

## **Maintaining the GLPG Website**

WIX.com

Login

[themudmuse@gmail.com](mailto: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

Student photo

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)**

Copy/list of links to members

Add image/name of new members when accepted

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

##### **Updates:**

Add new members when accepted

update if a member's status changes (move to Emeritus or In Loving Memory)

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

#### **Community Outreach**

Standing events

##### **Updates:**

Update photos if seeming dated

#### **Links**

List of links to resources

#### **Contact Us**

Address/mailling address

Specific contacts

## **Members Only**

Membership assessment sheet to print

Group email address

\*Calendar

Business files list

Tidbits

\*Member handbook

Lab monitor instructions

Links to photo files

\*Minutes

\*cleaning/hosing calendars

\*glaze-mixing assignments

**Updates: to \* as new information becomes available**

## **from Members Only Page**

Links to committee and board-specific pages printable forms/files needed for each group

## **Updates Calendar**

### **After annual meeting**

#### **Members only page/sub-pages**

New board/committee roster (from secretary, though Joan is preparing 2020/21)

Post New members (from membership chair)

New membership roster that includes new members

Calendar as available (from education committee and minutes)

Board minutes, monthly (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

## **Sales**

Post sales information as soon as available.

## **Online Sales**

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 that info online.
2. **Hosing and cleaning schedules** Charlie (Guild director) 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. Change the membership Chairperson's name and contact information at the bottom of the form.... after each Annual Meeting in May when new Chairs are selected. We have to track down the info each year.

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 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' Guild  
8099 COLEMAN RD  
HASLETT, MI 48840-9345  
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