

Overview of Terms

Book Page: Drupal term for content pages not generated by users. It is a webpage used to create hierarchical sets of content. Book pages can be created at the top level making a new “parent” book or created as a “child” page related to an existing book page.


Parent/Child: Content that is related to one another is assigned a parent/child category. Parent is the level of content above other content.

Badges: Member profiles can show a graphic designation related to their status on the site or their partnership relations. Most badges are assigned by staff to individual members. Some badges such as the member, staff, and admin badges are assigned automatically based on the member’s role (the permissions given to them by another staff member or administrator).

Browse: Site visitors can do custom searches of all current active members and teams by using the browse pages. This is separate from the standard keyword search. There is also an advanced member/team search function. (*See page 10 for more information.*)

Buddy/Buddylist: Members can choose other members on the site to be their “buddy.” The last 8 buddies added appear on member profiles. Members can access their own full list of buddies.

Comments: Members can post responses and opinions to most staff and member created content, as well as on all resources, on the website. These responses are shown below the content from oldest to newest.

Faves: Members can “fave” various types of content to create a set of links associated with their site profile similar to browser bookmarks. To “fave” a resource page, click .

Locale: All members choose a locale that is associated with their account. The locale is a combination of geography and language, and affects both the language the member uses on the website and also locale/region specific content such as resources and promoted homepage items.

Promote: Teams, Members, and some content such as videos and blogs can be featured on the regionally specific GenV home page.

Region: Regional offices are similar to teams in structure but are made up of groups of staff members or official partner representatives. Regional offices act as official online offices for groups of members based upon geographic choices.

Team: In the context of the GenV website, teams are groups of members who have some venture affiliation. Teams can be previously funded alumni ventures, ventures currently pursuing funding, or just groups of members who have come together for a common goal.

Votes/Ratings: Most member-generated content and Teams can be rated from 1 to 5 stars to allow both regular members and staff to spot popular areas of the website.

Weight: Content within the site can be weighted to determine the position of the link in the list of menu items. The lower the number the higher the menu item is positioned on the list. -10 is the highest point on the menu, +10 is the lowest.

Some HTML Required

There are a few simple HTML tags can be used to format content on the website. Members with Staff and Administrator permissions have unrestricted access to HTML usage while regular members are restricted to a small set of tags via automatic filtering.

The input format referred to as “Filtered HTML” has the following possible tags:

```
<a> <em> <strong> <ul> <ol> <li> <h3> <h4> <h5> <h6> <img>
```

Also, webpage addresses and e-mail addresses turn into links automatically (i.e. www.genv.net or info@youthventure.org will link without needing to add any HTML tags).

Line and paragraph breaks are also created automatically based on breaks added with the return/enter key.

Here are some of the basic HTML tags:

Links: Anchor tags are used to make links to other pages.

```
<a href="http://www.genv.net">Youth Venture</a>
```

Forcing Links to Open in New Windows: Targeted links will open in a new window/tab.

```
<a href="http://www.genv.net" target="blank">Youth Venture</a>
```

*Use this html element when you want to place a link to a page not on GenV.net (ie. MySpace, Facebook, Blogspot, etc.) so that you are not driving traffic away from GenV.net.

Italics: `Emphasized` or `<i>Italicized</i>`

Bold: `Strong` or `Bold`

Font Size (pixels): `Sets this text to be 10 pixels`

Font Size (percentage): `Sets this text to 125% of default size`

The SPAN tag can only be used by members with “Full HTML” Input format permissions.

Font Color: Colors are defined by a hexadecimal number or code, where the overall color is determined by its proportion of **red**, **green**, and **blue**. There are 140 defined color names available. Some examples of font color names are: **Purple**, **Gold**, and **Cyan**.

```
<font color="font color">Text</font>
```

Here are hexadecimal codes for YV and Ashoka colors:

Ashoka orange: #EB8223; **YV Blue:** #2DC6DC; **YV Green:** #8CD600

To match the background grey color of the GenV.net website, graphics should be designed with a background using the hexadecimal color #42433E.

*For a complete list of color codes or names, go to http://www.w3schools.com/html/html_colornames.asp

Bulleted list: Use the to begin each list item

```
<ul>
  <li>First item</li>
  <li>Second item</li>
</ul>
```

Numbered list: Use the to begin each list item

```
<ol>
  <li>First item</li>
  <li>Second item</li>
</ol>
```

Text headings: The <h3> through <h6> tags can be used to create sectional heading text. <h1> and <h2> tags are reserved as they are used in the existing layouts.

