WEB PAGE MANAGEMENT

PREPERATION:

From the Branch54 web Master establish Editor access to https://sirinc2.org/branch54 with user name and password.

You will also need a photo editing tool. I use Corel PaintShop but use any program you are comfortable with. IrfanView will work also and is part of Windows.

If you do not have a Branch 54 Web file on your computer, create one. I titled mine "WP Website". Use this file as a repository for the pictures and files that you upload to the web site. Use it also as a back up site for the web site.

MONTHLY

PREPERATION

Take photos of main events at the branch luncheon, i.e. branch target results, new members, induction of new members, speakers and their presentations, attendance award and any other special awards.

Take or collect photos, dissertations, or schedules of activities. These may be email input from activity chairmen, i.e. Chess, Dance and Dining, Daytrips, Fishing, Bowling, Gardening, Golf, Hiking, Petanque, etc.

Get BEC minutes from branch secretary.

From the Program Chairman, identify the current month and future speakers. Get their pictures, a description of their presentation and a link to their web site.

UPDATE

Log into the website with your Editor log-in.

> Update Speaker information for next month

> Each Season update the Index page Photo

Open "Activities Pages" and add pictures with captions from last luncheon, Member Recognition, New Members and Luncheon Events.

Open pages for other Activities and add pictures and dissertations received from the Activity Chairmen.

Open Speakers page and add information and pictures for new speakers.

Open Golf page and update results from last golf tournament.

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Open Special Events page and add Schedule, menu and entertainment information for upcoming events.

Update Membership Information pages:

Open "BEC Minutes page and add minutes from last BEC meeting.

Open "Members page and add pictures of new members.

Open Past Members page and move pictures of resigned members from Members page. Add a caption with their induction and resignation dates. Get dates from the Branch Database or from the Br. 54 database manager.

Open Policy and Procedure page and add or make changes to policy or procedures established by the BEC.

Open Roster page and up load the current Roster.

Remind Activities Chairmen to update the Branch calendar:

       Access Calendar at "Membership Information/Calendar"

       In lower right corner, click Google Calendar

       To add event, select date and follow directions in Pop Up window

       To Modify event, select Date, click on event to be modified and follow information in Pop Up window (click on pencil to edit).

Backup the web site to your computer using Plug-in All-In-One WP Migration.

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EOY

UPDATE

Directory page with new Officers and committee chairmen

Officers page with pictures for new Officers, Directors, Advisory Directors and Activity Chairmen

Golf page with new year's tournament schedule. Get schedule from Golf Chairman.

Roster page with New published Roster and Working roster for the new year.

REVIEW, CORRECT or UPDATE

Activities pages

How-to-join pages and links

Membership applications

Travel page

All Website LINKS

Check all links to verify integrity and update or correct as required.

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