College of Agricultural Sciences

November 2, 2022

WEBSITE COORDINATORS MEETING

Oregon State University

Social Media

- Ben Davis

Taking Payments Online (Touchnet)

Types of stores

- Products (Beaver Classic)
- Conferences Registration (MicroPlastics)
- Service Lab (Soil Health Lab)

Processes to set up

- Who needs access
- Accounting Detail Codes
- Products

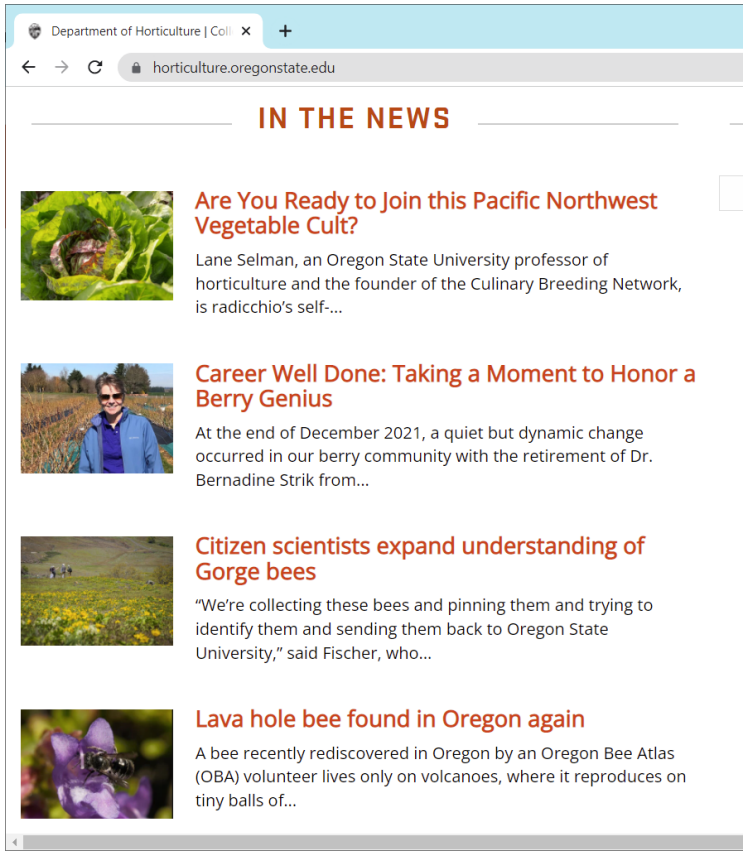
Make a Donation

- OSU Foundation changed their website
  - They no longer support links that go directly to a specific fund.

  - https://give.fororegonstate.org/PL1Uv3Fkug

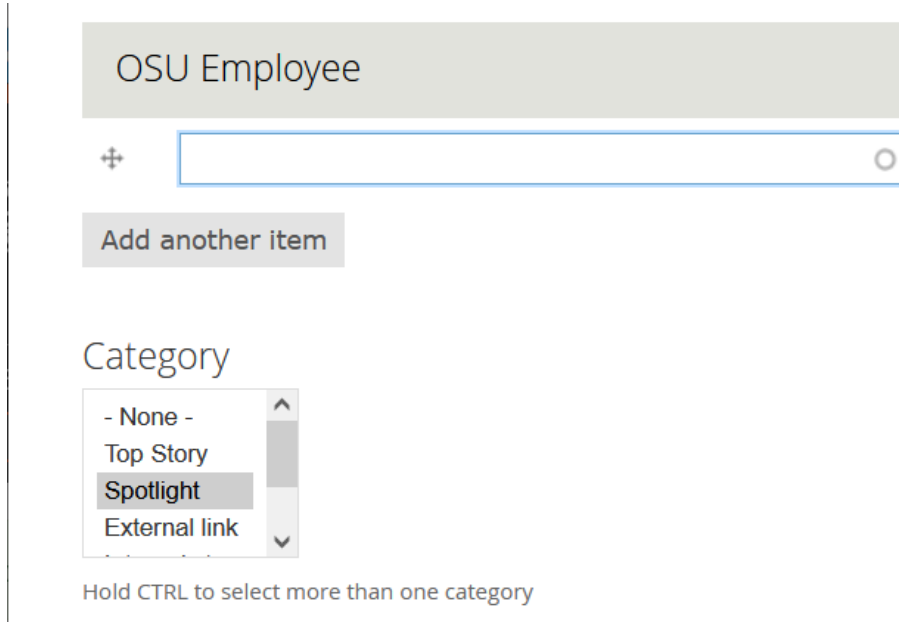
News Articles

- Content -> Add Content -> Article
- Enter content in fields
- Body – first 200 characters will appear in the news feed
- Source – If the story is on another website enter the URL. If the story is in the Body field of this node, leave the URL field blank



