Barony of Lochmere
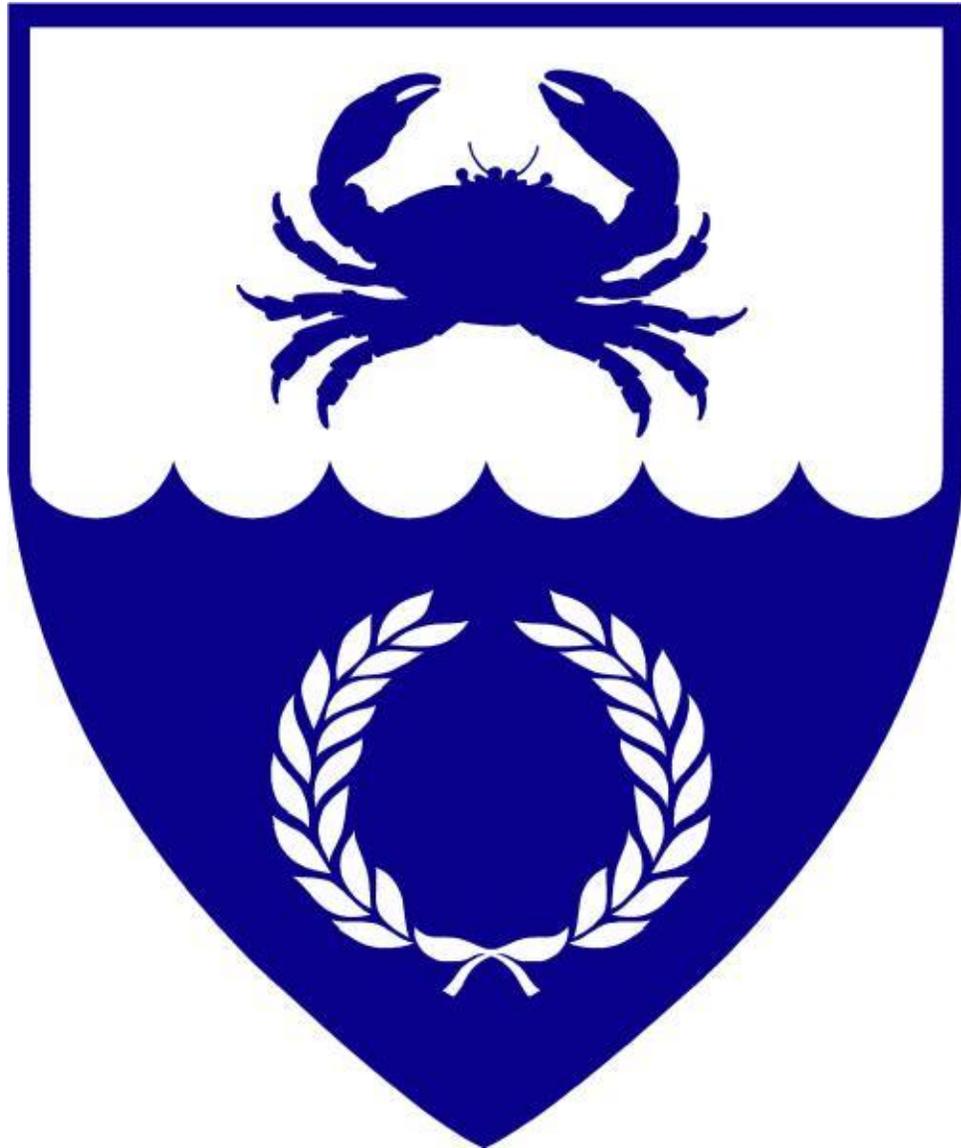# Website Handbook

By Señor Santiago Ruiz de Zaragoza (m.k.a., William Ortiz)

Contents

For All Users

Registering for the Site

1. If you have not already registered for the site, go to our main page, scroll down to Website Registration, and click on the link that says "just click here."
2. You will be taken to a registration page. Fill out your Username (**THIS CANNOT BE CHANGED**), E-mail, and Password, and confirm your E-mail and Password. Once done, click Register. **For security purposes, it is highly recommended that your username be different from your screen name (see below)**.
3. You will next need to go to the e-mail address you used to register to verify your account.
4. Clicking the link will confirm your account and take you to the log-in page. Congratulations, you are now registered to use the Lochmere website. Enter your username and password to continue.

