

Quilters' Connection Webmaster

1. At Takeover:

Update contact information for our Web Host Site at www.quiltersconnection.org/stats. A password is needed to do this (see General Information above).

Update contact information at our Domain Registry at www.networksolutions.com. A password is needed to do this (see General Information above).

2. Annually:

Receive notification from Network Solutions when our domain registration is due to expire, and work with the Treasurer to decide on a new term and renew it. The current term is due to expire on Oct 13, 2012.

In May, receive notification of renewal of our hosting contract from Verio (www.Verio.com). Notify the Treasurer of e-payment of yearly renewal. Forward paid invoice to the Treasurer.

Update the Membership page with the Officers and Committee Chairs for the coming year.

Update the email forwarding addresses for the new Officers and Committee Chairs.

Update the Calendar page with schedule of meetings and workshops for the coming year.

Update the Workshops page with descriptions of the workshops for the coming year.

Update the Projects page with information about the Comfort Quilt donations for the past year.

After the Quilt Show, update the Quilt Show page with the dates for the next show.

When photos are available, add a page for the past quilt show to the Online Quilt Show section.

3. Monthly:

Receive Quiltations pdf file from the Newsletter Editor. Post the Quiltations on the site at www.quiltersconnection.org/Quiltations/.

Update the Newsletter page with a link to the Quiltations just posted.

4. As Needed:

Update pages as requested by officers, committee chairs, or members with new or changed information.

Receive new and updated committee documents, convert to pdf format, and post to www.quiltersconnection.org/Docs/. For new documents, add a link to the Documents page.

Post the originals of committee documents to the site at www.quiltersconnection.org/Docs/Originals. When possible, the originals should be kept in rtf format. Originals are not accessed from the site but are stored there for safekeeping.

Upon request, email a copy of the original online committee document to the requestor for updating.