**Webmaster Manual created 02/2013**

**Our Host is**: [www.weebly.com](http://www.weebly.com) we pay for this service on a 2 year term basis. Originally purchased Weebly Pro in 2013 and Expires: 01/21/2015 Auto Renew is turned on and can be disabled under Billing Tab at [www.weebly.com](http://www.weebly.com)

**Our Domain is:** [www.cfscinc.org](http://www.cfscinc.org) and is maintained through [www.GODADDY.com](http://www.GODADDY.com) (see Login and Password information for details) Expires: 03/08/2014 *It is suggested that once that expires that if we are still using Weebly, to maintain our Domain names through them. More research may be needed at that time to determine if that is appropriate and a determination by the Historian Committee as to what direction needs to be taken. Review 2013-2014 including fees and necessity, streamline ability.*

**Our Email:** [*cfscinc.org@gmail.com*](mailto:cfscinc.org@gmail.com) *and maintained through* [*www.gmail.com*](http://www.gmail.com) *See login and password information for details.*

**Our Merchant Account:** Paypal is our merchant account. We own a blue, triangle, paypal swiper to take credit card payments and we have the ability to invoice thru paypal if someone requires it, but they can only pay by credit card once invoiced thru paypal. They do not need to have a paypal account to pay this way.

***See Password and Login page for more info.***

Click and drag icons in Weebly to edit/change/design

Select appropriate tab from the top of page: Elements/Design/Pages/Editors/Settings

After any changes are mad you must click the “Publish” button for the changes to show on the “live” site.

You must close out after you are finished and then also “Logout” on the main page to not allow others to be able to access the website. It’s a double process. If you fail to “logout” as well, it slows the website down and glitches may occur, so make sure that you are doing this at all times, as well as for security purposes.

**Maintain/Update Info as Necessary:** post updated Board of Director’s, Letter’s from the President, Meeting Minutes, In-Basket, Contact Lists, Committee Lists, Approved Budget, Photos, Blog, Current Bylaws, Forms, Agendas, Award winners, Sponsors, Resources, Charity info, and proof read for accuracy periodically and for inappropriate content, comments, pictures.

**Maintain Blog:** Post comments with periodic updates to keep members informed of upcoming and ongoing events of CFSC. Maintain any comments posted that may be obscene or inappropriate. We must maintain a Professional and Upstanding Appearance at ALL times. Delete/Remove inappropriate posts/comments/pictures.

**Review Privacy Statement and Disclaimer of Liability:** Periodically review to determine whether or not it needs to be updated and revised. Request the IVD Attorney and bylaw committee to review periodically to ensure that we are in compliance.

**County Map:** Update County map if there are changes in Regions or Counties

**Proposed Bylaw Changes:** If there are proposed by-law changes, they need to be posted online for all members to access.

**Bylaw Amendments:** Archive any Bylaw Amendments and Current Bylaws appropriately.

**Board of Directors**: Update Board of Directors on a yearly basis or as needed.

**Contact Info:** Update/Maintain Contact info as needed as it changes periodically.

**Committee List:** Update/Maintain Committee List yearly and as needed.

**Budget:** Once budget is approved for that year, update the approved budget online and if any motions for changing the once approved budget are made and approved, update as needed.

**Forms:** Update/Edit/Upload and/or Add any forms as needed.

**Proxy Submission:** Update proxy submission form as necessary. Online proxy submission form is “linked” directly to the Secretary’s email and will need to be updated with the Secretary’s email address yearly or as needed.

**Contact Form/Proxy Submissions:** These submissions are also available for viewing by the Administrator/Webmaster/Secretary by logging into [www.weebly.com](http://www.weebly.com) and/or through email account [cfscinc.org@gmail.com](mailto:cfscinc.org@gmail.com) See Login and password information.

**Conference/Registration:** Update Conference/Registration info with the current info (address, location, site, hotel, google maps, link info/websites, location info for suggestions on a successful stay, theme logo and Conference pricing and Registration information, linking Registration buttons with Registration website) throughout the year. Once conference is over, update with the next year’s site location and change Registration button to “Registration Coming Soon.”

**Registration:** Registration has been thru an online registration portal: [www.eventbee.com](http://www.eventbee.com) You are able to copy an event from a previous year and update info as necessary so you don’t have to recreate the wheel if you don’t want to. See login and password information for details. This online registration site, provide summaries, detailed reports, downloadable/export ability for badges etc. Whoever is going to be in charge of this should become familiar with the site prior to opening registration. Eventbee is set up with our non-profit status and we are charged $1.13/registrant for the service. This needs to be addressed yearly to make sure that the fee is the same/or changed and the Board needs to vote if we will include the registration fee in the Registration amount or if it will be absorbed by the Board in the budget.

**Scholarships:** Educational or otherwise need to be addressed in the fall and voted on by Dec. 31. Criteria and application information needs to be posted on the website and a statewide ACSES mail needs to go out to inform the membership of how to apply and the deadline for applications. The entire membership needs to be advised prior to opening registration. See Bylaws for more information.

**Conference Material:** archive conference materials by adding another page and update site with “no current conference materials or handouts are available at this time for 20\_\_ conference. Please check back soon!”

**Agenda/History:** Update yearly with Anniversary/Dates/Location/Hotel/President and County and “sell” the conference, create excitement!

**Awards:** Update Awards Criteria if changes are made and/or if New Award is established/added. Update Nomination Hints with any suggestions or ideas. Update/Archive past Award winners and add pictures if appropriate. Update current year’s award winners after conference and add pictures if appropriate.

