

SCRWOCN - How to Support **YOUR** website

It is important that information on the website be up to date and interesting. There is nothing worse than going to a website and finding old information, something that is unexpected like a dead link (nothing but an error), or boring web pages. Some of the steps each of us can do to make the SCRWOCN Website the best experience is to:

SUBMIT ARTICLES: Submit articles, pictures, or information so that the **e-News, Events, Scrap Book, E-Learning Links, Awards, Job Opportunities**, and the miscellaneous suggested **Links** are interesting and engaging. If the visitor feels engaged, they will continue to click and may end up in sections that are of utmost importance like the **SCR Store and the Membership** area.

ANSWER CHATS: When someone submits a chat question or comment, it is of utmost importance that someone answers him or her immediately via e-mail personally AND on the Chat Page. If no one answers in a timely manner people will bypass this great communication tool because they will think it is inactive. If you do answer at chat, be sure your answer is Polite, Interested, Concerned, etc. Do not answer in anger EVER! If you feel something is on the Chat that is not appropriate do not answer, just email the Web Administrator and it will be removed immediately.

To Use Chat:

- Type in the Comment area
- Press the Submit Comments button
- Click on Return to the form link

If you do not see your comments, press your Refresh Button. If you are using AOL hold down the CONTROL key on your keyboard click the mouse on the AOL browser reload icon. If you submit it too many times... no worry - the Web Administrator will catch it and remove it.

Put some Chat comments of your own in the Chat Section. Get a conversation/topic going that might interest others. Make it fun!

Look for Errors: It's no fun when a visitor finds an error. Make it your job to check for errors while enjoying the website. Please submit them to the Web Administrator to fix. Members helping Members makes it a better place.

If you have any questions or concerns please let an officer know and they will contact the Web Administrator - Dawn

Aloha!