

# Knight of Columbus California District 2

## Overview and rules to follow to maintain our Website

Rev. 1.1

Our pages are laid out using a modified Designer Theme by (Tesseract (Designer). Typically, a page is laid out with an active header that has several menu items exposed at the top of each page, a Webmaster Content Area, and Footer such as shown below:



Layout of a typical content area:



**Red outline:** 1 column full page width at the top. Here we have the Assembly/Council name and number. The second line is an active link to the Church Website if they have one with the one exception where the Assembly is not affiliated with one specific church.

**Green outline:** Left column for Documents, Info, Training etc.

**Orange outline:** Middle column where featured items are posted like images, videos, etc. Note the "Green" button at the bottom of the center row, this is the Newsletter button that allows easy access to all newsletters published within our district. We currently have 2 councils that don't publish: 4780 in Susanville and 9135 in Corning.

**Blue outline** Here we post Coming Events, sometimes most recent events, and the contact info for the leader of that Assembly or Council.

One of the goals to create the district website is to keep it simple, make it useful, keep it current and keep the cost down. We are being encouraged to implement a more secure website and get it locked down by implementing a certificate making it an "HTTPS" site instead of our "HTTP". This is more costly and one of the primary reasons that I chose to establish directories and subdirectories rather than create "Sub Domains".

## **Rules to follow:**

- 1- Never delete or rename the Assembly or Council Home page.
- 2- When adding images use .jpg or .png and keep them reasonable in size.
- 3- When adding a new page, link it to the Assembly or Council you administer and make sure that a "Title" is defined and descriptive. Lower case names are preferred.
- 4- Test your links before publishing the page and fix all errors.
- 5- If your posting a photo of someone, get their permission. This is best done by getting it in writing. A good way to handle this is to send an email. Their conformation is your proof and should be preserved. Create a folder and save an electronic copy or print it and keep it in a folder. If this is a group picture or an event activity where photos are being taken and attendees are aware that of these photos and the intent to publish then permissions are assumed, and individual permissions are not required. It is always best to include this intent in a event flyer before that event or a simple announcement at the activity or event.
- 6- Try to keep all written material clear, descriptive, and short. If it is more than a paragraph, consider making it a document and simply publish its title, upload it, and link it to the content page.
- 7- If you ever find a document or form that is already published on the website that needs to be revised in any way, please let me know and send me the details or updated info needed and I will handle it.
- 8- Ask for help anytime as needed. I don't believe in "DUMB" questions as the only one that is "DUMB" is the one that you don't ask and end up going down the razor blade of live. 😊 You got it, I DON'T HAVE ESP.
- 9- **Remember**, that it is **very important** to keep the page current. For example, a reference to "Upcoming Events" should not display events that have already taken place.

10- I sure that I must have forgotten something, but I just can't remember what it was. 😞

**Important:** Naming convention for all newsletters:

Use the following: **Mon-year.pdf**

**Example:** For the February Newsletter for any Assembly or Council would be-  
**Feb-2018.pdf**

**Note** that the first letter is capitalized and that there is a "dash" between the month and year.

**Wow!** How in the world can you have more than one newsletter with the same name? Good question. It is all handled under a directory called "Newsletters" and then a subdirectory has been established for the Assembly and one for each Council. This simplifies the coding needed to support pulling each newsletter from the DB and getting the right one.

Currently, I have not worked out all the bugs to give access to the other parts of the website and you will be unable to publish your own newsletters. I'm working on it. So bear with me and keep sending me those newsletters for the interim. Once the newsletter is published on the website all that is needed on the homepage of the Assembly or Council is to update the link shown under the "Current Newsletter" area.

**Important:** This is a living document and will be updated as we evolve. It is imperative that you contribute to this document as without your questions, concerns, or feedback we will not evolve.