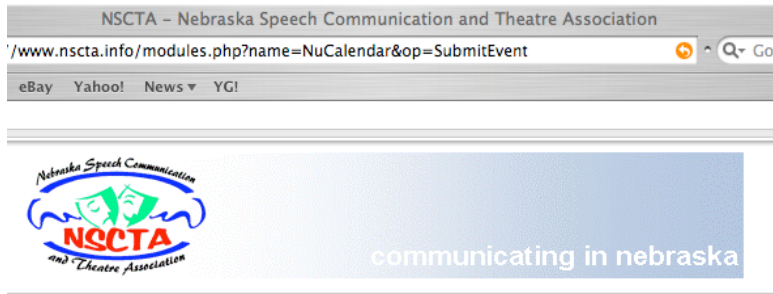


# Resource Potential: The NSCTA Website Tutorial

Presented by: Chris Begeman  
Norfolk High School, Norfolk, NE

email: cbegeman@npsne.org or chris@mail.chrisbegeman.com



The current NSCTA website uses a content driven engine to create a simple (hopefully) method to post and disseminate information.

The website, however, will not create content; this requires you (the NSCTA member) to help us out. As I've discovered, not everyone is used to or comfortable with posting information on the web.

So...

In a nutshell, here are the basics.

1. **Create an account!** The first thing I would recommend doing is creating a user account. The account is not an NSCTA Membership account; rather, it is an account to access portions of the website. As the site grows and evolves, your account has the potential to be used for forum posting, instant messaging and more. This account also allows you to post information, have access to all of the information on the site. (PLEASE NOTE: forums and private messages are currently disabled.)
2. The **home page**. This page contains a menu on the left, content in the middle and the calendar on the right. The engine that drives the website allows the look and feel of the site to maintain a constant, home page style for most of pages displaying content. The bulk of this tutorial addresses posting and using content from the website.

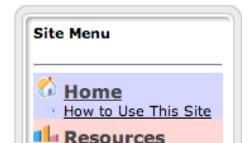
The **Site Menu** stays on the top left corner for all just about all of the pages. It's serves as the basic menu for the website. The list items that are underlined function as web links and will take you to a specific section of the website. NOTICE THE "**Home**" link at the top. Clicking this or the logo at the top of any webpage will return you to the main page for the website. The categories that you see are **Top Level** categories and the content on the site works in a hierarchical manner.

For example, if you select "**All Things NSCTA**" under the "**Resources**" section, you will arrive at a page with a list of categories related to the NSCTA. Similarly, if you select "**Topics**" under the "**News**" section, you will arrive at a page with articles broken down into various categories.



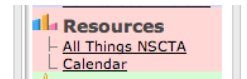
# Here's what each part of the site does . . .

How to Use this Site – A PDF file of this tutorial.



## Resources

"All Things NSCTA" - As the site matures, this section will contain the "meat" of the website. Currently, it is a little bare. We need your help. If you have any idea for information here, let us know. The information is broken down into categories based on its content.



"Calendar" - This dynamic calendar displays upcoming events. If you click on the calendar link in the menu it will bring up a large calendar displaying the current month. At the top of the calendar, you have the option of selecting other months. Simply choose the month and year from the drop down menus and hit "Goto Month."

A screenshot of a web form titled 'Submit Event Info'. The form has several input fields: 'Title:', 'Location:', and 'Other Information:' (a large text area). Below these are 'Start Time::' (with hour, minute, and AM/PM dropdowns), 'Duration::' (with hour and minute dropdowns), and 'Category:' (a dropdown menu). There are two radio buttons: 'One time event' and 'Recurring event'. The 'One time event' option is selected and includes 'Month:' (August), 'Day:' (15), and 'Year:' (2005) dropdowns. The 'Recurring event' option includes 'All(weekly)', 'Sunday', 'of', 'the week', and 'All(monthly)' dropdowns. A 'Submit Event' button is at the bottom left. A list of 'Allowed HTML' tags is shown above the duration fields.

