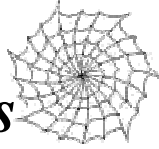


# *Garden Webs*



## A Society User Guide To Web Content Management for gardenontario.org

---

The purpose of this section of your OHA Society Manual is to provide basic instruction in the editing of your society information on the gardeontario.org website.

### **Important Information – please read**

1. You must have a login and password to perform these functions. Contact your District Director for more information.
2. You **MUST** use Microsoft's Internet Explorer to edit any information. No other Internet browsers (Netscape etc.) are supported.
3. You are responsible for your own Internet connectivity (getting access and using the Internet). The instructions contained herein are for adding, editing, and deleting information to the gardenontario.org web site only. If you have difficulty connecting to the internet, contact your Internet Service Provider (ISP).
4. See **Extra Information About Permission** for information on the permission rights associated with your login.
5. You are your own editor. Please be careful of your grammar and spelling. You are representing your society and organisation to the world.
6. Please refer to Help screens where available, as your first line of enquiry.
7. Please contact **webmaster@gardenontario.org** if you need assistance.

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# Logging In To The Webgateway

1. From any page on the gardenontario.org web site, click onto the link in the upper right corner of the window - **OHA Log-in** (figure 1)



Figure 1

2. When the WebGateway login screen appears (figure 2), enter your login ID and password.

Email:

Password:

[Forgot my password](#)


[» Return to gardenontario.org](#)

Figure 2

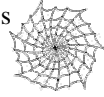
Your society login is the email address your society provided to OHA. You may ask the webmaster to create an alias email linked to your personal email address. The format of the alias login will be:

societyname@gardenontario.org (e.g. bolton@gardenontario.org)

**Password notes:**

1. The password is case-sensitive. This means that Password would be different from password and from PASSWORD.
2.  If you forget your password & click onto the “Forgot My Password” link, an email will be sent to your gardenontario.org address with a new password. Use your new password to get into the MANAGE USER area of the Web Gateway, where you can change your password to one you select.
3. Trouble logging in? Make sure your CAPSLOCK and NumLock are not active.





## Getting Familiar With The OHA Extranet

(fondly known as the “backend” of the web site)

Upon successful entry with your login and password, you will see the following screen (figure 3). The welcome text will show *your* access name, and not “Any Town”.



**Figure 3**

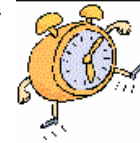
This section provides an overview of the main Extranet page. Your options on this front page (discussed below) of the OHA Extranet are:

- i. Logout
- ii. Return to gardenontario.org
- iii. OHA Extranet Home
- iv. Search Speaker’s Directory
- v. Manage Your District or Society Web Site
- vi. OHA WebGateway
- vii. OHA Online
- viii. OHA Society Resources

**i. Logout**

It is imperative that, upon completion of any work on the OHA Extranet, you logout. Failure to do so risks a security breach to gardenontario.org.

**FYI** If you have your Internet browser open but have had 40 minutes or more of inactivity, you will be automatically logged out of the Extranet.



If **Logout** does not appear in the left panel, select **Back to WebGateway** and select **Logout**.

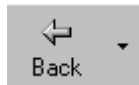
**ii. Return To gardenontario.org**

This link is here to facilitate your “going back & forth” as you edit. This means that, when you make any changes to your area of interest and you click the **Save Changes** button (figure 4), you may be curious as to how your changes look.



**Figure 4**

Using **Return to gardenontario.org** allows you to go to the main web site, look at your change and use your browser’s **Back** button (figure 5) to return to your editing screen.



**Figure 5**

For further information, see **Extra Information About BACK** at the end of this document.

**iii. OHA Extranet Home**

This link will return you to the home page of the Extranet – refer to figure 3. If you are feeling a little lost, click this link and try again.

**iv. Search Speaker’s Directory**

This link will allow you to search the Speaker Directory – by district or by topic. A terrific resource, indeed.

**v. Manage Your District or Society Web Site**

This is the link (figure 6) that will take you to the area where you will add, edit, delete information on your Society’s gardenontario.org web site. Please contact the webmaster@gardenontario.org to activate your gardenontario.org website.

**District/Society Website Management**

Please select the type of site you wish to manage:

- [District](#)
- [Society](#)

**Figure 6**

**vi. OHA WebGateway**

This link will take you to the area where you will be able to edit the content on the main (“live”) web site (figure 7).

<p><a href="#">Log Out</a></p> <p><a href="#">Return to gardenontario.org</a></p> <p><a href="#">OHA Extranet Home</a></p> <p><a href="#">WebGateway Home</a></p> <p><a href="#">Help</a></p> <p><b>MANAGE EVENTS</b></p> <p><b>MANAGE CONTACT INFO &amp; USERS</b></p> <p><a href="#">Manage Societies</a></p> <p><a href="#">Manage Users</a></p> <p><b>MANAGE WEB SITES</b></p> <p><a href="#">Manage Society and District Sites</a></p>	<p>You are in the WebGateway, a secure site for managing Gardenontario.org.</p> <p>There are five modules for managing web content in the main site. What you level of access.</p> <p><b>MANAGE MAIN SITE CONTENT</b></p> <p><b>Web Text:</b> In this module, you can edit text in virtually all of the sections of 1 further instructions on how to transfer text from your word processing docur can also upload photographs to these pages.</p> <p><b>News:</b> This section is for the news releases. You can edit existing releases, a releases. This module allows you to set an expiry date, after which the news r Although it will not be viewable on the site, the release will still be in the web s</p> <p><b>Newsletter:</b> The snippet of a story that displays on the home page originate: module allows you to add, edit and delete articles and content, and create cat sections. You can choose which stories will appear on the home page by choo than one story has this feature, the stories on the home page will load seque screen is refreshed.</p> <p><b>Partners:</b> This module permits you to upload names, descriptions and contac</p>
---	---

**Figure 7**

This is the starting place to navigate to areas where you can edit District or Society information displayed on the gardenontario.org site – e.g. Has your contact information changed? Your society address? Want to change your password or email login? Use the MANAGE CONATCT INFO & USERS section to make the necessary changes.

The MANAGE WEB SITES link takes you to the area where you can manage your District or Society gardeonontario.org web site. So ... this page gets you to everything – the main or public site as well as your District or Society web site.

