

Mastering the Standard Squadron Site

Work Step Instructions for
Maintaining a USPS **S**tandard **S**quadron Web**S**ite



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Meriden Power Squadron
District 1

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Almost everything on your new Standard Squadron Site (SSS) is provided for you by the databases at the USPS central server.

Here are some instructions for providing the information you add to your site.

Initial Setup

- ✓ You do not need any special software loaded to your computer to maintain a SSS site.
- ✓ You will need a computer with access to the internet.
- ✓ You will need Microsoft Word and the capability to create PDF files.
- ✓ You will need to contact the IT Committee and request that your Squadron SSS be set up.

- If your **burgee** is not on file with USPS, or if the one they have does not have a transparent background, you might need to supply a graphic to them.

You can check on this yourself:

Go to <http://www.usps.org> Sign in, and go to Site Index/Information Center, Click the menu Icon at the top left Under Organization Information click Show Information about a Squadron or District.



Display/Edit a Squadron or District Information Record

Information in the USPS Server Squadron/District Data Base controls the display of Squadron/District information on the USPS Server, and the use of a number of Squadron/District tools on the Server.

• Squadron

Name: or Account #:

Note: Works with partial names to return a selection list.

* returns a list with all squadron names.

Fill in your Squadron name or number, and click Display



Website

Your website URL is shown.

[Go To WebSite](#) [View WebGate Display](#)

This is the full address (URL) of your website without "http://". A link to this site will automatically be generated on the USPS pages.

Note: If you change the URL your site will be marked non-conforming, and will not be displayed until it is reviewed by the Communications Committee.

Before contacting websites@usps.org to initiate a review, please read [USPS Internet Policies](#).

For information on the WebGate, see [WebGate Documentation](#)

During an update your URL is checked to make sure it can be accessed. If access fails and you are sure your URL is correct, check this box before doing an update to "FORCE" acceptance.

Face Book Address

Note: Stored without the prefixed "https://www.facebook.com/".



If you have a Facebook account, enter ONLY the portion of the URL AFTER https :
/www.facebook.com/

News Letter Name



In the display, look for your newsletter name. If missing, fill in the box.

External Picture Library

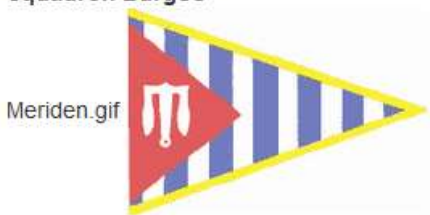
Note: Full URL without the http:// prefix

NEW
Enter the URL of your photo collection. Enter ONLY the portion after https://



NOTE: The icons for Facebook  and Photo Albums  will **not show up** on your Home page until you have entered the URL to connect to them. This is done to prevent confusion where a squadron may not be providing these features.

Squadron Burgee



Look for your burgee

The file extension must be .png or .gif to have a transparent background.

If either of these are missing you can send information to cefilios@verizon.net.

Who can update? [Top](#)



WARNING – Due to certain problems with the way the SSS and SSD sites were created, it is possible to log in as an updater on your Squadron or District site, and then if you visit another site you will be able to update that site as well! Please – if you have signed in on your site and wish to visit another groups site, **close your site** before you open the other group’s site.

Who can upload events and files?

Only members of your squadron who are listed as “officers” can upload to your website. The list includes the “Bridge” ,plus Information Technology and Squadron Webmaster.

When you are notified that your SSS web site is ready, you can start uploading.

How do I get ready to upload data?


Copy/paste the url for your website into your internet browser and click the arrow.
(Your browser may look different)



Your website should appear.

The screenshot shows the website for the Meriden Power Squadron, District 01. The header includes a navigation menu with links for Home, Boating Courses, Civic Service, Join Us, Squadron Data, and Member's Log In. The main content area features the United States Power Squadrons logo, a pennant, and the slogan "Come for the Boating Education... Stay for the Friends™". Below this, there are several text blocks: "Welcome" describing the community, "Our squadron is part of the United States Power Squadrons" explaining the organization's mission, "We have many enjoyable on-the-water and land-based activities" listing various events, and "We provide many quality and affordable classroom courses and seminars" detailing educational offerings. There are also images of a boat fire and a boat on the water. The page concludes with a thank you message: "Thanks for visiting us. We hope to see you soon!"

Go to the *Member's Log in* page and log in using your USPS certificate number and your password (The same password you use for the USPS website and for SailAngle.)



