

Convention 2018 Communication Convenors Workshop



Tuesday June 5, 2018

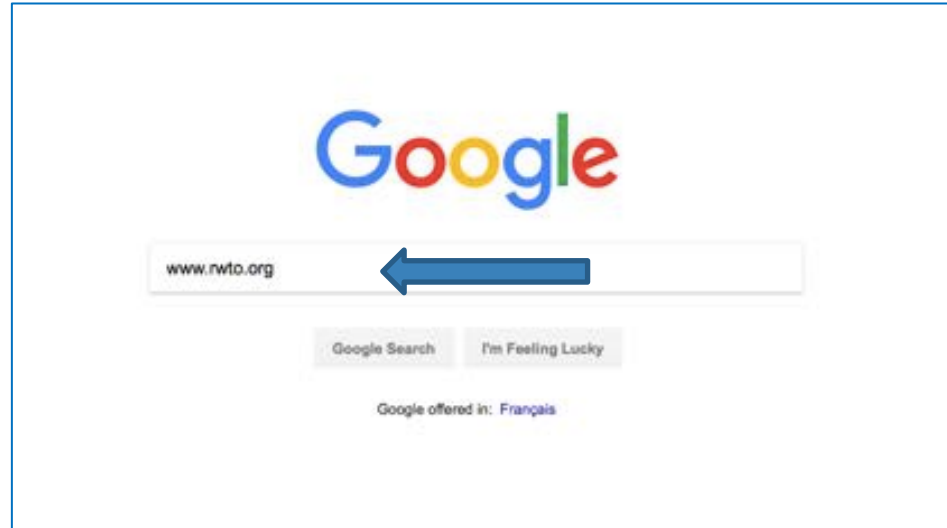
Topics To Be Covered

- 📖 How to navigate to/around the website
- 📖 Explanation of the tabs for your branch page
- 📖 How to send updates to rwto cyberlady@gmail.com
(via email or Communications Convenors' Website)
- 📖 How to create an online slideshow for the webpage

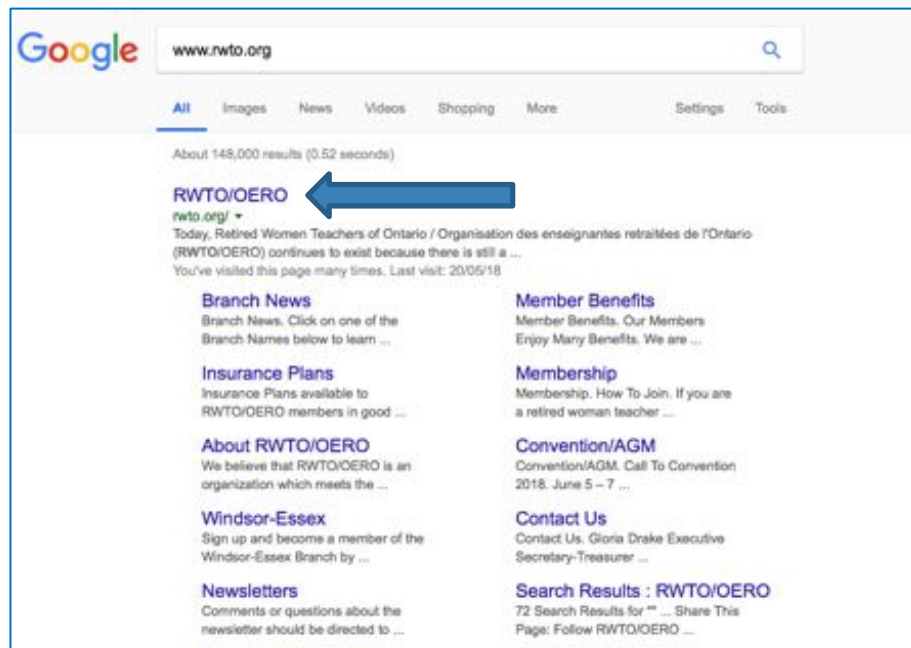
Navigation

WEBSITE Address : www.rwto.org

How do I get there ?



Navigation



Navigation-Home Page

The screenshot shows the top of the RWTO/OERO website. The header features the organization's name in English and French, its logo (a stylized flower), and a navigation menu. A blue arrow points to the 'Top of Home Page' at the end of the navigation bar. Three orange arrows point from the 'MEMBERSHIP', 'ABOUT', and 'CONVENTION/AGM' menu items to their respective expanded dropdown menus below. The 'MEMBERSHIP' menu lists: HOW TO JOIN, INSURANCE PLANS, MATERIALS, MEMBER BENEFITS, and AWARDS. The 'ABOUT' menu lists: ABOUT RWTO/OERO, BOARD OF DIRECTORS, CONSTITUTION, POLICIES AND PROCEDURES RWTO/OERO, and HISTORY. The 'CONVENTION/AGM' menu lists: CALL TO CONVENTION 2018, CONVENTION 2017, and AGM MINUTES & RESOLUTIONS.

Retired Women Teachers of Ontario

Organisation des Enseignantes Retraitées de l'Ontario

HOME MEMBERSHIP ABOUT CONVENTION/AGM BRANCH NEWS NEWSLETTERS CONTACT US

Top of Home Page

MEMBERSHIP

- HOW TO JOIN
- INSURANCE PLANS
- MATERIALS
- MEMBER BENEFITS
- AWARDS

ABOUT

- ABOUT RWTO/OERO
- BOARD OF DIRECTORS
- CONSTITUTION
- POLICIES AND PROCEDURES RWTO/OERO
- HISTORY

CONVENTION/AGM

- CALL TO CONVENTION 2018
- CONVENTION 2017
- AGM MINUTES & RESOLUTIONS

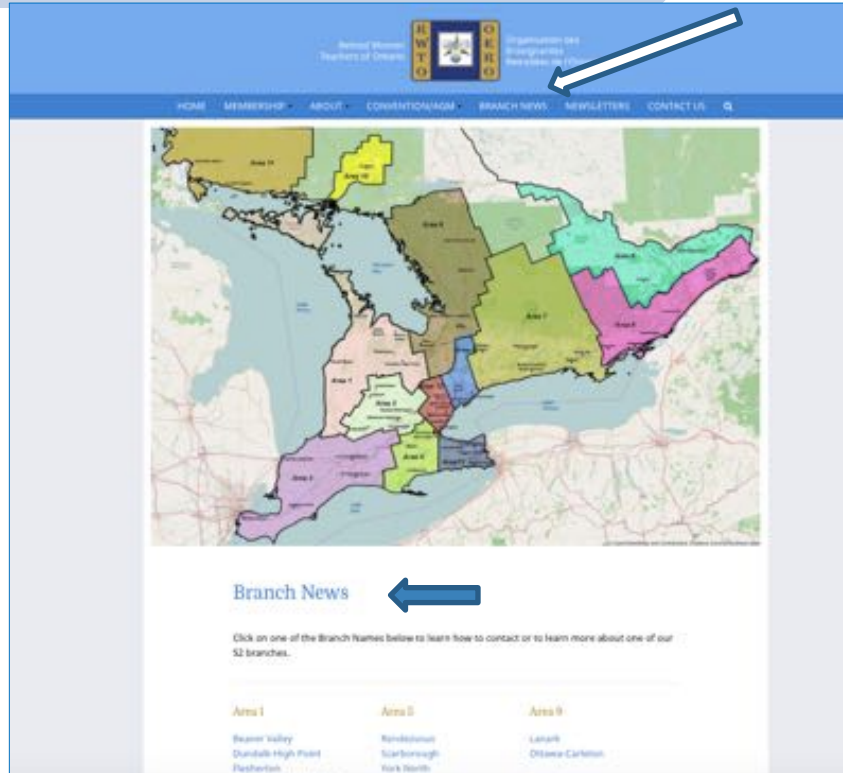
Navigation – Home Page

- Introduction to organization
- Mission statement
- Scrolling photos of activities, groups
- Links to all pages at the top
- Links to Membership, Convention and Branch News at the bottom of the page



