



USER'S GUIDE FOR DISTRICT & SOCIETY PAGEMASTERS

Welcome! This document provides instructions for various features and functions within the secure portion of our website. There is a lot to see! It's best viewed on Chrome or Firefox but works well in most browsers. Please always use the latest versions so features work as they should and that the browser's security is always updated. Our site is secured with a SSL certificate and can be accessed by <https://www.gardenontario.org>

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HOME PAGE & NAVIGATION

The website offers a few options to navigate. It has a top menu of main pages and a 'breadcrumb' menu underneath the main section on each page that offer the visitor a way to backup or link to previous sections in the chain. **Clicking on the GardenOntario logo at the top will reload the Home Page at any time.**

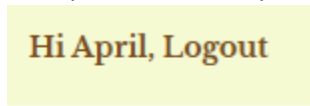
REGISTRATION & LOG IN

A user login is required for any member that needs to open password protected forms and information or manage their society page.

All requests for access at gardeontario.org are for persons who are members of a horticultural society and must agree not to share their login or password with anyone. Our logins are self-managed and can always be reset from the home page. There is no limit to how many from a society can register if they need access. This allows your profile page to always be accessible by someone in your society without the need to document any login info centrally.

If you would like to remove a user, change your society profile page to link to a different user, or add special access to any user, please contact the webmaster using our [online form](#).

We now have a hello on the top header of the site that you will see if you are logged in... you don't have to log out but the option is there if you need it... if you are not logged in, it will give you a link to log in.



Hi April, Logout



To check if you are logged in or to access any secure forms, open the user login and secure forms page using this link <https://www.gardenontario.org/user-login/> which can also be found under the Secure Forms menu in the left "sidebar" on the home page. Tip: bookmark this page in your browser.

First Time Registration

You will need to click Register to open the form and create your log in to access the members only section of the website. Once submitted, the webmaster will be notified to add the permissions you need depending on what selections you made in the user registration form. Please allow a few days for this to be set up.

Login and Access

The system will allow you 3 tries to log in successfully. If you don't remember your password you can reset it from the same page by clicking on **Forgot Password**. Entering an incorrect password will lock the system for about 20 minutes but resetting your password will unlock it right away.

Please note, there are restrictions on the registration form:

- There are fields that are mandatory and these must be filled in – some fields appear by default (like website) and unless you want to share that, they are not required and can be skipped.
- Do not use a forward such as myname@gardenontario.org.
- Use a personal email account that you only have access to. Once saved, this email becomes the username and cannot be changed. If needed the webmaster can delete it for you to start again upon request.
- For security reasons, you are registering yourself for access. This username is not to be shared. If you no longer need your log in, please request it be removed.
- Passwords must be STRONG to be accepted (check before clicking SUBMIT) and you can choose your own password rather than the random one presented by clicking inside the space and typing:
 - It must be at least 12 characters long
 - Use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &)
- Change/reset your password periodically – you won't be able to reuse an old password or use your name
- Trouble logging in? Passwords are case sensitive so Pennyloafer1 is different from PennyLoafer1. Also make sure your CAPSLOCK and NumLock keys are not ON.

Member Login

Username

Password

☐ Remember Me

Login

Register

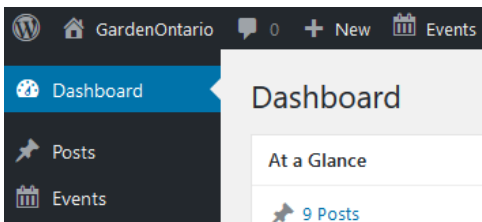
Forgot Password?

Forgot Password

Click Forgot Password? if you don't remember or want to reset your password. The system will ask for your email address that you used when you registered. Accept the password it suggests or click inside the space and type one you want to use. Make sure it is marked as Strong before clicking RESET.

