

SECTION 11**Website – Articles and Email****Weekly Email**

The weekly email will normally be sent on Tuesday's. During the summer the email will normally be sent out only when there is a meeting that week.

Article Submission

Deadlines for submitting weekly email articles are:

Saturday Night for articles that require a separate web page

Monday Night for small blurbs that are to appear in the weekly email only.

NOTE: Some articles will require the approval of the VP of Administration and or the approval of the VP of Skiing. The web

Special emails will be sent only with the approval of the President or respective VP

The Web site is updated more frequently than once per week so if the article misses the email deadline it will still get on the Web before another full week has elapsed

Submission: send articles directly to the Webmaster. Articles can be emailed to webmaster at ocskiclub.org

NOTE: For articles that are also intended for the Liftline; include (publications at ocskiclub.org) in the TO box it will reduce your emailing.

Article Format

MS Word or Excel format - The email will be a blurb but the article will be as large as necessary

Graphics - Either supply your own graphics or indicate that you wish the Webmaster to "jazz it up"; otherwise the article will be published as received. Shimmer &/or flashing text will not be used.

Same as the Liftline submissions - always indicate in the article:

WHAT the event is

WHY we are holding the event (to have fun, raise money, etc)

WHEN it is

WHERE it is

HOW MUCH it is

WHO is the event/trip leader (Name, phone number &/or e-mail address)

Pictures may be sent but will only be published on a space availability basis
Hardcopy or JPG or GIF format. Please send the original picture.

Future Enhancements of the Webpage:

More On-Line forms and "print & mail" activity forms

Additional Policy Files

Year long Calendar

FAQ- Frequently asked question area

New Member Area- Lots of additional club information

Member Message Boards- Discussion topics, (per board approval)

SECTION 11**Website – Articles and Email****Club Email Functionality**

Maintenance: If an individual requires help email the Webmaster with any questions. The Webmaster will contact you directly with assistance.

Deleting Emails It is your responsibility to properly maintain your mailbox. There is limited email space for all club officers and committees

Each individual MUST periodically delete old emails from their mailbox. Please do not store emails in your mailbox, save them to your home computer if you need them.

How To Delete Emails Using Neomail

Check the box on the right side of the list of emails or check the All box on the top right of the page,

Then click the Move button on the top right. After deleting messages you need to click on Trash Can located on the top middle of the screen to empty the deleted emails.

Addresses:

The Club email addresses for the various committees were set up to reflect the committee@ocskiclub.org. This was done for several of reasons:

One, it means that you only need to remember the address for that committee once. If the chairperson of the committee changes or their email address changes you don't have to change the address that the members use, it stays the same at the front end and is only modified to reflect the routing change.

Two, this also protects personal email addresses from being shown to the public, especially if using your work email.

Three, the account can be set up to:

- (1) Pass the mail to the personal email address (es) only,
- (2) Can retain the email on the server only, or
- (3) Both pass the mail on and retain on the server under the club address.

Utilization

Club email addresses shall be considered the property of the OC SKI Club and as such should only be used to conduct Club business. It is the intent of the Club that any mail sent thru the Club Mailboxes will be routed, read, and received only by those email addresses to which the "owner" of the account has advised the Webmaster to link it to.

In addition, the use of any email lists created using membership information when signing up for a specific event shall be used only by that event and shall not be passed along to any other committee, event, or to any outside interest - this shall be The Club's commitment to our members of our intention to protect our memberships' privacy.

Club Related Email Addresses
See Section iii, iv, v

SECTION 11**Website – Articles and Email****Webmaster Duties and Responsibilities**

Listed are some of the current activities and responsibilities that are preformed under the duties of the OC Webmaster.

Day-to-Day activities:

Answering and administrating the numerous email messages regarding the club activities and membership information.
Tending to any last minute changes and/or updates.

Weekly Responsibilities:

Updating website with current activities and events.
Preparing weekly email message links and pages for broadcast to over 700 email subscribers.
Removing dead links and old email addresses from the list server.

Monthly Duties:

Formatting and posting of the OC Lifeline to the website for download.
Archive and backup of site files and information.
Access Statistics and Resource management of site and related links.

Administrative Duties:

Prepare billings for website name and site hosting to ensure continual operation of site.

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