



Website Quick Start Guide

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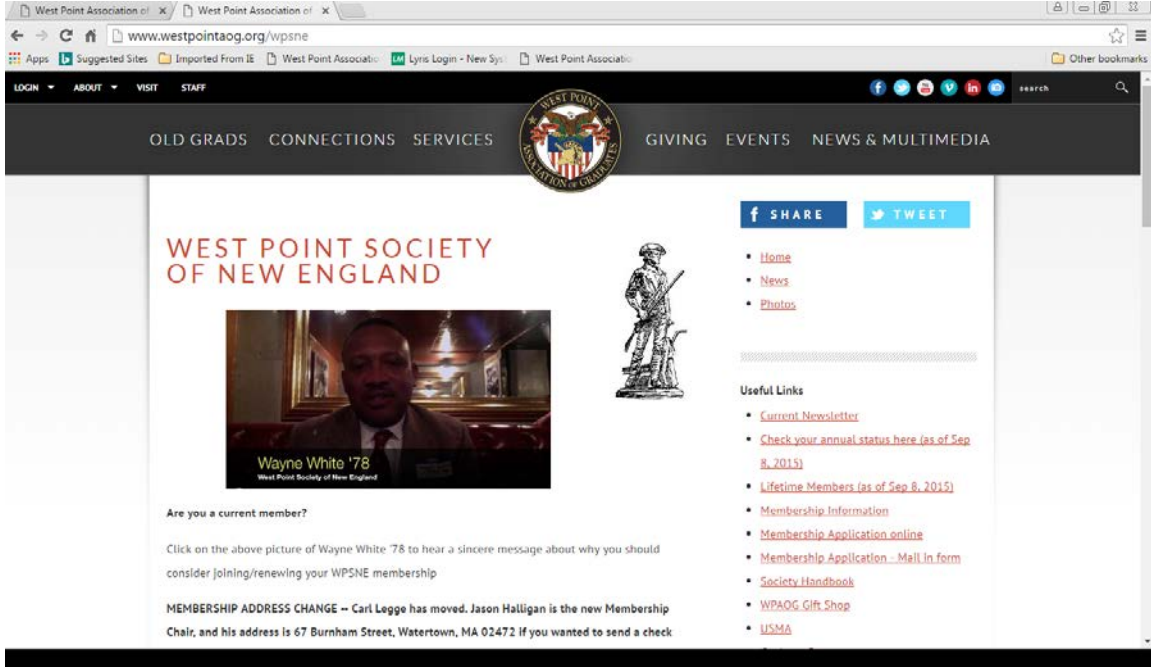
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For further assistance with these instructions please contact:

- Society Services: 845.446.1612 / society-support@wpaog.org

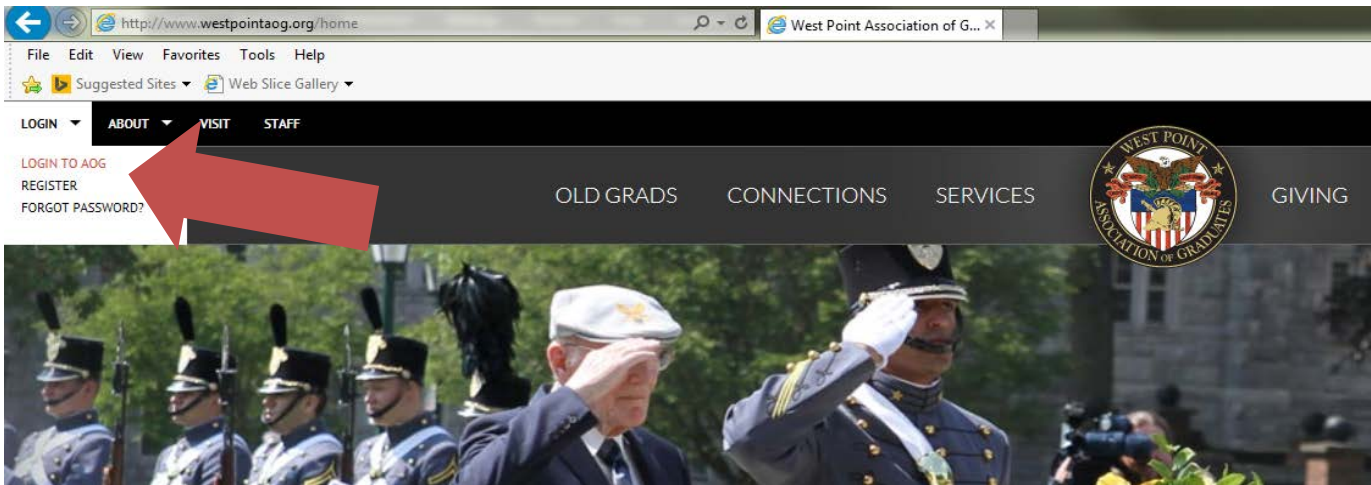


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ACCESSING YOUR MINI-WEBSITE

West Point Association of Graduates (WPAOG) has created a mini-website for each class and society. To access your site, visit www.westpointaog.org and log in.



Go to "Connections" and select "Societies," by going straight to <http://www.westpointaog.org/Societies> once you have logged in, OR go directly to your Societies website by simply typing in your friendly URL ex. www.westpointaog.org/chicago. You can edit your own site page address when you are editing.



Search for your Society by zip code, city, or name.

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The screenshot shows the website's 'Societies' page. At the top, there are navigation links: Home » Connections » Graduate Groups » Societies. Below this is the heading 'WEST POINT SOCIETIES' and a sub-heading: 'West Point Societies provide a world of opportunities to reconnect with West Point and other graduates.' A link is provided: 'See a [List of Societies Outside the US.](#)' Below the text is a map of North America with a search bar containing 'Chicago'. A red arrow points to the search bar. To the right of the map is a sidebar with various categories: GRADUATE GROUPS, CLASSES, SOCIETIES, and others. The 'SOCIETIES' section is expanded, showing a list of society names like 'Society Events', 'Society News', etc.

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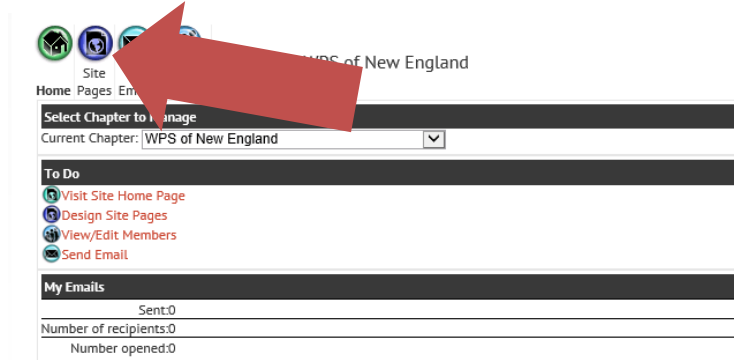


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EDITING YOUR SOCIETY MINI-WEBSITE

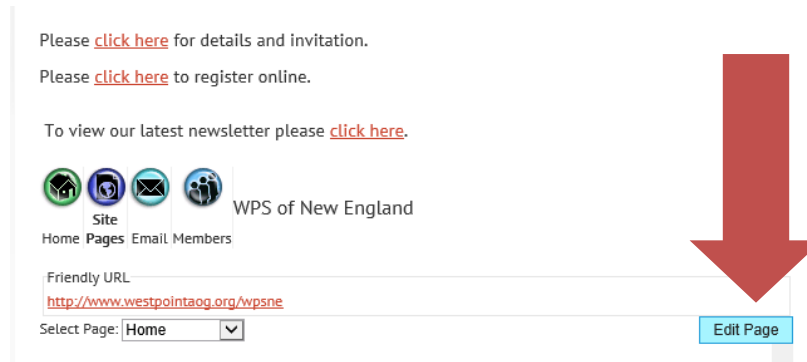
Scroll to the bottom of your page and click on "Site Pages"



Click on "Show all Content" (if applicable for your browser).