Logging In

Once you have registered, you may log in anytime from any page. Scroll down on the sidebar on the right-hand side to the section marked Log In. Fill in your Username and Password, determine whether you want the site to remember you or not (this will put a cookie on your device), and click the gray Log In button.

Updating Your Profile

1. Once you have registered or if this is your first time logging in since registering, look at the sidebar on the right side of any page of the site and you should see a heading that reads Site Tools. Below this, it will read "Welcome, (username)" along with "Log out," "My Profile," "Dashboard," and "Entries RSS." For now, click on "My Profile."
2. Most of the page that comes up is self-explanatory. For our purposes, the most important item is the section titled "Name." This will display the username you created during registration. Below, there are two fields: First Name and Last Name. Fill the first field with your SCA title and first name and the second field with your SCA last name (and postnominal suffixes if you really feel like bragging). **Diacritical marks (é, í, ñ, ö, etc.) <u>can</u> be used in the First Name/Last Name fields.** Fill out a nickname and then click the drop-down that says "Display name publicly as" and select it to display your name as the first name you filled in followed by the last name you filled in.
3. Fill in any other information you desire on the page, and click the button marked "Update Profile" at the bottom left of the page. Congratulations, you have a persona on the site.

4. Now if you post a comment (see "Posting a Comment"), your name will be displayed as your SCA name. To learn how to get a picture next to your name, see the "Advanced" section.

Subscriber Status

By default, all users are given Subscriber status to the site. As a Subscriber, all you can do *for now* is post comments to News posts. If you are an Officer, see the For Officers section below to learn how to get Author status.

Posting a Comment

1. To post a comment to a News post, you must be logged in to the site. Click News on the nav menu and then click on the News post you would like to comment on. Comments must be enabled for you to comment. The comment period for posts closes after 30 days.
2. Below the News post will be a heading that reads "Leave a Reply" along with text indicating who you are logged in as. This is how your name will appear with the post. If you have not previously formatted your name, please follow the steps for updating your profile above.
3. Type your comment in the text area and then click on Submit Comment.

Comment Policies

Comments must not be inflammatory, abusive, vulgar, or political. Please attempt to remain on-topic. The Webminister(s) reserves the right to moderate any and all comments and to remove comment privileges from any user. Remember that this is the official website of the Barony of Lochmere. Do not make any comments that would reflect poorly on the Barony, the Kingdom, or the Society.

For Officers

Author Status

As indicated above, every user after registering defaults to Subscriber Status. In order to post news or update the calendar, you must have Author status. To gain Author status, send an e-mail to webminister@lochmere.atlantia.sca.org. DO NOT send an e-mail to the list: this is a waste of everyone else's time and is no guarantee the Webminister will see your e-mail. Send only to the webminister e-mail address requesting Author status.

Author Policies

Authors have the ability to post to the news and to the calendar. As with the comment policies above, no news commentary may be inflammatory, abusive, vulgar, or political. The Webminister(s) reserves the right to moderate any comment and remove Author privileges from any individual found abusing such privileges. Furthermore, inappropriate news posts/calendar posts or comments by officers will be logged and copies will be sent to the Baron, Baroness, Seneschal, and Kingdom-level officers in charge of the office. This is the official website of the Barony of Lochmere. Do not post anything that would reflect poorly on the Barony, the Kingdom, or the SCA.

Making a News Post

1. To make a News Post, once you have logged in, scroll down to the Site Tools section. As an officer, you will have a new option: New Post. Click it.
2. The Add New Post screen will come up. Enter a title for your post where it says "Enter title here."
3. The text box below is where you can enter your post. There are formatting buttons above the text area that you should recognize from standard word processors along with a few buttons that deserve special attention.
   - Upload/Insert is followed by four buttons. The first is to insert an image. The second is for video and the third audio. Contact the webminister(s) before uploading audio/video as there are rules about such media at the Society level. The last button is to upload a file (such as a PDF document, like the Dredgings).
   - Visual/HTML. Even if you know HTML, it is not recommended that you switch to HTML as WordPress (the software our site uses) is very opinionated about HTML and will make you weep.
   - For longer posts, use the Insert More tag (Alt+Shift+T) after the first paragraph or so. This will post everything above the More tag to the News page. Users desiring to read the rest of the post may then click on the More tag to be taken to the full post. This allows the News page to maintain a cleaner and more concise appearance.

