

CSFWG.org Functional Specification

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Colorado Springs Fiction Writers Group 501c3

Overview

CSFWG.org is a website designed to serve the Colorado Springs Fiction Writers critique group and all of its online services.

This specification is not, by any means, complete. Everything here is still subject to change or alteration. The layout, any graphics are all fluid at this time. These things will be firmed up and finalized over actual production, and further refined from feedback.

This spec does not dive into deep technicalities. It discusses what happen when something someone uses the website and what the reaction will be.

Scenarios

In this section, we will use a few typical uses for CSFWG.org. It will highlight how we expect the site be used in most cases. The names are used as a joke. Don't get annoyed :)

Scenario 1: Andy

Andy is an officer of one of the groups. He needs to log onto the site to mark sure everyone is up on their dues. He logs on heading to the members list page. After fiddling for several minutes he clicks on category to show his group Tuesday. Then, further clicks to see the people whose membership is ending soon.

After scribbling their names down, he vows to commit himself to a campaign of subtle peer pressure.

Scenario 2: Todd

Todd is a long time member. Due to his crazy job of sky diving he missed his last meeting. Therefore, he needs to get copies from the website. He logs on using his password. Underneath the log in is a link that takes him directly the appropriate part of the archives.

From there he can print them, and edit them.

Scenario 3: Fatma

Fatma has never written anything before. But, she's gotten the idea in her head that she could be a writer. You know, if she decided to write something. She's heard critique groups are a good place to get better a writing.

She searches for one and finds our group. She enters the main page. After seeing on the News Page that we have an upcoming workshop, she adds the info to her calendar. She wants to test out the waters before actually attending a meeting.

Scenario 4: Jade

Jade scheduled was really packed this month she wasn't sure what events she'd be able to attend. She goes to the website and brings up the Calendar tab. In she sees the whole month's activities. That way she can cross reference what she's doing with all thing going on in our local writing community.

Non Goals

1. We are not making this a social media platform.
2. We are not adding additional complexity to what we already have.
3. Nonmembers will not be allowed to make an account or login. Only officers can create new accounts.

Screen by Screen Specification

CSFWG.org is comprised of several different webpages. There will be an overall standard format that most pages will adhere too. The appearance will be codify later on once the 'under the hood' is done. It will be fine-tuned by either the Board or in a series of group reviews.

All webpages will be created with a combination of PHP, Ajax, and JavaScript.

Each several webpage will be known by its name underlined. That way you know we are talking about the specific page. Example: Homepage.

DESIGN NOTE: It is not mentioned on every spec but every page will include CSFWG Copyright and other necessary info at the end of each page. "Copyright © Colorado Springs Fiction Writer's Group 1996-2015"

Homepage

The homepage is to be displayed whenever someone types in coloradospringsfictionwriters.org or csfwg.org

It should allow

1. People who are already members to log on to their account.
2. Let people know about what our group is currently doing.
3. Entice people to join – cause members are good.

This is the 'general' idea of what the home page should look like.

NOTE: On this homepage and all upcoming pages clicking on the LOGO brings you back to the main page.

Also the bar up top will be on every page as navigation. The reason there is a home page button is because the people who use our site are not always the most technically inclined bunch.

The ALL CAPS parts of the menu is to represent things the user will see if LOGGED IN otherwise they won't be visible on the bar.

1. This is a separate box that needs to be on every page. If The Dude is not logged in, it should display a log in box, and no greeting.

The standard <username> <password> set up. There should also in an option to reset a password here as well. “Forget your password? Click here.” – It should open a separate page for them to input their <username>. That should generate an email that allows them to reset it.

TECHNICAL NOTE: This should be a separate Div.

TECHNICAL NOTE: Username can simply be their email.

1a. When a person is logged in, it should greet them, with their name. It should also allow them to jump immediately the archive page and their specific subgroup to grab their submissions.

1b. The final line should reference when their group meets next. Right now they have to dig through several submenus and that is annoying.

2. This should be a news scroll that shows our upcoming events and other related news. At this moment, it is manually updated. This leads us to having old news up when the event has already passed. This doesn’t look good.

I want the site to automatically grab events from our calendar and display them here. It will only show the next event.

As to other news, that will still have to be manually down. Like books signings and the things like that.

3. We have right now a scrolling box that shows some fluff content at this same location on the website. I’d like to take this space and do something more useful with it.

3a. One idea I was to show our most recent Facebook posts done on our page

3b. Random writing inspirational quotes that can be shared on either Twitter or Facebook.

3c. A brilliant idea that someone far more capable, wittier, and smarter than me came up with.

4. These are share buttons. They do not have to go on the ‘login/welcome’ box, but I feel we really need to have on every page. This way people can share events directly onto their favorite social media.

They also need to in focus on the page and not shoved off in some forgotten corner.