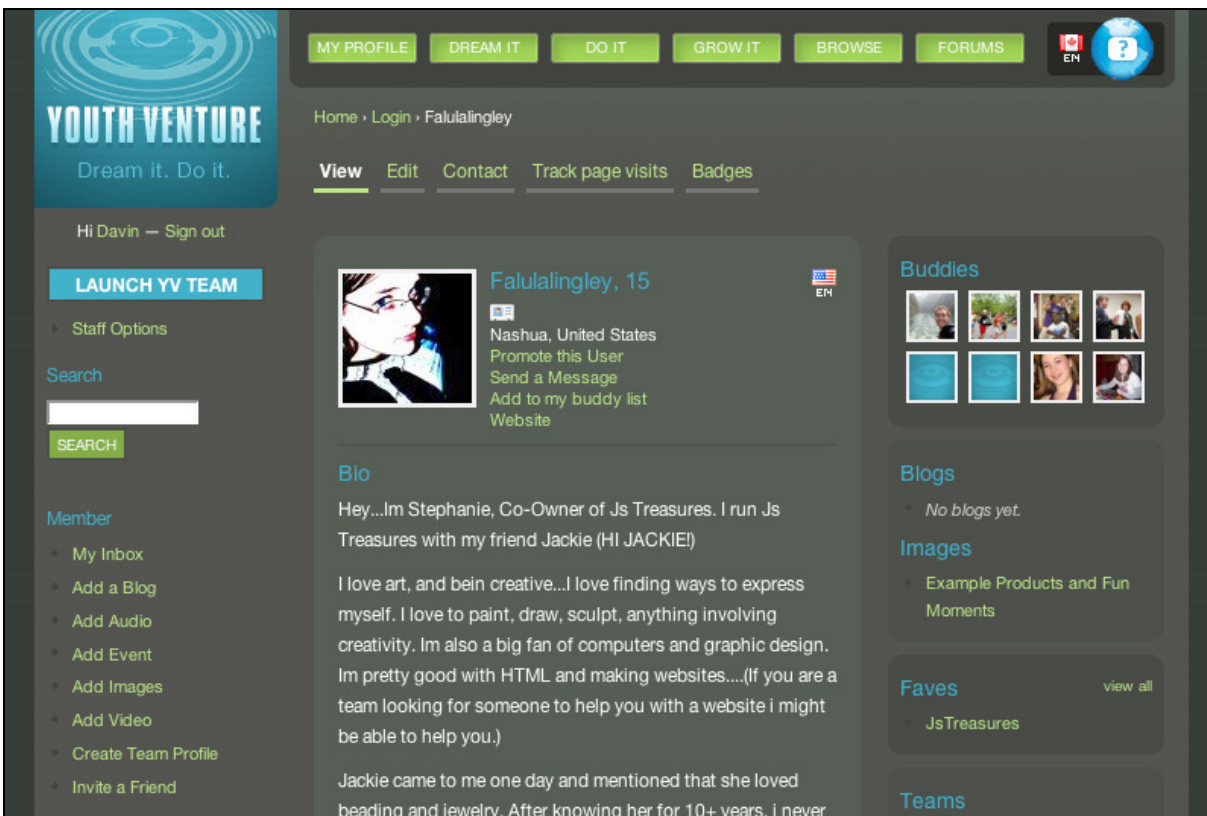
```
<h3>Heading Text</h3>
```

Embedding Media: Animation, audio, video or other media that is displayed within a book page or page is known as embedded media. See page 14 for information about embedding media and displaying images.

***For more HTML tags or more information about html elements, please check out this tutorial: <http://www.w3schools.com/media/default.asp>

Note: Not all HTML codes and element tags will work on GenV.net

Member Profiles



The screenshot shows a member profile page for 'Falulalingley, 15'. The page layout includes a top navigation bar with buttons for 'MY PROFILE', 'DREAM IT', 'DO IT', 'GROW IT', 'BROWSE', and 'FORUMS'. A user menu in the top right shows a profile picture and the initials 'EM'. The main content area features a profile picture of a young woman, her name 'Falulalingley, 15', and location 'Nashua, United States'. Below this is a 'Bio' section with text about her involvement in 'Js Treasures' and her interests in art and computers. To the right of the bio are sections for 'Buddies' (a grid of small profile pictures), 'Blogs' (with the note 'No blogs yet'), 'Images' (with a link to 'Example Products and Fun Moments'), 'Faves' (with a link to 'JsTreasures'), and 'Teams'. The left sidebar contains a search bar, a 'LAUNCH YV TEAM' button, and a list of member actions like 'My Inbox', 'Add a Blog', 'Add Audio', 'Add Event', 'Add Images', 'Add Video', 'Create Team Profile', and 'Invite a Friend'.

