State Association Website
User Manual
(For Website Administrators)
### Table of Contents

- Getting Started With Your State ................................................................. 2
- Login ............................................................................................................ 3
- User Profile Location ................................................................................... 5
- State Association Information .................................................................... 6
- NAMSS PASS ............................................................................................... 6
- Content Modules & Editing Overview ......................................................... 7
- Editing HTML/ Content Module ................................................................. 7
- Links Module ............................................................................................... 15
- Event Calendar Module ............................................................................... 18
- Discussion Forum Module ............................................................................ 21
Getting Started with Your State

To get started, you will need the NAMSS Executive Office to grant you editing rights on your NAMSS profile. If you already have a NAMSS profile (either as a member or a non-member) you will use the same profile to log in and edit. If you don’t believe that you have ever had a NAMSS profile or never logged into the NAMSS website, navigate to the following page URL:


This link will check the system for a pre-existing user profile based off of your email address. We strongly suggest opening this page in several browser tabs and entering both work and personal email addresses. You do not want to end up with duplicate user accounts. The system will check for a duplicate and then allow you to either continue using a pre-existing account or create a new non-member account.

If you would like to both create a user profile and join as a member with NAMSS, follow this link: https://members.namss.org/eweb/DynamicPage.aspx?Site=NAMSS&WebKey=66e4c35db367-46a2-ab7d-961c089ec838

Once you have a working profile, log in and navigate to the State Association Website map page and click on your state: https://www.namss.org/About/State-Association-Websites
IMPORTANT: This user manual is only intended for State Associations with NAMSS-hosted websites. If you do *not* see the NAMSS logo at the top, your site is not NAMSS-hosted and this manual will not be helpful. Please contact the Executive Office with any other questions.

**Login**

A login button now exists in the upper right-hand side of the website. Clicking the “Login” button will direct you to a screen that allows you to enter your username and password. After entering your username and password, the site will let you know you have successfully logged in by displaying a button that says “Logout”, indicating that you are logged in.
State Admins will notice the DNN editing bar when viewing their state’s website. If the user/administrator does not see the editing bar, please contact the NAMSS Executive Office at info@namss.org.
In order to activate the editing capabilities for your state site, click the pencil icon in the DNN editing bar. Additional editing options will show within the page allowing you to manage the page’s content.

**User Profile Location**

The User Profile link for all users (administrators, members, non-members, etc.) can be found in the drop-down navigation menu under the main “Membership” tab item. You can use this interface for things like updating your contact information and changing your password:
State Association Information

All State Association information and resources live under the “About” main menu tab. The State Association website map which allows users to navigate to their state’s website, resources for affiliated states, and a listing of all State Association President and President-Elects can be found in the drop-down navigation menu.

NAMSS PASS

To access NAMSS PASS, a user must be logged in. Once logged in, click on NAMSS PASS in the drop down of the “Membership” menu tab item.
Content Modules & Editing Overview

NAMSS State Websites contain “content modules” that hold your information. There are primarily four different modules you will have contained in your website tabs:

1. HTML / Content Module
2. Links Module
3. Event Calendar Module
4. Discussion Forum Module

Editing HTML/ Content Module

The vast majority of the content your state has posted online is more than likely in an HTML/Content Module. HTML/Content Modules are much like Word documents – They are pages that you enter text, images, and hyperlinks into. In order to start adding language and content to your website, navigate to one of your tabs that have a content module. You will know that a module is an HTML/Content Module because it will be text-heavy and the edit menu will have two options: “Edit Content” and “My Work”. To view the editing options menu, find the “Editing” button and roll your mouse over it to bring up the menu. The Editing button looks like a pencil and is oriented in the upper right of the tab. Important – You will see another set of editing buttons above the tabs. When you roll your mouse over the pencil icon it will say “Edit Tabs”. This is NOT the editing menu you want:
A) Adding Basic Text

To begin editing, click the “Edit Content” menu option and you will be redirected into the editing interface. It will look a lot like a Word document with the various editing buttons for formatting and font that you’re used to. However, fonts are pre-set so you will have a limited number of fonts to select from and sizing the fonts will need to be done on a “small, medium, large, etc.” scale.

