



## RVGS WEBSITE ORIENTATATION

### Rich Miles, RVGS Webmaster

URL: [www.rvgslibrary.org](http://www.rvgslibrary.org)

Our website was developed by Project A in Ashland. The site allows us to post our own content without needing a webmaster with programming skills. Many school districts and government agencies utilize their services. A link to their website is in the footer of each page.

### Homepage

- Click on banner, Home, or House to go to the homepage from any other page.
- The alert at the top of the screen can be minimized.
- Links to our social media sites at the top of the screen.
- Next to the social media links is the Log In button. Members must log in to access member-only content.
  - Non-members can subscribe as well to receive the email notifications of new content.
  - Go to the log in screen to change your password by clicking the Forgot your password? button.
  - After you log in, you will be taken to the **Subscriber Preferences** screen. Here you can manage your website subscription including Personal Info, Password, and Email Notifications.
  - If you unsubscribe, you will not have access to member-only content.
- Photo banner under the navigation bar is interactive, click on the Title or Click here. The banners change with new events.
- Our subscription websites are linked under the welcome message. These are not in the navigation drop-down menus because they are temporary. You must be a member and logged in to access these sites.
- Under the subscription websites you will find bullets for the eNews, Rogue Digger, Subscription controls page, and our old, archived website. The archived site will not be updated, but links are active, and all content is still available. This is important as not all our content has been moved to the new site but should be soon. On the archived site you can scroll through the old indexes if your search criteria is not working. The link is also available in the **Library menu**.
- **News:** Headlines for the latest news are here. May be repeat from eNews, but we don't have to wait for eNews to publish something. Click any headline to read or **See ALL** for all news articles. **Subscribe** will enable an email to you in the evening showing any new News content that has been posted.
- **Calendar:** All upcoming events are here rather than on the homepage itself as in the past.
  - Click any event for details or **See ALL** to view all events.
  - **Subscribe** will enable an email to you in the evening showing any new Calendar content that has been posted.

- On the top of the Calendar page, you can navigate to any day, filter by Year, Month, Week, Day, or a comprehensive list of events. On the right you can search for keywords or filter by Event Type. Department is not utilized. Most locations are at JCGL.
- **Quicklinks:** Duplicate links to menu items.
- **Footer:** Our contact info, a map to the library (interactive), Subscribe box for News and Calendar.

**Menu Bar:** One of the top features requested for our site was drop-down menus. These menus are your main navigation tools for the site.

## ABOUT

- **About RVGS & Mission:** Information about the Society
- **RVGS News:** Takes you to the News page.
- **Board Members:** Photos, names & titles of current Officers and Directors.
- **Board Resources:** Must have Board-level access.
- **Agendas & Minutes:** Current Board agendas and archive of Board meeting minutes.
- **Governance**
  - **Bylaws:** A PDF of our current Society Bylaws.
  - **Standing Rules:** A PDF of the rules for Board, Library, and Society functioning.
  - **RVGS:** Links to all RVGS policies.
- **Publications:** Links to the current eNews and Rogue Digger, and archives of past years' issues. Can subscribe to the eNews here.
- **In the Media:** Links to videos and news articles involving RVGS & JCGL.
- **History**
  - RVGS & JCGL History
  - Past Presidents Gallery
  - Charleen Brown Years
- **Photo Albums**
  - Our libraries
  - More to come!

## SEARCH – See below

## LIBRARY

- **Our Library:** Info on Jackson County Genealogy Library, link to the latest acquisitions.
- **Library Catalog:** Link to our card catalog.
- **Let Us Do the Research:** Link to hiring a JCGL volunteer to do your research.
- **Lookup Services:** Instructions for our lookup services while closed.
- **Research Resources:** A clearing page for various research tools for JCGL.
- **Genealogy Web Links:** A categorized library of links to other web-based genealogical websites.
- **Photo Restoration:** Instructions to request photo restoration services.
- **Pioneer Certificate Program:** Info on the program and links to the Surname Index and application.
- **Cemetery Project:** Information on Jackson County cemeteries and how to find them.
- **New Library Acquisitions:** Links to archived lists of new books since 2018.
- **Archived Old JCGL Website:** Access the old JCGL website from this link. Most of the site is functional, but not updated.