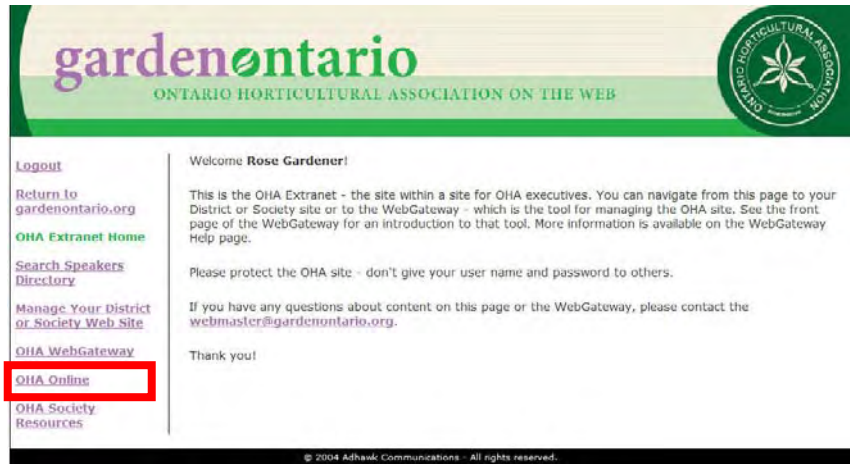
**vii. Using OHA Online or CHAT**

All OHA members with password privileges can use the chat feature that is part of the backend of the OHA WEB site. It provides a discussion forum -a place to *e-meet* without the travel!



**How To Enter The Chat Feature**

From the OHA Extranet, left-click on OHA Online. (figure 8)



**Figure 8**

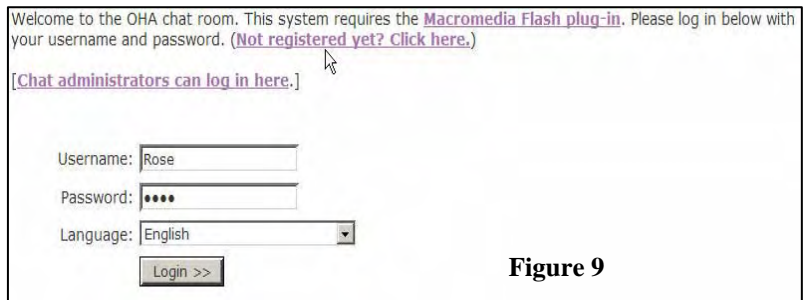


**NOTE:** Your browser (Microsoft Internet Explorer, etc) must have a plug-in called Macromedia Flash Player to use the Chat Feature. If you do not have this plug-in, you will receive an error message when you try to access the register screen. To get the plug-in, left-click on the [Macromedia Flash Plug-in](#) link on the Chat log in screen and follow the instructions.

You will be greeted with the Chat Log In screen (figure 9).

If this is your first visit to the Chat feature, you will have to register to create an account.

Left-click on the registration link.



**Figure 9**

You will be taken to the registration screen (figure 10). Type in a User Name that will be used to identify you during the Chat sessions.

It is suggested that you use your real name.

Type in a password - one that is different from your web gateway password. Complete the rest of the registration page and left-click on Save.

Welcome to the Ontario Horticultural Association Online Chat. You need to choose a unique user name and password to identify yourself in the chat. This will be different from your OHA admin username and password.	
* User name:	<input type="text"/>
* Password:	<input type="password"/>
* Confirm password:	<input type="password"/>
User Role:	<input checked="" type="radio"/> Regular User <input type="radio"/> Guest
Full Name:	<input type="text"/>
Society and/or District:	<input type="text"/>
E-mail:	<input type="text"/>
	<input type="button" value="Save"/>
* Indicates a required field.	

**Figure 10**

Once you have logged in, you will be taken to the Chat screen that has three (3) windows or areas on the screen.

The top of the screen shows a welcoming message that recognizes the User Name that you registered (figure 11). Immediately below the message is a window that shows what Chat Room you are currently in (the default room is always Garden).



**Figure 11**

The window on the right side of the Chat window shows what Chat Rooms are available and how many people are currently in those rooms. When you enter a room, you will see the names of everyone currently in that room.

Figure 12 shows that there are four (4) rooms available (Garden, Forest, The Board Room, and District 15) and that there are two people in Garden.

**Figure 12**

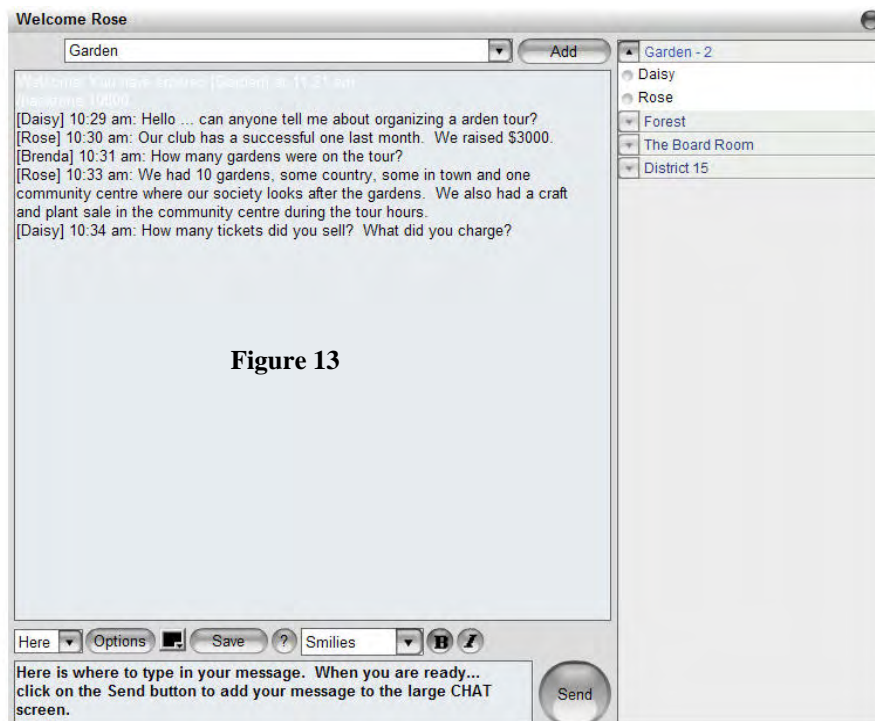


The large window immediately below the Chat Room window is the Chat or Conversation Window that shows the text of everything that is typed by people in that room (figure 13).

