

Capital Region Flat-Coated Retriever Club



[Member Info](#)

Serving Flat-Coat families and fans in DC, Maryland, Virginia and beyond

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Just in time for the celebration of our 15th Anniversary year, the Capital Region Flat-Coated Retriever Club has a completely “redecorated” our home on the World Wide Web! Still located at www.CRFCRC.org, the site sports a new color scheme, new navigation bars (the main navigation screen is shown in black and white above; you’ll have to go online to see the pretty version), and several exciting new features. The purpose of this article is to introduce you to some of the new ways you can interact with our home on the web.

While most of the site is still available to anyone who is trying to learn more about our Club or Flat-Coats in general, there are a few areas that are now “Members Only.” All current members should have already received an e-mail containing your user name and password. If you have **not** received this e-mail, please contact the Webmaster, Helenmary Cody, at Webmaster@crfccr.org.

The first place to visit on the new site is the *Member Data Update* page, reached by clicking on the Member Info link in the upper right-hand corner of the screen. You will initially be redirected to a login page where you enter your user name and password; the password **IS** case sensitive but the user name is not. Once you are successfully logged in, you will see the screen shown below. There are three parts to *Member Data Update*: change your password, your display name, and

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Member Data Update

Use this page to manage how you and your dogs are presented on our web site. You can change your password, change your name as it is displayed in the Dog Gallery, add new dogs or update information on your current friends.

Click [here](#) to enter new brags OR click [here](#) to edit brags that you've previously entered (just in case you hit the "Submit" button too fast!)

Change Your Password

Password:

New Password:

Confirm New Password:

Your name as it should appear on the Dog Gallery page

Neal & Helenmary Cody

Select a dog to edit his/her information or select *Add* to enter a new dog.

--Select a dog

Click [here](#) for information on how a dog's web page is formatted.

your dog list.

If you haven't already, you should change your password to something that is at least 6 characters long and will be easy for you to remember. To do so, enter your current password and your new password in both boxes in the Change Your Password box, then click on the *CHANGE PASSWORD* button. You should receive a message that your password has been successfully changed.

On the old web site, the Dog Gallery listed your name however the Webmaster thought was best. Now, you can control how your name is spelled, whether or not to use your nickname, and the order in which your family members are listed without any intervention from the Webmasters. Just click on the *EDIT* button next to your name in the box labeled "Your name as it should appear on the Dog Gallery page", make your changes, then click on the *UPDATE* button. That is all you have to do. One suggestion, if you are listing more than one person, use an "&" to combine them as shown above. Not everyone has a wide monitor and cutting out a couple of letters will make the Dog Gallery easier to read for everyone.

The most important part of *Member Data Update* is the ability to update the information about your canine friends. This information is used to create a dog's web page and to help you enter brags quickly and easily. The drop-down in the box labeled "Select a dog to edit his/her information or select *ADD* to enter a new dog." will have a list of your dogs, both current and those who are no longer with us, and the option "--Add a new Dog" which allows you to include your newest

pups. Selecting "--Add a new dog will bring up the input area shown at left. Most of the data is fairly self-explanatory, but 2 items, "Does this dog have a Web Page?" and "Web Page Text" are particularly important. In order to have your dog appear in The Dogs gallery, you must check the box to indicate that she has a web page. The web page text is the information which appears on the dog's page along with her pictures. Data for web page text is entered into a special box which allows you to format the text just as you would a Word document. You can add bold, italics, and change the color of text or add a hyperlink to your own website. We are not officially limiting the length, but think of this as an essay, not a novel, and try to keep it under 200 words! When you are finished, click on the Insert button to add the dog to the database. The information will be re-displayed, along with a new section for adding pictures which is described below.

Selecting a dog from the drop down box will change the screen to show the information currently entered for her, with

2 buttons, *EDIT* and *DELETE*, where the *INSERT* and *CANCEL* buttons appear when you are adding a dog. If you need to delete a dog, click the *DELETE* button. Generally, you should only delete a dog who is entered by mistake. When a dog dies, you should check the "Deceased" box so that her page can be shown in the Memorial gallery. To change the information, click on the *EDIT* button. The screen will go into edit mode to allow you to make changes. In place of the *EDIT* and *DELETE* buttons, there will be *UPDATE* and *CANCEL* buttons. When you have finished making changes, you must click on the *UPDATE* button to save the information. Please note that once a dog's "Call Name" is entered, you cannot change it. If the name currently shown is incorrect, please contact the Webmasters for assistance.