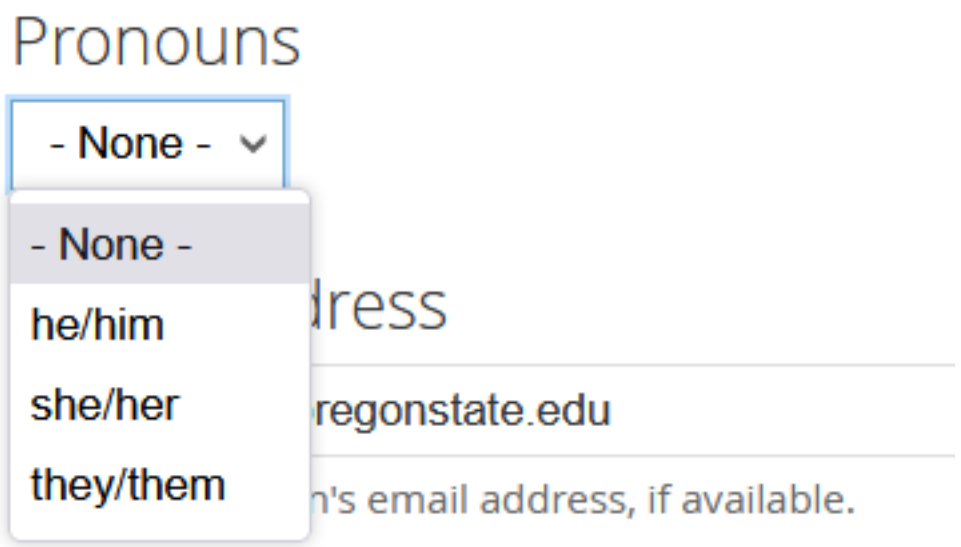
News Articles

- OSU Employee => type name and select from the pop-up list
- Category => Spotlight