Each registered member of the GenV website has a personal profile page that shows some public information they provide and also acts as the member's site settings area.

The member profile is created during the registration process but can be edited by the member or staff members after that point.

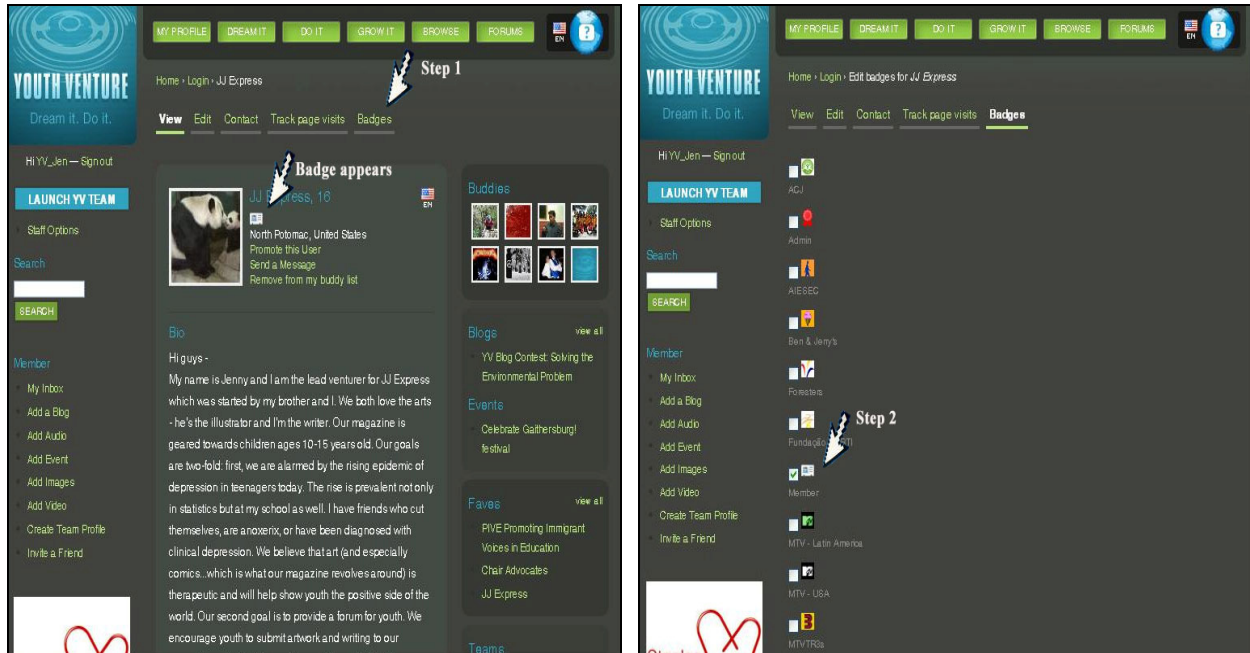
Here are the basic steps for registration:

1. Select "Join" from the home page
2. Answer the math question for authentication
3. Fill in your location information including phone, city, location
4. Select a user name. This cannot be changed by member. However, staff can change user names. User names should not include last names.
5. Provide an email address (users cannot join without an email address)
6. Provide your personal information and region/language
7. Select interest areas
8. Select personal goals
9. Select Submit

NOTE: fields marked with an * are mandatory fields and must be filled out.

Once they are registered, members receive a welcome email to the address they provided. Members will login to the GenV site each time they visit and will be directed to their profile page each time. Profile pages are visible to both registered and unregistered users of the site but certain profile tools and information can only be seen or used by registered members with the correct permissions. If they do not receive a welcome email (due to email filters, etc.), please email genv.usa@youthventure.org.

Assigning Badges



Badges on the GenV site are small graphics (16x16px GIFs) used to identify users by assigning them a specific designation on the site. Staff can assign badges to members individually by visiting their profile page. “Member”, “Staff” and “Admin” badges are automatically assigned based on a member’s permissions role.

To assign badges to a member:

1. Go to the member’s profile page
2. Click on the Badges link from the top profile menu
3. Check the boxes beside the badges you would like to assign
4. Select Save Badges

Administrative Options

An administrator can add these images to the badges list from the “Badges” item in the “Manage Users” administration area.

To create and edit badges:

1. Click the “Badges” item in the “Manage Users” administration area
2. Choose the “Images” tab to upload new badge images
3. Use the “Edit user badges” tab to associate a badge image with a name
4. Select submit
5. Automatically assigned role badges can be chosen from the “Roles” tab

Creating a Team Profile

YOUTH VENTURE
Dream it. Do it.

