

IEEE SouthEastCon 2025

Hands-on Web Design - March 28, 2025 Lucas Sweet & Brian Page

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Topics



- Benefits of Having a Website
- IEEE Social Media and Brand Experience
- Exposre Beyond a Website
- Getting Started –vTools has links
- Tips for Maintaining a Website
- Webpage Layout & Templates
- WordPress Bakery vs Elementor
- Hands On Design
- Advanced Features Forms, Menus, ShortCodes
- Contacts
- SEO and Web Metrics IEEE support
- Questions



Benefits Of Having A Website

- Serves as a dedicated place to share, post and retain information, photos, events, etc
- Easily accessible
 - Work with most electronic devices check multiple devices
 - More universal than a social media page
- Can be used by members and nonmembers
- Link to this site or other sites such as Social Media
- Contacts Decide how to Contact Us. For Inquiries you can use own address <u>User1Personal@ieee.org</u> or request email addresses: <u>info -</u> <u>southeastcon2024@ieee.org</u>
- Functional Alias Request IEEE Workflow Recommended
- Use this form to create or update an @ieee.org Functional Alias for IEEE Organizational
- Officers & Chairs IEEE Atlanta Section (ieee-atlanta.org) This will give you an idea on what could be included
- Be aware of Phishing Attempts BEC report to <u>Report cybersecurity concerns to</u> <u>security@ieee.org</u> – Take Care of what you post for Identifiable Information – Personal Email Addresses
- What is Business Email Compromise (BEC)? | Microsoft Security

Social Media Overview - IEEE Brand Experience



IEEE Social Media Overview

Overview

IEEE social media consists of digital/online presence that allow individuals to post and share content publicly and allow others to view and respond to that content.

IEEE encourages the use of social media to engage our target audiences. It is important to remember that, with online social networks, the lines between public and private, personal and professional, are blurred. When a person identifies himself/herself with IEEE, perceptions may be created as a result – about IEEE and about the person's expertise.

The purpose of this document is to outline the IEEE guidelines when engaging on social media. Definitions of social media are noted within the document.

What must I do to get started?

Register your site, and as part of your registration do the following:

- Familiarize yourself with the IEEE Social Media Policy (PDF, 978 KB)
- Identify your target audience, authorized use for your social media presence, provide sample intended posts
- Identify a primary and secondary contact for your social media presence
- Agree to comply with the IEEE Social Media Operations and Best Practices Guide

You must complete the steps above before setting up a social media presence.

See related policies and guidelines >>

IEEE Code of Ethics

Brand Identity Guidelines

Digital Guidelines

• Usability and Accessibility

Employee Relations and Conduct

Nondiscrimination Policy

IEEE Privacy Policy

Terms & Conditions

Principles of Scholarly Publishing





Exposure Beyond A Website

- Social Media Pages IEEE has many Accounts
 - Facebook
 - Instagram
 - LinkedIn
 - Instagram
 - YouTube and TikTok
 - O Discord, Slack, Telegram, WhatsApp
 - O IEEE TV
 - Collabratec
 - You can use embedded Links to connect to Sites bidirectional
- All are great options for more exposure to members people use different sites
- Not great places to retain information
- Limited space/resources
- Make sure all content is consistent across platforms
- Great idea to dedicate an independent role for social media
- Monthly Section Activities Email
- Target your Audience



Before You Start



- IEEE offers all IEEE organizational groups free web hosting
 - All sites will be on an IEEE domain
 - Wordpress only either WPBakery or Elementor
 - WordPress requires some HTML knowledge
- Know who the Website will be for
 - Section, Chapter, Affinity Group
 - If you inherit a website Figure out where the links are and sites – Table Editor etc
- Have dedicated person or persons
 - Web administrator role
- Web hosting requestor needs to be an active IEEE member
- Read the Web Hosting Policy
 - o https://site.ieee.org/web-hosting-policy/
- ComSoc has its own request form
 - Similar process
 - o https://www.comsoc.org/website-request-form



Tips For Maintaining A Website

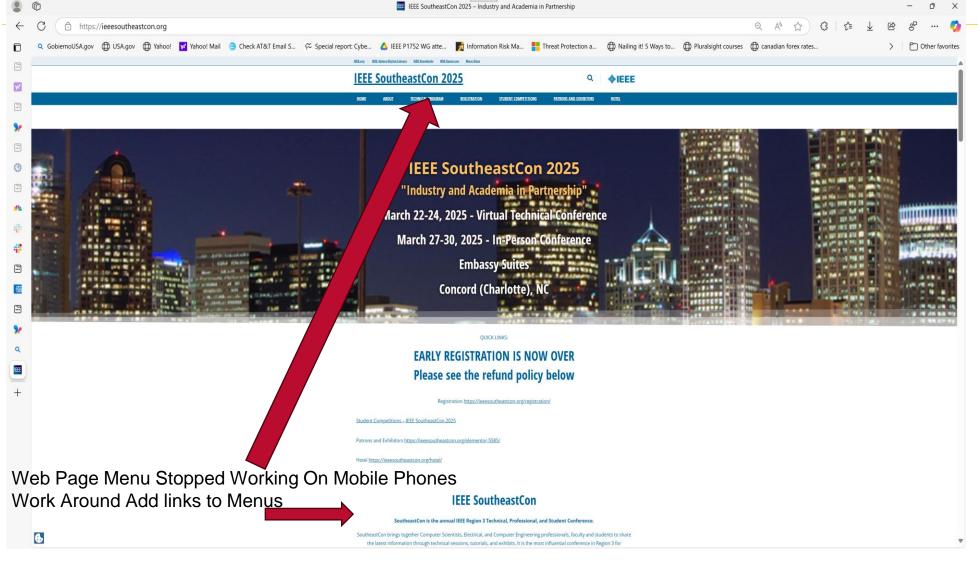


- Setup a system to receive updates/content
 - Emails, Forms Monthly R3 News Letter
 - Links to other sites for information that changes or requires updating
 - Google Drive, OneDrive Office 365 Sharepoint –view on other devices Verify WYSIWYG
 - Check dates on access availability links may expire
- Routinely review pages for outdated content or errors i.e. Awards 2019
 - Links are the most common outdated material and easily go unnoticed
 - Request feedback from other organizational unit volunteers
 - You likely will not know all the details for the content on the website
- Any material that present in multiple places
 - Setup so it only needs to be updated in one place on the backend
 - This is where plugins and short codes can greatly help
- Commonly linked content
 - Embed the content on the page so the link can remain the same
- Pages are best used for high priority and dedicated content
- Posts are best for one time material
- Utilize Wordpress shortcodes and plugins Sites yary on layouts and capabilities