## PROGRAMS & CLASSES

- **Calendar of Events:** Another link to the RVGS calendar.
- **Classes**
  - **About Our Classes:** Description of our classes and link to the calendar of events.
  - **Class Registration:** Use to register for most classes.
  - **DNA Class Series Registration:** Use to register for DNA classes only.
  - **Heirloom Genealogy Registration:** Use to register for Heirloom genealogy classes only.
  - **Intro to Genealogy Registration:** Use to register for Introduction to Genealogy classes only.
- **Seminars**
  - **About Our Seminars:** Information regarding upcoming seminars with links to more information.
  - **Seminar Registration:** Register for the upcoming seminar here.
- **Programs**
  - **About Our Free Programs:** Info and links to Society Program & Member Meetings, Brick Wall Roundtable, and Let's Talk Genealogy Roundtable
  - **Non-Member Program Registration:** To be used only by non-members to receive a Zoom link, all members use the Zoom link posted on Membership > Member Resources.
  - **Brick Wall Roundtable Registration:** Register for Brick Wall Roundtables and submit your brick wall questions.
  - **Let's Talk Genealogy Registration:** Register for the Let's Talk Genealogy Roundtables to receive the Zoom link.
- **About Our Interest Groups:** Descriptions of our current Interest Groups and when they meet. Link to calendar of events. Link to registration for each active group. Link to the German Interest Group resources page.
- **Zoom Tips & Tricks:** New to Zoom? Check out this page!
- **Event Scheduler:** For education committee use only.

## SUPPORT US

- **Donate to RVGS:** Link to PayPal for donations.
- **Funding Partners:** Support RVGS/JCGL by participating with these Funding Partners! Links for more information about each.
- **Volunteers**
  - **Volunteer for RVGS:** Information about the importance of volunteering.
  - **Volunteers Needed:** Check here to see what our current needs are. We ALWAYS need more librarians!
  - **Volunteer Application:** Sign up to volunteer!!
  - **Librarian Calendar:** Schedule for our volunteer librarians.
  - **Librarian Resources:** One-stop resources for our volunteer librarians (in development).

## MEMBERSHIP

- **Submit-Renew Membership:** Links to membership forms, PDF and online! Info on membership benefits.
- **Manage Account Preferences:** Another link to the page to control your account settings.
- **Member Resources:** Member only access, e.g., Zoom link for Member Meeting. Must be logged in.
- **Member Meeting Agenda & Minutes:** Find out what's happening at the next meeting, review minutes of past meetings.

## CONTACT

- Click for a form to email our reception desk and a link to our Staff Directory.

## VIEW CART

- Click here to view PayPal document orders.

## SEARCH

- All links in the drop-down menu take you to the Search screen.
- Selecting a collection from the drop-down menu will automatically fill in the first records collection field, narrowing your search.

## SEARCH SCREEN

- Clicking any question mark will give you information about that field.
- To activate the 2<sup>nd</sup> and 3<sup>rd</sup> fields, Category and Source, you must select something in the Search Our Records field before them.
- **Search Our Records:** Field 1 is the broad collection, e.g., vital records, church records, obituaries, etc.
- **Category:** Field 2 is the category within the collection, e.g., once you select Vital Records, you can then choose from Births, Deaths, Divorces, and Marriages.
- **Source:** Field 3 will show you the names of the indexes in the collection and category selected. It does allow you to search one index, but I would not recommend it.
- **Name Fields:** Name fields will automatically return records for common nick names. A search for John will also return Johnathan, Jon, Johnny and Jack. However, if you don't find what you're looking for the first time, try a different combination of names. Many women were documented as Mrs. Husband's Name, and many people used initials. Wildcards (like asterisks) do not work in these fields.
- **Date Range:** Narrows your search to a specific range of dates.
- **Search:** You must CLICK this to submit your search.
- **Reset:** Resets all the fields to empty for a new search. The form will hang on to any search modifiers if you do not click this. You can also retype in any field.

## SEARCH REPORT

- **Back to Search:** This button takes you back to your search parameters so you can edit them or start a new search.
- **Showing:** Indicator of how many record hits were found. If it's a large number, you may want to go back and narrow your search.
- **Page Navigation:** Click on any number to navigate the pages of records.
- **Records:** Each box contains information about a record that fits the parameters of your search, including Name, Category, Where the record was found, Year, and other Info contained in the index.
- **Click** on a name to get more information about that record.

## SEARCH REPORT DETAIL

- **Detailed information** about the index information for the record, including where it is located in the library.
- **Price**
- **Add to Cart** button to order a copy.
- **Print Screen** link to print a copy of the screen.

## **JCGL WEBSITE MENU**

- Rather than the homepage, you will see this screen in the library, but you can still access the entire website from it.
- The menu is now all on one page with our subscription sites at the top and non-subscription sites at the bottom.
- A link to our Links page is at the very bottom.

## **MOBILE WEBSITE**

- Our website is “mobile responsive” which means it will reconfigure itself to display well on smart phones and pads. All functions will work.

If you have suggestions for content, find dead links, or misinformation, please email [webmaster@rvgslibrary.org](mailto:webmaster@rvgslibrary.org).