BEST PRACTICES FOR UNIT WEBSITES
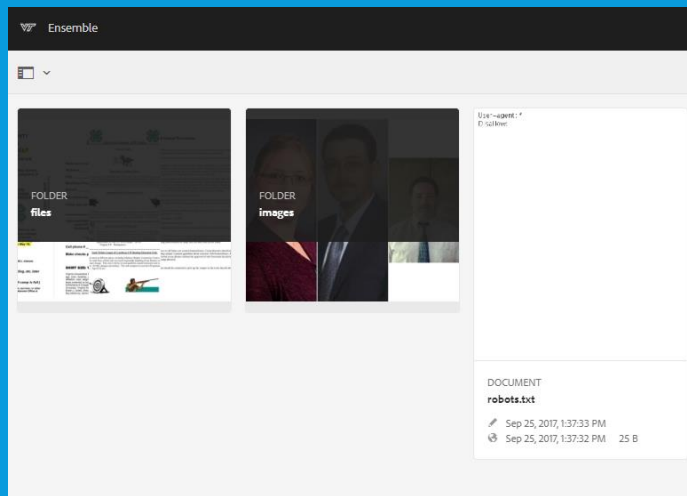
- My Assets

- My Sites
  - Configuration
    - EN Page
      - Index page
      - Local Programs
      - Staff Page
      - Get Involved
      - News
      - Calendar
  - Page Creation
  - Videos
  - Images
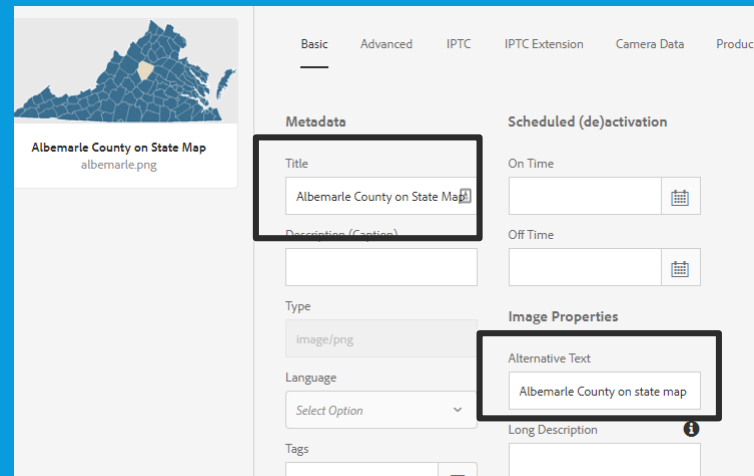
MY ASSETS

Acceptable File types are PDF for Files and JPEG for Image

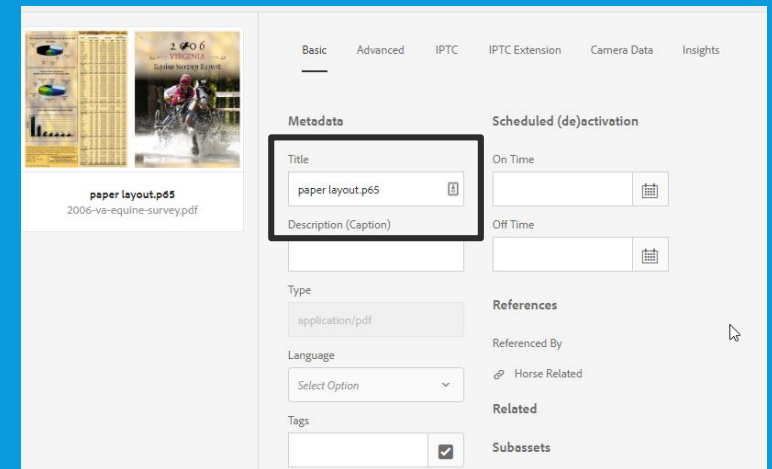Keep your files organized   Make changes to the Title and the Alternate Text on the uploaded files
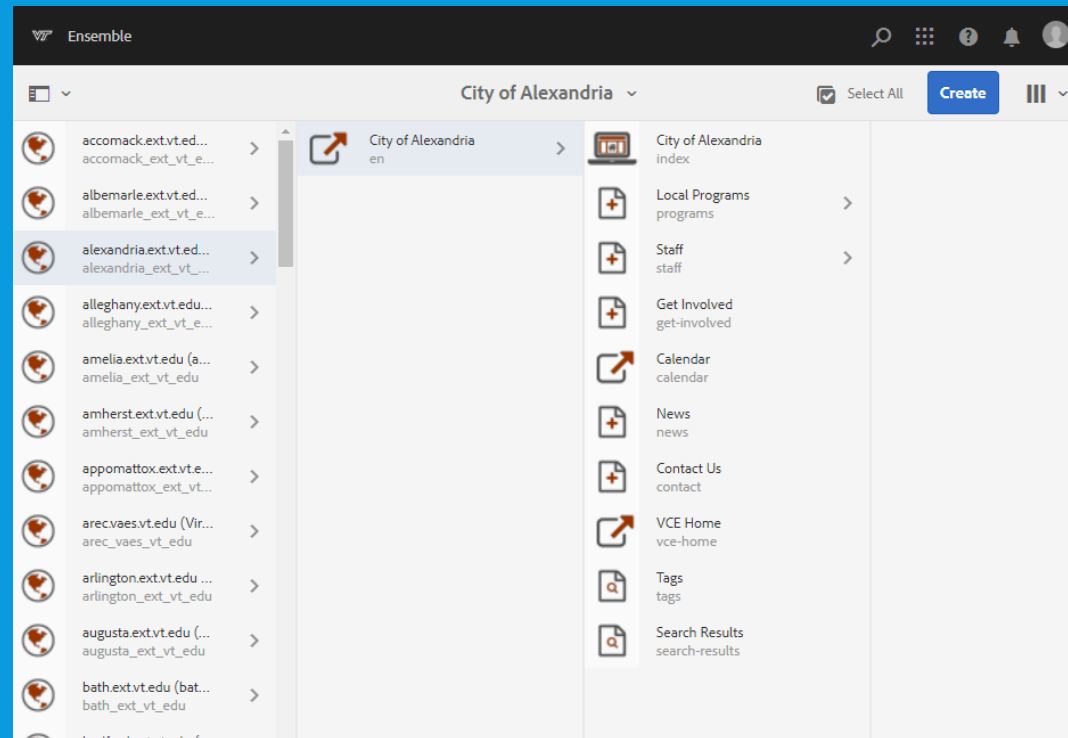

