

Training Course: *Navigating the GMC Website / Updating Your Unit pages*

Instructor: Theresa Nelson, Unit Commissioner, Webmaster, Ethan Allen District

Course Description:

Does your Cub Scout Pack have a web page? If you are in the Green Mountain Council the answer is YES! Get an in-depth look at the new www.scoutingvermont.org and learn where to find the information you need, who to contact, how to set up your unit pages, and some of the not-so-obvious and FREE tools available to you and your unit.

This is a 50 minute course, and will not cover the entire website.

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Basic Navigation

The majority of the navigation in the website is done by mousing over and clicking on a link. Links will appear as buttons, pictures (icons) and underlined text. A few features require that you type in data in a text box and then click on a “sign in” or “begin search” button or  icon. (Pressing the [enter] key on your keyboard will usually not be enough. You must mouse over and click on the button or icon) Some pages include a  or  you can use to display a help message for that page.

The “Green Bar” Buttons



Home

Click on Home to return to the www.scoutingvermont.org Welcome page.

Scouting

Click on [Scouting] for a series of pages describing the programs of the Boy Scouts of America. This is a great place for those who are new to the program to learn more about Scouting. It includes sections for Cub Scout Program, Boy Scout Program, Varsity Scout Program, Venturing Program, Order of the Arrow, Awards and Recognition, and a link to Training.

Council

Click on [Council] when you want to get information specific to the Green Mountain Council. It includes contact information for Council Leadership, Council Commissioner Staff, Finance and Fundraising, Membership Recruitment, Marketing and Publicity, Relationships, and Maps to Council Facilities. (The E-Vermont Electronic Newsletter is not yet configured). Need to know “who’s who” at the Service Center? These pages will give you contact information, phone numbers and email addresses for your key contacts.

Districts

The Districts page includes a map of the state showing general district boundaries, and the counties each of them serve. Links to the individual District home pages are provided, where you will find a listing of your district’s “Key 3” District Leadership, and program information specific to that district. Each District has their own District Webmaster, so the structure and content of the District Pages will vary.

Units

The top of the Units page links to a search tool where you can find out more about a unit from either entering a Unit Number, a City or get a list for an entire District. It also includes links to Unit Rechartering, Internet Advancement and the Unit Home Pages information center. Specific instructions and helps for setting up and using your FREE Unit Home Pages can be found here. If your unit has not started using the great tools available to you, point your Cubmaster to this page. Your Unit Home Page provides the following features...

- Editable home page content
- An events calendar
- A group email tool
- A place to store files to share with unit members
- Security features to protect members and information

(We will be going in to more detail about how to set up and use your Unit Page later)

Camping

A treasure-trove of information about the Green Mountain Council Camps: **Camp Sunrise** and **Mount Norris Scout Reservation**. Camping and Outdoor Program descriptions, registration forms, schedule information, Leader's Guides, as well as some other neat pages including Camp Wish Lists, Camp Staff Employment Information, Counselor In Training (CIT) Information and the Mount Norris Alumni Association. The Sunrise pages even include the Sunrise Song Book! Each camp has it's own Calendar, which will automatically be updated when any event is added referencing the Camp as the Location for the event. The Camp Sunrise Resident Camp page and the Mount Norris Scout Reservation Resident Camp page each include a short video which is stored on YouTube. Information about the 2009 Summer Camping Programs at Sunrise are on-line now.

Events

Articles giving more information about Council events will appear here. Similar to the Headlines on the Home page, these present a brief introduction for important events. Clicking on the underlined Event Article Title will take you to the complete article. Article display page will provide a link to the Event information, Registration forms and downloadable related documents.

Resources

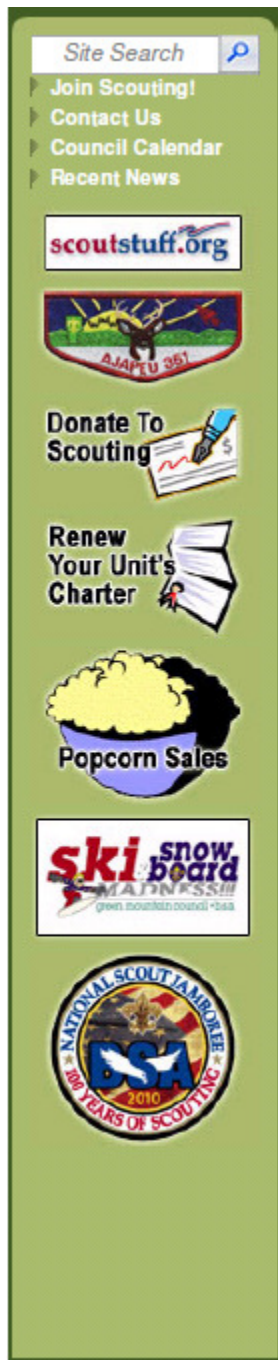
Need a medical form? Need to look up information in the Guide to Safe Scouting? Can't remember the URL for the National OA website? The Resources section is the first place to look for the forms and tools you need. Too numerous to list here, I've attached screen prints of the forms "storage library". Most of the forms are .pdf files, for which you will need Adobe® Reader for. The primary "Forms" page includes a link to the Adobe web site for the free download. There is a page for official BSA Website Links, the Council Service Center and Scout Shop, and a new page for posting information about Local Merchants who support the Scouting Program with Outdoor Equipment, Scout Uniforms, or Scouting Activities.

