



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR THE WEBMASTER

The Webmaster is a volunteer of ACT Walking for Pleasure Inc. (the Club).

The Domain Name *actwfp.org.au* is registered to the Club, which operates the website *www.actwfp.org.au*

Primary duties and responsibilities:

- Manage the Club's website as the principal administrator.
- Ensure that the Domain Name registration is renewed before it expires. The Domain Name is registered through Crazy Domains *www.crazydomains.com.au*
Our Domain Name registration is due for renewal for two years at the beginning of August in even-numbered years – 2020, 2022...
- Renew the email hosting service before its expiry date.
- Maintain the email Forwarders in the Crazy Domains email hosting service. These forward @actwfp.org.au addressed emails to some Gmail accounts for some office-bearers and/or to personal email addresses.
- Provide assistance to other members who have been authorised by the committee to access sections of the Content Management System (CMS) of the website.
- Upload photographs suitable for inclusion in the Photo Gallery pages of our website. The last-ten photos are displayed in a slide-show on the Home page.
- Upload files to the CMS for archiving, including newsletter files, and edit links on CMS pages to updated documents.
- Manage the lists of subscribers to the MailChimp email distribution system. Send emails to subscribers when appropriate.
- Liaise with the website designer – Colin Tucker of Praxis Interactive *www.praxis.net.au* – about website or CMS bugs or improvements.

Knowledge and skills required:

Ideally the Webmaster is someone who:

- Has very good communication skills
- Is well organized
- Has a competent level of computing skills

Estimated time commitment required:

Approximately 1 hour per week.

This information is correct as at September 2018.