

Disabled American Veterans

DAV Members Portal – Posting Announcements on Chapter Sites

Lyn Collins
6/30/2011

DAV Members Portal – Posting Announcements on Chapter Sites

Department Adjutants and Department Webmasters can now create announcements that will post to the chapter or chapters in their state that they designate.

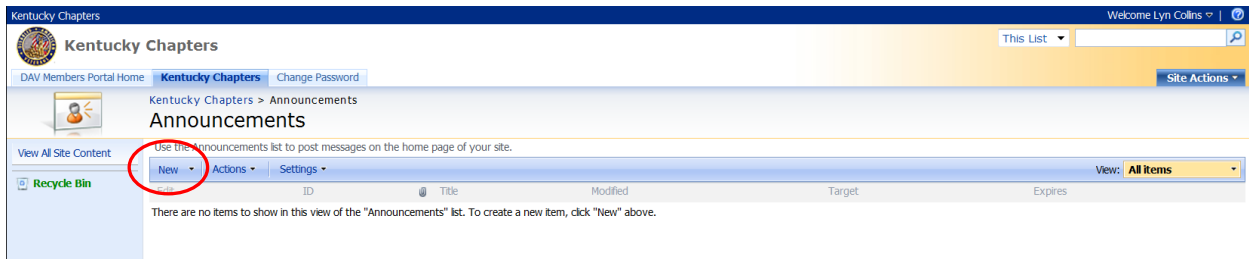
To do this, the first step is to navigate to the Chapter sites **Announcements List**. The URL (website address) is in the following format:

<http://www.davmembersportal.org/chapters/ky/Lists/Announcements/AllItems.aspx>

Note that the URL above is for Kentucky. You will need to modify the URL to reflect your state. For example, if you are in Ohio, the URL you would use is:

<http://www.davmembersportal.org/chapters/oh/lists/announcements/allitems.aspx>

The image below is what the Chapter Announcements List looks like. To create an announcement to post on a particular chapter site, click on **New**.



ANNOUNCEMENTS LIST

This will open a page for you to type in the specifics for your announcement:

ANNOUNCEMENTS LIST – NEW ITEM

DAV Members Portal – Posting Announcements on Chapter Sites

Certain fields are required. You must type in a **Title** and a **Target**. The Title can be whatever you want to name your announcement. In the example below, I named it “My Important Announcement”. The Target is the chapter number for the chapter site on which you want to post your announcement. In the example below, I wanted this announcement to be posted only on Kentucky Chapter 01’s site, so I entered the Target as (01). If I wanted it to post to all chapters in my state, I would type a target of (All). Note that you must enter it in this format with parentheses in order for it to successfully post to the site.

The screenshot shows the 'Announcements: New Item' form in the Kentucky Chapters portal. The form is titled 'Announcements: New Item' and includes the following fields and options:

- Attach File**: A button to upload a file, with a note that an asterisk indicates a required field.
- Title ***: A text box containing 'My Important Announcement'.
- Body**: A rich text editor containing 'Hello World!'.
- Expires**: A date field set to '6/30/2011'.
- Target ***: A text box containing '(01)', with a note below it: 'Target Chapters where this entry should be displayed. Use the following format: (01), (02) or (All)'.

There are 'OK' and 'Cancel' buttons at the top right and bottom right of the form.

ANNOUNCEMENTS LIST – NEW ITEM

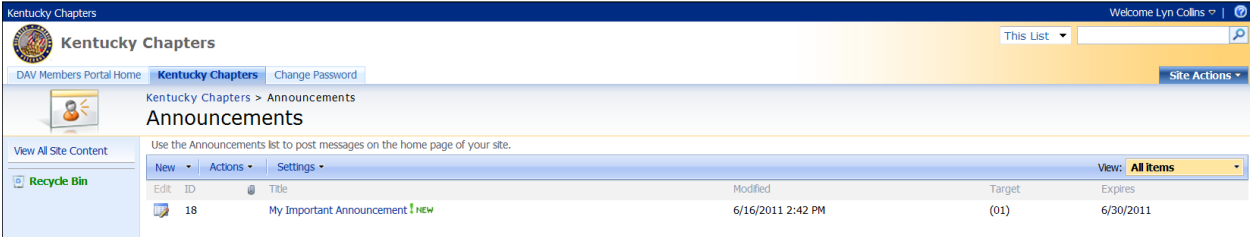
The **Body** of the announcement is where you will type whatever message you want to put out to the chapter(s). This field is a text box that allows you to format the message any way you like. You can enlarge the font, or change the font color; you can create hyperlinks to link to other web pages; you can insert pictures and so on.