Training


An entire section devoted to Training information, descriptions of the required Leader Training Courses, along with explanations for "what training do I need for my position" information, Supplemental and Advance Leader Training, as well as Youth Protection, Safety and Risk Management, and Youth Leadership Training Programs. The Cub Leader Pow Wow pages are also here. There is a link to the Online Leader Training offered by the National BSA Council, a Council-wide Training Calendar, information regarding Leadership Training Awards (knots) and a link to the Philmont Training Center. Several of the Districts also have a Training page for local training events and contact information.

Council Links and Icons

The icons displayed on the left hand side of the Home Page remain available to you throughout your visit to the site. These are pages the Council has selected to give special emphasis to, and may change periodically.



Site Search

The site uses *google search* to display a list of content pages matching the search topic. Some pages are hidden from the search engine. Enter a short search term and click on the 

Join Scouting

Basic membership requirement information and links to the National BSA new scout information sites.

Contact Us

A quick link to the Council Service Center Contact Information page with address, phone, fax numbers, email address and driving directions.

Council Calendar

Displays the Calendar "grid" display for the Council. Mousing over an entry gives a more complete description. Clicking on an entry on the calendar will take you to the Event Display. Links from the event to Documents and Event Articles with more information are provided on the Event Display, along with a link to registration forms.

Recent News

New articles may or may not be set to be headlines, but all will appear on this Council News page. News articles live forever (unless deleted) and are archived by year of publication.

Scoutstuff.org

A link to www.scoutstuff.org national BSA supply.

Ajapeu Lodge

Pages for Order of the Arrow Ajapeu Lodge which serves our Council.

Donate to Scouting

Provides a path to a secure page for making donations to the Council

Charter Renewal

Short-cut to the Charter Renewal processing page, and helpful information and FAQs for Renewing your Unit Charter.

Popcorn Sales

Short-cut to the Finance and Fundraising Popcorn Sales pages

SkiMadness

Links to the www.scoutingvermont.org/skimadness program pages, including dates, ski resorts, and information for these great Ski weekends sponsored by our council, just for scouts and scouters.

Jamboree

Short-cut to the 2010 National Scout Jamboree information page, including how to register, and details for the 3 Troops we will be sending to the 100th Anniversary Jamboree Event.

District Headlines and Calendars


Using the links on the right, you can go directly to a specific district's home page.



Reading Beyond the Headlines

Click on any of the underlined text to view more information

[Home](#)



Welcome to the Green Mountain Council

Welcome to the official website of the Green Mountain Council, Boy Scouts of America. We are pleased to offer this site as a resource for all individuals involved in the Scouting program.

[Welcome message from our Council Key-3 >>](#)

Districts...

- [Calvin Coolidge](#)
- [Ethan Allen](#)
- [Land of Champs](#)
- [Long Trail](#)
- [Maple Leaf](#)

Next 7 Days...

- [LC Charter Renewal-Addison Dec](#)
- [UVM Merit Badge Day](#)
- [Cub Leader Pow Wow](#)
- [Den Chief Training at Pow Wow](#)
- [Ethan Allen Roundtable - Troops/Crews](#)
- [Ethan Allen BALOO Training part 3 of 3](#)
- [Ethan Allen Roundtable - Cubs](#)
- [Calvin Coolidge Roundtable / OA Chapter meeting](#)
- [LC Roundtable Dec](#)
- [Scout Master & Assistant SM Specific Training](#)
- [Webelos to Boy Scout Transition](#)
- [Den Meeting Planning for January](#)
- [LC New Leaders](#)

Today's Top Stories

[Council Scout Shop - Grand Re-Opening Event](#) NEW!
The Green Mountain Council - Scout Shop has been remodeled and upgraded. In honor of this look towards the future, we are going to hold a Grand Re-Opening Event...

[Retirement Dinner - Dave Osborne](#) NEW!
We will be honoring Dave Osborne on December 18 for all his contributions to the Green Mountain Council and Scouting. As part of the Council Coordinated Committee Meeting, we will be holding a dinner in Dave's honor...

[Most Inspiring Person of the Year Award](#) NEW!
The Boy Scouts of Little Sioux Scout Ranch have been nominated for Beliefnet's "Most Inspiring Person of the Year" award...

[Boy Scout Recruiting Contest](#)
How would you like to have one of the NEW Boy Scout Uniform Shirts for FREE! The Green Mountain Council is holding a Recruiting Contest...

[Year End - Donations](#)
The Green Mountain Council would like to ask you to consider a year end Donation to Scouting...

[Scouting for Food - Council Service Project](#) NEW!
The 100th Anniversary Committee is proud to announce a new partnership with the Vermont Foodbank to work together on a State wide food drive. We are asking all Units in the Green Mountain Council to participate in the this Council-wide Service Project...

