

# DENVER UNIT 361 WEBMASTER RESPONSIBILITIES

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## I. General Responsibilities

The Webmaster manages DenverBridge websites, working with vendors to maintain domain names, hosting (storage for data in the domain), and tools. The Webmaster ensures timely renewal of these services, maintains a list of package renewal dates and expected pricing, and provides this information on a timely basis to the Treasurer and/or Budget Chair as needed. The Webmaster will, after first obtaining Board approval for large and expected new periodic expenses, also report other expenses incurred in the maintenance of the sites.

The Webmaster performs, on at least an annual basis, a review of the working website(s). The review should include (but is not limited to) noting and correcting inaccurate information, updating lists and resolving missing information and looking for opportunities to provide new or better functionality.

The Webmaster performs (or enables others to perform) expected, regular site updates. The Webmaster will maintain procedures/instructions for performing these updates. Regular updates may include (but are not limited to):

- maintaining Email Forwarding addresses and lists
- maintaining the online directory (new rosters from the ACBL are available monthly)
- updating the list of/contact information for Board Members
- posting a President's Message or updating the Unit Status on the home page
- posting news items or other items of interest to Unit Members
- updating Tournament Schedules and Posting Flyers
- updating Tournament Results
  - posting Pictures of Event Winners
  - posting Bulletins or Links to Bulletins for the Regional
- posting items of interest or Updating Pages as identified and prepared by other Board members

On a needed basis, the Webmaster will manage major efforts which might include bringing up a new site, major site revisions, or providing new functionality. The Webmaster, after Board approval, may enlist volunteers or paid consulting for these efforts.

## II. Current Website Organization

A website has three basic components. A **Domain Name** (an internet address) to allow people to be able to access a website. A **Hosting Location** – a place to store data which drives the site or allows the display of information for the Visitor. And **Tools** – These include facilities to perform backups, to enable email forwarding, and to better or more easily change or display information. One of the most important tools is a Content Management System (**CMS**). The CMS is used to make it easier for those who develop or maintain the site to present new or to modify existing information.

## A. What We Have

Denver Unit 361 owns (periodically pays for) three domains ([DenverBridge.org](http://DenverBridge.org), [DenverBridge.com](http://DenverBridge.com), and [DenverRegional.org](http://DenverRegional.org)). The Unit also pays a subscription for Hosting, and for support tools. On occasion additional tools may be purchased to enhance the functionality on or appearance of the websites.

Table 1: Domain Names and Locations

GoDaddy Domain	Account	Hosting Vendor	Host Owner	CMS Tool
DenverBridge.org	Rob Vetter	GoDaddy	Rob Vetter	WordPress
DenverRegional.org	Rob Vetter	GoDaddy*	Rob Vetter	Raw HTML (no tool)
DenverBridge.com	Penny Coffman	HostGator	Kitty Cooper	CMS Made Simple
*DenverRegional.org is hosted at DenverBridge.org/Regional with no additional hosting cost.				

When the GoDaddy hosting package was purchased for DenverBridge.org, the **Economy Linux Hosting with cPanel** package included 100GB of storage space, and the use of WordPress as a CMS. The introductory cost was \$90 for a three year subscription. A price check as of 7/21/20 seems to indicate a whopper of an introductory deal as hosting going forward is expected to cost \$110 annually.

The introductory package included both a new domain (that's how we got DenverRegional.org), and a tool - **Email Forwarding - 100 Pack** – for free. The email forwarder is currently being used to alias individual emails, i.e. [President@DenverBridge.org](mailto:President@DenverBridge.org). While this initially came free, we should prefer to retain it should a small additional subscription fee be added in the future.

An additional tool subscription was purchased - **Essential Website Backup 5GB** – the initial cost was \$54 for a three year subscription.

