



THE JOINT ENGINEERING COUNCIL OF GREATER KANSAS CITY
Web Site Orientation
February 23, 2004

Access the site

Visit www.webspinout.com/jec.

Tell us what you think

- What did you like?
- What problems did you have?
- Was it easy to navigate through the site?

Login to the Admin Section

Click on the Admin button near the bottom of the left column.

Username _____

Password _____

Login is valid for 20 minutes. If no pages are clicked within 20 minutes you will have to login again.

Upload files to the site

The following types of files may be uploaded. File sizes are limited to 1MB or less.

- PDF documents such as event flyers
- Organization logos (90px)
- Photos (90px)
- Graphics (90px)

During this initial learning period, WebSpinOut will be happy to assist with properly formatting files for uploading if needed. JEC will offer a web-based PDF conversion tool for the use of all its member organizations on the live site.

Contact us if you need help

There will be bugs. Part of the beta testing process is for you to help us find the bugs now so the site launch will go more smoothly. You may contact us until 9:30 pm, seven days a week, when you experience problems or need help. Anything that causes a functional issue will be fixed immediately. Other change requests will go on a list to be reviewed and prioritized by JEC.

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Coming soon. . .

Organization site designs are in process and we expect to have them completed in time for the training session on March 22.

Thank You

We at WebSpinOut appreciate your business, and hope you will find the new JEC web site a valuable, easy-to-use resource.