

Webmaster Responsibilities

(Written by Pat Boyd in March 2019)

1. Be aware of the renewal date of the domain name. Make sure it is renewed before the renewal date.
2. Maintain the website; keep it up to date.

Details:

1. The domain name, TemeculaValleyGardenClub.com, was purchased by and thus is owned by Sue Halderman. She paid for ten years.

Created Date: 2012-05-07; Registrar Expiration Date: 2022-05-07

As the renewal date approaches, she will receive notices via email from the Registrar, GoDaddy. (I don't know what she will do then, as she is not currently involved with TVGC.)

Should be .org; but TemeculaValleyGardenClub.org is apparently owned by someone in Japan.

2. Update website to keep it up to date.

A. Yearly updates:

- (1) Elected officers are installed at the June meeting. The list of elected officers will be in the June e-news. Other people on the board may not be known to you until later.
- (2) The Yearbook will be finalized in August. You need to obtain a digital copy. (I open that on half my monitor screen and open the website on the other half, then copy and paste segments of information from the Yearbook to the appropriate places on the website. Right-click to paste and choose "Paste as plain text" or "Merge formatting"; don't choose "Keep source formatting" because it won't match the website.

After you have gone through the Yearbook thoroughly and have placed everything pertinent on the website (Officers, Trips and Tours, Garden Workshops, Palomar District, CGCI, etc.), dress it up with photos. For Trips/Tours, I search for the destinations using Google, and if they have a website, I put the link to that w/s, and I copy some pictures. (I use Photoshop Elements to crop, enhance, resize the images, then do a "Save for Web" which reduces the file size, then save on my computer and then upload and place on appropriate page.

- (3) The Scholarship information and Flower Show info will need to be updated when the committees have updated for the current year.

B. Monthly updates:

- (1) The Home page of the website reflects what is happening during the current month. E-news is sent to all members on the first of each month (except July and August). Read through e-news thoroughly and decide what needs to be added. Also, remove items that have passed.

C. Anytime updates:

- (1) Pay attention to all emails sent to the membership and see if anything needs to be added or changed.

3. Attend Board Meetings. I don't believe this is mandatory. You don't have to attend every meeting. However, it is very helpful to know who is who and what is going on.

Notes:

I believe the most important function of the website is as a recruitment tool for prospective members. I leave info from past years on the site so that viewers can get a good idea of the sorts of things TVGC has been doing.