

AACN Chapter Website Template Instructions

AACN provides a website template, as a free service, to all chapters. The template enables chapters to have a website presence, which provides a way for them to reach their members and to network on a regional and national level. All chapters are required to maintain their own website and to keep the information current and up-to-date. AACN also has a non-advertisement policy for chapters which pertains to chapter website content. All content must be AACN or chapter-related to be in compliance with website guidelines.

These instructions are designed to assist you in the navigation and maintenance of your chapter website. **For those people who use a PC, you will need to use Internet Explorer as your web browser. For those who use a Mac, you will need to use Firefox.** Safari will not work with the maintenance of your website. Firefox is a free service and can be downloaded by visiting www.mozilla.com. If you have any questions, please contact us at chapters@aacn.org or 800-394-5995, ext. 365.

Log-In Instructions

The website log-in instructions are listed below. The members who are authorized to access and maintain the website are those people designated in the online Chapter Database as a board member, officer, or webmaster. To log-in, enter your membership number and password (same one that is used for your AACN Profile). Most often, the password is the person's last name.

Important: *If the chapter does not have current officers listed in their online database, the website will not be accessible. The chapter will need to contact the National Office to submit a list of officers. Once received, National will post the officers to the AACN database and then the chapter officers will have log-in capability and access to the website.*

The chapter officer list on the website is the only page that does not need to be created. It is automatically populated by the Chapter Database. If the officers are not correct in the database, they won't be correct on the chapter website. It is important that the officer information is current at all times, so that the website remains current, as well.

- Log on to the AACN National website at www.aacn.org.
- At the AACN home page, you may enter one of two ways.
 - ✓ Click on "Community" at the top of the page, above the "Search" box, and then click on "Chapters" in the menu on the left-hand side of the Community page. **or**
 - ✓ Click on "Chapters" located on the blue menu bar at the bottom of the page.
- At the Chapter Website log-in page, enter an AACN membership number and password. *If the password does not work, it means that either the current chapter officers are not listed in the AACN database **or** the person trying to log-in has a personal password set up for their AACN profile. If so, the personal password would need to be used to log-in to the database.* If you cannot remember your password, contact Customer Care, at 800-899-2226 and they will re-set it for you.
- Click on "**Chapter Website Maintenance**" on the menu bar, located on the left side of the screen, which will take you to the first page of the website maintenance area.

Screen 1: “Create or Edit Chapter Website”

This page enables you to do one of three things; **create** an AACN website, **edit** an AACN website, or **link** a website created by an outside source.

The screenshot shows the AACN website interface. At the top, the logo for the American Association of Critical-Care Nurses is displayed, along with a welcome message 'Welcome Mitzi Inman!' and a navigation bar with links: HOME, MEMBERSHIP, CERTIFICATION, EDUCATION, CLINICAL PRACTICE, MARKETPLACE, and a search bar. Below the navigation bar, the page title is 'Create or Edit Chapter Website'. On the left, there is a sidebar menu under the heading 'Chapter' with links: External URL, Home Page Content, Upload Logo, Membership Application, Upload Document, Manage Events, and Help. The main content area contains two instructions: 'If you want to build a chapter web site online (or edit one you've already built), leave the URL field blank and click Save & Continue.' and 'If you have an external chapter web site and would like us to direct users to that site, please enter the URL below (e.g., http://www.yoursite.com) and click Save & Continue.' Below these instructions is a text input field labeled 'URL:' and a 'Save & Continue' button. At the bottom of the page, there is a footer with links: SITE MAP, AACN TEAM, BOARD, AMBASSADORS, CHAPTERS, PRIVACY POLICY, DISCLAIMER, and a copyright notice '© 2009 American Association of Critical-Care Nurses'.

