**Troop 1631**

**Webmaster Duties**

The webmaster is a vital part of maintaining a good flow of communications and excitement around troop activities for the scouts and adults involved in the troop. Based on the past experience with the troop website, here is a checklist of activities that should occur on a regular basis. Use the accompanying spreadsheet to track these activities, and use them in planning and review meetings with the PLC, the ASPL, and for your SM conferences and Board of Review.

**Home page scroll:** We should maintain 6-8 photos of current and past activities of the troop, plus listings for upcoming events like summer or high adventure camps. You can refer to discussions at the PLC along with the troop calendar for a listing. Photos can usually be found online via Google.

**Campouts:** One of the most active portions of the site is the registration for campouts. It is important to post the new information about the campout as soon as the previous month’s campout is over (the PLC Monday meeting). This posting should include:

* + - * Removing the old home page scroll photo
      * Posting a photo of the new campout if it’s not already posted
      * Changing the pull down menu listing
      * Updating the “This month’s campout page”
        + Map
        + Registration form
        + Payment link
        + Adult and Scout in Charge. For all listings on the website, DO NOT USE LAST NAMES, only last initials for security purposes.

**Calendar:** The webmaster is charged with updating the Google calendar on the site. The calendar is usually done a year in advance, but you should check its accuracy with the Scoutmaster when you first take on the role to ensure it is correct. You may be asked to make other updates as well. Tom R can provide access code to the troop Google calendar

**Meeting notes:** Post the PLC meeting notes (from the troop scribe) by the Wednesday following the PLC meeting on the PLC page; also post the Adult committee meeting notes, from the Troop secretary, within two days of receipt on the Scouter’s page

**Forms and lists:** You’ll be asked occasionally to update forms on the site. At the beginning of your tenure, create a list of current forms and ask the SM to review and comment as to whether they are current. This could also include lists such as adult leadership, MB counselors, contents of the library (working with the librarian) etc.

**Historical pages:** Working in conjunction with the troop historian, you will maintain a history of campouts and troop activities, including photos, weekend agendas, etc.

**Other postings:** You’ll be asked to make updates to the site beyond what’s listed here, but only the SM, SPL, ASPL, or ASM can provide that input.

**Navigation and format:** Please do not add sections to the site or change the navigation as the structure was planned out by a committee of adults and scouts. If you have suggestions on changes, please bring them up at the PLC.

**About Weebly**

Weebly is currently a free service the troop uses to host and maintain the website. It has the basic functionality for most communications, but if you find in this role that you’d like to expand the capabilities of the site, please raise it with the PLC and we can make a group decision.

The administrative portal for Weebly is

<http://www.weebly.com/weebly/main.php>

You will be given a log on and password by Tom R.