

# 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):

- posting a President's message or updating the Unit status on the home page
- updating the list of/contact information for Board members
- maintaining email forwarding addresses and lists
- updating tournament schedules and posting flyers
- updating tournament results (including posting of bulletins or links to bulletins for the Regional)
- posting pictures of event winners
- posting news items or other items of interest to Unit Members
- maintaining the online directory (new rosters from the ACBL are available monthly)
- 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	Domain Account	Host 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 7/28/20)

Package	Vendor	Expiration	Estimated Annual Cost
DenverBridge.com domain	GoDaddy <sup>1</sup>	9/10/2023	\$21.00
Hosting and services for .com site	HostGator <sup>2</sup>	Need info	Unknown
DenverBridge.org domain	GoDaddy	8/28/2020	\$21.00
DenverRegional.org domain	GoDaddy	8/28/2020	\$21.00
Economy Linux Hosting with cPanel	GoDaddy	8/27/2021	\$108.00
Email Forwarding - 100 Pack	GoDaddy	8/27/2021	(Initially FREE, this may change)
Essential Website Backup 5GB	GoDaddy	8/27/2021	\$36.00 (May require an upgrade if usage significantly increases).
<sup>1</sup> The Penny Coffman GoDaddy account holds the DenverBridge.com domain. All other GoDaddy packages are held by Rob Vetter. Future managers may consult Rob Vetter or Rick Gardner on obtaining 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 - robVetter):
  - 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 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.
  - **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.
- **WordPress Level**
  - Allows access the WordPress CMS with some or all of these functions:
    - Manage website pages
    - Modify menus
    - Modify the site theme (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.

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### III. Regular Maintenance tasks

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

#### D. 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 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.

E. [Link Tournament Results on the site](#)

F. [\(Post pictures of event winners\)](#)

- 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.

G. [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) Within a couple of hours, you will be emailed a file named roster.csv.
  - 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.

#### H. 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

#### I. 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.

#### J. 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 Memoria
- 3) Review and update other pages as needed