[Cub Leader Pow Wow Training](#) NEW!
Is designed to help you improve your Den and Cub Pack programs by giving you a broad range of ideas as well as address some of those problem areas that arise when working with young boys and their parents...

[New Council Training Committee Chair - Announced](#)

Click on a district to go to the District page

Click on a title to view an event

Click on a headline to view an article

Article Information

When you click on a headline, you will be taken to either an Event Article or a News Article. If the article is tied to an event (or series of events) a link for the event will appear at the bottom of the Article Display page. Linking to the event, you can get detailed time, location, and contact information, as well as links to any documents or registration forms available.



The screenshot shows an article page with a breadcrumb trail 'Home > Events' and a 'Print' icon. The main heading is 'Scouting for Food - Council Service Project'. The text describes a partnership with the Vermont Foodbank for a state-wide food drive on April 18, 2009. It includes contact information for Kevin O'Hara. At the bottom, there is a section titled 'Related Event Information' with a link '04/18/2009 - Scouting For Food'.

Click on event title to view event details



The screenshot shows an event details page with a breadcrumb trail 'Home' and a 'Print' icon. The main heading is 'Scouting For Food'. There is an 'Add To' button. The event details are listed: Starts: Saturday, April 18th; Ends: Saturday, April 18th; Location: Council Wide - State of Vermont; Contacts: Kevin OHara - 802-244-5189. At the bottom, there is a section titled 'Related Event Articles' with a link 'Scouting for Food - Council Service Project'.

“Tickers” for Upcoming Events

By clicking on the title of an event in the right hand “ticker” block, it will take you directly to the event. Any articles tied to the event will have links at the bottom of the Event Display page. Remember, not all events will have articles, and not all articles will be set to be headlines, so don't rely just on the Headlines to get your information.

Event Related Documents

Here is an example of an event with documents and registration forms which can be downloaded. Note: most of the downloadable documents on scoutingvermont.org will be in .pdf format.



The screenshot shows a web page for an event titled "Cub Leader Pow Wow". At the top left is a "Home" link and at the top right is a "Print" button. Below the title is a green bar with "Event Details" and an "Add To" dropdown menu. The event details are listed as follows:

Starts:	This Saturday, December 6th at 8:00am
Ends:	This Saturday, December 6th at 5:00pm
Location:	Norwich University - Northfield VT.
Contacts:	David Schuler - 802-899-4877 Erik Tanney - 802-244-1760

Below the details is a "Resources" section with two links: "[Pow Wow Course Schedule 2008](#) PDF" and "[Pow Wow Course Descriptions](#) PDF".

The "Registration" section contains a link: "Registration Form: [Open/Download Registration Form](#) PDF".

The "Related Event Articles" section has a link: "[Cub Leader Pow Wow Training](#)".

Events do not appear on any tickers or headlines once the event date has passed. However they will remain linked to the calendar, so if documents are attached AFTER the event, they will still be available for downloading until the event is deleted by a webmaster. To retrieve those documents, you must access the event through a calendar entry.

Add To calendar options

You can download a calendar entry to your Outlook, Google or Yahoo calendar by clicking on the Add To ▼ drop-down. (And if you are an editor for your unit, you can add events to your Unit Events list. If the event gets updated, so will your unit list – the information is shared.)



The screenshot shows an event page for "Executive Committee Meeting". It features an "Add To" dropdown menu with an arrow pointing to it. The dropdown menu is open, showing four options: "Outlook Calendar", "Google Calendar", "Yahoo Calendar", and "Outlook Calendar". The event details are as follows:

Starts:	Thursday, December 18th at 4:00pm
Ends:	Thursday, December 18th at 6:00pm
Contacts:	Dick Kruger Richard Stockton - 802-244-5189

*there is a known bug for the google calendar – it seems to get time zones confused, and the time gets downloaded 1 hr off. You can correct it during the google calendar entry update in google. I haven't used either the Outlook or Yahoo options.

MyCouncil Profiles

Join

In the top right corner of your browser window you should see a Join option (just to the right of MyCouncil) After you have a profile and sign in, it will display your name, MyCouncil, and Sign Out.



Click on Join and you will see the following screen:

Create New Membership

To create a new MyCouncil membership step through the following dialog. You will create your sign-in credentials and create your profile.

Step 1: Create Your Sign In Credentials

Enter your sign in credentials below...

Email Address: _____

- Type it Again: _____
Please type your email address carefully to make sure it is correct. Memberships with invalid email addresses are subject to deletion.

Password: _____

- Type it Again: _____
Password must be at least 7 characters long

Security Question: _____

Answer: _____
The security question and answer serves an alternative way for you to access your membership should you forget your password. Please enter a question and answer that nobody else but you knows or could guess easily.

Click on Next – there will be 4 screens (do not try to use Enter)

Create New Membership

To create a new MyCouncil membership step through the following dialog. You will create your sign-in credentials and create your profile.

Step 2: Enter Your Personal Information

Enter your personal profile information below...

First Name: _____

Last Name: _____

Date of Birth: _____ MM/DD/YYYY
Youth Protection guidelines require that you provide your date of birth. You must be a minimum age of 13 to join this site.

