

Web Administrator's Report

The website creation process is complete in as much as these things are ever complete! It is continually updated for new events, meeting info, and other requested changes.

Some helpful tips:

-Please review web pages that relate to your position (AMIS, Delegate, District, etc.) and make sure that the content is up-to-date. This is particularly important immediately after elections.

-When you submit new complete meeting schedule the entire document, as is, is uploaded to the individual Districts meeting section. Files submitted in a PDF format open up directly, while files submitted as doc or spreadsheet files become a download file. (More knowledge of technology is required of users with a download file. They must save it and open it with an appropriate app.)

Cards for each meeting within a District are also maintained. Cards are easier to use to find meetings for mobile device users. Cards must also be updated for meeting changes. This does not happen automatically. When you submit a new meeting schedule please include a list of meetings that have changes and a brief description of the change. This ensures that the meeting card also gets updated.

To summarize, when making changes to meetings:

1. Submit an updated complete meeting schedule, preferable in a pdf format (including the date it was last updated).
2. Submit a list of what meetings changed, including a brief summary of the change.
3. Submit via email to utahweb@utah-alanon.org

-Please submit Events information in a final draft format. The web administrator does not create flyers. Your information will be presented just as you submit it. You are welcome to include any additional text you would like used to introduce your event.

-Always proof the website to make sure anything you have requested to be added or updated looks how you intended it to look. The web administrator attempts to be error free, but this is not always what happens.

-A new QR code has been generated that points directly to the website's home page. You can copy and past this on all meeting schedules, flyers and other documents. It is located on the Contact page: <https://utah-alanon.org/contact/>