The purpose of this notebook is to serve as a guide for the role of

Web Coordinator

Although the role may seem obvious in some ways, documentation of the responsibilities will ensure consistency from year to year and promote a smooth flow of events during the meetings.

Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook. (Note: The Web Coordinator notebook is in the form of a digital file.)

Add your name to the bottom of the list on the “Previous Chairpersons” page.

Complete the end of year report in October.

Turn this notebook in to the President no later than the October guild meeting. This notebook may be emailed to the President and the new webmaster.

Thank you for your participation in the guild!

Previous Chairpersons

For

Website Committee

|  |  |  |
| --- | --- | --- |
| 2006-2007 | Topi Henderson |  |
| 2007-2008 | Topi Henderson |  |
| 2008-2009 | Karen Skinner |  |
| 2009-2010 | Karen Skinner |  |
| 2010-2011 | Heather Whitehead |  |
| 2011-2014 | Karen Skinner |  |
| 2015-2016 | Jessica Duke  |  |
| 2016 | Jessica Duke |  |
| 2017 | Sue Isaac |  |
| 2018 | Sue Isaac |  |
| 2019 | Sue Isaac |  |
| 2020 | Jessica Duke |  |
| 2021 | Rachel Smith |  |
| 2022 | Rachel Smith |  |
| 2023 | Sue Isaac |  |
|  |  |  |

Guidelines

The role of the Web Coordinator is to create and manage the information content (words and pictures) and organization of the Quilter’s Unlimited website. The person fulfilling this role will need excellent computer technology skills in addition to being well organized and possessing the ability to communicate well with others. **Access to a computer, internet connection, and the ability to use email is required. Experience with designing or maintaining websites and/or using Wordpress (the software used to maintain the website) is a plus, but not required. Access to and the ability to use Microsoft Word, Excel, & Adobe Acrobat (pdf) software and a scanner is very helpful in getting documents in an acceptable format for posting on the website.**

The Web Coordinator attends guild and steering committee meetings to gather information pertinent to current website postings, such as program titles, meeting dates, bulletin board announcements, etc. In addition, the Web Coordinator may take photographs during the regular guild meetings for posting to the website. The role of photography could be shared with one or more guild members if the Web Coordinator chooses.

The Web Coordinator will need to communicate with all topic related chairpersons to assure accurate content before posting items to the website. Although guild members are encouraged to provide updated information to the Web Coordinator, the Web Coordinator should seek out information as needed to keep the website updates timely.

The QU newsletter should be utilized to convey information about the website whenever possible to avoid lengthy announcements at the guild meetings.

The Web Coordinator is part of the internet team. Other team members handle email blasts and Facebook updates.

**Newsletter submissions:** Note that all submissions to the newsletter must be written exactly as they will be printed. Do not ask the newsletter editor to mention something about a certain topic. Newsletter deadlines are posted in every newsletter and can be viewed at [www.quilttallahassee.com](http://www.quilttallahassee.com).

**Budget:** Please refer to the previous year-end reports for budgets in the years prior. The Treasurer will provide you with your current annual budget. Be prepared to make a recommendation to the Treasurer to modify the budget as needed. Keep all receipts and accurate records of money spent and refer to the Reimbursement Guidelines page for instructions.

**Guild Property:** You will have in your possession: A digital file of this notebook. It should also be posted to the website and emailed to the next Web Coordinator.

**Notes:**

At least once a month, update the website to add the newsletter and make any other relevant edits. Most website update information is taken from the newsletter.

Frequently Asked Questions

1. **Do I have to attend every guild meeting to be the Web Coordinator?**

You should plan on attending as many meetings as possible as you will gather information valuable to the website. Taking photos of the show-and-tell quilts and posting to the website is a much-appreciated part for QU members. In your absence, you can arrange for someone else to take photos for you if desired.

1. **Do I have to attend the steering committee meetings?**

You should plan to attend as many steering committee meetings as possible since information valuable to the website can be obtained from the meetings. The steering committee does not meet every month and a schedule is made available to all officers and chairpersons at the beginning of each guild year. The President may occasionally call a mandatory meeting for all steering committee members. In this situation, input and votes are needed from as many chairpersons as possible and your opinions would be greatly valued.

