**Maintaining the GLPG Website**

WIX.com

Login

themudmuse@gmail.com

Pass KgNB33ifBpdKTx6

**Page Overviews**

**Home Page**

Welcome

**Updates:**Rotating Photos with fresh pots/events/classes

**About**

Standing copy
**Updates:**

Freshen photo gallery at least annually

**Classes**

 Teacher Photo

 Class schedule

 Class hours

 Registration information link

**Shows and Sales**

 Date/hours of next sale

 Map

 Location

**Updates:**

 Sales dates/times in fall and spring

**VP Program**

Details

**Updates:**

Keep photos of VPs current when new accepted

**Member Profiles (for active and emeritus members)**

Profile main page with gallery

Individual member profile pages with gallery

Create (and link from Profile gallery) a profile page for new members

Add image/name of new members when accepted

**Updates:** Add new members when accepted
 Emeritus – move new emeritus with one image to emeritus page. Remove from main profile

gallery and remove individual profile page.

Update member profile pages if they supply new photos/copy.

Move deceased members to In Loving Memory page and delete their profile page.

**Community Outreach**

 Standing events
 **Updates:**

 Update photos if seeming dated

**Links**

 List of links to resources

**Contact Us**

 Address/mailing address

 Specific contacts

**Members Only**

**Documents for Operations**

Board, members and treasurer emails

 For Committee and Board-specific documents (link to another page)

Lists of committees with chair names/emails and documents to aid in doing committee work

Guild Directory (link directs to another page to view with link to large-print pdf)

 Board and Committee list (link directs to pdf)

 cleaning/hosing calendars (from Barb Sears?)
 glaze-mixing assignments (from Glaze Committee chair)

 Membership assessment sheet to print

 Calendar (from Board Secretary…they should inform us)

 Purpose Statement
 By-Laws

Member handbook (from Handbook chair)

 Vendor List

 Business Archives – Meeting Minutes (link directs to another page)

 Board secretary provides pdf monthly of minutes once approved

 Profile update instructions

**Updates Calendar**

**To post after annual meeting**

 New board/committee roster

 New members (from membership chair)

 New membership directory + large print that includes new members

Board Annual Meeting minutes (from Secretary)
 Cleaning/hosing schedules

Committee assignment document

**Classes**

 Post new classes for the year at beginning of year (from education committee)

 Adjust, so that current class is highlighted quarterly.

 Per direction from the education committee post when classes have filled.

**Sales**

Post sales information (photo/dates/description/location) as soon as available (from Sales Committee)

**Online Sales (hidden page)**

 This page will be created for specific events. Create a link to it from the Sales page.

**Instructors**

 Update if any are added or choose not to teach any more

**Who Has What Information for Web Updates**

1. **The calendar**. Glean dates from guild emails, guild sanctioned events (EB, Tourist in your own town, Apple Butter) when they are available and find find that info online.

2.  **Hosing and cleaning schedules** Charlie (Barb Sears has been helping) puts together the after the Guild Annual Meeting. Files might need cleaning up.

3.  **The VP application form** comes from the Membership committee but the form itself hasn't been updated in some time. We have to track down the info each year from the Education Committee and be sure the application form is current.

4.  **Handbook** provided by Handbook chair.

5**.  Membership Directory** on the member only page. Ask the Membership Chairperson for updates info after VPs are chosen. We need the names of the VPs, their spouses or significant other if applicable, address and email.  Remove VPs when their term is finished.  Then we update the directory excel sheet for download and create a pdf for viewing. Ask Membership Chair for updates.

6.  If someone goes **Emeritus** we move them on the Guild Roster list and add their name and and image to the emeritus page.

7. **The Committee list**, is prepared by the Guild Board each year after the Annual Meeting in May when new board members are seated, etc.  The Board secretary prepares the list and sends it to us.

8. **Board minutes**. The secretary will send monthly minutes as a pdf. These get posted on the Minutes Archives page (sub of Members only)

**Billing for WIX Website Software**
The system has been set up for auto-pay of renewals of the domain.
The Treasurer will monitor that. This happens January 29 of every year.

**Resiger.com**

This is a hosting site. We have to maintain this account as it forwards/points GreaterLansingPottersGuild.org to glpg.org

|  |  |
| --- | --- |
| **Account:** | 50835222 |
| **Account Holder:** | Greater Lansing Potters' Guild8099 COLEMAN RDHASLETT, MI 48840-9345USPhone: 5172824930Fax: NIC Handle: 73240286OAdministratorsBarb Hranilovich bhranilovich@gmail.comAndMadhu Anderson themudmuse@gmail.com |

Mail Chimp (newsletters)

GLPottersGuild

Firecone10!