Click on "Edit Page". **NOTE:** If you are copying from another source it is best to paste into Notepad then copy and paste onto the page. Doing so will help with formatting.



For further assistance with these instructions please contact:

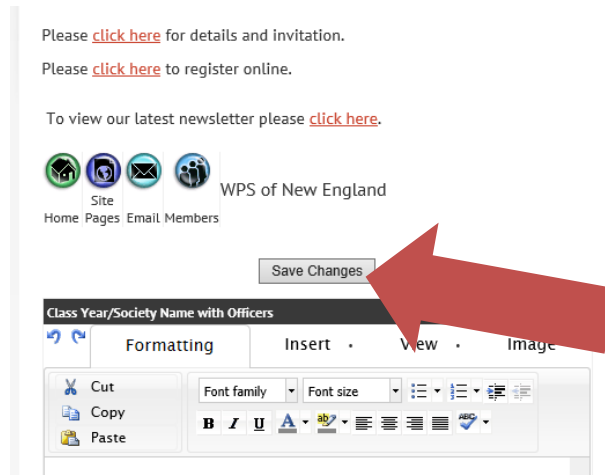
- Society Services: 845.446.1612 / society-support@wpaog.org



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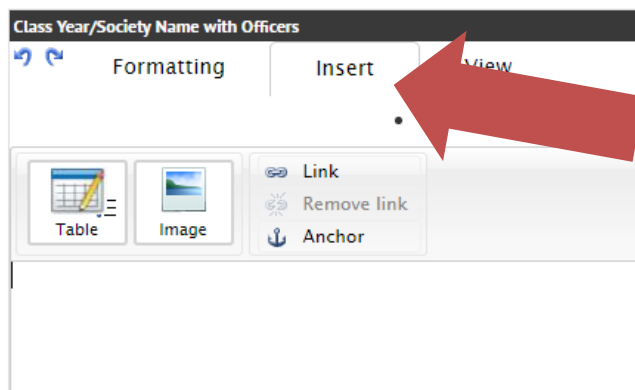
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You are now free to edit your webpage as you would a Word document. Be sure to click “Save Changes” when you are done editing. There are different sections to your website that you can edit individually.



UPLOADING PHOTOS TO YOUR SOCIETY MINI-WEBSITE

Click on “Insert.” Helpful hint: to make the screen larger, click on “View” and then “Full screen.”



Click on “Image.” For speed, edit the size of the photo to be 150 pixels / .24MB. The larger the file, the longer it will take to upload and files that are too large will not upload.

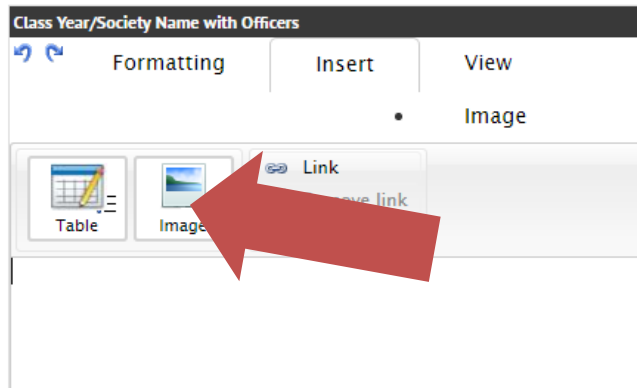
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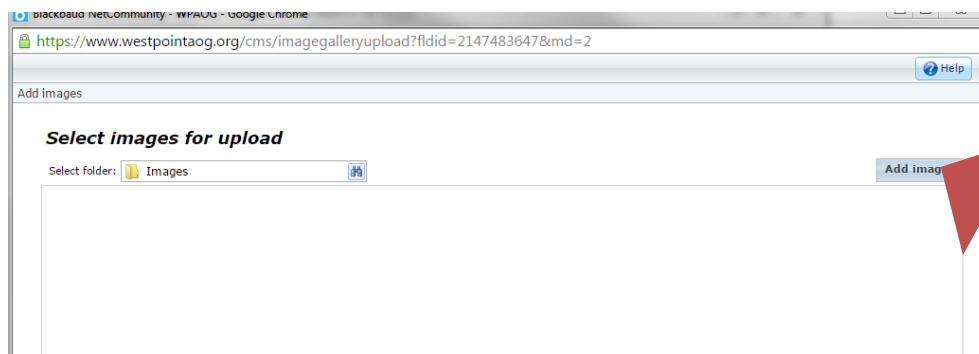
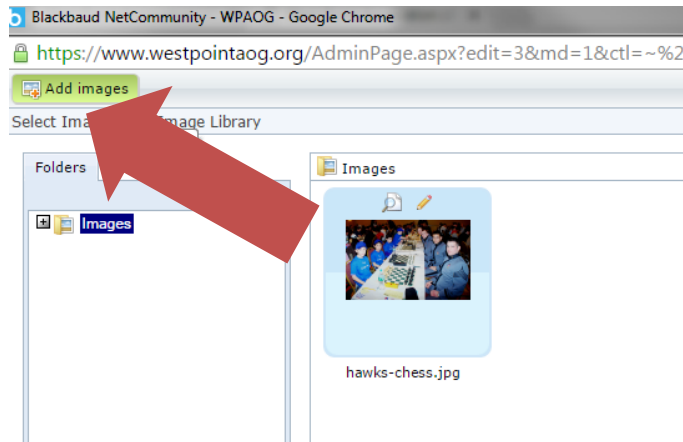