The **Expires** field is where you can enter a date for the announcement to be removed from the chapter site automatically. This way, you do not need to remember to delete the announcement when you no longer want it visible on the chapter site. It will automatically come off the chapter site on the date that you have selected.

When finished entering all fields, click on **OK**.

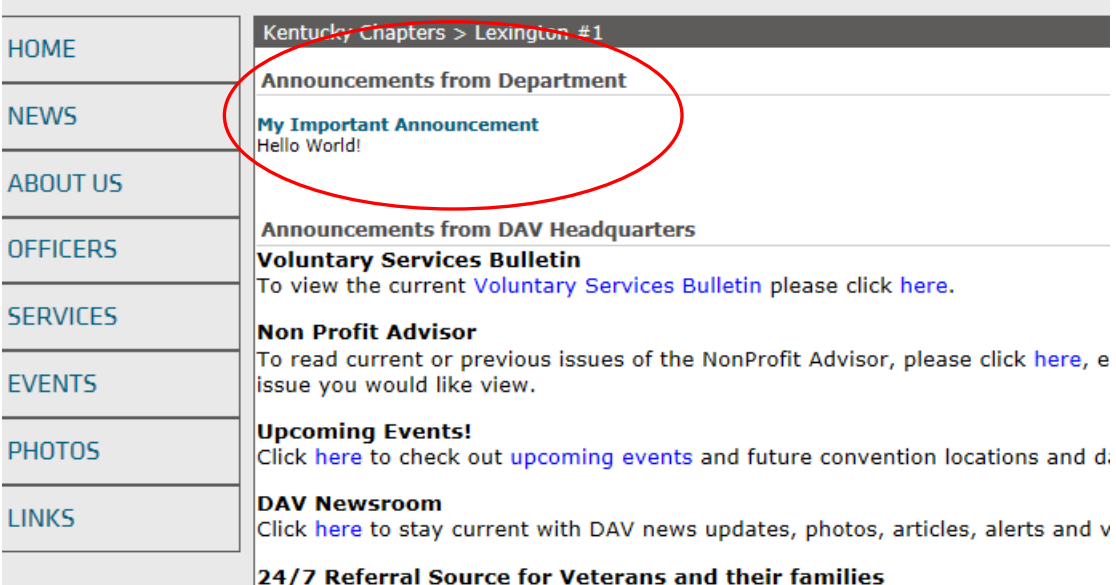
DAV Members Portal – Posting Announcements on Chapter Sites

The **Announcements List** page will display and you can see that your announcement has been added to the list.



ANNOUNCEMENTS LIST

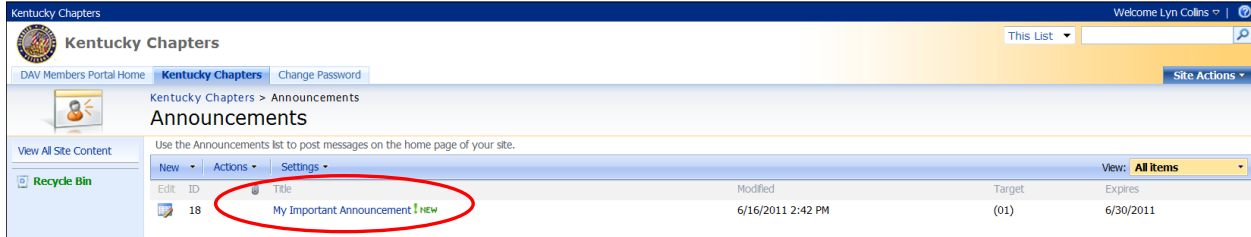
Now, let's see what the announcement looks like on the chapter site that we targeted. When we navigate to DAV Chapter 1 in Lexington, KY we can see our newly created announcement on their website.



