

Website Coordinator Tasks

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General Website Housekeeping

- Check Website Coordinator email (every 1-2 days)
- Update website with new Speaker Meeting flyer (monthly)
- Update website with printable meeting list as needed
- Updated Online Meetings page with updates as needed
- Updated website with changes in positions needed or filled
- Added news announcements as needed
 - e.g. events, new speaker meeting recordings available
- Respond to information requests
- Submit Website Coordinator report for monthly business meetings

Website Updates

- As needed
 - New pages (e.g. for an event)
 - Highlight something new
 - Events or news posts
- Make things work better, or more efficiently
- Update instructions to incorporate changes
 - <https://al-anoncontracosta.org/administrator-info/>
- Editing example
 - <https://al-anoncontracosta.org/monthly-speaker-meeting/>

Account Management (Infrequent)

- Email (free gmail account)
- Wordpress (website)
 - Website content
- Hostgator (platform)
 - Domain name; al-anoncontracosta.org
 - Wordpress hosting account
 - Website services (e.g. automatic backups)
- WP Forms
 - Forms plug-in

Administrative

- Attend District 14 monthly business meetings
- Submit yearly budget requests for services (December)
- Attend district budget meeting (February)
- Pay for account listed on previous page, & request reimbursement from district

Wordpress Dashboard

Al-Anon Contra Costa - Central and Easte... 0 + New Performance 1 WPForms 6 Howdy, webmaster

Dashboard

Home
Updates
Jetpack
Posts
Responsive Accordion
Media
Pages
Comments
Ditty
Feedback
WPForms
Genesis
Appearance
Plugins
Users
Future
Tools
Settings
Performance 1
Link Checker
MetaSlider

Dashboard

Screen Options Help

Jetpack Stats

Date	Views
Apr 19	140
Apr 20	180
Apr 21	150
Apr 22	120
Apr 23	240
Apr 24	120
Apr 25	140
Apr 26	110
Apr 27	140
Apr 28	120
Apr 29	110
Apr 30	80
May 1	110

Highlights

[View detailed stats](#)

Top Posts	Top Searches
Do's & Don'ts 27 Views	Sorry, nothing to report.
Online & Hybrid Meetings 21 Views	
Speaker Recordings 18 Views	
Welcome 17 Views	
Meeting Lists 13 Views	

Brute force attack protection

4,073
Blocked malicious login attempts

Akismet Anti-spam

12
Blocked spam comments

Jetpack

Broken Link Checker

[Found 1 broken link](#)
No URLs in the work queue.
Detected 253 unique URLs in 348 links.

Site Health Status

Good

Your site's health is looking good, but there is still one thing you can do to improve its performance and security.

Take a look at the 1 item on the [Site Health screen](#).

Activity

Recently Published

Apr 23rd, 8:14 pm	April 22 Speaker Meeting Recording Available
Mar 5th, 3:55 pm	NCSWA Spring One-Day Assembly
Mar 2nd, 11:26 am	2023 District 14 Picnic is Sunday June 4
Mar 2nd, 11:09 am	New Printed Meeting Lists Available
Dec 9th 2022, 2:19 pm	District 14 Business Cards

At a Glance

17 Posts 52 Pages

WordPress 6.2 running [Lifestyle Pro](#) theme. Using Genesis 3.4.0.

[Akismet](#) has protected your site from 12 spam comments already. There's nothing in your [spam queue](#) at the moment.

Questions & Inquiries

- District needs
 - Website Coordinator Alternate (current Panel)
 - Website Coordinator and Alternate (next Panel, 2024)
- Contact Charlie T.
 - District14website@gmail.com
 - (925) 858-5382