



# Wakefield District Community Online E-Newsletter

September 2006

Hello all and welcome to your Wakefield District Community Online newsletter for September!

## Win a digital camera!

Since it was launched in March this year over 170 groups have registered and created a website on [www.wdco.org](http://www.wdco.org). Now there is a chance for all new and current registered groups to **win a digital camera** for use at their events!

All sites registered on the website by November 1st 2006 will be automatically entered into a competition to find the best maintained site - the winner will receive the **digital camera**.

Full information can be found on the WDCO web site, see:

<http://www.wakefieldcommunities.co.uk/site/win-a-digital-camera/index.htm>

## Feel you need some help to get your site up and running?

There are still a couple of training sessions left! These are taking place in Pontefract and Drury Lane Library:

**Friday 8<sup>th</sup> September:** Pontefract Library, 1-3 pm

**Wednesday 13<sup>th</sup> September:** Wakefield Drury Lane Library, 1-3pm

If you can't make it to one of these sessions then email [wdcofeedback@wakefield.gov.uk](mailto:wdcofeedback@wakefield.gov.uk). An administrator will get back to you to arrange an alternative session.

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## Spotlight on...

In every newsletter we will feature a group that have created a site on WDCO. For this newsletter we are going put the spotlight on **1st Ossett Boys Brigade**.

**1<sup>st</sup> Ossett Boys Brigade** meet at Kingsway Christian Centre every Wednesday night between 6pm - 7.15pm (Juniors till 8pm). Organised activities include games, crafts, theme nights, baking, music, stories, outdoor activities and much more. The boys are supported in working towards personal achievements for which they can gain recognition in certificates, badges & trophies.

The boys brigade is the oldest uniformed organisation and has been in Ossett for over 25

years. The Anchor Boys is the youngest section aged between 5 - 8 year olds. The next section is the Junior section aged between 8 - 11 year olds. The Third section is known as the company section aged between 11 - 16 years old.

Go to their WDCO site to find out more:

<http://www.wakefieldcommunities.co.uk/site/1st-ossett-boys-brigade/index.htm>

If you would like to have your group featured here then get in touch! Email us at [wdcofeedback@wakefield.gov.uk](mailto:wdcofeedback@wakefield.gov.uk)

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## Hints and Tips

### Maximise your chances of winning the digital camera!

Here are some points to consider when you are adding content to your WDCO site. Follow these 'golden rules' and, you never know, you may just win that digital camera!

#### 1. Is the information on your site up-to-date?

Nothing looks worse on a website than out of date content. Is the information on your site still current? Tip: it is a good idea to use the events template to add your events to the 'What's On' guide rather than just listing them on your web site - as soon as the event has passed items are automatically deleted from the 'What's On' so you don't have to worry about taking them off.

#### 2. Does your site contain concise and relevant information?

Try and keep information on your site as concise as possible. Too much text on a webpage can reduce impact and can put people off. If you need to have lots of information on a page then have you considered using the 'document upload' template? This way you can have a concise summary on the actual webpage with a link to download the full document so that people have the option to delve in deeper if they want to?

#### 3. Is your site well written in a lively and interesting style?

At the end of the day you are using WDCO to sell your group - you need to make it sound as attractive as possible! Your homepage needs to have maximum impact and needs to welcome potential members - does your homepage do this?

Steer clear of jargon and technical words that may baffle people and stick to plain English - see: <http://www.plainenglish.co.uk/plainenglishguide.html> for some essential

hints and tips.

Look out for those dreaded 'typos' (typing errors) and for misspellings and grammatical errors. It's a good idea to type up your content in Word then cut and paste it into the template - that way Word will spot any errors saving you a job!

#### **4. Relevant and innovative use of templates?**

Choose the right template for the job. For example, you may want to show off a number of photographs? Using the Product/Directory/Picture template where you can add 12 images on one page would be much more efficient than using 6 standard page templates with just two images on each!

Try using some simple HTML to break up large chunks of text into paragraphs or to add emphasis (bold text, italics etc) Don't feel restricted by the templates - dip into some HTML and make those templates work for you! Go to: <http://www.wdco.org/site/Online-Tutorial/lesson10.pdf> to discover some simple HTML tags.

#### **5. Have you included some images on your site?**

Use of imagery can liven up a site and make it look appealing and attractive.

At this point you may well be saying "we don't have any images to add to our site! We don't have a digital camera which is why we want to enter the competition!" Remember, images on your site do not have to be digital photographs - you can use clip art style images or you can scan documents with your logo on or photographs, save them as an image file and then add these to the site. You can add any image as long it is an image file - that means it needs to end in .jpg, .gif or .bmp. You cannot add an image that has been saved in a Word Document.

You could always try looking on the Internet for relevant images but don't forget about copyright - see: [http://en.wikipedia.org/wiki/Wikipedia:Public\\_domain\\_image\\_resources](http://en.wikipedia.org/wiki/Wikipedia:Public_domain_image_resources) for guidance if you plan to do this.

**GOOD LUCK IN THE COMPETITION!**

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We hope that you have enjoyed reading this WDCO newsletter. If you have any queries, comments or opinions then please email us at [wdcofeedback@wakefield.gov.uk](mailto:wdcofeedback@wakefield.gov.uk)