Again, click on Next

Create New Membership

To create a new MyCouncil membership step through the following dialog. You will create your sign-in credentials and create your profile.

Step 3: Indicate Your Involvement

Select items below that indicate your involvement. Check all that apply...

I am a...

<input type="checkbox"/> Scout	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Parent
<input type="checkbox"/> Other	<input type="checkbox"/> Eagle Scout	

I am involved with these Programs...

<input type="checkbox"/> Cub Scouts	<input type="checkbox"/> Boy Scouts	<input type="checkbox"/> Venturing
<input type="checkbox"/> Learning For Life	<input type="checkbox"/> Exploring	<input type="checkbox"/> Order of the Arrow

I am involved with these Districts...

<input type="checkbox"/> Calvin Coolidge	<input type="checkbox"/> Ethan Allen	<input type="checkbox"/> Land Of Champs
<input type="checkbox"/> Long Trail	<input type="checkbox"/> Maple Leaf	

Select any/all which apply to you - Click Next

Step 4: Choose Your Email Subscriptions

Indicate your preferences below for receiving information via email...

Subscribe To:


- General Council Announcements and E-Mails
- Calvin Coolidge District Electronic Newsletter
- Ethan Allen District Electronic Newsletter
- Land Of Champs District Electronic Newsletter
- Long Trail District Electronic Smoke Signal
- Maple Leaf District Electronic Newsletter
- Green Mountain Council E-Vermonters

Decide what type of communications you want to receive emails for.
(Don't forget to click Finish)

Welcome to MyCouncil

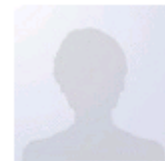
Your personalized membership on the Green Mountain Council Website

Scott Nelson - Thursday, December 04, 2008

 **Congratulations!**
You have successfully created your MyCouncil membership...

Your membership allows you to receive electronic communications from the council in the form of emails and e-newsletters. You can specify your involvement and choose the type of communications you want to receive so that you get information that is both relevant and timely.

In the near future, your MyCouncil page (this page) can be used to collect and store favorite pages and events from the website, create a personal calendar, and will also be used in the future to register for events.



Home

[Bookmarks](#)

[Profile](#)

Scott Nelson Save Cancel

Edit Your Profile

[Personal](#) [Contact](#) [Involvement](#) [Subscriptions](#) [Privacy](#) [MyPage](#)

Links to Me: When a link to me is shown on any page of the web site...

Dont show any links to me

Show a link to my MyPage (recommended)

Link to the built-in web site emailer

Link to a raw (mailto:) email link

Phone Number: Do not show my Phone Number on the web site

Address: Do not show my Address on the web site

[Home](#)
[Bookmarks](#)
Profile

You don't need to, but it is a good idea to check your Privacy settings. The default will allow your phone number and address to be displayed on the website. If you do not want your phone number displayed, you need to set those options.

Scott Nelson Save Cancel

Edit Your Profile

[Personal](#) [Contact](#) [Involvement](#) [Subscriptions](#) [Privacy](#) [MyPage](#)

Email: Allow people to email me from MyPage as indicated below...

Dont allow people to email me from MyPage

Use the built-in web site emailer (recommended)

Use a raw (mailto:) email link

Biography: Show my biography - [Edit your Biography](#) | [Clear](#)
(no biography entered)

[Home](#)
[Bookmarks](#)
Profile

The same goes for your email address. If you choose a raw email link, your email address is available to anyone viewing the page. You can also force people to link to your MyPage before they can send an email. You have the option to upload a photo, and change any of your profile settings, and manage your bookmarks. I recommend signing out after changing your profile.

Signing In



Just click on the Sign In button in the top right corner

Welcome to MyCouncil
Your personalized membership on the Green Mountain Council Website

Friday, December 05, 2008

Please Sign In...

Email Address

Password

Remember me

Sign In

[I forgot my password](#)

[My email address has changed](#)

Not a Member?

Set up a new membership for quick and easy access to your saved web pages, events and council information. Track what's going on with your favorite activities, update your profile and use other special features available only to members.

Your email is safe and your [privacy](#) guaranteed.

Become a member

I forgot my password ☹️

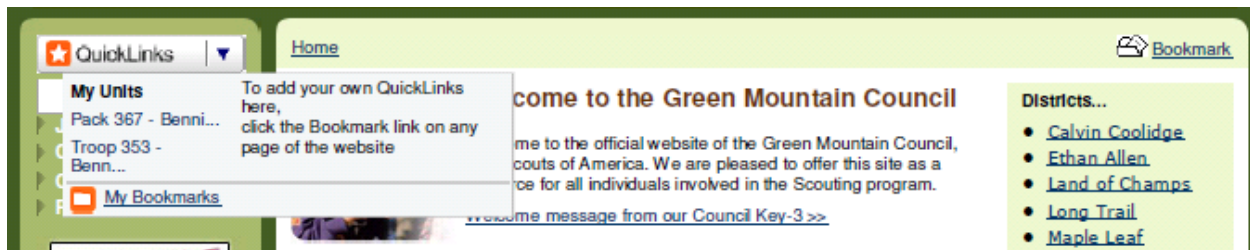
There is a link on the sign-in page to allow you to reset your own password. It will send a link to your email address, which you will have to follow.

