DNBC website: Regular jobs

A website is useless unless it is kept up to date. A user who visits the site, only to find the information to be non-current, will stop visiting.

Below is a list of jobs that need doing to keep the site in a usable condition.

During the pennant season:

1. Enter men's (Page *Selection, Men*) and ladies' (Page *Selection,* Ladies) selections as soon as the teams are available each week. Ensure managers, umpires, opponents, and playing venue are correct. Double check everything as mistakes are easy to make and more and more players are relying on the website for their information.
2. Put a notice on the main part of the members page (*Member Area*) that selections have been posted; with a time and date for late changes.
3. Update selections with any changes as soon as possible.
4. As each of the men's and ladies' club championships are decided, obtain a photo of the winners and add to page *Championships and Photos*. Use the same format as for past years.
5. Details of *Tearaway Triples* (page *Barefoot* Bowls) should be maintained. Consult with whoever is running this event.

At any time:

1. All new events, posts, galleries and announcements should have a link to them inserted into the *Member Area* page and left for a suitable time.
2. Enter future social events, club championships and anything else suitable into *Events* as soon as their dates and details are available. These items look to the future.
3. Enter club news into *Posts*. EG. Club championship results and any other items that may be of interest to members. These items report the past.
4. As the club's sponsors change or move to a different level, update all the places in which they are shown on the website (see separate document *SPONSORS)*.
5. Photos from social events and club visits should be processed and added to a new gallery as soon as possible after the event. Internal club galleries should be accessed from page *Member's Social Events*. Galleries where most of the photos are of non-members or members of other clubs should be posted under the *Picture Galleries* menu item (see *GALLERIES* document).

Between seasons (All linked to the *Member Area* widget):

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1. Add any new Pennant Flags and team photo to page *Pennant Flags and State Titles* using the format used for previous entries.
2. Club Championship dates (Page *Club Championships)*
3. State Titles dates (Page *State Events*)
4. Bowls WA Calendar (This currently a link to the Bowls WA website)
5. Pennant Fixtures – (Pages *Men's Fixtures* and *Ladies' Fixtures*). Get the Xcel spreadsheets from Bowls WA (or John Bridge), convert the fixtures to a picture file (.JPEG), add to media in *Website* folder, then insert into the page. Also do same for a .PDF version so members can print a copy.
6. After the Club Member of the Year has been awarded, get a photo of the recipient (head and shoulders) and add to the list in page *Club Member of the Year.* Also add a *Post* with the photo and details.
7. In the rare event of the awarding of a life membership do the same as above into page *Life Members*.
8. After the club AGM, update the club committee and office bearers in page *Club Contacts Listing*.