CHAPTER SITE

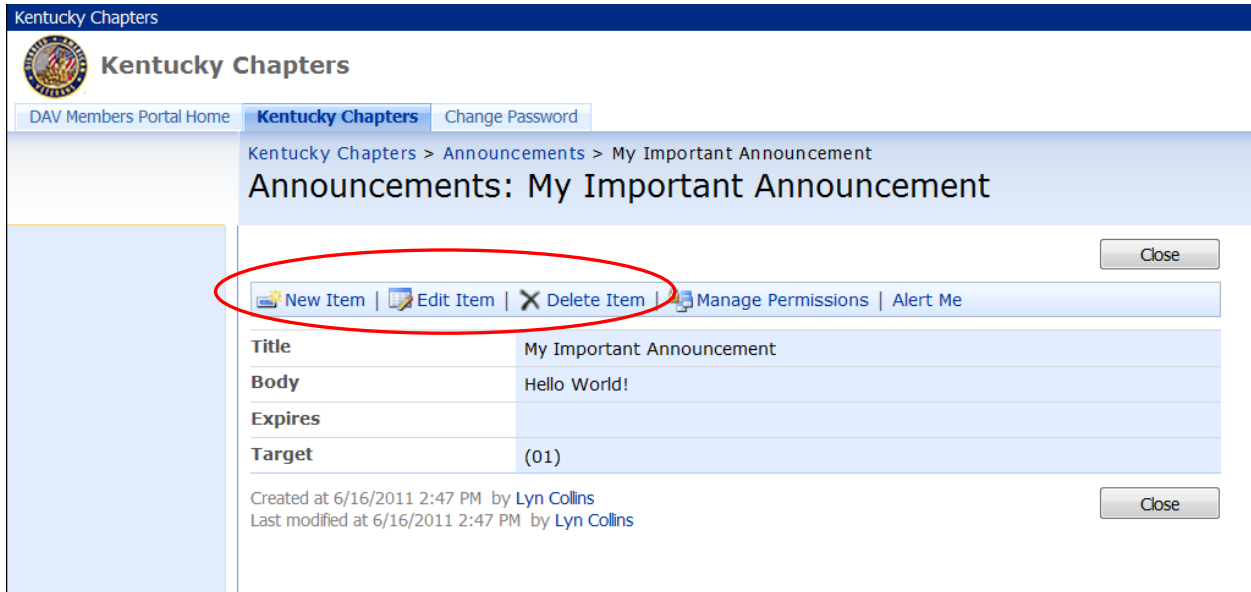
DAV Members Portal – Posting Announcements on Chapter Sites

If we need to edit or delete the announcement, we simply navigate back to our **Announcements List** page and click on the title for the announcement.



ANNOUNCEMENTS LIST

Clicking on the title will display the announcement with a toolbar that allows you to create a new item, edit the item, or delete the existing item.



ANNOUNCEMENTS – EDIT ITEM

If, for example, we want to edit this message, we simply click on **Edit Item**.

DAV Members Portal – Posting Announcements on Chapter Sites

This brings the announcement back up in the form so we can make changes to it. Here I have changed my message from “Hello World!” to a message about watching for news and information. I have also added a hyperlink to DAV.org and set this announcement to target to Chapter 00. (My test chapter site.)

Kentucky Chapters

DAV Members Portal Home **Kentucky Chapters** Change Password

Kentucky Chapters > Announcements > Welcome to our new Department Announcements! > Edit Item

Announcements: Welcome to our new Department Announcements!

Attach File | Delete Item * indicates a required field

Title * Welcome to our new Department Announcements!

Body

Watch for important news and information from us here! For other information from DAV, visit: DAV.org

Expires 6/30/2011

Target * (00)
Target Chapters where this entry should be displayed. Use the following format: (01), (02) or (All)

Created at 6/23/2011 10:37 PM by Victor Santiago
Last modified at 6/30/2011 10:00 AM by Lyn Collins

ANNOUNCEMENTS – EDIT FORM

Another option you have is **Attach File**. If you like, you can attach a document or file to go along with your announcement. To do this, simply click on **Attach File** and upload your document.

Kentucky Chapters

DAV Members Portal Home **Kentucky Chapters** Change Password

Kentucky Chapters > Announcements > Welcome to our new Department Announcements! > Edit Item

Announcements: Welcome to our new Department Announcements!

Attach File | Delete Item * indicates a required field

Title * Welcome to our new Department Announcements!

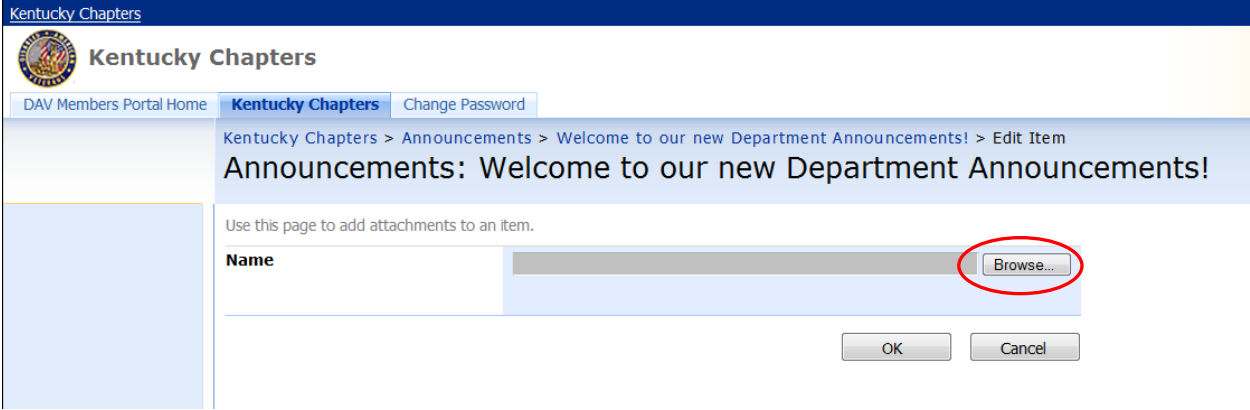
Body

Watch for important news and information from us here! For other information from DAV, visit: DAV.org

ANNOUNCEMENTS – EDIT FORM

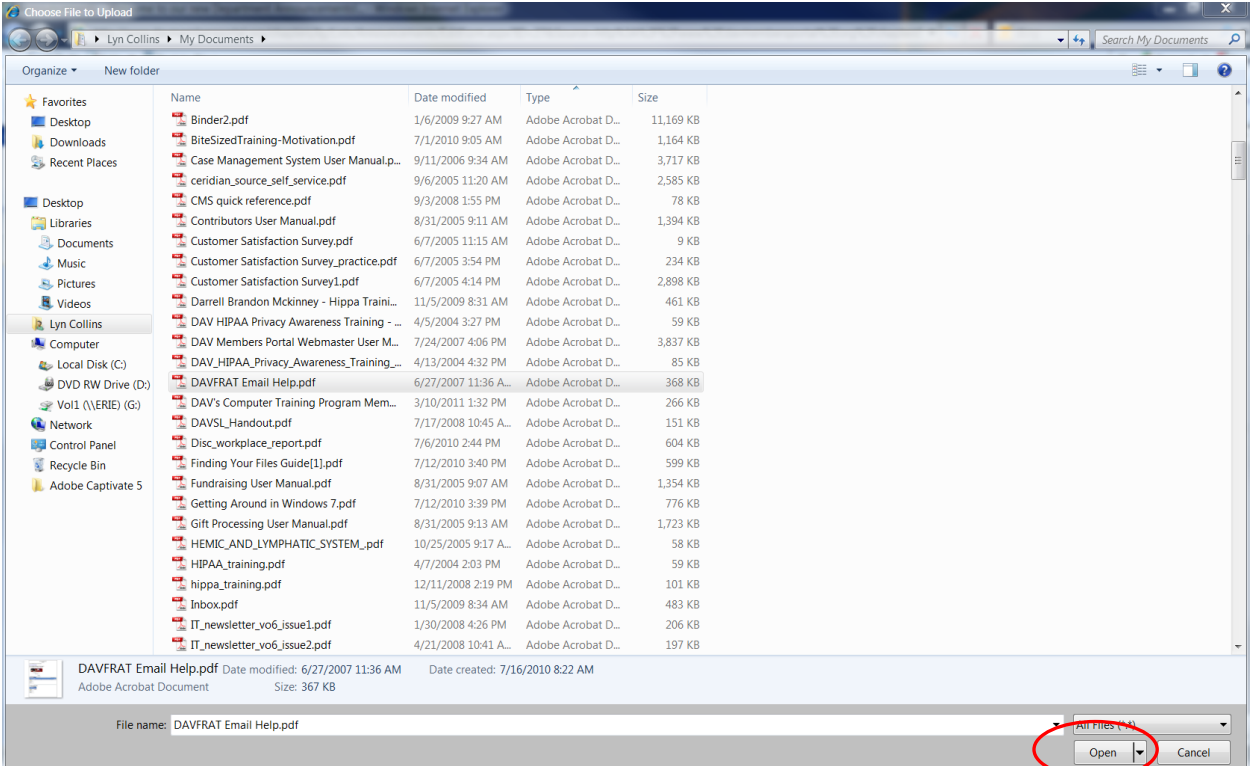
DAV Members Portal – Posting Announcements on Chapter Sites

Clicking on **Attach File** brings up the page to allow you to browse your system to find the document you want to upload. Click the **Browse** button to do this.



ATTACHMENTS

This will open Windows Explorer for you to browse your system and locate the file on your computer that you want to upload. Once you have selected the file, click on **Open**.



WINDOWS EXPLORER – BROWSE FOR FILE

DAV Members Portal – Posting Announcements on Chapter Sites

A page will open for you to add the attachment. Click on **OK**.

Kentucky Chapters

DAV Members Portal Home | **Kentucky Chapters** | Change Password

Kentucky Chapters > Announcements > Welcome to our new Department Announcements! > Edit Item

Announcements: Welcome to our new Department Announcements!

Use this page to add attachments to an item.

Name:

ATTACHMENTS

You will see your file path in the **Attachments** field.

Kentucky Chapters

DAV Members Portal Home | **Kentucky Chapters** | Change Password

Kentucky Chapters > Announcements > Welcome to our new Department Announcements! > Edit Item

Announcements: Welcome to our new Department Announcements!

* indicates a required field

Title *

Body

Watch for important news and information from us here! For other information from DAV, visit: DAV.org

Expires

Target *
Target Chapters where this entry should be displayed. Use the following format: (01), (02) or (All)

Attachments

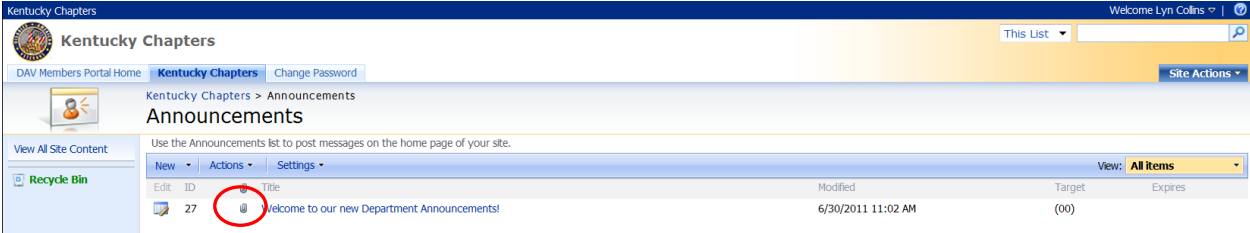
Created at 6/23/2011 10:37 PM by Victor Santiago
Last modified at 6/30/2011 10:00 AM by Lyn Collins

ANNOUNCEMENT FORM WITH FILE ATTACHED

Click on **OK**.