Immediately below the Conversation Window is the Chat Input window.

This is where you type your message.

When you are ready, click on the Send button to add your message to the Conversation window.



**Figure 13**



The buttons at the top of the window allow you format your text - using bold, italic or even change the colour of your text (figure 14).

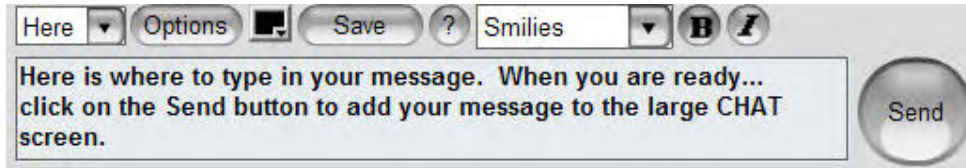


Figure 14

When you have completed typing, hit Enter or left-click on the **Send** button. The information appears in the conversation window along with the registered name of the person who typed the information.

If you wish, you can create a room for yourself and invite others to that location. To create a new room, left-click on Add in the Chat Room window. A new window will pop up that will allow you to type the name of the new room you are creating (figure 15).

Type the name of the room, select Public or Private and click Create. Now you can start to invite people who are logged into the Chat. Click on the names of the people you wish to invite and select 'invite', choose the name of your room you wish to invite them to and start chatting.



Figure 15

## Advanced Information

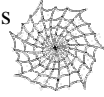
**How is chat set up?** OHA Online is set up to act as a many-roomed building. Only the people who are in a room will see what you type. The first room that you enter (Garden) is the public space, open to anyone who can access the Gardenontario Extranet.

**Send a public message:** Click the text box at the bottom of the screen, type your message and press SEND.

**Sending private messages:** There are two ways to send a private message. You can either find the user's name in the room manager or click on the name, or you can type "/username:" in the chat input box, followed by your message. The recipient will be alerted of the private message, regardless of the room that they are in. If you send a private message by clicking on a user's name in the room list, then a small private message window will be opened, which you can keep open indefinitely. This is useful if you want to send multiple private messages to one person, or if you want to engage in several private chats simultaneously.

**Change font color:** You can change your font color by simply clicking on the 'Color Palette' next to the 'Options' box above the area where you type your text to chat.

**Add a new chat room; invite participants:** You can add your own private or public rooms. At the top of the screen select 'Add', type the name of the room, select Public or Private, then press ok. Now you can start to invite people who are logged into the Chat. Click on the names of the people you wish to invite and select 'invite' choose the name of your room you wish to invite them to and start chatting.



**‘Options’ Box:** The ‘Options’ box lets you adjust the sounds in the room, text size, text color, text style and lots more.

**‘Sending pictures’:** You can send pictures to your friends by selecting the person you want to send the file to from the right hand pane. A menu will appear, scroll down to ‘Share File’ a box will pop up, simply click on ‘browse to locate the file you wish to send (JPG or GIF) press select, and then press ok.

**Rearranging the screen:** You can move the chat panel and the users panel to give you more chat space. Example: Click & Hold on the chat area (above the ‘Send’ button), then drag box any around the screen you feel comfortable with. This can also be done with the users list on the right had part of the screen

**How frequently does FlashChat check the server for new messages?** By default, every 3 seconds.

**How do I use smilies?** You may send a smilie in one of two ways: select the smilie from the list of available smilies, or type the smilie code into the chat input area. For example, :red: is the code to display the blushing-face smilie. The chat administrator can enable or disable any smilie.

**What is the sound “Pan” feature?** This option allows you to set the amount of sound coming from the right and left speakers on your computer system.

**How do I log out of the chat?** The best way to logout is to click on the “X” in the upper right corner of the screen. However, if you simply close your web browser, then you will also be logged out after a period of time. The system will “time-out” after some interval, which is specified in the PHP configuration file. Thus, users who close their web browsers to logout will still be visible to logged-in users for a short period of time. However, clicking on “X” immediately logs you out of the system.

**Chat Problems?** When you click on the Chat link if you get a new blank window, or the window has a red x in it, please check these settings on your computer and in your browser:

#### **Java Settings in Internet Explorer 6**

Select the “Internet Options...” menu item in the “Tools” menu.

Click on the “Security” tab at the top of the Internet Options window that pops up.

From the list of zones at the top of the Security options make sure the internet icon is selected.

Select the button near the bottom that reads “Custom Level”.

In the new window that pops up, scroll down to the item that reads “Active Scripting”.

Select the option marked “Enable”.

Click on the “Ok” button at the bottom of the Security Settings window.

Click on the “Ok” button at the bottom of the Internet Options window.

**Pop-Up Ad setting in your firewall software:** Each firewall software is different so you may have to look through various menu choices of your firewall to find the Pop-Up Ad (or Pop-Up Window) setting.

When this setting is “Block All” (or similar wording) the Chat window will not be available to you. Before going into Chat, you will need to modify this setting to “Some”

pop-up windows. After Chat is done, don't forget to return the Pop-Up setting to its original setting.

**Other Pop-Up Blockers:** If you see the Google, Yahoo or Hotmail Toolbar at the top of your screen, it is necessary to set the toolbar to "Allow popups" on the accelerateu.org website before attempting to enter Chat.

You may have another type of Popup Blocker software installed. If so, again, the settings in this software need to be changed before trying to enter Chat.

In some cases, you can indicate in the software to always allow popup on certain sites. In this case, you would want to include <http://www.gardenontario.org> in the list of allowed sites.

**What commands are available?** There are several command-line options that users and moderators can use for advanced functionality. These options do not exist in the FlashChat interface, but they are available to you by typing them directly into the message input box. These commands begin with the backslash. The following table summarizes these options:

Command	Description
/away	Sets user as away. Typing this command again sets user as "here".
/here	Sets user as here. This reverses the "away" and "busy" states.
/busy	Sets user as busy. Typing this command again sets user as "here".
/back ##	Shows the last ## entries of the room's chat, including any chat text that was present before arrival to the room.
/backtime ##	Shows the last ## minutes of the room's chat, including any chat text that was present before arrival to the room.
/clear	Clears the chat screen. This only affects your screen, not the screen of other users.
/me <action>	Issues an IRC-like "action" to the chat. "/me" will be changed to your user name, and the text in <action> will appear as a system message. For example: "/me is thinking" would translate to "Joe is thinking".
/join <room>	Switches the user to <room>. For example: "/join The Lounge"
/part	Logout of the chat.
/quit	Logout of the chat.
/logout	Logout of the chat.
/version	Shows which version of the chat you are using.
/invite <user>	Invites "user" to the room that you are currently in.
/ignore <user>	Ignore "user".

