



A Guide to the DOLS Website for Members

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First-Time Registration

Note: Users who are not registered will see a generic version of the home page directing them to contact administrators for an invitation.

If you've already been invited to join, click the link in your invitation. This link will direct you to the registration page. You will be required to fill out the following fields, indicated by the red asterisk, in order to register:

- First Name
- Last Name
- Password
- Location
- Date of Birth
- Security Question
- Mobile Phone
- Job Title
- Company Type
- Company Name
- Company Services Offered
- Any personal and professional website links.

Click "Create New Account" to complete the process.

Member Log In Process

To Log In, click the Log In link located in the upper-right corner.

Enter your username or email address and password.

Choose "Remember Me" to have the site remember your username and password. (This is not recommended for shared computers.)

If you forgot your password, select "Request a New Password."

How to Request a New Password

NOTE: If your Log In process fails five times, your username will be blocked temporarily for security purposes. To avoid this, please request a new password through the following process.

After a failed attempt to Log In, a new screen will appear notifying you that your username or password is incorrect.

Click “Request a New Password.”

In the field that appears, you can request a new password by entering your username in lower case (i.e., the first letter of your first name plus your last name all in lower case; *Claudia Estas = cestas*).

Click “Next.”

A security question that you previously answered during registration will prompt you. Enter your answer in the field provided and click “Next.”

A one-time Log In link will be created. Click on “Click Here” and then click “Log In” in the new window.

Once logged in, choose a new password. Your password needs to be at least six characters long, and it is suggested that you include uppercase letters, numbers, and punctuation for higher security. The password strength meter on the right will automatically indicate the strength of your password.

Click “Save” to complete the process.

Website Navigation Guide

Once logged in you will be redirected to the Home page. The main navigation tool bar located on the top of each page includes seven categories (Home, News & Discussions, Jobs, Photo Gallery, Members, Polls, Contact) plus a search function enabling you to search for content in “News & Discussions.” There is also a Member Search option. All of these options are described below.

*** Home**

This is the website’s main page.

The Home page includes a history of the organization, a slide show of photos posted in the photo gallery, a snapshot view of the latest “News & Discussions” posts, the latest polls, and the latest job posts. Click each snapshot to see more.

*** News & Discussions**

The News & Discussions section of the DOLS website is for members to inform each other of important events, ask questions, and seek resources— whatever reason you need to be in touch with other DOLS.

Click the “News & Discussions” tab to view a list of “News and Discussions” headlines in chronological order, with the newest on top. (The date the item was posted will be found on the bottom left corner of each listing.) You have the option to view the item by selecting “Read More” or you can view or add comments.

You can also create a printer-friendly version; email the item to a friend, or save the item as a PDF.

Members who posted the article will have the option to modify it by clicking the “Edit” link. To learn more about posting an item, see **Post a new entry in “News & Discussions,”** below. (Please note that job listings do not go in “News & Discussions”; see **Jobs**, below.)

Comments will be listed at the bottom of the page with the most recent comments first. You can post a new comment by clicking on the “Add New Comment” link and typing in the comment field or by typing into the comment field and clicking “Save” when ready to publish the post.

Click “Subscribe” or “Unsubscribe” at the bottom of each “News & Discussions” item to enable or disable future email notifications.

*** Jobs**

The Jobs posting section contains job openings and availabilities in educational technology and publishing.

Click “Jobs” to see new job postings, listed by the date the job was posted, the job title, location, and business name.

Click the job title to view the details. You can view/print a printer-friendly version; send the information to a friend through email, or save the listing as a PDF.

Many job postings include active links or emails.

To learn about creating a job posting, see **Jobs & Photo Gallery Administration**, below.

*** Photo Gallery**

In the Photo Gallery, you will find pictures of many DOLS at our various events and gatherings.

Click “Photo Gallery” to see a list of photo albums sorted by date and album title.

Click each album to see a thumbnail view of the included photos.

Click each photo to see a larger version of the image in a new window. In that window, you can manually browse through the photos using the arrow keys or you can click “Start Slideshow” to loop through all pictures in that album.

