

JOB-WEBSITE MAINTENANCE

Websites:

- Rescue
- Club
- Education

All should have separate web masters however, it is hard to find volunteers so this position supports all three; when there is someone doing another site, this job is still backup and still does the HTML portions and often helps with photos.

MAINTENANCE (WORD PRESS)

- Add, change or remove pages as appropriate
- Try to keep information on the pages updated and changing; however, the main pieces that must be maintained are:
 - Photos on home page
 - MY WESTIES – Dogs Currently in Care and the current year's dog stories
- Update when there are revisions to plug ins or to the Word Press
- Make sure you are getting and storing backups
- If things come up that you can't resolve and can't find anyone who can, contact mike@1designdevelopment.com . He will help for a fee. (Notify Treasurer of anticipated cost and payment.)

MAINTENANCE (WORDPRESS – EDU AND CLUB FUNDRAISERS)

- Keep in mind that the Flags are on the Edu site and the Collars and Leashes are on the Club site. Kilts are on the Rescue site. When Ebay needs to be updated for any of these, so must they be updated on the websites.
- I took payment info off the Flag website and send everyone to Ebay for flags. The other items can still be ordered from the websites. If you don't know HTML, it would be best to remove ordering ability and send buyers to Ebay for those also.