

Create a new standard

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We do our best to provide you a self-assessment template that is accurate, but since NRPA is updating standards more frequently, there's a good chance you may need to create a new standard that doesn't exist in our template.

First, check if your self-assessment knowledge base has a top-level article called #.# - New Standard Template ★.

If you don't see this template, please contact us and ask us to create it for you.

Once you have the template:

- 1. In the Articles page, click on the chapter you need to create the standard in. For example, if I need to create a new standard 10.6.02, I would click on 10.0.
- 2. In the grey righthand pane, click the Add Article hyperlink in the upper right, or the + Add Article button below the list of standards.

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① Articles	Top Level Content Add Category Add Article	The second secon
	 Introduction 1.0 - Agency Authority, Role, and Responsibility 2.0 - Planning 3.0 - Organization and Administration 4.0 - Human Resources 5.0 - Financial Management 6.0 - Programs and Services Management 7.0 - Facility and Land Use Management 8.0 - Public Safety, Law Enforcement, and Security 9.0 - Risk Management 10.0 - Evaluation, Assessment, and Research # # - New Standard Template * DRAFT SAMPLE STANDARD - 1.1.1 - Approving Authority/Poli NEEDS REVIEW SAMPLE STANDARD - 3.2.1 - Support Services NEEDE REVIEW 4 Add Category + Add Article 	 10.1 - Systematic Evaluation Processes * NEEDS REVIEW 10.1.1 - Responsibility for Evaluation NEEDS REVIEW 10.1.2 - Staff Training on how to Evaluate Programs, S NEEDS REVIEW 10.2 - Outcomes Assessment NEEDS REVIEW 10.3 - Performance Measurement NEEDS REVIEW 10.3.1 - Level of Service Standards NEEDS REVIEW 10.4 - Needs Assessment NEEDS REVIEW 10.5 - Program and Service Statistics NEEDS REVIEW 10.5.1 - Recreation and Leisure Trends Analysis NEEDS REVIEW 10.5.2 - Community Inventory NEEDS REVIEW 10.5.3 - NRPA Park Metrics NEEDS REVIEW 10.6 - Research Investigation NEEDS REVIEW 10.6.1 - Quality Assurance NEEDS REVIEW 4 Add Sub-Category 4 Add Article
Q Find Articles		

- 3. This will open a pop-up for you to create the new standard.
- 4. Beneath the title, click the radio button next to Create from template.

Add Article	×
(i) An article is an individual page that shows up in search.	
Article Title:	
10.6.02 - Sample New Standard	
 New article Start from scratch 	 Create from template Start from an existing template
 Copy from existing Search for any existing article to use as a starting point Choose a Template Article: 	 Share content from an existing article Article body will be shared with an existing article
— Select a Template — V	
	Cancel Add and Edit

 This will add a dropdown to Choose a Template Article. In that dropdown, select #.# - New Standard Template ★. (It should be the only template in that list, unless you've created other templates.)

Choose a Template Article:



6. Once you select this template, the Article Title will automatically copy the template's title.

Add Article

Article Title:	
#.# - New Standard Template ★	
 New article Start from scratch 	 Create from template Start from an existing template
Copy from existing	Share content from an existing article
Search for any existing article to use as a starting point	Article body will be shared with an existing article
Choose a Template Article:	
#.# - New Standard Template *	

- 7. Edit the title so it's appropriate for your new standard, using the same format provided by the template.
 - If the standard is a fundamental standard, keep the star in the title. If it's not a fundamental standard, remove the star.
- 8. With the template selected and the title added, click the **Add and Edit** button in the lower right. For this example, we will create 10.6.02 Sample New Standard, which is not a fundamental standard, so we've removed the star.

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Add Article	×
① An article is an individual page that shows up in search.	
Article Title:	
10.6.02 - Sample New Standard	
 New article Start from scratch 	 Create from template Start from an existing template
 Copy from existing Search for any existing article to use as a starting point 	 Share content from an existing article Article body will be shared with an existing article
Choose a Template Article: ## - New Standard Template ★ v	
	Cancel Add and Edit

- 9. This will create the new standard using the underlying template, and open it in the editor.
- 10. Review the title and the permalink that was automatically created, to be sure they make sense.
- In the editor, add the appropriate text for the Standard (bold font) and the Suggested Evidence of Compliance (regular font). You should be able to copy and paste these directly from another source.

If the text comes in formatted strangely when you copy and paste it in, highlight the text and then click the bathtub icon in the editor. This will "clean" any existing formatting that might have come when you pasted it in, and you can then make it bold, etc., as needed.

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- 12. In the Informational reference section, update:
 - a. The Chapter #
 - b. The Chapter Title
 - c. The page numbers for the reference
- 13. If this is not a fundamental standard (in other words, if you removed the star), delete the line that references snippet.fundamentalStandard. If this is a fundamental standard, don't touch that line.
- 14. In the upper right, change the Publishing Status to Needs Review.
 - a. Here are the major fields you should have updated:

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<mark>රී Articles</mark> ൽ Manage	Control Contro	Save V Preview Back Saved last: 01/10/2024 1:08 pm EST Show all
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-2 import	Paragraph \checkmark \checkmark \boxdot \blacksquare I \coprod \subseteq \land \land \square \bigcirc \circlearrowright \land $?$ Standard: The agency shall monitor and evaluate the quality of its programs, services and facilities from the user	Author Y Kate Mueller
_	perspective. Examples include but are not limited to customer comment cards, secret/mystery shopper surveys, user satisfaction surveys, program evaluates and focus groups.	Article Callouts ~
	Suggested Evidence of Compliance: Provide recent examples of methods used to collect, monitor and evaluate quality assurance data from users.	URL Redirect Y
	Informational reference in the Management of Park and Recreation Agencies, (2016), 4th Ed., Chapter 20 - Needs Assessments, Evaluation and Action Research, pp. 731-740.	Inherited Restrictions () None
	Agency Evidence of Compliance:	Restrict to Groups
Q Find Articles	Documentation of Evidence:	Restrict to Teams ×

15. Save.

Your new standard will now exist in the chapter where you created it. It will automatically be created at the bottom of that chapter.

If you need to reorder the standards within the chapter:

- 1. On the Articles page, click on the chapter you'd like to reorder.
- 2. The chapter will open in the righthand pane.
- 3. Find the standard you need to move. Hover your mouse over the title. You'll see a set of up/down arrows appear.
- 4. Click on those arrows and drag the standard higher in the hierarchy where you'd like it to go.

5. Let go of your mouse button once you've gotten it to the correct place.

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a Manage	Introduction		10.1 - Systematic Evaluation Processes *
] Home Page	1.0 - Agency Authority, Role, and F	Responsibility	10.1.1 - Responsibility for Evaluation NEEDS REVIEW
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Find Articles			

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