Out of Place Pop Ups and Menus

Do not click on any links on the "dashboard" or black top header that you might see... like Events... these are all default to the system. If clicked, items are entered outside the system and will stay pending or draft rather than publishing immediately as they should. If you notice this happen, let the webmaster know and any events can be deleted.



BOOKMARK LOGIN:

After you create your log in, you can bookmark <https://www.gardenontario.org/user-login/> to quickly return.

On the left you will see a sign in and on the right are secure forms. Once signed in, you will always see that you are signed in on the left like this:

Welcome April Davies



You are currently logged in as April Davies. Log out?
Logout

ENTER**Secure Forms:**

These forms require you to creating a username for the password, click on **Forgot P**

Please login (in the left pane

1. [Request an Insurance Ce](#) and send a new request.

2. [Add a Society Page](#) for th has been approved.

*Tip: If you are on your own computer, don't forget to check the "remember me" box if you want windows to remember the login for next time... and don't log out; simply close your browser or move to another page

BROWSER TROUBLESHOOTING:

Some differences can be expected between browsers based on version, add-ons, and computer settings. If in doubt, make sure your browser and computer operating system is uptodate. Reboot your computer and clear all cache. If in doubt, try another browser.

SECURE FORMS

Once you have the right access role(s), go back to the Secure Forms section on the [login and access](#) page to open the forms... the page should look like this:

Welcome April Davies



You are currently logged in as April Davies. Log out?
Logout

ENTER**Secure Forms:**

These forms require you to be logged in with the appropriate access level. If you do not see the form after logging in, please contact the webmaster for to confirm your access level.

Please login (in the left panel) before clicking on a form.

1. [Request an Insurance Certificate](#) for the first time. Use the [Certificate List](#) to edit and send a new request.

2. [Add a Society Page](#) for the first time. Use the [Society List](#) to edit your page after it has been approved.

3. [Add a District Page](#) for the first time. Use the [District List](#) to edit your page after it has been approved.

4. [Add a Judge Page](#) for the first time. Use the [Judges List](#) to edit your page after it has been approved.

5. [Add a Speaker](#) for the first time. Use the [Speakers List](#) to edit each entry after it has been entered.

PRIVACY, PERMISSIONS, AND ACCEPTABLE USE

The OHA requires all content posted on any of its sites to be respectful and courteous. Content includes all text, pages, comments, posts, articles, images, graphics, and photographs.

Website(s), social media, and other online sites are a great way to share information, but it's important to make sure that the information is yours to share. If it is not, permission is required. Here is an [article from Google](#) on copyright.

Care should be taken when posting anything online. All social media sites have a terms of service and/or privacy policy that indicates the permissions you give them and how your information will be collected, saved, and used. Read it prior to posting. Its difficult to get something off once its posted and it is there for a long time.

[Here is a release form](#) you can use for photographs. If anyone under the age of 18 appears in or owns any part of the content, you will also need a parent or guardian to approve and sign the release.

Please read our [privacy policy](#), and check online for more information. The Office of the Privacy Commissioner is a good resource [Privacy Online](#) and [Social Networking](#), and CAPIC for Photographic [Copyright Law](#).

DISTRICT AND SOCIETY PAGES

FIRST TIME ENTRY

If you add a society page or district page **for the first time** use the ADD A SOCIETY PAGE or ADD A DISTRICT PAGE link located first for each form as shown above. The form will open in a new tab in your browser (new window) and the log in window will remain open.

HOW DO I ADD MY CONTENT TO THE FORM

There are many fields to add information. Some fields are mandatory and must have something in them before it will allow you to save. These are identified with an asterix. Capitalize the first letter only of each word – please do not use all caps.

Each society will be able to plan their page by taking a look at how each field works and how they can use them to their benefit. Please note: Any field on your page that you do not use will not show up.

To reduce spam and the amount of information shown, consider these tips when entering your society information:

- Enter full email addresses in text-based fields (like contacts) without the @ like: Robert[at]gmail.com.
- Phone numbers are not mandatory. Provide a main society phone number if you need it, but you may not need to list individual numbers. Leave any blank you don't need.