It Locked Me Out!

The most common complaint I hear is “I put in my password. I know I did it right. But it wouldn’t take it and now it says I’m locked out!”

Most of the time it is because you are hitting an Enter key instead of using your mouse to click on [Sign In]. You will need to contact the council office to get the lock removed.

Quicklinks



Once you have created your profile, and have signed in, you will have a few more tools just for you. There is a Bookmark feature you can use to create Links to your favorite pages, and a Quick Link will be created for any unit you are accepted as a Friend of the Unit for. You can always remove the QuickLinks and Bookmarks by editing your profile.

Unit Home Pages

Unit Home Pages - Your Unit's Home on the Internet

Do you want to improve communication between your unit's leaders, parents and scouts? Have you been thinking about creating a web site for your unit but have been daunted by the task, the cost, or the resources required? Well, look no further because *Unit Home Pages* are here to help address your needs.

The Unit Home Page feature on the Green Mountain Council web site gives your unit a home on the Internet. Your Unit Home Page provides the following features...

- Editable home page content
- An events calendar
- A group email tool
- A place to store files to share with unit members
- Security features to protect members and information
- Other features to be added in the future

Click the links below to learn more about how your Unit can start using these features today.

Unit Home Pages - Frequently Asked Questions

- [How do we get started?](#)
- [What is the cost?](#)
- [Is our Unit Home Page secure?](#)
- [What are Unit Friends?](#)
- [What can the Council see and control?](#)


The Green Mountain Council is thrilled to be able to provide all of its units with free Unit Home Pages, along with all of the tools needed to update them. All you need is Internet access and a web browser.

Step 1: Read the articles on <http://www.scoutingvermont.org/Units/HomePages/> They will provide step-by-step instructions on how to set up your unit pages. If you run in to trouble, you can contact the Council Service Center.

Step 2: The Cubmaster

In order to set up your unit pages, your Cubmaster must accept responsibility for the content of their Unit Pages. The Cubmaster controls who has access to edit content, and can make changes to unit information, such as meeting time and place. The Cubmaster can delegate the Moderator role to any other "Friend" of the unit, but needs to sign in, accept the Leader Agreement, approve a "Friend" then delegate to them. If your Cubmaster does not have an email address, or internet access, contact Janet at the Council Service Center (800-704-3089) and she will assist you.

The Cubmaster needs to create a Profile, and notify Janet at the Council Service Center of the email address he will be using for login. Cubmaster names are entered based on the official Council Rosters. The first time the Cubmaster accesses the Unit Homepage, it will prompt him with the following message:

 **Note To Unit Leader!**

To utilize the Unit Page features on this site, you must accept the Unit Home Page Leader's Agreement.

[Click here to read and accept this agreement](#)

The Cubmaster must click through, agree, and submit the agreement before the Unit Home Page features can be activated.

Unit Home Pages - Unit Leader's Agreement

As the primary unit leader of this unit, I am responsible for the usage and security of the pages and content stored by our unit on this site.

I agree that our usage of this site will be in compliance with all Council, National, and Youth Protection policies and guidelines.

I understand that by National BSA Standards, a Council must be in complete control of any information posted on its web site and that there are several approved people on the Council's web team, called Site Administrators, that have the authority to control and see the private information on our unit's pages.

I understand that the Council may also curtail or deny our unit the privilege of using any, or all, the unit Home Page features on this web site for any reason whatsoever. Typical reasons may be, but not limited to, not complying with Council, National or Youth Protection policies, posting inappropriate material, or in any other way abusing the privilege to host a Unit Home Page on this web site.

I also agree that our unit is responsible for managing the security settings which allow people to access our unit's information.

Do you agree? Yes, I agree No, I do not agree

Settings and Security

Edit Settings ?

Events **Files** Friends Editors

Privacy: Private - Event List can only be viewed by Friends
 Public - Event List can be viewed by anyone

Edit Settings ?

Events Files **Friends** Editors

Privacy: Private - Files can only be viewed by Friends
 Public - Files can be viewed by anyone

- [Home](#)
- [General](#)
- [Meetings](#)
- [Leadership](#)
- [Events](#)
- [Files](#)
- [Friends](#)
- [Tools](#)
- [Settings](#)

Friends of the unit

As a Friend you can be part of this unit's mailing list, view it's event list, and participate in other unit features provided through this web site.

Become a Friend of Troop 353

To become a Friend of this unit you must...

1. Have a MyCouncil membership and be logged in
➔ [Become a MyCouncil member or Sign-In to your membership](#)
2. Submit a Friends Request to the unit leadership
3. Your Friends Request must be approved by the unit leadership

- [Home](#)
- [General](#)
- [Meetings](#)
- [Leadership](#)
- [Friends](#)

I don't see a Friends option

If you don't see a Become a Friend of This Unit option, first: check to make sure you are signed in. You too must have a MyCouncil profile and be logged in. You can tell by looking in the top right corner of the page. If you are signed in, and you don't see a Friends option in the right hand menu, your Unit Leader has not accepted the Leader Agreement yet.

