

October 2, 2018

Dear Canon,

In September, Canon Estrada sent an e-mail to you announcing plans to transition the Institute's web site – www.institute-christ-king.org. This packet contains details about the transition. This packet includes a *timeline*, a *List of tasks*, *Tips and Best Practices*, *Training*, and *User Guides* for web site editors and image processing. There are two initial tasks for you. First, review this material so that you understand the general process and timeline of the transition. Second, please forward the names and e-mail address for people from your apostolate who will log in to make changes to the web site. Please send the names and e-mails to me by October 15 so I can create accounts for these people.

The target date for the transition is Saturday November 17, 2018. While your apostolate site will look much the same after the transition, the move to Joomla software to run the site will provide more features and will provide an easier interface for you to post information on the site.

Canon Estrada introduced the project team working on this transition. Let me identify the team again:

- **Canon Estrada** will provide administrative oversight.
- **Christopher Dadabo** (Chicago) will configure the new software, Joomla.
- **Tom Wirtz**, myself, (Milwaukee) will also configure the new software and provide training for people from the various apostolates.

I will provide several training sessions In October and November using web conference software. This will allow people across the country to join the on-line training. To join the training, a person will need an internet connection and a current browser. The person can either use a telephone with a toll-free number, or the computer's microphone and speakers to communicate with me during the training session.

I have created a web page for the transition –

http://staging.institute-christ-king.org/index.php?option=com_content&view=article&id=520

This page will contain all the information from this packet as well as links for all the training documents and videos. Please share this link with anybody working on the web site.

If you have questions throughout this process, please feel free to contact me at twirtz@institute-christ-king.org. I can address your questions through e-mail or we can schedule a phone call. You may also address any concerns you have with Canon Estrada.

I look forward to working with you and people from your Apostolate over the next few months to complete this transition.

Yours In Christ,

Thomas Wirtz