

# GUIDELINES

## WEBSITE

**Section 1. WWW Domain Name.** The Webmaster shall ensure the Cherry City Clogger Domain Name registration remains current through the web hosting service company by ensuring the registration fee is paid per billing and in time. Reimbursement for such fee is outlined in the Financial Guidelines, Section 10, Expense Payment.

**Section 2. Web Application.** The Webmaster shall ensure the Cherry City Clogger web builder application subscription remains current by ensuring the subscription fee is paid per billing and in time. Reimbursement for such subscription fee is outlined in the Financial Guidelines, Section 10, Expense Payment.

**Section 3. Webmaster Criteria.**

- Prefer the Webmaster candidate exhibits previous experience using a similar web building application or demonstrates the ability to learn proficiency with current application within a reasonable time in order to adequately use, update, and maintain the existing site.
- The Webmaster must be a Cherry City Clogger member for at least 1 year.
- The Webmaster will be required to use their own personal computer adequate to install and upkeep: 1) web site application software, 2) Microsoft Word to create, format, and maintain cue sheets linked to the web site in PDF format, and 3) access and link to YouTube videos within the web application. If the Webmaster does not have appropriate web site software, the club will furnish/purchase said software.
- The Webmaster should have the ability to use email to communicate with instructors and other club officers to ensure all data is correct and timely.
- The Webmaster should have the ability to print documents when needed.
- The Webmaster shall maintain a backup, at least annually, of the data (cue sheets, organization documents, etc.) located on their personal computer using the Cherry City Clogger external hard drive shared with the Treasurer for such purpose.