The screenshot shows a web form titled "Select a dog to edit his/her information or select *Add* to enter a new dog." At the top is a dropdown menu with "--Add a new dog" selected. Below the dropdown are two links: "Click [here](#) for information on how a dog's web page is formatted." and "Click [here](#) to view this dog's web page". The form contains several input fields and checkboxes: "FCR?" with a checkbox, "Titles (in front of name):" with a text box, "Registered Name:" with a text box, "Titles (after name):" with a text box, "Call Name:" with a text box, "Birthdate:" with a date picker, "Deceased?:" with a checkbox and "Date of Death:" with a date picker, and "Owner Name(s):" with a text box. There is also a checkbox for "Should this dog have a Web Page?". Below these is a "Web Page Text:" label and a large text area with a rich text editor toolbar (bold, italic, underline, bullet, link, unlink, list, indent, outdent, undo, redo, ABC, spell, help). At the bottom are "Insert" and "Cancel" buttons.

The bottom part of the dog information entry area allows you to upload pictures for your dog's web page. For detailed information about picture sizes and page formatting, please see the web page reached from the "Click here for information

on how a dog's web page is formatted" link just under the "Select a dog" drop down box. Each dog can have up to 3 pictures. To add a picture, select one of the 3 radio buttons labeled "Picture 1", "Picture 2" or "Picture 3", then click on the **BROWSE** button. A standard, Windows "Find File" box will appear to help you find the picture on your computer. After you close the box, the file name will appear in the box next to the **BROWSE** button. Click on the **UPLOAD PICTURE** button. The picture should now appear under the radio button which you selected. To add a caption or credit for a picture, type the text you want into the box below the picture and click on the **SAVE PHOTO**

To add pictures to a dog's page, select a picture below; click on **Browse** to find the picture on your computer, then click **Upload Picture** to complete the process.

Picture 1 Picture 2 Picture 3



New Junior Hunter!

Save Photo Credits

Delete Picture 1 Delete Picture 2 Delete Picture 3

 Browse... Upload Picture

For information on providing a custom page for your dog, contact [The Webmaster](#).

CREDITS button.

That's all there is to it! You've created a web page for your dog!

Brag Entry is another new feature of our Web Site. Now you don't have to wait to see your dogs' latest accomplishments displayed on the Web Site, they appear as soon as you type them in! You can get to the **Brag Entry** page either from **Winning Ways** or from **Member Data Update**.

Brag Entry is even easier than updating your dogs Web Page. All that is really required is to type your brag into the box

Brag Entry

It's easy to enter your own brags! Type the brag information in the *Brag Text* box below. Use the buttons to format as you would in a word processor.

To insert your dog's full name and a link to her web page into the brag text, select the dog in the dropdown box, then click *Insert Dog Information*. You can do this for more than one dog in a brag if you like. You can edit the text which is inserted, but please try to include both the dog's and owners' names. You can also enter an optional brag date and headline. To see how your brag will look, click on *Preview*. When you are happy with how everything looks, click on *Submit*.

Piper - Victory's Follow the Leader JH

Click [here](#) to edit your dog list.

Brag Date

Brag Headline

Brag Text

B *I* Color

Victory's Follow the Leader JH "Piper" owned by Neal & Helenmary Cody

marked "Brag Text"; the "Brag Date" and "Brag Headline" are both optional, though it is a good idea to put them in. You can format the "Brag Text" just as you did the "Web Text". To make the process fast and easy, you can insert your dog's name and owner info (complete with a link to the dog's Web Page!) by selecting the dog from the drop down box and clicking the *INSERT DOG INFORMATION* button. If you are doing a brag that includes more than one of your dogs, you can insert the dog info for as many dogs as you need. To see how your brag will look on the *Winning Ways* page, click on the *PREVIEW* button. The formatted brag will appear right above the "Brag Date." Once everything looks just as you want it, click on the *SUBMIT* button to post your brag on *Winning Ways*, then get ready to accept congratulations from all of your friends!

If you need to edit a brag which you have previously entered, go to the *Brag Update* page by clicking on the link at the top of *Member Data Update*. The page will display a list of all of the brags which you have entered. To edit one, click on the *SELECT* button next to the brag. A form similar to the Brag Entry form will appear beneath the list. Make the necessary changes and click on the *SUBMIT* button. You can also delete a brag (if, for instance you accidentally entered it twice) by clicking on the *DELETE* button next to the brag in the brag list.

We hope you enjoy the new Web Site and plan to add more new features in the future. Please let us know if you have any ideas, suggestion or problems using it. You can contact us at Webmaster@crfrc.org.