

Collaborative Webs User Guide

Wecare County Family Connection
A sample collaborative Web site

Family Connection

Main

- Home
- News
- Success Stories
- Event Calendar
- About Us
- Contact Us
- Goals
- Links
- Resources
- Partners
- Photo Gallery
- Reports
- Publications
- Annual Plan
- Fact Sheet
- FCP Home
- FC Search

Welcome



Our Family Connection collaborative serves as the local decision-making body, bringing community partners together to develop, implement, and evaluate plans that address the serious challenges facing Georgia's children and families.

[read more](#)

Vision

We support our partners and our community in a collaborative effort to improve conditions for Georgia's children, families, and communities.

About Family Connection

We are part of Family Connection, a Georgia statewide initiative of 159 community collaborative partnerships committed to making measurable improvements for children and families in Georgia.

| Our Family Connection Goals | |
|-----------------------------|--------------------------|
| ✓ | Healthy Children |
| ✓ | School Readiness |
| ✓ | School Success |
| ✓ | Self-Sufficient Families |
| ✓ | Strong Communities |

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County News

Collaborative Webs Launched

Web sites link the Family Connection network.

[read more](#)

Acknowledgements

Family Connection Partnership thanks the many individuals and teams who contributed to the development of Collaborative Webs:

Development Team

i360 Group Web Solutions

Family Connection Partnership Public Affairs and Policy team

Family Connection Partnership Community Support team

Beta Test Group

Region 8 Family Connection collaboratives

Focus Groups

Family Connection Peer-to-Peer network

Region 8 Family Connection collaboratives

Workshop Intended Audience

Family Connection Partnership offers Collaborative Webs to each collaborative in the Family Connection network. The intended audience for this workshop is the Family Connection coordinators, who are responsible for individual collaborative compliance of Collaborative Webs as specified in the Acceptable Use Policy (see Appendix). Coordinators may designate another individual to maintain their collaborative Web site.

About the User Guide

The User Guide contains eight modules that cover the basic skills necessary for populating and maintaining Collaborative Webs. Modules are designed to be worked in consecutive order. Collaborative coordinators and chairs must sign the Acceptable Use Policy in the Appendix before working on their collaborative Web site.

Formatting Conventions

The following formatting conventions are used throughout the User Guide:

- Site Manager and Web pages are formatted in title case: Site Manager, Home Page
- Functions are formatted in small capital letters: LEFT NAVIGATION, CALENDAR
- Text, check, and list box names are formatted in bold, title case: **Show** check box
- Commands buttons and Icon names are formatted in bold, title case: click **Upload**
- Successive commands are formatted with the ► symbol: Edit ► Select All

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Introduction to Collaborative Webs

Collaborative Webs offer Family Connection collaboratives the opportunity to promote their work, share information, and communicate with others via the Internet. This free service provided by Family Connection Partnership includes: a unique Web site for each collaborative; Web site hosting on the Family Connection Partnership server; a standard Web address; and a simple content management system called Site Manager.



Figure i.1 Collaborative Webs Template

Collaborative Webs use a standard template, which features a Family Connection banner, left-column navigation, contact information, county news, and up to 15 pre-defined Web pages, nine of which are optional and will not appear unless activated.

Standard Pages

1. Home
2. News
3. Success Stories
4. Event Calendar
5. About Us
6. Contact Us

Optional Pages

1. Goals
2. Links
3. Resources
4. Partners
5. Photo Gallery
6. Reports
7. Publications
8. Annual Plan
9. Fact Sheet

FCP Global Links

1. FCP Home
2. FC Search
3. FC Message Board

Preparing to Work

Login

The Collaborative Webs administrator will activate your Web site and provide your Web site address, Site Manager address, login and password. For your convenience, please record your information below:

| | |
|------------------------------|---|
| Web Site Address: | <u>http://www.gafcp.org/fcnetwork/</u> |
| Site Manager Address: | <u>http://www.gafcp.org/fcnetwork/sitemanager</u> |
| Login: | _____ |
| Password: | _____ |

To Login

1. Open Internet Explorer
2. Navigate to Site Manager
www.gafcp.org/fcnetwork/sitemanager
3. Click in the **Login** text box, type your county
4. Click in **Password** text box, type your password
5. Click **Login**

Note: If you forget your **Login** or **Password**, click **Login Trouble** and enter your e-mail address. Your **Login** and **Password** will be e-mailed to you.

Public/Private View of Web Sites

Once the Collaborative Webs administrator activates your Web site, your site becomes visible to the public. For this reason, the six standard pages are pre-populated with generic content and images so you may take your time in customizing your site. To access the public view of your Web site, open Internet Explorer and type your Web site address.

Site Manager is your private work space. In this area, you add content and images, schedule events, and perform administrative functions. To access the private view of your Web site, open Internet Explorer, navigate to Site Manager, and **Login**.

CAUTION: Site Manager does not have a preview function—all changes are instantly updated when you click **Update** or **Submit**. To review your revisions, keep two browsers open and toggle back and forth from Site Manager to the public view.