- To **create** an AACN website, click on “Save & Continue.” This will take you to the “Home page” screen, which is the 1st of 7 screens you will need to complete for your new chapter website.
- To **edit** an AACN website, click on “Save & Continue.” This will take you to the “Home page” screen, where you will be able to update your current text. If you wish to make updates in a different area of the website, just click on the page you wish to view using the menu on the left side of the screen or keep clicking on “Save & Continue” until you reach the page you need.
- To **link** a website created by an outside source, type the full URL address (using <http://www....>) in the designated text box; click on “Save & Continue.” You will receive a message (see below) stating that AACN users will be redirected to your external website address. This website link will be located on the “Find a Chapter” area of the AACN website. *This is the end of the process for linking your website.*

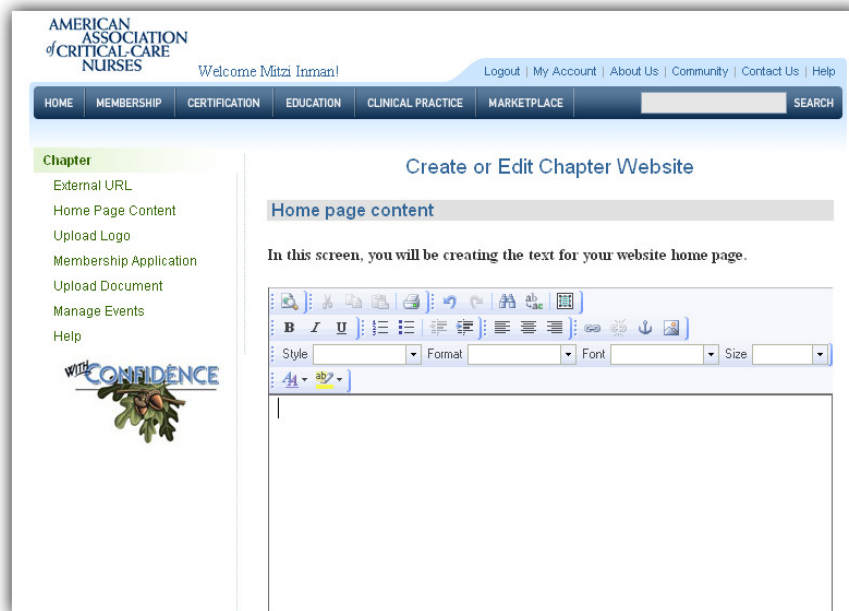
The screenshot shows the AACN website interface after clicking 'Save & Continue' on the 'Create or Edit Chapter Website' page. The page title is 'External Chapter Website'. The sidebar menu remains the same. The main content area displays a message: 'Redirect to external URL' followed by 'We will redirect users to your website at <http://www.gwac-aacn.org>'. The footer is identical to the previous screenshot.

Screen 2: “Home Page Content”


This screen enables you to create your home page text. (See the glossary (page 5) for definitions of icon buttons.) The text should include information about your chapter and AACN. *For examples of home page text, click on the “Find a Chapter” area of the AACN website to view other chapter websites.* In addition to text, you can also create links to documents, links to other websites, and upload pictures (see instructions below).

Important: *The chapter logo will not be uploaded in this section of the template. You will find instructions for this step under “Screen 3: Chapter Logo.”*


Helpful Hint: If you enter the web maintenance area just to make updates to the home page content, make sure to click on “Save & Continue” regardless of whether you want to go to the next page. This will guarantee that the changes you just made will be saved.




Create link to a document:

- ✓ Highlight the text you want to link the document to.
- ✓ Click on the “Insert/Edit Link” icon (chain link) and a “Link” box will appear.
- ✓ Click on “Browse Server” button, which will bring up a box called the “**Resources Browser**”. **(This is an area that houses all the document and image files, which are needed to create links on your website.)**
- ✓ Click on the “Browse” button, located at the bottom of the box to locate the file on your computer.
- ✓ Once the file is located, highlight the filename and click on “Open.” (The name of the file will appear in the filename box.)
- ✓ Click on “Upload” and the file will be posted in the “Resources Browser.”
- ✓ Click on the filename and it will automatically populate the URL box in the “Link” window.
- ✓ Click on “OK,” in the “Link” window.
- ✓ The highlighted text will turn blue, indicating it is linked.
- ✓ Click on “Save & Continue.”
- ✓ To view the link, click on the preview button  in the upper left corner of the home page toolbar.

