

Create a new standard

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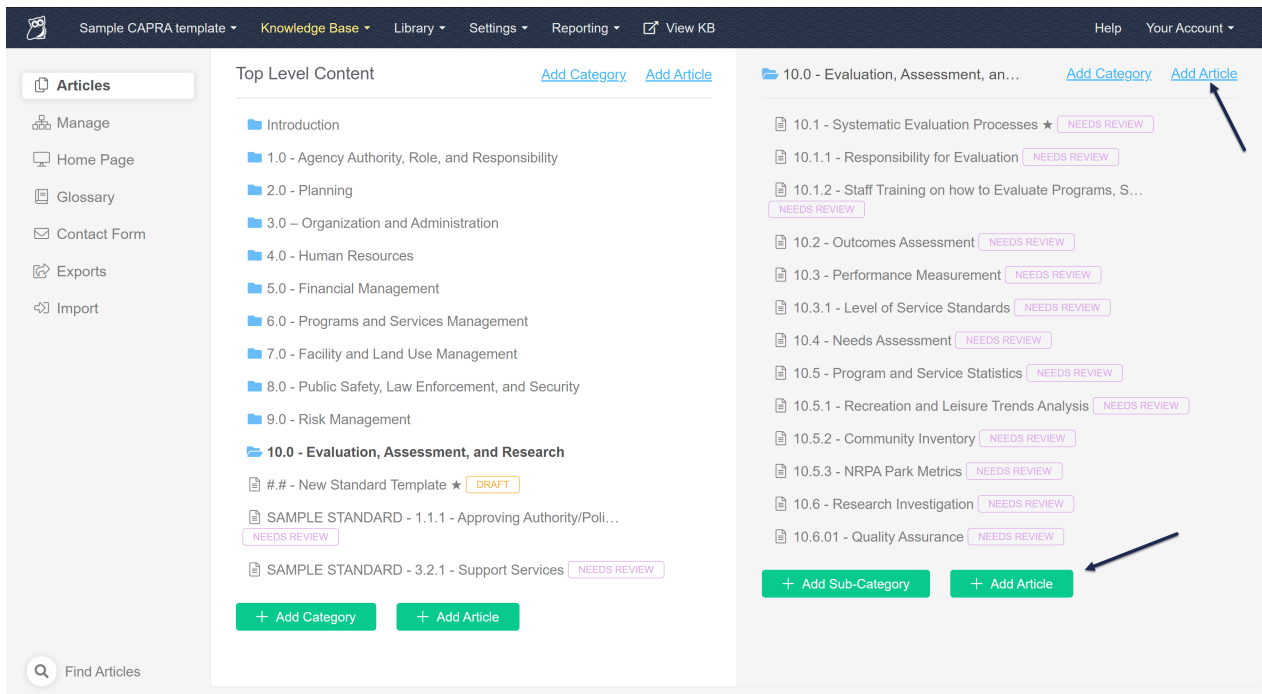
We do our best to provide you a self-assessment template that is accurate, but since NRPA is updating standards more frequently, there's a good chance you may need to create a new standard that doesn't exist in our template.

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.



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:

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:

[Cancel](#) Add and Edit

5. 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:

- New Standard Template ★ ▼

— Select a Template —

- New Standard Template ★

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

Add Article ×

ⓘ An article is an individual page that shows up in search.

Article Title:

New article
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Share content from an existing article
Article body will be shared with an existing article

Choose a Template Article:

[Cancel](#) Add and Edit

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.

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:

The screenshot shows the Knowledge Base editor interface. The top navigation bar includes 'Sample CAPRA template', 'Knowledge Base', 'Tools', 'Library', 'Settings', 'Reporting', and 'View KB'. The left sidebar contains 'Articles', 'Manage', 'Home Page', 'Glossary', 'Contact Form', 'Exports', and 'Import'. The main content area displays the article '10.6.02 - Sample New Standard' with a 'Full Article Title' field and a rich text editor. The rich text editor contains the following text: 'Standard: The agency shall monitor and evaluate the quality of its programs, services and facilities from the user perspective. Examples include but are not limited to customer comment cards, secret/mystery shopper surveys, user satisfaction surveys, program evaluates and focus groups.' Below this is 'Suggested Evidence of Compliance: Provide recent examples of methods used to collect, monitor and evaluate quality assurance data from users.' and an informational reference: 'Informational reference in the Management of Park and Recreation Agencies, (2016), 4th Ed., Chapter 20 - Needs Assessments, Evaluation and Action Research, pp. 731-740.' The right sidebar shows the 'Publishing Status' set to 'Needs Review', 'Author' as 'Kate Mueller', and other fields like 'Article Callouts', 'URL Redirect', 'Inherited Restrictions', 'Restrict to Groups', and '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.

The screenshot displays a Knowledge Base interface with a dark theme. At the top, there is a navigation bar with the following items: 'Sample CAPRA template', 'Knowledge Base', 'Library', 'Settings', 'Reporting', 'View KB', 'Help', and 'Your Account'. On the left side, there is a sidebar menu with the following items: 'Articles', 'Manage', 'Home Page', 'Glossary', 'Contact Form', 'Exports', and 'Import'. The main content area is titled 'Top Level Content' and features a tree view of categories. The categories listed are: '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', and '10.0 - Evaluation, Assessment, and Research'. Under '10.0 - Evaluation, Assessment, and Research', there are several articles listed, each with a 'NEEDS REVIEW' status. The articles are: '## - New Standard Template * [DRAFT]', 'SAMPLE STANDARD - 1.1.1 - Approving Authority/Pol...', 'SAMPLE STANDARD - 3.2.1 - Support Services', '10.1 - Systematic Evaluation Processes *', '10.1.1 - Responsibility for Evaluation', '10.1.2 - Staff Training on how to Evaluate Programs, S...', '10.2 - Outcomes Assessment', '10.3 - Performance Measurement', '10.3.1 - Level of Service Standards', '10.4 - Needs Assessment', '10.5 - Program and Service Statistics', '10.5.1 - Recreation and Leisure Trends Analysis', '10.5.2 - Community Inventory', '10.5.3 - NRPA Park Metrics', '10.6 - Research Investigation', '10.6.02 - Sample New Standard', and '10.6.01 - Quality Assurance'. At the bottom of the main content area, there are two buttons: '+ Add Category' and '+ Add Article'. On the right side of the main content area, there are two buttons: '+ Add Sub-Category' and '+ Add Article'. At the bottom left of the main content area, there is a search bar with the text 'Find Articles'.