer: Sigma Theta Tau International
- Sponsorship/Commercial Support: None

This session is not eligible for a continuing nursing education contact hour

Objectives

- Learn how to add webpages to your Circle website

- Discover how to hide or edit navigational content

- Know which sections in the site setup you can alter, and what to avoid

Recap of Beginner-Level Activities

- Update your Officer and Committee Chair Report in the Management System at www.nursingsociety.org/chapters

- Ask chapter leaders to update their profile, security settings, and subscriptions in The Circle

- You can click on "Add News" or "Add Event" directly from your chapter's homepage, to add those respective items

- Click on the word "Resources" to access and add folders to your library. Some webmasters have changed this word to read "Library."

- Always direct members to your chapter's website. They can go anywhere else they need to from there (The Circle, the STTI website, etc.)

Recap of Intermediate-Level Activities

- From the homepage, click "Edit this Page" and then "Chapter Welcome Message" from the active content to change the welcome message.
  - ➤ Under "Hidden Content," do not make any changes.

- On the "About Us" page, click "Add to this page" to add a chapter history. Once it is added, you would then hit "Edit this Page" to change the content (just like above)

- After adding folders to the library, add documents and images to those folders. Once they're uploaded, use the "permalinks" feature to send a link to members. No more email attachments!

Advanced Areas of Website Maintenance

1. Renaming and adding navigation to the green toolbar

2. Adding webpages

3. Adding content to the webpage

Sigma Theta Tau International
Honor Society of Nursing®

Delta Chapter

This is the navigation

SEARCH [Search]

Welcome to the Delta 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.

KU
SCHOOL OF NURSING
The University of Kansas

From the President

This May, 63 new inductees were welcomed into the Delta Chapter of Sigma Theta Tau International. Family, friends and current members joined in the celebration at the Ritz Charles. We welcome the ideas and energy new members bring to our organization. Please take advantage of the opportunities STTI has to offer.

Join STTI   ✓ **Renew Today!**

Chapter Leaders   **Members Only**

Chapter News

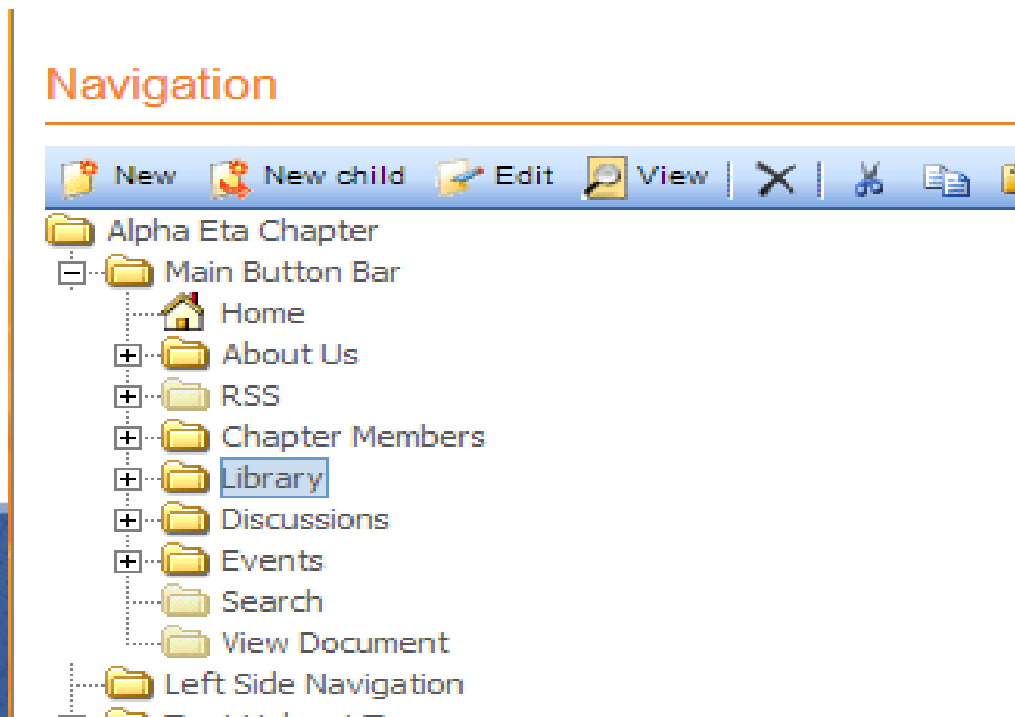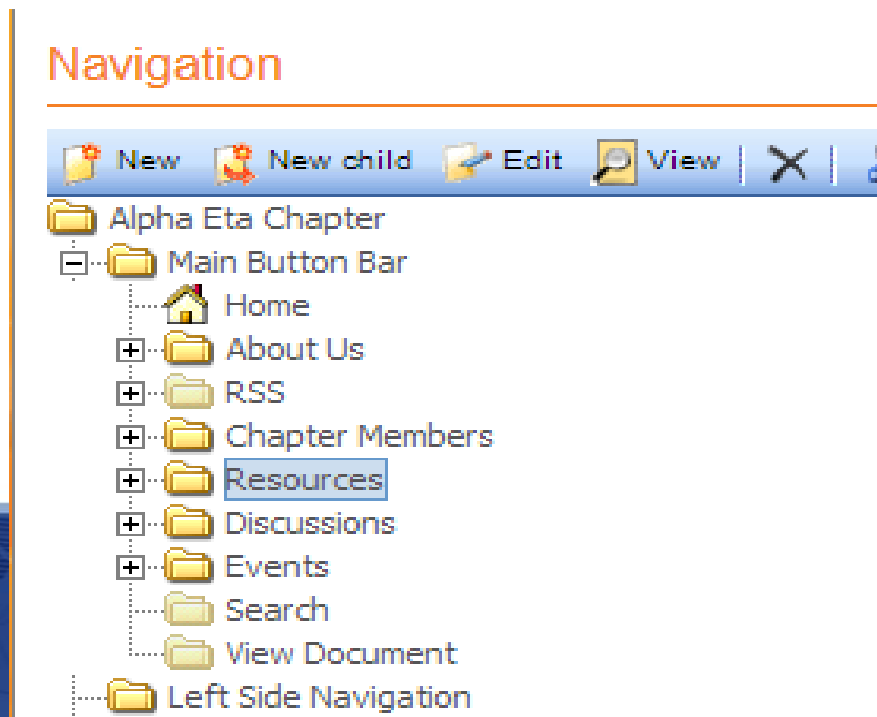Log in to see this information

