

# DENVER UNIT 361 WEBMASTER RESPONSIBILITIES

---

## General Responsibilities

The webmaster maintains the unit website in general.

The webmaster posts information about and flyers describing upcoming tournaments and creates a links from the website to tournament results and bulletins. When available, the webmaster posts pictures of event winners.

The webmaster posts news items of interest as identified and prepared by other Board members. They maintain the Online Directory, updating it on a regular basis, and work with other Board members to ensure descriptions contained in pages on the website are current and accurate.

The webmaster also maintains technical information on the website, recording service providers, URL ownership, expiration dates, access passwords, and email aliases for Board members and Unit associates. The webmaster informs the board with ample time when these unit assets or purchased services require renewal.

## Getting Started

## Current Website Organization

## Regular tasks

Instructions below assume updates to the DenverBridge.com site using CMS Made Simple

### Post new tournament fliers to the site and enable links

- 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 years 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.)
    - i) 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.

### Link Tournament Results on the site

(post pictures of event winners)

- 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.

### Post board minutes to the site

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

### Update online directory

The Unit member roster is updated regularly by the ACBL. Included in the roster, and in the flyover on the directory is the current masterpoint totals.

- 1) Retrieve the current roster from the ACBL site.
  - a) Go to <https://web3.acbl.org/myacbl/user>
  - b) In the left column, select Member Rosters
  - c) Select the “CSV file (Excel compatible)” button
  - d) If you have read the rules, check the checkbox
  - e) Press the NEXT button
  - f) On the next page, Select Unit 361 – Denver
  - g) At the bottom of the page press submit
  - h) In a couple of hours, you will be emailed a roster.csv file
  - i) Save it on your desktop
- 2) Upload the new roster to the website
  - a) In CMS made Simple choose file manager
  - b) Navigate to uploads/Membership/Directory/data
  - c) Look at the date of the roster file there.
  - d) Rename the roster file roster-yyyyymmdd.csv
  - e) Upload the roster file from your desktop.

- 3) Exceptions or corrections will come in periodically from people wanting to change information they display on the website. The exceptions.csv is maintained manually, but should be updated on the website in a similar manner.

### Annual tasks

Perform these tasks annually or as needed based on the direction of the board

#### Update the Board Members page

Update the list of board members, pictures, responsibilities, and contact emails in the Admin tab

Review email forwards

Audit the website

#### 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.

### Cleanup

- 1) Annually and as needed, remove all but the current, the first, and the last 5 or so roster.csv and exceptions.csv files from uploads/Membership/Directory/data
- 2) Review, or enlist others to help review relatively static pages including:
  - a) Membership/Awards and Trophies
  - b) In Memorium
- 3) Review and update other pages as needed