Create link to a website:


























- ✓ Highlight the text you want to link the website to.
- ✓ Click on the “Insert/Edit Link” icon (chain link) and a “Link” box will appear.
- ✓ Type the website address in the URL box.
- ✓ Click on “OK,” in the “Link” window.
- ✓ The highlighted text will turn blue, indicating it is linked.
- ✓ Click on “Save & Continue.”
- ✓ To view the link, click on the preview button  in the upper left corner of the home page toolbar.

Upload a picture or graphic:

- ✓ Click where you want the image to be.
- ✓ Click on the “Insert/Edit Image” icon (landscape picture) and the “Image Properties” box will appear.
- ✓ Click on the “Upload” tab.
- ✓ Click on the “Browse” button to locate the file on your computer.
- ✓ Once the file is located, highlight the filename and click on “Open.” (The name of the file will appear in the filename box.)
- ✓ Click on the button titled “Send it to the server.” (This will post the file in the Resources Browser.)
- ✓ A message will appear; “Your file has been successfully uploaded.”
- ✓ Click on “OK” in the message box.
- ✓ Click on “OK” in the Image Properties box.
- ✓ The image will appear on the home page.
- ✓ Click on “Save & Continue.”
- ✓ To view the link, click on the preview button  in the upper left corner of the home page toolbar.

Helpful Hint: For a fast, easy and free photo editing program, visit www.picnik.com.

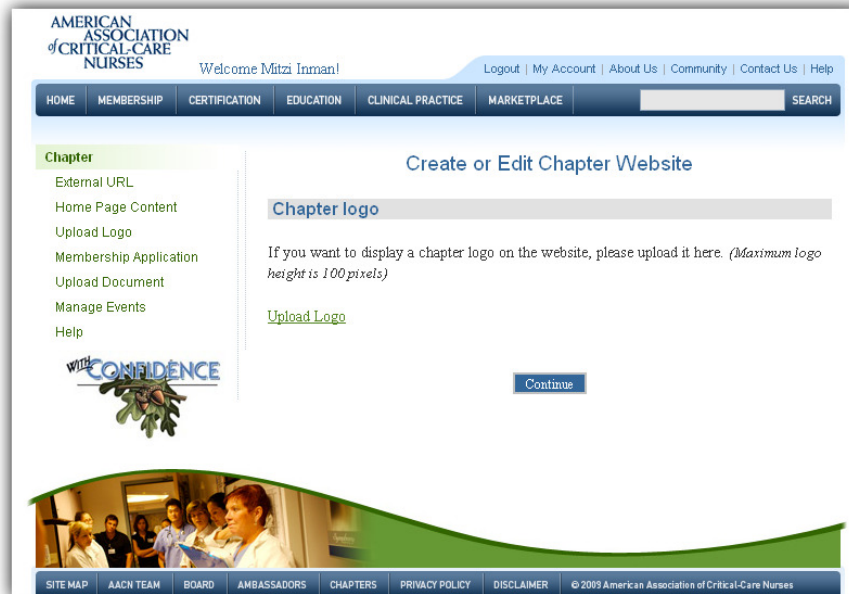
Toolbar Glossary (Home Page)

