

All Assembly Website Administrator Update

The Web Site Administer position.

Web Administrator is a lovely job! You edit and create web pages for the Utah Alanon Site as needed. Sometimes you do not have much maintenance to do, other times you may have several requests at once. The time involved can be 10 minutes or two hours, it just depends on the requests you have received.

The website is hosted by Blue Host and uses the Word Press platform. If you are familiar with website design, it is fairly straightforward. There are no written instructions that exist per se, but I am willing to provide training as needed.

The website is fully operational and up to date. It would be nice to add a payment method.

Website Update

Please provide whatever you want to have uploaded in a file, not an email. PDF files work best as they do not require the file to be downloaded to open.

The website menu options change depending on what device you are accessing the site with. Desktops show all options and tend to be easier to navigate, while devices with smaller screens combine things under the three-line hamburger.

If you would like a tour on how to navigate the website, please get with me during lunch or the breaks and I would be happy to show you around.