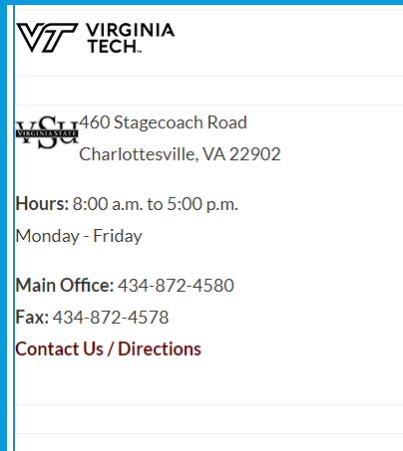Images   Files

MY SITES

Structure
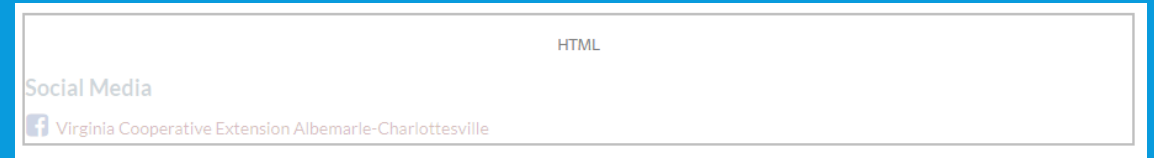   Site Configuration, EN Page, Index Page, Local Programs, Staff, Get Involved, Calendar, News, Contact Us, VCE Home

EN PAGE
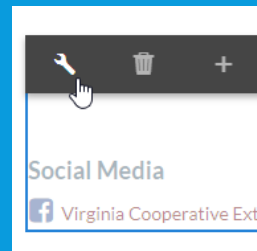## (PAGE CONTROLS THE SIDEBAR AND FOOTER)

To make changes to the Address, Phone, Hours of operation, link to Contact us – Map and Icons will stay the same
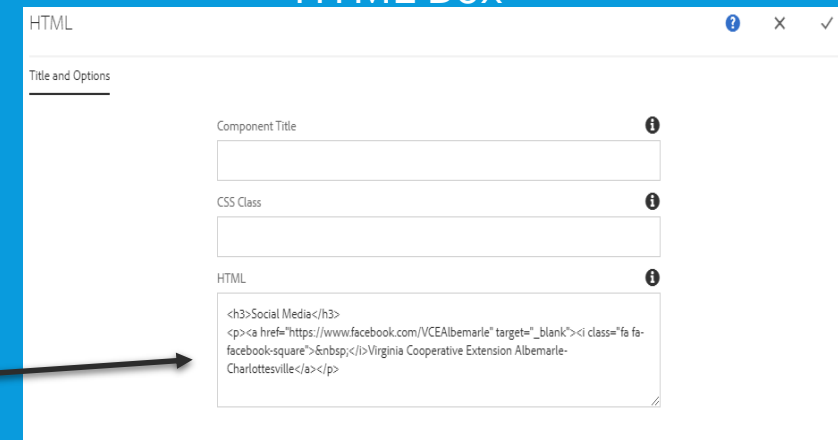
Add Social Media accounts to an HTML component

VIRGINIA TECH.

VSU 460 Stagecoach Road
Charlottesville, VA 22902

Hours: 8:00 a.m. to 5:00 p.m.