Here is a list of fields available for both the District and Society Form:

DISTRICT FORM FIELDS

District*

Email

This format is for email addresses and is encrypted. Email is presented as a link which opens as a new email and subject line reads: Message from GardenOntario District page.

Phone Number

The format is phone number with a link to a digital dialer.

Add a logo here

Your logo can be uploaded as a .gif, .jpg, or .png file. Maximum file size is 300KB. Use picresize.com or similar to resize your logo as needed. [Optimization for web](#) is recommended.

List your member society locations here*

Insert comma and one space inbetween the societies listed. Please only list location not full name.

Link to your societies

Copy and paste the url address for your society pages. Go to the [society-list](#) and search for your district only... you will see a list of your society pages that have been posted... copy the address from the top of the browser and paste it in the field on your edit page and then save. Check your page to make sure the link works. It will open up in a new page listing all your society pages.

About Us

Describe your district. Add a welcome statement and short description of your district, programs, history, awards, grants, scholarships, as applicable. This field recognizes url/html links. Any placed here will appear linked.

Mailing Address*

SOCIAL MEDIA LINKS: https:// is preferred but use http:// as needed. They will not show up if left blank.

Sign up for our newsletter:

Website url: | Facebook: | Pinterest: | Twitter: | Instagram:

Add photographs to your page

Maximum of 12 photos will be displayed in a photo gallery. Maximum file size is 500KB each. Use [picresize.com](#) to resize your image if needed. Click on the document's X to delete it. [Optimization for web](#) is recommended. All photos appear as a picture gallery and each picture zooms to large when clicked.

YOUR DISTRICT CONTACTS

Contact Names*

Provide contact information here for Title/First/Last/Email/Phone. To add more contacts click the "+" sign at the right of the column. Max of 6 provided. Add brackets and dashes to phone numbers if listing. This field is text-based.

Upcoming Events

List up to 15 events, projects, shows, competitions, garden tours and youth group activities. Click the "+" sign on the right to add more events up to a max of 15. This is a text-based field and is not mandatory.

Link to event calendar for District/Society Events: copy and paste the url address for your society or district events. Go to the [events calendar](#) and search for your district... copy the address from the top of the browser and paste it in the field on your edit page and then save. Check your page to make sure the link works. It will open up in a new page listing all your events.

ATTACHMENTS / FILE REPOSITORIES

Three groups of files are included, each shown as a list of filenames. Please follow the filenaming suggestions provided in this guide. Click on the document's X to delete it. [Optimization for web](#) is recommended.

Posters and Flyers

Maximum 12 files (png, jpg, or pdf) can be uploaded. Click on the file to delete or replace it. Maximum file size is 3MB. Additional information can be uploaded into 'Attachments + Resources' section below.

Upload Documents

Maximum 12 documents (png, jpg, or pdf) can be uploaded. Click on the document to delete or replace it. Maximum file size is 3MB.

Additional Files

Any additional files (png, jpg, or pdf) not uploaded above can be added here to a maximum of 12 files. Maximum file size is 2MB each.

SOCIETY FORM FIELDS

Add a logo here

This is not mandatory but recommended. Your logo can be uploaded as a .gif, .jpg, or .png file. Maximum file size is 300KB. Use picresize.com or similar to resize your logo as needed. [Optimization for web](#) is recommended.

Try using a really wide image to span the full page. See imaging tips below.

Society Full Name* Add your full Society Name

District*

Main Society Email Address*

This format is for email addresses and is encrypted. Email is presented as a link which opens as a new email and subject line reads: Message from GardenOntario Society page.

Phone Number

The format is phone number with a link to a digital dialer.

About Us*

Describe your society. Add a welcome statement and short description of your society, programs, history, awards, grants, scholarships, and any relevant links, as applicable. This field recognizes url/html links. Any placed here will appear linked.