Table 2: Current Unit 361 Website Packages and Costs (updated 2/12/21)

Package	Vendor	Expiration	Estimated Annual Cost
DenverBridge.com domain	GoDaddy <sup>1</sup>	9/10/2023	\$21.00
Hosting for .com site	HostGator <sup>2</sup>	Need info	Unknown
DenverBridge.org (DBO) domain	GoDaddy	8/28/2025	\$21.00
DenverRegional.org domain	GoDaddy	8/27/2023	\$21.00
Economy Linux Hosting/cPanel	GoDaddy	8/27/2021	\$108.00
DBO GoDaddy Standard SSL	GoDaddy	1/21/2022	\$79.99
Email Forwarding - 100 Pack	GoDaddy	N/A	(Currently FREE)
Essential Website Backup 5GB	GoDaddy	8/27/2021	\$36.00
<b>Current Annual Web Expense</b>			<b>\$286.99</b>
<sup>1</sup> DenverBridge.com held Penny Coffman. Rob Vetter holds all other GoDaddy packages. Consult Rob or Rick Gardner for access.			
<sup>2</sup> Kitty Cooper holds the hosting for DenverBridge.com in a HostGator account.			

## B. DenverBridge.org Maintenance

To perform maintenance on DenverBridge.org, you should be aware of the following access levels. Note that these instructions apply to DenverRegional.org as well, as its domain name and content reside in the same location. There are three levels at which a user can log in:

- **The Account Level** (GoDaddy – Penny Coffman)
  - Allows for purchase of product packages or renewal of subscriptions to them.
  - Allows for domain management. For instance, this is where you point a domain to a different hosting location.
  - Because the Email Forwarding Package is controlled here, this is where you change email forward lists.
  - There are sometimes other tools that operate on the Account Level.
  - **Access:** There are no users here but a GoDaddy Account holder can give permission for another GoDaddy Account holder to access certain features.
- **The Hosting Linux/cPanel Level**
  - Allows for management of tools and data for the entire hosting repository.
  - Allows viewing/modification – at the file level - of DenverBridge.org WordPress data.
  - Allows viewing/modification of DenverRegional.org content.
  - Location of potential future tools: user login, calendars, periodic task scheduling, Wikis, blogs and others.
  - Allows upload/download of large file sets via FTP
  - **Access:** There is one, fixed super-user for cPanel (attempts to create additional super-user accounts have failed to date). A number users have FTP capability and can perform site uploads and downloads.
- **CMS (WordPress) Level**
  - Allows access the WordPress CMS with some or all of these functions:
    - Manage website pages
    - Modify menus
    - Modify the site theme (general appearance)
    - Manage tools (plugins) to enhance functionality or to assist in page development.
    - Perform file uploads and downloads to maintain document content
    - Specific availability of the above functions depends on the user's role.
  - **Access:** There is a fixed super-user for WordPress. A handful of additional super-user accounts have been created. A number of user accounts have also been created with limited **editor** roles.

## C. DenverBridge.com Maintenance

To perform maintenance on DenverBridge.com, you should be aware of the following access levels. There are three levels at which a user can log in:

- **The Account/Domain Level** (GoDaddy – Penny Coffman):
  - Allows for domain management – pointing the domain to a different hosting location.

- **Access:** The account holder can give permission for others to access certain features.
- **The Host/FTP Level** (Hostgator – Kitty Cooper)
  - Allows viewing/modification – at the file level - of DenverBridge.com CMS Made Simple (CMS-M-S) data.
  - Allows upload/download of large file sets via FTP
  - **Access:** There is one, communicated FTP user for the site. Rob has the user/password combination to perform site uploads and downloads.
- **CMS (CMS-M-S) Level**
  - Allows access the CMS with some or all of these functions:
  - Manage website pages
  - Modify menus
  - Perform file uploads (not downloads) to maintain document content
  - **Access:** There are a number of Unit Board and Unit associate accounts have CMS-M-S access.

### III. Website Audit

**Expected Frequency:** Annually or as needed

### IV. Email Forwarding

**Expected Frequency:** Annually + as needed

After the December Officer Election and Chairmanship assignments, there are a large number of changes to the forwarding list. The list may require occasional changes throughout the year as responsibilities change. Changes frequently mirror changes to the Board Members Page listed below.

