

Web Site Duties

***It is hoped that the current webmaster(s) can work with the incoming webmaster(s) to show them how WordPress works. It is web based and is generally easy to use and has web support available as well as YouTube videos that can aid in finding one's way around.

The website domain name is currently (as of 8/23) being transitioned from Google Domains to Squarespace due to the sale of Google Domains. Billing is currently tied to the Guild's credit card and rolls over yearly: in May for the domain name and in Dec for the website itself. Current charges are \$12 yearly for the domain name and \$99 yearly for the Wordpress site.

The webmaster(s) maintain the password and are able to add, modify and update as needed.

The website is updated several times during the month: before each meeting, whenever new documentation needs to be added for classes, new rosters, etc. and when pictures are added are examples. The membership person may send information to the webmaster(s) regarding new members: birthdays, the updated roster, etc. The membership chair can work out with the webmaster(s) if they are comfortable doing this themselves.

In December, yearly maintenance is done to prepare for the following year.

- ◆ Removing the earliest year photos ie: photos for 2021, 2022, 2023 are under Create>Photos. Remove the 2021 photos page and all associated photos, and add 2024 for the incoming year.
- ◆ Remove old membership forms and add the new member and renewal forms for the upcoming year.
- ◆ Remove old documentation for past classes, speakers, etc.
- ◆ Update new Board names on front page
- ◆ Start new Meeting Programs for the upcoming year
- ◆ Upload a new Fat Quarter raffle list
- ◆ Remove previous years BOM list and prepare for the new year.

**Past practice has the Member Sign-in password being reset for February 1. Notice would need to be given at least the meeting before what the new password will be and it should also be included in the minutes email as well as the newsletter. There is a list of past passwords (theme has been quilt block names).

All documents must be in PDF format to be uploaded; all pictures must be in JPEG format to be uploaded.

Classified Ads on the BQ website:

From time to time someone will ask to have something posted on the website for sale. This will go under the Quilters Classifieds tab at the top of the page. Seller must provide the webmaster(s) with:

- 1) photos
- 2) description of item to be sold
- 3) contact information for the seller
- 4) inform webmaster when the item has sold so it can be removed from the site. Occasionally, webmaster has to followup, if something has been up for sale for a time, to see the status and whether the item should be removed.

The website calendar is linked to the calendar module in Gmail. To update the calendar:

- 1) go into the Gmail account
- 2) upper right side, where all the other Gmail apps are, find calendar and click on it.
- 3) Add meeting dates, times, locations and other pertinent information. You can also put in quilt shows and other items of interest to the guild.
- 4) Be sure to click 'save'.
- 5) Changes appear automatically to the calendar on the front page of the website.

In the event a meeting is canceled due to weather or an unexpected church function the webmaster(s) would need to immediately get that information on the front web page AND on the FB page.

It is important to stress that the webmaster(s) must be sure to LOG OUT of the website when they are done updating. Otherwise anyone can access the site when they go to the site. Please be sure to double check you have signed out.

An additional duty is updating the FB page with reminders for the next meeting and pictures of Show and Tell. The name of person who would do this needs to be added to FB as an admin.

Backstory information:

The web site was created by Jeffrey Robbins (son in law of Marilyn Hommer). He worked with Lorelei Hauptmann to migrate our old inefficient web site over to Wordpress. He was instrumental in setting up the basic layout and connections within the web site. He no longer does such work so since 2017 or so the web master has been learning on the fly as Wordpress evolves and 'improves'. His name still pops up now and then within the account management aspect of the site, but it's nothing that he has anything to do with at this point.