CHAPTER WEBSITE TUTORIAL

Jon Tomar

CHADD,INC.

Contents

Chapter Web Sites

This document is a tutorial for CHADD Chapter coordinators and web masters on how to use the new web development tool provided by CHADD National. This replaces the old "Cold Fusion" tool that was old and limited in its ability.

This tool stores the details of the web site in a database. You do not interact directly with the database but you access the content on the site through a series of screens. This manual will show you how to interact with the screens, to design and develop a website.

Logging In

There are two ways to login – either as an Admin user with privileges to modify the site or as a general user to view the site. The two modes are listed below.

   a. # View mode: https://jontomar5.wixsite.com/mysite/chapter/chapter#
      Example: https://jontomar5.wixsite.com/mysite/chapter/153

   b. Edit Mode   https://jontomar5.wixsite.com/mysite/admin

Currently the websites have all been created using the old site as the content for the new site. These sites are currently stored at a staging site. Each Chapter has a user ID and a password which will be supplied to you in an email. It corresponds to your previous user id and password.

We are asking all chapters to review the content of their sites and use this manual as a guide to updating and modifying the site. Once all the sites have been reviewed, we will transfer the sites form the staging site to the live site. The live site will use the same URL as before CHADD.NET/Chapter #. When this change takes effect, the old sites will be unavailable.

DO NOT make changes to the existing site – as they will be lost once the changeover has occurred. You can still make changes to the existing site if you want but as stated the changes will be lost at change over.

 This is the opening site if no chapter is specified:

If you specify a chapter # you will see that chapter information – Example:

https://jontomar5.wixsite.com/mysite/chapter/249

 Buxmont chapter:

CHADD AFFILIATE: BuxMont CHADD

ABOUT   EVENTS   LINKS   MORE

BuxMont CHADD

Contact Information

Contact: Claire Noyes

Address: 902 Valley Road, #1B
Elkins Park PA 19027
(Mailing Address) 267 326 7760

In the upper right corner are the main "tabs" associated with the website:

ABOUT   EVENTS   LINKS   MORE

Each tab opens a separate page – The screen below displays the EVENTS page

ABOUT   EVENTS   LINKS   MORE

Meetings & Events

CURRENT & UPCOMING EVENTS

Adult Social Group - Bucks County

📅 December 9, 2019 | 6:00pm–7:30pm

Meet with other adults with ADHD. Discuss challenges, successes and solutions.

LEARN MORE

Adult Social Group � Jenkintown

📅 December 11, 2019 | 7:00 pm–9:00 pm

An Informal Social Group

LEARN MORE

The following screen shows the LINKS page:

ABOUT   EVENTS   LINKS   MORE

Suggested Reading & Resources

RECOMMENDED WEBSITES

Professional Resource Directory
VIEW NOW ›

For Professionals
VIEW NOW ›
Downloadable Resource Information form

Learn more about CHADD
VIEW NOW ›
Learn about CHADD's programs, including the national conference, buying books and videos, donating to CHADD and more.

Find a professional

The last screen shows the MORE page

ABOUT   EVENTS   LINKS   MORE

Additional Information

FREQUENTLY ASKED QUESTIONS

OUR CHAPTER

Parent to Parent:
Family Training on AD/HD

What is Parent to Parent?

Parent to Parent: Family Training on AD/HD was developed by Linda Smith, Beth Kaplanek and Mary Durheim over a two plus year period. Parent to Parent provides educational information and support for individuals and families dealing with AD/HD and learning to navigate the challenges of AD/HD across the lifespan. Courses are offered in local communities across the country. The curriculum was developed by parents who have lived the experience, but who also have had access to the best researchers and practitioners in the country. The entire course includes 14 hours of time and is usually offered as a seven week class, meeting for two hours once a week.

The new websites are designed to be easily updated. To update a chapter website you must logon to the admin portal with the chapter credentials. To login first you must enter the admin web URL.

https://jontomar5.wixsite.com/mysite/admin

You will see the following page briefly
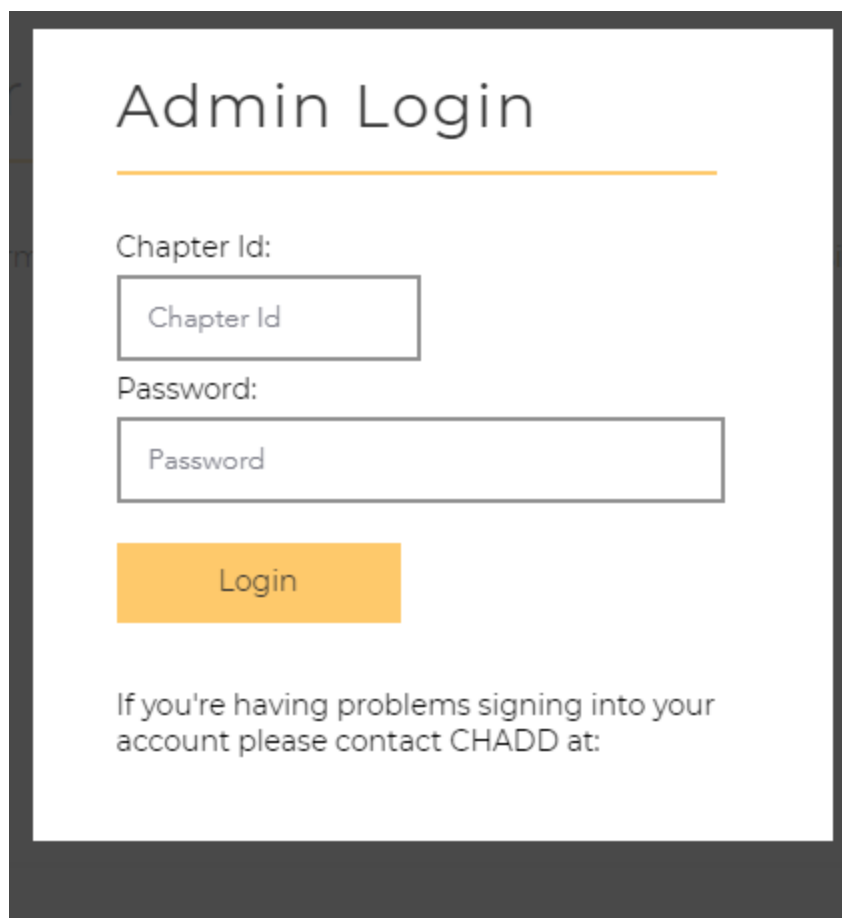
Almost immediately followed by the login screen:

Admin Login

Chapter Id:

```
Chapter Id
```

Password:

```
Password
```

Login

If you're having problems signing into your account please contact CHADD at:

Here you will enter your specific chapter number and the standard chapter password:

The following page is the opening page for the chapter 999 – part of CHADD National.