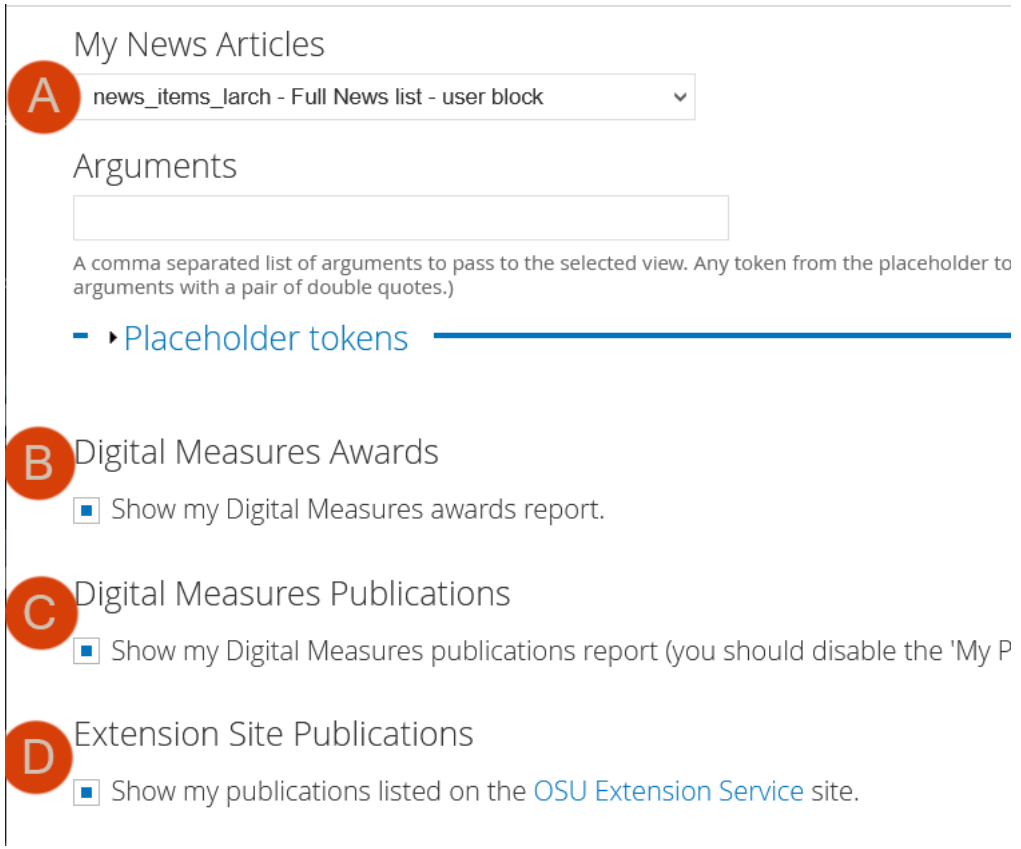


Profiles: OSU Person Tab

- Pronouns



- News/Publication Feeds



Associate Professor (Practice)
she/her

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Lane County Extension
996 Jefferson Street
Eugene, OR 97402

Small Farms

Lane County (also serving Benton and Linn Counties)

- At OSU
- Professional Accomplishments
- My Awards
- My Publications
- Outreach and Extension
- My Media

AGRITOURISM ADDS TO FARMERS' BOTTOM LINES

While it seems like just another way to get customers in the door to buy products, it's more about telling the story of the product, be it fleece from the alpaca or varietal of grapes.

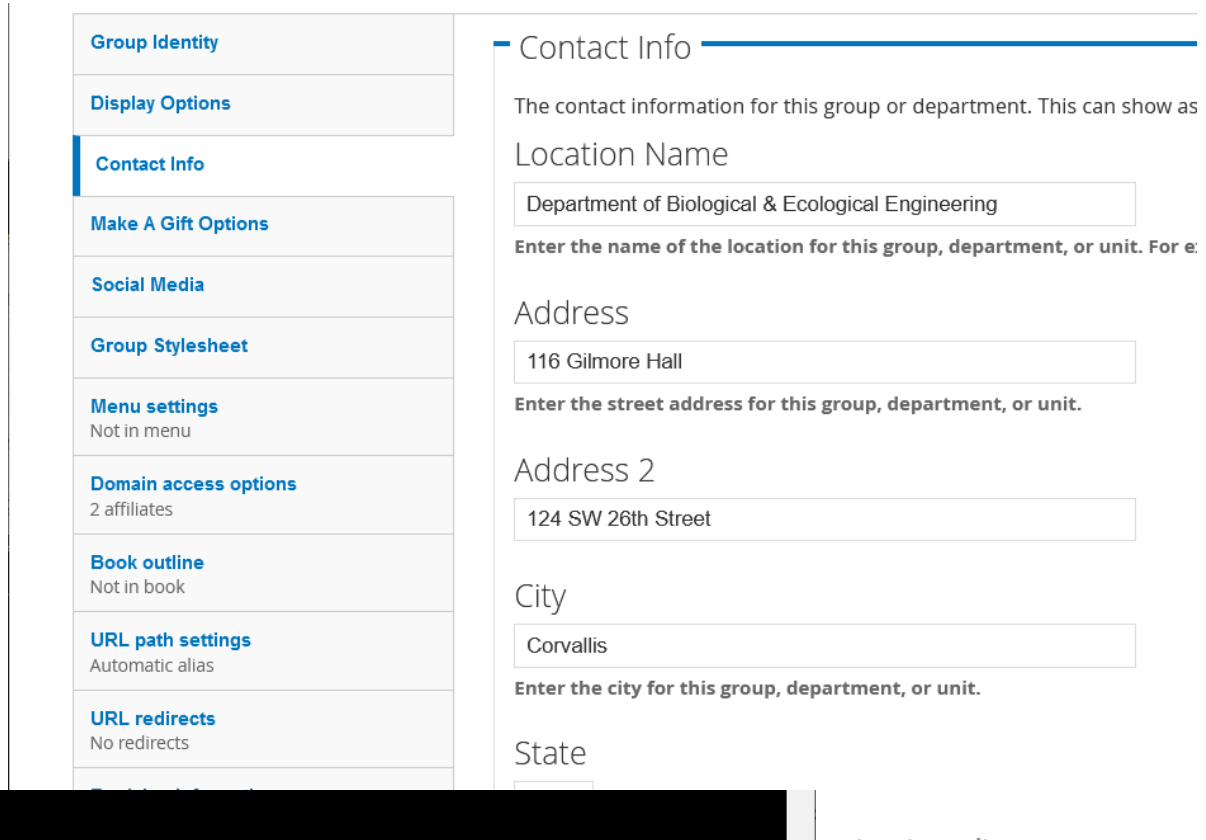
Full story

Dashboard Management

- See your group content
- Manage your site footer
- Manage your employee directories
- Manage your menu

