

FREDERICKSBURG GREEN PARTY

Introduction to the new Website

11/24/2019

1. The **login form** is in the lower left corner of the page. You shouldn't need this for your first login, since that will be done by clicking in the email link you should have received when your account was migrated to this new page. Look in your email records for an email from '**Fredericksburg Green Party**' entitled '{username} -- The FGP has a new website, and you're invited!'.
2. Once logged in, administrators will see an extra "**administrative menu**" along the top of your browser window. For most purposes, you can ignore this completely, and regular members won't see it at all.
3. The front page is where "**Articles**" are posted. Look for the "Add Content" link in the sidebar Navigation menu, and choose "Article" to post a new article. It should be self-explanatory from there. Be sure to hit "Save" at the bottom of the page when done editing.
4. The "**About Us/Organization**" page contains the following:
 - a. Our officer list and mailing address.
 - b. Links to our fgp-announce and fgp-chat lists.
 - c. Organizational documents (bylaws, platform, organizing manuals, checklists, etc.)
 - d. Meeting minutes
 - e. (administrators only) Our membership list.

To edit our officer list (or the wording of any of our main pages), click the "Edit" tab for the page (right under the page title, e.g. "Organization"), and scroll down to the page body. Some of the wording might be HTML code, so you may want to read up on basic HTML before editing this, but things like people's names should be easy to edit. Be sure to hit "Save" at the bottom of the page when done editing.

To add new documents or meeting minutes, do the same thing, but scroll down to the appropriate document type section (e.g. "Committee Documents" or "Meeting Minutes"). It should be self-explanatory from there. Again, be sure to hit "Save" at the bottom of the page when done editing.

5. The "**Calendar**" page is exactly what it sounds like. To edit existing calendar items, click on the item, and hit the "Edit" tab as usual. To add new calendar items, first click on the "Add Content" link on the left side of the page, and then choose "Event". You will see a page which asks for an event title, an event description ("body"), and the dates/times of the event. Just be sure to click "Save" at the bottom of the event page when done.

6. The main "**Campaigns**" page is where we keep our record of past campaigns, and our campaign literature (brochure/flyers, logos, posters, etc.).

7. There are sub-pages under "Campaigns" for the different **committees** and other projects we are working on. These pages start with an (editable) description of the project, and then also contain an (easily-editable) task list, which only shows up for subscribers who have logged into the site. Committee Chairs can store their main organizational documents under "Committee Documents" on their committee pages, and should be logging into the site after every meeting in order to upload meeting minutes onto their respective committee pages.

8. The "**Resources**" page contains links to other organizations, governmental bodies, etc.

Typical Secretary Duties

1. Uploading FGP monthly meeting minutes.
2. Adding calendar events which are relevant to the FGP as a whole.

Typical Webmaster Duties

1. Keeping the officer list up-to-date:
 - a. First, edit the About Us / Organization page
 - b. Then, if there are new Chairpersons (e.g. for a committee) involved, edit the appropriate committee mailing list settings to add the new person as chair and remove the old person. Make sure these new Chairs are subscribed to their own lists, too!
 - c. Update the email reflector addresses (like labor@fgp.vagreenparty.org) as necessary, to point our “generic” officer email addresses to the appropriate person's actual personal email address:
 1. Visit our WEBMIN login page at <https://fgp.vagreenparty.org:10000/> and enter the appropriate WEBMIN username and password.
 2. On the left side of the page, click “Edit Mail Aliases”.
 3. Click on the alias that needs to be changed, and edit the personal email address appropriately.
 4. Click “Save”, then log off.
 - d. Finally, find the appropriate people (e.g. new and old chairpersons) in the list of website accounts (also known as the FGP member list), and make sure their “Role” and “Account Type” is accurate. For example:
 1. Visit the member list at About Us/Organization, and scroll down to the member list. If you are not logged in to the site, or are not an administrator, you will not see this list.
 2. Use the filters, or sort by last name, to find the entry for the new committee chair or officer, and click on their user name.
 3. This will bring up their account page, where you can change their “Role” to administrator, and change their “Account Type” to officer.
 4. Hit “Save” at the bottom of the page.

Don't forget to **remove** capabilities for the **old** officer, by doing the same as above, but changing their “Account Type” back to “Member”, and removing the checkbox next to the word “Administrator” under “Role”.

2. Approving new members:

On a regular basis (like once a week), log in and click on the word “People” in the top administration menu. This will show all members/website-accounts. Look for those people who have the word “Blocked” under the status column. These are (usually) new members who are waiting to be approved. Click on their username, then click on the “Edit” tab, and assess whether they seem to be legitimate member requests. Legitimate requests will have a local address or phone number, and a reasonable-looking name and email address. If they look legit, then do the following:

- a. Set their Status to “Active”.
- b. Set their Role to “Administrator” ONLY IF YOU KNOW THEM PERSONALLY, and they have officially been voted in as an officer or committee member.
- c. Set their Account Type to “Member”
- d. Finally, scroll all the way down and hit “Save”.

Typical Committee Chair Duties

1. Uploading committee meeting minutes on their respective committee pages
2. Adding calendar events which are relevant to their respective committees
3. Adding tasks for their committee members to carry out
4. On a regular basis, sending email solicitations to fgp-announce or fgp-chat which encourage FGP members to join their committees (with instructions on how to join their committee mailing lists).
5. Checking their committee mailing lists to see who has recently joined their committee.
6. Adding new front-page articles about what they're doing!

Mailing List Administration

The FGP has a number of mailing lists:

fgp-announce@fgp.vagreenparty.org : Announcements from the Chairs to all FGP members.

fgp-chat@fgp.vagreenparty.org : General chat among all FGP members

fgp-labor@fgp.vagreenparty.org : General chat among all FGP Labor Committee members.

fgp-resources@fgp.vagreenparty.org : General chat among all FGP Community Resources Committee members.

umw-greens@fgp.vagreenparty.org : General chat among all UMW Greens members.

We have not yet set up lists for all FGP committees, because their chairs have not yet requested them. But they should, because making the rule that committee members must be subscribed to their corresponding list is a great way to keep track of who is on a committee.

No website login is needed to join these lists. There are links on the website to get to the sign-up pages for each list, or one can just go to <http://fgp.vagreenparty.org/mailman/listinfo> to see links to all the lists. Once you are on the appropriate subscription page, you can just enter an email address and name to be subscribed to the list.

Once subscribed, a member can simply send an email to the associated address above (e.g. fgp-resources@fgp.vagreenparty.org) to send their email to all list subscribers.

To see all subscribers to a list, add a bunch of subscribers manually all at once, or make changes to the list properties, it is necessary to be a list administrator, and know the administration password for that list. The chair of each committee is typically the administrator for their list, and the FGP chairs are the administrators for the main fgp-announce and fgp-chat lists. Knowing the password, the process for making changes to the list is as follows:

Open a web browser, and type in the following address (substituting the appropriate name of your list):

<http://fgp.vagreenparty.org/mailman/admin/{list-name}>

Then enter the password. From there, you can do the following:

1. View the list subscribers (Membership Management/Membership List)
 2. Add a bunch of new subscribers all at once (Membership Management/Mass Subscription)
 3. View the list archives (“Go to list archives”)
 4. Add/edit list administrators (General Options). Changes to “List Administrators” here should also be reflected under “List Moderators” as well, to keep them in sync.
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