4. Once finished typing your text and formatting it, choose a category for your post. **Do not post a note without a category and please refrain from using multiple categories or the 'uncategorized' category**.
5. The category that you choose will populate to the sidebar that appears on every page. This keeps the News organized. Therefore it is very important to choose the proper category.
6. Tags are optional and are more the domain of the Webministers. If you wish to tag your post, it is recommended that you click on "Choose from the most used tags." Please try to limit new tags to one to two words per tag separated by commas.
7. If you are done modifying your post and have selected a category, you may choose to Save Draft (if you have more to type but not the time right now), Preview (to see what your post will look like—highly recommended), or Publish the post.
8. Once your post is published, it will appear on the News page and also in the sidebar under Latest News. It will remain on the sidebar until *five* other new posts have been made.

Uploading Media

1. As mentioned previously, you may upload files to the Lochmere website. One method is via the New post screen. This will walk you through the other method. Click on your Dashboard and you will see a link that says Media over on the left-hand side. Click the arrow that appears next to it when you hover over it and then click on "Add New."
2. Whether you came to this page via the New post method or via the Dashboard, you should see the Upload New Media screen. Click on Select Files and your browser will open an Explorer window for you to find your file. (If you are using Mac or Linux...why are you reading this guide, geek?)
3. Select the file you wish to upload from your computer and the page will change to reflect the information about the file. Enter a title, caption (optional), and description (optional). Now would also be a good time to copy the File URL for easy pasting (trust me). Once done, select Save all changes. Your file is now uploaded to the website.
4. Once you have uploaded your file, go back to your post, type the text you want to link to the file you uploaded and click on the Insert Link icon above the textbox (it looks like a sideways 8 or chain icon). A field will come up asking you to Insert/edit the link. Paste in the URL (I told you to trust me), and enter a title, then click "Add Link."
5. Continue to add your post as explained above.

Updating the Calendar

1. To update the Calendar, go to your dashboard and look at the bottom of the left-side menu. You will see a link there that says "Calendar." If you do not see this link, you do not have Author privileges and should go back to that section. Click on this link.
2. The Calendar management page will appear. It is divided into two parts: Add Event and Manage Events. For now, let us focus on adding an event. The fields should be fairly self-explanatory. Please do not "Repeats for 0" and set the interval to other than "none." If

you change the interval, change the repeat. Nothing happens on the same day of the week every week forever. Pennsic and holidays intervene. Once you have filled out every required field and selected a category, click on Save.

3. If you make a mistake on the entry (you will; I have), find it in the list of events to manage, and click Edit. This will bring up the Edit Event window, which looks exactly like the Add Event window except with all the fields you filled filled in.

4. Your event will now appear on the Calendar page and, if it is within 14 days of today, in the "Next 14 days in Lochmere" section of the sidebar (unless there are more than 10 things happening in the next 14 days (only happens during Pennsic).

Advanced Information

This chapter is labeled advanced information, but is not that difficult to use. There are two topics to discuss in this chapter: using the Entries RSS and getting a Globally Recognized Avatar (Gravatar).

Entries RSS

By now you have noticed the little Entries RSS link at the bottom of your Site Tools menu in the sidebar. If you are unfamiliar with RSS feeds and such, you may have clicked on that link and found your way to a horrible looking bunch of code. To utilize the Entries RSS feature of the website, you need an RSS Reader (also now advertised as News Reader). Do an internet search on the term "News Reader" and that should turn up some hits. If you are using an e-mail portal like Gmail, Juno, Yahoo, etc., you may already have one. The same goes for e-mail clients like Microsoft Outlook and Mozilla Thunderbird (to name a few). If you have a Smart Phone, it probably has a News Reader app or News Reader capabilities already built in.

Using the Entries RSS with News Reader allows you to be notified instantly whenever someone makes a post to the News. This can be quite helpful for those of you trying to wean yourself away from the Lochmere List (I can dream, can't I?).

Simply plug the link http://lochmere.atlantia.sca.org/feed/ into your News Reader and it should do the rest of the work for you. More than likely, the first time you do this, it is going to pull up every News post ever. Once you have it set though, it should be the best way to stay on top of Baronial News posted to the website.

Globally Recognized Avatars

Globally Recognized Avatars or Gravatars are not a creation of the Barony of Lochmere or the Society for Creative Anachronism. To get a Gravatar, you must go off-site to http://en.gravatar.com/ and follow the instructions on the site. This site information is provided without endorsement for entertainment purposes only. The use of a Gravatar is at the user's discretion. The device images found next to screen names on comments on news posts are these gravatars.