

# WOBC Website Introduction

Updated 26 May 2022

This introduction gives some background information about who the WOBC website is intended to serve, a bit of terminology to help understand the instructions, and how the website and these instructions are organized.

## Website Users

The WOBC website provides online tools to support six types of users.

- The **Public** are our audience and we want them to have a good online experience as well as easy access to the information they want to see.
- **Applicants** to become DJs need an easy, but comprehensive, way to identify themselves and their proposed shows.
- Our **DJs** provide broadcast content, and they need supporting material to produce their shows and ways to broadcast live or upload their prerecorded shows.
- Our **Staff** helps organize and coordinate all of the supporting activities of the station, and they need tools to organize their work groups and to provide additional online content for both the Public and DJs.
- The **WOBC Board** members are our primary administrators, and they need tools to plan, monitor and administer each broadcast season.
- The **Webmaster** must have control of additional system settings and internal access to the database. With this access comes the responsibility to understand what they are doing.

The website instructions are organized by these types of users and what they need to be able to accomplish.

Reading the following Organization and Terminology sections will help make sense of the tools and what they do.

## Login

Some calendar events (click the **Events** button), the current broadcast schedule (click the **Schedule** button) and some references (click the **links** at the bottom of the page) are available for the public without logging in.

All other users need to login (click the **Login** or **Apply** button) to view privileged information and to make any changes.

## Terminology

Every discipline has its own shorthand for what they do, and programmers are probably the most diverse. So, here are a few terms and organizational concepts that we need to introduce so we have common terminology for understanding the rest of the instructions.

**Seasons**, or broadcast seasons, are the periods of time during and between Oberlin College semesters when the station is broadcasting. They have two overlapping periods: applications and broadcasting. A semester may be broken up and separated by interim breaks.

**Shows** are what DJs apply for and what they produce for each season. Some are live, some are prerecorded and uploaded. Some are new, some are repeats from a previous season, some are Flagship shows that have been in the same time slot for years. Shows have time slots, DJs, descriptions, and more.

**Groups**, or work groups, include both genre and supporting work groups. Groups have chairs, meeting times and emails that we want available on the website. The WOBC Board is one Group.

**Positions** are the jobs within a Group. For work groups, these are usually Chair and Member. For the WOBC Board, each of the board offices is a Position. Positions determine access to the parts of the WOBC website needed to fulfill their duties. Users are Assigned to Positions for each Season.

**Users** are members of the WOBC Board, staff, advisors and DJs. Users are anybody that needs to login to the WOBC website to do more than just look or listen. Once assigned to Positions, the website automatically displays buttons for the tools needed by that User.

## Tools

The top row from **Home** to **Apply** are the public buttons and appear for everyone. Clicking most buttons will just display the requested information. Some, like **Login** or **Apply** will display forms.

The buttons from **Upload** to **Catalog** appear for all DJs with current shows when they login.

Once you have logged in, the **Dashboard** is your entry point for doing anything in the WOBC website.

Which buttons display on your dashboard depend on if you are a DJ and to what positions you are assigned.

The **Me** and **My Shows** buttons on the top row appear for all logged in users.

Some of the other buttons appear for the WOBC Board and Group chairs and members with web related responsibilities.

For most DJ, Staff and Board functions, clicking a button will display a **Find...** or **List of...** form. Entering some information in the search form and clicking the **Find...** button will then display a list. Selecting an item from the list or clicking the **Add...** button at the bottom of the list will display an **Edit...** form. Making changes and clicking the **Save...** button at the bottom of the form will save the changes. Saving will also display an acknowledgement of the data saved and will redisplay the detail form with the new data.

Often, there is more than one way to accomplish the same task, Assignments and Schedule changes are two examples.

Much of the Public display is automatically generated from information entered by the Board, Staff or DJs and does not need to be created manually each time things change.

## Text

For website security, escape characters ( '{', '}', '|', and '%'), and HTML formatting tags ('<...>') will be removed from all entered text before storage. This prevents malicious redirection by false applicants and injection penetration of the database.

## Dates

Since 4/5/21 is either April 5th or May 4th depending on what part of the world you come from, the preferred format for entering dates is "5 Apr 2021" or "Apr 5 2021". You can leave off the year if it is the current year, so "Apr 5" will be April 5th of this year. You can spell out the whole month name, but only the first three characters are needed.

For near term events, you can use the words Today, Tomorrow, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The named weekdays will be the date of the next day of that name. So if today is Monday, April 5th 2021, and you enter Thursday as the date, the date will show as "8 Apr 2021" when you save the form.