

Kawartha Quiltmakers' Guild Webmaster Duties

Updated Nov. 10, 2019, by Debbie Fisico

Current Website Contact:

Claire Vowles
General Office
705-201-1027
or
Technical Support
Support@yoa.ca

Mailing Address is:

Payable to: YourOnlineAgents
101 Woodmount Ave
Toronto, ON
M4C 3Y3

Current Website Cost:

\$100.00 plus tax per year, invoiced in January.

DUTIES

- Maintain website, www.kawarthaquiltmakersguild.ca
 - Add or make changes as requested by members and/or executive
 - Add changes as presented in meetings and newsletter, such as upcoming events, announcements
 - Add information regarding Wednesday afternoon group and Program as provided by executive
 - Add newsletter to the website when received from newsletter editor
 - Ensure archiving of photo gallery and newsletters. Keep current year
 - Add photos to the website. Keep current year (Sept. to June) available on website
 - Backup website monthly
- Take Photos
 - Ensure photos are taken at each meeting or special event. A helper is required as a backup person to take photos. Specifically take photos of the guest speaker, with his or her approval, show and tell.
 - Accept photos from other members if appropriate
- Email Members
 - Maintain email list of membership. This list is received and updated from the membership chair.
 - Note that the list needs to be divided into groups of 40 or 50 members, as there is a limit to the number of names that an email is sent to.

- One of the sublists needs to be for members that do not wish to receive the newsletter via email.
- Forward emails to the membership as required. Note that member email addresses are added as BCC so that email addresses are not published to the entire membership.
- Forward the newsletter to the membership, excluding the “no-newsletter” list. Indicate where the newsletter can be found on the web. Email the “no-newsletter” list with only the location on the web, no newsletter attached.
- Know that new users who complain of not receiving emails, should check their spam and move the emails into the inbox.