Toolbar Icon	Label	Definition
	Preview	Preview your home page in a larger window.
	Cut	Cut highlighted text.
	Copy	Copy highlighted text.
	Paste	Paste highlighted text.
	Print	Print home page text.
	Undo	Undo the most recent action.
	Redo	Redo the most recent action.
	Find	Find a word or phrase within the page.
	Replace	Find and replace a word or phrase within the page.
	Select All	Select the entire text on the page.
	Bold	Applies bold formatting to highlighted text.
	Italic	Applies italic formatting to highlighted text.
	Underline	Applies underline formatting to highlighted text.
	Insert/Remove Numbered List	Creates a numbered list.
	Insert/Remove Bulleted List	Creates a bulleted list.
	Increase Indent	Increases the text indentation.
	Decrease Indent	Decreases the text indentation.
	Left Justify Center Justify Right Justify	Sets the text alignment (left, centered or right).
	Insert/Edit Link	Used to create a link to a document, URL address or another area of the page.
	Remove Link	Used to remove a link to a document, URL address or another area of the page.
	Insert/Edit Anchor	Inserts or modifies a link anchor. (Takes you to text in another area of the webpage.)
	Insert/Edit Image	Inserts or modifies an image.
	Style / Format Font / Size	Drop down menus to help change the format and style of the text.
	Text Color	Changes the color of the text.
	Background Color	Changes the background color of the text.

Screen 3: “Chapter Logo”

This screen enables you to upload your chapter logo. The logo will appear in the upper right hand corner of each screen of your website. Prior to uploading your logo file, verify that the image is no more than 100 pixels in height. To verify the size, right click on the filename, click on “Properties” and click on “Summary.” If the height is greater than 100 pixels, the image will need to be re-sized, using Microsoft Office Picture Manager, Adobe Photoshop, or any comparable photo editing program.

Helpful Hint: For a fast, easy and free photo editing program, visit www.picnik.com.



- Click on “Upload Logo” and a message box will appear.
- Click on the “Browse” button to locate the chapter logo file on your computer.
- Once the file is located, highlight the filename and click on “Open.” (The name of the file will appear in the filename box.)
- Click on “Upload.” The file icon will appear on the “Chapter Logo” screen.
- Click “Continue” to proceed to the next screen.

Hint: To delete the logo file, click on the red **X**, next to the file name.

Screen 4: “Create Membership Application”

In this screen, you will specify whether you want to use a standard membership application or a custom application. The standard application is designed specifically for the AACN chapter website templates and cannot be re-formatted. A custom application is a form that your chapter has developed on its own.

The standard application format now provides the option for members to pay their membership dues online using PayPal, for those chapters that have a PayPal account (see page 8 for set up instructions). New chapter members can complete the online chapter membership application form, which will provide the online payment option. When it is time for current members to renew their membership, chapters can use PayPal's invoicing tool to send an invoice to the member, which will enable them to pay through PayPal, as well.

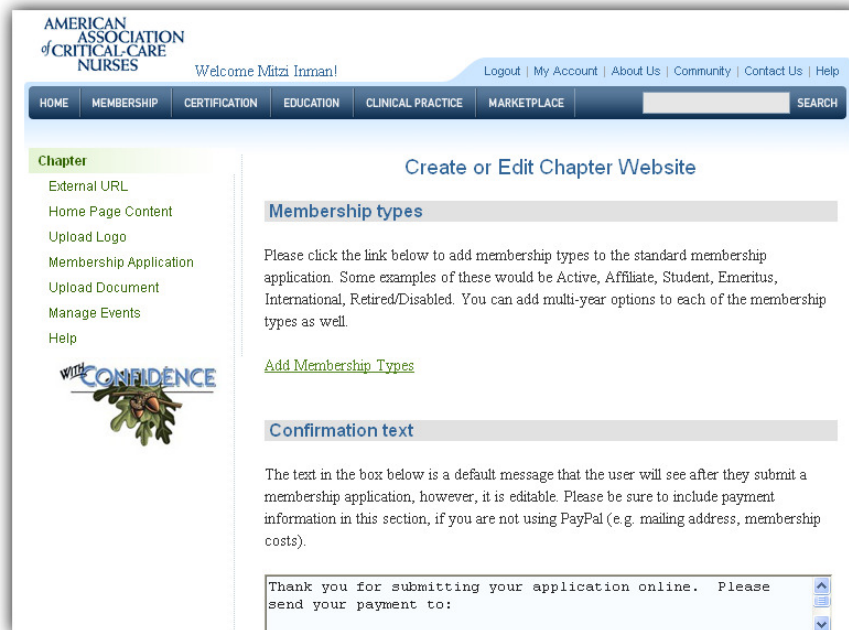
Note: The online payment option is not available for custom applications. International chapters will not be able to use the standard membership application. They will need to provide a custom application form for their website.

