Mini-Page Data Submission Guide

Introduction

Grand Courts may add information to the default "Mini-Page" provided by the Supreme Council by following the instructions below. It is the responsibility of the Grand Court Web Administrator or Chairperson of the Web Committee to provide this information, verify it after being added to the Supreme Website, and inform the Supreme Web Administrator if there are any errors. Minor changes can be sent to the Supreme Web Administrator individually, but any major changes require submitting an entire new file, as outlined below.

Data is supplied by means of an Excel spreadsheet. A spreadsheet template for Excel is available on the Supreme Website by clicking on the "Member Information & Forms" menu. The Grand Court Web Administrator should download the spreadsheet, fill it out as directed below, and return it via Email to the Supreme Web Administrator as an attachment. The Email must contain the name and return Email address of the Grand Court Web Administrator, and the Grand Court jurisdiction. When the data is posted on the Supreme Web Page, an Email will be sent to the submitting Web Administrator informing him/her of the fact. The Grand Court Web Administrator is solely responsible for the contents, and the Supreme Council assumes no liability for the accuracy of the information.

For an example of a fully functioning Mini-Page go to the Supreme Website click on "Grand Courts" then click on: **Arkansas**

Obtaining the Template

The directions here are for Microsoft Explorer. If you are using some other browser, consult your users manual for the correct procedure to navigate and download files.

On the Supreme Council Webpage, left click on "Member Information & Forms/Excel Spreadsheet for Grand Court Mini Web Pages", and save the file(s) to a suitable folder on your computer. The file name is Webpage.xls.

FILLING OUT THE SPREADSHEET

Open the Webpage.xls spreadsheet and select the appropriate sheet. On the "Directory" sheet, enter the name of each Court, its number, the address where it meets, and the day(s) and time of the meetings. Do not enter a "#" or the text "No." in the "Number" column. If you need to enter multiple lines (in the "Address" or "Meetings" column) use the special character "|" (vertical bar); thus:

Anytown Masonic Lodge|123 Easy Street| Anytown, FL

would yield:

Anytown Masonic Lodge
123 Easy Street
Anytown, FL

You should enter the Courts by Court number, but if you do not, the Supreme Web Administrator will re-sort the list by Court number when he/she posts it to the website. Avoid using any non-alphanumeric characters other than hyphen, period, colon and comma (and the vertical bar character) in the entries.

For the "Schedule" spreadsheet, enter the event ("Activity") description, the date, the time and the place, using the vertical bar as described above if necessary for multiple lines. Sort the events by date, if possible. You can use almost any reasonable format for the date and time; Excel will convert it to a standard format. You can only enter the "Start date" for an event; if the event is a multi-day event (such as your Grand Court) enter the opening day, and any other days as separate events.

If you do not have Excel, there is also a Word version available.

When you have finished entering all of the data, save your work (I suggest saving it into a different folder, so as to preserve the "template" you downloaded). Then compose an Email to [Web Administrator](), place your name, your Email address, your Grand Court jurisdiction in the body and attach the appropriate file(s) to the Email, and **send**!

That's all there is to it! Good luck, I hope you found this helpful and I look forward to receiving your data.