Log on to the Account level

### V. Board Members Page

**Expected Frequency:** Annually + as needed

After the December Officer Election and Chairmanship assignments, there are a large number of changes to the Board Members Page. The list may require occasional changes throughout the year as responsibilities change. Changes here frequently mirror changes to the Email Forwarding Board Members Page listed above.

Update the list of board members, pictures, responsibilities, and contact emails.

### VI. Online Directory

**Expected Frequency:** Monthly + Exceptions as needed

The Unit Member roster is updated monthly by the ACBL. Included in the roster, and in the flyover on the Online Directory is the current masterpoint totals. Roster changes also consider

member deaths, members moving into or out of the Denver Unit and new ACBL members residing within the Unit.

The Directory also contains an exceptions file which contains specific display changes requested by members. This file also contains the list of non-unit ACBL members who have been allowed access to the Directory.

#### A. Retrieve the current roster from the ACBL site

(This functions is only available to Unit Board members)

1. Go to <https://web3.acbl.org/myacbl/user>
2. In the left column, select Member Rosters
3. Select the "CSV file (Excel compatible)" button
4. If you have read the rules, check the checkbox
5. Press the NEXT button
6. On the next page, Select Unit 361 – Denver
7. At the bottom of the page press submit
8. Within a couple of hours, you will be emailed a file named roster.csv
9. Save it on your desktop

#### B. Upload a new roster to the website

1. In the CMS, choose the file manager tool
2. Navigate to the Directory data folder
  - a. For the **.com** site, this is **uploads/Membership/Directory/data**
  - b. For the **.org** site, this is **wp\_content/uploads/UnitDirectory/data**
3. Look at the date of the **roster.csv** file there.
4. Rename the roster.csv file there to roster-yyyymmdd.csv, where yyyymmdd represents the date that the file was uploaded.
5. Upload the roster file from your desktop.

#### C. Modify exceptions.csv file

Exceptions or corrections will be requested periodically from people wanting to change how their information is displayed on the website or from individuals from other ACBL Units desiring access to our Directory. The second type of request is allowed so long as the out-of-Unit individual has read and agreed to ACBL privacy rules, and agrees to reciprocally share their information with members of the Denver Unit. Individuals who are not ACBL members are not allowed access to the Directory.

The columns in this file:

- |                              |  |
|------------------------------|--|
| 1. <b>ACBL #:</b> (required) | Identifies the individual for which to effect ANY add, change or hide function           |
| 2. <b>Hide:</b>              | A value in this column removes the identified individual from Online Directory displays. |
| 3. <b>Guest:</b>             | Identifies the Unit affiliation for a non-Denver player granted access to the directory. |

4. **Name,Email,Phone:** Identifies the information that the player has requested be used to “repair” or “override” information from the ACBL. For non-Unit entries **all three MUST be filled out**. Information in these columns otherwise overrides default information derived from **roster.csv** file.
5. **Notes:** This is a free-form field unused by the display, but used by the editor to document why the entry was made. **Please use it** when you make modifications to jog your memory, or to help other future editors understand why the change was made.

The **exceptions.csv** file should be downloaded to the editor’s desktop, modified using an Excel editor (but saved as a csv), then uploaded to the website then uploaded using the same steps as used for the roster.csv file in Section B above.

#### D. Periodic Cleanup

Annually or as needed, remove all but the current, the first, and the five most recent roster.csv and exceptions.csv files from uploads/Membership/Directory/data.

Extremely motivated individuals might check the content of edits in the exceptions.csv file to see if they are still valid or needed. (These can be removed in cases where the user’s profile on the ACBL site has been updated, and roster.csv now matches the information contained in exceptions.csv).