16 Upcoming Events

Street Drugs Exposed
Sep 18, 6:00 PM - 7:00 PM (CT)
Kansas City, KS, United States

Renaming Navigation Steps

- Click "Edit Navigation" from homepage

- Double-click the item you'd like to rename and type the name in directly and hit "Enter" ("Return" on a Mac). In this example, we changed "Resources" to "Library":

Public vs. Members-Only

Public

Homepage

About Us

Chapter Leaders

Members Only

Resources

Discussions

Events

Examples

- http://gammamu.nursingsociety.org
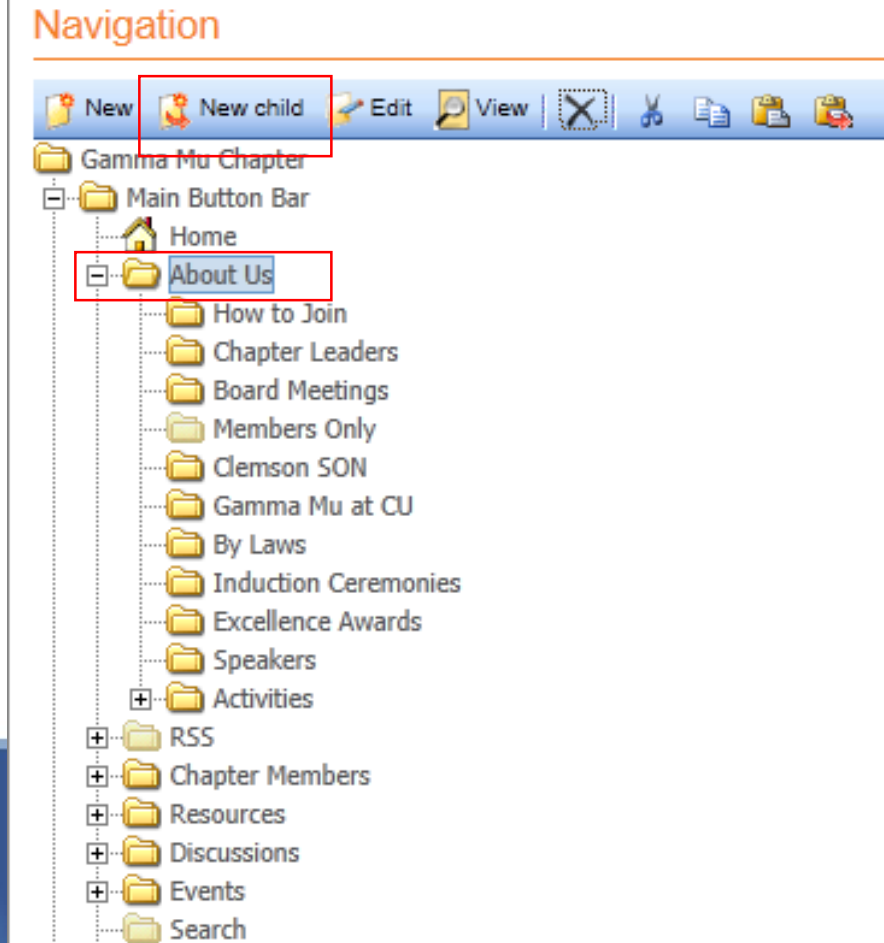
- http://betamu.nursingsociety.org

- http://epsilon.nursingsociety.org

Adding Navigation Steps

- Click "Edit Navigation" from homepage

- Highlight the navigation you would like to add to (i.e., "About Us")

- Click "New Child"

- Name the new folder

Personal.
Professional.
Global.

