

SOI Website Training

August 10, 2024

Website developed by Website Solutions, local webmaster controls local content.

Cost \$360 per year with first year free.

Website is the same look and feel for whoever uses Website Solutions.

- Easier to maintain.
- All sites are the same. Tabs across top are same, content under tabs can be changed by users.
- Email addresses provided if desired by Website Solutions.

Our site is a one stop shop for department news and program information.

Slider – Setup for current and reoccurring programs and information.

About Tab – Current updates to site.

- About/Announcements
- State Cmdr/Commander-in-Chief programs.
- Officers
- District Information

Programs Tab -

- State programs – AS requirements.

Resources Tab – Lots of forms are fillable. You complete online and save to your workstation then email. If you start to fill out online and quit the information is not saved and you will have to start again.

- General Orders – Check
- Reports and Forms
 - Travel Policy, District Forms, Department Rep Form.
 - To be filled out ASAP after the meeting and sent to Dept Adj.

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News Tab –

- Calendar National/Department flow down to posts who have Website Solutions website. Districts flow down to posts but not up. Post do not flow up to department.
- News current information from National. I use it for information flowing down to post and not to clutter up the site.

Contact Tab –

- Department contact information and open times.
- Use this to send requests to Adj. Also, for requested access to members only page.
 - Must give us all the information for access to members only.

Members only Tab –

Must be a member of the Department of South Carolina to get to this side. MAL are not eligible for access.

- To access use membership number and last name for password. Password can be changed by the individual.
- If unable to access, go to the login tab and provide to the Adj your information.

Under the members only tab are links that only members of the Department of South Carolina have access to.

The listing for Post Officers for Term is updated periodically and is on this page because of PI.

For page admins there is a weekly training class done by the Website Solutions webmaster. Each week he goes over ½ of the site. If you would like to attend this class let me know and I will get you the link. The training is open to admins but if you are interested in starting a site for your post of district you can also listen in.

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Admins, under resources on the left side of the admin page there are tutorials that can answer questions or give ideas about the site.

I am available to answer questions but If I cannot help the webmasters are available to answer questions anytime.