Check Website and Changes - Devices







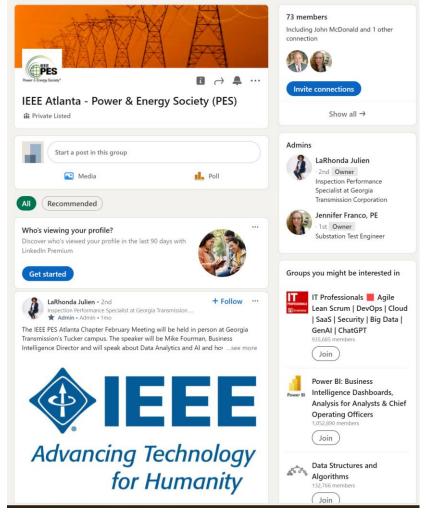
Test Your Links - For more information Click - Update once Make It Visually Appealing

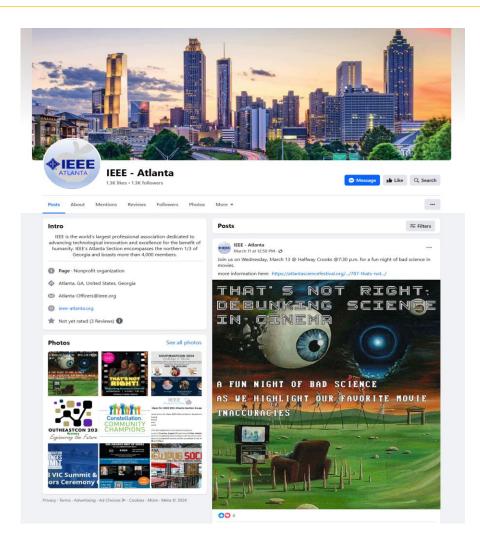
(26) IEEE Atlanta - Power & Energy Society (PES) | Groups | LinkedIn

(4) Facebook



Link Site to Other Information – Insert Link – Create Once Publish Many







vTools Site - Resources Starting Point





IEEE MGA vTools

Q **IEEE**

<u>HOME</u> TOOLS TUTORIALS FAQ BLOG FEEDBACK CONTACT

vTools



Quick Links

This IEEE volunteer tools (vTools) site provides information on a wide range of tools developed by volunteers for IEEE members and IEEE volunteers. The toolbox simplifies organizational efforts and administration by offering web-based software in order to reduce time spent on managing local activities and to assist in member development.

The vTools are sponsored by IEEE Membership and Geographic Activities (MGA), which serves the needs of IEEE members by supporting IEEE Regions, Councils, Areas, Sections, Chapters, Affinity Groups, Student Branches, Student Branch Chapters and HKN Chapters and is responsible for IEEE membership, and member development.

Known Issues – click here for a list of the current known issues in vTools

IEEE MGA vTools - Providing tools to the volunteers and staff who support

our members

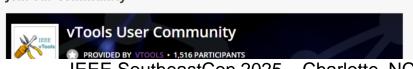
Additional Information

Support for Virtual Meetings

Support for Hybrid Meetings

Important IEEE Guidelines for Working with Children

Join our Community



IEEE SoutheastCon 2025 - Charlotte, NC

- Doodle
- Functional Alias Request
- IEEE OU Analytics
- Membership Validator
- Remote Conferencing /
 WebEx
- Survey Access Request Form
- vTools Applications
- vTools Engage
- vTools eNotice
- vTools Events
- vTools Local Groups
- vTools Nominations
- vTools Officer Reporting
- vTools Student Branch Reporting
- vTools Voting
- vTools WebInABox
- vTools Xtreme
- Web Hosting
- WebEx Request Form



Getting Started



- Visit IEEE MGA vTools to submit request
 - https://vtools.ieee.org/

IEEE MGA vTools





<u>HOME</u> TOOLS TUTORIALS FAQ BLOG FEEDBACK CONTACT

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Announcing vTools Engage!

vTools Engage is an interactive Customer Relationship Management (CRM) solution that was developed by MGA to enable volunteers and staff to:

Quick Links

- Doodle
- IEEE Events Finder (Android)
- IEEE Events Finder (iOS)
- IEEE Functional Alias
 Request Form
- IEEE Membership Validator
- IEEE OU Analytics
- IEEE Web Hosting
- Other Volunteer Tools
- Remote Conferencing
- Survey Access Request Form



Required Information



EEE Web Hosting Request Form		
Name (Required)		
Member Number (Required)		
mail (Required)		
Organizational Unit Name (Required)		
Organizational Unit Abbreviation		
Select a site template: (Required)		
	0	
IEEE Sites (Official)https://r1.ieee.org/dci-template/	0	
IEEE WIE Template https://r1.ieee.org/wie-template/	O .	
	0	
(EEE Communications Society Template (ComSoc Chapters only)	0	
IEEE PES Template (For PES Chapters and Committees only) https://cmte.ieee	.org/pes-template/	
Message		

TEEE COMMICACIONI ECEC CHAMICALO, INC



Required Information Cont.



- Recommend the form be filled out by the chair or website administrator
 - At the very least the requester should be a recorded volunteer
- Recommend adding message for
 - Non recorded volunteer
 - New organizational unit
 - Special requests
- The request will be reviewed by the MGA web hosting manager
 - If there are issues they will contact the chair on record by email



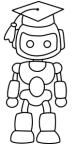
After Submitting Request Form



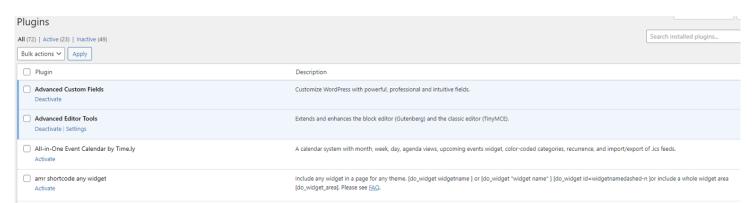
- The request should be reviewed within a few business days
- Check you emails
 - Personal and IEEE
- All communication will be through email
 - Issues
 - Access Information
 - Approved
- Now the website is created and you have login credentials
- Save the URL for the websites backend login
 - Bookmark
 - Record in organizational units notes
- Setup a backup user for the backend
- Activate needed plugins



Recommended Plugins



- PDF Poster
 - Makes it easy to embed PDF files
- Advanced Editor Tools
- Event Post
- Forms Powerful feature
- The Events Calendar Pro
- The Events Calendar Shortcode & Block
- WP Extra File Types
- Elementor
 - Elementor Pro
 - Essential Addons for Elementor
 - Forms Are





Website Templates



- You'll need to select a template that will become the starting theme
 - Most cases will use IEEE sites
- The theme will serve as the base design for the entire website
 - Color schemes
 - Shapes, boarders, fonts
- Once the website is created the theme can be changed to another IEEE premade theme
- ► IEEE has Branding Guidelines and Social Media Policy -<u>IEEE Strategic Plan Toolkit 2020 2025 -</u> IEEE Brand Experience

Web Hosting Request

The web hosting request form below is for **Regions, Councils, Areas, Sections, Subsections, Chapters and Affinity Groups**. You can see the website templates in action at:

