

CHAPTER WEBSITE CALENDAR OVERVIEW For Content Editor Reference

Chapter Content Editors (CE) Responsibilities

This is a suggested timeframe that may vary based on your Chapter calendar. National compliance requires content entry to be kept current. You are welcome to use this information to create your own Chapter CE timeline. On-line help is being developed for the “How to” topics listed below. Choose “Help” from the left menu on the “My Portal” page to see what on-line help is available. If you need any assistance with topics without on-line help, contact is.help@arcsfoundation.org.

Please note that there are some pages which cannot be edited directly. These are indicated below with the correct way to update content on these pages. The important thing is to post at least one item per month to keep your Chapter’s web page looking fresh.

From time to time you may want to change your chapter homepage to promote a special event or just to keep things looking fresh. There is a lot of flexibility for designing any pages including the main landing page. Get ideas from other Chapters’ sites or from other organizations’ sites.

<u>PUBLIC Pages:</u>	
✓ Chapter Homepage (edit cautiously)	
Hero (large image)	Update periodically (How to manage Hero images)
Feature Panels (2-3 features with aqua band)	Update every few months (How to edit chapter home page)
Current News (2-3 news articles)	Add 1 news story monthly (How to create news articles)
Scholar feature (bottom of page)	Update as scholars receive recognition (How to create a scholar feature for landing page)
✓ Website Page – Menu of all available pages	
Our Chapter – Menu	
<i>About Our Chapter</i>	
Who We Are	Update as needed (How to edit a custom panel page)
History	Update as needed
Impact on Advancing Science	Every fiscal year
Chapter Achievements	Every fiscal year
Signature Event	Every fiscal year
Financials & Publications	Post 990's, annual reports, development materials
Contact Us	As needed
<i>Members</i>	
Current Members	Update as needed July – Sept
Officers & Directors	Every fiscal year – July
ARCS Light Award Winners	Every fiscal year
Becoming a Member	Every fiscal year – July
Scholars – Menu	
Current Scholars	Every fiscal year
Scholar Alumni	Every fiscal year
Scholar News (Do not edit directly)	Update this page by adding Scholar Spotlight articles

Scholar Research & Accolades	Every fiscal year
Scholar Selection Process	Every fiscal year
Partners- Menu	
Academic Partners	Update as needed
Community Partners & Sponsors	Update as needed
Advisory Council	Update as needed
News - Menu	
Current news (promote to front page?) (Do not edit)	Add 1 news story monthly
Newsletter	Update when new newsletter is published
Events - Menu	
Upcoming Events (Do not edit directly)	Update this page by adding Events in CiviCRM. (How to add an event)
Event Highlights (Do not edit directly)	Update this page by adding Media galleries (How to add a media gallery)
Past Events	Update as needed
Support Us - Menu	
Donate Now	Update as needed
Donor Opportunities	Every fiscal year - July
Recognizing Donors and Sponsors	Every fiscal year
✓ Internal Ads	Post 20 quotes and refresh as appropriate by publishing and unpublishing
<u>SECURE Pages for Members Only:</u>	
✓ Welcome Page (Do not edit directly)	Update this page by creating an Article with the Article Type selected as Member News; update as needed
<u>SECURE Pages for Scholars Only:</u>	
✓ Welcome Page (Do not edit directly)	Update this page by creating an Article with Article Type selected as Scholar News; update as needed