Squadron Members Only. Use your Certificate as the User ID and your PIN for the password.

Certificate or UserID
e234810

PIN or Password

Remember Me

Click the Remember me box if you want your computer to remember your ID and Password.

Log in

Squadron Files [Top](#)



TIP To have your files sort in date order, use a year, month, day prefix in the file names.
Squadron files: yyyyymmddEventName ex: 20160423ChangeOfWatch.pdf

Go to the *Member's Only/Roster & Files* page.

The screenshot shows the website header with navigation tabs: Service, Join Us, Squadron Data, Member's Only, and Log Off. The Member's Only dropdown menu is open, showing 'Roster & Files' and 'Manage Events'. Below the header is the 'Meriden Power Squadron District 01' logo and a pennant. The main content area is split into 'Squadron Members' and 'Squadron Files'. The Members section shows a table with columns for email, Telephone, and Cellphone, but the content is blocked. The Files section shows a file named '20160423ChangeOfWatch' and a 'Squadon File Uploader' form. The form includes a 'Browse...' button, a 'No file selected.' message, radio buttons for 'Replace existing files with uploaded files?' (Yes/No), and an 'Upload File' button. A red arrow points from the 'Browse...' button in the uploader to the 'Member's Only' menu.

Click the Browse button to search your computer for a file you want to upload.

Note: Only **PDF** files can be uploaded. (Word and Excel files cannot be uploaded)

The screenshot shows a Windows File Explorer window with a list of files. The files are:

Name	Date modified	Type	Size
GroupMMSI.pdf	4/17/2013 6:38 PM	Adobe Acrobat D...	100 KB
MemberHandbook.pdf	4/11/2012 2:04 PM	Adobe Acrobat D...	556 KB
PowerPage.pdf	2/20/2012 5:35 PM	Adobe Acrobat D...	259 KB
Sail Page.pdf	2/20/2012 5:35 PM	Adobe Acrobat D...	282 KB

The 'MemberHandbook.pdf' file is selected. Below the list, the file name 'erHandbook.pdf' is visible in the address bar, and the file type is set to 'All Files (*.*)'. The 'Open' button is highlighted with a red box, and a red arrow points to it from the text 'Click Open'.

The Handbook file is selected.

Click Open

Squadron Members		Squadron Files
Telephone	Cellphone	
Data Blocked		<p>20160423ChangeOfWatch</p> <p>Squadron File Uploader</p> <p>Choose a file to upload:</p> <p><input type="button" value="Browse..."/> MemberHandbook.pdf</p> <p>Replace existing files with uploaded files?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p><input type="button" value="Upload File"/></p>

The Member Handbook file is shown next to the Browse button.

Click Upload File

Squadron Members		Squadron File Uploader
Data Blocked		<p>Choose a file to upload:</p> <p><input type="button" value="Browse..."/> No file selected.</p> <p>Replace existing files with uploaded files?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p><input type="button" value="Upload File"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Upload was successful Name: MemberHandbook.pdf Type: application/pdf Size: 555.7KB</p> </div>

The Upload was successful

Squadron Members		Squadron Files
Telephone	Cellphone	
Data Blocked		<p>20160423ChangeOfWatch</p> <p>MemberHandbook</p>

After refreshing the page, the uploaded file is listed.

Deleting Squadron Files [Top](#)



Tip: If you are updating an existing file, there is no need to remove the file already on the website.

Squadron File Uploader

Choose a file to upload:

No file chosen

Replace existing files with uploaded files?

Yes

No

You can replace the file by clicking on “Yes” in the panel that asks “Replace existing files with uploaded files?”

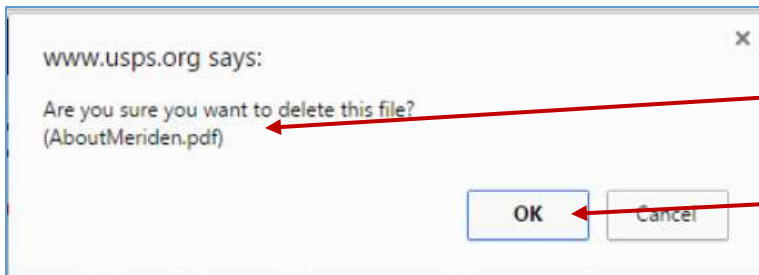
To delete a Squadron file



Go to Member's Only/File Delete.

