

Chapter Websites

Every chapter in Kansas has a website, although many are very simple. The project of providing a website for all Kansas chapters was completed in Patricia Carpenter's administration. Those websites that were built on behalf of the chapters are maintained by the state webmaster.

Some chapters have discovered they have the ability to maintain their own websites and their webmasters are chapter members. KSDAR is happy to accommodate ALL chapters on the KSDAR server space.

If your chapter is considering taking over management of its own website, it is strongly recommended that materials found on the NSDAR VIS Committee website are reviewed. The VIS Handbook, VIS Writing Style for Webmasters, and the Website Approval Checklist should be read before beginning a new site. NSDAR has standards that must be followed. No chapter can create a website linked from the state or National Society without having been approved by the state and National Society.

There are many free and low-cost editors for creating websites. These days, it is not particularly hard to do. However, we request that Microsoft products, such as MS Word and MS Publisher NOT be used. Pages must be in HTML format. Microsoft products will produce an HTML document, but the coding is very heavy and the pages will not load quickly.

Remember that DAR websites are NOT directed at your chapter members, but are public relations tools, meant to educate the public and spark interest of prospective members.

Chapters are encouraged to build websites that do not need frequent updating. Information such as chapter officers, chairman, administration themes, or emblems should not be included on the chapter website, as they must be more closely monitored for obsolescence. Your chapter website should focus on information and items of interest to the general public and should not be used as your chapter yearbook online.

All chapter webmasters must first obtain the permission of the chapter regent to build the site. When the website has been approved at the chapter level, the chapter webmaster contacts the state VIS chair to arrange putting the site on a restricted area of the state server so that the State Regent can view and approve it. Once the State Regent has granted her approval, the site is then forwarded to NSDAR for final approval.

In order to protect the KSDAR server, a private internet drop box is used to place your files. The webmaster will then transfer them to a restricted area of the KSDAR server. Contact the state webmaster, webmaster@kansasdar.org with a request for a drop box link.

While chapters may occasionally update their pages, all new content must again be approved by state and national. The addition of a photo or two will not trigger the need for this approval, but must be sent to the state webmaster.