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# LITTLE ATHLETICS CENTRE



## NOTES/DUTY STATEMENT FOR WEBSITE MANAGER

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## **WEBSITE SERVER**

Use the following details to access the ftp area for website editing.

Host: [www.coolrunning.com.au](http://www.coolrunning.com.au)

Contact: [info@coolrunning.com.au](mailto:info@coolrunning.com.au)  
(attempts at contact have proven to be near futile for tech support)

Centre Website: [www.chelsea.coolrunning.com.au](http://www.chelsea.coolrunning.com.au)

Current space allocation: 250 Mb (July 2009)

## **Website Editing**

INFORMATION FOR WEBSITE  
MANAGER ONLY

## **PRE-REQUISTIES**

A basic knowledge of HTML is an advantage to edit pages of the Centre Website. Access to an HTML editor such as MS Frontpage will assist in making changes.

**DUTIES** (concise summary only)

- Liaise with the Centre Committee, primarily with the Centre Secretary, to keep aware of changes as may be applicable for updating of the website. Whilst it would be advantageous that the Website Manager be part of the Committee this is not essential.
- The role of the Website Manager (WM) is to update the Centre Website on an as-needs basis, ensuring that all information is current. The WM requires liaising with at least the following members of the Centre for relevant information:
  - Centre President: President's Message
  - Centre Secretary: Updated Centre & Club Committee contact details, Life Members, Centre Awards, etc.
  - Season Calendar Editor: Updated Season Calendar Info
  - Club Presidents/Secretary: Updating of Club Awards
  - Sponsorship Director: Advertising/Sponsors Material
  - Results Co-ordinator: New Centre Records/Weekly Results/ 5 Star Awards/etc.
  - Uniform Co-ordinator: Update Items/Prices
  - Handbook Editor: Upload of current season HB
  - Newsletter Editor: Upload of current Centre newsletter
  - Open Day Manager: Upload of entry forms/results/etc.
  - Team Manager: Addition to list of State Medallists
  - Committee Members: Other items as required.
- In addition to the above, the Website Manager (WM) should regularly promote "events"/"news" on the Home Page as necessary. For example events where Chelsea has participated externally to the Centre, Open Days, State/Region Championships, School Championships, etc. Any news should be assessed for placing in the "Archived News" section of the Website.
- Essentially the "Site Map" provides the list of "Main" Webpages on the Website which requires periodic updating. The WM should make themselves familiar with the content, and assess when modifications are required (e.g. during the season for weekly results, five star awards, Centre records, etc., and at the end of the season for Centre/Club awards).
- Of particular importance is to have the forthcoming T&F season registration details on the home page preferably at least 4 weeks prior to the season start.
- Provide updates as required notifying of cancellation due to inclement weather.
- In 2010 the Centre launched a mobile website, currently under development. This should be further investigated and developed using user feedback.
- Just prior to the 2010 Season the Centre also launched a Twitter page. Access to this should also be made available to the Centre President and Secretary.