<p>Become a Member</p> <p>If you are a retired woman teacher from any part of the world, please consider joining RWTO/OERO</p> <p>HOW TO JOIN</p>	<p>Convention 2018</p> <p>Join us at the 2018 Convention/Annual General Meeting</p> <p>MORE INFO</p>	<p>Branch News</p> <p>Learn how to contact or to learn more about one of our 52 branches</p> <p>BRANCH MAP</p>
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Navigation/Branch News



The screenshot shows the RWTO website. At the top, there is a blue header with the RWTO logo and the text "Regional Women Teachers of Ontario" and "Organization des enseignantes et enseignantes de l'Ontario". Below the header is a navigation bar with links: HOME, MEMBERSHIP, ABOUT, CONVENTION/AGM, BRANCH NEWS, NEWSLETTERS, and CONTACT US. A white arrow points to the "BRANCH NEWS" link. Below the navigation bar is a map of Ontario divided into 52 colored regions, each labeled with a number. Below the map, the text "Branch News" is displayed with a blue arrow pointing to it. Underneath, a paragraph reads: "Click on one of the Branch Names below to learn how to contact or to learn more about one of our 52 branches." Below this text are three columns of branch names: Area 1 (Beaver Valley, Dundalk High Point, Peshawar), Area 5 (Rendelwood, Scarborough, York North), and Area 9 (Lamark, Ottawa-Carleton).

Regional Women Teachers of Ontario
Organization des enseignantes et enseignantes de l'Ontario

HOME MEMBERSHIP ABOUT CONVENTION/AGM BRANCH NEWS NEWSLETTERS CONTACT US

Branch News

Click on one of the Branch Names below to learn how to contact or to learn more about one of our 52 branches.

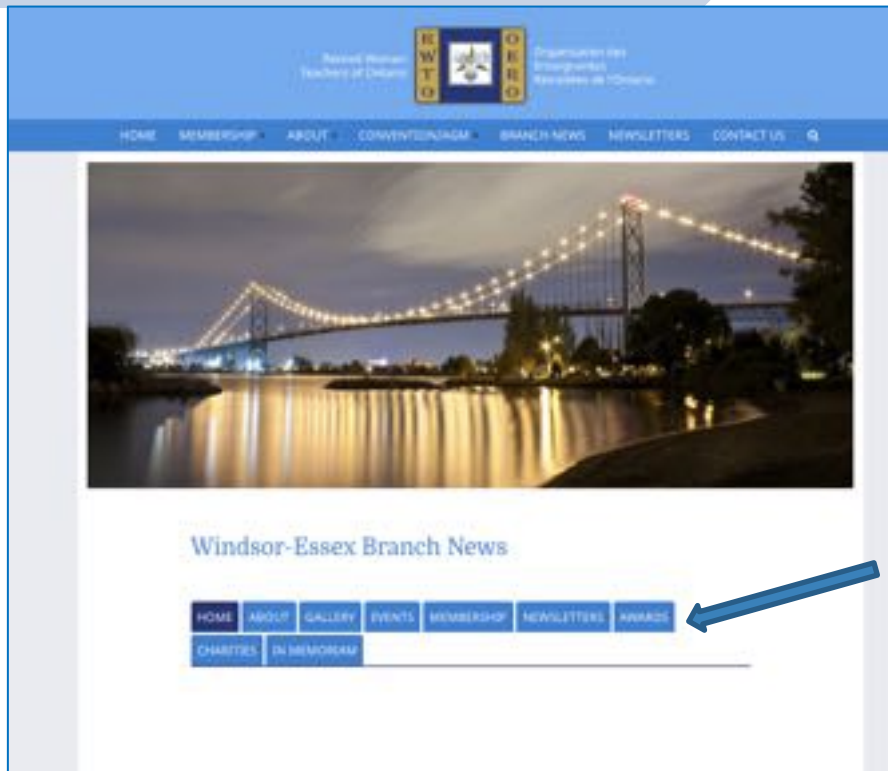
Area 1	Area 5	Area 9
Beaver Valley	Rendelwood	Lamark
Dundalk High Point	Scarborough	Ottawa-Carleton
Peshawar	York North	

Navigation/Branch News

The screenshot shows the 'Branch News' page of the RWTO website. The page has a blue header with navigation links: HOME, MEMBERSHIP, ABOUT, EDWENTON/ALGOMA, BRANCH NEWS, NEWSLETTERS, and CONTACT US. Below the header, the title 'Branch News' is displayed. A paragraph states: 'Click on one of the Branch Names below to learn how to contact or to learn more about one of our 52 branches.' The page is organized into a grid of 12 areas, each with a list of branches. A blue arrow points to 'Area 4'.

Area 1	Area 5	Area 9
Beaver Valley	Bendigo	Leamington
Dundas-High Point	Scarborough	Orillia-Carleton Place
Fleetwood	York North	
Deer Creek and Area		Area 10
South Branch		Sudbury
Whitby		
Area 2	Area 6	Area 11
Cambridge	Blue Mountain	Central Algoma
Georgetown	Grey-Watson Coldwater	Sault Ste. Marie
Kitchener-Waterloo	East Perry Sound	
Lindsay	Muskoka	
Palmerston	Orillia	
Stratford		Area 12
Area 3	Area 7	Burlington
Chatham-Kent	Bellefleur	Lake Simcoe North Halton
London-Middlesex	Durham Region North	Middlesex
St. Catharines	Northumberland South	Orillia
St. Thomas-Elgin	Durham	Peel North (Mississauga)
Windsor-Essex	Peterborough	
	Yamouqui	
Area 4	Area 8	Area 13
Brant	Simcoe	Leamington
Haldimand	St. Catharines	Niagara Falls
Hamilton-Niagara	Kingston	Niagara South
	Napanee	St. Catharines
	Upper Canada East	

Tabs



Tabs

HOME

ABOUT

GALLERY

EVENTS

MEMBERSHIP

NEWSLETTERS

AWARDS

CHARITIES

IN MEMORIAM

Tabs




Examples of Homepages



**Used for
Introduction
to the
Branch**





Scarborough

<http://rwto.org/branch/scarborough/>

-  Welcome
-  Information for membership & contact person's name, phone number, email
-  List of Executive

Windsor-Essex

<http://rwto.org/branch/windsor-essex/>

-  New Board photo
-  Membership link
-  Facebook link
-  Instagram link

Tabs

ABOUT

- Executive List
- Convenors List
- Brochure of the Branch
- Contact Names

GALLERY

- Photos of Events Past and Present
- A title and description of a group of photos
- Events such as luncheons, trips, charity functions
- Photos enlarge when clicked
- Description of photo is displayed when the mouse is rolled over the photo



Tabs

EVENTS

- 📅 List of Upcoming Events such as luncheons & trips with information about place, time and price
- 📅 List of Past Events
- 📅 Photos of past events

