

Troop 386 Webmasters Handbook

Updated 9/18/11

<http://troop386.org>

Our troop website is powered by Wordpress, which is an open source content management system. This platform allows multiple people to contribute to our website / blog, with or without “moderation” by a site administrator.

Goal: EACH Scout webmaster will post AT LEAST once per month.

General Guidelines

1. Remember to write in complete sentences and spellcheck / proofread your posts. Capitalize words in your post title, just like a newspaper headline.
2. Remember everything you write and the websites to which you link will represent our entire Scout troop to the world. Always be appropriate and professional.

Use one of the following methods to post content to our website.

OPTION 1: EMAIL

Send a new email to troop386@posterous.com

The subject of your email will become the title of your post.

Include any images you want to include in the post as ATTACHMENTS to your email. You can also include a direct link to a YouTube video or a photo on Flickr.com, and Posterous will “embed” that video or photo into your post.

Once your email address is added as a “contributor” to our Posterous blog, your posts will go “live” on our main troop386.org website immediately after you send them. If your email hasn’t been added to our Posterous site, someone who is a Posterous site moderator will have to ‘approve’ your post. Our site troop386.posterous.com is a “relay site” for our posts, cross-posting directly to troop386.org when people contribute via email.

Email is the easiest way to post new content to our Troop website. You cannot, however, select a specific category for your post when submitting via email. Posts submitted via email automatically have the category “announcements.” This can be changed later by a blog editor or administrator.

OPTION 2: CONTRIBUTE FORM

Visit our “contribute form” on our Troop website and fill it out to add a new post to our website. The link is:

<http://troop386.org/contribute/>

You will need to enter your name and email address. Optionally you can add a personal website, but that is not required.

Enter the title you want to use for your post, and the content for your actual post.

Select your desired post category.

You cannot include photos or other attachments when submitting via our contribute form. You can include links to other websites, however.

Content

Post Title:

Post Text (Required):

Allowable Tags: <p><u><a><table><tr><td><blockquote>
<sup>

Select a category:

- Uncategorized
- advancement
- announcements
- campouts
- High Adventure
- Summer Camp
- Scoutmaster's Corner

Tags (separate multiple tags with commas: cats, pet food, dogs):

I agree with the Troop 386 posting policy.

Your submission will have to be approved by a website editor or administrator before it will show up “live” on troop386.org.

OPTION 3: WORDPRESS DASHBOARD

If desired, Scout webmasters can have accounts on our troop386.org Wordpress site. Using their userid and password, Scout webmasters can login on:

<http://troop386.org/wp-admin>

Refer to the following site for more information about writing posts from the Wordpress dashboard:

http://codex.wordpress.org/Writing_Posts