

## How Do I . . . ?

### HPS Chapter and Section Websites

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Have you looked at your Health Physics Society (HPS) chapter or section websites lately—are they current? Are your chapter or section annual reports up to date? If not, here's how you can remedy the situation.

#### How do I make changes to chapter and section websites?

Chapter and section websites are the responsibility of each individual chapter and section. The Society expects that all chapter and section websites will be kept up to date and have a professional look. Finally, all chapters and sections need to assign a member to be their webmaster.

Sound daunting? Never fear; the Society is here to help. HPS provides the primary website server for chapters and sections at [hpschapters.org](http://hpschapters.org). If your chapter or section has a website on this server or if you want to establish a new website on this server, Ruediger (Ruedi) Birenheide, the hpschapters.org server webmaster, can help. Ruedi is assisted by HPS member Thomas P. Johnston, who volunteers his time to design and maintain chapter websites. There is no cost to chapters or sections to use the server or Ruedi's or Thomas's services.

Contact [Ruedi](#) or [Thomas](#) with your questions or requests for assistance.

#### How do I make changes to chapter or section reports?

Chapter and section officers are responsible for annually submitting electronic reports to the HPS Board of Directors. All chapter and section presidents, president-elects, past presidents, and secretaries have a box on the right-hand side of their Members Only home page that gives them access to the report page.

For example, chapter officers see the following message; section officers see a similar message:

The screenshot shows the 'Members Only Area' of the HPS website. At the top, there is a navigation bar with links for 'Members Home', 'Change Password', 'Correspondence', 'Employment', 'Forum', 'Publications', and 'Society Rules'. Below this, a 'Welcome Kevin L. Nelson' message is displayed. A red circle highlights a 'Chapter Report' link in the top right corner. The page also features a 'HELP WANTED' icon and various other links and icons.

#### Chapter Report

You are authorized to access the HPS Chapter Report for one or more Chapters.

Please click here to access the Chapter Report form.

After editing a page in your report, click the "Continue" button at the bottom of the page to save it. If you changed and saved any of the officers' information, the new information will be reflected on all HPS website listings. To post the revised report as a pdf on the Members Only website, click the "Complete Report" button on the last page of the form.

The Society website operations staff is here to help. If you have questions, contact Website Operations Editor Marcia Hartman by clicking on the contact box on the [HPS Website Contacts](#) page.

The "How Do I . . . ?" column in *Health Physics News* is where you can find answers to your questions about navigating the Health Physics Society (HPS) website and the *Health Physics Journal* website. Send your questions to News Editor Mary Walchuk at [editormw@hps.org](mailto:editormw@hps.org).