MEMBERSHIP

- 📅 Who to contact
- 📅 When payment is due
- 📅 How much is the membership for the branch
- 📅 Insurance information: name, and/or email address, phone number of contact

Tabs

NEWSLETTERS




- Most current Newsletter –send in pdf or word format
- Past Newsletters posted but under title” Past Newsletters”

AWARDS




- Cora Bailey Awards with photo, name and description
- Awards handed out at the Convention with photos
- Special awards just for the branch

Tabs

CHARITIES

-  List of charities the branch helps
-  Description of the charities
-  Photos taken while helping the charity

IN MEMORIAM


-  Photos of deceased members
-  Obituary if possible
-  Date of birth and death

Sending Updates Via Email


Email Address: rwto cyberlady@gmail.com

- 📧 In the subject area always put **name of the Branch**
- 📧 Be specific about what to **delete**
- 📧 Be specific about what to **insert**
- 📧 Instructions can be sent in a **word or pdf file** and attached to the email or just typed in the email
- 📧 Attach any photos to be posted but specify which tab (Home? Gallery? Events?)
- 📧 Label photos where possible eg. Luncheon 2018 or London Luncheon
- 📧 Photos can be resized. (the more pixels the clearer the photo on the web)

Sending Updates Via Email

To: Kathy Gallagher -  rwtocyberlady@gmail.com

Cc:

Subject: Windsor-Essex Update 

From: Kathy Gallagher - rwtocyberlady@gmail.com

Signature: None

Under Events:
Please do the following:

Insert: 

Lucky Lady Leprechauns

When: Thursday March 15, 6:00pm – 8:00pm
Where: Thompson House
5370 Wyandotte St. E.,
Windsor, ON N8S 0A3, Canada ([map](#))

We will celebrate the Luck o' the Irish with beverages and dinner.

All should be adorned in **green**.

Delete: 

Day Trip:

Wed July 11, 2018, **Grand Bend** to see the play **Cinderella** at Huron County Playhouse. \$139.00 per person. Coach leaves from Devonshire Mall at 7:30 am.
For Details check the Spring Newsletter: [RWTQ Windsor-Essex Spring Newsletter 2018](#)

Sending Updates Via Email

Example of instructions in a file attached to an email:

HOME 

As is, except for contact information:

Delete: “We are using a photo of the same impressive feature ... as Header Photo.

Delete: Gwen Moore information

Insert: Johnna Johansen 519-862-3157 jjohansen1@cogeco.ca

Insert: Mary Anne Barstead 519-383-2724 barstedma@yahoo.ca

ABOUT

Delete All Information

Insert the following: 2018-2019 Calendar includes FIVE meetings - Last Thursday of September, November, January, April, May

EXECUTIVE - effective May 31 2018

Past President

Johnna Johansen

Sending Updates Via Email

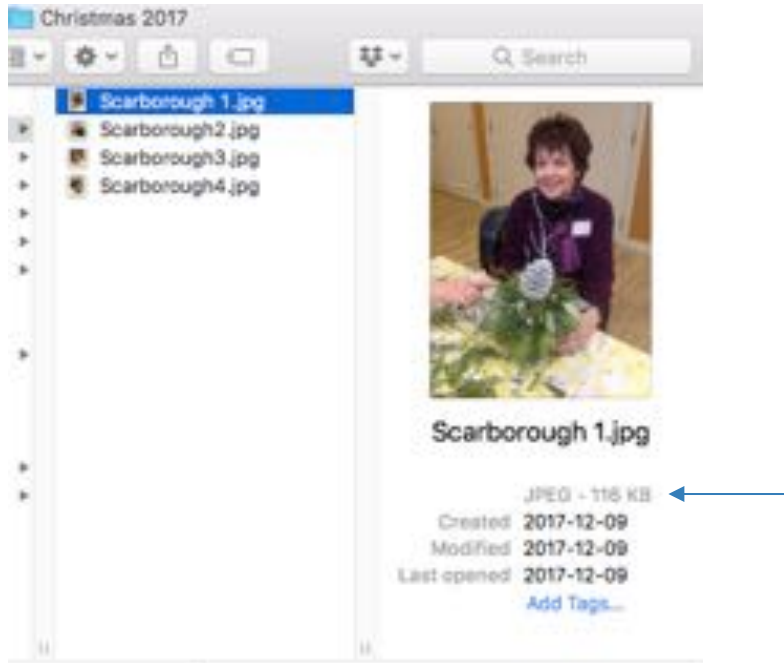
Photos/Images/Files

Don't forget to attach photos or files to your email with instructions.

- 📷 Images too small will not appear clear
- 📷 images that are too big (over 20MB) email provider might not deliver, nor will they upload on our website
- 📷 Resolution is important (eg.1024×768 pixels)
- 📷 Larger pixels means clearer photos (I can always resize them)
- 📷 Under which tab are the photos to be inserted (Gallery? Events? Membership? Awards?)
- 📷 Attached instructions for images can be in Word or PDF

