Divide Planning Website
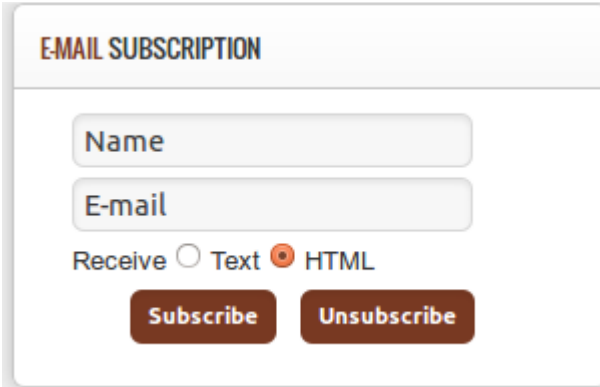
Using the Divide Planning website is hopefully obvious. But if you need help this document provides instructions. The Internet address is **http://DividePlanning.org** which should be easy to remember. Suggest you bookmark this address in your Internet browser. This website should function well on all devices: normal computers, tablets and smart phones.

The primary purpose of the website is to provide a mechanism to disseminate information to the Divide community of the goings on of the Divide Planning Committee (DPC).

You can sign-up to receive email notices, search the website to locate information and contact the DPC.

Receive E-Mail Notices

To be added to the mailing list you need to fill in the E-Mail Subscription form, on the website, this form is depicted in Illustration 1.

Illustration 1: Email Subscription Form

Using the Subscribe form

To be added to the mailing list you need to provide your name, email address, the message format you prefer (Plain Text or HTML); then click on the Subscribe button to submit yourself to the mailing list.

Detail instructions to accomplish this action, once connected to the website, are:

1. click in the **Name** field and type your name,

2. click in the **E-mail** field and type your E-mail address – please check what you typed for correctness,

3. Most people will want to receive HTML formatted messages, so leave the **Receive** field set to HTML; but if you prefer to receive Plain text messages, click on the Text button,

4. click on the **Subscribe** button

You should see a notice that you have been subscribed.

To be removed from the mailing list you simply enter the email address you provided when subscribing to the list and click the Unsubscribe button. The Name field is not necessary to be removed from the list.

Detail instructions to accomplish this action, once connected to the website, are:

1. click in the **E-mail** field and type your E-mail address – please check what you typed for correctness,

2. click the **Unsubscribe** button

You should see a notice that you have been removed from the mailing list.

There is another way to remove yourself from receiving further E-mail notices from Divide Planning, see below.

Unsubscribe via Received Message

When you receive an E-mail message from this website that message will include a link to initiate the unsubscribe action. If you no-longer want to receive messages from Divide Planning, simply follow the link at the bottom of the received E-mail message. Look for the text that say something like:

<p align="center">Not Interested any more? Unsubscribe</p>

That link will open a website page with an Unsubscribe button. Click that button and you will be removed from the mailing list. There is no need to provide your E-mail address using this method.

Current Notices

When a Divide Planning activity is scheduled an E-mail message will be sent to all those who have subscribed to receive such notices. A notice will also be posted on the website. An example of what a notice will look like on the website is shown in Illustration 2.
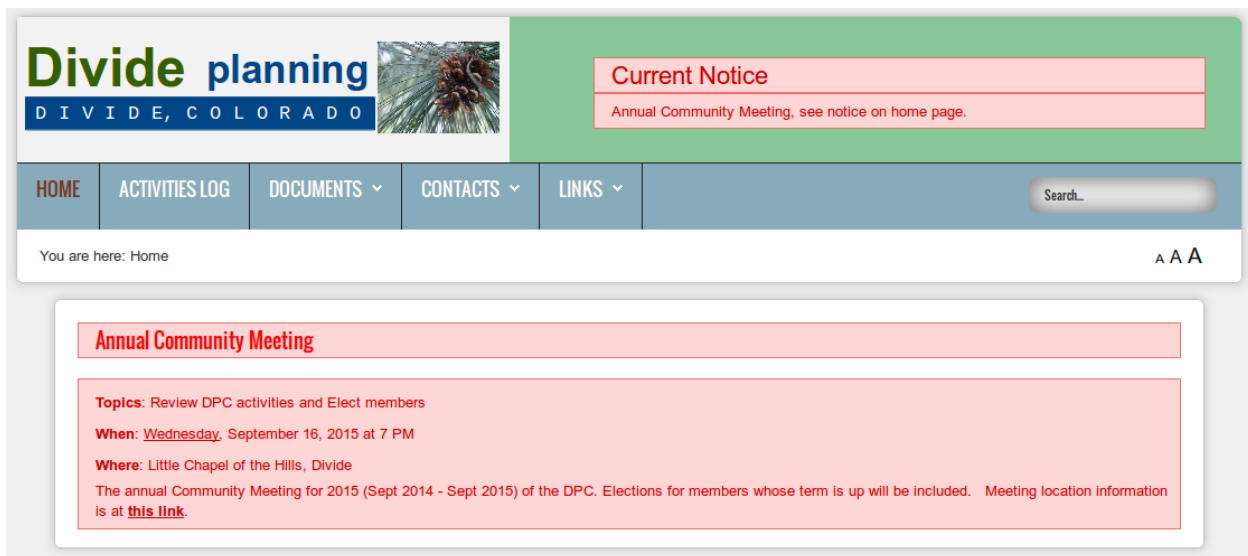
Illustration 2: Current Notice on Website - Example