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Click on "Add images" then "Add images" again to search for the image on your computer.



Click on "Next," rename the image, and click "Save."

For further assistance with these instructions please contact:

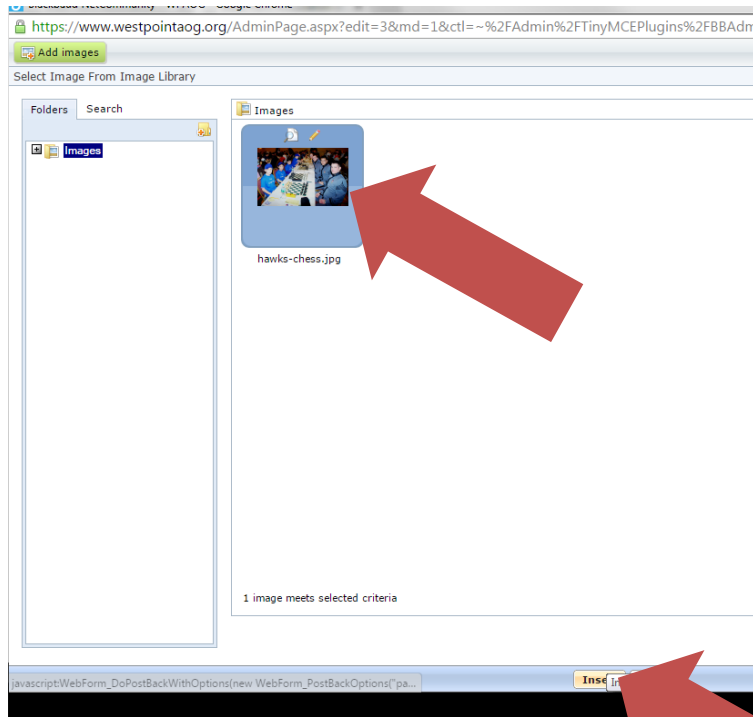
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Click on the image you would like to insert to make sure it is highlighted and click "Insert."



Click on the "Image" tab to edit the image size or to add a hyperlink. You can also add links to YouTube videos by putting an image and hyperlinking to the YouTube video.