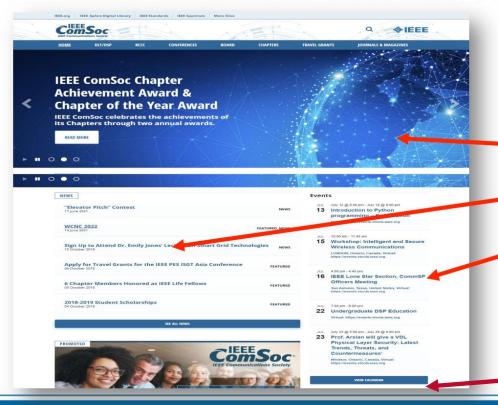
IEEE Sites (2019) Template -> https://r1.ieee.org/dci-template/
IEEE WIE Template (based on the IEEE Sites Template) -> https://r1.ieee.org/wie-template/
IEEE Communications Society Template (for ComSoc Chapters only)
IEEE PES Template (For PES Chapters and Committees only) -> https://cmte.ieee.org/pes-template/



Webpage Layout



ComSoc NAB NAB Communications Portal - New Website



HOMEPAGE

https://na.regions.comsoc.org/

Key Areas

- Carousel (Slide Show)
- News
- Events

This site pulls all events in Vtools and can be viewed and search There is an option to a shared calendar that you can access









The Backend Dashboard

Advancing Technology

for Humanity

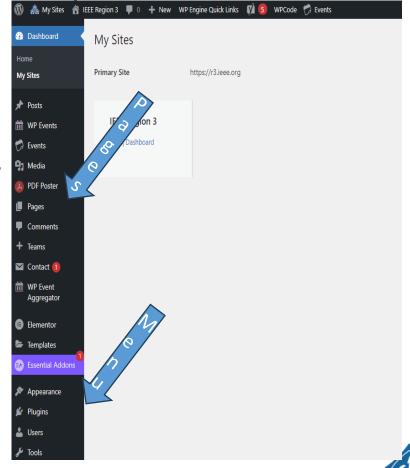
- Like grey area shows all websites you have access to edit on the backend
- Dark grey bar on left is the dashboard menu
 - Get familiar with all the options
 - Some plugins will show once they are activated
- Top dashboard pages
 - **Posts**