1. **Do I need the approval of the steering committee before posting something new to the website?**

Keep in mind that QU must be sensitive to the fact that the website is a public domain and may not want all guild business posted there. Another fact to consider is the guild’s tax status. As a non-profit group, we must be careful to not list information that could promote profit for a guild member. Use your own judgement about posting new items but communicate well with any chairperson(s) related to the topic. If in doubt, ask.

**Additional Notes**

Website Administrator contact info:

Jason Babich (JB) of Site Squire

(850) 321-7621
jbthree.productions@gmail.com

[Note—the previous website administrators were Melissa Raulston and her son, Zac Wegmann, of PlatoWynne consulting. In 2020, the account was transferred to Site Squire.]

**Web Coordinator Email address:**

webcoord@quilttallahassee.com password>contact JB

Contact JB for password changes if locked out, or change yourself in the settings

The webmail access address is:

<https://webmail.quilttallahassee.com/a/webmail.php>

**Website Account** - to make edits to webpage yourself:

WordPress> https://quilttallahassee.com/wp-login.php

A Username and password will be provided to you –contact JB

**Wordpress Notes & Hints**

-You must be logged into the site to make changes.

-If you want to add a file or a photo to the website, first you need to add it to the **media library**. After that, you can link to it on a page that you are editing.

-To edit a page from Wordpress, go to ‘Pages’ to get a listing of the QU website pages and select the page that you want to edit by clicking ‘edit’; Preview the changes prior to saving your edits to check the formatting of the page and see how it will look. **Another way to navigate to a page is to go to the QU website after you logged in to Wordpress; find the page by navigating through the menus and click ‘edit’ at the top of the page.**

-Text editing in Wordpress is pretty easy. In order to preserve the formatting and ‘look’ of the page, try copying an entire section on the existing page, pasting it, and then editing the text within the new section to say what you want. Some experience with html formatting is helpful, **don’t erase the html ‘tags’ that the software uses to help format things** (there is a beginning and ending tag, ex: <strong> XXX </strong> will give you bolded or strong emphasis text for the text between the tags).

-To add a link to a website, type the linked text, highlight it, and then click the link button at the top and paste in the web address

-The Bulletin Board on the webpage is powered by posts that are placed in the bulletin board category; Melissa wrote custom programming to grab anything that goes in the bulletin board category and display it on that page. **To add something to the Bulletin Board, go to Posts rather than Pages and make sure you check the box for bulletin board before you publish**.

-To add the monthly newsletter, upload it to media and click on it to view and copy the link address. It should look something like : <https://quilttallahassee.com/wp-content/uploads/2020/05/2020-06JuneNewsletterFINAL.pdf>; go to Posts and edit the newsletter post by changing the name, correcting the permalink, and breaking and re-forming the link in the post to the correct newsletter; scroll down for any more link corrections. Then add a link to the newsletter on the page that lists newsletters, meeting minutes, etc. Then email the link you copied to the newsletter chair so she can send it out in an email blast to members.

Changes to the menu are made by clicking “Appearance” then “Menus” on the dashboard.

**FIAGallery Plug-In**

If you have a group of photos to display, you can create a gallery using FIAGallery. To create a gallery, go to the main menu, hover cursor over FIAGallery, and select ‘Manage Galleries’ from the pop-up menu that appears. From there you can create a new gallery and add photos to it. Then create a link to the gallery on the page you want to display it on.

* Digital photos taken with a standard cell phone are often around 4 MB file size.
* Photo galleries can be slow to load if image file sizes are large, so resampling the image to reduce file size is a good idea. Web images don’t need to be huge to appear on the screen with decent quality. Most screens/monitors use a 72 dpi resolution.
* You can use editing software to reduce the file size. I used Photoshop Elements to crop images and Image>Resize>Image Size to reduce file sizes. I clicked the Resample box and selected Bicubic Sharper and changed the Pixel Dimensions to 1000 pixels in width (longest side) and left resolution at 72 dpi. This reduced file size to less than 900 KB.
* You can change the order of photos in the gallery so the most recent ones are displayed first.