Notices will appear on the website with a Red Box at the top, to the right of the Divide Planning Logo. That notice will be a short one-liner acting as a flag that something is up. That flag will appear on every page of the website. More detailed information pertaining to the notice will be presented on the website Home page, again in a Red box to make it stand out.

Such notices will be removed from the website when no-longer relevant. So, a quick visit to the website should let you know if there is a scheduled activity. The absence of the Red Box at the top indicates there is nothing important happening.

The Current Notice capability allows you to check for happenings even if you do not want to sign-up for E-mail notices, or you are having difficulties receiving E-mail messages.

Recent Changes
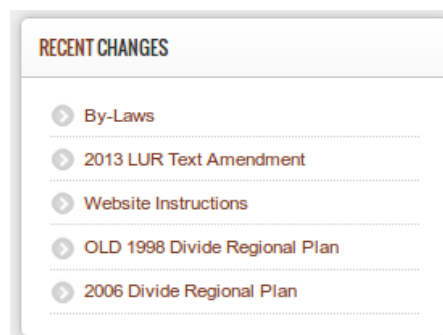
The five most recent additions to the website are listed on the Home page for easy access. An example of this list is shown here, at left.

The list includes the most recent added content (at the top) and includes content based on when it was added to the website. Content in this list includes articles from the Activities Log and items in the three document categories (Pending, Current and Archive). In other words the lists includes only content found under the Activities Log and Documents menu items.

Use this box to easily access new content. Referring to the example shown here, the By-Laws article is the most recent new content and you can access that article simply be clicking on that item in the list. Obviously, the list will change over time as new activity log entries and documents are added to the website.

Activity Log and Documents

Information is provided in what we call *articles* that are categorized into either Activity Log articles or Document articles. The Activity Log is date-ordered sequence (most recent first) of articles which record activities of the DPC; basically meetings. Documents are articles that address a topic; such as a Planning application the DPC addressed, or documents of interest relating to the DPC; such as the Divide Regional Plan or our DPC By-Laws.

Documents are filed in categories related to our typical work flow and will reside in either Pending, Current, or Archive. *Pending* refers to on-going activity. *Current* category contains topics and documents that are relative now; for example the current Divide Regional Plan and current By-Laws. *Archive* holds historical documents such as the old Divide Regional Plan and applications reviewed by the DPC in the past.

Activity Log articles will usually include links to Documents. When a topic before the DPC requires multiple meetings each Log entry covers only one meeting where as the running discussion and related supporting documentation for the topic will be found in the Document related to the topic. As an example, the 2013 LUR Text Amendment topic (now found in the Archive documents) required three DPC meetings, the TCPC public hearing, plus the TC-BoCC public meeting.

Each article of any type can and often does include attached documents that can be read on the website or downloaded to your local device (computer). Attached documents will always be in a universally accessible form – usually PDF.

Search for Content

This website includes a Search feature. To use it simply type a term to search for in the Search Box and press Enter on the keyboard. You will be presented with all content that contains the term searched. The Search Box is located on the Menu bar, as depicted here at the right.

Attached documents on this website are in the PDF (Portable Document File) format and the content of those documents are not included in the search. However, those documents do have descriptions which are included in the search. So searching for a document topic or title should give useful results.

