# Outline of Communications/Webmaster Process

# (Support to an Assembly or Council)

Webmaster responsibilities:

1- Review and coordinate the publishing of announcements, articles for church bulletin, newsletters, and web content.

2- Establishes and maintain email distribution list that are used in disseminating announcements, alerts, newsletters or other communications as deemed needed by the FN/GK.

3- Establish and maintains an electronic library of all articles, brochures, flyers, newsletters, documents and other items as deemed important to the Assembly or Council.

   Note: Format of printed material should be converted into .PDF if to be published.

4- Create an electronic photo/image library that includes:
   Events, awards, and activities that the Assembly/Council is engaged in. (Makes for a good source for published articles, web content, etc.

   Note: Image copies should be maintained in a format that will support the type suitable to its use. Just FYI: .BMP for the highest resolution (Large file) .PNG for best scalability, or .JPG for compactness (smallest file size).

5- Get a photo of the initial Assembly/Council banner. Try and have a nice solid background such as a white or black to make it easier to prepare for publishing on a web page.

6- Make an electronic copy by scanning of your Constitutional Role, Charter, and meeting minutes.

7- Get and maintain the current calendar of all activities and planned events that specifies the name, date, time, location in a consist but descriptive format.

8- Establish a backup process and maintain it. It is crucial that a backup of all electronic media be backed up and kept in a safe and secure location. Electronic portable USB flash disk are inexpensive and having more than one copy in separate locations is strongly recommended.

9- Become familiar with your Assembly or Council Homepage

# Getting Started with the Webmaster Process

## (Supporting an Assembly or Council)

Knights of Columbus San Joaquin Chapter 6 area: [kofcchap6ca.org](http://kofcchap6ca.org)

1- Look at your current homepage content and compare what is currently published on our Chapter home page as a guide.

2- Basic info: We are hosted by GoDaddy on a Unix based machine using WordPress (WP) with Beaver Page Builder Pro Standard edition as our main editor.

3- A Webmaster needs to become familiar with WP and would benefit in becoming proficient. There are many tutorials for WP and Beaver Builder that can be found for all levels on youtube.com. You will also find an abundance of tutorial for anything else that you can think of.

4- Just a note to you as the webmaster for your Assembly or Council: The assigned homepage is a starting point and can be expanded where needed. The whole idea is to keep our content clean, concise, relevant, easy to navigate, and ABOVE all CURRENT.

Note:  Don't be afraid to make suggestions or ask questions about the entire website as this is welcomed and encourage this.

Here is what your global webmaster will be doing behind the scene:

1- Create a common process that will be used by each webmaster.

2- Setup the individual accounts and IDs to access their specific web page for their Assembly or Council.

3- Provide the training to each webmaster as needed.

4- Follow up and resolve all issues, questions, and concerns as they arise.

I look at all of this and consider that all of us collectively are a TEAM and my moto is very simply: MAKE IT HAPPEN.

Remember, trust in GOD as nothing is impossible with God.