NOTE: the information below is carried over from 2019, since the Museum Quilt Show was cancelled in 2020 due to COVID-19. At steering committee meeting it was noted that there were some problems and/or limitations associated with the Book Me plug in during 2019.

**Book Me Plug-In** (to Schedule Museum Show Volunteers)

The Website Coordinator also assists the Museum show chair by

* Making any desired changes to the input form for entries
* Posting a link to the entry form on the home page of the website
* Ensuring that the confirmation email messages for submitters are also sent to the current museum show chair
* Exporting the entries from the website as csv files and converting them to Excel files, then forwarding them to the museum show chair, the staff person at the museum who is in charge of the show, the person who will make the ribbons, the person organizing the quilt drop off, and others who need them.
* Deleting the entries when the show is over.

New in 2019 was the use of the plugin “Book Me” for scheduling volunteers to work at the information table at the Museum Show. This turned out to be a helpful, but less-than-perfect solution. The new web coordinator may choose to continue to use the Book Me app (the guild paid to own it, not just for one year), or may look around for something better. Contact the website administrator for help in choosing, installing, and configuring the plugin.

*ABOUT THE BOOK ME APP FOR SCHEDULING MUSEUM-SHOW SHIFTS*

If Book Me will be used again, the following things will need to be done.

Get the password to the google account: quvolunteering@gmail.com and make sure the QU member in charge of staffing the show knows it as well. “Appointments” (i.e., shifts) that are scheduled through the app on the website appear on the google calendar associated with that gmail account. That is where the person in charge of signups will see them.

Delete all “bookings” from last year if not already done.

Check that the shift lengths and time slots will be the same as last year or adjust them in the app.

Designate a couple of weeks leading up to the show and at least a week after as “days off” for the “staff” so that people won’t sign up for shifts before the show opens or after it closes.

**Make it clear to the QU member in charge of staffing that the gmail calendar is for information only.** **Changes look like they can be made on the calendar, but those changes will not affect the appointments scheduled in the app.** *Michele Hackmeyer and Sue Isaac figured out that if Michele deleted an appointment on the gmail calendar, that time slot would not be shown as available in the signup app on the website. Conversely, adding an appointment directly on the gmail calendar will not stop someone else from signing up for the same timeslot on the website app.*

Members should use the website app to sign up. Anyone helping a member should also use the website app to sign up. Don’t add or delete appointments on the gmail calendar.

If members need to change their appointments, they should let the person in charge of signups know. The person in charge of signups should tell the web coordinator. The web coordinator will delete the appointment that is no longer needed by going to “Book Me” on the dashboard, then “All Bookings.”

*Note: Reminders set up automatically on the gmail calendar will only go to that gmail account, not to the person who signed up. Michele used the information copied from the gmail calendar to send out reminders via her own email.*

ABOUT CLEAR CACHE

After updating (saving changes to) a page on the website, clicking “clear cache” will make those changes appear on the website as soon as the page is refreshed in your browser. Sometimes, before there was a clear-cache button, changes made to pages did not appear immediately, making it unclear whether the change was saved. The clear-cache button is found in the top menu on the right side while you are logged into the website.

ABOUT THE NEWSLETTER

The newsletter editor will send the file of the newest newsletter to the web coordinator. The web coordinator adds the newsletter to the website, updates the bulletin-board-post, and send the url of the newsletter back to the newsletter editor. There is usually a quick turnaround needed on this.

End of Year Report 2023 Committee: WebCoordinator

**Complete this report in the month of October**

The information that you document will be helpful to future chairpersons to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. File this report on top of the previous year end report.

Describe the year and anything unique that you did in this role:

Did you perform this role by yourself or did you enlist support from others?

How many other people helped you?

Explain how you needed help:

 Budget allotted: Did you exceed your budget?

Where there unusual expenditures? Explain:

Recommend increase in budget? How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What obstacles did you encounter?**

**Helpful Hints for future chairpersons:**

**Recommendations for change:**

**New this Year:**

**Suggestions:**

Your name: Date: