



COMMUNICATIONS

WEB SITE

PURPOSE: TO KEEP WEB SITE CURRENT AND ATTRACTIVE

Make updates to the pages on the AHS PTSA web site as needed.

Skills needed: Understanding of how to code web pages and upload the html and image files through FTP to the net.

Website description	Alpharetta High School PTSA at www.ahsptsa.org
Current structure	<p>Home page (index.htm) “First look” information If more details to be provided, link from here to an appropriate existing page or create a special page.</p> <p>Join! (join.htm) Current letter from co-presidents on focus and benefits Link to Adobe Acrobat version of membership form.</p> <p>How you can get involved (help.htm) General information on volunteerism Specific volunteer opportunities</p> <p>Your PTSA Team (team.htm) Includes Internal links (a.k.a. “bookmarks”) to Roster, Meeting Dates, News, and Forms</p> <p>News (news.htm) From here, link to various PTSA- and FCS-related news sources</p> <ul style="list-style-type: none"> ▪ AHS: link to instruction on subscribing to enn ▪ FCS: link to FCS_News.htm (copy/paste content of latest FCS News emails into this page) ▪ North Fulton Council PTA: link to their website ▪ Georgia PTA: link to ga_ptanews.htm (copy/paste content of latest Georgia PTA Evoice into this page) ▪ National PTA: link to National PTA website’s page for their newsletter, the <i>PTA Parent</i> <p>Include info on how to share news through enn.</p> <p>Newcomer? (newcomer.htm) Current letter from co-presidents welcoming newcomers and inviting participation.</p> <p>Q&A Forum (forum.htm) Box (internal table) with intent and instructions for forum. List each question, then response provided by appropriate source.</p>

	<p>If questions come in, review for appropriateness, then forward first to AHS Principal. If applicable, he will determine appropriate staffer to whom to refer the question and request response.</p>
Site Hosting Service	<p>Register.com Open www.hostingbyregister.com Domain name: ahsptsa.org Hosting password: ncc1701d Click Sign In to go to Hosting Administration page.</p> <p>From here, go to Edit my Contact Information Or Update Billing Information or Log into Your Hosting Account Here for</p> <ul style="list-style-type: none"> ▪ Statistics reports ▪ Space management ▪ FrontPage manager <p>Site currently paid for with personal credit card info – please change ASAP.</p> <p>Basic hosting account, paid for annually. Separately, one mailbox (admin@ahsptsa.org) paid for annually.</p>
Editing	<p>Currently using Microsoft FrontPage. Any html editor would work, BUT if not using FrontPage, can't publish (upload to host) using FrontPage publishing feature.</p> <p>Page structure (used throughout the site):</p> <ul style="list-style-type: none"> ▪ Shared Border at the top contains banner graphics ▪ Body contains navigation bar at top (simple table with linked text) and content within a table ▪ Shared Border at the bottom contains disclaimer and contact information. <p>As currently designed, to make changes to the navigation bar, change on one page and then copy/paste entire table over existing table on all other html files. FrontPage has tools that will generate navigation, but chose not to do so to allow future webmasters greater flexibility.</p>
Publishing (uploading)	<p>Using Front Page,</p> <ul style="list-style-type: none"> ▪ click File/Publish site ▪ User name = ahsptsa.org ▪ Password = ncc1701 <p>Click Publish Website (lower right corner)</p> <p>If not using FrontPage, visit Registrar.com admin page to turn off FrontPage publishing extensions and establish FTP protocols.</p>

Housekeeping	Occasionally review site for orphaned files, dead links, and outdated information
Suggestion	<p>Consider dial-up servers when making choices about content: Minimize graphics, avoid animated graphics, and use Adobe Acrobat files sparingly</p> <p>Tables are a good tool for managing relative position and spacing of your information across highly variable screen resolutions and browser types.</p> <p>Nag board members about putting their info on the site.</p> <p>Keep it fresh.</p> <p>Keep it simple so that someone will be willing to inherit maintenance from you.</p>