Site Manager Overview

www.gafcp.org/fcnetwork/sitemanager

Site Manager has five main functions available in the left column navigation:

1. LEFT NAVIGATION
2. CALENDAR
3. COLLABORATIVE
4. UTILITIES
5. RESOURCES

Left Navigation

The LEFT NAVIGATION function lists the standard and optional pages in your Web site:

Standard Pages

1. Home
2. News
3. Success Stories
4. Event Calendar
5. About Us
6. Contact Us

Optional Pages

1. Goals
2. Links
3. Resources
4. Partners
5. Photo Gallery
6. Reports
7. Publications
8. Annual Plan
9. Fact Sheet

To access standard and optional pages for editing, click on the page title, then click on the blue page heading as illustrated in Figure i.2.

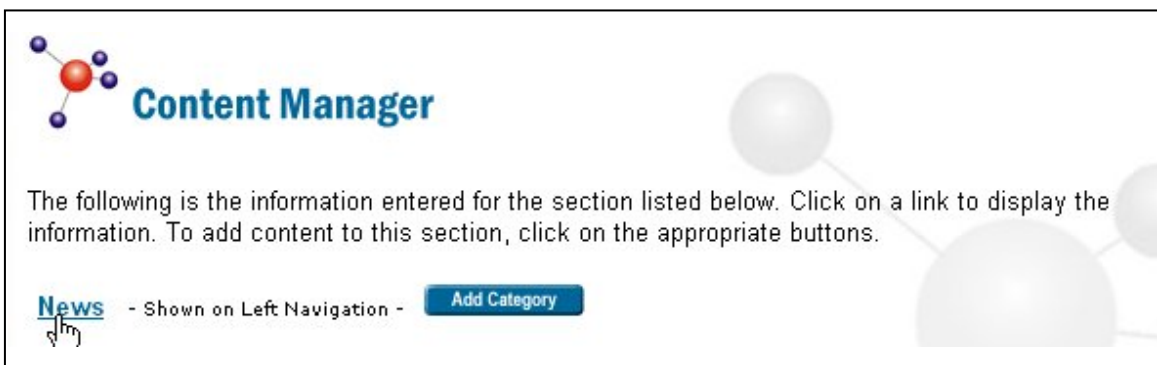
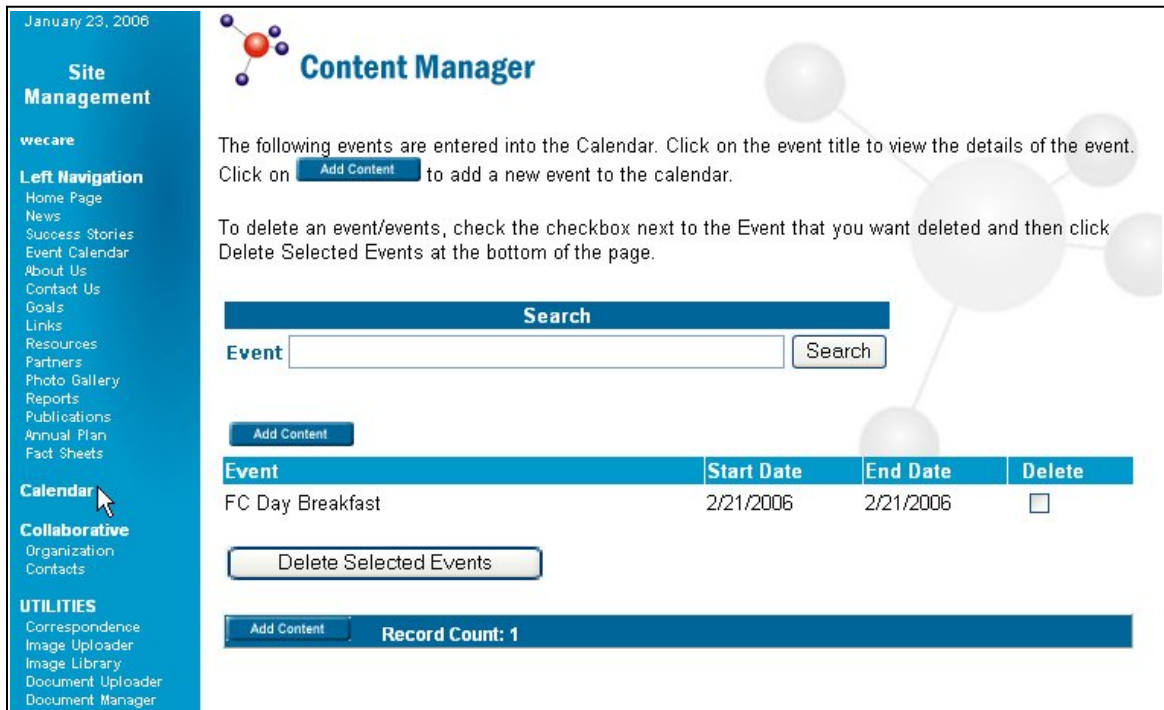


Figure i.2 Editing a Page

Calendar

CALENDAR is the function used to schedule events and add event details such as location, contact, fees, and registration forms. The CALENDAR function is different from the Event Calendar page (listed under LEFT NAVIGATION), which is used to add a statement or image to the calendar page such as, “To schedule an event, contact Ann.”