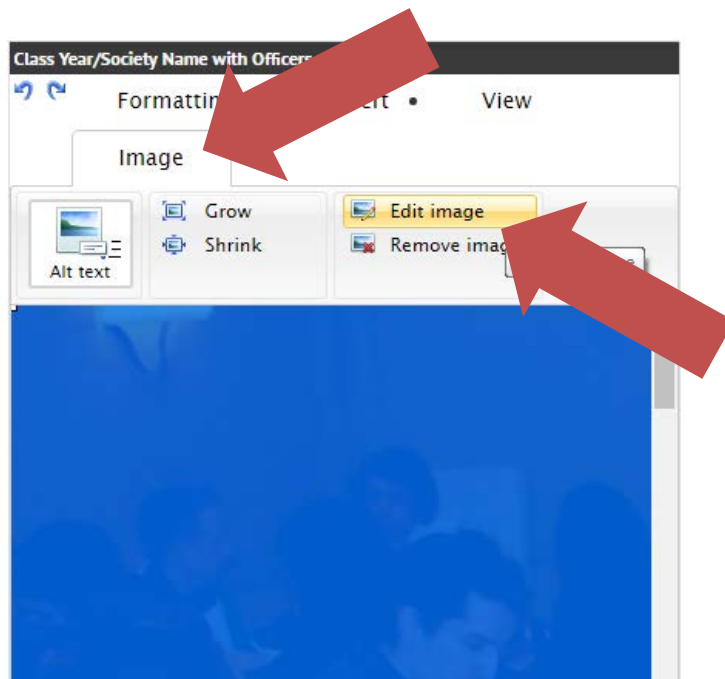
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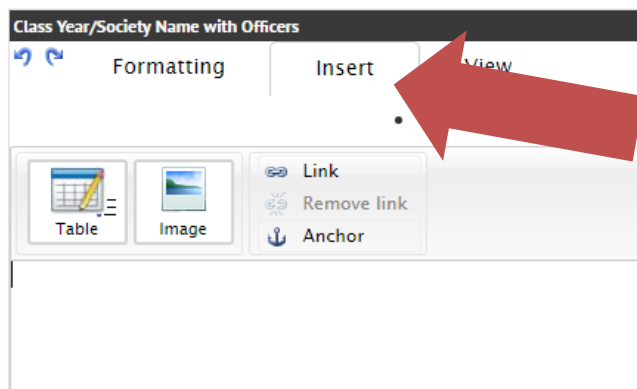
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ADDING A TABLE TO YOUR SOCIETY MINI-WEBSITE

Tables do not always show up on mobile devices such as phones or tablets.

Click on "Insert."



Click on "Table."

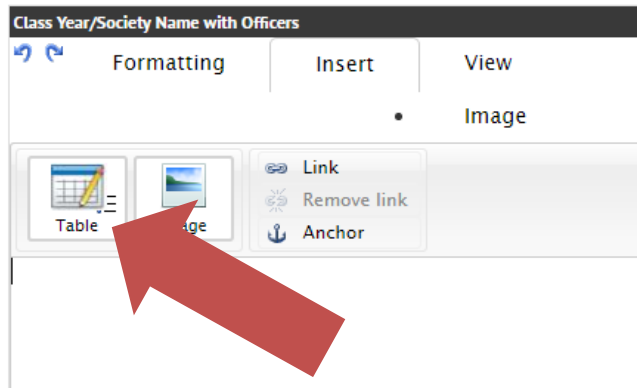
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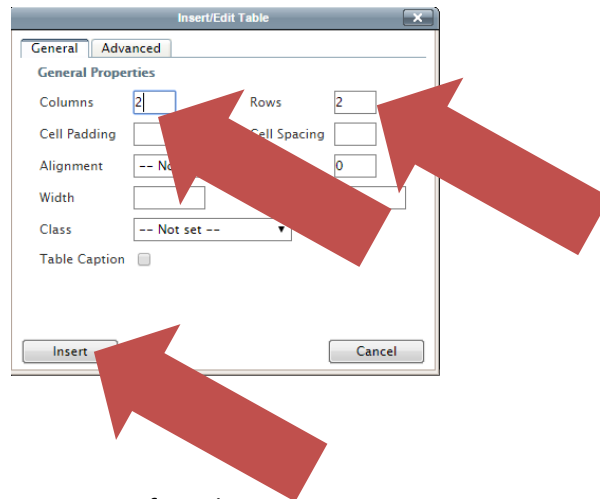