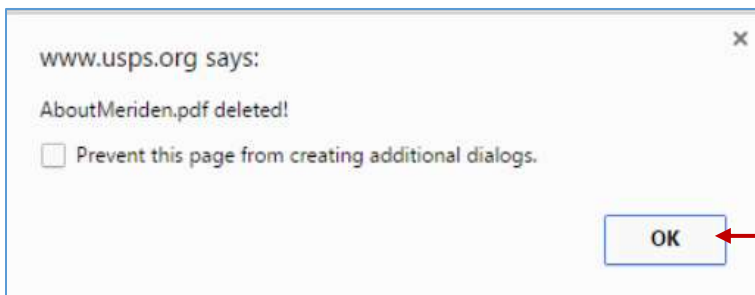


Click the red X under the file to delete.



Check to see that the file name is correct.

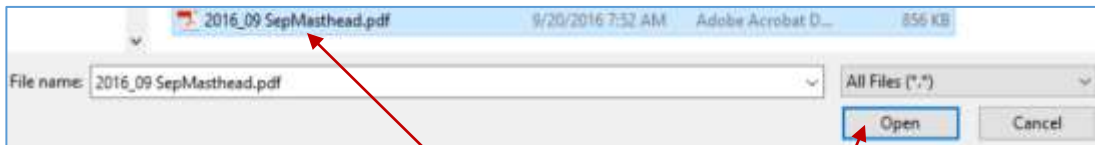
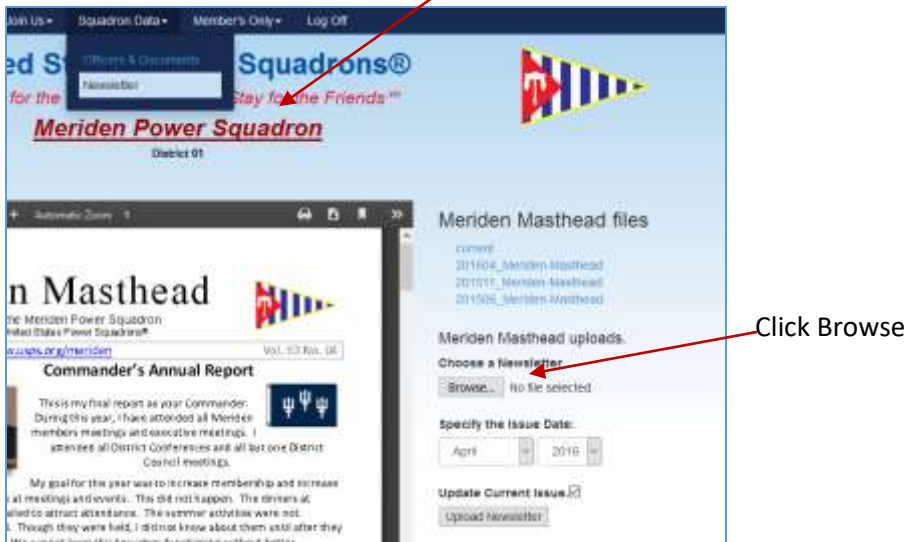
Click OK to delete the file.



Click OK

Newsletters [Top](#)

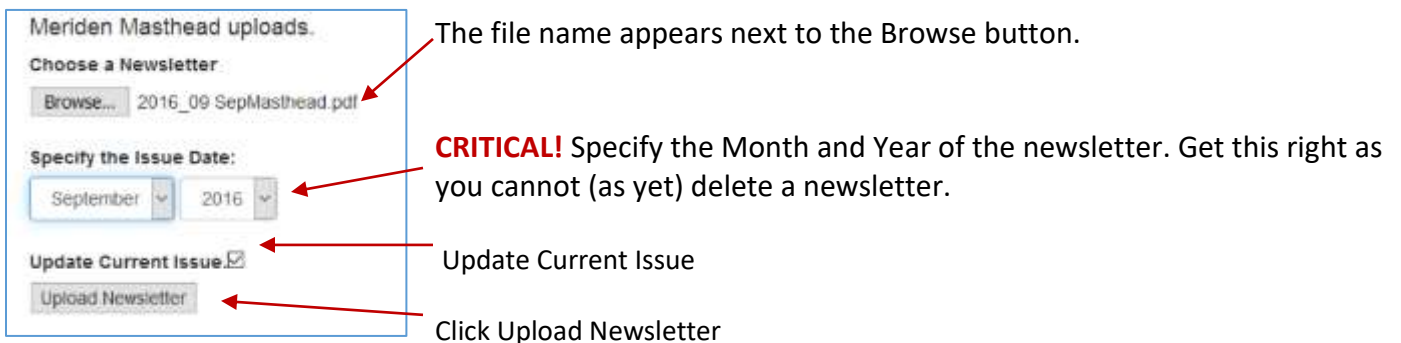
You can upload your most recent newsletter, called the “Current” newsletter. Open the *Squadron Data/Newsletter* page.