Note that it is the ABOUT screen for the chapter. In the upper right corner one additional tab has been added which is the Logout tab. You are now in the "Edit" mode for the website and you can now make any changes to the site.

ABOUT
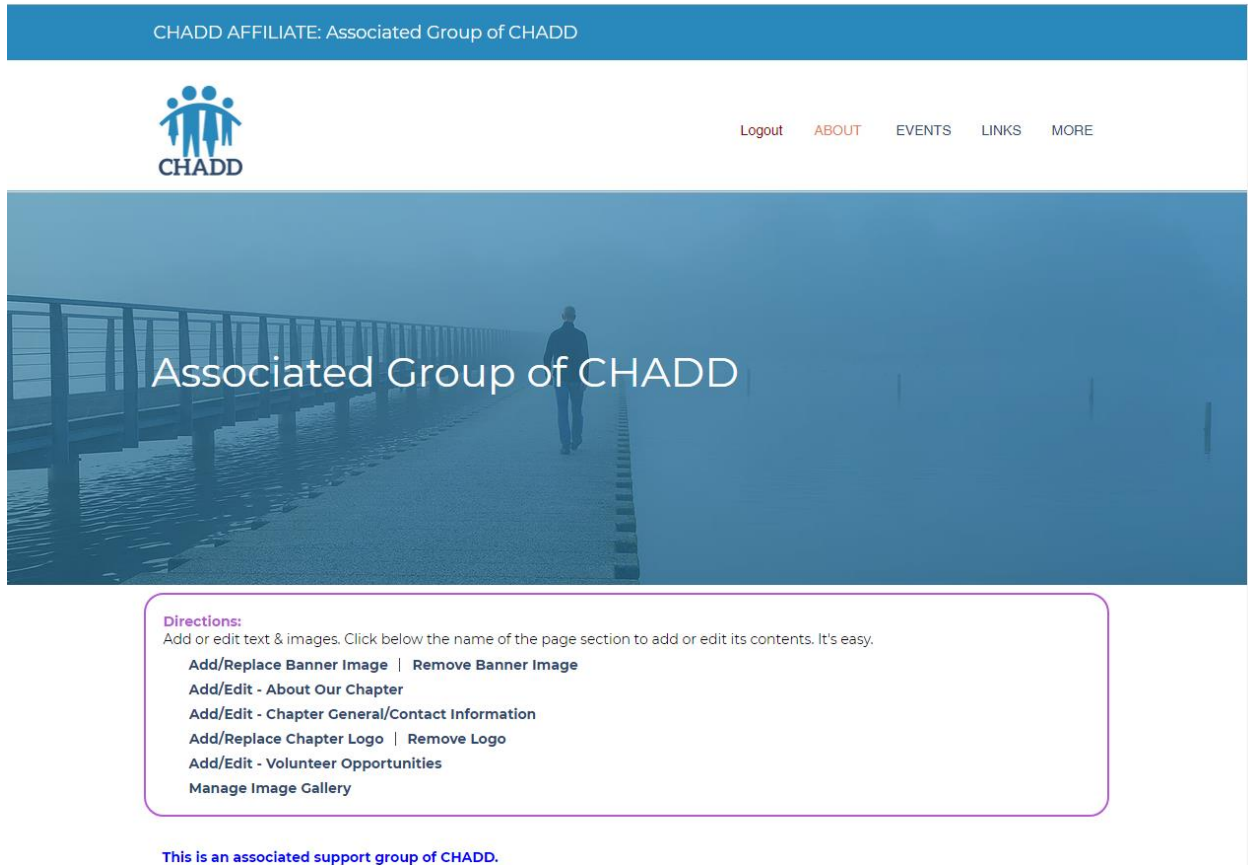
We will now look at each of the actions on the about page:

Add/Replace Banner Image | Remove banner Image:

When you click on Add/Replace Banner Image the following page will appear

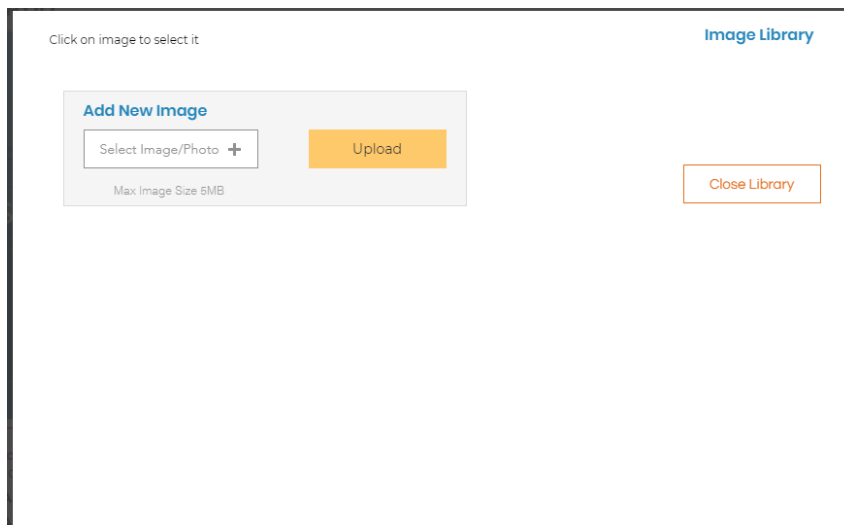Adding an image starts with adding the image to the Image Library. Here you can upload from your computer an image to replace the banner image on the page. After selecting Add New Image – you are directed to your local computer to add an image from your computer.
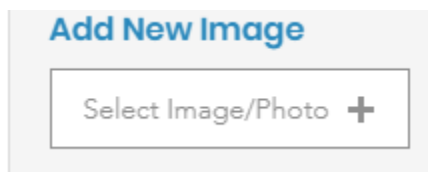
In this case I have selected a series of photos that were on my network drive. I can select one image at a time. After selecting an image I must select the upload button:
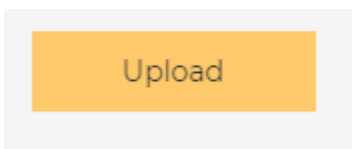
Note that an image file cannot exceed 5 MB.
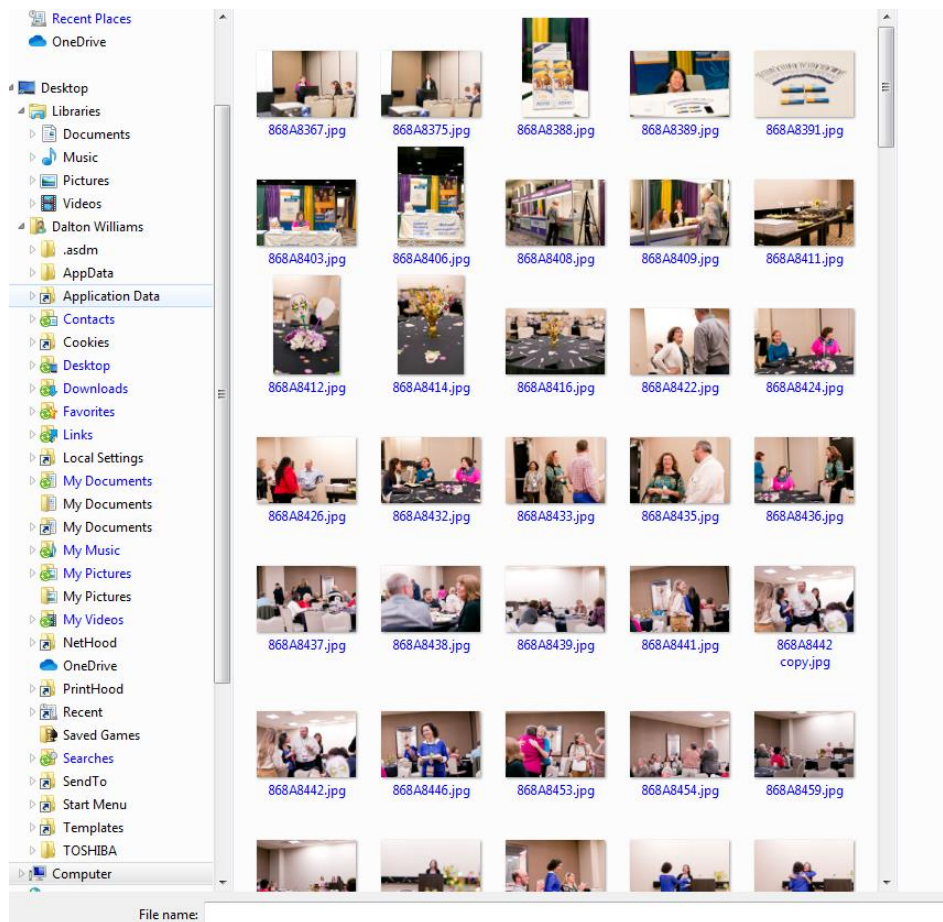
In this case, I have uploaded-3 images –one after the other. The banner image should be approximately 2000 by 750 pixels to appear correctly without distortion, but other setting will work. The image will fill the space allotted no matter what size the image. You can manually adjust the size of an image with any number of photo editing programs.
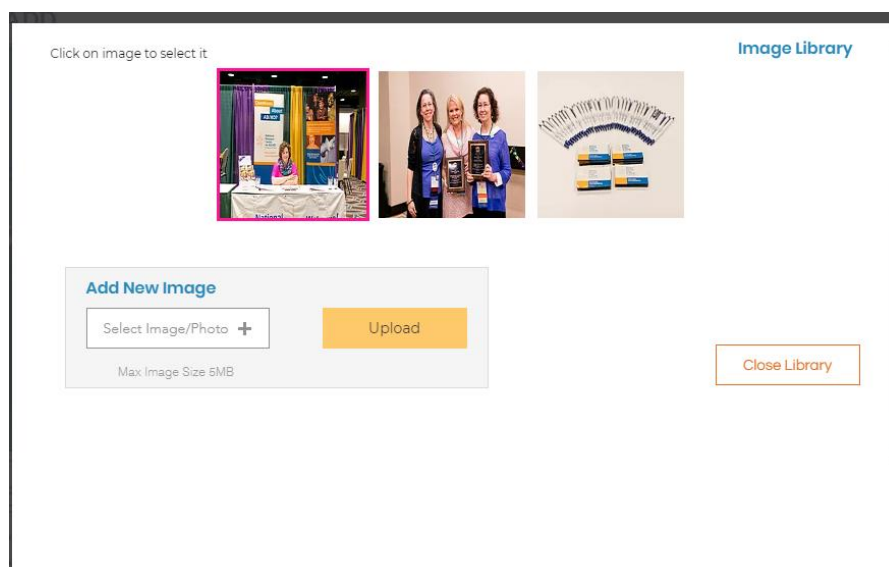
After selecting an image the following screen will appear and now you are ready to replace the banner image on the about page. Select the "Add to Page" button to complete the process.

The ABOUT page banner image has changed accordingly:
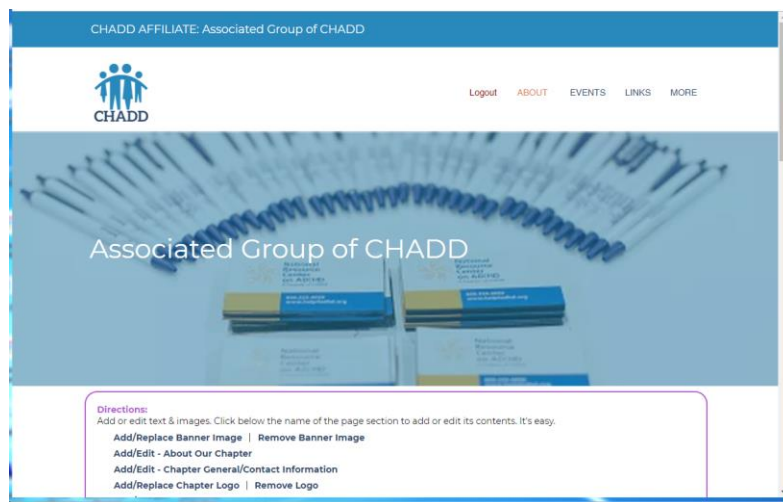
Add/Edit – About Our Chapter

Next we will examine the "Add/Edit – About Our Chapter" process. Once you click on this the following screen will appear:
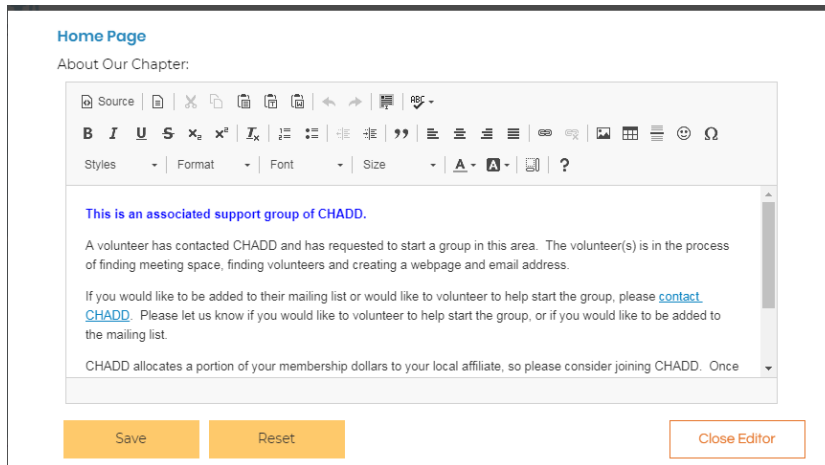
The current text is displayed in a text editor box. Note the tool bar with the various text editing operations available to you.