Hi Davin — Sign out

LAUNCH YV TEAM

Staff Options

Search

SEARCH

Member

- My Inbox
- Add a Blog
- Add Audio
- Add Event
- Add Images
- Add Video
- Create Team Profile
- Invite a Friend

MY PROFILE DREAM IT DO IT GROW IT BROWSE FORUMS

EM ?

Home > Submit Teams

Your team name will also be your YV Team URL. Please choose carefully.

Team Name: *

Description: *

Tell us a bit about your team.

Team Avatar/Image

Browse...


UPLOAD

Input format

Team Story: *

Registered members can create any number of team profiles on the GenV website. A team profile acts as a way for one or more members to share public and private information about a venture team or interest group they are involved in.

To create a team profile:

1. Select “Create Team Profile” from the member navigation bar or 
2. Add team name
3. Add a brief Team description
4. Select a team avatar/image
 - a. An 85x85 pixel image is preferred but images up to 1600x1400/1024kb will be accepted. Larger images are resized to 85 pixels high and cropped to 85 pixels wide from the center out.
5. Add a Team Story
6. Add a Team Website
 - a. If applicable, enter the complete URL. The URL must begin with http:// or https://. For example, http://www.GenV.net/.
7. Select Language and Region for your team
8. Specify Location
9. Select interest areas
10. Select team phase
11. Select Team Type
12. Answer team questions (optional)
13. Select Submit

NOTE: The member who creates a team will become the team’s “Manager” and can assign other members admin abilities for that team. To change a team’s manager, go to edit on team profile and change the member listed in the Authoring information section.

Advanced Member/Team Search

The screenshot shows the Youth Venture website's navigation and search interface. At the top, there are menu items: MY PROFILE, DREAM IT, DO IT, GROW IT, BROWSE, and FORUMS. A user is logged in as 'Hi Davin' with a 'Sign out' link. The main navigation includes 'LAUNCH YV TEAM' and a 'Staff Options' dropdown. A search bar is present with a 'SEARCH' button. The 'Member' section lists options like 'My Inbox', 'Add a Blog', 'Add Audio', 'Add Event', 'Add Images', 'Add Video', 'Create Team Profile', and 'Invite a Friend'. The 'Advanced Member Search' panel is open, showing filters for Nickname, Interests, Goals, Regions, Province / Region, and Country, each with a dropdown menu set to '<ALL>'. A 'SUBMIT' button is at the bottom of the search panel.

Members and staff can use the website's "Browse" section to search all of the members, teams, and regions. The Advanced Search can also be used to refine a search by a number of profile fields.

To filter a member or team search:

1. Go to the "Browse" section of the site and choose "Browse Teams" or "Browse Members"
2. Open the Advanced search panel by clicking on the link
3. Select filters from one or more of the fields provided
4. Select Submit

To find a member if you know a portion of the username:

1. Click on "Search" on left-navigation toolbar
2. Click on "Users" tab
3. Enter your keyword
4. Select Submit

Creating “Book Pages”

The screenshot shows the 'Submit Book page' form on the Youth Venture website. The header includes navigation links: MY PROFILE, DREAM IT, DO IT, GROW IT, BROWSE, FORUMS, and a user profile icon. The left sidebar features the Youth Venture logo with the tagline 'Dream it. Do it.', a user greeting 'Hi Davin — Sign out', a 'LAUNCH YV TEAM' button, and a 'Staff Options' menu with sub-items for Admin (Administer) and Staff (Add Banner, Add Book Page, Add Page, Add Regional Office, View Books, View High Ranked Content, View Recent Posts, View User Points). The main form area contains: a 'Title:' text input field; a 'Parent:' dropdown menu set to '<top-level>' with a note: 'The parent section in which to place this page. Note that each page whose parent is <top-level> is an independent, top-level book.'; a 'Multilingual settings' section with a 'Language:' dropdown set to 'Canada - English' and a note: 'If you change the Language, you must click on Preview to get the right Categories & Terms for that language.'; a 'Translation workflow:' dropdown set to 'None' with a note: 'Use the translation workflow to keep track of content that needs translation.'; and a 'Body:' text area.

“Book pages” is the drupal term for content pages. A book page is a webpage within our site used to create hierarchical sets of content. Each book page created is assigned a Parent/Child relationship. An example of a Parent/Child relationship would be the “Dream It/What Is YV?” relationship. “Dream It” is a top-level book page and the parent to a book page titled, “What is YV?” Child pages can also be created from pages that have a parent themselves — this creates multiple levels or sections within a “book.”

Only staff can create and edit book pages. In some cases, regular members can comment on and/or rate a book page.

