

Rockridgesoccer.org: Guidelines for Editors

Rockridgesoccer.org is built on a “wiki” platform that allows multiple users to edit the site content without any need for special software or technical skills. Each authorized content editor has his or her own login and password, and is able to edit page content and files while logged in. The service we use to host the site is called PBWorks. In addition to the guidelines below, you will find extensive support documentation at www.usermanual.pbworks.com/Editing.

>>How to log in and enter edit mode

Authorized editors can log in using the link on the upper right corner of any page on the rockridgesoccer.org wiki. Once you are logged in, go to the page you want to modify and click the “EDIT” tab near the top of the page (below the Rockridge Soccer Club logo). The page will reload in edit mode. Any changes you make will be temporary until you click the “SAVE” button at the bottom left of the screen. Clicking “SAVE” will lock in your changes and switch you back to “VIEW” mode on the same page. If you click “CANCEL” (or close your browser window or go to another Web page), your changes will not be saved. **Note: The system tracks all changes by user and saves backup copies; if you make any mistakes, contact the Webmaster and ask to have a previous version restored.**

>>Basic editing

Above the page content in edit mode you’ll see a toolbar with features similar to what you find in a typical word processing program like Microsoft Word. You can insert or delete text; switch to bold, underlined or italic text; create numbered or bulleted lists; indent blocks of text; or choose font style, size or color. Remember to click “SAVE” or your changes will be lost.

>>File and folder organization

All content is organized in folders for the various age groups (U6, U8, etc.) with additional folders as follows:

- About RSC (general info about the club)
- Coaches and Referees
- events (pages for photo day, party, etc.)
- forms (gear & uniforms, etc.)
- images (bin for photos and other images)
- webmaster (for webmaster’s use)

Rules of the Road

To make this collaboration run smoothly, we all need to work cooperatively and stick to certain standards of page style and site organization.

Key points:

Use fonts simply and consistently: Except in special circumstances, all text should use the default font (no font selected) with the size set at 115%. Use bold and bold italics for emphasis.

Less is more: Adding more stuff to your page(s) doesn’t necessarily make them better. Try to make the content of your page(s) as concise as possible.

Own your content: Many (but not all) pages on the site will clearly “belong” to a particular RSC board member. Take responsibility for your page(s), and in general, avoid editing anyone else’s pages without letting them know.

Target newbies: Put yourself in the mindset of someone who knows little or nothing about RSC and make it easy for them to find and understand the information they need.

Use e-mail to drive eyeballs to the Web site: Make your group e-mails short and browsable, with links to supporting information on the Web.

Use the FrontPage as a bulletin board: This page gets by far the most traffic. Post brief notices about events or important announcements under “RSC Updates” with a link for more information. Remember to remove your FrontPage notices when they’re no longer valid

Use the calendar: Be sure to list any events you schedule or control in the Google calendar.

>>FrontPage:

This is the home page, which serves as an entry point for the site and an online bulletin board for club announcements and events. If you add an item to the “RSC Updates” section on the FrontPage, please keep it as short as possible, and remember to remove it when the notice is no longer valid. Whenever possible, use the short blurb on the FrontPage to link to more information elsewhere on the site.

>>SideBar:

This is a universal set of navigation links that appears on every page. The sidebar uses special coding, so if you want something changed in the sidebar, please email webmaster@rockridgesoccer.org.

>>Creating links

You can link to another page, file or Web site by selecting the text you want to be hyperlinked and then clicking the link icon in the toolbar (looks like a tiny globe with a two-link chain). This will open an “Insert Link” box with the following “Link Type” options:

- PBWorks Page – for linking to another page on the site. Select the page from the dropdown menu and then click “OK.”
- PBWorks File – for linking to PDF documents, word documents, etc. Select the file from the dropdown menu and click “OK.”
- PBWorks Folder – Probably no need to use this one
- URL – for linking to another Web site. Enter the full URL in the blank, click the “Open in new Window” option and click “OK.”
- Email – for creating an email link. Enter the email address in the blank and click “OK.”

>>Calendar

The calendar listings are maintained using a separate application, so calendar items cannot be edited from the wiki. If you regularly schedule club events or activities, you can get a separate login for calendar maintenance.

Calendar instructions:

1. If you don't already have a Google Calendar account, go to www.calendar.google.com and click the “Create an Account button.” Then fill out the form and follow instructions for opening the free account. Tell the webmaster what email address you use for Google Calendar and ask for an invitation. Accept the invitation when you receive it.
2. To add or edit calendar items, go to www.calendar.google.com and log in using the email address and password you entered when you registered for your Google Calendar account. After logging in, look on the left side of the page for a box called “Other calendars.” Check to make sure that the “Rockridge Soccer Club” is selected (white text, blue background) in the drop-down menu. You should see RSC events listed in the main part of the page.
3. To add an event, click “Create an Event” on the upper left corner of the page. Fill in the necessary information. You can put the location (including address if appropriate) in the “Where” field, and a short description (possibly including a Web site address for more information) in the “Description” field. Below “Options” make sure the event is listed as “Default” – doesn't matter if you show yourself as “available” or “busy.” Ignore the “Guests” section.
4. To edit an event, click the name of the event to expand the listing, then click “edit event details.” link.
5. After adding or editing an event, click “save” and the event will automatically show up on the calendar page of the wiki site.

>>Questions? Contact Morris Dye, webmaster@rockridgesoccer.org.