

Online Guide for the Voluntary Sector Connector

Table of Contents

	Page
1. Home Page	3
2. Gateway Header Features	3
3. Navigation Toolbar	3
4. Gateway Footer Features	4
5. Voluntarism in Windsor and Essex County	6
6. I want to volunteer	7
7. I work with volunteers	8
8. Voluntary Sector Organizations	9
9. Voluntary Sector Connector Glossary	10

Online Guide for the Voluntary Sector Connector

The Voluntary Sector Connector is an electronic gateway providing users with access to a variety of online resources. The gateway provides a site where ideas, community resources and information can be shared and exchanged.

There are some common terms that are used on web sites and a number of these terms are found on the Voluntary Sector Connector. The gateway provides a glossary of these terms in the Glossary section of the online guide. *The Glossary also includes definition of terms used to describe the voluntary sector.*

The Voluntary Sector Connector can be viewed by using either Netscape or Internet Explorer browsers.

Home Page

Gateway Header Features: This includes all gateway features that are displayed at the top of each web page.

The gateway resources are divided into four “perspectives”. Each of these perspectives is listed across the gateway header. By moving your mouse over to the perspective title, you will be able to view a list of all resources associated with that perspective. The gateway is designed to group resources in a way that is best suited to the unique needs of volunteers, volunteer managers or voluntary sector organizations.

Navigation Toolbar: The toolbar includes eight general search or guide features that are be accessible to all users from any web page on the gateway. These features are: home, fast find, search, gateway map, gateway guide, suggestion box and contact us. A description of each of these navigation features is provided below.

Home Click on this heading from any web page on the gateway to go back to the home page.

Fast Find Click on this heading to view a “quick pick” list of gateway categories, subjects and resources. This feature is intended for users who are familiar with the resources on the gateway and want to go directly to a specific resource.

Search Click on this heading to conduct a “keyword” search of all categories, subjects and resources on the gateway. The search will return a list of gateway resources that are relevant to the keyword search.

Gateway Map Click on this heading from any web page on the gateway to view a complete layout of the Voluntary Sector Connector. You can navigate to any point on the gateway from this map by clicking on any heading or word on the map.

Gateway Guide Click on this heading from any web page on the gateway to view this guide. The online guide provides general information and instructions on using the Voluntary Sector Connector.

Links Click on this heading from any web page on the gateway to view a list of recommended links to regional, provincial, national and international resources for voluntary sector organizations.

Suggestion Box This feature provides a direct e-mail link for submission of suggestions for gateway improvement or development. Click on this heading from any web page on the gateway to send a message to gateway host.

Contact Us Click on this heading from any web page on the gateway to view contact information for gateway host. This feature provides a direct e-mail link for submission of messages.

Special Bulletin Area: This area provides a brief description of a special event, topic or community theme. The special bulletin area provides a link to a page on the gateway that provides details on the select event, topic or theme.

Gateway Footer Features: This includes all gateway features that are displayed at the bottom of each web page.

Gateway Resource Centre The Gateway Resource Centre is an online resource library of links to pdf documents on a variety of topics relevant to voluntary sector organizations. Click on this heading from any web page to view links to pdf documents. To view pdf document, click on document title.

Ask an Expert This feature provides users with a direct means of submitting questions regarding any topic relevant to the voluntary sector for response by a local expert. Click on this heading from any web page to view details on this feature.

Trading Post The Trading Post is an online resource for posting and viewing in kind gifts or donations that are available to voluntary sector organizations in Windsor and Essex County. Click on this heading from any web page to view details on the Trading Post.

Sponsor and Project Partner Logos Click on agency logos to view gateway partners' web sites.

Legal Click on this heading to view website guidelines and policies, copyright and legal disclaimer.

Last Revised Date This date indicates the last day that the website was modified or updated.

Voluntarism in Windsor and Essex County

All headings under this title provide general information or access to resources for individuals or groups with an interest in the local voluntary sector.

[Support Local Voluntary Sector Organizations](#) Click on this heading to view information on how an individual or group can support the voluntary sector in Windsor and Essex County.