Page Footer

- Group Dashboard
- Edit tab
  - Contact Info tab
  - Social Media tab

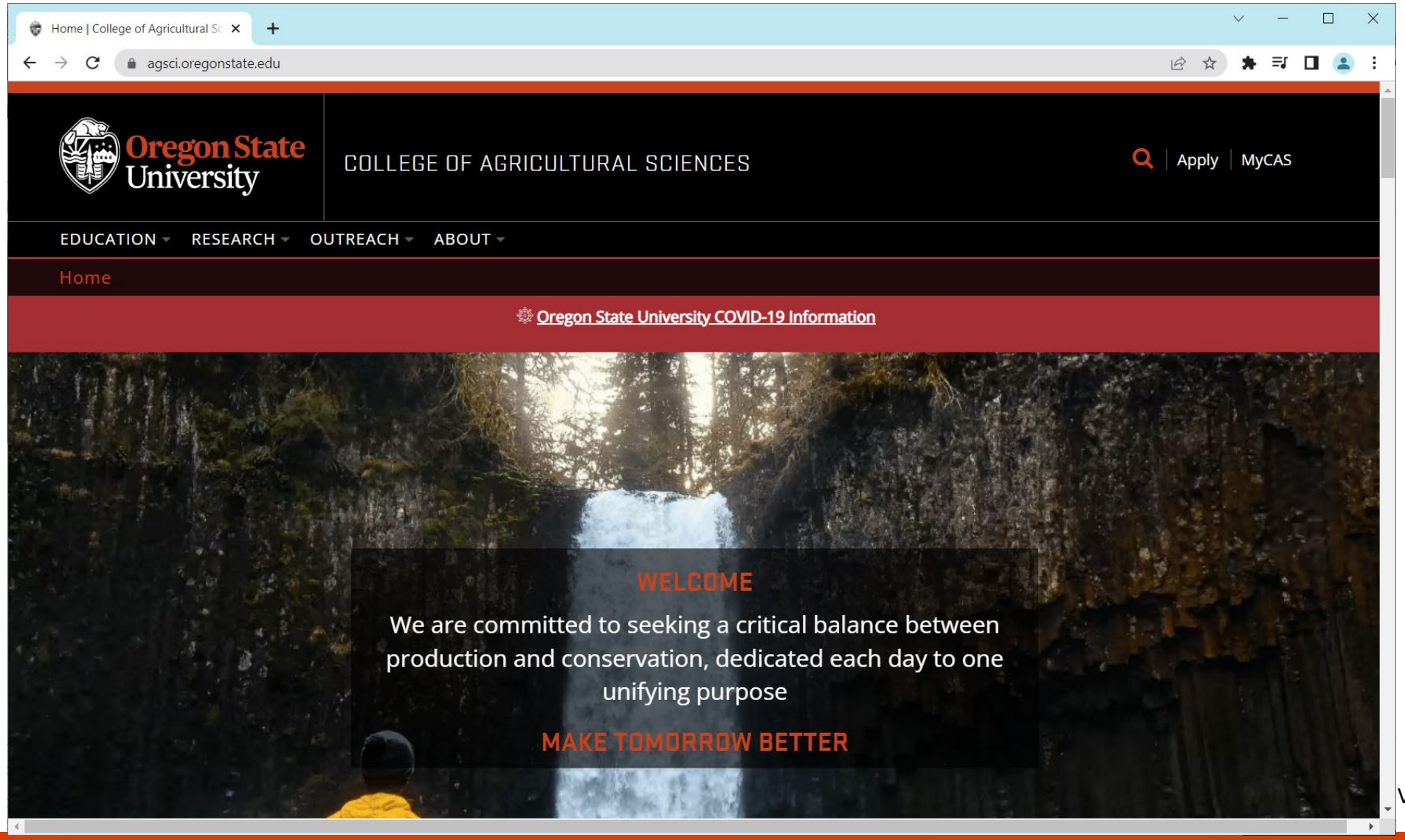


Embedded Map

Additional Information

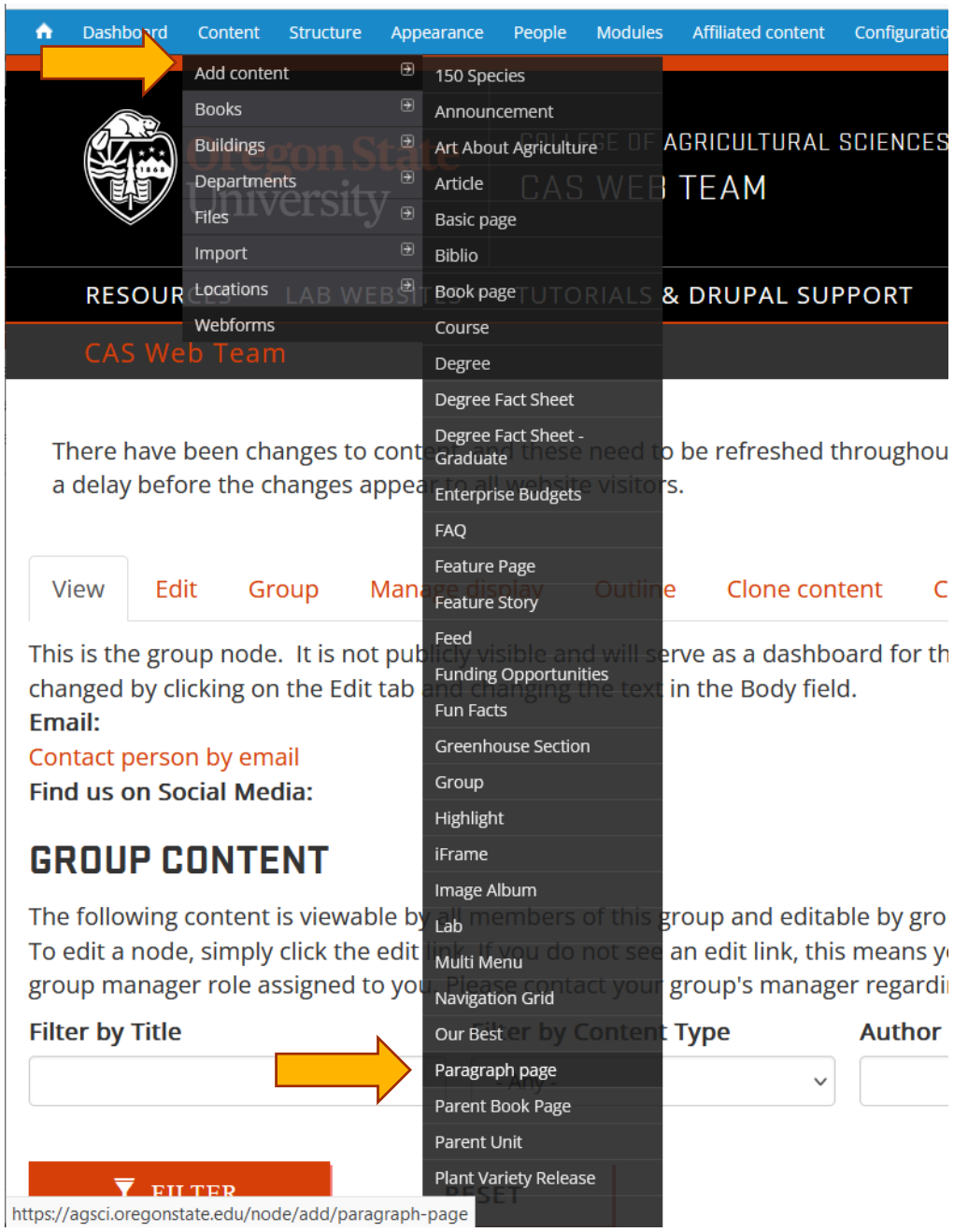
4th Column

New Larch theme

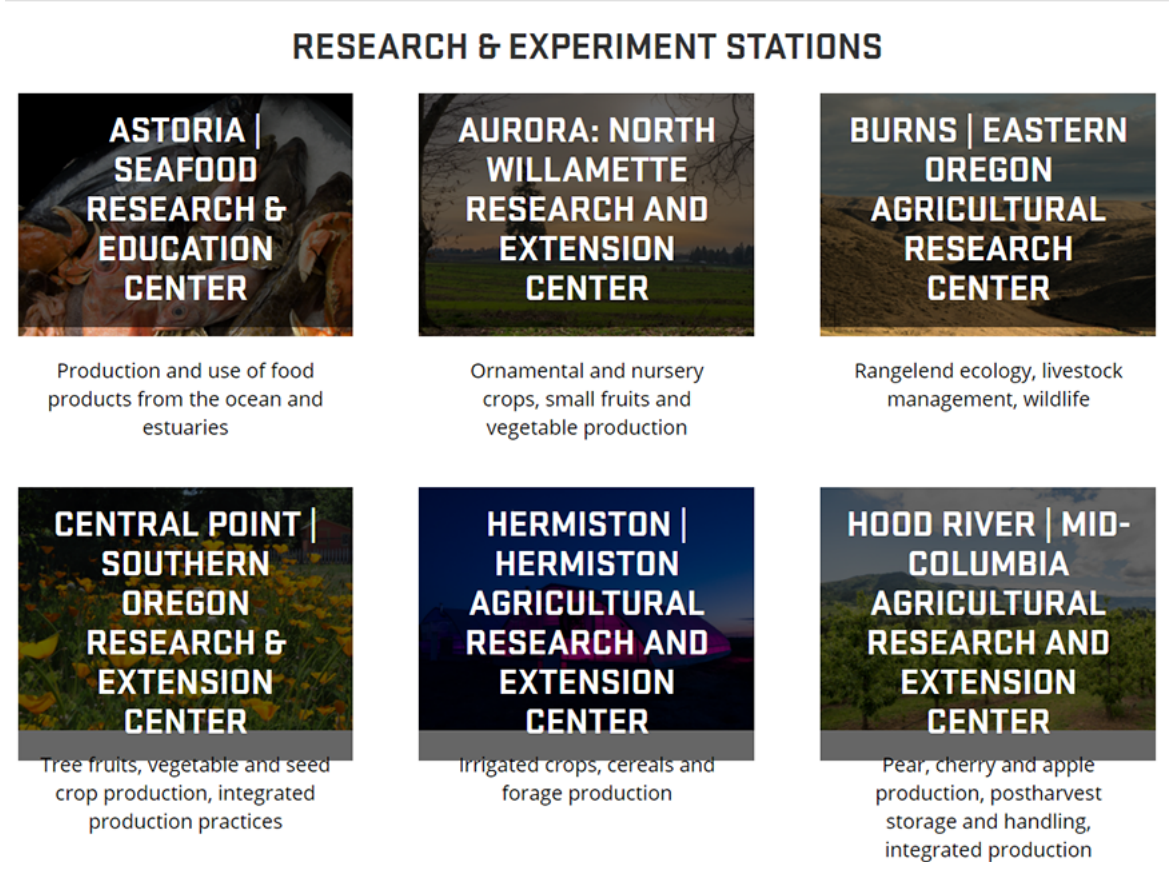


Paragraph content type

- Content ->
- Add Content ->
- Paragraph Page



Larch PicBox Grid



Larch Vertical Tabs

Larch Adjustable Columns

On-line tutorial

- https://agsci.oregonstate.edu/cas-communications/training-materials/paragraph-page

Column width

The page has a 12 point grid that is responsive to the size of the viewing device.

- **Extra-small** = cell phone
- **Small** = tablet
- **Medium** = laptop
- **Large** = desktop, large laptop

Creating the page layout using Columns

Using **column with** to set a row layout

2 equal columns = 6+6

3 equal columns = 4+4+4

4 equal columns = 3+3+3+3

1/3 – 2/3 columns = 4+8

Using the **column offset** adds space before the column.

To center 1 column on the page with a margin

Offset = 1, column = 10

Offset = 2, column = 8

Offset = 3, column = 6

Other Questions

- Can multiple people be a unit's "website coordinator"?
- Creating web forms. Compare to Qualtrics or Google Forms.
- Editing the contents of the drop down menus.
- I would like to know how to create new Pages and how to link information or pictures together.