Editing the District DSO web pages

As a DSO (or designate) or PDCA leader, you can edit (or have edited) much of the content on the District site. Each DSO (when I say DSO here I'm including the PDCA) is responsible for the relevant sections under the Left Menu Department tabs, which list each of the DSO sections in the District organization.

Here is an example of a typical DSO web page section. I have marked the important things to note, and I discuss them further below.

Please note the following:

1. You **cannot change the title** under your DSO image or the list of ADSO's shown - the "system" generates those automatically. The ADSO list is updated periodically, but if you have made changes, notify me and I will refresh the information manually. The changes you want <u>must</u> appear that way in AuxOfficer/AuxData - so if you add or

change an ADSO and AuxOfficer does not reflect that change, then neither will the District web site. You CAN change the DSO photo, but please be aware that there are guidelines for them. I will share those in a separate document.

2. You **cannot change the title** of Program, News & Notices, or pretty much any other title shown in blue. These are set across the site for consistency and the information is fixed. Subtitles within sections are flexible and can be anything you wish.

3. You can have pretty much any number of links below your section in the "**left menu**" as you like or need. "Job Aid Kit" is a standard item, but it will not be shown if you have no items in there (as a DSO, that's your choice). In the example above you can see a second link for VE Documentation, and you can similarly add additional items to the left menu as needed. Try to keep them to a minimum for simplicity, and use them to organize the information you want to share.

4. The **Job Aid Kit** is available as a way to help organize and present documents to the teams your department works with. How you handle the Job Aid Kit is largely up to you. Most DSO's use it to share documents needed by the DSO, the SO's, and the FSO's in the performance of the routine or assigned duties of their offices. Some DSO's include information of value to anyone (generally members) who could use the information in either performing the duties or in wanting the duties performed. Documents can be organized into sections to group related material on the Job Aid Kit page itself (look at one to see how it works). Links that point to documents in the Job Aid Kit can point to documents on other web sites, so you can provide a link on the District site that points to a document on the National site, or a Coast Guard site – that way you can share the most current information available. If your department has a member component and a public component, consider using the Job Aid Kit for the member portion and adding links as needed to support the public. We will work with you to make this work as you prefer, within the capabilities of the site and menuing systems. Some of the most useful existing JAK Categories are as follows (note that there are other categories not listed here). We can add (or delete) categories to help you organize the material you present.

- ANSC Forms
- AUXOP Program
- Best Practices
- Crew Member and Coxswain
- Documentation
- Duties & Responsibilities
- Goals
- Instructor Materials
- Mandated Training
- Planning
- Procedures

- Preparation
- Qualification & Currency
- Training
- Uniforms

5. Items in the Left Menu **can be marked for members only** (member login required to view). That's what the little ∅ means next to VE Documentation shown above.

6. You can have up to **three items in the top blue bar,** and they are designed to be used as links. You don't have to have any if you'd rather, but you can have up to three, and they can be any color text (though you must tell me what colors you want and whether the text should be boldfaced). **The blue bar will be blue**.

7. You can have any text you want in your **section description** (shown here "About Vessel Examination"). This is anything you or anyone you designate and authorize writes about your department. Links are allowed, images are allowed (but remember the available space). Try to avoid using links in the text (called "inline" links) wherever possible, since there are better places for those, but they are allowed. Use images for emphasis, but sparingly, as they will be small in order to fit the available space. Logos are a reasonable use for images in this section, but photos can be used too.

8. You can have as many items as you like under **Programs**, and they can contain links and images if you want, though you should limit use of this since the space is small and it's purpose is not to share but to list the actual programs under your control. Try to keep it organized – bullets and groupings as shown here are ideal, though they are not required. Links are allowed, and also allowed are "**Resource**" links, which appear below the item as a red-colored link.

9. You can have as many items as you like under **News & Notices**. All the same cautions and admonitions that apply to Programs, meaning about images and links, apply here as well. The purpose of this section is to keep updated information in front of those who will be viewing it. Try to make your N&N items updated throughout the year.

10. **Calendar Items** are listed at your option. They can be posted with a date, which will make then appear and disappear "automagically" (they can appear on a date you specify and likewise can disappear on a date you specify). They can also be posted without a date and appear always, though I don't know why anyone would want a calendar item that was always visible – that should go under Programs or News.

11. The **Mission Statement** is written by you and should address and clarify your department's overall mission. Keep the available space in mind. Images and links are allowed if needed, but **not recommended**. Make this statement to-the-point, concise, clear and, if possible, inspiring.

12. You **cannot use or edit the gray sections** to the left and right of the white middle section. We will look into updating the site's overall look, but there is much work to do before that happens.

If any links in your section do not work or if information should be updated, please remember that it is **your** information - I am here to help you present it but I do not create it. You are better qualified and more knowledgeable about your subject area than I am, so it makes sense for you to be the "owner" of the content in your area. I am here to help you get your content onto the site and displayed properly, fix broken or problematic things, and generally keep things working.

To get things in your section updated, just make a list of the changes you want. Include whatever links you want (please check them to be sure they work – I will check them again and will not post links I know don't work), documents you want made available, etc., and I'll either get to work on it or we'll talk about how to make it happen. Remember that you need to tell me where the information should be posted – "...second paragraph under Programs...", "...fourth item under News...", "...in the Procedures section in the Job Aid Kit...", etc. - and please include that in your request. Remember also that I don't know where your information is generated, approved, stored or controlled (meaning someplace like National or the Coast Guard), so please provide links wherever appropriate so that I don't have to go hunting for them. I might well find the wrong link, or an old one, so be sure to tell me where the correct information is to be found. Let me know if you can't find links to the correct information or if they don't seem to work properly, I can often solve that, or at least help find it.

Don't worry about sending me stuff in the "wrong" format. I am able to convert or modify pretty much anything (I am a geek, after all…) and I can convert text from almost any format to almost any other (such as Word Document to PDF and back), images to/from any format, I can edit, crop, or solve problems with images, etc. If there is any issue, I'll get in touch with you to discuss it and we'll work out some kind of solution.

Thank you, please don't hesitate to contact me if there are any questions, comments, concerns or complaints.

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