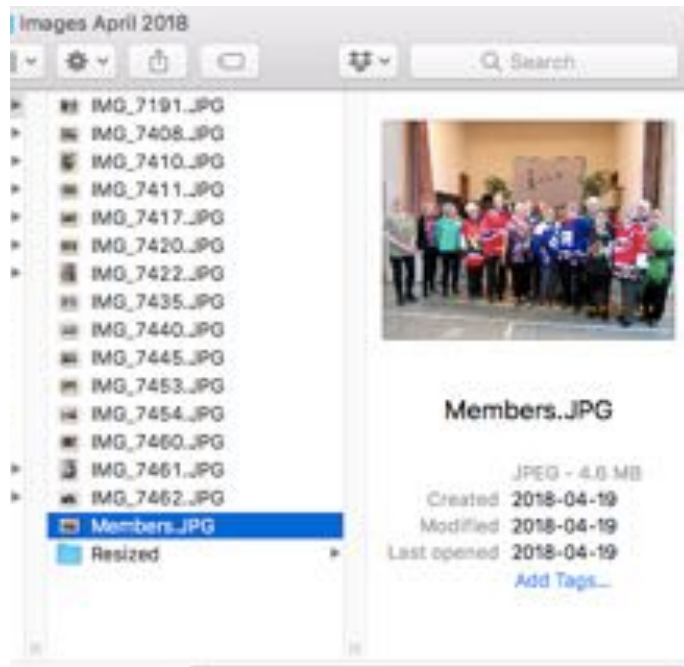
Tips and tricks Photos/Images/Files

Click right with the mouse to find out the photo information



Tips and tricks Photos/Images/Files

To label the photo, click on the label twice and start typing



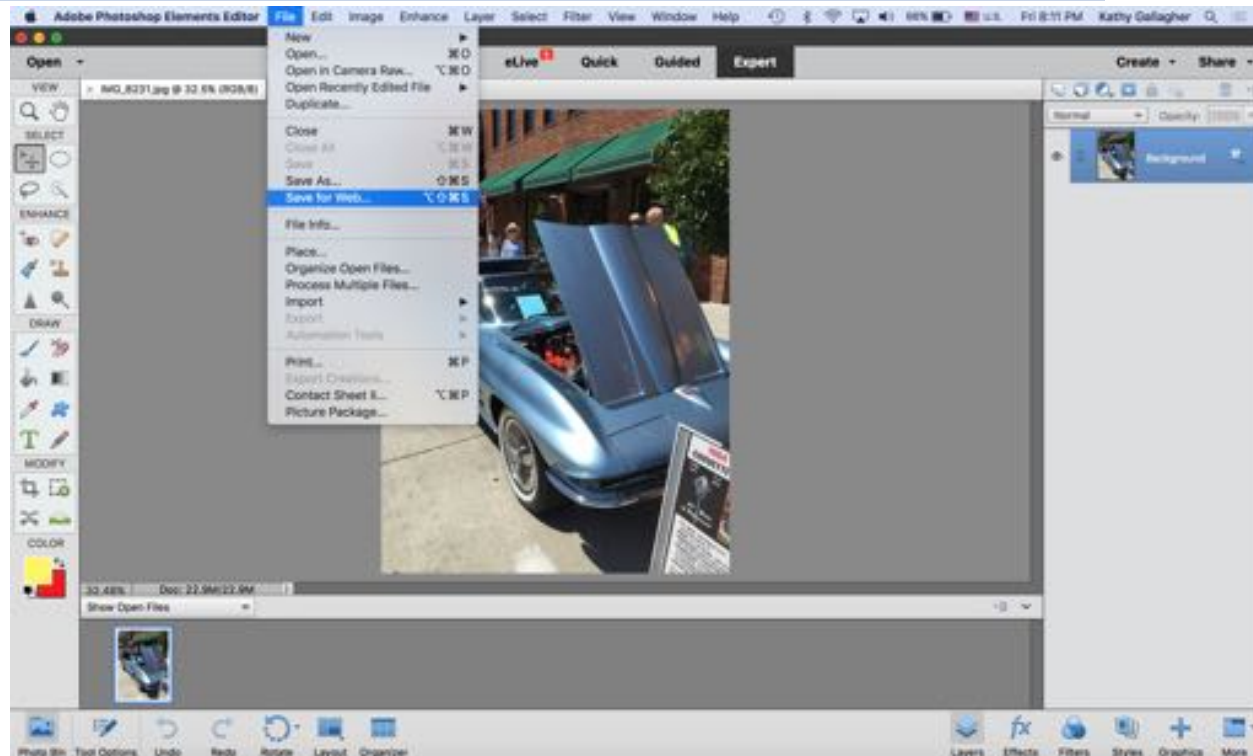
Tips and tricks Photos/Images/Files

ONE WAY TO SAVE IMAGES TO BE SENT FOR THE WEB

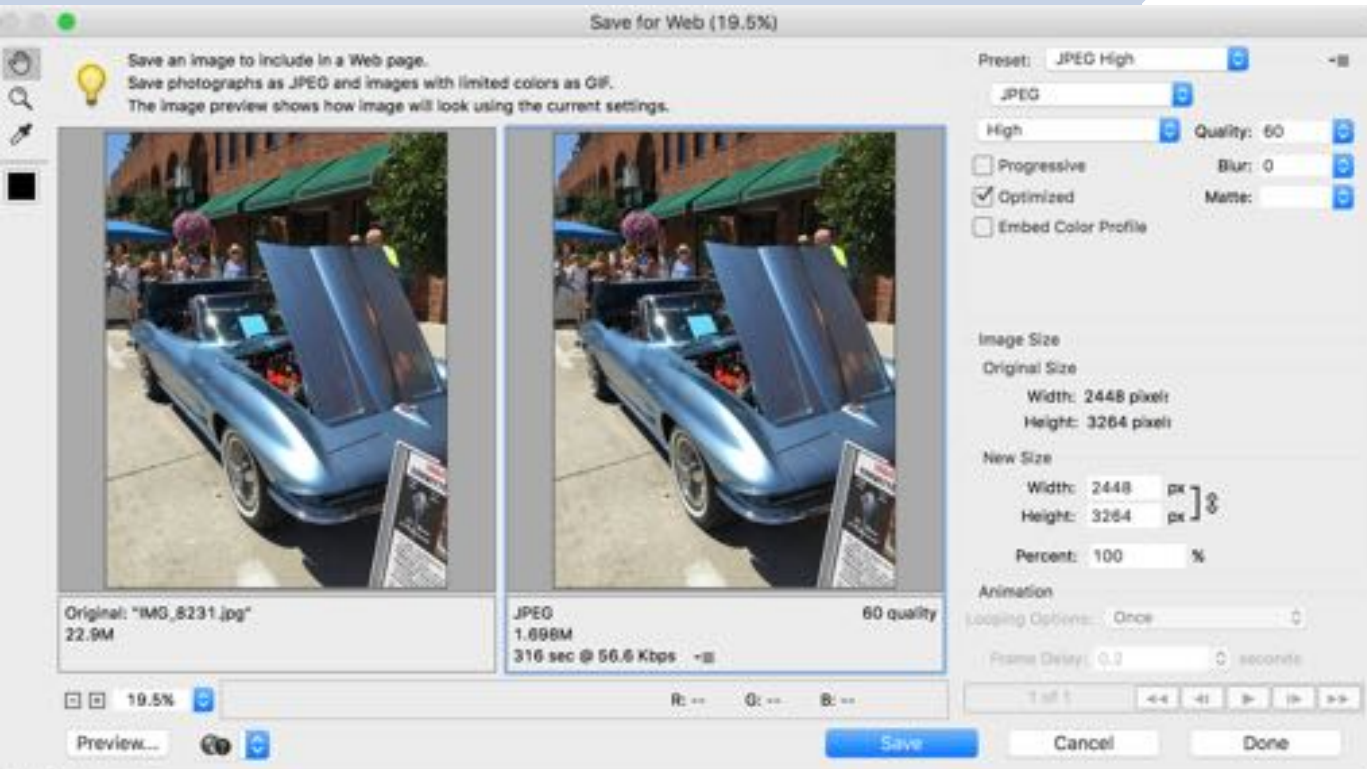
- In [Adobe Photoshop](#), there's a specific command called "Save For Web" that optimizes the image file for displaying online. This is important as the regular "Save" command can end up creating file sizes 2-3 times larger than the "Save For Web" command.
- In the "Save For Web" box, we need to make a few selections.
- For Image Quality, you have a scale you can select with 5 presets that range from Maximum to Low.
- - Very High** – 611 KB
 - High** – 339 KB
 - Medium** – 152 KB
 - Low** – 86k

*You can see that for every quality level you go down, the image size reduces by nearly half. In general, I've found that **High** is best setting for most images. At this level, it's nearly impossible for the human eye to see any degradation in image quality, and the file size is nearly 4x smaller than if we were to just select maximum.*

