

Chapter Leader Quick-Start Guide to Website Management



The Circle — at <http://thecircle.nursingsociety.org> — is STTI’s professional networking platform that also hosts websites for each chapter. Each site follows a basic template that is customizable. Use the following information to manage your chapter’s website.

- 1. Update chapter leaders listed in the Officer and Committee Chair Report.**
 - The “Chapter Leaders” page is connected to the STTI database and is prepopulated with the names and positions of each officer on your board.
 - Log in to the Chapter Management Site at www.nursingsociety.org/chapters to update the Officer and Committee Chair Report.

- 2. Appoint a webmaster, whose duties are to:**
 - Manage content on the chapter website.
 - Monitor discussions and encourage participation.
 - Post chapter news, library entries, upcoming events, the welcome message, and chapter history.
 - Receive training, updates, and news about The Circle and chapter websites from STTI.

- 3. Ask chapter leaders to update profiles and upload pictures.**
 - Chapter leader profiles are viewable on the “Chapter Leaders” page.
 - Watch the three-minute video, posted in the “FAQs” tab on The Circle, to learn how to update profile components.

- 4. Understand the functions and features of your chapter website.**
 - Review tutorials posted in the All Chapter Officers workgroup or sign up for a one-on-one consultation with STTI staff. The consultation request form is in the All Chapter Officers workgroup, located on the “Groups” tab when you sign in to The Circle.

 - Learn the difference between public-facing and members-only pages of your website.

<i>Public-facing pages:</i> <ul style="list-style-type: none">- Are viewable without signing in.- Provide basic chapter information.- Include the home page, the “About Us” section, and “Chapter Leaders” section.	<i>Members-only pages:</i> <ul style="list-style-type: none">- Require signing in to view.- Engage members in virtual activities.- Include the member directory, “Discussions” section, and “Resources” section.
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- 5. Create a welcoming environment.**
 - Create a new welcome message.
 - Post upcoming events and chapter news.
 - Upload resources to the library.
 - Start discussions.
 - Add a chapter history and other important information to the “About Us” page.



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