

WEBSITE COMMITTEE REPORT: 6/23/17

Linda M Creatore: Chair

Updates to web Events page and calendar:

Send me updates in **plain text or rtf format, or simply put them in the body of an email**; if you need a **standalone document posted to the web, it MUST be in a PDF**. I don't want to have to retype everything. Send me only the new updates, not an entire list, of which some have already been done because I will have to go through the list to see what's new and that's time consuming, especially on a long list. I understand that at times there may be changes or additions that you may not have been aware of the first time around, but please try to make sure the info is correct and complete the first time.

Whether an update is coming from a committee chair or designated committee person, or from an individual, please **send the update separately from any other email you send out or from a blast from the office. Please put "Web Update" in the subject line of the email**. That way I can search for them and can easily see that an update is being requested.

Even if I see something in another email, I can't read your mind and assume you want the item posted on the web calendar.

Also, **I am not going to go through all the ChitChat postings** to see if someone has put something there.

I never received any updates to the committee members, so all committee chairs need to look at their webpage to verify that the info on the chair and members is correct. If there are changes, send me an email. Remember to put "Web Update" in the subject line.

We will not be updating the white board in the office or any other area where an event might be posted. That is the responsibility of the person or committee requesting the update.

Fillable forms:

It was brought to our attention that the fillable forms aren't working correctly. There is one area that needs work and that is the large fillable areas, such as for a description, that seems to fill in all lines with the same thing. We're looking into fixing that. We will send out a blast when the forms are fixed.

Until we fix the problem, you will need to get the forms from the office and fill them out by hand or print them from your own printer and then fill them out.

I've found that many of the most popular browsers are no longer supporting fillable forms. One way around this is to open the form and download it to your computer. You can then use the free Adobe Acrobat DC program to fill out the form.

AMENDED AFTER THE MEETING: Forms will be on the site but for download and printing only. They will have to be filled out by hand. It was discussed and agreed to that most people will probably not use a fillable form and downloading them to a computer is sufficient.

Logging Onto the Website:

Per the request of our BOD president, the login will be changing. I will put out a blast a couple of days before the change goes into effect and another when the new login is in effect. The method we use to create the login is provided by our site host. It is limited in what we can do with it but you can save your login information on your computer so that you don't always have to login every time you open the site. Since many of us use different browsers and versions of those browsers, you will need to find out how to save the login on your particular computer and browser. Most browsers have some form of saving logins which can be set from within the browser. Most PC users will be able to do this without too much trouble, but doing this on a MAC is another story and may be a bit of a hassle on the ipads, depending on what model you have. If for some reason, you can't save your login, then write it down and put it by your computer.

If you need some help, let me know and either myself or CJ will try to get you set up.

That brings me to my last comment. If you are having a problem with the website, please let us know by coming to us personally or sending an email. If there are complaints and you only talk about it among yourselves or on ChitChat, that isn't the way to get anything done or to get help. We've never turned anyone away who has asked for help. We've put a lot of work and hours into this site and we're only asking for a little cooperation so that we can do our best to help you.