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 **burse** 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](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](image)

Fill in your Squadron name or number, and click Display
Your websiet URL is shown.

**Website**

[www.usps.org/localusps/sss-met](http://www.usps.org/localusps/sss-met)

**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](mailto: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/".

[Meriden-Power-Squadron-408259315866780](https://www.facebook.com/Meriden-Power-Squadron-408259315866780)

**News Letter Name**

Meriden Masthead

**External Picture Library**

**Note:** Full URL without the http:// prefix

[www.flickr.com/photos/meridenpowersquadron/albums/](http://www.flickr.com/photos/meridenpowersquadron/albums/)

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**NOTE:** The Icons for Facebook [Facebook](https://www.facebook.com/) and Photo Albums [Photo Albums](https://www.flickr.com/photos/) 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.

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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 group’s 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)

![Enter your new url here](image)

Your website should appear.

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

Log in
**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.

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 **Handbook file** is selected. Click **Open**.
The Member Handbook file is shown next to the Browse button.

Click Upload File

The Upload was successful

The Member Handbook file is listed after refreshing the page.
Deleting Squadron Files Top

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

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 Browse

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.

The file name appears next to the Browse button.

CRITICAL! Specify the Month and Year of the newsletter. Get this right as you cannot (as yet) delete a newsletter.

Update Current Issue

Click Upload Newsletter

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

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.
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

If you clicked on New Location, fill in the data and click on Add.
Now create your new event

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**.

Select the incorrect Event
Click Update

You can pull this corner to open this field larger.
Fix the dates, and click Submit.
Preparing Photos

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.

**Microsoft Windows Word – Doc 1**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take photo</td>
<td>Fix ratio</td>
<td>Add text</td>
<td>Save</td>
</tr>
</tbody>
</table>

Ratio ok: Open in MSWord, Add Text box

Ratio wrong: Open in MSWord, Fix Ratio, Add Text

**Microsoft Windows Word – Doc 2**

Open 2nd doc in Word. Use 2nd doc to take a screen shot from the 1st doc.

Save the image as a picture. Use .png or .jpg file extension.

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.

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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.

WARNING filenames must contain ONLY alphanumeric characters (letters and numbers). Special characters and spaces are NOT allowed. File extension MUST be .jpg.

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

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.

File extension **MUST be** .jpg.

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.
If your SSS site is new, or not updated, the description in the center of the Home page looks like this:

We now have the capability for a squadron to replace the boilerplate. The way this works is:

- They need to write up what they want and send it to me. (Carl)
- I’ll create the article and they’ll be in business.

- Carl

SAMPLE:

http://www.usps.org/localusps/ssss-brk

Berkshire Sail and Power Squadron, a unit of America's Boating Club (United States Power Squadrons), serves Berkshire County, and the surrounding area. We provide educational resources, including on water instruction and courses for recreational boaters. We provide Civic Service and social activities. Come join us.
Workarounds

Top

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.

To work around this, follow these steps:

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

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

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

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

7) Click Submit

Now when you view the Squadron Event Details you will see a link to your flyer.
Making a bookmark for your SSS website

Top

**Situation:** Your IT contact emails you with the URL (link) to your new SSS website. You click the link and the site appears.

It is cool. Photos of your squadron scroll, meetings and classes are listed, Newsletters are available, etc.

**BUT,** when you close the site, how do you get back? The usual methods do not seem to work.

For many members, re-opening their squadron website can be somewhat of a chore. Setting “Bookmarks” does not seem to work.

**Example:**
The correct URL to open the Meriden Power Squadron SSS Site is: [http://www.usps.org/localusps/sss-mer](http://www.usps.org/localusps/sss-mer)

You may have notices that after you open the site, the URL changes.

For all squadrons the URL is “refreshed” to: [https://www.usps.org/index.php/sss-home](https://www.usps.org/index.php/sss-home)

If you book mark this URL in your browser, when you open it you will not open your Squadron site.

**Solutions:**
To make the bookmark work, you must edit the bookmark you made in your browser.

*a) Bookmark in Google Chrome browser*

![Google Chrome Bookmarking](image-url)
Change the name to your squadron name.

Click More

Replace the URL with your correct URL.

Click Save

Your bookmark will show up in the Browser header.

----- End of Chrome Instruction ----
b) Bookmark in Firefox browser

1. Click the star to bookmark.
   (Note the shortcut Ctrl+D)

2. Type in your Squadron Name.

3. Click Done

4. Click this star

5. Click this

6. RIGHT Click your new bookmark

7. Click Properties
Replace the URL with your correct URL.

Click Save

----- End of Firefox Instruction -----
c) Bookmark in Internet Explorer browser

Open IE and go to your squadron home page.

You might see a “Favorites” bar at the left side of your screen.

Right click the very top of the browser page.

Click Favorites Bar

The Favorites bar appears. (May or may not be empty)

With your Home page open in the browser, Click the Star-with-an-arrow.

(Or use the shortcut Ctrl+D)

Your Home page will be added to the Favorites.
Right click your new favorite

Click Rename

Rename your Favorite

Click OK

Right click your Favorite again

Click Properties
Replace the URL with your correct URL.

Click OK

----- End of Internet Explorer Instruction -----

Top
### Change Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 30, 2018</td>
<td>181130.docx</td>
<td>Added External Picture Library instructions. See Initial Setup</td>
</tr>
<tr>
<td>Dec 02, 2018</td>
<td>181202.docx</td>
<td>Added note to explain that Facebook and Photo icons will not show up on home page until URLs are added.</td>
</tr>
<tr>
<td>Jan 11, 2019</td>
<td>190111.docx</td>
<td>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.</td>
</tr>
<tr>
<td>Mar 06, 2019</td>
<td>190306.docx</td>
<td>Added Instructions to fix bookmarks in Chrome, Firefox, and Internet Explorer browsers.</td>
</tr>
</tbody>
</table>