### viii. OHA Society Resources

A society can upload documents that they want to share with other societies – such as the “Fall Flower Show Schedule” in figure 16 below. In addition, this area is where you will find OHA official forms and other OHA resources as required. Keep an eye on this area, as it will continually change.

Forms may be downloaded for your convenience.



Figure 16

### How To Add A Society Resource

1. From the OHA Extranet, click onto OHA Society Resources
2. Click **Manage Resources** on the right (figure 17)
3. Then click onto **Add a Document**
4. Fields marked with a red asterisk \* are required fields



Figure 17

## OHA Resources

### Document - Add

<< [Back](#)

Publish:  Yes  No

---

\*File Name:

Description:

\*Document:

\*File Size:  KB

---

\*Please complete all the mandatory fields (\*) before submitting this form. Otherwise, you will lose the information you have entered on this page.

Figure 18

### Important:



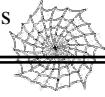
Some basic file management skills are required for this function. When you upload a document, you must know:

1. the file's name
2. the file's location on your hard disk (the "Browse" function can assist) and ...
3. the file's size in kilobytes.

To determine a file's size in kilobytes, right-click over the file's name & select "Properties" (at the bottom of the shortcut menu presented).



Remember ... click the **Add Document** button.



## About Help

Once you have entered the OHA WebGateway, a link appears on the left for Help.

Please refer to this area as your first line of defence if you need help.

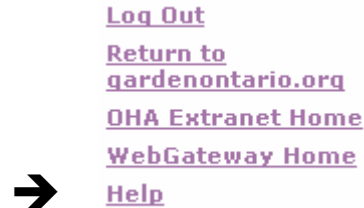


Figure 19

## Manage Your District Or Society Web Site

This section allows you to edit your District or Society – whatever your permissions allow. Access this function from either ...

- Manage your District or Society Web Site – from the OHA Extranet
- Manage your District or Society Web Site – from within OHA WebGateway

These are both located in the “backend” – just different links on the left panel.

1. Click the link **Manage Your District or Society Web Site**. The following will appear (figure 20):

### District/Society Website Management

Please select the type of site you wish to manage:

- [District](#)
- [Society](#)

Figure 20

#### Note:

Societies will only see the “Society” link.

“District” appears to those who have district-level permissions.



2. Then select the type of site you wish to edit.

Notice that many Societies web sites are listed in figure 21 below. The circled link indicates “edit” rights. In this example, the user has rights to edit Bolton only. The looking glass icon at the right allows you to link directly to your site to see the results of your edits.

3. Click the “**Edit Item**” link. See figure 21 below.

[HOME](#) | [ABOUT](#) | [NEWSLETTER](#) | [EVENTS](#) | [JOIN US](#) | [LINKS](#) | [PROGRAMS](#)

**Society Site Management** << [Back](#)

Society	Publish	Action
Acton Horticultural Society	YES	
Bolton & District Horticultural Society	YES	  <b>Edit Item</b>
Fenelon Falls Horticultural Society	YES	

**Figure 21**

Figure 22 shows the text editor screen for the society HOME page.

Site - Edit

Publish:  Yes  No

\*Society:

URL:

---

Title:

\*Home Text:

- items that show a red asterisk \* - are required fields – they cannot be left blank
- the text editor window where the bulk of the typing is done, provides some control over formatting.

**Figure 22**

- Current best practices say that simple is best – too many colours, too much emphasis (bold, italics, underline) is distracting and ... NEVER, NEVER use ALL CAPS – people interpret this as SHOUTING
- You may have 2 images on this page (for more information regarding images, see **Extra Information About Images**)

4. Make any changes desired & remember to click the **Save Changes** button (one at the top or bottom of the window). If you were successful in saving the changes, you will be *rewarded* with the message “Site has been successfully updated.” (figure 23).



If you do not click the **Save Changes** button, your changes will be lost!

**\*Site has been successfully updated.**



Figure 23

**Notes about Publish – yes, no**

If you select **Publish**  **YES**, the information will be live on your Society or District web site (once you click **Save Changes**).

If you select **Publish**  **NO**, the changes will not yet appear live. This is handy if you’re working on a draft of your text or simply are not ready for the world to see your changes.

Return to this area, select **Publish**  **YES** when you’re ready. Don’t forget – **Save Changes**.

**Publish Yes is tricky!**



If you select **Publish** – **yes**, and you leave some required fields (red asterisks) blank, the following error will occur.

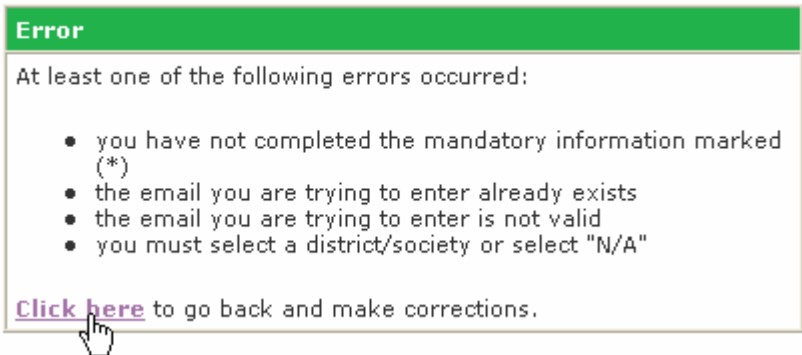


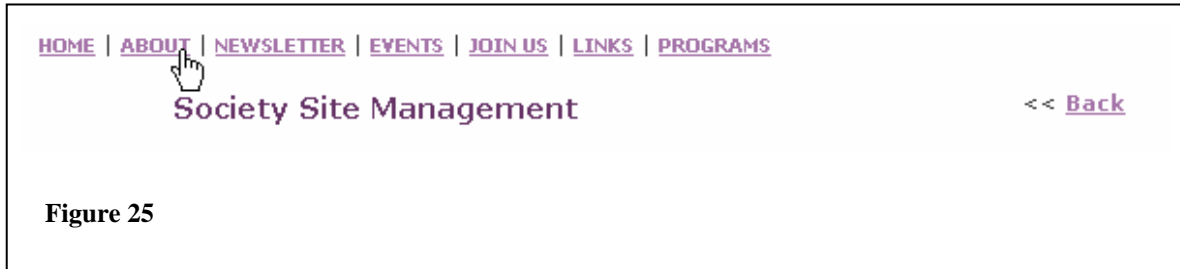
Figure 24

When this happens, ensure you use the **Click Here** link (see figure 24) to go back and fix the problem. If you do not employ this method, you will be sent back to the WebGateway and have to navigate your way back to the page you were working on.



