

WebSpinOut.com
Spinning web sites for small businesses

Thank you for choosing WebSpinOut!
We appreciate your business and hope
you will find your new web site a
valuable and easy-to-use resource.

**Welcome to
www.jec-kc.com**

Site Overview

Site Administration

Questions and Answers

Practice

WebSpinOut.com

**Site Overview –
General Info**

Static pages v. Dynamic pages

Cookies – you need 'em!

Pop-up windows

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**Site Overview –
Home Page Announcements**

Now Showing

Rank

What's New

More Information

WebSpire.com

**Site Overview –
Home Page Events**

Now Showing

What's Next?

I need to look at the calendar. . .

Tell me more!

WebSpire.com

**Site Overview –
Announcements Page**

View All

Top Ten

"Next" and "Previous"

More Info

Links to pop-up window with details

WebSpire.com

Site Overview – Organizations Page

Displays officers and board members

Drop down list

Links to national and local sites

Email links

WebSpire.com

Site Overview – Events Page

Calendar
Month-at-a-glance

Event links
Link to pop-up window with event details

Filter
Organization
Event category
Date

WebSpire.com

Site Overview – Documents Page

Document list entries link to PDFs

Drop down list to view organization-specific documents

Documents listed are current within one year

WebSpire.com

Site Overview – Students Page

Coming Soon

Provide key information for students and members

Content needed

Sample page for feedback

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Site Overview – Sponsors Page

What is a Sponsor?

Spotlight Section
Paid or "showcase" sponsors
Short description of company and why it is recognized

Sponsor Section
Companies associated with JEC organization(s)
Perpetual listing
Reference for engineers

WebSpire.com

Site Overview – Links Page

Links to web sites of interest to JEC organization members

Grouped by categories

Link Limelight Section

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**Site Overview –
SERVE and Design Build**

SERVE Page highlights JEC SERVE activities

Design Build Page highlights the annual Design Build Competition

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**Site Overview –
Organization Home Page**

Customizable for each organization

- Logo and graphic in header
- About Us section
- Secondary section – discretionary use
- Organization announcements

Right side events section

Left side navigation

20-minute time-out

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**Site Overview –
Footer Pages**

All are specific to JEC

About JEC – some history of JEC and short biographies of officers and board members

JEC Feedback – comment form sent to JEC president

JEC FAQs – answers to common questions

Contact JEC – links to Organizations Page

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Site Administration – Login

Username and password required

Every member of an organization uses the same username and password

20-minute time-out

Forgot password?

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Site Administration – Uploading Files

Send files to the web site *before* linking

Files to upload – GIF, JPG, PDF

Image file requirements

Document file requirements

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Site Administration – Image file requirements

About GIFs and JPGs

Image dimensions – limit file sizes to 25 KB

Link/Sponsor images – 250 px width

Announcement images – 90 px width (about one inch)

Member Home logo – 170 px width

Member Home header graphic – 570 px width

Image formatting

Logos found in style sections of national sites

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Site Administration – Document file requirements

PDF format applies to any type of document

PDF conversion (Adobe Online) instructions located on Uploads Page

File size limited to 1 MB or less

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Site Administration – Events

Notify members of an event about one month prior to its occurrence. Remind members one week ahead of time.

Add new events

Update an event

Modify the event so it does not show

Create a copy of an event

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Site Administration – Announcements

Same features as events

Announcements differ from events

Display for a defined time period – “New” icon for seven days

Ranked display – most important at top even if it is old

Image displays with announcement

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**Site Administration –
Update Organizations and Officers**

Organization updates
Long name
Local and national site links
Username and password for JEC site

Officer updates
Add new officers
Ranked display
Remove officers from display
Update officer information as needed

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**Site Administration –
Other Pages**

Document information
Change document title
Change if document shows in public area of the site
File name and file type cannot be changed

Member Home Page
Change page header – logo and graphic
Change About Us information
Disclaimer

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Questions and Answers

Current issues
Why they happened
How to fix them

Change requests

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Thank you!

Should you experience difficulty in your work on the JEC web site, please do not hesitate to contact us.

Functional issues will be addressed immediately.

Other change requests will go on a list to be reviewed and prioritized by JEC.

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