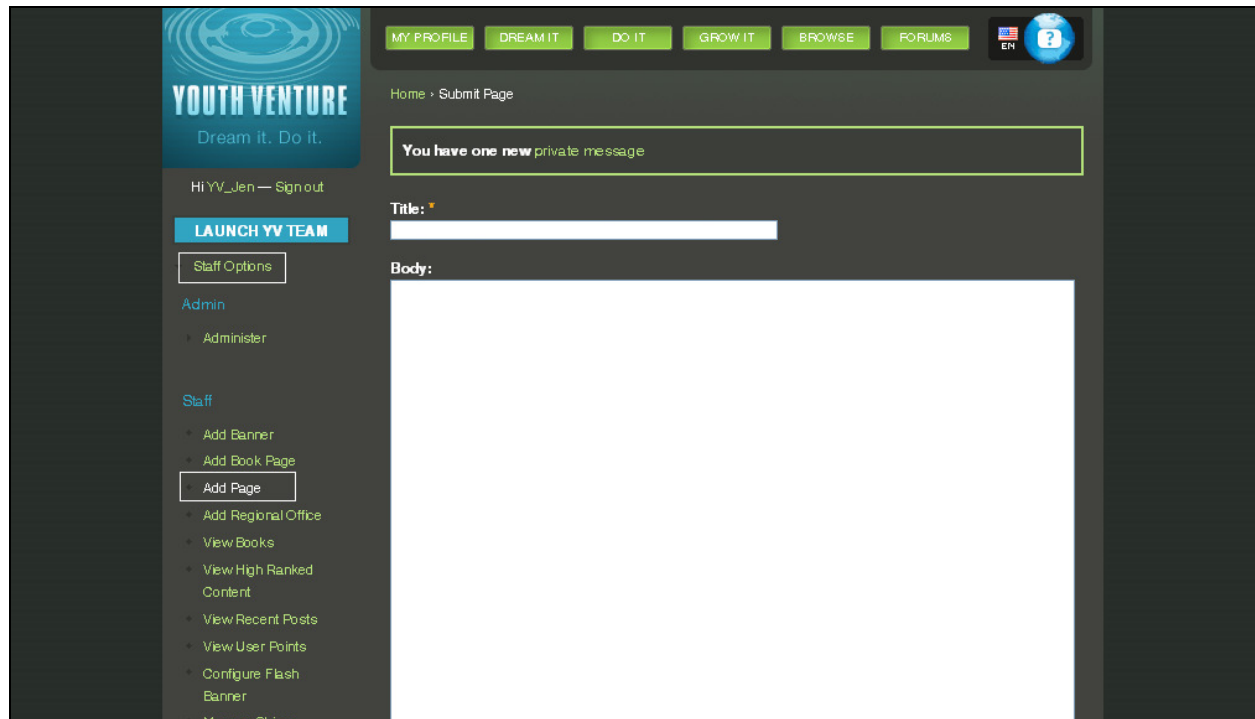
To add a Book Page:

1. Select “Add Book Page” from Staff Menu in Left Nav.
2. Create a Title for the page
3. Select the “parent” level for the content
4. Select Language/Region for content
5. Insert body content into text field (use html as necessary)
6. Select “submit”

NOTE: You can automatically create a child page from an existing book page by clicking the page icon with the small green plus (+).



Creating “Pages”



