VHC Web Site

General Maintenance Procedures

3-13-2020DC

1. Hiking Schedules

Received via email from Coordinator in Word format.

Save in the computer folder for Schedules.

Sometimes the month’s heading must be added.

Save in pdf format. Add version letter to file name (A, B, etc)

See separate Schedule procedure document for details on updating web site.

1. Current Events and Future Events

Various emails are received announcing these events.

Redo the existing Word document accordingly. Then, save in pdf format in the appropriate folder. Update web site following details listed in the Schedule procedure.

1. Member Status

Received via email from Coordinator in Excel Spreadsheet (see separate procedure).

This is the list of members with $’s paid or not (and separate full listing for Guides). Save in the subject folder. Update web site following procedure.

1. Hiker Miles

Received via email from Coordinator in Excel Spreadsheet format. This list shows the miles for each member. Save in the subject folder. Update web site following the same procedure as Membership list.

1. VHC Membership (full roster)

Received via email from Coordinator in Excel Spreadsheet Format. This list shows all I.D. info for all members and is only included under the “Guides” button which is password protected. Save in the subject folder. Update web site following the posted procedure.

1. Hikes Data Base

Received via email from Coordinator (presently Millie Sparling) in Word format. Save in subject folder. Updates will be received via email from Coordinator. Make changes to Word document; save in pdf format; update web site following the details listed in the Schedule procedure.

1. Photos

Received from members in jpg format. Save in subject folder. Add to web site following the Photos procedure.

1. Other Contents in Web Site

Follow appropriate procedures as described above.