Let's take a look at these now:

<u>Source</u> - This will toggle the contents between text and HTML. If you are familiar with HTML you can use the various HTML tags to display the text. You will note that text editor puts in the HTML tags for you automatically – so for most operations you do not need to use the HTML display. If you switch to the HTML source, the tool buttons are no longer accessible.

- This is the "template" tool. It will format the content is a predefined format. If there is existing text it will be lost when the template is created. It is recommended to use this only on a blank page.

- These are the cut and copy tools. When you highlight some text – you can cut your copy the highlighted text and insert it in another part of the page.

- Once you have cut or copied something, you can use one of these tools for pasting the selected text. You can paste it with the existing HTML tags, as raw text (without HTML tags, or you can use for text copied from a WORD document.

- These tools are used for undoing an operation. This is used when you have made a mistake and want to "undo" what you have done. In addition, there is a redo tool for redoing the change that you just undid.

- This is the "select all" tool. It will highlight all the contents in the text editor.

$\underline{ABC}$ - - This is the spell checker tool.

B *I* <u>U</u> S͟ x₂ x² - These are the standard tools for modifying the text including bold, italics, underline, strikethrough, subscript and superscript.

I_x his tool will remove any formatting from selected text.

≣ ≣ ol is for creating either numbered lists or bulleted lists.

⇥ ⇤ the tool for indenting a paragraph or removing an indent. When you highlight a paragraph it will perform a "hanging" indent on the entire paragraph.

, ,, will indent and italicize highlighted text.

≡ ≣ ≣ ≣ These tools are for justifying a paragraph or text within the document.

- 🔗 tool is for hyperlinking text or images. When you hyperlink something it becomes "hot" and a visitor can click the link and go to the referenced section or website. For example, in the displayed text "contact CHADD" has been hyperlinked. To view the hyperlink, you can highlight the text and press the hyperlink tool. The following screen will appear:
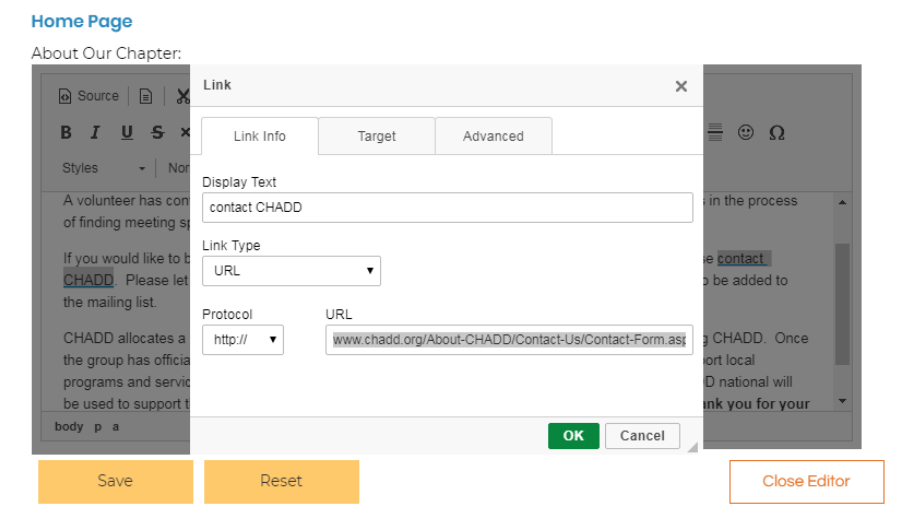
Here you can see that if a visitor clicks on the text they will be taken to the URL specified in the URL box, which in this case is www.chadd.org/About-CHADD/Contact-Us/Contact-Form.aspx. Note that usually you will use the protocol http:// or https://.

Note the tabs across the top: Link Info   Target   Advanced

Target has one element: a drop down selection: Target – This choice will determine what will happen when the user goes to the linked URL. Generally, you should choose "new window" so that your site will still be open when the user leaves the linked s**ite.**

Advanced is used for more sophisticated operations such as calling an API.

- This tool is used for removing a hyperlink.

This tool is used for inserting an image from a website dynamically (without writing HTML). This tool will not put an image in the Image Library. We suggest you put images in the Image Library rather than directly link to the image.

This tool is used for adding a table element to your site.

This tool will create a straight line across the page

This is used to insert a smiley face on the page.

This is used to insert various special symbols that cannot be entered directly from the keyboard.

Styles This tool is used for changing the style of text. After highlighting the text, you can pull down and select the style you want from the pull down.

Format This tool is used to assign a pre-defined format to text. Most commonly used for assigning headings to text.

Font This is used for assigning a specific font to text. The available fonts are selected form the pull down.

Size This is used for selecting the text size from the pull down.

This tool will set the color of the highlighted text.

This tool will set a highlight color behind the text.

This tool will put a border around each paragraph or section within the document. These borders will not show on the actual page, they are used for editing purposes only.

This will open a help system for the editor. If you want a more detailed explanation of the editor and its capabilities, you can peruse the help system.

At the conclusion of your editing session – click the **Save** button to keep the changes. If you do not want to save your work – click the **Reset** button and the edits you have made since the last save will be removed. Click the **Close Editor** to return to the main screen.

This concludes editing the "About our chapter" section. Please note that the tools described for the editor are common for editing other sections.

Add/Edit – Chapter General/Contact Information

Clicking on the "Add/Edit – Chapter General/Contact Information" will display the following screen:

Here you enter the information for your chapter. The information will be displayed on the page below the "About Our Chapter" section:

Add/Edit – Chapter Logo | Remove Logo

You have the ability to change the logo that is presented on your site. The default logo is the CHADD logo:

Clicking on the "Add/Edit – Chapter Logo | Remove Logo" will bring up the following screen:

This is identical to the previous screen for uploading an image. Uploading an image starts with putting the image in the Image Library. In this case we will select a logo that was stored on our computer. As you can see, I have up0loaded a red logo from my computer

Now I can close the library since I have uploaded the new logo and reselect "Add/Edit – Chapter Logo" Once I click on the image the following screen will appear:

I can now select and close details to complete the operation. You can see the logo has been replaced with the new logo.

Contact Information

Contact: Affiliate Services

Address: 4601 President's Dr., Ste 300
Lanham, MD 20706, 800-233-4050

Phone: 800-233-4050

Email: affiliate-services@chadd.org

By selecting **Remove Logo** the logo will disappear.

