Volunteer Resources – Chapter Excellence Workshop Series

Awesome Chapter Websites
Session 3

Sat July 29, 2023
11:30 AM – 1:00 PM EDT *
(10:30 AM – 12:00 PM CDT)
(9:30 AM – 11:00 AM MDT)
(8:30 AM – 10:00 AM PDT)

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Workshop Director & Host
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Hands-on Workshop: Creating an Awesome Chapter Website

A **FREE** Virtual INCOSE Internal Education & Training Event for Chapter Volunteers – Registration Required

* NOTE: In addition to the workshop's 90 minute (11:30am to 1pm ET) core meeting time there are optional 15 minute pre and post periods, and not all parts are meant for everyone. Attendees should join in for parts 1, 2, 3, 4 and/or 5 of the workshop as needed/desired. See AGENDA/SCHEDULE for details.

AGENDA / SCHEDULE: *

❶ 11:15 – 11:30 AM ET (10:15 –10:30 AM CT)
Sign-in / Zoom & IT Checks / Meet & Greet

❷ 11:30 – 11:45 AM ET (10:30 –10:45 AM CT)
"Chapter Websites: A Systems Approach"

❸ 11:45 – 12:00 PM ET (10:45–11:00 AM CT)
"How We Did It! Real-Life Success Stories Told by Successful Chapter Website Teams" (with show & tell demos and Q&A)

BREAK: 12 PM – 12:05 PM ET (11–11:05 AM CT)

❹ 12:05 – 1:00 PM ET (11:05 AM – 12 PM CT)
"Dive In!" Hands-on Interactive Session Where Chapter Webmasters & Content Editors "Learn by Doing" (with coaching)

❺ 1:00 – 1:15 PM ET (12:00 – 12:15 PM CT)
Wrap-up and "Hang Out" Time (optional)

* Attendees may join in for parts 1, 2, 3, 4, and/or 5 above as desired.

OVERVIEW: With INCOSE's new IT infrastructure and supporting tools, creating & maintaining a modern, professional looking Chapter website is now not only possible, but much easier and convenient than you might think. However, there is a learning curve, and getting off to a good start is important. This is a PRACTICAL workshop to engage Chapter volunteers.

WHO SHOULD ATTEND: This workshop is intended for Chapter volunteers with one or more of the following roles:

1. *Webmasters* – As a primary contact for the Chapter's public website, webmasters are knowledgeable and proficient with INCOSE's web tool, SiteFinity, and may eventually learn to use "advanced" features (e.g., modifying page structure & layout).

2. *Content Editors* – Content Editors are chapter volunteers who need to quickly/easily modify webpage content within the existing page structure & layout (e.g., to post announcements, add detailed text and links, fix errors, swap in new images, etc.).

3. *Chapter Leaders* – Chapters officers, directors, committee chairs, IT specialists, and other key volunteers may wish to understand (and help determine) website purpose, scope and objectives to perform optimally within a "system of systems."

REGISTER