Adding Webpages Steps

- Click "Edit Navigation" from homepage

- Highlight the navigation you've just created, and would like to add to (i.e., "History of Beta Mu")

- Click "New" on the RIGHT SIDE under "Content"
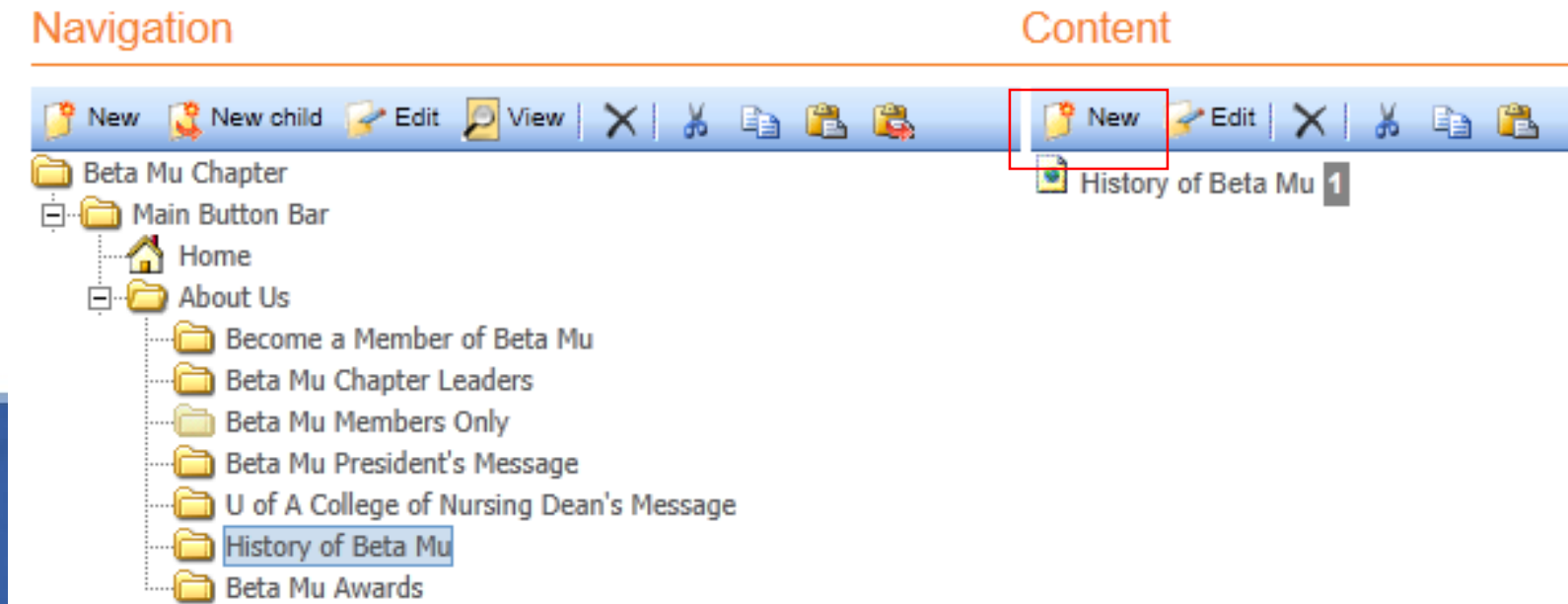
Adding Webpages Steps

- Name the page something that will be intuitive to chapter leaders editing the page in the future (i.e., "Chapter History")

- Unclick the box that says "Show."

- Add your content in the white box. You have the same capability to edit text, add images, etc.

- From then out, you can go to the page and click "Edit Page" to change content

Additional Tips

When you are behind the scenes, do not access other areas except content and navigation
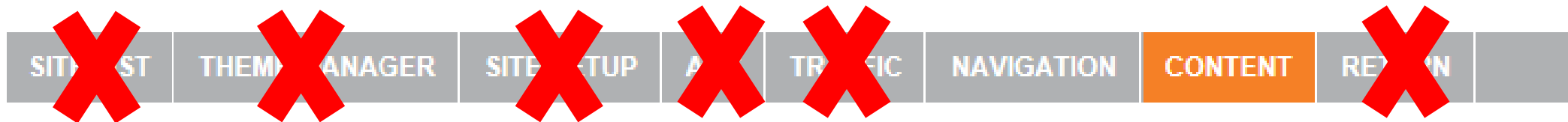
Many social sites allow you to embed their code on your site

- Facebook

- Twitter

- YouTube

- Flickr (photo sharing)

Engage Members Regularly

- Create a calendar to post new discussions
  - Determine who will post
  - Send reminders to other leaders to reply. No one wants to be the first to chime in, so YOU will have to do it until members are able to see multiple names/faces interacting.

- Send contact requests to members that you know, or would like to connect with.
  - This will increase member engagement!
  - You can send contact requests through your chapter website, or in The Circle, by clicking on an individual profile and selecting "Add as contact."

Share (and ask for!) Ideas

- Add your good ideas and questions in the All Chapter Officers workgroup, to share with other chapter leaders!
  - ➢Sign in to http://thecircle.nursingsociety.org and click on "My profile" to access the group.
  - ➢All new discussion postings will go to STTI chapter leaders

Questions?