The screenshot shows the 'Create or Edit Chapter Website' page for the American Association of Critical-Care Nurses (AACN). The page has a blue header with the AACN logo and navigation links: HOME, MEMBERSHIP, CERTIFICATION, EDUCATION, CLINICAL PRACTICE, and MARKETPLACE. A search bar is located on the right. Below the header, a sidebar on the left lists chapter management options: External URL, Home Page Content, Upload Logo, Membership Application, Upload Document, Manage Events, and Help. The main content area is titled 'Create or Edit Chapter Website' and features a section 'Create membership application'. It asks 'Do you want to:' and provides two radio button options: 'Use a standard membership application?' (which is selected) and 'Upload a custom membership application?'. A 'Save & Continue' button is located below the options. The footer contains a site map, AACN team, board, ambassadors, chapters, privacy policy, disclaimer, and copyright information for 2009.

(continued on next page)

Standard Membership Application:

- Click on “Use a standard membership application.”
- Click on “Save & Continue.”



This screen will enable you to designate membership types and fees, customize the confirmation message and confirm whether online payment will be used through your PayPal account (if you have one).

Membership Types:

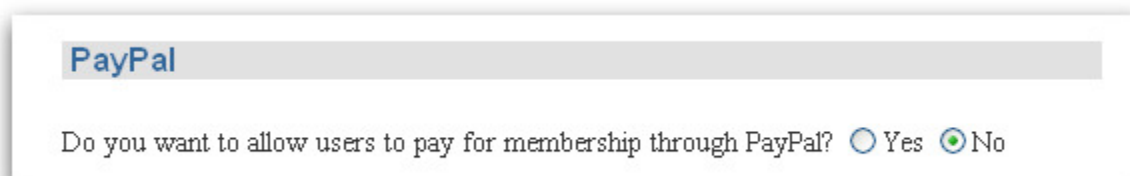
- Click on “Add Membership Types” and a message box will appear.
- Type in a membership type and the fee amount. (Enter amount with no decimal point.)
- Click on “Submit.” The membership types and fees will appear under the “Add Membership types” link.

Confirmation Text:

The text in the box is a default message that the user will see after they submit a membership application, however, it is editable. Please be sure to include payment information in this section if you are not using PayPal (e.g. mailing address, etc).

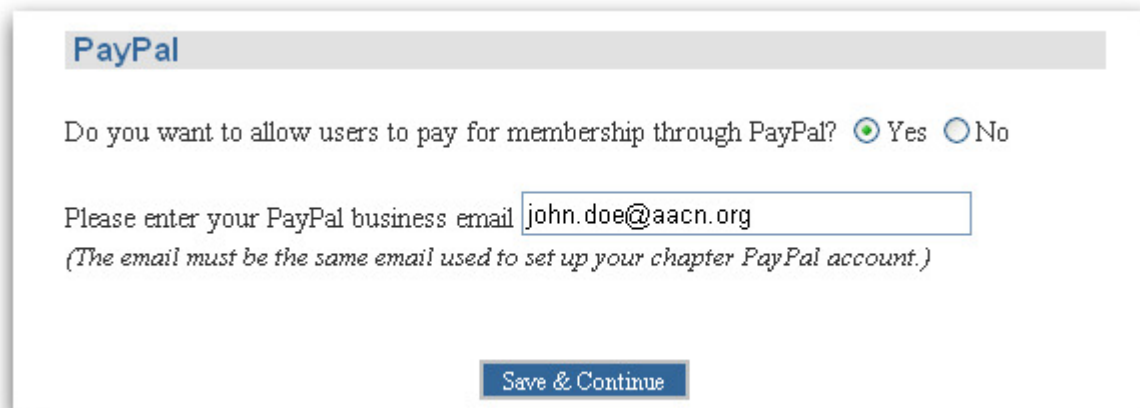
PayPal Set Up:

Important: In order for a chapter to use PayPal, they need to first set up a PayPal by visiting the website at www.paypal.com. The chapter would need to set up a business account, by clicking on the “Business” tab and then clicking on “Create Account.” For detailed questions about PayPal, call the customer service number on the website.



This area will ask if you want to use PayPal for membership fees.

- If the answer is “No,” click on “Save & Continue” and it will take you to the next screen.
- If the answer is “Yes”:



The image shows a PayPal payment setup screen. At the top, the PayPal logo is displayed. Below it, the text reads: "Do you want to allow users to pay for membership through PayPal?" with two radio buttons: "Yes" (selected) and "No". Below this, there is a text input field for the PayPal business email, containing "john.doe@aacn.org". A note below the field states: "(The email must be the same email used to set up your chapter PayPal account.)". At the bottom, there is a "Save & Continue" button.

- Enter your PayPal business email address. It must be the same email address that was submitted when setting up the PayPal account.
- Click on “Save & Continue.”

Custom Membership Application:

- Click on “Upload a custom membership application.”
- Click on “Save & Continue.”



The image shows the AACN Chapter Website creation screen. The header includes the AACN logo, a welcome message "Welcome Mitzi Inman!", and navigation links: "Logout | My Account | About Us | Community | Contact Us | Help". Below the header is a navigation menu with links: "HOME", "MEMBERSHIP", "CERTIFICATION", "EDUCATION", "CLINICAL PRACTICE", "MARKETPLACE", and a "SEARCH" button. The main content area is titled "Create or Edit Chapter Website" and has a sub-header "Create membership application". Below this, there is a question "Do you want to:" with two radio buttons: "Use a standard membership application?" (unselected) and "Upload a custom membership application?" (selected). At the bottom, there is a "Save & Continue" button. The footer includes a "SITING MAP" button, a list of links: "AACN TEAM", "BOARD", "AMBASSADORS", "CHAPTERS", "PRIVACY POLICY", "DISCLAIMER", and a copyright notice: "© 2009 American Association of Critical-Care Nurses".

This screen will enable you to upload the custom application file and customize the confirmation message.

AMERICAN ASSOCIATION of CRITICAL-CARE NURSES

Welcome Mitzi Inman!

Logout | My Account | About Us | Community | Contact Us | Help

HOME MEMBERSHIP CERTIFICATION EDUCATION CLINICAL PRACTICE MARKETPLACE SEARCH

Chapter

- External URL
- Home Page Content
- Upload Logo
- Membership Application
- Upload Document
- Manage Events
- Help

Create Chapter Website

Upload custom membership application

There is currently a standard membership application available on your chapter website. If you have a custom membership application you'd like to make available on your website, you can upload it here.

[Upload custom membership application](#)

Custom membership application process

Please explain how to submit your custom membership application (e.g. where to send, membership costs, etc.).

Please fill out and email your application to
Mitzi.Inman@aacn.org.

Save & Continue

Upload Custom Membership Application:

- Click on "Upload custom membership application" and a message box will appear.
- Click on the "Browse" button to locate the membership application file on your computer.
- Once the file is located, highlight the filename and click on "Open." (The name of the file will appear in the filename box.)
- Click on "Upload." The file name will appear on the screen.
- Click "Save & Continue" to proceed to the next screen.