[Directory of Local Voluntary Sector Organizations](#) Click on this heading to search or browse general contact and program information about all voluntary sector organizations in Windsor and Essex County.

[Community Projects or Themes](#) Click on this heading to view information about special community topics or themes in the local voluntary sector.

[Trends In Giving and Volunteering](#) Click on this heading to view information on demographic trends in giving and volunteering in Windsor and Essex County.

[Voluntary Sector Roundtable](#) Click on this heading to view information or links to articles, roundtables or other local projects relevant to the voluntary sector in Windsor and Essex County.

I want to volunteer

All headings under this title provide information or access to resources for new and existing volunteers in Windsor and Essex County.

United Way Volunteer Centre Click on this heading to view information about the United Way Volunteer Centre in Windsor and Essex County.

Volunteer Match Program Click on this heading to **search** open volunteer positions in Windsor and Essex County.

Board Referral Program Click on this heading to learn about participating as a board member with a local voluntary sector organization in Windsor and Essex County.

Community Placements Click on this heading to view information on community placement programs that require an individual to secure an unpaid position in Windsor and Essex County.

Online Resources for Volunteers Click on this heading to access a discussion group, calendar and library for volunteers.

FAQs Click on this heading to view frequently asked questions relevant to volunteers in Windsor and Essex County.

I work with volunteers

All headings under this title provide information or access to resources relevant to individuals or organizations responsible for the management of volunteers in Windsor and Essex County.

[United Way Volunteer Centre](#) Click on this heading to view information about the United Way Volunteer Centre in Windsor and Essex County.

[United Way Centre for Training & Consulting](#) Click on this heading to view information about the United Way Centre for Training & Consulting in the Not-For-Profit Sector in Windsor and Essex County.

[Volunteer Match Program](#) Click on this heading to **post and update** open volunteer positions in Windsor and Essex County.

[Board Referral Program](#) Click on this heading to find out how your organization can fill open board positions with a qualified community volunteer.

[Online Resources for Volunteer Managers](#) Click on this heading to access a discussion group, calendar and library for volunteer managers.

[FAQs](#) Click on this heading to view frequently asked questions relevant to volunteer managers in Windsor and Essex County.

Voluntary Sector Organizations

All headings under this title provide information or access to resources that promote sharing among local voluntary sector organizations in Windsor and Essex County.

[United Way Centre for Training & Consulting](#) Click on this heading to view information about the United Way Centre for Training & Consulting in the Not-For-Profit Sector in Windsor and Essex County.

[Online Resources for Voluntary Sector Organizations](#) Click on this heading to access a discussion group, calendar and a library for voluntary sector organizations.

[FAQs](#) Click on this heading to view frequently asked questions relevant to voluntary sector organizations in Windsor and Essex County.

Voluntary Sector Connector Glossary

ADSL An Asymmetric Digital Subscriber Line (ASDL) is a DSL where the upload speed is different from the download speed. In theory, ADSL allows download speeds of up to 9 megabits per second and upload speeds of up to 640 kilobits per second.

Bandwidth The amount of data you can send through an Internet connection. Usually measured in bits-per-second (bps).

BBS A Bulletin Board System is an electronic meeting and announcement system that allows people to carry on discussions, share files and make announcements without the participants being connected to the BBS.

bps Bits-Per-Second is a measurement of how fast data is moved from one place to another. A 56k *modem* can move about 57,000 bits per second.

Browser A browser is a *client* program (software) that is used to view various kinds of Internet resources.

Client A *Client* software program is used to send and obtain data from a *Server* software program on another computer. Each *Client* program is designed to work with one or more specific kinds of *Server* programs, and each *Server* requires a specific kind of *Client*. A *Web Browser* is a specific kind of *Client*.

Co-location The term co-location usually refers to having a *server* that belongs to one person or group physically located on an *Internet*-connected *network* that belongs to another person or group.

Cookie The most common meaning of "Cookie" on the Internet refers to a piece of information sent by a *web server* to a *web browser* that the browser software saves and sends back to the server whenever the browser makes additional requests from the server. Cookies often contain information such as login or registration information, user preferences, etc.