**ADD YOUR EVENT.** If you have an event that you feel would be of interest to others, select the "Submit Event Info" link in the top right hand corner of the calendar box. You will see the event information block (a sample is to the left) that allows you to submit your event to the calendar.

Give your event a title and a location. If you would like to provide additional information, feel free to do so. You can select the start time and the duration of your event if you would like or leave at

default. Choose a category and you're almost done. If this is a one time event, enter the date. If it is a regular event, you may select that option.

NOTE: At present, this calendar only supports ONE DAY entries. If your event is more than one day, you'll need to enter the event for each day. When you are finished, hit submit event.

# News

If you would like to read or submit an article for publication on the NSCTA home page, the **News** area is the place. Generally, these articles are published on the home page of the website. As the number of articles increases, they are moved to the stories archive from the home page. Here's what each section does. Anyone can submit a story to the NSCTA website. If you would like to write an article, submit tournament results or in any way contribute to the website, this is a great place to start. Submissions will be reviewed and edited if necessary, but would be greatly appreciated.



## "Submit News"

The submit news area allows you to submit an article for the NSCTA website. First you need to log in if you haven't already done so. Here are the basic steps:

Please write your article/story filling the following form and double check yo  
You're advised that not all submissions will be posted.  
Your submission will be checked for proper grammar and maybe edited i

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Your Name: [cbegeman](#) [ [Logout](#) ]

**Title** (Be Descriptive, Clear and Simple)  
  
(bad titles='Check This Out!' or 'An Article')

**Topic:**

**Story Text:** (HTML is fine, but double check those URLs and HTML tags!)

**Extended Text:**

(Are you sure you included an URL? Did you test them for typos?)

Allowed HTML:  
<b> <i> <a> <em> <br> <strong> <blockquote> <tt> <li> <ol> <ul>

1. Enter a title.
2. Pick your topic(s) for the article
3. Story text--This is the portion that will appear on the main page.
4. Extended text--this is additional information that users "jump" to like a continuation from the front page of a newspaper.

You may need a little basic HTML to make it look better. If you don't use these, the text will be one big block.

- <br> is a line break
- <p> is a paragraph break; slightly larger break
- <i> is italics
- <b> is bold

you can also put in html hyperlinks and other html if you are familiar with it

5. Preview the story (use HTML formatted option if you used HTML)
6. At the bottom of the preview screen, hit "OK"

This submits the story to the website, it then has to be reviewed and approved by the website administrators.

## "Topics"

This area breaks down the submitted stories by category.

## "Stories Archive"

This lists the stories by the month in which they were published.

## "Top 10"

Users rate the stories and they are displayed accordingly.

## "Downloads and Links"

If you have information you'd like to share with others, this is the place to do it.

If you have lesson plans that you'd like to share, you can do that here. You can also find downloads here when some have been submitted. If you want to put a download here, email Chris Begeman at [cbegeman@npsne.org](mailto:cbegeman@npsne.org) for details on adding these. Also, contact me with photos if you'd like to submit these.

## "Communicate"

This is a place for users to communicate on the website. At present, the **Forums** and **Private Messages** are not enabled.

**Feedback** allows you to communicate with website administrators.

**Recommend Us** lets you send an email to someone else recommending the site.

**Surveys** contain some of the surveys about the site and the content on the site.

## "Info"

The **Members List** is currently not enabled.

**Your Account** allows you to modify the information pertaining to your specific account.

Here you can change your email, password and other settings by selecting **Your Info**.

The other options are currently not enabled. You can also log out of the website from this page.

The other information on the home page will change over time, but the basic components will remain.

The **Calendar of Events** and **Up Coming Events** blocks act as short cuts to the calendar viewer.

They display the current month (days with events are underlined and appear in red) and the next 10 up coming events that have been submitted to the website via users.