

Below is a quick reference guide to the group maintenance functionality you will find on  **capecodVILLAGEGREEN.com**

For additional assistance please call the Cape Cod Times Marketing Department.

### **Enter a new group**

1. Go to the [www.capecodvillagegreen.com](http://www.capecodvillagegreen.com) home-page
2. Click add your group (on the left side of the page)
3. Fill out form completely
  - a. Required fields not filled out will result in an error form with missing information highlighted in yellow
4. Wait for host administrator approval from the Cape Cod Times
  - a. System confirms receipt of form
  - b. System relays approval/denial
  - c. System emails are determined when site is implemented

Group must be entered into the system and approved by the Cape Cod Times Marketing Department. Once a group is in the system, the group administrator within your organization can set up and maintain the community page settings through the group control.

## **Group Control**

### **Settings**

#### **Enter/confirm Basic Information**

1. Click the link to your group by:
  - a. Finding through the participating organizations link on the [www.capecodvillagegreen.com](http://www.capecodvillagegreen.com) home-page
  - b. Search the list using the search function on the home-page (search by group name)
  - c. Access directly from URL
2. Click Page Administration link at bottom of your group's page
3. Enter ID/Password submitted on sign up
4. Click OK
5. Group Control page displays
6. Click Basic Information
  - a. System fills out initial information provided at sign up
  - b. Edit/change group's category, area, password and other basics from this page.

*Note: Any information submitted can be changed EXCEPT the group name. If your group name has changed please contact the Cape Cod Times. We will delete your old group allowing you to add your new group.*

### **Enter/confirm Group Description**

1. From Group Control page, click Group Description
2. Text box displays for input
3. 10,000 character limit
4. Spellchecker
5. Can contain HTML
  - a. Imbed links in text
6. Preview capability

### **Add/Delete Group Logo**

1. From Group Control page, click Group Logo
2. Browse for image and select
  - a. Must be jpg or gif
  - b. Must be less than 550X500 pixels, smaller than 128 kb
  - c. Netscape 2.0 / Internet Explorer 4.0 or higher required.
3. Click Upload
4. Logo displays on Group Logo page
5. Logo displays on Group community page
6. Delete is permanent; there is no “undo”

Once your Group is set up, you may begin adding Content to your site. Content includes events, pictures of group activities, news releases and other documents relating to the group (bylaws, dress code, etc.).

## **Content**

### **Add/Manage Events**

1. From Group Control page, click Events
2. Group events listed from earliest to latest
3. Click Add a New Event
4. Follow instructions at the top of the page
5. Spellchecker
  - a. Applies to description text box
6. Description can include HTML
7. Preview capability
  - a. Preview before Save

*Note: If you wish to add a website for more information about your event it must include <http://> before the www. and the web address.*

### **Add/Manage Documents**

1. From Group Control page, click Documents
  - a. Current documents listed
    - i. Order of documents can be changed
    - ii. Click Position for Display
  - b. Max capacity 10 MB

2. Click Add New
3. Fill out form
4. Browse for document
  - a. Must be smaller than 512 Kb
  - b. Netscape 2.0 / Internet Explorer 4.0 or higher required
  - c. Multiple file types allowed
    - i. Text
    - ii. HTML
    - iii. PDF
    - iv. Word
    - v. Excel
    - vi. PowerPoint
    - vii. Apple Works
5. Click Upload
6. Document appears in Current List
  - a. System notes amount of space used
7. Manage Documents
  - a. Edit
  - b. Delete

### **Add/Manage Media Collections**

1. From Group Control page, click Media Collections
  - a. Current Collections listed
    - i. Size of collection noted
    - ii. Number in collection noted
    - iii. Order of collections can be changed
      1. Click Position for Display
  - b. Max capacity 20 MB
2. Click Add New
3. Name the new collection and provide a caption for the collection
4. Preview, then Save
5. You are now ready to add media to the collection
6. Click Add Media
7. Provide Title and Caption
  - a. 1,000 character limit
  - b. Caption can contain HTML
8. Select Media
  - a. Various file types allowed
    - i. JIF
    - ii. JPG
    - iii. PNG
    - iv. WAV
    - v. AIFF
    - vi. MP3
    - vii. AVI
    - viii. MOV