## **Adding To Other Areas Of Your Web Site**

Other pages on your web site that may be edited (figure 25) appear at the top of the **Society Site Management** screen.



**Figure 25**

These areas (discussed below) include:

- i. Home
- ii. About
- iii. Newsletter
- iv. Events
- v. Join Us
- vi. Links
- vii. Programs

### **i. Home**

This is information which will be displayed on the main or home page of your society web site.

#### Remember ...

- Items marked with red asterisks \* are required fields
- Decide whether you want the information published right away or later
- **Save Changes**
- If you want to see the change you have made, you may click the link on the left **Return to gardenontario.org**. Then, use your browser's **BACK** button to come back to this page where you are editing.

## ii. About

This area (figure 26) is where you publish information about your Society, its Board of Directors and when meetings are held ... any information you think is relevant to the world about your Society or District.

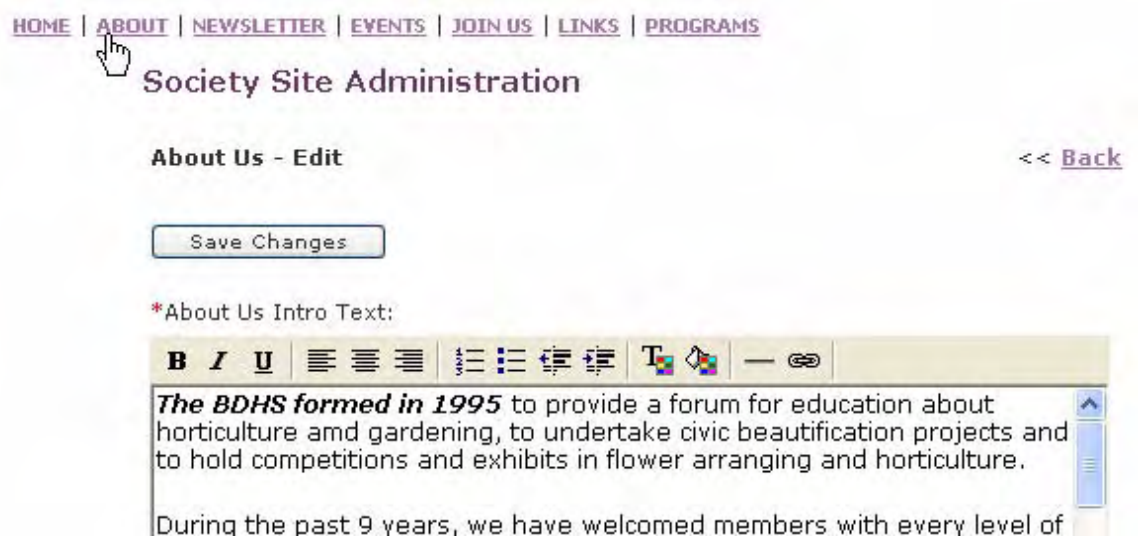



Figure 26

 Remember ... Save Changes.

## iii. Newsletter

1. Click onto the link **Add a new item** or the **edit** link if you are editing an item. The instructions below demonstrate an “edit”.
2. Fill in all details, keeping in mind that all fields marked with a red asterisk \* are required.
3. You may add one image per newsletter item (please refer to the **HELP** link beside the **BROWSE** button if you are experiencing difficulty with images).
4. Click **Save Changes** to ensure your item is saved.

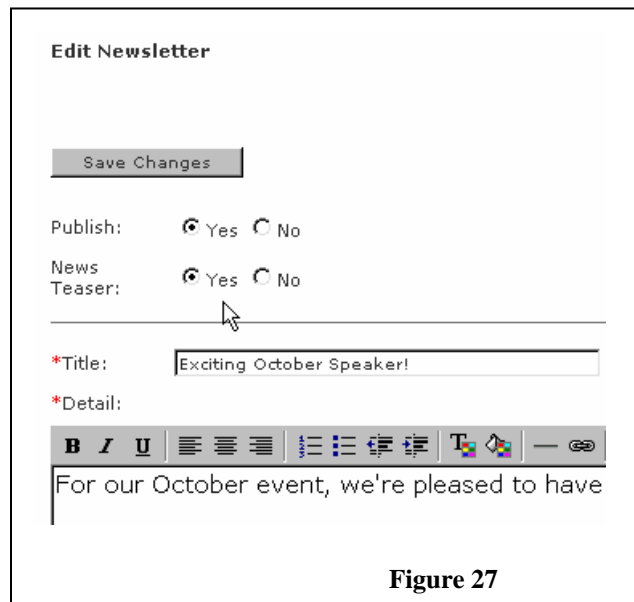


Figure 27

## What's a Teaser – yes, no???

A teaser is a clip that appears on the Home page of your Society or District site (whichever you are editing). It is meant to catch your attention – for example – below, notice the panel on the right, drawing attention to “About our new website” below. This is a headline that makes you want to read more (which is a link to the article).