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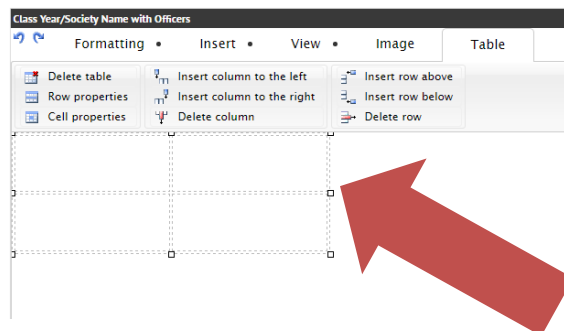
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Enter the number of columns and rows in the boxes next to "Columns" and "Rows" and click "Insert."



The table will show up and you can drag it to your preferred size.



For further assistance with these instructions please contact:

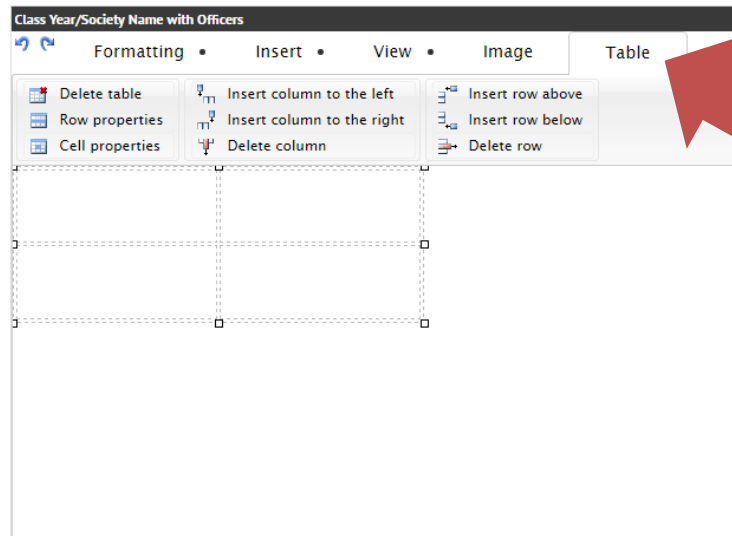
- Society Services: 845.446.1612 / society-support@wpaog.org



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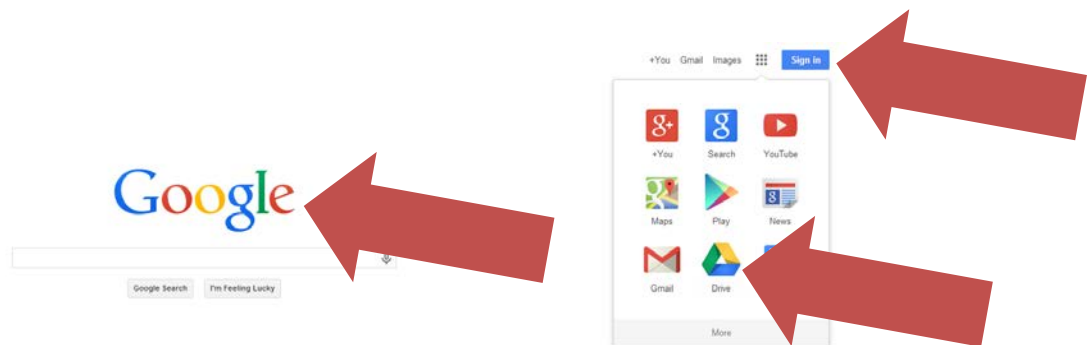
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You can edit it by clicking on “Table” and adding or deleting rows or columns.



UPLOADING DOCUMENTS TO YOUR SOCIETY MINI-WEBSITE

You must establish a Google Drive account and update your document as a Google Doc. Go to Google.com and click on Google Drive.



Click on “Create an Account” and follow instructions on setting up your account.