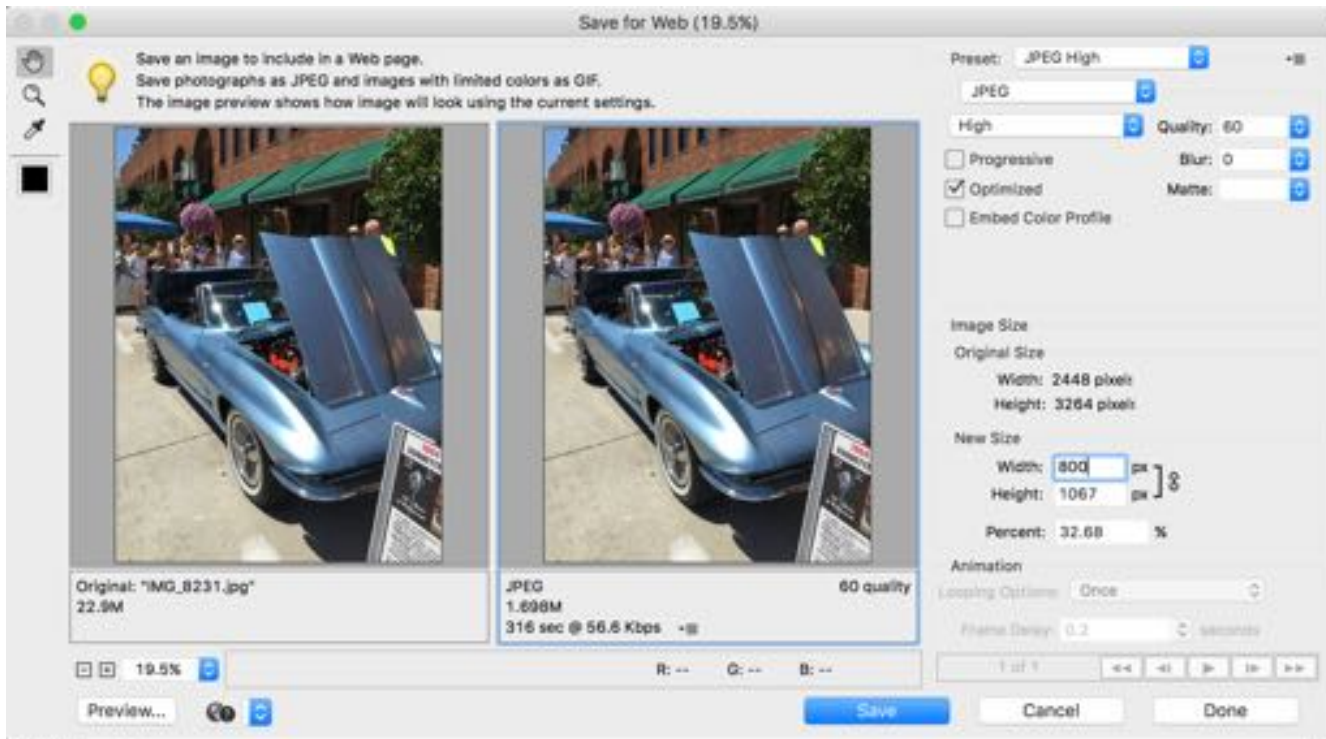
Tips and tricks Photos/Images/Files



Tips and tricks Photos/Images/Files



Tips and tricks Photos/Images/Files



Tips and tricks Photos/Images/Files



Original
2.2 MB
2448x3264



Save for Web
1.8 MB
2448x3264





Save for Web Resized
222 KB
800x1067





Sending Updates Via Communications Convenors' Website

Website Address: <https://rwtocc.weebly.com/>

Use the dropbox menu to select the following:

-  Name of branch
-  Name of tab

Type in your:

-  First and last name
-  Email address
-  Use Comment box to enter what you would like inserted or deleted.
-  Click the submit button

For any photos that need to be added go to the image of the camera and click on the email address (rwtocyberlady@gmail.com) add your branch name in the subject area and attach your photos.

Sending Updates Via Communications Convenors' Website

Website Address: <https://rwtocc.weebly.com/>

Information To Help Update Branch Webpages

There are **9 Tabs(headings)** for each of the Branch's webpage:

- Home
- About
- Galleries
- Events
- Membership
- Newsletters
- Awards
- Charities
- In Memoriam

NOTE: These are set and cannot not be renamed.

It is up to each branch as to which Tabs(headings) they wish to use. These Tabs will only show up if an article or photo is posted. You may choose under which Tab you wish to post your information.

Sending Updates Via Communications Convenors' Website

Within the form:

- choose your branch name
- choose the heading under which you would like your information posted
- fill in your name and your email address
- in the empty box type what you wish removed or inserted or archived under that tab

Important:

Please specify using the words **remove**, **insert** or **archive** in the comment section, to indicate what needs to be done under the specific tabs (headings) you have chosen. You must click submit for the information to be sent.

* indicates required field

Select Your Branch *

Area 1 Beaver Valley

Choose the Heading under which your information will be posted *

Home

Name *

First

Last

Email *

In the box below, describe what you would like to have removed, inserted or archived under the tab you have chosen. *

SUBMIT

- [Click here for a sample of what a submission looks like before you click the submit button.](#)
- [Click here to see what rwtoccyberlady receives by email.](#)



Send photos and files such as Newsletters, Brochures and Programs for your branch webpage as an attachment to this email address: rwtoccyberlady@gmail.com
(Click on the email address and attach your photos or files).

Sending Updates Via Communications Convenors' Website

Select Your Branch *

Area 3 Windsor-Essex ▼

Choose the Heading under which your information will be posted *

Events ▼

Name *

Kathy Gallagher

First Last

Email *

kgallagher7@me.com

In the box below, describe what you would like to have removed, inserted or archived under the the tab you have chosen. *

Please INSERT the following information:
Breakfast
(9:00 am each date) May 4th, June 1st, July 6th,
August 3rd
County Diner, Manning Road @ County Road 42
(Airport Road)

Exec Meetings Monthly
Every 2nd Tuesday 9:30 a.m. (No June or Sept.)
WFCU - 2800 Tecumseh Road East, Windsor

SUBMIT

Slideshows

Which to choose?

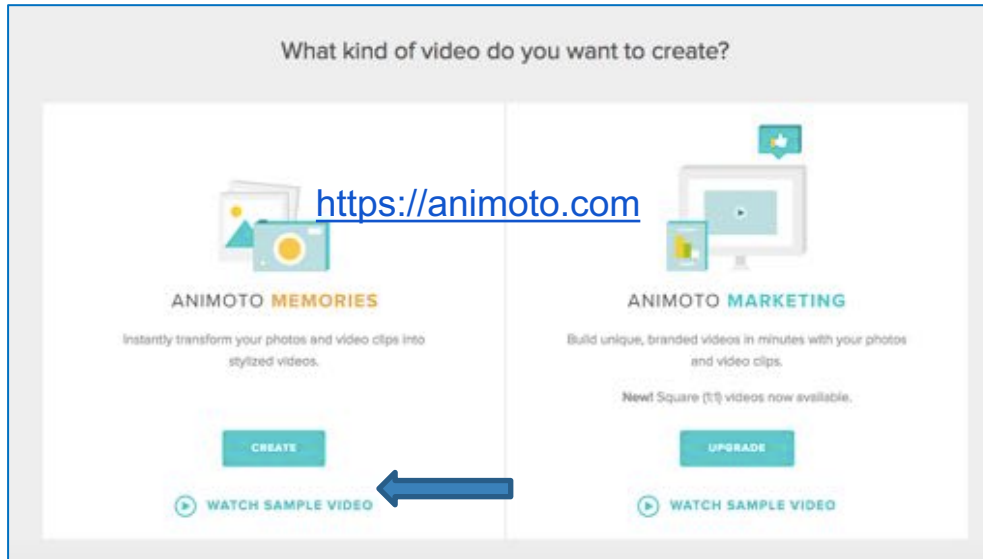
Animoto ? or Kizoa ?