Also, you will want the settings set to “Rich Text Editor” to view the editing module in “wysiwyg” view – this stands for “What You See Is What You Get”. There is no need to switch the view to “Basic Text Box”.
However, if you do have HTML editing software like Dreamweaver or an HTML editing program, you may do all of your formatting in that program and copy and paste the raw HTML code into the “HTML” view screen using the “Source” button.

**Best-Practice Tip:** As this manual mentions, the interface is much like Microsoft Word. However, there is a best practice procedure if you are putting your content together in a word document and copying/pasting onto the website. If you are getting your content ready in Word, we recommend only using it to develop and correct text. Once your document is ready, copy and paste the text from Word into Microsoft Notepad – this will remove the formatting such as different fonts, colors, sizes, etc. Finally, copy the clean Notepad text and paste it onto the
website. Then perform all of your formatting in the website’s interface; using the preset fonts and colors, adding images, etc.

Don’t forget to always click “Save” when you’re happy with your work. Once you click “Save” your work is being published onto your user-facing website in real time. Clicking “Preview” will allow you to see a preview of what will be published below before clicking “Save”:

B) Hyperlinking Text

Hyperlinking text is when you highlight a piece of text in the content module and add a link that, when published, a user can click to open or direct to something. You can hyperlink to a file (.doc, .xls, .ppt, .pdf, etc.), an image (.jpg, .png, .tiff, etc.), an email address, or another website URL.

This is an example of a hyperlink.

To add a hyperlink in your text, follow these steps:

1. Highlight the text you want someone to click in order to open something. Text that you will be highlighting is commonly similar to “Click here to download an application”.


2. Once the text is highlighted, click on the link icon from the menu bar to insert the URL or of the site or file; or email address that you wish to be linked to the highlighted text. Click “ok” to save the hyperlink.
3. If you want to hyperlink to a file, like a form or application, you will first have to navigate to the State Files page in a separate window. This page is located on the main State Associations page to upload your document and create the URL.

4. From this page, you will then select your State Association’s folder in the menu bar on the left hand side. Here you can use the upload button under actions to add a new file to the folder or select a file that is currently in your state association’s folder.
5. Once you upload your document, you can then select it in the folder by checking the box next to the document. You will then see a new menu underneath the view and actions bar. Select the last option to get the URL.

6. Once you have retrieved the document’s URL, copy and paste it into the URL box in the link window. Hit “ok” to save the link.
Best-Practice Tip: Make absolutely sure that you are in your State Association’s folder by clicking the state name one time. Double or triple clicking may result in the page refreshing and another state’s folder opening, leading to your file being uploaded to the wrong state’s folder. To ensure that you are in the correct folder, double-check the three areas circled below.
7. You can also use the link manager to link to an email address. Just change the “Link Type” to “E-mail” in the drop down menu. This will allow users to click on the email address to begin sending an email with the email address already populated.

C) Inserting an Image

States often like to post photos. In order to do so, follow similar instructions for finding a file on page 11. It is important to make sure that the image is saved as an image file (.jpg, .png, .tiff, etc.).

1. First, upload your image to the “State Association Files” page to create the URL.
2. In the editing screen, select the “Images” icon to open the “Image Properties” window.

Paste the URL in the URL bar, and adjust the size accordingly for your website. We recommend high-resolution photos that are no more than 350 pixels wide.
**LINKS MODULE**

Many State Websites have a tab called “Document Repository” or “Resource Links.” This module is very simple to use and edit. The uses for this module vary, but many states use them to post bylaws and policies, applications and forms, registration brochures and meeting minutes, or links to other useful websites. Again, you may enter a list of links that, when clicked, opens a file, opens an image, or directs to another website.

A) Creating a Link

Follow these instructions to create a link that opens to a file when clicked:

1. Click the Editing pencil icon and select “Add Link”

   ![Image of a website interface with a Document Repository tab highlighted.]

2. You’ll need to give the link a name. An example of a link name would be “State Association Bylaws” if you were to select the Bylaws file to open.

