

**Login procedure for updating the IEEE Robotics & Automation Society, Technical Committee websites
www.ieee-ras.org/technical-committees**

(Updated 12 September 2017)

- 1) Go to www.ieee-ras.org. Click on the “Sign In” button on the upper right corner of the page and use your **IEEE USER NAME** and **PASSWORD** to sign-in to the IEEE RAS website.

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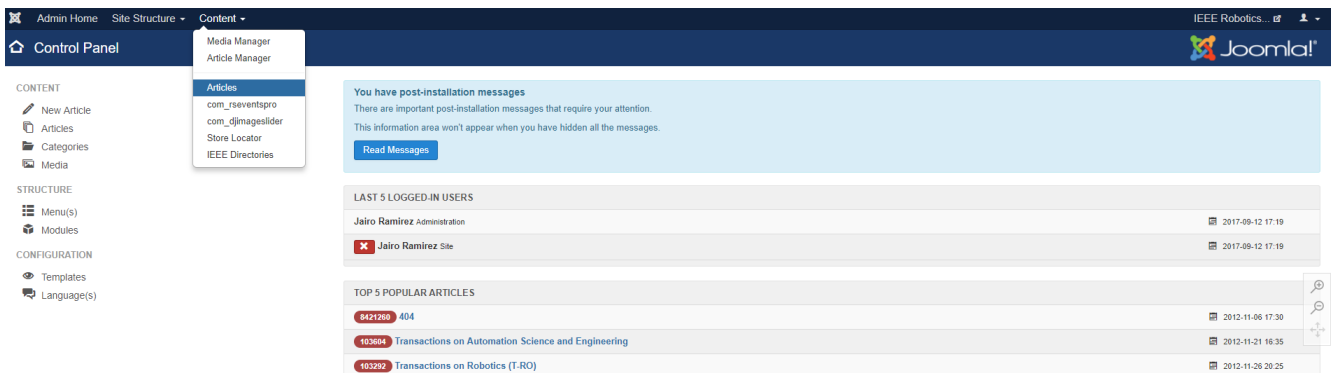
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> Retrieve username/password
> Update/create IEEE Account

- 2) Once logged in on the IEEE RAS homepage, click on “Admin” in the upper right corner of the page, and select “Administrator” from the drop-down menus.
- 3) Click on “Content”, and “Article manager” to view all of the articles.