Why should I register as a Friend of the Unit. What's the difference?

Here's what anyone can see:



Troop 353 - Bennington, VT

Scoutmaster

- [William Kilpatrick](#) Trained

Chartered Organization Representative, Committee Chairman

- [Scott Malinowski](#) Trained - 802-447-3873

Assistant Scoutmaster

- [Jon Endres](#) Trained

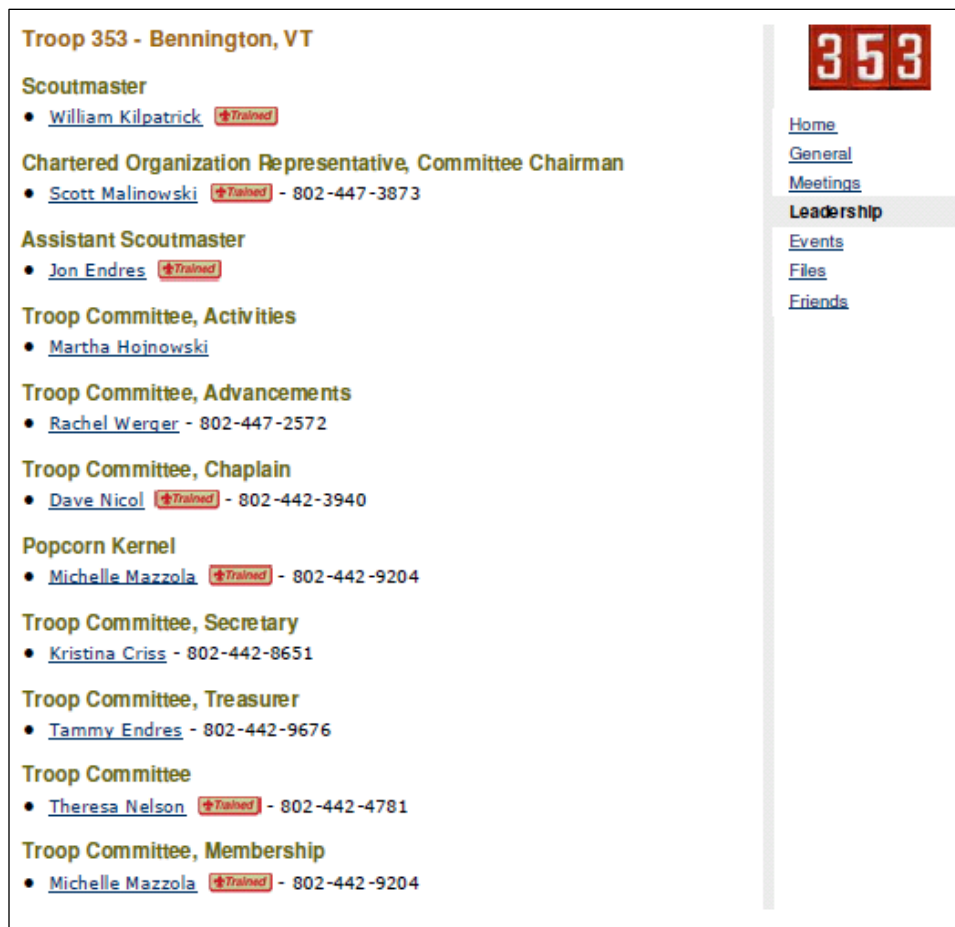
Troop Committee, Membership

- [Michelle Mazzola](#) Trained - 802-442-9204

353

- [Home](#)
- [General](#)
- [Meetings](#)
- Leadership**
- [Friends](#)

Here's what a friend of the Unit can see:



Troop 353 - Bennington, VT

Scoutmaster

- [William Kilpatrick](#) Trained

Chartered Organization Representative, Committee Chairman

- [Scott Malinowski](#) Trained - 802-447-3873

Assistant Scoutmaster

- [Jon Endres](#) Trained

Troop Committee, Activities

- [Martha Hoinowski](#)

Troop Committee, Advancements

- [Rachel Werger](#) - 802-447-2572

Troop Committee, Chaplain

- [Dave Nicol](#) Trained - 802-442-3940

Popcorn Kernel

- [Michelle Mazzola](#) Trained - 802-442-9204

Troop Committee, Secretary

- [Kristina Criss](#) - 802-442-8651

Troop Committee, Treasurer

- [Tammy Endres](#) - 802-442-9676

Troop Committee

- [Theresa Nelson](#) Trained - 802-442-4781

Troop Committee, Membership

- [Michelle Mazzola](#) Trained - 802-442-9204

353

- [Home](#)
- [General](#)
- [Meetings](#)
- Leadership**
- [Events](#)
- [Files](#)
- [Friends](#)

Note that the Friend can also view the Events Calendar and Files. In order to add files or events they must be given edit rights by the Unit Moderator. The Moderator controls who is approved as a Friend, and who can edit, not the Council or any of the Council or District Webmasters.