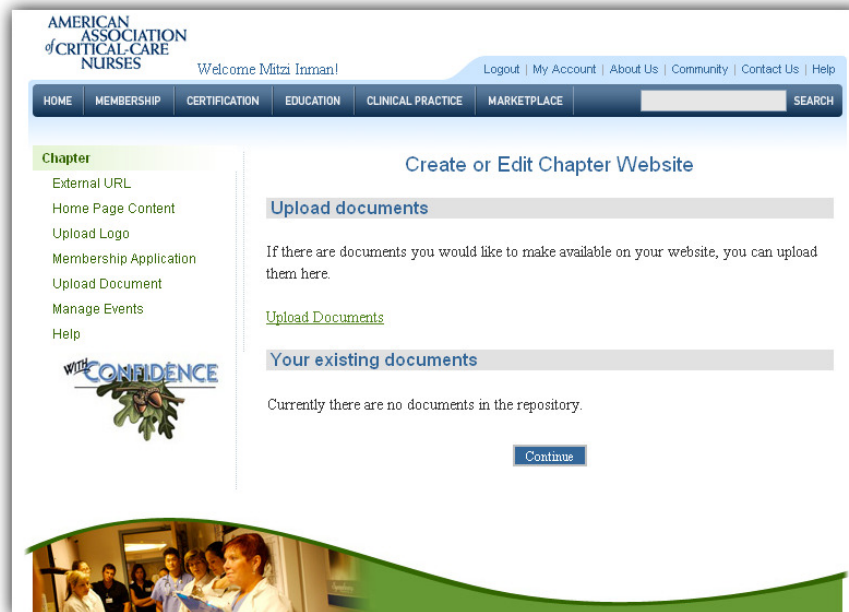
Hint: To delete the membership application file, click on the red X next to the file name.

Custom Membership Application Process:

- The text that is included in this box is a message that the user will see on the membership application screen. The text can be edited at any time. Please be sure to include instructions on how to submit the application, in addition to payment information, (e.g. mailing address, membership costs, etc).
- Click on "Save & Continue."

Screen 5: “Upload Documents”

In this screen you will be able to upload documents or resources that you would like to make available to your chapter membership. Examples of these resources would be meeting agendas and minutes, scholarship and award information, committee applications, etc. You can post many different types of files in this section, which include programs such as Word, Excel, PowerPoint, PDF, and image files, such as, JPEG and GIF.



- Click on “Upload Documents” and a message box will appear.
- Type in a title for the document that is being posted. (This title will show in the Resource Documents area of the chapter website.)
- Click on the “Browse” button to locate the document file on your computer.
- Once the file is located, highlight the filename and click on “Open.” (The name of the file will appear in the filename box.)
- Click on “Upload.” The file(s) will appear under the “Existing Documents” header.

Update a document already posted on the site:

- Make necessary update(s) to document and save the changes on your local computer
- Log-in on the Chapters home page of the AACN website
- Click on “Chapter Web Maintenance.”
- Click on “Upload Documents.”
- Type in the title of the document that is listed under “Existing Documents.”
- Click on the “Browse” button to locate the document file.
- Highlight the filename and click on “Open.”
- Click on “Replace Existing File.”
- Click on “Upload.”
- Double-click on the filename to open the document and verify that the updated file is posted.

Hint: To delete a document file, click on the red X next to the file name.

Screen 6: “Manage Events”

Chapters continue to have the ability to post their chapter events on their websites. However, chapter members will not have the ability to register online for those events. We do not currently have the technical capacity in our computer system to provide that type of service for chapters. It is on our project plan “wish list” for the future, but at this time we do not know when or if we will be able to offer this feature.

On this screen you will be able to post your chapter event information (activities, educational programs, etc). This section is not mandatory. If you do not want to include an events calendar on your website, you can designate that preference by clicking on “No.” Event information can be entered prior to or on the start date for the event. The website will not allow you to enter a start date that is prior to the date on which you are making the entry. Events will go “live” on the website as soon as they are entered. After an event has passed, the information will be dropped from the “live” site, but will remain on the events page of the web maintenance area, until you delete it.