The image below (figure 28) shows a teaser currently on a society site (Aug.2004)

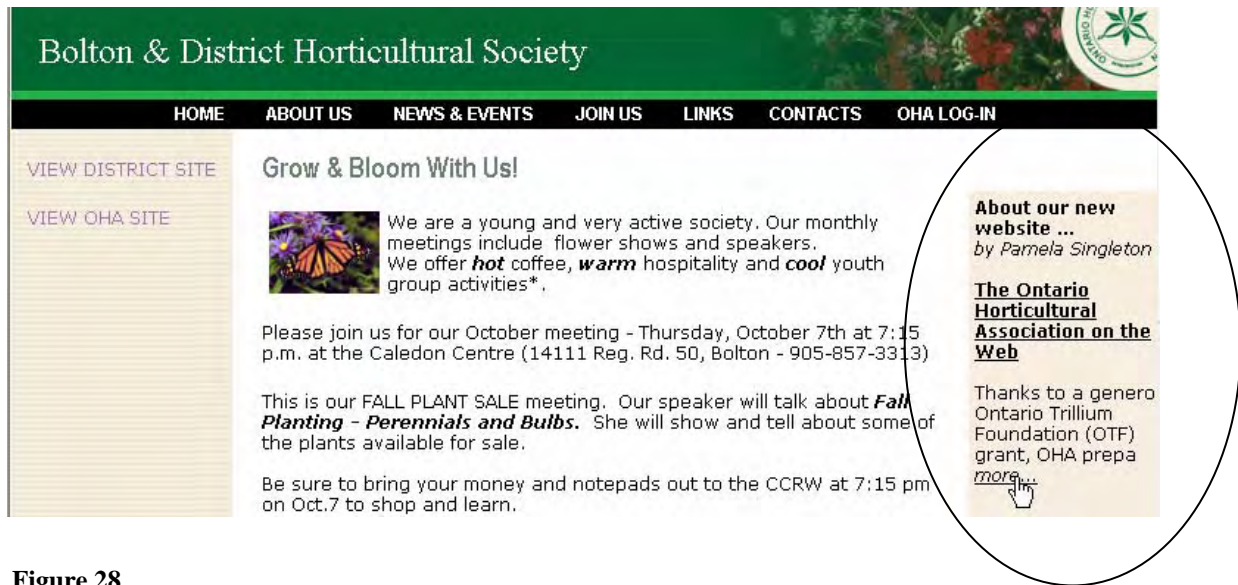


Figure 28

Society & District web site teasers come from their newsletters.

**YES** As a Society, if you select **Teaser**  **YES** in your newsletter articles, the information will be on your Society's home (once you click **Save Changes**).

It is not a “must” that you do this. Not everything has to be a teaser.

If many items are marked as **Teaser**  **YES**, the teaser on the home page will change whenever the home page screen is refreshed.

**NO** If you select **Teaser**  **NO**, the changes will not appear on the main home page. They will only appear in your **Newsletter** area.

#### iv. Events

This feature has double impact! When you add an event to your District or Society site, the event is posted automatically onto OHA's gardenontario.org site.

1. Select the month in which you would like to add your event (figure 29)

#### Society Site Administration

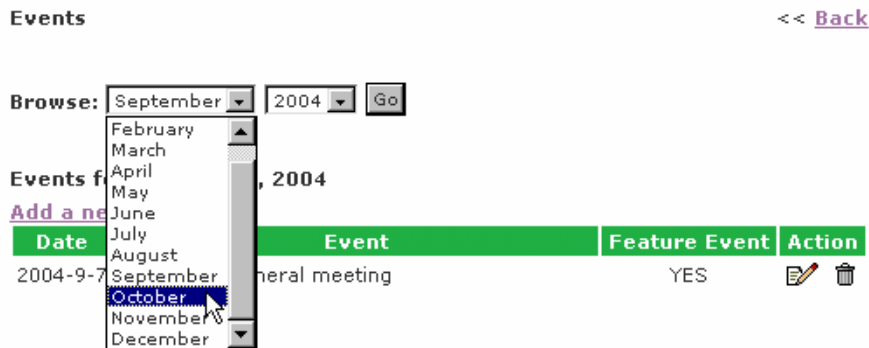


Figure 29

2. Click the link to **Add a new event**
3. Fill in all details
4. Click the **Add Event** button to save your changes.



No need to worry about *removing* events. When the date of the event passes, the site removes the event associated with that date.

**Note:** **Featured Events** are selected by the Webmaster only and appear on OHA's gardenontario.org calendar

**v. Join Us**

Use this area (figure 30) to invite visitors to join your society. You could include membership fees and even attach your membership form.

[HOME](#) | [ABOUT](#) | [NEWSLETTER](#) | [EVENTS](#) | [JOIN US](#) | [LINKS](#) | [PROGRAMS](#)

### Society Site Administration

**Join Us** << [Back](#)


\*Join Us Text:



Image:    
(It is recommended that image size not exceed 150 pixels in width & 180 pixels in height)

Membership form:

**Figure 30**

 Remember ... to **Save Changes**

## vi. Links

There are 2 parts to Links – an intro for the links home page as well as the various links themselves. The intro. text may be something like the following: “The Bolton & District Horticultural Society provides links here for your convenience. We are pleased to recognise our local partners – business, private and government.”

[HOME](#) | [ABOUT](#) | [NEWSLETTER](#) | [EVENTS](#) | [JOIN US](#) | [LINKS](#) | [PROGRAMS](#)

### Society Site Administration

Links

<< [Back](#)

- [Link](#)
- [Link Home Intro](#)

Figure 31

The instructions for **Intro** are not provided here; they are very straightforward. Just enter the text into the text editor window and remember to save the changes.

### To place a link on your web site ...

1. Click **Link** – see figure 31 above
2. Then click **Add item** (figure 32)

#### Society Site Administration

Links - Add

<< [Back](#)

\*Title:

\*URL:   
(Example: www.adhawk.ca, without "http://")

\*Category:  [Edit Categories](#)

\*Description:

\*Please complete all the mandatory fields (\*) before submitting this form. Otherwise, you will lose the information you have entered on this page.

