

WPSCT Website Instructions

Date: Tue, 11 Jan 2005 19:34:43 -0600  
To: k5jic@tstar.net  
From: Stan Bacon <sbacon58@sbcglobal.net>  
Subject: WPSCT Website Instructions, Change 3  
Cc: megan@west-point.org

Dale,

This is yet another modification based on my ability to now go through the entire delete and rebuild process. Also, I removed the instructions on uploading a file. Let's not overwhelm these guys up front. One step at a time. We can cover that later. Agreed?

Stan

~~~~~

Gentlemen,

Megan Klein has been so kind as to devote considerable amount of her time converting our currently unused WPSCT website into a weblog which will enable designated individuals to post messages and other files directly to the site without having to go through me, the website coordinator. It will enable each of you to put whatever notices you desire directly on the site. It won't replace the need to notify the list of many items directly by email, particularly as list members are not accustomed to go the site for their information. But it will certainly reduce the volume content of and need for relying on email.

It would be helpful if we discuss at this Friday's board meeting just how we see the site being used and who would take responsibility for posting which sorts of information. Keep in mind also that our website is a door to our society for use by other grads and societies wishing to make contact with us for whatever reasons. For example our site has a direct link on WP-ORG as seen at <<http://www.west-point.org/society/>>. And if Steve Casey is unable to attend, perhaps some email input from him in advance would be helpful.

Megan has also set up the society dues paying link for us. It is not operational yet, pending our approval, but I encourage you to pull out your credit card and make a practice run on it to check it out and see what you think. It might also be helpful if we discuss and clarify Friday just what our dues paying policy is -- who should pay how much when, who receives the money and who maintains the account.

The following people have been set up to have the authority to post to and delete all items from the weblog:

Stan Bacon  
Oliver Bell  
Steve Casey  
Dale Cockle

wpsctweb.doc

Rease Griffith  
Megan Klein  
Alex Ladage  
Putnam Monroe  
Chip O'Donnell

What follows are instructions on how to login to the MovableType interface program we are using and create and delete a post and upload files. That'll get you started. Play around and get familiar with it. I will be happy to get answers to any questions you have, or you can go to <http://www.elise.com/mt/> and look especially at the "Beginner's Tips" in the links on the left side of the page.

### **To Post to the WPSCT Site:**

Login here: <http://www.west-point.org/mt/mt.cgi>

You will be asked for your username which is wp followed by your Cullum number. You will be asked for your password which is whatever you set up in the past with WP-ORG. If you don't know what it is, then email Megan at [megan@west-point.org](mailto:megan@west-point.org) and she will get it to you. To change it to one you remember, go to <http://www.west-point.org/mt/mt.cgi> and login. Then click on your username in the upper right corner within the blue title bar. On the next page, scroll down to the "Change your password" section.

- Click on the "Create Entry" link
- Give your entry a name if you wish (optional)
- Enter your text in the "Entry Body" box - remember to sign your name
- Scroll down to the bottom of the blue section of the page and click the "Preview" button

How does it look?

Good?

- Click the "Re-Edit this entry" button
- Scroll down to the bottom of the blue section of the page
- Change the "Post Status" drop down to "Publish"
- Click on the "Save" button at the bottom of the blue section of the page
- Check the website:  
<http://www.west-point.org/society/wps-austin/>

Not so good?

- Click the "Re-Edit this entry" button
- Make your changes
- Preview again
- How does it look?

**To Delete a Post on the WPSCT Site:**

- Login here: `<http://www.west-point.org/mt/mt.cgi>`
- Click on the little gray link that says "Entries"
- Check those entries you wish to delete
- Click the "Delete" button

Once you have checked the delete checkbox and clicked the "Delete" button, a box appears on the page that says, "Are you sure you want to delete the entry?"

- Click "Delete"

After you delete the entry, you need to rebuild the site to have your changes to the database reflected on the live site. After clicking "Delete" a box appears with "Your entry has been deleted from the database. To see the changes reflected on your public site, you should rebuild your site now."

- Click "Rebuild my site"
- Select "Rebuild all files"
- Click "Rebuild"
- Click "Close"

Your delete will then be reflected on the site here:

`<http://www.west-point.org/society/wps-austin/>`

Happy blogging, see you Friday,

Stan Bacon