Here, the file 2016_09SepMasthead is selected. Click Open

Note: the filename on the original file is not important. On upload, the file will be renamed with the month and year you select, and the title of your newsletter.

When uploading the latest newsletter, leave the Update Current Newsletter box checked. This will upload the newsletter AND replace the current newsletter with the new one.



Deleting Newsletters

As of this writing, Newsletters cannot be deleted by you.



Archive your newsletters.

Your newsletters are not archived by the SSS website. If you wish to keep an historical record of your newsletters, be sure to archive them on your own computer.

Events and Locations

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Events come from two separate sources:

- Training Course events that are loaded in HQ800 (These show up automatically)
- Squadron events that you type in yourself

Squadron events have two entries: Location and Event.

- ✓ Location and Event data is entered separately, but an event can use the location data.
- ✓ Location data is kept separate so it can be used for multiple events without making multiple entries.
- ✓ Location data can be deleted when no longer needed.
- ✓ Events automatically disappear when the event date has passed.



TIP


Do not try to add a list of locations in advance of entering the events. The software is designed to start a new event, look at the locations list to see if the location is there, and add a new location if needed.

Open the *Member's Only/Manage Events* page.

The screenshot shows the website's navigation bar with a dark blue background and white text. The menu items are: Home, Boating Courses, Civic Service, Join Us, Squadron Data, Member's Only, and Log Off. The 'Member's Only' dropdown menu is open, showing 'Roster & Files' and 'Manage Events'. The 'Manage Events' option is highlighted with a white background and a red arrow pointing to it from the text 'Open the Member's Only/Manage Events page.' Below the navigation bar is the website's header, which includes the United States Power Squadrons logo on the left, the text 'United States Power Squadrons®' in the center, and 'Come for the Boating Education' and 'Meriden Power Squadron District 01' on the right. The main content area is titled 'Meriden Power Squadron Event Maintenance.' and contains several sections: 'View and Update Location Details' with a 'Locations' button; 'Add a New Event' with a 'New' button; 'List of Future Events' with instructions to 'Select the event and then press an Update or Delete button to continue.' and buttons for 'Update', 'Delete', and 'Cancel'.

Meriden Power Squadron Event Maintenance.

Create a New Event


Select a location: 

View and Update Location Details

Create a new location:

Event:


Event Name:

Event Type: 
(Choose from list.)

Start Date & Time:
(Start Time of Event - "yyyy/mm/dd")

End Date & Time:
(Finish Time of Event - "yyyy/mm/dd")

Event Description:

EXCOM Member Point of Contact: 

Press **Cancel** to return without making a change -

Select a location.
If the location is not on the list, then click New Location. (See below)

(If you entered a location from the list, then skip the next step.)

Create a new location

Meriden Power Squadron Event Maintenance.

Create a New Location


To add a new location fill in the fields below and select 'Add'.

Locations are saved for future use! Suggest you review existing locations and reuse where possible.

Please complete all fields. Provide additional data to common location names. As an example, use 'West Marine Rockville' instead of just 'West Marine'. Assume those who want to attend will need assistance! In addition to the address provide a telephone number and URL.

Event Location:

Street Address:

Location State: 

Location ZIP Code:

Maximum Students:

Location URL:

City:

Telephone:

Press **Cancel** to return without making a change -

If you clicked on New Location, fill in the data and click on Add.

Now create your new event

Meriden Power Squadron Event Maintenance.

Create a New Event

Select a location:

View and Update Location Details

Create a new location:

Event:

Event Name:

Event Type: (Choose from list.)

Start Date & Time:
(Start Time of Event - "yyyy/mm/dd")

End Date & Time:
(Finish Time of Event - "yyyy/mm/dd")

Event Description:

EXCOM Member Point of Contact:

Press **Cancel** to return without making a change -

You can pull this corner to open this field larger.

Fill in the information on your event.
 Click Add when you are done.

Your event shows up on the Home page.



Oops! The date is wrong!