Domain Name The domain name is a unique name that identifies an Internet site. Domain Names always have 2 or more parts, separated by dots. The part on the left is the most specific while the part on the right is the most general. (e.g. www.weareunited.com; weareunited = specific, com = general)

Download Download is the process of transferring data (usually a file) from another computer to your computer.

DSL A Digital Subscriber Line moves data over regular phone lines. A DSL circuit is much faster than a regular phone connection. A common configuration of DSL allows downloads at speeds of up to 1.544 megabits per second (Mbps) and uploads at speeds of 128 kilobits per second (kbps).

E-mail Messages, usually text, sent from one person to another via computer. E-mail can also be automatically distributed to a large number of addresses.

Extranet An extranet is an *intranet* that is accessible to computers that are not part of a company's own private *network*, but that is not accessible to the general public. For example, an extranet will allow vendors and business partners to access a company web site. An extranet will often make use of a Virtual Private Network (VPN).

FAQs Frequently Asked Questions are documents that list and answer common questions on a particular subject.

Firewall A firewall is a combination of hardware and software that separates a *Network* into two or more parts for security purposes.

FTP File Transfer Protocol is a common method of moving files between two Internet sites.

Gateway A gateway is a hardware or software set-up that translates between two dissimilar protocols. A gateway may also be a mechanism for providing access to another system.

GIF The Graphic Interchange Format is a common format for storing image files. GIF is most suitable for images containing large areas of the same color. GIF format files of simple images are often smaller than the same file would be if stored in *JPEG* format.

Gigabyte 1000 *Megabytes* (*Gb* also referred to as "*gig*").

Hit A hit on the World Wide Web refers to a single request from a web *browser* for a single item from a web *server*. In order for a web browser to display a page that contains 8 graphics, 9 hits would occur at the server: 1 for the HTML page, and one for each of the 8 graphics.

Home Page (or Homepage)

Originally, a home page was defined as the *web* page that your *browser* would present on the screen. The more common meaning refers to the main web page for a business, organization, person or simply the main page out of a collection of web pages.

Host The host computer on a *network* acts as a repository for services available to other computers on the *network*.

HTML HyperText Markup Language (or HTML) is the coding language used to create *Hypertext* documents for use on the *World Wide Web*.

HTTP HyperText Transfer Protocol is the protocol for moving *hypertext* files across the *Internet*. The transfer requires a HTTP *client* program on one end and an HTTP *server* program on the other end.

Hypertext Generally, hypertext is any text that contains links to other documents. That is, words or phrases in a document that when selected by a reader allow another document to be retrieved and displayed.

internet (Lower case i) Any connection of two or more *networks*.

Internet (Upper case I) The Internet connects tens of thousands of independent networks into a vast global *internet* and is probably the largest *Wide Area Network* in the world.

Intranet A private *network* inside a company or organization that restrict access to internal use only.

IP Number The Internet Protocol Number is a unique number consisting of 4 parts separated by dots (e.g. 145.156.456.9). Every machine that is connected to the Internet has a unique IP number. Many machines also have a domain names that is easier for people to remember.

ISDN An Integrated Services Digital Network (ISDN) is a way to move data over existing regular phone lines. It can provide speeds of roughly 128,000 bits-per-second over regular phone lines. Unlike *DSL*, ISDN can be used to connect to many different locations, one at a time, just like a regular telephone call, as long the other location also has ISDN.

ISP An Internet Service Provider is an institution that provides access to the Internet.

Java Java is a network-friendly programming language invented by Sun Microsystems. Java is commonly used to create programs that can be safely downloaded to your computer through the Internet and immediately run without fear of viruses or other harm to your computer or files. Using small Java programs (called "*Applets*"), Web pages can include functions such as animations, calculators, and other functions.

JavaScript JavaScript is a programming language that is commonly used in web pages to make the web page more interactive.

JPEG Joint Photographic Experts Group is a format for image files. JPEG format is most often used for photographic images as opposed to GIF line art or simple logo art.

Kilobyte A thousand bytes (kb).

LAN A Local Area Network is a computer network that is usually limited to a building or floor of a building.

Listserv® Listserv refers to a common kind of mailing list used on the Internet. Listserv is a registered trademark of L-Soft international, Inc.

