

## Monitor Lodge #218

### Business practices for maintaining Monitor web site

This document is also included in the computer folder as a READ ME text file for Monitor Lodge 218's web site maintenance to be included whenever the folder and contents are downloaded. This document only provides general guidance. Specific details and website content & archives are maintained in webmaster's paper and online files.

NOTE: this is a living document and the items listed below are not in any particular order of importance

1. Persons with administrative access to the web site as of March 2022 are:
  - Chuck Johnson [chuckj50@surewest.net](mailto:chuckj50@surewest.net)
  - Andy Hopkins [andr01d@att.net](mailto:andr01d@att.net)
  - To be determined (we need at least three people)
2. The above-listed people are also the recipients of *all emails sent to the lodge* via the website which they screen and forward to the appropriate action recipients.
3. The web site utilizes [Wordpress](#) software and is hosted by [Midtown Micro / Digital Gear](#) in Sacramento. Their lead technical support contact is:  
  
Chris Jaime  
(916) 442-2447  
Midtown Micro, Inc.  
[support@midtownmicro.com](mailto:support@midtownmicro.com)
4. Whenever the content of a page is changed or updated, the "*Last updated mm/dd/yyyy*" should also be updated.
5. It is very important that the members database is updated whenever a new person joins the lodge or an authorized non-member needs access to the **members only** pages because this is where the password system is maintained, including the password recovery service. NOTE: as of March 2022 there are no "members only" pages.

**Last updated 03/03/2022**

6. Pages should be periodically reviewed for currency, especially the HOME PAGE, BUSINESS MINUTES and NEWS SITES pages and especially the sidebar event announcements.
7. Links to copies of [business minutes](#) and Monitor [newsletters](#) older than the preceding year should be removed from the public pages but the documents should remain in their respective media libraries on the server.
- 8.