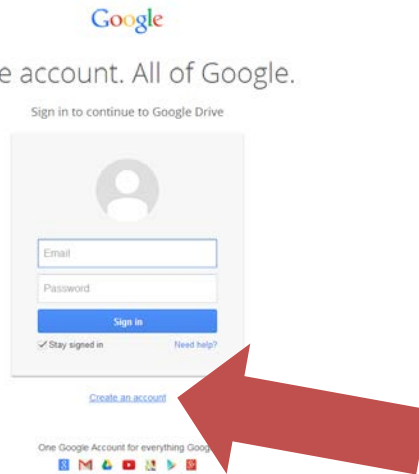
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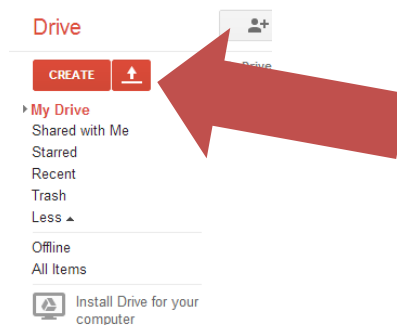


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Click on the arrow next to create "↑" then select "files" or "folders" then locate the document you would like to have uploaded. Right click on the icon then "Share" and "Share" again. Click on "change" next to "Private – Only you can access" then choose "Public on the Web" then "Save." Copy the link and paste it in your website. Click "Done." Remember to follow WPAOG's privacy policy when posting information on your website.



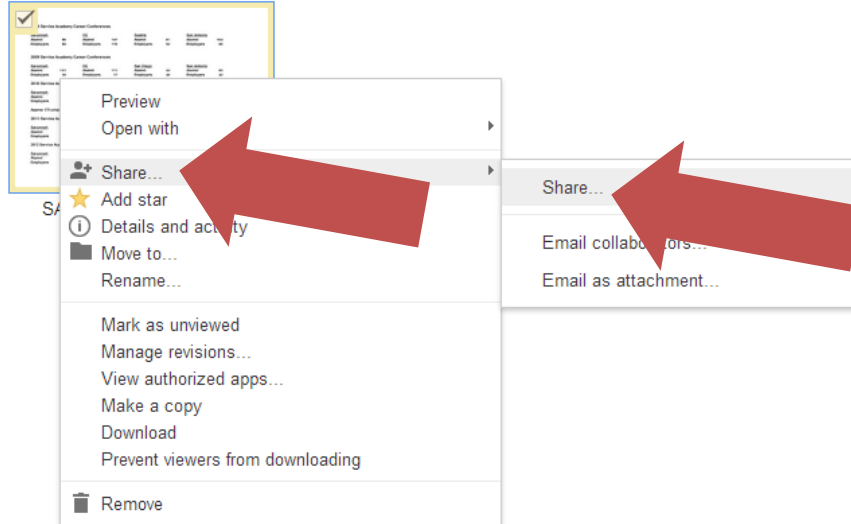
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Sharing settings

Link to share (only accessible by collaborators)

<https://drive.google.com/file/d/0B267d1UDhu0cMMN6eEVJQ1Y5SEU/edit?usp=sharing>

Share link via:    

Who has access

	Private - Only you can access	Change
	Career Services (you) amy.hagan@wpaog...	Is owner

Invite people:

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

For further assistance with these instructions please contact:

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Sharing settings

Visibility options:

- Public on the web**
Anyone on the Internet can access this item.
- Anyone with the link**
Anyone who has the link can access. No sign-in required.
- Specific people**
Only people explicitly granted permission can access.

Note: Items with any visibility option can still be published to the web. [Learn more](#)

Save [Learn more about visibility](#)

Sharing settings

Link to share (only accessible by collaborators)

<https://drive.google.com/file/d/0B267d1UDhu0cMXN5eEVJQ1Y5SEU/edit?usp=sharing>

Share link via:

Who has access

Private - Only you can access	Change...
Career Services (you) amy.hagan@wpaog....	Is owner