January 23, 2006

Site Management

wecare

Left Navigation

- Home Page
- News
- Success Stories
- Event Calendar
- About Us
- Contact Us
- Goals
- Links
- Resources
- Partners
- Photo Gallery
- Reports
- Publications
- Annual Plan
- Fact Sheets

Calendar

Collaborative

- Organization
- Contacts

UTILITIES

- Correspondence
- Image Uploader
- Image Library
- Document Uploader
- Document Manager

Content Manager

The following events are entered into the Calendar. Click on the event title to view the details of the event. Click on [Add Content](#) to add a new event to the calendar.

To delete an event/event, check the checkbox next to the Event that you want deleted and then click Delete Selected Events at the bottom of the page.

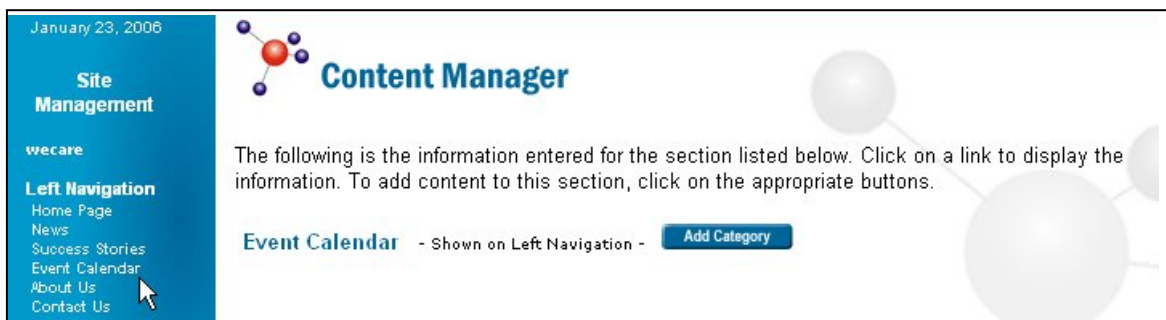
Search

Event

| Event | Start Date | End Date | Delete |
|------------------|------------|-----------|--------------------------|
| FC Day Breakfast | 2/21/2006 | 2/21/2006 | <input type="checkbox"/> |

Record Count: 1

Figure i.3 Calendar Function



January 23, 2006

Site Management

wecare

Left Navigation

- Home Page
- News
- Success Stories
- Event Calendar
- About Us
- Contact Us

Content Manager

The following is the information entered for the section listed below. Click on a link to display the information. To add content to this section, click on the appropriate buttons.

Event Calendar - Shown on Left Navigation -

Figure i.4 Event Calendar Page

Collaborative

COLLABORATIVE is the function used to update organizational and contact information. It has an Organization page for updating the organization information and a Contacts page for updating coordinator and chair information. Although the Organization page has text boxes for the phone, address, city, state, and zip, this information should only be added in the Contact page, since that page links to the Family Connection contact database.

Organization Page

- Organization Name
- County
- Region
- Phone *
- Address *
- City *
- State *
- Zip *
- Website Directory (do not change)
- Website Main Title
- Website Tag Line

* Add this information via the Contact page, not the Organization page.

Contact Page

- Coordinator
 - Name
 - Title
 - Email
 - Phone
 - Mailing address (Collaborative)
 - Street address (Collaborative)
 - Start Date
- Chair
 - Name
 - Title
 - Email
 - Phone
 - Mailing address
 - Street address
 - Start Date

Figure i.5 Contacts Page - Coordinator

Utilities

The UTILITIES function provides tools for viewing correspondence received via the Contact Us page, managing content and images on your Web site, and tracking the amount of space available for your Web site. Each collaborative Web site has its own private directory, so files and images you upload will only be available to your Web site. This also means that no one else can accidentally delete your files.

| Site Manager Utilities | |
|------------------------|---|
| Correspondence | Tracks the responses from the Contact Us page on your Web site |
| Image Uploader | Uploads your images to your Image Library and automatically resizes them to 3 sizes: <ul style="list-style-type: none"> - Small image that is 100 px wide, named imagename_SM.jpg - Medium image that is 150 px wide, named imagename_MD.jpg - Large image that is 300 px wide, named imagename_LG.jpg |
| Image Library | Displays all of the images uploaded to your Image Library; includes an option to delete images. |
| Document Uploader | Uploads document files to your Document Library |
| Document Library | Displays all of the document files uploaded to your Document Library; includes an option to delete files. |
| Disk Spaced Used | Tracks the amount of disk spaced used to date. Each collaborative Web site is allocated 15 MB of disk space on the Family Connection Partnership server. |

Resources

The RESOURCES function provides links to Collaborative Webs documentation, such as the Collaborative Webs User Guide, Quick Start Guide, Fact Sheet, Frequently Asked Questions, and Help.