- Media
- **Pages**
- **Appearance**
- **Plugins**
- **Settings**

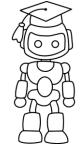
Media – Must avoid Copyrighted Images

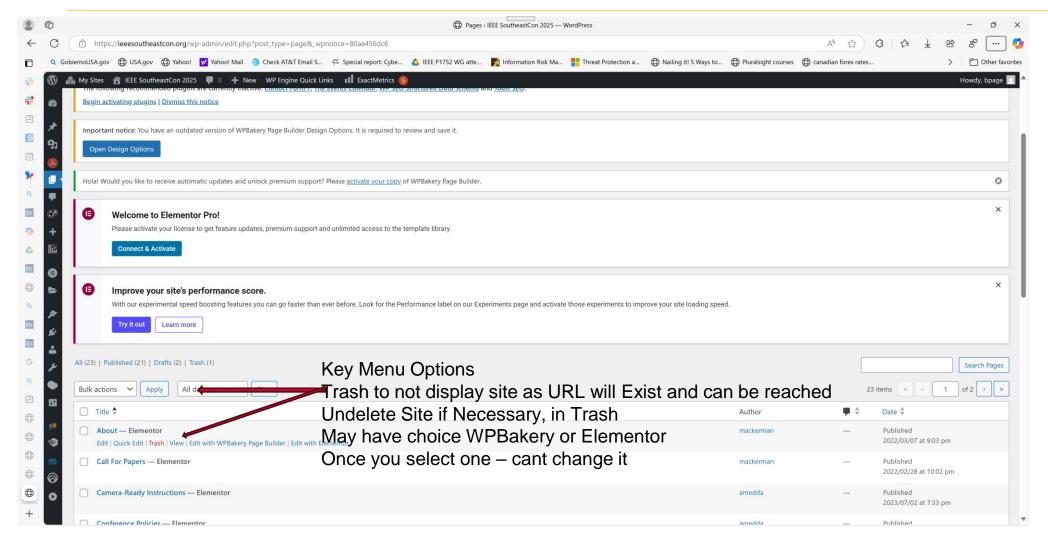
WordPress will block some uploads

Dashboard < IEEE SoutheastCon 2024 — WordPress



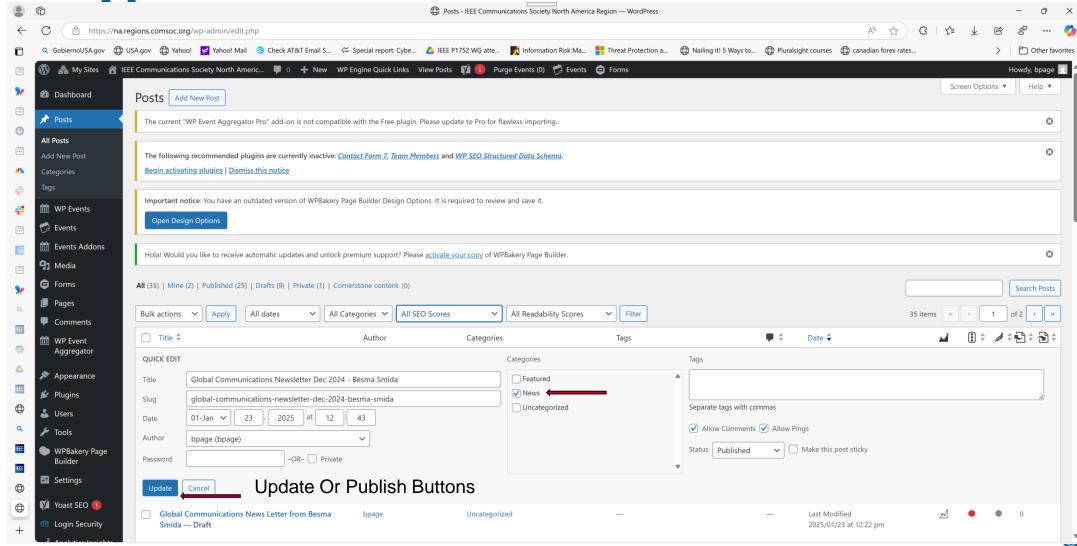








Types of Posts – Quick Edit

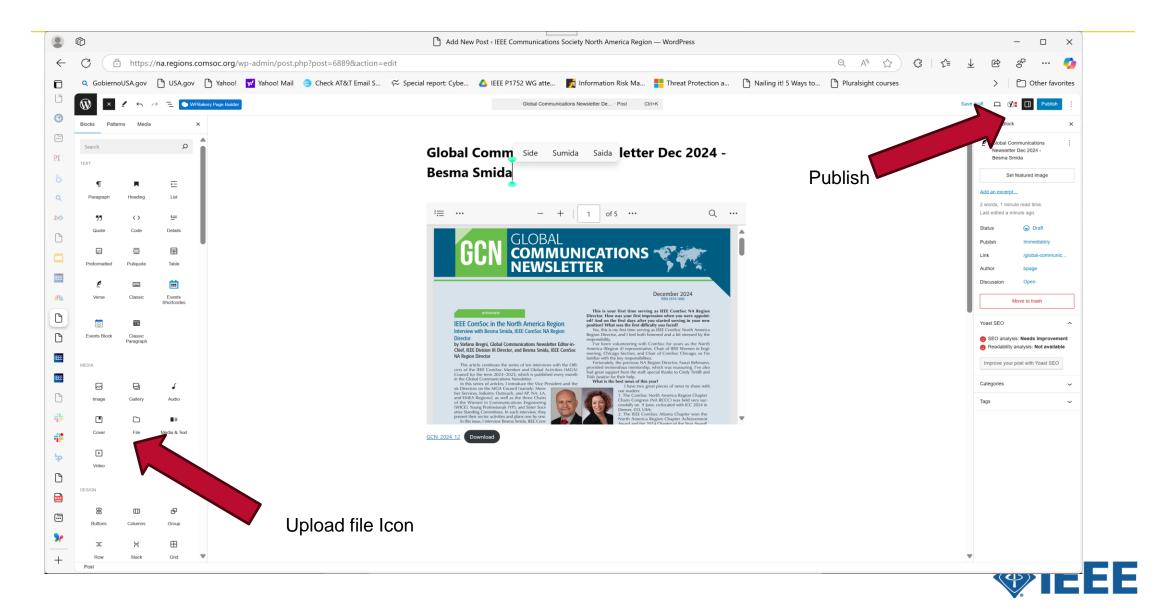




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WordPress files use File Icon



Use quick edit or categories on original

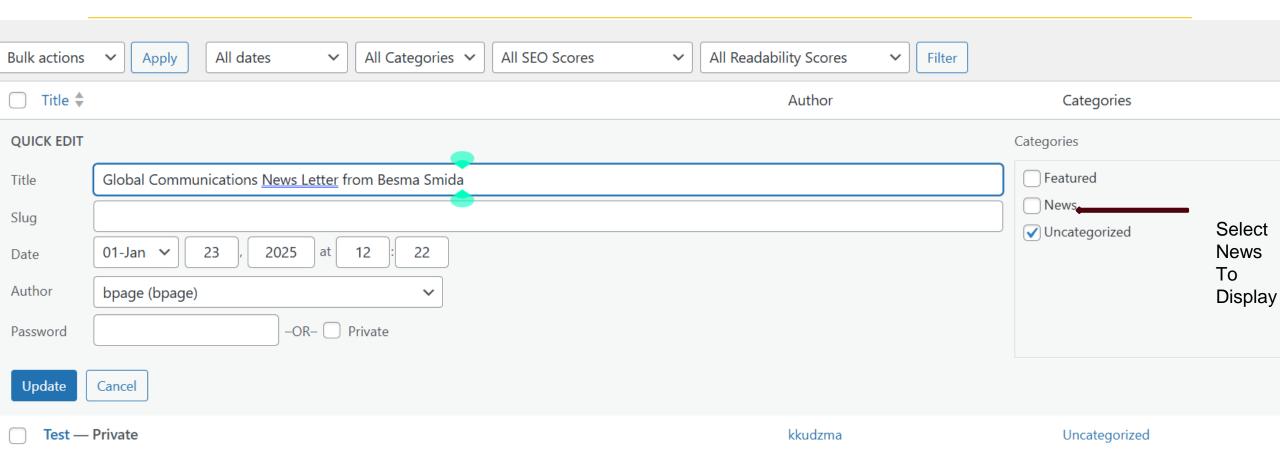
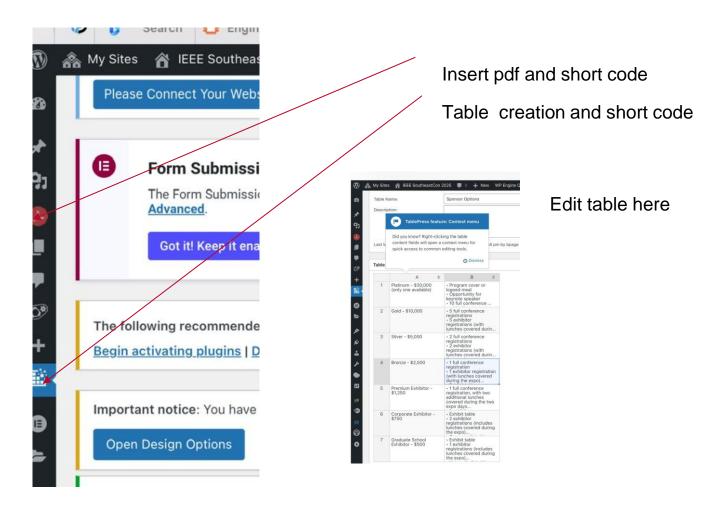