Add/Edit – Volunteer Opportunities

Clicking on "Add/Edit – Volunteer Opportunities" will produce the following screen:

Home Page

Volunteer Opportunities:

| Save | Reset | Close Editor |

This is the same text editor we saw in the section "About Our Chapter". For information on using the editor please see that section above.

As you can see there is no text in this section. I will cut and paste some text in from the CHADD.ORG website

Home Page

Volunteer Opportunities:

I can modify the text as I see fit and then Save the changes and it will be place on the ABOUT page in the section on **Local Volunteer Opportunities**.

Manage Image Gallery

Clicking on "Manage Image gallery" will display the following screen:

This is the same screen that we saw in the sections:

- Add/Replace Banner Image
- Add/Replace Chapter logo

This is the standard screen for uploading images to your website. It is necessary to upload an image first before you can place it on your site (unless you want to use HTML codes to do this). It is recommended to use this tool for all images. Please note the maximum image size is 5 MB.

Please review the sections above for specifics on selecting an image and uploading it to the image gallery. To exit this screen click on the **Close Library** button.

CHADD NATIONAL

The section below "Local Volunteer Opportunities" is the "CHADD NATIONAL" section. This information is standard on all chapter websites and cannot be changed. The

CHADD NATIONAL

CHADD Local Support Groups and Affiliates Need Your Support

CHADD has local support groups in every state in the United States. Each group offers programming or information specific to their geographic area. These groups offer assistance for parents, children, young adults, adults and other stakeholders (psychologists, teachers, doctors, etc.). These groups provide advocacy, support, networking and information to those affected by AD/HD in their communities.

Ways you can support these efforts are as follows:

- Donate to this effort
- Contact your local CHADD group to advocate for support groups
- Contact your school district to host and support newly forming or current groups
- Contact your local community foundation or other foundations in your area to support this effort

For questions on these, or any options to support CHADD please visit our web site at https://chadd.org or contact the CHADD National office at (301) 306-7070.

CHADD National

4221 Forbes Blvd, Suite 270
Lanham, MD 20706

Email: customer_service@chadd.org
Tel: 301-306-7070
Fax: 301-306-7090

Privacy Policy

EVENTS

Clicking on the EVENTS tab will display the Meetings and Events page which will list any meetings scheduled by the chapter. The screen below shows events that have been scheduled by the Buxmont Chapter:

CURRENT & UPCOMING EVENTS

Adult Social Group - Bucks County

📅 December 9, 2019 | 6:00pm–7:30pm

Meet with other adults with ADHD. Discuss challenges, successes and solutions.

LEARN MORE

Adult Social Group � Jenkintown

📅 December 11, 2019 | 7:00 pm–9:00 pm

An Informal Social Group

LEARN MORE

Adult Social Group � Jenkintown

📅 January 8, 2020 | 7:00 pm–9:00 pm

An Informal Social Group

LEARN MORE

Adult Social Group - Bucks County

📅 January 13, 2020 | 6:00pm–7:30pm

Meet with other adults with ADHD. Discuss challenges, successes and solutions.

LEARN MORE

Adult Social Group - Bucks County

📅 February 10, 2020 | 6:00pm–7:30pm

Meet with other adults with ADHD. Discuss challenges, successes and solutions.

LEARN MORE

Adult Social Group ◆ Jenkintown

📅 February 12, 2020 | 7:00 pm–9:00 pm

An Informal Social Group

LEARN MORE

⟨   ① 2   ⟩

CHADD AFFILIATE: BuxMont CHADD
Contact: Claire Noyes; Email: claire.noyes@yahoo.com; Phone: 267-326-7760

As you can see, it has listed a number of upcoming meetings. Not at the bottom of the page is a selector

indicating there is a second page of meetings.

① 2

If you select the   LEARN MORE   button, a page will display with detailed information

about the meeting, as shown in the screen below:

Adult Social Group - Bucks County

📅 December 9, 2019 | 6:00pm–7:30pm

Meet with other adults with ADHD. Discuss challenges, successes and solutions.

Contact: Agnes M. Green

Email: agnes@agnesgreencoaching.com

Location: Bucks County Free Library, 301 S Pine St, Langhorne; Group Study Room

This meeting is a casual conversation with our tribe. If you want to contribute to the conversation feel free, if not, feel comfortable just listening. Members share, ask questions and have a few laughs while learning about ADHD/ADD. Please feel free to bring something to eat or drink, some people come straight from work.

CHADD AFFILIATE: BuxMont CHADD
Contact: Claire Noyes; Email: claire.noyes@yahoo.com; Phone: 267-326-7760

Now that you have seen the output of this section, we will discuss how to add or edit meeting information. You must be logged in with admin ID and password for your chapter.

When logged in, you will see the following screen:

PAST, CURRENT & UPCOMING EVENTS

Directions:
Create a new Event. Below, click **Create a new Event** button. Add a title, time and other information for your event. Click **Save** to automatically create an event. It's easy.

Create a new Event

Delete or Edit an event you've created. Click below the appropriate button of the event to delete, add or edit its contents. You can also add Google map, document, image, and detailed description directly to an event so that your guests have all the information they need right from the event.

Adult Social Group - Bucks County

📅 November 11, 2019 | 6:00pm–7:30pm

Meet with other adults with ADHD. Discuss challenges, successes and solutions.

LEARN MORE   **Edit Event | Delete Event**

In this case, I can create a new event or I can edit an existing event. We will start by creating a new event.

Create a new Event

Once you click on "Create a New Event", the following screen will display:

The fields here are self-explanatory. The following screen shows an event completely filled out:

You must click the save button to save and publish your meeting. The following will display on the website. Note that the meetings will display in order by date:

Editting a website using HTML 5

📅 Will be presented the first Tuesday of the month
February 4, 2020–December 1, 2020 | 6:00 PM–8:00 PM

Participants will learn how to develop websites using HTML 5

LEARN MORE   Edit Event | Delete Event

Clicking on   "Edit Event" button will display the
following   Edit Event | Delete Event   screen:

Editting a website using HTML 5

Directions:
Edit an event you've created. Click below the name of the event section to add or edit its contents. It's

    Edit Event Information

    Add/Edit Google Map Info

    Add/Edit Directions/Instructions

    Add/Replace/Edit Image

    Add/Replace/Edit Materials

    Add/Edit Additional Information/Long Description

📅 Will be presented the first Tuesday of the month
February 4, 2020–December 1, 2020 | 6:00 PM–8:00 PM

Participants will learn how to develop websites using HTML 5

Speaker(s): Jon Tomar

Contact: Jantell Stone

Email: jantell_stone@chadd.org

Phone: 301-306-7070

Location: On-line program -

Edit Event Information

Selecting "Edit Event Information" will bring up the screen with the basic event information exactly as shown above. Now, you can change any information from the original entry. In our example, we have changed the start time to 5:00 PM. and saved our change:

Editting a website using HTML 5

📅 Will be presented the first Tuesday of the month
February 4, 2020–December 1, 2020 | 5:00 PM–8:00 PM

Participants will learn how to develop websites using HTML 5

Speaker(s): Jon Tomar

Contact: Jantell Stone

Email: jantell_stone@chadd.org

Phone: 301-306-7070

Location: On-line program -

CHADD AFFILIATE: BuxMont CHADD
Contact: Claire Noyes; Email: claire.noyes@yahoo.com; Phone: 267-326-7760

Add/Edit Google Map Info

When selecting "Add/Edit Google Map Info" you will see the following screen:

Google Map Event Location Coordinates

1. On your desktop computer, open Google Maps.
2. In the search box at the top, type your address.
3. You'll see a pin show up at your searched location.
4. Right-click (or Control+click on a Mac) on the bottom tip of the pin and select "**What's here?**".
5. At the bottom, you'll see a card with the coordinates.
6. Select and click the coordinates at the bottom of the screen to open a destination panel.
7. The destination panel displays the coordinates in two formats: Degrees, Minutes, Seconds (DMS) and Decimal Degrees (DD). Second set of coordinates (numerical) can be copied and pasted below.
   - The latitude coordinate is listed first in the coordinate pair.

Location Latitude:

Location Latitude

Location Longitude:

Location Longitude

Location Description:

Location Description

Preview Map

Save   Reset   Close Window

Following the directions, you will be able to get the latitude and longitude in decimal format. Selecting preview map will show you the location in a google map segment.
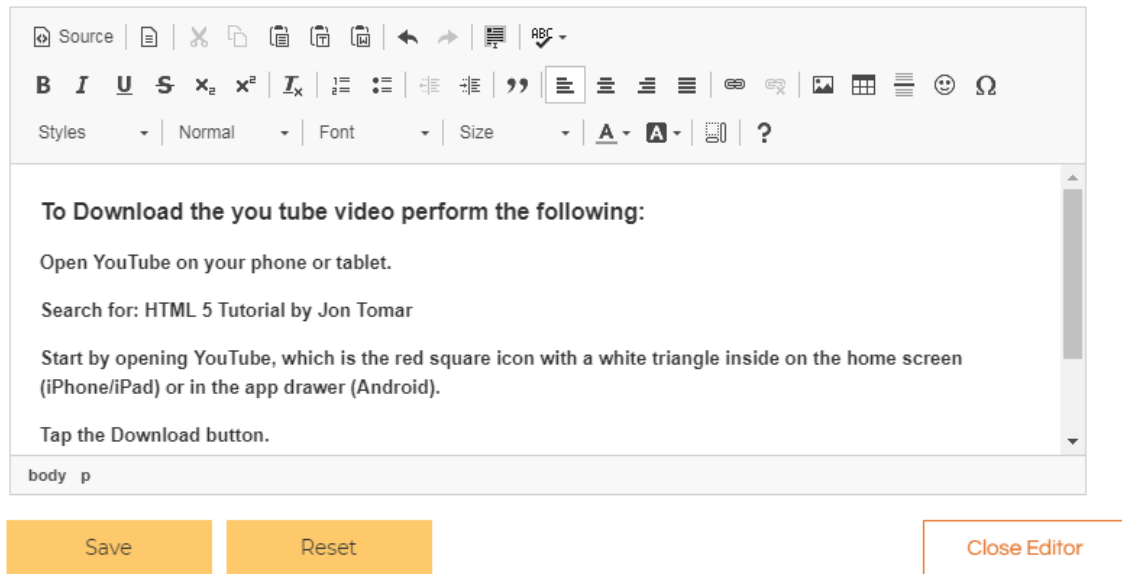
Add/Edit Direction/Instructions

Clicking on "Add Edit Directions/Instructions" will allow you to add a detailed explanation of the event. For example, I can add an instruction about how to download the YouTube video of the course.

Chapter Event

Directions/Instructions:

Again, this is the same editor we saw in previous examples. Make sure you save your work before exiting.

Add/Replace/Edit Image

Clicking on "Add/Replace/Edit Image" will allow you to attach an image to your event. The following screen will display.

This is the same screen that we have used before to upload an image. In this case, we will upload a headshot of the presenter:

Click on image to select it

Image Library
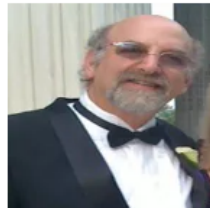
Add New Image

Select Image/Photo ✚   Upload

Max Image Size 5MB

Close Library

Once the image is uploaded, you can click on it to finalize the process. Note if you change the image title or image description you must save edits before you can "Add to Page". The "Add to page" cannot be done at the same time you make edits to the title or description.

Select Add to Page to attach the image to the event.

Add/Replace/Edit Materials

Clicking on "Add/Replace/Edit Materials" will allow you to add important documents to the event; such as a course syllabus, articles from newspapers or magazines relevant to the topic, or a bio of the presenter. In our case, we will attach a short Word document to the event.

We will select Add New Document – which will bring up the next
screen:

This is similar to the image upload screen, except we are selecting a document instead of an image: After uploading the document, you will be able to add a title and description for the document. The File Name cannot be changed. The following screen shows the completed process:

249-Learn HTML.docx (249-Learn HTML.docx)   ⌄

File Name:

249-Learn HTML.docx

Document Title:

249-Learn HTML.docx

Document Description:

Document Description

Add New Document

Add to Page

Save Edits | Reset

Delete Document Permanently

Close Library

Click   Add to Page   TO attach the document to the event.

Add/Edit Additional Information/Long Description

Clicking "Add/Edit Additional Information/Long Description" will bring up the editor and you can enter a long description which can be attached to the event. In our case, we have added some addition text to the event.

Chapter Event

Additional Info/Long Description:

HTML5 is the next major revision of the HTML standard superseding HTML 4.01, XHTML 1.0, and XHTML 1.1. HTML5 is a standard for structuring and presenting content on the World Wide Web. HTML5 is a cooperation between the World Wide Web Consortium (W3C) and the Web Hypertext Application Technology Working Group (WHATWG). The new standard incorporates features like video playback and drag-and-drop that have been previously dependent on third-party browser plug-ins such as Adobe Flash, Microsoft Silverlight, and Google Gears.

body p

Save   Reset   Close Editor

Again, you must save your work before exiting the editor. This concludes the section on Events and we will move on to Links.