Figure 32

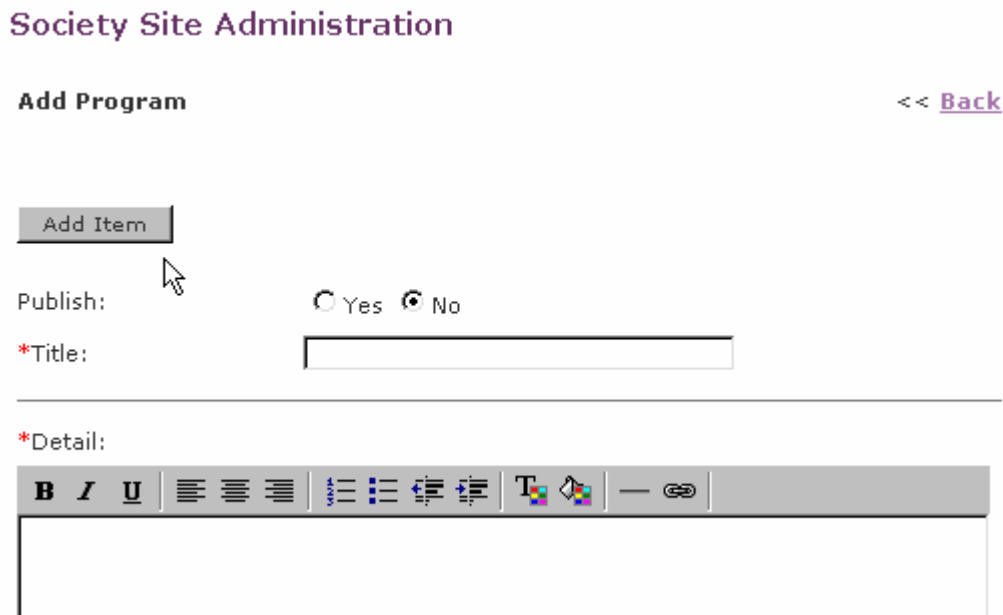
3. All fields are required here (ensure the web address of the link is correct – have you tested it to ensure it is correct, no typos?)
4. Add a new category if those already present are not sufficient
5. Click **Add Item** to save your changes

## vii. Programs

Use this area to publish information about the various programs that your Society or District is involved with. These are descriptions of your general programs, rather than specific time-related dates events in your calendar. Examples might include:

- Monthly flower shows
- Annual Garden Tour
- A youth program
- Alliances with other local community groups

1. To add a program, click the link to **Add a Program** (figure 33)




The screenshot shows the 'Society Site Administration' page with the 'Add Program' section. At the top right of the section is a '<< Back' link. Below the title is a grey 'Add Item' button. The 'Publish:' field has two radio buttons: 'Yes' (unselected) and 'No' (selected). The '\*Title:' field is a text input box. Below the title field is a horizontal line, followed by the '\*Detail:' field, which is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, and link.

Figure 33

2. Enter the information about the program
3. Click **Add Item** to save your changes

## Delete An Item From Your Web Site

You have the authority to remove items from your District or Society according to your permissions.

-  You will be warned once – if you click YES, that’s it. There is no UNDO function.

Remember, you do not have to delete Events. By their nature of being time driven, when the event’s date passes, they will automatically be removed from the web site.

The instructions below are the same throughout. This is an example of how to remove a Program.

### Society Site Administration

Programs << [Back](#)

**\*Program has been successfully added.**

[Add a Program](#)

Title	Publish	Action
Annual Garden Tour	YES	

Figure 34

### To remove an item:

1. Click onto the icon that resembles a garbage bin (see circled figure above)
2. You will be prompted with the only warning message:

### Society Site Administration

Delete Program << [Back](#)


**CONFIRMATION**

Are you sure you want to delete the following program?

[NO](#)      [YES](#)

Figure 35

3. Selecting NO will retain the item. Selecting YES will remove the item.

 Remember ... you will not be able to UNDO once you have selected YES.



## Manage Events

### Add An Event to gardenontario.org Event Calendar

This section discusses how to add events directly to the *main* gardenontario.org calendar. Just to reinforce the previous point, if you post an event on your Society or District site, it will automatically appear in the main OHA calendar.

1. On the left panel of the OHA Extranet page, click onto **OHA WebGateway**
2. Click onto **Manage Events** (figure 36)

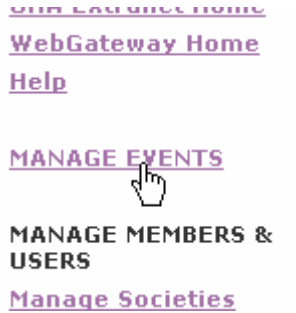


Figure 36

3. Select the month in which you want to place the event and then click **Add A New Event** (figure 37)

### GardenOntario Event Calendar

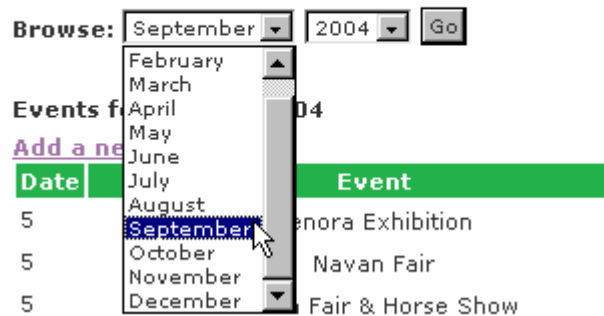


Figure 37

4. Add the required and optional details of the event
5. Select the **Add Event** button to ensure the event is posted. There is no Publish yes/no here – the posting is live and instantaneous.

**Edit or Delete an Event to gardenontario.org Event Calendar**

1. On the left panel of the Extranet page, click onto **OHA WebGateway**
2. Click onto **Manage Events**
3. Select the event to be edited or deleted

**GardenOntario Event Calendar**

Browse:

**Events for September, 2004**

[Add a new event](#)

Date	Event	Featured Event	Action
2	Bolton General Meeting	NO	 
7	Pine Ridge general meeting	NO	 
11	Chrysanthemum and Dahlia Society Show	NO	 
18	Mississauga Flower Show	NO	 
18	Grand River Third Annual Youth Outdoors Opportunity Day	NO	 
24	TBG Fall Perennials Plant Sale	NO	 
26	Ikenobo Ikebana Japanese Flower Society Show	NO	 

*Note: Arrows labeled 'Edit' and 'Delete' point to the respective icons in the Action column.*

Figure 38

If editing, make the necessary changes & click **Edit Event** to save and post the changes.

If deleting, select the respective garbage icon. You will be presented with a final warning. There is no UNDO if you make an error.