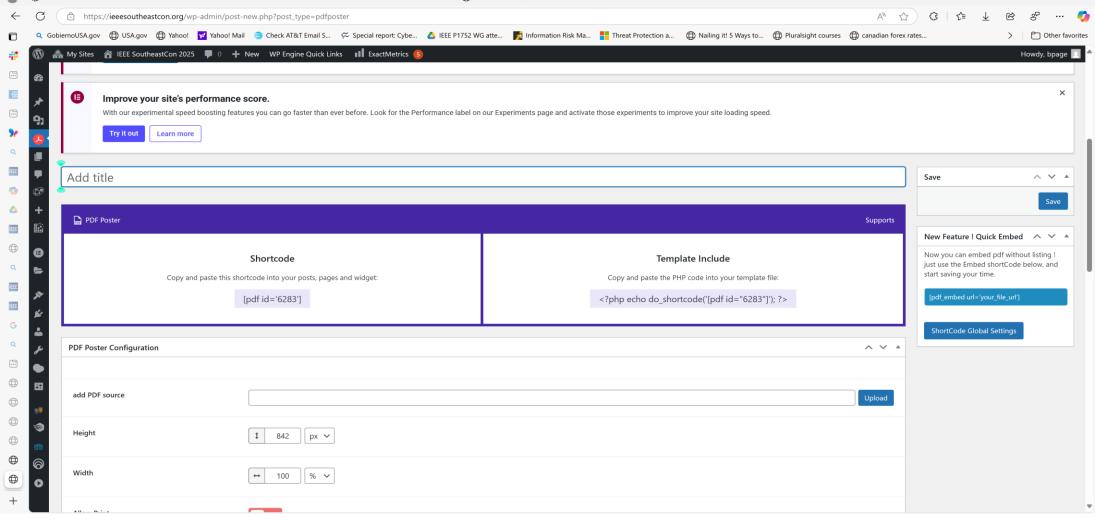
Table and PDFs Short codes

How To Create Tables In WordPress With Elementor & TablePress



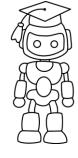


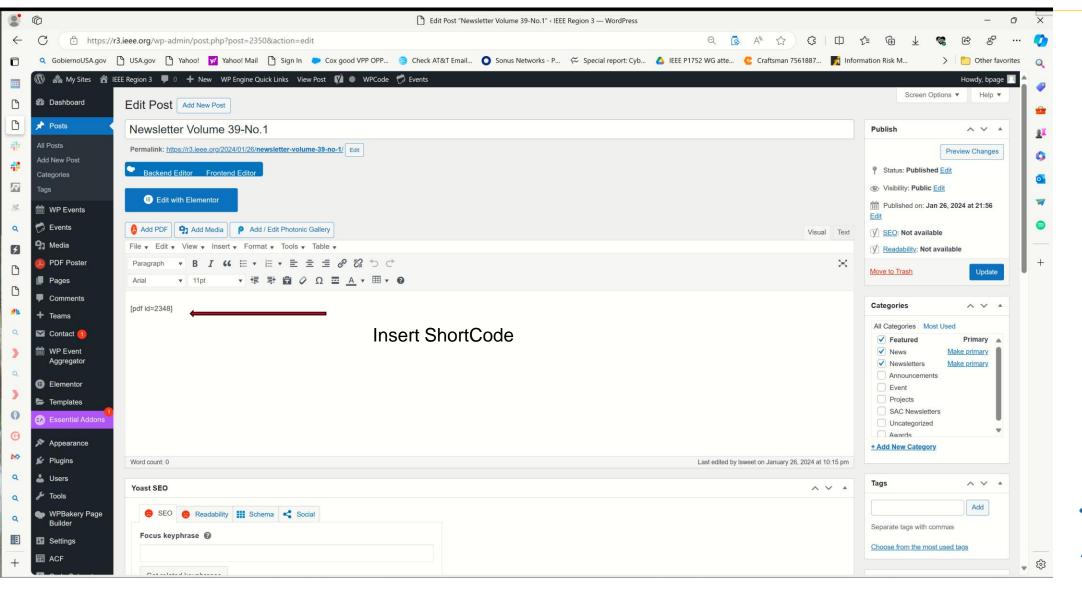




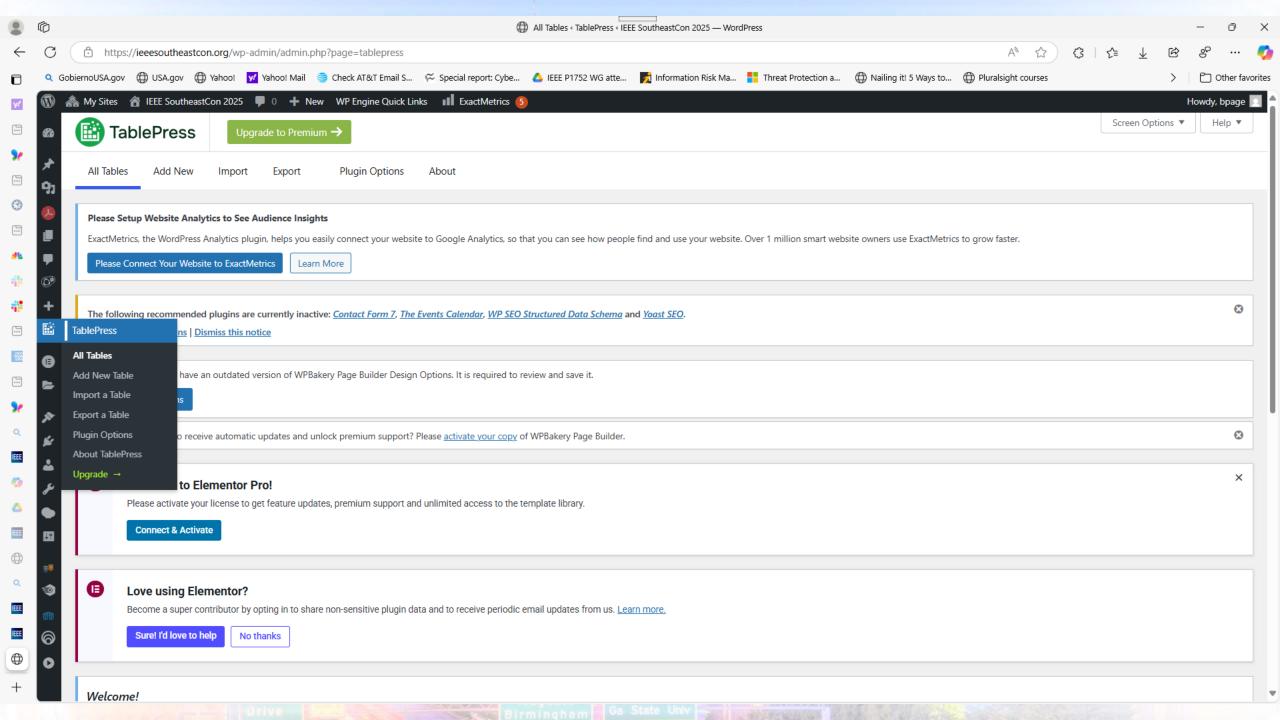
Add New Pdf < IEEE SoutheastCon 2025 — WordPress