## VII. President’s Message/Unit Status

## VIII. News Items

## IX. Tournament Schedules

### A. Updating on DenverBridge.com

- 1) Upload the new flier
  - a) Log on to CMS Made Simple
  - b) Under the Content tab, select File Manager
  - c) For the January Tournament (or for next year’s Regional), a new directory will need to be created to contain fliers for the year.
    - i) Navigate to uploads/flyers ii) Press the New Directory button iii) Type the new year and press the Create button
  - d) Navigate to uploads/flyers/YYYY where YYYY is the year.
  - e) Use the upload tab to upload the new PDF flier.
- 2) Modify the News Article

- a) Under the Content tab, select News
- b) Select the Upcoming Denver Tournaments article
- c) Update the article to include the new tournament or tournaments
- d) Remove any past tournaments
- e) Near the bottom of the article description, change the POST date to ensure the article shows on top

3) Modify the tournament pages

A full year of tournaments is represented in this grouping. This list should be current from today's date until next year at this time. The tasks here will include changing dates and activity on past tournaments to reflect the date of the upcoming tournament, activating tournament pages with any new fliers and resequencing the list of tournaments.

a) Deactivating an old tournament  
(A tournament has just happened. The dates need to be changed to reflect the upcoming year. You will have no flier yet for next year tournament.) Select the old tournament page.

ii) Change the dates in the title and the menu blocks to represent the dates of the tournament for the following year. iii) Change the dates in the content block to the proper dates for the next year.

iv) Press the **Apply** button

v) Under the content box, press the **View HTML** checkbox.

vi) *Comment* out the **<p>**(paragraph) block with the link to the old flier vii) *Uncomment* the **<p>**(paragraph) block indicating the tournament flier is not available viii) Press the **View HTML** checkbox again to review your changes.

b) Activating the new tournament flyer

i) Select the appropriate tournament page.

ii) Under the content box, press the **View HTML** checkbox.

iii) *Uncomment* the **<p>**(paragraph) block with the link to the old flier

iv) Correct the link

v) *Comment* out the **<p>**(paragraph) block indicating the tournament flier is not available

vi) Press the **View HTML** checkbox again to review your changes.

c) Resequencing the tournament lists

Tournament lists occur in the Tournaments menu and on the Tournaments page, the Open Sectionals page, and the 299er Sectionals page. They are all managed by the order of the pages in the Page list. Sectionals and IN Sectionals should be ordered from next-occurring to furthest in the future. Usually this can be done by using the arrows on the right to move the tournament that was most recently completed to the bottom of the list.

d) Verify your work



- i) On the DenverBridge.com website, the list of upcoming tournaments in the News column at left should reflect all tournaments which have not yet been completed and for which a flier has been published.
- ii) All links in the News article should work, bringing up the appropriate flier.
- iii) In the tournaments menu, the tournament lists should be in sequence with appropriate dates.
- iv) Each Sectional page should link either to the appropriate flier, or correctly indicate that a flier is not available. Dates should be correct.

#### B. Updating on DenverBridge.org

### X. Tournament Results

- 1) Once a year, near the end of the year (or early in the year), create a page with placeholders for results of the upcoming tournaments. There should be a line near the top for the upcoming Regional and lines for each of the sectionals and IN sectionals throughout the year. The most expedient method is probably to copy the prior year, remove the links and correct the dates for the upcoming year.
- 2) After the January tournament, this page should be activated. The results from two years ago should be combined with Past Tournament Results. I recommend having a page for the current year and the previous year. Past results for 5 years seems more than sufficient, as historical results can also be obtained from the ACBL website.
- 3) After each tournament, and on the second day of the Regional, post results on to the web page by activating a link to ACBL Live.
- 4) Regional bulletin links can be “guessed” at after the first day, so you may be able to pre-enter them. You should verify them each day to ensure they are pointing to the correct content.

#### A. Pictures of Event Winners

#### B. Posting Regional Bulletins

### XI. File Uploads

#### A. Posting Flyers

#### Post board minutes to the site

After minutes are approved, upload the pdf file and create appropriate links on the web page.

#### A. Post the new Table Talk

When the table talk becomes available, update the both the news item associated with it, and the list under the Membership tab.

XII. Other Items