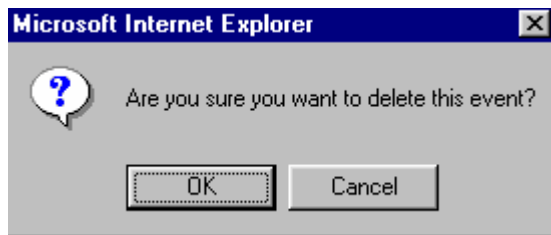


Figure 39



**Important:**

You have the ability to delete any event on gardenontario.org’s calendar. Please use courtesy and respect to ensure you edit or delete **only** information that **you** posted. The Webmaster, from time to time, will unpublish outdated files.

# Managing Your Account

This section of the Extranet allows you to change your own login email & password as well as any other details about your Society or District account.

As Society presidents and District Directors change, you would go in with your current login and password and change all pertinent details to reflect the incoming people.

## Change your password (or other details)

1. On the left panel of the OHA Extranet, select **OHA WebGateway** (figure 40)
2. Select **Manage Users**
3. Select **Edit your account**



Figure 40



Figure 41

### About Add New User:

This area is a work in progress.

*Please do not use this feature until further notice.*

The goal is to provide an area to enter your society members in the OHA’s secure database. Some of the proposed functions include:

1. create society membership lists and mailing labels,
2. notify members by email about special offers, upcoming events and meetings.
3. membership renewal notices by email.

- 4. Make necessary changes to your account profile
  - be careful of a password change – they are case-sensitive. Remember that password is different from PASSWORD is different from Password. After you have made a change to your login or password, you will receive an email to that account, confirming the change.

User Administration

User - Edit << [Back](#)

Publish:  Yes  No

\*Email:


Password:

\*First Name:

\*Last Name:

\*District:

Figure 42


- 5.  Remember ... Save changes

**Note:** If you forget your password, click the **Forgot Password** link (see figure 43) on the login page. You will receive a new, encrypted password sent to the email address of record. You could then keep that newly issued password or change it to suit your needs, as directed above.



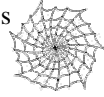
Email:

Password:

[Forgot my password](#) 

[Return to gardenontario.org](#)

Figure 43



## Search Speakers Directory

This area of the OHA Extranet allows you to manage and search for speakers.

Select **Search Speakers Directory** on the left panel.

[Logout](#)

[Return to  
gardenontario.org](#)

**OHA Extranet Home**

[Search Speakers  
Directory](#) 

[Manage Your District  
or Society Web Site](#)

[OHA WebGateway](#)

[OHA Online](#)

[OHA Society  
Resources](#)

Figure 44

### Search

The following screen will appear. Please note that you may search the speakers directory EITHER by district OR by topic – but not both simultaneously.

## Search Speakers Directory

[Manage speakers](#)

You can search by district or topic.

District:

OR

Topic:

Figure 45

Once you have refined your search (by district or by topic), you may see further details of the speaker that interests you.

In figure 46 below, the example here was a search by topic – Interests – Photography. .

**Search Speakers Directory**

[« Go back](#)

**Speaker(s) in topic of Interests - Photography**

Name	District	Topic	Detail
Forsyth, Turid	3	Interests - Photography	
Grant, Laura	5	Interests - Photography	
Haferkorn, Laura	4	Interests - Photography	
Nicol, Isabelle	2	Interests - Photography	



Figure 46

**Add A Speaker**

1. Select **Search Speakers Directory**
2. Select **Manage Speakers**
3. Select **Add A New Speaker**

**Manage Speakers**

**Add a new speaker** [Back to search](#)







Name	District	Publish	Action
Alguire, David	3	YES	 
Avery, Doug	3	YES	 
Carlton, Sandy	5	YES	 

Figure 47

4. Enter all information, ensuring required fields (red asterisks) are filled in.

 **Remember** ... click **Add** to save changes.

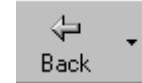


## Extra Information About ...

This area provides some extra information about features – cautions, advice.

### **Back**

The BACK button in your browser allows you to move backwards to a previous page that you have viewed.



When editing within the OHA Extranet, ensure you LOGOUT when you are finished. Do not assume that using the browser's BACK button logs you out.

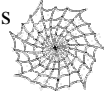
### **Images**

In the Site Administration, when you have the ability to upload images, use the link there for HELP on Images.

Please refer to this as your first line of enquiry when seeking help on images.



- Filenames for images may only contain alpha/numeric characters – no spaces, no special characters such as >@#&\*^!) ( etc.
- Files must be in a .jpg format
- The pixel size of the picture cannot exceed 185x220. You may require special software to do this (if you have a digital camera, this kind of software often comes with the camera)



### **Copy & Paste From Microsoft Word Etc.**

All pages on the Extranet that allow you to enter a few paragraphs of information have a small and simple text editor.

\*Detail:



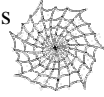
**Important:** Please change font type to "**Verdana**" and size to "**9**" Before you copy from your original word file.

### **Some tips and notes about the text editor:**

Due to the large variety of word processors on the market, there are some precautions you should take if you decide to type your text in a window other than that provided on the gardenontario.org site (for example – if you decide to do your typing in Microsoft Word). Before copying/pasting into the web site's text editor ...

- Select all your text and change the font to Verdana 9pt.
- When you press ENTER to end a paragraph and another ENTER to separate one paragraph from another, you are placing 2 PARA marks into your document. Use just one – remove the extra one between the lines. When you copy and paste your text into the web's text editor, it will give you the "padding" between paragraphs that you need.
- Keep your paragraphs short – this is basic information – don't "write a book". Provide readers with a contact name if they want more information
- Check your grammar and spelling (and ensure you check your Latin spellings on your plant materials!)
- Do not use jargon and acronyms when writing
- Use plain English – this is not the place to flaunt your vocabulary
- Keep the formatting simple – use **bold**, *italics* and underline for emphasis
- NEVER USE ALL CAPS – people feel as though they're being shouted at when reading ALL CAPS





## ***Permissions***

### **Presidents may ...**

- Edit their own Society information on the gardenontario.org site as well as their own Society web pages
- Search for speakers
- Add/edit/delete their own local events on the gardenontario.org site as well as their own Society web pages
- Download & upload documents located in OHA Society Resources

### **District Directors may ...**

Do all of the above plus ...

- Manage Society sites within their District
- Add/edit/delete content on the gardenontario.org site including ...
  - Links
  - Tips
- Add new users to the District and Societies within their District
- Add members
- Download and upload documents located in OHA Society Resources