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Unit 547 Webmaster
Position Description
by Bob Gruber

The major task of the Unit 547 Webmaster is to maintain the primary features of the Ventura Unit website (www.vcbridge.org – done in HTML) and to introduce new ones as appropriate. In this endeavor, the Webmaster has no standing task to seek out content, but rather publishes the content that others provide. Such content must adhere to the policies and standards of the Unit.

The web host, Lunar Pages, can be reached at lunarpages.com

High-level specifics for the website pages that change most frequently or that are likely to be of interest follow.

Home Page

The *Home* page is the most active of the website pages for the Webmaster. It contains date-stamped announcements of unit events, website changes/additions and any other pertinent announcements. These announcements should be listed a reasonable time before the event (typically 1 or 2 weeks) and taken down when the event is past. If the announcement is about a new bridge article or new feature of the website, it should be posted when the article/feature is available and last for at least 1 week to allow infrequent visitors to view it.

For some events, it is advisable to notify the Unit President (Dennis Charles in 2015) & Club Manager (Tom Ciacio in 2015) before posting if the announcement affects unit games/events and it's possible they are unaware of the new event/change in an event. Both of these persons frequently field questions about unit events and their information needs to be current.

Governance

Elections are held every year. Changes to personnel holding unit positions should be made to the *Governance* page as soon as they are known, including mid-year fill-ins and other substitutions.

Results

The *Results* page is semi-automated (in the Perl language). The Webmaster has no regularly scheduled tasks here. It's the directors or Club Manager who upload game results and hand records. The Club Manager handles the task of deleting game files before the web page becomes cluttered. That time is usually when the game is beyond 1 month old.

The Webmaster does, however, create links to the results of any Ventura Unit Sectionals conducted during the current year and to any Western Conference STaCs clubs within the Unit participate in.

Classes

Whenever classes are offered they should be listed on the *Classes* page. For the most part, this page lists standing classes that don't change and other offerings are infrequent.

Schedules

The *Schedules* page is another active page for the Webmaster. It lists Special Games/Events, such as:

   Club Championships, Unit Games, STaC Games, NAP Qualifying Games, pot lucks, etc.
Since schedules change and new events arise after the quarterly calendar is set, there can be fairly frequent revisions.

There are 2 presentations of this information, one a calendar-style format and one a tabular-style format. The calendar-style format, done in Word and then converted to PDF format by the freeware PrimoPDF program (or by Word itself), is also the master for printing hard copies.

As with the *Home* page announcements, for some events, it may be advisable to notify the Unit President (Dennis Charles in 2015) & Club Manager (Tom Ciacio in 2015) before posting if the change affects unit games/events and it's possible they are unaware of the new event/change in an event. Both the President and Club Manager frequently field questions about unit events and their information needs to be current.

Tournaments

The *Tournaments* page lists driving-distance Sectionals, not-too-distant Regionals, and all Nationals. When available, links to flyers are included. The ACBL website's list of tournaments is a big source of links to the flyers. This projection of tournaments can be for a calendar year.

Since tournaments tend to repeat at roughly the same time of year, a year's worth of tournaments may be maintained in "commented out" form, and then copied & pasted with revised dates (and a revised link to the flyer).

Writings

The *Writings* page is there to redirect the visitor to either the *Director's Dialog* page or the *Players' Toolkit* page. It also has links to the *Mike Savage on Conventions* page and to an assembled list of the *Tips* that appear one-at-a-time on the Home page.

Director's Dialog

The *Director's Dialog* page has write-ups on specific topics on ruling the game, and links to printable (PDF) versions of longer write-ups. New write-ups are added as members submit them. (Note, the Webmaster is a member.)

Players' Toolkit

The *Players' Toolkit* contains printable (PDF) write-ups on general bridge information and on specific topics on bidding & play techniques/strategy. New write-ups are added as members submit them.

This concludes the high-level specifics, but there are other write-ups concerning the website. Among them: Website Maintenance and Lunarpages Info.