Groups Main Page

1. This page acts a ‘landing’ pad for when people click the groups page. It should show an image of the location, the times of meetings, the day, and address. Further information will be saved on the group age itself. Otherwise this page function exactly the same as any other page.

Group Page

The group pages need to provide some functions that aren’t really being used right now.

1. They need to display news for the group. Like, hey as officer I'm going to be late, or how many copies need to be provided. Therefore the greeting text has to option for the officers to update it.

It can be set up where we a specific form or set up.

Blah Blah, Monday group usual thing

Copies to Print 10

Time and Date of next meeting.

Or, it can be more loose.

2. It needs to display pictures/names of all the members. It make the 'hey I'm a random stranger showing up to a group' feel less awkward/strange

3. There should be directions/address to the meeting location. I'd prefer if there was a Google maps insert so people can click on it and get an idea of where the meeting is.

4. This isn't so much to do with website design, but I think the blurb of each group needs to personalized by the officer. If I were a new person looking join the group, a warm, friendly, funny etc...introduction to each group from the officer would really make the group feel more accessible.

Here is what the group page looks like in theory –

Ignore the numbers here, I was just too lazy to remove them off all the flatten jpegs.

Group Blurb

1. Let's make the email of officers stand out in some way. I'm thinking some kind of graphic that grabs attention. A lot of times when I talk to people about the group they wanted to email, but a lot of times they miss it on the site.

2. I don't want all the dates for meeting listed here. The next meeting date is enough. We are going to have a calendar page. If they need to know all the dates for meetings, they can check there.

I feel it makes the page look to bogged down and confusing. We should be striving for clarify.

3. Instead of listing the first and last name with the picture, let's stick with first names. We aren't a super formal organization. We don't wear suits. I'm not sure I even remember most of the officers last names. Let's keep that accessibility highlighted.

Calendar

The calendar page serves the purpose of displaying all of our events, or any other events we think are cool. That's about it.

More specifically –

1. Officers can add events.

2. Everyone can view it.
3. Events can be shared directly from it.

It looks like this, sort of, but with dates on it.

1. We will be using a generated window that will work like a popup that has all our events. This makes the interface cleaner.

1a. Event creation should go like this.

Click to create an event

It lists slots

- Title
- Details
 - Time
 - Date
 - Location
 - Duration
- One time Event or Repeated
 - If Repeated, what are the conditions
 - How often is it repeated
 - Weekly, monthly, yearly
 - Repeated by Day or Number
 - Does it repeat every 27th day or every Last Sunday
 - For how long?
 - Forever, A set number of times, or until a set date
- Any additional notes
 - This would be the blurb about the event
 - Personal details about a presenter
 - Anything else that might be relevant

2. It would nice if events could be color marked by category.

Example:

CSFWG events are in Blue

Pikes Peak events are in Red

Brainstorming events are in Purple

3. Even though Facebook events allow to add pictures, I'd like us to *avoid* that for the calendar section. We should to continue to do that with Facebook.

Reason – To avoid additional clutter, another attempt to clarify, and simplify.

4. Events can be edited at any time to update information

Archive

This page is to allow easy, quick access for our members to access the archives.

It should do these things, ideally

1. Organize all submission by date and group
2. Allow members to view and print them.

Again, here is yet another badly down graphic. Yay for pictures.

1. The Setup

As far as this image goes it differs from little from our current setup. What I want to change is not so much how we put things, which is honestly, already the most logical way, but how this pages functions.

Currently when you go to get submission, you click on the link. It downloads a zipfile. Which, you then open, print or whatever. This works, but it's a bit clunky. And, some people get weird about downloading things.

2. What happens!

- You got busy with, ah, woodcraft and missed the last meeting. You log on and go to the archives. You click on Monday, April, because the meeting is in two days and boy are you in trouble.
 - A separate window opens.
 - It shows the three documents you missed.
 - You click on "Roses are Red"
 - It loads up "Roses are Red" in a print menu.
 - You click print and if you know how to set up a printer, have paper, it prints

3. The Dude has to be logged in to access this part.

Member Profile

Everyone will have an individual member profile when they are using CSFWG.org.

What should be here:

1. A fully accessible member profile that allows members to do stuff with it
2. Officers have a way to edit this directly to assist members or fix issues
3. A way to upload submissions directly. (Saving Andy or Todd time)
4. Privacy Options

Graphic to show the very, very general idea of what I want it to look like.

All the separate words need to be boxes for people to fill out. There should be a save button somewhere toward the bottom.

1. This is where the whoever can upload their picture to the website. There should be some restriction as to size. And, there should be somewhat of cropping to the correct ratio. I really don't want a bunch of weirdly sized pictures floating all over the website. Considering I actually did that on [group page](#) you can see what I'm talking about it. It looks goofy.

Also, first name, rank should always be displayed. More on that in privacy settings

further below.

2. This information will have an option to be hidden.

There should also be a place to update the password here.

