



Virtual Community Guidelines

PRIVACY INFORMATION

Any published member information shall be limited to:

- Member Name
- Credentials
- City
- State
- E-mail

(Employer name for members should be removed).

MEMBERSHIP DIRECTORY

The ONS Membership Directory is located on the home page of every Virtual Community. This is the official directory of ONS and can be used to view the Chapter or SIG membership. Members will need to sign into the directory using their ONS username and password. After logging in, they can sort the directory by Chapter or SIG. The ONS Membership Directory is secure and only ONS members can view the information.

To protect the security of all ONS members, no other membership directory should appear on a Virtual Community page.

CHAPTER E-MAIL ADDRESS

When providing a chapter's e-mail address, include a reference to the chapter in the address to avoid confusion with ONS National Office contact information (eg, "For questions, please e-mail the Central Connecticut Chapter of ONS").

PRESENTATION

- Keep a professional appearance (each Virtual Community represents ONS to nurses around the world)
- Check spelling
- Keep content updated
- Graphics should complement the content on the page – not distract from it. Too many graphics slow down the loading of pages and may leave visitors with a poor perception on the site, resulting in fewer visitors
- Make sure the text is legible with the chosen background

BACK UP FILES

Keep a back up file of every documented uploaded to the Virtual Community on a disk or personal computer.