TO DO

# Webmaster

(Updated 2/23/19, by Shelby McQuay shelbymcq@hotmail.com)

**Total Time Commitment:** Approximately 1 hour per week (intermittent) throughout the school year

**Expectation:**

* Maintain a facebook presence
* Update the weebly website
* Coordinate with volunteer leads to post updates for upcoming events and pictures after events

**Timeline:**

* + Beginning of the school year
    - Confirm calendar
    - Confirm volunteer leads – request emails for links on the contact page
  + Before an event
    - Work with the volunteer lead to post updates or request volunteers
    - Post links to sign-up genius
  + After event
    - Cross – check with Lyn on media release
    - Request pictures from volunteer leads and post to facebook
  + End of school year
    - Update this document

**Feedback**

* Tabs at top of weebly page are not identifiable enough – I’ve tried to make them more noticeable, but haven’t tried changing the “theme” yet

**Shopping list:**

* Nothing

**Budget:**

* None

**Other notes:**

* With respect to the media release – though technically, we are a separate entity and do not fall under the district requirements, we try to follow their guidelines so for each picture posted, I send the images to Lyn in the front office to check to make sure they can be posted. For group images when the parents are present and send the child into a known photo situation, we did not remove the image.
* See <http://www.isd624.org/about/District-Style-Guide.asp> for images
* Contact Marisa for district communications help
  + Marisa Vette, Director of Communications and Community Relations (marisa.vette@isd624.org)