Go back to the Manage Events Page and **Edit the event.**

View and Update Location Details

Add a New Event

List of Future Events

Select the event and then press an or button to continue

2016-04/29 Change of Watch

or Press **Cancel** to return without making a change -

Select the incorrect Event
 Click Update

Event Name:	<input type="text" value="Change of Watch"/>
Event Type: (Choose from list.)	<input type="text" value="General Meeting"/> ▼
Start Date & Time: (Start Time of Event - "yyyy/mm/dd")	<input type="text" value="2016/04/23"/> <input type="text" value="19:00:00"/>
End Date & Time: (Finish Time of Event - "yyyy/mm/dd")	<input type="text" value="2016/04/23"/> <input type="text" value="19:00:00"/>
Event Description:	<input type="text" value="See April newsletter for details."/> ⋮
EXCOM Member Point of Contact:	<input type="text" value="Select from list."/> ▼
<input type="button" value="Submit"/>	

Fix the dates, and click Submit.

Preparing Photos

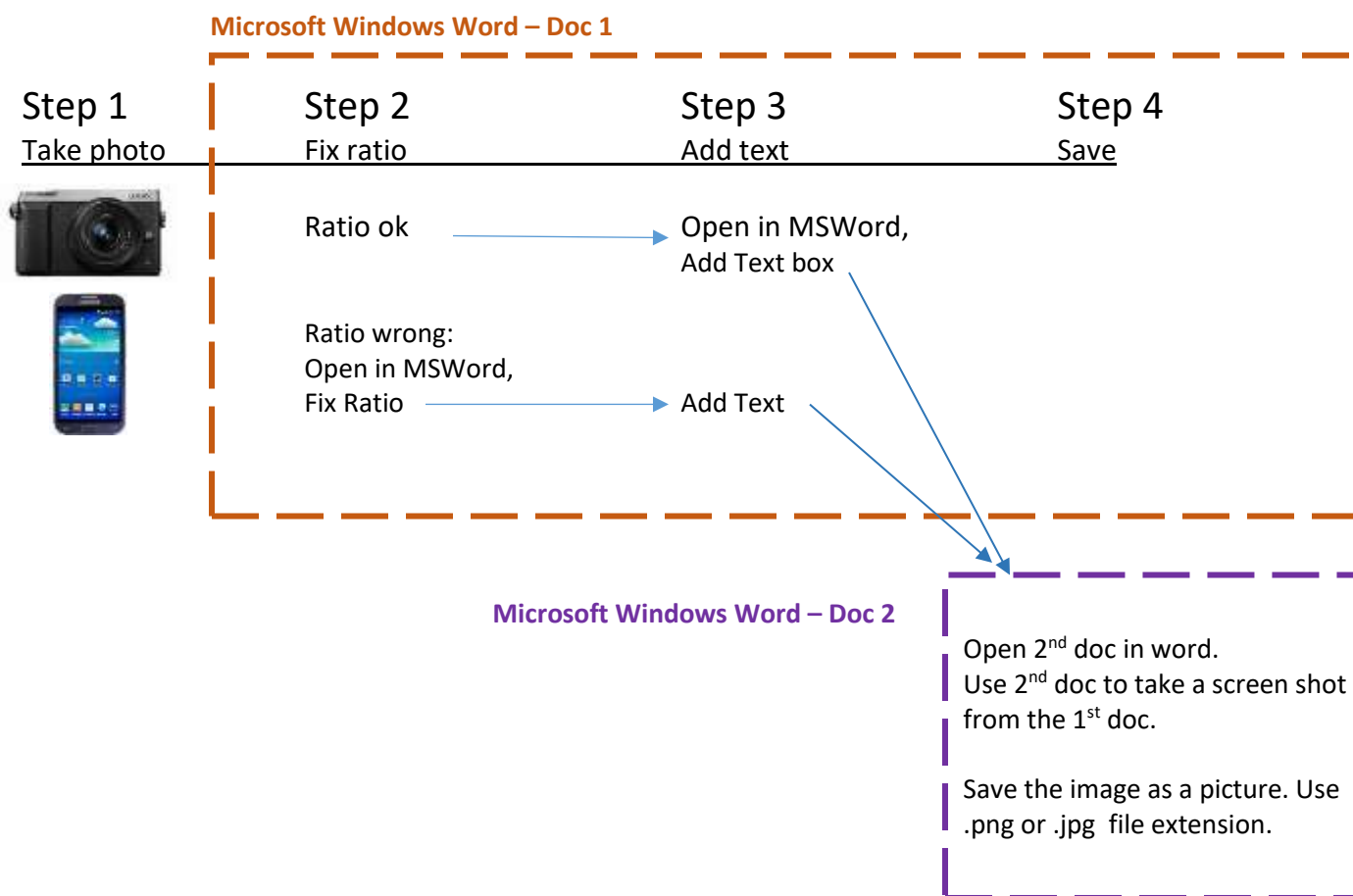
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How to prepare photos for SSS websites

WARNING: Never use an original photo. Always make a copy and work with that.