Search results are listed along with links for easy access to the content. Illustration 3 shows an example of how search results are presented. The example searched for the term "DRP" and returned five results.
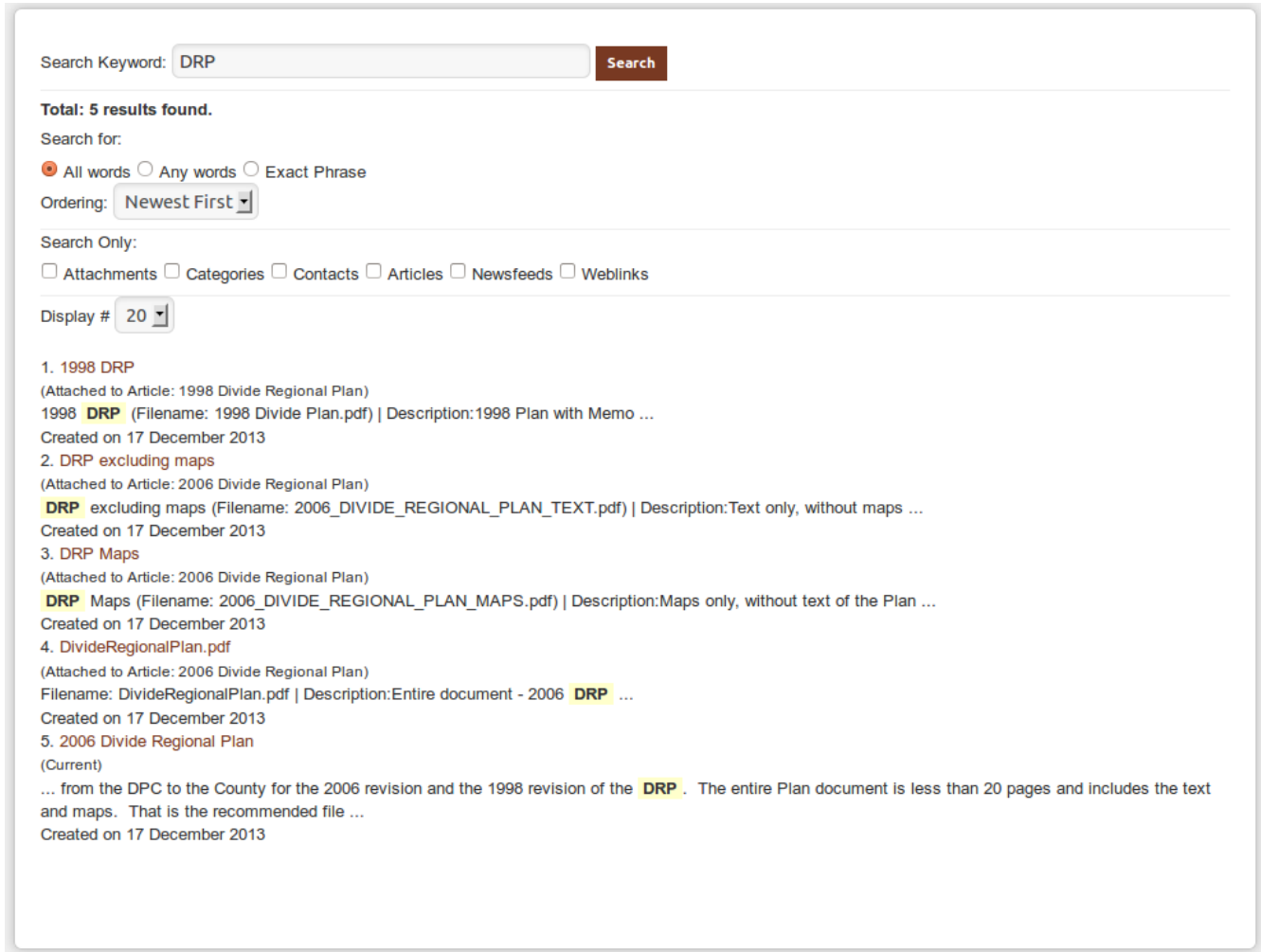
Illustration 3: Search Results Example

E-Mail Us

If you have questions or comments for Divide Planning or the website you can send an E-mail. To send an E-mail you can use a Contact Form. Those forms include a simple arithmetic test to prove you are a human and prevent automated spoofing computer programs from flooding our In-Box with worthless messages.

To initiate sending an E-mail message use either the CONTACTS menu at the top of the website, or the links at the bottom (in the Copyright area) to select who you want to contact. Either of those actions will show a window with contact information, including a **Contact Form** link. Click that link to open the E-mail form.

Illustration 4 Shows an example of a completed Contact Form used to send an E-mail, the example is to

the maintainer of the website. Notice at the bottom is a little arithmetic test. You must answer the test question correctly for your message to be sent. You have the option to send a copy of the message to yourself; just click the box below the "Send copy to yourself".

Illustration 4: Contact Form Example - with arithmetic test

Links

Reference links to other websites are included to facilitate access to information related to Divide Planning. There are some very useful links to Teller County resources and departments.