

Contributing to the Online Oregon Federation News

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While the OFN was published on paper, it was pretty clear how you got something into the magazine: you sent it to the editor. Now that the OFN has moved to an online publication, there is some confusion about how to get stuff included. This document is an attempt to clarify that.

In order to keep the OFN Editor's job from being a burden, most of the online OFN is generated automatically, from the dance and class information that clubs have entered on the state directory web site, at <http://squaredance.gen.or.us/ClubInfo>. It is important that each club have someone who is committed to the job of keeping their information up to date. This needs to be done **every month**.

Most of the remaining information is handled by sending an email directly to your OFN editor, timr@probo.com.

In the rest of this document, I will go over each section of the Online OFN and tell you where the information comes from, and how you can get your own information included.

President's Note

This section is provided by the current Federation president, currently Dale Worthington.

Editor's Note

This section is provided by the OFN Editor. Here, I will include helpful hints about problems that have arisen, or warnings about upcoming changes, or corrections to past information. This section also includes a way for you to sign up for the OFN Notification Email that comes out every month when the new online issue is available.

Federation Events

This section is provided by the publicity committee from the next two upcoming festivals, either Mid-Winter Festival or Summer Festival. It will include links to the festival web sites and registration forms.

When & Where

The When & Where listing, which is sent as a separate PDF that you can print, is automatically generated from the information entered in the ClubInfo page. Many people rely on the When & Where to know when regular club dances go dark, so it's important to keep this information up to date.

Letters & Articles

New this month, this section will include letters and articles submitted by readers. Please send them directly to your OFN editor.

Available Callers & Cuers

This section includes a listing of callers and cuers around the state who are available to make your next dance event a success. There is an annual charge for this service. To add your name, send your information to your OFN editor.

Federation Links

This section includes links related to square dancing in Oregon. Send suggestions for this section to your OFN editor.

Oregon Round of the Month

This section contains information and quick cue sheets on the Oregon Round of the Month, provided by the ORDTA Round Dance Screening liaison to the Federation, currently Goldie Restorff. Goldie manages the process of sending candidate rounds dances out to the councils in rotation, and sending information on the selected round to your OFN editor.

Lessons Upcoming

This section contains a short listing of all of the upcoming lessons sponsored by Federation clubs that are starting within the next two months. All of the information in this section comes from the information entered by the you on the ClubInfo page. Again, please be vigilant to ensure that your lesson information is updated when scheduling changes are made. You don't need to include detailed information about individual lessons (like cancellations or location changes); that information is only of interest to your students, not to the entire OFN audience.

All the Flyers

This section contains a collected set of all of the flyers for all of the dances for this month. Click on the flyer thumbnail to get a full-page flyer for posting at your hall. All of these flyers come from the information entered by you on the ClubInfo page.

Photos

This section contains photographs submitted by readers. Please send your photographs to your OFN Editor in JPEG format, and include a sentence or two explaining what the photo includes. I will let you know if the images have a high enough resolution to make an attractive online display. Eventually, there will be a gateway for you to submit your photos online.

Councils and Clubs

The largest part of the Online OFN is the listing for individual councils and clubs. ALL of the information in the section comes from contributions from you. Each entry begins with club news. This information is provided to me by the Area Editors. Just like you have been doing all along, you should send your club news reports to your Area Editor. The Area Editor will gather up all the entries for a single council, and send the collected entries to me. After the news item, you'll find an entry for each dance in the month. The information includes the date, the time, the theme, the location, the caller, the cuer, and a thumbnail of a flyer. It also includes an indication when a regular dance goes dark. All of that information is updated by you on the ClubInfo page. I don't know this information – I need you to keep things up to date.