Files

A great example of an organized unit: Pack 43 – Milton VT



The screenshot shows a web page for Pack 43 - Milton, VT. On the left is a navigation menu with links for Home, General, Meetings, Leadership, Events, Files (highlighted), Friends, Tools, and Settings. The main content area has a header with 'Pack 43 - Milton, VT' and a '[Manage Files]' link. Below the header is a note about security precautions for clickable links. A table lists the following files:

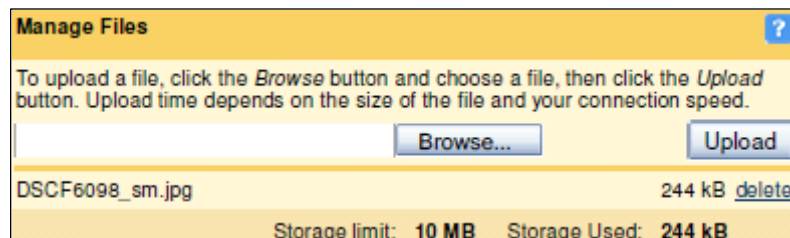
File Name	Size	Uploaded
Annual Parent Survey.doc	38 kB	8/24/2008
Battleship Cove Ship.jpg	295 kB	8/24/2008
Cake Bake Rules.doc	28 kB	8/24/2008
Cub Facts.pdf	487 kB	8/20/2008
Form Cub Profile.doc	32 kB	8/24/2008
Form Parent and Family Talent Survey.doc	30 kB	8/24/2008
Form Picture Release.doc	20 kB	8/24/2008
Form Reimbursement Request.doc	23 kB	8/24/2008
Milton Schools Calendar.pdf	88 kB	8/24/2008
Parent Handbook 2008 2009.pdf	1 MB	8/27/2008
Pinwood Derby Rules 2008.pdf	110 kB	8/24/2008

A word about files: You do have a limited amount of space, so don't bother trying to use this as a photo gallery. But yes, it will accept .jpg and .doc files. If you have a file format you would like to upload, but it will not accept it, contact me, Theresa Nelson scouter.nelson@comcast.net or (802) 442-4781 and I will look in to it. The links are encrypted and time-out, so you cannot set a link on your main page to display a .jpg you have stored in your Unit files page. If you want a photo of your unit on the Front of your unit site, I have been allowing one per unit, but storing it in the Council Webmaster photo gallery. And yes, I down-size it and down-grade the resolution for Web display.


For those of you with Edit rights on your Unit websites, please take a few minutes to review the <http://www.scouting.org/Webmasters/FAQ.aspx> or the Advice for Personal and Unit Web Sites article at <http://old.scouting.org/webmasters/units.html> published by BSA National Council.

Adding Files

If you have edit rights, you will see a [Manage Files] option on the Files page. Just click on it and you will see a box like this:



The 'Manage Files' dialog box contains the following text: 'To upload a file, click the Browse button and choose a file, then click the Upload button. Upload time depends on the size of the file and your connection speed.' Below this text are 'Browse...' and 'Upload' buttons. A file entry shows 'DSCF6098_sm.jpg' with a size of '244 kB' and a 'delete' link. At the bottom, it displays 'Storage limit: 10 MB' and 'Storage Used: 244 kB'.

Click on the Browse button, and find the file you want to upload, then click Upload. It will tell you if the file is too big, or an unacceptable file type. Click  for help.

Adding Events

The screenshot shows the 'Troop 353 - Bennington, VT' Events page. At the top right, there is a red box with the number '353'. Below the header, there is a navigation bar with '<< Nov | Jan >>' and a 'Go To' dropdown menu. The main content area displays a calendar for December 2008 with the following events:

Day	Date	Event
Monday	Dec 1	Troop Meeting
Saturday	Dec 6	Camp Woodford
Monday	Dec 8	Ethan Allen Roundtable - Troops/Crews Troop Meeting
Thursday	Dec 11	Ethan Allen District Activities Committee Meeting
Friday	Dec 12	Christmas Outing
Monday	Dec 15	PLC
Sunday	Dec 21	QA Chapter 1 Meeting
Monday	Dec 22	Troop Meeting
Monday	Dec 29	No Troop Meeting

On the right side, there is a vertical menu with links: Home, General, Meetings, Leadership, Events, Files, Friends, Tools, and Settings.

If you have edit rights, you will see a [Add New Event] option on the Events page. To add new events which are not District or Council events, click on [Add new Event] and you will see a box like this:

The 'Add A New Event' form is a yellow-bordered box with a 'Save' and 'Cancel' button at the top right. It contains the following fields and options:

- Event Title:** A text input field.
- Event Starts:** A date and time selection field with a calendar icon and a clock icon. Below it is the text: 'Enter both Date and Time'.
- Event Ends:** A date and time selection field with a calendar icon and a clock icon. Below it is the text: 'Enter both Date and Time'.
- This is an All Day Event
- Cancelled:** Mark this event as being cancelled
- Location:** No Location
- Meeting Site (Meeting Site not available, read below...)
Meeting Site - If you go to the Meetings page and enter a Meeting Location, this option will be available.
- Other Location Name or Description
-

