

ASHRAE Technical Committee Website Webmaster Instructions

The purpose of the ASHRAE TC website is twofold: to support and update the TC membership and to inform outside audiences about the TC's contributions in ASHRAE. The new website has been designed to simplify the management process performed by the webmaster. Besides a more simplified structure, many of the sections are automatically loaded either by the program or by ASHRAE staff. TC Rosters will be loaded by ASHRAE staff, as will information about future winter and annual conferences.

Primary activities of the webmaster will involve editing - using a basic built-in text editor; uploading of documents – minutes, agenda, etc.; and where needed, linking documents to appropriate areas on the webpage. While most of these actions will appear intuitive, this document has been developed as a reference guide.

The basic structure of the website consists of the following five webpages, though additional pages may be added at the discretion of the webmaster:

- Home
- Membership
- Meetings
- Documents
- Functions

Of course, any additional information or customization by the webmaster will enhance the website experience for all visitors and serve as a great advertisement to draw in potential members and share the contributions of the TC to outside audiences.

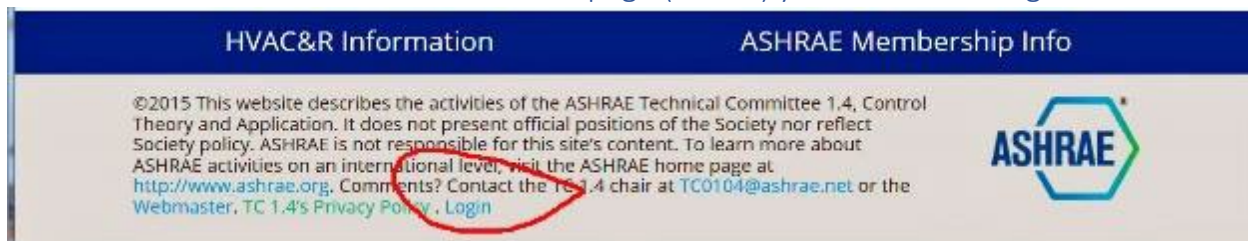
Please note: there is no “members only” section of the website. Anything published will appear to all website visitors.

Admin access is controlled via the committee position. The chair and the webmaster(s) can access the admin site.

1 Login

1.1 Open the website in your browser

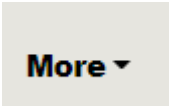
1.2 At the end of the text at the bottom of the page (footer) you will find a “Login” link



1.3 Use your ASHRAE login

2 Page Descriptions

- 2.1 Home page – this is the main landing page for a visitor to the TC’s website.
- 2.2 Membership page – membership information is automatically loaded by ASHRAE staff.
- 2.3 Meetings page – this page allows input for additional information about meetings.
- 2.4 Documents page – contains links for visitors to download minutes and other documents developed by the TC.
- 2.5 Functions page – this page provides an area to describe the activities and responsibilities of the TC such as a list of the TC’s standards, handbook chapters, on-going research projects, lists of research final reports, recent or upcoming program sessions, lists of MTG’s which TC participates in, FAQs managed by the TCs, etc.
- 2.6 File Manager – this page provides the ability to upload files that are to be linked in other pages
- 2.7 Custom Menu – this page manages the items in the “More” menu

A rectangular button with a light gray background and the word "More" in bold black text, followed by a small downward-pointing triangle icon.

- 2.8 Links – this page can contain links of interest to the committee
- 2.9 Settings – General committee settings

3 Documents, Functions

Each category corresponds to an accordion tab. Categories have corresponding content boxes.

4 File Manager

Any files (including images) that need to be included/linked in any of the other pages can be uploaded here. Once a file is uploaded, an entry is added to the files table. Use “link URL” for linking the file.

5 Custom Menu

Items added here will appear in the “More” menu

6 Links

Contents added here will appear in the links page which will be accessible from the “More” menu, if links are activated in the settings page