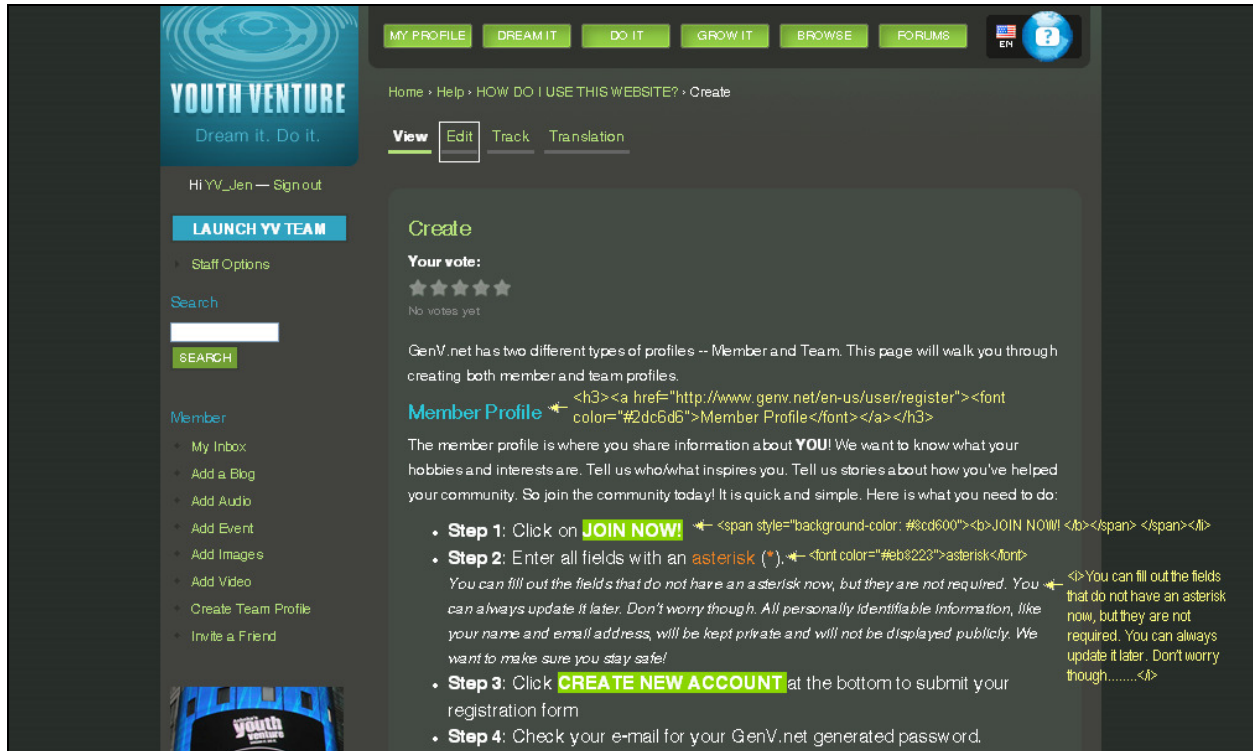
A Page is like a book page, but it is static. It is a standard web page using only HTML. Static pages do not use dynamic technologies (like PHP, ASP, Perl, etc.). They are the most basic type of content and can be collected in books. Users should create a page if the information on the page is static.

Only staff can create and edit pages. In some cases, regular members can comment on and/or rate a book page.

To add a Page:

1. Select “Add Page” from Staff Menu in Left Nav.
2. Create a Title for the page
3. Insert body content into text field (use html as necessary)
4. Select “Submit”

Formatting Content



Pages that require additional formatting to enhance the message being delivered may be formatted using a variety of markup languages. The easiest and most common to use is standard HTML.

Refer to the “Some HTML Required” section of this document for more information about the HTML tags available. Staff members with Administrator permissions have no markup limitations but caution should still be taken to not make layout or script changes which conflict with or break existing templates.

To format a page:

1. Select “Edit” from the page navigation
2. Format text using HTML (under “Input Format”, choose “Full HTML”)
3. Select submit

NOTE: Often content will appear formatted after it has been pasted from a Word document, but the submitted appearance may be different when viewed in the browser. In the image above, the yellow text are the codes used to format the text.

Embedding Media



Animation, audio, video, or other media that is displayed within a book page is known as embedded media. The easiest way to embed a video is to use YouTube. First upload your video to the YouTube profile and then from there it provides you with HTML code you can embed into your profile.

YouTube Log-In Information:

Username: youthventure Password: genv01

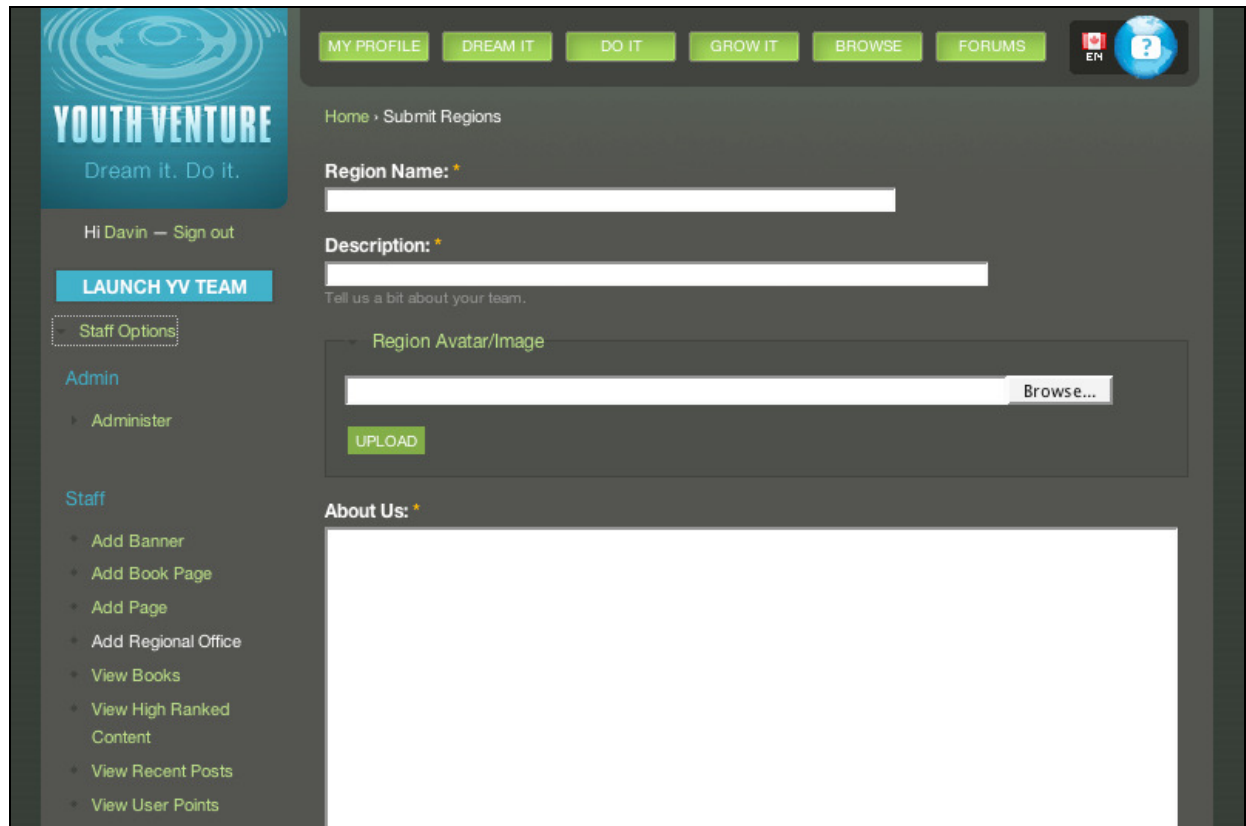
- 1) Once logged in and on our profile go to "Edit Channel" at the top of the page
- 2) Select the yellow "Upload" button in the top right corner
- 3) Fill in the required fields and upload the video content
- 4) After the video is uploaded, it will provide you with code on the right hand side under "Embed". Capture this and paste it into the GenV.net page you want it to appear on.
- 5) Select "Full Html" under "Input Format"
- 6) Click "Submit"

Embedding images:

- 1) Go to the GenV.net page you want the image to display on and click "Edit".
- 2) Beneath the text-editor window, you should see a section with "File attachments" as its heading. Upload the image using file attachments.
- 3) After the image has uploaded, it will provide you with a URL to access the file on GenV.net beneath the file name. Uncheck the "List" box and capture the URL.
- 4) In the body where you want the image to display, use this html tag to embed the image:
``
- 5) Click "Submit"

NOTE: If the file/image you wish to attach to the page has already been uploaded in another page and you just wish to use it again, then simply go to that page and capture the URL. Remember to change the "Input Format" to "Full Html" each time.

Adding a Regional Office



The screenshot shows the 'Submit Regions' page on the Youth Venture website. The page has a dark grey header with navigation buttons: MY PROFILE, DREAM IT, DO IT, GROW IT, BROWSE, and FORUMS. A user profile icon is visible in the top right. The main content area is titled 'Home > Submit Regions'. It contains a form with the following fields:

- Region Name:** * (text input field)
- Description:** * (text input field) with a subtext 'Tell us a bit about your team.'
- Region Avatar/Image:** (file upload field) with a 'Browse...' button and an 'UPLOAD' button.
- About Us:** * (large text area)

The left sidebar contains the Youth Venture logo and tagline 'Dream it. Do it.', a user greeting 'Hi Davin — Sign out', a 'LAUNCH YV TEAM' button, and a 'Staff Options' menu. The 'Staff' menu includes: Add Banner, Add Book Page, Add Page, Add Regional Office, View Books, View High Ranked Content, View Recent Posts, and View User Points.