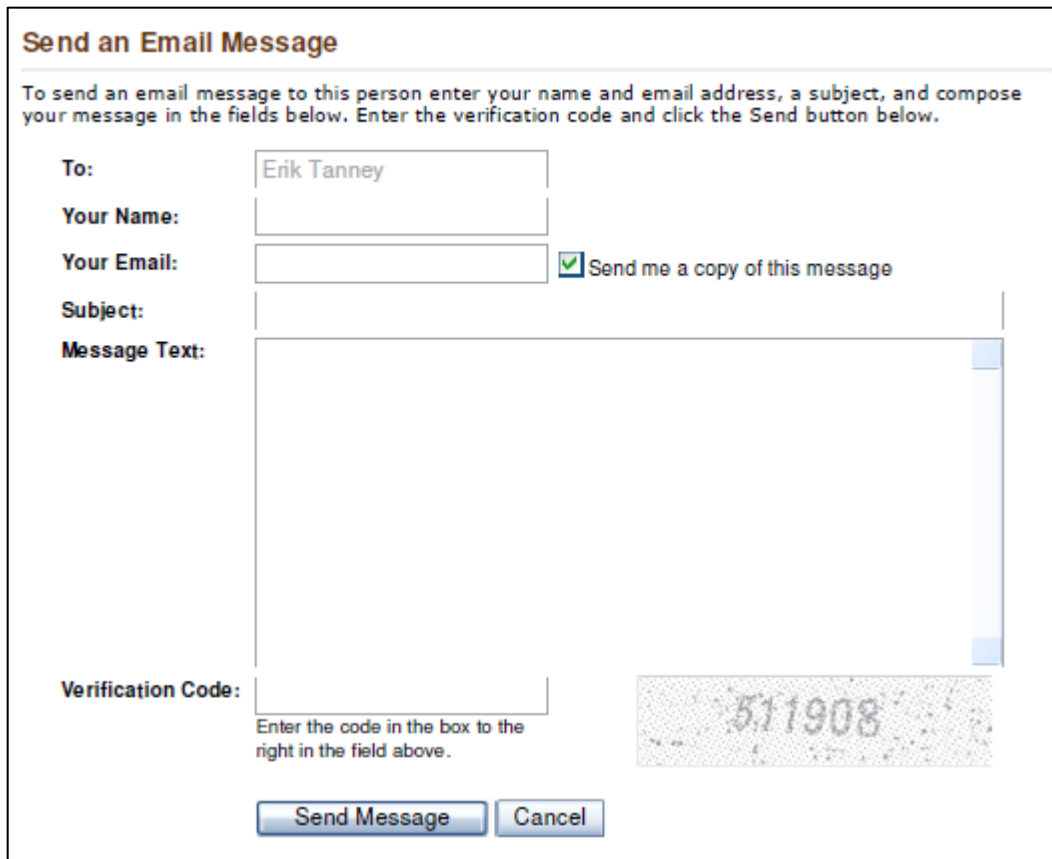
At the bottom, there is a note: 'Select either your Meeting Site or Other Location. If you choose Other Location you must also enter the name or description of the Other Location in the field above. You can also enter an Other Location Address so that a map to this location can be generated.'

Enter the appropriate information, then click on [Save]. If an event is cancelled, you can edit the event and Mark it as cancelled. Sometimes it is better to leave it on the calendar and clearly mark it as cancelled than to delete it and leave people wondering if it just never got entered.

Remember: Council and District events can be linked to your Unit Events page using the Add-to option described on page 7.

Sending Emails

To use the website email tool, simply click on any of the email links provided on one of the web pages on the site. The link may send you to a MyPage first, but will have a link there for you to send the email. The email tool is very simple, and does not allow attachments.



The screenshot shows a web form titled "Send an Email Message". At the top, there is a grey bar with the title. Below it, a grey bar contains the instruction: "To send an email message to this person enter your name and email address, a subject, and compose your message in the fields below. Enter the verification code and click the Send button below." The form fields are: "To:" with a text box containing "Erik Tanney"; "Your Name:" with an empty text box; "Your Email:" with an empty text box and a checked checkbox labeled "Send me a copy of this message"; "Subject:" with an empty text box; "Message Text:" with a large empty text area; and "Verification Code:" with an empty text box. Below the verification code box is a small grey box containing the code "511908" and the text "Enter the code in the box to the right in the field above." At the bottom are two buttons: "Send Message" and "Cancel".

The individual's name will be filled in, as will your name and email IF you were signed in when you asked to send the email. Please remember to fill in the Subject line, and enter your message text. Before you can Send Message, you need to enter the security code into the Verification Code box. These are randomly generated, and protect the email accounts being stored on our website from receiving computer-generated emails (spam). Once you enter the Verification Code you can Send Message, and a message will be displayed telling you your email has been sent. If you want to have a copy of the email sent to your email account too, just make sure the green checkmark next to "send me a copy of this message" is showing when you send.

If you send an email to the [Contact Webmaster] link, it will be sent to the Council Service Center, not a volunteer. The professional staff screen them, and forward them to the correct people based on their content.

Who do you call?

Your first call should be to the Council Service Center. They may refer you to your District or Council Webmaster volunteer for help in posting information, or helping you learn how to use the site. Access or Sign In issues are handled at the Service Center 1-800-704-3089. If you have Information you want posted, contact your District Webmaster.