ShortCodes - Post









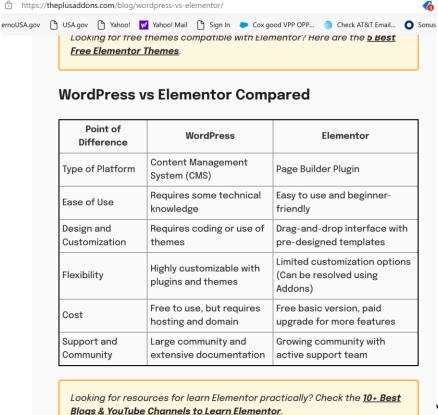
Comparison of Web Editors



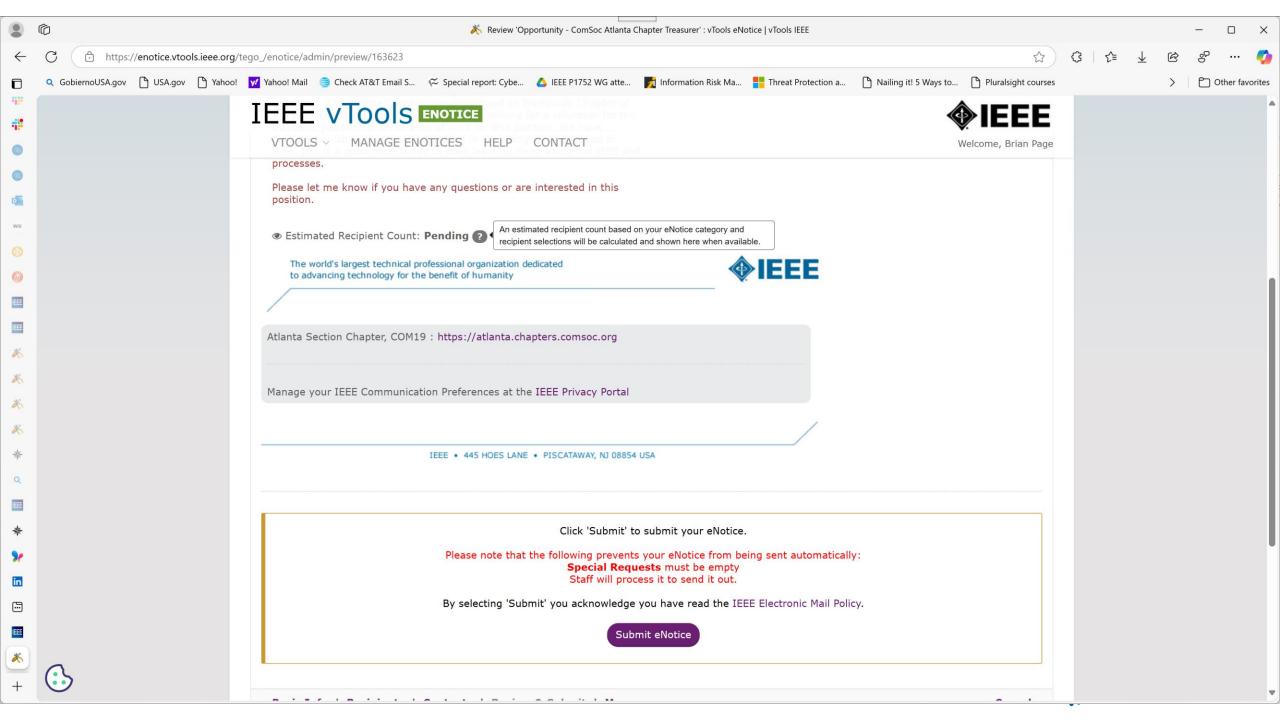
10+ Best Blogs & YouTube Channels to Learn Elementor in 2024 | The Plus Addons for Elementor

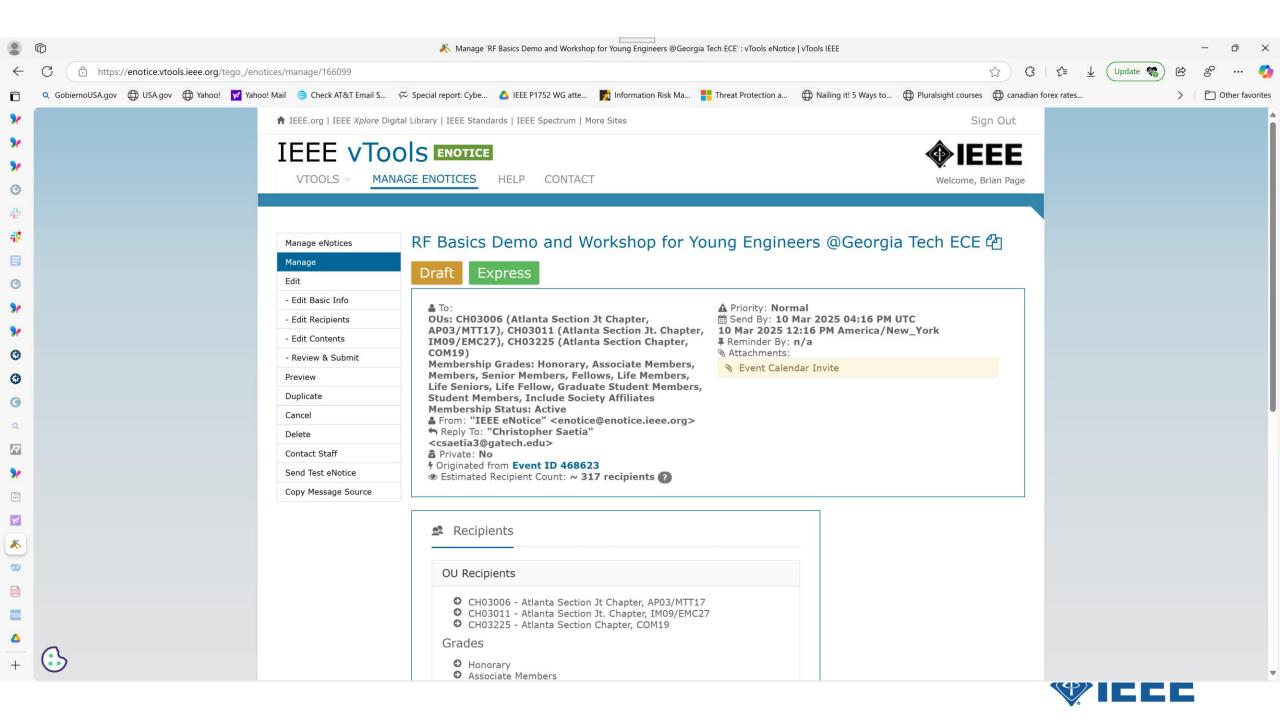
WordPress Will check for Copyrighted Pictures – Make sure you have the

rights to post









Additional Information and Advanced Functions



- Forms
- Embedding PDF files
- Email and other links
 - Embed a Form on Your Site
 - Please use a third-party service such as Google Forms, SurveyMonkey,
 MailChimp, or Constant Contact to include email forms and signup forms on your website.
 - Links to Google Drive, OneDrive, SharePoint,
 - How to Embed Forms IEEE Section



Thank You



- Questions?
- Contacts
- Brian Page
 bpage1@ieee.org
- Lucas Sweet lucassweet20@gmail.com
- Natasha Simonovski <u>n.simonovski@comsoc.org</u>
- Ray Umali <u>r.umali@ieee.org</u> Wordpress



