

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 website is created using wordpress. The job requires a person who is technically knowledgeable regarding website building.

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 \$19.50 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:

[msg@tcnc.org](mailto:msg@tcnc.org) – forwarded to the Webmaster

[membership@tcnc.org](mailto:membership@tcnc.org) – forwarded to the Membership Vice President

[president@tcnc.org](mailto:president@tcnc.org) – forwarded to the President

[newsletter@tcnc.org](mailto:newsletter@tcnc.org) – forwarded to the Newsletter Chairman

[webmaster@tcnc.org](mailto: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.

Newsletter: Each month the newsletter is uploaded to the website in pdf format. Events and other information are also updated to the website via wordpress events plug-in.