Below is an example of the final HTML5 Class with all the components included:

📅 Will be presented the first Tuesday of the month
February 4, 2020–December 1, 2020 | 5:00 PM–8:00 PM

Participants will learn how to develop websites using HTML 5

Speaker(s): Jon Tomar

Contact: Jantell Stone

Email: jantell_stone@chadd.org

Phone: 301-306-7070

Location: On-line program -
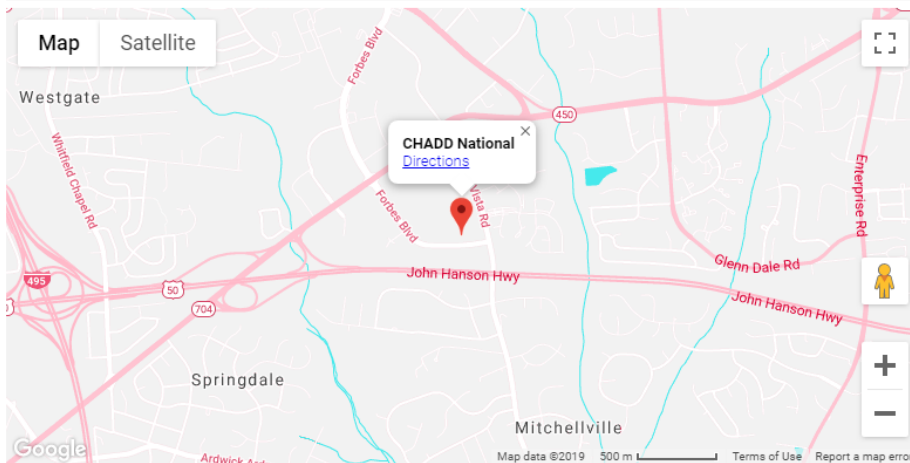
Event Materials: 249-Learn HTML.docx
VIEW NOW ›

Jon_headshot.jpg

Mr. Tomar's picture

HTML5 is the next major revision of the HTML standard superseding HTML 4.01, XHTML 1.0, and XHTML 1.1. HTML5 is a standard for structuring and presenting content on the World Wide Web. HTML5 is a cooperation between the World Wide Web Consortium (W3C) and the Web Hypertext Application Technology Working Group (WHATWG). The new standard incorporates features like video playback and drag-and-drop that have been previously dependent on third-party browser plug-ins such as Adobe Flash, Microsoft Silverlight, and Google Gears.

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LINKS

Links take a user to another website or a resource that is not part of your chapter website. Many links will take a user to the main CHADD site where they can find useful information. Again, we will look at the links on the CHADD of Southern NJ Counties site.

Clicking the "LINKS" tab produces the following screen.

Suggested Reading & Resources

RECOMMENDED WEBSITES

ADDA - Attention Deficit Disorder Association
VIEW NOW ›

National Center for Learning Disabilities
VIEW NOW ›

Statewide Parent Advocacy Network
VIEW NOW ›

When you click on the   **VIEW NOW ›**   Button you will be transferred to the

 appropriate website. In this case, you will go to CHADD.ORG.

Below the RECOMMENDED WEBSITES is the DOCUMENTS & RESOURCES section.

DOCUMENTS & RESOURCES

CHADD RI Resource List

VIEW NOW ›

CHADD Organization

VIEW NOW ›

chadd flyer

VIEW NOW ›

CHADD Flyer ADHD Evaluation

VIEW NOW ›

When you click on the button **VIEW NOW ›** you will download the selected resource to your local computer.

Creating a Link

Now let's look at how we go about creating a link. First, you must logon as the admin for that website. When you have done that and click on "LINKS" you will see the following screen:

RECOMMENDED WEBSITES

I'm a paragraph. Click here to add your own text and edit me. It's easy.

Add New Website Link

I'm a paragraph. Click here to add your own text and edit me. It's easy.

Professional Resource Directory

VIEW NOW ›

Edit Link | Delete Link

For Professionals

VIEW NOW ›

Downloadable Resource Information form

Edit Link | Delete Link

We can add a new link by clicking "Add new Website Link" which will bring up the following screen:

Website Link

Link Title/Name:

Link Title/Name

Link URL:

Link URL

Link Description:

Link Description

Save   Reset

Close Window

Suppose we want to link to a CDC (Center for Disease Control) resource on ADHD. The link is
https://cdc.gov/ncbddd/adhd/ . To do this we would add the URL reference into the above website link.

Website Link

Link Title/Name:

Center for Disease Control (CDC)

Link URL:

https://cdc.gov/ncbddd/adhd/

Link Description:

The CDC's resource on protecting the
health of children with ADHD.

Save   Reset

Close Window

After saving our work the link will show up on the website as shown below:

Center for Disease Control (CDC)

VIEW NOW ›

The CDC's resource on protecting the health of children with ADHD.

Edit Link | Delete Link

Professional Resource Directory

VIEW NOW ›

Edit Link | Delete Link

For Professionals

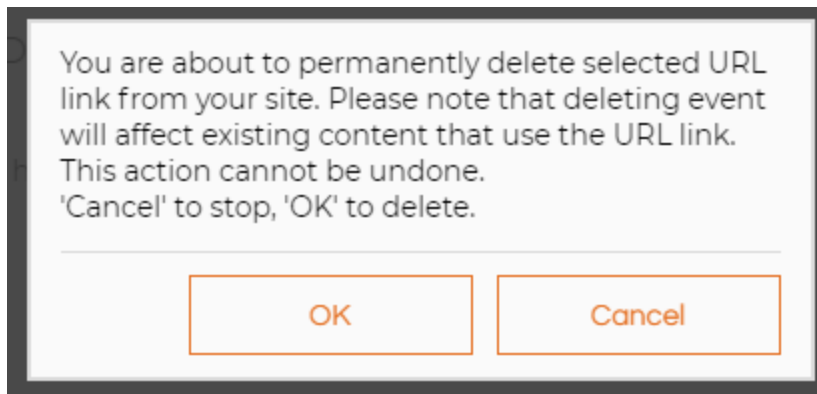**VIEW NOW ›**

Downloadable Resource Information form

If there was a problem with the link or we want to change the title or description, we can select the

Edit or Delete a Link

Edit Link   **Edit Link | Delete Link**   Button and make the necessary change.

Selecting the Delete Link will produce the following screen:

You are about to permanently delete selected URL link from your site. Please note that deleting event will affect existing content that use the URL link. This action cannot be undone.
'Cancel' to stop, 'OK' to delete.

| OK | Cancel |

Document and Resources

In the section "DOCUMENTS & RESOURCES" we have a similar capability as above. We can link to documents that have been stored in our documents library. When we select "Manage Documents" the following screen is displayed:

Document Library

Choose Document ⌄

File Name:
File Name

Document Title:
Document Title

Document Description:
Document Description

Add New Document

Add to List

Save Edits | Reset

Delete Document Permanently

Close Library

This is identical to the screen we saw in the previous section on "add/replace/Edit Materials". In this case, we will change a description but leave the rest of the information intact. First, we choose the document from the pull down. In this case, we will select the first document 249-Learn HTML.docx

The following screen will be displayed:

We can then make a change to the Document Title or Document Description. Remember Save Edits before exiting.

