Job Description: Webmaster

1. Detailed documentation of the Webmaster's tasks can be found at https://nebridge.org/pages/85/.
2. The website:
   (a) The primary duty of the Webmaster is to assure that the information on the website is timely, accurate, and presented in a way that is appealing and easy to use.
   (b) The website's URL is NEBridge.org. There are other official D25 Internet sites for which the webmaster is not responsible:
      i. The District's calendar, which is integrated with NEBridge.org but it actually resides on a separate server.
      ii. The District Director's website and FaceBook page, which are now presumably obsolete.
   (c) Location: I do not know where the servers are physically located. I have a vague recollection that Bob Bertoni mentioned Colorado at some point right after the catastrophic system failure in 2015.
   (d) Security: Currently quite a few people have admin access to NEBridge.org. I did not set these accounts up, but I have helped a few people use them. I would recommend restricting this access, but it is very important that at least two people have unlimited access.
   (e) The website was designed and implemented by Bob Bertoni and his company Megahertz Computer in 2010 or 2011. I know very little about the company beyond the fact that the website is mhzcomputer.com.
3. Maintaining the website:
   (a) The Webmaster can add and change "pages", each of which has a designated number. As of the end of 2021 465 pages have been created. Every page consists of three elements:
      i. I do not know how to change the banner and banner message across the top.
      ii. The menu on the left (called the "Navbar") can be edited, but the first three items must stay in the same position. The space below the Navbar is not usable.
      iii. Everything that appears in the area below the banner and to the right of the menu may be edited. The home page has two columns. The one on the right has always been used for images promoting upcoming events. All of this, including the column widths, can be edited.
   (b) Documents in other formats (HTML, pdf, etc.) can be uploaded to file folders accessible by pages. Documents that could contain macros (Word, Excel, etc.) should be converted to pdf files first.
   (c) Pages can be created in two ways:
      i. The Django WYSIWYG editor can be used.
      ii. HTML code can be written and pasted into the "source" section of the editor.
   (d) The Navbar can be edited and rearranged within the limits listed above.
   (e) A special section for District Director reports is now obsolete.
4. Work flow:
   (a) On or around the sixth of every month a list of players who advanced in rank is received from the ACBL. It should be posted and attached to p. 28.
   (b) In July the preliminary standings in the masterpoint races are received from the ACBL and posted in the first section on p. 4.
   (c) In February final standings in the masterpoint races are received from the ACBL and posted in the all sections on p. 4.
   (d) Tournaments occasion the posting of promotions, results, and other news before, during, and

after their occurrence.

    (e) The GNT and NAP qualifiers are handled in a similar manner.

    (f) After NABC tournament the District Director provided lists of players who won or finished second in national events. This information was tabulated on p. 109. I don't know how this will be handled in the future.

    (g) The secretary provides approved copies of minutes, which should be converted to pdf files, uploaded, and linked from pp. 31 or 32.

    (h) The president sometimes emails letters to the players. A copy should be uploaded and linked from p. 176.

    (i) Other issues arise. For example, in 2019 the District Recorder wrote a description of his duties. I posted it and wrote a blurb on the home page with a link to his document.

5. Decisions should be made about whether or not to continue other things that I initiated. I would favor letting the next Webmaster exercise his/her own judgment, skills, and creativity.

    (a) Winners Boards: photos of winners at regional tournaments.

    (b) Photos of winners of the Ace of Clubs and Mini-McKenney awards for the district.

    (c) Webmaster's notes from tournaments.

6. Frustrations:

    (a) For a short period of time after the crash Bob let me FTP files to NEBridge.org. Uploading the files one at a time is time-consuming.

    (b) I know of no way to edit the CSS (cascading style sheet) for the pages. Some of the settings are absurd. For example, the numbered list does not produce what one would expect.

    (c) The way that the scroll bars in the page editor work is very clumsy.

    (d) There are others that I have forgotten after two years of inactivity.

7. Requirements:

    (a) Any Webmaster who does not know HTML will often be frustrated. For example, if an item must be added to or deleted from the right column on the home page, it is much easier to edit the source than to figure out how to do it with the WYSIWYG editor.

    (b) Familiarity with image editing software is pretty important. At the very least it will be necessary to extract and resize an image from a pdf or an email.

    (c) It will be important to learn how to use most of the tools in the WYSIWYG editor.

    (d) It may be necessary to have someone serve as website editor for a while to make sure that all of the copy meets journalistic and district-imposed standards. For example, the district has never promoted an event sponsored by one of its units. I had an editor for the first year or so.

8. Other duties:

    (a) A few years ago I was given the responsibility for maintaining the tables that redirect emails from the NEBridge.org addresses to the user's real address. For example emails sent to webmaster@nebridge.org are directed to mike@wavada.org. Managing this is not difficult, but at least two people should know how to do it.

    (b) I sometimes tweet using the Twitter account @NE_Bridge. I had to put in the underscore because I had already defined @NEBridge, but for some reason I could not use it. This is not very important. There are embarrassingly few followers.