- Both have a free version
- Prefer Animoto
- Choose theme (music already attached but you can choose other music on the site or upload your own)
- Upload photos
- Kizoa has transitions
- Preview
- Publish
- Choose from: download as a video or html code for a website or a link to the video

Slideshows Using Animoto

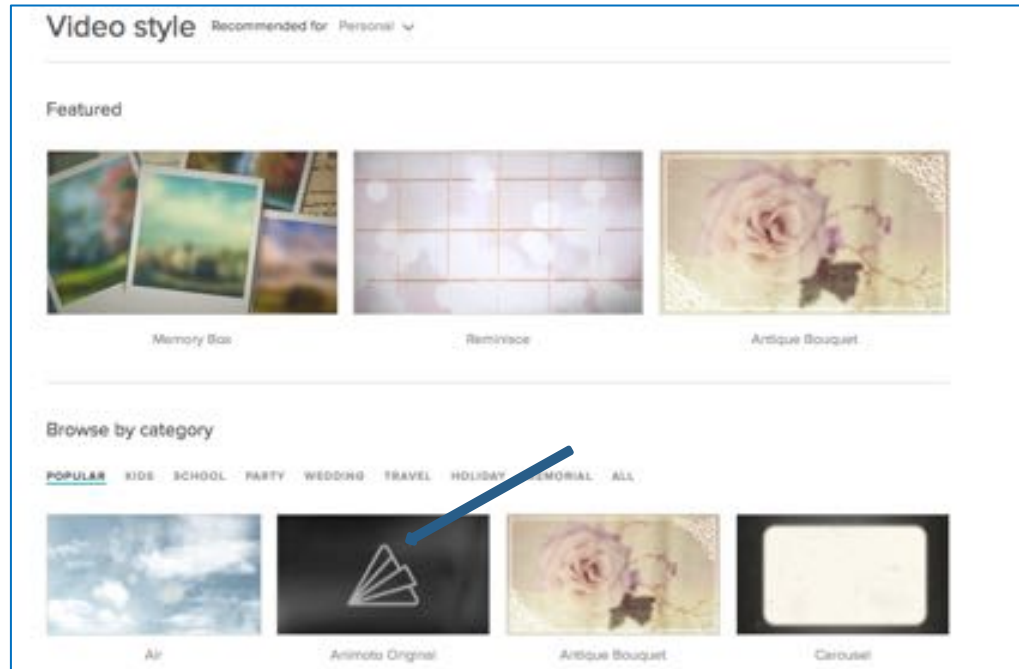
Sign In to Animoto

<https://animoto.com>



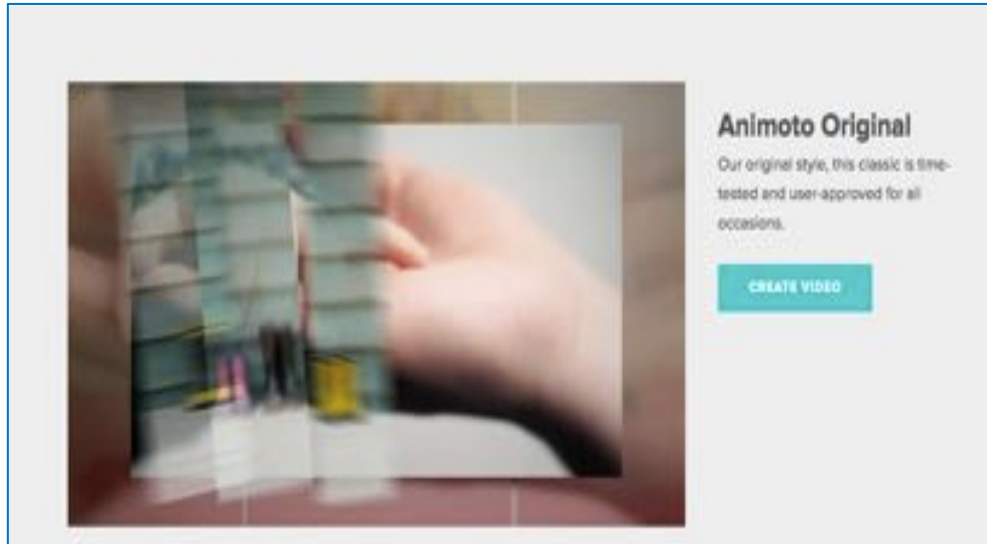
Slideshows Using Animoto

Select your theme



Slideshows Using Animoto

Click on create video



Slideshows Using Animoto

Click on the blue highlighted box



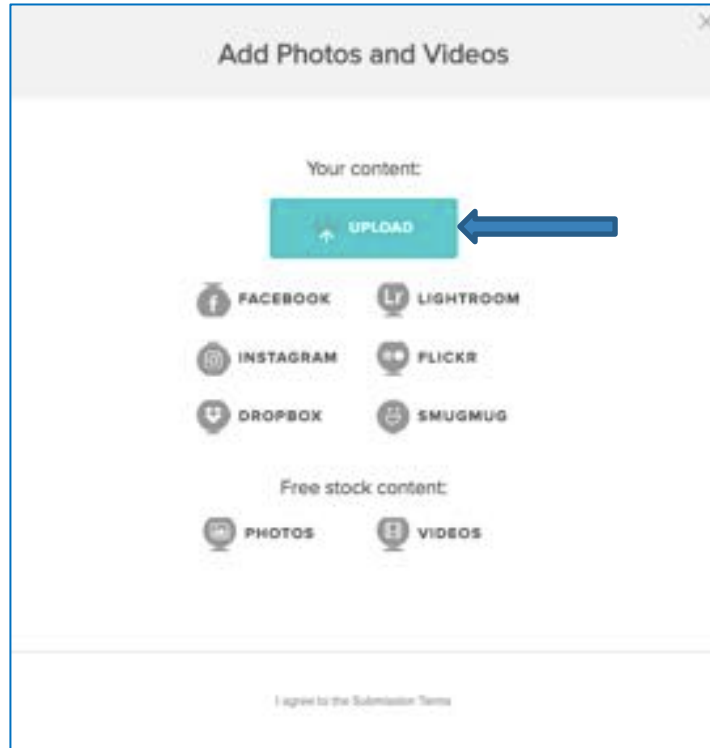
Slideshows Using Animoto

Click on upload

Supported image formats are JPG, GIF, PNG, and TIFF.

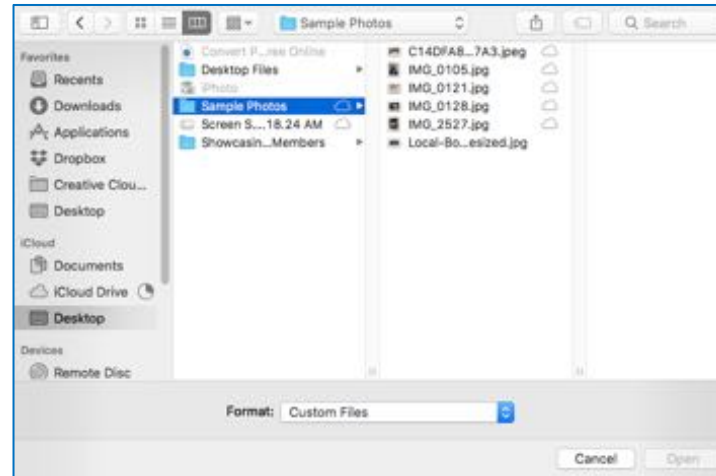
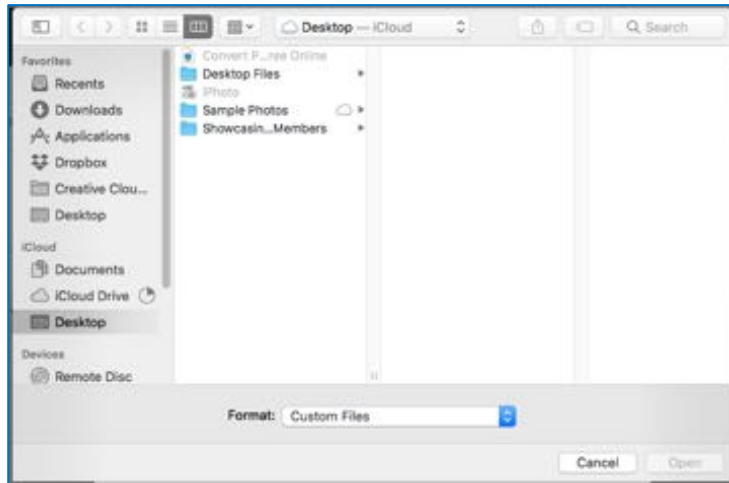
Currently, animated GIFs or transparency aren't supported.