Preparing a photo for use on the SSS websites involves conforming to three requirements:

- **Picture ratio:** The “slider” window in the SSS website is sized to the ratio 16x9.
- **Picture size:** Large photo sizes will take longer to load on your site, and waste storage space on the server.
- **Titles:** If you want titles on your photos you must have some method of adding them.



MS Word will not take a screen shot in the document that calls for the screenshot, it must be in another window open on your computer. That is the reason for opening two Word documents.

If you have a screen shot program like Snagit or Printscreen2000 you can use that program to take the screen shot and save it as a .png or .jpg picture.



This procedure was produced using MS Word 2016. Your version may vary.

Step 1) Taking the photo

- The 16 x 9 format is very common to digital cameras and many cell phones.
- To avoid having to resize your photo before uploading it to your SSS website take the photos in 16x9 format. Check your camera or cell phone options and see if you can shoot at 16 x 9.
- If you have a photo that is “native” 16x9, skip the next step and go to Step 3 Add Text.

Step 2) Fixing ratio to 16 x 9

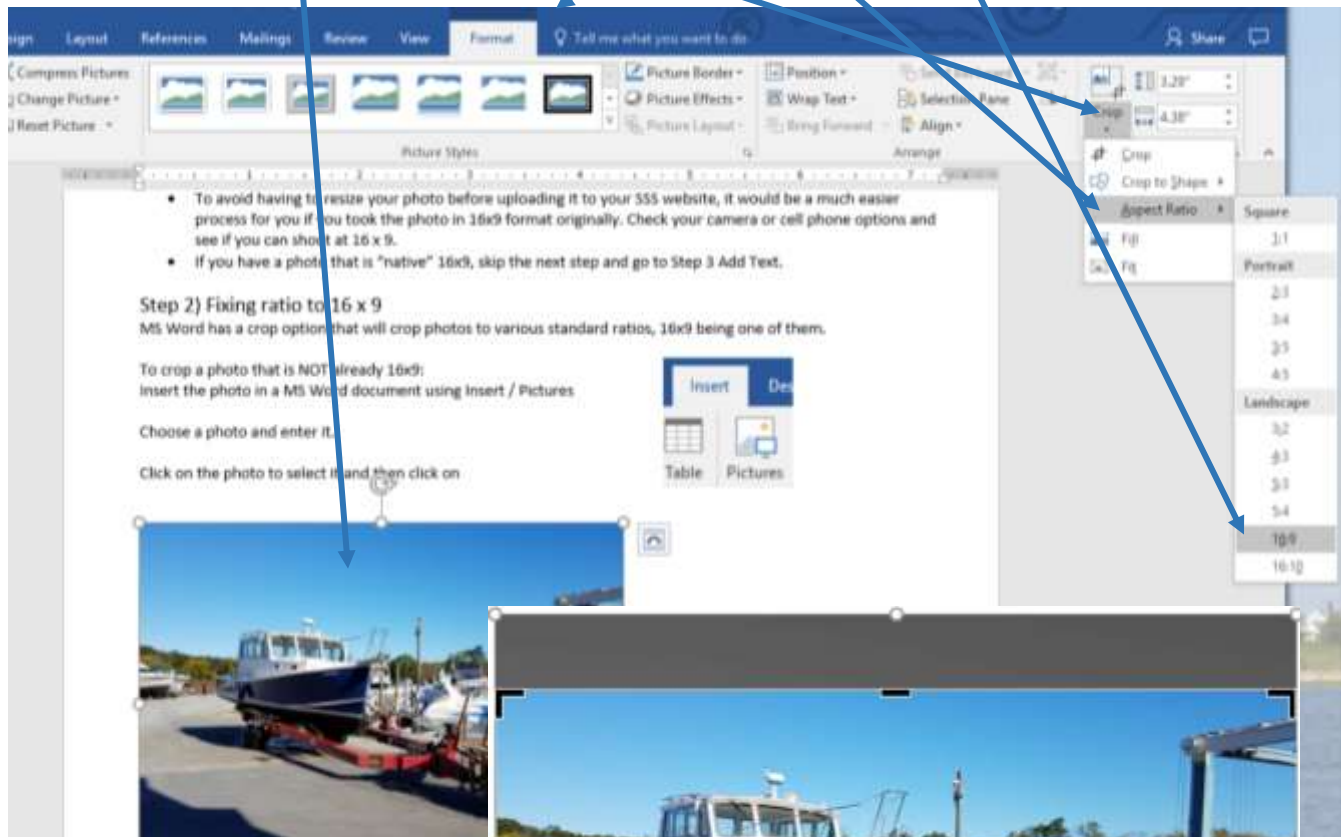
MS Word has a crop option that will crop photos to various standard ratios, 16x9 being one of them.

