

FAQs – Website Template for Clubs/Center/Regions

YES, You Can!

- Upload your club/center/region's specific logo
- Include links to social media sites for your club/center/region
- Add pictures, texts and links to documents to your site pages
- Add additional pages to your site as needed
- Still use your current site
- Link/embed to sites that allow functionality that aren't provided in the template
- Restrict pages to be accessed by sign in only (same as the Username and Password used of the USPC main site)

Website Hosting

Currently USPC offers a website hosting service. The Website templates will be replacing that service. USPC is not accepting any new web hosting requests.

Domain Name – “ProgramName.PonyClub.org”

We are working to maintain the use of the “.ponyclub.org” subdomain so that each club/center/region will have their own address with that subdomain. It will point to their new Website Template.

NOTE! *Your club/center/region is not required to use the Template site. If you don't, just include a link on the Template home page to direct people to your active site. That way if anyone finds the template, they will still be able to find you!*

Content Management

KEEP IN MIND: *These templates are offered as a service to encourage our clubs, centers, and regions to have a web presence. Specifically, we are looking to make it easier for our volunteers to build and maintain a site. In addition, we want to allow for the USPC brand identification so that the general public can recognize our clubs, centers, and regions as being part of a national organization while still allowing for individualized personalization and “flavor.”*

To that end:

- Page editing will be done with Content Management System
- Text styling (type, size, colors) will be defined
- Source Code will not be available for editing.
- Embedding will be allowed, but only from confirmed/allowed trusted sources
 - e.g. Google, YouTube

- If you use another site service, let us know so that we can review it and see if we can add to allowed list
 - Why? The Javascript coding from sources not on the vetted “trusted” list may contain coding that allows for access to personal information, such as Usernames and Passwords to be gathered by an outside party.
- We plan for a maximum of 500 mg storage for each site. The size includes all uploaded documents and pictures. If you delete old pictures and outdated documents your club/center/region site size will remain within the limits. (This is the size allowed for our current hosted sites and it has worked well.)
- If adjustments are needed they can be made.

Photographs/Video

- Photographs can be added to individual pages on the site.
- A “Photo Gallery” will not be available. Absolutely you can place a link to sites that are designed to display and store photographs. (e.g. Facebook, Flickr, etc.) This will allow your club/center/region to keep up with most current technology for these types of services.
- For videos, you’ll be able to embed YouTube videos. Best practice for a full listing of videos would be to provide a link to those videos, or create and link to a YouTube Channel for your club/center/region.

Documents

- You will be able to upload and link to documents that are specific to your club/center/region.

Web Pages

- Some pages will already be created for you. (Magic pages!)
 - Some will have information/links from the national database/site. For example the “Contact Us” page will pull and display the current officers/leaders.
 - ALL will have sections where information specific to the club/center/region can be added. For example the “Contact Us” page will have a section where you can add leaders not on file with the National Office, like your instructors or other individuals your members may need to contact.
- New pages can be added through the admin section. There will be no need, nor the ability, to create/design pages in a separate system and then bringing them online.
- Not necessary to find an HTML-savvy volunteer. If you have someone who wants to do an external site, COOL! Just place a link to that site on the Template site and we’ll drive interested parties in your direction.

Social Features

- Does not include a features such as chatting, discussion forums, photo sharing or comments. As in the case with photographs, the outside tool(s) that works best for your club/center/region may utilized for sharing/communicating.

- Clubs/centers/regions that would like to offer those types of opportunities can provide links to the sites they wish to utilize. This is a great workaround for any parents who do not wish their child(ren) to participate “online” to still utilize the club/center/region site with no worries.
- Email Lists: Note – for clubs/centers: there is a feature in the current club/center online program record to email all members/parents. This will not be available through the template. Yes! You can use one of the commercial mail services for this purpose as you may currently be doing.

Calendar

- A calendar function will be provided
 - Will allow the viewer to look at it as either a list or in month view
 - Will allow the viewer to click on a link (drill down) for more information
 - Will allow for documents to be included in the event information
 - Will allow for the event to be sent to your calendar
 - Future: will allow for regional and national dates to show on club/center calendars
- You may embed a calendar from a “trusted” source. If you have one that is working well for your club/center/region and don’t want to switch, you may be able to embed it. Or you will certainly be able to link to it. (The calendar site itself needs to allow for it to be embedded.)

Events/Activities/Lesson Sign Ups

- Regional Rally Registration is going to be separate build, coming in the fall 2016.
- Allowing for signing up for other events through the new site was not part of the original build for these templates. However, the feedback indicated the importance of this feature, so will be included in the next stage.
- In the meantime, you will be able to embed from a “trusted” source, or link to a site that gives you the functionality you are looking for.

Accepting Payment/Donations

If needed, clubs/centers/regions can select or continue to use a service that works for them to receive online payments. Just place a link to that site on the template pages. (e.g. PayPal)