Add photographs to your page

Maximum of 12 photos will be displayed in a photo gallery. Maximum file size is 500KB each. Use picresize.com to resize your image if needed. Click on the document's X to delete it. [Optimization for web](#) is recommended. All photos appear as a picture gallery and each picture zooms to large when clicked.

Contact Names

Provide contact information here for Title/First/Last/Email/Phone. To add more contacts click the "+" sign at the right of the column. Max of 8 provided. Add brackets and dashes to phone numbers if listing. This field is text-based.

SOCIAL MEDIA LINKS: https:// is preferred but use http:// as needed. They will not show up if left blank.

Sign up for our newsletter:

Website url: | Facebook: | Pinterest: | Twitter: | Instagram:

SOCIETY MEETING DETAILS

General Info - Meeting schedule-day/week/time*

800 max characters. This field recognizes url/html links. Any placed here will appear linked.

Such as: We meet the first Tuesday of the month from February to July and September to December. Meeting time starts at 7 pm. However, on the months that we run the flower show, please have your submissions in and ready for 6:45 pm.

Enter your General Meeting Location*

Provide the full address of your general meeting location and a link to MapIt will appear.

Join us/Support us

Describe the specifics, including a discount program if you have one. 800 max characters. This field recognizes url/html links. Any placed here will appear linked.

The fee to join our society is

Such as: Paid annually each December. \$15 per person and \$20 per family. 400 max characters

Upcoming Events (text-based list)

List up to 15 events, projects, shows, competitions, garden tours and youth group activities. Click the "+" sign on the right to add more events up to a max of 15. This is a text-based field **and is not mandatory**. If you want to leave it blank and just add your events to the Event Calendar, that is ok***

Event Posters

Upload up to 12 jpg or png files for the event gallery.

Event Flyers

Upload up to 12 files that can be downloaded.

Link to our events

Enter the url associated with your events (copy and paste from the event calendar search page).

***Link to event calendar for District/Society Events: copy and paste the url address for your society events. Go to the [events calendar](#) and search for your society... copy the address from the top of the browser and paste it in the field on your edit page and then save. Check your page to make sure the link works. It will open up in a new page listing all your events.

ATTACHMENTS / FILE REPOSITORIES

Three groups of files are included, each shown as a list of filenames. Please follow the filenaming suggestions provided in this guide. Click on the document's X to delete it. [Optimization for web](#) is recommended.

Poster or images

Upload your poster or images to go with the event listings above. Maximum 12 documents or (png, jpg, or pdf) can be uploaded. Maximum file size is 500KB.

Upload Documents

Upload your newsletter, flyer, announcement pages, resources or any other documents. Maximum 12 documents (png, jpg, or pdf) can be uploaded. Maximum file size is 3MB.

Additional Files

Any additional files (png, jpg, or pdf) not uploaded above can be added here to a maximum of 12 files. Maximum file size is 2MB each.

TO SAVE YOUR PAGE

If you are finished, clicking the Completed button sends it to the webmaster for publishing. It may take a few days or so to publish your page and until then, it is not visible to anyone.

EDITING MY PAGE FROM THE LIST

Once a page is published, it will be **linked to your log in** as the author/creator and you can then manage this page by opening it up from the listing page using the EDIT link that shows up on the page once published. You are now the PageMaster.

Find your society on the society-listing page and if you are authorized to edit the page and are logged in, you will see any EDIT link next to your society name.

Societies in Ontario

Choose a letter for Society Name or search by district or keyword.

A B C D E F G H I J K L M N O P Q R S T U V

District

Search Entries:

Search

[Acton Horticultural Society](#)

Acton

[Edit Entry](#)

Remember to click UPDATE whenever you make changes to your page so it is saved. You can delete any images or documents using the red X.