- ix. MPEG
  - b. Must be smaller than 5 MB
  - c. Must be less than 500x500 pixels
  - d. Netscape 2.0 / Internet Explorer 4.0 or higher required
- 9. Preview, then Save
- 10. Collections display in list
  - a. System notes amount of space used
- 11. Manage collections and individual media
  - a. Setup: Edit title and caption of collection
  - b. Add Media: Add items to collection
  - c. Edit Media: Change items already in collection
  - d. Delete

### **Add/Manage News Articles**

1. From Group Control page, click News Articles
  - a. Current news articles listed
  - b. Order of articles can be changed
    - i. Click Position for Display
  - c. Max capacity 10 MB
2. Click Add New
3. Fill out form
  - a. Text box has 20,000 character limit
  - b. Can contain HTML
  - c. Spellchecker
4. Preview, then Save
5. Document appears in Current List
6. Manage Documents
  - a. Edit
  - b. Delete

As part of your group site you can maintain a Contacts list that conveys to visitors to your page how they may get in touch with your group. You may also insert instructions for joining your group. This information displays under a link Contact Information on your group page.

## **Contacts**

### **Add/Manage Contact List**

1. From Group Control page, click Contact List
  - a. Current contacts listed
  - b. Order can be changed
    - i. Click Order for Display
2. Click Add New
3. Fill out form
  - a. Required fields in red
4. Click Continue

- a. New contact displays in list
- 5. Manage contacts
  - a. Edit
  - b. Delete

### **Add/Edit Contact Description**

1. From Group Control page, click Contact Page Description
2. Enter description in text box
  - a. Text box has 10,000 character limit
  - b. Can contain HTML
  - c. Spellchecker
3. Preview, then Save
4. Description appears on Group page/Contact Information

You may also maintain information about your Members as part of your participation in the CapeCodVillageGreen.com community. You may also allow new members to sign up. The information in this section displays under the Become a Member link on your home page.

## **Members**

### **Add/Edit Member List**

1. From Group Control page, click Member List
2. Toggle Enable/Disable members feature.
  - a. Enable: Allows new members to sign up directly from your site.
  - b. Disable: Prevents new members from signing up directly from your site.
3. Click Add New
4. Fill out form completely
5. Click Continue
6. New member displays in Member List
  - a. List displays newest to oldest.
7. Manage membership
  - a. Edit
  - b. Delete

### **Add/Edit Member Page Description**

1. From Group Control page, click Member Page Description
  - a. Text box has 10,000 character limit
  - b. Can contain HTML
  - c. Spellchecker
2. Click Preview, then Save
3. Description displays on Group Page/Become a Member

### **Create/Edit Email to members**

1. From Group Control page, click E-mail Members
2. Enter Message Subject
3. Enter Message Body
  - a. Can contain HTML
  - b. Spellchecker
4. Click Preview, then Send

Once your group site is established you may monitor its use through Reports and Data provided through the Group Control page.

### **Reports and Data**

#### **Monitor site traffic**

1. From Group Control page, click Page Views
  - a. Default shows total for current month
2. Data Shown focuses on any area of site
  - a. Total Page Views
  - b. Home Page
  - c. Contact Page
  - d. Member List
  - e. News Articles
  - f. Media Pages
  - g. Event Info
  - h. Admin Pages
3. Select Date
  - a. Month
  - b. Year
4. Click View
5. Results display on calendar
  - a. Renew search criteria
  - b. View

#### **Download Group Site Information**

1. From Group Control page, click Download Information
2. Choose data to download
  - a. Data types
    - i. Basic Info
    - ii. News Articles
    - iii. Events
    - iv. Contacts
    - v. Members
  - b. Delimiter types
    - i. Comma
    - ii. Tab
    - iii. Pipe (recommended)

3. Set data parameters
  - a. Applies to events only
  - b. Start Date
  - c. End Date
4. Click Download
5. Delimited text window opens
6. Save as .txt file
7. Retrieve file
  - a. Open Excel
  - b. Click on .txt file
  - c. Import into spreadsheet

## **Support**

### **Feedback**

1. Each Group Control page offers a means of providing feedback to the Cape Cod Times host-site should the need arise. Emails are formatted during community setup from the Host Control page. Types of emails include technical support, bug report and enhancement request.