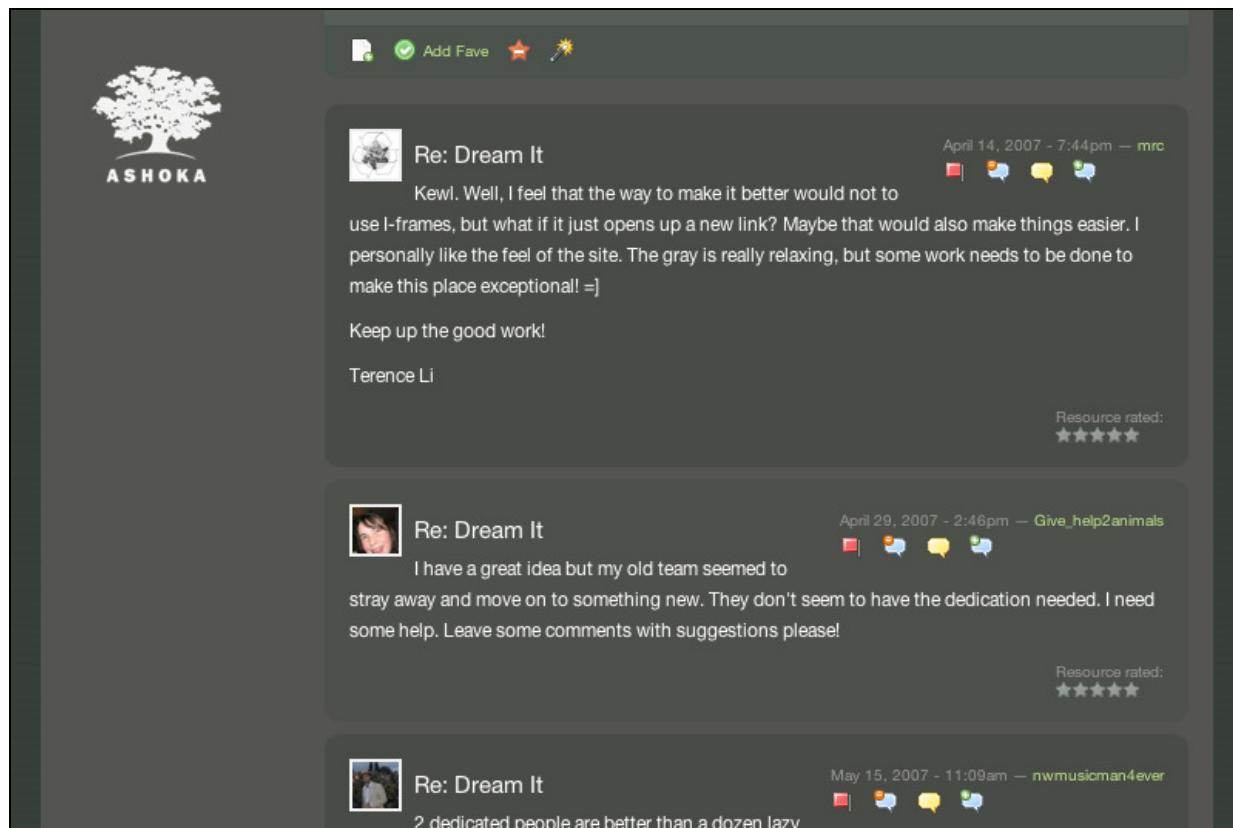
Regional Offices are the staff equivalent to teams. The members of regional offices are primarily GenV staff members but not limited to that. Only staff members can add new regions. Regional offices will automatically show up in the “Regional Offices” box to the right of the member’s profile. Based on the home country provided during registration, the appropriate regional office(s) will appear.

To add a Regional Office:

1. Select Add Regional Office from the Staff navigation
2. Insert Region Name
3. Insert brief Region description
4. Select a Region avatar/image
5. Input Region website (if applicable)
6. Select Language and Region
7. Specify Location
8. Select Submit

NOTE: The staff member who creates a region will become the region’s “Manager” and can assign other members administrative abilities for that region. To change a region’s manager, go to edit on the regional page and change the member listed in the Authoring information section. (Needs to be exact.)

Editing / Deleting Content and Comments



GenV staff members are able to delete questionable comments or posts visible to the public on the site if they are deemed unsuitable as per YV standards. Content and comments can be “flagged” by members of the site as questionable. Flagging does not remove the content or comment but adds it to a list that staff can moderate. There is also an automated “Watchlist” system that uses a list of keywords to compare and flag possibly problematic content. The words on the watchlist can be edited by using the “Watchlist Settings” admin panel.

Staff are also able to delete or edit member content or comments directly by simply clicking the delete icon/link in a comment or by clicking “Edit” at the top of a blog, video, audio, or forum post and clicking the delete button.

To moderate flagged content:

1. Select “Flagged content” from the Staff menu
2. Find content or comment
3. Click one of the following links: Allow, Remove, Warn and Remove, Warn and Allow, or Ban

NOTE: Staff can also use this tool to send a warning to the poster whose comment was questionable or ban that user from the site entirely. Deleting comments posted to a member’s profile guestbook can be done directly from the profile page.