At the bottom of the screen is the CHADD National information which cannot be changed.

CHADD National

4221 Forbes Blvd, Suite 270
Lanham, MD 20706

Email: customer_service@chadd.org
Tel: 301-306-7070
Fax: 301-306-7090

Privacy Policy

Children and Adults with Attention-Deficit/Hyperactivity Disorder (CHADD)
CHADD does not endorse products, services, publications, medications, or treatments, including those advertised in any CHADD
publications, webinars or podcasts.

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MORE

The MORE Tab is for additional information that you may want to add to your website. The standard sections are a "FREQUENTLY ASKED QUESTIONS" Section (FAQ) and then a free from section called "OUR CHAPTER".

FREQUENTLY ASKED QUESTIONS

The following screen shows the FAQ section for the CHADD National Chapter:

FREQUENTLY ASKED QUESTIONS	
What is ADHD	⌄
Is ADHD hereditary	⌄
How do I find a doctor or mental health professional?	⌄
How is ADHD diagnosed?	⌄
What is executive function?	⌄
What is ADHD?	⌄

‹ (1) 2 ›

Clicking on the down arrow on the right will open the answer to the question:

FREQUENTLY ASKED QUESTIONS

What is ADHD ⌄

Is ADHD hereditary ⌄

How do I find a doctor or mental health professional? ⌃

When seeking an evaluation or treatment for ADHD, it is important to see a qualified, licensed healthcare professional. In addition to ensuring that a particular professional has the required training, it is also important to work with a professional who has experience in dealing with this disorder.
There are several types of professionals who typically diagnose ADHD. These include: physicians (especially psychiatrists, pediatricians, neurologists), psychologists, social workers, nurse practitioners, and other licensed counselors or therapists (e.g. professional counselors, marriage and family therapists, etc.). Read more at Professional Who Diagnose and Treat ADHD.

How is ADHD diagnosed? ⌄

What is executive function? ⌄

What is ADHD? ⌄

① ②

Now let's see how we can modify the FAQ section. Again, to make changes to the website you must login as the admin. Once you have completed that and select the "MORE" tab you will see the following screen.

FREQUENTLY ASKED QUESTIONS

Directions:
Enter information in the FREQUENTLY ASKED QUESTIONS that is important to your chapter right now. To make your site more compelling and interesting, add additional questions on a regular basis. To add a question to this page, click the "Add New Question" button below. This will open a pop-up text editor where you specify the question and type the answer to the question. Once you add a question you can edit or delete the question by selecting the "Edit Q&A" or "Delete Q&A" button placed above each question.

Add New Question

Edit Q&A | Delete Q&A

What is ADHD ⌄

Edit Q&A | Delete Q&A

Is ADHD hereditary ⌄

Edit Q&A | Delete Q&A

How do I find a doctor or mental health professional? ⌄

By selecting "Add New Question" we can add a new FAQ to the page:

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In this screen you can add a new question and supply the answer. The following is a new FAQ:

Remember to save your work before exiting the editor.

The following shows how the question would appear on the chapter website.

FREQUENTLY ASKED QUESTIONS

AreThere Different Types of ADHD

There are three main types of ADHD, which differ according to the symptoms that present most commonly. The three types are:
- **ADHD, combined presentation**: This is the most common type of ADHD. The person will show impulsive and hyperactive behavior, as well as getting distracted easily and struggling to maintain attention.
- **ADHD, predominantly impulsive/hyperactive**: This is the least common type. The person will show signs of hyperactivity and the need to move constantly, as well as displaying impulsive behavior. They do not show signs of getting distracted or inattention.
- **ADHD, predominantly inattentive**: People with this type of ADHD do not exhibit signs of hyperactivity or impulsivity. Instead, the person will get distracted easily and find it difficult to pay attention.

The predominantly inattentive type is the one often referred to as ADD (standing for attention deficit disorder) as the term does not contain the word "hyperactivity."
The disorder was described as ADD before the word 'hyperactivity' was added in 1987. Essentially, ADD is now an outdated way to refer to ADHD.

What is ADHD

Is ADHD hereditary

How do I find a doctor or mental health professional?

Editing or Deleting an FAQ

As you can see, we are missing a space in the question "AreThere". We can correct this by selecting Edit Q&A in the button.

Edit Q&A | Delete Q&A

I simply can add the space in the question and save my work:

FREQUENTLY ASKED QUESTIONS

Are There Different Types of ADHD

There are three main types of ADHD, which differ according to the symptoms that present most commonly. The three types are:
- **ADHD, combined presentation**: This is the most common type of ADHD. The person will show impulsive and hyperactive behavior, as well as getting distracted easily and struggling to maintain attention.
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The disorder was described as ADD before the word 'hyperactivity' was added in 1987. Essentially, ADD is now an outdated way to refer to ADHD.

Free Form Section - OUR CHAPTER

The "OUR CHAPTER" Section is a free form section where you can add any information you want to the website. In the case of the National Chapter we have added a section about CHADD. Here is the section as it appears to an end user:

I can modify the section title as well as the content of this section. For example, I will change the section form "OUR CHAPTER" to "ABOUT CHADD". First, I select "Edit This Section Title And Content". The following screen appears:

HERE UNDER THE Section Title: I can change the name of the section. Changing it to "ABOUT CHADD". Make sure you save the change before exiting the editor. The final result would look like this to a user:

ABOUT CHADD

CHADD (Children and Adults with Attention-Deficit/Hyperactivity Disorder) is the nation's leading non-profit organization serving individuals with AD/HD and their families. CHADD has over 16,000 members in 200 local chapters throughout the U.S. Chapters offer support for individuals, parents, teachers, professionals, and others.

CHADD is a membership organization, produces the bi-monthly Attention! magazine (for members), and sponsors an annual conference. The National Resource Center on AD/HD (NRC) is the CDC-funded national clearinghouse for evidence-based information about AD/HD.

Contact information for all local chapters is available online through the CHADD Chapter Locator.

CHADD was founded in 1987 in response to the frustration and sense of isolation experienced by parents and their children with AD/HD.

CHADD AFFILIATE: Associated Group of CHADD
Contact: Affiliate Services; Email: affiliate-services@chadd.org; Phone: 800-233-4050

This concludes the discussion of the "MORE" tab.

If we are logged in as an administrator, the final step is to select the "logout" tab on the top menu which will log us out of the website as an administrator.