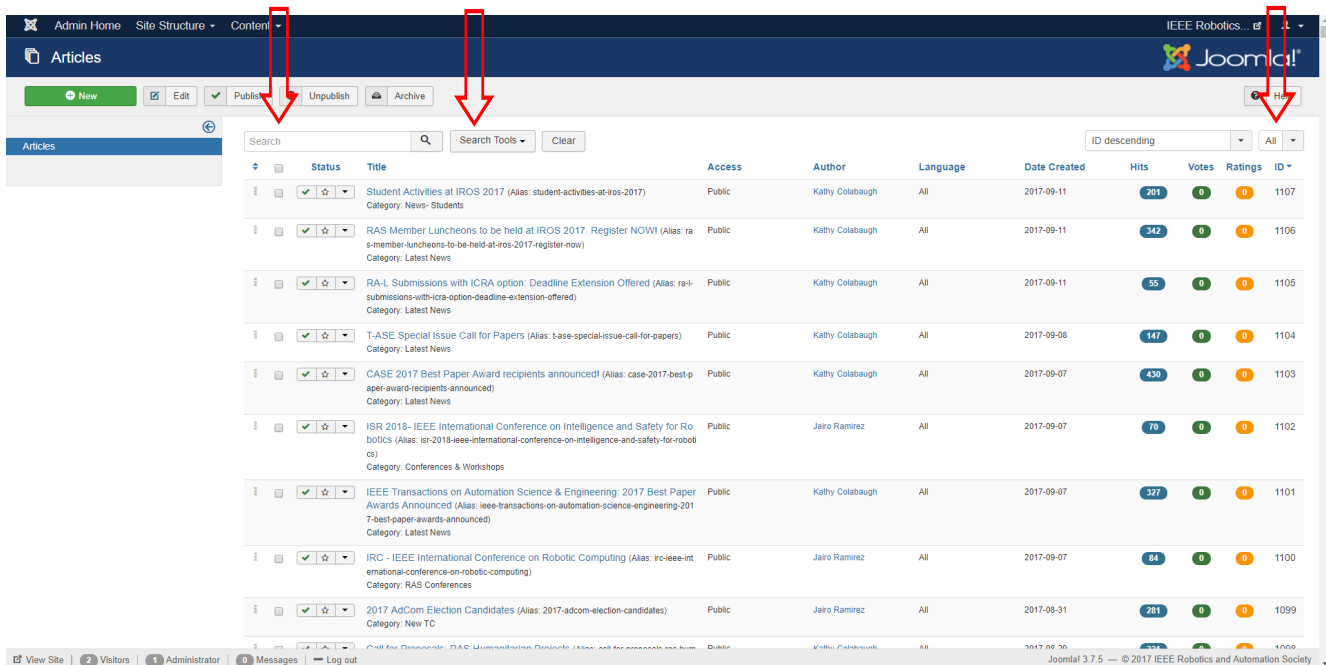



Editing from the Admin View

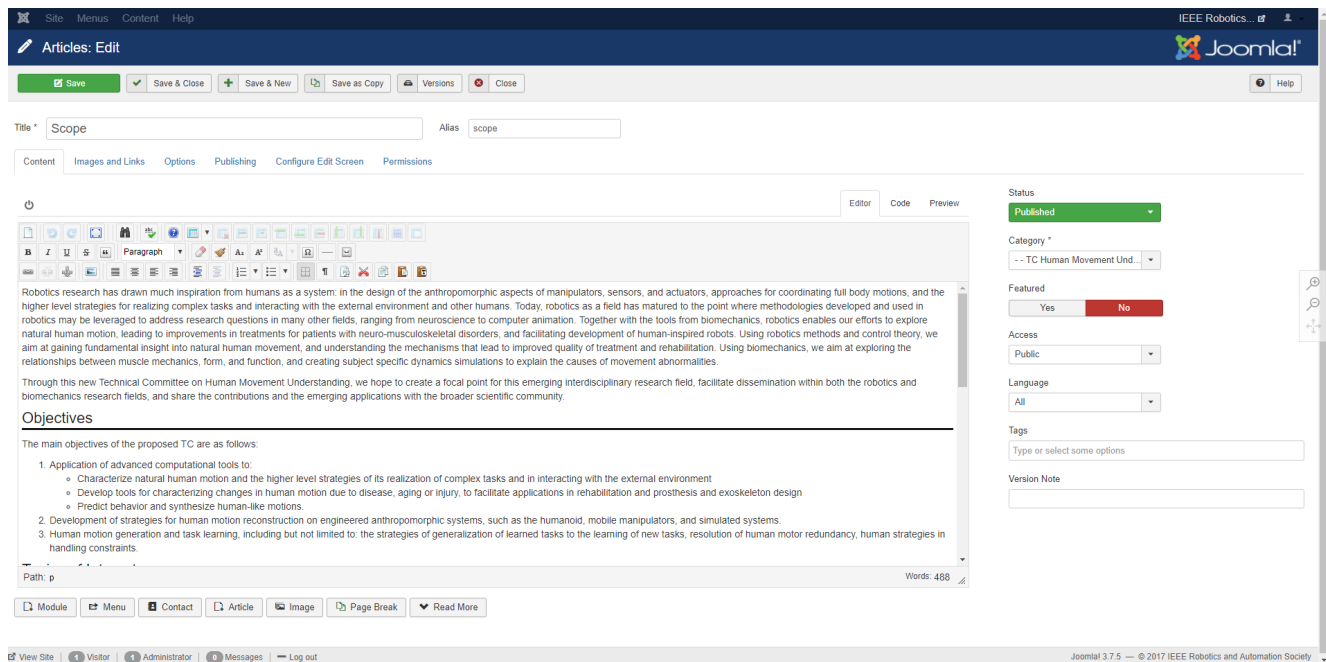
Select the Article you wish to edit by looking up the article title in the search bar

Select filters

To view all pages, change the default setting from 20 pages to “All”



- 4) Click on an article to edit the content on the page.
 - a. Predefined Formats must be used (i.e. Paragraph, Heading 1, etc...)
 - b. When pasting text into the text box, it is best to remove all formatting in a text edit.
 - c. When inserting a link to another web page or email address by clicking the chain icon, please set the target to “Open in a new window” if it is an external page (not within www.ieee-ras.org).
 - d. To insert an image: Click on the Image icon , click on “Upload”, Click on “Browse”, select the image you want to insert, click “Upload”, highlight/click on the file of the image you just downloaded, and click insert. (Please make sure the size of the image is appropriate for the web)



Best Practices

- Always “Save”, “Save & Close” or “Close” a page. To unlock a page, contact ras@ieee.org
- If you make changes, review them on the live site to ensure the content is correct. If you need to revert the Article content to a previous version, please contact ras@ieee.org.
- Text Formatting – to ensure text is using the correct/desired Style:
 - Add text
 - Highlight
 - Clean up HTML (Broom Icon)
 - Remove Formatting (Eraser Icon)
 - Using the drop down the style menu and select text style.
- There are a variety of acronyms used within the IEEE and RAS. To effectively communicate to the general public, please spell out the full name in the first reference and in following instances use the acronym.
- Dates on the site should be given in the DD/Month/YYYY format throughout the site.
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- Forgot Username and/or Password? Please visit the following page: <https://www.ieee.org/profile/public/forgotpassword/forgotUsernamePassword.html>.

Please contact ras@ieee.org for assistance with the following:

- **Unlock a Page-** If a page has been accidentally locked
- **Restore previous versions-**
- **Submit a Calendar Event-** Please provide: Name, Email Address, Event Title, Date/Time and Event Details
- **Submit a News Article-** Please provide: Name, Email Address, Title of News Article, Publication Date, Body Paragraph(s), Additional Information
- **Insert images to the TC Carousel-** Please provide: Name of Technical Committee, Image Title & Description, Attachments
- **Governance/Committee Listings** – Information in the Governance can be updated or edited by contacting ras@ieee.org. This information impacts other operational areas of RAS, therefore staff can ensure that the proper steps are taken to update in the other areas.
- **Editing the RAS Site** – www.ieee-ras.org, please contact ras@ieee.org for instructions and access.