CHANGING THE PAGEMASTER

Your society or district page can only have one user linked to it at any time. Please request a change of user from the webmaster if needed. Please note: the new PageMaster must be registered and have the appropriate access to own a page.

FILENAMES

It is important to name your files so visitors and search engines can find you easily. To comply with best practices and to provide text for readers and similar tools, please use the following when naming your uploaded images and pdf files online:

- keep the names short but descriptive - add a descriptive title or main keyword from the title in the filename
- do not use any spaces or capital letters

- use hyphens to separate words as needed
- add digits for yy-mm as needed (e.g. 18-05-spring-agm.pdf)

***To note: improper filenames will affect the uploading of pictures and pdf... you may get an error when completing.**

UPLOADING IMAGES AND DOCUMENTS

For your logo, use a picture that is about 800px wide by about 300 high. You can also use a wider one so it spans the whole width of the page. As always, keep it at a low resolution optimized for the internet so the filesize stays small – you only need 72 dpi for the internet (see below). Large files slow down a website and we don't want that.

Since most monitors either use 4:3 or 16:9 aspect ratio, your images will need to be 1280px or 1920px wide so they don't skew or distort across the page width.

For example:

4:3 Aspect Ratio – 1280px wide by about 345px high

16:9 Aspect Ratio – 1920px wide by 345px high

For other pictures, please post them in jpg format at 72 dpi and approximately 800x600px resolution. Images at that size are sufficient for viewing online.

How can I adjust the size of my image(s) to meet OHA requirements?

Perhaps you need to resize your logo... it might look too small or too large on your page... or you need to save photos from your phone and then prepare them to upload to your page... whatever the reason, these tips will help.

Identify the file size and dimensions of your image

- If using a PC: Right-click on the image and click Properties. The file size is listed in the General tab and the dimensions in the Details tab.
- If using a Mac: Right-click on the image and click Get Info.

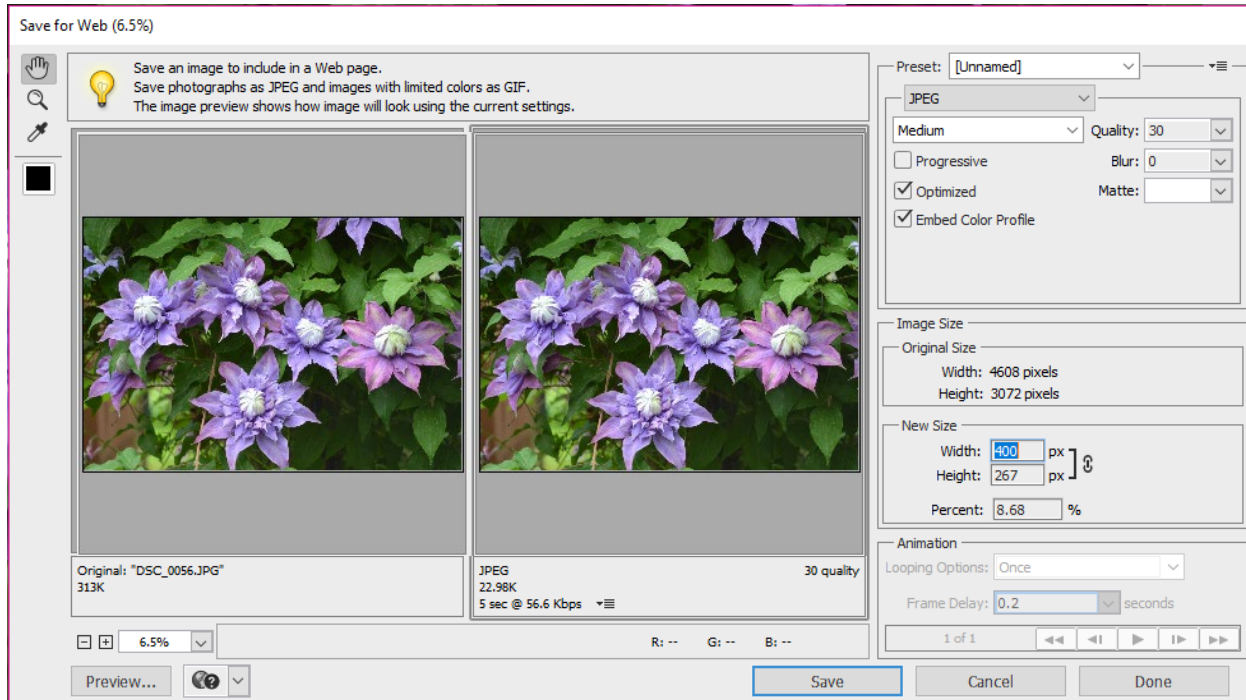
The most important things you can do to ensure that your page, images, and the GardenOntario website loads smoothly is to **optimize the pictures you post** and **upload your documents in pdf format**. If you have a word document and need it in pdf, open your word file and click File|Save As and choose pdf. The feature is built right in.

