

Tuolumne County Newcomers Club Webmaster Job Description

The Webmaster creates and maintains the Tuolumne County Newcomers Club website <http://tcnc.org>. The website is located on <http://bluehost.com>. The job requires a person who is technically knowledgeable regarding website building. There are other ways to do this be using templates, etc. which could be researched by a person who prefers not to create the web pages on their own.

Bluehost.com id and password

Go to <http://bluehost.com>

Enter the id

Enter password

(This info is available from previous Webmaster or the President).

Fees for the webspace and domain name:

The Fees for the domain name are due yearly – usually around \$11.50 per year

The webspace is about \$9.99 per month and expires on March 26, 2017

Website domain name – tcnc.org. At this time it is registered to

Judy LaForce

23732 Parrotts Ferry Rd., Spc 58

Columbia, CA 95310

Email Addresses Associated with the website:

info@tcnc.org – forwarded to the President and the Webmaster

membership@tcnc.org – forwarded to the Membership Vice President

president@tcnc.org – forwarded to the President

newsletter@tcnc.org – forwarded to the Newsletter Chairman

webmaster@tcnc.org – forwarded to the webmaster

These emails need to be edited each year (via bluehost) to change the forwarders – those who the emails are forwarded to. These emails are used on the website.

The website is maintained on the webmaster's local computer and is uploaded to bluehost.com with new or updated pages. The upload process can take place using the Bluehost ftp service by logging onto bluehost, but it is easier and cleaner to use a local ftp package. This software has to be purchased if the webmaster does not own it. The one used at this time is WS-ftp.

The menus used on the website are generated by a piece of software called AllWebMenusPro 5. This software is also purchased. This can change and be done differently if someone takes over the job and doesn't have the software or prefers to redesign the pages.

The photo galleries are also created at this time using Google Picasa. This can also be done differently if someone else takes over the job.

Newsletter: Each month the newsletter is uploaded to the website in pdf format. Events and other information are also updated to the website calendar and other pages. Local events are also updated monthly on the website.