Login This term is used both as a verb and a noun. As a verb, “login” refers to the process of identifying yourself as a register user to a computer system or network. This process usually includes entering a “username” and “password”. As a noun, “login” is the registered name account used to gain access to a computer system or network.

Mailing List An automated system that allows people to send *e-mail* to a group of people or organizations through one address.

Megabyte A million bytes or 1000 kilobytes (Mb also referred to as “meg”).

Modem A modem is a device that connects a computer to a phone line so that the computer can transmit data to other computers (Modulation-DEModulation).

Netscape Netscape is an Internet browser and the name of a company.

Network A network is created when 2 or more computers are connected together to share resources.

Node A node refers to any computer that is connected to a *network*.

Open Source Software Open Source Software is software for which the underlying programming code is available to the users so that they may view it, change it and/or develop new versions of the software.

Password A password is a confidential code that is used to access a restricted computer network or system.

Plug-in A plug-in is a piece of software that adds additional functionality to another software program. For example, plug-ins are available for the Netscape® *browser* and *web server*.

POP This acronym has two commonly used meanings. Point of Presence (POP) usually refers to the geographic location where a network or leased phone lines can be connected. POP can also be used to describe the way that an e-mail *client* software retrieves mail from a mail *server*.

Port The term “port” has several meanings. In general, a port is the place where data goes in and out of a computer. On the Internet, port often refers to a number that is part of a URL, appearing after a colon (:) in the domain name. Port also refers to translating a piece of software to bring it from one type of computer system to another.

Portal A portal is a web site that is designed to be the first access point for people using the WWW. A portal site usually has a search engine and links to relevant web sites. Portal sites often offer other online services as a means of attracting people to use the site as their main “point of entry” to the WWW.

Posting A posting is a single message entered into a network communication system.

PPP Point-to-Point Protocol (PPP) is the most common protocol used to connect home computers to the Internet over regular phone lines.

Router A router is a computer or software package that manages the connection between 2 or more Packet-Switched *networks*. Routers look at the source and destination addresses of the *packets* passing through them and decide which route to send them on.

SDSL A Symmetric Digital Subscriber Line is a version of *DSL* where the upload speeds and download speeds are the same.

Search Engine A web-based system for searching the information available on the *Web*.

Security Certificate Electronic information that is used by the *SSL* protocol to establish a secure connection.

Server The term “server” can be used to describe a software program that provides a specific kind of service to *client* software running on other computers. The term may also refer to a particular piece of software, such as a database server, or to the machine on which the software is running, e.g. “Our database server is down today.” A single server machine can have several different server software programs running on it.

Servlet A small computer program designed to add new capabilities to a larger piece of *server* software.

Spam (or Spamming) An inappropriate attempt to use a *mailing list* or other networked communications facility as a broadcast medium. Typically, one message is sent to a large number of people who did not consent to use of their name and address for any purpose other than the original network sharing agreement.

SQL Structured Query Language is a specialized language for sending queries to databases. Most industry standard database applications (Oracle, MS SQL Server, MS Access) can be addressed using SQL (often pronounced sequel).

TCP/IP Transmission Control Protocol/Internet Protocol is the suite of protocols that defines the *Internet*. Originally designed for the *UNIX* operating system, TCP/IP software is now included with every major kind of computer operating system. To access the *Internet*, your computer must have TCP/IP software.

Telnet The command and program used to *login* from one *Internet* site to another. The telnet command/program gets you to the login: prompt of another *host*.

Terabyte 1000 *gigabytes* (Tb).

Terminal A device that allows you to send commands to another computer. A terminal usually includes a keyboard and a display screen and some simple circuitry.

Terminal Server A terminal server is a computer that has places to plug in many *modems* on one side and a connection to a *LAN* or *host* machine on the other. The terminal server receives the messages and connects them to the appropriate *node*.

TLD The Top Level Domain is the right-hand part of a domain name. For example in the domain name *www.example.com* ".com" is the Top Level Domain. There are a large number of TLD's, for example .com, .edu, .gov, .info, .net, .org, and some two-letter TLD's corresponding to standard two-letter country codes, for example, .us and .ca. (Also called extension.)