To crop a photo that is NOT already 16x9:

Insert the photo in a MS Word document using Insert / Pictures



Click on the photo to select it and then click on Format, Crop, Aspect Ratio, 16:9



Notice that the original photo which was 4x3 is cropped to the ratio 16x9 by eliminating parts of the picture above and below.

If this eliminates part of the photo that you want to keep, you can “pre-crop” the photo taking some of the image off the top, bottom, or sides. And then re-crop it using the Aspect ratio 16x9. This may take a few tries to get the photo correct.



Step 3) Add text

Add a text box to make a title for your photo.

Click Insert / Shapes / Text box

Click and drag the outline of the text box.

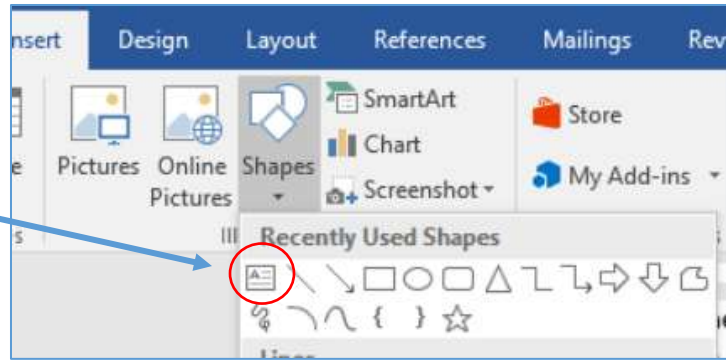
Type in some text. Make it big (36pt/)

Resize the box if necessary

Select the text box and click Format

Set the fill and outline to none

Change the color and style of the text as needed.



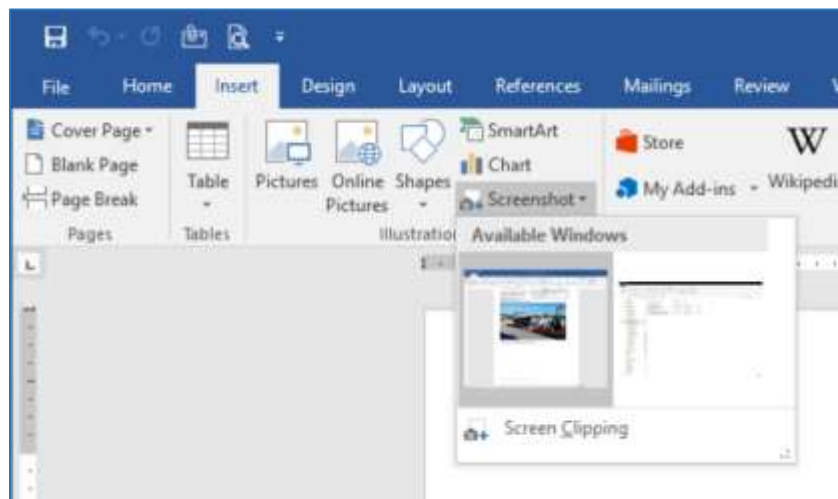
Open a new word document File / New / blank document.

In the new document, select Insert / Screenshot / Screen clipping.

When the first word document appears, use your mouse to select the picture you have titled.

Right click the selection and Copy it.

Go back to your original document And paste the image in.



Why do we do this? MSWord will save a picture to your computer as a picture file, but, it will NOT save the text you put on the picture.

By using a new document to take a screen shot of the picture + text, and then pasting that back into the original document, you have created an image that is picture and text combined.

Step 4) Save

Now you can save that image as a picture.