Advanced Features

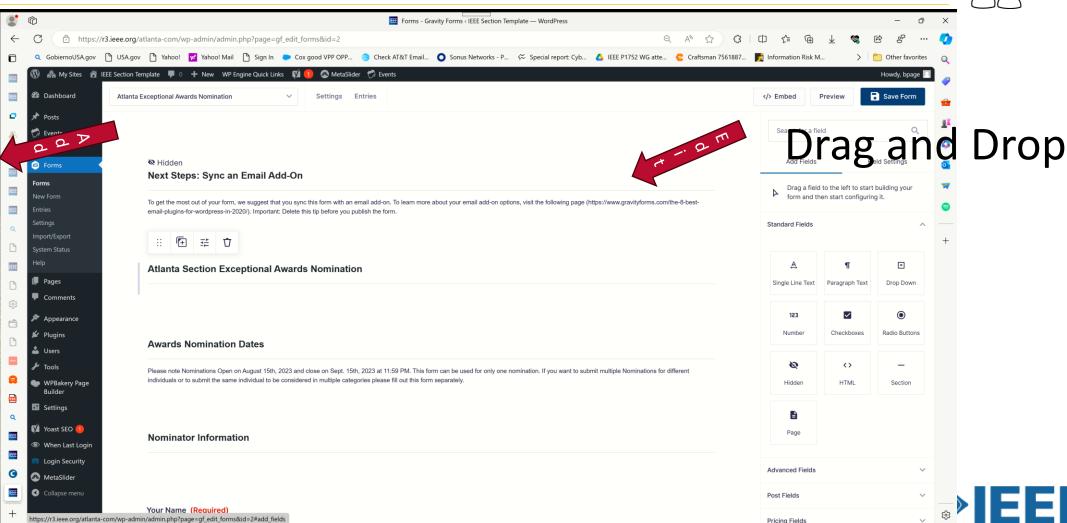


- Forms
- Short Codes Embedding PDF's
- Menu
- Webpage Terms



Forms - Gravity Forms < IEEE Section Template —

WordPress





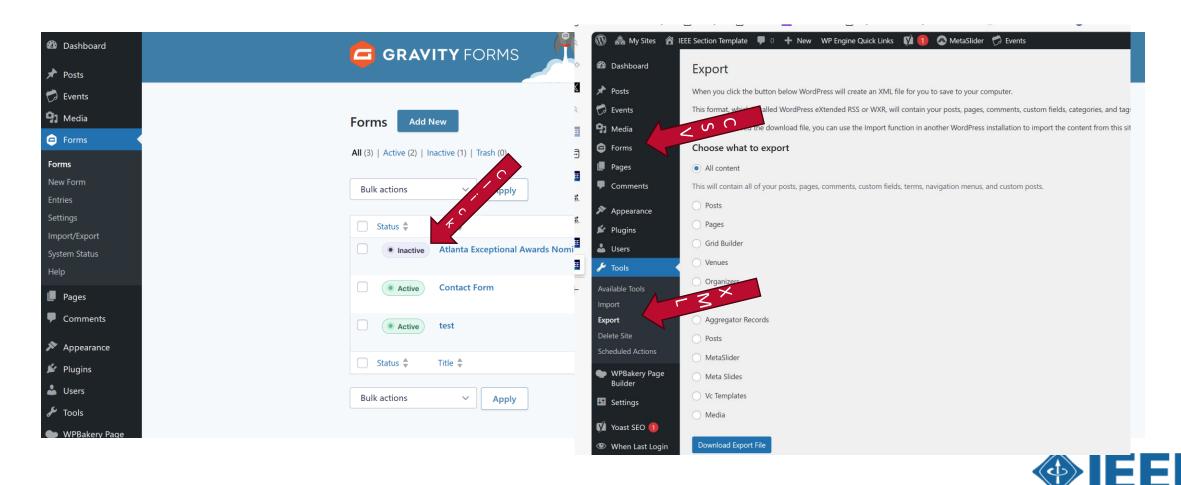


Forms

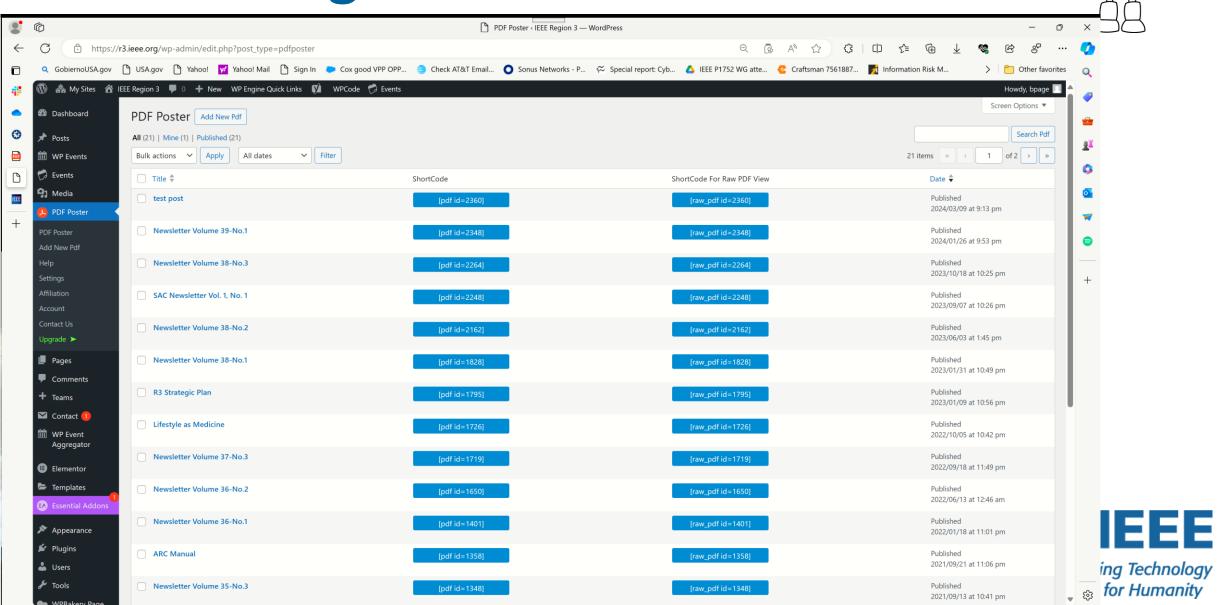


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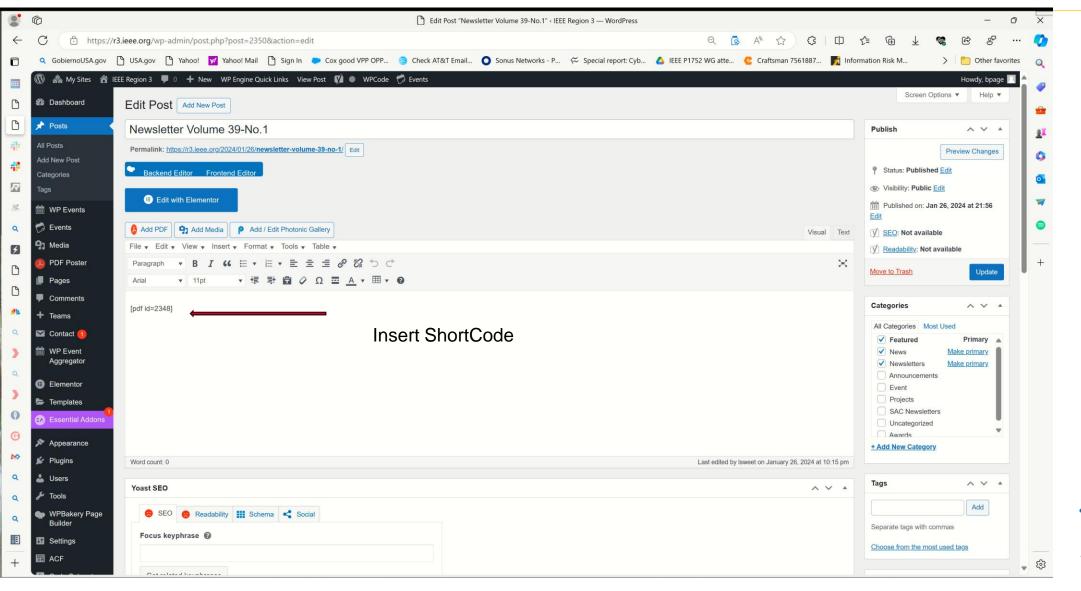


