**Grand Chapter of Ohio**

**Order of the Eastern Star**

**Navigating the New Website**

We hope you have taken some time to look at the new Grand Chapter of Ohio website. The Grand Trustees, Line Grand Officers and Education Committee worked with a new design firm to update our website. We are excited to say that the Grand Secretary has had many inquiries about joining our beautiful Order. One of the goals was to attract new members.

To help you navigate the website, we suggest the following steps:

* SCROLL DOWN – On the Home Page you will find Philanthropy, News and Calendar boxes. You can click on these Posts or Events to find more information.
* SEARCH – If you are looking for something specific, then click on Search at the top of the Home Page, type in Keywords, enter. You will find all the places where those keywords appear. Ex. Visitations
* ABOUT – ORGANIZATION – Here you will find the lists of Grand Officers, Deputy Grand Matrons, Grand Representatives and Charities Directors.
	+ If you want to contact one of these individuals, then click on their name. It will take you to an email ready to send to them.
	+ If you hover your mouse over their name, then you will see their email address in the bottom left corner of your screen.
* LISTS – To see the whole list, go to the bottom of the list and click the single right arrow. This will show the next section of names.
* MEMBERSHIP – RESOURCES – You will find ADD AN EVENT. This is the place where you can submit an Event to be added to the Calendar.
* CHAPTERS – Under the map is a Search Box. You can search for a Chapter by Name, City or Address.
* CALENDAR
	+ The Calendar can be viewed as List or Monthly view. You can change it in the box above and on the right side of the Calendar.
	+ You can Search for an Event by Keywords or by date.
	+ When you click on the Event, a Google Map will appear so you can get directions to the venue.
* Font Size – The font size can be changed by clicking on the ABC button at the top of the Home Page.
* For questions, click on the Contact Us button or email oes.ohio.education@gmail.com