**Sponsors/Exhibitors/Vendors:** Update yearly with current Sponsors/Exhibitors/Vendors. You must obtain permission to use their logo. The current ones listed we have obtained permission for and a few are archived in writing within this manual. Obtain permission from any “new” Vendor/Sponsor/Exhibitor and archive written permission within this manual for future reference. Contact Vendor Committee for current years Vendor Packets (available in February) and post online. Link email address of Vendor Committee Chair/Co-Chair to “Become a Sponsor” Inquiry Form Page.

**Photos:** Update/Archive Conference Photos from year to year. Historian Committee has these. Purchase all stock photos that are posted on our website so we “own the rights.” Roll-Call Photos, determine if they should be posted and if so, do they go in “photos” or under “Board of Directors” with a locked/login only page.

**CFSC Store:** Update store with any conference “swag” that is left to be available for purchase throughout the year. Shoppers are directed to pay through their own paypal account or by credit card. Payments are received through OUR paypal account designated to “donations” and all proceeds should be applied as such. Disclaimer of Liability addresses the fact that we do not endorse any entity or person.

**PayPal:** Paypal is our Merchant Account associated with our website, non-profit educational 501 (c) 3 status. Donations and CFSC logo items are available through Paypal as well as option to pay with credit card with online registration. See Paypal Account Info for details. Click on History and then click on Tax Documents and Print and click on Annual Summary and Print.

**Monthly and** **End of year accounting needs to be done and provided to the Treasurer for proper allocation of funds. Any transaction may be made thru this account and it is our burden to itemize.**

**Reports regarding all transactions made thru Paypal are available at Paypal.com, see Login and password information under “History,” print monthly reports and provide them to the Treasurer for accounting purposes.**

**PayPal Donate Button:** Donate button is provided by Paypal. You are able to maneuver it around, but if it gets deleted, directions are available at Paypal.com (see login and password information.) It’s easy, you just copy and paste the HTML code info once you drag and drop the HTML icon in Weebly.

**Charity:** Charity needs to be Updated/Archived yearly once selected by the current Board. Obtain permission from Charity to use their logo and archive written permission in Webmaster Manual for future reference.

**Newsletter:**  The In-Basket to be updated/Archived quarterly. Add Button and link file for updated newsletter.

**Resources:** Update Resources as needed and/or found for members to access.

**Contact Form:** Contact form is linked to our email address [cfscinc.org@gmail.com](mailto:cfscinc.org@gmail.com) (see login and password information for details). If email changes or needs to be directed to someone else, you may link it with a new email address. Update as needed.

**Linking:** In body of information, highlight the area you would like to “link” and at the top of the page you will see an Icon emerge that looks like chain links. Click this Icon and it will prompt you to enter either a Website URL, Page on Your Website, File on Your Website/or upload a file, or email address. Select one and enter appropriate info and click Save.

**Usage of/Purchase of Photos:** Photos on this website are either obtained through Weebly as part of the Design of the Website, were purchased through [www.IStockphoto.com](http://www.IStockphoto.com) or Photos from CFSC Events/Conferences and will be of a professional nature and we reserve the right to use these photos. Any unauthorized use of such contact may violate copyright laws, trademark laws, the laws of privacy and publicity and communications regulations and statutes. Certain pictures used on this Website are commercially available stock footage images of children and outside environments generally, rather than specific images of CFSC, its personnel, facilities, or clients.  Use of the content on this Website is permitted only in accordance with this Conditions of Use/Disclaimer statement.  See Disclaimer of Liability.

**Surveys:** You may set up a survey on the website by clicking on “Forms” under the “Elements” tab. And then click on the Survey Icon and Drag it to the page you want.

EX. Conference experience, what they liked/disliked. What they would like to see suggestions etc. We are also able to post surveys for presenters if they would like to poll the membership prior to conference for ideas….

**Editors:** Editors may be added for specific jobs and may or may not have full access to editing/updating the website. “Administrators” (full access) should be no more than 3 people, usually the President, Historian Committee Chair and the designated Webmaster. Other access can be granted for Public Relations as an “Author” to update/upload certain pages like, In-Basket Newsletters quarterly and Secretary to access proxy submissions, and email.

**Settings/Password Login Pages:** General Settings can be update as needed, but will probably not need much tweeking. You may change the Site Title (the main Header on the Home page here) Password Secure pages are maintained under the “Page” Tab, but the Password to access those pages maybe updated here. Any changes made under this Tab will not be saved unless you click the Save button at the bottom of the page. Any and all Login and Password information is available to the Webmaster to update/edit/change accordingly on a yearly basis if needed or as necessary.

**Email:**  CFSC has an email address that is linked to Suggestions submissions and can be accessed by logging into our email account (see Login and Password Information for details) or accessed through [www.weebly.com](http://www.weebly.com) (see Login and Password Information for details) under “Contact Us” and click on View Entries.

**Overall make sure that information is current, accurate, and proof read, to maintain a Professional look. Do not use profanity or obscene language and refrain from including personal opinions in any text or format**. **We must maintain a Professional and Upstanding Appearance at ALL times.**

**Login and Password Information:**

CFSC email:

cfscinc.org@gmail.com

Loveland2013

Eventbee:

CFSCRegistration

Love4kids

GODADDY.com

CR3200490 or cfscinc

Love4kids

Pin:2013

email associated: vgonzalez@garfield-county.com

Active Status

Expires: 03/08/2014

Weebly:

vgonzalez@garfield-county.com

Love4kids

Paypal:

cfscinc.org@gmail.com

Love4kids

SurveyMonkey

Username: ColoradoFamilySupportCouncil (No spaces)

PW: snowmass (all lowercase)

istockphoto.com

vgonzalez@garfield-county.com

froggie1