Explanation

On an annual basis, shortly after the installation of new Unit Board Officers and other new Board Members, the webmaster should review access to the website. An email, like the sample below, should be composed and sent.

The email should reflect new Unit Board membership. It should consider retiring members and non-Board members with reasoned website access.   The email should include a prompt for current account holders to change their passwords.

After modifying the sample email, it should be sent to all current, new, and retiring account holders.

Accounts for new Board Members should then be created in WordPress with Editor level access. Existing accounts should be reviewed, and action taken for account deactivation, removal, or access level modification. Updates to overall website access should be communicated to those with Administrator level access.

Sample Email Text

If you are new to the Board, you will soon be sent an email from **wordpress@DenverBridge.org** requesting you to enter a password for your new account on the Unit Website. The email will contain two links.
1. The **FIRST** link allows you to set or reset your password. If you choose NOT to use the password generated for you, please use the hints to create a new one that is **STRONG**.
2. The second link in the email allows connection to the website to make changes. You can alternately use https://denverbridge.org/wordpress/wp-admin/. The second link should be bookmarked in your browser for future access to the site.
3. Depending on your current email settings the WordPress email may be sent you your Junk or Spam folders. Move it to your inbox to be able to use the links.

The accounts for Wayne, Vard, and Bob S. will be deactivated. This is simply to manage the number of users with site access. Should any of them have a need/desire to access the site, they will be reactivated.

Non-Board Members retaining site access:
- Roger Miller – he has been my "second" in bringing up the new site. Unless there are objections by the Board, he will retain Administrative access along with Rick. Administrators have or will have all information required to carry on in the event of my incapacitation.
- Margaret Devere – was instrumental in originally provisioning the site and has continued to provide ideas and feedback.
- Sheryl Siegel – Provided feedback, editing, and organization of data when instantiating the site.

Those of you with Administrative access will also see a "strange" user. This is a user was created by WordPress – a super-super user if you will. It cannot be removed. This allows Administrators alternate access if we forget our own passwords or get locked out of our accounts. (All other changes should be made by the active user.)

If you already have an account, but have forgotten the password, you can reset it using the first link in the original email sent by WordPress, or I can help you reset it. Now might be a good time, for security reasons, for those with preexisting accounts change your password.

Changing data on the site

Editor capability puts some limits on what you can to do on the site, but along with uploading and downloading files, there are also some powerful things you will be allowed to do including the ability to change page content. ***Be careful***. Ask questions before you try to do something you are unfamiliar with.

This link points to a **Board Procedures** document originally written for Julie and Carol with instructions for how to activate your account and upload a file. The instructions are specific for Board Meeting Minutes, but with a little extrapolation you should be able to find the location to add or update any files you need.

You can use the **WP File Manager** tool to upload to and download documents from the site. Everything that most of you will want to change is relative to **/wordpress/wp-content/uploads**.

Some key subdirectories/folders:

- **BoardMemberAgreements** – repository for Board Member COI agreements and like documents.
- **BoardMinutes** – contains minutes of every board meeting for which we have an electronic record – there are subdirectories by year (except the current year. Current year minutes, and sometimes recent documents from the prior year reside at the top-level).
- **BoardProcedures** – contains the documents you see on that page – by default, only the PDF and spreadsheet files are displayed, but a link near the top of the page changes the display to all document forms and includes non-active documents*. **All Board Members should review all documents here, especially those pertaining to their area of responsibility. They should update existing documents associated with, or provide new documentation for their responsibilities, and instructions for performing their duties**. None of us wants to do this job forever, please make it easier for those that follow you.
- **ByLaws** – contains current and old copies of the bylaws.
- **Contracts** – intended to store electronic copies of agreements with tournament sites, storage facilities or other entities.
- **Elections** – repository containing instructions for how to run an election and to contain past election results.
- **FinancialReports** – intended to store Unit financial reports.
- **Flyers** – contains flyers used for upcoming and past tournaments – here, only the pdf version is displayed on the website, but doc and docx versions exist for templates and easier editing.
- **Regional Bulletins** – contains the daily bulletins put out a Regionals.
- **TableTalk** – contains issues of TableTalk.
- **UnitDirectory** – contains files used to display the online directory.

Throughout you will find subdirectories named "OLD". These contain older versions of documents which are either no longer used or for which we have more current copies but wish to retain a historical reference. If you are going to replace something, please rename the version you are replacing – adding

a date stamp (with the File Manager modified date, NOT the current date), move it to the OLD directory then upload the new file.

Newly provisioned storage locations are based on recent requests or suggestions, or logical extensions of them. Content organization and whether or how that content should be public facing still requires discussion.

If you have questions, call me – I can walk you through your first couple of times.