Note: If you would like to have your event posted in the Chapter Events area of the AACN website, you may do so by completing the Chapter Program Announcement Form, which lives in the Chapters area of the AACN website under Chapter Forms.

The screenshot shows the AACN website interface for managing chapter events. At the top, the AACN logo is on the left, and a navigation bar contains links: HOME, MEMBERSHIP, CERTIFICATION, EDUCATION, CLINICAL PRACTICE, MARKETPLACE, and a search bar. Below the navigation bar, a sidebar on the left lists chapter management options: External URL, Home Page Content, Upload Logo, Membership Application, Upload Document, Manage Events (highlighted), and Help. The main content area is titled 'Create or Edit Chapter Website' and features a 'Manage events' section. This section asks, 'Do you want to include an events calendar on the website?' with radio buttons for 'Yes' (selected) and 'No'. Below this, it states 'No Events Available' and provides a green 'Add Event' link. A 'Save & Continue' button is at the bottom right of the form area. The footer includes a 'SITE MAP' and various policy links, along with a copyright notice for 2009 American Association of Critical-Care Nurses.

- “Do you want to include an events calendar on the website?”
- If not, click on “No,” then click “Save & Continue” to go to the next screen.
- If yes, click on “Add event” and a window will appear to add event information (see below).

Create Chapter Website

Add/Edit Event (fields marked with * are required)

Title: *

Presented By (e.g. chapters, companies/orgs, presenters): *

Location/Address: *

City/State: *

Start Date: * (mm/dd/yyyy)

End Date: * (mm/dd/yyyy)

☐ I want to attach a file to this event.

☐ I want to add a link to a website.

Url/Attachment:

URL/Attachment Title
(If you attach a file or add a link to this event, this field is required):

- Fill in the event information. (There are 8 required fields, marked with a red asterisk *.)
 - ✓ *Title:* List the title of the event or program.
 - ✓ *Presented by:* List who is hosting the event. Usually, it will be your full chapter name.
 - ✓ *Location/Address:* List the address for the event location.
 - ✓ *City/State:* List the city and state for the event location.
 - ✓ *Start Date:* List the date the event starts.
 - ✓ *End Date:* List the date the event ends. (If it is a one day event, both dates will be the same).
 - ✓ *Attach a file or link to event (Optional):* See below.
 - ✓ *Full Description:* List information about the event which would be helpful to a prospective participant (details, hours, directions, etc).
 - ✓ *Contact Email:* List the email address of the contact person.
 - ✓ Click on “Update.”
- **Optional:** There is an option to attach a file or a link to a website. To do so, click on one of two options seen below:
 - Attach a file (see below):*
 - ✓ Click on “I want to attach a file...”
 - ✓ Click on “Browse”
 - ✓ Select the file on your computer
 - ✓ Click on “Open”
 - ✓ Under “Attachment Title” enter the name of the file.

☒ I want to attach a file to this event.

☐ I want to add a link to a website.

Select Attachment:

Url/Attachment:

URL/Attachment Title
(If you attach a file or add a link to this event, this field is required):

Attach a link to a website (See below):

- ✓ Click on “I want to add a link...”
- ✓ Under “URL Attachment,” list the website address starting with www.
- ✓ Under “Attachment Title,” list the name of the website.

☐ I want to attach a file to this event.

☒ I want to add a link to a website.

Url/Attachment:

http://

URL/Attachment Title
(If you attach a file or add a link to this event, this field is required):

Screen 7: “Your website has been published successfully!”

Congratulations! You have completed the set-up for your chapter website. To view your finished product, click on “View web site.” This view is exactly the way it will look as a “live” website. If you wish to make any changes, close the window that you are viewing the website in, which will take you back to the web maintenance area. Simply click on any of the links on the left side of the screen and it will quickly take you back to the page that you need.