3. Privacy Settings

1. An option to display information to only officers, except for name, rank, and picture.

2. An option to display only name, email, and picture to visitors

3. An option to display information to only logged in members.

4. An option to display all information to any visiting the member profile.

The reason I want to keep name, picture, and rank displayed is because people are going to coming in and meeting in person. This isn't some random internet forum. You will meet the people who read up on you. If people don't like that, ah, maybe they shouldn't be in the group?

Additionally, I don't want all the sub sections of the profile page that we have now. A small text box, limit of 500 words is enough. We can add in a section for their social media links and website perhaps.

Our current one is intimidating to me, and I'm a big computer person. Let's not do that.

5. Somewhere on here should be their due date for next membership fee.

6. There should be a button to upload their submissions to the archive directly.

TECHNICAL NOTE: If it would accept RTF, docx, PDF would make so everybody can use the upload function. Convert to pdf.

Workshop Information

This page will have the details and other assorted information about workshop on it.

1. Workshop Information

2. Have graphics or additional links that would not be on the calendar.

My thinking for this page is to give that graphical bang that will not be possible in the calendar. I also want it to be able to display all the planned workshops even if we don't have data on them.

The most recent workshop should be a the top.

For the Officers I want option here to add it directly from this page any new workshops or further information about them.

Resources

A page for people to download stuff.

1. A list of all our documents for members

2. Download link and a print links for all documents

I want to have this page have all our documents squared away that we either hand out to people, or mention to them.

Examples: The critique template by Patrick, our new guest handout, our brochure, our members handbook, and anything like that.

I want to give them option of either downloading the PDF or printing it in a similar fashion to our archive page.

It should have the same look as the rest of our website. Otherwise pretty simple page overall.

Member List

A list of our members and their rankings

1. To list all our members
2. To alter rankings
3. To categorize by several different factors

It should be a list of every member. The list should be able to categorized.

Proposed Categories:

1. Name
2. Rank
3. Dues – Paid, Upcoming, and Overdue
4. Group – Sunday, Monday, Tuesday, Saturday

Ranks as they stand:

1. Admin
2. Officer
3. Member
4. Alummi

I want this to an easy to use interface, click and shift things around from here.

About CSFWG

This page is tell interested parties about our group.

1. Tempt non members intro joining
2. Give an basic overview of our group

I went through our current about page. It seemed a bit stiff, and overly formal. I kept most of the content, updated it, and have it here for you guys to look over.

Our Mission

At Colorado Springs Fiction Writers Group our goal is simple. To make writers write better. Whatever your writing goals are, we want to make them happen for you. We offer all sorts of ways to help you. We have critique groups, workshops, anthologies, brainstorming sessions, and even write-ins.

We are a 501(c)(3) nonprofit.

Critique Groups

The four critique groups are the backbone of CSFWG. The groups are designed to give an author honest feedback on a story or poem, providing both praise and suggestions for improvement. Visitors are always welcome, but only members may submit works for critique.

How They Work

You can attend up to three meetings, critique, and participate in anything that comes up, before you are offered a membership and opportunity to submit your own work.

Everyone can submit up to 50 pages of double spaced work. The other members critique that work and bring it back the following the month. This gives them opportunity to give it their time and attention.

Then, everyone is given a turn to go over the main point of the critique verbally.

Workshops

CSFWG offers workshops on a wide variety of topics. Anything from polishing up your grammar, to plotting your great novel, to tips from a real coroner. There can almost anything that might spark your imagination. All workshops are free and open to the public. We love guests. Often there are donuts. They are bimonthly.

Write-Ins

It is often hard to find a time and place to write where family, friends, and other pressing matters don't interrupt. Sometimes, having a little peer pressure can help. Take on that next writing challenge with the support of your fellow writers. Check out our calendar for times and locations. Everyone is welcome at our write-ins.

Brainstorming Sessions

Sometimes you have an idea, but you aren't quite sure how to get it off the ground. That's why we started our Brainstorming Sessions. Join your fellow writers as we gather to help each other out of our plot holes, wacked characters, and other literary messes.

Our brainstorming sessions are first Thursday of every month and open to the public. Check the calendar for times and locations.

Anthologies

Our groups is proud of have in house produced two Anthologies -An Uncommon Collection and Remnants & Resolutions: Tales of Survival. We are making it a bi-yearly event. Every Anthology has a theme. Our upcoming one is all about Colorado. It is scheduled for release in late 2016.

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Error 404 Page

For the people who don't know, this is basically a page you get when the website, search engine, whatever cannot, for whatever reason find the page. Sometimes it's a minor hiccup in the fetch command, sometimes the page doesn't exist anymore.

On most websites they have this, and they often have a funny way of saying instead of 'blah blah technical jargon'. It is really makes the whole experience less irritating and fun

for the people who get it. Here is my shot at it.

CSFWG.org went looking for your page, but took a wrong turn on the internet, and got lost at random cat videos on youtube, sorry about that.

Go back to main page [here](#).