

Webmaster

1-3 person job responsibility

Mission: To keep the MPtHA website up to date in a regular timely manner. This is the primary means of communication of club news to its members via the internet.

Review the website every month or every two weeks, if possible. Update any outdated information; delete items that are obsolete. Information will be obtained from the Board or Committee Chairs. If you get a request to put information on the website from a non-Board or Committee member, seek approval from the Board. Below is a listing of items that are most frequently updated and timeline of when they are updated:

Update Monthly –

President and Youth Officer Messages (After Newsletter goes out, first of month)
Board Meeting Minutes (After Board approval)
Newsletter (After Newsletter goes out to membership)
Calendar (Move expired dates to the bottom with the next years date)

During Show Season –

Pattern Book (April)
Show Results by Show (After each show from the Show Secretary)

Update Annually –

Special Award Recipients (February) (Names/pictures):

- Youth Scholarship Award
- Youth Rookie of the Year
- Youth Congeniality Award
- Kylene Nelson Memorial Award 13/Under
- Kylene Nelson Memorial Award 14-18
- Member Volunteers (2)
- Sportsmanship
- Grand Ol' Pintoer
- Amateur Rookie of the Year
- RO Tsynder Award
- Charter Super Horse Award
- Promotional Award Winners
- 50/50 Money Pot Winner

Year End Award Rules (Before First Show) (After Board approval)

New Membership Flyer (October)

Board and Officers Members (February) (Names/group pictures)

Youth Officers (February) (Names/group pictures)

Show Schedule Dates (December)

Promotions (After Board approval)

Update As Needed -

Gallery Pictures

Committee and Volunteer Positions

Online Forms:

Online Entry Form

Master Entry Form

Nominations Form

Membership Form

Logowear Purchase Form

Job Descriptions (After Board approval)

Youth Scholarship Rules

Sponsors

Links

The areas that you will use the most will be the Posts, Pages, Media and Gallery areas:

- The Posts are the area where you will enter current news. These will be shown on the home page under the News section. Put the most relevant information on this page so our members know the more up to date information happening within the club. Due dates items are specifically pertinent in this area.
- The Pages are the area where your static information is at. These pages contain all the information for your site. The pages are accessed on your site under the menu items.
- The Media area is where you will update any PDFs or other documents that you will need to display on your site via a link.
- The Gallery area is where you will manage the galleries and images that you want to have on your site.

A detailed Webmaster Procedure is available, upon request, from the MPtHA Board.