3. To choose to link to a file, click the “File” selection bubble. Two drop down menus will appear.
   a. In the first “File Location” drop-down menu, find your state’s file folder. It will be called “State Associations/Your State”. Let the site refresh.
b. The second “File Name” drop-down menu, find the file you want to link to
4. Click “Update” at the bottom.

You may also select the order that the file is displayed in by using the View Order at the bottom.

File Upload: In order to upload a file, follow Step 2 and 3-A above. After you have properly selected your state file folder, an “Upload New File” button will appear, ensuring that you are uploading the file to the right folder.

To link to a URL or a web page, follow the same instructions except select URL or web page. Selecting Web page will let you link to any other page that exists on the NAMSS website.

EDIT LINKS

This Module is configured to show dynamic Data. Please use Module settings to change.

B) Editing an Existing Link

If you have a link that you just need to update, simply find the link title on your site and click the edit button to the left of the link:
You will be directed into the same interface and will just need to select the new file/URL/web page you want the link to open to.
**Event Calendar Module**

The Event Calendar Module is useful to list your state’s events in a calendar view. To add an event, follow these steps:

1. Enter the date you want to add an event and click the “Add Event” icon – It looks like a + button and is in the upper right.

2. Add an event title and select the start and end date(s). You can also click “All Day Event” if you don’t want to put a start/end time on the event. **Note:** you can opt to choose “All Day Event” and enter a start/end time in the description.
3. Enter the Event Description in the content pane. Common information to list is the location, contact information, and a link to a brochure or a website URL for registration:
4. Don’t worry about entering information into the content pane below the main content pane with the header, “Summary”
5. Don’t forget to click “Update”

You can also change the calendar view to “week” and “list” view using the buttons in the top right of the main calendar:
Discussion Forum Module

The Discussion Forum is a useful module and platform to allow your state members/users to converse and network. It is important to note though that the Discussion Forum is open to any user to use.

A) Posting Discussion Topics

To post or reply to a conversation, or read previous posts, follow these instructions:

1. Click the Folder that contains the topic of conversation you want to start. The number of folders for different buckets of conversation will vary per state.

2. To add a new “Topic” (Kickoff a new Discussion/Ask a Question), click “Add New Topic”

3. You’ll be required to enter the Subject of your post (you can enter the question here) and it’s recommended that you enter a full question or description of what you’re looking for, and potentially contact information in the Message. You do not need to put anything in the Summary. Click “Submit” when you’re ready to post the Topic:
4. There are options below the Submit button to do things like attach files or create polls.

5. If you are posting a new/original discussion topic or question and have a user login with an email address attached to it, you will be alerted any time there is activity on your post. You may also subscribe to other topics of conversation the following two ways:
   
   a. Click into a pre-existing post. Then, once in the post, click the checkbox that says “Check this box to subscribe to this topic”. **IMPORTANT:** This will only subscribe you to the activity alerts for this particular thread of conversation.
b. You can also choose to subscribe to the entire folder full of discussions. Please note though, that you will receive alerts any time activity occurs on any post in the folder. This is helpful if you are trying to fully and thoroughly monitor activity. Simply go into the Forum Folder you want to folder and click the box that says “Click to subscribe to this Forum”

B) Adding a Forum Folder

If you need to add a new folder to your forum for new topics of discussion, follow these instructions:

1. Click “Control Panel”
2. On the main Dashboard, click “New Forum”. Note – “New Forum Group” creates an entirely new section for folders. You generally won’t need to add an entirely new Group:

CONTROL PANEL

![Dashboard with New Forum Group highlighted](image)

3. From the “Group/Forum” dropdown, select the main Forum Group that will be the “Parent” group for the new discussion folder you’re making. All of the other pre-existing folders will also be listed. You may choose to create a sub folder that lives under one of the main folders if you choose.

![Forum List with New Forum Group selected](image)

4. You will need to give the folder a name (like “Questions/Discussions About Accrediting Standards”) and we strongly suggest checking “Inherit Group Settings”. IMPORTANT: Not clicking that box will severely restrict your users from posting anything in that particular forum folder.
5. Don’t forget to click “Save” at the bottom.