Click “Download Original” to save the image.

Click the “Close” (X) icon or simply click outside the box to return to the thumbnail display of album pictures.

To learn how to add pictures to the Photo Gallery, see **Jobs & Photo Gallery Administration**, below.

*** Members**

The Members section of the DOLS site is where you can find contact and other information about any DOL.

Click “Members” to view all members listed alphabetically by last name.

Filter the members listed by choosing the letter that represents the first letter of the last name (i.e., click letter “B” to view last names that begin with “B”).

To download a complete list of all members with their email addresses in Microsoft Excel format, click the orange XLS icon located under the page title “DOLS Members.”

To learn about how to edit your member information, see **Managing Your Account & Profile**, below.

*** Polls**

The Polls on the DOLS site are a fun way of periodically taking the pulse of our members on issues of great and not-so-great importance.

Click “Polls” to view all polls generated on the DOLS website, with the latest poll on top.

For polls that you haven’t voted on yet, you will see a question with a list of choices. Make your selection and click “Vote.”

For polls that you have already voted on, you will see the results in a bar graph and have the option to delete your vote by clicking “Cancel Your Vote.”

Polls that are closed will provide a bar graph of the results.

To learn how to post your own polls, see **Posting a new poll**, below.

*** Contact**

The “Contact” page allows you to send a message to the DOLS administrators.

Clicking “Contact” in the navigation bar will open a message window that automatically generates your identification, but does not display it. Enter your topic of choice in the “Subject” field, your message in the Message field, and click “Send Message.” You will automatically be sent a copy of your message.

*** Member Search**

If you are looking for a specific DOLS member by name or looking for members by job function or expertise (e.g., marketing), you can use the Member Search option to help you.

Click the “Member Search” link located in the upper right-hand corner to search members. Note: When the page loads, all members are listed by default.

By entering “*” you can search all members on whatever criteria you enter.

You can narrow your search results by checking/unchecking the appropriate “Company Type” or “Services Offered.” When selecting an option the search result will only return members offering the option(s) you selected.

Posting Content

Members can post their own content on the DOLS site in various ways. Below are instructions specific to each kind of content posting.

*** Post a new entry in “News & Discussions”**

To create a new entry in “News & Discussions,” click the drop-down menu located at the top left corner titled “Go here to Create News & Discussions...”

On the new page that opens, type a headline in the available field. If you wish to attach a picture, click “Browse,” select a picture, and click “Upload.” Enter content in the body field and keywords in the tag field, if desired. Click “Save” to publish the entry.

When submitting an item to “News & Discussions,” all members automatically receive a notification. To change your notifications settings, see **Managing your notifications**, below.

“News & Discussions” items and all responses/comments will remain on the DOLS website for future reference.

*** Post a new “Poll”**

To create a new Poll, click the drop-down menu located at the top left corner titled “Go here to Create Polls...”

On the new page that opens, type your question in the appropriate field. Enter your answer choices in the appropriate fields (e.g., Yes, No, Maybe).

Click the “More Choices” button to add unlimited answer fields. Choose to activate or close poll status, and use the drop-down field to choose the poll duration. Choose “Save” to automatically post your poll for the DOLS to see.

You can edit a Poll that you created by clicking the “Edit” button.

Managing Your Account and Profile

*** Editing your profile**

To manage your profile, click “My Profile” located in the upper-right corner. This will load your profile page. Click “Edit” if you want to make changes to your profile including personal information (e.g., name, birth date, location, contact information) and professional (e.g., company type, services offered). You can also upload a resume or list your company/personal web site, which will be available to anyone who views your profile.

You may also change your password and your security question on this page.

*** Linking your social media accounts to your profile**

To add your social media account links to your profile, click “My Profile” located in the upper-right corner. When your profile page loads, click the “My Social Media Links” button located at the top of the page, next to the DOLS logo and then click the “Edit” button. Copy/paste the URL for your profile page for each social media site in the respective social media field.