The maximum supported file size is 20MB



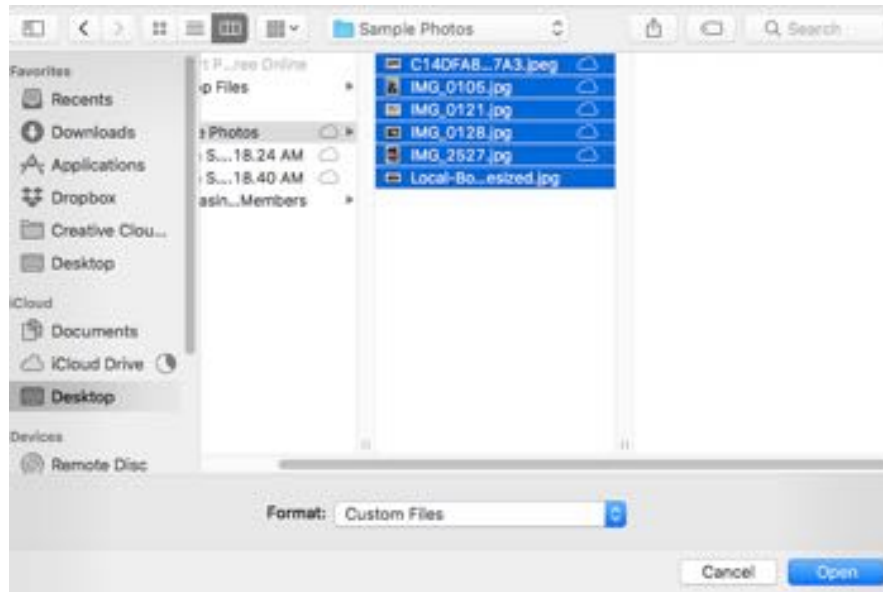
Slideshows Using Animoto

Open to the area on your computer where you have collected the photos



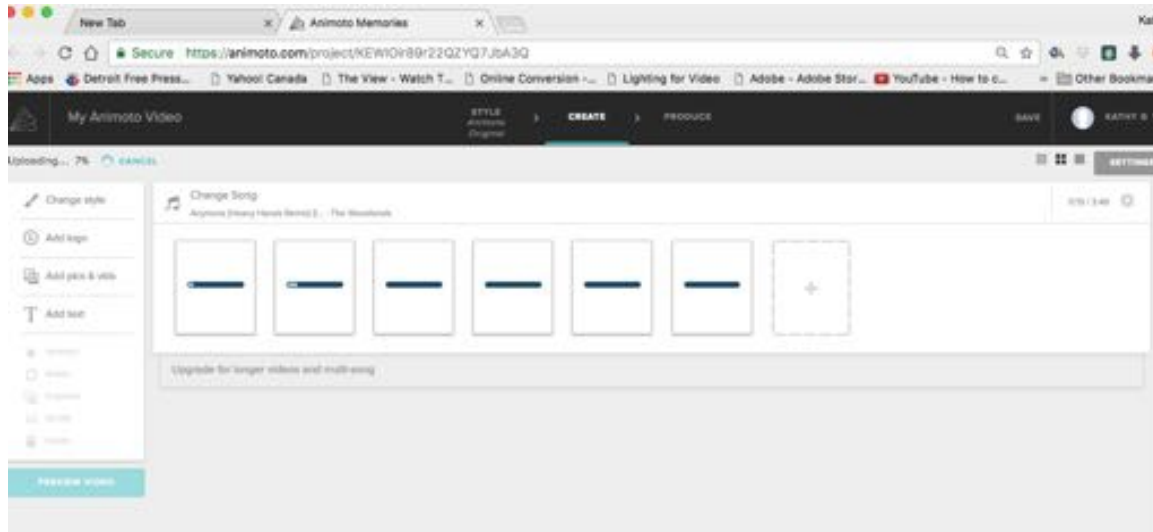
Slideshows Using Animoto

Highlight the photos you wish to upload and click on Open



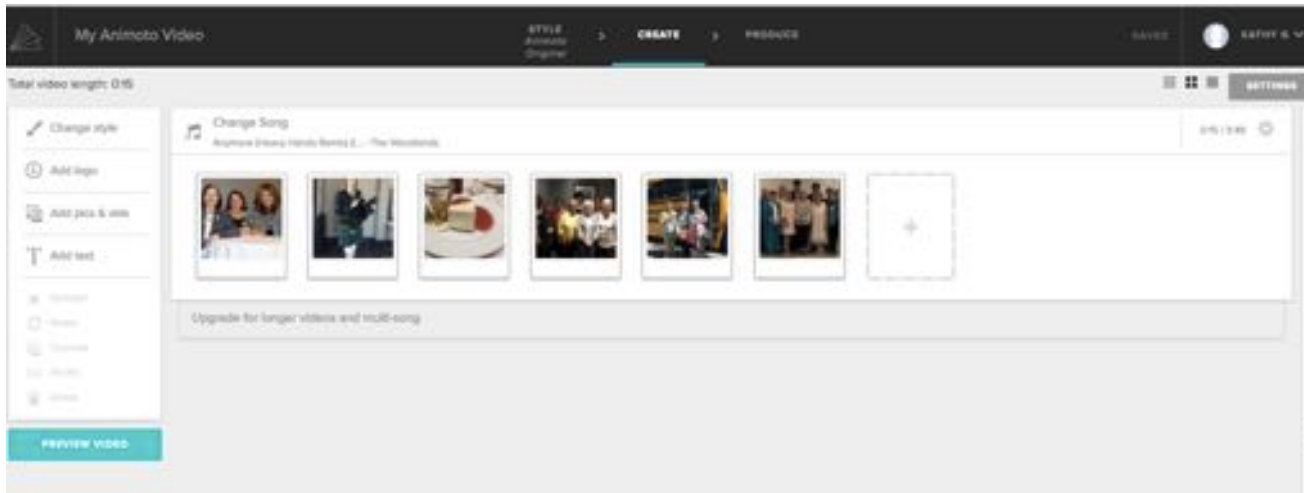
Slideshows Using Animoto

This is what it looks like while they are uploading



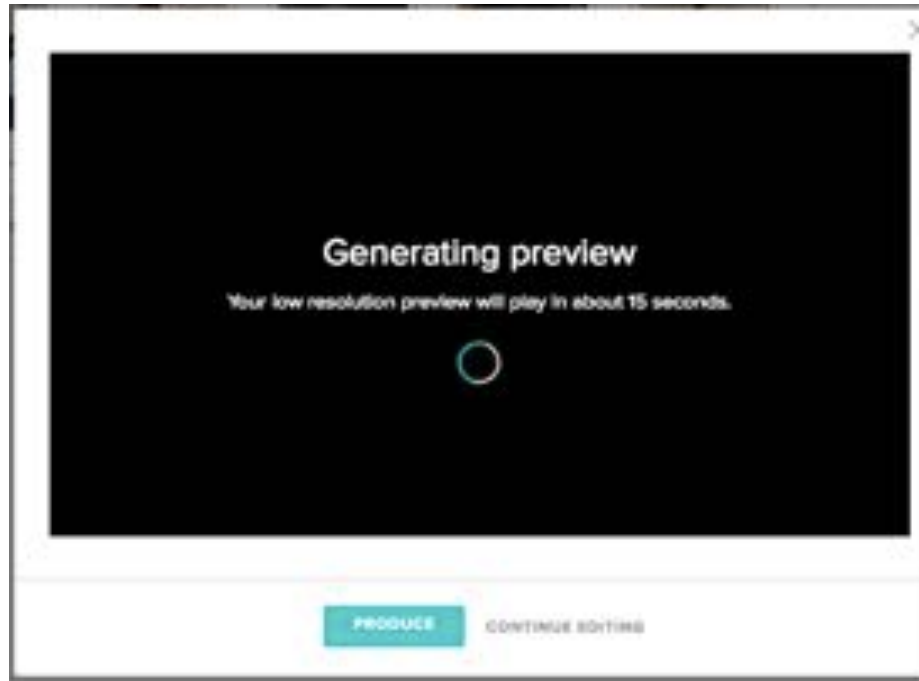
Slideshows Using Animoto

This is what it looks like after they have uploaded.



Slideshows Using Animoto

Click Produce



Slideshows Using Animoto

When this window pops up enter the name of your video, date and description. You may change your cover image on the right hand side by clicking on the arrow. Press finish.

Produce video

TITLE

Sample Video

DATE

DESCRIPTION optional


Write a description

ANIMOTO BRANDING

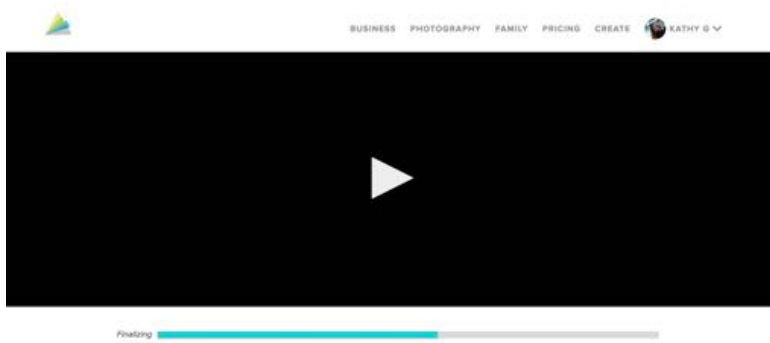
Upgrade to Pro to remove the logo from the end of your video. [UPGRADE](#)

FINISH **CONTINUE EDITING**