Optimization can reduce a picture's file size by up to 80% which helps to speed up the page load time so visitors are not kept waiting. This is typically done by compressing the images in one of two ways: Lossy and Lossless. Images saved in a 'lossy' format will look slightly different than the original image if printed (or uncompressed) but online this is ideal because images are smaller and still look similar to the original image.

Here are the most common ways to reduce the file size for optimal online viewing:

- Reduce the white space around images by cropping them.
- Use proper file formats depending on the type of image.
 - If you have icons, bullets or any graphics that don't have too many colours, use a format such as GIF and save the file with lower amounts of colours.
 - If you have more detailed photographs/images then use JPG file format to save your images and reduce the quality.

- If you have images with transparency, use PNG format but keep the colour minimal.
- Save your images in smaller sizes. Images taken directly from your iPhone or camera are much larger than needed for online use. Think about the size (both in kilobytes and pixel dimensions) before you send by email, post on Facebook or upload online. Always keep the original image proportions so it doesn't stretch or squish – you can choose this in your program or by only dragging the corners of the image in or out.
- Find the “save for web” function of your picture editing program and it should help to reduce the file size significantly. Here is what a ‘save for web’ screen looks like in Photoshop Elements (PSE) – see how you can change the sizing and quality on the right. PSE is a smaller (and more cost-effective) alternative to Photoshop.



- To resize your images you will have to edit them using either a program or upload to a compression service online. Check out this informative article for more: <https://www.abetterlemonadestand.com/optimizing-images-for-web/>. Free services change frequently but there are several to choose from.
- A free online service might be the best thing for you to try if you don't edit photos or take pictures with your phone much. You can upload a photo and the service compresses it and sends it back. There are ones that compress and resize... some also can attach as an add-on to Chrome or Firefox.

Here are a few free image compression services online to try:

- <https://tinypng.com/> - TinyPNG is a free web app to reduce the size of your PNG files. All you have to do is go to their website, and upload your images. They will compress the image, and give you the download link.
- <http://www.jpegmini.com/> - JPEGmini uses a recompression technology which reduces the size of images without affecting quality. You can use their web version for free or purchase the program for your computer.
- <http://imageoptim.com/> - ImageOptim is a Mac utility that allows you to compress images without losing any quality by finding the best compression parameters and removing unnecessary color profiles.
 - Windows alternative to this is Trimage <http://trimage.org/>.

Here are a few free pdf compression services to try:

- <https://smallpdf.com/compress-pdf> to condense pdf files online

- <https://tools.pdf24.org/en/compress-pdf> to condense pdf files online

If you are looking for alternatives, here are two free editors you may like:

- If you are looking for a free photo editor that can be installed on your computer, check out GIMP <https://www.gimp.org/downloads/> . Its one of the best free alternatives out there and has an extensive online tutorial section to help you.
- For a browser-based photo editor that is easy to use, try PIXLR X <https://pixlr.com/x/> . Its loaded with premium features to edit photos from online or desktop folders. They also offer an online blog with tutorials at <https://blog.pixlr.com/>. They also have a paid plan as well for even more features.

