

Getting Started with
Dynamic Committee Homepages
For Committee Chairs

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Introduction

What are Dynamic Committee Homepages?

Dynamic Committee Homepages are a means of enabling section staff and committee chairs to create and maintain committee website content without the knowledge of HTML. Once enabled, committee chairs will automatically have the ability to post and edit all content present on their committee homepage. The contribution process consists of visiting a website form, making selections, providing desired content and submitting your changes.

How does it work?

'DCH' combines information from the ABA's back-end membership system with text and files provided by you, the chair, to display the final committee homepage. If your section has been enabled, as the chair of your committee, you already have permission to contribute content. DCH also uses the membership back-end system to display committee leadership and contact information, the committee roster, and the committee name.

How do I know if Dynamic Committee Homepages would be useful to me?

Any section that is currently maintaining committee pages on the ABA website would most likely benefit from using DCH instead. DCH simplifies the content contribution process by automatically posting information from back-end systems, so section staff does not have to re-key leadership and roster information to the website. Also, by allowing committee chairs, like yourself to post their own content, they will no longer need to communicate their desired changes to section staff. Thus, turnaround time for posting committee materials to the web is greatly reduced, and the person-to-person communication necessary to post materials is almost entirely eliminated.

If you have any questions about getting started with DCH, or would like to find out if your section has been enabled, please contact a section staff member. Section staff also have access to modify and post content to your committee's website. So, if you are having trouble, someone on your staff should be able to help you through the process.

Chair Permissions

Once DCH is enabled (contact your section staff to confirm) you will have access to edit and create committee homepages for your committee. If a committee has co-chairs, they will all have the same level of access.

All you need to do is log-in to the ABA website by clicking on the login button (located in the upper right-hand corner of www.abanet.org). You will be presented with your myABA page detailing your member involvement. This page will list the committees that you are in. If you are the chair of a committee of a section that has DCH enabled, there will be an EDIT button adjacent to the committee name. Clicking the EDIT button will create a new DCH page for that committee, or edit an existing page. If a committee already has a DCH page created, the committee name on myABA will be hyperlinked to the DCH page. An EDIT button will also be present on the committee homepages themselves.

NOTE: If you does not have time to contribute content to the website, you may designate someone else on your committee to do so. Contact your section staff for more details.

Creating DCH pages

After you click on an EDIT button, an administration page will appear with a welcome message at the top. The message contains the name of your section and committee. It also contains information on whom on your section staff to contact for questions.

Each item on the form has a “**web enable**” checkbox to indicate whether or not to include that specific item on the final committee homepage (a checked box means “display”, an unchecked box means “do not display”).

Note: There are many items on the form to choose from when creating your DCH page. During initial setup, it may take a while to sort through your selections. A good rule of thumb is to make a few choices at a time, and submit them as you go along. The SUBMIT button is located at the bottom of the form. After submitting, you can click on the EDIT button at the top of the finished committee homepage to make additional changes.

Choosing a Layout

Currently there is one layout option, and it is pre-checked. (In the future, additional layout options will be made available.) To view a layout sample, click on the ‘view’ link.

Layout

Which of the following layouts would you like to use for your committee page?

- Option 1 - Single column for most features, with leadership in the right margin ([view](#))
- Option 2 (n/a) - Split screen two column approach, with leadership spanning the top
- Option 3 (n/a) - Boxes for each feature of equal size and shape.

Including Your Section Logo

The DCH application will pull your section’s logo from a pre-existing location. If no logo appears, please contact your section staff.

Section Logo

web enable



Who We Are

This area is used to display a general mission statement. The subtitle “Who We Are” is entered by default, however you may modify this according to your needs. **All subtitles are modifiable in such a manner.** You are limited to **1,000** characters (including spaces). A counter just below the text area will count down the number of remaining characters you have available as you type.

Who We Are

web enable

Custom title:

characters left (message limited to 500 characters)

Leadership

This area allows you the option of displaying your committee’s current leadership positions. The positions that you can display are chair, co-chair(s), vice chair(s), council representative(s), liaison(s) and staff. If any of the leadership positions are currently established in the ABA’s back-end committee system, they will appear under their respective heading (see below). The displayed names are also directly linked to the ABA member directory, allowing your users to click on any of the listed names, taking them directly to additional details about that member.

Note: Access to the ABA Online Member Directory is restricted to ABA Members Only and requires log in. If you are already logged in, you will not be prompted to log in again.

A checkbox appears next to each leadership position, allowing you to determine which positions you would like to appear on the final committee web page. If a particular leadership position happens to be vacant, the checkbox next to that position will be disabled, and a message will display stating that that particular position has no current listing.

Leadership

web enable

Custom title:

Select the leadership roles that you would like to appear on the site.

- | | |
|---|---|
| <input type="checkbox"/> Chair
<i>(no chairs listed)</i> | <input type="checkbox"/> Council Representative(s)
<i>(no council representatives listed)</i> |
| <input checked="" type="checkbox"/> Co-Chair(s)
Ann Marshall Young
Michael R Asimow | <input type="checkbox"/> Liaison(s)
<i>(no liaisons listed)</i> |
| <input checked="" type="checkbox"/> Vice Chair(s)
Tyson R Smith
Jack Michael Beermann
John Charles Holmes | <input type="checkbox"/> Staff
<i>(no staff listed)</i> |

Message From the Chair

This area is used to display a general message from you, the committee chair! With layout option one, a link to read the chair's message will be located beneath the chair's name, in the leadership area. ***For this reason, you may only utilize this option if you have selected to display the chair/co-chair in the leadership section (see above).*** You are currently limited to 1,000 characters (including spaces). A counter just below the text area will count down the number of remaining characters you have available as you type.

Message From The Chair (*Note: This will only be active if CHAIR or CO-CHAIR is selected to be displayed under Leadership.*)

web enable

Custom title:

characters left (message limited to 500 characters)

Programs, Meetings, and Events

This section allows you to display upcoming events for your committee. You can also choose to display some general ABA events, or general section events, if they are currently available on <http://meetings.abanet.org>. Contact your section staff to confirm.

You may select any combination of these three options to display. For “default ABA events” and “section specific events”, only the next 5 upcoming events **total** from both categories will be selected (not including any custom events). You will most likely be adding committee specific custom events, and maybe section events, if they are available.

Programs, Meetings & Events

web enable

Custom title:

Display default ABA events

Display section specific events

Display custom events (*these will appear before all other events*) (# of events)

For custom events, check the box and select the number of events that you would like to enter from the drop list. An equal number of blank text fields will appear, allowing you to insert your events. The example below is for 1 event.

Programs, Meetings & Events

web enable

Custom title:

Display default ABA events

Display section specific events

Display custom events (*these will appear before all other events*) (# of events)

Custom Event 1

Event date: (M/DD/YY)

Event name:

Event URL:

(ex: <http://www.abanet.org/event.htm>)

When the event listing forms appear, provide a date for each event, a name for the event, and a URL destination where your website visitors can obtain more information on the event. You can enter up to 10 separate custom events. The creation of an HTML page containing your

committee event information may need to be done with a request to your section staff, through traditional means. After it has been created, link to it using the fields above.

Note: Please be certain to use fully qualified URL's when entering web addresses (i.e. <http://www.abanet.org>). Don't forget the 'http://' at the beginning.

Sites of Interest/Other Links

These areas allow you to enter links to appear on the committee homepage. These links can be either internal ABA links or external links to other websites. You can also provide a description for each link. These sections also use variable drop lists, allowing you to enter up to 10 separate links each. In the example below, we have selected 1 additional link:

Note: If you have premium committee members only content for your website, you will need to submit it to section staff via email for upload, then link to it using the fields below.

Sites of Interest

web enable

Custom title:

(# of sites)

For each site you wish to display, please enter a description for that site, as well as a fully qualified URL (i.e. <http://www.abanet.org>).

Newsletters & Publications/Related Resources

These areas allow you to upload documents to the website for your website visitors to access. The image below shows how this area will look the first time you visit it:

Newsletters & Publications

web enable

Custom title:

No files currently uploaded.

Upload new files (10.00 MB space available for uploads):

(# of files)

This image shows that no files have yet been uploaded, and that there is 10 megabytes of space available for future uploads. A drop list appears for you to select the number of files that you would like to upload to the server. You are allowed to enter up to 10 files at a time. In the below example, we have chosen 1 file for uploading.

Newsletters & Publications

web enable

Custom title:

No files currently uploaded.

Upload new files (**10.00 MB** space available for uploads):

(# of files)

File 1

File name:

File Description:
(75 characters max.)

For each file that you wish to upload, you will see a "Browse..." button. Clicking on this button will display a select window that will allow you to choose which file from your local computer that you wish to upload:

You may only select documents that have an extension type .DOC, .ZIP, .XLS, .PPT, or .PDF. All other extensions **will not be uploaded**. Each file must also be 1.25 megabytes or less. Each committee can upload up to 10 megabytes of content in this area. Once a file has been selected, you have the option of entering a brief (75 character) description of the file.

Note: All files uploaded will be scanned with anti-virus software prior to being made available to the general public. Files found to have a virus will be deleted.

Once a file has been successfully uploaded, the next visit to this page will display the following:

Newsletters & Publications

web enable

Custom title:

<u>Name</u>	<u>Size</u>	<u>Last Modified</u>	<u>Description</u>	<u>Delete?</u>
AnnualReport.doc	31 KB	04-Feb-05	Annual Report for 2004	<input type="checkbox"/>

Upload new files (**9.97 MB** space available for uploads):

(# of files)

The name of all uploaded files will display, as well as each file's size, the last modified date, the description entered for that file, and a delete checkbox. To delete an uploaded file, just select the checkbox next to the file in question, and click the submit button at the bottom of the page. Also on this page will be a running total of how much space you have available for any additional file uploads. In the above example, there is currently **9.97** megabytes of space available.

List Serves

Many committees use List Serve email lists to communicate with their members and to facilitate discussion. In some cases you may want to display your committee list serve on the committee homepage, so that others may sign up. In other cases, however, your committee list serves may only be intended for committee members, and do not accept new participants. Additionally, you may also use this area to automatically place new committee enrollees on the list, if they use Online Committee Enrollment to join. Contact section staff to determine if the latter would benefit your section.

This area of DCH is intended to serve either of the purposes mentioned above, or both, allowing you to choose what works best for your committee.

A drop list appears to allow you to enter up to 10 List Serves at a time. In the below example, we are entering 1 List Serve:

List Serves *(click [here](#) for full listing)*

web enable

Custom title:

(# of List Serves)

List Serve 1

List Serve name:

List Serve Description:

Display on final committee home page?

Auto-enroll members when committee is joined online?

For "List Serve name", enter the name of the List Serve that you wish to display (i.e. ABA-HUMANRIGHTS). **NOTE: You must have the exact name of the List Serve for this functionality to work properly.** If you are uncertain of a list's name, you may click on the "click here for full listing" to obtain a list of all current ABA List Serves. For "List Serve Description", please enter a brief description of the List Serve.

You may also choose whether to use this entry for display on your committee homepage, for the enrollment of new committee members, or both.

Web Boards

If the committee has a Web Board, provide the location of the board and a brief description. Please enter a fully qualified URL (i.e. <http://discussion.abanet.org:8080/~boardname>). The title of this section is modifiable. By default, the location of the ABA Discussion Group Catalog will display. The board will be linked from the final DCH page.

Related Products

This area allows you to display a product from the ABA Web Store (<http://www.ababooks.org>, <http://www.abaclecatalog.org>) on your final DCH page. You have the option to choose a randomly selected ABA wide product, a randomly selected product sponsored by your section, or a specific product sponsored by your section. The product that you choose will appear with its thumbnail image, a brief description of the product, a 'more' link and a 'Buy Now' button.

Related Products

web enable

Custom title:

- Display random section product
- Display random ABA product
- Display specific product: (19 section products found)



Note: If a random ABA product or random section product is selected, a different product will appear every time your final DCH page is loaded. If a specific section product is selected.

For information on the ABA Web Store, please contact Sarah Rice in Publishing.

Custom Online Enrollment Email Confirmation Message

Note: The following selections have to do with adding some additional functionality to Online Committee Enrollment via the DCH form. These selections will only take effect if the committee has been enabled for OCE. Please see the guide entitled 'Getting Started with Online Committee Enrollment' for additional details.

This area allows you to customize the emails sent to new committee members if they enroll via online committee enrollment. Text entered in this area will appear at the bottom of every successful email confirmation sent to new committee members who join online. HTML tags are not supported on this feature. There is a 1,000-character limit on this field.

Online Committee Enrollment Email Options

You can include a special welcome message in all new online committee enrollment email confirmations sent to new committee members. You may want to use this area to welcome your new members to the committee, or to tell them about upcoming events.

Check the box to enable this option, then type your message in the box below:

Welcome to the Adjudication Committee! We appreciate your participation.

926 characters left (message limited to 1000 characters)

More Online Enrollment Settings

Modifying the FROM Address

This area allows you to specify the FROM email address on all successful email confirmations sent to users who join this committee online. If a chair/co-chair has a valid email entered in TIMSS, this address will appear as the first option. If there is NO email associated with the committee's chair/co-chair, then service@abanet.org will appear as the first option.

The second option is a blank text box where you may enter a custom email address that will appear as the FROM address on all committee join confirmation emails.

If there is an email associated with the chair/co-chair for this committee, then an additional checkbox will appear asking if you would like the chair/co-chair Cc'd on all committee join confirmation emails. This field is not modifiable.

Copying Addresses on Enrollment Email

This area allows you to copy either the chair, an alternative address provided, or both on all new enrollment email messages for this committee that result from Online Committee Enrollment.

Completed DCH Page

Once all desired selections have been made click on the "Continue" button to submit for your changes to take effect.

After clicking on the submit button on the DCH administration page, you will be taken to the completed DCH page. This will be the final live page that your users will see when they navigate to this committee's home page. Your changes at this point will be **live**.

Note: The address location of your committee homepage is:
<http://www.abanet.org/dch/committee.cfm?com=AL201000>. The AL201000 at the end is your committee number in the ABA's back-end membership system. Your section staff can link to your committee from the section homepage. This may already be enabled.

Also, your committee homepage will automatically be linked from the myABA screen of any committee member.

If you plan on advertising your committee address, and find the above URL cumbersome, your section staff may be able to provide you with an alternative address to 'redirect' to the above location.

At the top of the DCH confirmation page, you will see a sentence that looks like this:

You have access rights to this page.

This sentence informs you that you have the proper privileges to make changes to this page. If you notice any modifications that need to be made, click the "Edit" button, and you will be taken back to this committee's administration page.

Questions and Answers

Q1: If I am the chair elect, when do my content contribution privileges begin?

A1: As soon as your term begins, you should be able to edit your committee's website.

Q2: How do I contribute content intended only for committee members to view?

A2: DCH does not contain any committee only functionality at this time. In order to create a page for just your committee members, based on a login, email that content to a section staff member. Request that they place the content on the website with such restrictions. Then, you can link to the content from the Other Links of Interest area above.