COVER IMAGE

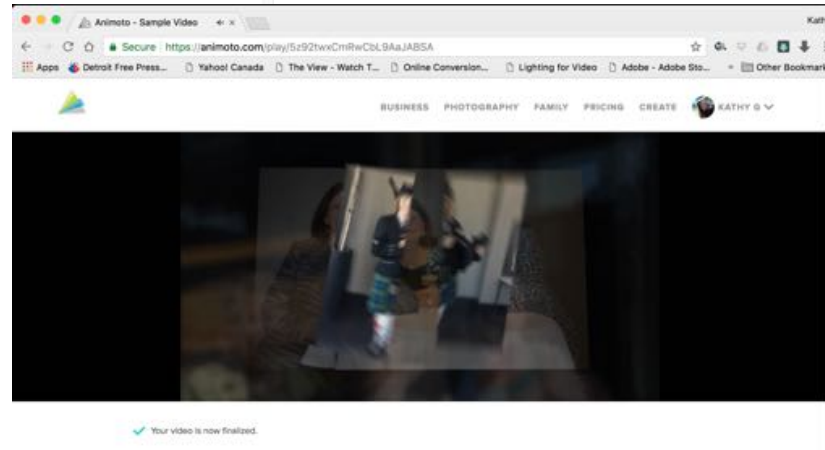


Slideshows Using Animoto



After pressing finish you will see a green bar saying finalizing

This is what it will say when it is finished.



Slideshows Using Animoto

Under your finished video you will have a choice of how to share it.

- ❖ Facebook
- ❖ Twitter
- ❖ YouTube
- ❖ Send a link via email
- ❖ Copy the html code to have it embedded on a webpage.

Sample Video

[EDIT VIDEO](#)

SHARE DOWNLOAD DETAILS SETTINGS



Link to video page

<https://animoto.com/play/5z92twxCmRwCbL9A>

[COPY](#)

Embed Video

Paste this code into your site's HTML

```
<iframe id="vp15z92t" title="Video Player"
width="640" height="360" frameborder="0"
src="https://s3.amazonaws.com/embed.animoto.com/play.html?w=swf/production/vp1&e=1527900182&f=5z9"
```

[COPY](#)

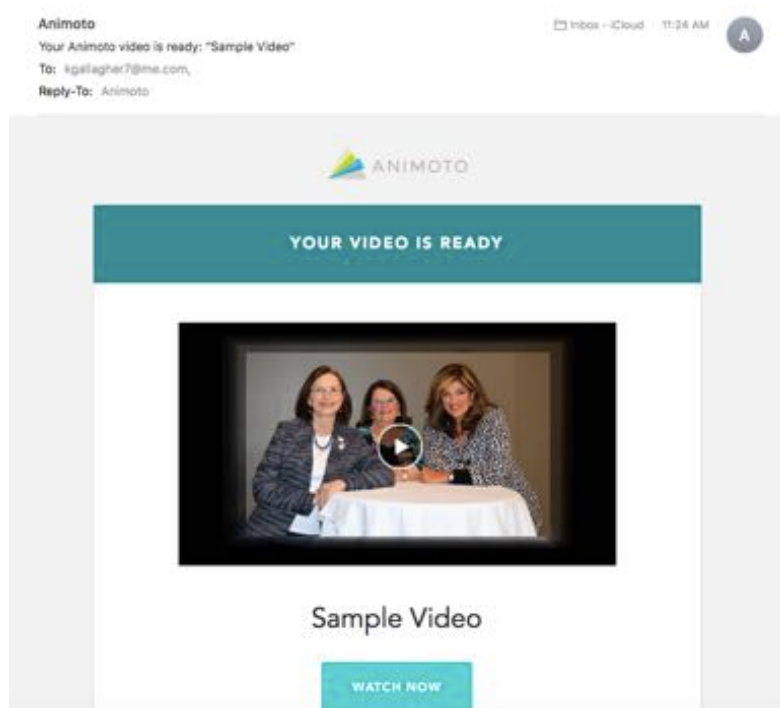
☐ Autostart ⓘ

☐ Loop

[Advanced Options](#)

Slideshows Using Animoto

Animoto will send an email to confirm that your video has been produced and is ready to be used.





Lifelong learning
starts here.