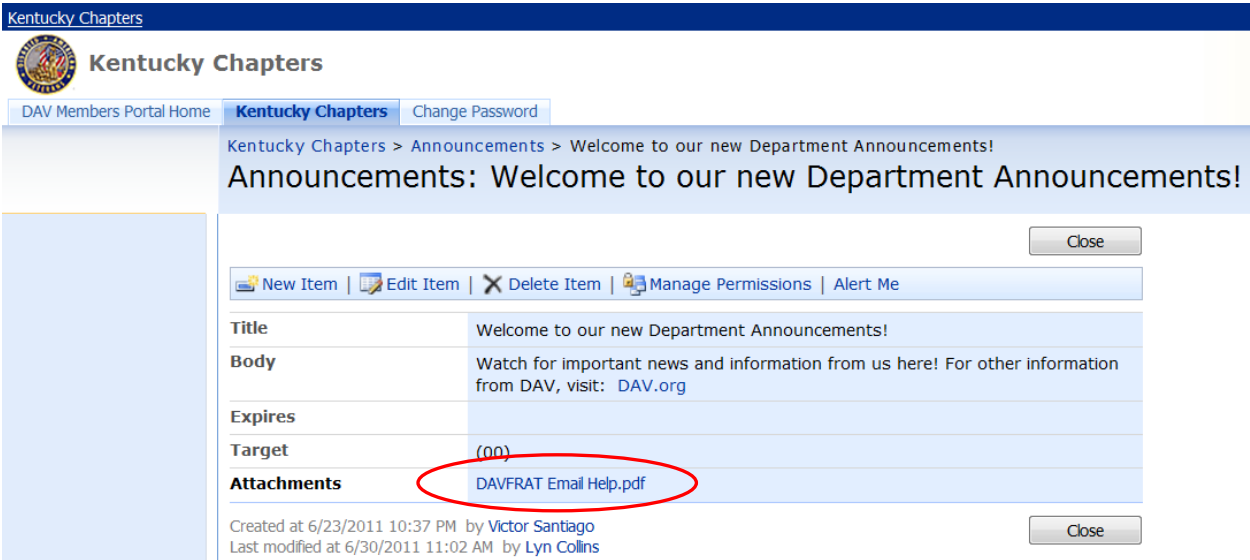
DAV Members Portal – Posting Announcements on Chapter Sites

You will now see your announcement on the **Announcements List** page with a small paperclip next to it. This indicates that this item has an attachment with it.



ANNOUNCEMENTS LIST

If we click on the announcement title, we will see the attachment name in the **Attachments** field. If we click on the name, we can view the attached file.

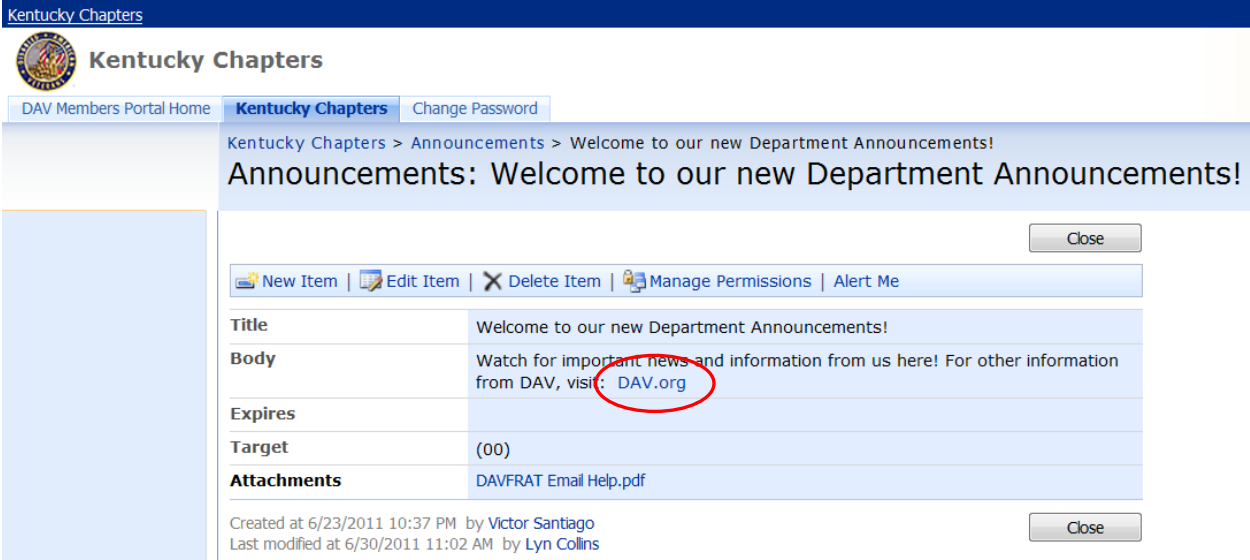


ANNOUNCEMENT WITH ATTACHMENT

In this example, I uploaded a PDF document titled DAVFRAT Email Help. Clicking on the document name link will allow you to open and view the document.

