MAFCA Webmaster To Do List

DAILY
- New A of the Day photo
- Check email

WEEKLY
- Change the Historical Photo of the week
- Remove photos from A OF THE DAY that are older than 30 days
- Edit INDEX to remove old events from Future Events
- Edit classifieds to remove ads older than 90 days
- Post classifieds, calendar and chapter updates (new 2022 policy)
- Update website feature of the week (new 2021)

MONTHLY
- Edit CALENDAR.HTML and change the current month
- Update the President's Page
- Chapter Coordinator News - if available (not 2019)
- Product of the Month

Notes about FASHIONS:
- 'What's New' articles on the even numbered months if available (not since 2019) Era Fashions Articles on the odd months.

NEW RESTORER
- Copy CHAPTER NEWS from PDF of Restorer to separate PDF file and copy to website.
- Save COVER and TOC images into the MONTHLY folder

ERA FASHIONS ARTICLE
Jan/Mar/May/July/Sep/Nov

MARCH/APRIL
- When the March/April issue of The Restorer is published, find the "Call for Nominations" page, save the page as a pdf called BoardRun.pdf and file in documents on the website and on the Website folder on this computer. (Note: rename the old file, adding the year BEFORE moving the new file.)
- Then edit the elections.html page with photos of the candidates.

QUARTERLY
- Backup website and send DVDs to HQ
- Using Fetch FTP, select all of the files and folders and click on GET. The files will be downloaded into the DOWNLOADS folder (may want to clear that folder first so that only the downloaded files from the server are there.) Process will take HOURS so give yourself plenty of time. Once they're downloaded, prepare to burn to DVDs. Since the capacity of a DVD is only 4.33gb, two will be needed; one for the DIRECTORS_ONLY folder and another for everything else.
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- Go to www.BrokenLinkCheck.com and fix any broken links

MAFCA Webmaster To Do List

BOARD MEETINGS

- Publish agenda of the board meeting 2 weeks before the meeting
- Publish the Highlights of the board meeting in the DOWNLOADS | HIGHLIGHTS folder
- Update the Communications.html page

ANNUALLY
- Update list of Youth scholarships. Contact the chair for the list. (rev 07/06/21)
- Update MAFCA Proper Names
- Update MAFCA Directors
- Update MAFCA Officials
- If the banner_animated.gif file is updated, make a copy, rename to header.gif, and copy to the shopping cart folder images_mafca.
- Post Chapter Longevity Awards list provided by MAFCA headquarters, usually around the end of the year.
- Add new MAFCA directors to MAFCA_Directors.xlsx and create PDF for MAFCA History Page.
- Change copyright notice on INDEX.HTML (starting in 2021, only 1996 will be listed).
- Copy CALENDAR.HTML to CalendarLastYear.html
- Update CALENDAR.HTML with new mini calendars and rename dates if needed
- Cut out last year of WHAT'S NEW and create WHAT'S NEW 20xx.html file
- March/April – update list of Restorer Covers on pub_restorer.html page.

End Of Year tasks after the NAB

1. Update Officials list
2. Update Chapter Awards page
3. Update Literary Awards page
4. Update Forwarders for each director. See FORWARDERS.xlsx
5. Update MAFCA History page
6. Update Key People page
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DECEMBER

- Attend December Board Meeting
- Update KEY PEOPLE page with new Board Positions
- Update MAFCA Officials with incoming Board members
- Update Chapter Awards page
- Send Website of the year and Newsletter of the year GIF images to winners
- Update list of Board of Directors meetings for coming year

AS NEEDED
Update the MAFCA Officers document (after new Board is selected)
Update the Restorer Index

MAFCA Webmaster To Do List

POLICY UPDATES
- Spell check updated policies
- Check for correct formatting
- Check footer
- Print to a PDF file. Underlines instead of spaces and remove date. Name should be exactly the same as the previous version.
- Word Version should have mm-dd-yy in the file name.

- Update the P0S0 Index.doc file.
- Remove any bolding from previous updates.
- Bold any updated policy – put the updated date in the last column.
- Print final version to a PDF file called P0S0.pdf
- Save Word version with mm-dd-yy in filename.

- Move the Word version(s) to the DIRECTORS_ONLY/POLICIES folder. Move any previous version to the 00 ARCHIVES folder. Repeat on Website.

- Edit the policy.html file and remove old "updated" flag and place them on the policies that were updated.   Copy that file to the website.

- Update the WHATSNEW.html file that the Policies have been updated and link to the policy.html page.

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