Please note: for any browser-based services, any content is uploaded to their server and subject to their terms and conditions so please read them fully before use. It also requires a fully connected internet (a plus for some as it is available on any device anywhere you travel but it can also be a minus as you may lose your work if disconnected).

THE EVENT CALENDAR

An event calendar has been added to offer a more dynamic way to show events that can be filtered and sorted. **Add all your events here!** *Remember to make sure you are logged in.*

Our event calendar offers a more dynamic way to show events that can be filtered and sorted.

Please Note: The list of events field on each society or district page is not the same as this calendar. It will only provide a text list for those that want to use it and does not add any event to the calendar.

The calendar allows a logged in member to add events for their society and publish them for visitors to see immediately.

Each event has a featured image for a poster and can have links added for additional information as needed. Events can be added for a one-time date or a recurring one (such as every 2nd Monday of the month!). It also provides directions/map if a venue is added, and the opportunity to export the event to be added to a google or other external calendar.

When a visitor searches our calendar for events, there are many filters they can choose to narrow their search for events near them. Only events that were saved with a particular key word, city, society name, or district will show up in the results list when searched.

There are a few ways to open the event calendar search page from our home page sidebar:

- Click on any day in the calendar under “OHA Upcoming Events” (opens in day view); or
- Use the link “Event Calendar” under Searches (opens in list view).

*You can also access a filtered events list on a District Page or Society Page if a society or district has filled in the search url address for their events in the ‘Link to our events’ field on their society page form.

Link to our events

Use this search page to find any event in the calendar. Filters are chosen to narrow the search, change the view, or clear/reset a previous search. Once all your search criteria is chosen, clicking on **FIND EVENTS** begins the search.

Please note:

- There are 5 different views: day, week, month, list, or map.
- To see more about a single event click on it in the list to open.
- Choose as many filters as you wish before clicking *FIND EVENTS*.
- *RESET* the filter when you want to clear all and start another search.

Search By Location and Filter: Enter an address, city, or other mappable location into the Near field, then click the **Find Events** button to start your search. After a few moments, your map and the event listings below will refresh, and you'll be presented with a smaller selection of nearby events. By default, a search is set to find events within a 50 kms radius if using the location field. Advanced filters are also available like district or category to finetune your list further.



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[Donate](#)



DATE	SEARCH	NEAR		VIEW AS
Date	Keyword	Location	FIND EVENTS	Map

NARROW YOUR RESULTS

District ▾ Society ▾ City ▾ Event Category ▾

[Collapse Filters](#) [Reset Filters](#)

[« Previous Events](#)

[Next Events »](#)

Raingarden Master Cert – 6 classes

March 8 @ 1:00 pm - 2:00 pm | Recurring Event (See all)

View as Map: This is a great way to find events near you... it is based on geolocation powered by Google. Try a basic search on our Event Calendar page using the Map View. It will show you all events plotted on a large map based on their **venue location**. Zoom in using the + or zoom out using the – and you will be able to use Google Street View if available.

ADDING AN EVENT

Adding an Event **can be used only by those registered and logged into the system**. Click the “add an event” link from the home page sidebar under Secure Forms and you will see your My Events Page, which lists all the events you have already entered and you can add a new one, choose one from the list to view, edit or delete as required.

For each event listed you are the author and the only person that can edit them later.

There are categories, tags and additional fields included for each entry that helps a visitor narrow their search for events. These are the filters used in searches as described above. The list (results) received is determined by what was entered when the event was saved. That said, understanding how you search for events is key to planning what to enter into each event so make sure you test it out prior to adding events to get the most benefit from the calendar.

It is important to add the appropriate categories for each event and indicate your district and society name to each so visitors can filter events and obtain results accurately while making sure your events show up in the appropriate places.