Invite people:
Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Done

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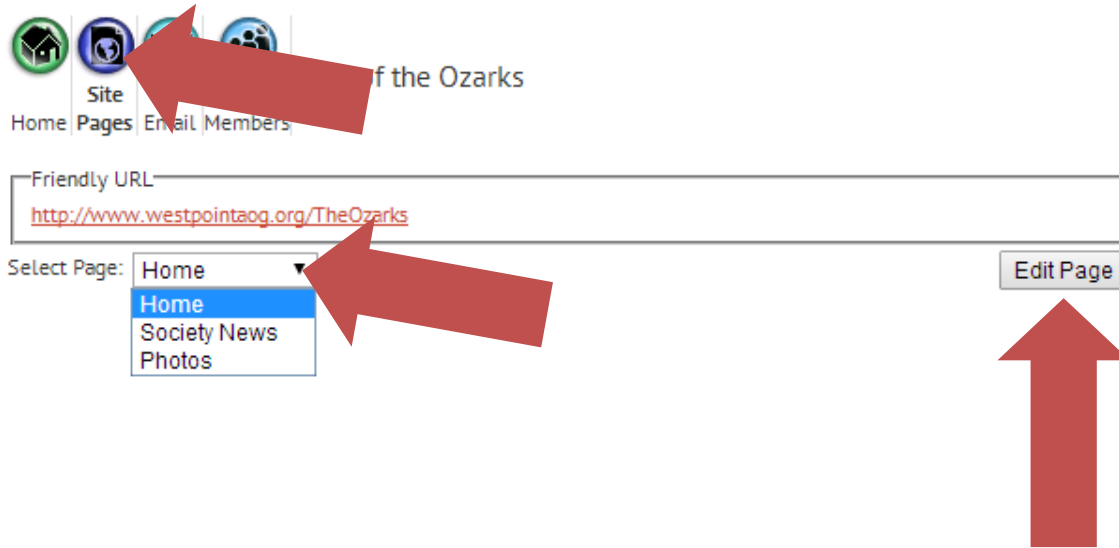


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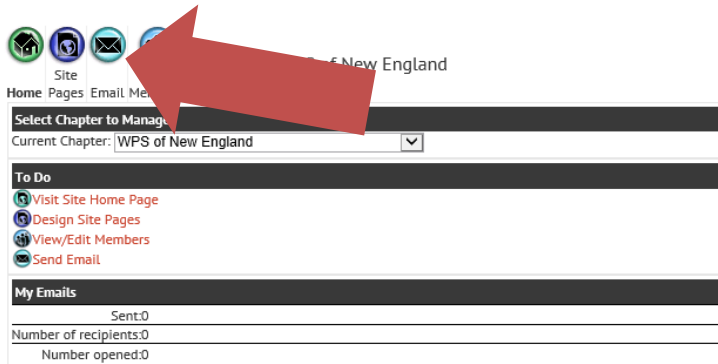
TO EDIT THE “NEWS” AND “PHOTOS” PORTIONS OF YOUR MIN-WEBSITE

Once you get to your page, click on the “Select Page” dropdown for the page you want to edit. Then click “Edit Page.” You edit these pages the same as you do the homepage sections.



EMAILING GRADUATES IN YOUR AREA

To email graduates in your area you can either email through the website or your Lyris list (arealist-XX#@lyris.wpaog.org with the XX# being your Society code). To email through the website you click on “Email” then “New Mail”.



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To view our latest newsletter please [click here](#).






Site WPS of New England

Home Pages Email Members





[New Email](#) [Email Activity](#)

Email Activity	
Sent:	
Number Recipients:	
Number Opened:	
Select email to view activity:	< No Emails Available > ▼



LOOKING UP GRADUATES IN YOUR SOCIETY AREA

To look up members of your Society click on “Members”.

Site WPS of New England

Home Pages Email Members

Select Chapter to Manage

Current Chapter: WPS of New England ▼

To Do

- [Visit Site Home Page](#)
- [Design Site Pages](#)
- [View/Edit Members](#)
- [Send Email](#)

My Emails

Sent:0

Number of recipients:0

Number opened:0



Enter as much information as you know. Then click “Search.”

For further assistance with these instructions please contact:

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WPS of New England

GRADUATE SEARCH

First Name:

Last Name:

Maiden name:

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