Right click the new image and select Save as picture.



File name:	MER01.jpg	
Save as type:	JPEG File Interchange Format (*.jpg)	
File Folders		Tools ▾ Save Cancel



WARNING filenames must contain ONLY alphanumeric characters (letters and numbers).
Special characters and spaces are NOT allowed.

Use simple names that will sort in the order that you want the photos displayed.

As of this writing, photo files cannot be deleted on SSS websites (work is in progress to provide this). To change a photo on your website, use the same name as an existing photo so that when you upload the new photo the old one will be replaced with the new one.



Don't have a version of Microsoft Word that has these tools? Here are some work arounds:
Photoshop – once a common program it is now very expensive to buy.
GIMP –free download of a “Photoshop”-like image processing program.
There are online programs that will crop and add text. Not all are easy to use, but they are free.

Uploading Photos

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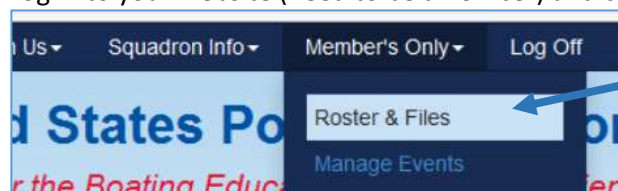
You can load your own photos and they will appear in the “Slider” window on the Home page of your website.



NOTE: The default slide show shows until a picture is added. Once a picture is added, a new directory is created for the pictures. Once that’s done, the canned show goes away. If you are going to add pictures, put in at least 3.

Uploading the photos is similar to uploading files.

Log in to your website (need to be an officer) and click on Member’s Only/Roster & Files



Tip

The photos will display in “alphabetic order”. To control the order of your photos, be sure to name them so they sort alphabetically.



WARNING filenames must contain ONLY alphanumeric characters (letters and numbers).
Special characters and spaces are NOT allowed.

Use this section for Photos.

Browse your computer and select the photo file.
Select “Yes” if you wish to replace an existing photo.
When the file is selected, click Upload File.

NOTE: If you get an error message on upload, ignore it. It is a bug.

Tip: As of this writing, you cannot delete uploaded photos. **You can now!**

If you give your photos generic filenames (MER01, MER02, etc) you can use the same names when you upload newer photos, and still control the order of viewing.

Workarounds

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Linking to event flyers stored as Files.

On the Squadron Info/Officers and Documents page there is a listing of Squadron Events with some details shown. The hyperlink to the event location is shown, but there is nowhere to put a link to an event flyer.

Squadron Event Details

Vessel Inspection @ Pattaconk YC
21 May, 10:00
[Pattaconk Yacht Club](#)
61 Dock Road
Chester, CT 06412

Only link is the Event Location URL

To work around this, follow these steps:

1) Create your event flyer and place the Event Location in the flyer.

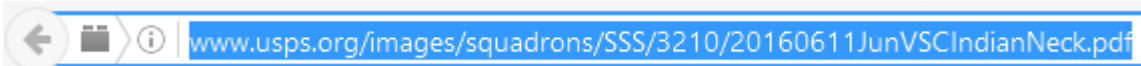
Safe Boating Display and Vessel Safety Checks

Provided by members of the Meriden Power Squadron.
Safety display at [Indian Neck Yacht Club](#)
87 Harding Ave, Branford, CT 06405

Location Link

2) Upload the flyer to your SSS site.

3) Open the flyer from your SSS site and copy the resulting URL from your browser.



4) Go to Members Only/Manage Events

Meriden Power Squadron Event Maintenance.

View and Update Location Details

Add a New Event

Click this if it exists already.

Click this if it is new.

5) For the Event Location enter (<your event> @ <your location>

Event Location:

6) For the Event Location paste in the URL you copied in step 3.

Event Location:

7) Click Submit

Now when you view the Squadron Event Details you will see a link to your flyer.

Vessel Safety Check @ Indian Neck YC

11 June, 09:00
[Flyer for VSC @ Indian Neck Yacht Club](#)

--END--

Change Log

Date	Version	Change
Nov 30, 2018	181130.docx	Added External Picture Library instructions. See Initial Setup
Dec 02, 2018	181202.docx	Added note to explain that Facebook and Photo icons will not show up on home page until URLs are added.
Jan 11, 2019	190111.docx	Photo upload: Added note to clarify what happens when a photo is added, and minimum of three. Struck out 'cannot delete photos' comment as it is now possible.