Monday - Friday

Main Office: 434-872-4580

Fax: 434-872-4578

Contact Us / Directions

HTML

Social Media

Virginia Cooperative Extension Albemarle-Charlottesville

Click "Configure"

Enter your Social Media Code into the HTML Box

Social Media

Virginia Cooperative Exte

HTML

Title and Options

Component Title

CSS Class

HTML

<h3>Social Media</h3>
<p><i class="fa fa-facebook-square"> </i>Virginia Cooperative Extension Albemarle-Charlottesville</p>

Example code for Social Media text area:

<h3>Social Media</h3>

<p><i class="fa fa-facebook-square"> </i>(Name of Site)</p>

INDEX PAGE
(HOME PAGE)

Add a picture of your staff at the top of the page and explain who you are

Add a short description of upcoming events that you want people to see on your site. If you have a lot of information you might want to point them to a full page for more information like you see below. You can also add an image as well of the information you are sharing.

The **Augusta County office of Virginia Cooperative Extension** is your local connection to Virginia's land-grant universities, Virginia Tech and Virginia State University.

Through educational programs based on research and developed with input from local stakeholders, we help the people of Augusta County improve their lives.

We provide education through programs in Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, and Community Viability.

What's New ...

Practical Beekeeping for Beginners

The Virginia Beekeeping Teaching Consortium (VBTA) is offering Practical Beekeeping for Beginners. The class is intensive, meets once a week for approximately two months and is designed primarily for people who want to keep bees. For more information click here

LOCAL PROGRAMS

On this page you will want to advertise the areas your office specialize in. You can provide as much information as you want or you can provide a short explanation and point them to another page. You have two options to show this information the default is Accordion the other option is Tab. You can change this in the component.

Accordion

Tab

STAFF PAGE

Place where you can provide the community with your contact information. This will also point to your biography pages.

Staff

Name	Position	Contact
Nicole Clem	Unit Coordinator Extension Agent, 4-H Youth Development	(540) 778-5794 nlross@vt.edu
Molly Beardslee	Extension Agent, SNAP-Ed Agent	(540) 778-5794 mollykb@vt.edu
Lynette Shenk	Extension Technician	(540) 778-5794 lshenk@vt.edu
April Mays	Unit Administrative Assistant	(540) 778-5794 aprilang@vt.edu
Agents that serve Page County but are housed in another county/city		
Corey Childs (Housed in Warren County)	Extension Agent, Agriculture and Natural Resources Animal Science	(540) 635-4549 cchilds@vt.edu

GET INVOLVED

Provide information on how the community can get involved with your program. There was a generic write-up placed there when it was created.

Get Involved

Virginia Cooperative Extension relies on volunteers to accomplish its mission. We believe that active citizen involvement in our programs makes a difference in our success. The work of volunteers at the local level helps us leverage our paid faculty and staff resources into a much greater impact for the people of Virginia.

There are many ways you can get involved with us. If you are interested in volunteering, please contact us and we will be happy to discuss available opportunities.

Page County 4-H Volunteers Needed

Do you want to have a positive and lasting impact on young people in our community? 4-H works with volunteers to involve youth in an educational learning experience that results in learning for both the youth and the volunteer. 4-H uses the learn-by-doing concept of experiential education. We are always looking for adult volunteers who are interested in sharing their time and talents. Volunteers are needed for short term and long term activities and projects. You can be involved for a few hours, a few days, a few weeks, months or even years. Our volunteers make it possible for our youth to have fun, learn new things and gain life skills. Remember it is your time and talent, so we work with your schedule. The rewards you gain from working with youth are priceless so please take advantage of this opportunity by contacting the Page County Extension Office at 540-778-5794!

NEWS

The News page has a link to VCE News, on this page you can add any news articles or interviews pertaining to your counties.

CALENDAR

On your calendars place your events on the page. We know that everyone has a separate calendars either Facebook, Google, etc.... We would like for people to start to use this one as well, not everyone has a Facebook or Google accounts. You can change your view either Block, List, or condensed.

Block

List

Condensed

PAGE CREATION

When creating a page go to the location where you would like your information to be associated with, so more than likely if you are adding a biography you would add the page below Staff or if it is a program you would add the page below the Local Programs page. When creating the page the "Name" Should be lowercase, the "Title" is normal. If you want the page to show up on the parent page leave the "Hide in Navigation" checkbox unchecked if you want it hidden check the box.

VIDEOS

Video files cannot be uploaded to My Assets

To be able to use video files you can upload the files to YouTube or video.vt.edu.

Video files need to have caption files attached to them

You can then use the Media External component and link using a link.

IMAGES

Recommended that all pictures be 300 dpi

All photos should be uploaded to My Assets

Should have a Title and Alternate Text applied in My Assets

Unit Website Support Help

If you are having issues with your Unit Website please contact your District's AIT

AIT	District	Email
Cheryl Austin	Central	caustin@vt.edu
Andrew Guyer	Northern	aguyer@vt.edu
Kevin Cubbage	Northern	kcubbage@vt.edu
Carlos Ulloa	Southeast	carlosu@vt.edu
Sharon Whitehead	Southeast	swhitehe@vt.edu
Ted Burke	Southwest	trburke@vt.edu

If they are unable to answer your questions or you need access to your unit's website please contact Andrew Guyer