

## 2016 Alpha Rho State Webmaster Report

Grace Pitzer

The Webmaster's duties are to design, maintain and update the Alpha Rho State website and the Convention website. I am a member of the Communications / Technology Committee. I work mostly through phone and e-mail with the State President, Editor and Convention Coordinator. These duties include:

1. Continue to meet requirements to be hosted on the International server.
2. Updating the site with all new state officers and committee information.
3. Review all Forms and Documents and update when necessary.
4. Upload and post all electronic issues of ***The New Oregon Trail*** as well as color and B&W copies of all printed issues.
5. Advertise State events on the website.
6. Revise and maintain a new Convention website each year, including all Committee Reports.

Because of the following guidelines, the maintenance process has gone smoothly. All materials, forms and documents members and officers wish to be placed on the website should be:

1. Cleared and approved by the State President, Convention Chair, Editor, Communications Chair, or Education Chair:
2. Well written and edited for spelling, grammar and accuracy
3. Saved as a .txt .doc or .docx file and attached to an e-mail message to the address below. I will create the interactive forms and the pdf versions.
4. Explained in the message any deadlines and other appropriate information.
5. Pictures: send as .jpg or .jpeg or .png files for picture, preferable the **original** file. I will crop and edit appropriate for the web
6. Keep in mind that I (Grace) travel and am not always readily available for immediate action, so please allow plenty of time to make changes/additions/corrections. Thanks
7. Please let me know if there are errors or if something does not work correctly so I can fix it.

I attended the 2015 State Convention in Eugene, April 17-19 and the Leadership Meeting in Philomath on September 16, 2015

Special Thanks to Marie Mueller, Dr. Cindy Ryan, Kelly McIntyre and Kathy Martell for their contributions and assistance.

Note that Oregon has continually had a website certified since 2001, when I first designed the site.

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