*** Managing your notifications**

The “My Notifications” page is a page where members see an overview of all the posts they are subscribed to. Individual notifications can also be managed here. To manage your email notifications, click “My Profile” located in the upper-right corner and then click “My Notifications.” When your notifications page loads, you will see a list of all the postings you have subscribed to. You can change your notification status on those postings (i.e., you do or do not want to be emailed if someone comments on or contributes to a posting) by toggling the “Click to Disable/Click to Enable”

option. You can also unsubscribe from a posting notification by clicking the item in the Remove column.

*** Managing global notifications settings**

Global settings affect all notifications preferences and settings.

To manage your email notifications, click “My Profile” located in the upper-right corner. When your profile page loads, click the “My Notifications” button located on the top of the page next to the DOLS logo and then click “settings” link located right under “View” and “Edit.”

Check the appropriate options to fine-tune your notifications settings to your liking.



A Guide to the DOLS Website for Administrators

Website Administration

Administrators can perform all members' tasks. Administrators can also delete/edit/publish any content. This process is described in the section, "**Jobs & Photo Gallery Administration**," below.

*** Send a mass email to all members**

Click the "Go here to ..." tab located in the upper left corner of the website, and select "Send an email to all members". Compose your message in the text area then click "Send."

Send email invitations to new members

Click the "Go here to ..." tab located in the upper left corner of the website, and select "Invite Members."

A new page will load with the welcome email message showing. Enter the email addresses of the people you would like to invite in the "To" field located at the top of the page. To specify multiple recipients, enter one email address per line or separate each address with a comma and a space.

You can edit the welcome message in the "Message" field area prior to sending invitations.

Jobs & Photo Gallery Administration

*** Managing Jobs**

Posting a new job

To post a new job, click the drop-down menu located in the top left corner titled “Go here to ...” and select “Create Jobs”.

On the new page that opens, type in a “Position or Job Title” and the name of the employer in the “Business/Company” name field.

Enter a description in the “Job Description” area as well as the state and zip code. Optionally, a PDF or other document can be uploaded. Click “Browse” to find the file to be uploaded then click “Upload.”

Click “Save” to submit your entry and publish the job on the website.

Deleting or editing a Job

Click the “Jobs” menu on the main navigation bar.

Select the job by clicking its link on the index page.

Once the job detail page loads, select “Edit” or “Delete.” Click “Save” to post the edited job.

Managing Photo Galleries and Media

Posting and managing galleries and media (NOTE: Google Chrome must be used to post photos)

To post a new photo gallery, click the drop-down menu located in the top left corner titled “Go here to ...” and select “Create Photo Gallery.”

On the new page that opens, give the new photo gallery a name and an optional description by entering the info into the respective fields, then click the “Save” button to save and create the new “Photo Gallery.”

Adding media (photos and videos from YouTube) to a photo gallery

NOTE: You can also add videos from any site that uses the same API as YouTube.)

After saving the newly created “Photo Gallery” you will be able to add media.

Click “Add Media” to upload photos and videos to the gallery. A new window will open.

To upload photos, click the “Add Files” button to select and upload multiple files (i.e., photos). A new browser window will open giving you the option to browse and select photos to be uploaded. A preview window will show you the list of files you selected as well as their filename, size and completed status.

Click the “Start Upload” button to start the upload process.

Once the upload is finished the browser will redirect you to the new gallery page with its newly uploaded photos.

To upload videos from YouTube, click the “Web” tab.

In a separate window, go to the YouTube video that you would like to add.

Beneath the YouTube video, click the “Share” button in order to reveal a text field along with a link. Click the “option” under the text field and make sure to check the “Long link” option.

Copy the link; return to the “Add media” webpage and paste the link into the text field titled “URL or Embed code.” Then click “Submit” to post the video.

Deleting / removing media (photos and videos)

Click the “Photo Gallery” menu on the main navigation bar. Then select the gallery you would like to edit. Next click the “Edit Media” button.

Select a photo to delete and check the “Remove From Gallery” button. Then click “Save.” You can also edit or add captions.