Embedding PDFs



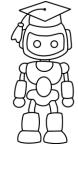
ShortCodes

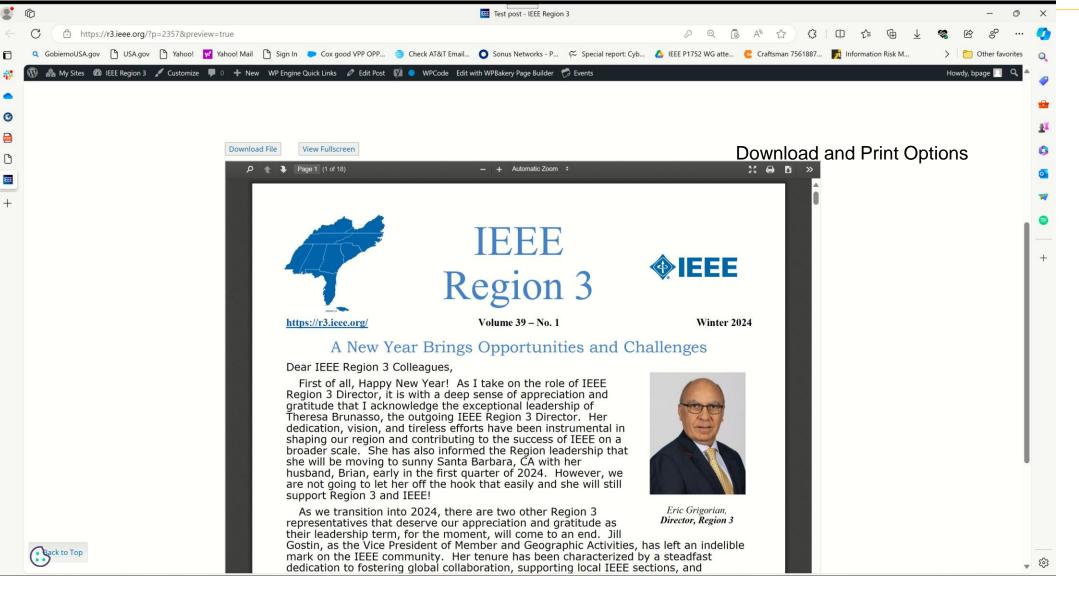






Embedded PDF - ShortCode







Elementor Elements

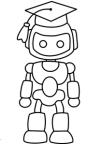


Edit "Organizing
 Committee" with
 Elementor
 (ieeesoutheastcon.org)

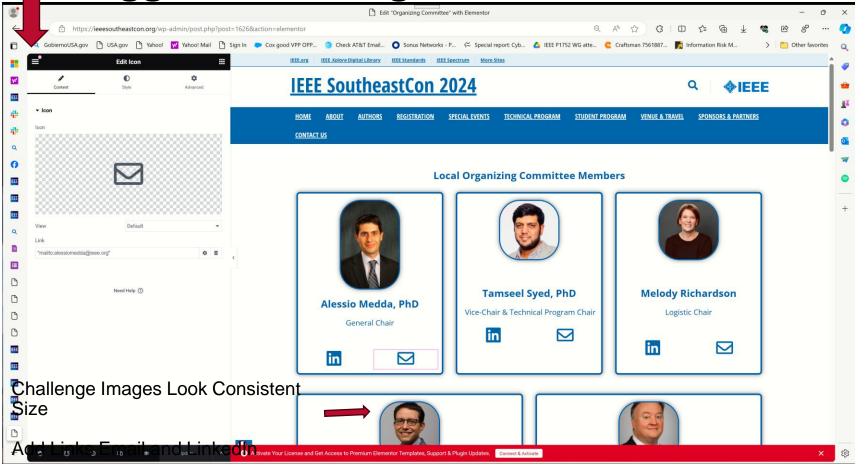






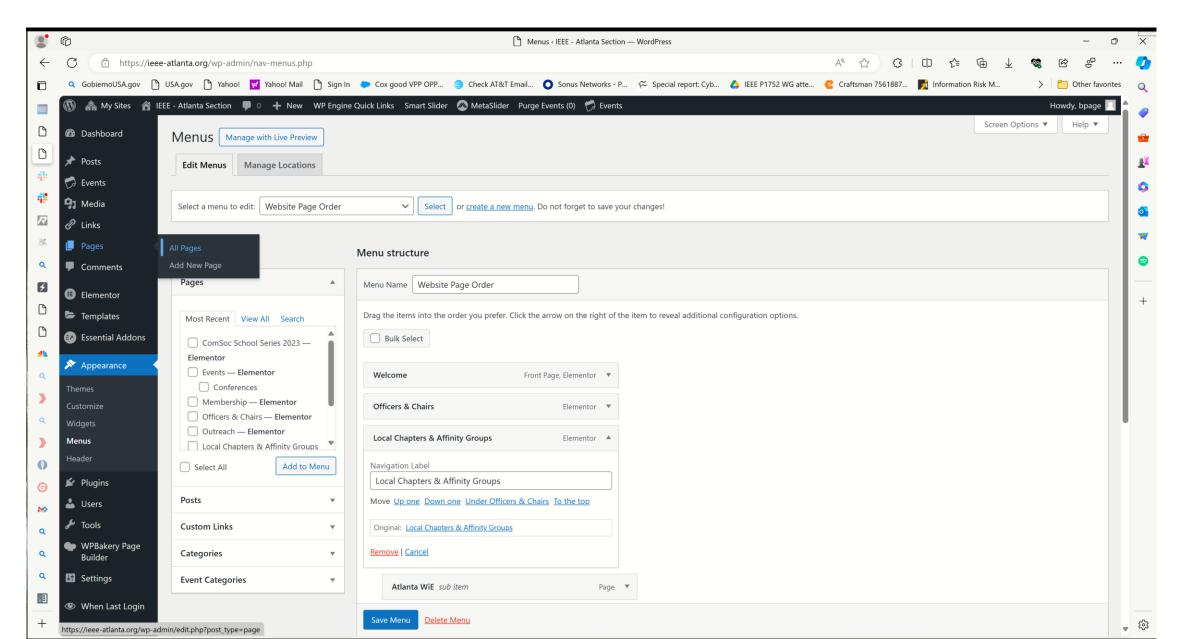


Toggle Menu to get back to the Fields





Menu Structure



Web Page Terms



- Standardized style sheet
- What Is the Difference Between Front End and Back End in WordPress?
- In WordPress, the front end refers to the part of your website that end users can view and access. On the other hand, the back end is the administration area of the content management system. This is where you as a website owner can log in to operate your site and edit content.
- Think of it like the front door and back door to a restaurant. The front door is where customers enter so they can order food and be seated. The back door is where the restaurant owner and other staff enter the kitchen, offices, and storerooms.
- You can log in to the WordPress back end by going to your WordPress login URL. From there, you can access the wp-admin page, which is where the admin area is.
- A person's <u>user role</u> will determine which sections of the backend can be accessed as well as the tasks they are permitted to perform.
- The WordPress back end can also refer to the WordPress hosting environment, which is where you can manage your server resources and domain name settings.