*Keep the same spelling of your society name so all your events appear consistent.

STATUS	TITLE	ORGANIZER	VENUE	CATEGORY	RECURRING?	START DATE	END DATE
✓	2019 OHA CONVENTION WINDSOR View Edit Delete	—	Windsor Best Western Plus Waterfront Hotel	Convention	No	July 19	July 21
✓	Music in Bloom at the RBG View Edit Delete	—	Royal Botanical Gardens	Partner Event	No	May 29 @ 10:00 am	May 30 @ 4:00 pm

Here are a few tips to follow when adding an event to the calendar:

- Playing with the calendar is a must to get a good understanding of its features, limits, and uses.
- Be consistent, always add the same short society name to each event.
- Always add a district number.
- Adding a feature image is great for events! Its at the bottom right of the event window. You can also add other images to the description by using the Add Media button and uploading the image to the library - always [Optimize the image](#) for the web in a smaller size to ensure they load quickly and do not overwhelm the event description. For example: a width of 350px would be good for events. For more info please check the full guide.
- Complete as much information as needed including venue and organizer. If there is a cost and you use paypal, add a link to your button in the description.
- All Venue titles should start with the City to keep them in order and easy to find.
- Choose as many categories as you need for each of your events. More categories can be requested from the webmaster.

Google Search Results

Google archives old links for a long time and will show old site references in searches. There is a redirect in the system to link to our new site but it won't link directly to your society page. But, if you keep your events uptodate in the event calendar, it will find them first. Please note: if the only events in the calendar for your society have already passed, a visitor will be redirected to that old event as a starting point.

ADVERTISE YOUR PAGE'S URL/LINK

A society or district page on the new gardenontario.org is built using the data you add to the form called an "entry". Each "entry" has an ID number. An example of an entry url is: <https://www.gardenontario.org/society-listing/entry/198/>. This is a long address to give out to your community and does not have your name in it... two good reasons to create a shorter domain name that represents your society better... especially on a flyer, business card or ad.

Here are two suggestions to help use this link:

- Create a short url – one source is <https://tinyurl.com> (add a custom alias too as below); or

TinyURL was created!

The following URL:

<https://www.gardenontario.org/go/society-listing/entry/198/>

has a length of 59 characters and resulted in the following TinyURL which has a length of 31 characters:

<https://tinyurl.com/testociety>
[\[Open in new window\]](#) [\[Copy to clipboard\]](#)

Or, give your recipients confidence with a preview TinyURL:

<https://preview.tinyurl.com/testociety>
[\[Open in new window\]](#)

- b) Buy a domain name for your society... yoursociety.ca for example. For a small cost per year (godaddy.ca for example offers sales often). This custom domain name can then be “redirected/forwarded” to your page (forward yoursociety.ca to gardenontario.org/societies/123 for example). Your domain name provider can help set it up for you or they will at least provide direction. This will give you a custom domain name for your society that can then be used both online or in print.

A FEW OTHER SPECIAL LINKS UNDER SECURE FORMS:

Speakers and Judges

The Speakers List, Judges List, and Judging Courses are listed on our public pages but managed online by an assigned person who would add entries under Secure Forms.

Insurance Certificates

This form sends an email to Cooperators as soon as it is submitted.

Annual Information Reporting

The society annual information report is always due prior to February 1st each year. This year a new system will be in place and will be ready in the next few months. All data will be entered online directly from the website for members with appropriate access. Please make sure you have the appropriate access permissions prior to entering your society report. Go to the login page if you need to [create a log in](#) for the first time or contact the webmaster for more information.

EMAIL THE WEBMASTER FOR SUPPORT

Our new website contains a lot of new features, content, and up-to-date information that will increase over time.

Suggestions for additional features/improvements are always welcome and will help keep our site the best it can be.

Contacting the webmaster is easy – just fill in the [online form](#).