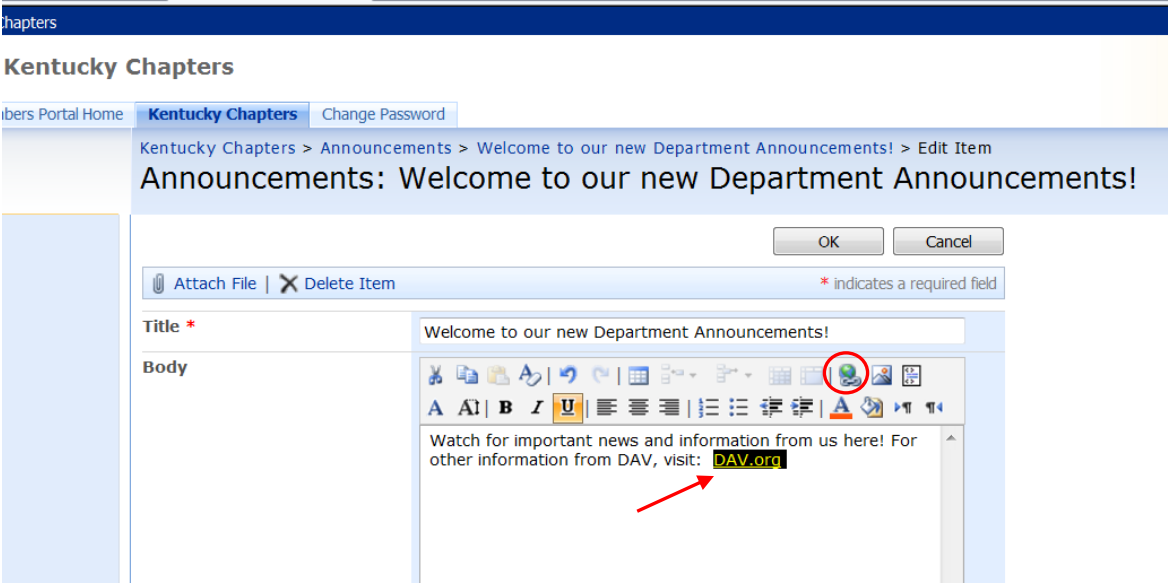
DAV Members Portal – Posting Announcements on Chapter Sites

Now let’s look at how to create a hyperlink (link to another web page) within our announcement. You may have noticed that I created a hyperlink to DAV.org in the message. If we were to click on the DAV.org link below, it would open the DAV webpage.



ANNOUNCEMENT

To create a hyperlink, in the body of the message, use your mouse to drag and select the words you want to use as the link. Then click on the hyperlink icon (looks like earth with a link on it).



ANNOUNCEMENTS – EDIT FORM

DAV Members Portal – Posting Announcements on Chapter Sites


A window will display with the text you highlighted, and an **Address** field. Type the URL of the web page you want to link to and click **OK**. In this example, we wanted to link to the DAV.org website, so we typed the address <http://www.dav.org>. Note that you must type in the complete URL with the http: etc. in order for it to link successfully.



CREATE HYPERLINK WINDOW

You can see that once we click OK, and view our message, that the words we selected are now blue, indicating that there is a hyperlink to a web page. Now when someone reads the message and clicks on the blue DAV.org, they will be taken to the DAV.org website.

Kentucky Chapters

 **Kentucky Chapters**

DAV Members Portal Home **Kentucky Chapters** Change Password

Kentucky Chapters > Announcements > Welcome to our new Department Announcements! > Edit Item

Announcements: Welcome to our new Department Announcements!

OK Cancel

Attach File | Delete Item * indicates a required field

Title * Welcome to our new Department Announcements!

Body

Watch for important news and information from us here! For other information from DAV, visit: [DAV.org](http://www.dav.org)

Expires

Target * (00)
Target Chapters where this entry should be displayed. Use the following format: (01), (02) or (All)

Attachments DAVFRAT Email Help.pdf Delete

Created at 6/23/2011 10:37 PM by Victor Santiago
Last modified at 6/30/2011 11:46 AM by Lyn Collins

OK Cancel

ANNOUNCEMENT FORM WITH HYPERLINK