

## California Alpine Club Website Committee

The CAC Website Committee is responsible for overseeing the updating of information on the website. Members of the Committee will be familiar with the Word Press software platform or be prepared to learn as much about it as possible.

### Specific Duties:

- Post monthly – Trails Newsletter, Sunday Innkeeper and Hike Leader Schedules, Outings Schedule, Upcoming Community events on the Member Home page
- Approve member website registrations by verifying membership with Chair Bev Leve or Registrar Mark Sapiro
- Reset passwords for members who have forgotten theirs
- Manage who has editing or administrative access to the website
- Once a year removes website registrations for non-renewing members
- Periodically review and post instructions on the Volunteer page on how to edit pages, add new contacts, reset member passwords etc.
- Add new pages for new activities or for some other purpose (such as the Volunteer page) and for making changes to contacts for the “Contact Us” page.
- Maintain a Google Docs spreadsheet of passwords, website emails, Contact Us contacts, website contract services (Domain registration, Server, etc)
- Coordinate with the Club Treasurer about periodic payment for these services

The current website team consists of the following:

Angela Kelley - our hired webmaster. Angela is only called upon to do more complex projects or consult on overall site improvements.

Margy Eller – current Chair - updates monthly Sunday Innkeeper and Hike Leader schedules, Outings calendar, approves new registrations and resets passwords, Coordinates with Board, Lodge Trustees and other members about needed changes to the website. Manages Google Docs spreadsheet and Administrative access to the website

Nancy Emerson – Board member who uploads each month’s Trails newsletter and also keeps the Members Community page list of upcoming events current.

Mary Cosgrove – member familiar with WordPress and back up for above duties

Terri Lyde – new member tasked with managing the CAC Image Galleries

Dues Renewal Online – a separate committee is reviewing the potential of adding dues renewal on the website. Board members Amy Pertschuk and Mark Sapiro are working with Angela Kelley on this. A future website Chair or Committee member may be asked to serve on this committees and oversee it's implementation.

Posted Website Committee Instructions online:

<https://www.californiaalpineclub.org/members/volunteer-support-documents/>

### ***Website***

Maintenance & Operations

Original Sitemap

CAC Website: File Tagging Conventions

CAC Publications: Editors Style Sheet

WordPress Editing Instructions

Website Links to be Updated

Website Page Clicks

Calendar Event Editing

Add Posts on Community pagepage

Editing Upcoming Events for the Home Page

Editing a page on the website

Uploading Documents to the CAC website

Creating or Editing Contact Us Forms

Editing Contact Us, Photo Sliders and System Generated emails

### ***Website Registration Process/Materials:***

Website Registration Approval Process

Activating a New User

Resetting passwords

Registration Confirmed or Denied Automatic Messages